DRIVELAB – HANDBOOK FOR TRAINERS

VIRTUAL ROOM

CONTENT

1 INTRODUCTION

The DriveLab handbook for lecturers contains instructions for using the "*BigBlueButton*" web conference system for the purpose of holding training sessions. The system is designed as a "*virtual room*" and supports expected functionalities such as:

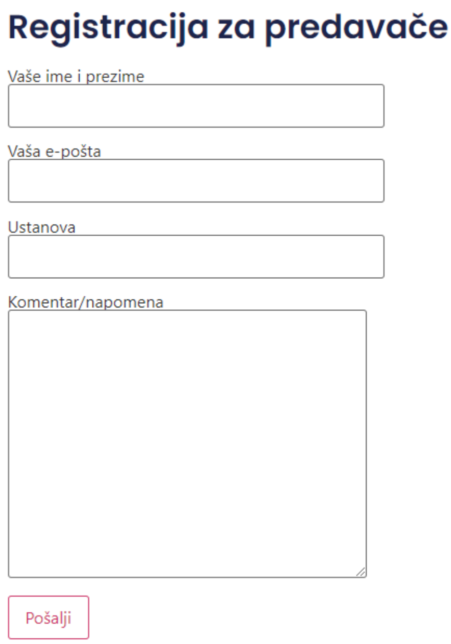
- Creating a meeting room
- Holding meetings
- Screen sharing
- Sharing presentation material
- Recording meetings
- Sharing recordings
- Chatting within meetings
- …

In the following chapters, individual functionalities are described through specific use cases, such as system registration, room administration, etc.

2. VIRTUAL ROOM

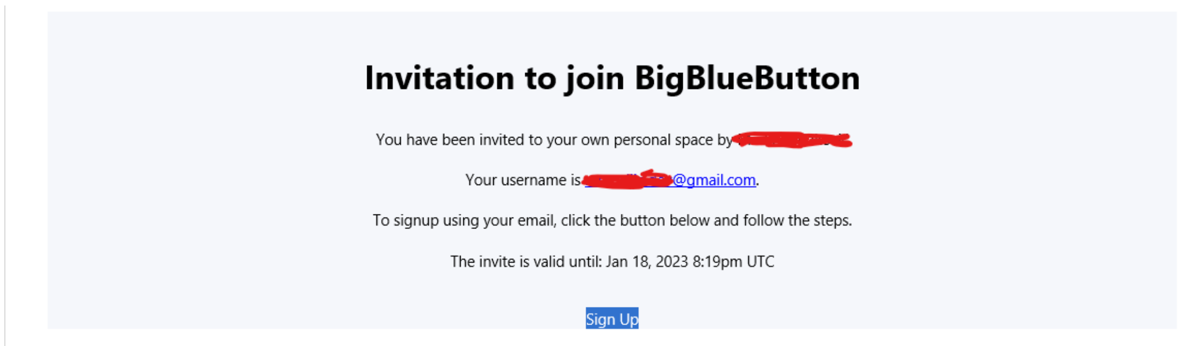
2.1 REGISTRATION IN THE SYSTEM

In order to register in the system as a "lecturer/trainer" it is necessary to fill out a demanding form from [link]:



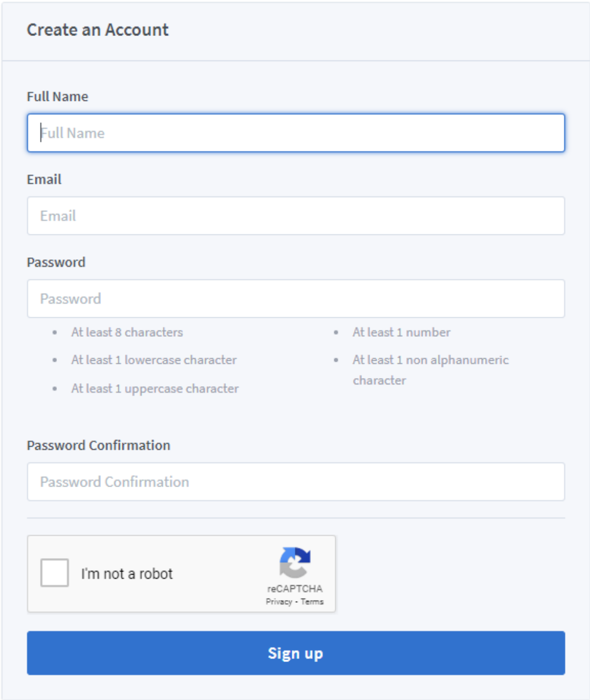
Picture 1 - Application for registration of lecturer/trainer

After filling out the form and authorization by the administrator, instructions for registering in the "BigBlueButton" system will be sent to your email address.



Picture 2 - Invitation for registration of lecturer / trainer

By clicking on the *Sign Up* field, you will be redirected to the system registration page where you need to fill out the form with the following content:



Picture 3 - Lecturer registration form

Fill in the fields in order:

- Your name and surname.

- Your email address (same as the address to which you received the registration invitation).

- Your password according to the following criteria

  o At least 8 characters long.

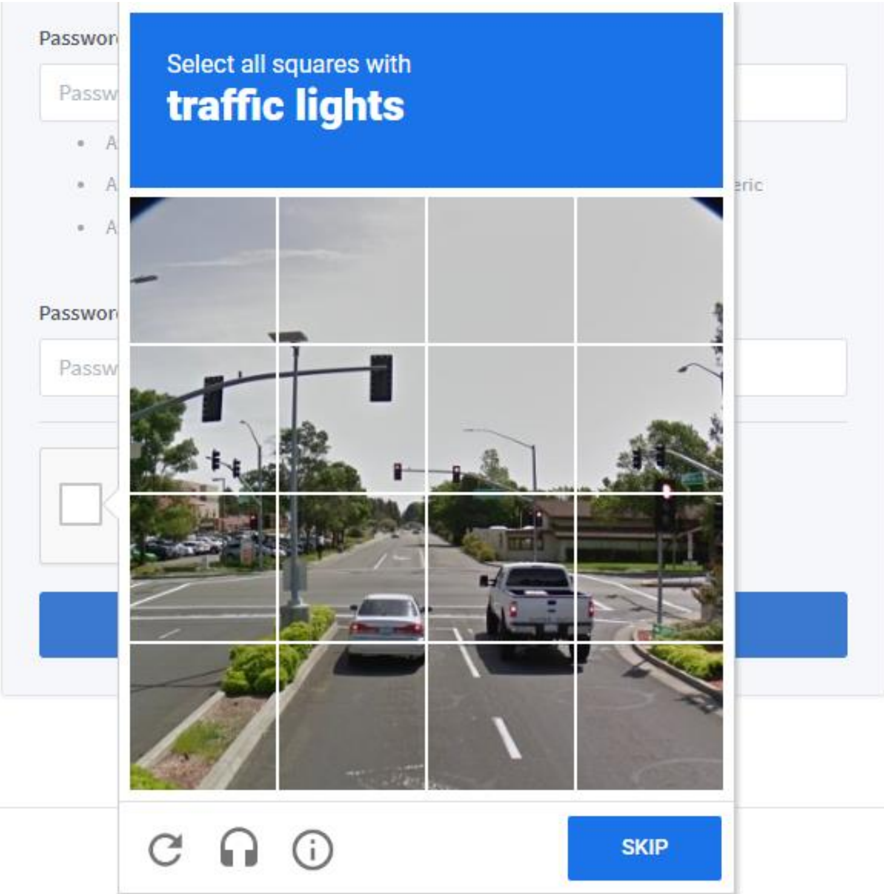
  o Contains at least one "small" letter.

  o Contains at least one "capital" letter.

  o Contains at least one number.

  o Contains at least one character that is not a number or a letter.

- Repeated password.
- - Mark the generated captcha entry with a check mark and select the required fields after (in the image below, you must select all the squares that contain "traffic light").



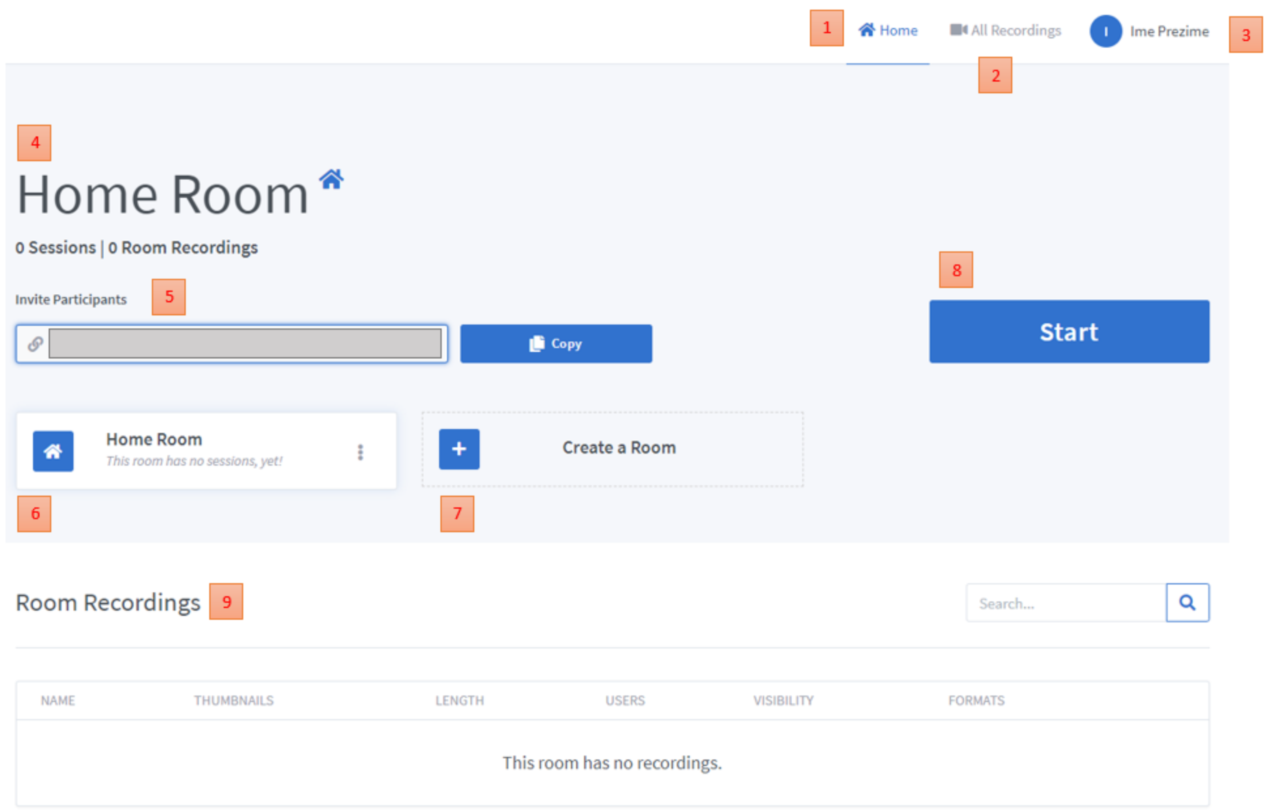
Picture 4 - Example of "captcha" filling

After filling in the required information by pressing the *Sign Up* button, you will be registered in the system.

2.2 SYSTEM MANAGEMENT

2.2.1 HOMEPAGE

Logging in to the system will show you the home page, which is also the basic page for the administration of one or more rooms. The page and the explanation of some of its items are shown in the following image.



Picture 5 - Home page

Explanation for individual page items:

1. The navigation mark of the home page visible in the view.

2. A navigation icon that provides access to all your recordings.

3. Display of your first and last name, but also a navigation icon that contains options for accessing your personal profile and settings.

4. The name of the current room.

5. Field with a link that enables the attendee to access the meeting within the currently active room.

6. Currently active room.

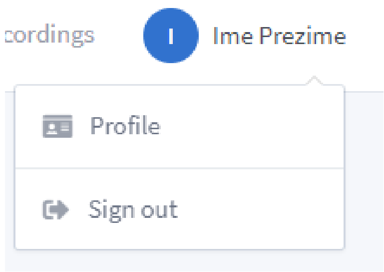
7. Option to create a new virtual room.

8. Button to start a session/meeting inside the active room.

9. List of all recorded meetings.

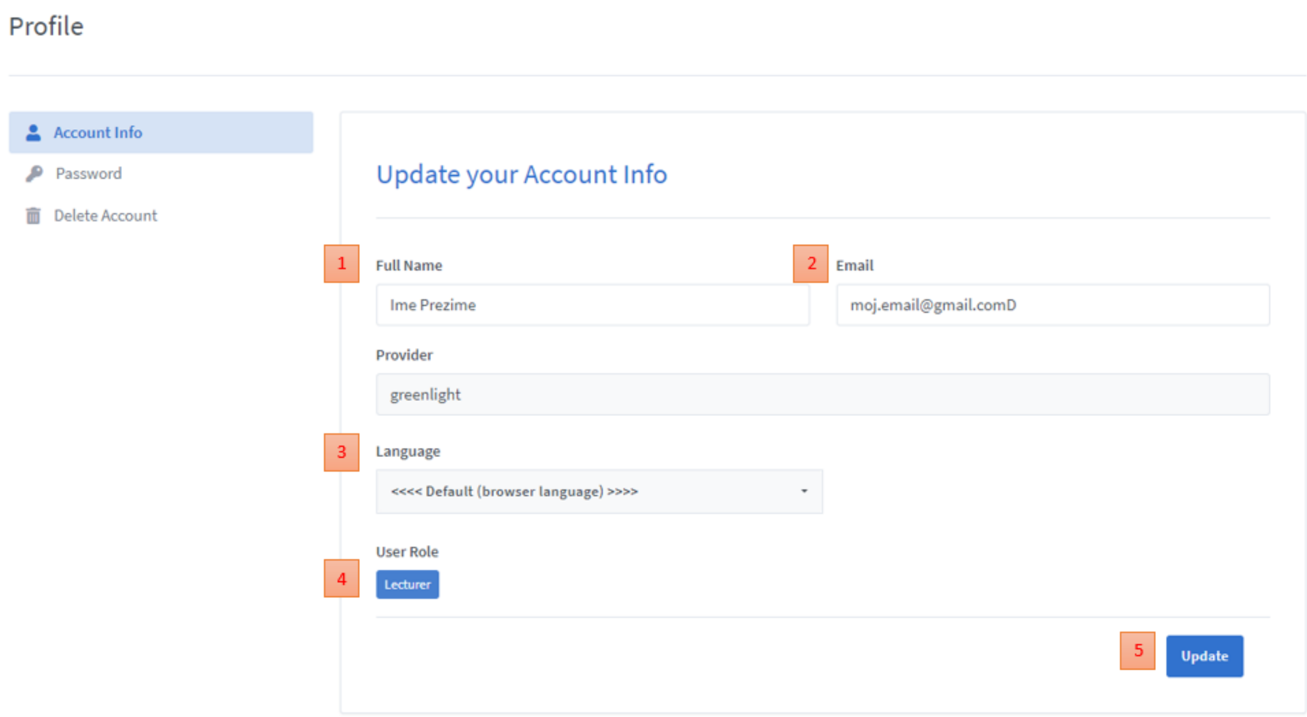
2.2.2 USER PROFILE

The user profile can be accessed by selecting your first and last name in the navigation bar, which opens a drop-down menu with options as shown in the following image. By selecting the Profile option, you access your user profile, and by selecting the Sign out option, you log out of the system.



Picture 6 - User profile drop-down menu

The user profile gives you insight into your personal data related to the system and the possibility to change them. The advice is not to change information such as first and last name and email address, except in the case when there was a wrong entry during registration.

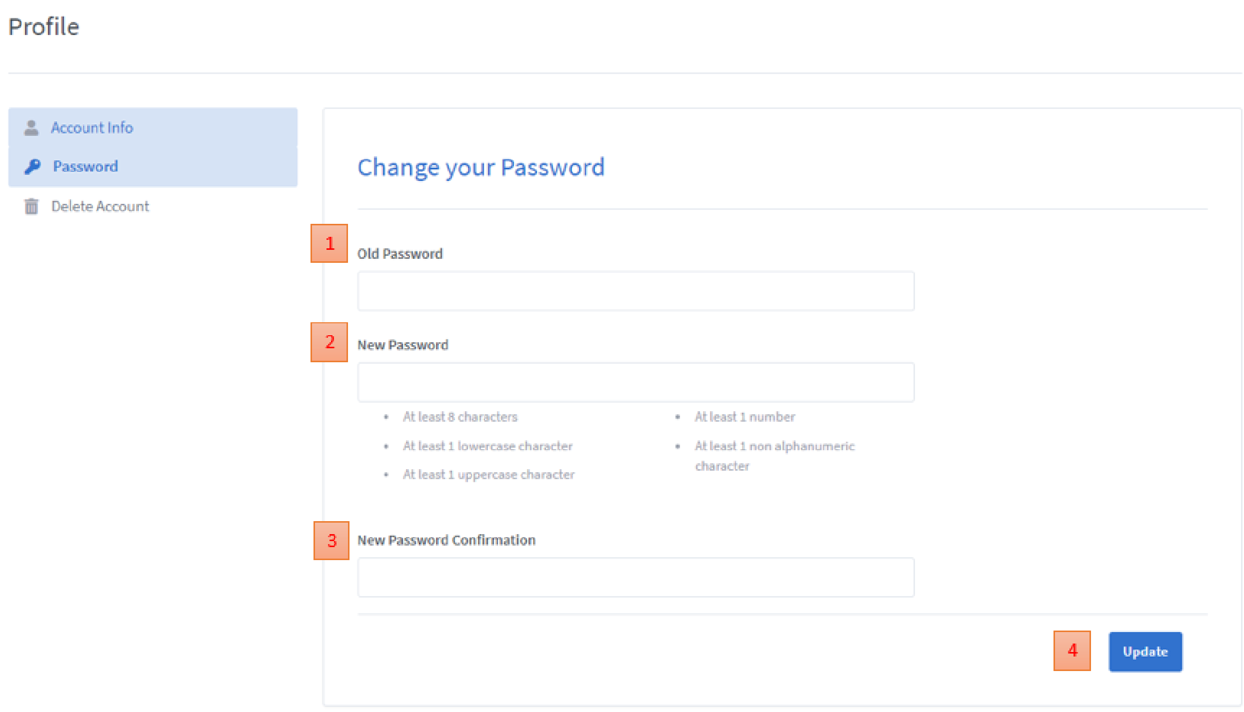


Picture 7 - User profile

Explanation for individual items of the previous image below:

1. Field for displaying and changing your first and last name.
2. Field for displaying and changing your email address.
3. Menu to change interface language.
4. User "role" in the system. In your case, Lecturer.
5. Button to save the changes made.

In addition to changing and displaying personal information, the user profile page provides the option to change the password by entering the information in the fields visible in the following image.



Picture 8 - Form for changing the password

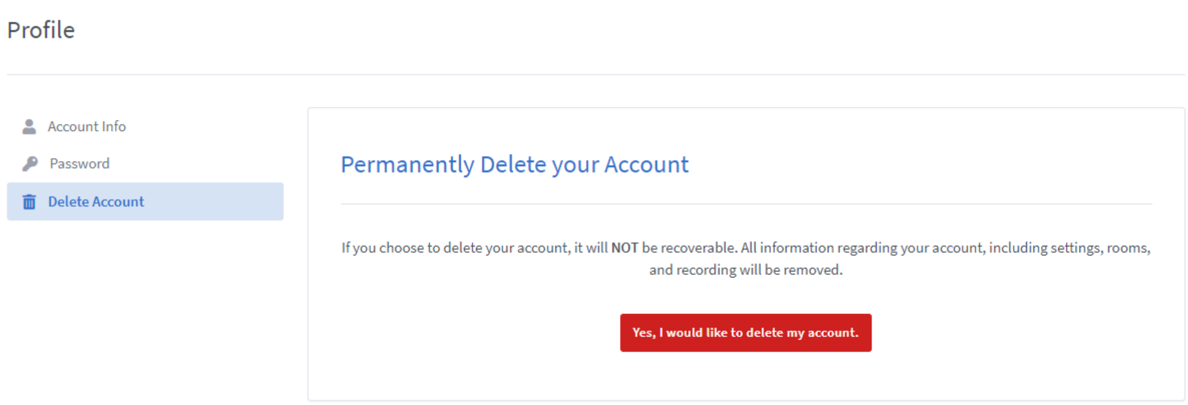
1. Field for entering the current password.

2. Field for entering a new password.

3. Check box for entering a new password.

4. Button to save the changes made.

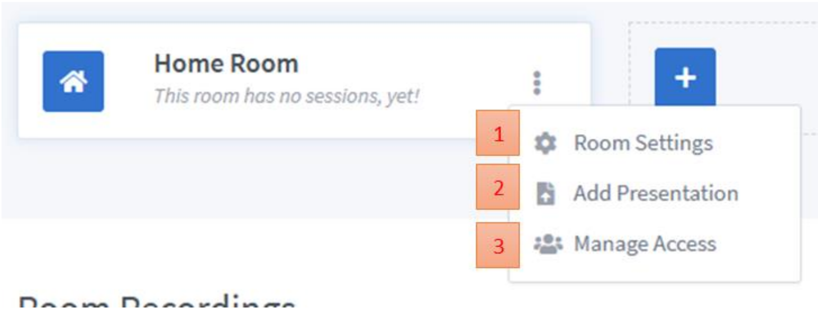
The last option available on the user profile is *Delete Account*, which allows you to permanently delete the user account, which is by no means a recommendation if you plan to continue using the system.



Picture 9 - Deleting a user account

2.2.3 ROOM SETTINGS

The room settings can be accessed by clicking on the button with the "three vertical dots" icon, which opens a drop-down menu with three options.



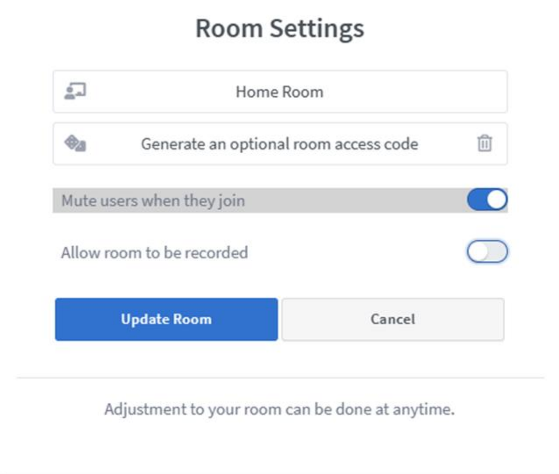
Picture 10 - Room settings

1. By selecting, the window for managing room settings is displayed.

2. By selecting, the window for setting the default presentation for the room is displayed.

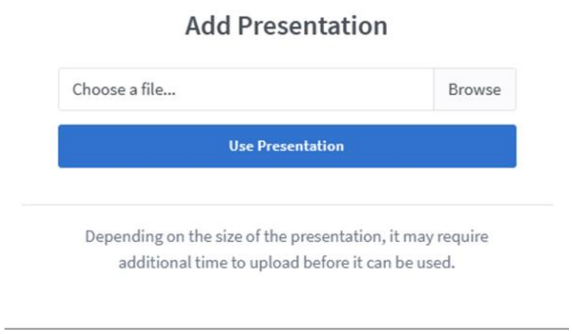
3. By selecting, a window for managing access to the room is displayed, where it is possible to allow another person (lecturer) who is registered in the system to access the information and materials of the room.

In the room settings, it is possible to change the name as well as generate a room access code if necessary. The option to turn off the participant's microphone when they join the meeting is permanently set. In order to record the meeting, it is necessary to mark the corresponding field from the picture.



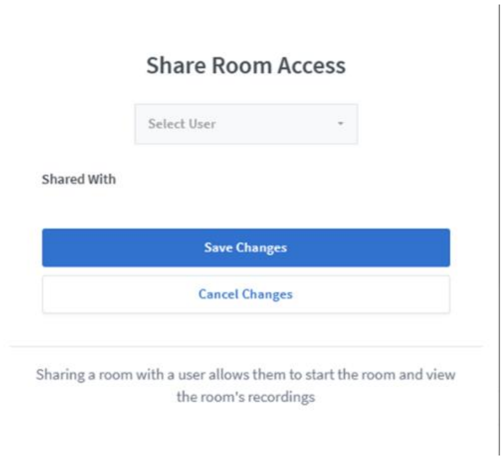
Picture 11 - Window for changing room settings

The window for adding an implied presentation gives the option of selecting a file from your computer and uploading it to the system or room. The presentation set in this way will be displayed at the beginning of each meeting.



Picture 12. - The upload window means presentation

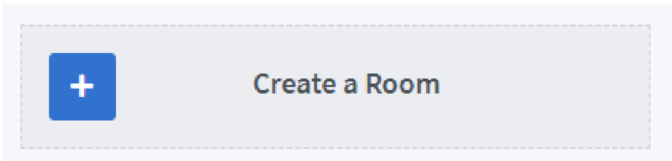
The access management window gives the possibility to select a person from the system with whom access to the room is to be shared.



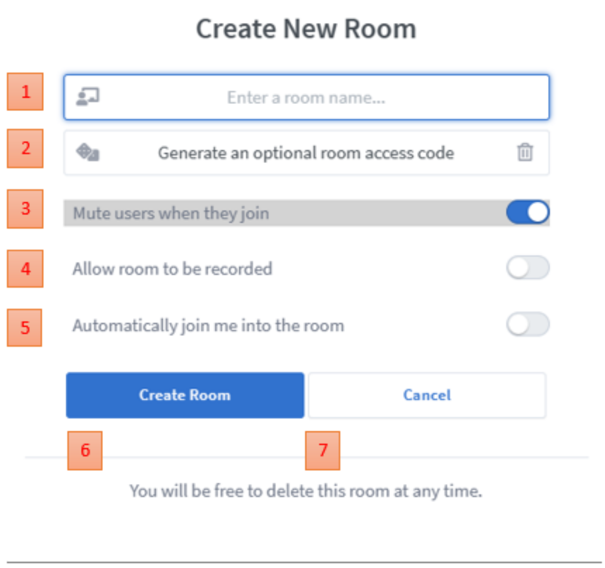
Picture 13 - Room access sharing window

2.2.4 CREATING A NEW ROOM

A new room can be created by clicking the *Create a room* button.



It opens a room creation window where you can set the room name, generate an optional room access code and set other options as in the existing room settings window.



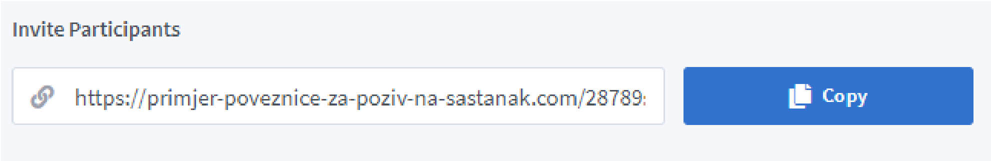
Picture 14 - Window for creating a room

1. Room name entry field.
2. Field for generating the access code for the room.
3. Option to turn off the participant's microphone when joining the meeting.
4. Permission to record room meetings.
5. By checking this option, the meeting will be started immediately after the creation of the room.
6. Button to create a room.
7. Cancel button.

Once created, the room will be visible in the list of other rooms.

2.2.5 MEETING INVITATION

Attendees can only join a room meeting with an assigned invitation via a link. The link is on the home page and is specific to each room.

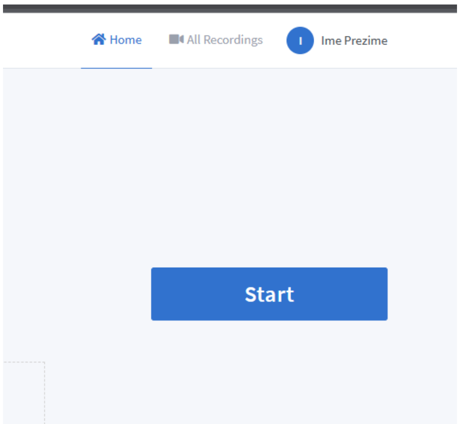


Picture 15 - Meeting invitation

By clicking the *Copy* button, the link is saved in the clipboard and can then be shared via email or similar.

2.2.6 STARTING THE MEETING

Starting the meeting is done by clicking on the *Start* button located on the home page of the room. By starting a meeting, you will be redirected to the meeting management application, the capabilities of which are explained in chapter ***2.3 Meeting management***.



Picture 16 - Button to start the meeting

At the moment, the interface does not support the functionality of scheduling meetings at the exact time, and therefore it is necessary to agree in advance the time and date of the implementation of a certain activity in order to connect lecturers and participants at a suitable time.

2.2.7 RECORDING MANAGEMENT

Recordings of recorded room meetings are available in tabular format on the home page under the heading Room Recordings. The recording itself is not available immediately after the end of the meeting, but it takes some time for the system to prepare it and set it as visible (usually within 24 hours from the end of the recording).

Slika 1 - Tablica snimljenih sastanaka

1. Meeting search bar.

2. Column with the name of the room where the meeting was held.

3. Column showing the thumbnail of the meeting if it is set.

4. Column with information about the duration of the meeting.

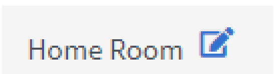
5. Column with information on the number of participants of the meeting.

6. Column with information about the visibility of the meeting.

7. Column with information about the format of the held meeting.

8. A menu with additional options that allows you to send the recording by email (the Mail server from your computer opens) or permanently delete it from the system.

Placing the mouse over the name of the room shows the option to change the name of the recording:



The Visibility column with information about the visibility of the meeting can be set with several options:

1. Public – By setting the recording option of the meeting, it becomes available to all participants of the meeting, i.e. to those people with whom the meeting access link explained in chapter ***2.2.5 Invitation to the meeting*** was shared*.*

2. Unlisted – By setting the option, the recording is visible only in the lecturer's recording table.

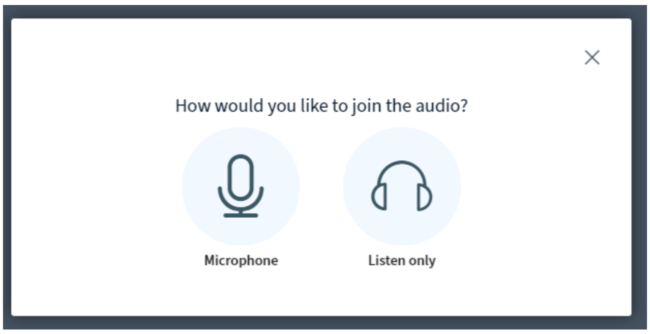
3. Inaccessible – By setting the option, the recording is visible only in the lecturer's recording table, but it cannot be viewed or changed in other settings.

By clicking on the *Presentation button* in the *Formats* column, it is possible to access the recording of the meeting for viewing and/or downloading

2.3 MEETING MANAGEMENT

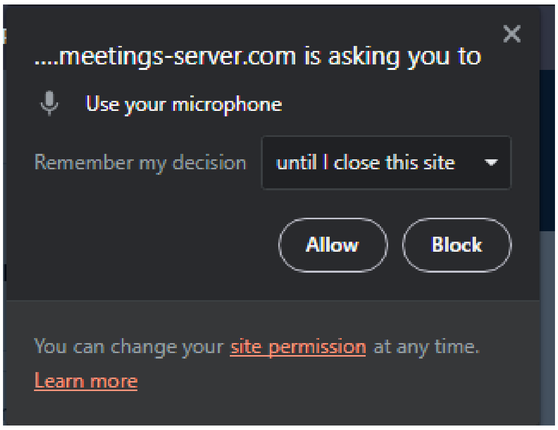
2.3.1 STARTING THE MEETING

Starting the meeting is done by clicking on the *Start* button, where the user is redirected to the meeting management application. When entering the meeting, it is necessary to select the desired audio settings, i.e. whether the microphone is used or not.



Picture 18 - Audio input selection

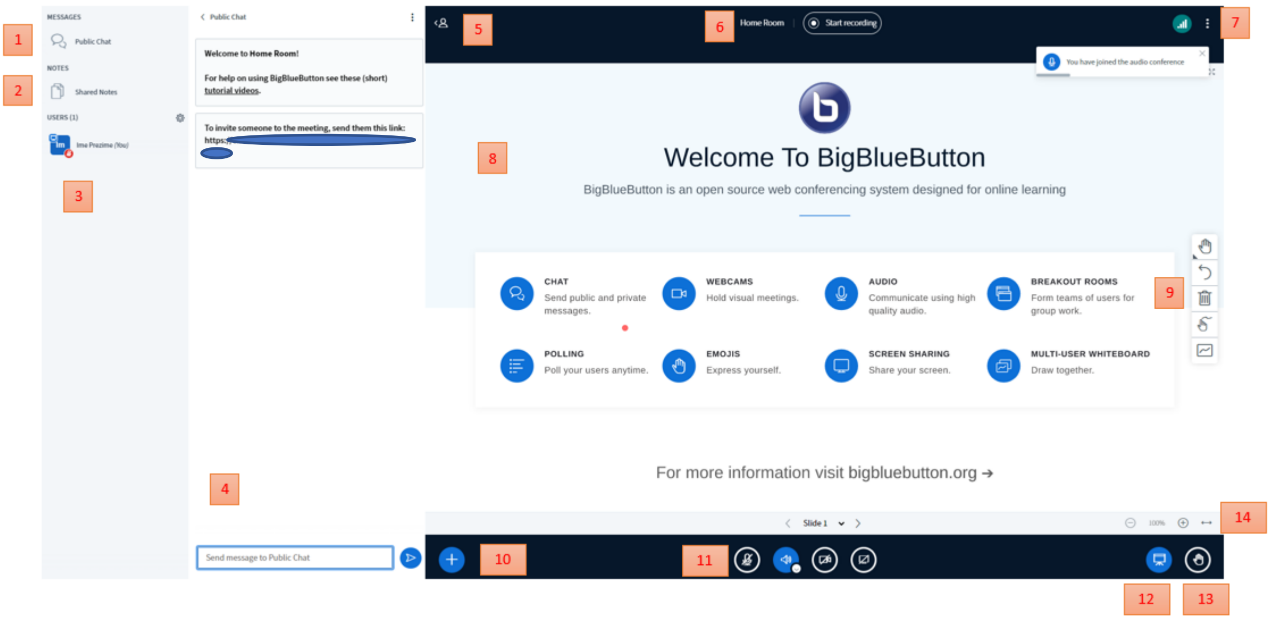
If the option of using a microphone is selected, it is necessary to additionally approve the use of the same in the browser itself via a pop-up window, e.g.:



Picture 19 - Microphone selection pop-up window

2.3.2 MEETING INTERFACE

Upon entering the meeting, the screen shown in the following image is displayed.



Picture 20 - Meeting interface

1. Menu option for displaying the chat window (*chat*).

2. Menu option to display a window for writing notes (*notes*).

3. Display of users connected to the meeting.

4. Chat window.

5. Button to hide or show the menu on the left.

6. Name of the room and button to start recording the meeting.

7. Menu with settings and options for ending the meeting.

8. Space for displaying presentation content.

9. Toolbar for *Whiteboard* management.

10. Button for launching additional actions (managing presentations, launching questionnaires, sharing external videos, randomly selecting meeting users.

11. Buttons for turning on/off the microphone, camera and screen sharing button.

12. Button to hide/show the presentation.

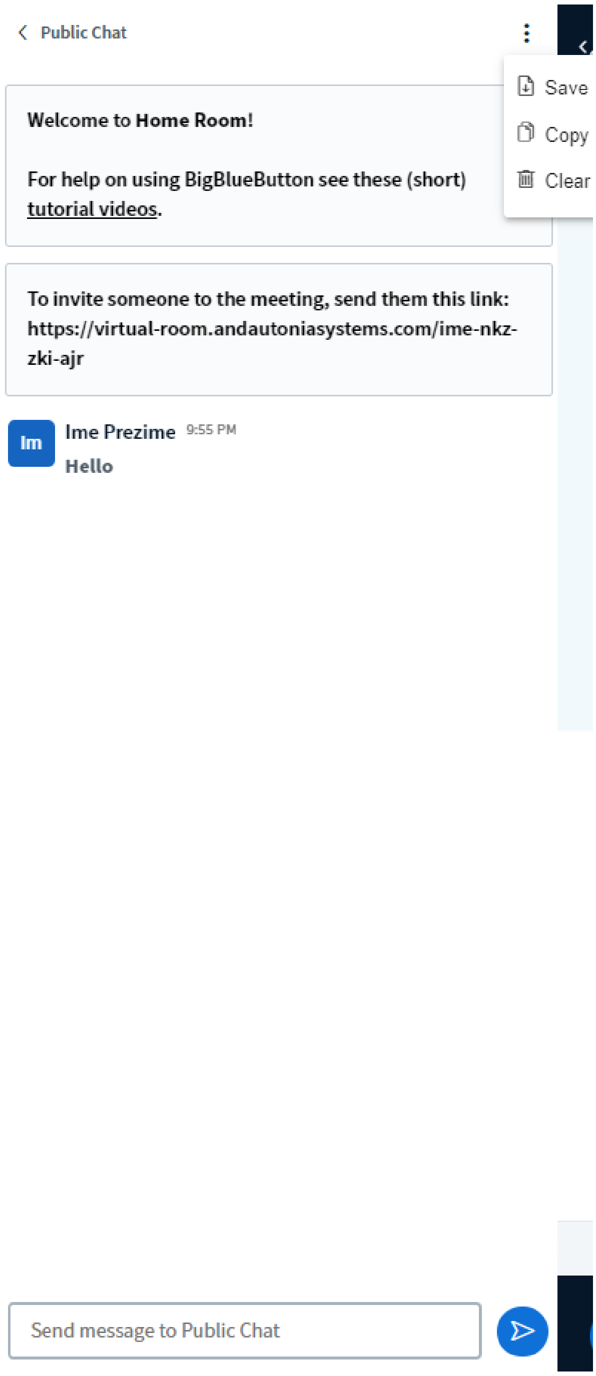
13. Hand raise button - useful from the perspective of the training participants.

14. Buttons to increase/decrease (*zoom in/zoom out*) the displayed content.

In the following chapters, each of the previously mentioned items is further explained.

2.3.2.1 CHAT WINDOW

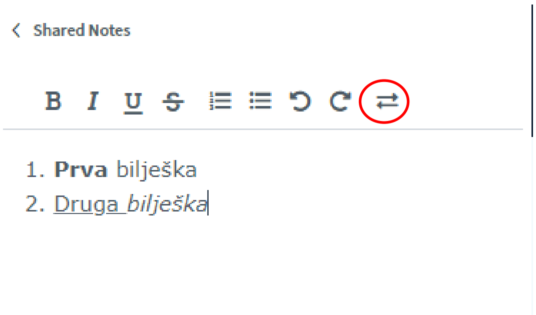
The chat window is used to exchange textual content between users during the meeting. Messages are sent by typing in the field provided for this purpose, and other options include saving the current content of the conversation to the local computer, copying it to the clipboard or deleting all content at any time.



Picture 21 - Chat window

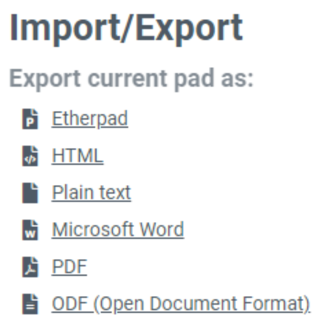
2.3.2.2 WINDOW FOR WRITING NOTES

The window for writing notes allows you to record and edit useful information as well as export it in one of the offered formats.



Picture 22 - Window for writing notes

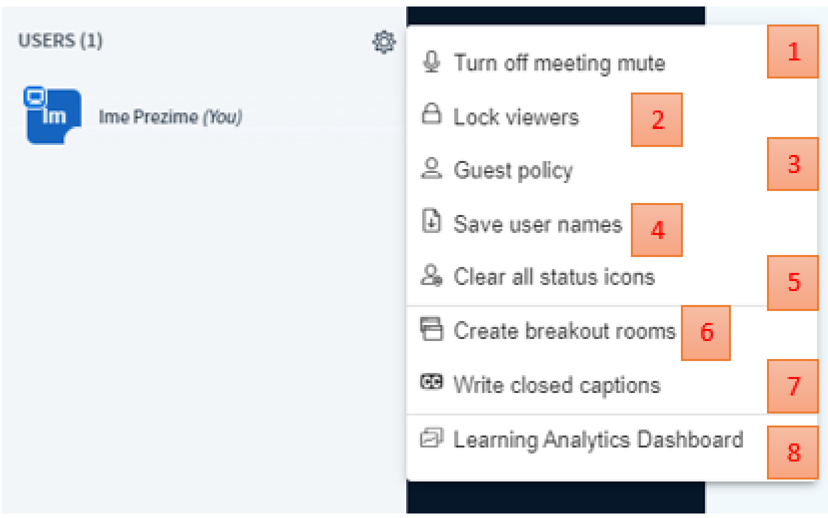
Exporting notes can be done by selecting the option *marked* in the previous image, where a menu with available export options is displayed.



Picture 23 - Menu for exporting notes

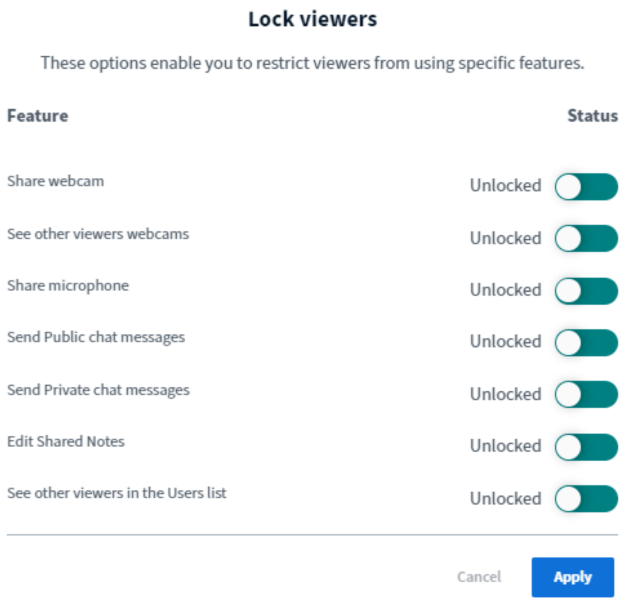
2.3.2.3 LIST OF PARTICIPANTS

The left menu contains a list of all participants of the meeting and allows setting additional settings for participants, which are available by clicking the settings button.



Picture 24 - List of participants and settings menu

1. 1. Option to turn on user microphones.
2. 2. Option to display additional settings that can be used to control the authority of other users.



Picture 25 - User settings

3. Option to display additional settings that can be used to set the method of joining the user to the meeting (without permission, with permission, or access ban).

4. Option to save the list of registered users.

5. Option to reset user status icon.

6. Option to create a break room.

7. Option to include text translation.

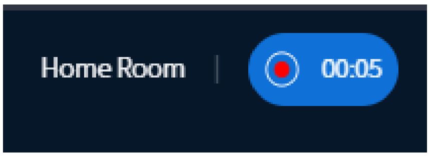
8. Option to display the analytical window.

2.3.2.4 RECORDING THE MEETING

Recording of the meeting can be started by clicking on the *Start Recording* button shown in the picture.

Picture 26 - Button to start recording

By clicking on the same place, it is possible to pause the recording.



Picture 27 - Recording pause button

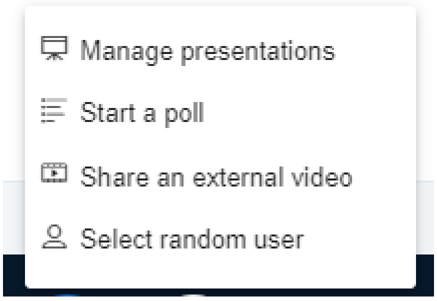
As well as continuing it after a break.

Picture 28 - Button to continue recording

After the end of the meeting, the recording is sent to the system in the background for additional processing and becomes available after the end of the meeting, usually within 24 hours after the end of the meeting.

2.3.2.5 ADDITIONAL ACTIONS

Additional actions available during a meeting are managing presentations, launching polls, sharing external videos, and randomly selecting users.



Picture 29 - Options available as additional actions

Management of presentations allows uploading of material other than the currently uploaded one. The questionnaire can be defined as a questionnaire with answers according to principles:

• True/false

• A/B/C/D

• Yes/No/Reserved

• Arbitrary answer

By sharing external videos, it is possible to display content from various services such as Youtube, Twitch, etc. It is important to emphasize that the content shared in this way will not be shown in the recording of the meeting.

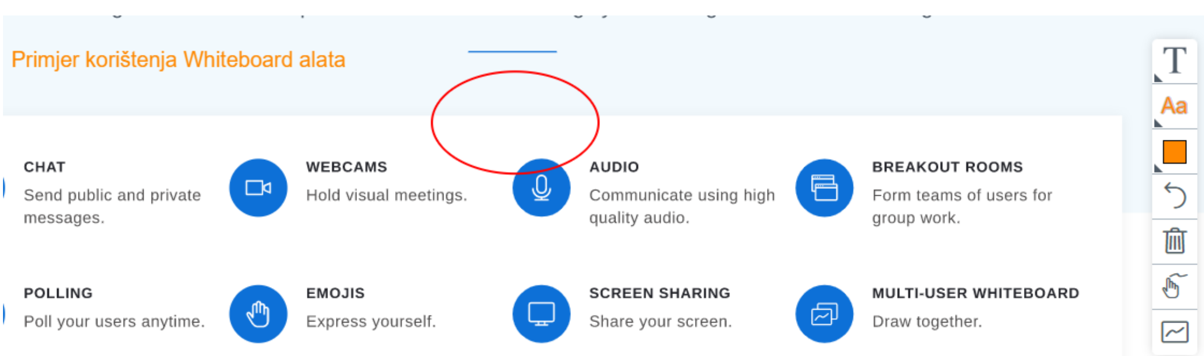
2.3.2.6 SOUND/VIDEO CONTROL

With the buttons shown in the following picture, it is possible to turn on/off the microphone, completely turn off the sound from the meeting, turn on/off the camera and share the screen content.

Picture 30 - Audio/Video/Screen Control Buttons

2.3.2.7 WHITEBOARD TOOLS

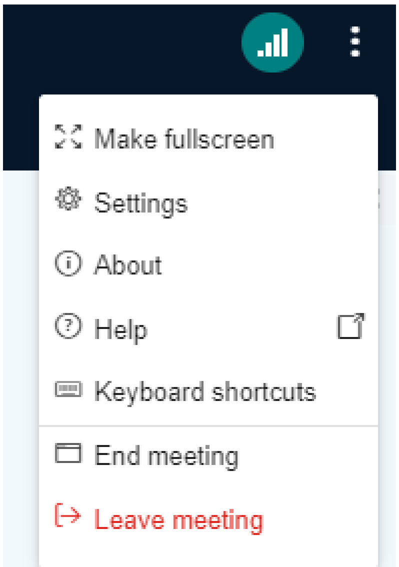
Whiteboard tools enable interactive presentation by typing text or inserting different shapes during the meeting and presentation of materials.



Picture 31 - Example of using the Whiteboard tool

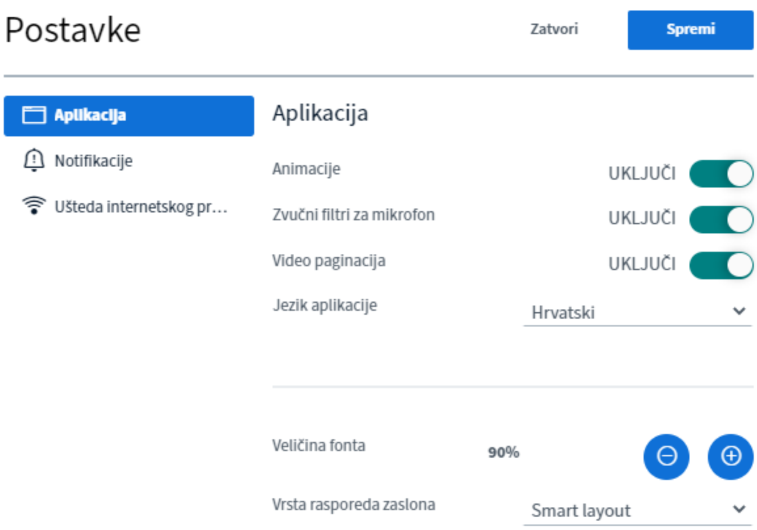
2.3.2.8 SETTINGS MENU

The settings menu allows you to set the display in full screen, open the meeting interface settings, display informative content, display keyboard shortcuts, and stop or exit the current content.



2.3.2.9 INTERFACE SETTINGS

Meeting interface settings are accessed via the previously mentioned settings menu. Of the important settings, the ability to change the size of the display as well as the ability to set the meeting interface to the Croatian language, among others, stands out.

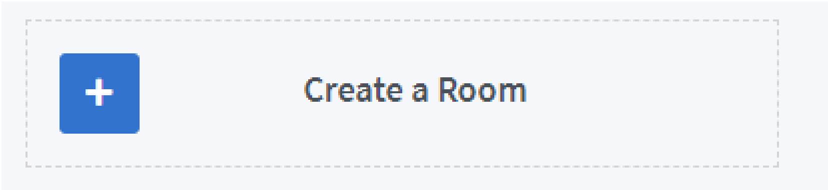


Picture 32 - Interface settings

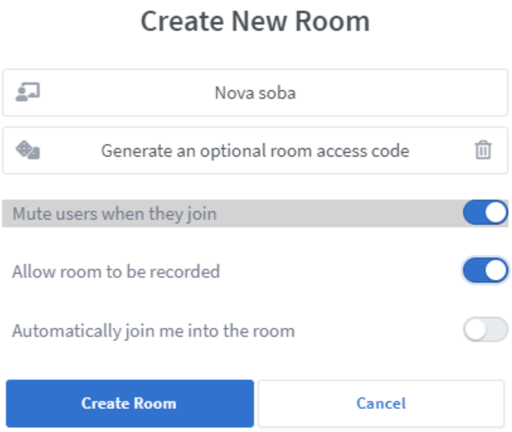
2.4 ORGANIZATION OF THE MEETING

Recommended sequence of steps for organizing meetings:

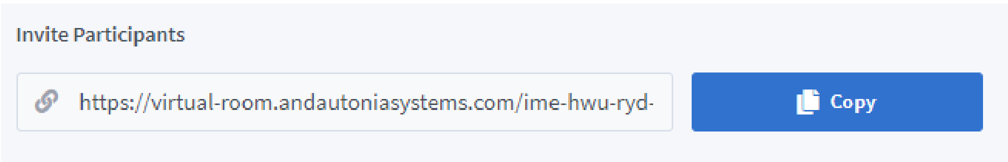
1. Creating a new room



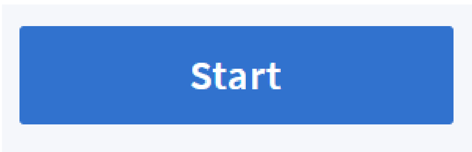
2. Managing the room settings



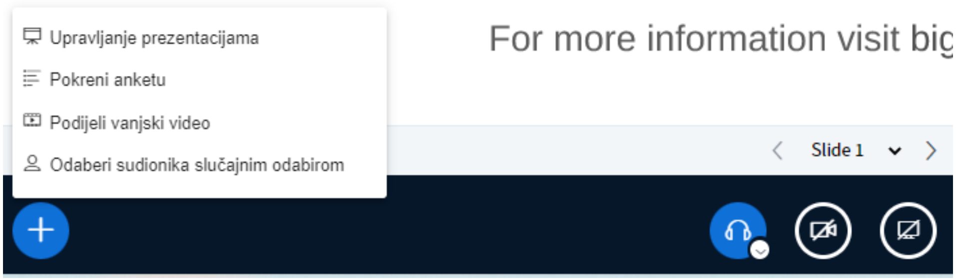
3. Sharing the meeting link to end users (via email or other suitable tool).



4. Starting the meeting at the prearranged time.

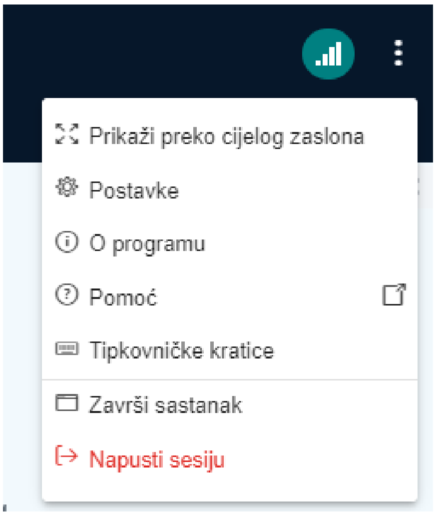


5. Setting up presentation material or screen sharing



6. Start recording

7. Closing the meeting according to the stipulated conditions



8. Review of the recording (available within 24 hours) and sharing with participants via email.