

## How to send files to students during a live session?

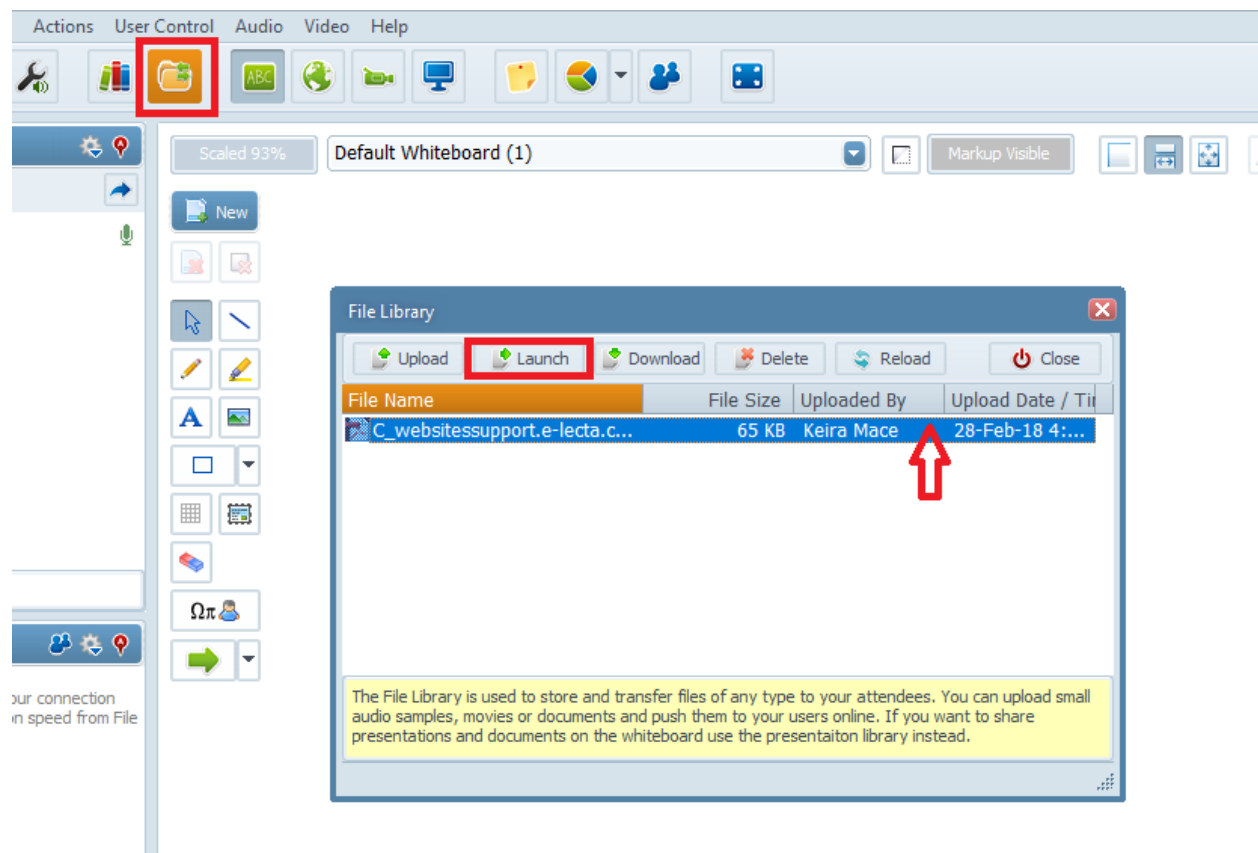
Please note this tool is not related to launching slides and presentations on the whiteboard. It only describes how to send files to your students during a live class

The direct access over the library resources is allowed only for session Moderators. If your edition allows multiple teachers you may promote temporarily a user to a Moderator (during live session) in order to enable his access to the classroom libraries.

To promote/demote a user to a Moderator simply right-click on user's name in the participants list and select the respective option from the menu.

To send files and documents to your students during live session you may also use the File Library.

Once you upload the file/document simply click on the Launch button.



The screenshot shows a software interface for a live session. At the top, there is a menu bar with 'Actions', 'User Control', 'Audio', 'Video', and 'Help'. Below this is a toolbar with various icons. A red box highlights the 'File Library' icon in the toolbar. The main area of the interface shows a 'Default Whiteboard (1)' with a 'Scaled 93%' indicator and a 'Markup Visible' button. On the left side, there is a vertical toolbar with various drawing and navigation tools. A 'File Library' window is open in the foreground, showing a table of files. The 'Launch' button in the File Library window is highlighted with a red box. A red arrow points to the 'Upload Date / Time' column of the table, specifically to the value '28-Feb-18 4:...'.

File Name	File Size	Uploaded By	Upload Date / Time
C:\websitessupport.e-lecta.c...	65 KB	Keira Mace	28-Feb-18 4:...

The File Library is used to store and transfer files of any type to your attendees. You can upload small audio samples, movies or documents and push them to your users online. If you want to share presentations and documents on the whiteboard use the presentation library instead.

The system will inform session attendees that the Moderator wants to launch a file. Once

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the system gets students' confirmation the file/document will be opened on users' computers with the software associated so they'll be able to save it locally on their hard disks.

Electa Live Virtual Classroom, LMS - Help & Support Portal

<https://support.e-lecta.com/Knowledgebase/Article/50123>