



## Webinar / Quick Start



In VeduBox, to create a Webinar you should follow the steps. You will do the first arrangements with admin account, then you should move on teacher/moderator account to do other arrangements.

**A. Admin:** Follow the steps.

- 1. Create Teachers/Moderator:** Click the “Teachers” from the menu in the left on homepage.



To identify new teacher, click the “add” button in the upper right corner of the screen and fill out the form and click the “Save” button.

Add Teacher

|                  |  |     |
|------------------|--|-----|
| First Name       | <input style="width: 95%;" type="text" value="Teacher Name"/>  | ✓   |
| Last Name        | <input style="width: 95%;" type="text" value="Last name"/>   | ✓   |
| Branch           | <input style="width: 95%;" type="text" value="Çayyolu"/>   | ✓ ▾ |
| Email            | <input style="width: 95%;" type="text" value="teacher1@vedubox.net"/>  | ✓   |
| User Name        | <input style="width: 95%;" type="text" value="teacher1@vedubox.net"/>  | ✓   |
| Password         | <input style="width: 95%;" type="password" value="6^nphuoK"/>  | ✓   |
| Birth Date       | <input style="width: 30%;" type="text" value="-"/> <input style="width: 30%;" type="text" value="-"/> <input style="width: 30%;" type="text" value="-"/> |     |
| Phone Number     | <input style="width: 95%;" type="text"/>   |     |
| Description      | <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>   |     |
| Email Confirmed? | <input checked="" type="checkbox"/>  |     |

**NOTE:** By clicking the “Generate” button below the password, you can create an 8-digit password automatically.

- 2. Create Categories:** Click the “Categories” from the menu in the left on homepage.


You must create a category to separate courses by fields. (Verbal, Numerical, Technology, Marketing etc.)





Click the “Add” button in the upper right corner and enter the field of the course and press the “Add” button to create your category.



### Add Category

**Name**

Please enter. 

















 Ekle  Cancel

**3. Create Courses/Trainings:** Click the “Courses” from the menu in the left on homepage.

 ALL COURSES 15  + Add Search... 

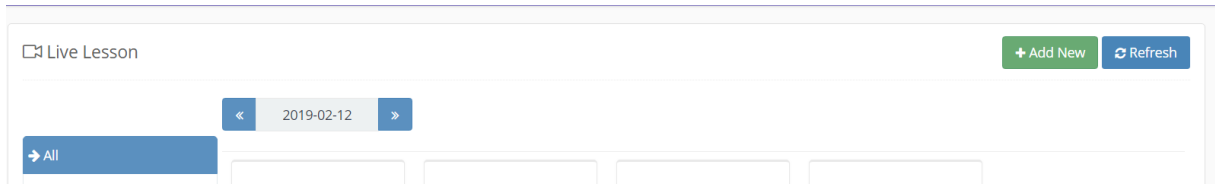
Click the “Add” button in the upper right corner and fill out the form and click “Save” button to create a course. (Catalog is automatically created when the lesson is saved)

#### Course Details

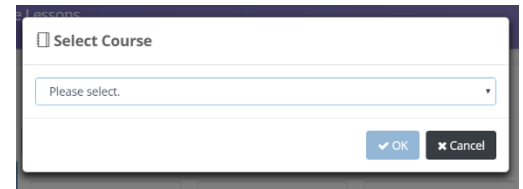
|                    |   |
|--------------------|---|
| <b>Name</b>        | Please enter.    |
| <b>Tags</b>        | <input type="text"/>  |
| <b>Description</b> | H1   H2   H3   H4   H5   H6   P   pre  Words: 0 Characters: 0<br><input type="text"/>   |
| <b>Category</b>    | Please select...   |
| <b>Teacher</b>     | Please select...   |
| <b>Catalogs</b>    | <input type="checkbox"/>  Biyoloji<br><input type="checkbox"/>  Coğrafya<br><input type="checkbox"/>  Dil Bilgisi<br><input type="checkbox"/>  Fen Bilimleri<br><input type="checkbox"/>  Fizik<br><input type="checkbox"/>  Geometri<br><input type="checkbox"/>  Kimya<br><input type="checkbox"/>  Matematik<br><input type="checkbox"/>  Matematik & Geometri<br><input type="checkbox"/>  Sözel Dersler<br><input type="checkbox"/>  Tarih<br><input type="checkbox"/>  Türk Dili ve Edebiyatı |

## B. Teacher/Moderator: Follow the steps.

- 4. Create Live Training and Meeting:** After login as teacher, click the “Live Training and Meeting” from the menu in the left on homepage.



Then, click the “Add” button in the upper right corner and choose the course (in which course do you want to create live lesson), click ok.

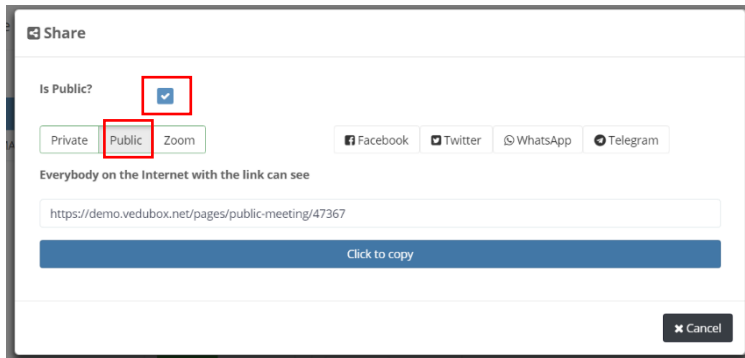
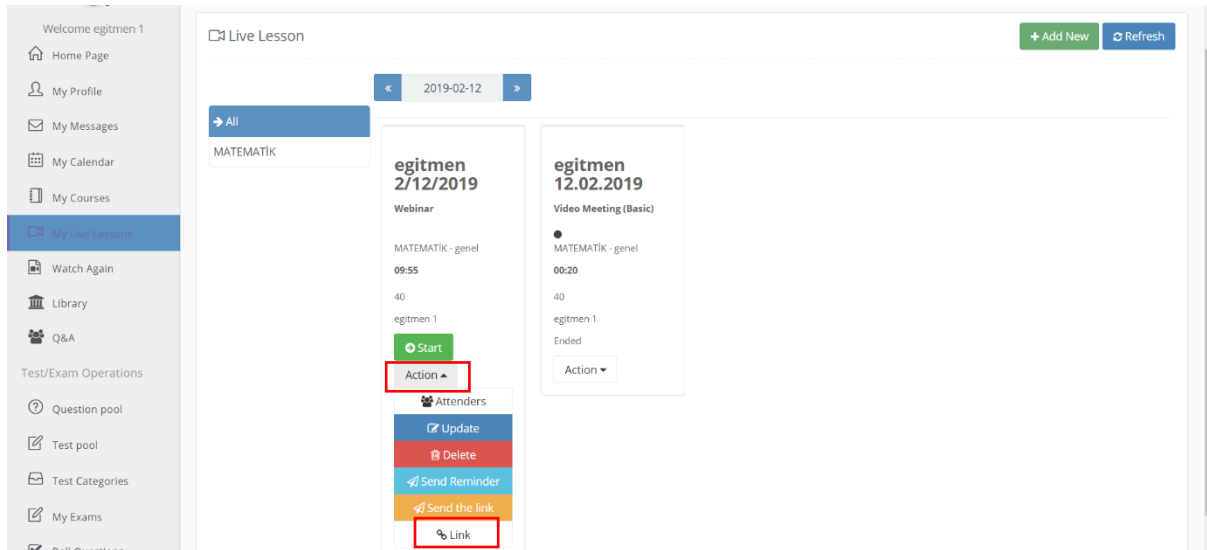


After selecting the course, a form will be visible about your live lessons. Fill the form and save. Your webinar is ready.



**5. To send the link the participants;**

Click the “Action” button on the live lesson. Then, click the “link”.



After clicking “link”, the screen will be seen. From here, open the “Is Public?” and choose the “Public” option, then copy the URL address. Now, you can send the URL to your participants via e-mail.

### C. Users/Participants:

Click the link that your moderator has already sent. Fill the form and join the Webinar when its' time.

LIVE!

Welcome, Use form to register Video Conference or Webinar

|                |                 |
|----------------|-----------------|
| <b>Seminar</b> | Webinar Meeting |
| Subject        | Webinar Meeting |
| Speaker        | Moderator 1     |
| Description    |                 |

|                    |            |
|--------------------|------------|
| <b>Date</b>        | 12.02.2019 |
| Time               | 13:15      |
| Duration           | 40 minutes |
| Registration Limit | 3          |

Email: a@gmail.com

**Create account**

First name:

Last name:

Phone Number: 90

Email:

Confirm Email:

I agree with terms

**1** KAYIT OLI

**2** WEBİNAR UYGULAMASINI YÜKLE!

**3** KATILI