

## ADD A CONFERENCE TO A COURSE

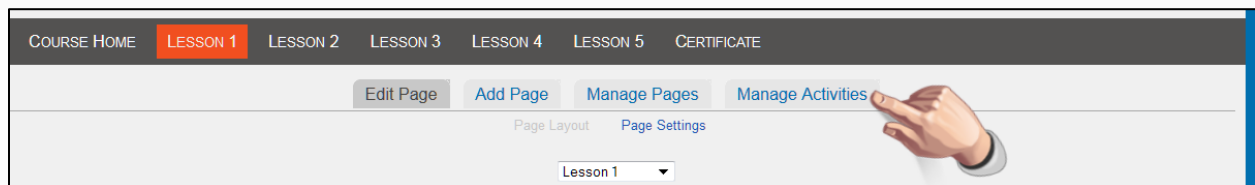
You can add a conference activity to any EasyCampus course. The conference will support sharing of web cams, documents for whiteboarding, VOIP call-in, and desktop sharing.

### Before You Begin

- Locate and open the course to which you want to add a conference.
- Determine where in the course the conference should go.

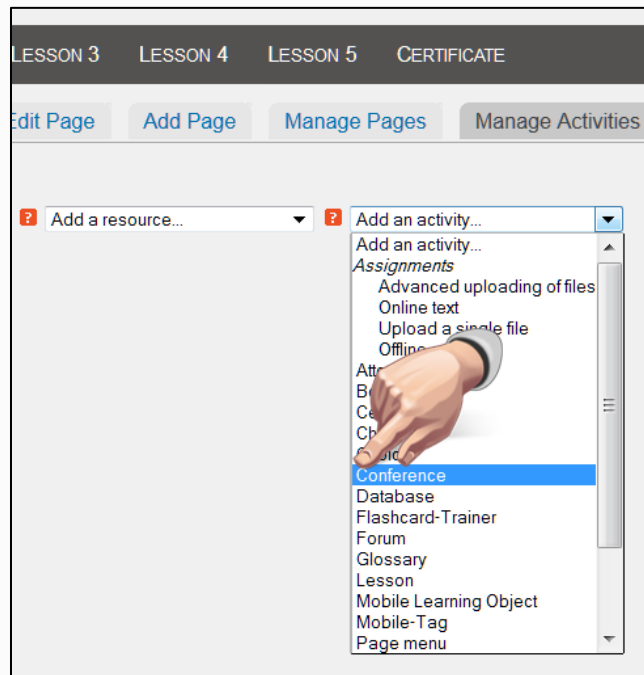
### Begin

1. Make sure editing is turned on and then click the Manage Activities tab.



*Manage Activities tab location (editing must be turned on)*

2. Select Conference from the Add an activity dropdown.




3. A form to help you set up your conference will display. Enter a name for your conference and a welcome message.

*If you want, select Launch in a new browser window from the dropdown. Otherwise, the conference will launch in the same window as your EasyCampus.*

Please complete all of the fields below for the meeting room in question.

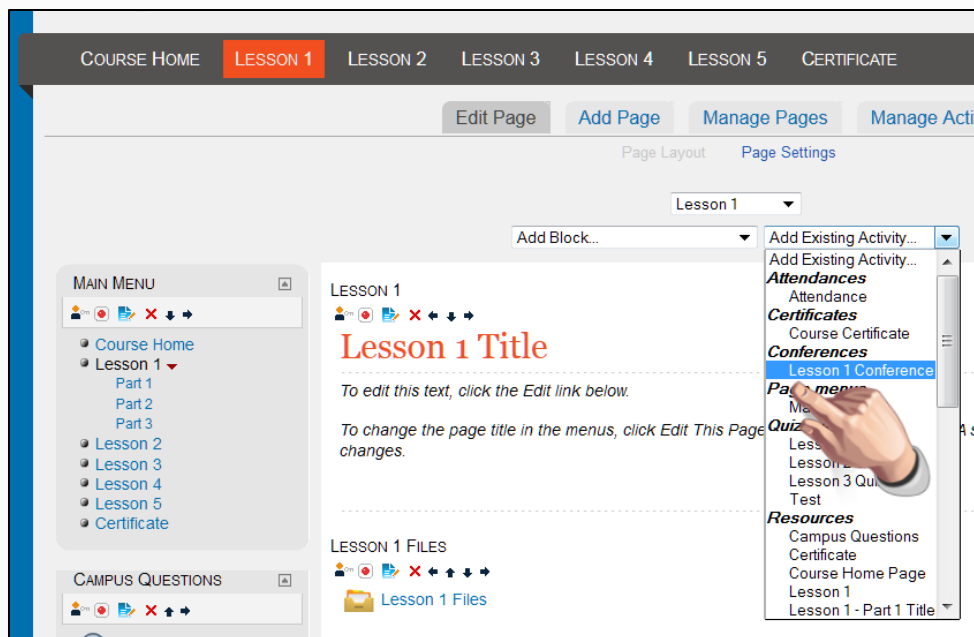
Meeting Name:

Meeting ID: 69288

Application Window:  

Welcome Message:

4. When you're ready, click the Save Changes button. Your conference will display on the screen, but you haven't yet added it to a course page.
5. Display the page in the course to which you want to add the conference. Select the name of your conference from the Add Existing Activity dropdown.



The screenshot shows the EasyCampus interface for editing a page. The top navigation bar includes 'COURSE HOME', 'LESSON 1' (highlighted), 'LESSON 2', 'LESSON 3', 'LESSON 4', 'LESSON 5', and 'CERTIFICATE'. Below this are buttons for 'Edit Page', 'Add Page', 'Manage Pages', and 'Manage Activities'. The main content area is titled 'Lesson 1' and contains a 'Lesson 1 Title' section. On the left, there is a 'MAIN MENU' sidebar with a tree view showing 'Course Home', 'Lesson 1' (with sub-items 'Part 1', 'Part 2', 'Part 3'), 'Lesson 2', 'Lesson 3', 'Lesson 4', 'Lesson 5', and 'Certificate'. Below the sidebar is a 'CAMPUS QUESTIONS' section. On the right, a dropdown menu 'Add Existing Activity...' is open, showing a list of activity types: 'Attendances', 'Attendance', 'Certificates', 'Course Certificate', 'Conferences', 'Lesson 1 Conference' (highlighted), 'Part menu', 'Me...', 'Quiz', 'Lesson...', 'Lesson...', 'Lesson 3 Quiz', 'Test', 'Resources', 'Campus Questions', 'Certificate', 'Course Home Page', 'Lesson 1', and 'Lesson 1 - Part 1 Title'. A hand icon is pointing to the 'Lesson 1 Conference' option.

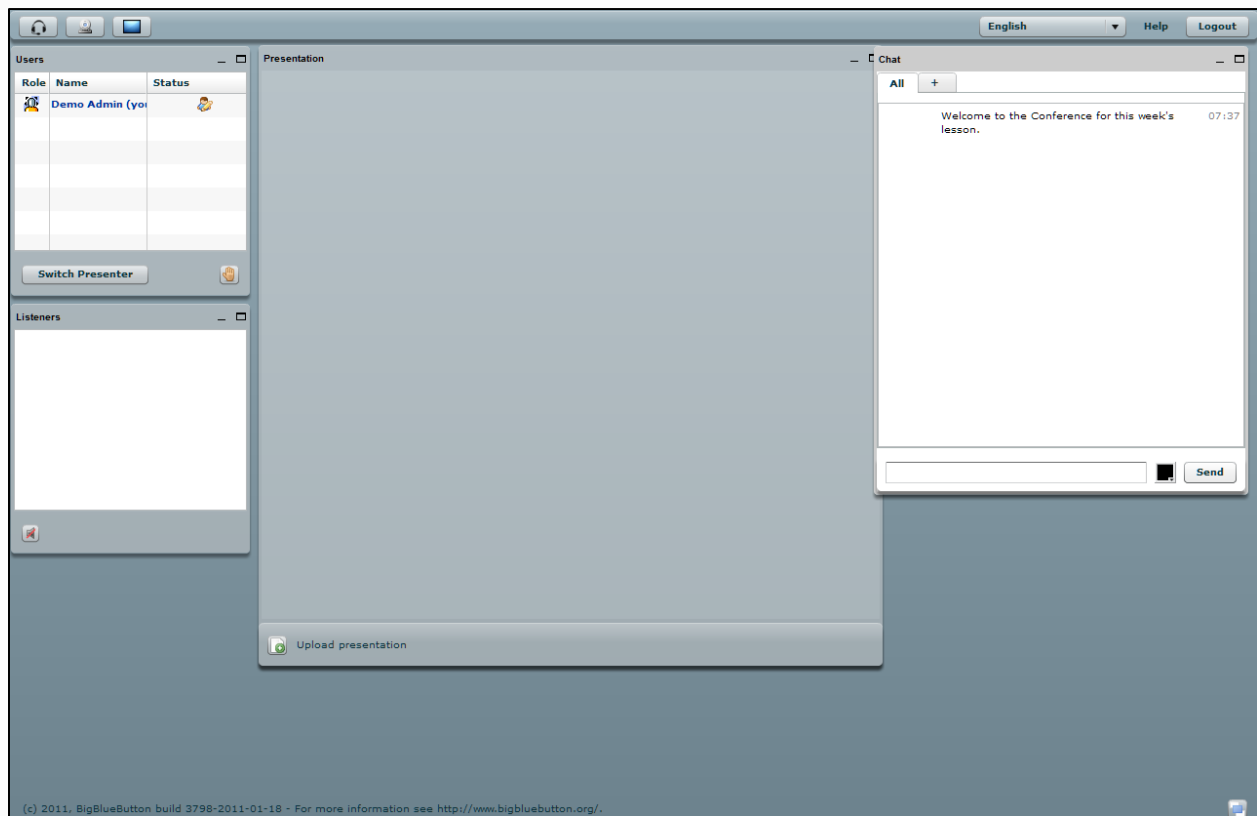
## Setting Up the Conference

It's recommended that you enter your conference a little while before your participants. This will give you time to load any documents for sharing and link yourself to the conference audio and video functionality.

1. Click the link to your conference on the course page.



2. Click the Moderator link on the conference page. In a few moments, the conference room will load.



Conference Room

3. Click the Share my Microphone button to add yourself to the conference's audio.



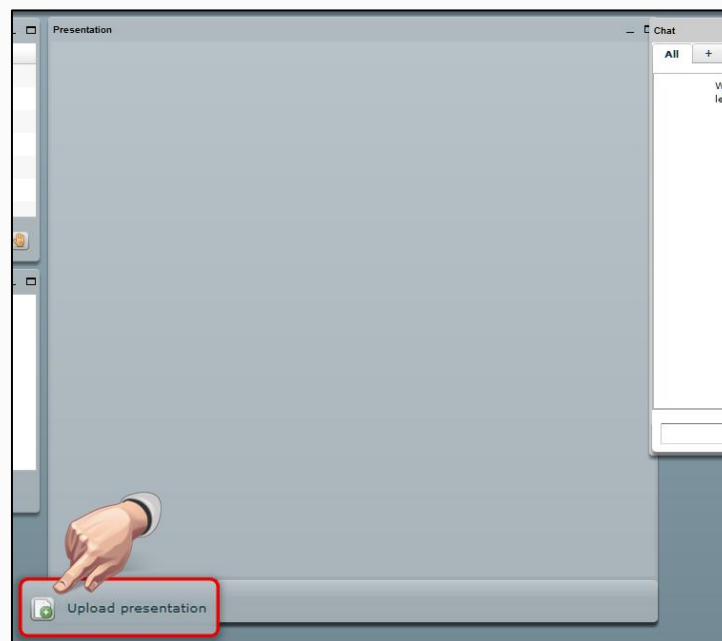
- Click the Allow button in the Adobe Flash Player Settings dialog.



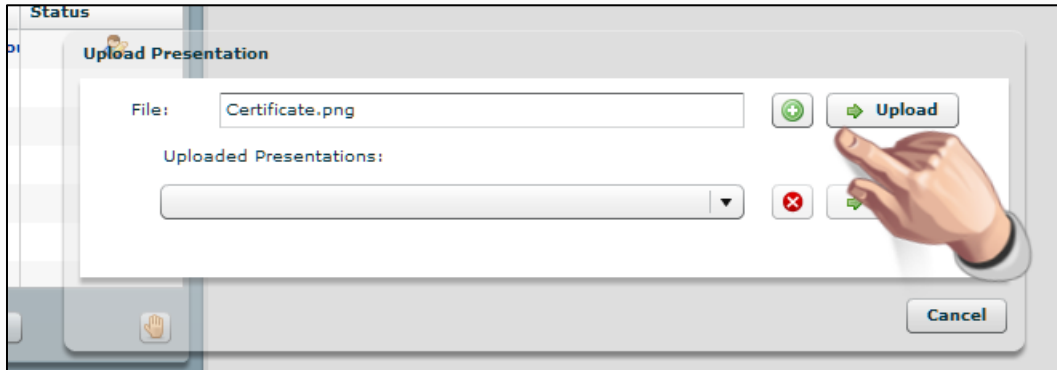
- If you want, click the Share my Camera button (directly to the right of the Share my Microphone button).
- Click the Start Sharing button. You will be added to the video of the conference.



- If you will be sharing a document, you may want to load it ahead as some documents take longer to load than others. Click the Upload presentation button.



8. Find the document you want to share on your system. You can share PDFS, Word documents, Excel spreadsheets, PowerPoint presentations, and images. When you've selected your document, click the Upload button.



9. The document will appear in the center position. Use the controls along the bottom to move between pages, adjust the zoom, or display whiteboarding tools.
10. Continue to upload the documents you'll need. **IMPORTANT: THE DOCUMENTS YOU LOAD WILL NOT BE SAVED WHEN YOU EXIT THE MEETING. DON'T LOAD DOCUMENTS AND THEN LEAVE THE MEETING.**

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*During the conference, you can switch between the documents you've loaded by clicking the Upload document and selecting the desired document from the Uploaded Presentations dropdown.*

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## General Guidelines

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- As people arrive, you can chat with them in the Chat box on the right. This is a good time to tell attendees how to add themselves to audio and video. People who are able to add themselves to the conference audio will appear in the Listeners box on the left. You can mute them for a lecture if you like.
- You can pass your Presenter status to another attendee if this is appropriate.
- The whiteboard tools let you highlight information in a document you're sharing. You may want to practice using these simple tools ahead of the conference.

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*You can use the Reservation activity to schedule reservations for an EasyCampus conference or other event.*

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