KENET Web Conference user Guide

For

Faculty

Author

Kenya Education Network-KENET

P.O. Box 30244 -0010

Nairobi, Kenya

January 2024

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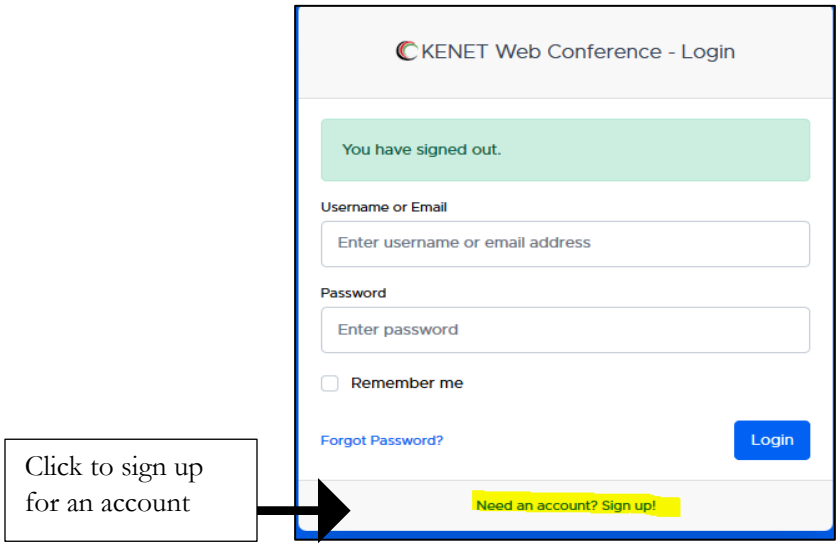
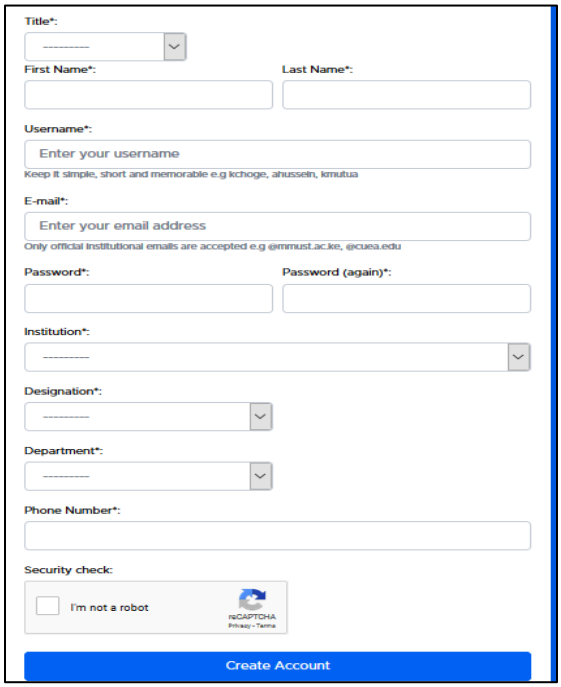
A. MEETING PORTAL

1. Creating an Account on the KENET Web Conference Platform

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



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.



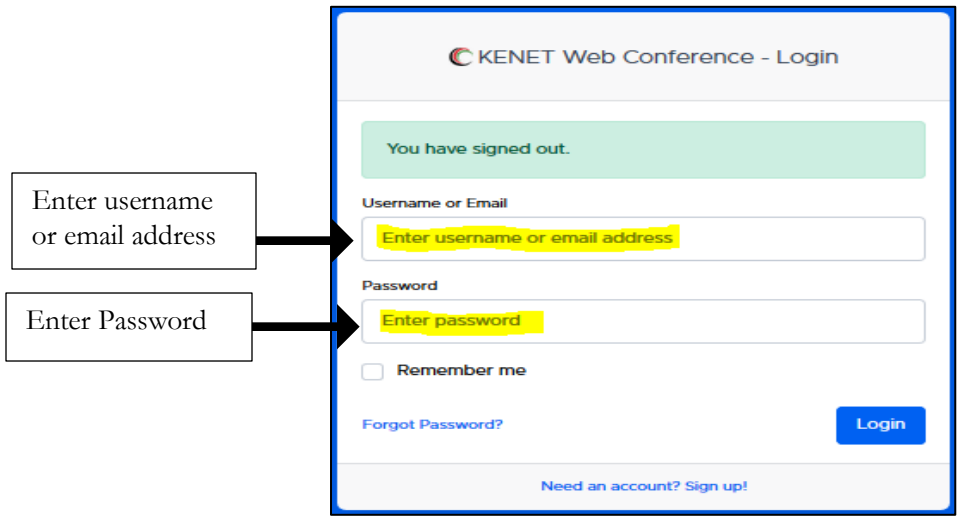
3. After submission, you will receive a verification email.

4. KENET will approve and activate your account.

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

2. Overall view of Dashboard

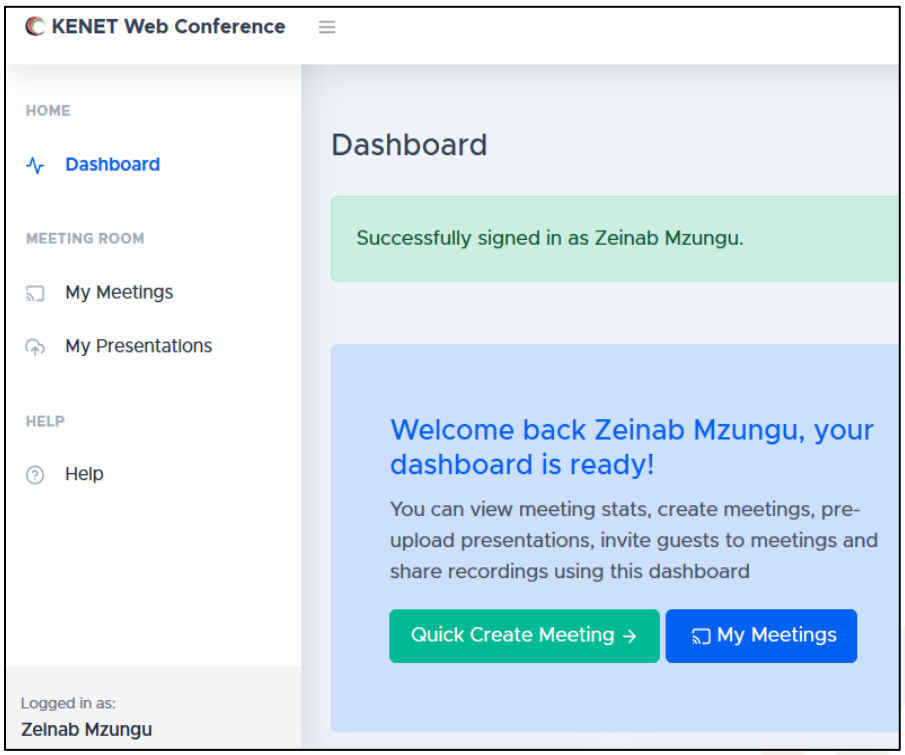
1. Login using your Username/email and Password. The username and password should be the same as those used during account creation.



2. In case you forget your password, please click on 'Forgot Password' and an email will be sent for password reset.
3. 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.

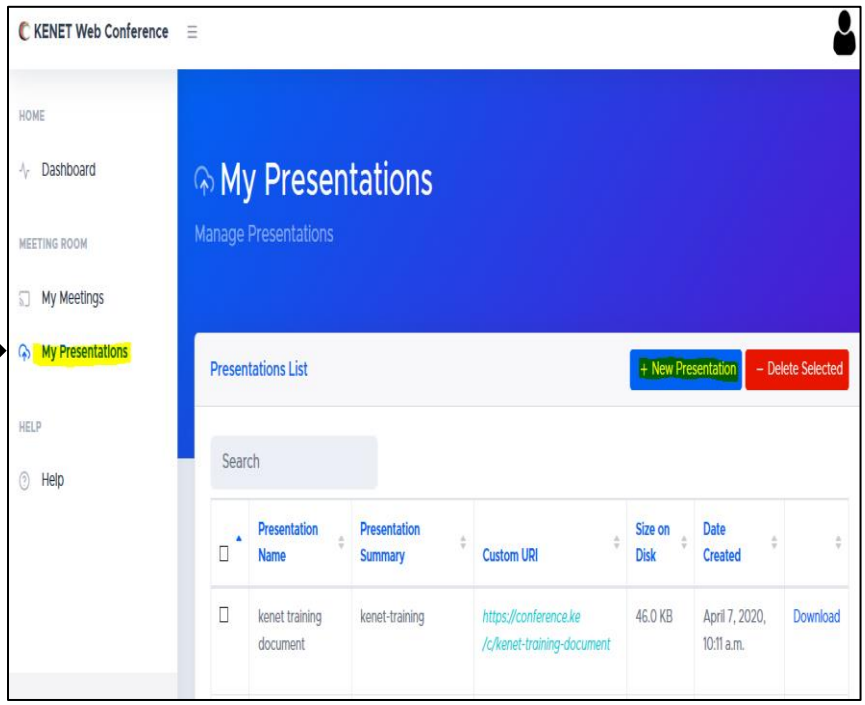
'Presentations' refer to documents to be displayed to participants during online session.



3. 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'

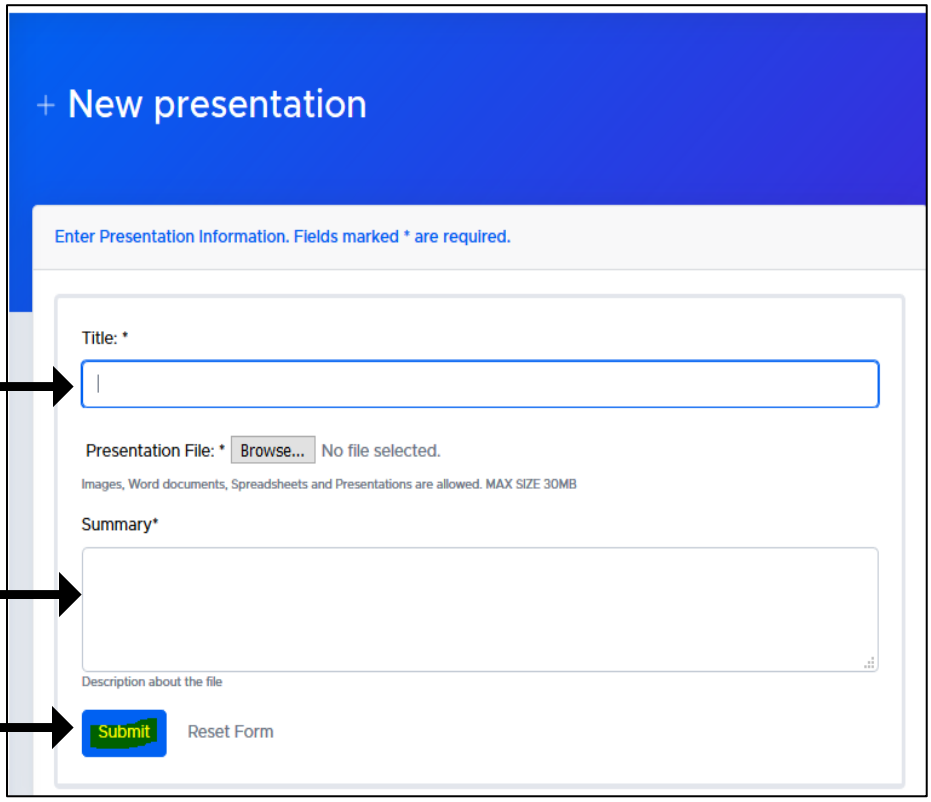
Click to upload presentation



Type unique title to the presentation

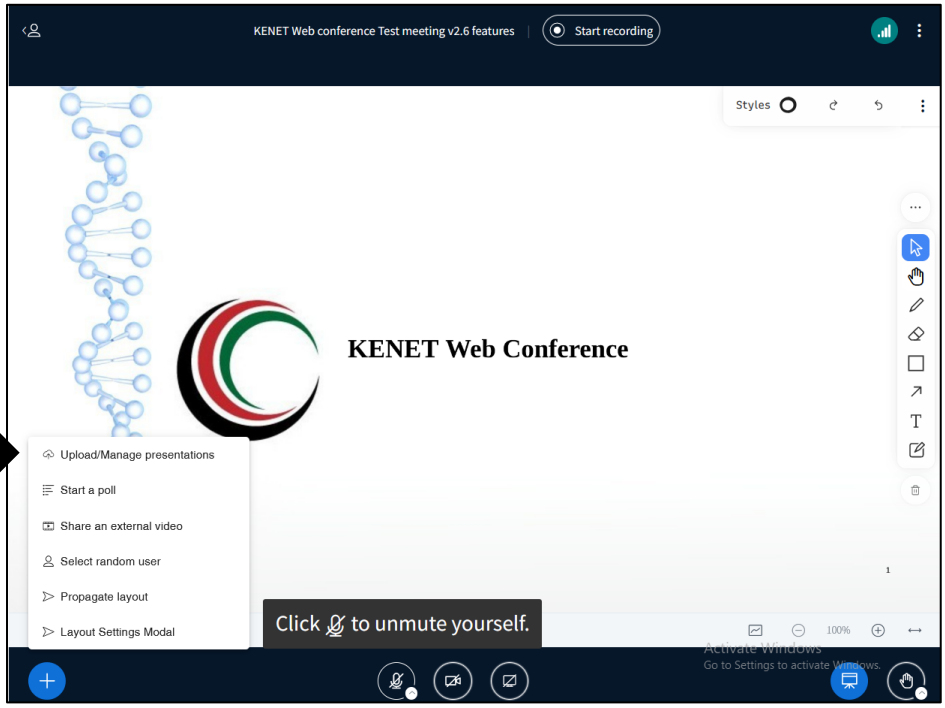
Note down the summary of the presentation

Click submit



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

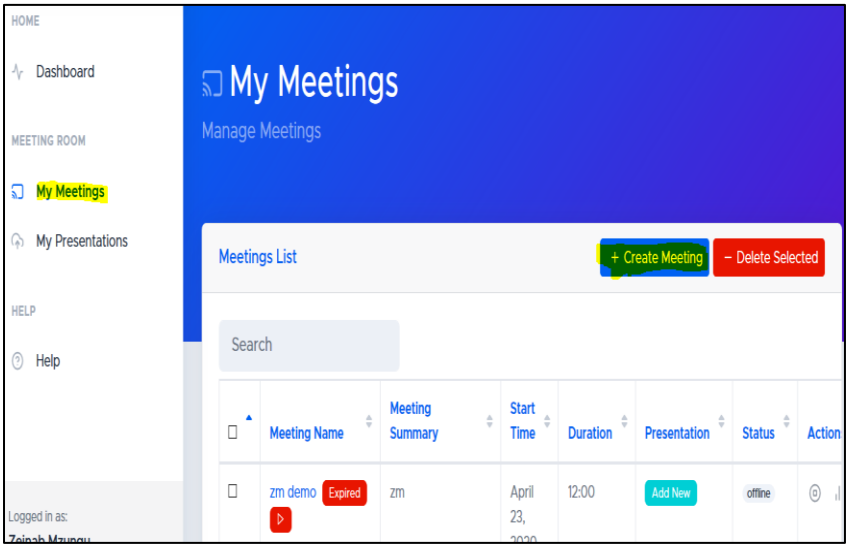
Click to upload presentation during ongoing session



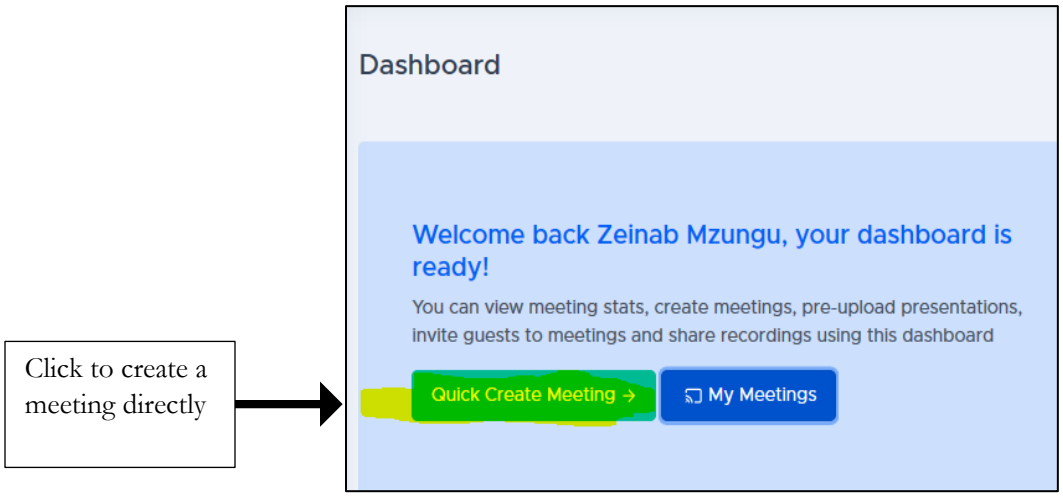
4. How to create an Online Session

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

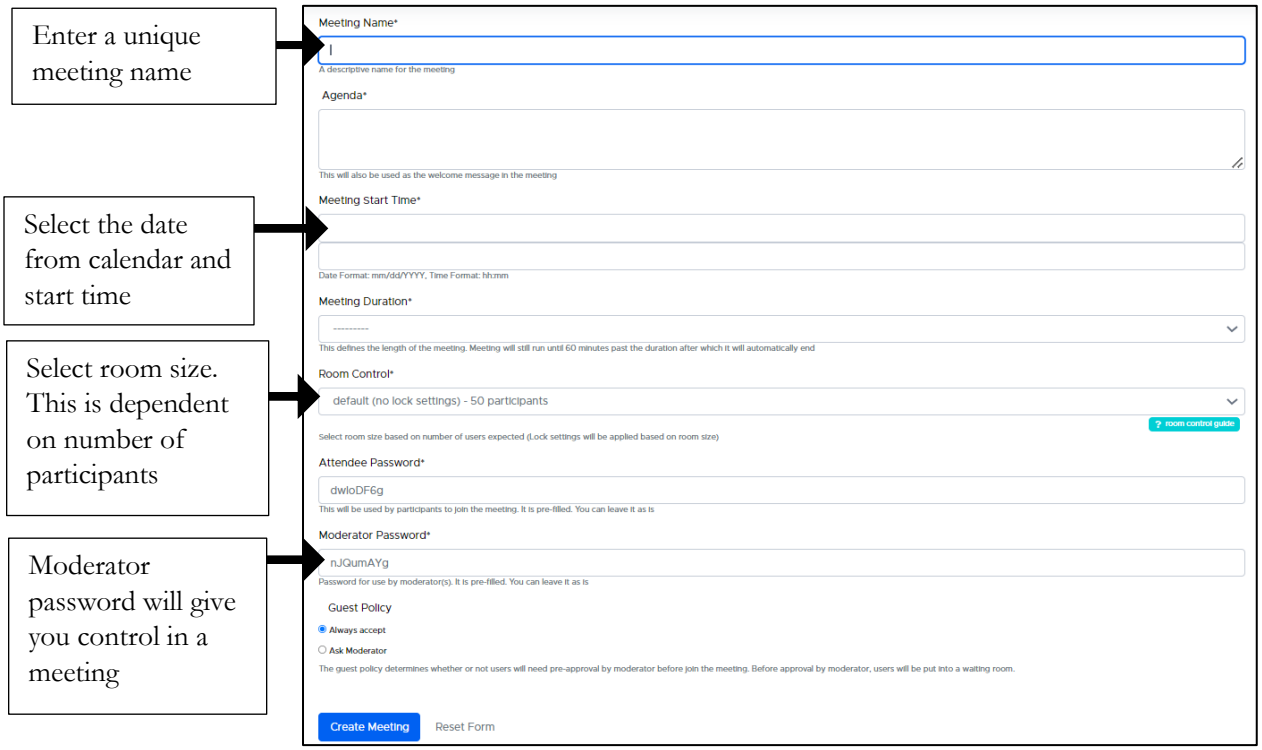
Click to create a meeting



2. You can alternatively create a new meeting by clicking on 'quick create meeting' on the dashboard.



3. 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.



Meeting Start time: Select a date and time for your meeting from the calendar. You can start yo meeting at any time before the scheduled time.

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

Attendee password: This refers to a password that participants will use to join an online s is normally sent together with the meeting invitation link to all invited participants.

Moderator password: This refers to the unique password that the moderator/presenter w joining a meeting. When one uses the moderator password, they will be able to use all th features and manage their sessions.

Please note attendee and moderator password fields are pre-filled.

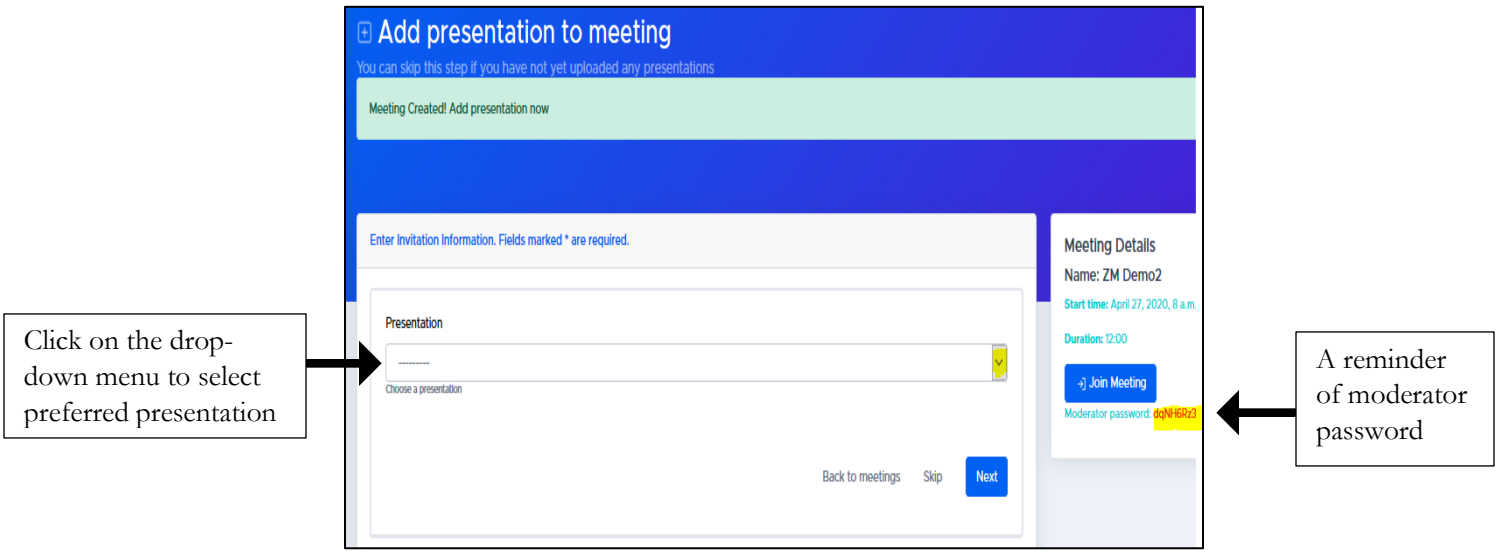
4. **Guest Policy**: This refers to how participants will join your meeting.

   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 in the meeting room.

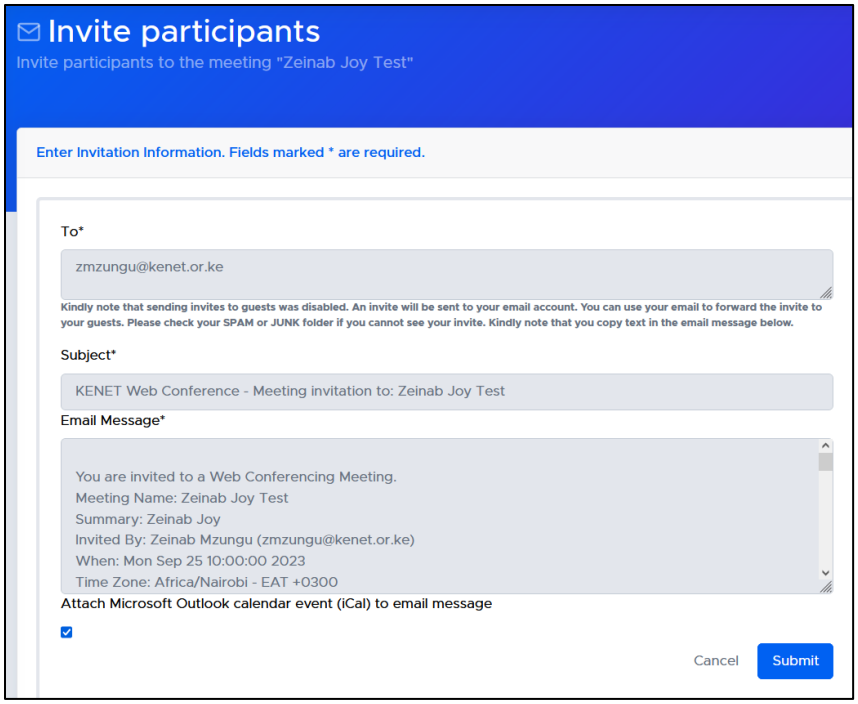
   NB: You can enforce guest policy in the meeting room (more details available in the manual)

5. If all fields are filled, select 'Create Meeting'. You will be taken to the next step of adding presentation.
6. 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.

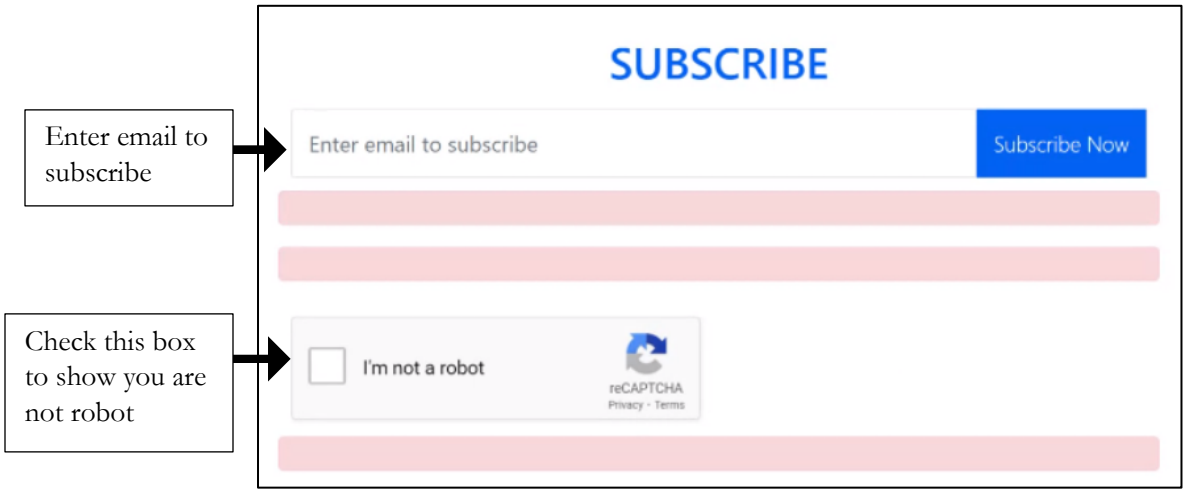


7. Check the meetings details and Click Submit upon completion. An invite will be sent to your email account. You can use your email to forward the invitation to your guests/students.

   NB: Please check your SPAM or JUNK folder if you cannot see your invite.



8. 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.



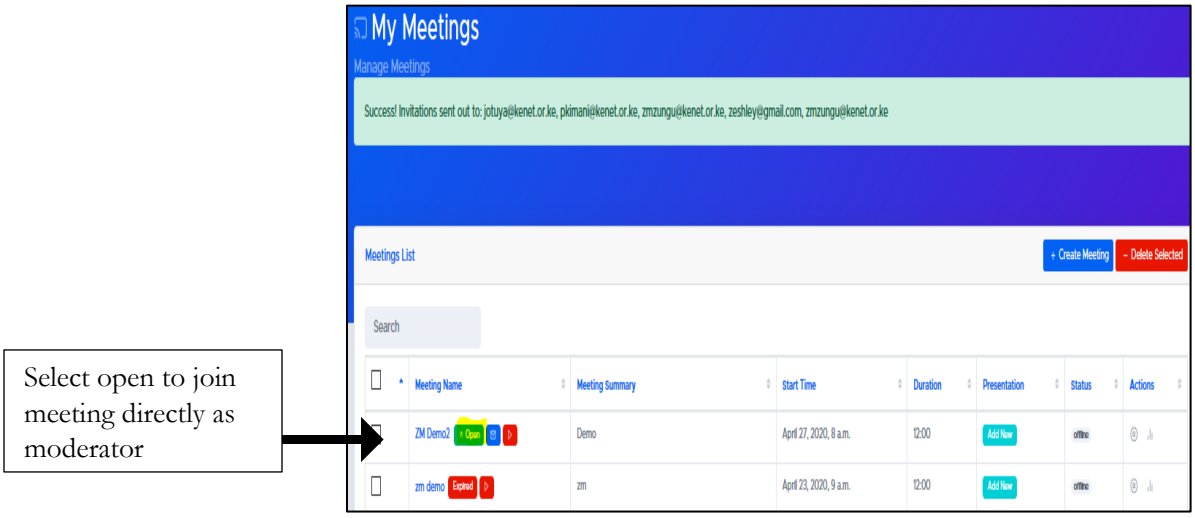
This will allow you to complete the meeting creation process. ***This is a one-time requirement for every new user.***

9. The meeting is now accessible.

B. MEETING ROOM

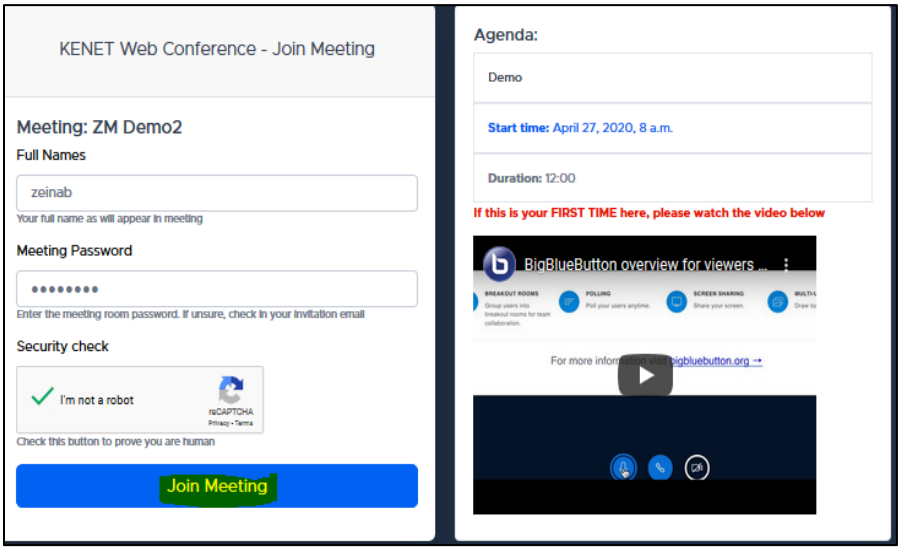
1. How to log in to a session

1. Navigate back to 'my meetings' tab to display the created meeting. Select the meeting you would like to enter from the list of available meetings. Click on 'Open'. You will directly join meeting as moderator.

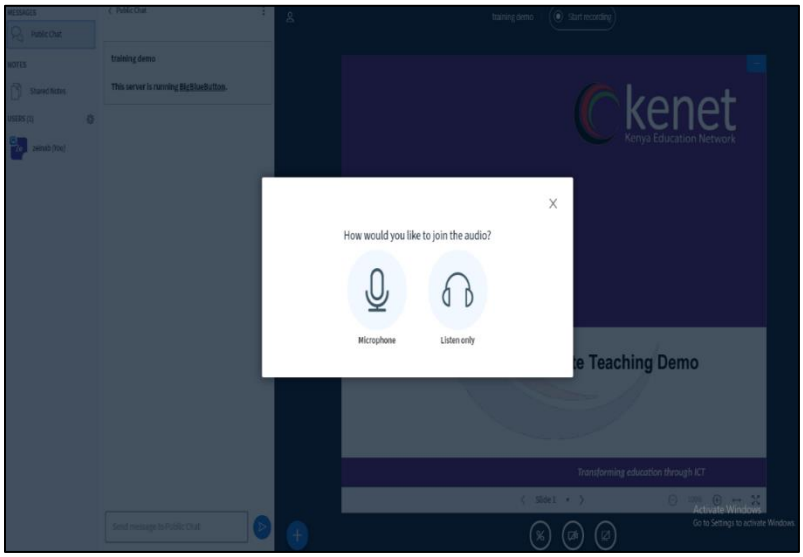


2. **Alternatively,** you can obtain the invitation link from your email address. Simply click on the link.

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



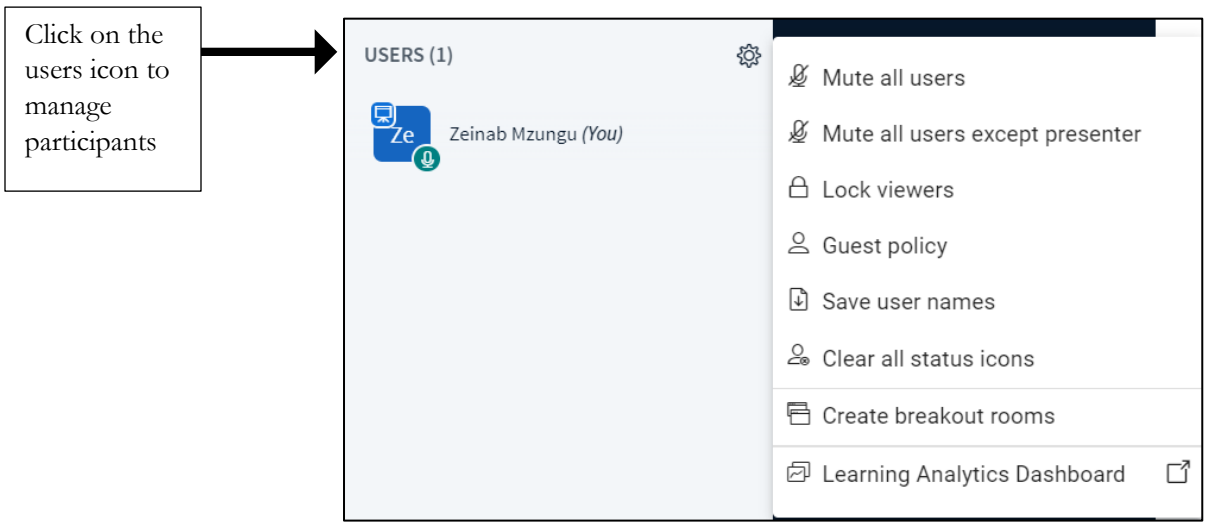
4. Once logged in to the meeting, you are asked if you want to participate by using 'microphone' or 'listen only'.
5. As the moderator you will be required to join using Microphone to help in managing your sessic When handling a large group, encourage your participants to join in 'listen only'



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.

2. Managing Users

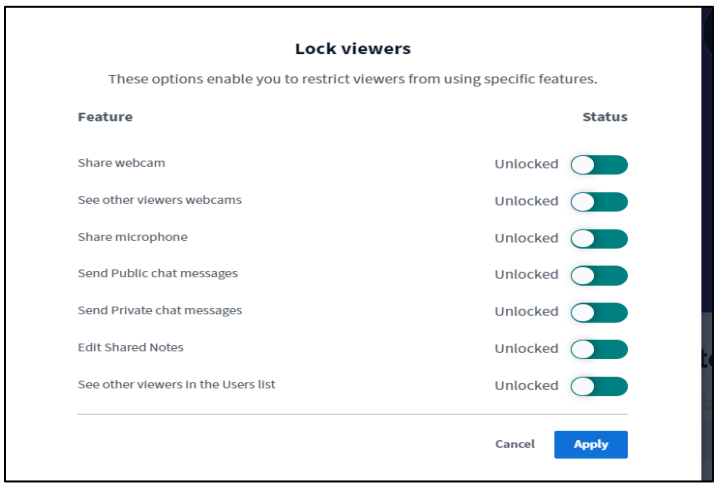
As the Moderator, you have full rights to manage your session. Click on the setting icon on the gear menu 'users'. Select the preferred way of controlling your meeting.



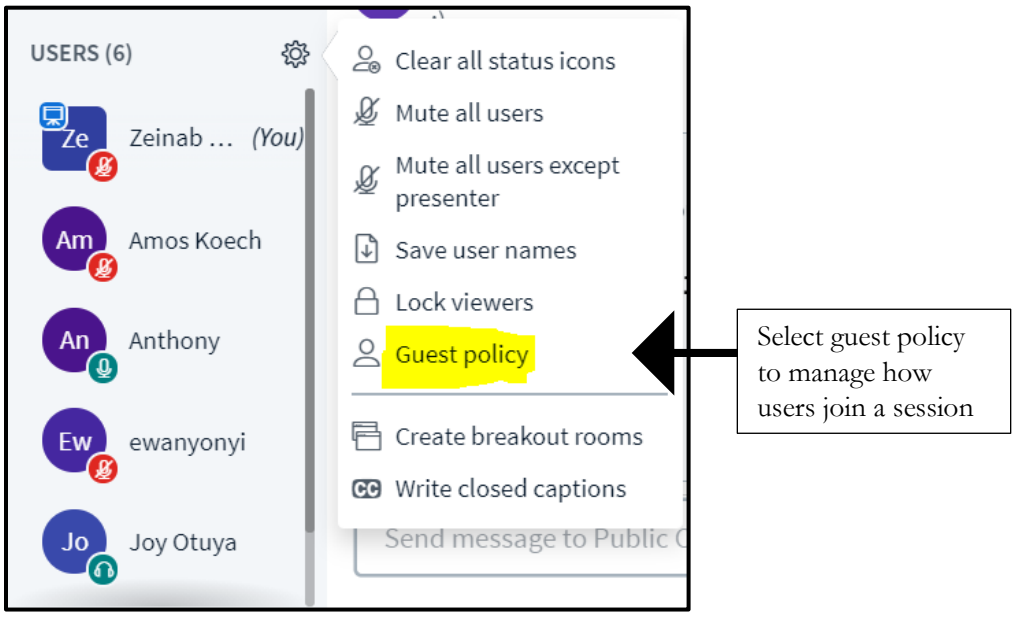
1. **Mute all users:** You can mute all users including you as the moderator.
2. **Mute all users except presenter:** When handling a large group, ensure to mute all the other users apart from the moderator and presenter. This will minimize background noise and echo. Click on users and select 'Mute all users except presenter'.
3. **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.

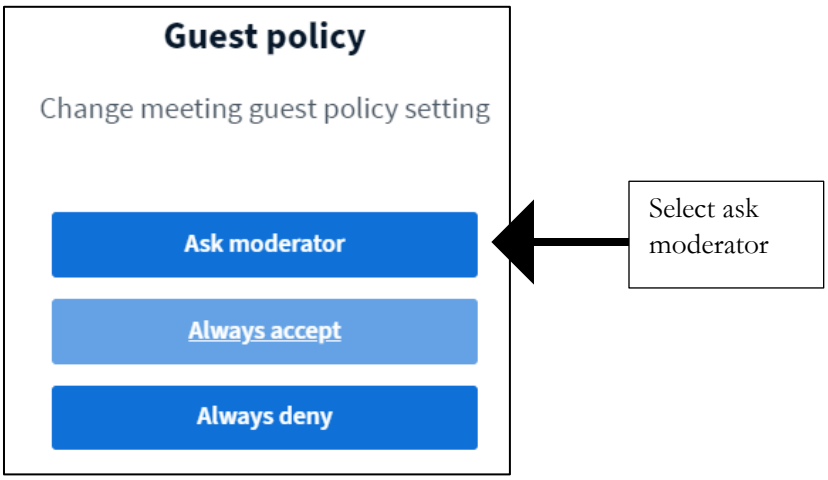
   Lock microphone- Participants will not be able to share their microphone when joining a session. By default, they will not see the microphone. You can unlock them at any given time to allow them to speak.



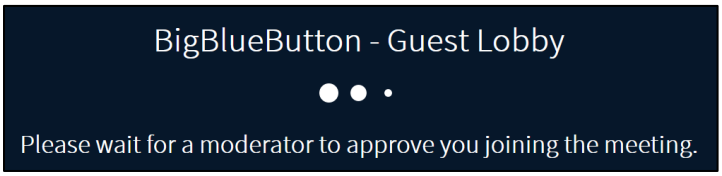
4. **Guest Policy**: Instructors/presenters can apply the guest policy during a session. To apply the guest policy; -on the list of users, click on the gear menu and select 'guest policy.'



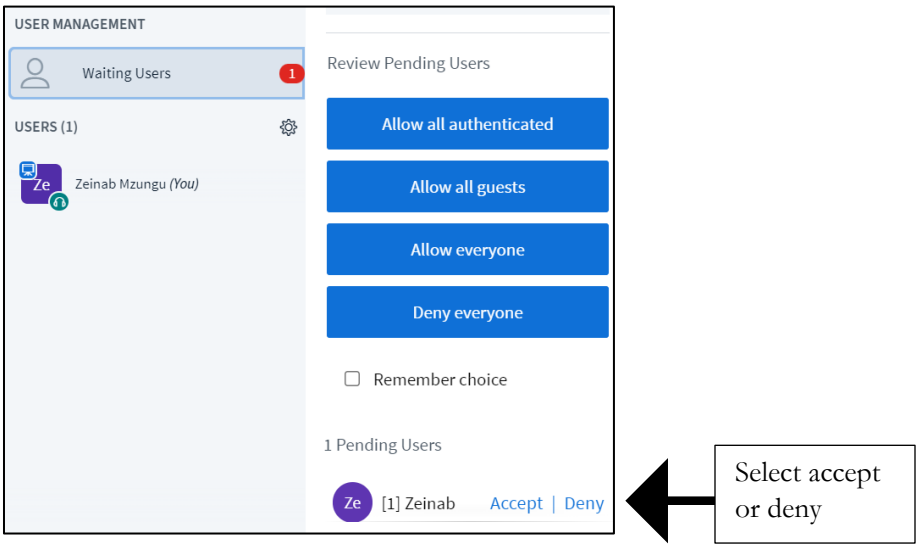
You will then select the desired guest policy.



- **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.

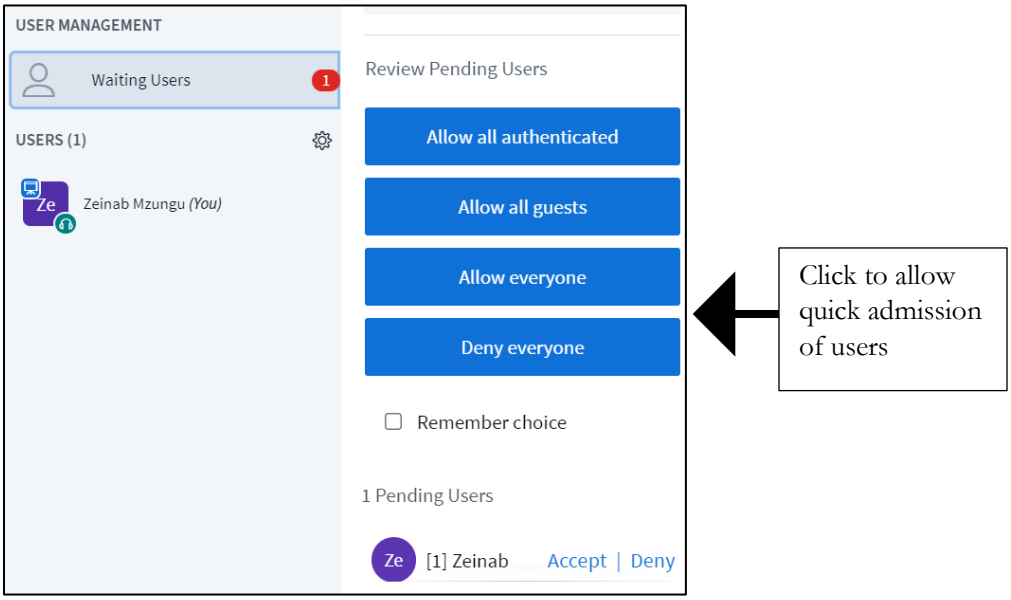


The moderator can grant access to each participant individually in the list of pending users by clicking the "Accept" or deny access by clicking the "Deny" button.

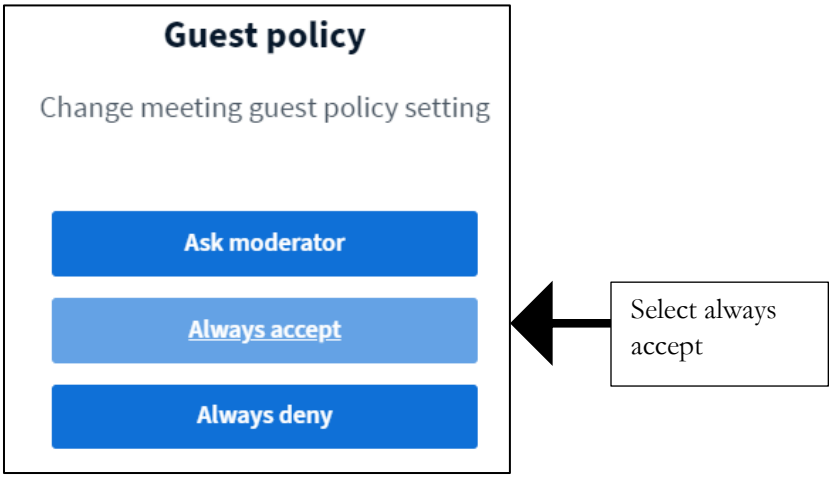


Alternatively, moderators can choose the option of allowing all waiting users into the room once by clicking on the "Allow everyone" button **or** prevent access by clicking on the "Deny everyone" button.

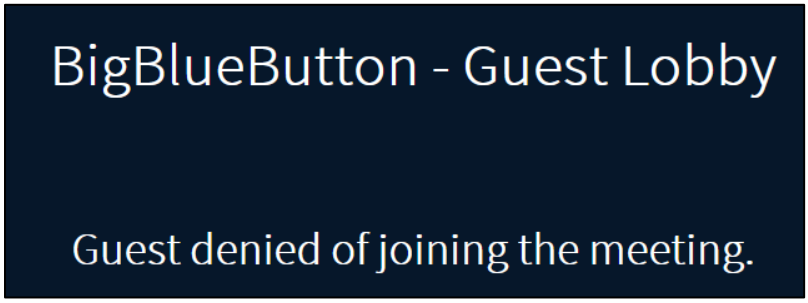
If all requests have been processed, the waiting room window with the corresponding menu item disappears again.



- **Always Accept**: All users enter the conference room directly. This is the default policy for KENET web conference platform.

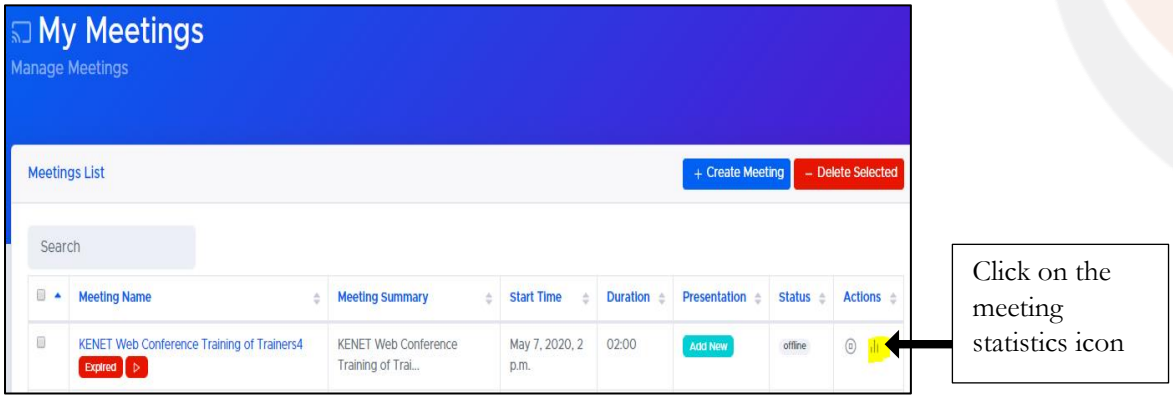


- **Always deny**: Moderator can use this rule to completely prevent access to the session even to the participants who have invitation link and password. A message of "Guest denied of joining the meeting" will be displayed.



5. **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.

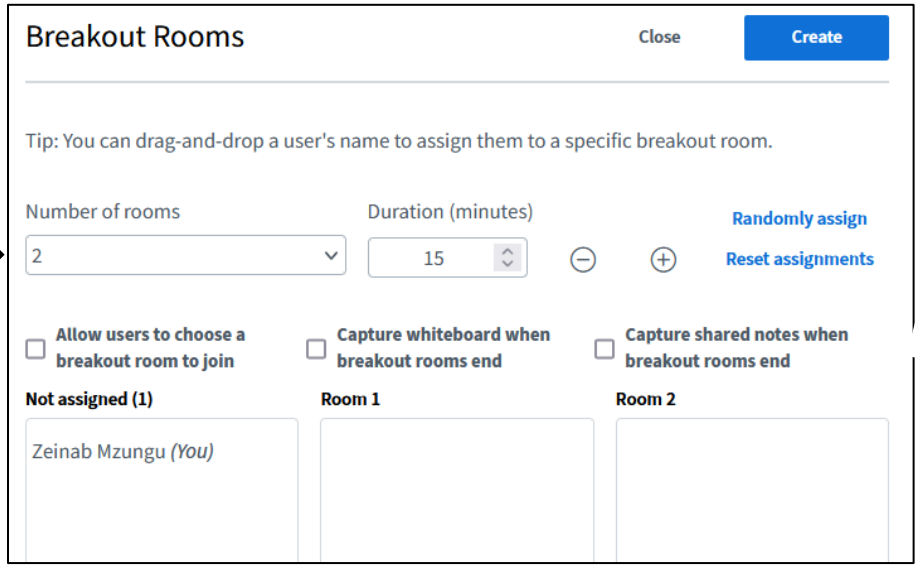


   You can download the list by clicking on 'download raw list.'

6. 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:

- **Number of rooms**: by default, the minimum number of rooms is set at 2. Select from the drop down to change the preferred number of breakout rooms.

- **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.

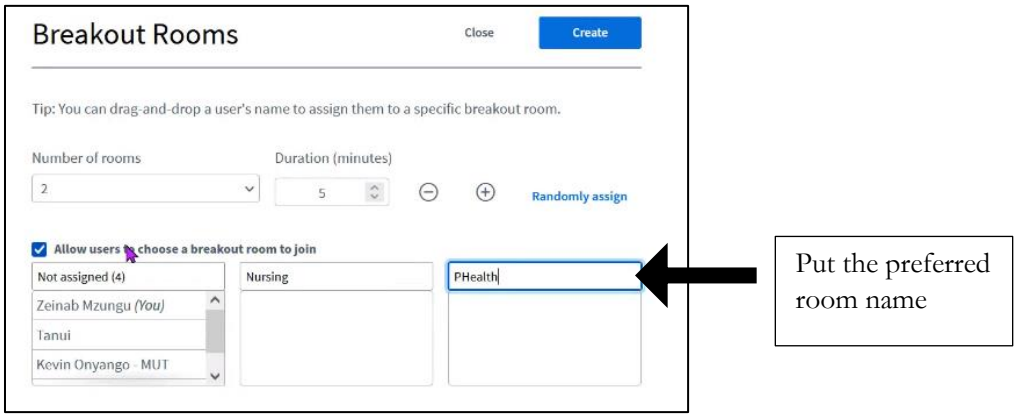
3. **How to assign rooms/groups to users**

- **Allow users to choose a breakout room to join**: when selected, this will enable users to select from a dropdown list of available breakout rooms when prompted.

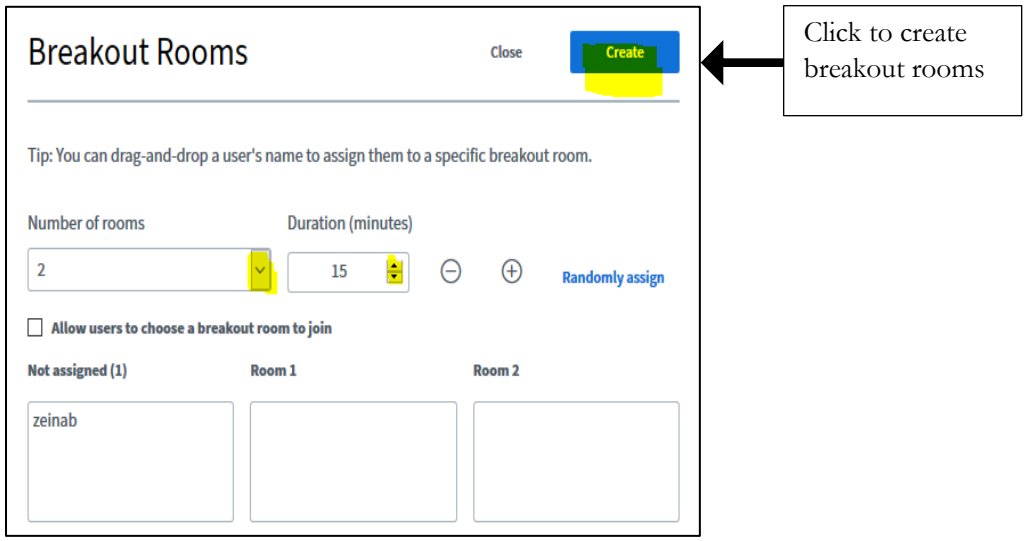
- **Randomly assign:** when moderators select 'randomly assign', participants will be randomly assigned based on the number of rooms selected and the number of active users/participants to best achieve an even distribution in each room.
- **Assign manually by moderator:** The moderator can categorically drag and drop users to each group. This mode is suitable when you want to specific participants in a group. Please note that this can be time consuming for large meetings.

- **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.



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

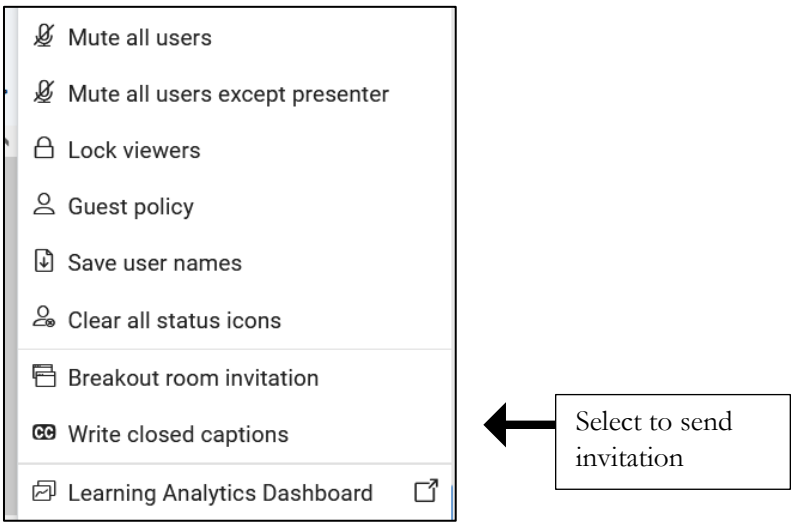


Participants will receive a prompt to join the respective room they have been assigned to; all users assigned to join a room will be removed from the audio in the main meeting room and prompted to re-join in their breakout room.

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).

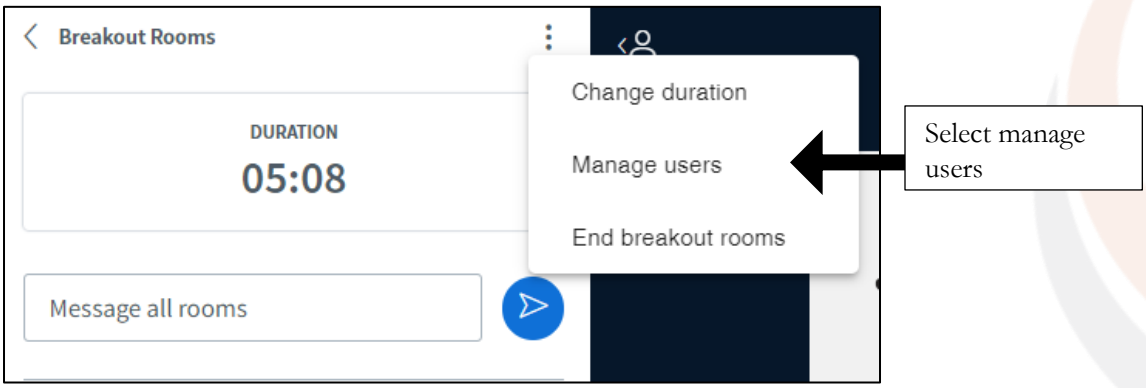
- **To Invite Late Joiners**

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



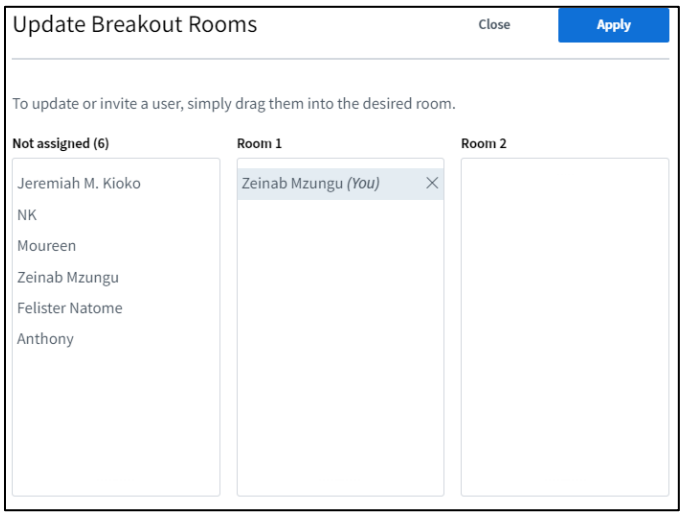
4. Easier moving of users between breakout rooms

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.

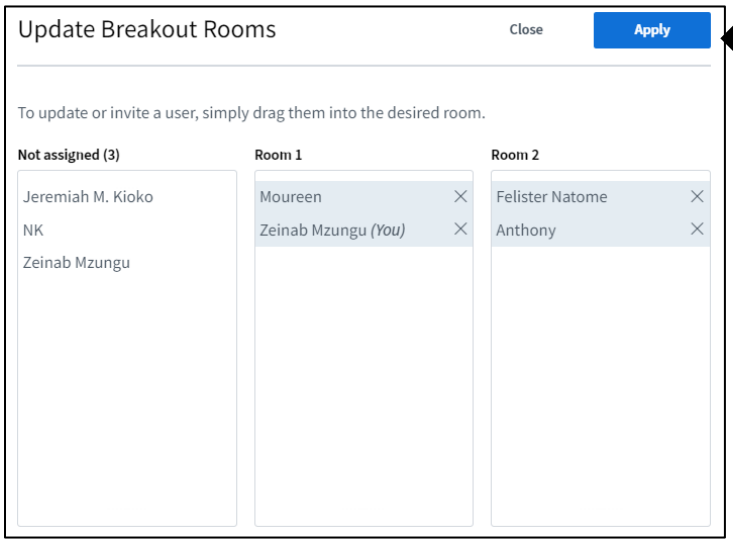


Once that is selected, a dialogue box will appear allowing you to drag and drop users between different breakout rooms.

Drag and drop users to the room of choice



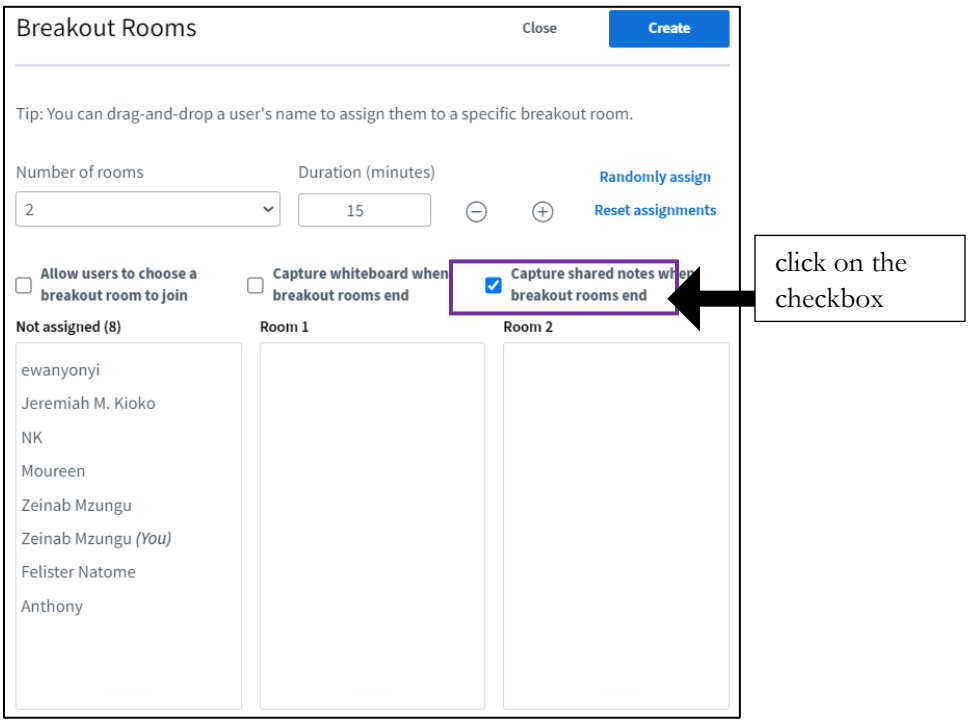
When you click "Apply", the selected participants will receive a notification to move them to the target breakout room.



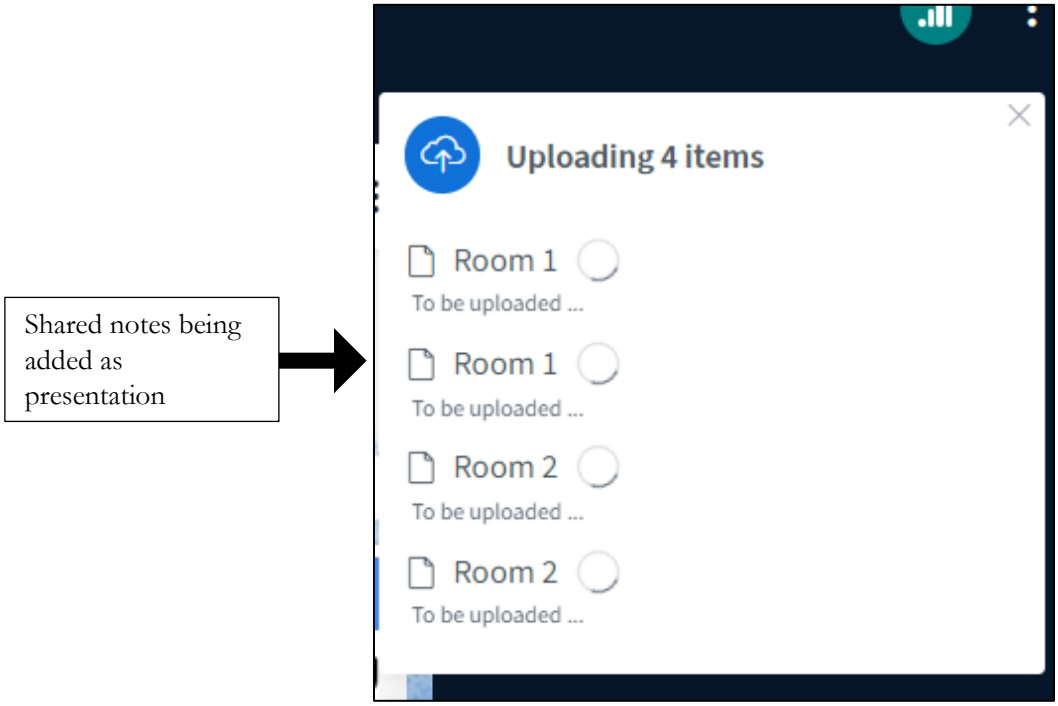
Select Apply

5. 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.

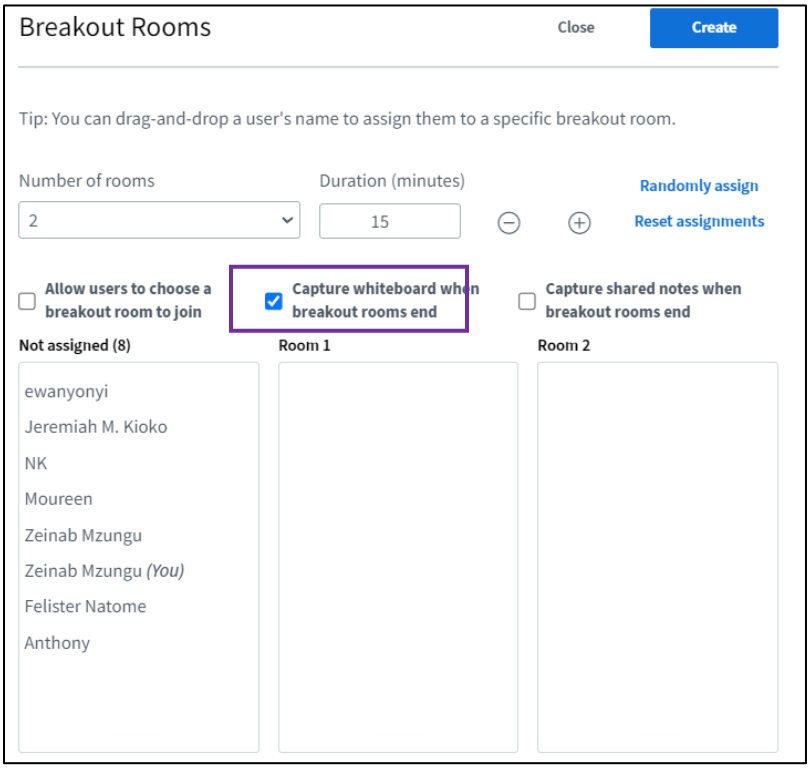


When the breakout rooms end, the shared notes will be converted to a pdf and be available as a presentation from the action menu.

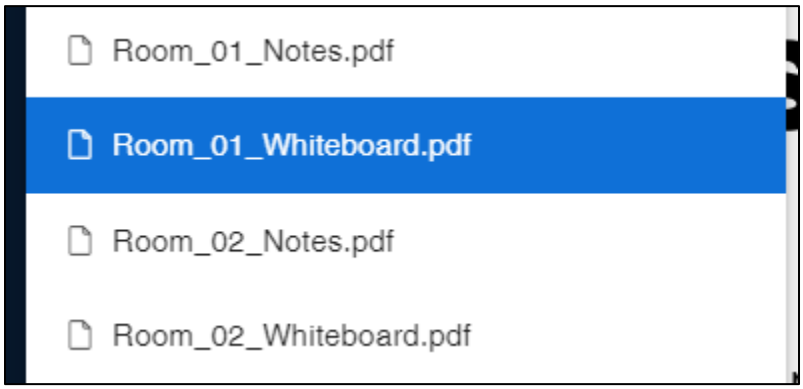


6. Exporting breakout rooms' whiteboard annotations to the main room

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

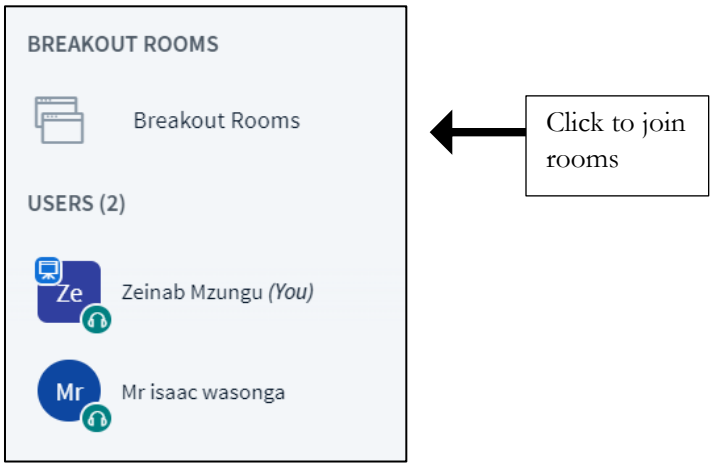


When the breakout rooms end, the whiteboard will be converted to a pdf and be available as a presentation from the action menu.

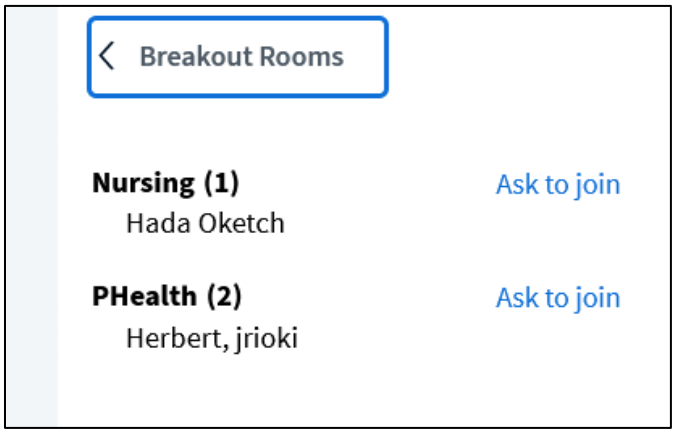


7. Managing Breakout Rooms

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.

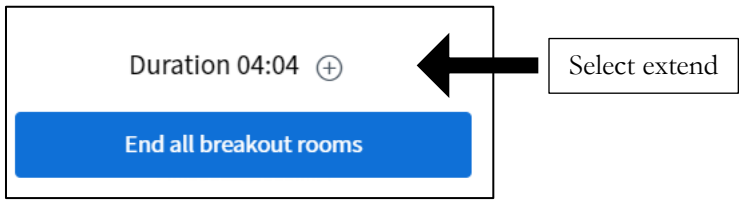


As the moderator you can open as many of the breakout rooms as you like via the **join** function. All additional breakout rooms tabs will appear at the top of the browser window.

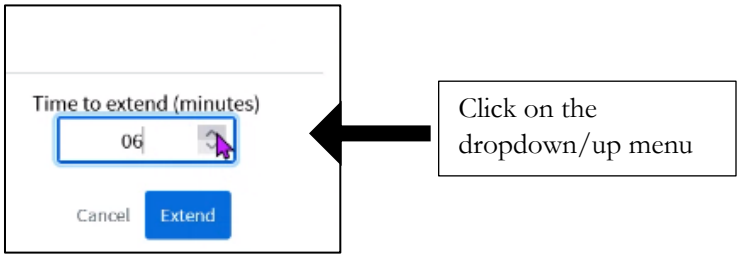
To avoid echo or noise transmission between rooms, it's advisable for moderators to mute microphone or leave audio of every room before joining another room.

- **Duration time:** displays the remaining duration time of the breakout rooms.

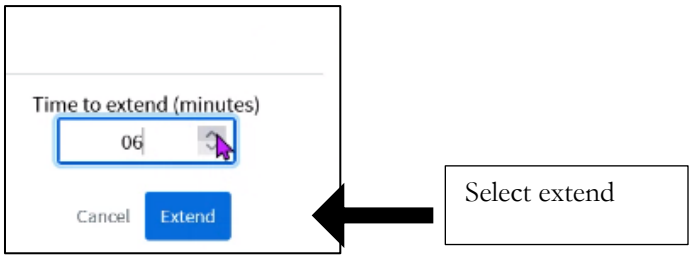
- **Ability to extend the duration of ongoing breakout rooms:** As a moderator you can extend the duration of your breakout rooms session by selecting '+' icon.



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.



Select 'extend'. The time is added to all running breakout rooms.



- **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 Notes about breakout room

1. 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.

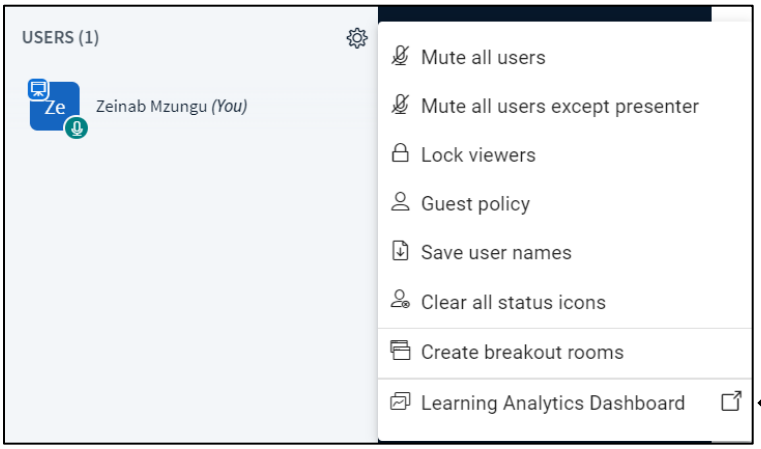
2. At this time breakout rooms **cannot** be recorded.
3. At this time content from the breakout rooms **cannot** be pulled to the main room.

8. 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.

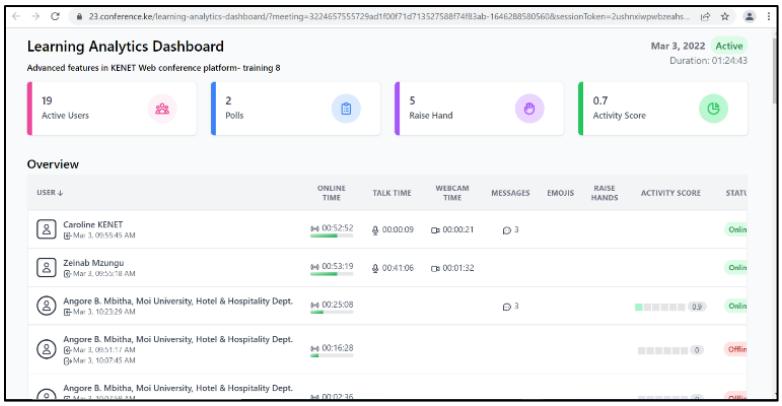
To access the Learning Analytical dashboard:

Locate and click at the gear menu (manage users) which is at the right side of the 'users'.



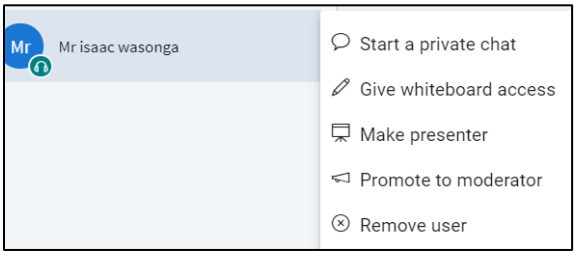
Click on Learning Analytics dashboard

Select 'Leaning Analytics Dashboard'. A new window will be displayed.



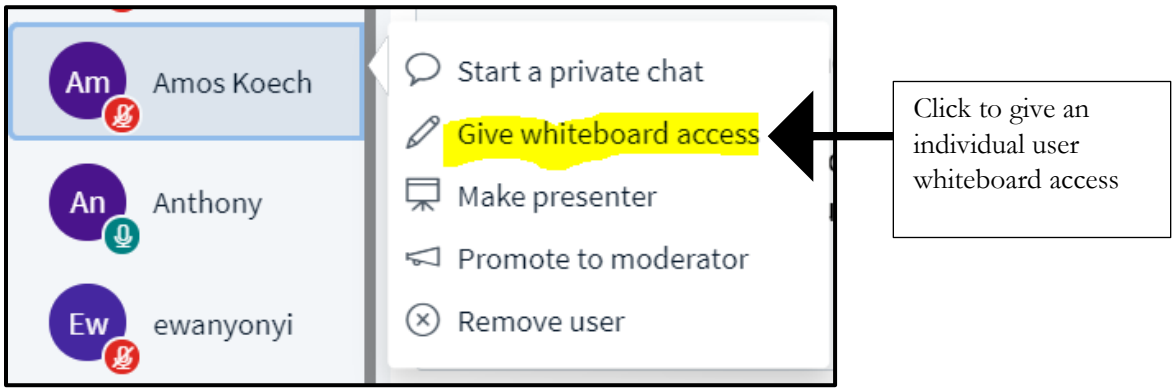
More Instructors Resources

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



1. **Per-user whiteboard**

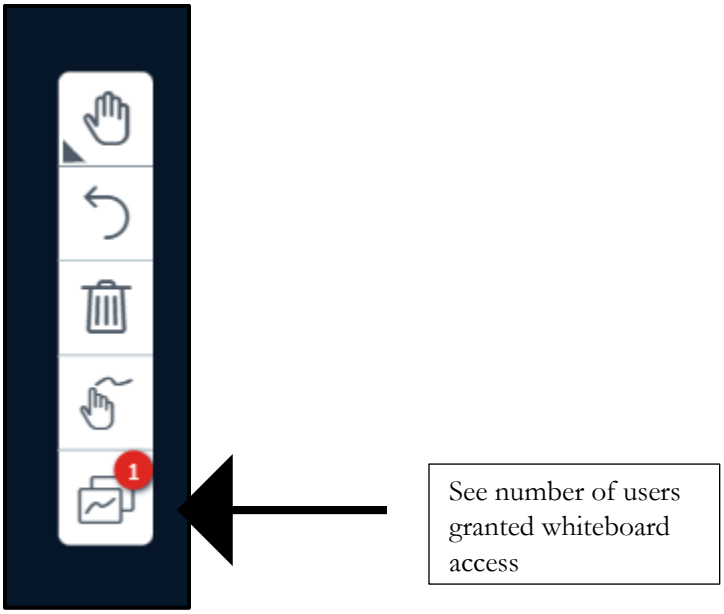
You can give a specific participant the ability to write on the whiteboard instead of all users in a session. To do that; - Click on the name of the participant.



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'.

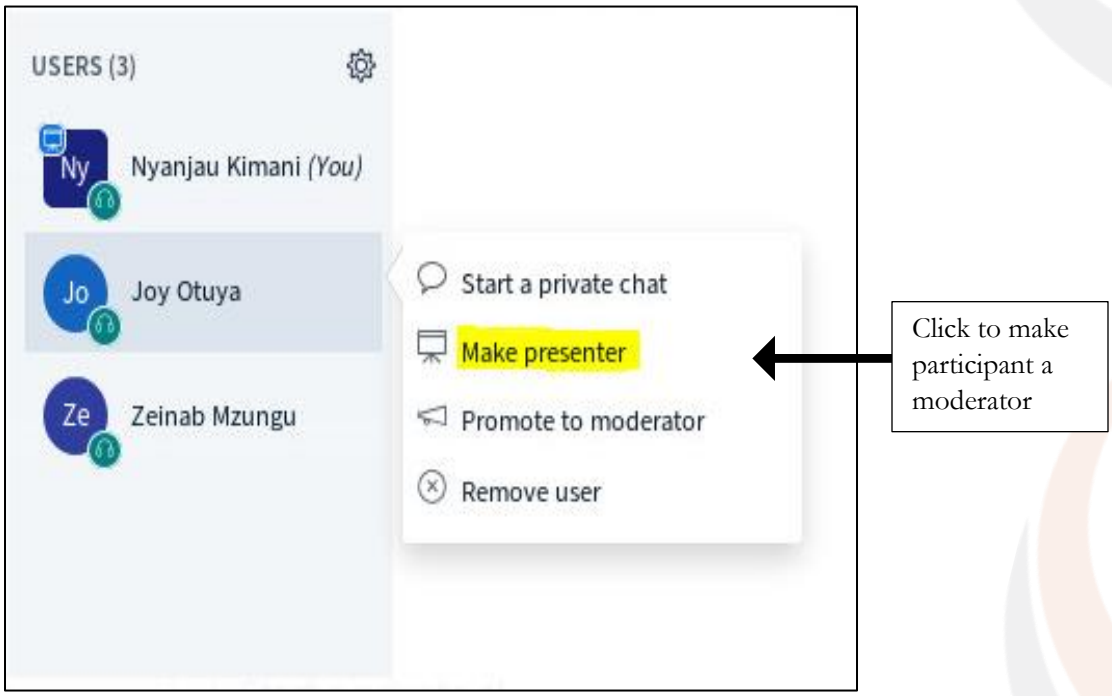
When granting individual whiteboard access, a count will appear on the multi-user whiteboard icon showing you how many participants you have granted access to the whiteboard.



Clicking the multi-user whiteboard icon removes whiteboard access from everyone except the presenter.

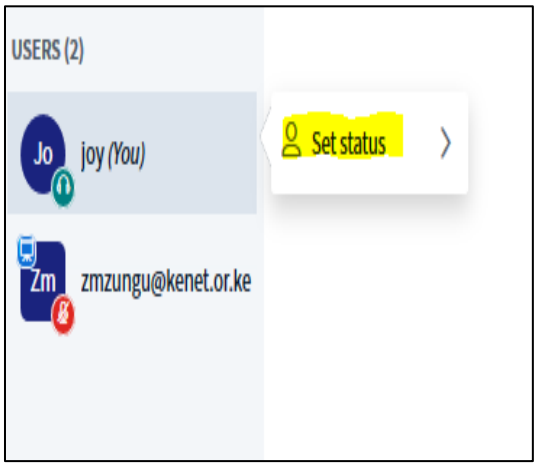
2. **Give Presenter role**

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.



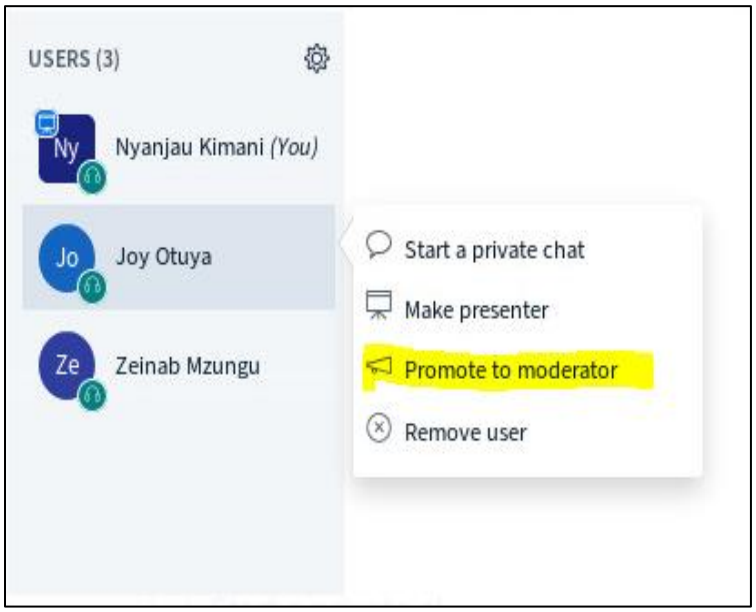
3. **Have students set their status**

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.



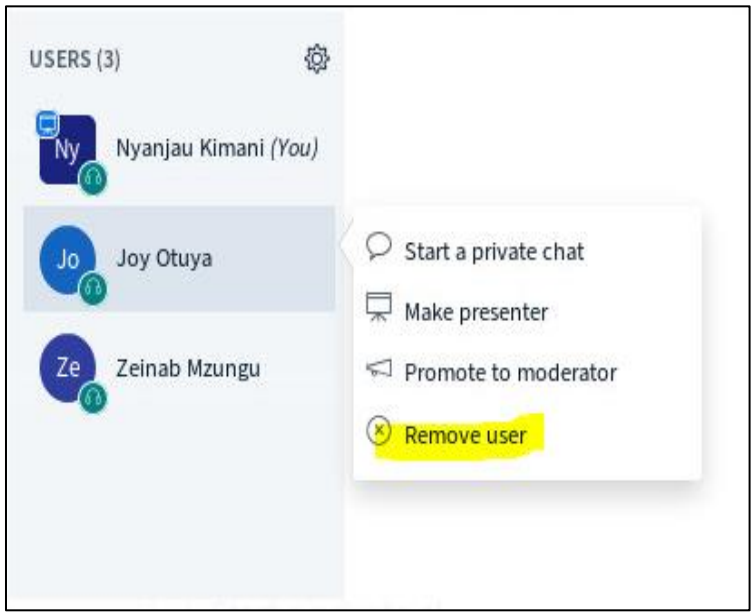
4. **Promote to moderator**

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



5. **Remove user**

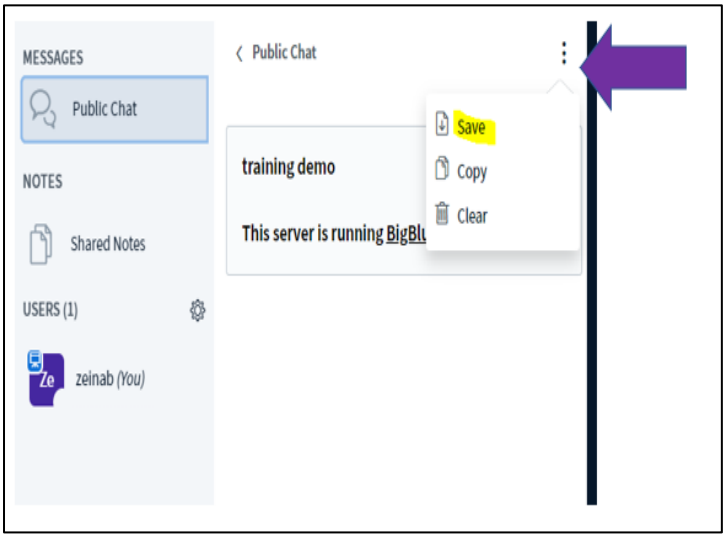
You can discipline a user who constantly misbehaved in a session. To remove user, click on their name and select 'remove user'



Interactive Features

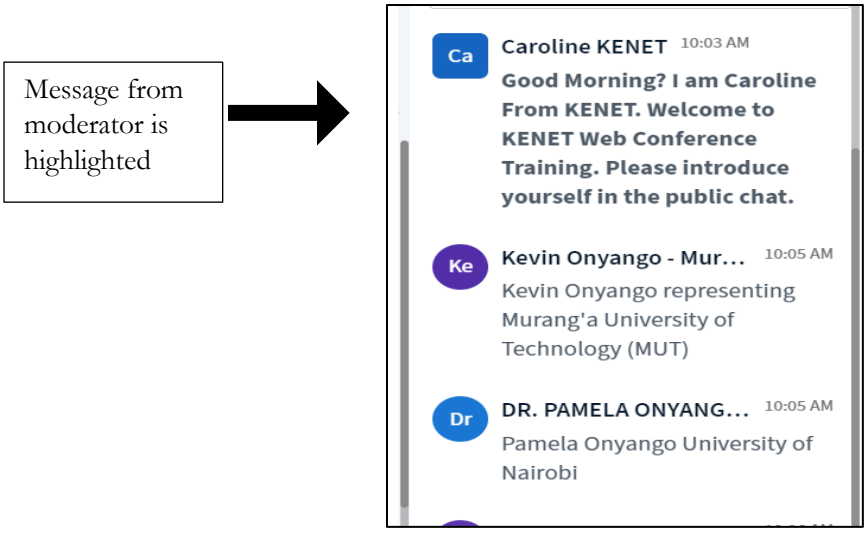
1. **Public Chat**

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'.



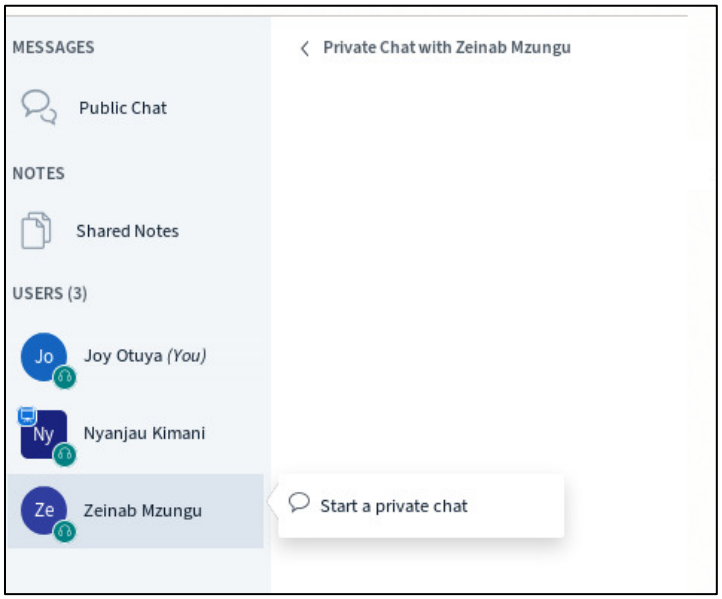
Distinguishable Moderator messages in the public chat

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



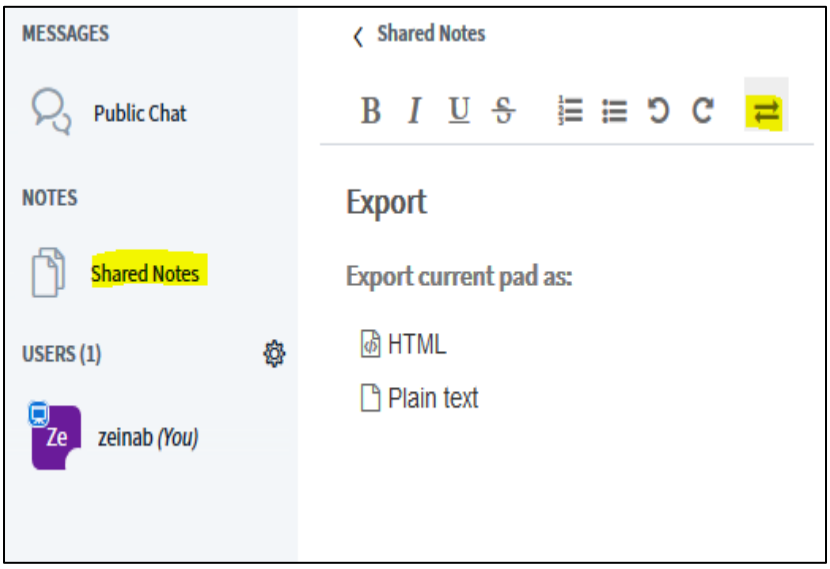
2. **Private chat**

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



3. **Shared notes**

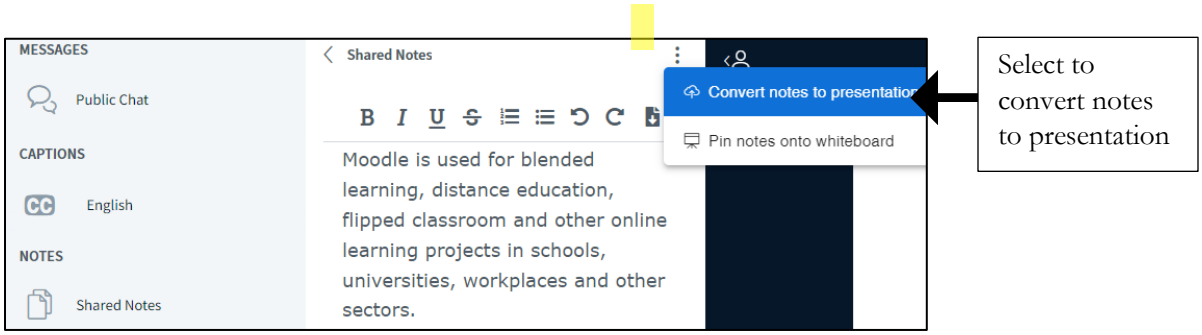
Students can collaborate on notes while you lecture. You can download and share these with students afterward.



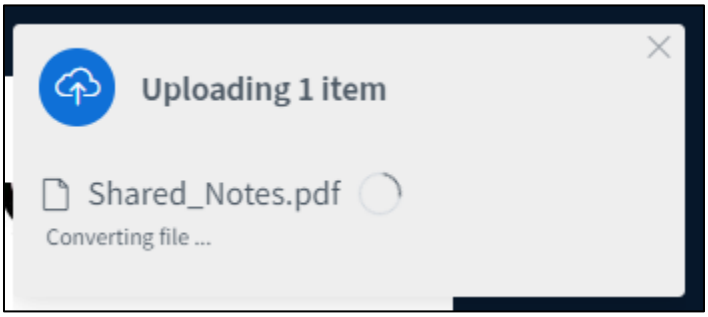
- **Moving shared notes to the whiteboard as presentation**

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".



The Shared Notes will then be converted and displayed in the presentation area.

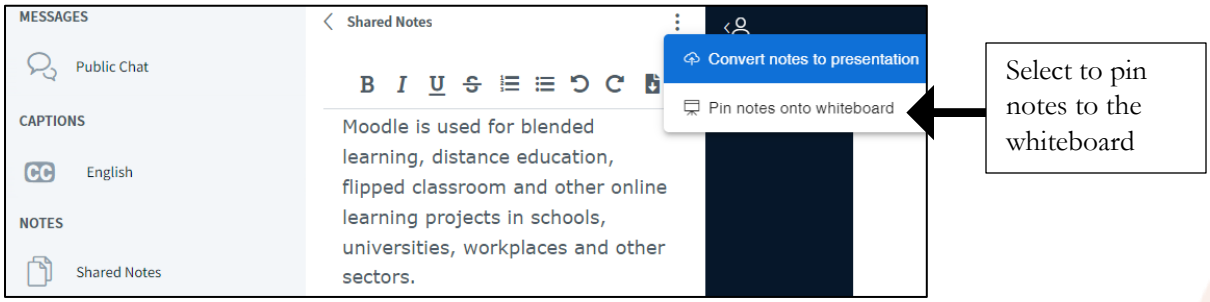


The Shared Notes will then be available as a presentation in the "action menu" and can then be marked up on the whiteboard.

- **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.

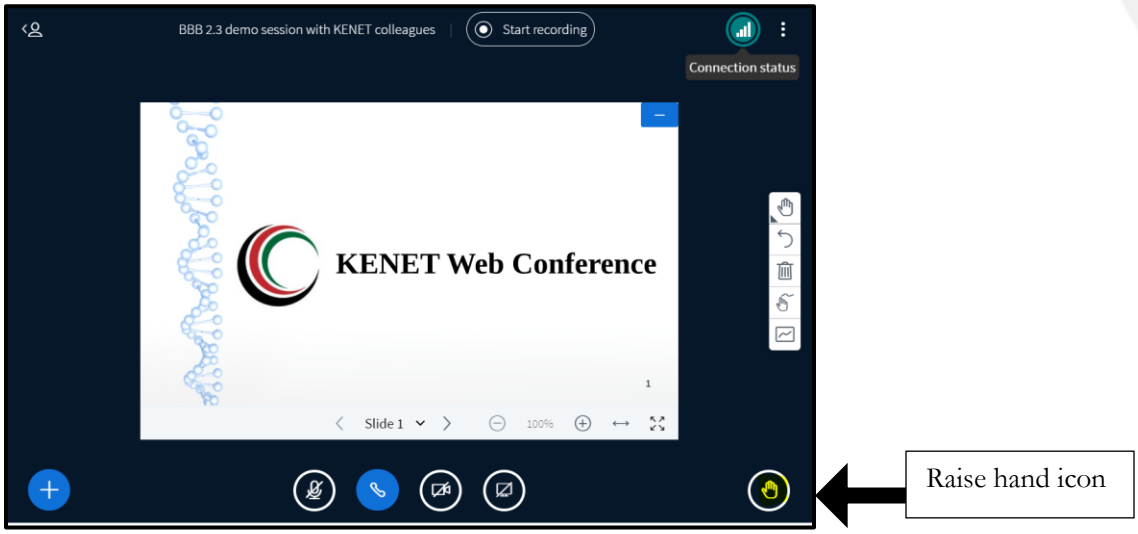
To do this select the three dots in the top right corner of the Shared Notes window and select "Pin notes onto whiteboard".



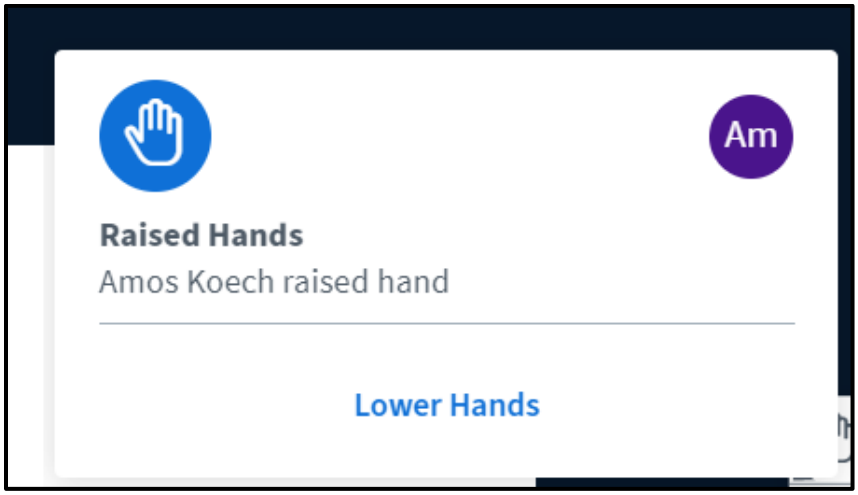
To unpin the shared notes, press the X button on the top right-hand side of the whiteboard area.

4. **Raise hand icon**

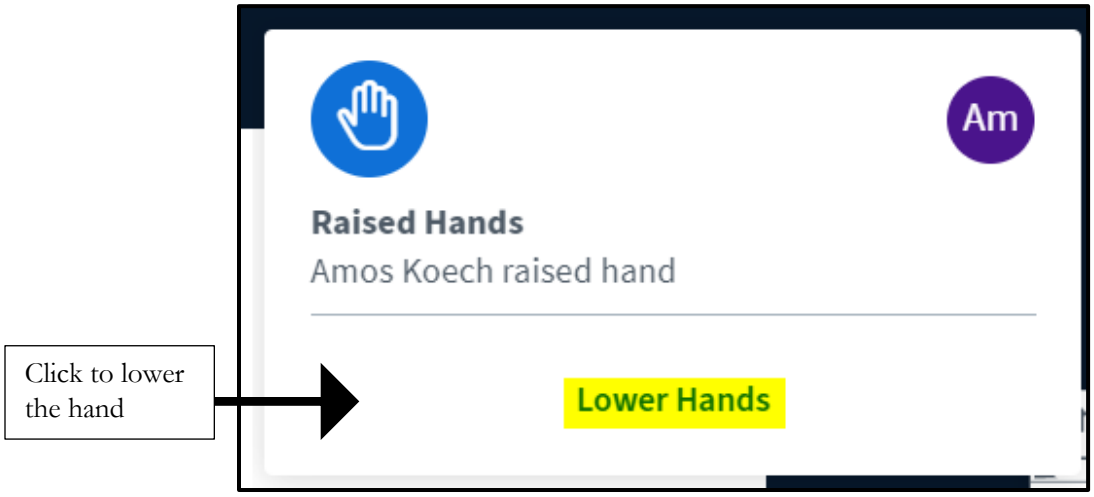
Participants can quickly select the raise hand icon available below the presentation screen to gain instructors attention.



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



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.

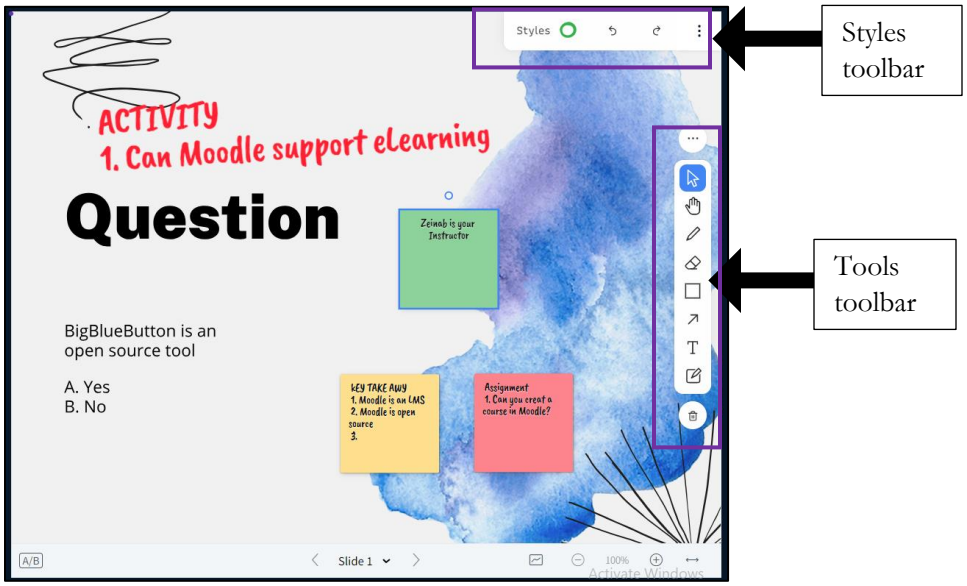


5. **White board markers and annotation icons**

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.'

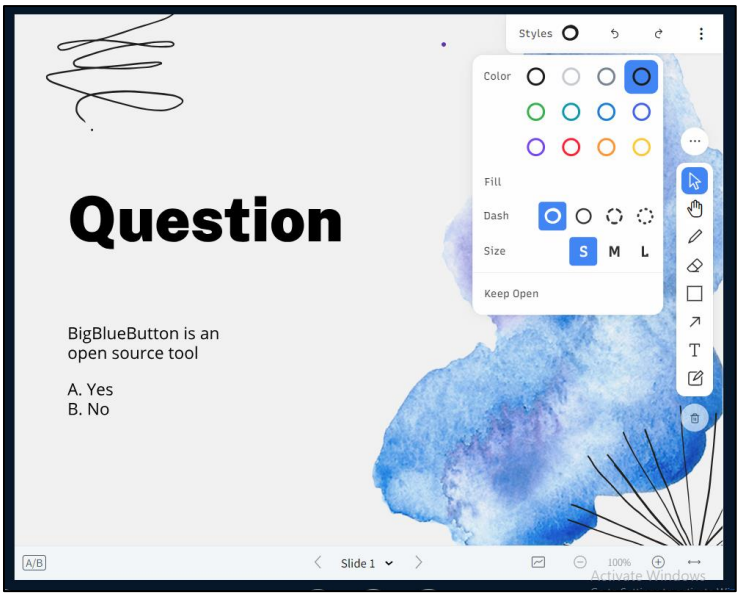
There are two toolbars on the whiteboard. A Styles toolbar and a Tools toolbar.



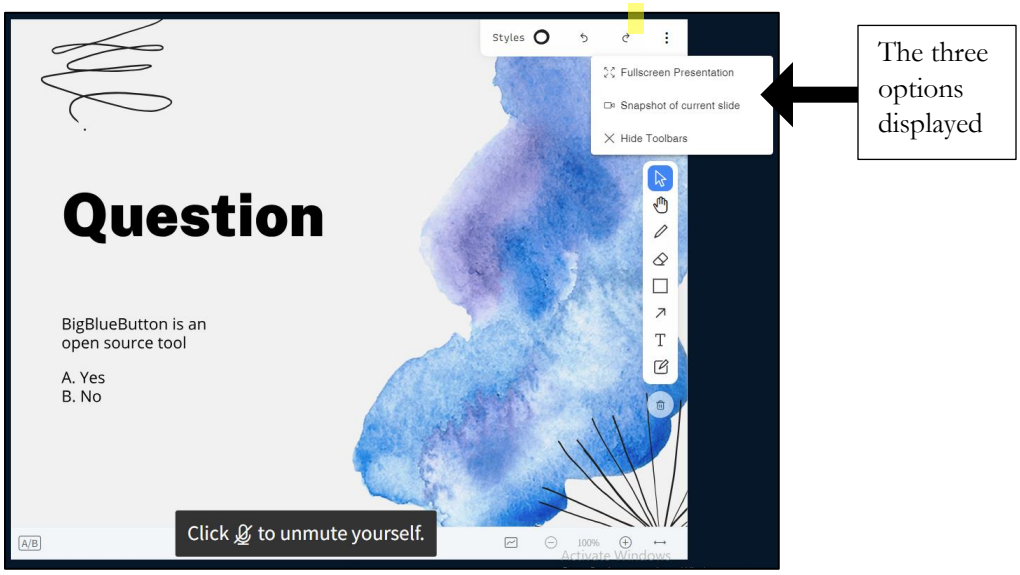
a) **Styles toolbar**

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.



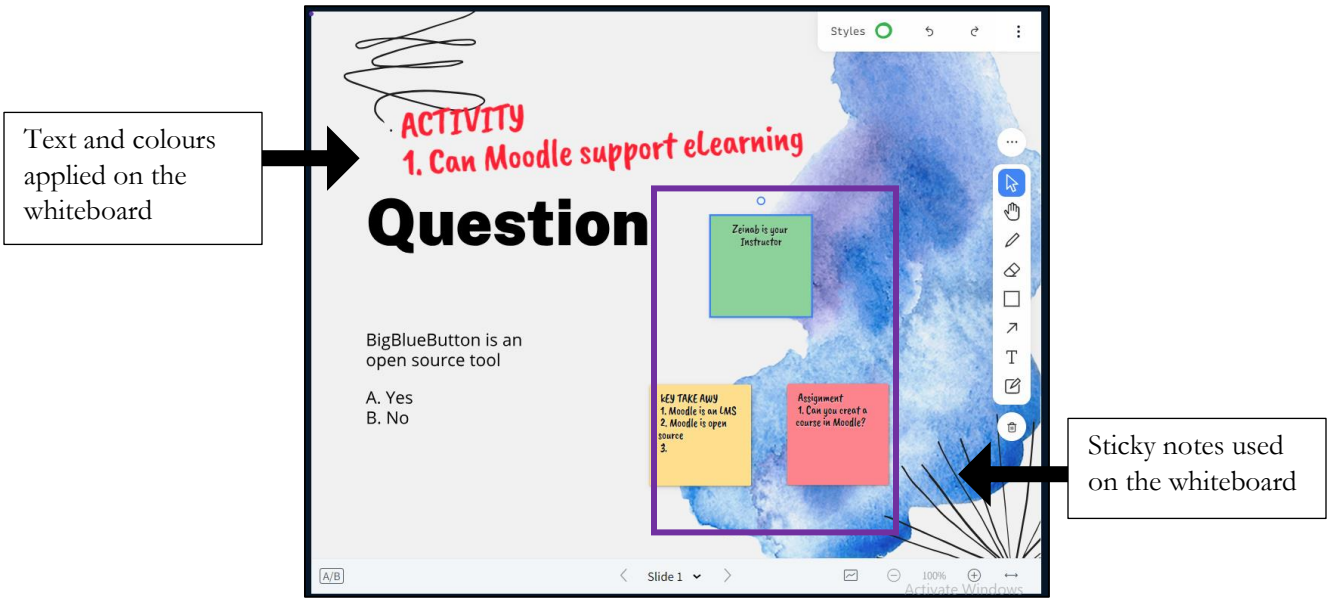
The three dots when selected contain three options-: Fullscreen Presentation, Snapshot of current slide and hide toolbar.



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.

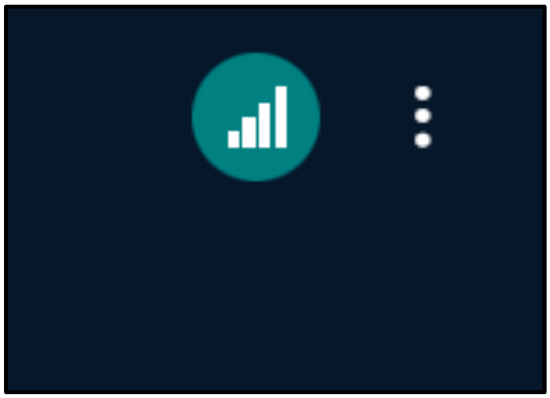


Other features

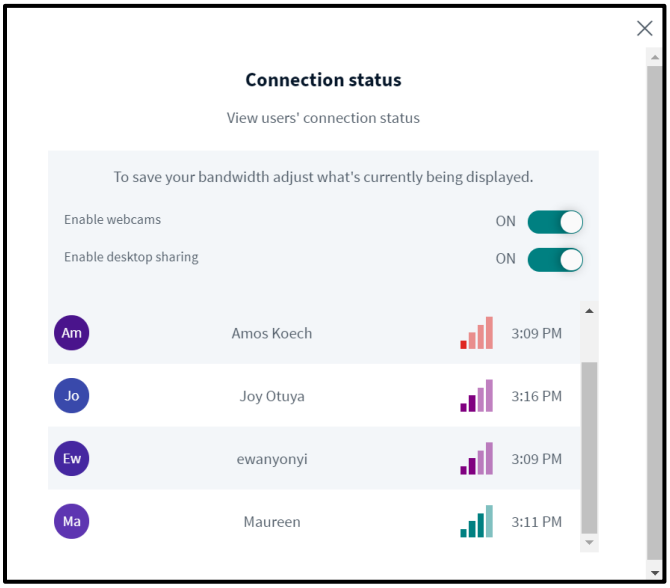
The KENET Web conference platform is rich in features that can help moderators/instructors to conduct their sessions seamlessly.

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.

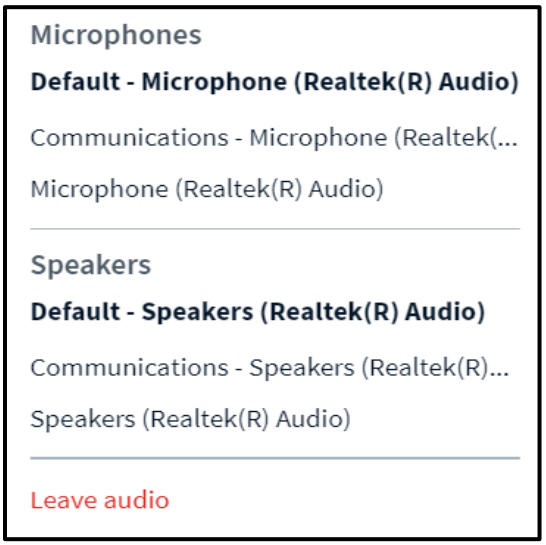


The icon is **green** when participants have stable connection, **Purple** when average and **red** when poor connection is detected. This can inform users to turn off web cam, screen share videos to reduce bandwidth consumption.

2. **Select input/output devices**

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

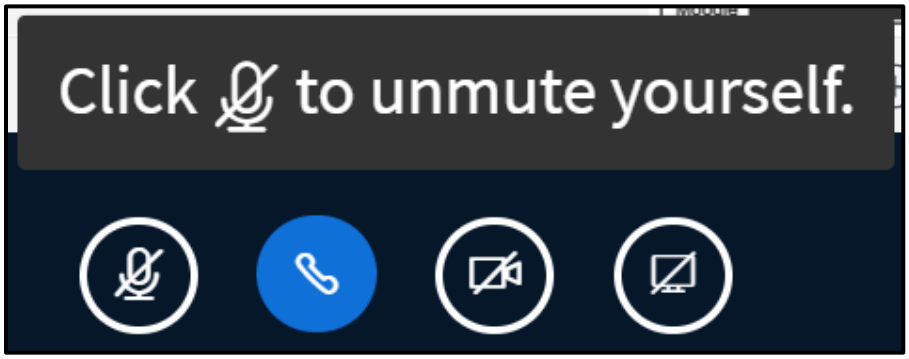
The dialogue box will give you a list of any input/output sources available.



The items on the list are clickable, the user can switch to the preferred source.

Microphone

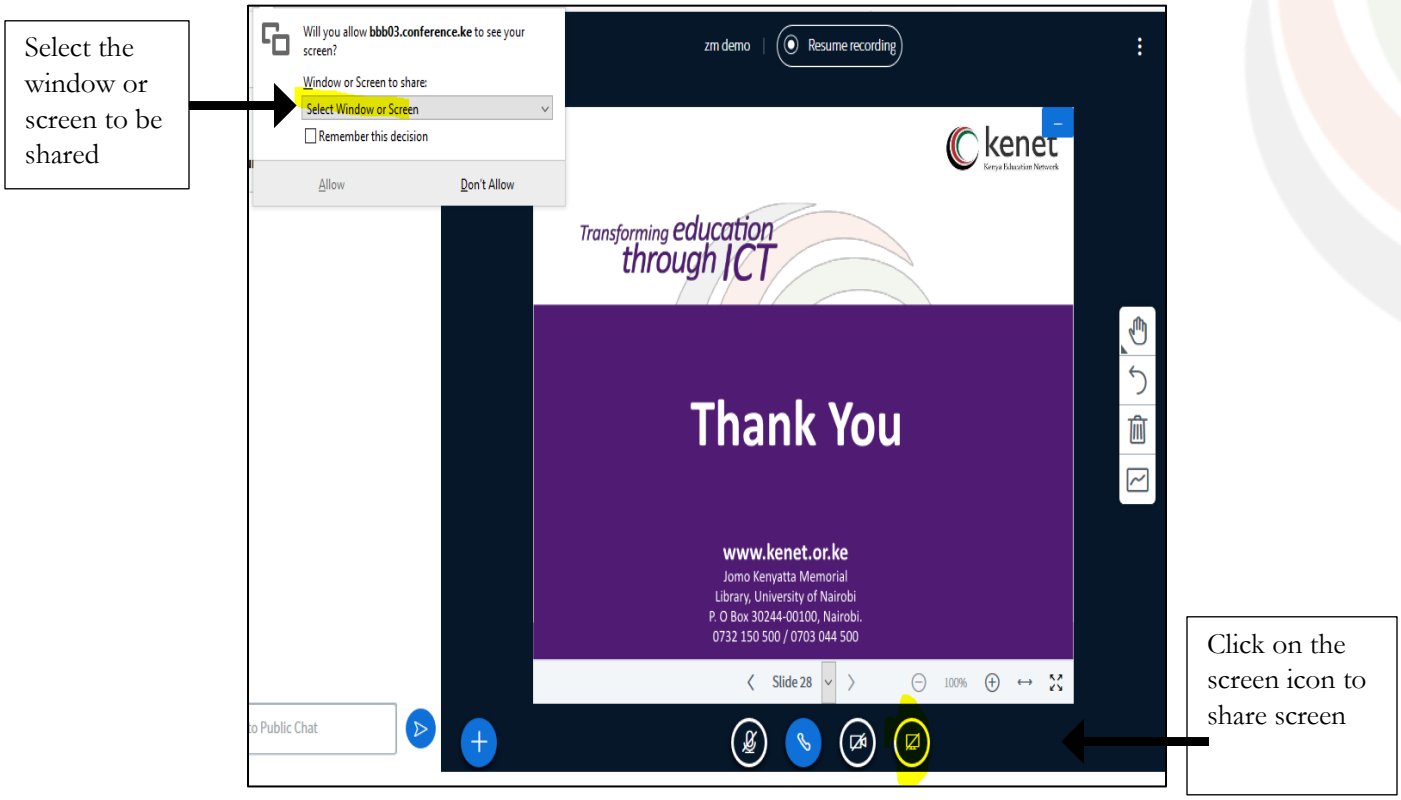
When talking with a muted microphone, you will get a pop-up message to remind you that you are muted.



3. 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.



- 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.

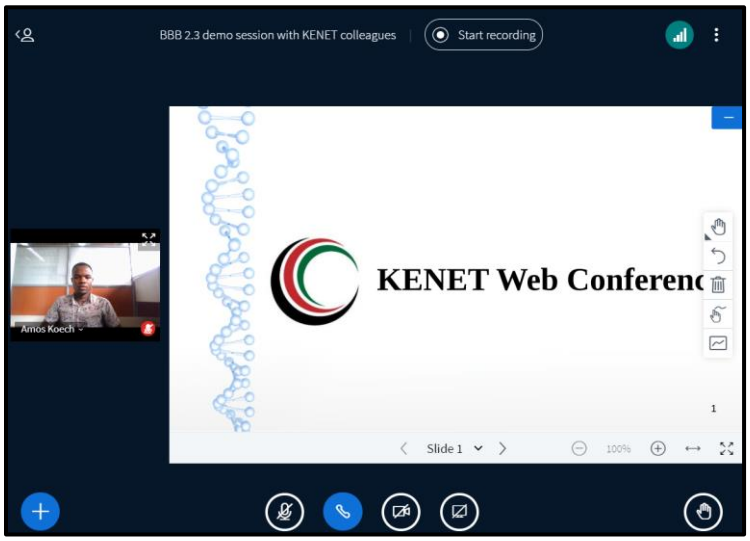
4. Web Cam

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

- Repositioning Web cam

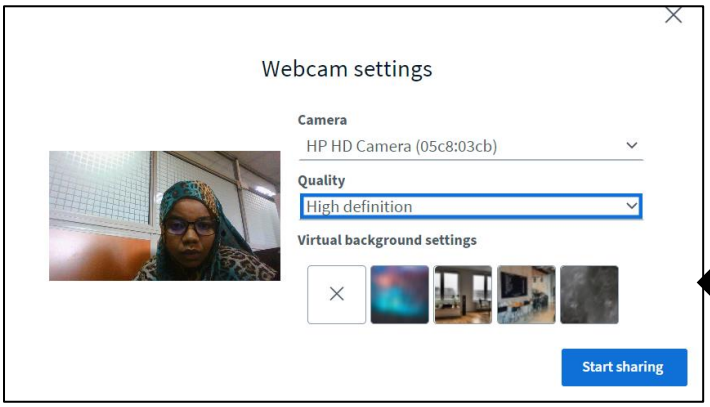
Participants can navigate the web cam to desired position including left, right, top, maximizing the available viewing area for the presentation.

Drag web cam to desired position; - top, right or left



- Web cam Background

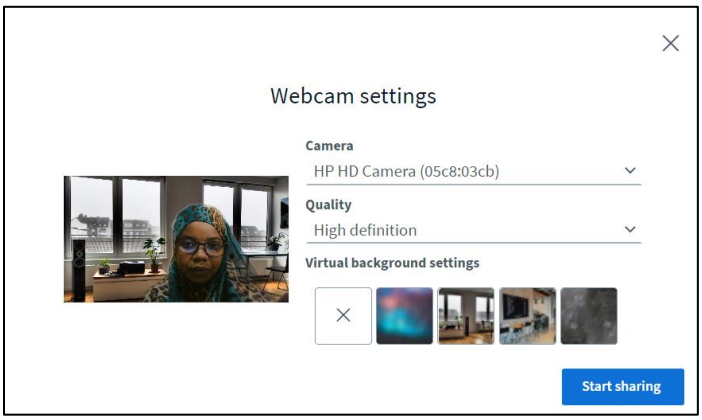
When sharing web cam, participants can select between several backgrounds available on the preview window.



Select background template

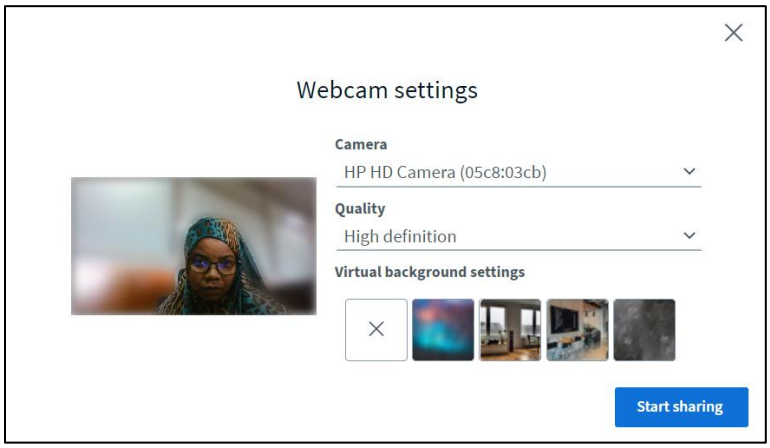
Replacing the background

Replace background image



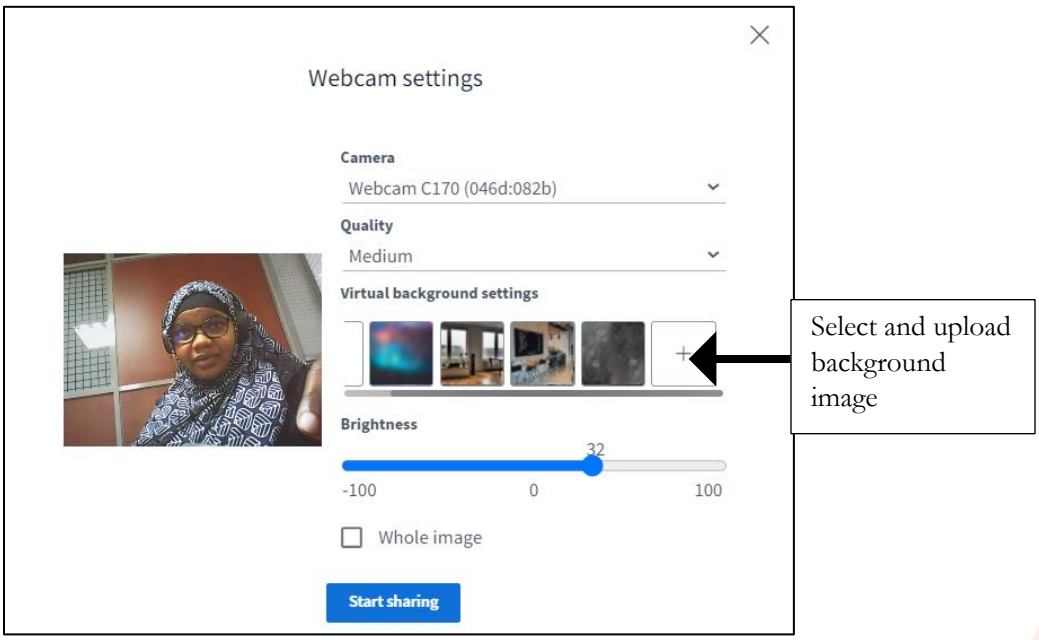
Blurring the background

Blurred background



- **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.

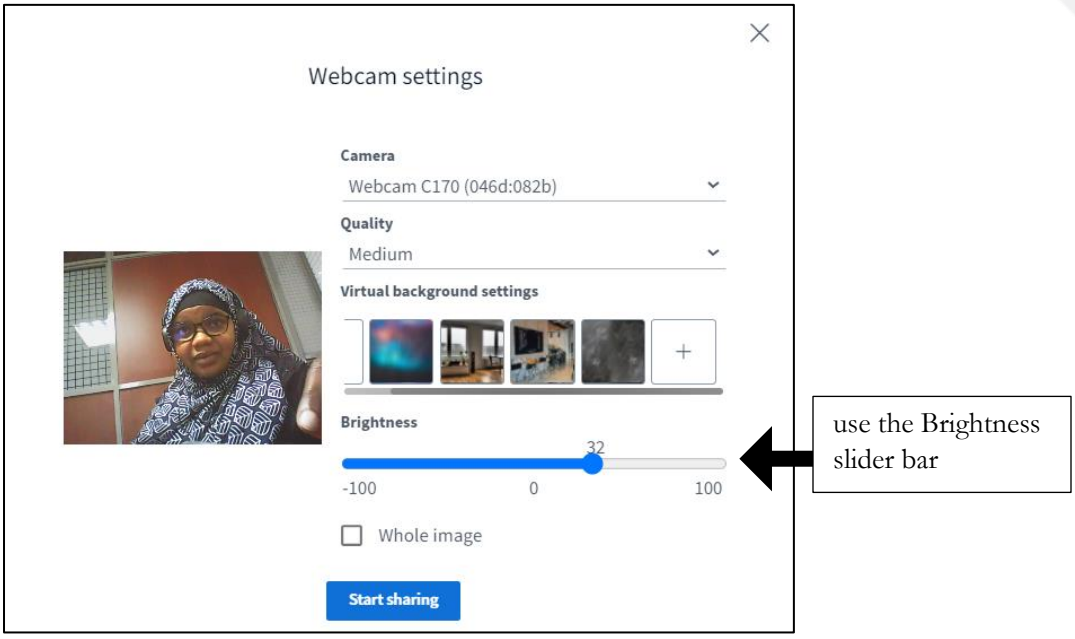


You will then be able to select a background image to upload from your computer. The selected image will show up in the first position on the left in the list of available backgrounds to use.

- **Set webcam image brightness**

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

To achieve this, participants simply need to access the webcam controls located at the bottom utilize the brightness slider.

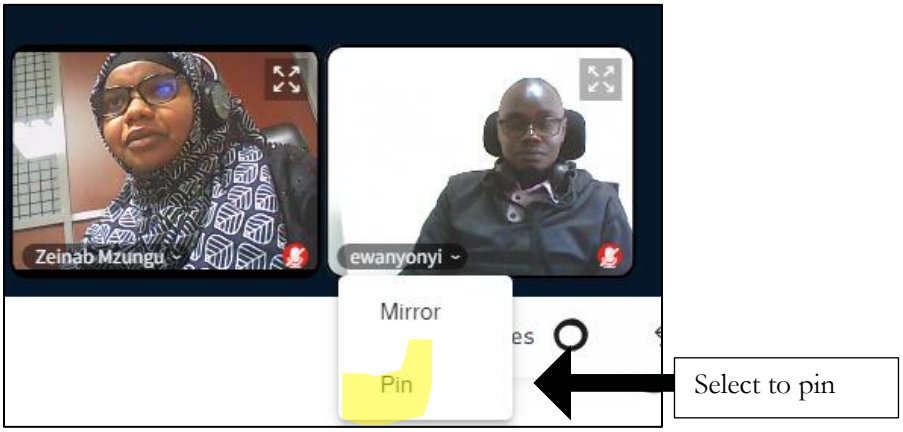


This helps participants to easily fine-tune their visual appearance according to their preferences and lighting conditions.

- **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.

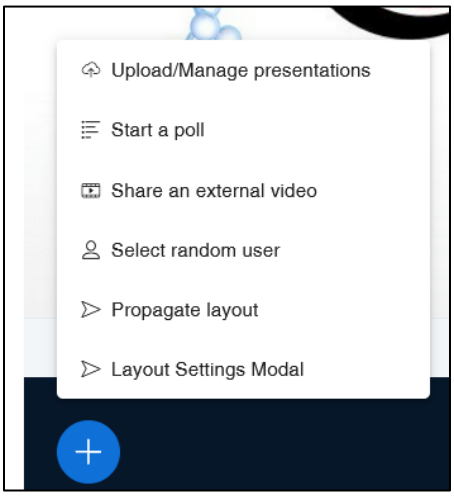
This action can be executed by clicking on the webcam feed of the designated individual and opting for the "pin" feature.



This ensures that the chosen participant's video remains fixed and prominently visible throughout the session.

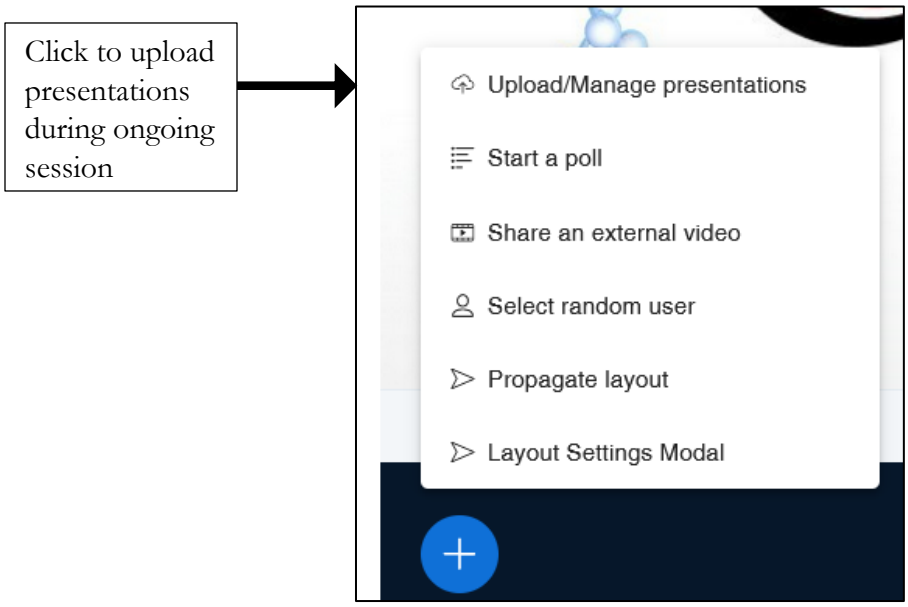
5. **Instructor/Presenter action menu.**

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.



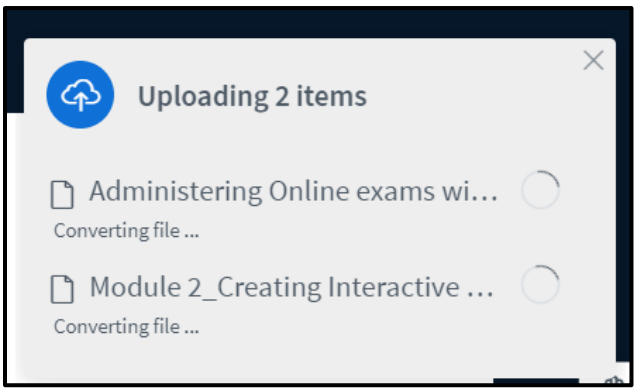
1. Upload/Manage Presentations

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

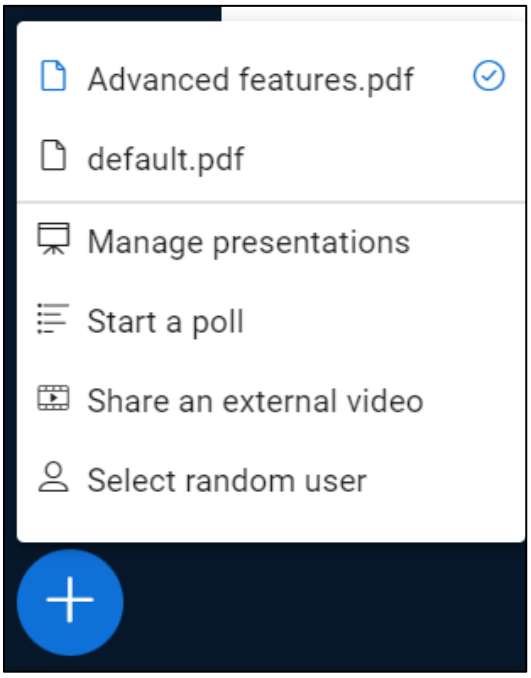
When the presenter/ instructor upload slides, they immediately return to the main window and can continue to engage participants as the slides upload in the background.



- 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.

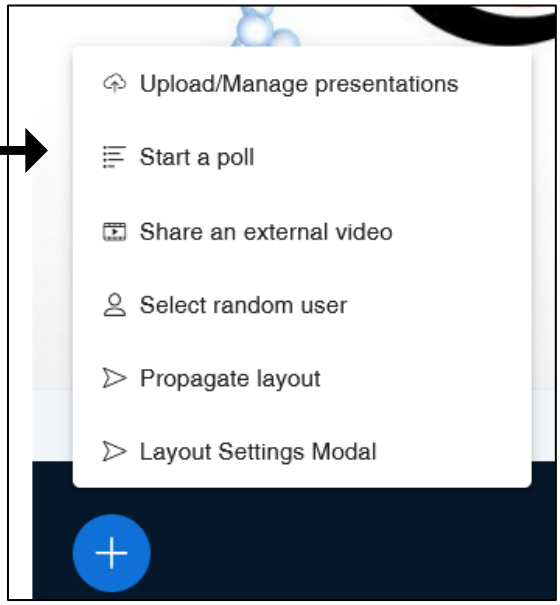
All uploaded presentations will be seen above 'manage presentations'



2. **Start a poll**

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



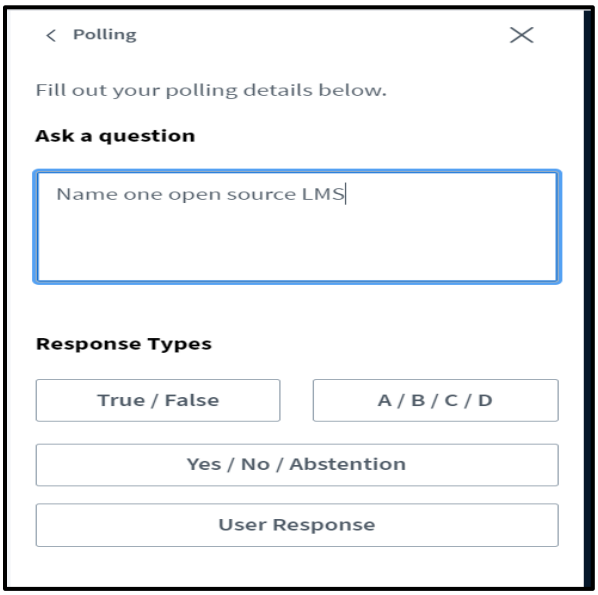
To start a poll:

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.

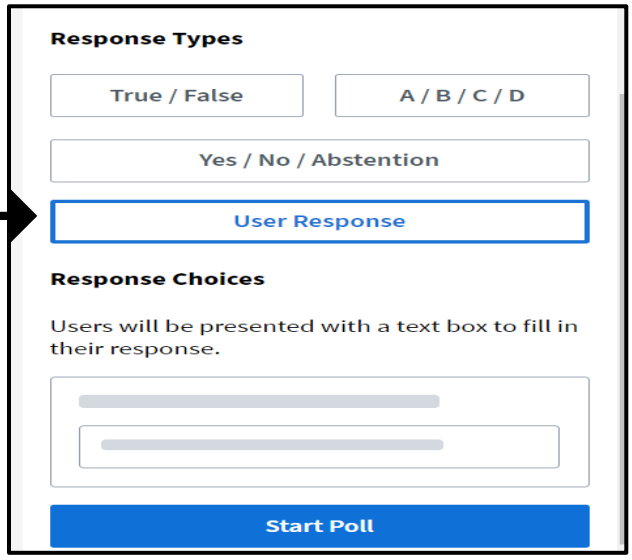
Type polling question

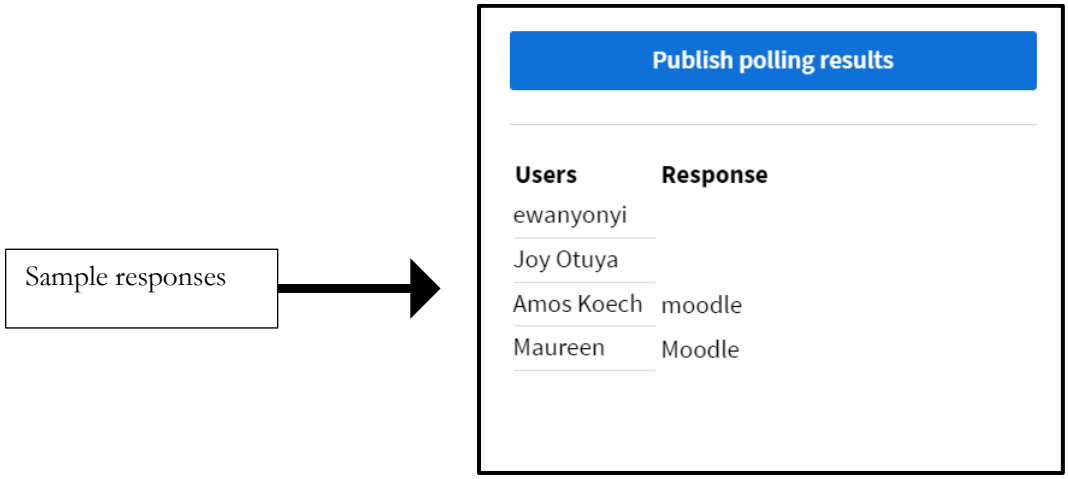


- **Written responses**

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

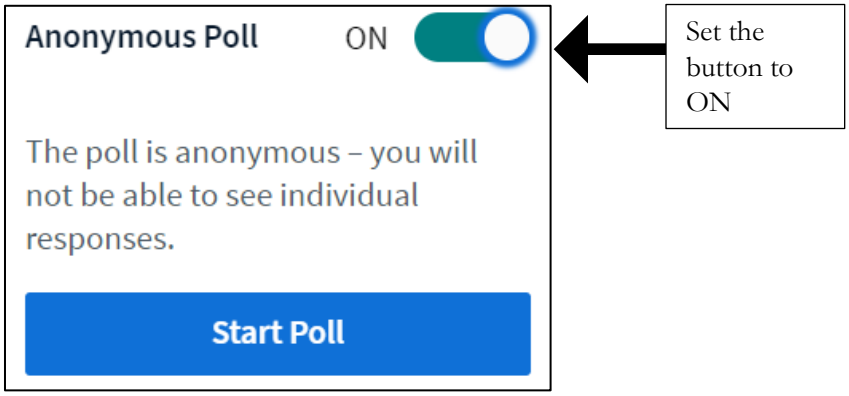




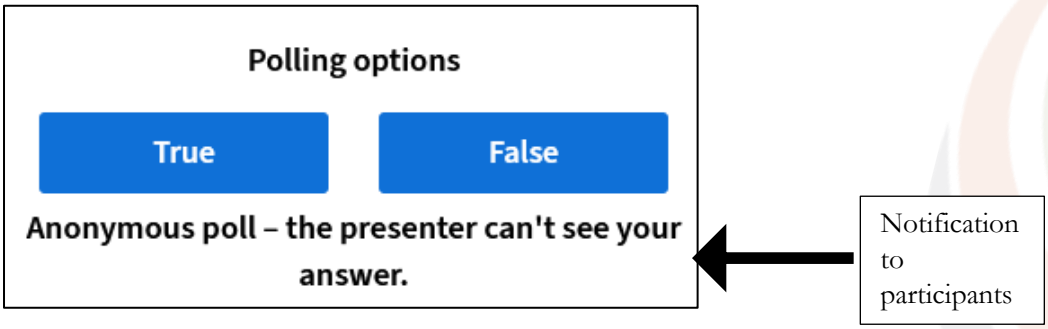
- Setting anonymous poll

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

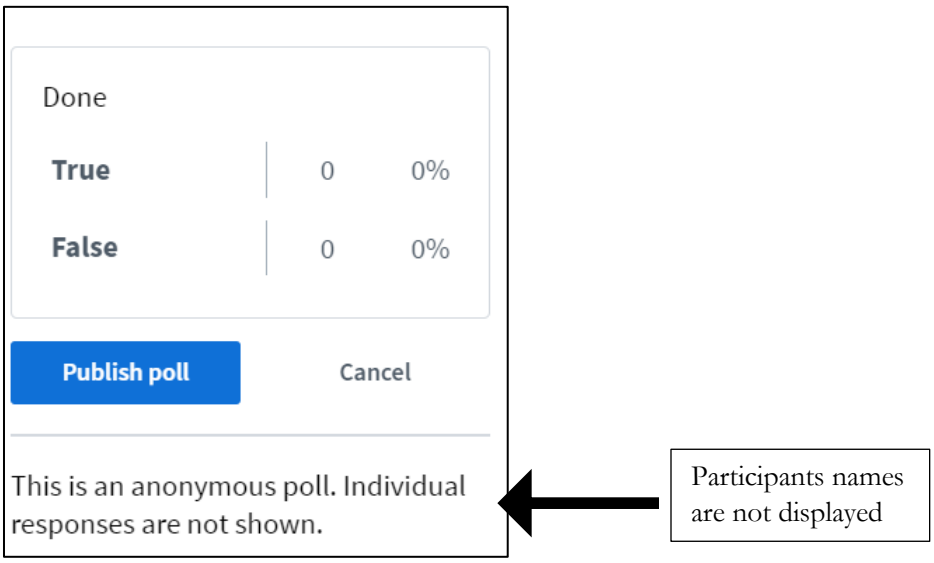
On the action menu, select 'start a poll'. Select the type of poll and configure the responses. Move to the bottom and locate 'Anonymous poll' then set the button to 'Yes'.



Participants will see that the poll is anonymous

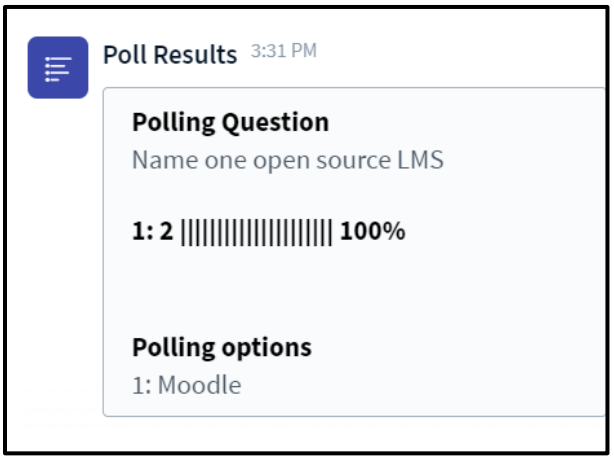


The moderator/instructor will not see who voted what and cannot tell those who did not part on the vote.



- **Poll results displayed in the public chat**

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

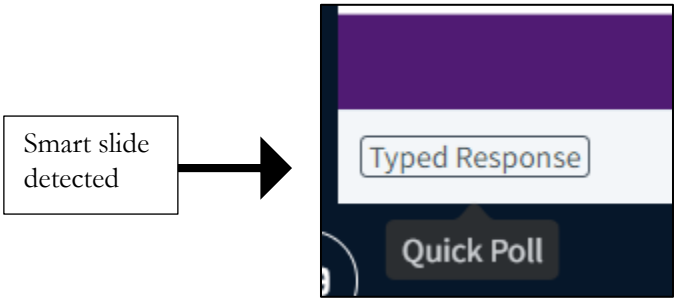


This helps make the poll results visible if screen share is active and presentation is not visible.

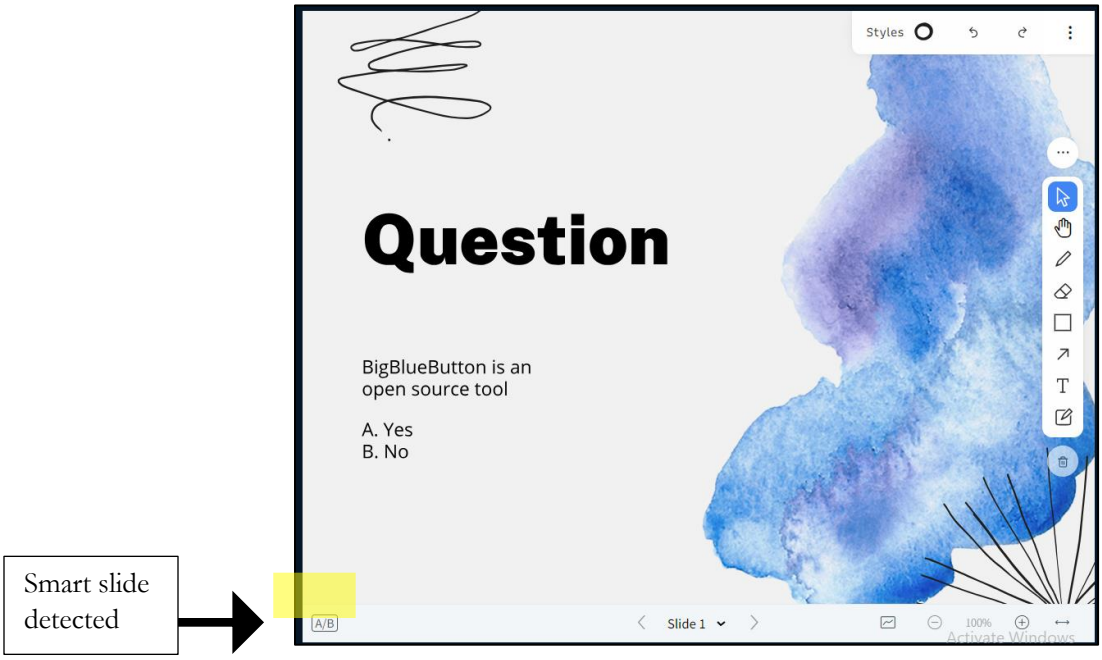
- **Smart Slides**

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.



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



We recommend using the following reply options for best results:

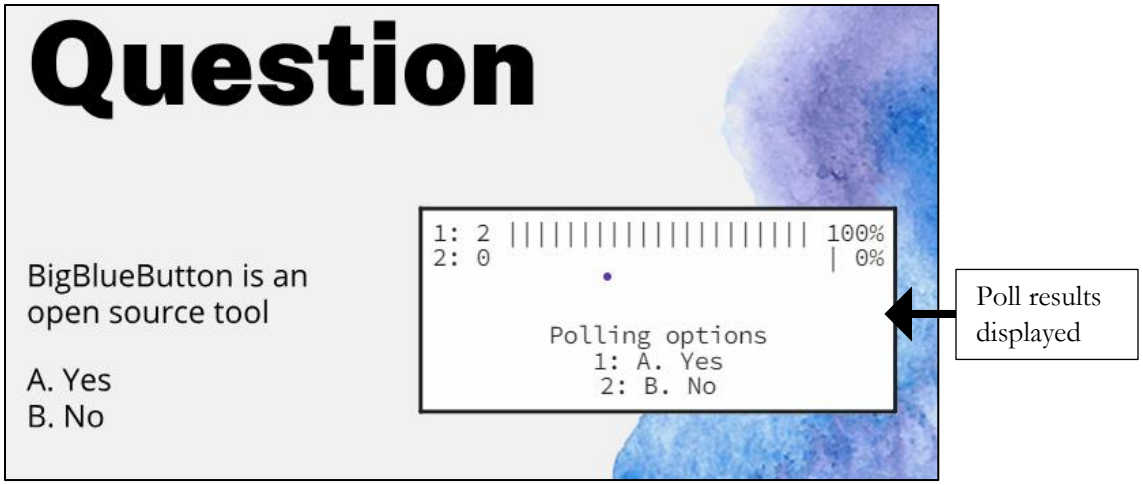
- True/False
- Yes/No
- Multiple Choice A/B

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.

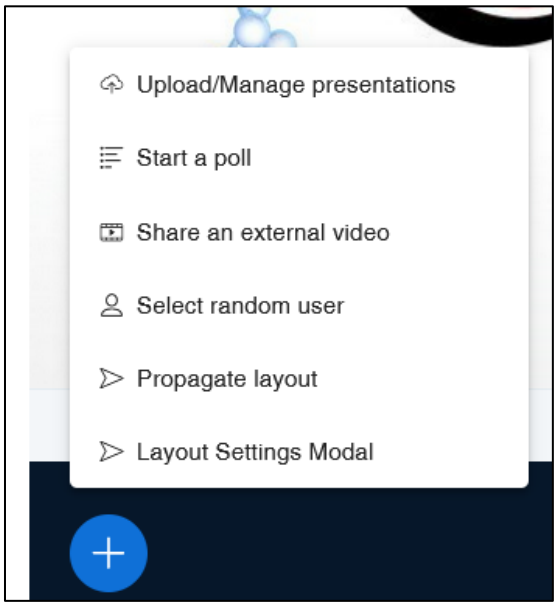


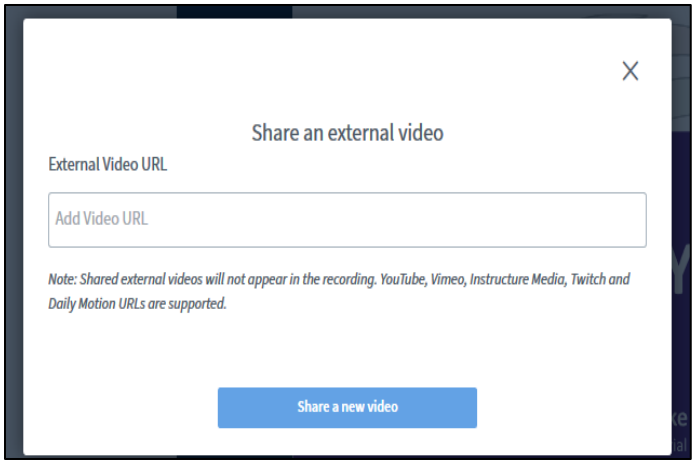
You can stretch the response box to fit the presentation window.

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.

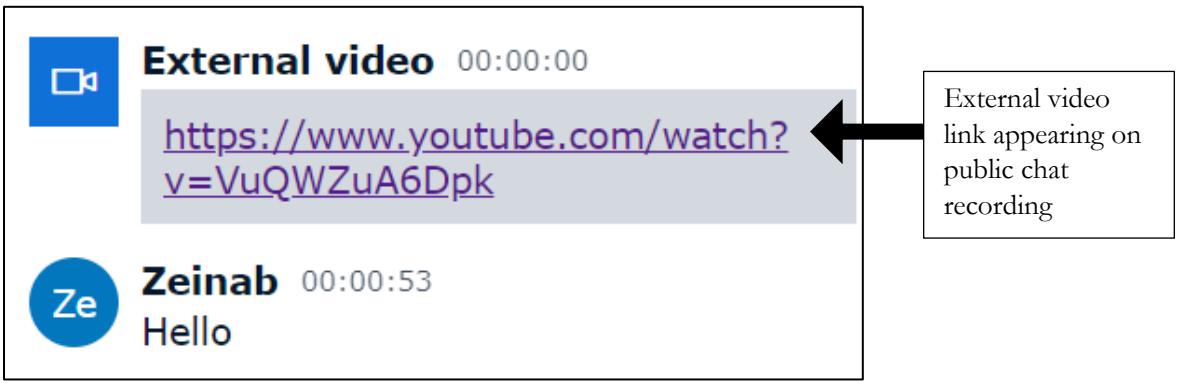
Click on share external video and insert the URL





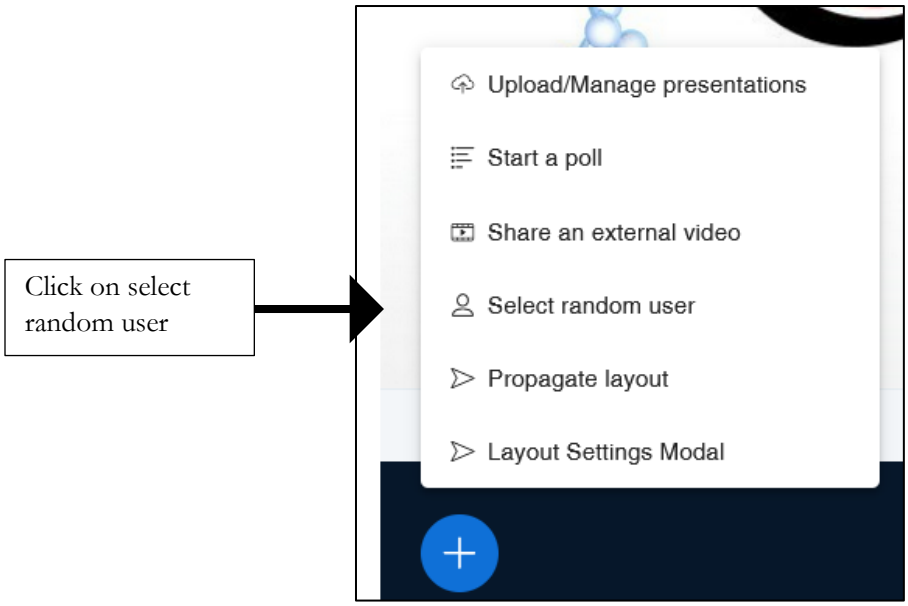
- **Recording's Public chat includes links to external video shared**

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

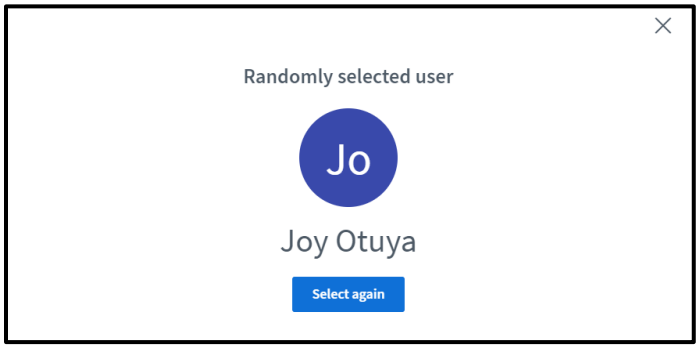


4. **Allow to pick randomly a user**

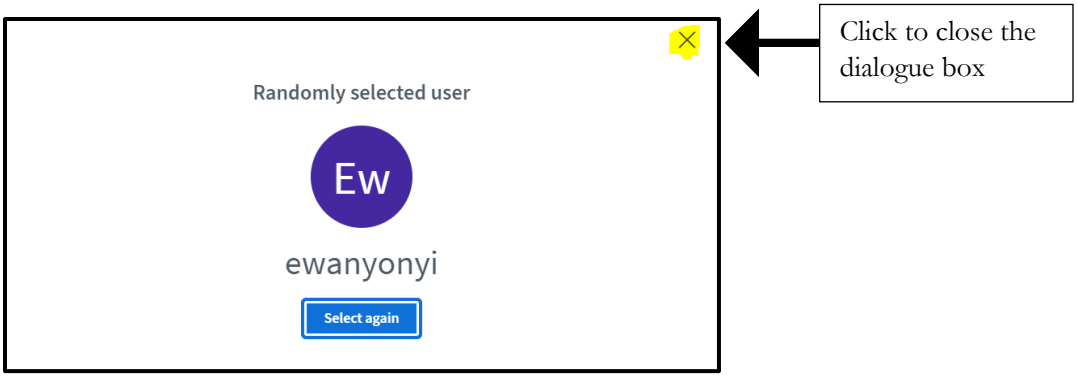
You can randomly pick a user during a session to undertake a task or answer a question by clicking on the 'Action' icon at the bottom left of the presentation screen. Select 'select random user'.



You and the participant chosen will see the choice after a brief animation.



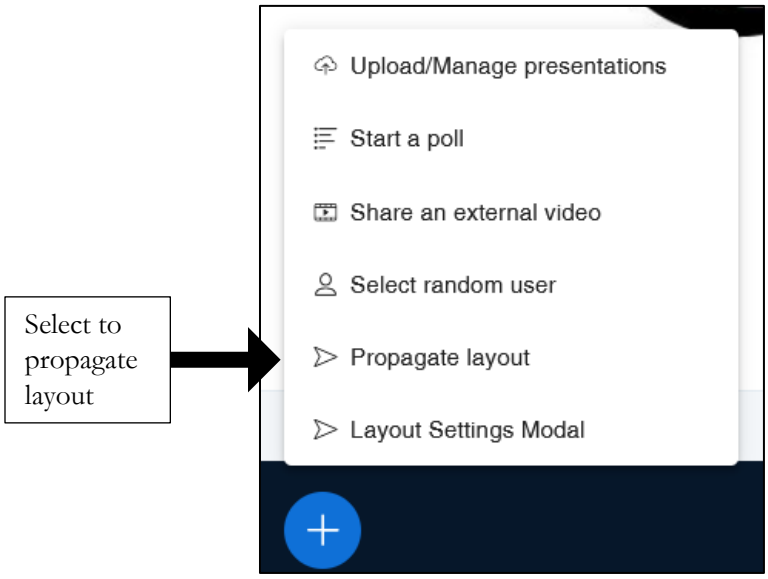
You can close the dialogue window when the issue has been addressed by clicking on the 'x'



5. **Propagate layout to all participants**

Moderators have the ability to apply their layout to all participants.

To do this, open the actions menu by clicking the (+) button, and then choose "Propagate layout".

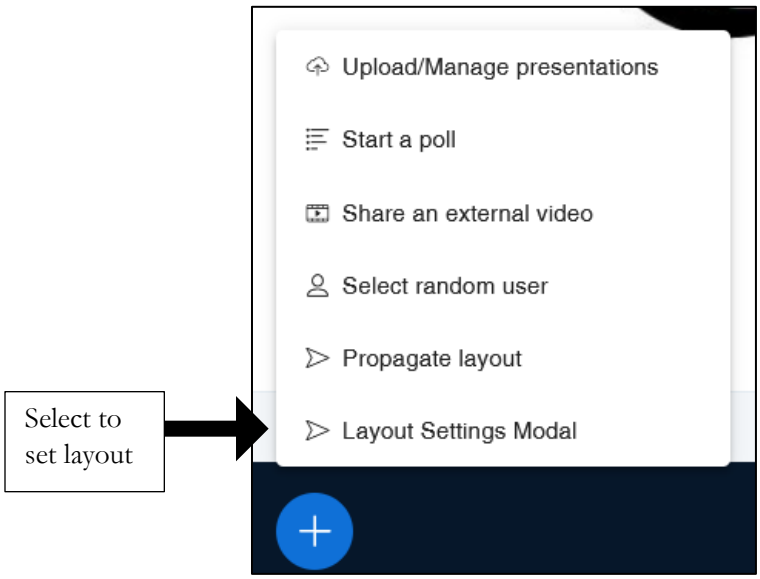


When you select "Propagate Layout," it ensures that the layout you have configured is enforced for all participants, so they see the same arrangement of video streams, presentations, chat, and other elements on their screens.

This can be useful when you, as a moderator or presenter, want to ensure a consistent viewing experience for all participants by enforcing a specific layout.

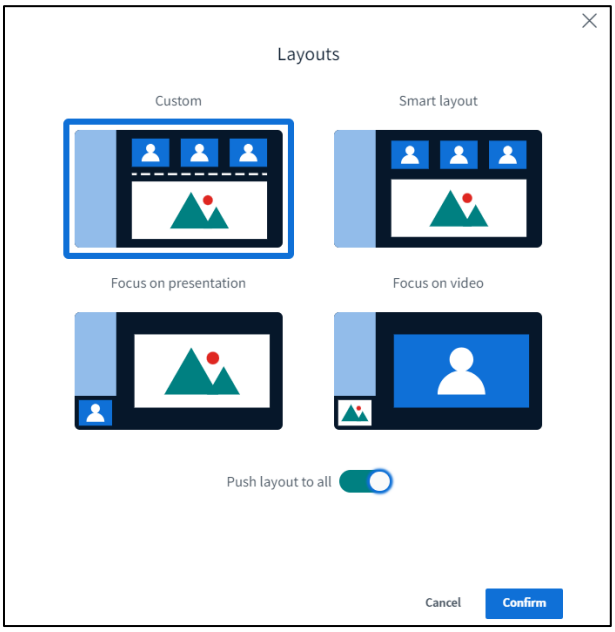
6. **Improved layout manager selection**

To adjust the screen layout, click on the actions menu by pressing the (+) button and select "Layout Settings Modal."



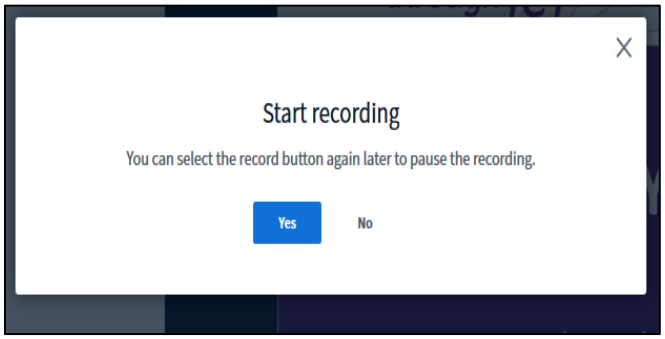
You will see four options to choose from:

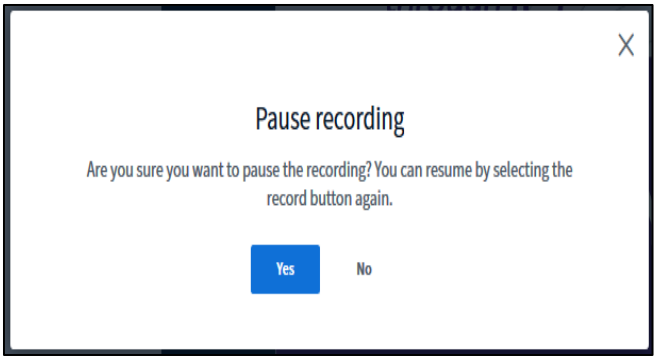
- Custom: Allows you to freely position webcams at the top, bottom, or either side of the screen.
- Smart Layout: Displays webcams at the top of the screen, directly below the presentation area.
- Focus on Presentation: Maximizes the main screen for presentations and places webcams at the bottom of the Public Chat window.
- Focus on Video: Maximizes the main screen for webcams and positions the presentation at the bottom of the Public Chat window.



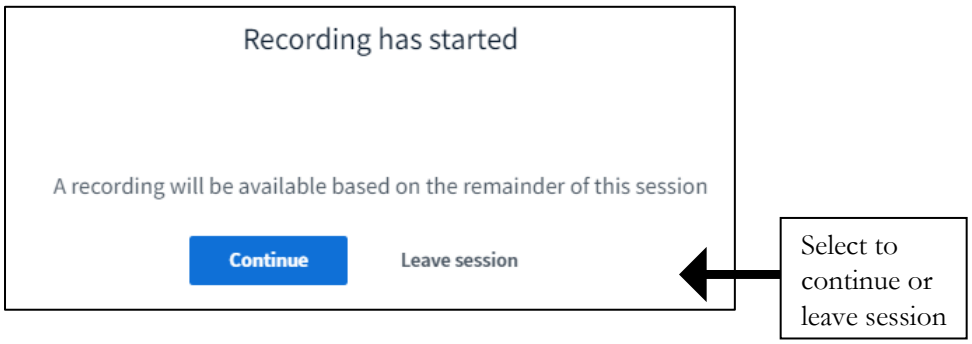
7. Start and Pause Recording

If you and your participants are comfortable, you can choose to record your sessions. Click on 'start recording' and 'pause' when through. Ensure the 'record' icon was enabled during meeting creation process.





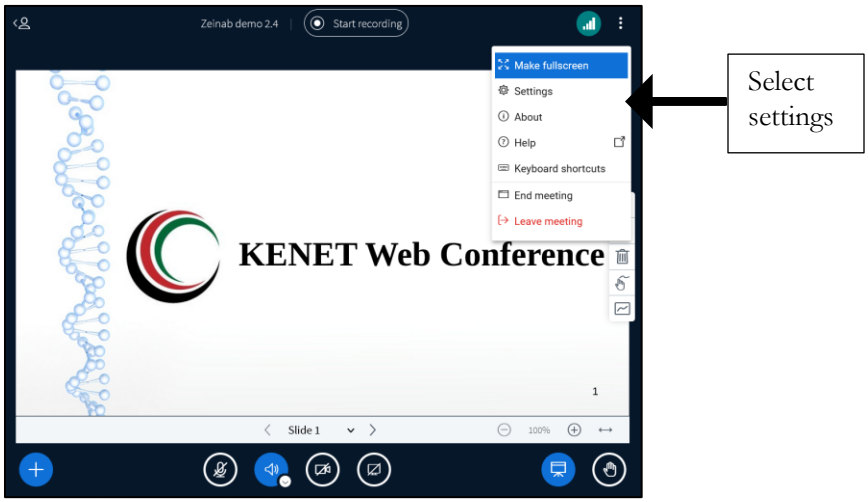
When the moderator initiates the recording, participants will receive a notification, providing them the option to either continue or leave the session, ensuring transparency and participant consent.



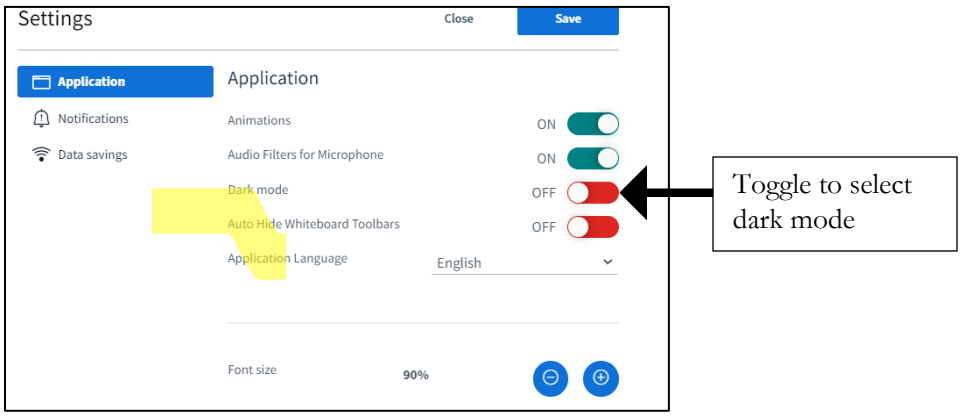
8. Dark Theme

The KENET Web conference platform offers participants the choice of an alternative visual style – dark mode.

To activate this feature, simply click on the three dots located at the top right corner, then select the "Settings" menu.



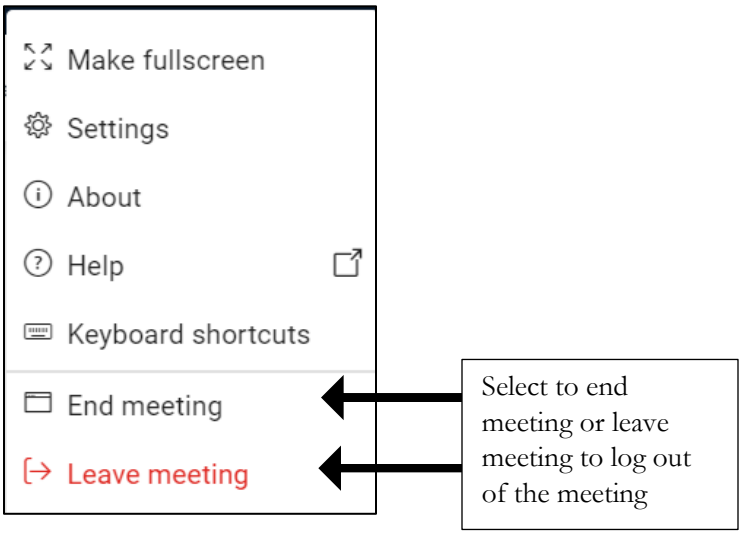
Toggle on the "Dark mode" option.



This selection triggers a darker colour scheme designed to improve visibility and alleviate eye strain, especially in low-light environments.

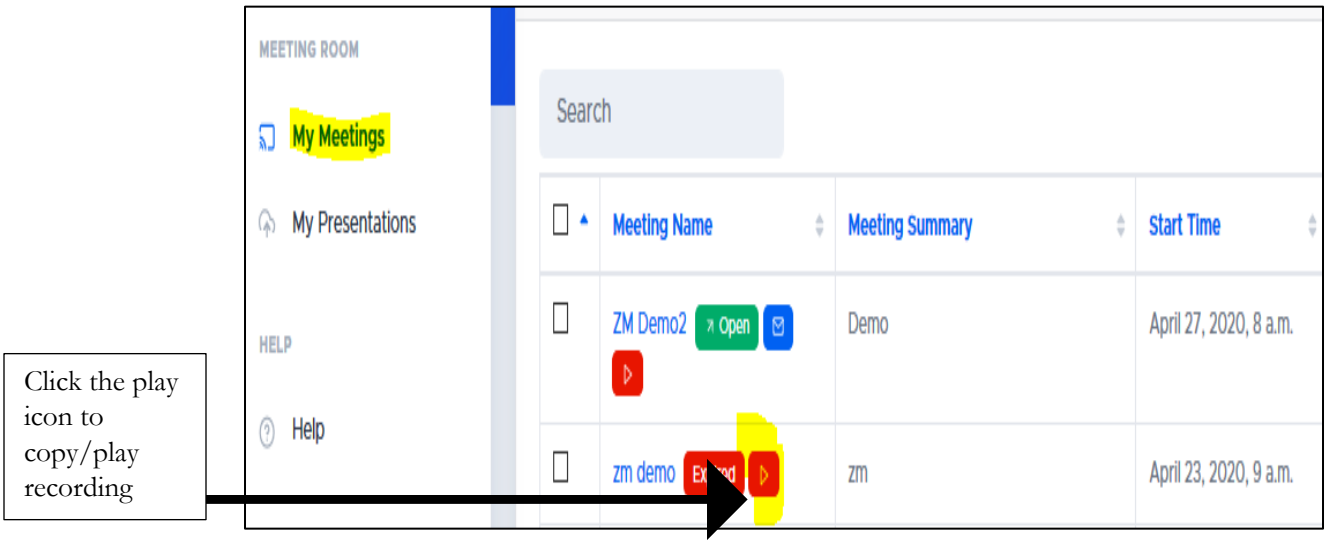
9. End meeting

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 'end meeting' or 'log out'.



10. Accessing Meeting Recordings and Past Meetings

To access meeting recording, select 'my meetings' and choose the meeting that you want a recording. Click on the 'play' button. The meeting should read expired. You can choose to play link or copy link.



The end!

Recommendations

1. For large classes, put users on listen only
2. Encourage users to use public chat box for questions and discussion
3. Use screen-share sparingly (only when needed)
4. Always mute your microphone when not speaking
5. Use a headset or earphones to prevent echo
6. Save your presentations as PDF before upload
7. Use shared notes for collaborative notes
8. Have a lecture assistant to assist lecturer in moderating sessions and compiling the questions