

Instructional Communications Systems

Menus in the Breeze Meeting Area of ExtendLMS

The menus in the Breeze Meeting area are located on a menu bar that runs along the top of the screen, starting at the left hand side of the screen. This guide is intended to give explanations of the different features found under each menu.

The Meeting Menu



Invite Participants

This opens a window with the URL for your meeting in it. When the window is open, you can also click on a button that says compose email. If your email client is configured properly, clicking on this button will open your email with a message that gives the URL of your meeting that can be sent to anyone whose email address you have.

Record Meeting

Opens a window that allows you to give your recording a name and a summary. If you choose OK in this window, a red button will appear at the far right end of the Menu bar that you can click to stop the recording. Please note that you are responsible for recording your own meetings and managing any recordings that you make.

End Meeting

Opens a window that contains an editable message that you send to all the participants that the meeting has ended. You are able to save this message to use again in the same meeting. You may also enter a URL to send participants to when the meeting closes. When you say OK, you will also

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be removed from the meeting. When You go back into the meeting, you will get a notice that the meeting has been placed on hold and that participants are locked out. It also gives you the opportunity to “start” the meeting, which will allow participants to enter the room.

Place Participants On Hold

Opens a window with an editable message to send to participants. When the you click OK in this window, the participants will receive the message in the window and will be locked out of the meeting. The meeting will remain active, however, for the Host and Presenter.

Optimize Room Bandwidth

This allows you to optimize the room if most or all of your participants are on modem, DSL, or LAN connections.

Room Background

You can change the color of the Menu bar and the empty spaces between the pods using the Room Background feature. To do so, you will have to have a JPEG image uploaded to your content area before you enter the meeting. This is not a recommended feature, but if you choose to try this, it is recommended that you test the feature well in advance of your intended meeting time.

Auto-Promote Participants to Presenters

If you choose this feature, participants will automatically be given Presenter status when they enter the meeting room.

Manage Room with Web Manager

When you open the Web Manager with this feature, you are able to edit different aspects of your meeting.

Room Screen Resolution

Changing the screen resolution of the room will change the resolution for everyone in the meeting. The higher the resolution you choose, the less screen space will be occupied by your meeting console. The recommended screen resolution is 800 by 600.

My Connection Speed

Set this feature to the connection speed that you are using, which is either modem, DSL, or LAN.

Audio Setup Wizard

This feature enables you to set your microphone and speakers (if used) to the optimal levels for your meeting. It is recommended that you use this feature prior to your first meeting time if you intend to use the microphone and speakers or headset. Note: ICS cannot provide support for any speakers, microphones, headsets, or cameras.

Select Camera

Use this feature to choose which camera to use for your meeting if you have more than one camera connected to your computer.

Full Screen

Expands the Meeting Console to a full-screen view.

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The Present Menu



Make Me a Participant

Changes your current role to that of a Participant.

Make Me a Presenter

Changes your current role to that of a Presenter.

Make Me a Host

Changes your current role to that of a Host.

Show Presenter Only Area

Choosing this feature will open a set of pods for all hosts and presenters that will not be visible to the participants

Preparing Mode

The Preparing Mode enables you to make changes to other layouts (Sharing, Discussion, Collaboration, Custom) in the meeting without showing these changes to the attendees or disrupting other presenters.

Host Cursors

Use this feature to decide whether to hide your cursor, to show it to other host, everyone in the meeting, or to everyone when you are using a whiteboard.

The Layouts Menu



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New Layout

Allows you to make a new layout. This new layout can either be a custom layout, where you choose the pods and where they will be placed, or a copy of an existing layout. The new layout can also be a copy of a custom layout that you have already made.

Sharing

Takes you to the Sharing layout.

Discussion

Takes you to the Discussion layout.

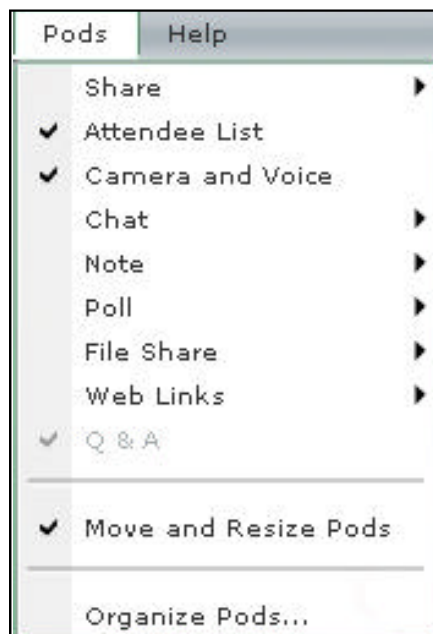
Collaboration

Takes you to the Collaboration layout. Note: If you have made any custom layouts or copies, they will also show in the Layout Window, allowing you to click and go directly to them.

Organize Layouts

Allows you to delete and rename layouts. You can also move them up or down in the order, which will also move them right or left in the layout tab order at the bottom left of the meeting console.

The Pods Menu



Share

Enables you to share any content that you have already used in the meeting, a new blank share pod, your computer screen, content stored in your computer, content that you have uploaded, or a new whiteboard.

Attendee List

Shows or hides the Attendee List pod in the current layout.

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Camera and Voice

Shows or hides the Camera and Voice pod in the current layout.

Chat

Shows or hides any of the Chat pods that are in use in the meeting. This can include Chat pods from other layouts. It also can be used to open a new Chat pod.

Note

Shows or hides any of the Note pods that are in use in the meeting. This can include Note pods from other layouts. It also can be used to open a new Note pod.

Poll

Shows or hides any of the Poll pods that are in use in the meeting. This can include Poll pods from other layouts. It also can be used to open a new Poll pod.

File Share

Shows or hides any of the File Share pods that are in use in the meeting. This can include File Share pods from other layouts. It also can be used to open a new File Share pod.

Web Links

Shows or hides any of the Web Links pods that are in use in the meeting. This can include Web Links pods from other layouts. It also can be used to open a new Web Links pod.

Q & A

Shows or hides the Q&A pod.

Move and Resize Pods

When checked, this feature allows you to move and resize the pods in the current layout. When unchecked, the pods in the current layout cannot be moved or resized.

Organize Pods

Opens a window that shows all the pods from all the layouts. You are able to rename any of the pods that appear in the list.

The Help Menu



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Breeze Meeting Help

This opens a new window containing the Breeze Online Help Center

Quick Start

This opens a new window containing tutorials for common tasks within Breeze Meeting

Breeze Resource Center

Opens the Breeze Resources Web site in a new window.

Connection Status

This opens a separate window where your bandwidth is tested automatically. After the test is completed, a recommendation on your connection speed will be made.

Troubleshooting

This opens a separate window that addresses several common issues regarding Breeze and the solutions for these problems

About Breeze Meeting

Opens a window that tells which version of Breeze you are using. Also lists the names of developers and others that have worked on making your version of Breeze.