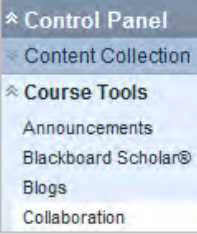


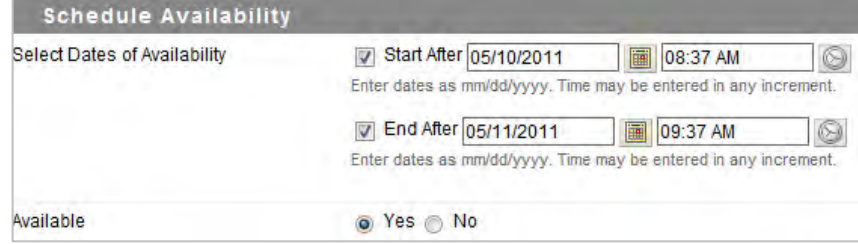
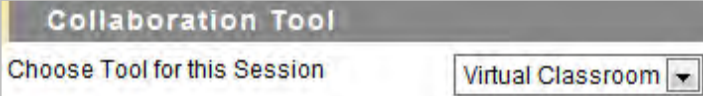



CREATING AND MANAGING VIRTUAL CLASSROOM



Create and Manage Virtual Classroom

The Virtual Classroom environment includes a shared White Board, a Group Browser, a Question and Answer box, and a Map that can be used to navigate to places in the Course. The Session Administrator establishes which tools in the Virtual Classroom users can access.

<p>Step 1</p>	<p>In the Course Tools area of the Control Panel, click Collaboration.</p>	
<p>Step 2</p>	<p>To join a previously created Virtual Classroom, click on the Session Name.</p> <p>To create a new Virtual Classroom, click Create Collaboration Session and complete the fields as appropriate:</p> <p>Session Name Select Dates of Availability: Use the Start After and End After date and time fields to limit availability. Select the Start After and End After check boxes in order to enable the date and time selections. Available: Select the Yes option to make it available to users. Choose Tool for this Session: Select Virtual Classroom.</p> <p>Click Submit.</p>	    

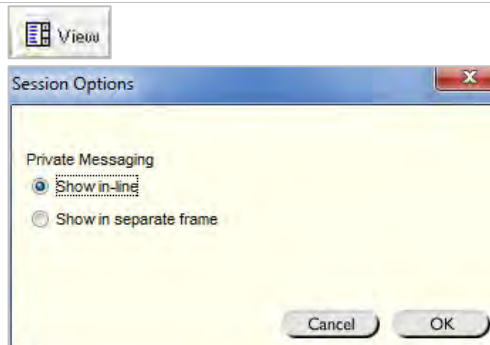
Menu Bar



Allows the Session Administrator to control the Virtual Classroom. This includes managing participation, monitoring breakout sessions, and ending the session. All users have access to the options on the Menu Bar.

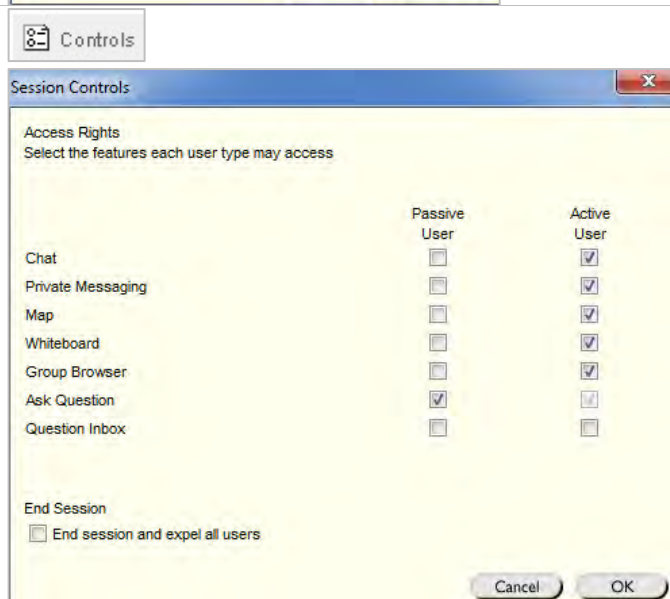
View: Choose an option for viewing Personal Messages in the Virtual Classroom.

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.

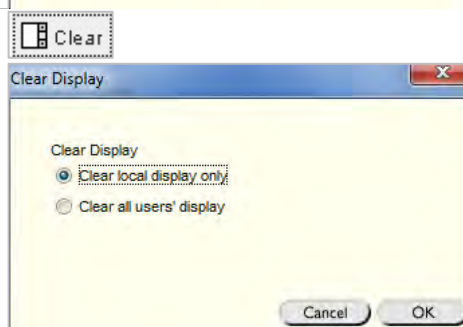


Controls: Use the check boxes to grant access to tools for Passive and Active Users. Uncheck to delete access to tools.

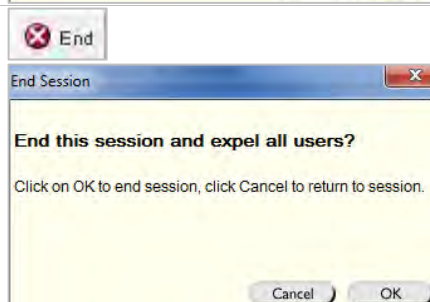
To end the session, click the checkbox next to **End session and expel all users**, then click **OK**.



Clear
Clear erases the users chat display.



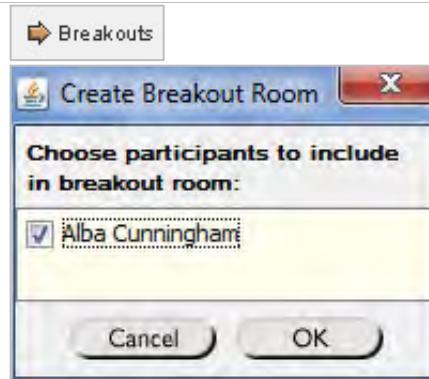
End
Ends the session and expels all users. This action cannot be undone.



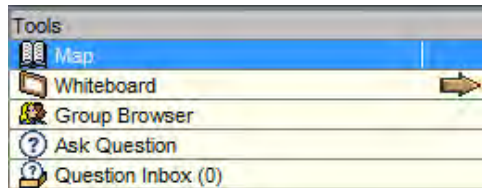
Breakouts

Select the check boxes 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.



Tool Box

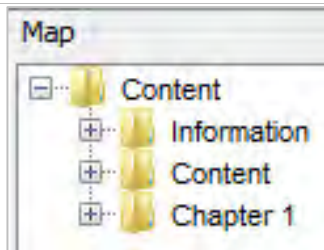


If granted access to these tools by the Session Administrator, users can use the Whiteboard, access Web sites, and view the Course Map (Content Menu).

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.

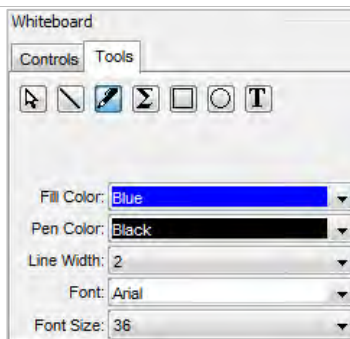
Map:

Enables users to browse the Course Contents while they are in a Virtual Classroom.



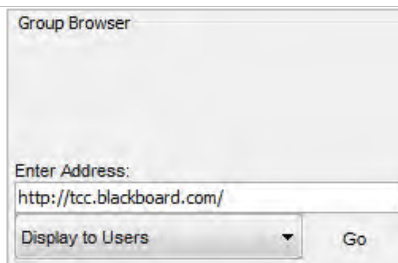
Whiteboard:

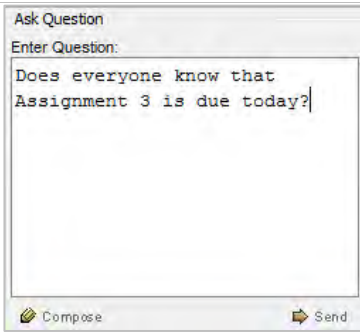
Enables users to present different types of information as they would on a whiteboard in a classroom.

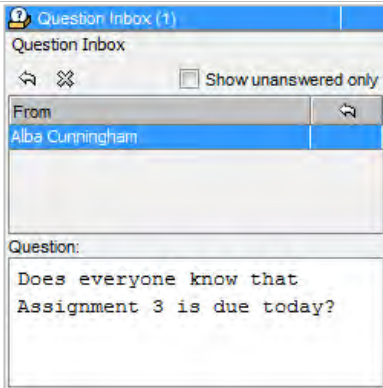


Group Browser:

Enables users to collaboratively browse the Web.



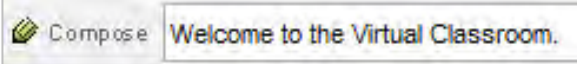
<p>Ask Question: Enables users to ask questions during the session.</p>	
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<p>Question Inbox: Enables users to answer questions submitted by other users during a session.</p>	
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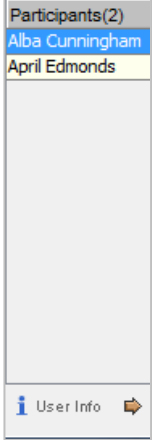
Chat



Allows users to compose messages, raise their hands to ask questions, and activate private messages.

Step 1	To enter a message for others to read, type the message in the Compose field. Click Send or press Enter. The message will appear in the chat area. There is a 1000 character limit for chat messages.	
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Step 2	To 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.	
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<p>Step 3</p>	<p>To view user information, Select a Username in the Participant list and then click User Info. A pop-up window displays personal information about the selected user such as name, email address, and any other information the user has chosen to add to their profile.</p>	
<p>Step 4</p>	<p>To send a private message to a user, select a Username in the Participant list and then click Private Message. Users can send private messages to each other if the Session Administrator enables this tool in the Session Controls. Private messages are not recorded.</p>	