Virtual Classroom

Overview

Users can ask questions, draw on the whiteboard, and participate in breakout sessions from the Virtual Classroom. The Session Admin establishes which tools in the Virtual Classroom users can access.

Find this page

Follow the steps below to open the Virtual Classroom.

1. Click **Communication** on the Course Menu.
2. Select **Collaboration Tools**.
3. Click **Join next** to a Virtual Classroom session.

Virtual Classroom areas

The table below details the areas of the Virtual Classroom.

Part	Function
Menu Bar	Allows the Session Admin to control the Virtual Classroom. This includes managing participation, monitoring breakout sessions, and ending the session.
Classroom Tool box	Includes all of the tools used during the Virtual Classroom session. This includes searching for Web sites, asking and answering questions, utilizing the Whiteboard, and accessing the Course Map.
Chat	Allows users to compose messages, raise their hands to ask questions, and activate private messages.

Menu Bar

Overview

Only users with Active privileges have access to the options on the Menu Bar. The functions available in the Menu Bar include:

- **View** - Choose an option for viewing Personal Messages in the Virtual Classroom.

- **Clear** - Clear the session display.

- **Breakouts -** Create a breakout room for a group of users.

View

Select **Show in-line** to view private messages within the chat area. Select **Show in separate frame** to view private messages in a separate window.

Clear

Clear erases the users chat display.

Breakouts

Select the checkboxes for the users who will participate in the Breakout session. Users may only join a Breakout session if they are selected by the creator of the Breakout session.

Users who enter a Breakout session are still active in the main Virtual Classroom Session. If a Breakout session is closed users are still active in the main session. Breakout sessions default to the same settings as the main session.

Classroom Tool box

Overview

If granted access to these tools by the Session Admin, users can use the Whiteboard, access Web sites, and view the Course Map.

The Classroom Tool box appears on the left side of the Virtual Classroom. To begin using items in the Tool box click the name of the tool.

Tools

The following tools are available in the Classroom Tool box.

Tool	Description
Whiteboard	Enables users to present different types of information as they would on a blackboard in a classroom.
Group Browser	Enables users to collaboratively browse the Web.
Content Map	Enables users to browse the Course Content while they are in a Virtual Classroom.
Ask Question	Enables users to ask questions during the session.
Question Inbox	Enables users to answer questions submitted by other users during a session.

Whiteboard

Overview

The Whiteboard enables users in a Virtual Classroom to present different types of information as they would on a blackboard in a classroom. Using the tools in the Whiteboard Tools palette, users can draw images, type text, and present equations. The Session Admin determines whether or not this function is made available to users.
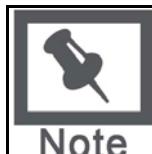
	Note: Only users who have privileges (assigned by the Instructor) can access the Whiteboard.

Functions

The table below details the tools available for use on the Whiteboard.

To . . .	click . . .
select an item	the **Arrow** tool. Then click on an item for selection. The following may be performed on selected items:
	Enlarge: Click one of the small black boxes that surround the item and drag it to the desired size.
	Move: Click the item and move it to the desired location.
	Cut: Click the Whiteboard item. Then click the **Cut** icon.
	Copy: Click the Whiteboard item. Then click the **Copy** icon.
	Paste: Click the Whiteboard item. Then click the **Paste** icon.
	Delete: Click the Whiteboard item. Click on the selected object. Then click the **Delete** icon.
	Group items: Click the Whiteboard items. Then click the **Group** icon.
	Ungroup: Click a Whiteboard item in a group. Then click the **Ungroup** icon.
	Bring front: Click the Whiteboard item. Click on selected object. Then click the **Bring to front** icon.
	Bring back: Click the Whiteboard item. Click on selected object. Then click the **Send to back** icon.
	Select all figures on the Whiteboard: Click the **Selects all Figures** icon.
draw free hand	the **Pen** tool. Choose the color of the pen in the **Fill Color** drop-down list.
enter text using the keyboard	the text tool (**T**) then the Whiteboard area. A Whiteboard Text Input box appears. Type the text in the box and click **Insert**. Use the options in the Tools palette to select color, font, and size.
draw a straight line	the Slanted Line tool.
highlight something with an arrow	the Pointer.

To . . .	click . . .
draw a square	the **Square** tool. Choose the color of the square from the **Fill Color** drop-down list.
draw a circle	the **Oval** tool. Choose the color of the circle from the **Fill Color** drop-down list.
input an equation	The Math and Science Equation Editor icon ($\sum$). The Equation Editor appears. Input the equation and click **Insert Equation**.

Group Browser

Overview

The Group Browser enables users to collaboratively browse the Web. This tool opens a URL that is viewable by all users. URLs used in the session are recorded in the archive if one is created. The Session Admin determines whether or not this function is made available to users.

	Note: Only users who have an Active role can access the Group Browser.

Functions

The table below details the available functions in the Group Browser.

To . . .	click . . .
open a Web site	type the URL in the **Enter Address** field.
choose where to display the Web site	**Display To Class** to display the window in the Whiteboard or click **Preview in New Window** to open the Web site in a new browser window. The preview window is only displayed to the user that opened it.

Content Map

Overview

The Content Map enables users to browse the Course while in a Virtual Classroom. By default, the Session Admin has access to operate the Map. Users must have Active privileges to use the Content Map in a Virtual Classroom.

Functions

The table below details the available functions in the Content Map.

To . . .	click . . .
display an element on the map to all users	the Content Area in the Map and select **Display To Class** in the drop-down list.
display an element on the map in a separate window	the Content Area in the Map and select **Preview in New Window** in the drop-down list. The new window is only visible to the User who opens it.
refresh the Map during a Collaboration Session	**Refresh Tree** in the drop-down list. This updates the Map to match the Course Menu .

Ask Question

Overview

Users are able to ask questions during the session. As users submit questions during the session the Session Admin can view and respond to them.

	Note: Only users who have an Active role can ask questions.
Note	

Ask a Question

To ask a question, select **Compose** in the Ask Question area. Enter the question in the text box and click **Send**.

Question Inbox

Overview

Questions from users are sent to the Question Inbox during the Virtual Classroom session. The Question Inbox is used to manage and respond to questions during a Collaboration Session.

Note: Only users who have an Active role can access the Question Inbox.

Function

The table below details the functions available in the Question Inbox Tool.

| To . . .	click . . .
respond to a question	the Username in the **From** list and click the **Respond to Question** icon. The Respond to Question pop-up window appears.
delete a question	the Username in the **From** list and click the **Delete** icon.
view only questions that have not been answered	the checkbox next to **Show unanswered only**.

Respond to Question fields

The table below details the fields on the Respond to Question pop-up window.

Field	Description
Question	Question that was submitted.
Response	Enter the response to the question.
Private	Select this check box to make the response to the question private. If marked private, the response is only sent to the person who submitted the message.

Chat

Overview

The Chat allows the users to interact with each other via a text-based chat. Chat is part of the Virtual Classroom. It can also be accessed separately.

	Note: Some of the functions in the chat are limited to those users with an Active role

Find this page

Follow the steps below to open a Chat:

1. Click **Communication** on the Course Menu.
2. Select **Collaboration Tools**.
3. Click **Join** to next to a Chat session.

Functions

The table below details the functions available in the Chat.

To . . .	then . . .
enter a message for the class to read	type the message in the **Compose** field. Click **Send**. The message appears in the chat area. There 1000 character limit for chat messages.
become an Active user	click the hand symbol. A hand appears next to the Username. The Session Administrator clicks on the hand to make the user Active.
view user information	Select a Username in the Participant list and then click User Info.
send a private message to a user	Select a Username in the Participant list and then click Private Message.

Private Messages

Overview

Users can send private messages to each other if the Session Admin enables this tool in the Session Controls. Private messages are not recorded or archived.
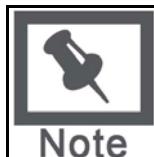
	Note: Only users who have an Active role can send Private Messages.
Note	

User Information

Overview

The User Information pop-up window displays personal information about a user such as name, email address, and any other information the user has chosen to add to their profile.

Click **User Info** in the Chat area and the User Information pop-up window appears.

Send a Private Message

Click **Private Message** to send a message to the user. The Compose Private Message pop-up window appears.

Session Archives

Introduction

Session Archives allow users to review the discussions and questions raised during a Collaboration Session. Sessions are archived by date and the option to remove an archive is available to all group members.

Find this page

Follow the steps below to open the Session Archives page.

1. Click **Communication** on the Course Menu.
2. Select **Groups** from the Communication Center.
3. Click **Collaboration**.
4. Click **Archives** next to a Collaboration Session.

Functions

The table below describes the functions available on this page

To . . .	click . . .
search for an Archive in the Collaboration Session	the **Archive Name** or **Creation Date** option in the **Search by:** field. Enter the name of the archive or the date it was created. Click **Search**.
open an archive	the archive in the Archive Name column.
change the name or availability of an archive	Manage. The Archive Properties page appears.
remove an archive	**Remove**. This action is irreversible.