



Contact North | Contact Nord

Contact North | Contact Nord e-CLASSES Web Conferencing

# **Leader – Quick Reference Card – Version 8.2**

Welcome to Contact North | Contact Nord. Use this **Leader Quick Reference Card** to help you with adjusting your audio, leading your session, and incorporating markups and classroom tools in your e-CLASSES session. You may want to keep this card nearby for reference.

# **Before You Begin**

- Ensure your headset or microphone & speakers, webcam (if applicable) are plugged in before you join your session.
- Before you Start the session, use the Adjust audio and Test Video buttons in the Media Window to test your audio and webcam.
- Once you *Start* the session, if needed, use *Audio Setup* by clicking the **arrow beside the top left Muted/On.**Click the **arrow beside the top left Camera button** to test your webcam and preview your webcam image.

## **Leader Tips**

- Remember to click <u>Start</u> to begin your session!
- Remember to turn on your microphone!
- Speak clearly and use animation in your voice.
- Make sure participants can hear you and each other clearly.
- Look at the entire window, not just the content.
- Give explicit directions to participants.
- As the Leader, use tools and features to interact with participants.
- Encourage participants to use their communication buttons.

- Keep total session duration to fewer than two hours.
- Become familiar with the session content.
- Provide frequent opportunities for participation.
- Ask for feedback.
- Remember to clear Yes, No, and Raised Hands responses.
- If working with a Co-Presenter, predetermine tasks.
- Ask participants to click the step out button away from the session, click to step back in

#### **HELP DESK**

## Contact North | Contact Nord Technical Assistance Hotline: 1-888-850-4628

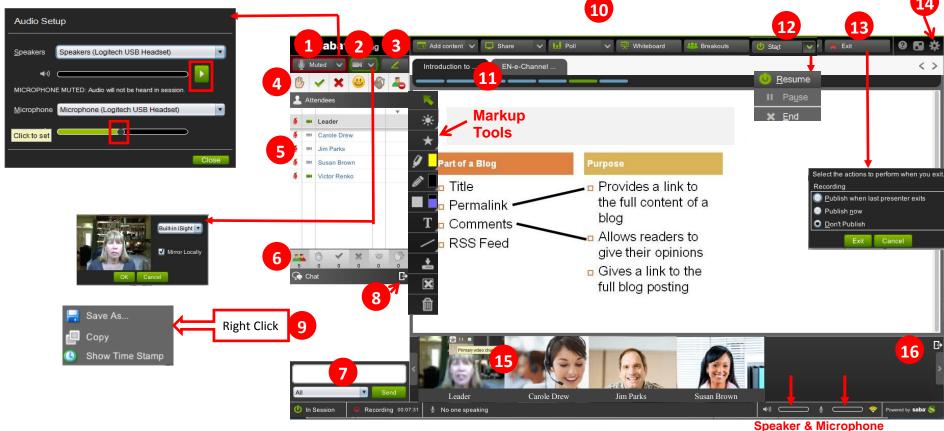
**Immediately** alert the Contact North | Contact Nord Technical Help Desk if you experience a technical problem. If attending at a Contact North | Contact Nord centre, immediately alert the staff for assistance.

See additional e-CLASSES Resources for Leaders at <a href="http://www.contactnorth.ca/training-opportunities/contact-north-web-training-resources">http://www.contactnorth.ca/training-opportunities/contact-north-web-training-resources</a>

For additional instructor training or refresher sessions, visit <a href="http://www.contactnorth.ca/training-opportunities/contact-north-learning-platforms-training-schedule">http://www.contactnorth.ca/training-opportunities/contact-north-learning-platforms-training-opportunities/contact-north-learning-platforms-training-schedule</a> or contact <a href="mailto:e-classes@contactnorth.ca">e-classes@contactnorth.ca</a>



# Leader Interface, Version 8.2



Volumes

- 1) Turn on/off your microphone with the **Mute/On** button. Test your audio settings (Audio Wizard) by clicking on the **arrow just beside** Mute/On.
- 2) Turn on/off your webcam. Test your webcam settings by clicking on the arrow just beside the webcam button (Video Wizard).
- 3) Click the green pen button to display your Markup tools.
- Use Emoticons to communicate in your session. Raise your Hand, Answer Yes or No, Laugh, Applaud, Step Out.
- 5) Click the participant's microphone or camera button to give or take audio and video controls for a participant, OR right-click on a participant's name to give or take controls.
- 6) Hover for the dropdown & click the option to give / take controls for all participants at once.
- 7) Enter text and click Send to **Text Chat** with everyone in the session or use the drop-down to select a specific person.
- 8) Dock/undock the chat panel.

- 9) Right click to display **Time Stamp** and **Save Chat** conversation.
- 10) Use the top menu controls to Add content, Share an application, start a Poll. use a Whiteboard, and use Breakout Rooms.
- Use the Agenda toolbar to preview content and navigate the agenda.
- 12) Start / End your session (In Session / Pre-Session).
  Pause or Resume recording.
- 13) Exit the session and select publishing options for when you exit.
- 14) Edit Settings (Chat, Appshare, Audio and Video).
- 15) Up to 8 webcam images can be displayed at one time. Click the star in the top-right corner of a webcam image to display as larger Primary Video in the Media Window.
- **16)** Undock the Video panel. When undocked, the panel can be displayed vertically or horizontally.

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