

# Coursar WebMeeting Manual

**At the end of this tutorial, you will be able to answer the following questions:**

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# Coursar WebMeeting

## What is Coursar WebMeeting?



Coursar WebMeeting is a highly Interactive web conferencing system. It allows moderators to share content and communicate with site participants remotely.

Moderator is the person who handles the conference. The moderator has complete control over all functionality within the online session. Moderator will be able to mute, un-mute and eject any of the participant at any time. Members can handle only their own video/audio. All members of the online session can take part in a group chat or private chat.

As meeting's moderator, you can display presentations, use a white board, use audio and/or a webcam, use text chat with participants, and share your desktop.

## What are the minimum requirements to run a meeting?

### Flash player

You need to have a web browser capable of running **Adobe Flash 11.2 or higher** to get access to the Coursar WebMeeting online sessions.

Click on the link below and follow the steps to check the flash player version installed on your computer, to find the latest version available for your computer or to download and install flash player.

To check Adobe Flash player, go to this web link: <http://helpx.adobe.com/flash-player.html>

### Internet speed

Your internet connection must have the following upstream and downstream to participate successfully with Coursar WebMeeting.

- **Upstream:** 500 Kbits/sec (0.5 Mbits/sec)
- **Downstream:** 1000 Kbits/sec ( 1 Mbits/sec)

### Java runtime

You will need to install java runtime to run the desktop sharing. [Visit The Java website](#) to test the currently installed version of java. To download Java onto your computer, visit the [Java download page](#).

### Recommendations

To get a high quality audio we recommend you to use a headset with a microphone rather than inbuilt in speakers. You can [see the video tutorial on Coursar WebMeeting web page](#) for instructions on how to setup Audio. ([www.coursar.com/coursar\\_webmeeting.php](http://www.coursar.com/coursar_webmeeting.php))

## What are the Roles in an online session?

Coursar WebMeeting session consists of extended whiteboard capabilities such as desktop sharing, public and private chat, pointer, zooming and drawing. Attendees will be logging into the online session in the viewer role. The instructor/trainer will be logging into the session in the presenter role. There are differences between these two roles in terms of capabilities. During the session, as an attendee, you may need to ask for presenter role or you may be given the presenter role by the moderator (trainer). Once you are in the presenter role you will be able utilize more functions.

### Viewer role capabilities:

This role has the limited capabilities. Note that, as attendee, you will not be able to join the online session until presenter has joined.

- Join the online session.
- Audio – Mute/unmute them-selves.
- Video – Share the web cam/ stop sharing.
- Public chat(group chat)/ Private chat.
- Raise the hand (for request).

### Presenter role capabilities:

Presenter holds full control over web conferencing session including the ability to eject any user at any time from the online session. As attendee, you will not be able to eject any user from the classroom even if you are given presentation mode during the session.

- Join the video conference.
- Mute/ unmute others.
- Desktop sharing.
- Drawing, highlighting on presentation area using white board tools.
- Upload a document for presentation.
- Adjust presentation area (Fit to width, Fit to page).
- Zooming presentation area.

## How do I join a meeting?

### Go to the Meetings tool.

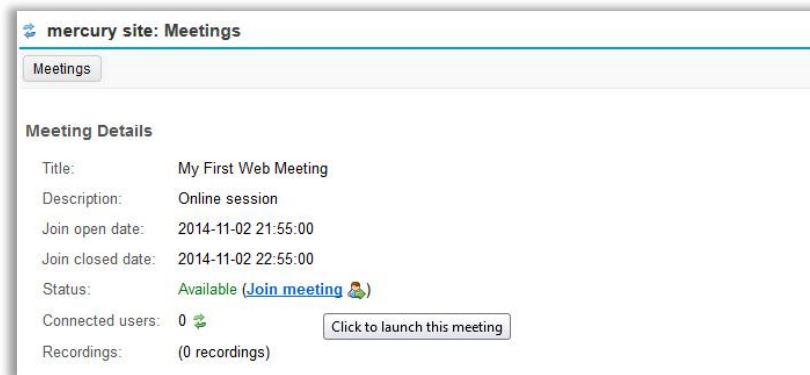
Select the **Meetings** tool from the Tools Menu in your site.

### Click on the meeting you want to join.



Click on the meeting title to view the details.

### Click Join meeting.



When you click **Join meeting**, the meeting will open in a new window. You will be redirected to the **Coursar WebMeeting** system to start your online session.

The number of users in this meeting is displayed next to the **Connected users** label. To refresh or update this number, click on the green circular arrows button next to the number.

## How do I setup Audio in the online session?

To view a video: Click on this [link to the Coursar WebMeeting](#) web page – On the right **Setting Up Audio**, click on the Play Video button.

Once you click on the **Join meeting** link. You'll see a message that your Meeting is connecting to the Server, and modules are loading.

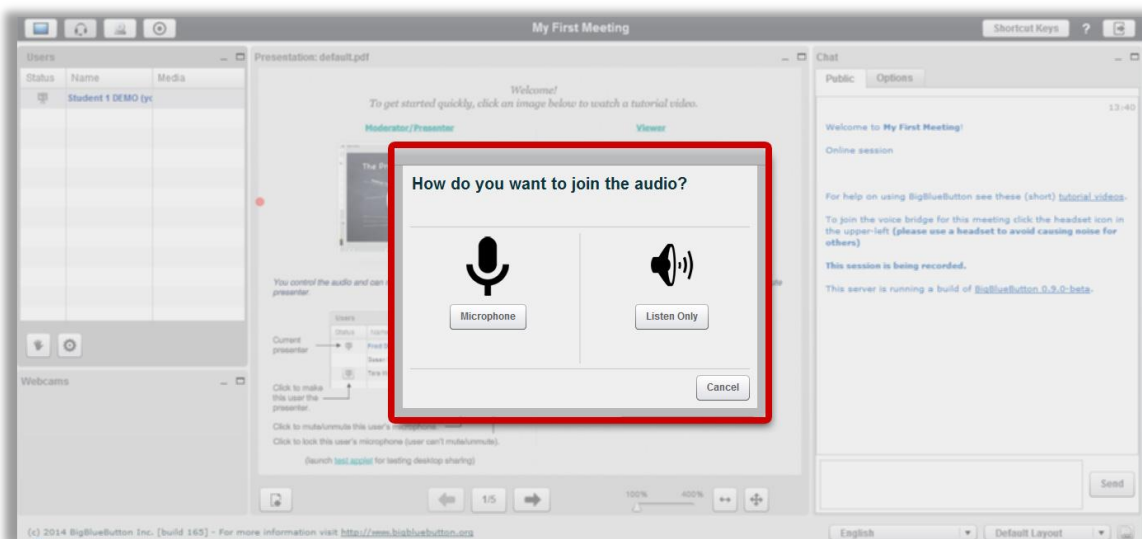
### Allow Adobe Flash Player access your Webcam and Microphone



If asked, choose **Allow** and click on **Close**, to allow Adobe Flash Player access to your webcam or microphone.

### Configure Audio mode

Once the conference interface loads, you will be asked to choose the mode with which you want to join the conference.

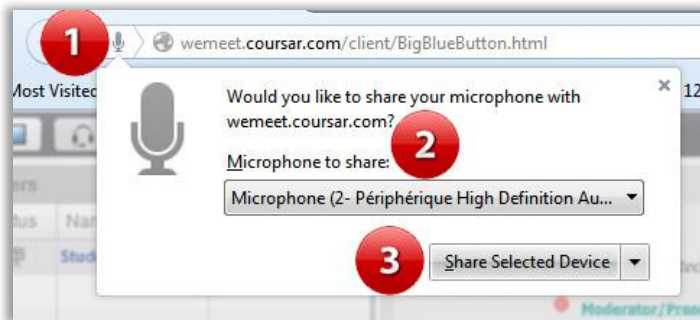


## Listen Only mode

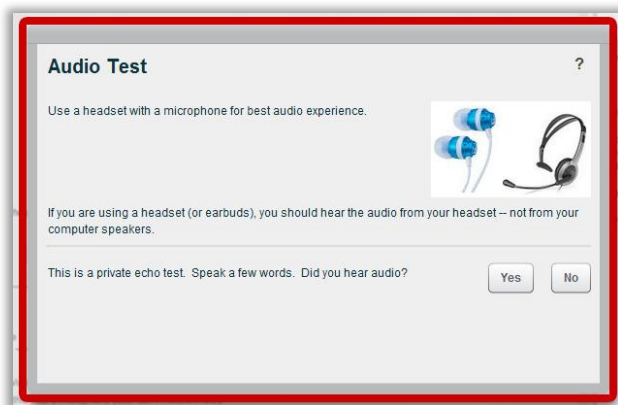
Listen Only mode allows you to hear the presenter and other users, but doesn't allow you to talk.

## Microphone mode

Using this mode, you can join the Audio bridge with the ability to talk and be heard by other participants in the conference.



1. You can at any time, click on the **Microphone icon** next to the URL bar to configure Audio.
2. Locate your **Microphone device** using the drop-down menu.
3. Click on **Share Selected Device** from the drop-down menu.

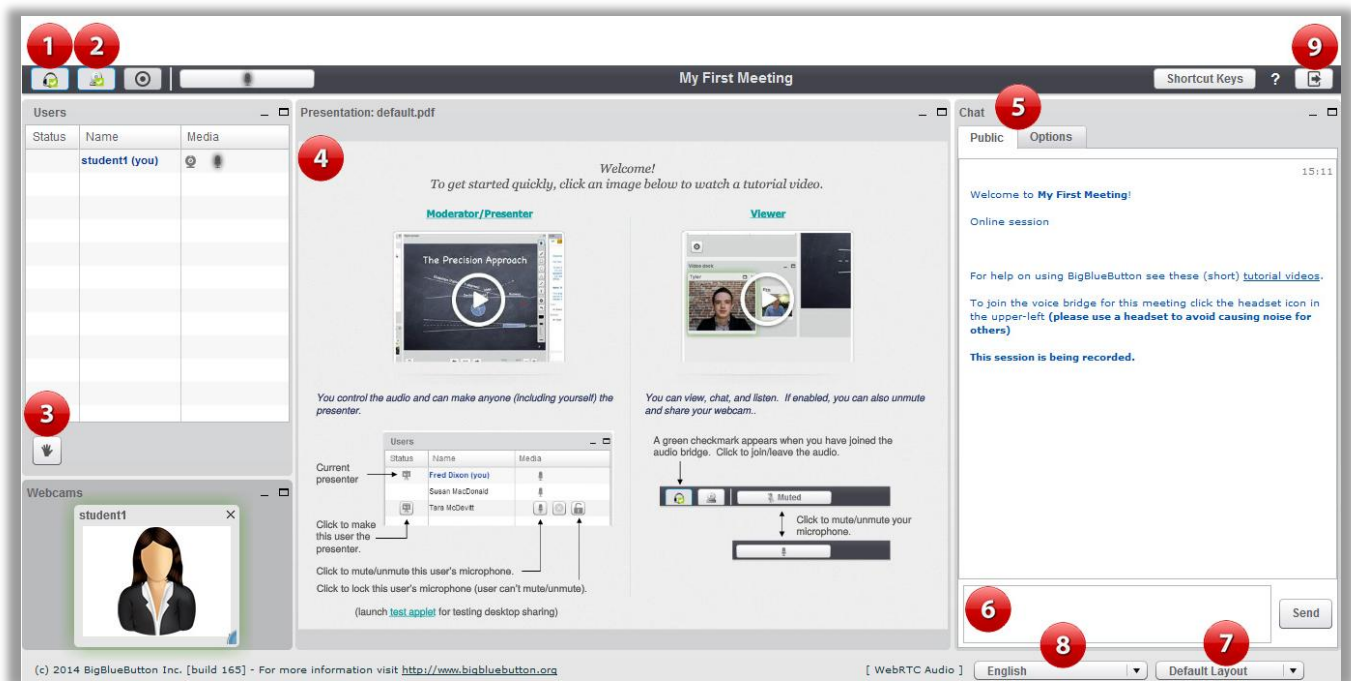


You will be asked to **Test your Audio**. The steps are intuitive and simple to follow. Once done, click **Yes** to join the conference with ability to talk.

## What can I do, as an Attendee (Viewer), in a meeting?

To view a video: Click on this [link to the Coursar WebMeeting](#) web page – On the middle **Attendee Overview**, click on the Play Video button.

Here's a summary of what attendees can do in a meeting:



### Left:

- 1. Headset icon:** In the upper left corner, click on the headset icon to **configure audio**. You will have the choice to either join the conference in **Listen only** mode or with **Microphone**. You can at any time during the conference stop or start sharing your microphone, by clicking on the Headset icon.
- 2. Webcam icon:** Next to the headset icon, click on the **webcam icon** to set up your webcam display. In the webcam dialog box, click on the **Start Sharing button**. Your webcam will appear in the lower left corner, in the **Webcams** module.
- 3. Raise your Hand icon:** On the left side, in the *Users* module, all attendee names will be displayed. Below the Users module, click on the **Raise Hand** icon to get your moderator's attention.



### Middle:

4. **Presentation Area:** In the center, you'll see displayed your moderator's materials or the default view. Moderators or Presenters can display and draw on different slides, documents, graphics, and charts.

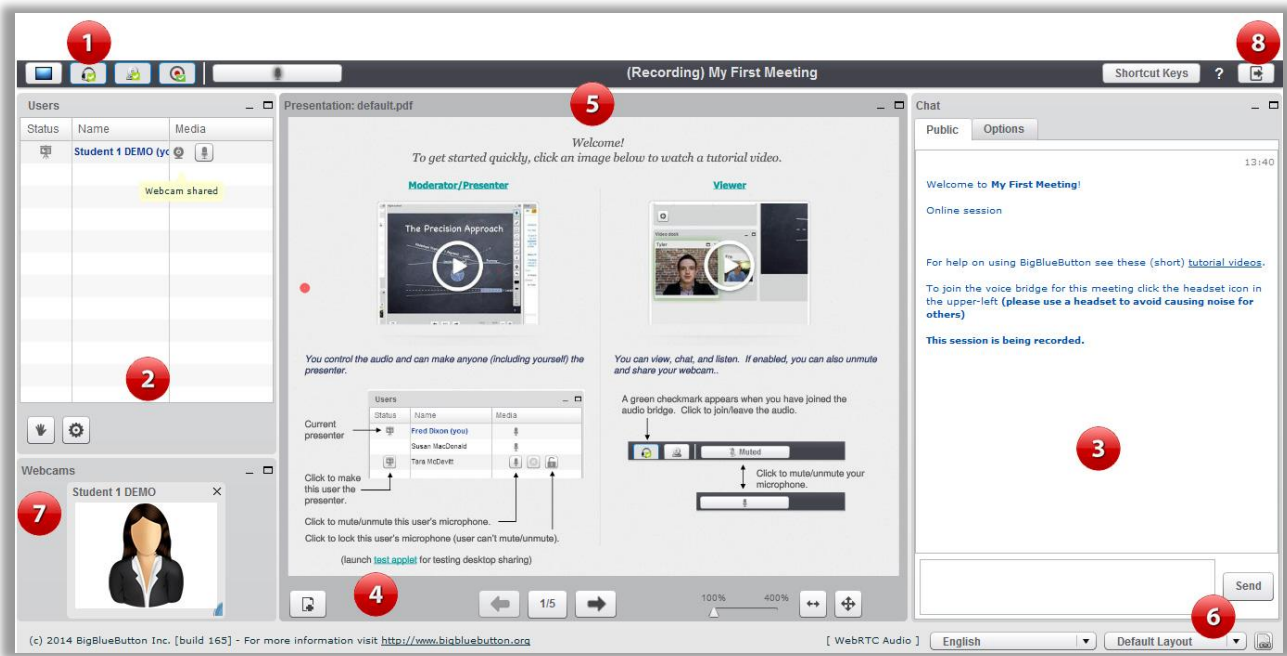
### Right:

5. **Chat Area:** You can have public or private chat sessions. By default, you send to the Public list, which allows all users in the conference to read your sent messages. However, you can chat **privately** with any user by clicking on their names under **Options** button, next to **Public**. Any message sent to that user will not be seen by others.
6. **Chat box:** On the right side, type in questions/answers that all participants can see and press **Enter** or click on the **Send** button.
7. **Layout:** In the lower right corner, if allowed, you can click on a dropdown box (usually it says Default) to change your session layout. Click on the Default layout to return to the original view.
8. **Language:** You can at any time during the conference change the language of the interface. Coursar WebMeeting is available in multiple languages.
9. **Logout:** In the upper right corner, click on the **logout** icon (right facing arrow), then click on the **Yes** button, to leave the session.

# What can I do, as a Moderator (Presenter), in a meeting?

To view a video: Click on this [link to the Coursar WebMeeting](#) web page – On the left Moderator/Presenter Overview, click on the Play Video button.

Here’s a summary of what moderators/Presenters can do in a meeting:



## 1. Audio

In the upper left corner, click on the headset icon to configure audio. As Moderator, you must join the conference in Microphone mode to avoid issues later on. You can follow the steps in the previous section to configure Audio.

## 2. Users Module

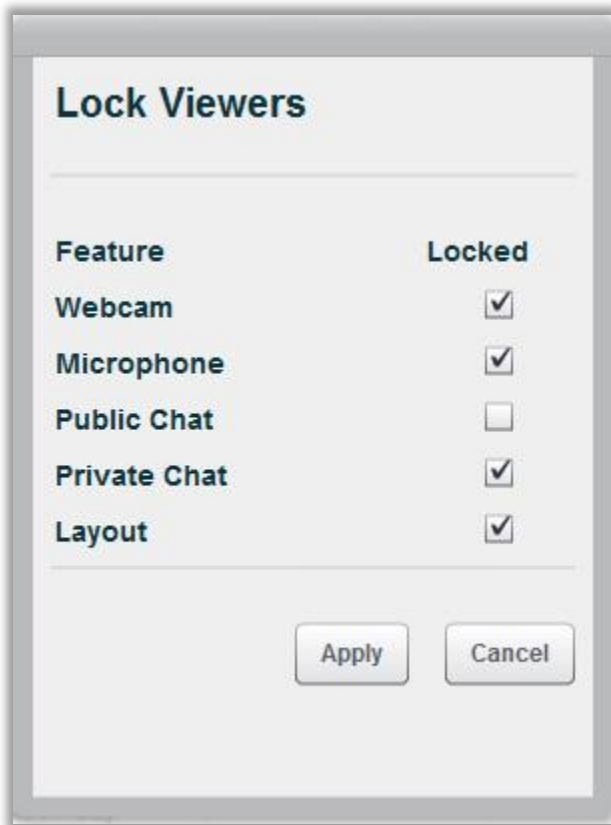
On the left side, all participants in the meeting or joining the meeting will be displayed.

- In the status column, the **moderator/presenter** will display a presenter icon
- Beside each user name, the **moderator** can click on the microphone icon, to mute or unmute a user.

In the lower left corner of the **Users** area, the **moderator/presenter** can click on the **Settings** icon (it looks like a wheel):



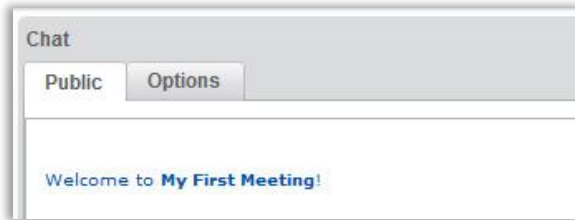
- Moderators can click on the link to **Lower All Hands**, after you’ve asked a question.
- **Important! DON’T use Mute all Users—you will mute yourself!**
- Click on the link to **Mute All Users Except Presenter**. This is good setting to use when some users have microphones instead of headsets. Microphones can cause a great deal of noise/feedback that you will need to mute.
- **Lock Viewers:** You can control what viewers can do in a meeting. Here are the features that moderators can enable or disable:



Check the features that you want to lock and click on **Apply** button.

### 3. Chat Module

On the right side, type in questions/answers and click on the Send button. All participants can see chat messages.



If you need to chat with a specific user, at the top of the **Chat** box, beside the Public tab, click on the **Options** tab.

- Click on the **name** of a student. A new **Chat tab** will appear with their user name.
  - ❖ In the **user's new Chat tab**, type in text, click **Send**.
  - ❖ Only the selected user will see a new Chat tab appear with your name. They have to click on the tab with your name to see your private Chat message.
  - ❖ If your user responds to your private Chat message, their message will appear in your Chat tab with their user name.
- Click on the **Public tab**, to continue posting messages to *all* attendees.

***Note:** If your viewers don't have a working headset or microphone, the Chat box is an easy way for these attendees to communicate with you.*

### 4. Presentation Module

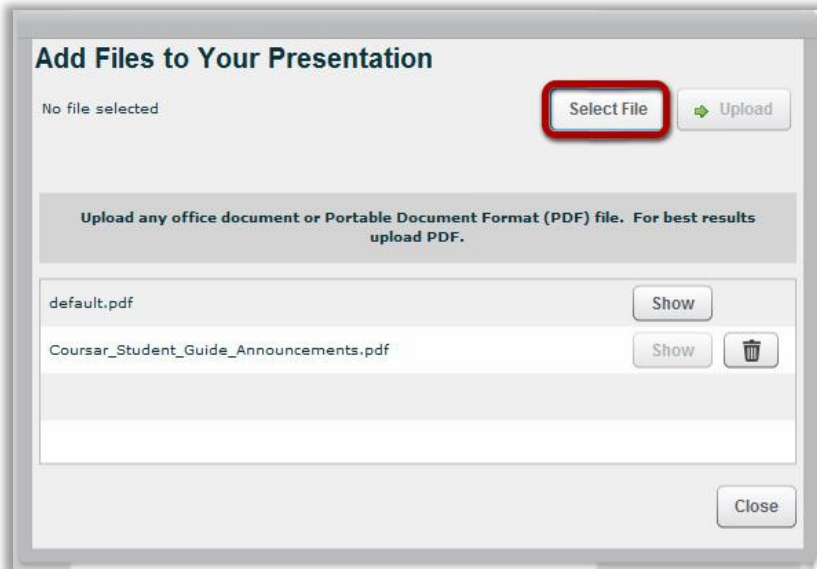
**Moderators/Presenters** can upload materials to the meeting. Moderators can move through a number of slides and draw on the slides.

- Save your files as PDF's for the best (and fastest) results.



In the **Presentation** area (in the middle of the Meeting), in the lower left corner, the **presenter** can click on the icon that looks like a document with a plus sign on it.

Click on the **Select File** button to select your document

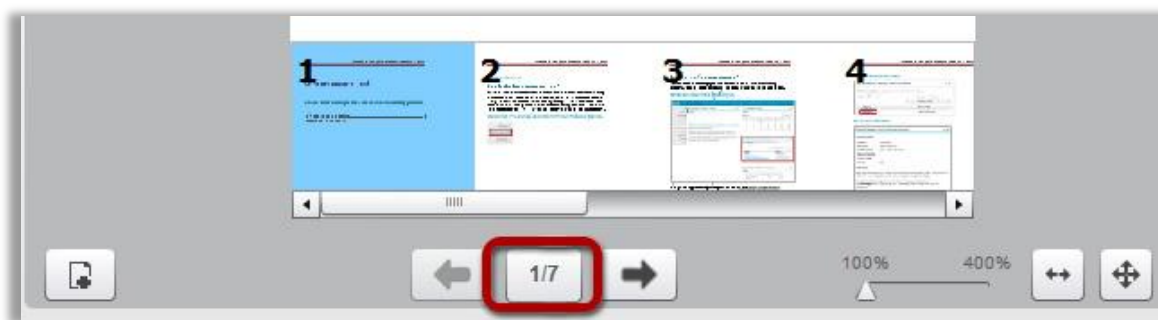


1. Find your document, click on your document, and in the dialog box lower right corner, click on the **Save** or **Open** button.
2. Click on the **Upload** button to upload your selected document into the online session (you'll see a *Progress status* displayed until your document is uploaded successfully).

You may at any time *switch between the uploaded files* to the online session repository.

- Click on the icon that looks like a document with a **plus sign** on it.
- Locate your file and Click on **Show** button to the right of the related document.

After you upload a PowerPoint or PowerPoint saved as a PDF, to the right of the upload presentation button, you'll see:

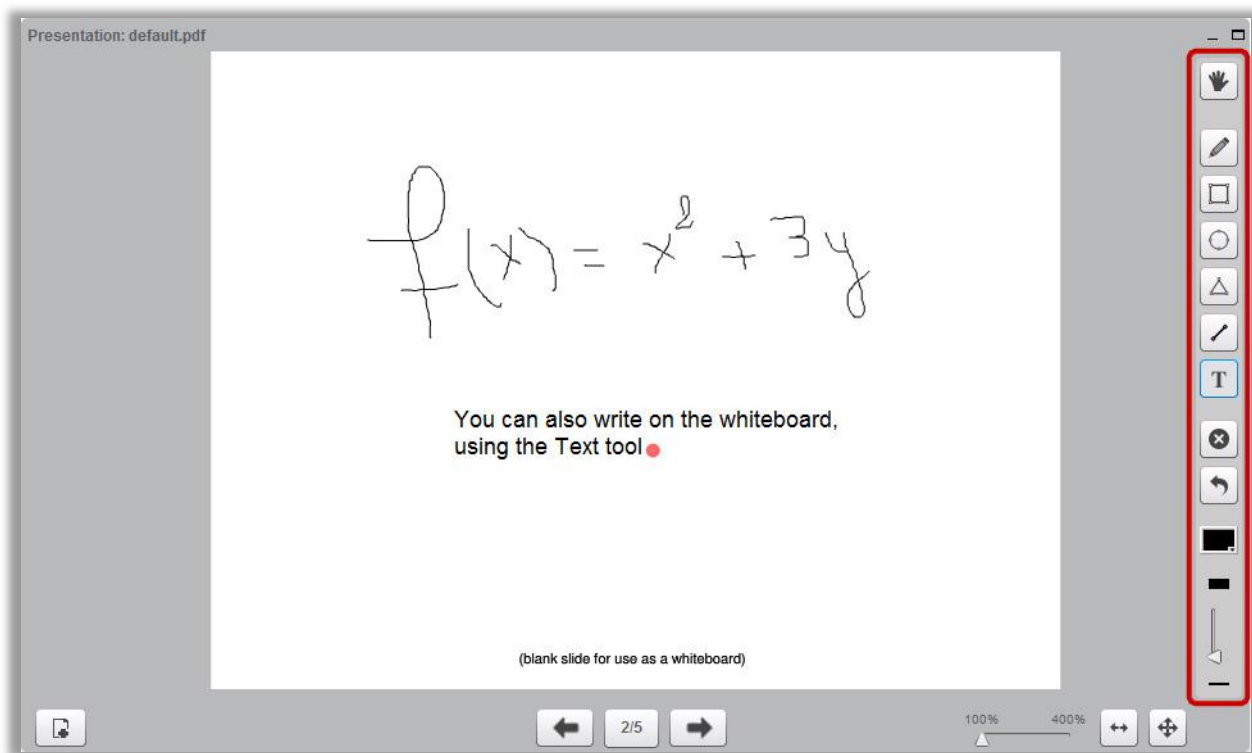


- A *Left arrow* to go to a previous slide

- **The next slide number/total number of slides:** Click on the number icon to display above it a miniature preview of each slide you can click on, to move around in the presentation. To close it, click on the miniature slide or click on the number icon.
- Click on the **Right arrow** to go to the next slide
- Click on the **slider** and drag to the right of 100% to increase the size of the current slide displayed

## 5. Whiteboard Drawing Tools

The **Moderator and Presenter** can use a Whiteboard in an online session, by moving your cursor over the right side of the default **presentation** area. A number of icons will pop up for you to click on and draw with. When done with an icon, you can click on the **Hand** icon "Pan and Zoom" to get back to the default.



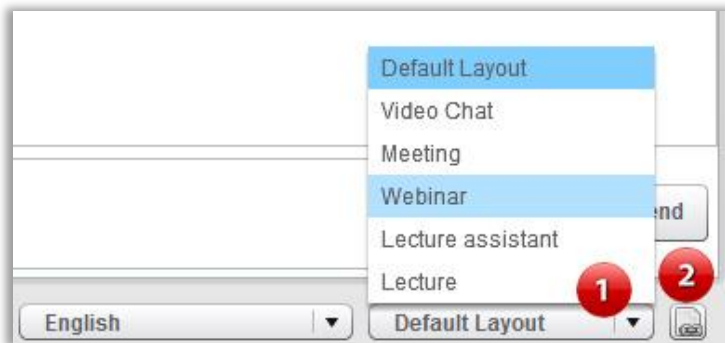
### Icons available:

- A **hand** (pan and zoom), **pencil** (draw by hand), **shapes** (drag and form a rectangle, circle, or triangle), **drag and draw** a line, **T** (click and type *text*)
- **X** (clear all drawings on the page), **backward arrow** (undo last action)

- **Color box** (click and click on a drawing color), sliding arrow icon (click and drag to change the thickness of the lines/shapes drawn).

*Note: You can draw on the default presentation page, an uploaded document, or you can upload a blank document.*

## 6. Layout



1. In the lower right corner, you can click on a dropdown box (usually it says **Default Layout**) to change your session layout. Some layouts give more emphasis to the lecture display (Webinar, Lecture and Default) others to the webcam (Video chat and Meeting). You can click on the default Layout to return to the original view.
2. If you click on the **lock icon** beside the layout dropdown box, your attendees' layout will match yours—and they can't change it, until you click on the lock icon again.

## 7. Webcam Module

Next to the headset icon, you and your attendees can click on the **webcam icon** to turn on your webcam.

*NOTE: You must also click on the **Start Sharing button** once you see yourself in the webcam setting box.*

- Your webcam will appear in the lower left corner, in the Webcams module.
- Moderators can click on the "X" in the upper right area of an attendee webcam display, to close the display.

## 8. Logout

In the upper right corner, click on the **logout icon**, then click on the **Yes** button, to leave the session.

***NOTE:** If you are recording your meeting, you'd better stop the recording before you leave the session.*