

Virtual Classrooms

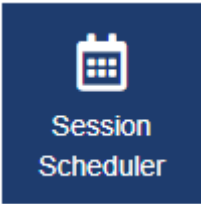
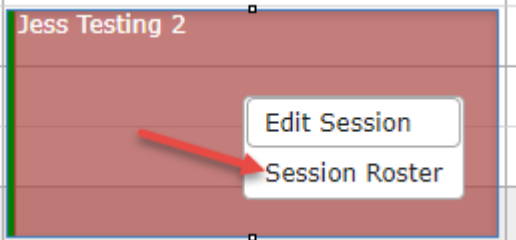
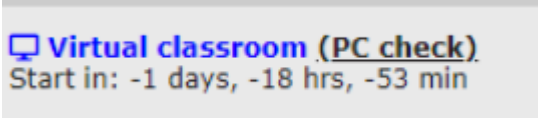
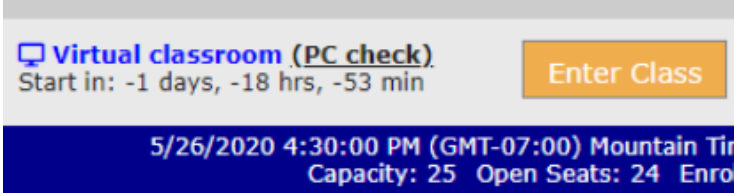
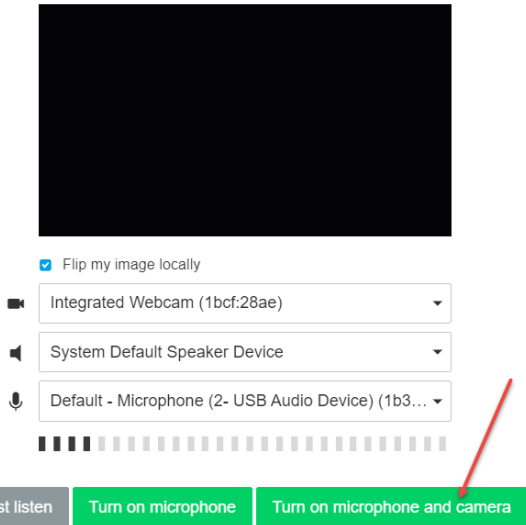
Instructor user guide

Contents

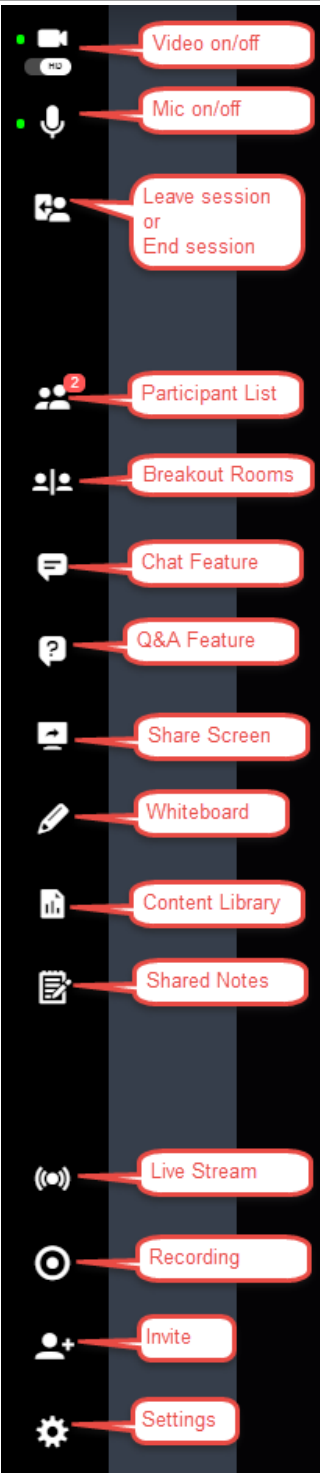
PREP FOR VIRTUAL CLASSROOMS.....	2
Launch your Virtual Classroom	2
Quick glance at classroom features	3
Lobby option	5
Check meeting participants	6
Audience Member permissions	7
Share your screen	9
Write on the whiteboard	11
Turn my camera on	12
Control what the audience can see	13
Invite link.....	14
SESSION PREP.....	15
Upload a file or video	15
Present your file or video.....	19
Create a poll	20
Present a poll	21
ADDITIONAL FEATURES.....	23
Live Streaming.....	23
Recordings.....	24
Chat Features	25
Questions & Answers Features.....	27
Breakout Rooms.....	29
TROUBLESHOOTING	31

PREP FOR VIRTUAL CLASSROOMS

Launch your Virtual Classroom

<p>Login to PASS.</p> <p>Click Session Scheduler.</p>	
<p>Find your scheduled session and right click on it</p> <p>Click Session Roster.</p>	
<p>To test your computer settings such as speakers, microphone and camera, click the PC Check link.</p> <p>We've also provided the same link here.</p>	 <p>https://www.promisepoint.com/support/troubleshoot/index.html</p>
<p>Click Enter Class.</p>	
<p>Your session will now start.</p> <p>You will be prompted to check your devices and choose how to join.</p> <p>As instructor you should usually choose webcam and audio if able to do so.</p>	<p>Welcome</p> <p>Please check your devices and choose how to join.</p> 
<p>You are now in your classroom.</p>	

Quick glance at classroom features

<p>Standard Options</p>	 <p>The image shows a vertical toolbar with various icons and their corresponding labels in red callout boxes:</p> <ul style="list-style-type: none">Video on/offMic on/offLeave session or End sessionParticipant List (with a red '2' badge)Breakout RoomsChat FeatureQ&A FeatureShare ScreenWhiteboardContent LibraryShared NotesLive StreamRecordingInviteSettings
-------------------------	---

Layout options	 A screenshot of a video conferencing interface. At the bottom, there is a row of icons. From left to right: a lock icon with a red speech bubble pointing to it labeled "Lock layout"; a grid icon; a single video icon; a grid icon; a single video icon; and a menu icon with a red speech bubble pointing to it labeled "Layout options".
Messages from you or from you participants will appear in the lower left-hand corner of the screen.	 A screenshot of a message notification in the lower left corner of the screen. The notification is a black rectangle with white text that reads: "Jessica Brown broadcasted a message: 5 minutes left before we regroup". There is a white 'X' icon in the top right corner of the notification.

Lobby option

If you need time to prepare for your class, you have the option to enable the **Lobby**. This will stop anyone else from entering your class early.

Click on **Participant** icon.



Click the **Lobby** (lock icon).

Every class begins with the Lobby as disabled.

Participants



Speakers 1

JB Jessica Brown ...

Audience 0

Lobby is now enabled.

Any participants that join now will be waiting in the lobby.

Participants



Speakers 1

JB Jessica Brown ...

Users waiting in lobby 2 ...

J Jess3

J Jess2

Audience 0

Click **Lobby** again to disable.

Participants



Speakers 1

Disable lobby


All users currently waiting in the lobby will be allowed into the room

Cancel

Disable

Your session is now live.	<div data-bbox="743 247 1214 405"> Lobby was disabled. All new users waiting to join are being moved to the audience </div> <div data-bbox="743 415 1214 506"> Jess3 joined the room. </div> <div data-bbox="743 516 1214 602"> Jess2 joined the room. </div>
---------------------------	---

Check meeting participants

On the main page, click the participants list.	
You will see a full list of all participants and their roles.	<div data-bbox="764 835 1427 1291"> <div> Participants 🔒 ... ✕ </div> <div> Speakers 1 <div> <div>JB</div> <div>Jessica Brown ...</div> </div> </div> <div> Audience 2 <div> <div>J</div> <div>Jess2</div> </div> <div> <div>J</div> <div>Jess3</div> </div> </div> </div>

Audience Member permissions

Audience members start with Listen Only permissions by default (no speaking or sharing permissions).

Levels of permission:

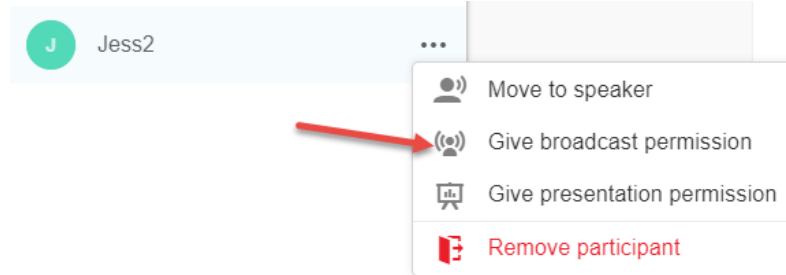
0 – Audience, 1 – Broadcast, 2 – Presentation, 3 - Speaker

Broadcast Permissions:

- Ability to speak
- Turn on video

Hover over the participants name, and click the 3 dots (ellipses)

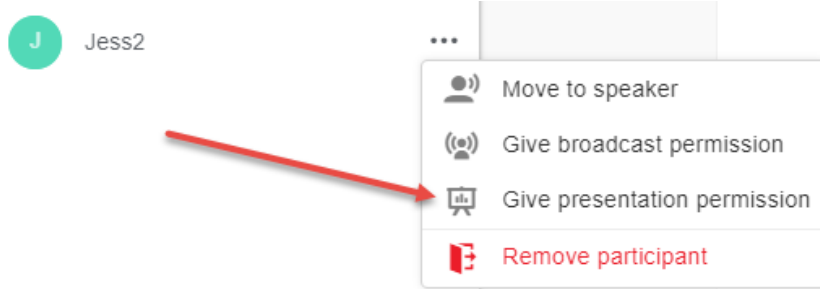
Click **Give broadcast permission** to allow them to broadcast.



Presentation Permissions:

- Ability to Speak
- Turn on video
- Share screen or files
- Whiteboard access

Click **Give presentation permission** to allow them this access.

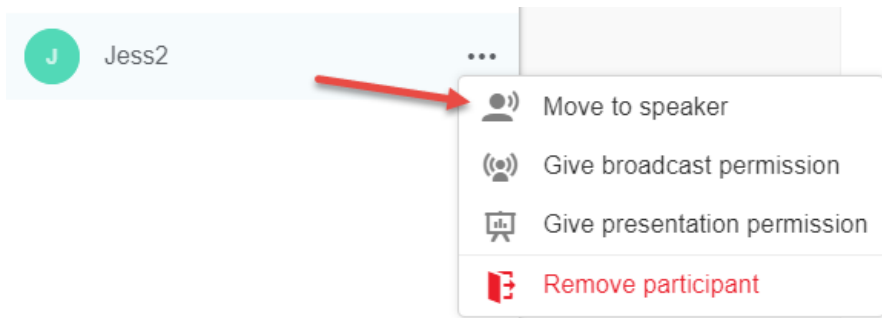


Speaker Permissions:

- Ability to Speak
- Turn on video
- Share screen or files
- Whiteboard access
- Control over settings
- Control over audience

Click **Move to speaker** to allow them this access.

(Note - Promoting someone to Speaker will also give them full in-room permissions.)



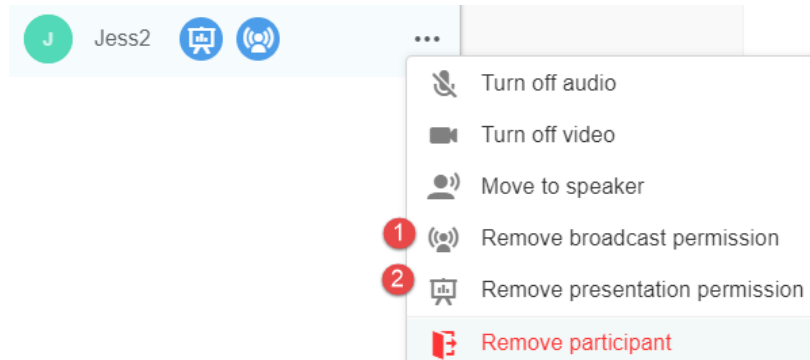
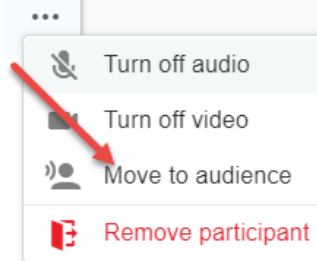
All these options can be removed by following the same steps, in reverse.



For **speakers**, you need to move to audience first to reduce permissions.

Now follow the reverse steps for:

1. Removing broadcast permissions
2. Removing presentation permissions



Share your screen

Click **Share Screen**.

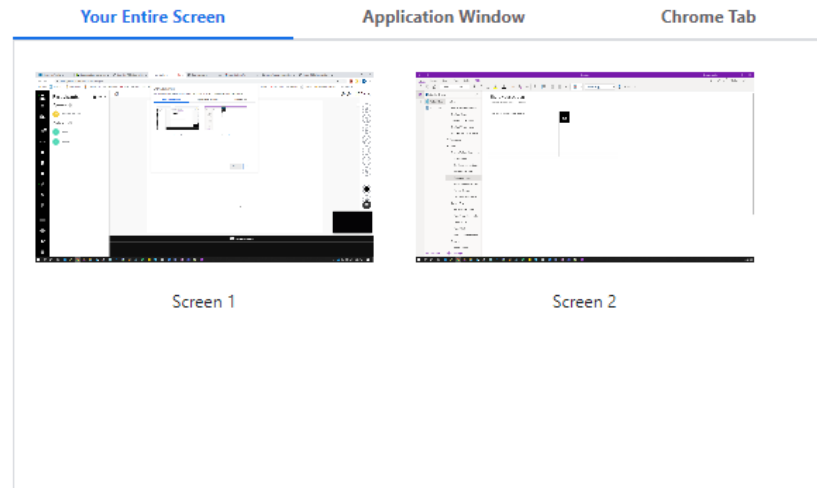


You will have 3 options:

1. Your entire screen (*you can choose the monitor*)
2. Application Window (*you can choose which application, but it must already be open*)
3. Browser tab (*if you want to share another site*)

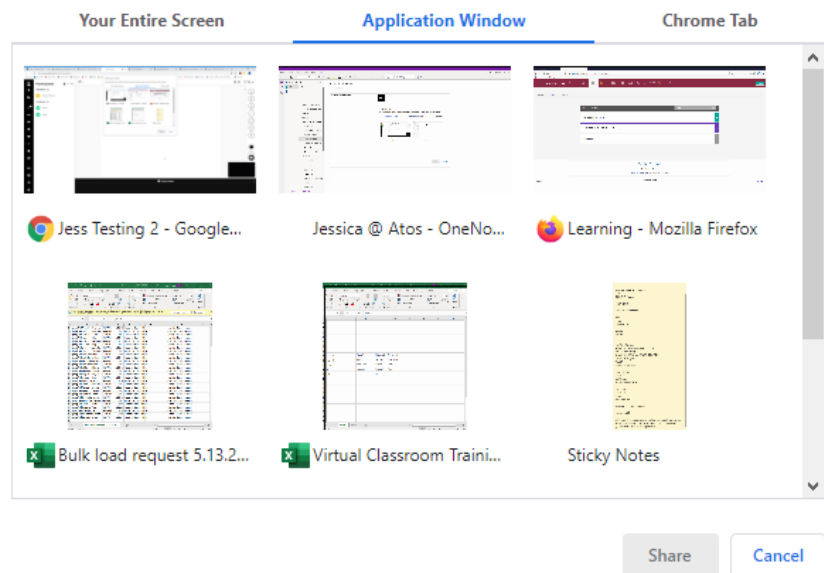
Share your screen





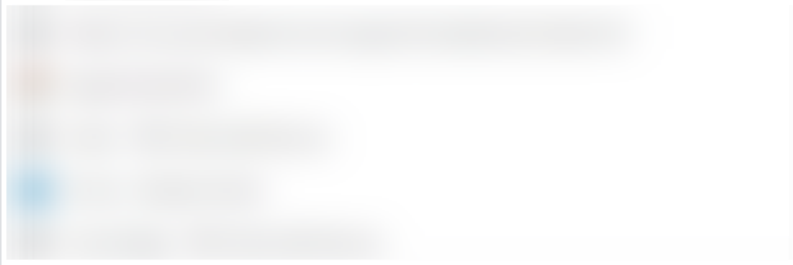


join.mywebinar.me wants to share the contents of your screen. Choose what you'd like to share.




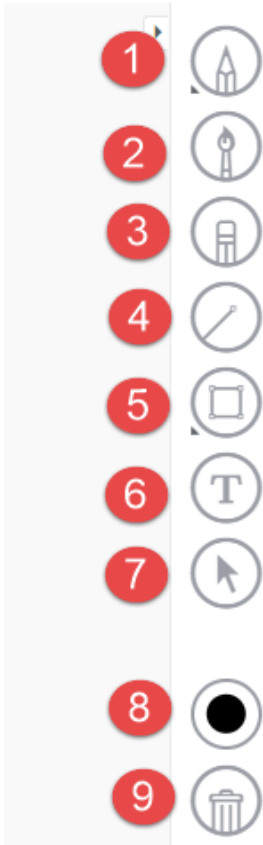

Share your screen

join.mywebinar.me wants to share the contents of your screen. Choose what you'd like to share.



	<div><div>Share your screen</div><div>join.mywebinar.me wants to share the contents of your screen. Choose what you'd like to share.</div><div><div>Your Entire Screen</div><div>Application Window</div><div>Chrome T</div></div><div><div><div></div><div></div></div><div>Jess Testing 2</div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div></div></div><div><div>Share</div></div></div>
Click the link if you want to preview and see what your participants are seeing <i>(only if you have multiple monitors)</i> .	<div><div></div><div><div>You are currently sharing your screen.</div><div>Please click here to preview what you are sharing.</div></div></div>
Click Share Screen to stop sharing.	<div></div>

Write on the whiteboard


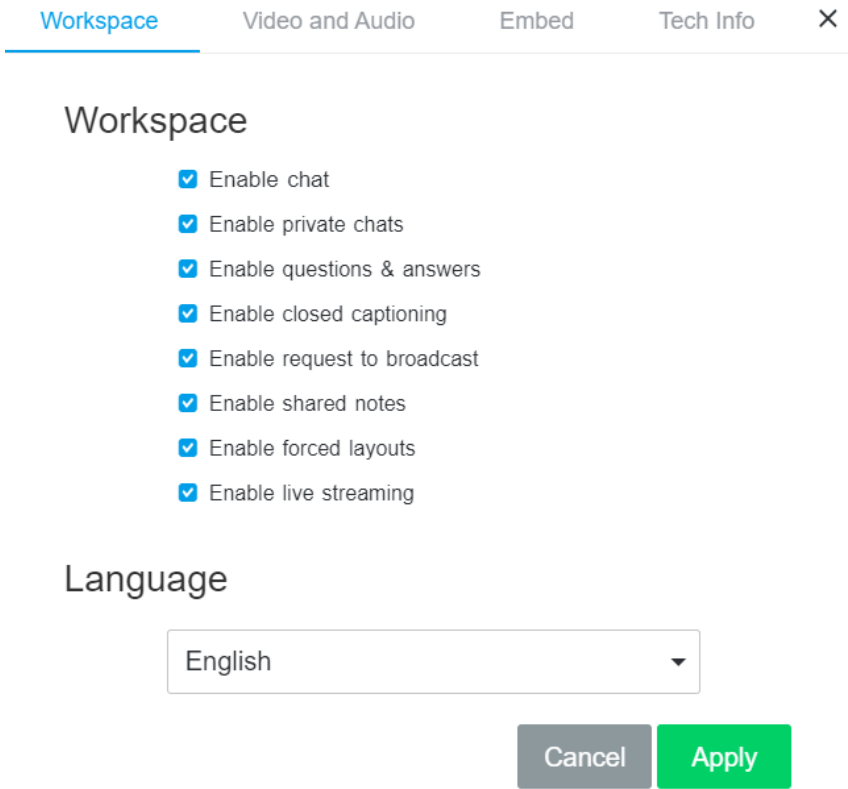
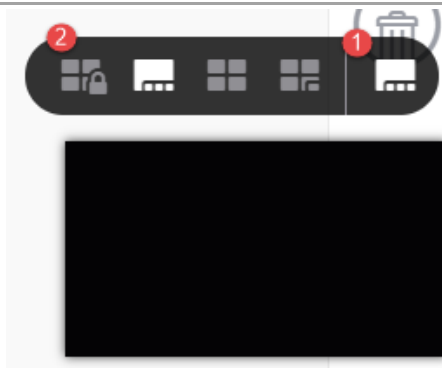
<p>To access an in-meeting whiteboard – click the whiteboard icon.</p>	
<p>Breakout of tools:</p> <ol style="list-style-type: none"> 1. Marker and Pen tool: Use these tools if you want to annotate the document with freestyle pen or marker tools. Marker tool has broader strokes than the Pen tool. 2. Brush tool: Use this tool with freestyle brush strokes. 3. Eraser tool: Use this tool to erase already drawn whiteboard elements. 4. Line tool: Use this tool to draw straight lines onto the document whiteboard. 5. Shapes tool: You can use these tools to either draw a circle or rectangle onto your document. 6. Text tool: This can be used to annotate the document with text. 7. Select tool: This can be used to select any existing whiteboard elements to move/resize or even rotate them. 8. Color picker: This tool is used to select a color for each of your whiteboard elements. Depending on tool selected you can also set the fill color. 9. Remove: This will clear the document of ALL whiteboard elements. 	
<p>When using the whiteboard or sharing documents, you will have access to different options to help you improve your experience. You will find a menu on the upper righthand side of the Meeting.</p> <ol style="list-style-type: none"> 1. Zooms image in. 2. Zooms image out. 3. Fit image to screen. 4. Resets image to actual size. 5. This button minimizes your image/whiteboard. 6. This button closes your image/whiteboard. 	

Turn my camera on


Click the top left button with the
camera icon.



Control what the audience can see

<p>Click the settings icon.</p>	
<p>The workspace allows you to turn on or off what the audience has access to do.</p> <p>Uncheck the options you do not wish to be enabled.</p> <p>If you want to force a view, or layout, select Enable forced layouts.</p> <p>This means the audience can no longer manipulate their view.</p>	
<p>For enforcing a layout, look for the layout icon option in the lower righthand corner.</p> <ol style="list-style-type: none">1. Select the layout you would like.2. Manipulate the area of the displays if there are more than one by using the slide option.3. Select lock.	

Invite link

<p>You can invite a user 2 ways:</p> <p>Enrolling them and tracking them through PASS, please see instructions here.</p> <p>Sending them a link directly (no tracking)</p> <p>Click the Invite Participants icon (<i>pictured on the right</i>).</p>	
<p>Direct invite options:</p> <ol style="list-style-type: none">1. Email a link by entering their email.2. Copy the link and send via chat/email/or any other communication available.	<div data-bbox="607 678 1430 1134"><div data-bbox="1382 695 1409 726">✕</div><div data-bbox="607 747 862 793">Invite people</div><div data-bbox="607 863 917 898">Invite people by email</div><div data-bbox="581 932 1325 997"><div data-bbox="581 932 613 974">1</div><div data-bbox="623 940 896 972">Enter email addresses</div></div><div data-bbox="607 1018 1180 1054">Share this link to invite other participants</div><div data-bbox="607 1079 1346 1115"><div data-bbox="607 1079 1122 1115">https://join.mywebinar.me/live/2023/sxbo8pe9</div><div data-bbox="1122 1079 1154 1115">2</div><div data-bbox="1154 1079 1346 1115"> Copy link</div></div></div>

SESSION PREP

Upload a file or video

Note: Loaded files will always be available for the instructor who is hosting the class, for an future class or session.

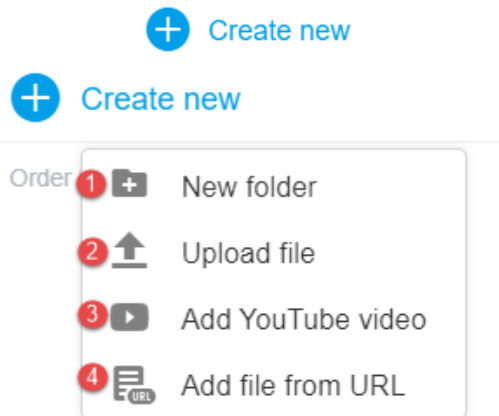
Click the **Content Library** icon.



Click **Create new**.

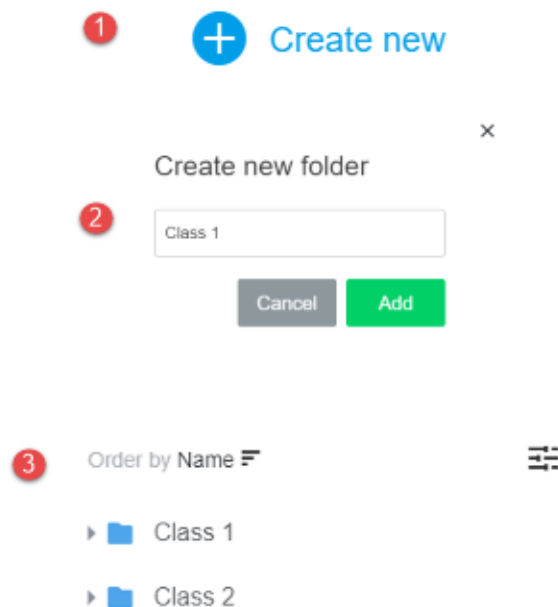
You can:

1. Create a new folder
2. Upload a file
3. Add a YouTube Video
4. Add a file from another website



1. New Folder

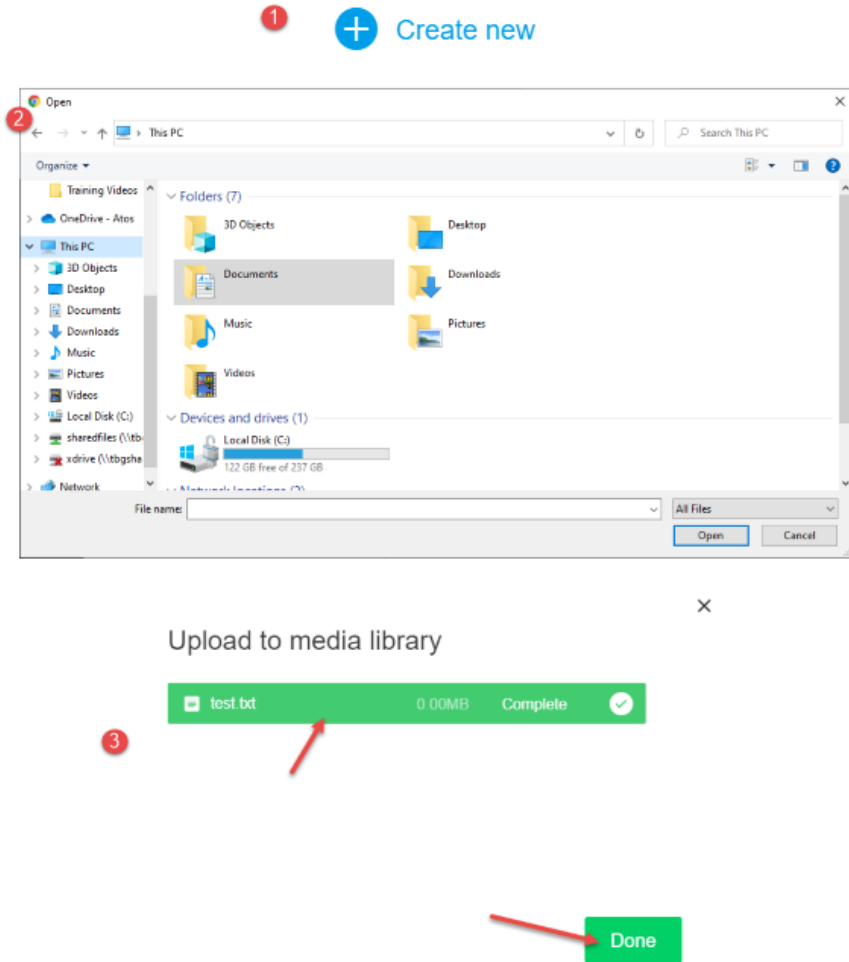
If you teach multiple courses, you can create folders to hold files for each class to help you stay organized.



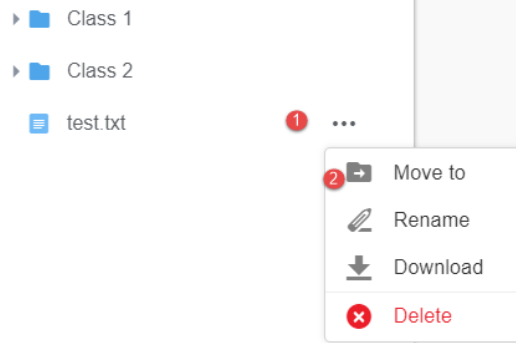
2. Upload File

Click **Create new**. A windows folder will open, find the file you want to upload, and click **Open**.

You will see when it is complete, click **Done**.

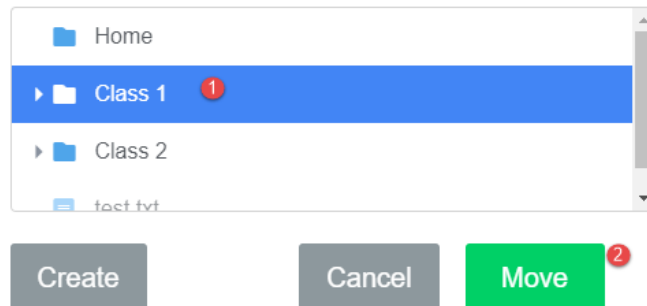


To move the file to a folder created, click the ...
(ellipsis), then click **Move to**, and select the folder.



Move

Move item to folder...

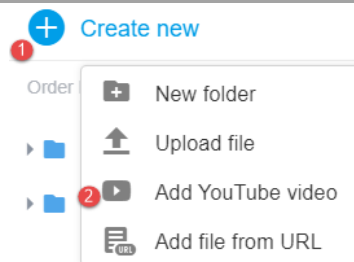


3. Add a YouTube video.

Click **Create new**, then
Add YouTube video.

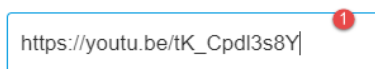
Paste your link in the
blank space and click
Add.

You can move this to a
folder the same way
you move a file.



Add YouTube video

Paste YouTube link

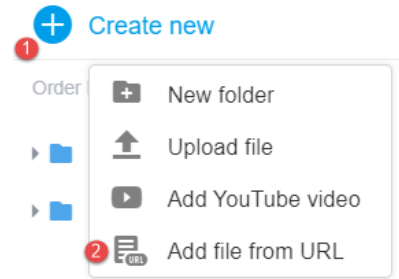


4. Add file from URL.

Click **Create new**, then click **Add file from URL**.

Paste the link from your shared document and click **Add**.

You can move this to a folder the same way you move a file.



Add file from URL
















Paste file link

your link here


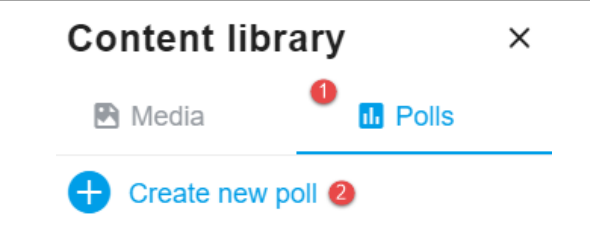
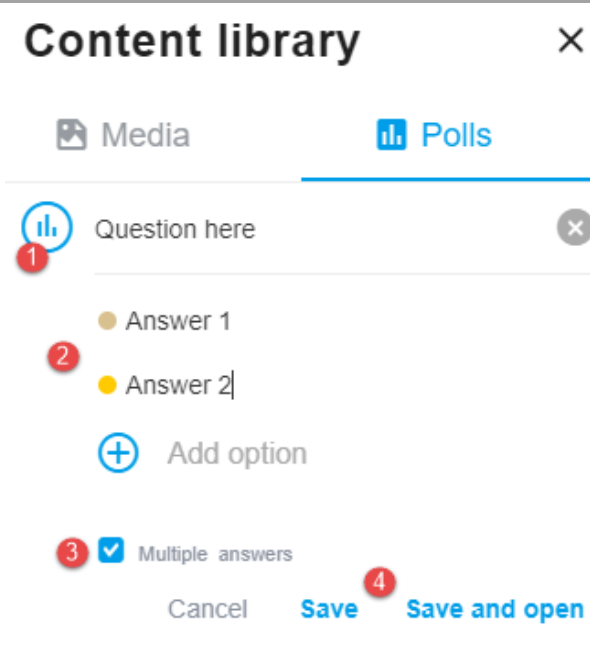
Cancel

Add















Present your file or video

Click the Content Library icon.	
Find the file you are looking for.	<p>Order by Name </p> <p>▶  Class 1</p> <p>▼  Class 2</p> <p> tips for online classes / remo...</p> 
Double click the file and it will present in the main screen.	<div><div><p>Content library </p><p> Media </p><p> Create new</p><p>Order by Name </p><p>▶  Class 1</p><p>▼  Class 2</p><p> tips for online classes / remo...</p></div><div></div></div>

Create a poll

Click the Content Library icon.	
Select: 1. Polls tab 2. Create new poll	 <p>Content library ×</p> <p>Media 1 Polls</p> <p>+ Create new poll 2</p>
Under Polls: 1. Type your question 2. Type your answer 3. Check this for multiple answer possibilities 4. You can save to present later or choose Save and open to present the poll to your users now.	 <p>Content library ×</p> <p>Media Polls</p> <p>1 Question here ×</p> <p>2 Answer 1</p> <p>Answer 2</p> <p>+ Add option</p> <p>3 <input checked="" type="checkbox"/> Multiple answers</p> <p>Cancel Save 4 Save and open</p>

Present a poll

Click the Content Library icon.	
Select Polls.	<div><h3>Content library</h3><div> Media 1 Polls</div></div>
<p>If you have created polls for other sessions, you will see them listed.</p> <p>Prepare a poll for your next session ahead of time.</p>	<div><div> Create new poll</div><div>Order by Name </div><div><div> Question here</div><div> Question 2</div></div></div>
<p>Select the poll you want to present.</p> <p>Click Open poll.</p>	<div><div><div> Question 2 </div><div><div> Answer 1</div><div> Answer 2</div><div> Answer 3</div><div> All of the above</div></div><div> Open poll</div></div></div>

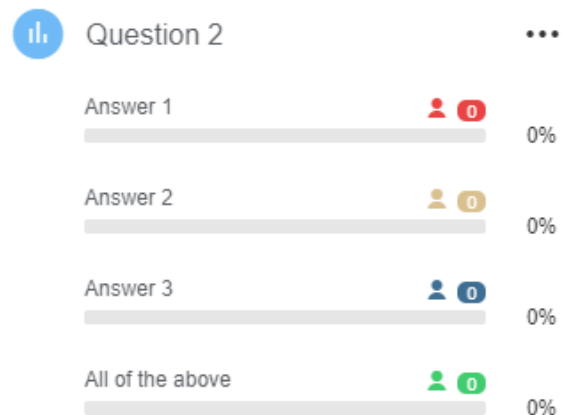
This will bring the poll up on all participants screens.

Question 2

- ☐ Answer 1
- ☐ Answer 2
- ☐ Answer 3
- ☐ All of the above

Submit

When the poll is complete you can close the poll and remove it from the audience view.



 [Close poll](#)

ADDITIONAL FEATURES

Live Streaming

Through Livestream you can broadcast your meeting to a larger audience via Facebook Live or YouTube.

To Livestream, go to the **live stream** icon.



Select YouTube or Facebook.

You need to have an account for either platform.

Start a live stream

YouTube ▼

YouTube

Facebook

Live Stream Key

Enter the Live stream key.

Click **Start stream**.

Start a live stream

YouTube ▼

Live stream key

Live Stream Key



1

Cancel


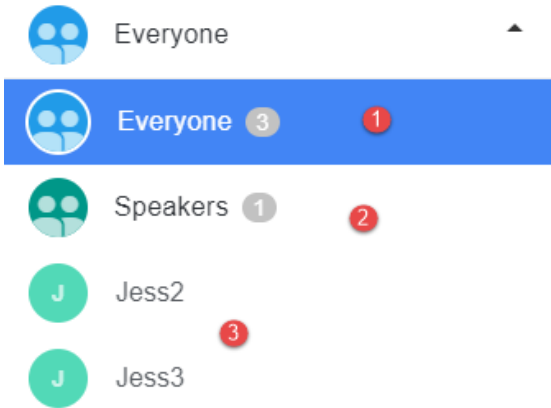
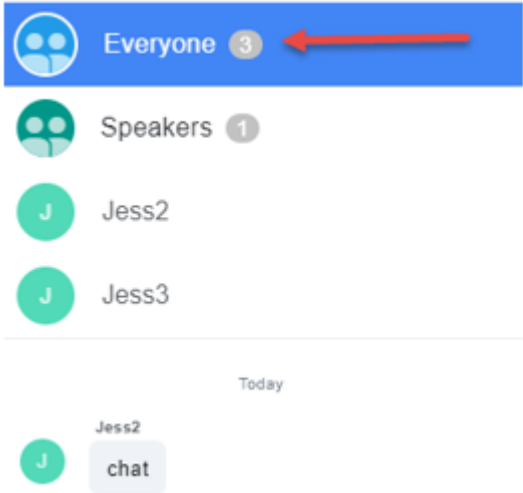
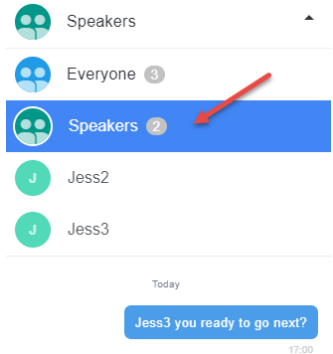
Start stream

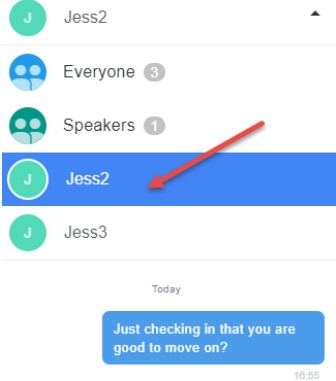
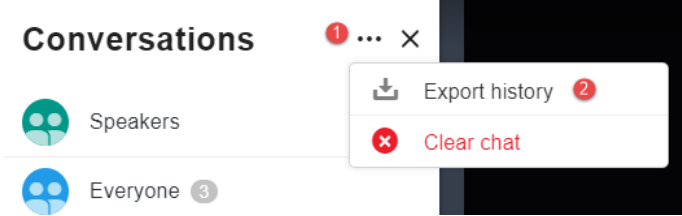
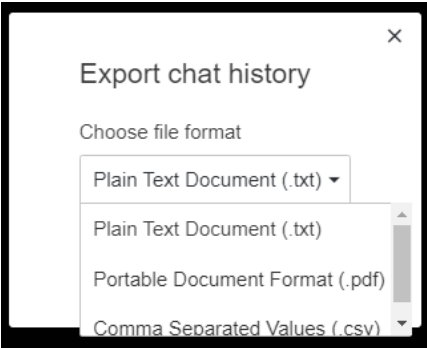
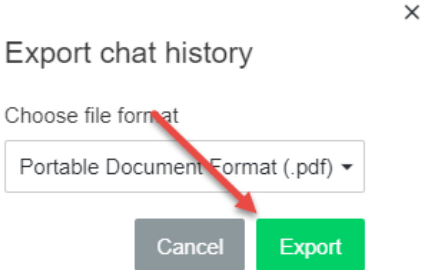
2

Recordings



Click the Recording icon.	
<p>You will see a message that the system is starting the recording.</p> <p>Once done processing you will see a message that it has started.</p>	<div>Please wait, starting recording. X</div> <div>Recording started. X</div>
Once done, click the Recording icon again to stop it.	
<p>You will see a message that it is stopping the recording.</p> <p>And verification when it is stopped.</p>	<div>Please wait, stopping recording. X</div> <div>Recording stopped. X</div>
Recorded sessions will be stored in PASS for the instructors and available by instructor.	<div>Instructor Led Training Management</div> <div><div>List of events</div><div>Session Scheduler</div><div>Training rooms</div><div>My Class Recordings</div></div>

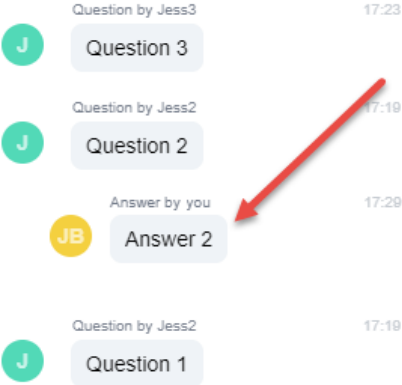
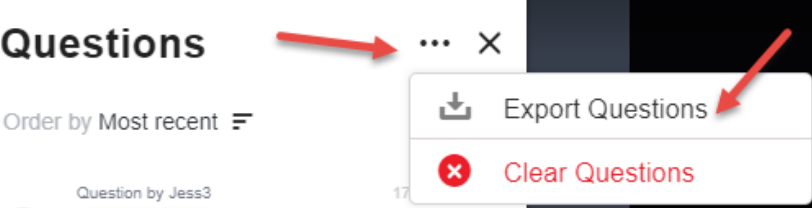
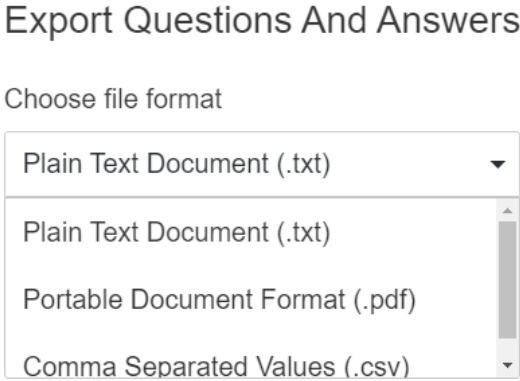
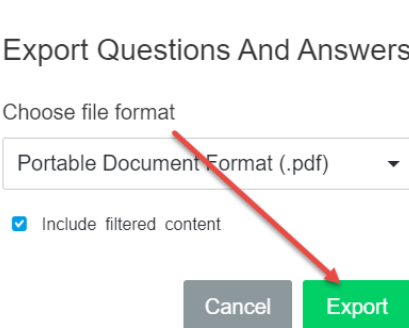
Chat Features

Click the Chat icon.	
You have 3 options for chat: 1. Everyone – chat to the full group 2. Speakers – chat only to those promoted to speakers 3. Individual participant - for private chat	 <p>The screenshot shows a list of chat options. At the top is 'Everyone' with a blue header bar, a grey circle with '3', and a red circle with '1'. Below it is 'Speakers' with a grey circle with '1' and a red circle with '2'. At the bottom are two individual participants, 'Jess2' and 'Jess3', each with a green circle with 'J' and a red circle with '3'.</p>
To chat to everyone, select that from the list and it will show you the group chat.	 <p>The screenshot shows the same list of chat options. The 'Everyone' option is highlighted with a blue header bar and a red arrow pointing to it. Below the list, a 'Today' separator is visible, followed by a chat bubble from 'Jess2' with the text 'chat'.</p>
To chat to Speakers only select the speaker group.	 <p>The screenshot shows the same list of chat options. The 'Speakers' option is highlighted with a blue header bar and a red arrow pointing to it. Below the list, a 'Today' separator is visible, followed by a chat bubble from 'Jess3' with the text 'Jess3 you ready to go next?' and a timestamp of '17:00'.</p>

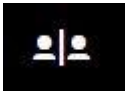


<p>Send a private chat by selecting the participants name.</p>	
<p>To export the sessions chat:</p> <p>Select the chat button</p> <ol style="list-style-type: none"> 1. Click the ... (ellipses) next to Conversations. 2. Click Export history. 	
<p>Select the file type you prefer.</p>	
<p>Then click Export.</p> <p>This will move the file to the downloads section for your browser.</p>	

Questions & Answers Features

Click the Questions and Answers icon.	
You will see questions asked by participants here.	<div><h3>Questions</h3><div>... X</div><div>Order by Most recent</div><div><div>Question by Jess3</div><div>17:23</div><div>J</div><div>Question 3</div></div><div><div>Question by Jess2</div><div>17:19</div><div>J</div><div>Question 2</div></div><div><div>Question by Jess2</div><div>17:19</div><div>J</div><div>Question 1</div></div></div>
<p>Select one of the Questions.</p> <p>Enter your answer in the field displayed at the bottom of the section.</p> <p>Click Live Answer so everyone can see the answer.</p>	<div><h3>Questions</h3><div>... X</div><div>Order by Most recent</div><div><div>Question by Jess3</div><div>17:23</div><div>J</div><div>Question 3</div></div><div><div>Question by Jess2</div><div>17:19</div><div>J</div><div>Question 2</div><div>1</div></div><div><div>Question by Jess2</div><div>17:19</div><div>J</div><div>Question 1</div></div></div> <div><div>Type your answer here</div><div>2</div><div><input type="checkbox"/> Answer privately</div><div></div></div>

<p>You can also answer a question privately so that only person that asked the question can view the answer.</p>	<p>Answer 2</p> <p><input type="checkbox"/> Answer privately ¹</p> <p>² Answer</p>
<p>If answered privately, your answer will show below the question you selected.</p>	 <p>Question by Jess3 17:23</p> <p>J Question 3</p> <p>Question by Jess2 17:19</p> <p>J Question 2</p> <p>Answer by you 17:29</p> <p>JB Answer 2</p> <p>Question by Jess2 17:19</p> <p>J Question 1</p>
<p>To export questions, click the ... (ellipses) next to Questions.</p> <p>Select Export Questions.</p>	 <p>Questions</p> <p>Order by Most recent</p> <p>Question by Jess3 17:23</p> <p>... X</p> <p>Export Questions</p> <p>Clear Questions</p>
<p>Select the file type you prefer.</p>	 <p>Export Questions And Answers</p> <p>Choose file format</p> <p>Plain Text Document (.txt)</p> <p>Plain Text Document (.txt)</p> <p>Portable Document Format (.pdf)</p> <p>Comma Separated Values (.csv)</p>
<p>Select Export.</p> <p>This will move the file to the downloads section for your browser.</p>	 <p>Export Questions And Answers</p> <p>Choose file format</p> <p>Portable Document Format (.pdf)</p> <p><input checked="" type="checkbox"/> Include filtered content</p> <p>Cancel Export</p>

Breakout Rooms

Click the Breakout Room icon.	
Click Create Breakout rooms .	<p>Currently there are no breakout rooms. Please start by creating new room</p> <p>Create breakout rooms</p>
<p>You can change the amount of rooms that you will need <i>(depending on groups size)</i>.</p> <p>Choose to assign manually or automatically.</p>	<div>Create breakout rooms</div> <div>Amount of breakout rooms <input type="text" value="1"/></div> <div><input type="radio"/> Automatically assign users for me</div> <div><input checked="" type="radio"/> I will assign users manually</div> <div>Cancel Create rooms</div>
<p>If you choose manually you will see a user icon with a plus sign, you can add members one at a time.</p> <p>Select that button.</p>	<div>Breakout rooms ... X</div> <div>+ Create breakout room</div> <div>Breakout room 1 0 </div>
<p>Your list of available participants will show.</p> <p>Put a check mark in the box next to the user, to add them to that room.</p>	<div></div> <div><input type="checkbox"/> Jess2</div> <div><input type="checkbox"/> Jess3</div>
Click Start breakout .	<p>Start breakout</p>

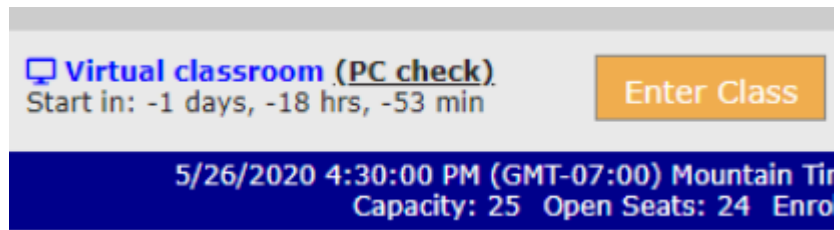
<p>To assign automatically, select that option.</p> <p>You can still specify the amount of breakout rooms needed.</p> <p>Select Create Rooms.</p> <p>This will automatically divide participants into however many rooms you created.</p>	<div> <div>×</div> <div>Create breakout rooms</div> <div> Amount of breakout rooms <div>1 ▾</div> </div> <div> <input checked="" type="radio"/> Automatically assign users for me <input type="radio"/> I will assign users manually </div> <div> <div>Cancel</div> <div>Create rooms</div> </div> </div>
<p>When ready, select Start breakout.</p>	<div> <div>Start breakout</div> </div>
<p>If you want to start over, or chose the wrong options you can click the ... (ellipses) next to Breakout rooms, and then Reset breakout rooms.</p>	<div> <div>Breakout rooms</div> <div> ... ×</div> <div> <div>+</div> Create breakout room <div>Reset breakout rooms</div> </div> </div>
<p>You will see a reset confirmation message.</p> <p>Select Reset breakout rooms to restart.</p>	<div> <div>×</div> <div>Reset breakout rooms</div> <div> Are you sure you want to reset breakout rooms? This will delete your breakout rooms so you can recreate them for scratch </div> <div> <div>Cancel</div> <div>Reset breakout rooms</div> </div> </div>


TROUBLESHOOTING

Click the “PC check” link to view your computer settings.

Your enrollees will also see this link in their email and when they attempt to view the class details in PromisePoint.

<https://www.promisepoint.com/support/troubleshoot/index.html>



 **Virtual classroom (PC check)**
Start in: -1 days, -18 hrs, -53 min

Enter Class

5/26/2020 4:30:00 PM (GMT-07:00) Mountain Time
Capacity: 25 Open Seats: 24 Enrolled: 0