



# Guided Lab: Class Training Library



**Independent Practice:** Use this script while completing the [Class Training Library](#) Modules and apply what you've learned within a practice course!

**Module 1: Getting Started** This training module introduces you to joining Class sessions and inviting participants.

## Video 1: Set Up Class in Your LMS

- Add dates and times to your Class in your LMS from the “Edit Class Details” button
- Launch your Class from LMS

## Video 2: Set Up Class from the Class App (if not using LMS)

- Create a new Class, add details such as name, dates and times
- Launch Class from App

## Video 3: Invite Participants

- After launching your Class, locate the URL to share with guests

**Module 2: Navigating the Classroom** This training module is designed to make you an expert in the classroom by utilizing various modes and features to organize your classroom, actively monitor user engagement, and manage basic application settings.

## Video 4: Instructor Podium & Front of Room

- ❖ True or False: You can disable the *Front of Room* feature?

## Video 5: Manage the Participant Panel

- ❖ True or False: All participants have the option to share reactions “publicly” or with instructors/presenters only?
- ❖ True or False: Instructors have the option to “Lower all Hands” but not “Lower Hand” for individual participants?



# Guided Lab: Class Training Library



## Module 2: Navigating the Classroom Continued

### **Video 6: How to Chat in Class**

- Locate and set your desired Chat settings
- Send a chat message- we know the room will be empty!

### **Video 7: Monitor Engagement with Seating Charts**

- ❖ True or False: The default seating chart, *General*, is organized by the order in which participants join the session.

### **Video 8: Privacy Mode**

- Locate and select your desired Privacy Mode setting

### **Video 9: Record in Class**

- Record a few minutes of your Class session. After ending your Class session, locate your recording.
- ❖ True or False: Share Screens, Whiteboards, and Breakout rooms are captured in recordings?

### **Video 10: Submit a Support Ticket**

- Locate the “Product Feedback” option in the *more* menu, so you’ll know where to find it whenever you need technical support!



# Guided Lab: Class Training Library



**Module 3: Instructional Delivery** This training module focuses on utilizing the various content-sharing features and elearning tools to provide additional resources to participants and encourage learner engagement within a classroom.

## Video 11: Syllabus or Agenda

- Upload a Syllabus (optional)

## Video 12: Screenshare

- Practice Screen Sharing
- Try sharing a specific app, or your entire desktop

## Video 13: Browse the Web & Play Video

- Enter a URL in Browse the Web and Launch it
- Set up a Youtube video in Play Video and Launch the video

## Video 14: Launch LMS Content in Class

- Link your LMS in Class

## Video 15: Survey & Polls

- Create a Survey
- Create a Poll

## Video 16: Collaborate & Share Files

- Upload a file to Share Files and Launch it (close tab when complete)



# Guided Lab: Class Training Library



**Module 4: Classroom Management & Engagement Tools** This training module is designed to teach you how to launch Class's collaboration features such as Whiteboard and Breakout rooms and additional administrative tools to get a deeper understanding learners' engagement after your session.

## Video 17: Attendance & Dashboard

- ❖ True or False: The instructor Dashboard can be used during a session to monitor talk-time by student?

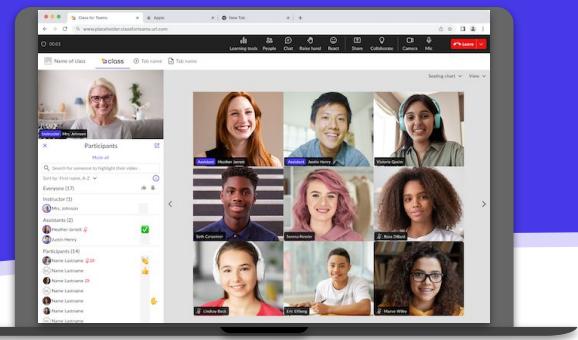
## Video 18: Whiteboard

- Set up and Launch a group whiteboard
- Practice using the different whiteboard annotation tools

## Video 19: Breakout Rooms

- Locate the Breakout Room button and check out the different configuration options

# Answer Key: Class Training Library



## Answer Key

### **Video 4: Instructor Podium & Front of Room**

- ❖ True or False: You can disable the *Front of Room* feature? (**TRUE**)

### **Video 5: Manage the Participant Panel**

- ❖ True or False: All participants have the option to share reactions “publicly” or with instructors/presenters only? (**TRUE**)
- ❖ True or False: Instructors have the option to “Lower all Hands” but not “Lower Hand” for individual participants? (**FALSE**- Instructors have the option to lower individual hands or all hands at once)

### **Video 7: Monitor Engagement with Seating Charts**

- ❖ True or False: The default seating chart, *General*, is organized by the order in which participants join the session. (**TRUE**)

### **Video 9: Record in Class**

- ❖ True or False: Share Screens, Whiteboards, and Breakout rooms are capture in recordings? (**FALSE**- Share screens and whiteboards are captured in recordings but breakout room activity is not)

### **Video 17: Attendance & Dashboard**

- ❖ True or False: The instructor Dashboard can be used during a session to monitor talk-time by student? (**FALSE**- Dashboard metrics are available after a session. You can monitor talk-time during the session by using the *Participation* seating chart)