Tips for using Kaltura Live Room

This document contains tips and tricks on how to use Kaltura Live Room. If you have a tip that you would like to add, please contact ecole@hum.leidenuniv.nl.

Accessing the Live Room

Find out how to set up a Live Room session here.

> Make sure to set your LiveRoom class mode to 'Virtual Classroom'. You can do this by entering your LiveRoom and changing the settings:
>
> ⚙ Scroll down to check and/or change the class mode.
>
> If you want to leave it on 'Webinar' class mode you will have to make sure that you click 'Live' in the 'Participants' panel for each participant that needs to be visible or able to speak including yourself.

PARALLEL SESSIONS - If you would like to set up multiple parallel Live Room sessions (for different tutorials for example), you have to set up individual Live Rooms and share the links to your session in your Blackboard/Brightspace group.

Starting a Live Room session

PROBLEMS YOU MIGHT ENCOUNTER UPON ENTERING

- If your microphone and camera do not work, make sure to check if you are 'Live' in the 'Participants' panel:

Image 1

- If you get the error 'Instructor is offline' when opening your own LiveRoom you should clear your browser's cache and cookies. This will most likely resolve the problem. See this manual on how to clear cache in chrome. Or, this manual on how to clear you cache in Firefox.

TIPS

Inform your students about their webcam and microphone settings at the start of your session. Also explain how they should ask questions or share their thoughts during the lecture. Put these ground rules on the first slide of your presentation.

- **MICROPHONE**
  Using multiple microphones at once can create echoes, so it is best to ask participants to mute their microphones. They can do this by using the mic icon in the top left corner of the screen.

- **WEBCAM**
  - o Lectures < 25 students: students can leave their **webcam on** to encourage participation. If this slows down your internet connection too much, click on 'hide cameras' on the bottom left of your screen. You can still have a student appear on-screen when necessary by clicking on the 'presenter' icon.
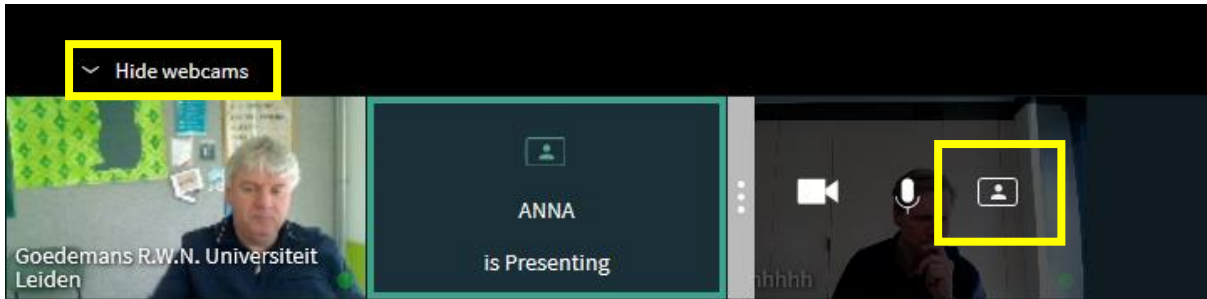

Image 2

  - o Lectures > 25 students: ask students to **turn off their webcam**. Having multiple webcams active will cause your connection to slow down.
- **QUESTIONS**
  - o Lectures < 25 students: ask students to **type their name in the chat** when they would like to ask a question or share their thoughts, so they be given a turn to ask questions or give comments.
    Please note: Unmuting audio from students can also be done by teachers, but this can take too much time. Asking students to unmute themselves is more efficient. Note that there is an option for students to digitally raise their hands but the interface can make it difficult for you to notice.
  - o Lectures > 25 students: With larger groups of participants it can be difficult to keep track of raised hands. Instead, you can **ask students to ask their questions in the chat.** It can be useful to have another person act as moderator for any questions, so they can answer the questions if possible, or forward them to the teacher.

Interacting with students in a Live Room session

Kaltura Live Room offers several functionalities that you can use to interact with your students during the session. Mind that when you as a teacher switch to any tool (e.g. whiteboard, quizz, sharing desktop) it can take a while to load. During the loading process, students will see black screen until the tool starts. Please inform your students that this is normal, and to wait until the tool has loaded.

CHAT

- By default, the chat box will be shown on your screen. To disable it, click on the "chat" button toolbar on the top of your screen.
- Moderators have their own chat group within the regular chat. This chat can only be seen by you and other moderators you might have assigned.

QUIZ

- Multiple Choice questions: answers to the MC questions will be displayed to you immediately

- Open-ended questions: you cannot immediately see the answers to the open-ended questions. To see these, you need to open the "quiz" tool again and then view - for each individual student - what their answer was. This is not an efficient use of your time, which is why we recommend using the chat for open-ended questions.

SHOWING VIDEO

- When showing your students a video via the playlist, mute your microphone to prevent echoes.
- Another option is to share the link to the video in the chat, so students can watch the video in another tab and save Kaltura bandwidth. Instructors can also watch the video, but please make sure to mute your microphone during.

BREAKOUT SESSIONS

Breakout sessions allow you to divide your students into smaller groups to work on short assignments.

- When using breakout sessions for the first time, give students 5 minutes extra time to adjust to the new online environment.
- Make sure that students can read the assignment again during the breakout session. You will need to add the assignment description to the 'files' folder in each of the breakout room. You can also opt to post the assignment on Blackboard before class if you intend to use of a lot of rooms.
- A clear division of roles (e.g. group leader, secretary, or presenter) can be useful. For randomly assigned break-out groups you could, for instance, ask students to rank themselves according to alphabetical order and then assign them roles based on their order.
- Encourage students to use the tools available in the breakout room, for instance the whiteboard.
- If students upload files, the teacher can access these files in the general 'files' folder. Students can also write notes which will be saved automatically; however, doodles on the whiteboard will not be saved. You can ask students to make a screenshot and upload it to files (before the timer on the breakout rooms runs out).
- Students cannot return to closed breakout sessions to retrieve documents after the time limit expires. Warn students to keep track of their time.
- You can keep track of which students are present in each breakout session, but only during the sessions. Keep in mind you will lose this overview once the sessions end, and you will need to access the breakout session tool again to retrieve their names. You can solve this issue by making one student per session the presenter or by taking notes/making a screenshot of who is present in the session.
- There may be a delay when you try to access a breakout session.
- Communicate to students which group number they are in, as they will not necessarily be able to see their group number.

Student Presentations

- Students can be designated as presenters by clicking on the 'presenters' icon (see image 2)
- In the participants' list, you can give presenting students permission to share files, play files, show their desktops, and/or make notes on the slides.

- If students have prepared slides for a presentation, they can email these to you; you can then add their slides to the session playlist. You should give the students permission to play files so they can control their PowerPoint during their presentation.

Recording

- It is possible to record your session by using the 'Record' function on the Tools tab. Keep in mind that there is always a 1 minute delay before the recording starts. You will have to assign how long the recording will run. Make sure this is long enough. It is possible to quit the recording earlier, but not to prolong the recording.
- Once the recording is finished, it is automatically added to Kaltura My Media on Blackboard/Brightspace. You can directly embed it in a Blackboard/Brightspace course and/or edit it (e.g. you can select only the lecture component of the session, or make it interactive by adding quiz questions).
- In the recorded file you will only see the Ppt and webcams. Please note that you will not see the chat, the breakout rooms or the answers to the quiz in the recording.