Virtual Classroom

The Virtual Classroom allows you to ask questions, draw on the whiteboard, and participate in breakout sessions. You can engage in real-time discussion with other members of your class, access the Web, and participate in question and answer sessions.

Notes:

- Java Plug-in is required to run Virtual Classroom. If the Java Plug-in is not installed or you are having problems running Virtual Classroom, you will be prompted to install the plug-in.
- The Virtual Classroom will time out and close your window after 10-15 minutes of inactivity.
  - To prevent the Virtual Classroom from timing out, you must use the tools or chat.
  - If you do time out, you will need to re-launch the Virtual Classroom either from the Tools page or by clicking Collaboration in the breadcrumbs.

Follow these step-by-step instructions to open the Virtual Classroom:

<table>
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<th>Step</th>
<th>Action</th>
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<td>Click the Virtual Classroom you wish to join. In this example, click Lecture Hall.</td>
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The Virtual Classroom displays. You can select the following options:

a. Classroom Tool Box – Provides the tools used during the session. You can access the course map, use the whiteboard, and ask and answer questions.

b. Chat – Allows you to compose a message, raise your hand to ask questions, and activate private messages.

c. Map – Allows you to browse the course while in the Virtual Classroom.

d. Whiteboard – Allows you to present different types of information as you would on a whiteboard in a classroom setting.

e. Group Browser – Allows you to collaboratively browse the web. This tool opens a URL that is viewable by all users.

f. Ask Question – Allows you to submit questions during the session.

g. Breakouts – Allows you to create a separate room for a group of users.
To view the course map, select **Map** from the Tools menu. The course map allows you to visit different areas of the course.

Click the plus sign to expand and view the contents of a particular folder. Click the minus sign to collapse and close the folder.

To use the Whiteboard, select **Whiteboard** from the Tools menu.
Use the Controls tab to add, delete, and display different pages of the whiteboard:

a) To add a page, click the **Plus** icon.

b) To delete a page, click the **X** icon.

c) To display a different page to the students, select a page number and then click **Display**.
Use the Tools tab to write on the whiteboard page. Following are the names of the tools:

- **Arrow** – Select items on the whiteboard.
- **Line** – Draw a straight line.
- **Freehand** – Draw free hand shapes and text. Choose the color of the pen in the Pen Color drop-down list.
- **Equation** – Input an equation.
- **Square** – Draw a square. Choose the color of the square from the Fill Color drop-down list.
- **Text box** – Type text on the whiteboard using your keyboard.
Use the Toolbar at the top of the whiteboard to perform the following actions:

- **Cut** – Cuts the currently selected object.
- **Copy** – Copies the currently selected object.
- **Paste** – Pastes the current object from the clipboard.
- **Remove** – Removes the currently selected object from the whiteboard.
- **Group** – Groups all currently selected objects. Once grouped, the separate objects become one object on the whiteboard.
- **Ungroup** – Ungroups the currently selected object.
- **Send to back** – Sends the currently selected object to the back.
- **Bring to front** – Brings the currently selected object to the front.
- **Select all** – Selects all objects on the whiteboard.
- **Clear** – Clears all objects from the whiteboard.
To display a web page, click **Group Browser** from the Tools menu.

The Enter Address field appears.

a) Type the web address.

b) Select **Display to Users** (default).

**Note**: Preview in New Window opens the web page in a separate window so you can view it before displaying it to the other members.

c) Click **Go**.

The web page displays on the right side of the screen.
To ask a question, click *Ask Question* from the Tools menu.

Click *Compose*. 
Type your question and click the **Send** button.

The question appears in the Question Inbox.
To send a private message, select the recipient and then click *Private Message*.

Type message.
You can also add an equation to the message by clicking the **Equation** button.

Click **Send**.

Your message appears in the Chat area of the screen.
To use Chat, type a message in the text box.

Click **Send**.

Your message displays in the Chat area.

To open a breakout session, click **Breakouts** at the top of the screen. A breakout session is a smaller group of students in the same class.
Click the check boxes next to those in your breakout group and then click OK.

Click OK on the Joining Breakout Room window.
If prompted to close the window, click **No**.

A new Virtual Classroom screen displays. This is your breakout session.