Symphony - Managing a Symphony Meeting

An overview of all speaker/moderator controls within Symphony

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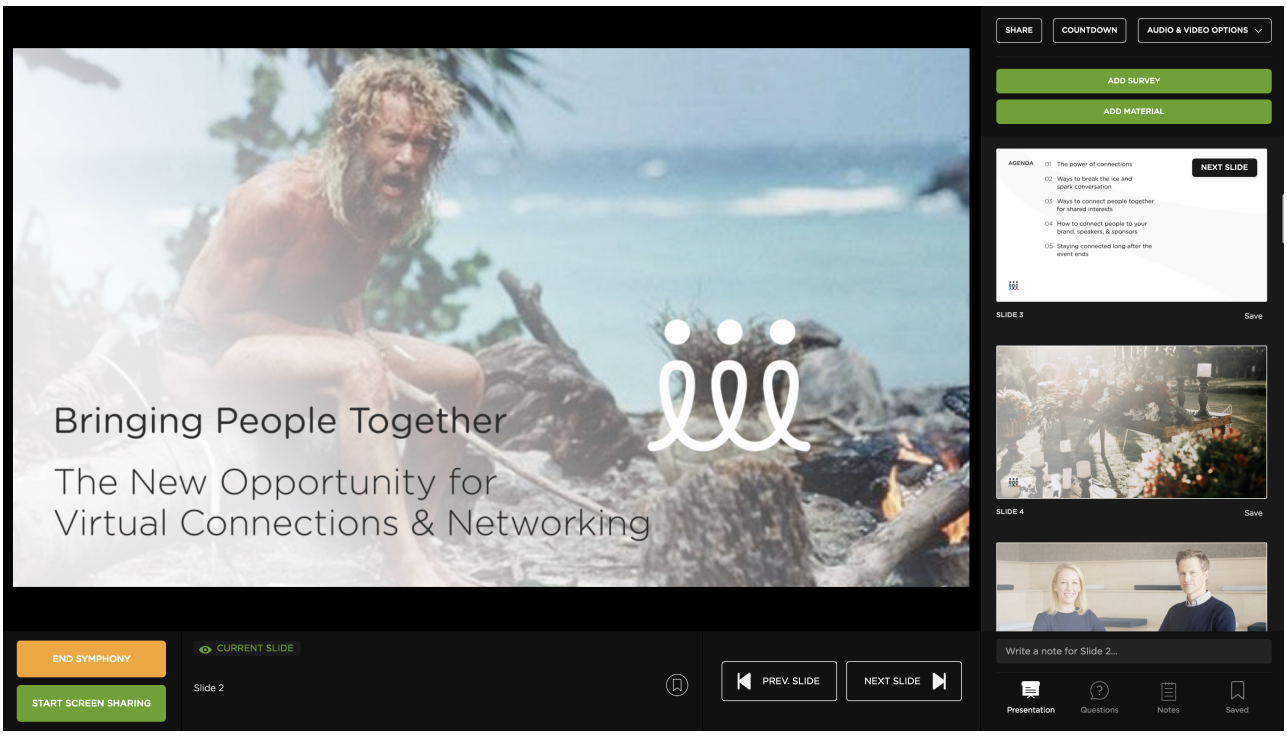
Updated over a week ago



OVERVIEW OF SYMPHONY

Symphony supports multiple formats of sessions and meetings. Symphony meetings may be

video only (one on one or group based video chats), video with content (speakers presenting content), as well as just content display (pre-recorded video).

The interface is focus on two primary areas, the presentation area (video and/or content) and the Symphony menu item for speakers and participants, which may include the presentation timeline, asked questions, note taking, saved content, breakouts and participant list.

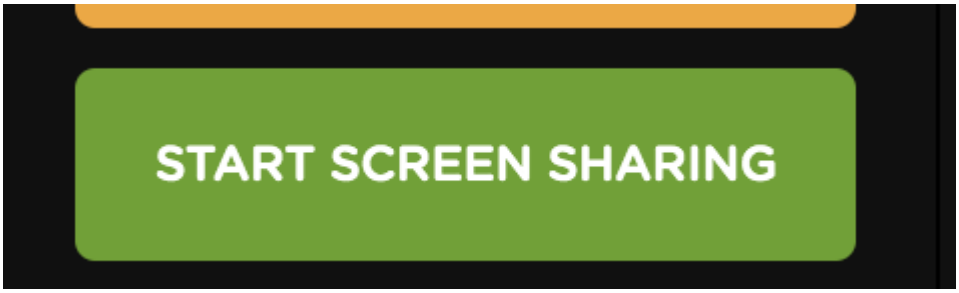
PRESENTATION CONTENT CONTROLS

Navigating through Content using Previous & Next Options

You will be able to navigate forward or back through any content using the Previous and Next Slide buttons.

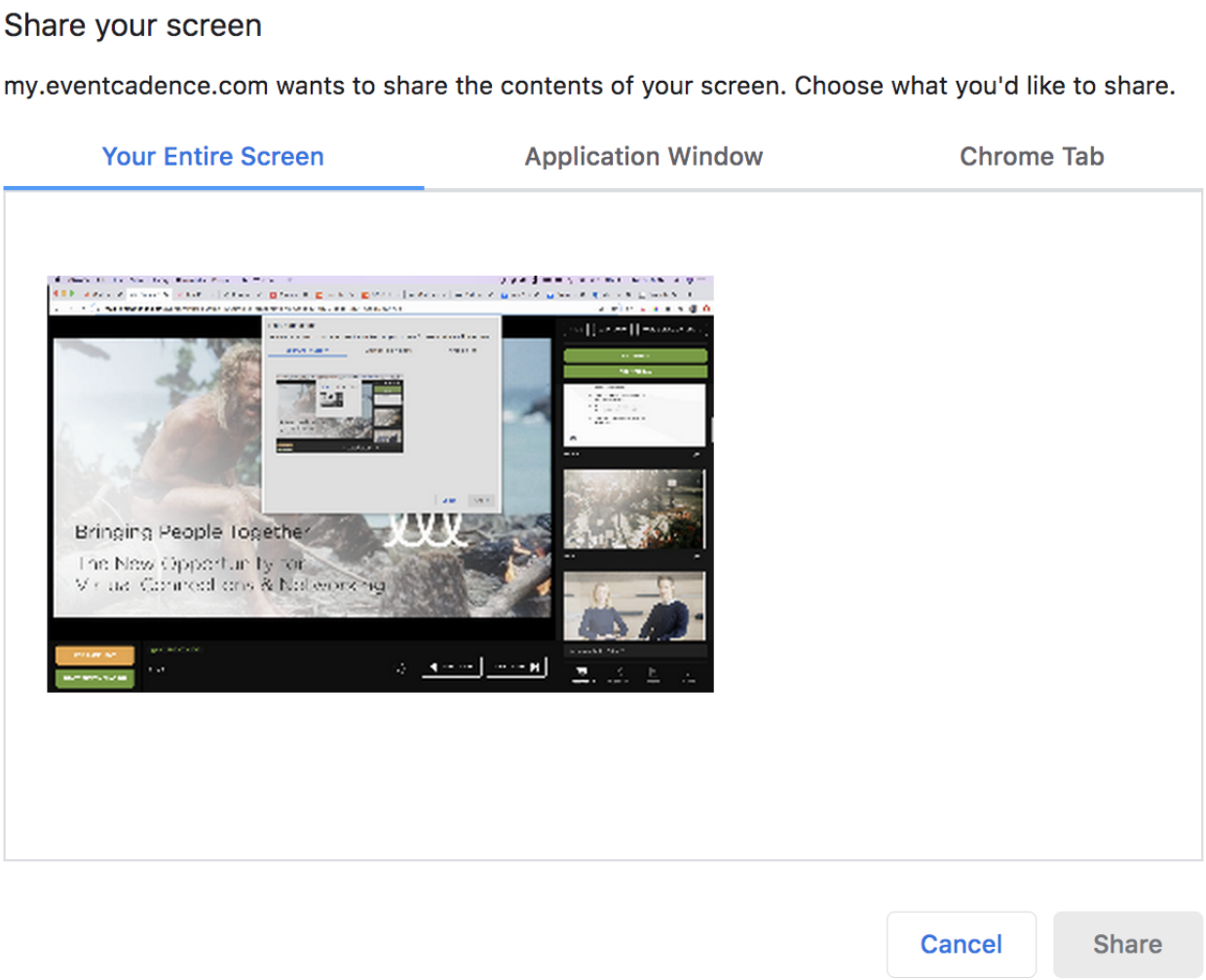
SCREEN SHARING

Start Screen Sharing



Click the Start Screen Sharing button to bring up the ability to select which screen to share.

Choosing your Screen to Share



You will be able to select between Your Entire Screen, Application Window and the tab of your browser.

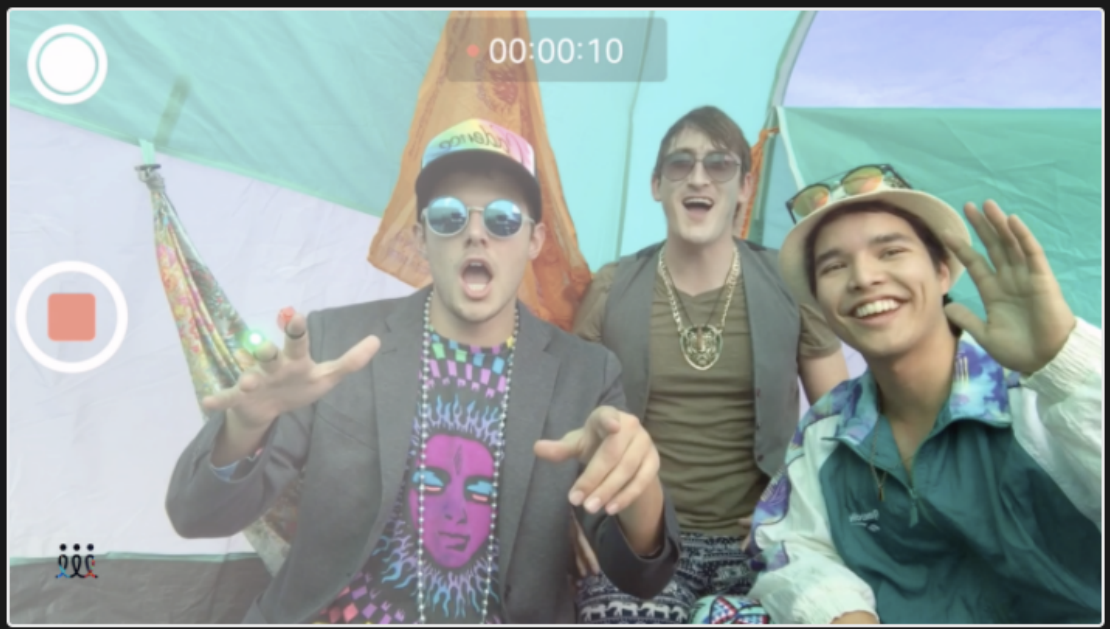
Adding Materials & Surveys to your Content Timeline

ADD SURVEY

ADD MATERIAL

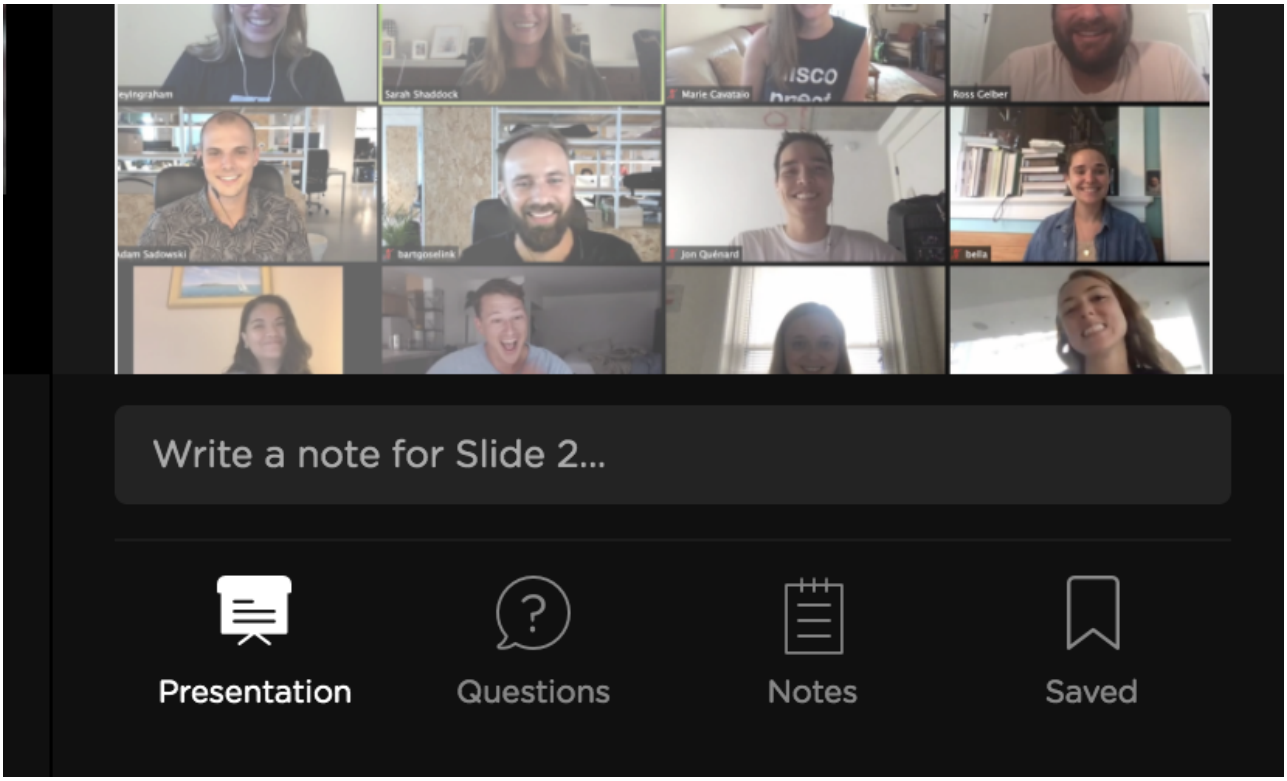
SLIDE 5

1 Notes • Save



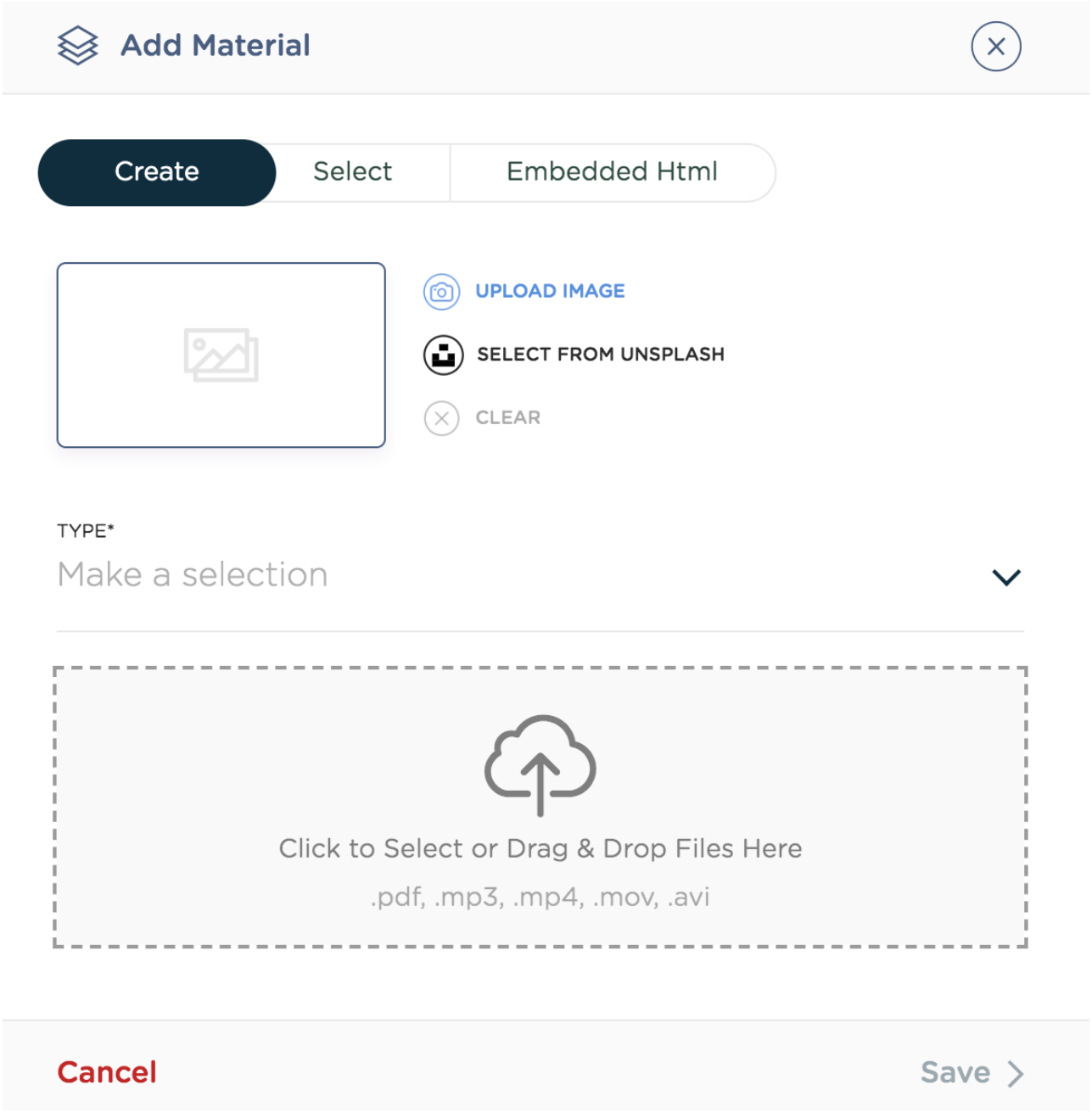
SLIDE 6

Save



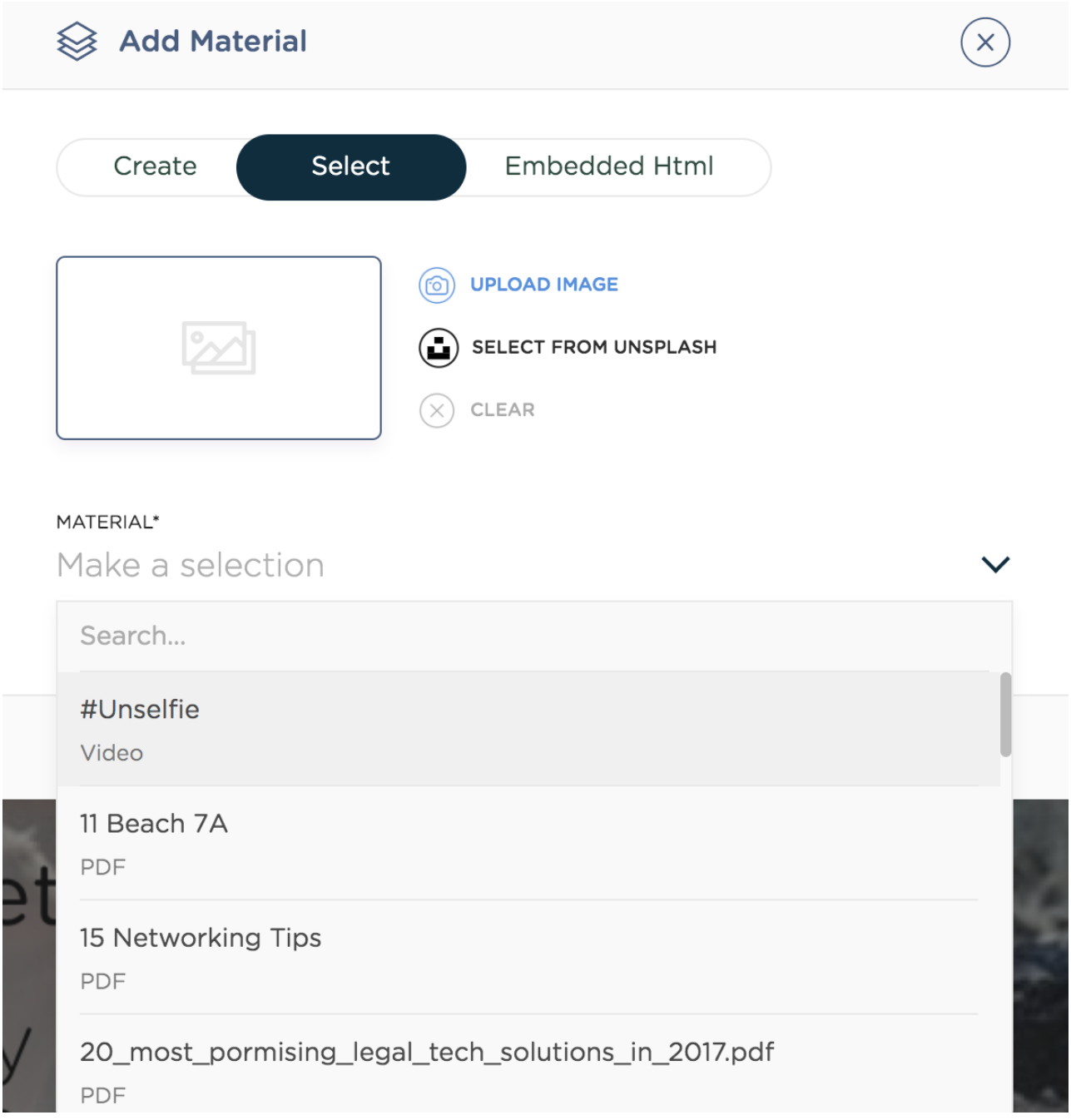
ADD MATERIAL

Create Material



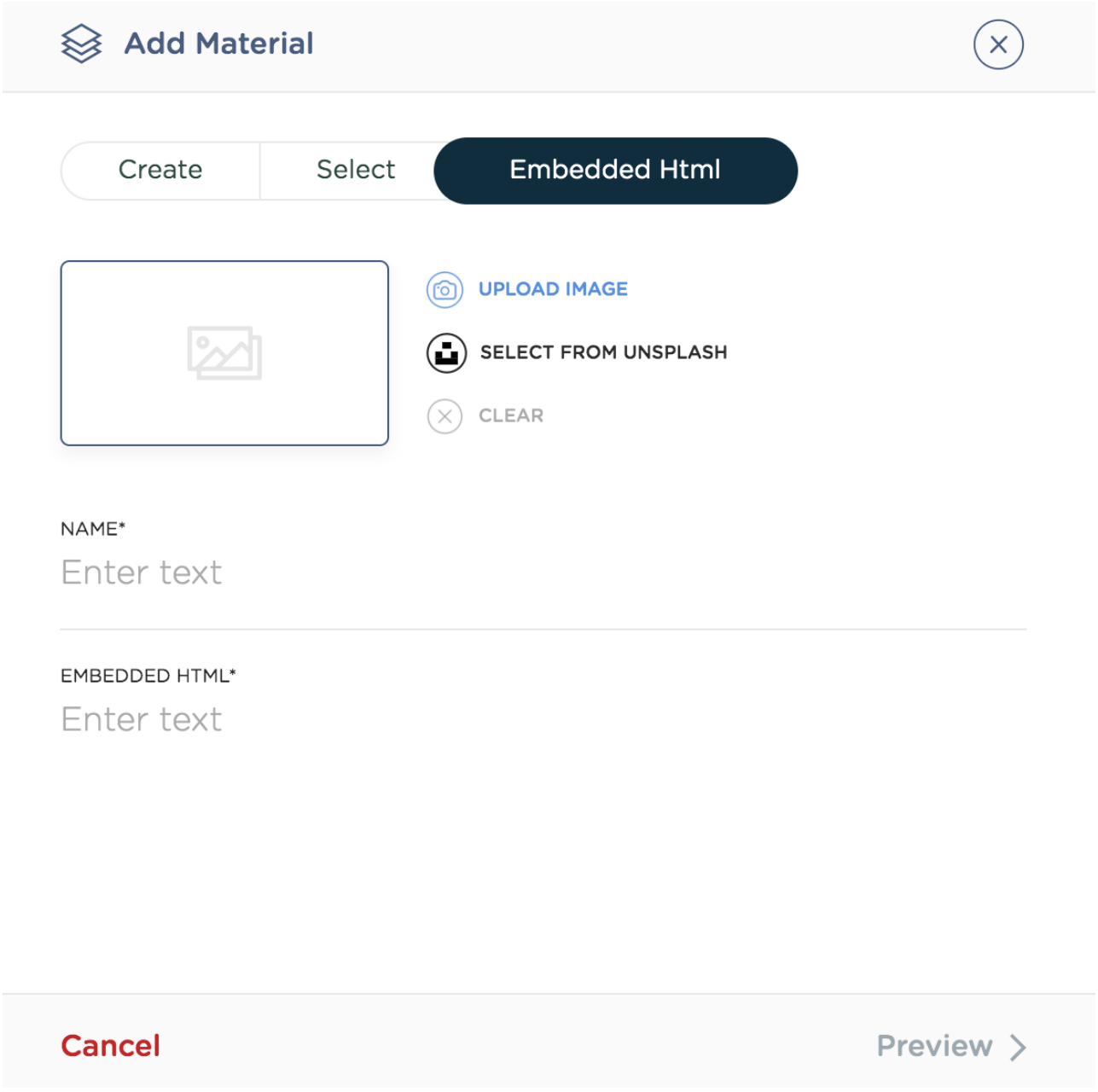
You may select the type of content you'd like to add, then click or drop the file to upload into your Symphony meeting.

Select Material from Repository



Within Cadence there is the Materials at your account level. You may search and select any material from your account.

Embedding a Live Video Stream or Pre-Recorded Video



Enter the name of the embed and the embed HTML code. Within your streaming platform, such as Vimeo or YouTube, find the Share option and select Embed. You will then copy and paste the embed code here into Symphony.

Did this answer your question?