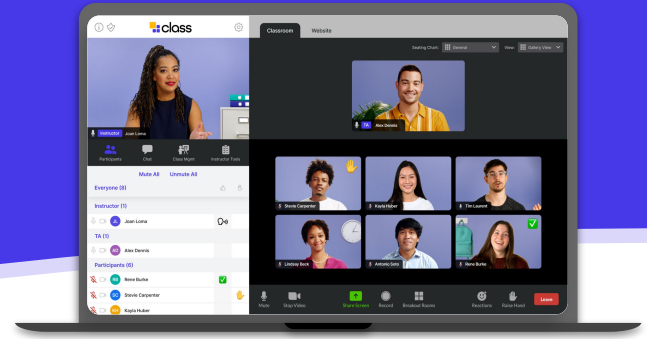# Guided Lab:
Live Instruction

Group Practice: In pairs or groups of 3+, designate one person as the instructor. This person will create a class and invite others to it using the invite link, while everyone else will join the class as a participant. As the instructor goes through the list of actions, discuss your observations. Be sure to close/end each activity before moving on to the next action. If needed, support guides are linked throughout for easy access.

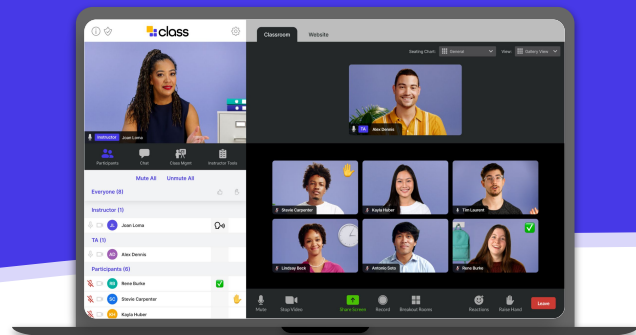| **Instructor Action**
Create if Needed |
|---|
| ❏ **Verify all participants** |
| Ensure all participants are verified by selecting the *verify all* option at the start of your session. |
| ❏ **Navigate the Classroom** |
| Instruct learners to use reactions, raise their hand, and send you a chat message. Respond to individual user chats and explore the various seating chart options. Clear all reactions, and lower all hands once complete. |
| ❏ **Launch a poll* or Survey*** |
| Review results after you close it. |
| ❏ **Launch and grade an assignment** |
| Review results after you close it. |
| ❏ **Launch a Video*** |
| Allow learners to control playback. Close the video then relaunch with Instructor playback enabled. |
| ❏ **Launch Individual or group Whiteboard*** |
| Instruct each person to add 2-3 filled-in shapes to their board. |

Guided Lab:
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Instructor Action **Create if Needed*

❏ **Share a PDF*** Use both <u>Share Screen</u> and <u>Share Files</u>.

❏ **Browse the web** Launch a webpage. Have users interact with the webpage.

❏ **Start Proctor View** Have at least one person accept and at least one person decline or have the user decline and resend the invitation.

❏ **Enable Privacy Mode** Enable Privacy Mode for All. Have one participant turn their camera on while everyone's is off. Next, allow participants to select their own privacy mode.

❏ **Enable Closed Captions** Enable closed captions within the Class application.

❏ **Breakout Rooms**
   1. Create 2 BORs
   2. Launch a whiteboard to everyone
   3. Launch another Teaching Tool into 1 room specifically
   4. Join a room and engage with the learner(s)
   5. Broadcast a message to the BORs
   6. Close BORs

❏ **View Engagement Data in Dashboard** End your Class session. Wait 5 minutes and then reopen it to access the Dashboard.