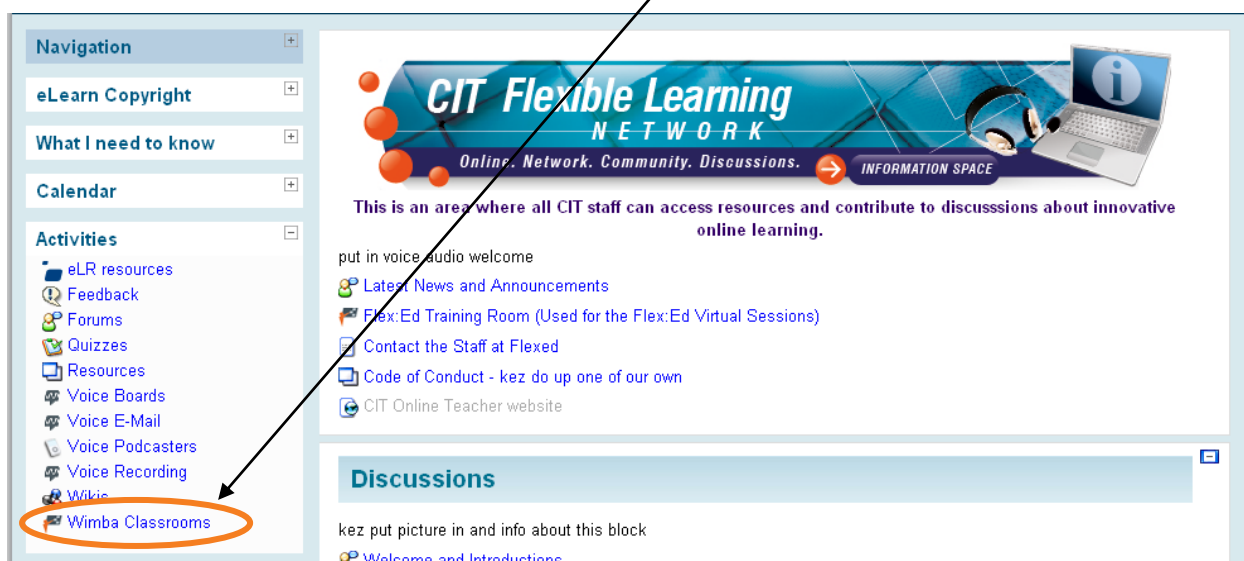




eLearn Virtual Classroom: Advanced Teacher / Presentation Guide

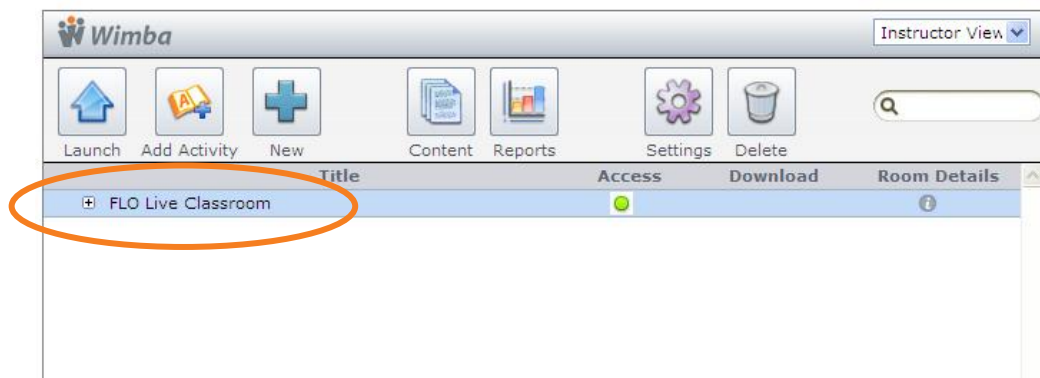
Managing the eLearn Virtual Classroom




To manage your content, settings and archives you will need to go to the Administration area of your **eLearn Virtual Classroom**. This is located in the **Activities** block in your eLearn course.








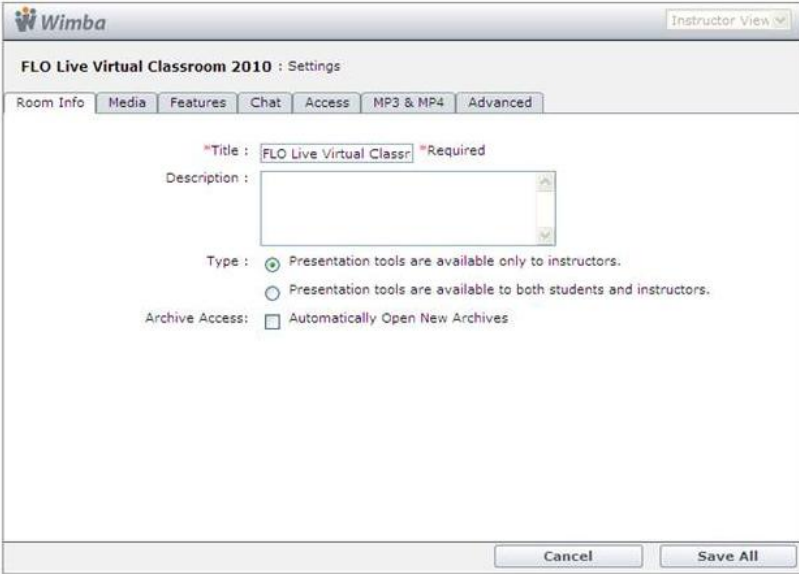

Click on this link to open up the following administration block.

You may have more than one room in your list. In this case there is just one room called **FLO live Classroom**. To access that classroom you need to **click on the name**. This will open up access to all the icons on the top bar.



Title	Access	Download	Room Details
FLO Live Classroom			

The following is a guide to each of the icons:

	<p>Launch Button - this button allows you to access the room from this administrative area.</p>
	<p>Activity Button - this is a short cut to create a new room in this administration area (this button is not recommended to create a new room).</p>
	<p>New Button - this is also a short cut to create a new room (once again this button is not recommended)</p>
	<p>Reports Button - this button allows you to print out reports on your students use of the Virtual Classroom</p>
	<p>Settings Button - The Settings area allows you to adjust settings for your room including granting and denying student's access to the different classroom tools.</p> 
	<p>Delete Button - you can delete the room using this button. (this will delete ALL archives/recordings also)</p>



Content Button - (managing your POWERPOINTS and POLLS).

The content area allows you to upload and delete your PowerPoints and to create Polls.

Click on the **'Default content Folder'** below.

This will take you to the following screen. To upload your PowerPoint click on the **Browse** button.

Modify Room: FLO Live Virtual Classroom 2010

Presentation Content New Folder

Select a folder from the list to modify its contents:

Folder Title	Slide Count	Get Info	Edit Title	Delete
Default Content Folder	0 slides			
Site Assets	0 slides			

* Denotes a system folder that can not be deleted.

Start Content

Select content to appear at start of your presentation:

Destination	Slide Title	Edit
Content Frame:	Default Start Content Slide	
Branding Frame:	Default Start Branding Slide	

Modify Folder: FLO Live Virtual Classroom 2010: Default Content Folder

Empty folder selected. Please begin adding content to your folder below.

Upload New Content: Display this content in the eBoard Browse... Add

Or Add a URL:
Enter the full URL in the text field above. (URLs will display in a new browser window.)
 Add

Or Create New Poll:
 Multiple Choice
 Open Ended
 Questionnaire
 Bullet List

Create a single multiple-choice question. Respondents can select one (or more) choice(s). Results can be immediately published to the participants.

Create Cancel

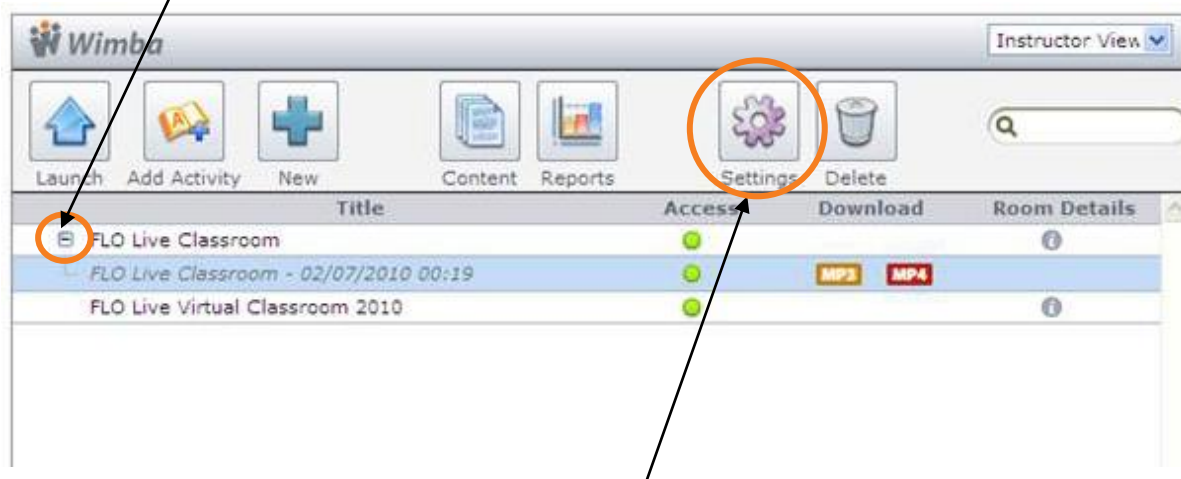
To create a **poll** select the type of poll you would like and then click on the **Create** button.

ARCHIVE (RECORDINGS) Management

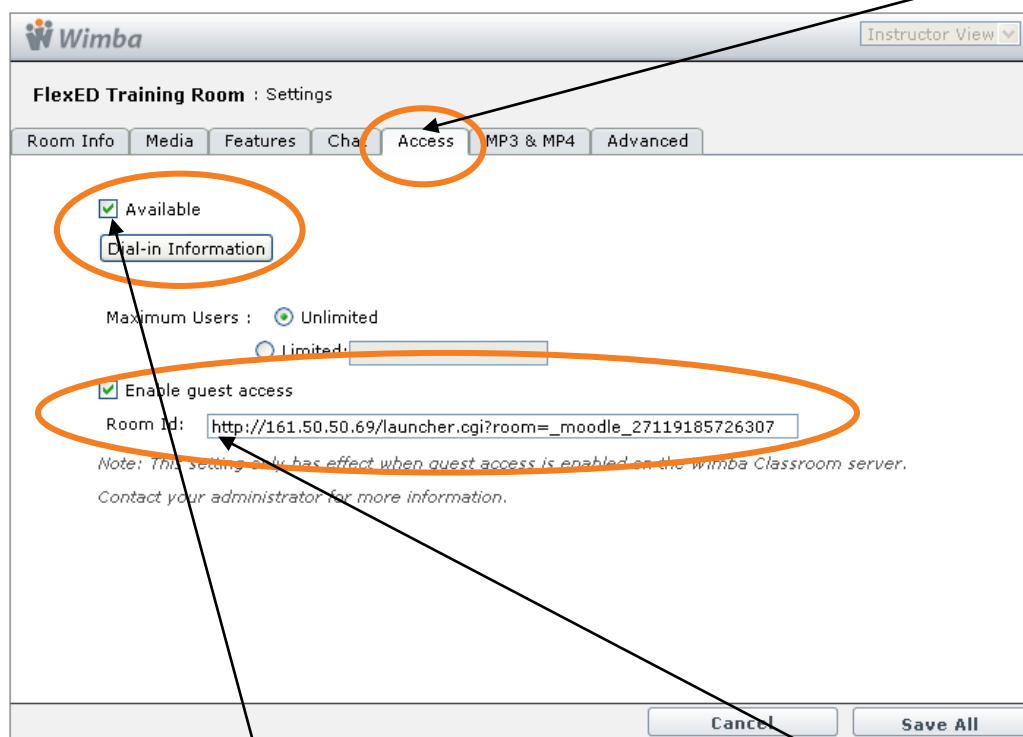
To view an archive click on the **Wimba Classroom** link in the **Activities block** of your **eLearn Classroom**.

This will open up a list of Virtual Classrooms.

Click on the **plus arrow** to the left of the *name of the classroom*. This will open up a list of all archives for that room. To access the room click on the *date of the recording* you are after.



This will give you access to the icons. Click on the **Settings icon** and then select the **Access** tab.



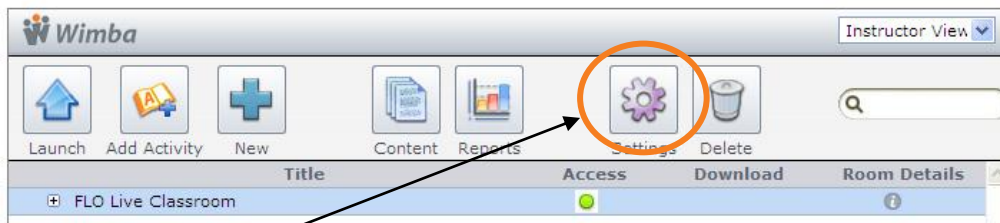
Make sure you tick the **Available** box so as this will open the archive. In the **Room ID** there is a URL address. This is the link for the archive. You can either email this to your students or you can add it to your eLearn course.

Inviting a Guest Speaker to Participate or Present

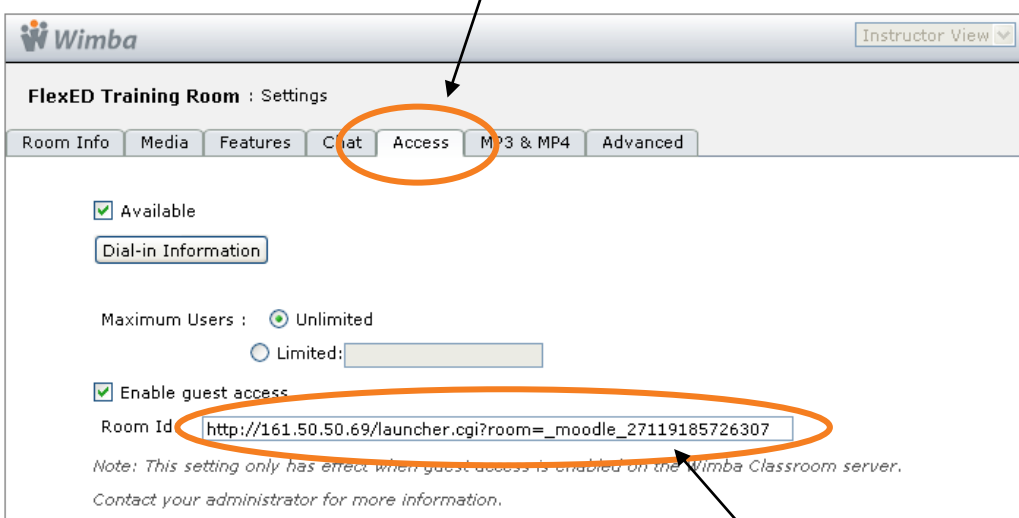
As people external to CIT are unable to access eLearn, you can send them a link so they can participate in your eLearn Virtual Classroom.

This link can be found using the same method as you use to access your archive recordings.

Click on the name of the room you want your guest to join.



Click on the **Settings** icon, then the **Access** tab.



Just copy and paste the link into an email to send to your guest.

NOTE: If you would like your guest to have presenting tools, once they are in the room, you will need to promote them to a presenter. To do this, click in the **- icon** to the far right of their name. This will make your guests name **bold** and they should now have the presenting tools available to them.

