

## 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:
  - a. A supported Operating System (<http://w3.unisa.edu.au/ists/new/students/SupportSoftwareVersions.htm>)
  - b. An internet connection
  - c. An internet connection
  - d. A web browser (Internet Explorer, Firefox, Safari or Chrome)
  - e. Flash Player 10 or higher (<http://www.adobe.com/support/flashplayer/downloads.html> )
  - f. A USB headset with microphone connected to your computer
  - g. 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.

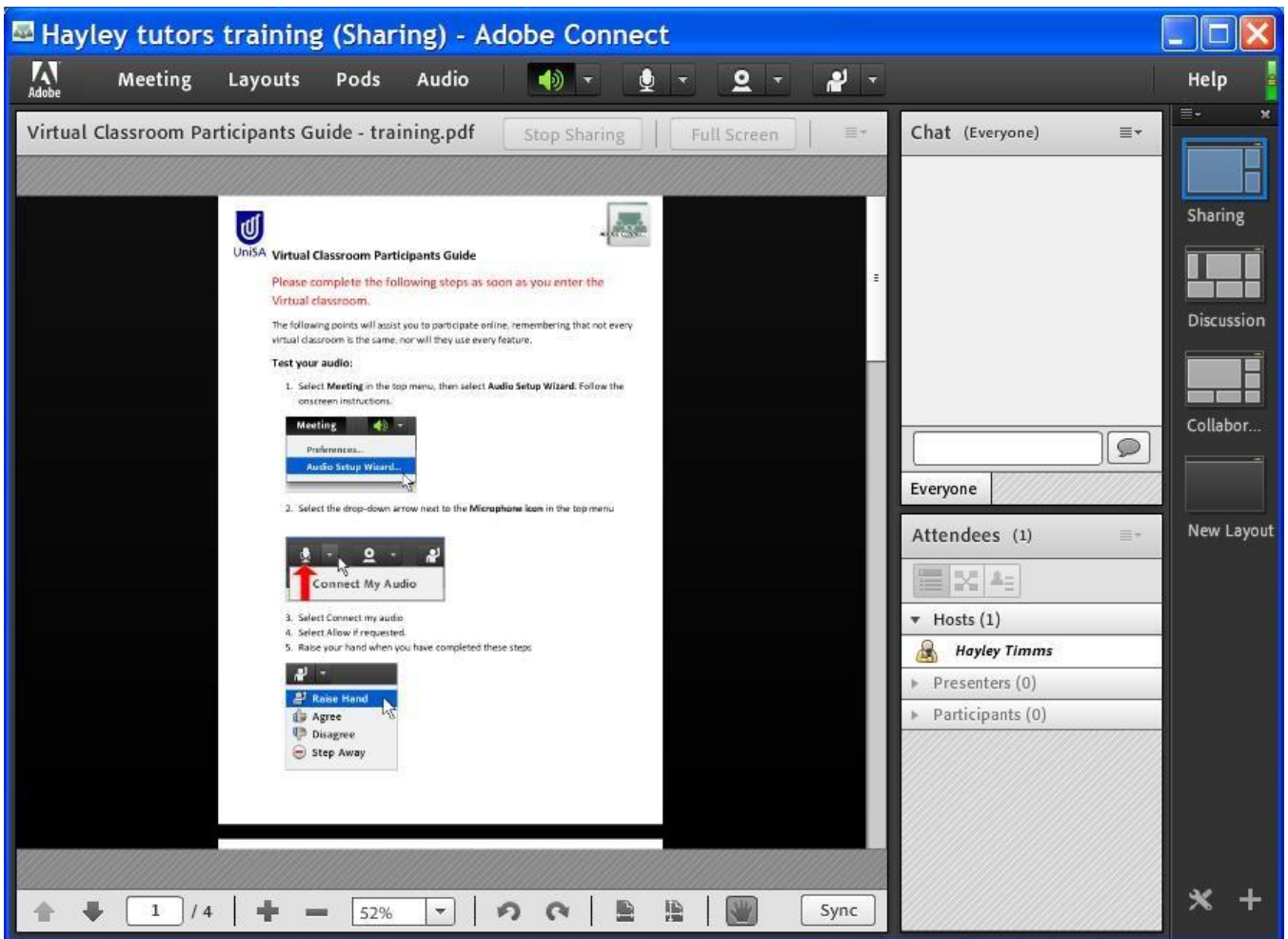


## Virtual Classroom Etiquette

- 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.

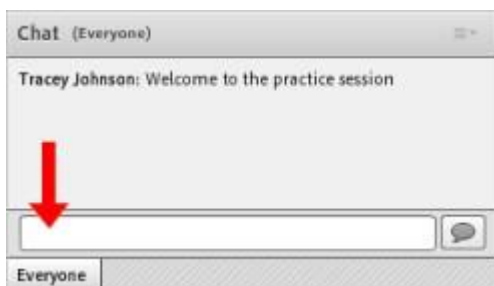
## Layout:

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.



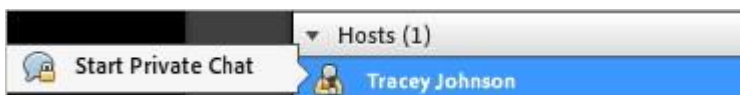
## Using Chat:

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.