

# Kaltura Meetings - The Complete Checklist

Last Modified on 02/23/2023 8:26 pm IST

Kaltura Meetings is an online, virtual classroom platform that allows participants to connect with the click of a link, without needing to download or install anything. The room is persistent, meaning hosts/instructors can add all sorts of files and content that will stay connected to the room to be able to access later. There's also an abundance of interactive tools that can make live session more engaging and dynamic.

[Kaltura Meetings - Instructor Guide.pdf](#) 



## 1. Prepare Your Live Session

The following steps should be taken by the Host to ensure their technology is ready to go and guests are set to connect.

### Hardware & Video Setup

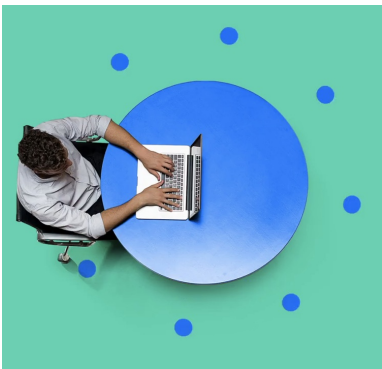
- Do dry run.
- Lighting is important.
  - Avoid setting up in front of a window. And consider bringing a lamp near you to illuminate your face.
- Audio is more important.
  - Have USB headset microphone so you can hear and be heard clearly (we don't recommend using the microphone integrated on laptops because for some users their microphone picks up the feedback from the speaker).
- Consider Second monitor.
- Set webcam position appropriately.
- Optimize your computer.
  - Turn off other apps that require your webcam or microphone – so close out

Webex, Teams, even Youtube.

- Close any unnecessary web tabs or applications.
- If your internet connection is slow, turn off camera to help prioritize audio so people can hear you.

### **Prep Yours Guests**

- Send out the Live room link/[System requirements/Quick Tech Check](#). (Important!).
- Send out [Before You Join \(Participants\)](#) video (optional).
- Send out syllabus/agenda/itinerary of your session.



## **2. Set Up/Configure Your Live Room**

Hosts should enter the live room before participants arrive to configure their rooms settings, add files or content and prepare the tools they plan on using.

- Set System Settings
  - Set Access & Security Settings.
  - Set Room Settings.
    - Room Mode
    - Mute Mode
  - Set Default Permissions.
  - Set Quick Poll Settings.
  - Set Chat Settings.
  - Set Browser Focus.
- Add Files/Playlist.
- Add Videos/Playlist.
- Set Screen Share Items (tabs, applications, etc).
- Prepare Quizzes.
- Set Whiteboard activities.
- Prepare Breakout sessions.
- Set Tech/Poll slides (Here are some [Tech Slides & Quick Poll Templates.pdf](#) @ we


created that you can use.)

- Lock or Unlock The Door.



### 3. Checklist Upon Launching the Live Session

Upon launching your live room, the following checklist will assist hosts in having a smooth beginning of your session.

- Set Welcome/Tech Slides. (Here are some [Getting to know KME.pdf](#)  we created that you can use to help participants.)
- Unlock Door (if relevant).
- Set relevant participants as moderators.
- Assign individual permissions.
- Assign a note taker.
- Set certain participants LIVE if operating in Webinar Mode.
- Discuss how to 'Raise Hand' and 'Chat' for guests to communicate (as well as the flow to speak if room is set to Webinar mode. Use the tech slides to accompany what you are explaining).
- Consider muting all participants.
- Review how participants can mute/unmute themselves.
- Consider doing a quick sound test.
- Deliver relevant instructions for how to use elements of the room.
- Begin recording.



#### 4. Troubleshooting Webcams & Mics

Guests typically connect to the live room with ease, especially the ones who checked the recommended system requirements and conducted the Quick Tech Check beforehand. But if a participant should have an issue seeing or hearing (or being seen and heard), these steps below should help them quickly to resolve the situation.

- Are you connected from Chrome, Firefox or Edge? **You must be! Or use the desktop or mobile app.**
  - Are the correct devices selected in your system settings? **If the devices aren't there, they might be unplugged.**
  - Can you try closing any other competing applications and refreshing your browser? **Typically this is enough.**
  - Did you allow access to your browser upon joining? **Send [article](#) if they're unsure.**
  - Is your OS (operating system) blocking access? **Send [article](#) if they're unsure.**
  - Do you have a VPN or internet security suite that is restricting access to their browser or the program? **They should allow access if permitted.**
  - If they are still having issues connecting, there might be something blocking access. **They should contact their IT person for additional assistance.**
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