Overview

CirQLive's Media Enhanced Education & Training Suite (MEETS) creates an online platform for live education and training by enabling efficient usage of Web Conferencing from within Learning Management Systems (LMS). MEETS integrates with Cisco Webex (Meeting Center, Training Center, and Event Center), connects them with leading LMSs such as Blackboard Learn, Moodle, Totara, Sakai, Canvas, and more.

The platform facilitates:

1. Integration between the Web Conferencing platform and the LMS, enabling single sign on to Web Conferences directly from the LMS.
2. Efficient management of Web Conferencing sessions including the ability to schedule an entire semester at once.
3. Organization of recorded Web Conferencing sessions and attendance records.
4. Secure account management utilizing state-of-the-art encryption to ensure that account information is always stored securely.
5. Scheduling and organizing online classes making use of multiple conferencing services from a single interface.

Please see the CirQLive installation guide for installing the MEETS platform.

To enter the MEETS platform, please click the MEETS link on your course page.
Entering Conferencing Credentials (If not using the Automated Account Provisioning system)

The first time a teacher enters the platform, they should set up MEETS to make use of their conferencing account. The "Edit Credentials" link is available from the links menu at the top right of the page, accessed by hovering over or clicking on the wrench icon.

Once on the edit credentials page, the teacher should enter their username and password and click "Set account" for each of the relevant conferencing services. MEETS will check any credentials entered to ensure that the account is accessible, after which it will be able to make use of it for scheduling.

Once this is done, the teacher can return to the Calendar page via the same links menu with the wrench.
Scheduling Classes

The MEETS Scheduler is accessible to teachers and course administrators from the "Schedule more events" button on the top right of the calendar page.

A name for the event or events may be input which differs from the default name. (The default is the course name followed by the word "Event", Eg. "English Literature 101 Event").

Scheduling a Single Event

To schedule a single event:

1. Make sure that the "Repeat" option has "Single" selected.
2. Select the timezone in which to schedule the event. In some cases, it may be desirable to select a different timezone than your own, such as when a course is geared toward students in a different location than the teacher.

3. Select the date and time of the event. The minute selector will increment by five minutes at a time. If you wish to enter a time which does not round to 5 minutes (such as "3:47"), you can type the desired amount directly into the box.
4. Select the duration. The minute selector will increment by fifteen minutes at a time. If you wish to enter a duration which does not round to 15 minutes (such as "1 hour and 10 minutes"), you can type the desired amount directly into the box.

5. If the course has more than one teacher, you will be asked to select which one will be teaching this event.
6. If the teacher has more than one conferencing service account set up, you will be asked which account to use.

![Selecting an account](image)

7. Once all of the necessary information has been entered, click "Schedule" to add the new event to the calendar.

**Scheduling a Daily Event**

To schedule a daily event:

1. Make sure that the "Repeat" option has "Daily" selected.

!["Daily" option selected](image)
2. Select the range of dates and day or days of the week on which to create events. For example, if a class should be scheduled for every weekday in March, set the "From" date to "March 1" and the "To" date to "March 31", and deselect "Sat" and "Sun" from "Days".

3. For the setting of the timezone, duration, choosing host and account, please see the instruction by “Single Event”

4. Click on “Schedule” to schedule the events.
Scheduling a Weekly Event

To schedule a weekly event:

1. Make sure that the "Repeat" option has "Weekly" selected.

2. Select the day/s that you wish to schedule for.

3. For the setting of the timezone, duration, choosing host and account, please see the instruction by "Single Event"

4. Click on “Schedule” to schedule the events.
Using the Calendar

The MEETS Calendar shows all upcoming events for a course and allows single click joining for both teachers and students.

Selecting Timezones

The MEETS calendar makes use of the IANA Timezone Database to allow users to view the event schedule in any timezone.

To select a timezone, click on the "Display in timezone" dropdown and select the timezone you wish to view.
A live display clock will appear next to your selected timezone with the current time in that timezone as measured by the MEETS server. (This time may differ slightly from your computer’s time if it is not synchronized, this is normal behavior.)

The live display timezone clock

MEETS also provides the unique ability to compare an event schedule across multiple timezones, in order to facilitate scheduling in today's global marketplace.

To compare multiple timezones, simply click the "Compare other timezones" button, and add or remove timezones as needed.

A comparison of two different timezones
Joining Classes

Classes appearing in the calendar will have a countdown timer alongside the date and time. The countdown timer will show the amount of time remaining until an event.

At 15 minutes before the event, a Join button will become accessible for students, and a Host button will appear for the teacher, making joining an event as easy as a single click.

Prior to 15 minutes beforehand, a teacher still has the ability to enter the session by clicking the "Prepare" button. This is typically used to upload files, prepare whiteboard diagrams, or do other pre-presentation setup tasks.
Deleting Classes

Teachers and course administrators may delete a class or a series of classes by clicking the gear icon to the left of an event to bring up the edit menu.

Select either "Delete" to delete a single event, or "Delete Series" to delete all related events (events scheduled as part of a daily or weekly series along with the selected event).

While the edit menu is open, MEETS will highlight all related events making it easy to see what the "Delete Series" option will do.

A pop-up will ask you to confirm your intention to delete, along with giving you the option to delete past events or events currently in progress if applicable to the series.
Viewing Attendance Records

Teachers and course administrators can view the records of who attended online classes by selecting "Attendance Records" from the wrench icon at the top left.

The Calendar will then show a list of past events with "View Records" buttons in place of the join buttons and countdown timers. To view the records for a specific event, simply click on the "View Records" button for that event to bring up the attendance list for that event.

The records include the name of the user, whether they were the event's host, their email address, the time they joined and left along with the total amount of time for which they were present, and the IP address and browser from which they connected.

The list is also available as a CSV file by clicking the "Download CSV" link on the bottom right.

Viewing Video Recordings

If any video recordings were made by the conferencing server, they will be accessible to both students and teachers by selecting the "Video Recordings" link from the wrench menu.

The Calendar will then show a list of past events with "View Recordings" buttons in place of the join buttons and countdown timers. To view the recordings from a specific event, simply click on the "View Recordings" button for that event to bring up a list of recording links for that event. Select any recording in the list to download or stream it.

Returning to the Course Page

To return the course page in the LMS, simply select the "Return to" link from the dropdown menu.