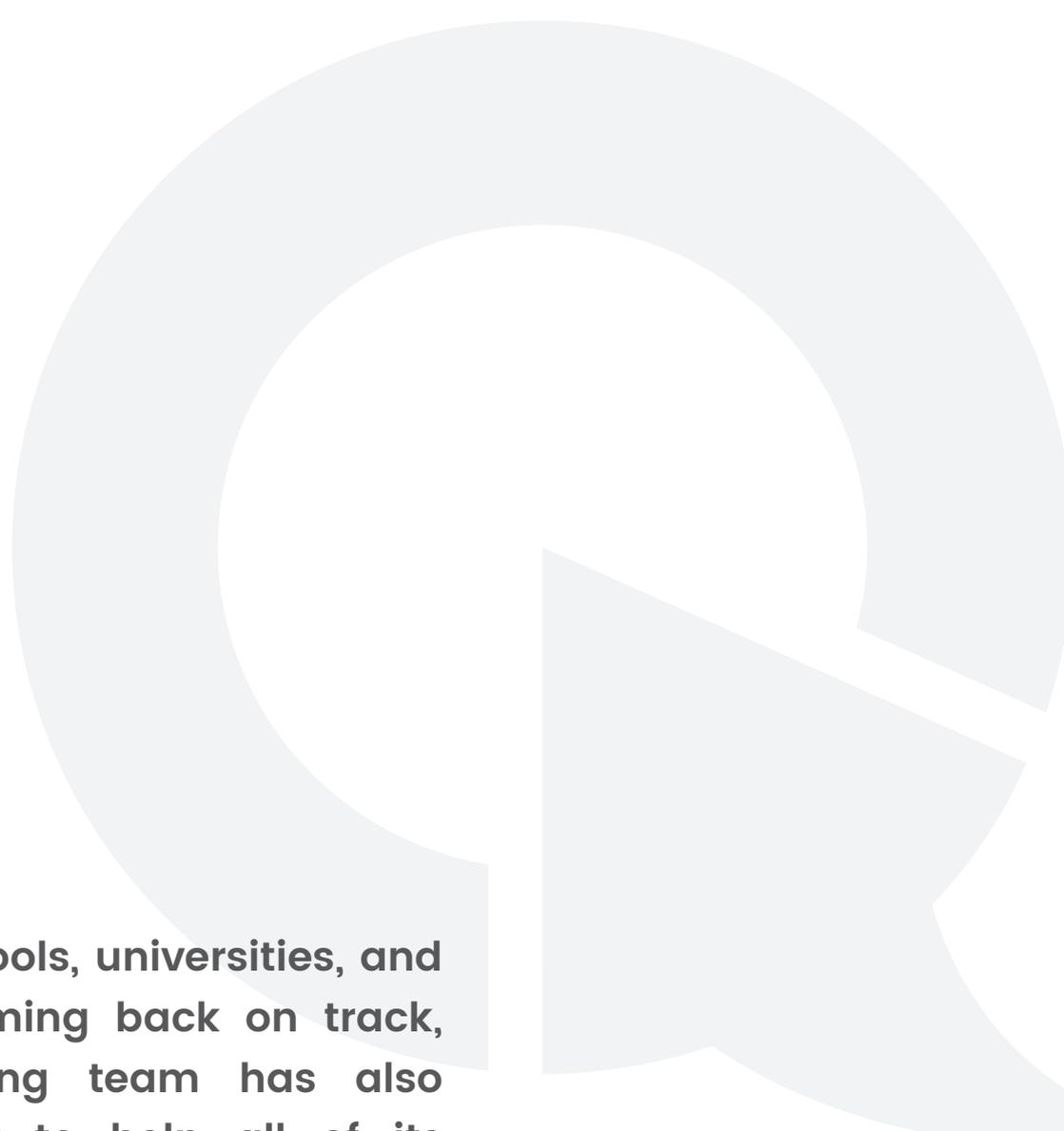




How to create a virtual classroom and run online classes



Along with schools, universities, and companies coming back on track, the ClickMeeting team has also come together to help all of its customers reach their goals and needs. We have prepared the manual you're currently reading to help teachers, didacticians, or trainers to make their online events even more efficient. Read on to find out how you can achieve your goals.

What should I know at the very beginning?

Hosting an event is an exciting thing itself. However, choosing which event type is the best for your needs and goals seems to be a little bit more complicated. Read on to find out which event type is the best for you!

Live webinar

As the name suggests, it is an event that is hosted live, and you can gather there to even up to 1000 attendees. It is a great option if you hold lectures at universities or events for larger groups. You, as the host, and your presenters are the ones who talk, and your audience listens to you, watches your presentations, and interacts with you through chat, statuses, surveys, or Q&A mode.

On-demand webinar

Share your pre-recorded event and let your audience watch it anytime and anywhere. Enrich your on-demand webinar with video files and an enticing CTA button.

Automated webinar

Create an automated event with an event recording, video, survey, and a CTA button. Set up a specific date and hour and run your event on autopilot.

Planned meeting

Schedule an online meeting with up to 25 attendees, where everyone can see, hear, and talk to each other. Plan and run your virtual class with your team, trainees, or students.

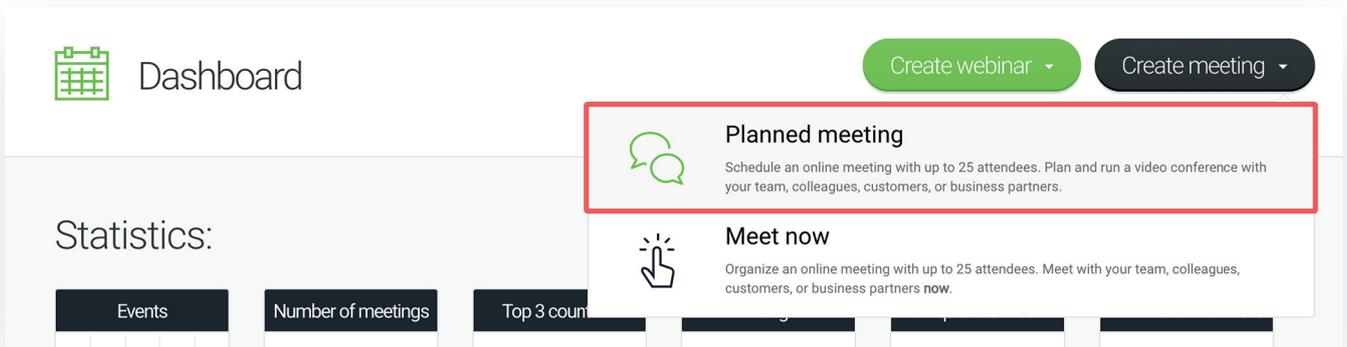
Meet now

A spontaneous and ad-hoc event where you invite your attendees and run the event on the move. Simply, meet with your audience now.

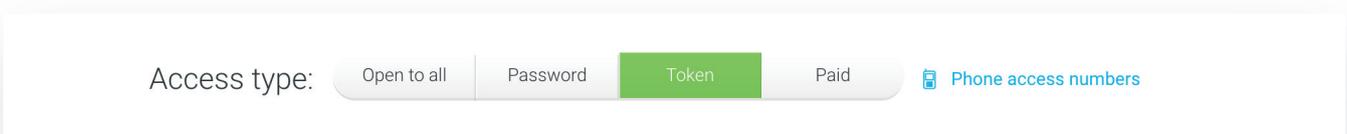
For the needs of this manual and our customers, we have decided to describe mainly online meetings on the upcoming pages. We hope this instruction will help you achieve your goals, and working with small groups will become an exceptional and flawless experience for you and your team. We wish you good luck and encourage you to continue reading until the very last page!

Secure your event first

To get started, first create your online event by choosing the meeting option available on your Dashboard after logging in to your ClickMeeting account.

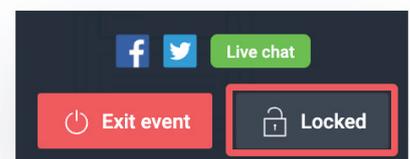


Provide all necessary elements for your event as its title and date and move on to the type of **access to the event room**. Choose one of the four available options keeping in mind that the security of your session should be the number one priority. In that case, choosing the **password- or token-protected** options would be the top choice.



The **password** will be the same for every person who receives the link to your event. Your attendees will find it in the email invitation from where they can copy it and provide it into the dedicated field when joining the conference.

To double-secure your event, the access type of your choice should be the **token**. It is an individual code that enables each attendee to enter the event room. The token, just as the password, will be included in the email invitation but should not be shared with anyone. After using it, the token expires just like a standard ticket, so it is safe to say that this is the most secure option of giving access to your events.

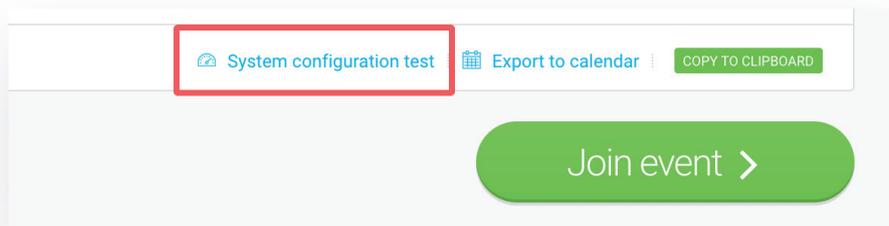


Please keep in mind that by choosing password- or token-protected events, you are avoiding the unwanted trolling or bombing of your event. To be sure that such behavior will not appear on one of your conferences, you can also lock your event room during the session by clicking the **Lock** icon, available in the **Event board** section.

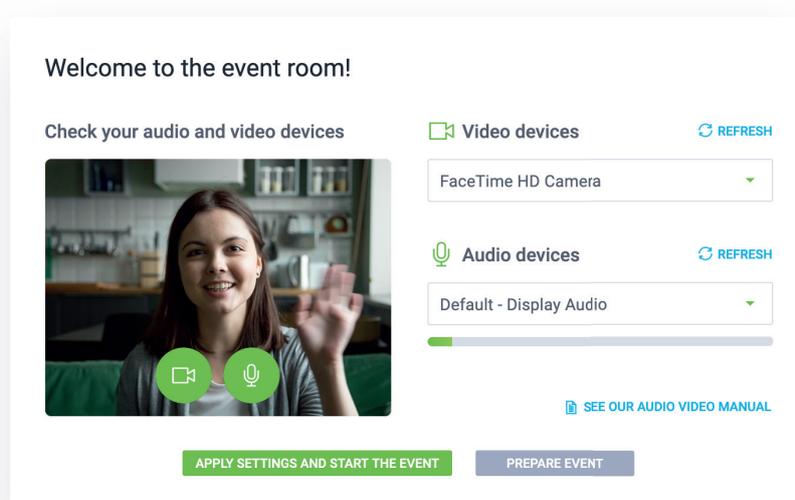
Test your connection for the complete comfort of running an event

Before starting the event, you can now check your settings and Internet connection with two different testers within the ClickMeeting platform.

Find your created meeting on the main page of your account panel and view the **Details** of your session. Besides a general summary of your event, you will also find there the **System configuration test** at the bottom of the page. You can run the conference server connection test, check if your operating system and web browser are up to date, and also test your audio, microphone, and webcam.



Join the event room and wait a few seconds for the screen to load. The **AV tester** will be displayed on your screen, where you can choose your video and audio devices. Choose the button on the left to immediately apply the settings of your microphone or camera and start the event. Choose the button on the right to prepare the event and let your attendees wait in the waiting room until you start.

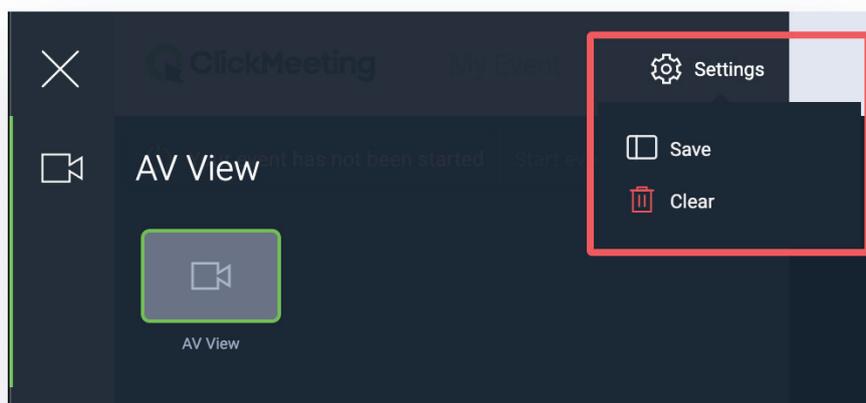


Please note that you can access the AV tester any time from your AV pod. Simply, click the gear icon and access the tester.



Get ready for your event in advance

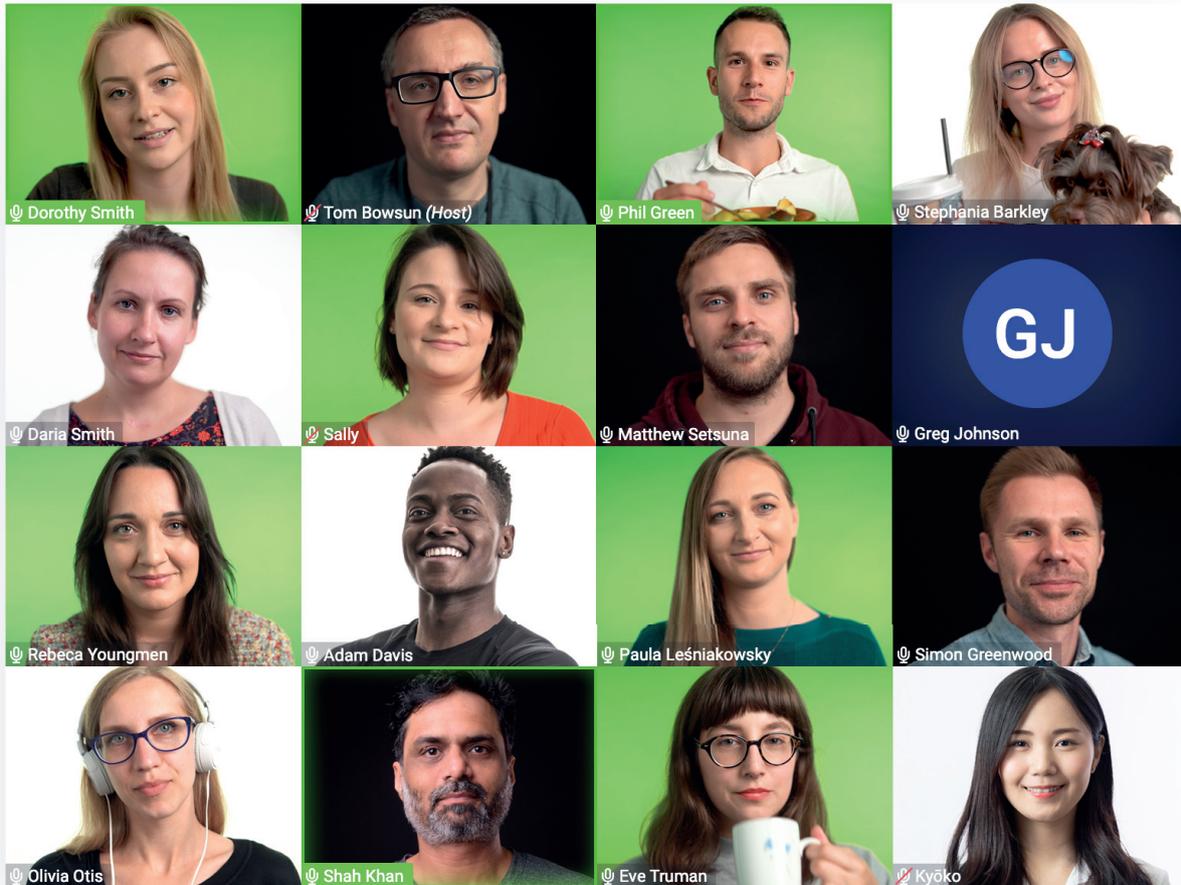
Before you actually start your event, you can **prepare the room set-up in advance**. After joining the event room, please choose the Prepare event mode where you can get ready to host your conference. That way, you can upload your presentation files, videos, or any other piece of content that you would like to discuss. Then simply save the settings and close the window, without worrying it all disappears.



See, hear, and talk to 25 people at the same time

To host efficient virtual classes with your students, trainees, or coworkers during which you can see all of them, you can take advantage of the **AV grid** function. Simply, team up with a group of 25 people and conduct a virtual conference where everyone can see, hear, and talk to each other.

Join your meeting room and open the AV pod settings where you notice the selection of AV grid options. Choose the gallery view if you would like to see all 25 people on your screen. Choose the speaker's view if you would like to highlight the camera stream of the speaker.



Please note that when you enter the event room, the voice auto-detection feature is enabled by default. It automatically adjusts the view and changes the main speaker's camera view, depending on who is talking at the moment. You can disable this feature by clicking the designated option in the AV pod settings.

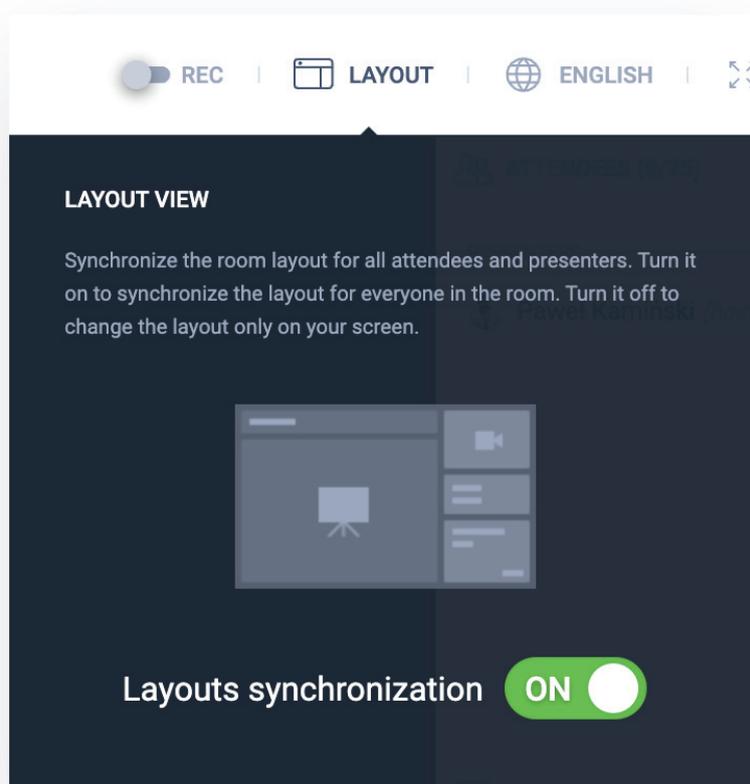
It is also worth noticing that 25 AV streams are only available in a meeting where up to 25 people can gather to collaborate, and the CPU requirements will be high for each attendee.

The new dimension of online meetings is available within all paid accounts without any extra charges or fees.

Synchronize the room layout for everyone

The flow of the meeting, as well as the layout of the event room, is in your hands. You can choose how the room looks on your and your attendees' screen. With the layout synchronization option, you can dock the AV pod to the right upper corner of the screen or undock it and leave it as a small window. Completely hide the AV pod if you do not need it and leave the bar with microphone and camera icons only. You can also hide the right-side panel or expand it, as well as stretch the chatbox vertically.

Decide if you would like to synchronize the layout or not by clicking the synchronization switch available in the top bar of the room. After switching it on, you and your viewers will have the same layout displayed on your screens.

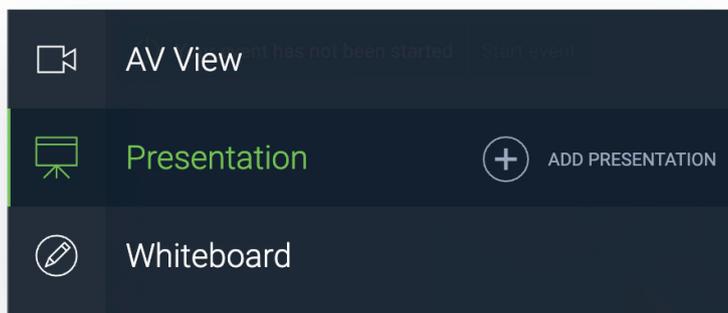


Boost engagement with interactive features

During your online meeting, it is always a good idea to keep your audience engaged and be at the top of your game. With below-described features, you can make the most of your conference:

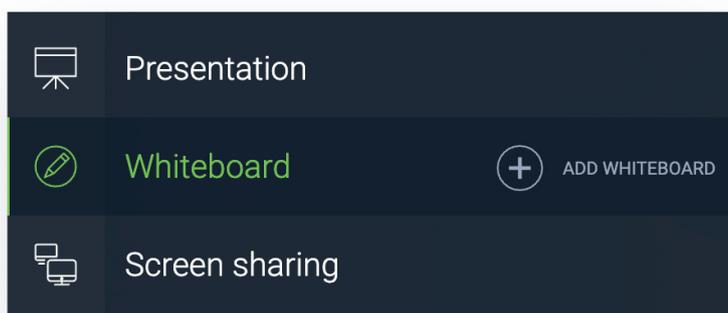
Presentation

Each great meeting consists of a presentation where you can visualize ideas and show the audience your point of view. Upload the PowerPoint presentations, images, or any other files you need to run your event effectively.



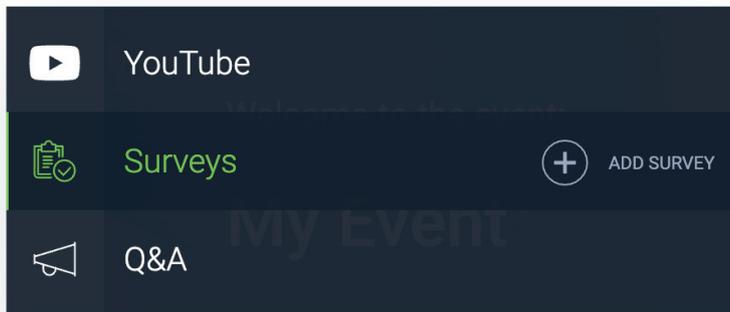
Whiteboard

Sometimes drawing something will be much more self-explanatory than your words. Use the Whiteboard tools to draw, write, and erase your sketches. Remember that you can export up to 10 pages of hard work to a PDF file, so nothing gets lost!



Polls and surveys

If you would like to test your students' knowledge or get help with making decisions regarding your projects, polls and surveys are coming to the rescue! Create them before hosting your event so everything will be at your fingertips. Come up with your questions, provide possible answers, and assign points.

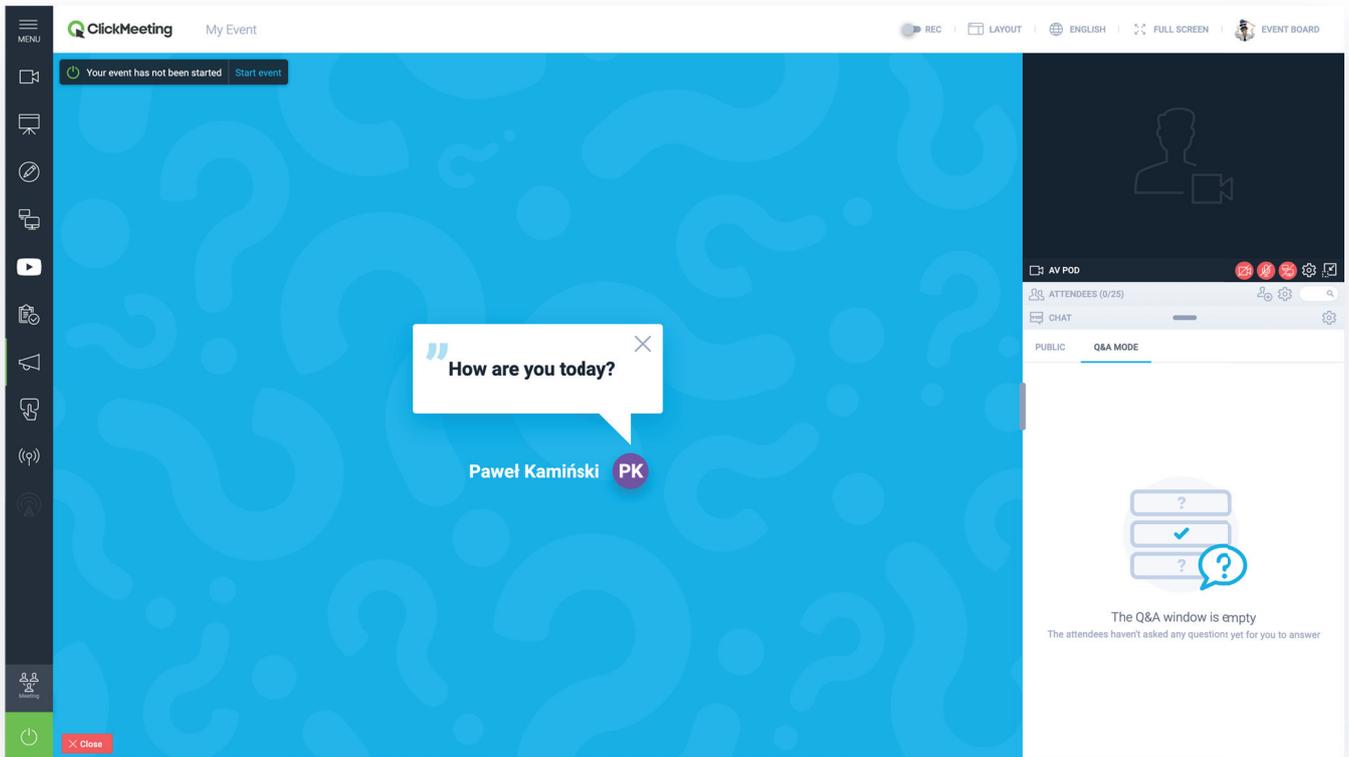


Q&A mode

The name speaks for itself. After you are done with your part, now it is time to let the attendees do the talking and ask you valuable questions. After enabling this option, the attendees can write their inquiries in the chatbox, so your co-presenter can move them to the Q&A mode tab and display some of them on the main screen. That way, each and every one of you will be focused on one question at a time.

We highly encourage you to invite a second presenter to the event who will run and manage the Q&A session for you. That way, you will be able to continue your discussion while your co-presenter displays questions on the screen.

Please note that all questions followed by the question mark will automatically be added to the separate Q&A mode tab in the chatbox.



Screen sharing for the attendees

Online meetings organized on the ClickMeeting platform enable 25 users not only to see and hear each other but also to share the screen. Besides standard microphone and camera icons, available in the AV pod, there's one more additional icon with two screens for all attendees in the event room to share, show, and discuss things that matter and visualize ideas.



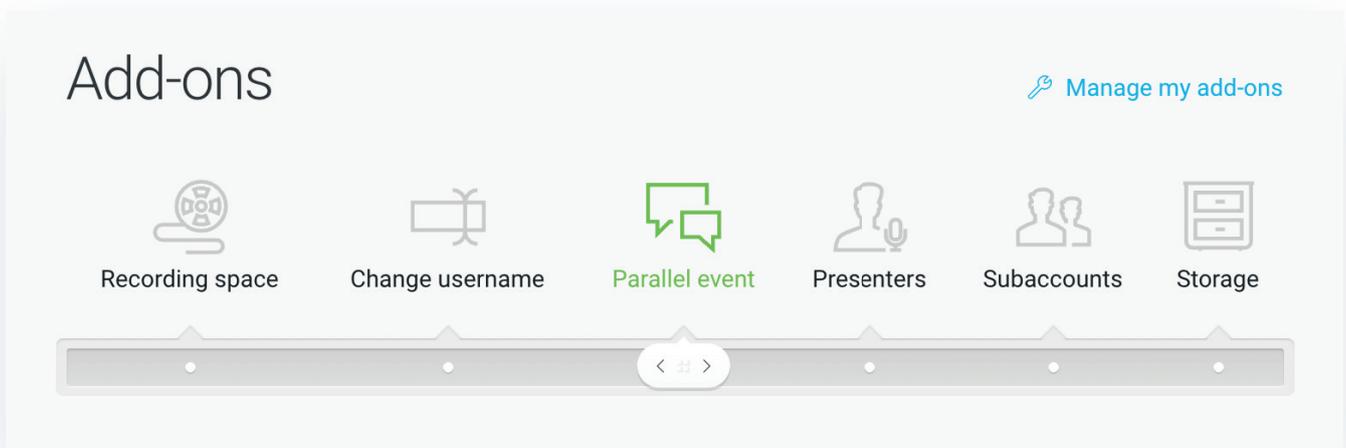
Please remember that only one person can share their screen at a time. If you do not want a certain attendee to share their screen, you would want to block this person by clicking on their name and choosing the right option. To block the screen sharing option for the whole audience, please change the event type to a webinar.

Please note that blocking the user (or changing the event type to the webinar) takes away the right to turn on the camera and microphone or share the screen.

The attendees can communicate with you not only by enabling their cameras and microphones or by writing messages in chat but also through statuses. In the chatbox, they will find a few options which will let you know that your audience agrees or disagrees with you, needs your help, or wants you to speak louder or softer.

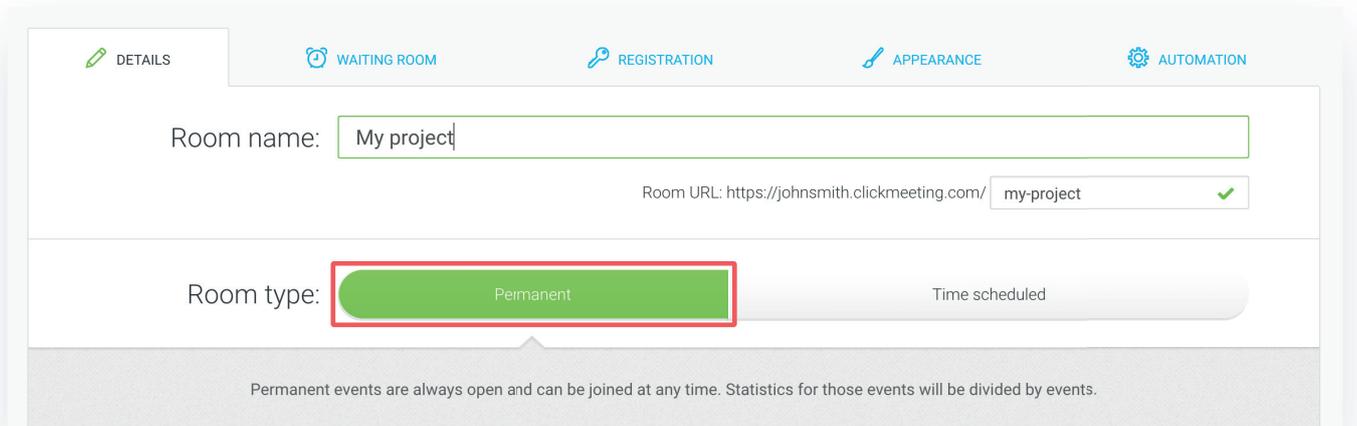
Work in workshop groups – breakout rooms sneak peek

To be able to run sessions in separate groups, you would want to purchase the **Parallel events** add-on first and then create as many additional events as you need. This temporary solution is a great option for people who organized workshops or classes and want to divide their audience members into separate rooms or groups.



One **Parallel events** add-on allows you to host one additional event besides the event that you can host by default. It means that one purchased add-on allows you to host two events at the same time. If you decide to purchase two add-ons, it means you can host three events at the same time and so on. Please note the add-on is available within your account till the moment you decide to cancel it. If you do not need it in the next billing cycle, you should cancel it before the new billing cycle starts to avoid being charged for it.

Log in to your account panel and prepare, let's say, three permanent meetings. Simply, click the **Create meeting** button and choose the **Planned meeting** option. Provide the titles and make sure to choose the room type as **permanent**. Choosing this type of room will enable you to run your meetings under the same link throughout the entire duration of workshops, classes, or a project.



DETAILS WAITING ROOM REGISTRATION APPEARANCE AUTOMATION

Room name:

Room URL: <https://johnsmith.clickmeeting.com/my-project> ✓

Room type: **Permanent** Time scheduled

Permanent events are always open and can be joined at any time. Statistics for those events will be divided by events.

Invite your guests to the main event room where you can gather as many audience members as your subscription allows you to. Continue running your presentation, ask questions, describe upcoming tasks. When the times comes to start working in smaller groups, let attendees know which link they should click on and paste the URLs into the chatbox.

Your attendees will gather in smaller rooms where you can collaborate, see and talk to up to 25 people. Please note that the event type of the individual rooms needs to be set up as a meeting, and the waiting room should be turned off. That way, your groups will be able to immediately start talking to each other and working on assigned tasks without having to wait for you or a presenter to start the event.

If you (or your attendees) decide to switch between the live events, make sure to always mute the room you are going to exit. Otherwise, the experience of a temporary breakout room will not be efficient. If you are going to join event A, please remember to turn your camera and microphone off in event B and so on. Give it a try with just a few people to see how it works for you before actually going live!

Sneak peek: You may see the similarities of the above-described procedure with the highly expected feature, **Breakout rooms**. Stay tuned for the upcoming months. We are preparing something exciting! **Good luck!**