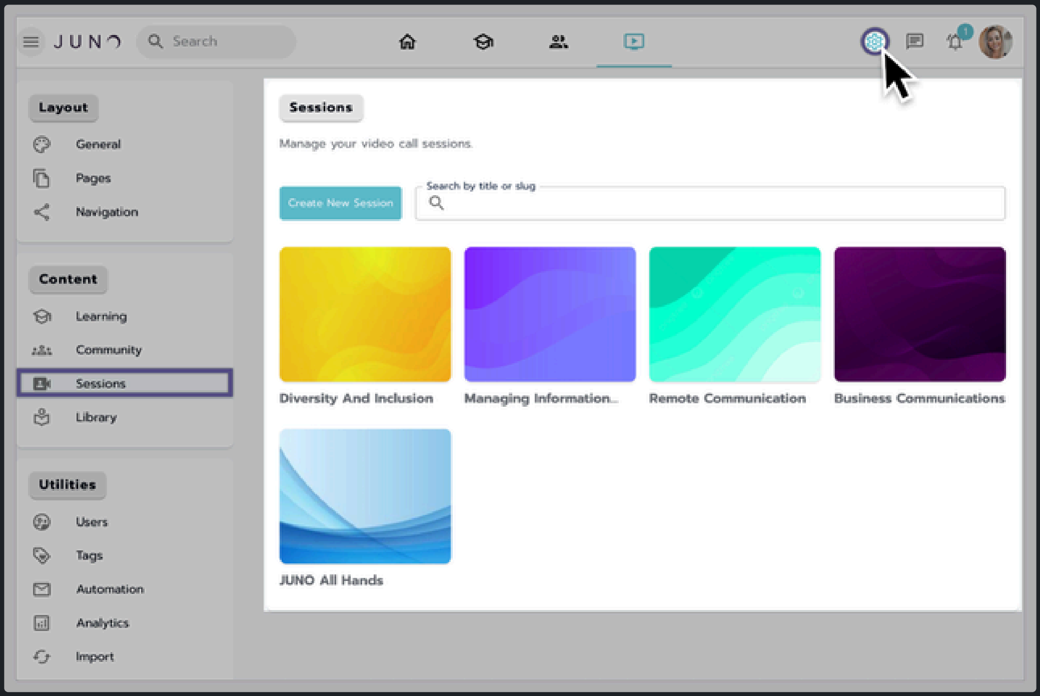
Managing Sessions

As a site admin, you can create and edit sessions on the sessions page under the content section within the site Admin. This guide will walk you through the steps to build edit sessions efficiently.

💡 **Who can edit sessions?**

- Site admins and JUNO team members can edit all sessions.
- Moderators can only edit the sessions they are attached to.



Navigating to the Sessions section of the Site Admin.

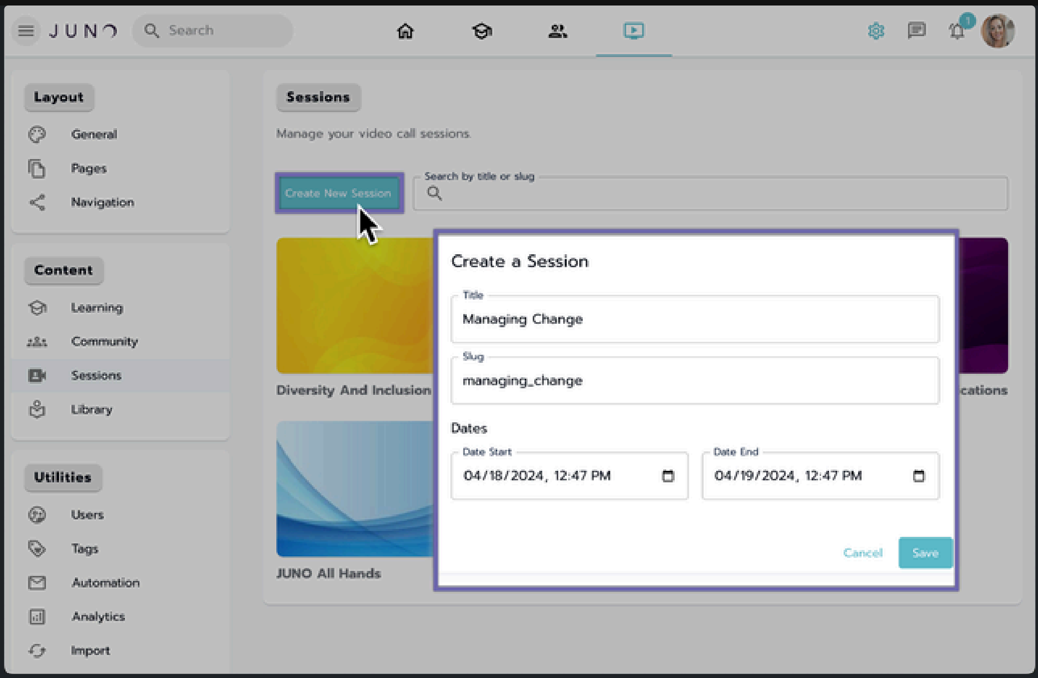
Locating the session page in the site admin

In the admin dashboard, locate the side navigation menu, select **Sessions** from the navigation items, and you'll be taken to the Session Catalog page.

Search for or create a session.

You can scroll to search or use the search bar to locate and enter a specific session to edit it, or Select **Create a Session** at the top left corner to create a new session.

1. A pop-up window will appear where you can add a title and slug for the new session.
   - **Title:** is required (character limit 90).
   - **Slug**: is auto-generated from the title and must be unique (character limit 90).
   - Add the **Start Date**: The date and time the session will start (required)
   - Add the **End Date**: The date and time the session will end (required)
2. You can select **Cancel** to exit the popup or **Create** to create the session.

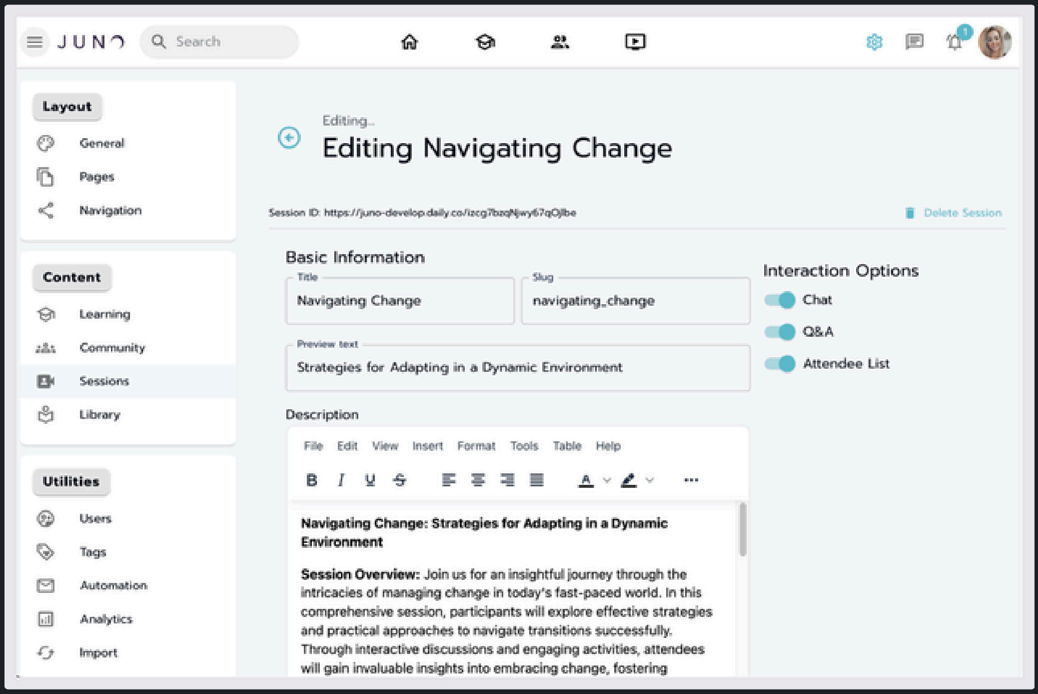


Creating a new Session.

Editing a session

To edit a session, select the session grid item.

- You'll be directed to the **session information** page, where you can edit various details.
- Editable fields include **title**, **slug**, **preview text**, **description**, and more.
- You can **save** changes or **discard** them.

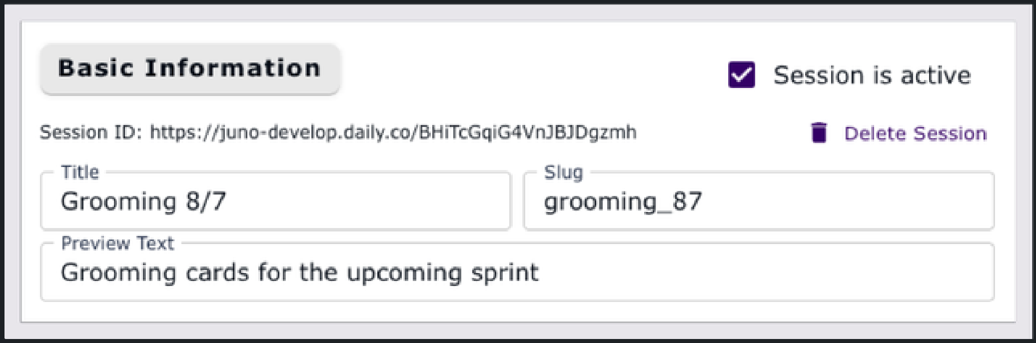


Editing a Session in the Site Admin.

Basic information

- You can make the session active through a **checkbox**, which defaults to **active** (**checked**).

- You can update the **Title**, **Slug**, and **Preview** text.
- You can also **Delete** the session in this area.



The basic information section within the session editor.

Interaction options

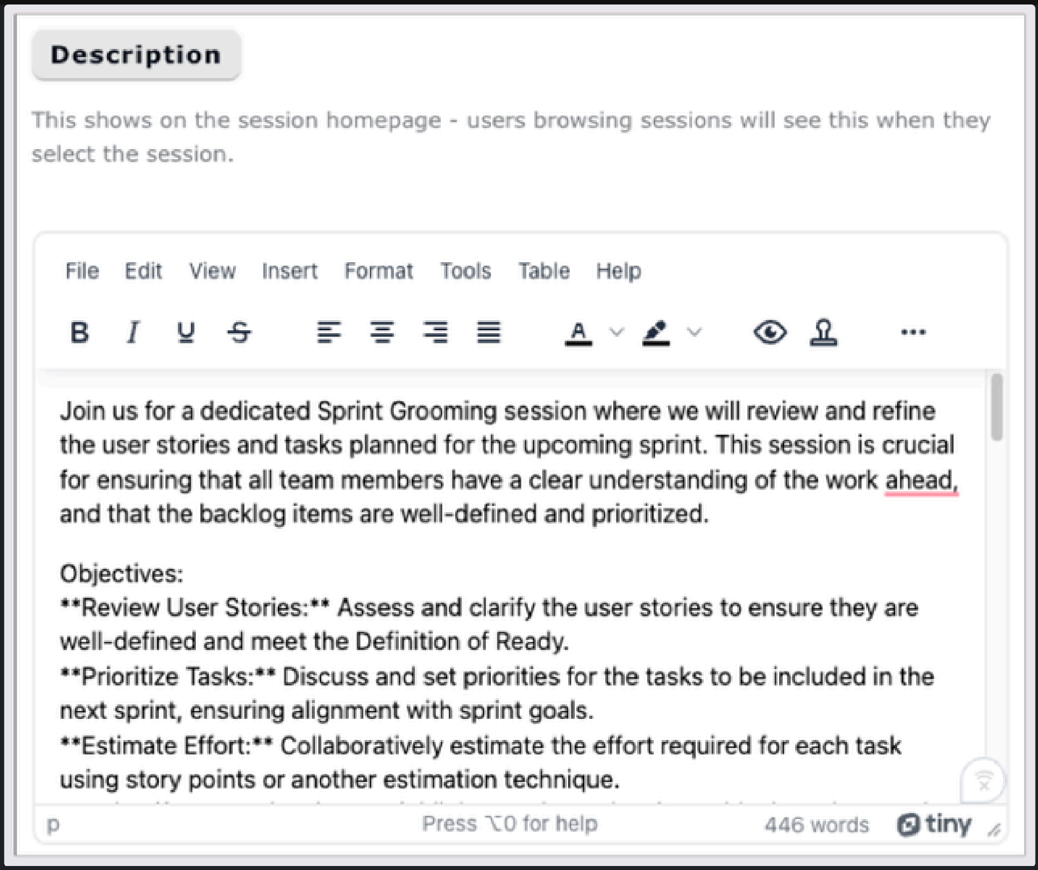
- Toggles for **Chat**, **Q&A**, and **Attendee List**.
- You can add **Access Passes** in this section as well.

> **A note on attaching Access Passes**
>
> Only one access pass attached to a **product** or a **URL** can be attached to a course at a time.
>
> Learn more about Access Passes.

Description

You can use the text editor to manage the session description.

Learn more about the WYSIWYG editor. Documentation provided by Document360.



The description section of the session editor.

Scheduling

Add **Dates** and **Times** for the session.

- **Start Date and Time:** The date and time the session will start.
- **End Date and Time:** The date and time the session will end.
- **All day Check box**: Default unchecked. Check this box if your session spans multiple days

⚠ **Recurring options**: Not available at this time. Check back later for updates

Room type, display label, and location

Room type

Choose the room type from the dropdown menu.

ℹ Only two types of sessions are offered in v2:

Options for **Mainstage** or **Breakouts**.

Display label: Not required (character limit 30).

- Use this field to add a label you can use later to filter sessions through the schedule module. Learn more about the schedule module.

Location

Specify whether the session is in person through the **In-Person only** checkbox (default off) or enter a specific location in the **Enter a location** field.

Banner and icon images

Add images to the session, including **Icon/list** and **Banner** images.

- Accepted file types and recommended image sizes:
  - ‘png,’ ‘jpg,’ ‘jpeg,’ ‘bmp,’

Learn more about the new v2 image editor and image speicifications.

Moderation

Interaction options

- Manage interaction options like **Allow raising hands**, **Auto recording enabled**, and **Allow watch only** through designated toggles.

Specify user roles

- Options include specifying **user roles** and adding **presenters**, **moderators**, and **attendees**.
- **Attendees** sync with front-end users and are indicated by a blinking effect upon save.

Green Room

In this section, you can specify the duration of the green room for your session. Green rooms are spaces where moderators, speakers, and presenters can practice or prepare for the upcoming session. While the green room is active, attendees cannot enter or view the session.

Choose the length of time you want the green room to be active before the session starts (default is 30 minutes).

The green room section of the session editor.

Media

In this section, you can upload files to be displayed as **Session Resources**, which anyone can download from the session. Multiple files and all file types are accepted. Tested file types include:

- **Documents:** PDF, CSV, XLS, ZIP, PPT, DOC (and other document types)
- **Images:** JPG, PNG, GIF (and other image types)
- **Videos:** MOV, MP4 (and other video types, which can exceed 10 MB)

> Video file types can be larger than 10 MB, while all others are capped at 10 MB.

If you encounter any issues with certain file types, please contact your Client Success Manager to ensure support for those file types.

Additional tips

- Ensure to adhere to character limits and recommended image sizes for optimal display.
- Regularly review and update session information as needed.
- Utilize the search functionality to find specific sessions within the catalog quickly.