



# Advanced Controls for Session Hosts

## Intro

Hi, welcome to the iSee tutorial series.

In this tutorial, we will look at advanced tools for session hosts to keep your sessions running smoothly.

This tutorial assumes a basic knowledge of how to use iSee, specifically how to interact with other people.

A lot of the features shown in this tutorial require special permissions to access. You can find a guide on how to apply these permissions in the description.

## Advanced Users Panel

The Users Panel is probably the most useful tool at a session host's disposal. Not only can you see all people in the session and which zone they are in, you can also apply actions to one or many people. Here are some of the actions that can be applied:

Tap Shoulder, which gets a person's attention by playing a doorbell sound and showing a notification.

Share opens the iSee drive, allowing you to select a file to share with the selected person.

Eject disconnects a user from the session.

Set Push to Talk applies push to talk to the person, providing a pop-up showing that this action has been applied to them.

Mute for me mutes the person's audio for just you, everyone else can still hear them.



And Change Audio Modes, these three buttons change the audio mode between Spatial, Megaphone and Broadcast.

All of these actions except for “Set to Broadcast” can be applied to multiple people at once with the top most action panel.

You can select who you want the action to be applied to by selecting their check box and then pressing the action. An action will be applied to everyone if no one is selected.

You can select and deselect everyone by checking the global check box. This is useful if you want to apply an action to all but one or two people.

## Chat Export

The chat system can be a powerful tool for global communication within your session. If required, this communication can be saved as a text file by clicking the three dots at the bottom of the chat panel, then selecting “Export chat content”.

This will open a file explorer where you can select where to save the text document.

## Creating Seating Arrangements

Seating arrangements allow a session host to organise people into positions that better suit the current activity. For example, when giving a presentation, you may want to make sure that everyone in the audience can see you and the board content clearly.

The seating arrangement wizard can be found in the top right of the iSee window.

The selection is for the layout of the arrangement. This will be different depending on which zone you are in but the two most common layouts are “Lecture” and “Meeting”, which layout the seats in arced rows, or a circle respectively.

Once you have selected a layout, you can choose a variation of the layout. This also shows you how the arrangement will be placed in the environment.

The final section controls the seat distribution, number of seats, and placement modes.

Distribution decides how the seats fill the arrangement.

- “Fill” will add seats from front to back.
- “Even” will spread the seats evenly through the whole arrangement.



- “Custom” allows you to choose how many seats are in each separate section, For example in the Lecture layout, rows A, B, and C.

Placement mode allows you to force everyone or select people in the arrangement.

- “Show Placeholder’s” is the default, it shows a placeholder for all the seats, and people can enter them whenever they want.
- “Force Arrange” will teleport all users into a seat both when the arrangement is created, and when they enter the session. People are free to leave the seat whenever they want, however, there are session permissions available that prevent people leaving seats.
- “Select People”

Once you have set up your arrangement, hit “Create” and it will be placed in the environment! You can have multiple arrangements in a scene but only if they are not forced. If you try to create a forced arrangement it will clear all current arrangements.

## Traffic Light Feedback

Traffic Light Feedback is a useful tool for getting “Yes, No, Maybe” consensus from everyone in the session, like if everyone understood the question, or if everyone is ready to move on to the next section.

To start one, press the Feedback button in the top right of the iSee window. This will pop up the Traffic Light feedback menu for all users currently in the session. Select a colour and then click Confirm.

In the Users panel, you will be able to see the results of each individual person, as well as a tally of all results. You can also see someone’s response on the front of their avatar.

To finish the feedback, simply press the button again.

## Recording and Playback

To start recording your session, press the “Record” button in the top right of the iSee window. This will allow you to choose where to save the resulting file, and what format to save it as.

The iSee format is a format that plays back in the iSee program. It records the environment and everyone so you can replay the session from your perspective.

The rest of the formats are regular video formats that playback a recording of the iSee window.



You can enter playback mode for iSee files from the Session select menu. In the top left menu, select “Recording & Playback”, then “Playback”, and select your iSee file.

This will play back the file. You can pause and fast forward in the top left, and use the Users Panel to see who is in the session and mute specific people.

When you are done with the playback, you can just leave to return to the session select menu.

## Outro

This Concludes the “Advanced Controls for Session Hosts” Tutorial and the iSee tutorial Series! For more learning materials, see the Resources section in the description.