

This Card describes basic Moderator actions in all Events except iMeetings and Meeting Room sessions.

Log in to a Live Event

Enter the event 15 minutes before the start time.

Log in to the ACC, find the Event in the ACC catalog and click its **Enter** link.

OR

Click the link in the Event's email invitation.

Introduce Yourself

Speak into your microphone. The system detects your voice. The sound level bar (green bar) must cross the voice threshold (red line). Click the arrows below the sound level bar to adjust the threshold.



Load Materials and Questions

To load items from the Materials tab:

Right-click the item and click **Load**.

To navigate items in the Materials tab:

Press <Spacebar> to step through the list, or click an item.

Grant Permission to Speak

To give permission to speak:

In the *Participant* pane, double-click a Participant icon or right-click it and click **Start conversation**.

Note: Remind Participants to press the <Ctrl> key or click



to be heard.

To cancel permission to speak:

In the *Participant* pane, double-click a Participant icon, or right-click it and click **Stop conversation**.

Initiate Polling

Click the **Polls** tab and then select one of the following:



Yes/No Poll – Participants respond **Yes** or **No** to a question posed by the Moderator.




OK Poll – Participants respond by clicking **OK** to a question posed by the Moderator.

You can also send a single question (free text, yes/no or multiple choice) and preloaded tests or surveys.

You can share poll results with attendees by clicking **Share** in the displayed *User Responses* window.

Work with Notes

To send a note:

Click  and in the displayed dialog box, select the relevant Participant from the 'Send to' dropdown list, type the note and click **Send** to send the note. You can also use the **Notes** tab to send notes.

To respond to a Participant's note:

Notes in *Chat* style: Right-click the note in the Notes transcript box and select **Reply to Note**. Type your message and click **Send**.

Notes in *Popup* style: Type your message in the *My Reply* box and click **Send Reply**.

Notes in *Inbox* style: Double-click the note to display a popup window in which you can type your message, or right-click the note and select **Reply to Note**.

Note: When a new note is received the red icon on the Notes tab flashes for 5 seconds.

Perform a Web Safari

To load a web page, click the **Web** tab, type in a URL and click **Go** (or press Enter). Then select options:

Allow annotations: You can add annotations to the page. You cannot click through links on the page.

Follow links when clicked: You can navigate the links included in the HTML page. You cannot add annotations.

Work with Drawing Tools

The drawing toolbox is displayed when you are the Moderator and it contains several icons that enable you to annotate the Whiteboard.



Clear the Whiteboard



Show your mouse pointer



Type text



Draw line or shape




Place checkmarks




Erase parts of the Whiteboard.



Format text for  tool.












Format lines for  tool.










Choose ink color for all marks

Participant Pane Icons

-  Moderator is connected and speaking
-  Participant is connected but not speaking
-  Audio-via-phone Participant (connected with a phone while using their computer to view Whiteboard)
-  Phone-only Participant (cannot view Whiteboard)
-  Participant requesting to speak
-  Participant with permission to speak
-  Participant in private conversation with the Moderator
-  Co-Moderator is connected but not speaking
-  Audio-via-phone Co-Moderator

Note: If the Participant/Moderator is using emoticons, the icons are temporarily replaced with the relevant emoticon.

Additional letters/numbers/symbols may be displayed to the left of / above the Participant icon, as shown below (a blank space means no response has yet been received).

-  **Y** or **N** - the Participant answered Yes or No
-  **X** - the Participant refused to answer
-  **3** - the numbered answer to a multiple choice question
-   - no indication of the current load status
-   - the Participant application failed to load the item

Work with Multiple Presenters

To give Presenting Rights:

Right-click a Co-Moderator and select **Give Presenting Rights**. In turn, each Co-Moderator can hand off Presenting Rights to other Moderators.

To cancel Presenting Rights:

Note: Only the Main Moderator can cancel the Presenting Rights.

Right-click the Co-Moderator in control (displayed with a green box) and select **Take Presenting Rights**.

Application Sharing

Application sharing enables the Moderator to share any application with Event Participants.

Note: The application must be open before initiating sharing.

To activate application sharing:

- 1 Click the **App Sharing** tab.
- 2 Select the application to be shared, and click **Start Sharing**.
The Application Sharing Dashboard is displayed in the top right corner of the shared application.

Note: If the application is not listed, or you need to share multiple applications, share your desktop. Do not speak

when initializing sharing because your voice will cut in/out.

To allow 'remote control' of the shared application:

- 1 Right-click the face icon in the Application Sharing Dashboard, select **Allow Remote Control** and then select the relevant Participant from the list.
- 2 To cancel remote control, repeat as per Step 1, OR move your mouse.

To end application sharing:

- Use the application sharing hot key (the key must include <Shift> or <Alt> and any other key – note the <Ctrl> key is not supported - and is defined in the **Application Sharing** tab, which is accessed from the *File>Options...* menu), OR
- From the Application Sharing Dashboard, click **To AT&T Connect**. The Participant window is displayed. Select the shared application and click **End Sharing**, OR
- Give or take Presenting Rights.

Application Sharing Tips

- Do not place another application (such as the Participant window) on top of the shared application because Event Participants will not see the application.
- Use the Application Sharing Dashboard to manage the ongoing Event session (for example: view whenever a Participant has sent a note or raised their hand).