



Online English Learning

最有效的線上英文學習品牌

# WUWOW Meeting Center (WMC) Training



## Important reminders

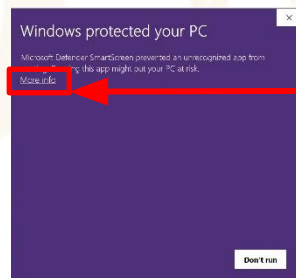
- Teachers must **ACCESS** the class **15 mins. prior** for the first class of the day and after any break.
- Always select “Auto size” for the size of the material. (**Slide 11 #19**)
- The class will be recorded automatically **2 minutes before** the start of the class (xx:58 or xx:28) and ends on the half-hour or on the hour (xx:30 or xx:00).
- If the student hasn't entered the class, **message the IT Line** and wait for further instructions.
- For technical issues in class, click “**Request Help**” once, so that IT can enter the class to help you right away.
- **PM can open the Training Room for you to enter and answer any questions you may have.**

# Download WMC

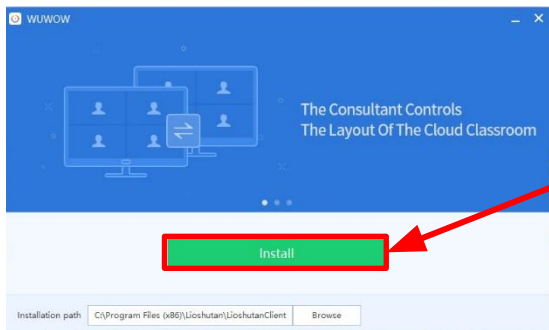
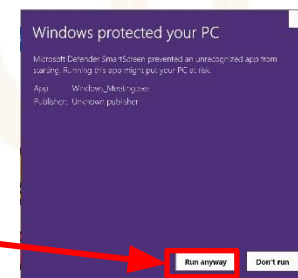


- Log onto Taichi – go to the “Training” tab, select “WUWOW Meeting Center Download” for Windows or Mac users. Follow the prompt to download the app.

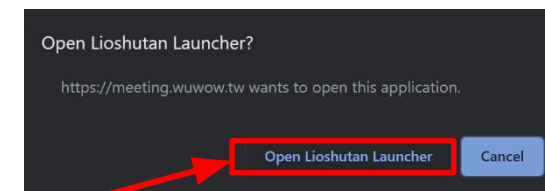
- Save and open the file. If your computer is preventing you from opening the file,



- Click ‘More info’ then click ‘Run anyway’

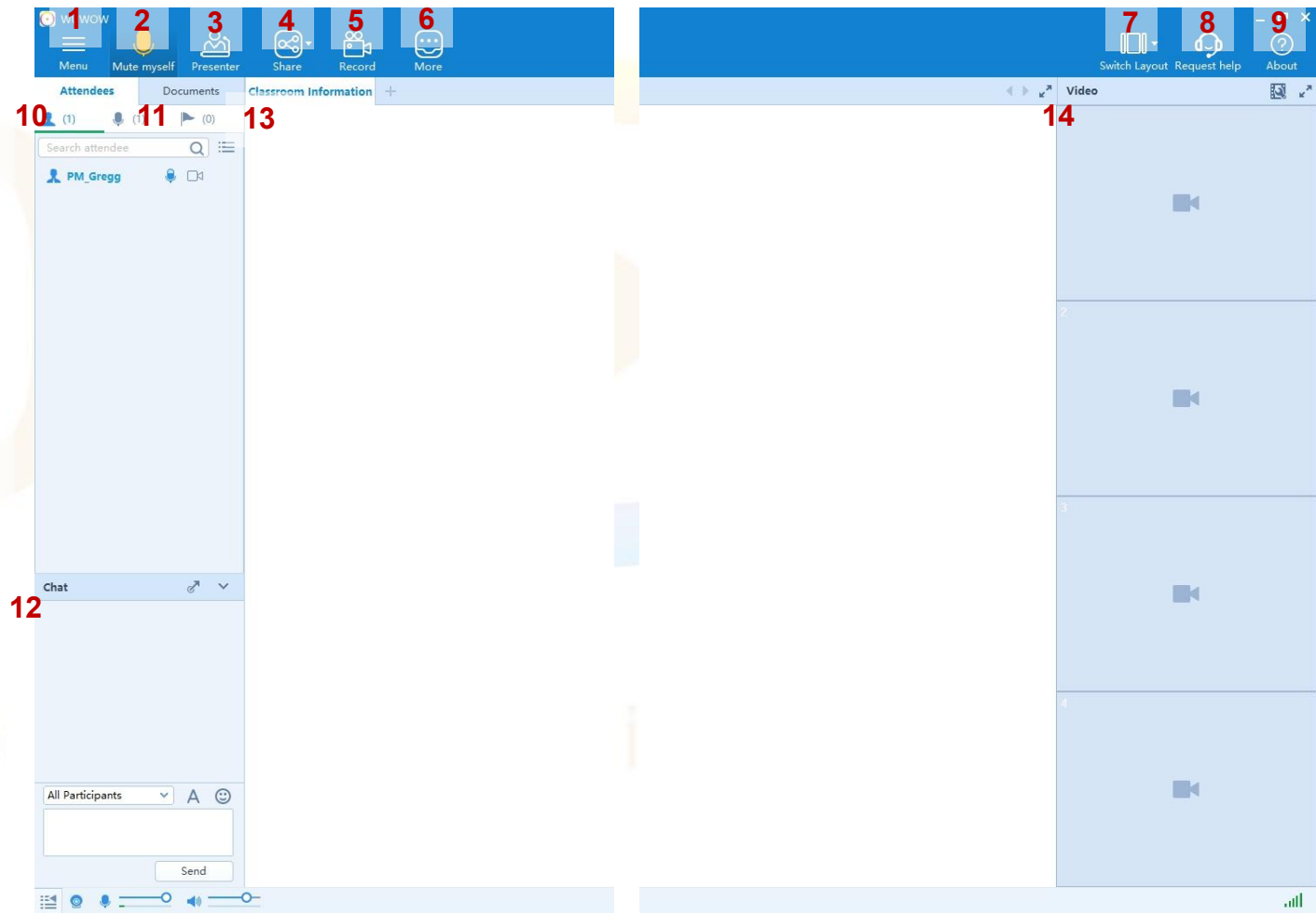


- Click ‘install’. After installation, go back to Taichi and select “Self-Training Classroom (As a Consultant)” to open WMC
- Click ‘Open Lioshutan Launcher’

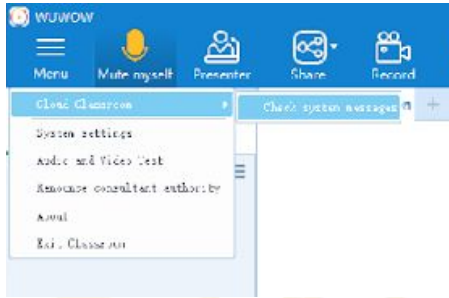


# WUWOW Meeting Center

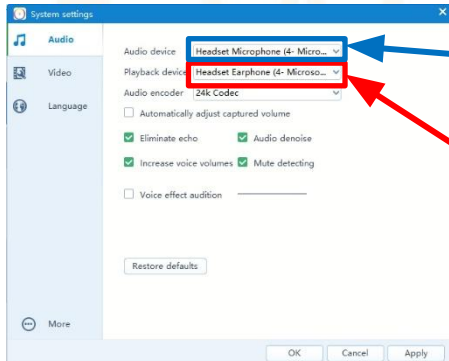
1. **Menu** – WMC menu
2. **Mute** – mute your mic
3. **Presenter** – to be Presenter/Quit presenter
4. **Share** – share documents, screen, etc.
5. **Record** – records the class onto your computer
6. **More** – more features
7. **Switch Layout** – select various meeting layout
8. **Request Help** – for help with any technical difficulty or problems
9. **About** – info re WMC
10. **Attendees** – reflects the names of students in the room
11. **Documents** – reflects all the materials that have been uploaded and saved
12. **Chat** – send chat to other attendees
13. **Classroom information** – reflects info of the room and your device
14. **Video** – see your own video and other attendees' videos



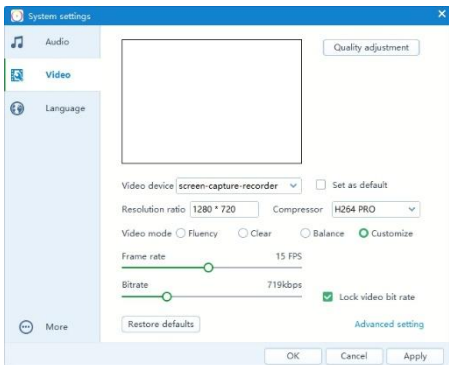
# Menu



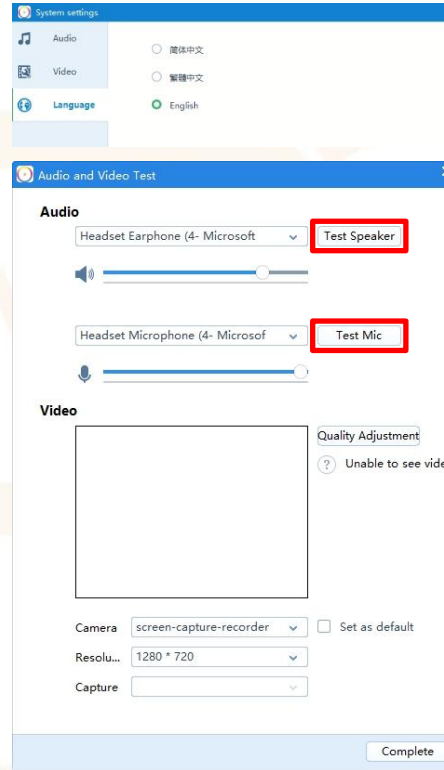
**Cloud Classroom** – System information, this reflects who has entered the room and what you can do as the presenter



**System settings** – Audio: select audio and playback devices



**Video:** select your webcam; able to adjust webcam quality in “Quality adjustment”



**Language:** Select “English”

**Audio Test:** Select the headset you are using, ‘Test Speaker’ and ‘Test Mic’. When you click Test Mic, it will start to record your voice, click once more to stop and play the recording.

**Video Test:** See your webcam video, you are able to adjust your webcam’s quality in “Quality Adjustment”

**Renounce consultant authority:** DO NOT click this otherwise your status as a consultant will become a ‘VIP’ or student.

**About:** Displays the version of WMC

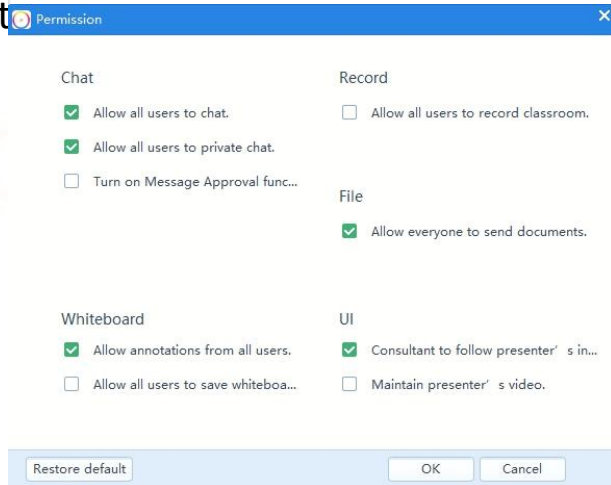
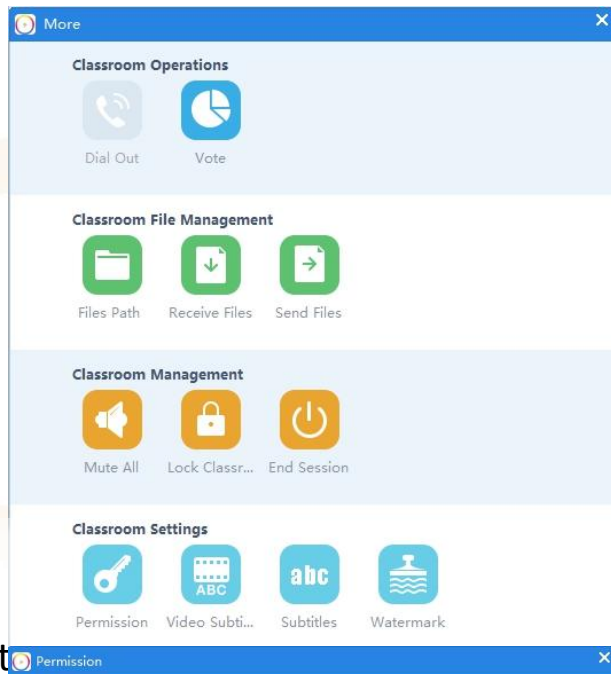
**Exit Classroom:** leave or exit the class (NOT close the room)

# Share & More



## Share –

- Share Entire Desktop
- Share Desktop range – you can select a part of your desktop to share
- Share Powerpoint
- Share Document\* - upload the PPT material for the class
- Share Whiteboard
- Share Multimedia Files
- Share Application – such as Google, and other apps on your computer

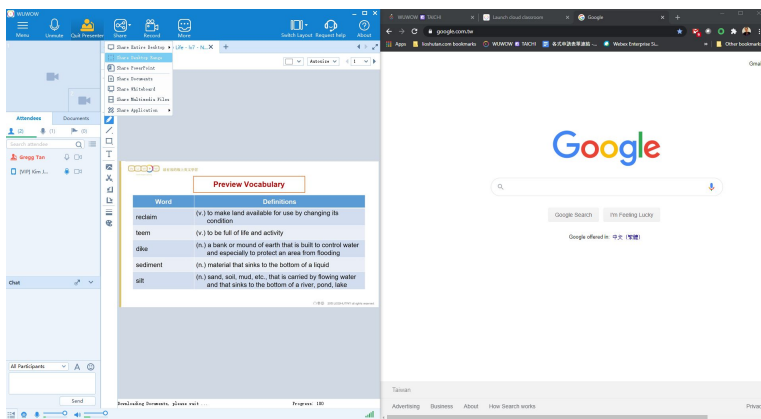


## More –

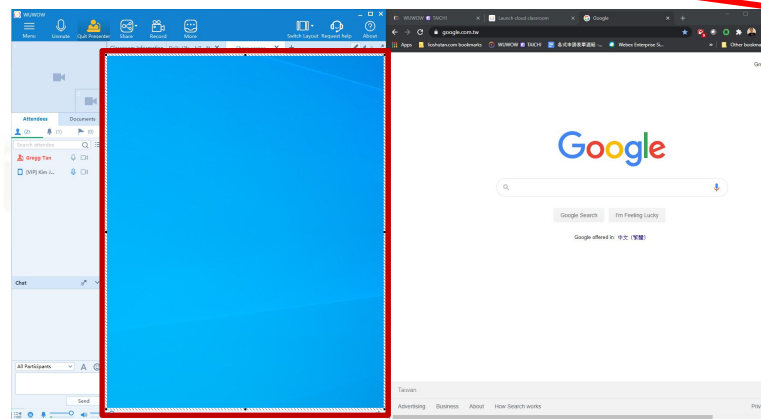
- Vote – this is used to take a poll in a big class
- Classroom File Management, these 3 are pre-set. **Files Path** specifies where recordings, received files, screenshots, etc. are saved. **Received Files** lists all the files you have received from attendees. **Send Files**, send files (extra information re the lesson) to students. Lists all the files that have been sent.
- Classroom Management, **Mute All** – to mute all students at the same time **Lock Classroom** – this prevents students from entering, DO NOT lock **End Session** – ends the session and close the room
- Classroom Settings, **Permission** – these are pre-set, under WHITEBOARD – deselect “Allow annotations...”, and select “Allow all users...” to allow students to save the whiteboard or material with all your annotations and notes in class.

# Share

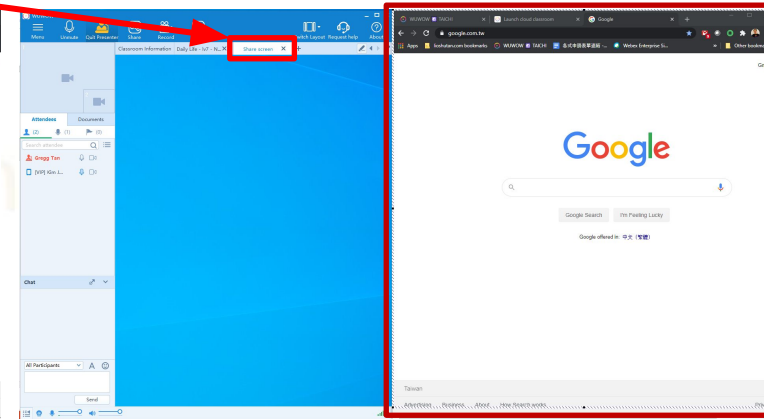
- Share** – when you Share Desktop, you can also select Share Desktop Range which you can select a part of your screen to share. You can set WMC to occupy half of the screen and Google the other half (**Pic. a**). When you select share desktop range, a ‘range box’ will appear (**Pic. b**), you can drag the whole ‘range box’ or select and drag the corners to occupy the part of your desktop you want to share (**Pic. c**). To see what students see when you do this, also log in as VIP using your smart phone through Taichi. To stop sharing click “X”.



Pic. a

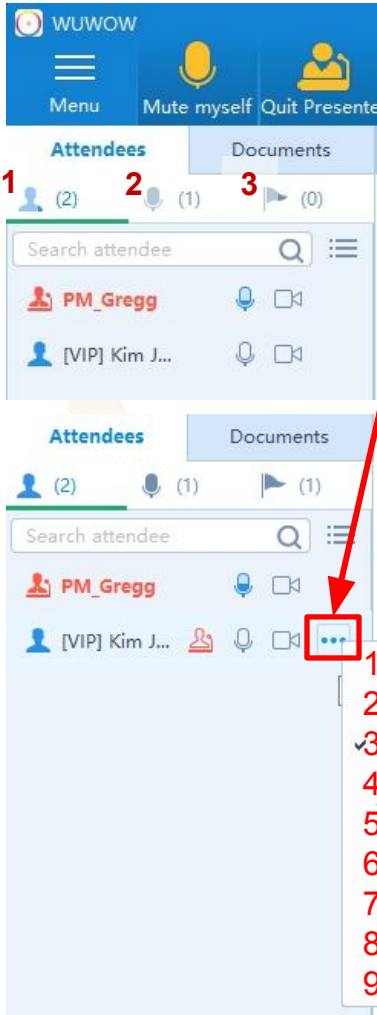


Pic. b



Pic. c

# Attendees



## Attendees –

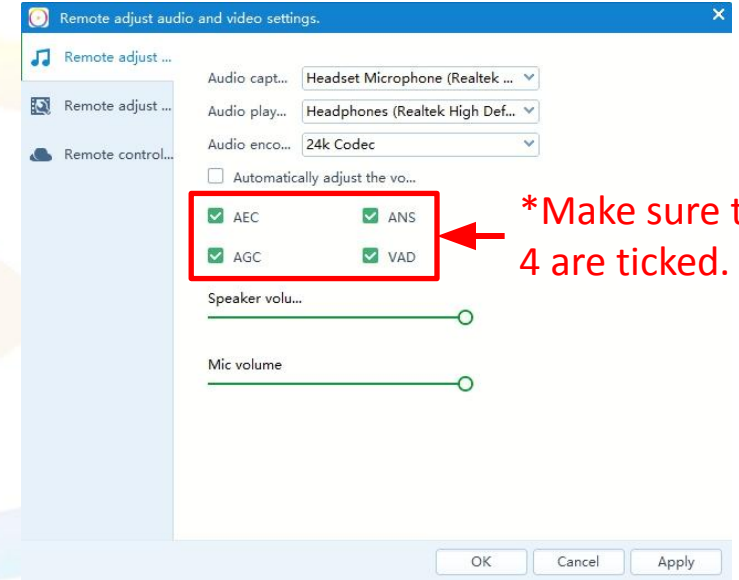
Shows the names of your students.

1. Shows the number of attendees in the room.
2. Shows how many attendees have their mics turned on.
3. Number of requests from other attendees.

**More** – move your mouse next to the webcam icon of attendees (or VIPs), click on the three dots (or More) in order to see options.

1. turns on VIPs' mic
2. allow VIPs to become presenter (never allow)
3. allow VIPs to send chat messages
4. allow VIPs to use the tools in class (don't allow if you don't need them to write anything on the board)
5. adjust VIPS audio and mic
6. to send chat messages privately to attendees
7. turns off VIPs audio, VIPs won't be able to hear
8. edits VIPs info in the room (don't change)
9. kick VIPs out of the class (don't do this)

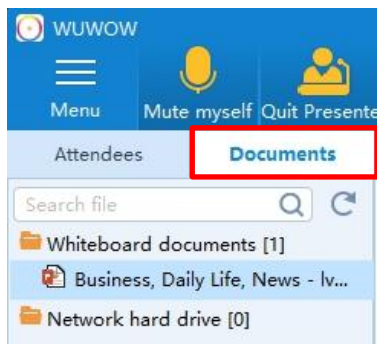
- 1 Allow speech.
- 2 Allow user to become presenter.
- 3 Allow Text-only Chat.
- 4 Allow Annotations
- 5 Remote adjust audio and video.
- 6 Text-only Chat
- 7 Turn off audio output.
- 8 Edit User Info
- 9 Expel



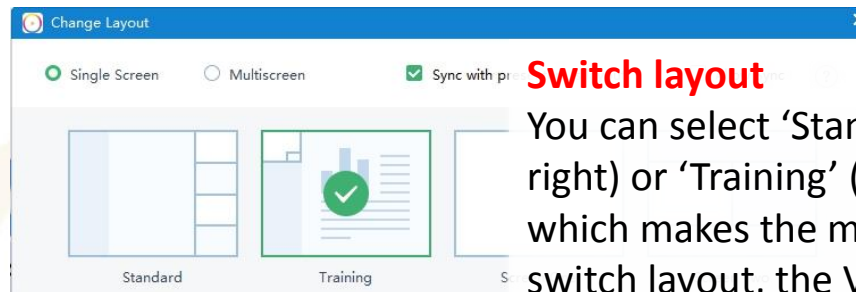
Select 'Remote adjust audio and video' – this option is very useful – you can check VIPs audio and mic, to see if their they're turned on or too low, and if need be, you can adjust their sound and mic level accordingly.



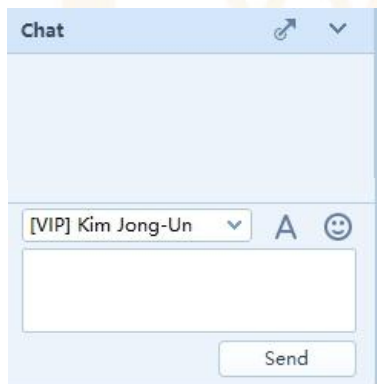
# Documents, Chat, Layout



**Documents** – Shows the materials that have been saved into the classroom

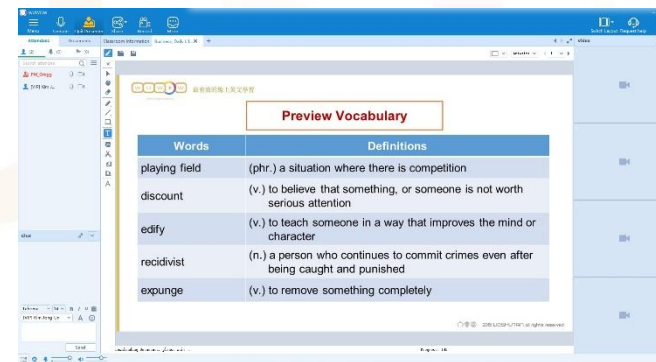


**Switch layout** – You can select 'Standard' (your video is on the right) or 'Training' (video is above 'Attendees' which makes the material larger. When you switch layout, the VIPs window also changes



**Chat** – send messages publicly or privately to VIPs

- pops the chat window out and back in
- minimizes the chat box and returns it back
- selects the recipients
- changes font, size, color, etc.
- sends smileys
- sends messages

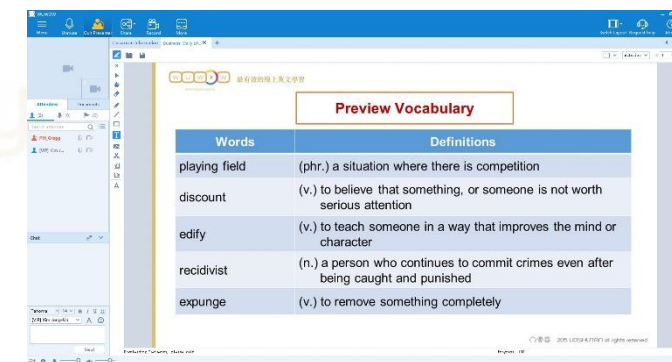


**Standard layout** – always use Standard layout



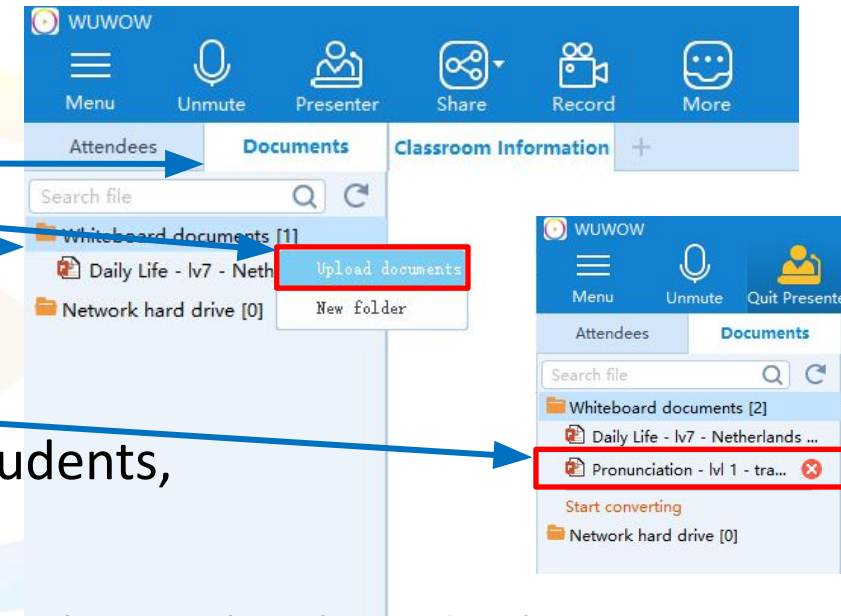
1. Hides and expands the whole left panel (Attendees/Documents & Chat)
2. Disables the webcam
3. Adjusts your mic level
4. Adjusts your audio level

**Training layout**



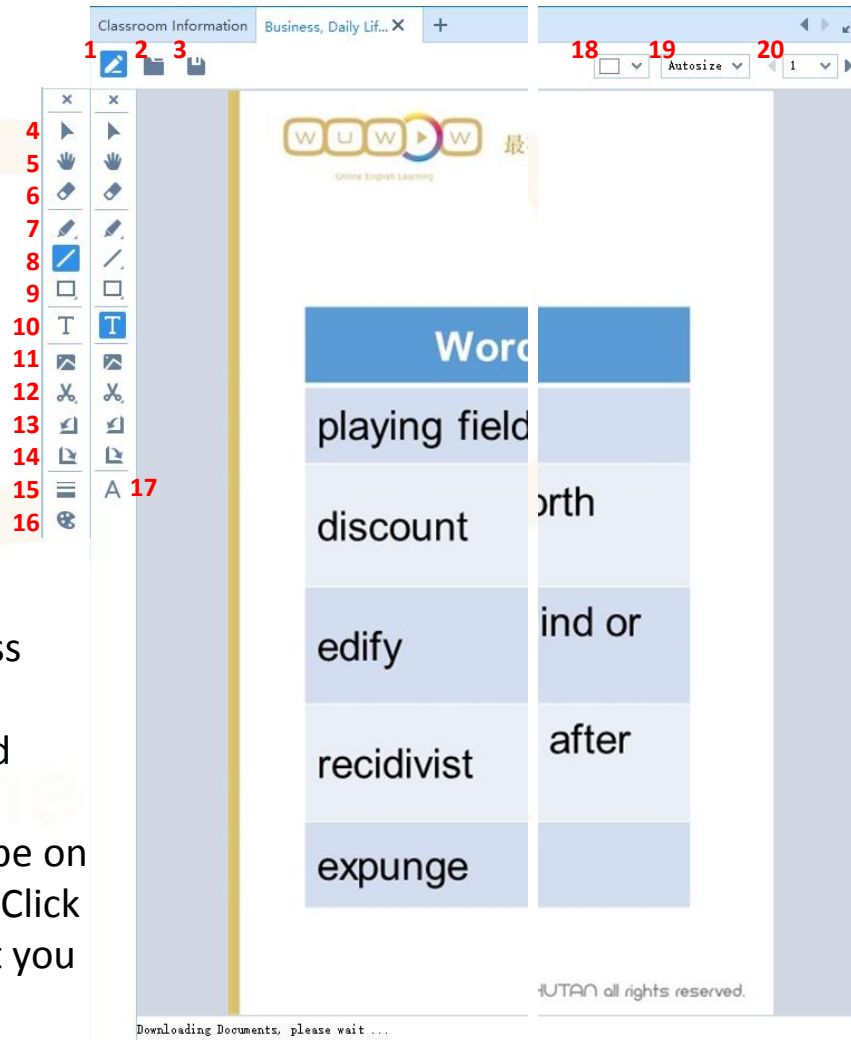
## Upload material

- **Uploading material** – another way to upload material without going to Share Document is – ‘**Documents**’, right click on ‘**Whiteboard documents**’, select ‘**Upload documents**’. Select the material you want to upload and you will see its progress.
- **Share Powerpoint** – this shares your powerpoint file to the students, no tools to use.
- **Share Whiteboard** – shares a new whiteboard, another way to share whiteboard is by clicking the plus “+” next to the uploaded material.
- **Share Multimedia Files** – this shares video clips or recording with students, if you would like to share something from YouTube, save it first in your computer and use this option to share, not Share application. The sound in share application is not clear.



# Whiteboard

1. Close and open the tools
2. Opens and uploads a document
3. Saves the whiteboard that you are using (VIPs can also save whiteboard if you change the permission in "MORE" slide 7)
4. Select – click to select objects or text box to move or adjust the size
5. Drag – drags the material when you are zoomed in
6. Delete – the eraser tool
7. Highlighter – highlighter and stylus option
8. Line – line and single arrowhead option when this is selected, you can select thickness (15) and color (16)
9. Rectangle – rectangle, rounded rectangle and ellipse option
10. Text – click and drag a text box in order to type on the board. Press enter to go to the next line. Click mouse anywhere on the board to show what you typed. (For MAC users, clicking ENTER shows what you typed to the VIPs)



11. Inserts image file – it will be on top of the material, so it is best to open a white board first, to open a NEW whiteboard click the + next to the material tab
12. Screenshot – screenshots anything on your computer, you can screenshot a photo from Google
13. Rotate left
14. Rotate right
15. Change thickness and line style
16. Change color of texts, line, shapes
17. Font – select the font, size and color of texts
18. Selects whiteboard color
19. selects size of document
20. Move slides up and down or select the slide number you want