

Big Marker Presenter Tools Overview

What's covered:

- Audio setup and options
- Slide upload and Slide Navigator tool
- Whiteboard annotation tools
- Screen Sharing
- Chat Options
- Q&A
- Polling
- Handouts
- Recording
- Host Control Panel



BigMarker Classroom

Whiteboard and Tools

Marco Learning's Presenter Practice Room
Hosted by Marco Learning

Settings Off Off Screen Slides Video Audio Offer Breakout More

BigMarker_Presenter, ON Drawing Brush Size Color Drawing Undo Redo Full

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MARCO LEARNING

Show Slide Navigator < Slide 1 of 23 > Remove

Classroom Features Shortcuts

Chat Q&A Polls Handouts

Public Presenters Private Twitter

Set a sticky message here.

Chat and Share

Type your message here... Send

Sticky

Host Control Panel

Audience Recording Automation Adv

Reactions

Audience Permissions

- Show Attendee List
- Enable Chat Panel
- Enable Public Chat
- Private Chat With Presenters
- Auto Mute All Public Chats
- Enable Q&A
- Publish All Q&A
- Enable Polls
- Enable Handouts
- Enable Offers
- Enable All Attendee Mics
- Enable All Attendee Mics + Cams
- Enable Attendance Monitor

Individual Permissions


Get Help

Admin
Control
Panel

Audio setup and options

Enter room


Please Choose an Audio Option



Telephone Audio

Dial-in to talk and listen via phone

[Join by Phone](#)



Computer Audio

Use your computer mic, speakers, and webcam

[Join by Computer](#)

Join by Computer - check settings and test

Test Your Audio & Video [Continue To Webinar →](#)

Join Audio: **Computer Audio** | Dial-in Audio

Webcam **Off**

Logitech QuickCam Pro 9000 (046d:0990)(current) ▾

Microphone **Off**

Default - Microphone (Logitech Wireless Headset) (046d:0a29)(current)

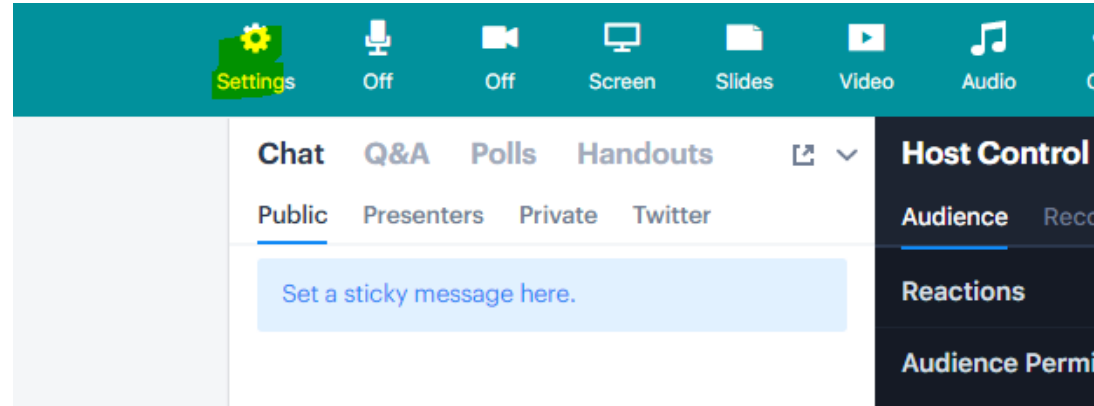
- Default - Microphone (Logitech Wireless Headset) (046d:0a29)(current)
- Communications - Microphone (Logitech Wireless Headset) (046d:0a29)
- "What U Hear" (Creative SB Audigy)
- CD Digital (Creative SB Audigy)
- Microphone (Creative SB Audigy)
- Analog Mix (Line/CD/Aux/TAD/PC) (Creative SB Audigy)
- Microphone (Logitech Wireless Headset) (046d:0a29)
- Microphone (Pro 9000) (046d:0990)

Network Test

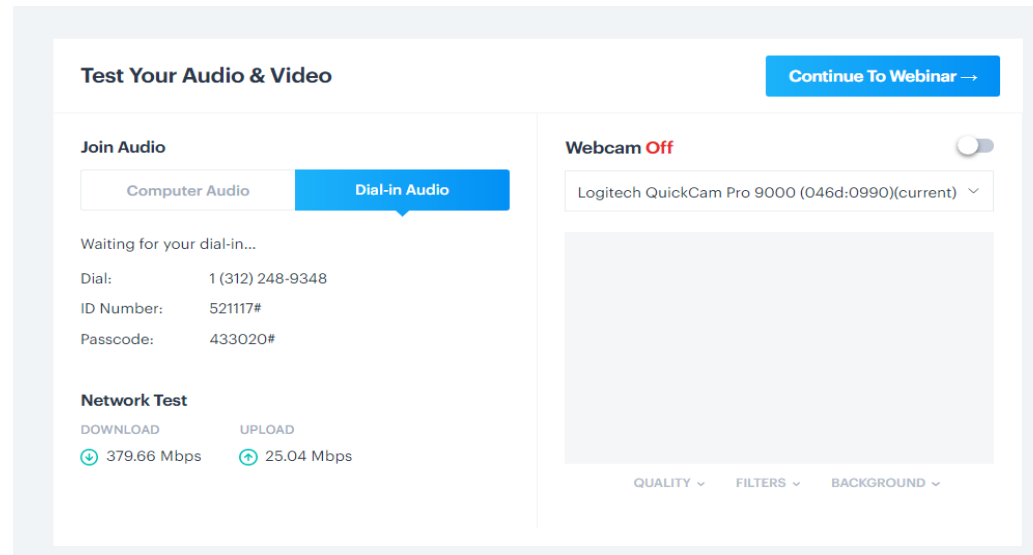
DOWNLOAD: 379.66 Mbps | UPLOAD: 25.04 Mbps

QUALITY ▾ | FILTERS ▾ | BACKGROUND ▾

Dial in Audio options

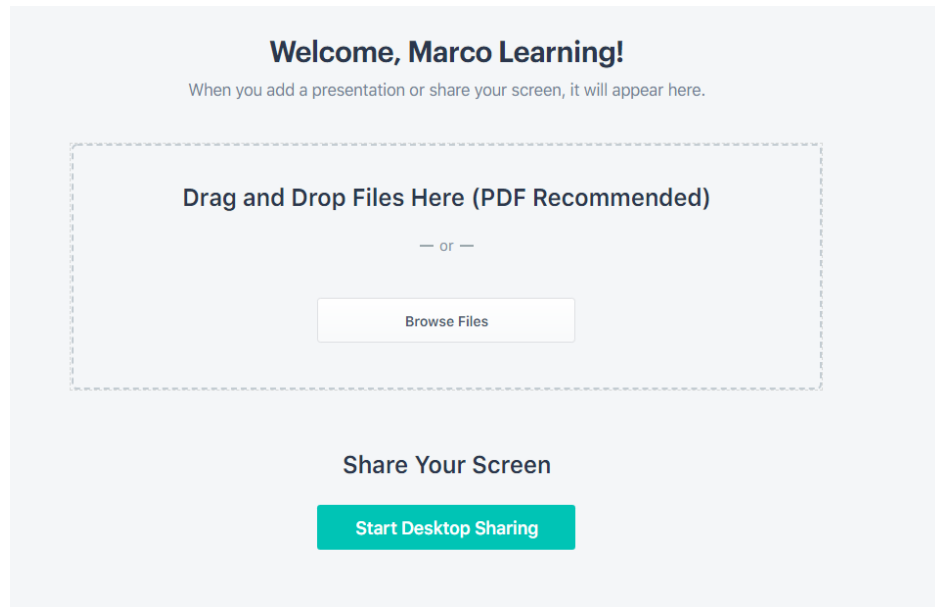


In a live session you can switch from computer to dial in by clicking the Settings button, which will return you to the page shown below. If you have any issues with your computer microphone, joining the session via mobile phone is a great solutions. Make sure to dial the number And enter the ID and Passcode as shown (these are tied to your presenter account).

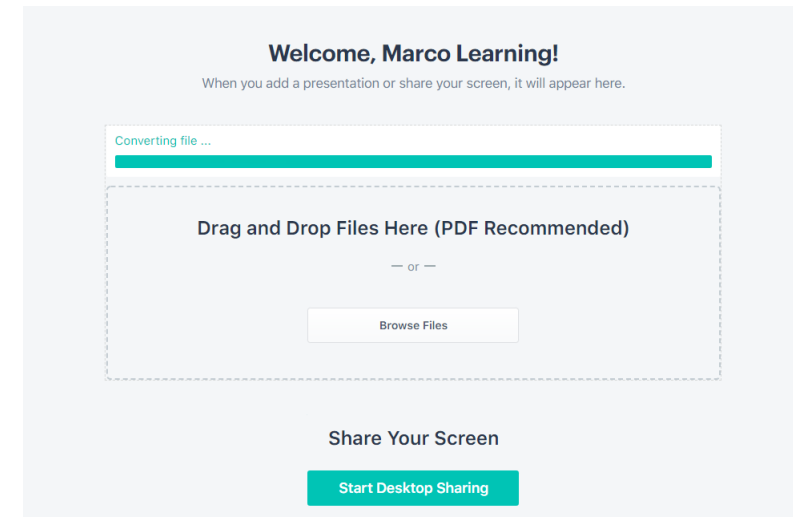


Slide Upload

Enter room



Uploading and Converting



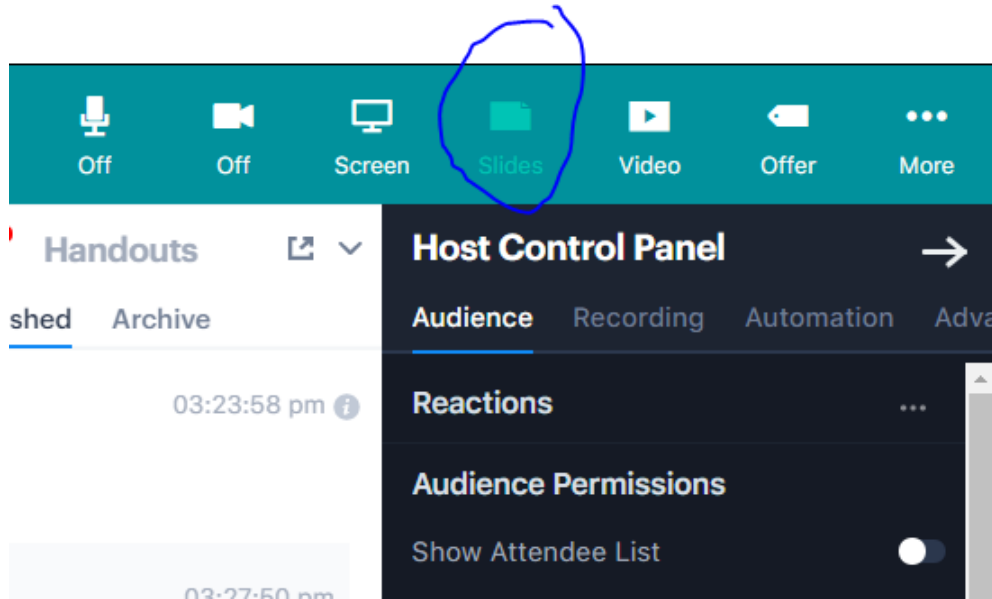
PDF File is recommended.

Takes 1-3 mins to upload most slide decks

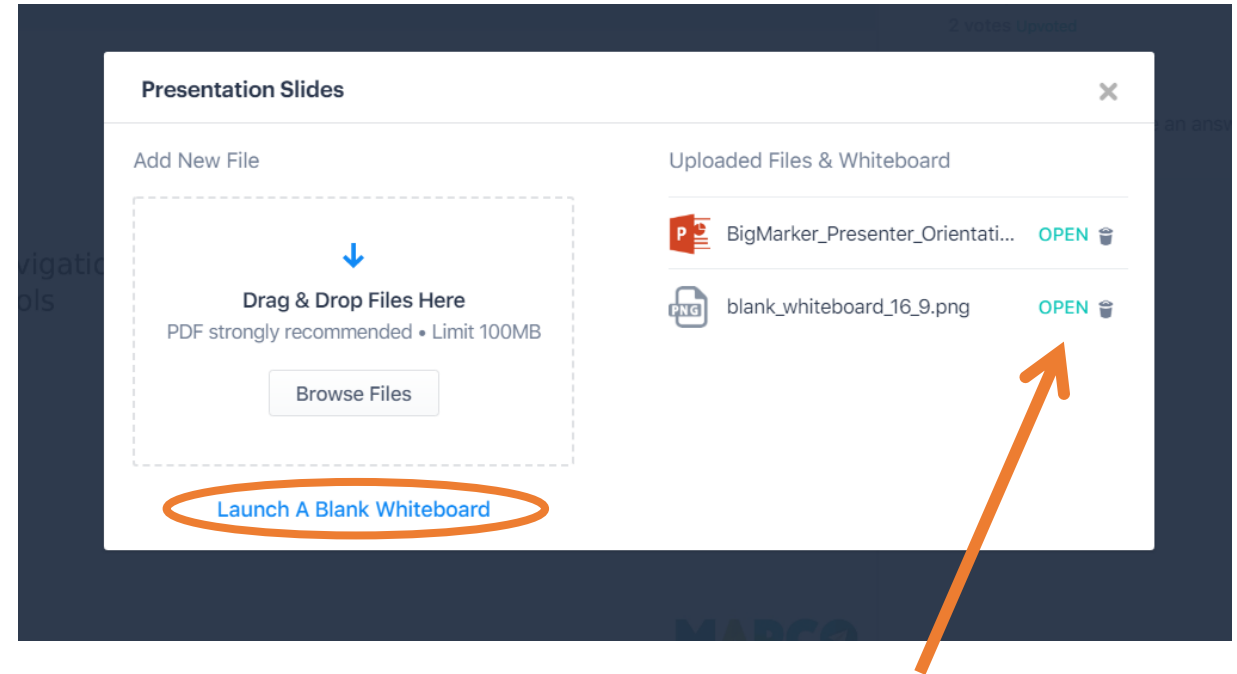
PDF automatically loads into the whiteboard area and displays Slide 1

Select Slide Set

Click Slides Icon



Chose your set



In a live session if you have more than one slide deck uploaded, click the Slides icon and click Open next to the set to display. If you'd like to upload a blank page to write or type on click "Launch a Blank Whiteboard."

Slide Navigator

Big Marker Presenter Orientation

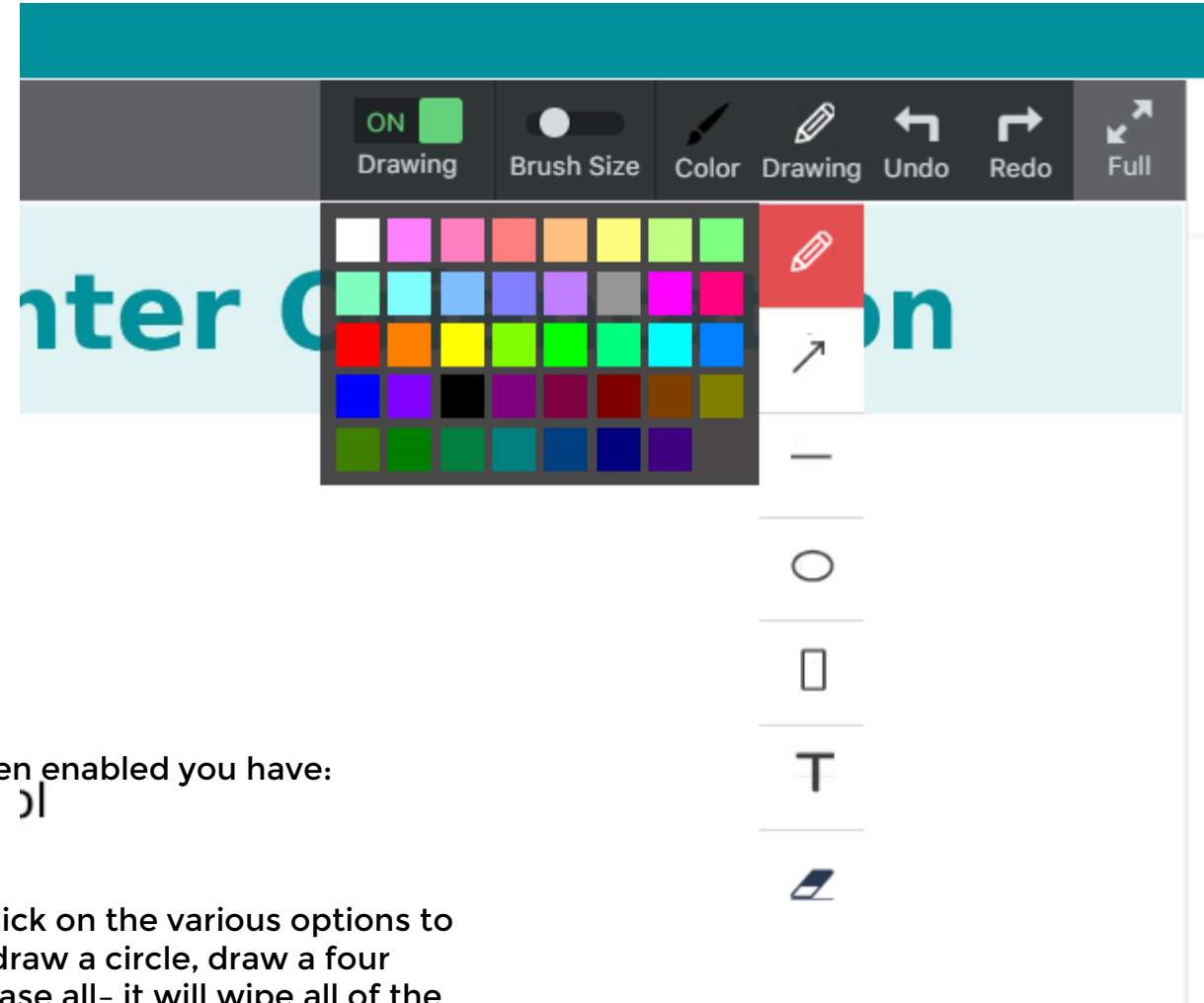
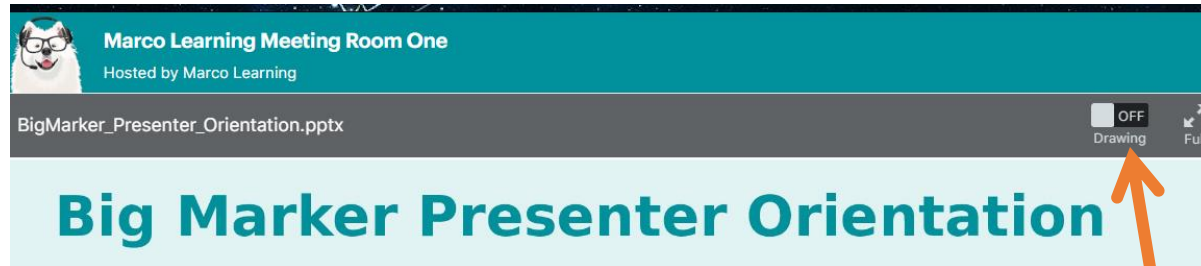
Agenda

- Introductions
- Audio setup and options
- Slide upload and Slide Navigation tool
- Whiteboard annotation tools
- Screen Sharing
- Chat Options
- Q&A
- Polling
- Handouts
- Recording
- Host Control Panel

Click Show Slide Navigator to see thumbnails of each slide in your set. You can move forward or backwards in the set and select any slide to display.

The screenshot shows the bottom control bar of the Big Marker Presenter. It features a horizontal row of eight slide thumbnails, each with a black circle containing a white number from 1 to 8. The first thumbnail, titled 'Big Marker Presenter Orientation', is highlighted with a red circle and an orange arrow. Below the thumbnails is a 'Show Slide Navigator' button. To the right of this button are navigation arrows, the text 'Slide 1 of 13', and a 'Remove' button with a close icon.

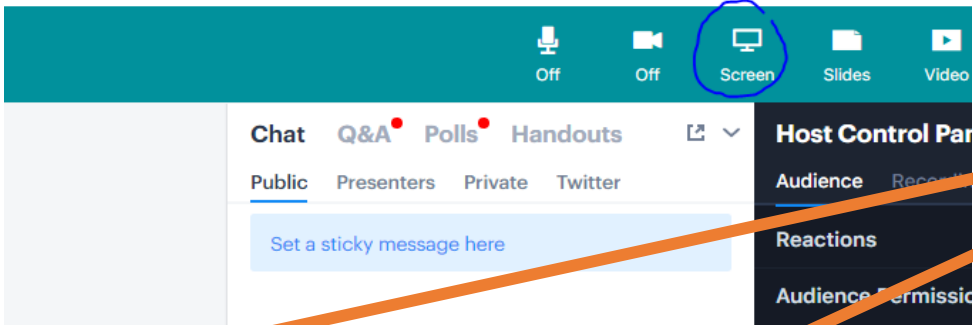
Whiteboard annotation tools



Turn on the Drawing Tools to access the tool options. When enabled you have:

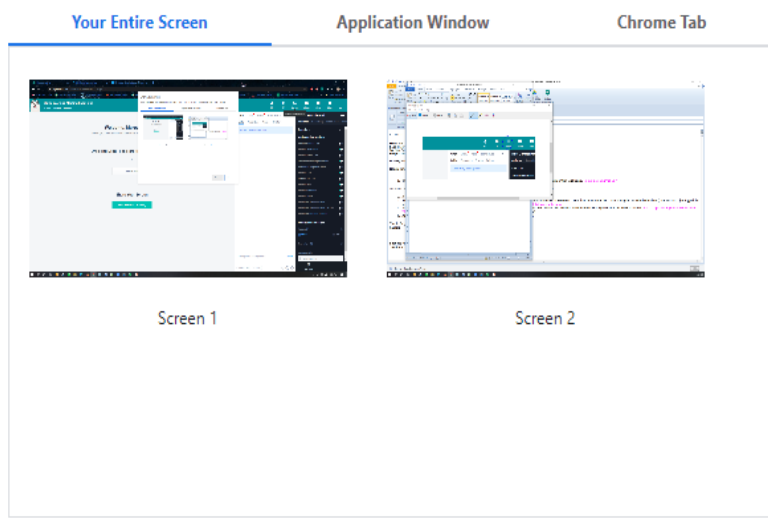
- Brush Size - control the width of the line.
- Color - click to choose a different color from the pallet.
- Drawing - this is shown expanded in the screen shot. Click on the various options to Draw, Place an arrow on the slide, draw a straight line, draw a circle, draw a four sided figure, Type Text, ERASE ALL - careful with the Erase all- it will wipe all of the drawing you've done on the slide.
- Use Undo or Redo to step back and forth - UNDO will not undo ERASE ALL!

Screen Sharing

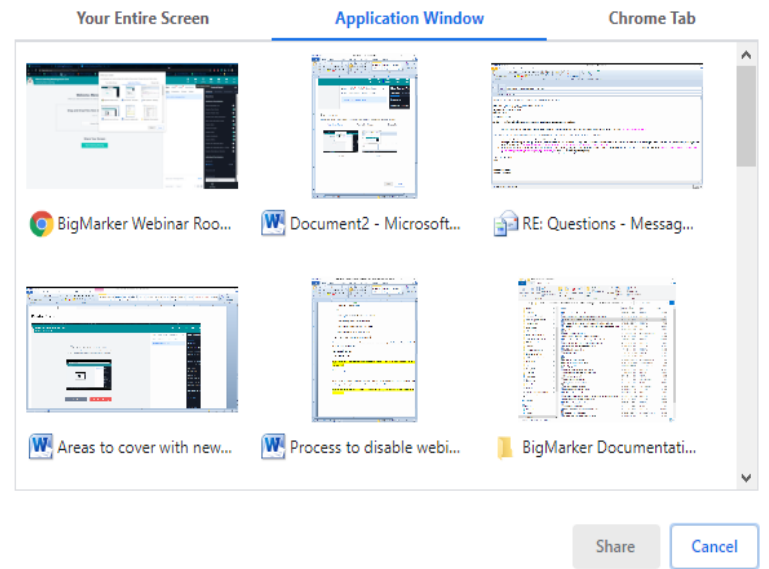


Click Screen Share if you'd like to:
Share an entire screen
Share an Application Window
Share a Chrome Tab

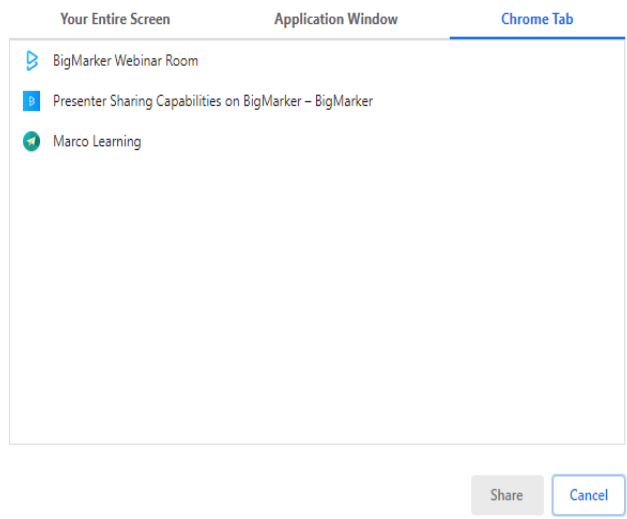
Share your screen
www.bigmarker.com wants to share the contents of your screen. Choose what you'd like to share.



Share your screen
www.bigmarker.com wants to share the contents of your screen. Choose what you'd like to share.



Share your screen
www.bigmarker.com wants to share the contents of your screen. Choose what you'd like to share.



Share Cancel

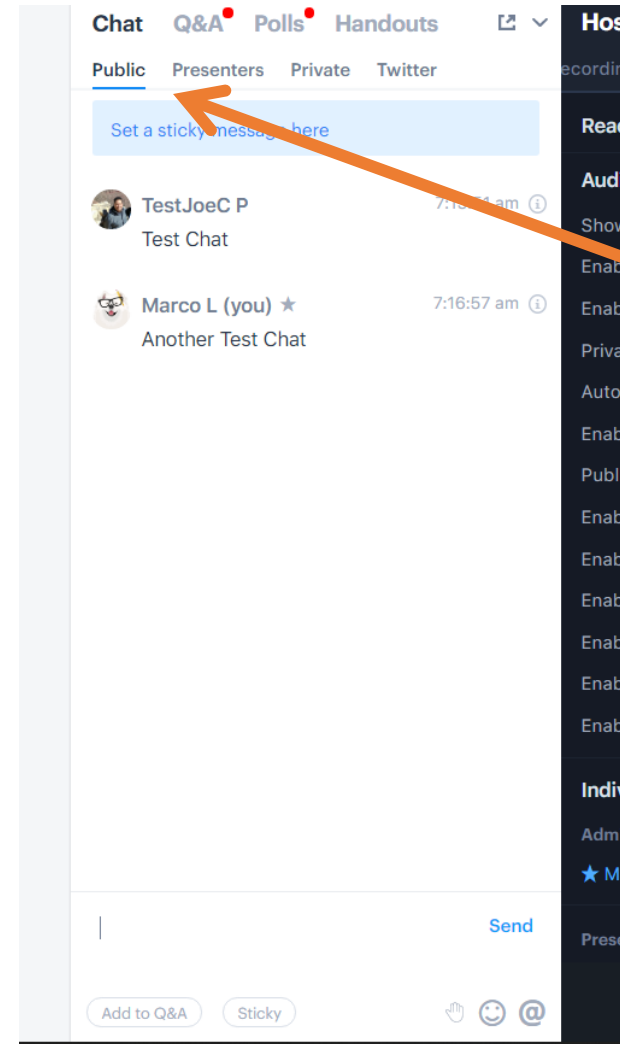
Share Cancel

Share Cancel

Chat Options

Chat Features

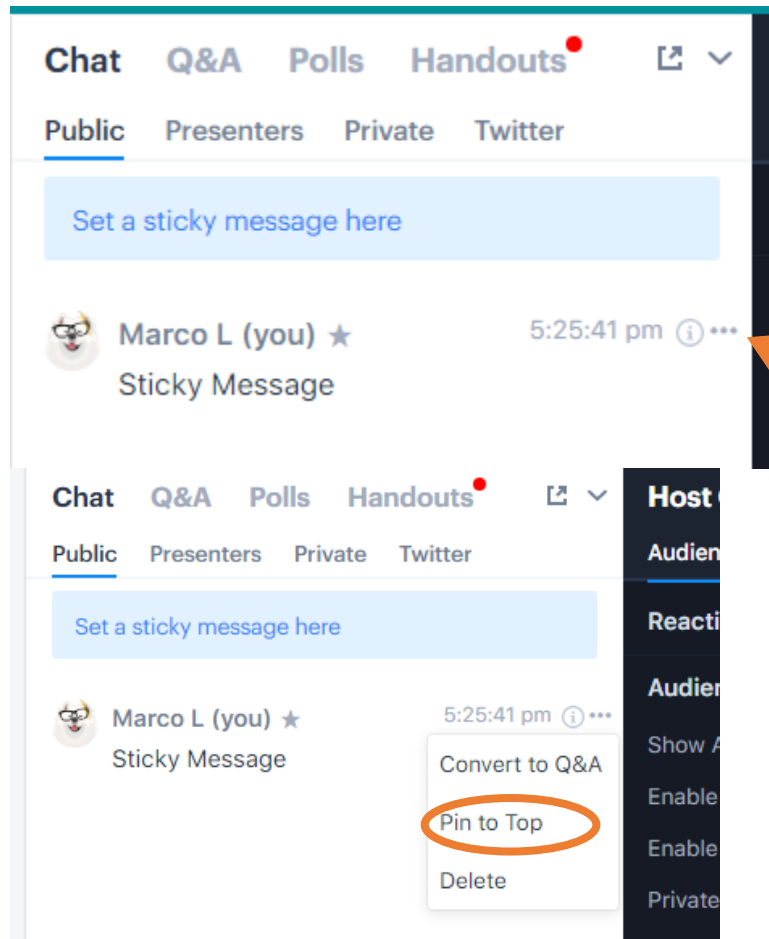
- Regular chat message
- Presenter chat
- Private chat
- Emoticon
- Add to Q&A
- Sticky



Public Chat is set by default. Any public messages sent by attendees will display here. Attendees can send private messages to Presenters. If you receive one, you'll see a red indicator button next to the Private tab - click on the Private tab to read and respond directly to the Attendee.

Sticky Messages

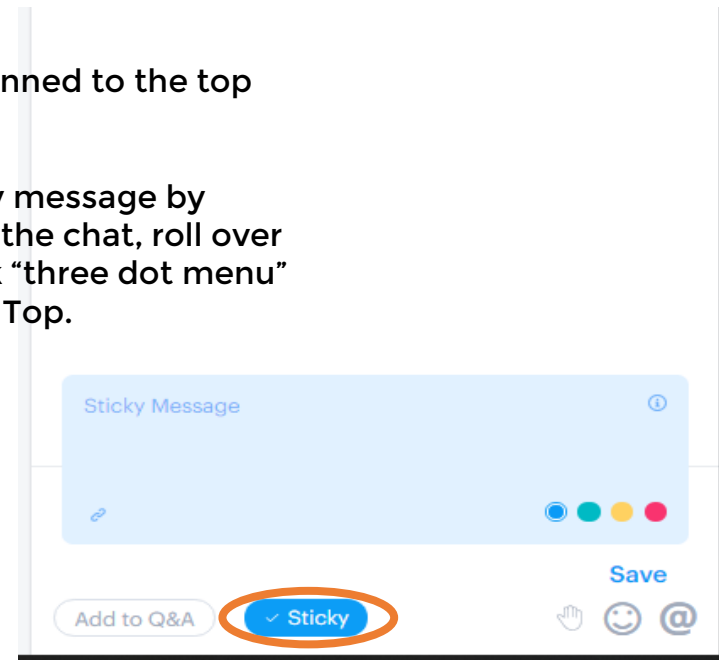
Set Sticky Chat



Manually create sticky – can change color background

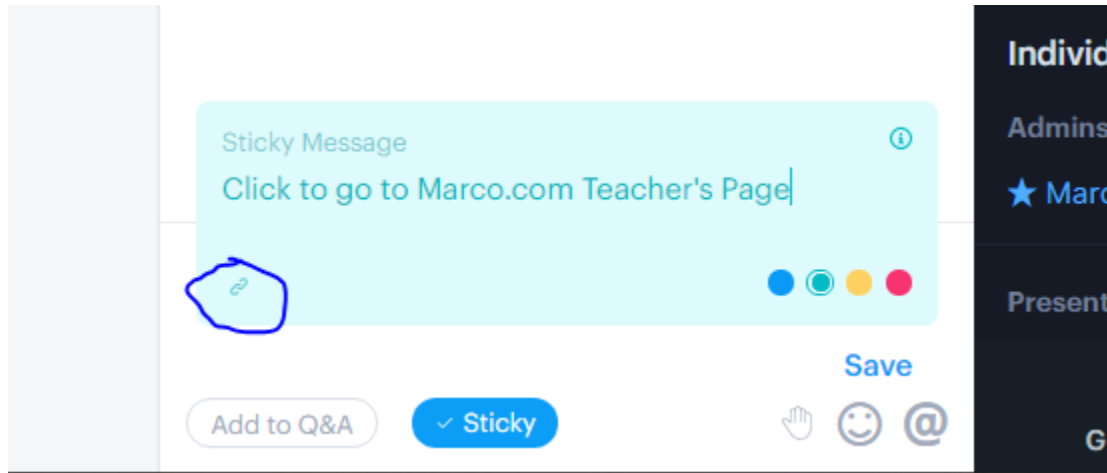
Sticky Messages are pinned to the top of the chat window.

You can create a sticky message by typing a message into the chat, roll over the message, and click “three dot menu” icon and select “Pin to Top”.

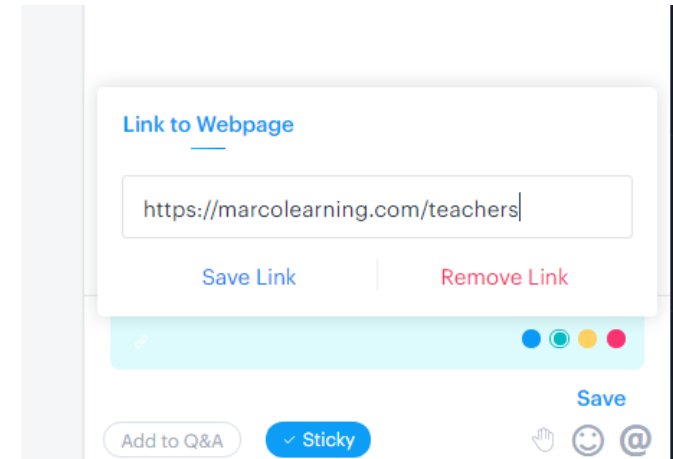


Sticky Link

1. Enter some text then click link icon to enter URL.



2. Enter URL and click Save Link



Press the Enter key on your keyboard or Save to pin clickable text in sticky

Q&A

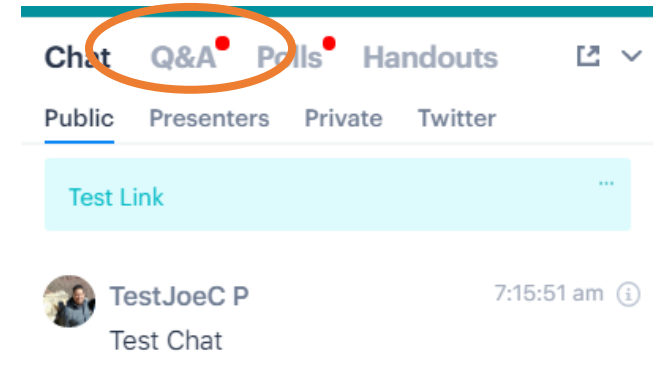
On the Q&A tab, Attendees can:

- Add their questions
- Vote up questions

Presenters can

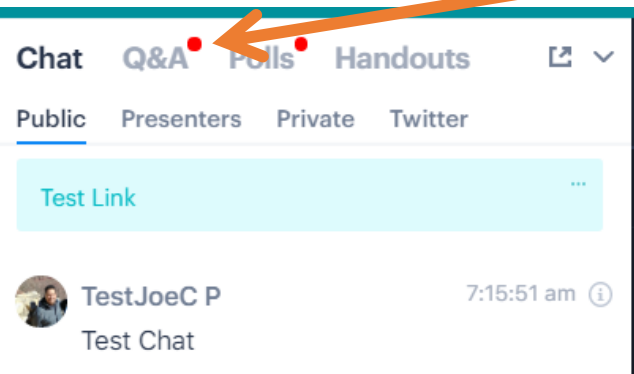
- Answer questions by typing answer
- Publish questions to be viewed by all Attendees
- Mark questions as answered
- See answered questions

If you want to remove Q&A questions from attendee view you can Archive or Delete. However, this is not recommended unless the question is an inappropriate or off topic question.

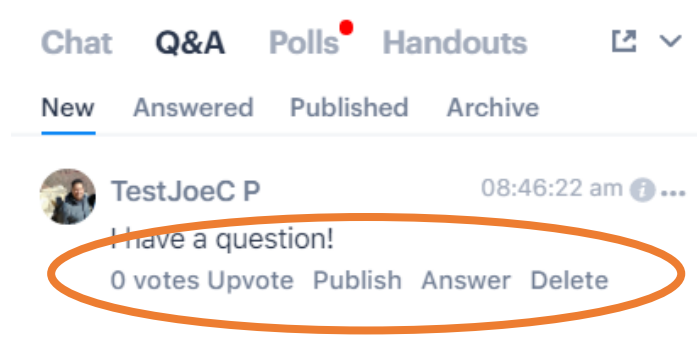


Q&A

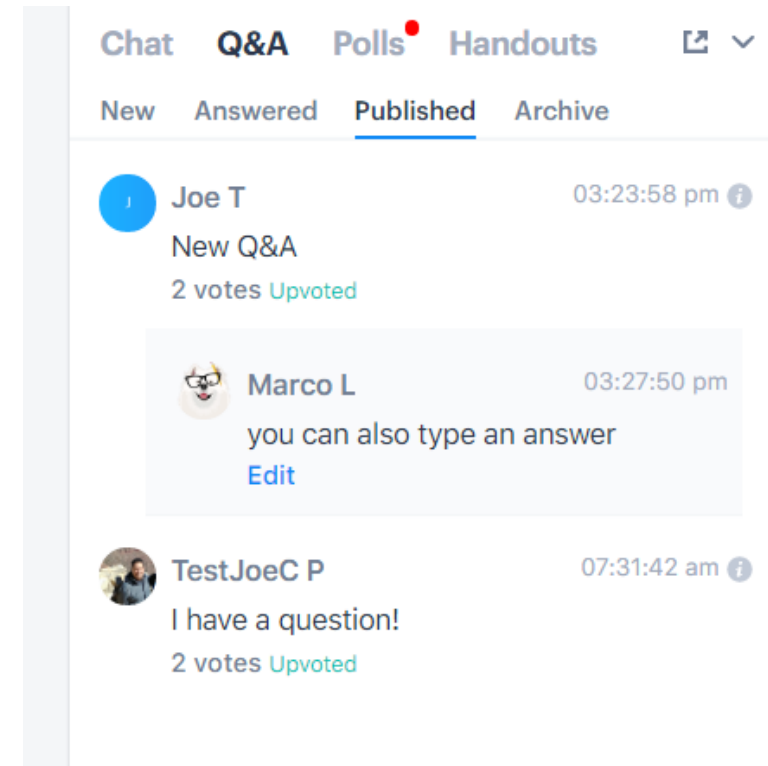
If an attendee has entered a new question and you are in a different tab you'll see a red indicator in the Q&A tab.



Roll over Q&A questions to see options



Publish a new Q&A question if you want it to appear on the published Tab. This allows Attendees to read and upvote questions.



Polling

Add New Poll

Add a question and up to 6 answer choices below.

Question Stem

Response options:

Answer Choice A

Answer Choice B

Answer Choice C

+ ADD ANSWER CHOICE

Audience can select one answer Audience can select multiple answers

Allow registrants to answer the poll on webinar landing page conversation section.

START POLLING ADD TO QUEUE

Start Polling

Chat Q&A Polls Handouts

Queue Open Closed

Question Stem

a. Choice A

b. Choice B

c. Choice C

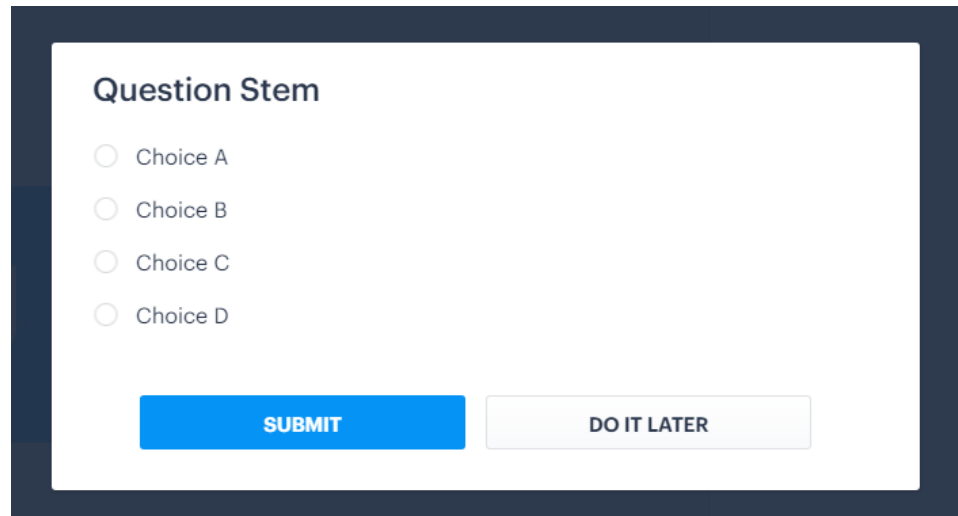
d. Choice D

Start Polling | Edit | Delete

Manually add a poll by clicking Polls and New Poll button. Enter your question and choices. If you'd like to push the poll out immediately click Start Polling. If you want to push out later, click Add to Queue. Come back to the Polls tab and Start Polling for any queued polls.

Polling - Attendee View

Answer Poll

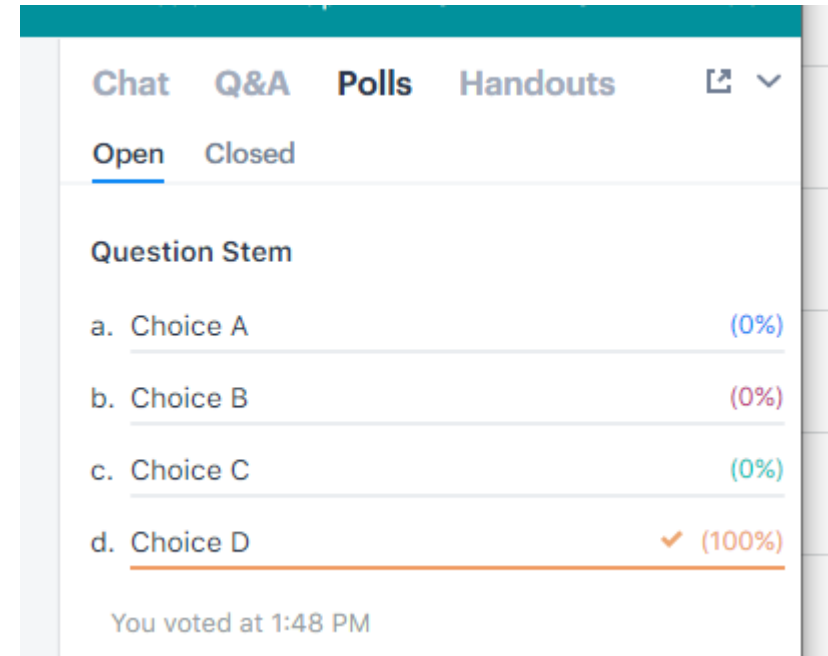


Question Stem

- Choice A
- Choice B
- Choice C
- Choice D

SUBMIT DO IT LATER

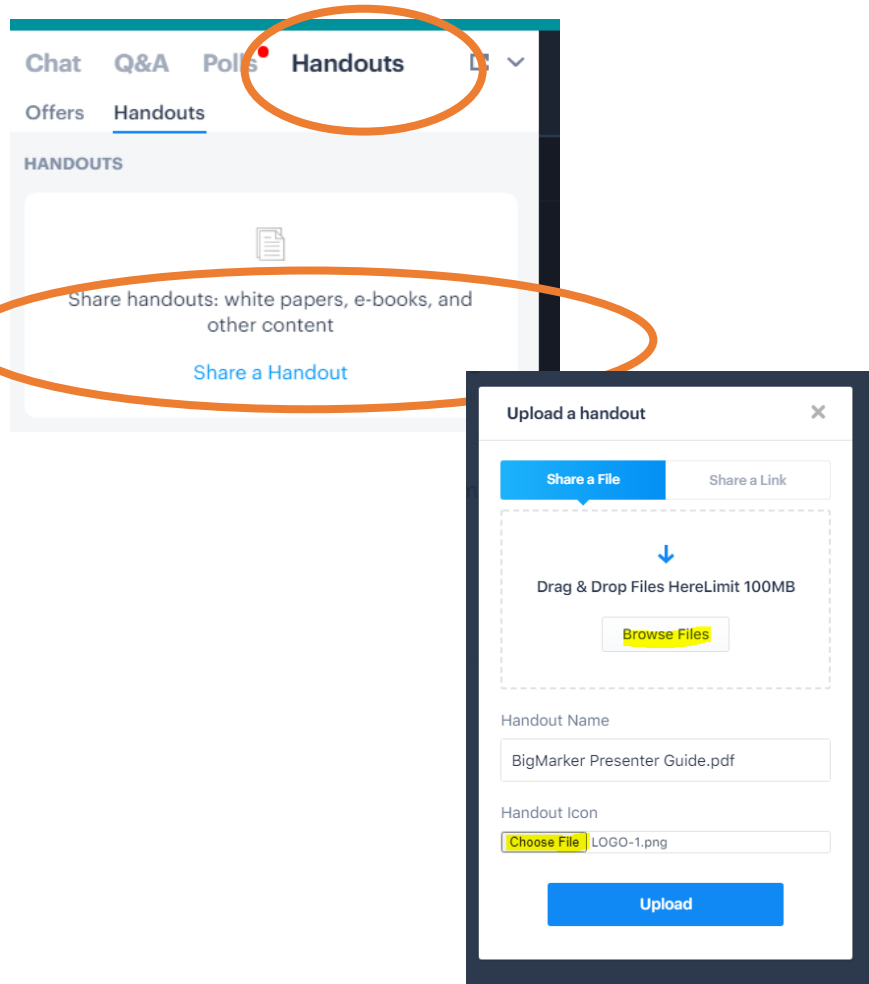
Poll Stats



Attendees see their poll questions displayed in a simple Question/Answer format. Once they complete the question(s) and Submit they can view the poll stats by clicking their Polls tab.

Handouts – Share a File

Upload Handouts file(s)

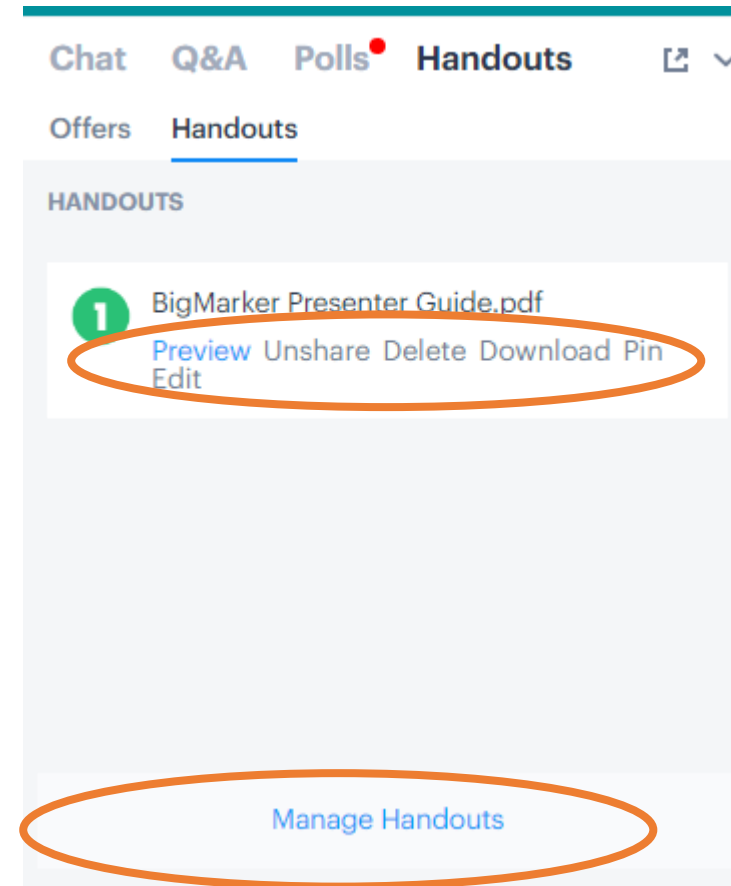


The screenshot shows the 'Handouts' tab in a software interface. The 'Handouts' tab is circled in orange. Below it, the text 'Share handouts: white papers, e-books, and other content' is circled in orange, along with the 'Share a Handout' button. An 'Upload a handout' modal is open, showing the 'Share a File' button, a file upload area with a 'Browse Files' button, and a form for 'Handout Name' (BigMarker Presenter Guide.pdf) and 'Handout Icon' (LOGO-1.png). The 'Upload' button is at the bottom of the modal.

You can share any file with Attendees through the Handouts tab.

- Click Handouts and select Share a handout.
- Select file on your computer to share and upload.
- You can modify the Handout Display name if you'd like and add an Icon (green 1 in screenshot.)
- The handout will be shared immediately. You can unshare, delete or pin to top.
- Click Manage Handouts to add additional handout files or URLs.

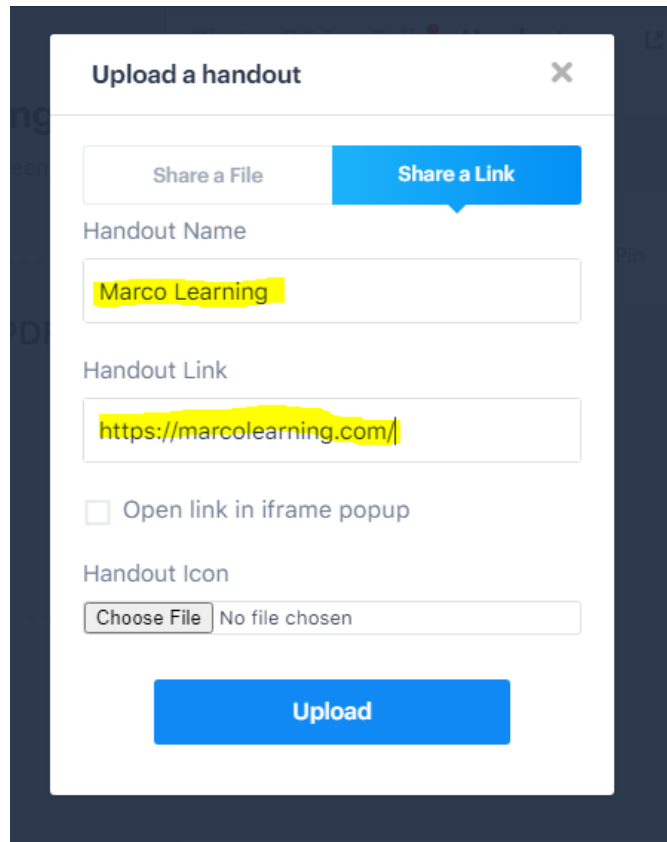
Manage Handouts file(s)



The screenshot shows the 'Handouts' tab in a software interface. The 'Handouts' tab is circled in orange. Below it, the text 'Share handouts: white papers, e-books, and other content' is circled in orange, along with the 'Share a Handout' button. An 'Upload a handout' modal is open, showing the 'Share a File' button, a file upload area with a 'Browse Files' button, and a form for 'Handout Name' (BigMarker Presenter Guide.pdf) and 'Handout Icon' (LOGO-1.png). The 'Upload' button is at the bottom of the modal.

Handouts – Share a Link

Share a link

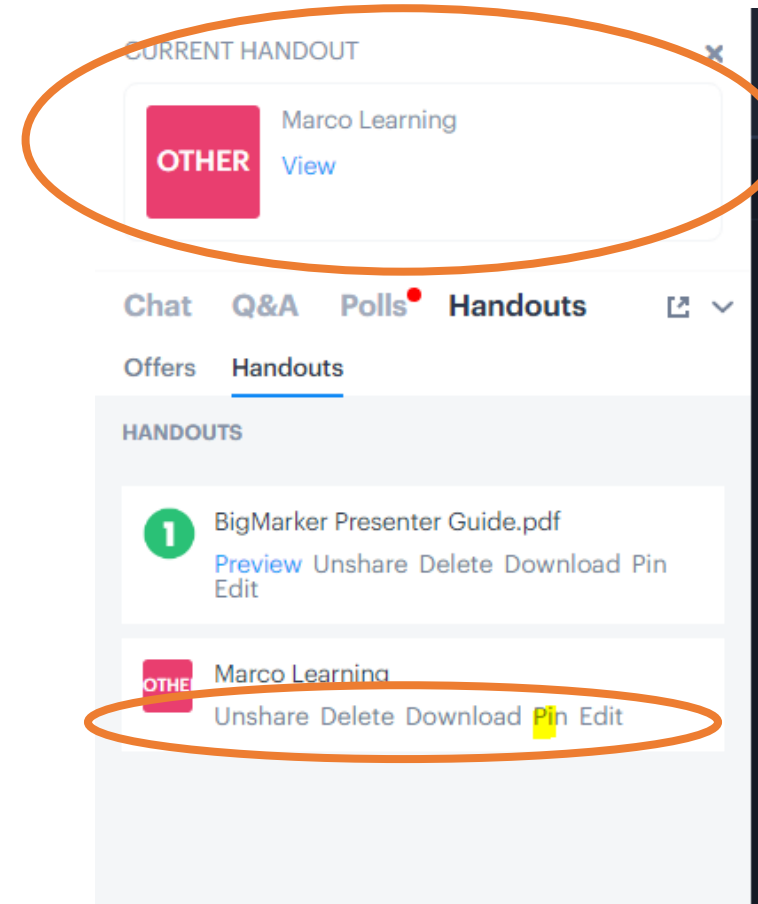


The screenshot shows a dialog box titled "Upload a handout" with a close button (X) in the top right corner. There are two buttons at the top: "Share a File" and "Share a Link", with "Share a Link" being highlighted in blue. Below these are two input fields: "Handout Name" containing "Marco Learning" and "Handout Link" containing "https://marcolearning.com/". There is a checkbox labeled "Open link in iframe popup" which is currently unchecked. Below that is a "Handout Icon" section with a "Choose File" button and the text "No file chosen". At the bottom is a large blue "Upload" button.

You can share any URL with Attendees through the Handouts tab.

- Click Handouts and select Share a Link
- Enter the Handout Name and URL.
- By default the webpage will open in a new browser tab when clicked.
- If you check the Open in iframe the webpage will open in an iframe that overlays the webinar room window.
- The link will be shared immediately. You can unshare, delete or pin to top. See link pinned to the top in the screen shot.
- Click Manage Handouts to add additional handout files or URLs.

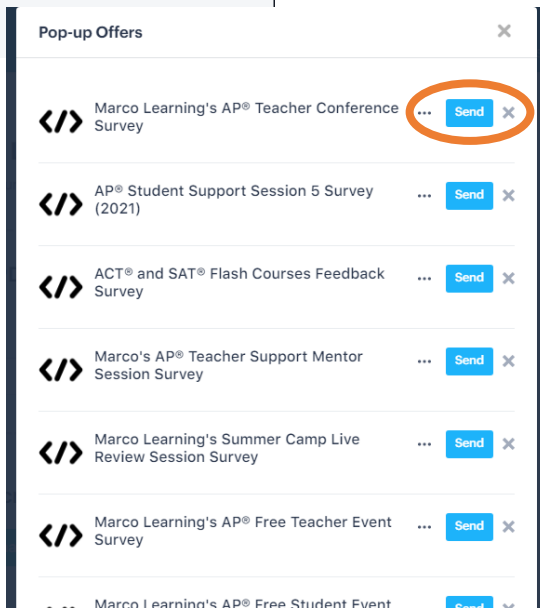
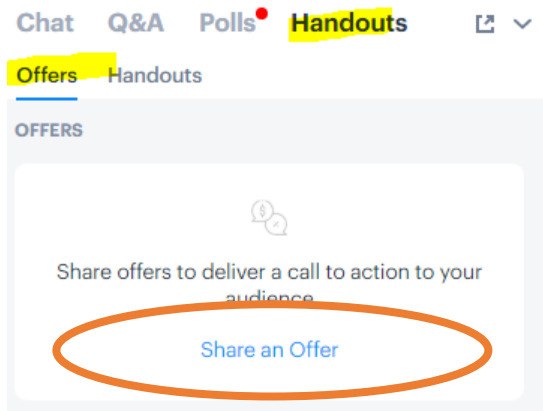
Pin Handout file(s)



The screenshot shows a mobile interface for a webinar. At the top, there's a "CURRENT HANDOUT" section with a close button (X). Below it is a handout card for "Marco Learning" with a pink "OTHER" icon and a "View" link. Below this is a navigation bar with "Chat", "Q&A", "Polls", and "Handouts" (which is selected). Underneath is another "Offers Handouts" section. The main area shows a list of handouts under the heading "HANDOUTS". The first handout is "BigMarker Presenter Guide.pdf" with a "1" in a green circle and options: "Preview", "Unshare", "Delete", "Download", "Pin", "Edit". The second handout is "Marco Learning" with a pink "OTHER" icon and options: "Unshare", "Delete", "Download", "Pin", "Edit". The "Pin" option for the second handout is highlighted with a yellow square. Two orange ovals are drawn around the "CURRENT HANDOUT" section and the "Pin" option of the second handout.

Handouts – Share an “Offer”

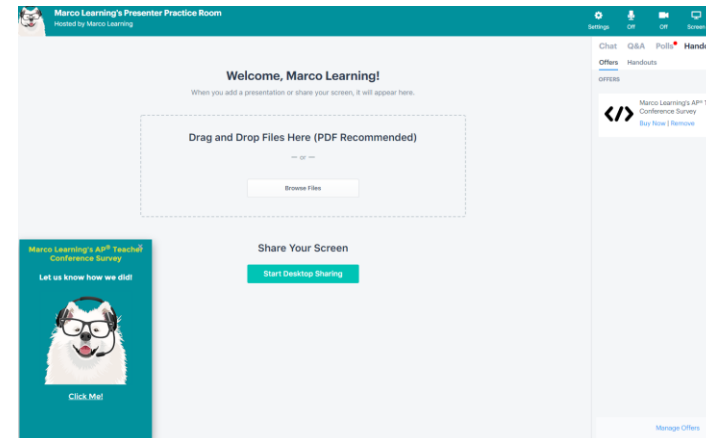
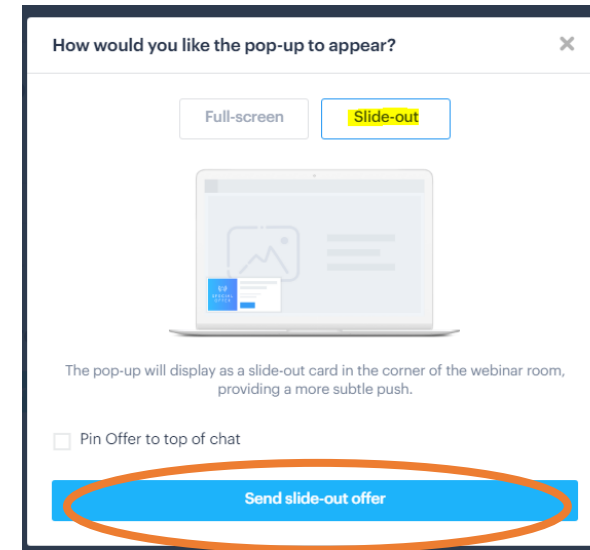
Share a Survey (Offer)



Marco Learning uses the Offer feature to display end of the webinar satisfaction surveys.

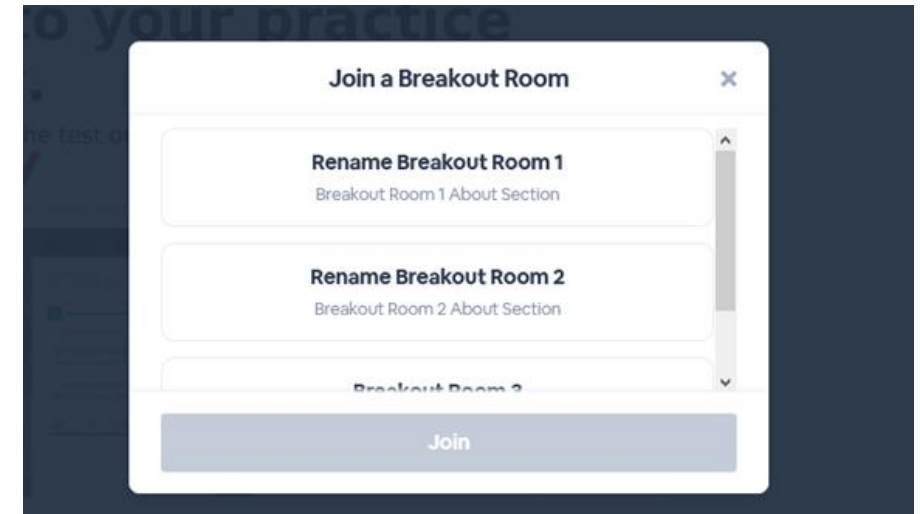
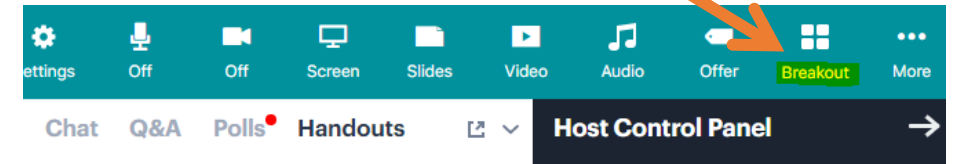
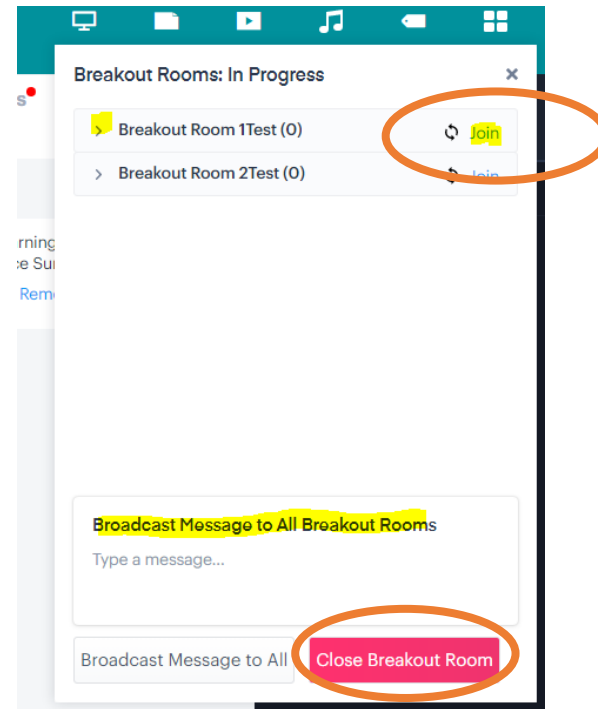
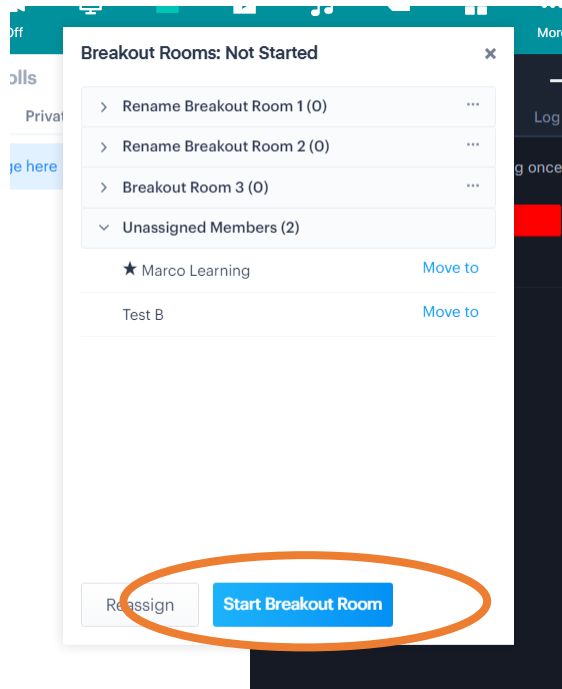
- Click Handouts and select Offers.
- Click Share an Offer to see the full list of satisfaction surveys.
- Find the survey for your session, click Send, and select the Slide-out option.
- Click Send slide-out offer button to push live.
- You will also see the popup, which you can close out – or click to see the survey you just sent to your attendees!

Survey Display Location



Breakout Rooms

Breakout Rooms are an optional feature that allows presenters to split their main group of attendees into small group discussions. If Breakout Rooms are configured for your live event, you will see a Breakout icon. Click the icon when you are ready to start your breakout room sessions.



In most cases, attendees will not be assigned to breakout rooms. When you start a breakout room, attendees will see a popup and be asked to select and Join a breakout room. As a Presenter you may join any breakout room, and move from room to room. When it's time to reconvene in the main room, close the breakout rooms to return everyone to the main room.

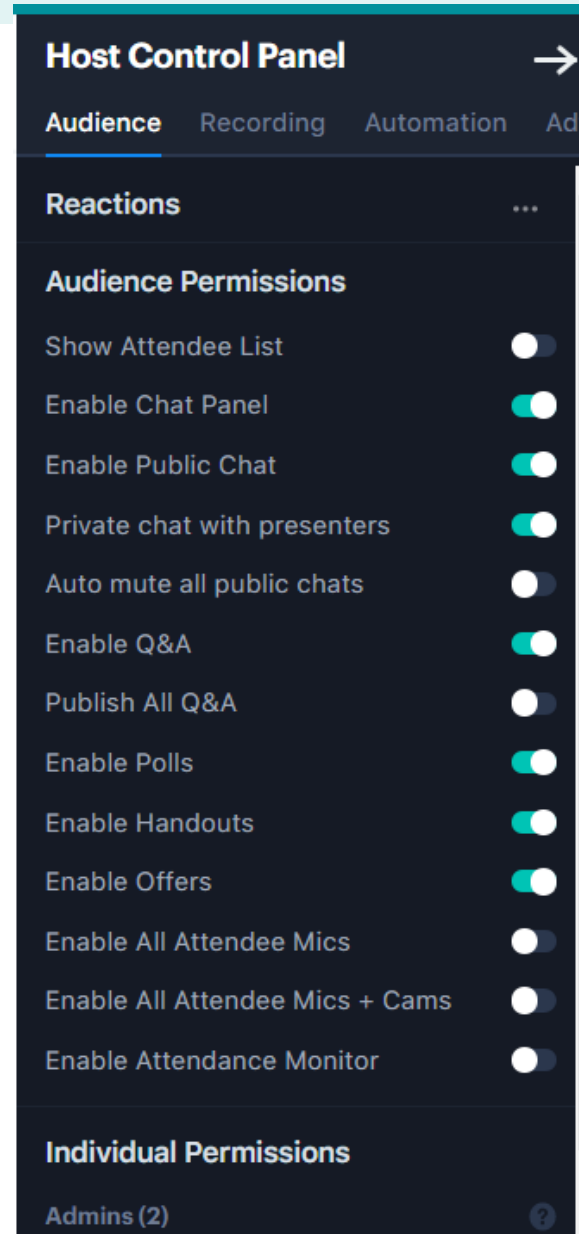
Each breakout room is a fully functional BigMarker webinar room with all features, including Recordings.

Host Control Panel

The Host Control Panel allows you to toggle on/off many of the interactive features in the room. You can also start the Recording from this section. Aside from the first two tabs, you won't need to adjust the settings in the additional tabs - they control automation, which we don't use, and advanced video settings for the webcam.

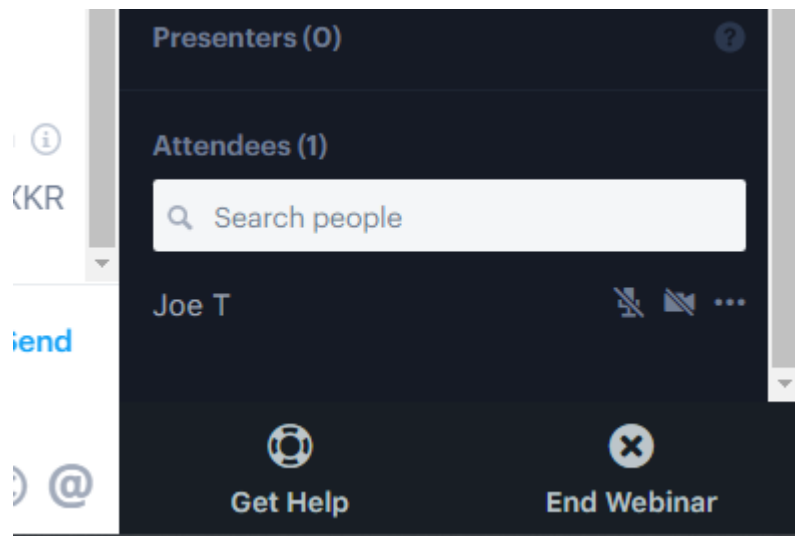
The only feature recommended to adjust is the Public Chat. In the case where you are hosting a large group, > 100, you may want to toggle off Public Chat to cut down on the chatter when you are presenting. Toggle Public Chat back on when you ask the group a question and want to gather feedback.

We do not recommend you toggle the Enable All Mics or Mics + Cams. If you want to enable mics or mics + cams you can do so on an individual basis.

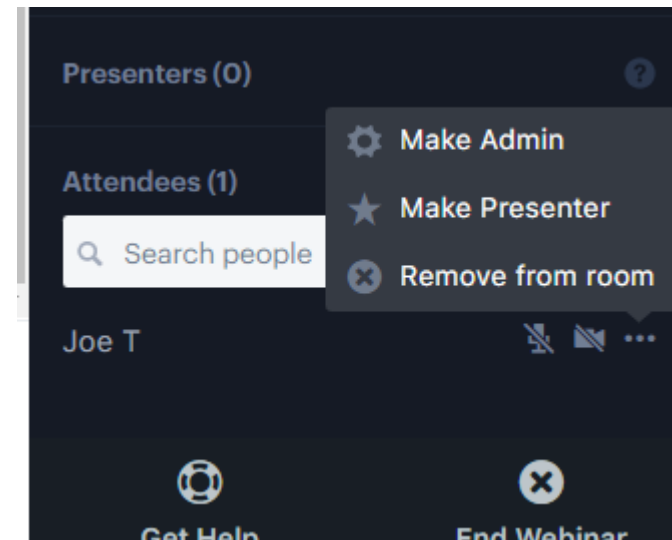


Attendee Permissions

Enable Mic and Webcam



Promote to Presenter

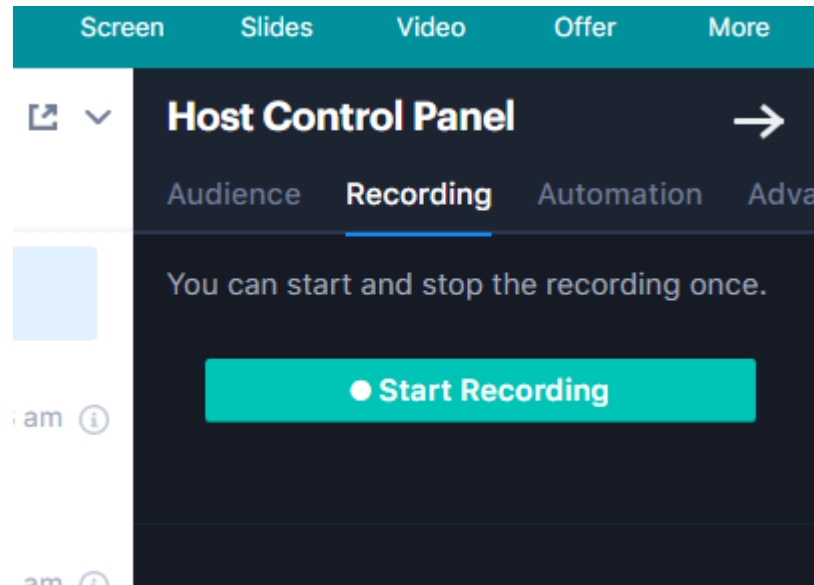


If you'd like to allow an Attendee to use their mic - or mic and webcam - search for their name if you don't see it listed in the first 20 attendees listed, and click on the mic icon to enable mic only or the webcam icon to enable both mic and webcam. Once enabled, Attendees will see the mic or mic and webcam toggle icons on the upper right hand side of the webinar window. If they experience any issues connecting - ask that they refresh their webinar browser, which will take them out of the room and back to the configuration page. Once they are set to talk or stream video, they can come back into the room and join the conversation.

Recording

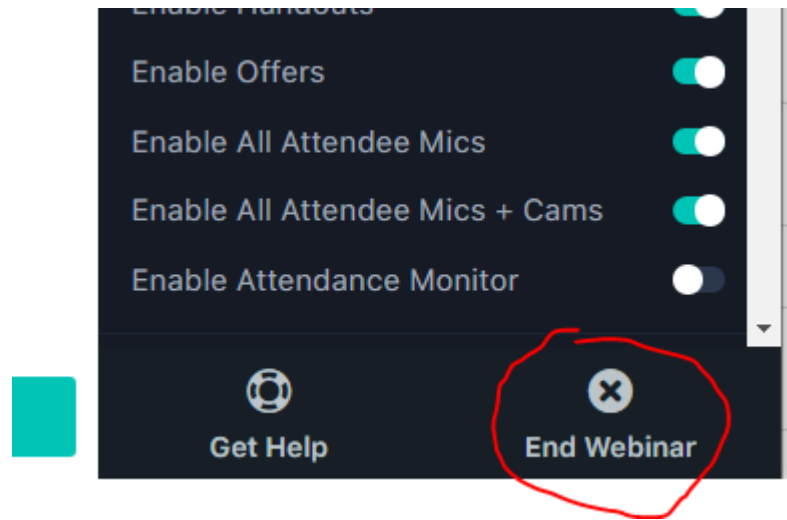
Marco Learning records all webinar sessions to share with Attendees. If your moderator doesn't start the recording, you can do so by clicking on the Recording tab in the Host Control Panel and click Start Recording.

NOTE: Once the recording is started it cannot be paused. If you click Stop Recording the session recording will complete at that point. Please do not stop the recording unless you need to.

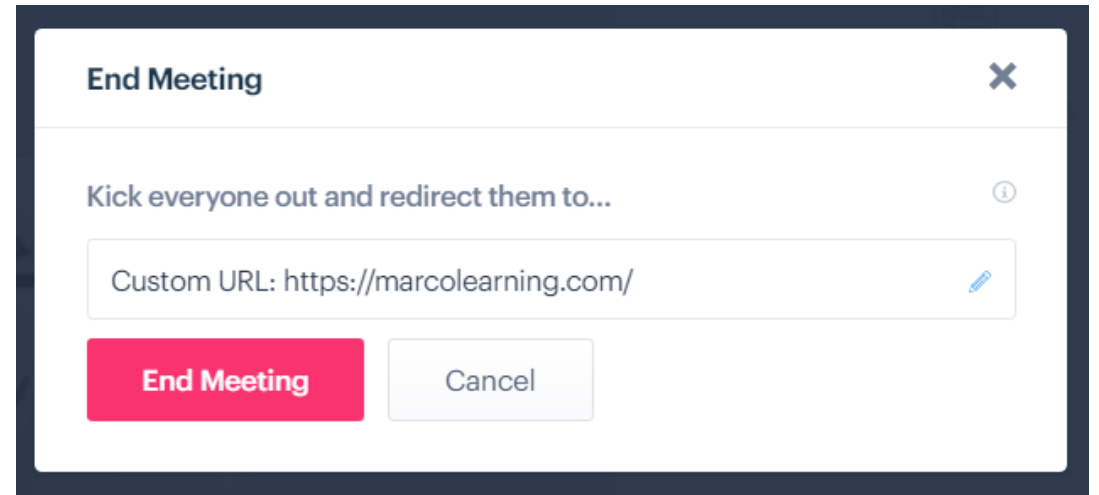


End Webinar

Click End Webinar



Redirect to URL



When the webinar has ended, please make sure you or one of the other presenters or the moderator properly ends the webinar. Click on the End Webinar button at the bottom right corner of the Admin Panel. You will see the End Meeting popup to confirm the url to redirect them to on exit. Click End Meeting to end. Once you start the process you'll see a red banner above the webinar room, see below. You can choose to End Now or Cancel if you need to.

NOTE: if you "x" out of the browser window the session will not be closed properly and the recording may continue to capture the room for quite a while.

