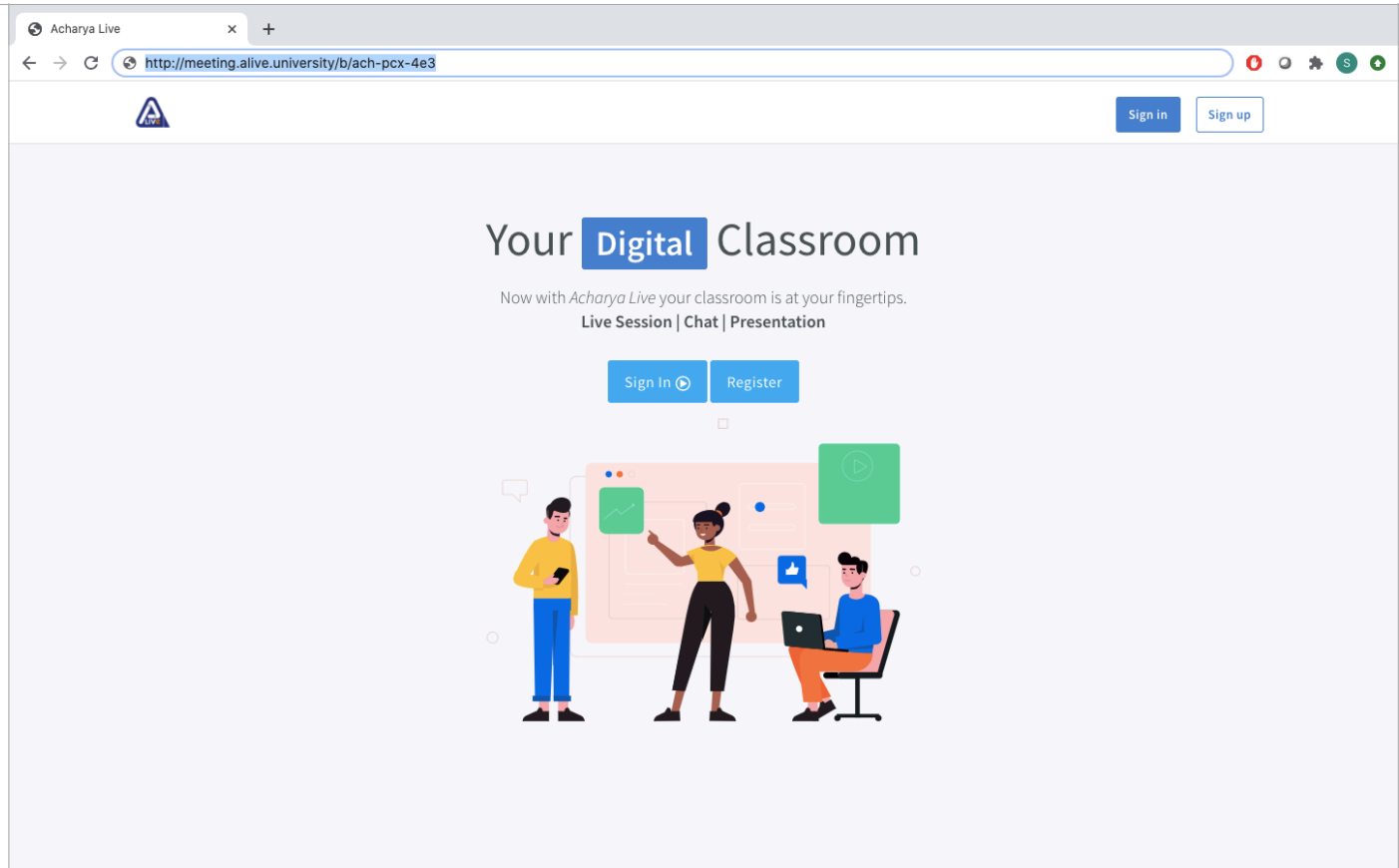


ACHARYA INSTITUTES

USER MANUAL

meeting.alive.university

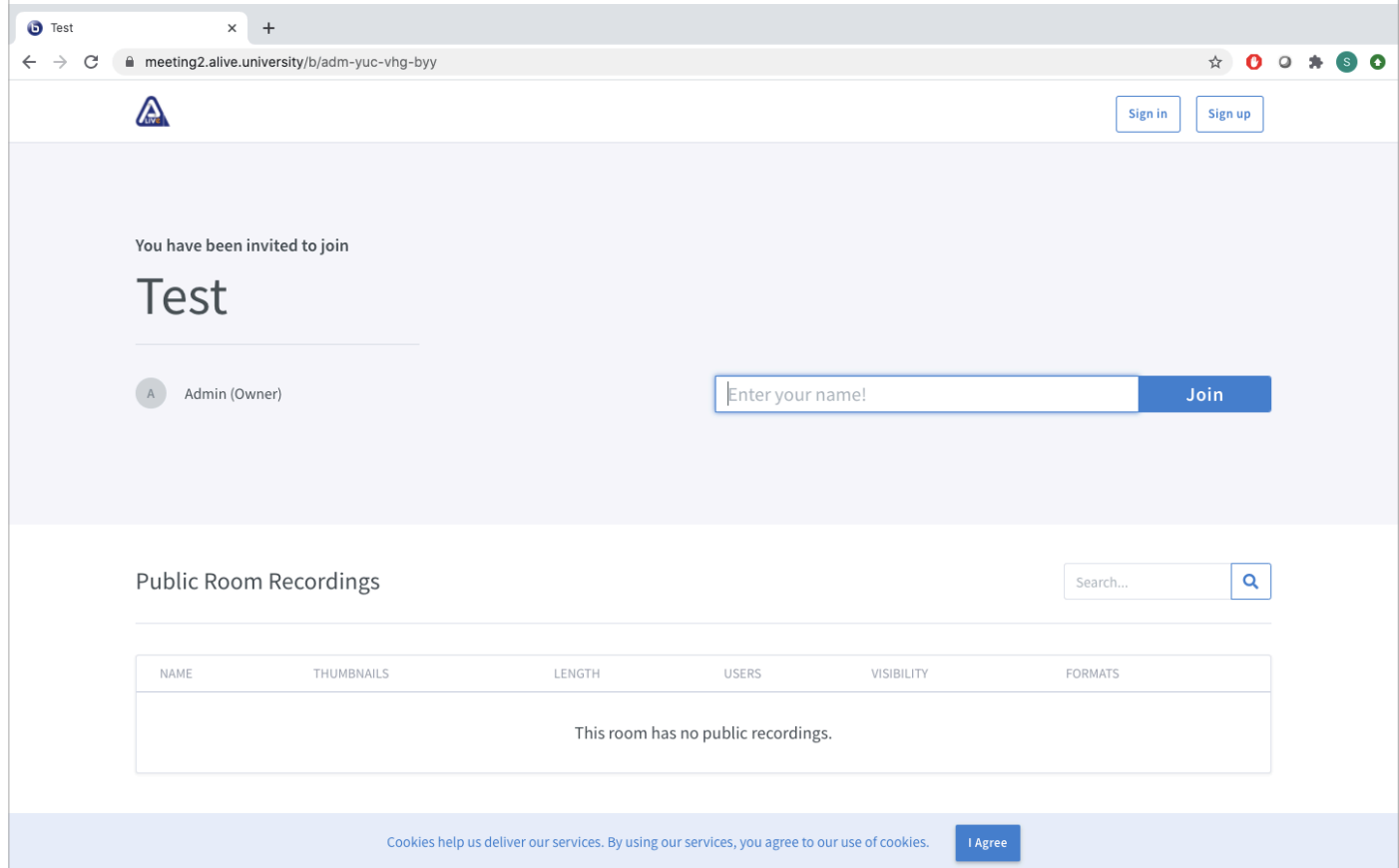
Step 1: Copy the link shared by your teacher and paste the URL in address bar in the web browser. It is recommended to use Google Chrome Updated Version.



Step 2: Once you press enter after entering the link, you will be redirected to the page shown. Enter your NAME and USN in the following format:

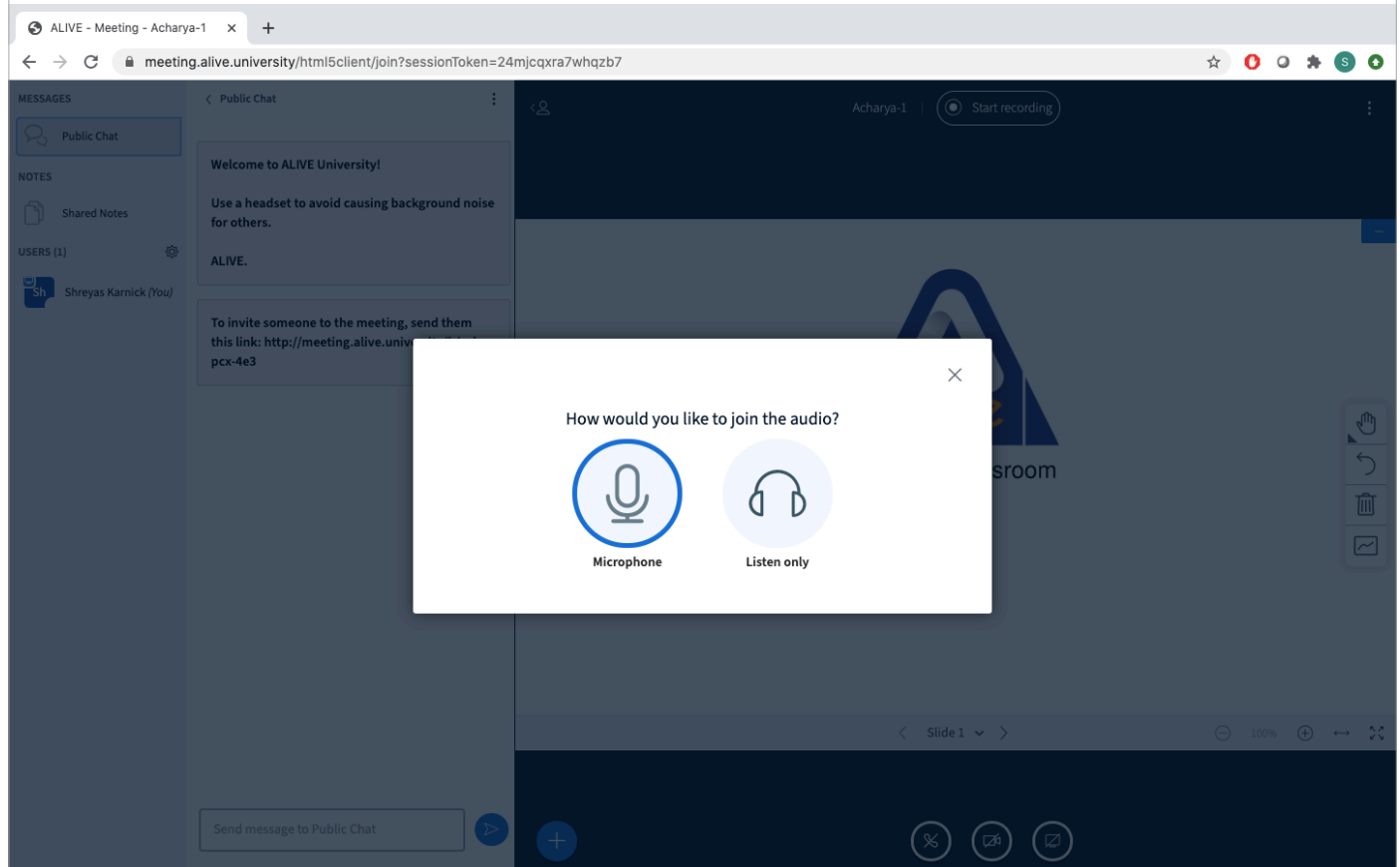
NAME(1AY19EE001)

Click on Join.

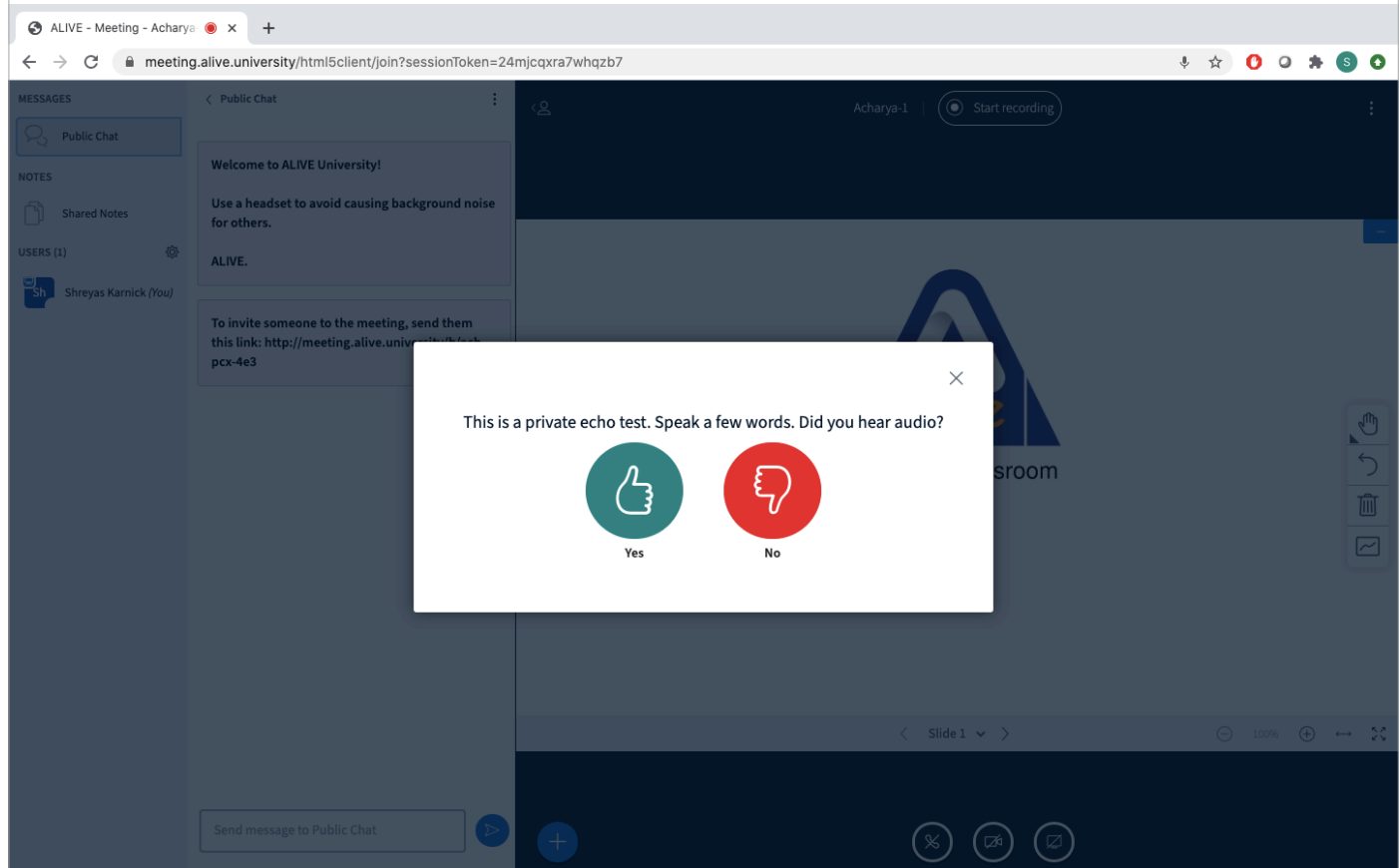


The screenshot shows a web browser window with the URL `meeting2.alive.university/b/adm-yuc-vhg-byy`. The page displays a meeting invitation for a room named "Test". At the top right, there are "Sign in" and "Sign up" buttons. The main content area shows the text "You have been invited to join" followed by the room name "Test". Below this, there is a list of users, with "Admin (Owner)" being the only one visible. A text input field with the placeholder "Enter your name!" and a "Join" button are positioned to the right. Below the user list, there is a section for "Public Room Recordings" with a search bar. A table with columns for NAME, THUMBNAILS, LENGTH, USERS, VISIBILITY, and FORMATS is shown, but it is empty, with the message "This room has no public recordings." displayed below it. At the bottom of the page, there is a cookie consent banner that says "Cookies help us deliver our services. By using our services, you agree to our use of cookies." with an "I Agree" button.

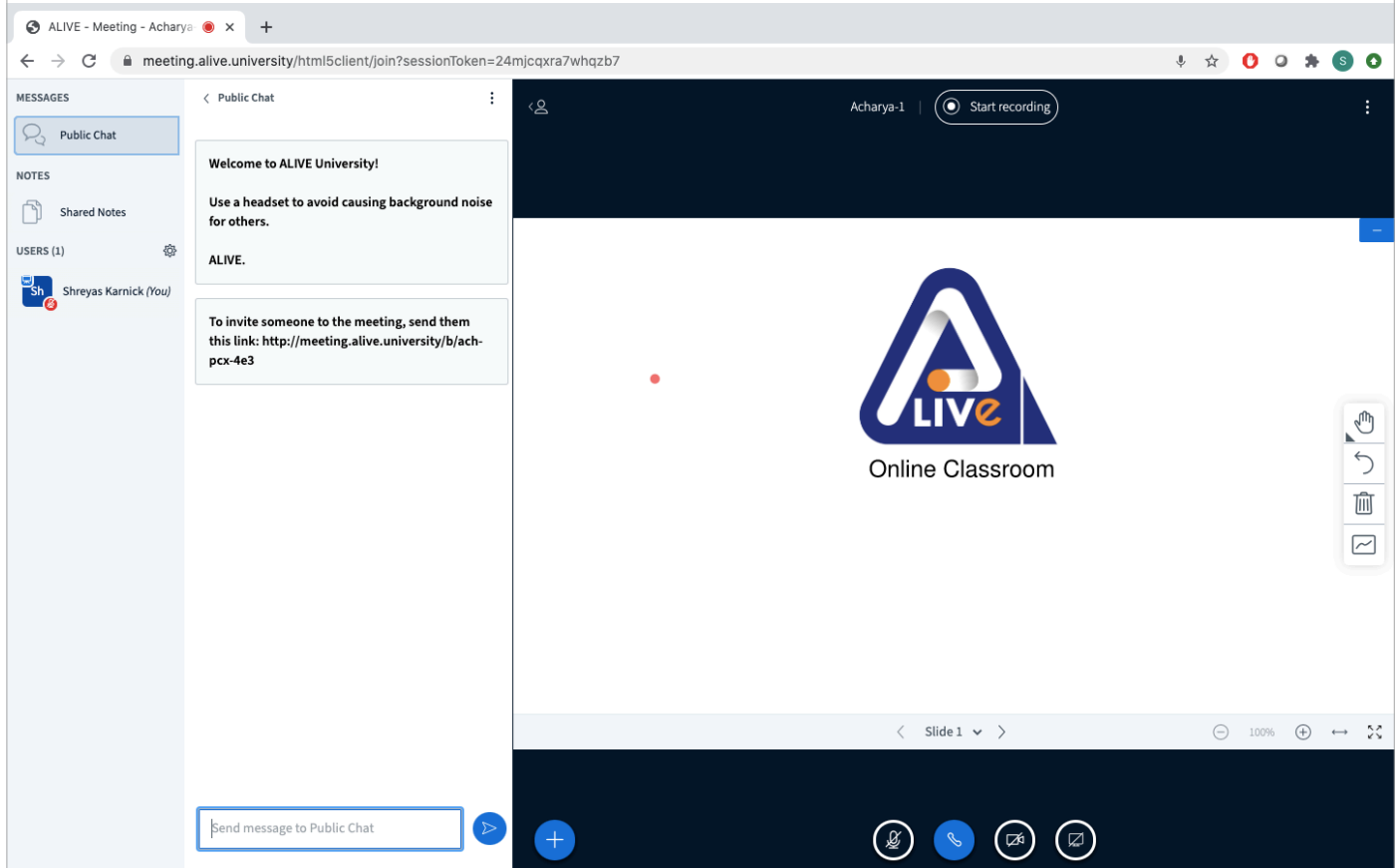
Step 3: Once you click on Join Button, you will be redirected to this page. Select the join the audio through microphone only.



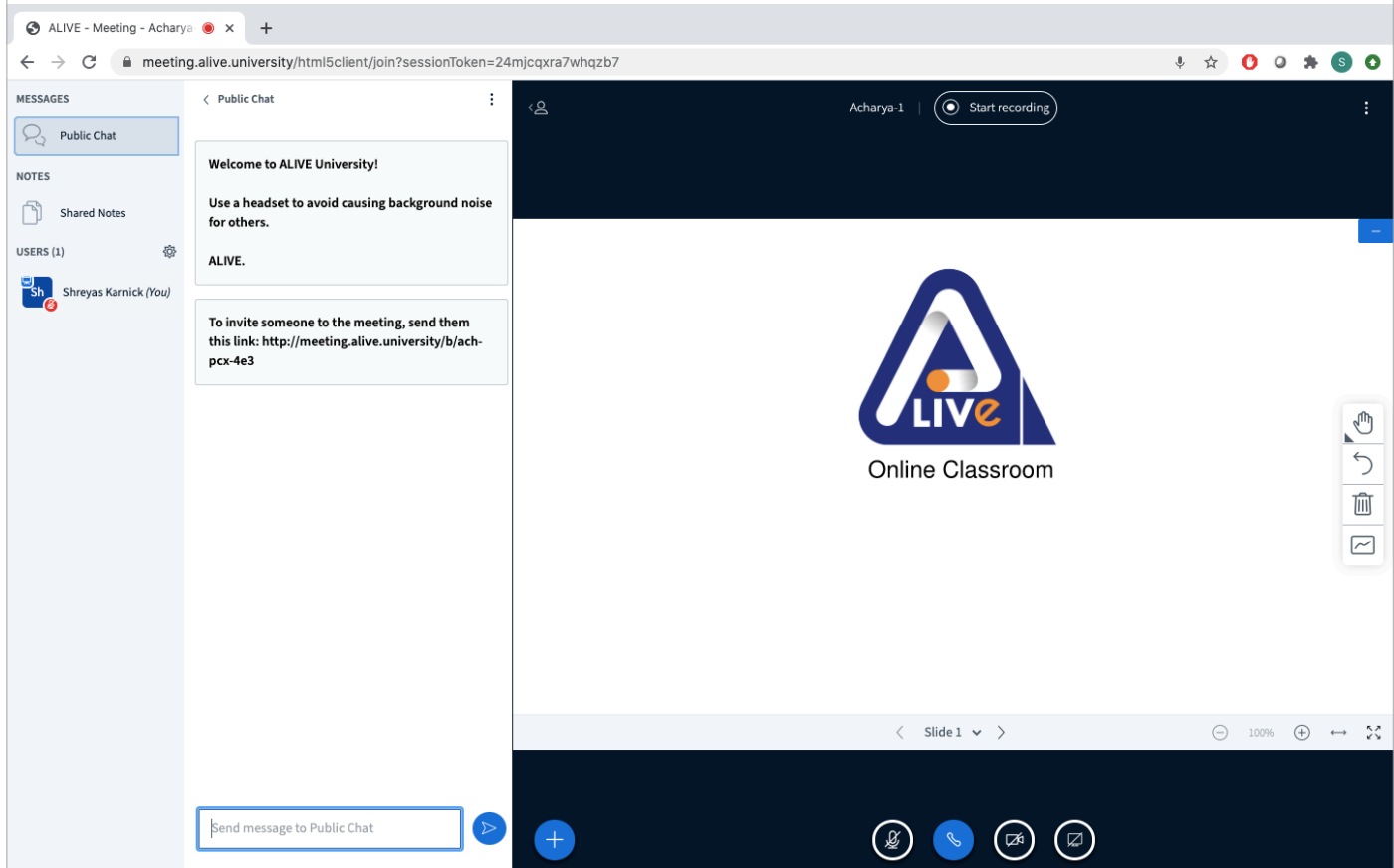
Step 4: Carry out the Echo Test. Select Yes if your voice is Audible, else select No and check for settings in your system.



Step 5: After entering the room, you will be redirected to the ALIVE ONLINE platform.

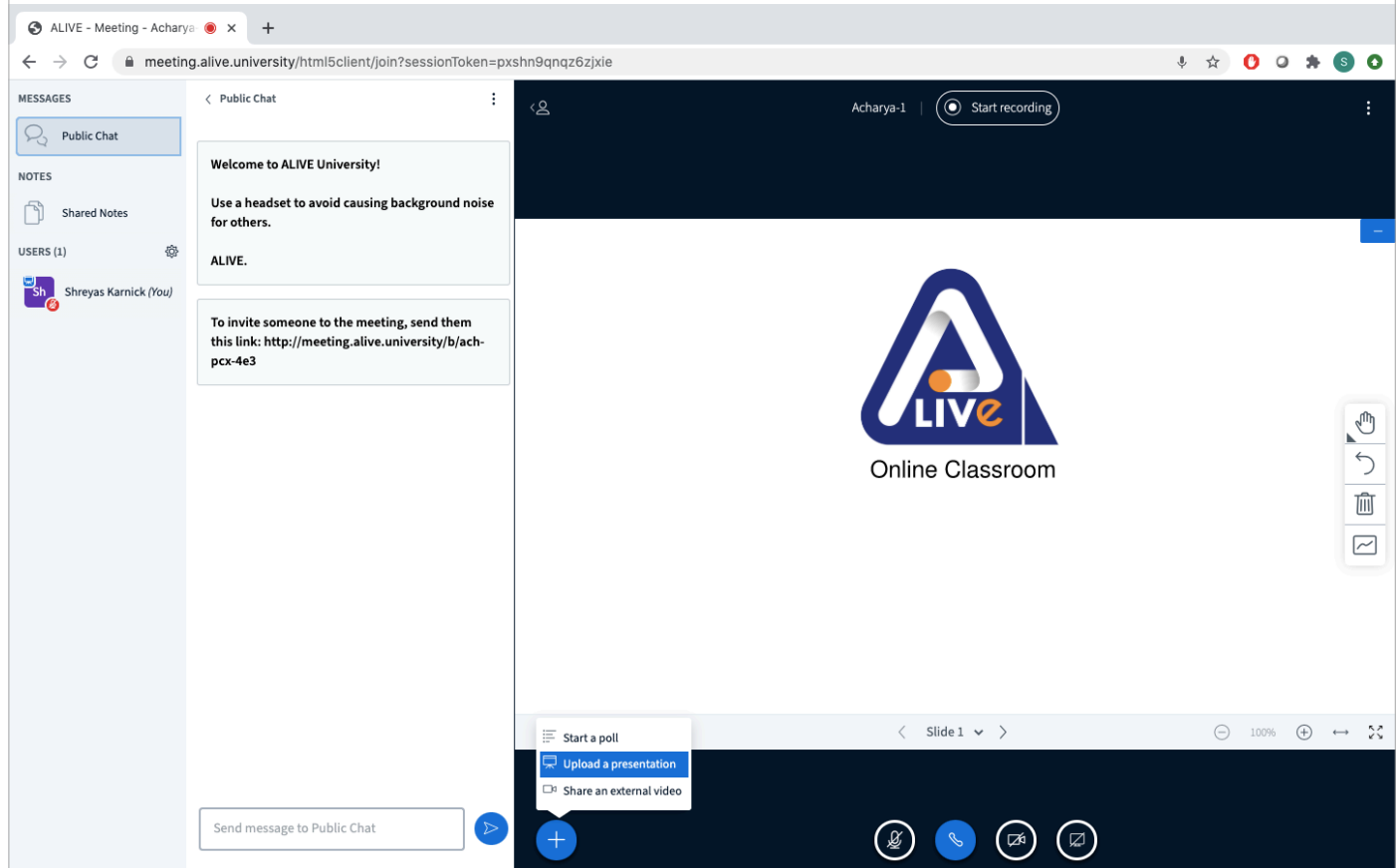


Step 6: Once the teacher makes you the presenter, a light blue box will appear on your respective name indicating that you can upload a presentation.



Step 7: To upload a presentation, select the plus sign “+” on your screen. The options available are as shown:

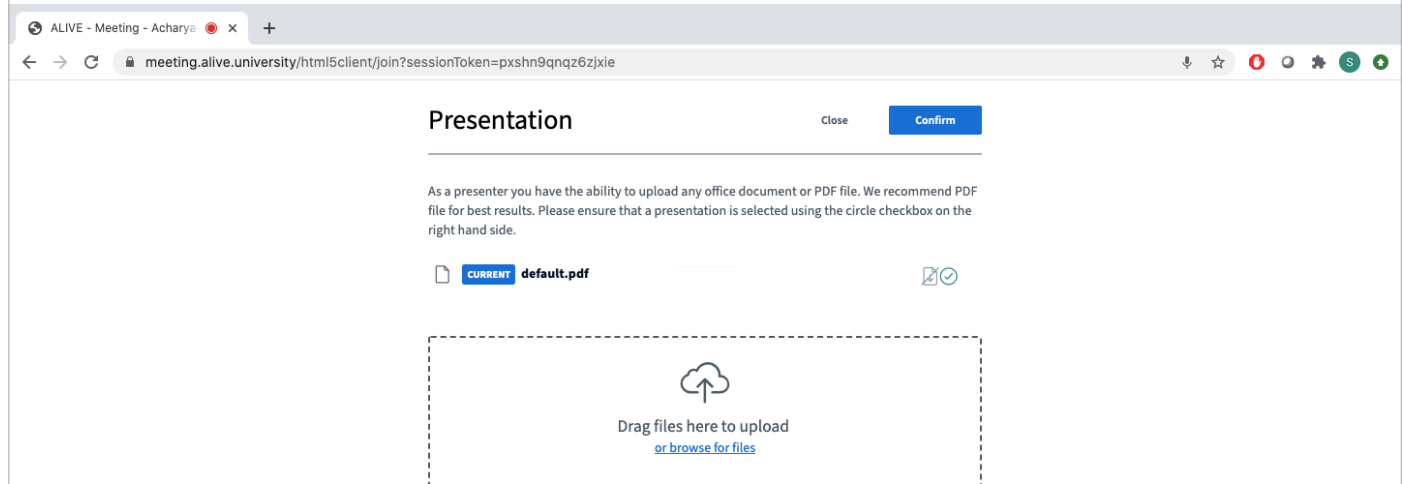
Select the Upload a presentation option.



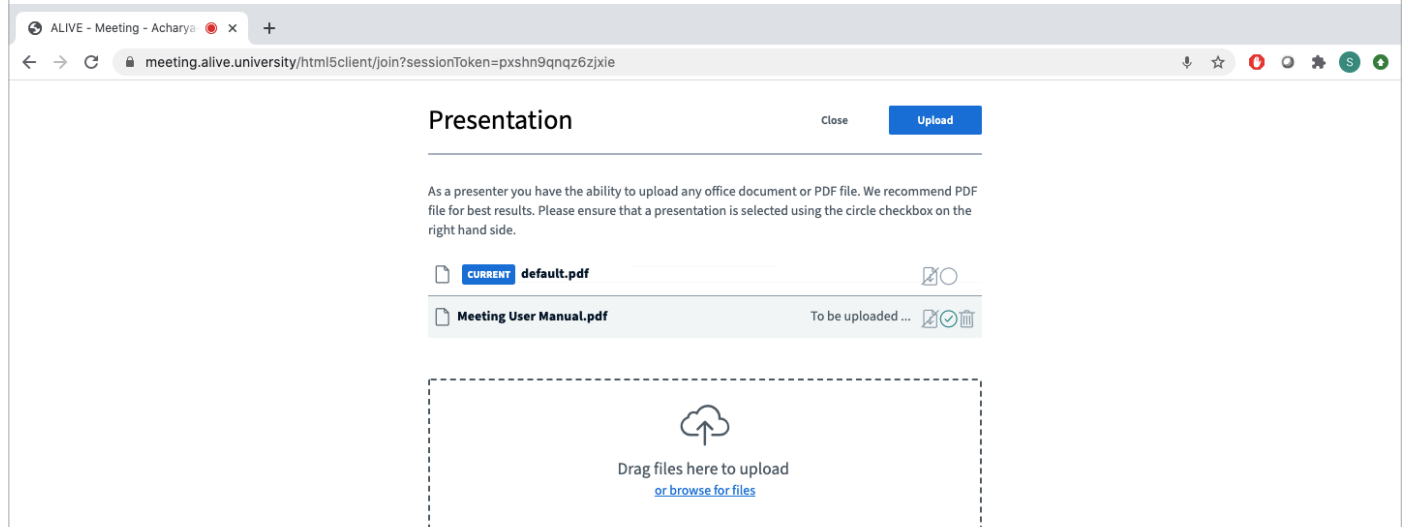
Step 8: After selecting the upload a presentation option, you will be redirected to the page shown:

Click on Browse for files and select the file for your presentation.

It is recommended that you convert your power point presentations into pdf for best performance.

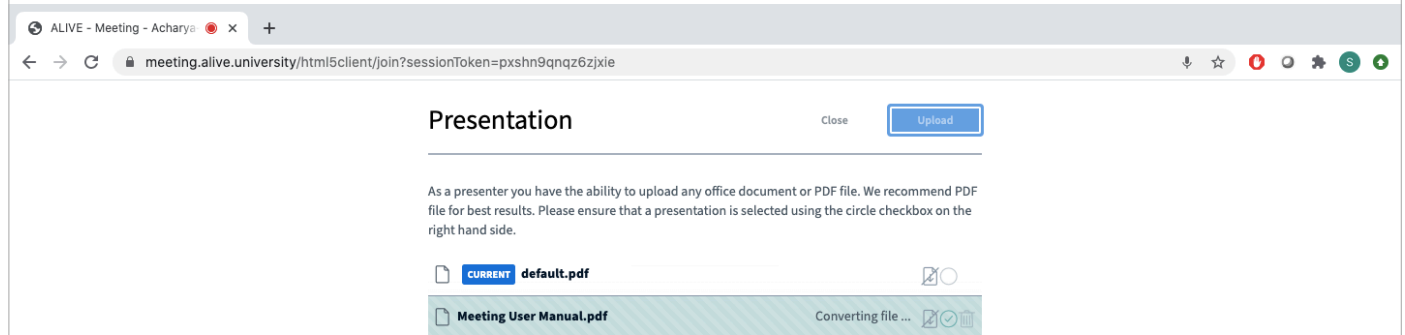


Step 9: Once the file is selected, it will be visible in the screen with a message “To be uploaded”.
Select the Upload button.



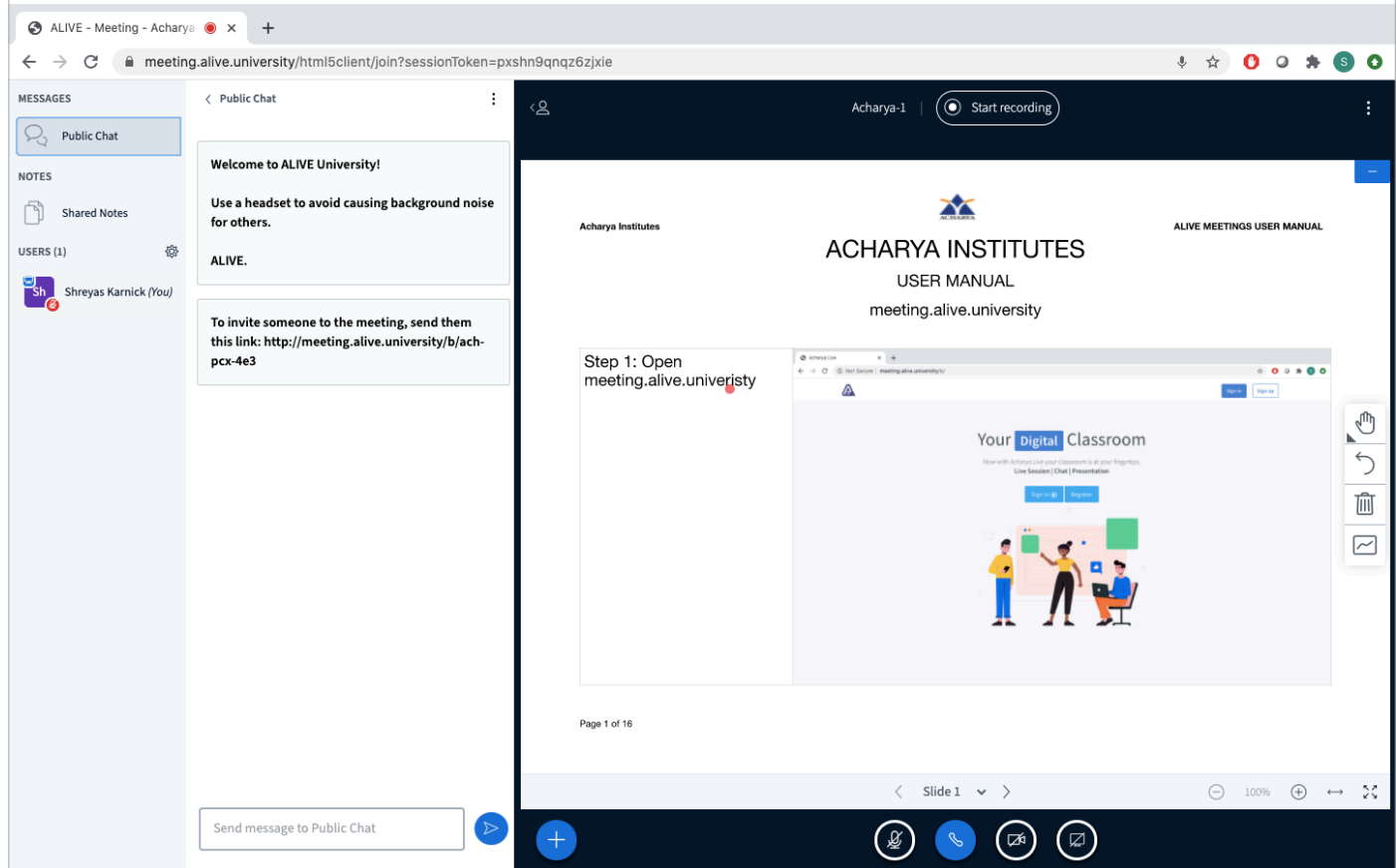
The screenshot shows a web browser window with the URL `meeting.alive.university/html5client/join?sessionToken=pxshn9qnqz6zjxie`. The page title is "Presentation" and it features a "Close" link and an "Upload" button. Below the title, there is a message: "As a presenter you have the ability to upload any office document or PDF file. We recommend PDF file for best results. Please ensure that a presentation is selected using the circle checkbox on the right hand side." There are two file entries in a list: "default.pdf" with a "CURRENT" label and a selected checkbox, and "Meeting User Manual.pdf" with a "To be uploaded ..." label and an unselected checkbox. At the bottom, there is a dashed box containing a cloud upload icon and the text "Drag files here to upload" with a link "or browse for files".

Step 10: Once you select the upload button, wait for the uploading and conversion to complete. The screen at this time shall be as shown:

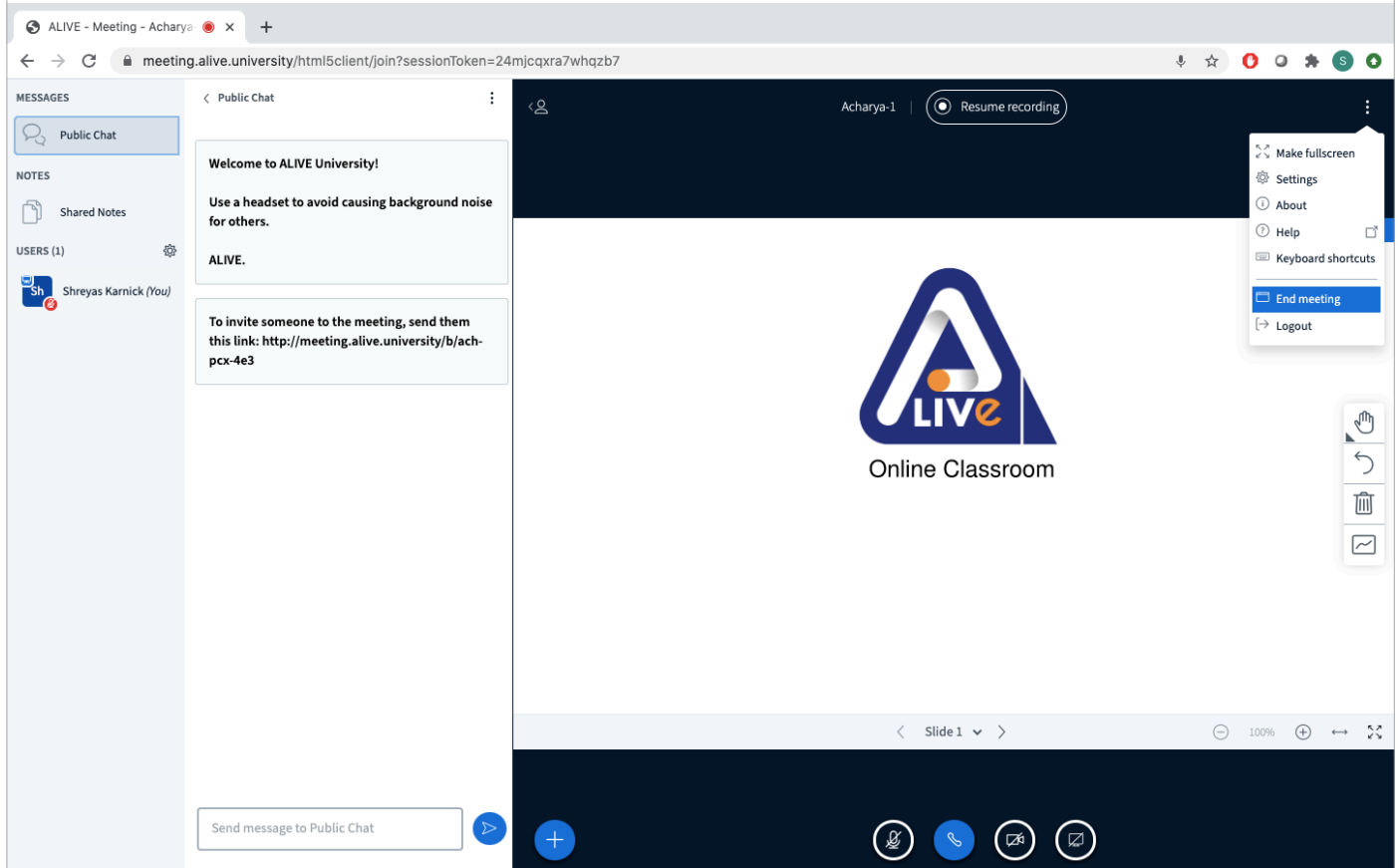


Step 11: Once the File is successfully upload, you will be redirected to the page shown where you can carry out your presentation.

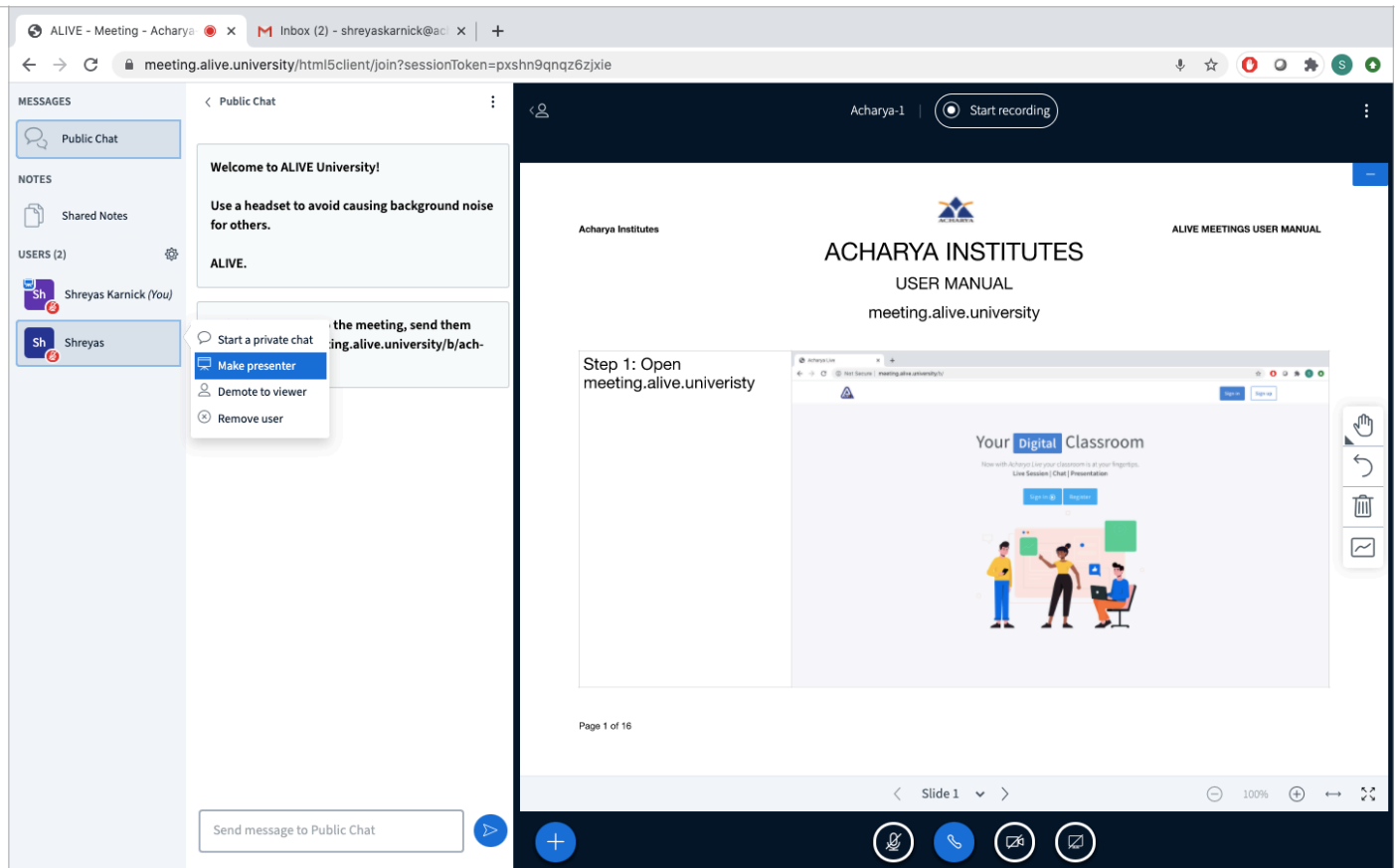
You can change the slides by using the arrow keys next to the Slide 1 option.



Step 12: The other options include, unmuting, switching on video and screen sharing that are available at the bottom shown in the screen.



Step 13: To pass on the presentation to other group members, click on their name and select the make presenter option.





Step 14: Once your presentation is over and upon the permission from your teacher, compulsorily log out by clicking on the three vertical dots on the right corner and choosing Log Out option ONLY.

The screenshot displays a web browser window with the URL `meeting.alive.university/html5client/join?sessionToken=pxshn9qnqz6zjxie`. The interface is split into three main sections:

- MESSAGES (Public Chat):** Contains a welcome message: "Welcome to ALIVE University! Use a headset to avoid causing background noise for others." and an invitation link: "To invite someone to the meeting, send them this link: <http://meeting.alive.university/b/ach-pcx-4e3>".
- NOTES:** Shows "Shared Notes".
- USERS (2):** Lists "Shreyas Karnick (You)" and "Shreyas".

The main meeting area shows a presentation slide with the following content:

- Header: "ACHARYA INSTITUTES USER MANUAL meeting.alive.university"
- Slide Title: "Your Digital Classroom"
- Text: "Now with Acharya Live your Classroom is at your fingertips. Live Session | Chat | Presentation"
- Buttons: "Sign Up", "Sign In"
- Illustration: Three people in a classroom setting.
- Page Number: "Page 1 of 16"

At the bottom of the meeting window, there is a "Start recording" button and a "Log out" button in the top right corner. The bottom navigation bar includes icons for chat, call, share, and screen sharing.

alive.university/app/stream

ALIVE

HOME NOTES ASSIGNMENTS ATTENDANCE MANJULA T

Meeting time remaining: 03:04

MESSAGES

Public Chat

NOTES

Shared Notes

USERS (9)

ANTARA DEY

ARPITA MAJUMDAR

GODWIN SHABU

MANISHA DAS

Public Chat

Welcome to 662209!

This server is running BigBlueButton.

MANJULA T 11:02 AM
good morning...

ARPITA MAJUMDAR (offline) 11:06 AM
Gd mrrng mam

RAYA DEBNATH 11:07 AM
Good morning mam

SADHANA SARKAR 11:09 AM
Good morning mam

Send message to Public Chat

MANJULA T

662209

ROLE OF AUDIENCE:

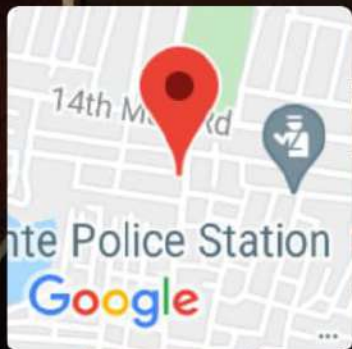
1. Listens over the program.
2. Arising questions and clarifying the doubts during the end.

TECHNIQUES:

1. Success depends largely on personnel involved.
2. Experts in various field experiences can yield more information.
3. Good planning and organization.
4. All the members should know the objectives.

Slide 22 100%

11:42 07-05-2021



Bengaluru, Karnataka, India

520, 5th A Cross St, MEI Layout, Vigneshwara Layout, Bagalakunte,
Bengaluru, Karnataka 560073, India

Lat N 13° 3' 35.352"

Long E 77° 30' 7.1532"

07/05/21 11:42 AM