



Online teaching

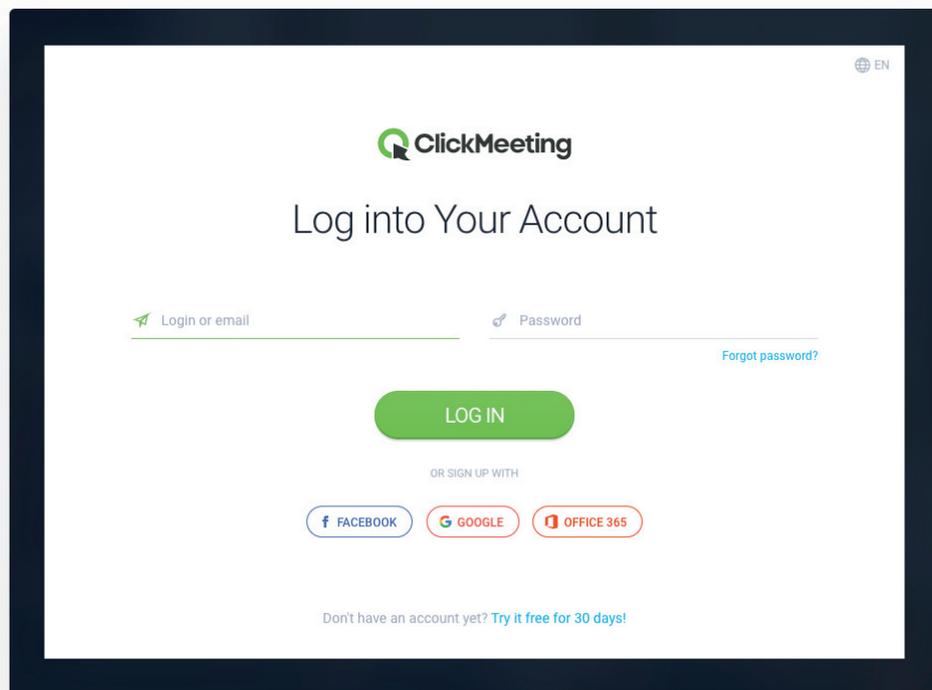
conducting lessons
on the ClickMeeting platform

1. How do I start?

Logging in to the account panel is your first step!

You can easily create your ClickMeeting account [here](#).

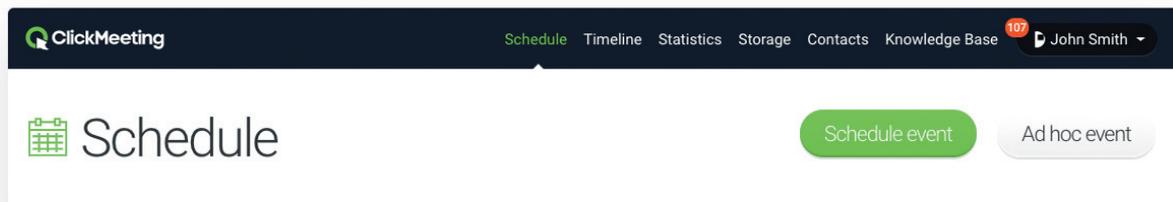
If your ClickMeeting account has been created by an administrator (i.e., you own a subaccount), you will receive an email asking you to activate it and set up your password. Once activated, you will be able to log in to your account.



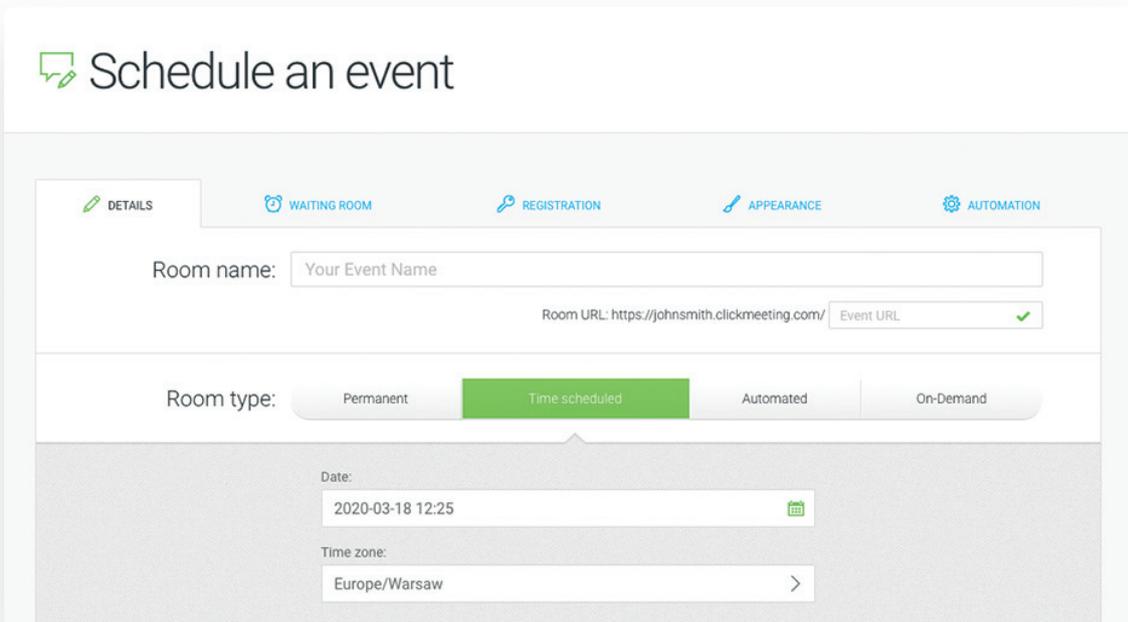
You will be redirected to **the account panel** after logging in.

2. How do I schedule an event?

After logging in to your account panel, click the **“Schedule event”** button in the right upper corner of the screen to create your lesson or lecture.



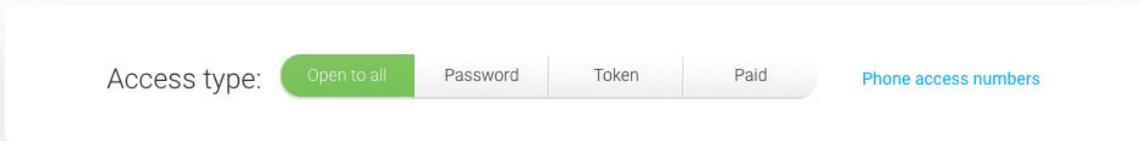
You will be redirected to the screen with basic settings of the event:


 A screenshot of the 'Schedule an event' configuration page. The page has a header with the title and a sub-header with navigation tabs: DETAILS (selected), WAITING ROOM, REGISTRATION, APPEARANCE, and AUTOMATION. The main form includes:

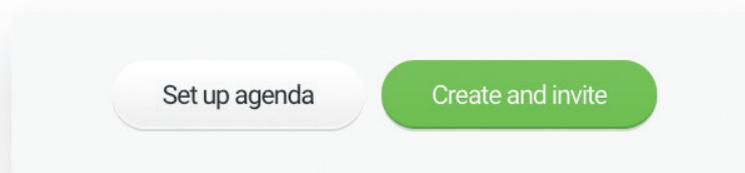
- Room name:** A text input field containing 'Your Event Name'.
- Room URL:** A text input field containing 'https://johnsmith.clickmeeting.com/' followed by an 'Event URL' dropdown menu with a green checkmark.
- Room type:** A set of four buttons: 'Permanent', 'Time scheduled' (highlighted in green), 'Automated', and 'On-Demand'.
- Date:** A date and time picker showing '2020-03-18 12:25' with a calendar icon.
- Time zone:** A dropdown menu showing 'Europe/Warsaw' with a right-pointing arrow.

Make sure to first configure the name of the webinar room– the topic of the event you are planning to host, for instance, Lesson no. 1. Other important elements are the date and time of the event.

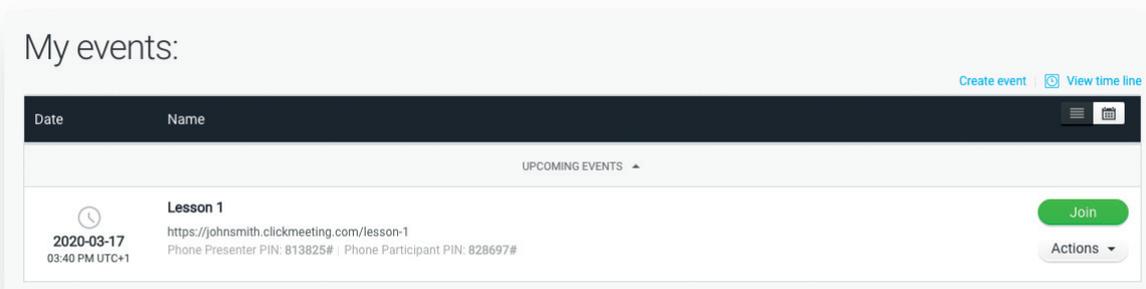
When configuring the access type, you can set it as **“Open to all”**, which means that anyone with a link to the event will be able to join it. If you want more limited access, you can use the **“Password”** option, which allows only people with a generated password to enter the room, or the **“Token”** option.



Once the basic configuration is complete, you can set up the **“Agenda”** or finish the process by clicking the **“Create and invite”** button.



The event will appear on your list **on the main dashboard**:

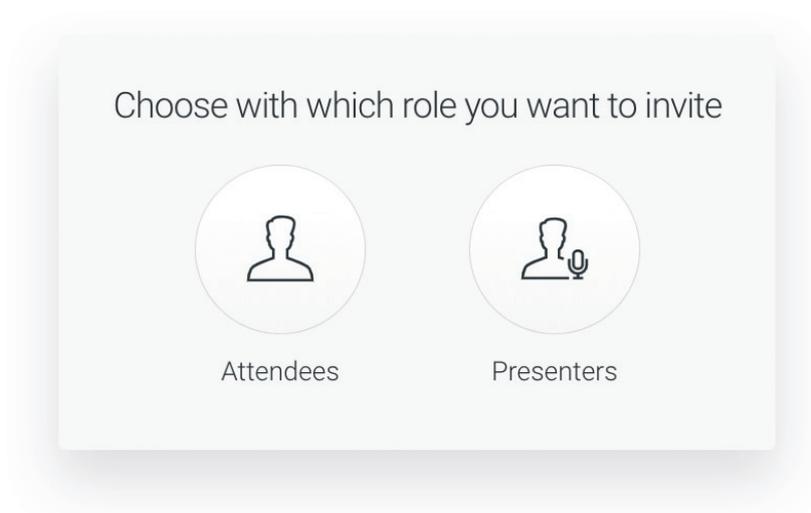


3. How do I invite attendees?

You can invite attendees to your event in two ways.

You can copy the event URL from the **“Event details”** section or the list in the account panel (for instance, <https://username.clickmeeting.com/lesson-1>).

You can also click the **„Invite”** button available in the event settings.



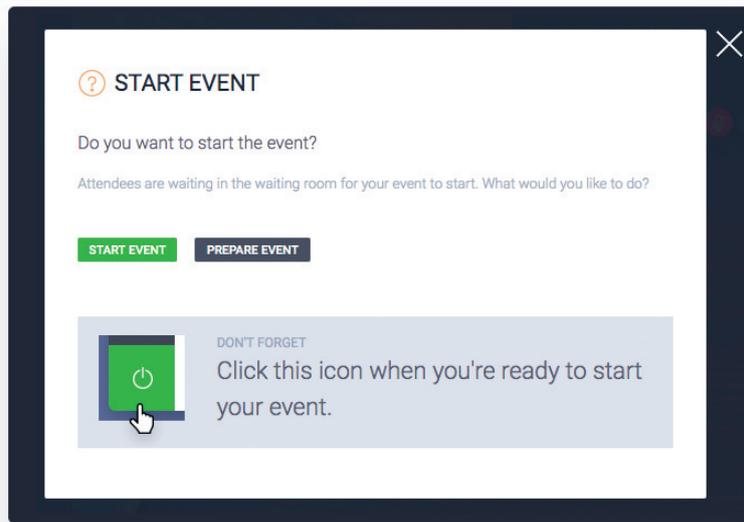
After providing the email addresses of your attendees, the invitations will be automatically sent from your account.

4. How do I start the event?

To start the event, click on its name on the main dashboard in your account panel and then click on the event URL available in the **“Event details”**.

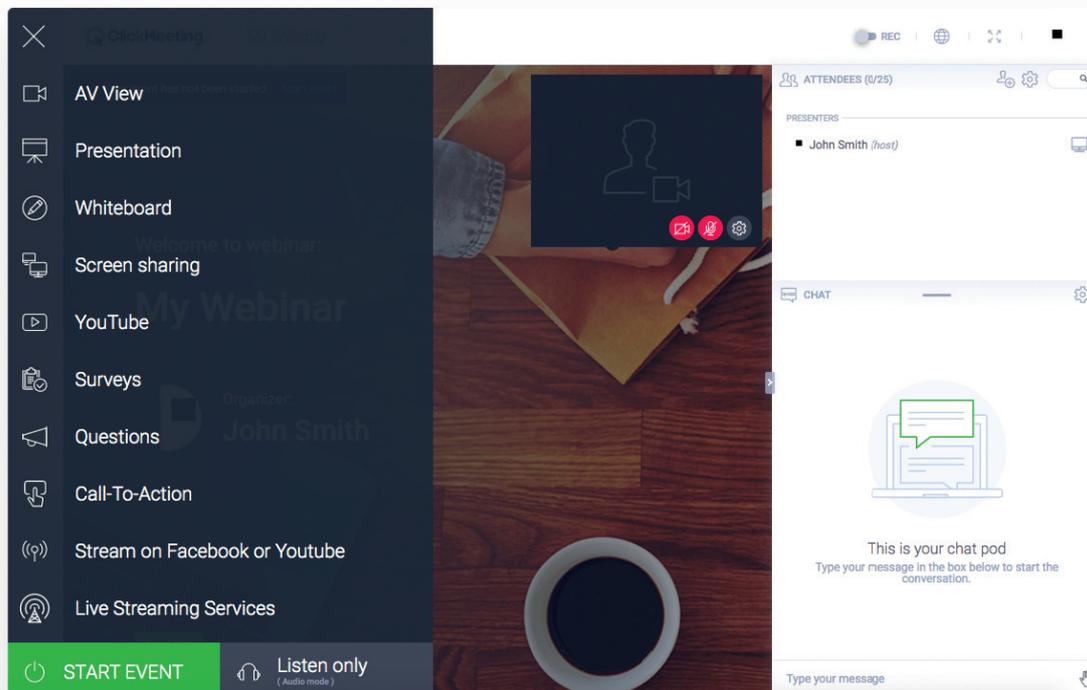
You will be redirected to the page with two options to choose from. You can choose the **“Start event”** option, which means that the webinar room will be available to all attendees. Alternatively, you can choose the **“Prepare event”** option to upload necessary documents and set up the layout of the webinar room before going live.

If you want to prepare the event first, **join the webinar room at least 20 minutes before starting your lesson.**



5. How do I prepare the lecture?

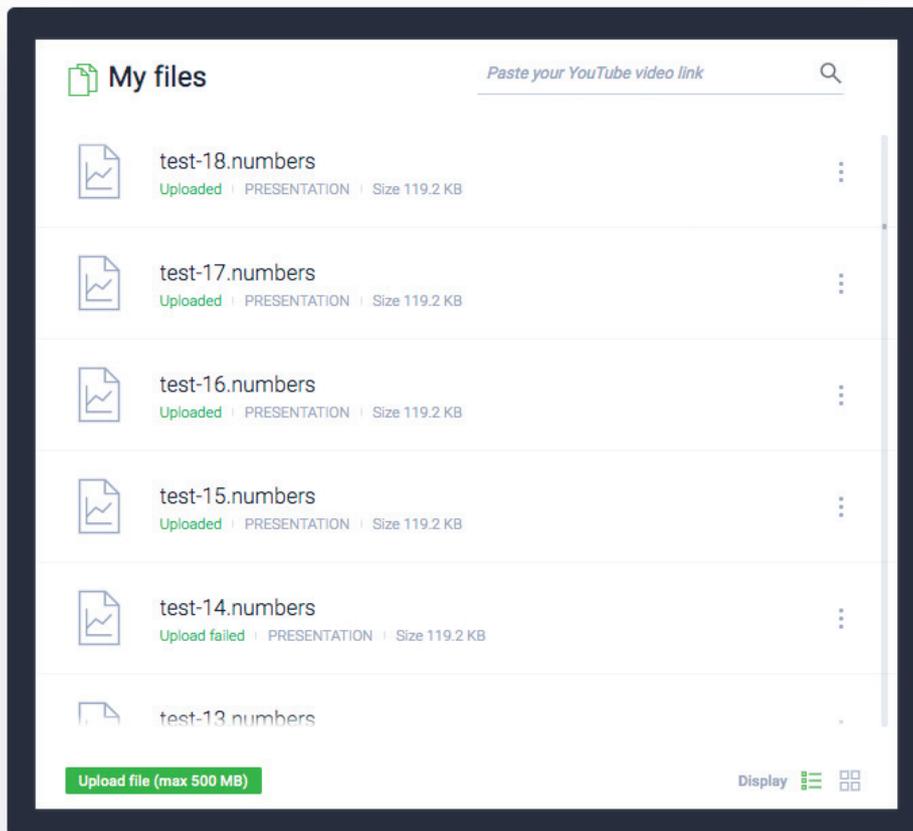
After joining the webinar room, you can start preparing for your first lesson.



If you're not sure whether you can handle your online events, prepare a test event in advance, and try out all available options. This will definitely help you to familiarize yourself with our tool.

PRESENTATION

If you have prepared a presentation or would like to upload files from your computer, you can do it by choosing the **“Presentation”** option and clicking the **“Upload files”** button.



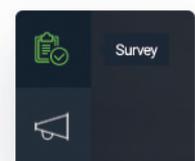
FILES

Instead of a presentation, you can upload videos, text files, or worksheets. Make sure your file does not exceed 500 MB. You can also play videos from the **YouTube** platform. The files of the same size (500 MB) can also be uploaded to your account panel first to later display them in the webinar room.

SURVEYS

If you would like to conduct a **test or survey** during your event, we advise you to prepare them before starting your lesson. You can do it in the **“Surveys”** section available on the menu on the left side of the webinar room.

To add a survey or test, follow the instructions displayed on the screen.

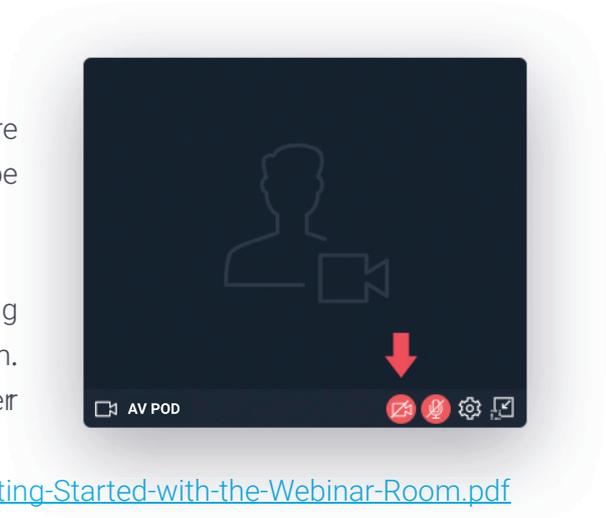


AUDIO AND VIDEO SETTINGS

Make sure your microphone and camera are working, and other applications that might be blocking them are turned off (e.g., Skype).

Your internet browser may display a message asking for access to your webcam. For more information about event configuration, please refer to our manual on the **first steps in the webinar room**.

<https://knowledge.clickmeeting.com/uploads/2018/03/Getting-Started-with-the-Webinar-Room.pdf>



Please note that after closing the webinar room, the changes or settings will not be saved!

6. Start your classes

After the preparation is finished, you can start the lesson by clicking **"Start event"** button. To record it, enable recording by clicking REC at the top.

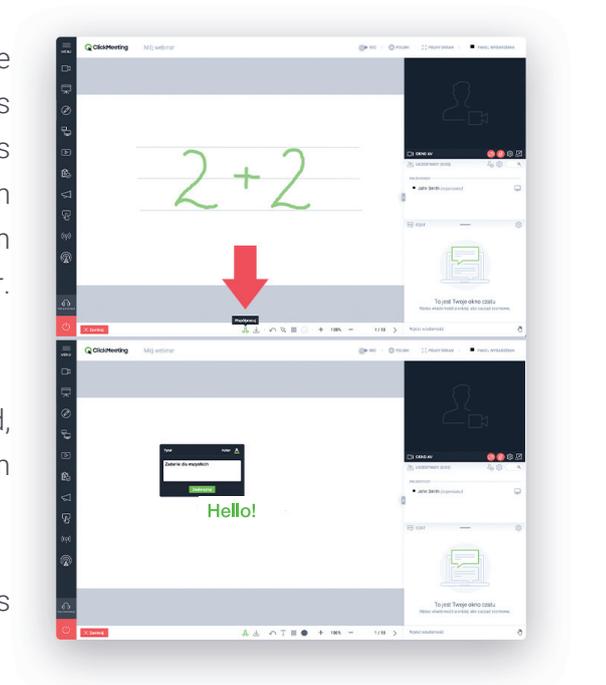
You can use several important interactive room options during the lesson.

WHITEBOARD

The first one is the **"Whiteboard"**, which allows you to save and display elements of a lecture or class in real-time. This is especially useful when solving problems or tasks together. In groups of up to 25 students, the whiteboard can also be used by the attendees thanks to the collaboration option, just click the **"Collaborate"** function in the lower bar. You can also add **"Text"** to your whiteboard.

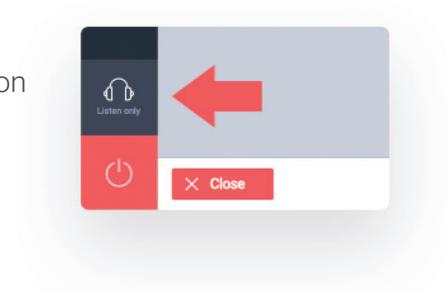
There are 10 pages available on your whiteboard, which means that to clear its content, you just need to turn to the next page by clicking the appropriate option.

At the end of the event, you can download the notes from the whiteboard as a PDF file.



DISCUSSION

To make your classes more interactive, you can change the presentation mode to the **“Discussion”** mode.



Webinar mode

- Presenters only – private mode**
Your audio and video will not be recorded. Only presenters can see and hear each other. Available in all plans.
- Listen only** ✓
Up to 25 attendees. All attendees are muted and cannot be unmuted.
- Discussion**
Up to 25 attendees. All attendees are unmuted, and everyone can speak and hear each other.

Make sure all attendees have their microphones on. You can also click the name of your attendees on the **Attendee list** and choose an appropriate option: **“Turn microphone on”** and **“Turn camera on”**. This person will be able to stream their camera feed and give their opinion.

Video streams can be enabled for up to 4 users at the same time, and audio streams are available for up to 25 attendees taking part in your classes.

To turn the microphone and camera off, click again the same icons:

In free trial accounts, the discussion mode is limited to up to 5 attendees. After switching to this mode, other attendees will be logged out.

ATTENDEE DETAILS

T
TEST
ATTENDEE
test@test.test

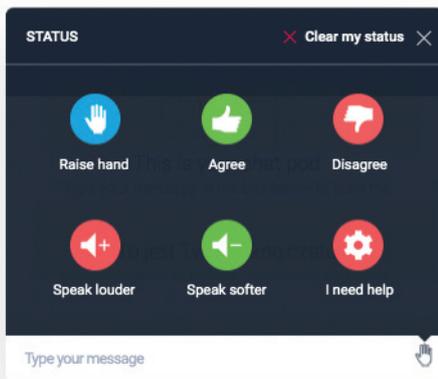
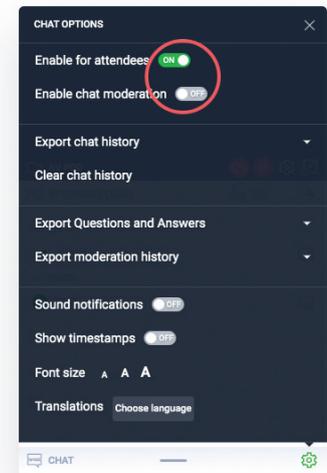
Map showing location in Poland (Głogów).

Control bar:
- Make presenter
- Turn mic on (circled in red)
- Turn camera on (circled in red)
- Private chat

CHAT

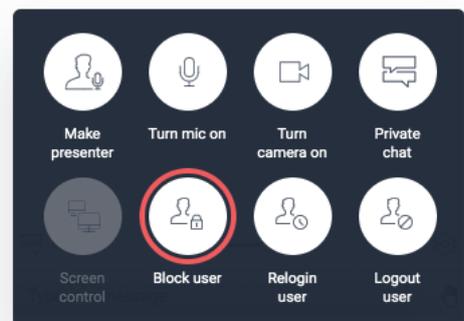
Make use of the **chat** option that is automatically activated for all attendees. Notify that it is visible for everyone and can be used to ask questions about the event topic.

If you want to disable or restrict the chat options, simply check the appropriate options in the chat settings.



If the chat is disabled, the attendees can use the **“Status”** option. They can report problems or declare their willingness to speak. Simply choose the appropriate **hand** icon from the list.

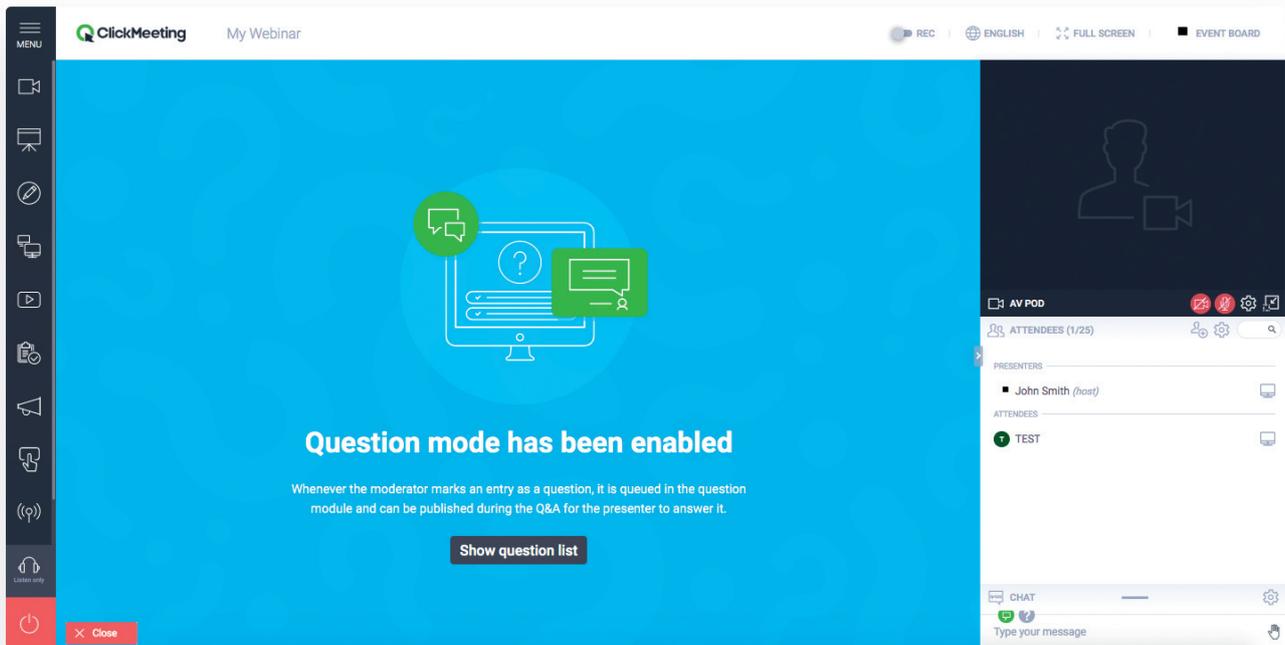
You can also disable access to the chat only for selected attendees. Choose the name of an attendee from the list available on the right side of the screen. Choose **“Block user”** from the list:



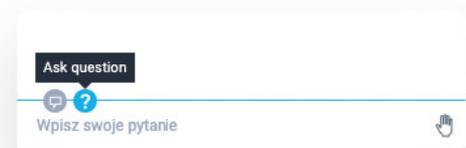
You can download the chat history at the end of your event or find it in your account panel after the classes are over.

Q&A MODE

During classes, you can also switch to the question mode available by choosing the **"Questions"** option from the menu.

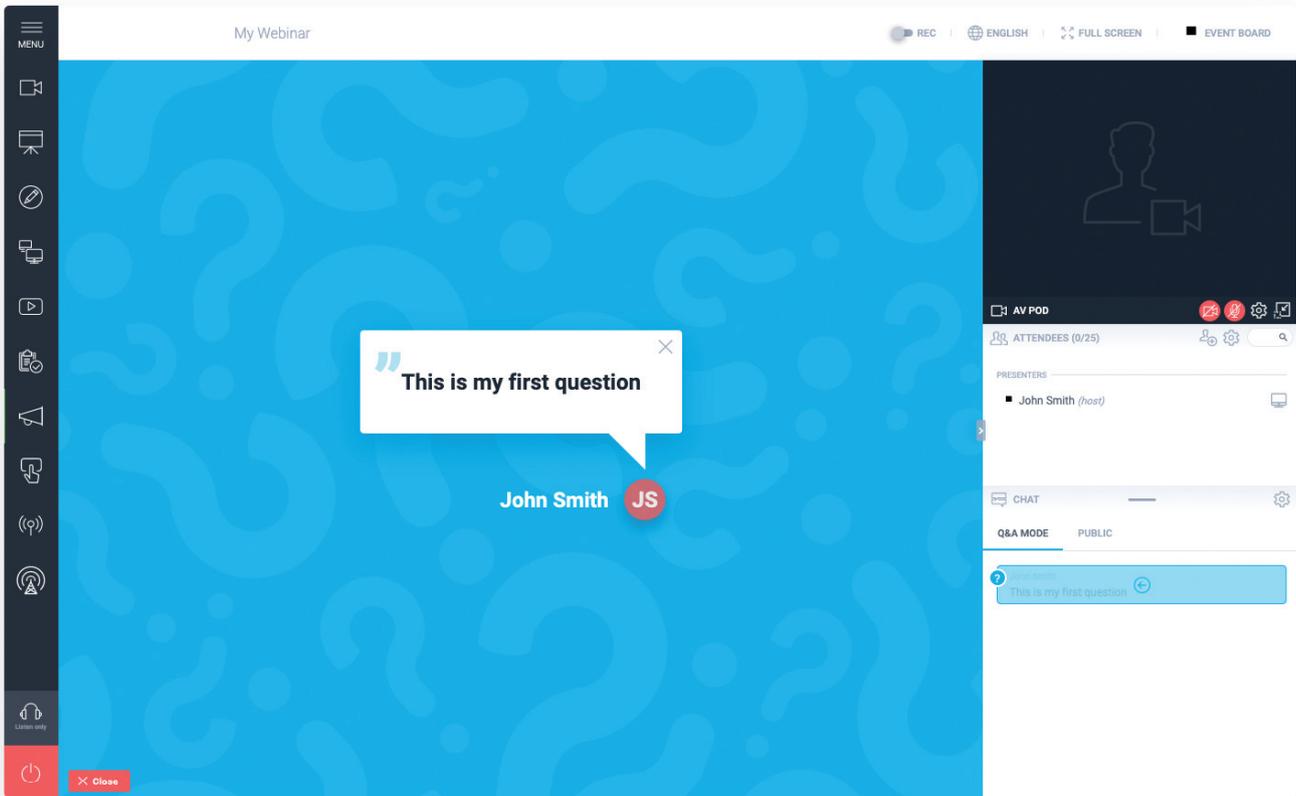


To ask a question, the attendee should choose the **"Ask question"** option from the chat window and enter the question.



The question will be on the list available only for presenters. To display the question, simply click the **"Publish"** button.

After that, the questions are visible for all event attendees and you will be able to answer them. It's a great option to end the classes.

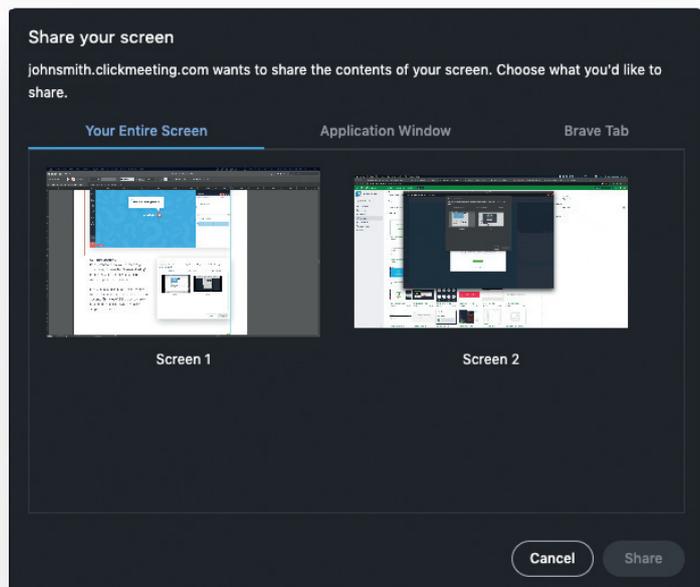


SCREEN

If you want to show your screen to your attendees, choose the **“Screen sharing”** option. You can share your screen with an appropriate browser.

If you choose this option, the attendees will be able to see your screen and all your actions. This is useful if you do complex operations or use software installed on your computer.

SHARING

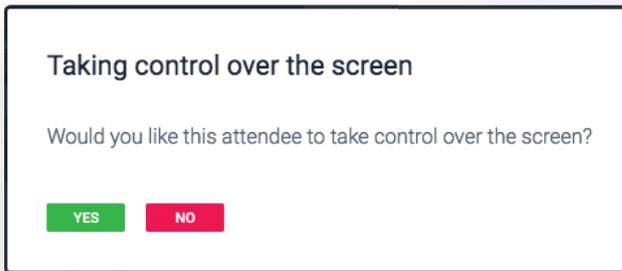
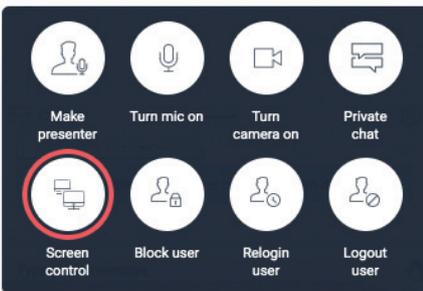
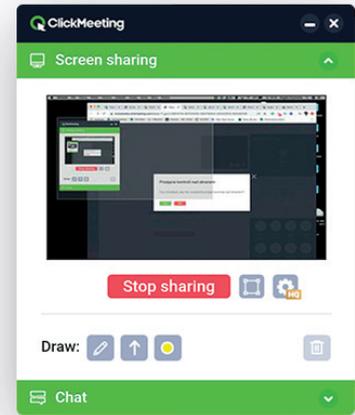


You can also delegate the screen control to a selected attendee. This is only possible after installing the ClickMeeting mobile application. This only takes a few seconds.

When you start the application, a small screen sharing management window appears on your screen.

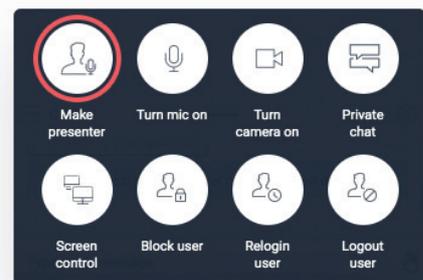
To give control of your screen to an attendee, select their name from the list and start sharing the screen.

As soon as you click on the icon on your screen, you will automatically be able to delegate control to your attendee.



This will allow the participant to edit files and use the application on your computer. To take control again, simply move the pointer.

You can also take control of the attendee's screen, but to do this, you first need to give them presenter's rights:



ENDING CLASSES

To end the classes, click the **“End event”** button.



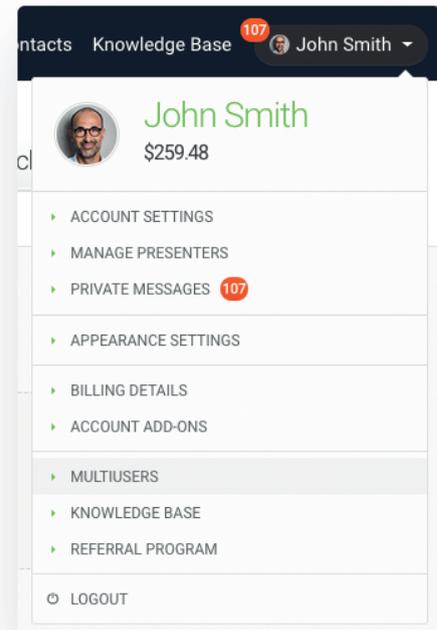
After classes, you can download a list of participants, check statistics, and test results.

6. For administrators

HOW TO ADD SUBACCOUNTS?

Are you an account administrator for a school or college and you give access to the instructors? Here you will find the answers to your questions.

If you want more people to use the same ClickMeeting account, you can purchase a subaccount. The subaccounts are available in the „**Account add-ons**” section available in the drop-down menu in the account panel. Purchased subaccount will appear in a separate tab **“Subaccounts”**. Here you can see all assigned and active subaccounts. To assign a new subaccount, click your name in the right upper corner of the screen and go to the **“Subaccounts”** section. Add a new subaccount and provide such elements as page name, username, and email address. The recipient will receive an activation email.



MULTIUSER

The multiuser feature allows you to use different login credentials for the same account. Please note that the multiuser option does not allow you to host more than one event at the same time.

7. If you want to know more

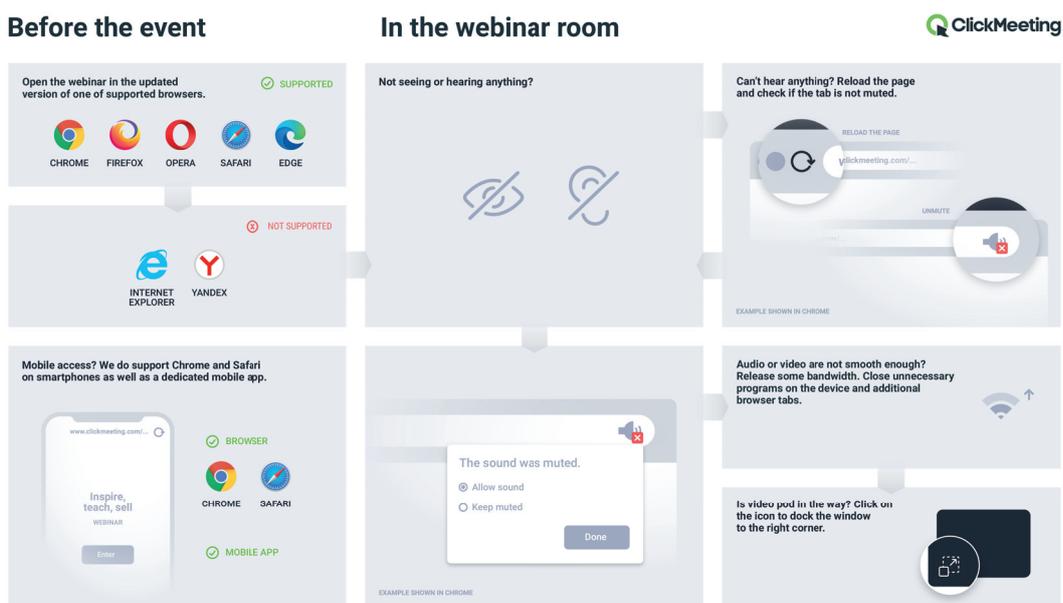
Below you can find helpful tips for presenters:

- ✓ **How to join an event:**
<https://knowledge.clickmeeting.com/infographic/how-to-join-an-event/>
- ✓ **20 tips for presenters:**
https://knowledge.clickmeeting.com/uploads/2015/03/20_tips_for_presenters.pdf
- ✓ **First steps in the webinar room:**
<https://knowledge.clickmeeting.com/uploads/2018/03/Getting-Started-with-the-Webinar-Room.pdf>
- ✓ **Our video tutorials:**
<https://knowledge.clickmeeting.com/video/>
- ✓ You can also find answers to the most **frequently asked questions** in our **Knowledge Base:**
<https://knowledge-new.clickmeeting.com/faq/>

Below you can find helpful tips for attendees:

- ✓ **How to join an event:**
<https://knowledge.clickmeeting.com/video/joining-an-event/>

✓ Helpful infographic:



Before the event

Open the webinar in the updated version of one of supported browsers. ✔ SUPPORTED







CHROME FIREFOX OPERA SAFARI EDGE

✘ NOT SUPPORTED




INTERNET EXPLORER YANDEX

Mobile access? We do support Chrome and Safari on smartphones as well as a dedicated mobile app.

✔ BROWSER



CHROME SAFARI

✔ MOBILE APP

In the webinar room

Not seeing or hearing anything?

Can't hear anything? Reload the page and check if the tab is not muted.

RELOAD THE PAGE

UNMUTE

EXAMPLE SHOWN IN CHROME

Audio or video are not smooth enough? Release some bandwidth. Close unnecessary programs on the device and additional browser tabs.

Is video pop in the way? Click on the icon to dock the window to the right corner.

The sound was muted.

Allow sound
 Keep muted

Done

EXAMPLE SHOWN IN CHROME

Have a great webinar!

Contact our Support Team:

In case of any additional questions or difficulties, we encourage you to contact our specialists via chat option available in the **account panel** (the chat icon in the bottom right-hand corner), or by email at support@clickmeeting.com. Please also use the contact form from this site: <https://clickmeeting.com/contact>.