HOW TO… Lead Your e-CLASSES Session v8.2

(NEW – version 8.2)

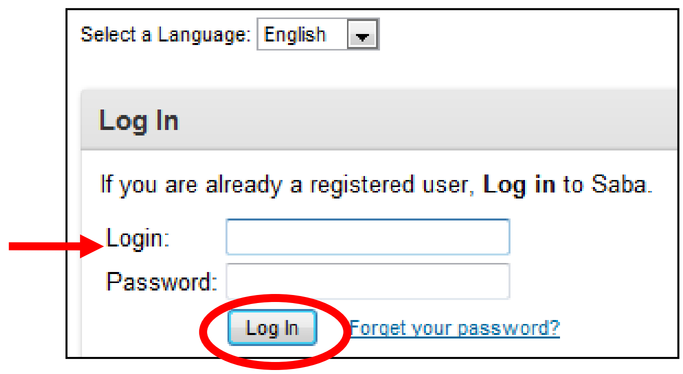
For e-CLASSES leaders using the new Saba Meeting v8.2, effective July 14, 2014.

Before leading an e-CLASSES v8.2 session for the first time, you need to download the* Saba Meeting App for Windows or Mac. *This stand-alone application is* <u>*not*</u> *launched within a browser tab and thus allows you to easily join a session without encountering browser or Java compatibility or configuration issues. (*Previous e-CLASSES users will notice that the Saba Meeting App is similar to the former browser interface*). The following instructions will help you get ready to lead your first e-CLASSES session using the Saba Meeting App for Windows or Mac.

1. Installing the Saba Meeting App for Windows or Mac

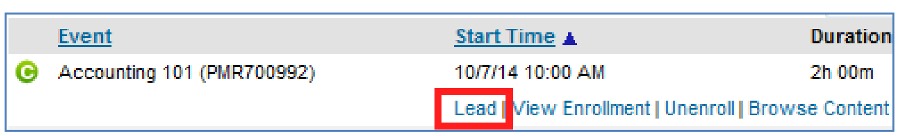
**** This is a one-time install – subsequently you simply click on *Lead* to join your sessions.**

Go to www.eclasses-contactnorth.ca Enter your login and password, click **Log In.**



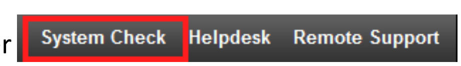
From your **My Schedule** page, you can install the Saba Meeting App for Windows or Mac by either

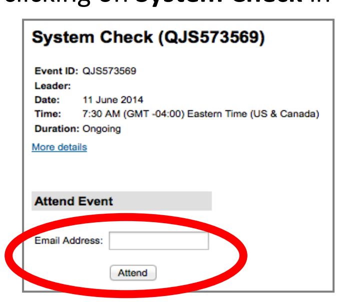
- clicking **Lead** on your event line



or

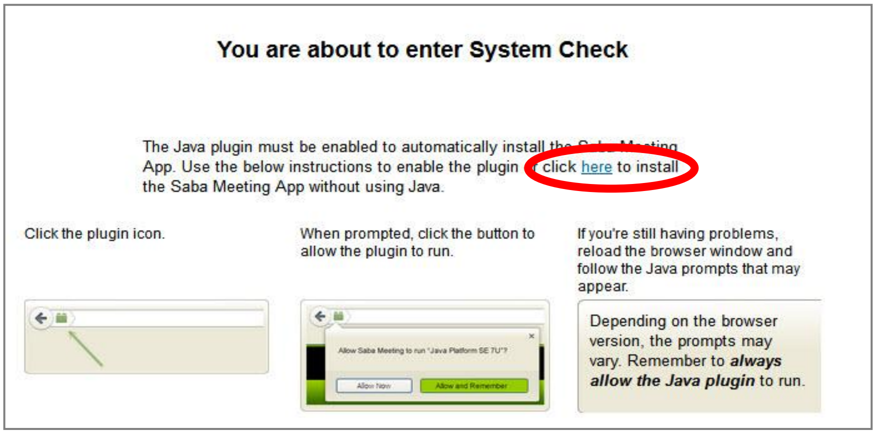
- clicking on **System Check** in the top right corner





- enter your email address
- click Attend to enter a test event

A “Java plug-in” must be enabled to automatically install the Saba Meeting app. Either follow the on-screen instructions to enable the plug-in OR simply click on the provided link to install the app without using Java.

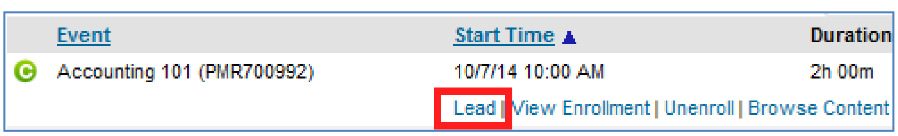


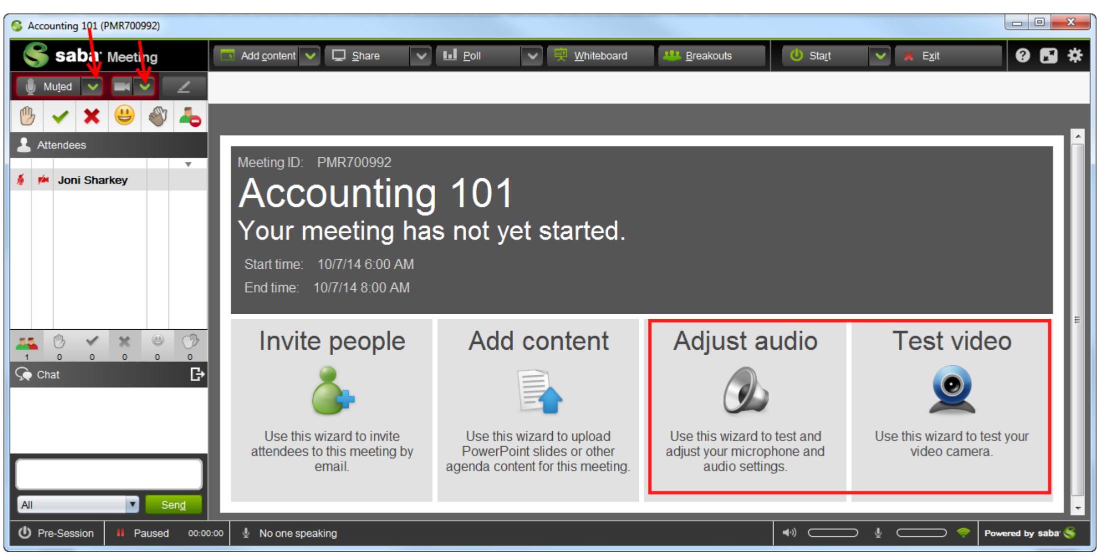
When prompted by your browser, download or save the install file to your computer. Once downloaded, locate the file and double-click it to install the Saba Meeting App. **This is a one-time install – once complete you simply click on Lead to join your sessions.**

If you have any issues loading the app, please contact the **Technical Help Hotline at 1-888-850-4628.**

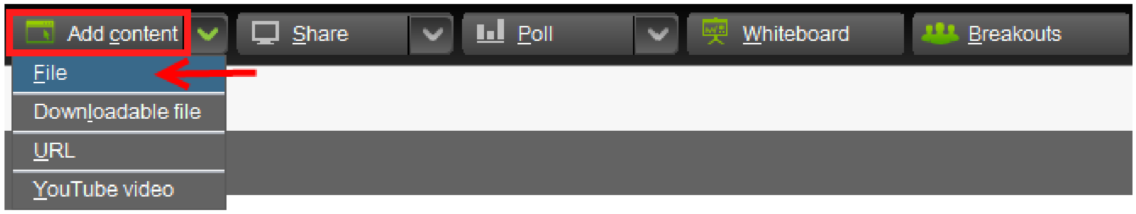
To join your session, look under the Upcoming and / or Ongoing tab. **Ensure your microphone & speakers or headset are plugged in before you join your session!** Likewise if you’re using a webcam or interactive pen & tablet.

Find your session and click on **Lead**. *(Note for Mac users only - you can also attend sessions directly from the Saba Meeting App located in your Applications folder.)*





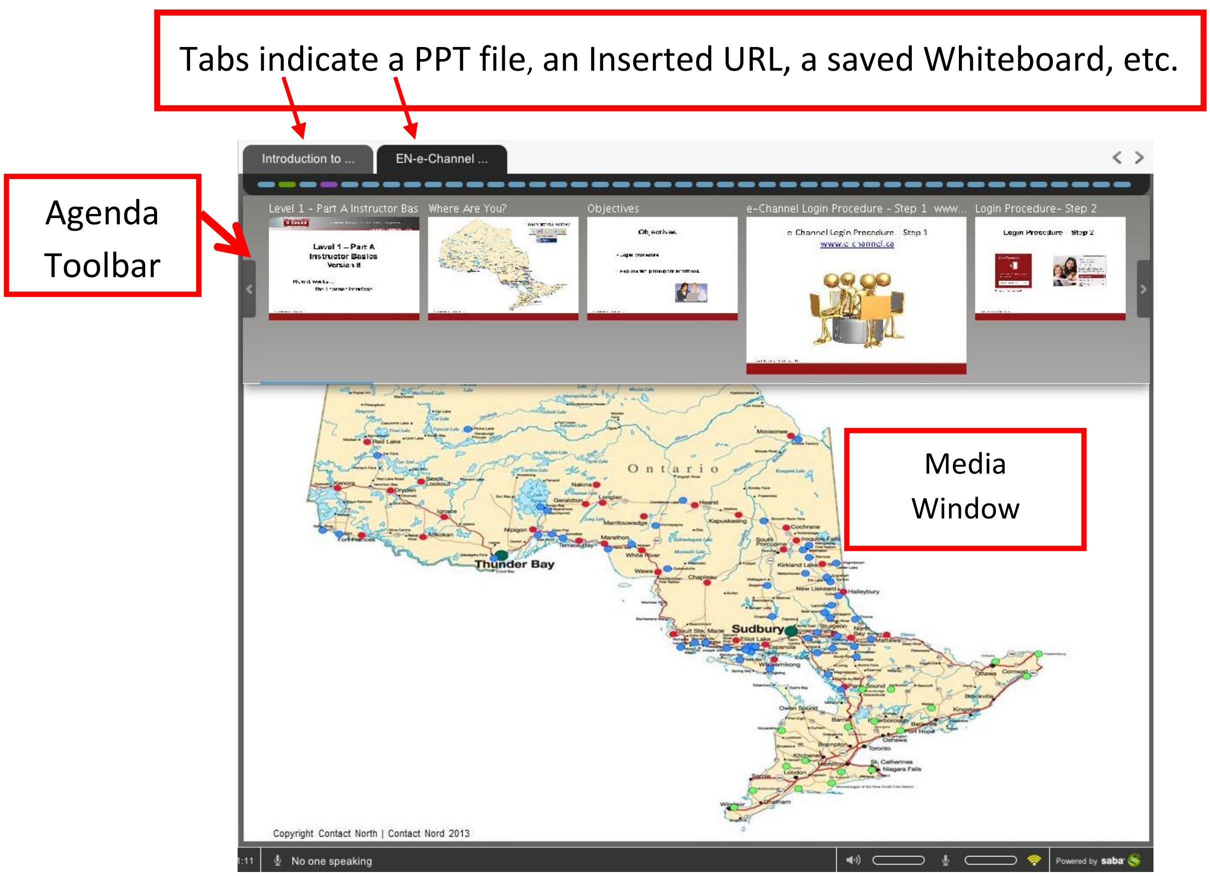
2. Add Your Content – Content can be added as soon as the session is created or live in session.



Content You May Present – You can present several types of content in an e-CLASSES session using the Classroom Tools as well. These may include:

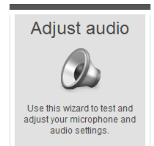
- PowerPoint presentations
- Web page URL's
- Applications to share (ex. Excel)
- Files to download
- Short videos

Content that you upload will be displayed in the **Agenda Toolbar**. Each file appears as a separate tab. Use the toolbar to preview your content and navigate through the agenda. Slides are represented by a bar along the top. A green bar indicates an item being displayed to attendees in the **Media Window**, while a purple bar indicates an item being previewed by the presenter.



3. **Test Your Audio -** The first thing you should always do each time you join a session is **setup/test your Audio** by clicking on the arrow *beside* the Mute/Unmute button in the upper left corner of the app window or the *Adjust Audio* square in the centre Media Window.

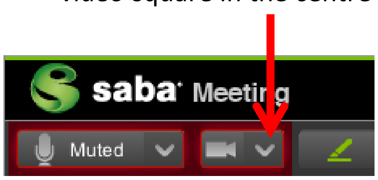
or



To adjust your speakers/headset volume, click on the green *Play* button to hear an audio sample. Slide the volume bar to the left or right to adjust.

Speak into your microphone
and adjust the volume slider for an optimum level.

Test Your Webcam - Click on the arrow *to the right of the camera button or click Test video* square in the centre Media Window.



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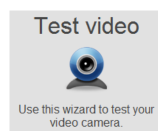
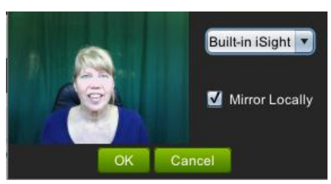
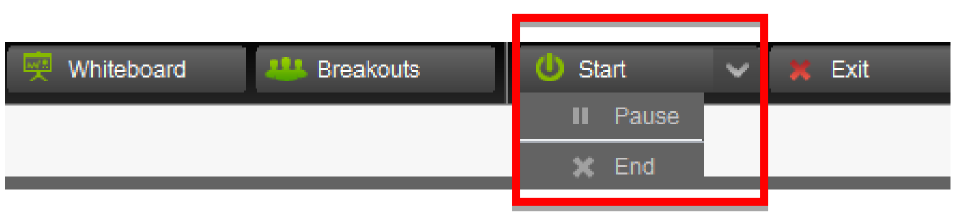
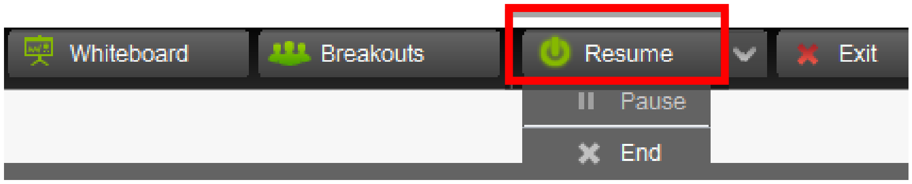




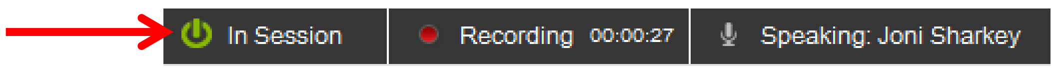
4. **Start your session!** – Click the **Start icon,** on the upper right, to get in session.



You can also control the session recording in this area with Pause and Resume.

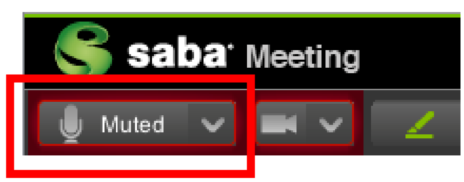


Once you start your e-CLASSES session, check the bottom left corner of the window to ensure you're ***In Session*** and that ***Recording*** has started if you want to be able to save a recording.



5. Using Your Microphone - When the microphone beside your name in the Attendees window is green that means your microphone is on or live.

When you want to speak, click on the **Mute/On icon *or* the microphone beside your name in the Attendees window**. Click again when you are finished (the icon is lined in red when your microphone is muted, and green when it is on). You can also hold down the keyboard CTRL key (Mac: Control) to talk.



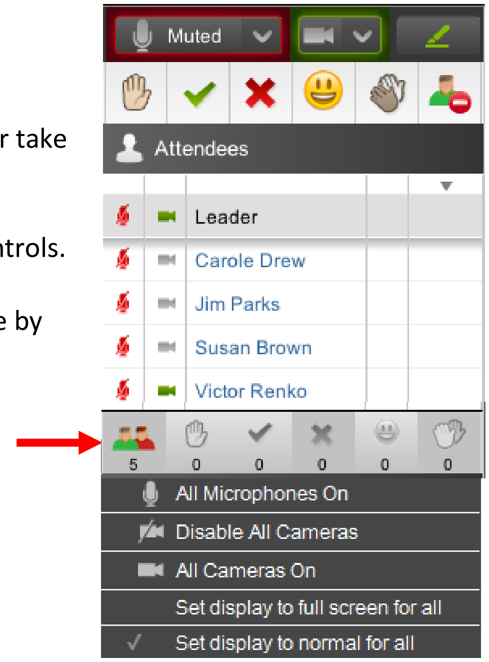
or click microphone beside your name

Along the bottom of the screen there are sliders to adjust the volume of what you are hearing and saying. Your Network Status indicator is to the right of the volume sliders.

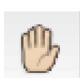
6. **Enabling Participants' Microphones** – As the leader, you need to enable a participant's microphone so they can speak or use a markup tool.

From the Attendees window (People Panel):

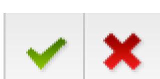
- Leader / Co-Presenter have a grey background
- Click the microphone or camera icons to give or take audio and video controls for participants.
- Right-click on a name for a pop up menu of controls.
- Give or take controls for all participants at once by hovering over the icons at the bottom of the window to get a pop down menu.



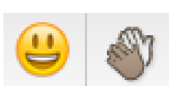
7. **Communication Tools** – Each time you select a communication tool, a corresponding symbol will appear beside your name in the Attendees window.



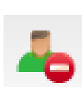
The **Hand** tool allows participants to raise their hand if they have a question. The hand symbol will appear beside the participants' names along with a number indicating the order in which hands were raised.



The green check and red x allow you to ask direct **Yes** or **No** questions.



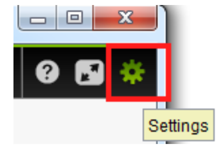
The **Laugh** and **Applaud** icons allow you and your participants to express some emotion during the meeting.



If anyone in the session needs to leave their computer for a few minutes, they can click on the **Step Out** icon to let others know they are away. Remember to unclick when you return.

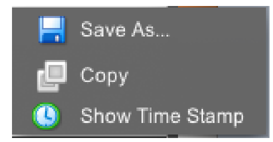
Participants can unclick their icons or the leader can clear by accessing the drop down menus below the Attendees window.

Chat – each participant has the default options of to *All* and to *All Presenters*. The leader can send a message to an individual or enable *participant to participant* text chat in the **Settings** option.

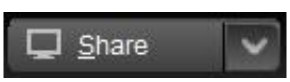


You can undock the chat panel to move it to a convenient location.

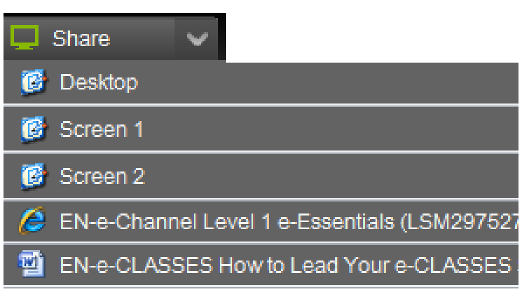
Right click in the chat window to display time stamps and to save the chat conversation.

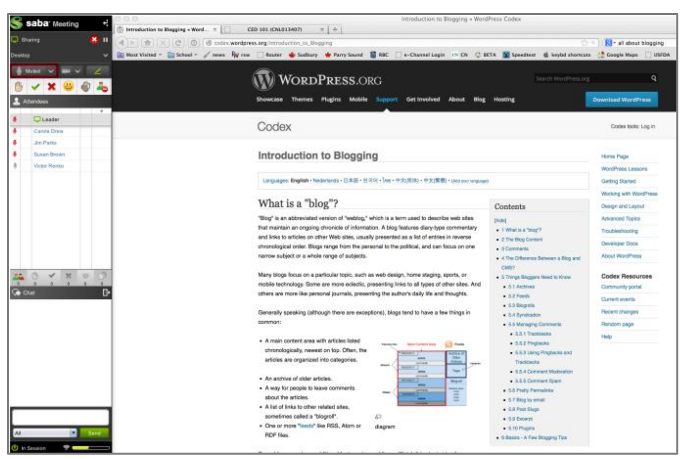


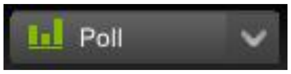
8. **Incorporating the Classroom Tools –** Use the **Classroom Tools** to show a short video, start sharing an application, start a poll, display the whiteboard, and set up breakout rooms. Please also see the individual *How to* documents.



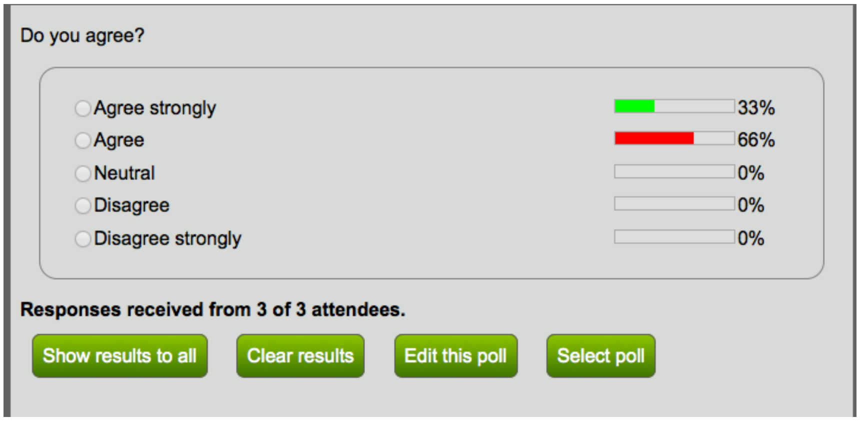
Share – use application sharing when you want to show participants an application from you own computer. Participants will see your selected applications in the media window.

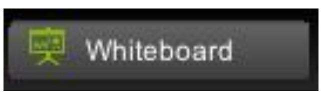




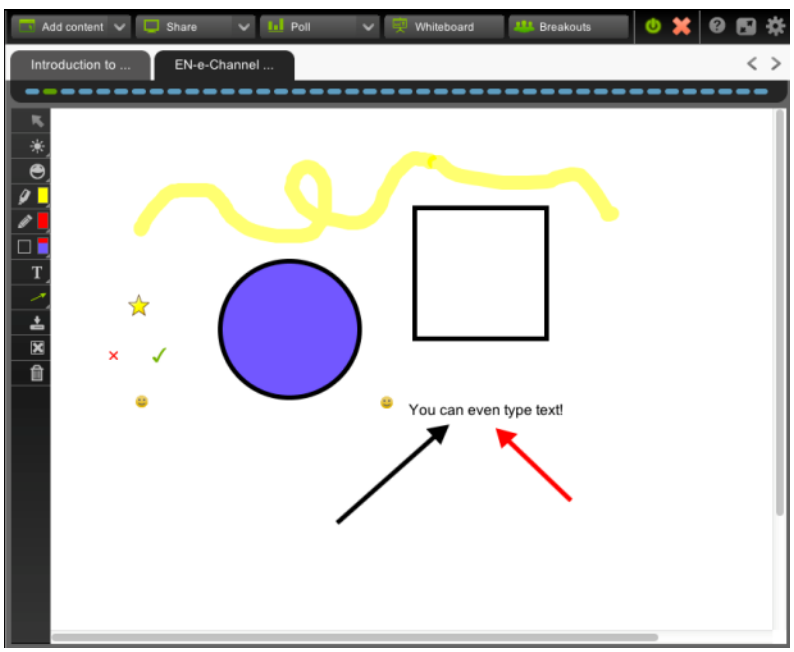


Polls – Use a poll to ask participants to respond to a single question. You can show the results of the poll to participants.



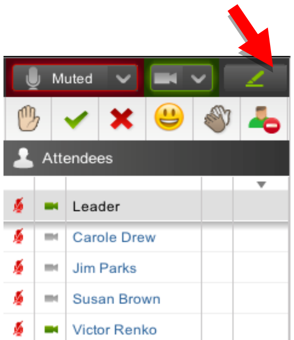


The **Whiteboard** is a tool that you can initiate allowing all to write, draw, and type in the interactive meeting room.

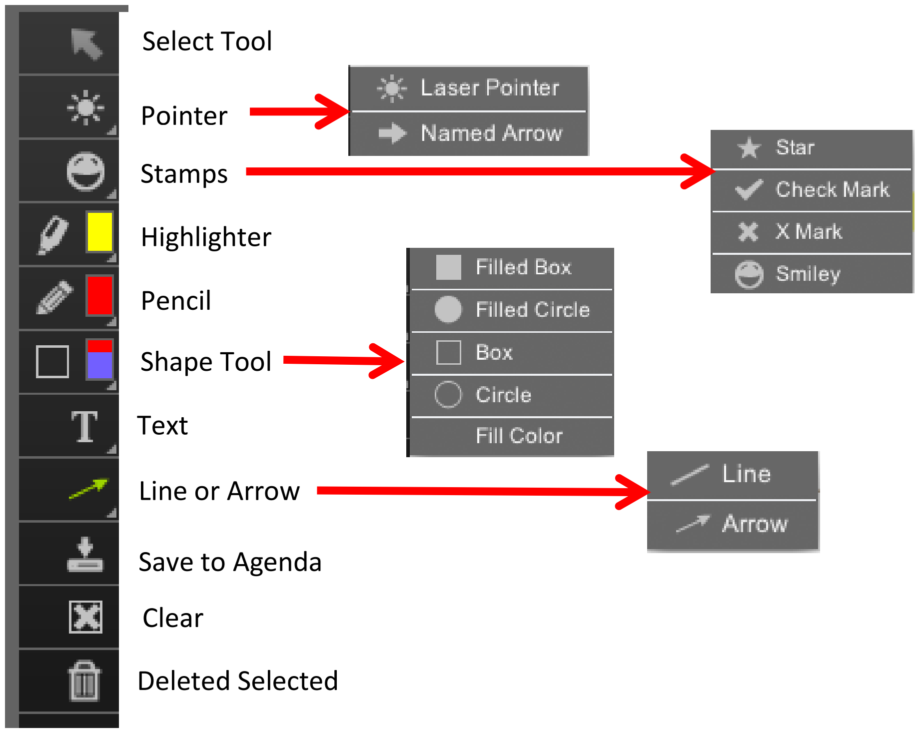


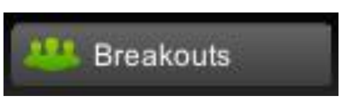
You can use a mouse to write or a pen and tablet which is especially helpful in drawing and working with numerical applications.

Mark Up Tools can be used on the Whiteboard and other content and are located along the left side of the media window. Additional options are available as you hover over a tool. The leader must enable the participants' microphones for them to be able to use their markup tools (participant does not physically need a microphone on their computer).

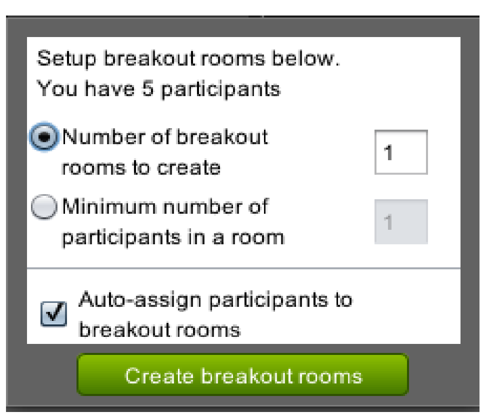


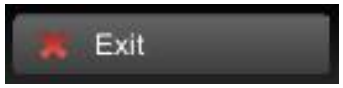
To open your Markup Tools, click on the **green pen** just above your Communication buttons.



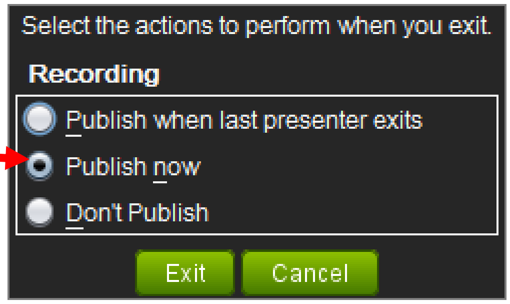


Breakout Rooms – Participants can be divided into separate breakout rooms. Each room is assigned a leader and each group can work on different content using any of the e-Channel tools.



9. **Exit and Publish Your Recording –** To exit the session, click on the **Exit** icon. 

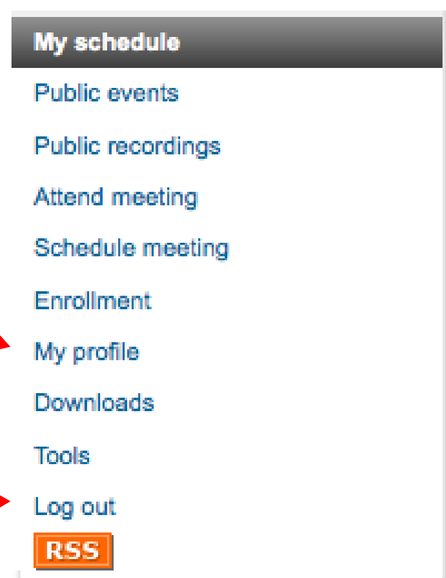
You then select if you want to publish the recording when you exit.



When published, enrolled participants will be able to see a recording of the session listed under the Recordings tab of their My Schedule page.

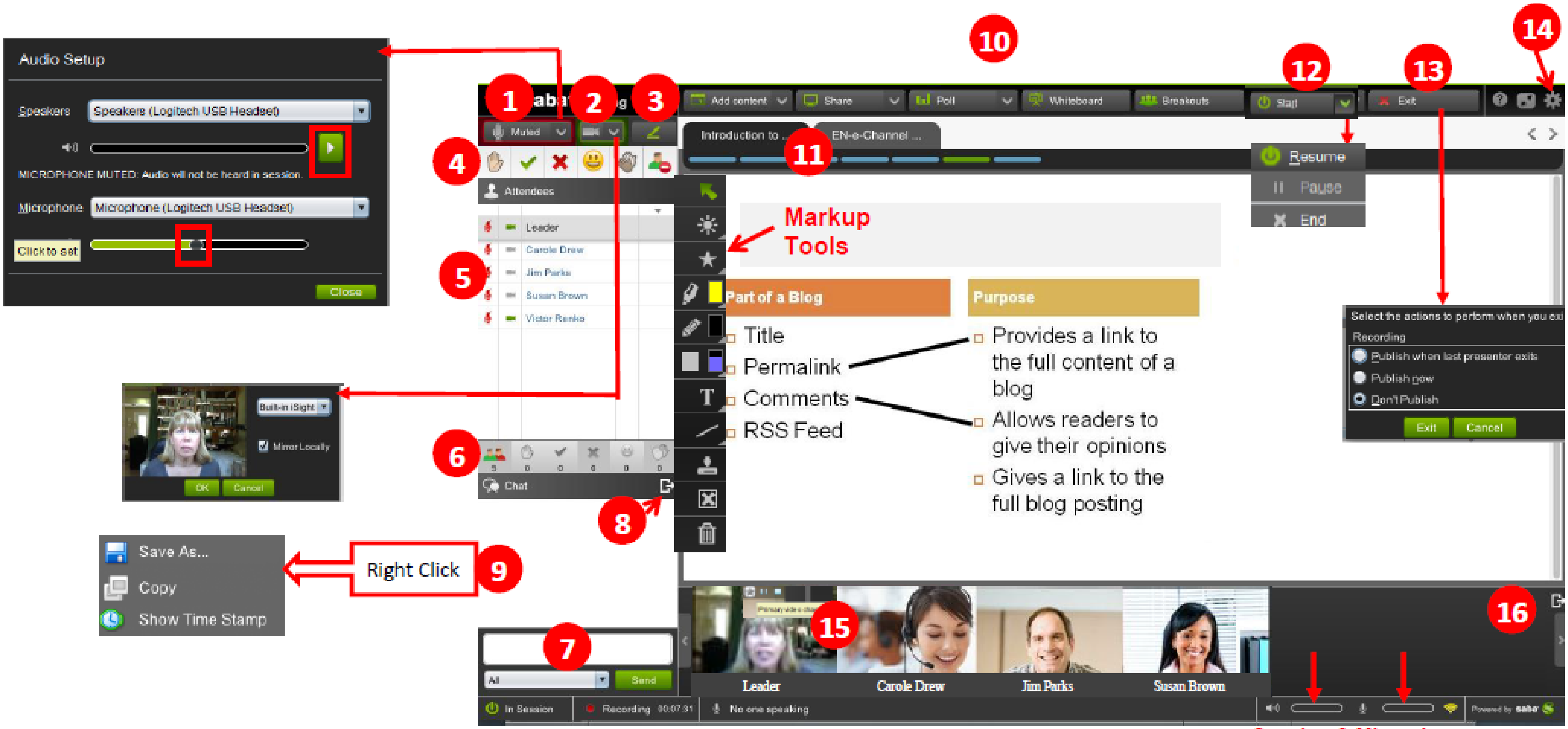
Be sure to also **Log out** from the My Schedule page left side menu.

Please also remember to change your password to something more secure with the *My profile* option.



e-CLASSES

Leader Interface, Version 8.2



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.
4) 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**.
11) 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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