Student Quick Guide

Recommended Web Browser:
Chrome or Firefox platforms

Computer Device:
Any device (Mac OS, Windows, iOS devices (iPad/Smartphone) – responsive design

1. Login to Momentum
a. Go to the course where the meeting will be held.
b. Click the "My Tools" dropdown.
c. Select "YouSeeU Virtual Classroom" to find the scheduled meeting.
d. **(OR)** Navigate to the content area and click on the link designated by your instructor. Note: Your instructor may not include the link in the content area.

2. Launch meeting.
a. On the "Class Meetings" homepage, find the active meeting, and select the icon that looks like a box with an arrow going through it.
b. Choose "Launch".
c. **(OR)** Select the link in the designated content area (if your instructor added the link within the content area). This link will direct you to the "Meeting Lobby Page".

3. Enter the meeting room.
a. Select "Enter Meeting Room".

4. Connect your audio.
a. You will be prompted to join audio or listen only.
b. Select the "audio" button.
c. Watch for browser permissions that appear at the top of the page to allow the webcam and microphone to be used.
d. Select "Allow" in order for YouSeeU to use the microphone.
e. Choose the microphone source and speaker source.
f. Click "Play sound" to test audio settings. A "ding" will sound if speakers/headset are setup correctly.
g. Select "Enter Session".
   i. CTAT recommends the use of a headset with microphone: Logitech H390 USB Headset (w/microphone) – these headsets are available at most office supply stores, Walmart, and Best Buy.
   ii. Using a headset with microphone reduces background noise and provides a better overall web conferencing experience.

5. **Expand the participant window, chat window, and webcams.**
   a. Click the three icons in the upper-left corner to expand the participant window, chat window, and webcam.

6. **Share your webcam (located at the lower-center of the screen).**
   a. Watch for browser permissions that appear at the top of the page that allow the webcam and microphone to be used.
      i. A webcam may be needed for your web conference (per instructor's requirements). If your computer does not have a built-in webcam, CTAT recommends purchasing a Logitech C270 HD Webcam – these webcams are available at most office supply stores, Walmart, and Best Buy.

7. *Sharing desktop – **only if presenter rights are enabled for student.***
   a. To enable screen sharing during the meeting, please install the proper add-on for Chrome/Firefox. YouSeeU will provide a prompt when logging in from a new device.
   b. Click on "Share Desktop" at the lower portion of the screen.
   c. When the dialogue box appears, choose "entire screen" or "the application window". When using multiple monitors, please choose one.
   d. To stop sharing, click on "Exit desktop".

8. **Load visuals (upload presentations) – *only if presenter rights are enabled for student.***
   a. When uploading a file, please be aware YouSeeU converts the file into a PDF and it may take a few minutes for the conversion process. It is recommended to save all documents as PDFs before uploading.
   b. Upload a presentation by selecting the blue plus button in the lower-left corner.
   c. Select "Upload a presentation".
   d. Choose "click here (or drop file) for uploading".
   e. If multiple files have been uploaded, choose "show" by the name of the one currently needed.
   f. Close the dialogue box (lower-left corner) to return to web conference.
      i. To change presentations or return to the default whiteboard, select the blue plus sign in the lower-left corner.
      ii. Select "Upload a Presentation" to return to your uploaded files.

9. **Viewing a Recording**
   Most likely, your instructor will record the YouSeeU session:
   a. To view session recordings, the initial meeting link will transition into a recording link.
      i. Please allow 30-90 minutes for the recording to process after the class has ended.
      ii. Additionally, your instructor may send the recording URL in an email.