

# Guide for NDL Monitors

## How to Join the Virtual Event

This link is the master link for joining all sessions. It is the series homepage, and each daily session with its time and date will appear there. This is the same link you will use to join the test event.

[https://www.bigmarker.com/series/PSBExperience2021/series\\_summit](https://www.bigmarker.com/series/PSBExperience2021/series_summit)

- Please bookmark or keep this link somewhere easy to access.
- Click on the session for that day (ex. Day 1, Wednesday May 5<sup>th</sup>). This will bring you to page that gives the agenda, info about the topics covered and presenters for that day.
- Clicking the “Enter” button at the top of the session page will bring you to the event

## Tech Requirements

- You can join from any up to date web browser (Chrome, Safari, Firefox, Opera), or a mobile device
  - o If your browser is out of date you’ll still be able to join, but it may prompt you to update
- You do not need to log in, make an account, or register

## Guest Name

- When entering you’ll be asked for your name. This is how you will appear to others. Anyone who skips this will appear as a “guest”.
- We encourage you to put your community beside your name, for example, “NYA, Ottawa”

## Dial -in

- Each Session has the option to dial-in. The dial in details are in each session.

## Troubleshooting Joining

- Here are steps to try if your internet browser is blocking you from joining  
<https://bigmarker.zendesk.com/hc/en-us/articles/206927906-Firewall-or-Proxy>
- There won’t be a button to join if the event isn’t scheduled to start in the next 30 minutes.
- If you find the feed slow or your internet is slow, you can “enable webcast”. This will delay your feed and you won’t be able to join with a camera, but you can watch a smoother feed.
- If there is an issue with the platform, we will move to Zoom. We will email everyone if this happens but the link is <https://zoom.us/j/5069309309?pwd=bWFSSlplM2lGWG9tSWNoRGdGMVJQZz09>

## Camera’s and Mics

- Once in the session, there will be a mic and camera button at the top toolbar



- To turn your camera and mic on, you need to click those buttons and give your browser access
- We have the ability to turn off anyone’s cameras or mic for them
- We will prompt students (who want to) to turn on their cameras or mics if they have a question or are part of a discussion, and we will turn off their mics/cameras for them when done

## Other details

- Sessions will be recorded, we will be sending out recording after the event.
- Handouts will be shared during the event, but will also be available after. Don’t worry if you miss something

# Now that you've Joined

## Main Stage

The "Main Stage" is the screen that everyone sees, it is where our main presenter(s) are. Depending what they are sharing it might be a video stream, a slide deck, a whiteboard, or a video.

## Raised Hand

If you want to jump on camera, raise your hand using the hand button (to the left of emoji's) and we will unlock your camera. This will let you turn your camera on to jump on screen.



## Chat

This is a chat bar between all admins, presenters, and attendees. We will encourage students to use it to interact with the sessions or ask questions. If you can't see it or lose it, click on the chat button in the corner to bring the menu back up. You can also use "Private Chat" to direct message NYA or the presenters.

## Chat rooms

We will at times open up chat rooms with specific topics. These will be in the same menu as the chat.

## Polls

Polls will be used to ask students questions and getting them to participate.

## Handouts

This is where we will share resources, documents, slides, or other content. You can view it right in the browser, or you can download for later.