Watchitoo

Support and Contact Information

For Watchitoo-specific Support:

Support Online: www.watchitoo.com/support

Support Email: support@watchitoo.com

Support Phone: 212-354-5888 option 2

Important Notice

Joining a Meeting

This chapter describes how a typical user will access their online courses. Joining a meeting can be different depending on whether or not Watchitoo MeetingPro has been integrated into an existing management system or implemented as a stand-alone tool. In this chapter we review how to access your account from a standalone implementation.

Accessing your Account

► **To access your account:**

1   From the landing page enter the login ID and corresponding password provided by your institution
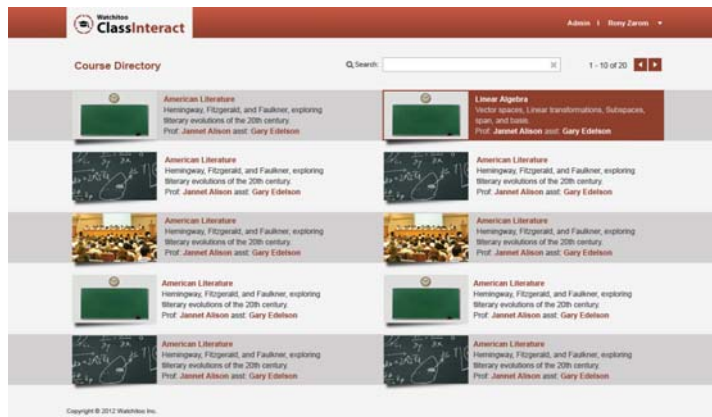

2   Select **Sign In**

> NOTE   Forgot your password? Select the text *Forgot your password?* then follow the prompts to reset your password.

Course Directory

Once successfully logged in to your account, you will see a list of courses that you are registered or assigned to. To enter a particular meeting, select the desired course you wish to enter.

| NOTE | Don't see all of your courses? If you do not see a course that you are supposed to be registered to, please contact your school administrator. |

Return to course directory

► **To return to the course directory:**

When in the course environment, you may need to return to the course directory to access another course. To return to the course directory, select **Back** in the top left corner of the page once in the meeting environment.

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Participating in a Session

This chapter describes a typical participant's Watchitoo learning experience. After selecting the course from the course directory, participants are forwarded to the live meeting.

Watchitoo Meeting

The image below is a screenshot of a typical Watchitoo meeting. In this instance there are 5 participants who have activated their webcams and have been added to the stage. They are working with Watchitoo's whiteboard application.

Watchitoo Meeting Legend

The following is a legend of each area in the Watchitoo interface. The professor determines the levels of control participants have so certain capabilities mentioned here may or may not be available to you.
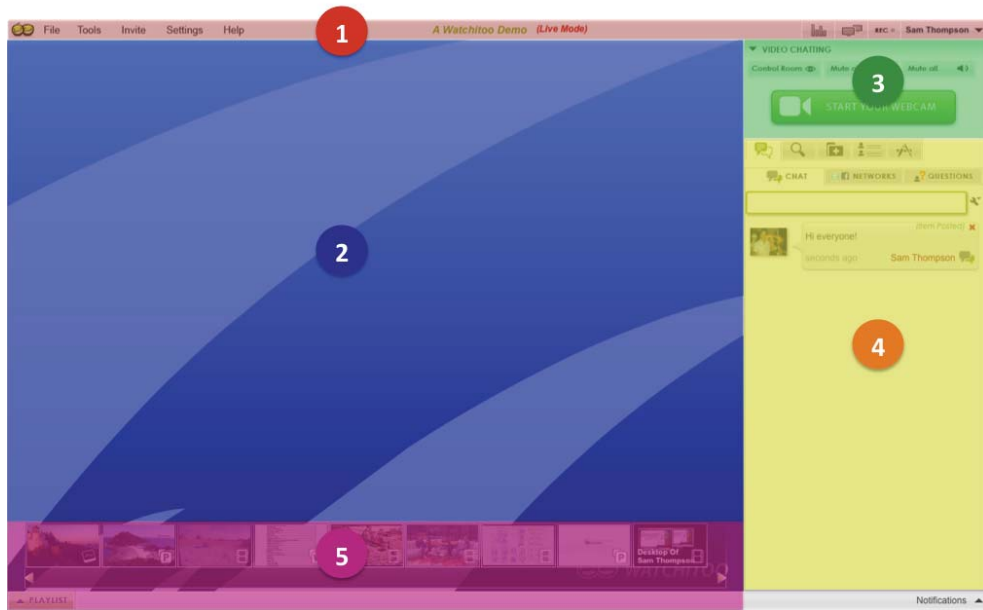
1	**Menu** File: New/Open Show, Upload File/Doc Tools: Screen Share, Whiteboard, Record	Invite: Contacts, Email, Facebook, Twitter Settings: Session Settings Help: Session Info, Support, Report Abuse
2	**Stage** View: Video, Images, Files, Conferencing Custom Layout	Display: Content, Video Feeds Play/Pause Presentation: Slides
3	**Video Activation** Cam/Mic Selection; Private Chat On/Off: Camera, Microphone	Mute All Control Room: prescreen participants, set interactive layers, choose theme.
4	**Interactive Features Section** Chat: Group Comments, Questions, Twitter Search: Online Media	Content: Acct Uploads, Hard Drive Participants Applications: Whiteboard
5	**Playlist** Show/Hide Playlist Display Content	Initiate Applications: Whiteboard, Screen Share Rearrange Content Remove Content

Activating Your Camera and Microphone

Once entering the meeting, you will want to activate your webcam so that you can be added to the stage and begin participating as a video participant.

► **To activate your camera and microphone:**

1   Click the "Start webcam" button in the Video Activation area as shown below:

The following window is displayed:

2   Click the **Allow** button. Watchitoo then identifies the default camera and microphone. If your computer has more than one camera and/or audio input device and you want to change the default selection, then use the dropdown menus that appear to the right of the **ON/OFF** buttons after the hardware is activated.

Your camera and microphone settings and your video chat window are then displayed on the right of the stage, as shown below:

Participating in a Session

As a participant, you will be able to chat, ask questions and view content on the stage. Only the moderator controls what is displayed on the stage, and can initiate screen sharing, whiteboard and drag comments and questions to the stage. The moderator can also grant moderator rights to a participant to upload content.

Participant List

► **To see a list of the session's participants:**

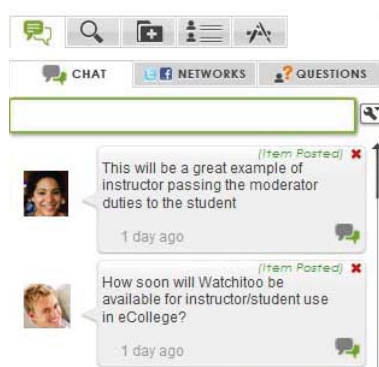- Click the **Participants** [icon] button.

Chatting

Participants can chat with each other, and with the moderator at any time. All chat comments in the interactive features section are seen by all participants.

► **To chat:**

1 Click the [icon] icon to the right of the stage.

2 Make sure that the **Chat** tab is selected.

3 Enter text in the outlined box and press **Enter**.

Asking Questions

Participants can ask questions at any time. Only the moderator(s) can see a question. The moderator can then decide to drag the question into the Stage for all participants to see.

► **To enter a question:**

1   Click the [icon] icon to the right of the Stage in the Interactive Features Section.
2   Make sure the **Question** tab is selected.
3   Type a question in the outlined box and press **Enter**.

Writing on a Whiteboard

When a moderator activates the Whiteboard application, the moderator and participants can all draw on the whiteboard at the same time and everyone can see the changes in real-time.

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Files

Professors are able to manage course materials and share required files with participants in an on-demand environment found within the *Files* tab. To access files that your professor has shared with the meeting as well as meeting recordings, you will need to select the *Files* tab.

Browse shared files

If you cannot find a file that has been shared it may be on a different page within the *Files* tab. If all files fit within the first page, then please contact your professor and ask him to share the file.

► To browse shared files:

If there are multiple pages of files you will be able to cycle through the multiple pages by selecting either the left or right arrows. When the arrows are not greyed out you have more than one page of shared content.

Search shared files

► <u>To</u> **search shared files**<u>:</u>

1 Select the text entry search bar

2 Enter the name of the file you are searching for – the files that match what you enter will automatically display in the list

View shared files

► <u>To</u> **view shared files**<u>:</u>

Once you find the file you wish to see, select the underlined file name. It will appear in the viewer. The play options will vary according to the file type.

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Playground

Playground is a tool for online 'break-out' sessions. Every participant – participant & professor – has the ability to activate their webcam and go on stage as well as share content with all present. Perfect for after meeting discussions and late night study sessions. Playground has many of the features of the meeting environment, but is set to enable everyone to get into a session quickly and have the power to engage without a moderator present.

Playground – Breakout Session

| NOTE | Need to know how to use Playground? The controls for Playground are the same as your meeting! |