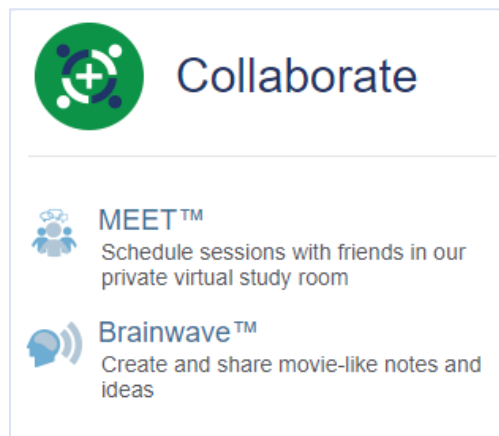


# Brainfuse MEET User Guide

MEET allows users to schedule live study group sessions with friends, instructors, or students. MEET participants do not need to be Brainfuse users. All participants will receive a MEET invitation, along with any provided information, automatically by the Brainfuse system.

## Scheduling a MEET session

Brainfuse users are able to schedule a MEET session directly from “Collaboration Tools” on the Brainfuse homepage.



Once the necessary information has been entered, the MEET invitation will be sent to all noted participants and the session will appear in the organizer’s “My Calendar” account feature.

## Brainfuse Meeting

[Back to My Calendar](#)

1. Invite Participants

Please invite meeting participants by entering their e-mail addresses.

2. Enter Start and End Times

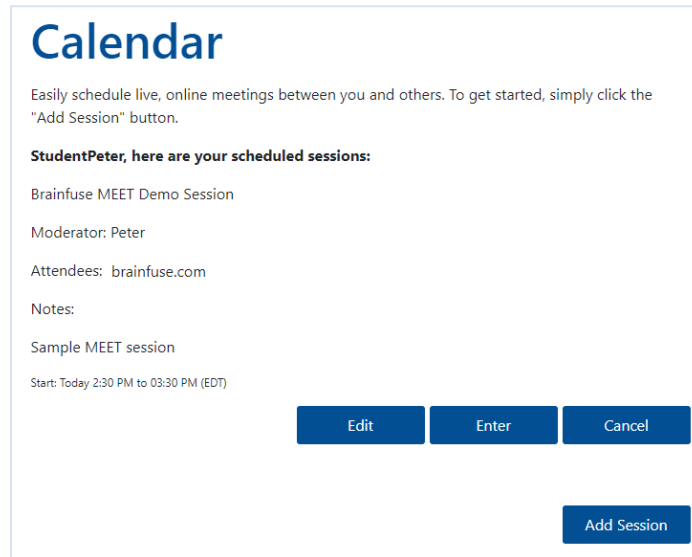
Date	Time	Duration
<input type="text" value="08/31/2022"/>	<input type="text" value="11:12 AM"/>	<input type="text" value="60"/>
End Date	End Time	
<input type="text" value="08/31/2022"/>	<input type="text" value="12:12 PM"/>	

3. Describe Meeting

Your description will appear in your message to participants.

## Managing a MEET session

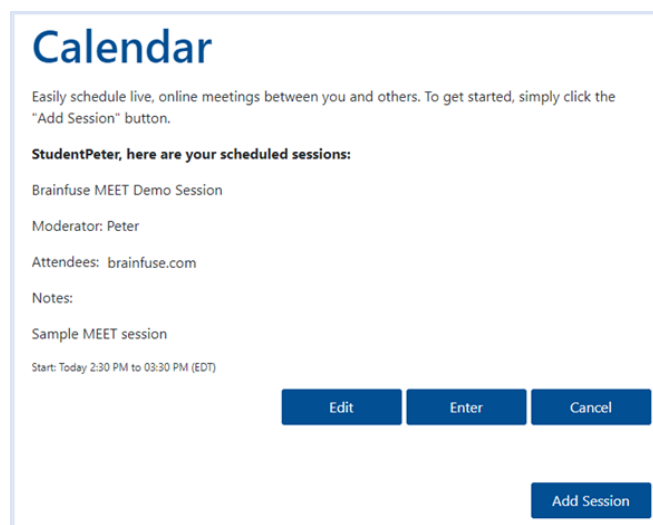
At any time prior to the scheduled MEET session, the **organizer** can edit the meeting details by visiting the “My Calendar” page. In addition, the **organizer** can cancel the meeting from the “My Calendar” page.



## Entering a MEET session

To begin a scheduled MEET session, the **organizer** simply selects “Enter” from the “My Calendar” page. This will automatically launch the MEET Whiteboard and begin the session.

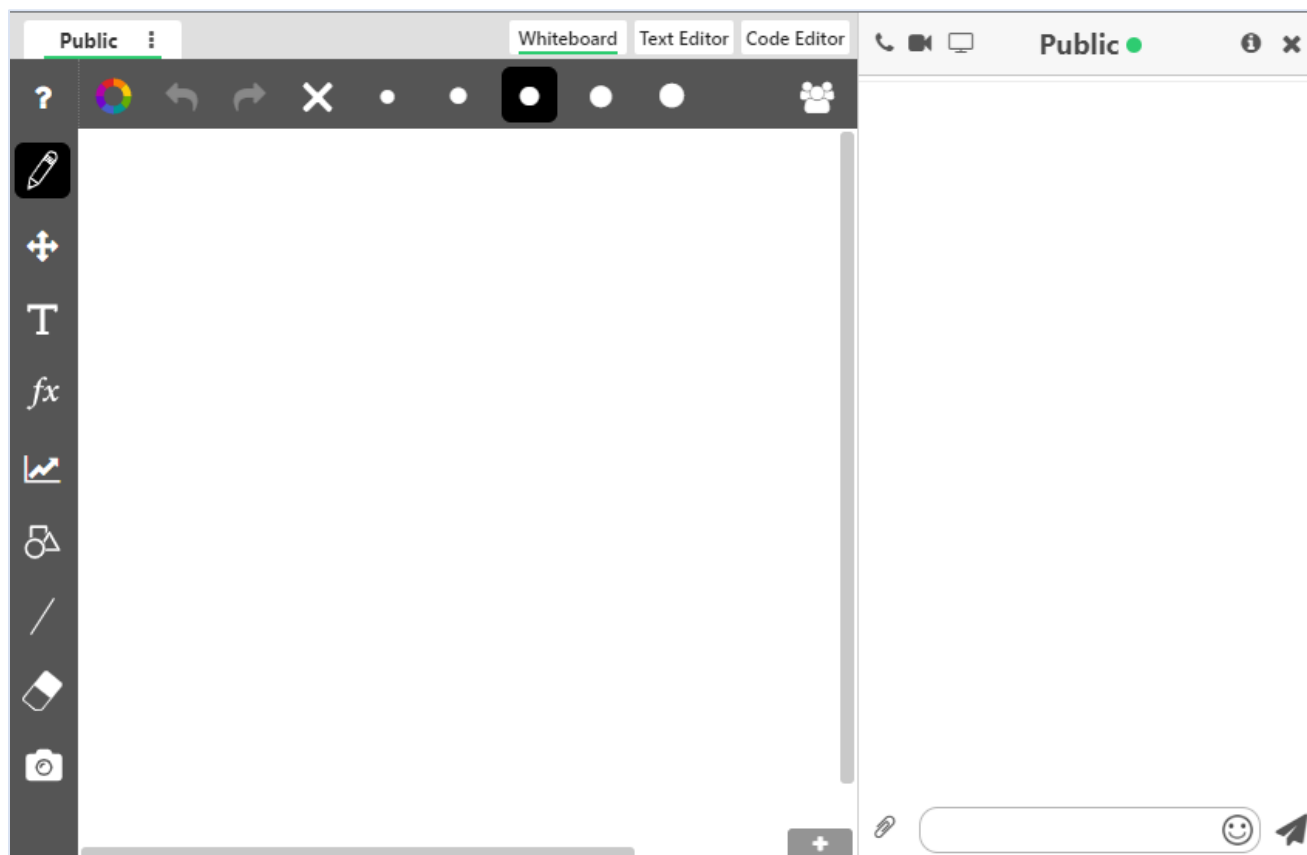
**Participants** will be able to enter a MEET session via a direct link provided in the email notification. Alternatively, participants with a Brainfuse account will be able to enter a scheduled MEET session from the “My Calendar” page of their account.



All MEET sessions are recorded and saved for sharing or future viewing in “My Past Sessions.”

## MEET Organizer Whiteboard

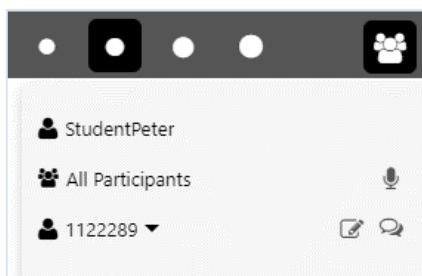
The **MEET** Organizer Whiteboard is nearly identical to the Brainfuse student whiteboard with a few exceptions, noted below. MEET participants use the Brainfuse student whiteboard.



### General Whiteboard Tools

Audio is available and provided by default in the MEET Whiteboard for both the organizer and the participant. The Audio Conference Number and Access Code will be noted in the chat area for all participants. The Audio Pin will be noted for the MEET organizer.

Most of the tools available are the same as the Brainfuse student whiteboard. The Whiteboard Tools are described in detail in “Whiteboard Tools” below. The following unique tools are available to the organizer during a live session:



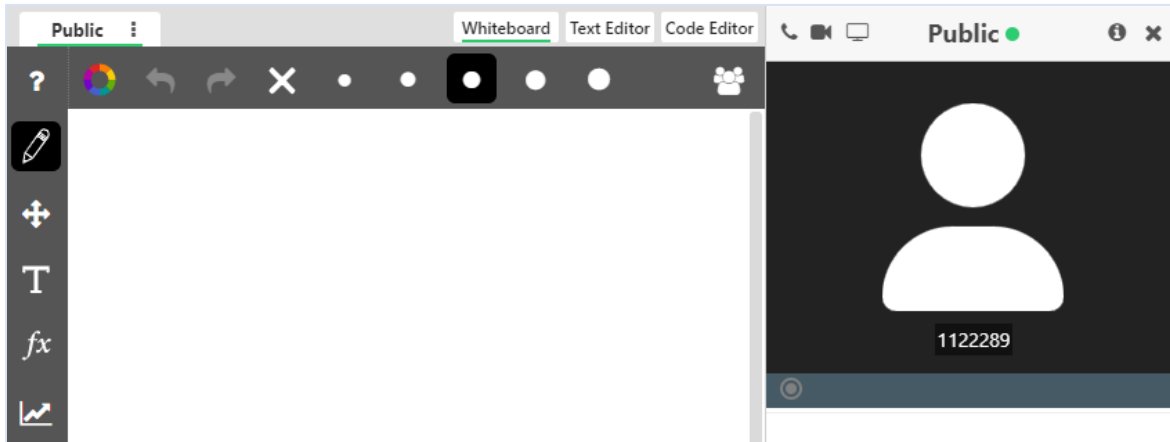
**Participant Drawer:** this tool allows the organizer to view all participants. In addition, the organizer is able to control a participant’s chat and whiteboard permissions.



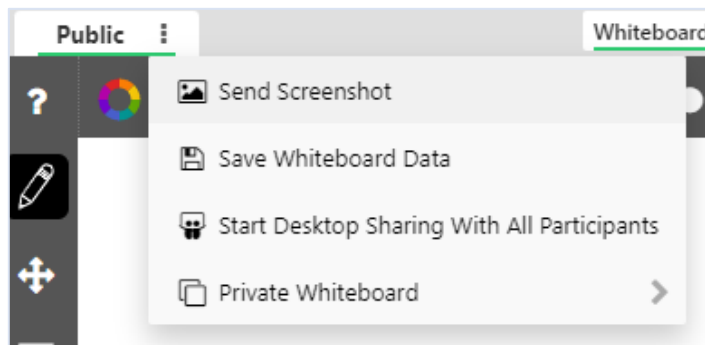
**Add Slide:** this tool allows the organizer to add a slide to the whiteboard. Though the whiteboard can be extended, organizers can choose to add additional slides that can be toggled between instead of expanding the whiteboard.

## Public Whiteboard

MEET is designed to accommodate individual and group sessions. For this reason, the MEET whiteboard makes use of Public and Private Whiteboards. By default, the organizer will see the Public whiteboard, which allows all participants to see what others are doing on the whiteboard.



## Public Whiteboard Options



**Send Screenshot:** allows the organizer to take a screen shot of the whiteboard contents and send the file to all participants for easy access and retrieval.

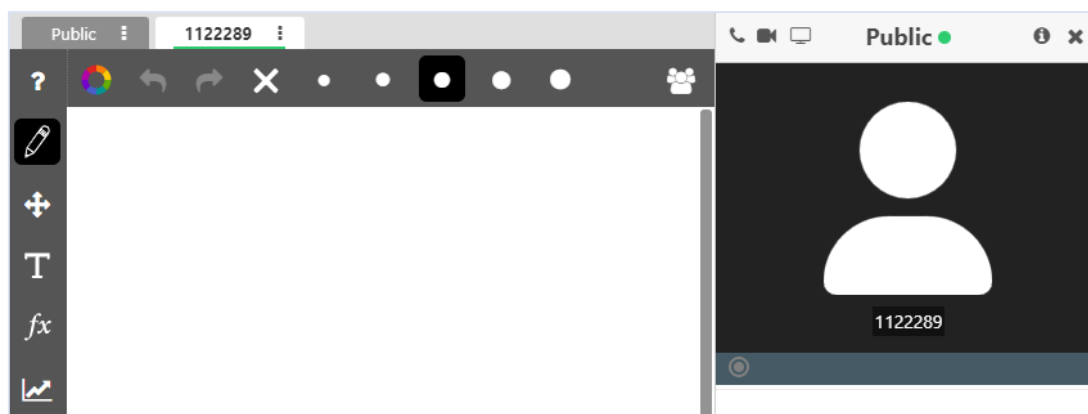
**Save Whiteboard Data:** Allows the organizer to download the whiteboard data. The downloaded file can then be uploaded in a later session.

**Start Desktop Sharing with All Participants:** allows the organizer to begin desktop sharing with all participants. Once started, the organizer can share his/her screen or allow a participant to share his/her screen.

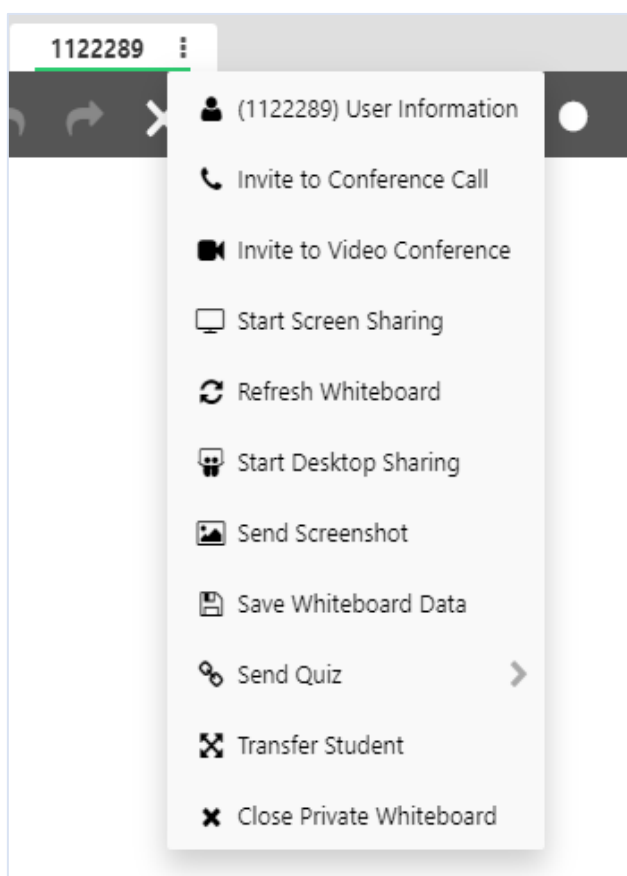
**Private Whiteboard:** allows the MEET organizer to create a Private Whiteboard for any participant.

## Private Whiteboard

Organizers have the option to move participants into their own private whiteboard, which allows the participant to work in their own separate, private classroom without other participants seeing. Private Whiteboards appear as separate tabs next to the Public tab.



## Private Whiteboard Options



**User Information:** allows the organizer to view the participant's previously completed tests/quizzes if the participant has a Brainfuse account.

**Invite to Conference Call:** allows the MEET organizer to begin a private conference call with the participant in the Private Whiteboard.

**Refresh Whiteboard:** Clears the Private Whiteboard of all work completed on the Private Whiteboard.

**Start Desktop Sharing:** allows the MEET organizer to begin desktop sharing with the participant in the Private Whiteboard. Once started, the organizer can share his/her screen or allow the participant to share his/her screen.

**Send Screenshot:** allows the organizer to take a screen shot of the Private whiteboard contents and send the file to the participant in the Private Whiteboard for easy access and retrieval.

**Save Whiteboard Data:** Allows the organizer to download the whiteboard data. The downloaded file can then be uploaded in a later session.

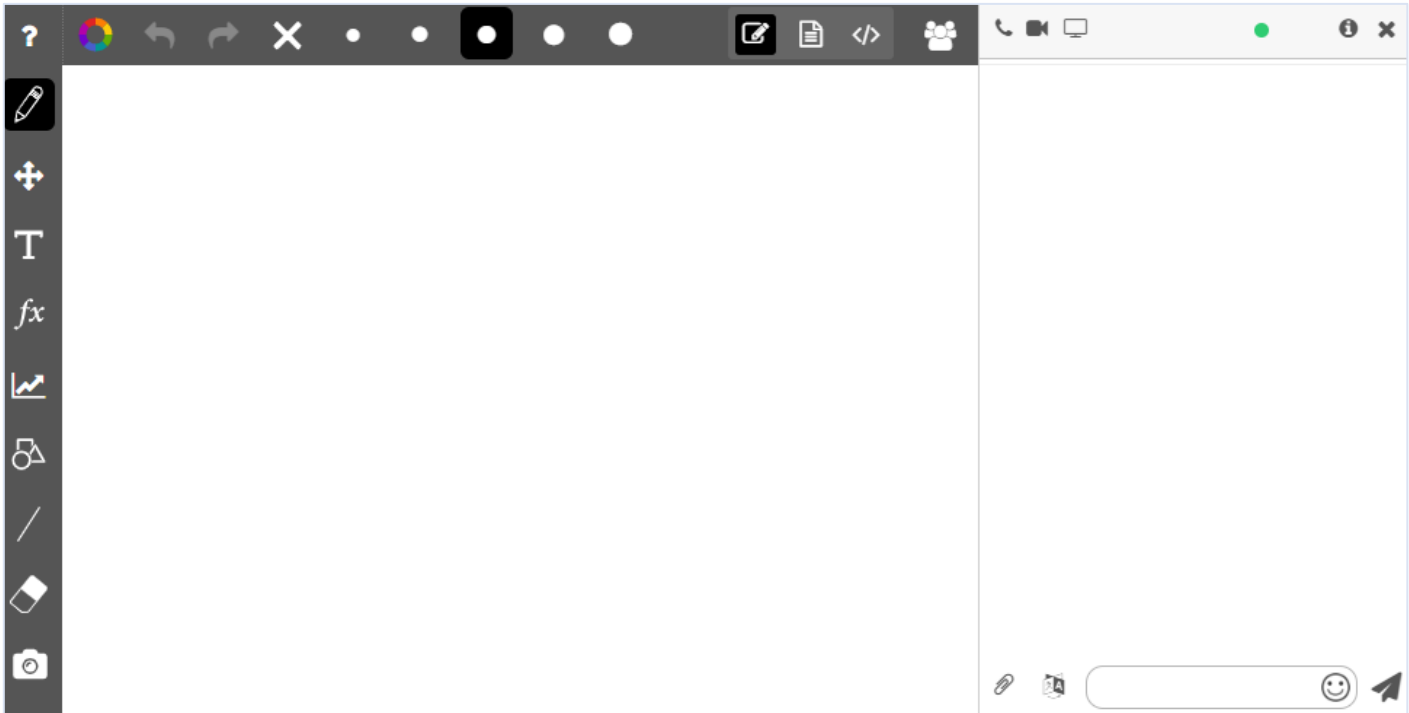
**Send Quiz:** allows the organizer to "push" any tests already selected by the participant so that the test opens up on the participant's side. The participant must be a Brainfuse user to select tests from SkillsSurfer or LEAP found on the main page.

**Close Private Whiteboard:** allows the MEET Organizer to bring the user back to the Public Whiteboard where everyone can see what others are doing on the whiteboard.

\*Note: The **MEET** participant whiteboard is the same as the Brainfuse student whiteboard used in live tutoring sessions.

## MEET Whiteboard

The whiteboard area is on the left side. You can use your mouse to draw or the text tool to type on the whiteboard. Any images uploaded will appear on the whiteboard as well. Use the chat box on the right side to converse. Type your message in the Chat Input Field to send your message.



**Whiteboard Tools:** To take a tour of the whiteboard tools, click  in the upper-left corner of the whiteboard.



**PEN:** Write/draw with your mouse



**EDIT:** Move items on the whiteboard and resize any uploaded images



**TEXT TOOL:** Click on the Whiteboard to start typing. When you select the text tool, it will reveal the following text options:



**SUPERSCRIPT:** Changes text into superscript



**SUBSCRIPT:** Changes text into subscript




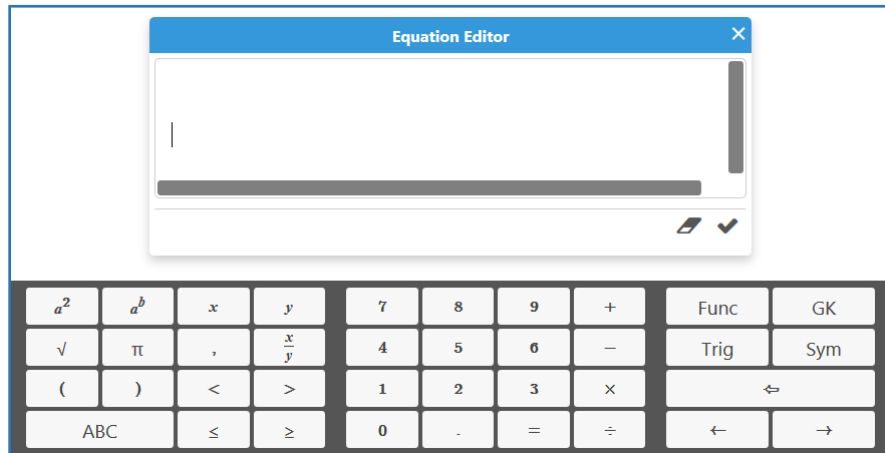
**PASTE:** Paste text onto the Whiteboard



**FONT:** Change your font style and font size

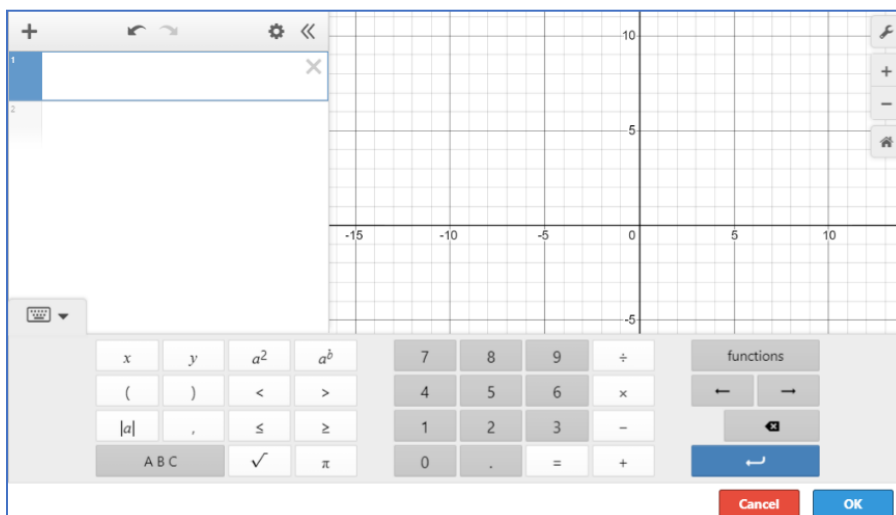


**TYPE EQUATIONS WITH THE EQUATION EDITOR:** The equation editor allows you to create mathematical equations, functions, and symbols in the available box. Click on the desired area of the Whiteboard where you want the equation to appear. When you are finished, click .



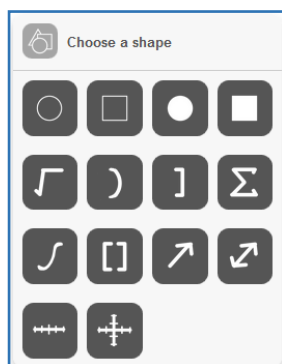
**GRAPH WITH THE GRAPHING CALCULATOR:** The Graphing Calculator allows you to create graphs and visualize functions. Click on the desired area of the Whiteboard where you want the graph to appear. When you are finished, select

**OK**





**SHAPES:** Select a shape from the menu to draw it on the Whiteboard



**NUMBER LINES AND GRAPHS:** Select MIN, MAX and INTERVAL MODE to adjust the minimum, maximum and interval values



**STRAIGHT LINE:** Draw a straight line on the Whiteboard



**ERASER:** Erase items from the Whiteboard

**Tool Customizations:** Use the following options to customize the whiteboard tools to your preferences.



**COLOR PALETTE:** Select from the menu to change pen/text color



**UNDO:** Undo the last action



**REDO:** Reverse the last undo action



**CLEAR:** Clears the entire Whiteboard or the selected slide



**SIZE OPTIONS:** Change the size of the pencil or eraser

**UNIQUE WORKSPACES:** Use the following options to change the workspace during a live session.



**WHITEBOARD :** This is the default workspace. Use this workspace to access drawing functions, equation features, and uploaded files. Any work in this space will be saved if you navigate to another workspace. Select this icon to return to the whiteboard workspace.





**TEXT EDITOR:** This is a text editing workspace. Any work in this space will be saved if you navigate to another workspace. Select this icon to return to the text editor workspace at any time. The options available in the text editor are below.



**TEXT CUSTOMIZATIONS** Change the appearance of your text by selecting your font type, font size color, and text appearance.



**TEXT ALIGNMENT:** Change the alignment of your text by selecting your outline type, indentation, and alignment style.



**UNDO & REDO:** Undo or Redo the last action within the text editor



**CODE EDITOR:** This is a code editing workspace. Any work in this space will be saved if you navigate to another workspace. Select this icon to return to the code editor workspace at any time. The options available in the code editor are below.



**VIEW FILES:** Hides or expands the file list in your code editor.



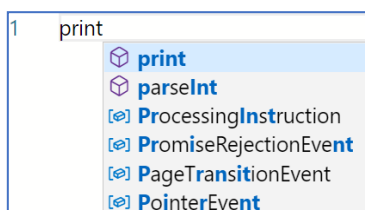
**ADD FILE:** Add a file to your code editor. Save your file with the appropriate programming language file extension in order enable code help and completion while working in your file. Multiple files can be saved in the code editor workspace at one time.



**EDIT FILE NAME:** Edit the selected file name. If you change the programming language file extension, the code help and code completion will automatically update to reflect the new code.



**REMOVE FILE:** Delete the selected file from your code editing workspace



**CODE COMPLETION:** Working within a file that is saved with a valid programming language file extension will provide code completion assistance.

**Communication Tools:** Use the following options to review and change the way you communicate during your live tutoring session.



**SNAP-N-SEND:** Snap-N-Send enables you to scan documents or handwritten notes and send it to the Brainfuse Whiteboard during a session. To use Snap-N-Send, simply download the Brainfuse Mobile App (iOS or Android versions) and follow the instructions to log into your Brainfuse account. During a session, select the Snap-n-Send feature from the mobile app, scan the desired material with your mobile device, and it will appear on your whiteboard.



**PARTICIPANTS:** View the participants active in the current session



**FILE UPLOADS:** View the files already uploaded to the whiteboard. If more than two files have been uploaded, the first file can be accessed through the drop-down option in order to add it to the whiteboard again.



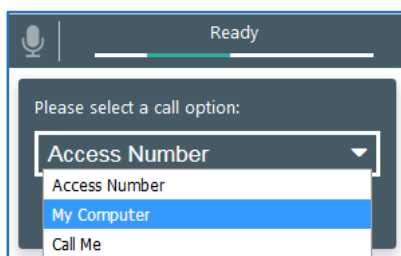
**CHAT TRANSLATE:** Choose the language you want the chat to appear in. This tool allows you to chat in any language.



**UPLOAD FILES TO SHARE WITH TUTOR:** Click on the Upload button (bottom left of the Chat Box) to upload images, papers, or other assignments to work on them in real time.



**USE AUDIO:** Select the Audio button (top left of the Chat Box) to speak through a secure and private conference room, using your computer (VoIP) or a toll-free call



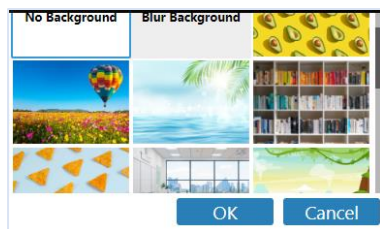
**ACCESS NUMBER:** Use your phone to dial a toll-free, secure conference number

**MY COMPUTER:** Use your computer and internet connection (VoIP) to connect

**CALL ME:** Receive a phone call to connect. Please note that you will connect via our phone bridge. No one will not have access to the phone number you enter.



**USE VIDEO:** Select the Video button (top left of the Chat Box) to begin using video through a secure and private conference room. Selecting video will also prompt audio using your computer (VoIP) or a toll-free call.



**VIDEO PREFERENCES:** When video is enabled, select your preferred background to maintain environment privacy and reduce opportunities for distractions.



**USE SCREEN SHARING:** Select the Screen Share button (top left of the Chat Box) to begin sharing your screen.

## Questions?



[info@brainfuse.com](mailto:info@brainfuse.com)



**1-866-BRAINFUSE**