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All functions in the webinar room for moderators

List of participants - activate participants or make them co-moderators

You can find the list of participants on the right side of the screen. It provides information about who and how many participants are in your webinar. As the moderator, you will see two symbols next to the name of each participant. However, these symbols disappear as soon as the maximum number of co-moderators or active participants is reached. The symbols above are not displayed for participants whose technical requirements do not allow activation. If you would like to activate a participant, give them the opportunity to start their camera and / or audio transmission, click 👤➕. If you would like to make the participant a co-moderator, select the small crown 👑 to give the participant the rights of a moderator.

The Chat

You can find the chat on the right side of the webinar room next to the participants list. Here you have the opportunity to communicate and text with your participants and co-moderators by writing your message in the given field. By selecting the fields „All participants" or „Only moderators" you decide who you want to address your messages to. In addition, moderators have the option of writing to individual participants privately as well.

The main functions of the webinar room

The webinar room has 6 different viewing options. They can be described as main functions and you can switch them back and forth to them. You can find them on the left side of your camera image:

1. 🖥️   presentation view
2. ⬆️   screen sharing view
3. ▶️   YouTube view
4. 👥   camera mode view
5. 📊   survey view
6. 💬   enlarged chat

The organisation in views enables quick and easy switching between the various functions. Every time you switch views, your participants switch views as well. However, this does not mean that your participants see how you prepare a survey or a YouTube video, they just switch to the corresponding view and see the content as soon as you start it.

1. The presentation view

In this view you will find all the functions related to the drawing area and here you can also upload your documents.

Select the folder icon ⬜ if you want to upload new documents or switch to the drawing area. To upload your documents, click on „Upload file" and select the files you want from your computer.

Select the slide preview 🗐 to get a clear preview of your documents or to be able to switch back and forth between the various slides quickly and easily.

Select the drawing tool ✏️ to see the range of colors, shapes, and functions. You can now use these tools on the drawing area or on your uploaded documents. To do this, first select the shape ▭ ⬡ ╱ or function and then the color and line width ☰. In addition to the drawing option, various shapes and text input are also available. Just click the T icon to activate writing mode. Select a font color and click into the drawing or presentation area to open the text entry field. Enter your text, choose the font size, click „Ok" and place your text inside. If you want an empty page again, simply use the trash can icon 🗑 to remove the added text and paintings. To screenshot your slide, click the camera icon 📷 and take a photo of your screen. This will be saved as a png-file and can be found in your downloads.

Select the pointer symbol ➤ to show your participants where your mouse pointer is. Once you have shared your whiteboard with your participants, you can choose whether or not the name of the user should be displayed next to the laser pointer. While other functions can be activated at the same time, the pointer must be deactivated so that you can use the possibilities of the color palette.

Select the lock symbol 🔒 to activate and deactivate the whiteboard. By default, only you can initially use the whiteboard, i.e. the drawing area, for drawing. If you would like to give your participants the opportunity to get involved in drawing, click on the padlock 🔓 to activate the drawing area for everyone. Now the color palette with all your drawing options is not only available to you, but also to your participants. If you click the padlock again, you deactivate this option again and only you and any co-moderators are able to use the whiteboard again.

2. The screen sharing view

To activate the screen sharing, click on the screen icon ⬆ to the left of your profile picture. You can choose between the entire screen, an application window and a tab. If you want to share the entire screen, select it and then click the „share" button. Your entire screen will now be broadcasted and your participants will see everything that is happening on your screen. To end both full screen transfer and transfer of an application window or tab, click on „Stop Sharing". Please note here the browser-dependent use of the screen sharing function: In combination with Safari screen sharing will not be possible because the technology is not supported by the browser. Furthermore, the mouse pointer is not transferred when using screen sharing in Firefox.

3. YouTube view

Select the YouTube icon ▶ to play YouTube videos during your webinar. If you want to play one or more YouTube videos during your webinar, you should definitely add them to your video list before starting your webinar. To add a video, simply open the video you want on YouTube, copy the YouTube link, then paste it into the „YouTube Link or Video ID" field and click „Add Video". If you would like to play the video during your webinar, all you have to do is click on it. Just click the next video to switch to another video. End the video by clicking the „End Video" button, which you can find in the middle above the YouTube video.

With the YouTube view you can not only play videos but of course also play accompanying background music. To do this, simply select a YouTube video, start it and switch views. You will still hear the sound of the video, but you can choose other viewing options in the meantime and, for example, show your presentation at the same time.

4. Camera mode view

Use the camera view 👥 to change your viewing mode. By default, your camera image is displayed in the upper right corner. To see yourself in full size in the webinar room, select the focus mode ☐. If you hold your webinar with more than one moderator, the tile mode allows you to display the main moderator and up to 3 co-moderators in the webinar room. To end the transfer in focus or tile mode ⊞, simply exit the view.

5. Survey view

Use the survey function 🥧 and create your surveys before or during your webinar. To create a survey, select „Create New Survey". Give your survey a name, formulate a

question, provide various answer options and determine whether you allow multiple answers. If you have planned a survey in advance, save it with the save button or start the survey when you are in the webinar. Your participants will not see your preparations, they will only see that you are in the survey view. Only when you click on „Start" your participants will see the survey you created or the survey you selected from your list. To end the survey and inform your participants of the results, click on the „Present results" button. If you choose the button „End survey", it will end and the result discarded without you having presented it to your participants.

6. Chat view

Use the chat view to bring your chat into focus and display it over the entire size of the presentation area. As soon as you switch to another view, the chat is displayed in a smaller size on the right side.