HOW TO CREATE AND MANAGE THE KALTURA MEETINGS LIVE ROOM?

Instructor Guide

Preliminary Preparations

1 Prepare your environment

2 Create a Virtual Classroom

Settings

3 Can we hear and/or see you?

4 Track participant's focus

5 Choose class mode

Pre Session

6 Prepare your study aids

7 Upload files

8 Invite participants

During Session

9 Tools

10 Set participants permissions

11 Chat

12 Set the presenter webcam position

Post Session

13 Session Stats

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Preliminary Preparations

1 | **Prepare your environment**

- [Click here](#) to verify your system compatibility.

- [Click here](#) to perform a quick tech check.

- Make sure you have reliable Wi Fi. It is recommended to connect the computer as close as possible to the router. Also, try to avoid sharing the router network and hotspots.

- Plug your laptop into the power supply. Your computer might consume high CPU because the software runs on your computer's camera and microphone. Therefore, the battery on your computer can run out faster.

- If you run into network or high CPU issues, close Internet windows and other unnecessarily running apps. Also, consider turning off the camera.

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2 | Create a Virtual Classroom

1. Login to your Mediaspace or KAF application.

2. Select **'Edit'** channel (in Mediaspace) or **'Edit'** Media Gallery (in KAF.)

3. Click checkbox **'Enable Newrow Live Room'** and save your changes.

4. In the Channel/Media Gallery media page, click the **'Start Meeting'** button to launch the Virtual Classroom.

Notes:
- If you are set as a Manager or Moderator within the repository, you can initiate a real time session. After the session is initiated, other users will be able to join.

- If the 'Enable Newrow Live Room' field is not available in the repository editing options. you may need to enable the 'Newrow' module in the KMS/KAF admin page.
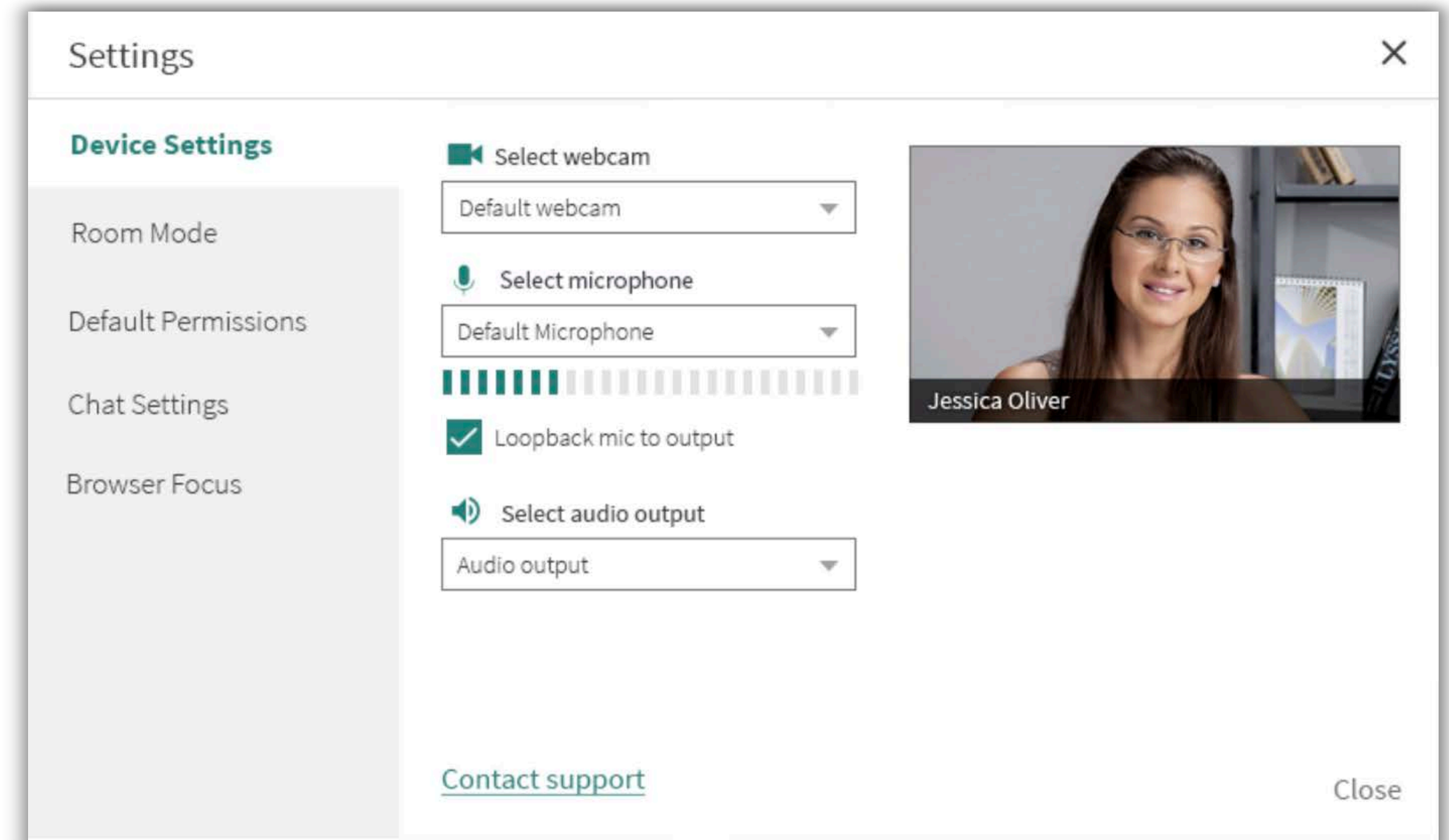

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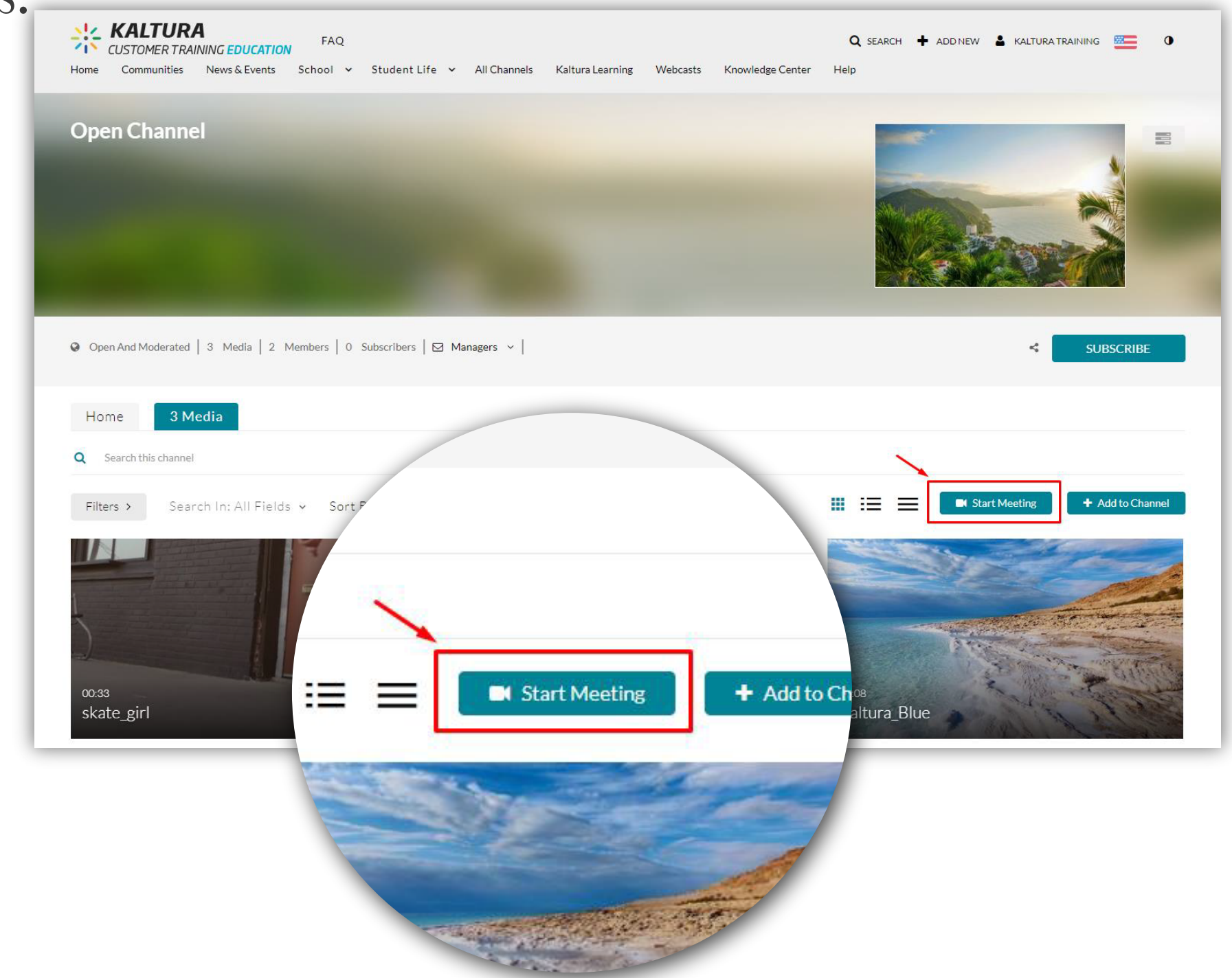
Settings

Welcome to the Virtual Classroom!

3 | Can we hear and/or see you?

- Click the **Gear icon** ⚙ on the top toolbar.

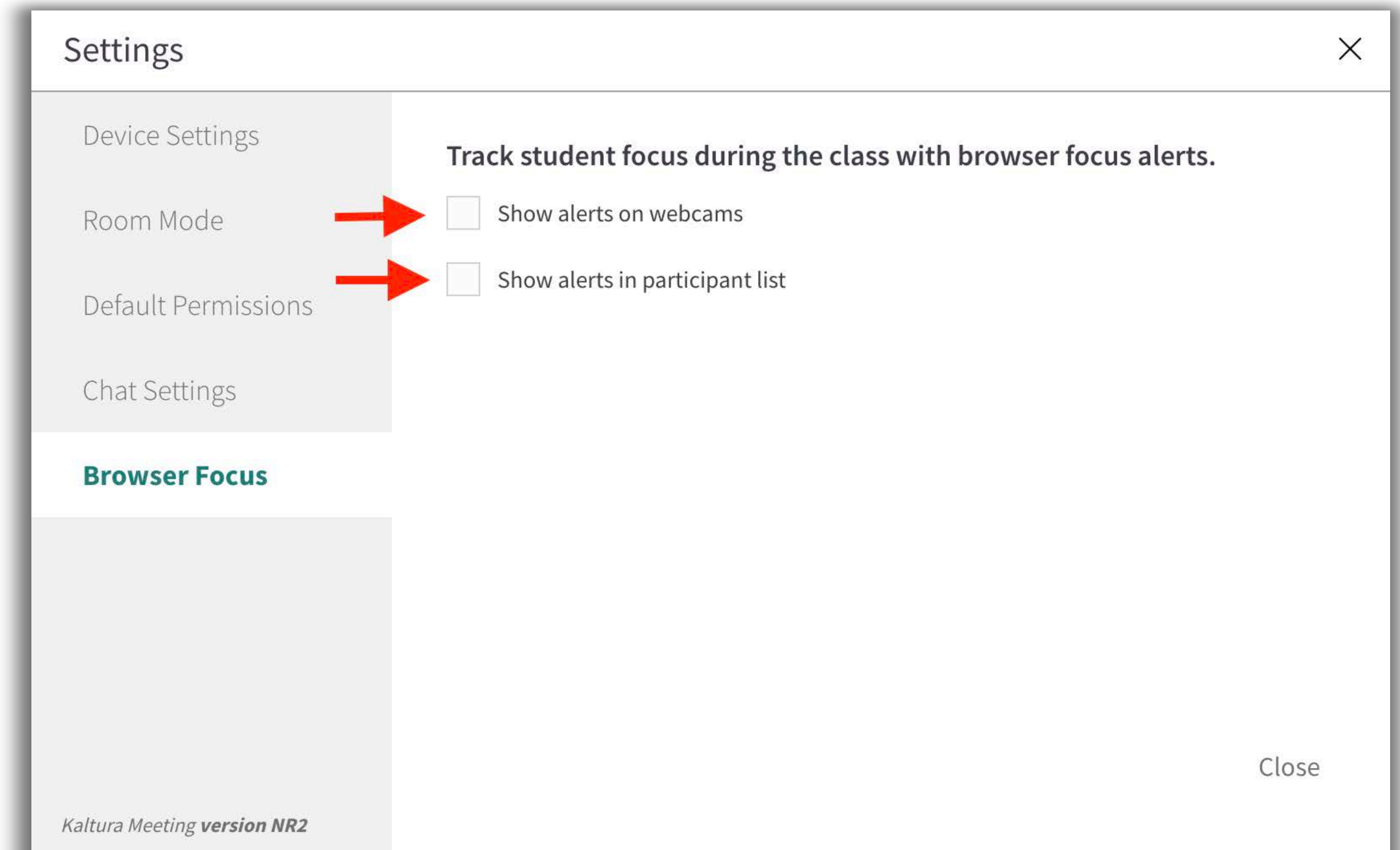- Set up the camera, microphone, and audio you want to use in the live room.

  If you have a problem activating your camera or microphone, click here for more assistance.

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4 | **Track participant focus**

- Click the **Gear icon** ⚙ on the top toolbar and navigate to the *Browser Focus* tab.

- Check **'Show alerts on webcam'** to identify which participants are not in focus during the class with a webcam alert.

- Check **'Show alerts on in participant list'** to identify which of the participants is not in focus during the class with a participant list alert.

Settings ✕

Device Settings

Room Mode

Default Permissions

Chat Settings

Browser Focus

Track student focus during the class with browser focus alerts.

→ ☐ Show alerts on webcams

→ ☐ Show alerts in participant list

Close

Kaltura Meeting **version NR2**

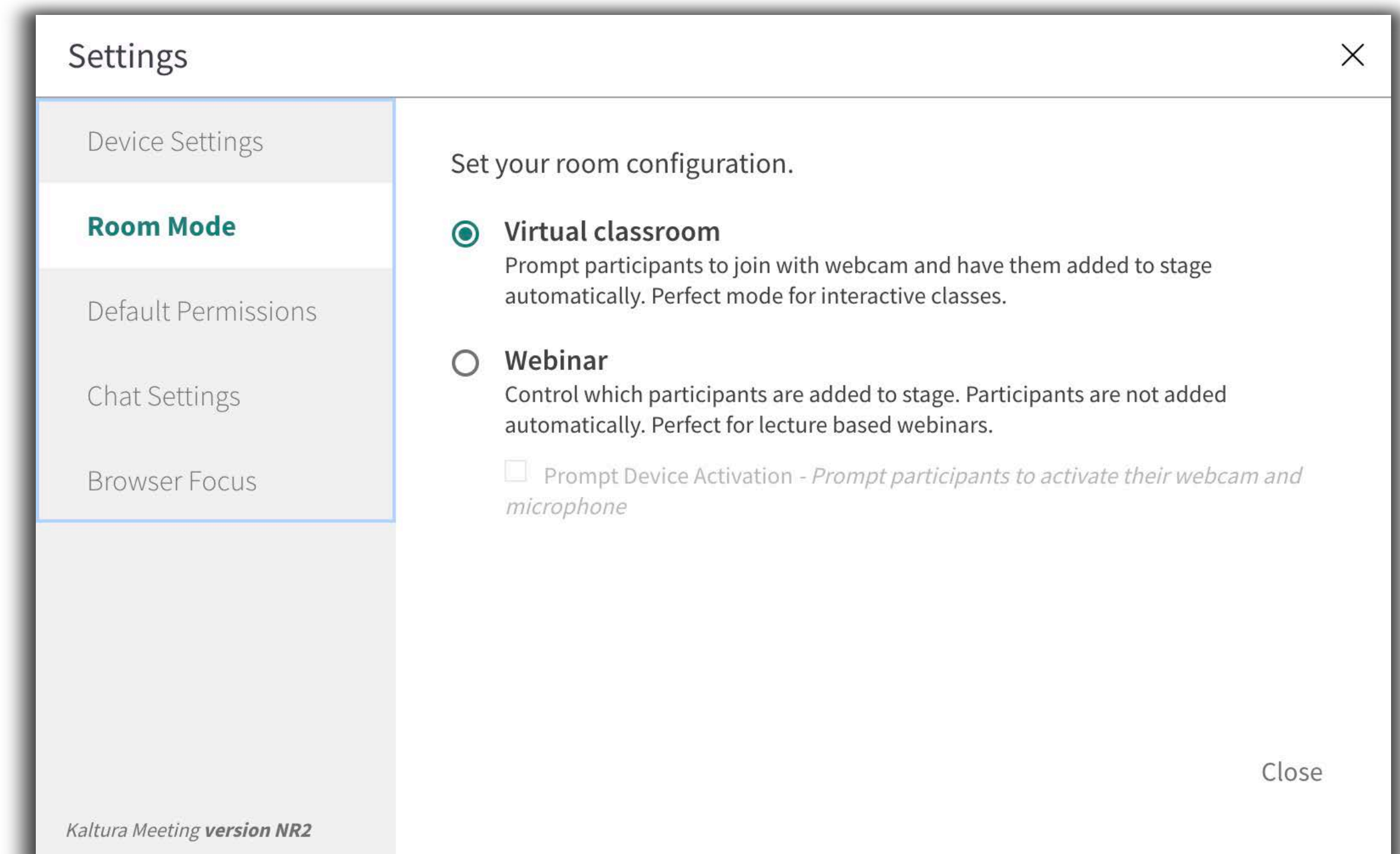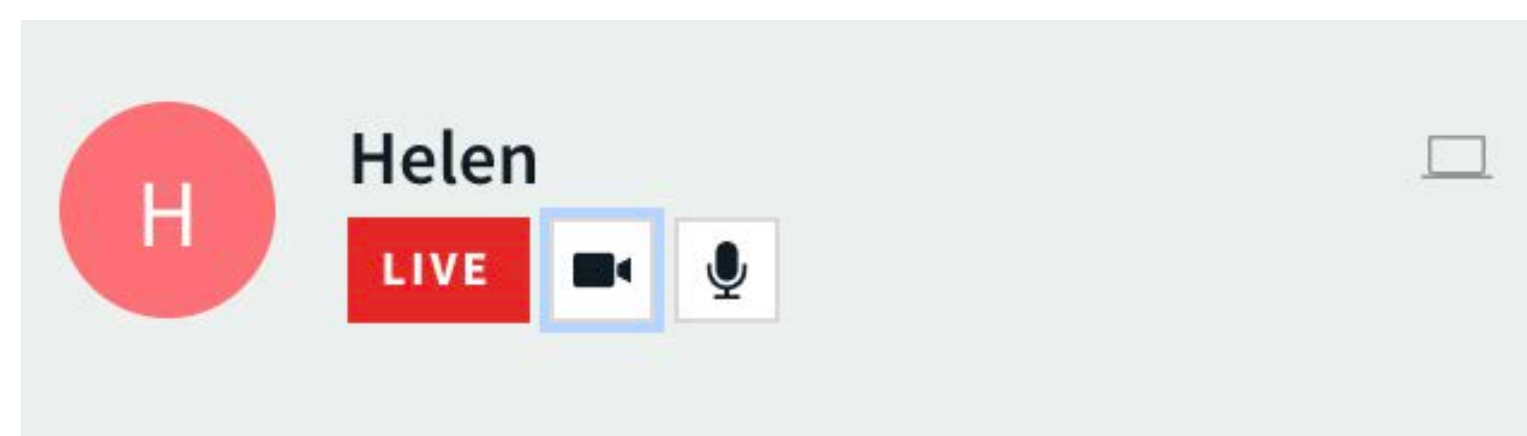❖ **KALTURA**

5 | Choose class mode

Click the **Gear button** ⚙ on the top toolbar, navigate to ***Room Mode*** and select the desired mode:

- **Virtual classroom**
  Participants are asked to turn on their webcam and microphone devices when joining the class and are automatically 'Live' and added to the stage.

- **Webinar**
  Participants are asked to activate their devices when entering the class, but are **not** automatically added to the stage. You can manually add them to the stage using the 'Live' button in the participants list.

Settings ✕

Device Settings

Room Mode

Default Permissions

Chat Settings

Browser Focus

Set your room configuration.

⦿ **Virtual classroom**
Prompt participants to join with webcam and have them added to stage automatically. Perfect mode for interactive classes.

○ **Webinar**
Control which participants are added to stage. Participants are not added automatically. Perfect for lecture based webinars.

☐ Prompt Device Activation - *Prompt participants to activate their webcam and microphone*

Close

Kaltura Meeting **version NR2**

Helen
LIVE 📹 🎤

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Pre-Session

We've collected some tips for managing
a successful Virtual Classroom...

6 | Prepare your study aids

To ensure a successful session flow, we recommend taking the following steps ahead of time:

1. Plan and upload your study aids to the workspace, such as:

- Files (presentations, videos, images, audio files or text files)
- Videos from the Kaltura My Media
- Videos from YouTube
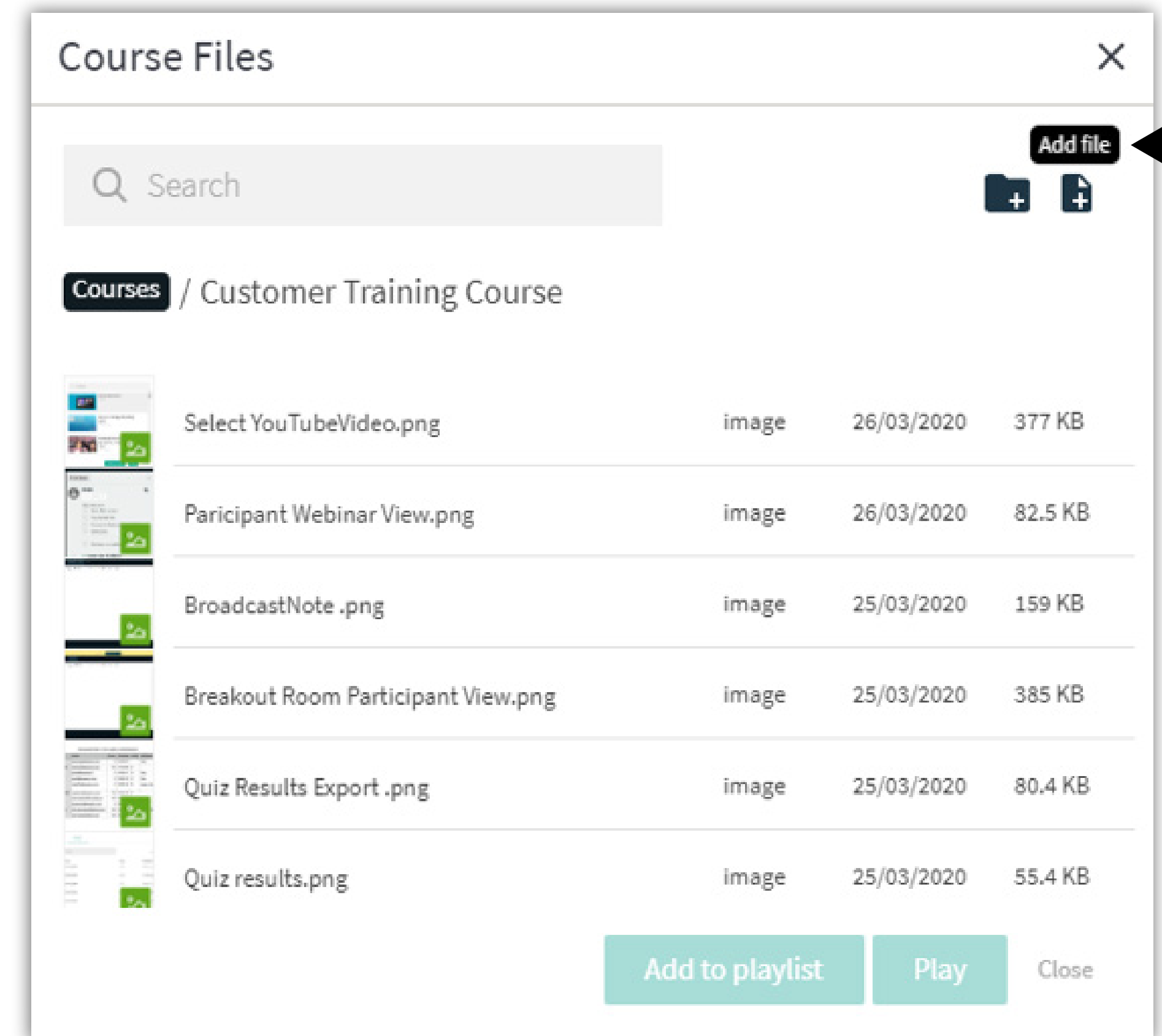- Quizzes

2. Add all study aid files to a Playlist.

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7 | Upload files

Upload any type of files, such as: presentations, videos, images, audio or text files.

1. Click the **'Files'** button located on the top toolbar.

2. Click the **'Add File'** button to upload files from your computer.

3. Select the file(s) you want to upload and click **OK**.

Notes:

- Click the **'Add Folder'** button to create folders. You can directly add or drag the files into the folders.

- Click the **'Add to Playlist'** button to add the files to a playlist. Using playlists ensures a proper session flow without delays. If

- you upload a PowerPoint presentation with animations, they will not be displayed during the session.

Course Files   ✕

🔍 Search   Add file 📁+ 📄+

Courses / Customer Training Course

	Select YouTubeVideo.png	image	26/03/2020	377 KB
	Paricipant Webinar View.png	image	26/03/2020	82.5 KB
	BroadcastNote .png	image	25/03/2020	159 KB
	Breakout Room Participant View.png	image	25/03/2020	385 KB
	Quiz Results Export .png	image	25/03/2020	80.4 KB
	Quiz results.png	image	25/03/2020	55.4 KB

Add to playlist   Play   Close

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8 | Invite participants

1. Click the **'Invite'** button on the top toolbar.

2. Click **'Copy'** to copy the direct link to your room and send it to your participants. Or choose your preferred email service to invite attendees.

3. Set a password to secure your Virtual Classroom. Participants will be requested to enter the password before accessing the live room. (Optional)

Notes:
- The direct link to the Virtual Classroom is static so you can reuse the same link in your next session.

Invite People To Join You ✕

Direct Link To Your Room
Share this link with your participants for them to join your session.

🔗 https://smart.newrow.com/#/room/sat-107   **Copy**

Invite By Email
Choose your preferred email service to invite your participants.

M
Gmail   ✉ Default Email

Set A Password
Require guest participants to enter a password to join.

☐ Require a password: Enter a password (8-24 chars)

Save   Cancel

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During the Session

9 | Tools

Click on the **'Tools'** button on the top toolbar to use the following tools:

- YouTube - Share a YouTube video.

- Whiteboard - Draw on the board.

- Desktop Share - Share your screen.

- Quizzes - Add a questionnaire.

- Video Library - Share a video from My Media.

- Recording - Record the session.

- Breakout - Divide the participants into subrooms to create smaller study groups.

Tools ✕

YouTube	Whiteboard	Desktop Share
Quizzes	Video Library	Recording
Breakout		

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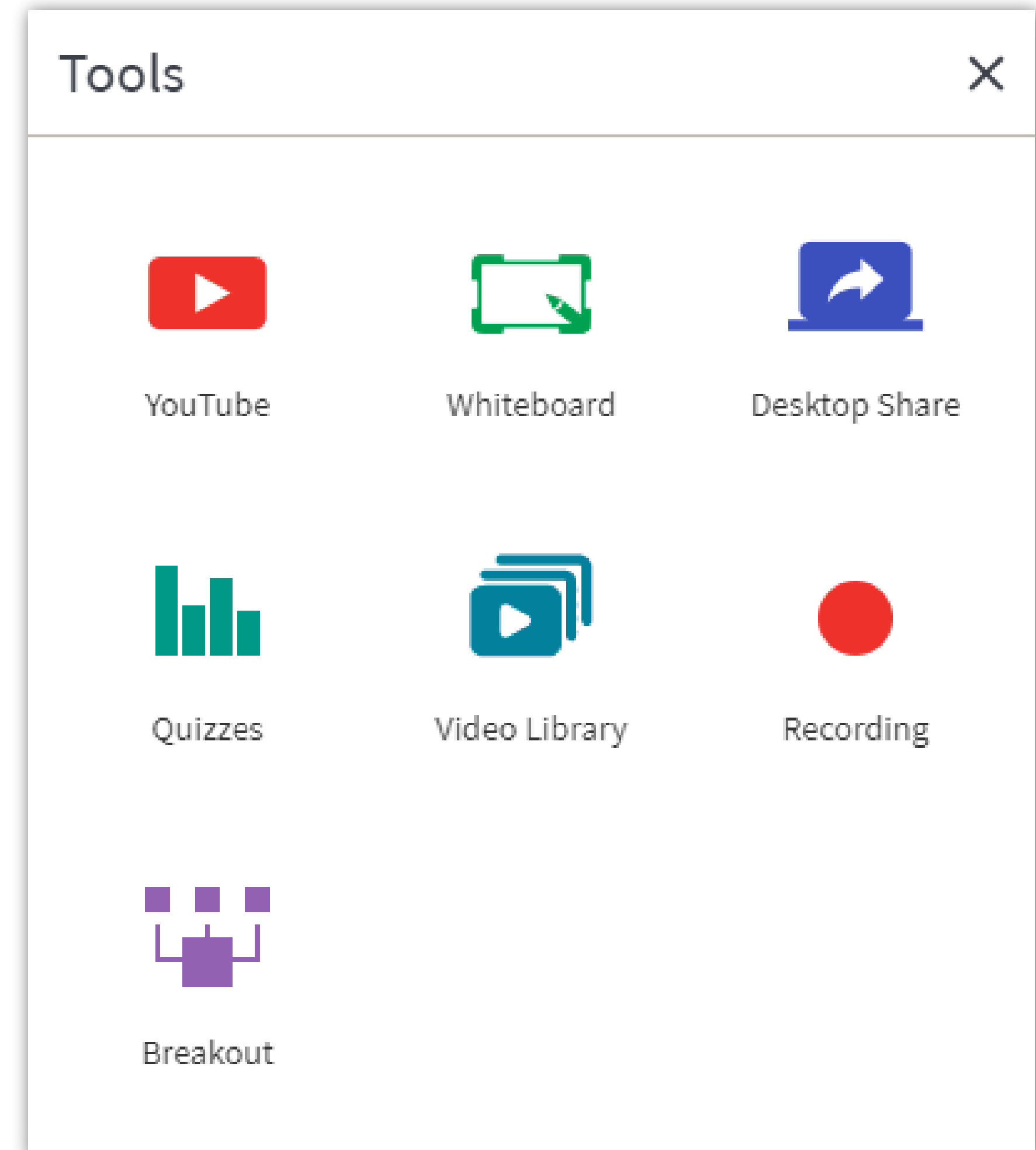
10 Set participants permissions

Click the arrow next to each participant name and
set their permissions, as follows:

- Enable/disable participant's cameras / microphones / Live
  Button (If their devices are in fact enabled on their end).

- Set specific privileges for the live room participants to
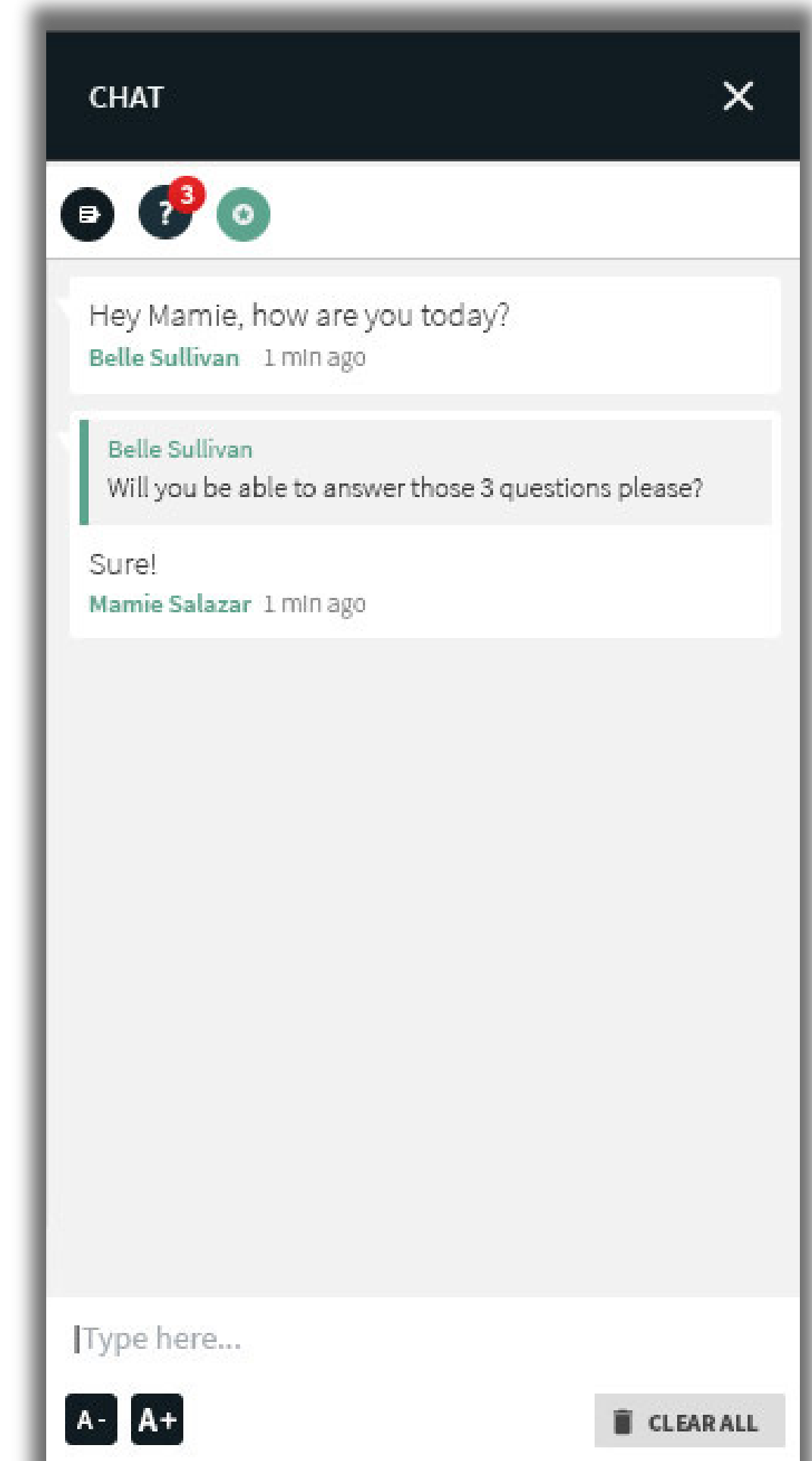 contribute and assist you during class.
  The following permissions are available:

  ✓ Screen sharing   ✓ Using the drawing board
  ✓ File sharing   ✓ Write notes

- Each of your participants can be set as a moderator to help
  you manage the live room.

- The Moderator has all permissions as the room Instructor.

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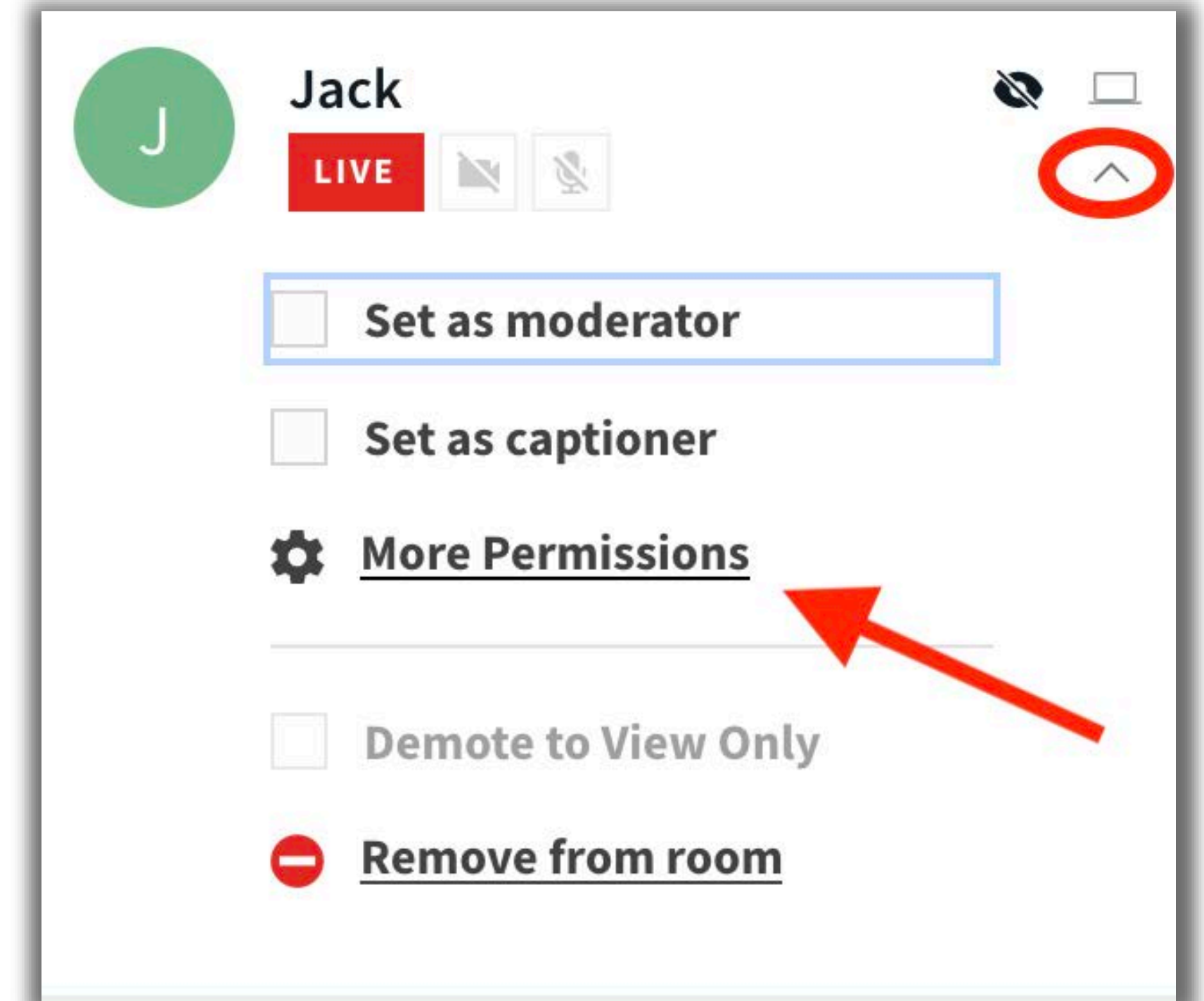
11 | Chat

- Use the **Classroom Chat** to communicate with the participants. The Chat will be visible to all participants.

- Use the **Q&A Chat** to answer questions that are directed to the instructors or moderators privately. This information will be invisible to other participants.

- Use the **Moderators Chat** to communicate with the moderators in private – This conversation will be invisible to other participants.

- Engage in **1X1 Chat** with other participants in the session.

- Increase or decrease the font size by pressing the A**+/** signs, respectively.

- Hide the chat box by clicking **x** in the chat top right corner or click the **'Chat'** button on the top toolbar. Click on the **'Chat'** button to view the chat box again.

CHAT ✕

Hey Mamie, how are you today?
Belle Sullivan   1 min ago

Belle Sullivan
Will you be able to answer those 3 questions please?

Sure!
Mamie Salazar 1 min ago

|Type here...

A- A+   🗑 CLEAR ALL

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12 | Set the presenter webcam position

Change the speaker's webcam position to the top of the stage (Floating Overlay) or the center of the stage (Full Frame). Setting a presenter helps bring focus to that participant.

1. Hover your cursor over a participant's webcam.
2. Click the **' Presenter '** icon to the right of the microphone button to change the camera position.
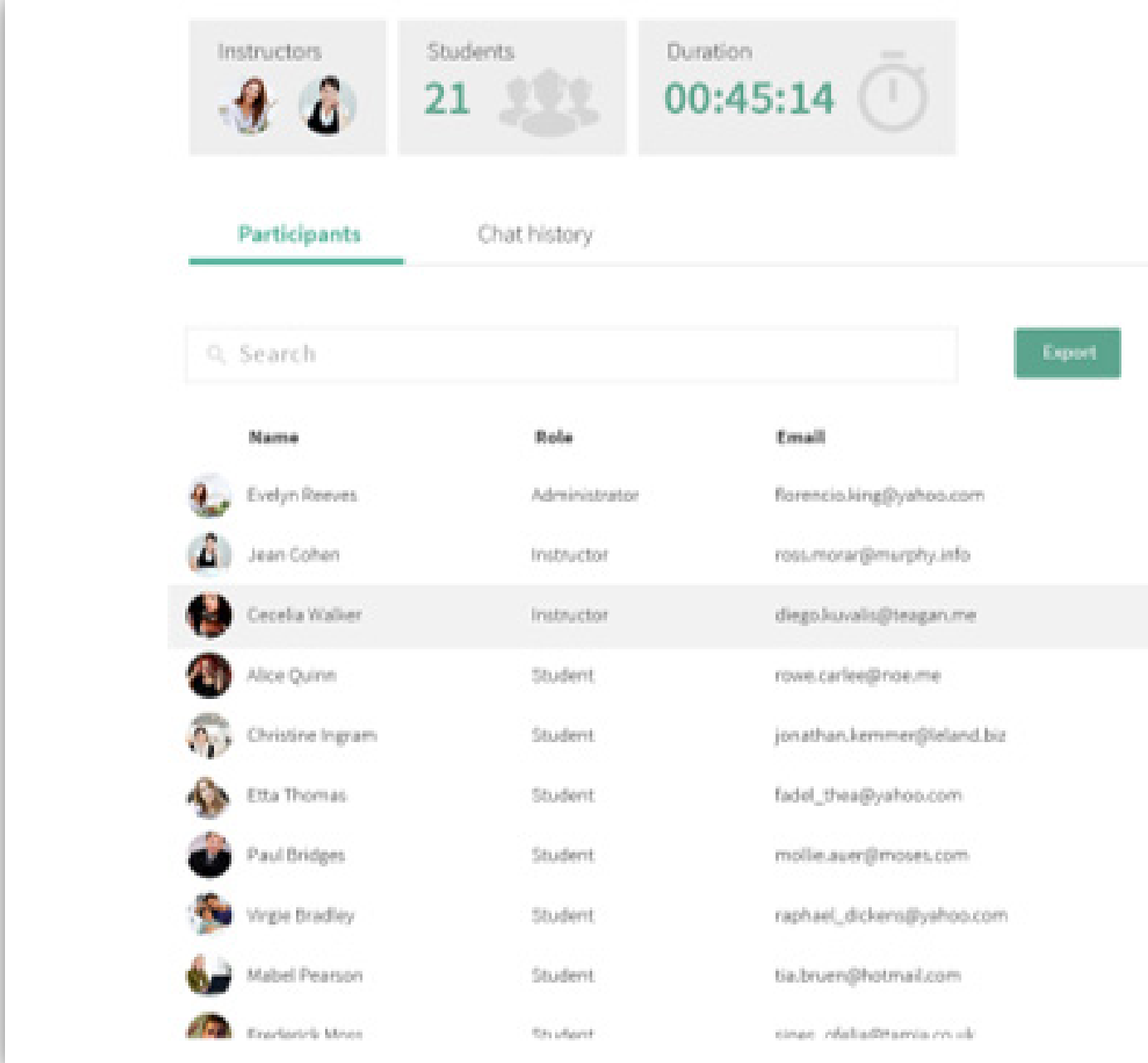3. Click the button again to place the camera back in the webcam tray below.
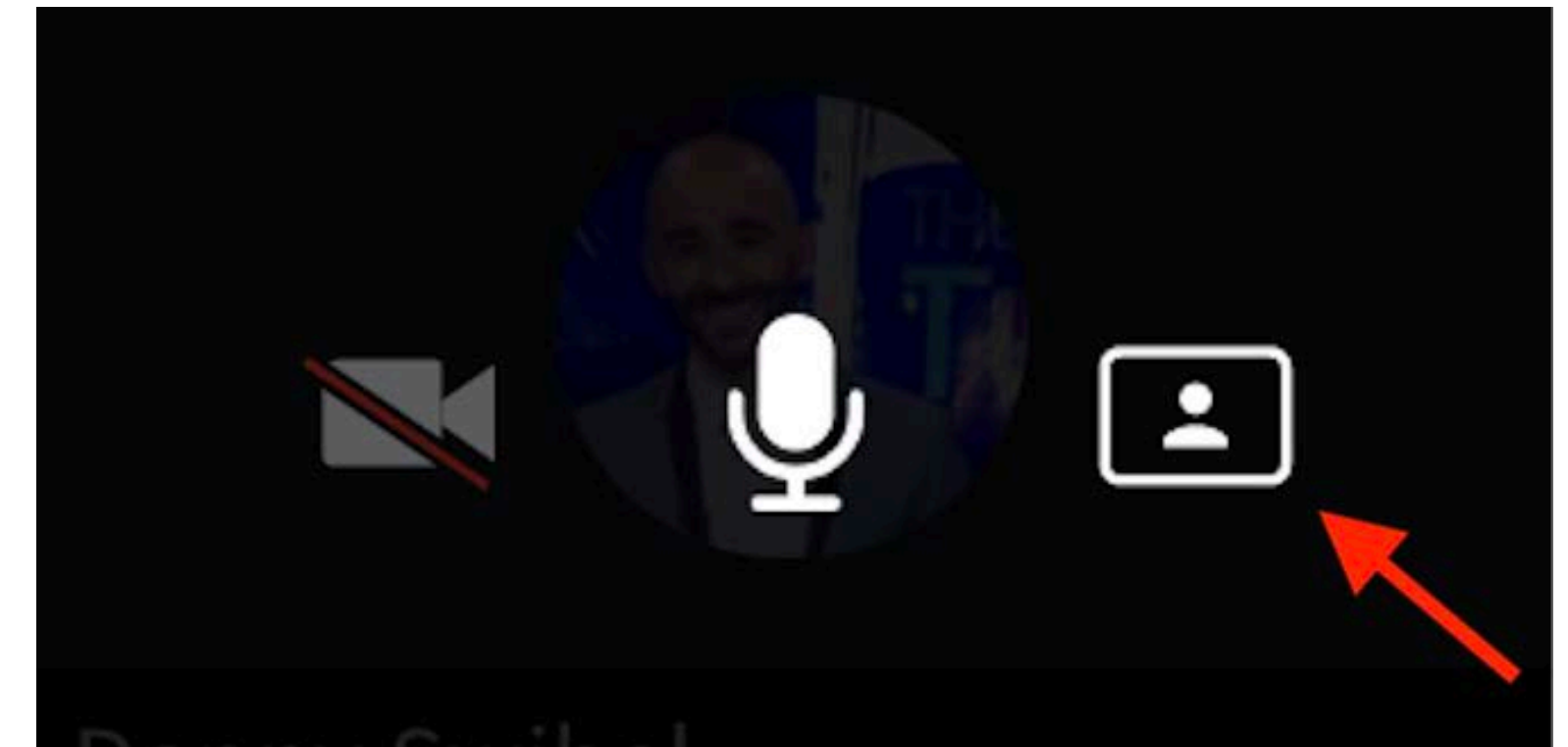
Post Session

13 | Session Stats

After the session, you can go to the course library at **smart.newrow.com** and track the 'Session Stats' that include:

✓ Session overview - List view of live classes that took place in the specified date range with information around: Instructor/s, number of students, duration, start time, end time, and whether a recording took place.

✓ Recordings - Preview recordings that took place in specified sessions.

✓ Attendance list - See a list of participants that joined each live session: Name, role, email, time entered, time exited, and duration of attendance.

✓ Attention - View focus or attention reports corresponding to each session, non-moderator participant. Value is returned based on overall % of time participant was focused on the session while they were joined. See Browser Focus for more information.

✓ Chat history - See a record of chat history entered throughout the session.

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