

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?

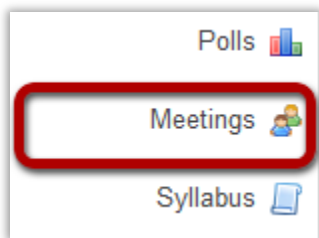
Coursar Meetings tool allows instructors and site maintainers to easily create, manage and join Audio/Video Web Meetings from their Coursar worksite.

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.

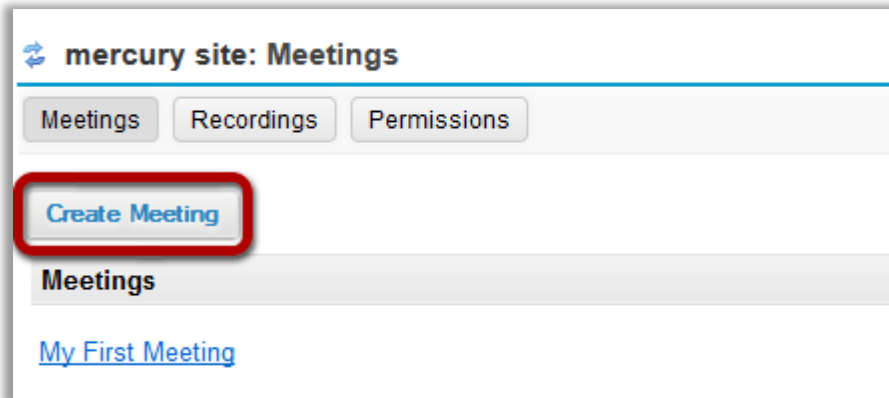


How do I create a meeting?

Go to the [Meetings tool](#).

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

Click on **Create Meeting** button.



Click the **Create Meeting** button to add a new meeting.

Enter your **Meeting Information**.

1. Meeting Information

Please specify a meeting title and description. The later will be displayed when a participant joins the meeting.

Title:

Description:

Recording:

Wait for moderator:

The title of your meeting should be something descriptive and unique, as this is the title attendees will see when they go to the Meetings tool to join the web meeting.

Record your meeting. (Optional)

If you would prefer to record your meeting for later play back, check the box next to the Recording option.

Wait for moderator. (Optional)

If you would like NOT to start the meeting until the moderator joins first, check the **Wait for moderator** box. This is only applicable to attendees, not moderators.

Define Meeting's Participants.

2. Participants

Please specify who can participate on the meeting.

Add participant:

Participant list:

- ✘ **User: Moderator 1 (mod_1)** as
- ✘ **All site members** as

We recommend that you leave the default settings:

- The Meeting is available to “All site members”
- The Instructor or the Site Maintainer is the Moderator and
- All site members are Attendees (participants)

Otherwise, to only allow one participant or selected participants to attend a meeting:

- Beside **Add participant**: Click on “All site members”. Click “User”. Click **Add** beside the name of users you want to join the meeting.
- Beside Participant list: Beside at least one user name, click on **Attendee**, and click “Moderator”. ***At least one member should be the Moderator***, if you are not attending the meeting.
- **IMPORTANT**: Click on the red “X” to the left of “All site members”, so the ***meeting is only available to the users in the Participant list***.

Specify the availability. (Optional)

3. Availability

Please specify if this meeting will be always available, or only after and/or before the specified dates.

Join open date:

Join closed date:

1. The **Join open date** for your meeting is when it becomes available for participants.
2. The **Join closed date** is when it becomes unavailable to them.

*Tip: If you want the Meeting to **always be available**, for a sample Meeting or for a group, **don't state** the open or close date.*

Notify participants. (Optional)

4. Notification

Please specify whether an email notification should be sent to all meeting participants.

Notify participants:

You can send an email to notify participants of the meeting.

Save your meeting.



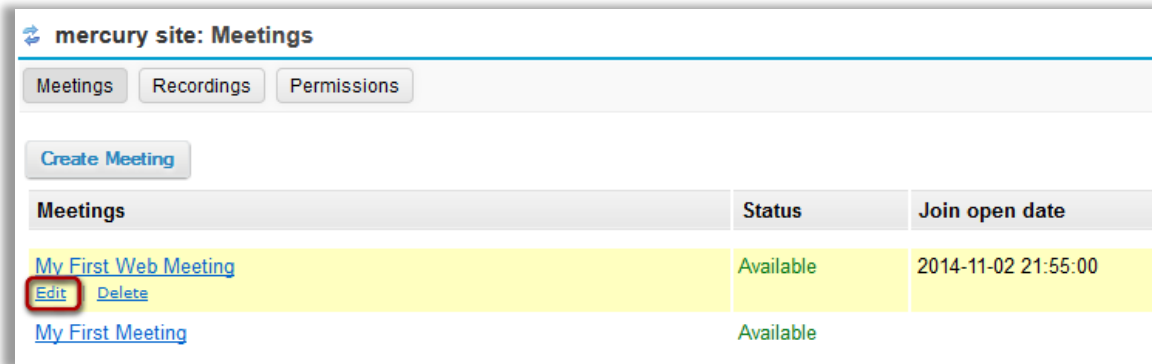
Once you have entered all of your meeting settings, scroll down to the bottom and click **Save** to save your changes and make the meeting available to site participants.

How do I edit an existing meeting?

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

Click on **Edit link of the meeting you want to edit.**

Hover on the meeting you want to edit, and Click Edit link.



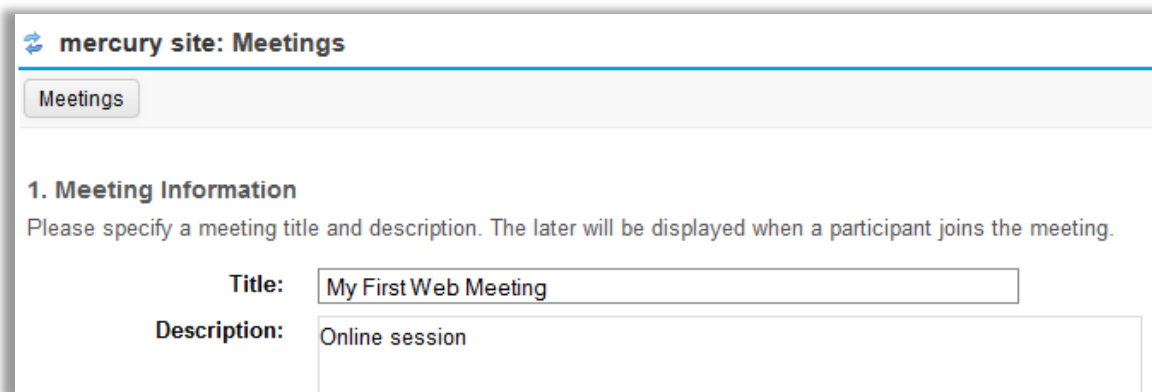
mercury site: Meetings

Meetings Recordings Permissions

Create Meeting

Meetings	Status	Join open date
My First Web Meeting Edit Delete	Available	2014-11-02 21:55:00
My First Meeting	Available	

Make your changes to the meeting.



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Meetings

1. Meeting Information

Please specify a meeting title and description. The later will be displayed when a participant joins the meeting.

Title:

Description:

The meeting settings window will appear. Make any necessary changes

Click **Save**.



Click **Save** to save your changes.

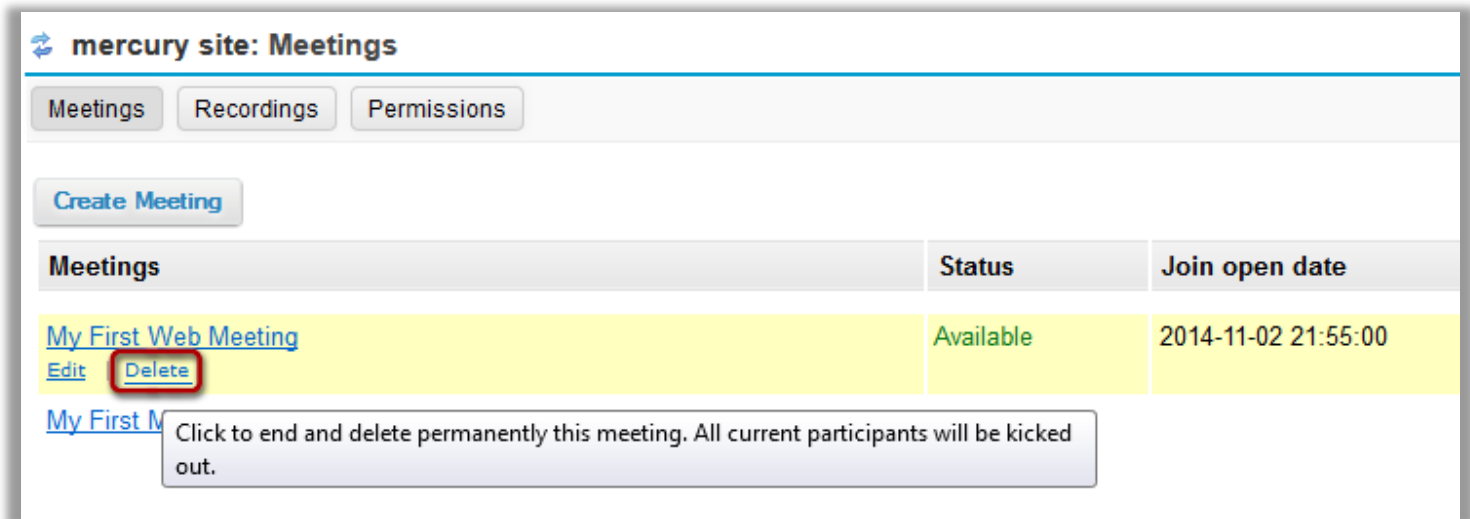
How do I delete a meeting?

Go to Meetings.

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

Click on Delete link of the meeting you want to delete.

Hover on the meeting you want to delete, and Click Delete link.



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Meetings Recordings Permissions

Create Meeting

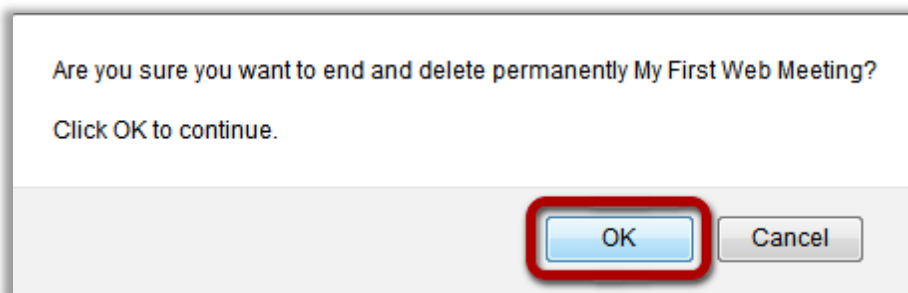
Meetings	Status	Join open date
My First Web Meeting Edit Delete	Available	2014-11-02 21:55:00

My First M

Click to end and delete permanently this meeting. All current participants will be kicked out.

When you click Delete, this will end and delete permanently the meeting. All current participants will be kicked out.

Confirm the deletion.



Are you sure you want to end and delete permanently My First Web Meeting?

Click OK to continue.

OK Cancel

Click the **OK** button to confirm the removal of the meeting you have selected.

Note: All current participants will be kicked out.

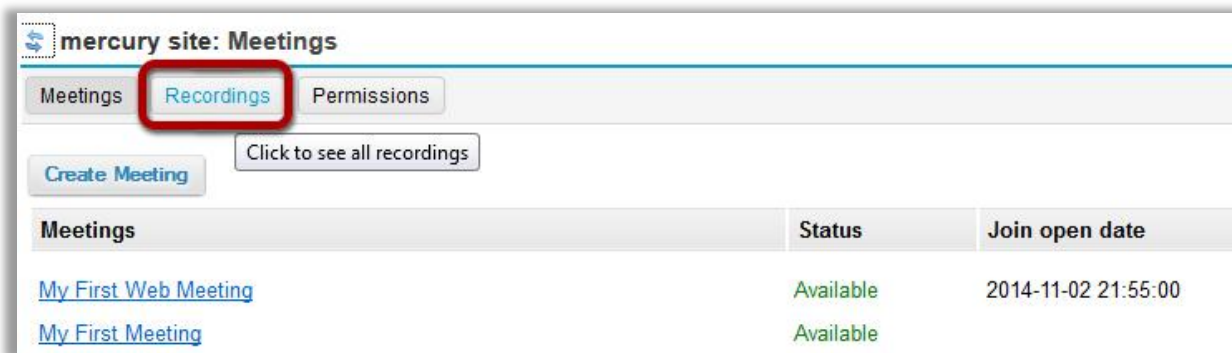
How do I play a recorded meeting?

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.

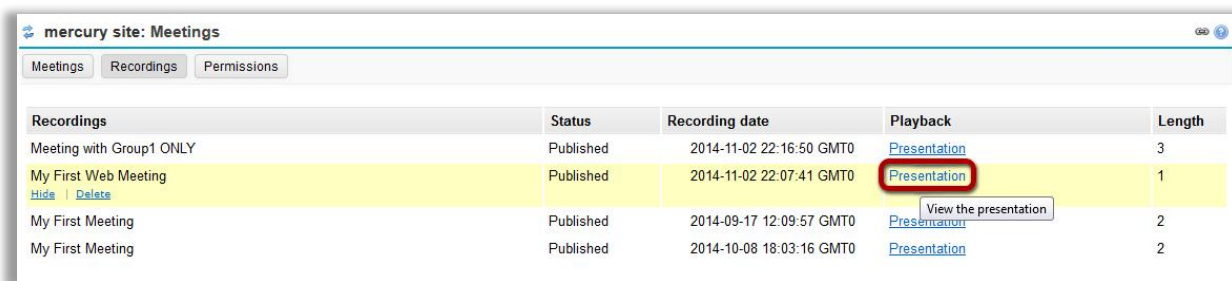
Select the **Meetings** tool from the Tool Menu of your site.

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.

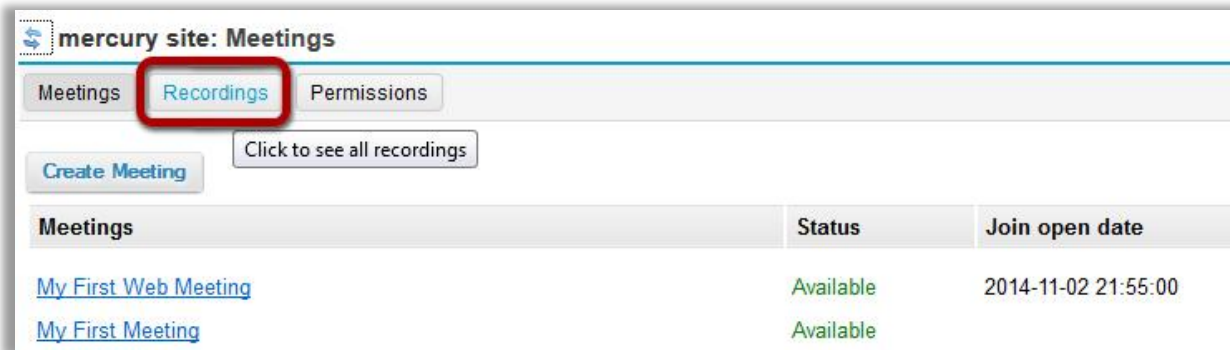
Known Issues: All recordings can be viewed by all participants, even if they have NOT attended the meeting. Recordings are also publicly viewable outside of Coursar if you have decided to share the link of a recording with the public.

How do I show/hide or delete a recorded meeting?

Go to Meetings.

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

Click on Recordings button.



Meetings	Status	Join open date
My First Web Meeting	Available	2014-11-02 21:55:00
My First Meeting	Available	

To show/hide a recording, Click on Hide link of the corresponding meeting.

Hover on the meeting you want to hide its recording, and Click on **Hide** link. The recording will be then marked as **Unpublished** and the **Presentation** link became inactive.

You can show the recording again by clicking on **Show** link to make it marked as **Published**. It will be then accessible to site participants.



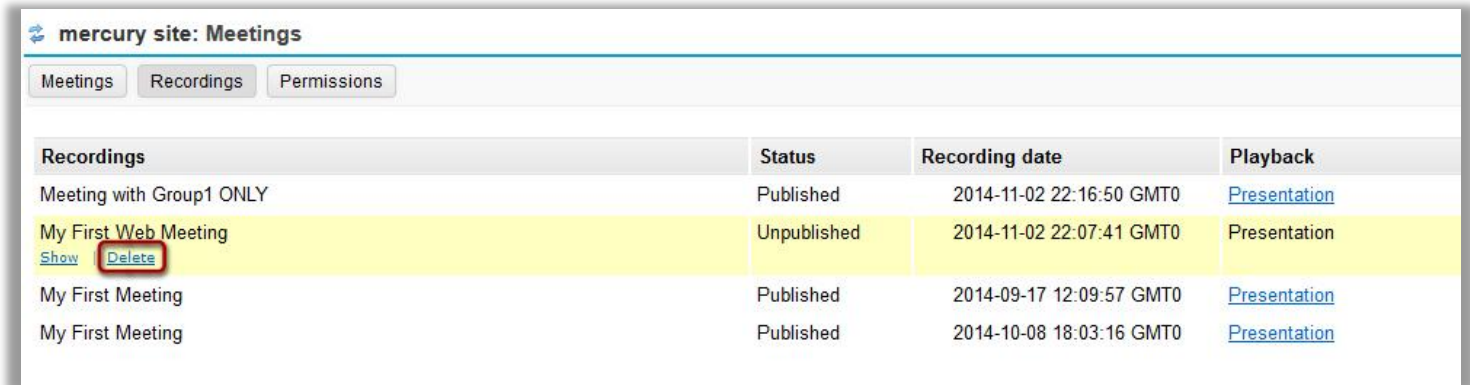
Recordings	Status	Recording date	Playback
Meeting with Group1 ONLY	Published	2014-11-02 22:16:50 GMT0	Presentation
My First Web Meeting Hide Delete	Published	2014-11-02 22:07:41 GMT0	Presentation
My First Meeting	Published	2014-09-17 12:09:57 GMT0	Presentation
My First Meeting	Published	2014-10-08 18:03:16 GMT0	Presentation

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

To delete a recording, Click on Delete link of the corresponding meeting.

Hover on the meeting you want to delete its recording, and Click on **Delete** link. The recording will be then marked as **Unpublished**.

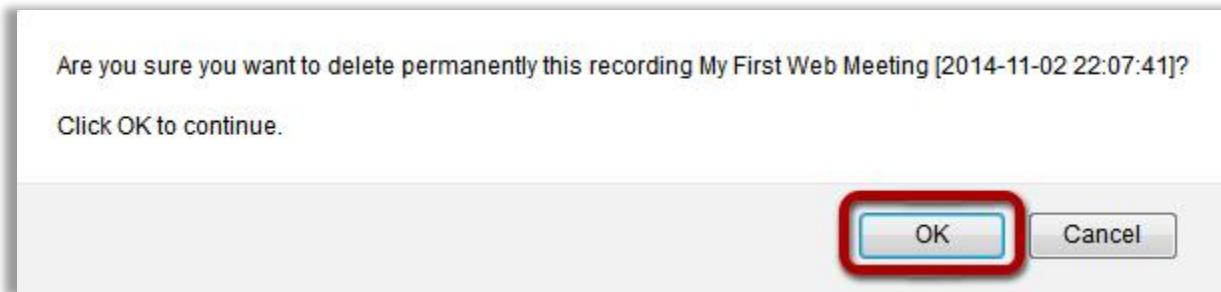
You can show the recording again by clicking on **Show** link to make it marked as **Published**. It will be then accessible to site participants.



Recordings	Status	Recording date	Playback
Meeting with Group1 ONLY	Published	2014-11-02 22:16:50 GMT0	Presentation
My First Web Meeting Show Delete	Unpublished	2014-11-02 22:07:41 GMT0	Presentation
My First Meeting	Published	2014-09-17 12:09:57 GMT0	Presentation
My First Meeting	Published	2014-10-08 18:03:16 GMT0	Presentation

When you click Delete, the recording will be deleted permanently.

Confirm the deletion.



Click the **OK** button to confirm the removal of the meeting you have selected.

Note: When you click Delete, the recording will be deleted permanently.

How do I change meetings tool permissions?

Permissions on the Meetings tool level.

There are three user roles in your Worksite: Participant/Student, Coordinator/Assistant, and Maintainer/Instructor.

- **Participant/Student:** users who have no authority within the Meetings tool; their primary role is to join a meeting.
- **Coordinator/Assistant:** can create, edit, and delete meetings that they have created. They cannot, for example, delete meetings created by the maintainer of a worksite.
- **Maintainer/Instructor:** has all the power to change permissions on the Meetings tool level.

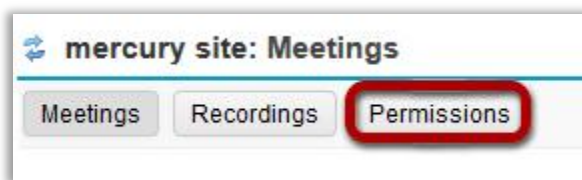
Roles on the Coursar WebMeeting system. (The Online Session)

There are three user roles in Coursar WebMeeting system: attendee, presenter and moderator.

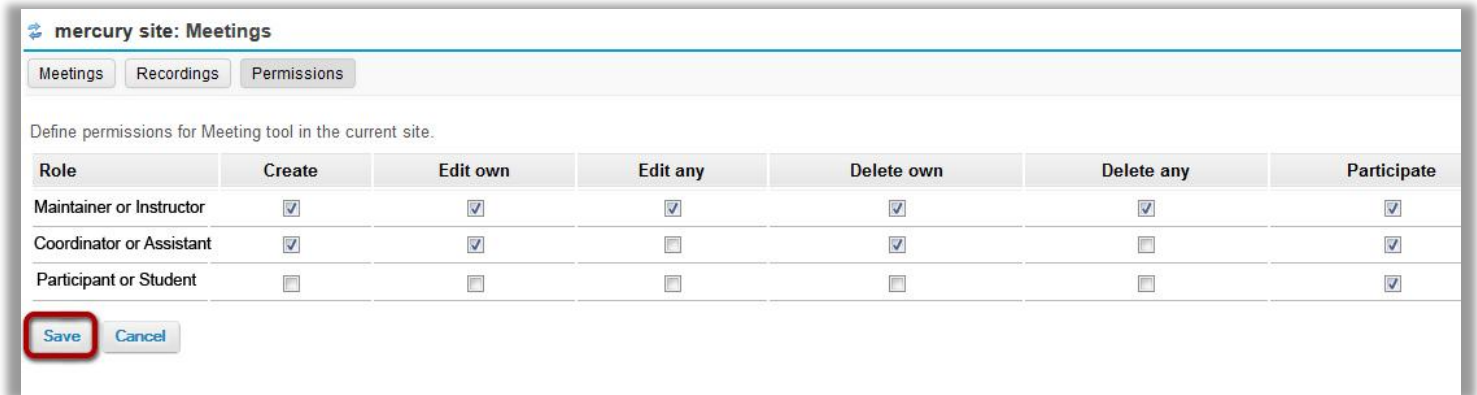
- **Attendee:** users who have no authority within the conference; their primary role is to view the presentation as well as chat amongst other participants. In a course the viewer would be the students.
- **Presenter:** has all the capabilities of a participant, with the added features of uploading presentations and sharing their desktop.
- **Moderator:** has all the capabilities of a participant, with the added features of uploading presentations and sharing their desktop.

The moderator can make any attendee as the presenter if they need to present their slides.

Click on Permissions button.



Select the permissions you want to attribute to each role.



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Meetings Recordings Permissions

Define permissions for Meeting tool in the current site.

Role	Create	Edit own	Edit any	Delete own	Delete any	Participate
Maintainer or Instructor	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Coordinator or Assistant	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Participant or Student	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Save Cancel

Once done, click on **Save** button to save your changes.

How do I join a meeting?

Go to the Meetings tool.

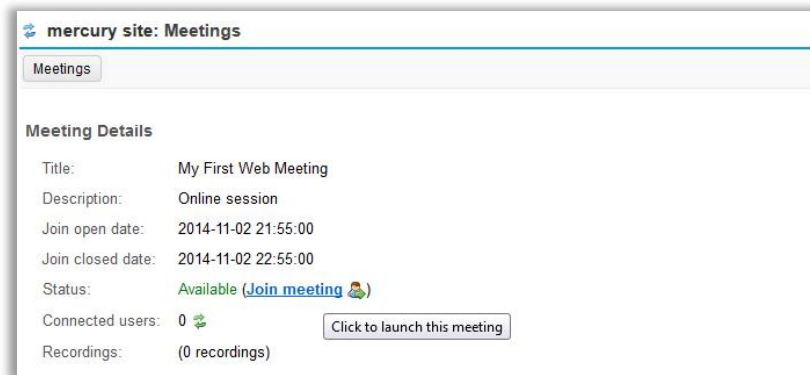
Select the **Meetings** tool from the Tools Menu in your site.

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.