



How To: Prepare for and Conduct a Virtual Event

Preparing for your Virtual Event – Confirm your System Readiness!

It is recommended that you verify your system readiness in advance of your Event especially if this is your first virtual Event or if any of your computer settings have changed.

- ✓ If you aren't using Google Chrome as your web browser download it now for FREE at <https://www.google.com/chrome/>. Login to <https://www.lessonalive.com/> through your Chrome browser when you are ready to proceed with system readiness testing. All virtual events should take place using your Google Chrome browser.
- ✓ Start your system readiness testing by finding your upcoming Event in your *My events* dashboard. On the Current events tab, select the green underlined Event name to launch the Event details and then proceed to the **Virtual meeting room** tab. Select the **Start** button to initiate your system readiness testing. Note: The **Start** button is enabled 24 hours prior to your confirmed Event start time.
- ✓ Test your Camera. The camera will provide the default view for all users when the event starts.
 - Verify that your camera is enabled and then use the **Preview my camera** button to confirm that it is working as expected.
 - If your image is appearing in the preview box, your camera is working as expected 👍
- ✓ Confirm that your computer microphone is on and your speaker is at an appropriate volume. 🔊
- ✓ If you are connecting to an ancillary speaker or projector, test that all are connected and working as expected so that you don't lose valuable meeting time!
- ✓ Review the **Conducting your Virtual Event** instructions below to ensure you are prepared to navigate.

If you aren't planning to share materials from your screen you are now ready for your Event. You can ignore the **Share my screen button and/or the **Add to chrome** links that appear in the Virtual Meeting Room as you will not need to utilize these functions. If you need to screen share, please continue to next steps.**

- ✓ If you plan to display from your screen and if this is your first Event or if you have had any system changes, you might need to download the Chrome extension required to enable the screen sharing function. You will know if you need to download the extension if the **Add to chrome** link appears below the **Share my screen** button in the **Virtual meeting room** tab. After selecting this link, the **Lesson aLIVE - Screen Share** extension page will launch via the Chrome extension store. Select the **Add to Chrome** button and complete the extension installation process at the Chrome extension store. Note: This download should take less than one minute. See *Figure 1*.



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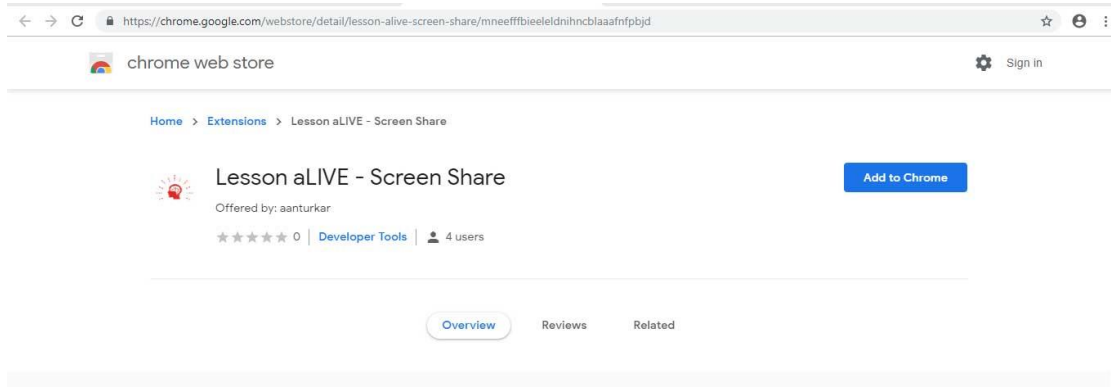


Figure 1: Screen Share Extension at the Chrome Web Store

- Once the extension is installed the link will disappear from **Virtual meeting room**.
- You can now select the **Share my screen** button to get a preview of how this function will work. Please see the **Share my Screen Instructions** below for operating instructions.

You are now ready for your Event!



Conducting your Virtual Event

- ✓ Login to <https://www.lessonalive.com/> through your Chrome browser on your desktop or laptop when you are ready to start.
- ✓ Start your Event by finding it in your *My events* dashboard. On the *Current* events tab, select the green underlined Event name to launch the Event details and then proceed to the **Virtual meeting room** tab. Select the **Start** button to initiate your Event (available 24 hours prior to meeting time).
- ✓ Your Event won't be live until you select the **Join meeting** button. You can join your meeting 10 minutes prior to the scheduled event start time and at any time through the scheduled end time.
- ✓ If you need to exit the meeting temporarily at any time during the Event you can select the **Leave meeting** button which will close your camera and/or screen share but will not end the Event or shut down the Event window for other participants. You can rejoin the meeting when you are ready by selecting the **Join meeting** button.
- ✓ **MOST IMPORTANTLY:** Do not navigate away from the **Virtual meeting room** during your live session! If you are sharing your screen just leave the browser page with the virtual meeting room open while you navigate to other browser pages or applications. Hint: *If you need to access the web, do it by adding a new web browser page. Set this up in advance of the Event to save time.* ☹
- ✓ Consult the **Share my Screen** Instructions below for assistance with any screen sharing requirements.
- ✓ When your Event is complete, select the **End meeting** button to close the Virtual meeting. This will close the meeting for all participants. You be unable to rejoin once this takes place.
- ✓ The meeting will END automatically if you do not manually end it. You have a 10-minute grace period after the scheduled end time to conclude your lecture before the system will close the **Virtual meeting room** automatically. This will happen without warning to not disrupt your program so please be mindful and plan to end timely.

Concluding the Virtual Event

- ✓ After the Event is concluded, the Educator will mark the Event as Complete via the **Complete** tab. While your event is still open, this tab appears next to the **Start** tab.
 - If you've closed the Event, access it again by finding it in your *My events* dashboard. On the *Current* events tab, select the green underlined Event name to launch the Event details and then proceed to the **Complete** tab.
- ✓ The Educator will record the date and time that the Event completed, provide feedback on the Event, and then select the **Save** button to successfully complete the Event, triggering payment if applicable to the Expert.

Your Event is Successfully Completed! 



Share my Screen Instructions

- ✓ To initiate sharing your screen with other participants during your Event, Select the **Share my screen** button. Note: If this button doesn't appear, installation of an extension to support the screen sharing function will be required. See the **Preparing for your Virtual Event – Confirm your System Readiness!** above for instruction.
- ✓ You will now have the option to share your screen so to get started select the **Share** button inside the sub-window; click on the view of your screen; and your screen is now visible to other users. See *Figure 2*.

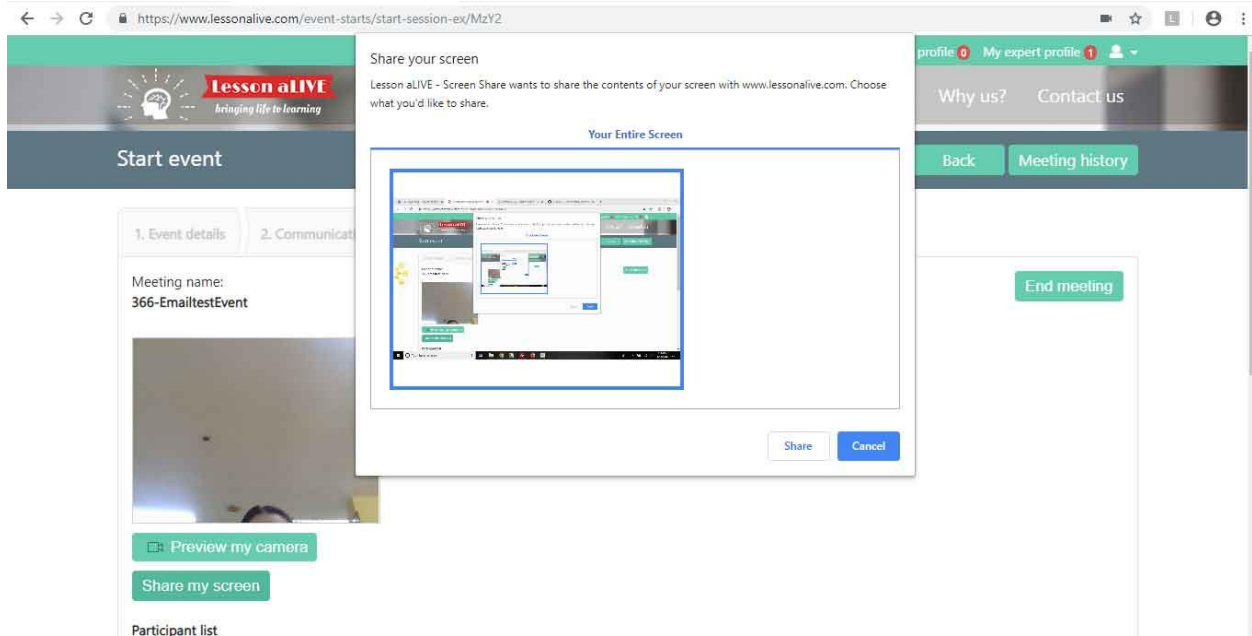


Figure 2: Starting your screen share

- ✓ While you share your screen, your live camera will be temporarily disabled, and your audience will now see your screen instead of the view through the camera.
- ✓ Whatever application you are viewing, the other meeting participants are also viewing that application. Since the video technology is embedded in the site, the site is unable to restrict applications from view so close any applications that you do not want to share with other participants in advance of your session to avoid accidentally navigating to an application that isn't intended for sharing. **Once you select to Share, if you are viewing an application, so is your audience.** 💡
- ✓ Currently the screen sharing application doesn't enable the sharing User to view the audience while they are sharing without returning to the **Virtual meeting room**, but the user can do this at any time to get a visual check-in of the audience. You can also easily switch between sharing and not sharing your screen throughout the session by using the green **Share my screen** and **Unshare my screen** buttons in the **Virtual meeting room**.
- ✓ When you utilize the green **Unshare my screen** button, your live camera view will re-engage.
- ✓ Only 1 user can share at a time so the user currently screen sharing will have to select **Unshare my screen** before the other user will be able to share a screen.



- ✓ Depending on your web browser and operating system settings you might also see Blue [Sharing](#) and [End Sharing](#) buttons. We do not recommend use of these buttons as they create an inconsistent experience. The Lesson Alive team is working to eliminate them from view.