MacLive Web Conferencing – How To Schedule a Session

1. Login to [https://maclive.mcmaster.ca](https://maclive.mcmaster.ca) using the UserID and password provided to you. N.B. Both are case sensitive.

2. Click on **Sessions** then **Create new session**

3. **At any time, mouseover any selection boxes to display contextual help.** Complete the **Basic Session Fields**: To help you easily locate your session, use the following session naming conventions if possible:

<table>
<thead>
<tr>
<th>Virtual Office – Full Name</th>
<th>Virtual Meeting Room – Dept</th>
<th>Course subject and Code</th>
<th>Full Title of Special Event/Meeting</th>
</tr>
</thead>
<tbody>
<tr>
<td>e.g. Virtual Office - Dr X Lastname</td>
<td>e.g. Virtual Meeting Room – Advancement Services</td>
<td>e.g. Nursing 3G03</td>
<td>e.g. City Life: The McMaster-Goethe Project - Part II</td>
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</table>

Enter the **Start** and **End** date and time.

**Early Session Access Time** is the time that the room or session is accessible before the meeting starts. For your first few sessions you may want a 30 minute boundary to allow for audio setup and configuration. As you and your participants gain familiarity, you may want to reduce this time to 15 minutes.

Select **Repeat Session**: if desired and set the scheduling options. N.B. each session instance will then have a unique URL. We recommend Courses and Virtual offices be scheduled by term e.g. Sept - Dec rather than repeated daily or weekly so that you need only notify participants of one location.

Click to select and display the meeting on the public schedule.

Enter a **Session Password** to prevent unauthorized access to your session. This password is also applied to the session recording.

**N.B. This password is for participant/guest access only.**

*Moderators will access their sessions with their MacLive ID and password which should never be shared.*
4. Click **Session Moderators & Participants** to expand and use this section to specify moderators or co-moderators for your session. Search or select from the list of available participants, and click on the arrows to **Add or Remove roles**. The names displayed are individuals who have user accounts on MacLive.

   **N.B. To attend a session, your participants or guests need only the URL to the session and the session password i.e. they needn’t be listed amongst available participants.**

5. I use this panel to specify myself and generate an email (to me) with all the meeting info which I then distribute to participants internal and/or external.

6. Browse your system for an image, Whiteboard or multimedia file to pre-load. This could be the participant overview jpg, a “Welcome” image, an icebreaker question, game or image, background music etc.

   **New** Preloaded files can now be removed and other files reselected for subsequent sessions.

Questions? Contact **maclive@mcmaster.ca** or visit **cll.mcmaster.ca/maclive** Web Conferencing at McMaster University
7. Check **Session is Supervised** if you want the moderator to view private chat messages between participants.

**All Permissions** means that participants will have audio, chat and whiteboard privileges upon entry to the room. If this is not selected, the moderator would assign privileges by participant during the session. Remove these permissions for large online classes.

**Raise Hand on Entry** means that the moderator is alerted via the raised hand icon and an audio cue, whenever a new participant joins the meeting. This option is helpful for classes with 10-20 participants and becomes annoying for larger classes.

**Maximum Simultaneous Talkers/Cameras** – These can be set now and changed by the moderator anytime during the session. You may want to reduce the number of simultaneous talkers to manage communications in larger online groups.

8. **Recording Modes** - choosing Manual allows you the flexibility to switch recording on and off during your session.

9. Session notes will appear in the system generated email invitations mentioned in step 5. You might prefer to customize and personalize the invitation from your email client as you will have a copy of outgoing email for future use.

10. Click **Create** to create the session and generate the **Session Details** screen.

Verify that the details are correct, then click **Send email invitations.**
11. The email template contains the meeting location (URL), date, time, instructions on how to join the meeting and reminders to test audio equipment.

Email the invitation to yourself and circulate to your participants from your preferred email client where you can customize, have access to your address book and can save a copy of the email.

N.B. meeting URL’s are lengthy and subject to line breaks in some emails. You could convert a lengthy URL to a shorter version using http://tinyurl.com. You can also add the meeting URL as link from your web page or your online course.