



VATT User Guide: Webinar Manager

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1. Introduction

The **Webinar Manager Role** in the VATT system provides complete control over the webinars, including managing webinars, creating meetings, and maintaining webinar configurations. This guide explains how an Webinar Manager can sign up and log in to the platform to access these features.

2. Webinar Manager Role

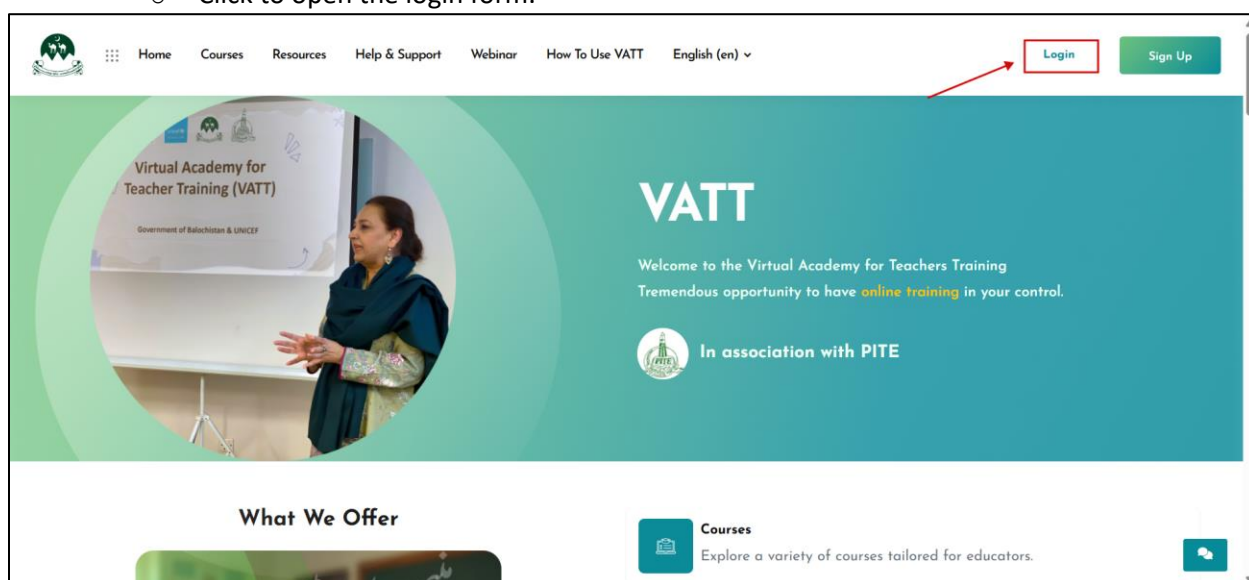
2.1. Logging In

1. Visit the Homepage

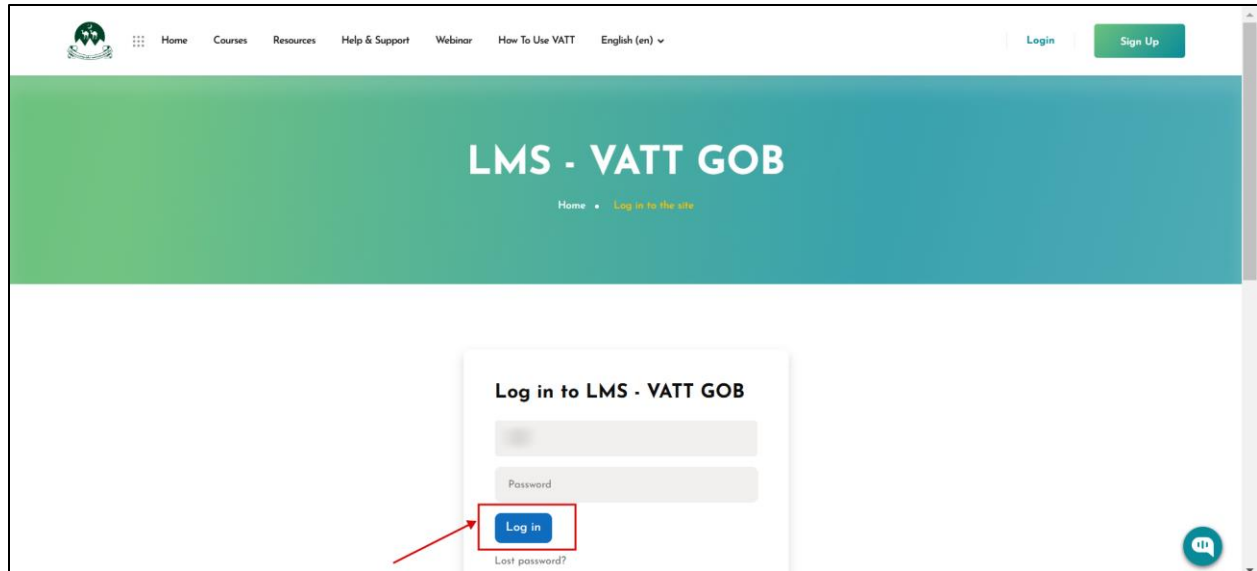
Navigate to the VATT LMS platform's home page using your browser.

2. Click on "Login"

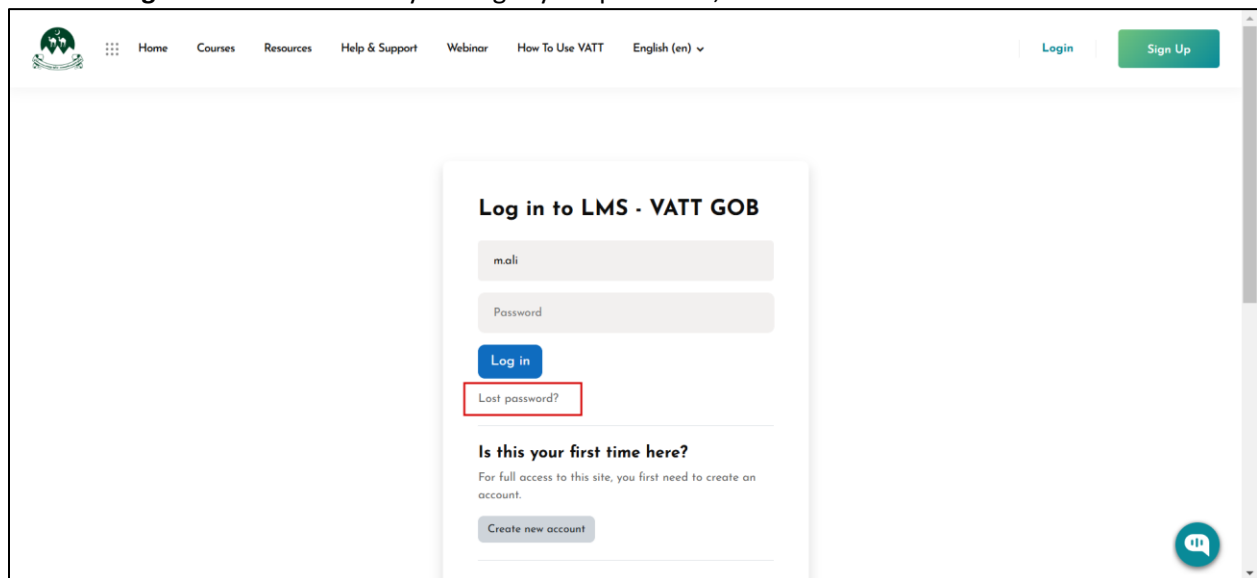
- Find the **Login** button on the top-right corner of the page.
- Click to open the login form.



- #### 3. Enter Your Credentials:
- Enter your **email address** and the **password** you set during registration.
- #### 4. Click "Login":
- Press the **Login** button to access the course.



5. **Forgot Your Password:** If you forgot your password, click on the “Lost Password?”



You'll be directed to the password recovery page. Recover your password by:

- Searching via **Username**
- Searching via **Email Address**



The screenshot shows a password reset form. At the top, there is a navigation bar with links: Home, Courses, Resources, Help & Support, Webinar, How To Use VATT, and English (en) with a dropdown arrow. On the right of the navigation bar are 'Login' and 'Sign Up' buttons. The main content area has a heading: 'To reset your password, submit your username or your email address below. If we can find you in the database, an email will be sent to your email address, with instructions how to get access again.' Below this, there are two sections: 'Search by username' with a 'Username' input field and a 'Search' button, and 'Search by email address' with an 'Email address' input field and a 'Search' button. A chat icon is visible in the bottom right corner.

3. Access the Webinar Manager Dashboard

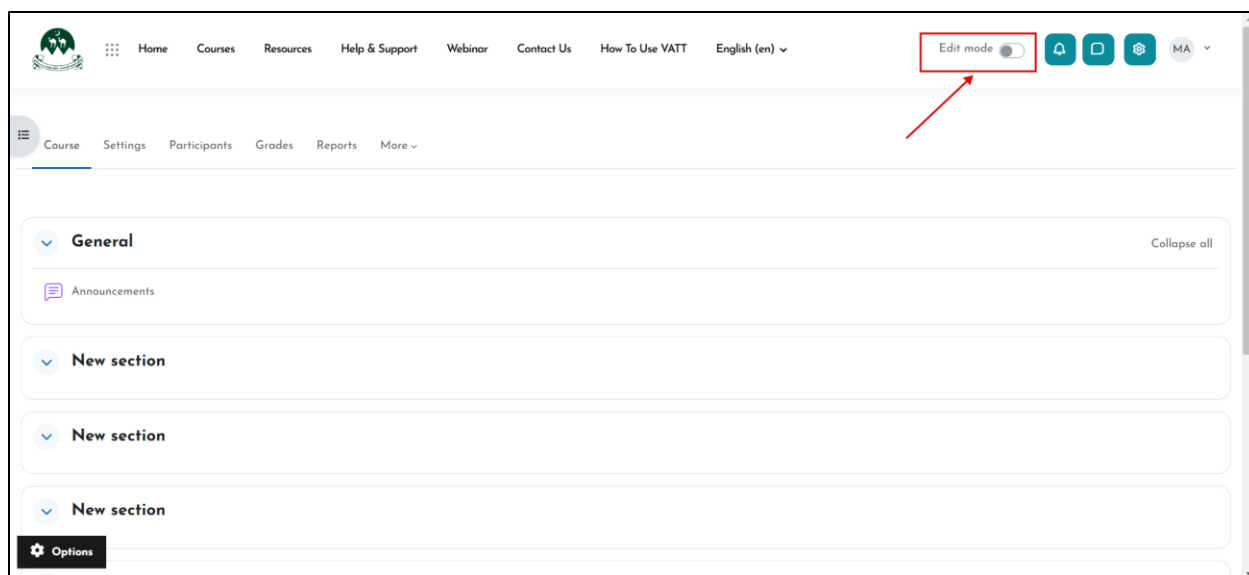
Once logged in, you'll be directed to the course dashboard.

Here's what you'll see:

- **General Section:** This is the default section, typically containing course-wide announcements.
- **New Sections:** Empty sections are displayed below the general section, allowing for the addition of new activities or resources.
- **Options:** Located at the bottom left, this menu offers further customization or settings for the course layout.

The screenshot shows the Webinar Manager Dashboard. The top navigation bar includes links: Home, Courses, Resources, Help & Support, Webinar, Contact Us, How To Use VATT, and English (en) with a dropdown arrow. On the right, there is an 'Edit mode' toggle, a bell icon, a square icon, a gear icon, and a 'MA' dropdown. Below the navigation bar is a sub-navigation bar with links: Course, Settings, Participants, Grades, Reports, and More with a dropdown arrow. The main content area has a 'General' section with a 'Collapse all' button and an 'Announcements' section. Below these are three 'New section' buttons. At the bottom left, there is an 'Options' button with a gear icon.

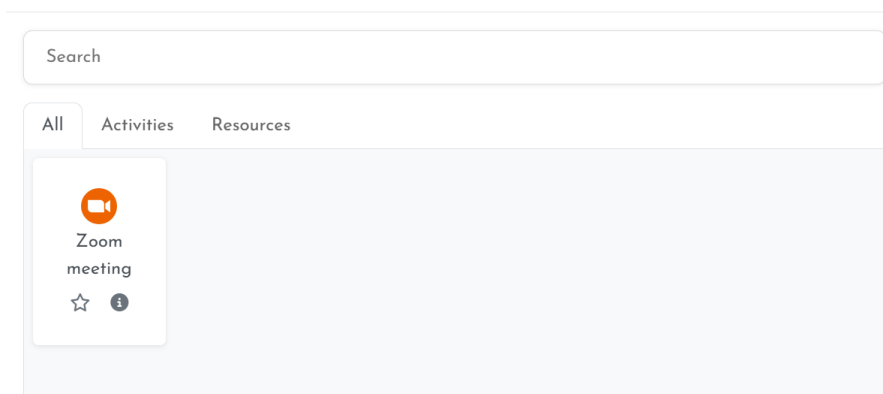
Add content or activities to any section by toggling **Edit Mode** (top right corner).



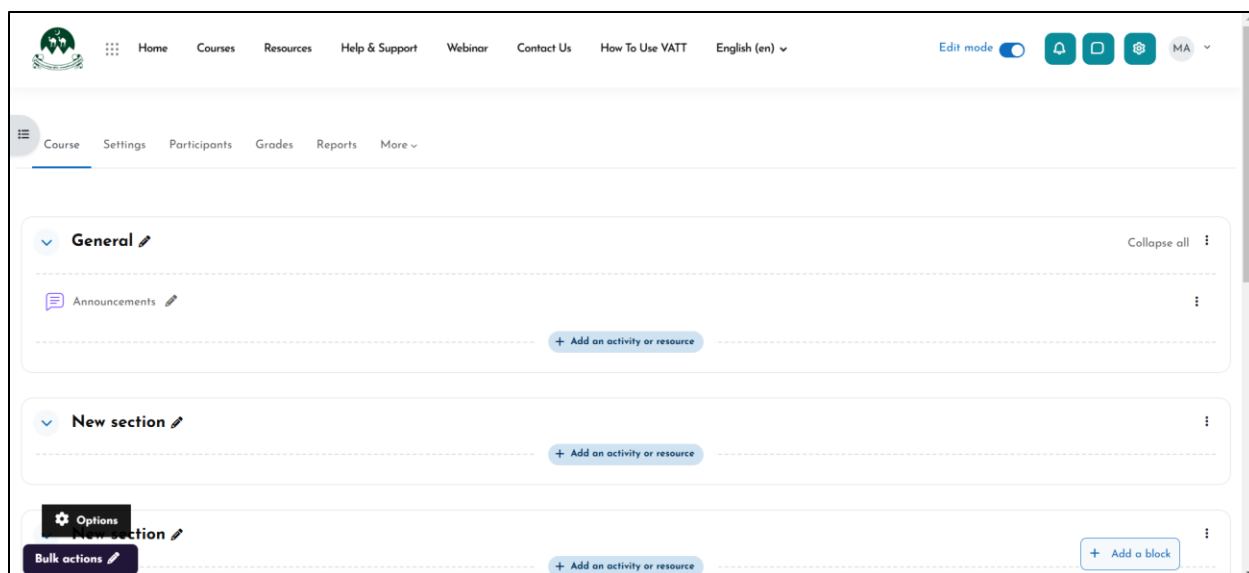
3.1 Steps to Add Zoom Meetings

1. **Activate Edit Mode:** Toggle the **Edit mode** switch located at the top-right corner of the page.
2. **Add Resources or Activities:** Click the **+ Add an activity or resource** button under any section to include zoom meetings etc.

Add an activity or resource



3. **Additional Settings:** The three-dot menu on the far-right side of each section offers customization options.



3.2 Creating Zoom meeting:

- Click on Zoom Meeting.
- You are redirected to new zoom meeting creation page.

New Zoom meeting

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General

Title

Description

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- Provide title of meeting, and select meeting type as **“Public”**, and under Schedule set the time and date and also select **“This is webinar”** checkbox.



Meeting Type

Public

▼

Schedule

When


5

June

2025

13

05




Duration


1

hours


Recurring meeting

☐ This is a recurring meeting 

Webinar

☒ This is a webinar 

Show Schedule section


☒ Show Schedule section on meeting page 

- Click on **“Save and Display”**.

Started: Thursday, 5 June 2025, 12:05 PM

Start Meeting

Schedule

Start Time	Thursday, 5 June 2025, 12:05 PM
Duration	1 hour
Add to calendar	<div> Download iCal</div>

3.3 Starting the Webinar

- Go to the Zoom activity in Moodle.
- Click **Start Webinar**.
- You'll be taken to the Zoom interface as host.

3.4 Managing the Webinar

- Admit participants from the waiting room (if enabled).
- Moderate Q&A and chat.
- Share screen, launch polls, or allow students to speak (if necessary).
- Record the webinar (cloud or local).



3.5 After the Webinar

- **Access Reports:** Attendance, Q&A, Polls via Zoom Web Portal.
- **Recording Access:**
 - Download/upload to Moodle manually **OR**
 - Use Zoom-Moodle integration to **auto-post recordings** to the course page.
- Post follow-up materials or quizzes based on webinar content.

3.6 Recordings of Webinar:

- list of recordings will be shown after clicking on "Recordings & Transcripts" in left sidebar
- after clicking on specific recording manager will be able to download and share it

Recordings and Transcripts

Cloud recordings Shared with me Computer recordings Transcripts Trash

Search by topic or meeting ID Search text in audio transcript Advanced search

webinar 10 am Consultative Meeting Inara Software Engineering's Z...

webinar 10 am

Jun 3, 2025 09:48 Islamabad, Karachi, Tashkent ID: 818 4223 4433

0 total views • 0 total downloads [Recording Analytics](#)

Recording 1

2 Files 647 KB

Download Copy shareable link Add to Zoom Clips Delete

The recording includes the files listed below:

Shared screen with speaker view	353 KB
Audio only	294 KB

3.7 Attendees Report:

- In invitation tab, there is the list of webinar attendees.



VATT User Guide: Webinar Manager Role



My Webinars > Manage "webinar 10 am" Schedule a webinar with the same setting

< Details **Invitations** Email Settings Waiting Room Branding Polls/Quizzes Survey Q&A >

Invite Panelists No panelists invited

Invite Attendees Webinar Size: 500 attendees

Registration Link
https://us06web.zoom.us/webinar/register/WN__2rmGjr-QYWjQB2o2t56Mg

Source Tracking Link + Add
You have not yet created any source tracking links

Registration Settings

- Automatically Approve
- ✓ Allow panelists and attendees to join from multiple devices
- ✓ Show join info on registration confirmation page
- ✓ Show social share buttons on registration page
- ✗ Enable Disclaimer

Manage Attendees **Total Registrants: 2**
Approved: 2 Denied/Blocked: 0 [View attendee report](#)

- After clicking on "View attendee report"
- For webinar report click on "Generate CSV report"

Step 1: Select Report Type

☐ Registration Report ☒ Attendee Report ☐ Performance Report ☐ Q&A Report ☐ Poll Report ☐ Survey Report ☐ Reaction Report

Step 2: Choose a Webinar

From: 09/06/2025 To: 10/06/2025 Filter 81842234433 Search

Maximum report duration: 1 Month

Date	Time	Topic	Webinar ID	Unique Viewers	Total Users	Max Concurrent Views
Jun 3, 2025	09:48	webinar 10 am	818 4223 4433	2	4	2

Step 3: Generate Report

☒ Summary information will be included at the top of the report

☐ Sort the attendee list by attended status

[Generate CSV Report](#)