



Using the Virtual Classroom

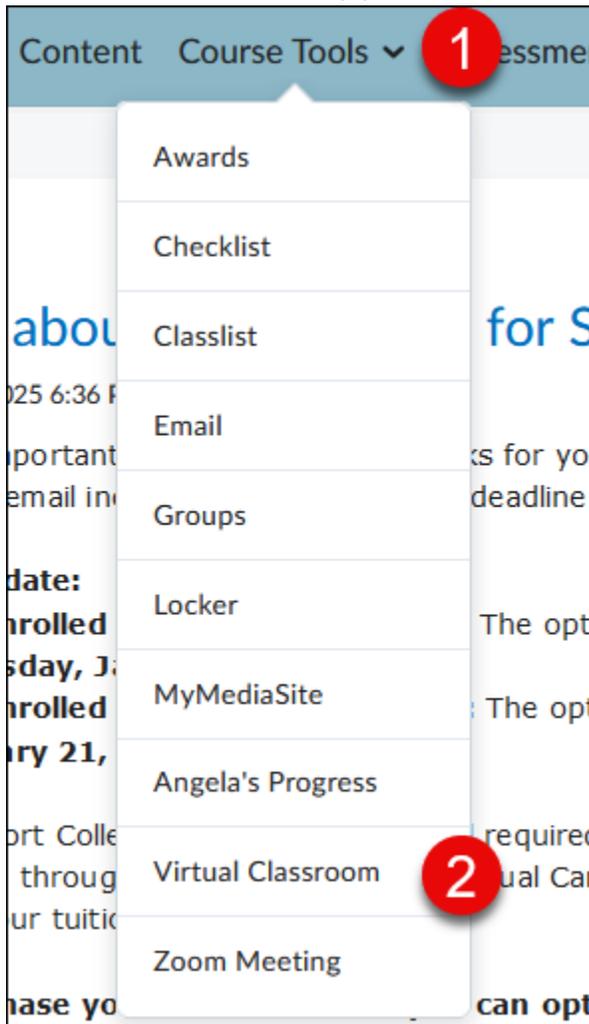
The Virtual Classroom tool allows you to create virtual meetings for your students to attend.

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

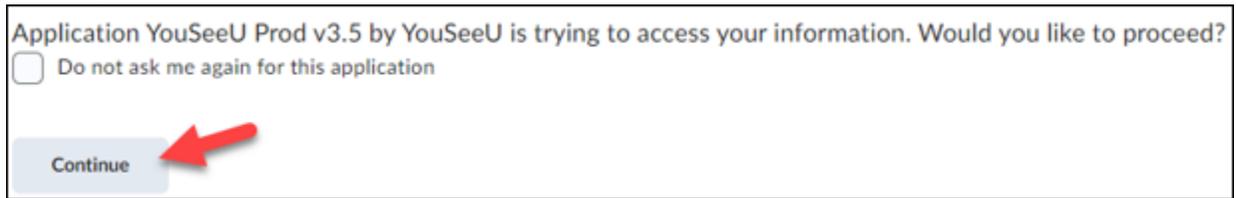
IMPORTANT: It is recommended that you use Google Chrome when using YouSeeU if you plan to share your screen during the meeting. In addition, mobile devices do not support all the features of YouSeeU.

Creating a Virtual Classroom Session

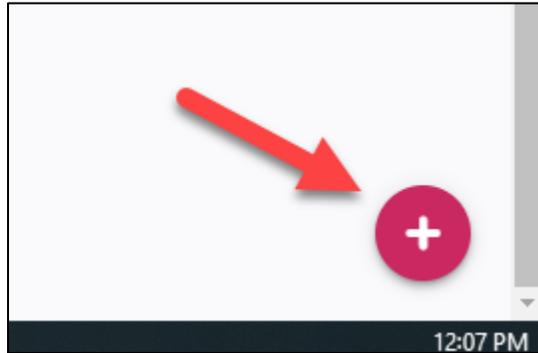
1. Click on Course Tools (1) and select Virtual Classroom (2) from the drop-down menu.



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 right-hand corner of the page.



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). **Select** if you want the meeting to Repeat Weekly (5). If you want the meeting to automatically be recorded when it starts, **select** the Automatically Record Meeting option (6). **Ensure** the Invite entire class option is selected so everyone in the class will be able to join the meeting (7). When finished **click** Save (8).

Schedule Meeting ×

Title *(required)*
Virtual Classroom Lecture **1**

Meeting Date *(required)*
7/19/2023 **2**

Meeting Time *(required)*
10:30 AM **3** 🕒

Now

Max duration
60 **4** ▾

Repeat weekly for:
Does not repeat **5** ▾

Automatically record meeting **6**

Publish recorded meeting

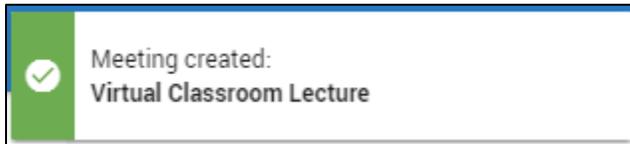
Allow external participants

Invite entire class **7**

i Please note that maximum possible amount of users in this meeting is 150

SAVE **8**

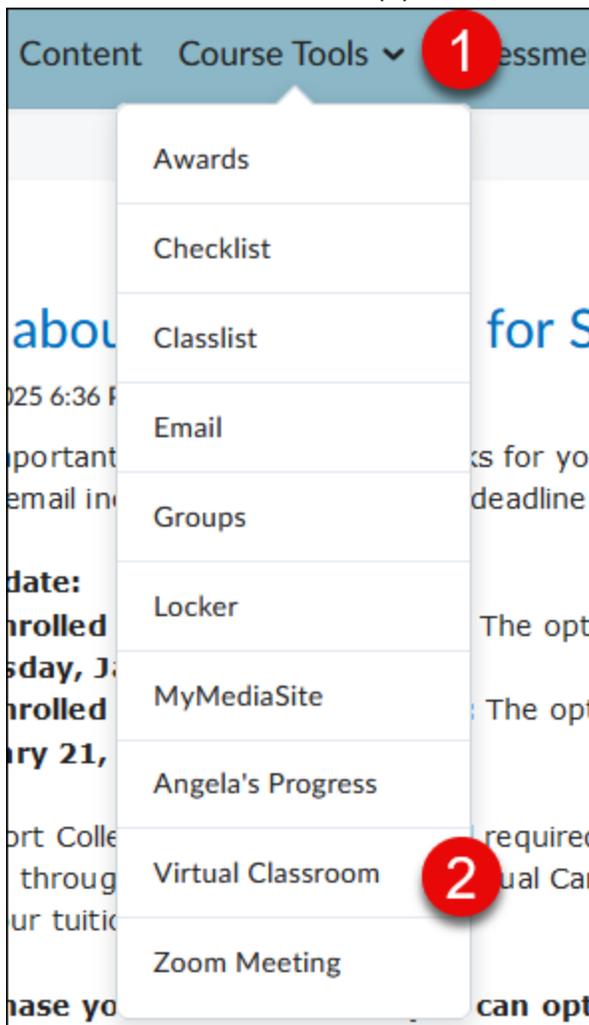
5. The meeting will now be listed under the Scheduled Meetings list.



Entering a Virtual Classroom Session

When it is time for a session to begin, 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).

The screenshot shows a table of active meetings. The 'Virtual Classroom Lecture' meeting is highlighted in grey and has a red circle with the number '1' next to its Actions icon. Below the table, the Actions menu is open, showing options: Launch (with a red circle and number '2'), Manage Invites, Edit, and Cancel.

| Title | Scheduled At | Actions |
|---------------------------|---------------------|------------|
| Virtual Campus Tour | 1/21/2021, 4:00 PM | ⋮ |
| Sync | 3/31/2021, 1:04 PM | ⋮ |
| Sync | 2/28/2022, 8:44 AM | ⋮ |
| Sync Blah | 4/11/2023, 1:17 PM | ⋮ |
| Virtual Classroom Lecture | 7/19/2023, 10:30 AM | ⋮ 1 |

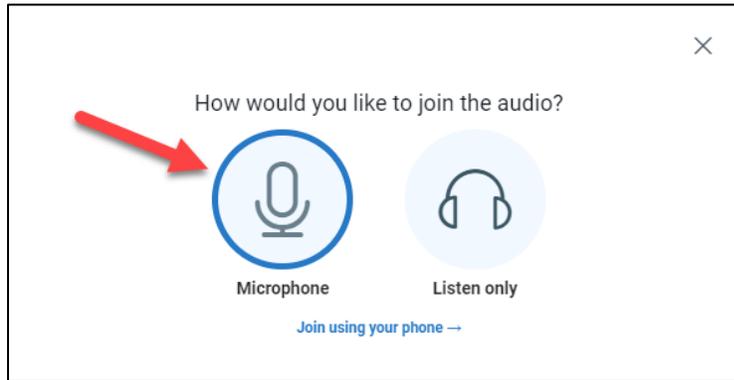
- Launch **2**
- Manage Invites
- Edit
- Cancel

3. Click the Join button.

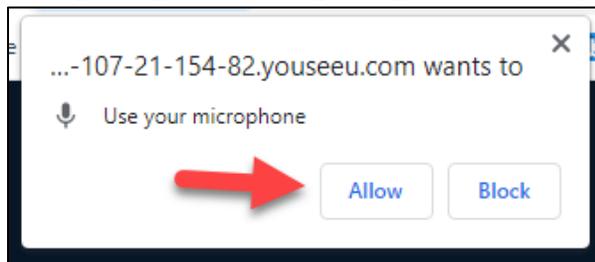
NOTE: You will not be allowed to enter the room until the exact time it is scheduled to start.

The screenshot shows the meeting page for 'Virtual Classroom Lecture' on Wednesday, July 12, 2023 at 12:47 PM CDT. The moderator is BRANDON LAM. The page displays a profile for BRANDON LAM (BL) and states 'There is 1 user in this session'. A red arrow points to the blue 'JOIN' button at the bottom of the session card. Below the session card are two buttons: 'Show Dial-in Information' and 'Virtual Classroom Help'.

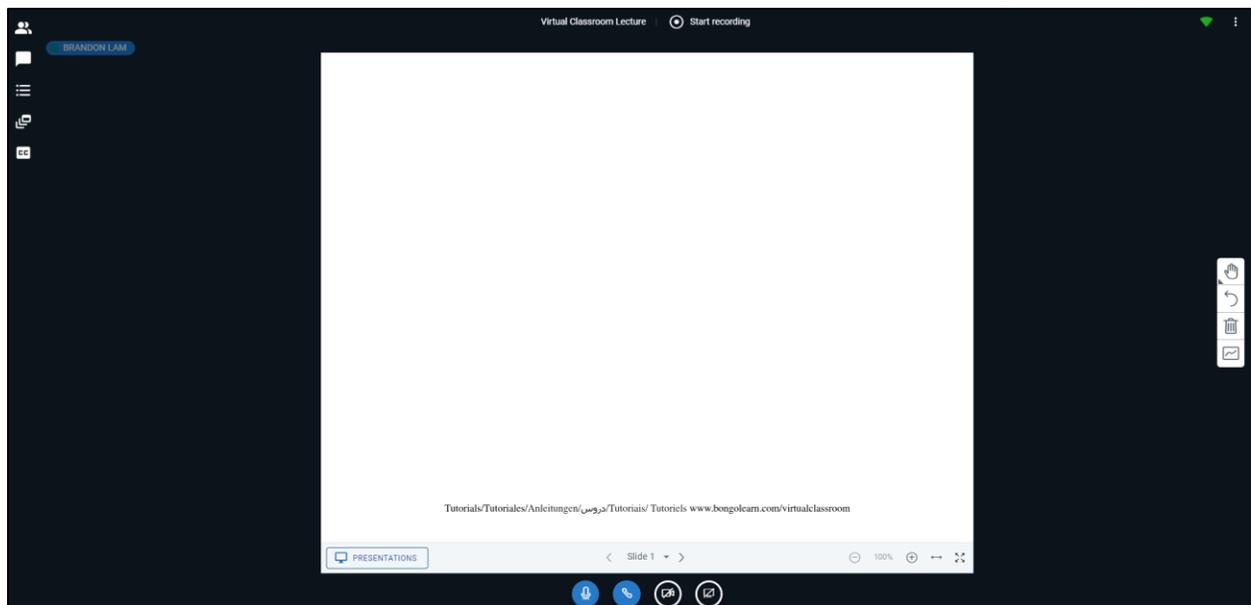
4. **Choose** how you would like to participate in the room, with Microphone (listen and speak) or listen only.



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



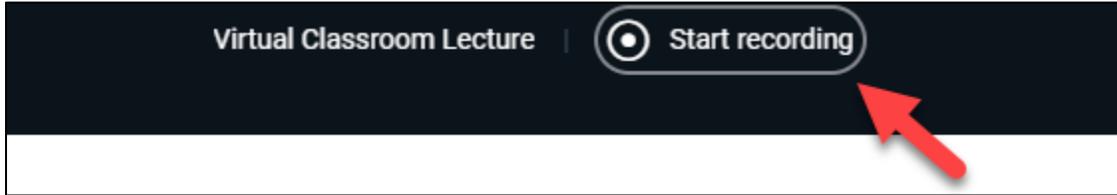
6. You will now be inside the virtual Classroom where the scheduled meeting will take place.



Recording a Meeting

You can record a meeting in the Virtual Classroom to share with those individuals who were unable to attend.

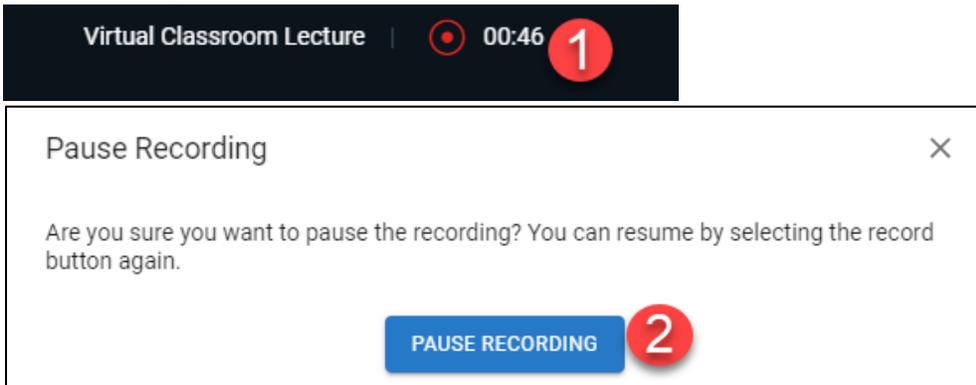
1. At the start of the meeting, click the Not recording button.



2. The meeting will start Recording.



3. Once the meeting has ended click the Recording button (1) and then click the Pause Recording button (2).

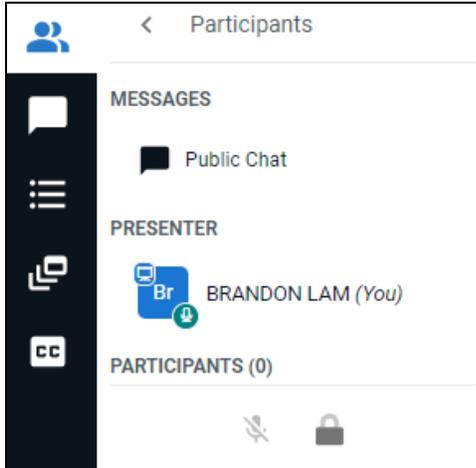


Working Inside the Virtual Classroom



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.



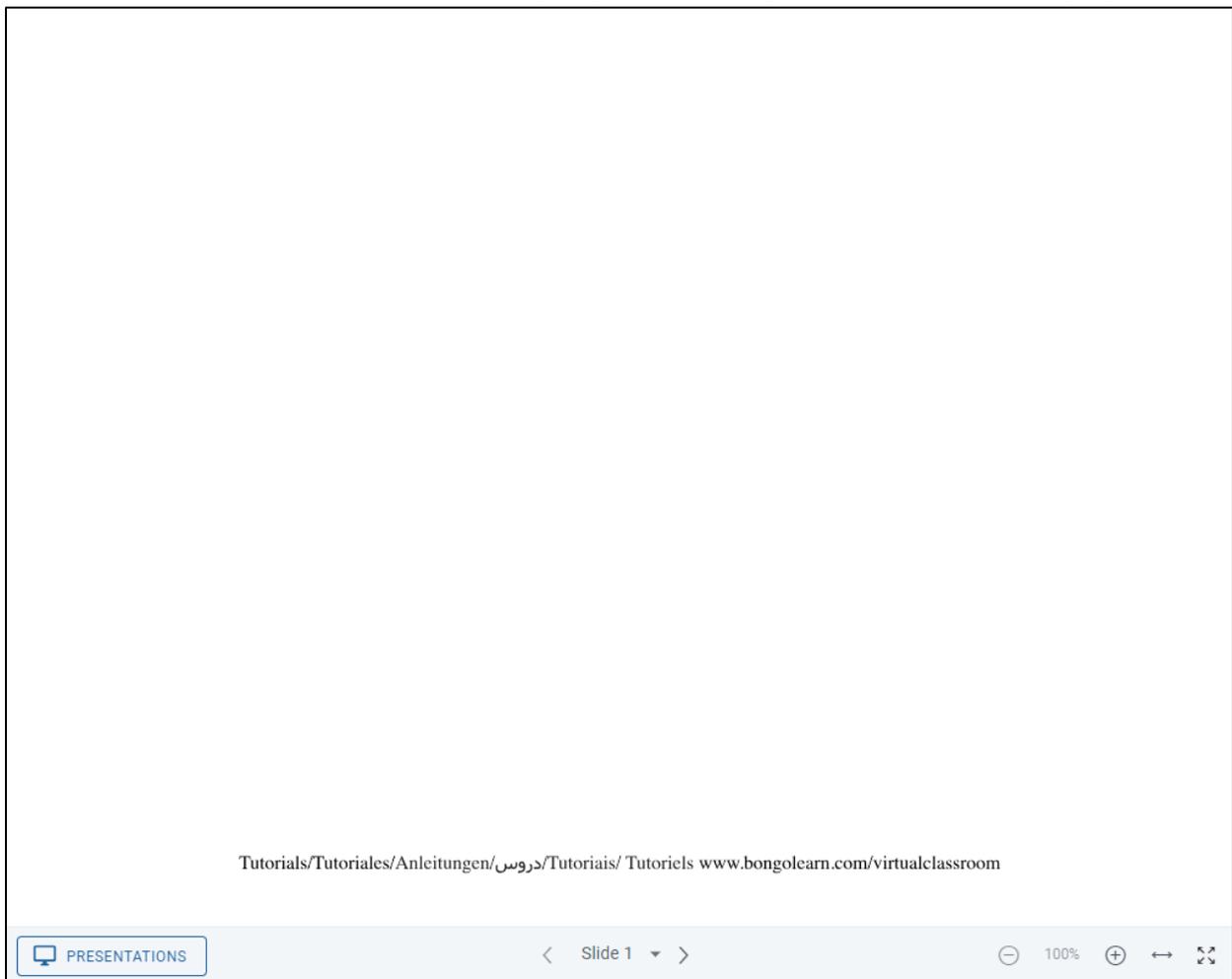
Manage Your Connection

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



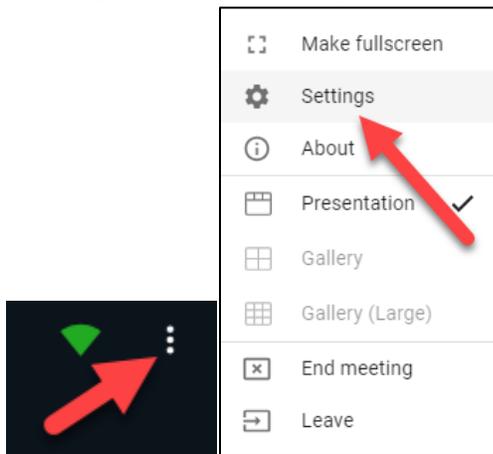
Presenter Content

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



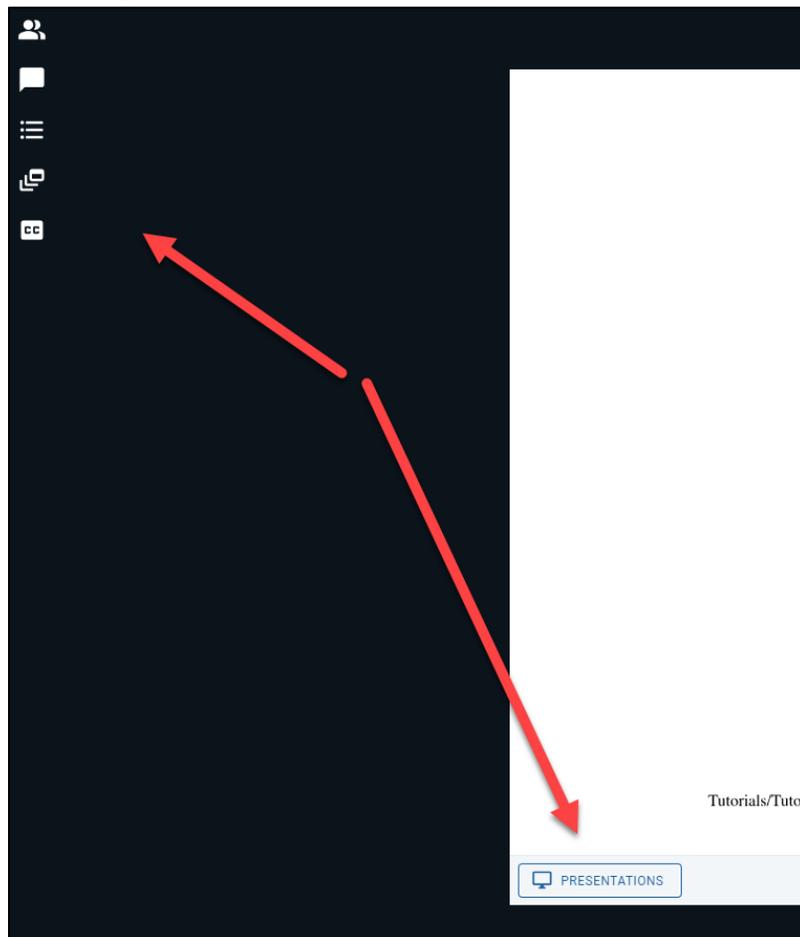
Settings

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



Actions

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

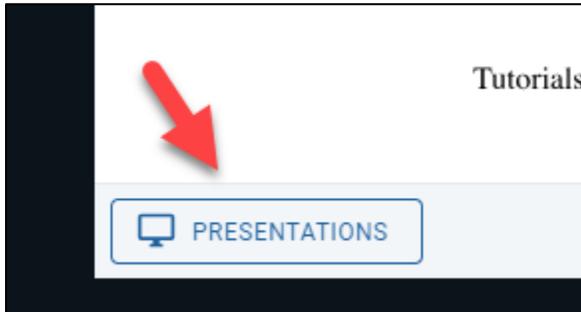


Uploading a Presentation

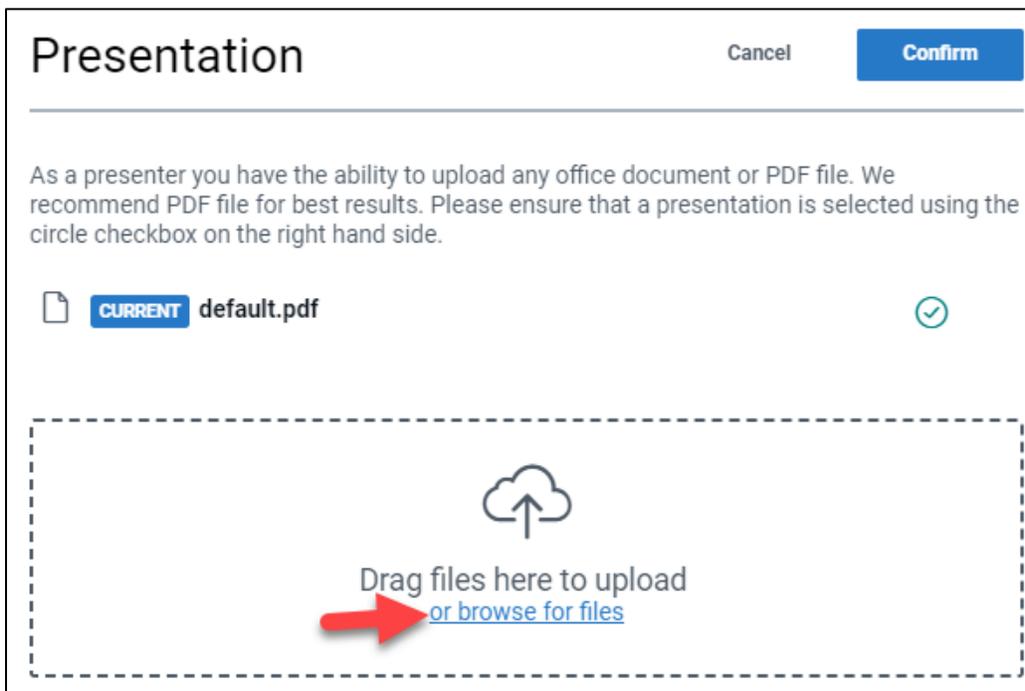
You can upload a file during a session to present to participants. The file can be in the form of a PDF, Word document, PowerPoint, or image (NO videos).

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

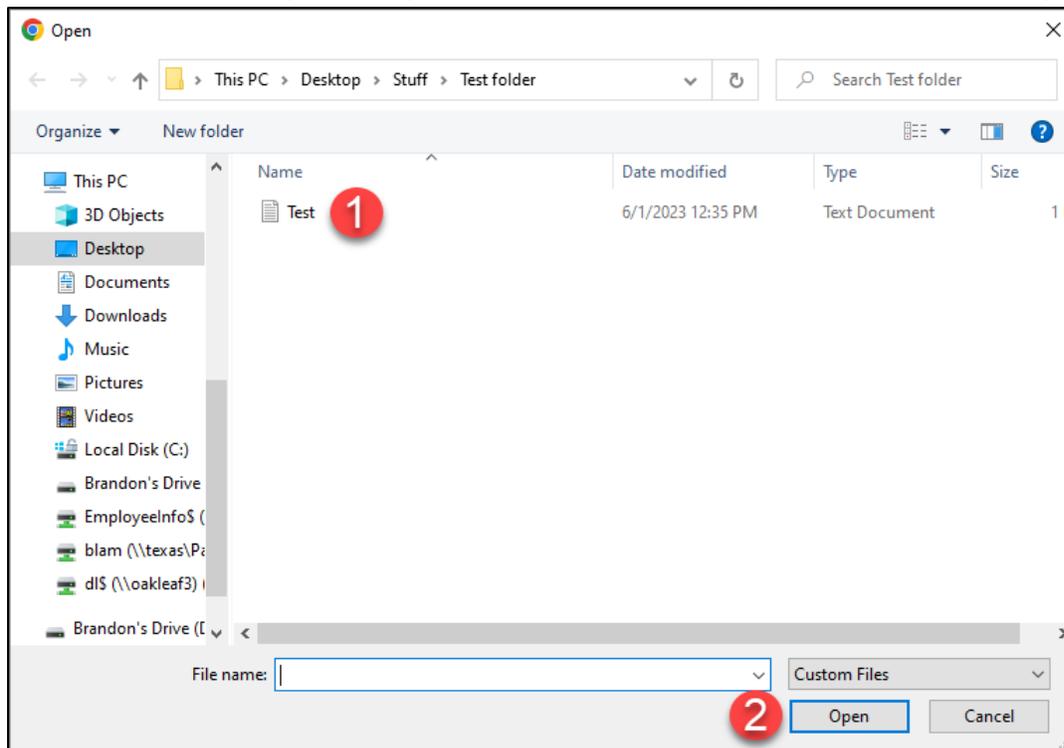
1. Click on the Presentations icon.



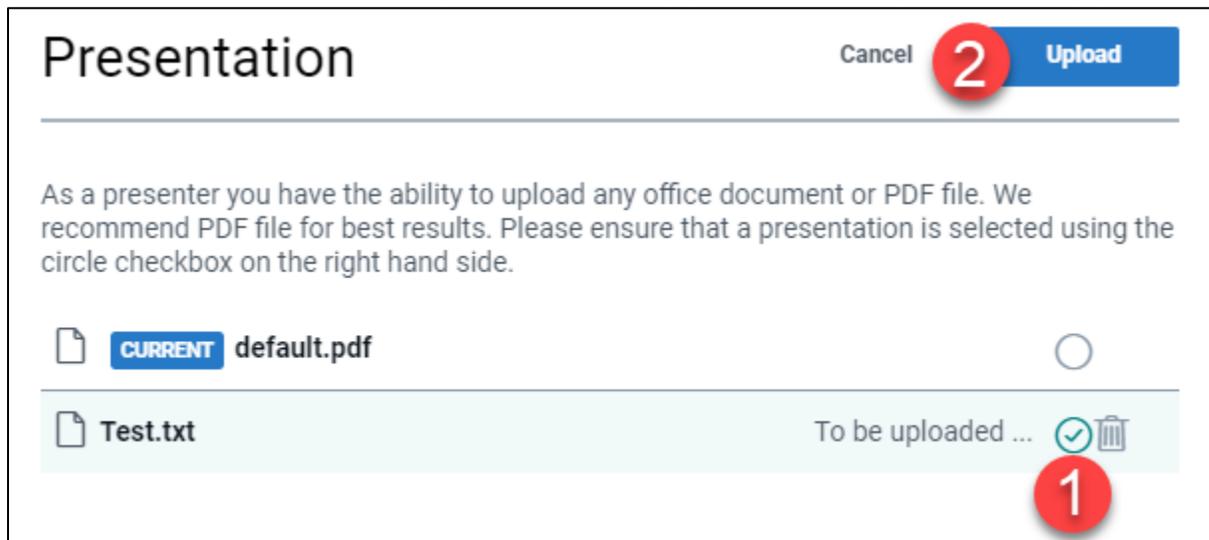
2. Click on "or browse for files".



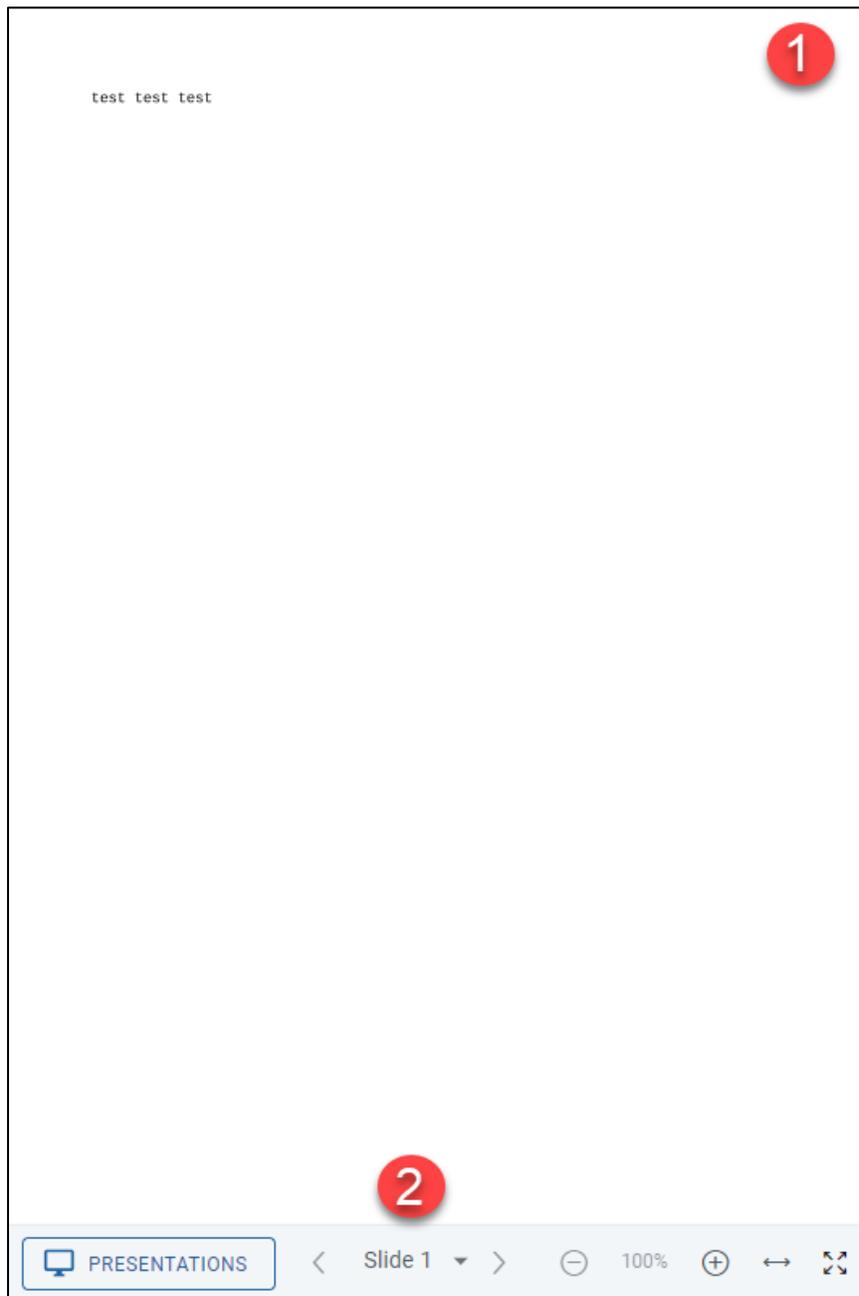
3. Locate the file on your computer and **click** on it once (1) and then **click** the Open button (2).



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



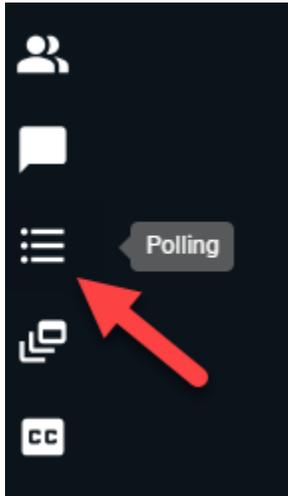
5. The file will convert to a PDF. Once it is finished you will now see the document displayed on the whiteboard for everyone to see (1). Use the navigation button to display the different pages of the document (2).



Initiating a Poll

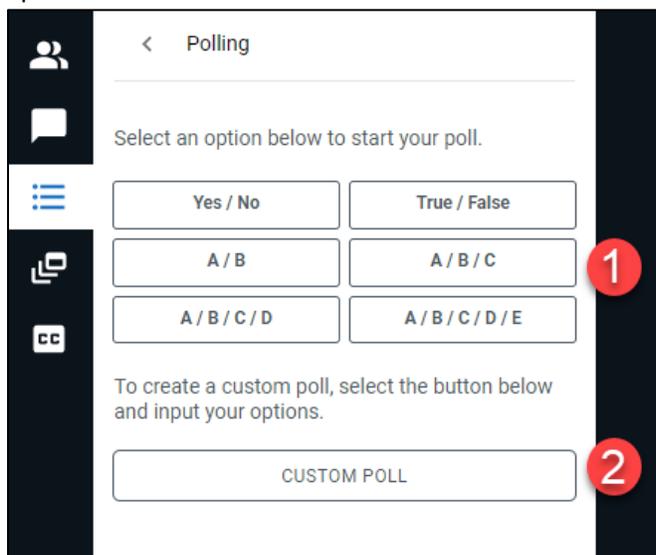
During a presentation you can initiate a poll to obtain participants' answers to a question. IMPORTANT: The question to the poll must either be verbally asked or be included in the presentation itself. Initiating a poll in the Virtual Classroom only allows you to select the poll answer type.

1. Click on the Polling tab on the left side of the screen.

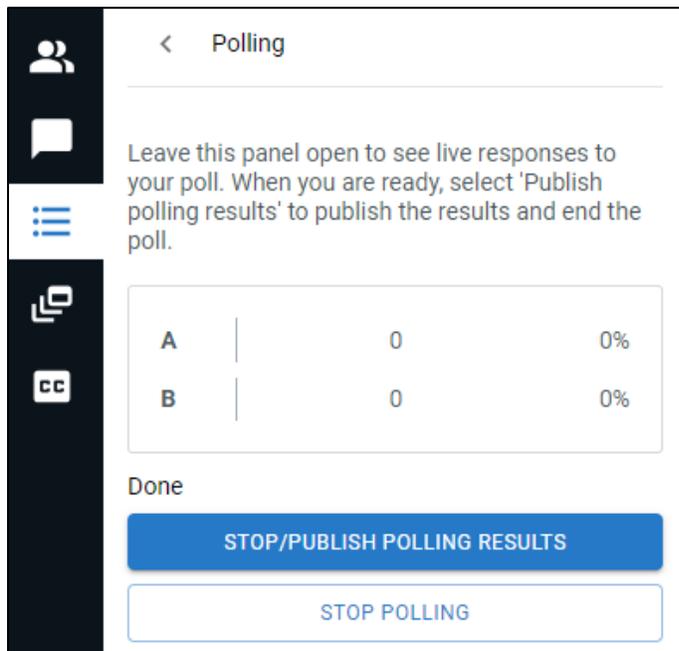


2. Choose a Poll type (1) or create a Custom Poll (2).

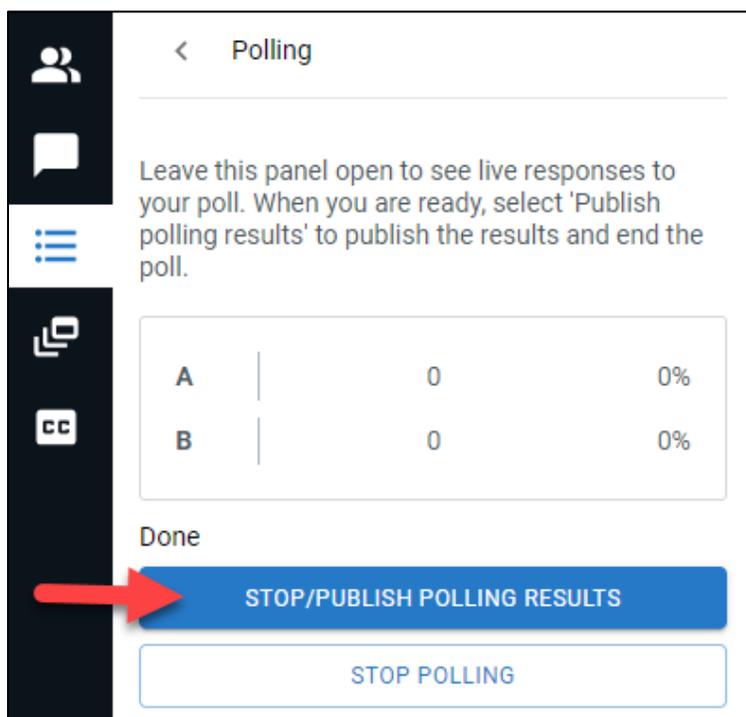
NOTE: When Create Custom ... is clicked, you will be prompted to enter polling choices. You may enter up to six answer choices for students to choose from.



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



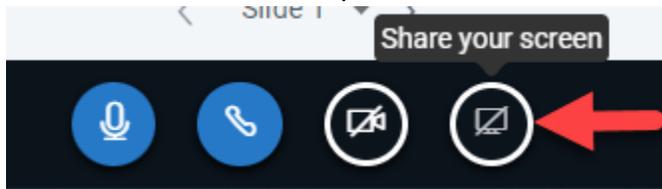
4. To display the results of the poll to participants during the presentation **click** the Close Poll and Publish Results button.



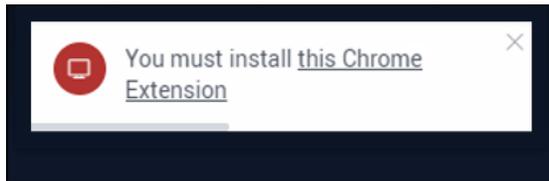
Sharing your Screen

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

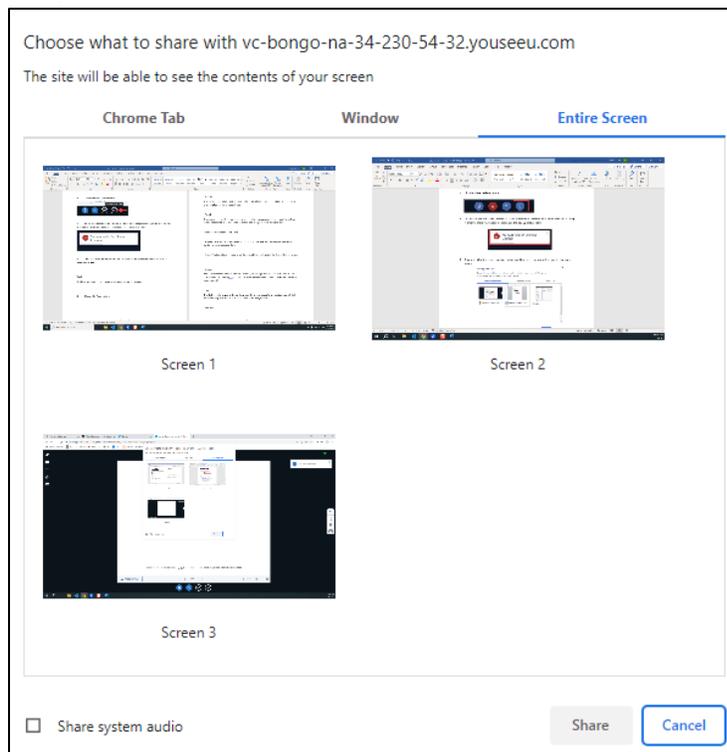
1. Click the Share desktop button.



2. You must install either the Chrome or Firefox extension (depending on the browser you are using) to share your screen by clicking on the pop-up that appears.



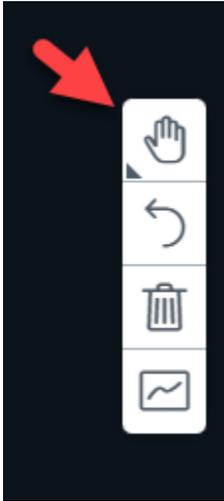
3. Once you follow the necessary steps to download the extension, you will be able to share your screen.



Tools

During a presentation you can 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:



Pan

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.

Additional Pencil 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.



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.



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.

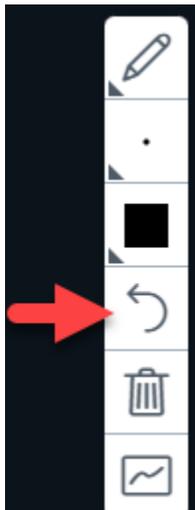


The seventh tool allows you to draw a text box within the presentation. To use the tool you will **click** down and **drag** your mouse to make the size of the text box you wish. You will then be able to type within the box. You can change the size of the letters and the color in the menu above the text 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.



During a presentation you can 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 undone.



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 can 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.

Accessing Recorded meetings.

If you have recorded a meeting, you can access and view it from the Virtual Classroom Tool when needed.

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

Content Course Tools **1** Assessments

- Awards
- Checklist
- Classlist
- Email
- Groups
- Locker
- MyMediaSite
- Angela's Progress
- 2** Virtual Classroom
- Zoom Meeting

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2. The Recorded Meetings section will list all the meetings that have been recorded, click on the menu for the recorded meeting under the Action column you want to view.

| Recorded Meetings | | | | |
|---------------------------|--------------------|--------------------|--------|---------|
| Title | Actual Start Time | End Time | Status | Actions |
| Virtual Classroom Lecture | 7/12/2023, 1:14 PM | 7/12/2023, 2:33 PM | ✓ | ⋮ |

3. Click on the Preview option.

| End Time | Status | Actions |
|---------------------|--------|---|
| 7/12/2023, 2:33 PM | |  Preview |
| 8/13/2020, 10:10 AM | |  Copy Public Url |
| 5/29/2020, 9:20 AM | |  Manage Captions |
| 4/10/2020, 10:10 AM | |  Download |
| 4/8/2020, 10:20 AM | |  Attendance |
| 3/23/2020, 4:20 PM | | |

4. From the Window that appears, **click** on the Full screen icon located near the middle of the screen.

