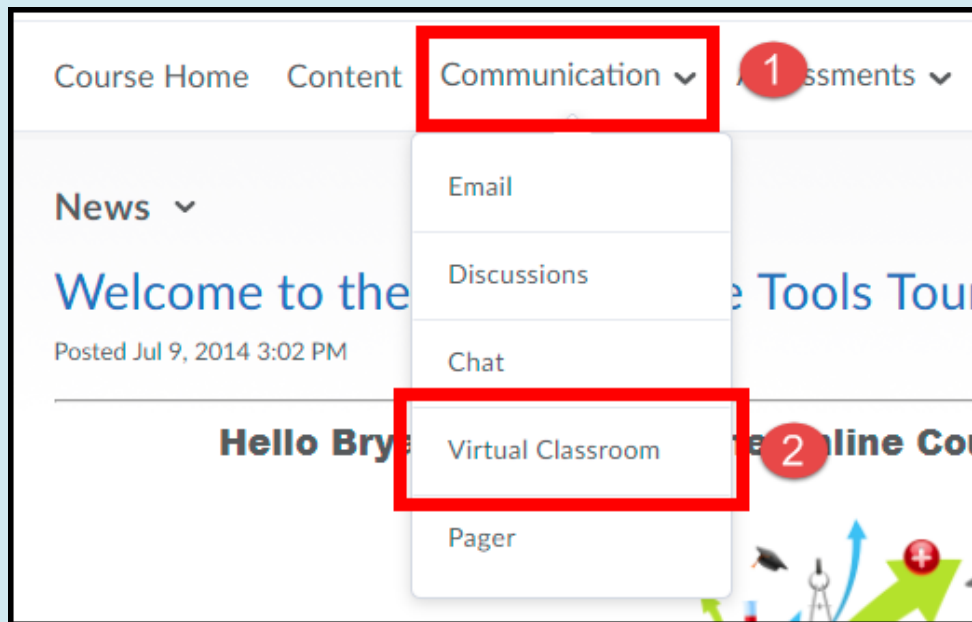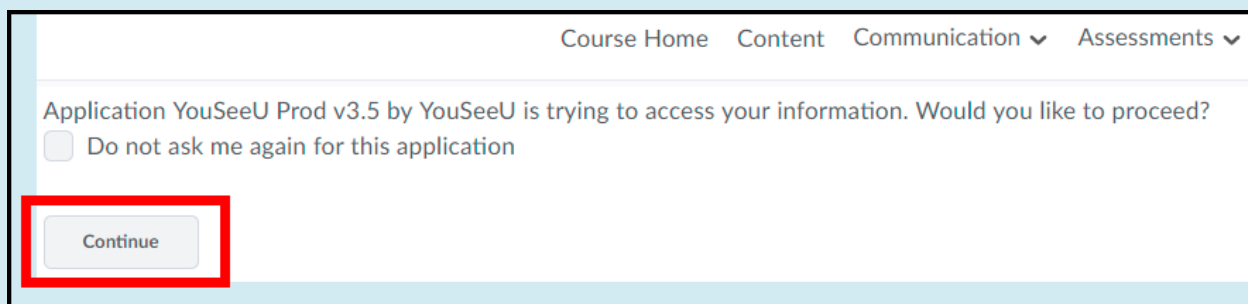# Virtual Classroom

The Virtual Classroom tool allows you to access and participate in any online class meetings or sessions scheduled by your instructor.
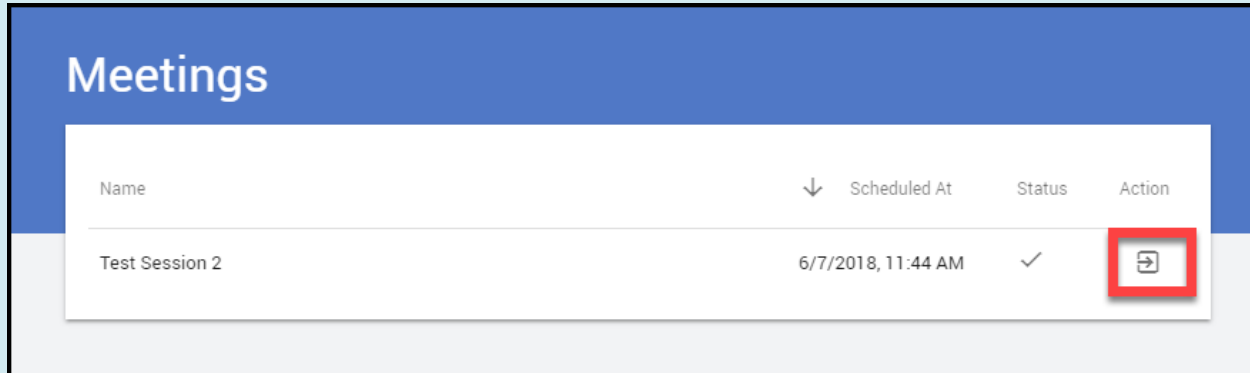
1. Click on **Communication** (1) and select **Virtual Classroom** (2) from the drop-down menu.

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

3. You will see a list of scheduled meetings. Click on **Action** ⇥ for the specific meeting you wish to enter**.**
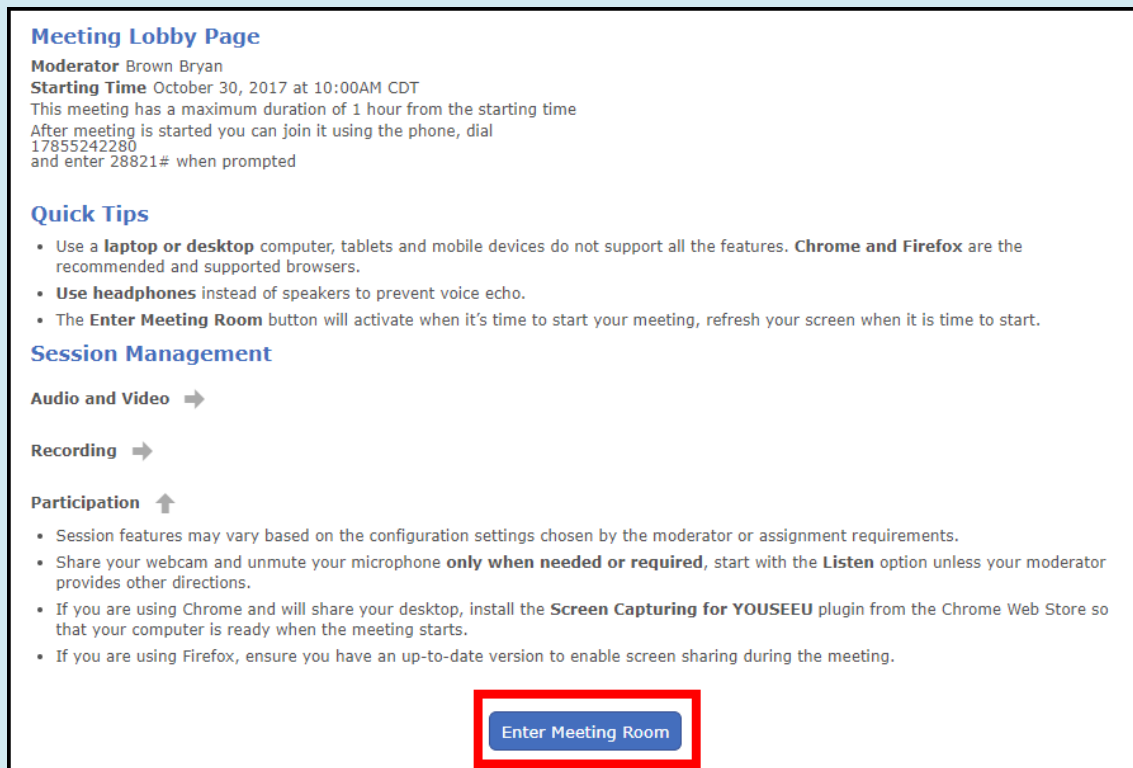
Meetings

Name		Scheduled At	Status	Action
	↓			
Test Session 2		6/7/2018, 11:44 AM	✓	⇥

4. 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 and only when your instructor has joined the meeting.

Meeting Lobby Page
Moderator Brown Bryan
Starting Time October 30, 2017 at 10:00AM CDT
This meeting has a maximum duration of 1 hour from the starting time
After meeting is started you can join it using the phone, dial
17855242280
and enter 28821# when prompted

Quick Tips
- Use a **laptop or desktop** computer, tablets and mobile devices do not support all the features. **Chrome and Firefox** are the recommended and supported browsers.
- **Use headphones** instead of speakers to prevent voice echo.
- The **Enter Meeting Room** button will activate when it's time to start your meeting, refresh your screen when it is time to start.

Session Management
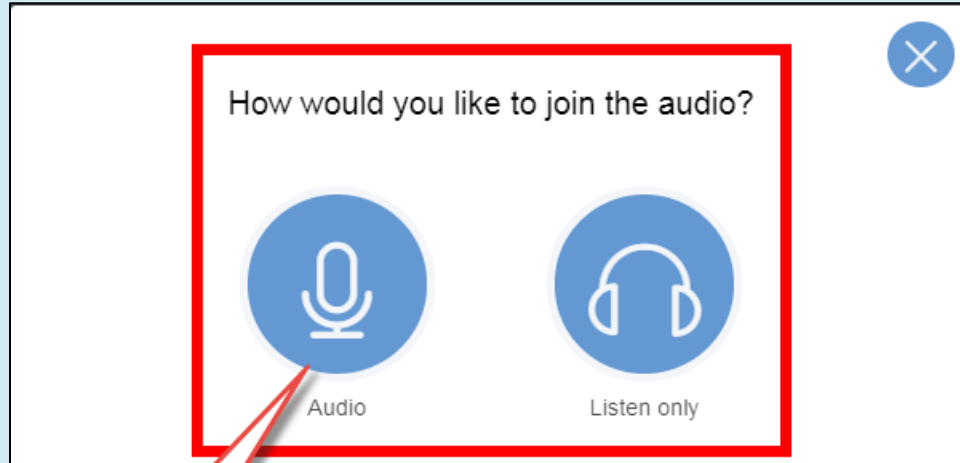
Audio and Video ➡

Recording ➡

Participation ⬆

- Session features may vary based on the configuration settings chosen by the moderator or assignment requirements.
- Share your webcam and unmute your microphone **only when needed or required**, start with the **Listen** option unless your moderator provides other directions.
- If you are using Chrome and will share your desktop, install the **Screen Capturing for YOUSEEU** plugin from the Chrome Web Store so that your computer is ready when the meeting starts.
- If you are using Firefox, ensure you have an up-to-date version to enable screen sharing during the meeting.
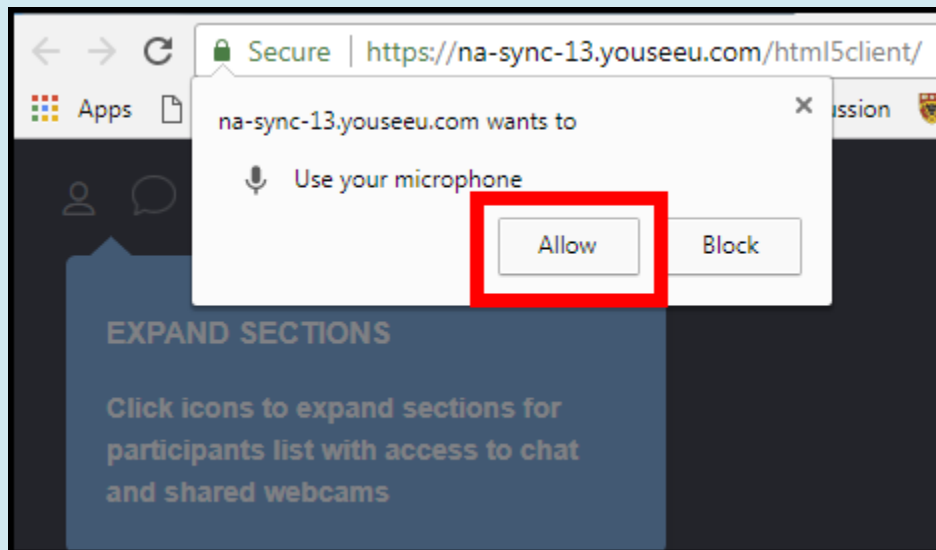
Enter Meeting Room

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

How would you like to join the audio?

Audio   Listen only

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

Secure | https://na-sync-13.youseeu.com/html5client/

Apps   na-sync-13.youseeu.com wants to   ssion

Use your microphone

Allow   Block

EXPAND SECTIONS

Click icons to expand sections for participants list with access to chat and shared webcams

7. If using audio, **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**).

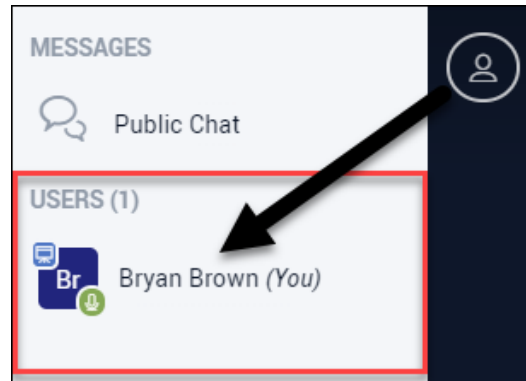8. You will now be inside the virtual Classroom where the scheduled meeting will take place.
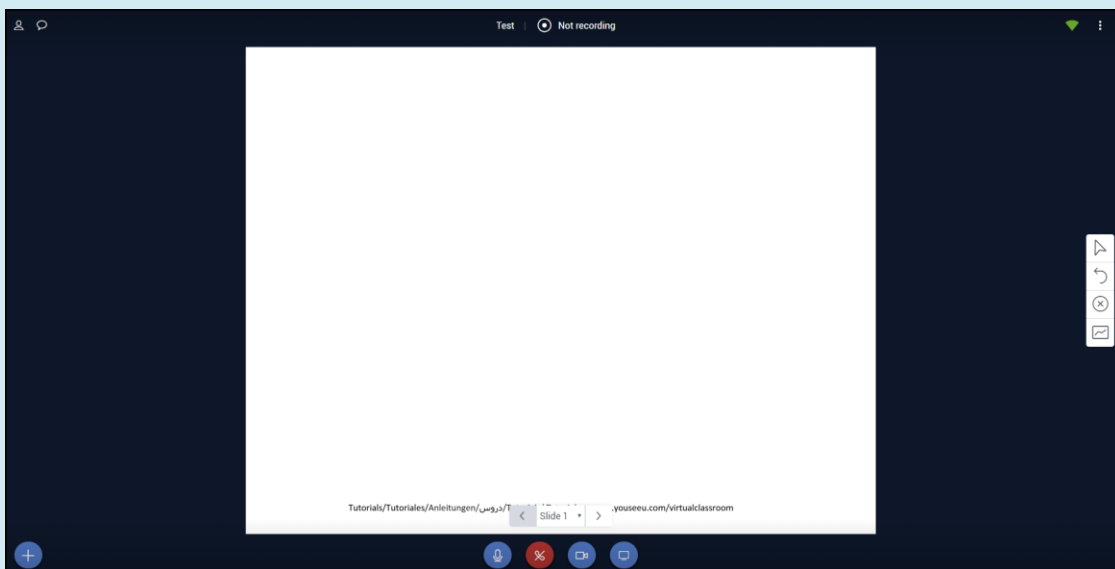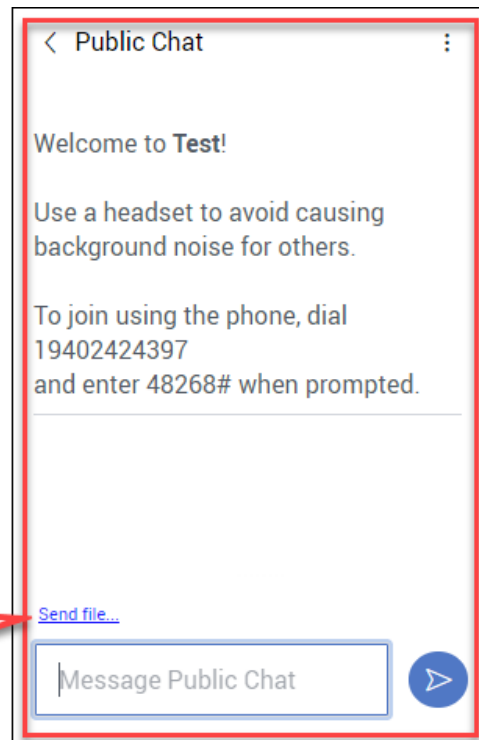
Working Inside the Virtual Classroom

👤 *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.

You can share files with users via the chat.

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.
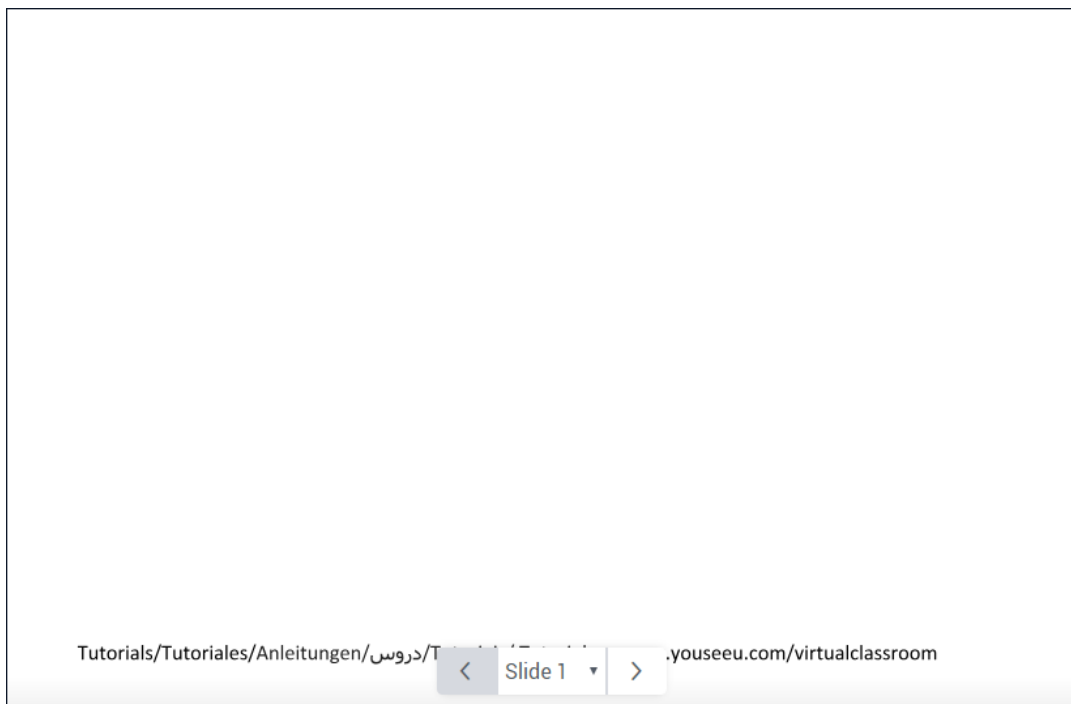
*Only granted access to if made a presenter by your instructor*
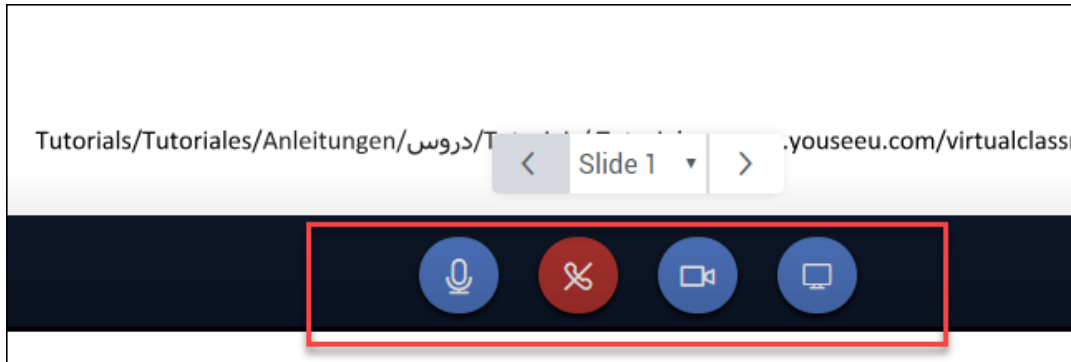
Presenter Content
This is the whiteboard where the content you present during the session will be displayed.

IMPORTANT: You will only have access to the whiteboard if granted permissions to be a presenter by your instructor.

Settings

Clicking on this will allow you to access settings such as user controls, full screen, and closed captioning.
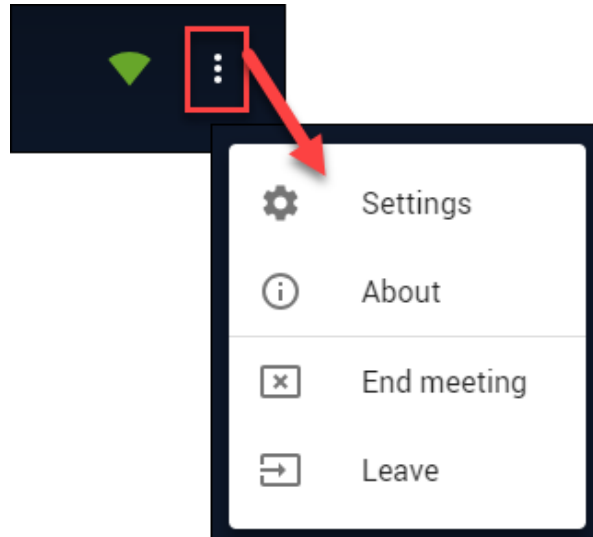
Actions

Clicking on this will allow you to access certain actions (only granted to participants who are presenters) such as muting all participants, uploading a presentation, or initiating a poll.
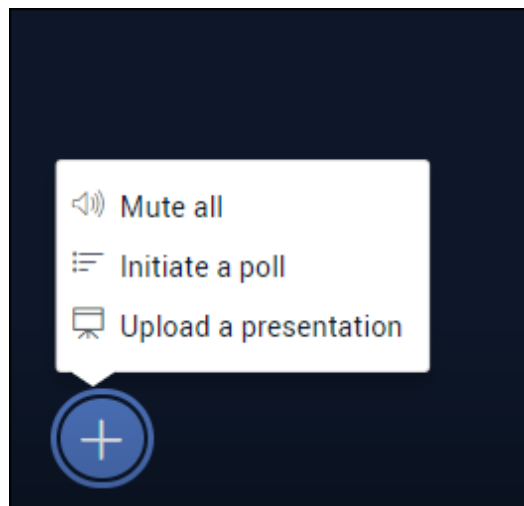

Uploading a Presentation

If and only if you are made a presenter, 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 is easier for YouSeeU to display it.

1. Click on the **Actions** icon (1) and select **Upload a Presentation** (2).
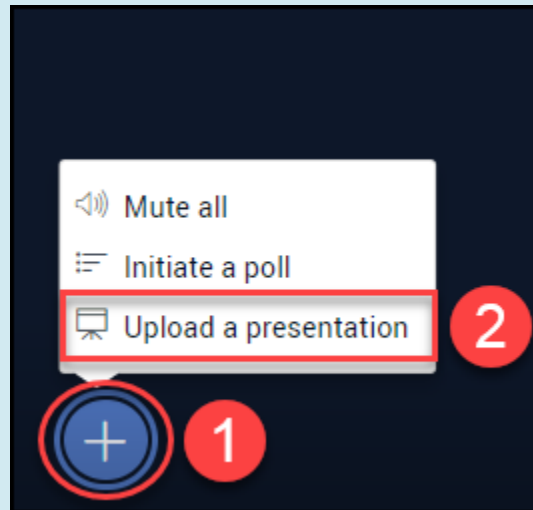
2. Click on "**or browse for files**".
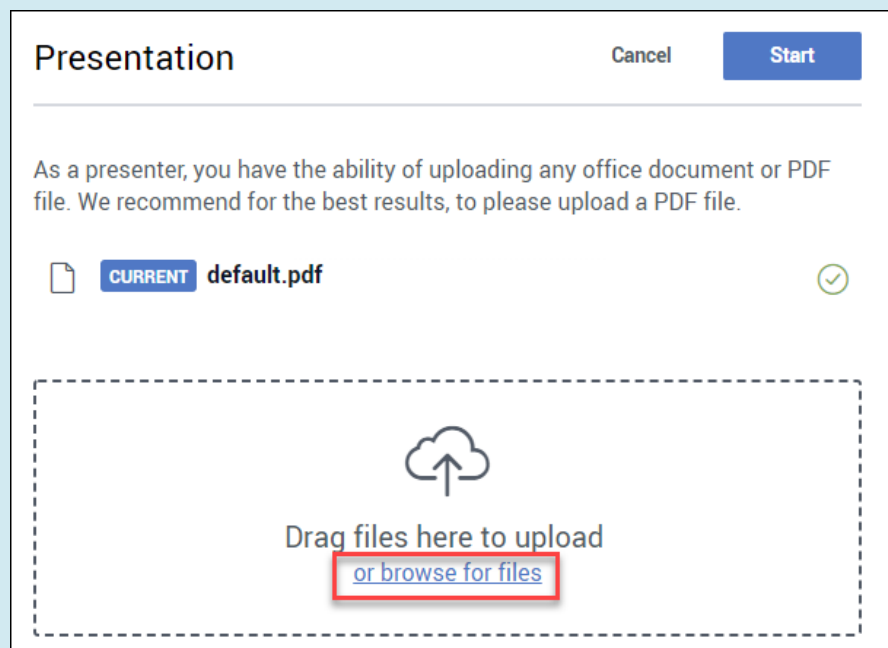
3. Locate the file on your computer and click on it once (**1**) and then click the **Open** button (**2**).
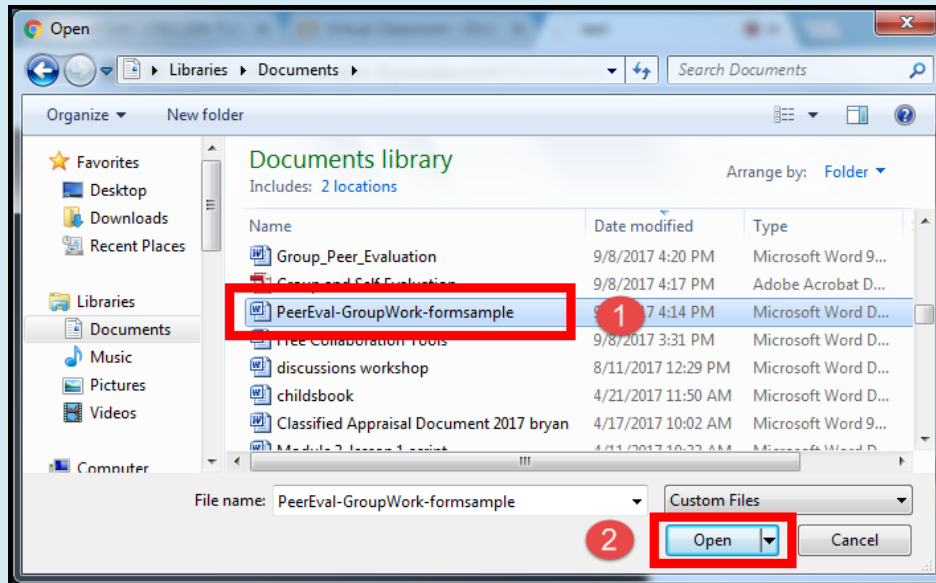
4. Select the file from under the presentation list (**1**) and click the **Start** button (**2**).

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

If and only if you are made a presenter, during a presentation you have the ability to initiate a poll to obtain participants' answers to a question.

IMPORTANT: The question to the poll most 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.
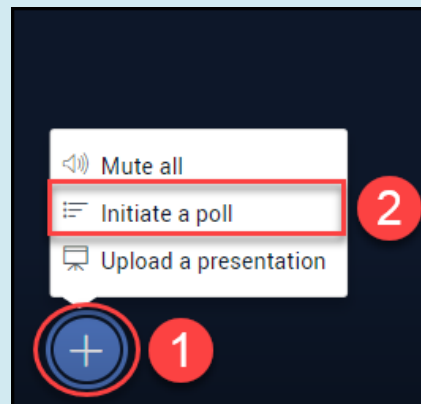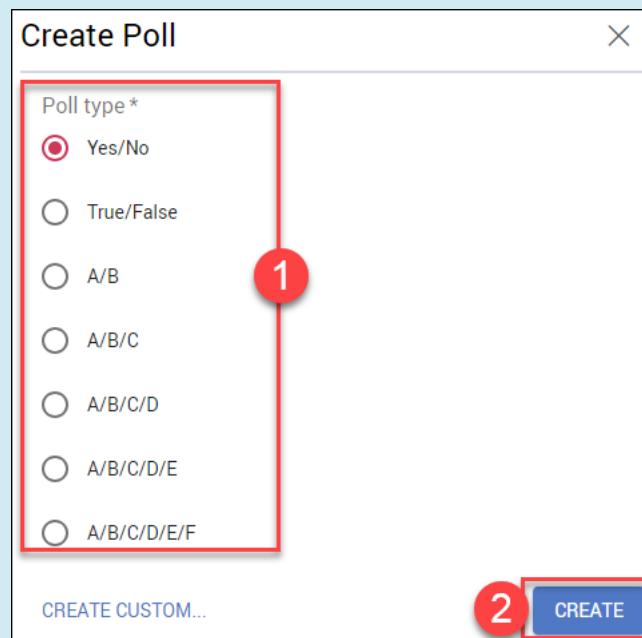
3. The poll will be initiated and the live results for the poll will be displayed to you.

Poll Results

A	0%
B	0%

CLOSE POLL

CLOSE POLL AND PUBLISH RESULTS

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

Poll Results

A	0%
B	0%

CLOSE POLL

CLOSE POLL AND PUBLISH RESULTS

A | 0	0%
B | 0	0%

Sharing your Desktop

While in the virtual classroom, if and only if you are made a presenter, you have the ability to share the screen on your desktop so participants can see it.

IMPORTANT: It is recommended that you use Google Chrome if you plan to share your desktop.

1. Click the **Share desktop** button.
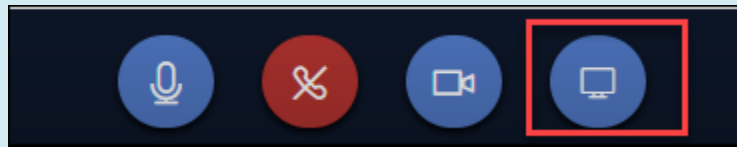
2. You must install the Chrome extension in order to share your screen by clicking on the pop-up that appears.
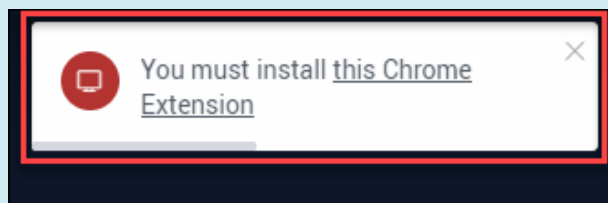
3. Once you follow the necessary steps to download the extension, you will be able to share your screen.

Tools

If made a presenter during a presentation, you have the ability to draw and annotate on the screen.

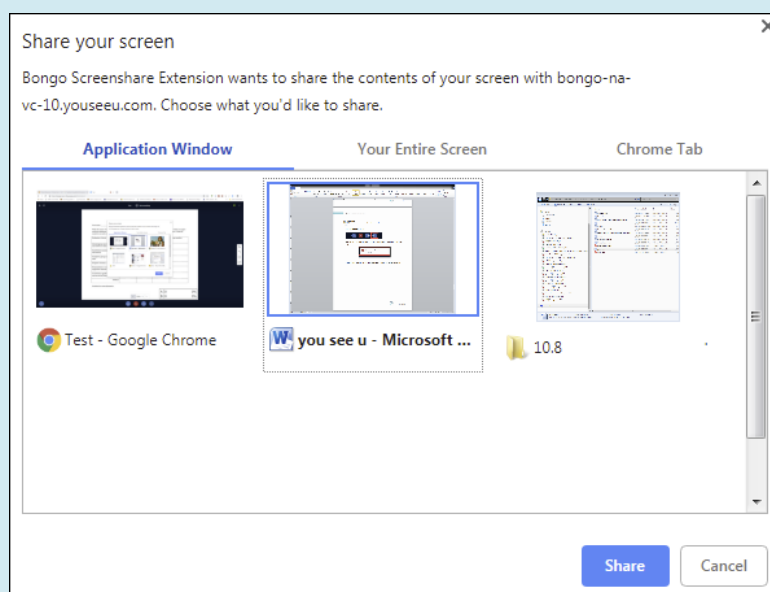| 1.   Click on the **Tools** button. |
|---|
| |
| 2.   The annotation toolbar will open and you will have several drawing tools to choose from: |
| **Pointer**
The first tool that is automatically selected and provides you with a pointer on your cursor to draw emphasis to items you point to.

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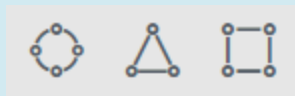
Shapes
The next three tools allow you to draw a *rectangle*, *triangle*, or circle within the whiteboard or presentation. To use the tool you will click down and drag your mouse to make the size of the shape you wish.

Line
The sixth tool allows you to draw a line within the presentation. To use the tool you will click down |

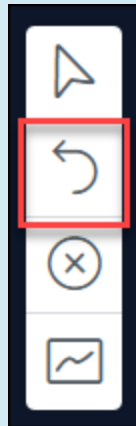> and drag your mouse to make the size of the line you wish.
>
> **T** **Text box**
>
> The seventh tool allows you to draw a text box within the presentation. To use the tool you will click down and drag your mouse to make the size of the text box you wish. You will then be able to type within the box. 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

If made a presenter during a presentation, you have the ability to clear the last annotation action you made on the whiteboard or presentation space.
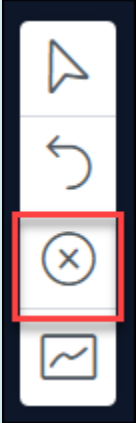
> 1. Click on the **Undo Annotation** button.
>
> 2. The last annotation you made on the whiteboard will be undone.

Clear All Annotations

If made a presenter 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.

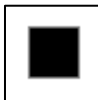2.   Users will be able to make annotations on the whiteboard or page.

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.