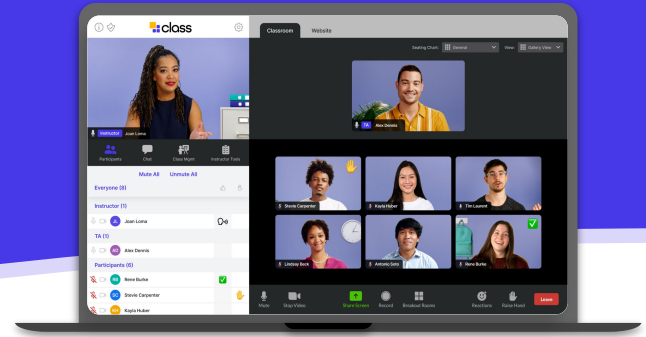# class

Guided Lab:
Class Training Library

Independent Practice: Use this script while completing the **Class Training Library** Modules and apply what you've learned within a practice course in your LMS!

Module 1: Getting Started This training module introduces you to joining Class sessions from your LMS, inviting guests, and verifying your participants.

Video 1: Set Up Class in Your LMS
- ❏ Add dates and times to your Class in your LMS from the "Edit Class Details" button
- ❏ Launch your Class from LMS

Video 2: Invite and Verify Guests
- ❏ After launching your Class, locate the Guest Link

Module 2: Navigating the Classroom This training module is designed to make you an expert in the classroom by utilizing various modes and features to organize your classroom, actively monitor user engagement, and manage basic application settings.

Video 3: Instructor Podium & Front of Room
- ❖ True or False: You can disable the *Front of Room* feature?

Video 4: Manage the Participant Panel
- ❖ True or False: All participants have the option to share reactions "publicly" or with instructors/presenters only?
- ❖ True or False: Instructors have the option to "Lower all Hands" but not "Lower Hand" for individual participants?

class

Guided Lab:
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Module 2: Navigating the Classroom Continued

Video 5: How to Chat in Class
- ❏ Locate and set your desired Chat settings
- ❏ Send a chat message- we know the room will be empty!

Video 6: Monitor Engagement with Seating Charts
- ❖ True or False: The default seating chart, *General*, is organized by the order in which participants join the session.

Video 7: Privacy Mode
- ❏ Locate and select your desired Privacy Mode setting

Video 8:Record in Class
- ❏ Record a few minutes of your Class session. After ending your Class session, locate your recording in the LMS
- ❖ True or False: Share Screens, Whiteboards, and Breakout rooms are captured in recordings?

Video 9: Audio, Video, & Captioning
- ❏ Verify you have the correct camera and microphone inputs in Class
- ❏ Add a virtual background

Video 10: Health Check in Settings
- ❏ Open Health Check and confirm everything is "Green"

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Module 3: Instructional Delivery This training module focuses on utilizing the various content-sharing features and elearning tools to provide additional resources to participants and encourage learner engagement within a classroom.

Video 11: Syllabus and Share Files
- ❏ Upload a Syllabus (optional)
- ❏ Upload a file to Share Files and Launch it (close tab when complete)

Video 12: Screenshare & Annotations
- ❏ Practice Screen Sharing
- ❏ Try Annotating on top of your Screen Share
- ❏ Pop out your Participants panel and gallery view while sharing

Video 13: Browse the Web & Play Video
- ❏ Enter a URL in Browse the Web and Launch it
- ❏ Set up a Youtube video in Play Video and Launch the video

Video 14: Launch LMS Content in Class
- ❏ Link your LMS in Class

Video 15: Survey & Polls
- ❏ Create a Survey
- ❏ Create a Poll

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Module 4: Classroom Management & Engagement Tools This training module is designed to teach you how to launch Class's collaboration features such as Whiteboard and Breakout rooms and additional administrative tools to get a deeper understanding learners' engagement after your session.

Video 16: Attendance & Dashboard
- ❖ True or False: The instructor Dashboard can be used during a session to monitor talk-time by student?

Video 17: Whiteboard
- ❏ Set up and Launch a group whiteboard
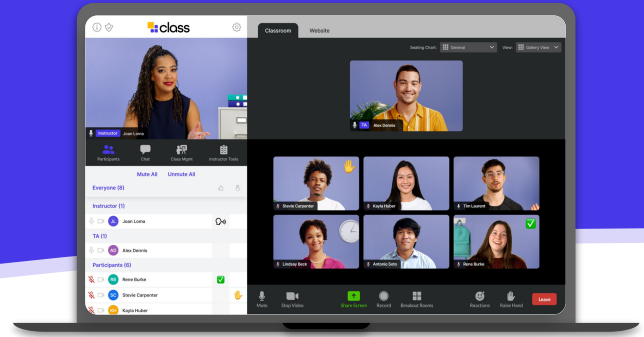- ❏ Practice using the different whiteboard annotation tools

Video 18: Breakout Rooms
- ❏ Locate the Breakout Room button and check out the different configuration options

Video 19: Proctor View
- ❖ True or False: Instructors have the ability to enlarge learner screens when proctor view has been accepted.

Answer Key: Class Training Library

Answer Key

Video 3: Instructor Podium & Front of Room
- ❖ True or False: You can disable the *Front of Room* feature? (**TRUE**)

Video 4: Manage the Participant Panel
- ❖ True or False: All participants have the option to share reactions "publicly" or with instructors/presenters only? {**TRUE**)
- ❖ True or False: Instructors have the option to "Lower all Hands" but not "Lower Hand" for individual participants? (**FALSE-** Instructors have the option to lower individual hands or all hands at once)

Video 6: Monitor Engagement with Seating Charts
- ❖ True or False: The default seating chart, *General*, is organized by the order in which participants join the session. (**TRUE**)

Video 9:Record in Class
- ❖ True or False: Share Screens, Whiteboards, and Breakout rooms are capture in recordings? (**FALSE-** Share screens and whiteboards are captured in recordings but breakout room activity is not**)**

Video 16: Attendance & Dashboard
- ❖ True or False: The instructor Dashboard can be used during a session to monitor talk-time by student? (**FALSE-** Dashboard metrics are available after a session. You can monitor talk-time during the session by using the *Participation* seating chart)

Video 19: Proctor View
- ❖ True or False: Instructors have the ability to enlarge learner screens when proctor view has been accepted. (**TRUE**)