

---

# Live Classroom Training Part II

---

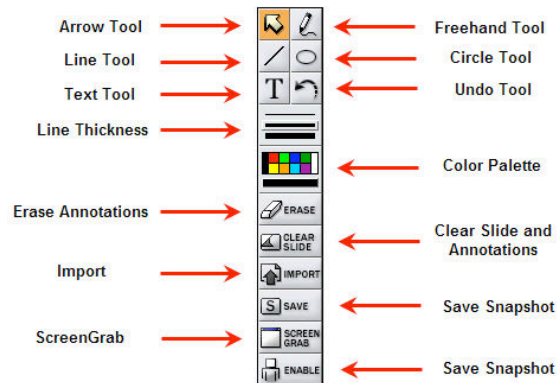
Learning Enhancement Center

---

## Objectives

- At the end of the session, you will know how to do the following:
    - Use the eBoard
    - Add & Manage Content
    - Create Poll Questions
    - Application Share
    - Create Breakout Rooms
    - Use the Video Option
    - Add Live Classroom to your Course Menu
-

## eBoard Tools

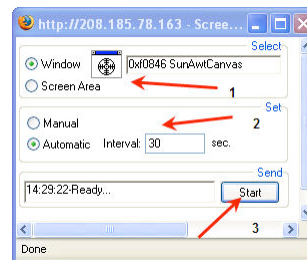


## ScreenGrab Tool

- Allows you to show a static screenshot of an application or part of your desktop.
- ScreenGrab is not supported by Mac OSX.
- The first time you run ScreenGrab you will need to install the ScreenGrab plugin. Accept the download when prompted. When the plugin has been downloaded, the ScreenGrab Controller opens automatically.

## ScreenGrab Tool

- Click on the ScreenGrab button on the eBoard Toolbar.
- Select the portion of your desktop you would like to capture.
- Select whether you would like the image to be static or automatically updated.
- Click Start.



## Add & Manage Content

- Click on 'Add File Manager Content to the room' to add content that has been uploaded to CE 6.
- Click on 'Add & Manage Room Content' to create new folders, add content from computer, add URLs, and create polls.

---

## Frames

- There are four options for displaying your content:
    - Content Frame – recommended for pre-loaded content.
    - Branding Frame – lower right corner, displays static image.
    - eBoard – displays content along with the eBoard tools.
    - New Window – opens a new browser window.
- 

---

## Advanced Polling

- Create on-the-fly multiple-choice and open-ended questions.
  - To begin, click on folder (or create new folder) you would like to put the poll questions in.
  - Select the type of poll you would like to create (multiple choice, open ended, questionnaire, or bullet list).
  - Fill out the form and Save Changes.
-

## Advanced Polling

Modify Folder: **trainingdocs: Default Content Folder**

Empty folder selected. Please begin adding content to your folder below.

Upload New Content:  Browse...  
 Display this content in the eBoard  
Add

Or Add a URL:   
Enter the full URL in the text field above.  
(URLs will display in a new browser window.)  
Add

Or Create New Poll:  
 Multiple Choice  
 Open Ended  
 Questionnaire  
 Bullet List  
Create

Create a single multiple-choice question. Respondents can select one (or more) choice(s). Results can be immediately published to the participants.

Cancel

Done

## View Records

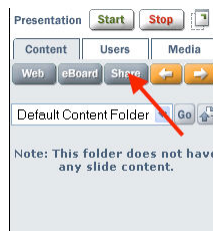
- To view the results of your polls:
  - In WebCT click on View Records
  - Click on Poll Results
  - Choose the criteria you would like to view a report for
  - Click View Report
- To view room statistics:
  - In WebCT click on View Records
  - Click on Tracking

## Application Sharing

- Application Sharing allows you to show applications and content on your desktop to your students. You can also request one of your students to share their desktop.
- Cursor Control allows you to ask a student to perform a task on your desktop for the class. It also allows you to take control of an application on their computer.

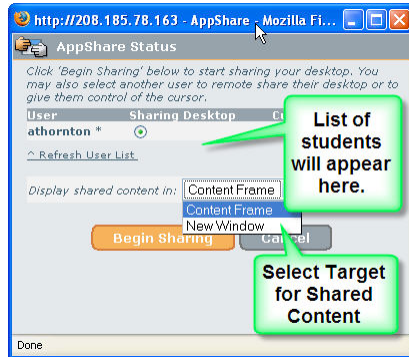
## Application Sharing

- To Begin Application Sharing, click Share on the Presenter's Panel



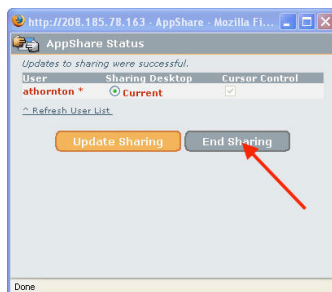
## Application Sharing

- Another window will pop-up.
- Select the user that you would like to have share their desktop.
- Select the location of where you would like the content displayed.
- Click Being Sharing.



## Application Sharing

- Select the area that you would like to share.
- When finished, click End Sharing.



---

## Breakout Rooms

- You may move participants to Breakout Rooms for discussions and group work.
  - Participants will receive both audio and textual notification that they have been moved to a Breakout Room.
  - Participants will have the ability to:
    - Send public and private messages to everyone in Breakout Room
    - Send private message to instructor, regardless of location
    - Use eBoard tools
    - Upload PowerPoint slides
    - Display content
- 

---

## Breakout Rooms

- Features not available in Breakout Rooms:
    - Archiving
    - Application Sharing
    - Advanced Polling
    - User Management
    - Disabling speaking privileges
    - Disabling chat privileges
  - Breakout Rooms must be enabled for your Live Classroom in order to distribute participants.
-

## Creating Breakout Rooms

- Click the Breakout Rooms tab.
- By default, you will be taken to the Move People: Manual view.
- At the bottom, click Add a Breakout Room.

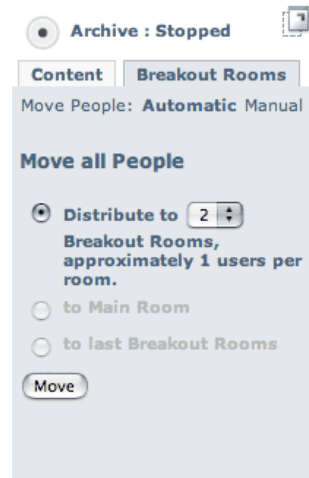


## Moving Users

- Participants can be moved via 2 methods:
  - Manual: both participants and presenters can be dragged and dropped into any Breakout Room
  - Automatic: participants can be auto-distributed into Breakout Rooms based on class size
- To manually move users:
  - Click the Breakout Rooms tab
  - Under Main Room, click the name of the participant you wish to move
  - Hold down your mouse button and drag the participant to the breakout room of your choice

## Moving Users Automatically

- Click the Breakout Rooms tab
- Click the Automatic link
- Select appropriate radio button for action you would like to perform
- Click the Move button



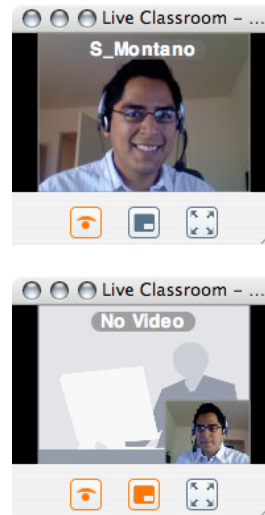
## Open Video Window

- To broadcast live video, click the Camera button on the toolbar above the text chat area and your video window will appear.
- To close video window, click the Camera button again.



## Video Window

- The Video window contains 3 buttons:
  - Start/Stop transmitting video
  - Show/Hide preview video
  - Display video full screen
- Video Preview provides a picture-in-picture review of your image within the video window



## Default Presenter

- Live Classroom designates the first presenter to transmit video as the Default Presenter.
- This provides a constant broadcast within the room whenever other users are not sharing video.
- To allow another presenter to become the default presenter:
  - Click the Stop Transmitting Video button
  - The other presenter should click the Start Transmitting Video button and begin speaking to become the Default Presenter.

---

## Video Lock

- This allows a single user to broadcast video within Live Classroom, regardless of who is currently speaking.
  - To enable/disable Video Lock, double-click the Video Privilege indicator to the right of the user of your choice (including any participant, yourself, or other presenters).
- 

---

## Add Live Classroom to Course Menu

- Select Live Classroom under 'Add Content Link' drop-down (must be on Build Tab)
  - Click on 'Create Live Classroom' button
  - Enter Title
  - Click Continue
  - Select the radio button labeled 'Link to List of Rooms and Archives'
  - In the content area, click the icon's action links arrow
  - Click Preview
-

---

## Add Live Classroom to Course Menu Continued

- Copy the URL from the address bar of the new window that appears
  - Under Designer Tools, click Manage Course
  - Click Course Menu
  - Under the list of Course Tools, click Add Custom Link
  - Enter a title and paste the URL (if desired, select icon)
  - Click Save
  - Click Apply Settings
- 

---

## Contact Information

- Learning Enhancement Center
    - 601-266-5518
    - [lec@usm.edu](mailto:lec@usm.edu)
    - International Center 315
  - Amy Thornton
    - 601-266-6197
    - [amy.thornton@usm.edu](mailto:amy.thornton@usm.edu)
    - International Center 320
  - Wimba Listserv
    - [wimbapilot@usm.edu](mailto:wimbapilot@usm.edu)
-