Live Sessions in Eddy LMS: Guide for Academic Staff

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Introduction

Live Sessions is a new feature within the eddy LMS where you can:

- Run live online sessions with students within the LMS.
- Track student registrations for **Live Sessions** within the LMS.
- Record and save **Live Sessions**, then share saved recordings with enrolled students within the LMS.

Live Sessions are automatically synchronized to your Zoom account. You can access your Zoom account via https://up-education.zoom.us/.

SOE students should have signed up on Zoom via https://zoom.us/ using the same email address they use to access their eddy LMS account. All other students will have access to Zoom through single sign-in via https://up-education.zoom.us/.

Academic staff can access Panopto via https://eddy.au.panopto.com/. Ensure you have signed into your eddy LMS account and then go to Panopto . Select eddy lms option from the drop down and click on sign in.

If you have any issues accessing your Zoom account, please request support via the IT Support Portal or email Helpdesk@up.education.

Accessing Live Sessions

Sign into eddy LMS, go to your course and locate **Live Sessions** under **Course Overview** in the left-hand column.

When you click on **Live Sessions**, a shared monthly calendar will appear displaying all **Live Sessions** for this course, categorised by course ID and related modules. **Live Sessions** are also displayed in a corresponding list view on the right-hand side of the page.

Creating a new Live Session for a course

This feature is useful if you want to create an introduction or orientation session for your **course** and invite all students enrolled in the course to attend.

Step 1:

Sign into eddy LMS, go to your course and locate **Live Sessions** under **Course Overview** in the left-hand column.

Step 2:

Click on **New Session** at the top of the calendar view and complete the pop-up box with the session name, description, date, time, and duration. **Note:** Meeting template is not a required field when creating a new session.

Subject and Course/Module are mandatory fields.

Check the **Recurring Session** box to create more than one occurrence of the same Live Session.
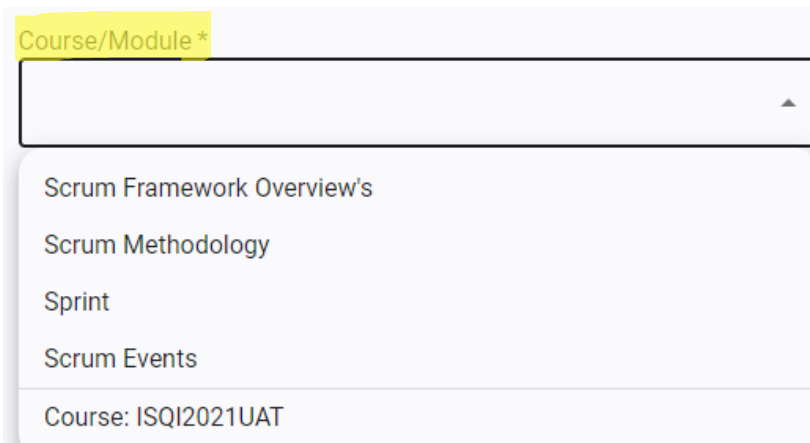
Select the relevant Course from the drop-down menu **Course/Module** (this is a required field).

Step 3:

Click **Save** at the bottom of the page. Your new session will appear in your **Live Sessions** calendar view and list view with a button marked **Join**. It will also appear in your [Zoom account](#) under **Meetings**.

Students enrolled in this course will see **I'll Attend This Occurrence** displayed in the LMS. When your students click **I'll Attend This Occurrence** they will automatically receive a confirmation email in their inbox with a direct Zoom link to attend the session.

Creating a new Live Session for a specific module

Step 1:

Sign into eddy LMS, go to your course and locate **Live Sessions** under **Course Overview** in the left-hand column.

Step 2:

As above, click on **New Session** at the top of the calendar view and complete the pop-up box with the session name, description, date, time, and duration. **Note:** Meeting template is not a required field when creating a new session.

Subject and Course/Module are mandatory fields.

Check the **Recurring Session** box if there is more than one occurrence of the same live session.

Step 3:

Select the relevant **Module** name from the drop-down menu **Course/Module** (this is a required field).

Step 4:

Click **Save** to confirm changes. Your new module-specific session will appear in your **Live Sessions** calendar view and list view in eddy LMS with a button marked **Join**.

Students enrolled in this module will see a button **I'll Attend This Occurrence.** This **Live Session** will not be visible to students who are not yet enrolled in this specific module.

Important: All students will have enrolled status in Module 1 by default so they will always be able to access any Live Sessions for Module 1.

Editing a Live Session in Zoom

Note: Once a **Live Session** has been created it can only be edited via your [Zoom account.](#)

Step 1:

Log into your **Zoom** account, select the session you want to edit under **Meetings > Scheduled Meetings**, then select **Edit**.

Make any required adjustments, for example to the session name, date, start time or duration.

Check that the **Registration** field in your Zoom **Meeting** ticked. This is what allows a student to register for a session.

Step 2:

If this **Live Session** needs to be recurring, ensure **Recurring Meeting** is selected and complete the details accordingly. Note: Recurring **Live Sessions** should always be edited in Zoom, they cannot be edited in eddy LMS.

You will also need to check the appropriate box under **Registration** to determine whether attendees need to register for each occurrence of this **Live Session**, or to register just once to be able to attend any of these **Live Sessions**.

Select whether **Registration Approval** is automatically or manually provided to students:

Step 3:

Click **Save All** to confirm changes. Any students enrolled in this occurrence of the **Live Session** will be notified of any date/time changes via email.

To view the updated **Live Session** on Eddy LMS, click the refresh symbol above the list view on the top right corner of live sessions.
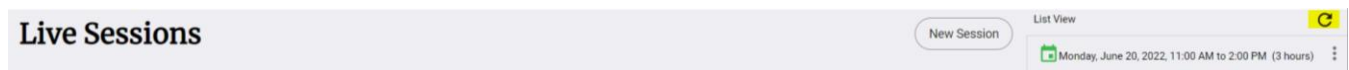
Other default settings which are found under **Options**, include:

- **Allow participants to join anytime:** If selected, the host will not need to individually let students into the session.

- **Mute participants upon entry:** If selected, students will be muted upon session entry by default.

- **Automatically record meeting:** It is important that this box is checked to ensure the **Live Session** is fully recorded in Zoom (it can be found under **Recordings**) for students to view later. Also select if the meeting recording is saved On the local computer or In the cloud (preferable).

- **Alternative hosts:** If you would like to nominate another tutor to host the meeting, simply add their email address.
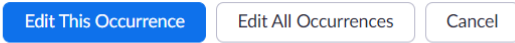
Editing a Recurring Live Session

If you have already created a recurring Live Session in Zoom and you need to edit it, log into your **Zoom account**, select the session you want to edit under **Meetings > Scheduled Meetings**, then select **Edit This Occurrence or Edit All Occurrences**.

Make any required adjustments, for example to the session name, date, start time or duration.

Under **Registration**, select whether Attendees (students) needs to register once to attend any of the recurring Live Sessions, or if they need to re-register for each Live Session.

Click **Save** to confirm changes. Any students enrolled in this occurrence of the Live Session will be notified of any date/time changes via email.

To view the updated **Live Session** on Eddy LMS, click the refresh symbol above the list view on the top right corner of **Live Sessions.**

Viewing which students are attending your Live Session

Log into your **Zoom account**, go to **Meetings**, **Scheduled Meetings** and find the session you wish to view. Click on the name of the session you wish to view, then scroll down until you see **Registration**.

Here, you will be able to see how many registrants have signed up for the **Live Session**.
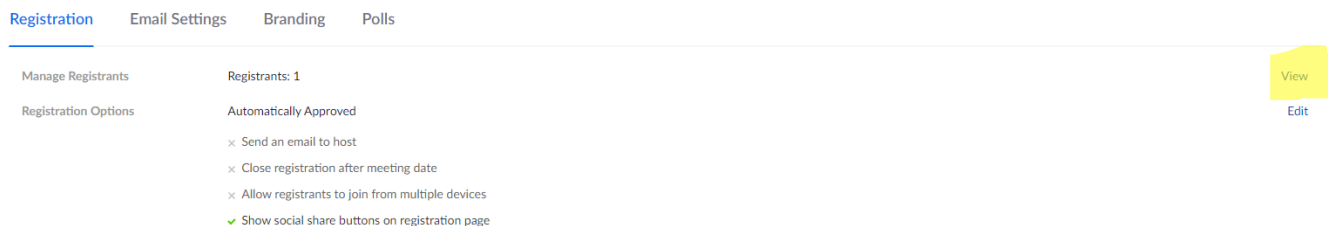
To view the names of specific registrants, click on **View** and a pop-up will appear showing the names and email addresses of the students who have registered for this occurrence of the **Live Session.**

If you cannot see the option to **View** registered students, it may be that **Registration Approval** needs to be given manually, in which case you will only be able to view registered students who are **Approved.**

You can change this setting by following the steps outlined under **Editing a Live Session in Zoom > Step 2.**

Hosting a Live Session

Step 1:

Log in into eddy LMS, find the **Live Session** that you are hosting in the right-hand column.

Step 2:

Click **Start** on the **Live Session** link to begin the session. Zoom will **open automatically** on your desktop. Click **Launch** to begin the session. If **Launch Meeting** is not working, simply click on **Join from your browser. Please ensure that the recording has begun once you start the live session.**

When the **Live Session** is finished, click the red button **End Meeting For All**.

Additional options in Zoom

To change your background image: Click on your profile picture, then click on Settings (cog icon). Select Backgrounds & Filters, then click on Virtual Background. Learn more about setting your Virtual Background image here. Alternatively, click **Blur My Background**.

To share your screen with students: To share your screen or content during a Live Session, click Share Screen (green arrow icon). Select the desktop that you want participants to see.

Learn more about hosting a Zoom session.

Sharing Live Session recordings with students

Step 1: Download your Live Session recording in Zoom

Sign into your **Zoom** account and click on **Recordings** from the list on the left-hand-side of the page.

Find the Cloud recording from the recordings list. To the right of the recording you have selected, click on the icon with the three dots and select **Download File**, then **Download** from the pop-up box that appears.
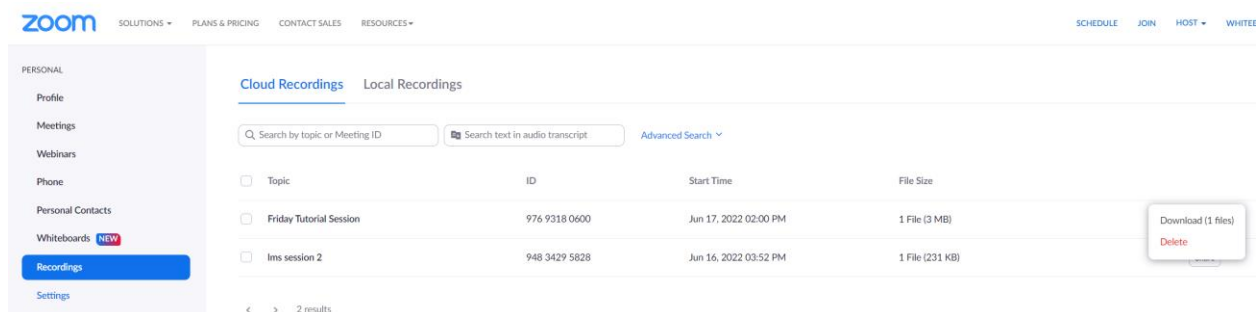
The Cloud recording will appear in the Downloads folder on your desktop (Windows example below)
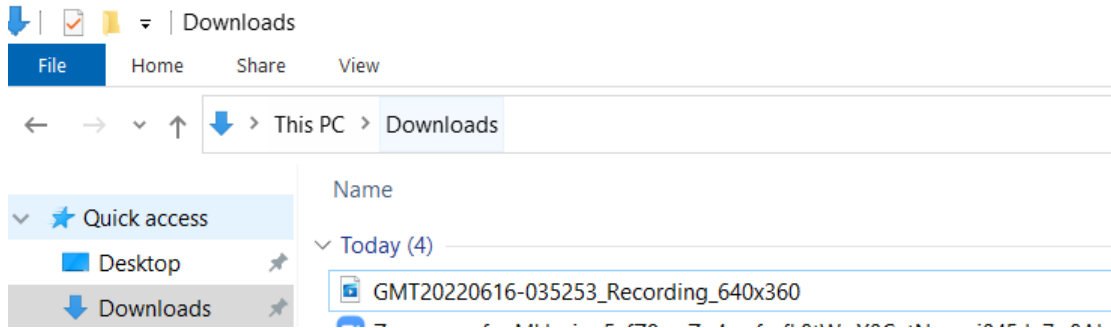

Step 2: Upload your Live Session recording to Panopto

Sign into eddy LMS and then open Panopto in your browser. You will have automatic access to Panopto via this link https://eddy.au.panopto.com/.

Select **Browse** in the left-hand column, then **My Folders**, then find your **Course Folder** (look for the course ID).
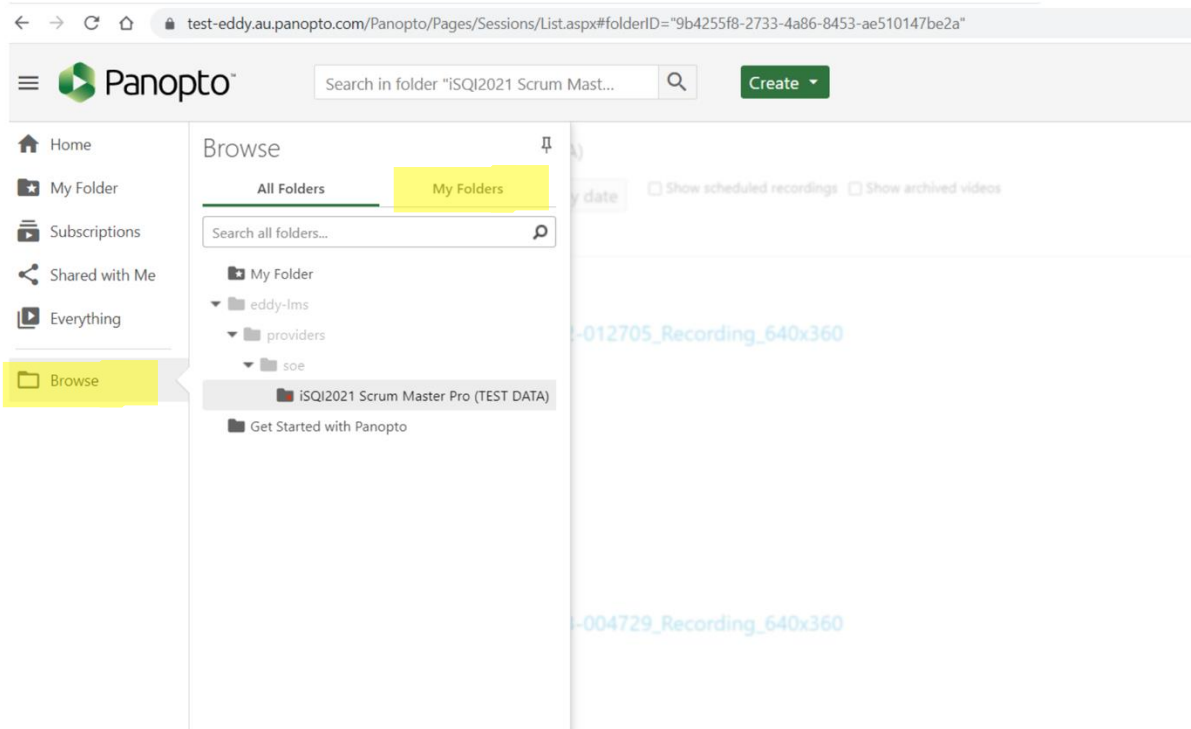
Click on your Course Folder to open it. Click **Create** then **Upload Media.** In the window that appears, drag, and drop your recording (video file) or find the file from your desktop. **Note:** The uploading process may take a few moments to finish, based on the size of your recording files.
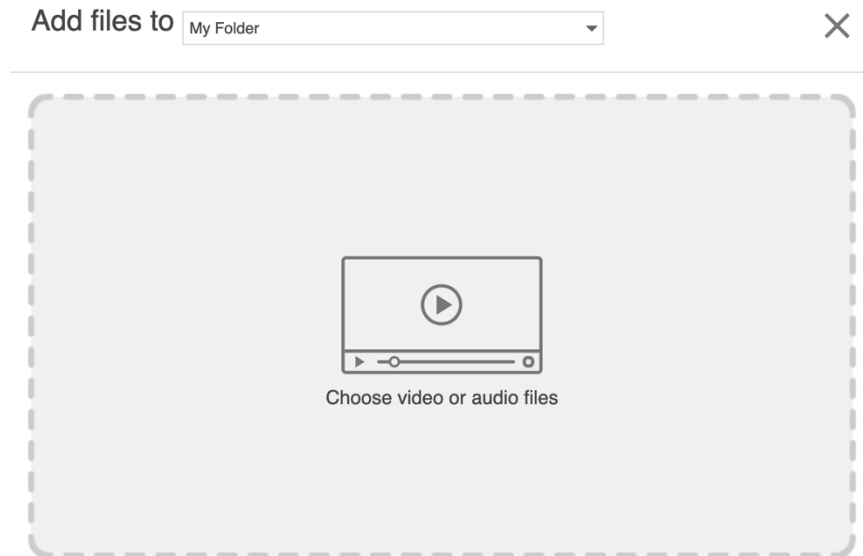
Important Note: Panopto auto-generates captions in English, displayed on the left-hand column next to the video. If any non-English words are used in the recording, the captions may not auto-generate correctly. Please review the captions.

Step 3: Name your Panopto file

Use the following naming conventions for any recordings you upload to Panopto:

Live session – module name (if relevant) and date (year/month/date)

(For example: Live session – Scrum Methodology 2022.06.28)

Step 4: Share the recording with students

Click on the video file you want to share then click the **Share** icon.

Select **Embed,** then **Copy Embed Code.**

Who can access this video: If **Your Organization** is selected (this is the default setting), all students enrolled in your course will be able to view the recording in the LMS.

Go to eddy LMS and paste the embed code into a **New Thread** in your module Forum. Click on the down arrow to **Show/Hide Advanced Options** then select the HTML icon. Click paste to embed the Panopto link for students to view. Then click **Post to Forum** to confirm.

Editing your video files in Panopto

To edit the details of your Panopto recording, for example the name, preview image or associated tags, access your Panopto account via this link https://eddy.au.panopto.com/.

Find the file you want to edit and click **Overview**. Edit details by selecting **Edit** next to each Session Information category.

Copying your videos to other Course Folders in Panopto

An original video uploaded to Panopto can be copied and shared across multiple courses.

Sign into eddy LMS and open Panopto in your browser. From your course folders, select the video you want to copy and click on it. Several action icons will appear above the video data. Click **Copy** to create a reference copy.
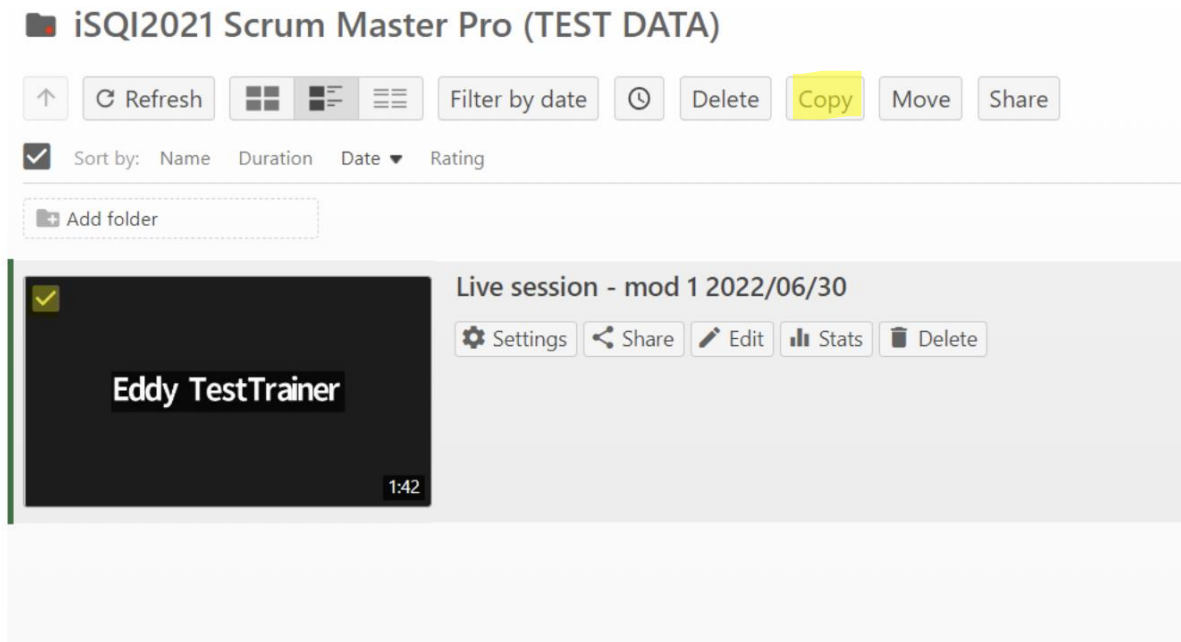
Note: Reference copies refer back to the original source video. When edits are made to the source video, the changes will automatically be reflected in the reference copy.

A window will pop up, asking you to select a folder to save the reference copy to. Find the folder from the drop-down or start typing to search, then click **Copy**.
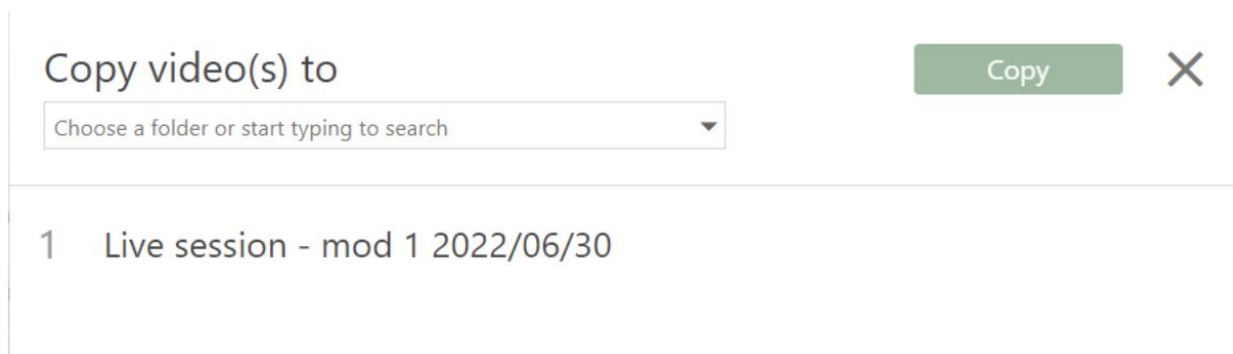
You will receive a message to indicate that the video has successfully copied.

Copy video(s) to Sandbox Yoobee   Copy   ✕
Other people can see items in this folder   Done

✔ Live session - mod 1 2022/06/30
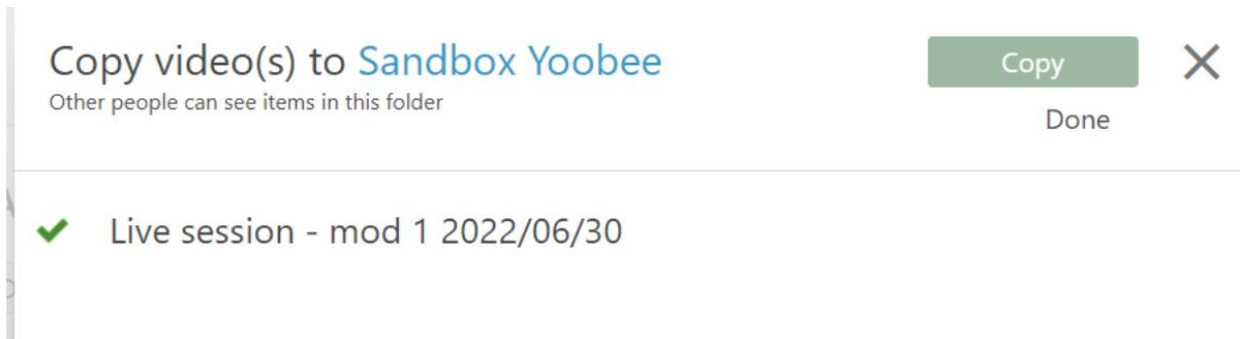
Reference copies of video files in Panopto can be recognised by the icon highlighted below.

↑ ⟳ Refresh ▦ ▤ ☰ Filter by date 🕐

Sort by: Name   Duration   Date ▼ Rating

📁 Add folder

Eddy TestTrainer
1:42

🗗 Live session - mod 1 2022/06/30
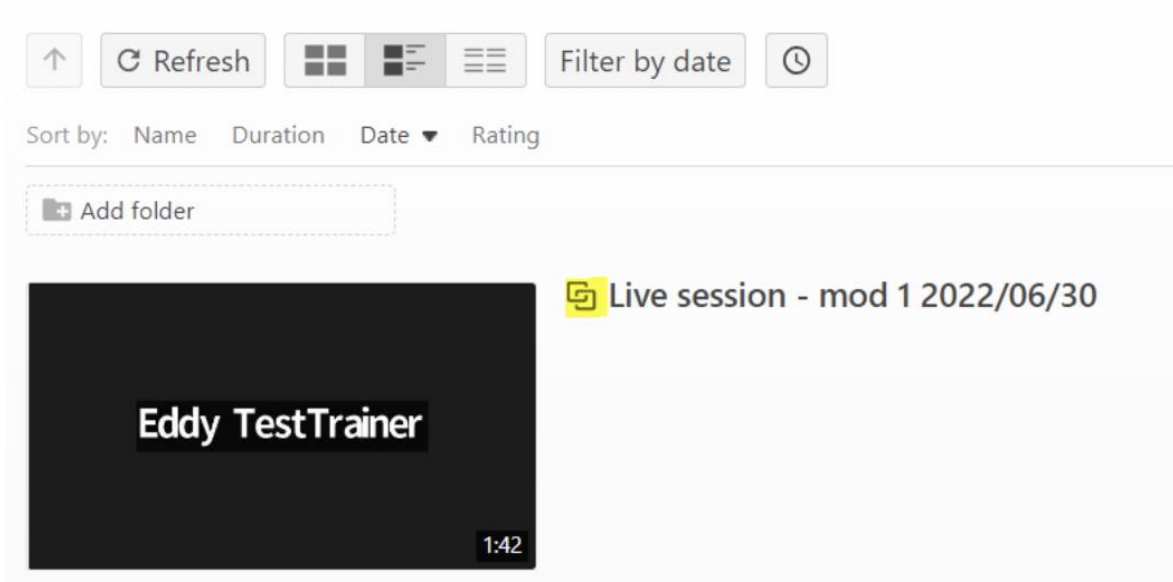
Deleting video files in Panopto

From your course folders, select the video you want to delete (for example, if a wrong file has been uploaded) and click on it. Several action icons will appear above the video data.
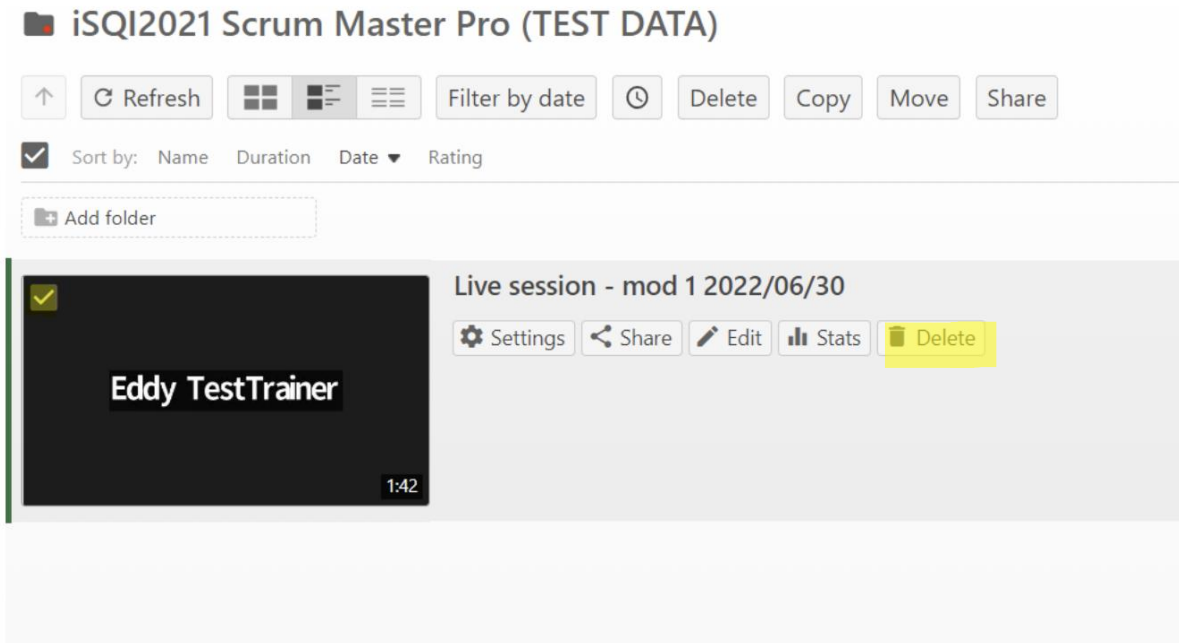
Select **Delete** then **Yes** to confirm the removal of this video file.

Changing the host of an existing Live Session

To change the host of an existing **Live Session**, or to take over another tutor's **Live Session**, you will first need to sign into your Zoom account and ensure that you/the other user has been given **Scheduling Privilege.**
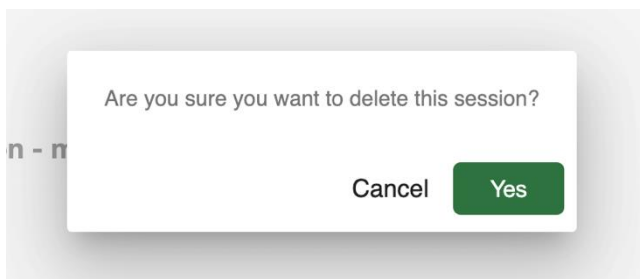
If the user you want to assign hosting rights to does not have **Scheduling Privilege**, you first need to assign this by enabling **Display meetings scheduled for others.**

Step 1:

Go to the navigation menu, select **Account Management** then **Account Settings.**

Step 2:

Click the **Meeting** tab. Under **Admin Options**, find **Display meetings scheduled for others** then toggle to enable or disable it.

Step 3:

Click the **Lock icon** to confirm this setting.

Now when the user logs into their **Zoom** account and goes to **Meetings > Scheduled Meetings**, they will be able to search for you and select a new host or edit your sessions.

Learn more about how to enable or disable meetings scheduled for others.

Learn more about how to transfer a meeting between users.

Alternative option for adding Live Session hosts

In your Zoom Meeting set-up, under **Options** you can input the username or email address of an Alternative Host or Hosts.

Removing or deleting an existing Live Session

Log into your **Zoom** account, go to **Meetings > Scheduled Meetings** and find the session you wish to delete.

Select **Delete** next to the Live Session and **Delete This Occurrence**. Your students will be automatically notified via email that the session has been deleted.