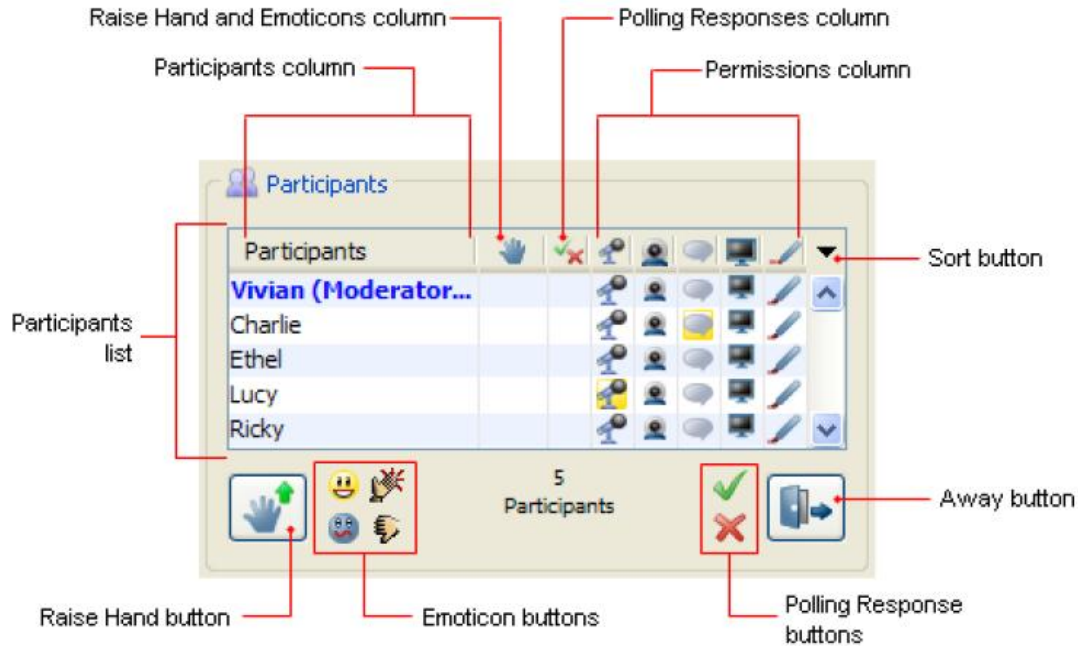


## PARTICIPANTS WINDOW

The Participants window provides you with an overview of what is happening within the session. It has the following components:



## Features

As a Moderator, you can use all the available Participant window features. Participants can use only a subset of the features. In the table below, a checkmark indicates which functions can be performed by Moderators and which can be performed by Participants.

Feature	Moderators	Participants
Remove a Participant from the session	✓	
Give or take away Moderator privileges	✓	
Grant or take away a Participant's permission to use a feature	✓	
Create and distribute Participants to various breakout rooms or return them all to the Main room	✓	
Allow Participants to send themselves to Breakout Rooms	✓	
Send self to a Breakout Room	✓	✓
Sort the Participants List	✓	✓

Reorder the columns in the Participants List	✓	✓
Save the Participants List	✓	✓
Print the Participants List	✓	✓
See who has joined the session and what permissions they have	✓	✓
Select all the Whiteboard objects that were created by a Participant	✓	✓
Request desktop control of a Participant's desktop	✓	✓
See who is currently using a feature (activity lights)	✓	✓
See if any Participants are experiencing delays in receiving the Whiteboard content, Audio, Application Sharing or Video (status indicators)	✓	✓
Interact with others by entering and viewing polling responses, using the emotion indicators and raising your hand	✓	✓
View a user's profile	✓	✓





When you join your CCC Confer session, you will see your name appear in the Participants List in blue. All the Moderators in the session are displayed in alphabetical order at the top of the list followed by all the Participants, who are also listed in alphabetical order.

This document describes how you can use the Participants window to assign permissions; sort the Participants List; view what is going on in the session; create, send, and distribute Participants and Moderators to breakout rooms; interact with Moderators and Participant; and view a user's profile.

## Feature Permissions

All Participants will be granted the ability to click on an icon to raise/lower their hand, activate emoticons, send polling responses and step away upon entry to the session.

In addition, when Participants first join the session, they will be configured with the following permissions:

Permission Icon	Description
	A Participant has been granted permission to use the Audio feature – i.e., talk in the session.
	A Participant has been granted permission to send Chat messages to anyone in the session.  If the permission is not granted, the Participant can still send Chat messages, but only to Moderators.
	A Participant has been granted permission to use the drawing tools on the Whiteboard.  When this permission is granted, the Participant will see and be able to use the drawing tools in the Whiteboard.
	A Participant has been granted permission to transmit a video broadcast.  This column is visible only when a Moderator has enabled the video camera support feature.  Menu command to enable video camera support:  Tools > Video > Enable Video Camera Support

**A Moderator can withdraw the Participant permissions in the chart above at any time. To take away a permission<sup>1</sup>**

- For a specific Participant
  - Click on the appropriate permission icon next to that Participant's name
- For all Participants
  - Click on the appropriate permission icon in the column header

- 1 When a Moderator disconnects from a session prior to the Participants, any permissions already granted to the Participants will remain.

## Assigning Feature Permissions




A Moderator can assign the Participant(s) permission for any of the features in the chart below at any time. To assign a permission<sup>3</sup>






- For a specific Participant
  - Click on the appropriate permission icon next to that Participant's name
- For all Participants
  - Click on the appropriate permission icon in the column header

**In some cases, granting permission for a Participant to use a feature is a two-step process; first you must get the permission column to appear in the Participants List and then grant the individual Participants permission to use this feature.**

Note: When a Moderator disconnects from a session prior to the Participants, any permissions already granted to the Participants will remain.

The following table shows the permission icons and describes the permissions.

Permission Icon	Description
	A Participant has been granted permission to use the Audio feature – i.e., talk in the session.
	A Participant has been granted permission to send Chat messages to anyone in the session.  If the permission is not granted, the Participant can still send Chat messages, but only to Moderators.
	A Participant has been granted permission to use the drawing tools on the Whiteboard.  When this permission is granted, the Participant will see and be able to use the drawing tools in the Whiteboard.

	<p>A Participant has been granted permission to host an Application Sharing session or to control another user's desktop.</p>
  <div data-bbox="131 747 298 842" style="border: 1px solid black; padding: 2px;">(Two-step process)</div>	<p>A Participant has been granted permission to use the features in the Shared Graphing Calculator (enter formulae, use the zoom feature, etc.).</p> <p>This column is visible in the Participants List only when a Moderator has the Graphing Calculator window open.</p> <p>Menu command to open the Graphing Calculator:  Window &gt; Graphing Calculator</p>
  <div data-bbox="131 1081 298 1176" style="border: 1px solid black; padding: 2px;">(Two-step process)</div>	<p>A Participant has been granted permission to load files into the File Transfer window.</p> <p>This column is visible only when a Moderator has the File Transfer window open.</p> <p>Menu command to open the File Transfer window:  Window &gt; File Transfer</p>
  <div data-bbox="131 1373 298 1467" style="border: 1px solid black; padding: 2px;">(Two-step process)</div>	<p>A Participant has been granted permission to transmit a video broadcast.</p> <p>This column is visible only when a Moderator has enabled the video camera support feature.</p> <p>Menu command to enable video camera support:  Tools &gt; Video &gt; Enable Video Camera Support</p>
  <div data-bbox="131 1707 298 1801" style="border: 1px solid black; padding: 2px;">(Two-step process)</div>	<p>A Participant has been granted permission to enter text into the Closed-Captioning window. (Participants can always read text in the Closed-Captioning window.)</p> <p>This column is visible only when a Moderator has explicitly specified that it be so.</p> <p>Menu command to show the Closed-Captioning column:  Tools &gt; Closed-Captioning &gt; Show Status in Participants List</p>

## Removing Feature Permissions

You can withdraw Participant permissions at any time. To take away a permission, click on the appropriate permission icon next to the Participant's name. To remove everyone's permission simultaneously, click the column header for that permission.

- If you disconnect from your session prior to your Participants, you may want to remove their permissions to ensure that there is no unsupervised communications.

## Preventing New Participant from Entering the Session

During your session, you are able to lock the session to prevent any new Participant from joining. If any of the Participants that were in the session at the time you locked it are disconnected, they will still be permitted to re-enter the session. If you lock the session and then remove a Participant from the session, the banished Participant will not be able to join the session with the same username and password until the session is unlocked.

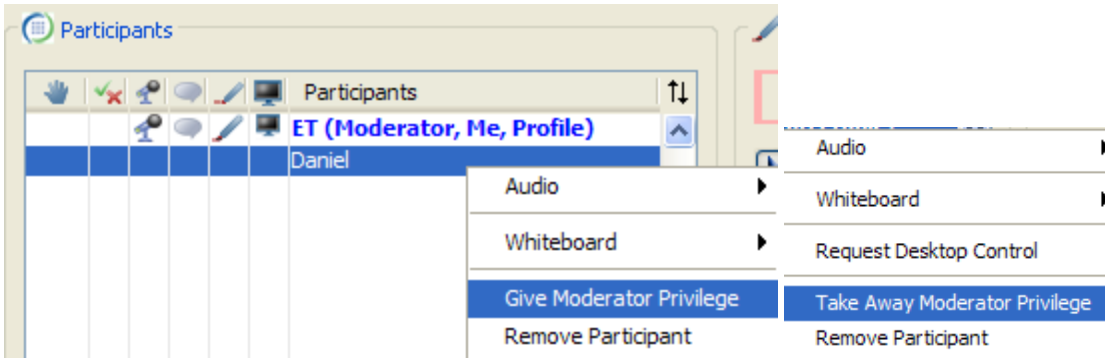
By default the session will remain open for Participants to join at any time. To lock the session:

1. From the Tools menu, select Moderator.
2. Then de-select *Allow New Participants to Enter the Session*. You may change your selection at any time.

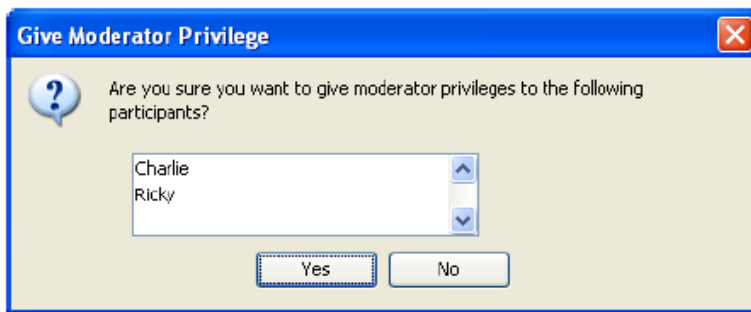
## Granting Participants the Moderator Privileges

You may give Moderator privileges to one or more of the Participants at anytime during your session while still maintaining your own Moderator status.

1. Click on a single Participant's name or highlight multiple Participants in the Participant List.
2. Right-click on the selected Participants to open the context menu and select Give Moderator Privilege.



The Give Moderator privilege dialog box appears.



3. Click **Yes** to give the selected Participants the Moderator privilege.

The Participants receive a confirmation message indicating that they are now a Moderator. Once you give a Participant Moderator privileges, they will have the same access during the session that you have as the original Moderator.

If any Moderator exits or is disconnected from the session, then the remaining Moderators can continue. The Moderator who was disconnected can rejoin the session at any time. If all the Moderators exit or are disconnected, then the session is left without a Moderator. To re-establish a Moderator, the original Moderator must re-connect to the session.

## Take Away the Moderator Privileges

At any time, you can take away Moderator privileges from a Participant you (or another Moderator) promoted earlier.

4. Click on a single Participant's name or highlight multiple Participants in the Participants List.
5. Right-click on the selected Participants to open the context menu and select Take Away Moderator Privileges

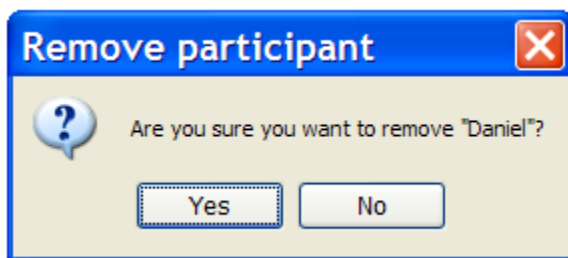
When you remove the Moderator privilege from Participants, they will retain all the permissions you had granted them before they became moderators.

## Removing Participants

To remove one or more Participants from the session, in the Participants List:

1. Click on a single Participant's name or highlight multiple Participants in the Participants List.
2. Right-click on the selected Participants to open the context menu and select Remove Participant

The Remove Participant dialog box appears.



3. Click **Yes** to remove the Participant(s) from the session.

The Participant is disconnected from the session immediately.

Participants can save or print the Whiteboard after being disconnected (provided you have not protected the Whiteboard content). If you have locked the room, then the Participant will not be able to reconnect. If the room has been left open, then the Participant may reconnect.

## Knowing When Someone has Joined or Left a Session

There are four possible ways to tell if someone new has joined or left a session:

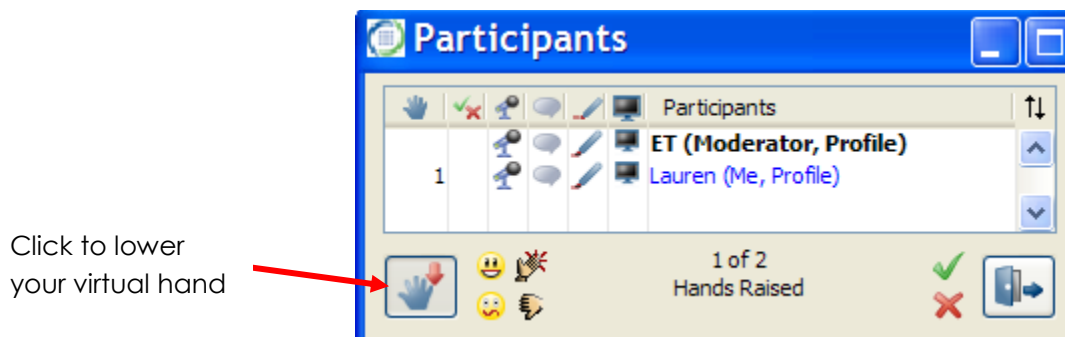
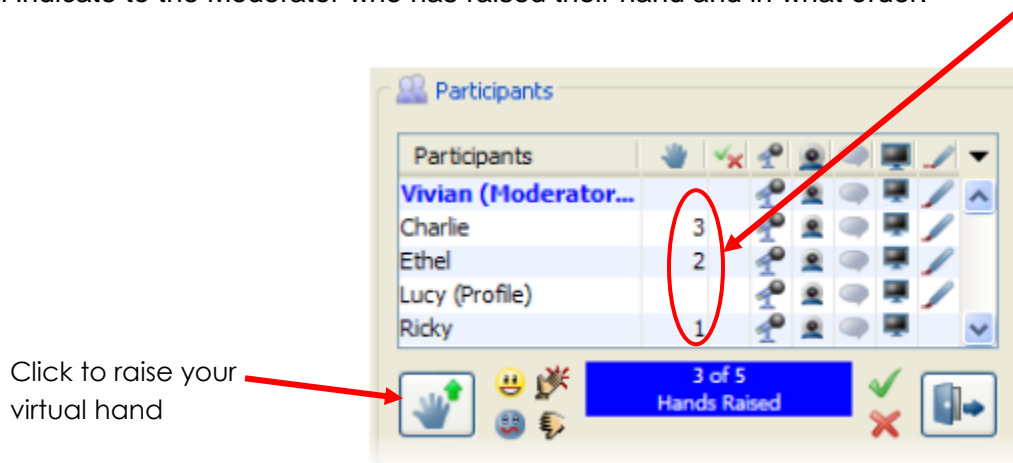
- The person's name will appear in the Participant List when they join the session and will be removed when they leave the session.
- An Audible Notification may be played when someone joins or leaves a session.<sup>2</sup>
- A Visual Notification may be displayed when someone joins a session.<sup>2</sup>
- A message may be displayed in the Activity Window.

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<sup>2</sup> You can turn Audible and Visual Notifications off. For details, see Activity Window document.

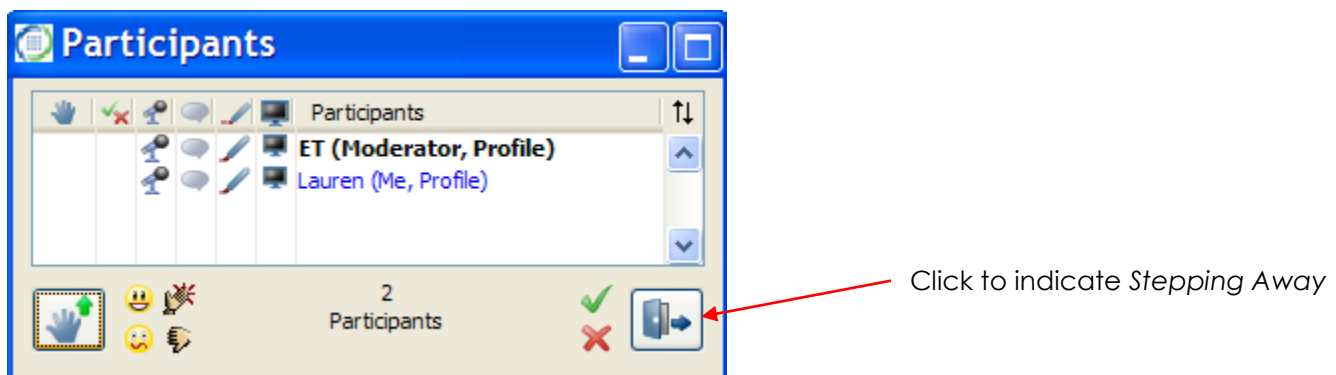
## Hand Raising/Lowering

Moderators and Participants can raise their hands at any time during the session. The Participants List will indicate to the Moderator who has raised their hand and in what order.



## Stepping Away

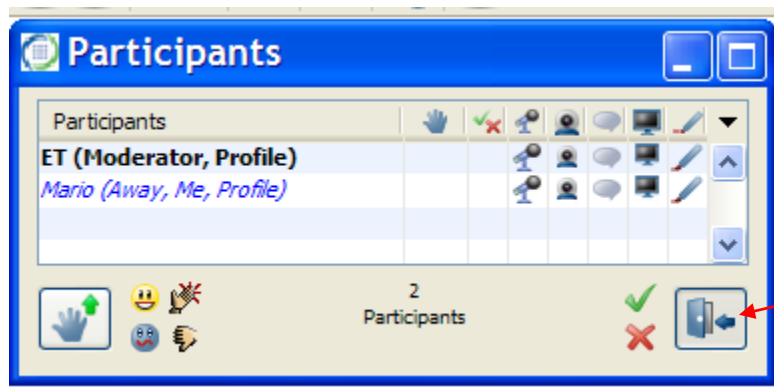
The Step Away feature allows you to indicate to others in the session that you are temporarily unavailable. Click on the Stepping Away icon as noted below.



You are still connected to the session and can see and hear everything that is going on. Your name will appear in italics and the text “Away” will appear in parentheses to indicate to everyone that you are away from your computer.

## Rejoining the Session

Click on the Rejoining the Session icon as noted below.



Click to indicate *Rejoining the Session*

## Using the Emotion Indicators

Attendees can click on emotion indicators to provide feedback. When an indicator is selected, everyone in the room will see the icon flash next to the person’s name for a short duration. The following emotion icons are available:

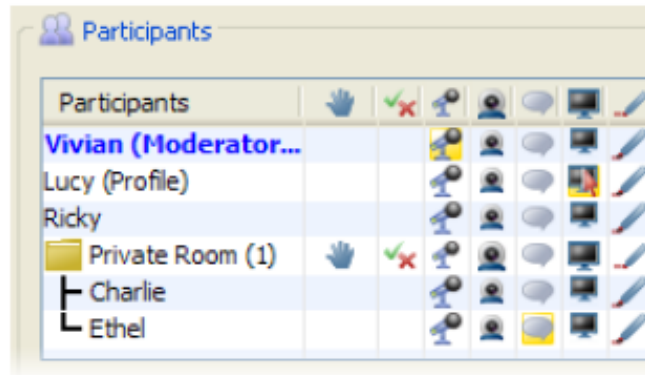
Icon	Emotion	Windows, Linux & Solaris Accelerator Keys	Mac Accelerator Keys
	Laughter	Ctrl+Alt+1	⌘ 1
	Applause	Ctrl+Alt+2	⌘ 2
	Confusion	Ctrl+Alt+3	⌘ 3
	Disapproval	Ctrl+Alt+4	⌘ 4

## Activity Lights and Indicators

### Activity Halo

When a Participant or Moderator is using a feature, a yellow halo appears behind the permission icon next to their name. In the example at the right

- Ethel is entering text in the Chat Panel;
- Vivian is using the microphone (Audio)
- Ricky has various permissions, but is currently not using any features;
- A Breakout room was created by Vivian
- Lucy is hosting and controlling an Application Sharing session; and
- Charlie has the read-only Closed-Captioning window open.



### Activity Indicators

In addition to the yellow halo, for Application Sharing, Closed Captioning and Audio there is additional information about who is using the feature and in what capacity. (Refer to the document on our website within the *FEATURES* tab for specific feature.)

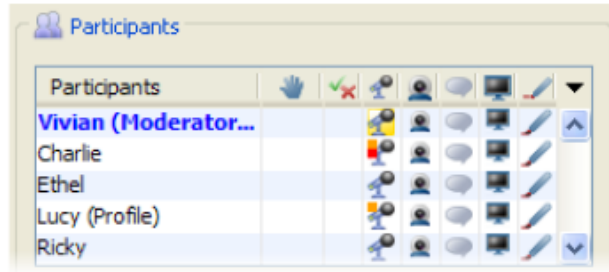
### Status Indicators

Status indicators appear in the Audio, Whiteboard, Application Sharing and Video permission columns in the Participant List when data is being sent and received. For Audio, Video and Application Sharing, the indicators signify a delay in the sending and/or receipt of data. For the Whiteboard, the indicators tell Moderators who is receiving content.

The status indicators are dynamic and are updated and visible **only** to all Moderators throughout the session. By keeping an eye on these indicators, you can adjust the pace of your session.

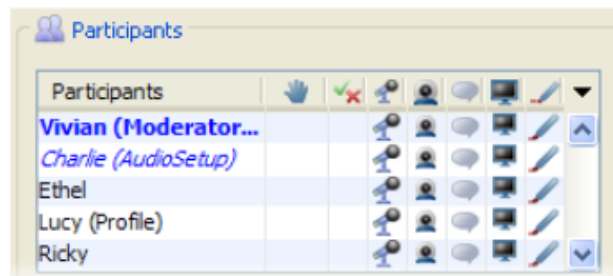
In the Audio example to the right,

- the Moderator Vivian is talking,
- Lucy and Charlie are experiencing delays in receiving the Audio signal, with Charlie lagging further behind, and
- Ricky and Ethel are not having any problems receiving Audio.



## Audio Setup Wizard Indicator

When someone in the session is using the Audio Setup Wizard, their name will be displayed in blue<sup>2</sup> italics and the text "AudioSetup" will appear in parentheses after their name. In the example to the right, Charlie is using the Audio Setup Wizard.



## Reordering the Participant s List Columns

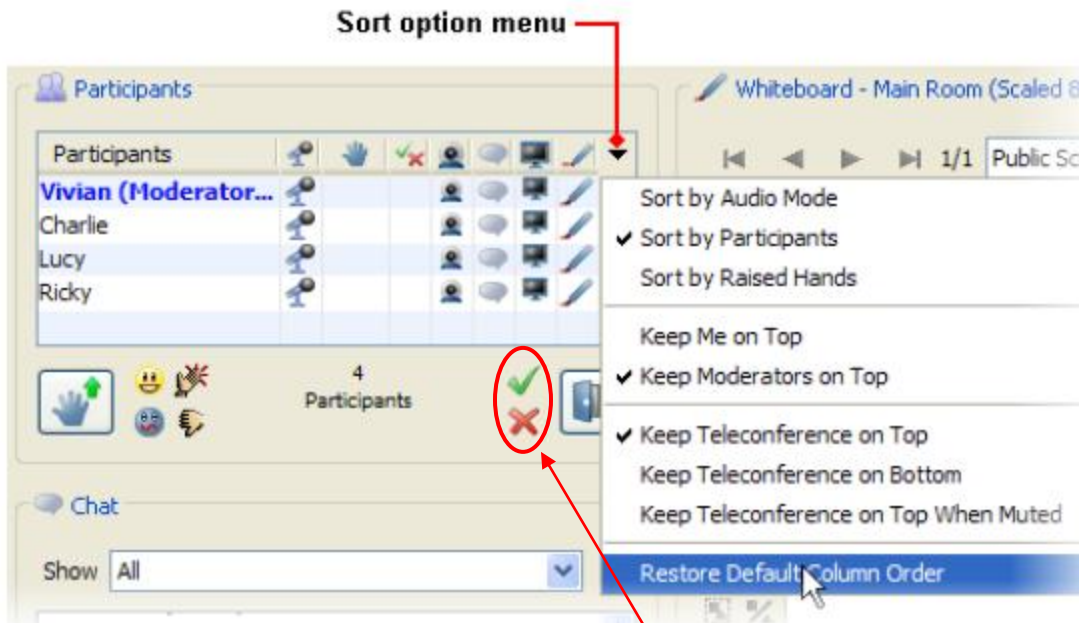
Columns in the Participants List can be "reordered" by dragging and dropping the column headers to a new location. The following is the default column order:



To move a column, grab the icon in its column header and drag it to the desired location. (In this example the VoIP microphone was moved from the column on the right of the WebCam column to the column prior to the hand raising column.)



The new column order will remain persistent from one session to the next (until you specify otherwise). To return columns to the default order, select Restore Default Column Order from the sort option menu:



## Polling Features

At any time during your session, you can poll the attendees using five different polls. By default, the Yes/No poll is available with the corresponding response buttons displayed below the participant list. (See *Polling* document under the **Features** tab on our website for additional polling options.)