

Observe a video discussion

Join a video discussion session as an observer.

Prerequisites:

You must be an Admin or Video Discussions User, or a Power User or Author with the **Can view the Video Discussion projects and moderate interviews** permission to complete this task.

As an observer joining the session, you can:

- Join the meeting room directly from the observer link without needing to be invited in.
- Join the meeting room from your desktop browser or mobile device.
- See and hear everyone in the meeting room. However, no one can see or hear you.
- Message moderators, other observers, support, and the translator using the **Backroom** chat.
- View interview polls, discussion guide, stimuli, and participant markup during the meeting.
- Save and tag moments during the meeting recording.
- Share takeaways after the meeting is over.

1. Join the meeting room as an observer.

- Open the video discussion activity, click the **Track Participants** tab, and then select the video discussion to join and click **Copy Observer Link**. Paste the link in a new browser tab and press enter.
- Click on the observer link for the video discussion on the Video Discussions **Overview** page.

Note: You must be an Admin, or a Power User, Author, or Video Discussions User with the **Can schedule Video interviews and manage projects** permission to complete this task.

2. After accessing the link, if prompted, enter the email and password associated with your account.

3. In **Device Settings**, select your audio device settings to hear the meeting. When settings are selected, click **Continue**.

Note: Observers cannot speak or turn on their cameras in the meeting room. If you need to be seen and heard by participants, join the meeting as a moderator.

Result: You are placed in the waiting room until a moderator invites you into the live meeting room or starts the meeting.

4. If you are observing a session with simultaneous translation, select which language you want to hear the session in by selecting the toggle in the bottom left of the meeting room.
5. In the meeting room, communicate with moderators, other observers, support and the translator by opening the chat panel and selecting the **Backroom** chat room.



Note: Observers can see the public chat but cannot send messages in it. Use the **Private Chat** feature to direct message moderators, observers, or translators. Observers cannot start a private chat with participants.

6. During a recorded meeting, click **Save Moment** to save a clip of an important point in the session.
 - a. In the popup, tag the saved moment with a keyword to help you organize and find the clip later.

Result: The saved moment is available in the **Insights > Recordings** page after the session. The saved clip shows fifteen seconds before and fifteen seconds after the button was clicked.

7. After the moderator ends the session, complete the takeaway questions to record your immediate thoughts on how the session went.

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