YouSeeU Instructions

Click on the YouSeeU in the navigation bar on the course homepage.

To begin a meeting, click on the plus in the lower right-hand corner. This will allow you to create a meeting.

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Fill in the information below.

Give your meeting a distinct name. Set the time for the meeting. Select the duration of you meeting. You can set it up to 240 minutes. Give yourself time to set up your meeting and for Q&A afterwards. If you are planning on having a 60 minute meeting, schedule it for 75 minutes to give yourself time to setup the meeting and conclude the meeting in a timely fashion. You can click on the box to have it automatically begin recording when you enter the meeting. Students will not be able to enter the meeting until you have accessed the meeting. Leave the Publish recorded meeting set as well as invite entire class. If you are having a guest speaker, you will want to click Allow external participants. Click save when you have everything for your meeting setup.

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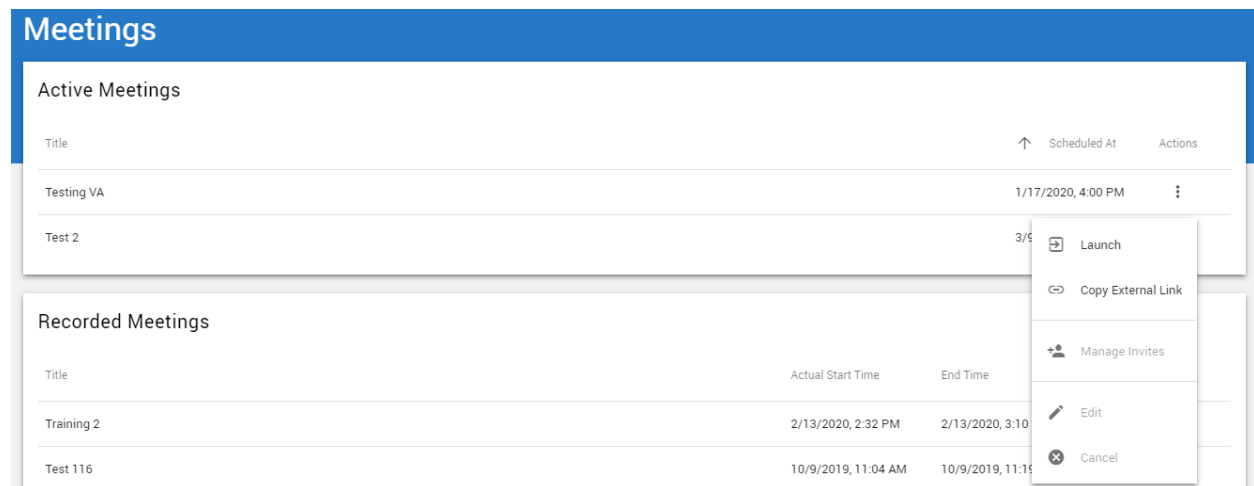
When you are ready to begin you meeting, click on the three dots to the far right of the meeting name.
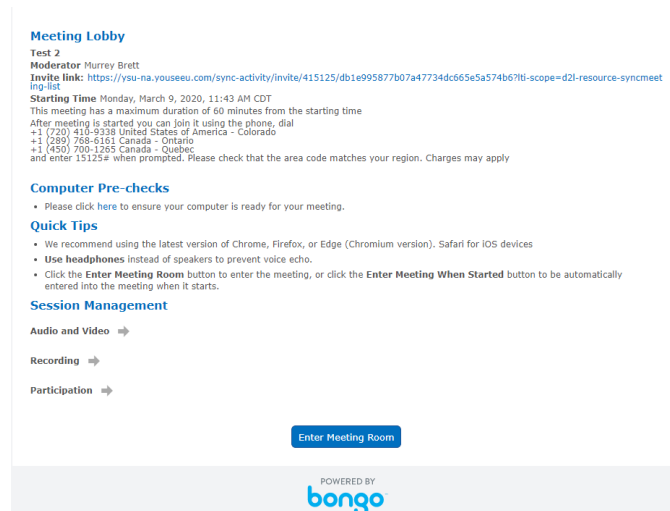
Once you click on the three dots a drop down will appear. You will want to select Launch to start your meeting.

You will then enter the Meeting Lobby. There is an invite link, call-in phone numbers for the meeting, computer pre-checks, Tips for using YouSeeU, and much more. You can test your system to make sure it is compatible with YouSeeU. When you are ready to enter the meeting, click on the blue button and the bottom of the information that says "Enter Meeting Room".

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You will want to select Microphone so that you will be able to interact with your students in the meeting room. Listen only allows you to listen to the meeting, it does not allow you to speak during the meeting.
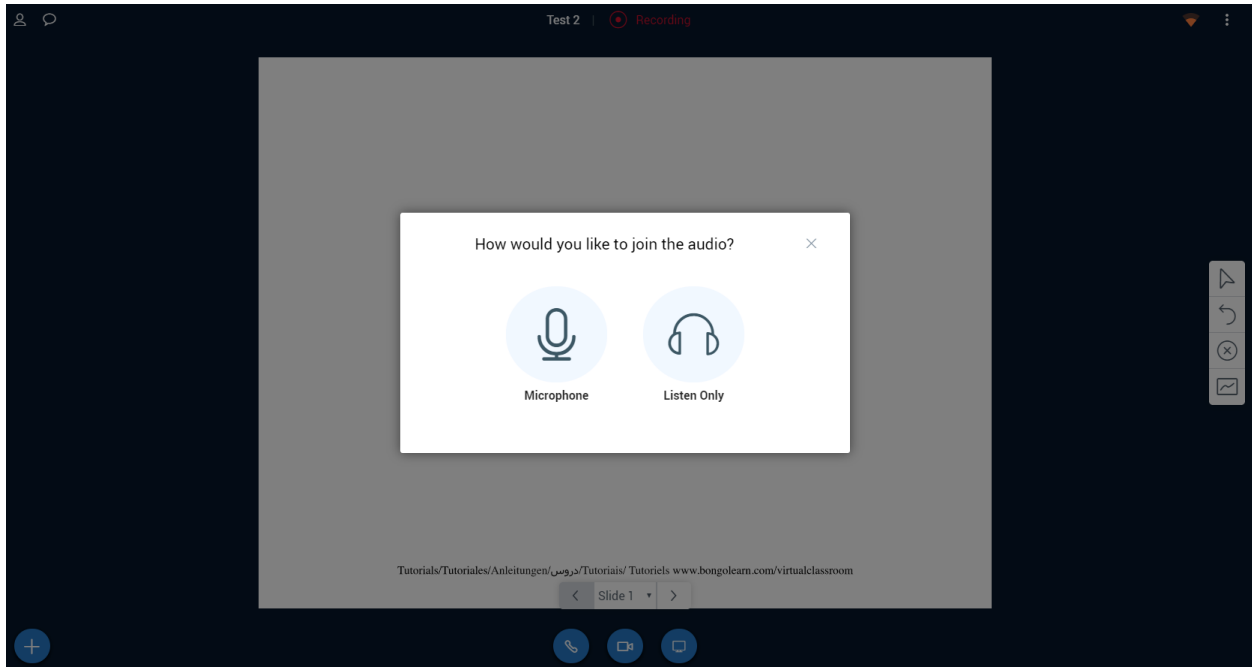
Next will be the echo test. This is to insure that you can hear and your microphone is working.
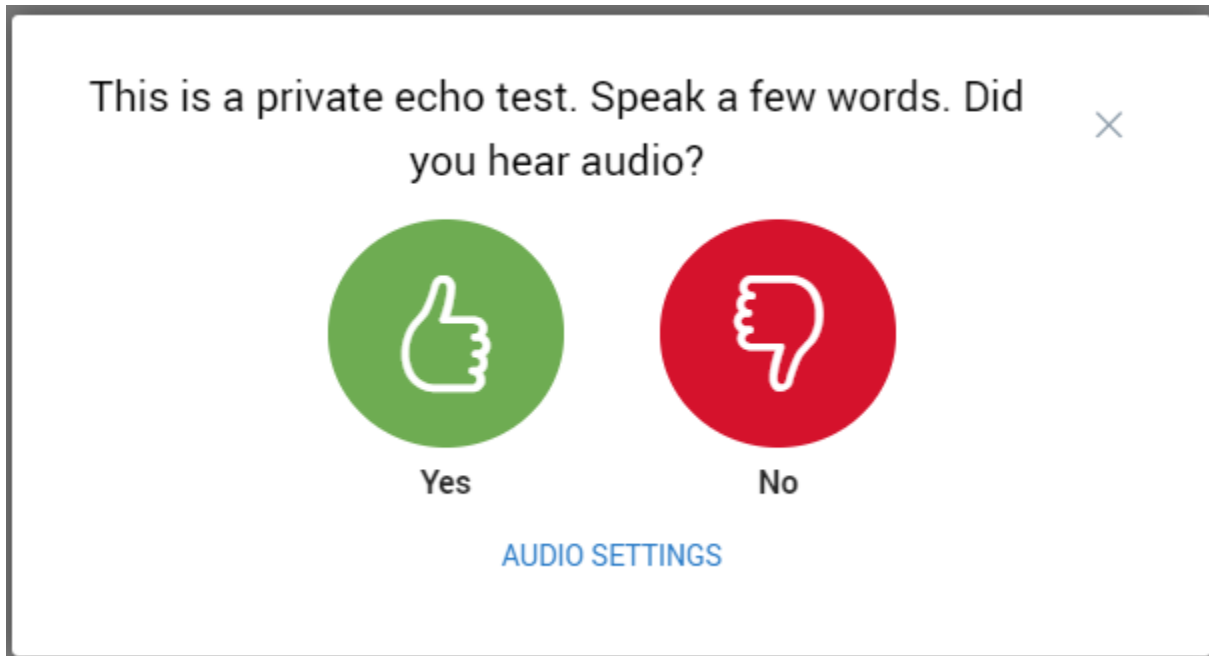
Once you click "Yes", you will be given access to the meeting. If you click "No", there will be Audio Settings that you will need to change to access the meeting.

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This is the layout of the meeting room. We will begin in the upper right hand corner with the Green Triangle.
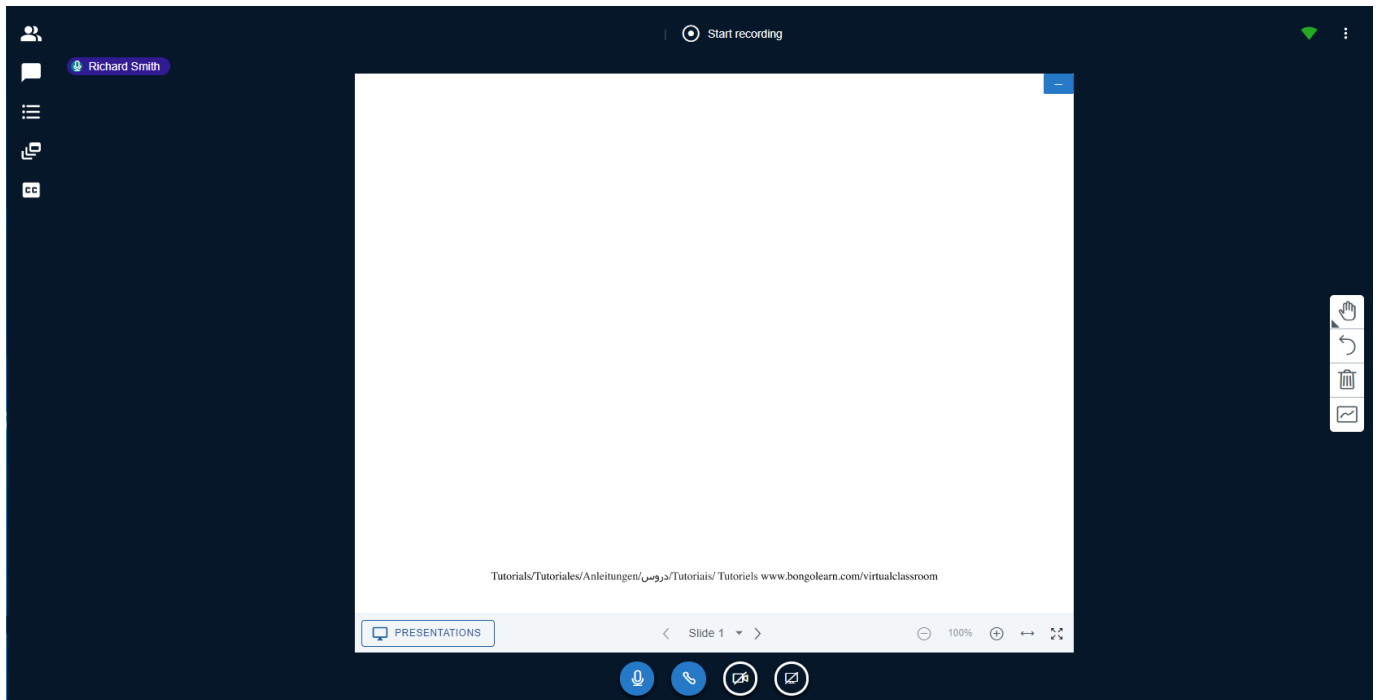
 This is a signal indicator. It lets you know how strong your signal is with YouSeeU. You want it to remain green during your meeting. It may change to yellow or orange, but if it goes to red, you have lost your signal.
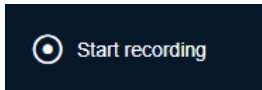
 This is the symbol that lets you know if you are recording the meeting or not. This meeting is currently not being recorded. If I click on the "start recording" button, it will begin to record the meeting.

To the far upper left-hand corner of the meeting page you will see a speech bubble and a head and shoulders icon. The head and shoulders icon is the participants list and will allow you to see who is in the meeting room at any given time. This will also allow you to give presenter permissions to students in you classroom.

The chat bubble with open the chat dialogue box for you and your students to chat in.
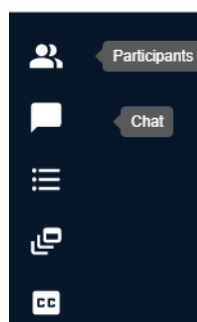
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Also in the top left side of the page is a button that launches breakout rooms.
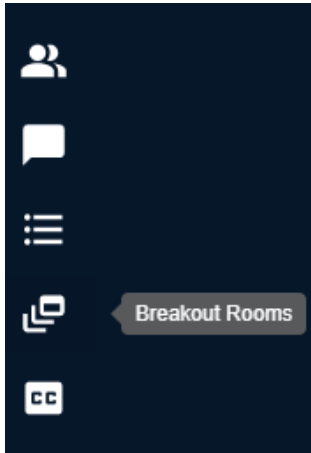
Working you way across the bottom of the page back towards the right-hand side you will see these for icons.

The first one that looks like a microphone is your microphone. You can mute and unmute from here. The one next to it is to leave the audio. This one is not used very much. The next icon that has a camera is for you to share your camera with the class. When press this you can select from available webcams. You will also use this button to un-share your camera. The next one to the right looks like a screen or monitor. This will allow you to share your screen with the class. This button will also allow you to un-share your screen.

The next set of symbols on the right-hand of the screen are for using your whiteboard. You can write, draw, create shapes, and erase with these different buttons. The top button is for writing or drawing. You can also create textboxes to type within. The next button down is to undo drawing. The trash can button is to erase all annotations on the white board. You can also use a Bamboo or Wacom tablet, or interactive touch screen monitor with the whiteboard.
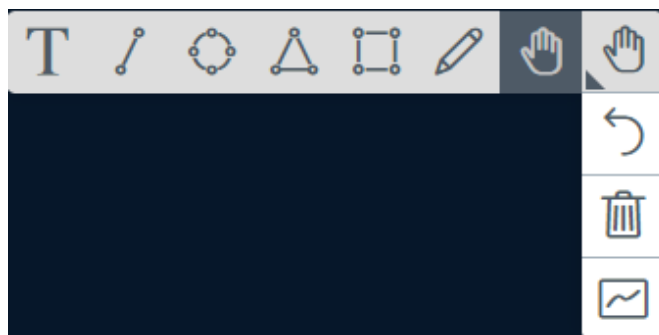
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The last area we are going to look at is the Three Dots at the top right-hand corner. These dots will allow you to leave or end the meeting. If you leave the meeting, students will still be left in the meeting. If the meeting is over, you will want to click on the **End Meeting**. This will close the meeting for every one and begin the rendering for your recorded session.
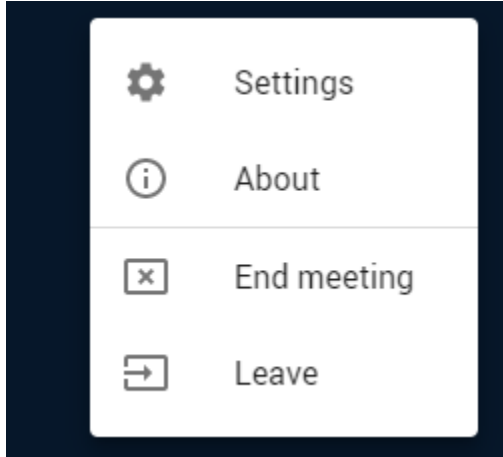
Once you have concluded your meeting, you will be prompted to close the window. You will also want to close the window for the Meeting Lobby. This will put you back on the YouSeeU homepage.

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Meetings

Active Meetings

Title	Scheduled At	Actions
Testing VA	1/17/2020, 4:00 PM	⋮
Test 2	3/9/2020, 11:43 AM	⋮

Recorded Meetings

Title	Actual Start Time	End Time	Status	Actions
Training 2	2/13/2020, 2:32 PM	2/13/2020, 3:10 PM	✓	⋮
Test 116	10/9/2019, 11:04 AM	10/9/2019, 11:19 AM	✓	⋮
Test 66	9/25/2019, 3:24 PM	9/25/2019, 3:40 PM	✓	⋮
Test- Riley	8/23/2019, 6:31 PM	8/23/2019, 7:01 PM	✓	⋮
Philip Blechacz Meeting	8/21/2019, 9:59 AM	8/21/2019, 10:31 AM	✓	⋮
Test	7/24/2019, 1:09 PM	7/24/2019, 1:29 PM	✓	⋮