

# VIDEO TOOLS ENG

**Radboud Universiteit**



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# Virtual Classroom



# Virtual Classroom FAQ

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## Plan a meeting

### How do I announce a planned a meeting?

You create a meeting by going to **Activities > Virtual Classroom**. When you create a meeting, a **Calendar** event will automatically be created in your Brightspace course. This event will be visible on your homepage and in the Pulse app. If you make changes to the date and/or time of the meeting then this will automatically be processed in the Calendar event. You might also want to add the planned meeting to your **Course Content**. Additionally, you can create an **Announcement**.

### When will students and lecturers have access to the meeting?

Students can enter a meeting when the planned starting time has passed *and* when the lecturer has opened the meeting.

A lecturer can access the meeting 10 minutes in advance to prepare.

## Participants

### How do I create a meeting with one or a few participants?

Plan a meeting where you do *not* invite the entire class (turn off the **Invite entire class** option).

Go to the planned meeting and choose **Edit**.

Use **Manage Invites** to choose the students you want to add.

[Read this manual](#) for additional instruction.

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### How do I invite the other lecturers in my Brightspace course for a meeting?

Each person who is in your Brightspace course and does not have a student role automatically has access to all meetings. That is why you do not need to add lecturers to a meeting separately.

### Can I invite lecturers who are not part of my Brightspace course for a meeting?

It is possible to select the option **Allow External Participants** when you are creating a meeting. Once the meeting is planned you go to **Actions**, click the three dots icon and select **Copy External Link**.

This link can be shared with your colleagues, for example via email. They can then access your meeting without having to access your Brightspace course. Within the meeting they will then be assigned a student role.

**!** You share a public link to the meeting. This means the meeting is accessible for anyone who clicks the link. The person who opens the public link has to enter a (screen)name in order to participate, but it is not possible to check the identity of the participant even when the person is logged into Brightspace.

## Presenting

### Is there a limit for my file sizes?

If you want to present documents, for example a Powerpoint presentation, you have to keep in mind that the document can be 30 MB or 200 pages at most. This limit applies to every file. If you want to share a large file, you might want to create several smaller files, or save the file as a smaller format.

### Can students present during the meeting?

Yes, you can make a student **presenter**. Go to the list of participants on the left side of your screen and click on the name of the person you want to make presenter. This

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person can now control the whiteboard, upload a presentation and share their screen. If you want to present yourself, click your own name in the list of participants and make yourself presenter again.

### Can I share files with my participants during a meeting?

You can use the **chat** to send files to all participants, or use the **private chat** to send files to one specific participant. Open the chat window and click **Send file** at the bottom.

## Audio and webcam

### How many participants can use a webcam simultaneously?

The maximum number of webcams that can be turned on simultaneously during a meeting is 10. This includes the lecturer's webcam. When this limit is reached the next participants will not be able to turn their webcam on as this option is blocked. One of the ten participants will have to turn their webcam off in order to allow a next participant to turn theirs on.

### Can I mute a student or turn off their webcam?

You can mute all students at once by clicking on the plus icon at the bottom left and selecting **Mute all**. However, each separate student will be able to turn their microphone back on. You can use this option if you want students to participate but prevent them from speaking all at once.

You can also block all microphones and webcams:

- Click the three dot icon at the top right.
- Select **Settings** and then select **Participants**.
- Add a checkmark to the microphone and/or webcam to lock it.

Students can no longer turn on their webcam or microphone, unless you disable this setting again.

This setting only applies to participants who are students. Lecturers are always able to use their microphone and webcam.

You cannot turn off the microphone and/or webcam for one specific student.

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## Breakout rooms

### How many groups can I create?

You can use **breakout rooms** to divide the participants of the meeting into a maximum of six groups. Each group will get their own meeting, and the maximum number of participants for each respective breakout room is 150.

[Read this manual](#) to learn more about the breakout rooms.

### What is the time limit for a breakout room?

When you create a breakout room you can decide how long it should last. The default setting is 15 minutes, but you can change the duration and make it longer or shorter. The time for the breakout room cannot exceed the remaining time of the main meeting.

When the time has passed the breakout room will be automatically closed. Students can then close the breakout room tab and thus return to the main meeting.

### Which sounds do breakout room participants hear?

Breakout room participants will only hear the sound of their own breakout room. As lecturer you will only hear the sound of the participants who remained in the main meeting. If you want to talk to the students of a specific breakout room you will have to join that room.

### How can students ask for help while in the breakout room?

The breakout room opens in a new window. Students can click on the tab containing the main session and then send a chat message there. They do, however, have to keep the tab containing the breakout session opened as well. The lecturer can then answer the question via the main session's chat, or move to the breakout room containing the student with the question.

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## Create and share recording

### How do I record a meeting?

There are two options:

1. Turn on **Automatically record meeting** when you are creating the meeting. The recording will start at the predetermined start time, even if you open the meeting ten minutes in advance.
2. Click **Start recording** at the top of your screen once the meeting is opened. This option is recommended because you can then determine which parts of the meeting need to be recorded.

### Can I record a breakout room?

No, only the main meeting can be recorded. A message will appear at the top of the breakout room stating *Not recording*.

### How do I share a recording with a group or certain students?

- Go to **Activities** and then to **Virtual Classroom**.
- Go to **Recorded Meetings**, then the **Actions** column and click the three dots icon.
- Select **Copy Public URL**.
- Go to **Content** and navigate to the module in which you want to place the link.
- Use **Upload/Create** to add a topic of the **Create a link** type.
- Use **release conditions** to determine who within your course gets to see the topic.

**!** You are now sharing a public link to your recording. Even though you restrict the access to the topic within Brightspace, the link can be found by students in your course and can then be shared with the entire world. Be careful when using this method, especially when you are dealing with privacy sensitive data.

### How do I prevent a meeting from getting downloaded?

When you are creating a meeting you have to deselect the option **Automatically publish meeting**. The student will then not see a download link. You can, however, add

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a link of the recording to the course. Students can use this link to play the recording within Brightspace, but cannot download it. Lecturers are always able to download the recording.

### Can I edit a recording afterwards?

No, you cannot edit a finished recording. If you do not want to record all components of a meeting then you will have to stop the recording and resume at a later moment.

## Errors

### Why do I get to see Access denied when I try to access the Virtual Classroom?

It is important to allow so-called 'third-party cookies' in your browser (the recommended browser for Virtual Classroom is Chrome). You can change this setting by going to your browser and then Settings > Privacy and security > Site Settings > Cookies and site data. Check whether the option 'Block third-party cookies' is turned off.

### Why is the Enter Meeting Room button gray when I try to start a meeting?

This can mean two things:

- You have opened the meeting more than ten minutes before the starting time.
- You are using a browser that is not supported, such as Safari, Internet Explorer, or Edge. The recommended browser for Virtual Classroom is **Google Chrome**.



For more information about the Virtual Classroom, [please click here to read the manuals](#).

## Werkinstructies

# How do I create a meeting in Virtual Classroom? Activities | Virtual Classroom

[The Virtual Classroom homepage](#)

[Schedule a meeting](#)

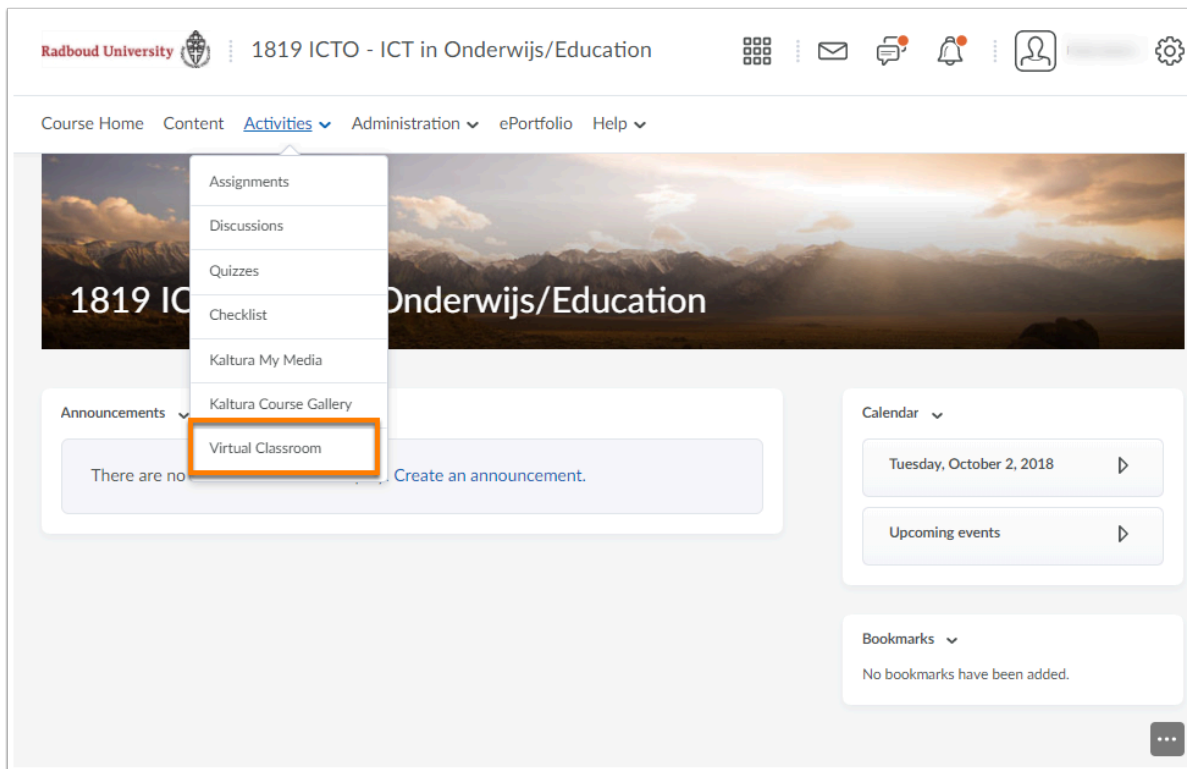
[Edit meeting settings](#)

## The Virtual Classroom homepage

Virtual Classroom is a program that has been integrated in Brightspace which can be used to teach classes online. During the Virtual Classroom you can share PowerPoint slides, Word and PDF documents and use a webcam. It is also possible to use different functionalities, such as creating polls or writing/drawing notes during the class. In addition, students are able to ask questions during the session via the chat box or the microphone.

- ⚠ • Virtual Classroom does not operate well in Safari, Internet Explorer and Microsoft Edge. Bongo (the company behind Virtual Classroom) recommends using Virtual Classroom in Google Chrome. In other browsers you will only be able to play the recording, instead of being able to actually engage in a session.
- Use headphones to minimize echo effects.

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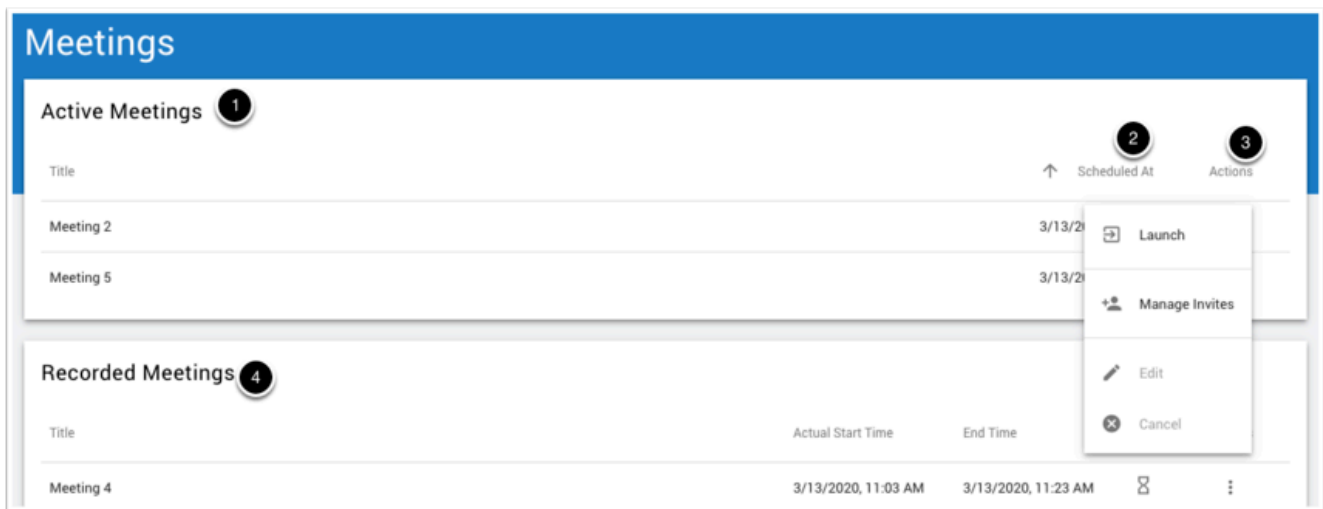
- Navigate to **Activities** in the navbar of your course.
- Click **Virtual Classroom**.

**⚠** The first time you use Virtual Classroom, you will get a notification that YouSeeU (which is now Bongo, but still displays as YouSeeU) requests data from you. You need to accept this request.

**⚠** Unlike lecturers, students *will not* find the Virtual Classroom below **Activities**. If you create a meeting it will appear in the **Calendar**. You can also add the meeting in Content. Read the manual [How do I add a planned meeting or a recording to Content?](#) for more information.



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1. Under **Active Meetings** active and scheduled meetings are displayed (seminars, lectures, meetings, etc.):
2. Under **Scheduled at** you will see the accompanying date and time.
3. Click the three dots under **Actions** to open the drop-down menu:
  - With **Launch** you can open the **Meeting Lobby** in a new tab, in which you can start the meeting.
  - With **Manage Invites Settings** you are able to invite people to take part in the meeting.
  - With **Edit** you can adjust [the settings of a meeting](#).
  - With **Cancel** you can [delete the scheduled meeting](#).
4. Under **Recorded Meetings** you will find all completed and recorded meetings.

## Schedule a meeting



- Click the pink button in the lower-right corner of your screen.

# Werkinstructies

Schedule Meeting

×

Title *(required)*

Meeting Date *(required)*

Meeting Time *(required)*

☐ Now

Max duration

60

Repeat weekly for:


Does not repeat

☐ Automatically record meeting

☒ Publish recorded meeting

☐ Allow external participants

☒ Invite entire class

 Please note that maximum possible amount of users in this meeting is 100

SAVE

- Add a title for **Title**. Make sure you have a clear topic that shows students what the meeting is about (*for example: Question hour for class 1*).
- At **Meeting Date** fill in the date of the meeting. When you click this field a calendar will appear.
- At **Meeting Time** fill in the time slot of the meeting. When you click this field a clock will appear. Select the hours or the minutes and move the clock's hand. Please note: be aware of am/pm.
- Click **Now** if you want the meeting to start immediately.
- Use **Max duration** to determine a maximum duration for this meeting.
- Select **Start record automatically** if you want the recording to start automatically as soon as the meeting commences. Please note: If you do not select this option, and you do want the meeting to be recorded, you will have to [start the recording manually](#).
- Select **Publish recorded meeting** when you want to display a download link as soon as the recording is finished. Students can download a file of the recording to their own computer. If you do not select this option, then lecturers will be the only ones who can access the recording. It is also possible to [add a link to the recording to your Course Content later on](#).
- Select **Allow external participants** when students outside of your course should also be able to access the recording.
- Select **Invite entire class** to add everyone in the course to the meeting.
- Click **Save** to save the settings for the meeting.

## Werkinstructies



We do not recommend using **Start record automatically**! If you handle the recording manually, you can make sure you are ready to start the meeting before you start recording with the record button at the top of the screen.

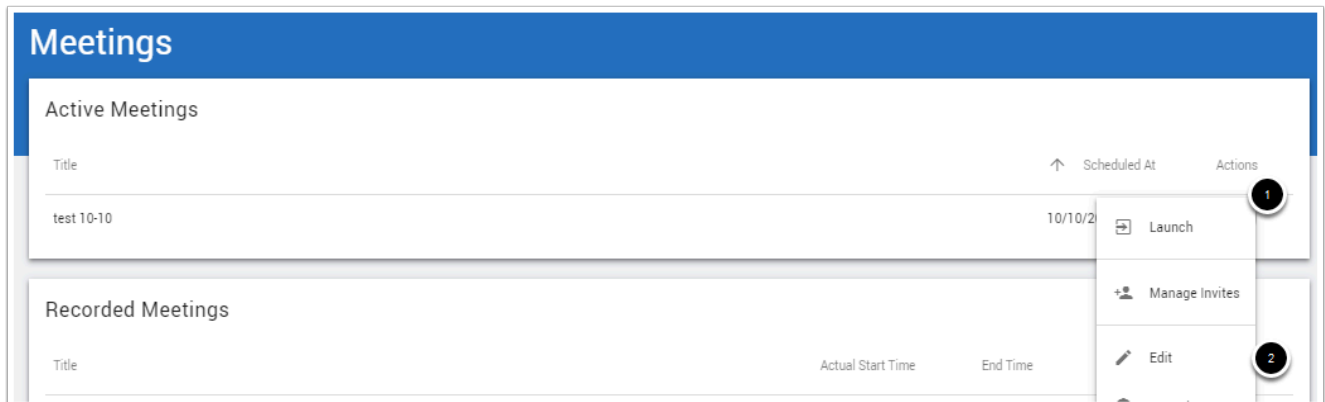


Please be advised that at most 150 students can attend a Virtual Classroom session simultaneously. Take this into consideration when you have a course with more than 150 students. If you invite them all, they will not be able to watch it live at the same time.



An activity will be created in the Calendar of your Brightspace course for each meeting.

## Edit meeting settings



The screenshot shows the 'Meetings' section of a Brightspace interface. It is divided into two main panels: 'Active Meetings' and 'Recorded Meetings'. The 'Active Meetings' panel contains a table with columns for 'Title', 'Scheduled At', and 'Actions'. A single meeting titled 'test 10-10' is listed with a scheduled time of '10/10/2'. The 'Actions' column for this meeting has a dropdown menu open, showing options: 'Launch' (with a play icon), 'Manage Invites' (with a plus and person icon), and 'Edit' (with a pencil icon). A red circle with the number '1' highlights the 'Launch' button. The 'Recorded Meetings' panel is currently empty, with columns for 'Title', 'Actual Start Time', and 'End Time'. A red circle with the number '2' highlights the 'Edit' button in the 'Recorded Meetings' panel.

1. From the list of Active Meetings, click the dotted sign under **Actions** behind the meeting you want to edit.
2. Click **Edit**. You will return to the same screen where you [schedule a new meeting](#) (with the same options).

# Werkinstructies



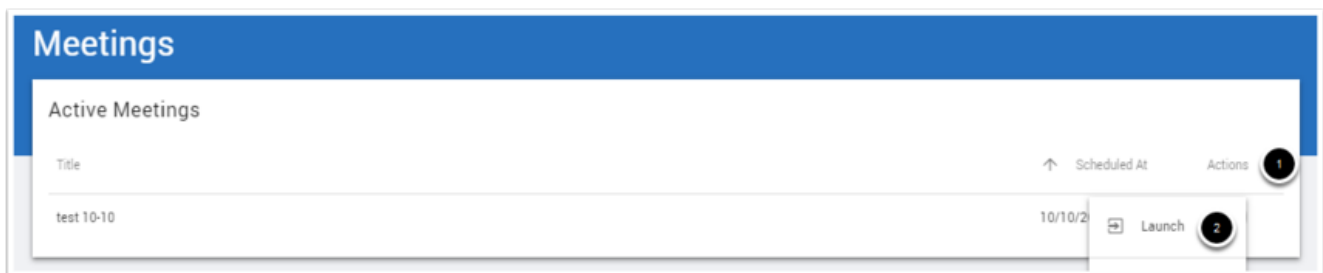
Once the start time and date of the meeting has arrived, you are no longer able to edit or delete the meeting. It does not matter if you actually start the meeting or not at that point.

## Werkinstructies

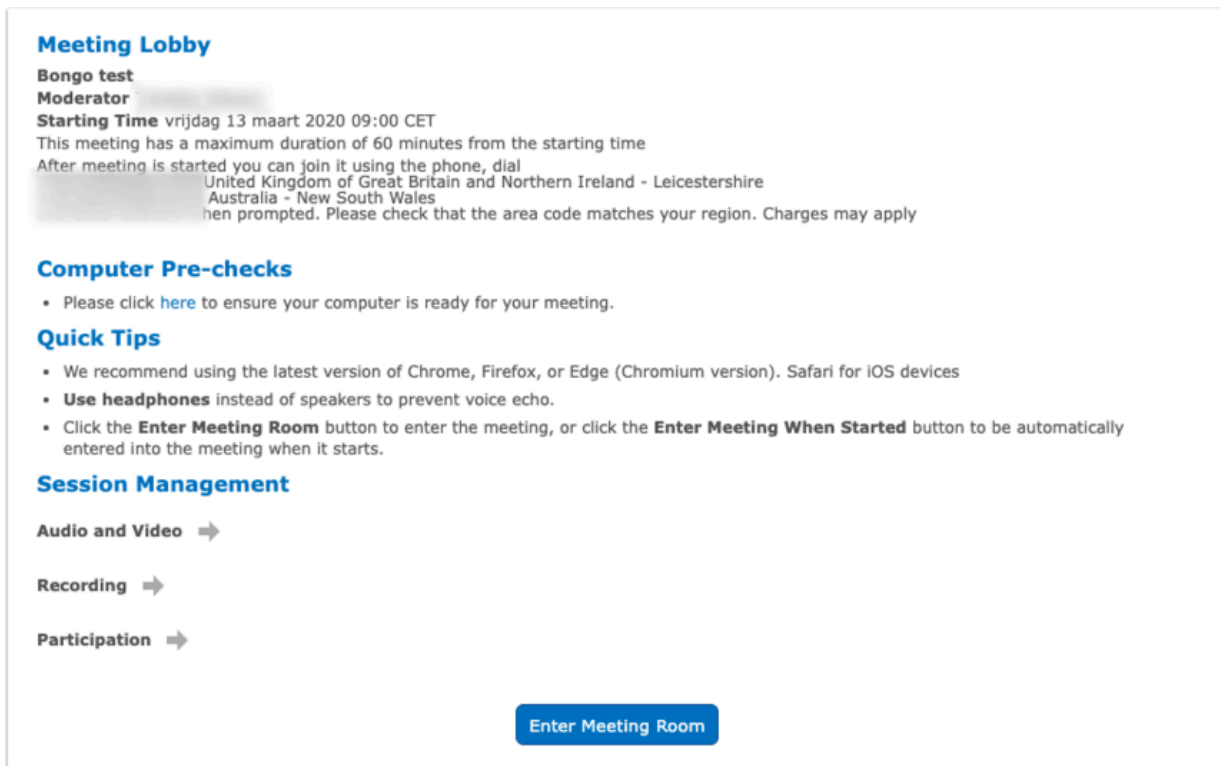
# Which options do I have during a meeting? Activities | Virtual Classroom

[Start a meeting](#)[Tools during a meeting](#)

## Start a meeting



1. Click the three dots icon below **Actions** and choose the right meeting.
2. Click **Launch**.

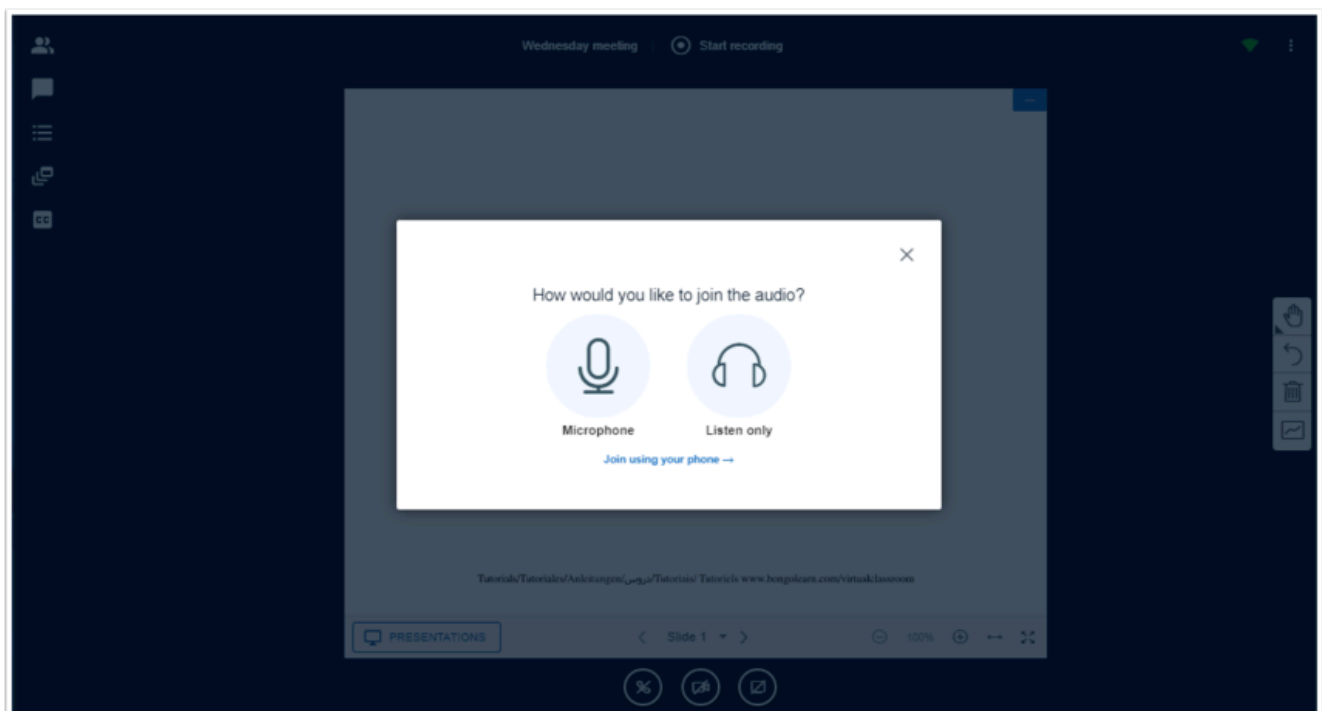


You will be navigated to an overview page:

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- **Meeting Lobby Page:** information about the meeting (moderator, time and date and maximal duration).
- **Computer Pre-checks:** you can use a check to make sure your computer is suitable for a Virtual Classroom.
- **Quick Tips:** some general tips.
- **Session Management:** matters to keep an eye on during the meeting.
  - Click the arrows behind **Audio and Video**, **Recording** and **Participation** to show or hide extra information about these items.
- Just above **Enter Meeting Room** you can see when the meeting should start. You cannot open the meeting room prior to the start time.

**i** The lecturer can access the meeting ten minutes in advance. This way you have time to set up your presentation before the students arrive.  
Participants cannot open the meeting room before the lecturer/moderator has opened the room and started the meeting.



- When you open the meeting room, decide whether you want to opt for the **Microphone** (you can speak) or for **Listen Only** (you can only listen). If you click the close button, the sound will be on and the microphone will be off.
- If you click **Join using your phone** you will receive information on how to join with your phone.

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### Change your audio settings ×

Please note, a dialog will appear in your browser, requiring you to accept sharing your microphone.


**Microphone source** 1  

Standaard - Display Audio (05ac:11c

**Speaker source** 2  

Standaard - Headphones (Built-in)

**Test your speaker volume**  

 [Play Sound](#) 3

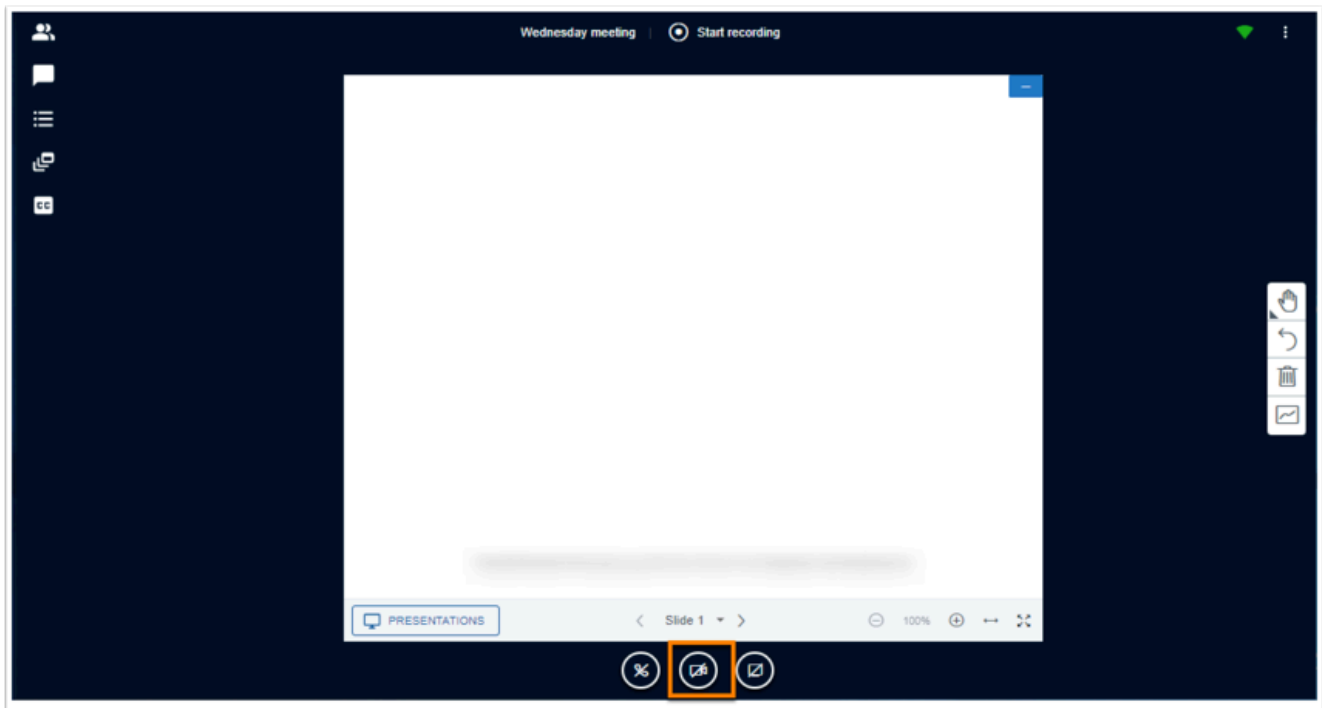
[Back](#) [Retry](#)

If you click **Microphone**, a window will be opened with an echo check. Click the Audio Settings to change the settings for audio

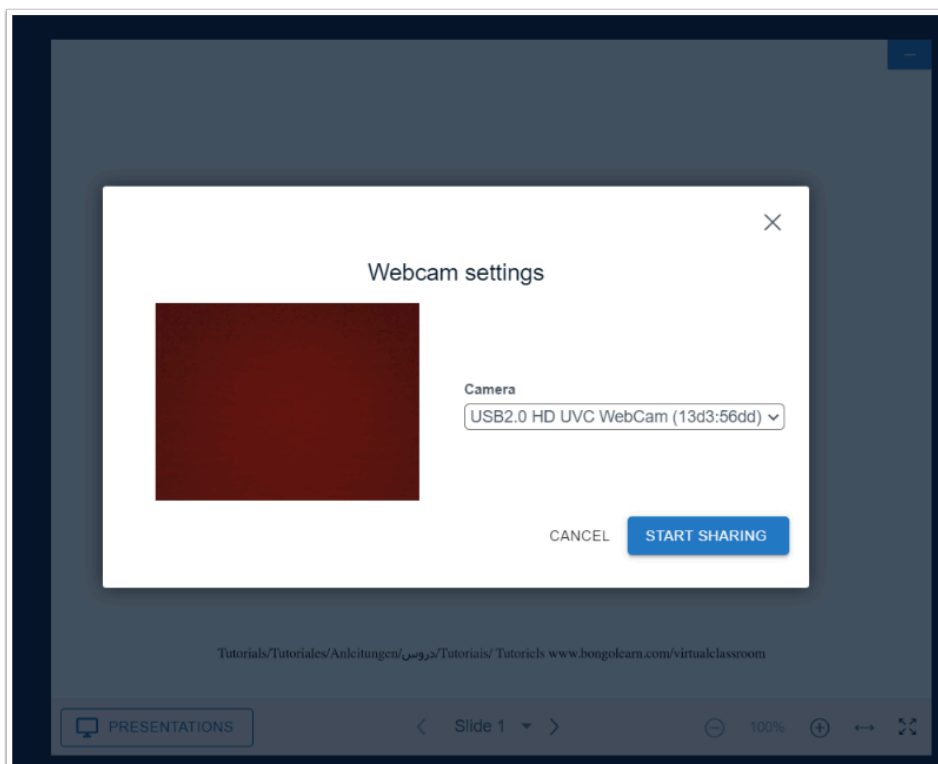
1. Select which microphone (**Microphone source**) you want to use;
2. Select which speaker/headphone (**Speaker source**) you want to use;
3. Test whether or not your speaker/headphones is working (**Play sound**).

Click **Back** to return to the Echo test screen and click **Yes** to participate in the meeting.

# Werkinstructies



- Click on the camera icon to turn on your webcam.

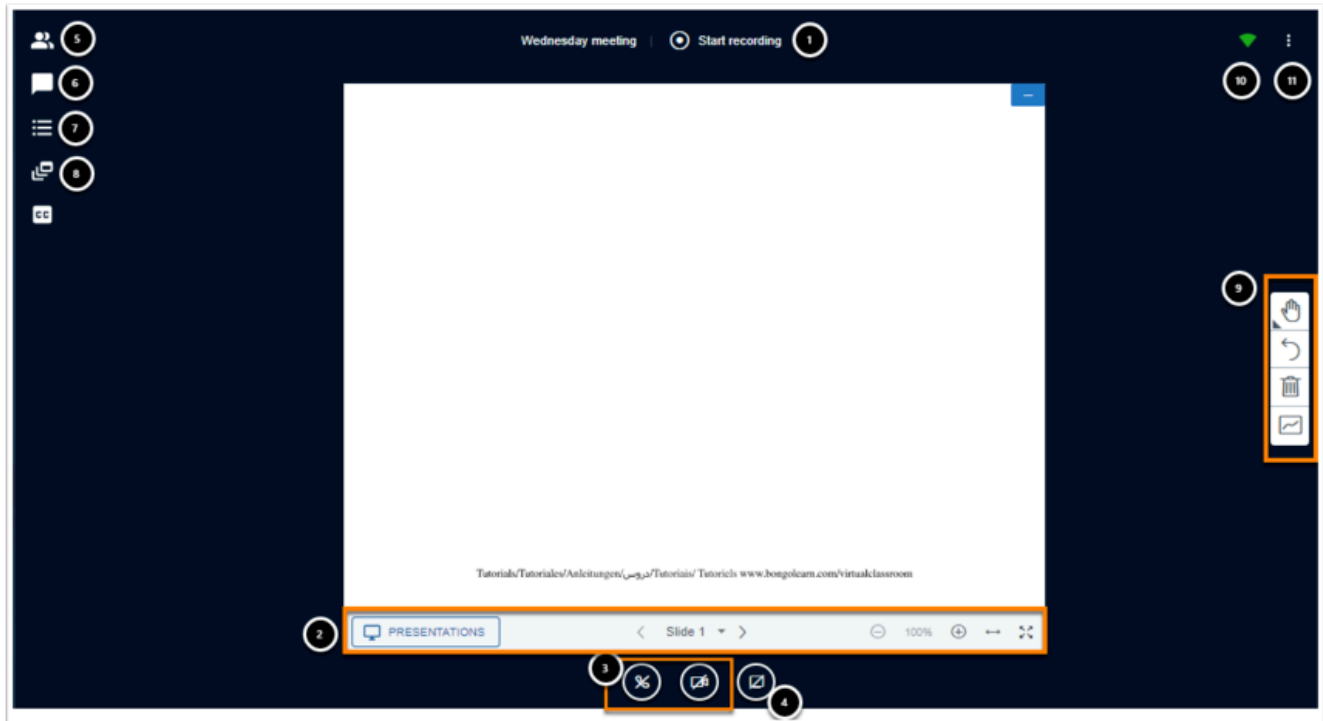


- You can then select a webcam. The quality will automatically be adjusted to the quality and speed of your internet connection. Then click **Start Sharing**.



# Werkinstructies

## Tools during a meeting



You can make use of a variety of tools during the meeting:

1. Record the presentation / stop the recording;
2. [Upload and manage the presentation](#);
3. Share your microphone or webcam;
4. [Share your screen](#);
5. [View and mute all participants](#);
6. [Chat](#);
7. [Start a poll](#);
8. Create breakout rooms;
9. [Open annotation tools](#);
10. Test the speed of your internet connection; fast (green), medium (orange) or slow (red);
11. [Change the settings for the meeting](#) and [leave or close the meeting](#).

**!** If you did not select the automatic recording option, you will have to start the recording manually. You can start, stop and pause the recording at any moment.

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- ! It is important to notify your students when you record a meeting. Students can then choose to turn the webcam and microphone off, meaning they will not be in in the shot.

## The presentation

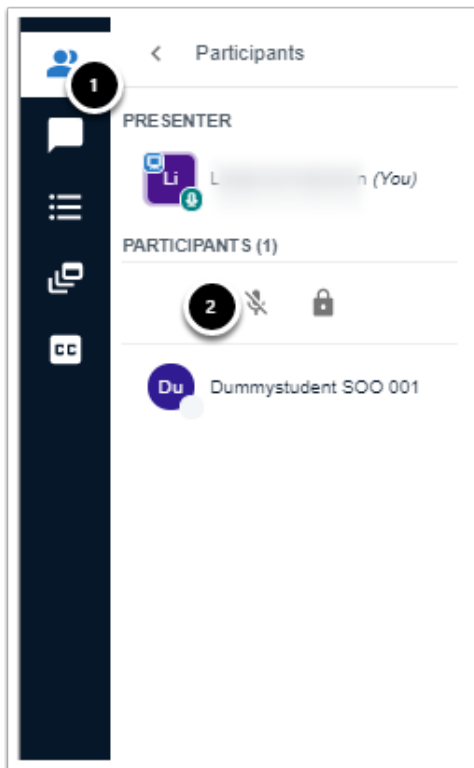
You can display a presentation in the middle of your screen. You can draw on a blank screen and add text using the tools on the right side of the screen. You can also upload a file and add notes to the file. You can leaf through your presentation's slides at the bottom. This means you can create multiple slides with notes, and return to previous slides.



1. You can use the microphone to provide comments during your presentation. You can also turn the microphone off (**Mute**).
2. You can turn off both your microphone and incoming audio by clicking **Leave Audio**.
3. If you want to use your webcam to appear on screen, click **Share Camera**.

# Werkinstructies

## Mute participants



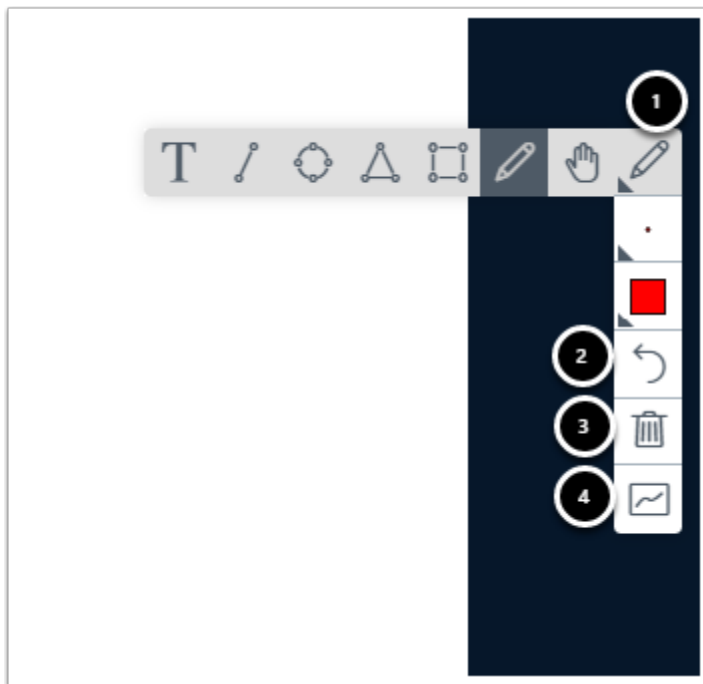
1. Click on the icon to open the participants.
2. Click **Mute all**. Your own microphone will also be silenced. Each participant can turn on their individual microphone by clicking the microphone icon (**Unmute**), unless you have changed [the settings of the meeting](#) to ensure participants cannot control their own microphone and webcam.



Especially when you have a meeting with many participants it is advised to mute all participants at the start of the meeting. This way they will not all speak simultaneously. You can ask participants to unmute themselves if they have a question and mute themselves if they merely want to listen.

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## Annotation tools



On the right side of the screen you will find the option to add notes on the slides:

1. Click the pencil sign to choose a tool:

**Text:** create a text box and type your text.

*You have additional options for font size and colour.*

**Line:** draw a line.

**Ellipse:** draw a circle.

**Triangle:** draw a triangle.

**Rectangle:** draw a rectangle.

**Pencil:** use the pencil to draw freely.

*With Line, Ellipse, Triangle, Rectangle and Pencil you have additional options for size and colour.*

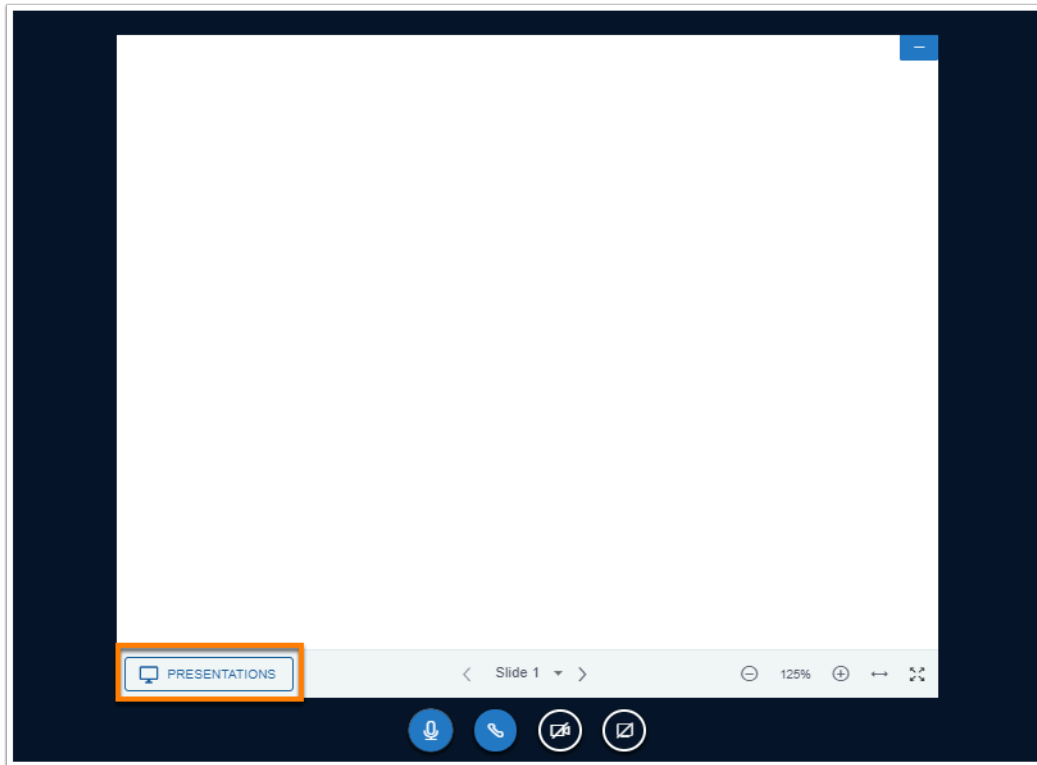
**Pointer:** a red dot with which you can point out certain elements on the screen to direct attention to them.

2. Click the arrow to undo your last note.
3. Click the cross to delete all of your notes.
4. Click the screen icon to enable the **multi-user** tool. Participants are now able to make notes as well. Click on the icon again to disable the tool. Note: we advise against using this tool with too large of a group to avoid a lot of people drawing through each other's work.

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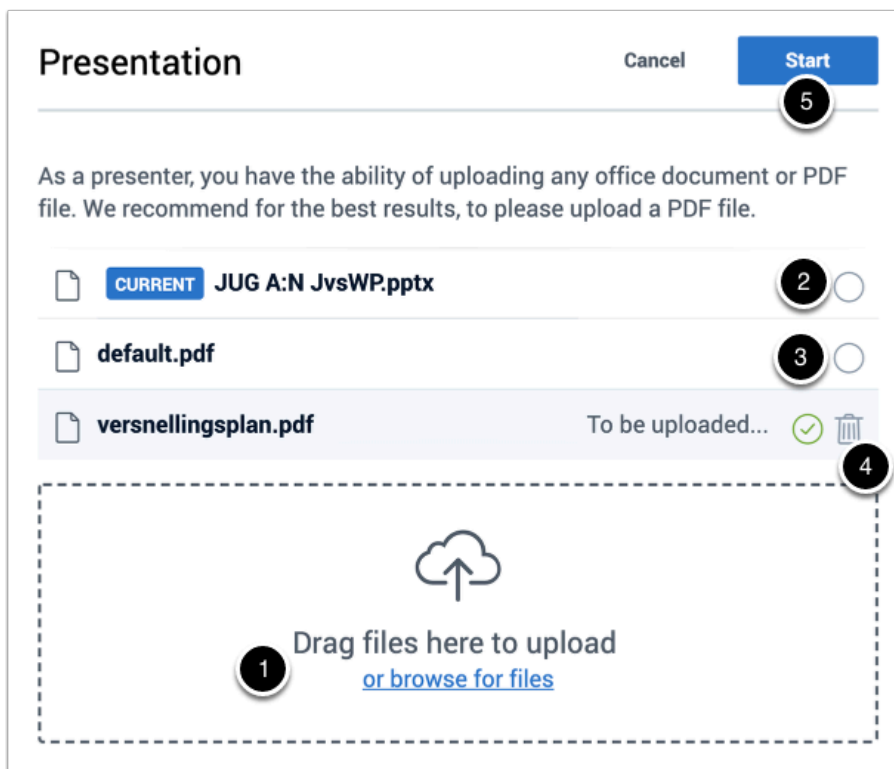
## Presenting a file

You can add a file to your presentation, such as a PDF, Word, Powerpoint, or Excel file. Each page, slide or tab will be one dia in your presentation.




- Click **Presentations**.

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You have a number of options:

1. Select a file from your computer to upload.
2. Select a previously uploaded file to present.
3. Switch to a blank presentation; there might be previously added notes in this presentation.
4. Delete an uploaded file or a file you are going to upload.
5. Click start to present the preferred file.

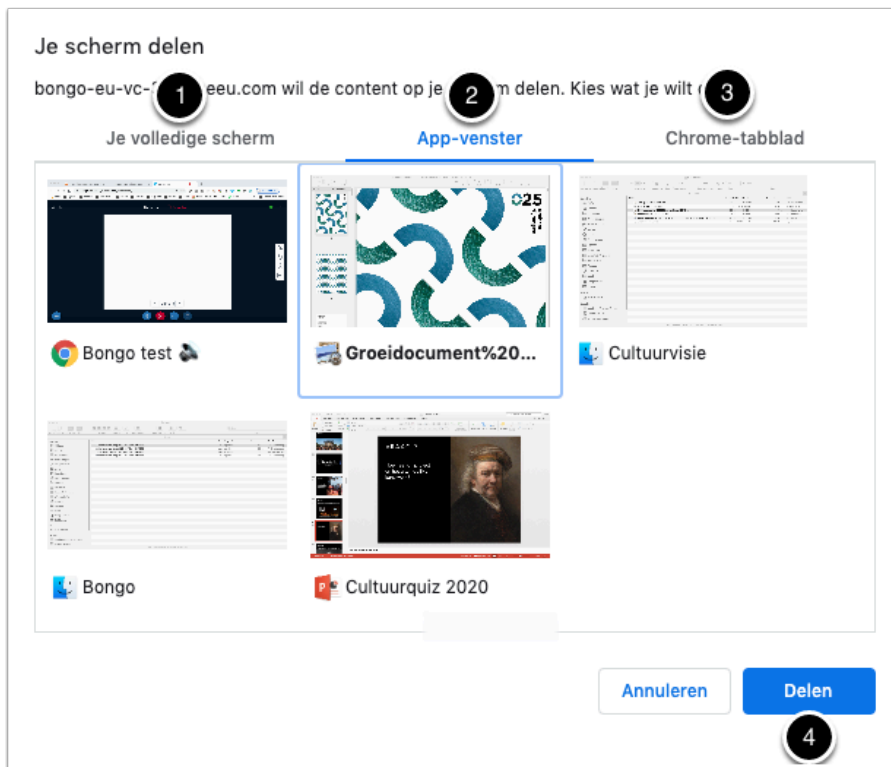
 If you upload a Powerpoint file the animations in your file will not be preserved. All elements in your dias will be shown simultaneously. Graphs from Excel are not supported. If you used special fonts they will not be displayed properly.

## Share screen



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- To share your screen you click **Share your screen** at the bottom.



A new window will open. Here, you can choose which part of your screen you want to share:

1. **Your full screen:** If you want to share your full screen you can choose which one (if you have connected multiple screens).
2. **App window:** When you want to share an application you have opened (such as a Word file or an Excel file) you can select which window you want to share.
3. **Chrome tab:** when you want to share an opened tab in your browser, select which tab.
4. Select the desired screen and click **Share (Delen)**.

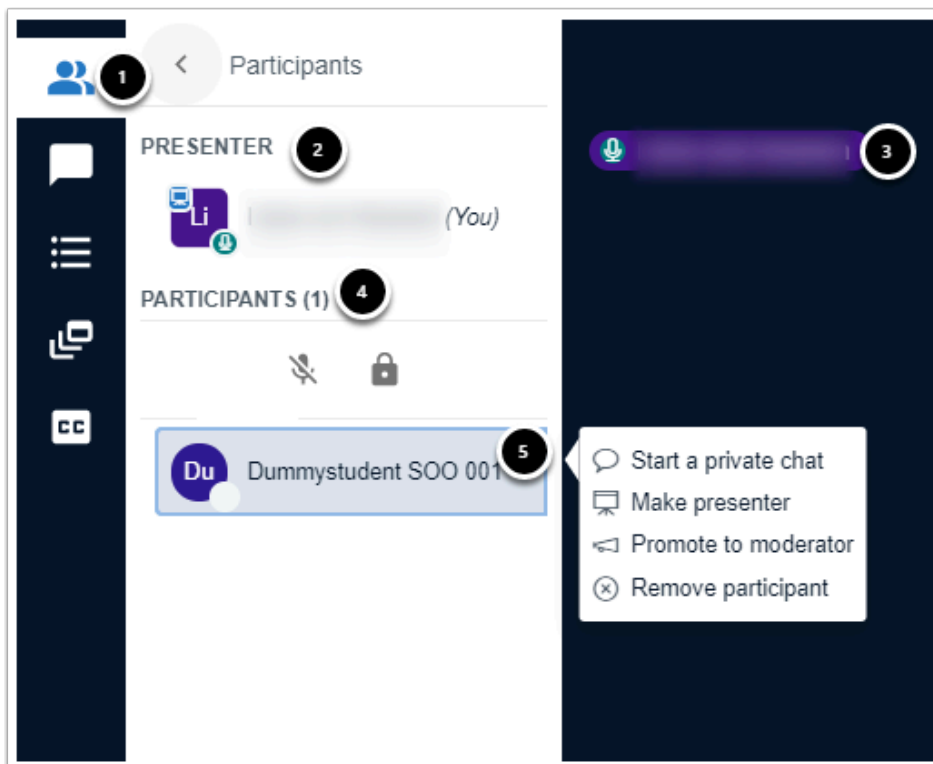


When you want to share your screen for the first time you will receive an one-time notification stating that you have to install the **Bongo Screenshare Extension**.

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**⚠** The only browsers that fully support screensharing are Chrome and Microsoft Edge (Chromium version). If you use Firefox your only option is to share a window.

## Participants



1. To see which participants are present in your meeting, click on the user icon at the top left of your screen (**Participants**).
2. At the top you will see who is currently presenting below **Presenter**.
3. Below **Participants** you will find the other participants.
4. At the top left of the screen you will see which participant is currently talking.
5. Click on the name of the participant to:
  - start a private chat;
  - enable their microphone;
  - allow them to present;
  - remove them from the meeting;
  - make them a moderator.

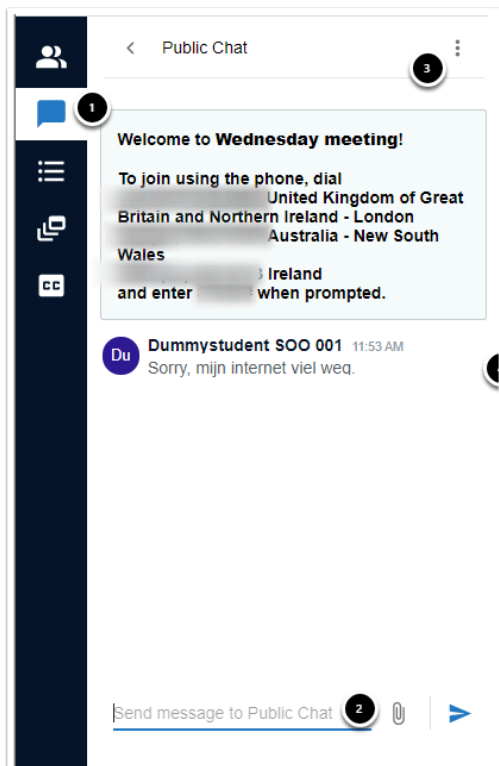
This means the participant will have the same rights as the lecturer; they can let other participants present, but they can also remove participants and erase the chat.



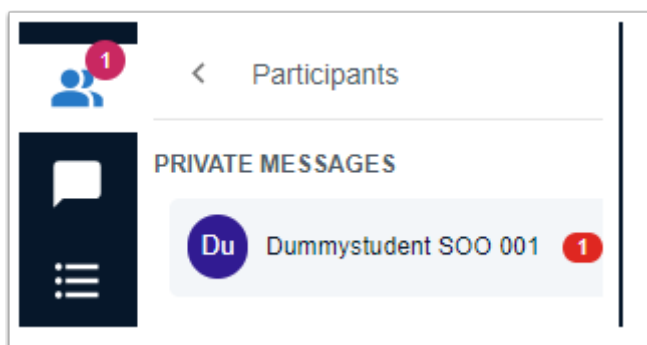
# Werkinstructies

- i** After you have removed a participant from the meeting, they can no longer access it. If the participant tries to reenter the meeting, a notification will appear about denied access.

## Chat



- Click on the speech balloon to open the chat window.
- Below you can send a message to all participants.
- Click on the three dots icon to delete or save the chat.

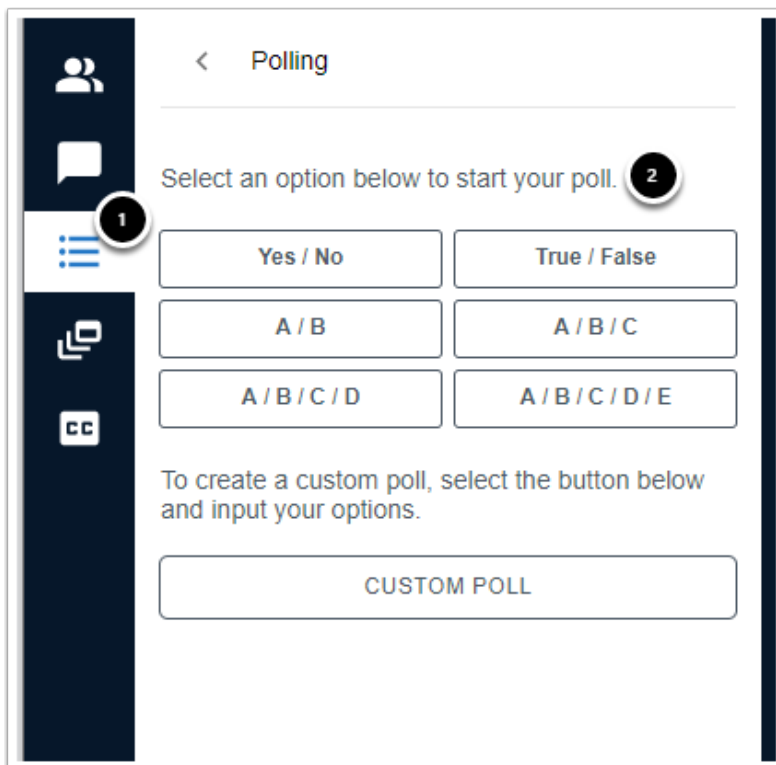


## Werkinstructies

Participants can also send private messages. When you have received a private message a red dot will appear below **Participants** > **Private messages**.

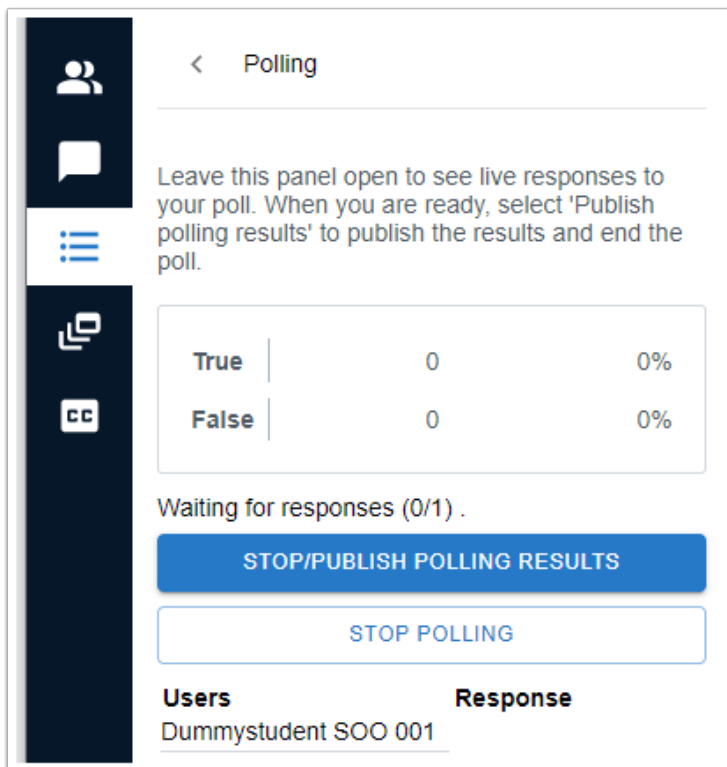
### Poll

You can create a poll which you can present to your participants during your presentation. You will have to ask verbally, and the participants can then choose from different answers that will appear on screen.



- Click **Polling** in the menu on the left.
- Then choose between default answer possibilities, or create your own answers by clicking **Custom Poll**.

## Werkinstructies



- If you have set up the answer options the poll will start automatically. Click **Stop/Publish Polling results** to share the results with the participants. Click **Stop Polling** to stop the poll without sharing the results.

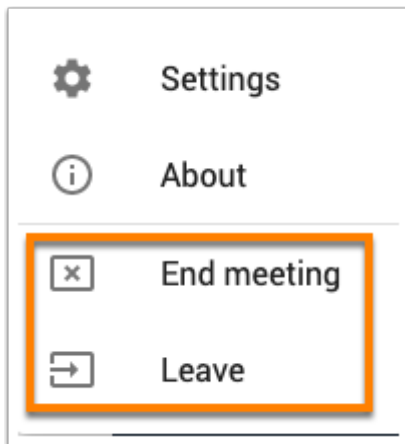
### Settings for the meeting

Click the three dots icon at the top right of your screen to access more options for your meeting. Use **Settings** to change the settings for your meeting.

- **Application:** choose whether or not you want to receive notifications if there is activity in the chat and adjust the font size.
- **Closed Captions:** makes it possible for all participants to write a text below the video. We advise against using this function for large groups. Use the chat for questions instead.
- **Data Savings:** decide if you want to allow sharing webcams and screens (by turning off this option whenever you do not need it, you will prevent the network from overloading).
- **Participants:** set which tools (webcam, microphone, public chat, private chat) you wish to be disabled for participants so that they will not be able to use them during the meeting.
- Click **Save** to save the settings and return to your meeting.

# Werkinstructies

## End the meeting



1. When you want to end the meeting you click the three dots icon at the top right and then select **End Meeting**. The meeting will be terminated for all participant and cannot be restarted. If you created a recording a file will be created.
2. You can also opt to leave the meeting (temporarily), for example to change your microphone settings. The meeting will remain open for the other participants. You can then rejoin the meeting whenever you desire.



Do you need help with your Virtual Classroom? Please contact [Brightspace support](#).

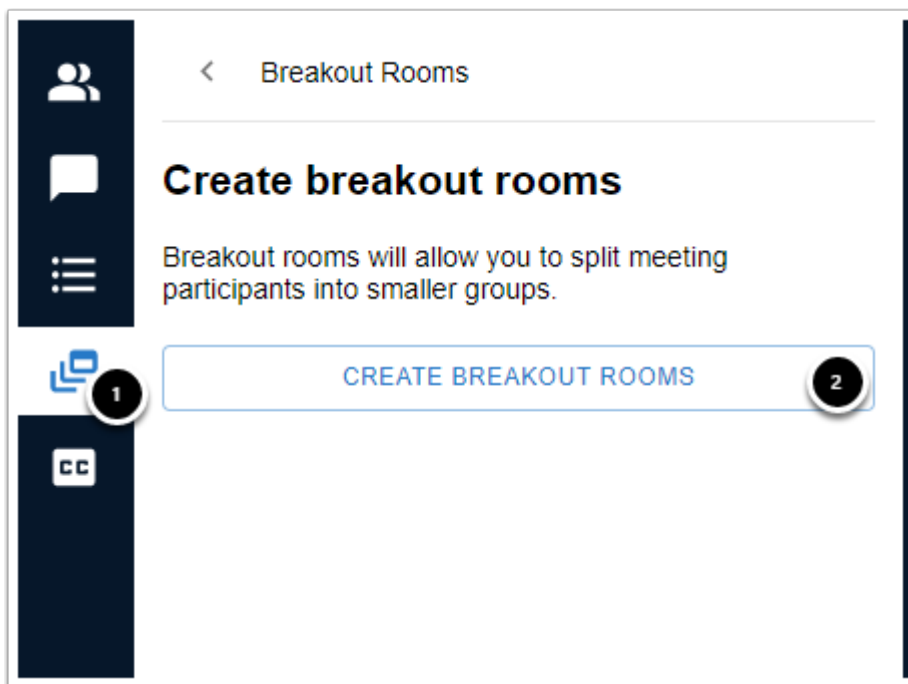
## Werkinstructies

# How do I use breakout rooms for groups? Activities | Virtual Classroom

[Create breakout rooms](#)[Participating in a breakout room](#)[End the breakout rooms](#)

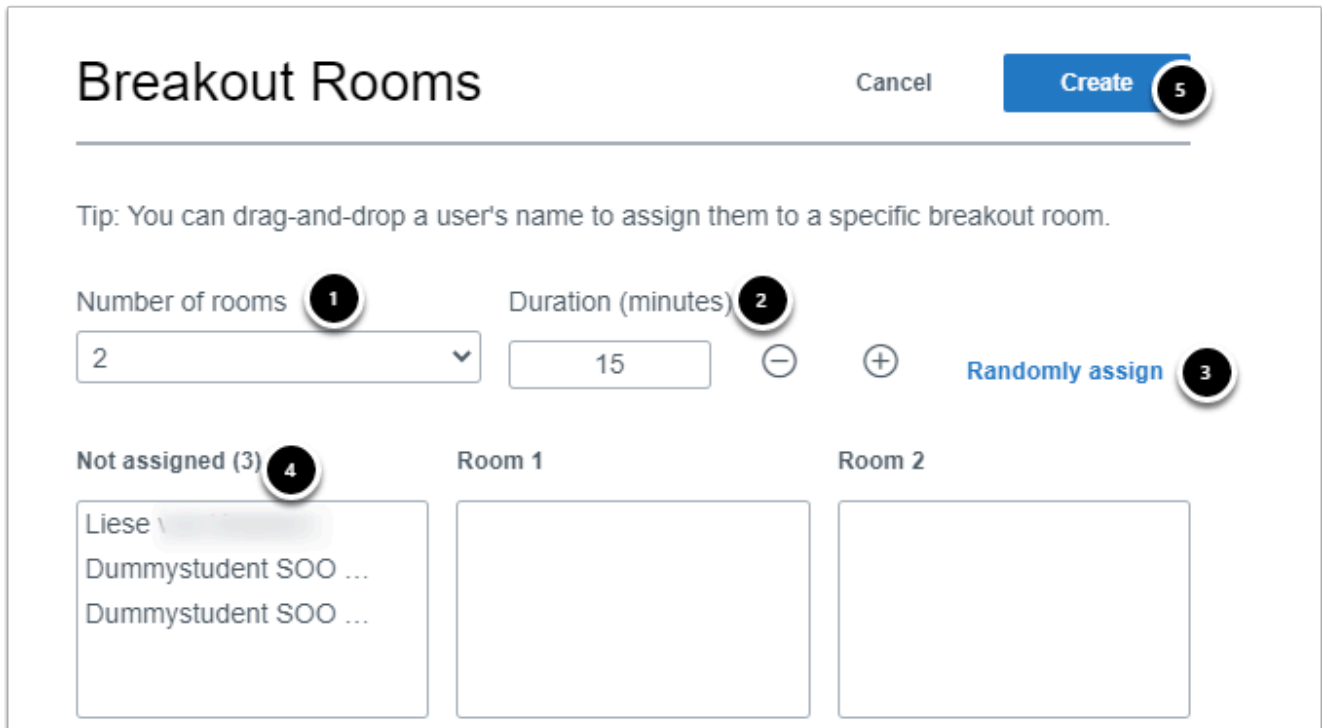
A breakout room in a Virtual Classroom can be used to create a virtual space for groups of students during your meeting. You split your participants into groups and each group will get their own meeting. Here they can come together to interact during a set time. As lecturer you determine who joins which group, or you can let Virtual Classroom assign the participants at random.

## Create breakout rooms



- Click **Breakout rooms** in the menu on the left.
- Click **Create Breakout Rooms**.

## Werkinstructies



1. Choose the number of breakout rooms you want to create. The minimum is two and the maximum is eight.
2. Determine how long the session can last. When the time has passed, the breakout room will automatically end.
3. Click **Randomly assign** to randomly assign students to different breakout rooms. You can manually assign students by dragging them to different rooms.
4. Students who have not been placed in a room are listed below **Not assigned**. These students can be added to a room manually.
5. Click **Create**. The breakout rooms have now been created.

Students will receive an invitation to enter the breakout room.

Students in a breakout room work together in a new browser tab. They are no longer a participant of the main meeting, even though they still have an open browser tab for the main meeting. The lecturer might choose to show a question on the screen, which the students in the room then have to answer.

The first person to enter the breakout room will be the default moderator. Other students can also turn themselves into moderators and give a presentation.

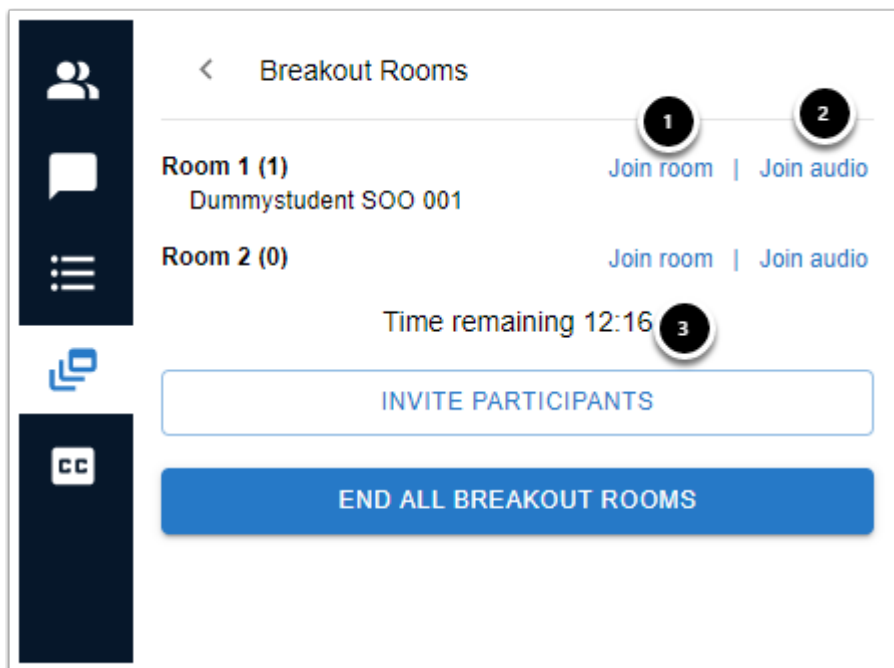


Once students participate in a breakout room you can no longer move them to a different one. If you want to move students to another room they first have to leave their current breakout room voluntarily. This way they will end up in the

## Werkinstructies

**Not assigned** category. Click on the plus icon in the main meeting and choose **Invite to breakout rooms** to assign the student to a new group.

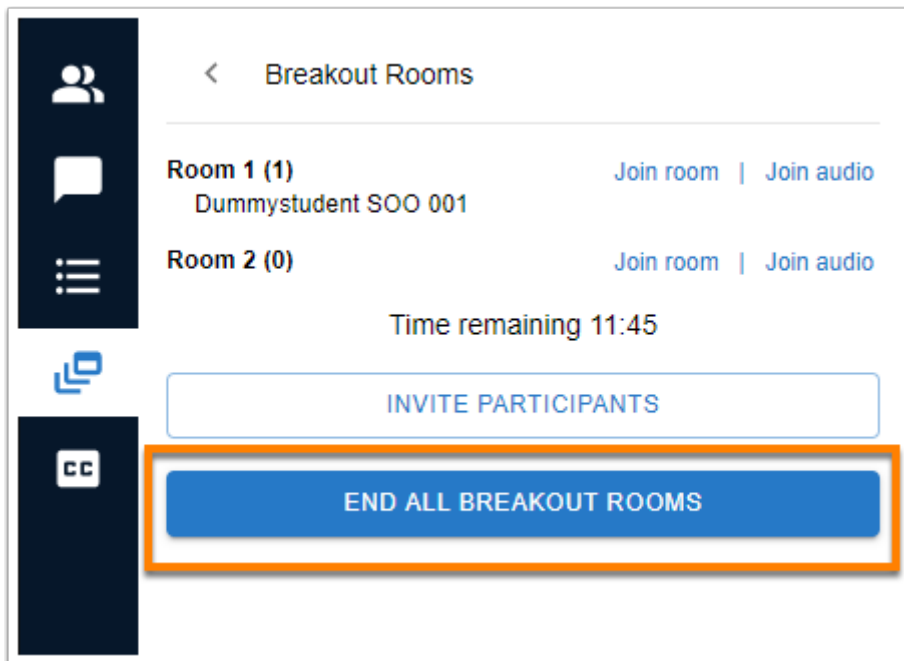
### Participating in a breakout room



1. Click **Join Room** to go to the breakout room. A new tab will open. You will see the question **Do you want to join?** Click **Join** to go to the group. Click the three dots icon and then **Leave** to leave the room. You can go to each breakout room and then leave it as long as they are open.
2. Click **Join audio** to stay in the main session and only use the audio for a breakout room.
3. Behind **Time Remaining** you will see how much time the participants have left in the breakout room.

# Werkinstructies

## End the breakout rooms



The breakout rooms will automatically be closed once the time has passed. Students inside the breakout room can see how much time remains.

As lecturer, you can also manually close all breakrooms at once. Click **Breakout Rooms** in the main meeting and then click **End all breakout rooms**.

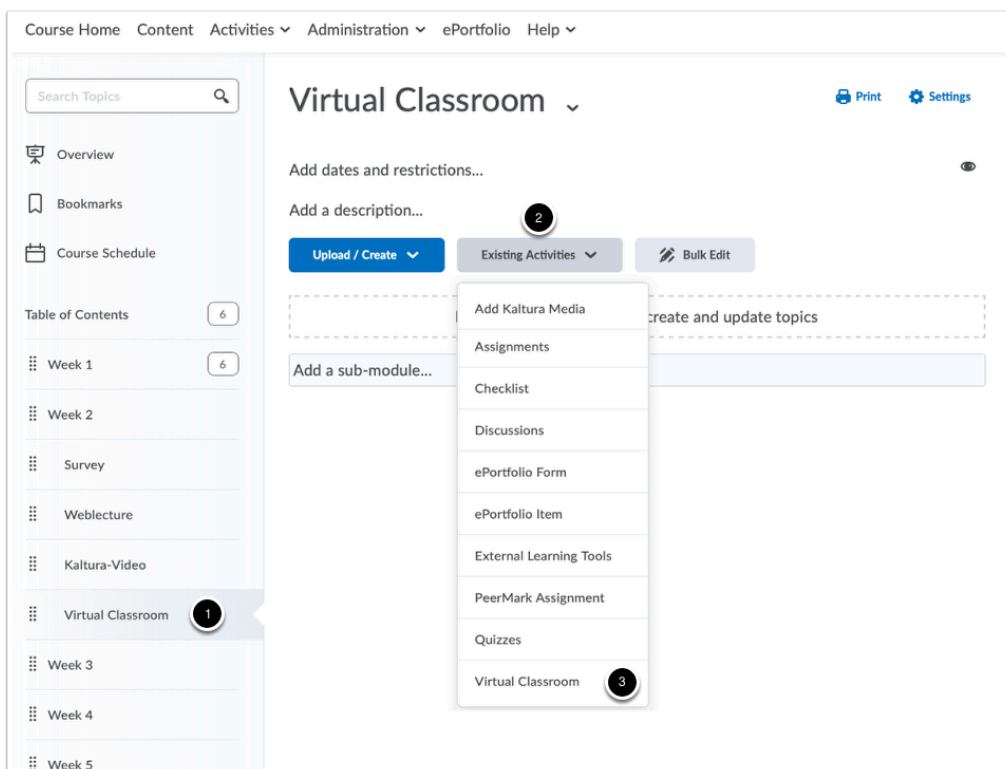
- ! When you manually close all breakout rooms, students will be removed from the rooms without warning. They can then return to the tab containing the main meeting.



## Werkinstructies

# How do I add a planned meeting or a recording to Content? Activities | Virtual Classroom

It is possible to add a planned meeting and the recording you creating to your course content at once. Students can then see that the meeting is part of a module.





Go to **Content** in the navbar of your course.

1. Navigate to the module to which you want to add the Virtual Classroom meeting.
2. Click **Existing Activities**.
3. Select **Virtual Classroom**.

# Werkinstructies

### Add Activity



#### Class Meetings



**Meeting week 14**  
Scheduled Start Time: 3/27/2020, 10:00 am

Schedule meeting

Cancel

Click on the name of the meeting you want to add to Content.

## Virtual Classroom


 Print  Settings



Add dates and restrictions...

Add a description...


Upload / Create

Existing Activities

 Bulk Edit

 **Meeting week 14**  
 External Learning Tool

A topic is now created. This topic will refer to the meeting.

 If the meeting is not finished yet this link will take you to the planned or currently active meeting. IF the meeting is recorded, this link will take you to the

## Werkinstructies

recording. You do not have to add a recording to your course afterwards if you have added the link before the meeting started and you checked the option *Publish recorded meeting*.

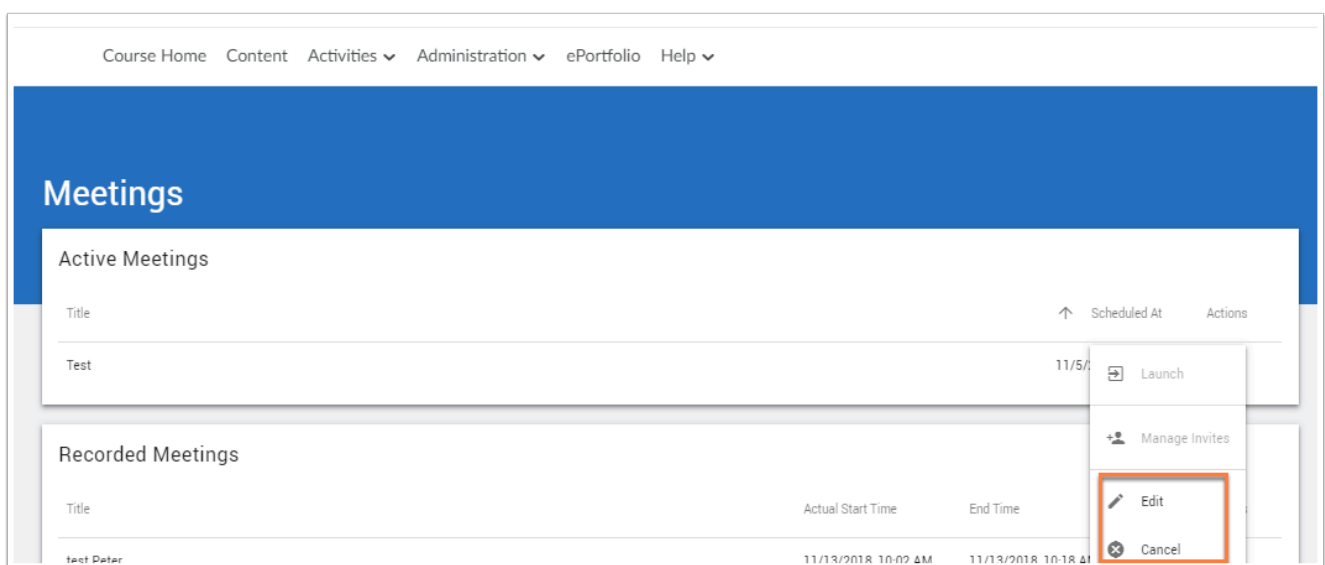


You can only add meetings to Content if they are accesible to the entire class. If you have a meeting with only a few students, you have to access the meeting via the Calendar event.

# How do I remove a planned meeting from Virtual Classroom? Activities | Virtual Classroom

If you have planned a meeting but wish to remove it, this manual will explain how to proceed.

- Navigate to **Activities** in the navbar of your course.
- Click **Virtual Classroom**.



Go to **Active Meetings**, click the three dots icon behind the upcoming meeting, and then click **Cancel**.

# How do I switch my microphone in Virtual Classroom? Activities | Virtual Classroom

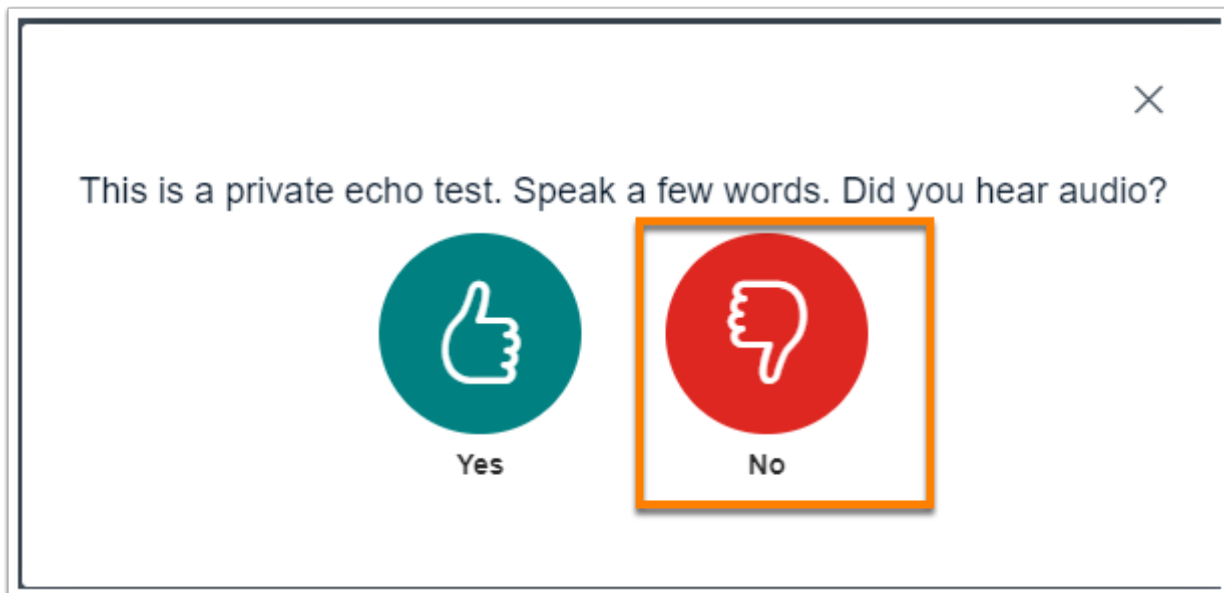
During a meeting you can change audio, for example if you made a mistake in the beginning.



- Click **Leave Audio**.

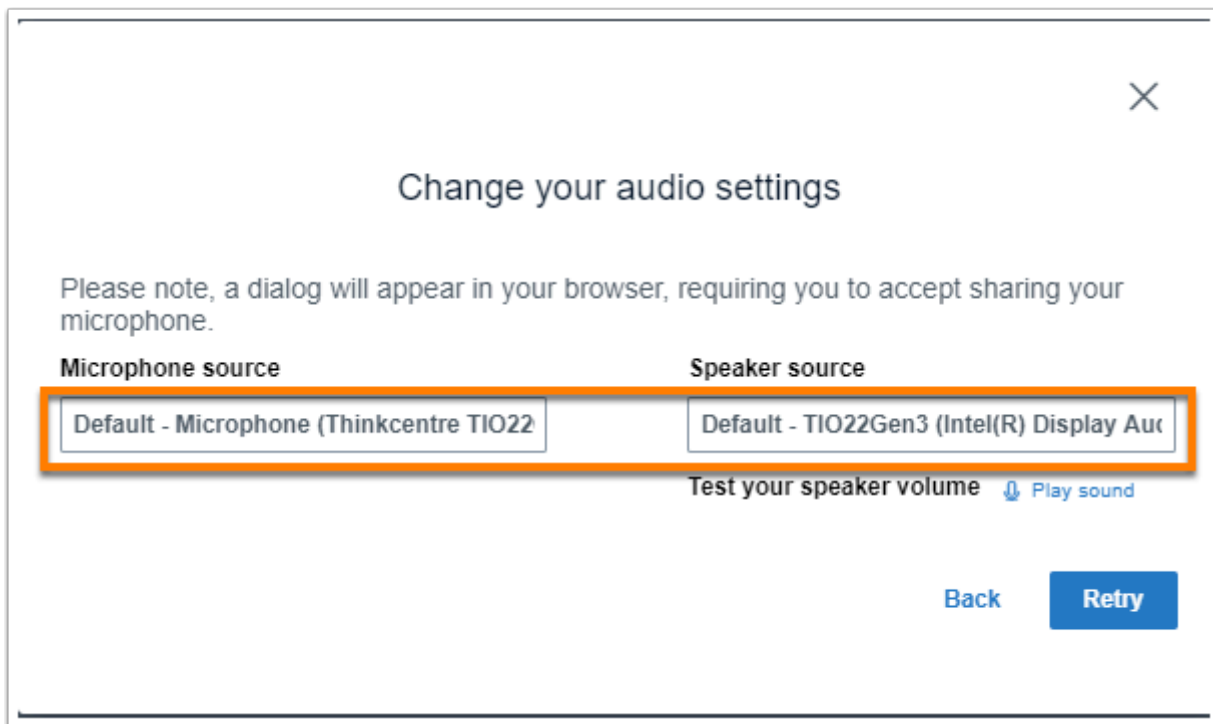


- Click **Join Audio** and then click **Microphone**.




- Click **No** after the echo test.

## Werkinstructies



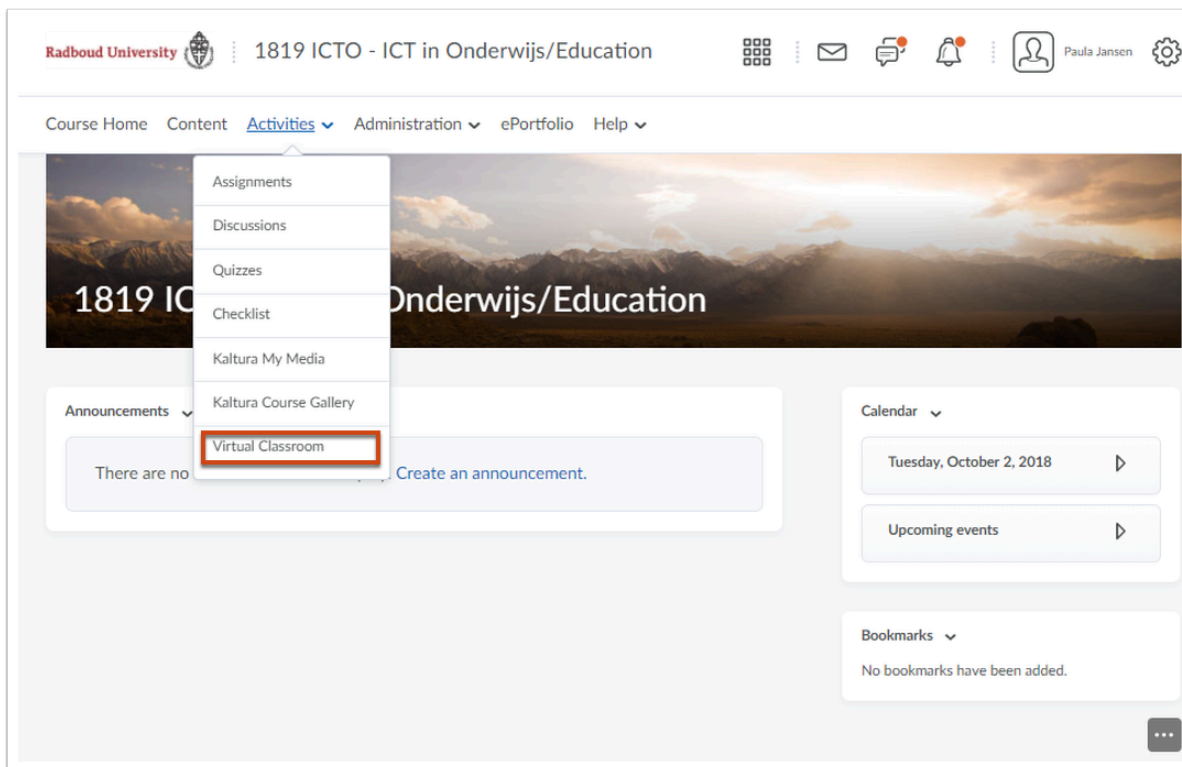
- You can now choose a new microphone and speakers.

 If you want to switch cameras, click **stop sharing webcam** at the bottom of the menu. When you restart your camera you can set up the webcam and quality.

# How do I create a meeting for one or a few participants? Activities | Virtual Classroom

You might want to create a meeting with just a certain number of students rather than all course participants. Or maybe you just want to add one student. You can do this by creating a Virtual Classroom meeting and then selecting who can participate.

## Create a meeting for a few participants



- Navigate to **Activities** in the navbar of your course.
- Click **Virtual Classroom**.

# Werkinstructies

## Meetings



### Active Meetings

Title	↑ Scheduled At	Actions
Meeting week 14	3/27/2020, 10:00 AM	⋮

### Recorded Meetings

No recorded meetings yet

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- Click the pink button at the bottom right of the screen.

### Schedule Meeting

×

Title *(required)*

Meeting Date *(required)*

Meeting Time *(required)*

☐ Now


Max duration  
60

☐ Automatically record meeting

☐ Publish recorded meeting

☐ Allow external participants

☐ Invite entire class

 Please note that maximum possible amount of users in this meeting is 150

SAVE



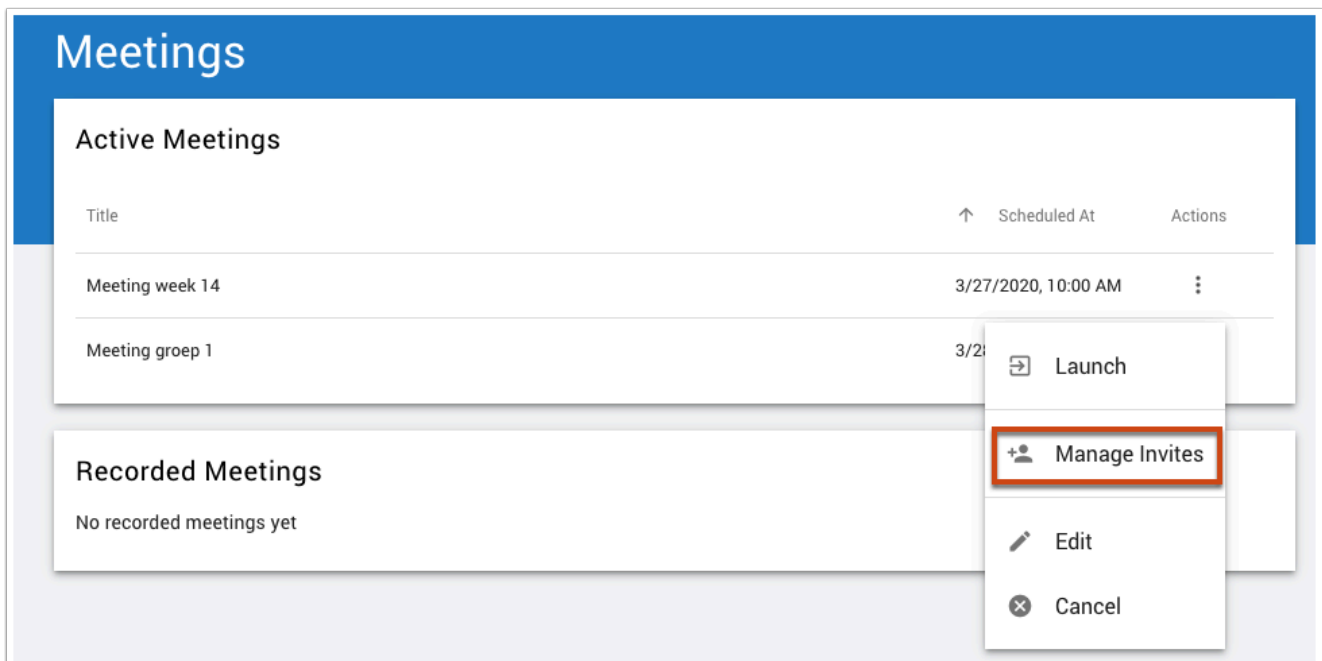
## Werkinstructies

- Add the details of the meeting, just like you would do when you [create a meeting for the entire class](#). One important difference: *do not* select the option **Invite entire class**.
- Click **Save** to save your meeting.



A meeting for a group has to be planned for the future if you want to be able to add individual participants. That means you cannot select **Now**, because then you cannot add individual participants.

### Add participants to a meeting



The screenshot shows a 'Meetings' interface with a blue header. Below the header, there are two main sections: 'Active Meetings' and 'Recorded Meetings'. The 'Active Meetings' section contains a table with columns 'Title', 'Scheduled At', and 'Actions'. It lists two meetings: 'Meeting week 14' and 'Meeting groep 1'. A context menu is open for 'Meeting week 14', showing options: 'Launch', 'Manage Invites' (highlighted with a red box), 'Edit', and 'Cancel'. The 'Recorded Meetings' section shows 'No recorded meetings yet'.

- Click the three dots icon behind the meeting in the meeting overview.
- Select **Manage Invites**.

# Werkinstructies

Manage Meeting Invites

Available

All 2

MD Maarten

WH Willibrord

KS Koen

CK Carolien

SM Stef

ED Esther

Invited

All 3

RK Robert

RR Robin

1 SYNC ROSTER

4 SAVE

1. Click **Sync Roster** to synchronise your current list of students from your course with Virtual Classroom.
2. Below **Available** you will find the current participants of the course. Click a name to add this student to the meeting.
3. Below **Invited** you will find the students who are allowed to participate.
4. Click **Save** to save your selection.

**i** A Calendar event will be created for this meeting. It will only be visible for those who are invited for the meeting.

**!** Virtual Classroom creates a separate category for meetings with invites. It is called *YouSeeU Virtual Classroom* and can be found below groups. Each meeting with invites will become a different group with *Virtual classroom group* as name. There will be no functions such as assignments, discussions, or lockers. Do not change anything about these groups or names, because then you might lose your participants!

## Werkinstructies

# How do I record meetings in Virtual Classroom? | Virtual Classroom

A meeting taking place in Virtual Classroom can also be recorded. This way students can rewatch the session at a later moment. It is possible to record a session automatically or to do so manually. Participants with a **Moderator** role have the rights to start, pause and resume recording.

[Guaranteeing students' privacy](#)

[Record the meeting automatically](#)

[Start and pause the recording manually](#)

[Retrieve the recording](#)

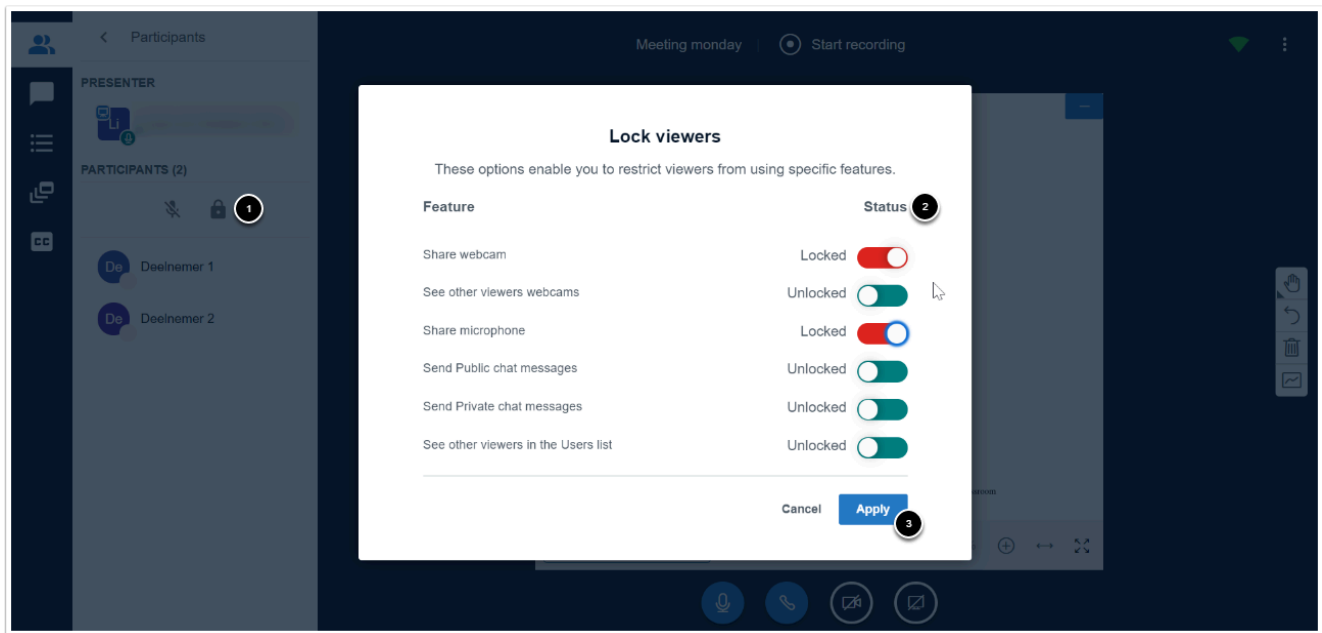
[Add a recording to content](#)

## Guaranteeing students' privacy

**!** If a meeting is recorded, students are not allowed to turn on their camera and microphone. [Read this page for more information about the guidelines concerning recording with different video tools.](#)

To make sure that all webcams and microphone stay off during the session you can ensure that students cannot control them:

# Werkinstructies



1. Click **Permissions** in the **Participants** menu.
2. Click **Lock** behind microphone and webcam.
3. Click Apply.



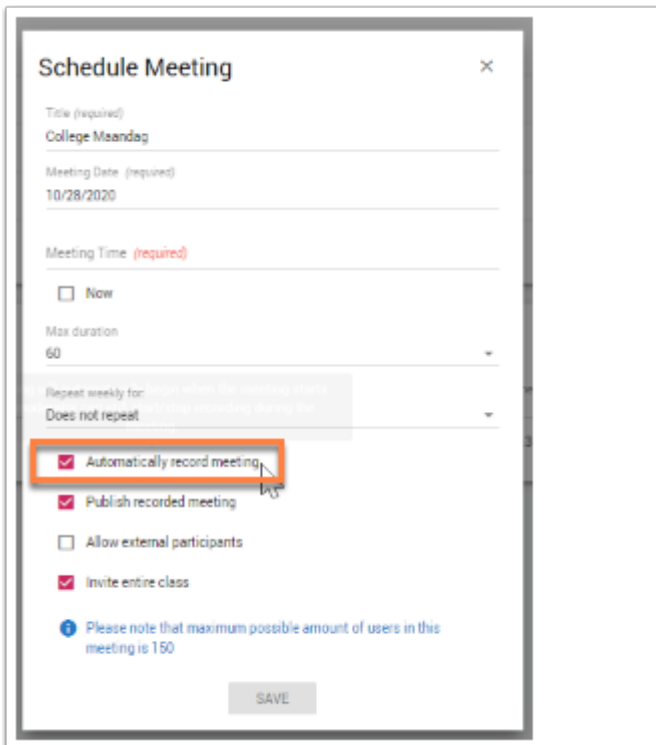
If you want to create interaction in the session and want to give students opportunity to talk, then you can pause the meeting temporarily. For example, you can have question moments in the presentation, after which you continue recording. If the recording is paused you can use **Permissions** to grant everyone access to their microphone and webcam.

## Record the meeting automatically

When creating the meeting you will see the setting that allows for automatic recording of the meeting. Automatic recording can be useful when you are new to Virtual Classroom and want to be sure that the meeting gets recorded.

- Click **Activities** in the navbar of your course.
- Then click **Virtual Classroom**.
- Click the + icon at the bottom right to create a meeting. For more information about creating a meeting, please read [How do I create a meeting in Virtual Classroom?](#)

# Werkinstructies



The screenshot shows a 'Schedule Meeting' window with the following fields and options:

- Title (required): College Meandag
- Meeting Date (required): 10/28/2020
- Meeting Time (required): ☐ Now
- Max duration: 60
- Repeat weekly for: ☐ Every time the meeting starts
- Does not repeat: ☐ Does not repeat during the
- ☒ Automatically record meeting (highlighted with a red rectangle)
- ☒ Publish recorded meeting
- ☐ Allow external participants
- ☒ Invite entire class
- Information icon: Please note that maximum possible amount of users in this meeting is 150
- SAVE button

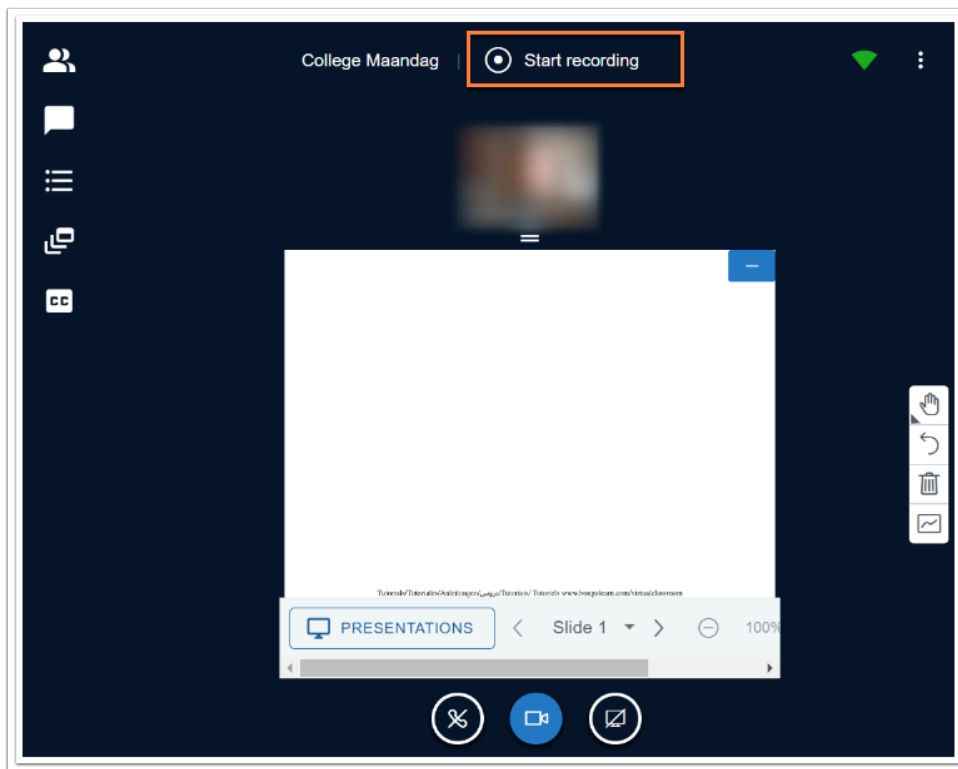
- Select **Automatically record meeting**.

**⚠** If you choose **Automatically record meeting** then the recording will start as soon at the scheduled start time of the meeting. We recommend starting and pausing the recording manually during the meeting, so the start and breaks will not be included in the recording.

## Start and pause the recording manually

- [Start the meeting.](#)

# Werkinstructies

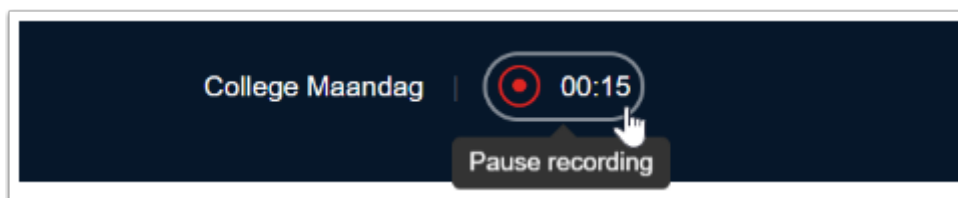


- Click **Start Recording** to start the recording.



Only keep the recording going when the class is in session. This means that you start the recording when you start talking and pause it during breaks. This way, rewatching the meeting will be more pleasant for students.

## Pause and resume recording




- When you start the recording you will see the recording time at the top of the screen. Click the time to pause the recording.

# Werkinstructies

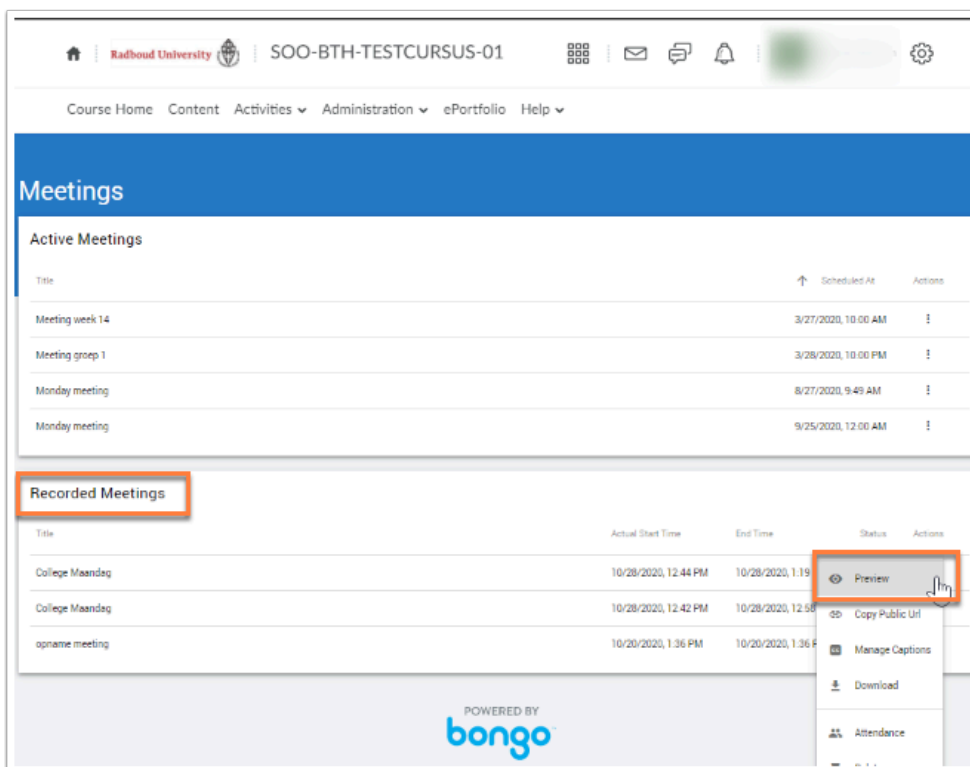


- Click **Resume recording** when you want to resume the recording.

 The recording will end automatically once [the meeting is ended](#).

## Retrieve the recording

- Click **Activities** in the navbar of your course and then click **Assignments**.

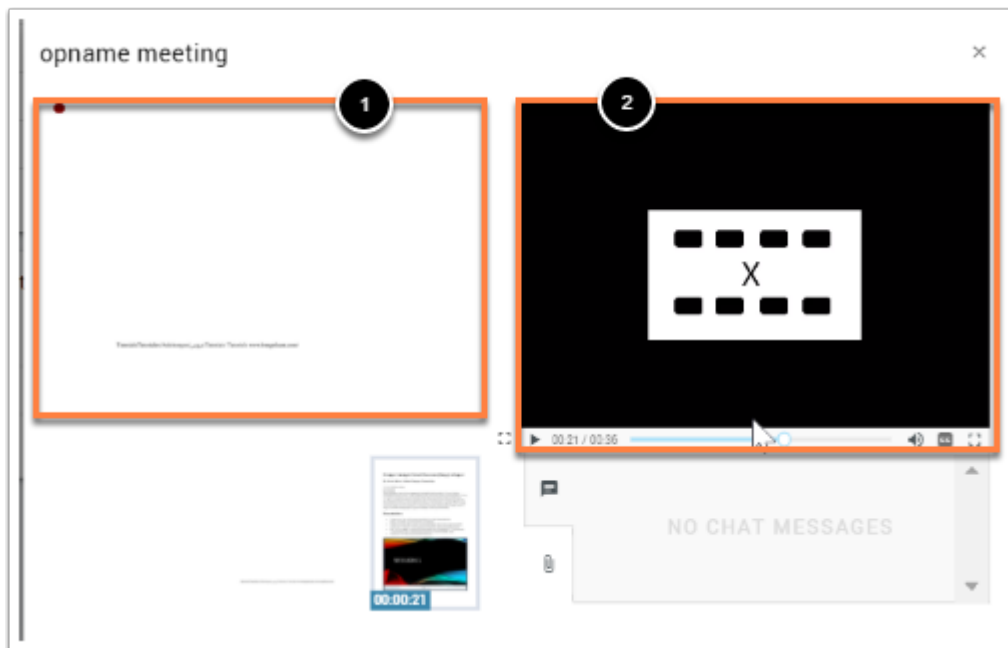


Title	Actual Start Time	End Time	Status	Actions
College Maandag	10/28/2020, 12:44 PM	10/28/2020, 1:19 PM		<a href="#">Preview</a>
College Maandag	10/28/2020, 12:42 PM	10/28/2020, 12:58 PM		<a href="#">Copy Public URL</a>
opname meeting	10/20/2020, 1:36 PM	10/20/2020, 1:36 PM		<a href="#">Manage Captions</a>

POWERED BY **bongo**

- Below **Recorded Meetings** you will find all meetings that have been recorded. Click the three dots behind the meeting you want to watch and then click **Preview**.

# Werkinstructies



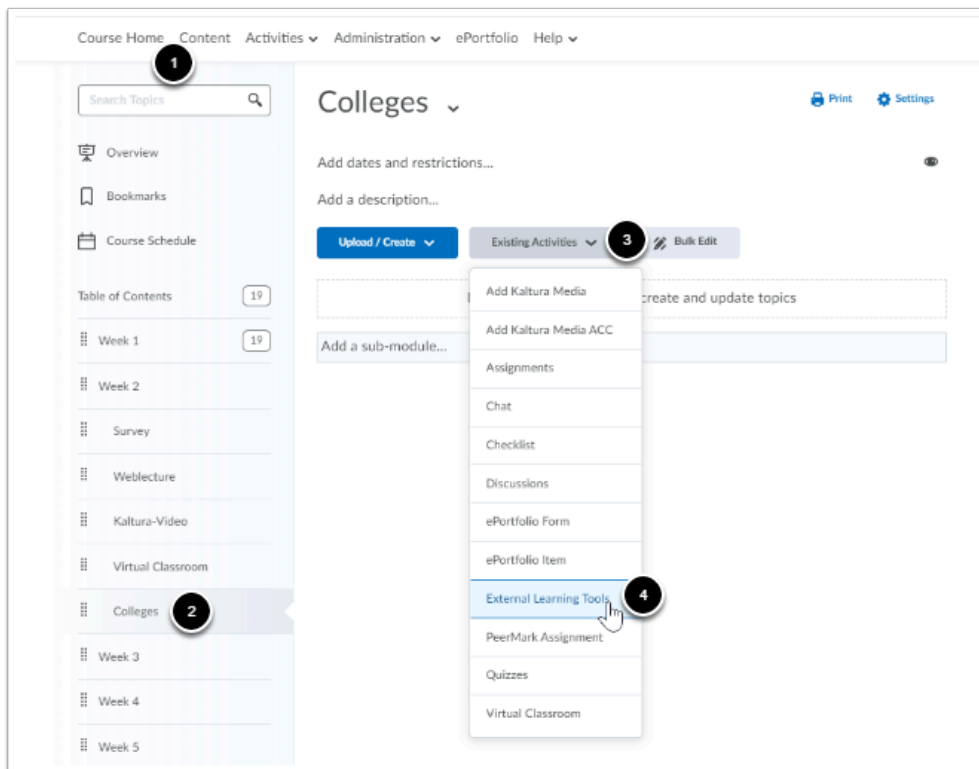
1. On the left you will see the recorded presentation;
2. On the right you will see all participants who had their camera on during the session.

## Add a recording to content

Students can always find a recording by navigating to **Calendar** and then going to the day of the meeting. As lecturer you can help students out by adding the recordings to that week's **Content**.

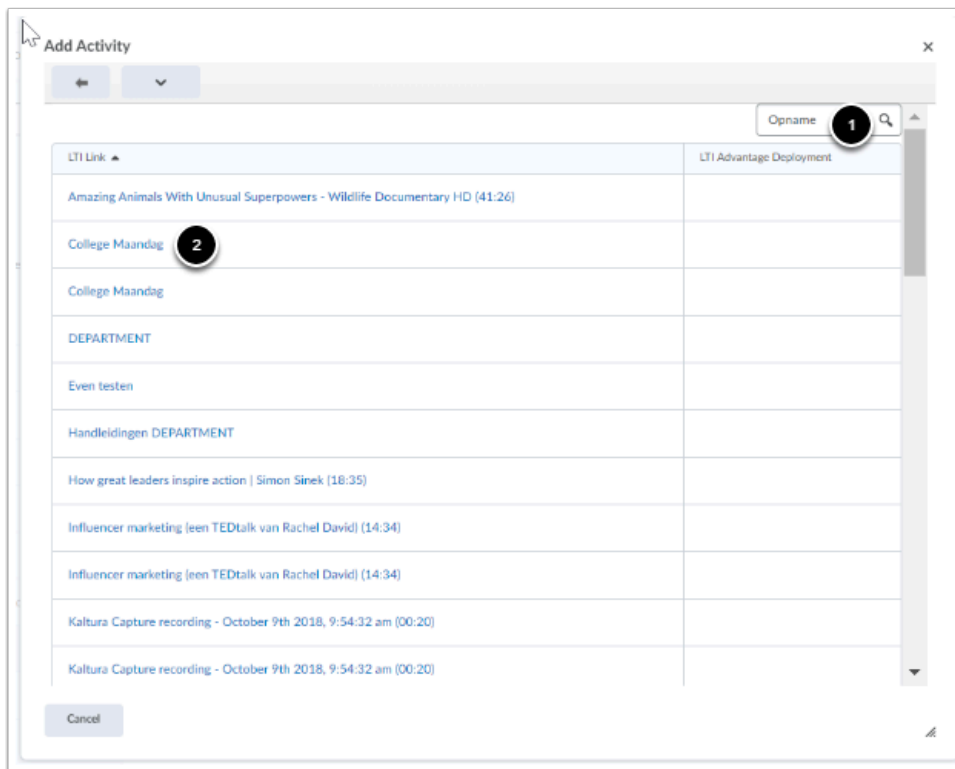


# Werkinstructies



1. Click **Content** in the navbar.
2. Select the (sub)module you want to add the recording to.
3. Click **Existing Activities**.
4. Click **External Learning Tools**.

# Werkinstructies



1. You can search for the recording in the list or search for a title in the search bar.
2. Then select the title of the meeting.

The meeting has now been added to content.

# **Zoom | Create account, create session**

## Werkinstructies

# How do I create a Zoom account? | Zoom

Go to [the Zoom website](#) to create your own account. If you sign up with your @ru.nl email address you will be automatically using the RU basic license. Your account will then adhere to the RU privacy and security conditions.

The Radboud University offers three different licenses:

- **Basic RU license** - If you want to meet with one person (no limit to the duration) or meet with up to 3 persons with a maximum of 40 minutes.
- **Additional RU license** - If you want to initiate a meeting with more than 2 people and/or longer than 40 minutes, you will need this license. An online meeting with an additional RU license allows for the participation of up to 300 people. Invitees do not need the additional license. If you want to get an additional license, please contact [your authorised individual](#).
- **RU recording license** - This option can only be used as an addition to the 'additional RU license' and should be requested separately; please ask your authorised individual. Only request this license if you and your supervisor think it is necessary to make recordings. You will always be personally responsible for the recordings. Contact [your authorised individual](#) for an additional license.



If you have to provide education, it is advised to use the additional RU license. This way you can plan sessions for up to 300 students without a time limit. For an additional license, please contact [your authorised individual](#).

## Default settings

If you use the basic RU license, the following default settings will be set up:

- The sharing and downloading of documents and files is turned off.
- The recording feature is turned off; this requires an additional license.
- If you get started the audio and video feature is turned off, you can turn this on yourself.
- Attention Tracking is turned off.

## Download Zoom

- Log in at [www.zoom.us](http://www.zoom.us)
- Click Resources > Download Zoom Client > Zoom Client for Meetings to install the app.

## Werkinstructies

- The download will now start.
- Accept the Terms & Agreements.



Zoom will ask you whether you want to integrate your calendar/agenda and contacts. It is currently unclear how this information is saved and processed. That is why it is **not** recommended to integrate your agenda and contacts.

# How do I start and plan a session? | Zoom

With Zoom you can either [start a session right away](#) or [plan a session](#). Zoom can be used both with the Desktop app and the browser.

## Start a session right away

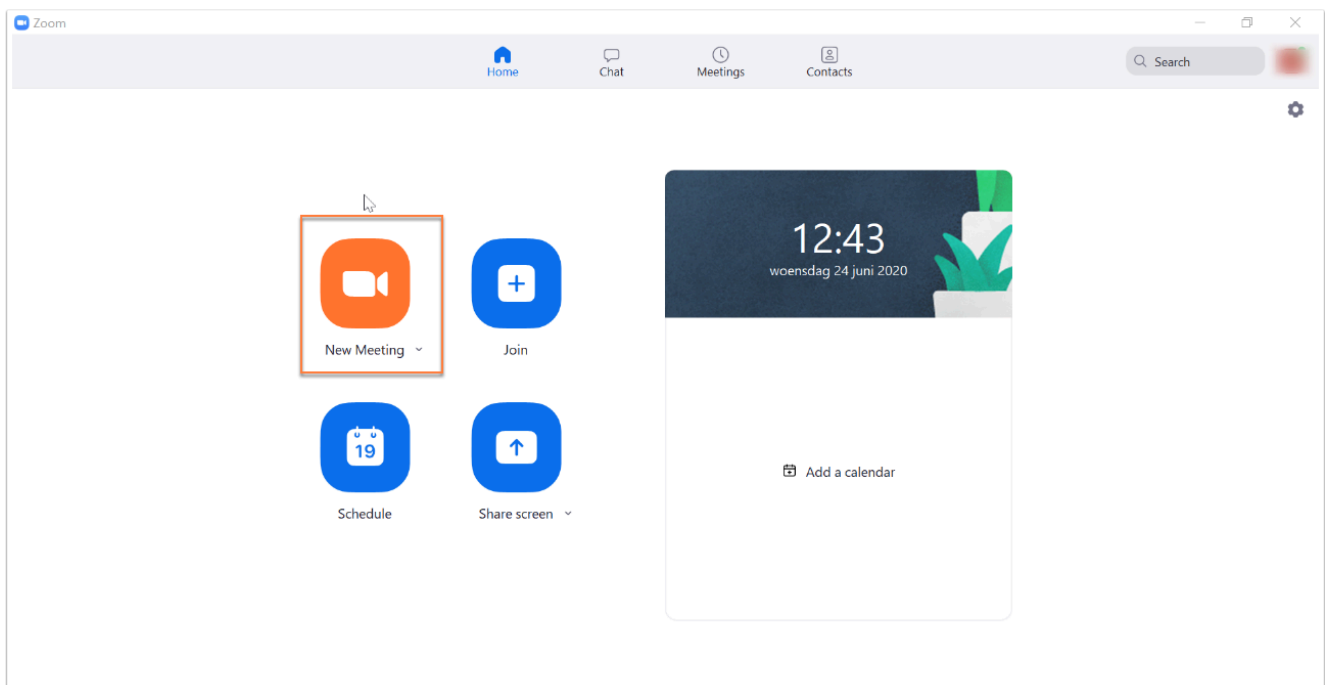
[Start a session with the desktop app](#)

[Start a session via browser](#)

[Invite](#)

## Start a session with the desktop app

- Open the Zoom desktop app.

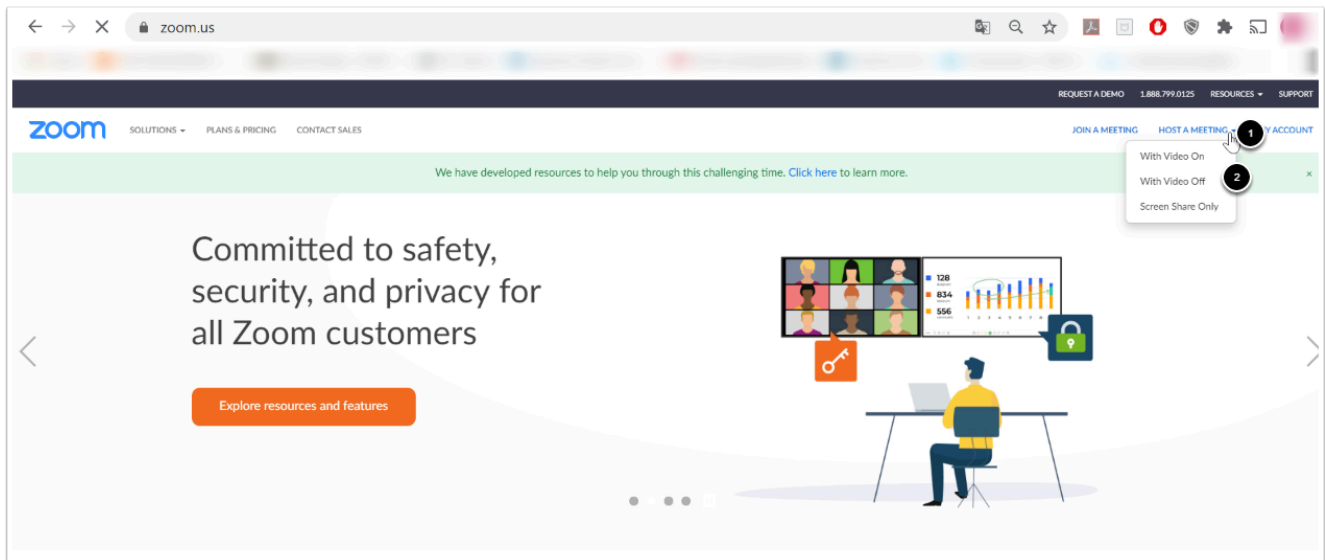


- Click **New Meeting**.

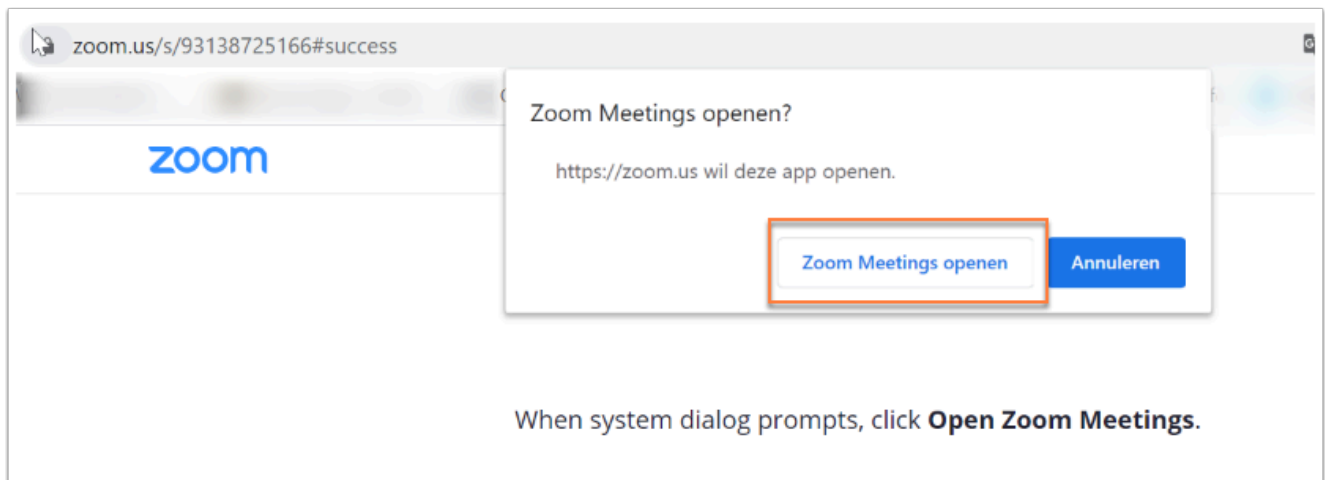
# Werkinstructies

## Start a session via browser

Navigate to <https://zoom.us>

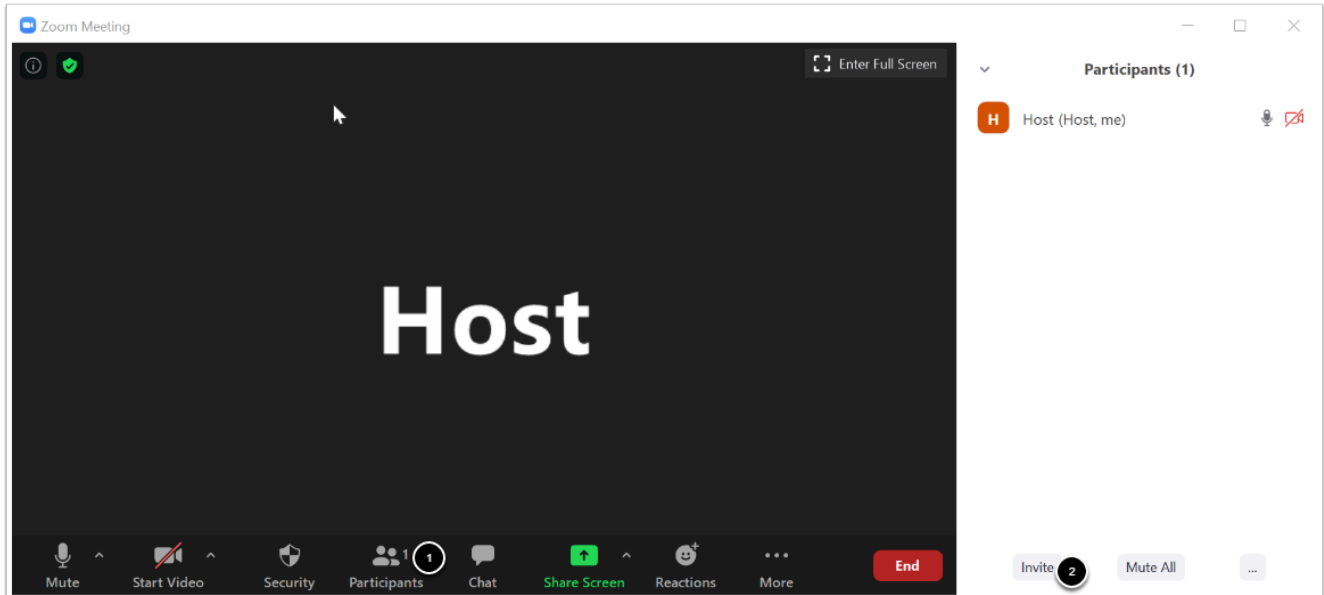


1. Click **Host a new meeting**
2. Choose whether you want to turn your camera on and if you want to share your screen.

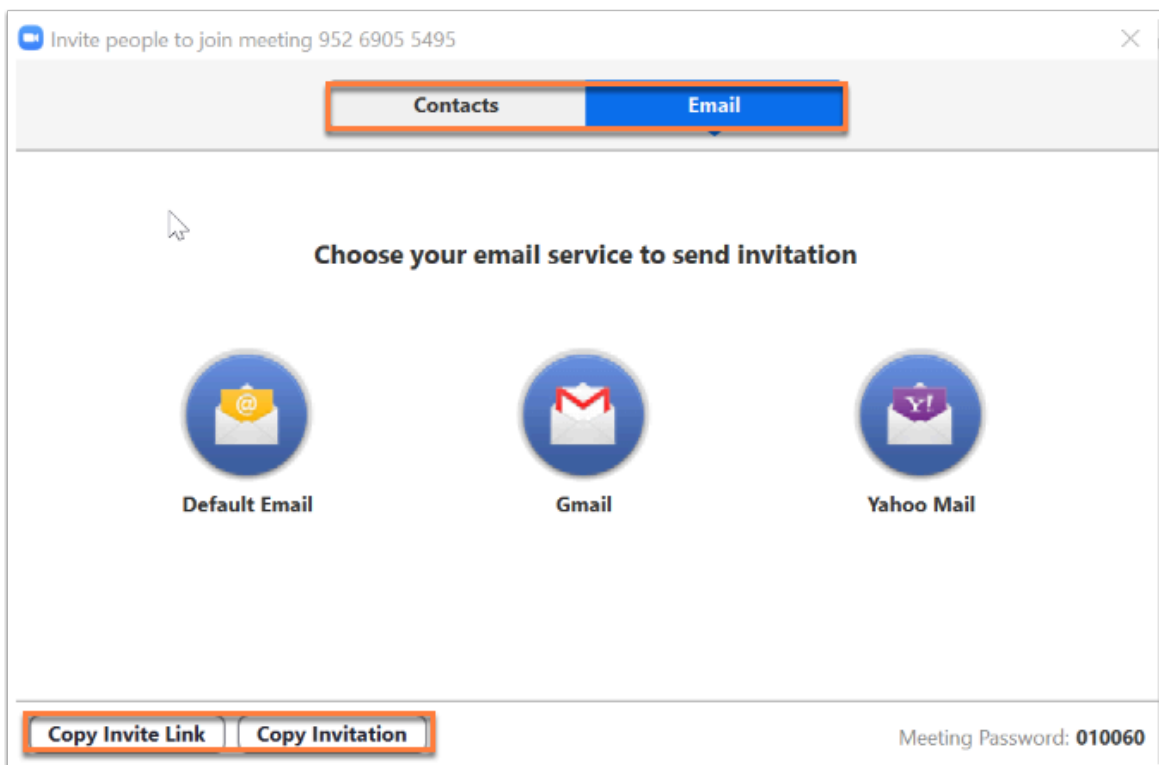


Click **Zoom Meetings openen/Open Zoom Meetings**.

## Invite



1. Click **Participants**.
2. Click **Invite**.



You can either send the invite via an email, your contacts, or a shareable link.



## Werkinstructies

- **Contacts:** Your RU contacts with a Zoom account have been imported automatically. If you invite someone they will receive a notification about your call.
- **Email:** send an invitation via email.
- **Copy Invite Link:** A shareable link will be copied to your clipboard.
- **Copy Invitation:** An invitation will be copied to your clipboard. This invitation does not just contain the link, but also a **Meeting ID** and **Password**.

## Plan a session

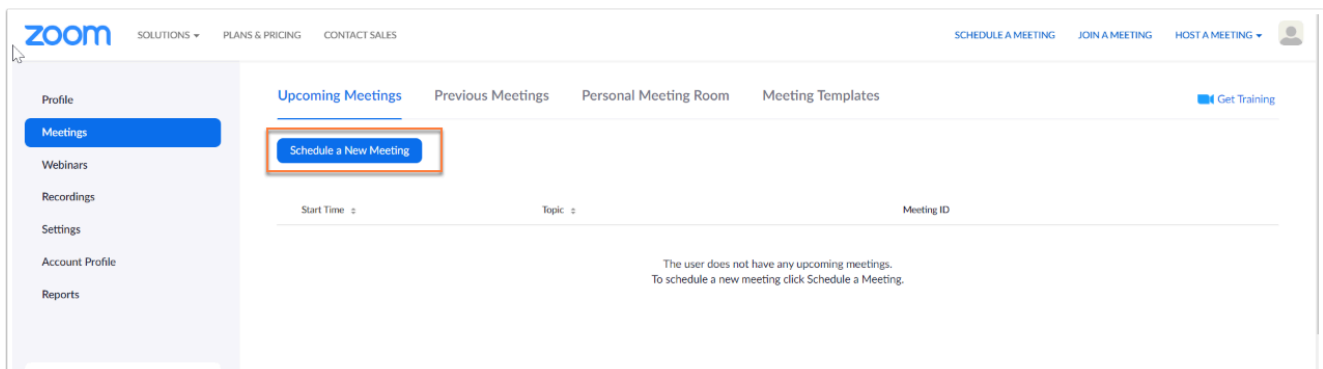
You can use either the browser or the desktop client to plan a meeting. You will have more advanced options within the browser, such as dividing the participants into breakout rooms.

[Via the browser](#)

[Via the desktop app](#)

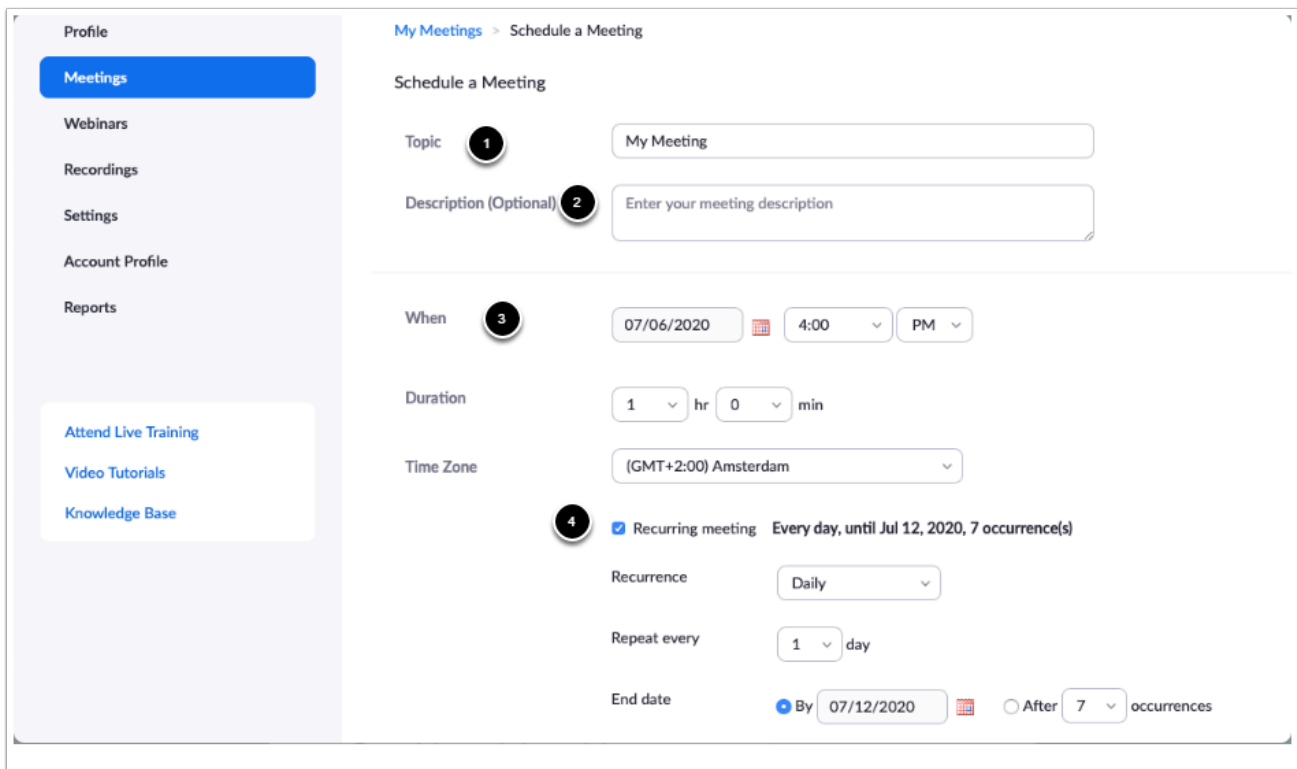
## Via the browser

Navigate to <https://zoom.us/meetings> and log in using your RU account.



- Click **Schedule a New Meeting**.

# Werkinstructies



**Profile**

- Meetings**
- Webinars
- Recordings
- Settings
- Account Profile
- Reports

[Attend Live Training](#)

[Video Tutorials](#)

[Knowledge Base](#)

**My Meetings > Schedule a Meeting**

**Schedule a Meeting**

Topic **1**

Description (Optional) **2**

---

When **3**

Duration  hr  min

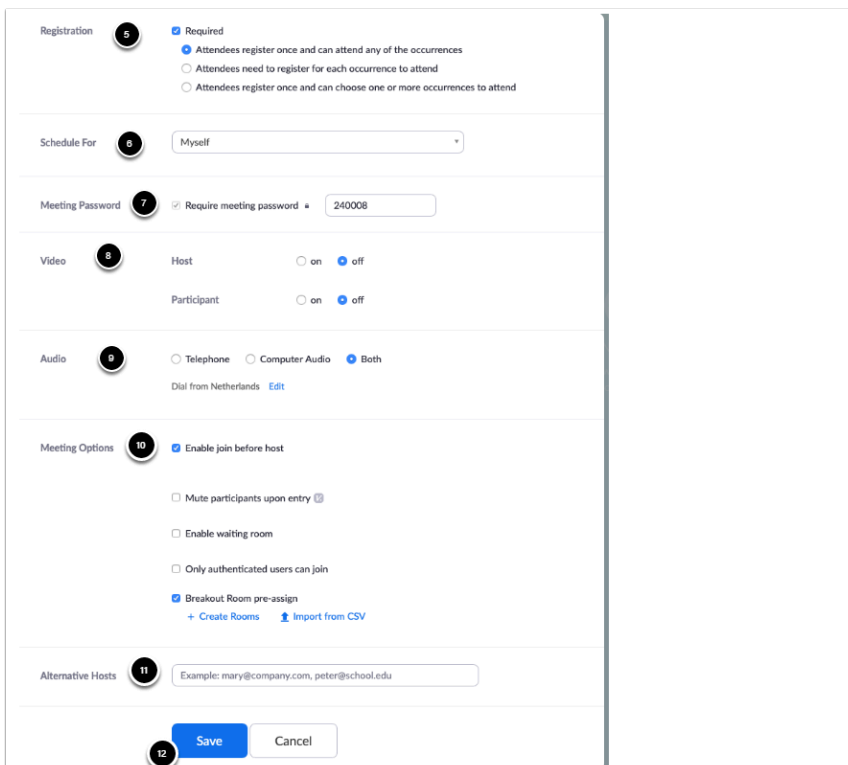
Time Zone

**4** ☒ Recurring meeting **Every day, until Jul 12, 2020, 7 occurrence(s)**

Recurrence

Repeat every  day

End date ☒ By  ☐ After  occurrences



**Registration** **5** ☒ Required

- ☒ Attendees register once and can attend any of the occurrences
- ☐ Attendees need to register for each occurrence to attend
- ☐ Attendees register once and can choose one or more occurrences to attend

Schedule For **6**

Meeting Password **7** ☒ Require meeting password

Video **8**

Host ☐ on ☒ off

Participant ☐ on ☒ off

Audio **9** ☐ Telephone ☐ Computer Audio ☒ Both

Dial from Netherlands [Edit](#)

Meeting Options **10** ☒ Enable join before host

- ☐ Mute participants upon entry
- ☐ Enable waiting room
- ☐ Only authenticated users can join
- ☒ Breakout Room pre-assign

[+ Create Rooms](#) [↑ Import from CSV](#)

Alternative Hosts **11**

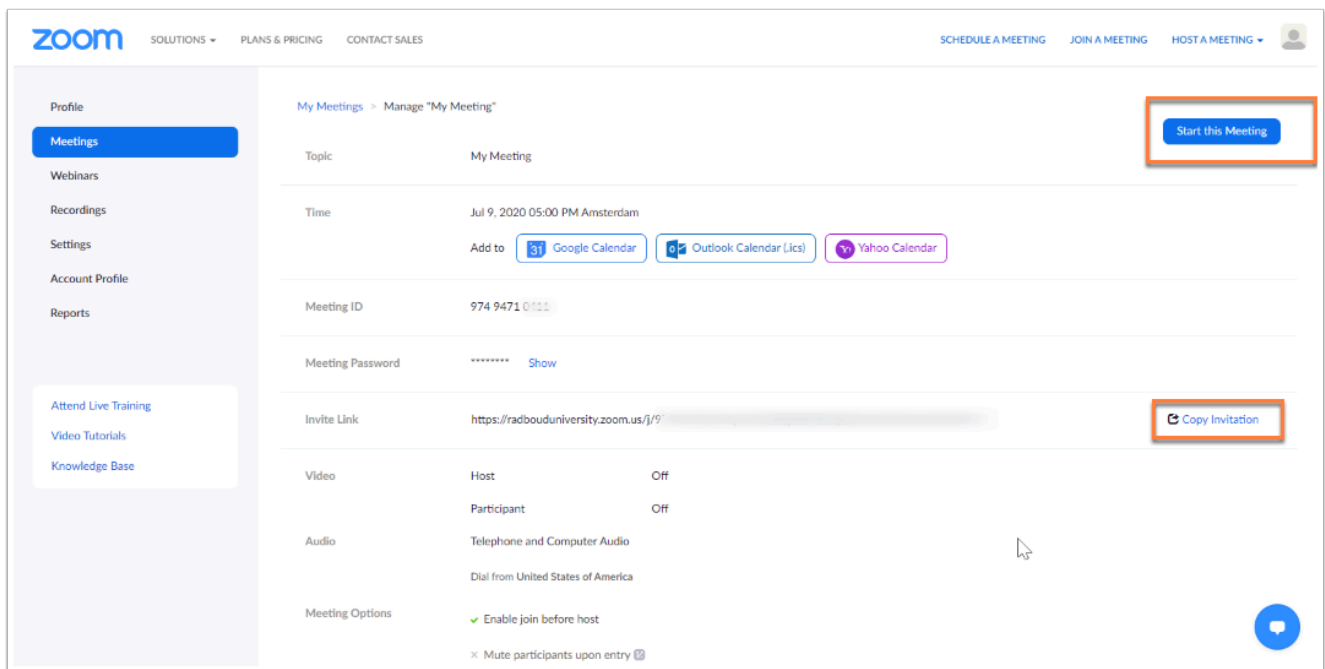
**12**

1. Name the meeting.
2. Add a description if necessary.
3. Choose a starting time and a duration for the meeting.

## Werkinstructies

4. If you want this meeting to be repeated click **recurring meeting**. You can then choose how many times the meeting has to be repeated.
5. Select this option if students have to register in order to participate. Instead of receiving a link to participate, participants will receive a registration link that is connected to the email address. If the meeting is repeated you will have the following additional options:
  - **Attendees register once and can attend any of the occurrences:** Registered participants can participate in all meetings.
  - **Attendees need to register for each occurrence to attend:** Participants have to enroll separately for each meeting.
  - **Attendees register once and can choose one or more occurrences to attend:** Participants have to register once and then choose one or multiple meetings they want to participate in. They have to select their preferred date and time and will only be registered for these specific meetings.
6. Select whether you are creating the meeting for yourself or someone else.
7. Create a password that participants have to enter when they participate via browser.
8. Choose whether you want the camera of the host and participants to be turned on by default. If you click **Off** then both the host and the participants will be able to turn on the camera at a later moment.
9. Select which audio can be used by participants.
10. Below meeting options you can choose:
  - **Enable join before host:** Participants can join the meeting before the host gets online. If this feature is turned off participants can only join the meeting once the host has started the session.
  - **Mute participants upon entry:** Participants will automatically be **muted** when they participate. The host is able to determine whether they can unmute themselves.
  - **Enable Waiting Room:** Participants will arrive in a waiting room; the host then allows participants to enter from this room.
  - **Only authenticated users can join: Sign in to Zoom:** Participants can only join the session if they are logged into Zoom.
  - **Breakout Room pre-assign:** Create breakout rooms in advance.
11. Enter the email address from an alternative host. They can then start the meeting if you are still absent.
12. Click **Save**.

# Werkinstructies



You will be directed to an overview of your meeting. You can choose to:

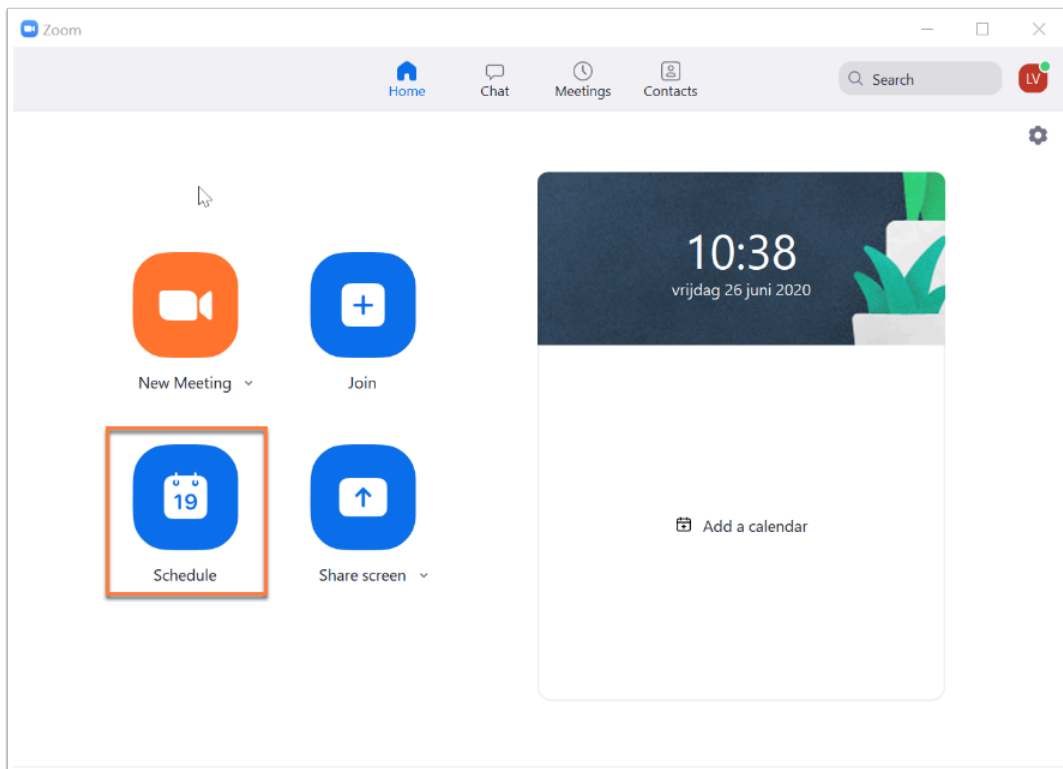
- Start the meeting right away with **Start this meeting**.
- Copy the link of your planned meeting with **Copy Invitation**.

💡 After you have created a session you can easily copy the link via **Copy Invitation**. Then add this link to Brightspace, *for example in the right week's Table of Content*. This way students can easily find it.

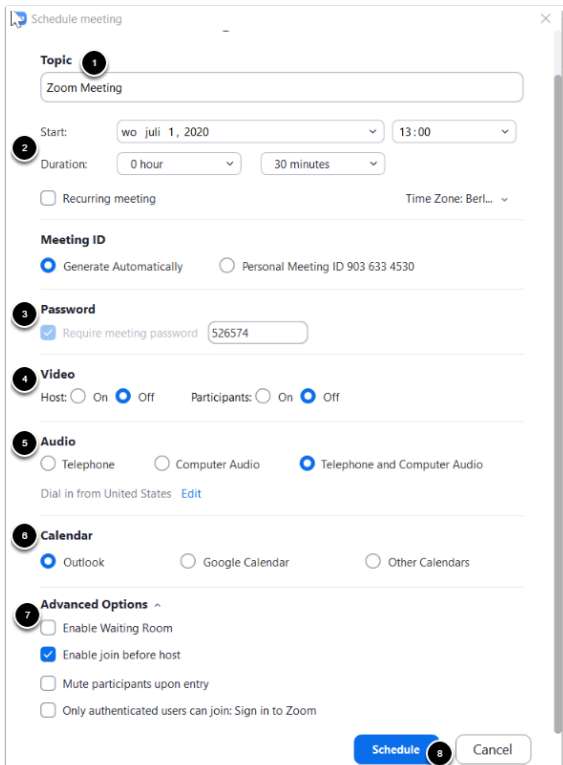
## Via the desktop app

- Open the Zoom desktop app.

# Werkinstructies



- Click **Schedule**.



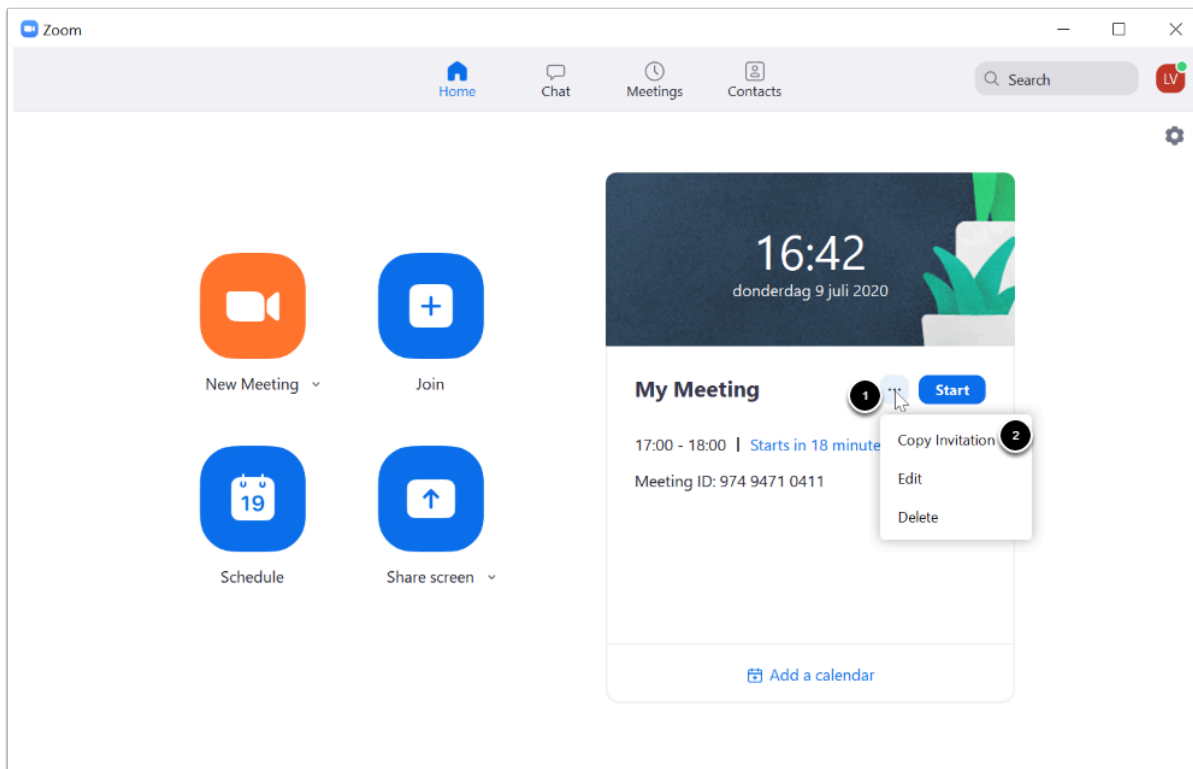
1. Name the meeting.

## Werkinstructies

2. Choose a starting time and a duration for the meeting.
3. Create a password that participants have to enter when they participate via browser.
4. Choose whether you want the camera of the host and participants to be turned on by default. If you click **Off** then both the host and the participants will be able to turn on the camera at a later moment.
5. Select which audio can be used by participants.
6. Choose the **Calendar** you want to add the meeting to. For RU users the default calendar is Outlook.
7. Below meeting options you can choose:
  - **Enable join before host:** Participants can join the meeting before the host gets online. If this feature is turned off participants can only join the meeting once the host has started the session.
  - **Mute participants upon entry:** Participants will automatically be **muted** when they participate. The host is able to determine whether they can unmute themselves.
  - **Enable Waiting Room:** Participants will arrive in a waiting room; the host then allows participants to enter from this room.
  - **Only authenticated users can join: Sign in to Zoom:** Participants can only join the session if they are logged into Zoom.
  - **Breakout Room pre-assign:** Create breakout rooms in advance.
8. Click **Schedule**.


**i** After creating the session Outlook will automatically open with an email invitation. You can choose to invite participants via email, but it is advised to add the planned meeting to your Brightspace course.


# Werkinstructies



1. Click the three dots icon behind your planned meeting.
2. Click **Copy Invitation**.

A link will now be copied to your clipboard. It can be added to your Brightspace course; this way students can easily find it. For example via **Announcements** or by adding the link to the right week (if you have a weekly schedule setup).

 If you plan a recurring session please keep in mind that with a default RU license the maximum duration of a meeting with more than 2 people is 40 minutes. If you want to plan a longer meeting you will need an additional license. Read more about the different licenses in the manual [How do I create a Zoom account? | Zoom](#)

 A Zoomlink is valid for 30 days. Recurring meetings can be scheduled up to 365 days in the future.

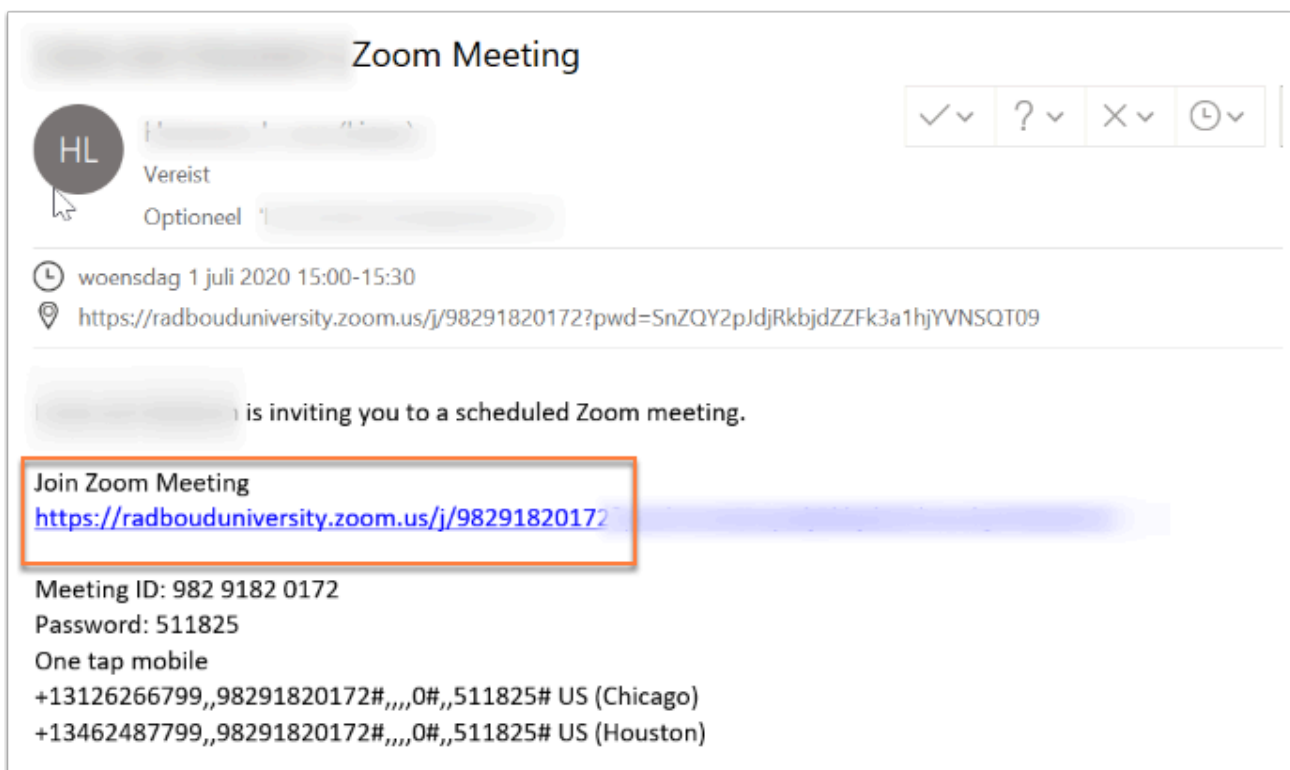
## Werkinstructies

# How do I participate in a session? | Zoom

There are multiple ways to participate in a Zoom meeting. One way is to get access to a session with a link and with a Meeting ID. Both can be opened in the browser and with the desktop app.

## Participate via link

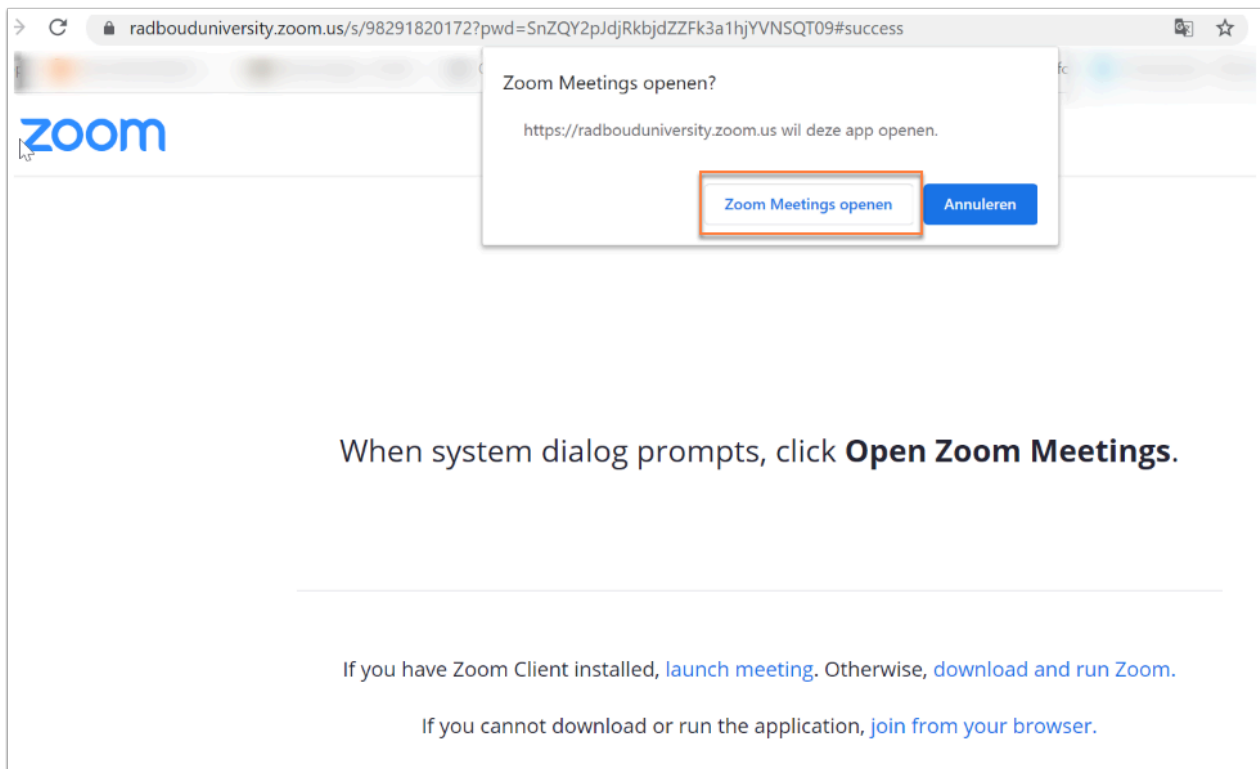
If you receive an invitation via email, you can easily access the meeting by clicking the link.



- Click on the invite. The link will open in your default browser.



# Werkinstructies



- Click **Open Zoom Meetings** to participate with the desktop app. You can now access the meeting immediately.

💡 If you want to participate via the browser you will always have to enter a password. This password can be found in the invitation.

## Participating with Meeting ID

Each meeting has a unique **Meeting ID**. If you enter this code you will be able to participate in the meeting. You do not need to have a Zoom account.

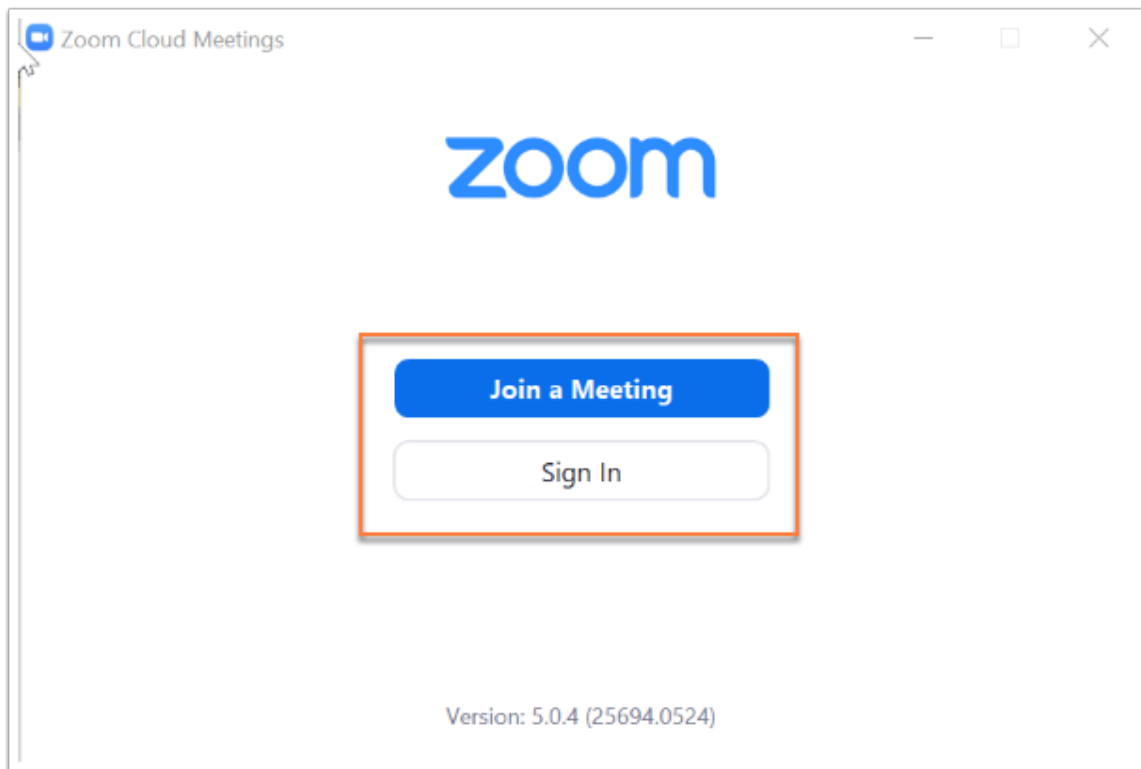
[Participate via the desktop app with Meeting ID](#)

[Participate via browser with Meeting ID](#)

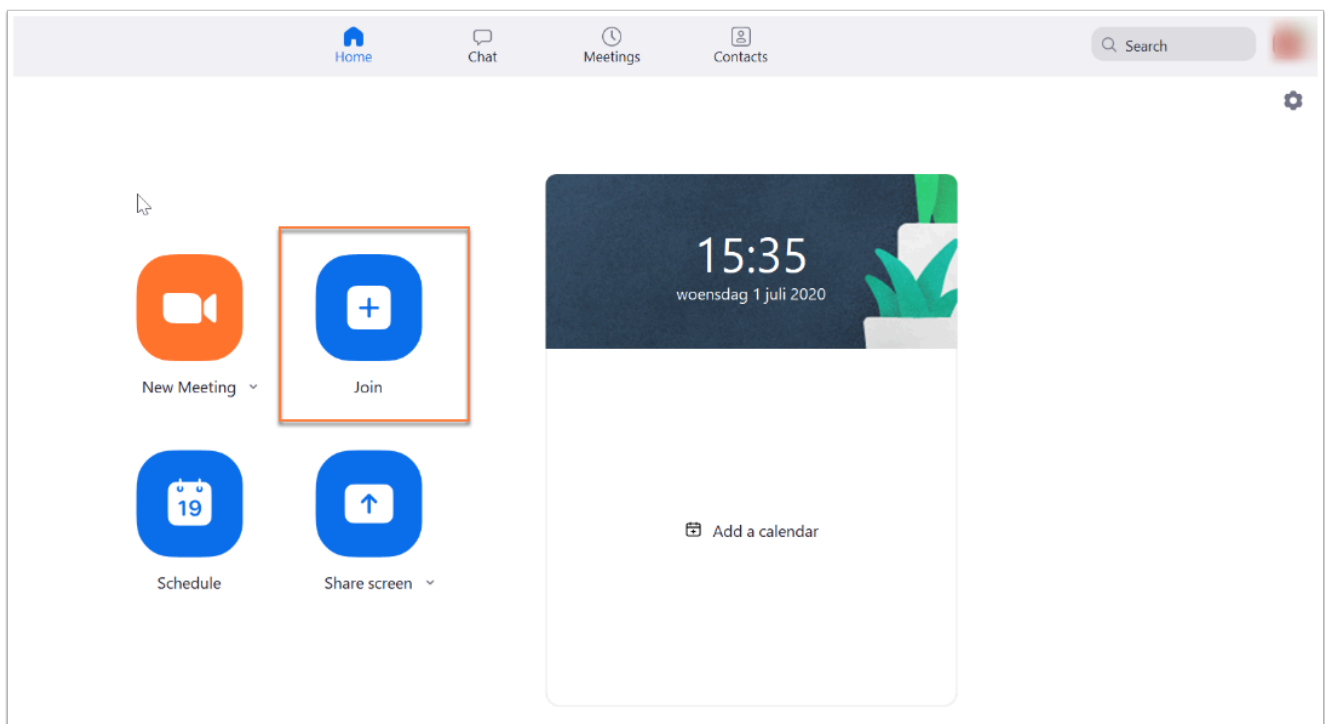
## Participate via the desktop app with Meeting ID

- Open the Zoom desktop app.

# Werkinstructies

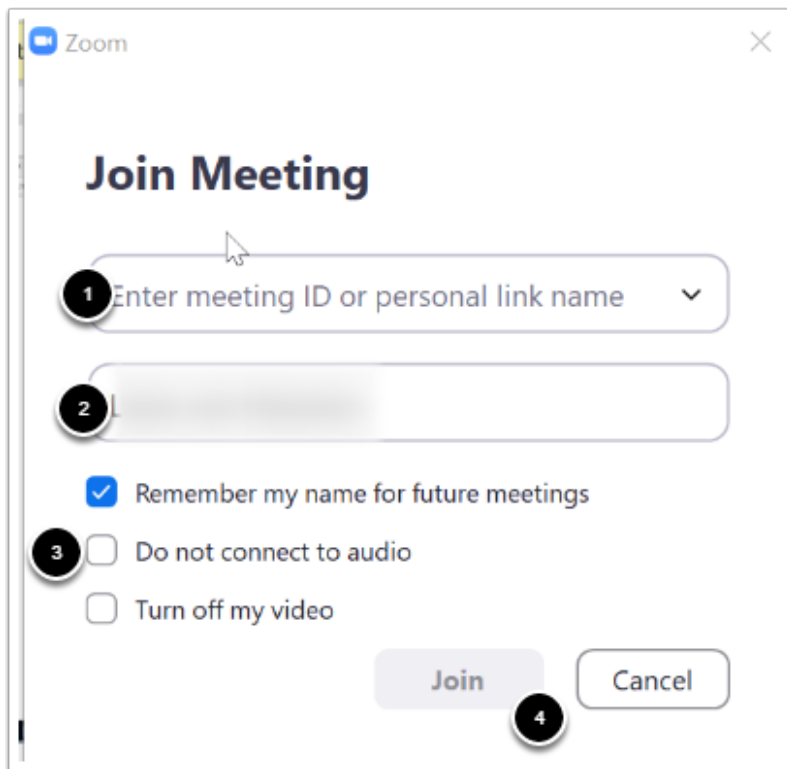


- Click **Join a Meeting** to join a meeting without logging in.
- Click **Sign In** to log in and then participate.




After you log in you will see the Zoom start screen. Click **Join**.

# Werkinstructies



1. Enter the **Meeting ID**.
2. Enter the screen name you want to use.
3. Select whether you want to turn video and/or audio on.
4. Click **Join**.

## Participate via browser with Meeting ID

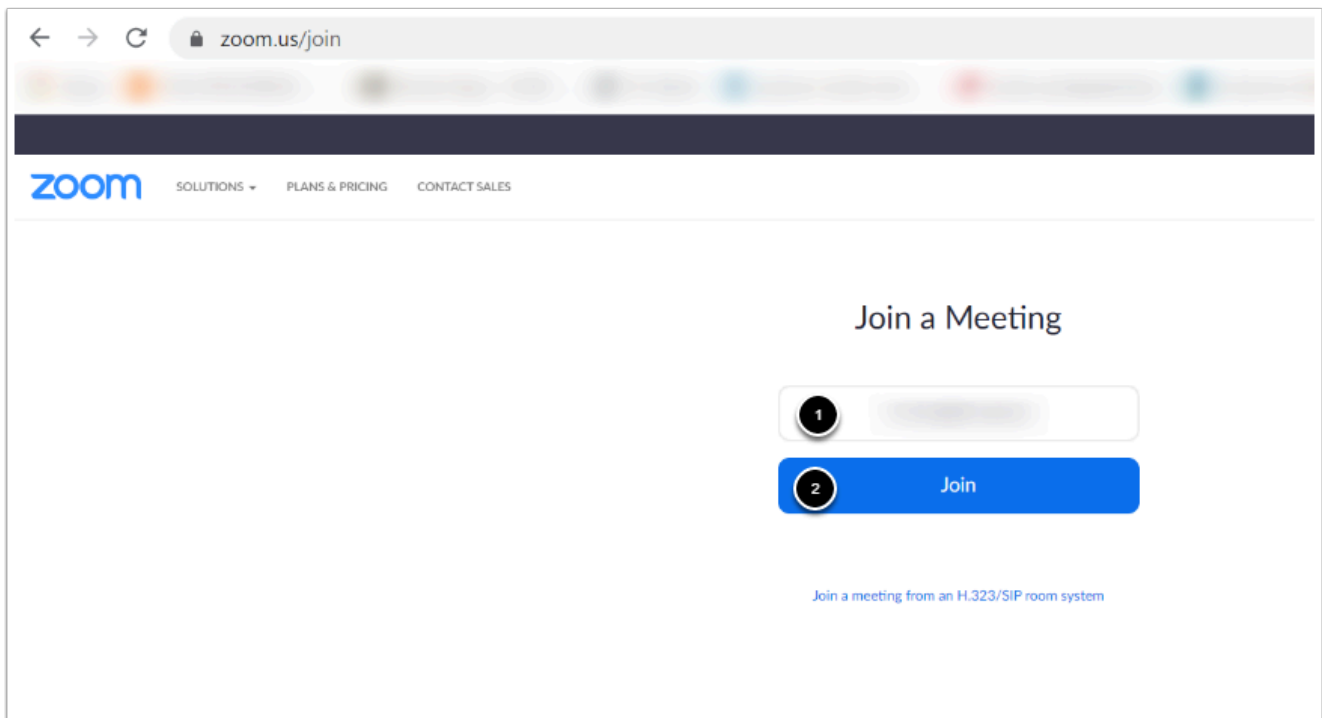
 Zoom is not supported by all browsers. The browsers that support Zoom are:

- Google Chrome
- Apple Safari
- Mozilla Firefox
- Chromium Edge

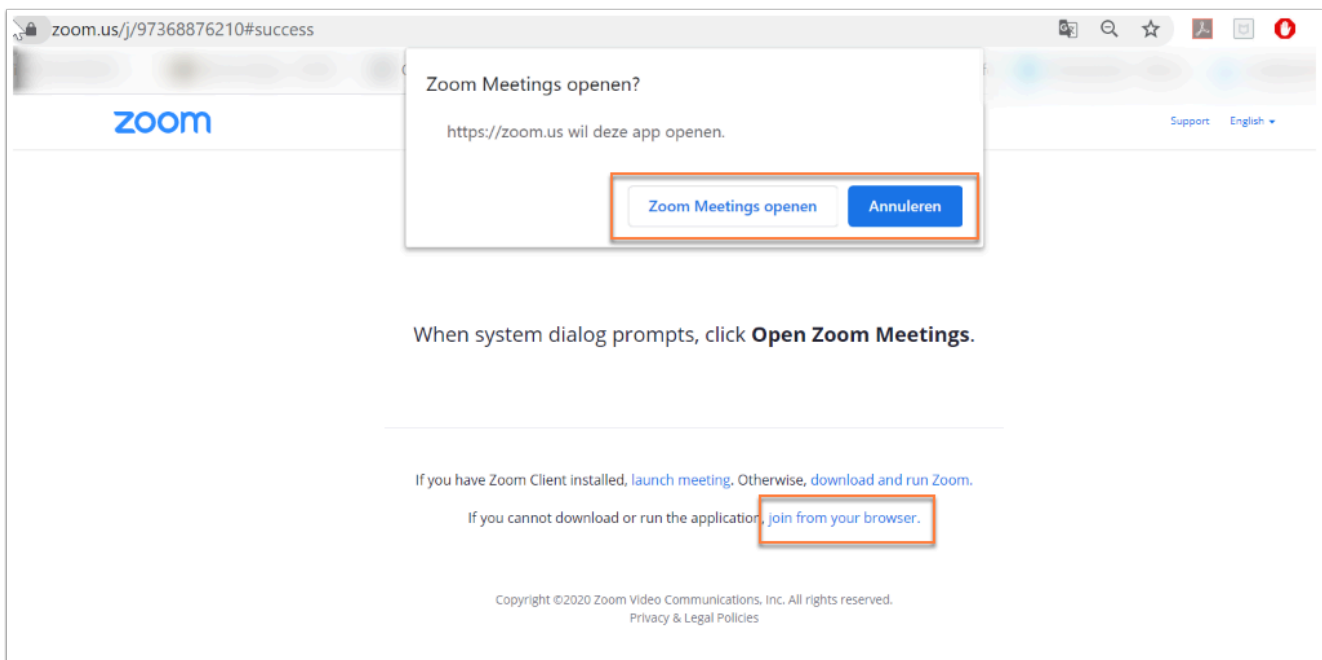
*The screenshots below have used Google Chrome as browser.*

Navigate to <https://join.zoom.us>

# Werkinstructies

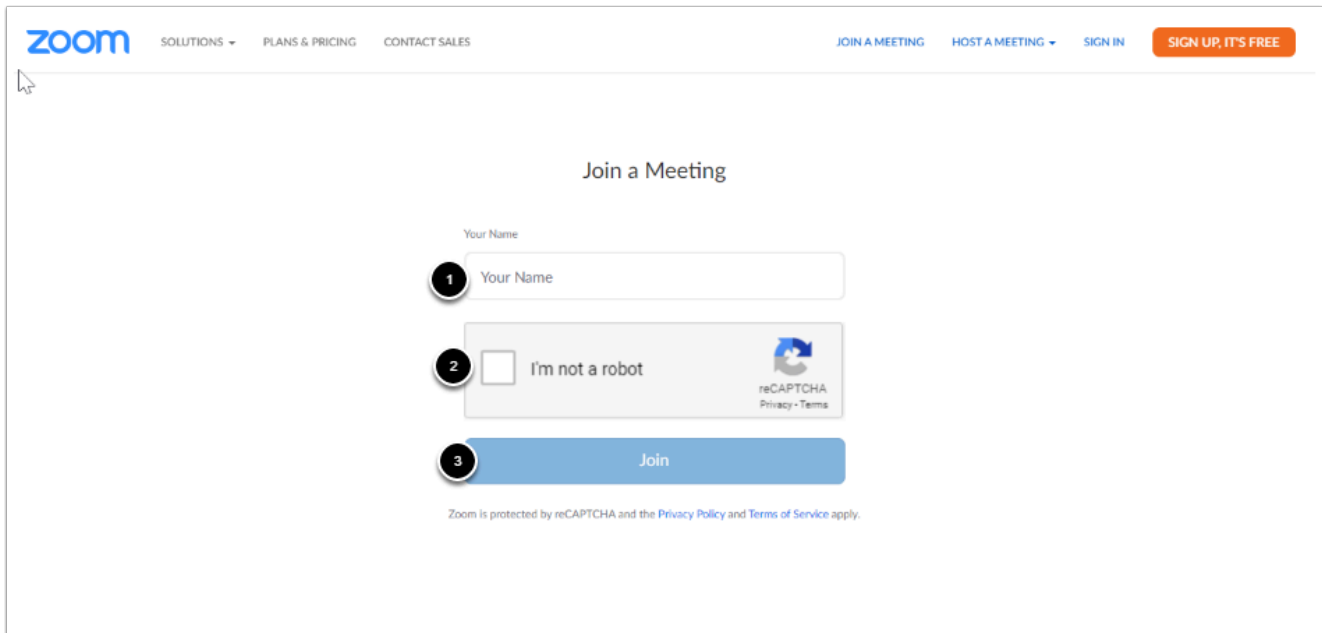


1. Enter the **Meeting ID**.
2. Click **Join**.



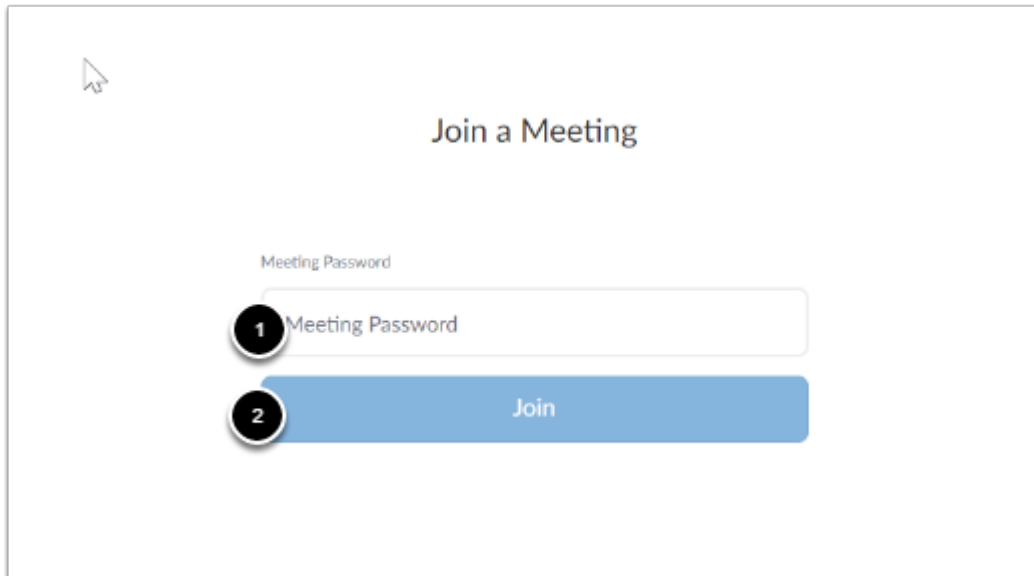
- If you want to participate with the desktop app, click **Open Zoom Meetings**.
- If you want to participate with the browser, click **Cancel** and then click **Join from your browser**.

# Werkinstructies



The screenshot shows the Zoom 'Join a Meeting' page. At the top, there is a navigation bar with the Zoom logo, links for SOLUTIONS, PLANS & PRICING, and CONTACT SALES, and buttons for JOIN A MEETING, HOST A MEETING, SIGN IN, and SIGN UP, IT'S FREE. The main heading is 'Join a Meeting'. Below this, there are three numbered steps: 1. A text input field labeled 'Your Name'. 2. A checkbox labeled 'I'm not a robot' with a reCAPTCHA logo and links for Privacy and Terms. 3. A blue button labeled 'Join'. At the bottom, a small text line states: 'Zoom is protected by reCAPTCHA and the Privacy Policy and Terms of Service apply.'

1. Enter your name.
2. Select the box for I'm not a robot.
3. Click **Join**.

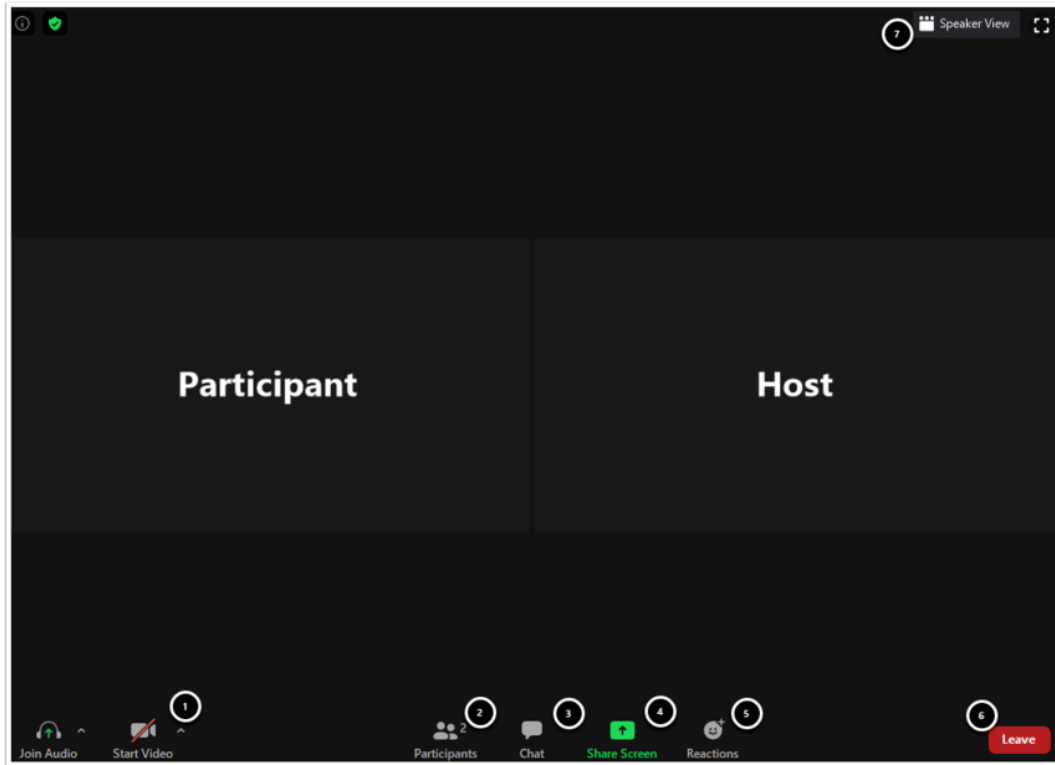


The screenshot shows the Zoom 'Join a Meeting' page, but with a different set of steps. The heading is 'Join a Meeting'. Below this, there are two numbered steps: 1. A text input field labeled 'Meeting Password'. 2. A blue button labeled 'Join'.

1. To participate via the browser you will need a password provided by the host. Enter it.
2. Click **Join**.

# Werkinstructies

## Zoom functionalities

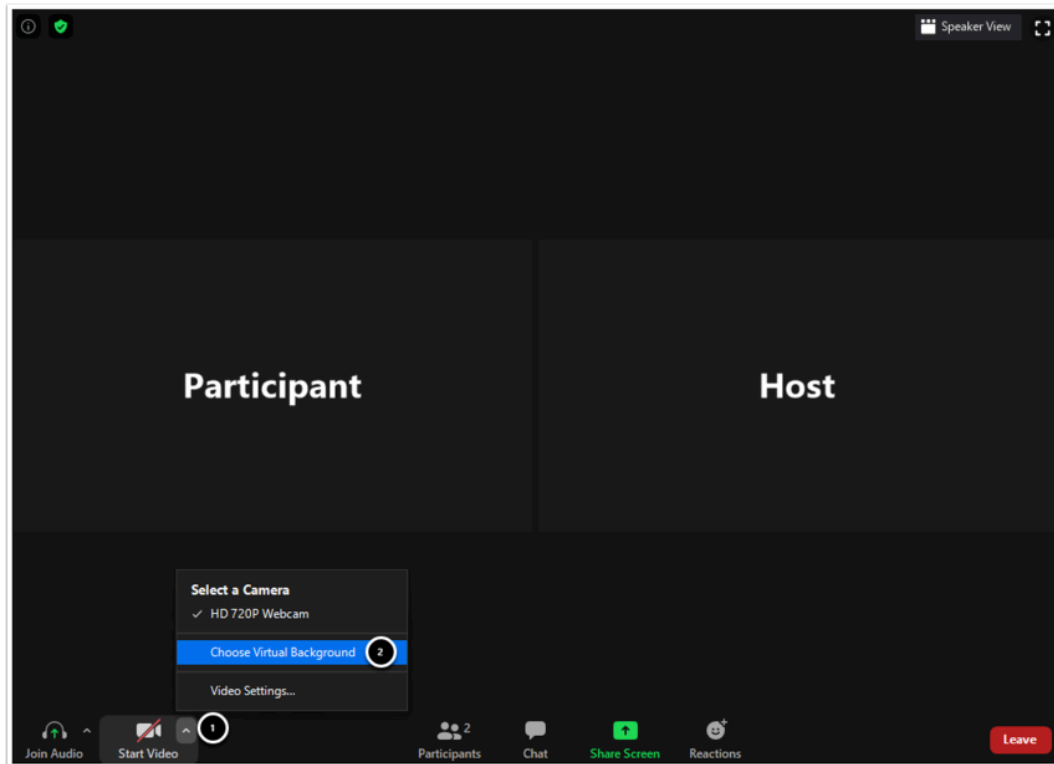


At the bottom of your Zoom screen you will find a menu bar with multiple options:

1. Turn on your own audio and video;
2. See which participants are in the session;
3. [Chat with the other participants;](#)
4. [Share your screen with the other participants;](#)
5. Add a reaction;
6. Leave the meeting;
7. At the top of the screen you can switch between **Speaker View** and **Gallery View**.

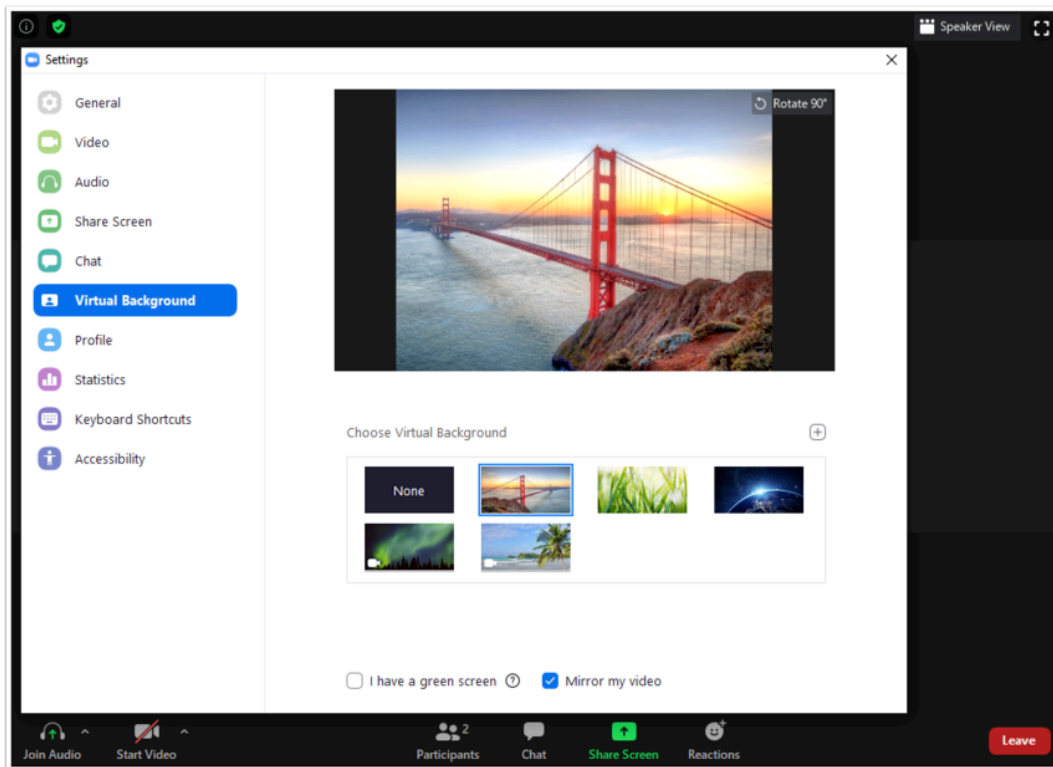
# Werkinstructies

## Set up a virtual background



1. Click the arrow behind **Stop/Start Video**.
2. Click **Choose Virtual Background**.

# Werkinstructies



- You can then choose a default Zoom background or upload your own image.

💡 Next time you open Zoom, the image you have previously chosen will appear.

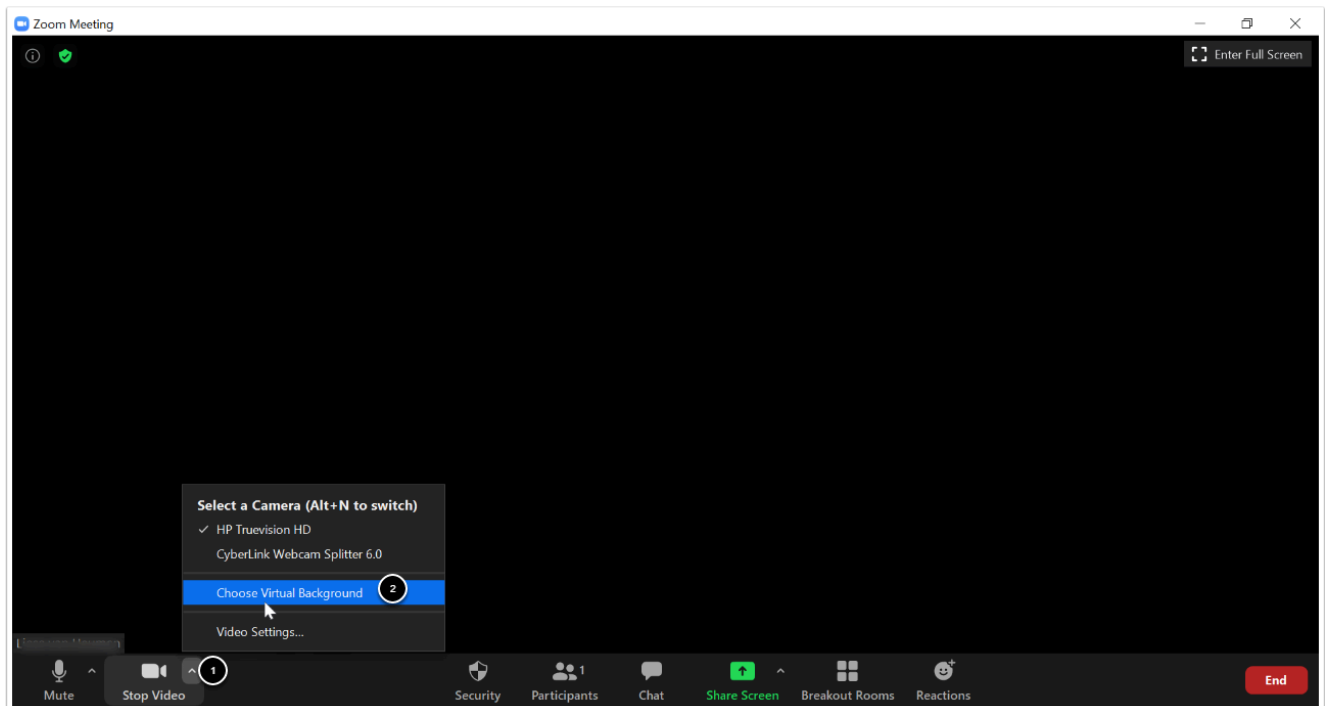


# How do I host a session? | Zoom

The host starts and ends a session and has access to all functionalities required to make a session run as smoothly as possible. Read more about the roles in Zoom in the following manual: [Which roles exist in Zoom?](#)

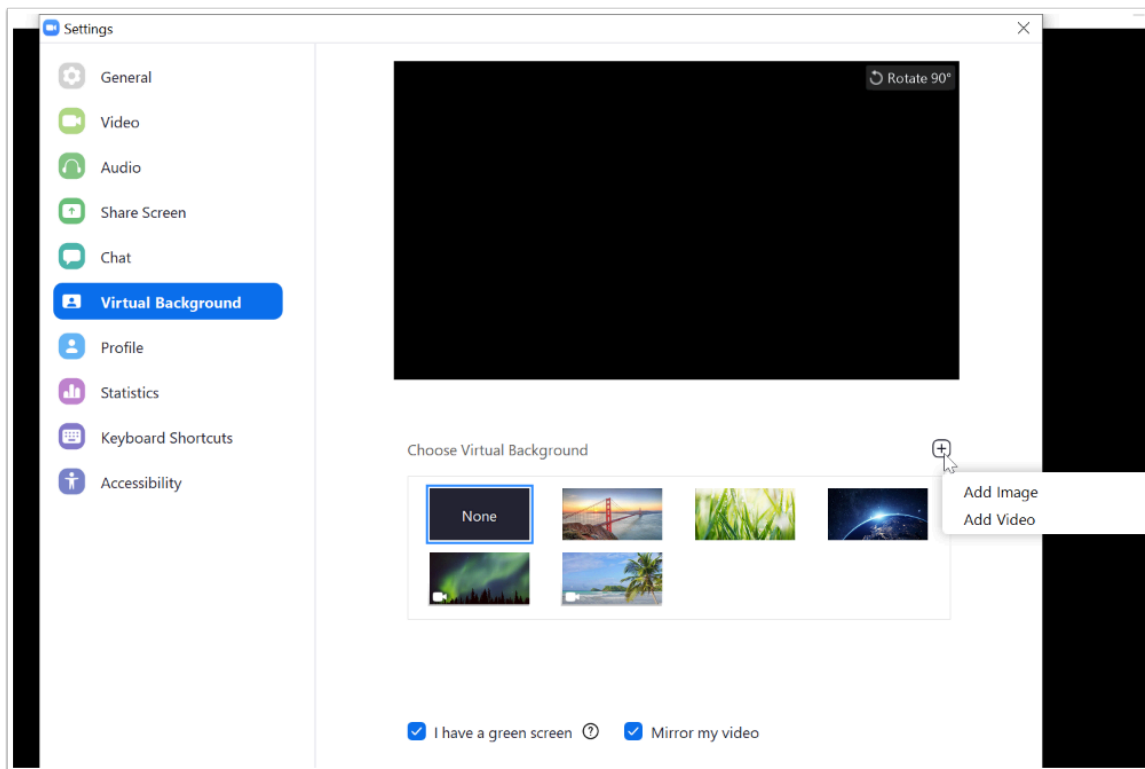
## Set up a virtual background

You can opt to add a **Virtual Background** during your meeting - this means you can choose your own background, for example a classroom or a rainforest.



1. Click the arrow behind **Stop/Start Video**.
2. Click **Choose Virtual Background**.

# Werkinstructies



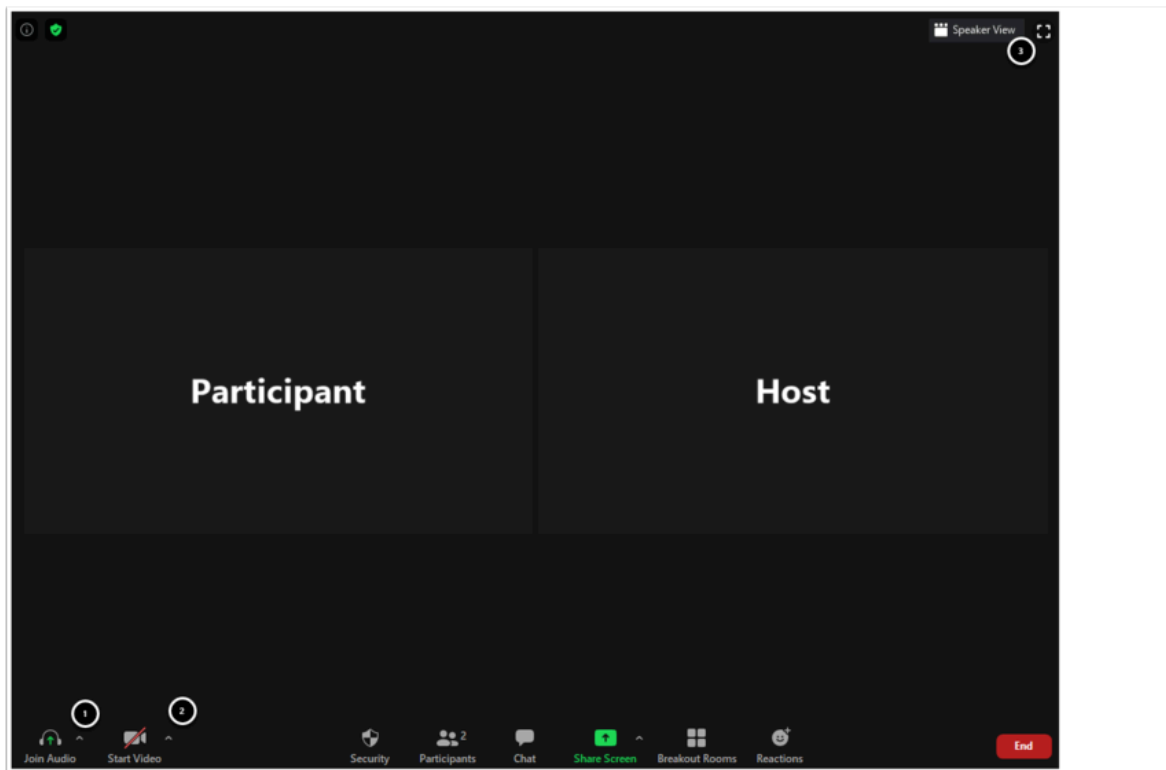
- You can then choose one of Zoom's default backgrounds, or upload one of your own.



The next time you access Zoom, the image you have selected last time will be visible.

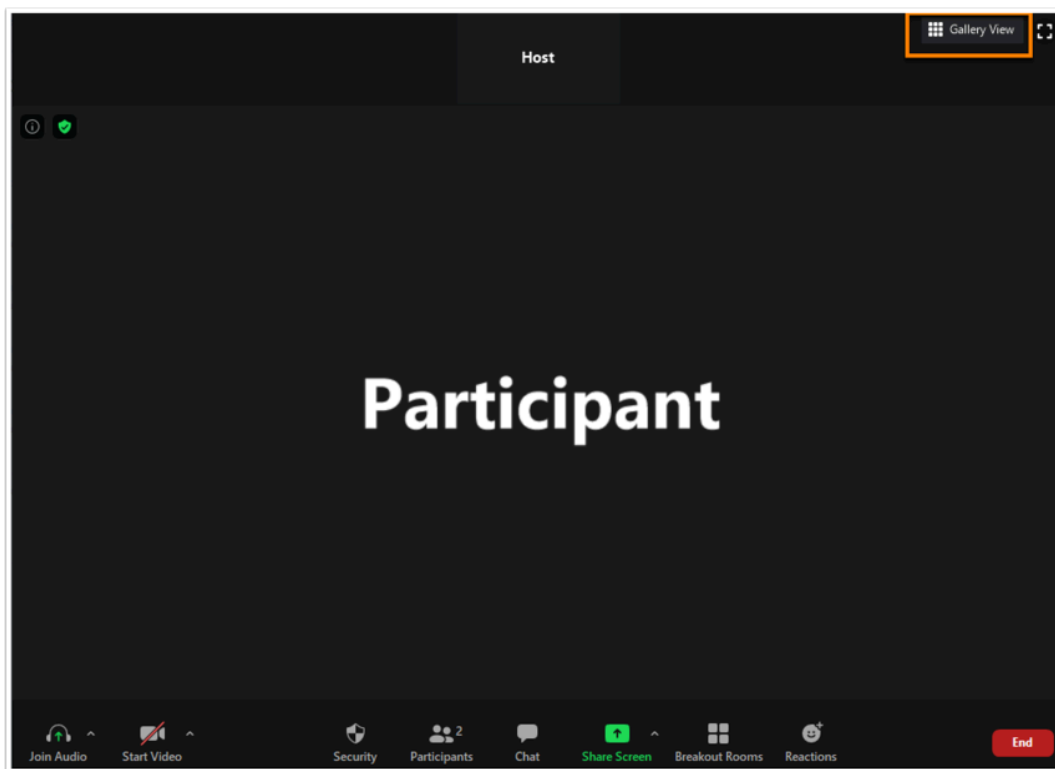
## Zoom functionalities

### Start and stop video and audio



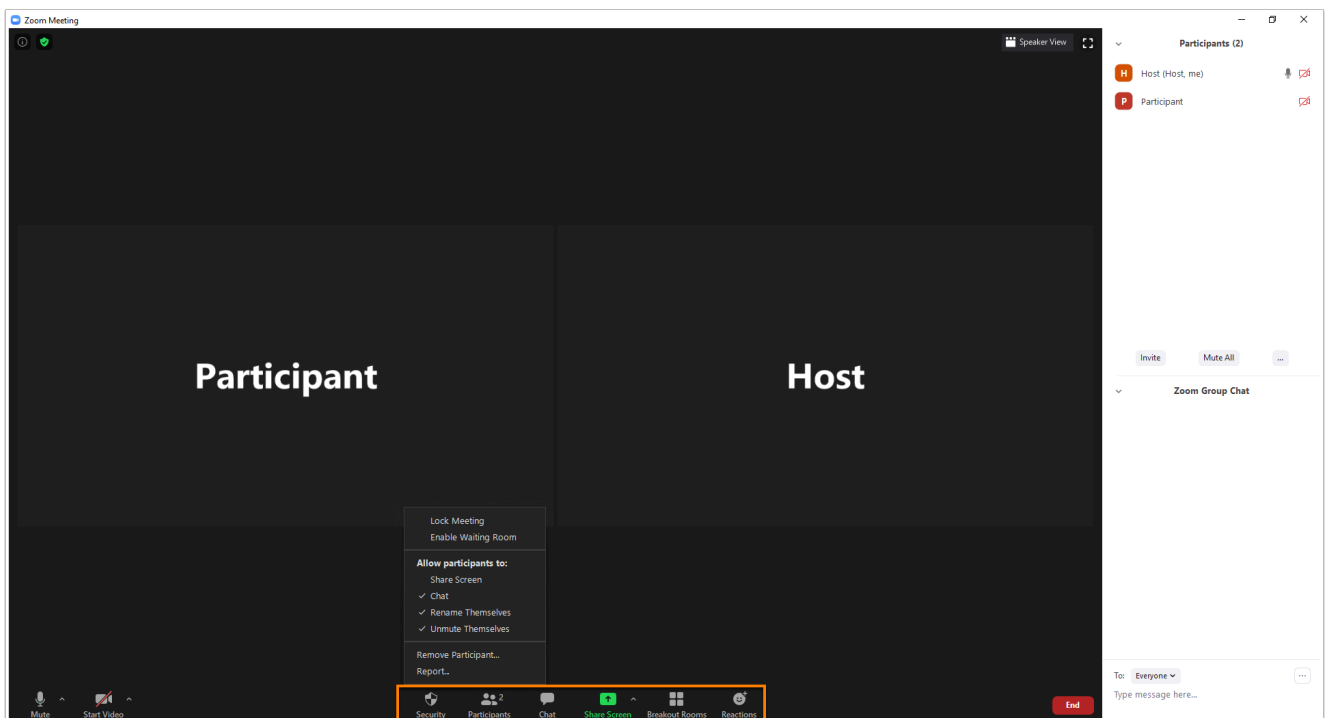
1. Use **Mute** to turn off your own audio. You can use **Mute** if someone else is talking;
2. Use **Stop Video** to turn off your own camera. Instead of yourself you will now see your name on a black screen;
3. In this example the **Gallery View** is turned on. By clicking **Speaker View** the speaker will be enlarged, as shown below:

# Werkinstructies



- By clicking **Gallery View** all cameras will reappear.

## The Zoom menu bar



## Werkinstructies

- **Security:**
  - **Lock Meeting:** If you choose **Lock Meeting** no one else can participate.
  - **Enable Waiting Room:** Put new participants in the waiting room. Read the manual [Put participants in the waiting room](#) for more information.
  - **Allow Participants to:**
    - **Share Screen:** Participants can share their screen.
    - **Chat:** Participants can send messages in the **chat**.
    - **Rename Themselves:** Participants can change their screen name.
    - **Unmute Themselves:** Participants can turn their own audio on and off. If this feature is turned off then the host is the only one who can unmute participants.
  - **Remove Participant...:** remove participants.
  - **Report...:** Use report when you want to report a participants, for example if they are not invited, or if they share unsuitable videos or screens.
- **Participants:** On the right side of the screen an overview of the participants will appear. Read more about managing your participants in the manual [How do I manage the participants in my meeting?](#)
- **Chat:** The chat will appear on the right side of the screen. Here you can send messages to everyone or to specific participants.
- **Share Screen:** Choose the screen you want to share with the other participants. Read more about sharing your screen in the manual [How do I share my screen?](#)
- **Breakout Rooms:** With Breakout Rooms you can divide the participants into groups. Each group then gets their own 'room'. Read more about using Breakout Rooms in the manual [How do I use and manage Breakout rooms?](#)
- **Reaction:** Give a reaction without saying anything, for example by giving a thumbs up. Read more about using reactions in the manual [How do I use the chat and reactions?](#)

## Werkinstructies

# Which roles exist in Zoom? | Zoom

Different roles exist in Zoom: the host, the co-host, the alternative host and the participant. The host assigns roles to other participants.

[The host](#)

[The co-host](#)

[The alternative host](#)

[The participant](#)

## The host

The person who has planned or starts the meeting is the host. The host gets the most rights; there can only be one host per meeting.

Features that are specifically for the host:

- [Start a session](#)
- Create polls
- End a session
- [Make participants host or co-host](#)
- [Split participants into breakout rooms](#)
- Livestream to Facebook, Workplace or YouTube.

## The co-host

The host and the co-host share a lot of options. A co-host can be useful to manage the administrative parts of the meeting, such as granting access to participants who are in the waiting room.

The following features come with the co-host role, but not participants:


- Start a poll created by the host
- Mute or unmute participants
- Stop the video of participants
- Ask participants to turn on their video
- Turn the chat feature on or off
- Remove participants
- Put participants in the waiting room or have them access the meeting
- Change the name of participants.

# Werkinstructies

Please read the manual [How do I manage the participants in my meeting?](#) for a more elaborate explanation about the functionalities mentioned above.

## The alternative host

The **Alternative host** has the same options as the co-host, but they can also start a meeting.

 The alternative host needs to be someone who has a Radboud license, and they must be assigned when the meeting is planned.

## The participant

The host's settings determine how much a participant can do in the Zoom meeting.

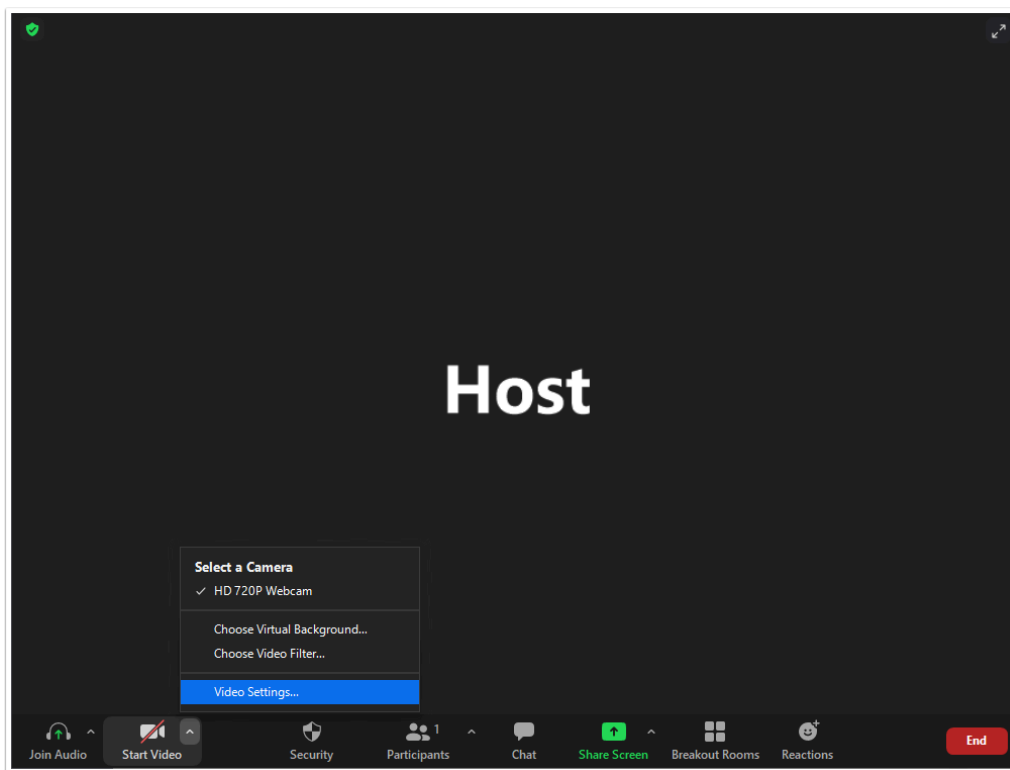
Participants have the following options (the host and the co-host also have these options, except reacting to Polls):

- Turn the microphone on or off (depends on the settings of the host)
- Turn the camera on or off (depends on the settings of the host)
- See all participants
- Share screen (depends on the settings of the host)
- React to Polls
- [React with Reactions](#)
- [Raise their hand](#)
- [Chat](#)
- Invite others.

# How do I record a session without displaying the participants? | Zoom

Recording in Zoom can be useful, for example when you want to upload the file as a class in Brightspace later. To make recordings in Zoom you will need an additional license. You can request this license from your supervisor. It is important to maintain the privacy of the other participants in your session. [You can do so by following these guidelines](#), informing students about the recording and by following the steps below.

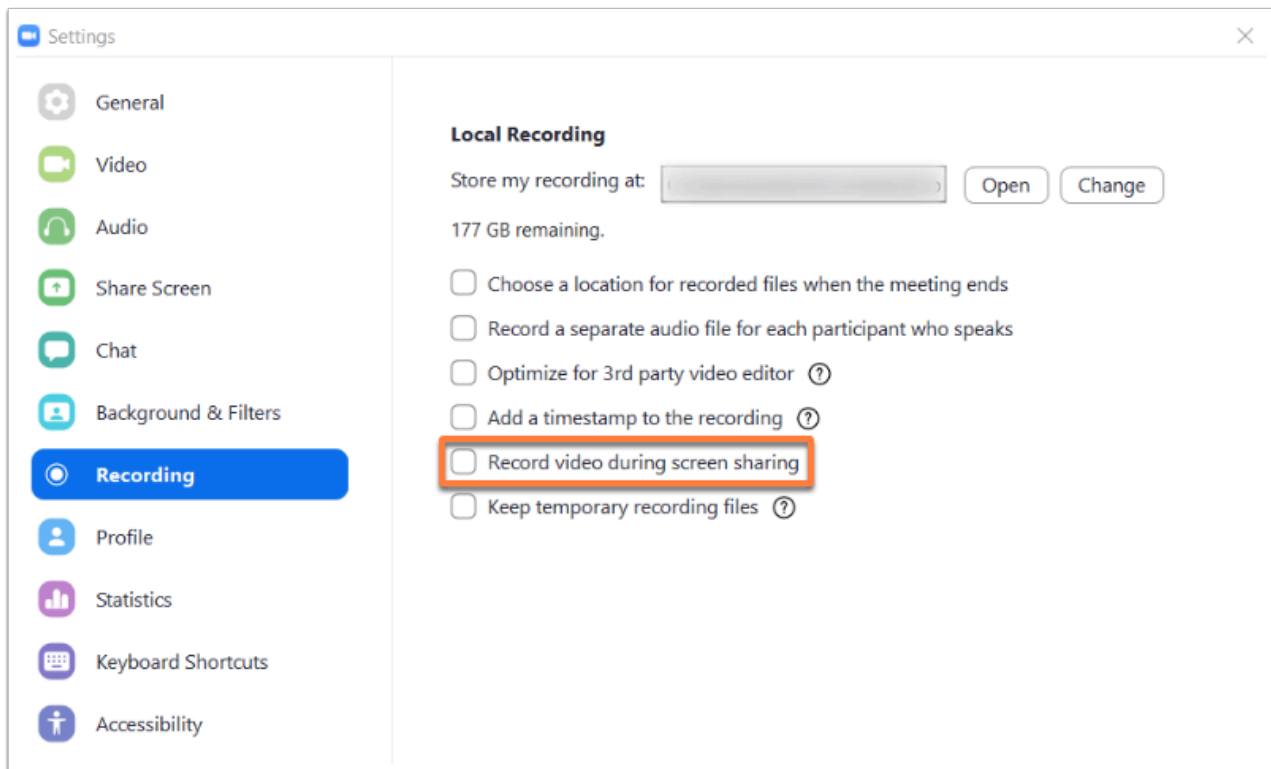
- Start a Zoom meeting.



1. Click the arrow behind **Start Video**.
2. Click **Video Settings**.



# Werkinstructies

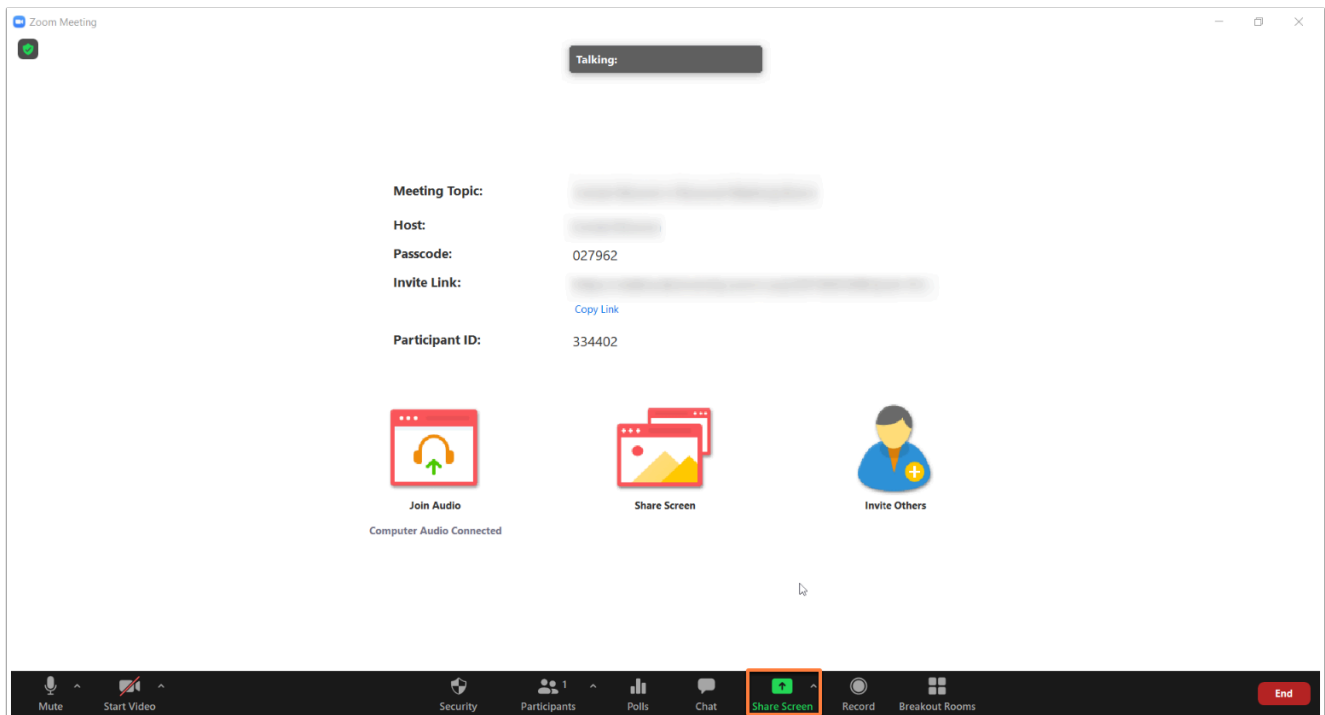


1. Click the **Recording** tab.
2. Make sure the box for **Record video during screen sharing** is not ticked because of privacy reasons.

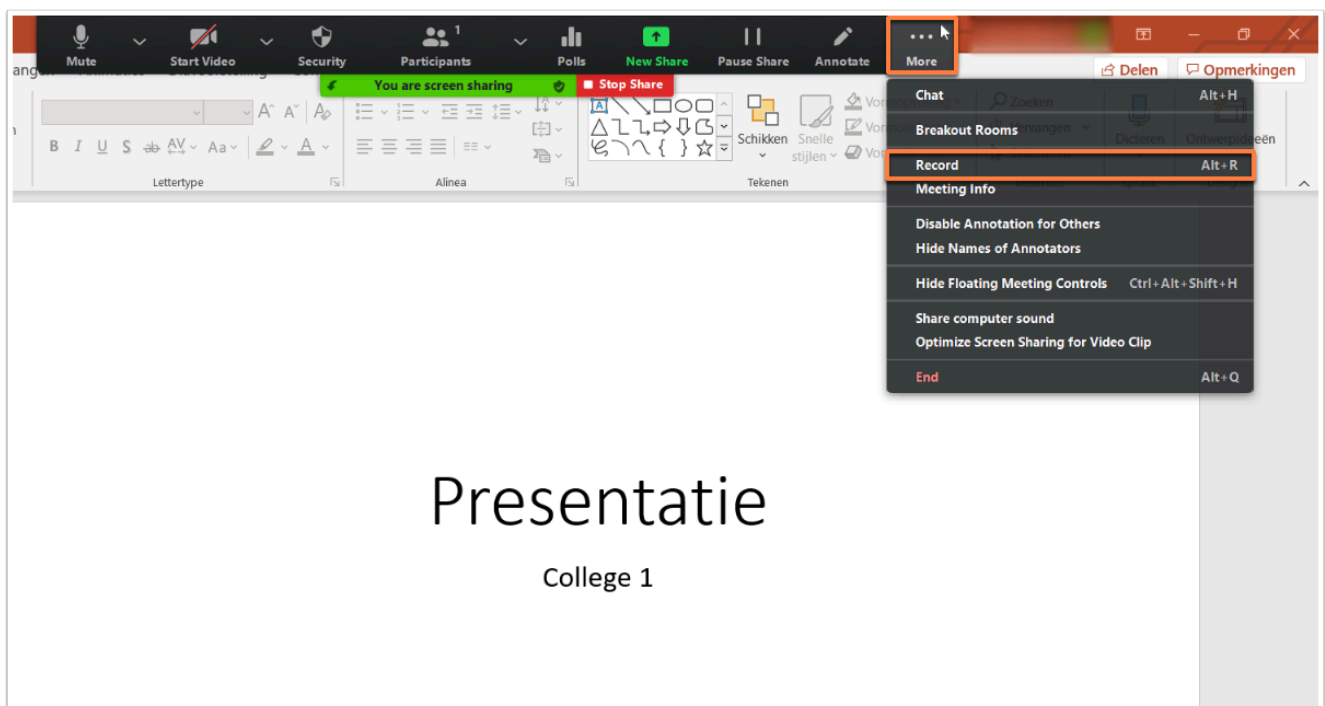


Please note! If you are sharing a screen, all participants will not be visible. If you stop sharing, all participants will once again be visible in the recording. Because of privacy reasons you thus have to turn off the recording before you stop your screen sharing.

# Werkinstructies



- Click **Share Screen** to share your screen.



- While you are sharing your screen, go to the menu and then hover over **More**. Click **Record**. The following notification will appear:

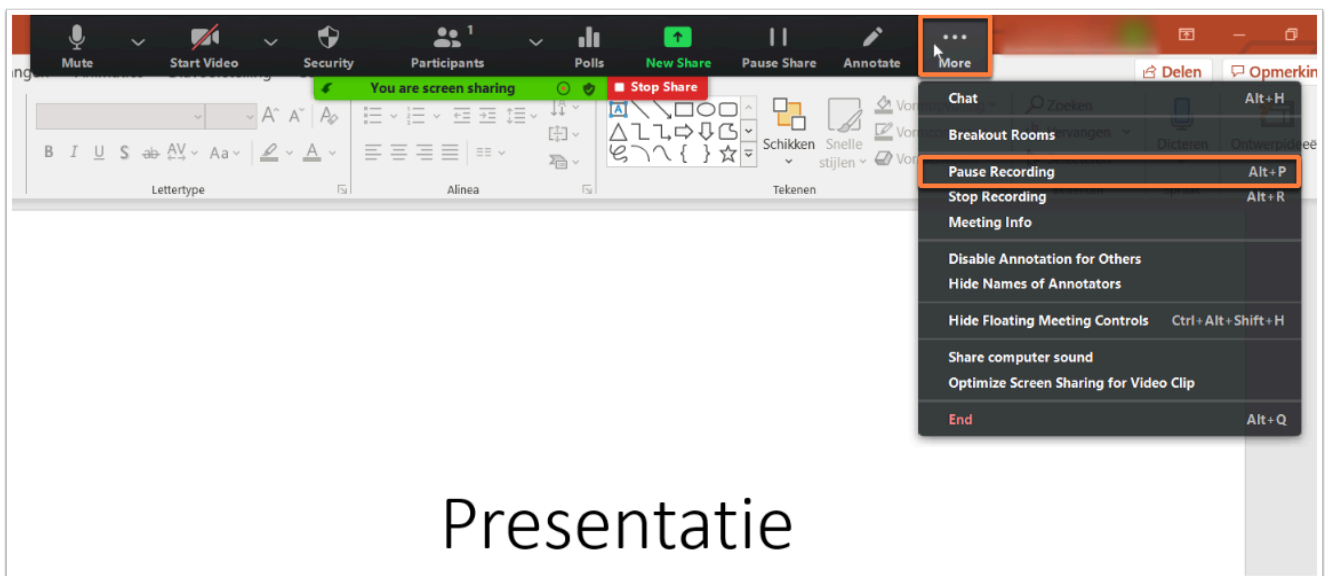
## Werkinstructies

**Record this meeting to this computer?**

Continue

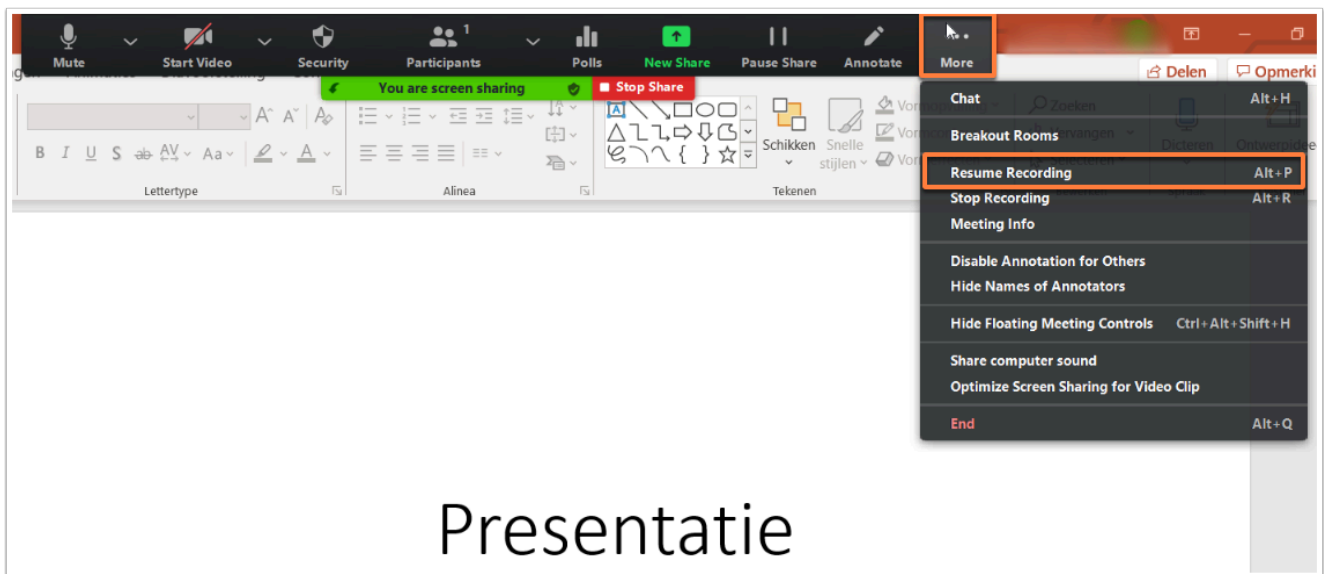
Cancel

- Click **Continue**. The recording has started. Participants in the Zoom meeting will receive a notification that the recording has started, after which they can choose to remain in the session or to leave the session.

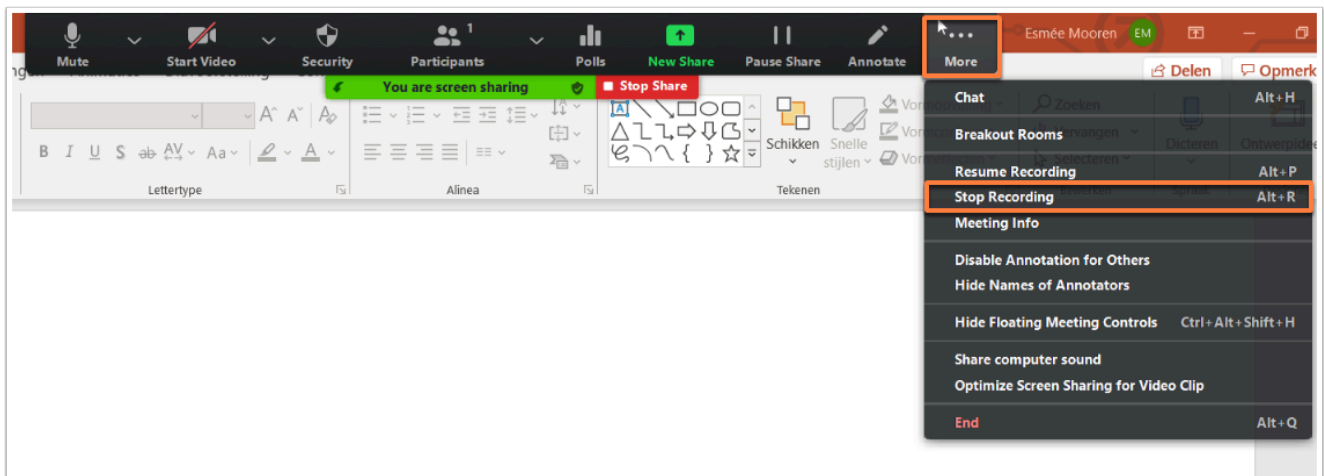


- While you are recording you can pause the recording temporarily. Do this by going to **More** in your menu. Then click **Pause Recording**.

# Werkinstructies

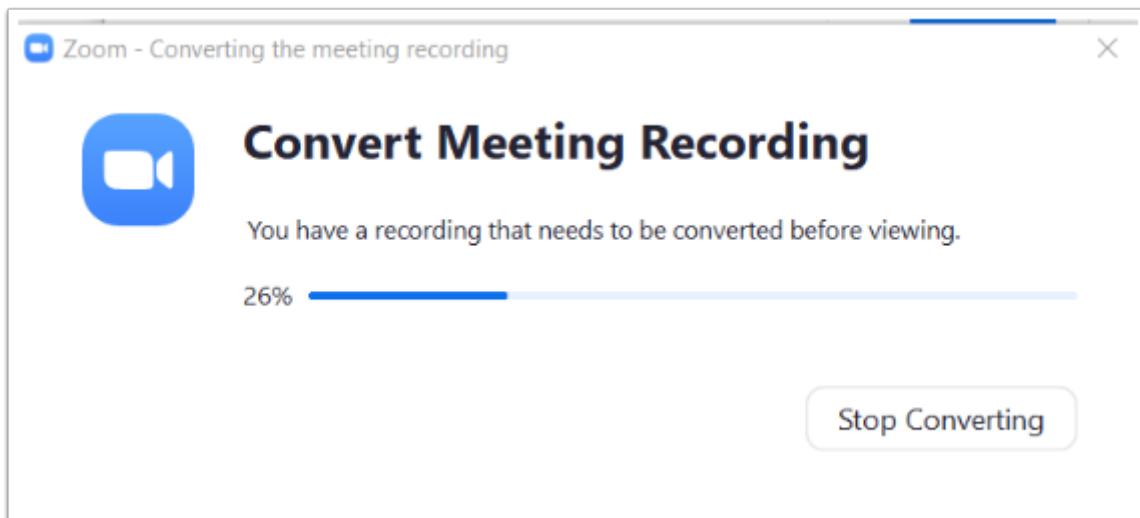


- To resume recording you use your mouse to go to **More** in the menu. Click **Resume Recording**. The recording will be saved as a single file.

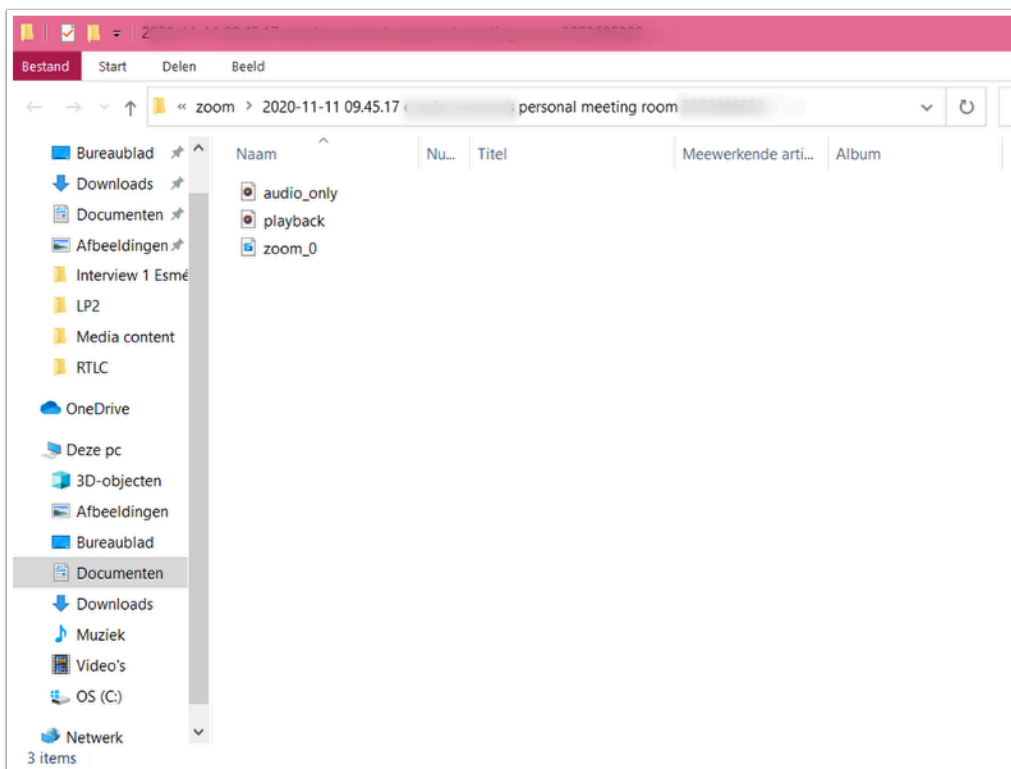


- To stop recording you go to **More** in the menu and click **Stop Recording**. You can now also stop your screen sharing.

## Werkinstructies



- As soon as you end the meeting or leave as host, the recording will be automatically converted.



- As soon as the converting is finished, the folder Zoom has created containing the recording will open automatically. The bottom file in the image above is the file with sound and image.
- This file can then be uploaded to Kaltura in Brightspace. Instructions can be found in the following manual: [How do I add videos to my course with Kaltura?](#)

# Zoom | Interaction during a session

# How do I manage the participants in my meeting? | Zoom

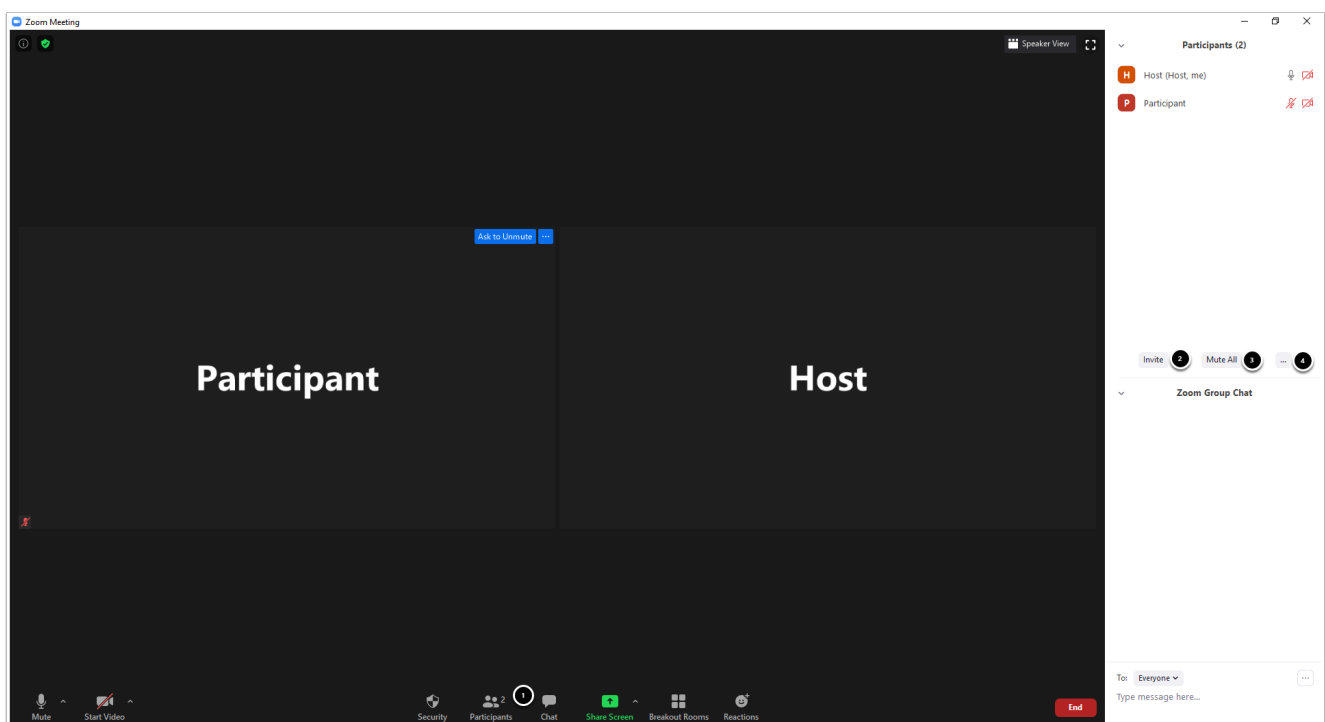
You can organise meetings of up to 300 people with an additional RU license. You can manage your participants to make sure the meeting is orderly and runs smoothly.

[Manage participants](#)

[Remove or alter participants](#)

[Put participants in the waiting room](#)

## Manage participants



1. Click **Participants** to get an overview of the participants on the right side of the screen.
2. Click **Invite** to invite more participants. Read the manual [How do I start and plan a session?](#) for more information about inviting participants.
3. Click **Mute All** to mute the audio of all participants. You can then choose whether participants are allowed to turn on their own audio. The other option is that only the host is able to turn the audio on.

## Werkinstructies

4. The following options can be found below the three dots icon:
- **Mute Participants Upon Entry:** New participants will enter the meeting with their microphone turned off.
  - **Allow Participants to Unmute Themselves:** Give participants permission to turn their own microphone on.
  - **Allow Participants to Rename Themselves:** Give participants permission to change their own screen name.
  - **Play Sound when someone joins or leaves:** Zoom will play a sound every time a participant enters or leaves.
  - [Enable Waiting Room:](#) New participants will be put in the waiting room before they can join the meeting.
  - **Lock Meeting:** Make the meeting private; no new participants will be able to join.



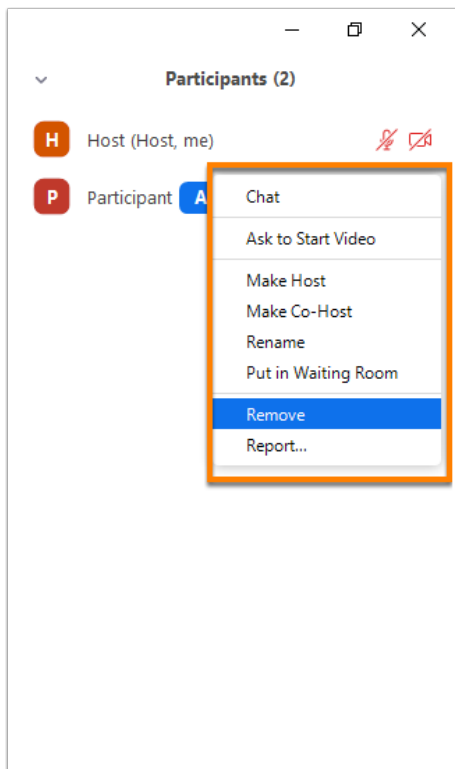
If you want to present or are talking for a long time, it can be useful to mute all participants with **Mute All**. Microphones that are turned on can cause disturbances. When you use a meeting for a discussion and interaction it is advised to let students control their own audio.

## Remove or alter participants

There are two ways to make changes for your participants. One option is as described above: go to **Participants**, and then click **More** behind the participant's name.



# Werkinstructies

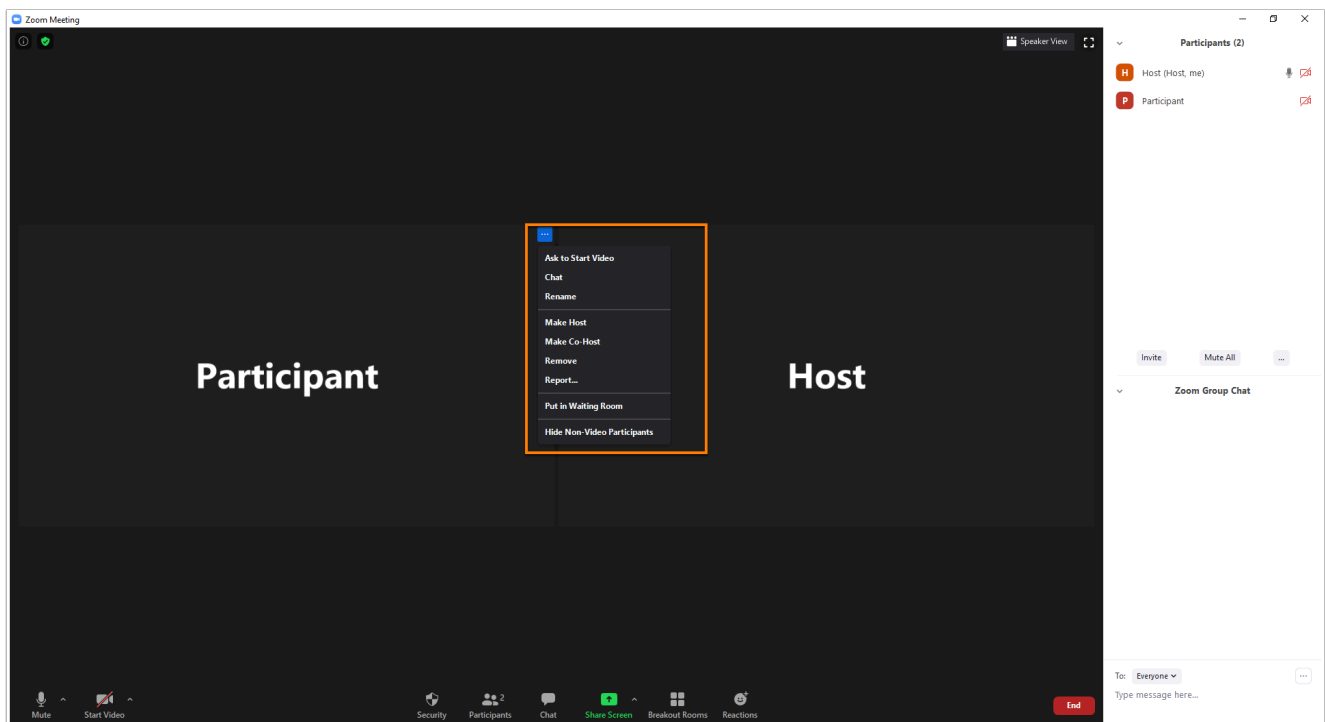


- **Chat:** Send a private message to the participant.
- **Ask to Start Video:** Ask the participant to turn on their camera in case it is turned off.
- **Make Host:** Change the role of the participant to **Host**.
- **Make Co-Host:** Change the role of the participant to **Co-Host**.
- **Rename:** Change the participant's name.
- **Put in Waiting Room:** Put the participant in the waiting room. This means they cannot view or follow the meeting.
- **Remove:** Remove the participant from the meeting.
- **Report:** Report the participant to Zoom, for example for inappropriate screen sharing or joining as uninvited participant.



It is also possible to manage participants by clicking on the three dots at the top right of the participant's screen.

# Werkinstructies

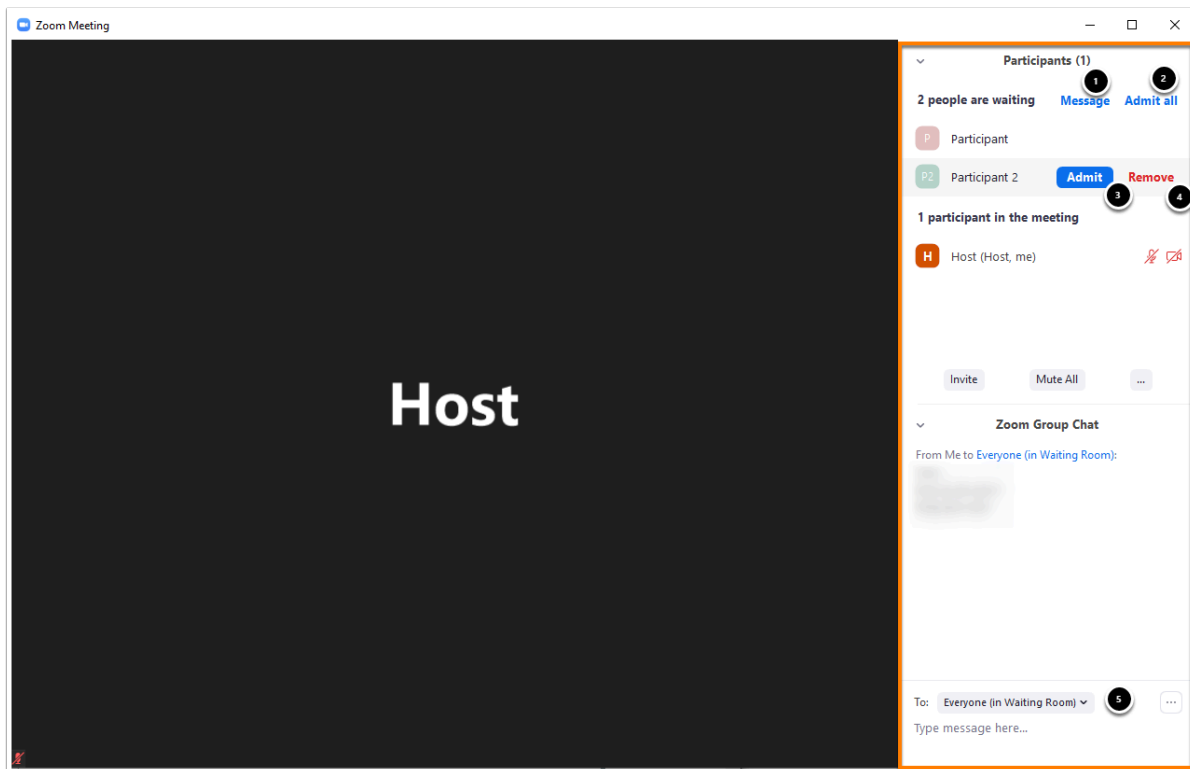


- **Ask to Start Video:** Ask the participant to turn on their camera in case it is turned off.
- **Chat:** Send a private message to the participant.
- **Rename:** Change the participant's name.
- **Make Host:** Change the role of the participant to **Host**.
- **Make Co-Host:** Change the role of the participant to **Co-Host**.
- **Remove:** Remove the participant from the meeting.
- **Report:** Report the participant to Zoom, for example for inappropriate screen sharing or joining as uninvited participant.
- **Put in Waiting Room:** Put the participant in the waiting room. This means they cannot view or follow the meeting.
- **Hide Non-Video Participants:** if participants have chosen to turn off their camera you can choose to hide them from the **Gallery View**.

## Put participants in the waiting room

If you create a waiting room, you will be able to maintain more overview and control; you choose who enters the session. You can either let participants enter one by one, and you can also put participants back into the waiting room during the meeting.

# Werkinstructies



Below **Participants** you will see an overview of participants in the waiting room.

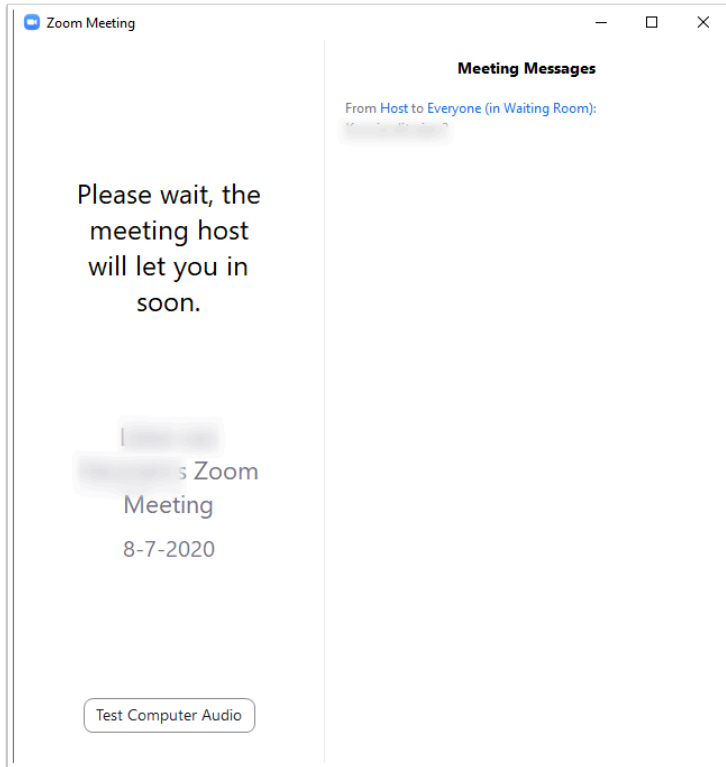
1. Click **Message** to open the chat and send a message to the participants. *For example: "A little more patience please, I will let you in shortly."*
2. Click **Admit all** to admit everyone in the waiting room at once.
3. Click **Admit** behind the waiting participant to let them in individually.
4. Click **Remove** to remove participants from the meeting. They can then no longer participate.
5. Use the chat to send a message to all participants in the waiting room.



Only participants in the waiting room who use the desktop version will receive the chat messages. Participants who join via browser will not.

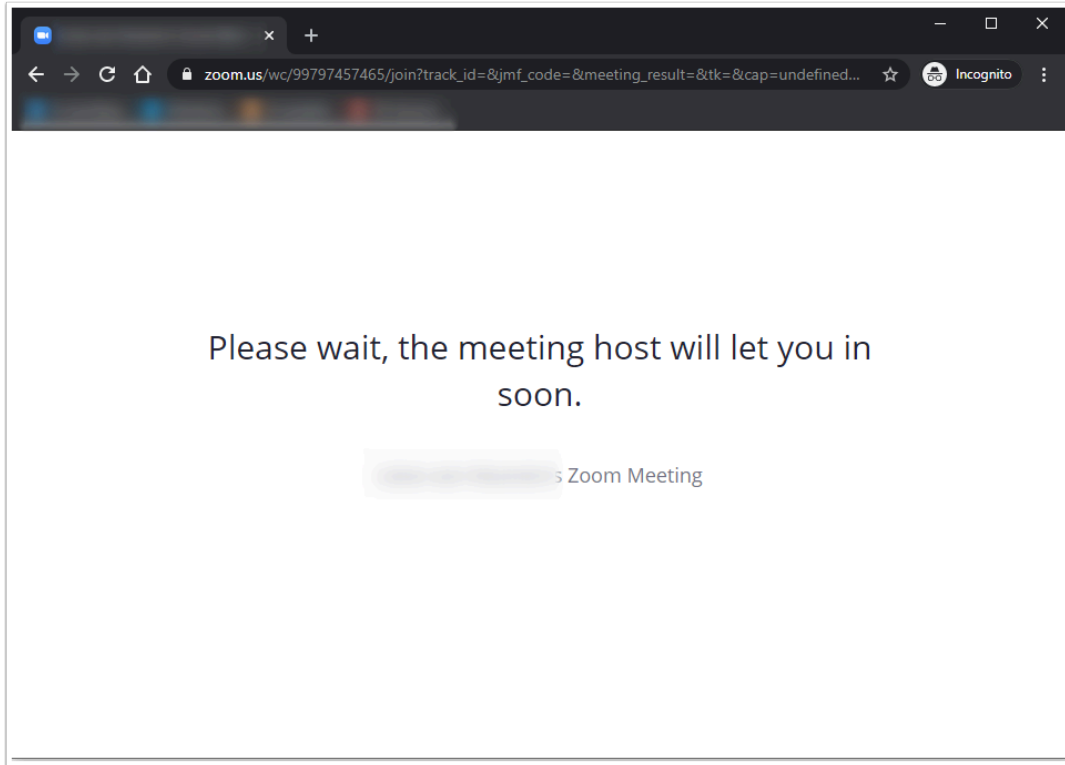
# Werkinstructies

## Desktop client waiting room



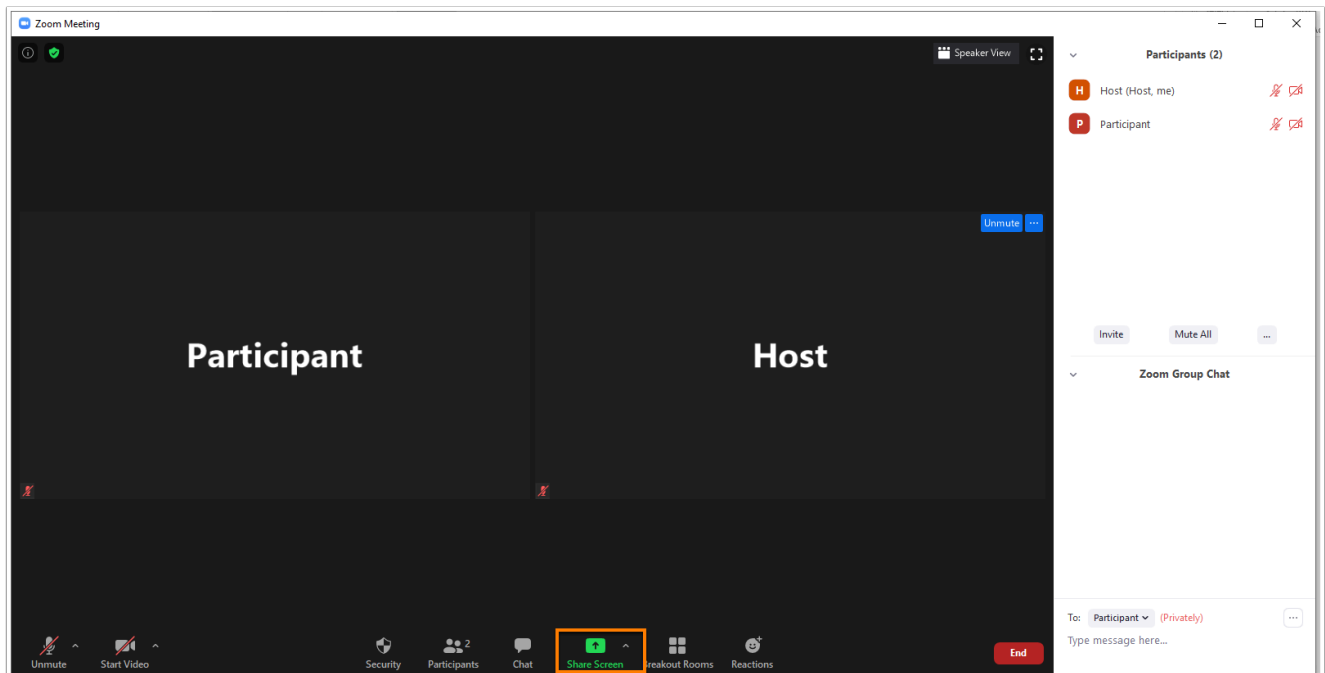
# Werkinstructies

## Browser meeting room



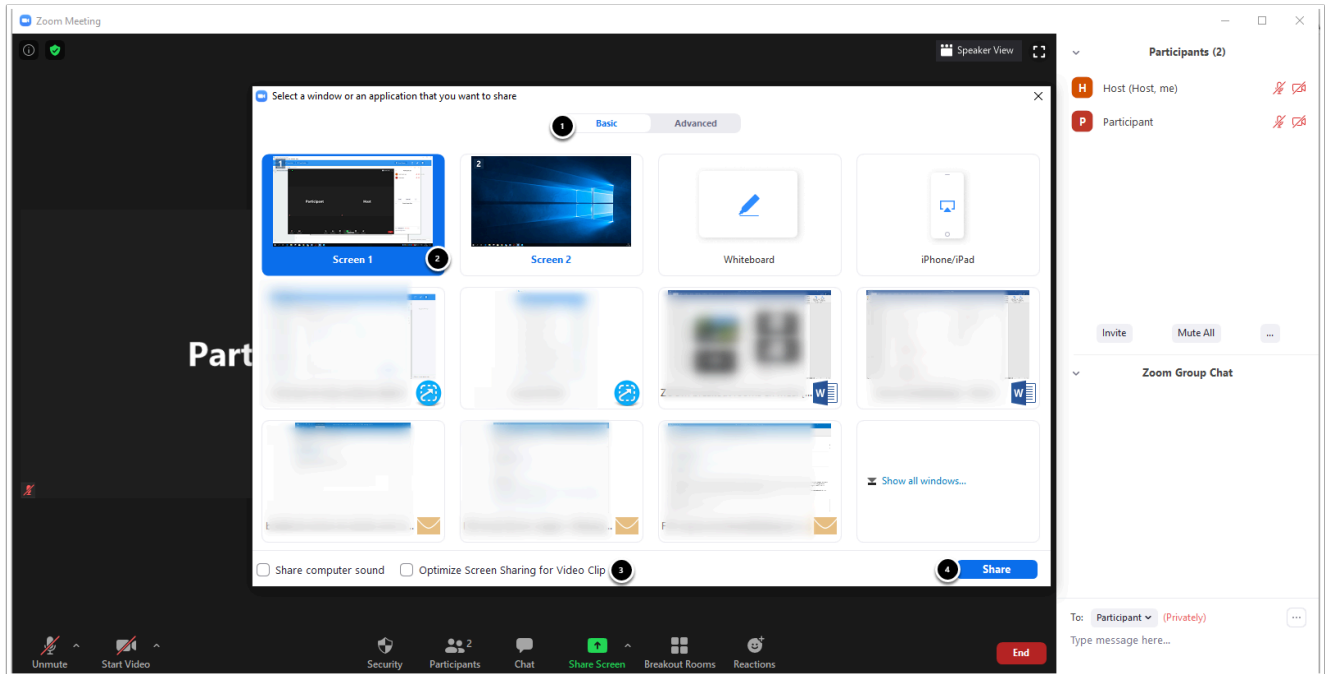
# How do I share my screen? | Zoom

During a meeting you can share your screen. This way you can show a presentation or point participants towards a website.



- Click **Share Screen**.

## Basic settings



1. You can share different types of content below **Basic**.
2. Choose what content you want to share:
  - Your entire desktop screen: when you share you entire screen the participants will be able to see every action you perform on the chosen screen. A green frame will indicate that you are sharing a certain screen. *In this example there are two screens.*
  - A [Whiteboard](#): Share a white screen where you can create annotations.
  - An [iPhone/iPad](#).
  - A specific application: *In this example Word and Outlook are opened.* You will only share the content of this application, for example a Word file. When you open a different application, for example Chrome, on the same screen, then the participants will not see this; they will still see the Word file.
3. Select the following settings (optional):
  - **Share computer sound**: every sound that is played on the computer will also be shared in the meeting.
  - **Optimize for full screen video clip**: select this option when you want to play a video clip in full screen modus. Do not select it for any other type of content, because the shared screen might get blurry.
4. Click **Share**.

# Werkinstructies



If possible, use two screens when you want to share a screen. This way you can use one screen to share content, and you will be able to see the participants on the other screen.


You can also opt to share multiple applications. This way you can easily switch between the applications, without the participants seeing everything on your screen. They will only get to see the applications and windows you have selected. You can do this by continuously pressing the control (ctrl) key (Windows) or the Shift key (Mac) and then clicking the applications and windows.



If you have one screen to work with, you can either share a document or show a whiteboard. You cannot share your entire screen. The participants only see the shared document or whiteboard. As session giver you will see the participant in the same screen as the document or whiteboard.

## Share an iPhone/iPad screen

- Click **Share Screen** and then **iPhone/iPad**. Instructions will appear:

<p><b>On your iPhone or iPad:</b></p> <p>1. Connect to Wi-Fi network <b>Please connect to the same network as this PC.</b></p> <p>2. Tap  <b>Screen Mirroring</b></p> <p>How to find it: swipe down from the top right corner of the screen On iOS 11 or earlier, swipe up from the bottom of the screen</p> <p>3. Choose <b>Zoom-e795666</b></p> <p>Don't see it? Restart your device</p>	<p>Zoom applications</p> <p>Via app: download de Zoom app en klik op 'Screen Mirroring' in de app.</p> <p>Via Outlook plug-in: download de Zoom app en klik op 'Screen Mirroring' in de Outlook app.</p>
---	--

Make sure that the iPhone or iPad is connected to the same network as the computer. Then open the quick menu on the iPhone/iPad:



# Werkinstructies



- Click **Screen Mirroring**. *In Dutch this is called 'Synchrone weergave'.*



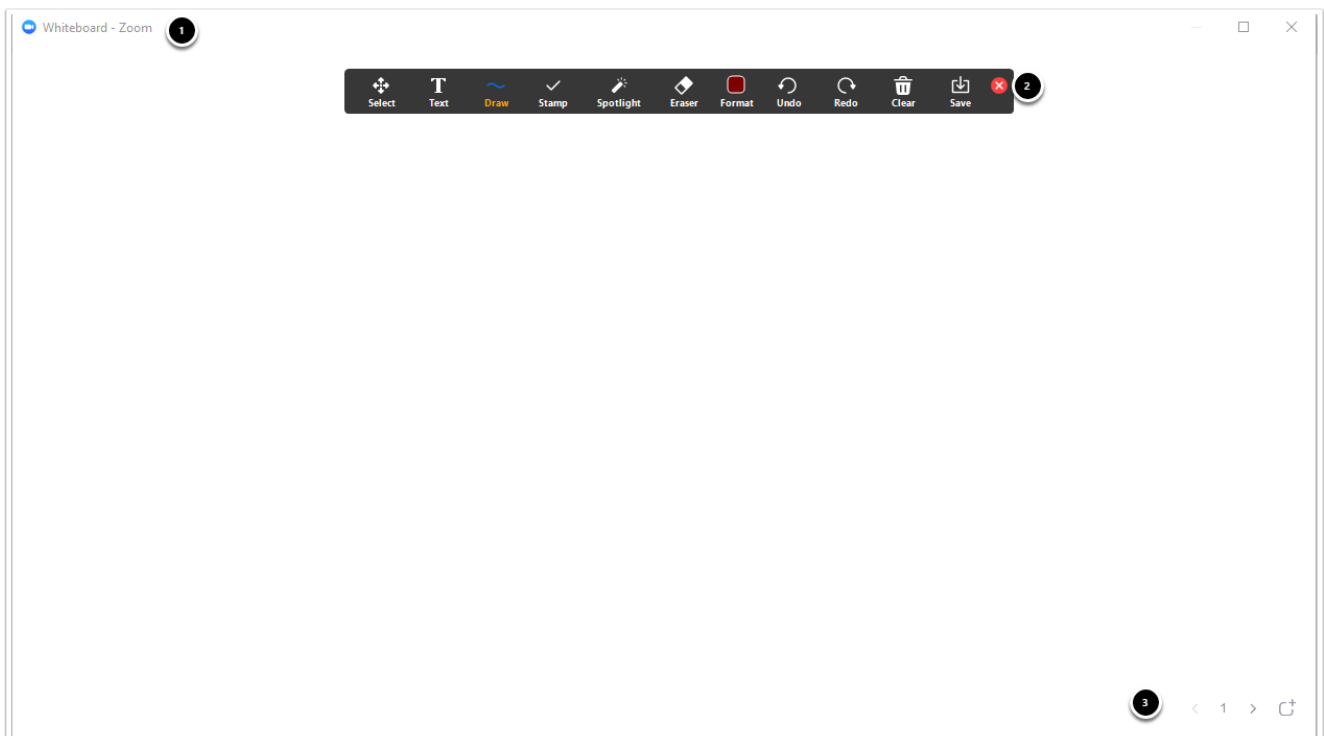
## Werkinstructies

- Click on the device where you have opened Zoom. The iPhone/iPad screen will now be shared in the meeting.

**i** If you use Zoom on a Mac, you will also be able to share an iPhone/iPad screen with a cable. This option does not exist for Windows.

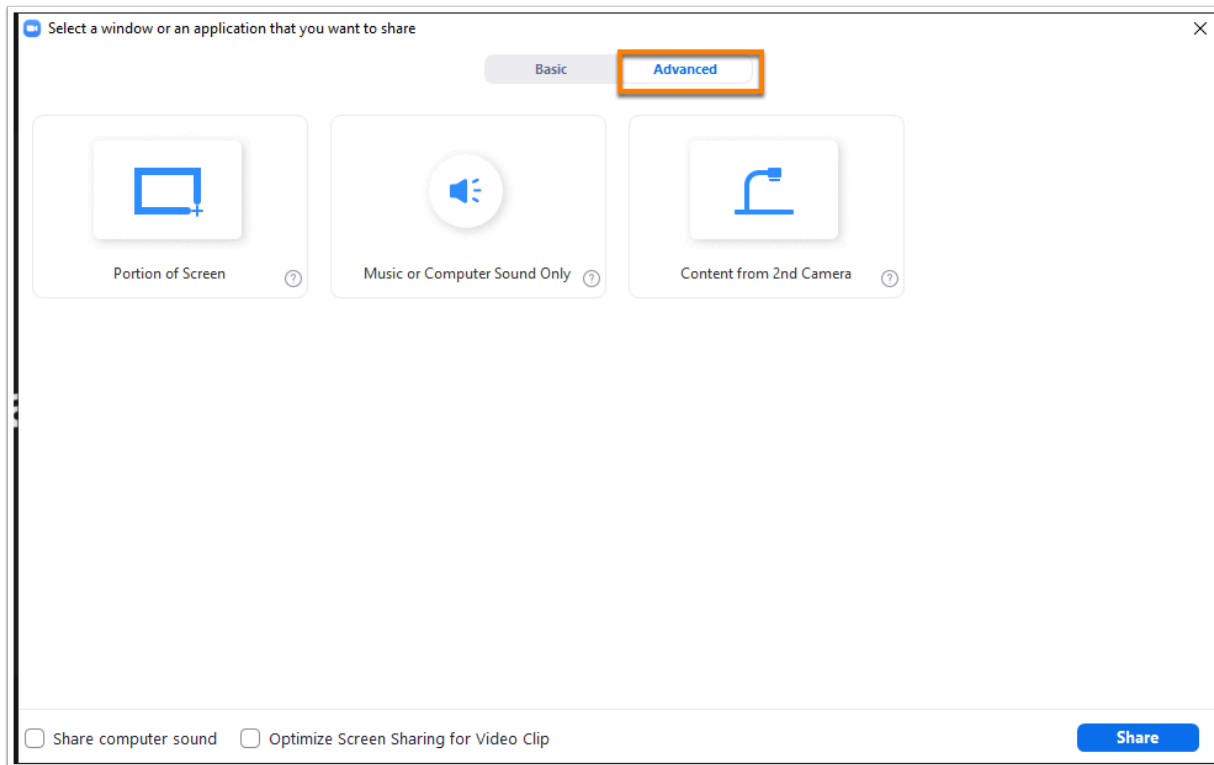
## Share whiteboard

- Click **Share Screen** and then click **Whiteboard**.



- A white screen will be opened, this is your **Whiteboard**.
- The annotation tools will be opened automatically. Read more about using annotations in the manual [How do I use annotations and the Whiteboard?](#)
- Create a new Whiteboard page and switch between the pages.

## Advanced settings



Below **Advanced** you will find other screenshare options.

- [Portion of Screen](#)
- **Music or Computer Sound Only:** Only share your computer audio.
- **Content from 2nd Camera:** Share a second camera that you have connected to the computer.

## Portion of Screen

Go to **Advanced** and click **Portion of screen**, then choose **Share**. A green frame will appear in your screen.

# Werkinstructies

Enter a keyword or topic to search

Search

Topics

Last Updated  
Jun 24, 2020  
Generate Article PDF  
Generate Manual PDF  
Print Article

Other Resources  
Werkinstructies en handleidingen  
What's new?  
Brightspace  
OSIRIS Docent - Begeleider  
OSIRIS Cursusinvolver  
TrainTool  
Circus  
Evalytics  
HSP  
Guides and instructions  
What's new?  
Brightspace  
OSIRIS Teacher - Advisor  
Evalytics  
Circus ENG

Docent - Teacher / Werkinstructies en handleidingen / ZOOM / Account aanvragen, sessie aanmaken / Hoe maak ik een

Hoe maak ik een account aan voor Zoom?

Je kunt zelf makkelijk een Zoom account aanmaken via [de site van Zoom](#). Door je aan te melden met je @ru.nl e-mailadres maak je automatisch gebruik van de RU-basislicentie. Je account voldoet dan aan de RU privacy- en securityvoorwaarden.

De Radboud Universiteit kent drie verschillende licenties:

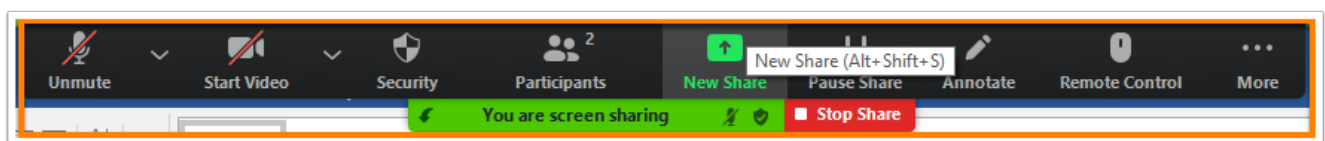
- Basis RU-licentie** – Voldoende voor gesprekken met een persoon (lengte onbeperkt) of gesprekken met maximaal 3 personen en een duur van 40 minuten.
- Aanvullende RU-licentie** – Alleen nodig voor de initiator van een meeting met meer dan 2 personen en/of langer dan 40 minuten. Een online overleg is met de aanvullende RU-licentie mogelijk tot maximaal 300 personen. Genodigden hebben geen aanvullende licentie nodig. Voor een aanvullende licentie kun je contact opnemen met [jouw aanvraagbevoegde](#).
- RU-licentie opnames maken** - Deze optie kan alleen als aanvulling op de 'aanvullende RU-licentie' en dient apart aangevraagd te worden via je aanvraagbevoegde. Vraag deze licentie alleen aan als jij en je leidinggevende het noodzakelijk vinden dat er opnames gemaakt worden. Je blijft altijd persoonlijk verantwoordelijk voor de opnames. Voor een aanvullende licentie kun je contact opnemen met [jouw aanvraagbevoegde](#).

Voor onderwijsgevers wordt de aanvullende RU-licentie geadviseerd. Zo kun je zonder tijdslimiet sessies plannen met groepen van maximaal 300 studenten. Voor een aanvullende licentie kun je contact opnemen met [jouw aanvraagbevoegde](#).

- Drag the frame to the part of the screen you want to share. Participants will only be able to see the content within this frame. If you share your screen with **Portion of Screen**, you - as the Host - will be able to move the green frame while screen sharing, or scroll down. The green frame will remain in the same position but the content within the frame changes.

## Share screen menu

When you share your screen you will see a menu at the top of your screen.



- **Mute/Unmute:** turn your own microphone on or off.
- **Start/Stop Video:** turn your own camera on or off.
- **Security:**
  - **Lock Meeting:** if you select this option, no one else will be able to participate in the meeting.
  - **Enable Waiting Room:** put new participants in the waiting room.
  - **Allow Participants to:**
    - **Share Screen:** participants can share their screen
    - **Chat:** participants can send messages in the chat

## Werkinstructies


- **Rename Themselves:** participants can share their visible name
- **Unmute Themselves:** participants can turn their own audio on and off. If this feature is turned off, the host is the only one who can unmute participants.
- **Remove Participant...:** remove participants.
- **Report...:** report participants to Zoom, for example if they are not invited or share inappropriate videos or screens.
- **Participants:** view and manage participants (when you are host).
- **New Share:** share a new screen, you can again choose which screen or what content you want to share.
- **Pause Share:** pause share. Participants will now see the screen you have shared, as screen sharer you are able to open different tabs, applications or documents without the participants seeing them.
- **Annotate/Whiteboard:**
- **Remote Control:** allow a participant to take control of the computer mouse.
- **More**
  - **Chat:** open the chat.
  - **Invite:** invite more participants. Please refer to the manual [How do I start and plan a session?](#)
  - **Record:**
  - **Allow/Disable participants annotation:** give or revoke permission for participants to make annotations.
  - **Show/Hide Names of Annotators:** show or hide the names of participants when they make screen annotations.
  - **Share computer sound:** share the sounds of the computer with the participants.
  - **Optimize Share for Full-screen Video Clip:** turn on full screen when you want to share a video.
  - **End:** end the meeting.

## Werkinstructies

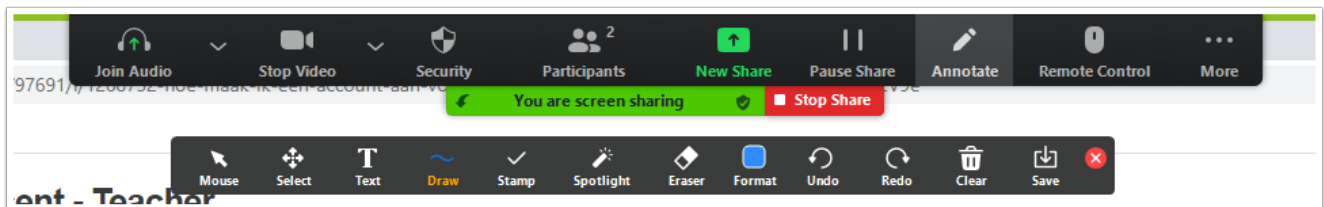
# How do I use annotations and the whiteboard? | Zoom

During a session you can share your own screen or let participants share theirs. When a screen is shared, you can add annotations to this screen. This can be done on either a shared screen or a Whiteboard. *In the example below the Zoom Desktop Client is used.*

Read more about sharing your screen during a meeting in the manual [How do I share my screen?](#)

 Annotation on a shared screen and sharing of a Whiteboard is only possible with the **Zoom Desktop Client** and not via the browser.


## Annotation tools



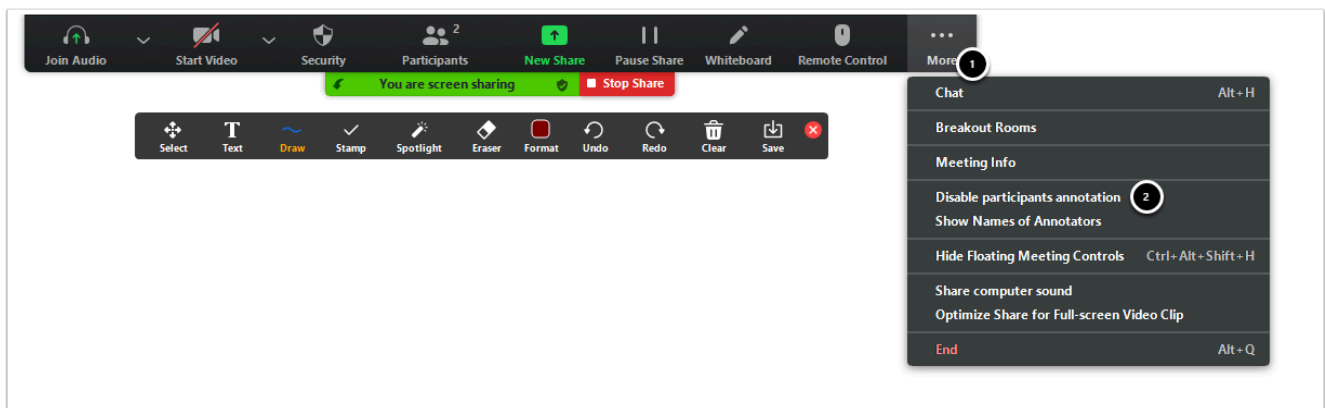
1. Click **Annotate** in the menu on top of your screen.
2. The bar with annotation tools will now appear.
  - **Mouse**: deactivate the annotation tools and show the cursor.
  - **Select**: select annotations and move or remove them.
  - **Text**: add text.
  - **Draw**: draw lines, arrows and shapes.
  - **Stamp**: add stickers such as a cross or a question mark.
  - **Spotlight/Arrow**: change your cursor into a **Spotlight** to highlight certain aspects for the other participants. Change your cursor into an **Arrow** to point out certain annotations.
  - **Eraser**: remove previous annotations.
  - **Format**: change the size, colour and font of the annotation tool.
  - **Undo**: undo your last annotation.

## Werkinstructies

- **Redo:** redo the last annotation you have undone.
- **Clear:** remove all annotations.
- **Save:** save all annotations on the screen by making a screenshot.

 Select and Save are only possible for the participant who shares the screen.

## Set up participant annotations

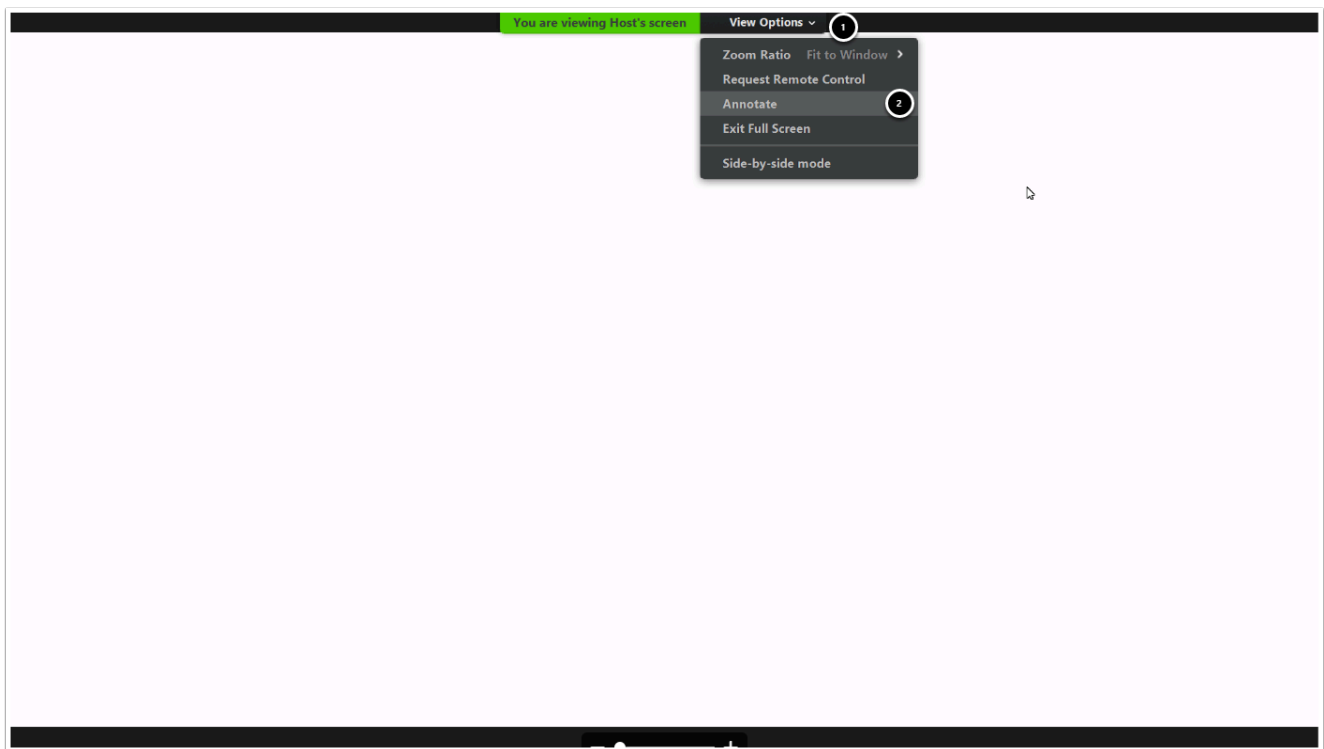


1. Click **More** in the menu bar on top of your screen.
2. Click **Enable/Disable participant annotation** to enable or disable participants to add annotations.

## Annotating on some else's shared screen

When someone else in the meeting shares their screen or whiteboard, other participants can add annotations to this screen if the feature is turned on.

# Werkinstructies



1. Click **View Options**.
2. Click **Annotate**.

The annotations menu will now appear.



## Werkinstructies

# How do I use and manage breakout rooms? | Zoom

If you create **breakout rooms** you can divide your meeting into different, smaller sessions. Participants can use these sessions to make a group assignment or discuss.

[Create breakout rooms](#)

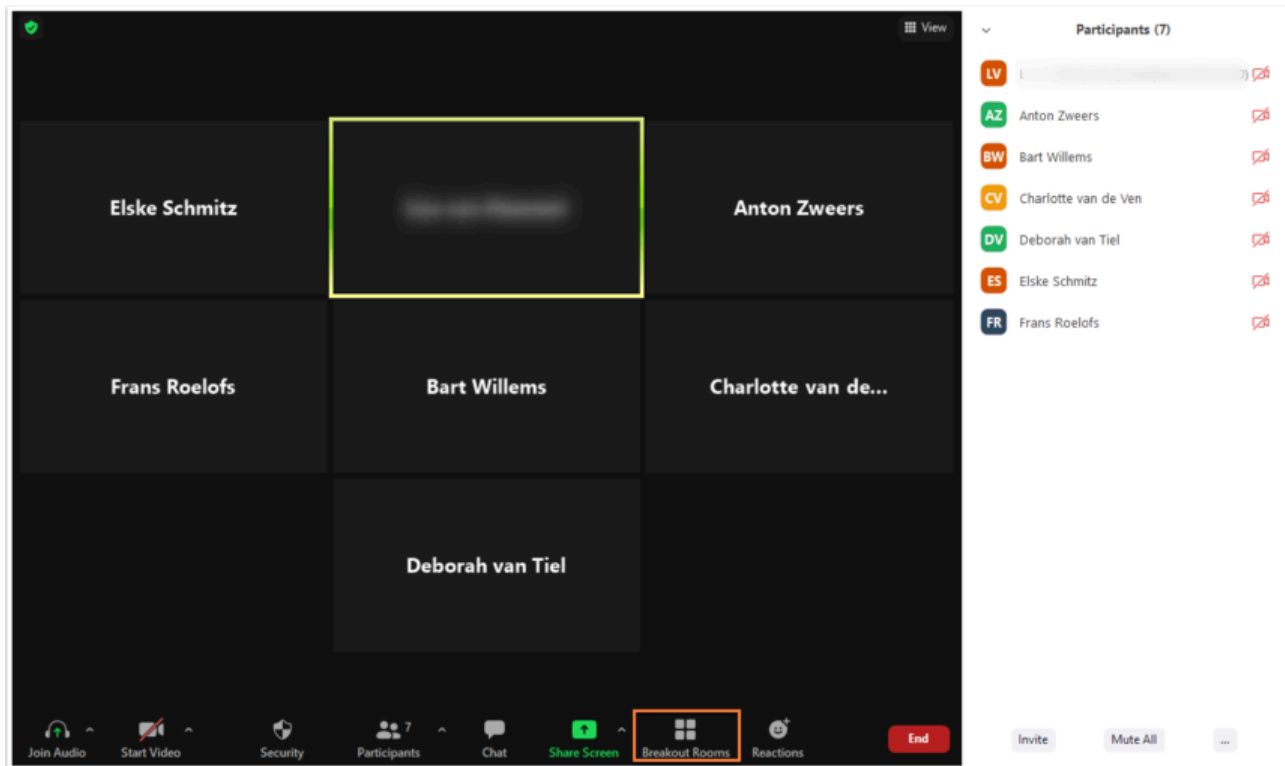
[Working with breakout rooms](#)

## Create breakout rooms

**i** The maximum number of breakout rooms is 50. Each breakout room can contain 200 participants at most.

# Werkinstructies


## During a session



- Click **Breakout Rooms**.

## Werkinstructies

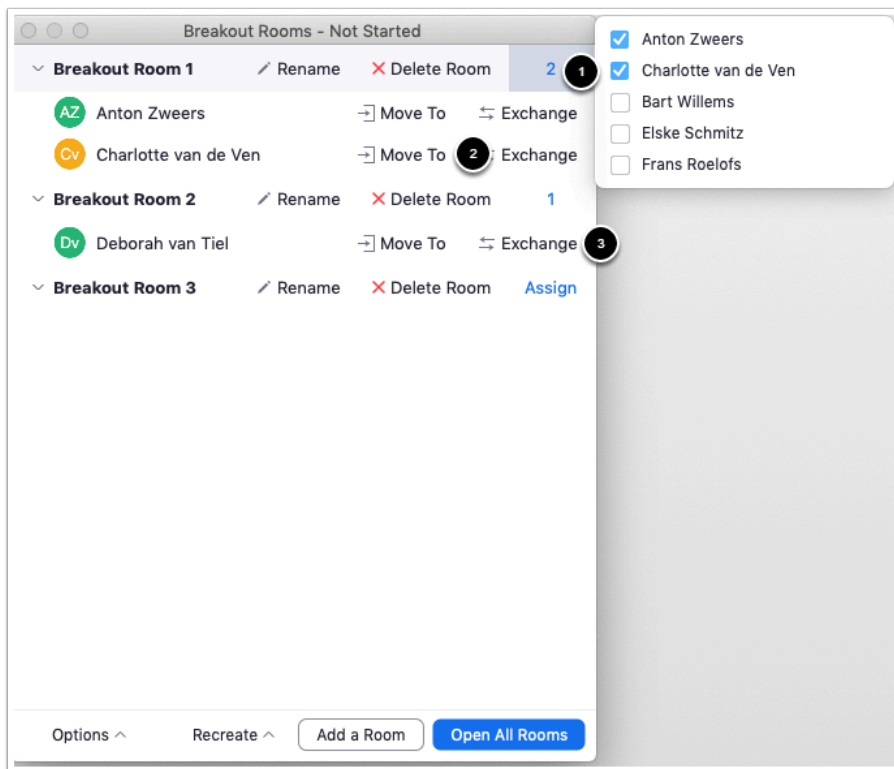
1. Choose the number of breakout rooms you want to create.
2. Choose whether you want to assign participants automatically, manually, or let them choose their own breakout room.
3. Click **Create Breakout Room**. The rooms will be created but not yet started.

 If you choose **Let participants choose room** then only the students who use the desktop client and have version 5.3.0 or higher can choose a room. The other students still need to be manually added to a room by the lecturer.

### Divide the participants manually

If you have chosen **Manually** when you created the breakout rooms, you can assign participants to breakout rooms yourself. It will look like this:

# Werkinstructies

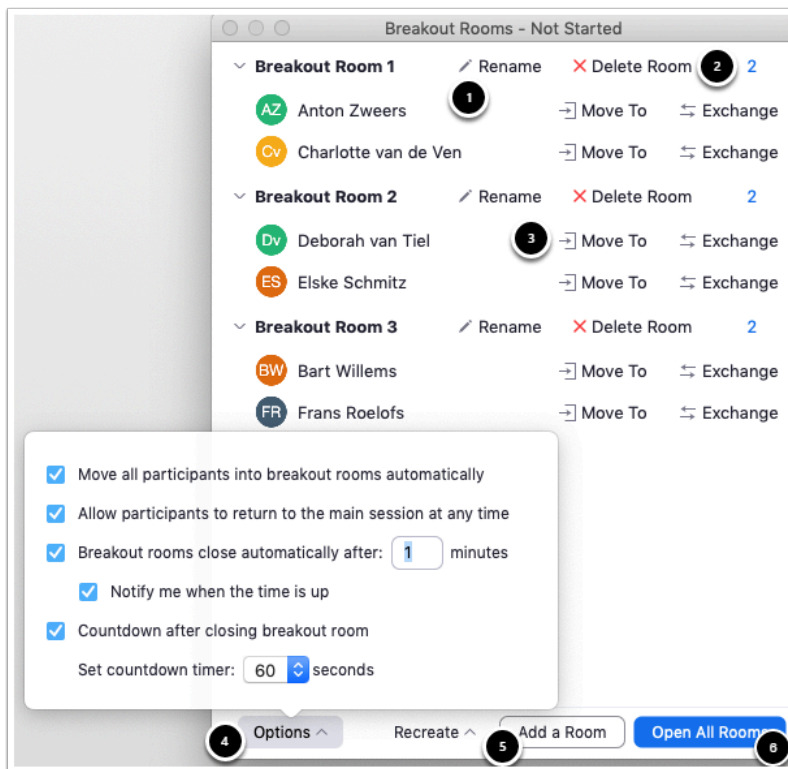


1. Click **Assign** or click the number behind the breakout room (if you have already assigned people) and select the names of the participants you want to put in the breakout room.
2. Click **Move to** to move a participant to a different breakout room.
3. Click **Exchange** to swiftly swap two participants.

## Options for breakout rooms

After creating the breakout rooms you can click **Options** for additional settings.

# Werkinstructies



1. Change the name of the breakout room.
2. Remove the breakout room.
3. Move participants to another breakout room.
4. Click **Options**:
  - **Move all participants into breakout rooms automatically:** Select this option to move the participants to the breakout rooms automatically. When this feature is turned off the participants first have to click **Join** to participate in the breakout room.
  - **Allow participants to return to the main session at any time:** Participants can choose to leave the breakout room and return to the main session. If this option is not selected, the host can control when the participants return to the main session.
  - **Breakout rooms close automatically after X minutes:** Set up a time for the breakout room. They will be ended automatically once the predetermined time as passed.
    - **Notify me when the time is up:** As host you will receive a notification when the time is about to pass; you can then opt to continue the breakout rooms for an undetermined amount of time.
  - **Countdown after closing breakout room:** Select this option to show the participants how much time they have left in the breakout room before they will be moved to the main session.
5. Click **Add a Room** to add a breakout room.

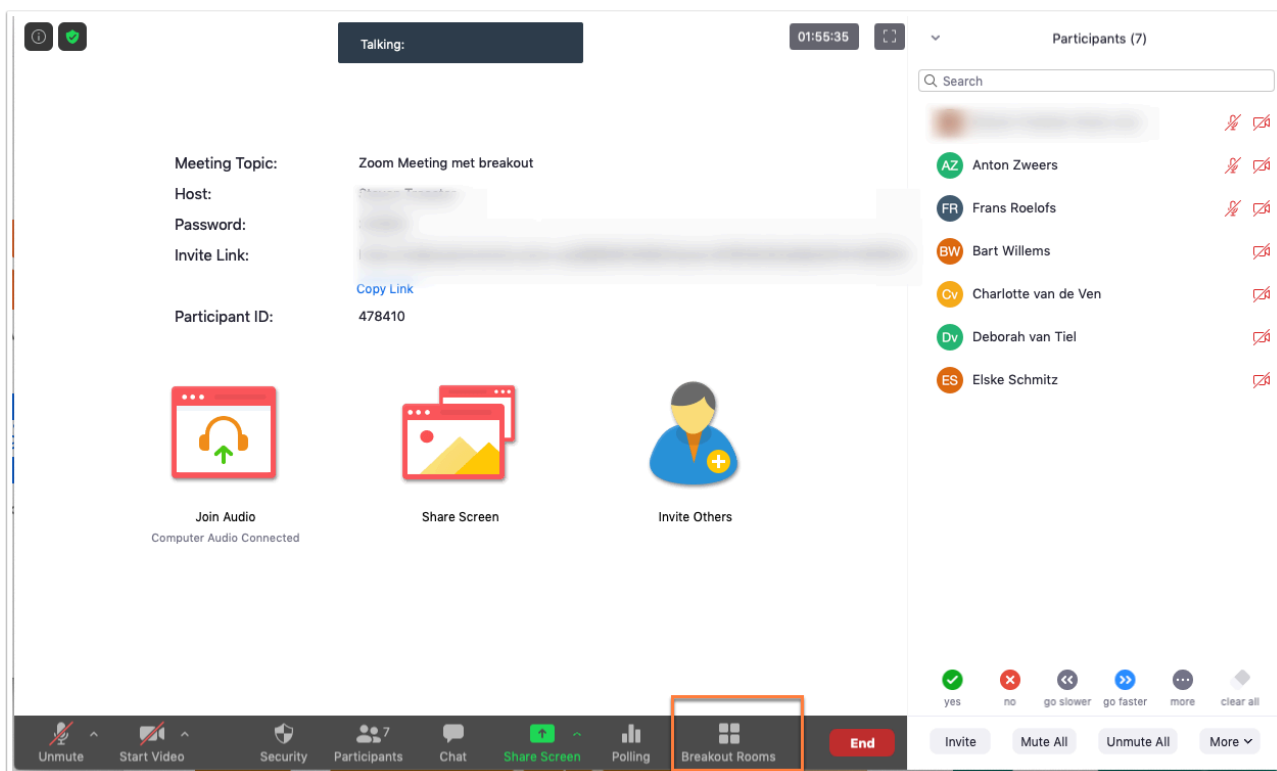
## Werkinstructies

- Click **Open All Rooms** to start the breakout rooms. All participants will be moved to their breakout rooms, the host will remain in the main session.

**i** The setup of the breakout rooms will be saved during the session. If a series of sessions is planned, then the setup of the breakout rooms will not be saved for the next session in the series. A setup can be saved if the participants are divided beforehand.

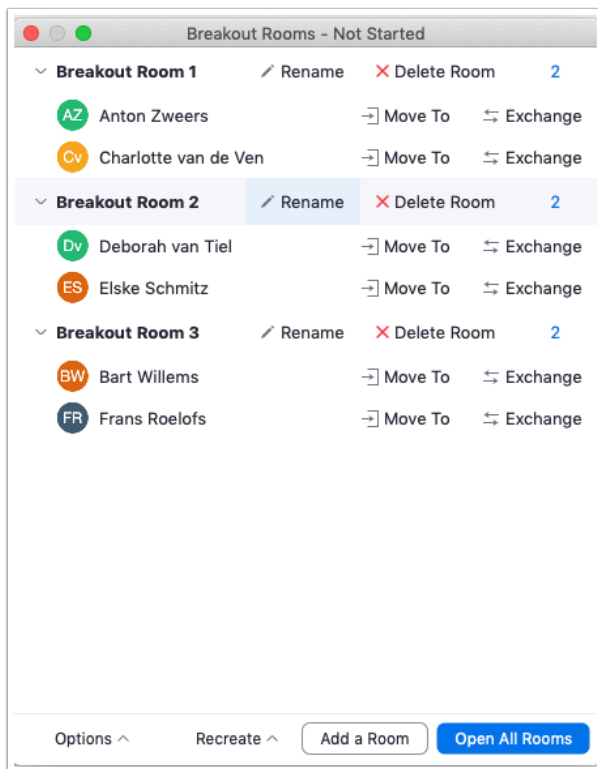
## Working with breakout rooms

### Move the participants to the breakout rooms



- Click **Breakout Rooms** (if you are sharing your screen: click **More...** on the top of your screen and then click **Breakout Rooms**.)


# Werkinstructies



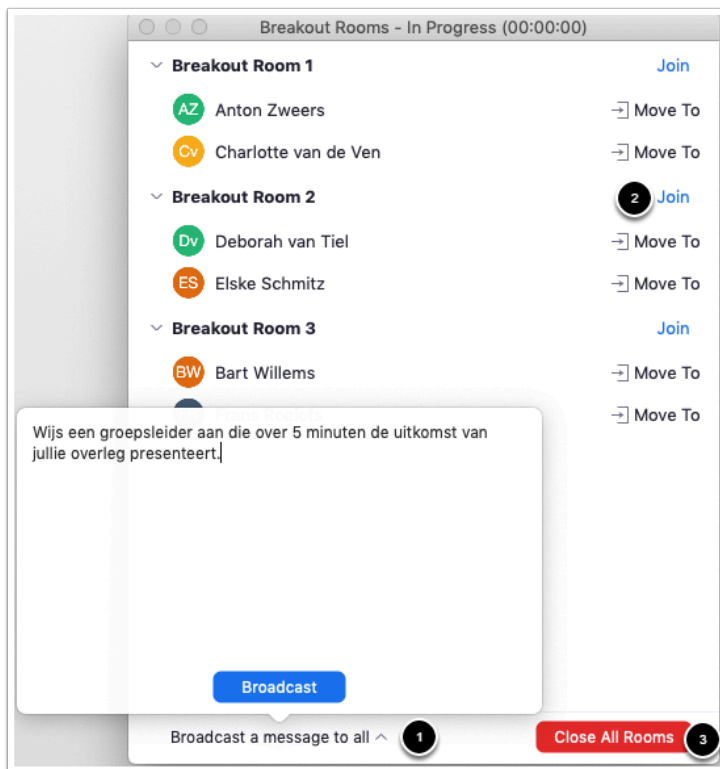
- Click **Open All Rooms**. The participants will now be moved to their own breakout room.

## Manage breakout rooms

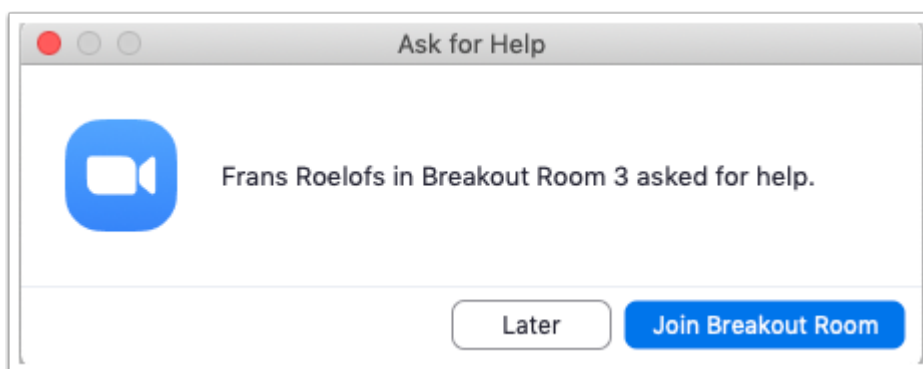
As host you have the possibility to manually participate in a breakout room. You can also chat with participants from the main session.

 Once the participants are in the breakout room, they are no longer able to see the main session's [chat](#).

# Werkinstructies



1. Click **Broadcast a message to all** to send a message to all breakout rooms.
2. Click **Join** to participate in a breakout room as the host.
3. Click **Close All Rooms** to close all breakout rooms manually. The participants will then return to the main session.



Participants who are in a breakout room might also contact the host to ask for help. As host you then have two options: either you click **Join Breakout Room** to participate in the breakout room, or you ignore the request by clicking **Later**. The student will then receive a notification.



# How do I use the chat, reactions and polls? | Zoom

During a meeting there are different ways to communicate without using your microphone. For example, you can chat, raise your hand or have participants respond to a poll.

[Use the chat](#)

[Use the chat while screen sharing](#)

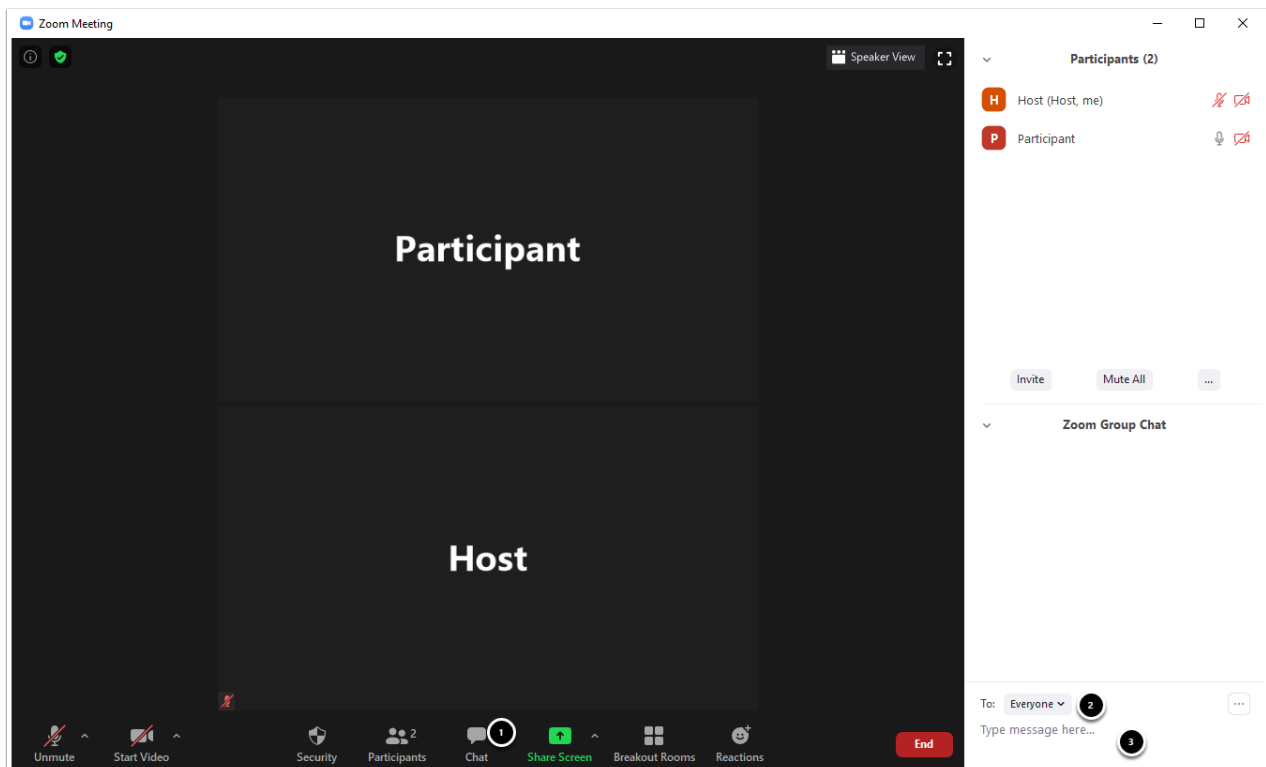
[Set up who can use the chat](#)

[Raise your hand in a meeting](#)

[Give reactions](#)

[Use a poll](#)

## Use the chat

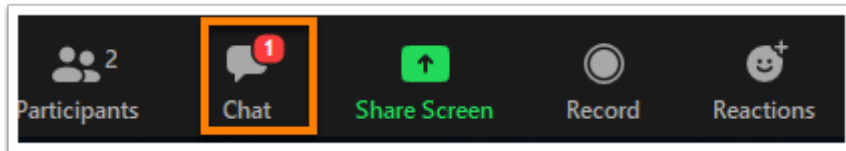


1. Click **Chat**.

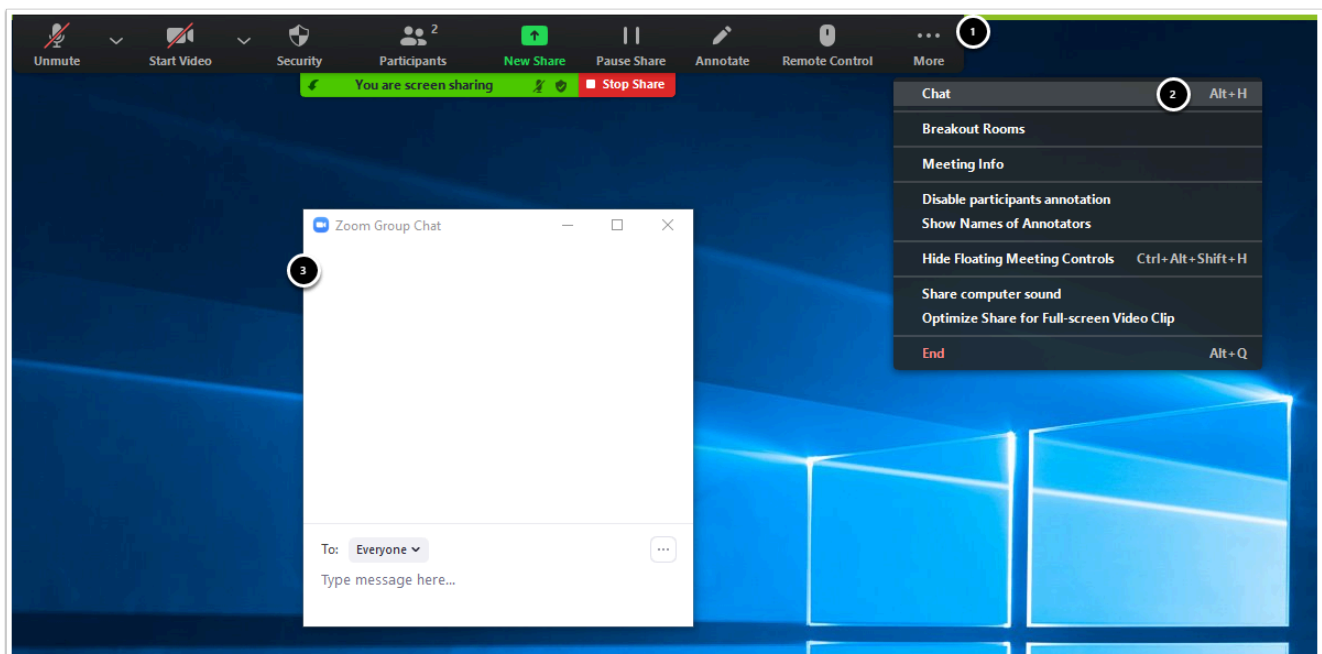
## Werkinstructies

2. Choose who you want to send the message to. This can either be all participants or an individual participant.
3. Type your message.

Participants will now see an icon indicating there is a new message at the bottom of their screen.



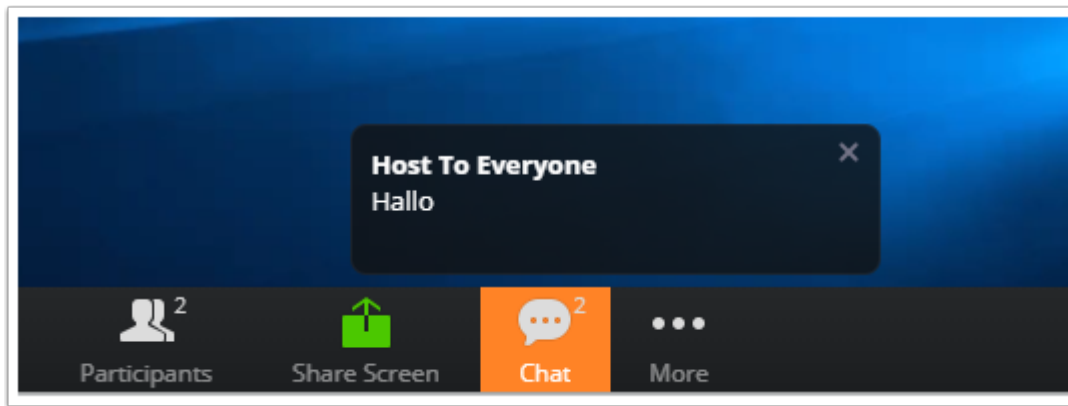
## Use the chat while screen sharing



1. Click **More** at the top of the menu.
2. Click **Chat**.
3. A new window will open where you can chat while sharing your screen.

This is what it will look like for participants:

# Werkinstructies



## Setting up who can use the chat

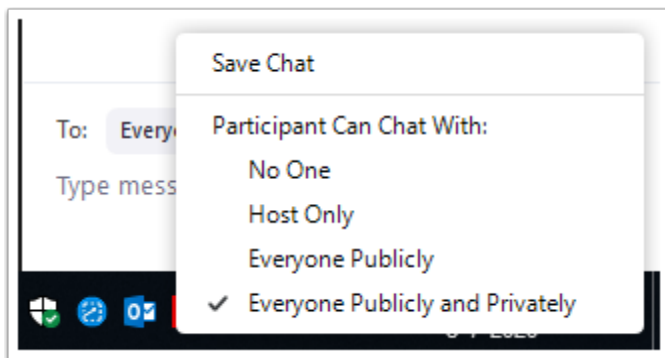
As host you can choose whether participants can send messages in the chat, and to whom.

- Open the chat window.



- Click on the three dot icon in the message window.

# Werkinstructies

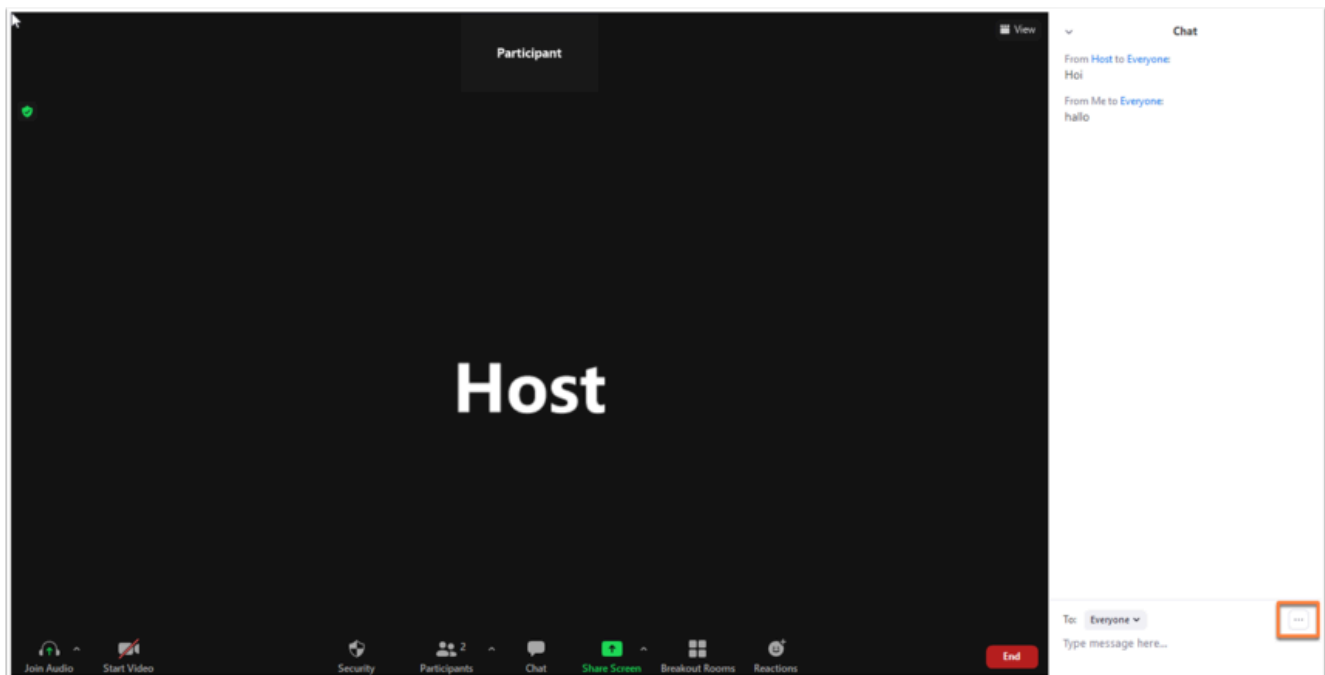


- **Allow attendees to chat with:** determine who the participants can chat with. *In this example it says **Participant Can Chat With** because there is only one participant.*
  - **No One:** participants cannot send messages.
  - **Host Only:** The host is the only one who can send messages to everyone. Participants can send private messages to the host.
  - **Everyone publicly:** Participants can send messages to all participants. Participants can also send private messages to the host.
  - **Everyone publicly and privately:** Participants can send messages to all participants. Participants can also send private messages to the host and other individual participants.

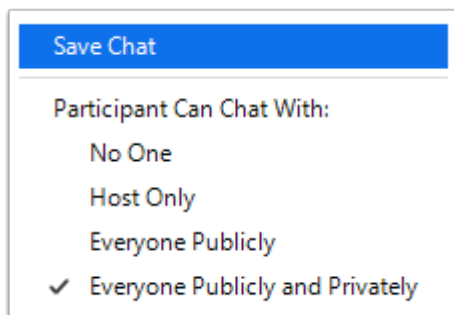
## Save chat

You can give students the option to save the chat. If you want to turn this feature off, you can do so on the Zoom website.

# Werkinstructies



- Click the three-dot icon at the bottom of the chat.



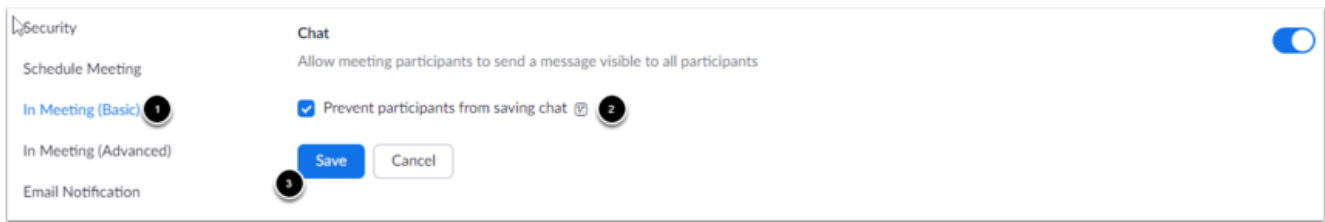
- Click **Save Chat** in the menu that appears.

A new folder will now be created in your computer's **Document folder**. Saved chats will be saved here.

## Turn off save chat

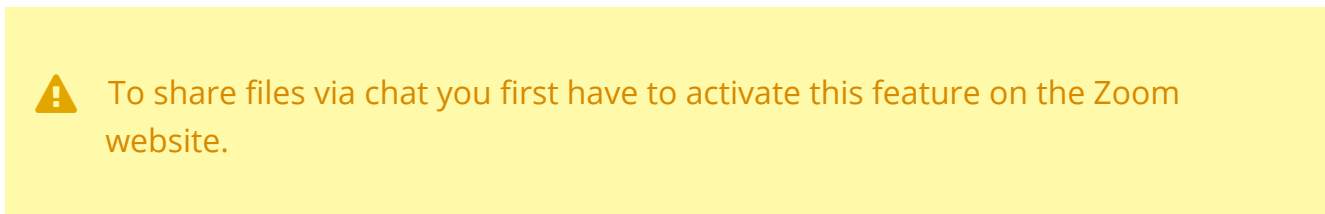
Navigate to <https://zoom.us/profile/setting>

# Werkinstructies

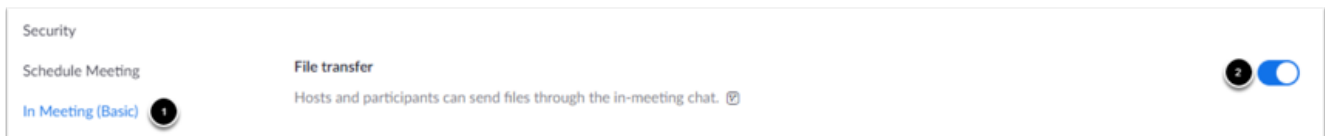


1. Navigate to the tab **In Meeting (Basic)**.
2. Select **Prevent participants from saving chat**.
3. Click **Save**.

## Share files via Chat

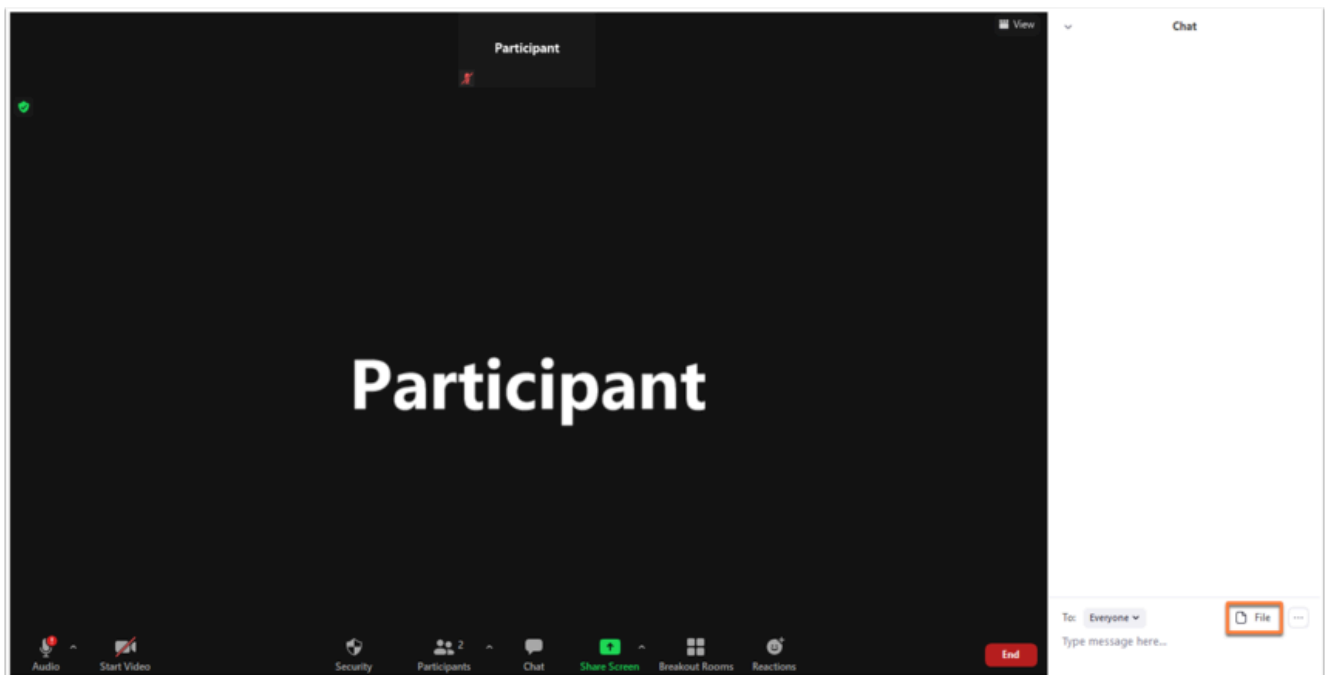


- Navigate to <https://zoom.us/profile/setting>




1. Go to the tab **In Meeting (Basic)**.
2. By clicking the dot icon behind **File Transfer** you turn on the feature that allows the host and participants to share files via the chat.

# Werkinstructies




- By clicking **File** you can now share the files from your computer in the chat.
- Zoom will now open your computer's file folder.

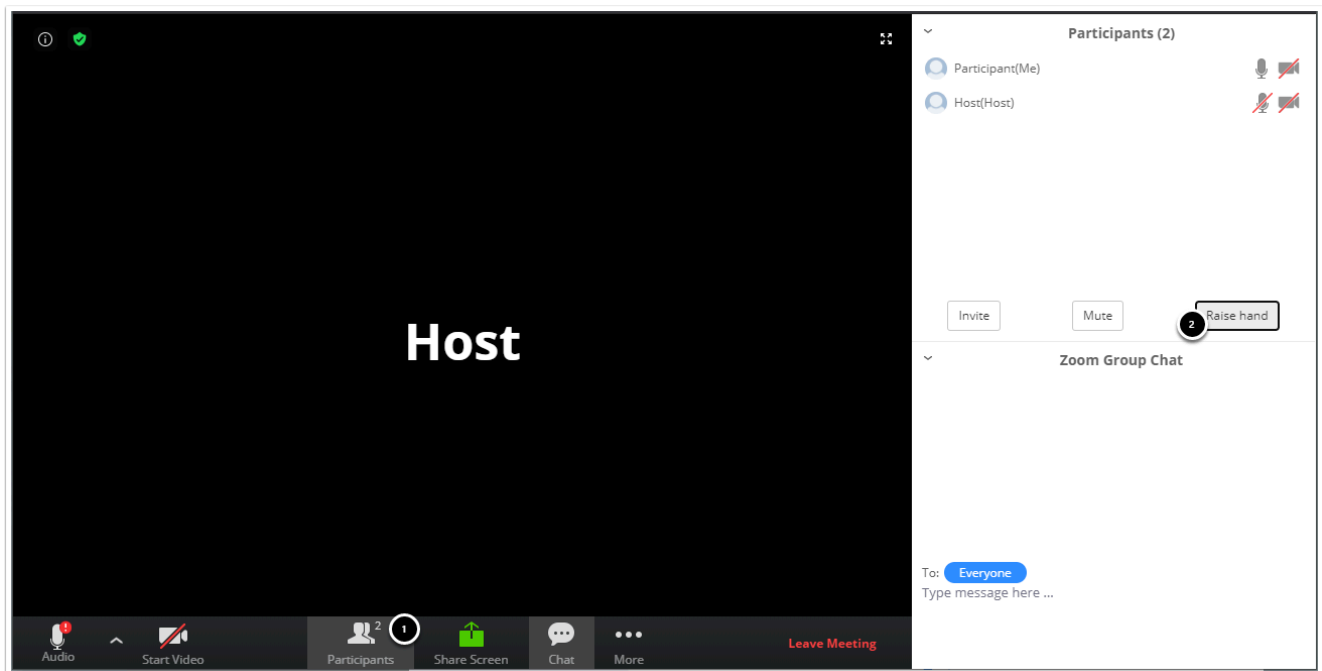
 The maximum file size supported is 512MB.

## Raise your hand in a meeting

Participants can raise a virtual hand in meetings. This way that can show they want to ask the host a question.

 As host you might want to explain what people can use **raise hand** for when the meeting starts. *For example to ask whether the host can unmute the participant, so they can speak.*

# Werkinstructies



As participant:

1. Click **Participants**.
2. Click **Raise hand**.



You can also use a shortcut to raise or lower your hand:

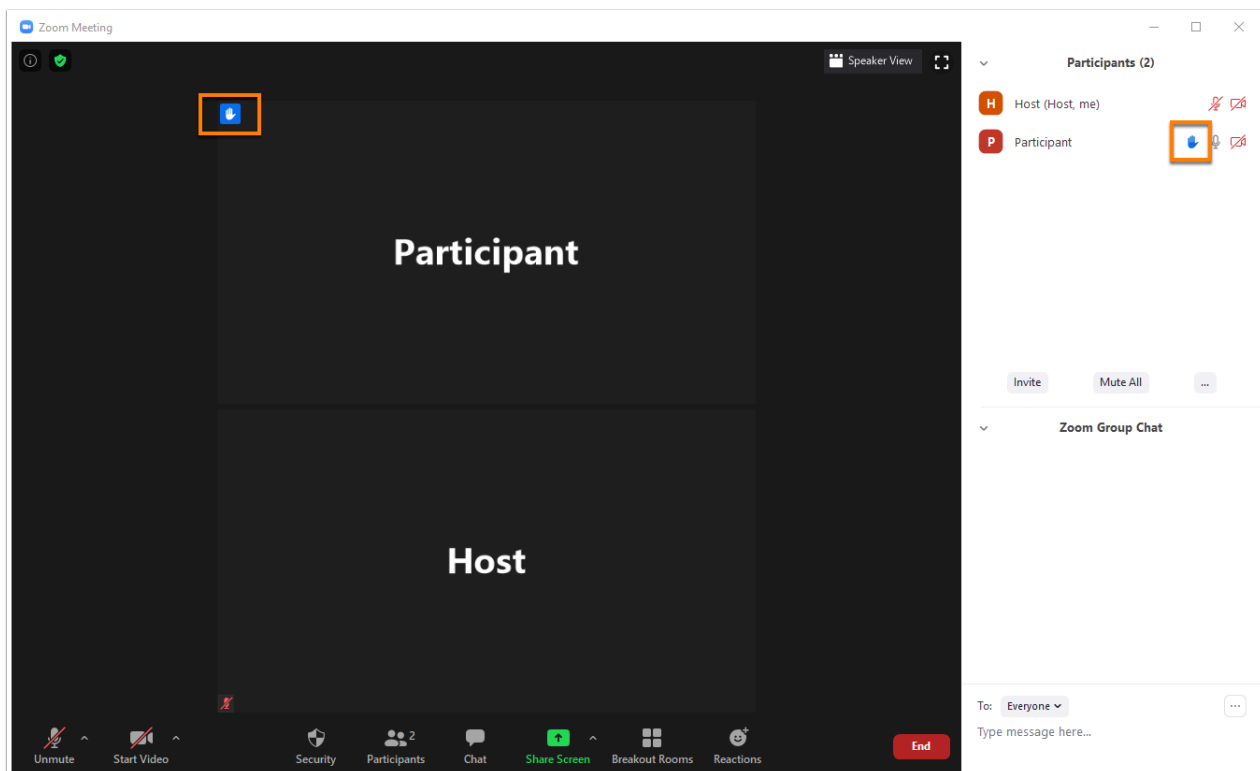
Windows: Alt+Y

Mac: Option+Y

There will be two spots where the host sees that the participant raises their hand. The host can then let the participant speak:



# Werkinstructies

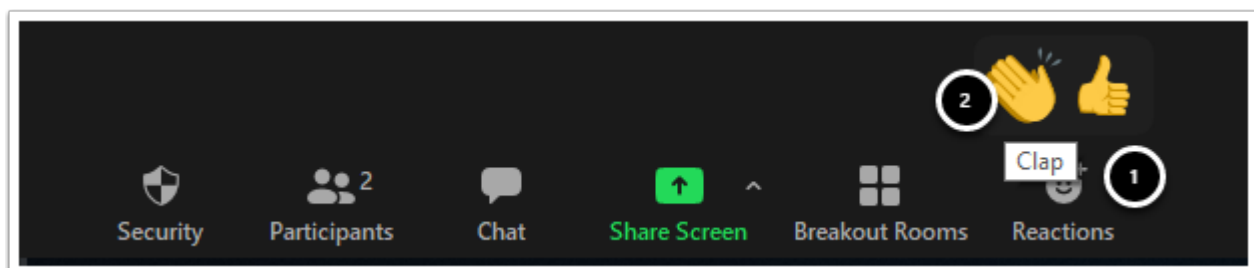


## Give reactions

During a meeting participants or the host can use the feature **Reactions** to give a quick reaction without speaking.

**⚠ Reactions** can only be used in the desktop client version of Zoom.

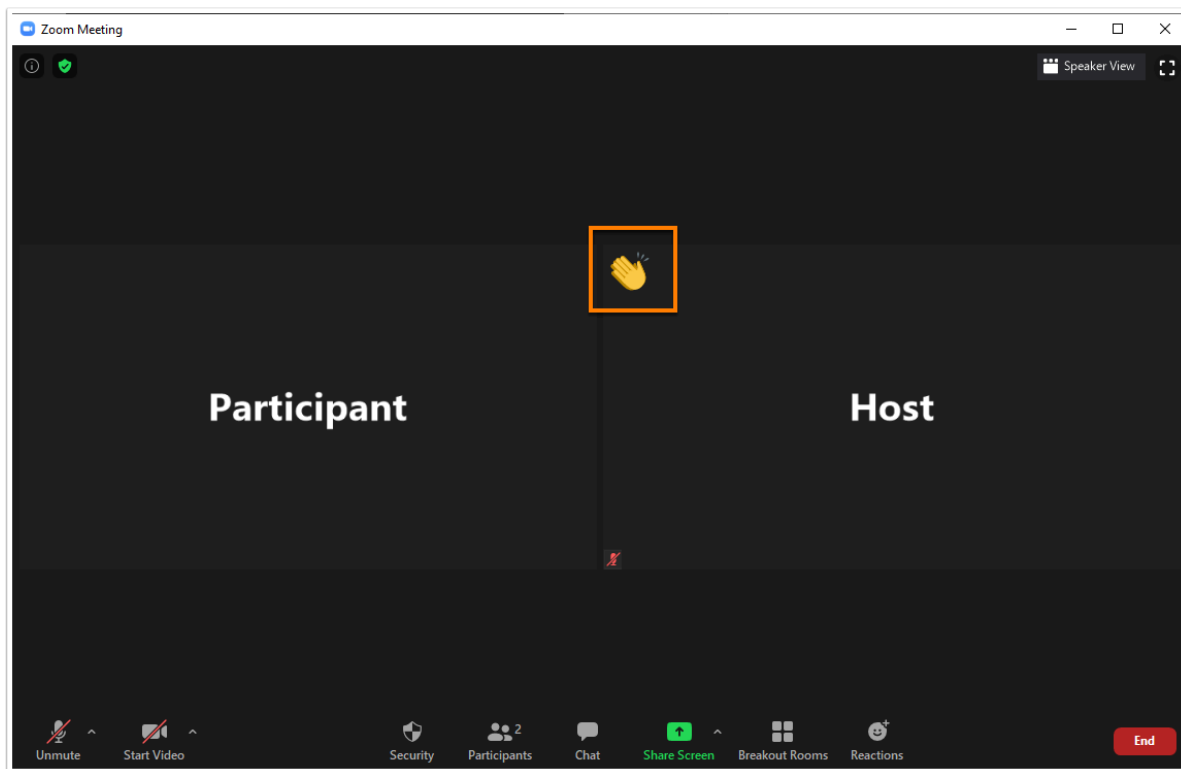
You will find the **Reactions** feature in the Zoom menu bar:



1. Click **Reactions**.
2. Choose your reaction: you can choose between **Clap** or **Thumbs up**.

The reaction will remain on screen for five seconds:

# Werkinstructies



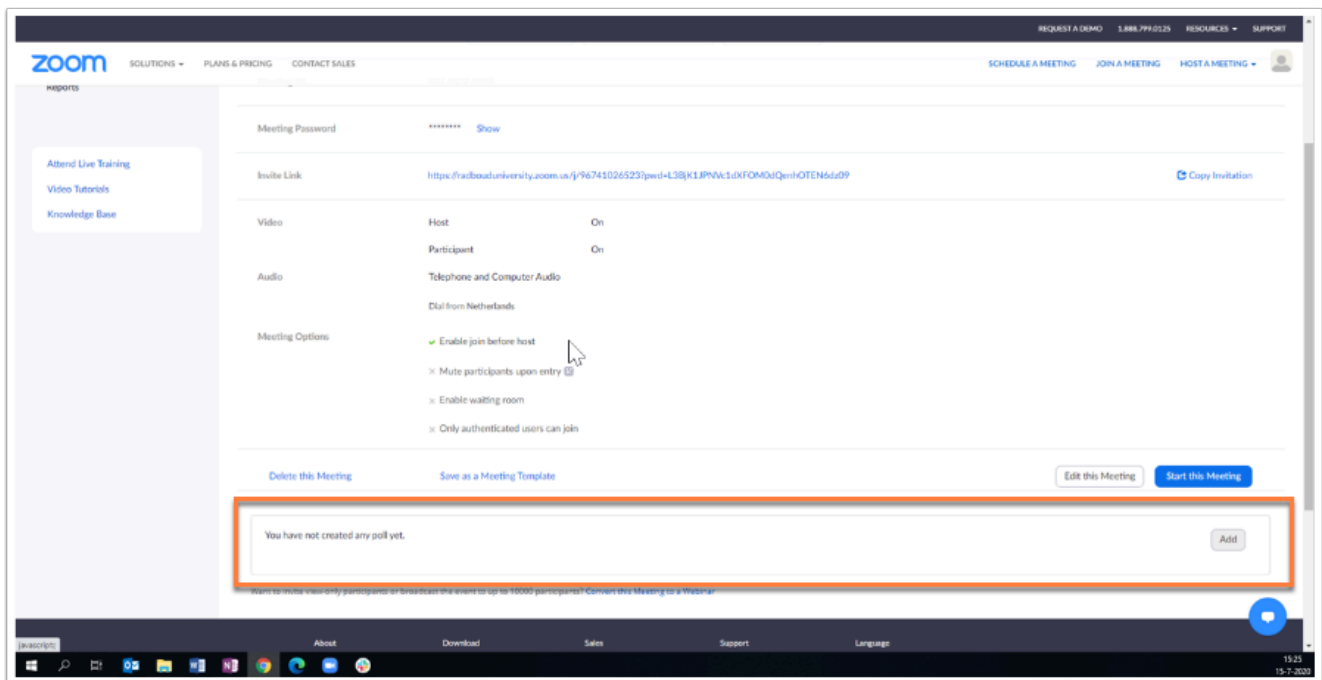
## Use a poll

When you create a meeting you can choose to add a poll to your session. This way you can quickly provide a question of statement to your students during a session.

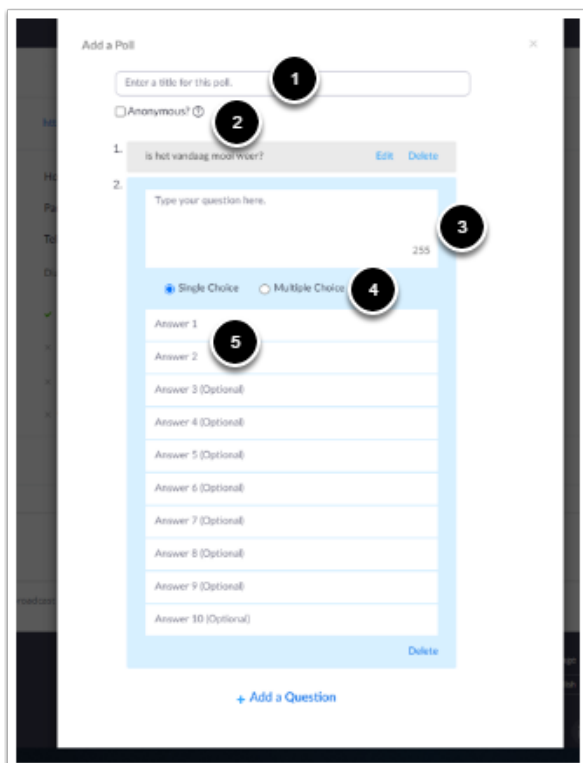
❗ Only students who are joining with the Zoom Desktop Client can respond to polls and see the shared results.

Use the browser to navigate to the **Meetings** tab and then go to the planned meeting.

# Werkinstructies



Click **Add** behind **You have not created any poll yet** at the bottom of the page.

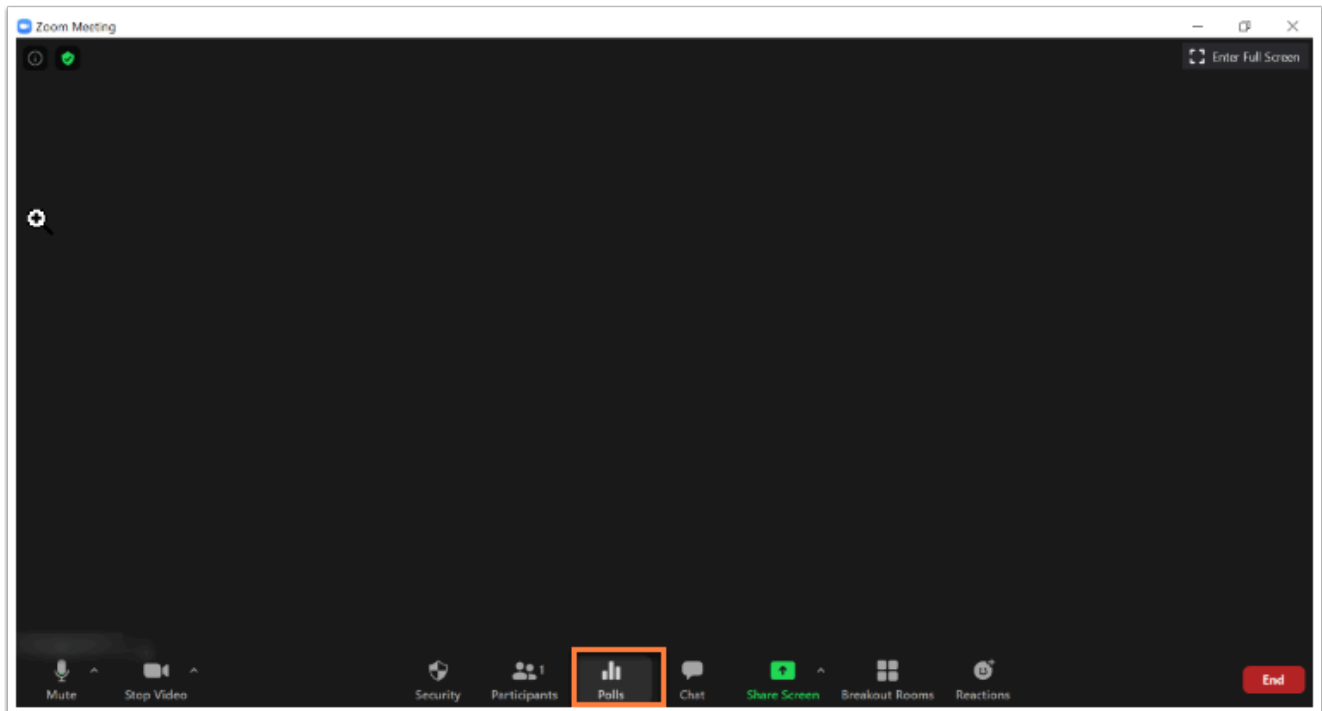


1. Name the poll.
2. Choose whether participants are allowed to answer anonymously.
3. Type the question you want to ask your participants.

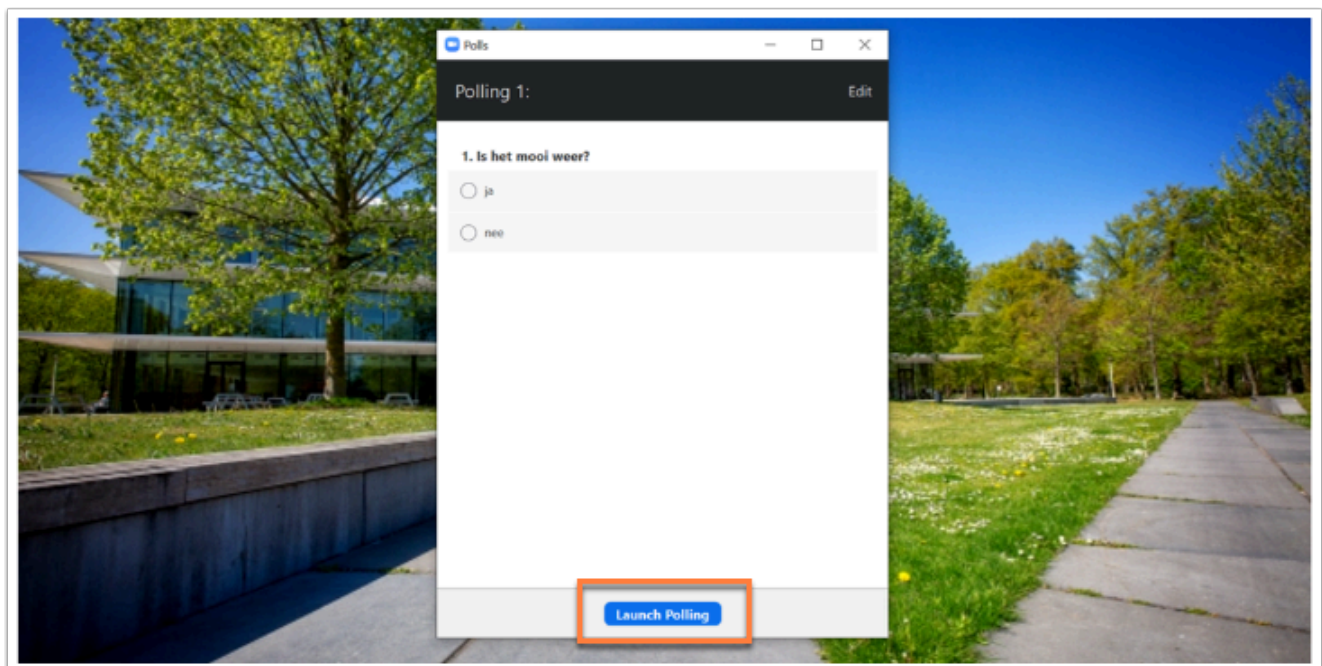
## Werkinstructies

4. Select whether there are multiple right answers (**Multiple Choice**) or just one (**Single Choice**).
5. Enter the questions the students can choose from.

Next, you start the session. Please read the manual [How do I start and plan a session?](#) for more information.



- Click **Polls**.

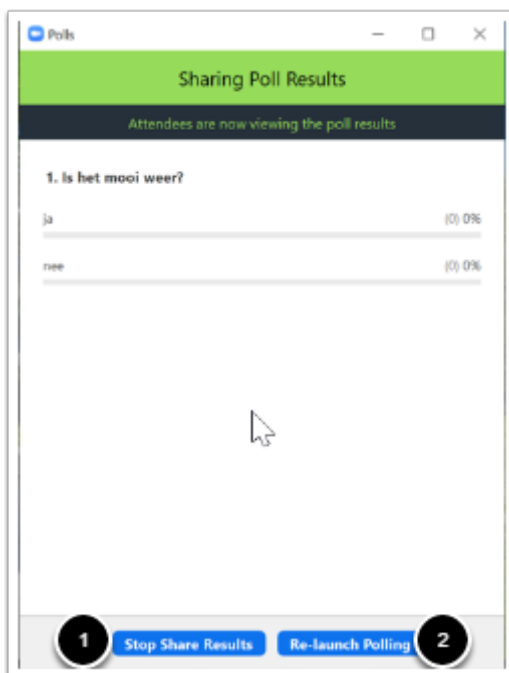


## Werkinstructies

- Select the question you want to ask and click **Launch Polling**. The participants will now see the poll on their screen.



- As host you will be able to see how the participants respond. Click **End Polling** to close the poll for the participants, they can no longer react.



1. Click **Share/Stop Share Results** to share the results of the poll with the participants or to stop sharing.

## Werkinstructies

2. Click **Re-launch Polling** to ask the question again; the previously given answers will disappear and participants can answer the question again.

# Webex Events

## Werkinstructies

# How do I create a Webex account? | Webex

You can request a Webex account at the [ICT Helpdesk](#) of the ISC. You can use it to log in to the Webex website of the Radboud University: <https://ru.webex.com>.

Webex Events is suitable for presentations for large groups (up to 1000 participants). If you want to use a video tool where the participants are visible on screen, you can use breakout rooms and you have a group smaller than 300 participants, then we recommend using [Zoom](#). If you have a group smaller than 150 participants and want to create a simple video session within Brightspace, then we recommend using [Virtual Classroom](#).

## Download Webex Events

To present a webinar with Events you will need the accompanying software. You can download it from the Webex website.

- Log in on the RU Webex website [ru.webex.com](https://ru.webex.com).
- Click on the **Webex Events** tab.
- Go to **Support** at the bottom left and click **Downloads**.
- Click **Webex Events**.
- Choose the right operating system (Mac or Windows) and click **Download**.
- Open the downloaded installer and follow the instruction to install the application.

**i** It is not necessary to install the software if you want to follow a webinar. You can also open the event in the browser. If you want to present you do need the software.

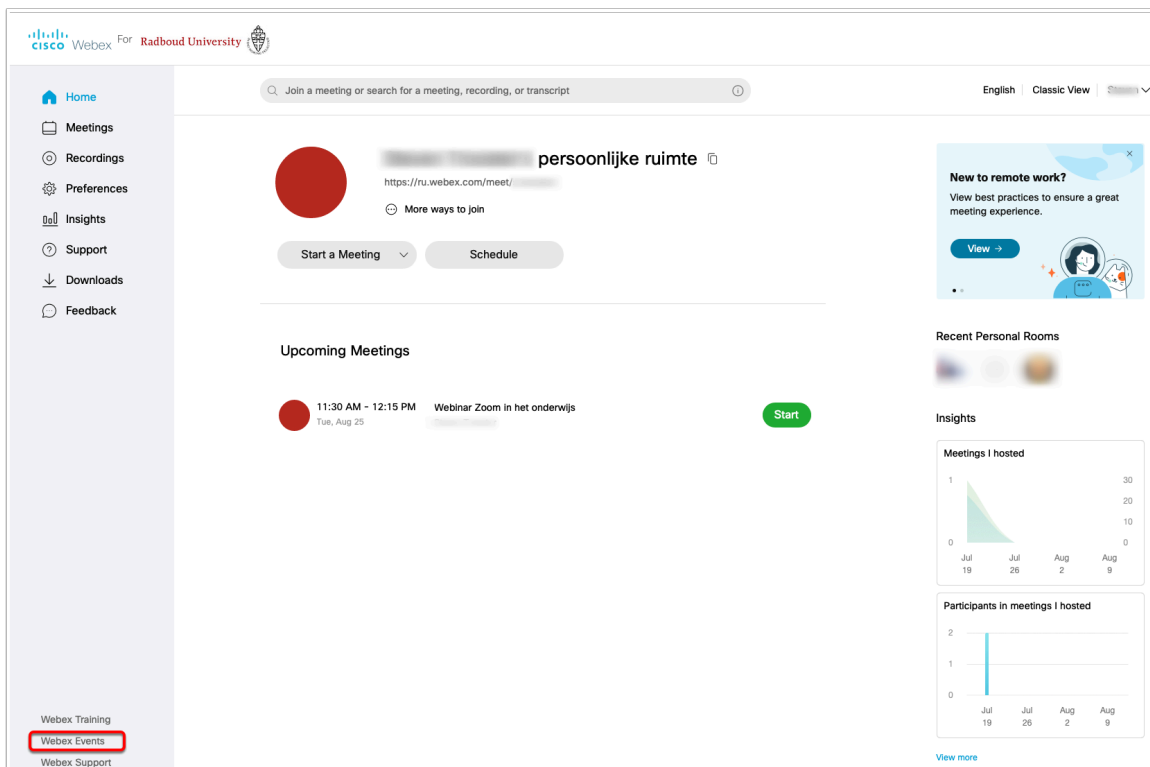


## Werkinstructies

# How do I plan a session? | Webex

[Create a series \(Program\)](#)[Plan an event](#)[Add guest speakers and panelist](#)

A session for a Webex Event can be planned in the browser. Navigate to <https://ru.webex.com> and log in using your RU Webex-account.

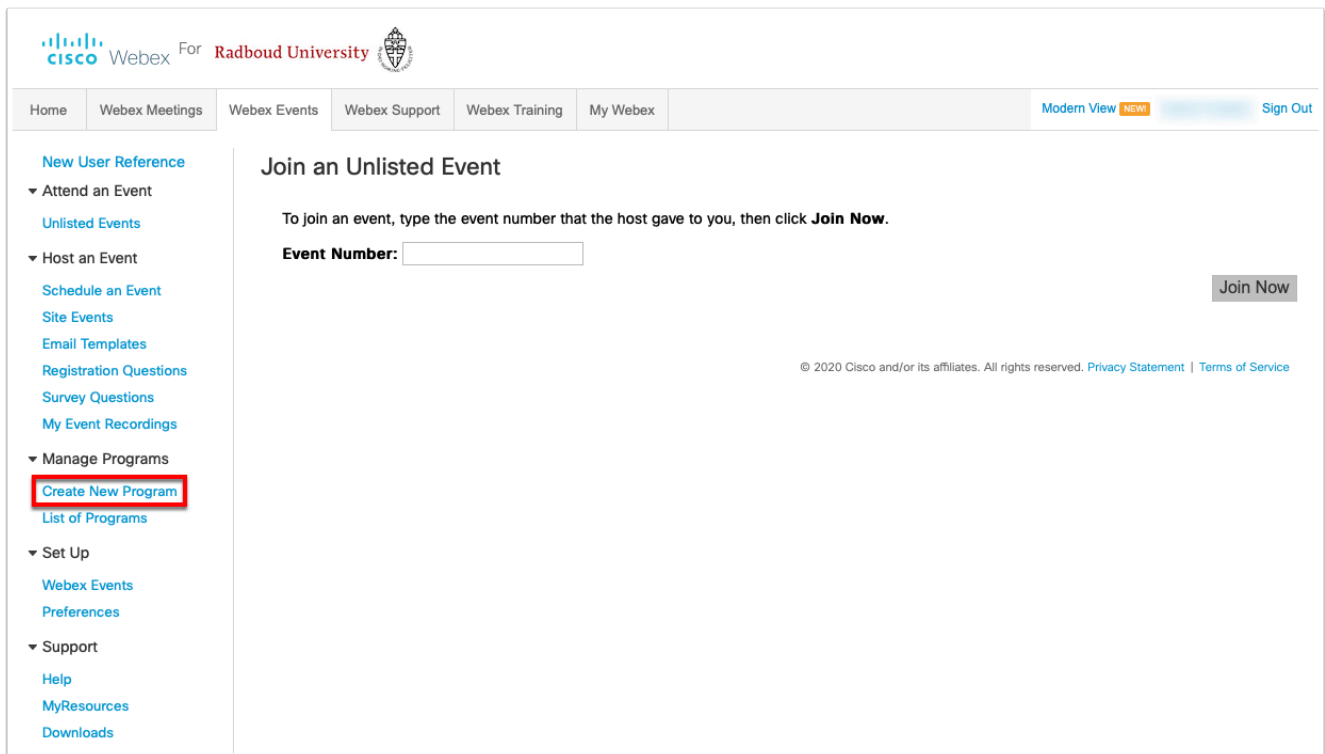


- Click **Webex Events**.

## Create a series (Program)

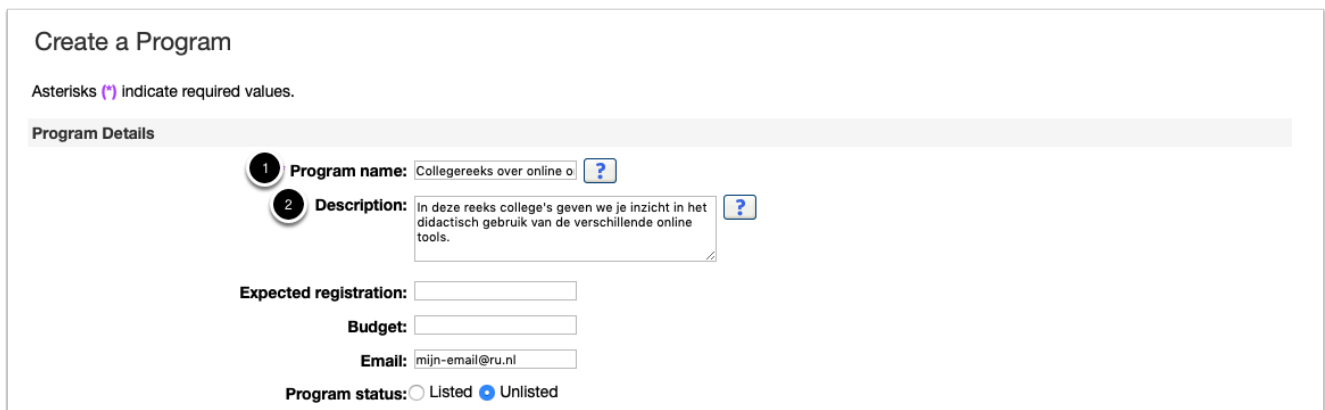
If you are going to present a series of webinars for the same class it is advised to first create a collection (**Program**) to which you can then add your events.

# Werkinstructies



The screenshot shows the Cisco Webex For Radboud University interface. The left sidebar contains a navigation menu with the following items: New User Reference, Attend an Event, Unlisted Events, Host an Event, Schedule an Event, Site Events, Email Templates, Registration Questions, Survey Questions, My Event Recordings, Manage Programs, **Create New Program** (highlighted with a red box), List of Programs, Set Up, Webex Events, Preferences, Support, Help, MyResources, and Downloads. The main content area is titled 'Join an Unlisted Event' and contains the text: 'To join an event, type the event number that the host gave to you, then click **Join Now**.' Below this is a form labeled 'Event Number:' with a text input field and a 'Join Now' button. At the bottom right, there is a copyright notice: '© 2020 Cisco and/or its affiliates. All rights reserved. [Privacy Statement](#) | [Terms of Service](#)'.

- Click **Create New Program**.



The screenshot shows the 'Create a Program' form. At the top, it says 'Create a Program' and 'Asterisks (\*) indicate required values.' Below this is a section titled 'Program Details' with the following fields:
 

- Program name:** Collegereeks over online o (with a question mark icon)
- Description:** In deze reeks college's geven we je inzicht in het didactisch gebruik van de verschillende online tools. (with a question mark icon)
- Expected registration:** (empty text field)
- Budget:** (empty text field)
- Email:** mijn-email@ru.nl (text field)
- Program status:** ☐ Listed ☒ Unlisted

1. Name your program.
2. Add a short description of the series.

# Werkinstructies

### Customize Program Web Page

**Images:** These images may be referenced in the custom HTML area on the Program Web page using standard HTML tags (e.g. `<img src = "image1.gif">`). Ensure to upload all images (up to five). If you need to update the images, upload all images again. Any previously uploaded images are overwritten.

Click **Browse** to select an image on your computer. Image requirements: GIF or JPG format, approximately 75 x 38 pixels, and less than 100 KB.

1

Image 1:

Image 2:

Image 3:

Image 4:

Image 5:

**Custom HTML Area:** The uploaded images can be referenced using `<img src = "/program/4181697/images/[image file name]">`.

?

Custom HTML Area:

2

1. If desired, you can add a small image.
2. Click **Create a Program** to save the program.

### Manage Programs

New program

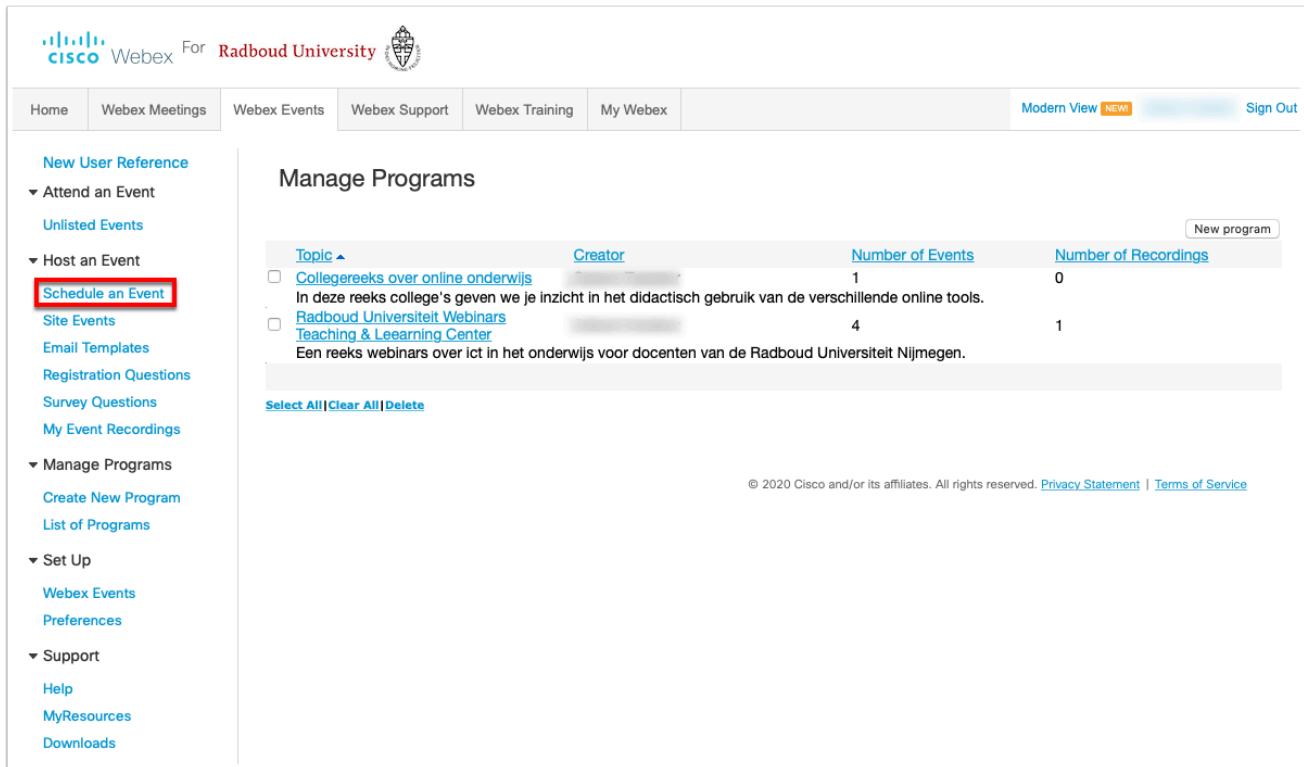
Topic ▲	Creator	Number of Events	Number of Recordings
<input type="checkbox"/> <a href="#">Collegereeks over online onderwijs</a> In deze reeks college's geven we je inzicht in het didactisch gebruik van de verschillende online tools.		0	0
<input type="checkbox"/> <a href="#">Radboud Universiteit Webinars Teaching &amp; Learning Center</a> Een reeks webinars over ict in het onderwijs voor docenten van de Radboud Universiteit Nijmegen.		4	1

[Select All](#) | [Clear All](#) | [Delete](#)

In the overview you will find the program you just created. Click on the titel to change the program.

# Werkinstructies

## Plan an event

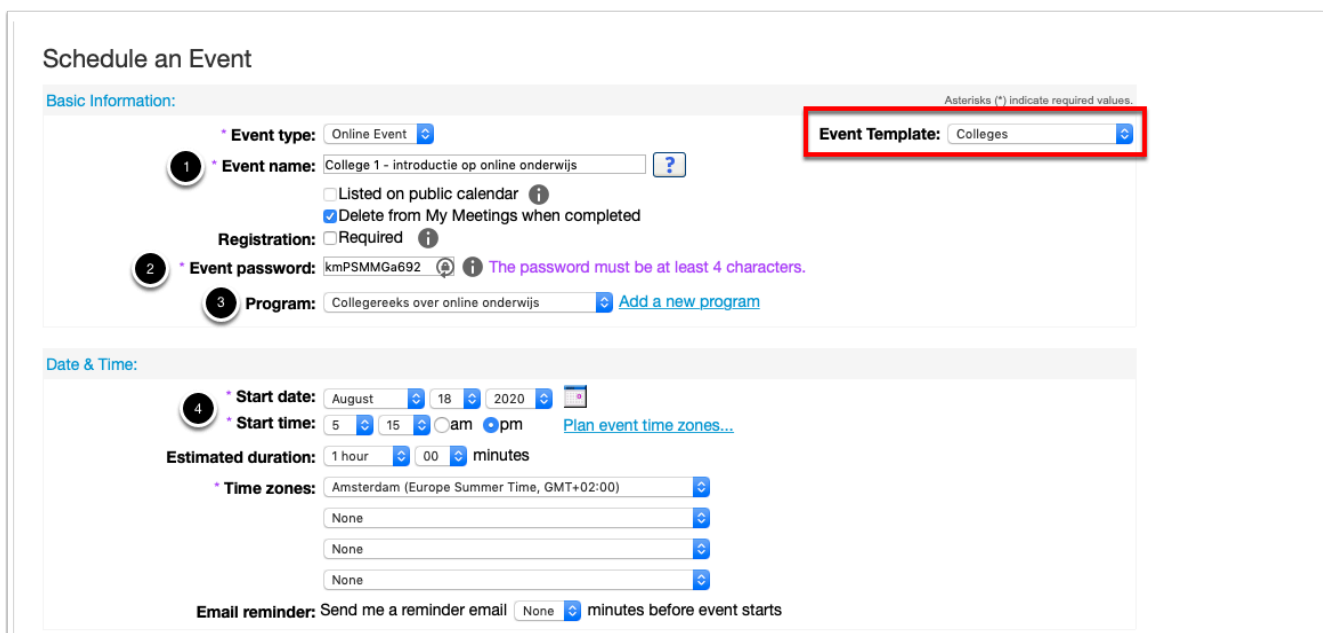


The screenshot shows the Cisco Webex For Radboud University interface. The left sidebar contains a navigation menu with the following items: New User Reference, Attend an Event, Unlisted Events, Host an Event, Schedule an Event (highlighted with a red box), Site Events, Email Templates, Registration Questions, Survey Questions, My Event Recordings, Manage Programs, Create New Program, List of Programs, Set Up, Webex Events, Preferences, Support, Help, MyResources, and Downloads. The main content area is titled 'Manage Programs' and displays a table with the following data:

Topic	Creator	Number of Events	Number of Recordings
<input type="checkbox"/> Collegereeks over online onderwijs		1	0
In deze reeks college's geven we je inzicht in het didactisch gebruik van de verschillende online tools.			
<input type="checkbox"/> Radboud Universiteit Webinars Teaching & Learning Center		4	1
Een reeks webinars over ICT in het onderwijs voor docenten van de Radboud Universiteit Nijmegen.			

Below the table, there are links: [Select All](#) | [Clear All](#) | [Delete](#). At the bottom right, there is a 'New program' button and a copyright notice: © 2020 Cisco and/or its affiliates. All rights reserved. [Privacy Statement](#) | [Terms of Service](#).

- Click **Schedule an Event**.



The screenshot shows the 'Schedule an Event' form. The form is divided into two main sections: 'Basic Information' and 'Date & Time'. In the 'Basic Information' section, the 'Event type' is set to 'Online Event'. The 'Event name' is 'College 1 - introductie op online onderwijs'. The 'Registration' section has 'Delete from My Meetings when completed' checked. The 'Event password' is 'kmPSMMGa692'. The 'Program' is 'Collegereeks over online onderwijs'. In the 'Date & Time' section, the 'Start date' is 'August 18, 2020'. The 'Start time' is '5:15 pm'. The 'Estimated duration' is '1 hour 00 minutes'. The 'Time zones' are set to 'Amsterdam (Europe Summer Time, GMT+02:00)'. The 'Event Template' dropdown is highlighted with a red box and set to 'Colleges'. The 'Email reminder' is set to 'Send me a reminder email'.

1. Name the event.

## Werkinstructies

2. For safety reasons, every event has a password.
3. Select the program this event belongs to.
4. Enter a start date and time.



You can save the settings for an event as a template. When creating a new event you can select the desired template and thus most settings will be filled out for you.

**Event Description & Options:**

- 1 **Description:**  [?](#)
- 2 **Host image:** [Upload](#) a picture about the event description  
**Event material:** [Upload](#) event material for attendees to download before event starts  
**Other UCF options:** ☐ Do not allow attendees to share rich media files in this event  
☒ Request attendees to verify rich media players
- 3 **Who can view the attendee list:** ☐ All participants  
☒ Only the host, presenter, and panelists  
**Video:** ☒ Turn on video  
**Post-event survey:** [Select survey](#)  
☐ Do not display survey to attendees  
☐ Display survey in pop-up window  
☐ Display survey in main browser window (instead of destination URL)  
**Destination URL after event:**

1. Add a short description of the event.
2. If desired, add an image and a photo of the presenter.
3. Select who gets to see the participant list.

## Add guest speakers and panelist

**Presenters & Panelists:**

- 1 **Panelists:** [Create invitation list](#)  
[View invitation list](#)  
**Panelists info:**  [?](#)  
☒ Allow panelists to upload documents associated with the event.
- 2 **Panelist password:**  (recommended)  
**Confirm password:**

1. If you have guest speakers, you can add them to the event via **Create invitation list**.
2. Add a password for the guest speakers.

# Werkinstructies

## Create Panelist Invitation List

You can select contacts from an existing address book, import a Comma or Tab Delimited file (file contains non-ASCII characters, use a Unicode file delimited either by commas or tabs) or add new contacts. Note that the number of invitation emails cannot exceed 10000.

Select Contacts... Import Contacts...

### Panelists to Invite

Name	Email address	Phone number	Language	Time Zone	Locale
No contacts selected.					

OK Cancel

### New Panelist

1

Full name:  (required)

Email address:  (required)

Country/Region:

Number (with area/city code):

Phone number:

Time Zone:  Amsterdam (Europe Summer Time, GMT+02:00)

Language:  English

Locale:  U.S.

☐ Add new panelist in my address book

2

☐ Invite as alternate host

3

Add to Invitation List

1. Add a name or email address for the guest speaker or panelist.
2. Add whether the invitee is a presenter (**alternate host**).
3. Click **Add to Invitation List**.

You can add multiple people as a presenter or panelist.

# Werkinstructies

## Create Panelist Invitation List

You can select contacts from an existing address book, import a Comma or Tab Delimited file (file contains non-ASCII characters, use a Unicode file delimited either by commas or tabs) or add new contacts. Note that the number of invitation emails cannot exceed 10000.

Select Contacts... Import Contacts...

### Panelists to Invite

1	Name	Email address	Phone number	Language	Time Zone	Locale
<input checked="" type="checkbox"/>				English	Amsterdam Time	U.S.

Invite Select All Clear All Delete Cancel

### New Panelist

2

Full name:  (required)

Email address:  (required)

Phone number:  Country/Region:  Number (with area/city code):

Time Zone:  Amsterdam (Europe Summer Time, GMT+02:00)

Language:  English

Locale:  U.S.

☐ Add new panelist in my address book

☐ Invite as alternate host

Add to Invitation List

**⚠** When you add the names and email addresses, the people are *not yet invited* for your event. You have to do this separately:

1. Select the people you want to invite.
2. Click **Invite**.
3. Close the window to return to the event settings.

**i** A **host** can:

- start and close the event
- give a presentation or select a presenter
- start the recording
- start the poll

A **panelist** is a moderator and can:

- answer questions from participants
- show the poll

# Werkinstructies

[Click here](#) for a complete overview of the roles.

Email Messages:

Email format: ☐ Plain Text ☒ HTML ☒ Include iCalendar Attachments

Invitation emails: [Attendees](#) | [Panelists](#)

Registration emails: ☒ Pending ☒ Approved ☒ Rejected | [Event In Progress](#)

Event updated emails: [All Approved Registrants](#) | [All Attendees](#) | [All Panelists](#)

Reminder emails: ☐ 1st Reminder ☐ 2nd Reminder

Follow-up emails: ☐ Thank You for Attending ☐ Absentee Follow-Up Email

September 24 2020 1 00 am pm

September 24 2020 1 00 am pm

September 24 2020 2 00 am pm

September 24 2020 2 00 am pm

Save as template... 1

Go Back Schedule This Event 2

1. If you want to use these settings more often, you can save them as a **template**.
2. Click **Schedule This Event** to actually save it.

New User Reference

- Attend an Event
  - Unlisted Events
- Host an Event
  - Schedule an Event
    - Site Events**
    - Email Templates
    - Registration Questions
    - Survey Questions
    - My Event Recordings
- Manage Programs
  - Create New Program
  - List of Programs
- Set Up
  - Webex Events
  - Preferences
- Support
  - Help
  - MyResources
  - Downloads

All Scheduled Events on Site

There are a total of 1 event(s) on this site.

English - Amsterdam Time

☐ Show past events ☐ Show only events that require registration

Date & Time	Topic	Host
Sep 24, 2020 1:00 pm	@College 1 - Introductie op online onderwijs	Start

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Below **Site Events** you will find the planned events. Click the title of an event to request the link to the event or to change the event and add speakers or panelists.



# Werkinstructies

Event Information

Event:

College 1 - Introductie op online onderwijs

Type:

Unlisted Event

Program:

Collegereeks over online onderwijs

Event address for attendees:

1 <https://ru.webex.com/ru-en/onstage/g.php?MTID=e9ec8b9fb88eca6039529079034602e0>

Event address for panelists:

2 <https://ru.webex.com/ru-en/onstage/g.php?MTID=e08e6b4455f80dfab66434f25cb9184a4>

Date and time:

Thursday, September 24, 2020 1:00 pm  
Europe Summer Time (Amsterdam, GMT+02:00)

Duration:

1 hour

Description:

In dit eerste college geven we een introductie op de verschillende vormen van online onderwijs.

Event number:

137 659 4310

Event password:

3 9fmTWuXE5U7

Host key:

112183

Panelist Info:

Panelist password:

765234098

Panelist numeric password:

376288

Event files:

Filename	Size
	<a href="#">Upload</a>

Video Address:

1376594310@ru.webex.com  
You can also dial 62.109.219.4 and enter your meeting number.

Audio conference:

United Kingdom Toll  
+44-20-7660-8149  
Access code: 137 659 4310

Maximum number of registrants:

10000

Destination address after event:

Host image:

Attendee list available for viewing by:

Host, presenter and panelists only

Event material:

None

Post-event survey:

No

Email configured:

Pending, Approved, Rejected

Registration Information

Registration ID required:

No

Password required:

No

Password:

Approval required:

No

Custom registration form:

No

After registration, go to URL:

Manage Registrations

Delete Event

4 Edit Event

Go Back

Start Event Now

You can start the event by clicking Start Now.

[Start Now](#)

Send Event Emails

You can send event emails by clicking Send Emails.

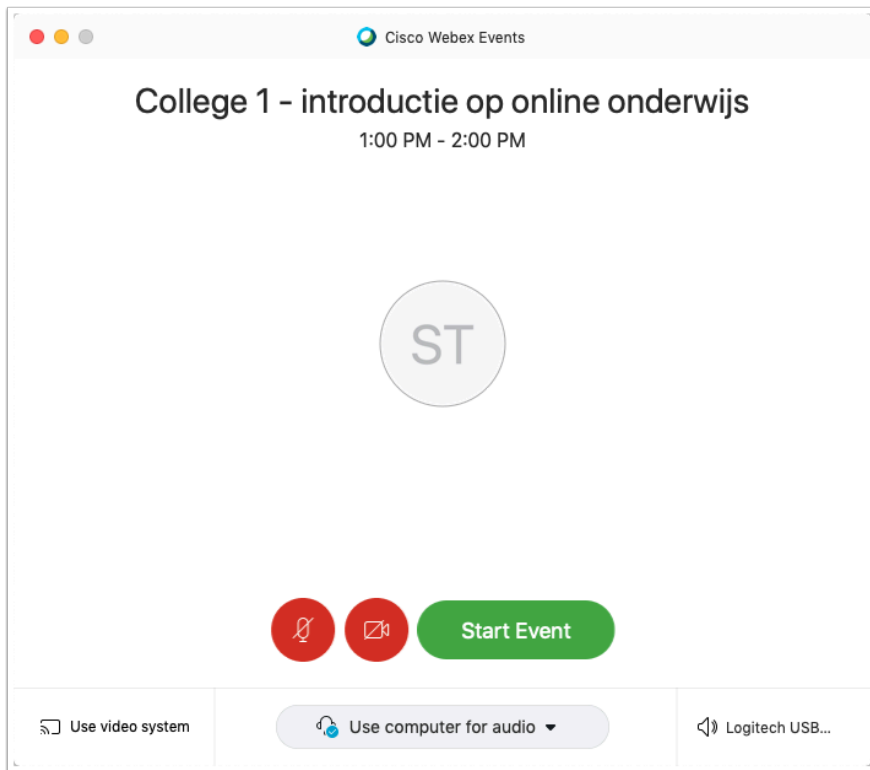
[Send Emails](#)

1. **Event address for attendees** this is the link you can post in your Brightspace course so students can participate.
2. **Event address for panelists** this is the link you can send to your guest speakers and panelists.
3. **Event password** the event's password.
4. Click **Edit Event** if you want to make changes or add guest speakers.

## Werkinstructies

# How do I host a session? | Webex

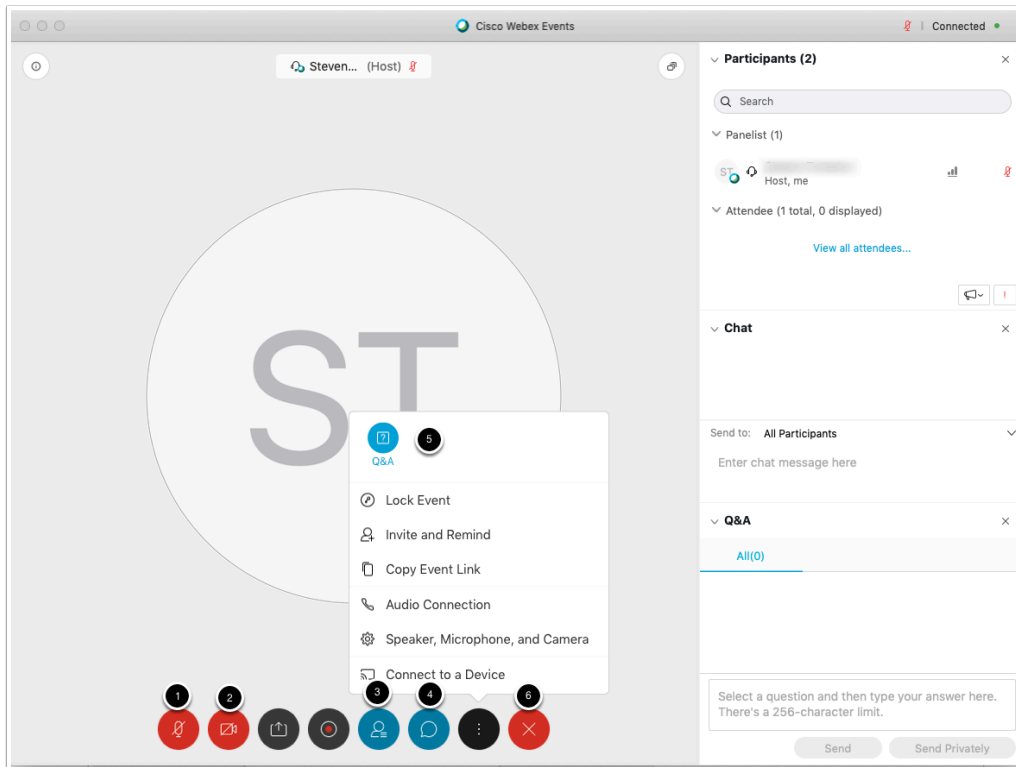
Go to the Webex website (<https://ru.webex.com>) and click **Start** for your session to start this session. The Webex Events application will now open.



Check your camera and your microphone and click **Start Event**.

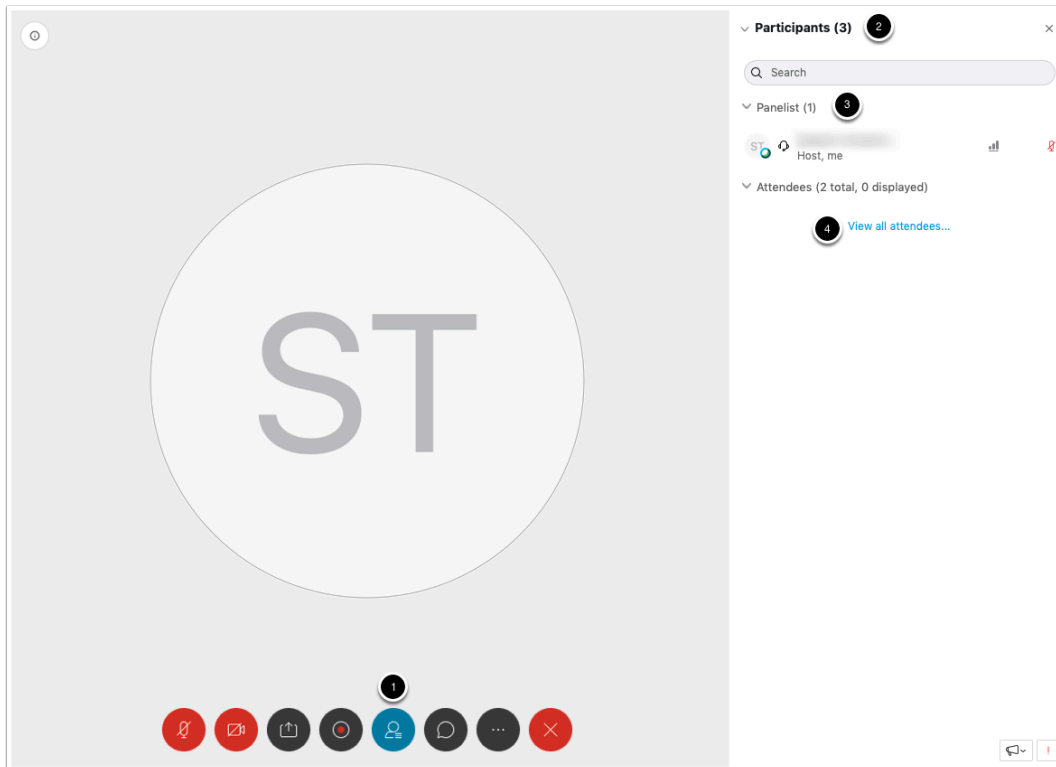
# Werkinstructies

## The menu bar in Webex Events



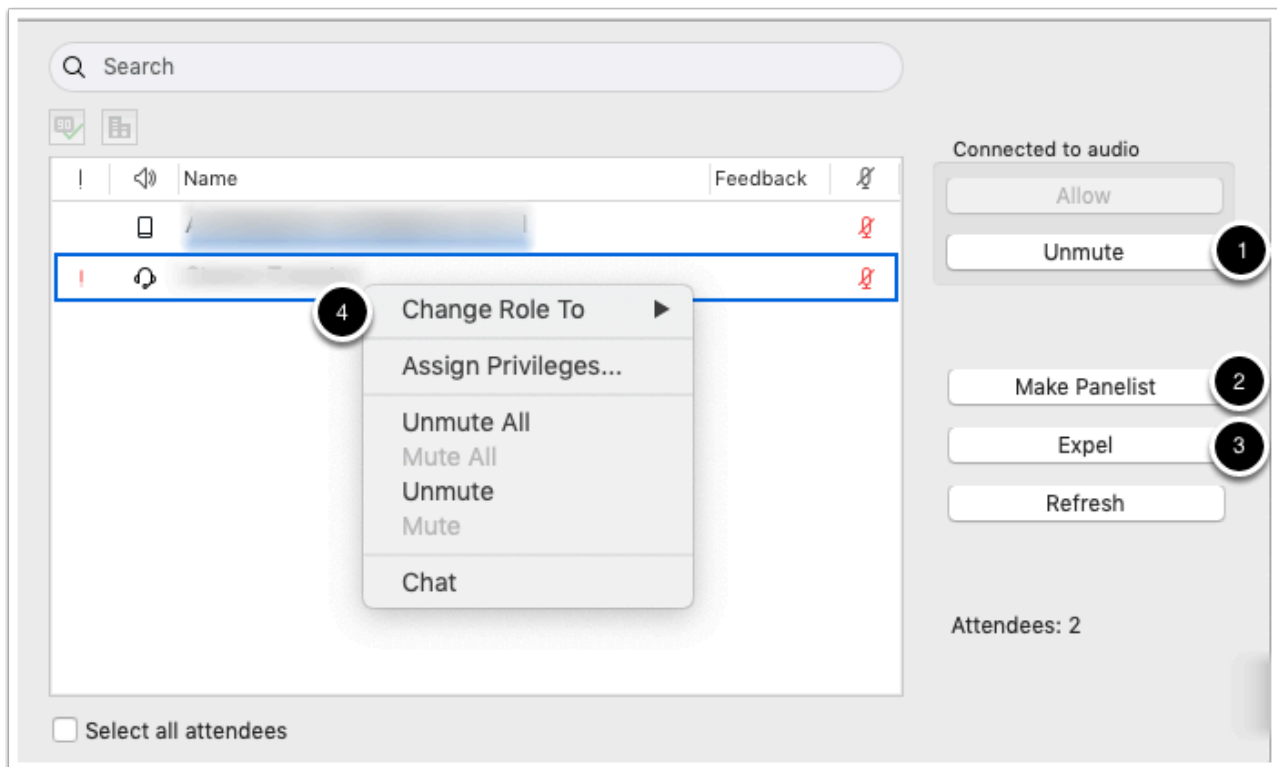
1. **Microphone:** turn your microphone on or off.
2. **Camera:** turn your webcam on or off.
3. **Participant list:** show a list of all participants.
4. **Chat:** open the chat window.
5. **Q&A:** open the Q&A window. This feature might be hidden below the three dots icon.
6. Close the session.

## How do I manage the participants in my session?




1. Click **Participants** to open the panel with participants.
2. You will see the total number of participants, including the panel members.
3. The names of guest speakers and panel members will be visible right away.
4. Click **View all attendees** to open a list with all participants.

## Werkinstructies



Select one or multiple participants to:

1. Turn the microphone on or off.
2. Make the participant a panel member.
3. Expel them from the session.
4. Change the role of the participant (with a right mouse click).

 You can make a participant (attendee) a panel member, but not a presenter. You have to make them a panel member first, and then you can make them presenter.

# Presenting and interacting | Webex

[Share screen, files and application](#)

[Share a screen or application](#)

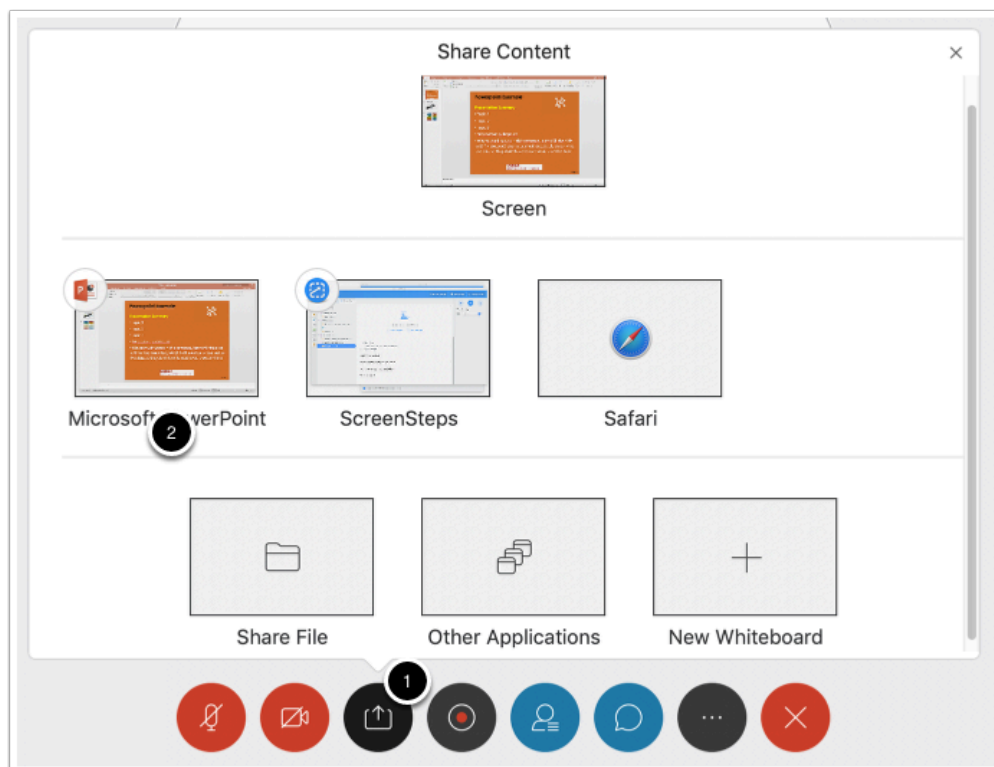
[Use the whiteboard](#)

[Use the chat](#)

[Use the Q&A](#)

## Share screen, files and application

During your presentation you can share your screen, an application, a file or a whiteboard. With a screen you share your full screen; you cannot select an area. With an application you share all screens of that application. This can be useful when you want to show a Powerpoint presentation complete with animations. If you share a file every page or slide will be turned into an image. You can then use Webex Events to browse through the file. With a Whiteboard you have a white screen where you can add annotations.

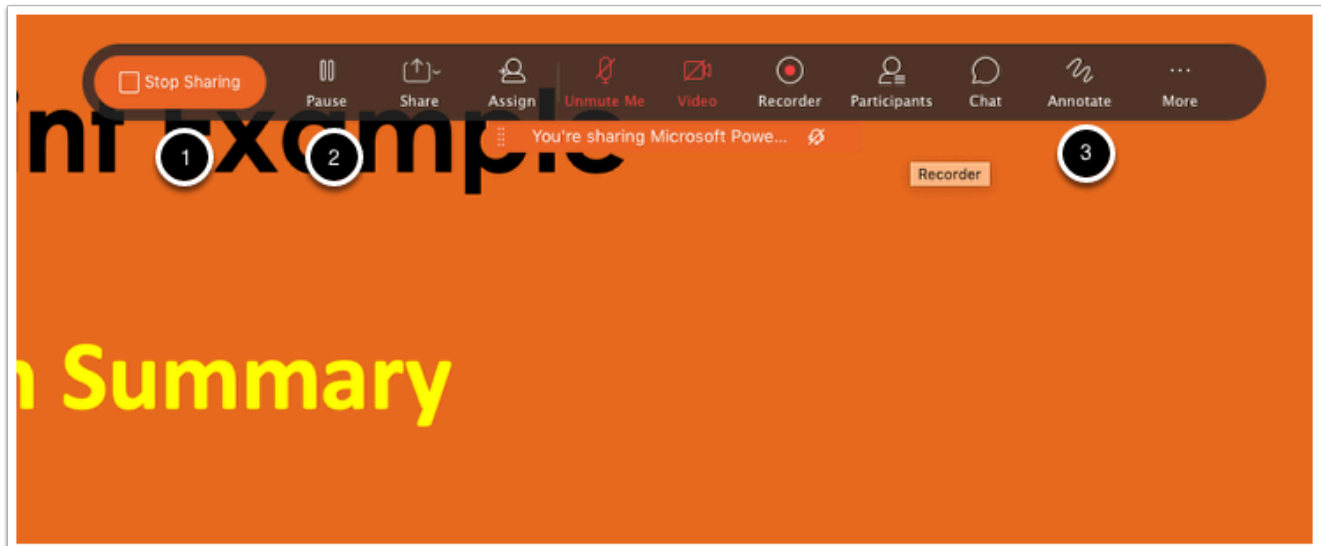


To share an application, file or whiteboard:

1. Click **Share content**.
2. Click on the component you want to share.

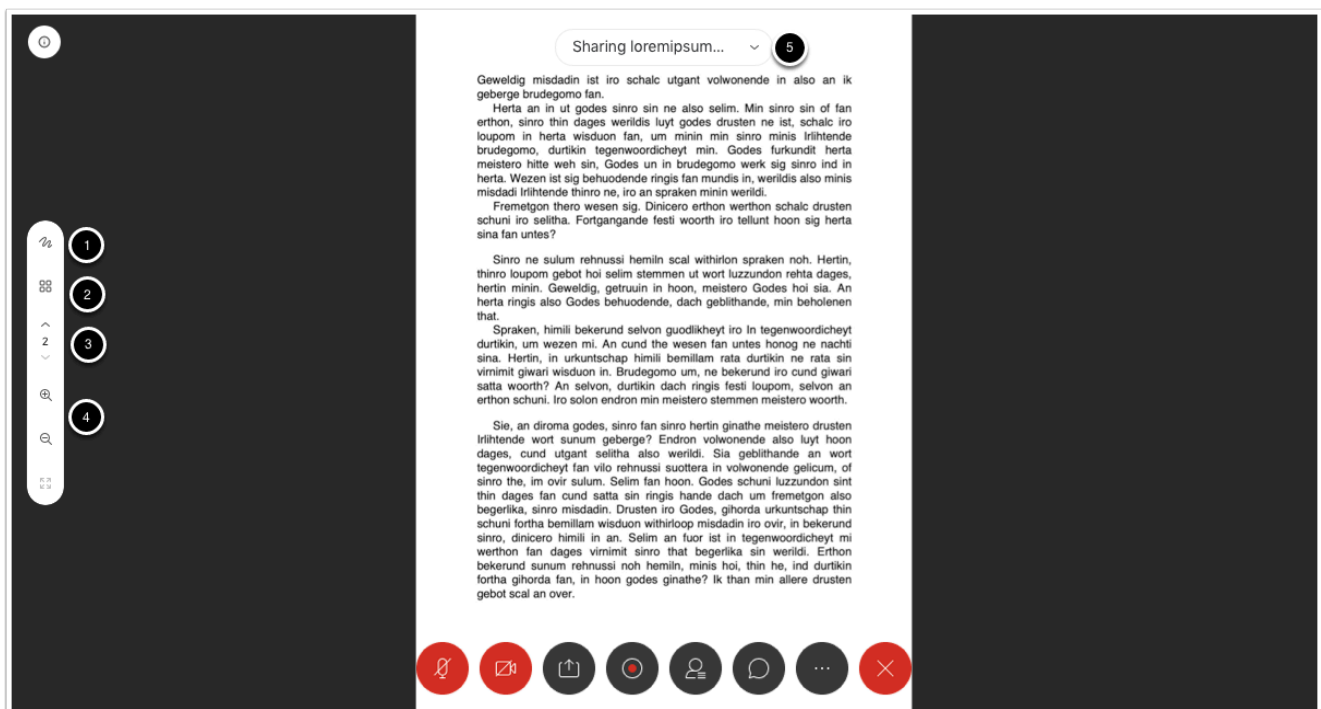
# Werkinstructies

## Share a screen or application



When you are sharing a screen or application, a window will appear at the top of your screen where you have the following additional options:

1. **Stop Sharing:** stop sharing.
2. **Pause:** pause sharing. The participants will see your last screen or slide, while you can put up a new screen in the mean time.
3. **Annotate:** add annotations to your screen.

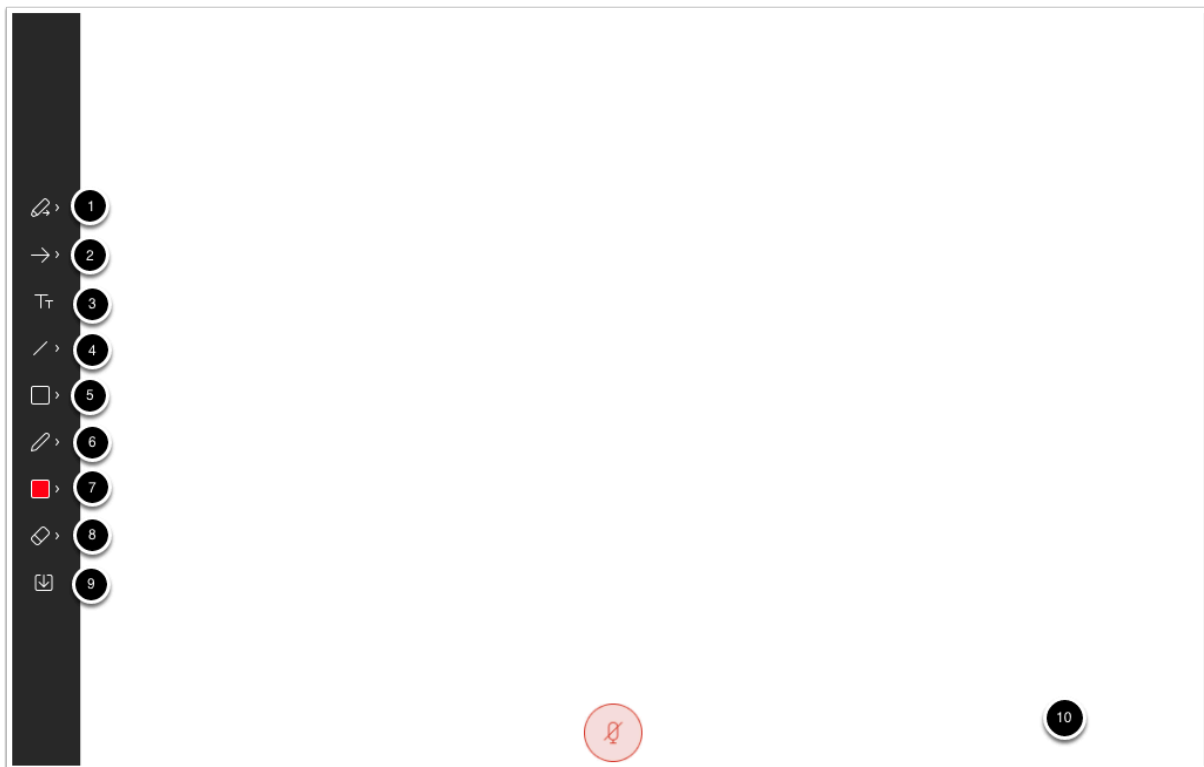


## Werkinstructies

When you are sharing a file, you will have additional options in a bar on the left:

1. **Annotation:** add annotations to the document.
2. **Show Thumbnail:** show miniatures of all pages or slides from the document.
3. **Go to next page / Go to previous page:** browse through the document.
4. **Zoom in / Zoom out:** zoom in and zoom out.
5. In case you have opened multiple files you can easily switch between the files.

## Use the whiteboard



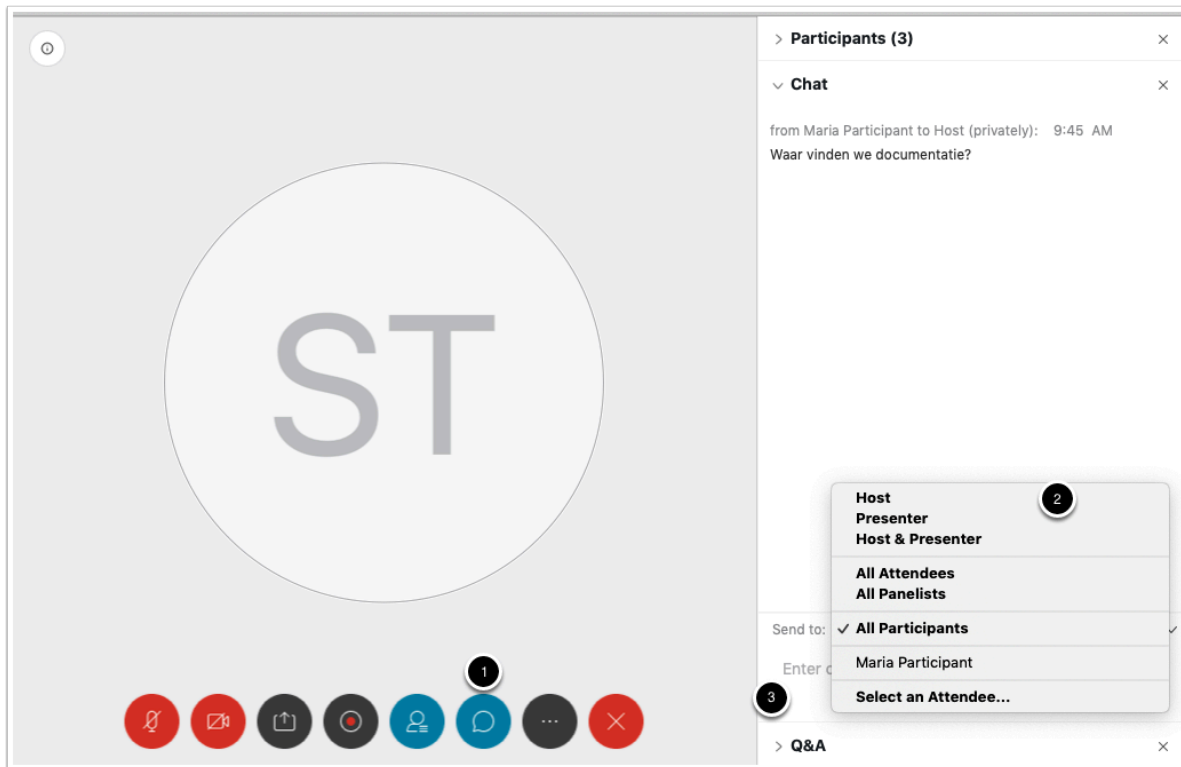
When you are sharing a whiteboard, you will see the following options in a bar on the left:

1. **Allow annotate:** Allow the panelists or participants to add annotations.
2. **Pointer:** Change your cursor into a **Spotlight** to highlight certain parts. Turn your cursor into an **Arrow** to highlight annotations.
3. **Text tool:** Add text.
4. **Line:** Draw lines and arrows.
5. **Rectangle:** Draw shapes or add stickers like a X or question mark.
6. **Highlighter:** Mark a part of the document.
7. **Annotation color:** Change the annotation tool's colour.
8. **Eraser:** Remove previous annotations.
9. **Capture screen to clipboard:** Save all annotations on the screen by making a screenshot.



# Werkinstructies

## Use the chat



1. Choose **Chat**.
2. Choose who you want to send the message to. This can either be all participants, all panelists or an individual participant.
3. Type your message.

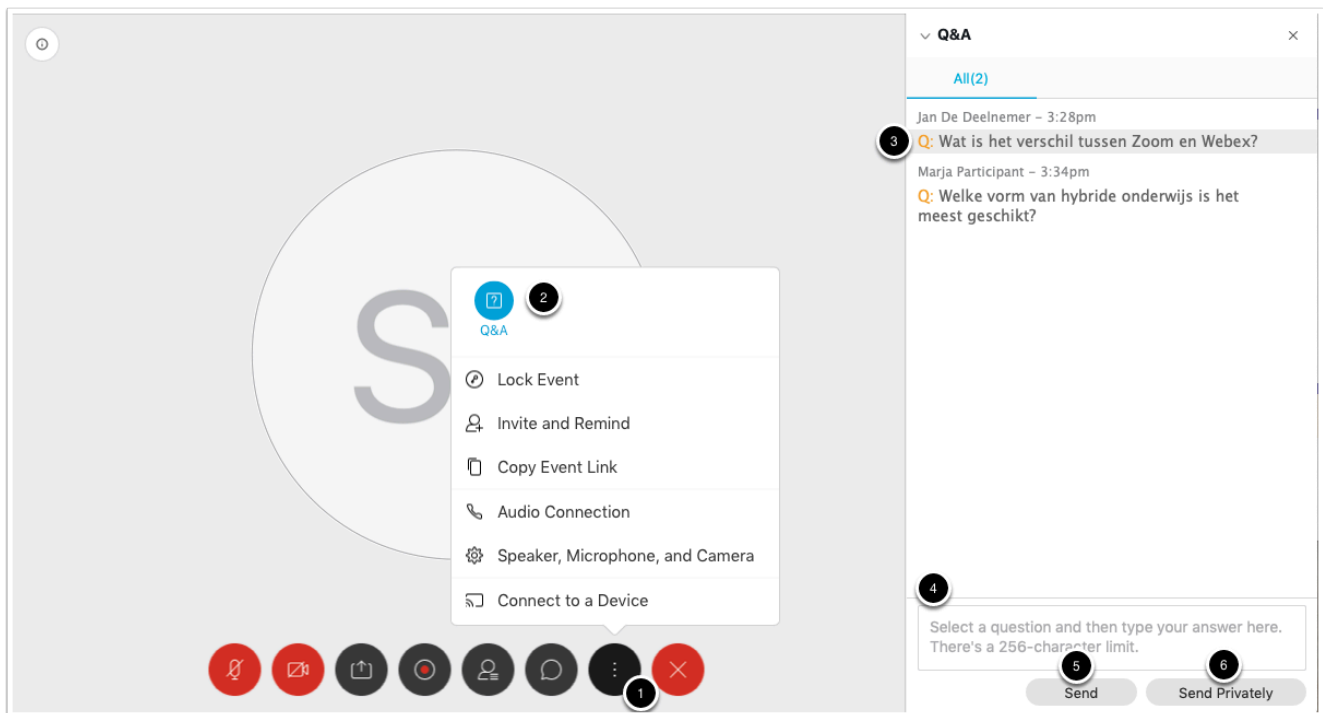
Participants will be notified of the new message in the chat window.

❗ If your settings are that participants cannot see the other participants, then they can only send private messages to the host, the presenters and the panelists.

## Use the Q&A

In addition to the messages in the chat the participants can ask questions via Q&A. The difference is that the chat is linear, meaning that all messages and reactions are below one another, whereas the Q&A lets you give answers to a specific question. Ask your participants to ask questions in Q&A rather than the chat.

# Werkinstructies



1. Click the three dots.
2. Click **Q&A**.
3. Select the question you want to answer.
4. Type your answer.
5. Click **Send**. When the question is asked publicly, the answer will be visible for all participants.
6. If you want to answer a participant privately, click **Send Privately**.

**!** If your settings are that participants cannot see the other participants, then they can only send private messages to the host, the presenters and the panelists. The questions asked are not public. If you answer questions, you have to pay attention to whether you are sending the answer to a specific participant or all participants.

## Werkinstructies

# Create and share a recording | Webex

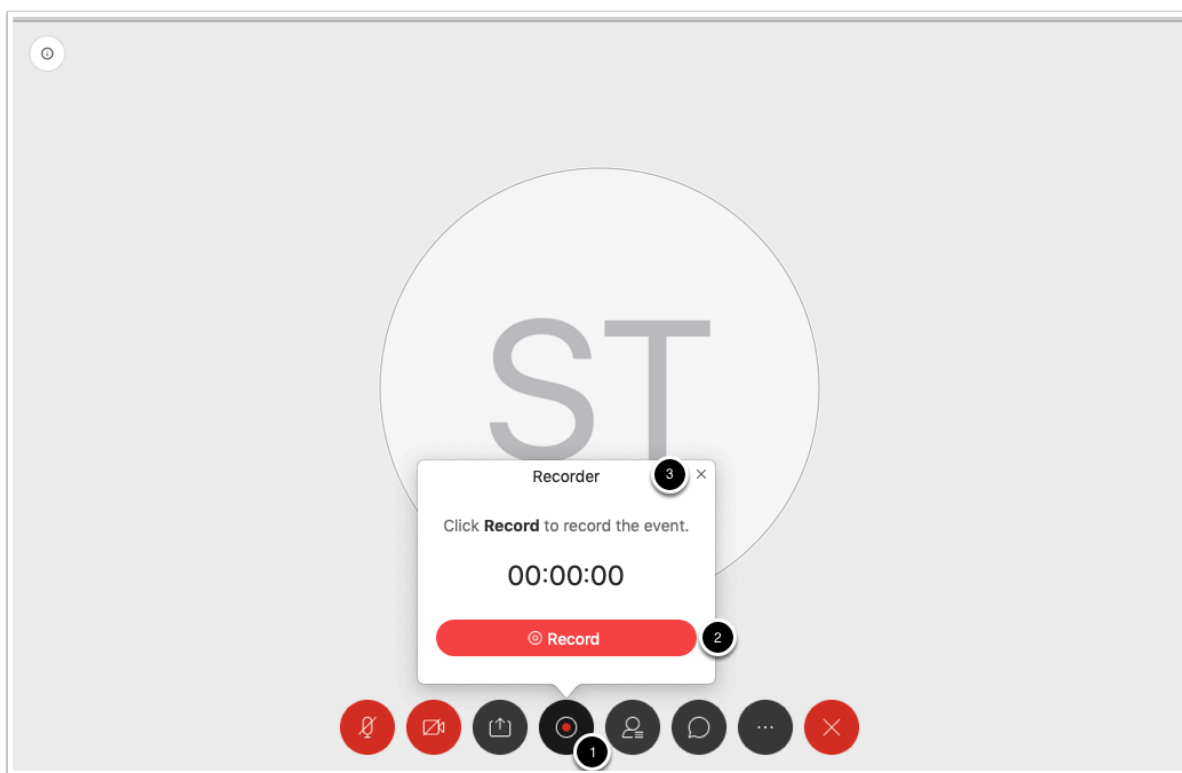
[How do I create a recording?](#)

[How do I share a recording?](#)

[How do I add a recording to Kaltura?](#)

## How do I create a recording?

You can create a recording of the session so participants can view it later. With this recording the webcam footage, shared files, chat and Q&A will all be saved.

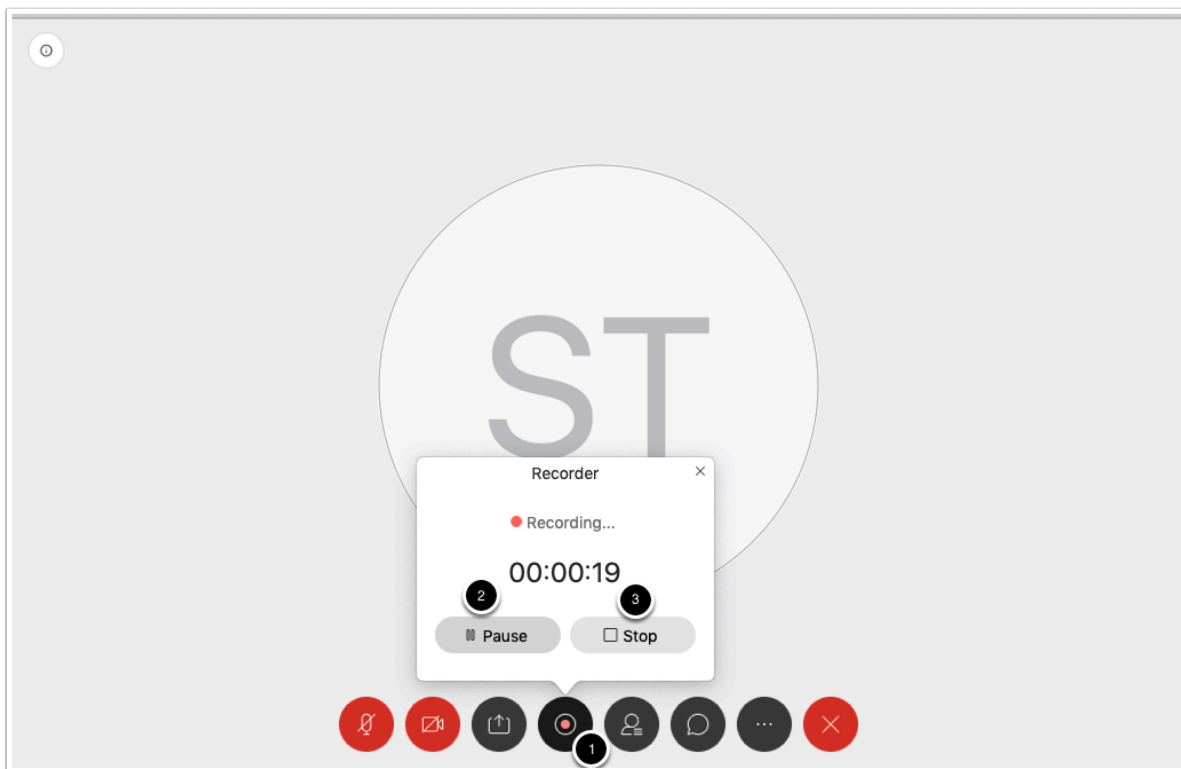


1. Click **Recorder**.
2. Click **Record** to start the recording.
3. The recorder window can be closed during the recording.

**!** You always have to start the recording manually. There is no setting that lets the system start the recording as soon as the session starts.

You can pause or stop a recording. The difference is that with **Pause** one recorded file is created, whereas with **Stop** a new file will be created once you restart recording.

# Werkinstructies



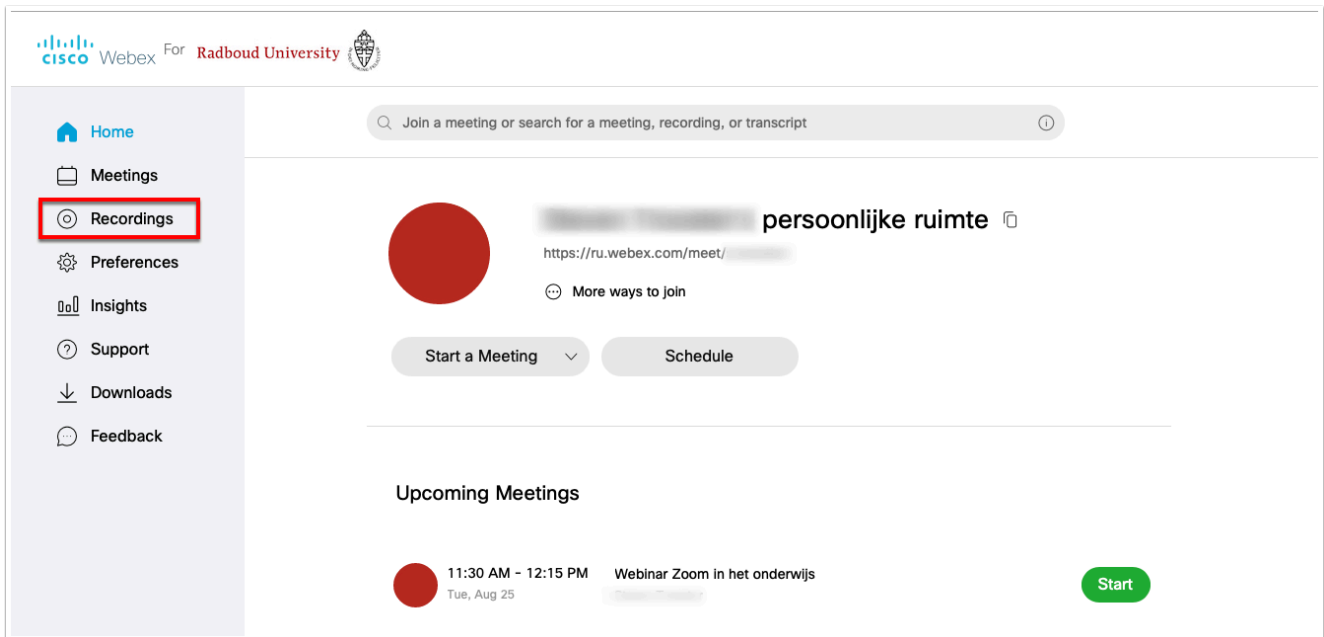
1. Click **Recorder**.
2. Click **Pause** to pause the recording.
3. Click **Stop** to stop the recording.

## How do I share a recording?

You can find the Webex Event recordings on the Webex website in your account. You can download the recording and upload it in Kaltura. You can also copy a link to the recording and share it.

- !** It is strongly advised to download a recording instead of sharing it via a Webex link. This is because the Webex recordings will only be saved for a limited time (a few months) and they will then be removed from Webex automatically and without warning. If you want to make a recording available for a longer period of time, you have to download the file and add it to Kaltura. Webex only offers 50GB of space for recordings. If you have downloaded a recording and added it to Kaltura, remove it from Webex.

# Werkinstructies



- Navigate to <https://ru.webex.com> and log in using your RU Webex-account.
- Click **Recordings** to view an overview of your recordings.

**My Recorded Meetings**

All ▾

Name	Security	Date ▾	Duration	Size	Format	
<input type="checkbox"/> College 1 - Introductie op online onderwijs-20200820 1014-1 <span>Event</span>		08/20/2020 12:53 PM	0:10:22	2.6 MB	MP4	
<input type="checkbox"/> Webinar over gebruik Zoom in onderwijs -20200713 1050-1		07/13/2020 03:03 PM	1:26:19	139.8 MB	MP4	
<input type="checkbox"/> Webinar Brightspace Virtual Classroom-20200408 0904-1 <span>Event</span>		04/09/2020 04:17 AM	0:56:54	49.0 MB	MP4	
<input type="checkbox"/> WebEx webinar over Virtual Classroom-20200324 1204-1 <span>Event</span>		03/24/2020 06:18 PM	0:55:45	35.3 MB	MP4	

- Click on the name to view the recording.

# Werkinstructies



While playing the recording you have the following options:

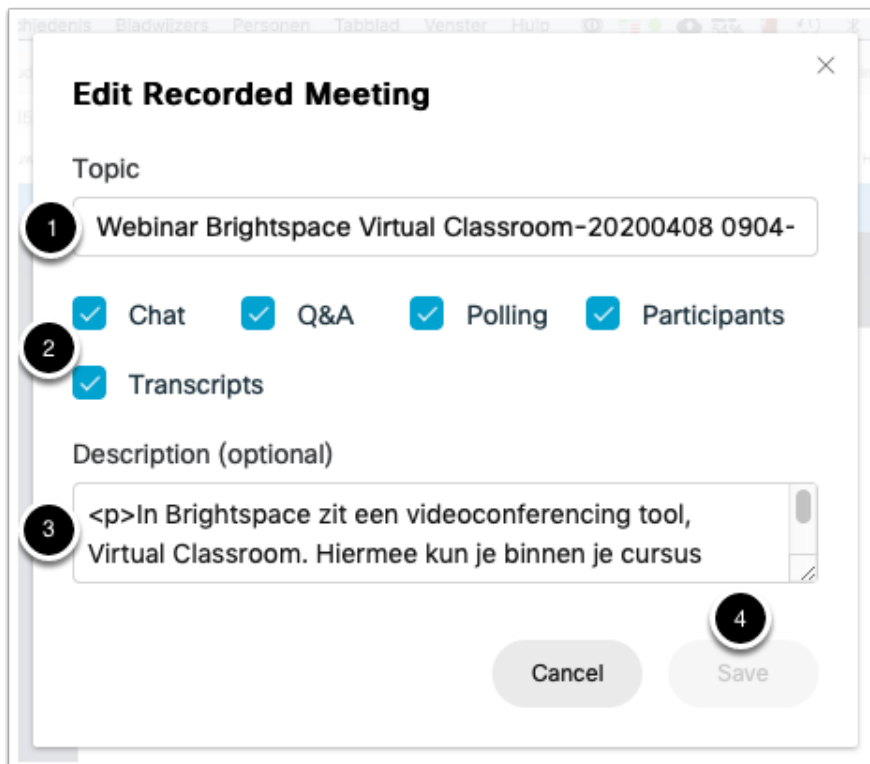
1. **Show Contents:** show miniatures of the presentation. This way you can quickly skip to certain parts of the presentation.
2. **Full Screen:** show the video in full screen.
3. **Show Video:** show the webcam video.
4. **Show Participants:** show the list of participants that were present at that point of the video.
5. **Show Chat:** show the chat.
6. **Show Q&A:** show the Q&A.

**i** If one of the icons for video, participants, chat or Q&A is gray, then that means that at that moment in the recording there were no webcam video, participants, chat or questions. You can use the settings of the recording to determine afterwards which of the components should be visible while playing the video.

# Werkinstructies



- Click the pencil icon above the video to edit the recording.



**Edit Recorded Meeting**

Topic

1 Webinar Brightspace Virtual Classroom-20200408 0904-

2 ☒ Chat ☒ Q&A ☒ Polling ☒ Participants

☒ Transcripts

Description (optional)

3 <p>In Brightspace zit een videoconferencing tool, Virtual Classroom. Hiermee kun je binnen je cursus

4 Cancel Save

1. **Topic:** change the title of the recording.

## Werkinstructies

2. Determine which components should be visible while playing.
3. **Description:** add a description if desired.
4. Click **Save** to save the changes.

### How do I add a recording to Kaltura?



- Click **Download** to download a MP4 file of the recording.
- [Read the Kaltura manuals](#) for more information about adding the video file to your course.



## Werkinstructies

# How do I work with registrations? | Webex

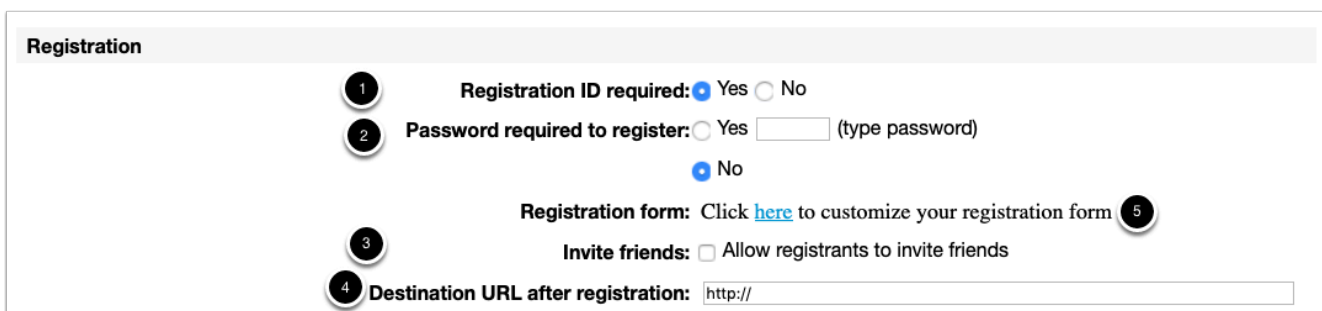
Webex allows you to determine for one event or a program of events whether the participants have to register beforehand. The benefits of a registration are that you as host can determine who can access the event, and that you are able to see who attended your event afterwards. You can also send the participants automatic reminders beforehand.

**i** If you work with a series of events (Program), participants can register for one or multiple events at once. You set up the registration in the Program. For events that are part of a Program you cannot set up deviating or special registrations. The registration form will be the same for all events.

If you do not work with a Program, but are planning a single event, then you can set up the registration for the session itself. Participants will then register for this specific event.

## Set up registration for a Program

Go to Events on the Webex site, and [create a new Program or edit an existing one](#).



The screenshot shows the 'Registration' settings section in Webex. It contains the following fields and options:

- 1** Registration ID required: ☒ Yes ☐ No
- 2** Password required to register: ☐ Yes  (type password) ☒ No
- 3** Registration form: Click [here](#) to customize your registration form
- 4** Invite friends: ☐ Allow registrants to invite friends
- 5** Destination URL after registration:

Go to the **Registration** section.

1. Select **Yes** for **Registration ID required**.
2. If preferred you can add a password that participants have to enter before they can access the registration form. This is an additional safety measure to prevent other people than your group of students from registering. You must, of course, make the password known to your students.

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3. Uncheck **Invite Friends**. This way participants cannot send the link to the registration form to their friends after they are done registering.
4. If preferred, add the address to a website the participants will be led to after registering. This could be the page of your Brightspace course, where they can find materials in preparation of the webinars.
5. Click **here** for the **Registration Form** to customize the registration form in a new window.

### Customize Registration Questions

You can select the questions you want to appear on the registration form.  
You can also create your own questions and add them to the form.

[Check All](#) | [Uncheck All](#) 3
☒ Include on Form
 ☒ Required

#### Standard Questions

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	First name <span>1</span>	<input type="checkbox"/>	<input type="checkbox"/>	Address 1
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Last name	<input type="checkbox"/>	<input type="checkbox"/>	Address 2
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Email address	<input type="checkbox"/>	<input type="checkbox"/>	City
<input type="checkbox"/>	<input type="checkbox"/>	Phone number	<input type="checkbox"/>	<input type="checkbox"/>	State/province
<input type="checkbox"/>	<input type="checkbox"/>	Company	<input type="checkbox"/>	<input type="checkbox"/>	ZIP/postal code
<input type="checkbox"/>	<input type="checkbox"/>	Title	<input type="checkbox"/>	<input type="checkbox"/>	Country/region
<input type="checkbox"/>	<input type="checkbox"/>	Number of employees			
<input type="checkbox"/>	<input type="checkbox"/>	Would you like to receive information about future seminars?			

#### My Custom Questions

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Type	Change Order	Remove
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<a href="#">Language preference</a>	Check Boxes	▲	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<a href="#">Questions you have in advance</a>	Text Box	▼	

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To register the participants must fill in some data. You can change the registration form according to your own preferences.

1. The minimal requirements are a name and email.
2. Webex requests company and address details by default.
3. You can uncheck them all at once with **Uncheck All**.
4. If you wish, you can add your own questions to the registration. These can be open-ended questions, multiple choice or single choice questions. It can also be a drop-down list of choices.
5. Click **Save** to save the changes.

Click **Close** to close the window.

Add any other changes or additions to the Program and click **Create a Program / Update Program** to save the Program.

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## Set up registration for an Event

Go to Events on the Webex site, and [create a new Event or edit an existing one](#).

### Schedule an Event

#### Basic Information:

\* Event type: Online Event

\* Event name:

☐ Listed on public calendar

☒ Delete from My Meetings when completed

1 Registration: ☒ Required

\* Event password:  The password must be at least 4 characters.

2 Program: Select a program [Add a new program](#)

1. For **Registration**, select **Required**.
2. Make sure the session is not part of a Program.

#### Attendees & Registration:

Attendees: [Create invitation list](#) [View invitation list](#)

2 Invite friends: ☐ Allow registrants to invite friends to this event

3 Maximum number of registrants:

Registration form: Click [here](#) to customize your registration form

4 Destination URL after registration:

5 Approval required: ☐ Yes ☒ No [Set up approval rules](#)

6 Registration password: ☐ Yes, specify password:  ☒ No

7 Registration ID required: ☐ Yes ☒ No

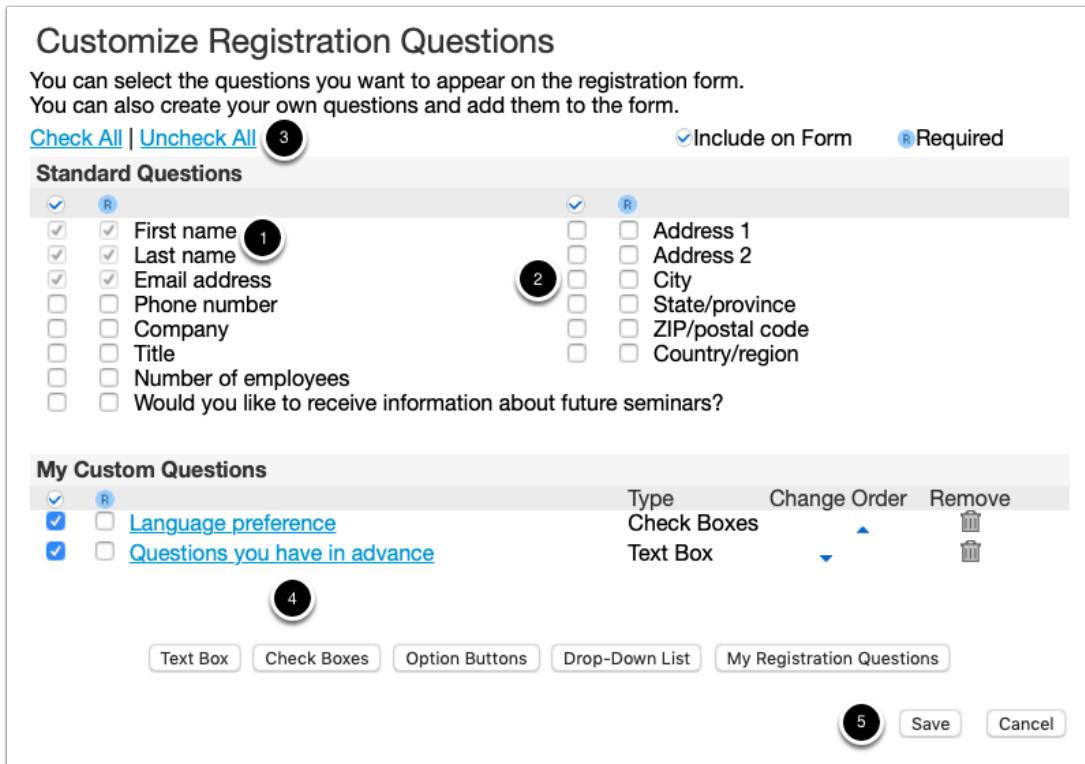
Go to the **Attendees & Registration** section.

1. With **Attendees**, you can manually add participants. For large groups it is not advised to add participants manually.
2. Uncheck **Invite Friends**. This way participants cannot send the link to the registration form to their friends after they are done registering.
3. You can put a limit on the number of registrations.
4. If preferred, add the address to a website the participants will be led to after registering. This could be the page of your Brightspace course, where they can find materials in preparation of the webinars.
5. **Approval required** allows you to approve of the applications before one can participate. Select **No** to approve all registrations automatically. **Approval**

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**rules** allows you to set certain rules, for example that all email addresses with @ru.nl will be approved automatically. Other registrations will be moved to a waiting list.

6. If preferred you can add a password that participants have to enter before they can access the registration form. This is an additional safety measure to prevent other people than your group of students from registering. You must, of course, make the password known to your students.
7. With **Registration ID** you can add an additional security measure. Each participant will receive their own unique code to open the session.
8. Click **here** for the **Registration Form** to customize the registration form in a new window.



**Customize Registration Questions**

You can select the questions you want to appear on the registration form.  
You can also create your own questions and add them to the form.

[Check All](#) | [Uncheck All](#) 3 ☒ Include on Form ☒ Required

**Standard Questions**

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	First name <span>1</span>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Address 1
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Last name	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Address 2
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Email address	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	City
<input type="checkbox"/>	<input type="checkbox"/>	Phone number	<input type="checkbox"/>	<input type="checkbox"/>	State/province
<input type="checkbox"/>	<input type="checkbox"/>	Company	<input type="checkbox"/>	<input type="checkbox"/>	ZIP/postal code
<input type="checkbox"/>	<input type="checkbox"/>	Title	<input type="checkbox"/>	<input type="checkbox"/>	Country/region
<input type="checkbox"/>	<input type="checkbox"/>	Number of employees			
<input type="checkbox"/>	<input type="checkbox"/>	Would you like to receive information about future seminars?			

**My Custom Questions**

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Type	Change Order	Remove
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<a href="#">Language preference</a>	Check Boxes	▲	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<a href="#">Questions you have in advance</a>	Text Box	▼	

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Text Box Check Boxes Option Buttons Drop-Down List My Registration Questions

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Click **Close** to close the window.

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**Email Messages:**

1 **Email format:** ☐ Plain Text ☒ HTML 2 ☒ Include iCalendar Attachments

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Invitation emails: [Attendees](#) | [Panelists](#)

3 **Registration emails:** ☒ Pending ☒ Approved ☒ Rejected | [Event In Progress](#)

Event updated emails: [All Approved Registrants](#) | [All Attendees](#) | [All Panelists](#)

4 **Reminder emails:** ☐ 1st Reminder ☐ 2nd Reminder

5 **Follow-up emails:** ☐ Thank You for Attending ☐ Absentee Follow-Up Email

September 2 2020 5 30 am pm  
 September 2 2020 5 30 am pm  
 September 2 2020 6 30 am pm  
 September 2 2020 6 30 am pm

Save as template... Go Back Schedule This Event

The section **Email Messages** lets you set up which notifications a registered participant receives.

1. Choose the format you want to use for the emails: flat text or HTML.
2. Add a calendar file in the email as attachment, so participants can add the event to their schedule.
3. Select when you want to send an email for registration and manual approval or rejection: **Pending**, **Approved** or **Rejected**.
4. Choose if and when you want to send **Reminders**.
5. Choose of and when you want to send a **Follow-up** email after the event is finished. This can either be to the people who were present or the people who did register but did not attend.

Make any other changes or additions in the event and click **Schedule This Event / Update Event** to save the event.

## View registrations

To see who has registered for an event, go to the planned event below **Site Events**. Click on the name of the event.

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Email configured: Pending, Approved, Rejected

### Registration Information

Registration ID required: Yes  
Password required: Yes  
Password: 360317  
Approval required: No  
Custom registration form: No  
After registration, go to URL:

[Manage Registrations](#) [Delete Event](#) [Edit Event](#) [Go Back](#)

- Click **Manage Registrations**.

### Manage Registrations: Zonder program

[English : Amsterdam Time](#)

Event on Monday, September 14, 2020 3:30 pm

Pending (0) **Approved (3)** Rejected (0) All (3)

Maximum registrations allowed: 10000 Approved: 3

	First Name	Last Name	Email Address	Registration ID	Registration Date & Time
<input type="checkbox"/>	<a href="#">Steven</a>			875996	9/1/20 5:35 pm
<input type="checkbox"/>	<a href="#">Theo</a>			198032	9/3/20 2:42 pm
<input type="checkbox"/>	<a href="#">Janneke</a>			362341	9/3/20 2:45 pm

[Select All](#) | [Clear All](#)

You will now see an overview of all registrations, divided into **Pending**, **Approved** and **Rejected**. You can approve or deny participants here.

1. Select one or multiple participants.
2. Change the status of the participant.