

How to Create Live Meetings with E360 Live!

What is E360 Live!™ -

E360 Live!™ is a seamless, integrated, part of the LMS. This includes live video conferencing capabilities through Mega Meeting. Primary features include document sharing, live chat, live video-conferencing, live audio-conferencing, and whiteboard capabilities. In addition, we utilize Limelight™ for intensive media streaming services. This provides the ability to stream video on a variety of devices (iPhone, iPad, Android phones/tablets). If a Mac product is used the Mac will notice that it is in Flash and change it to QuickTime.

Instructors or course facilitators may schedule these live sessions via the Course and Community Calendar. This event appears in all the calendars of the learners invited to the live session.

Instructors and/or course facilitators may schedule these live sessions via the Course and Community “calendar” tool. All scheduled events appear in the shared Course and Community calendar, as well as the individual calendar of all learners invited to that live session.

How to Create a Live Session via the Course/Community Calendar Tool

1 Turn the Calendar Tool ON

Navigate to the Course or Community in which you’d like to schedule a live event via the Course or Community tab along the top Navigation bar at login.



2 Locate the CALENDAR tool on the left hand tool panel via that Course or Community Home Page. **Note:** If the Calendar tool is not visible from the tool panel list, click on SETTINGS and scroll down to the Calendar module in order to activate that tool. Then select SAVE to update changes. See screenshot below for details.

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Trainings » Course Settings

The screenshot shows the 'Course Settings' page with the 'Modules' tab selected. A table lists various course modules with their order and status. The 'Calendar' module is highlighted with a red circle. The 'Status' dropdown for the 'Calendar' module is also highlighted with a red circle, showing 'Active' selected.

Name	Order	Status
Lessons	1	Active
Discussion	2	Active
Resources	4	Active
Dropbox	6	Active
Calendar	7	Active

Once the Calendar tool has been turned on, return to the Course home and select this tool to open the shared Course Calendar.

- 3 To create a new event, select the PLUS sign icon via the top right of the calendar, or the one located on the date of the event you'd like to schedule.

The screenshot shows the 'Course Calendar' page for 'Learning to Balance Life'. The 'Calendar' tool is selected in the sidebar. The calendar view shows January 2018. A red circle highlights the plus sign icon in the top right corner of the calendar grid.

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The edit event screen will appear in which Admin users will need to fill in the following event information:

- 1) Title of the event
- 2) Start Date
- 3) Start Time
- 4) Expiration Date
- 5) End Time
- 6) Color Code Preference
- 7) Attendance Option
- 8) Notify specific users to receive RSVP
- 9) Instruction/Description of Event
- 10) Live Meeting (YES/NO)
- 11) Recorded Live Meeting (YES/NO)
- 12) Recurring Event Options (Daily, Weekly, Monthly, Yearly)
- 13) Save

Learning to Balance Life

Trainings > Course Calendar > Add Event

1. Title

Live Session

2. Start Date

01/08/2018

3. Start Time

07:00 AM

4. Expiration Date

1/8/2018

5. End Time

08:00 PM

6. Event Color

Who may mark attended?

Users may self report attendance

7. RSVP

Off

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9.  **Description**

Join us today for a live look at some of the features of Edvance360's Version 8.1 release!

body p Paragraphs: 1, Words: 17

10.  **Live Meeting**

11.  **Record Live Meeting**

No

Recurring End Date

01/08/2018 00:00

Recurring

None

Save

4 After saving, the newly created event will appear on the Calendar for Learners enrolled in that course/community.

Learning to Balance Life

Trainings » Course Calendar » Calendar View

✓ Calendar Updated Successfully

Month Week Day Today Year

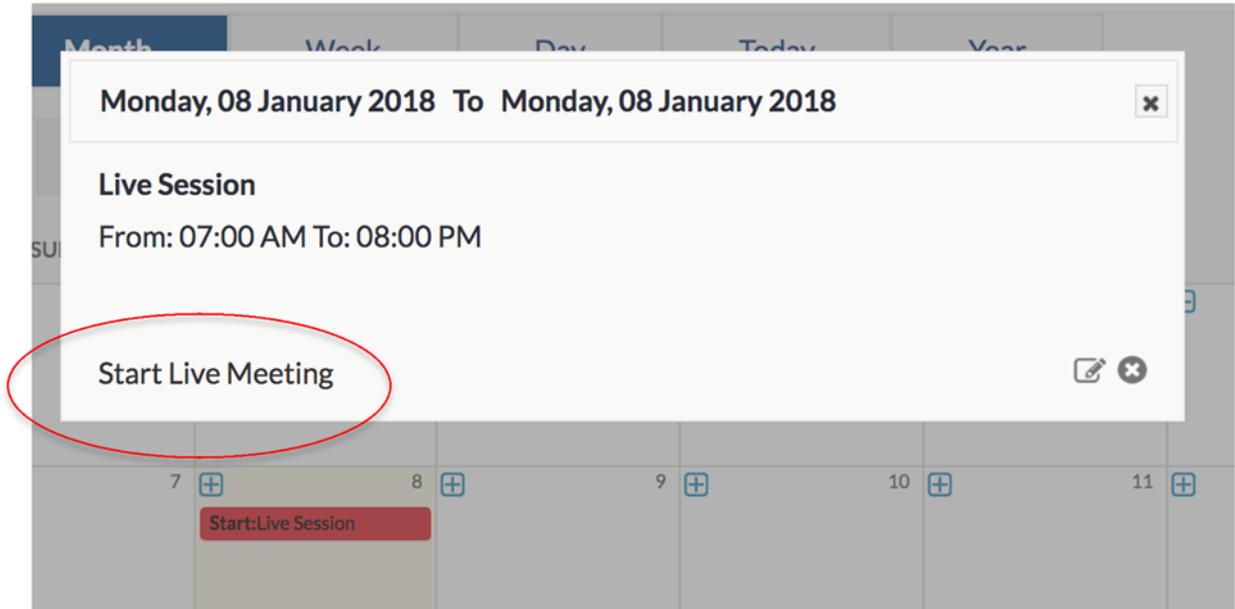
January 2018

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20

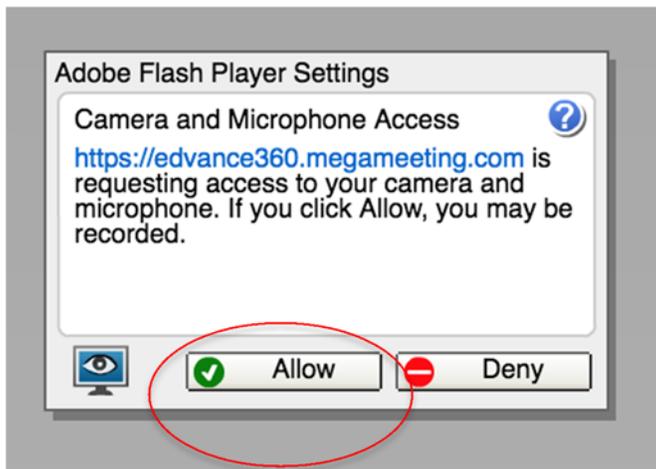
Start Live Session

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When the instructor or course facilitator is ready to begin the session, they may click on the live event from the Course or Community calendar and a pop-up will appear with the option to “Start Live Event.” Users will see the same pop-up, however, the wording will read “Join Live Event.”

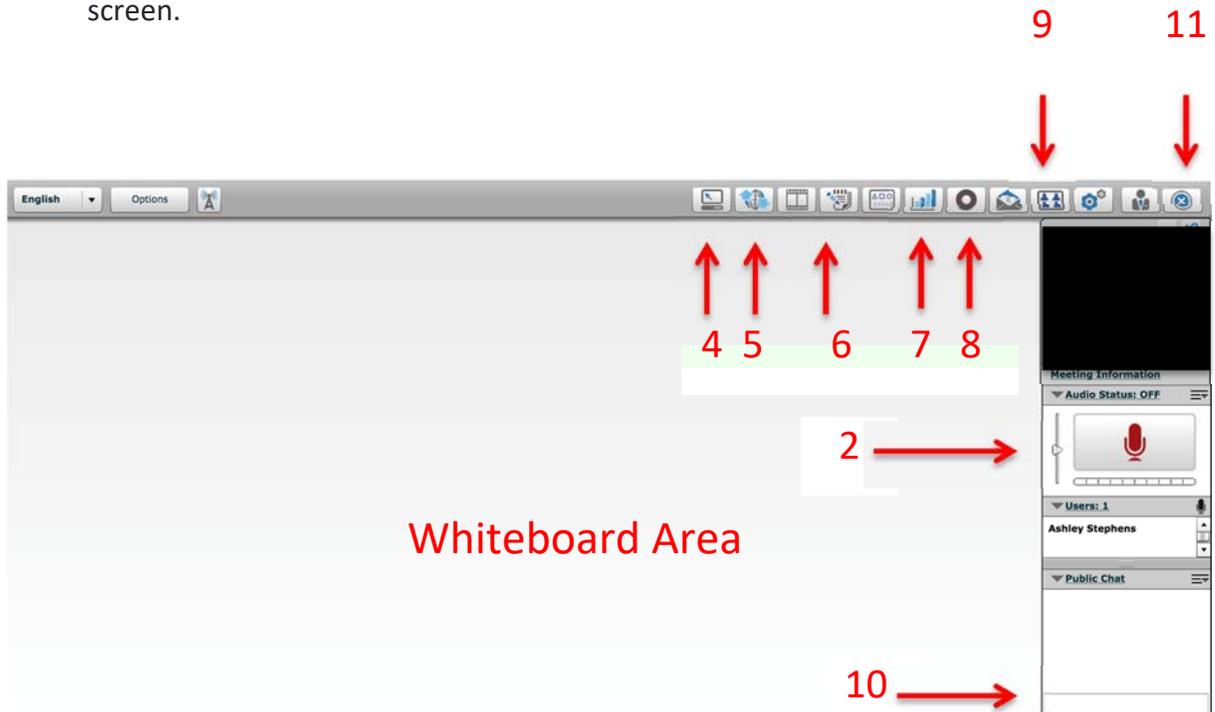


- 5 Once launched, a separate tab will open in the web browser to allow access to the user's microphone and/or camera.



6 Below is a key to the Live Meeting tools and features -

1. The web conferencing tools take a minute to load and open with a whiteboard in the center.
2. When the Learners join the meeting, their mic will default to mute. The learner will need to select their mic in order to turn it on.
3. Whiteboard
4. Share desktop
5. File Share
6. Notepad
7. Survey and Polling
8. Chose to record
9. Learners joined with webcams will appear in small individual boxes which may be moved around the edge of the screen by the presenter.
10. Public chat is located in the bottom right side of the screen.
11. To conclude the live session click the "X" at the top right of the screen.

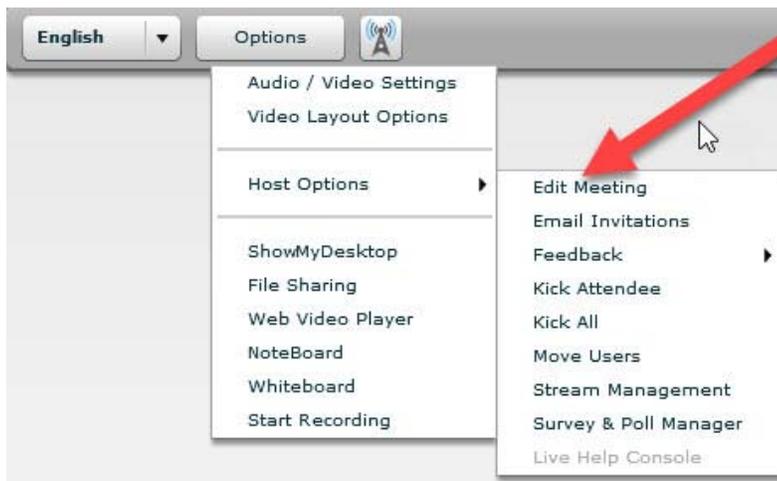


7 Additional Options:

- When the host logs into the meeting, select on the **Options**, then click on **Host Options** to edit the meeting



- Select Edit Meeting



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- The Edit Meeting box will appear with the following tabs: General Settings, Advance, Audio Settings, User Options, and Appearance. Select "User Options" to display and select the various options available for the meeting, such as, Show My Desktop, Upload Files, Download Files, etc. Make sure to click "OK" to save your meeting settings.



- 8 After a live meeting has ended, Admins may opt to close out of that window and return to the LMS to record attendance. As long as the "Admins may record attendance" option was selected from the event settings, Admins may re-open that event pop-up and there will be an option to select a user's name, and then select their attendance status accordingly. This information will be saved and stored in the calendar event for future access.

Calendar Attendance Option:

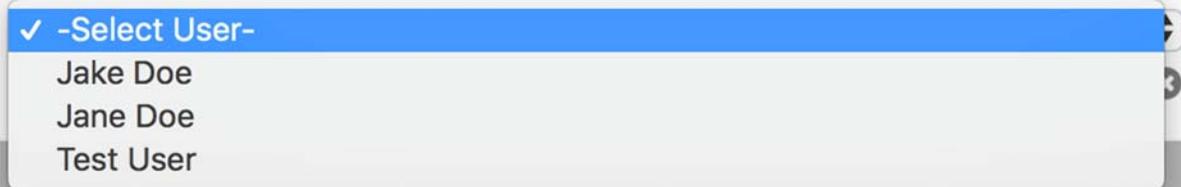
Who may mark attended?

Only Admins can report attendance

New Pop-Up with User List:

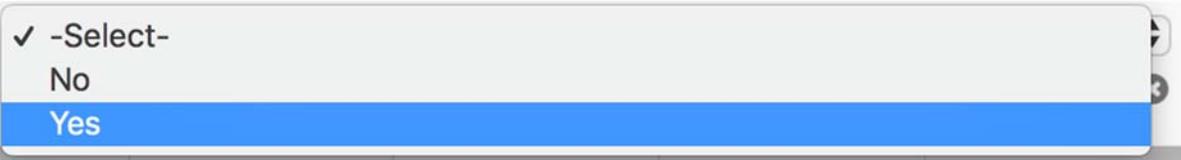
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Select User:



- ✓ -Select User-
- Jake Doe
- Jane Doe
- Test User

Select Attendance Status after the Live meeting has concluded:



- ✓ -Select-
- No
- Yes

Edvance360 Notes:

- In order to purchase more “blocks” of seats for Live Meetings (10 at a time), please contact our E360 Sales Department at 1-866-458-0360.
- If you need to access a previously recorded Live Meeting, please submit an Edvance360 Help Desk Ticket requesting the recording (include meeting details) to be uploaded directly to the instructor’s repository.
- For direct Mega Meeting support please contact US and Canada: +1 (877) 634-6342 option 1 or International: +1 (818) 783-4311 option 1.