

CALEB UNIVERSITY
IMOTA, LAGOS STATE, NIGERIA

● LIVE

Caleb Live

One Campus, One Voice

The University's own live video, on the portal — the complete manual for everyone who teaches, hosts, speaks, learns or joins.

Class
Undergraduate and postgraduate

Hangout
The VC with parents and guardians

Conference
Seminars, lectures, conferences

Connect
Alumni and stakeholders

No app to install · No time limit · Attendance by itself · YouTube for big audiences · Breakouts · Background blur · Polls & questions · Recording

© Developed by Adesola-Zion

WELCOME

One live room for every gathering at Caleb

Caleb Live is the University's own live video, built into the portal. The same room runs online classes, the Vice-Chancellor's Hangouts with parents and guardians, seminars and conferences, and gatherings with alumni and stakeholders. It opens in any browser, knows who everyone is, counts attendance by itself, and sends the session to YouTube when the room is full — so nobody is ever turned away.

0	∞	75%	1
apps to install	no time limit	of the class = present	YouTube video per session

Why our own room

Known people

Students by their portal account, parents verified against their ward's record, staff by Caleb e-mail, guests by a link the hosts control.

Records that count

Class attendance feeds exam eligibility and the CA; every meeting keeps who came, for how long, what they asked and how they voted.

Our server, our rules

Room video and recordings stay on the University's server. Only what we send to YouTube leaves it. No licences, no 40-minute limits.

How to read this manual

Students — undergraduate and postgraduate
Read pages 6–10 and 13–14

Parents, guardians, alumni and guests
Read pages 6–10

Lecturers
Read pages 5–13 and 20–23

Hosts, organisers and the admin
Read pages 4–5, 10 and 15–23

Caleb Live is the name for the whole family. Each way of gathering has its own name and colour, used all through this manual: Class · Hangout · Conference · Connect

THE FAMILY

Four ways to gather, one platform

Classes are scheduled by lecturers. Hangouts, conferences and alumni or stakeholder events are all **meetings**, set up by the admin under `Admin → Parents' meetings` — the same tools, used for different audiences.

Caleb Live Class

Who comes
Undergraduate and **postgraduate** students of a course, or of a department, programme or level.

Set up at
`/lecturer/online-classes` — the lecturer.

How people get in
Students: their portal → **Online classes → On now → Join**.

Best for
Lectures, tutorials, revision, make-up classes, group work.

Caleb Live Hangout

Who comes
Parents and guardians (verified against their ward's record), staff, and students.

Set up at
`/admin/parents-meetings` — the admin.

How people get in
Parents register with the ward's matric number and a code to their e-mail; each gets a personal link.

Best for
The VC's Hangout, college or level meetings with parents, orientation for parents.

Caleb Live Conference

Who comes
Speakers on stage, invited staff in the room, guests through the guest link, everyone else on the stream page.

Set up at
A meeting in `/admin/parents-meetings`, with speakers and breakouts.

How people get in
Personal links for hosts and speakers; the guest link for visitors; the stream page for the audience.

Best for
Seminars, inaugural lectures, workshops, conferences with parallel sessions.

Caleb Live Connect

Who comes
Alumni, partners, the Visitor's and Pro-Chancellor's guests, employers, community and other stakeholders.

Set up at
A meeting in `/admin/parents-meetings`.

How people get in
The guest link (a name, then straight in) and the stream page; key guests invited as speakers.

Best for
Alumni town halls and homecomings, partner and donor briefings, stakeholder updates.

Which one? If attendance must count toward a course, it is a **Class**. If the people are parents of our students, it is a **Hangout**. Speakers presenting to an audience: **Conference**. People outside our records — alumni and friends of the University: **Connect**.

ROLES

Who is who in the room

Everyone enters through their own link, so the room knows each person and what they may do. Nobody needs to "claim host" with a code.

Role	What they do	Talk	Camera	Manage	Broadcast & end
Host in charge 👑	Everything: YouTube, recording, lock, breakouts, End. One per session.	✔	✔	✔	✔
Co-host	Questions, hands, mute, disable a microphone, spotlight, polls, chat, remove.	✔	✔	✔	—
Speaker	On stage: camera, microphone and screen always allowed.	✔	✔	—	—
In the room	Parents, staff, students, guests with a seat: watch, ask, raise a hand, talk when allowed.	**if allowed**	**if allowed**	—	—
On the stream page	Watch the session inside the portal (YouTube), ask questions, answer polls; counted.	—	—	—	—

👑 The host in charge

The first host to enter is in charge, shown on a gold strip every host sees. Only they go live on YouTube, record, lock, open breakouts and end the session — so two hosts can never undo each other.

Automatic takeover

If the host in charge loses the network (unseen about 40 seconds in a meeting, 20 in a class), the co-host who came in first takes over by themselves. Everyone with host rights is told.

Hand over

The host in charge can pass the session to a co-host, a speaker or any member of staff in the room (Control → Hand over). A staff member becomes a host on the spot.

In a class

The lecturer is the host. A co-lecturer, or whoever scheduled the class, is a host too; the first one in runs the class. Students listen until the lecturer lets them talk.

BE READY

Before you go live

Ten minutes of preparation make the difference between a session people remember and one they leave. This page is for everyone who will be seen or heard — hosts, lecturers and speakers.

Your device

- A laptop for hosts and lecturers; a phone is fine for joining.
- Chrome or Edge is best; Safari and Firefox work.
- Charge it, or keep it plugged in.
- Close other video apps and heavy tabs.

Your sound

- Earphones or a headset: no echo, clearer voice.
- A quiet room; switch off fans near the microphone.
- Stay muted when you are not speaking.

Your picture

- Light in front of you, never a window behind.
- Camera at eye level; head and shoulders in the frame.
- Use ✨ **Background** to blur a busy room (page 9).

Your network

- Wi-Fi or a strong 4G signal; sit close to the router.
- Hosts: a second connection (a phone hotspot) ready.
- On weak networks, 📶 **Low data** keeps the session going.

Test your device in one minute

Open **calebuniversity.edu.ng/public/vendor/culbg/check.html** on the phone or laptop you will use. It turns on the camera, tries the background blur and measures the speed — and tells you plainly whether it works.

The day before a big session

- [ ] Hosts and speakers have received their personal links (check Spam) and opened them once.
- [ ] A short rehearsal in the room: sound, slides on 🖥 **Share screen**, who speaks when.
- [ ] The YouTube stream key or link is on the meeting page (hangouts, conferences, Connect).
- [ ] Agree who is **in charge**, who moderates questions and who watches the chat.

FOR EVERYONE

Getting in

Every person has their own way in, so the room knows who they are. Nothing to install: a browser on a phone, tablet or computer is enough.

Students — a class

1. Sign in to the portal → **Online classes**.
2. Under **On now**, press **Join**. The page opens when the lecturer starts.

Also shown: classes coming up, past classes, recordings and your attendance this semester.

Parents and guardians — a Hangout

1. Open the meeting page from the invitation; register with your ward's matric number and the code sent to your e-mail.
2. Your **personal link** comes by e-mail. At meeting time, open it and press **Enter the live room**.

Staff, hosts and speakers

Staff sign in with their Caleb account or register with their Caleb e-mail. Hosts and speakers receive a personal link by e-mail from the organisers — open it at the time; it goes straight to the stage.

Alumni, partners and guests

The organisers share a **guest link**. Open it, type your name, and you are in. If the link was replaced, ask the organisers for the new one.

The room and the stream page

In the live room

See and hear everyone, raise your hand, talk when allowed, chat, react. Room seats are counted so the room stays smooth.

On the stream page

When the room is full, you watch the same session inside the portal (through YouTube). You still ask questions and answer polls, and you are counted. A button appears when a seat frees up.

Leaving and coming back. Press **Leave** and your seat is kept for a while: press **Enter the live room** again. If your connection drops, the page takes you back in by itself.

THE ROOM

A tour of the room

The same room for every session. Hosts see six tabs in the panel; everyone else sees the ones they need.



1. **The top bar** — the session's name; ● LIVE, YouTube and ● REC show what is happening.
2. **The main picture** — whoever is talking (with a camera on) takes it by themselves, unless a host puts someone in the spotlight.
3. **The gallery** — other cameras; it fetches only the faces on screen, so a full room stays light.
4. **The panel** — questions, chat and people. On a phone, press 💬 Panel (Questions for parents and guests) to slide it up.
5. **The buttons** — your microphone, camera, background, hand and more — explained on the next page.
6. **The question banner** — when a host puts a question on screen, everyone sees it, with who asked.

YOUR PART

Taking part

You come in with your camera and microphone **off**. Turn them on with the buttons at the bottom — unless the hosts have locked them.

🎤 Mic
On or off. **Mic disabled** means a host turned it off; raise your hand.

📷 Camera
On or off. When the room is locked, cameras stay off unless a host lets you.

✋ Raise hand
Ask to speak. Your hand goes to the hosts' list, in order.

💬 Questions & chat
Ask a question for the hosts, or chat to everyone, the hosts, or one person.

👏 React
Applause and other reactions float across the screen.

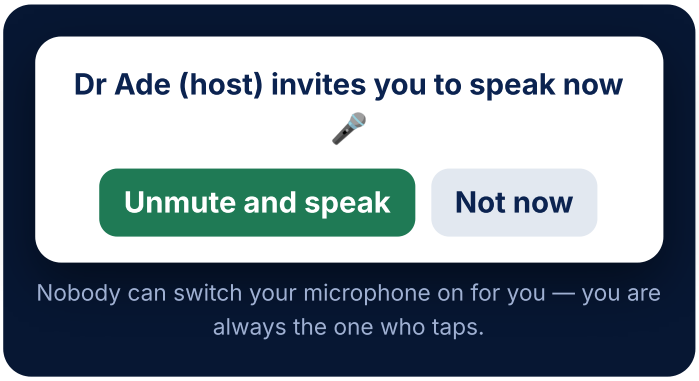
▣ View
Speaker, **Multi-speaker** or **All videos** — for you alone.

📶 Low data
Only the main picture, in lower quality — for weak networks.

🖥 Share screen
Hosts, speakers and lecturers show slides or a document.

When you are invited to speak

1. Press ✋ **Raise hand**.
2. A host presses 🎤 **Let speak**. Your hand comes down and an invitation appears on your screen.
3. Tap **Unmute and speak**. Say your name and where you are joining from, then your point. Press 🎤 again when you finish.



Nobody can switch your microphone on for you — you are always the one who taps.

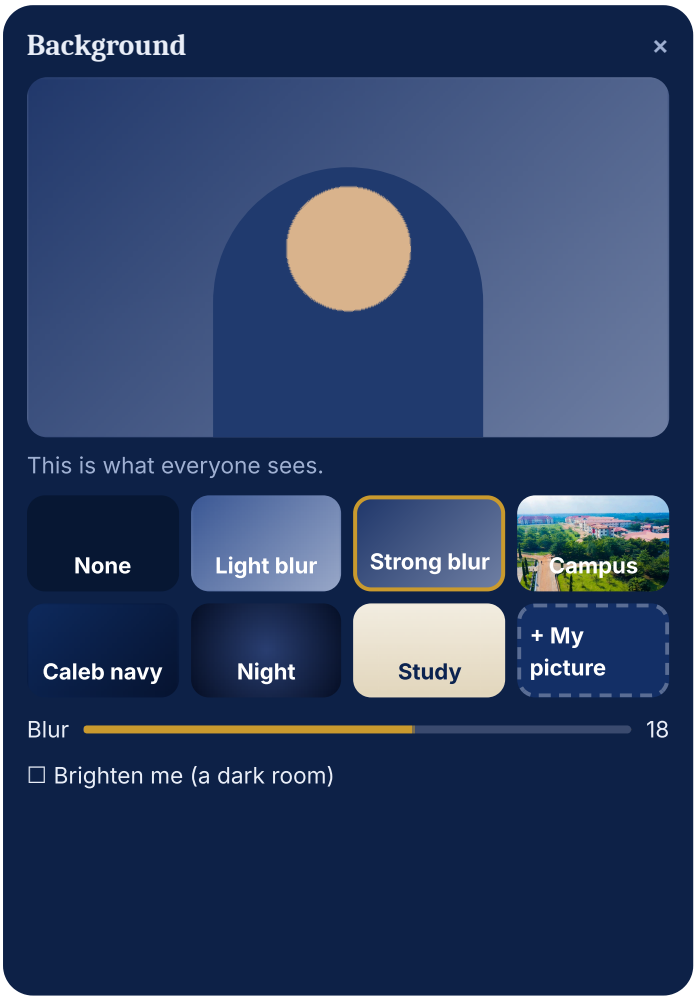
☺ Good manners in every Caleb Live room
Use your real name · stay muted until invited · one question at a time · be kind in the chat · no recording of others on your own phone · dress as you would on campus.

No sound? A phone call or a locked screen can take the sound away. Tap the gold **"🔊 Tap here to turn the sound back on"** button, or touch the screen once.

LOOK YOUR BEST

Blur or change your background

Press ✨ **Background** next to the camera button. A panel opens with a live preview of exactly what everyone sees.



Choose

Light or **Strong blur** (with a slider), a picture — **Campus**, **Caleb navy**, **Night**, **Study** — or **My picture** from your own phone or computer. **Brighten me** lifts a dark room.

Private by design

Everything happens on your own device. Your real camera image is never changed, saved or uploaded; only the finished picture goes to the room, the recording and YouTube.

Remembered

Your choice is kept on that device for the next session. Choose **None** to go back to the plain camera at once.

The first time, the effect downloads once (about 6 MB). On a slow device it lightens itself, and if the device is really too slow it pauses and shows your plain camera — the call never freezes.

Not working? Open `…/culbg/check.html` (page 5) on that device. Chrome or Edge with graphics acceleration on works best. The panel also says what went wrong.

For the best result

Contrast

Wear a colour different from the wall behind you; the edges stay cleaner.

Sit still

Fast movements and hands near the face can blur at the edges for a moment.

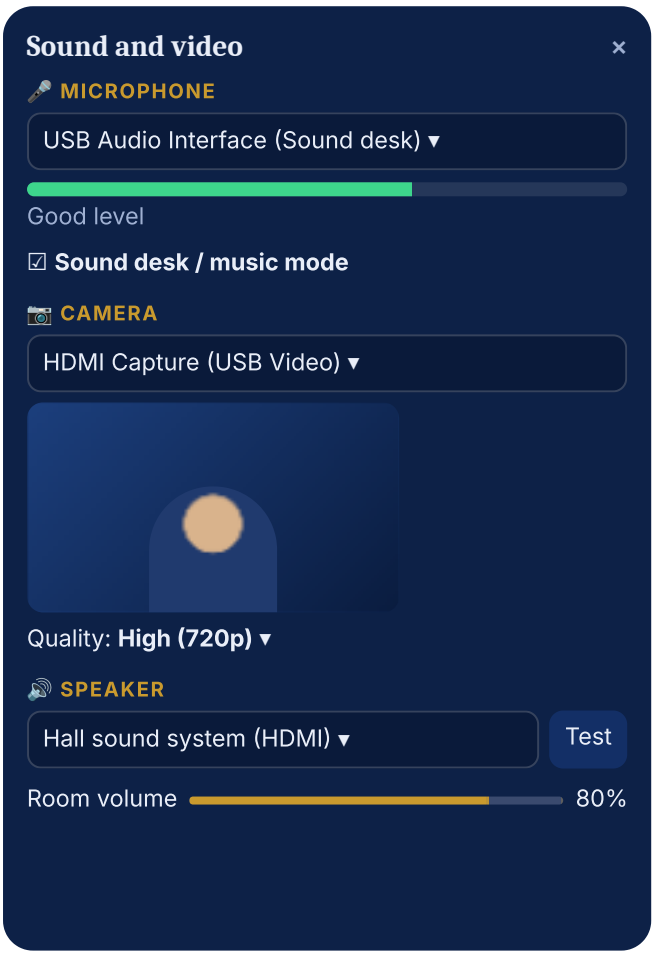
Formal sessions

Caleb navy or Campus look professional for conferences and Connect events.

YOUR EQUIPMENT

Sound and video: your devices

Press 🎛 **Devices** (next to ✨ Background; for students, next to ✋) to choose what the room uses — the microphone, the camera, the speaker — the picture quality and the room's volume. External equipment works: plug it in, then choose it. Picture quality: **Standard 360p** (light on data), **High 720p**, or **Full HD 1080p** for hosts, speakers and lecturers; the speaker can be chosen in Chrome and Edge on computers.



Microphones

Built-in, a headset or earphones, a USB microphone, or a **sound desk / mixer** through a USB audio interface. A live meter shows the level: aim for green, never red.

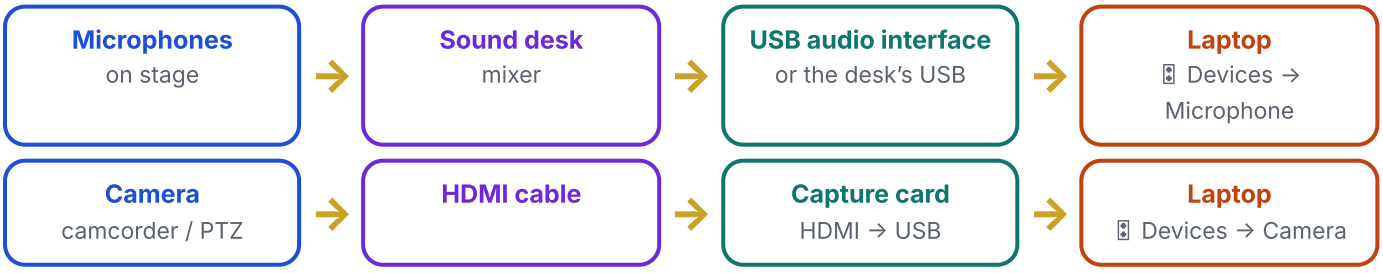
Sound desk / music mode

For a hall's sound system, a choir, instruments or music: the sound goes out **as it is** — no noise or echo filter, no automatic level — in stereo and high quality.

Cameras

Built-in, a USB webcam, a **camcorder or PTZ camera through an HDMI capture card**, or a virtual camera (OBS). A preview shows it before you turn it on.

A hall or event set-up



No echo: the hall's speakers must not play the meeting's sound back into the stage microphones — send remote voices to the hall on a separate channel of the desk (mix-minus), or use earphones. **Choices are remembered** on that computer; a device plugged in during the session is noticed.

CALEB LIVE CLASS · FOR LECTURERS

Scheduling and starting a class

Your online classes live at `/lecturer/online-classes`: classes coming up, your courses this semester, and past classes with their attendance and recordings.

1 New class

Choose **who it is for**: a **course** (its registered students) or a free class for a **department, programme** or level. **Postgraduate** courses and programmes are scheduled the same way.

2 Title, time and length

Starts (Nigerian time), **Length (minutes)**, an optional **Note for students**, and **Repeat** for a weekly class.

3 Groups (optional)

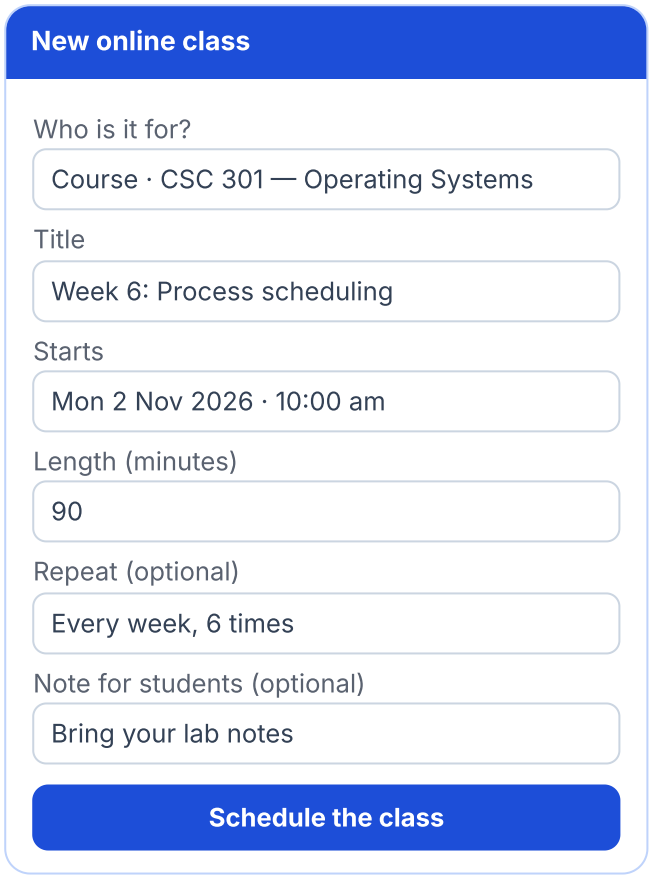
Group names, one per line; students choose, are placed at random, or both; minutes; YouTube for each group if wanted.

4 Materials

Add slides, notes or links to the class; students open them from the class page.

5 Start

At the time, press **Start**. Use **Preview** to see the room as a student would.



Big classes

When the room fills, the class goes out to YouTube by itself and students follow on the class stream page — still counted, still able to answer quizzes.

Online class requests

A class must follow the timetable: no attendance outside it. Ask the timetable committee if a timetabled class should be held online.

CALEB LIVE CLASS · FOR LECTURERS

Running the class, and what it leaves behind

Students listen by default. You decide who talks, when the class breaks into groups, and when it ends.

Who talks

🎤 **Let everyone talk** or 🔇 **Mute everyone** in People; or one student at a time with 🎤 / 🔇 **Stop**. A student you let talk gets an **Unmute and speak** invitation on their screen.

Raised hands

Hands appear at the top of People with a badge. Let the student talk, or lower the hand (or all hands).

Quizzes and quick tests

Ask a question with 2 to 6 answers, mark the **right answer** and set the **seconds** allowed. Answers arrive live; students then see the right one. Each student's score (answered, right) is kept with the class and in its spreadsheet.

Groups

Open the groups for N minutes: each group is its own room where students may talk and show their camera. A bar counts down; everyone returns by themselves.

Recording

Record to the University's server. Everyone sees that the class is being recorded; afterwards students watch it from the class page.

End the class

Press **End** when you finish. Only the lecturer in charge records, opens groups and ends the class.

Attendance takes itself

No roll call and nothing to type: from **Start** to **End**, the room counts every student's minutes and marks them Present, Partial or Absent — next page.

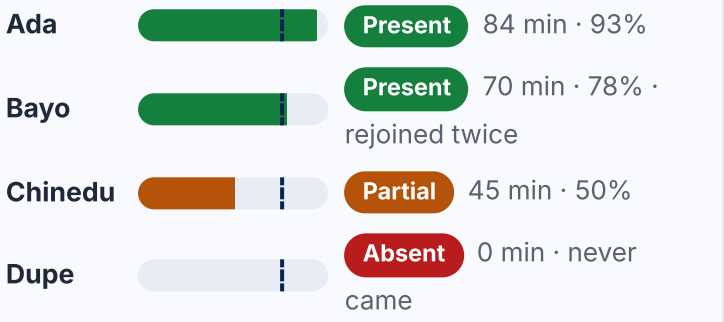
CALEB LIVE CLASS · UNDERGRADUATE AND POSTGRADUATE

Attendance takes itself

No roll call, no code to type, no list to upload. Being in the class **is** the attendance: the room counts each student's minutes from the moment the lecturer presses Start to the moment they press End.

Example: a 90-minute class

The dashed line is 75% — 68 minutes.



Status	Meaning
Present	In the class for at least **75%** of the time it ran (the University's rule, set by the admin).
Partial	Came, but for less than that.
Absent	Never came.

Fair to weak networks: a dropped connection is not a lost class — minutes before and after a rejoin add up, and 📶 **Low data** still counts. In groups, attendance keeps counting.

Where it goes, by itself

My attendance this semester

Each student sees every class, present or not, on their portal.

The lecturer's list

Per class: minutes, joins, the status — download as a spreadsheet.

The CA gradebook

The attendance mark, worked out and sent to the CA with one press.

Exam eligibility

Class attendance counts toward the 75% attendance rule for the exam.

Parents

Class attendance reaches parents in their weekly summary.

Postgraduate classes

PGD, Master's, MPhil and PhD classes run in the same room with the same automatic attendance — weekday, evening or weekend. Lecturers schedule them for the PG course, or for the PG programme and level; PG students join from their own portal.

CALEB LIVE CLASS · FOR STUDENTS

Your online classes

Undergraduate or postgraduate, everything is on your portal under **Online classes**: **On now**, **Coming up**, **My attendance this semester** and **Past classes**.

Join on time

Open **Online classes** and press **Join** under **On now**. Keep the page open: attendance counts while you are connected.

Be counted present

Stay for at least **75%** of the class. On a weak network, use 📶 **Low data** rather than leaving.

Ask to speak

Press ✋ **Raise hand**. When the lecturer lets you talk, tap **Unmute and speak**; tap 🎤 again when you finish.

Quizzes and tests

A question appears on your screen with a countdown: choose before it closes. Your answers and score are recorded with the class.

Groups

Choose your group on the class page before it starts (if the lecturer allows). In a group you may talk and show your camera; you return to the class by yourself.

Missed it?

Recordings play from **Past classes**. Materials stay on the class page.

Good class manners

Join a few minutes early · keep your microphone off unless you are speaking · use the chat for short questions · use earphones · never share your class link: it is yours.

Attendance outside the timetable does not count. Classes follow the official timetable. If your attendance looks wrong, raise it with your lecturer, your level adviser or (postgraduate) your PG coordinator, with the class date and time.

CALEB LIVE HANGOUT · FOR THE ADMIN

Setting up a Hangout with parents

Hangouts are meetings: `Admin → Parents' meetings` (`/admin/parents-meetings`). The same steps set up conferences and Connect events.

1 Create the meeting

Title, **Line under the title**, **About the meeting** (shown on the page and in the invitation), a **Short web address**, **Starts** and **Length**.

2 The room

The room opens (minutes before), **Parents' seats** and **Staff seats in the room**, when free seats are offered to the stream, and the server's safety line (Mbit/s).

3 Hosts and speakers

Hosts run the meeting; speakers are on stage with camera, microphone and screen. Each gets a personal link by e-mail.

4 YouTube

The stream key (YouTube Studio → Stream settings) and the live link or channel, and what YouTube shows of the room.

5 Breakouts (optional)

Names, seats, the staff who host each one, YouTube for each (page 20).

Publish and invite

Publish the meeting, then invite: **parents** by e-mail (spread over several days, so no mailbox is flooded), and **students** or **staff** by portal notification. Set a **reminder** for everyone registered who has not opened their page.

Verified parents

A parent registers with the ward's matric number and a code sent to their own e-mail. A parent not yet on the record is confirmed by the ward on the student portal.

Seats

Parents with a room seat enter the room; the rest follow on the stream page and are offered free seats as they open. Staff room seats are given by an admin.

The VC's way in

Admin → Parents' meetings → Open my host page, then **Enter the live room**.

Registrations at a glance. The meeting page in admin lists every registration — parent, staff, student — with their seat. Give someone a room seat, move them to the stream, or let a removed person back in; download the list as a spreadsheet.

FOR HOSTS — HANGOUT, CONFERENCE, CONNECT

The host's panel

The column on the right of the room. On a phone it is folded away: press 💬 Panel to slide it up.

Questions
From the room and the stream, with names. **On screen** shows one to everyone on the banner; **Answered** or **Hide**.

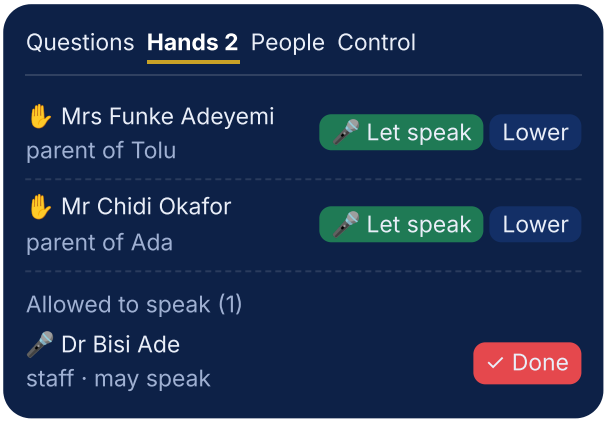
Hands
Raised hands in order: 🎤 **Let speak** or **Lower**; **Lower all**. Below: **Allowed to speak**, each with ✓ **Done**.

People
Everyone in the room: 🔇 mute, 🚫🎤 disable mic / 🎤 Allow, stop camera, ⭐ spotlight, 💬 message, ✕ remove. Removed people can be let back in.

Chat
To everyone, to the hosts, or to one person.

Polls
Ask a poll with 2 to 6 answers, watch the answers come in, show the results, download them.

Control
👑 who is in charge · Hand over · YouTube and recording · YouTube preview · guest link · mute all · **Lock microphones only** · **Lock mics and cameras** · layout for everyone · End.



One person per job. In a big session: the host in charge runs the stage, one co-host moderates questions, another watches hands and chat.

Moderating questions well

Group them
Many people ask the same thing. Put one on screen and answer it for all; mark the rest Answered.

Name the asker
Read the name on the banner: "Mrs Adeyemi asks..." People feel heard.

Close the loop
What cannot be answered live goes to the office concerned and into the follow-up letter.

FOR HOSTS

Keeping a large room calm

Three levels for the whole room, and tools for one person. Only the host in charge locks and unlocks; every host can mute.

Open

Parents, staff and guests may turn on their microphone and camera.

🔒 Lock microphones only

Everyone except hosts and speakers is muted at once and cannot turn the microphone back on. **Cameras stay free**, and chat, questions and hands keep working.

🔒 Lock mics and cameras

Microphones and cameras are switched off and stay off for everyone except hosts and speakers.

In either lock, the people you let speak (✋ **Hands** → 🎤 **Let speak**, or **Let talk** in People) can talk; ✓ **Done** mutes them and closes their turn. Press the lit button again to unlock.

For one person

Action	What happens
🔇 **Mute**	Their microphone goes off now. They may turn it on again (unless the room is locked).
🚫🎤 **Disable mic**	Muted, and the microphone stays off — even if they leave and come back — until a host presses 🎤 **Allow**. Camera, chat and hand still work.
Ask to turn on	A host can ask someone to turn on their camera or microphone; the person decides.
⭐ **Spotlight**	Puts one person on everyone's main picture. Control also sets the layout for everyone: Speaker, Multi-speaker or All videos.
× Remove	Sends a disruptive person out; they cannot come back on their own. People → Removed → **Let back in**.
Mute all	**Mute all microphones**, or **Mute all mics and cameras**, once — without locking.

Taking the question off the screen? Use × on the yellow question banner — not Remove, which sends the person out of the room.

CALEB LIVE CONFERENCE

Seminars, lectures and conferences

A conference is a meeting with speakers on stage and an audience — in the room, on the stream page and on YouTube.

Speakers

Added in the meeting as **speakers**: always on stage with camera, microphone and screen; each gets a personal link by e-mail. Locks never silence them.

The audience

Staff and students register on the meeting page; visitors use the **guest link**; everyone beyond the room's seats follows on the stream page and YouTube.

Questions that count

Questions from the room and the stream arrive in one list with names; the moderator chooses which go on screen. Polls measure the room in seconds.

Parallel sessions

Breakouts become tracks or workshops: each with its own hosts, seats and YouTube link (page 20).

A model programme

−30 min	Room opens for hosts and speakers: sound check, slides ready.
Start	Welcome and opening by the host in charge; ● Go live on YouTube and ● Record.
Keynote	Speaker on stage with 🖥 Share screen; microphones locked for the audience.
Q&A	Moderator puts questions on screen; raised hands → 🎤 Let speak.
Sessions	🧩 Breakouts for parallel tracks, each with its hosts and YouTube link.
Close	Everyone back; a poll for feedback; vote of thanks; End.

Rehearse. A short meeting the day before, with the same speakers and slides, removes most surprises. Use ▶ **Preview YouTube** in Control to see what online viewers see (10 to 30 seconds behind).

CALEB LIVE CONNECT

Alumni and stakeholder engagement

Bring the wider Caleb family into the room — alumni across the world, partners, employers, donors, the community — with the same tools, and a guest link that takes a name and nothing more.

Alumni town halls

The Vice-Chancellor or the alumni office with alumni everywhere: news of the University, questions, a poll on what alumni want next.

Homecoming & reunions

Class sets reunited online; breakouts by graduating year or by college.

Partner briefings

Employers, industry and development partners: projects, internships, research.

Stakeholder updates

The Visitor's, the Pro-Chancellor's and Council guests, the host community and government: milestones and plans.

Donor & project launches

Unveil a project live on YouTube, with the room for invited guests.

Career talks

Alumni as speakers for students: careers, mentoring, entrepreneurship.

How to run a Connect event

1. Create the meeting in `Admin → Parents' meetings`, with a clear title and "About".
2. Add key guests as **speakers** (personal links) and staff as **hosts**.
3. Copy the **guest link** (Control) and share it in alumni groups, newsletters and partner e-mails. For big audiences, also share the YouTube link.
4. Open with a welcome, keep questions moderated, close with a poll and the next step.

The guest link is open: anyone who has it can join with just a name. Share it only where you mean to. **New link** stops the old one at once; people already inside stay.

Ask guests to type their name as **Name · year · course** (alumni) or **Name · organisation** — the hosts then know who is speaking.

SMALL ROOMS

Breakouts and groups

Small rooms for discussion, on a timer, with everyone back together at the end — by themselves, straight in.

In meetings: breakouts

Set by the admin: a name and one line about each, seats (0 = no limit), the staff who host it, and whether it goes to YouTube. People choose a breakout when they register, on their meeting page, or in the room (🧩 Breakouts).

In classes: groups

On the class form or in the room: group names one per line; students choose, are placed at random, or both. In a group every student may talk and show their camera; attendance keeps counting.

Opening them

1 The host in charge presses 🧩 and sets the minutes.

2 Everyone goes to their breakout or group — a room of its own.

3 A bar counts down. The host in charge can add 5, 10 or 15 minutes.

4 At zero — or "bring everyone back now" — all return by themselves.

Visiting

Main hosts stay in the main room and can visit any breakout; speakers may visit or stay.

Their own YouTube

Breakouts or groups ticked for YouTube get their own video while people are in them; viewers pick which to watch.

Order inside

A breakout host can mute, disable a microphone, let people speak and lower hands — just like the main room.

Good breakouts have one clear question, a named person to report back, and 15 to 25 minutes. Say the question before you open them — people cannot hear the main room once they leave.

REACH AND RECORD

YouTube, recordings and the record

Reach thousands without losing count of who watched, and keep a record the University can use.

● Go live on YouTube

The host in charge presses it in Control. The portal sends the room to the University's YouTube — nobody copies stream keys in the room.

One video per session

If the line drops, it reconnects to the **same** video within about a minute. **Stop YouTube** pauses; **Continue on YouTube** carries on in the same video.

▶ Preview YouTube

See what online viewers see, without leaving the room. It runs 10 to 30 seconds behind — that is normal.

The stream page

Overflow viewers watch inside the portal, so they are counted, can ask questions and answer polls, and get a button when a room seat frees up.

● Record

Records to a file on our own server; everyone sees ● REC. Afterwards the recording and every YouTube part play on the session page for those registered.

The log

Every important action is kept with who did it: going live, hand-overs, takeovers, locks, removals, breakouts, disabled microphones.

The record after a meeting

What	Where
Registrations and attendance	The meeting in admin → download the spreadsheet: who registered, who came, room and stream minutes.
Questions and polls	Kept with the meeting; poll results download as a spreadsheet (Parents' meetings → the meeting → Opinion polls).
The full report	ICT prepares the meeting report — registrations and attendance by group, time spent, questions by theme, polls, recordings — in Word and PDF.
Class attendance	Per class (pages 12–13): the list, the spreadsheet and the attendance mark for the CA gradebook.

CHECKLISTS

Run sheets for hosts

Print this page for every major session. Tick as you go.

A week before

- [ ] Meeting created and published; title, About, time and length right
- [ ] Hosts and speakers added; links received
- [ ] Seats set; breakouts set (if any)
- [ ] YouTube key or link saved
- [ ] Invitations sent (parents over several days); reminder set
- [ ] Programme and roles agreed: in charge, moderator, chat

On the day

- [ ] Device checked (check.html); charger; second connection
- [ ] Enter 30 minutes early; sound and slides tested
- [ ] Host in charge confirmed on the 👑 strip
- [ ] ● Go live on YouTube and ● Record at the start
- [ ] Lock microphones once the welcome begins
- [ ] Questions moderated; hands → Let speak → Done
- [ ] A poll or two to keep the room engaged

Afterwards

- [ ] End the session for everyone
- [ ] Recording and YouTube parts on the session page
- [ ] Download registrations, attendance and polls
- [ ] Ask ICT for the full report
- [ ] Thank-you message to those who registered and came
- [ ] Answer the questions raised: a follow-up letter
- [ ] Note what to improve next time

Who does what on the day

Role	During the session
👑 **Host in charge**	Opens and closes; YouTube, recording, locks, breakouts; introduces speakers; keeps time.
Question moderator (co-host)	Reads every question; puts the best on screen; marks the rest Answered or Hide; notes what needs a follow-up.
Hands & chat (co-host)	Lets raised hands speak, presses Done; answers practical questions in chat; mutes noise.
Speakers	Ready 30 minutes early; slides on Share screen; finish on time.
ICT on call	Watches the room and YouTube; helps hosts and speakers; restores sound or connection issues.

HELP

Quick fixes

Most problems take a few seconds to solve. Here are the ones hosts hear most.

"I can't hear anything."

A phone call or a locked screen took the sound. Tap the gold "Tap to turn the sound back on" button, or touch the screen once.

"My microphone won't turn on."

"Mic disabled" or a locked room: raise your hand. A host presses 🎤 Let speak, and you tap Unmute and speak.

"The browser blocked my camera or microphone."

Tap the camera icon in the address bar → Allow, then press the button again.

"The background blur does nothing."

Open check.html on that device (page 5). Use Chrome or Edge with graphics acceleration on; a slow device pauses the effect by itself.

"The room says it is full."

Follow on the stream page. A button appears when a seat frees up.

"There is no button to go back in."

A host removed that person. A host opens People → Removed → Let back in.

"The YouTube video is behind the room."

YouTube runs 10 to 30 seconds behind. For live discussion, take a seat in the room.

"Another host keeps stopping YouTube."

Only the host in charge controls YouTube, recording and the end. Check the 👑 strip; ask them to hand over.

"The class did not count me."

Attendance counts while the class page is open and connected. Stay 75%; use Low data rather than leaving.

"My guest link does not work."

It was replaced by a new one. Ask the organisers for the current link.

"The room is not using my USB microphone or HDMI camera."

Press 🎛 Devices and choose it. Not listed? Plug it in, press ↻ Refresh; close any other app using it.

Still stuck? Students: your level adviser. Staff: your HOD, Dean or the ICT Directorate. Parents, alumni and guests: the **Help desk** link at the foot of every portal page, or the chat on the University website.



Caleb Live

One Campus, One Voice

Classes, Hangouts, Conferences and Connect — the University gathering its students, staff, parents, alumni and friends, from anywhere, in one room of its own.

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