

Using The Virtual Classroom

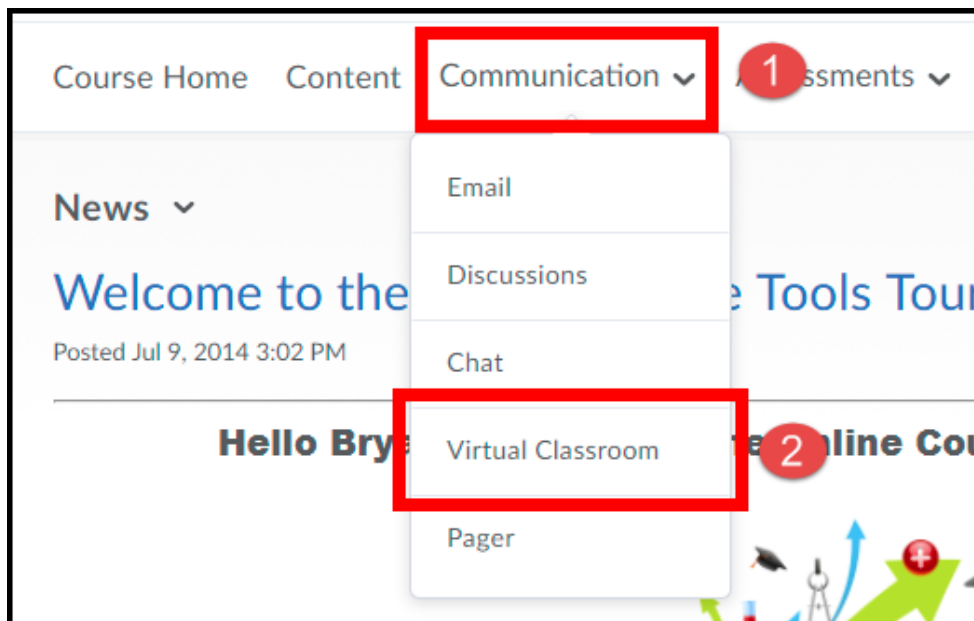
The Virtual Classroom tool allows you to create virtual meetings for your students to attend.

You have the ability to record your virtual classroom meetings and download them.

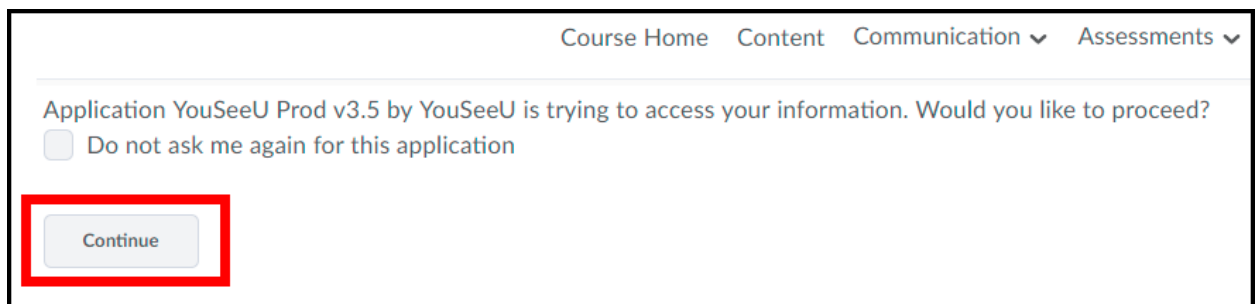
IMPORTANT: It is recommended that you use **Google Chrome** when using YouSeeU if you plan to share your screen during the meeting. In addition, mobile devices do not support all the features of YouSeeU.


Creating a Virtual Classroom Session

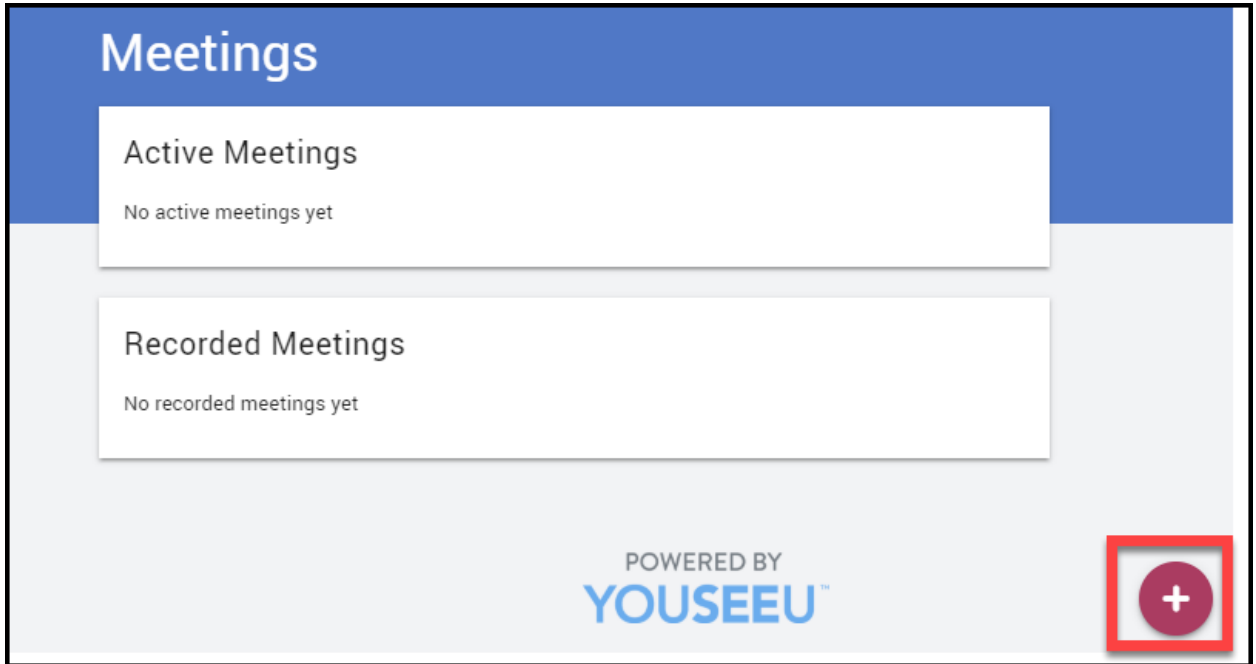
1. Click on **Communication** (1) and select **Virtual Classroom** (2) from the drop-down menu.



2. If you receive the message below, click on the **Continue** button, if not continue to the next step.



3. Click on the **New Video Assignment** button  in the bottom left-hand corner of the page (1) and click on the **Create Assignment** button (2).



4. Enter a **Title** for your scheduled meeting (1), select the **Meeting Date** (2) and **Meeting Time** (3), and select the **Max Duration** (minutes) for the meeting (4). If you want to record the meeting select the **Start record automatically** option (5). Ensure the **Whole Class** option is selected (so everyone in the class will be able to join the meeting) (6). To make the meeting recurring, click on the **Recurring** dropdown menu and select how often you want the meeting to recur (7). When finished click **Save** (8).

Now:
If you want to set the current date and time as the meeting's start date and time select this option.

Automatic link to recording:
If you chose to record the meeting, select this option to receive an automatic link to the session once the recording has processed.

Allow external participants:
Select this option to allow participants outside of the Virtual Campus to join the meeting.

Schedule Meeting

Please note that maximum possible amount of users in this meeting is 100

Title
Virtual Classroom Lecture 1

Meeting Date
6/7/2018 2

Meeting Time
9:00 AM 3

Now

Max duration
60 4

Start record automatically 5

Automatic link to recording

Allow external participants

Whole class 6

Recurring
Not recurring 7

CANCEL SAVE 8



- 5. The meeting will now be listed under the *Scheduled Meetings list*.

The screenshot shows a web interface titled "Meetings". Under the heading "Active Meetings", there is a table with the following structure:

Name	Scheduled at	Actions
Virtual Classroom Lecture	6/7/2018, 9:34 AM	⋮

The "Virtual Classroom Lecture" entry is highlighted with a red rectangular box.

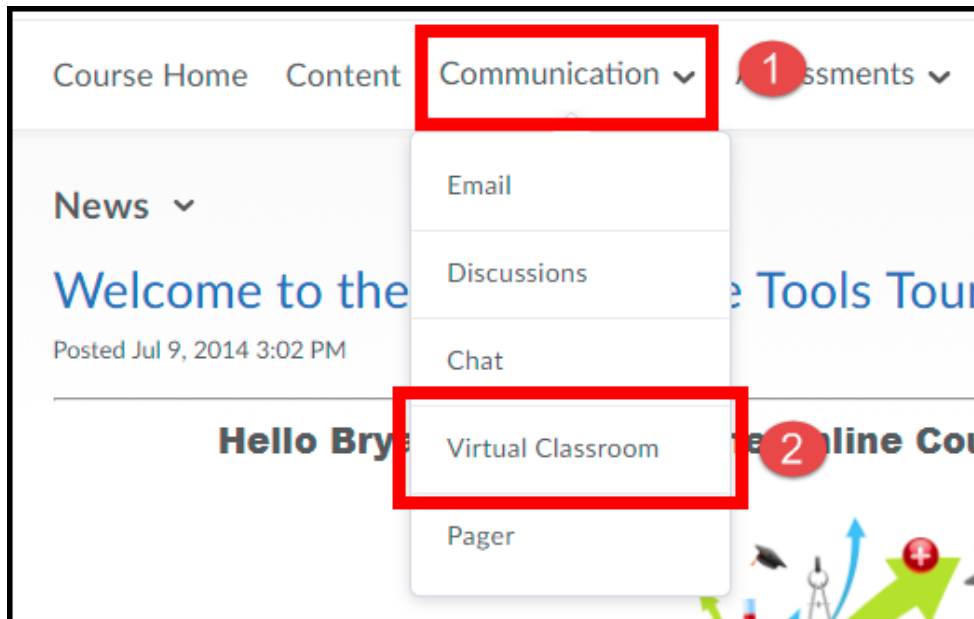
The screenshot shows the same "Meetings" interface. It now includes a second section titled "Recorded Meetings" below the "Active Meetings" table. The "Recorded Meetings" section contains the text "No recorded meetings yet". A red callout box with a speech bubble points to the "Recorded Meetings" section and contains the text: "Any sessions you have recorded can be accessed from here."



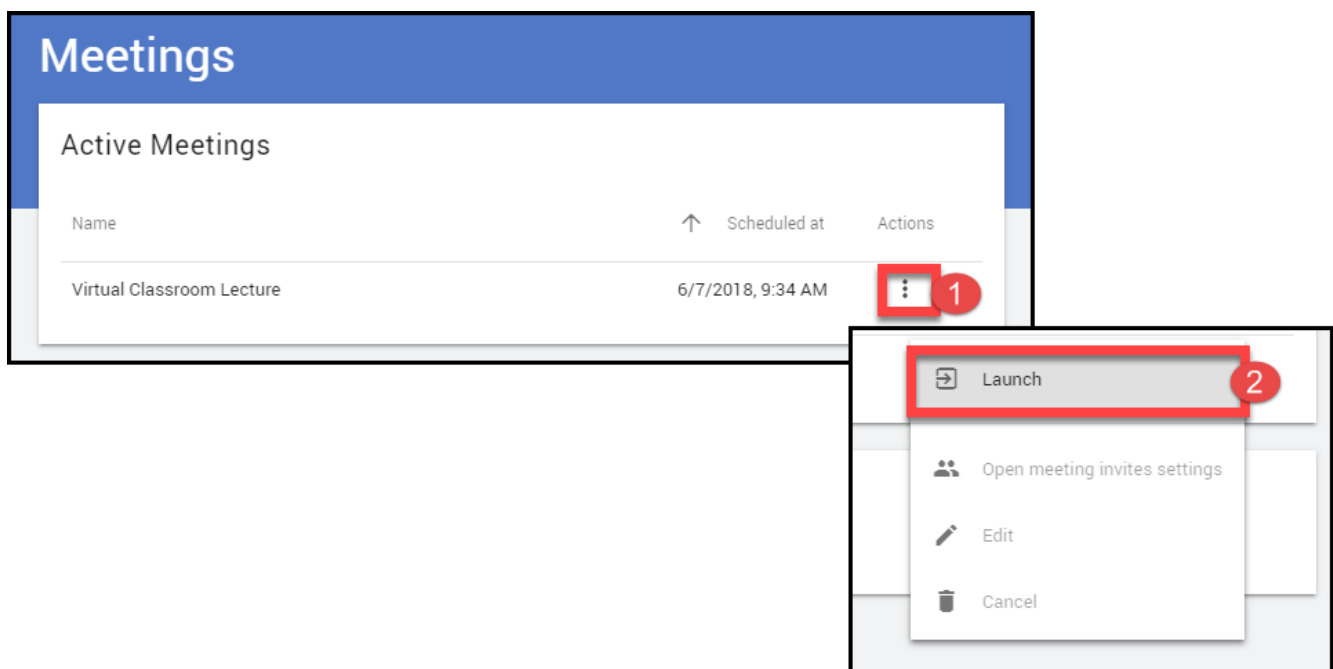
Entering a Virtual Classroom Session

When it is time for a session to begin, in order to facilitate the session you will need to join it.

1. Click on **Communication** (1) and select **Virtual Classroom** (2) from the drop-down menu.

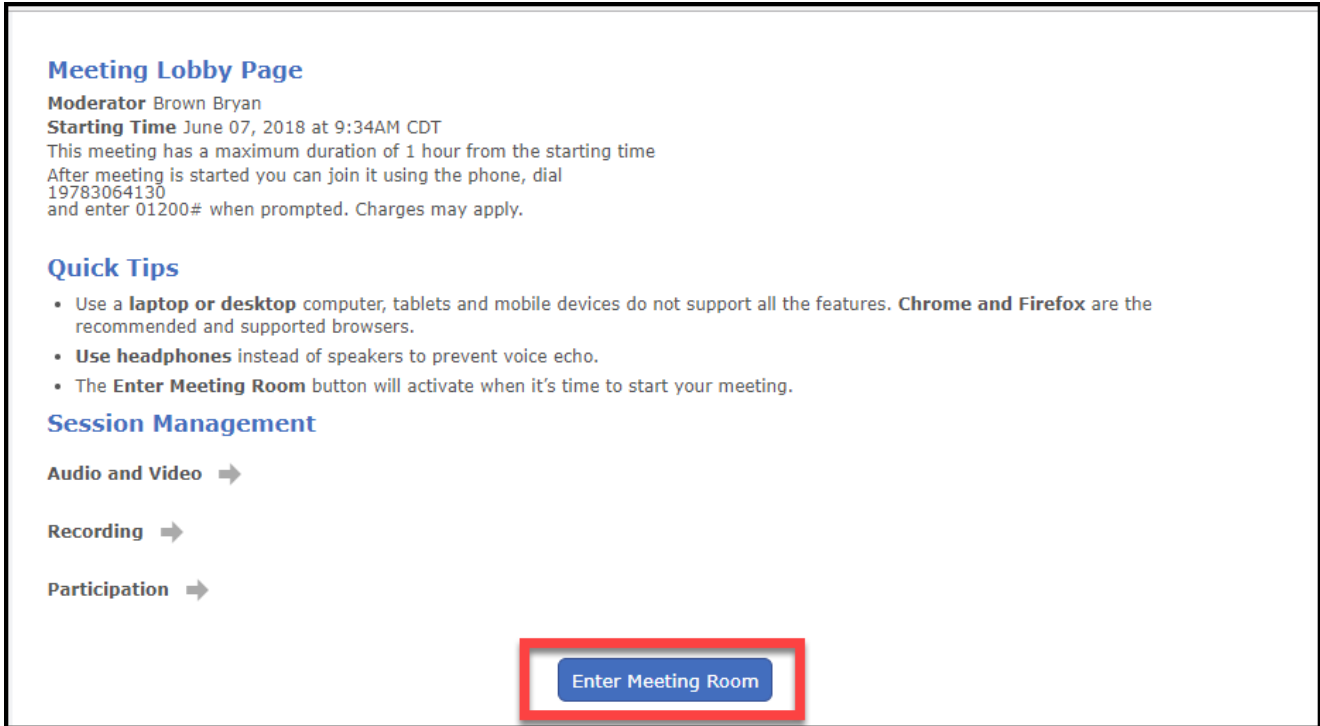


2. Click on **Actions** for the meeting (1) and then select **Launch** (2).

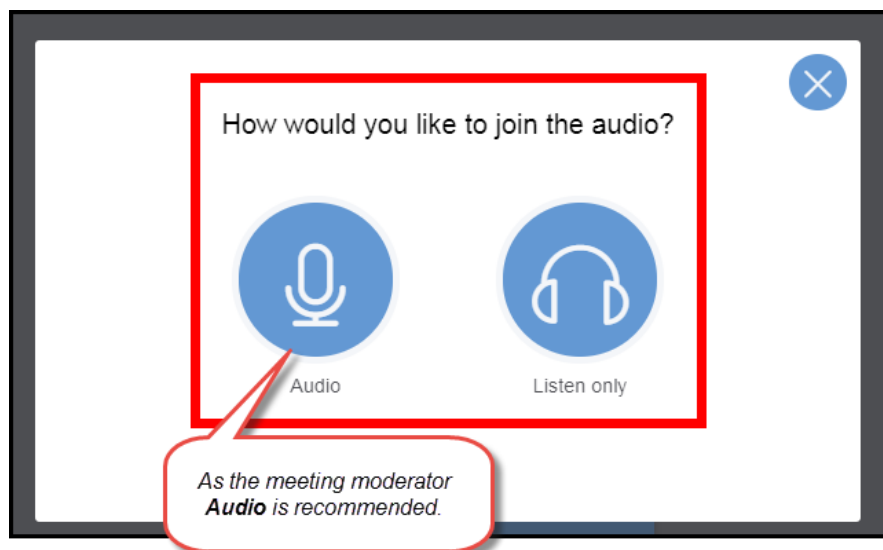


3. Click the **Enter Meeting Room** button.

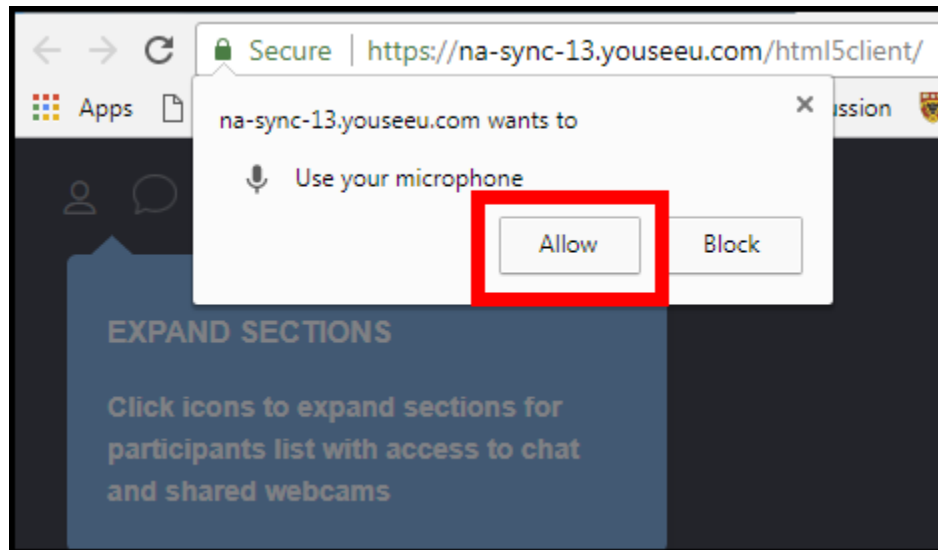
NOTE: You will not be allowed to enter the room in till the exact time it is scheduled to start.



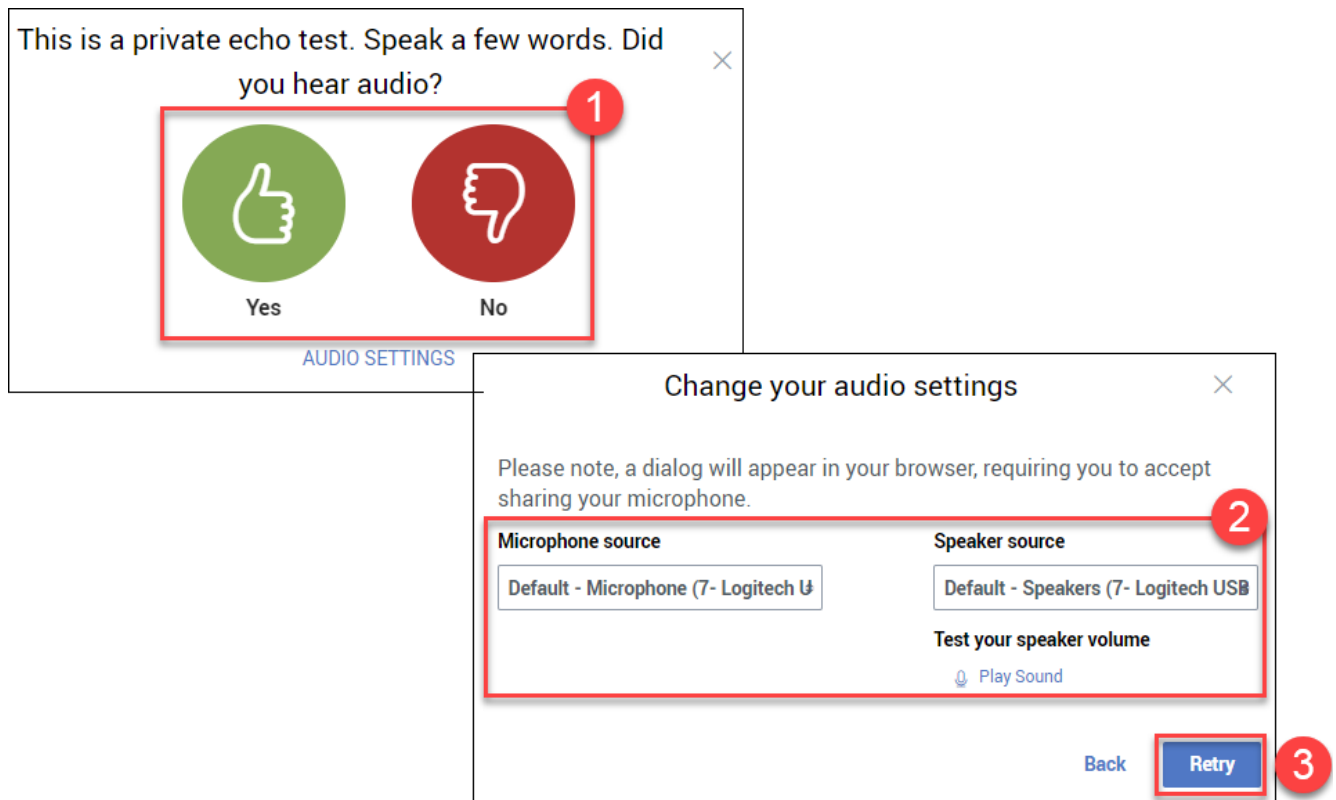
4. Choose how you would like to participate in the room, with **Audio** (listen and speak) or **Listen only**.



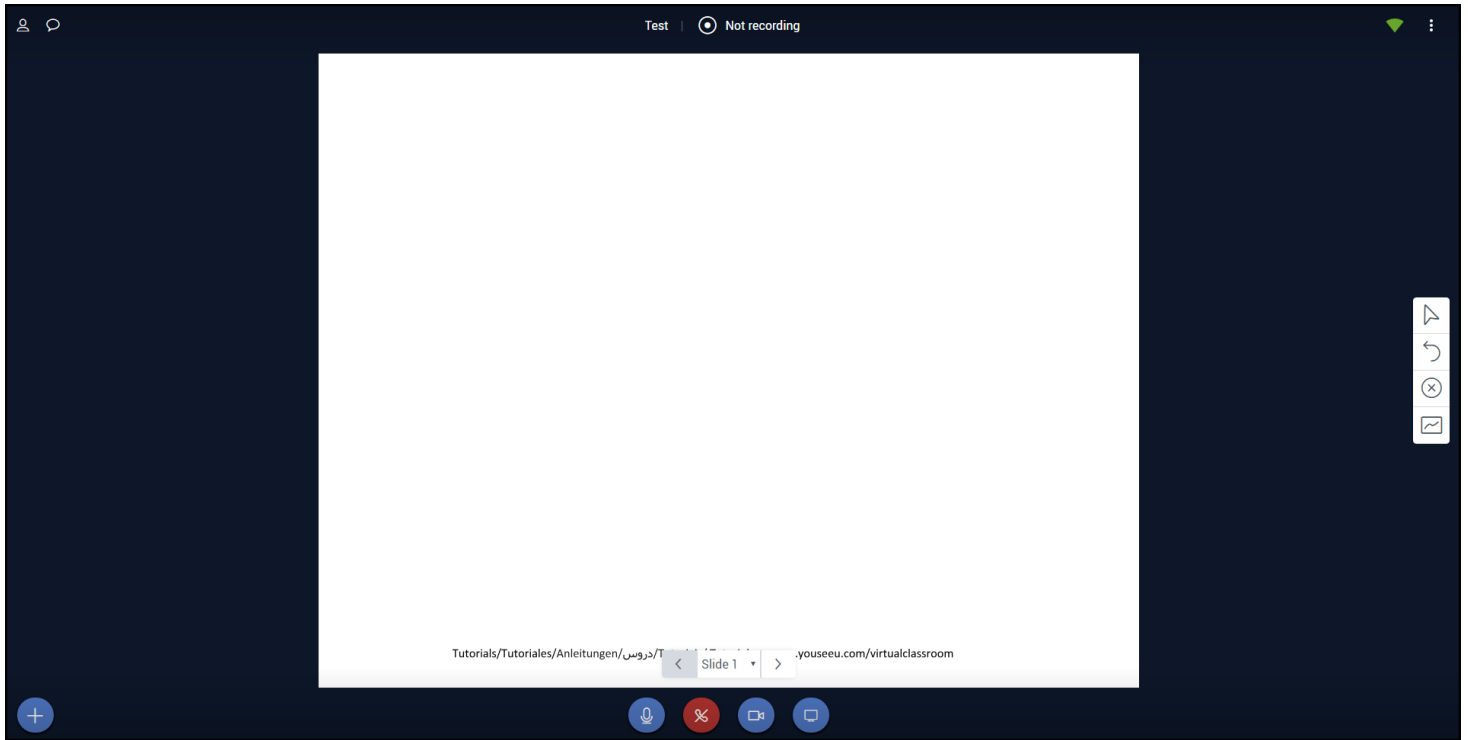
- If joining the meeting using audio, **allow your microphone to be shared** during it.



- Verify that you can hear your audio (1). If you cannot hear your audio you will be prompted to choose your **Microphone source** and **Speaker source** (2), and then click the **Retry** button (3).

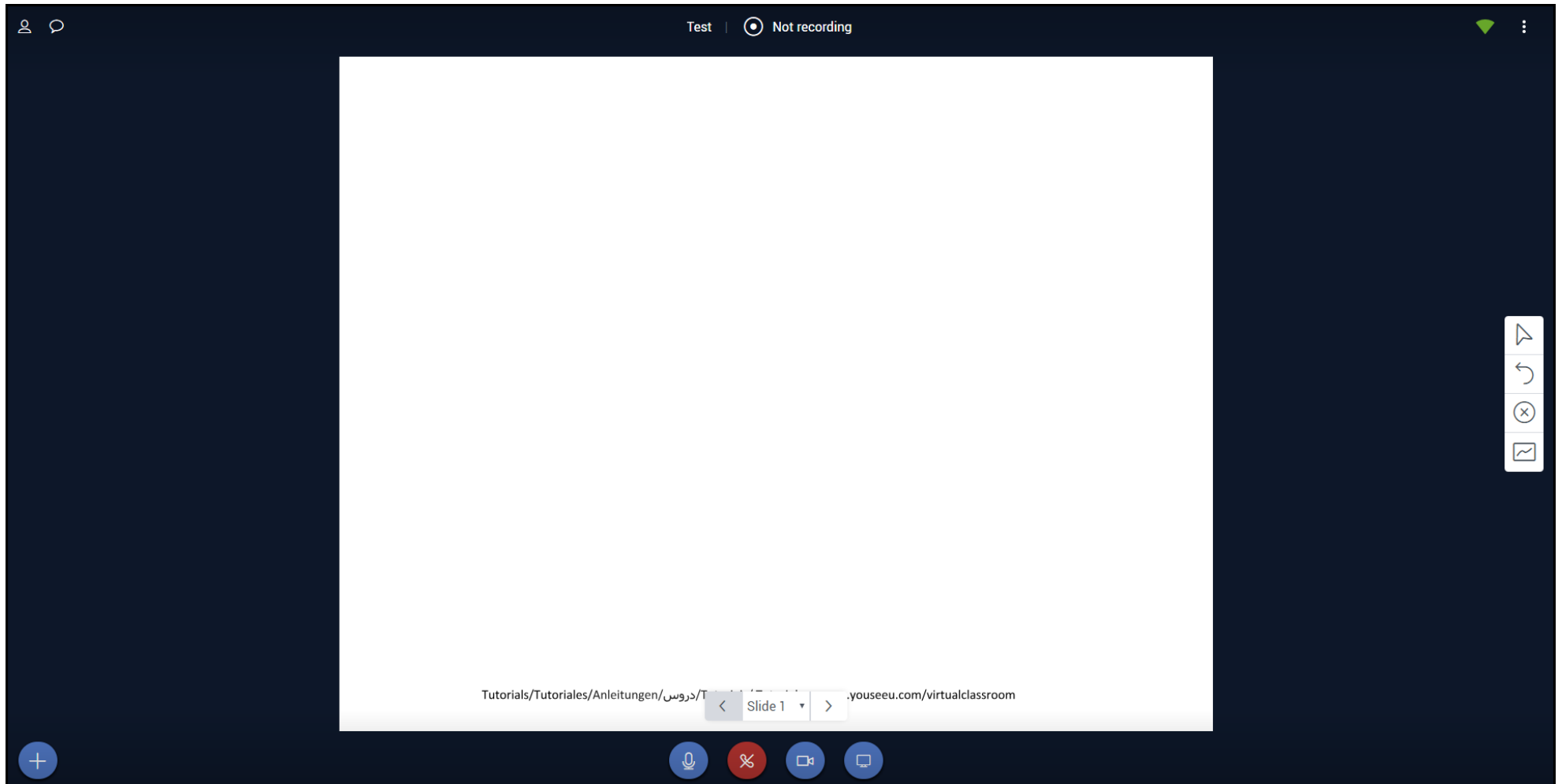


7. You will now be inside the virtual Classroom where the scheduled meeting will take place.



Using The Virtual Classroom

The Virtual Classroom - Layout

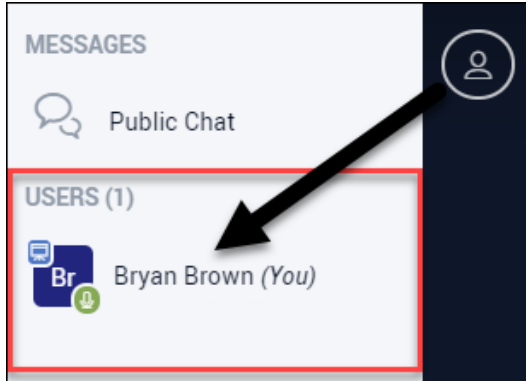


Working Inside the Virtual Classroom



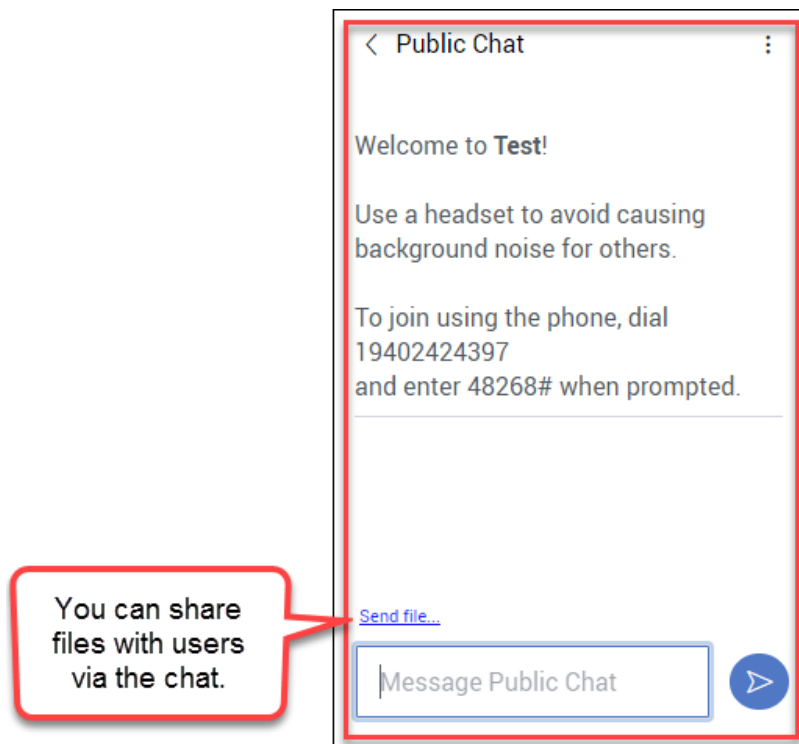
User list:

Displays the names of everyone currently in the virtual classroom. Clicking on a user's name will allow you to start a private chat with them.



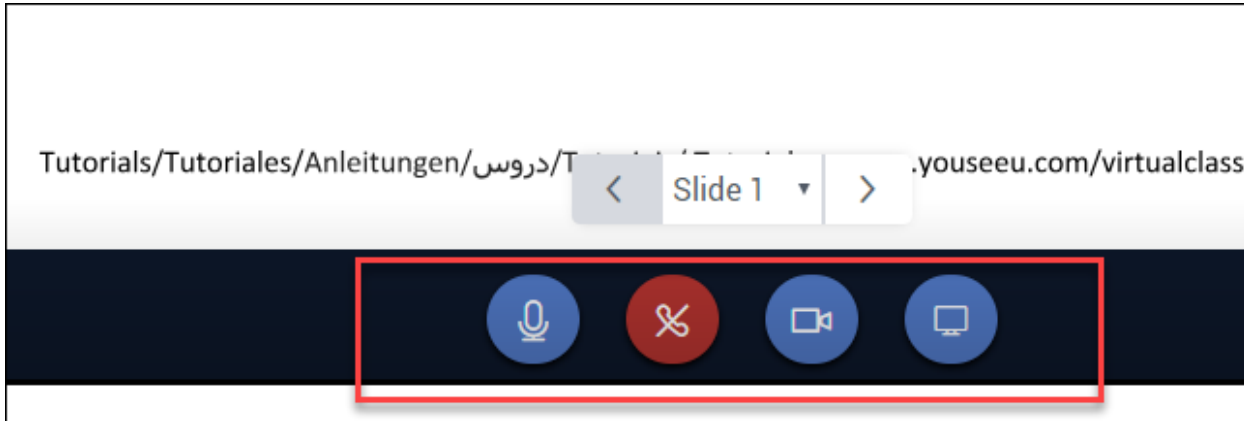
Chat:

Allows you to chat with the participants of the virtual classroom.



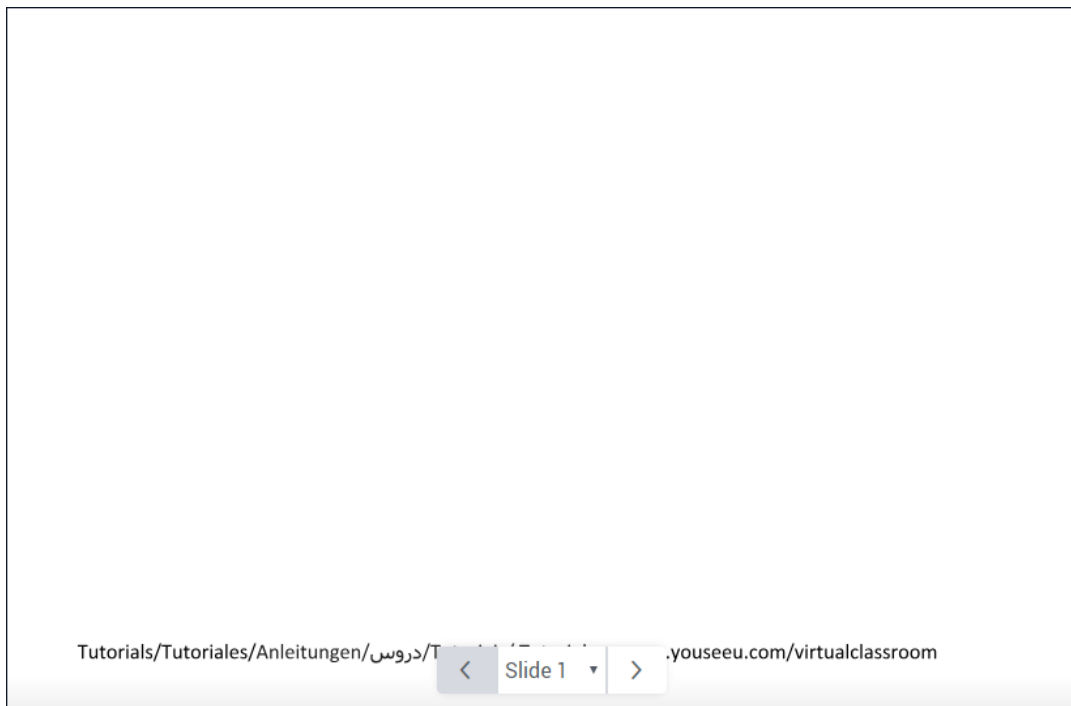
Manage Your Connection

Using these buttons allow you to control your connections during the session including, your audio, webcam, sharing your desktop, drawing on content, and your participation status.



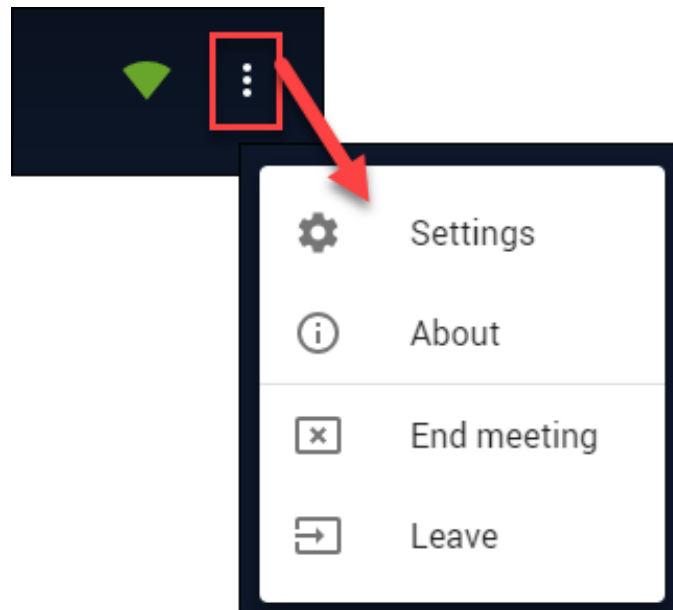
Presenter Content

Is the whiteboard where the content you present during the session will be displayed.

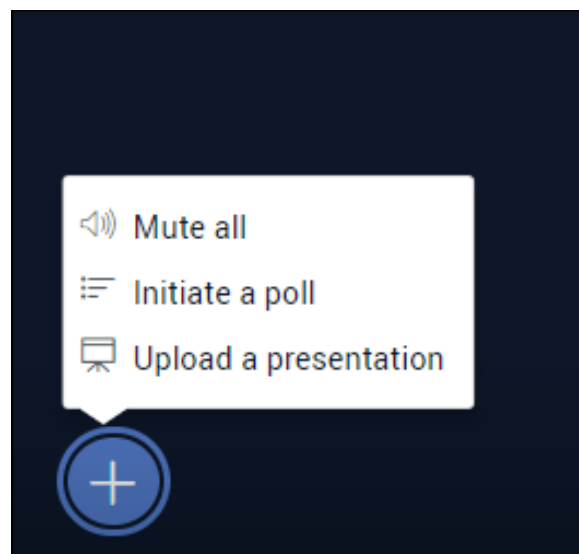


Settings

Clicking on this will allow you to access meeting settings, about info, end and leave a meeting.

**Actions**

Clicking on this will allow you to access certain actions such as muting all participants, uploading a presentation, or initiating a poll.

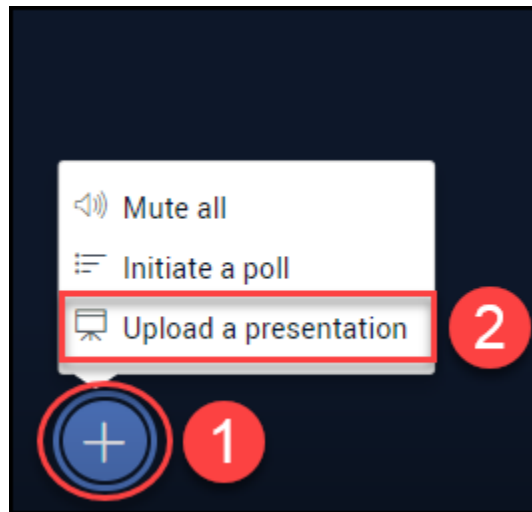


Uploading a Presentation

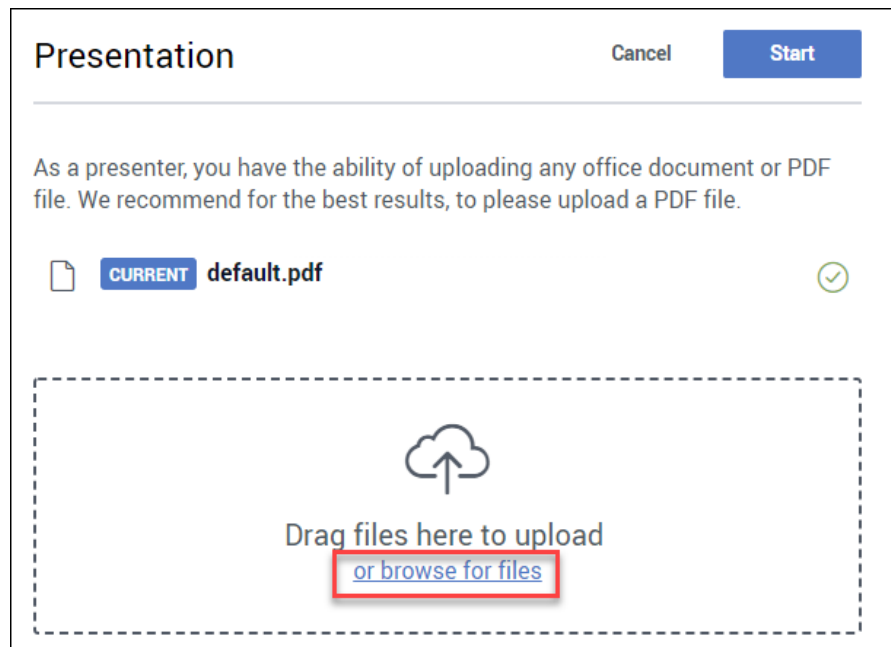
You have the ability to upload a file during a session to present to participants. The file can be in the form of a PDF, Word document, PowerPoint, or image (NO videos).

NOTE: Some files when uploaded and used for a presentation may be converted into a different format to make it easier for YouSeeU to display it.

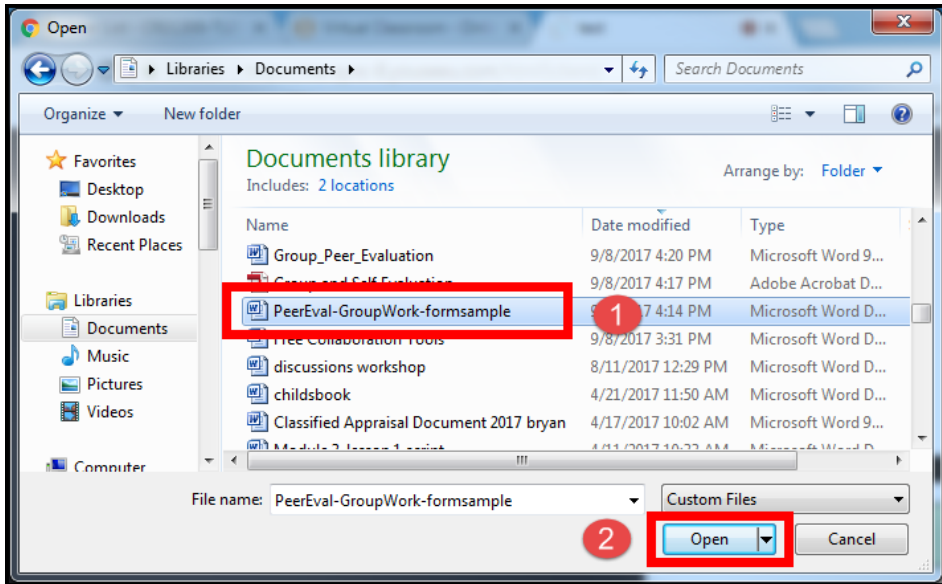
1. Click on the **Actions** icon (1) and select **Upload a Presentation** (2).



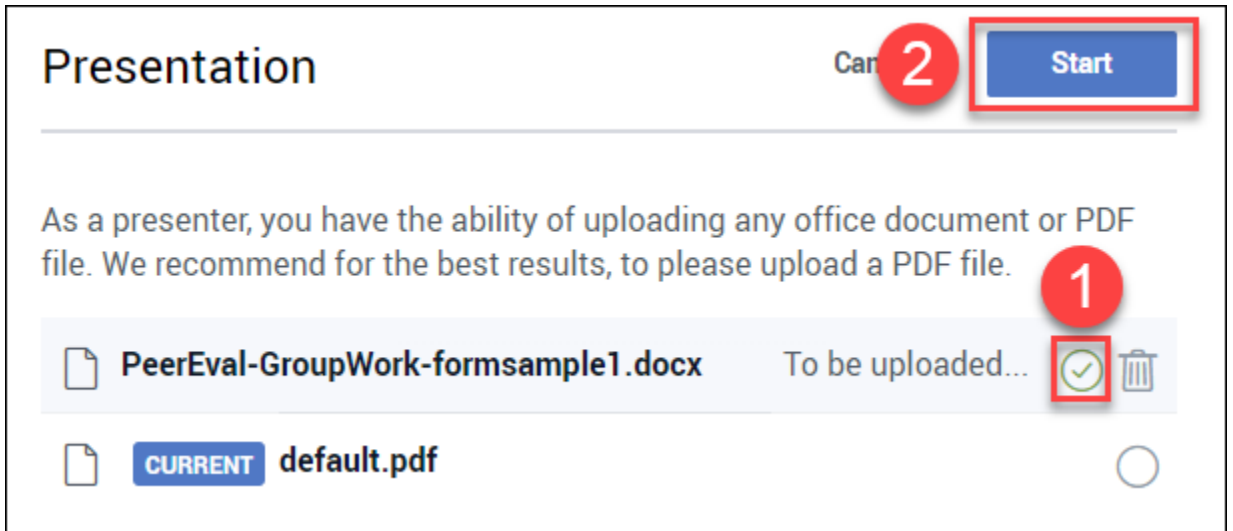
2. Click on "or browse for files".



3. Locate the file on your computer and click on it once (1) and then click the **Open** button (2).



4. Select the file from under the presentation list (1) and click the **Start** button (2).



- The file will convert to a PDF. Once it is finished you will now see the document displayed on the whiteboard for everyone to see (1). Use the navigation button to display the different pages of the document (2).

test

Peer Evaluation Form for Group Work

Your name _____

Write the name of each of your group members in a separate column. For each person, indicate the extent to which you agree with the statement on the left, using a scale of 1-4 (1=strongly disagree; 2=disagree; 3=agree; 4=strongly agree). Total the numbers in each column.

Evaluation Criteria	Group member:	Group member:	Group member:	Group member:
Attends group meetings regularly and on time.				
Contributed meaningfully to group discussions.				
Completed group assignments on time.				
Prepared work in a quality manner.				
Demonstrated a cooperative and supportive attitude.				
Contributed significantly to the success of the project.				
TOTALS				

1

<
>
Slide 1 ▾

2

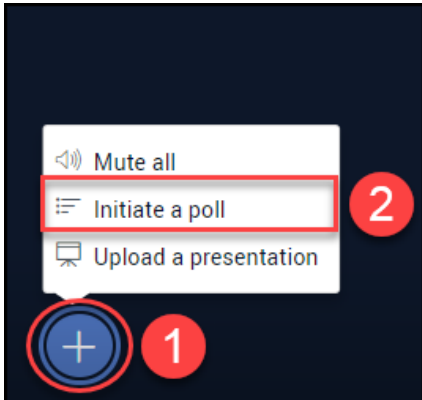


Initiating a Poll

During a presentation you have the ability to initiate a poll to obtain participants' answers to a question.

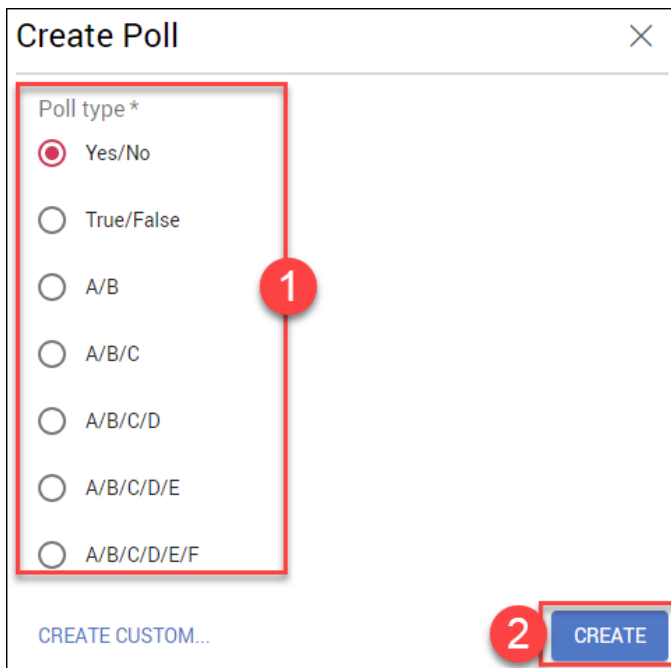
IMPORTANT: The question to the poll must either be verbally asked or be included in the presentation itself. Initiating a poll in the Virtual Classroom only allows you to select the poll answer type.

1. Click on **Actions** (1) and select **Initiate a poll** (2).

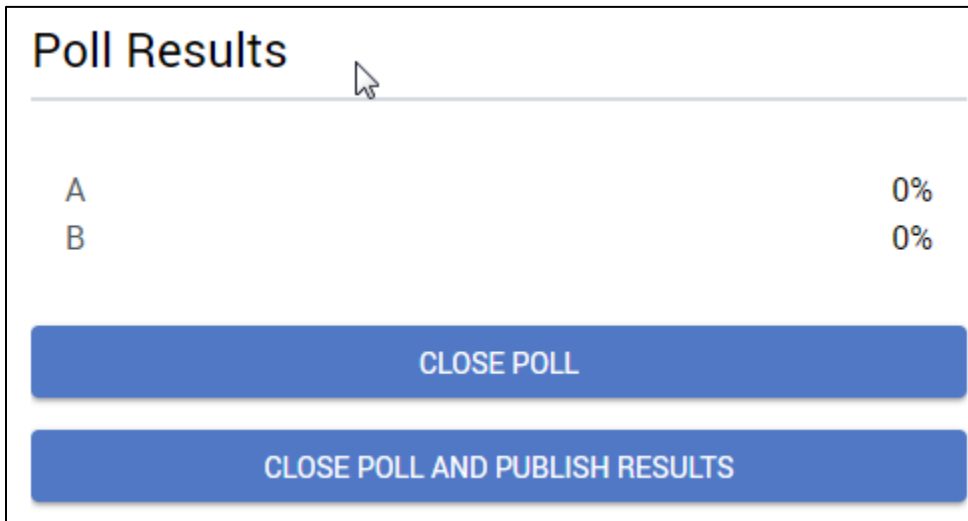


2. Choose a **Poll type** (1) and click the **Create** button (2).

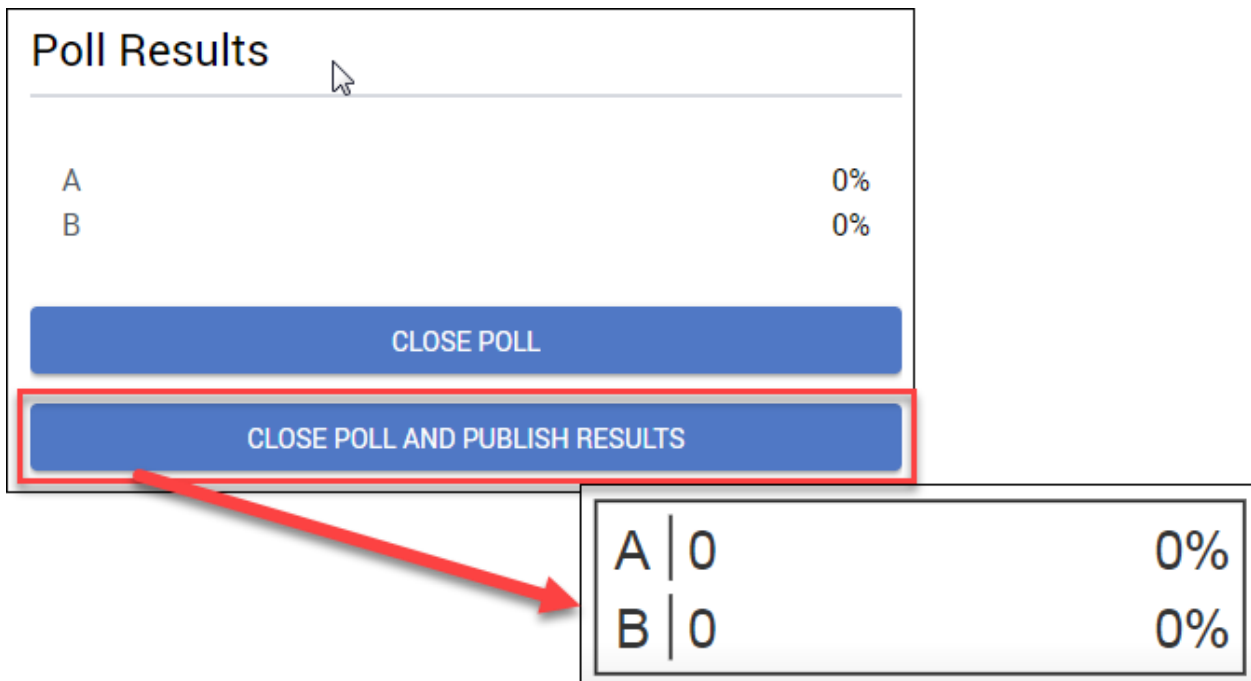
NOTE: When *Create Custom ...* is clicked, you will be prompted to enter polling choices. You may enter up to six answer choices for students to choose from.



- The poll will be initiated and the live results for the poll will be displayed to you.



- To display the results of the poll to participants during the presentation click the **Close Poll and Publish Results** button.



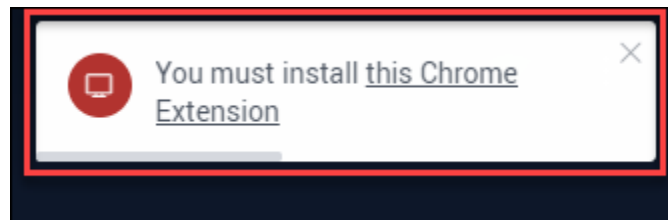
Sharing your Screen

While in the virtual classroom, you have the ability to share the screen on your desktop so users can see it.

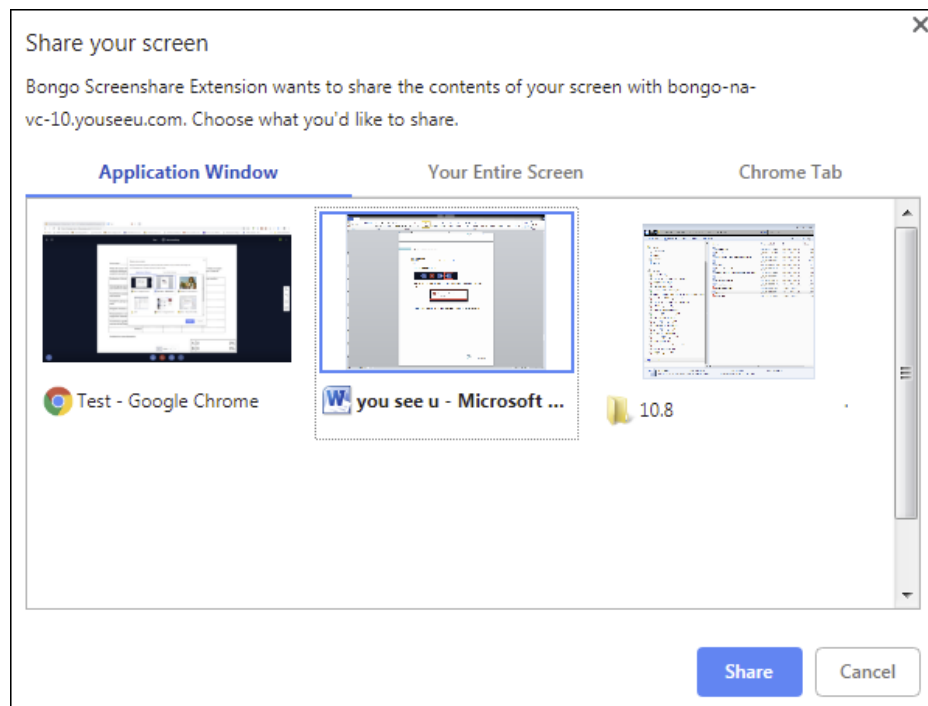
1. Click the **Share desktop** button.



2. You must install the Chrome extension in order to share your screen by clicking on the pop-up that appears.



3. Once you follow the necessary steps to download the extension, you will be able to share your screen.



**Tools**

During a presentation you have the ability to draw and annotate on the screen.

1. Click on the **Tools** button.



2. The annotation toolbar will open and you will have several drawing tools to choose from:

**Pointer**

The first tool that is automatically selected and provides you with a pointer on your cursor to draw emphasis to items you point to.

**Pencil**

The second tool which can be used to draw or write on the presentation. To use the tool you will click down and drag your mouse to draw your image, or write what you wish.

**Shapes**

The next three tools allow you to draw a *rectangle*, *triangle*, or *circle* within the whiteboard or presentation. To use the tool you will click down and drag your mouse to make the size of the shape you wish.

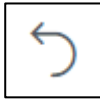
**Line**

The sixth tool allows you to draw a line within the presentation. To use the tool you will click down and drag your mouse to make the size of the line you wish.



Text box

The seventh tool allows you to draw a text box within the presentation. To use the tool you will click down and drag your mouse to make the size of the text box you wish. You will then be able to type within the box. You can change the size of the letters and the color in the menu above the text box. Note: Make sure to make the text box big enough for what you wish to write as you will not be able to resize it afterwards.



Undo Annotation

During a presentation you have the ability to clear the last annotation action you made on the whiteboard or presentation space.

1. Click on the **Undo Annotation** button.



2. The last annotation you made on the whiteboard will be undo.

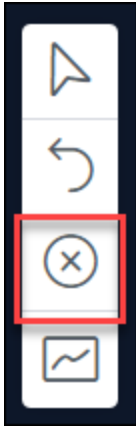


Clear All Annotations

During a presentation you have the ability to clear/erase all annotations made on the whiteboard or presentation space. When you use this function it will only clear the annotations within the page that you are on. This will not affect other pages of the whiteboard or presentation.

1. Click on the **Clear All Annotations** button.





2. All the annotations you made on the whiteboard will be erased.



Turn multi-user mode on

During a presentation you have the ability to allow all users to annotate on the whiteboard or presentation space. When a user makes annotations their name will be displayed on the whiteboard or page to identify they are making the annotations.

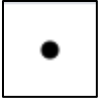
1. Click on the **Multi-user mode** button.



2. Users will be able to make annotations on the whiteboard or page.



Additional Annotation Tools



Drawing Thickness: This tool allows you to change the thickness of the pencil and of the borders of the shapes you draw.



Colors: This tool allows you to change the color of the pencil and of the shapes that you draw.

