

A Guide to Running Your Virtual Freshers Fair Stall



About The Event

New students will be able to browse around a 3D virtual room with stalls. Each stall has an image, text and link. When the student clicks on the link it takes them to a Video and Chat Messages Room.

About Your Video and Chat Messages Room

You are the host of your Video and Chat Messages Room on GCU Learn (called Collaborate Ultra). You will be emailed a link to this room and you will be a moderator and be able to control content.

Arrive Early

Please arrive at your Video and Chat Messages Room **30 mins** before the start. That will give you time to familiarise yourself with the functionality of the Video and Chat Room and be ready for the session going live at 1pm.

Moderators

The first person to arrive before the start of the session going live will be made a Moderator. A Moderator can share content, mute everyone or remove people from the session. This person can also make any other person a moderator too. Please limit the number of moderators you have to two.

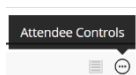
To make another person a moderator:



click on this tab



and then on this tab



then click on the Attendee Controls next to a person's name and the moderator option is here.

Familiarisation and Functions

Take some time to familiarise yourself with the functions of the Video and Chat Messages Room before the start time.



Click on the purple button on the bottom right hand corner, this will allow you to see Chat Messages, view Attendees and Share Content



Click on the black button in the top left hand corner, this will allow you to see options to leave the session and other settings.

2 People - 2 Roles

We are recommending that you have 2 people & 2 roles in the Video and Chat Messages Room.

1. Presenter: This person is the main video speaker, uploading power point or answering questions.
2. Chat Curator: This person should respond to written chat messages & questions.

Chat Messages

Use the Chat Message Function to post links to your social media pages or email address for your club, society or group.

Collecting Names and Contacts

There are four ways to collect names and contact details from students.

Ask Verbally or Chat Function

Ask the student for their details or ask them to send a message to you on the chat function, this is a private message. **You can use the form attached to collect details.**

****NB - Student Consent**

Please tell the student that they are providing consent for you to contact them via email regarding your club, society or group. Should they want to stop receiving emails from you then they should let you know.

Via Online Membership

If your membership is live on the [Students' Association website](#) then direct them to your webpage.

Via Email

Give the student the email address for your club, society or group.

Via Social Media

Direct them to your Facebook page to follow your club, society or group or ask them to direct message you on Facebook.

Create a Power Point presentation

Before the day of the virtual fair create a slide or two that explains how your society, sports club or group functions and what you do, add some photos to demonstrate this. You can display this by clicking on the Share Content and then the Share Application/ Screen function.

Issues of Abuse

If someone is being abusive then Moderators can mute all attendees or if needed can remove someone from the Video and Chat Messages Room.

Technical Help

If you are having a technical issue you can report by clicking on the black button in the top left hand corner and clicking on the Report an Issue button.

Staff Support

For any advice, help and support please contact a staff member:

Gordon McTweed | g.mctweed@gcu.ac.uk | [Facebook](#) | 0141 273 1615

Lora Addison | lora.addison@gcu.ac.uk | [Facebook](#) | 0141 273 1361