

Kaltura Meetings Essentials Training Agenda

Last Modified on 10/25/2021 1:07 pm IDT



OVERVIEW

The session is aimed for room managers and participants. The session put a special focus on room capabilities and the interactive tools that can be used to leverage communication. We will go over the options to launch a room and learn about the participant's view vs. the manager's view.

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 the interactive and collaborative tools.
- Learn how to moderate participants.
- Learn how to set default permissions
- Understand how to set your environment
- Understanding different room modes.
- Learn how to invite guests
- Learn how to restrict access to the room.

Agenda

Topic	Instruction:
Greeting/ Introduction	
<ul style="list-style-type: none"> • Kaltura Meeting / Virtual Classroom quick review 	<ul style="list-style-type: none"> • Joining • Connecting Successfully • Setting Up Room Mode • Closing Room + locking the door
<ul style="list-style-type: none"> • Host Vs Participant view 	<ul style="list-style-type: none"> • Learn the differences in the room view and capabilities within the room.
<ul style="list-style-type: none"> • Manage your Participants! Invite your participants and manage participant's permissions. 	<ul style="list-style-type: none"> • Learn how to invite participants via a link. • Understand how to give specific permissions to your participants and how to set the room default permissions.
<ul style="list-style-type: none"> • Get ready! Set the room, upload files, and manage your playlist. 	<ul style="list-style-type: none"> • Understand the different room modes and use cases. • Learn how to prepare your files and upload them prior to the session. • Learn how to utilize the live room playlist.
<ul style="list-style-type: none"> • Make your session interactive! Learn how to use the room tools. 	<ul style="list-style-type: none"> • Get an overview of the room's interactive tools: YouTube, Whiteboard, Desktop Sharing, Video Library, and Recording. • Review the tool's capabilities, best practice, and tips.
<ul style="list-style-type: none"> • Breakout your Session! 	<ul style="list-style-type: none"> • Learn how to Breakout your session into smaller discussion groups
<ul style="list-style-type: none"> • Make your participants engaged, initiate a quiz! 	<ul style="list-style-type: none"> • Learn how to create quizzes and review quizzes results.
<ul style="list-style-type: none"> • Tips and tricks! More features, viewing options, and tips! 	<ul style="list-style-type: none"> • Review the browser focus feature to track your participant's attention. • Learn how to change the room view. • Learn about notes, room different chats, and chat settings.
Getting Help / Questions	