

Virtual Classrooms

Class attendee user guide

Contents

ENROLLING IN A CLASS	2
How to enroll	2
Reviewing your schedule	4
Preparing your computer for class.....	5
ATTEND A CLASS	6
Join the class	6
Quick glance at classroom features	7
How to communicate.....	8
How to leave the meeting.....	9
How to access materials from the class.....	9
Adjusting settings during class.....	10
How Breakout rooms work	11

ENROLLING IN A CLASS

How to enroll

Depending on the circumstance, your instructor or administrator may enroll you into a class. If that is the case, you will receive information in an email about your class.

Otherwise, you will have to enroll into the class yourself.

Log onto the community.

Select **Learning**.



A virtual class maybe assigned to you under **My Assignments** or you may have to add the class under the **Course Catalog**.

For this example, open **Course Catalog** (Add a Course).

MY LEARNING

MY ASSIGNMENTS

COURSE CATALOG (Add a Course)

Select the class or training you are looking to enroll into.

COURSE CATALOG (Add a Course)

Classroom Learning

+ Jess Testing 2
Not Enrolled

Click **Select a Session**.

Classroom Learning

+ Jess Testing 2
Not Enrolled

Status: Not Enrolled
Description: optional

Select a Session

Enter your email if its not already populated. Email is required.

Select a location.

Click in the date field to view available session dates (in green).

Select the date highlighted in green and click Go.

Select a Session

Where would you like your enrollment confirmation message sent?

Email (Required): Jessica.brown@atos.net

Alternate Email (Option



Select a location:

Test Room

View available sessions by choosing a date highlighted in green:

05/25/2020



Go

	<p>Where would you like your enrollment confirmation message sent?</p> <p>Email (Required): <input type="text" value="Jessica.brown@atos.net"/> Alternate Email (Optional): <input type="text"/></p> <p>Select a location: <input type="text" value="Test Room"/></p> <p>View available sessions by choosing a date highlighted in green: <input type="text" value="Choose a Date..."/> <input type="button" value="Go"/></p> <table border="1"> <thead> <tr> <th colspan="7">May 2020</th> <th colspan="7">June 2020</th> <th colspan="7">July 2020</th> </tr> <tr> <th>Su</th><th>Mo</th><th>Tu</th><th>We</th><th>Th</th><th>Fr</th><th>Sa</th> <th>Su</th><th>Mo</th><th>Tu</th><th>We</th><th>Th</th><th>Fr</th><th>Sa</th> <th>Su</th><th>Mo</th><th>Tu</th><th>We</th><th>Th</th><th>Fr</th><th>Sa</th> </tr> </thead> <tbody> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td>1</td> <td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td> <td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td> </tr> <tr> <td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td> <td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td> <td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td> </tr> <tr> <td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td> <td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td> <td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td> </tr> <tr> <td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td> <td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td> <td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td> </tr> <tr> <td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td> <td>28</td><td>29</td><td>30</td><td></td><td></td><td></td><td></td> <td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td> </tr> <tr> <td>31</td><td></td><td></td><td></td><td></td><td></td><td></td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </tbody> </table>	May 2020							June 2020							July 2020							Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa							1			1	2	3	4	5	6					1	2	3	4	3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31		31																					
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<p>View all available sessions for that date</p> <p>Click Select to enroll into session of your choosing.</p>	<p> Select a Session</p> <p>Where would you like your enrollment confirmation me:</p> <p>Email (Required): <input type="text" value="Jessica.brown@atos.net"/></p> <p>Select a location: <input type="text" value="Test Room"/></p> <p>View available sessions by choosing a date highlighted in green: <input type="text" value="05/25/2020"/> <input type="button" value="Go"/></p> <hr/> <p>Timezone: <input type="text" value="Mountain Standard Time"/> <input type="button" value="Select"/></p>																																																																																																																																																																											
<p>You will see a confirmation at the top of the page that you have enrolled in the session.</p> <p>You can close the Select a Session form.</p>	<p>You have enrolled in the 8:00 AM session on 5/25/2020 located in Test Room, Jessica Test Classroom.</p> <p> Select a Session</p>																																																																																																																																																																											

Reviewing your schedule




Go to your community page	
Any upcoming classes will show on the home page.	<div><h3>MY UPCOMING CLASSES</h3><div><div><div>MAY</div><div>25</div></div><div>Jess Testing 2 08:00 AM - 09:00 AM</div></div></div>
<p>Click the class title for more information.</p> <p>Clicking the Launch Virtual Class button before the class starts will send you to a waiting room.</p> <p>An instructor also has the option to hold attendees in a lobby until they are ready to start the class.</p>	<div><div>Jess Testing 2</div><div>Tue, May. 26, 04:30 PM - 06:30 PM</div><div><div>Where</div><div>Test Room, Jessica Test Classroom</div></div><div><div>Instr.</div><div>Jessica Brown</div></div><div>Notes</div><div><div>Directions</div><div>Insert any directions here</div></div><div><div>Add to Calendar</div><div>Print</div><div>Launch Virtual Class</div></div></div>
You can also check your email for these same details.	

Preparing your computer for class

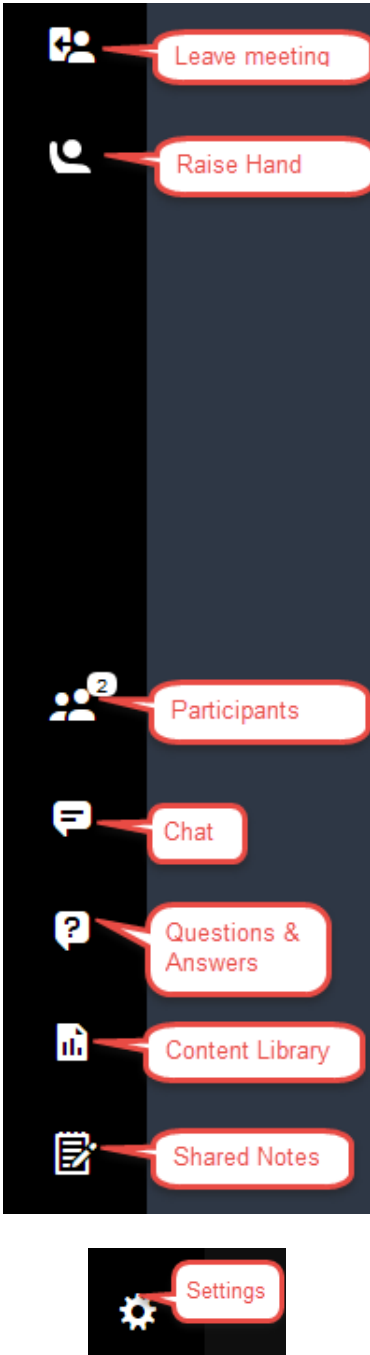
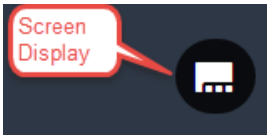
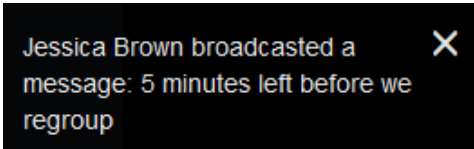
<p>Use the test link in the email confirmation you received to check your computer settings.</p> <p>You can also click the Is my computer ready to join a virtual classroom? link before the class starts.</p> <p>The link is also provided here for your convenience.</p>	<p>https://www.promisepoint.com/support/troubleshoot/index.html</p> <p> Jess Testing 2  Is my computer ready to join a virtual classroom?</p>
Make sure your sound is working	If you have a headset or using your computer speakers, test that they are working.
Test your mic	Most sessions will have attendees muted, but you may be asked to speak or need to speak throughout the session.
Video	Most sessions will have video turned off for attendees, but you may be part of a breakout group or be asked to participate in sharing your video camera.

ATTEND A CLASS


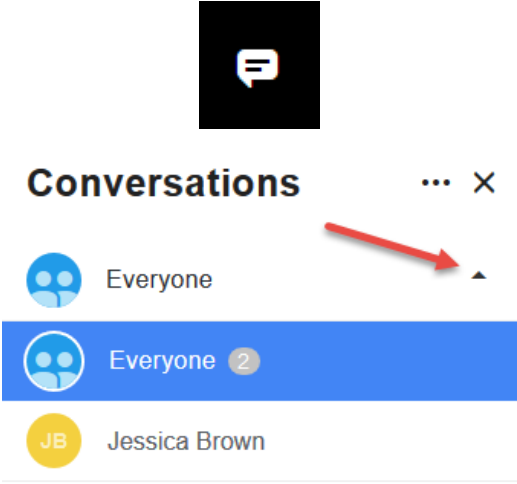
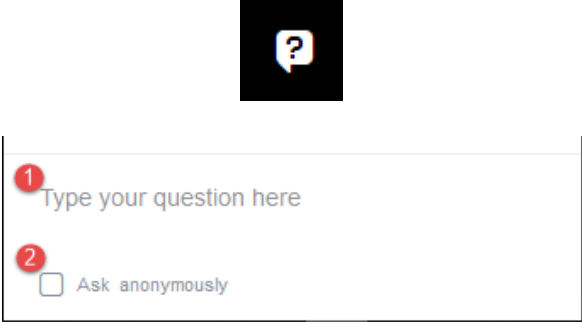
Join the class

Log onto the community. Select Learning .	
Select My Assignments .	<div>MY ASSIGNMENTS</div> <div><div><div>0%</div></div><div><div>Elective Assignments</div><div>Assignments you personally elected or an assignment given specifically to you by 13 Assigned, 0 Complete</div></div></div>
Find the assignment that you are enrolled in. - click on it to expand the details and display the Launch button.	<div><div></div><div><div>Jess Testing 2</div><div> Is my computer ready to join a virtual classroom?</div></div><div><div>Day:</div><div>Monday, 5/25/2020</div></div><div><div>Start Time:</div><div>8:00 AM Mountain Standard Time</div></div><div><div>Starts In:</div><div>1 days, 14 hrs, 31 min</div></div><div><div>Length:</div><div>1 Hour</div></div></div>
Click Launch Virtual Classroom .	<div><div><div>Status:</div><div>Enrolled</div></div><div><div>Description:</div><div>optional</div></div><div><div>Instructor(s):</div><div>Jessica Brown</div></div><div><div>Location:</div><div>Test Room</div></div><div><div>Room:</div><div>Jessica Test Classroom</div></div><div><div>Type:</div><div>Virtual Classroom</div></div><div><div>Directions:</div><div>Insert any directions here</div></div><div><div><div>Launch Virtual Classroom</div><div>Withdraw</div></div></div></div>

Quick glance at classroom features

Standard Options	
Viewing Options (if not locked)	
Keep an eye out for messages on the bottom left of the screen.	

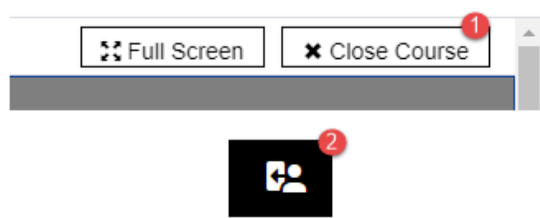
How to communicate

<p>Raise your hand</p> <ol style="list-style-type: none">By clicking this button, it will alert the trainer that you have a verbal question or something to share on mic, allowing them to open your mic up	 A black square icon with a white silhouette of a person raising their hand, with a small green dot above the head.
<p>Chat by clicking Conversations, and the arrow on the screen, you can send a message two ways.</p> <ol style="list-style-type: none">Group messagePer individual<ol style="list-style-type: none">Select the individual and send them a private message.	 A screenshot of a 'Conversations' interface. At the top is a black square icon with a white speech bubble and a red arrow. Below it, the word 'Conversations' is in bold. To the right are three dots and an 'X'. Below this is a list of conversation options: 'Everyone' with a blue circle icon, 'Everyone 2' with a blue circle icon and a grey bubble containing the number 2, and 'Jessica Brown' with a yellow circle icon containing 'JB'. A red arrow points from the 'Everyone 2' option to a small black triangle icon to its right.
<p>Ask a question by clicking Questions and Answers. You can post a question that will be answered by the instructor or speakers.</p> <ol style="list-style-type: none">Ask your question.If you want to remain anonymous, click Ask anonymously box .	 A screenshot of a 'Questions and Answers' form. At the top is a black square icon with a white question mark. Below it is a text input field with a red circle containing the number 1 and the placeholder text 'Type your question here'. Below the input field is a checkbox with a red circle containing the number 2 and the text 'Ask anonymously'.

How to leave the meeting

You have 2 main options to leave the meeting:

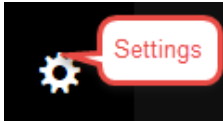





1. Select Close Course
(upper right-hand corner).
2. Select leave meeting.



How to access materials from the class

Check with your instructor for instructions regarding any resources available before or after the class.

Adjusting settings during class

Click Settings .	
The Video and Audio tab lets you check and update your settings	<div><div>WorkspaceVideo and AudioEmbedTech InfoX</div><div><h3>Camera</h3><div> Integrated Webcam ▾</div><div><input checked="" type="checkbox"/> Flip my image locally</div><h3>Speakers and Microphone</h3><div> System Default Speaker Device ▾</div><div> Microphone (2- USB Audio Device) ▾</div><div></div><div><input type="checkbox"/> Disable automatic microphone gain control</div><div>CancelApply</div></div></div>
<p>The Tech Info tab is the best screen to get information about your computer.</p> <p>Notice you can copy the information then paste it into an email or a document.</p>	<div><div>WorkspaceVideo and AudioEmbedTech InfoX</div><div><h3>Technical Information</h3><div><div>AppVersion: 5.6.3</div><div>Browser name: firefox</div><div>Browser version: 76</div><div>Platform: Win32</div><div>User agent: Mozilla/5.0 (Windows NT 10.0; Win64; x64; rv:76.0) Gecko/20100101 Firefox/76.0</div></div><div> Copy info</div></div></div>

How Breakout rooms work

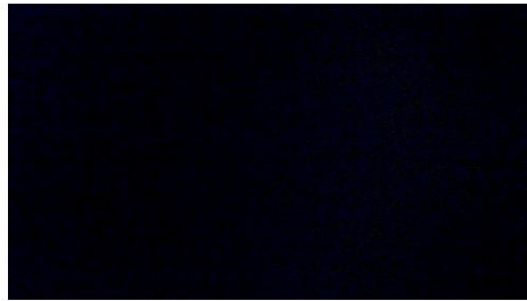
The instructor may break you into "teams" at some point.

If this happens, you will be given the option to allow access to your mic/speaker and video.

(Recommended - Turn on microphone and camera for full participation)

Welcome

Please check your devices and choose how to join.



☒ Flip my image locally



Integrated Webcam



System Default Speaker Device



Microphone (2- USB Audio Device)



Just listen

Turn on microphone

Turn on microphone and camera

You will see a notification which breakout room you are in at the bottom of the screen.

You are in Breakout room 1 X

Your instructor may broadcast a message - this shows up in the lower left-hand corner.

Jessica Brown broadcasted a message: 5 minutes left before we regroup X

When breakout is over, you will be asked to verify your sound again and then be moved back in the main screen.

Welcome

Please check that you are using the correct speakers and get started.



System Default Speaker Device

Ok