Moderator Credentials – Configuration and Usage

The latest version of NovoConnect software (V1.6) allows you to preset your moderator status while offline so that you will always connect to a session as the moderator, even if you are not the first user to connect.
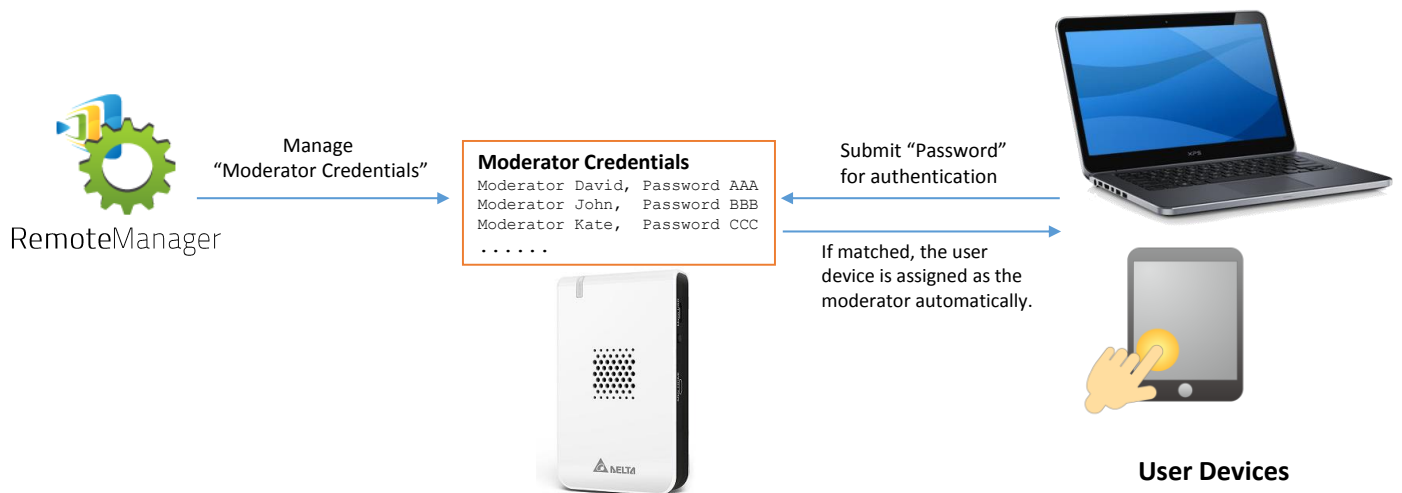
Overview

When using NovoConnect, the first connected user is assigned as the meeting moderator by default. However, this may not be the intended result in real world as the "real" moderator may not be the first user to join the session. New feature, "Moderator Credentials", is designed to address this issue.
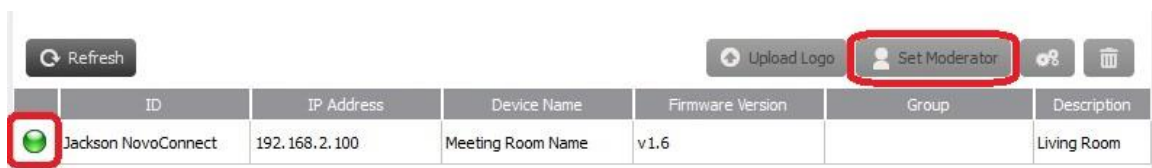
Here is how it works.

1. Moderator Credentials, consisting of a list of moderators and the corresponding passwords, are stored on NovoConnect units. (Moderator Credentials are managed via software Remote Manager.)
2. When a user device connects to a NovoConnect unit, the user device send its moderator password (if any) to the NovoConenct unit. If the password matches the one stored on the NovoConnect unit, the user device will be assigned as the moderator, regardless it is the first device to connect or not.

The picture below illustrates the process. The remaining sections describe how to configure and use this feature

Moderator Credentials
```
Moderator David,  Password AAA
Moderator John,   Password BBB
Moderator Kate,   Password CCC
......
```

Manage "Moderator Credentials"

Submit "Password" for authentication

If matched, the user device is assigned as the moderator automatically.
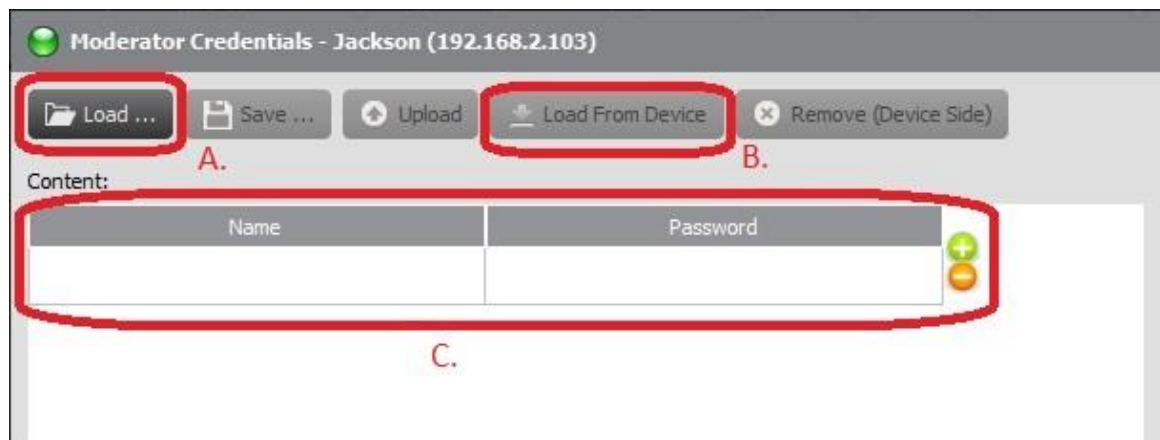
User Devices

Setting up Moderator Credentials in Remote Manager

1. Launch the Remote manager application.

2. Connect to your NovoConnect device via Remote Manager (see the section on Remote Manager for further connection instructions).

3. Make sure your NovoConnect device is online (the connection indicator is green).

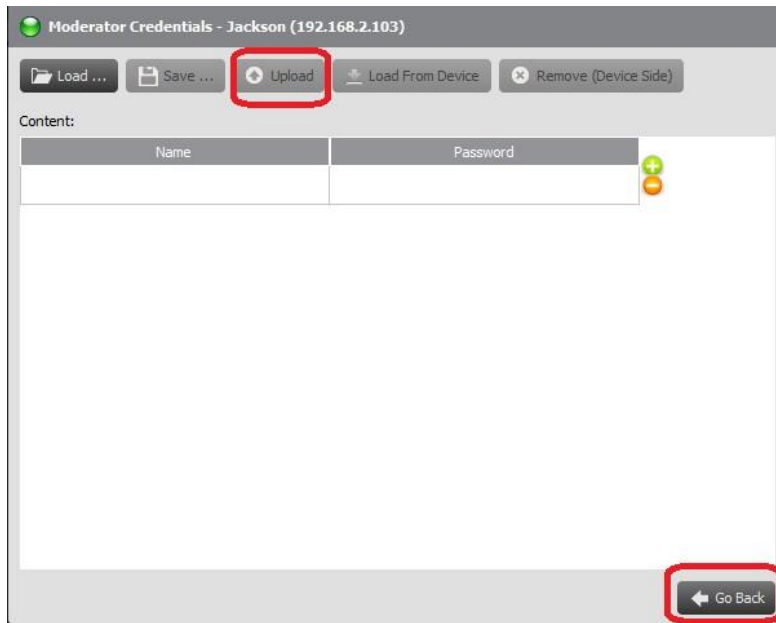4. Click the "Set Moderator" tab.

5. There are three ways to add data when setting up the moderator credentials:
    A. Click the "Load" tab to import data from an existing file.
    B. Click "Load from Device" to import from another device.
    C. Input data manually by entering the moderator name and password in the "Content" windows.
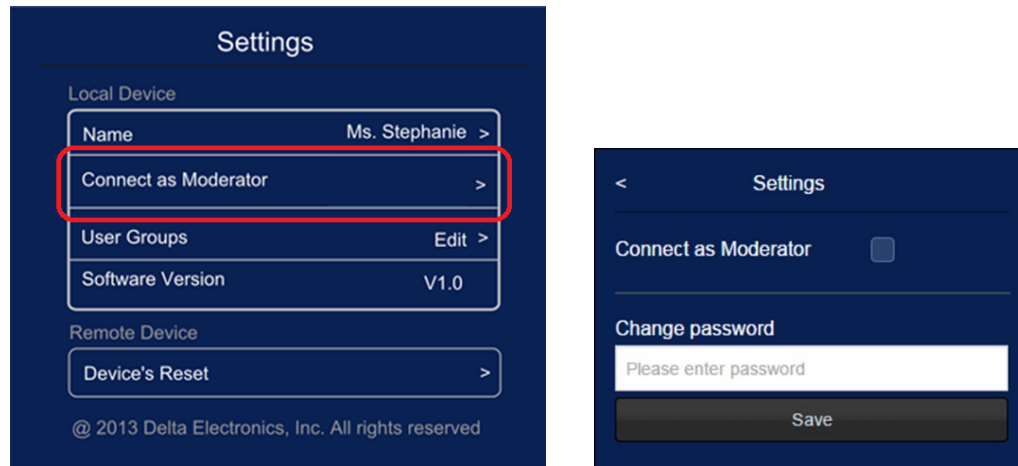

6. **To import from a file:** Click "Load" to locate file. This will open a file manager window. Select a file with the ".ncmc" file extension and click "OK".

7. **To load from a device:** Click the "Load from Device" tab. The warning "Do you want to save changes?" will pop up. Click "OK" to begin the file download.

8. **To input new data manually:** Type a new moderator name and password in the designated

    windows. Click the [icon] buttons to add or remove moderator windows.

9. Once you have input the moderator data, upload the moderator file by clicking "upload". Once the file has uploaded, click the "Go Back" button.
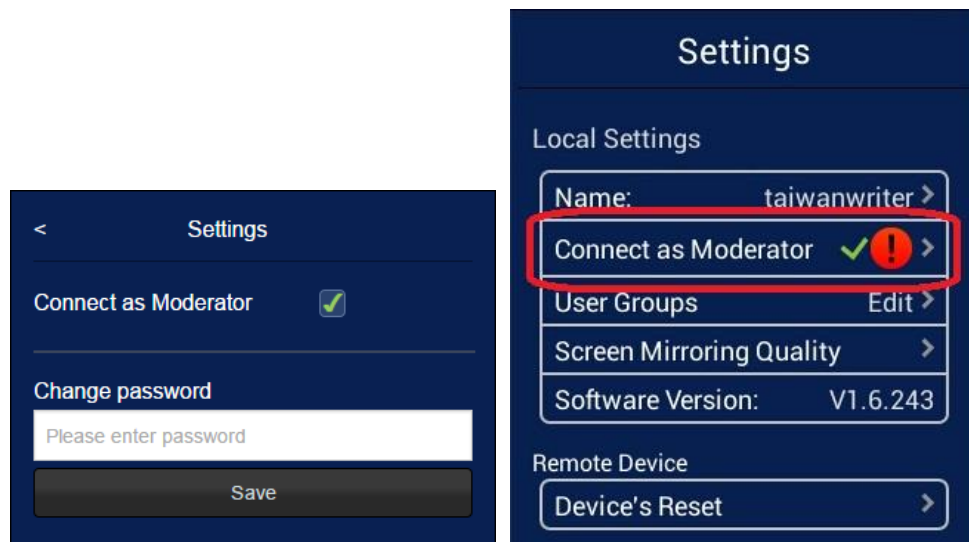
Setting up Moderator Credential status in NovoPresenter

1. To enable Moderator Credentials while offline, select the "Settings" tab in the upper right of the screen. Tap "Connect as Moderator" to open the setup tab.   The default setting is disabled.

2. To enable Moderator Credentials, click the check box next to "Connect as Moderator" and enter a password into the "Change password' box.

3. Note, if you check the "Connect as Moderator box without entering a password, a ⚠ will appear next "Connect as Moderator" tab showing that the feature is enabled, but you have not entered a password.
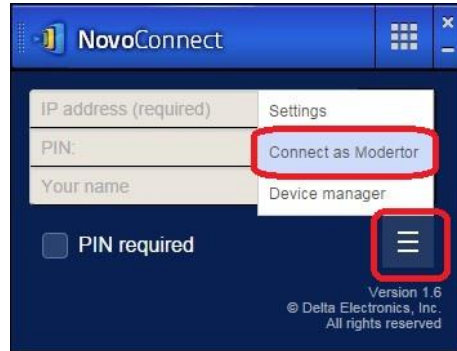
4. When Moderator Credentials have been enabled correctly, a single check will appear next to "Connect as Moderator."
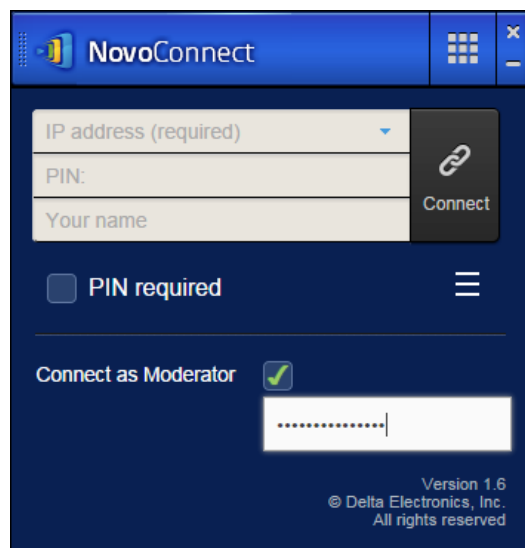
Setting up Moderator Credential status in NovoConnect DesktopStreamer

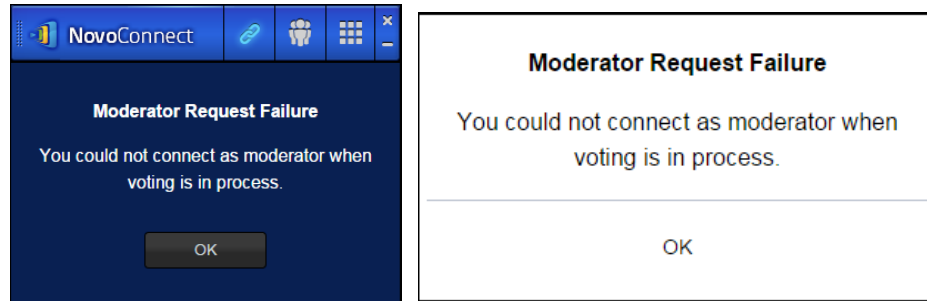1. To set up Moderator Credentials in DesktopStreamer, click the settings tab and select "Connect as Moderator."

2. This will open the Moderator Credentials box. Enable the feature by checking the "Connect as Moderator" box and entering a password.

3. Now, when the "Connect as Moderator" box is checked, you will begin the session as moderator.

Rules to remember for all platforms when using Moderator Credentials

1. Moderator credentials will not work when Voting or Polling is in progress.

2. When users enable "Connect as Moderator" and the password is incorrect, a warning message pop up.

3. When two users attempt to "Connect as Moderator" at the same time, the second one to attempt a connection will receive the error message: "An authorized moderator (e.g. teacher) is already connected."