## VIRTUAL CLASSROOM – DO- Setting up your Virtual Classroom

## Setting up your Virtual Classroom Job-aid!

**Note:** Practice the various functions with 2 computers.

### Load Slides

1. In the toolbar, select “Share” and then “File (including video)”. Browse for your slides and load them.

### Assign Privileges to Your Participants

1. In the toolbar, select “Participant” and then select “Assign Privileges”.
2. Check off **Annotate** and **All Attendees** under **Communications**. Then click “OK”.

**Note:** You can also select your session options by locating session in the tool bar. In the new window you can check and uncheck what you want to have working during your class.

### Manage Your Panels

1. In the upper right hand corner, click the drop-down arrow and select “Manage Panels” (above the participant box).
2. Remove by selecting any panels you will not need for your session. Click “OK”.

**Note:** Unselect **Allow participants to change the sequence of panels**. This will minimize participants closing a panel. If a panel disappears, your participant can always click “Restore Layout” to get back to the classroom as it was when they first logged in. Also, when you share the presenter ball, you may have to reset your initial settings.

### Transfer a Document to Participants

1. In the toolbar, go to “File”. Select “Transfer”.
2. In the new window, select “Share file”. Browse for your file and tell your participants the download button will be available to them to download the file. Close the window when you are finished.

### Change the Font of Your Whiteboard Text

**Note:** Everyone in the classroom can do this. Once you make a change the font, it becomes your default whiteboard text.

1. In the toolbar, select “Edit”. Click on “font” and make your changes.

### Share the Ball (presenter role)

1. Right click on the person’s name in the participant panel. In the new window, change their role. Or after you have clicked on their name (you will notice a light grey shaded bar appear) click your “Make presenter” button under the “raise hand” icon. Take back the ball by clicking on the person’s name and use the button above “raise hand” or right click and select from your panel.

### Application Share/Share My Desktop

**Note:** 2 computers are recommended so you have a participant view. (Application share is similar if you share “My desktop”.)

1. In the toolbar, select “Share”.
2. You can share your desktop and participants will watch you go through the motions of getting to where you want to go. Or
3. You can select “application share” to share an application that is already open on your desktop. You must have your application open so you can select it to share.
4. Use the toolbar tab to navigate your page and discover options available to you (very similar to the main room). Stop sharing with the red “stop sharing” button on the left.

### Breakout Rooms

**Note:** “Other participants” can visit breakouts as a panelist.

1. Go to “breakout” in the toolbar. Select create breakout session.
2. Enter the **Breakout Session Topic**.
3. Select whether you want to include yourself in the Breakout session (recommend not to).
4. Select which participants are to be included in each breakout session.
5. Identify the Presenter for each Breakout Session (you can share the ball with participants).
6. Click **Create**.

You can then “start” the sessions.

**Note:** The leader and each participant will receive a message to invite them to join the Breakout Session. They should click Yes. Once each recipient accepts the invitation, they will be placed into their assigned Breakout Room.

The Breakout Room participants may collaborate and share a whiteboard or documents within the Breakout Room. The materials developed during the Breakout session may be shared with the rest of the meeting participants once they are returned back into the main meeting room. (File-save)

Under breakouts, you may send a “broadcast” message to attendees.

### Ending the Breakout Session

Once the Breakout session has concluded the leader may click Ask everyone to return and/or End Breakout Session. The Breakout Session manager will display asking to end the breakout session for all participants. Click Yes

\*\*Participants may also click End Breakout Session from their control panel and they will be placed back into the main room however the Breakout Session will not end until the Breakout Room Presenter clicks End Breakout Session. (Participants can jump back into their breakout from the main room by clicking re-join session).

**Note:** Breakout room functionality is only available in Training Centre