

Meetings Tool

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

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Note:

- The terms **Instructor**, **Maintainer**, and **Owner** refer to the same role in Coursar. They are used interchangeably in this document.
- The terms **Student**, **Participant**, and **Member** refer to the same role in Coursar. They are used interchangeably in this document.
- **Course & Project** sites both refer to a **worksite** or a **site** in Coursar's terminology. They are used interchangeably in this document. Anything that is used in a Course site can be used in a Project site, and vice versa.

What is the Meetings tool?

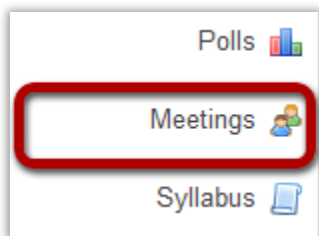
Coursar Meetings tool allows instructors and site maintainers to easily create, manage and join Audio/Video Web Meetings from their Coursar worksite.

Audio/Video Web Meetings are delivered using Coursar WebMeeting system which allows moderators to share content and communicate with site participants remotely. 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. Coursar WebMeeting is a synchronous system, which means users have to be online at the same time to interact.

Some of the features of the Meetings tool are listed below:

- **Control meetings:** Create/edit/update/delete Coursar WebMeeting from your site.
- **Web Meeting access:** Define meeting access by selecting all users, groups, roles or individual users in your site.
- **Tool access:** Define who can do what on the Coursar Meetings tool.
- **Scheduling:** Optionally, define web meeting start dates and/or end dates and add it to site Calendar.
- **Notification:** Optionally, send an email notification to meeting participants.

To access this tool, select Meetings from the Tool Menu in your site.



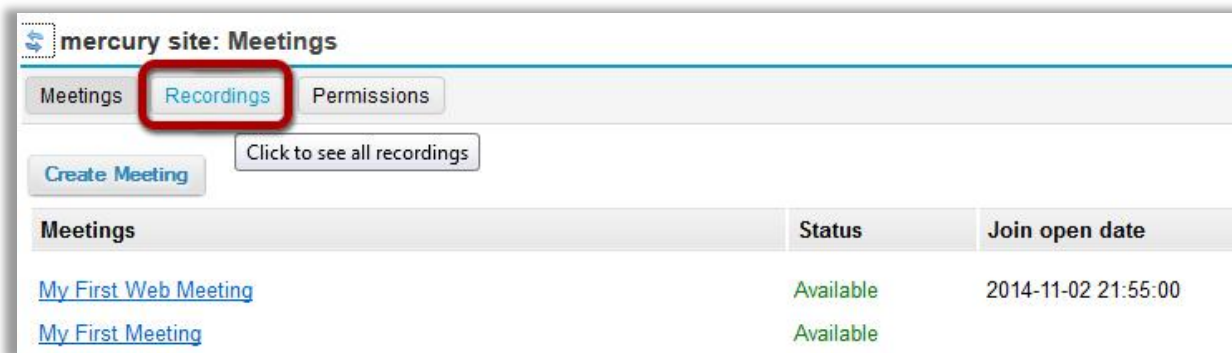
How do I play a recorded meeting?

For a recording to appear for review, it can take a few minutes to approximately 24 hours after you make a recording.

Go to Meetings.

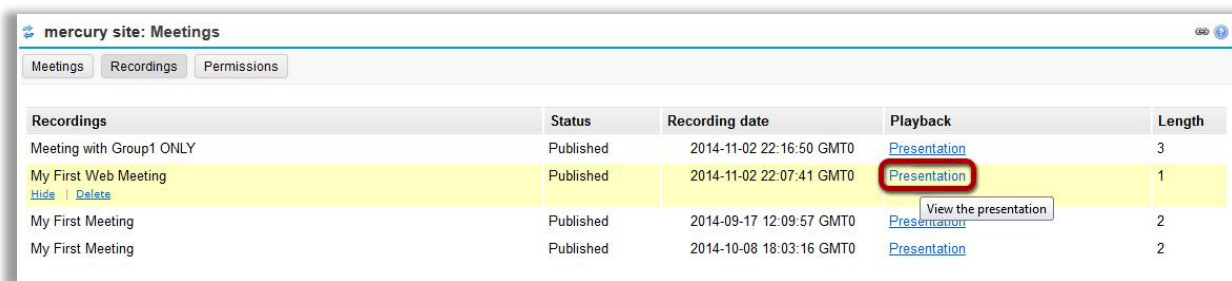
Select the **Meetings** tool from the Tool Menu of your site.

Click on Recordings button.



Click on Presentation link of the meeting you want to view its recording.

Hover on the meeting you want to view its recording, and Click on Presentation link to play the recorded session.



We recommend that you play recordings using the latest version of Firefox or Google Chrome.

Known Issues: All recordings can be viewed by all participants, even if they have NOT attended the meeting. Recordings are also publicly viewable outside of Coursar if you have decided to share the link of a recording with the public.

Note: By default, all recordings are published to site participants.

How do I join a meeting?

Go to the Meetings tool.

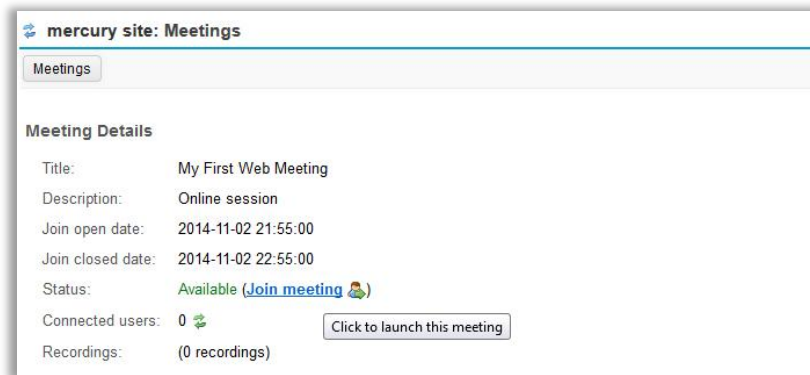
Select the **Meetings** tool from the Tools Menu in your site.

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.