Virtual Classroom Participants Guide

Please check the following before entering the Virtual Classroom:

1. To participate in a Virtual Classroom you must have the following:
   b. An internet connection
   c. A web browser (Internet Explorer, Firefox, Safari or Chrome)
   d. Flash Player 10 or higher ([http://www.adobe.com/support/flashplayer/downloads.html](http://www.adobe.com/support/flashplayer/downloads.html))
   e. A USB headset with microphone connected to your computer
   f. Ensure the computer volume is enabled.

Please complete the following steps upon entering the Virtual Classroom.

The following steps will assist you with enabling your audio and microphone use in the Virtual classroom.

Test your audio:

1. Select **Meeting** in the top menu, then select **Audio Setup Wizard**. Follow the onscreen instructions.

2. Once your host/tutor has enabled your microphone the icon will appear at the top of the screen. Select the drop-down arrow next to the **Microphone icon** in the top menu.

3. Select **Connect my audio**

4. Select **Allow** if requested

5. Raise your hand using the status icons when you have completed these steps
Status Icons

Below are the various status icons you can use to communicate with your host/tutor.

Virtual Classroom Etiquette

• Please enter the Virtual classroom on time.
• Do not talk out of turn. If you would like to ask a question please use the Raise Hand icon.
• If the tutor asks the group a question please respond using the Agree/Disagree icons.
• If you need to leave the virtual classroom during the session please use the Step Away icon.
• To clear the icon use the Clear Status icon.

Layout:

In the Virtual Classroom you will see a number of areas on the screen. The main area is our Shared files with a series of instructions. There is also an Attendees list which should have your name in it, and a Chat area.
Using Chat:

Chat with everyone.

Enter text in the white area and press Enter.

Chat with the Host only:

Hover the mouse over the Host name in the Attendee list. Note: the Host can see all Private Chats.