

Platform practice sheet

Once you have clicked 'enter' to join the session, you will be asked 'how would you like to join the audio'. Please click on the **microphone** button, and then click 'join'.

Save this file onto your device. Then you can drag and drop this file from the folder where it is saved into the whiteboard space in the classroom. [Watch this video](#) for support on how to do this.

Use the tables below to practice using the classroom.

All participants:	Done
Switch on your <u>webcam</u> and try out some of the background options.	
Type a message in the <u>public chat</u> .	
Open the <u>Text Editor</u> and write some notes. You can download the Text Editor content by clicking on the + button and then the 'Export' button	
Try <u>annotating the whiteboard</u> . Use the classroom tools to draw, add shapes and type. All participants can edit at the same time and you can edit the colour and design of these by using the 'styles' button at the top of the whiteboard space.	
Add sticky notes onto the whiteboard (use the far-right button on the classroom tools, next to 'Text')	

The tutor is automatically the 'moderator' and 'presenter' in the classroom, which means they have access to more features. Have a go at the following:

Tutors:	Done
<u>Upload a file</u> into the online classroom. Click the + button, then 'upload/manage presentations' then upload.	
Try using the classroom tools to <u>annotate the file</u> . All participants can do this.	
Go to 'upload/manage presentations again' and click ' <u>send to chat</u> ' - this will send a download button to all participants so they can download the annotated file.	
<u>Share your screen</u> . Click the button next to the camera-sharing button to do this.	

View the <u>Learning Analytics Dashboard</u> . Click the settings button next to 'Users', then 'Open Learning Analytics Dashboard'. This will open in a new tab and you can keep viewing this throughout your session.	
<u>Enable closed captions</u> (if helpful to you or your student) Click the settings button next to 'Users', then 'Start closed captions'. Click 'start dictation', and ensure all participants have clicked the 'cc' button at the bottom of the classroom space to begin viewing closed captions.	
<u>Make your student a presenter</u> by clicking on their name (in the left hand menu under 'users'), and then they can try sharing their screen and uploading documents to the classroom.	