Session Management

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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.

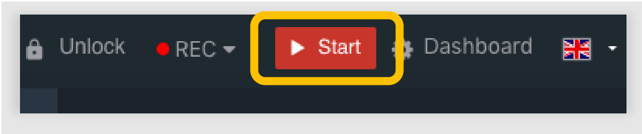
Can I customize the way the Start/Stop button functions?

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.

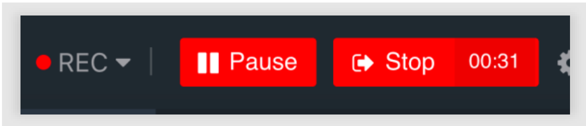
Starting a Session

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.

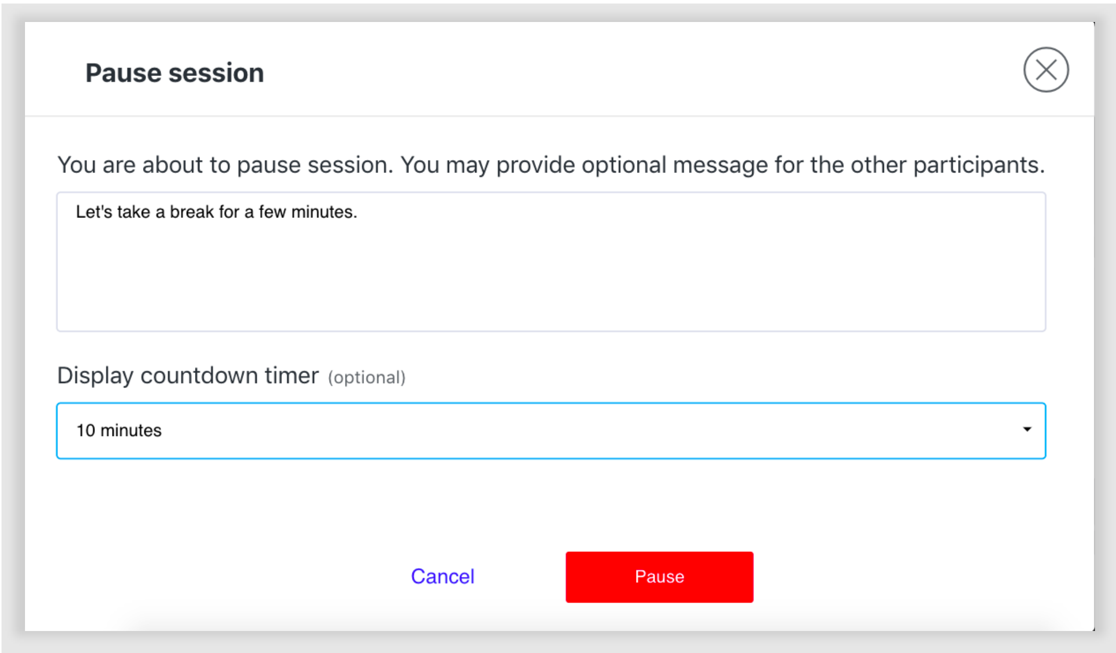
NOTE: Clicking the “**Start**” button will also let all attendees into the room.



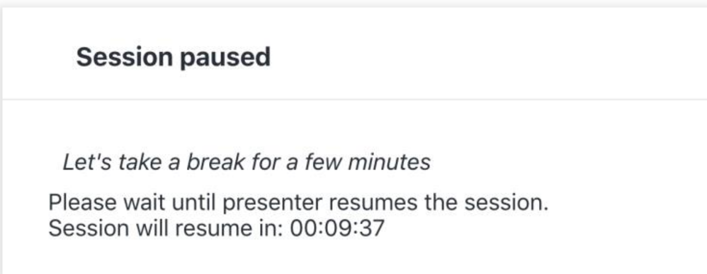
If need be, you can pause the session by clicking on the “**Pause”** button.



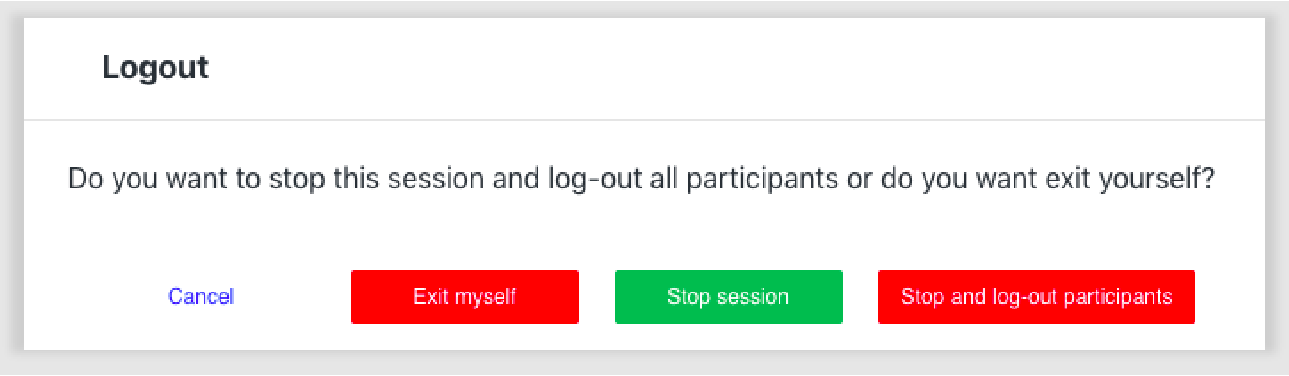
You can also leave a message for attendees and a countdown timer if you’d like.



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

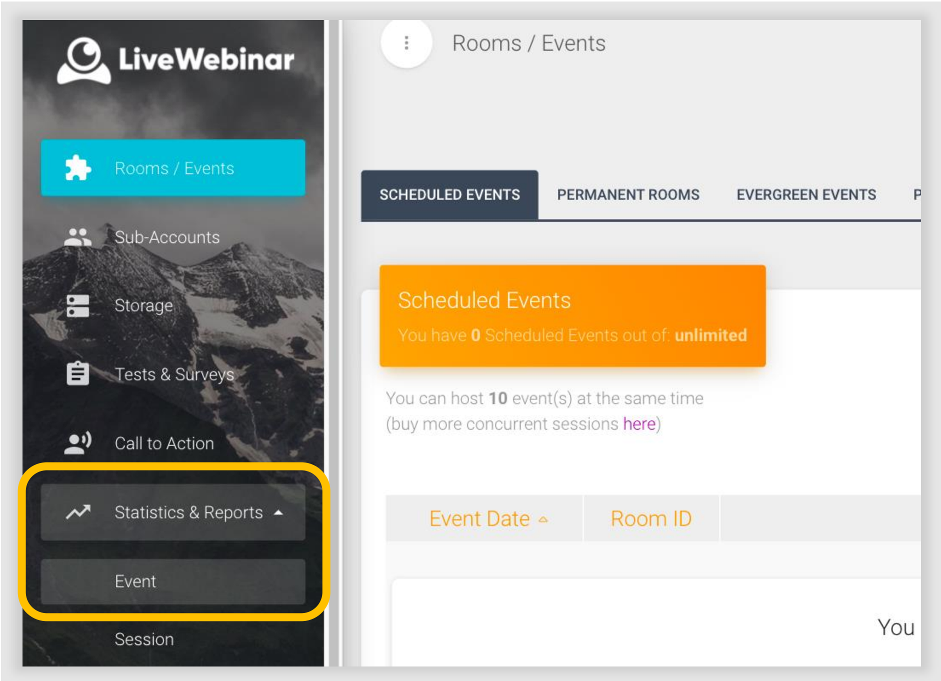


When it's time to end the session, again click on the **START/STOP** button. You have the option of exiting by yourself, stopping the session, or logging all the attendees out.

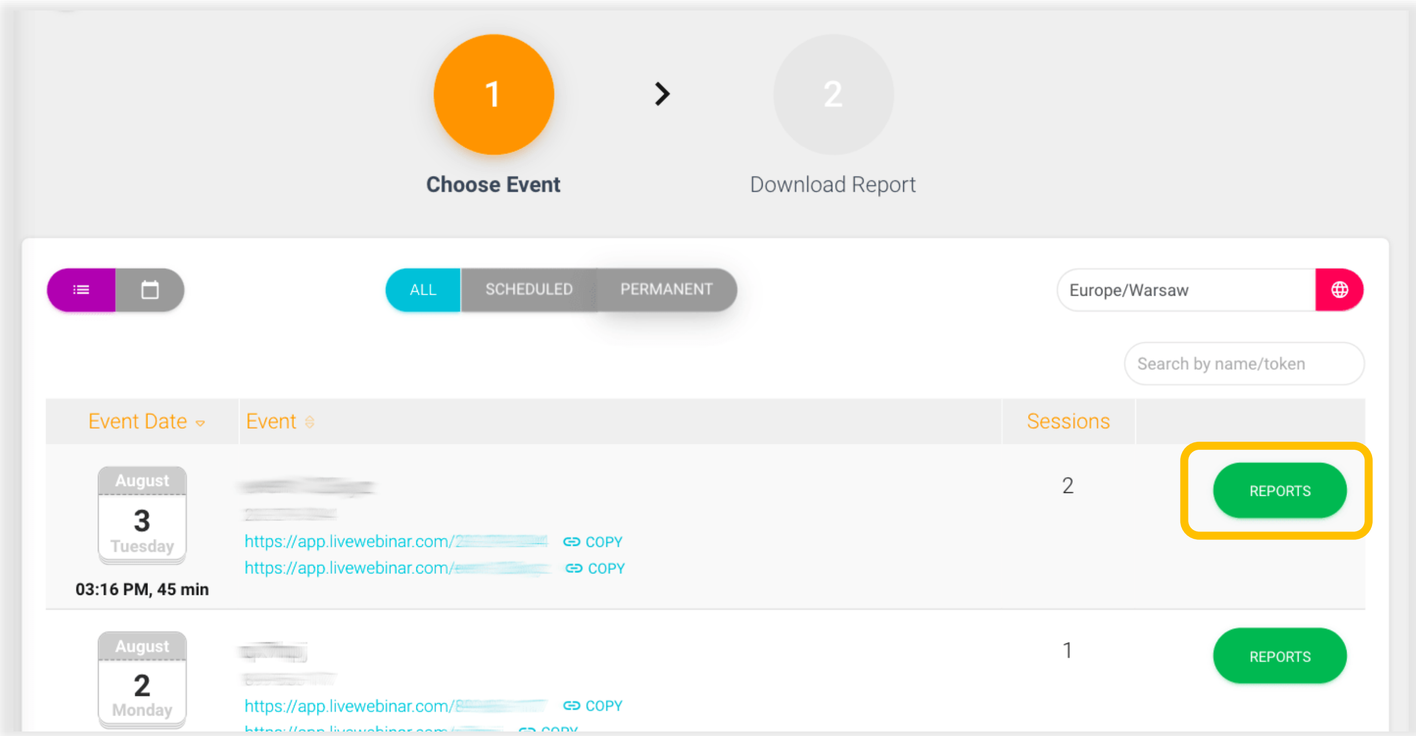


How to Generate a Session Report

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.