KENET Web Conference User Guide

for

Faculty

Author

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🔎 What's New in the 2026 KENET Web Conference Platform

1. 🛡️ **Security & Access**

   ✓ **CAPTCHA Verification**: Now emphasized both during login and meeting entry to prevent bot access. Repeated clicks on the CAPTCHA will be flagged as suspicious activity and may temporarily block login. If this happens, contact KENET support (*support@kenet.or.ke*).

   ✓ **Institutional Email Sign-Up**: Registration now requires an official institutional email address to ensure identity verification and prevent rogue accounts.

   ✓ **Federated Log in Access**: A new option to log in using your federated credentials is available; through RAFIKI – the KENET Federation Identity System

2. 🎙️ **Meeting Room & Audio**

   ✓ **Live Transcription**: Moderators can enable automatic transcription by clicking the **CC** icon. Note that accuracy may vary, especially with African accents.

   ✓ **Room Control**: More granular participant capacity options, ranging from small meetings (5) to large webinars (up to 600).

3. 📊 **Teaching & Analytics Tools**

   ✓ **Attendance Tracking**: Moderators can save usernames and generate attendance lists directly from the session.

   ✓ **Learning Analytics Dashboard**: A new instructor dashboard provides insights into participant engagement and activity.

1. Meeting Portal

1.1 Creating an Account on the KENET Web Conference Platform

1. Go to https://conference.ke/ and click on 'sign up'.

Click to sign up for an account

2. You will fill in the details required and click on 'Create Account'. It is recommended that you use an institutional email address during the sign-up process.

3. After submission, you will receive a verification email.

4. KENET will approve and activate your account.

You can now proceed to use the platform by using your username and password.

1.2   Logging In

2. Login using your Username/email and Password. The username and password should be the same as those used during account creation.

Enter username or email address

Enter Password
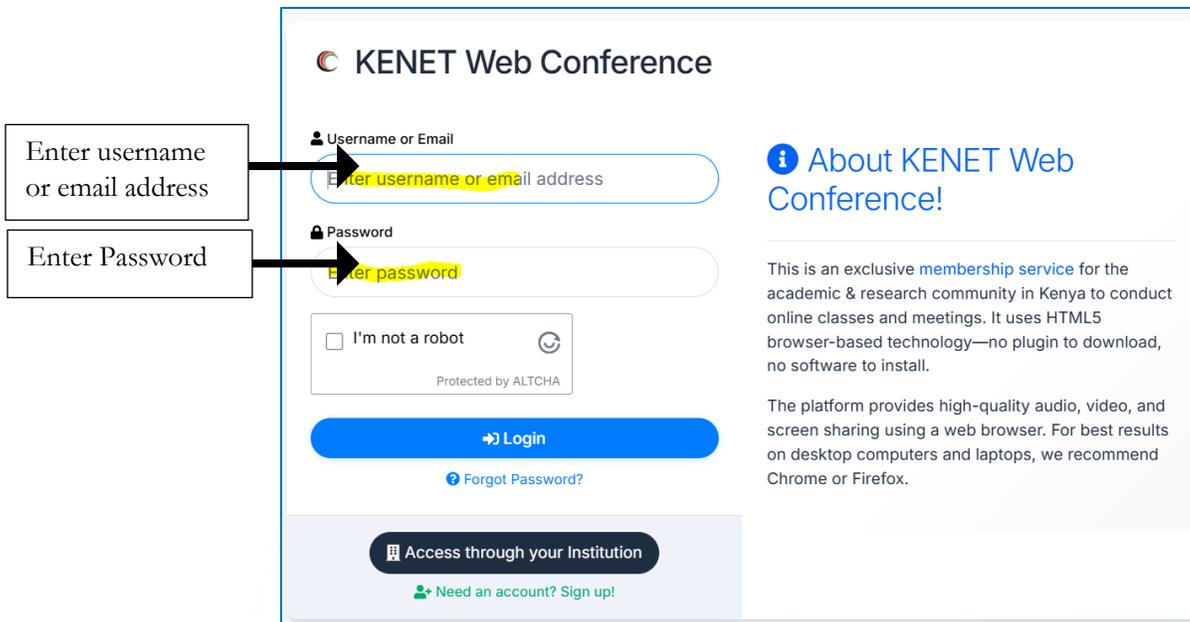
3. Complete the CAPTCHA Verification- Below the password field, you will see a CAPTCHA verification box labelled 'I'm not a robot'. Click the checkbox next to 'I'm not a robot'. The system will verify that you are a human user. A checkmark or a green tick will appear once verification is successful.

Note: Click the checkbox ONCE and wait patiently for the system to verify. Do not click multiple times. Repeated clicking may cause the system to flag your activity as a bot attack and block access.

4. Click the Login Button- Once you have filled in your username, password, and completed the CAPTCHA, click the blue 'Login' button. The system will verify your credentials and redirect you to your KENET Web Conference dashboard if the login is successful.

5. In case you forget your password, please click on 'Forgot Password' and an email will be sent for password reset.

1.3   Overall view of Dashboard

When logged in, you will see 'dashboard', 'My Meetings' and 'My Presentations'.

- 'Meetings' refer to the online sessions. It can be online meetings, webinars or online classes.
- 'Presentations' refer to documents to be displayed to participants during online session.
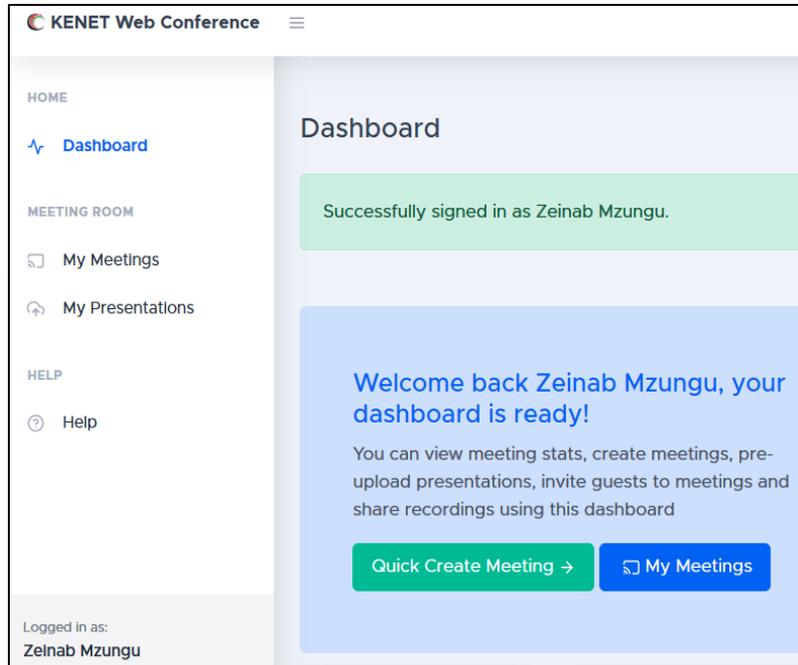
1.4   Adding Presentation

a. Presentations can be pre-uploaded to the platform by clicking on 'my presentations' >> 'New Presentation' and fill in all the details then click on 'submit'

Click to upload presentation
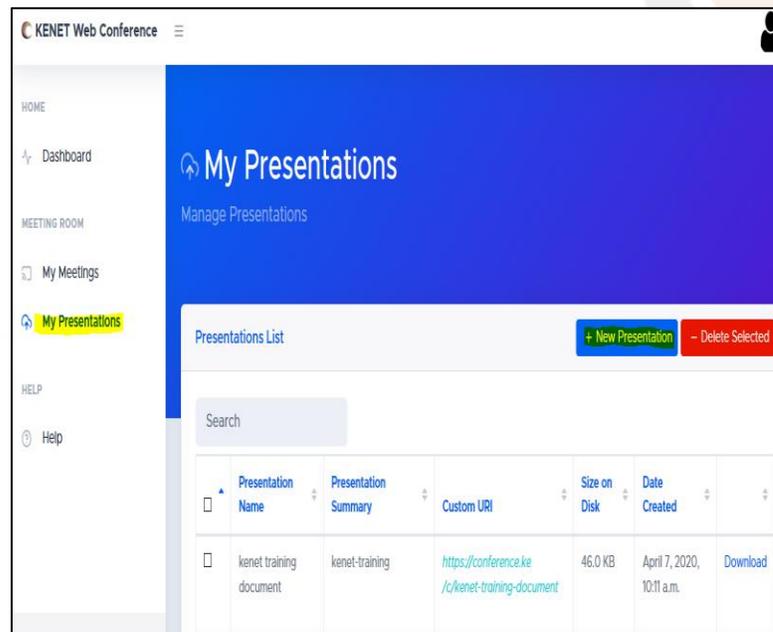
Type unique title to the presentation

Note down the summary of the presentation

Click submit

b. **Alternatively**, Presentations can be added during the session by selecting 'upload/m presentation' on the action menu at the left-hand side corner below the display screen

Click to upload presentation during ongoing session

2 Creating A Meeting

2.1 How to create an Online Session

1. When you are logged in, select 'My Meetings' then click on 'Create Meeting.'

Click to create a meeting
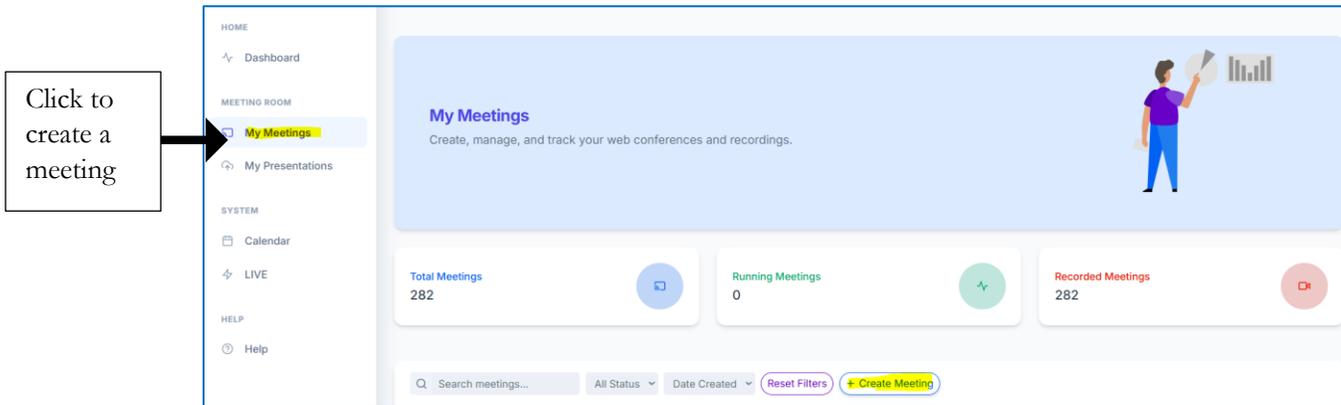
Tip: Your dashboard shows a summary at the top: Total Meetings, Running Meetings, and Recorded Meetings, giving you a quick overview of all your conference activities.

2. Once selected, you will now be prompted to fill in the meeting details. Under the meeting information settings, you can add a name and summary description to the online session (agenda). The meeting **name** and **agenda** are displayed when users join the session. We recommend assigning a unique meeting name to each new meeting created.

 All fields marked with (*) are required. Fill in each field as described below:

a) Meeting Name *

Enter a clear and descriptive name for your meeting. This name will be visible to all participants. Example: 'BIO 301 – Week 3 Lecture' or 'Staff Research Meeting – March 2026'.

b) Agenda *

Type the agenda or purpose of the meeting in the text box provided. This text will also serve as the welcome message that participants see when they join the meeting room. Keep it brief but informative.

c) Meeting Start Time *

The system will automatically pre-fill this field with the current date. Select a date and time for your meeting from the calendar. You can start your meeting at any time before the scheduled time.

d) Meeting Duration *

Choose the approximate duration of the meeting. This is only for scheduling purposes. It is important to take note of the duration of the meeting/online class. In case you select duration as One hour, should anyone try to join after the lapse of one hour, they will be unable to join. Kindly do not also select a long duration, because if you were recording the session, you will have to wait for an expiry of the selected duration to get the recording.

e) Room Control *

Select the room type that matches the number of participants expected in your session.

 Note: Select the room size carefully based on the number of users expected. Lock settings are applied automatically based on the room size selected, and you will NOT be able to change this setting once the meeting has started.

Tip: If you are unsure about the room size, click the '? room control guide' button on the form for guidance.

f) Attendee Password *

This is the password that participants will use to join your meeting. The system automatically pre-fills this field with a secure password. You can leave it as is or replace it with a custom password of your choice (though not advised due to security). Share this password with your participants along with the meeting link.

g) Moderator Password *

This is the password for moderators (co-hosts) of the meeting. It is also pre-filled automatically. Share this password only with trusted participants who will help you moderate the session. Do not share the moderator password with general attendees.

Note: Keep the Moderator Password confidential. Anyone who joins using the moderator password will have host-level privileges and controls in the meeting room.

h) Guest Policy *
This refers to how participants will join your meeting.

Always accept: With this setting, any participant with meeting link and password can join meeting. **Ask moderator**: The 'ask moderator' is an important feature that allows the moderator to regulate and have control of who can access the meeting. After participants use the invitation link and password, a message "Please wait for a moderator to approve you joining the meeting." is displayed for users in the waiting room, which can also be customized. The moderator can then admit the participants to the meeting room.

NB: You can enforce guest policy in the meeting room (more details available in the manual)
Tip: Select 'Ask Moderator' for more controlled sessions such as examinations, confidential meetings, or small group sessions where you want to verify each participant before allowing entry.

i) Record Meeting
There is a toggle switch labelled 'Record Meeting' at the bottom of the form. You can move the toggle to your preference.

If recording is not needed, leave it OFF. Recorded meetings will be available under 'My Meetings' after the session ends.

Once you have completed all the fields, you have two button options at the bottom of the form:

- Reset Form – Clears all the information you have entered so you can start filling in the form again from scratch.
- Create Meeting – Submits the form and creates your meeting. Click this button when you are satisfied with all the details entered.

3. If all fields are filled, select 'Create Meeting'. You will be taken to the next step of adding presentations.
4. Upload presentation by selecting the desired file from the drop-down menu and click on 'Next'. If the presentation is not ready, you can 'Skip' and add it later.

5. Check the meetings details and Click Submit upon completion. An invite will be sent to your email account. You can use your email to forward the invitation to your guests/students.
   NB: Please check your SPAM or JUNK folder if you cannot see your invite.

6. If you are a new user, you will be required to subscribe by entering your email address used during registration in the text box. Then check the 'I'm not a robot' check box and click the "Subscribe Now" button.


Enter email to subscribe

Check this box to show you are not robot

This will allow you to complete the meeting creation process. **This is a one-time requirement for every new user.**

7. The meeting is now accessible.

3 Meeting Room

3.1 How to log in to a session

1. Navigate back to 'my meetings' dashboard to display the created meeting. Select the meeting you would like to enter from the list of available meetings. You can join it or manage it using the Actions menu appearing as three dots(…) on the furthest end of the meeting row.
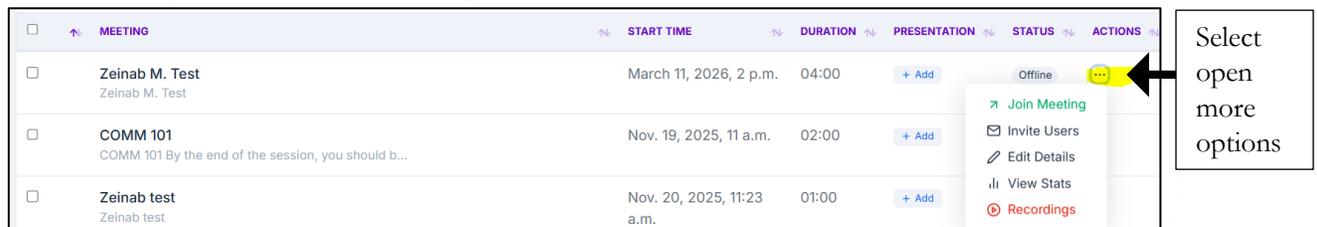
When the action menu with dots (•••) is selected, a dropdown menu will appear with the following options:

- Join Meeting – Enter the meeting room as the host

- Invite Users – Send meeting invitations to participants

- Edit Details – Modify the meeting settings before it starts

- View Stats – See meeting statistics and attendance data

- Recordings – Access any recordings made during the meeting

2. **Alternatively,** you can obtain the invitation link from your email address. Simply click on the link.

3. Upon landing on the meeting home page, enter your name and password. If you are the moderator, ensure to use moderator password. Other participants will use the attendee password usually sent together with the invitation link as room passcode.

 NOTE: CAPTCHA Verification

Click the checkbox next to 'I'm not a robot' to complete the security verification. Click ONCE and wait for the system to verify. Do not click the checkbox multiple times. Clicking repeatedly may cause the system to flag your activity as suspicious and block your access. Click once and wait patiently for the tick to appear.

4. Once you enter all the details, click on 'Enter Meeting Room' button at the bottom of the form. You will be asked if you want to participate by using 'microphone' or 'listen only'.

5. As the moderator you will be required to join using Microphone to help in managing your session. When handling a large group, encourage your participants to join in 'listen only'
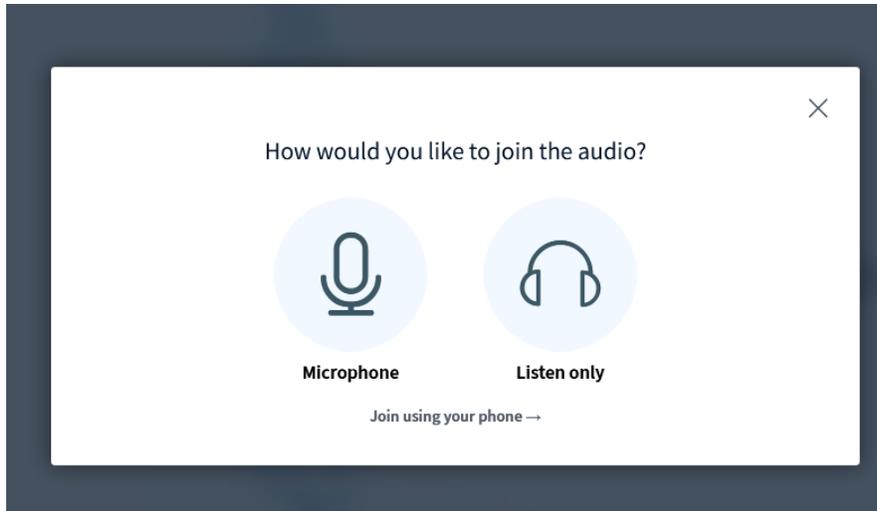
Note: You need to allow the browser to share microphone and camera. Change the microphone settings on the browser to allow applications to use it.

6. When the join via 'microphone' or 'listen only' is selected, you can enable **live transcription** during the session. Please note that the transcription may not be 100% accurate especially for our African accents.

From the menu, select the preferred transcription language
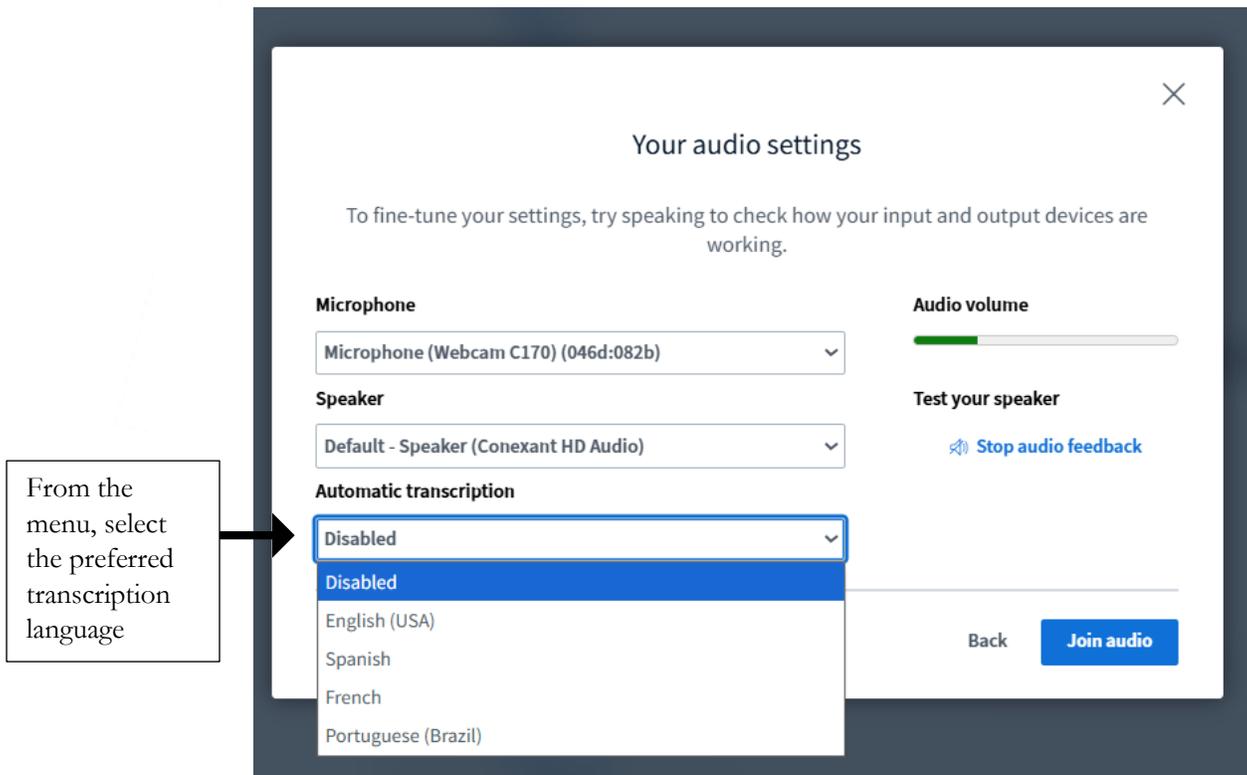
7. Once you join the audio, you can activate the live transcription by clicking the '**CC**' icon at the bottom of the presentation screen.

You can deactivate or reactivate it at any time by clicking on the **"CC"** again.

4 Recording

4.1 Start and Pause Recording

During the session, you can start recording the session to capture audio, video, and shared content. Click the **"Record"** button on the conference toolbar to begin recording. If needed, you can pause the recording at any time by clicking **"Pause Recording."** Click **"Record"** again to resume. Ensure the 'record' icon was enabled during meeting creation process.

Click to start recording session

Start recording

Make fullscreen

Settings

About

Help

Keyboard shortcuts

End meeting

Logout

Start recording

You can select the record button again later to pause the recording.

Yes   No

Pause recording

Are you sure you want to pause the recording? You can resume by selecting the record button again.

Yes   No
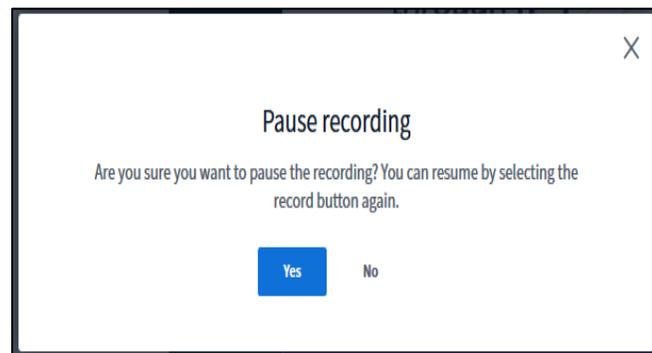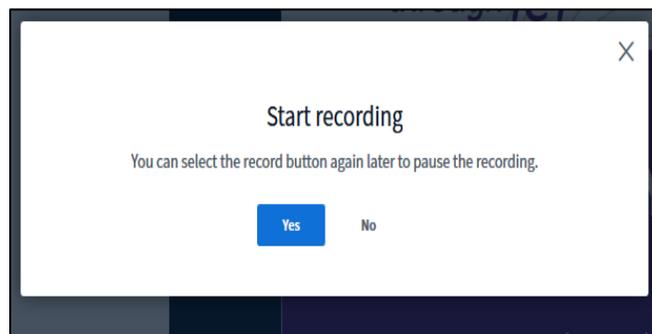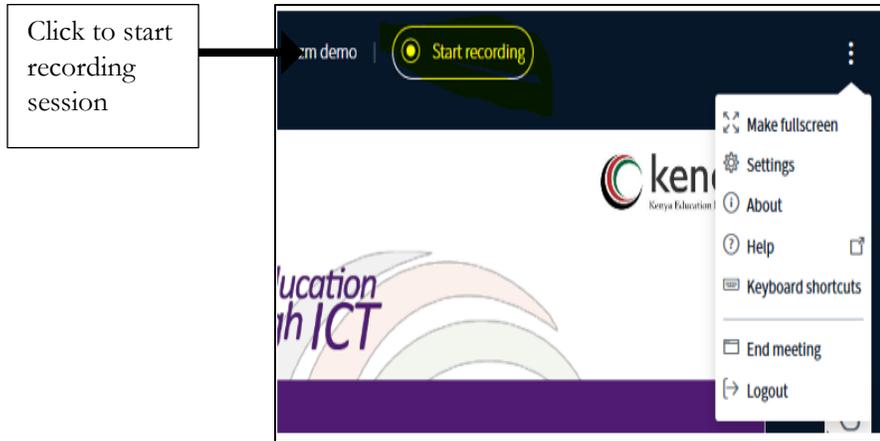
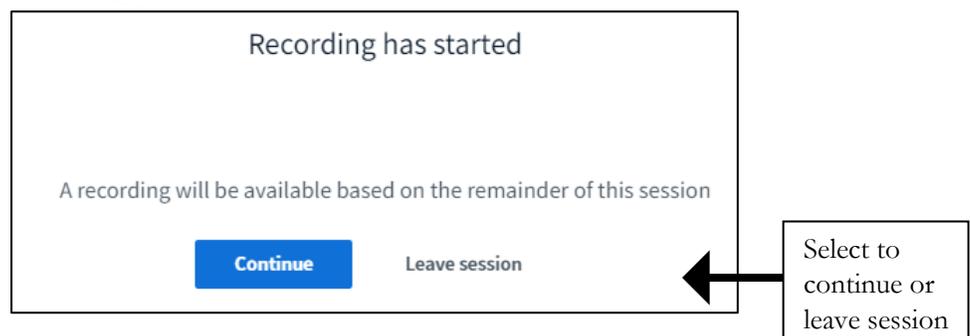When the moderator initiates the recording, participants will receive a notification, providing them the option to either continue or leave the session, ensuring transparency and participant consent.

Recording has started

A recording will be available based on the remainder of this session

Continue   Leave session

Select to continue or leave session

5   Managing Users

As the Moderator, you have full rights to manage your session. Click on the setting icon on the gear menu 'users'. Select the preferred way of controlling your meeting.
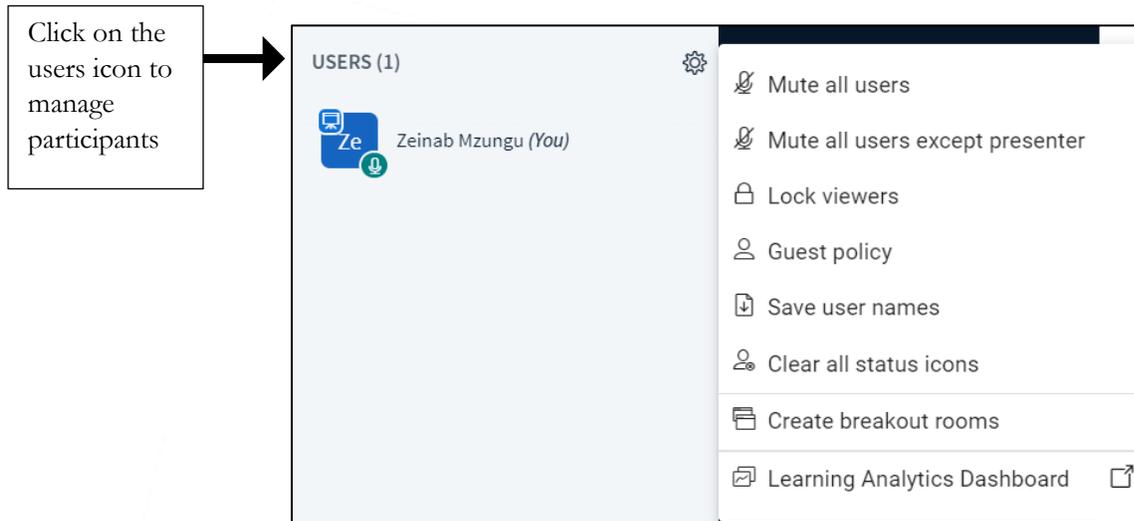
5.1   Mute users
Mute all users: You can mute all users including you as the moderator.

Mute all users except presenter: When handling a large group, ensure to mute all the other users apart from the moderator and presenter. This will minimize background noise and echo. Click on users and select 'Mute all users except presenter'.

5.2   Lock Feature

Lock viewers: You can lock viewers from sharing Webcam, microphone and chats. Select whatever item you want to lock, and press 'apply'. These features enable the moderator to minimize meeting destruction.

Lock webcam- Participants will not be able to share webcam during a session. By default, they will not see the webcam icon as they join the meeting.

Lock microphone- Participants will not be able to share their microphone when joining a session. By default, they will not see the microphone. You can unlock them at any given time to allow them to speak.
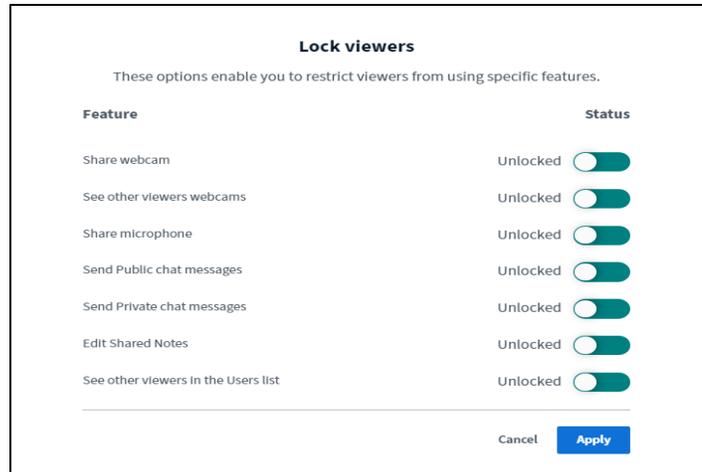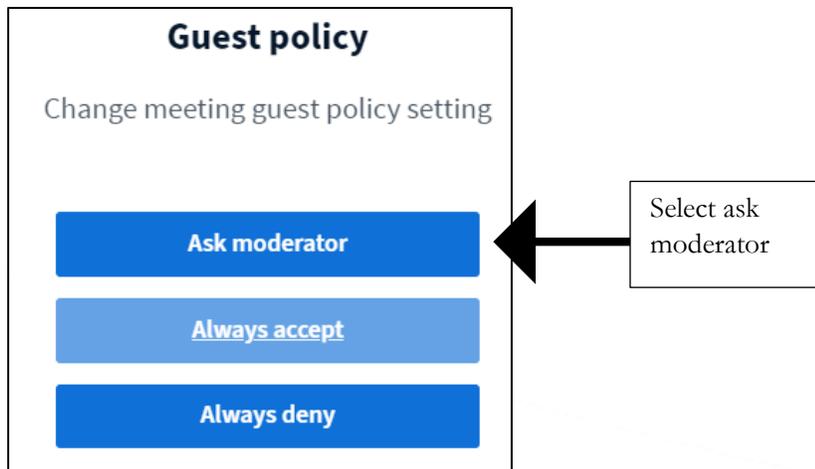
5.3 Guest Policy

Guest Policy: Instructors/presenters can apply the guest policy during a session. To apply the guest policy; -on the list of users, click on the gear menu and select 'guest policy.'


Select guest policy to manage how users join a session
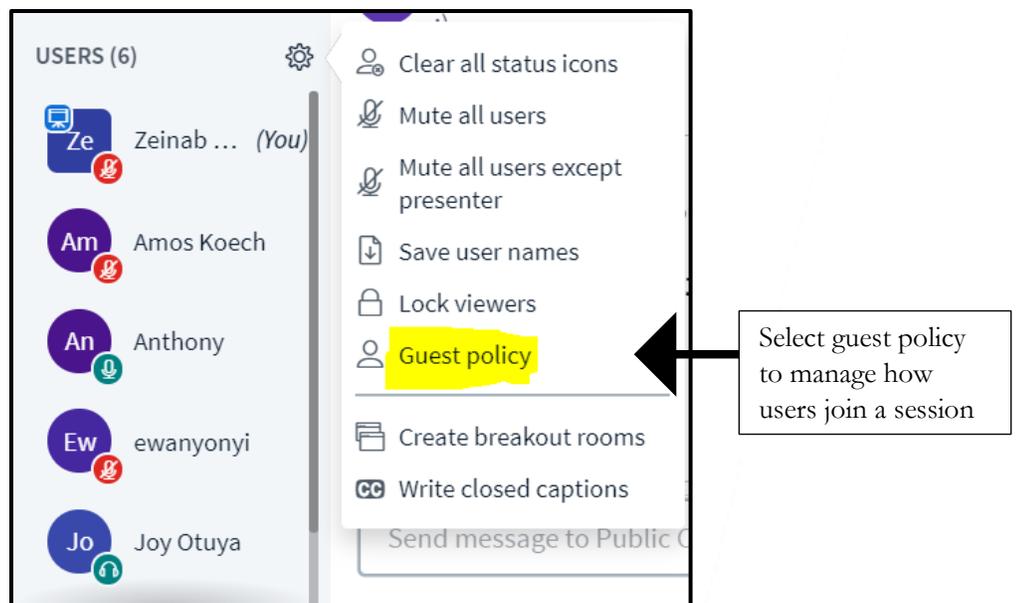
You will then select the desired guest policy.

Select ask
moderator

a) **Ask Moderator:** This policy restricts direct access for participants to the meeting room. After using the invitation link and password, a message "Please wait for a moderator to approve you joining the meeting." is displayed for users in the waiting room, which can also be individualized.


The moderator can grant access to each participant individually in the list of pending users by clicking the "Accept" or deny access by clicking the "Deny" button.


Select accept
or deny
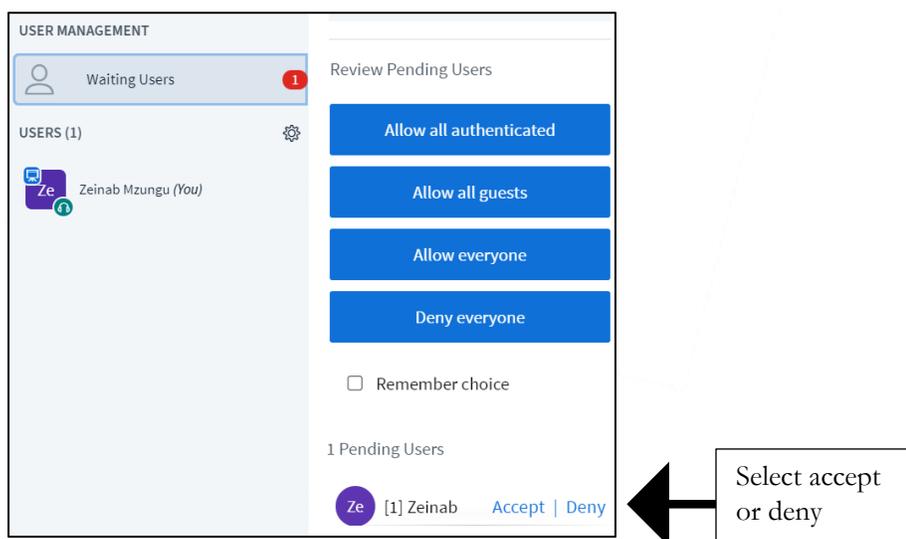
Alternatively, moderators can choose the option of allowing all waiting users into the room once by clicking on the "Allow everyone" button **or** prevent access by clicking on the "Deny everyone" button.

If all requests have been processed, the waiting room window with the corresponding menu item disappears again.
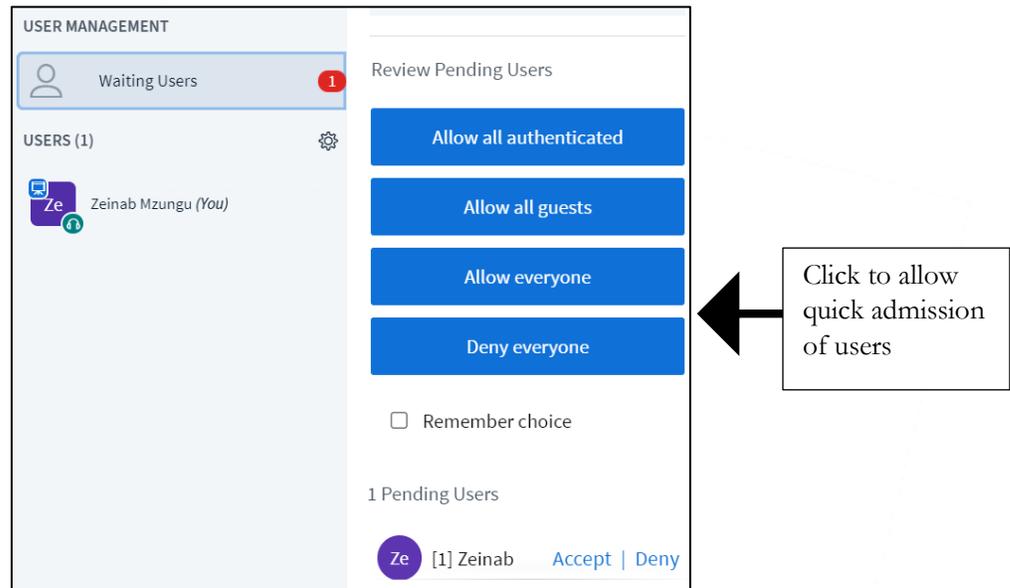
b) **Always Accept**: All users enter the conference room directly. This is the default policy for KENET web conference platform.
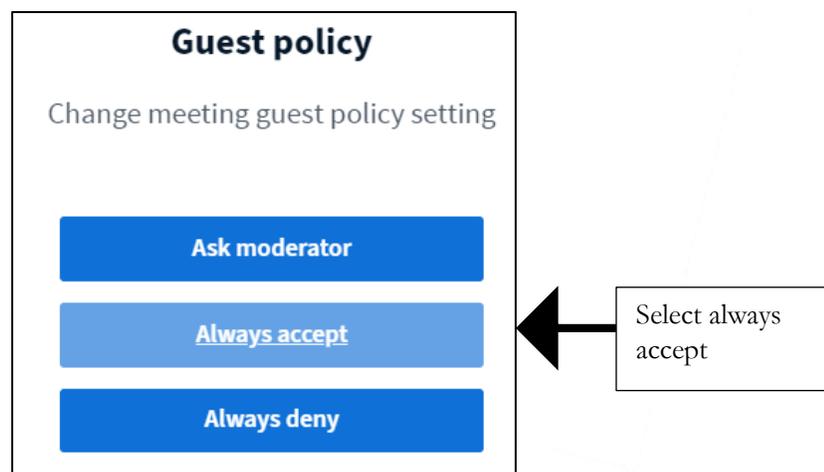
c) **Always deny**: Moderator can use this rule to completely prevent access to the session even to the participants who have invitation link and password. A message of "Guest denied of joining the meeting" will be displayed.

5.4   Attendance during session

Save usernames: You can obtain the attendance sheet by clicking on the users setting icon. Ensure to do it when most of the participants have logged in. The list will be saved in your computer.

Alternatively: You can extract the participants ***attendance list*** after the session by clicking on 'my meetings' then select the preferred meeting. Navigate towards 'actions' and select 'meeting statistics'. It is normally on the last column on your meeting details.
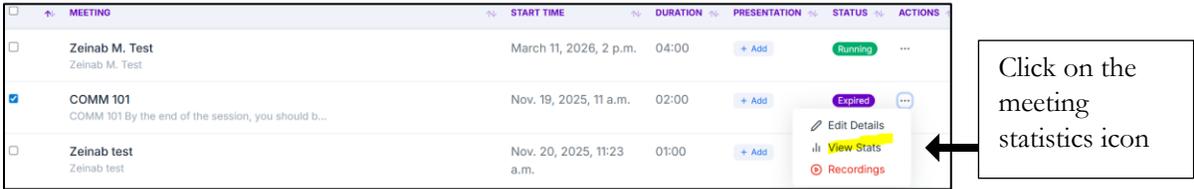
You can download the list by clicking on 'download raw list.'
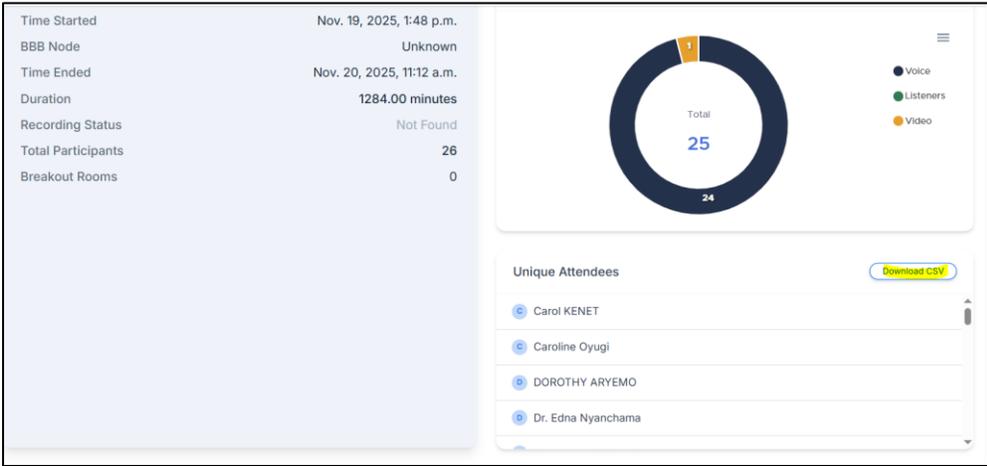
5.5   Create breakout rooms

Use breakout rooms to split students into groups for discussions or problem-solving exercises. Click on 'create breakout room' and note down the number of rooms required and duration of the discussions. Select 'apply'.

Select the number of rooms and duration

There are several ways the breakout rooms can be configured to achieve multiple group sessions and sizes:

a) **Number of rooms**: In the 'Number of rooms' dropdown, select how many breakout rooms you want to create. The default is set to 2. You can increase this number depending on how many groups you need for your session.

Tip: Plan your groups in advance. For example, if you have 30 students and want groups of 5, you will need 6 breakout rooms.

b) **Duration (minutes):** This is the timeframe which the breakout rooms will last. Moderators can decide to end sessions before the time elapses or extend time. By default, all rooms will close once this duration time is met; users will be brought back into the main meeting room.

Note: Participants will receive a countdown notification before the breakout room session ends and they are returned to the main meeting room.

c) Configure the Room Options

On the right side of the panel, you will see four optional checkboxes. Tick any that apply to your session:

Allow users to choose rooms – Participants can select which breakout room they want to join themselves, rather than being assigned by the host.

Save whiteboard – Any whiteboard content created inside the breakout rooms will be saved after the session ends.

Save shared notes – Any notes written collaboratively inside the breakout rooms will be saved after the session ends.

Send invitation to assigned moderators – Moderators assigned to a breakout room will receive an invitation/notification to join their designated room.

d) Assign Participants to Rooms

Under the 'Manage Rooms' section, you will see columns for each room created (e.g., Room 1, Room 2) and a 'Not assigned' column listing all participants who have not yet been placed into a room. To assign participants:

Drag and drop a participant's name from the 'Not assigned' column into the desired room column.

Alternatively, click 'Randomly assign' (shown in blue next to 'Manage Rooms') to let the system automatically distribute all participants evenly across the rooms.

 Note: You must place at least one participant in a breakout room before you can create the rooms. The system will show a red warning message 'You must place at least one user in a breakout room' if you try to create rooms without assigning anyone.

**Tip**: Each room also has a 'Current slide' dropdown, allowing you to assign a specific presentation slide to be displayed when participants enter that room.

e) Ability to set the name of the breakout rooms as you create them

When creating breakout rooms, you can edit the name of each room to specifically reflect and align to the activity or task. Click on the title box and put in the new room name.

Put the preferred room name
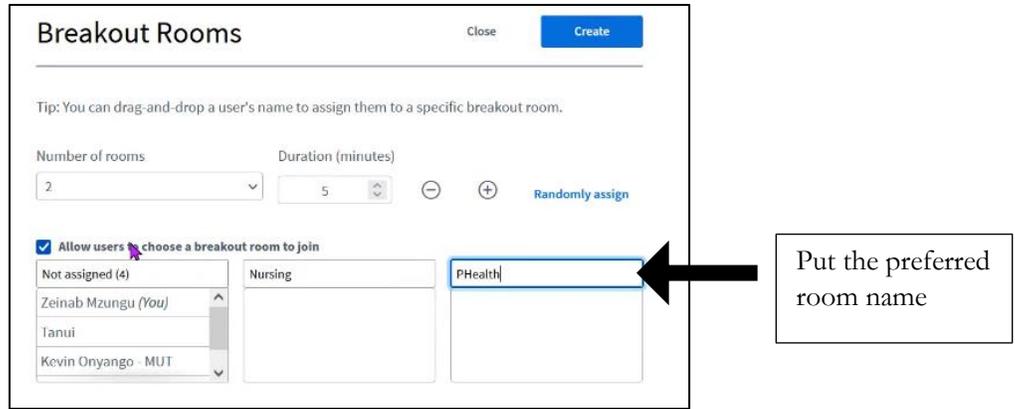
- Once the breakout rooms have been configured, select '**Create**' to **launch**.


Click to create breakout rooms
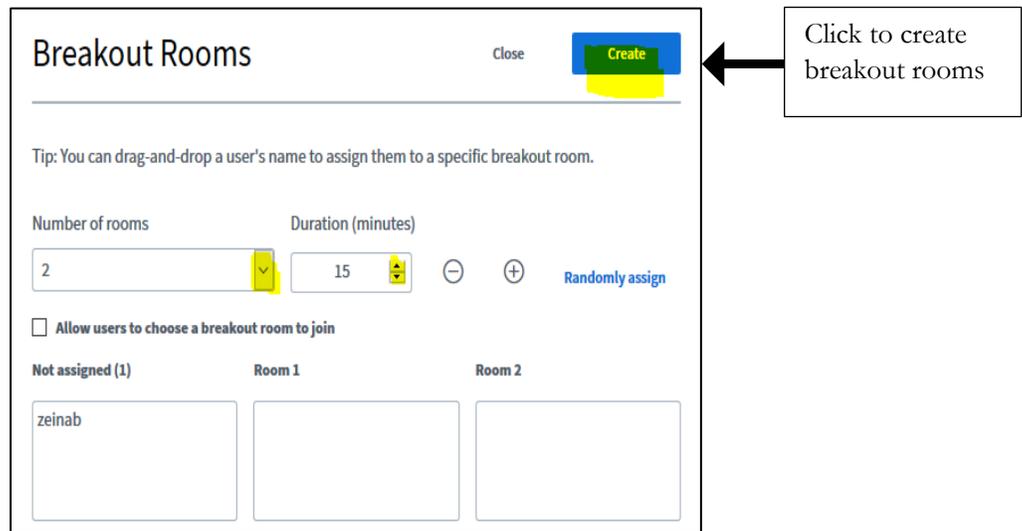
Participants will receive a prompt to join the respective room they have been assigned to; all users assigned to join a room will be removed from the audio in the main meeting room and prompted to re-join in their breakout room.

When participants join the breakout room, they will see the current slide from the main room. The left/right arrows for slide navigation will be disabled as the breakout room has only one slide (the current slide from the main room).

f) To Invite Late Joiners

The moderator/instructor can invite participants who were offline during breakout room creation by using the gear icon then choose **Breakout room invitation**.

Select to send invitation
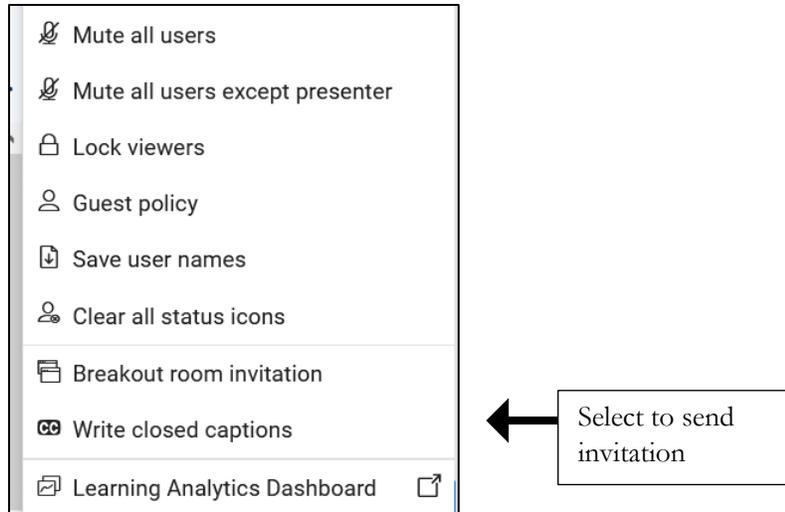
### g) Easier moving of users between breakout rooms

As a moderator you can move users from one breakout room to another in the middle of a breakout session by clicking on the "three dots" under breakout rooms then selecting the "manage users" from the options displayed.

Select manage users
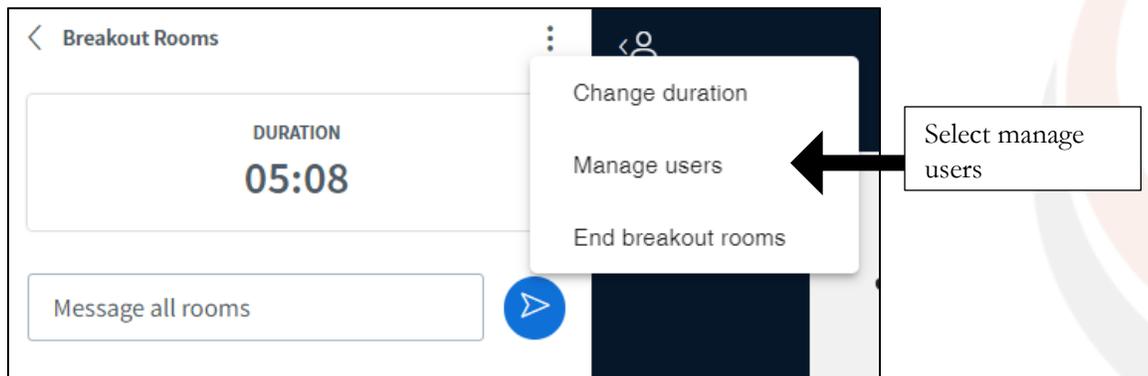
Once that is selected, a dialogue box will appear allowing you to drag and drop users between different breakout rooms.

Drag and drop users to the room of choice
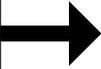
When you click "Apply", the selected participants will receive a notification to move them to the target breakout room.

Select Apply

Exporting breakout rooms' shared notes to the main room

To capture a breakout room's shared notes, select the option "Capture shared notes when breakout rooms end" while setting up the breakout rooms.
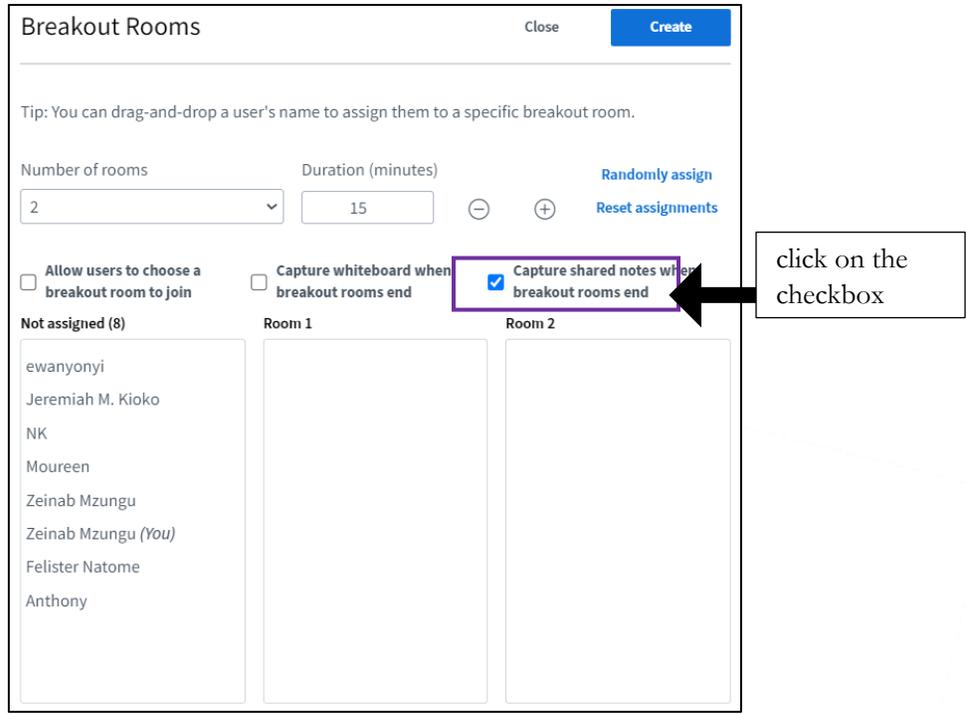
When the breakout rooms end, the shared notes will be converted to a pdf and be available as a presentation from the action menu.
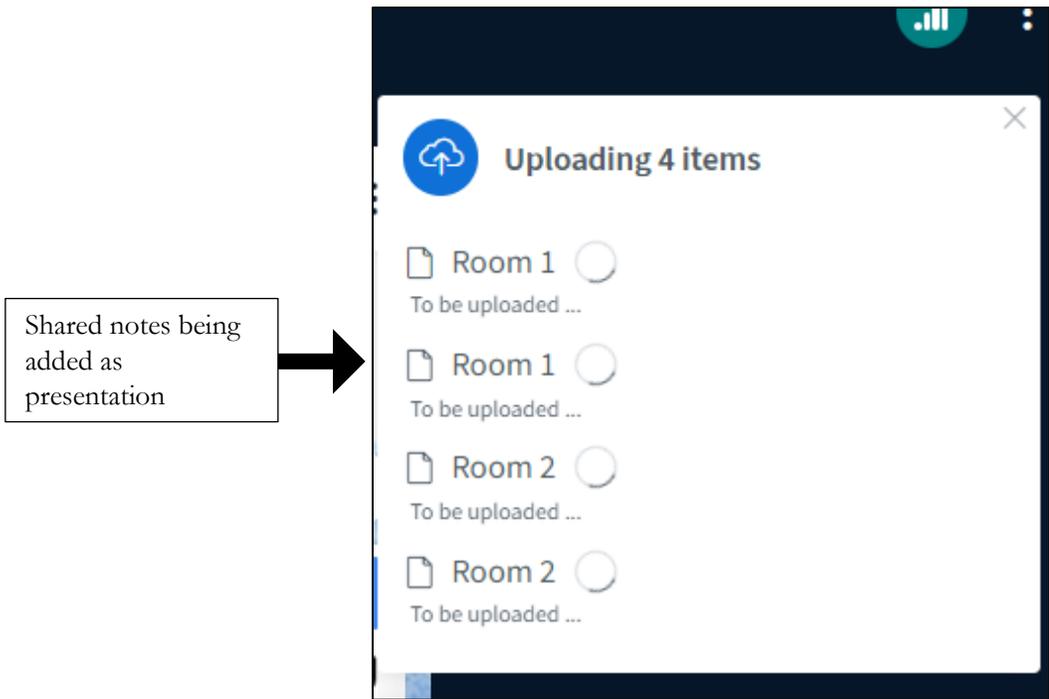
h) **Exporting breakout rooms' whiteboard annotations to the main room**

To capture the breakout rooms' whiteboard annotations, select the option "Capture whiteboard when breakout rooms end" while setting up the breakout rooms.

When the breakout rooms end, the whiteboard will be converted to a pdf and be available as a presentation from the action menu.
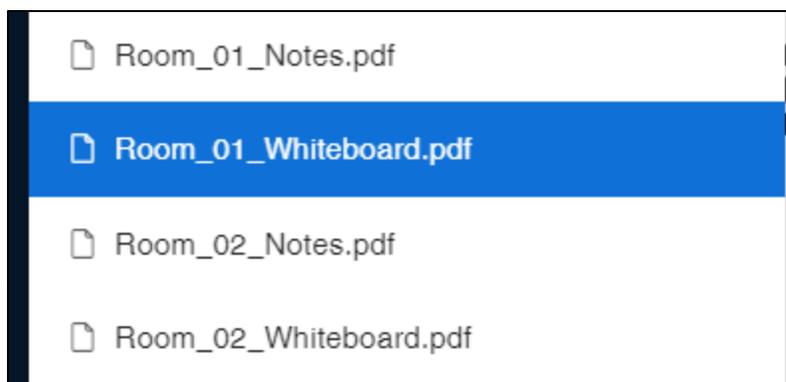
i) Managing Breakout Rooms

When breakout rooms are created and participants have successfully joined, moderators can manage and join the rooms from the main meeting through the Breakout Room Control panel.
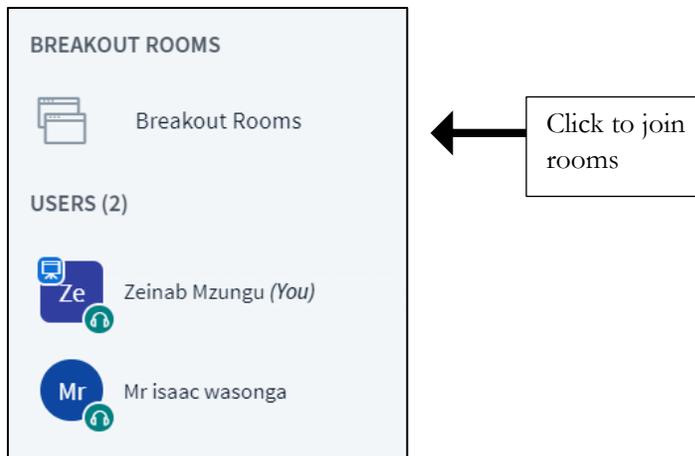
The breakout room control panel will list all active breakout rooms, **Number and Names of Attendees in Each Room,** as well as additional settings and moderator capabilities.
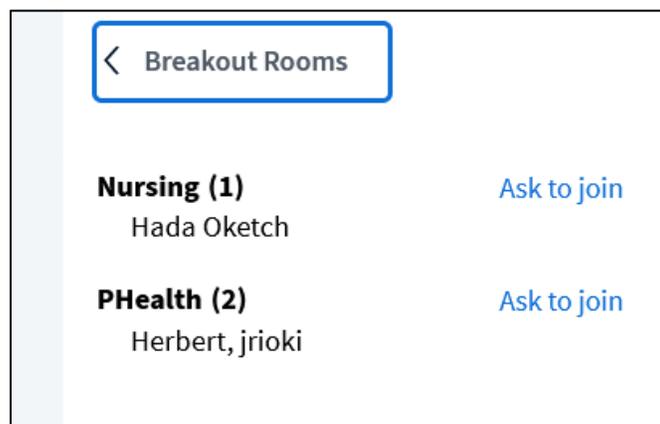
As the moderator you can open as many of the breakout rooms as you like via the **join** function. All additional breakout rooms tabs will appear at the top of the browser window.

To avoid echo or noise transmission between rooms, it's advisable for moderators to mute microphone or leave audio of every room before joining another room.

1. **Duration time:** displays the remaining duration time of the breakout rooms.
2. **Ability to extend the duration of ongoing breakout rooms:** As a moderator you can extend the duration of your breakout rooms session by selecting '+' icon.

Duration 04:04 ⊕   ←   Select extend

End all breakout rooms
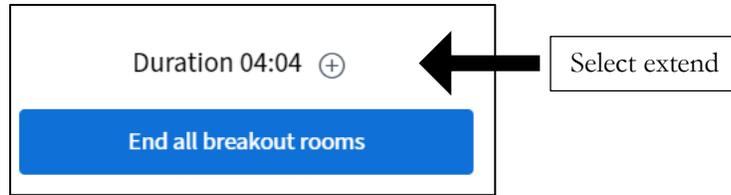
Selecting the '+' will display the controls to extend the breakouts time in any preferred minutes or longer. You can thereafter use the arrows on the popup menu or type in the extension time in the text box.

Time to extend (minutes)
06
Cancel   Extend

← Click on the dropdown/up menu
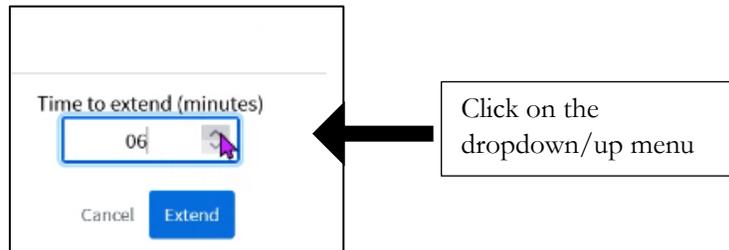
Select 'extend'. The time is added to all running breakout rooms.

Time to extend (minutes)
06
Cancel   Extend

← Select extend
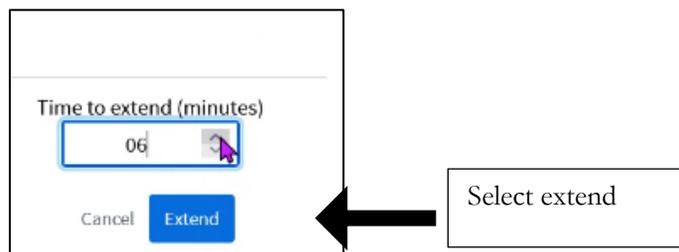
3. **End all breakout rooms**: when selected, closes all breakout rooms before the duration time; all users will be kicked from their assigned breakout room and brought back to the parent room to re-join the audio.

Important Reminders for Breakout Rooms:

- Only the host or a moderator can create and manage breakout rooms.
- Participants cannot move between rooms on their own unless 'Allow users to choose rooms' is enabled.
- The host can visit any breakout room at any time during the session.
- When the duration expires, all participants are automatically returned to the main meeting room.
- Save whiteboard and Save shared notes must be checked before creating rooms if you want to retain that content.

- All viewers enter the breakout rooms with moderator status; the first individual to connect is assigned the presenter role. We recommend assigning one individual per room to be the "breakout captain" or be the individual responsible for uploading content or passing the presenter role during the discussion.
- At this time breakout rooms **cannot** be recorded.

5.6   Learning Analytics Dashboard

Moderators/instructors are now able to view a breakdown of participants activities during a session. A report is generated with details of participation ranging from talk time, raising hand, response to poll surveys, web cam sharing, status whether online or offline. This tool can enable the instructor to tell the amount of engagement demonstrated by each participant/learner.

To access the Learning Analytical dashboard:

Locate and click at the gear menu (manage users) which is at the right side of the 'users'.
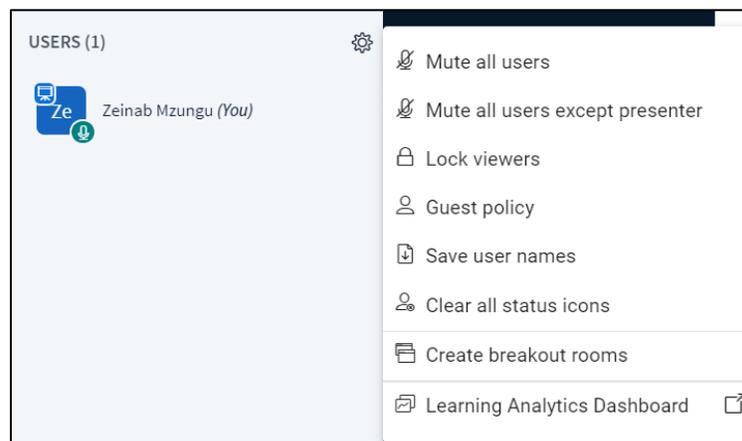
Select 'Leaning Analytics Dashboard'. A new window will be displayed.

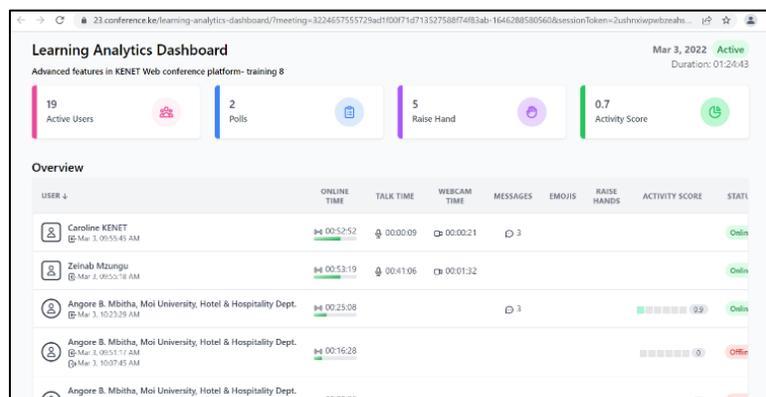This can also be obtained once the meeting has ended, by selecting 'open learning analytics dashboard' on the pop up window.
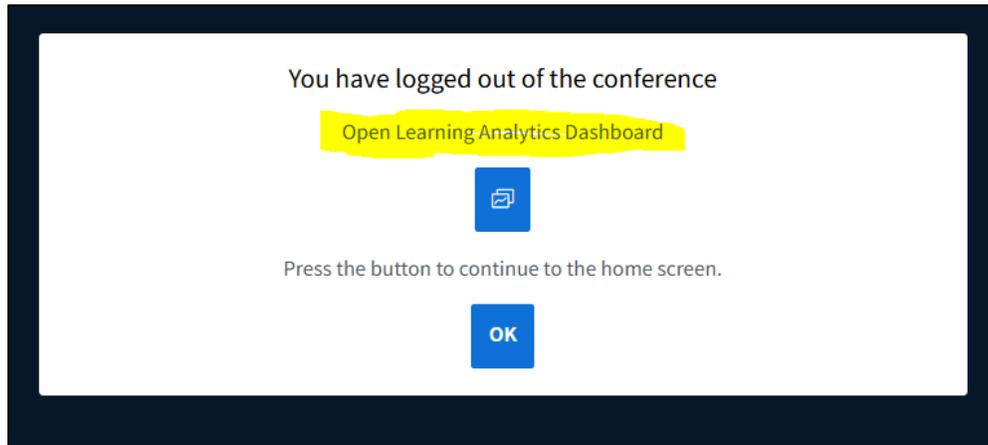
Ensure to download the report by scrolling down and selecting 'download session data' at the bottom right of the screen.
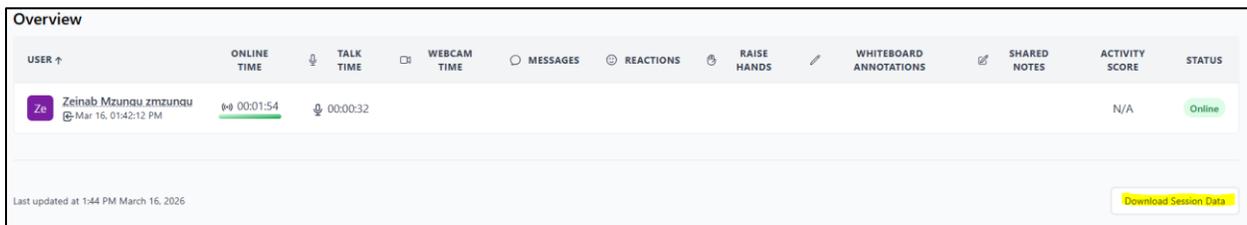
5.7   More Instructors Resources

The moderator can further manage individual users in a session by making them presenter, moderator or remove them from a session. Click on the individual participant and select the preferred task from the list available
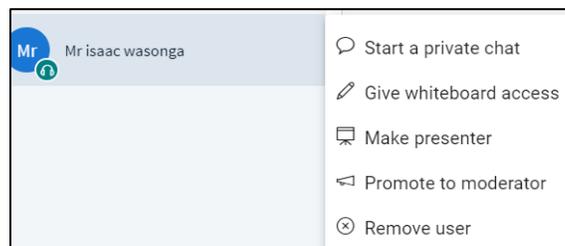
5.7.1   Per-user whiteboard

You can give a specific participant the ability to write on the whiteboard instead of all users in a session. To do that; - Click on the name of the participant.

Click to give an individual user whiteboard access
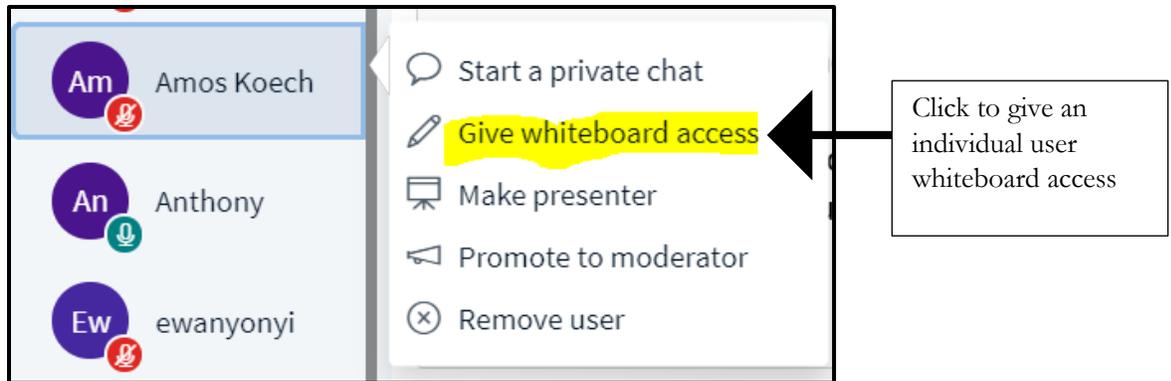
Select 'give whiteboard access'. Once you have given an individual user whiteboard access, a pen icon appears next to their avatar.

You can revoke individual whiteboard access by clicking their avatar again and choosing 'Remove whiteboard access'.

When granting individual whiteboard access, a count will appear on the multi-user whiteboard icon showing you how many participants you have granted access to the whiteboard.

See number of users granted whiteboard access
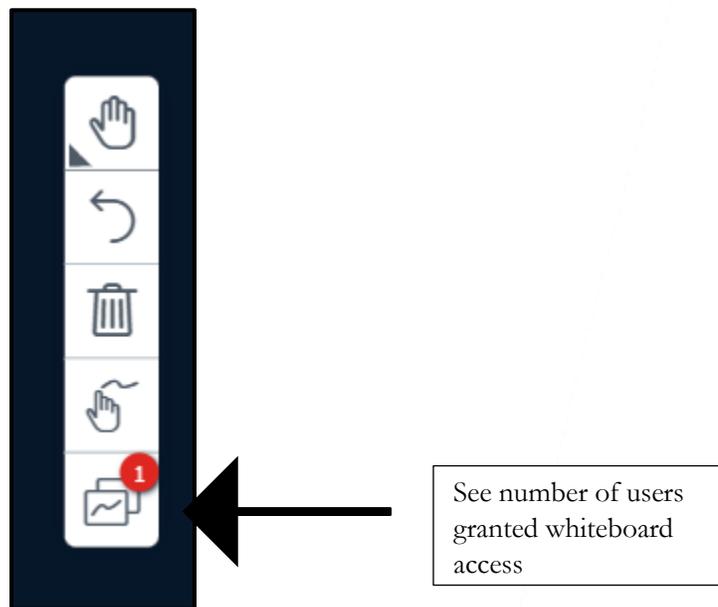
Clicking the multi-user whiteboard icon removes whiteboard access from everyone except the presenter.

5.7.2   Give Presenter role

This is an effective way to allow a specific participant to take charge of a session. They can carry presentations for their peers as well use the interactive features available on the platform.

Click to make participant a moderator
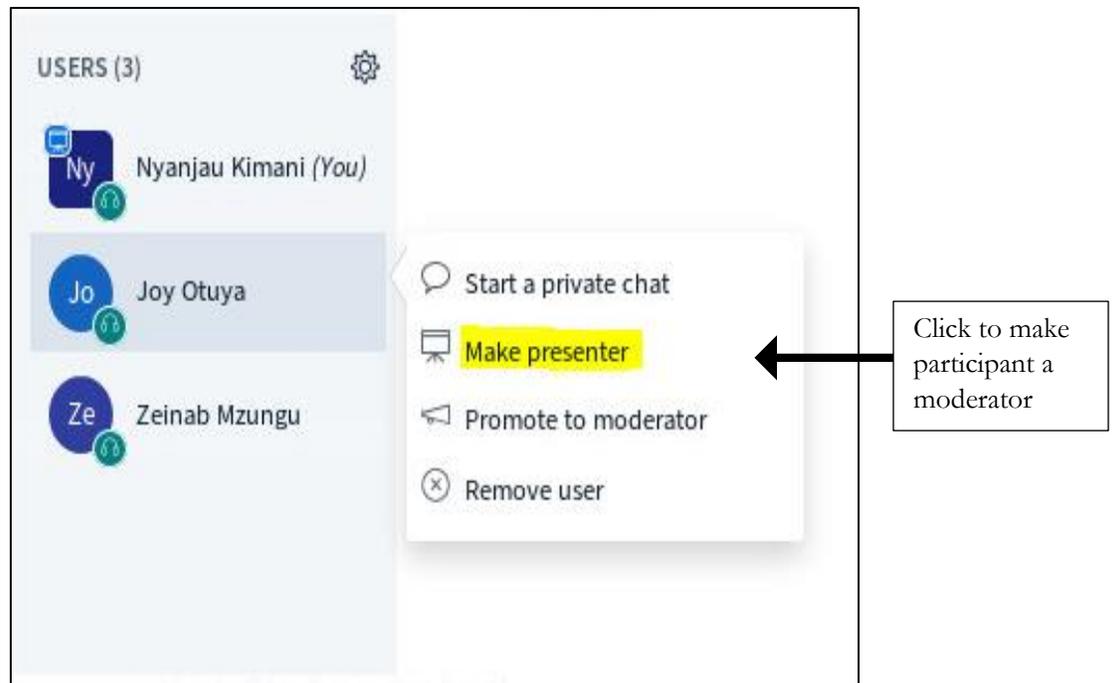
5.7.3 Have students set their status

You can ask students to indicate their feelings, agreement, or raise their hand using the Status option.

Let them click on their name and select a preferred icon.

5.7.4 Promote to moderator

To give moderator rights to a student, click on the name of the participant and select 'prom moderator'
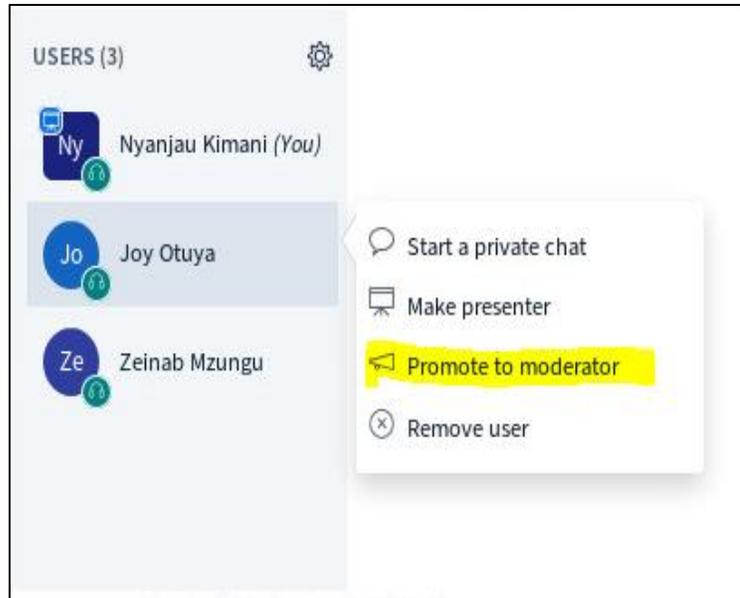
5.7.5   Remove user

You can discipline a user who constantly misbehaved in a session. To remove user, click on their name and select 'remove user'
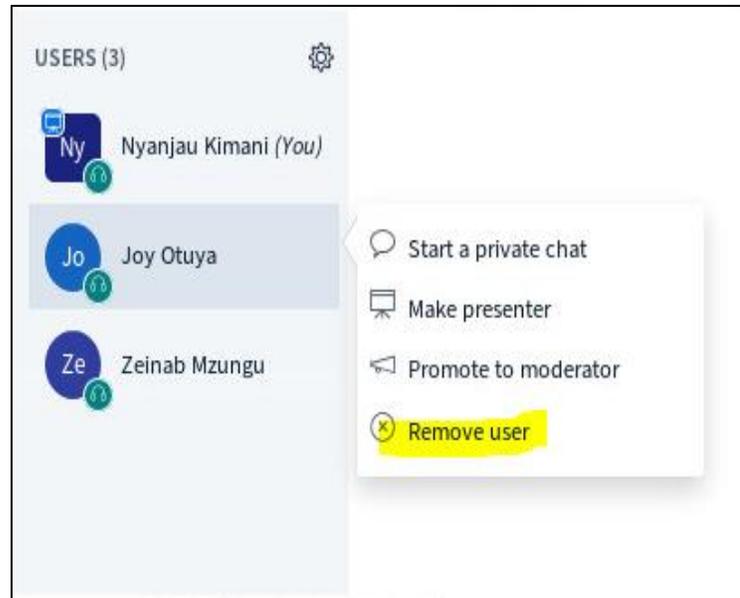
6 Interactive Features

6.1 Public Chat

You can engage all Participants in having real time discussions using chats. You can save the chats and view them later by clicking on the icon next to 'public chat'.
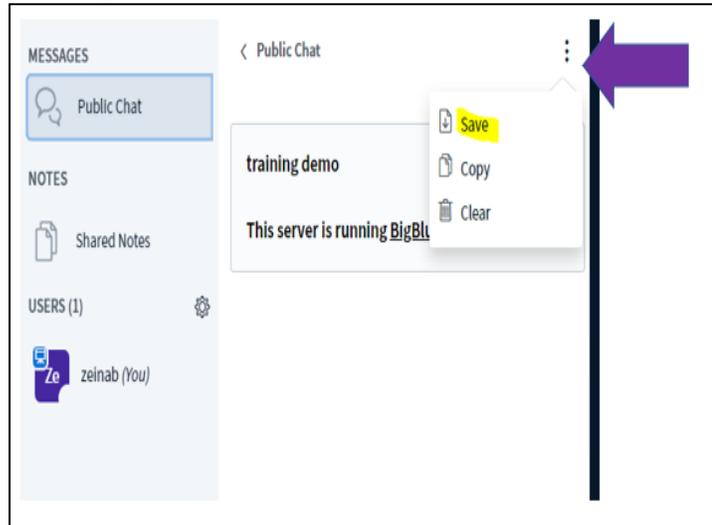
Distinguishable Moderator messages in the public chat

The chat messages from moderators are bolded for easy identification by participants on the public chat.

Message from moderator is highlighted
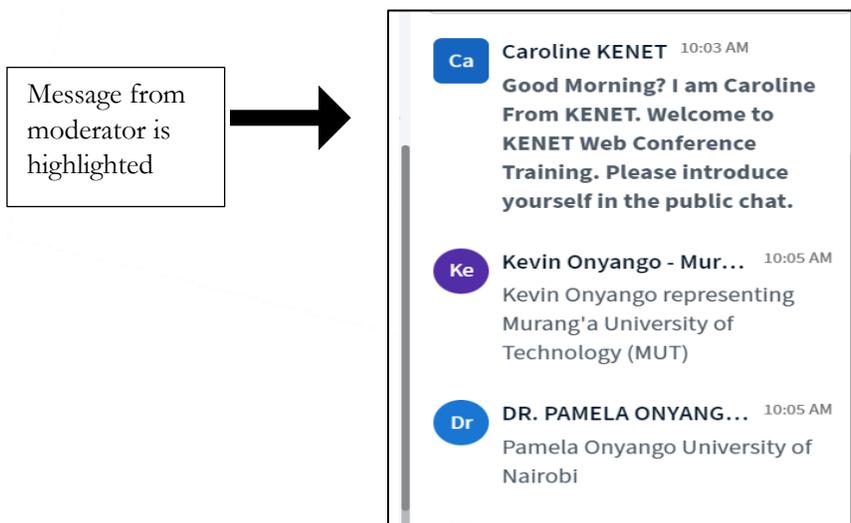
6.2 Private chat

Click on the participant's name and start a private chat.
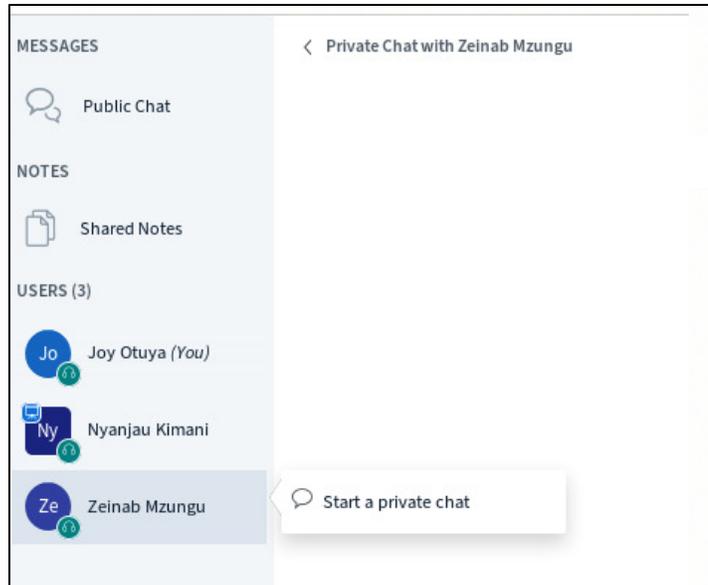
6.3   Shared notes

Students can collaborate on notes while you lecture. You can download and share these with students afterward.
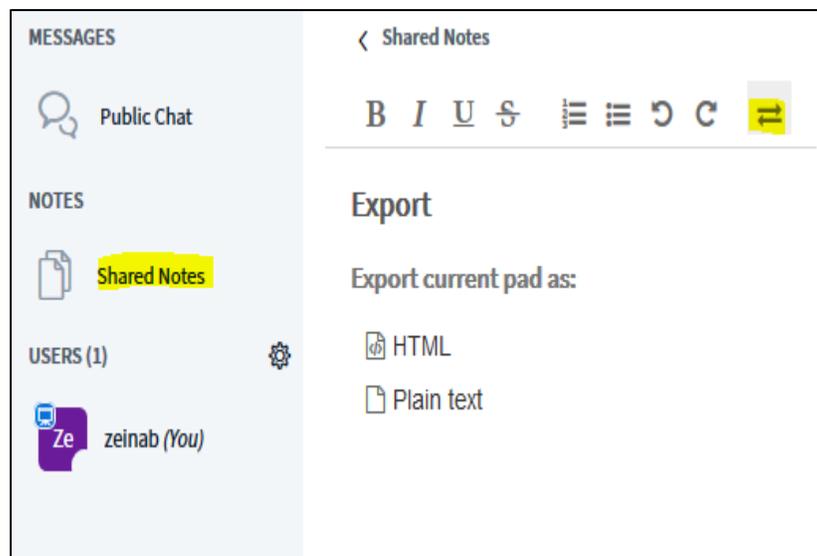
a.   Moving shared notes to the whiteboard as presentation

Moderators can move the shared notes to the whiteboard presentation as presentation.

To do this, select the three dots in the top right corner of the Shared Notes window and select "Convert notes to presentation".

Select to convert notes to presentation
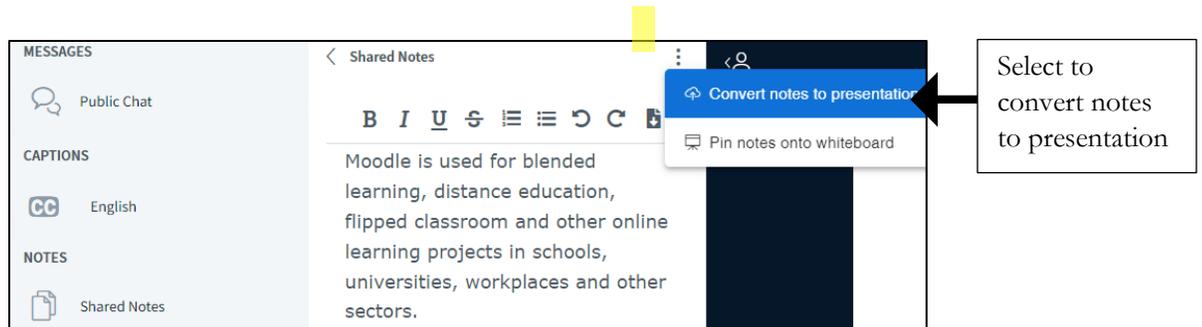
The Shared Notes will then be converted and displayed in the presentation area.
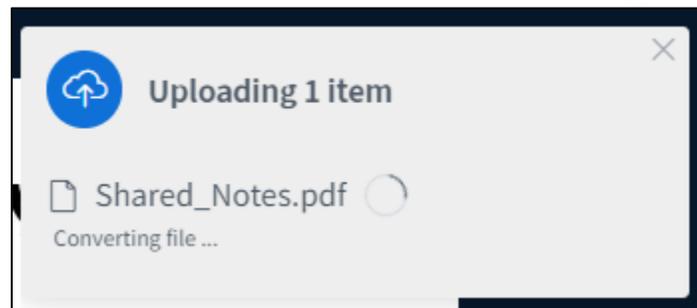
The Shared Notes will then be available as a presentation in the "action menu" and can then be marked up on the whiteboard.

b. Pin the shared notes to the whiteboard presentation

Moderators/instructors can now pin shared notes to the whiteboard presentation area for further collaborative work among participants.

To do this select the three dots in the top right corner of the Shared Notes window and select "Pin notes onto whiteboard".

Select to pin notes to the whiteboard
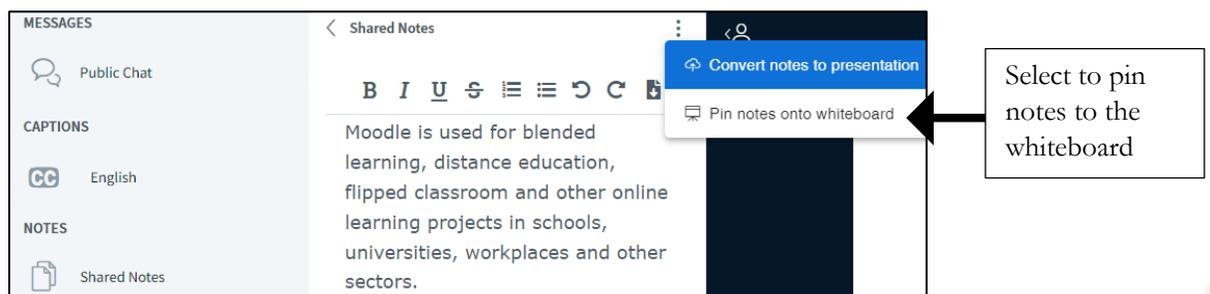
To unpin the shared notes, press the X button on the top right-hand side of the whiteboard area.

6.4   Raise hand icon

Participants can quickly select the raise hand icon available below the presentation screen to gain instructors attention.
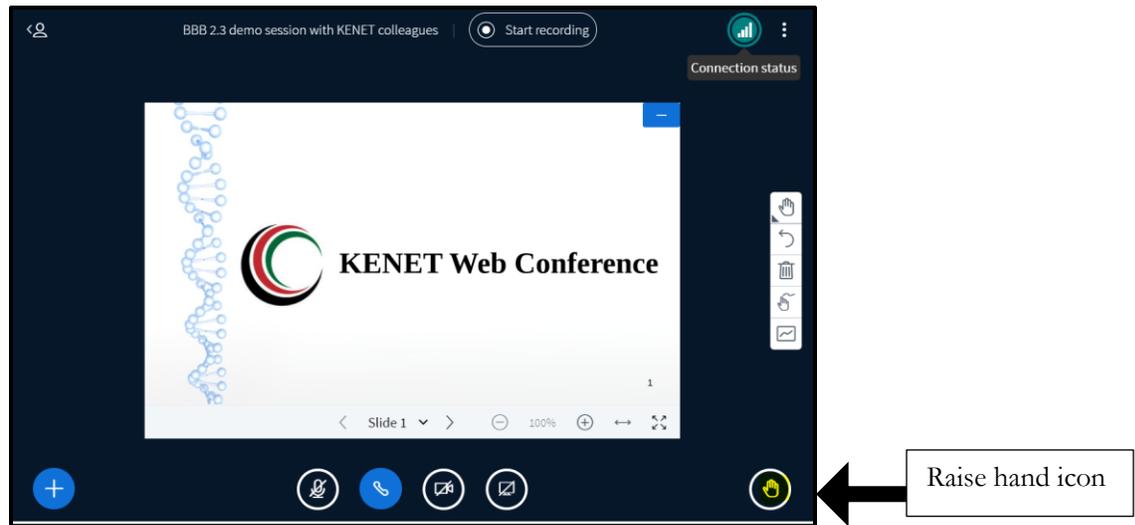
Raise hand icon

When the raise hand icon is selected, a persistent toast notification will appear.

Raised Hands
Amos Koech raised hand
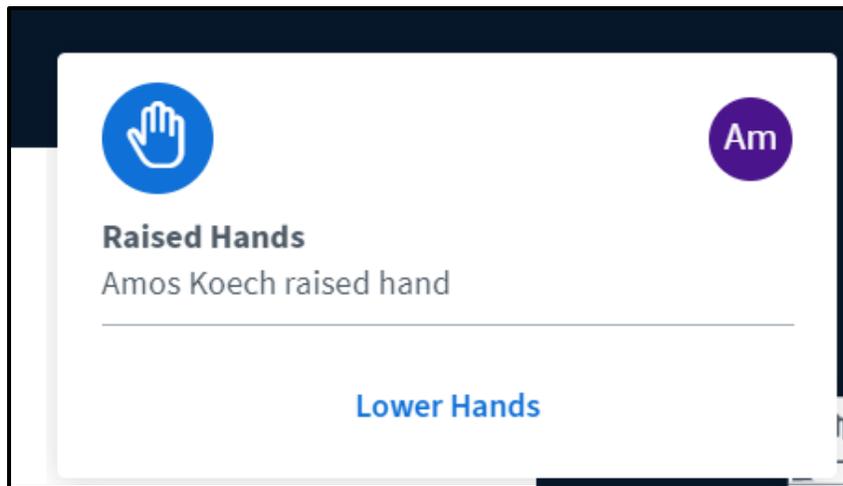
Lower Hands

The notification will remain on the screen as long as at least one student has their hand raised. The instructor can lower individual hands by clicking on user's avatar in the notification.

Click to lower the hand → **Lower Hands**
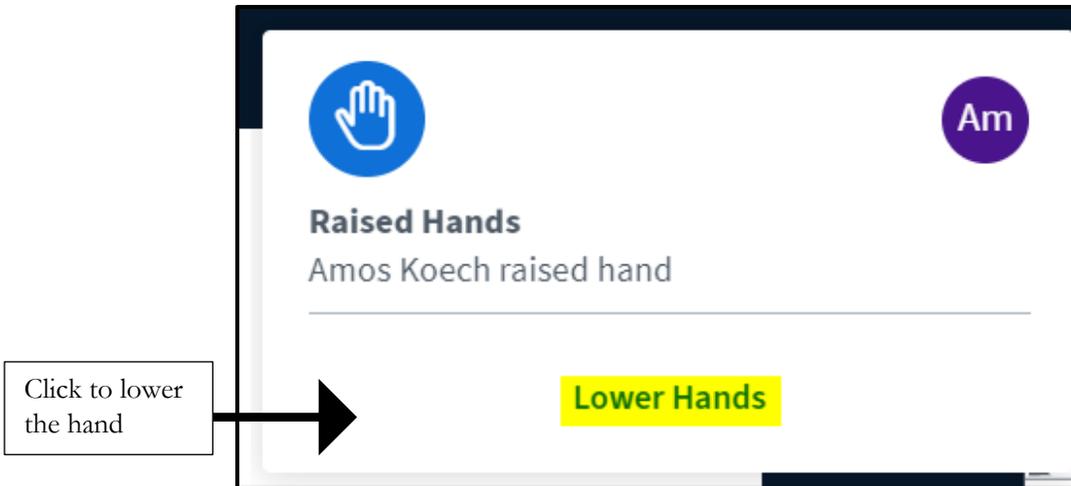
6.5   White board markers and annotation icons

Moderators can use markers and live annotations by clicking on the tools available on the display screen.

One can select different colors, fonts, shapes and text bot to enhance your presentation as well as annotate lively with your students by selecting 'allow multiuser board.'

There are two toolbars on the whiteboard. A Styles toolbar and a Tools toolbar.

Styles toolbar
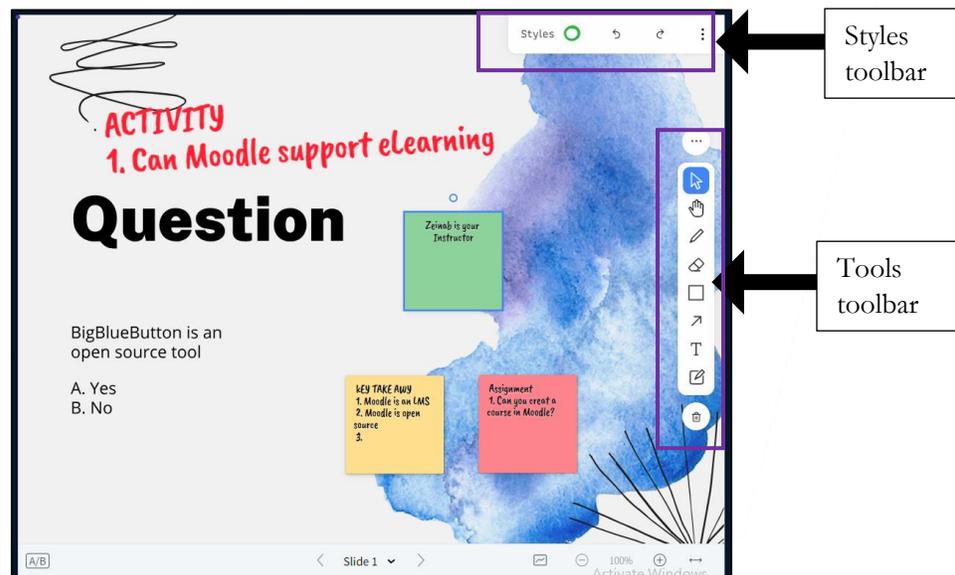
Tools toolbar

a)   **Styles toolbar**

The **Styles toolbar** provides various options to customize and enhance your drawings on the whiteboard.

It includes tools for choosing different colours, line thickness, and line styles for your annotations and drawings. Additionally, you can use the "redo and undo" icons ensuring your whiteboard content looks exactly the way you want it to.
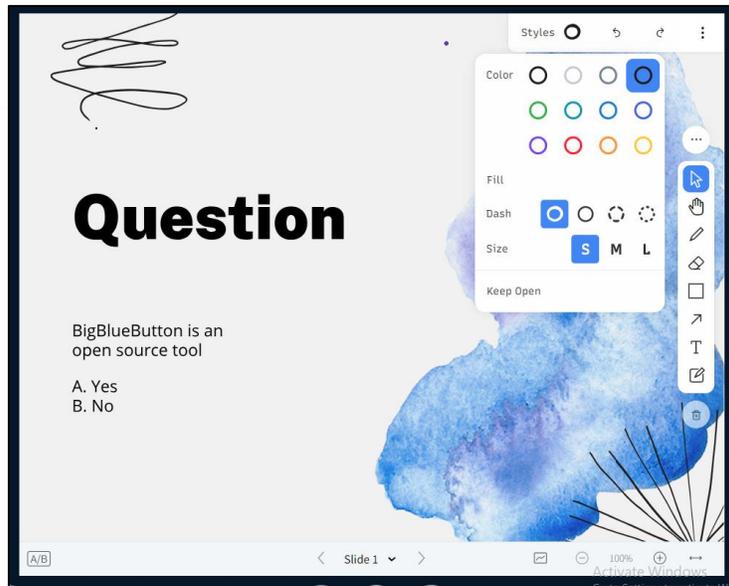
The three dots when selected contain three options-: Fullscreen Presentation, Snapshot of current slide and hide toolbar.

The three options displayed
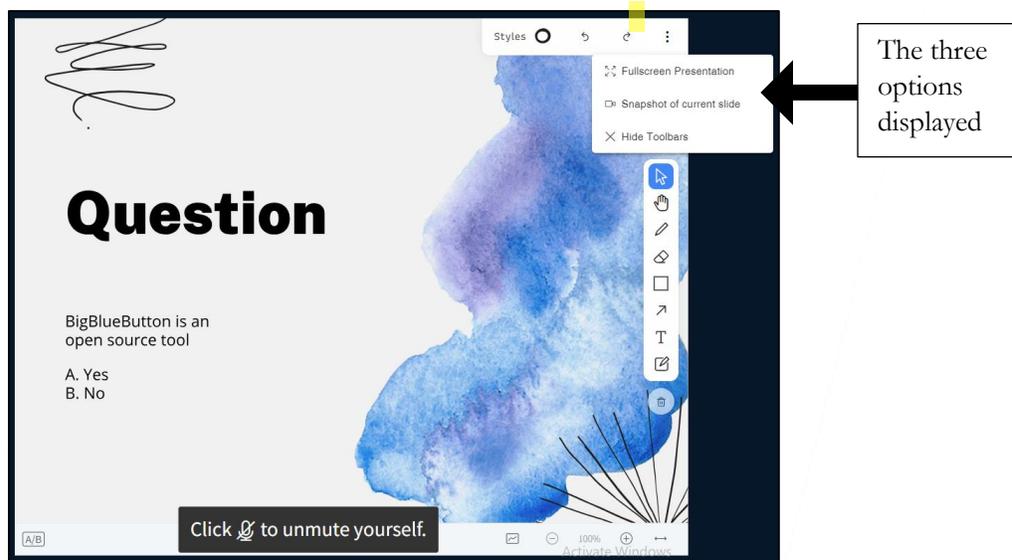
b) **Tools toolbar**

The **Tools toolbar** offers a range of drawing and annotation tools to help you create and interact with content on the whiteboard.

It includes options for freehand drawing, adding text, shapes, lines, arrows, Text, Sticky Notes, and Delete icon.

Text and colours applied on the whiteboard
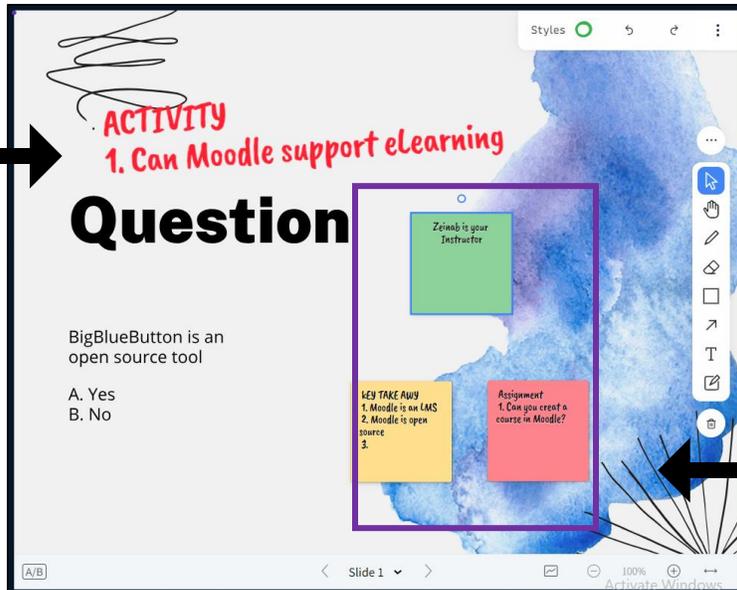
Sticky notes used on the whiteboard

7 Other features

The KENET Web conference platform is rich in features that can help moderators/instructors to conduct their sessions seamlessly.

7.1 Network connectivity icon

Participants will now see a network connectivity status icon in the upper right-hand corner in the meeting page.
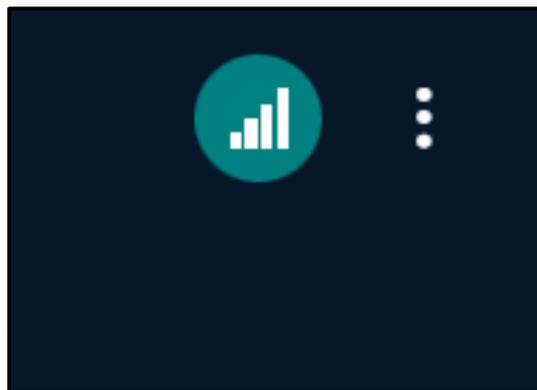
For moderators, this icon when clicked, they will see a log of their connectivity status as well as a log of the connectivity status for all participants in their session. This will help instructors/presenters see users who have unstable connections through a dialogue that shows recent log of connectivity changes.
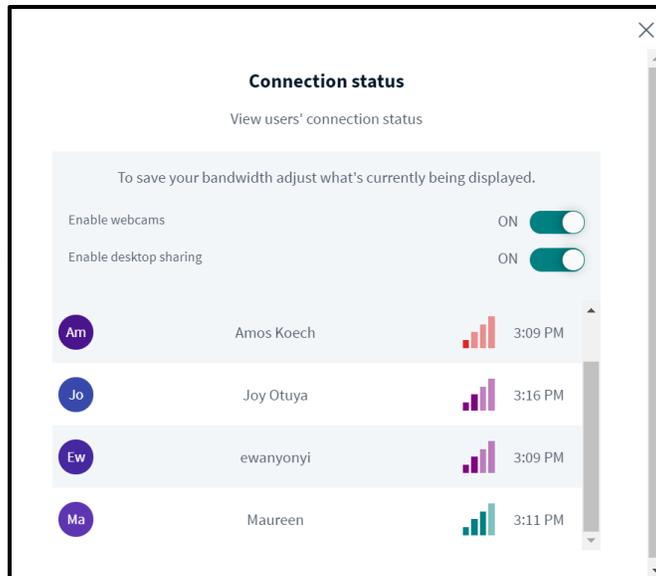
The icon is **green** when participants have stable connection, **Purple** when average and **red** when poor connection is detected. This can inform users to turn off web cam, screen share videos to reduce bandwidth consumption.

7.2   Select input/output devices

Click the handset icon to switch between microphones and speakers of choice during a meeting.

The dialogue box will give you a list of any input/output sources available.
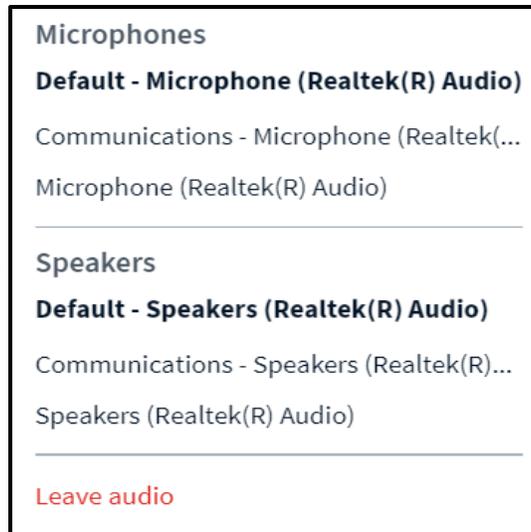
The items on the list are clickable, the user can switch to the preferred source.

7.3   Microphone

When talking with a muted microphone, you will get a pop-up message to remind you that you are muted.
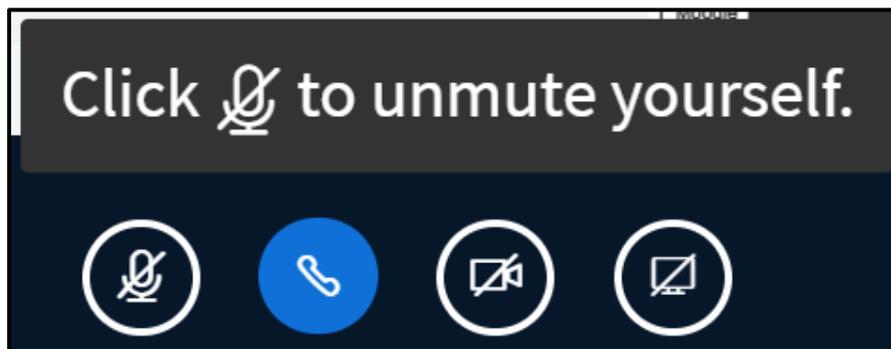
7.4   Share Screen

You can share your screen to the participants by clicking on the Share Screen icon located below the white board or display screen.

Select the screen you want to share. You can also choose an individual application, other programs or browser that is already open on your computer.

Select the window or screen to be shared

Click on the screen icon to share screen
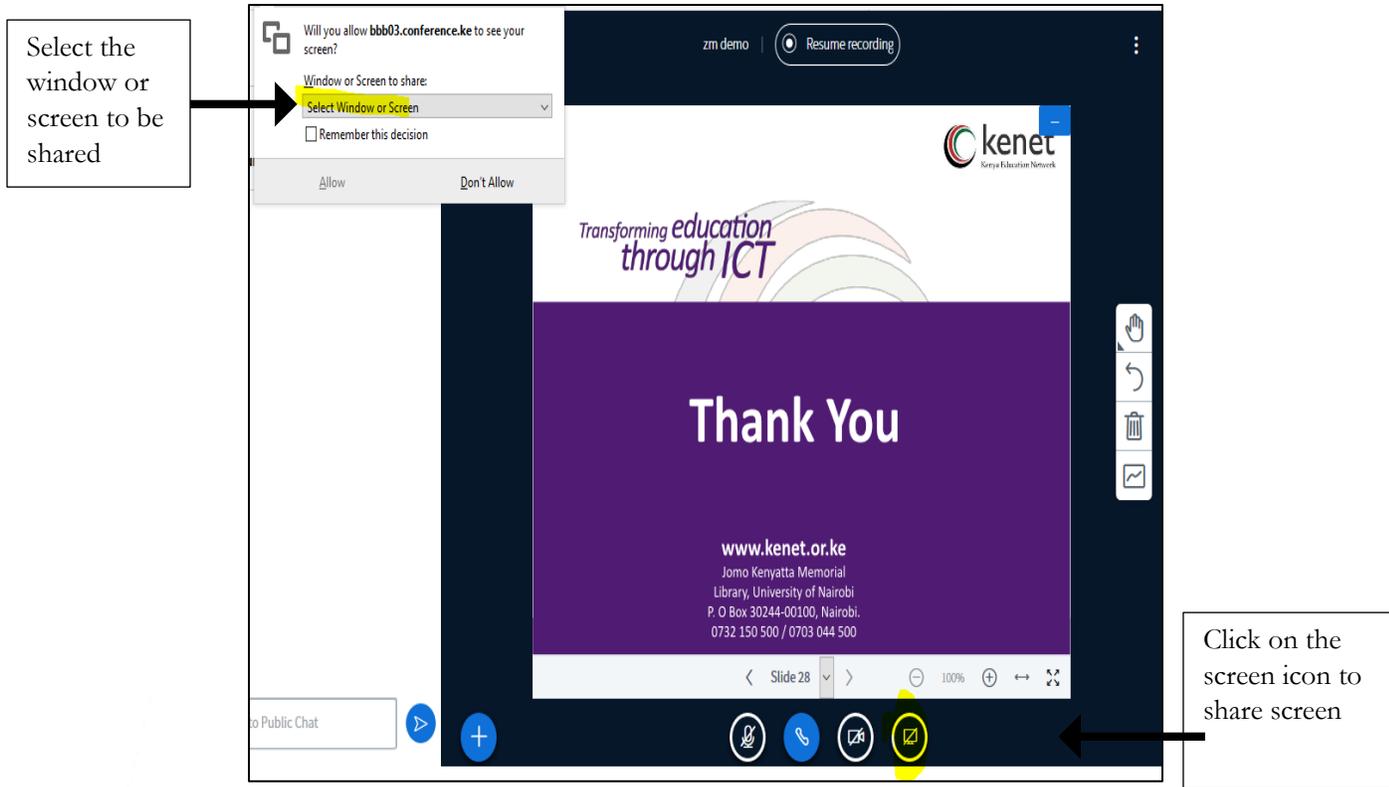
Audio included on screen share

When you screen share a tab/window with audio, the audio will be captured. Users viewing the screen share will be able to hear any audio broadcasted from that tab.

To include the audio, choose Chrome Tab as check the Share audio option in the bottom left-hand corner.

Select to share audio

7.5   Web Cam

To share web cam; - select the video icon at the bottom of the presentation screen.

I.   Repositioning Web cam

Participants can navigate the web cam to desired position including left, right, top, maximizing the available viewing area for the presentation.

Drag web cam to desired position; - top, right or left
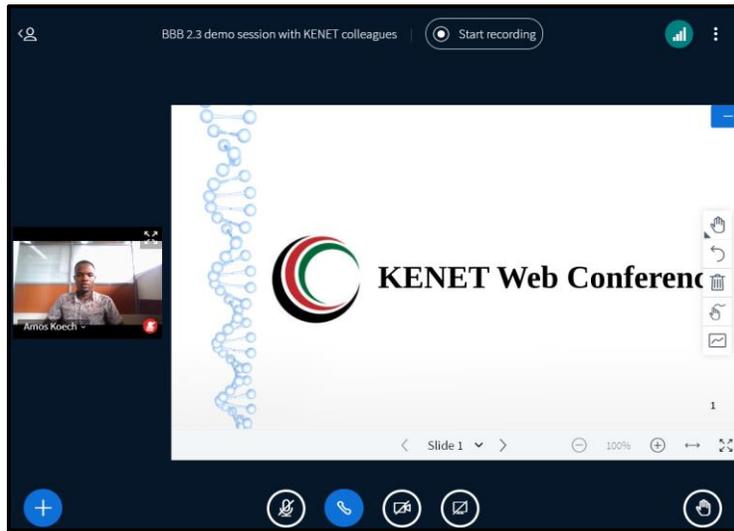
II.   Web cam Background

When sharing web cam, participants can select between several backgrounds available on the preview window.
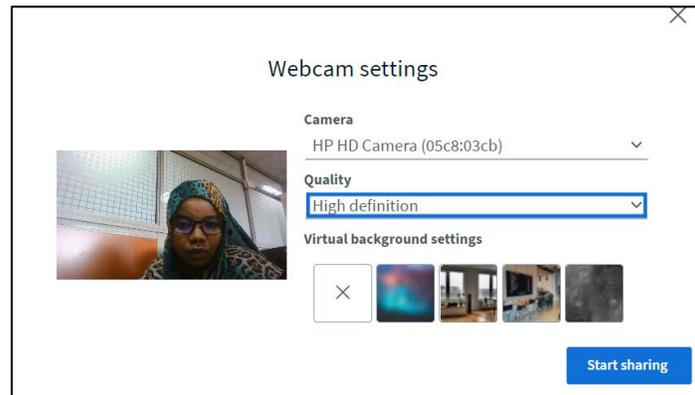
Select background template

III.   Replacing the background

Replace background image
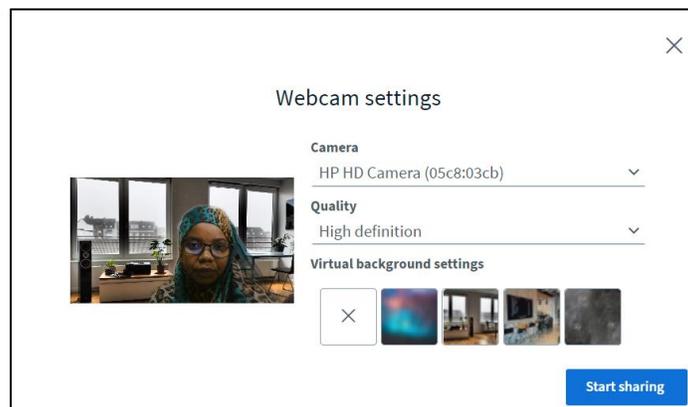
IV.   Blurring the background

Blurred background
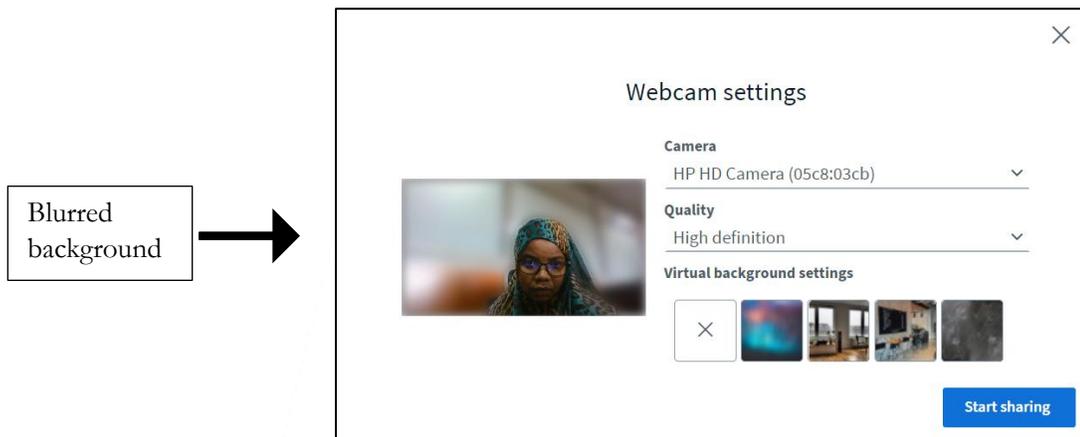
V.   **Upload your own webcam background image**

When sharing web cam, participants can select between several backgrounds available on the preview window or upload custom background image for their webcam. To upload a custom background image, click on the plus (+) button.

Select and upload background image
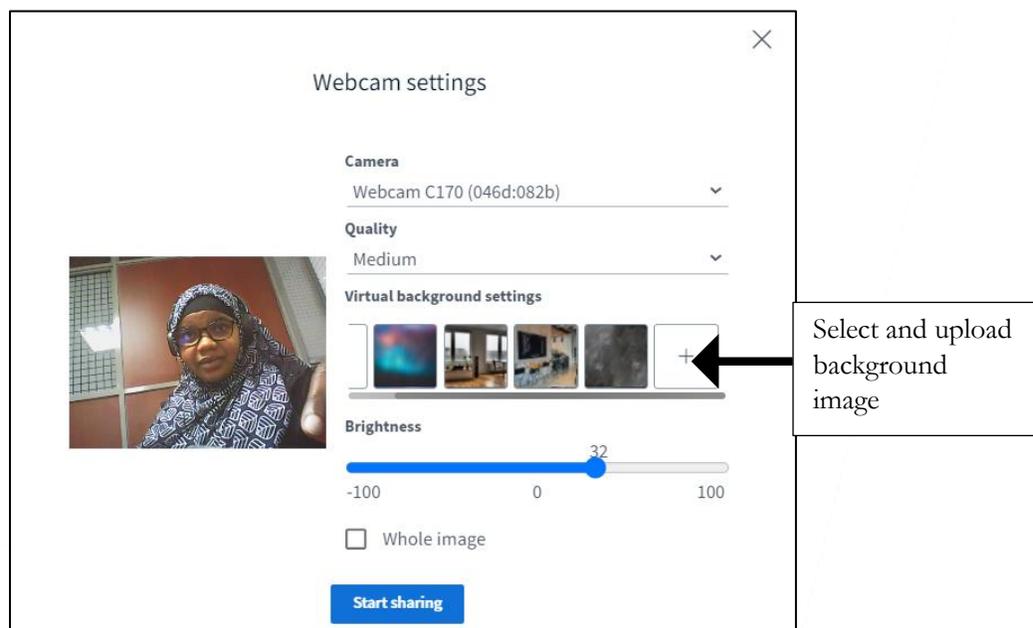
You will then be able to select a background image to upload from your computer. The selected image will show up in the first position on the left in the list of available backgrounds to use.

VI.   **Set webcam image brightness**

When using the webcam feature, participants can conveniently modify the brightness levels of the webcam feed or both the webcam and background image.

To achieve this, participants simply need to access the webcam controls located at the bottom and utilize the brightness slider.
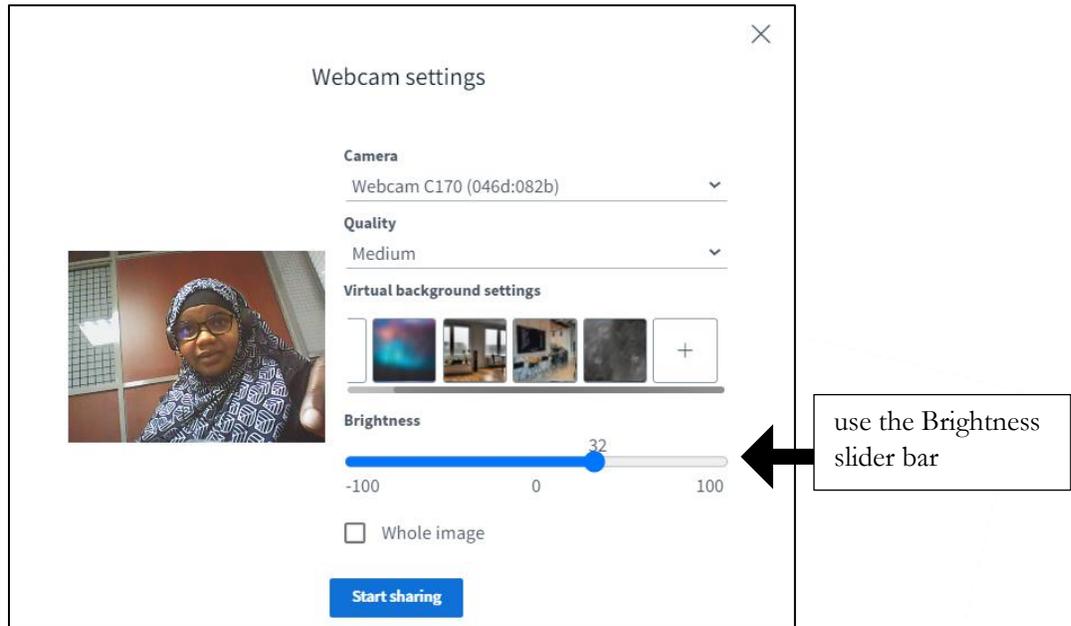
This helps participants to easily fine-tune their visual appearance according to their preferences and lighting conditions.

VII.   Allow pinning of more than one webcam

As a moderator, you have the ability to "pin" the webcams of specific participants, including sign language interpreters and language interpreters.

This action can be executed by clicking on the webcam feed of the designated individual and opting for the "pin" feature.
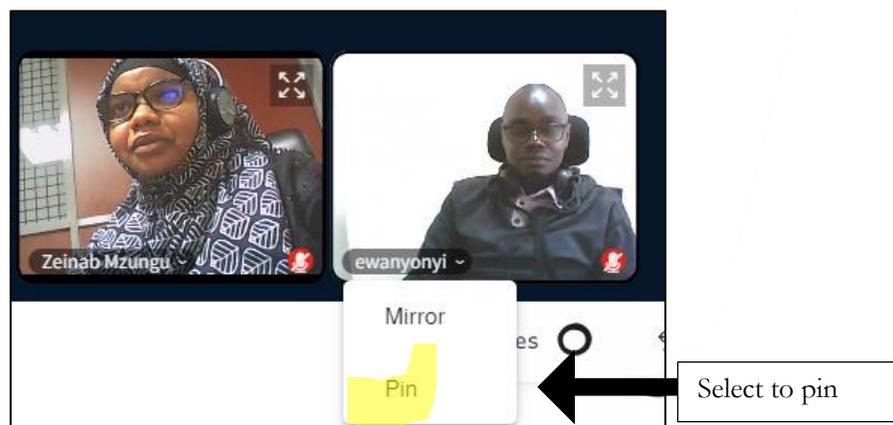
This ensures that the chosen participant's video remains fixed and prominently visible throughout the session.

7.6   Instructor/Presenter action menu.

The presenter can use the action menu located at the bottom left of the presentation screen to start a poll, upload presentation, share external video and select a random user in a session.
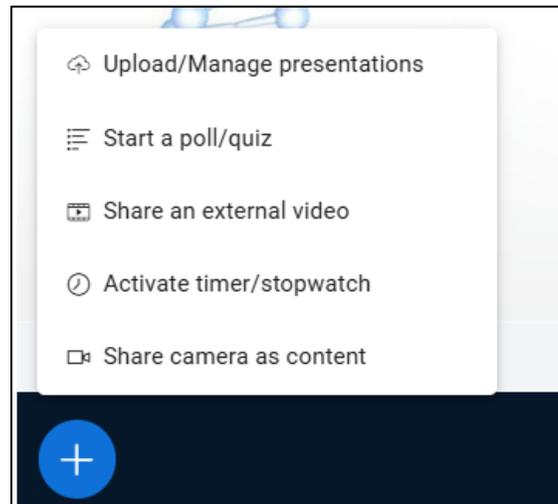
7.6.1   Upload/Manage Presentations

You can upload your lecture materials such as slides, images or documents in form of pdf files to be displayed on the presentation screen during a session. Click on the blue icon with an additional sign and select 'upload/manage presentation'. There is also the option to allow students to download the items, should you choose to.
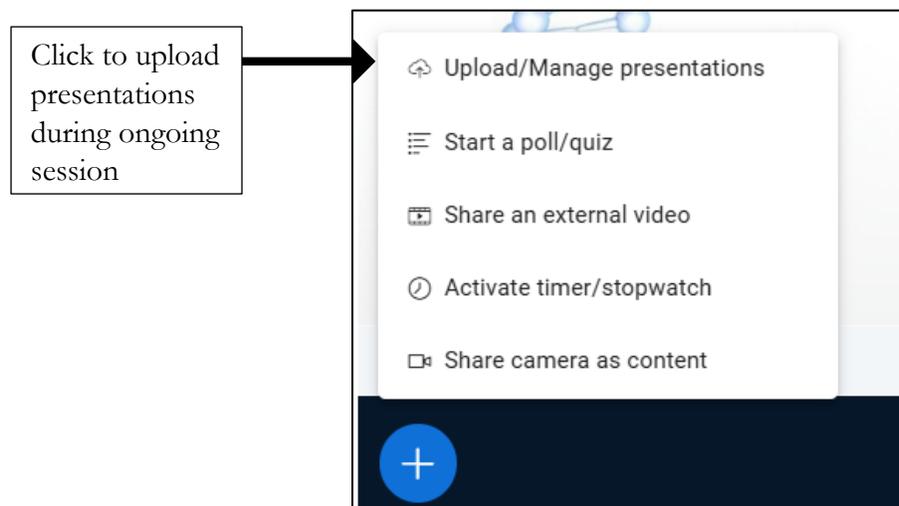
- Upload slides/presentation in the background

When the presenter/ instructor upload slides, they immediately return to the main window and can continue to engage participants as the slides upload in the background.
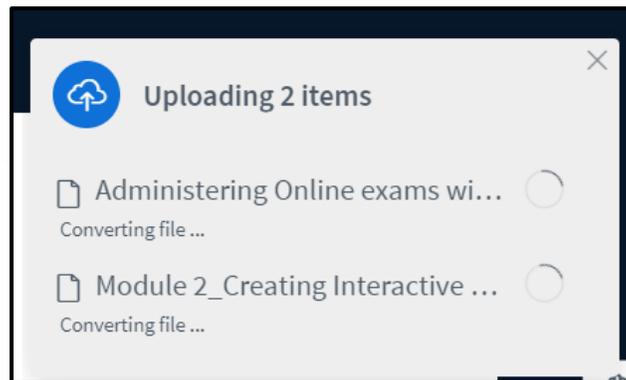
- Quickly choose a presentation

When you upload more than one presentation, the action menu '+' shows a list of all uploaded presentations, making it very easy to switch between them.

All uploaded presentations will be seen above 'manage presentations'
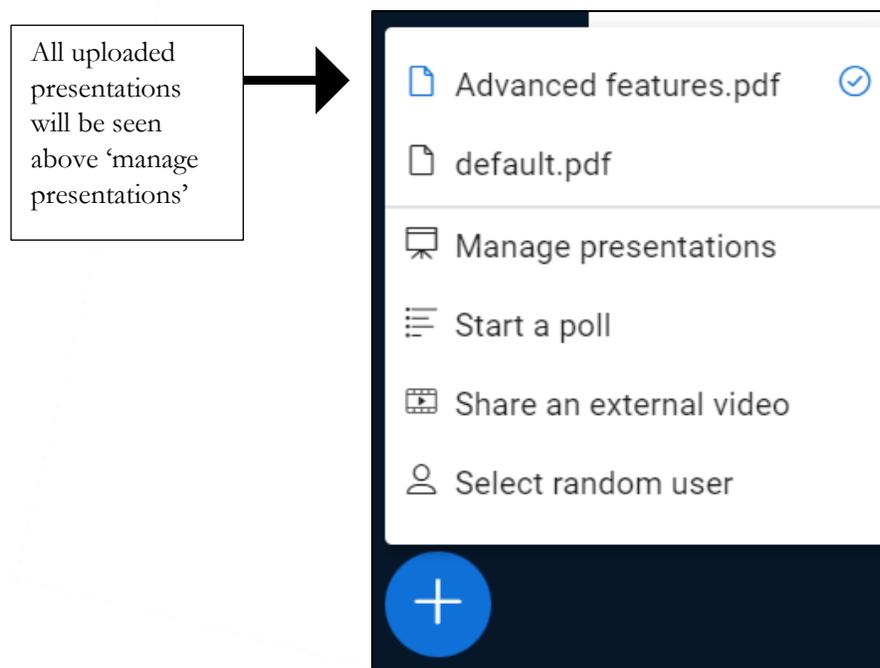
7.6.2   Start a poll/Quiz

You can formally and informally poll your students as a means to increase engagement and breaking up your lectures.

Click on start poll to engage participants in a quick survey
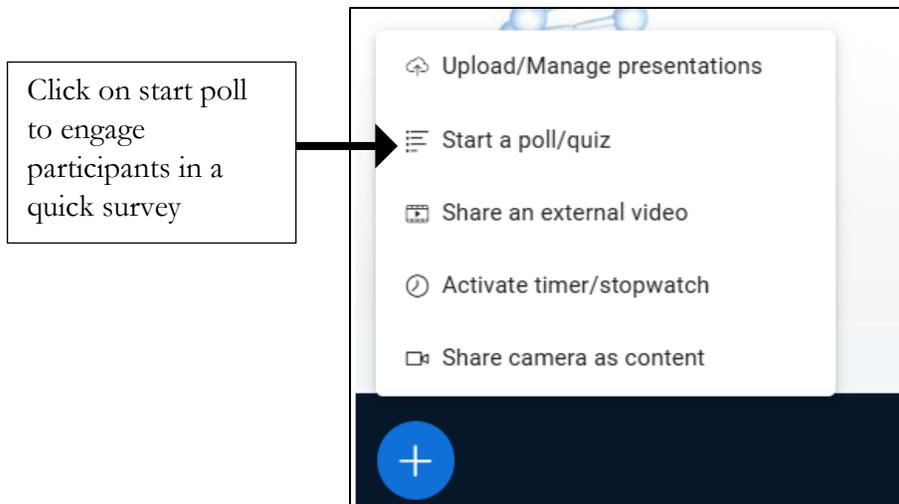
To start a poll:

Click on the action menu and select 'start a poll'

- **Typing poll questions**

Instructors/presenters have an option of typing their polls in addition to verbally sharing of polls to make it accessible to participants in having access to the questions that require their responses.

Type polling question
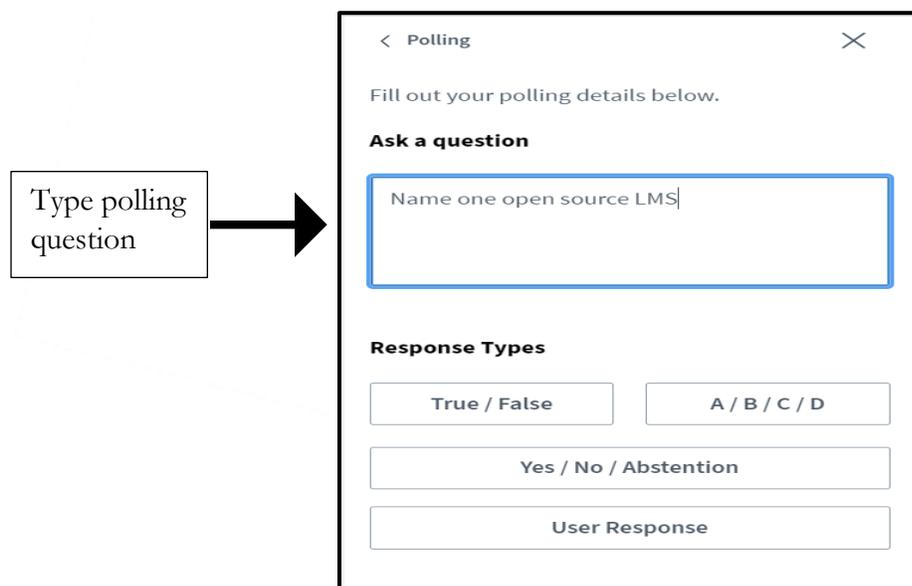
- **Written responses**

The presenters can as well allow participants to give both closed and open-ended responses by selecting 'user responses' on the poll page.

Allows participants to give written responses to polling questions

Response Types

True / False   A / B / C / D

Yes / No / Abstention

User Response

Response Choices

Users will be presented with a text box to fill in their response.

Start Poll

Publish polling results

Users	Response
ewanyonyi	
Joy Otuya	
Amos Koech	moodle
Maureen	Moodle

Sample responses

- Setting anonymous poll

Moderators/instructors who do not want to acquire participants information on responses can set the poll to be anonymous when creating it.

On the action menu, select 'start a poll'. Select the type of poll and configure the responses. Move to the bottom and locate 'Anonymous poll' then set the button to 'Yes'.

Anonymous Poll   ON

The poll is anonymous – you will not be able to see individual responses.

Start Poll

Set the button to ON

Participants will see that the poll is anonymous

Polling options

True   False

Anonymous poll – the presenter can't see your answer.

Notification to participants
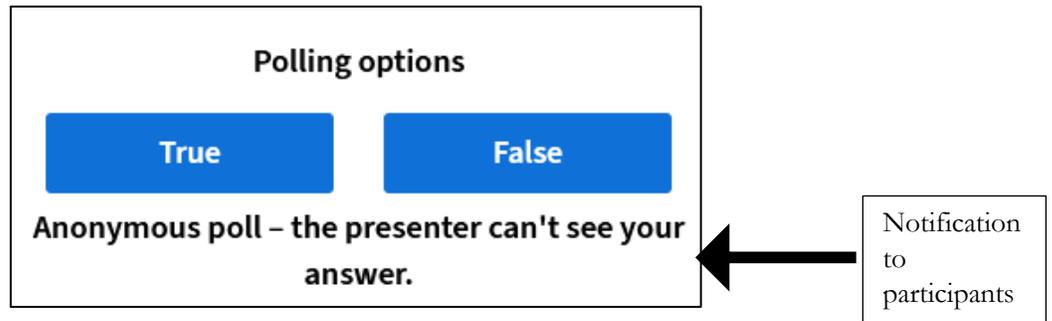
The moderator/instructor will not see who voted what and cannot tell those who did not participate on the vote.

Done

True   0   0%

False   0   0%

Publish poll   Cancel

This is an anonymous poll. Individual responses are not shown.

Participants names are not displayed
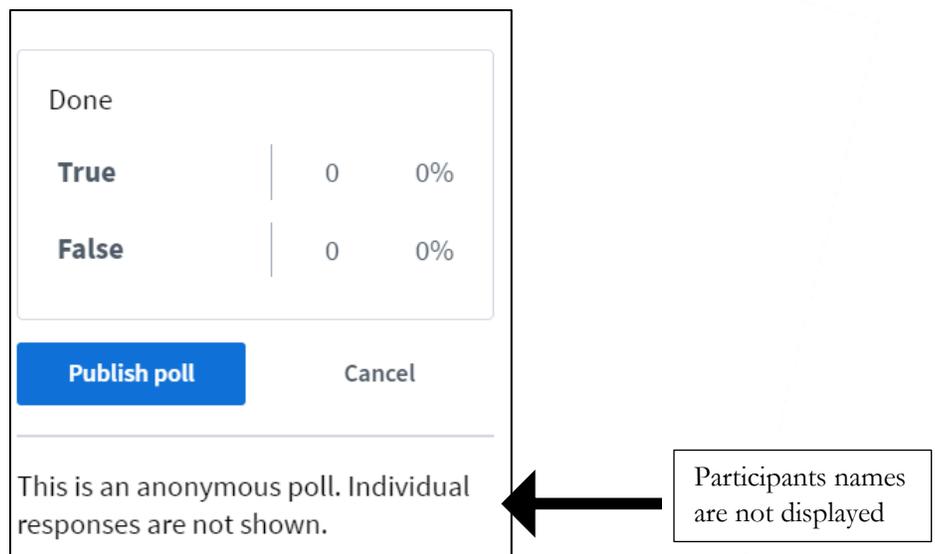
- **Poll results displayed in the public chat**

The poll results will show on the presentation screen and in the public chat.

Poll Results 3:31 PM

Polling Question
Name one open source LMS

1: 2 |||||||||||||||||||| **100%**

Polling options
1: Moodle
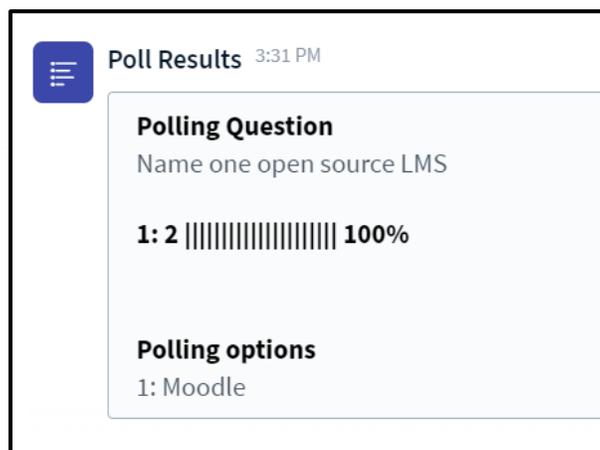
This helps make the poll results visible if screen share is active and presentation is not visible.

- **Smart Slides**

Smart slides enable a presenter to prepare a polling slide deck in advance or include polling questions in their regular content.

With smart slides, BigBlueButton detects when a question is being posed and provides a quick polling option to the presenter.

Smart slide detected →

Typed Response

Quick Poll
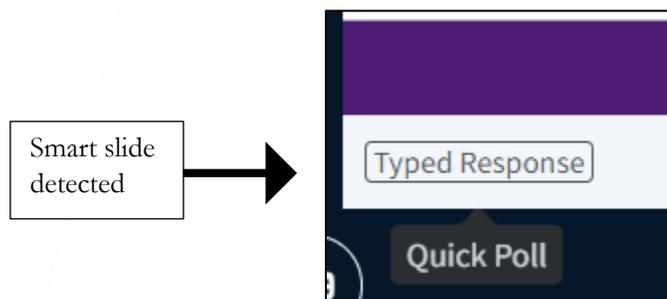
To create smart slides, ensure you are using the format: "question" followed by "reply options".

Smart slide detected →

Question

BigBlueButton is an open source tool

A. Yes
B. No

Slide 1
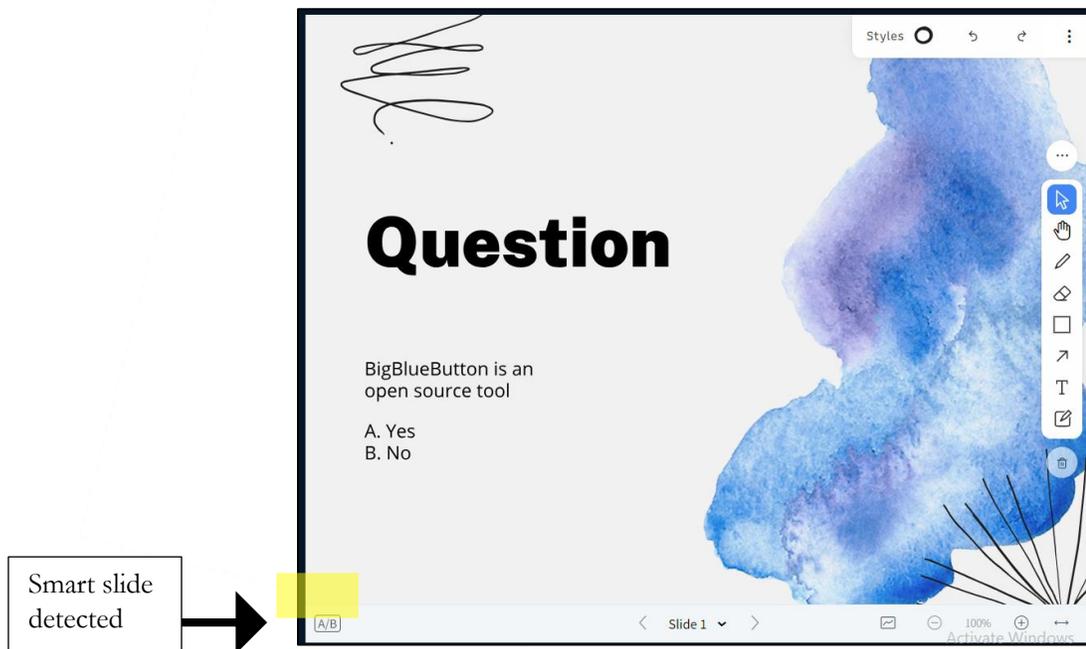
We recommend using the following reply options for best results:

- True/False
- Yes/No
- Multiple Choice A/B

When questions and reply options are displayed, the BigBlueButton detects the intended poll and provides the presenter with a **Quick Polling** button**.**

Select the **quick polling** button to initiate the poll without navigating through the action menu or using the polling menu.

You can even have multiple questions on the same page then choose which one you want to use for a poll.

Once participants complete the polls, the results can be displayed on the presentation window and on the public chat.

Poll results
displayed
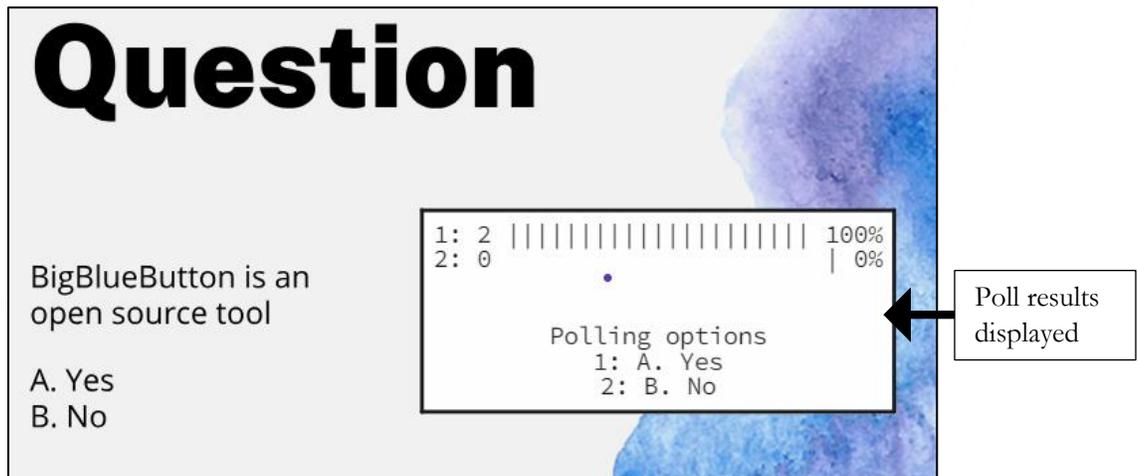
You can stretch the response box to fit the presentation window.

7.6.3   Share an External Video

The platform allows you to show videos from external sources, such as YouTube. Click on 'share external video' and paste the URL. As the moderator you can play and pause video.

Click on share external video and insert the URL
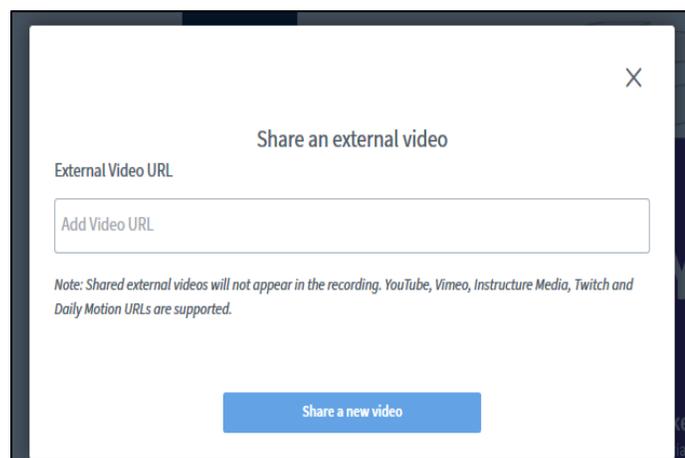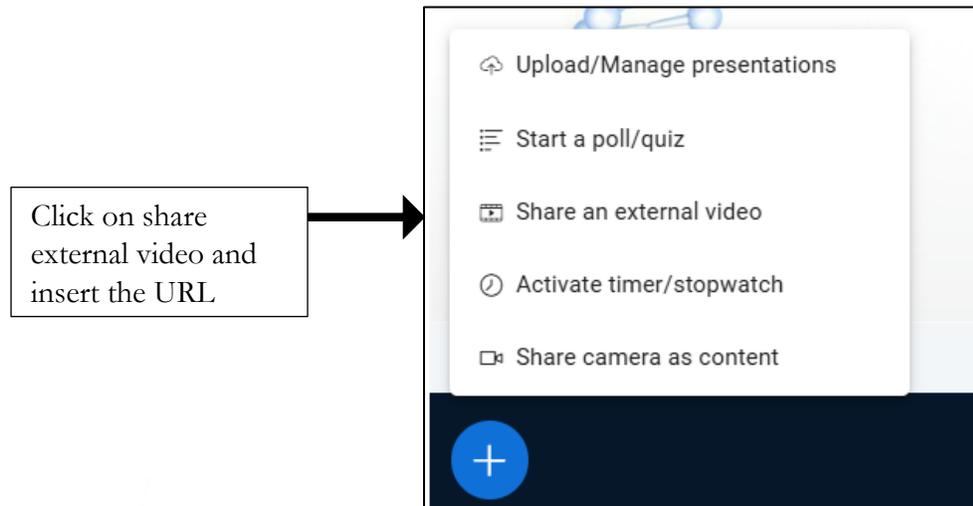
Recording's Public chat includes links to external video shared

Links to external video shared (YouTube, Vimeo, etc) during a session are available on the recordings public chat.

External video link appearing on public chat recording
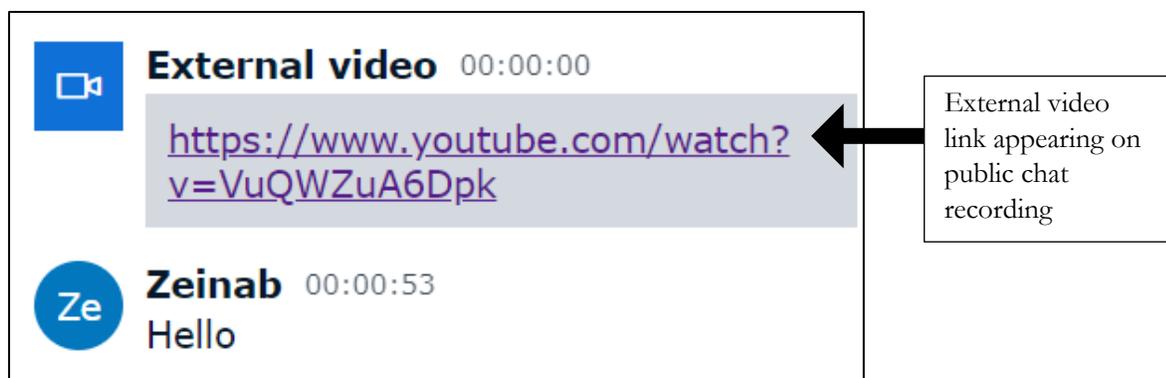
8 Meeting Room Options Menu

While inside a live meeting room, you will notice a three-dot menu icon (⋮) at the top right corner of the meeting interface, next to the green stats icon and the red exit button. Clicking this three-dot menu reveals several options to help you manage your meeting experience.
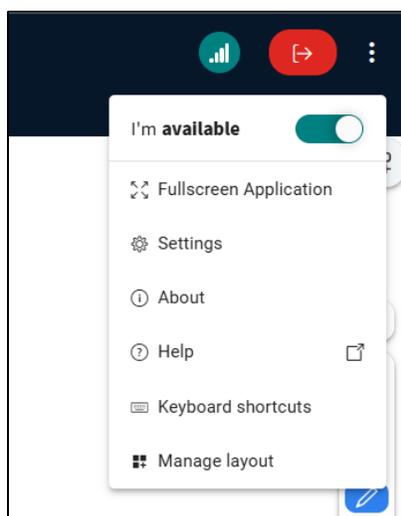
- **I'm available (Toggle)**

At the top of the menu, you will see a toggle switch labelled 'I'm available'. When this is turned ON (shown in teal/green), it signals to the host and other participants that you are present and active in the session. Toggle it OFF if you need to step away temporarily.

- **Fullscreen Application**

Click 'Fullscreen Application' to expand the meeting room to fill your entire screen. This provides a larger, distraction-free view of the session. To exit fullscreen, press the Escape (Esc) key on your keyboard or click the option again.

- **Settings**

Click 'Settings' to open the meeting room settings panel. From here you can configure your audio input and output devices (microphone and speakers), video/camera settings, and notification preferences for the session.
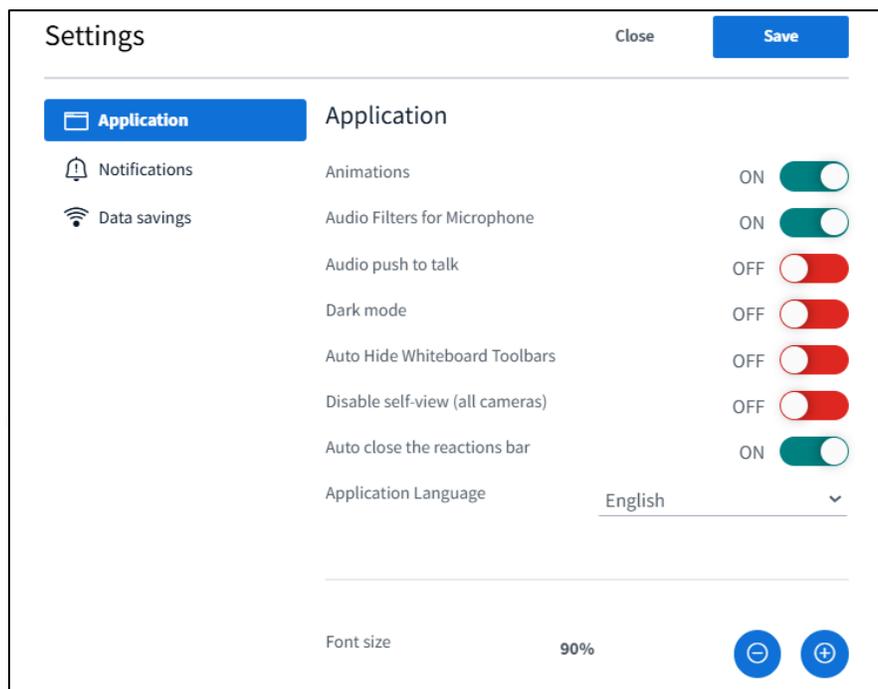
- **About**

Click 'About' to view information about the KENET Web Conference platform, including the version of the software currently running.

- **Help**

Click 'Help' to open the platform's online help documentation in a new browser tab. This provides additional guidance on how to use the meeting room features. The external link icon next to 'Help' indicates it will open in a new tab.

- **Keyboard Shortcuts**

Click 'Keyboard Shortcuts' to view a list of all available keyboard shortcuts for the meeting room. Using shortcuts can help you quickly mute/unmute, raise your hand, toggle video, and perform other common actions without using your mouse.
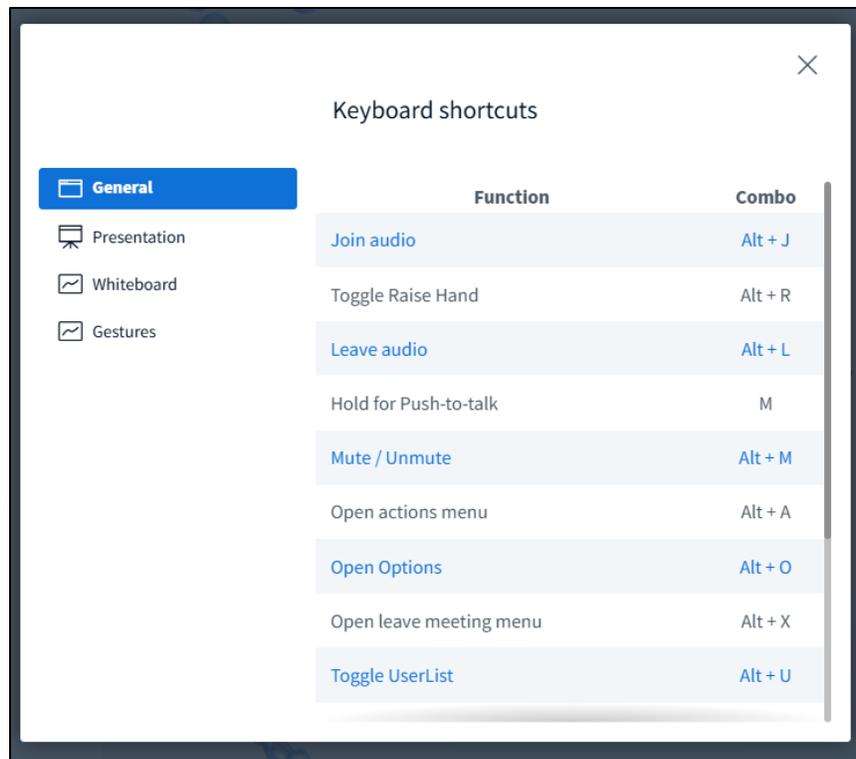
- Manage Layout

Click 'Manage Layout' to change how the meeting room content is displayed on your screen. You can switch between different layout views such as focus on the presenter, video tiles grid, or a combination of both depending on your preference and the nature of the session.

Tip: If you are attending a lecture or presentation, choose a layout that focuses on the presenter's screen share. If you are in a group discussion, a grid layout showing all participants' video is more effective.

Quick Reference: Three-Dot Menu Options

I'm available – Set your availability status for the host and participants

Fullscreen Application – Expand the meeting to fill your entire screen

Settings – Configure your audio, video, and notification preferences

About – View platform version information

Help – Open online help documentation in a new tab

Keyboard Shortcuts – View all available keyboard shortcuts

Manage Layout – Change how content is displayed in your meeting room

9 End meeting

Make sure you end your meeting once you and your participants are through with the session. To do so, click on the right-side corner of the display screen and select either 'Leave session' or 'End session for allt'.
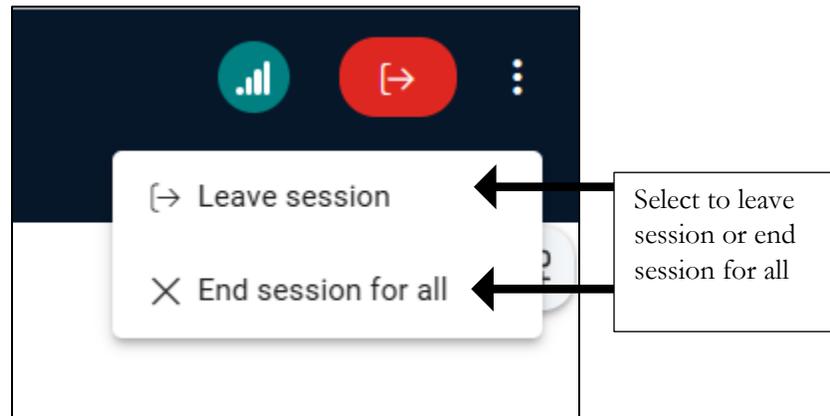
10 Accessing and Managing Meeting Recordings

If the 'Record Meeting' option was enabled when a meeting was created and running, the session will be recorded automatically. After the meeting ends, the recording will be available for playback and sharing.
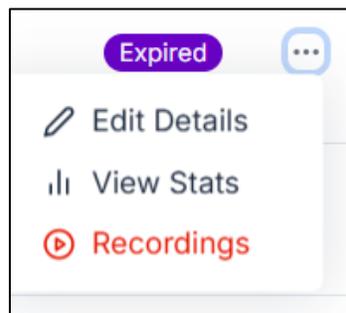
Follow the steps below to access and manage your recordings.

Step 1 - Go to My Meetings

Log in to your KENET Web Conference account and click 'My Meetings' from the left-hand navigation panel. Locate the meeting whose recording you want to access from the list.

Step 2 - Open the Recordings

Click the three-dot Actions menu (•••) on the right side of the meeting row and select 'Recordings' from the dropdown. The Available Recordings page will open, showing all recordings linked to that meeting.

Available Recordings 1 recording

Recording #1 Published
4f5813c8cb61db839ffc43cbc4a133e456214f2b-1763539450188 ⏱ 0 minutes

RECORDING URL

https://sc.conference.ke/playback/presentation/2.3/4f5813c   📋 Copy

▶ Play Recording

🗑 Delete Recording
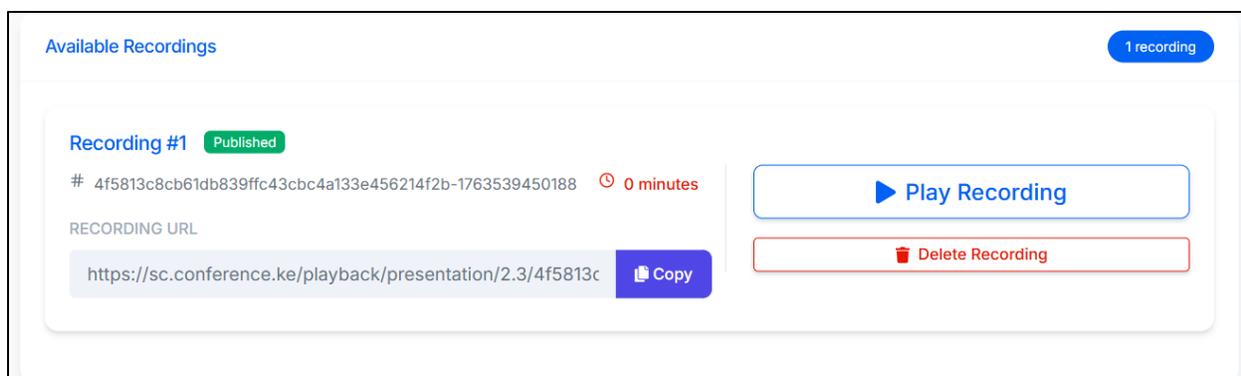
Step 4 - Play the Recording

To watch the recorded session, click the blue 'Play Recording' button on the right side of the recording entry. The recording will open in your web browser for playback. You can pause, rewind, or fast-forward through the session as needed.

Step 5 - Copy the Recording URL

To share the recording with others, click the purple 'Copy' button next to the Recording URL field. The link will be copied to your clipboard. You can then paste it into an email, WhatsApp message, learning management system (LMS), or any other communication channel to share it with your participants.

Note: Ensure the recording status shows 'Published' before sharing the URL. If the status still shows 'Processing', the recording is not yet ready and the link may not work for viewers.

Step 6 - Delete a Recording

If you no longer need a recording, click the red 'Delete Recording' button on the right side of the recording entry. A confirmation prompt may appear asking you to confirm the deletion. Once deleted, the recording cannot be recovered, so ensure you no longer need it before proceeding.

Important Reminders About Recordings:

- Recordings are only available if the 'Record Meeting' toggle was turned ON when the meeting was created and the moderator selected 'Record meeting' when the session was live.
- After the meeting ends, it may take some time for the recording to finish processing before it appears as 'Published'.
- The Recording URL can be shared with anyone, they do not need a KENET account to watch the recording

11 Recommendations & Best Practices

The following tips will help you have a smooth experience when using the **KENET Web Conference** platform.

Key Recommendations

1. Set large classes to **Listen Only** mode to reduce background noise.
2. Encourage the use of **Public Chat** for questions and discussions.
3. Share your screen **only when necessary** to save on bandwidth for the participants.
4. **Mute your microphone** when not speaking.
5. Use a **headset or earphones** to prevent echo.
6. Upload presentations as **PDF files** for consistent formatting.
7. Use **Shared Notes** for collaborative note-taking.

Before the Meeting

- Use **Google Chrome** or **Mozilla Firefox** for the best experience.
- Test your **microphone, speakers, and camera** before joining.
- Ensure you have a **stable internet connection**.
- Close unnecessary applications to improve performance.

During the Meeting

- Enter your **full name** when joining the session.
- Check your **audio and video settings** if you experience technical issues.

After the Meeting

- Recordings are available **only if recording was enabled during meeting.**
- Wait until the recording status shows **Published** before sharing the link.