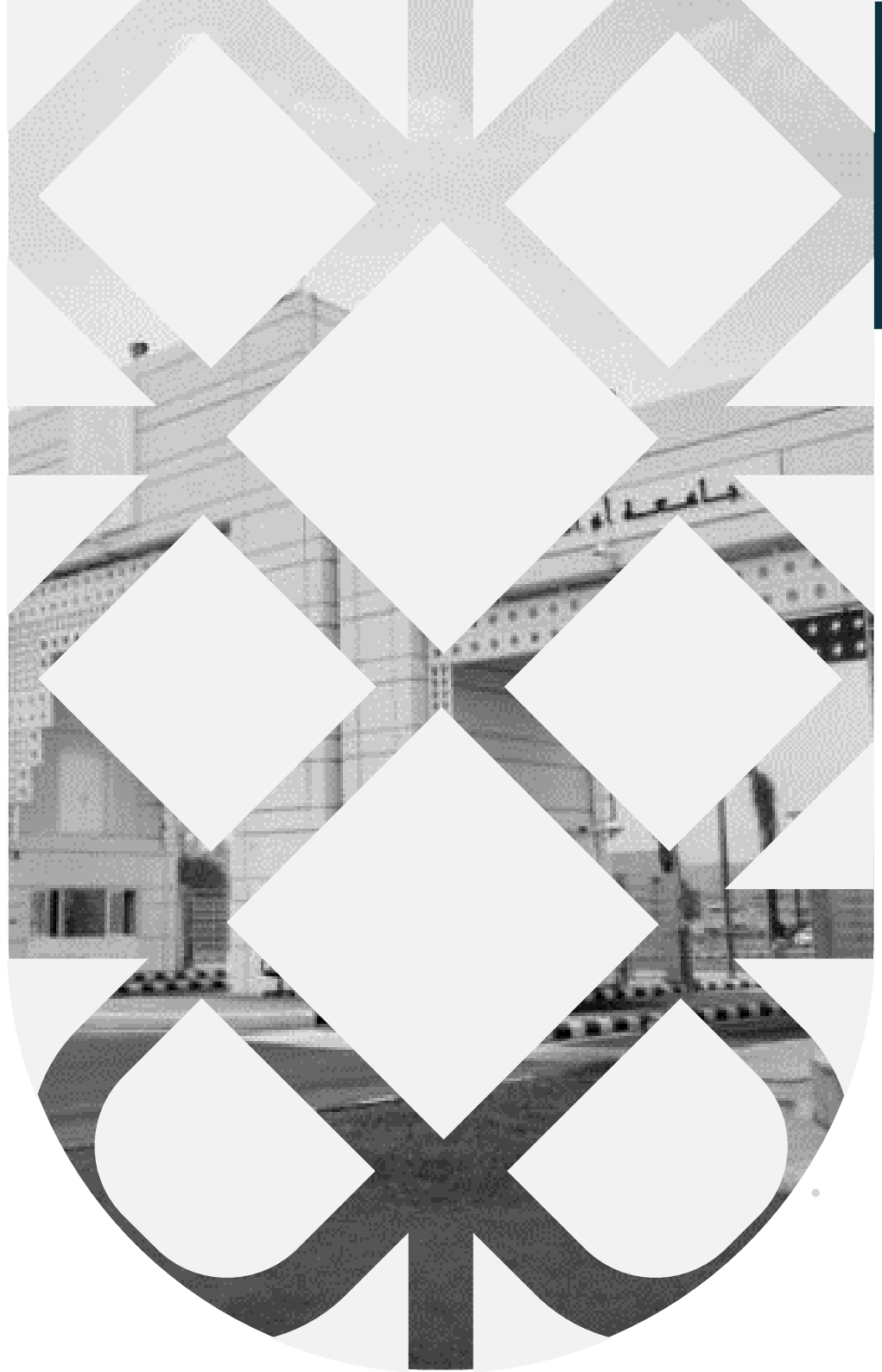




عمادة التعلم الإلكتروني والتعليم عن بعد
Deanship of eLearning & Distance Education



How to Create a Virtual Classroom

Deanship of E-Learning and Distance Education
umm al qura university

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ



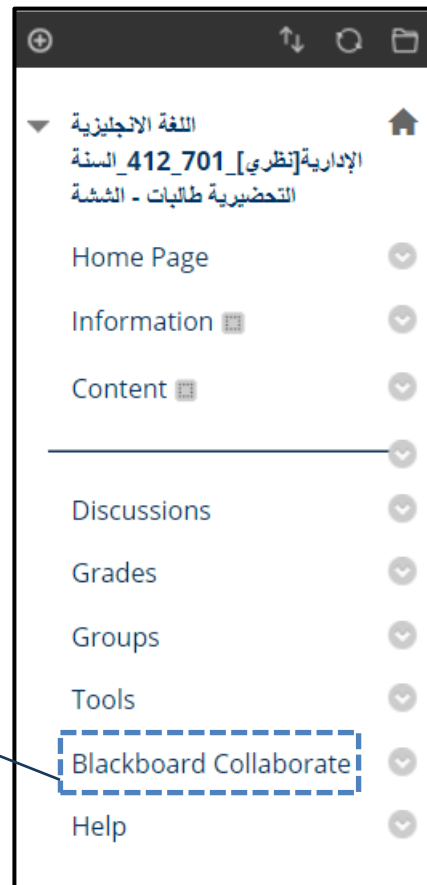
How to Create a Virtual Classroom

Dear faculty member:

You now can make use of the virtual classes' platform. In this platform you will be able to upload your lectures from where you are and at any time, and students will be able to listen and interact from home. This platform also provides storing the lectures feature, which allows the students to access the lectures at any time.

1-How to access virtual classes

From “tools” list, choose collaborate



Click on tools list and choose
Blackboard Collaborate

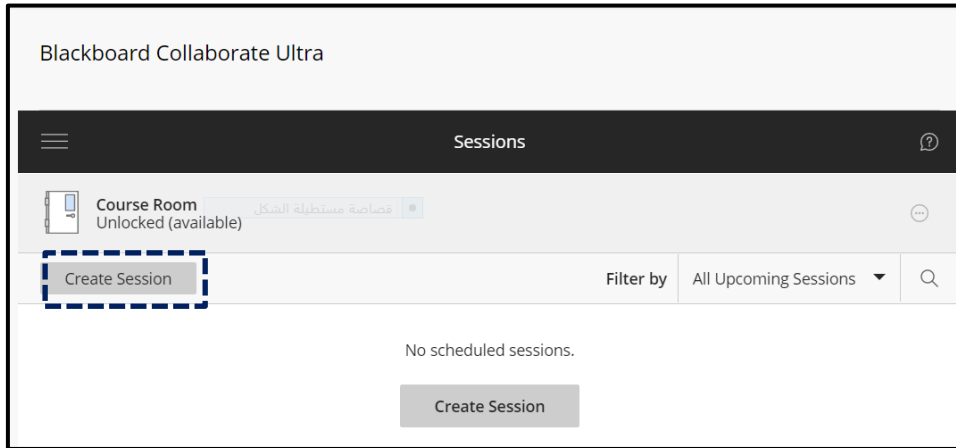
2- Move to the virtual sessions screen

The screenshot shows the 'Sessions' page in Blackboard Collaborate Ultra. It features a 'Course Room' section with a 'Create Session' button, a 'Filter by' dropdown set to 'All Upcoming Sessions', and a 'No scheduled sessions' message with another 'Create Session' button below it. Callouts provide instructions: 'To switch between reviewing upcoming sessions and reviewing recordings' points to the hamburger menu; 'To join the virtual session directly' points to the 'Course Room' icon; 'To create a new virtual session' points to the 'Create Session' button; and 'A list of the upcoming sessions scheduled by faculty member' points to the empty session list area.

3- To join directly the classroom, click on the classroom icon then we adjust the setting as shown in the following screen

The screenshot shows the 'Course Room' settings window. It includes a 'Lock course room' toggle, a 'Get secure link' button, 'Anonymous dial in' details (number and PIN), a 'Dial In' button, a checked 'Guest access' checkbox, a 'Guest role' dropdown set to 'Participant', and a 'Guest link' field containing a URL. Callouts explain: 'To join the classroom' points to the 'Get secure link' button; 'If a guest is invited to the session' points to the 'Guest access' checkbox; 'To choose the appropriate role of the guest (participant, presenter or coordinator)' points to the 'Guest role' dropdown; and 'Room link (can be added to the announcements for the students)' points to the 'Guest link' field.

4- To create a new virtual session, select (create session).



By selecting, create session, we move to session setting

To add the name of the session

To set the date and time the session starts and ends

To make the session with no end

To repeat sessions weekly and monthly.

To allow early entry before start time so that the faculty member can upload files.

The screenshot shows the 'New Session' form with the following fields and callouts:

- Name:** A text input field containing 'New Session'.
- Event Details:** A section containing:
 - Start:** A date and time picker set to 3/18/20 at 9:35 PM.
 - End:** A date and time picker set to 10:35 PM.
 - No end (open session):** An unchecked checkbox.
 - Repeat session:** An unchecked checkbox.
 - Early Entry:** A dropdown menu set to '15 min before start time'.



The role that the attendee takes. Joining as a participant is the best role.

To allow students to download recordings

To allow or prevent sharing audios, videos, chatting, or using whiteboard tools and files.

Session Settings

Default Attendee Role
Participant

Recording

Allow recording downloads

Anonymize chat messages

Moderator permissions

Show profile pictures for moderator only

Participants can:

- Share audio
- Share video
- Post chat messages
- Draw on whiteboard and files

Enable session telephony

Allow attendees to join the session using a telephone

Private Chat

Participants can only chat privately with moderators

Moderators supervise all private chats

Delete Save

To make chat messages appear as anonymous

To set chat settings among students themselves or students and faculty members.





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