



**DOKEOS**  
eLearning made easy



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# DOKEOS Live Trainer's Manual

01

# Dokeos LIVE

## Your online communication tool






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## Why use Dokeos LIVE?

Dokeos LIVE optimises **communication with your learners**, integrating conferences, webinars and screen-sharing into your training programme.

Using a customised URL, the tool offers **several options for dialogue** with training stakeholders, including conferences, meetings, and online chat.

### 3 reasons to choose Dokeos LIVE :

-  **A fully integrated tool :**  
Dokeos LIVE is an integral part of the elearning suite. Use it to find out why.
-  **No technical knowledge required :**  
Using Dokeos requires no software installation on your computer and no technical expertise.
-  **Intuitive and easy to manage :**  
Dokeos LIVE has been designed for you and your learners. It's possible to start immediately

02

# Take charge of Dokeos LIVE

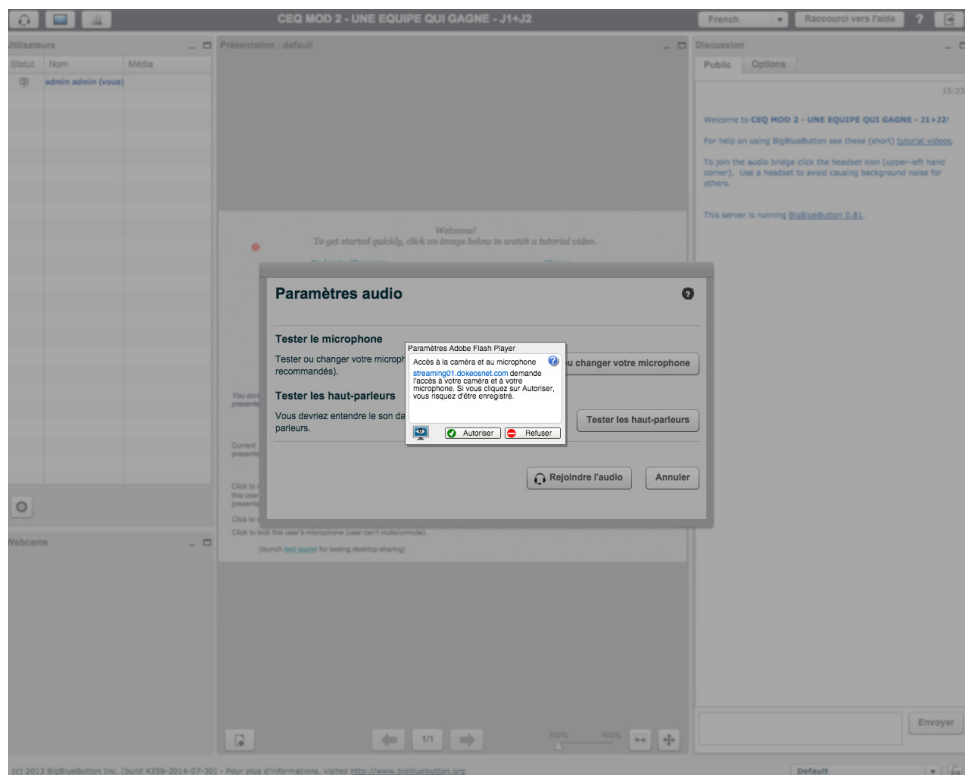


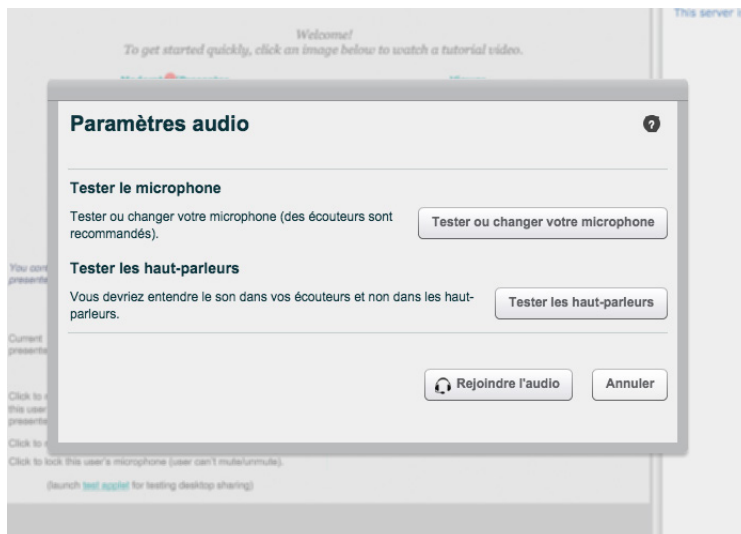
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## Take charge of Dokeos LIVE

From within a course click on Dokeos LIVE. A new window will open.

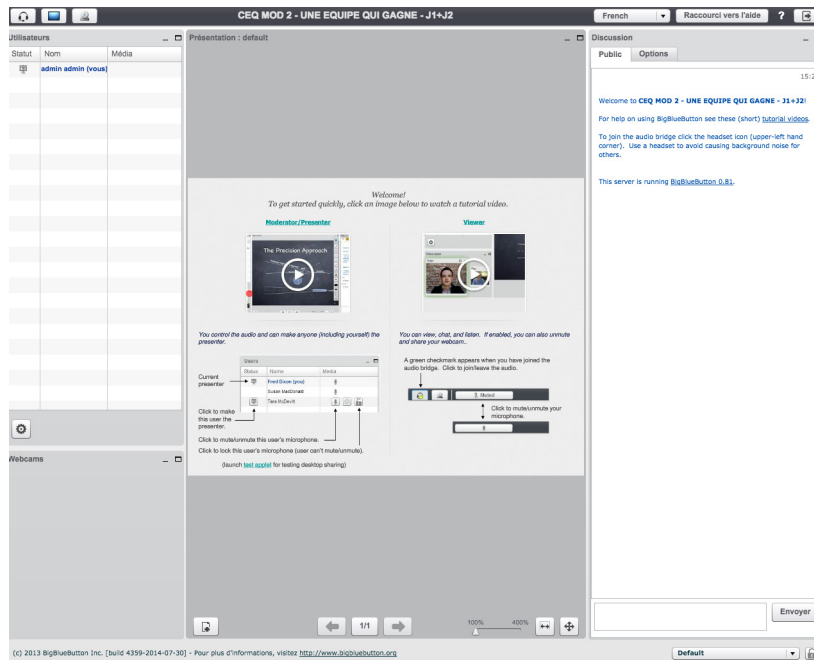
In the first window click Allow to give Dokeos LIVE access to any microphones and cameras that are integrated or connected to your computer. The second window allows you to test these devices. Dokeos LIVE lets you enjoy **high quality audio and HD video**.





**The left column** adjusts audio and video settings for your conference room, and lists the people present. The administrator mode lets you invite which participants you wish to speak during question and answer sessions.

The **centre column** is a whiteboard on which you can write, annotate, manage and select screen areas, using the left vertical menu.



Complementing your audio or video presentation, this table displays screen-sharing by default. An updated version of Java is required for this service. You can also access PowerPoint and links to Youtube videos.

We recommend PDF format to ensure an identical layout for all your learners.

At the **bottom of the frame** is a horizontal menu where you can insert a file, navigate between slides, zoom or view the presentation in full screen.

The right column is the chat tool. **The first tab is for public chat**, while the second allows you to select one or more people for a private discussion.

**Wish to invite participants to a conference?** The Dokeos suite announcement tool can be used to send invitations to learners. For customers in need of more specific functionality, contact Dokeos about opportunities to integrate WebEx into your portal.

# Conclusion

## Keep in touch with your learners

Want to engage with learners during their professional training? Dokeos LIVE is the Dokeos elearning suite tool that helps **you plan and organise webinars, online conferences, and question and answer sessions.**

With **Dokeos LIVE**, you will benefit from :

- **An intuitive interface** : Dokeos LIVE can be adopted very easily. Its interface has been designed for trainers and learners.
- **Technical flexibility** : Dokeos LIVE offers a wide range of tools and features to meet all your needs.
- **HD quality** : Dokeos LIVE provides high quality audio and HD visual resolution.





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