VIRTUAL CLASSROOM TOP TIPS

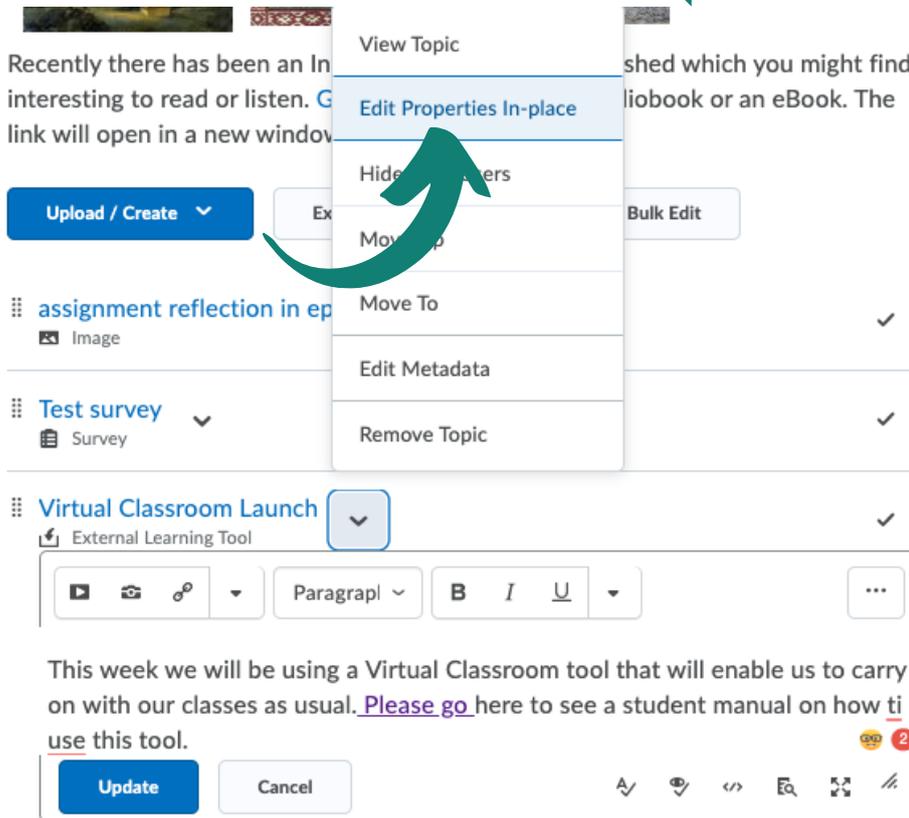BELOW YOU WILL FIND SOME TIPS **BEFORE, WHILE AND AFTER** YOU RUN THE VIRTUAL CLASSROOM

BEFORE THE VIRTUAL CLASSROOM (VC)

1 Prepare your session/lecture/class with considerations for online delivery - change of pace and interaction with your students

2 Have your slides ready and if possible, upload them to your Virtual Classroom tool

3 Inform the students how to access the Virtual Classroom and guide them to the right place.

4 Set up a VC session in your module and do the following:
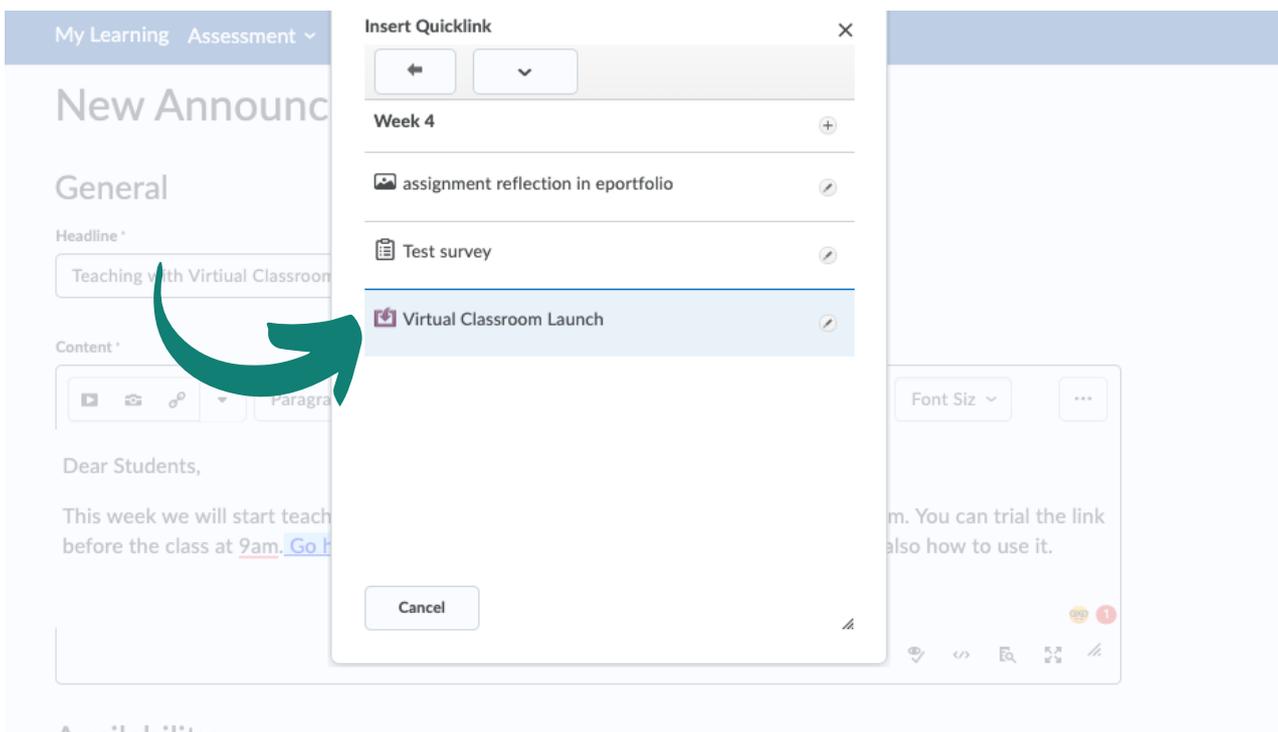
- Add the VC to My Learning space

- Once the link is added, you can add further instructions to your students and link it to student manual on how to use the tool (below example of the text); Here a link to student handbook.

Recently there has been an In[...]shed which you might find interesting to read or listen. G[...]liobook or an eBook. The link will open in a new window[...]

View Topic

Edit Properties In-place

Hide [...]ers

Mo[...]

Move To

Edit Metadata

Remove Topic

Upload / Create ∨   Ex[...]   Bulk Edit

assignment reflection in ep[...]
🖼 Image   ✓

Test survey ∨
📋 Survey   ✓

Virtual Classroom Launch ∨
📤 External Learning Tool   ✓

This week we will be using a Virtual Classroom tool that will enable us to carry on with our classes as usual. Please go here to see a student manual on how to use this tool.

Update   Cancel

- Then it would be advisable to send an announcement to students linking to the VC.
- Add a new announcement
- Insert Quicklink linked to the text
- Select Launch Virtual Classroom

My Learning   Assessment ∨

New Announc[...]

General

Headline *

Teaching with Virtual Classroom

Content *

Dear Students,

This week we will start teach[...]m. You can trial the link before the class at 9am. Go h[...]also how to use it.

Insert Quicklink   ✕

←   ∨

Week 4   ⊕

🖼 assignment reflection in eportfolio   ✎

📋 Test survey   ✎

📤 Virtual Classroom Launch   ✎

Cancel

Availability

5 Have a contingency plan in place and inform students what to do when they cannot join the class - maybe your recording of the session will be available after the class and students would have to read something in order to progress with their learning.

WHILE THE VIRTUAL CLASSROOM (VC)

1 Set up clear rules with your students in first 5 minutes of the session. Consider: muting students, hand raising, using chats, grouping students.

2 Run a quick tech check with your students and ask them if they can all hear you - you can do it 5 min before the class.

3 Do not wait for latecomers- start on time, unless you have no one joining.

4 Inform the students at the beginning of the session that you are planning to record it (if applicable).

5 Tell the students what to do in case they get disconnected.

AFTER THE VIRTUAL CLASSROOM (VC)

1 Finish your session with a follow up from it i.e. an activity in My Learning Space

2 Add a recording to My Learning Space. First copy the link from VC space > Add a new link to My Learning and Create a Link there
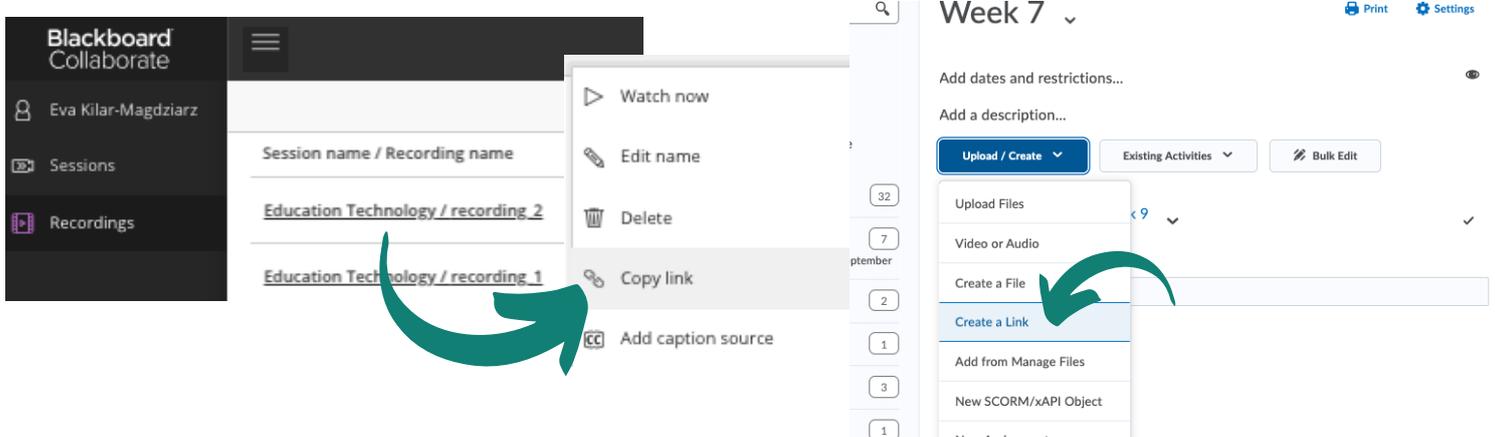
If you are still unsure how to use the Virtual Classroom tool go here for a manual.

VIRTUAL CLASSROOM (VC) USE CASE AT SLCL

Language Classroom (Italian example)

Students are shown a text in the main room in the VC - The screen or PPT is shared with students who cannot write on the screen

Students are broken into smaller groups and informed that they can always go back to the Main Room to look at the text. For this functionality you must select the following settings
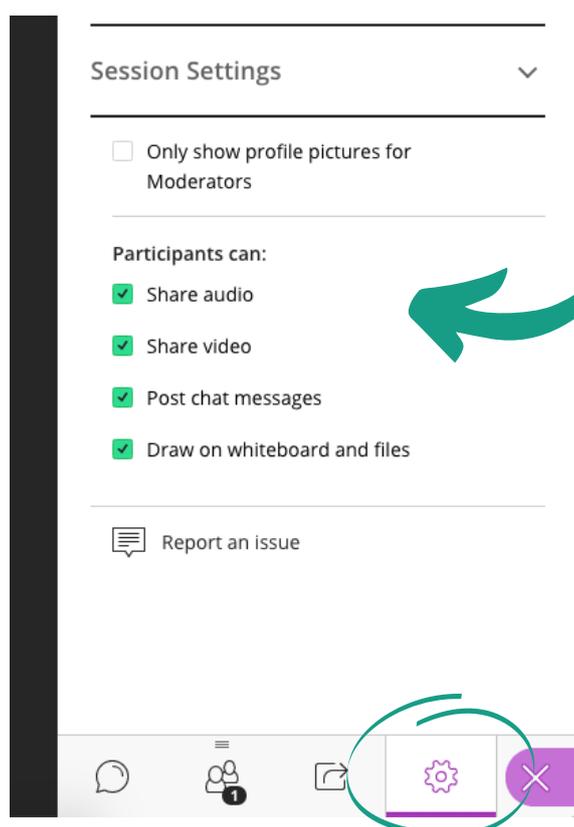
Assign Groups

Custom assignment ▼

☐ Allow attendees to switch groups

Note: *Let your students know that they can go back to the main room and have to get back to THEIR group later as they will also be able to join other groups.*

Once students discuss the text in smaller groups, they go back to the Main Room and feed it back to the tutor.

Session Settings ⌄

☐ Only show profile pictures for Moderators

Participants can:
☑ Share audio
☑ Share video
☑ Post chat messages
☑ Draw on whiteboard and files

▤ Report an issue

Remember that you can change the settings of a session while session lasts and give more or less permissions to your class.