



# Your ultimate guide to e-learning

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# Your ultimate guide to e-learning

These days, it is no need to convince anyone that holding educational classes online is an effective way of transferring knowledge. This model proved especially useful during the pandemic when face-to-face meetings were impossible. Many universities, schools, training centers, and other educational institutions have decided to proceed with online classes.

Both sides benefit: learners can acquire new information without any limits. A training, a course, a language class, or even a complete degree program? Nowadays, you will easily manage to participate without having to leave home. **Thanks to e-learning, education indeed overcame any limitations.**

There is also an evident benefit for small and large schools or training centers. They can easily reach their students and listeners no matter where they are. The same principle applies to teachers and other experts who can enhance the attractiveness of classes. Operation becomes much cheaper at the same time. You don't need traditional classrooms to teach effectively.

E-Learning and blended learning require certain tools, of course. One of the most important is a platform for webinars and online meetings, allowing to hold different types of classes. In this tutorial, we'll show you how to instantly move your lessons, lectures, trainings, and courses to the virtual space with the help of ClickMeeting. We will also share some of our customer stories that are the best evidence of the tools' effectiveness.

Enjoy your reading!

**ClickMeeting Team**

01



# What do you need for e-learning?

Teaching online is really simple. Here's a list of the basic things you need if you want to start your e-learning adventure:

- **A platform for webinars and online meetings**, such as ClickMeeting
- **Webcam** – your laptop's camera or the basic equipment you get at any computer store will work great for this purpose
- **Headphones with microphones** – you will definitely get better quality if you use a regular headset.

You will also take care of the technical quality of your lessons easily (and without having to pay more). You only need to pay attention to three elements:

- **Proper lighting:** the light source illuminating your face should be located behind the camera. An ordinary daylight window will work great in this role. You can also think about buying a ring lamp or using a desk lamp you already have.
- **Consistent light tone:** if you use several light sources in the room where you are running the webinar, make sure they are of the same color. The standard warm yellow light used in homes will not always guarantee a good effect.
- **Appropriate distance from the screen:** during an online event, your face should be the main element within the frame. However, do not sit too close to the camera. To find the perfect shot, stretch your arm out in front of you – that's how far the distance between you and the camera should be.

02



# Choosing an e-learning platform – what to pay attention to?

Delivering online classes is supported by the right software. There is a wide selection of available solutions on the market. Below you will find some of the most important features to pay attention to:

- **Different class modes:** in e-learning, just as in on-site learning, some classes are of a practical nature, while others focus on theoretical matters. This is completely normal and necessary for knowledge delivery. Choose a platform that works well in every scenario.
- **Tools that support collaboration and teaching:** virtual whiteboard, presentation mode, breakout rooms that allow you to divide the event into smaller groups, surveys and tests, screen and file sharing, or moderated chat make it much easier to run interactive and engaging classes. You will find all these solutions in ClickMeeting.
- **Integration with learning management systems:** managing an educational institution is not just about learning. With LMS such as Moodle, you will provide your students and employees with a far more pleasant learning and working environment.
- **Number of seats in a virtual room:** large schools and universities often have extensive needs. With ClickMeeting, you can fit as many as 1,000 people in a single webinar room or create events for even 10,000 participants.
- **Tailor to your brand:** an intuitive configurator makes it easy to customize the event room and all content (such as registration and landing pages) to your brand's characteristics. This makes it easier to build its authority and visibility online.

- **GDPR compliance:** don't forget that e-learning activities directly involve processing students' personal data. Choose a platform that is GDPR-compliant, such as ClickMeeting.

03

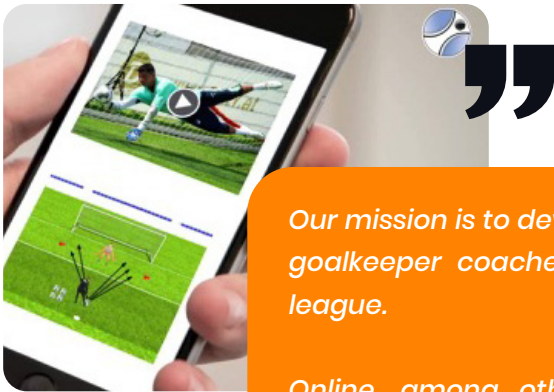


## What does e-learning include?

Transferring knowledge during classes is not enough. By choosing a good platform for online events, you will be able to move all kinds of activities necessary for running a university, school or training company to the Internet. What kind of activities can you host?

- Lessons with your students
- Lectures for a large group of people
- Online courses and trainings
- Practical exercises and workshops
- Consultations
- Meetings with parents
- Staff meetings
- Meetings with external partners
- International and local conferences
- Promotional events – e.g., open days, demo lessons.

Who needs good e-Learning tools? This applies not only to major universities and schools. **With proven solutions, knowledge can be shared in a variety of ways.** An example of such a company is one of our clients – **Goalkeeping Development**. It is engaged in supporting the education of goalkeepers.



*Our mission is to develop the art of goalkeeping! That's why we support goalkeeper coaches from amateur and junior sections to the first league.*

*Online, among other things, we hold Monday meetings with all employees, live webinars, workshops and training for customers, and international video calls with business partners worldwide. We also provide our customers with on-demand webinar recordings.*

*ClickMeeting makes all of this possible within a single platform. It's great!*

**Ellen Rechner,**  
Goalkeeping Development CEO

Every teacher and course author will instantly notice the benefits of working online. The most important of these is the absolute lack of barriers. You can reach an audience from all over the world without leaving your own home!

*One example: we organized a free webinar for Arabic-speaking countries on the features of our software. We reached a lot of people and got more than 400 new potential customers interested in our software.*

**Ellen Rechner,**  
Goalkeeping Development CEO

## 04

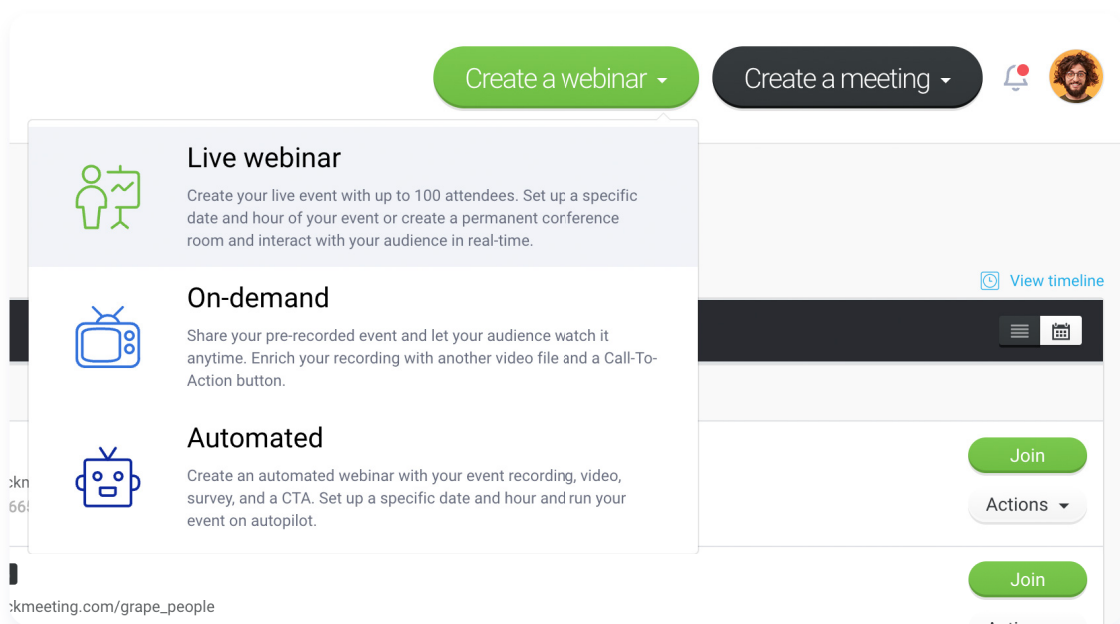


# Preparing lessons step by step

Creating any lesson in ClickMeeting is extremely easy. With just a few clicks, you can move your classes online. Below you will learn how to do it step by step.

## Choose the right type of lessons

Let's start with the basics, that is, creating an event tailored to the specific purpose and format of the class. **In ClickMeeting, you have two basic types of events to choose from – webinar and online meeting.**



We recommend meeting mode if you want to provide a hands-on class where all participants can see, hear and collaborate using features such as a virtual whiteboard. Up to 40 people can participate with full audio & video support.



On the other hand, if you want to gather a large group of learners to conduct, for example, a lecture where individual participants will only see the presenters, but not each other, choose a webinar. In this mode, you can share knowledge with up to 1,000 attendees. You can still use interactive tools to engage your group. Keep in mind that you can allow your participants to speak and turn on their cameras in webinar mode.

Let's assume that you want to create a training session in the form of a webinar. Its base will be a lecture, and during the training, you will divide the participants into smaller groups to let them focus on developing a project. For this purpose, choose a live webinar.

## Creating the event

It's time to figure out the details.

If classes are held in different rooms in a standard school, it's easy to get lost – this applies to both teachers and students. The same is true for e-learning, so it is necessary to set up the details of a specific event.

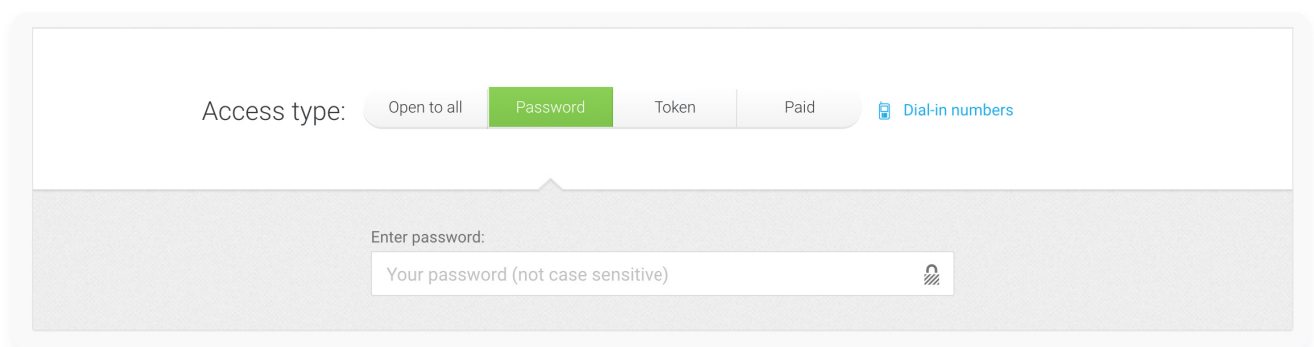
The screenshot shows the 'DETAILS' tab of the ClickMeeting interface. At the top, there are five tabs: 'DETAILS' (active), 'WAITING ROOM', 'REGISTRATION', 'APPEARANCE', and 'AUTOMATION'. Below the tabs, the 'Room name' field contains 'Your event name'. The 'Event URL' field shows 'https://pawelkaminski.clickmeeting.com/' with a green checkmark. The 'Room type' section has two options: 'Permanent' and 'Time scheduled' (which is selected and highlighted in green). Below this, the 'Time zone' is set to 'Europe/Warsaw' and the 'Date' is set to '2022-08-16 17:40'.

First of all, set the name of **the room and the date of the class**.

If they are recurring, such as a weekly class, training, lecture, or lesson with your students, it is worth choosing a permanent room. This will ensure that the same link will lead to the virtual classroom.


Also, take care of security issues – this will help you prevent many unexpected situations.

**Your event can be protected by a password or individual token**, which provides the highest security level. This will protect you from unauthorized people getting into the event room. Of course, you can also set up an open event, allowing people to enter the room immediately by clicking on a link.



Access type: ☐ Open to all ☒ Password ☐ Token ☐ Paid [Dial-in numbers](#)

Enter password:

Your password (not case sensitive) 



You can also **integrate your account with a payment system**. An attendee can join a paid event after paying a fee. This option will be especially appreciated by people running paid courses.


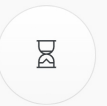
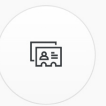
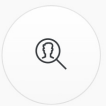

Done! Your ClickMeeting lesson has been prepared. Of course, many additional settings are available to take care of better marketing and the appearance of your virtual classes. First, however, make sure to invite your learners.

## Inviting participants

There are two ways to notify participants about the event.

Which way would you like to invite attendees






Copy and paste      Search      My groups      Past sessions      Copy details

0/400

Enter your contacts

Copy and paste emails separated by comma, space, or semicolon. Email addresses marked in red are invalid.

Add to my contacts for easier access ☐

**Need some additional attendees at this event?**






You don't have to limit yourself to the number of attendees available in your plan. Buy additional spots and create a larger event.

[BUY EXTRA ATTENDEES](#)

[I've finished adding contacts](#)

The first one involves adding the email addresses of the attendees. This will let you send them personalized invitations that include a link to the virtual classroom (we'll cover editing them later in this tutorial).

You can also simply copy the link leading to the event by going into the event details:

 DETAILS       WAITING ROOM       INVITATIONS       EMBED       APPEARANCE

Room name: **Educational event**

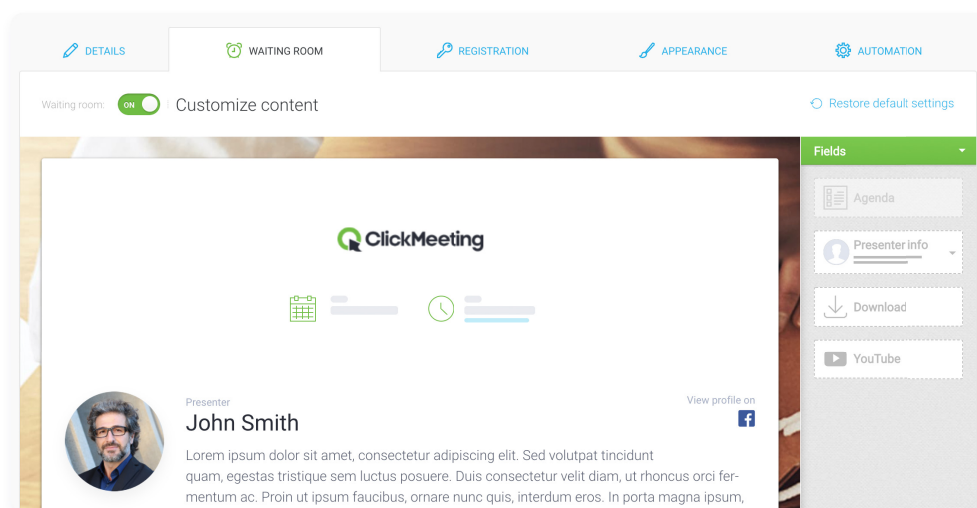
Event URL: <https://trainings.clickmeeting.com/educational-event>  
[Room URL address for a presenter »](#)

Then send it in any way you like – for example, using one of the instant messengers.

## Prepare waiting rooms, registration pages, and invitations

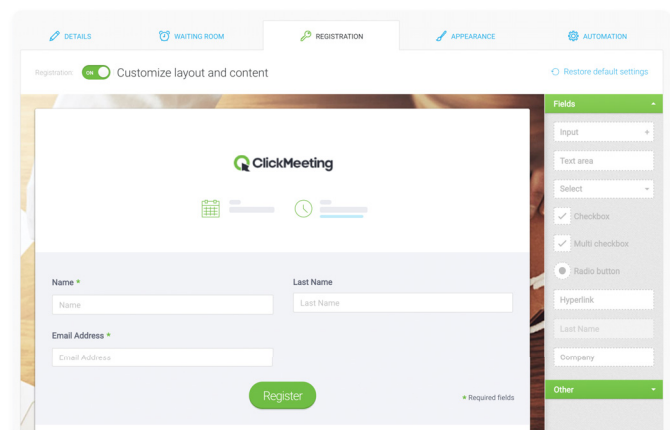
In the event configurator, you will find several options that will help you create a far more friendly and professional online learning environment.

In the waiting room, your attendees will be waiting for the event to start. However, they don't have to waste their time. Thanks to the configurator, you will place additional information, videos, or files, for example, with useful materials during the class.

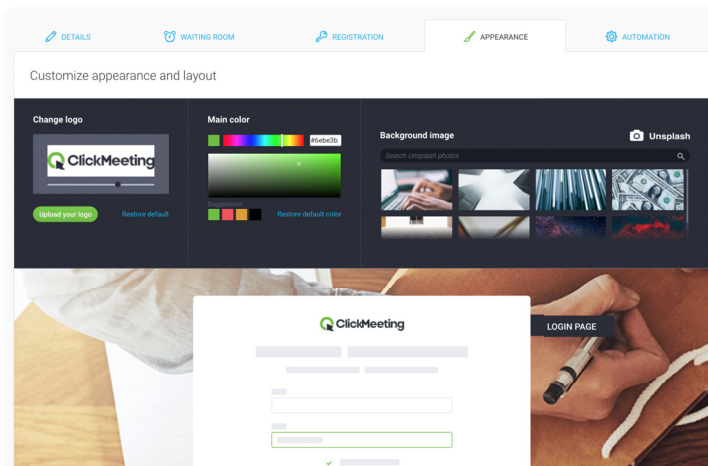


You can also set up a special page that would allow you to register participants. This is a particularly useful feature if you want, for example, to host an open webinar designed to reach new audiences.

In the customizable registration page, you will easily set not only your logo but also decide on the fields to be displayed on it. You can enter consents, including mandatory and voluntary ones, and obtain extensive data about your participants.



## Customize the design of platform elements

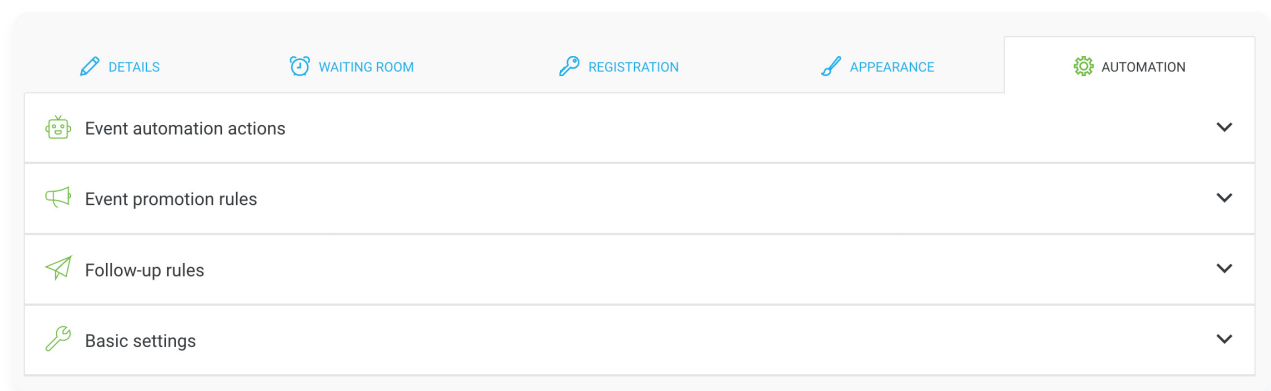


Your school or training center is also a unique brand. It is undoubtedly accompanied by a consistent visual concept. **In the Appearance tab, you can easily customize the look of the content your attendees will be dealing with.**

You'll insert your logo, choose a color scheme, and set a corresponding background photo – to do so, you can either use the built-in library or upload a file from your computer disk.

## Save time with automation

Adequate communication with your audience is essential. You need to take care of it not only during the event but also before and after it. In the automation tab, you'll discover several useful features so that you only need to set it up once. Your recipients will receive reminders about the event, a thank-you message, a recording, and other content. You will also set up automated recordings in the same place.





In the automation tab, you will find another feature that will be particularly interesting from the perspective of online course and training providers.

You can add a certificate of participation to the message sent to the attendee after the event. It will be generated automatically and filled with your webinar and user data. What is important: this option is available for webinars with configured registration pages.

This is an excellent way to make the courses you create more attractive. Certificates will help promote your business and are appreciated by people looking for ways to gain knowledge online. So it's worth using them and enriching your training courses without any additional work.



05



# Get to know your virtual classroom

A virtual classroom is the center of the e-learning process. It is where you can meet with your students, learners, or trainees. And it is designed so that the instructor can conveniently develop effective teaching scenarios.

Students, on the other hand, gain easy access to all functions. What tools can you find in your virtual classroom?

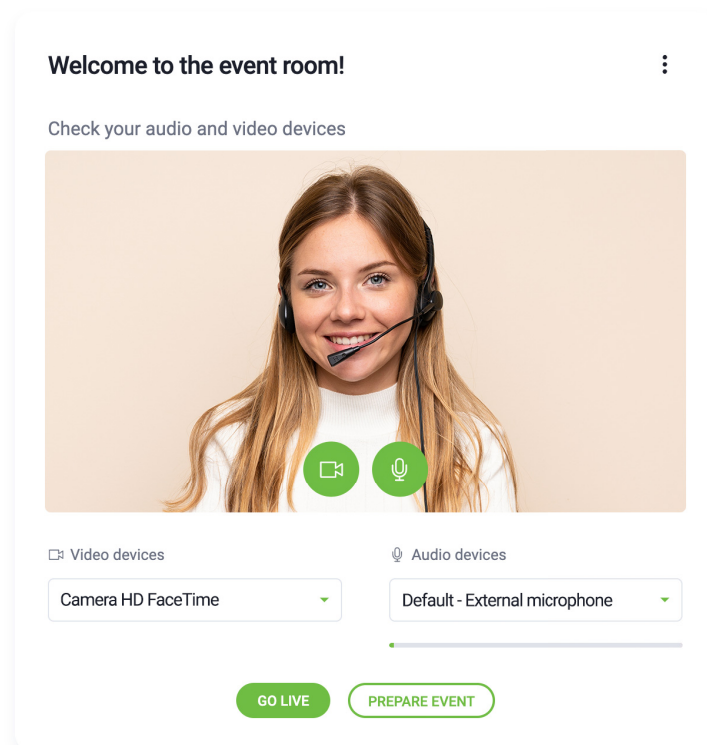
- **Presentation mode** – this is a fundamental feature used during almost every educational event. You will conveniently upload a presentation and run your lesson on its basis.
- **The virtual whiteboard** works just like in a standard lecture hall or classroom. Together with the attendees, you can write, draw and, for example, solve tasks. After the class, you can easily download the created boards and send them to your students.
- **Screen sharing** – want to explain a topic using other services and tools or files stored on your disk? This will be much easier with screen sharing.
- **YouTube videos** – you can also enrich your learning activities with recordings from the popular platform..
- **Surveys and tests** – do you want to test your students' knowledge and conduct a scored test during your classes? Or maybe you are interested in finding out their opinion about the classes? With surveys and tests, it will be very easy.

- **Q&A sessions** – asking questions is the essence of teaching. To organize them and encourage participants to ask them, use Q&A sessions.
- **Breakout rooms** – do you want to divide participants into smaller groups where they can work together and, for example, solve tasks or focus on a common project? That's what breakout rooms were created for.
- **Multifunctional chat:** one of the basic tools at any event is chat. It makes it possible not only to have a conversation between all the participants but also to have private conversations and introduce moderation of messages before they are published.

## Starting your event

Once you've set up your classes and invited participants, you can go to the event room to get it ready for your students.

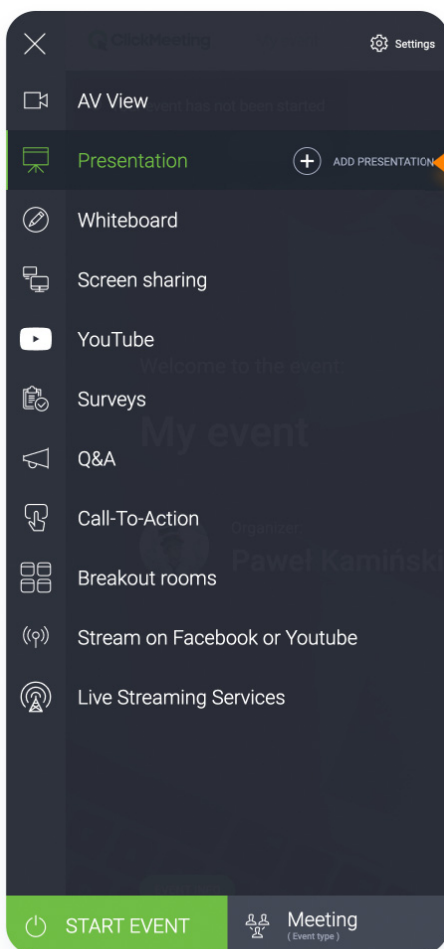
After opening the room, you have two options.



- 01 Go live** will allow you to start the event directly. Your participants will thus be able to enter the room right away.
- 02 Prepare event** is a mode that gives you time for final preparations, swapping, or uploading materials. When you click on this button, you will enter the room privately and, at the right moment, decide to start the webinar. Participants will be waiting for it to start in the waiting room.

Here you can also see if your microphone and camera are working correctly.

## Uploading presentations and other media files

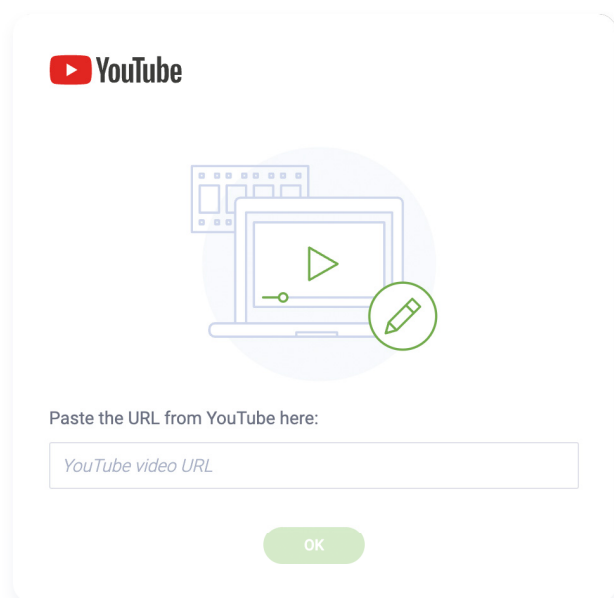
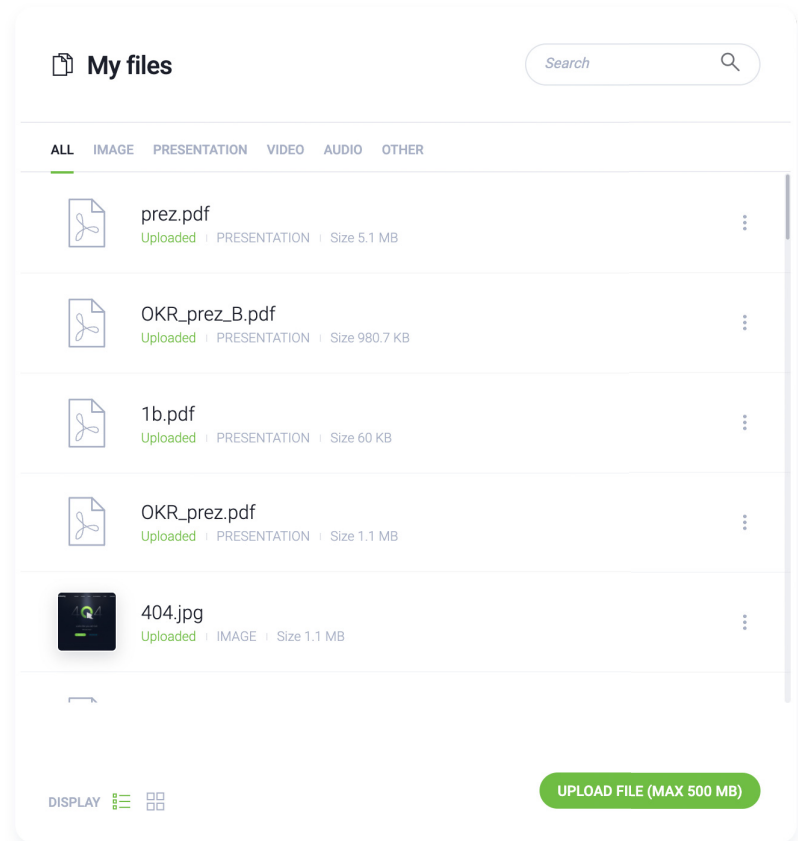


The most popular feature used during online events is presentation mode. According to our State of Online Events 2022 report, **it is used in 55% of webinars and online meetings.**

Of course, you will need to upload a file in order to use it during the class. You can do this directly in the event room by selecting the "Add Presentation" option.

A window will pop up where you can find all the presentation files stored in your account. Managing them is very easy. Simply select the presentation you need for that class, or upload a new one.

You don't have to limit yourself to the presentation file alone. Sometimes, it is worth enhancing it with additional video, audio, or photo files from the file repository to better understand the lesson's topic. The number of supported formats is really big. You will find all your files in one place, grouped by their type.

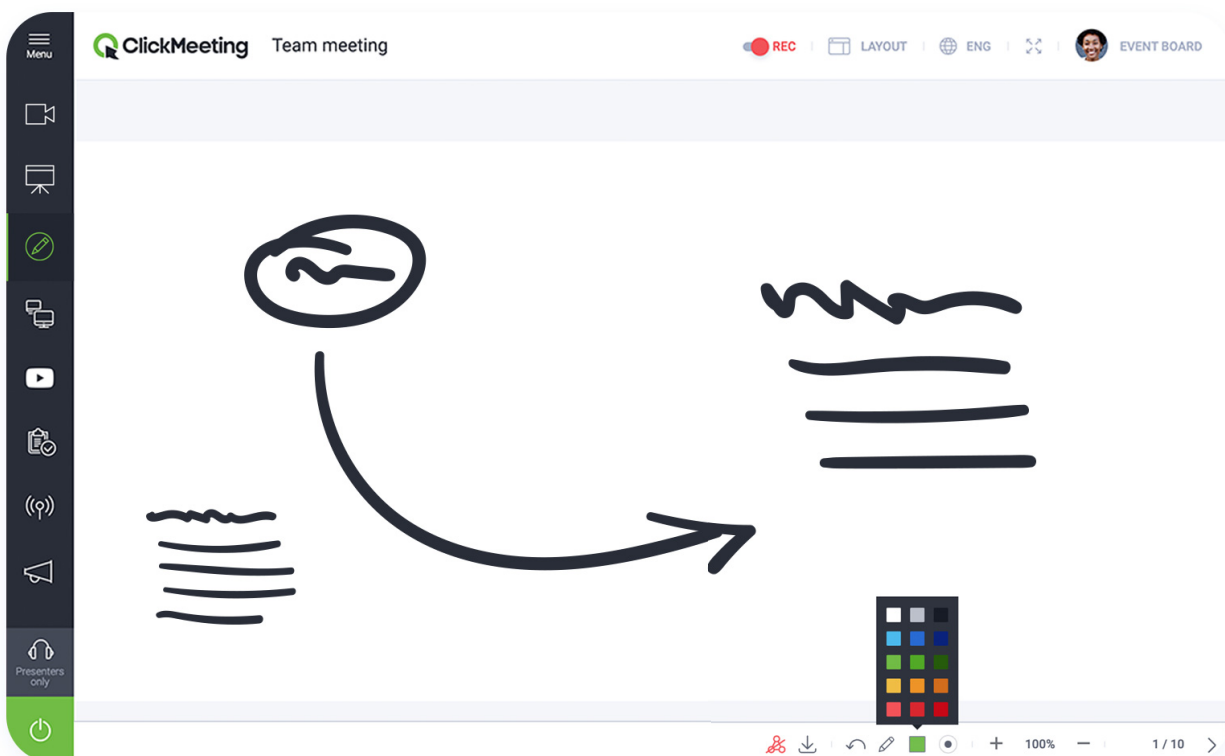


An interesting way to enrich your classes is **directly adding a YouTube** recording. To do this, simply select the appropriate item in the menu and then paste the link to the material in the window displayed in the room.



## Virtual whiteboard

The whiteboard is one of the most important teacher accessories. It can be found in almost every classroom. Moving to a virtual space does not change anything in this respect. In the ClickMeeting event room, you will find a fully functional whiteboard that will allow you to present material and interact with your audience.



The way the virtual whiteboard works can be compared to the classic whiteboard in the classroom. **It allows you to write, draw, and add shapes or files.** You have 10 cards at your disposal; if you need more, you simply create another board. In groups of up to 25, you also have the opportunity to collaborate with students – each of them can draw and add different content to the board.

You can easily download and send the results of your work to the event attendees.

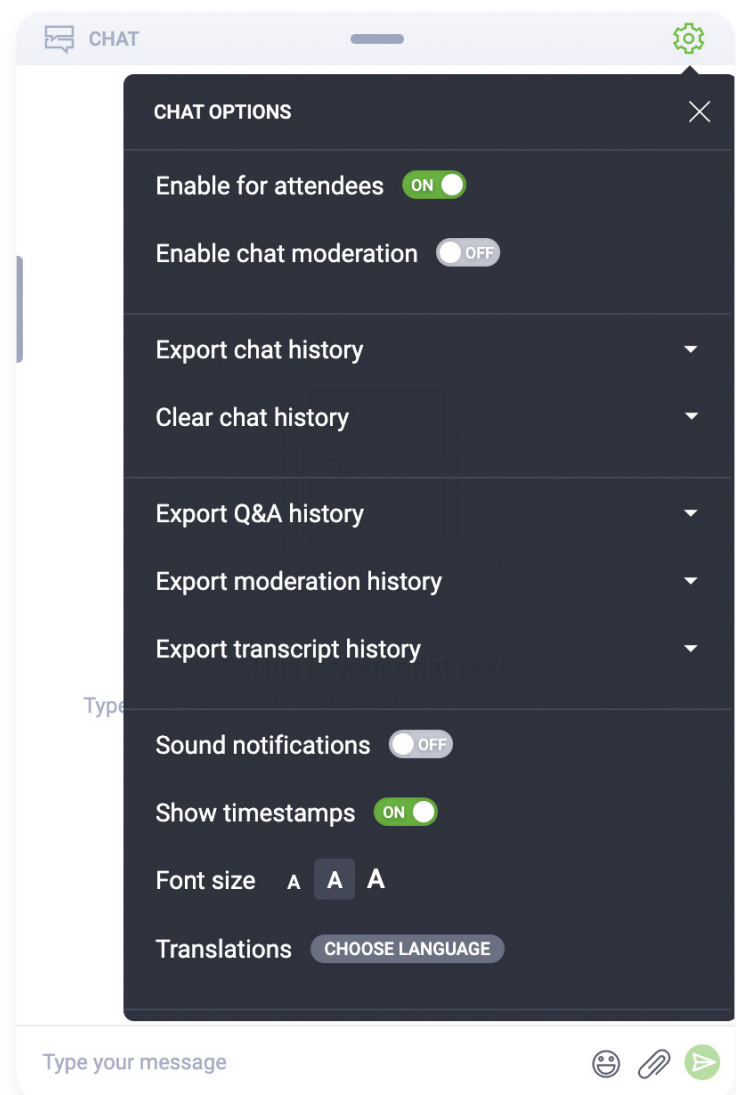
# Chat management

In addition to audio and video, chat is an additional way to communicate. It provides direct conversation between attendees and presenters, as well as private conversations. You can also share files via chat.

It is enabled by default. However, if you want to control the chat, you can turn on its moderation, allowing you or another moderator to accept messages sent by participants.

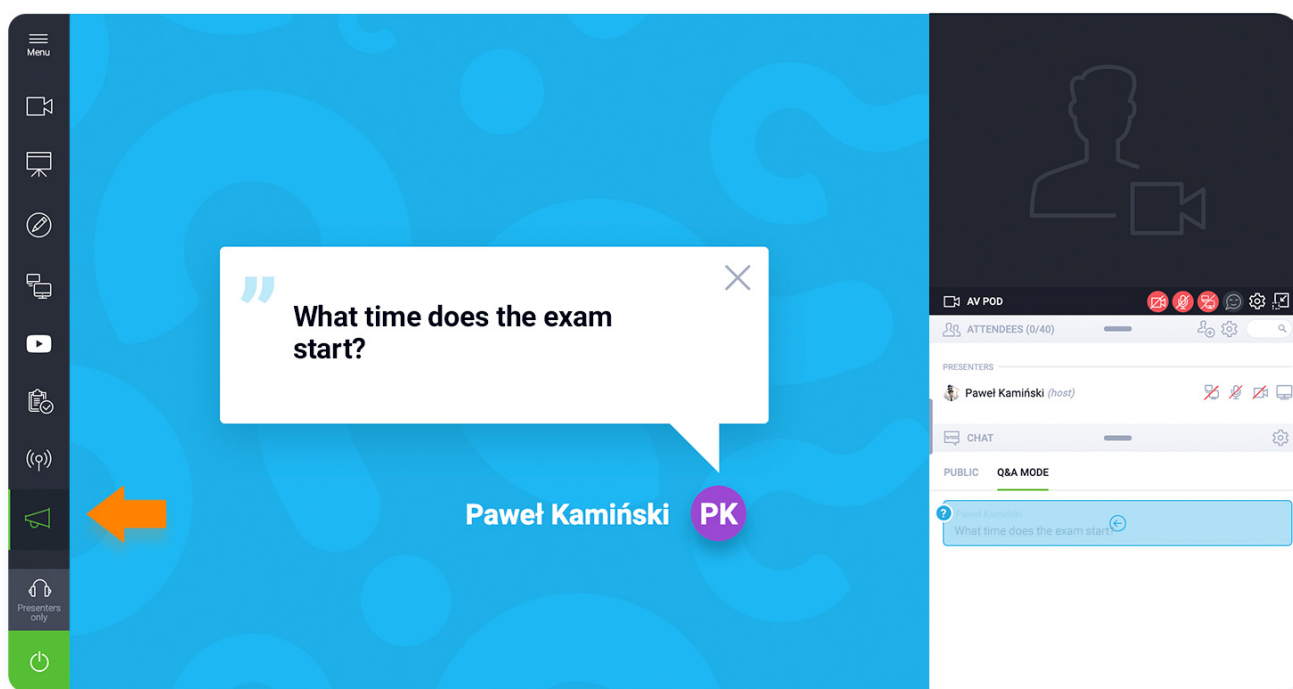
In the chat settings section, you gain access to many features. Among other things, you can enter the automated translation, sound notifications, moderation, or export its history.

Chat is not only for conversation. You can also upload files directly within it, such as additional materials or tasks to be completed by your students. This makes collaboration even easier and online teaching more intuitive.



## Question and answer section

During online events, make sure to create a comfortable space that encourages participants to ask questions. An excellent way to do this would be to include a Q&A mode.

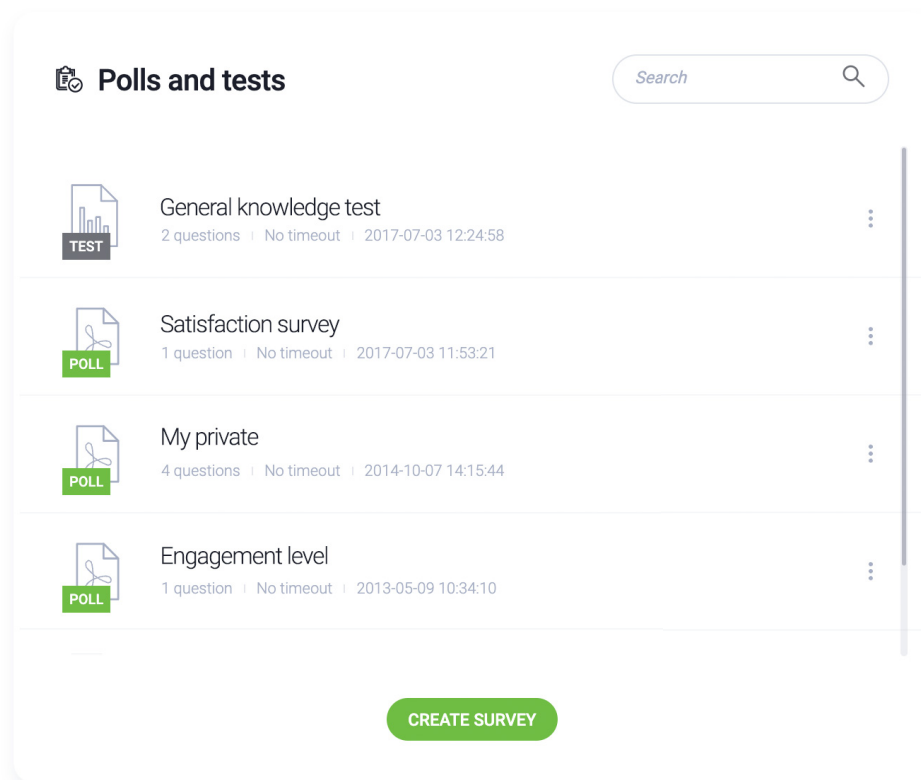


Questions asked by attendees in the chat will automatically go into the Q&A Mode tab. At any time – for example, at the end of the class – you can choose to publish them on full screen and give answers.

## Tests and surveys

Learning is not only about sharing knowledge. From time to time, it is also necessary to verify students' progress. The good news is that you don't even have to leave the event room to do this.

That's why we created the polls and tests function. This will give you a standard, scored test or a quick survey to determine what your attendees think about your lessons.




**The test can be time-limited, and questions might be randomized.** After completing the Question and Answer fields, you can proceed to assign points and decide whether a question is a single or multiple choice. In addition, each question and answer can be enhanced with an illustration.

After you have created a test, save it and display it at the appropriate time during the lesson. You'll be notified in real-time about the overall results of the test, and learn about the detailed results in the statistics panel after the event.

### Add new question

Name:


Your question






☒ Single choice
 ☐ Multiple choice
 ☐ Open

Answer 1:


Your answer







0p   

Answer 2:

Your answer



0p   

 Add new answer

[< BACK](#)
[ADD NEXT QUESTION](#)

General knowledge t...

Your question

General knowledge test


Question: 6 | Max points: 20p

1

**? + 4 = 10**

(max 1p)

☐ 1
 ☒ 6
 ☐ 2



[WYŚLIJ](#)



06



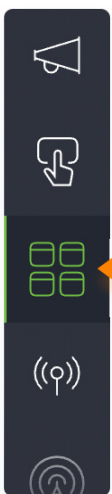
## Additional features for educators

E-learning tools are constantly evolving. With innovative features, you can create even more effective and engaging lessons while providing a comfortable learning environment for your students.

It's time to take a closer look at two tools particularly popular among educators - Breakout rooms and Edu mode!

### Divide your event into breakout rooms


Breakout rooms are additional spaces where you can organize workshops, lectures, or any other type of event for your participants and work with them in separate, smaller groups. This is an ideal feature for teachers or trainers who work on specific topics and want to focus on the most important aspects of projects, tasks, or ideas.



Each event can be divided into 20 additional rooms, and you can gather up to 40 people in each of those. Both you and your attendees can join the breakout rooms via desktop browser, mobile app, or mobile browser.

When creating breakout rooms, you choose to automatically separate students or manually assign each student to the appropriate group. To make it easier for you to move between groups, you can set separate names for them.

**Students will be automatically redirected to the group, where they can turn on microphones and cameras.** The teacher can look into each breakout room individually while working in groups. You also decide when students will return to the standard event room to present the results of their work.



**Create breakout rooms**

Number of rooms:


Duration of a breakout session:  min.

0 attendees per room. Breakout rooms enable you to run online meetings with up to 40 attendees (up to 25 in a free trial) where everyone can turn on their webcams and mics.

CREATE


**Manage breakout rooms**

[< BACK](#)



No invitees

MOVE 0 ATTENDEES >

Breakout room 1 (0/40)

Drag and drop your attendees here

Breakout room 2 (0/40)

Drag and drop your attendees here

ASSIGN RANDOMLY

+ ADD A ROOM

OPEN ALL ROOMS

## Benefit from Edu Mode

Have you ever had a situation in which your students didn't want to turn on their cameras during class or got distracted by each other, causing clutter in the virtual classroom?


These problems can be solved by Edu Mode, created particularly for teachers and trainers.

How does it work?


- The presenter sees all attendees,
- The attendee sees only the presenter and a preview of their camera,
- The presenter can invite a selected person or groups of people to respond: other users will then be able to hear them.

Thus, everyone can feel much more relaxed and focus fully on the presented material or task completion. At the same time, switching between modes is easy, so planning even more effective and interactive classes will be intuitive.


Event type




**Presenters only – private mode**  
Your audio and video will not be recorded. Only presenters can see and hear each other. Available in all plans.



**Webinar**  
Up to 100 attendees. All attendees are muted and can be manually unmuted by the presenter.



**Meeting**  
Up to 40 attendees. All attendees are unmuted, and everyone can speak and hear each other.



**Edu Mode**  
Up to 40 participants. Only presenters can see all the attendees. Attendees do not see one another. Presenters can grant any attendee permission to speak.

CANCEL

APPLY

### TEACHER'S VIEW



### STUDENT'S VIEW



07



# Reach for additional opportunities

Remote learning offers excellent opportunities for growth. It will also allow you to improve your skills as a teacher or trainer and reach out to even more students. To do this, it is worth taking advantage of additional features and getting inspired by the stories of e-learning leaders.

## Analyze event statistics

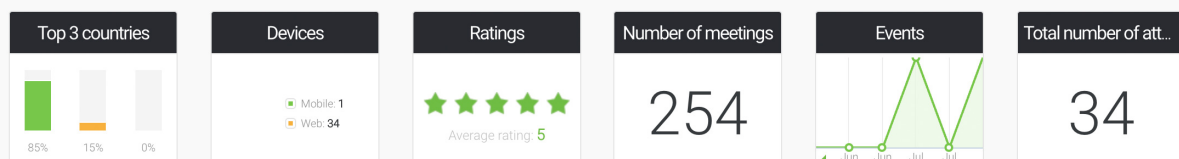
One of the most important elements of e-learning is the analysis of the effectiveness of the adopted strategy. It would not be possible without access to the statistics panel.

What is included?

- An inventory of all events
- List of attendees, enabling you to check attendance
- A list of people registered
- Detailed event summaries
- Event ratings
- Responses given in surveys and tests.

Details:

Today | Yesterday | Last 7 days | This month | Last month | All dates



08



## Even more opportunities with LMS

LMS (learning management system) is software that supports the process of remote learning. It takes various forms. Most often, an LMS platform provides instructors and users with:

- Easy access to online courses
- Registration for courses
- Distribution of training materials
- Tracking students' progress
- Direct delivery of various types of classes
- Monitoring results
- Efficient workflow.

Of course, LMS systems are a very broad category of tools. Most often, an LMS platform is a comprehensive software solution that aggregates the various IT solutions necessary for engaging knowledge sharing and learning.

**Moodle (Modular Object-Oriented Dynamic Learning Environment)** is one of the most popular learning management systems, which allows you to prepare an e-learning platform tailored to the needs of a specific entity. Therefore, it is a good choice both for beginners who want to create a basic system to streamline the course and for large units that choose to prepare an extensive remote learning environment based on Moodle.



**Integrating Moodle with ClickMeeting provides a far better experience.** At the same time, it does not require major technical skills. How much can you achieve with it? An excellent example of an advanced implementation is the Gdansk University of Technology's e-Learning platform, leveraging the power of both tools.

## E-learning leaders: Gdansk University of Technology

**Gdansk University of Technology currently has over 15,000 students and nearly 1,400 academics** divided into eight faculties, two doctoral schools, four teaching centers, modern research centers, and units related to ensuring the development and maintenance of the University's technological infrastructure (e.g., IT Services Centre). The Gdańsk University of Technology is also one of the 10 Polish universities listed in the most prestigious ranking of global universities, ARWU (Shanghai ranking). In the last edition, it was placed in the ninth hundred of the list.



*The history of e-learning at the Gdańsk University of Technology dates back to 1995. The first university-wide platform based on Moodle was created in 2013 and was integrated with the university systems right away.*

Anita Dąbrowicz-Tlałka, PhD,  
Gdańsk Tech Professor

See all case study <https://www.youtube.com/watch?v=fvvkryJJ-Ps>

One of the most important goals that LMS integration helps achieve is definitely **more efficient and easier work**. Students, on the other hand, gain access to a complete platform that supports knowledge acquisition from a wide variety of devices, including smartphones.



*The purpose of integrating ClickMeeting with Gdansk Tech Moodle-based eLearning platform was to provide academics with a tool that allows them to easily organize online meetings and is integrated with the University's systems. We also work together on preparing conferences and other events related to remote learning.*

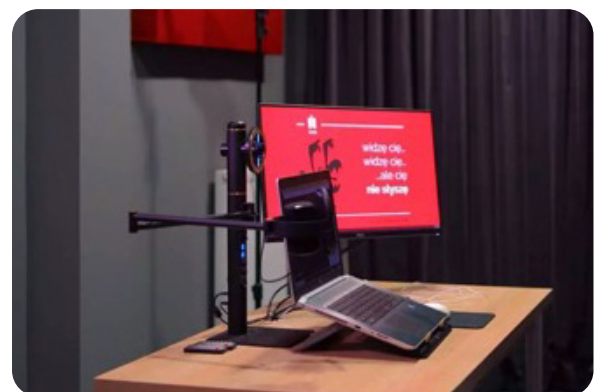
**Mikolaj Grochowski, M.Sc.**

## See how the best do it. AGH University of Science and Technology in Krakow

Earlier, we mentioned that starting an e-learning adventure is really easy. The equipment you certainly have in your home office is perfectly enough.

But what about larger units? If, for example, you manage a training company or a university that implements a lot of online courses, you might think about preparing special e-learning rooms. This will give you the highest quality and provide your students with the best experience.

In the picture on the right, you see one of the two webinar studios of the e-Learning Center of the AGH University of Science and Technology in Krakow. This important facility uses ClickMeeting on a daily basis. The room is equipped with, among other things:

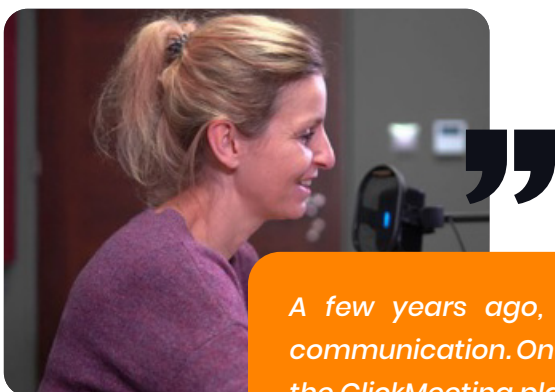


- A professional audio-video system
- lighting lamps
- background changing system
- cameras with high-class lenses and optical zoom
- multibeam microphones with a noise reduction system
- sound-absorbing curtains and acoustic absorbers
- a tablet allowing direct input of content.

Another tool you'll find useful if you're operating on a larger scale is a learning management system (LMS). The University of Science and Technology also uses a solution based on the Moodle platform.

The AGH University of Science and Technology in Krakow is **one of the best Polish technical universities** appreciated in the prestigious Shanghai Ranking (Academic Ranking of World Universities) and The Center for World University Rankings.

The Center for e-Learning at the Stanislaw Staszic University of Science and Technology has been responsible for the development of remote education at the University since 1996. One of the tools it uses is ClickMeeting.



*A few years ago, we began to implement tools for synchronous communication. One of the solutions we implemented for this purpose is the ClickMeeting platform. We have been using it since 2016.*

**Anna Wrona,**  
methodologist at the AGH UST Centre of e-Learning

What does effective remote learning look like? First of all, it does not have to involve fewer opportunities than standard classes held at the university's premises. The key to success is the right tools, proven procedures and a system that allows all learning activities to be transferred to the virtual space.



*A lecture in ClickMeeting is no different than the one I give at the university. All you have to do is define the parameters of the meeting and invite students. In addition, the platform gives many opportunities to conduct engaging classes.*

**Piotr Chyła, PhD,**  
lecturer at AGH

[www.clickmeeting.com](http://www.clickmeeting.com)



**YOUR ULTIMATE GUIDE TO E-LEARNING**