

How to send files to students during a live session?

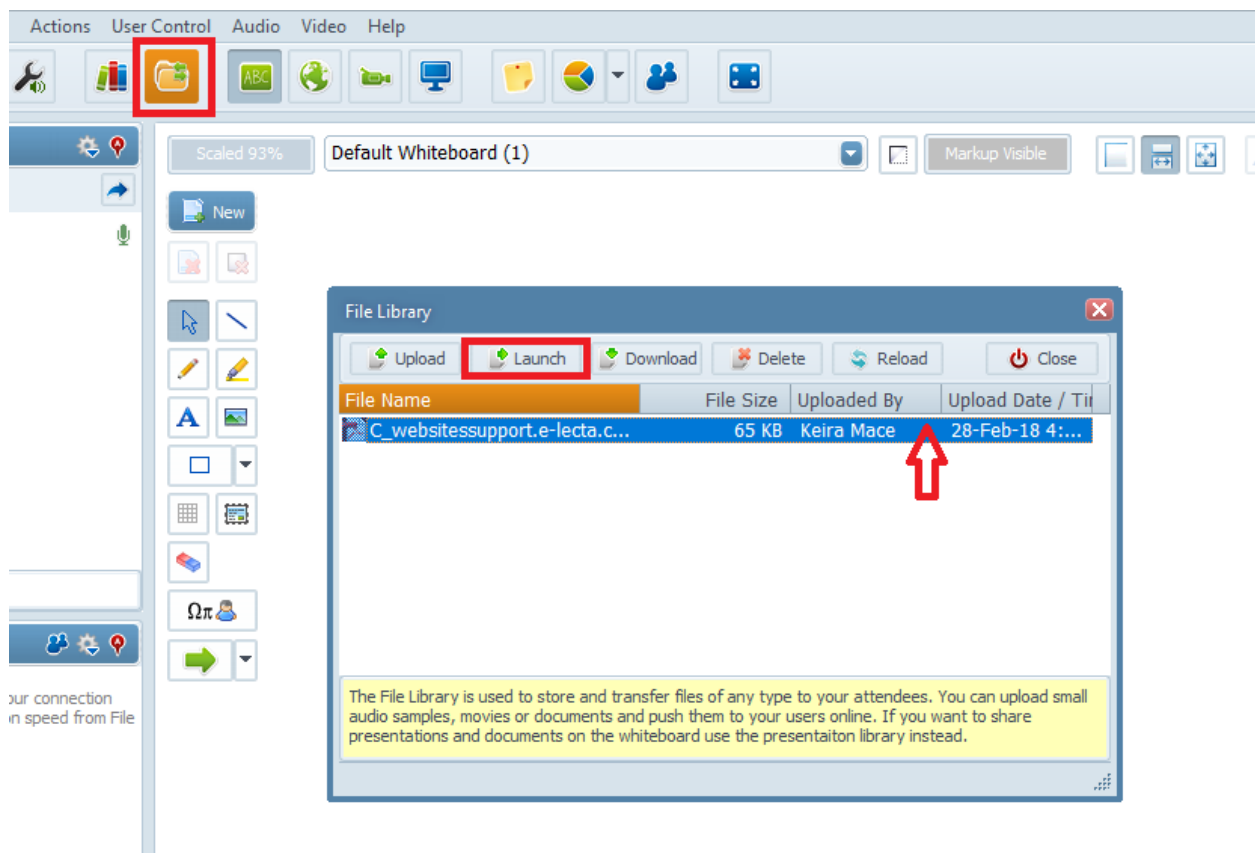
Please note this tool is not related to launching slides and presentations on the whiteboard. It only describes how to send files to your students during a live class

The direct access over the library resources is allowed only for session Moderators. If your edition allows multiple teachers you may promote temporary 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. In the center, a 'Default Whiteboard (1)' is visible. On the right, a 'File Library' window is open, showing a table of files. A red box highlights the 'Launch' button in the File Library window. A red arrow points to the 'Launch' button. The table in the File Library window has the following data:

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

Below the table, there is a yellow text box with the following text: "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>