



Student Manual

Virtual Classroom

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1. Introduction & Requirements

Virtual Classroom is a plugin feature that is integrated with certifiedLMS to help instructors hold conferences from off campus, including Virtual Office Hours and class sessions.

The main features of using Virtual Classroom are:

- Can be used while the instructor is in another country such as during a conference. Students can join the session at given time from any location that has a good internet connection.
- Presenter can use the webcam to enhance the conferencing session. Other participants can be allowed to use the cameras if needed.
- Presenter can upload material such as PDFs, PowerPoint or Word.
- Presenter can add text, shapes and annotations on their slides while recording or use multiuser whiteboard to enable other participants to interact with the slides.
- Presenter can display any window from their desktop for the students using screen sharing (helpful for showing presentations with animation or tutorials on specialized software).
- Presenter can make use of polls for quick feedback.
- Presenter can allow a student to take over the presentation at any time.
- Students can be assigned as a Presenter at any time.
- Students can chat with presenter and other peer members.
- Students can participate using emojis such as raising the “hand” icon.
- Records sessions on the course/lesson.
- Student can view recorded sessions.

Requirements for using VIRTUAL CLASSROOM:

1. You must have a good Internet connection.
2. Only use updated versions of Google Chrome or Mozilla Firefox for best performance.
3. For full functionality of Virtual Classroom, use your laptop or computer (rather than a phone).
4. Share screen doesn't work on mobile and some tablet devices.
5. Make sure that your equipment (headphones, mic, webcam) are functioning properly on your device. External headphones are recommended to minimize audio feedback.
6. Disable any pop up blocker on the browser that you are using if needed.

2. Joining a Virtual Classroom session

- Login to certifiedLMS & select your course.
- Click on the Virtual Classroom link on the course.



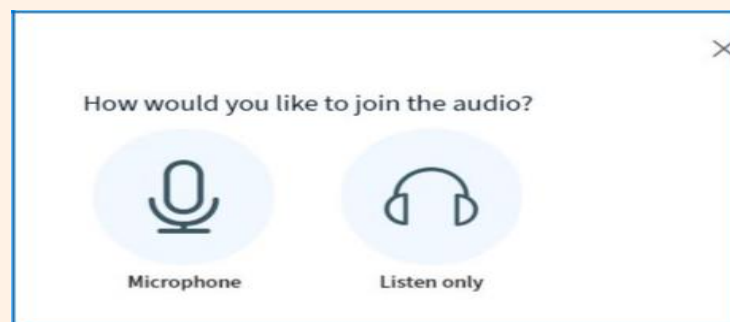
- Click on the “Join session” button

Note: Your instructor will have Virtual Classroom sessions that run at a specific time. Join the session at the time your instructor has mentioned.



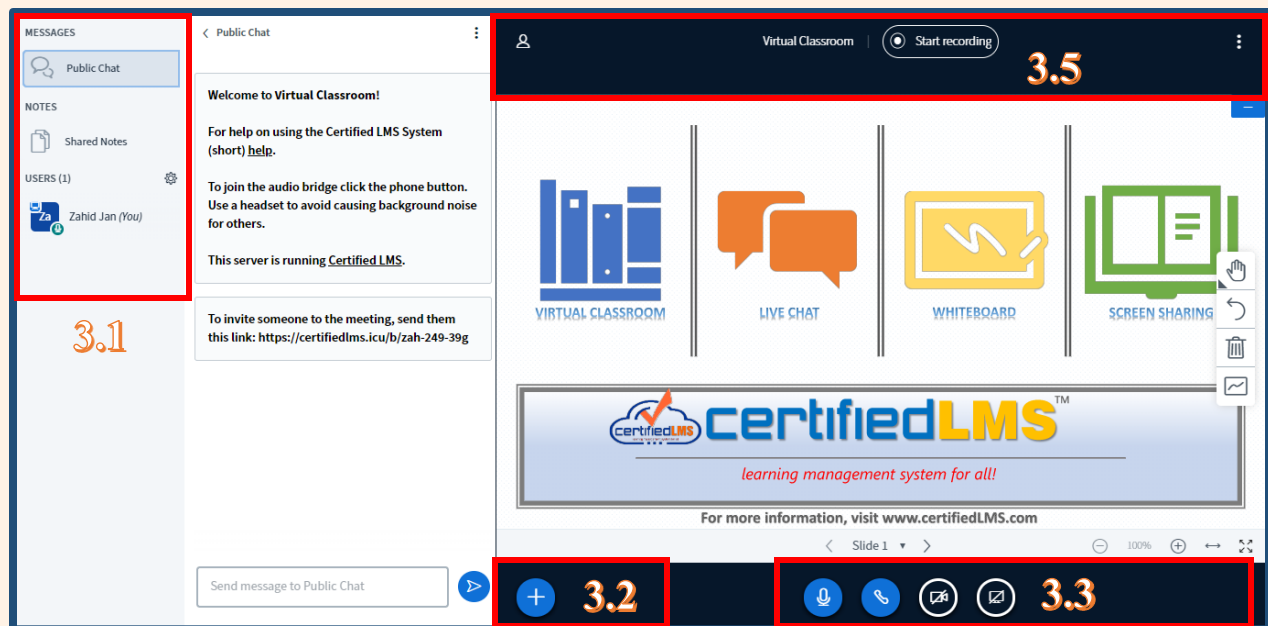
3. Using Virtual Classroom

- Once you click on “Join a session” on your Virtual Classroom activity in your course, you can see the interface of Virtual Classroom. By default, the presenter member is the “Moderator” of the virtual class. Click on “Microphone” option to test it and follow the instructions shown on your screen.



- The screen above will appear once you join the session. The following components are labeled in red on the screenshot and described further.

- 3.1 Public Chat, Shared Notes & Users
- 3.2 Adding a poll, Uploading resources & sharing external video
- 3.3 Enabling Webcam/ Audio and Screen Sharing
- 3.4 Whiteboard & Tools
- 3.5 Start recording and other Virtual Classroom settings

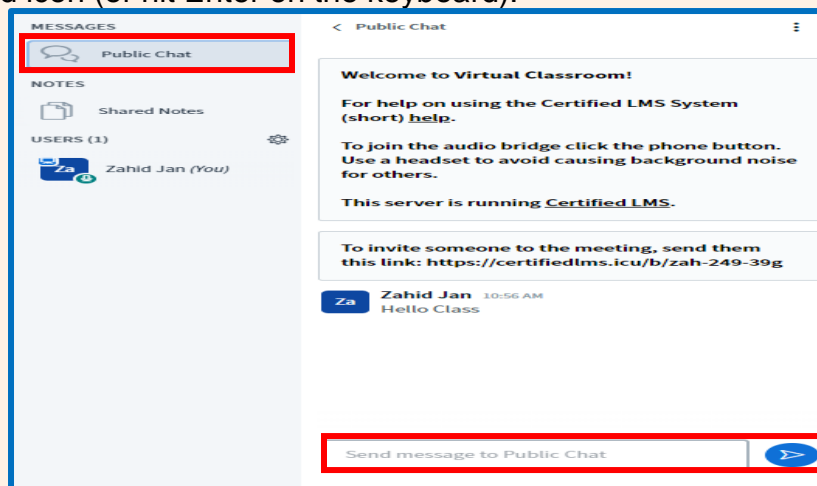


3.1 Public Chat, Shared Notes & Users

Both presenter and students can use the public chat in the Virtual Classroom session to communicate during the session.

3.1.1 Public Chat

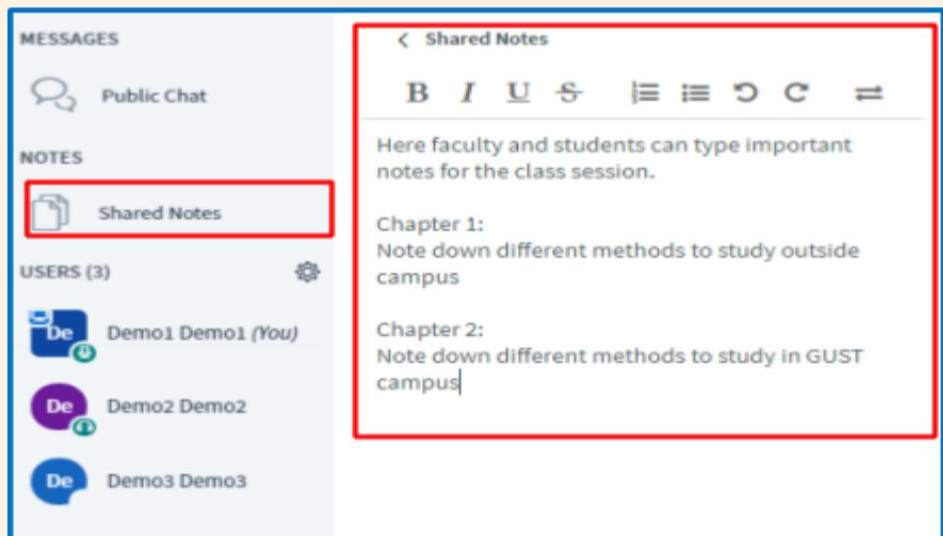
This is located on the top left hand corner. To chat, simply type the message and click on the send icon (or hit Enter on the keyboard).



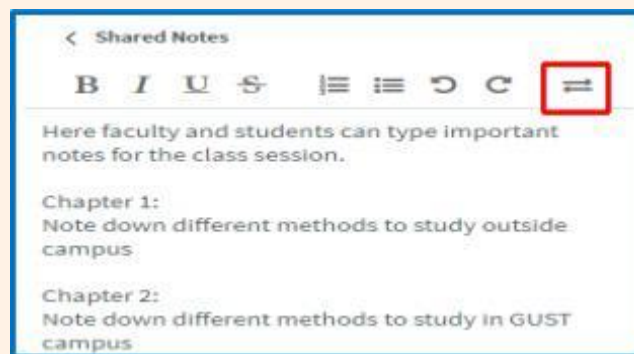
- Presenter and students can chat privately as well by clicking on the user that they would like to chat to and selecting "Private chat".

3.1.2 Shared Notes

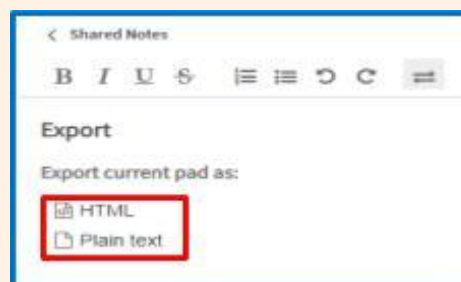
- Click on the "Shared Notes" tab to see notes posted by the instructor or to type notes for everyone to see during the session (if instructor allows editing).



- To automatically export (download) the shared notes, click on the last icon on the Shared Notes as indicated:



- Select the format that you would like and it will be downloaded to your “downloads” folder.



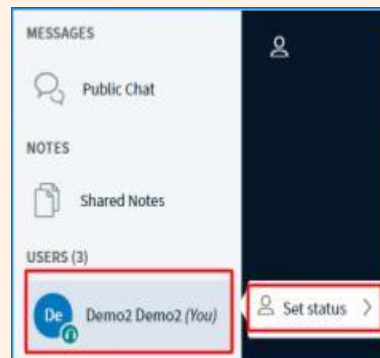
3.1.3 Users

There are two main types of users: **Moderators** (Typically the instructors and TAs), and **Viewers** (Typically the students). A moderator gets a square icon in the users' list (eg. Demo1 Demo1 in the figure below), while a viewer gets a circle icon (Demo2 and Demo3 in the figure below) shown later on.

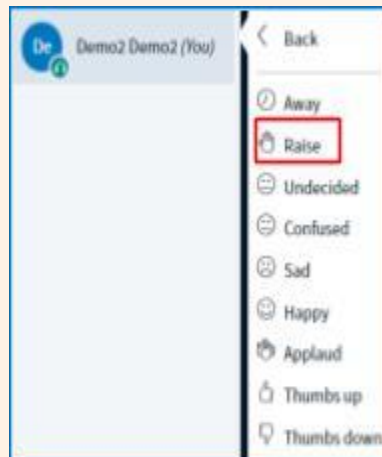
In addition, one user can be assigned as a **presenter** at a time. Typically, the instructor (who has a moderator role) will be also a presenter. When a student needs to make a presentation, the moderator can make him/her as the presenter.

3.1.3.1 Viewers can view the slides, webcam of the instructor, the users' list, the public chat, and shared notes. They can also chat privately with each other, share their audio and webcam, respond to polls, display an emoji (such as their raised hand), and participate in a breakout session.

- Students can use “Emojis” feature by clicking on their name then “Set status” as shown below:



- The student can use the emojis shown to set their status. This provides feedback to your instructor regarding the session. For example, you can use the “Raise” emoji to ask a question during the session to the presenter (your instructor).





- Optional Breakout Rooms: Your instructor might assign you and the other students to breakout rooms. Breakout rooms can be used for group activities between the assigned students at a given time.

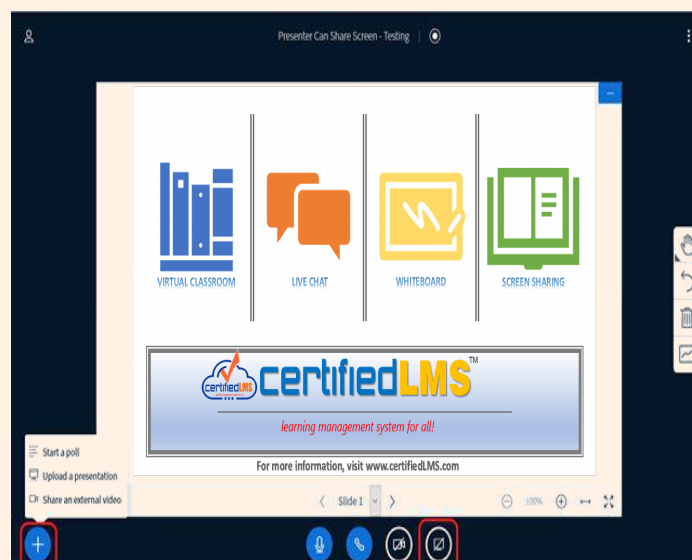
3.1.3.2 A Moderator (Your Instructor) can do everything a viewer can in addition to the ability to manage other users.



3.1.3.2 The Presenter is the person who is in control of the middle area of the virtual room where the presentation takes place. Typically, the moderator who creates the room is by default assigned as a presenter. There is only one presenter at any given point in time during the session. A moderator can assign someone else (such as a viewer or another moderator) to be the presenter. A presenter is recognized in the user's list with a small monitor attached to the top left corner of the user's icon. The below left figure shows a moderator who is assigned as a presenter, and the right figure shows a viewer (Student) who is assigned as a presenter.



- The user who has been assigned as a presenter will get two icons (as demonstrated below); the share screen  icon which allows him/her to share their computer screen if they wish to, and a plus sign  icon which gives a few options enabling the presenter to share PowerPoint slides or a video or to start a poll. The functions that a presenter can perform are presented in section 3.2



3.2 Start a Poll, Upload Presentation & Share an External Video

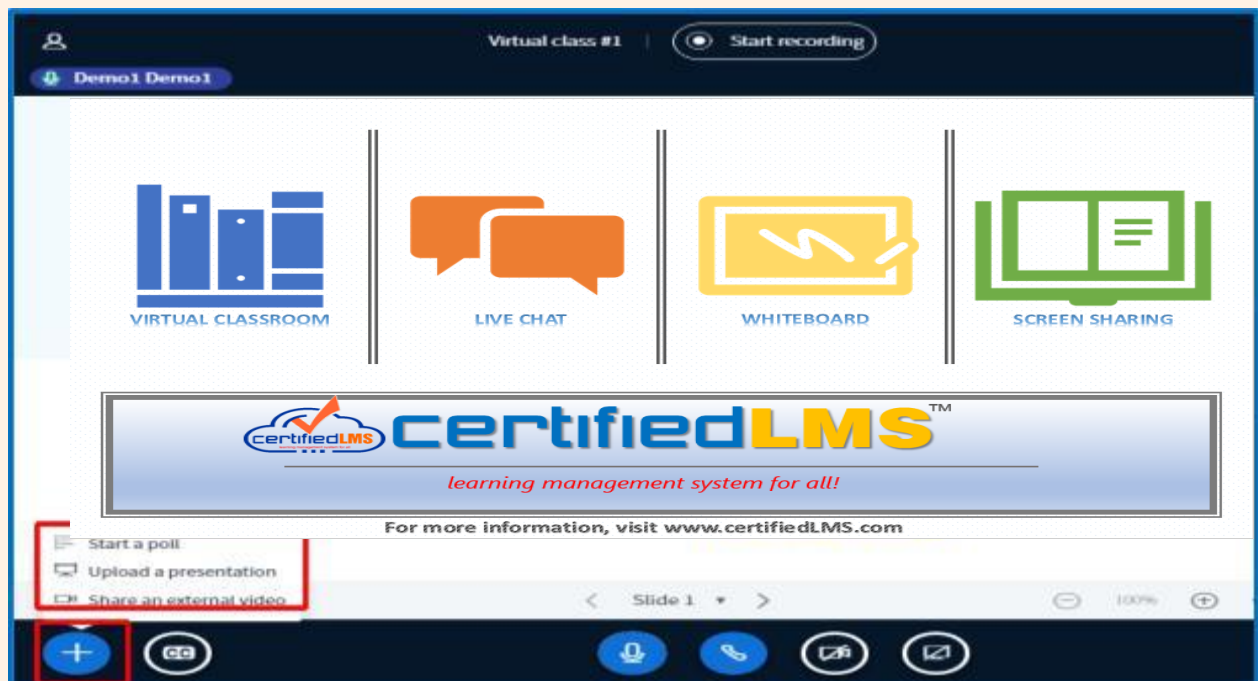
Important: Please read the steps below as your instructor might make you the “presenter” of the session. Being the “Presenter” allows you to present like the instructor to other students in the same session.

Moderator can select a certain student to become the presenter during the Virtual Classroom session.

- The student can then share all or any of the following from his/her side: audio, video, or PowerPoint slides with the other users present in the session. You are a presenter when you see the following icon next to your name as shown in red in the below screenshot:



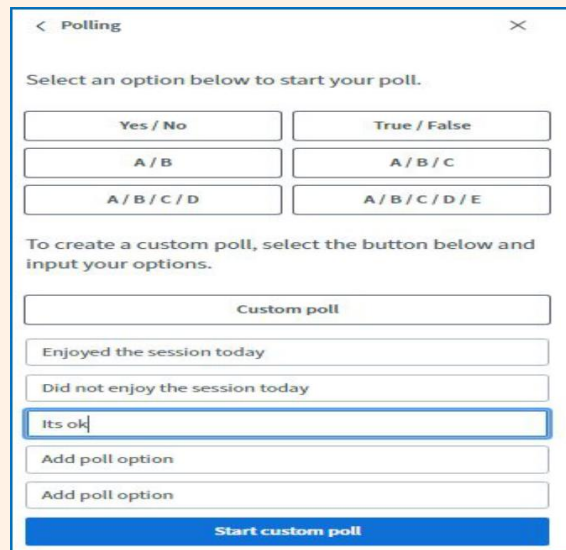
- On the bottom of the Virtual Classroom session screen, click on the “+” sign to view these options.



3.2.1 Start a Poll

You can either use the default poll options or create your own custom poll as the shown example.

Quick Tip: Any uploaded slides with numbered or lettered content can be automatically turned into a poll by the Virtual Classroom by selecting the poll option when the slide is displayed.



The screenshot shows a 'Polling' window with a back arrow and a close 'X' button. It contains instructions to 'Select an option below to start your poll.' and lists six default poll options: 'Yes / No', 'True / False', 'A / B', 'A / B / C', 'A / B / C / D', and 'A / B / C / D / E'. Below these, it says 'To create a custom poll, select the button below and input your options.' and shows a 'Custom poll' button. Underneath, there are three input fields with the text 'Enjoyed the session today', 'Did not enjoy the session today', and 'Its ok'. The 'Its ok' field is currently selected. Below the input fields are two 'Add poll option' buttons and a blue 'Start custom poll' button at the bottom.

You can publish the polling responses to the viewers:



The screenshot shows a 'Publish polling results' window. At the top, it says 'Leave this panel open to see live responses to your poll. When you are ready, select 'Publish polling results' to publish the results and end the poll.' Below this is a table showing the results of the poll:

| Response | Count | Percentage |
|---------------------------------|-------|------------|
| Enjoyed the session today | 1 | 100% |
| Did not enjoy the session today | 0 | 0% |
| Its ok | 0 | 0% |

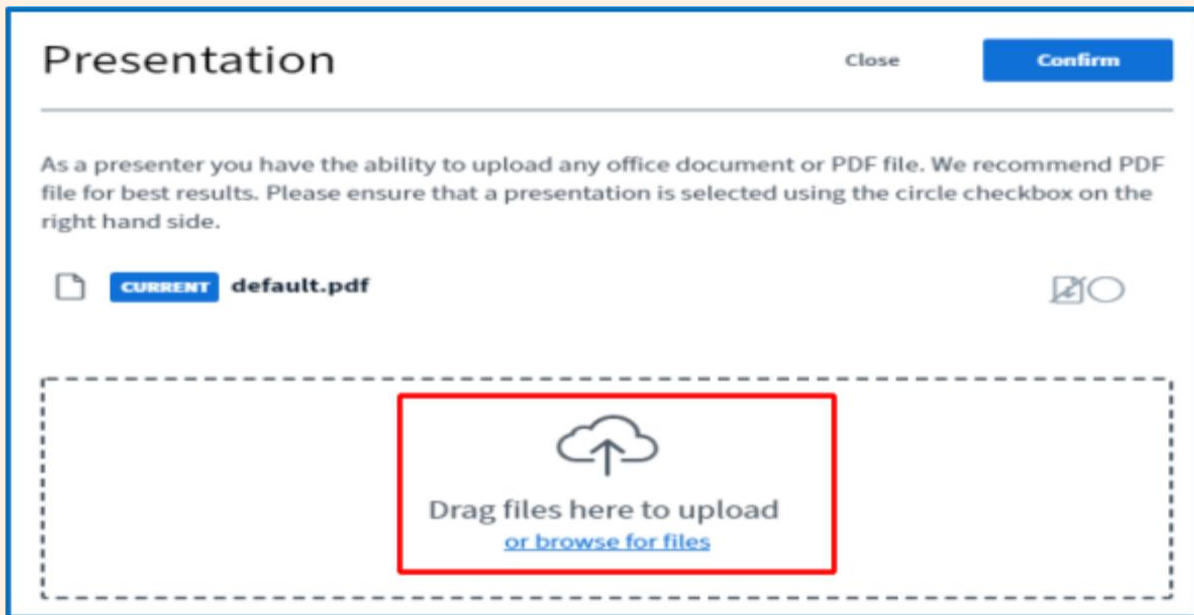
Below the table, there is a 'Done' button and a blue 'Publish polling results' button. At the bottom, there is a table showing the user and their response:

| Users | Response |
|-------------|---------------------------|
| Demo2 Demo2 | Enjoyed the session today |

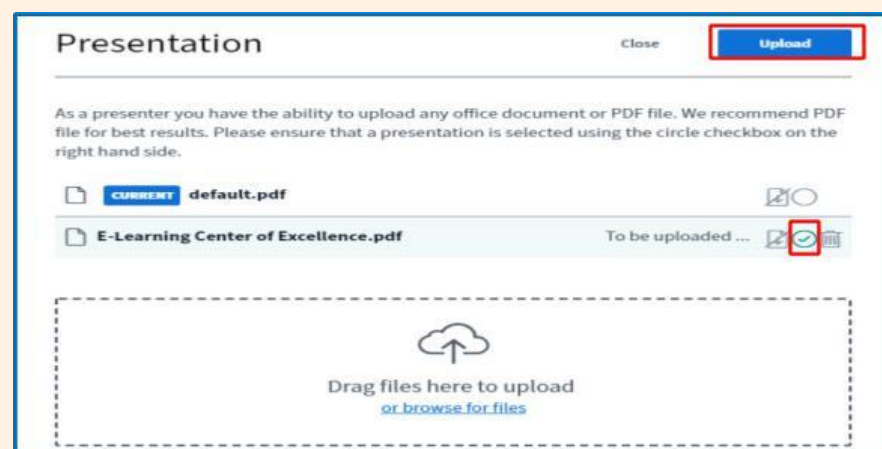
3.2.2 Upload Presentation

The presenter or the presenting student can upload their presentation. It can be a PDF (highly recommended) or other documents such as PowerPoint slides, Word, Excel etc (You can use animated PowerPoint on full share screen).

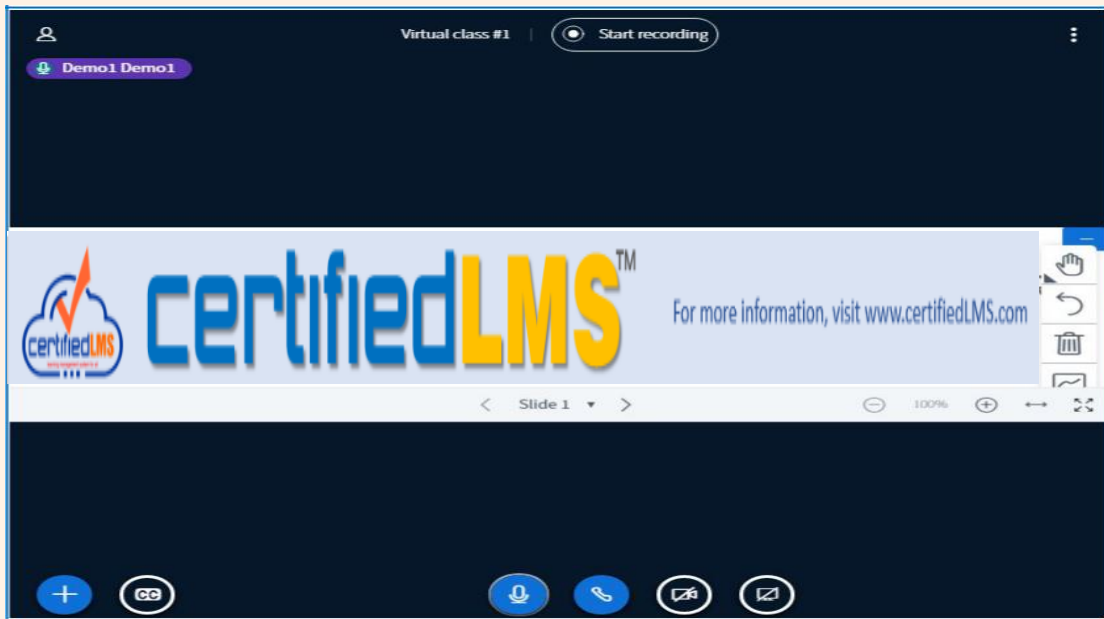
- Drag the presentation to the space provided or click on “Browse for files” from your computer as indicated:



- After selecting the file, click on “Upload”.
- If you want to delete it, click on the trash icon next to the document.
- If multiple files are uploaded on the Presentation panel, users can click the green check within the circle to change the display to that item.



- The presentation will appear on the session for all participants to see.



3.2.3 Share an external video

Presenter can paste a video link for the students to view during the session.

- Copy and paste the link on the space provided then click on “Share a new video”

Share an external video

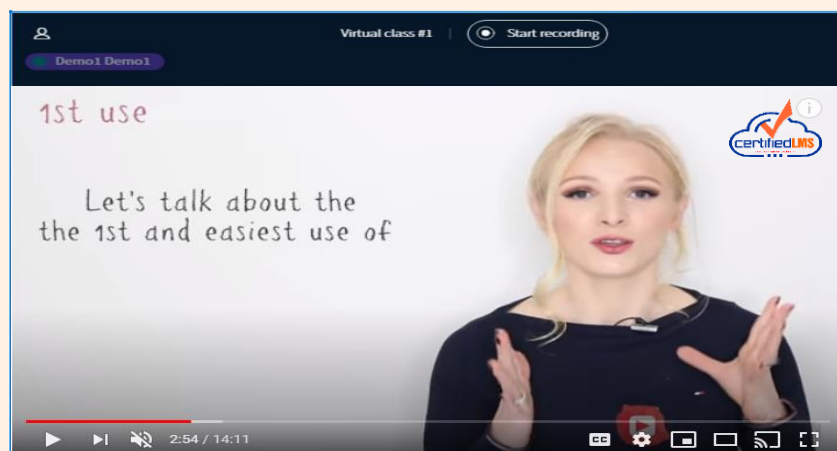
External Video URL

<https://www.youtube.com/watch?v=J9mbw00P9W0>

Note: Shared external videos will not appear in the recording. YouTube, Vimeo, Instructure Media, Twitch and Daily Motion URLs are supported.

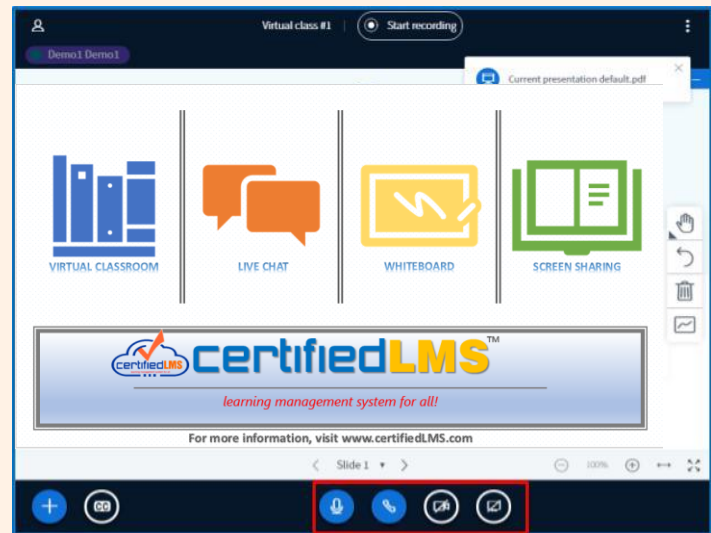
Share a new video

- Click on the play button for the video to be watched during the session:



3.3 Enabling Webcam/Audio & Screen Sharing

At the bottom of the session, you will see the options for handling the webcam and audio and screensharing.



- The 4 options that presenter can use in this section from left to right are: Mute, leave audio, share webcam and share your screen.

Note: Sharing your screen means sharing your desktop screen. This can be used when presenter wants to use a certain website, open a document that is on their PC during the session to share with the students.



3.4 Whiteboard & Tools

Presenter can navigate to a whiteboard and use the Virtual Classroom tools for their presentation.

3.4.1 Whiteboard

Click on the arrow indicated below to go to a new slide. You can also use the options to zoom or to enlarge the screen:



- The default slide has additional built-in 2 slides (shown below). The presenter can use the tools on the right hand side for the session mentioned in the next section.



SLIDE 2



SLIDE 3

3.4.2 Tools

The below image shows each tools functionality.

Note: The presenter can drag their cursor and move it to around the document to annotate.

Allows user to use built in shapes, annotation pen, add text, change colors, etc.

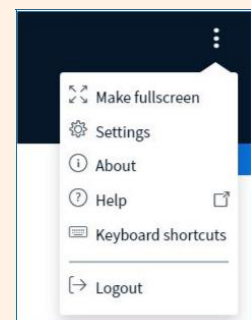
This icon is used to “undo” the annotation done by the presenter.

Trash icon clears all the annotations from the presentation session.

This icon allows all users to use annotation on the whiteboard or switch to a public whiteboard.

3.5 Logging out of the session

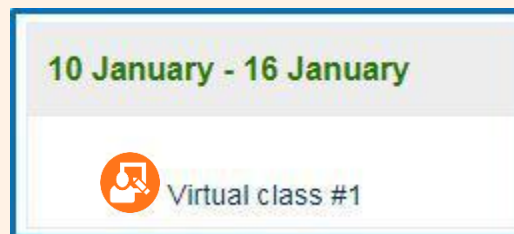
To log, click on the icon on the top right hand side then click on logout.



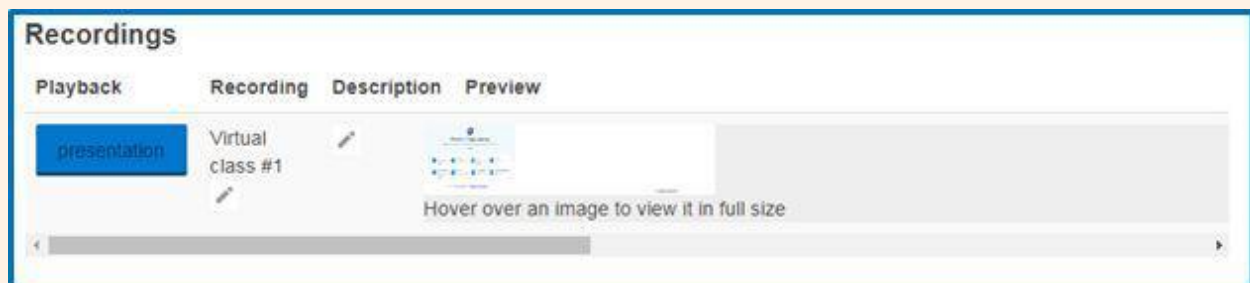
4. Viewing Virtual Classroom recordings

Note:After the Virtual Classroom session has ended, wait some time to view the recordings on the course.

- To view the recordings of the Virtual Classroom sessions, click on the Virtual Classroom link in your course.



- Click on the button named “Presentation” to view the recorded session



- Click on the play button to view the session.
- You can also view the slides used when you click on the top left hand corner as indicated in red:

