

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.

The screenshot displays the 'Live Sessions' interface. At the top left, the title 'Live Sessions' is shown next to a 'New Session' button. Below this is a calendar for 'June 2022'. The calendar grid shows days from Sunday to Saturday. Several sessions are scheduled as colored blocks: a red block on Tuesday, June 21 (12:10 PM, 30 minutes); a yellow block on Wednesday, June 22 (12:05 PM, 30 minutes); a purple block on Friday, June 24 (3:00 PM, 30 minutes); and a green block on Friday, June 24 (4:00 PM, 30 minutes). A red circle highlights the date '15' on Wednesday, June 15. On the right side, a sidebar lists three sessions with their details: 1) Friday, June 17, 2022, 4:00 PM to 4:30 PM (30 minutes), titled 'soe:ISQI2021UAT:Friday Tutorial', with a 'Start' button and a note 'Starts in 2 days, 1 hour'; 2) Tuesday, June 21, 2022, 12:10 PM to 12:40 PM (30 minutes), titled 'soe:ISQI2021UAT:UATISQIM001,UATISQIM002 101 test in advance', with a 'Join' button; 3) Thursday, June 23, 2022, 12:05 PM to 12:35 PM (30 minutes), titled 'soe:ISQI2021UAT:UATISQIM001,UATISQIM002 in advance of our demo', with a 'Join' button.

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.


New Session


Subject *

Description

Meeting Template ▼

Course/Module *

Start Date
28/06/2022 

Start Time
12:25 pm 

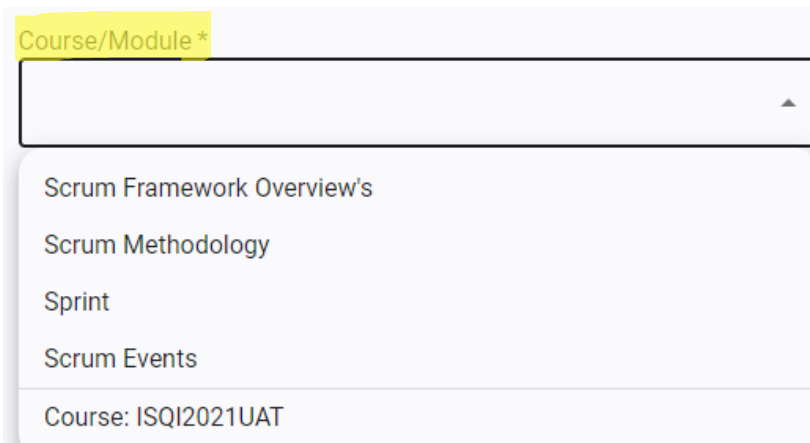
Duration Hours
0 ▼

Minutes
30 ▼

Recurring Session

Save Cancel

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



The image shows a user interface element for selecting a course or module. At the top, the text "Course/Module *" is displayed in a yellow highlight. Below this is a white rectangular box with a thin black border and a small upward-pointing triangle on the right side, indicating it is a drop-down menu. Below the box, a list of options is shown: "Scrum Framework Overview's", "Scrum Methodology", "Sprint", and "Scrum Events". A horizontal line separates these options from the text "Course: ISQI2021UAT" at the bottom.

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.

The image shows a 'New Session' form with the following fields and controls:

- Subject * (text input)
- Description (text area)
- Meeting Template (dropdown menu)
- Course/Module * (dropdown menu)
- Start Date: 28/06/2022 (calendar icon)
- Start Time: 12:25 pm (clock icon)
- Duration Hours: 0 (dropdown menu)
- Minutes: 30 (dropdown menu)
- Recurring Session: (checkbox, highlighted in yellow)
- Save (button)
- Cancel (button)

Step 3:

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

The image shows a close-up of the 'Course/Module' dropdown menu. The label 'Course/Module *' is highlighted in yellow. The dropdown list contains the following items:

- Scrum Framework Overview's
- Scrum Methodology
- Sprint
- Scrum Events
- Course: ISQI2021UAT

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** is ticked. This is what allows a student to register for a session.

Topic

When

Duration hr min

Time Zone

Recurring meeting

Registration Required

Meeting ID Generated ID 971 8583 3888 Personal Meeting ID 298 618 5978

Security Passcode
Only users who have the invite link or passcode can join the meeting

Waiting Room
Only users admitted by the host can join the meeting

Require authentication to join

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.

Recurring meeting **Every day, until Jun 26, 2022, 7 occurrence(s)**

Recurrence

Repeat every day(s)

End date By After occurrences

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**.

Registration Required

- Attendees register once and can attend any of the occurrences
- Attendees need to register for each occurrence to attend
- Attendees register once and can choose one or more occurrences to attend

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

Registration Questions Custom Questions

Approval

- Automatically Approve
Registrants will automatically receive information on how to join the meeting.
- Manually Approve
The organizer must approve registrants before they receive information on how to join the meeting.

Notification

- Send an email to host when someone registers

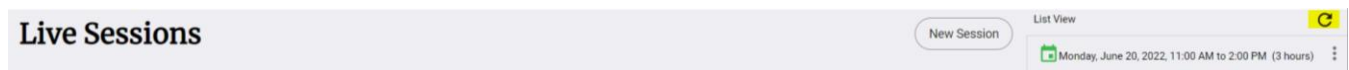
Other options

- Close registration after event date
- Restrict number of registrants
- Allow attendees to join from multiple devices
- Show social share buttons on registration page

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:

Options Hide

- Allow participants to join anytime
- Mute participants upon entry
- Automatically record meeting On the local computer In the cloud
- Approve or block entry to users from specific regions/countries

Alternative Hosts

Allow alternative hosts to add or edit polls

- **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.

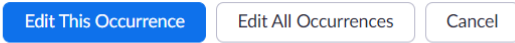
Editing a Recurring Live Session

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.

Edit Recurring Meeting

You are editing a recurring meeting



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.

PERSONAL

- Profile
- Meetings**
- Webinars
- Phone
- Personal Contacts
- Whiteboards **NEW**
- Recordings
- Settings

ADMIN

- Dashboard
- > User Management
- > Device Management
- > Room Management
- > Phone System Management
- > Account Management
- > Advanced

Zoom Learning Center

Attend Live Training

Video Tutorial

< Back to Meetings

Edit "Monday Session"

Topic:

+ Add Description

When:

Duration: hr min

Time Zone:

Recurring meeting **Every week on Mon, until Jul 4, 2022, 3 occurrence(s)**

Recurrence:

Repeat every: week(s)

Occurs on: Sun Mon Tue Wed Thu Fri Sat

End date: By After occurrences

Registration

- Required
 - Attendees register once and can attend any of the occurrences
 - Attendees need to register for each occurrence to attend
 - Attendees register once and can choose one or more occurrences to attend

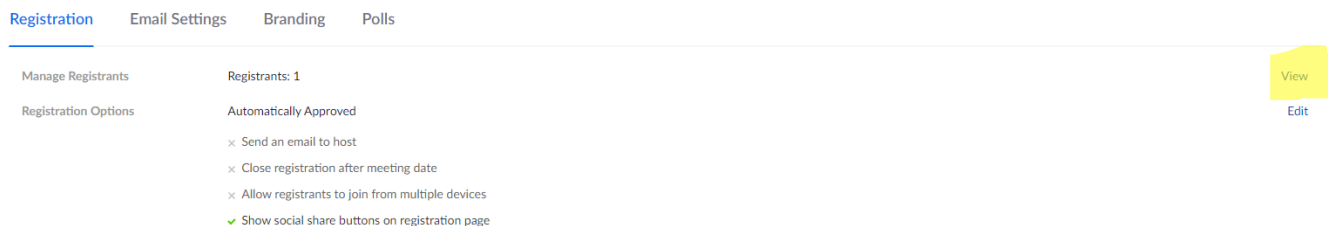
To view the updated **Live Session** on Eddy LMS, click the refresh symbol above the list view on the top right corner of **Live Sessions**.



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.**

Registration Questions Custom Questions

Approval

- Automatically Approve**
Registrants will automatically receive information on how to join the meeting.
- Manually Approve**
The organizer must approve registrants before they receive information on how to join the meeting.

Notification

- Send an email to host when someone registers

Other options

- Close registration after event date
- Restrict number of registrants
- Allow attendees to join from multiple devices
- Show social share buttons on registration page

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.

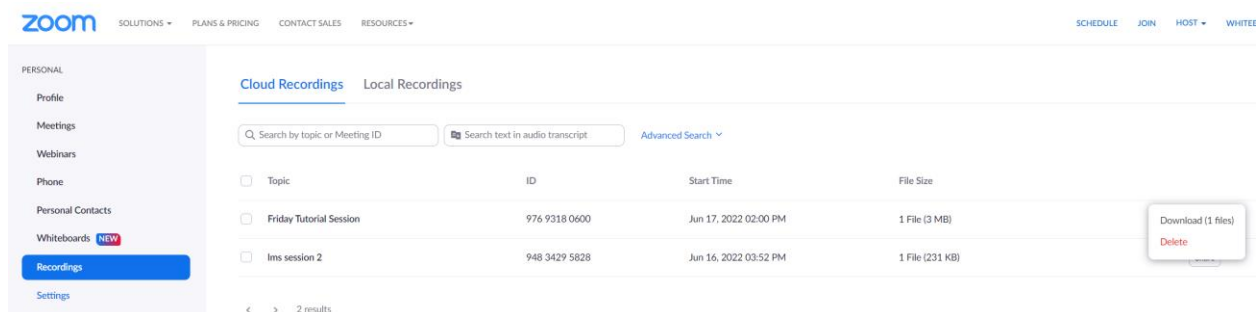
[Learn more about hosting a Zoom session.](#)

Sharing Live Session recordings with students

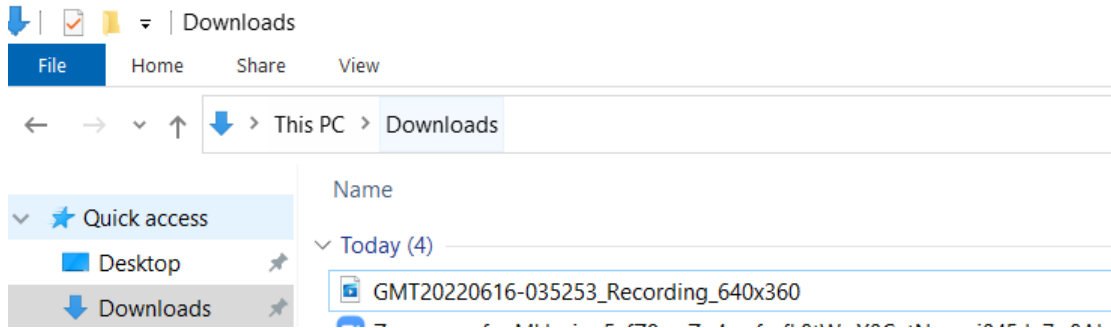
Step 1: Download your Live Session recording in Zoom

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.



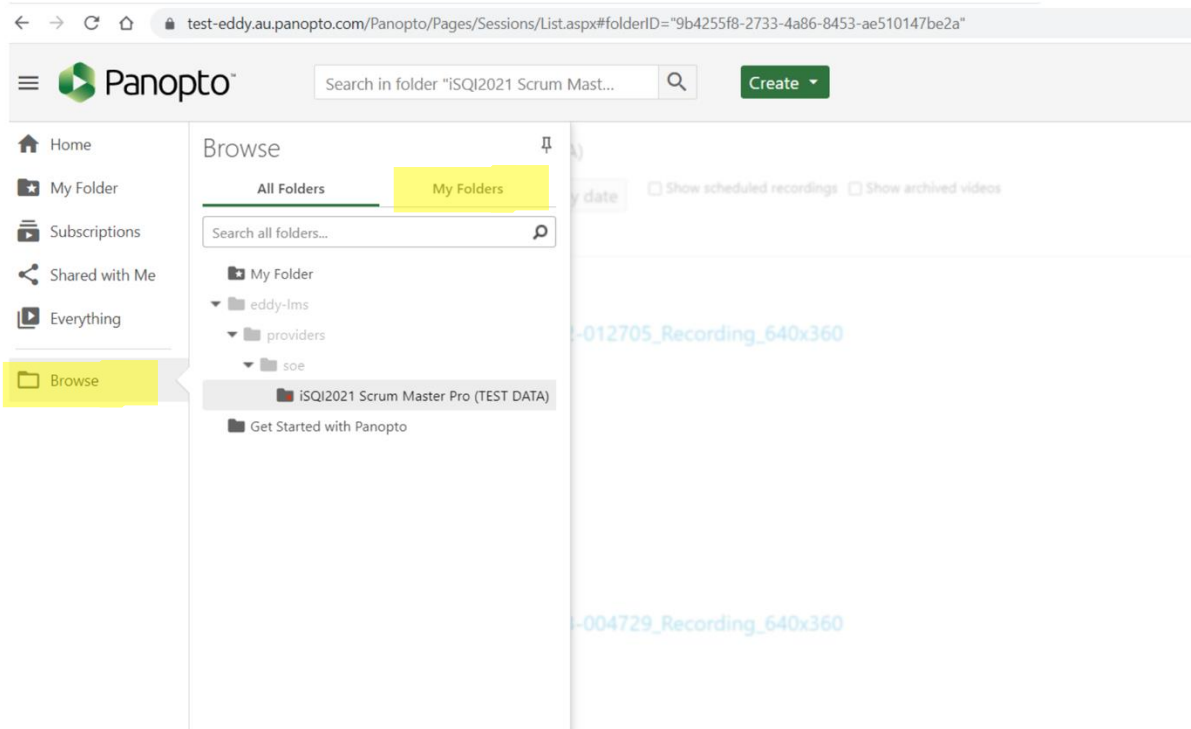
The Cloud recording will appear in the Downloads folder on your desktop (Windows example below)



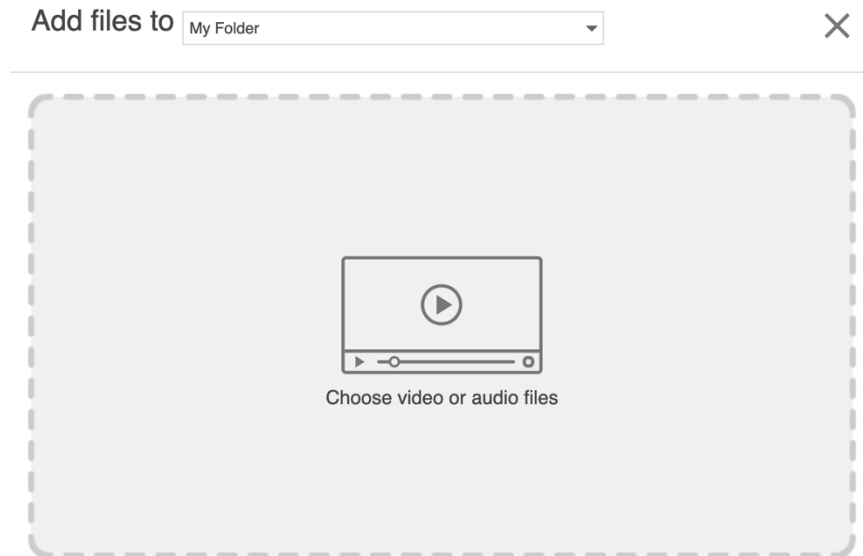
Step 2: Upload your Live Session recording to Panopto

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.

The screenshot shows a video management interface. At the top, there are navigation buttons: an up arrow, a 'Refresh' button, a view toggle (grid/list), a 'Filter by date' button, and a clock icon. Below this is a 'Sort by:' dropdown menu with options: Name, Duration, Date, and Rating. A dashed box labeled 'Add folder' is visible. The main content area shows a video player with a black screen and the text 'Eddy TestTrainer' and a duration of '1:42'. To the right of the video player is the title 'Live session - mod 1 2022/06/30' and a row of action buttons: 'Settings', 'Share' (highlighted in yellow), 'Edit', 'Stats', and 'Delete'.

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

The screenshot shows the video sharing options menu. At the top, there is a grid icon and the heading 'Who can access this video' with the text 'Anyone at your org can find and access' and a 'Change' link. Below this are four sharing options: 'Link' (green circle with a link icon), 'Embed' (purple circle with code symbols, highlighted in yellow), 'Facebook' (grey circle with 'f' icon), and 'Twitter' (grey circle with bird icon). Below the sharing options are four checkboxes: 'Autoplay' (unchecked), 'Enable 'Watch in Panopto'' (checked), 'Show Title' (checked), and 'Show Logo' (checked). Below the checkboxes are four input fields: 'Aspect Ratio' (16:9), 'Width (px)' (720), 'Height (px)' (405), and 'Start at' (0:00). To the right of these fields is an 'Interactivity' dropdown menu set to 'All'. At the bottom, there is a text area containing the embed code: '<iframe src="https://test-eddy.au.panopto.com/Panopto/Pages/Embed.asp'. To the right of the text area is a 'Copy Embed Code' button, highlighted in yellow.

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.

The image shows two overlapping windows. The background window is titled "Who can access this video" and shows sharing options: Link, Embed (selected), Facebook, and Twitter. It also has checkboxes for Autoplay, Show Captions, and a checked box for "Enable 'Watch in Pa...". Below these are input fields for Aspect Ratio (16:9), Width (px) (720), and Height (px) (405). At the bottom, an `<iframe src="https://test-eddy.au.panopto.co"...` code is visible. The foreground window is also titled "Who can access this video" and lists access settings: Restricted (Only specific people and groups), Your Organization (unlisted) (Anyone at your org who has the link), Your Organization (highlighted) (Anyone at your org can find and access), and Public (unlisted) (Anyone who has the link).

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.

The image shows the "THREADS" interface for creating a new thread. It includes a "Subject" field, a "Message" field, and a rich text editor toolbar. The toolbar has a dropdown menu open, and the HTML icon is highlighted. The message field contains the code `<p>
</p>`. At the bottom, there are buttons for "Post to forum", "Cancel", and "Advanced". A red dot is visible next to the "Subject" and "Message" labels, and a red text "- Required" is at the bottom.

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.

▶ GMT20220602-012705_Recording_640x360✕

Overview

Share

Outputs

Quiz Results

Streams

References

Search

Captions


Audio

Descriptions

Manage

Log

Session Information

| | |
|---------------|---|
| Name | GMT20220602-012705_Recording_640x360 Edit |
| Folder | iSQI2021 Scrum Master Pro (TEST DATA) Edit |
| Tags | + Tag |
| Preview image |  Edit |
| Viewer link | <input type="text" value="https://test-eddy.au.panopto.com/Panopto/Pages/Viewer.aspx?id=3t"/> |
| Owner | eddylms\livestream.trainer1@swinburneopen.edu.au (LiveStream Trainer1) |
| Videographer | eddylms\livestream.trainer1@swinburneopen.edu.au (LiveStream Trainer1) |
| Date | Thursday, June 2, 2022 @ 1:51:18 PM Edit |
| Duration | 18:11 |
| Webcast | No |
| Discussion | <input checked="" type="checkbox"/> Allow viewers to post comments <input checked="" type="checkbox"/> Enable public comments by default on this video |
| Downloads | <input type="text" value="Use folder setting (Admins, videographers and creator only)"/> ▼ |

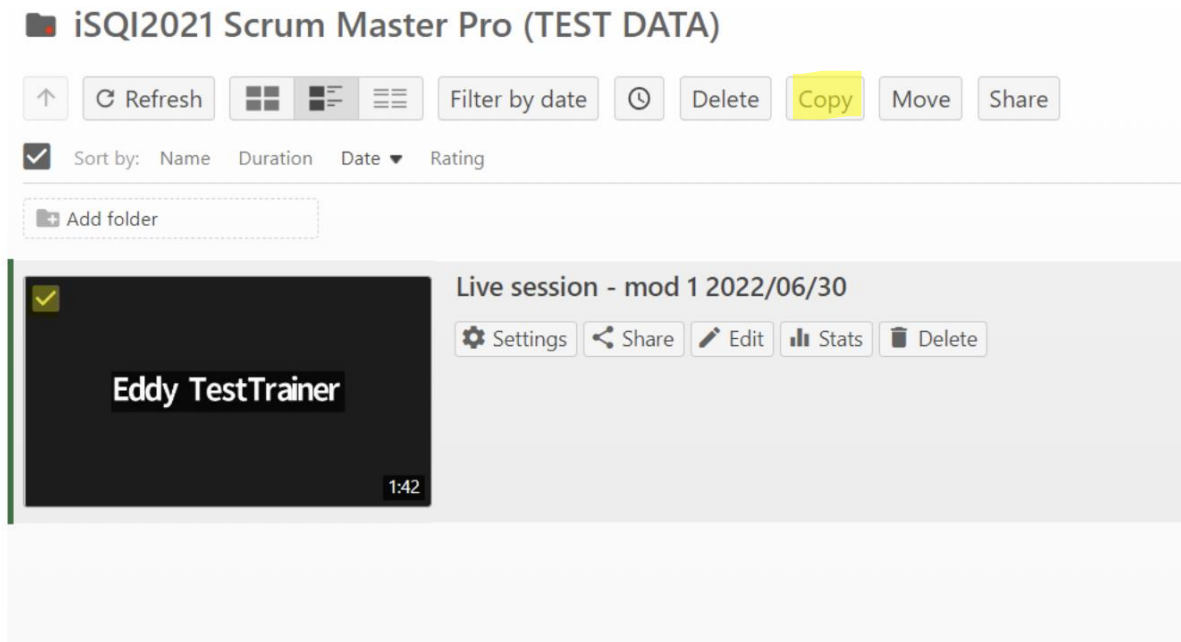
Description

Edit

Copying your videos to other Course Folders in Panopto

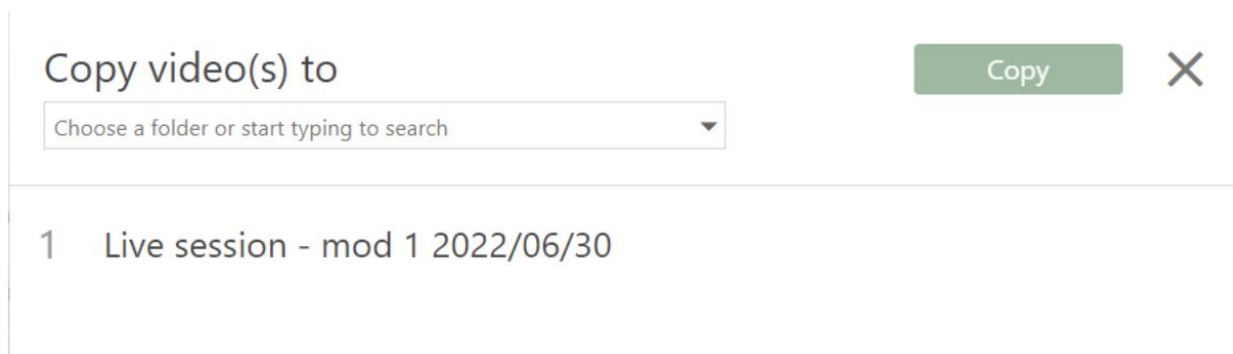
An original video uploaded to Panopto can be copied and shared across multiple courses.

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.

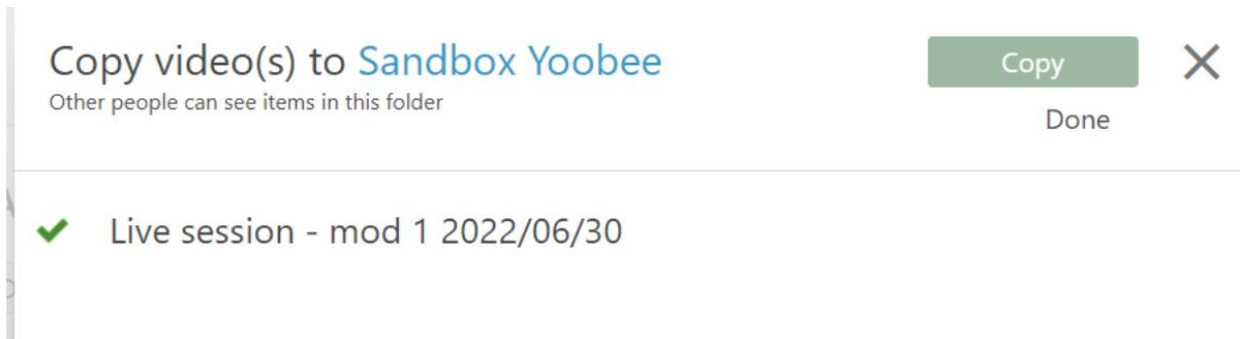


Note: Reference copies refer back to the original source video. When edits are made to the source video, the changes will automatically be reflected in the reference copy.

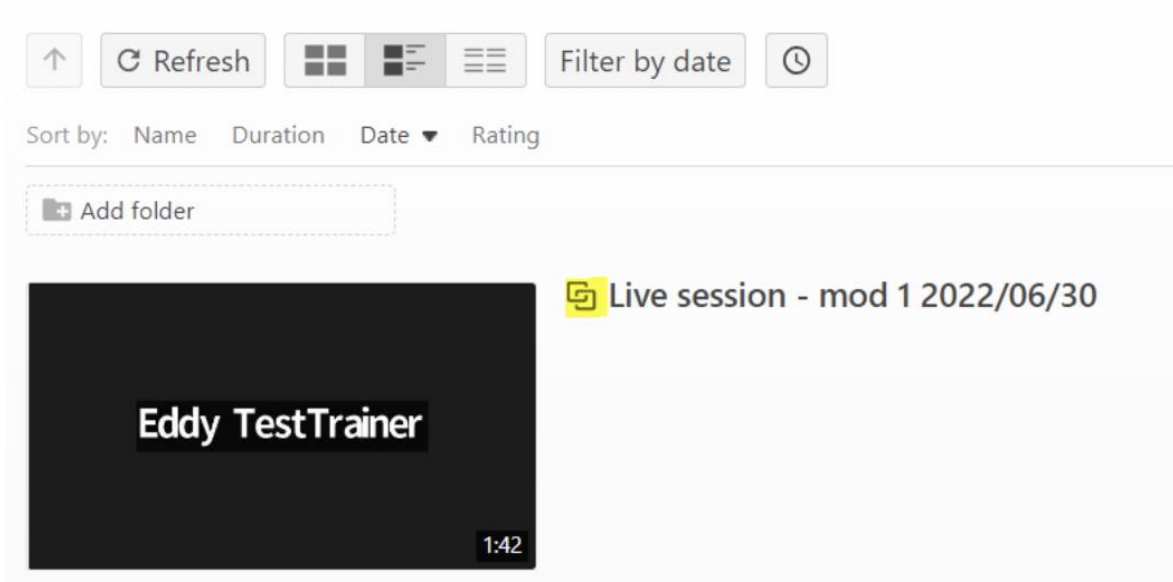
A window will pop up, asking you to select a folder to save the reference copy to. Find the folder from the drop-down or start typing to search, then click **Copy**.



You will receive a message to indicate that the video has successfully copied.

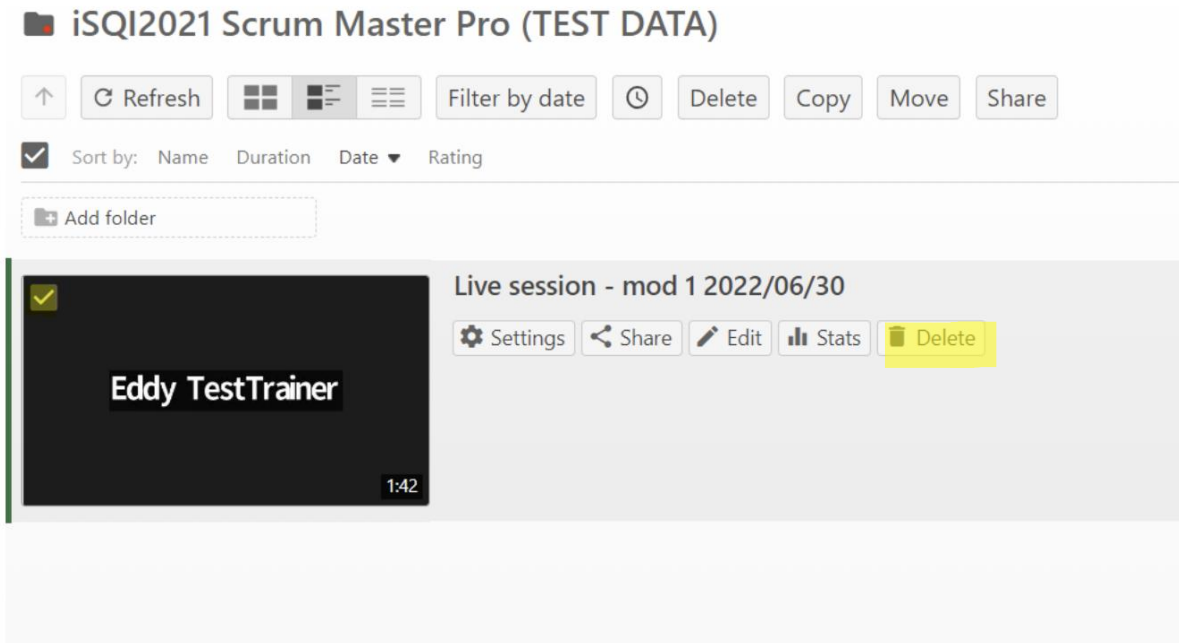


Reference copies of video files in Panopto can be recognised by the icon highlighted below.

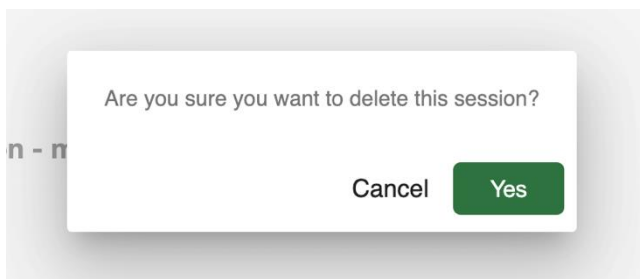


Deleting video files in Panopto

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.

Options Hide

- Allow participants to join anytime
- Mute participants upon entry
- Automatically record meeting On the local computer In the cloud
- Approve or block entry to users from specific regions/countries

Alternative Hosts

Allow alternative hosts to add or edit polls

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.