



Roane State's FAQ

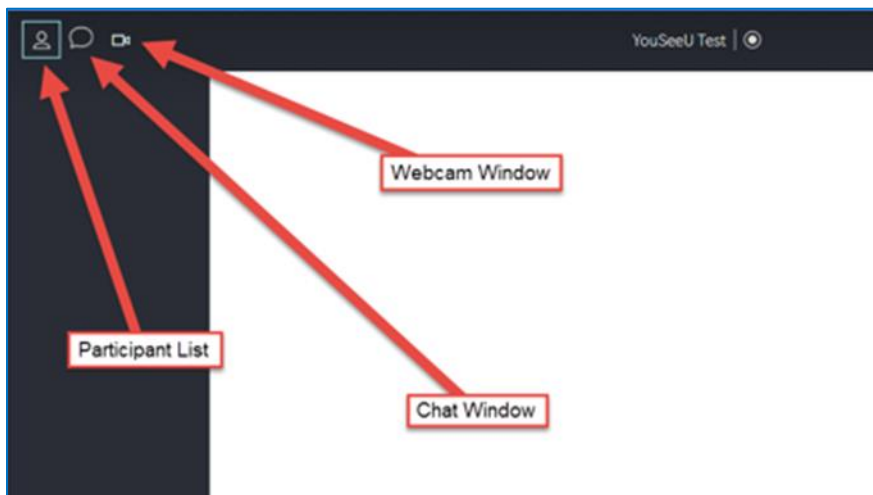
Meetings Times

No one is permitted to enter the synchronous meeting until the scheduled start time (even the instructor). When scheduling a synchronous meeting, it is recommended to set the start time 15-30 minutes prior to the start of class.

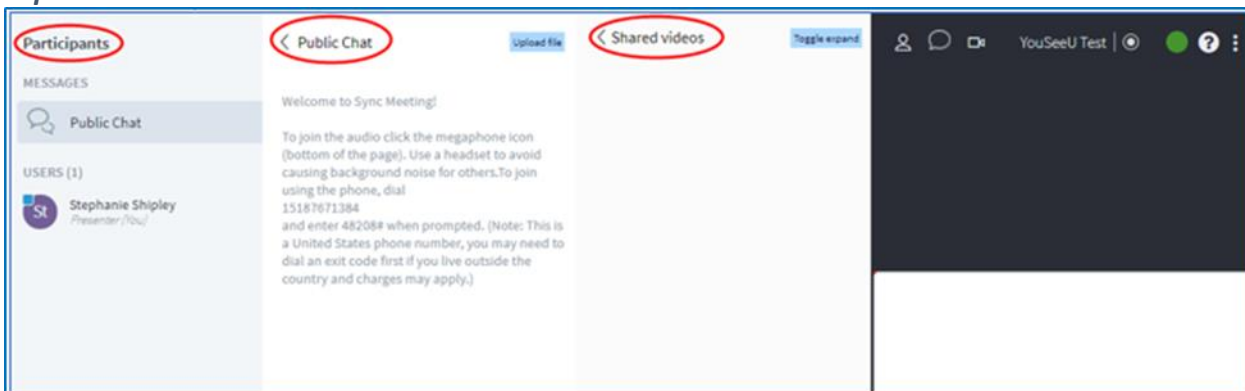
Entering the Meeting Room

Please be aware that the chat window, participant list, and webcam pane are collapsed when you first enter a meeting room. In order to access these features, click on the icons in the upper-left corner of the presentation area.

View students see when first entering the meeting room (participant list, chat window, and webcams are collapsed):



Expanded View:



If these windows need to be closed during a meeting, click the same icons as shown above to collapse.

Computer, Audio, and Webcam Settings

For best user experience, it is recommended to not use Wi-Fi. A headset with microphone is recommended to avoid unnecessary background noise. Most computers have a built-in webcam. If you need a headset and/or webcam for teaching class, please contact CTAT.

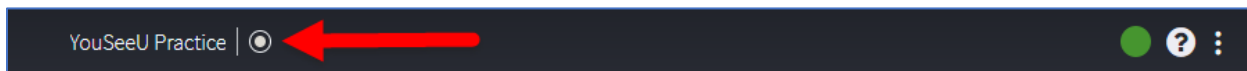
- To enable screen sharing, please install the proper plugin from the Chrome Web Store before the meeting starts. Visit the [Chrome Web Store](https://chrome.google.com/webstore/search/youseeu) (https://chrome.google.com/webstore/search/youseeu) to download the Chrome extension.
- To enable screen sharing when using Firefox, please update to the latest version of [Firefox](https://www.mozilla.org/en-US/) (https://www.mozilla.org/en-US/).

Audio and Video

- Watch for browser permissions that appear at the top of the page that allow the webcam and microphone to be used.
- Share and un-share your webcam and microphone when necessary.

Recordings

Choosing “start recording automatically” in the initial setup will prompt YouSeeU to start recording when the moderator enters the room. To delete the recording prior to the actual meeting time, please select the record button at the top-center of the screen. It will record from this point forward (Please Note: This can only take place once.). The recording will be available for viewing after processing which may require 30-90 minutes depending on meeting duration.

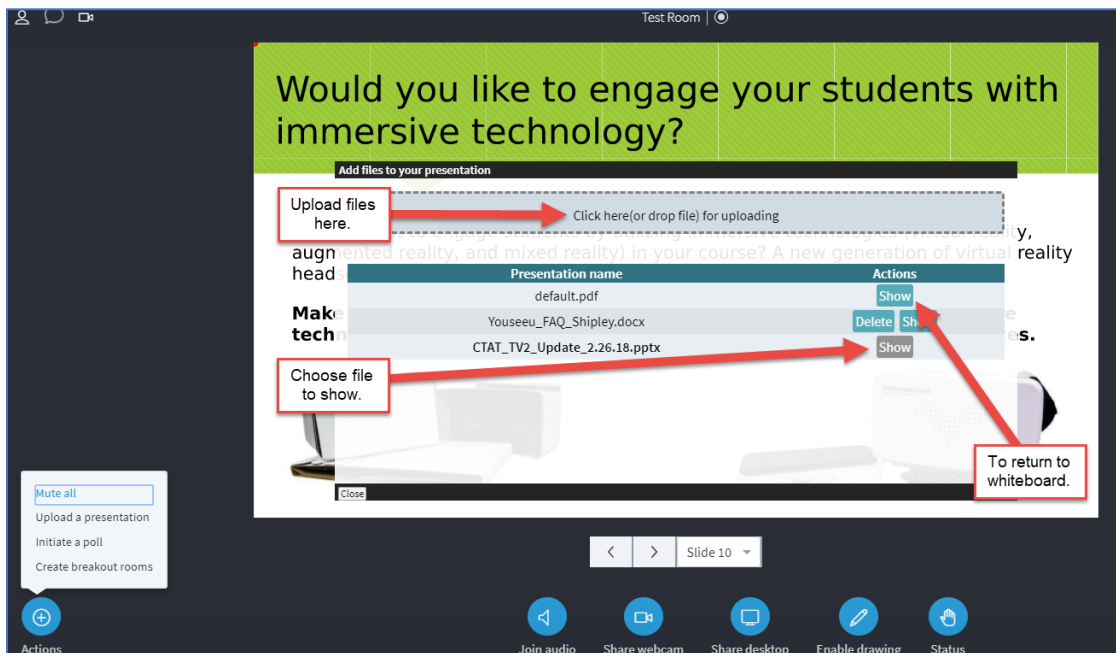


Uploading/Closing PowerPoints, Polls, and Clearing the Whiteboard

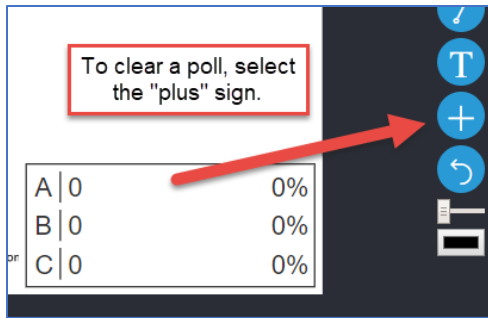
When entering the YouSeeU room, a whiteboard will appear (default). Upload presentations and documents for students to view by selecting the plus sign in the left-bottom corner.

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.

To return to the whiteboard, select the default.pdf (choose show).



To clear a poll or drawings/objects added to a presentation, select the “plus” sign in the drawing tools.

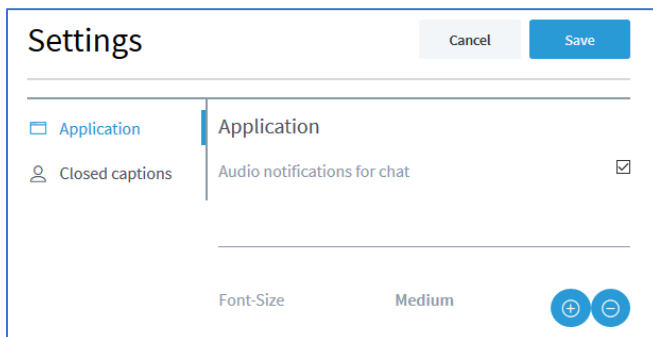
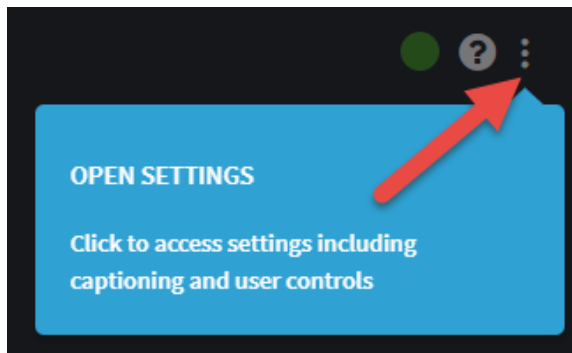


Allowing External Participants

If external participants need to attend a class meeting, copy the meeting link provided on the “Meeting Lobby Page” to send to the external participant(s).

Changing Basic Settings

To change basic settings, click the menu button in the upper-right corner.



Audio notifications will alert the moderator when a participant has posted in the chat. This alert feature allows the moderator to keep the chat window closed.

Web Browser

Please use Chrome or Firefox web browsers. Other browsers are not compatible with YouSeeU.