

e-CLASSES

Contact North | Contact Nord



Quick Reference Card – Mobile Option

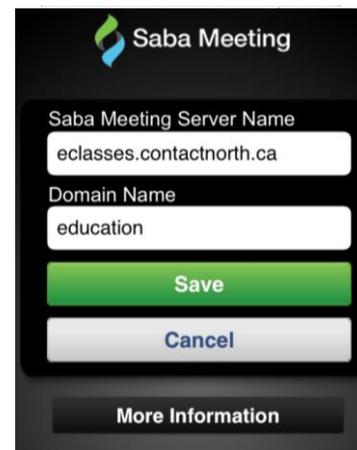
Before You Begin

Download the free **Saba Meeting** app from the iTunes App Store (iPad) or from Google Play (Android). Click **Install** to download.

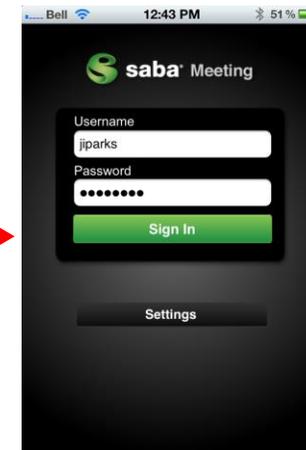
Set up Saba Meeting



Select "Settings" to enter the e-CLASSES server settings.



Server Name: **eclasses.contactnorth.ca**
Domain Name: **education**
Tap **Save**

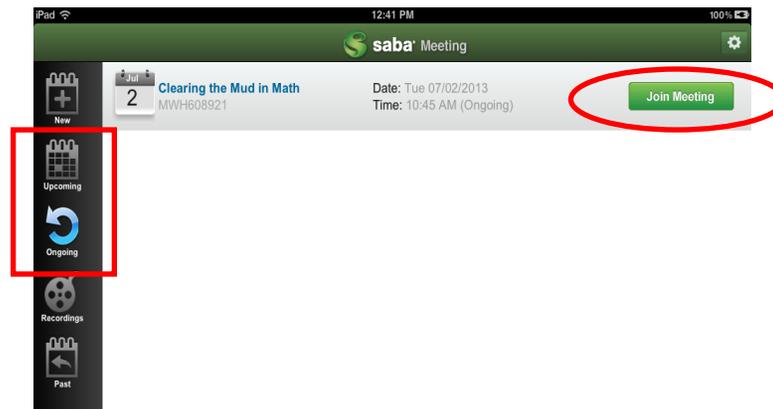
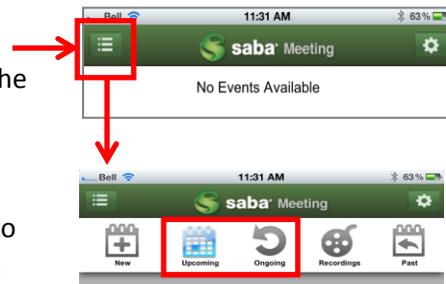


Type in your e-CLASSES username and password and tap **Sign In**.

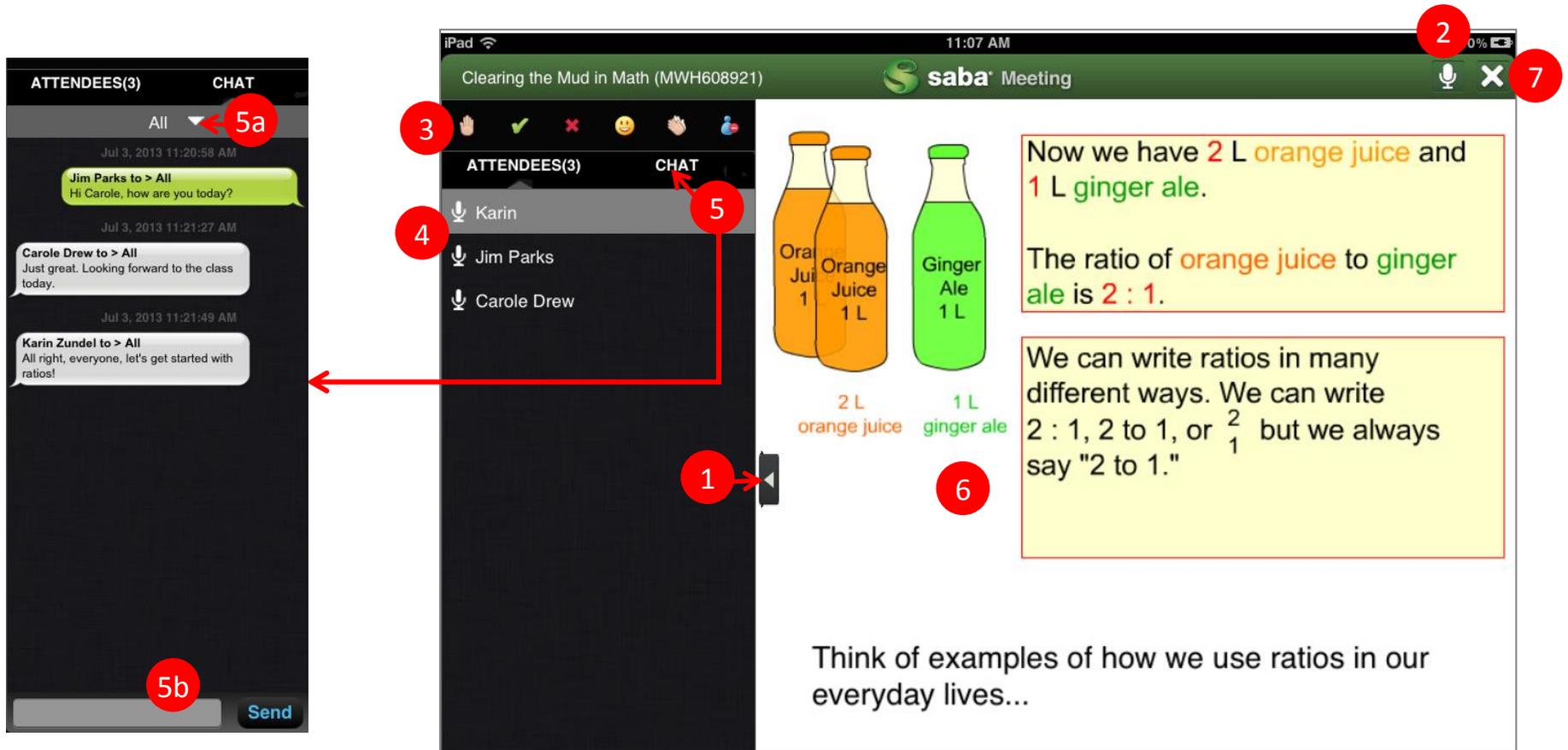
Join a Session

Click on the "list" symbol in the upper left corner to display all of the event categories (*iPhone/Android phone only*).

Tap either **Upcoming** or **Ongoing** to find your event and then click **Join Meeting** (or **Join**) to enter.



Quick Reference Card (iPad/Android Tablet) – *Participant*



- 1) Tap the arrow to toggle between full screen view of content and split screen (shown here). Note: Session begins in full screen view, tap arrow to see attendees, icons and chat.
- 2) Tap the **Microphone** to turn it on/off (if enabled by leader). Microphone will be green when on.
- 3) Use **Emoticons** to communicate in your session. Raise your Hand, Answer Yes or No, indicate Laughter or Applause, and Step Out.
- 4) Names of all attendees (Leaders and Participants) are indicated in the **Participant Panel**. Leaders/Presenters are indicated in grey.
- 5) Tap **CHAT** to view text message area. 5a) Tap the drop down menu to choose between sending to all presenters or to everyone in the session. 5b) Type your message and then tap Send. Tap **ATTENDEES** to hide chat and view participant list. Note: When a new chat message is received, a number will appear beside CHAT - e.g. CHAT (1).
- 6) Information presented in the session (slides, images, web pages, whiteboards, etc.) will be displayed in the **Content Area**.
- 7) Tap on the **Exit** button (X) to leave the session.

Quick Reference Card (iPhone/Android Phone) – *Participant*



- 1) When you first join a session, the content will be displayed full screen. Tap anywhere on the screen to access the green menu bars (shown here). Note: if you don't select any menu items, the screen goes back to full view.
- 2) Tap the **Microphone** to turn it on/off (if enabled by leader). Microphone will be green when on.
- 3) Tap the Thumb Up symbol to display **Emoticons** used to communicate in your session. Raise your Hand, Answer Yes or No, indicate Laughter or Applause, and Step Out. Tap again to hide the Emoticons.
- 4) Tap the Screen icon to return to the Content view at any time.
- 5) Tap the **Chat** icon to view text message area. 5a) Tap the drop down menu to choose between sending to all presenters or to everyone in the session. 5b) Type your message and then tap Send. Tapping the Chat icon again will return to content view. Note: When new chat messages are received, a number will appear beside CHAT - e.g. CHAT (3).
- 6) Video is not enabled for your sessions attended from mobile devices.
- 7) Tap the **People** icon to see the names of all attendees (Leaders and Participants). Leaders/Presenters are indicated in grey.
- 8) Information presented in the session (slides, images, web pages, whiteboards, etc.) will be displayed in the **Content Area**.
- 9) Tap on the **Exit** button (X) to leave the session.