

meetingplay

VIRTUAL ENGAGEMENT PLATFORM

Collaboration Rooms - How To

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Collaboration Room Features

- Collaboration Rooms are similar to a Zoom environment
- Allows for up to 40 people to join in with audio and video and participate in a live discussion
- Users can mute/unmute and turn their video on/off
- Presenters/Speakers can mute all audience members (this is helpful if a presentation is being given!)
- Only Presenters/Speakers can share their screen
- Collaboration rooms automatically end at the session end time. Users will receive a 5 minute and a 1-minute warning that time is almost up
- Engagement features include:
 - Session check-in and live text chat
 - Note taking
 - Q & A
 - Downloads



How to

Check in & Post Comments

Check into a collaboration session to join the live text discussion

- When entering the session, click the toggle to check into the session and activate the live text chat



NOT CHECKED INTO SESSION
Enables session chat.

- This will indicate you've attended this session & allow you to post comments during the session**

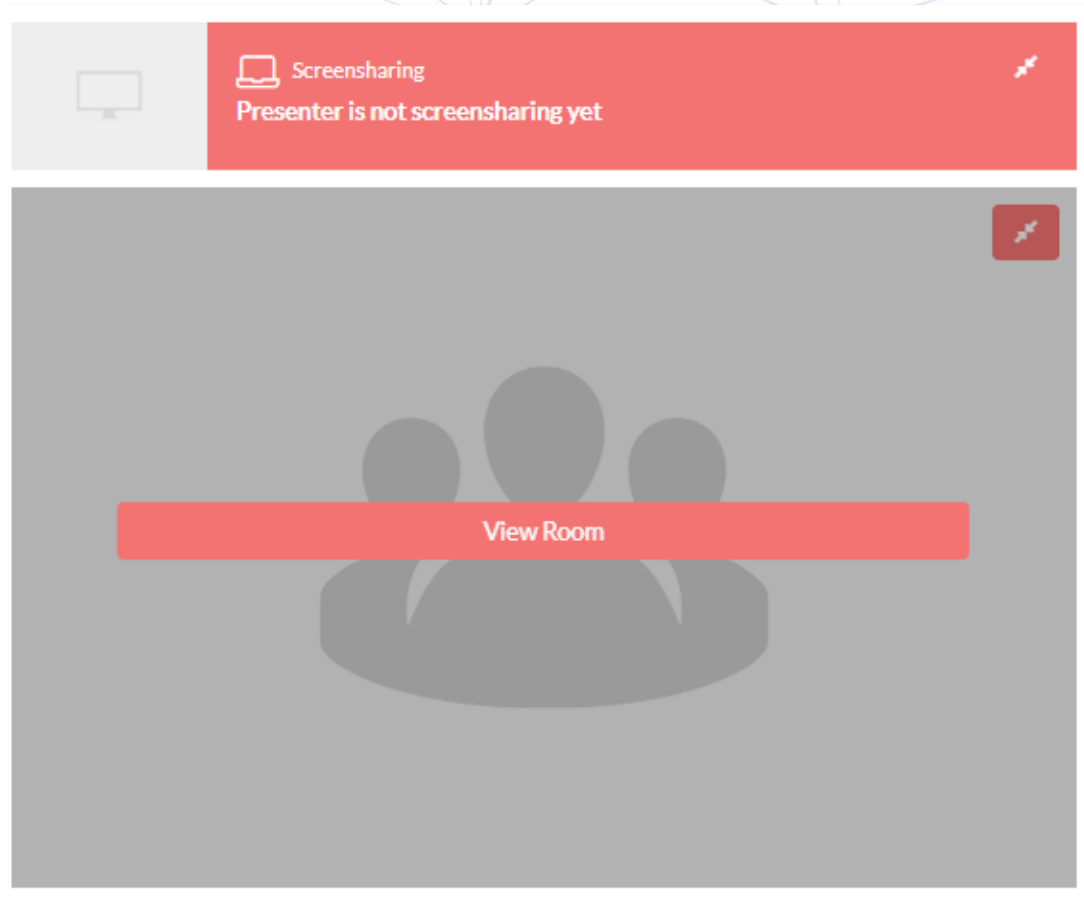
The screenshot displays the MeetingPlay interface for a 'Collaboration Room'. At the top, there is a red navigation bar with a back arrow and a 'Follow' button. Below this, the room title 'Collaboration Room' is shown. A green bar at the top of the room content area contains a monitor icon and a 'View Room' button. A large grey area below this contains a prominent green 'View Room' button. At the bottom of the room content area, a green notification states 'YOU ARE CHECKED IN!' with the subtext 'You may now post in the session chat.' and a 'Help' button. Below the notification are tabs for 'Overview' and 'Speakers'. The date and time 'WEDNESDAY, MAY 12 3:07 PM - 3:27 PM US/Eastern' are displayed, along with an 'Add to Calendar' button. On the right side, a chat window is open, showing a user profile for 'Jenna Dean' and a message 'hello everyone!'. The chat window includes a '18:20 LEFT' indicator, a 'Presenting now' status, and tabs for 'Live chat', 'Q&A', and 'Notes'. A text input field with the placeholder 'Type message here...' and a 'Post to chat' button are also visible.



How to

Participate in Your Collaboration Rooms

Collaboration Rooms allow attendees to be on camera and participate in the discussion



- Your browser will prompt you to **enable audio and video**, if you have not already
 - If you do not see the prompt, in Google Chrome, you can adjust your settings by clicking the lock icon to the left of the URL
- Select **View Room** to see all attendees and listen to the conversation
- Select **Connect Video/Audio** to join in on the conversation

Connect with video / microphone

- If at any point you wish to mute yourself or turn off your camera, click the **Settings** tab in the right panel and click the microphone or video icon to toggle it of



How to Participate in Your Collaboration Rooms

Collaboration Rooms allow attendees to be on camera and participate in the discussion

The screenshot displays the MeetingPlay interface. On the left, a calendar application is shared, showing a meeting for July 23, 2020. Below the calendar, a video gallery shows several participants: Brittney, Me (the user), Jenna, Allie, Meredith, Kelsey, Lauren, and Madeline. A 'Disconnect Video / Microphone' button is visible above the gallery. At the bottom left, a notification states 'YOU ARE CHECKED IN!' and 'You may now post discussion comments.' On the right, a Q&A section is active, featuring a 'Have a Question?' prompt, a text input field, and buttons for 'Ask Your Question' and 'View Just My Responses'. A comment from Kelsey K. dated 7/23/20 at 10:33am is shown with a thumbs-up icon and the text '1 Vote thanks for answering my question LP!'. A 'Presenting Now' indicator is visible at the bottom of the Q&A section.

- Speakers can “Take Over” to signify they have the floor and/or are presenting information via the screen share

This screenshot shows a 'TAKE OVER AS SPEAKER' overlay. At the top, a dark blue bar contains the text 'TAKE OVER AS SPEAKER'. Below this, a large, light gray silhouette of a person's head and shoulders is centered. To the right of the silhouette is a small square icon with four arrows pointing outwards. At the bottom left, there is a dark blue button labeled 'Share Screen'. At the bottom right, there is a red bar containing the text 'Presenting Now' and a 'Settings' button with a gear icon.

