

This handout shares information and tips about how to moderate a BlueJeans session with associated tools.

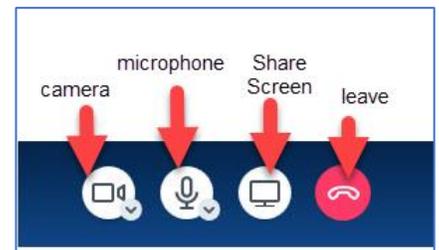
A moderator is the host/leader of a BlueJeans session. A moderator should install the BlueJeans App (found at <https://www.bluejeans.com/downloads>) for hosting meetings. When a meeting is scheduled by a moderator via the <https://bcnet.bluejeans.com/> website, it should appear in the BlueJeans App. Everyone who has a BlueJeans account has a moderator passcode (typically 4 numbers). If there is a need to have multiple moderators/leaders of a class or meeting, the use of the moderator passcode provides this opportunity (other moderators log in with the meeting ID and passcode in the App). This means more than one person can manage the meeting in terms of additional controls and settings available only to moderators.

This document describes all the features and functions available to moderators. Many are also available to participants. It will be noted under each section if this is a moderator-only feature or for both moderators and participants.

Mute and Unmute Audio/Video

~available to both moderators and participants~

At the top centre of your screen are icons that allow participants and moderators to control the **camera** and **microphone**, share their **screen** and **leave** the session.

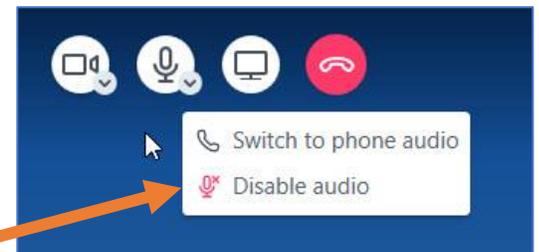


By clicking on the camera and/or microphone icon, they can be turned off. A red circle and slash/line appears when they are turned off.

This means no one will see and/or hear the participant or moderator. When a participant or moderator wishes to speak, they need to click on the microphone icon again and the slash/line will disappear.



If participants or moderators are having trouble with the audio connection or the **microphone**, switch to phone audio from the drop-down menu on the microphone icon without leaving the session.



It is **good practice** for participants and moderators to **mute** the microphone when they aren't speaking.

This helps other participants more clearly hear the class or meeting.

Moderators have the additional feature to turn off an individual camera or microphone by clicking the icon beside a participant's name in the **People** tab.

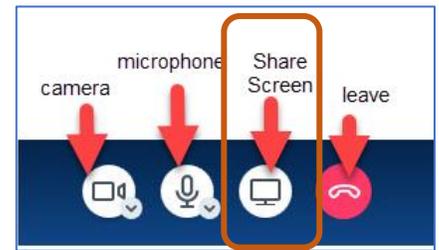


Moderators can also mute all microphones at once. Look for the 'Mute all' options at the bottom of the participant's list in the **People** tab.

Share Your Screen

~available to both moderators and participants~

Participants and moderators can select the **screen share** icon to share applications or many applications, windows, or entire desktop with everyone in the session.



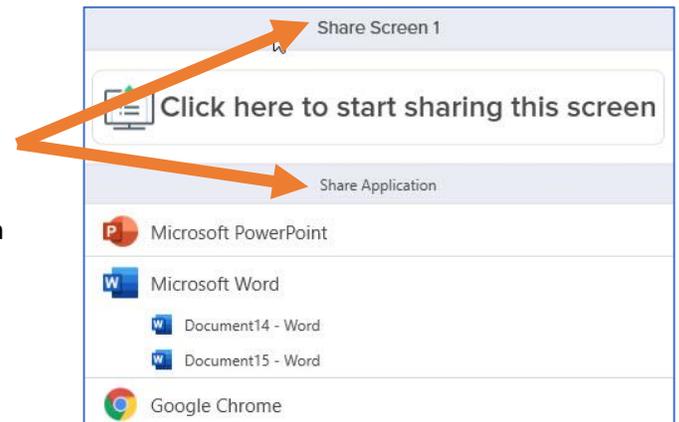
As a moderator, provide clear instructions to participants before screen sharing is begun. Since anyone can share a screen at any time, BlueJeans displays one participant's screen at a time based on timing. As moderator, guide participants with verbal instructors as to whose screen is shared first, second etc.

Two Ways to Share: By Screen or Application

Participants and moderators have two options for sharing information from their computer – by the whole screen or by a specific application.

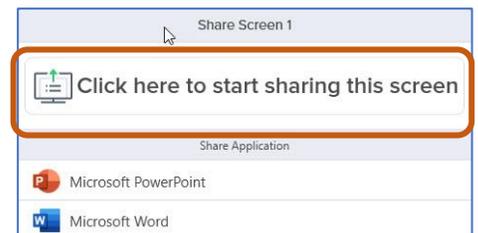
Sharing by clicking on the screen will provide people with an additional feature called “annotation” that allows them to ‘draw’ on the screen.

Sharing by clicking on a specific application (e.g., Word Document, Browser etc.) will provide people with no “annotation” feature.



Sharing Application by Screen (with annotation available)

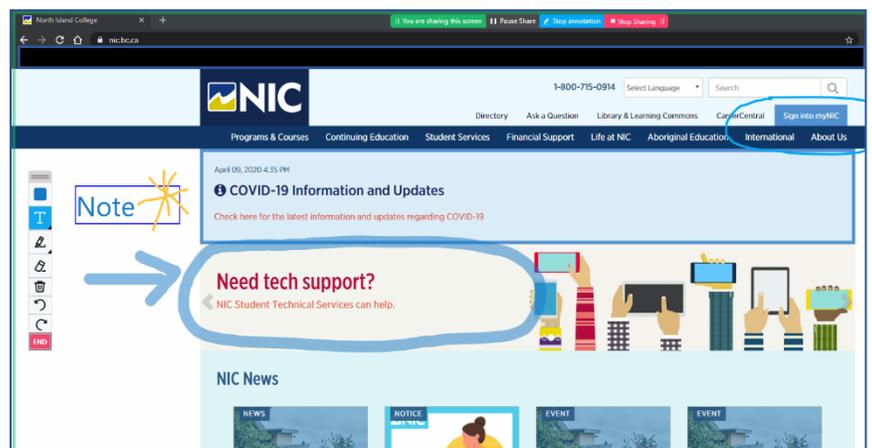
If participants or moderators want to share more than one document or file, it is best to select “**Click here to start sharing this screen**” – in this way they can toggle/switch between many applications, programs and windows.



The screen being shared will be outlined in a **green line** and will include the annotation feature in **blue segment** on the tool bar.



The Annotate feature brings up a toolbar on the left side of the screen with basic tools (pen, text, eraser, trash can) to add items to the screen for highlighting and signalling attention.

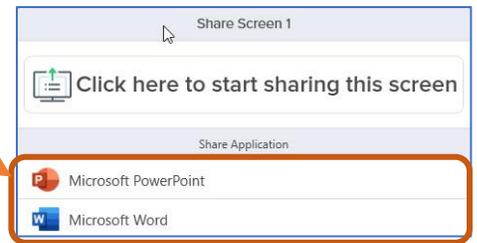


Sharing Application by Application (no annotation available)

If participants or moderators wish to just share one application (one file, one program), then they chose the application they desire.

The application being shared will be outlined in a **green line**.

It will not include any annotation feature.



Record Session

~available only to moderators~

When a moderator clicks the **Start Rec & Highlights** button (in top right corner of the screen) participants and moderators will see and hear a message that the recording has started.

The button turns red to indicate that you are recording.

To end the meeting, click the button that says **Stop Rec & Highlights** to stop the recording. It will take a bit of time to process and an email will be sent to the moderator to indicate the recording has been processed.

Moderators can **start** and **stop** recording at any time during a session.

Recordings will appear on <https://bcnet.bluejeans.com/> login page with sharing features.



View and Chat with Participants

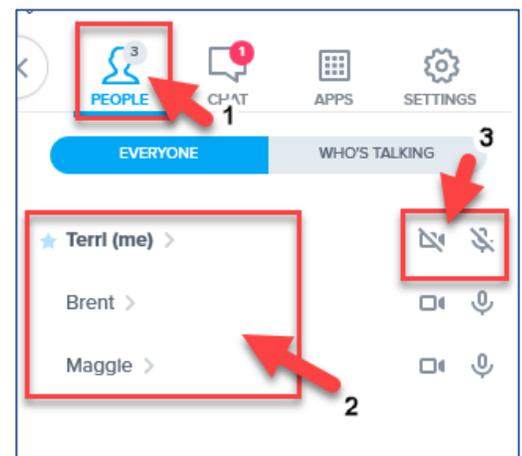
~available to both moderators and participants~

At the top right of the screen are four icons – **People**, **Chat**, **Apps** and **Settings**.

These icons will open panels to share options and adjust settings if necessary.

The '**People**' tab will show who is participating in the session and the status of their audio and video.

1. **People** tab is highlighted.
2. List of **other participants**
3. Indicators for who has **muted** audio and **no** video



4. The **Raise Hand** function allows people to indicate they would like to speak.

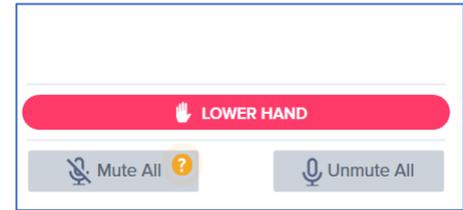


A hand will appear next to the name of the person who wants to speak, next to the video and mic icons.



The order hands were raised is shown, so as moderator you know who to go to first.

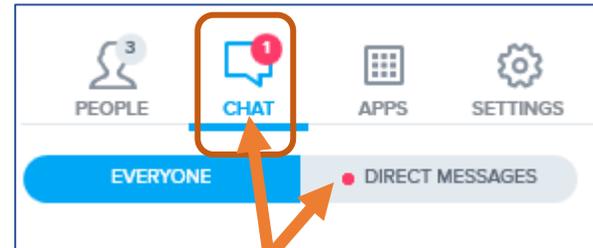
Either a participant or the moderator can lower a hand, once a question / comment has been addressed. Note that the **Raise Hand** function is not accessible for those attending a meeting using an iPad or a phone.



The **Chat** tab will allow participants to send messages to other participants.

A participant can message the **whole group** (everyone) or send a **direct message** to another participant.

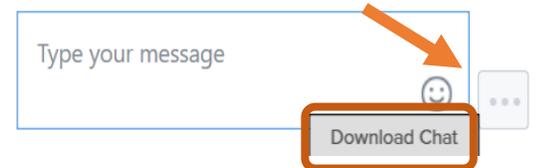
When the **Everyone** option is **blue**, any message a participant creates will be sent to the whole group.



For example, there is one **new chat message** as indicated by the **red #1** on the chat tab. This refers to a new direct message as indicated by the **red dot** in the direct messages tab. To view it, click **Direct Messages**.

The **Chat to the whole group** can be downloaded and saved by anyone attending the meeting; **Direct Messages** can be downloaded and saved only by the people sending / receiving the direct message.

To download and save the **Chat**, click on the three dots that appear next to the **Chat** box, then click on the message



If you have a second monitor, you can move the chat to another monitor, enabling you to continue to moderate the chat while sharing other applications.

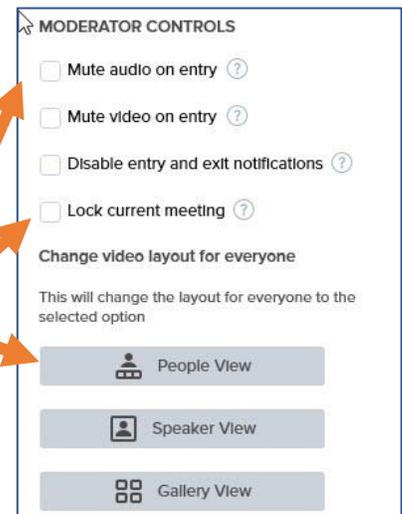
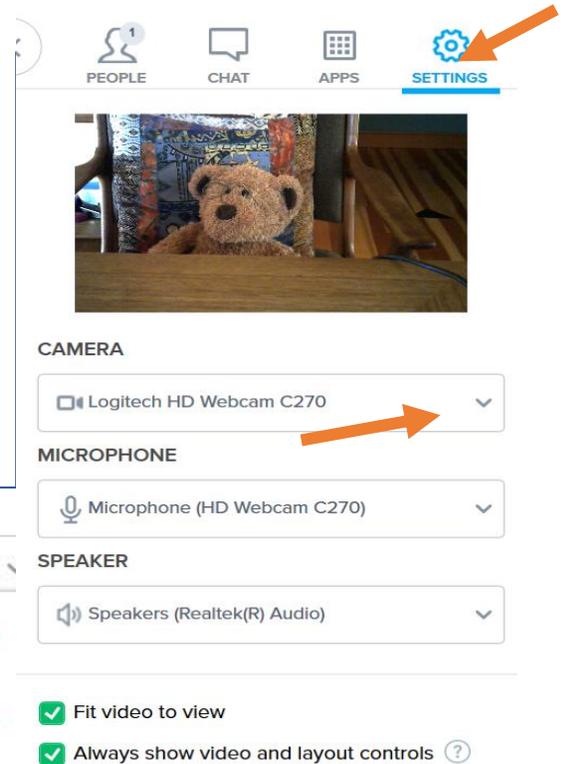
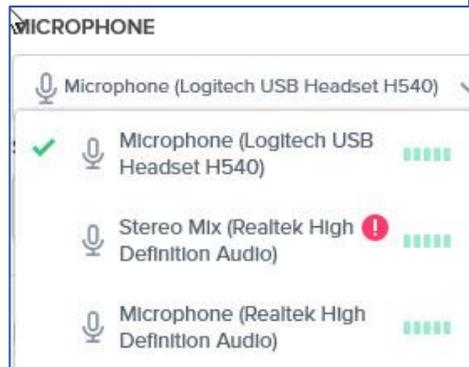
Check and Adjust Your Settings

~available to both moderators and participants, moderator controls only available to moderators~

The fourth icon on the right menu is **Settings**. Here is an overview of what participants can do in the Settings tab.

1. The **Settings** tab is highlighted
2. See **Camera** view even if it's muted in the room
3. Drop down **menus** for selecting correct microphone, camera, and speakers

- If you're having trouble with your audio/video equipment, click the drop-down menus to see if you have options to switch a device.
- Sometimes your default setting will not be the item you are using.
- E.g., when there is a microphone in the computer and in a headset, BlueJeans may default to the **wrong** one. You can change that in this menu.



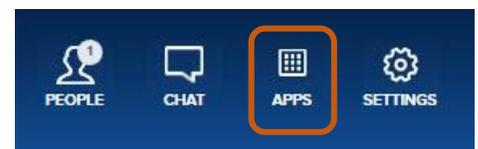
Moderator-Only Controls

Moderators have a few other controls under the settings related to muting all participants upon entry, locking meeting and changing video layouts for everyone (People View, Speaker View and Gallery View)

Apps

~all Apps available to all roles, Breakout Session only available to Moderators~

Under Apps on the top right menu are five apps.



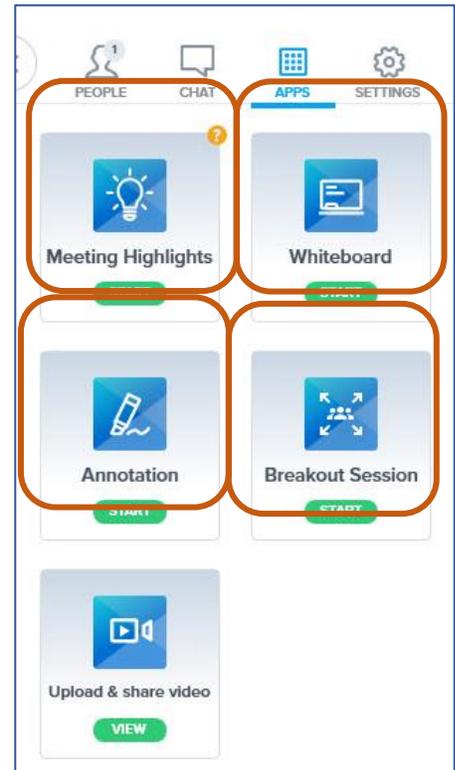
Meeting Highlights: If the moderator has started recording, all participants can add ‘bookmarks’ (aka highlights) throughout the recording with notes for referencing upon reviewing of the recording. Moderators can also add highlights to their own recording.

Whiteboard: At any time, a participant or moderator can start the whiteboard feature which brings up a white space with a limited set of tools (pen, text, eraser, trash can, undo button) to write like one would on a whiteboard.

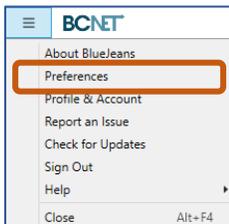
Annotation: Using the same tools in the Whiteboard Application at any time a participant or moderator can enable the annotation app through sharing a screen or an application.

Breakout Session: Only moderators have access to this app. This is for creating breakout groups of participants for separate web conferencing sessions. More on another handout.

Upload and Share Video: Due to bandwidth constraints, it is advisable to not use this tool.



Preferences



From your Windows PC (screenshot example) click the hamburger icon (three lines) and follow it down to the Preferences menu (for a Mac, click BlueJeans to the right of the Apple icon).

Select your preferences under **General, Calendar and Devices.**

