

Kaltura Meetings Best Practices Training Agenda

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OVERVIEW

In this session, we will review best practices, including how to prepare users, ensure they connect successfully and maintain a smooth connection.

Key takeaways

- How to successfully prepare, run, and manage a live room?
- Configuring live room based on the session type
- Preparing your participants to best utilize live room tools
- Tips and tricks to gain maximum engagement
- Maintaining live room security
- How to troubleshoot your session

Agenda

Topic	Instruction:
Greeting/ Introduction	
<ul style="list-style-type: none"> • Intro & Recap 	<ul style="list-style-type: none"> • Setting Up For A Meeting • Hardware & Software • Prepping Our Guests • Preparation For Hosts (The big one!) • Starting Live Session Checklist • Troubleshooting Devices
<ul style="list-style-type: none"> • Setting up for a meeting 	<ul style="list-style-type: none"> • Doing a dry run • What prep work is needed • Finding a co-moderator
<ul style="list-style-type: none"> • Hardware & Video Setup 	<ul style="list-style-type: none"> • Lighting • Audio • Second monitor • Set webcam appropriately • Update Your System

	<ul style="list-style-type: none"> • Update room system • Turn off any unnecessary items
<ul style="list-style-type: none"> • Prepping our guests 	<ul style="list-style-type: none"> • Send Itinerary/Agenda • Send Vital Room Information • Room Link • Send System Requirements/Quick Tech Check • Connect from Chrome/Firefox • Before You Begin Tips and tricks like closing unnecessary tabs • Getting Started Video • Sending Pitch Videos
<ul style="list-style-type: none"> • Preparation for hosts 	<ul style="list-style-type: none"> • Set your room settings, including, Room Mode, Strong Mute Vs Standard Mute. • Add files/Prepare playlist • Prepare Polls/Quizzes • Whiteboard activities • Breakout Prep o Place Items in Shared Breakout Folder, including, Auto-assign or have group list ready, Prepare co-moderator to assign participants to rooms, Provide technical instructions to the guest after explaining the assignment. • Share screen: Open up tabs you plan to share • Setting Tech Slides & Poll
<ul style="list-style-type: none"> • Starting Live Session Checklist 	<ul style="list-style-type: none"> • Decide which views to operate in • Set relevant participants as moderator • Set Slides • Begin Recording • Assign individual permissions • Consider muting all participants • Review how participants can mute/unmute themselves • Consider doing a quick sound test/asking • Deliver relevant instructions for how to use elements of the room
<ul style="list-style-type: none"> • Troubleshooting Tips For Devices 	<ul style="list-style-type: none"> • Check Settings • Refresh • Close other apps • Browser Blocking? Send article

	<ul style="list-style-type: none">• OS Blocking? Send article• Security suite? VPN? Contact CC?
<ul style="list-style-type: none">• Tips and tricks! More features & viewing options.	<ul style="list-style-type: none">• Review the browser focus feature to track your participant's attention.• Learn how to change the room view.
Getting Help / Questions	
