	Kaltura Live Room	MS Teams	MS Live Events
Best used for…	**Classroom mode:** Meetings with some interaction and/or group assignments. **Webinar mode:** Meetings without much interaction.	Meetings with a lot of interaction and/or (groups) working simultaneously on files during the meeting.	Large meeting without interaction. Only a Q&A chat is available.
Maximum participants	200 (but we advise using Teams if you have more than 100 participants)	300	10.000 (max 4 hours)
Internal (Leiden University) or external participants?	Internal and external.	Internal and external. External participants can be added as guests to your team. They will then have access to all media in the team.	Internal via invitation or both internal and external via a link.
Webinar tools	Built in: whiteboard, quiz, hand raising, chat, Q&A chat, screen sharing.	Built in: whiteboard, hand raising, chat, screen sharing. External: PresentersWall for Quizzes/Polls.	Built in: Q&A chat (when enabled), screen sharing. External: PresentersWall for Quizzes/Polls.
Participants overview	25 participants can be in view at the same time. Whether their video shows depends on if students are 'Live' or not.	A maximum of 9 participants (when using the desktop client) with name, video and audio. Additional participants with name and audio. Those who talk appear on the screen.	Only the amount of participants is visible, video and audio of participants is not possible. Names only visible of those who ask a question in the chat.
Breakout Rooms	Can be set automatically and manually **during** the meeting. Files will not be saved in breakout rooms.	Breakout rooms have to be set up manually **before** the meeting. Files will be saved in breakout rooms.	Not possible.
Files	Not possible to share files with students within the Live Room.	You have access to files before, during and after the session.	Not possible to share files with students within Live Events.

		External: Use SurfDrive to share files via link in the chat or notes.	Students can work simultaneously on files.	
Roles		**Virtual Classroom setting: Presenters** can create a playlist, share their screen, participate in the chat, and make participants a presenter. **Attendees** can unmute themselves and participate in the chat. **Webinar setting: presenter** has to unmute participants manually. **Attendees** can listen and participate in the chat.	Students and teachers have the same roles. They can share their screen, participate in the chat, mute and delete other participants. If you don't want this please check out this tutorial: How to prevent students from removing and muting others in a Teams meeting	**Producer:** can create a playlist, present and answer the chat. **Presenter:** can present and answer the chat **Attendee:** can only listen and participate in the chat.
Set up		You can prepare your session beforehand by creating a playlist with PPT slides, video's, docs etc.	You can prepare your session beforehand by uploading your documents to files in Teams and share them with screen sharing during the meeting.	You can create a short playlist just before the start of the meeting.
Record your session		Possible, but due to privacy laws and regulations, this is not recommended as audio and video of the student will also be saved. If you do need to record your session, please inform your students and use the webinar mode instead of the classroom mode. Recordings will be saved in 'my media' on video.leidenuniv.nl.	Not possible.	Possible. Students can view the recording by reusing the invitation link of the session. There are no privacy concerns as video and audio of students is not recorded and the chat will not be published in the recordings.
Downloads		Recordings are available on Kaltura. Note: It is **not** possible to download Quiz results, and whiteboards.	All shared files (PPT, whiteboard), when uploaded in teams can be downloaded by the participants after the session.	After the meeting by the producer and presenter: 1. Attendee report with names of the participants. 2. Q&A report of the meeting. 3. Recording (mp4 file) of the session: only

			the screen, not the Q&A chat session.
Create an account	Here you can read how to create a channel for your room. It is possible your account has not been given authorization for Kaltura Live Room yet. You can request an account at the ISSC Helpdesk Portal.	Log in on the desktop app using: **For employees:** ULCN-username @vuw.leidenuniv.nl (this is not the same as your e-mail address!) **For students:** s+studentnumber@ vuw.leidenuniv.nl (eg. s1234567@vuw.leidenuniv.nl)	You can request an account at the ISSC Helpdesk Portal. After completion of the event, your account will be removed.
Scheduling a meeting	Share the link to the Live Room with your students in Brightspace together with the date and time of the meeting.	Via calendar in Teams. Share the link to the meeting with your students. Or ask your students to be present a scheduled time in Teams and start the meeting at that moment.	Schedule the event via the calendar in Teams. Share the attendee link with your students. And Invite other presenters via the calendar.
Manuals and Tutorials	• Kaltura Live Room manual.	• MS tutorials on attending and organizing Teams meeting • How to use Breakout Rooms in Teams • How to prevent students from removing and muting others in a Teams meeting • How to make students wait in lobby before the meeting	• MS video tutorials Set up and attend Live Events. • YouTube tutorial How to use Live Events