LearnMate Live

Instructor's Guide

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intelitek

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LearnMate Live Instructor's Guide

February 2013

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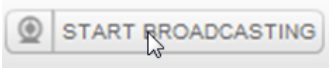
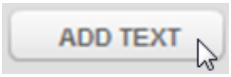
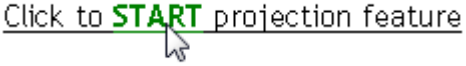
Quick Guide

LearnMate Live is a web-based platform that allows the delivery of multiple live lessons to multiple students from any computer connected to the internet. With LearnMate Live, all students can see and hear the lesson, and interact with the teacher via chat. The teacher can, at any moment, connect with any of the students for a live, interactive discussion that can be observed by all other students.

The table below provides instructions for basic use of the system.

Operations	**Instructions**	**For more information see:**
Create a new Live Lesson	See section 1, page 1.	
Begin a broadcast	Click START BROADCASTING. 	Section 3, page 5
Add text to a video broadcast	Click ADD TEXT. 	Section 3.6, page 8
Invite a student to co-host	Click a student's name, and then click INVITE CO-HOST.	Section 3.3 page 6.
Open chat to all students	Click the open chat button. 	Section 4.1, page 13
Create a poll	Click the poll icon. 	Section 4.4, page 17
Invite a student to a private chat.	See section 4.3, page 16.	
Appoint a student as an operator	See section 4.2, page 15.	
Share your screen	Select Click to START projection feature at the bottom of the screen. 	Section 3.7, page 10

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1. Creating a Live Lesson

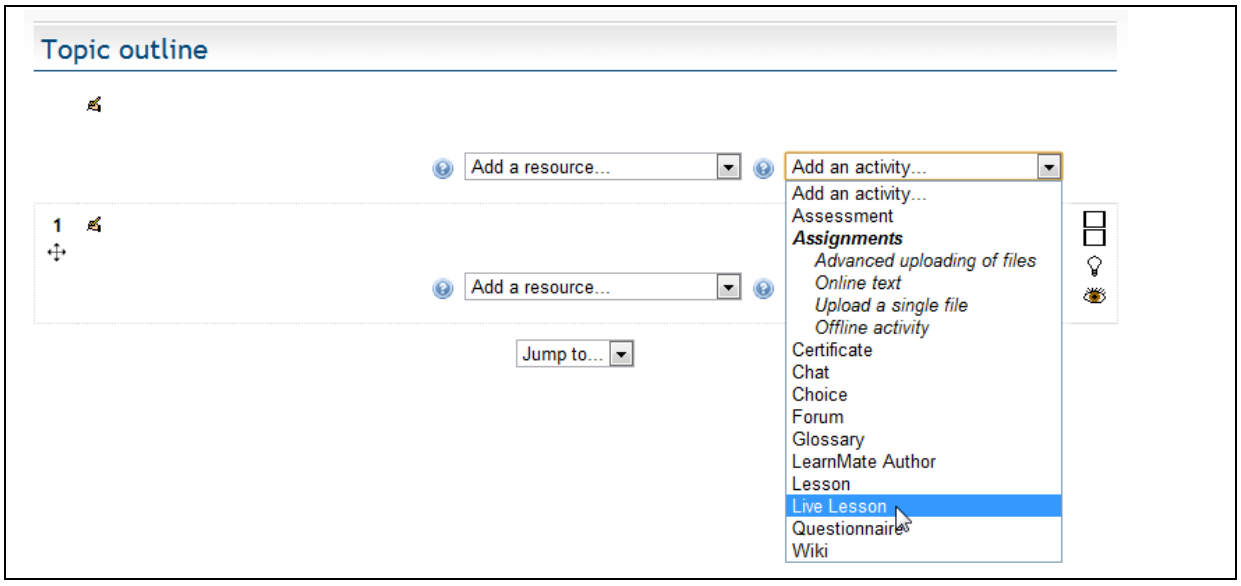
To deliver a lesson in LearnMate Live Lesson, you must first create a new lesson and schedule its start time (date and hour).

❖ ***Note:*** *Instructors/students cannot enter a Live Lesson before its start time.*

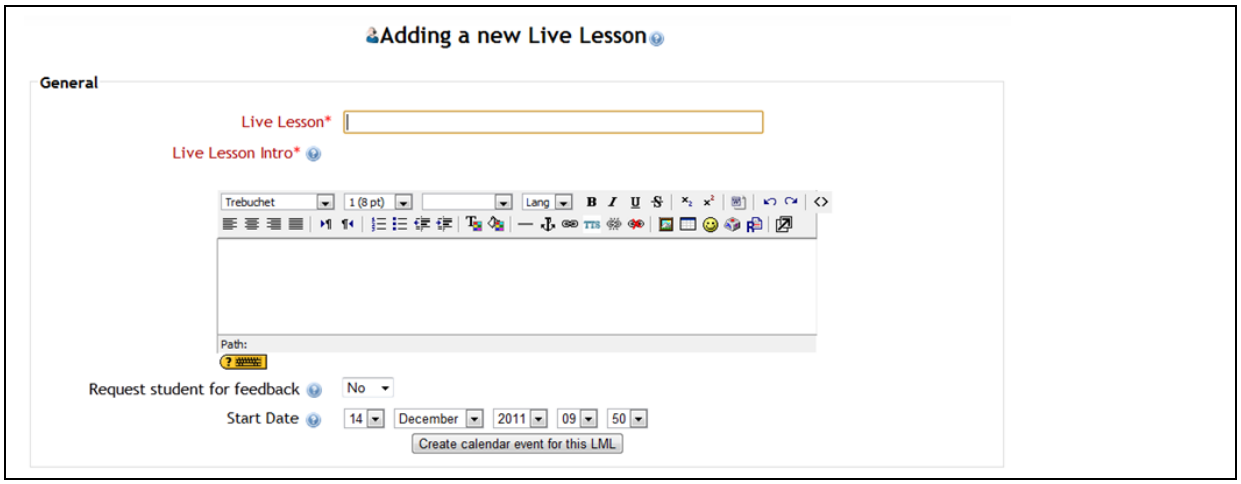
To create a new Live Lesson:

1. In the top-right corner of the course page, click Turn Editing On.

2. In an *Add an activity...* drop-down menu, select Live Lesson. The ***Adding a new Live Lesson*** page is displayed.



3. In the *Live Lesson* field, enter a name for your new Live Lesson.



4. In the *Live Lesson Intro* field, enter an introduction for your new Live Lesson.
5. In the *Request student for feedback* field, select Yes if you want students to provide feedback for your lesson.
6. Using the *Start Date* drop-down menus, select a start date for your new Live Lesson.

   You can create a calendar event for a Live Lesson. Click Create calendar event for this LML and follow the instructions in the displayed New Event window. For more information, refer to the LearnMate 5 Teacher's Guide.
7. Click Save and return to course or Save and display. The new Live Lesson activity is added to your course.

2. The Live Lesson Interface

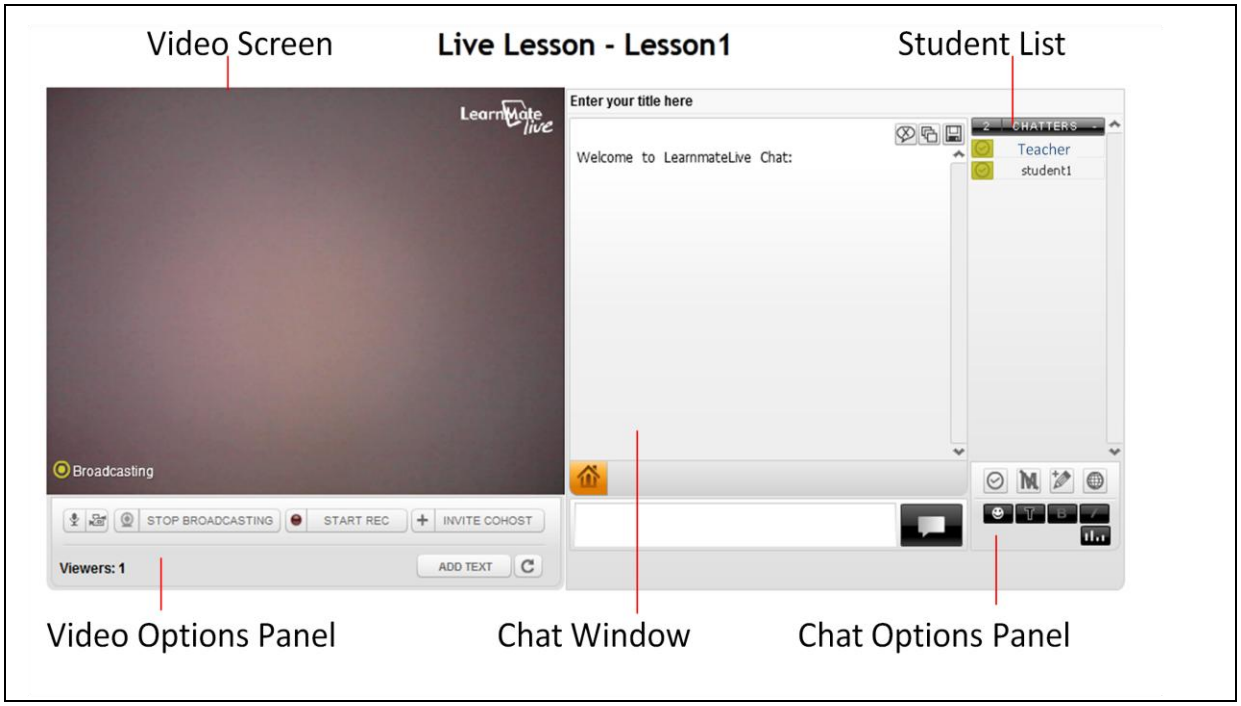
To begin a new Live Lesson or to return to an existing Live Lesson:

- Click the name of the lesson in the ***Course Live Lesson*** page. The ***Live Lesson*** page is displayed.

A Live Lesson consists of two components:

- Video/Audio broadcast
- Chat

The ***Live Lesson*** page displays the *Live Lesson* window. The *Live Lesson* window is divided into five main areas.



The following table summarizes the main areas of the ***Live Lesson*** page.

Area Name	Description
Video screen	Displays the video broadcast of the Live Lesson. For more information, see section 3. Broadcasting in LearnMate Live, on page 5.
Video Options Panel	Allows editing of the video broadcast. For more information, see section 3. Broadcasting in LearnMate Live, on page 5.
Chat Window	Displays the chat and allows the entry of chat messages.
Student List	Displays a list of all of the students that are currently attending the lesson.
Chat Options Panel	Allows editing of chat messaging. For more information, see section 4. Using LearnMate Live Chat, on page 13.

3. Broadcasting in LearnMate Live

The LearnMate Live video function enables you to broadcast your lesson over the internet.

For more information on:

- Beginning a Live Lesson Broadcast, see section 3.1
- The Video Options panel, see section 3.2
- Inviting a co-host, see section 3.3
- Recording video, see section 3.4
- Retrieving recorded video, see section 3.5
- Adding text to a video broadcast, see section 3.6

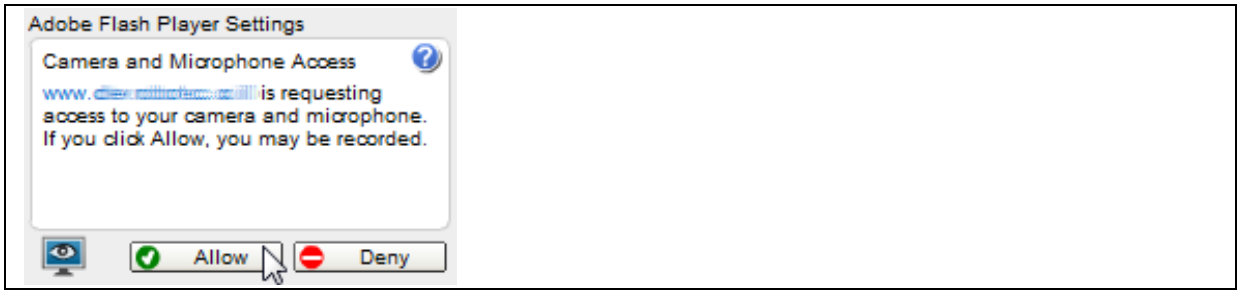
3.1 Beginning a Live Lesson Broadcast

❖ ***Note:*** *To broadcast video and audio, a webcam and a microphone are required. When the Live Lesson page is first displayed or refreshed, a system message pop-up window requesting access to your camera and microphone is displayed.*

To begin a Live Lesson Broadcast:

1. Click the name of the lesson in the ***Course Live Lesson*** page. The ***Live Lesson*** page is displayed.

2. In the system message pop-up window, click Allow.



3. In the *Video options* panel, click START BROADCASTING. Alternatively, click on the video screen. The broadcast is live and the lesson is in session. Students can now attend the lesson. A blinking green dot in the video screen indicates that the lesson is being broadcast.

3.2 The Video Options Panel

The following table summarizes the functions of the *Video options* panel.

Function	Icon	Notes
Start/Stop Broadcasting		Starts / stops the video broadcast of the lesson.
Start/Stop Recording		Records the video broadcast of a Live Lesson. For more information, see section 3.4. Recording Video, on page 7.
Invite Co-host		Invites a student to simultaneously broadcast video in the lesson. For more information, see section 3.3. Inviting a Co-host, on page 6.
Microphone Options		Allows you to change the microphone settings of the Adobe Flash Player.
Camera Options		Allows you to change the camera settings of the Adobe Flash Player.
Add Text		Adds text to the video broadcast. For more information, see section 3.6. Adding Text to a Video Broadcast, on page 8.
Refresh		Restarts the video.

3.3 Inviting a Co-host

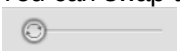
You can designate a student as a co-host. Co-hosts can broadcast like an instructor, but they do not have access to the all of the video panel options that instructors have, such as the ability to record broadcasts or add text layers. Co-hosts require web cameras and microphones to broadcast video and audio, respectively.

To invite a co-host:

1. In the *Student List* area, select a student.

2. In the *Video options* panel, click INVITE CO-HOST. A new, inserted video screen is displayed in your video screen. At this point, the co-host's broadcast is also displayed in the video screens of all other students. (To remove a co-host, click REMOVE CO-HOST.)

The inserted video screen of the co-host's broadcast has several adjustable features:

- You can move the screen by dragging its center.
- You can change the volume.
- You can swap the sizes of the main and inserted video screen. Drag the slider bar  to do so.

3.4 Recording Video

Recording the video broadcast of a lesson stores the video and allows you to view it at a later time.

❖ ***Note:*** *The recording is cancelled and is not saved if stopped within 20 seconds of starting it.*

To record the video broadcast of a Live Lesson:

1. In the *Video options* panel, click START REC. Recording of the lesson begins.
2. Click STOP REC to end the recording. The *Save video* pop-up window is displayed.
3. Enter a name for the recorded lesson in the *title* field. You may optionally enter text in the *Description* and *Tags* fields.

4. Click Save. Your lesson recording is saved.

3.5 Retrieving Recorded Video

❖ ***Note:*** *It may take up to 4 hours from the time of recording before you are able to retrieve a recorded video.*

To retrieve a recorded video:

1. Enter the Live Lesson for which you want to retrieve a recording.
2. At the bottom of the ***Live Lesson*** page, click Click here to view your recordings for this live lesson and download them. The ***Recordings*** page is displayed.
3. Click the saved recording that you want to retrieve. A pop-up window is displayed.
4. Select Open to view the recording, or Save to save it.
5. Click OK.

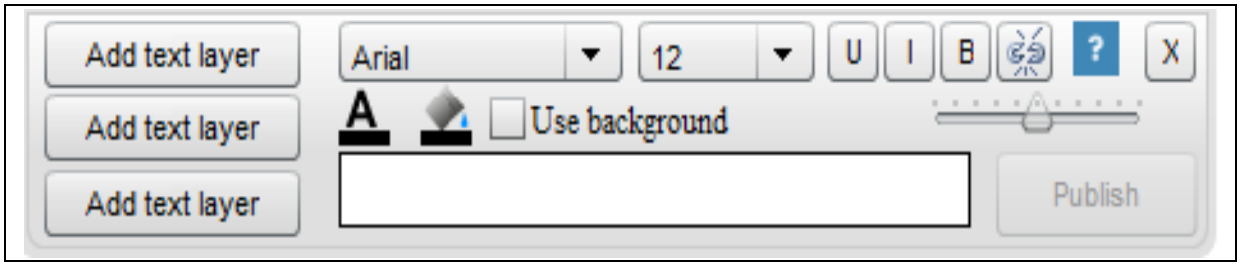
3.6 Adding Text to a Video Broadcast

LearnMate Live allows you to place text on the video broadcast screen. This text is seen by students in their video screens.

❖ ***Note:*** *You can add up to three text layers (text boxes) in the video screen.*

To add text to the video:

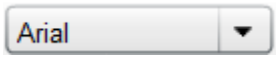
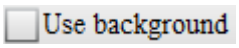
1. In the *Video options* panel, click ADD TEXT. The *Text editing* panel is displayed.



2. Click Add text layer. A highlighted, red outlined text box is displayed in the top-left corner of the video screen.
3. In the *Enter text* field of the *Text editing* panel, type in the desired text.
4. Format the text as required. There are several ways in which you can format the added text:
   - **Move to a desired location:** Drag the text box from its center.
   - **Resize:** Drag the bottom-right corner of the textbox.
   - **Edit the text:** Use *Text editing* panel. See section 3.6.1. Features of the Text Editing Panel, on page 9.
5. Click Publish. The text is displayed in the students' screens.

3.6.1 Features of the Text Editing Panel

The *Text editing* panel provides easy access to the text editing options. The following table summarizes the features and options of the panel.

Feature Name	Icon/Symbol	Description
Change Font		Changes the font of highlighted text.
Change Font Size		Changes the size of highlighted text.
Underline		Underlines highlighted text.
Italics		Italicizes highlighted text.
Bold		Bolds highlighted text.
Hyperlink Indicator		Adds or removes a hyperlink. For more information on hyperlinks, see section 3.6.2. Adding Hyperlink, on page 9.
Help		Displays help.
Close		Closes the *Text editing* panel.
Change Text Color		Changes the color of the text.
Change Background Color		Changes the background color of the displayed text if the *Use background* box is selected.
Use Background Box		Displays the selected background color.
Marquee		Scrolls the text and changes the scroll speed of the text.

3.6.2 Adding Hyperlinks

You can insert a hyperlink into the text in the video screen. Students can click the hyperlink text and connect to the website you specified.

To add a hyperlink:

1. In the video screen, click a text box to highlight it.
2. In the *Text editing* panel, click the hyperlink indicator icon . The *Add hyperlink* field is displayed.

3. Type or paste the desired URL into the *Add hyperlink* field.
4. Click OK. To test the hyperlink, double click the highlighted text.

3.7 Sharing Your Screen

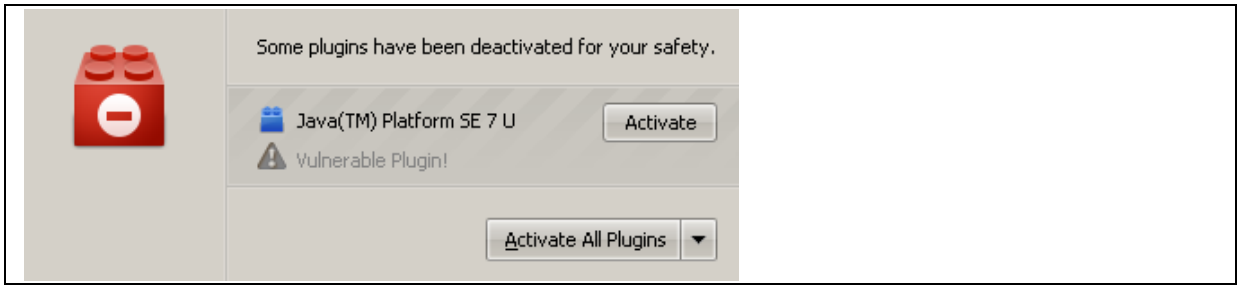
LearnMate Live allows you to share your screen with your students during a Live Lesson. In order to do so, your computer must have Java Runtime Environment 1.7 u11 or later. The Java Platform SE 7 U plug-in must also be enabled.

This section provides the following information:

- How to activate Java. See section 3.7.1, Activating Java.
- How to start and stop screen sharing. See section 3.7.2, Starting and Stopping Screen Sharing.

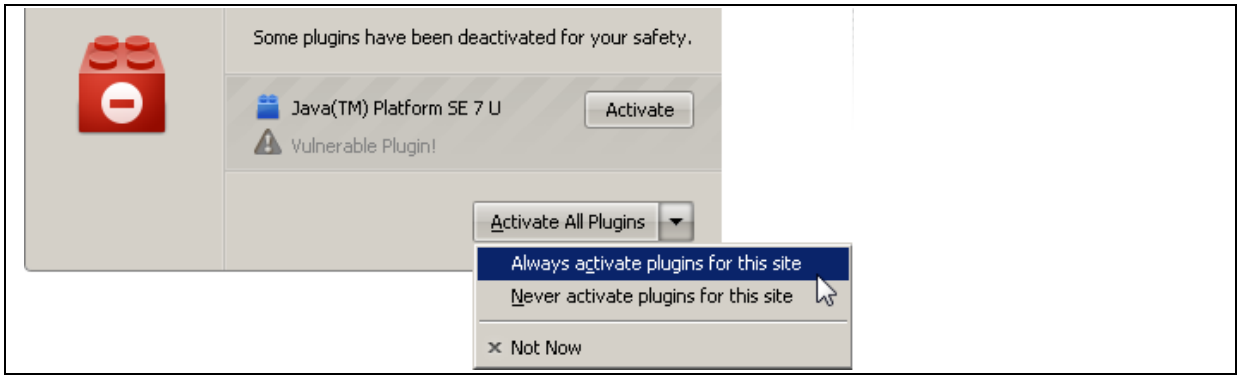
3.7.1 Activating Java

When running LearnMate Live for the first time, the following pop-up window may be displayed.



To activate Java:

1. In the Activate All Plugins dropdown menu, select Always activate plugins for this site.



The following pop-up window appears:

2. Click Run. Java is active, and screen sharing is enabled.

3.7.2 Starting and Stopping Screen Sharing

To share your screen with students:

1. Ensure that you are broadcasting a Live Lesson.
2. At the bottom of the screen, select Click to START projection feature.

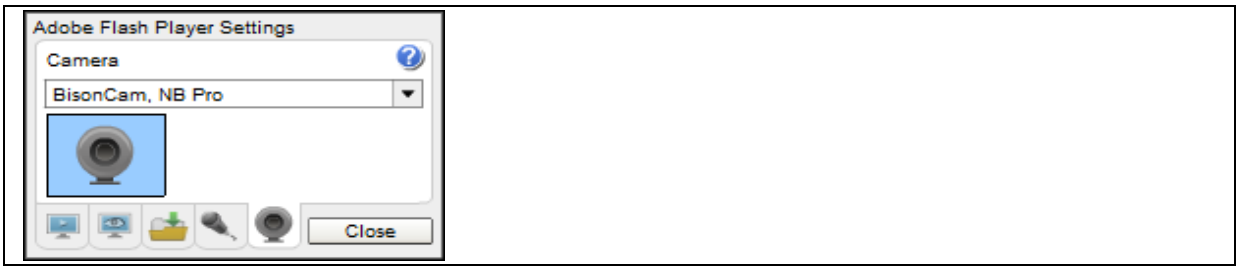
Students can now view your shared screen.

To terminate screen sharing at any time, select Click to STOP projection feature.

3.8 Adjusting Adobe Flash Player Settings

You can change the settings of your Adobe Flash Player to help optimize the audio and video broadcast of the Live Lesson. In addition, you can alter the flash player's privacy and storage settings. These tasks are performed via the *Adobe Flash Player Settings* pop-up window.

To access the *Adobe Flash Player Settings* pop-up window, click on the microphone options icon or the camera options icon . The *Adobe Flash Player Settings* pop-up window is displayed.



The *Adobe Flash Player Settings* pop-up window has five tabs, each of which is responsible for changing a different aspect of the Adobe Flash Player. The following table summarizes the function of each tab.

Tab Icon	Tab Name	Function
	Camera	Allows you to change the camera for the broadcast if your computer is connected to multiple cameras. Use the dropdown menu to select an alternate camera.
	Microphone	Allows you to change the microphone used for the broadcast. The tab also allows you to increase or decrease the recording volume or reduce the echo. Drag the slider bar to increase or decrease recording volume.
	Local Storage	Allows you to change the amount of information that the LearnMate Live website stores on your computer. Drag the slider bar to increase or decrease the amount of stored information.
	Privacy	Allows or denies the LearnMate Live website access to your camera. You cannot broadcast a Live Lesson if you select Deny.
	Display	Allows you to enable or disable acceleration of hardware on your computer such as video or graphics cards. If you have display problems, such as poor picture quality or slow display times, deselect Enable Hardware Acceleration.

4. Using LearnMate Live Chat

The LearnMate Live chat allows sending text messages to all or individual students. You can also allow/disallow students to join the chat, as well as award several types of chatting privileges to specific students.

There are two different types of chat rooms:

- **The main chat room**
  Text messages displayed here are visible to everyone.
- **Private chat**
  Text messages displayed here are visible only to users in the private chat.

For more information on:

- Using the *Chat* window, see section 4.1
- Adding student operators, see section 4.2
- Opening a private chat, see section 4.3
- Creating a poll, see section 4.4

4.1 Using Chat

In the *Chat* window, you can send text messages to your students and invite individual students to private chats. There are many features and options available in *LearnMate Live Chat*. These features are available through:

- The *Chat options* panel, see section 4.1.1
- The Student pop-up menu, see section 4.1.2

4.1.1 The Chat Options Panel

The functions of the *Chat options* panel icons are summarized in the table below.

Icon	Name	Function
	Clear Chat	Clears and deletes all of the existing text messages in the chat.
	Waiting Rooms	Views groups of students waiting to enter the chat if the number of students in the chat exceeds the limit.

	Save Chat	Saves the chat history.
	Change Status	Changes your status. Green represents *online*, orange represents *Away*, and red represents *Do not disturb*.
	Show/Hide System Messages	Allows you to show or hide any system messages.
	Open Chat	Toggles between allowing and disallowing students to chat in the main chat room.
	Home Page	Opens a tab of the ***My courses*** page in your web browser.
	Send Text	Sends a text message.
	Send Emoticon	Inserts an emoticon.
	Text Color	Change text message color.
	Bold	Bolds the text.
	Italic	Italicizes the text.
	Polls	Creates a poll for students. For more information, see section 4.4. Creating a Poll, on page 17.
	Main	Returns you to the main chat room.

4.1.2 The Student Pop-up Menu

There are several privileges that can be awarded to individual students. Options for addition and removal of these privileges are found in the student pop-up menu.

To access an individual student pop-up menu, select the name of a student in the *Student List* area.

The options in the student pop-up menu are summarized below.

Option	Description
Private Chat	Invites the student to a private chat. For more information, see section 4.3. Opening a Private Chat, on page 16.
Invite Co-host	Invites the student to co-host the video broadcast. For more information, see section 3.3. Inviting a Co-host, on page 6.
Add Operator	Gives the student operator privileges. For more information, see section 4.2. Adding and Removing Operators, on page 15.
Kick Out	Removes the student from the main chat room. New text messages in the main chat room are not visible to the student.

4.2 Adding and Removing Operators

If the open chat icon is not selected (see 4.1.1. The Chat Options , on page 13), only instructors and operators can chat in the main chat room. A student cannot chat in the main chat room or invite other users to a private chat room unless that student is also an operator.

To award or revoke student operator privileges:

1. In the C*hat* window, select a student. The student pop-up menu is displayed.

2. Select:
   - Add Operator to award operator privileges to a student.
   - Remove Operator to revoke a student's operator privileges.

4.3 Opening a Private Chat

Private chats allow you to send text messages to one or more students without displaying the text messages to students in the main chat room.

To invite a student to a private chat:

1. In the *Student List* area, select a student. That student's pop-up menu is displayed.
2. In the student pop-up menu, select Private Chat. A new tab is displayed with the name of the student in the private chat.

3. Type a text message to the student in the text message field.
4. Click the send text icon or press Enter. The student receives your text message and is able to send text messages in return.

You can:

- Toggle between the main chat room and private chats by clicking on the appropriate chat room tab.
- Choose not to accept a private chat invitation from another user. Click *ignore* in the *Chat* window to do so.

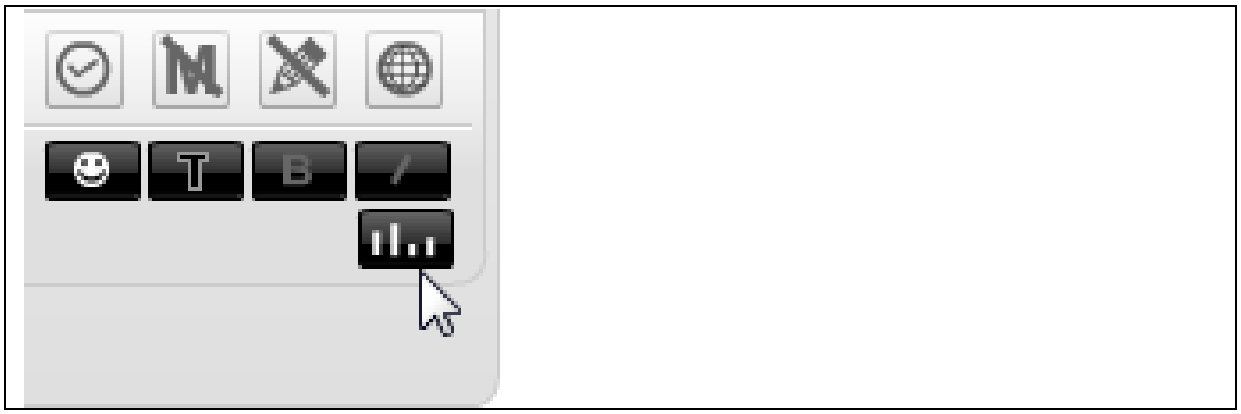
4.4 Creating a Poll

You can poll your students during a Live Lesson.

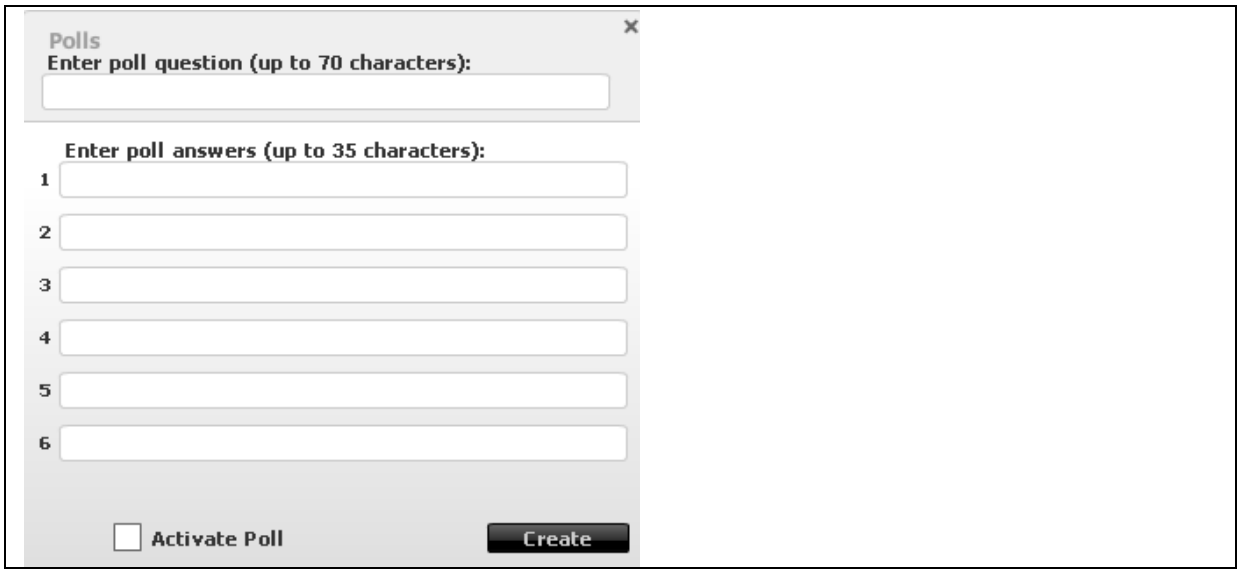
- ***Note:*** *Only one poll can be active at a time.*
- ***Note:*** *To review the results of the poll, click the Poll icon at any time.*

To create a poll:

1. In the C*hat* window, click the Poll icon. The *Create Poll* window is displayed.



2. In the *Create Poll* window, enter the pole question and possible poll answers in the relevant fields.



3. Check the *Activate Poll* box and click Create. The poll is active and can be answered by students.

5. Broadcast Quality

The broadcast quality of the video broadcast can be adjusted according to the capabilities of your computer and your internet connection. For example, if your internet connection is slow, you would elect to broadcast at a lower quality.

There are two steps to optimize broadcast quality:

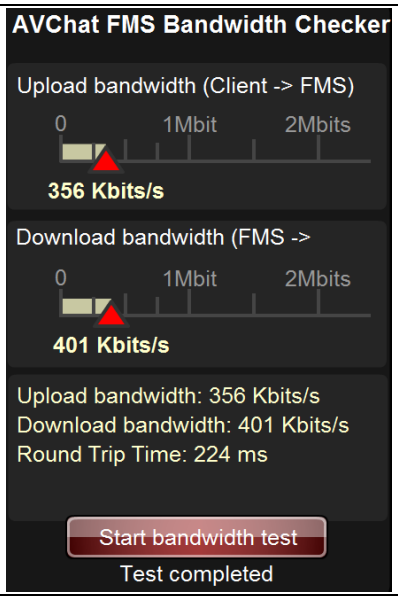
1. Determine your connection speed. See section 5.1.
2. Based on your connection speed, select a broadcast profile. The profile you select specifies the broadcast quality. See section 5.2.

5.1 Testing Bandwidth Quality and Connection Speed

To test your bandwidth and connection speed to the Live Lesson server:

3. Below the *Live Lesson* window, click Click here to test the speed of your connection to the Live Lessons Server. The *Bandwidth Checker* window is displayed.
4. Click Start bandwidth test.

The test results are displayed.

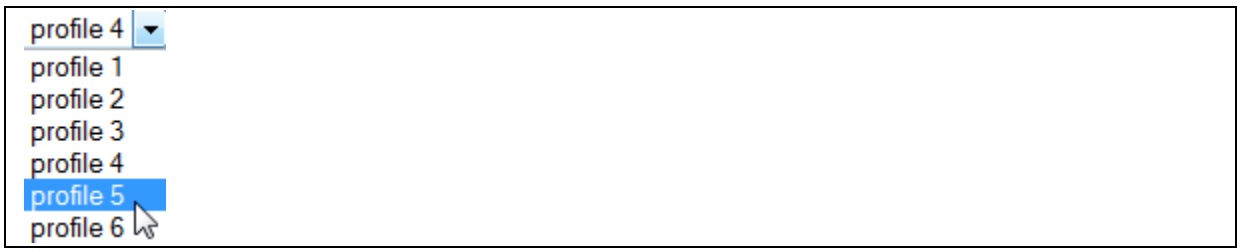


5.2 Changing Broadcast Profile

You can change the broadcast profile of the video broadcast. Profiles represent the quality and speed of the broadcast. Live Lessons with profiles of the lowest number are broadcast in the highest quality and speed. As profile number increases, the quality and speed of the broadcast decrease. If the internet connection from which you are broadcasting has a relatively low bandwidth and speed, it is recommended to change the broadcast profile.

To change the broadcast profile:

- In the *frames per second* dropdown menu, select a different profile number. The quality of the broadcast changes accordingly.



The table below lists suggested profile numbers for each range of connection speeds.

❖ ***Note:*** *Profile 2 is the default profile.*

Measured Upload Bandwidth (Kbit/s)	Suggested Profile
150	1
260	2
420	3
480	4
512	5
560	6

6. Reviewing Feedback

LearnMate Live allows administrators to monitor the feedback that students give to their instructors following a Live Lesson.

To check the feedback summary, refer to the LearnMate 5 Administrator's Guide.