



## eLearn Virtual Classroom: Getting Reading Guide for Teachers/Presenters

### At least 24 hours prior to the session commencement time.

- **Purchase you headset**

Purchase your USB headset with a microphone and install on your computer. Logitech and Plantronic are the recommended brands. We recommend you use a USB plug-in.

- **Run the eLearn Virtual Classroom**

Run the Wizard the day before your first eLearn Virtual Classroom session.

*The Wizard can be found at:* <http://161.50.50.69/wizard/wizard.html.pl>

### Day of the Virtual Classroom session

**For teachers:** Click on the link to the eLearn Virtual Classroom from your eLearn course (you cannot access the room as a teacher unless you are a teacher for the course that the room has been created in). This will take you straight into the room.

**For guest presenters:** Click on the URL link you have been sent via email.

***You are now ready to participate in the eLearn Virtual Classroom session.***

## eLearn Virtual Classroom Features

The screenshot shows the Wimba Classroom interface with several key components labeled:

- eBoard - Virtual Whiteboard:** Located on the left side of the interface.
- Camera Button:** Located in the bottom toolbar.
- Talk Button:** Located in the bottom toolbar.
- Microphone & Speaker:** Located in the bottom toolbar.
- Send public & private chat messages:** Located in the bottom toolbar.
- Polling Response Yes / No:** Located in the bottom toolbar.
- Hand Raise:** Located in the bottom toolbar.
- CONTENT FRAME:** The large central area where content is displayed.
- PRESENTERS CONSOLE:** Located on the right side of the interface.
- EMOTICON INDICATORS:** A set of icons for expressing emotions, located in the bottom right corner.
- PARTICIPANT AREA:** Located at the bottom of the interface, showing a list of participants.
- TEXT CHAT AREA:** Located at the bottom of the interface, for text-based communication.

**CONTENT FRAME is where all content such as PowerPoint presentations will appear**

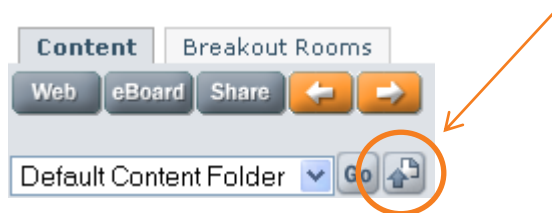
**EMOTICON INDICATORS**

- First Line
- Clear
- Away
- Approve
- Disapprove
- Surprise
- Second Line
- Confused
- Clap
- Laugh
- Faster
- Slower

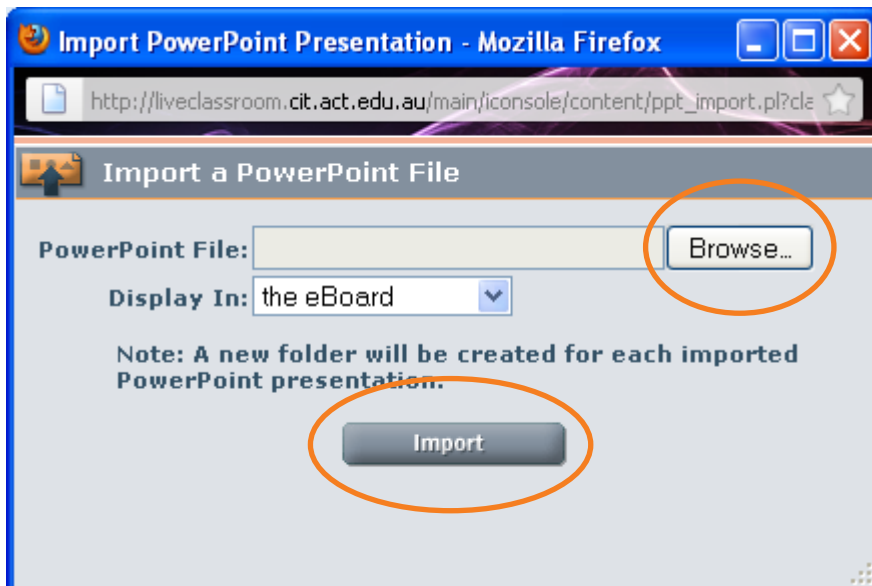
## Adding a PowerPoint to your Virtual Classroom

**NOTE: Virtual Classroom will not show any animation, video or audio that you may want to put into your PowerPoint's. Keep your PowerPoint's simple with images and text ONLY.**

1. To upload a PowerPoint to your Virtual Classroom, go to the Presenters Console on the right hand side of your screen and click the icon of an arrow pointing up.



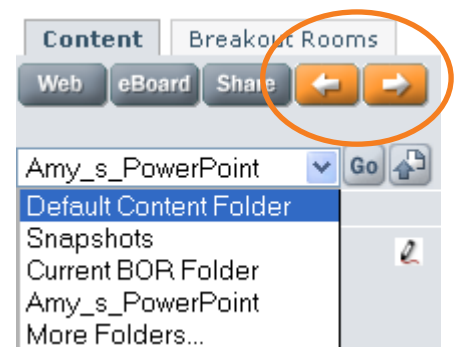
2. This will display the following screen. Click on **Browse** and choose your PowerPoint. Keep the **Display In** box set to "the eBoard". Click **Import**.



3. It may take a couple of minutes to upload depending on the size.
4. Once it has uploaded, it will put it in the **Default Content Folder**. To show your PowerPoint, click on the **Default Content Folder drop-down menu** and choose your PowerPoint. Now click on **Go**.

5. This will open a list with each slide of your PowerPoint. Click on the first slide and you will now see your first slide display in the Content Frame.

6. To navigate, click on the **forward/back buttons** in orange or click on each slide individually or skip through to your selected slides.

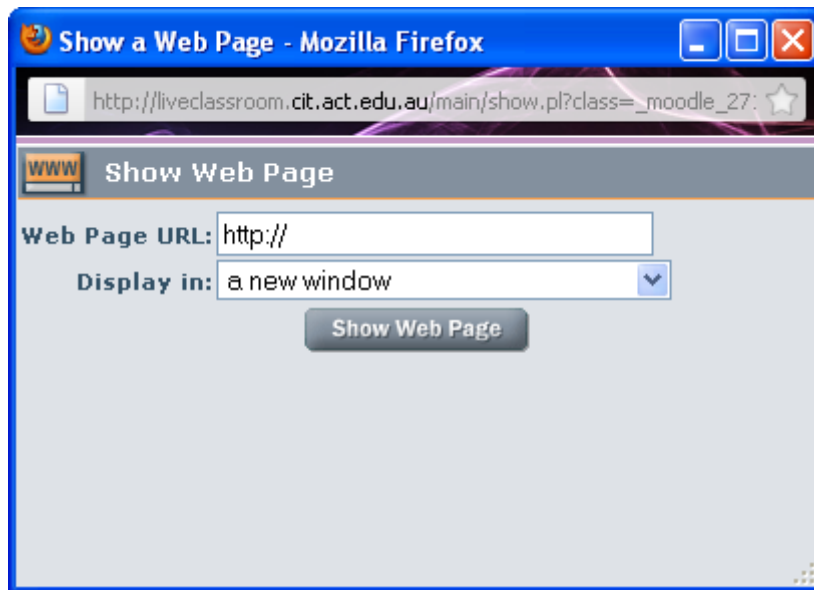


## Sharing a Webpage with your Student / Participants

1. Click on the **Web** tab in the Presenter's Console on the far right of your screen.



2. This will open up the following screen.

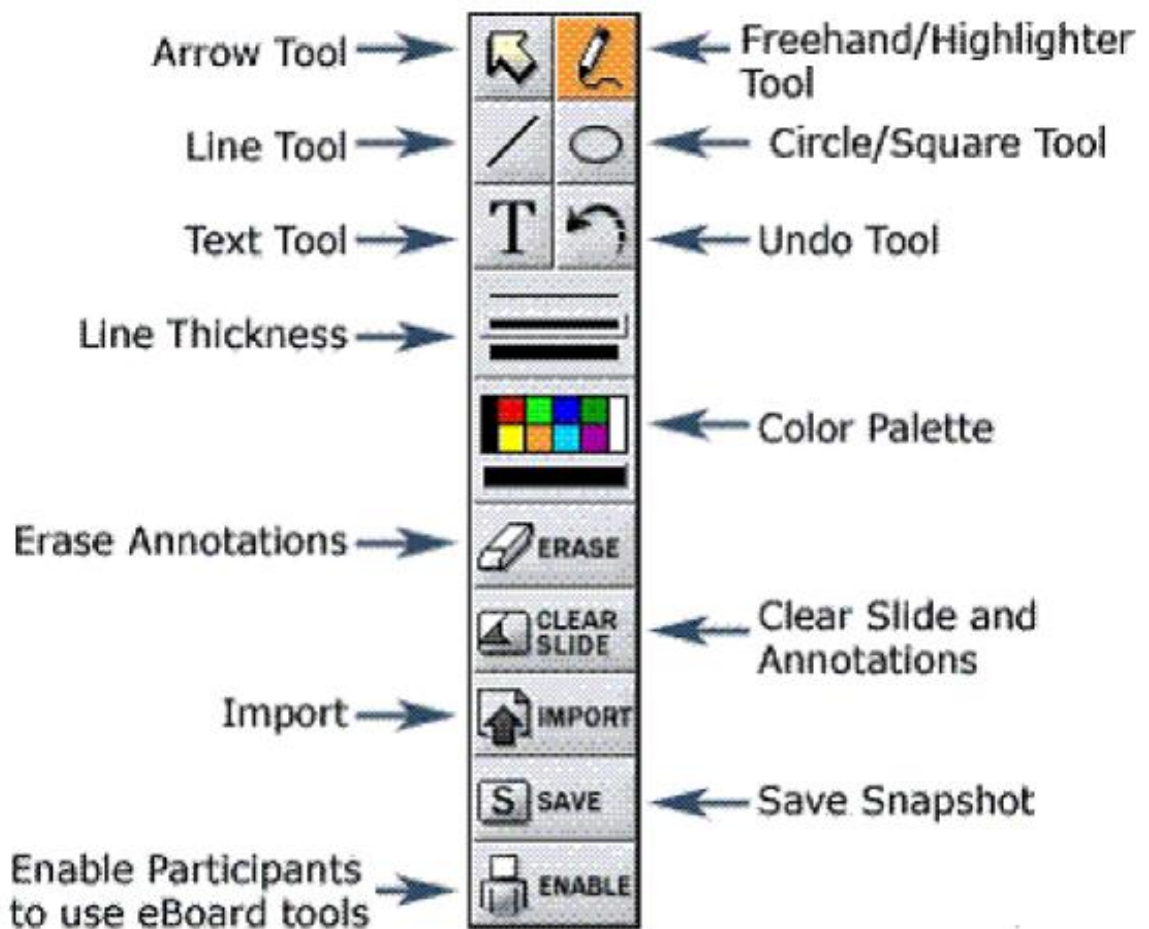


3. Type in or copy and paste the web address (URL) into the **Web Page URL** box.
4. Change the **Display in** settings as you please. **Content frame** will open it up in the Content Frame of the Virtual Classroom. **New window** will open the webpage in a separate window to the Virtual Classroom for your students to look at. We recommend you use the **Content Frame** option.
5. Click on **Show Web Page**. Your students will now see the webpage on their screens.

## Using the Drawing Tools on your PowerPoint's or the Whiteboard

The eLearn Virtual Classroom has eBoard tools which allow you or your students to write text or to draw shapes or lines on the whiteboard including over your PowerPoint slides. If you have uploaded your PowerPoint onto the eBoard, the tools will automatically appear for you in the top left hand side of the screen.

**NOTE: The tools are automatically DISABLED for your students/participants. To enable these tools click the 'enable' button and then 'select all'.**



## Tips and Tricks for Teachers

### Quick Tips

- Limit sessions to a maximum of **55** minutes (the recording will not work after this time frame).
- Make sure you have **set ground rules** for using the Virtual Classroom and be prepared to use your blocking tools. You could set ground rules in a text icebreaker.
- No more than **4 slides** without interaction e.g. Tick or cross, hand raise etc.
- Cover each slide in less than **4 minutes**.
- **Close all other applications**. Running other applications on your computer can slow your connection to the eLearn Virtual Classroom.
- Partner with a colleague who can monitor the text and any technical problems (when possible).
- Present somewhere you cannot be disturbed (put up a sign on your computer).
- Be aware of simple and complex cultural differences.
- Make sure you are comfortable with the Virtual Classroom and practice.

### Tips for Displaying Content

Select the right method for your delivery:

- PowerPoint -- prepared lecture material / focus on content / interact with eBoard.
- Web Page – ‘how to’ exercises / sending resources.
- Application Share -- demonstrations / student interaction with content or activity.
- Polling – Student Interactivity.

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### Tips for using Recordings

Archives record everything in a live session, except for private chats and break out room activity. They are great for:

- Participants to review live presentations.
- Guests to review live presentations.
- On demand access of content.
- When stopping an archive wait until you have heard the words “**ARCHIVE COMPLETE**”.

### Have alternate Plans A, B and C

- Have a second computer set up in case the one you are using has a problem.
- If you are Web touring and participants cannot see the page, try application sharing. If this does not work have screen shots ready to use.
- If a participant's microphone does not work don't panic, just ask them to write any questions or comments in the text chat area.

