

In UniConnect the Host can set up a number of different layouts to suit their needs. There are three default layouts already set up to choose from but UniConnect also gives the option to add more for a meeting.

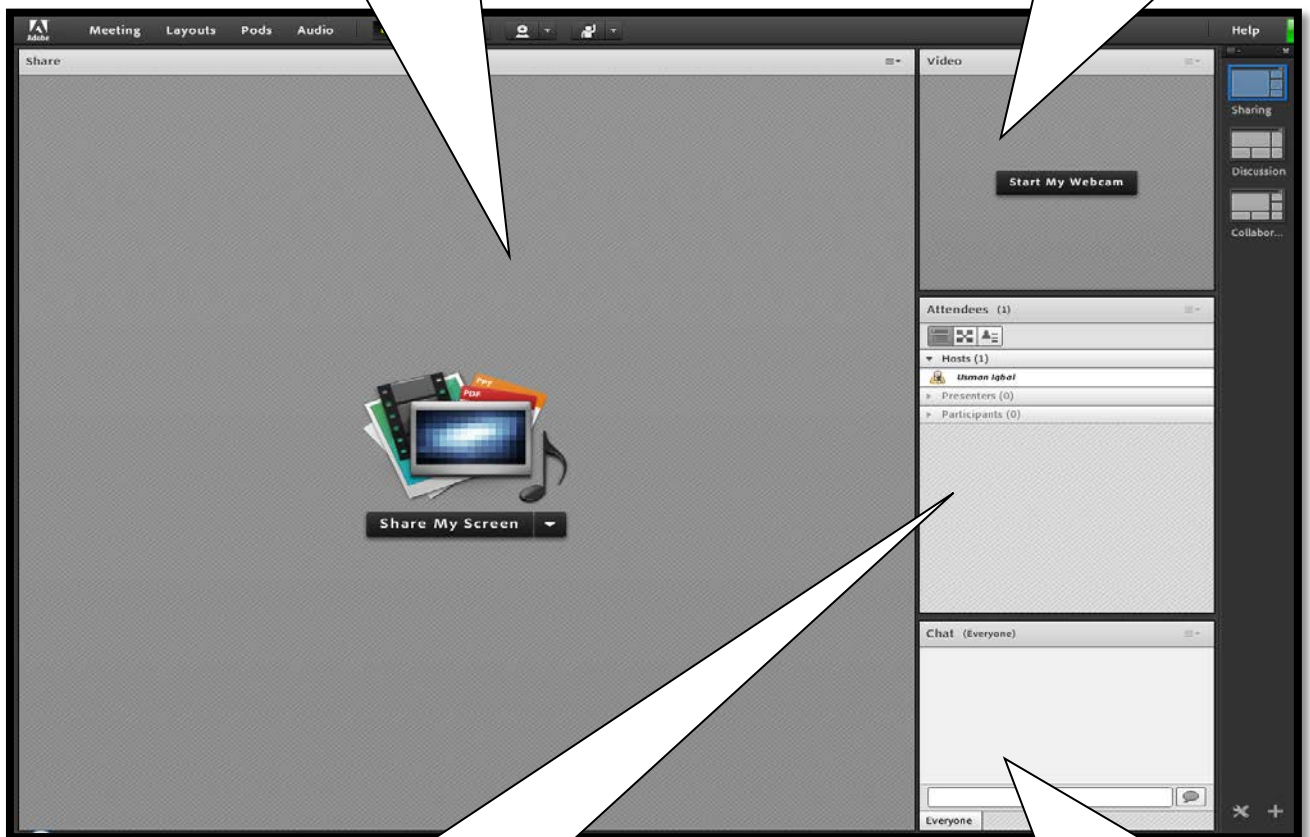
The default Layouts that are available are Sharing, Discussion and Collaboration.

“The Sharing Layout”

This is the layout for sharing. The purpose for this layout is for the host/presenter to share either their screen, document or a whiteboard for the session.

The **Sharing Pod** where the user can share a screen, document or a whiteboard.

The **Video Pod** allows the users in the meeting to view each other by using a webcam



The **Attendee Pod** allows the users to view the attendees for the meeting. Only the host can change the role of an attendee.

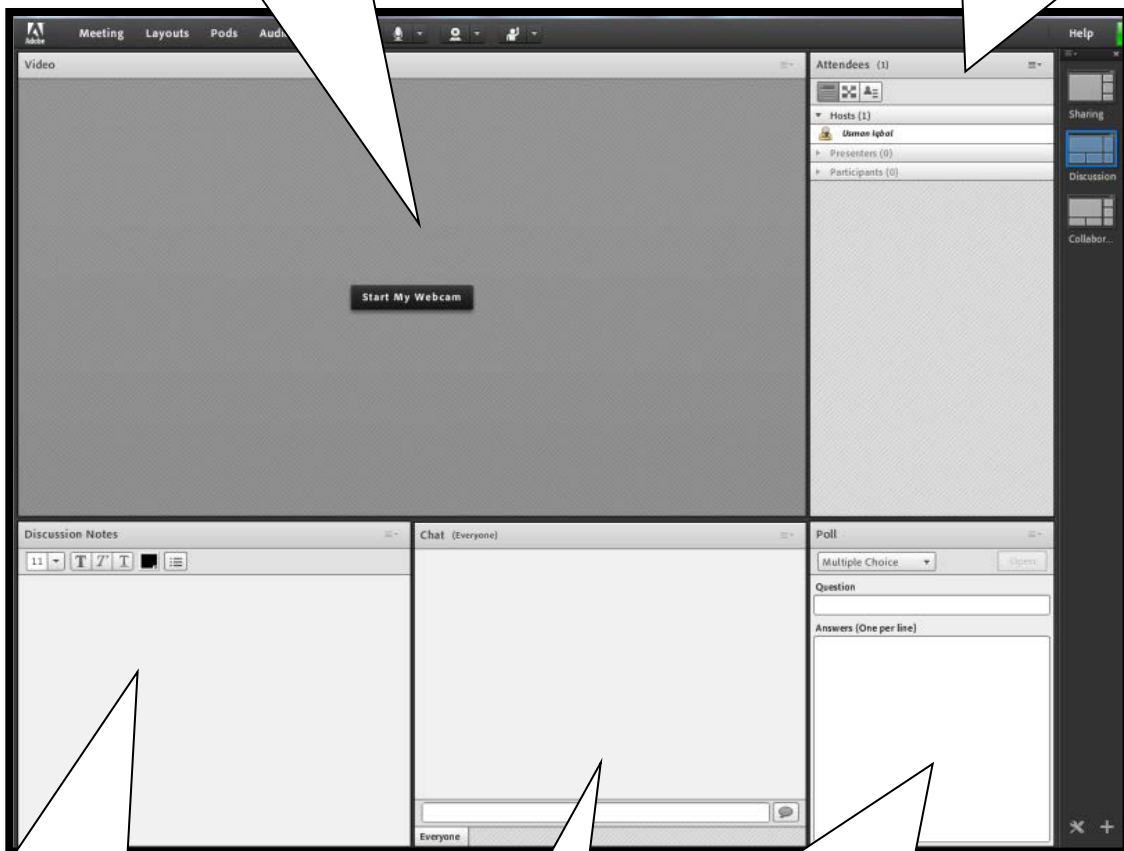
The **Chat Pod** is a chat space where the users are able to talk to one another in a group or by private chat.

“The Discussion Layout”

This is the layout for discussion. The purpose for this layout is to be able to get a number of people to interact with one another in the form of creating polls, chat box, and the ability to see each other by webcam.

The **Video Pod** allows the users in the meeting to view each other using a webcam.

The **Attendee Pod** allows the users to view the attendees for the meeting only the host can change the role of an attendee.



The **Discussion Notes Pod** is there for the host/presenter to write up pre-prepared notes for the meeting.

The **Poll Pod** adds user interaction to a meeting by allowing the host/presenter to create questions for other users to reply and answer.

The **Chat Pod** is a chat space where the users are able to talk to one another in a group or by private chat.

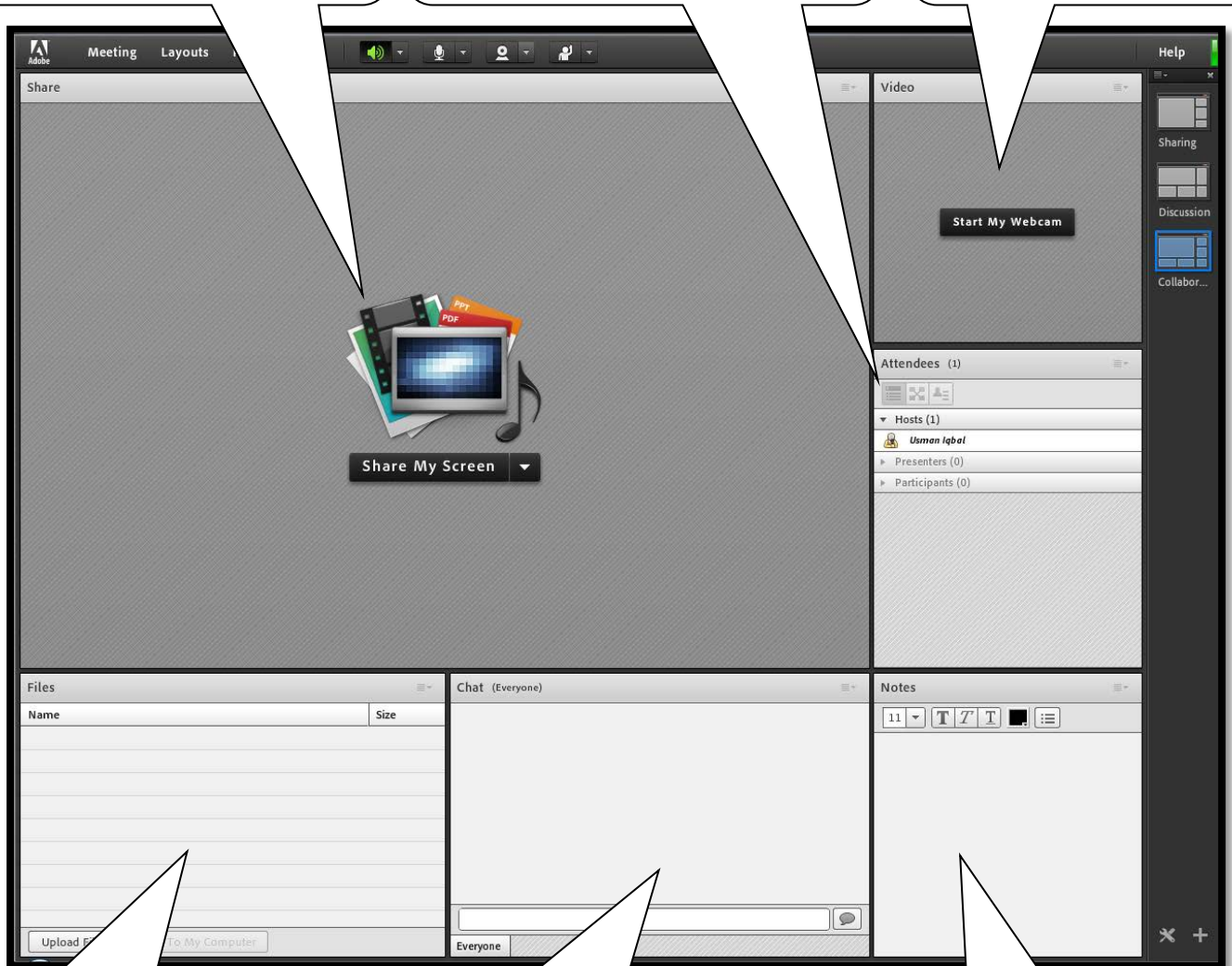
“The Collaboration Layout”

This is the layout for collaboration. The purpose for this layout is to be able to share files and co-operate with others.

The **Sharing Pod** is where the user can share a screen, document or a whiteboard.

The **Attendee Pod** allows the users to view the attendees for the meeting. Only the host can change the role of an attendee.

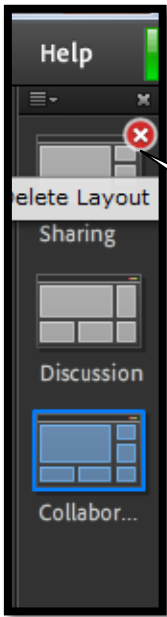
The **Video Pod** allows the users in the meeting view each other by using a webcam.



The **Files Pod** allows the attendees of the meeting to attach and upload a file by clicking on the 'Upload file' button. Once attached anybody can download the file.

The **Chat Pod** is a chat space where the users are able to talk to one another in a group or by private chat.

The **Notes Pod** is there for the host/presenter to write up pre-prepared notes for the meeting.

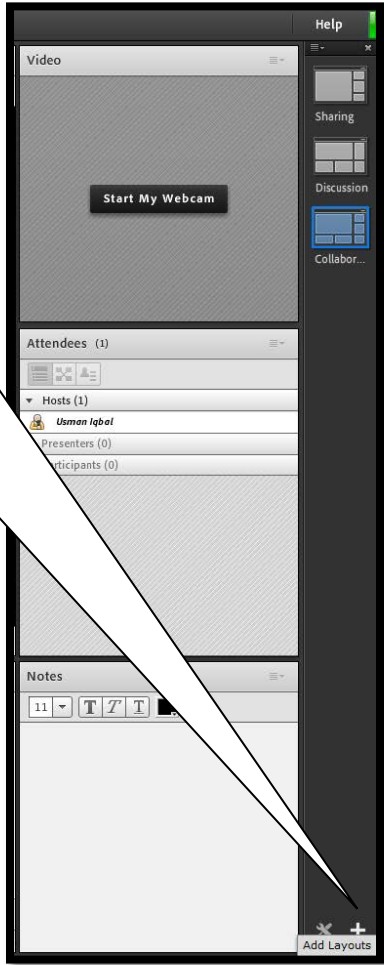


“Deleting a Layout”
This is useful if you are no longer using a layout and want to remove it so it is more organised.

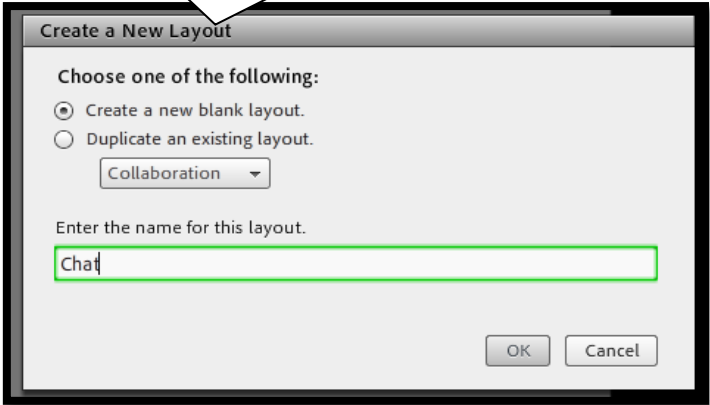
You have the option of deleting layouts that are in the layout panel you can do this by hovering over the layout and clicking on the red cross the appears. **1**

“Creating a new Layout”
This is useful if you are no longer using a layout and want to remove it so it is more organised.

With the option to delete a layout, the host also has the option to add a new one by going to the bottom of the layout panel and selecting the plus button. **2**

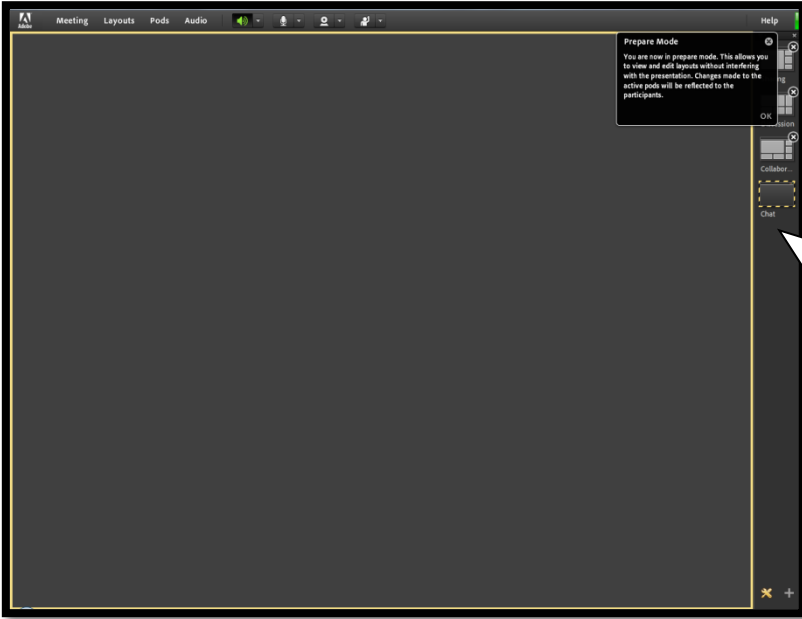
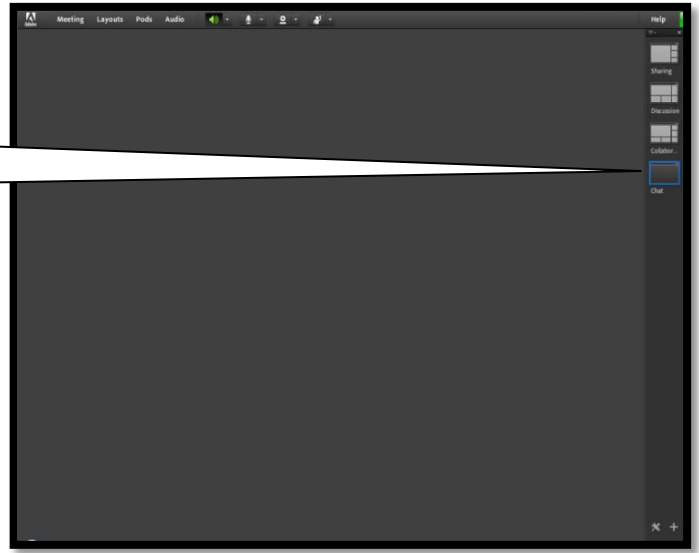


3
After selecting the plus button to add a new layout this screen will appear.
Here you have the option to create a blank new layout or copy a default layout once you have selected one of the options you must enter a name for this new layout.



4

Here I have created a new blank layout.
The new layout that you have just created will appear under the other layouts.



Click on the new layout that you have created which will then put you in prepare mode you will then be able to add pods that you wish to use in the meeting.

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Prepare Mode

You are now in prepare mode. This allows you to view and edit layouts without interfering with the presentation. Changes made to the active pods will be reflected to the participants.

This is the enlarged image of the message that appears when clicking on a layout that you wish to edit.

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Another way of accessing options for your layouts is to go to the menu bar and clicking on 'Layout' and all the options will appear.