

Session Management



Table of Contents

Description3

Frequently Asked Questions3

Starting a Session4

How to Generate a Session Report.....6

Description

Session management allows you to control the flow of your event, and gain valuable insight about how your webinars run. It lets you auto-logout participants after an event is over, letting you stay in control and maintain a professional environment.

Frequently Asked Questions

What's the point of managing a session?

When you manage a session with the help of the start/stop button, you can gain insight into your event, collect results of polls/tests, and learn more about attendee behavior. After each session you can generate a report that contains key details about your event.

What kind of information do reports contain?

A report detailing your session will contain information like:

- General information about the event: time, date, timezone, and more.
- Information about attendees, such as when they joined/left the event, what type of browser they used, their role, and more.
- Results of polls done during the event.
- Shared content.
- Materials.
- Presence of attendees (if the presence manager was used during the event).

How do I start/stop a session?

You can start, stop, or pause a session by clicking on the flashing red and green START button in the upper righthand corner.

What happens if I don't stop a session? Will there be a difference in the reports?

If you leave the room without stopping the session, the session will automatically end at the moment you exit the room.

What happens after I stop a session?

After stopping a session, a screen offering you a few options appears:

- **Exit yourself:** meaning that only you leave the event,
- **Stop session:** the event continues, but the session itself stops,
- **Stop session and logout participants:** stops the session and logs out only the participants.

After stopping a session and exiting the room, the session will end.

Who can start/stop the session?

The host and presenters can start or stop the session.

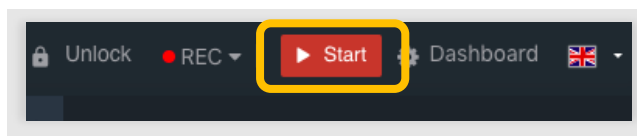
Can I customize the way the Start/Stop button functions?

This can only be customized in Enterprise accounts. For example, you can customize the button to also start/stop the recording of your event automatically. If you wish to learn more, please contact our sales department: sales@livewebinar.com.

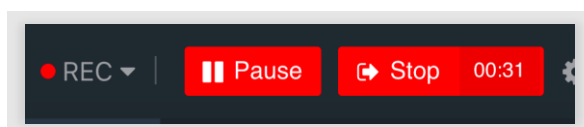
Starting a Session

Session management refers to when you start or stop a session, by clicking on the red and green “Start” button in the upper right corner of the meeting room.

NOTE: Clicking the “Start” button will also let all attendees into the room.



If need be, you can pause the session by clicking on the “Pause” button.



You can also leave a message for attendees and a countdown timer if you'd like.

Pause session

You are about to pause session. You may provide optional message for the other participants.

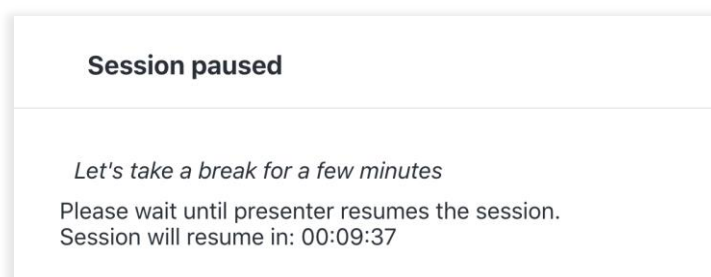
Let's take a break for a few minutes.

Display countdown timer (optional)

10 minutes

Cancel Pause

Here's an example of what the notification will look like from the attendee's side:



When it's time to end the session, again click on the **START/STOP** button. You have the option of exiting by yourself, stopping the session, or logging all the attendees out.

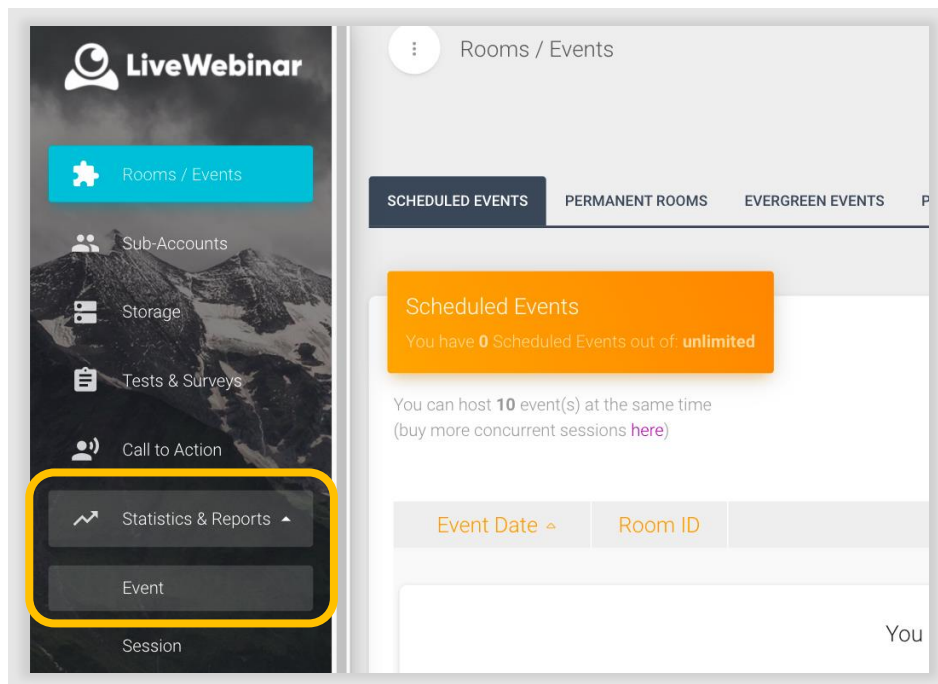
Logout

Do you want to stop this session and log-out all participants or do you want exit yourself?

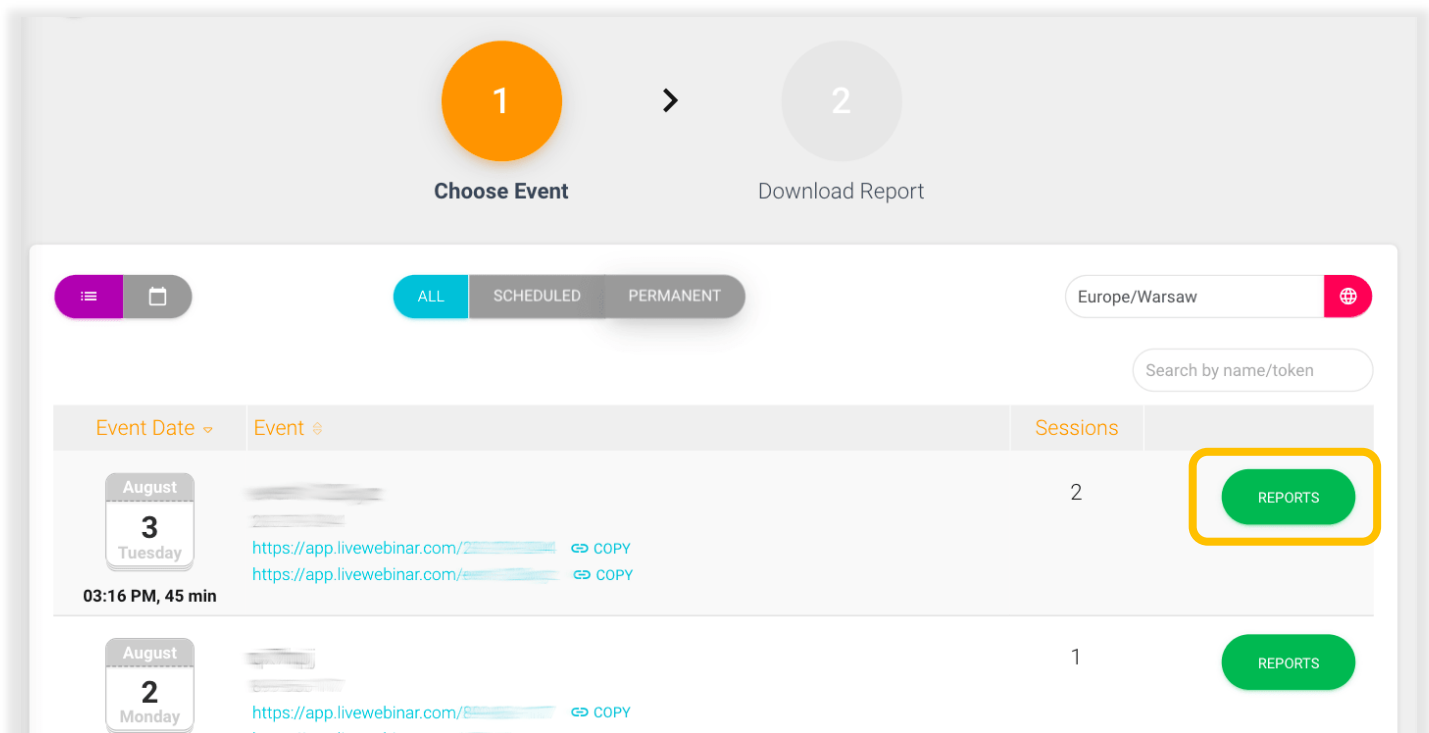
[Cancel](#) [Exit myself](#) [Stop session](#) [Stop and log-out participants](#)

How to Generate a Session Report

In the main menu, go to “Statistics and Reports”, and then to “Events”.



Next, select the event for which you'd like to generate a report, and click on “Reports”.



Once in the “Download Report” page and select “Download”. Your file will be downloaded in an .xls format, in the form of a spreadsheet.

The screenshot shows the LiveWebinar interface. On the left is a dark sidebar with navigation options: Rooms / Events, Sub-Accounts, Storage, Tests & Surveys, Call to Action, Statistics & Reports (expanded), Event, Session, Phone bridge, Feedback, Rating, and Invite Participants. The main content area is titled 'Statistics & Reports / Event'. It features a two-step progress indicator: Step 1 'Choose Event' is inactive, and Step 2 'Download Report' is active. Below this, an orange box highlights 'Event Summary' with the description 'Report includes all necessary information about event. Includes all event sessions data.' A table below shows one entry for 'Event Summary' with a 'DOWNLOAD' button highlighted in a yellow box. A dropdown menu under the button shows 'XLS' selected. Below the table, a message states 'No reports found'. The footer contains copyright information for 2021 LiveWebinar.com, links to Terms of Service, Cookie Policy, and Privacy Policy, and the text 'livewebinar.com. Made with ❤️ by RTCLat'.