

A photograph of a young man with brown hair, wearing a light blue button-down shirt and a black headset with a microphone. He is smiling and looking down at a silver laptop on a desk. In the background, there is a white brick wall and some office equipment. A blue banner is overlaid on the bottom part of the image.

User Guide

Collaborative Interface - Version 8.7

Produced by



www.sviesolutions.com

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Real time collaboration

Interface areas

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Video and audio documents

Options and configuration

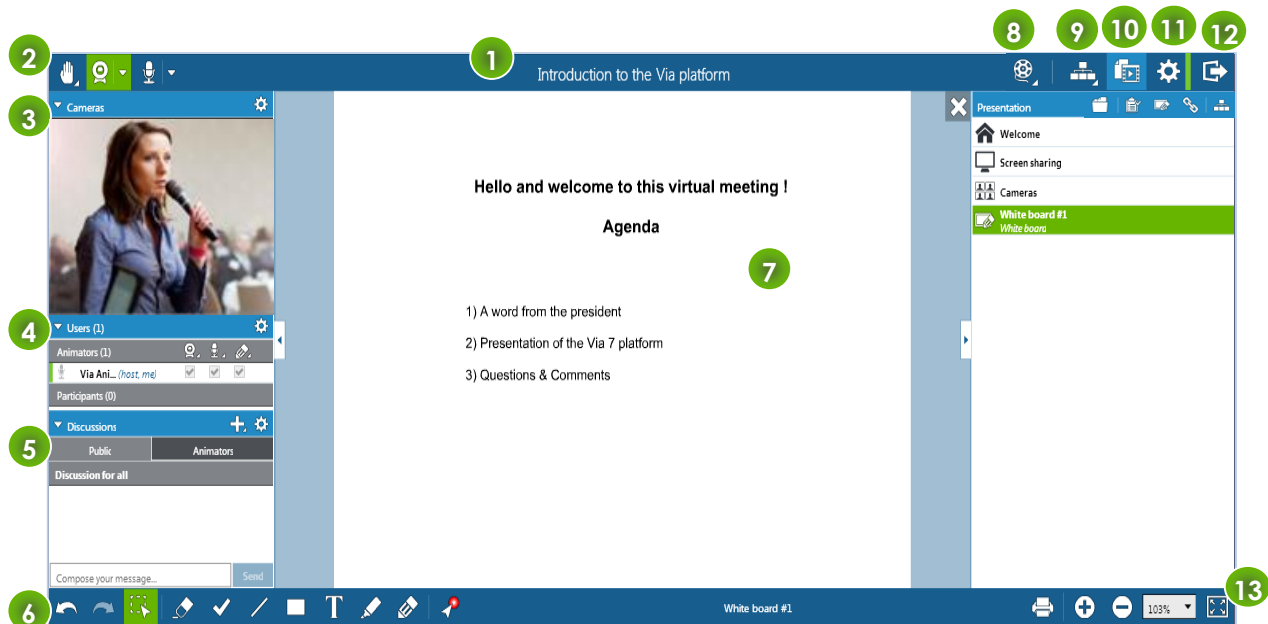
Useful tools

Recordings

Phone commands

File formats compatible with Via

Interface areas



1. **Activity title**
2. **Personal options:** This section combines many of your personal options, according to the rights granted to you. These options can be used to express yourself during the synchronous activity.
3. **Cameras:** This panel contains the video image of each participant who has activated his or her own webcam. Many layouts are available to display the cameras panel.
4. **Users:** Contains the list of users currently connected to the activity, their respective rights and the management of these rights.
5. **Discussions zone:** Allows users to send and receive messages from other users.
6. **Annotation tools:** Set of tools available to annotate the posted document.
7. **Presentation area:** This area is used to present your content (documents, whiteboards, videos or any other file you may need to display. Your content is accessible from the presentation and interaction panel.
8. **Recording indicator:** You can start or stop the recording using this option. It contains other relevant information such as the total recording time and the recording mode.
9. **Breakout rooms (subgroups):** Lets you prepare workshops in order to separate the group into several work subgroups.
10. **Presentation tools:** Contains the content and tools needed to communicate and control the display in the presentation area.
11. **Options and configuration menu:** Configuration and all options available inside the application. It also contains advanced options.
12. **Exit activity:** Exit button to disconnect yourself or terminate the meeting properly.
13. **Useful tools:** The zoom tool allows you to zoom in or out of the presentation area or adjust the width or height of the content according to your display preferences. You can also print this area or use the full screen mode.

Note

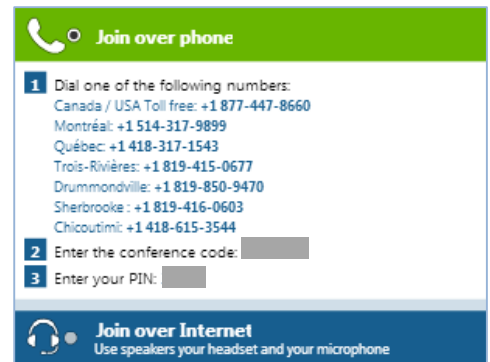
You can hide or show the lateral panel on the left and on the right by clicking on the arrow in the middle of the desired panel. This gives the document displayed more space in the presentation area. You can also resize these panels at any time.

Audio mode options

In order to properly setup the audio settings, the environment asks you to choose the desired audio mode as soon as you connect to your online activity.

Join over phone

If the activity is offered in conjunction with the use of the phone, you can select “Join over phone” and then dial the numbers on the screen.

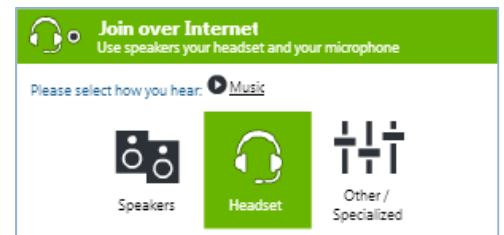


Join over Internet

If you select “Join over Internet”, all sounds will be heard through your computer. You will have to select the way you hear the sound on your station.

In that case, you will have three choices to choose from:

- **Speakers:** When you select this option, you will hear the sound through your speakers or in handsfree mode on your laptop.
- **Headphones:** When you select this option, you will hear the sound with a headset or earbuds.
- **Other / specialized*:** When you select this option, you report having a specialized peripheral which is able to manage echo suppression. This mode is often applied in remote mixed training and conference rooms. *Via* will then not suppress any echo from your communications.



***Important:** If you select this option and hear the sound in handsfree mode without really having a specialized peripheral, you will introduce echo for all meeting participants.

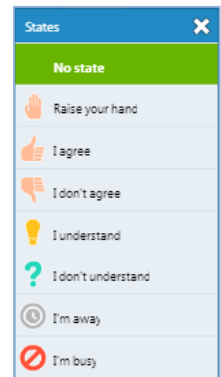
Personal options

This section includes your interaction tools. These options are used to express yourself, communicate and interact during the synchronous activity.

Statuses



This allows you to change your personal status to provide visual feedback to other participants and the animators. *This function is not available for participants in webinar mode.*

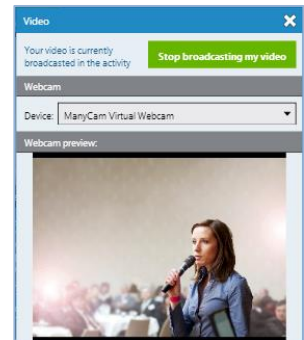


Camera



This allows you to start and stop displaying your camera. During an initial activation, you must give the application access to use your camera.

Click on the adjacent arrow to change the peripheral. *This function is not available for participants in webinar mode.*

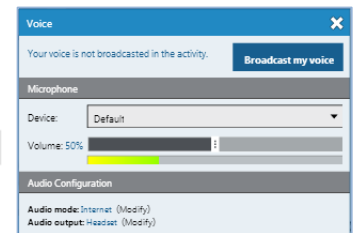


Microphone



This allows you to activate and deactivate your microphone. During an initial activation, you must give the application access to use your microphone.

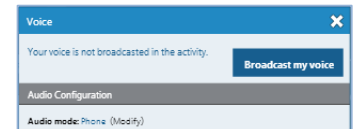
Click on the adjacent arrow to set the sound level of your microphone, change the peripheral or change the audio output mode. When the microphone is on, a graduated bar can be seen on the left-hand side of the person's name in the user list. *This function is not available for participants in webinar mode.*



Telephone



During activities using the phone mode, the microphone button will be replaced by a telephone icon. When that button is pressed, the other conference call participants can hear you. To change the speaking rights of other users, you can check/uncheck their respective telephone right. *This function is not available for participants in webinar mode.*



Users rights are managed by animators in order to moderate interventions. If the telephone button is unavailable (grey), it means that your own telephone has been set to the mute position by default. You can be granted access by requesting the right to speak (hand raised) or by contacting the animator through the chat zone.

Mute



This allows you to mute or unmute all audio sounds of the application.

Cameras panel


This panel contains the video images of each participant who has activated his or her personal webcam. This panel is hidden by default, but will open automatically when at least one person has activated his or her camera. You can hide or show this panel at any time by clicking on the heading of this section, or the word *Cameras*. You can also resize the panel to your liking by using the separator immediately to the right of the panel.

There are now many ways to display video images. For more details, refer to the Options and configuration / Camera layout section.

Stopping the video reception

By sliding the mouse over the video images of other users, you can stop the video reception of the desired person(s) temporarily. This will help to free up your bandwidth.

Video display options

 The wheel tool to the right of the camera section offers many display options to participants and animators according to their own preferences. The leaders and hosts are able to change the display for all participants. Refer to the “**Camera layout**” section for more information.



Users list

To change everyone's rights in one click, simply use the buttons available at the top of the list.

This section contains the list of users connected to the activity. You can see the connection and microphone volume indicators as well as the status (hand raised, I agree, I understand, etc.) of each user. If you are an animator or the host, you can also see their respective rights. Also, if the activity is in telephone mode, a small handset will appear when the user is connected to the conference call.

It is important to note that in webinar mode, you can hide the list of participants to optimize presentations to large audiences.

Rights of participants and actions

You can change the rights of each participant, including: his or her use of the webcam, microphone/telephone and annotation tools. To grant or withdraw a user's right, simply check or uncheck the appropriate box. To grant or withdraw the right of all users in one operation, click on the appropriate icon at the top of the list.

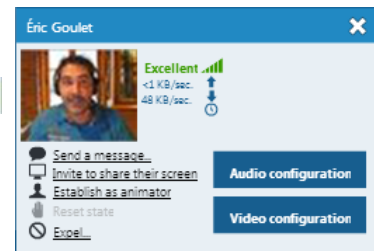
Default behaviours may also be applied upon participant's connection. A graphic indicator shows the default action applied. For example, when you withdraw everyone's annotation rights, a small red prohibition indicator displays this choice at the top of the list.



You can perform an action by clicking on the arrow to the right of the user's name.

Possible actions:

- **Write a message:** Chat in private with a specific user.
- **Invite a participant to share his or her screen:** allows a user to ask a participant to share his or her screen. When the participant accepts, his or her screen will be shared automatically (prior installation of the screensharing extension is required).
- **Establish as animator / (participant):** used in order to change the role of another user on the fly during the activity. By changing the role of a user from participant to animator, this user will then have access to the presentation tools.
- **Reset status:** helps to reset a user's status to normal. This can be useful, for example, to reset the hand raised status of a participant whose question was already answered.
- **Expel:** helps to eject a user; the reason for the rejection can be specified in the notice sent to the user. Your name is not revealed to the participant.
- **Audio configuration:** you can remotely adjust the audio output and microphone parameters of the desired user.
- **Video configuration:** you can remotely adjust the webcam configuration of the desired user.



Managing participants



This opens a new window to let you manage your activity participants. This is where you can add/remove participants and guests or change their respective roles (depending on your type of *Via* user). You can also send out invitations or multimedia messages directly from this window and display further details on each participant.

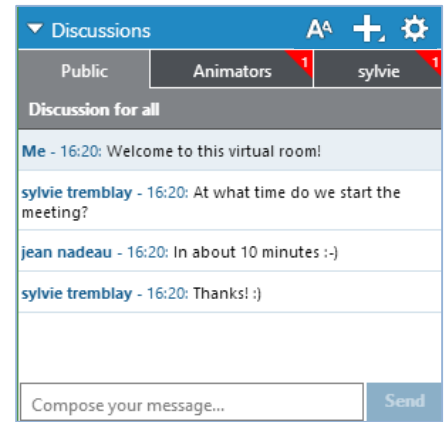


Discussions zone

This portion of the interface contains the messages both received and sent. To send a message, start by selecting the tab corresponding to the desired recipient. If the host has authorized private chats, you will be able to click on the PLUS sign icon to select the name of the person to whom you wish to reach privately. A new tab will appear to write your message in the text box at the bottom. Then, click on the Send button or press "Enter" on the keyboard.

Hyperlinks (URL) sent through the chat zone are clickable and will open a new window to display the requested website.

You may customize the size of the displayed text.



Tip

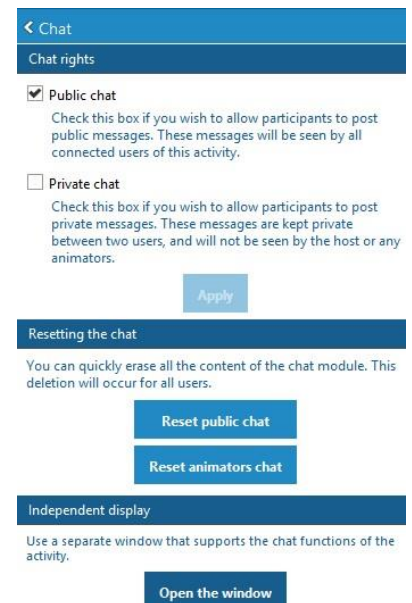
You can resize the Chat panel using the separator located directly to the right of this section. You can also hide or display this section by clicking on its heading.

Chat options



If you are the host or leader of the meeting, you can click on the serrated wheel of the chat section to:

- control the availability of the private and public chat;
- clear the content of the *Public* and *Leaders* tabs;
- display the chat section in a second window (Open the window).



Annotation tools

Annotation tools allow you to annotate the actual document or whiteboard displayed in the presentation area.



Undo or redo



These tools allow users to undo an annotation made on a document or redo one if an annotation is incorrect, i.e. : if an annotation is deleted inadvertently.

Select and modify



This tool allows users to select a specific annotation to change, pivot, move or delete it. This tool is useful to transform any existing annotations.

Eraser



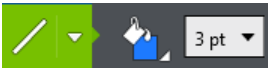
This allows users to delete one or more annotations from the presentation area. To delete several annotations, simply keep your finger on the mouse and move the cursor on all the annotations you want to delete.

Stamps



This tool allows users to use a specific stamp among multiple shapes available. Use the adjacent menus to display the various shape options. The colour can also be changed.

Line and arrows



This tool allows users to draw a straight line or arrows in one stroke with the mouse. The contextual menus allow users to select the type of line or arrow desired as well as the thickness and colour of the mark.

Geometric shapes



These tools allow users to draw shapes in one single stroke. Use the adjacent menus to select the type of shape desired as well as the shape border and fill colours.

Text



This tool allows users to add text zones. Use the adjacent menus to change the fill and border colour. The text size can be adjusted using the scroll-down menu.

Highlighter



This is a freehand highlighting tool. Use the adjacent menus to display the desired colour and thickness.

Pencil



This is a freehand drawing tool. The colour and thickness of the line can be changed.

Images



You can import your own images and animated GIFs to annotate inside your activities. Imported images are not specific to one activity; you can reuse them in all of your meetings.

To import new images, click on **“Import from my computer...”** using the arrow on the right of the image tool.





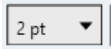
Laser pointer

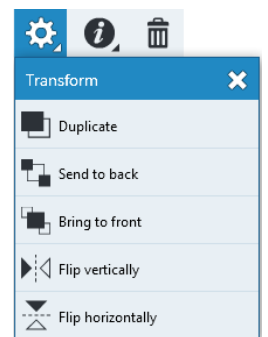
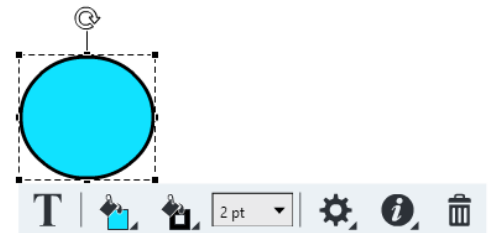


Users can use this tool to point out relevant elements on the presentation area. By holding down the mouse button (left click), the other participants see the pointer moving fluidly on the displayed document. By releasing the mouse, the pointer remains in its position. The colour of the laser pointer can also be changed.

Annotation modification options

Click on any annotation using the *Select and modify* tool to display the modification options:

- **Edit wording:** allows users to add wording to an annotation 
- **Colour:** allows users to modify the colour of the annotation and select the colour of the border and fill 
- **Thickness:** allows users to modify the size or format of the annotation 
- **Options:** allows users to duplicate an annotation, move it to the background or forefront or flip it horizontally or vertically
- **Information on the annotation:** allows any user to see the name of the person who created the annotation
- **Delete annotation:** allows users to delete the selected annotation



Recording indicator



The host and leaders can start and stop the recording using this option if it has been set upon activity creation.

Click on the **“Record”** button to start recording. A red indicator will be visible to let everyone know that the recording is activated. To stop the recording, click on the **“Finish”** button.

It also contains other relevant information such as the total duration and the recording mode, which are visible to participants.



Presentation tools



This panel includes various tools that allow you to facilitate and interact with other users. All leaders have access to these tools.



Welcome page

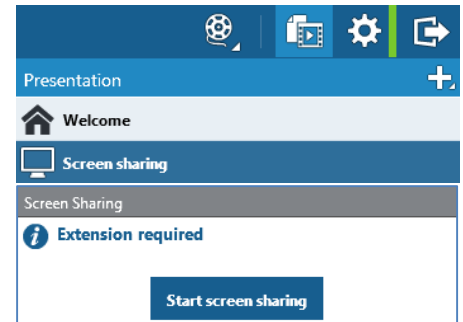
This is the default page which is displayed when users join the activity.

Screen sharing

This tab allows you to present your screen to other users. You can also use this function to give another user control of your screen (see "Remote control" below).

Installing the screen sharing extension

The screen sharing functionality is available for Mac and Windows (in Java version or as an extension). If you have not previously installed it, you can click on the proper link on the bottom right section of the presentation panel. Depending on your browser, you may have to click on a yellow bar that will appear at the top of the window to authorize the installation of the extension. Once installed, click on "Finish".

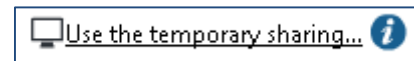


For further information

Please visit our website at the following address for more details on the installation:
<https://assistance.sviesolutions.com/index.php/partage-decran/>

You do not have installation rights on your computer ?

If you have not installed the screensharing plugin and/or you do not have proper rights to proceed to the installation on your environment, and Java if not available, you may want to use the temporary sharing mode. This application may be used for a period of 24 hours and lets you share your screen as many times as needed inside a specific activity. If you need to use it inside another activity, please note that it cannot be reuse in another activity, you will have to reinstall the temporary application again as it is no longer valid for another activity.



Share my screen

Click on this link to launch the screen sharing application. If the screen sharing extension is not installed or if an update is available, you will be invited to install it.



During the activation process, connection will be established with the sharing server and a blue bar will appear centered at the top of your screen to indicate that the screen sharing has indeed been launched and active. From that moment, every participant can see your screen and mouse movements.

Pause screen sharing



Click on the « **Pause** » button to temporarily interrupt your screen from being shared with your participants. A still image of your screen will then be displayed to all connected users. This option lets you do manipulations on your computer which must not be transmitted to your participants. Via clearly indicates that the screen sharing mode is currently active but has been paused.

Annotate screen sharing



The screen sharing lets you or any of your participants annotate your screen while sharing. Like the pause button, a still image will be displayed to let you annotate on it. Users will be able to annotate according to the annotation rights of the users list section.

Remote control



Click on “**Remote control**” on the sharing bar to open the option panel. Then, select the user to whom you want to give control of your screen and click on “**Give control**”. This user will be asked to take control. The user may accept or decline the invitation. The user will then be able to control your computer remotely using his or her mouse and keyboard.

When you want to regain control, click on “**Take back remote control**” in the option panel of the sidebar or on the “Escape” key.

Laser pointer



A user can also give control of the laser pointer to an activity user to allow him or her to point out items on the shared screen. Click on “**Laser pointer**” in the sharing bar to open the option panel. Then, select the user to whom you want to give control of the laser pointer and click on “**Give access to laser pointer**”. As soon as this participant clicks on the shared screen, the laser pointer will be visible to all. Hold down the left mouse button to see the movements of the laser pointer.

When the remote laser pointer function is activated, the “Give pointer” link is replaced by “**Take back laser pointer**”. Click on this link or on the “Escape” key to withdraw remote access of the laser pointer.

Screen sharing options

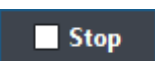


Choose the screen sharing image capture profile:

- **Image quality:** offers better quality, but also requires a better connection from yourself and your participants. It is used to show high-quality gradients and images.
- **Performance:** offers a functional compromise between image quality and required connection. It applies to most uses.
- **Screen to share :** It also offers you to select the proper monitor to be shared, for multi-monitors setups (not available for version 6 of Via).


The screenshot shows a 'Settings' dialog box with two dropdown menus and an 'Apply' button. The first dropdown is labeled 'Select screen display setting :' and is set to 'Performance'. Below it, the text reads 'Better performance, reduced image quality'. The second dropdown is labeled 'Select the screen to share :' and is set to 'Screen 2'.

Stop screen sharing



When the screen sharing is active, the “Share my screen” link is replaced by the “Stop screen sharing” button. Click on this link or on the “Stop” button onto the sharing bar at the top centre of your screen.

Cameras panel

 The “Cameras” tool allows users to display video images currently activated by connected users in full screen mode. This function is useful when a user wants to focus on audio and video communications.

In Cameras mode, the document or whiteboard in the presentation area disappears to leave the whole place to the activated cameras. So, a document or whiteboard cannot be displayed at this time.

Various camera positions are also available. Refer to the Options and configuration / Camera layout section.



Content management in the activity



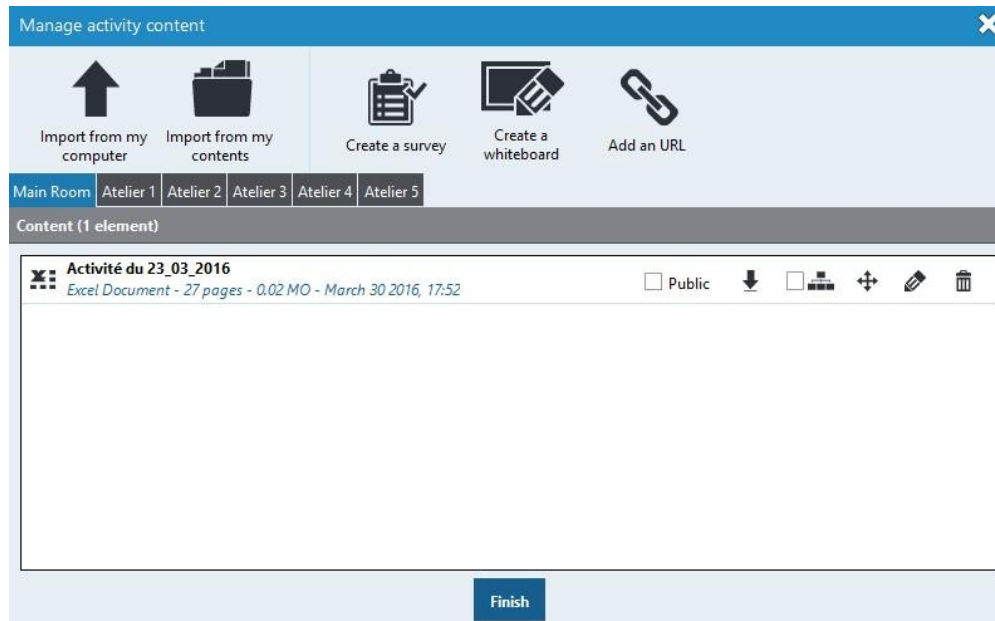
To present and sequence your presentation, you can add documents, whiteboards, surveys and hyperlinks to your activity.

Click on the **folder icon** to add and manage the contents of your meeting. Quick creation icons are available on the right to create new surveys, whiteboards and hyperlinks in your activity.



Add/manage contents...

It displays the window for your activity's content management. You can then add or delete document, surveys, whiteboards and URL links and make them available inside your activity. You can also change the order of the documents in the activity using the up and down arrows or the drag and drop method.








Import from my computer

Use the **Import a document from my computer** function to select folders on your workstation or computer to upload them onto Via. The document will then be set to an "awaiting conversion" status and then to a converting status. You can follow the conversion progress and close the content management window. The conversion operation will continue, and the document will automatically refresh the list of documents in the presentation panel.

Content options

Many content item options are available depending on the content type and your rights:

- Public** When the **Public** box is checked, it allows participants to download this document from the management Web portal and/or inside the activity in the Options and configuration menu – Downloadable files.
-  For any animators, the export button allows to **download** the content onto your computer even if it is not available for downloading for participants. It also allows your participants to **add this content to their own content library (My Contents section)** to reuse it in other activities;
-  When checked, this content will also be available in all workshops;
-  Lets you rearrange the order of your documents and sequence your content to facilitate its presentation;
-  Lets you edit the title of the item;
-  Deletes the item from the contents available for your activity.

Note that any addition, removal or change will automatically refresh the list of documents in your activity's presentation panel.

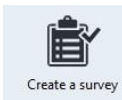
Create a whiteboard



You can add whiteboards to interact simultaneously with your users by using the annotation tools. You can give your new board a name when you create it. By default, the platform will number your whiteboard upon creation.

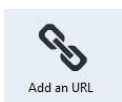
Note that your whiteboards can be prepared in advance; its content will be saved automatically.

Create a survey



Refer to the "**Surveys**" section of this guide for more information.

Add an URL to a website or video



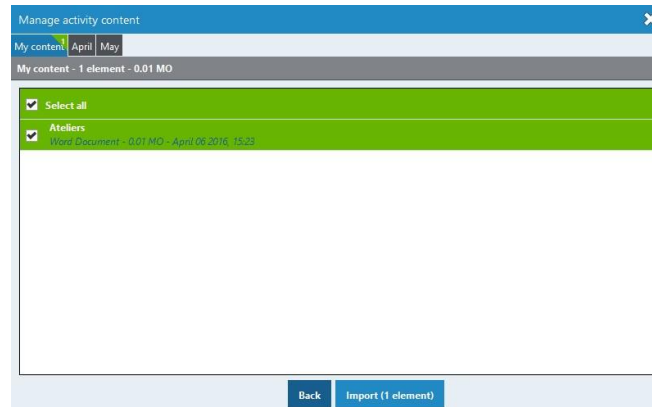
For any hyperlinks, participants will be redirected directly to the requested website in a second window of their browser. Links to *YouTube*, *Vimeo* or *Dailymotion* videos are integrated in a new window by the hyperlink manager (URL) for each participant.

Import from my contents



Via has a personal library that allows you to store items (documents, surveys, whiteboards and Web links) to reuse them in your various activities. Click on “**Import from my contents**” to display the content of your library:

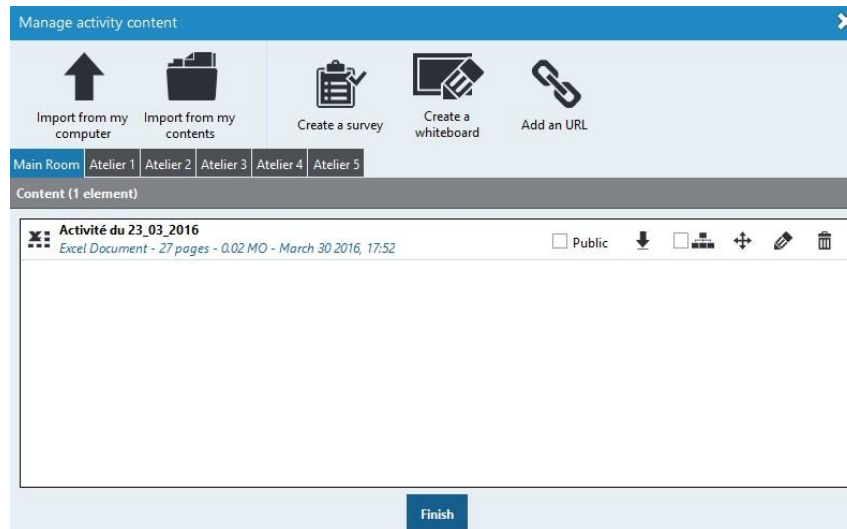
- Use the checkbox to select the item(s) to add;
- Click on **Import** to add your content(s) to a specific activity.



Import content inside specific workshops

Importing documents by workshop allows you to have teams work on different cases or specific subjects without having the documents of all other workshops.

Select the tab of the desired workshop to manage its content.



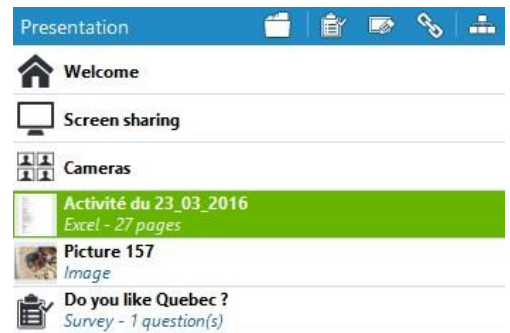
Presenting your contents



When you are ready to present a document previously imported in your activity, go to the **“Presentation”** section and click on the desired document among the list. It will then be displayed in the middle of the screen to all of your users.

If your document has several pages, a new section will appear at the bottom of this section to display a thumbnail of each page of the document. Simply select the page to be displayed in the presentation area to all connected users.

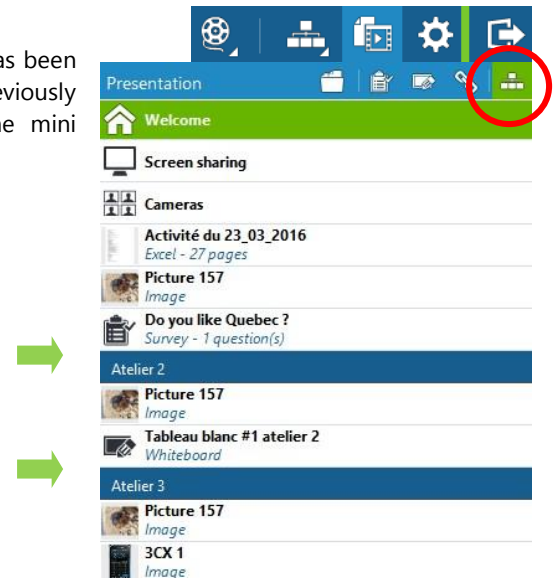
You may also resize the thumbnails at the bottom of this section.



Sharing group work results with the rest of the group



Once the workshops are completed and the workshops mode has been deactivated, you can now have access to display any content previously worked inside any workshops from the main room. Use the mini workshops icon on the complete right section of the presentation panel.

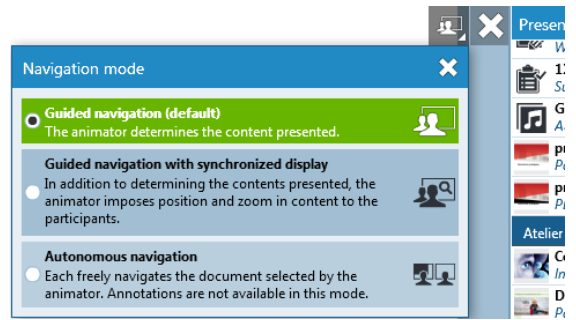


Navigation mode of the presentation



Three navigation modes are available to help you reach your communication goals. You can select them in the top right-hand corner of the presentation area.

When you select a mode, it is applied by default to all documents of your activity that are supporting it (for example, only multipage documents support the stand-alone mode).



Directed navigation (by default)



The host and leaders determine the content presented in the middle of the screen.

Synchronized navigation



The host and leaders determine the content presented, but the moves and zoom in the content are replicated among all connected users. So, when your document exceeds display capabilities and scrollbars are present, all participants are moved towards the bottom if you add an annotation or move your cursor.

Stand-alone navigation



The stand-alone mode allows everyone to browse the desired pages of the selected document freely and completely independently. Annotations are unavailable when this mode is activated. It is useful during information sessions or when participants must progress at their own pace.

Navigate in the active document

The arrows at the bottom of the presentation area allow users to navigate between the documents and within the pages of a multipage document in a linear way. In an animated *PowerPoint* document, these buttons are also used to move from one animation to the next.



When you activate the **stand-alone navigation** mode, participants can also use these arrows. Note that you cannot access the next or previous document in this mode, only the active document.



In stand-alone mode, the arrows are available to all users to navigate easily.

The thumbnails are visible and available to the host and leaders only.




Breakout rooms

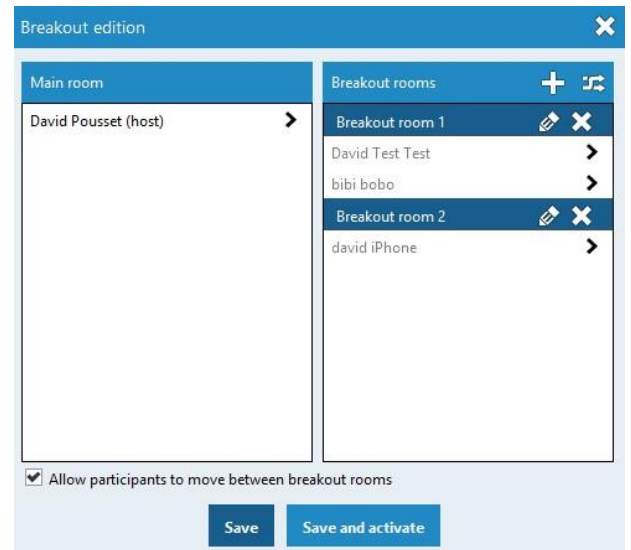
The workshops function allows you to split your participants into subgroups and have them work in separate teams. If the recording is activated, all workshops will also be recorded, one recording per workshop.




This functionality, available for the leaders and the host of the activity, can be accessed in preparation mode to allocate your users in advance or import your content into each workshop.

Preparing your breakout rooms

1. Select the “Breakout rooms” icon at the top of the interface;
2. The breakout rooms management window will appear:
3. Click on the  button to create a workshop. By default, it will be named Breakout room 1. Use the  to rename your workshop or the  to delete it.



Manual allocation

Participants can remain in the main activity in the left section or can be allocated to different workshops in the right section. To allocate a user to a workshop, simply drag & drop users from the left to the right section. Prior to manually allocating users, you must create at least one workshop. To do so, click on the button at  the top of the window. Once users have been allocated, you may launch the breakout rooms mode right away by clicking on “**Save and activate**” or you may decide to save this setup for further use.

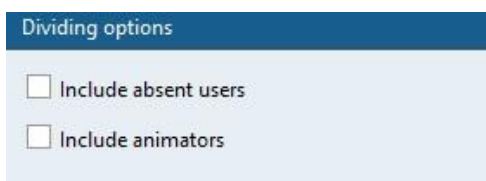
Automatic allocation



Three options are available to automatically allocate users:

- **Allocate users equally among existing breakout rooms:** It is useful to separate users randomly among existing workshops.
- **Allocate users equally among X breakout rooms:** To allocate users equally and randomly into a pre-established number of workshops. All workshops will be created upon allocation. Note that this mode will delete existing workshops.
- **Allocate X users per breakout room:** To allocate randomly a pre-established number of users per workshop. All workshops will be created upon allocation. Note that this mode will delete existing workshops.

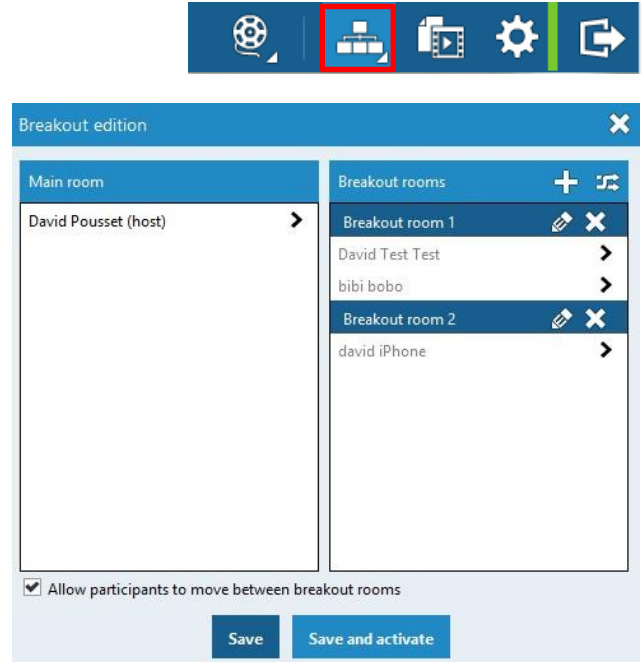
Automatic allocation options allow you to include or not absent participants as well as animators if needed.



Activate breakout rooms

These are the steps to activate the breakout rooms mode:

1. Select the “Breakout rooms” icon at the top of the interface;
2. The breakout rooms management window will appear:
3. Check the optional box **Allow participants to move between breakout rooms** if you want participants to be able to switch from one breakout room to another on their own. If this option is not checked, only leaders will be able to move within all workshops;
4. Click on “**Save and activate**” to launch the workshop mode.

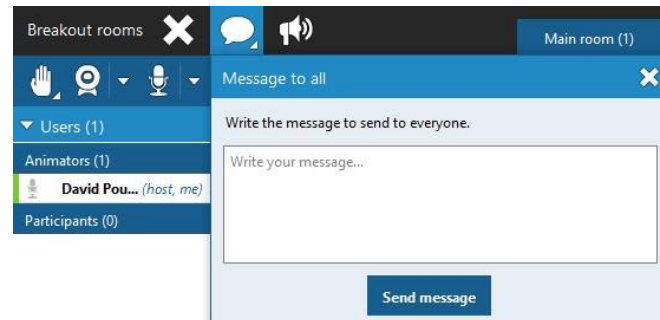


When the breakout rooms mode is active

When the breakout rooms mode is activated, a new management bar appears at the top of the screen for the host and leaders (and participants if authorized to do so).



- **Deactivate (X):** Deactivate the workshop mode.
- **Message to all (Pop-up):** Allows any leader to send a text message to all participants.
- **Intercom:** Allows any leader to make an audio announcement to all participants in all workshops
- **Tabs:** Allows users to navigate from one workshop to the other in a simple click. The number within brackets indicates the number of currently connected users to a specific workshop.



Inside each workshop, every user is given leader’s rights in order to be able to interact efficiently while the breakout rooms mode is active. Anyone can then change the displayed document, add content or start using any of the presentation tools.

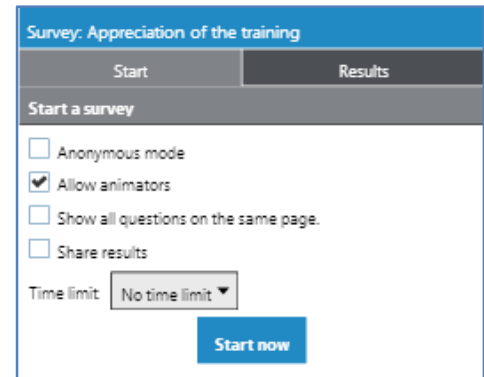
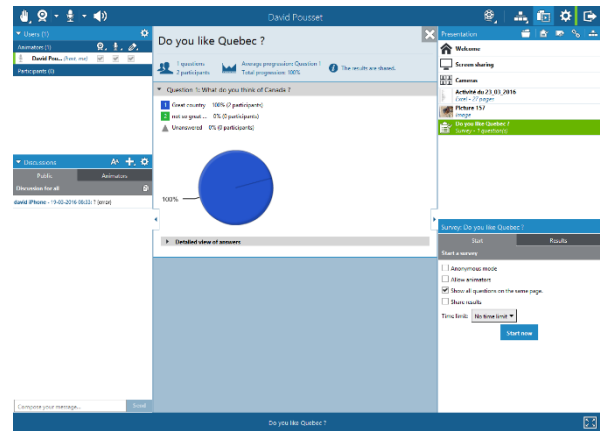
Surveys

With Version 7, surveys are available per activity and allow you to obtain results compiled in real time.

The survey is integrated directly into the presentation sequence and offers numerous options:

- It can be launched in anonymous mode to increase the honesty of the users' responses;
- You can present several questions on the same page or one question at a time;
- You can set a deadline;
- The results are quickly available on the portal.

As participants complete the survey, the animator will be able to see the ongoing results in real time, which will make your interactions more efficient. You can share the results of the survey with the group at any time.



Create a survey

There are two ways for you to create a new survey:

1. **On the web portal via your activity page:**



Click on **"View surveys"** in the Downloadable documents section from the activity details page.

The survey management page of your activity will open up to allow you to create a new survey. Click on **"Create a survey"**.

2. **In your activity, using the PLUS icon in the "Presentation tools" section...**




- Enter the title of your new survey and click on the checkmark.



You can then add questions to your survey by clicking on “Add a question”.

The interface then asks you to type in your **question**, with a maximum of 100 characters, also select the **type** of question desired.

Do not forget to click "Save" to avoid losing your changes.

 **New question**

Question :


Type : Multiple choice / multiple selection answer ▼

ⓘ No answer. Please add answer choices to this question.

+ Add an answer ✔ Save

Here are the three (3) type of questions available:

- **Multiple choice / multiple selection answer:** allows respondents to select several answers among the possible choices. You can add up to 12 different choices.
- **Multiple choice / single answer:** allows respondents to select only one answer among the possible choices. You can add up to 12 different choices.
- **Short answer:** respondents must type their answer with a maximum of 500 characters.

 **New question**

Question :


Type : Multiple choice / multiple selection answer ▼


Réponse	Order	Options
<input type="text" value="Answer #1"/>	↑ ↓	✕
<input type="text" value="Answer #2"/>	↑ ↓	✕
<input type="text" value="Answer #3"/>	↑ ↓	✕
<input type="text" value="Answer #4"/>	↑ ↓	✕



+ Add an answer ✔ Save

Add your answers and then once added, change the order using the arrows or delete them using the X button available in the options.

Do not forget to **save** your survey.

 **Edit survey**

Title : Appreciation of the training 

Question	Type	Order	Options
Example	Multiple choice / multiple selection answer	↑ ↓	 ✕
Short Answer example	Short Answer	↑ ↓	 ✕

+ Add a question

Once your survey is created, a summary of your survey is then presented and the editing functions allow you to:

- Modify the title of the survey;
- Modify the order of the questions;
- Edit or delete any questions or answers;

Launch a survey in your activity

To launch a survey, select the "Presentation" button to display your presentation options and then select the desired survey from the list. The bottom panel presents the various possible options mentioned at the beginning of this section. Select all desired options from the bottom section and click on "**Launch now**" to start the survey for all your participants.

The participants' presentation area will display the question(s) and each participant will be entitled to answer at their own rhythm.

Appreciation of the training (1 / 2) End survey

Question 1: Example

- Answer #1
- Answer #2
- Answer #3
- Answer #4

Previous question Next question

The screenshot shows a presentation interface with a sidebar on the left and a main content area on the right. The sidebar contains the following items:

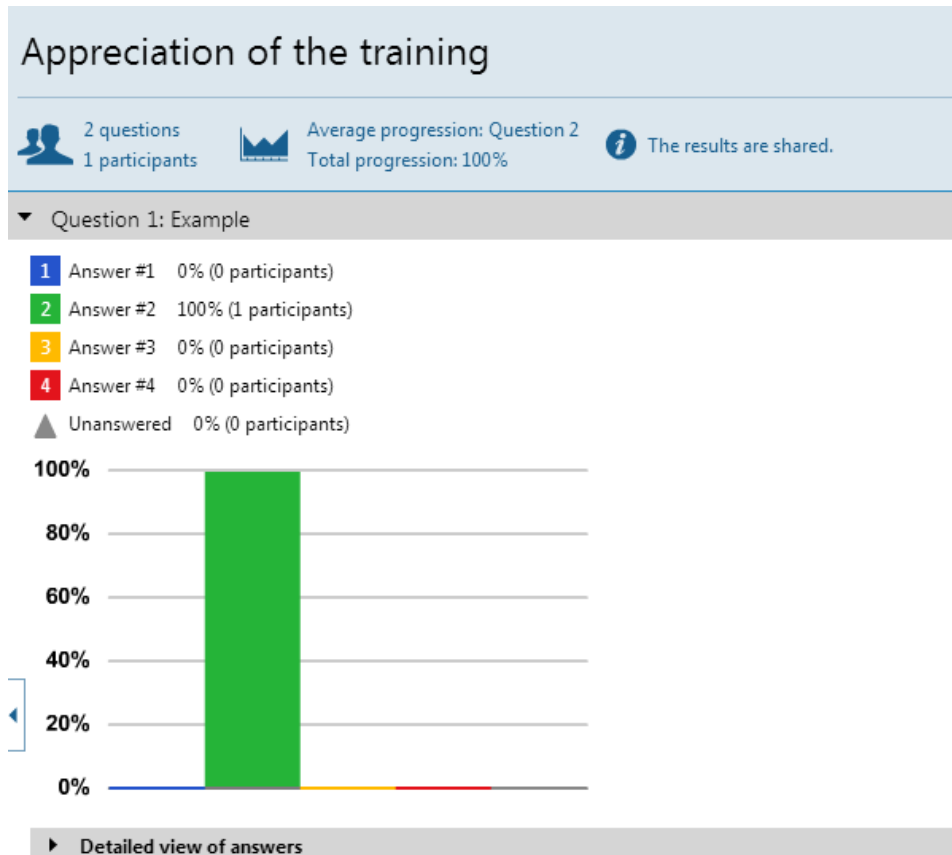
- Welcome** (Home icon)
- Cameras** (Cameras icon)
- Screen sharing** (Screen sharing icon)
- White board #1** (Whiteboard icon) with sub-item *White boards*
- Appreciation of the training** (Survey icon) with sub-item *Survey - 2 question(s)*

The main content area displays the selected survey: "Survey: Appreciation of the training". Below this, there are two tabs: "Start" and "Results". Under the "Start" tab, there is a section titled "Start a survey" with the following options:

- Anonymous mode
- Allow animators
- Show all questions on the same page.
- Share results
- Time limit:

A "Start now" button is located at the bottom right of the "Start a survey" section.

Meanwhile, the animator or host will be viewing all results on his own screen, which compiles the answers in real time and indicates the survey's overall progress.



Share results

At the end of the survey (either because the deadline has been reached or because you are putting an end to the survey manually), if you had not shared the results:

- Each participant has a graphic view and information limited to his or her own answers.
- Each animator views the global results and has access to all of the participants' specific answers, even if the animators were also answering the survey themselves.

Survey: Appreciation of the training

Start Results

Start a survey

Anonymous mode

Allow animators

Show all questions on the same page.

Share results

Time limit: No time limit

Start now

To share every results of your survey with all your participants manually (if you **had not checked off the Share results option at launch**):

- Click on the "Results" tab.
- Select the appropriate survey.
- Click on "**Share results**".

Survey: Appreciation of the training

Start Results

Survey results

June-22-15 7:32 PM: 1 participants

Visualize Share results

View detailed results

You can view the results of your surveys in your activity or on the portal at any time. While inside your activity, select the "Presentation" button to display your presentation options and then click on your survey. The bottom panel presents the various possible options mentioned at the beginning of the section. Select the "**Results**" tab, in the survey processing list and then click on "**Visualize**".

Start	Results
Survey results	
July 14, 2015 1:44 PM: 0 participants	
July 14, 2015 1:42 PM: 0 participants	
June 16, 2015 1:07 PM: 0 participants	
June 16, 2015 11:18 AM: 1 participants	
June 16, 2015 11:16 AM: 1 participants	

Visualize Share results

Presentation +

- Welcome
- Screen sharing
- Cameras
- White board #1
White board
- Appreciation of the training
Survey - 3 question(s)

Survey: Appreciation of the training

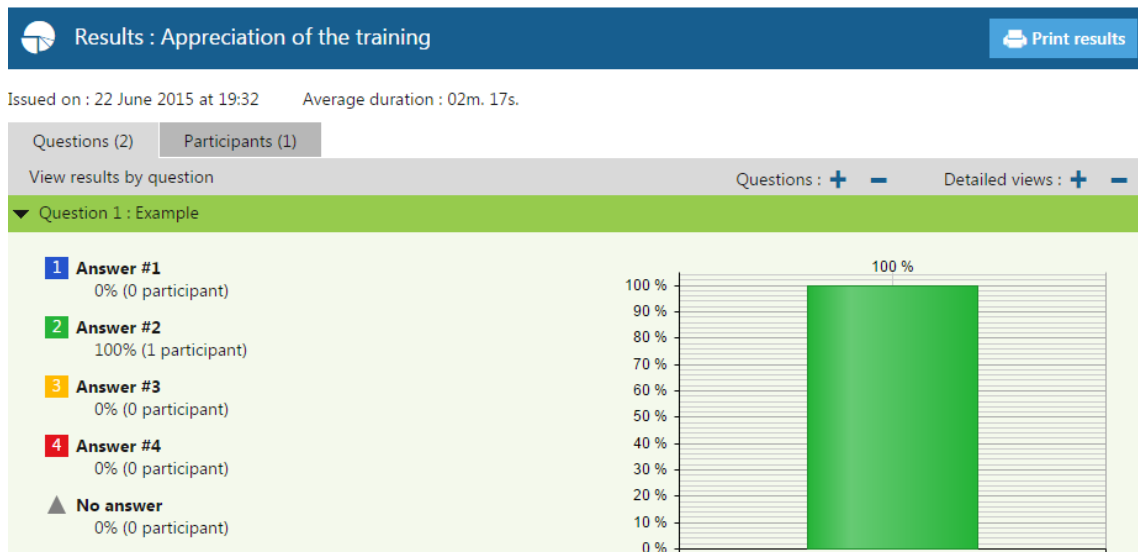
Start Results

Survey results

June-22-15 7:32 PM: 1 participants

Visualize Share results

The portal will present a graphic compilation of every answer of your survey which will be displayed per question and per participant.



Answering surveys and quizzes outside of your activity and exporting results

Refer to our **Web Portal** guide for more information on this functionality.

Video and audio documents

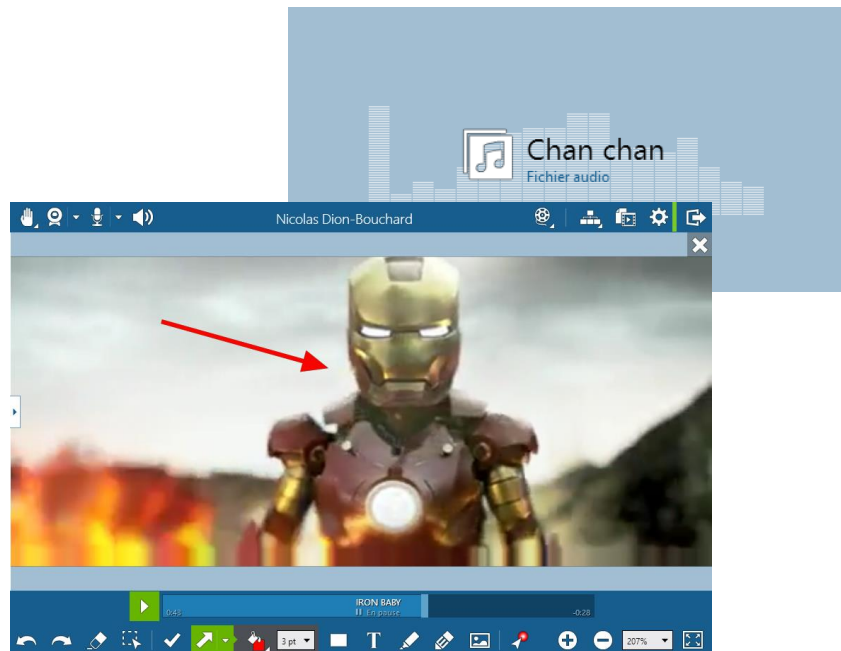
In addition to image and *PowerPoint* images, *Via* also allows you to present video and audio documents. They offer the following additional possibilities and controls:

Video and audio

As an animator, you have control over how the video or audio documents you present are played. The **"Play/Pause"** button allows you to start and stop playing for all connected users. The progress bar at the bottom also allows you to move video or audio file to a given position, again for all users.

Furthermore, for video documents, you can add annotations on the image when the video is paused. They will be deleted automatically when you start playing again.

Please note multimedia files are subject to bandwidth restriction and can only be presented during your activity but cannot be available to download by users.

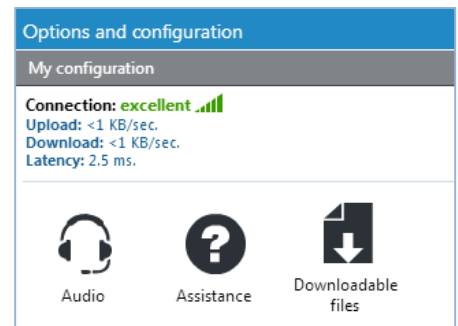


Options and configuration menu

Section : My configuration

Connection

This icon indicates the quality of your internet connection to the Via server. When it turns red, your connection is saturated, which may lead to information losses, synchronization delays and disconnections. This menu presents detailed information on the status of your bandwidth in real time.



Audio

Audio mode

The audio mode can be changed at any time during the online activity.

Choose the **Phone** option to display the numbers to dial to connect to the conference call. This option is only available when the activity uses a telephone audio mode that has been predetermined by the activity organizer.

Choose the **Internet** option if you want to use the sound directly from your computer using the speakers or a headset.

Audio output

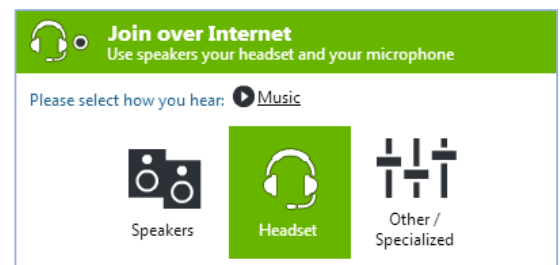
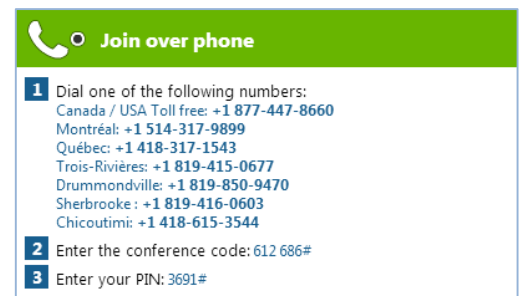
If the *Phone* audio mode is on, the information to join the conference call will be listed in this section.

If the *Internet* audio mode is on, you will then hear the sound on your computer. You will have to select the way you hear the sound on your station.

You have three choices:

- **Speakers:** When you select this option, you will hear the sound through your speakers or in handsfree mode on your laptop.
- **Headphones:** When you select this option, you will hear the sound with a headset or earbuds.
- **Other / specialized:** When you select this option, you report having a specialized peripheral that helps to manage echo suppression. This mode is often applied in remote mixed training and conference rooms. *Via* will then not suppress any echo from your communications.

Important: If you select this option and hear the sound in handsfree mode without really having a specialized peripheral, you will introduce echo for all attending users.



Assistance

Multimedia help resources

Direct link to the online support website of *Via's* platform including the possibility to download our printer-friendly user guides in PDF format.

Contact technical support

Displays the contact information needed to reach technical support.

System information

Displays the technical information available regarding your computer. This information can prove to be very useful for technical support.

Downloadable files

Opens the downloadable documents window and includes all documents checked off as public. To download a document from the platform, click on the name of the document and simply save it to a specific location on your computer. Web links can also be consulted from this section.

Discussion



Discussion

To set access rights in the chat section. Available to leaders and host, it helps to activate/deactivate the possibility of sending public messages (to all connected users) or private messages (between two users confidentially).

Alerts and notifications



Alerts and notifications

Via allows you to set an audio alert to hear or not when users use the "raised hand" status. You can also define, for the entire room (**Global configuration**) this time, the fact that visual and audio connection alerts are issued to all users when participants connect and disconnect to the activity.

The screenshot shows a mobile application interface for configuring alerts and notifications. At the top, there is a blue header with a back arrow and the text "Alerts and notifications". Below the header, the screen is divided into two sections: "Personal configuration" and "Global configuration".

Personal configuration

- Send a sound alert when a user raises his hand.

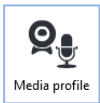
Below this option is a blue "Apply" button.

Global configuration

- Send a sound alert to the phone users when a user joins the activity
- Show a notification to all users when a user joins or leaves the activity

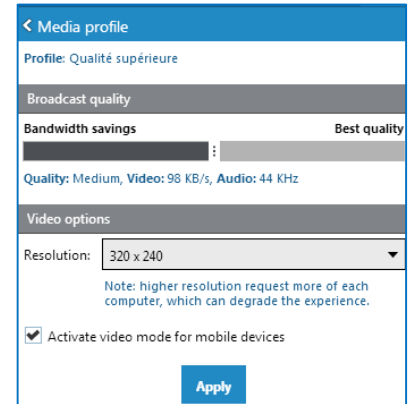
Below these options is a blue "Apply to all" button.

Media profile...

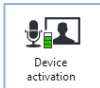


This option allows the host to control the parameters of the activity's multimedia profile. This includes the image quality desired for the use of webcams and the level of quality and compression of the audio and video files to present during the activity. Three qualities are currently available: low, medium and high. These parameters are being applied to all connected participants.

- **Broadcast quality:** changes the video (compression) quality according to the choices available in the profile applied to the current activity. The higher the quality, the more users will need a faster connection.
- **Video options:** changes the capture sizes (resolution) of the participants' video images according to the choices available in your organization's profile.
- **Activate the video mode for mobile devices:** Check this box to make the users' webcams visible on mobile devices.



Device activation



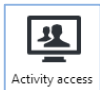
There are now three peripheral activation modes (microphone and webcam) for connected users :

Manual: Each user keeps full control of the activation of his or her own microphone and webcam.

Proposed: The animator or host invites the user to activate his or her peripherals when the time is right. The user is free to accept or decline each invitation.

Automatic: Used to make the meetings in conference room mode easier to manage. This mode allows the animator or host to activate user peripherals remotely and automatically. The participants must have pre-approved this mode and, for additional privacy, can choose not to store the automatic execution.

Activity access



Here are a few virtual room access options you can set:

Lock activity

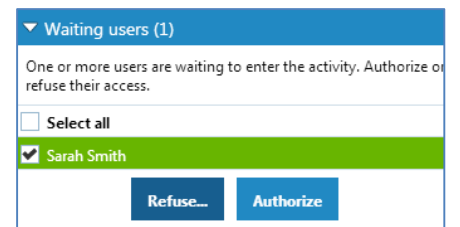
Available to the host, this option allows you to block access to your phone conference and web connection to any further participants once your activity has started. You will not receive any connecting notification if someone tries to join the meeting you are in.

Waiting room

Available to the host, this option helps to change the activity access mode. The "Awaiting authorization" option allows the animator to authorize the access of participants individually while the "In the absence of the presenter" option ensures that no users will be able to access the activity as long as the presenter is not connected. This last option is especially useful to control access to permanent activities.

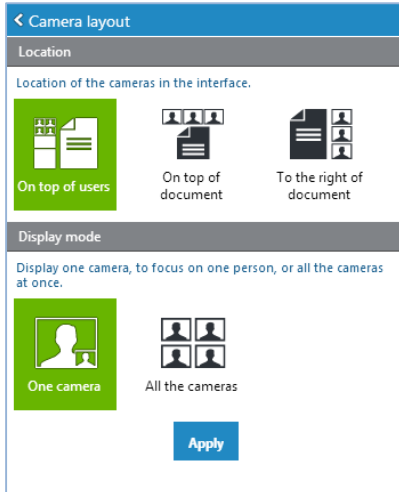
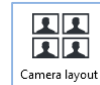
User authorization

If the waiting room is programmed to be used while awaiting authorization, this section will also display the list of users currently in the waiting room. For each one, you can click "Authorize" or "Refuse..." and send a message to the user explaining the reason why access has been refused (optional).



Camera layout

You can now customize the position of the camera panel according to your preferences. Note that for the three following positions, you can decide to have only one camera be displayed at a time or all webcams activated during the meeting:



Above users list: In the top left corner of your screen, right above the users section. Note that this section is hidden by default and is displayed as soon as at least one camera is activated.

Above document: All cameras activated will be displayed centered at the top of your interface, above the presentation area.

Right of document: All cameras activated will be displayed to the right of the presentation area, or the document displayed.

Single camera: You can display only one camera at a time. Also, each user can choose to have the camera point on whoever he or she decides. By default, the platform will select the user speaking.

All cameras: Apply selected camera layout to all currently activated webcams.

Video surveillance

Allows the host to see all participants camera while participants only see their own webcam and the camera of the host.


Customized display

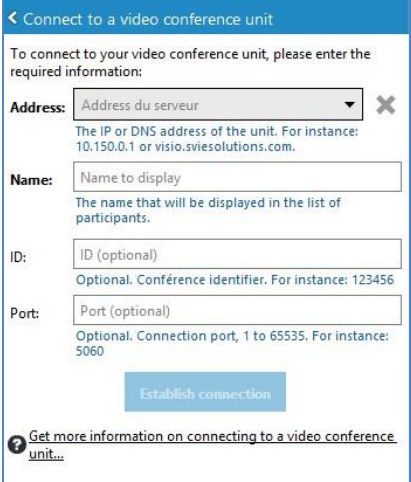
When checked, each participant can change the cameras display at his own discretion.

Independent window

This function is useful in training rooms or if you have two screens. It allows you to open cameras in a separate window to see all webcams in full screen.

Connection to video conference units

 If your account allows you to, you can connect Via directly to a videoconference bridge or unit. In order to do so, you must enter all the requested information or select the server from the list of connections entered into the portal directory.



Connect to a video conference unit

To connect to your video conference unit, please enter the required information:

Address: ✕
The IP or DNS address of the unit. For instance: 10.150.0.1 or visio.sviesolutions.com.

Name:
The name that will be displayed in the list of participants.

ID:
Optional. Conference identifier. For instance: 123456

Port:
Optional. Connection port, 1 to 65535. For instance: 5060

[Get more information on connecting to a video conference unit...](#)

Quit activity



The « *Expel all connected users* » is available to the activity's host and leaders. This option allows you to adequately terminate your *Via* activity and expel all connected users at the same time.

If you check the « Expel all connected users » option and the activity was recorded, this will make all the recordings available to your participants. They will receive an on-screen warning to tell them that the activity has ended. This option also allows you to reset:

- The chat zone and every message sent during your activity
- All annotations on your documents and whiteboards

Those options are particularly useful for permanent activities.

Quit activity

Would you like to quit the activity?

Expel all connected users

Warning: by ending the activity, all connected users will be ejected.

Reset chat

Reset annotations

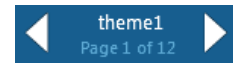
Confirm

Useful tools



A few tools are available to resize the displayed document, print it or, as an animator, easily switch from one page to another.

Previous and next page



Two arrows are available below the presentation area useful to animators to browse between pages of the displayed document. For an animated *PowerPoint* document, these buttons also serve to move around within the animations.

Printing

Allows you to print the document displayed including the annotations, if any. The printing will automatically adapt to the paper format selection.

Save current slide

Allows you to save the current page or slide onto your computer as an image file (PNG format). All annotations will be included.

Zoom

Allows you to resize the document displayed. Various percentages are offered in the scroll-down list. By selecting the "Width" and "Height" options, the document will adjust to your screen's available displayable format. These options can prove to be very useful to avoid having to use the scroll bars to see the entire document. Note that when the document is enlarged, the quality may deteriorate as the image is enlarged.

Full screen display

Allows you to display your virtual activity interface in full screen and use the maximum of your screen size and your station's resolution. This setup only applies to your personal computer and not to all users.

Recordings

You can view, edit and download your synchronous recordings in various formats. You can also remove irrelevant portions of your online activity or download or view a recording from your mobile device. You will find the list of recordings in the activity details page, when recordings are made accessible.

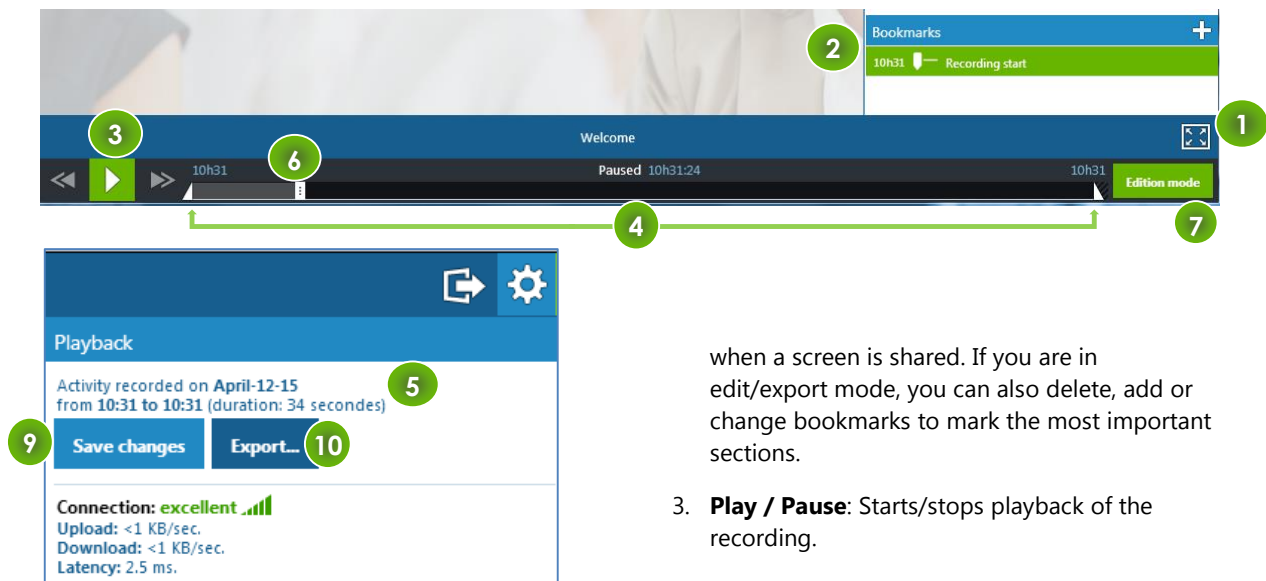
Recordings (7/7)									
Title	Creation date	Duration	Expiration	Recording access	Download	Duplicate	Edit	View/Export	
Recording #1	July-02-15, 10:27 PM	0:04:00	-	/s4y6fudt9btq (Copy)					
Recording #2	July-02-15, 10:32 PM	0:04:03	-	/8ow421v2vtf5 (Copy)					

List of recordings

- ▶▶ • **View/export:** This option allows you to view the recording (if authorized) directly on the platform. The export option is only available to *Via* managers (collaborators or +). This last option allows you to edit and export the recording in standalone formats as mp4 and mp3.
 - Available formats : Large format video (mp4), mobile format video (mp4) and audio only (mp3).

View, edit and export a recording

The viewing and editing interfaces are very similar. If you have such rights, you can click on the **"Edit mode"** button to remove portions of your recording or change the bookmarks.



1. **Full screen mode:** Allows you to display the interface in full screen. The compact display is also activated and the playback control bar is hidden automatically.
2. **Bookmarks:** Bookmarks are useful to avoid having to move manually through the recording using the navigation cursor.

Bookmarks are automatically created when a slide, document or whiteboard is changed or

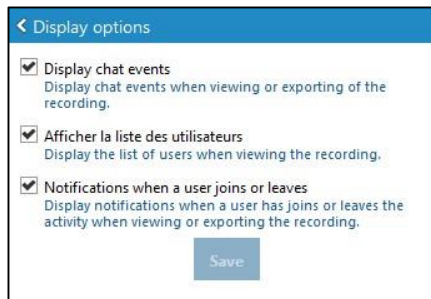
when a screen is shared. If you are in edit/export mode, you can also delete, add or change bookmarks to mark the most important sections.

3. **Play / Pause:** Starts/stops playback of the recording.
4. **Playback range:** Part of the recording that can be viewed.

In edit mode, you will also see the start and end cursors (white triangular shapes at the beginning and the end of the timeline) that show when the recording starts and ends. Move these cursors to change the playback range that can be viewed by the participants.

5. **Duration:** Indicates the total duration of the current recording. In edit mode, the duration is not limited to the established playback range.

6. **Navigation cursor:** Allows you to move inside



the recording.

7. **Edition mode:** The edition mode allows you to edit the recording that will be seen by your participants and/or export it to the MP3 or MP4 format.
8. **Display options :**



Display options

When the edition mode is activated, you may withdraw a few portions of the interface for your participants to playback the recording. These settings will be applied to the exported version as well. These sections may be withdrawn :

- Discussion section

- Users list
- Users connection/disconnection alerts

9. **Save :** When you have the rights for this option, you can save the edited recording (playback range and bookmarks). Portions exceeding the playback range (grey parts) can no longer be viewed by participants or be exported.
10. **Export:** When you have the rights for this function, it allows you to export the recording in three formats: large, mobile and audio. Only the active playback range will be exported. You do not have to save a recording to export the active playback range.

Note that this process may take a few minutes to several hours depending on the duration and format of the recording. Another important aspect: only one export per format can be completed simultaneously. So, if you want to complete several exports for the same recording in the same format, you must do them one at a time and download the files onto your computer to save them or duplicate the recording. If the export format already exists or is being exported, you must confirm the replacement of the latter with the new export.

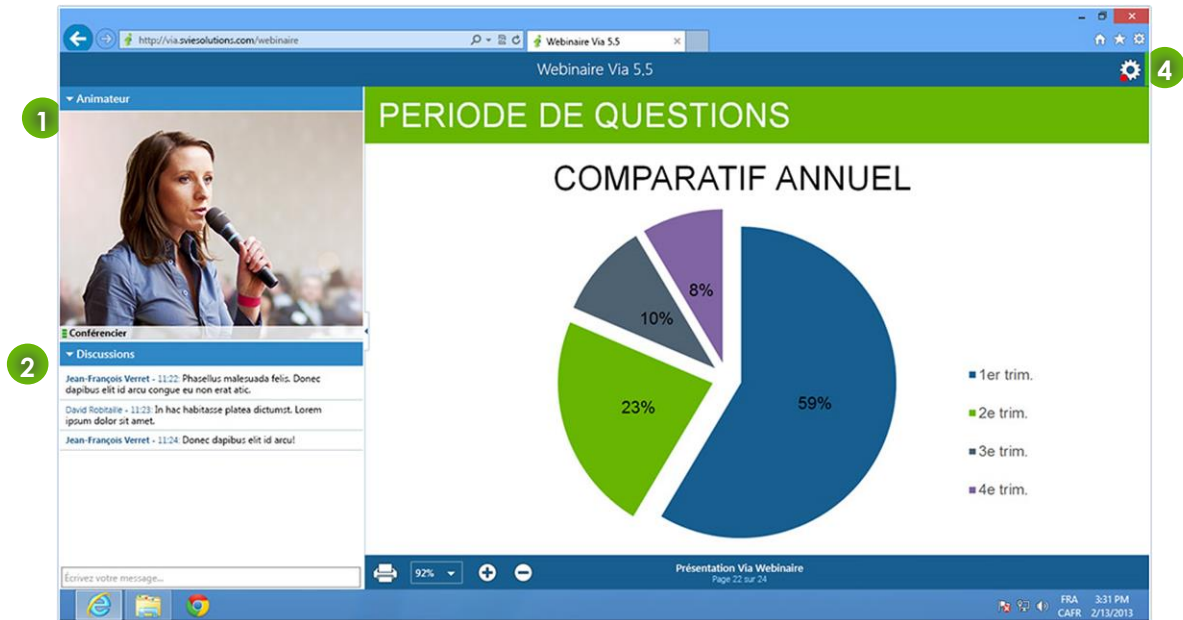
Tip

You can select various formats simultaneously for the export process.

Webinar interface

With larger videos and an entirely redesigned interface to work with both tactile and traditional devices, be prepared to broadcast dynamic and captivating events and webinars!

This mode is specially designed for large audiences with many remotely connected participants; however, it offers fewer interactive functions for users who are participants as they are limited to chatting. Indeed, animators work in *Via*'s standard interface while participants access *Via*'s webinar interface.



1. **Animator's video or image** : The animator is displayed by default in this part of the interface. Only one video is displayed at a time for participants, which is the current animator.
2. **Discussions**: This section allows participants to chat to ask questions and make comments.
3. **Presentation area**: Videos, images, documents and annotations are displayed in this part of the interface. The remote participant can:



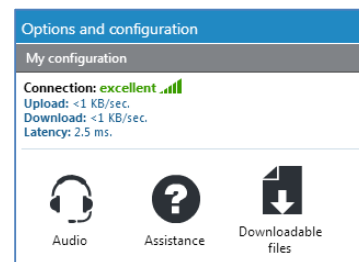
Print what is displayed in the presentation area.



Adjust the display size of the content presented with the scroll-down menu or functions.

4. **Options and configuration panel**: This panel includes all the options that participants have access to during the webinar:

- Ongoing activity information (time, duration)
- User's internet connection information in real time
- User's audio configuration
- Downloadable files section.



Phone commands

You can use telephone commands to, i.e., start a recording, mute participants, end a conference and much more. These commands can be used even if you are not connected to *Via's* web interface. Simply enter the codes directly on your telephone keypad.

List of telephone commands

* 1 #	Mute the microphone
* 1 0 #	Reactivate the microphone
* 2 #	Mute the microphone of all participants
* 2 0 #	Reactivate the microphone of all participants
* 3 #	End the conference
* 4 #	Lock the conference (prevent other participants from entering)
* 4 0 #	Unlock the conference
* 5 #	Start the recording
* 5 0 #	End the recording
* 6 #	Activate the connection sound notification of participants
* 6 0 #	Deactivate the connection sound notification of participants

Via-compatible file formats

Images

- JPG
- BMP
- PNG
- TIFF
- GIF
- PICT

Video sequences

- FLV
- AVI
- MPG
- MPEG
- MOV
- WMV
- MP4

Audio sequences

- MP3
- FLV
- OGG
- WMA
- WAV

Adobe PDF

- PDF

Office

- DOC
- DOCX
- XLS
- XLSX
- PPT
- PPTX
- PPS
- PPSX

OpenOffice

- ODT
- ODS
- ODP
- ODG

Web

- HTML



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