

# Live stream for over 100 participants (Live event)

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## 1. When do I need to use live stream for over 100 participants?

The IT at the university can provide the possibility for lectures that would involve more than 100 participants. You might need this solution for the lectures you otherwise hold in one of the auditoriums at the campus.

This guide helps you with organizing a live event for more than 100 people in such cases.

### 1.1. Is this opportunity available for anyone?

Yes and no. Due to Microsoft's limitations we can only provide this solution for a certain number of lessons at a time. Therefore we kindly ask you to use this type of event if at least one hundred participants can be expected in your lecture.

### 1.2. What preparations does it require on my side?

In order to organize the event we need to know whether the lecture is meant to be public or is only available for BCE citizens. In the former case whoever has the link of the live event will be able to watch it. That is something you should decide before you start organizing it.

Beside that you should also know when and how long it will take place, as well as whether your students may ask questions (in written form) during your lecture. This latter one is a matter of choice, but it cannot be changed during the lesson.

All the above information will be needed to organize.

### 1.3. Who shall I turn to if I want to use this solution?

The IT Center helps you with organizing it. Please contact us by filling in the form here:

[Live-streaming request](#)

To be able to schedule and properly organize such a request, please write us at least a week in advance.

Thank you for your cooperation.

## 2. What is the difference between Meet now (or even a scheduled meeting) and live streaming?

In a call started with a group all the participants have the rights within it. Anyone can comment or share his/her screen, and all of them can join in with live picture. Up to 250 participants can take part in such a call at a time.

Live streaming is more like a live TV show. It offers one-way communication (from the lecturer's direction), the students cannot comment or interrupt in sound. However, they have the possibility to ask question in written form during the call if this option is turned on.

To stick with the simile: there is one person (or sometimes more) who can be regarded as the director of the show (the organizer in Teams) He is the one to decide what to go live.

The reporter in front of the camera is the lecturer in our case, who is waiting to go live. The lecturer does not have the opportunity to change the broadcast.

## 3. What are the limitations of live streaming?

The limitations of live streaming to be taken into account are discussed in the following sections.

### 3.1. How many students can watch the lecture at a time?

With live streaming up to 10000 students can follow your lecture at a time.

The maximum length of a live-streaming event is 4 hours.

### 3.2. How can I organize a live-streaming event?

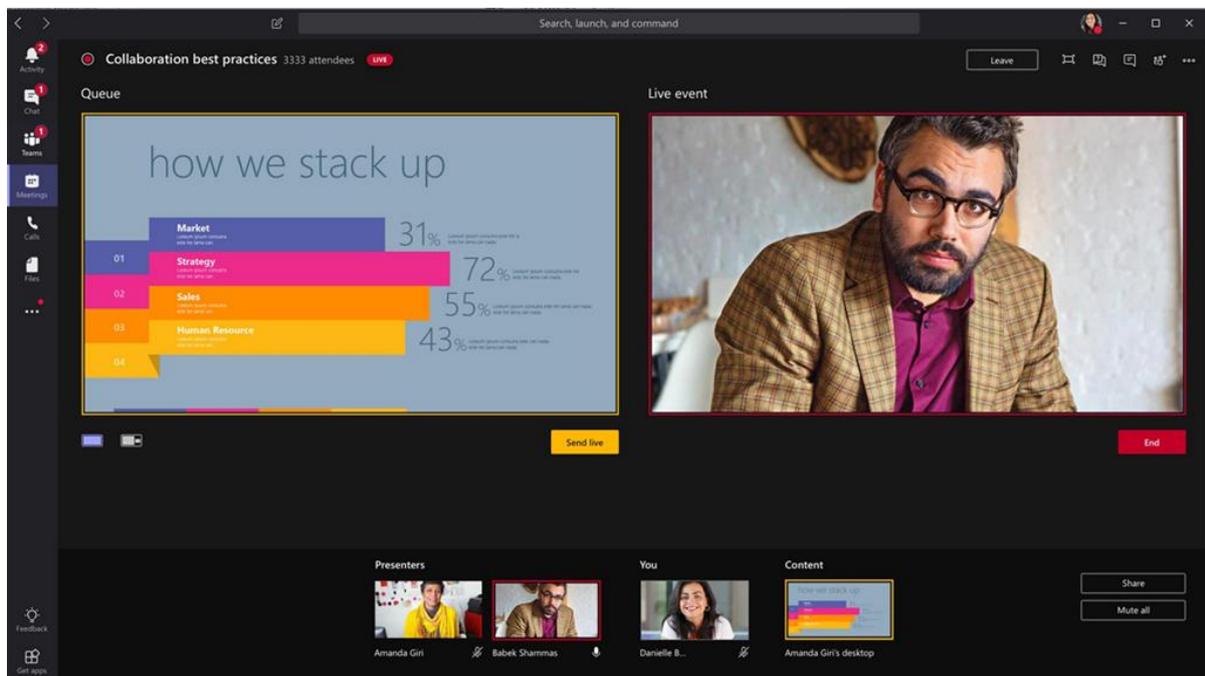
About its necessary preparations you can read in previous chapters:

What preparations does it require on my side? and

Who shall I turn to if I want to use this solution?

### 3.3. Can a live-streaming event have more presenters?

Yes, it can, more lecturers can take part in the lecture, but it is only one of them whose picture and voice is broadcasted. The organizer can switch the pictures to go live.



### 3.4. Can the professor hold such a lecture on his own?

Yes, he/she can. In such cases he/she is the presenter and the organizer at the same time. As the latter one he has the permissions to broadcast or even share the screen.

However, in case of more lecturers it is suggested that you have two organizers to help you prepare the screens go live. It can be another lecturer or a demonstrator, but you can ask the IT Center for such help.

### 3.5. What are the advantages of using help for live streaming?

You can make a complex lecture run smoother if you have help. It is suggested that you use help if you want to show a presentation or a website during the lecture, or you want to invite someone to your lecture (to take part).

## 4. How can I use a presentation in the live stream?

Any content that can be displayed on a computer can be sent in the live stream.

You can send the screen of an application or even the whole screen of your desktop into the live stream.

Whenever you share the screen of an application (e.g. you share the screen of a presentation or a pdf) your students never see the contents of your computer.

In case it is necessary to show e.g. the whole process of using a software, you might need to share the screen of your whole desktop. Before such cases it might be reconsider what and how you keep there. (Please note, that they only see icons and titles, but they have no access to anything there of course.)

## 5. How can the students join to the live stream?

The simplest way is to click the link you have shared with them to open in a browser.

Students can also join with Teams installed on their device.

Both ways are possible from mobile devices.

### 5.1. How do my students learn about the lecture and how to access it?

When the lecture (the live stream) is organized and set you get an email including the link. This URL should be shared with the students in a Teams message, via Moodle, Neptun message or email.

Microsoft Teams

#### [Bekapcsolódás élő eseménybe](#)

Csatlakozzon készítőként vagy előadóként, amikor elkezdődik az élő esemény.

Ne továbbítsa ezt a meghívót a résztvevőknek.

[Készítői súgó](#) | [Előadói súgó](#) | [További információ](#)

[Élő események erőforrásainak kezelése](#)

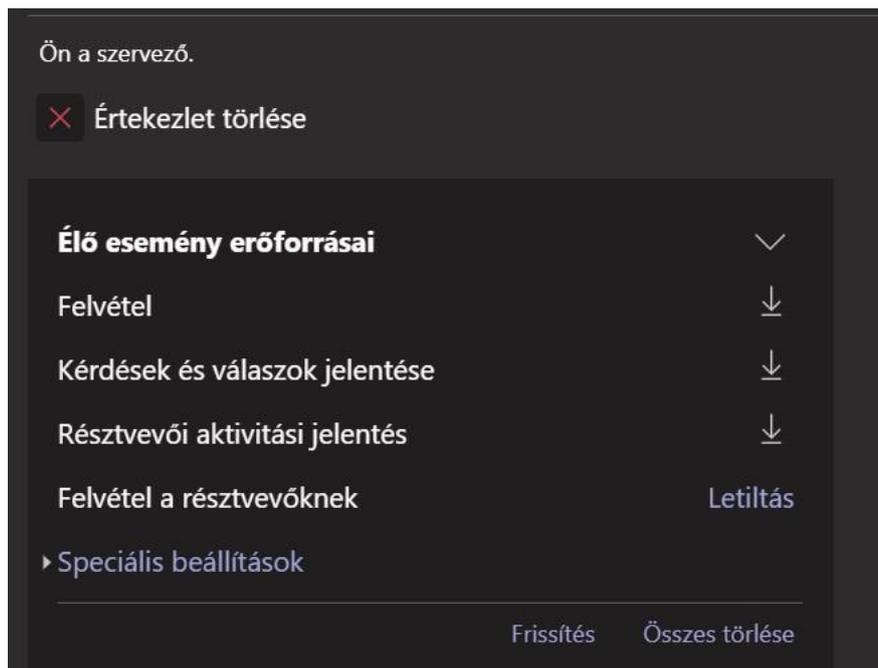
## 6. Is the lecture recorded?

The lecture organized as a live-stream event is always recorded. It is only available by the lecturer after the event.

### 6.1. Who can download the video of the lecture?

It is the lecturer who can always do that. Anything else depends on settings made previously.

If it is set so (based on your requirement when you started organizing the event) the students may have the possibility to download the recording after the lecture finishes.



## 7. Can the students comment or interrupt the lecture?

No, they cannot comment or interrupt the lecture, neither can they answer questions raised by you during the lecture. The students can only send in written questions if it has been set so previously. This cannot be modified during the live-stream event.

The comments and questions are also available after the lecture for download. (Under „Kérdések és válaszok jelentése” in the picture above.)

### 7.1. Can I see my students during the lecture?

No. The only feedback you have about your students is their number (i.e. how many of them are watching the stream) and if previously set then their questions they send.

### 7.2. Can I moderate the unwanted comments or questions?

The questions and comments sent in during the lecture are not displayed automatically, only after approval. At that point you can exclude students.

## 8. Can I check who participated in the event?

After the lecture you have that sort of information available for download. (Under “Résztevői aktivitási jelentés”)

