

NewRow Live Instructions

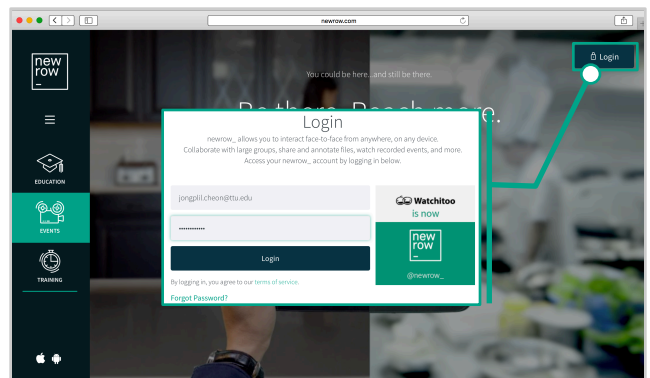
OVERVIEW

This tutorial provides information and steps to create and manage an event in NewRow Live.

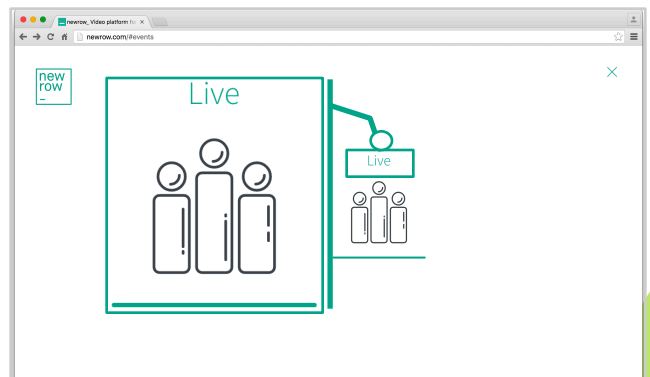
I. LOGIN & CREATE A ROOM

1. Access your NewRow Live

- Click **“Login”** in the right corner of NewRow website.
- Use your email and password to login.



2. Select **“Live”**.

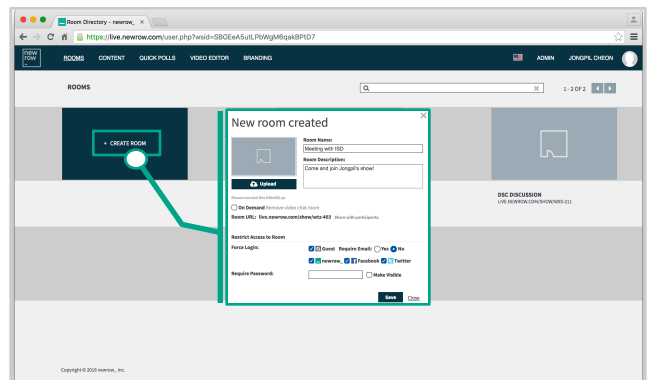


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I. LOGIN & CREATE A ROOM

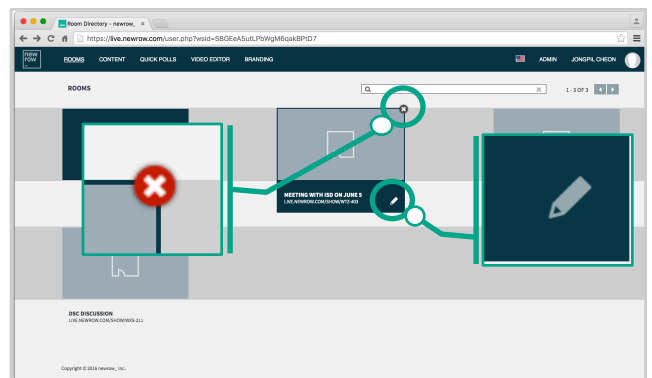
3. Create a room

- Click **“Create Room”**.
- Provide the room information and description.
- Click **“Save”**.



4. Edit the room

- Select the room.
 - Click the **“Pen”** icon
 - Provide the room information and description.
 - Click **“Save”**.
- *Note: If you want to delete the room, click the **“X”** on the right top of the room.

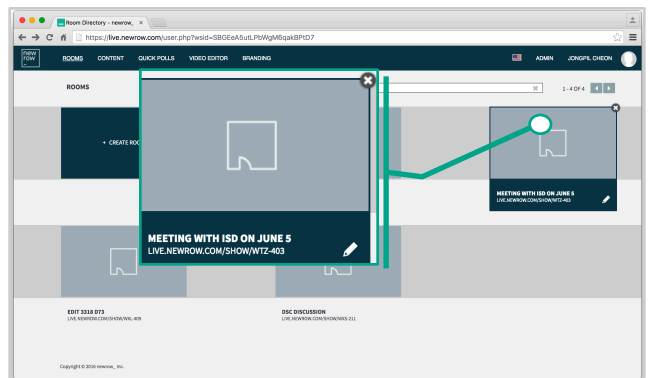


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II. JOIN THE ROOM & BASIC SETTINGS

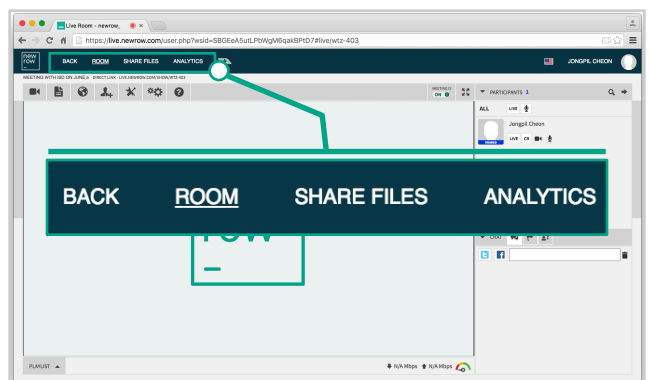
1. Join the room

- Click on the room to join.



2. Workplace

- A "Menu Bar" at the top left includes Back, Room, Share files, and Analytics.

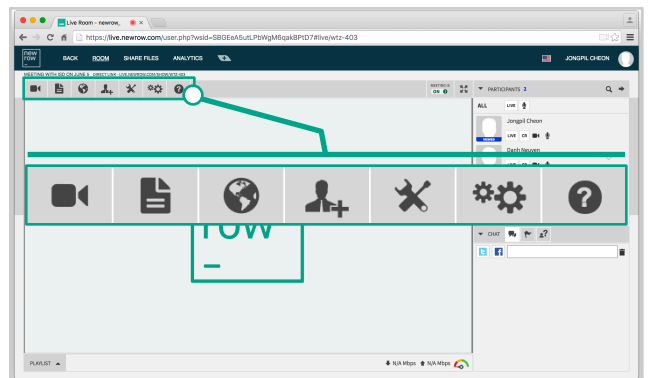


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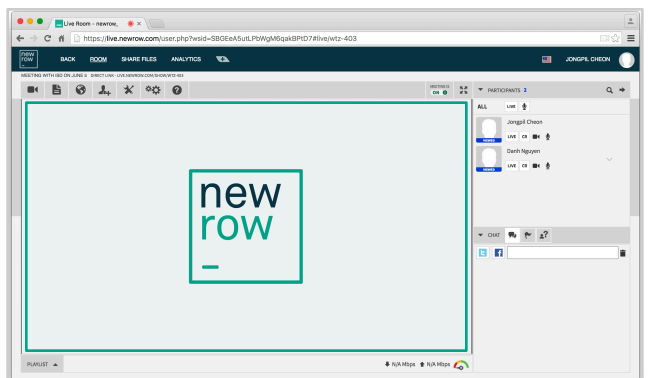
II. JOIN THE ROOM & BASIC SETTINGS

2. Workplace

- b. A **"Toolbar"** along the top left of the workplace allows the user to upload and search contents, add participants, access tools, and room settings.



- c. A **"Workplace"** is the display section used for content, video presentations or as a whiteboard. Similar to a physical stage, this is the synchronous presentation space, where all webcams and content appears when the user puts them live.

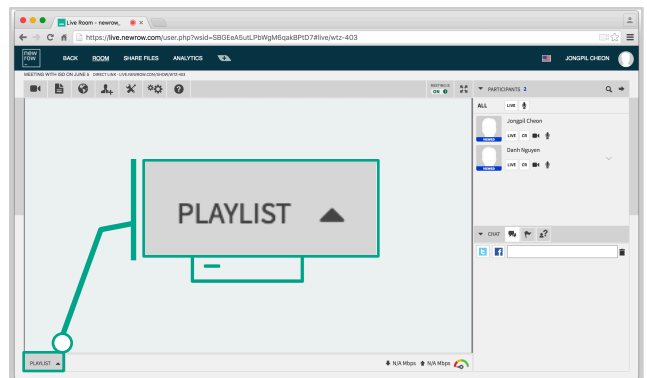


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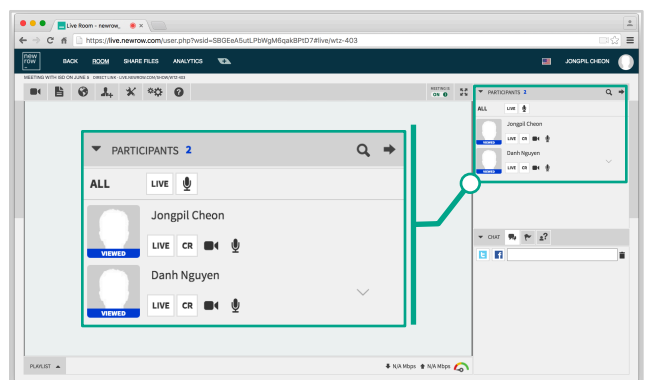
II. JOIN THE ROOM & BASIC SETTINGS

2. Workplace

- d. A **“Playlist”** on the bottom left of the workplace allows the user to arrange and keep track of files they plan to share during their events.



- e. A **“Participant List”** is located on the right of the Workplace.

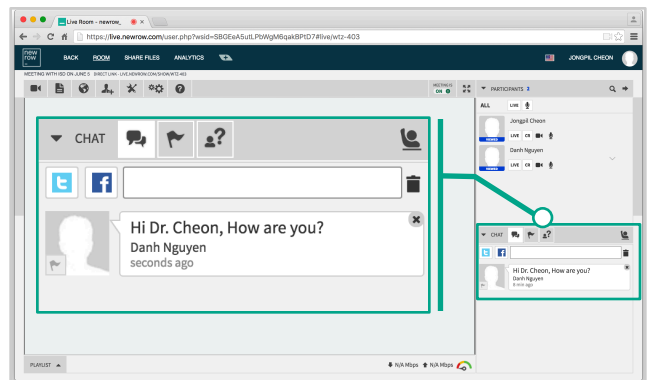


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II. JOIN THE ROOM & BASIC SETTINGS

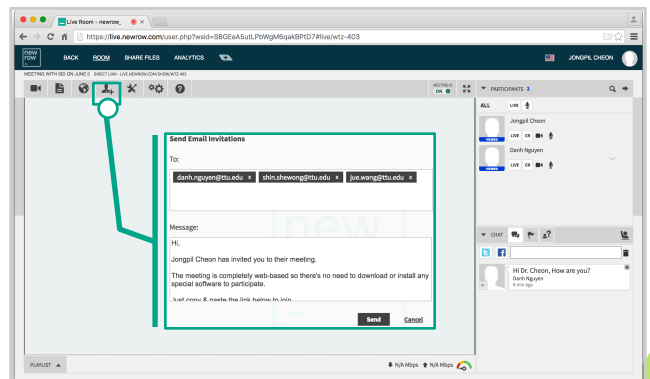
2. Workplace

- f. A “Chat portal” on the bottom left of the workplace allows users to interact with each other.



III. ADDING PARTICIPANTS

- Click the “Invitation” icon (person with a +) on the toolbar.
- Add the participants’ emails
- Edit the message.
- Click “Send”.

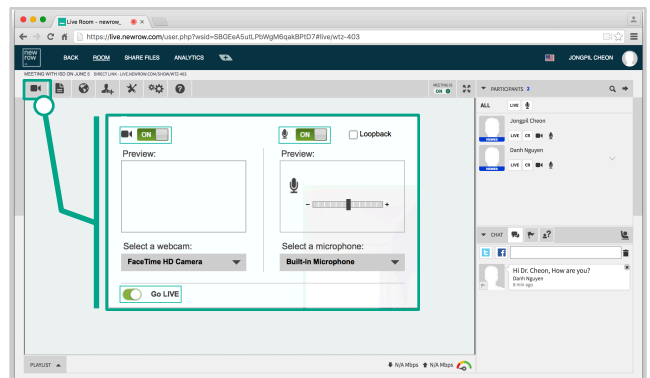


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IV. CONTENT MANAGEMENT

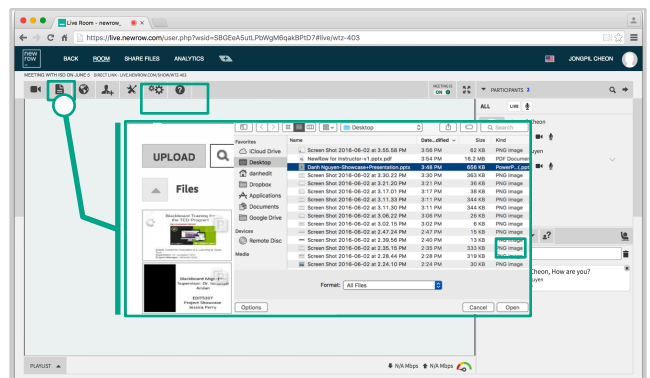
1. Activate your webcam

- Click the “Webcam” icon on the toolbar.
- Turn Camera, Microphone, and Go Live “ON”.



2. Upload the files for the room

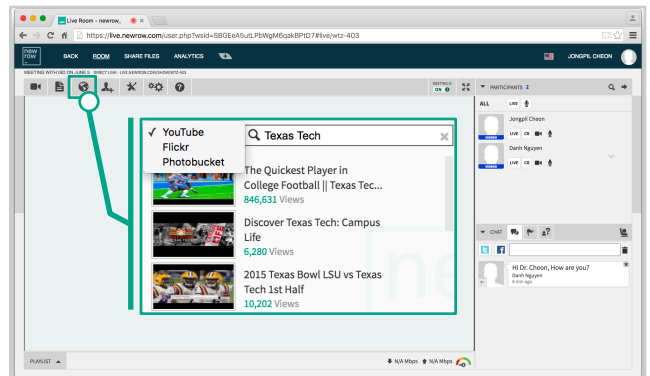
- Click the “File” icon on the toolbar.
- Click “Upload”.
- Select the file.
- Click “Open”.



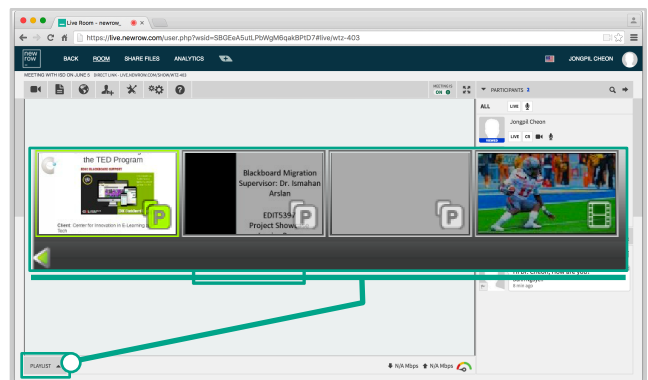
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IV. CONTENT MANAGEMENT

3. Search for images or videos from YouTube, Flickr, and Photobucket
 - Click the “Globe” icon on the toolbar.
 - Enter your search term.
 - Select the desired one.



4. Present the content for the participants
 - a. Click “Playlist” at the bottom left of the workplace and “Select” the file.



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IV. CONTENT MANAGEMENT

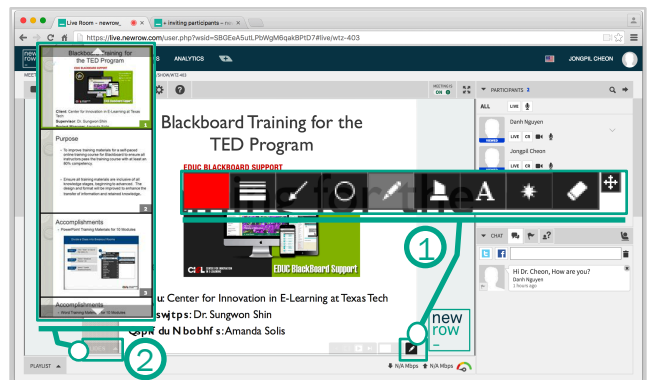
4. Present the content for the participants

b. Present the content.

***Note:**

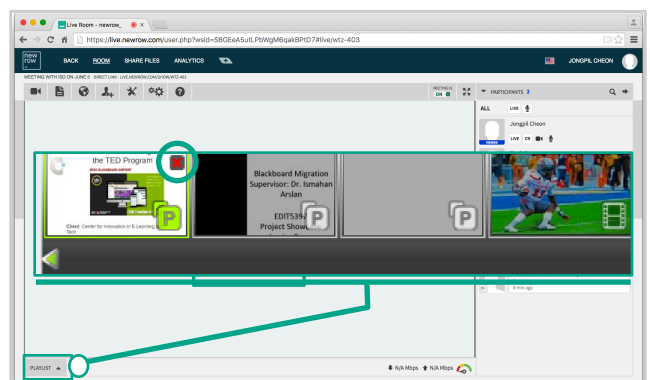
1. You can use some of the presentation features by using presentation tools. These features include Highlighter, Pencil, Text, Laser Pointer, and Eraser.

2. You can navigate your presentation by using the Navigation bar at the bottom.



5. Deleting the content (Whiteboards, Presentations, Videos, etc.)

- Click “**Playlist**” on the bottom left of the workplace.
- Select the content you want to delete.
- Click “**X**” to delete.

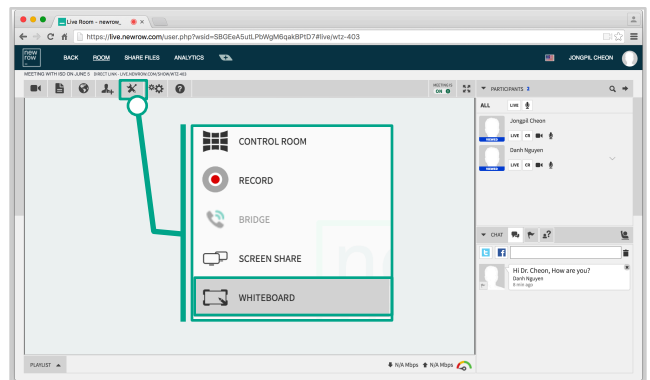


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V. WHITEBOARD

1. Use the Whiteboard

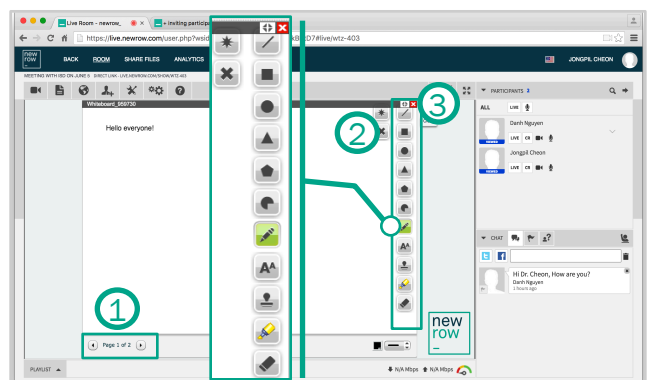
- a. Create a Whiteboard
 - Click the “Wrench” icon on the toolbar.
 - Select “Whiteboard”.



- b. Work with the whiteboard by using its features including drawing, writing, drawing some basic shapes, entering text, eraser, clear the whiteboard, etc.

***Note:**

 1. You can create as many whiteboards you want by clicking the “Arrow” on the bottom left of the whiteboard.
 2. If you want to clean the whiteboard, click the “X” on the whiteboard.
 3. If you want to delete the whiteboard, click on “X” on the top of the whiteboard.

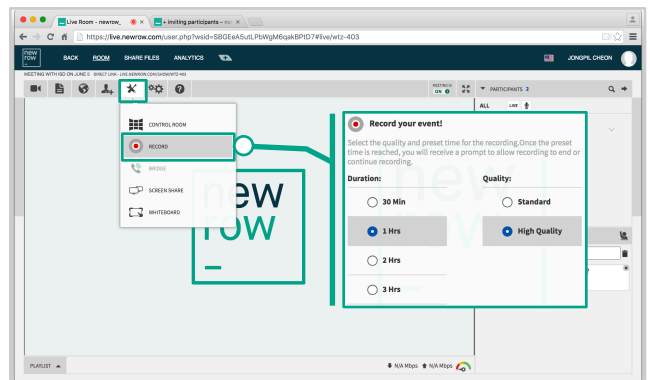


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VI. RECORD A ROOM

- Click the **“Wrench”** icon on the toolbar.
- Select **“Record”**.
- Manage settings (duration, quality of video – High quality).
- Click **“Start”**.

***Note:** When you are done recording, click **“Stop”**. The recording will automatically save into files in the Menu.

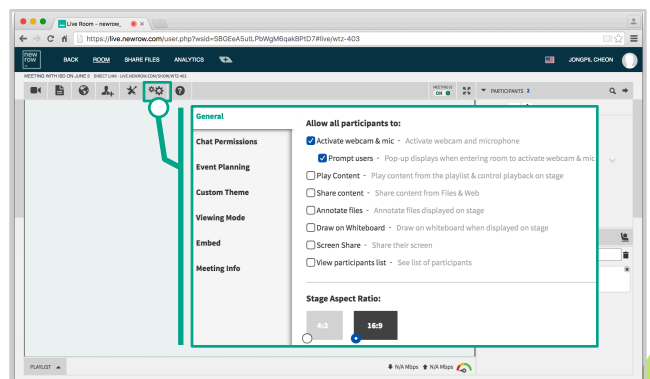


VII. ROOM SETTING CONFIGURATION

- Click the **“General”** icon on the toolbar.
- **“Check”** or **“Uncheck”** the feature for the room.

***Note:** The configured settings can:

- Make all participants moderators to manage **“Play Content”** (whiteboard, presentation), **“View Participant List”**, etc.
- Allow or do not allow participants to share content.
- Allow or do not allow participants to draw on Whiteboard.

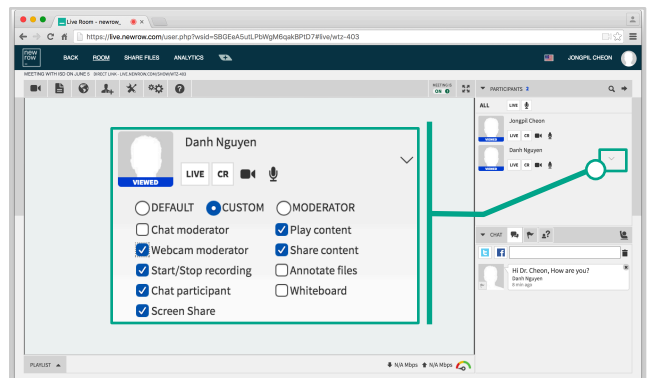


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VIII. PARTICIPANT MANAGEMENT

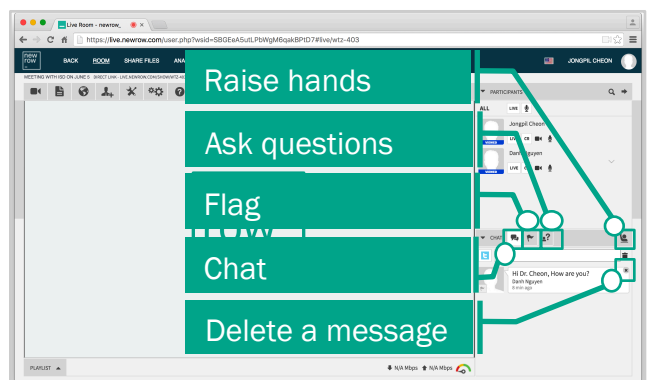
1. Modify the participant role (Default, Custom, and Moderator)

- Click the “**Arrow**” icon next to the participant.
- Define the participant’s role.



2. Manage the “Chat” portal

- Raise hands
- Flag
- Chat
- Delete a message

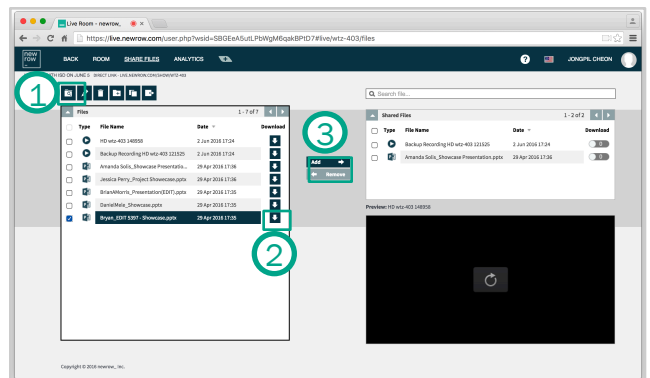


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IX. UPLOAD, DOWNLOAD, & SHARE CONTENT

- Click on “**Sharing Files**” on the Menu. (This is where you can manage your files such as uploading, downloading, and sharing.)

1. Upload files
2. Download files
3. Share files



X. ROOM ANALYTICS

- The “**Analytics**” space includes an attendance list that shows when each student entered and left the classroom, as well as statistics like average viewing time and a full log of chat/questions posts.
- You can also see a graphical representation of attendance and student questions to see when engagement spiked and dropped.

