



KENET Web conference User Guide

Kenya Education Network
Box 30244 00100, Nairobi-Kenya
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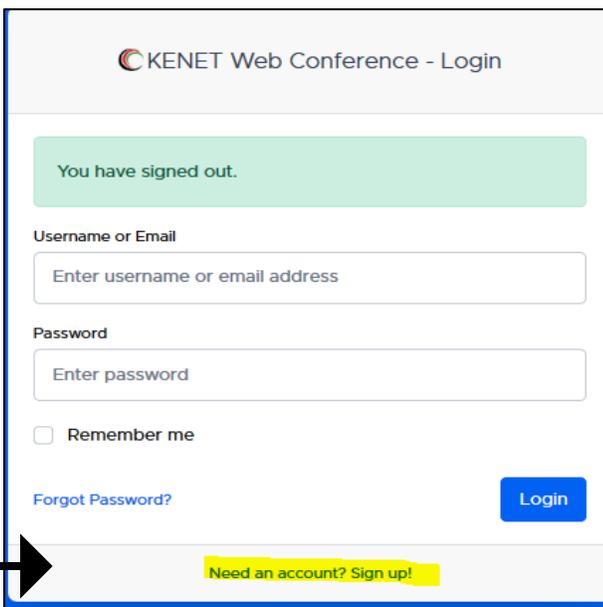
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SECTION ONE: Meeting Portal

1. How to create Account for KENET web conference Platform

1. Go to <https://conference.ke/> and click on 'sign up'. You will fill in the details required and click on 'submit'. KENET will approve and activate your account.

It is recommended that you use an institutional email address during sign up



Click to sign up for an account

KENET Web Conference - Login

You have signed out.

Username or Email

Enter username or email address

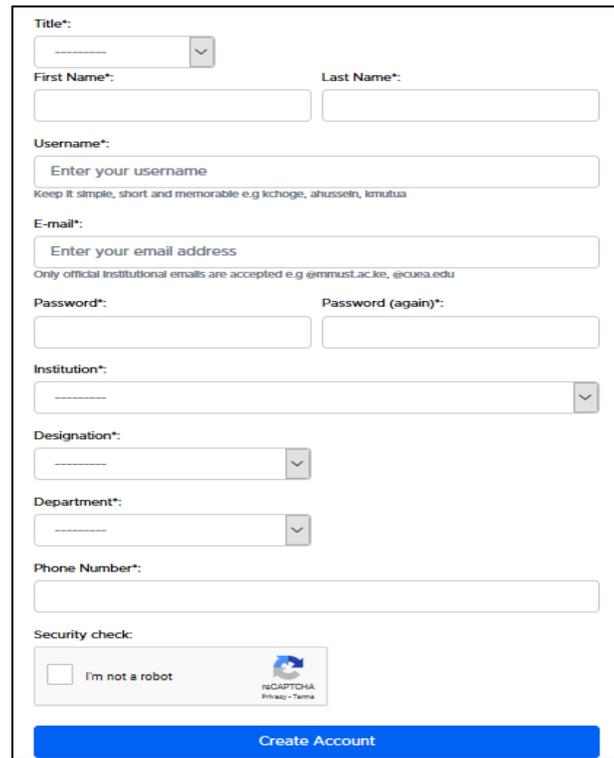
Password

Enter password

Remember me

[Forgot Password?](#) [Login](#)

Need an account? Sign up!



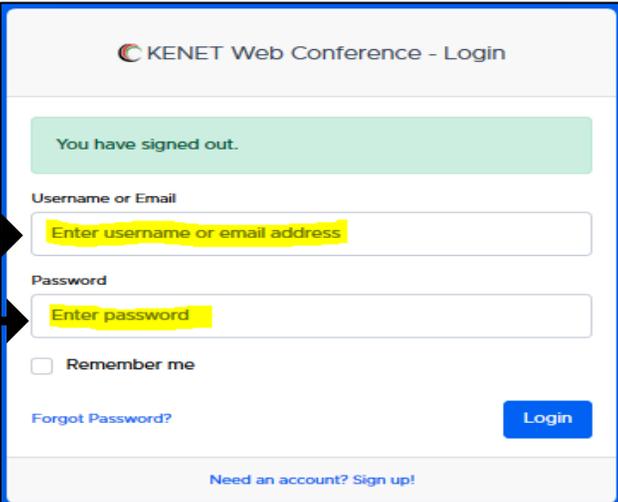
The form contains the following fields and options:

- Title: dropdown menu
- First Name*: text input
- Last Name*: text input
- Username*: text input with placeholder "Enter your username" and a note: "Keep it simple, short and memorable e.g kchoge, ahusseln, kmutua"
- E-mail*: text input with placeholder "Enter your email address" and a note: "Only official institutional emails are accepted e.g @mmust.ac.ke, @cuea.edu"
- Password*: text input
- Password (again)*: text input
- Institution*: dropdown menu
- Designation*: dropdown menu
- Department*: dropdown menu
- Phone Number*: text input
- Security check: checkbox "I'm not a robot" and a reCAPTCHA widget
- Create Account: blue button

2. Take note of your username and password.

2. Overall view of Dashboard

1. Login using your Username and Password. The username and password should be the same as those used during account creation.



The login form includes the following elements:

- Header: KENET Web Conference - Login
- Message: "You have signed out." (green box)
- Username or Email: text input with placeholder "Enter username or email address" (highlighted in yellow)
- Password: text input with placeholder "Enter password" (highlighted in yellow)
- Remember me: checkbox
- Forgot Password?: link
- Login: blue button
- Need an account? Sign up!: link

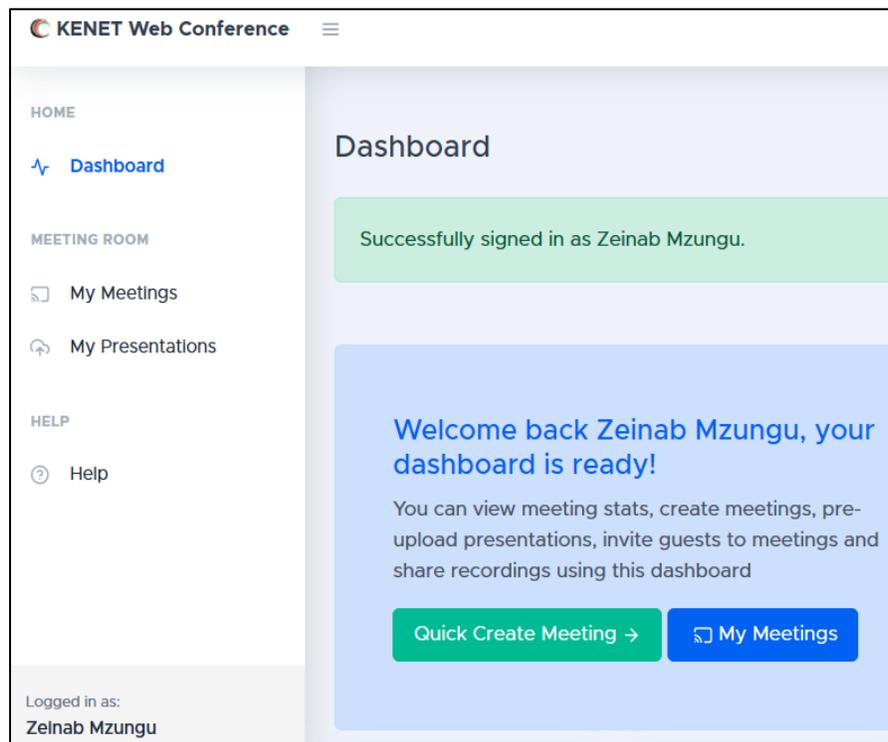
Annotations on the left side of the form:

- Enter username or email address: arrow pointing to the Username or Email input field.
- Enter Password: arrow pointing to the Password input field.

2. In case you forget your password, please click on ‘Forgot Password’ and an email will be sent for password reset.
3. When logged in, you will see dashboard, ‘My Meetings’ and ‘My Presentations’.

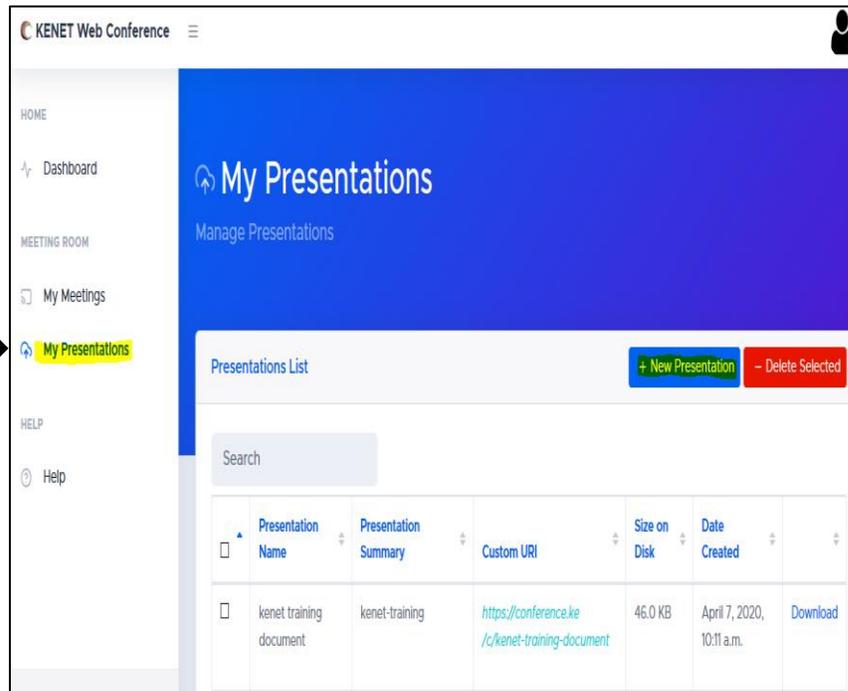
‘Meetings’ refer to the online sessions. It can be online meetings, webinars or online classes.

‘Presentations’ refer to documents to be displayed to participants during online session.



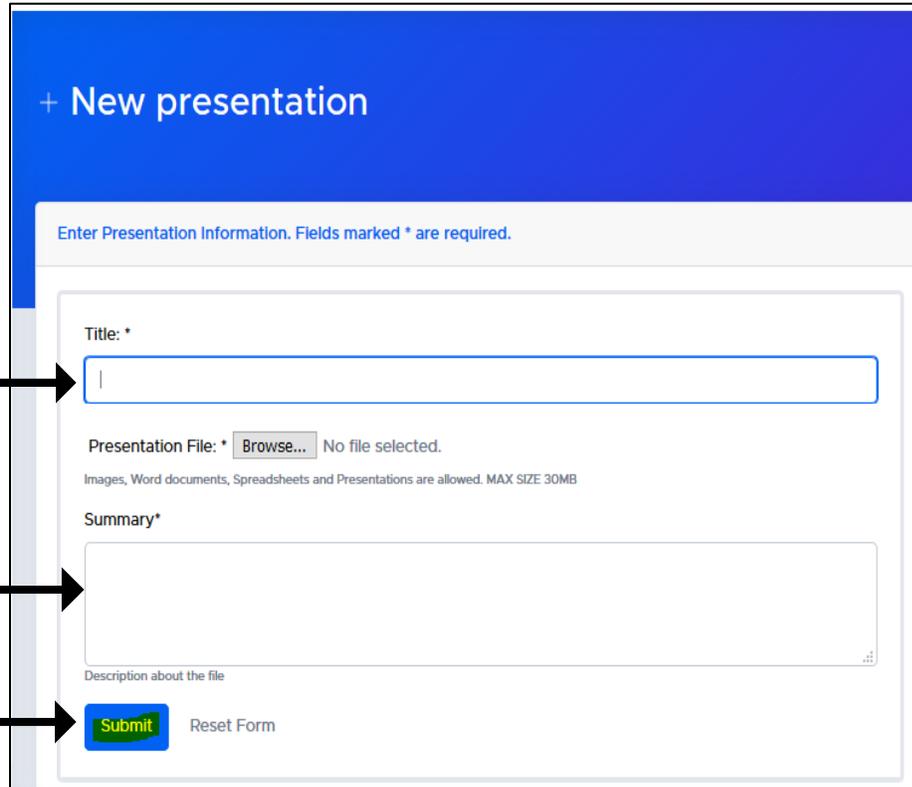
3. Adding Presentation

1. Presentations can be pre-uploaded to the platform by clicking on ‘my presentations’ >> ‘New Presentation’ and fill in all the details then click on ‘submit’



Click to upload presentation

Presentation Name	Presentation Summary	Custom URI	Size on Disk	Date Created	
kenet training document	kenet-training	https://conference.ke/c/kenet-training-document	46.0 KB	April 7, 2020, 10:11 a.m.	Download

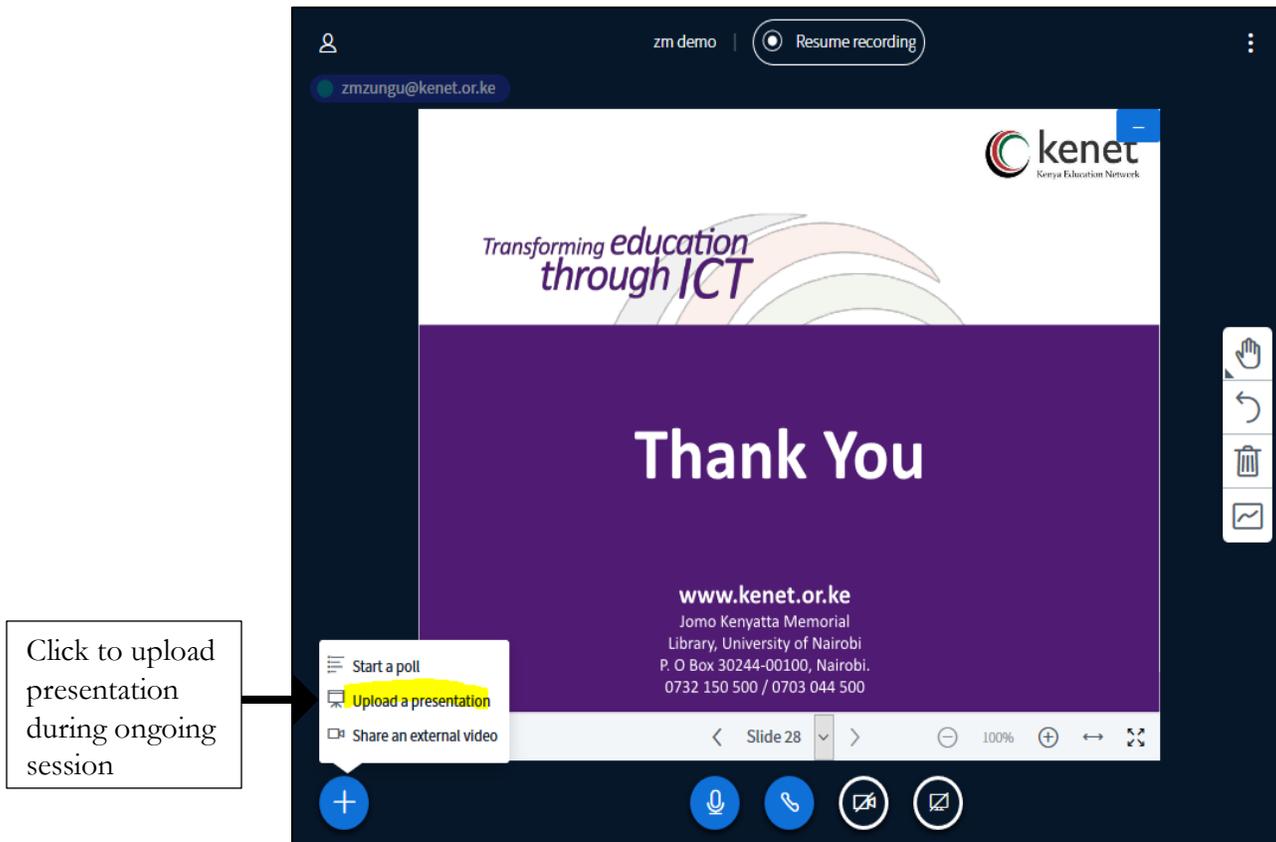


Type unique title to the presentation

Note down the summary of the presentation

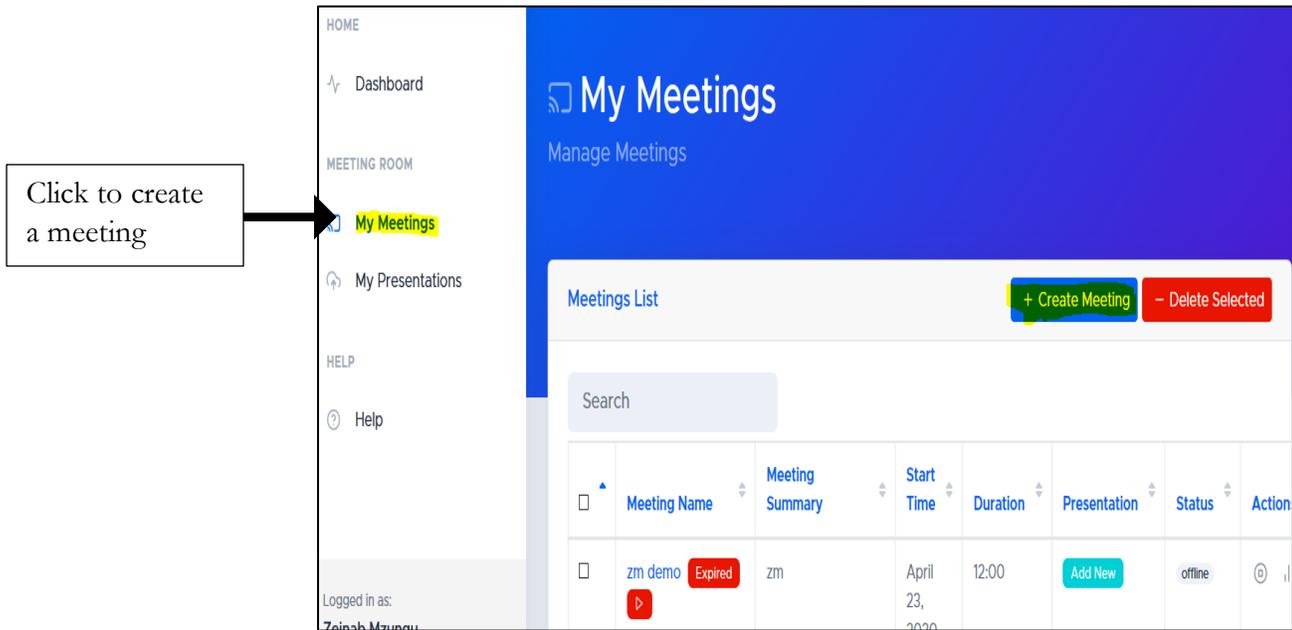
Click submit

2. Alternatively, Presentations can be added during the session by selecting ‘upload presentation’ on the action menu at the left-hand side corner below the display screen.

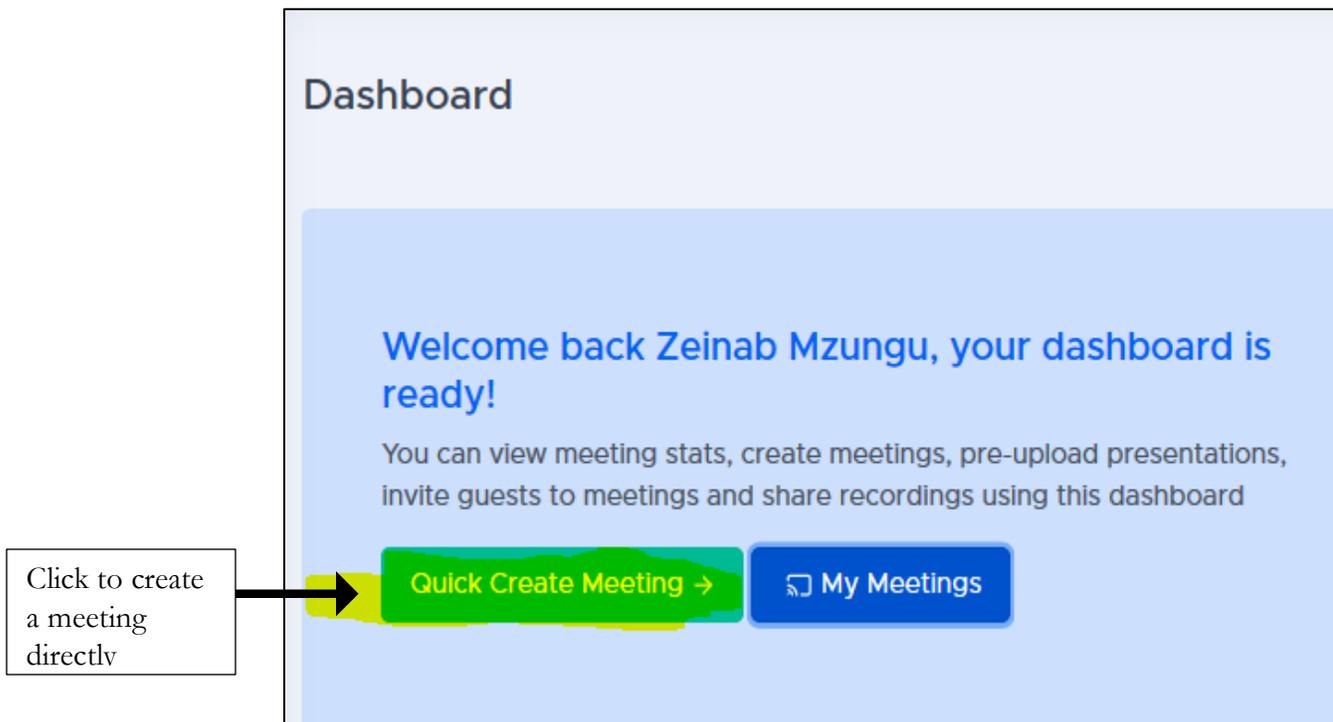


4. How to create an Online Session

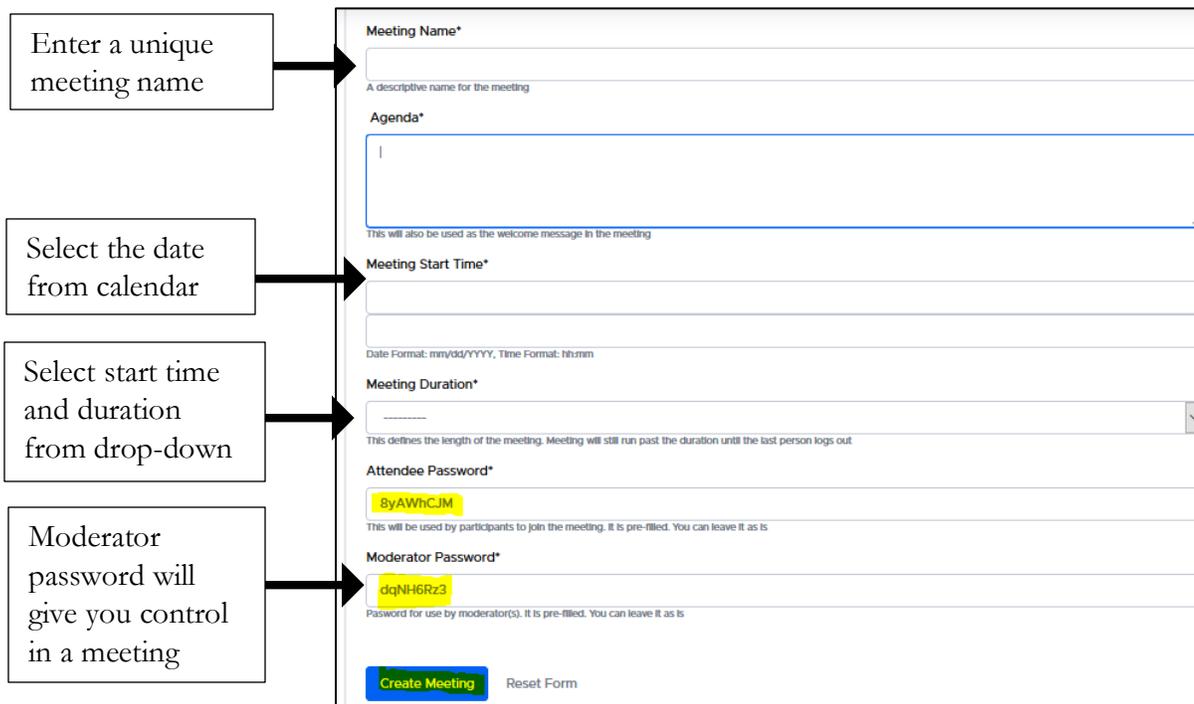
1. When you are logged in, select ‘My Meetings’ then click on ‘Create Meeting’



2. You can alternatively create a new meeting by clicking on 'quick create meeting' on the dashboard



- Once selected, you will now be prompted to fill in the meeting details. Under the meeting information settings, you can add a name and summary description to the online session (agenda). The meeting **name** and **agenda** are displayed when users join the session. We recommend assigning a unique meeting name to each new meeting created.



The screenshot shows a form for creating a meeting with the following fields and callouts:

- Meeting Name***: A text input field with a callout: "Enter a unique meeting name".
- Agenda***: A text area with a callout: "Select the date from calendar".
- Meeting Start Time***: A date and time picker with a callout: "Select start time and duration from drop-down".
- Meeting Duration***: A dropdown menu with a callout: "Moderator password will give you control in a meeting".
- Attendee Password***: A text input field with a callout: "Moderator password will give you control in a meeting".
- Moderator Password***: A text input field with a callout: "Moderator password will give you control in a meeting".

Buttons at the bottom include "Create Meeting" and "Reset Form".

Meeting Start time: Select a date and time for your meeting from the calendar. You can start your meeting at any time before the scheduled time

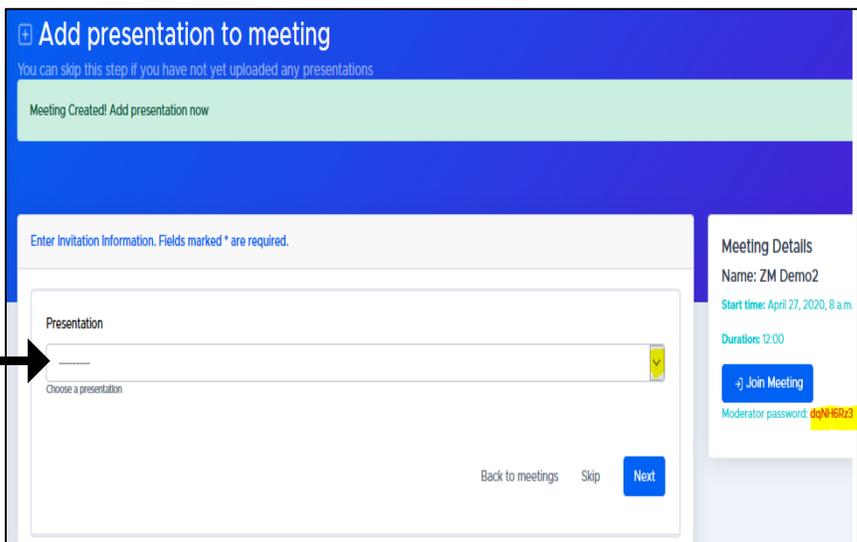
Meeting Duration: Choose the approximate duration of the meeting. This is only for scheduling purposes. It is important to take note of the duration of the meeting/online class. In case you select duration as One hour, should anyone try join after the lapse of one hour, they will not be able to join. Kindly do not also select a long duration, because if you were recording the session, you will have to wait for an expiry of the selected duration to get the recording.

Attendee password: This refers to a password that participants will use to join an online session. It is normally sent together with the meeting invitation link to all invited participants.

Moderator password: This refers to the unique password that the moderator/presenter will use when joining a meeting. When one uses the moderator password, they will be able to use all the interactive features and manage their sessions.

Please note attendee and moderator password fields are pre-filled

4. Meeting recording is enabled, therefore the start/pause record button in the live session will be available for a moderator to engage to generate a viewable, shareable recording link.
5. If all fields are filled, select 'Create Meeting'. You will be taken to the next step of adding presentation.
6. Upload presentation by selecting the desired file from the drop-down menu and click on 'Next'. If the presentation is not ready, you can 'Skip' and add it later.

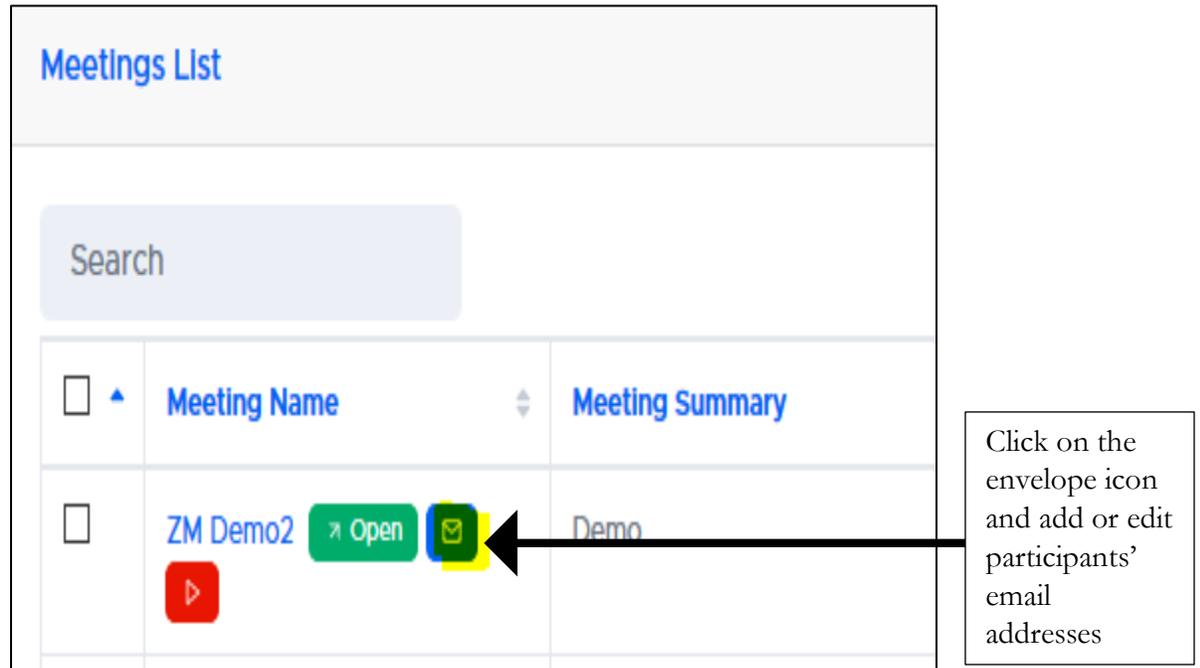


The screenshot shows a web interface titled "Add presentation to meeting". At the top, it says "You can skip this step if you have not yet uploaded any presentations" and "Meeting Created! Add presentation now". Below this is a form section titled "Enter Invitation Information. Fields marked * are required." The form has a "Presentation" field with a drop-down menu and a "Choose a presentation" label. To the right, there is a "Meeting Details" sidebar with "Name: ZM Demo2", "Start time: April 27, 2020, 8 a.m.", and "Duration: 12:00". Below the details is a "Join Meeting" button and a "Moderator password" field with the value "001615221". At the bottom of the form are "Back to meetings", "Skip", and "Next" buttons. Two callout boxes are present: one on the left pointing to the drop-down menu with the text "Click on the drop-down menu to select preferred presentation", and one on the right pointing to the moderator password field with the text "A reminder of moderator password".

7. Add participants by writing down their email addresses. If they are many, please use a group email or appoint representatives and use their email addresses.

Edit/Add participants

You can edit existing email addresses of invited participants or add new participants by clicking on the envelope icon under ‘my meetings’ then submit.



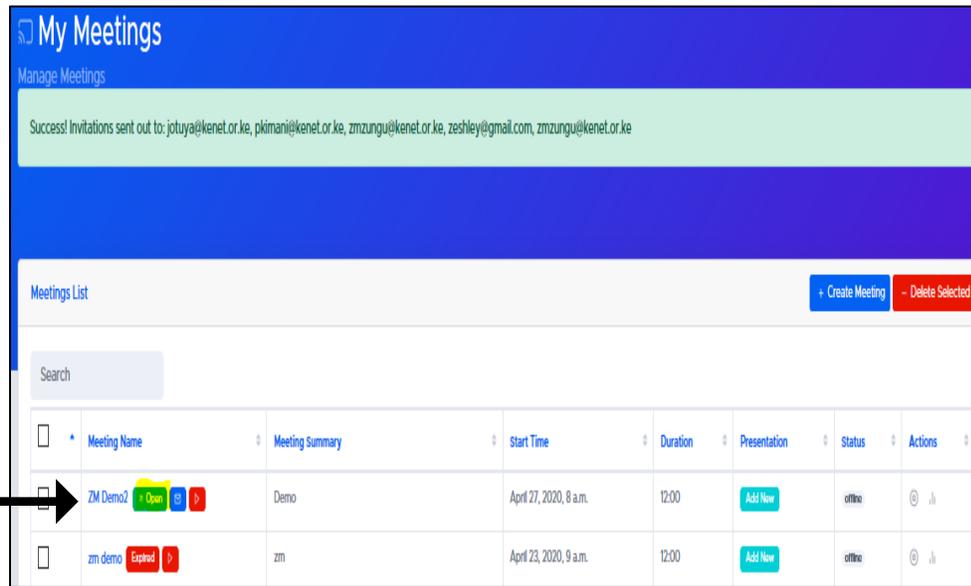
<input type="checkbox"/>	Meeting Name	Meeting Summary
<input type="checkbox"/>	ZM Demo2 Open 	Demo

Click on the envelope icon and add or edit participants' email addresses

SECTION TWO: Meeting Room

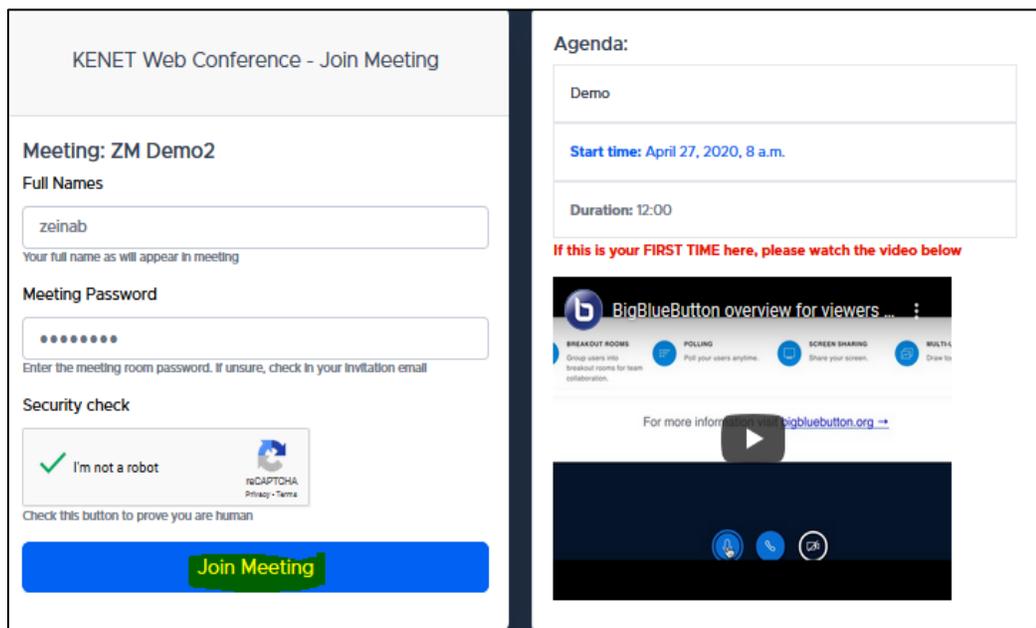
5. How to log in to a session

1. Navigate back to ‘my meetings’ tab to display the created meeting. Select the meeting you would like to enter from the list of available meetings. Click on ‘Open’. You will directly join meeting as moderator.

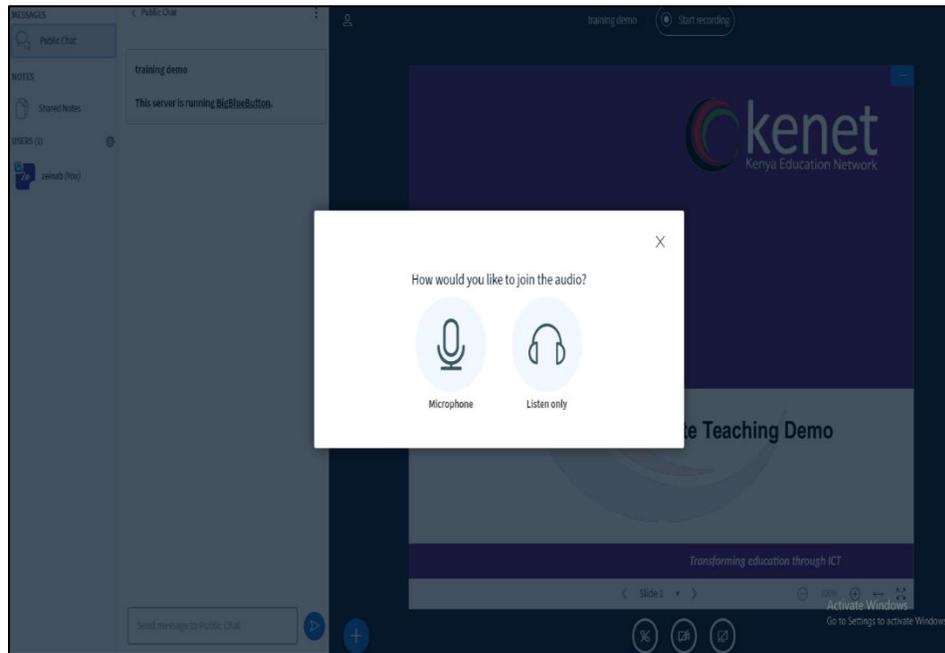


Select open to join meeting directly as moderator

2. Alternatively, you can obtain the invitation link from your email address. Simply click on the link.
3. Upon landing on the meeting home page, enter your name and password. If you are the moderator/presenter, ensure to use moderator password. Other participants will use the attendee password usually sent together with the invitation link as room passcode



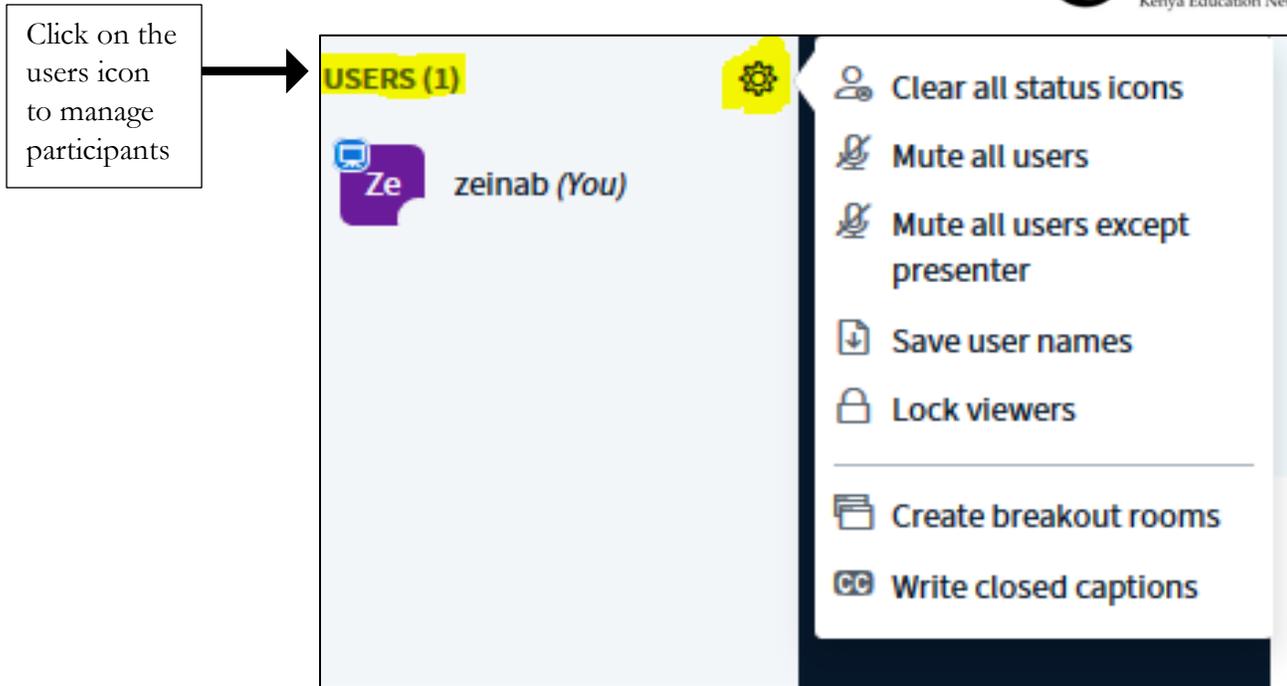
4. Once logged in to the meeting, you are asked if you want to participate by using ‘microphone’ or ‘listen only’.
5. As the moderator you will be required to join using Microphone to help in managing your session. When handling a large group, encourage your participants to join in ‘listen only’



Note: You need to allow the browser to share microphone and camera. Change the microphone settings on the browser to allow applications to use it.

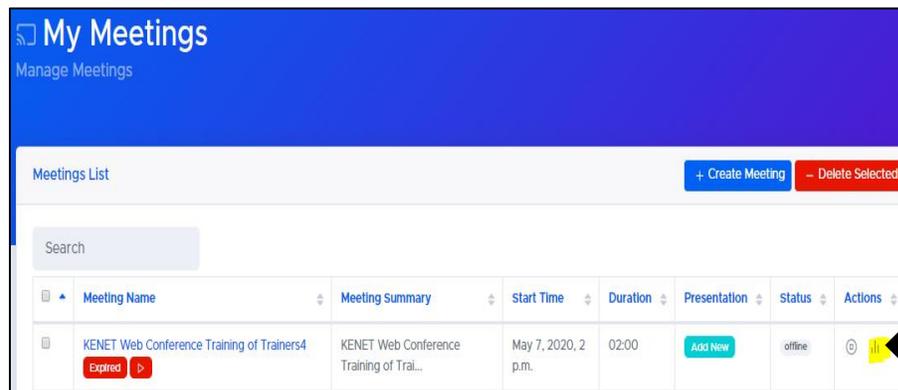
6. Managing Users

As the Moderator, you have full rights to manage your session. Click on the setting icon on ‘users’. Select the preferred way of controlling your meeting



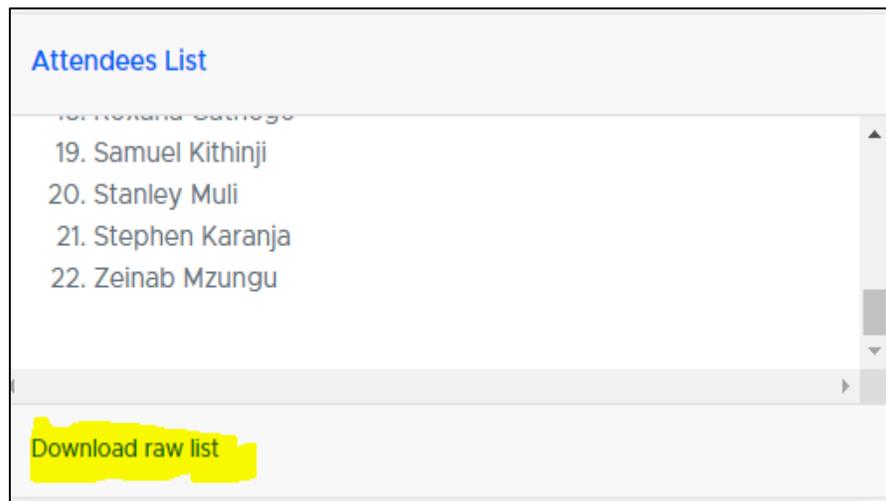
1. **Clear all status icon:** Participants can use emojis to communicate their feelings or concerns. You can clear status emojis displayed by participants by selecting ‘clear all status icon’.
2. **Mute all users:** You can mute all users including you as the moderator.
3. **Mute all users except presenter:** When handling a large group, ensure to mute all the other users apart from the moderator and presenter. This will minimize background noise and echo. Click on users and select ‘Mute all users except presenter’.
4. **Save usernames:** You can obtain the attendance sheet by clicking on the users setting icon. Ensure to do it when most of the participants have logged in. The list will be saved in your computer.

Alternatively: You can extract the participants *attendance list* after the session by clicking on ‘my meetings’ then select the preferred meeting. Navigate towards ‘actions’ and select ‘meeting statistics’. It is normally on the last column on your meeting details.



Click on the meeting statistics icon

You can download the list by clicking on 'download raw list'



- 5. Lock viewers:** You can lock viewers from sharing Webcam, microphone and chats. Select whatever item you want to lock, and press 'apply'. These features enable the moderator to minimize meeting destruction

Lock webcam- Participants will not be able to share webcam during a session. By default, they will not see the webcam icon as they join the meeting.

Lock microphone- Participants will not be able to share their microphone when joining a session. By default, they will not see the microphone. You can unlock them at any given time to allow them to speak.

Lock viewers

These options enable you to restrict viewers from using specific features.

Feature	Status
Share webcam	Unlocked <input checked="" type="checkbox"/>
See other viewers webcams	Unlocked <input checked="" type="checkbox"/>
Share microphone	Unlocked <input checked="" type="checkbox"/>
Send Public chat messages	Unlocked <input checked="" type="checkbox"/>
Send Private chat messages	Unlocked <input checked="" type="checkbox"/>
Edit Shared Notes	Unlocked <input checked="" type="checkbox"/>
See other viewers in the Users list	Unlocked <input checked="" type="checkbox"/>

Cancel Apply

6. Create breakout rooms

Use breakout rooms to split students into groups for discussions or problem-solving exercises. Click on ‘create breakout room’ and note down the number of rooms required and duration of the discussions. Select ‘apply’.

Breakout Rooms

Close Create

Tip: You can drag-and-drop a user's name to assign them to a specific breakout room.

Number of rooms

Duration (minutes)

⊖ ⊕ Randomly assign

Allow users to choose a breakout room to join

Not assigned (1)	Room 1	Room 2
zeinab		

Click to create breakout rooms

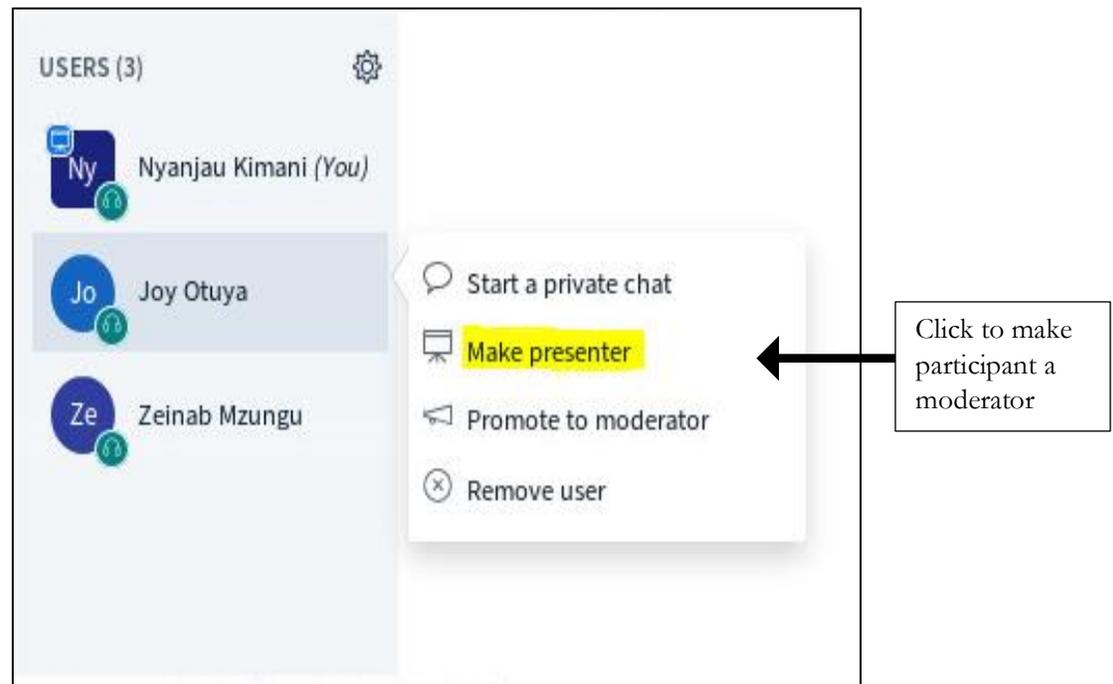
7. More Instructors Resources

The moderator can further manage individual users in a session by making them presenter, moderator or remove them from a session. Click on the individual participant and select the preferred task from the list available



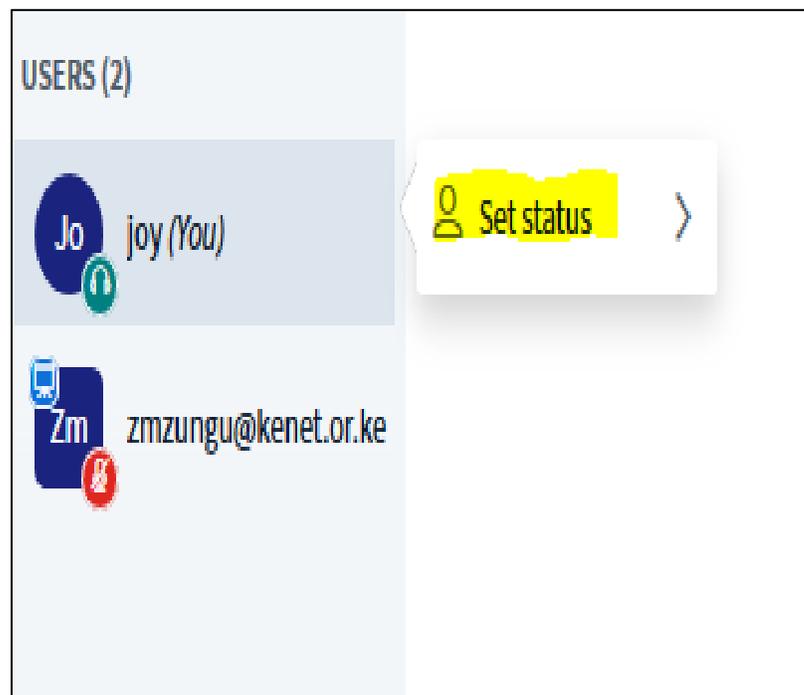
1. Give Presenter role

This is an effective way to allow a specific participant to take charge of a session. They can carry out presentations for their peers as well use the interactive features available on the platform.



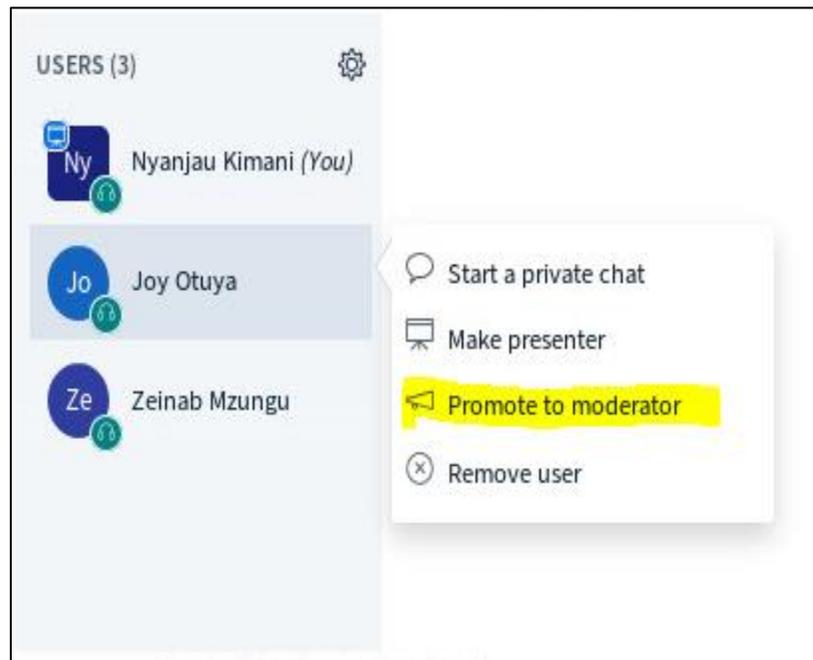
3. Have students set their status

You can ask students to indicate their feelings, agreement, or raise their hand using the Status option. Let them click on their name and select a preferred icon.



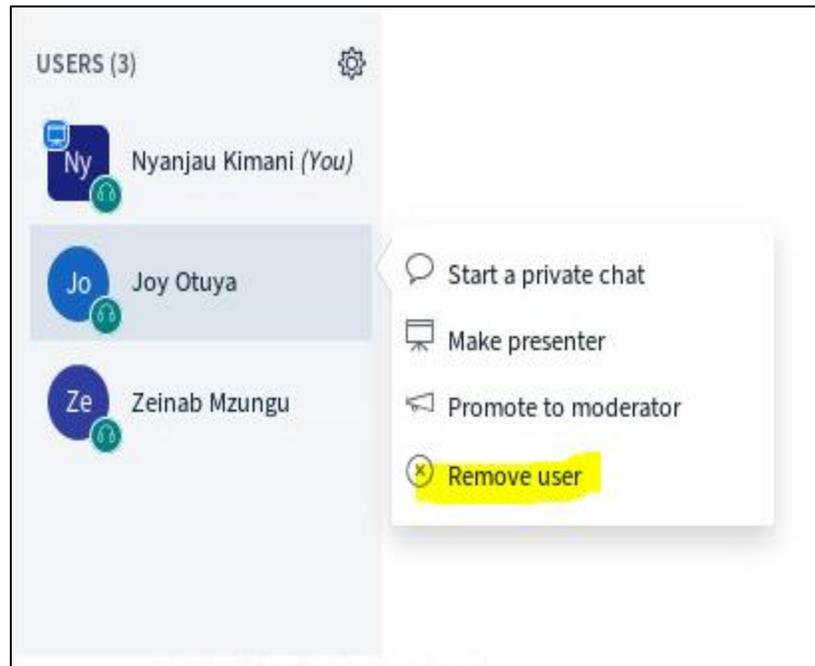
4. Promote to moderator

To give moderator rights to a student, click on the name of the participant and select 'promote to moderator'



5. Remove user

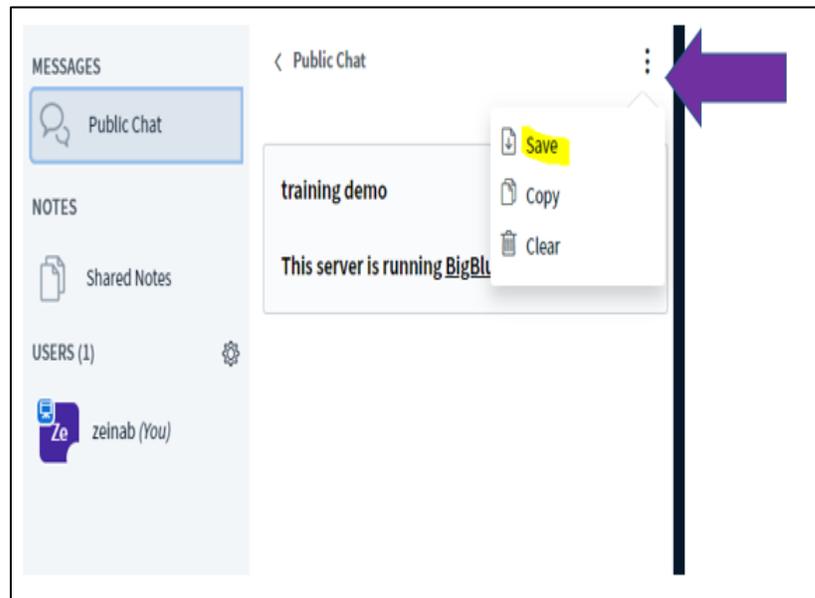
You can discipline a user who constantly misbehaved in a session. To remove user, click on their name and select 'remove user'



8. Interactive Features

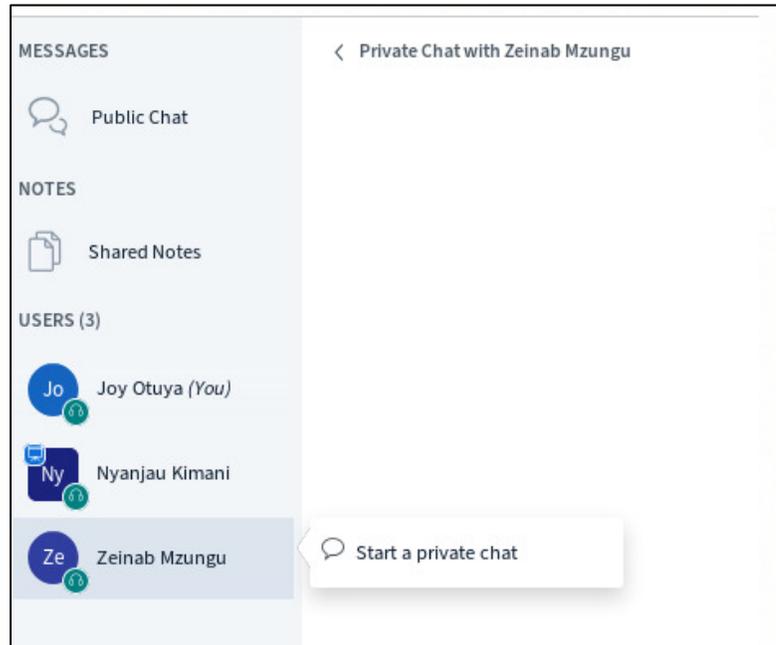
1. Public Chat

You can engage all Participants in having real time discussions using chats. You can save the chats and view them later by clicking on the icon next to 'public chat'.



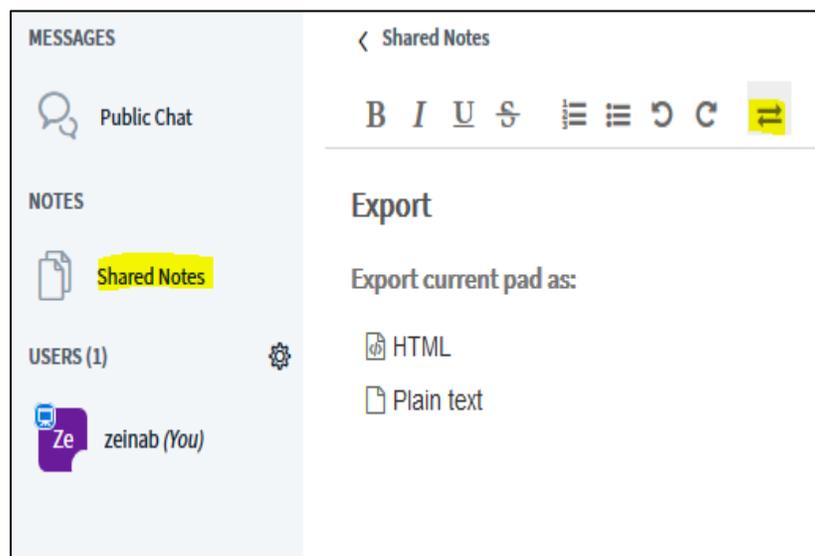
2. Private chat

Click on the participant name and start a private chat.



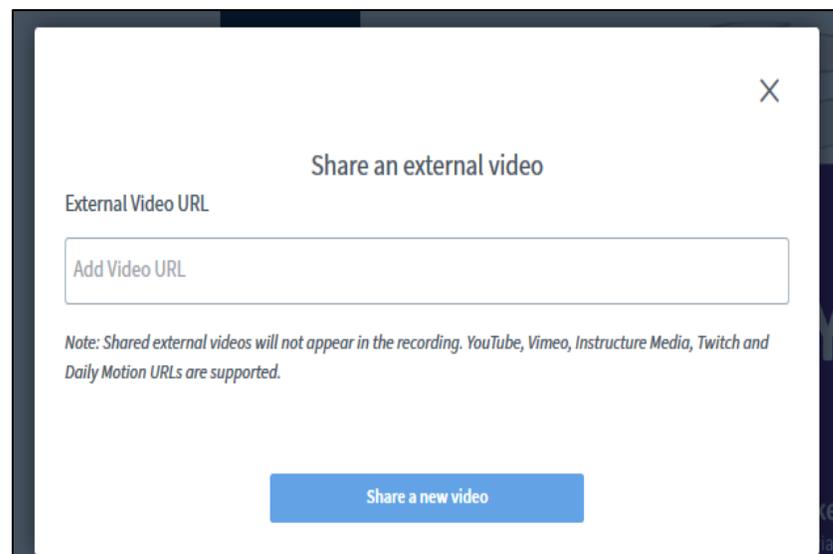
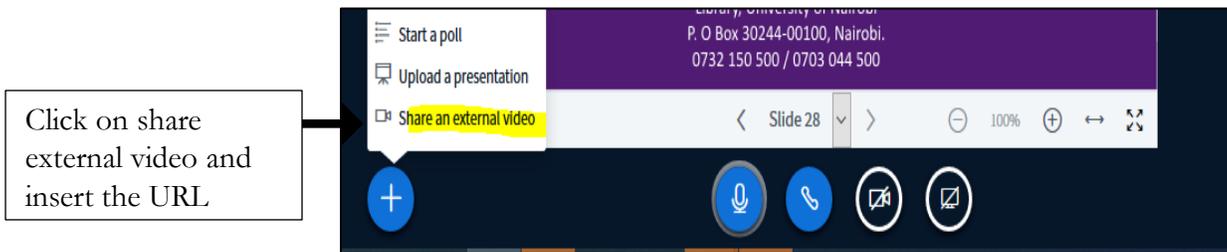
3. Shared notes

Students can collaborate on notes while you lecture. You can download and share these with students afterward.



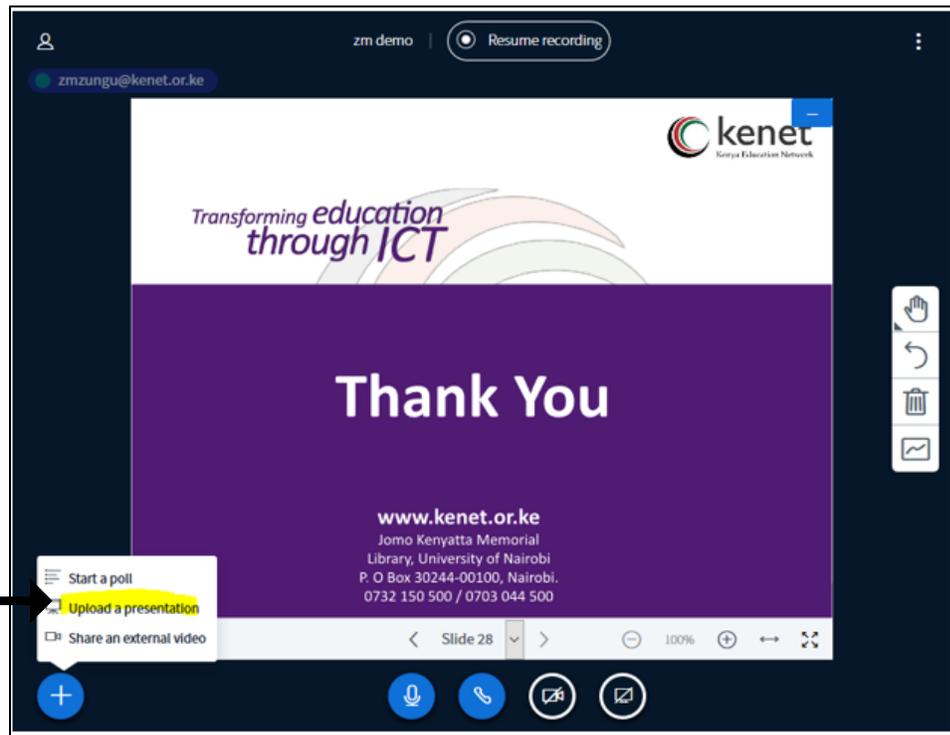
4. Share an External Video

The platform allows you to show videos from external sources, such as YouTube. Click on ‘share external video’ and paste the URL. As the moderator you can play and pause video.



5. Upload Presentation

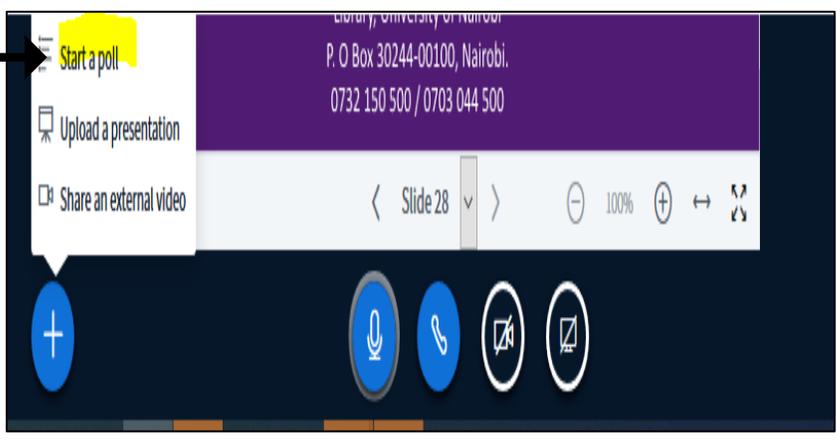
You can upload your slides or documents as presentation. Click on the blue icon with an additional sign and select ‘upload presentation’. There is also the option to allow students to download the items, should you choose to.



Click to upload presentation during ongoing session

6. Start a poll

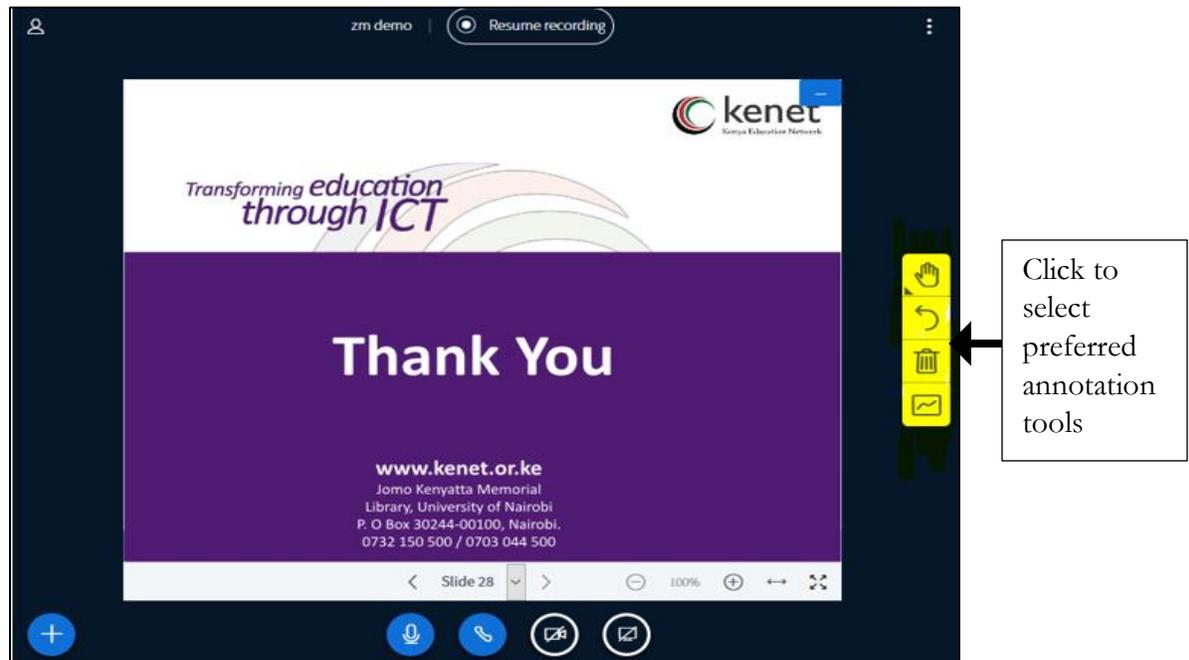
You can formally and informally poll your students as a means to increase engagement and breaking up your lectures.



Click on start poll to engage participants in a quick survey

7. White board markers and annotation icons

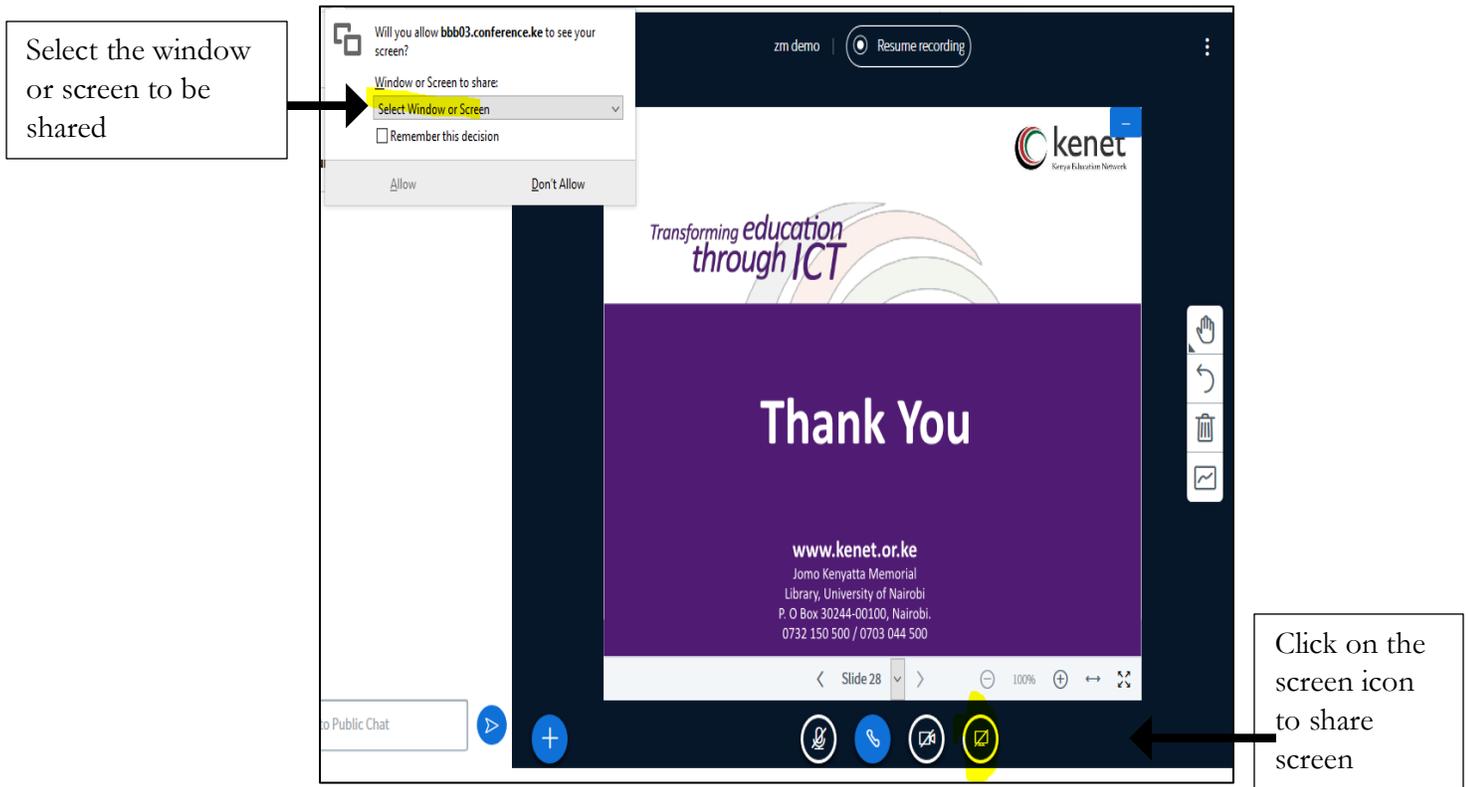
Use markers and live annotations by clicking on the tools available on the display screen. You can select different colors, fonts, shapes and text bot to enhance your presentation. You can annotate live with your students by selecting ‘allow multiuser board’



8. Share Screen

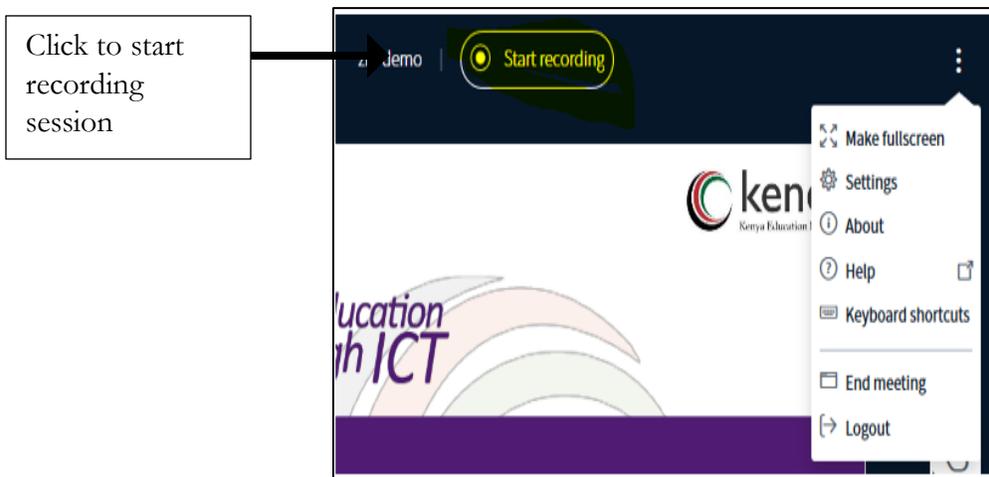
You can share your screen to the participants by clicking on the Share Screen icon located below the white board or display screen.

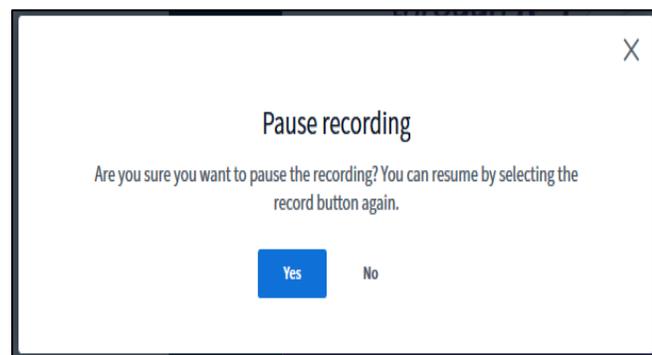
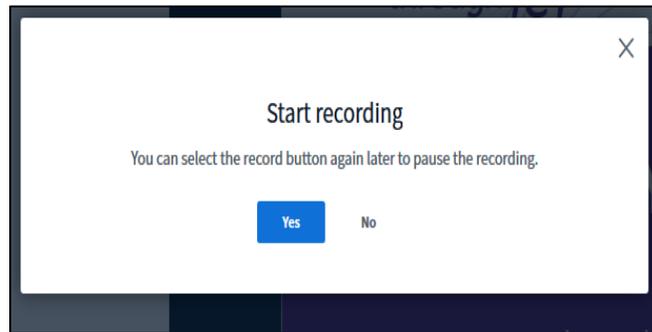
Select the screen you want to share. You can also choose an individual application, other programs or browser that is already open on your computer.



9. Start and Pause Recording

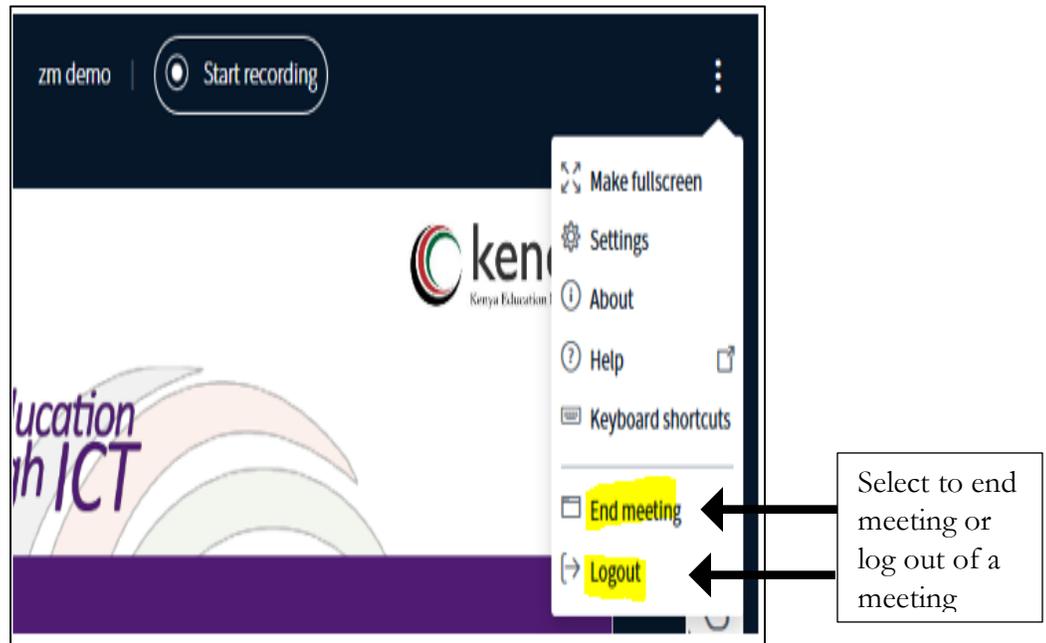
If you and your participants are comfortable, you can choose to record your sessions. Click on 'start recording' and 'pause' when through. Ensure the 'record' icon was enabled during meeting creation process.





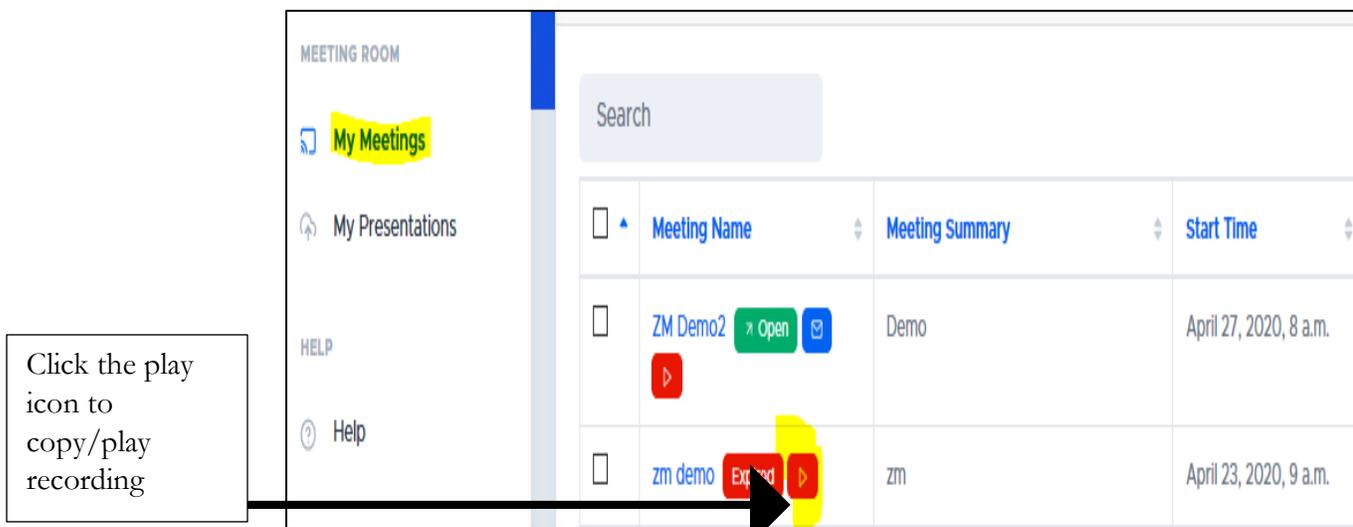
10. End meeting

Make sure you end your meeting once you and your participants are through with the session. To do so, click on the right-side corner of the display screen and select either 'end meeting' or 'log out'.



11. Accessing Meeting Recordings and Past Meetings

To access meeting recording, select 'my meetings' and choose the meeting that you want a recording. Click on the 'play' button. The meeting should read expired. You can choose to play link or copy link.



9. Recommendations for Different Meeting Sizes

Recommended Features	Less Than 25 Users	26 up to 50 Users	51 up to 100 Users	101 up to 150 Users
Webcam	Y	Y (Few users <5)	Y (Presenters Only)	N
Microphone	Y	Y	Y	N (Presenter Only)
Listen Only	Y	Y	Y	Y
Presentation	Y	Y	Y	Y
Screen Sharing	Y	Y	N	N

NOTE: Classes/Meetings with more than 150 Participants are not allowed

10. Further Recommendations

1. Put users on listen only
2. Encourage users to use public chat box for questions
3. Use screen-share sparingly (only when needed)
4. Always mute your microphone when not speaking
5. Use a headset or earphones to prevent echo
6. Save your presentations as PDF before upload
7. Only the presenter shares the webcam
8. Use shared notes
9. Have a lecture assistant to assist lecturer in moderating sessions and compiling the questions