

QUICK USER GUIDE Participant

The screenshot displays the Teleskill LIVE interface with the following components:

- Top Bar:** Teleskill LIVE logo, menu items: Strumenti, Funzionalità, Layout, Lezione, Registrazione, Sponsor.
- Audio - Video:** A 2x2 grid of video thumbnails showing four participants.
- Viewer:** A presentation slide titled "Business presentation ppt examples" with the subtitle "Adapt it with your needs and it will capture all the audience attention..". The slide features three icons: a gear for "Process", a target for "Target", and a bar chart for "Growth". Each icon has a corresponding text box below it stating "This slide is an editable slide with all your needs." The bottom of the viewer shows navigation controls like back, forward, and search.
- Partecipa...:** A list of participants with names and a mute icon: Conferance mar, Giovanna Barber, Antonio Antonini, Fausto Borghini, Alessandra Dadi, Miriam Calirini, Rossella Bellizzi, Tommaso Parad, Martina Martini.
- Chat:** A chat window with a "Pubblica" input field and a message: "Alessandra: Sarà possibile scaricare le slide che sono state presentate oggi? Miriam: Certamente! La presentazione è già disponibile sulla piattaforma dedicata!". A text input field at the bottom says "scrivi un messaggio".



TELESKILL LIVE
is certified
OWASP
TOP 10

Your data and content
are safe from
intrusions and vulnerabilities.

Introduction

The Teleskill Live® service is designed to offer synchronous interactive audiovisual communication via the Internet between remote users and is delivered online in SaaS (Service as a Software) mode.

Communication takes place directly through the use of a microphone and optionally a webcam connected to the PC.

In particular, Teleskill Live® allows authorised users to communicate via audio/video with listeners, showing slides, images, videos, documents and their screen in real-time. Listeners can express their status, request to speak in audio/video for questions or comments, respond to the proposed questionnaires, and use the file and screen sharing function.

The Conference Manager has access to the application's management features, with the ability to enable/disable various features for each user within the system (audio presence/video conference, file viewer, screen sharing management, etc).

Summary

Accessing the service

- 3 Specific technological features and minimum system requirements
- 4 Wizard
- 5 Waiting room
Live presence check

Teleskill Live

- 8 Computer interface
Interface for mobile devices

Participant features

- 9 Menu bar
- 11 "Files" window
- 12 "Viewer" window
- 13 Screen Sharing
- 14 "Whiteboard" Window
- 15 "Chat" Window
- 15 Questions
- 16 Questionnaire
- 16 YouTube video viewing
- 18 Work groups (Breakout rooms)

Accessing the service

Specific technological features and minimum system requirements

Teleskill Live® can be accessed directly from a dedicated online site, from a portal or from an e-Learning platform that it has been integrated into. The main features and the minimum hardware and software requirements for using the service are detailed below:

Required bandwidth:

Minimum 500 kbps audio/video upload/download for each user using audio/video (the minimum bandwidth requirement increases proportionally to the number of people using audio/video)

Screensharing

Minimum 800 kbps upload/download (1.5 mbps recommended)

Windows

- 2.0GHz CPU with dual-core processor (Recommended: Quad-core i5 or higher processor)
- 4GB of RAM (Recommended: 8GB or higher)
- Microsoft® Windows 7/8.x/10® Chrome v50 or higher. Firefox 49.x or higher Edge 79.x or higher

Mac OS

- Mac computer with Intel processor (Recommended: Dual core 2.0GHz or higher)
- 4GB of RAM (Recommended: 8GB or higher)
- Mac OS X v10.8 or higher Chrome v50 or higher, Safari 12.1 or higher, Firefox 49.x or higher

Smartphone/Tablet

Chrome or Safari updated to the latest version.

For proper use you are recommended to always keep the browsers updated to the latest version available and we recommend using chrome.

Ports

If there is a proxy, it is advisable to contact your system administrator to open the firewall/proxy.

WEB SERVER: https traffic on port 443.

SIGNALLING SERVER: https traffic on port 443 (recently changed from port 80).

MEDIA SERVER: Allow UDP and RTP Traffic: 1024-65535.

This will ensure the best performance, as it provides a direct connection path to our multimedia servers

For more information you can consult the following guide

<https://www.teleskill.it/requisitiminimiTeleskilllivenew.pdf>

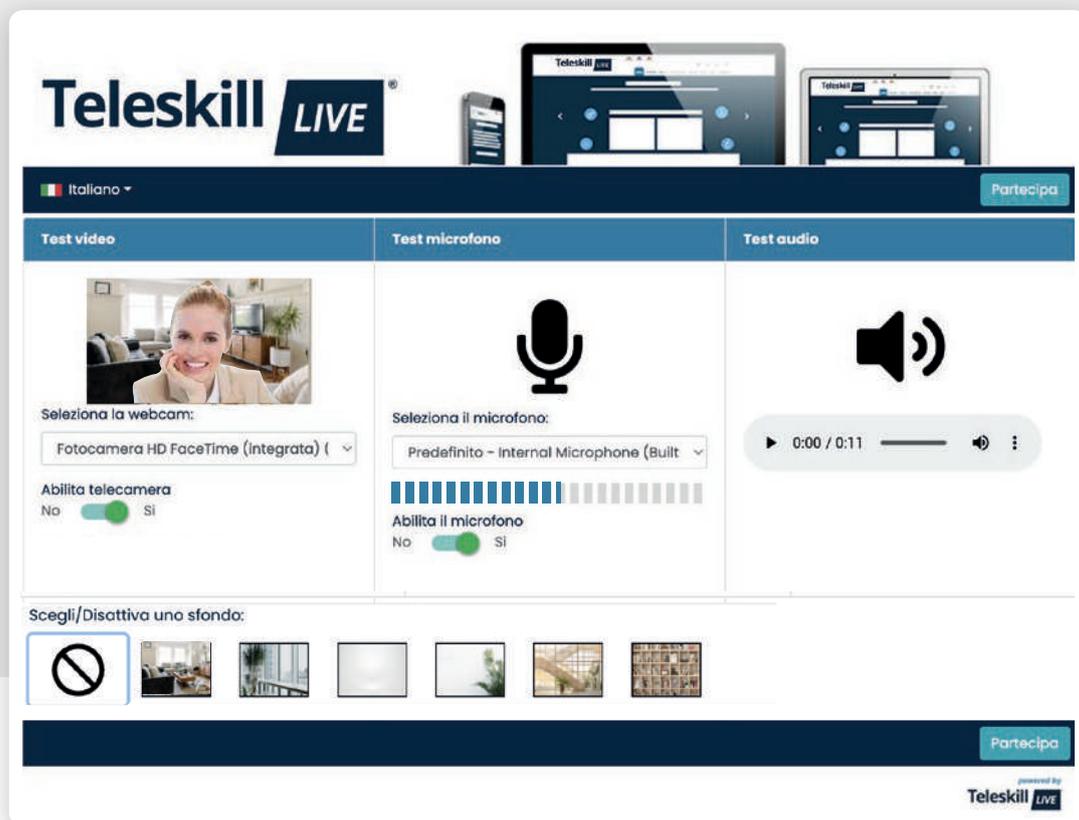
Wizard

When the application is started, a page is available through which the user can check the correct functioning of their webcam and microphone, and decide whether to access with the microphone and webcam enabled/disabled.

Once inside the room, each user can change these settings at any time, but when it is first published via audio/video, it will appear with the settings entered in the wizard.

You are reminded that, regardless of the settings, once logged into the room, the user will not be automatically visible in audio/video, but can be published by the conference manager and/or, if enabled, publish themselves autonomously through a specific button in the shape of a webcam on the top bar of the page.

The conference manager will always be able to manage the audio and video of all connected users.



Video test: you can test the webcam, select one from the drop-down menu or enable/disable the webcam when it first appears in audio/video.

Once the webcam is enabled, browsing from Chrome or Edge, you will be able to enable a wallpaper.

Microphone test: allows you to test the function of the microphone, select one from the drop-down menu or enable/disable the microphone when it appears for the first time in audio/video.

Audio test: allows you to listen to a sound to make sure that the speakers are working correctly.

Waiting room

If the Conference Manager has previously enabled the waiting room, the user will be presented with a screen that warns that he must wait for the Conference Manager to enable the users and start the lesson.



Live presence check

At the beginning of the lesson, the Conference Manager can decide to set up a timed check of the actual live presence of the participants.

In this case, the user will see a window appear in which he will have to confirm her presence by clicking on **Continue**.



Teleskill Live

Computer interface

Teleskill live consists of a series of windows, each of which is dedicated to a specific function of the application (audio-video, viewer, chat, participants, screen sharing, file, questionnaire etc).

Each application window is managed independently by the Conference Manager who determines its size, position and visibility for the entire audience.

Teleskill Live® consists of the following windows:

AUDIO-VIDEO

Displays all the audio/video streams for users who have image and audio enabled.

CHAT

Contains the online chat service that can be used to send public or private messages to users participating in the live session.

PARTICIPANTS

Displays the list of all users present in the live session.

NOTIFICATION

Allows you to create a window to leave a written message to users connected live.

FILES

Window dedicated to uploads/downloads for files that the Conference Manager and enabled participants make available to all connected users.

QUESTIONNAIRE

Window allowing the Conference Manager to create questionnaires to verify users' learning or satisfaction/preferences.

BOARD

The conference manager will be able to show what he draws or writes freehand on a white board live.

SCREEN SHARING

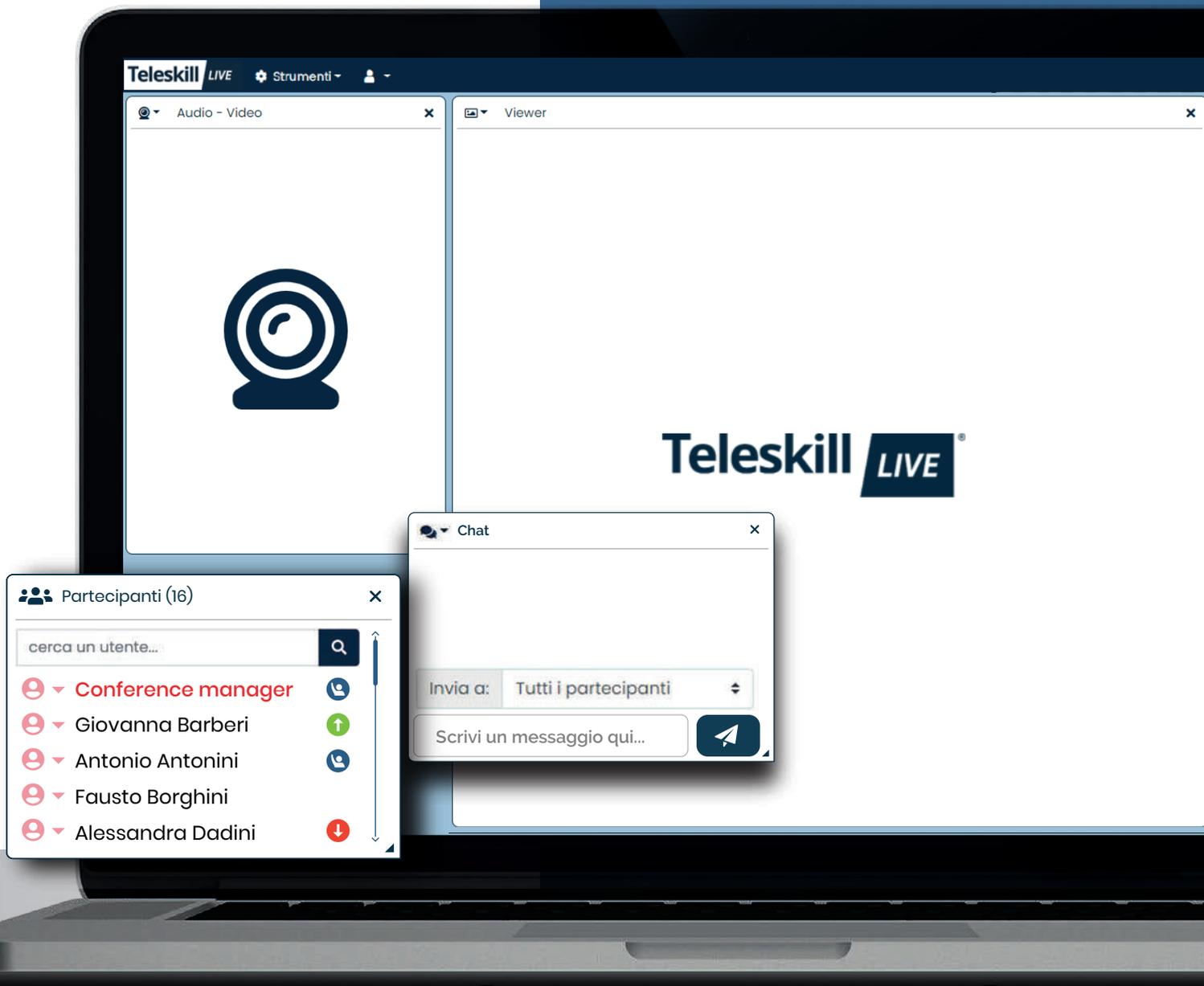
Window dedicated to sharing desktop content or a specific application with remote users.

QUESTIONS

Window available for remote users and dedicated to questions to be asked privately to the speaker of the videoconference session, which can be viewed by the Conference Manager and by authorised users.

VIEWER

Window dedicated to viewing power point presentations, videos, documents or images preloaded in the system for all remote users.



Interface for mobile devices

When you connect from a mobile device, a blue bar at the bottom allows you to select the individual windows open in the room, so that you can focus on a single window among those open or view them all together with a complete overview.



Participant features

Menu bar

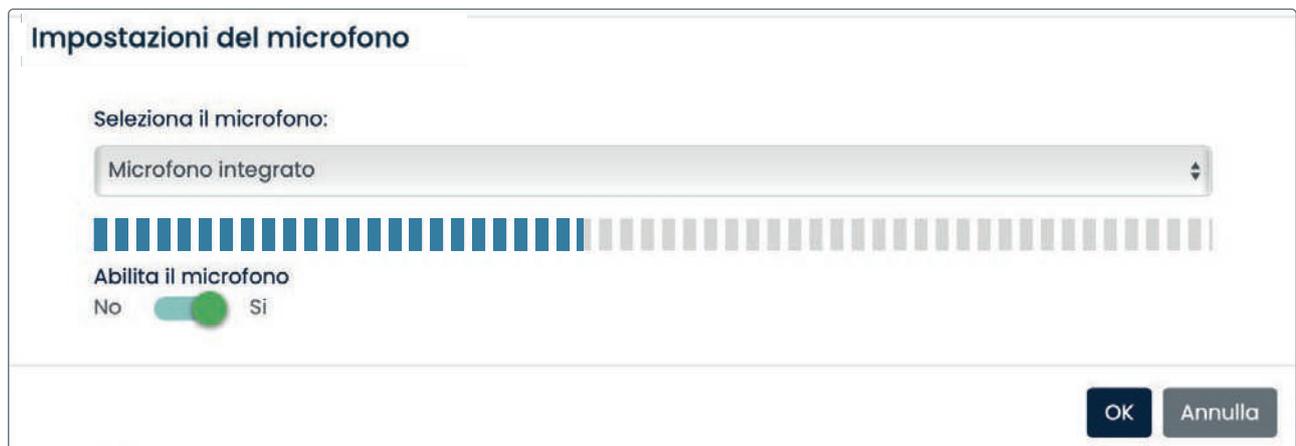
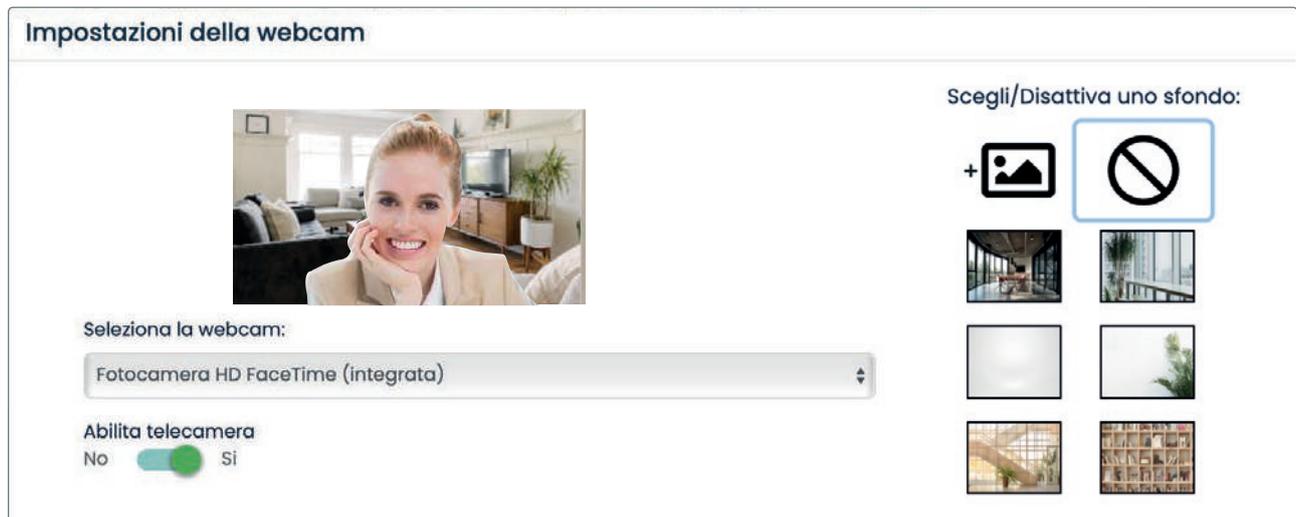


The Teleskill Live® application has a menu bar containing the following items:



Tools with which the participant can:

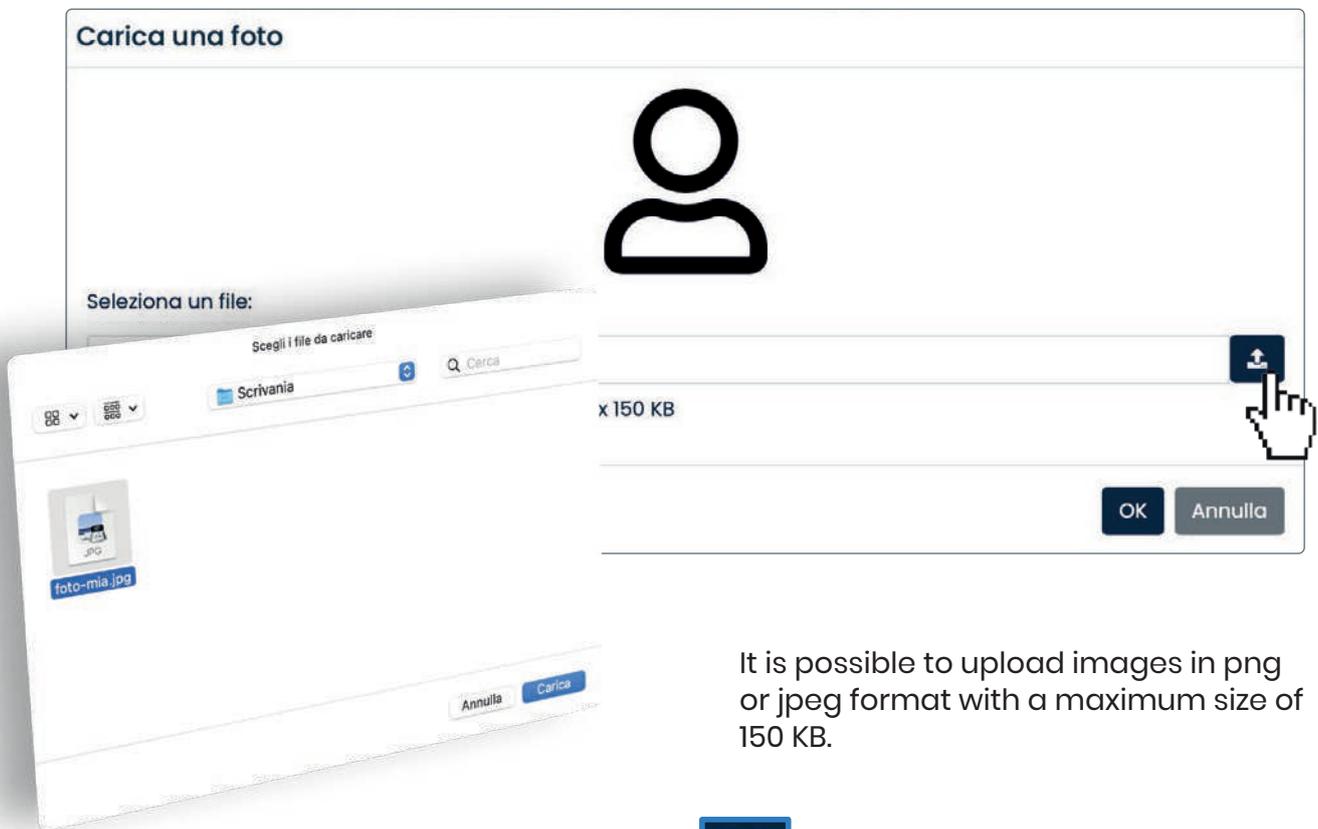
- Choose the microphone to use and check the audio level. When adjusting the audio levels of the microphone it is important to check if the blue coloured slider moves.
- Select the webcam from the list and preview it.
- Once the webcam is enabled, browsing from Chrome or Edge via PC/MAC, it will be possible to enable a wallpaper for the webcam among those proposed.



Upload a photo

Using the "Upload a photo" tool, you can upload an image file instead of your video.

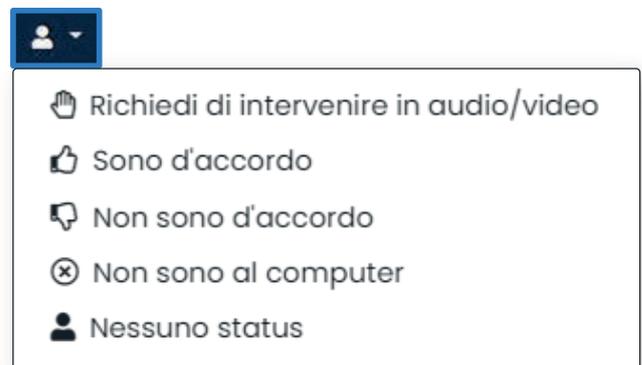
Click on the "Upload" button, choose the photograph you want to upload, and click on "Ok" to save.



It is possible to upload images in png or jpeg format with a maximum size of 150 KB.

Status:

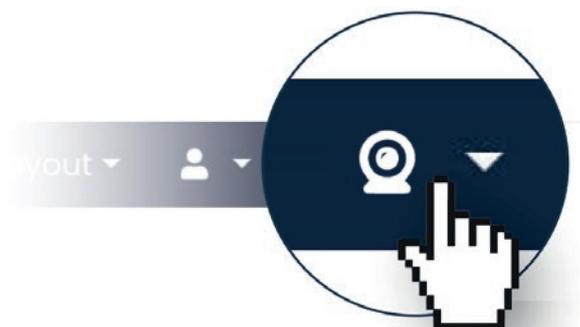
By clicking on the status icon you can choose one of the statuses available in the system (I agree, I disagree, ...) and request to participate with audio/video (raise hand).



ALLOW USERS TO ENABLE A/V

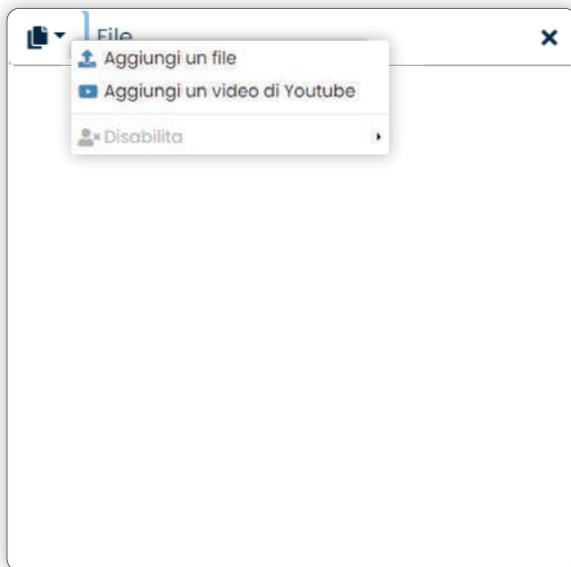
In the event that the conference manager has decided to allow users to enable themselves for audio/video, the user will be autonomous and can participate by clicking on the webcam-shaped icon that will appear in the upper part of the window, next to the "status" icon.

In Breakout rooms this option will be active by default.



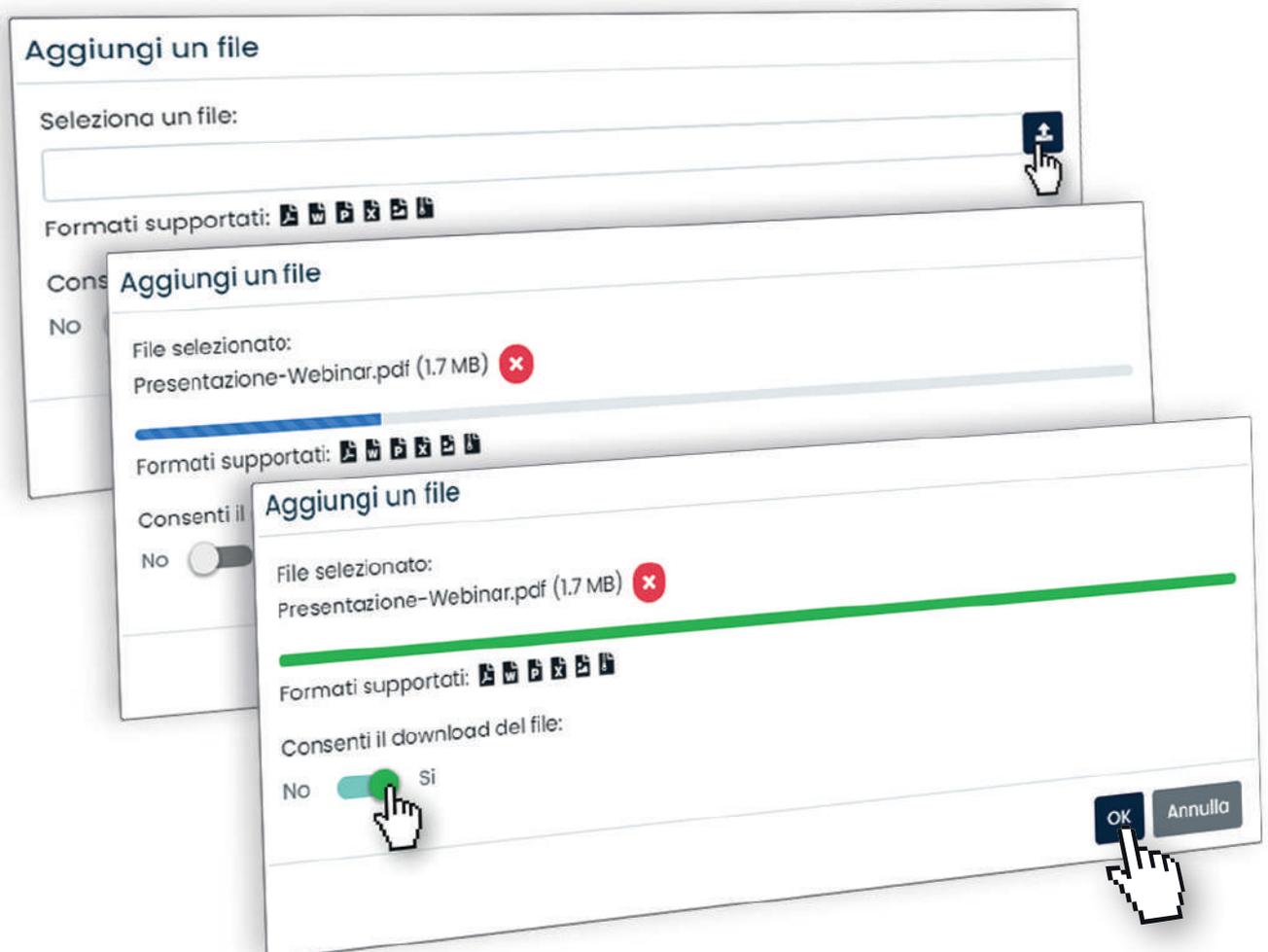
"Files" window

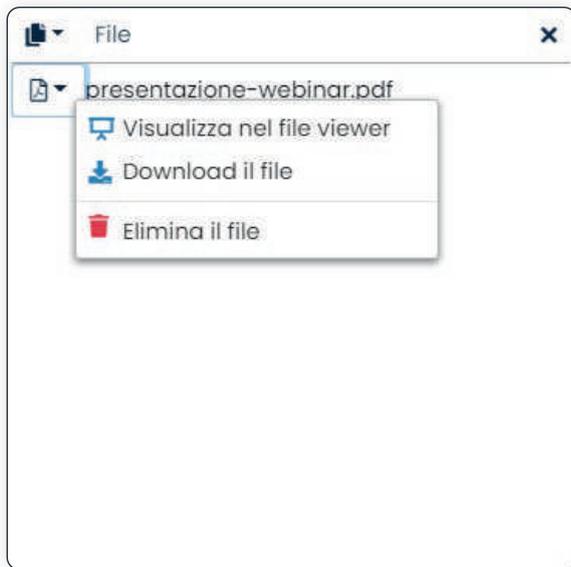
The file sharing function allows the Conference Manager and authorised users to preload any type of resource within the application to be made available for viewing or downloading to remote users. .



The icon in the upper left corner of the "File" window opens a Menu that allows you to disable an individual user from uploading files or to preload a document by clicking on the "Add a file" button.

In the window that opens, use the browse button to search for the file to upload in the application, then select "Allow file download" if you intend to make the file downloadable to all connected users and select the "Ok" button. Once the file has been uploaded and converted, click the "Ok" button.



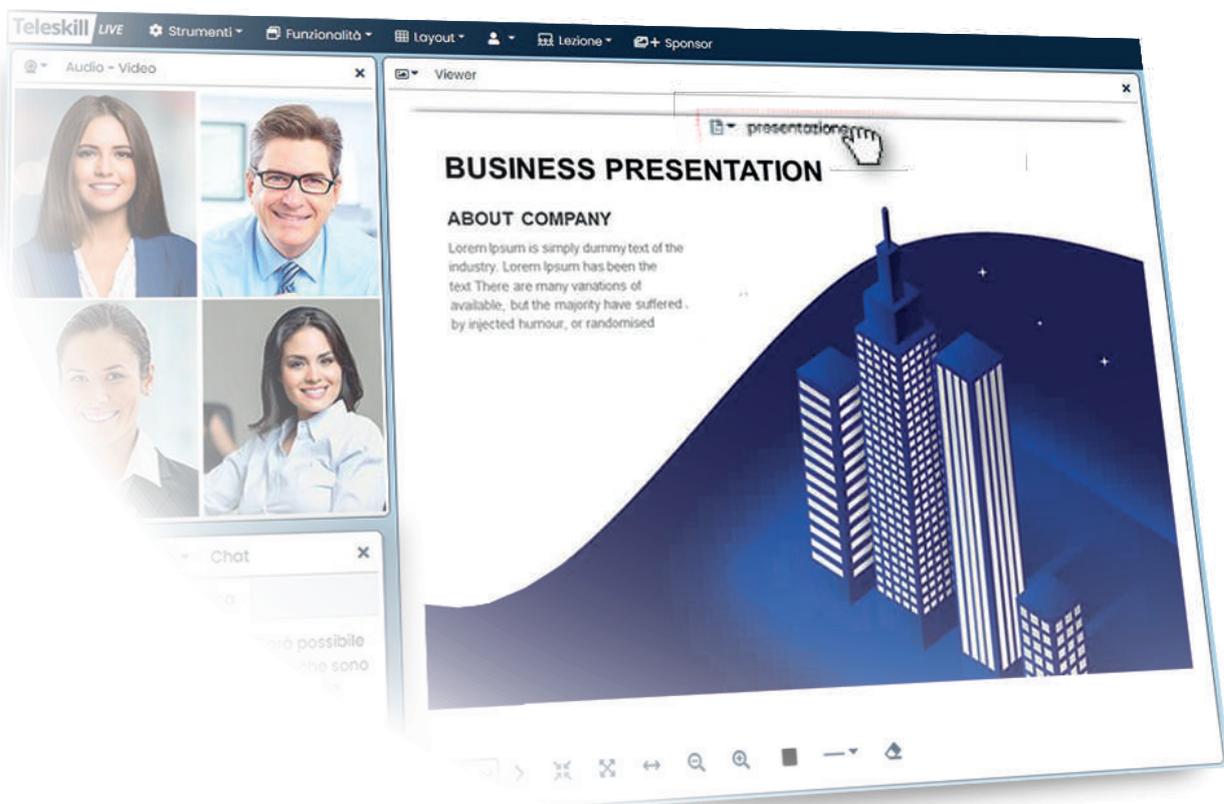


For each of these files an icon is shown that opens a menu through which you can:

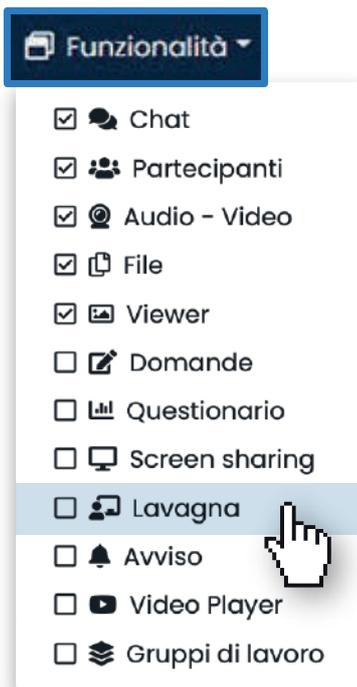
- Delete the preloaded file
- Download the file (if the "Allow file download" function was previously enabled)
- View the file in the "Viewer" window

"Viewer" window

The files preloaded into the system available in the "Files" window can be shown to the remote audience using the menu just described or by dragging them (drag & drop) into the "Viewer" window. Users enabled to use the Viewer can only drag resources into that area that they have preloaded themselves.

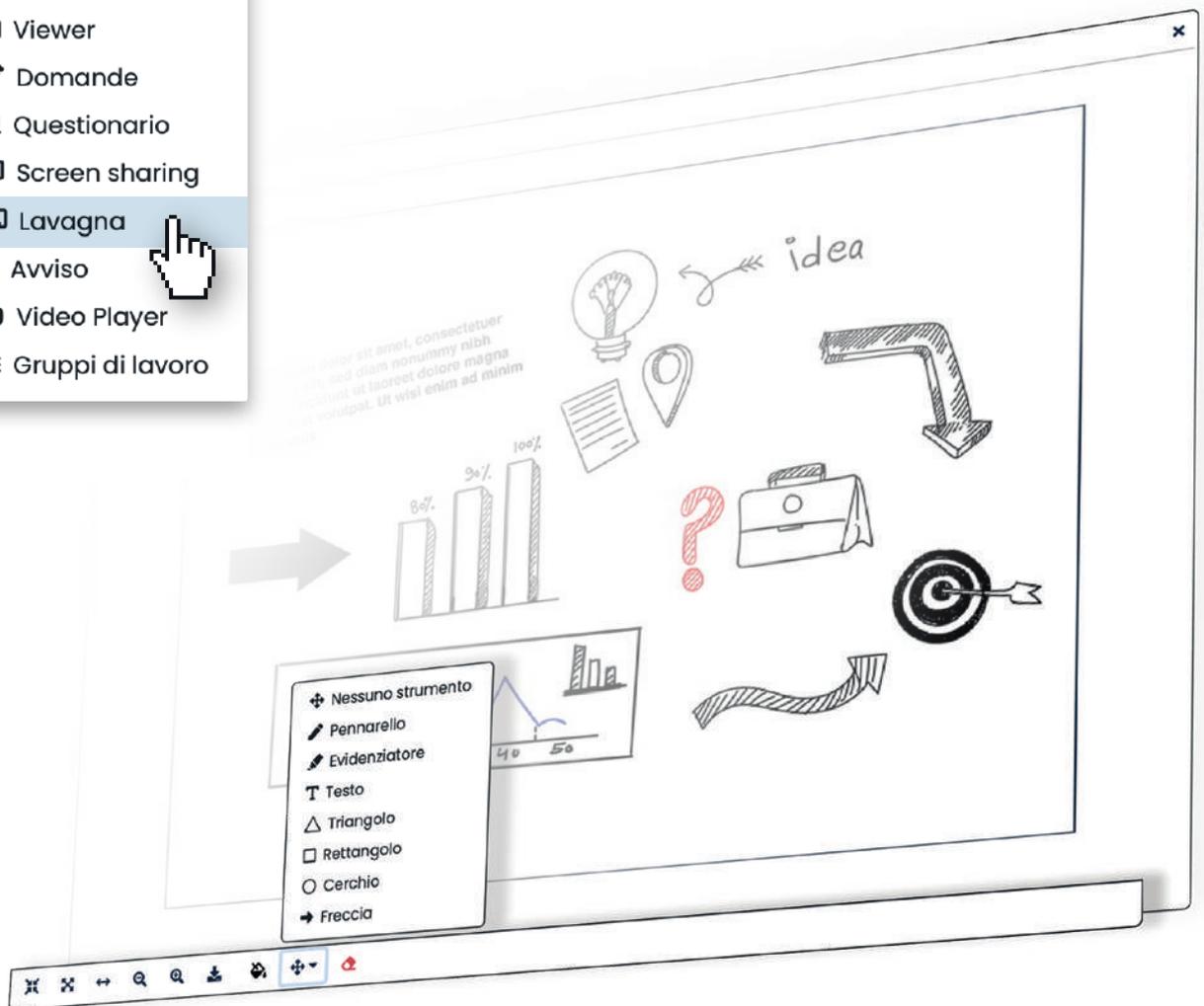


Finestra "Lavagna"

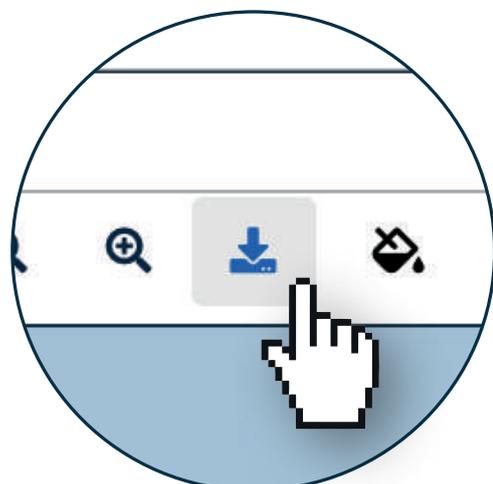


The "Whiteboard" window opens a drawing board where users can see live what the Conference Manager writes or draws freehand.

Once a user is enabled, the drawing tools are added to the bar, with which the user can also edit and interact on the whiteboard.



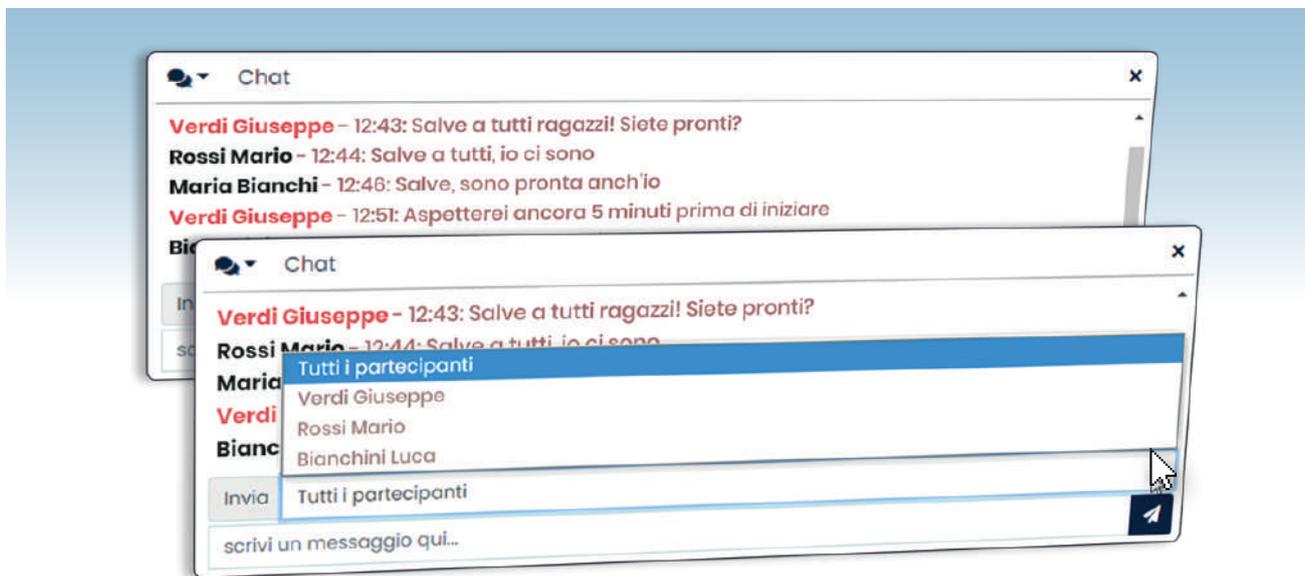
Using the download icon (), enabled users will be able to download the drawing boards in the "png" image format.



"Chat" Window

La finestra di chat è disponibile per tutti pubblici o privati durante la sessione di

The chat window is available to all connected users and allows public or private messages to be sent during the video conference session.

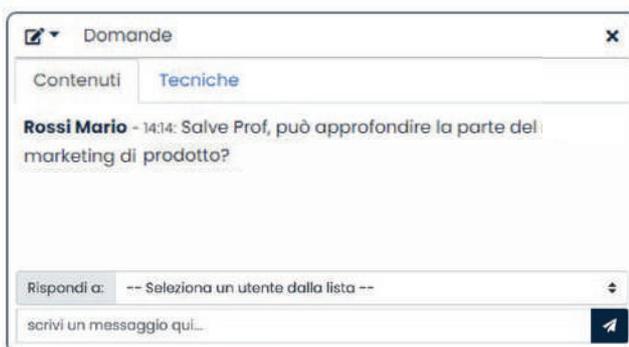


To send a **public message**, type the text in the textbox and send the message. To write **private messages**, simply select the user to whom to write the private message.

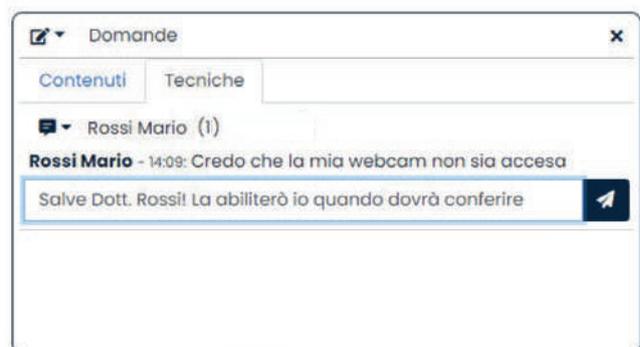
Messages written on the chat by the Conference Managers will appear in red.

Questions

The "Questions" window is used to send questions on content and request technical assistance by participants to the Conference Manager or to one or more users that have permission to manage the window. Questions sent using this function will only be viewed by enabled users and the Conference Manager. This window has two tabs:



Content: to allow the teacher/conference manager to collect questions about the content and respond only to users who have written.

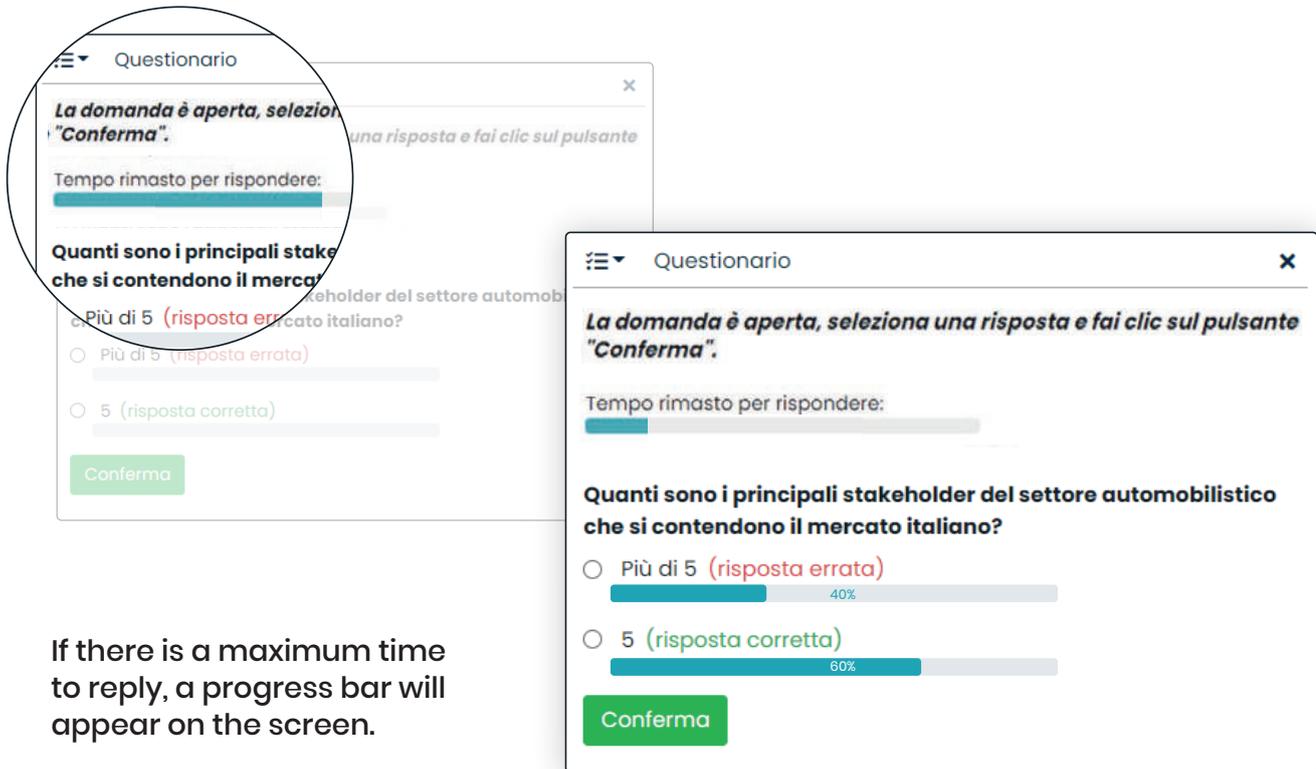


Technical: created to set apart questions addressed to technical support. The conference manager/helpdesk can respond to the participant privately.

Each time the participant submits a new question the thread will be highlighted in bold.

Questionnaire

The "Questionnaire" feature allows participants to answer tests presented to them during the videoconference.



If there is a maximum time to reply, a progress bar will appear on the screen.

When the question is opened, all the participants can answer by selecting the answer and clicking the "Confirm" button.

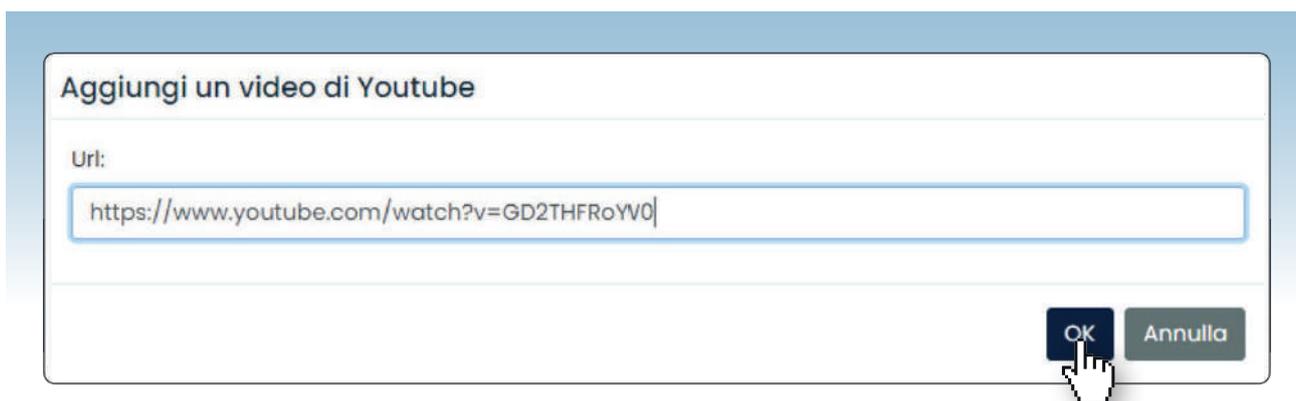
YouTube video viewing

Users enabled to use the file window can show a video published on YouTube to the audience.

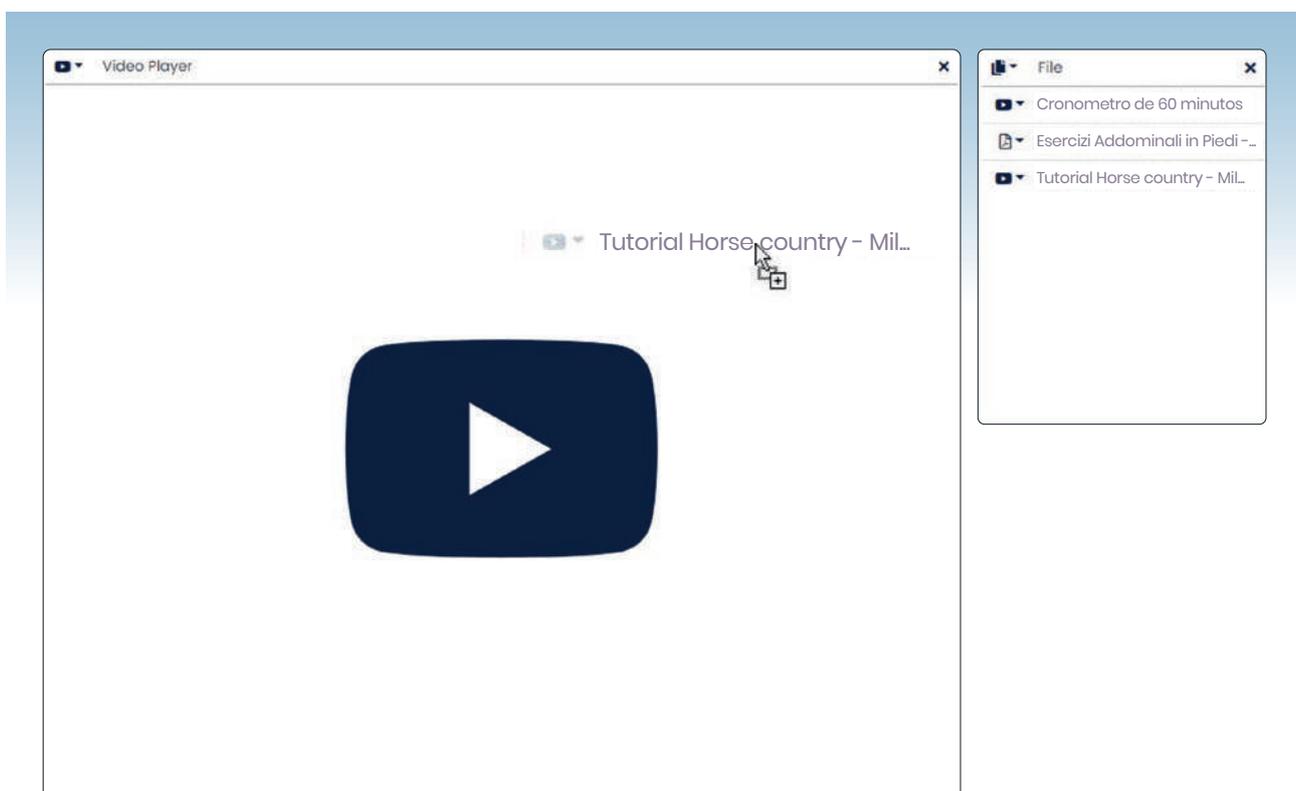
To do this, you must first publish the URL using the File sharing - **Add a YouTube video window**.



After inserting the link in the netmask opened by the system, click on “OK”.



To view it, open the "Video Player" window and drag the link in the list of materials uploaded to the file sharing.



Once the video is open, the Conference Manager or the enabled user can pause the video, and go back and forward.

Work groups (Breakout rooms)

Using the “Work groups” function, the Conference Manager can divide the total number of participants into different work groups.

A participant assigned to a Group will automatically be transferred to a new room along with the other participants assigned to the group.



The Conference Manager will always have the possibility to appoint one of the group's participants as "Conference Manager" in the room assigned to the selected group.



The user appointed as Conference Manager will have all the features of the main Conference Manager available within the room of their group.