

MacLive Web Conferencing – How To Schedule a Session

1. Login to <https://maclive.mcmaster.ca> using the UserID and password provided to you. N.B. Both are case sensitive.

2. Click on  then 

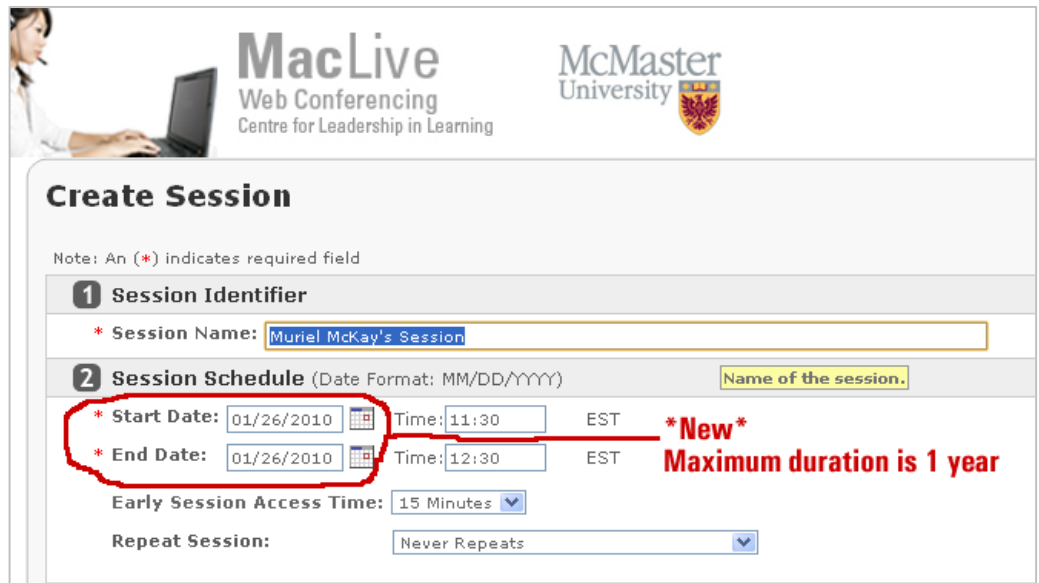
3. **At any time , mouseover any selection boxes to display contextual help.** Complete the **Basic Session Fields:** To help you easily locate your session, use the following session naming conventions if possible:

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

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.

- 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.

4 Session Moderators & Participants (Optional)

Make Everyone Moderator:

User Search: Basic Search Advanced Search

Search for:

Available Invitees

- Colleague A
- TA1
- Tutorial Leader

Selected Roles

Moderators

- Colleague B

Participants

- 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.

5 External Invitees (Optional)

Display Name:

Email Address:

Guests to be Invited:

- 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.

6 Preloads (Optional)

New Elluminate Plan! File:

Display Name:

Elluminate Plan! File: No file chosen

New Whiteboard File:

Elluminate Whiteboard File: No file chosen ***New* Preloaded files can now be removed and other files reselected for subsequent sessions.**

Note: It may take several minutes to upload the preload files when the session is created or updated.

New Multimedia Files:

Display Name:

Multimedia File: No file chosen

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.

7 Classroom Session Attributes (Optional)

Session is Supervised:

Grant all Permissions on Entry:

Follow Moderator (Whiteboard):

Raise Hand on Entry:

Enable In-Session Invitations:

Maximum Simultaneous Talkers:

Maximum Simultaneous Cameras:

Display User Profile Information of:

Session Exit URL:

8 Session Accounting (Optional)

Cost Center:

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

9 Session Recording (Optional)

Hide Attendee Names:

Session Recording:

Recording Video Resolution:

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 Session Notes (Optional)

Moderator:

Participant:

Same as Moderator:


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

11 Create


Click **Create** to finish. Click **Cancel** to quit.

Verify that the details are correct, then click

[Send email invitations.](#)



MacLive
Web Conferencing
Centre for Leadership in Learning



Session Details: [Muriel McKay's Session]

Session Time: 11:30 - 12:30

Session Links:

01/26/2010	Join Session Link:	https://maclivedev.mcmaster.ca:443/join_meeting.html?meetingId=1262876372515
	Add to Calendar:	https://maclivedev.mcmaster.ca:443/build_calendar.event?meetingId=1262876372515

Participants:

Moderators: Muriel McKay; Test Participant

Participants: Muriel McKay

Invited Guests: [muir (mmckay@mcmaster.ca)]

Preloads:

Plan File: <No Preload>

Whiteboard File: <No Preload>

Multimedia Files: <No Preload>

[Send email invitations.](#)
[Session Schedule.](#)

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.

The screenshot shows a web interface for sending email invitations. It is divided into two main sections: 'Participant Email' and 'Invited Guest Email'. Both sections have a checked checkbox and a 'Subject' field containing 'MacLive Invitation Muriel McKay's Session'. The 'Participant Email' section contains a preview of an email with the following text: 'You have been invited to attend the following online Elluminate session created by I...', 'Session Name: Muriel McKay's Session', 'Session Details: Starts: 01/26/2010 11:30, Ends: 01/26/2010 12:30, Join Session: https://maclivedev.mcmaster.ca:443/join_meeting.html?meeting...'. The 'Invited Guest Email' section contains a preview of an email with the following text: 'This session does not require a password to join. Please leave the pass...', 'You may join the session 15 minutes prior to the start time.', 'To add a session to your calendar, click on the Add to Calendar link.', 'If this is the first time you will be using Elluminate, you may be prompted to downlo... Please make sure your computer has a microphone and speakers to be able to talk...'. A yellow tooltip points to the subject line in the preview, stating 'Subject to appear in email invitation.'. At the bottom, there is a 'Send Email Invitations' section with the instruction 'Click Submit to send email invitations. Click Cancel to quit.' and two buttons: 'Submit' and 'Cancel'.