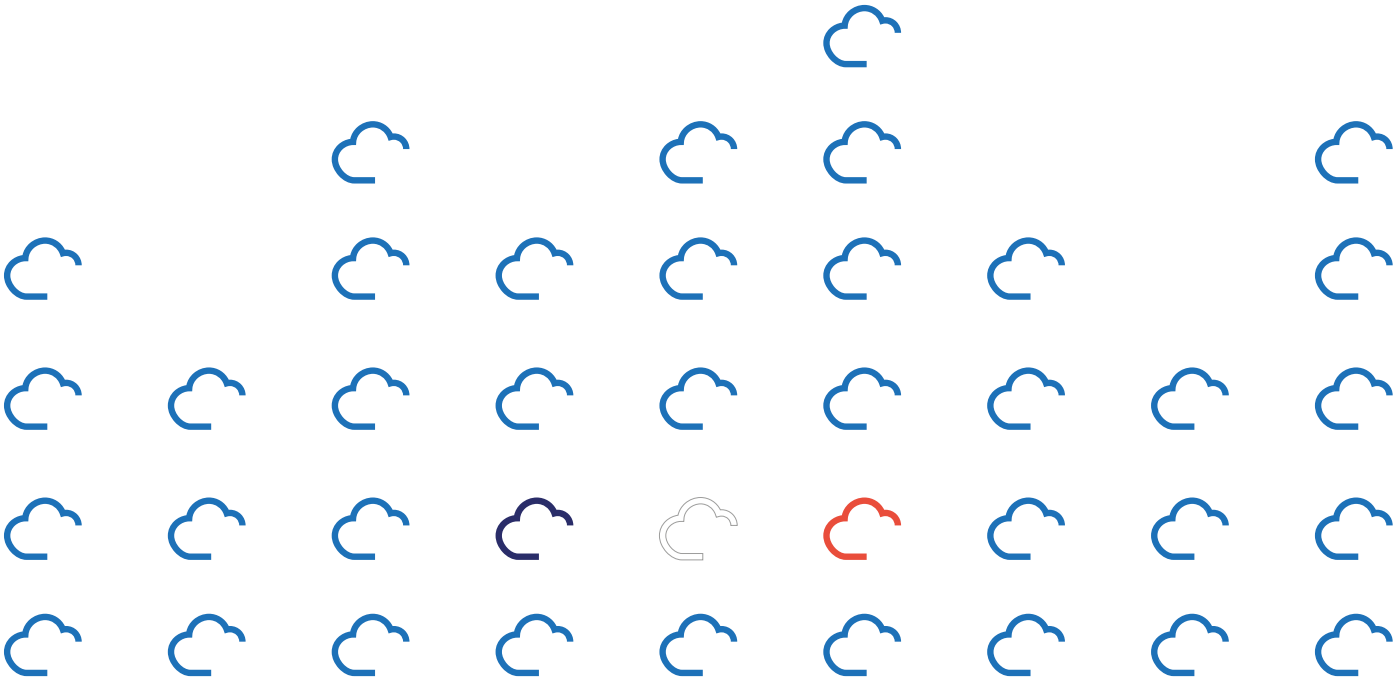


e-Logos

WEBINAR



Registration

In the event that the learner wishes to participate in a webinar, he must have a profile registered on the platform; therefore he must have filled out the special registration form shown in the figure below and must necessarily purchase the course or be enrolled by the teacher.

Company	VAT	Tax code
Address	Number	Zip
admin		
State	City	Phone
Canada		

User data

First Name	Last Name	Fiscal code
Birthday	Birthplace	Job position
		Independent contractor
Profession	Discipline	
Consulenti del Lavoro	Consulenti del Lavoro	
Register	Inscription	

Access data

Email	Password	Confirm Password
		

☒ Subscribe to our email list

[SIGN UP](#)

In the case of manual registration of the course by the teacher, will appear the following button:

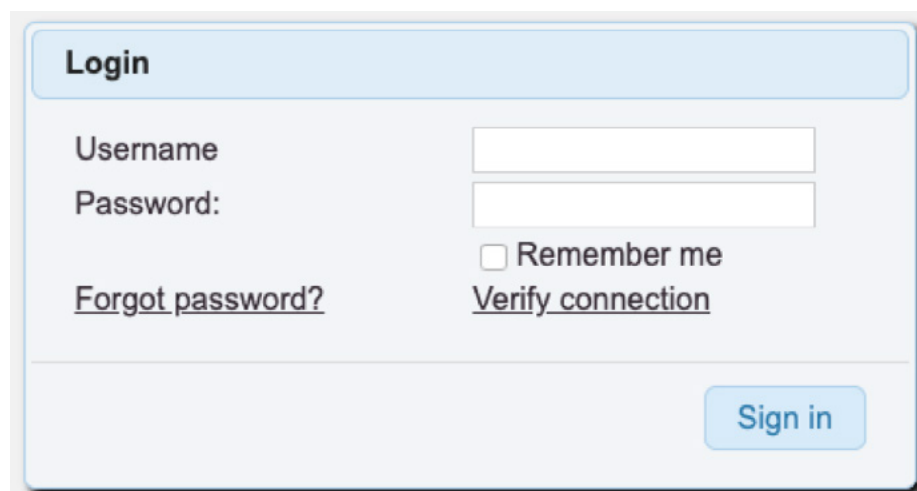
A UI element consisting of a dropdown menu on the left with the text "- Test Course" and a small downward arrow, and a green rectangular button on the right with the text "+ Add to the course" in white.

The button schedules the association of the user to the course, present in the "Participants" page, under the menu item "Subscriptions".

With regards to the registration procedure, it is necessary to fill in the required fields with your data, considering that the "E-mail" field is one of the mandatory fields and cannot, for this reason, be left blank. The e-mail put in the registration form will then be requested at login to authenticate the user to the webinar module.

Login

To access the webinar you need to enter your identification credentials: as a username, the email used during registration and webinarcloud as the password. Then press the "Sign in" button.

A login form with a light blue header bar containing the title "Login". Below the header, there are two input fields: "Username" and "Password:". To the right of the "Password:" label is a checkbox labeled "Remember me". Below the "Username" field is a link labeled "Forgot password?". Below the "Password:" field is a link labeled "Verify connection". At the bottom right of the form is a blue button labeled "Sign in".

First access

By accessing the webinar, will be required the user to allow the access to the camera and microphone.

By clicking on "Allow" it will be possible to interact with video and audio within the webinar.

For the configuration of these devices it will be necessary to click on the appropriate gear-shaped icon that represents access to the settings.



There will be opened a widget that will allow you to set microphone and webcam. The configuration of these parameters is essential for the correct functioning of the webinar.

Choose device

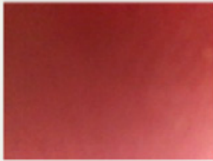
Use audio or video setup before you enter a room by recording for a few seconds. You can then replay your recording to check your voice and picture.

Choose webcam

Choose micro

Cam resolution 
120x90 [4:3 (~20 KByte/sec)]

Start recording test



Level-meter

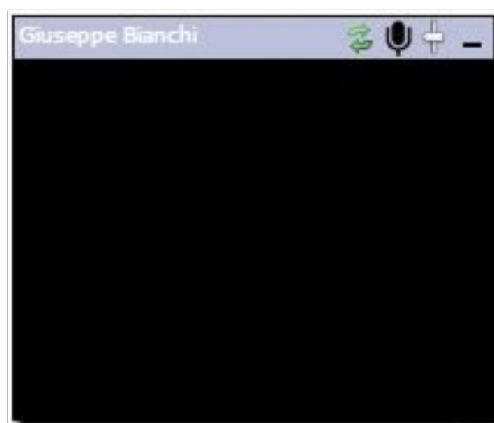
PLAY

 You may proceed without testing if you do not plan to publish your voice or picture. Participants without audio or video can still use the whiteboard, share their desktop or write chat messages.

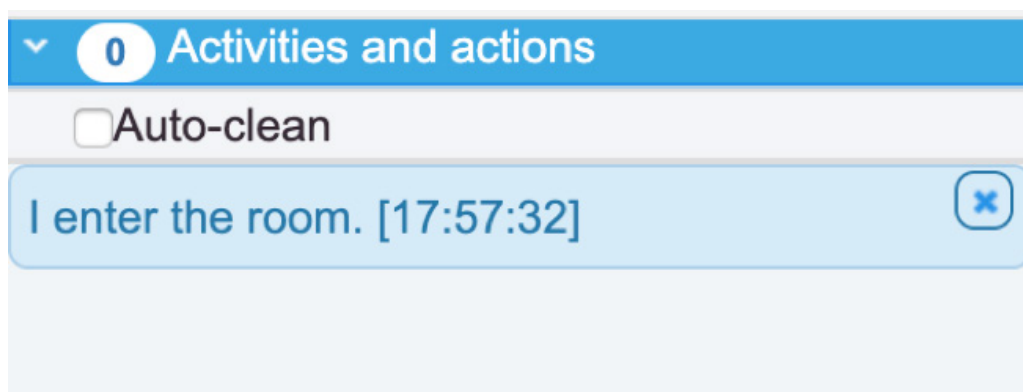
Cancel **Save**

Once the microphone and webcam are configured, a new window will be opened, through which users, moderators and administrators can respectively participate or manage the event online.

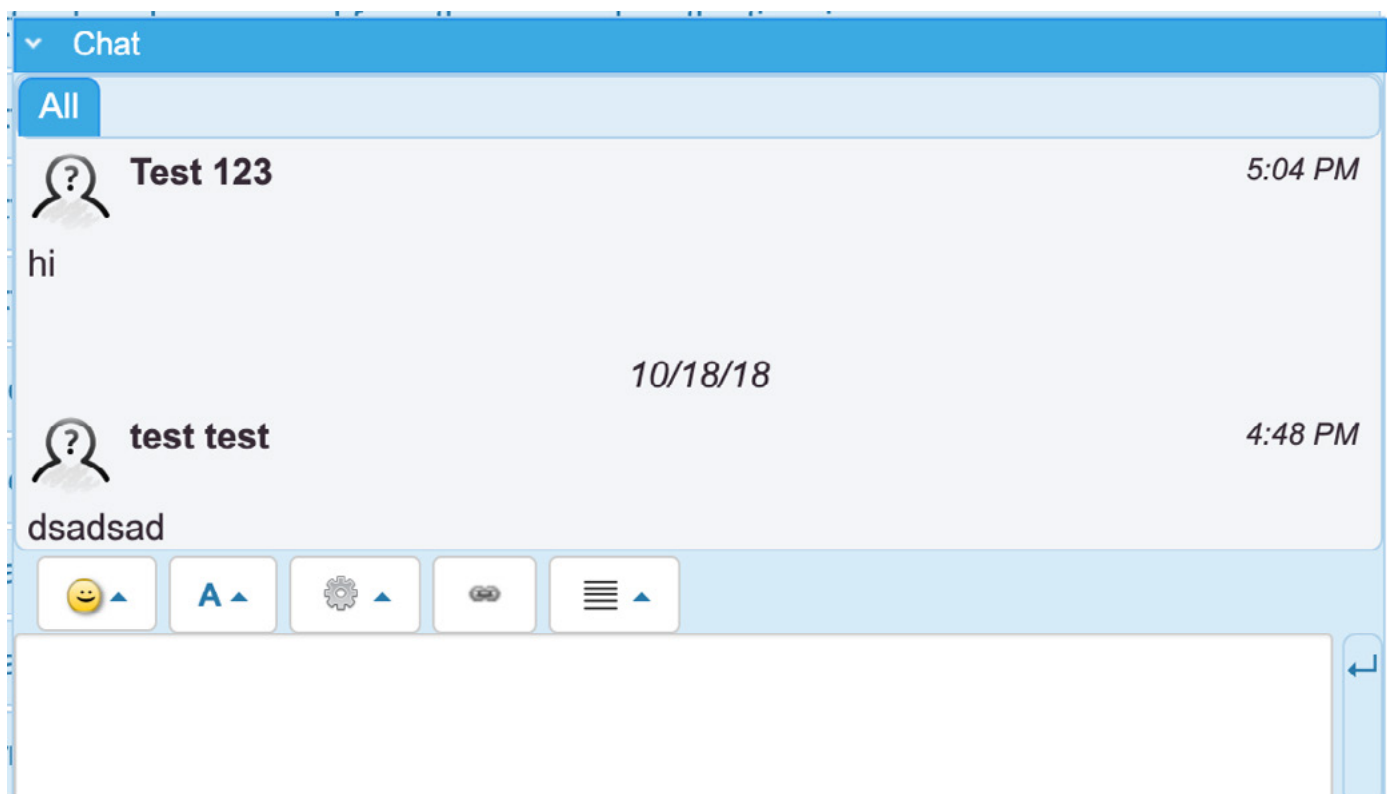
On the main page of each room, once the conference will be started, "floating" and resizable windows will appear containing the name of each user and the images transmitted live by the active webcams of the participants.



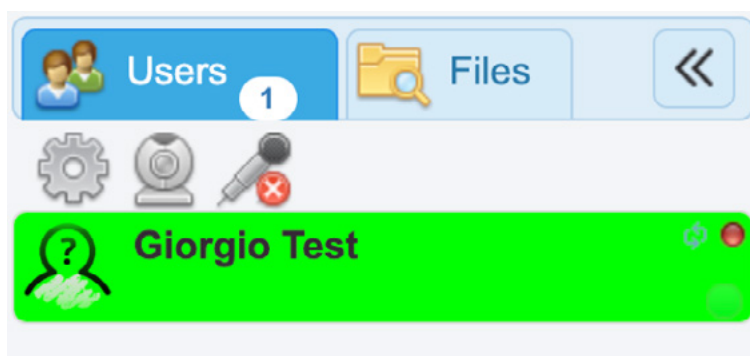
In the lower left corner of the page there is the panel of activities and actions, an area where will appear all the activities carried out and all the privileges requested by the users to the moderators during the event. The latter will have the power to approve or reject user requests.



In the lower right corner of the page there is the chat panel, thanks to which participants can communicate with each other publicly or through private text messages.



At the top, in the left part of the window, two tabs will be displayed:



The “Users” tab, which allows you to view the list of users currently connected to the event, their names, their profile images and their privileges.

Below there is a caption for symbols relating to user privileges in the rooms:



The webcam symbol corresponds to the possibility of enabling the video and the user’s audio;



The microphone symbol indicates the possibility of changing or operating the user’s microphone;



The pencil symbol corresponds to the privilege of writing on the interactive board;



The monitor symbol corresponds to the privilege of sharing the screen and making a video recording;



The mouse symbol corresponds to the privilege of controlling the remote desktop of a computer during screen sharing;



The microphone symbol with a star allows the user to assign the word exclusively;



The moderator symbol corresponds to the possibility of assigning moderator rights to the user;



The symbol with a “red x” indicates the possibility of disconnecting the user from the room;



The last symbol indicates the possibility to chat privately with the user.

By clicking on one of these symbols it is possible to enable the desired permission. Once the permission is enabled, the icon changes to a prohibition symbol that represents the ability to disable that function. For example:

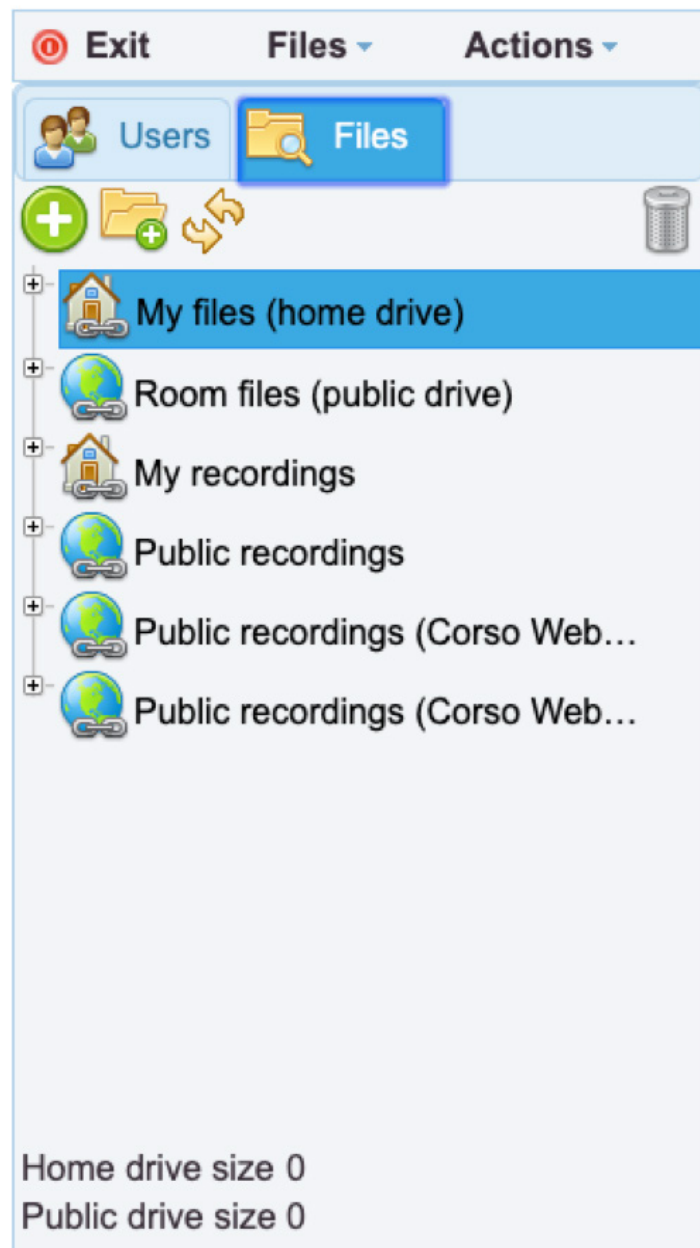


The symbol with a “red x” indicates the possibility of disconnecting the user from the room;



The last symbol indicates the possibility to chat privately with the user.

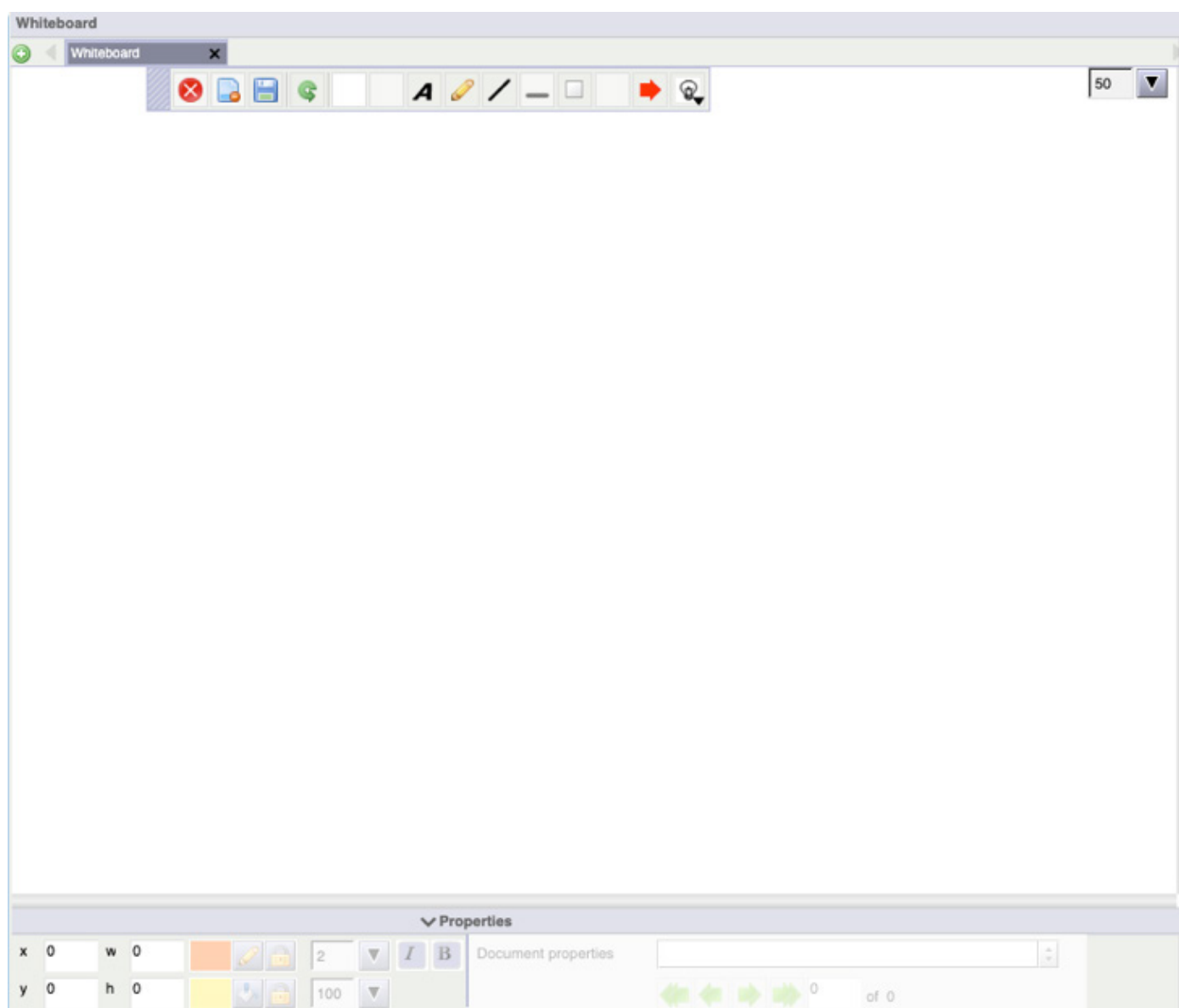
Finally, the green dot ●, yellow ● or red ● next to the user name indicates the role that the user has in that room; green: normal user - yellow: normal user with assigned privileges - red: user moderator.



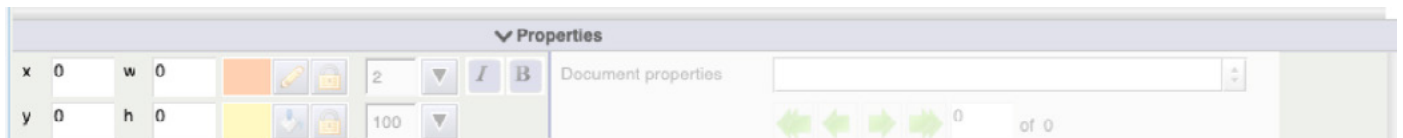
The “Files” tab, which allows each user to access an area where they can store or withdraw their personal files and public files shared by other users in the room. The Files section can be seen as a sort of cloud area, where users upload files they intend to share with others or use during presentations. It is possible to upload files on the e-Logos server, download them or bring them to the attention of everyone by dragging them

onto the shared whiteboard via drag and drop.

Particular attention must be paid to a fundamental element of the webinar, that is the shared interactive board. This tool is essentially a large area, present within all the rooms, located on the right side of the window and active during the event. The interactive whiteboard is able to significantly increase the level of cooperation and interactivity between event participants, allowing them to write, draw, or upload documents and presentations. All that the moderators, administrators or simple users with the relevant permissions do on the board is also displayed in real time by all the other participants.



Once inside a room, by using the main menu located at the top, you can upload a presentation on the interactive whiteboard and it will be perfectly viewable by all the participants of the online event and can be modified from all those who have the privileges thanks to the instrument panel of the blackboard.



Through this panel it is possible to modify the properties of the images and files uploaded on the blackboard itself. For example, you can change the size of the uploaded files, the font size or the text font color. In the menu there are also buttons that allow you to scroll forward or backward through the pages of the files (Power Point, OpenOffice, pdf) loaded on this component.

At the top of the window there is a toolbar that provides a large number of drawing, writing and editing tools, usable within the shared interactive whiteboard.

