

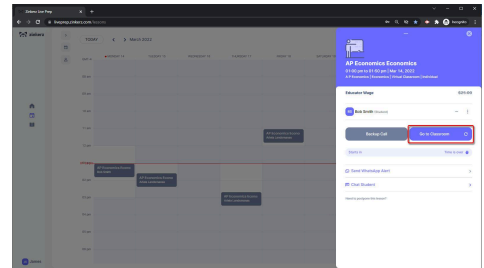
Connecting to the Virtual Classroom

To connect to a Virtual Classroom, first head to your Live Prep Calendar. Open the Lesson Description popup and click on [Go to Classroom](#).

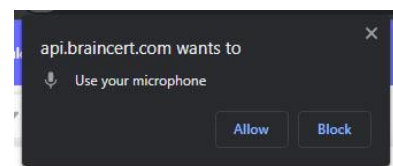
- If nothing happens when you click on “Go to Classroom,” use the reset button immediately to the right and try entering the classroom again.

Note: The Virtual Classroom links are dynamic and will change for each of your classes. You should not create a bookmark for these rooms, but instead follow the link from your Live Prep Calendar for every class.

Note: Your Virtual Classroom will be accessible 10 minutes before your class in order to prepare for class by uploading files.

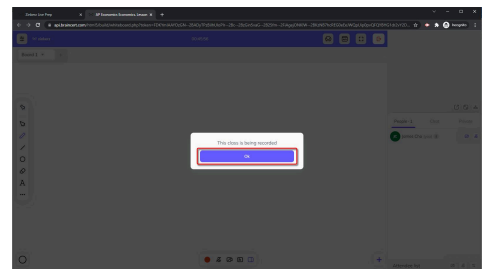


If prompted, allow the site to access your microphone and camera.

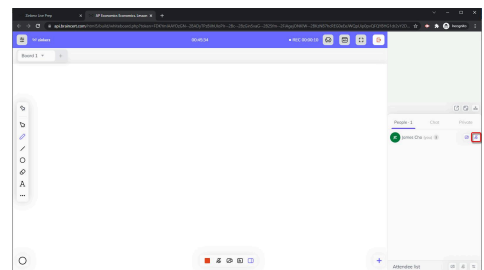


If you see a notification that the class is being recorded, click on [Ok](#).

Classes in the Virtual Classroom will **always** be recorded so that students can go back and review the material covered in the lesson.



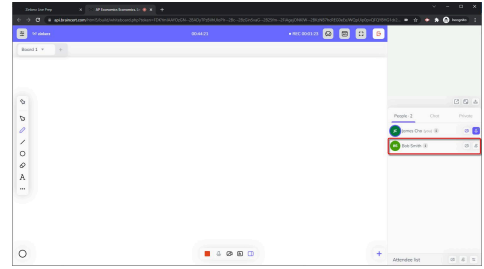
As soon as you connect, you should enable your microphone by clicking on the [microphone icon](#) next to your name in the Attendee List on the right side of the screen. Your microphone will be off by default when you log in, so you should always turn it on manually.



Once your students join the session, you will see their names in the **Attendee list**.

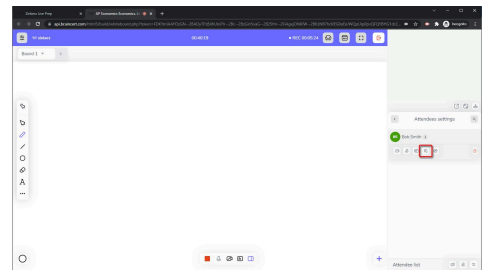
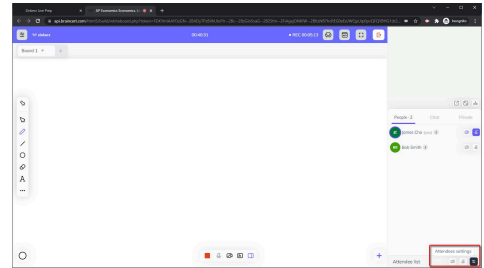
Click on the **microphone icon** to enable student audio.

Note: You may want to keep student microphones off during group lectures to reduce background noise. You can have students ask questions in the chat box.



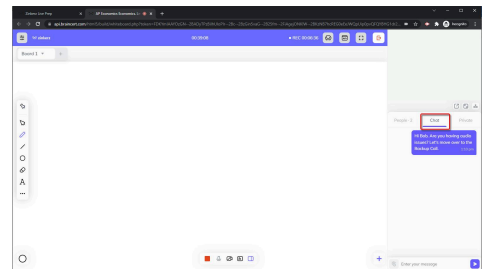
By default, the student will not be able to draw on the screen. To allow the student access to the board, click on **Attendee settings** in the lower right.

Then click on the **pencil icon** to grant board access.



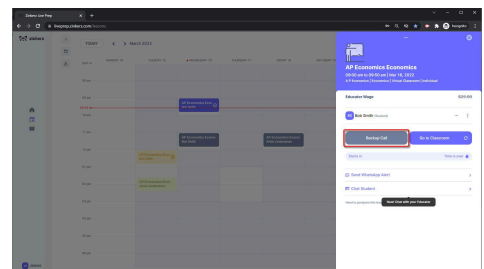
You can use the **chat box** to send messages or links to the students. You can also have students ask questions here when their microphones are off.

Use the purple plus-sign button near the bottom right corner of the screen to upload materials to the classroom, or the Share Screen option in the bottom middle to share the materials on your screen.



If you encounter any audio issues, you can invite the students to use the **Backup Call**. Go back to your Live Prep Calendar and open the Lesson Description popup to access the **Backup Call** button. A new tab will open up with your individual Google Meet link. Copy and paste the link into the Virtual Classroom chat box. Once you and the students connect to the Google Meet session, you can leave the tab open in the background for audio, and conduct your class as usual in the Virtual Classroom.

Note: If using the Backup Call option, be sure to **turn off the Virtual Classroom audio** by clicking on the **Microphone icon** in the top toolbar. This will prevent an echo from occurring.



Note: Virtual Classroom session will automatically attempt to disconnect at the scheduled end of class. 5 minutes before the end time, a popup will open asking if you would like to **Extend the Session**. You can extend the session as long as necessary to finish your lesson.

