

LearnMate Live



Student's Guide

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LearnMate Live Student's Guide
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Quick Guide

LearnMate Live is a web-based platform that allows you to watch and listen to your instructor from any computer connected to the internet. The application also allows you to interact with your instructor via text messages.

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

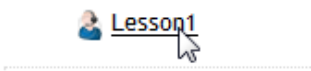

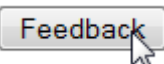
Operation	Instructions	For more information see:
Enter a live lesson	Click the live lesson link in your course page. 	Section 1, page 1
Answer a poll	Click the poll icon in the <i>Chat</i> window. 	Section 4.5, page 10
Give feedback	Underneath the <i>LearnMate Live</i> window, click the feedback button. 	Section 5, page 11
Invite a user to a private chat	In the Chatter list, double-click on the name of a chatter.	Section 4.4, page 9
Change video settings	See section 3.1, page 3.	
Co-host a broadcast (if invited to do so)	See Section 3.2, page 3.	
View the instructor's shared screen	Select click to view projection at the bottom of the screen.	Section 3.3, page 6
Manage a chat room (if invited to do so)	See Section 4.4, page 9.	

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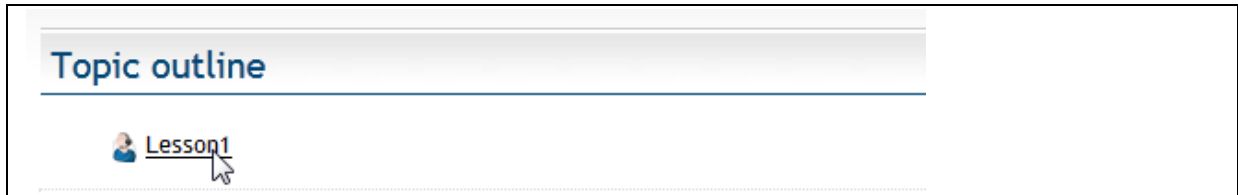
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1. Attending a Live Lesson

- ❖ **Note:** Every Live Lesson has a start time. You cannot enter a Live Lesson before the start time. You also cannot enter a Live Lesson if the Live Lesson is not in session.

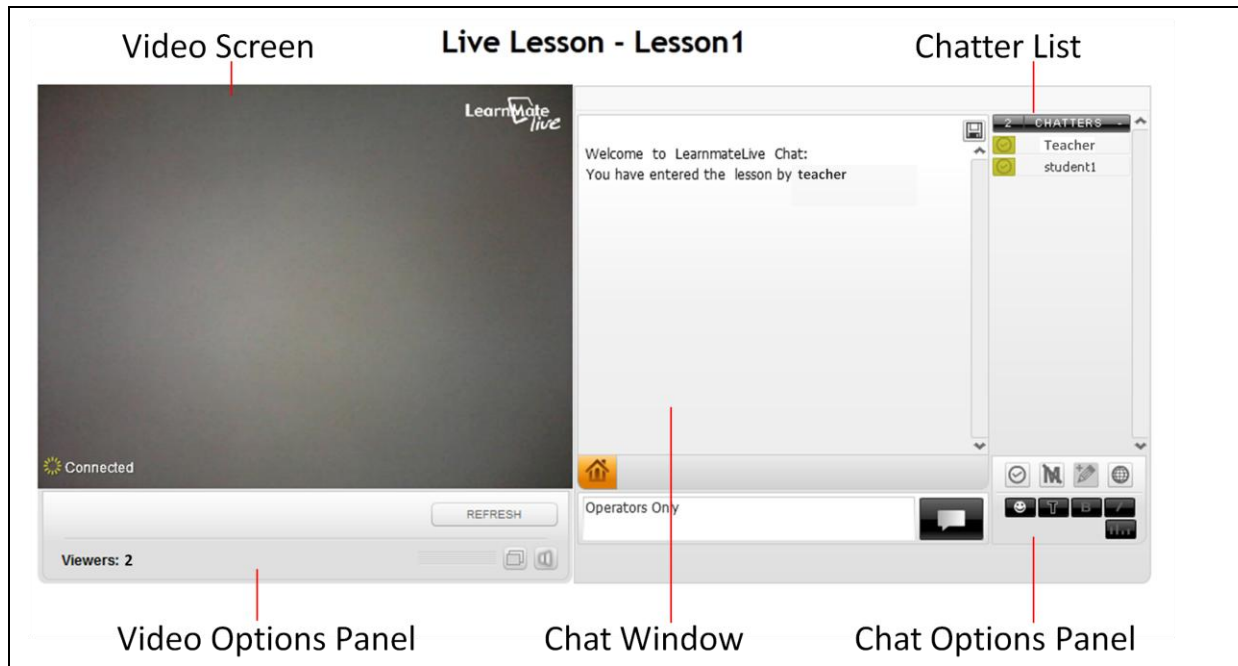
To enter a new Live Lesson, or to return to a Live Lesson in session:

- In the **Course** page, click the name of the lesson. The **Live Lesson** page is displayed.



2. The Live Lesson Interface

The **Live Lesson** page displays the *Live Lesson* window. The *Live Lesson* window contains five main areas.



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

Area Name	Description
Video Screen	Displays the video broadcast of the Live Lesson. For more information, see section 3. Viewing and Broadcasting Video in LearnMate Live, on page 3.
Video Options Panel	Enables you to change the video display settings. For more information, see section 3.1. Adjusting Video Settings, on page 3.
Chat Window	Displays the LearnMate Live chat and allows entry of text messages.
Chatter List	Displays a list of all 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 7.

3. Viewing and Broadcasting Video in LearnMate Live




LearnMate Live allows you to view the broadcast of a Live Lesson. The video broadcast is displayed in the video screen of the *LearnMate Live* window. If invited to do so by the instructor, you can also co-host the lesson by broadcasting from your computer.

For information on:

- Adjusting video settings, see section 3.1
- Co-hosting a broadcast, see section 3.2

3.1 Adjusting Video Settings

The *Video Options* panel contains controls for several settings of the video broadcast. You can adjust these settings to optimize viewing. The settings are summarized in the following table.

Function	Icon	Description
Full Screen View		Enlarges the video broadcast to fill the screen. Press Esc to return to the regular view.
Volume		Adjusts the volume of the broadcast.
Refresh Screen		Refreshes the screen.

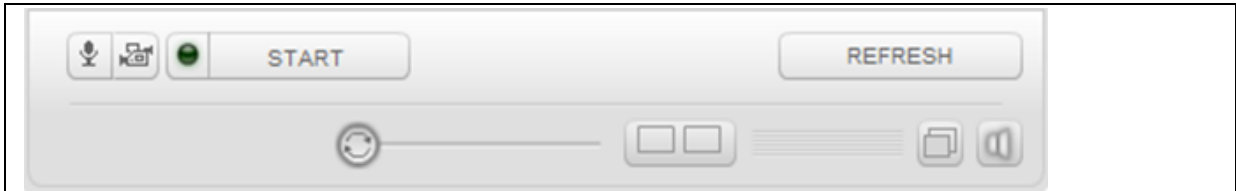
3.2 Co-hosting a Video Broadcast

For more information on:

- Beginning a broadcast, see section 3.13.2.1
- Broadcast functions, see section 3.2.2
- Adjusting Adobe Flash Player settings, see section 3.2.3

3.2.1 Beginning a Broadcast

During the broadcast of a Live Lesson, the instructor may give you the option of co-hosting the broadcast. If you are invited to co-host a Live Lesson, a text message is displayed in your *Chat* window and in your video screen. A smaller, inserted screen also is displayed in your video screen. Additionally, several new features are added to the *Video options* panel, as shown below.



To begin co-hosting a broadcast:

- In the *Video options* panel, click **START**, or click the video screen.



3.2.2 Broadcast Functions

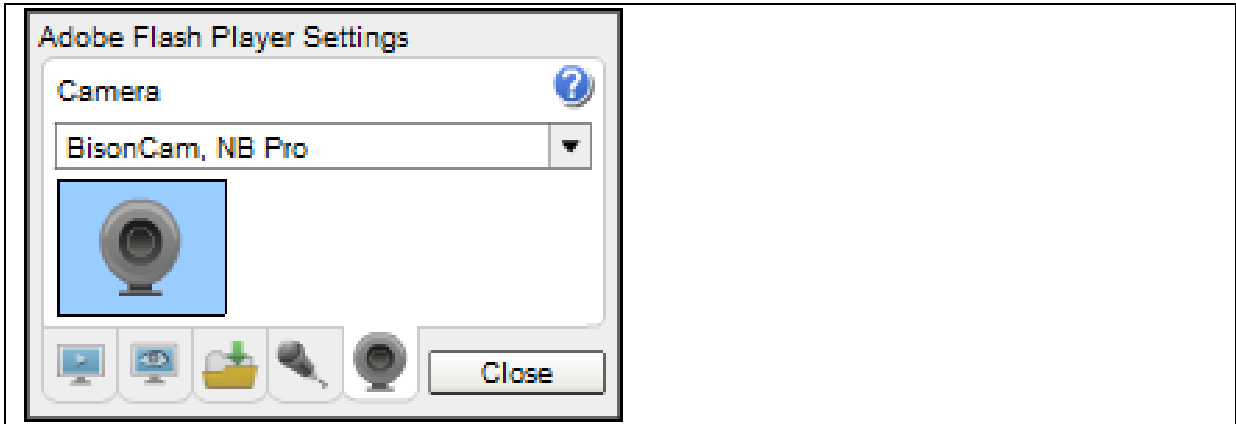
When you co-host a video broadcast, the *Video options* panel contains additional functions to which you have access. These additional functions are summarized in the table below.

Function	Icon	Description
Start		Starts your broadcast as co-host.
Audio Options		Allows you to change the sound settings of the Adobe Flash Player.
Camera Options		Allows you to change the camera settings of the Adobe Flash Player.
Resize Screens		Swaps the sizes of your screen and the instructor's screen.
Split Screen		Toggles between split screen view and normal view.
Drag Screen		Click and drag the smaller of the video windows to move it around.






3.2.3 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 when co-hosting. 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 to access 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 .

3.3 Viewing the Instructor's Screen

Your instructor may choose to share his or her screen with you and with other students in the Live Lesson. A flash player is required to view the shared screen.

To view the instructor's shared screen:

At the bottom of the LearnMate Live screen, select [click to view projection](#).



click to view projection

Your instructor's shared screen appears in a new window.

4. Using LearnMate Live Chat

The LearnMate Live chat area allows you to send text messages to the instructor and to other students. Initially, you do not have any chatting privileges. However, there are several situations in which you are able to chat:

- An instructor or operator invites you to a private chat.
- The instructor enables all students to chat in the main chat room.
- The instructor gives you operator privileges.

For more information on:

- The types of chat rooms, see section 4.1
- Using the *Chat* window, see section 4.2
- Exercising operator privileges, see section 4.3
- Opening a private chat, see section 4.4
- Answering a poll, see section 4.5


4.1 Chat Room Types












There are two different types of chat rooms:

- **The main chat room**
Text messages displayed here are visible to everyone. If the *Everyone can chat* icon is disabled, only instructors and operators can send text messages in the main chat room.
- **Private chat**
Text messages displayed here are visible only to chatters in the private chat. Only instructors and operators can invite other chatters to a private chat.

4.2 Using the Chat Window

Many of the *Chat* window features and options are activated by icons. The functions of these icons are summarized in the table below.

Icon	Name	Function
	Save Chat	Saves the chat history.

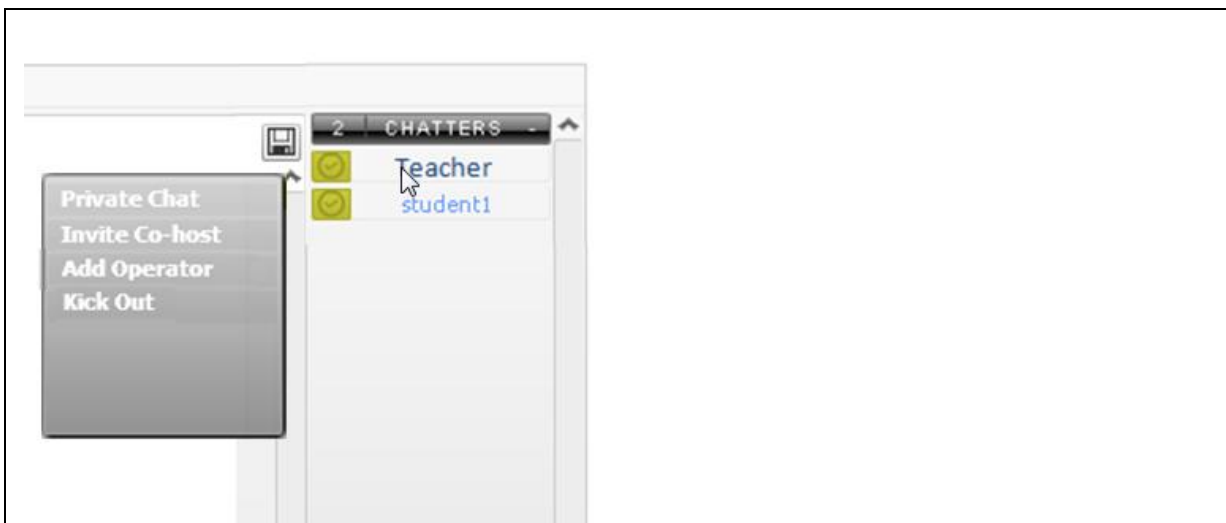
	Change Status	Changes your status. Green represents <i>Online</i> , orange represents <i>Away</i> , and red represents <i>Do not disturb</i> .
	Show/Hide System Messages	Allows you to show or hide any system messages that appear.
	Everyone Can Chat	Indicates who can write in the main chat room.
	Home Page	Opens a tab of the My courses page in your web browser.
	Send Text	Sends a text message.
	Send Emoticon	Allows you to send an Emoticon.
	Text Color	Allows you to change the text color in a text message.
	Bold	Bolds the text in a text message.
	Italics	Italicizes the text in a text message.
	Polls	When highlighted, this icon allows you to vote on polls prepared by the instructor. For more information on this topic, see section 4.5. Answering a Poll, on page 10.
	Main	Returns you to the main chat room.

4.3 Exercising Operator Privileges

Operators have several chatting privileges that non-operator students do not have. The following are the privileges of operators:

- The ability to chat in the main chat room at all times
- The ability to remove non-instructors from the main chat room

Operators can access some of their exclusive features in the chatter pop-up menu. To access the chatter pop-up menu, click the name of the relevant chatter in the chatter list.



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

Option Name	Description
Private Chat	Invites the chatter to a private chat. For more information on this topic, see section 4.4. Opening a Private Chat, on page 9.
Invite Co-host	<i>(Not available for student users)</i>
Add Operator	<i>(Not available for student users)</i>
Kick Out	Removes the chatter from the main chat room. New text messages in the main chat room are not visible to the chatter.

4.4 Opening a Private Chat

Opening a private chat allows you to send text messages to other chatters without displaying those text messages to chatters in the main chat room.

- ❖ **Note:** You can toggle between the main chat room and private chats. Click the appropriate chat room tab to do so.
- ❖ **Note:** You can choose not to accept a private chat invitation from another chatter. Click `ignore` in the Chat window to do so.

To invite another chatter to a private chat:

1. In the Chatter list, double-click the name of the chatter with whom you want to chat. A new chat tab is displayed with the name of the invited chatter.



2. Type a text message to the chatter in the *text message* field of the *Chat* window.
3. Click the send text button or press **Enter**. The chatter receives your text message and is able to send text messages in return.

4.5 Answering a Poll

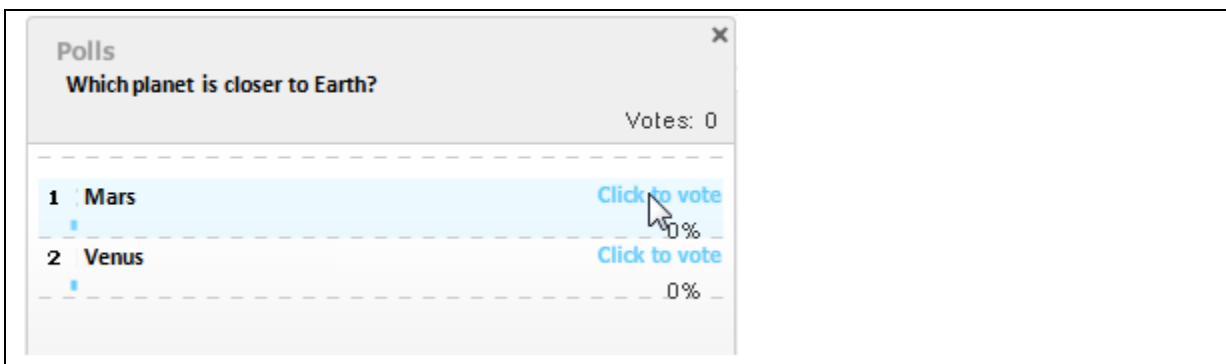
During a Live Lesson, you can vote on a poll created by your instructor.

To vote on an active (highlighted) poll:

1. In the *Chat* window, click the highlighted poll icon. The *Polls* window is displayed.



2. In the *Polls* window, select one of the answers. Click the answer to vote.



5. Providing Feedback

During or at the conclusion of each lesson, you may have the opportunity to give feedback to your instructor. (The instructor has the option of enabling or disabling this feature.)

To give feedback to your instructor:

1. At the bottom of the Live Lesson page, click **Feedback**. The *Feedback* window is displayed.
2. Select the desired feedback .

Please provide feedback for this lesson.

Excellent
 Good
 Fair
 Poor
 Very poor

3. Click **Save and close** to confirm, or click **Close without saving**.

6. Testing Bandwidth and Connection Speed

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

1. 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.
2. Click [Start bandwidth test](#).



The test results are displayed.

