

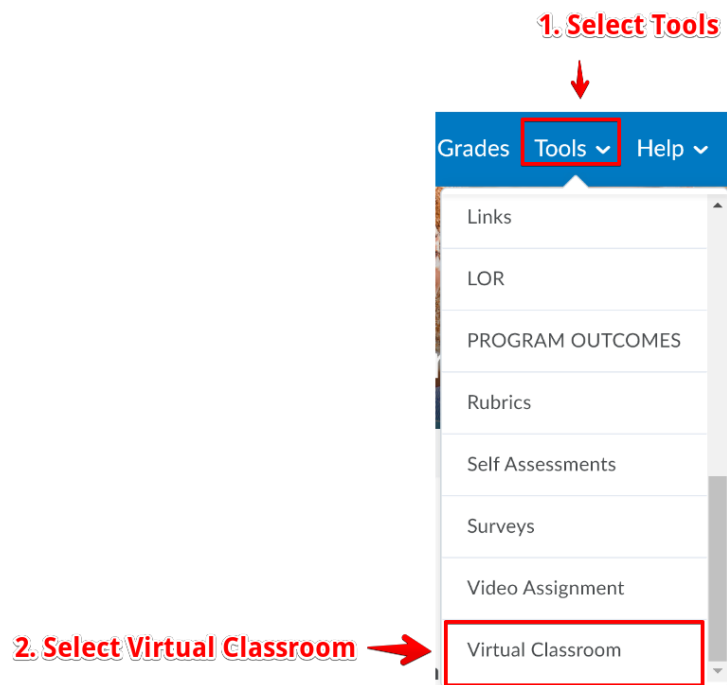
Virtual Classrooms

You can use the Virtual Classrooms integration to create a virtual classroom session or set up video meetings with learners. You can choose to save your sessions and post them within Falcon Online as a resource. Instructors can engage a large audience and connect with up to 100 participants and 7 simultaneous webcams. **IMPORTANT NOTE:** Virtual Classroom works best with Google Chrome.


Creating a virtual classroom session

Login to Falcon Online and navigate to your course.

1. Select **Tools** from the course navbar
2. Scroll to the bottom of the **Tools** list and select **Virtual Classroom**



You will then see the **Meetings** screen. This screen will list any active meetings and available recordings of previous meetings. Note that if this is your first meeting there will be nothing listed.

- Select the  icon to create a new meeting

Meetings

Active Meetings

No active meetings yet

Recorded Meetings

No recorded meetings yet



[Select to create a meeting room](#) →

Input the required meeting information.

Schedule Meeting



Title *(required)* ← **1. insert title for meeting**

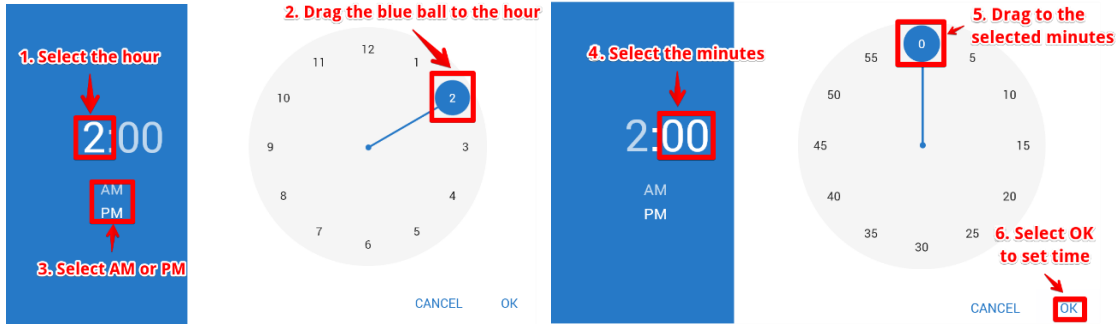
Meeting Date *(required)* ← **2. Choose meeting date**

Meeting Time *(required)* ← **3. Choose meeting time**

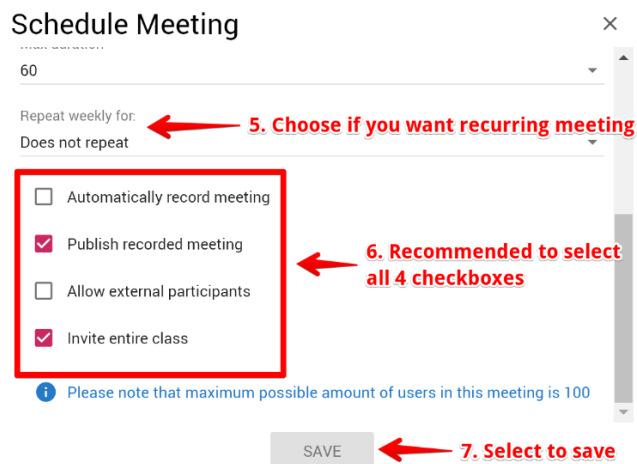
Now ← **3a. Meet at current date/time**

Max duration
60 ← **4. Choose duration (max 90 min.)**

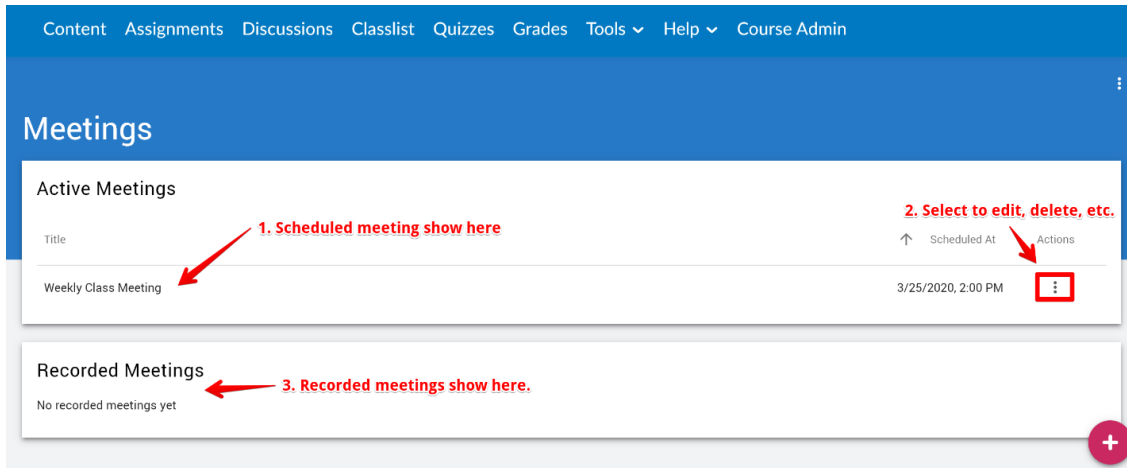
1. Insert a title for the meeting (**required**)
2. Choose a meeting date (**required**)
3. Choose a meeting start time (**required**)
 - a) Choose the time:
 - i. Select the hour digit(s)
 - ii. Drag the blue ball to the hour you want
 - iii. Choose AM or PM
 - iv. Select the minutes digits
 - v. Drag the blue ball to the minutes you want
 - vi. Select OK



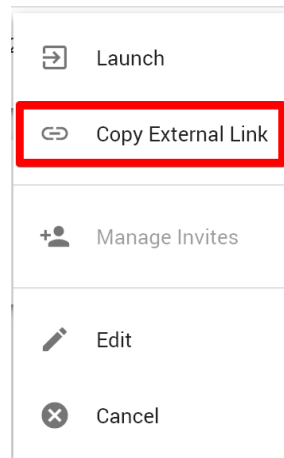
- b) Choose the **Now** checkbox if you want to meet immediately at the current date and time
4. Choose a duration (Max 90 minutes)
 5. You may need to scroll down to see the rest of the meeting options. Choose if want to create a recurring meeting. You can choose up to 15 to schedule a meeting for the same time for consecutive weeks. This will create 1 meeting per week, including the current meeting.
 6. Choose from these 4 options. **NOTE:** It that it is highly recommended to choose all 4 items
 - a) **Automatically record meeting:** Select this option if you want the meeting to begin recording as soon as the meeting moderator enters the meeting room. Attendees may access the recording from the meeting link or the Virtual Classroom tool.
 - b) **Publish recorded meeting:** Select this option if you want the attendees to be able to review the recording after the meeting has ended.
 - c) **Allow external participants:** Select this option if you want to invite outside participants (such as a guest speaker or an interviewee or another class) to the meeting. This will provide a URL that you can copy and provide in any course shell or email.
 - d) **Invite entire class:** This option allows a meeting to be scheduled for the entire class without having to invite all users in the course and having to go back and invite more users who join the class later.
 - e) **Repeat weekly for:** To schedule your meeting for the same time for consecutive weeks, select between 2-15 weeks. This will create 1 meeting per week, including the current meeting.
 7. Select the **Save** button to save you meeting(s).



Once you have created your meeting(s), they will be listed under the Active Meetings section on the **Meetings** screen.



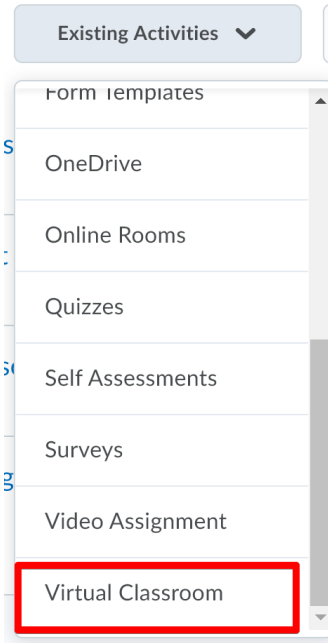
Select the 3 vertical dots under the Actions column for a meeting to perform additional action in the meeting such as launching the meeting, editing the meeting properties or copying the meeting link. You can provide this as a link in your course(s) such as in an announcement or in an email. Note that This link is only available if you chose the setting to allow external participants as discussed above. This will allow you to use the meeting in multiple courses.



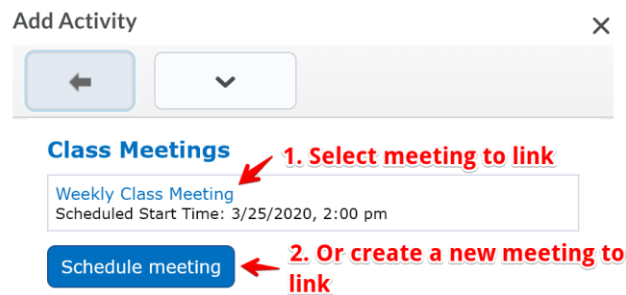
Linking to a meeting

As discussed above you can provide the external link in your course(s) which allows you to use the meeting in multiple courses. You can also provide links within a specific course for a specific meeting. Note that this type of link will only be available for the specific course where you create it.

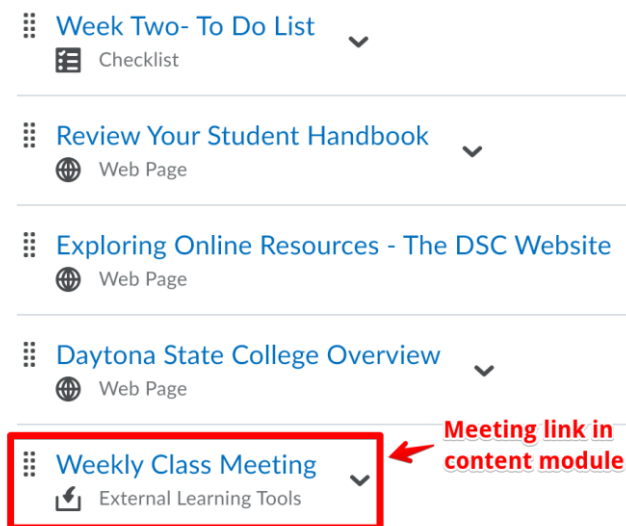
1. Go to your course and choose **Content** from the course navbar.
2. Select a module where you want to include the meeting link.
3. Choose the **Existing activities** button.
4. Scroll to the bottom of the list and choose **Virtual Classroom**.



5. You will then see a screen where you can select the meeting you want to link or create a new meeting.



6. When you select a meeting or schedule a meeting, a link will be placed in the course module as seen here.



Conducting a Meeting

You can access your meeting from the link you provide to your students or choosing Launch from the meeting action menu on the **Meetings** page as discussed above. You will see the **Meeting Lobby** screen. Then select the **Enter Meeting Room** button at the bottom of the screen. Note that this button will be inactive until the meeting start date and time. No attendees may enter the room until the moderator (you as the instructor) has entered. Your students will also see a similar **Meeting Lobby** screen.

Meeting Lobby

Weekly Class Meeting

Moderator Harrison William

Invite link: <https://ysu-na.youseeu.com/sync-activity/invite/430366/4190510d6116a65ace6d301e9a271e5c?lti-scope=d2l-resource-syncmeeting-open>

Starting Time Wednesday, March 25, 2020, 2:00 PM EDT

This meeting has a maximum duration of 90 minutes from the starting time

Computer Pre-checks

- Please click [here](#) to ensure your computer is ready for your meeting.

Quick Tips

- We recommend using the latest version of Chrome, Firefox, or Edge (Chromium version). Safari for iOS devices
- **Use headphones** instead of speakers to prevent voice echo.
- Click the **Enter Meeting Room** button to enter the meeting, or click the **Enter Meeting When Started** button to be automatically entered into the meeting when it starts.

Session Management

Audio and Video →

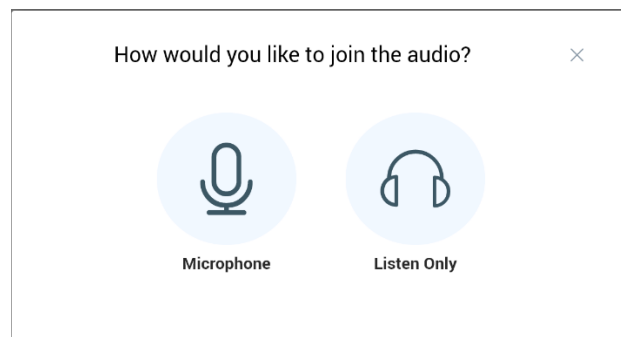
Recording →

Participation →

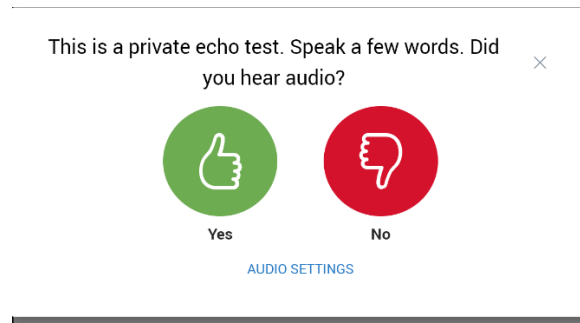
Your meeting starts in 1 week 2 days 2 hours 46 minutes

Enter Meeting Room

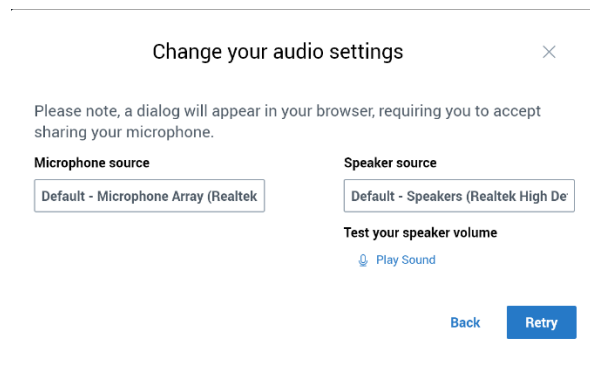
Once you enter the meeting, you must decide how to join the audio. You should choose the microphone option



Then perform the echo test.



Selecting Yes will put you in the meeting. If you select the AUDIO SETTINGS or No link, you will get this screen to choose your microphone and speaker source and test your speakers.



Once you have successfully completed the echo test, you will then be in your meeting and will see this screen.



On the participants list you can set your status, mute a user, and also promote a user from attended to presenter.

On the Settings menu accessed with the three vertical dots in the upper right allows you to turn on closed captioning, important for accessibility, and various participant settings.

Settings Cancel Save

- Application
- Closed Captions** Closed Captions OFF
- Data Savings
- Participants
- Advanced