SAFARI Montage® Live! Version 5 Moderators Guide

INTRODUCTION

SAFARI Montage Live! v5 (SML 5) is an exceptionally versatile educational platform and, thanks to its superior video quality, customizable session layouts, and robust multi-media support, it provides an ideal environment for distance learning, professional development, online meetings, and virtual field trips.

Creating and joining an SML 5 session is extremely simple. Fully integrated with SAFARI Montage, SML 5 allows any authorized individual to schedule an SML 5 session directly from their SAFARI Montage dashboard and to invite attendees from the entire SAFARI Montage user base, offering complete access to district personnel via the district's LDAP-compliant directory.

Each invitee receives a personalized e-mail invitation and a convenient dashboard link to access the session on the appointed day and time. Upon clicking the personalized e-mail or dashboard link, invitees will be taken directly into the meeting room with other attendees and may begin participating in the meeting according to their preset role.

At the heart of most sessions is the high-quality, multi-participant videoconferencing capability of SML 5, enabling participants to see and converse with one another, naturally and in real-time. If authorized, attendees may individually choose to broadcast video and audio or participate by audio only – either because they don't have a camera or based on moderator settings.

To complement the live video conferencing capability, SML 5 also offers built-in file upload and conversion capabilities to enable authorized users to upload, present, and share a wide array of everyday file types, including Microsoft Office® PowerPoint, Word, and Excel; Adobe PDF; as well as a variety of Image, Audio, and Video resources.

Participants may also communicate via shared and private text chat, collaborate via a shared whiteboard, and participate in live, session-wide real-time polls.

Sessions may be recorded for later review and are automatically shared to the dashboards of all participants.

SAFARI Montage Live! 5 is a comprehensive, all-in-one web conferencing platform and, as a completely browser-based solution, requires only a compatible web browser equipped with the Adobe Flash Plug-In, avoiding the need for the installation of additional client applications for participants.

Bibb County School District SAFARI Montage Contacts

Instructional Technology
Office 478-765-8616
Help Desk 478-765-8659

Dr. Monica Radcliff

monica.radcliff@bcsdk12.net

Vanessa Wynn
vanessa.wynn@bcsdk12.net

Mary Royal, Consultant/Trainer for SAFARI Montage
478-714-3937
mary.royal@bcsdk12.net

BEFORE YOU BEGIN – WHAT YOU NEED TO KNOW AS A MODERATOR

⭐ ***For best results and a most desirable experience, please use a dedicated internet connection and avoid using wireless.3/10/2014***

Note: These instructions assume you are familiar with the material contained in the observer and participant quick start guides. These are available at the end of this guide.

Roles

Attendee

Attendee is a generic term, referring to any individual participating in the videoconference without regard for their assigned role. Attendees may be assigned a role of Organizer, Moderator, Participant, or Observer. Roles are assigned by the session Organizer and may change from session to session – or even during a session, as determined by a session Moderator.

Organizer   Monica Radcliff   monica.radcliff@bcsdk12.net

The Organizer is responsible for scheduling the session and may or may not attend the live session.

When the Organizer schedules the session, he or she is responsible for inviting attendees, assigning each the appropriate role for the session – Moderator, Participant, or Observer, and setting a session password if appropriate.

Upon entering a session, each attendee enters with the predetermined role assigned by the Organizer and any user may be assigned any role based on the needs of the session.

Moderator

Each session is attended by one or more Moderators. If a session is attended by multiple Moderators, each shares full control over the session. As a Moderator, you are responsible for facilitating the session and responding to the needs or other attendees, such as requests to broadcast, launching polls, etc.

Once a session begins Moderator(s) may set the session layout, initiate session recording, share their screen, alter the preset role of other attendees, grant or remove more granular permissions, invite ad-hoc participants, or even remove an attendee from a session if necessary.

Moderators also commonly support one another during sessions, assisting attendees with any issues, answering questions via chat, launching polls, etc.

It's recommended that Moderators:

- Verify their computer configuration and their ability to broadcast well before the session
- Upload any presentation materials to their Media Library, convert them, and confirm
- Ensure the Screen Share Driver is installed and fully functional
- Join the session five to ten minutes in advance to greet and assist others as they join the session

Participant

Attendees assigned the role of Participant are able to contribute to the meeting fully – within the parameters established by the Moderator(s). For example, Participants may broadcast audio and video, provided the Moderator approves; may participate in Chat, respond to Polls, Q&A, participate in Shared Notes, and collaborate via the Interactive Whiteboard feature of SAFARI Montage Live!.

Observer

Attendees assigned a role of Observer may – as the name suggests – observe the session, but not participate.

Preparing to Moderate a Session

Verifying System Requirements

Confirm your system meets the following minimum system requirements.

Operating System[1]	Web Browser	Connectivity	Plug-ins
• Microsoft® Windows® (7, Vista®, & XP) • Apple® Mac OS® X (10.5, 10.6 or 10.7)	• Internet Explorer® 7 or later • Firefox® 11.x or later • Safari® 5.x or later. • Google Chrome	Minimum bandwidth of 100Kbps for a single broadcaster[2]	• Adobe® Flash® Player 10 or later • Screen Share plug-in[3]

[1]SAFARI Montage Live! Mobile integration not supported at this time.
[2]Based on the Easy Preset Template.
[3]Requires screen sharing permissions.

Session Guidelines

Bandwidth

As a guideline, if there are four people broadcasting in the medium Easy Preset template, you will need to have a minimum of 600Kbps per broadcaster (excluding yourself if you are broadcasting) available to receive video effectively. If using the small preset, assume 150Kbps/broadcaster. Your wireless network may not support this, depending on the number of broadcasters and content shared during the session. We recommend hard-wired connections to ensure the best possible experience. If your bandwidth is constrained, then you may have to ask the Moderator to have broadcasters reduce their resolution or size of their video broadcasts via text chat.

> **Warning:** Every attendee receives the total aggregate bandwidth of all those broadcasting in a session and therefore each individual's bandwidth requirements are greatly affected by the camera resolutions of all broadcasters in a session. Cameras set to higher resolutions will naturally require greater bandwidth and, if conducting a session with limited bandwidth, higher camera resolutions may degrade the performance of a session. As a moderator, please be aware that each user may set or change their own video and audio broadcast settings and advise all individuals that will be broadcasting of the appropriate setting expected for the meeting based on the participant environments.

Microphone/Speakers

An echo-cancelling microphone/speaker is required for group settings; however, a headset microphone is required for individual users from their desktop. Please note that using a non-echo cancelling microphone/speaker will create a bothersome echo during the conference. A built in audio test is available through **Options ► Preferences ► Mic & Speakers ► Hear Yourself** or **Play Music**.

Camera

Most standard built-in or external web cameras will function well, but must be Windows Driver Model (WDM) compatible or QuickTime® driver model (Apple workstations) compatible. A built in camera/video test is available through Options ► Preferences ► Camera & Video ► Preview.

Testing Broadcast Capabilities

Prior to your scheduled session, be sure to test your video and audio broadcast capabilities, screen share, and familiarize yourself with the user interface with another Moderator or individual. You will also want to ensure all attendees expected to broadcast during the session do the same.

Uploading and Converting Materials

In advance of a scheduled session, confirm your all materials are uploaded and have been successfully converted successfully, step through your presentation to confirm it presents correctly / as expected, and test with another Moderator or individual. For a complete list of supported file formats, please refer to page 26, **Supported File Formats**.

The Organizer (Monica Radcliff) will set up your SAFARI Montage Live! Session.
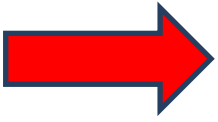
➡️ **To set up a meeting complete the attached Video Conferencing Form (Excel) for SAFARI Montage Live! and email it to mradcliff.k12.ga.us at least three (3) days before the scheduled conference. In case of emergencies, contact Dr. Radciff.**

Scheduled SAFARI Montage Live! Sessions

Once a SAFARI Montage Live! session has been scheduled, the Videoconference section of the moderator and the invitee's Dashboard will populate with their invitations. In addition, invitees will receive an email invite about the session.
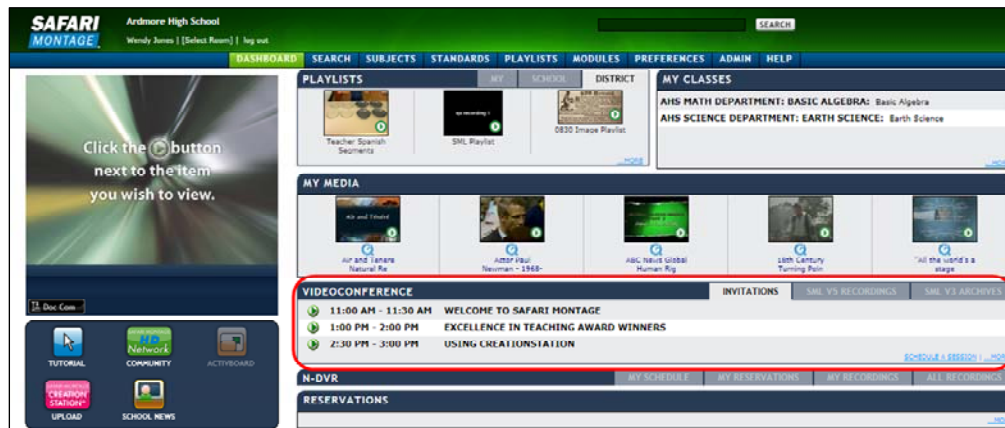
➡️ **Joining a SAFARI Montage Live! Session**

Join the session: SAFARI Montage Live! The moderator and attendees can easily join scheduled sessions in one of the following two ways. In addition, attendees can be invited to a session that is in progress by using the **Invite Person** function within the session.

Method 1: Via Email Invite

Once a SAFARI Montage Live! session is created, email invitations are sent to the attendees. To join the session, open **the received email invitation** and click on the session link found with in the session. You do not have to have a log in to SAFARI Montage to attend a session.

Participants and observers can also log in using **the SAFARI Montage mobile app**. Download the app prior to the session and then log in by clicking on the link in your email.

Method 2: Via the Dashboard

1. Log in to SAFARI Montage.
2. Click on the '**INVITATIONS**' tab of the '**VIDEOCONFERENCE**' section on the Dashboard.
3. Click on the green **Play** ( ) icon, next to the session's name, to enter the session.

> **Note:** Clicking the Play icon will launch the session in a new browser window, navigating away from SAFARI Montage.
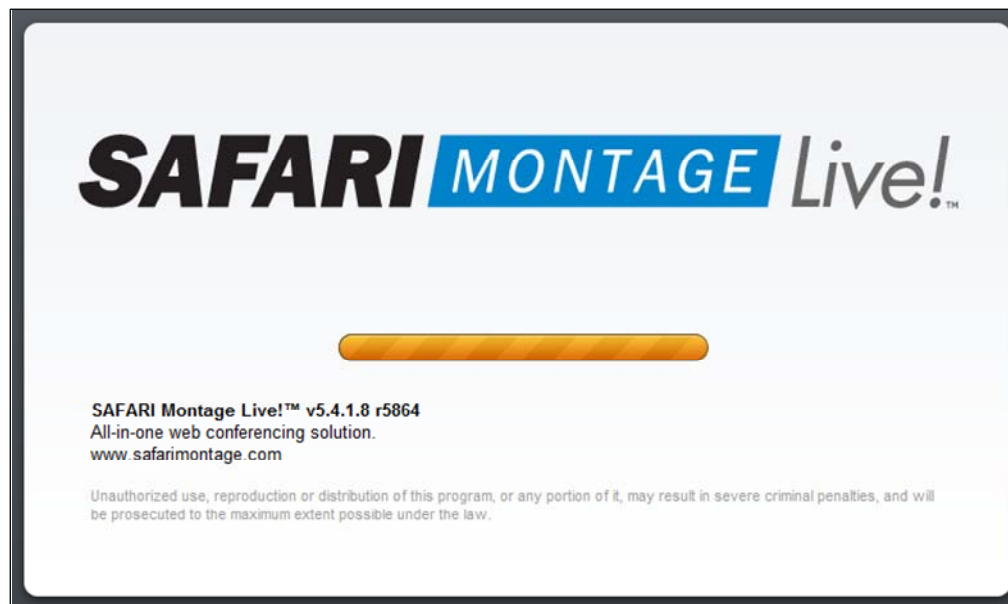
INSIDE THE SAFARI MONTAGE LIVE! SESSION

The Workspace

When you enter a SAFARI Montage Live! session, you will notice a set of windows and a menu bar. These windows are interactive units, separated by their primary function within the meeting. We refer to these as "components" and will discuss them in further detail later in this section.

Session Roles

The SAFARI Montage Live! session is an interactive environment where everyone can participate depending on the role they are assigned. The roles are as follows:

Role	Icon	
Organizer		**Monica Radcliff**
Moderator		
Participant		
Observer		

The person creating the session is the **Organizer**. Attendees enter at the role they were assigned when the meeting invitation was created. Guests enter as Observers.

Note: Guests are attendees invited ad-hoc to a session.

Each component has different rights based on the individual's role. These are explained in each relevant section of the user guide. The following table illustrates system wide permissions.

Rights	Moderator	Participant	Observer
Account Settings	☑		
Promote User to Moderator	☑		
Screen Layouts	☑		
Show / Hide Components	☑		
Invite Users	☑		
Kick / Ban Users	☑		

The Session Title Bar

The session title bar is an integral part of every meeting. It offers access to several important features and also gives feedback on the connection status of the application and meeting events.

The left side of the title bar is dedicated to the application menus. The right side provides notifications on events, quick access to important meeting features and shows your connection status.

Quick Access and Notifications

The right side of the session title bar provides access to common functions used in a session. Depending on the role of the attendee, some functions may be unavailable. Below describes these functions.

1. **Camera** – Enables and disables the video broadcast from the specified camera.
2. **Audio** -.Enables/disables the audio broadcast from the specified microphone. A push-to-talk button will appear, when enabled, allowing the attendee to click to speak. A lock function is also available so the attendee does not have to click the push-to-talk button every time they wish to speak. ==(We suggest that only sessions with 4 or less attendees use the talk and video functions. Larger sessions should use chat.)==
3. **Media Library** - Opens the Media Library and allows attendees to add, edit or share the media in their library. Note: The roles of Participant and Observer must have permission in order to share media.
4. **Invite Person** - Offers you a link you can send to anyone to invite them to this session on an ad-hoc basis.
5. **Screen Share** - Starts the Screen Sharing applet. SAFARI Montage Live! Screen Share driver required. You will be prompted to download this if the driver is not installed on your computer.
6. **Record Session** - Records the session and archives it for viewing later.
7. **Notifications** - Displays numbered badges when there are new notifications are available.
8. **Connection Status** - A green indicator indicates the attendee is connected to the session and has a strong internet connection. An orange indicator signifies a weak internet connection, and a red indicator indicates the attendee has been disconnected from the session, or there is no internet connection.

Using the Workspace Components

Every component in SAFARI Montage Live! is fully adjustable so you are able to customize each SAFARI Montage Live! experience to best fit your needs. You can hide and show components by using the **Workspace** menu in the application title bar. This can be done in two ways, either by selecting a predefined workspace layout or by individually selecting and deselecting components from the **Workspace** menu.

All components share some basic functionality:

- They can be moved by clicking and dragging their title bar.
- They can be collapsed by clicking the **Collapse Window** (▭) icon on the top right of their title bar.

> **Note:** To access the title bar icons, mouse over the title bar.

- Most components have their individual, context sensitive menu found by clicking on the triangle icon (②) located next to the component title of the title bar.
- They can be resized by clicking and dragging their resize handle found by moving the mouse to any edge of each component.

This functionality is reserved for Moderators only, with exception of the context sensitive menu, which is displayed to other user types with reduced options.

Modifying the Workspace

You can hide and show components using the workspace menu in the title bar. This can be done in two ways, either by selecting a predefined workspace layout or by individually selecting and deselecting various components from the **Workspace** menu. You can also close any component by clicking on the '**X**' at the top right of the title bar of each component.

Any changes you make to the workspace are immediately visible to all session attendees.

Predefined Workspace Layouts

You can easily switch between predefined workspace layouts using the **Workspace** menu of the application title bar. SAFARI Montage Live! is delivered with three predefined workspace layouts, designed for the three most common uses: **Presentation View**, **Discussion View** and **Conference View**.

- **Presentation View** – Focuses the attention of the session on the following components: Content Viewer, Audio/Video, Chat and Participants. This is the default workspace when you enter a SAFARI Montage Live! session.
- **Discussion View** – Focuses the attention of the session on the following components: Audio/Video, Chat, Participants, and Shared Meeting Notes. It is the perfect workspace for a meeting where note-taking or agenda viewing is important.
- **Conference View** – Focuses the attention of the session on the following components: Audio/Video, Chat and Participants. This workspace is perfect for a traditional face to face video conference.

Custom Workspace Layouts

If you frequently customize the workspace layout of your session, SAFARI Montage Live! allows you to save this customized layout for use in future sessions. To save a custom workspace layout, perform the following:

1. Create the preferred workspace layout by dragging, resizing and collapsing the components as you see fit.
2. In the **Workspace** menu, select "**Save Current View**", enter a name and click on the "**OK**" button.

The customized workspace layout is now saved and available from the Workspace menu.

The Workspace Components

The following components are available in SAFARI Montage Live!. They can be moved, resized, collapsed and even hidden depending on your particular necessities.

This section will discuss the function and operation of each component.

Video Conference

The Video Conference component is used for real-time video conferencing.

Session functions and restrictions

To ensure an orderly session, different roles have different access levels to this component. The following table summarizes the differences:

Component Function	Moderator	Participant	Observer
Set Video Window Size and Shape	☑		
Show Video Window in Full Screen	☑	☑	☑
Stop other Video / Audio broadcasts	☑		
Turn on/off video or audio	☑	☑*	
Freeze/unfreeze Video and Mute/unmute Audio	☑	☑	☑

*With permission

Broadcasting

Starting and Stopping

To start broadcasting video and audio, perform the following:

1. Click on the "**Start my Video & Audio** button located in the middle or bottom right of the Video Conference component.

> **Note:** Additional broadcast methods can be used by clicking on the down arrow (②) of the "**Start my Video & Audio**" button.

2. Click on the "**Allow**" button, allowing Adobe® Flash® Player to access the camera and microphone.

| *Start my Video & Audio* | *Allow Adobe Flash Player* | *Broadcasting* |

The broadcast begins and is visible in the Video Conference component of all attendees to view.

To stop broadcasting video and audio, simply click the "**Stop my Broadcast**" button.

Additional Controls

In additional to starting and stopping a broadcast, SAFARI Montage Live! provides additional controls over broadcasts. You can mute the audio, freeze the video or turn off another attendees broadcast.

To mute the audio of an attendee, perform the following:

1. Mouse over the video widow of the attendee.
2. Click on the microphone icon to mute the audio. Clicking on the microphone icon again will unmute the audio.
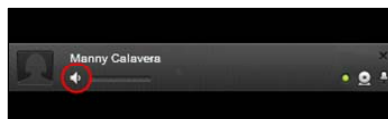
To freeze the video of an attendee, perform the following:

1. Mouse over the video widow of the attendee.
2. Click on the camera icon to freeze the video. Clicking on the camera icon again will unfreeze the video.
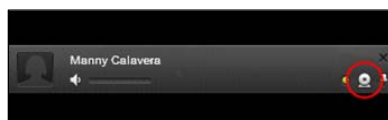
To stop the broadcast of an attendee, perform the following:

1. Mouse over the video widow of the attendee.
2. Click on the 'X' icon to stop the broadcast.
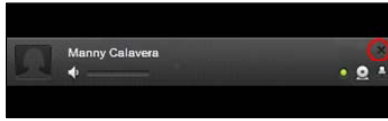
Broadcast Modes

To offer full flexibility depending on any bandwidth or hardware restrictions, SAFARI Montage Live! offers several broadcast modes to choose from.

By default a session is set to Video & Audio mode, but can be easily to switch to Video or Audio only modes.

To switch between broadcast modes, perform the following:

1. From the Video Conference component, click on the triangle icon (②) located next to the '**Start my Video & Audio**' button.
2. Select the broadcast mode to use from the drop down list.
3. Broadcast begins in the selected mode.

While in a Video only mode, audio can be enabled by clicking on the microphone icon ( ) located on the session title bar.

While in an Audio only mode, video can be enabled by clicking on the camera icon ( ) located on the session title bar.

Full Screen Mode

SAFARI Montage Live! allows the video broadcast from any user in a session to be displayed full screen. To display full screen video, mouse over the video broadcast and click on the full screen icon ( ) located at the top left of video broadcast. To exit full screen mode, press the '**Esc**' key on the keyboard.

> **Note:** Selecting full screen display of a broadcaster's video is a personal selection and others will continue to view the session as arranged by the moderator(s).

Participants

View and manage attendees in a session.

Session functions and restrictions

To ensure an orderly session, different roles have different access levels to this component. The following table summarizes the differences:

Component Function	Moderator	Participant	Observer
View who is connected	☑	☑	☑
View how many attendees are connected	☑	☑	☑
View the roles of attendees	☑	☑	☑
Promote /Demote attendees	☑		
Remove attendees	☑		

Managing Attendees

Promoting and Demoting

To change the role of an attendee within the session, do the following:

1. Click on the avatar of the attendee having their role changed.
2. Mouse over '**Role**' from the sub menu.
3. Select the new role for the attendee from the list.

Organizers and Moderators can further refine an attendee's role by assigning specific permissions. To access the permissions, follow Step 1 from above and select '**Permissions**' from the sub menu.

Removing

To remove an attendee from a session, do the following:

1. Mouse on the attendee to be removed.
2. Click on the 'X' to remove the attendee.

Content Sharing

When displaying any type of document based content in SAFARI Montage Live it will be displayed in the Content Sharing component. Typically you will load documents from the Media Library/File Shared component which is discussed in the next chapter.

When using the Content Sharing component it is important to note that only one attendee can lead the content sharing at any one time. The component provides feedback as to the attendee doing the leading.

The Content Sharing component also contains a multi-user whiteboard function which can be used to mark-up any content.

Session functions and restrictions

To ensure an orderly session, different roles have different access levels to this component. The following table summarizes the differences:

Component Function	Moderator	Participant	Observer
Display shared content	☑	☑	
Close shared content	☑	☑	
Enable /Disable Whiteboard	☑	☑	

Sharing Content

Loading Content into the Content Sharing Component

Files are added to the Media Library and then loaded into the Content Sharing component. Refer to Supported File Formats on page 26 for a list of SAFARI Montage Live! supported file formats.

To load a file into the Content Sharing component, do the following:

1. Open the Media Library component by clicking on the **Media Library** icon ( ) located on the **Title Bar**.
2. Double click on the file to load it into the Content Sharing component.

> **Note:** Files not native to SAFARI Montage Live! will require conversion. See the **Media Library/Shared Files** section for more information.

> **Tip:** Loading files into the Content Sharing component and converting them well in advance of starting a session is an encouraged practice.

Using the Whiteboard Feature Content

SAFARI Montage Live! provides a built-in multi user whiteboard within the Content Sharing component. This gives attendees the ability to mark up content, collaborate and teach.

Note: Any annotations made using this feature are kept with the active session.

Enabling the Whiteboard Feature

There are two methods to using the Whiteboard feature:

*   As a standalone whiteboard
*   As an overlay on an opened media file

To enable the feature as a standalone whiteboard, do the following:

1. Click on the **Whiteboard ► Start Whiteboard** button in the Content Sharing component.

To enable the feature as an overlay on a media file, do the following:

1. Open a media file in the Content Sharing component.

2. Click on the **Whiteboard Overlay** icon ( ) located at the bottom right of the Content Sharing component.

    To disable the feature, click on the **Whiteboard Overlay** icon, while the feature is enabled.

> **Note:** Any annotations made are kept with the active session regardless if the overlay is disabled or the media file is closed.

Media Library/Shared Files

The Media Library/Shared Files component is a personal repository used for the storing and converting of media to be used and shared during a SAFARI Montage Live! session.

Note: The media uploaded remains in the Media Library until it is deleted by the uploading account holder.

Tip: Loading files into the Content Sharing component and converting well in advance of starting a session is an encouraged practice.

Session functions and restrictions

To ensure an orderly session, different roles have different access levels to this component. The following table summarizes the differences:

Component Function	Moderator	Participant	Observer
Add files to library	☑		
Delete files from library	☑		
Convert files	☑		
Share files	☑		
Open / display files	☑		
Save / Download shared files	☑	☑	☑

Working with Files

Adding a File

To add a file to the Media Library, do the following:

1. Open the Media Library component by clicking on the **Media Library** icon ( ) located on the **Title Bar**.
2. Click on the **Plus** ( ) button and select '**Add from my Computer**'.
3. Locate the file to be added and click on the '**Open**' button, adding the file to the library.

Converting a File

Files not native to SAFARI Montage Live! will require conversion. To convert a file for use in the Content Sharing component, do the following:

1. Locate the file to be converted in the Media Library.

2. Mouse over the file to show the **Convert** ( ) button and click on the button.

Once the file conversion is complete, a green check ( ) icon will appear where the Convert button was alerting the attendee the file is ready for use.

Deleting a File

To delete a file from the Media Library, do the following:

1. Locate the file to be deleted in the Media Library.

2. Mouse over the file to show the **Delete** ( ) button and click on the button.

Sharing a File

Sharing files allows other attendees of the session to download files from the session to their local workstations. To share a file, do the following:

1. Locate the file to be shared in the Media Library.
2. Click and drag the file from the Media Library component down to the Shared Files component.

To download a file from the Shared Files area, mouse over the file and click on the green down arrow ( ) button.

Screen Sharing

SAFARI Montage Live! allows attendees of a session to share an entire screen, a specific window, or a specific program, to other attendees in a session.

The Screen Sharing component requires the installation of the SAFARI Montage Live! Screen Share driver. This driver is only needed by those attendees who would be using the screen sharing feature.

Session Functions and Restrictions

To ensure an orderly session, different roles have different access levels to this component. The following table summarizes the differences:

Component Function	Moderator	Participant	Observer
Screen share	☑		
Download Screen Sharing Driver	☑		
View a screen share	☑	☑	☑

Sharing a Screen

Installing the Screen Sharing Driver

Before the screen sharing function can be started, the Screen Sharing driver must be downloaded and installed.

To download and install the driver, do the following:

> **Note:** Attendees that plan to use the screen sharing function should download and install the driver prior to the session.

1. Click on the **Screen Sharing** icon ( ) located on the **Title Bar**.
2. Select '**Install Screen Share Plugin**'.
3. Follow the on-screen instructions to complete the installation.

Starting a Screen Share

To begin a screen share, click on the **Screen Sharing** icon ( ) located on the **Title Bar** and select the method to use for the screen share. After selecting a method, the screen share will begin.

> **Note:** The attendee using the screen sharing function will not be able to view the screen share.

Stopping a Screen Share

To stop a screen share, click on the '**Stop**' button located in the screen share window.
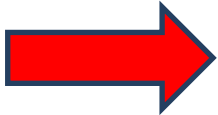
Chat

Chat is an unobtrusive means of communications during any online meeting or presentation. Large or small groups of users can communicate amongst each other without interrupting any video or audio broadcasts.

Session Functions and Restrictions

To ensure an orderly session, different roles have different access levels to this component. The following table summarizes the differences:

| Component Function	Moderator	Participant	Observer
Send a chat	☑	☑	
Email the chat transcript	☑	☑	☑
Clear the chat dialogue	☑		

Working with Chat

Typing and Sending a Chat Message

To type and send a chat message, do the following:

1. Type the message to be sent in the text field at the bottom of the Chat component.
2. Press the **Enter** key on the keyboard or click the **Enter** (⬜↵) button next to the text field.

To type and send a private chat message, do the following:

1. Click on the avatar of the attendee to message and select '**Private Chat**' or use the attendee drop down list to choose the attendee.

   A new tab with this attendee's name will appear in the Chat Component.
2. Type the message to be sent in the text field at the bottom of the Chat component.
3. Press the **Enter** key on the keyboard or click the **Enter** button next to the text field.
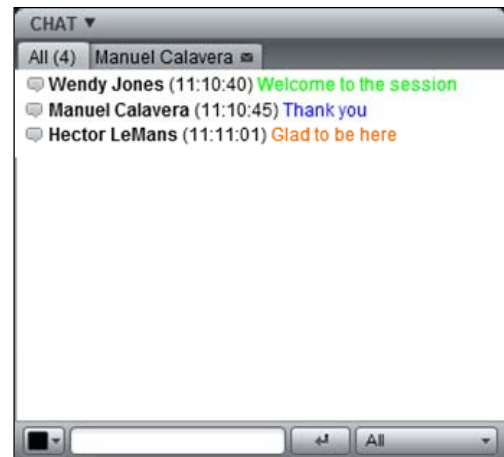
Sending the Chat Transcript

You can save the transcript to a file on your computer at any time by doing the following:

1. From the Chat component title bar, click on the triangle icon (②).
2. Select '**Email History**' from the menu.
3. Enter a destination email address and press the '**OK**' button

Poll

Create online questionnaires to make the session more interactive and engaging.

Questions are multiple choice and answers are presented as bar graphs, along with answer data by attendee.

Session Functions and Restrictions

To ensure an orderly session, different roles have different access levels to this component. The following table summarizes the differences:

Component Function	Moderator	Participant	Observer
Create a poll	☑		
Answer polls	☑	☑	☑
Email the poll and results	☑	☑	

Working with Polls

The organizer or a moderator can create polls before making them available to all attendees. Polls can be created at any time during a session.
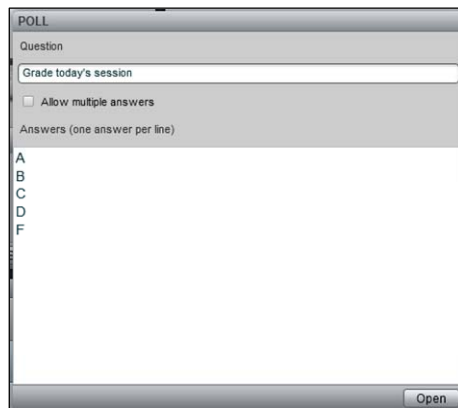
The Poll component has three states.

- Preparation – Preparing the poll
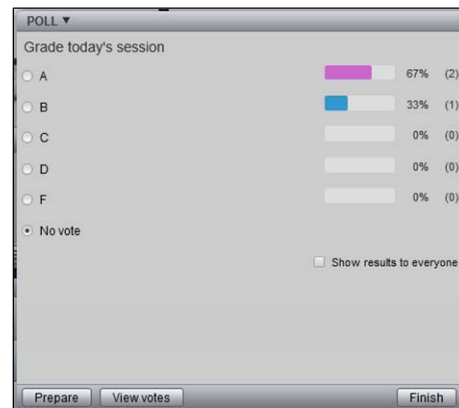- Live – Administering the poll
- Closed – Polling is over

Creating / Starting a Poll

To create and start a poll, doing the following:

1. Activate the Poll component by selecting **Workspace ► Poll** from the title bar.
2. Type the polling question into the **Question** field.
3. Enter the answers to choose from, one answer per line, in the **Answers** field.
   If multiple answers are used to answer the poll, enable the '**Allow multiple answers**' option.
4. Click the '**Open**' button to administer the poll.
5. Click the '**Finish**' button to close the poll.

Poll Preparation   *Live Polling*

Q & A

Allows organizers and moderators to selectively receive and answer questions before publishing them to the session.

Session Functions and Restrictions

To ensure an orderly session, different roles have different access levels to this component. The following table summarizes the differences:

Component Function	Moderator	Participant	Observer
Ask questions	☑	☑	☑
Answer questions	☑		
View question answers	☑	☑	☑

Working with Questions and Answers

Starting a Q & A

To start a Q & A, do the following:

1. Activate the Poll component by selecting **Workspace ► Q & A** from the title bar.

Asking a Question

To ask question, do the following:

1. Type the question into the text field at the bottom of the Q & A component window.
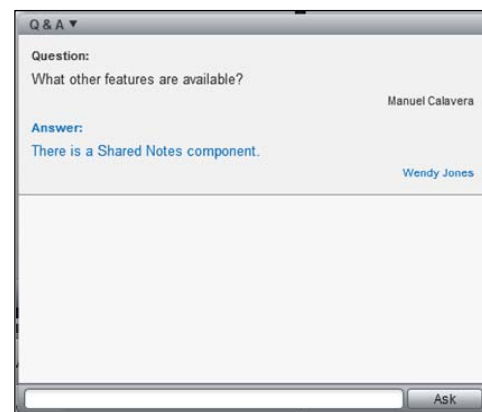2. Click on the '**Ask**' button to submit the question.

Answering a Question

To a question, do the following:

1. Select a question from the Q & A list to be answered.
2. Type the answer into the text field at the bottom of the Q & A component window.
3. Click on the '**Reply**' button to submit the answer and clear the question from the list.
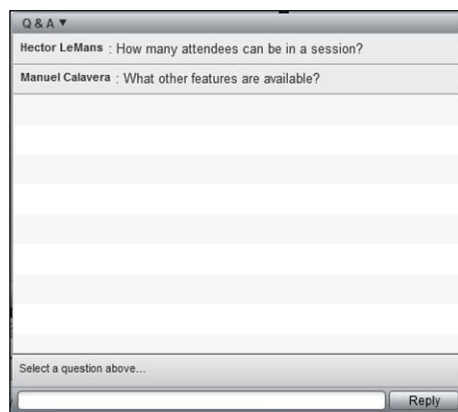
Questions List   *Question Answered*

Recordings

Organizers have the ability to record sessions for future use. Session recordings are automatically published to the SAFARI Montage dashboards of participants and are available in search results. All attendees of a session have access to the recordings of the sessions.

Session functions and restrictions

To ensure an orderly session, different roles have different access levels to this component. The following table summarizes the differences:

Function	Moderator	Participant	Observer
Start a recording	☑		
Stop a recording	☑		
Access the recording	☑	☑	☑

Working with Recordings

There are some important rules to remember regarding recordings.

- Moderators may starts and stops a recording.
- Only one recording can be made at any one time.
- If the Organizer exits the session, the recording is stopped and archived.

When starting a recording organizers are prompted to enter a name. This name should be similar to the session name and is used to identify the recording in SAFARI Montage.

Starting a Recording

To record a session, do the following:

1. Click on the Record (🔴) button located in the title bar.
2. Enter a recording title and click the 'OK' button.

The recording begins.

Stopping a Recording

To record a session, do the following:

1. Click on the Record (🔴) button located in the title bar.

The recording stops.

> **Note:** A recording cannot be resumed. Clicking the record button again will start a new recording.

Viewing a Recording

There are two methods for accessing session recordings in SAFARI Montage.

Method 1 : Via the Dashboard

1. Log in to SAFARI Montage.
2. Click on the '**SML V5 RECORDINGS**' tab of the '**VIDEOCONFERENCE**' section on the Dashboard.
3. Click on the green play (🟢) button next to the title of the recording to view to begin playback.
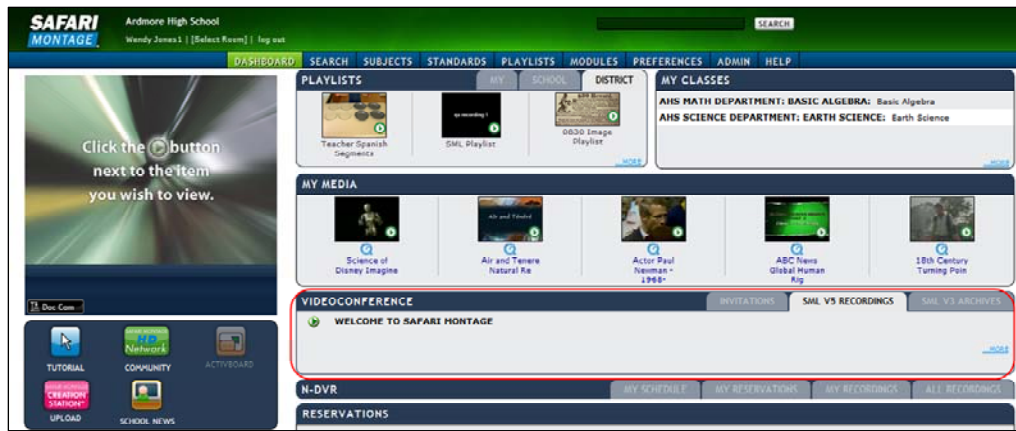
Method 2: Via Modules

1. Log into SAFARI Montage.
2. Click the '**MODULES**' tab on the SAFARI Montage dashboard.
3. Click on '**SAFARI Montage Live!**' on the left-hand navigation.
4. Click on '**SML v5 Recordings**' in the submenu of the left-hand navigation.
5. Locate the recording to be viewed and click on the green play ( ) button to begin playback.
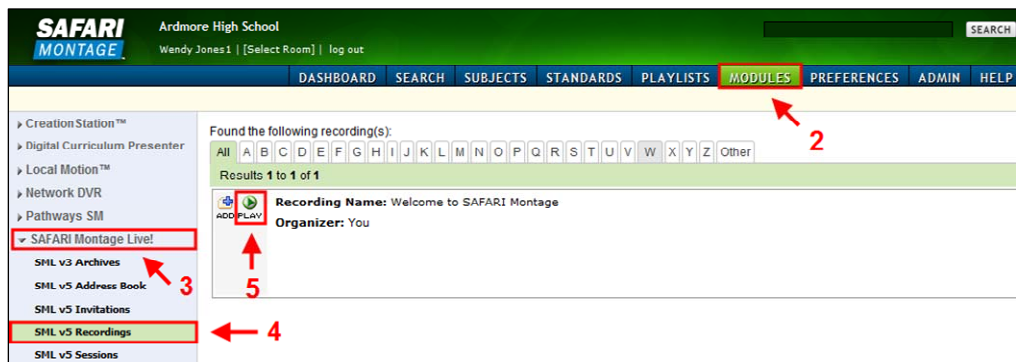
Supported File Formats

File Types Supported Natively

IMAGE	VIDEO	AUDIO	EXTERNAL SOURCES
* PNG	* FLV	* F4A	* YouTube
* GIF	* F4V	* MP3	* Flickr
* JPG	* MP4		* Any URL with a
* SWF	* M4A		supported file type
	* MOV		
	* MP4V		
	* 3GP		
	* 3G2		

File Types Supported by SAFARI Montage Live! Converter

IMAGE	VIDEO	AUDIO	OFFICE, TEXT & PDF
*BMP	* MPG	* AAC	* PPT, PPTX
	* MPEG	* WMA	* DOC, DOCX
	* MP4		* XLS, XLSX
	* MPG4		* TXT, RTF
	* MOV, MOOV		* PDF
	* WMV		