Web conferencing guide for session hosts

Requesting a web conferencing session

Consult the article about web conferencing at McGill and fill out the web conferencing form including the details of your anticipated session. A consultant will contact you to process your request. Once processed, you will receive an email with the session web link.

Testing your system

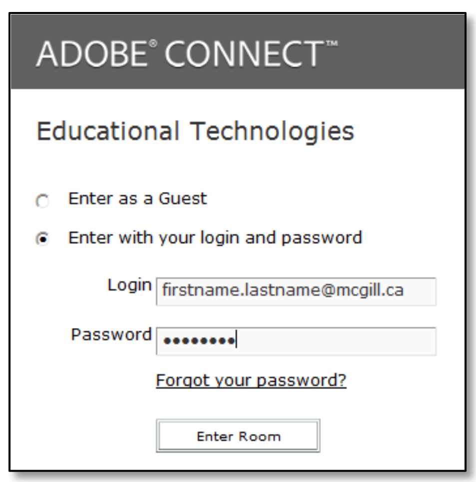
Prior to the session, run the Adobe Connect Connection Test. This will ensure your system and connection meets the session requirements.

Note: The Connect Add-In is only required for meeting hosts, moderators and participants intending to use the microphone. Download the Connect Add-In if it isn't installed in your system.

If you cannot resolve an issue with the system test, please contact IT Customer Support (ICS) by email (ITSupport@mcgill.ca) or by phone at (514)398-3398 explaining the technical issues.

Logging into the web conferencing room

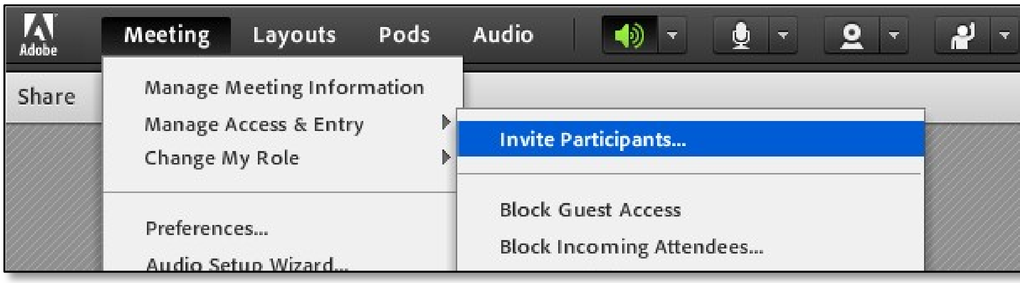
1. Open the session web link from the processed request email.
   (e.g.: http://connect.mcgill.ca/r********/)
2. To login as a host with all privileges, select **Enter your login and password.**
   Note: 'Enter as a Guest' will only provide participant privileges.
3. Enter your **McGill username** and **password**.
4. Click **Enter Room**.



Managing attendees

Inviting attendees that are connecting to the session

- Forward the email including the session web link sent by the meeting creator.
- From within the room, go to **Meeting** > **Manage Access & Entry** > **Invite Participants…** The link to the room is displayed and can be sent via Outlook.



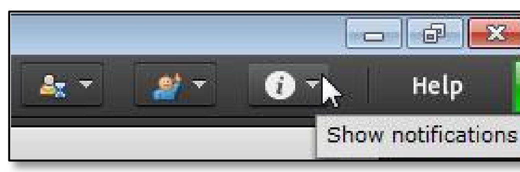
Managing attendee entry

By default, any attendee, provided with the session web link, is able to access the meeting.

- To block guest access (i.e.: only participants with McGill credentials can enter), go to **Meeting** > **Manage Access & Entry** > **Block Guest Access**
- To further restrict any attendee from entering the meeting by selecting **Block Incoming Attendees…**. Any additional attendee will need to request access to get in.

Acknowledging attendee requests

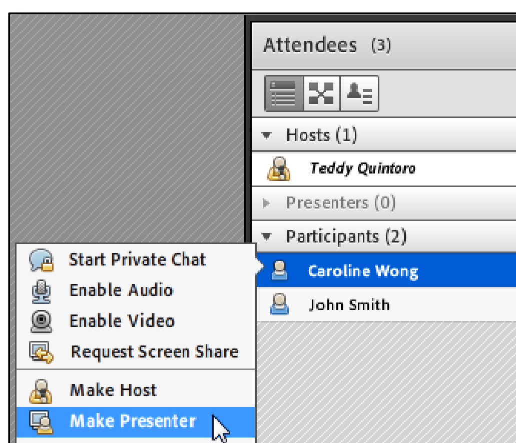
When an attendee requests a function (e.g.: entry to room, microphone rights), a pop-up will be displayed to Hosts, requesting an action. Pending requests will be displayed as icons at the top-right of the window. Click to resolve them.



Promoting roles or assigning enhanced permissions

There are 3 roles:
Hosts have full control of the session including promoting attendees.
Presenters can share documents and use the voice tool.
Participants are limited to modifying their status and using the text chat.

- To change the role of an attendee from participant to host or presenter, click the attendee. A menu will appear and click the role as appropriate: **Make Host** or **Make Presenter**.
  Tip: It is a recommended to limit the number of Hosts and Presenters to avoid overlapping session management.

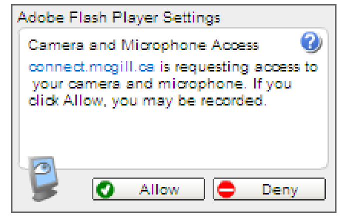


- To allow a Participant to speak, select the attendee and click **Enable Audio**.

Setting up your audio and webcam

It is recommended that all hosts and attendees planning to use the talk function use a headset with a microphone to minimize echo and audio feedback. To setup your audio and webcam:

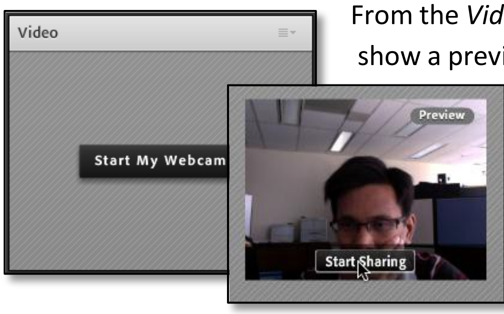
1. From within the meeting, click **Meeting** > **Manage My Settings** > **Audio Setup Wizard…**
2. Follow the wizard directions to setup your audio.
   Note: A pop-up will appear to request access to your camera and microphone. Click **Allow**.



Activating your microphone

To activate the microphone and begin speaking, click the microphone icon at the top of the screen. The icon will turn green once activated.
To mute, click the icon again.

Activating your webcam



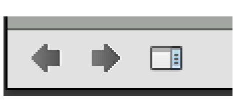
From the *Video* pod, click **Start My Webcam**. The webcam will turn on and show a preview screen. When ready, click **Start Sharing** below the feed.

Tip: Some attendees find it distracting to view a presentation and a live video of the presenter at the same time. To freeze the webcam feed, press the pause button at the bottom right of the Video pod.

Sharing a presentation

You can import a PowerPoint presentation by using the Share pod. Click **Share My Screen** > **Share Documents** > **Browse My Computer…** > Select the presentation file.

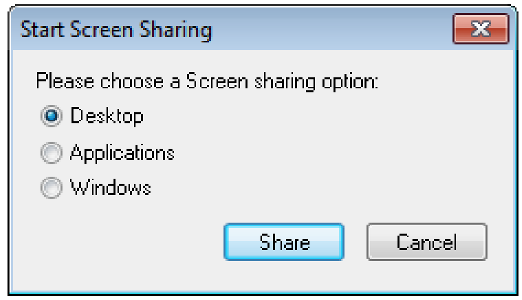
The presentation will be uploaded and converted to Adobe Presenter format.



To navigate to the previous and next slides, press the back and forward arrow located at the bottom left of the slide. You can also jump to a particular slide by using the Sidebar.

Sharing a screen

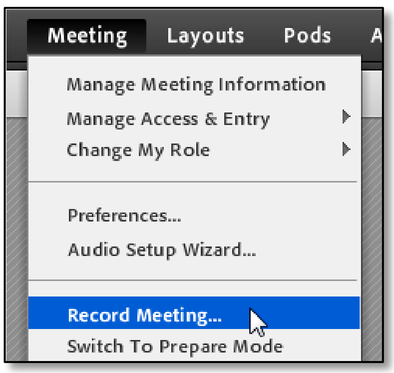
You can also share in real-time any applications or documents displayed on the computer.



- To share your entire desktop: from the Share pod, Click **Share My Screen** > **Share My Screen** > Select **Desktop** and click **Share**.
- To share specific documents and applications: first, open any documents and application to share. From the Share pod, click **Share My Screen** > **Share My Screen** > Select **Applications** > Select the opened application and click **Share**.

Note: You may also decide to allow specific attendees to take control of your screen (e.g.: collaborating on a document). These users will need to be set to the Presenter role.

Recording a session

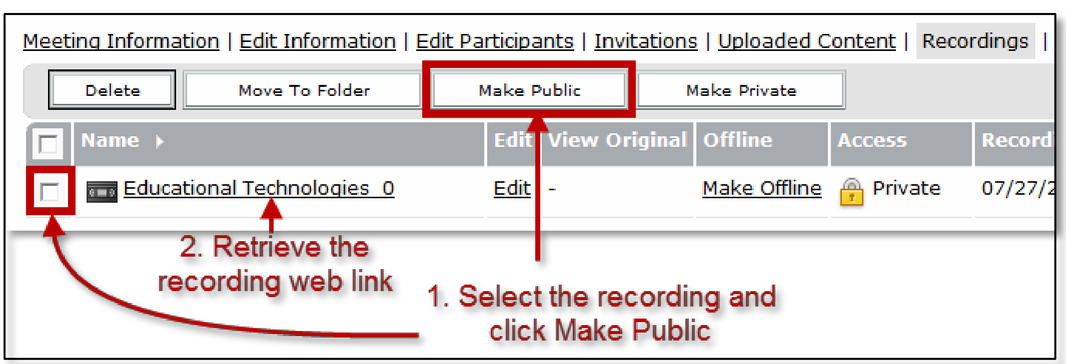


A host can record sessions and make recordings available for absent attendees or for review purposes. To start recording during the session, click **Meeting** > **Record Meeting...** > Enter the name of the recording > Click **OK**.

If a meeting is being recorded, a red circle is displayed at the top right of the window. To stop the recording, click the red circle and click **Stop recording**.

To view the recording once the session is over, click **Meeting** > **Manage Meeting Information**.
Note: It will appear as if nothing has happened. The window does not pop-up over the Connect session but opens behind in a new browser.

From the meeting information, click **Recordings** > Select the recording checkbox > Click **Make Public**. To retrieve the recording address, click the recording name. You can then copy and send it.



Resources

- ❖ Request a consultation
- ❖ Consult online documentation and videos
- ❖ Email IT Support: ITSupport@mcgill.ca
- ❖ Call IT Support: (514)398-3398

Prior to your session checklist

Have you:

- ❑ Hired/volunteered a moderator to help you with the session?
- ❑ Selected a location with a wired internet connection?
- ❑ Tested your system and connection?
- ❑ Tested the meeting room with someone?
- ❑ Tried the audio and webcam on your computer?
- ❑ Uploaded content in the meeting session to save time?