

# Kaltura Meeting - Essentials & Admin Training Agenda

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## OVERVIEW

This session is intended for administrators & end users and will provide information about the *Kaltura Meetings* and *Virtual Classroom* tools. We're going to touch on getting set-up, best practices, and put a special focus on the interactive tools and capabilities that can be used to leverage your communication.

## Key takeaways

- What is Kaltura Meeting?
- Best practices for using Live Rooms.
- How to successfully prepare, run, and manage a live room?
- Get to know all of of the interactive and collaborative tools.
- MediaSpace/ KAF permissions in live rooms.
- How to set and configure the Kaltura Meetings Module within Kaltura MediaSpace and KAF applications?

## Agenda

Topic	Instruction:
Greeting/ Introduction	
<ul style="list-style-type: none"> <li>• Kaltura Meeting / Virtual Classroom</li> </ul>	<ul style="list-style-type: none"> <li>• What is the purpose of this training?</li> </ul>
<ul style="list-style-type: none"> <li>• Get started! how to launch the live room?</li> </ul>	<ul style="list-style-type: none"> <li>• Learn how to launch the live room from a MediaSpace channel or a course Media Gallery.</li> <li>• Review the way participants will join the live room via Channel or course Media Gallery.</li> <li>• Learn how to adjust your devices and set up your environment.</li> </ul>
<ul style="list-style-type: none"> <li>• Manage your Participants! Invite your participants and manage participant's permissions.</li> </ul>	<ul style="list-style-type: none"> <li>• Learn how to invite participants via a link.</li> <li>• Understand how to give specific permissions to your participants and how to set the room default permissions.</li> </ul>
<ul style="list-style-type: none"> <li>• Get ready! Set the room, upload files, and manage</li> </ul>	<ul style="list-style-type: none"> <li>• Understand the different room modes and use cases.</li> <li>• Learn how to prepare your files and upload them prior to</li> </ul>

your playlist.	<p>the session.</p> <ul style="list-style-type: none"> <li>• Learn how to utilize the live room playlist.</li> </ul>
<ul style="list-style-type: none"> <li>• Make your session interactive! Learn how to use the room tools.</li> </ul>	<ul style="list-style-type: none"> <li>• Get an overview of the room's interactive tools: YouTube, Whiteboard, Desktop Sharing, Video Library, and Recording.</li> <li>• Review the tool's capabilities, best practice, and tips.</li> </ul>
<ul style="list-style-type: none"> <li>• Breakout your Session!</li> </ul>	<ul style="list-style-type: none"> <li>• Learn how to Breakout your session into smaller discussion groups</li> </ul>
<ul style="list-style-type: none"> <li>• Make your participants engaged, initiate a quiz!</li> </ul>	<ul style="list-style-type: none"> <li>• Learn how to create quizzes and review quizzes results.</li> </ul>
<ul style="list-style-type: none"> <li>• Tips and tricks! More features, viewing options, and tips!</li> </ul>	<ul style="list-style-type: none"> <li>• Review the browser focus feature to track your participant's attention.</li> <li>• Learn how to change the room view.</li> <li>• Learn about notes, room different chats, and chat settings.</li> </ul>
<ul style="list-style-type: none"> <li>• Kaltura meeting/virtual classroom for Admins</li> </ul>	<ul style="list-style-type: none"> <li>• Newrow module- learn how to configure the Newrow module for your KMS/KAF instance.</li> <li>• Learn how to access and manage the Rooms Portal.</li> </ul>
Getting Help / Questions	