

Session Settings

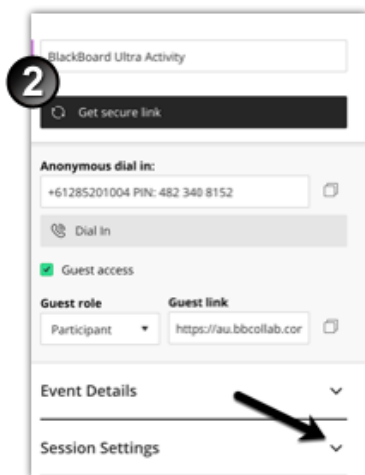
Allow recording

Allowing recording downloads enables users to download recording of the sessions.

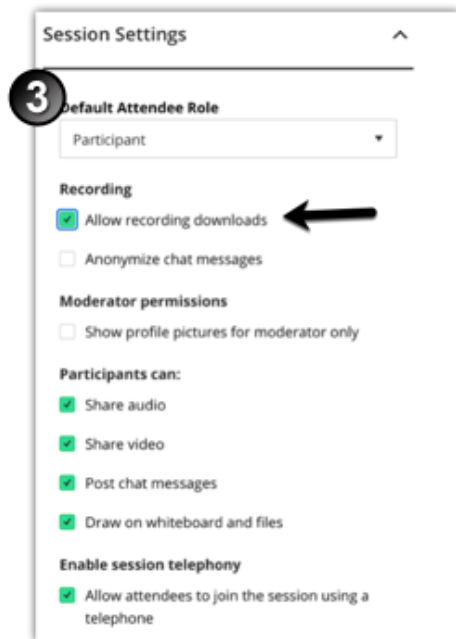
1. Create a new session or edit settings of existing session



2. Expand drop-down list for session settings



3. Select allow recording downloads



4. Recorded sessions are compressed and saved as MP4s. Recordings include the activity in the live session. These include audio, any content shared or active speaker video, captions entered during the session or added later by a moderator and Chat messages of the everyone channel

Private Chat

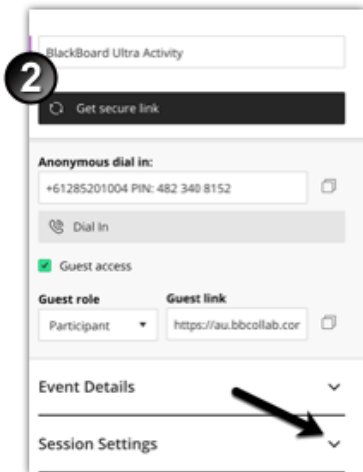
Participants can only chat with moderator feature.

Participants can only chat with moderator feature when selected allows participants of the session can only chat privately with moderators. If not selected, the participants can chat privately with anybody else in the session.

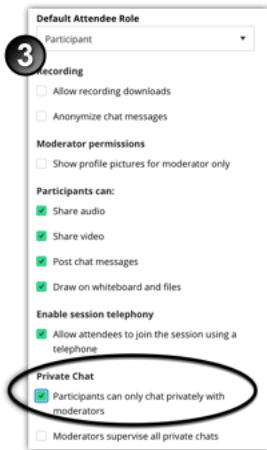
1. Create a new session or edit settings of existing session



2. Expand drop-down list for session settings

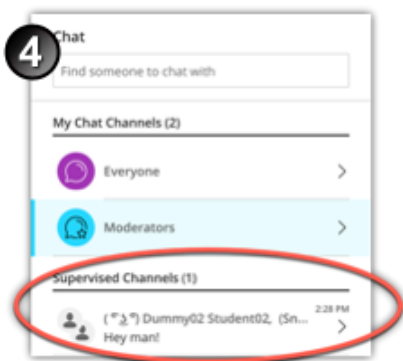


3. Select "Participants can only chat privately with moderators"



Participants are now only to private chat with moderators

Participants view during session



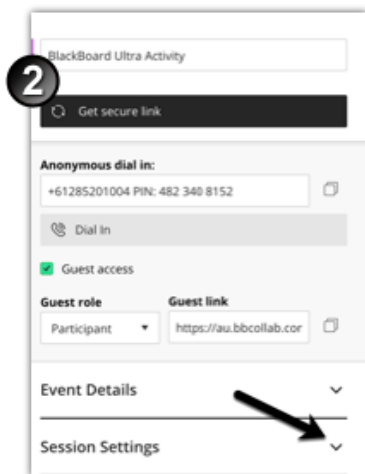
Moderators supervise all private chats feature

Moderators supervise all private chats feature when selected, moderators are able to monitor all private chat channels.

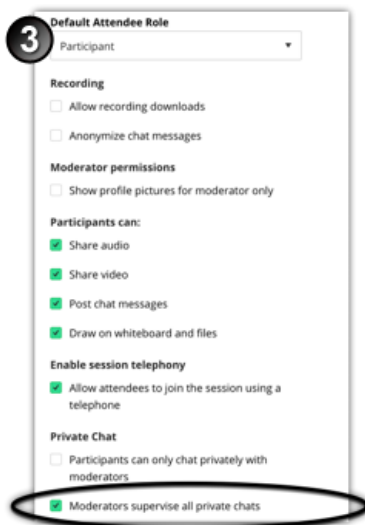
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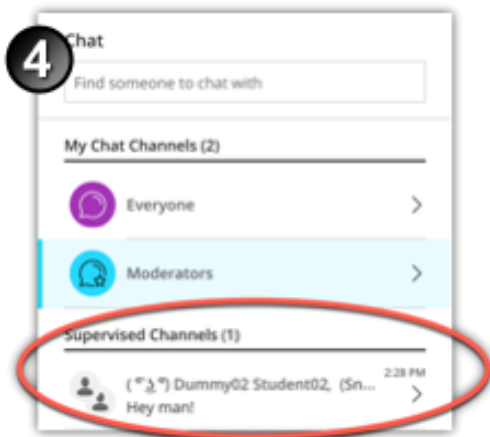


3. Select “moderators supervise all private chat”

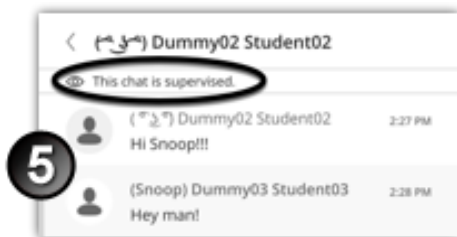


4. Moderators can now view private chats

Moderators view



Participants are alerted when this feature is selected



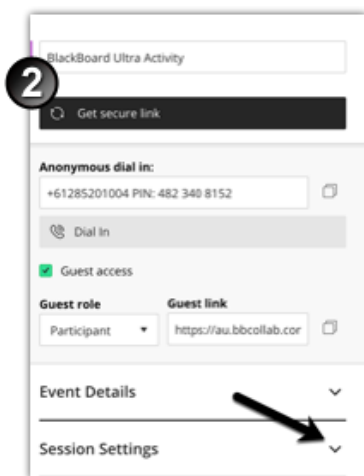
Participants access restrictions

Moderators can restrict participants on what they do in the session

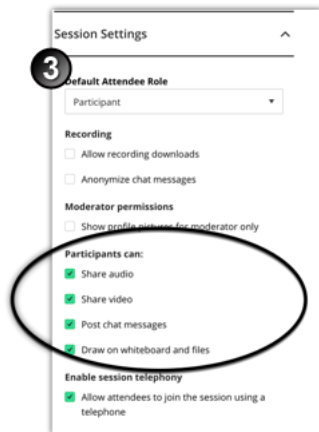
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2. Expand drop-down list for session settings



3. Unselect participants can to restrict access. Participants are defaulted to have access to sharing audio, video, posting chat messages, draw on whiteboard and files.



When you unselect

Share audio: Participants cannot share their audio and only presenters and moderators can

Share video: Moderators and presenters can only share video

Post chat messages: Participants cannot post in chat but moderators and presenters can. Participants can see the chat post by moderators and presenters.

Draw on whiteboard and files: Participants are unable to draw on whiteboards and files.