



How to hold a Virtual Classroom experience

Quick user guide for hosts

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Pre-session

1 | Check your tech

Make sure your environment is setup correctly ahead of time.

- ✓ [Click here](#) to verify your system compatibility.
- ✓ [Click here](#) to perform a quick tech check.

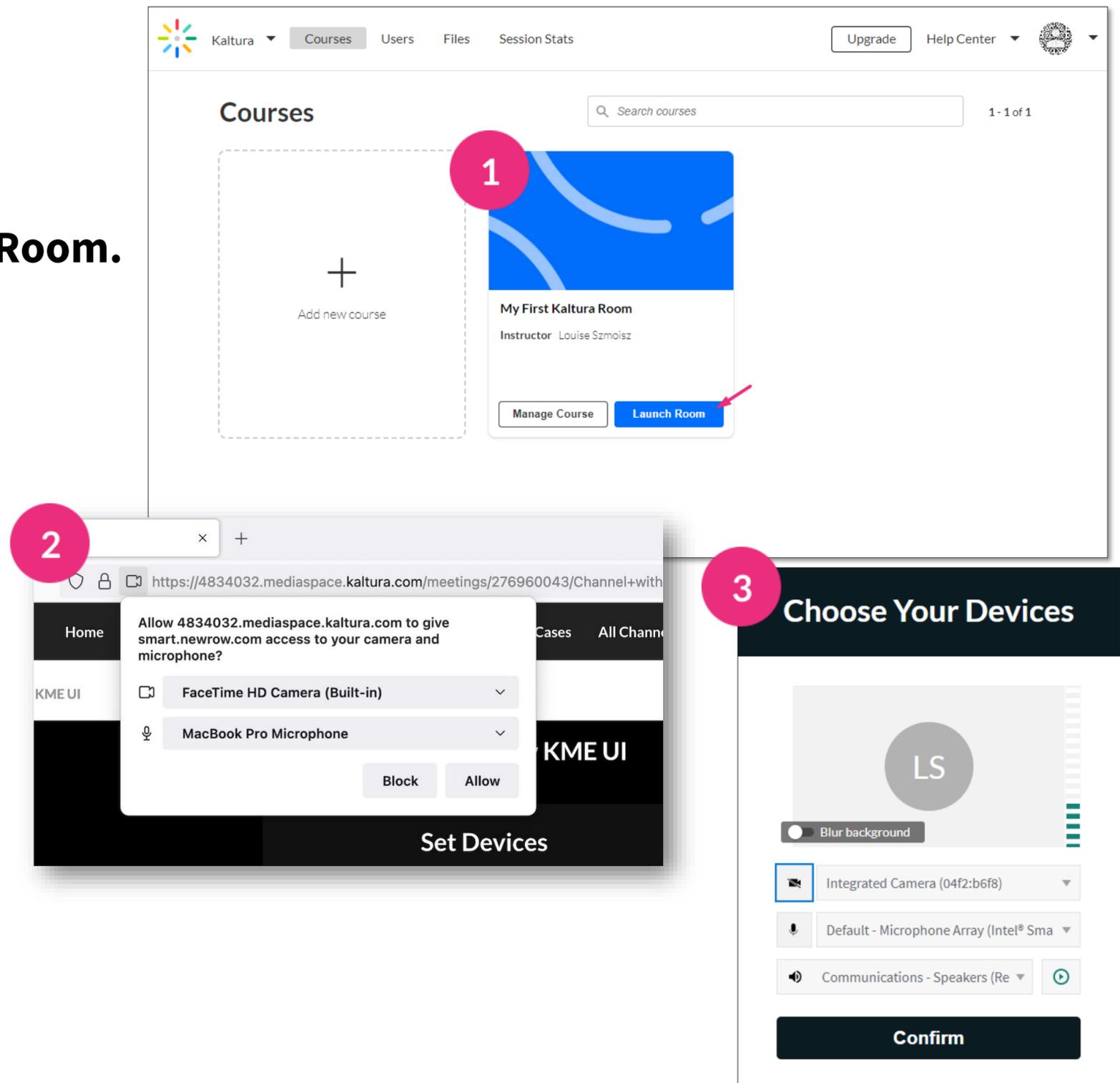
TIPS

- Close any unnecessary tabs or applications.
- Set up your computer or device close to your internet router.
- Use a stable internet connection & avoid shared routers or Hotspots.
- If your connection cannot handle the load, consider Hiding Webcams.
- Connect your laptop to the electricity.



2 Enter your room

- 1 Click the Virtual Classroom link to launch the application. On the **Courses** page, click **Launch Room**.
- 2 When you enter a room, you're prompted to set your devices. **Allow** your browser to access your devices.
- 3 Set your camera, microphone and speaker devices. You can blur your background too.



3 Device settings

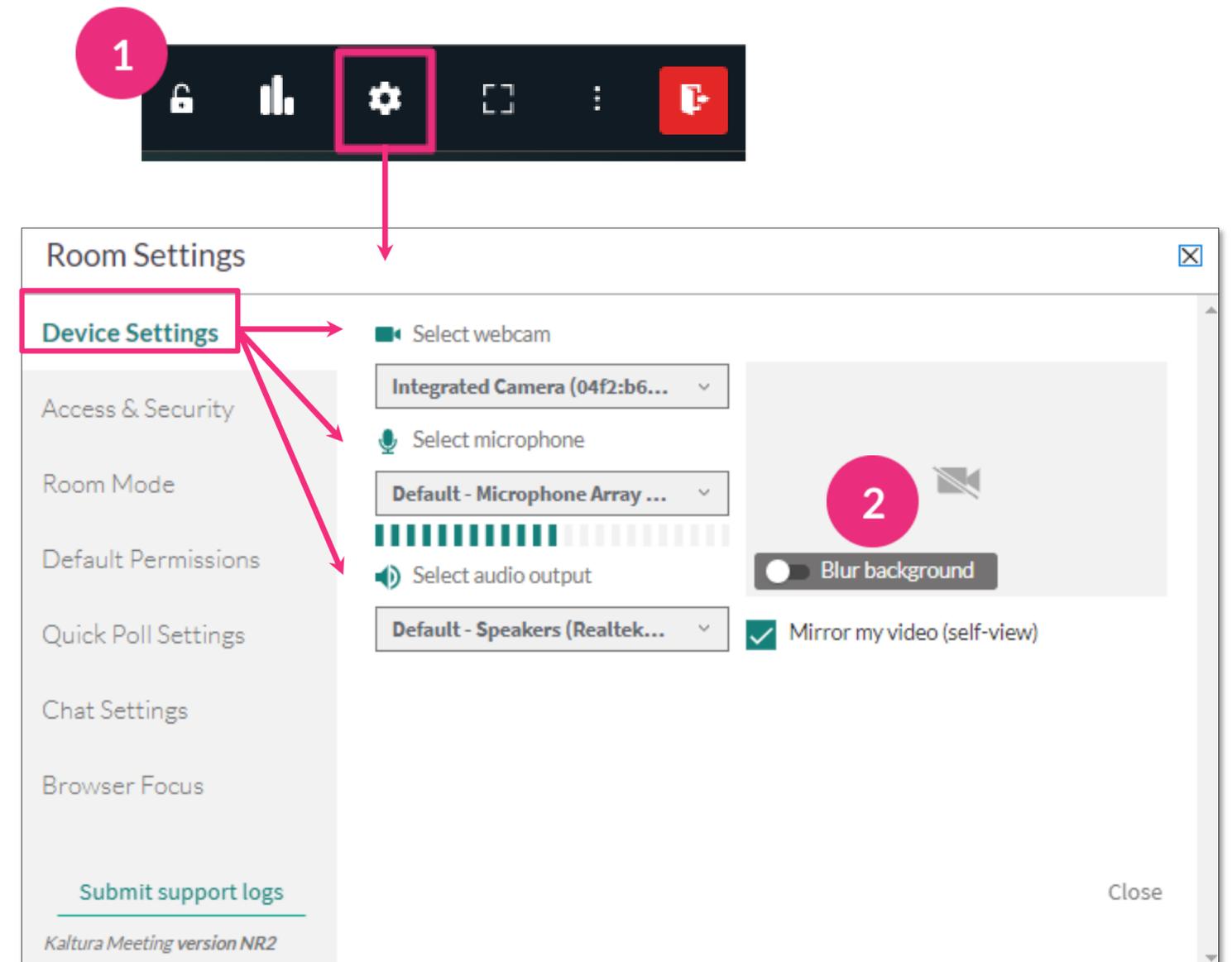
1 Click the **Settings** icon  on the top toolbar. Set up the camera, microphone, and audio you want to use in the Virtual Classroom.

2 Toggle on **Blur background** to blur your background.

Click **Close**.

 Select **Audio Output** is only available on a Chrome browser.

Select **Blur background** is available on Edge, Chrome, and Firefox browsers.



4 Access & security

- 1 Select who you want to lock the room for.
 - Everyone but registered users. Guests are referred to the waiting room.
 - Everyone but instructors and administrators. Students and guests are referred to the waiting room.

Click the checkbox below to automatically lock the room when session starts.

- 2 Optional - set a password for your room, click the **Require a password** box > enter a password of your choice > click **Save**. Hosts will send out the password so guests can enter the session. Click **Close**.

The screenshot shows the 'Room Settings' dialog box with the 'Access & Security' tab selected. The 'Room Lock' section is highlighted with a red circle '1', and the 'Require a password' checkbox is highlighted with a red circle '2'.

Room Settings

Device Settings

Access & Security

Room Mode

Default Permissions

Quick Poll Settings

Chat Settings

Browser Focus

Room Lock - Lock the room for:

Everyone but registered users - guests are referred to waiting room

Everyone but hosts and admins - participants and guests are referred to waiting room.

Automatically lock the room when starting the session

Password - Protect your room with a password

Require a password

Close

Kaltura Meeting version NR2

5 Room mode

- 1 Select the room mode you want:
 - **Standard room** - All participants can enable their cameras and mics (recommended for up to ~50 participants).
 - **Large room** - Only moderators are placed on the stage (recommended for 50-300 participants).
- 2 Select the mute policy of the room:
 - **Standard Mute** - Participants can unmute themselves.
 - **Strong Mute** - Participants need permission to unmute themselves.
 - **Echo Cancellation** – Mutes participants automatically while playing media.
 - **Room Capacity** - Sets the room capacity (up to 10).



When the room reaches capacity, users trying to enter will get the “Room is Full” banner.

Room Settings

Device Settings

Access & Security

Room Mode

Default Permissions

Quick Poll Settings

Chat Settings

Browser Focus

Kaltura Meeting version NR2

Set your room configuration.

Standard room (Virtual Classroom) - All participants are allowed to enable their webcams and mics.

Large room (Webinar) - Only moderators are automatically placed on stage.

Prompt Cam/Mic - Prompt participants to activate their Cam and Mic.

Standard Mute - Students can unmute themselves any time.

Strong Mute - Students will require your permission to unmute themselves.

Echo Cancellation - Mute participants during media playback.

Room Capacity participants - Limited by license to 10 Maximum number of users in the session.

Apply

Close

6 Default permissions

1 Click the **tools** you want to allow all participants.

- Draw on Whiteboard
- Play Shared Files
- Share Their Screen
- Write Notes

2 **View participants list**

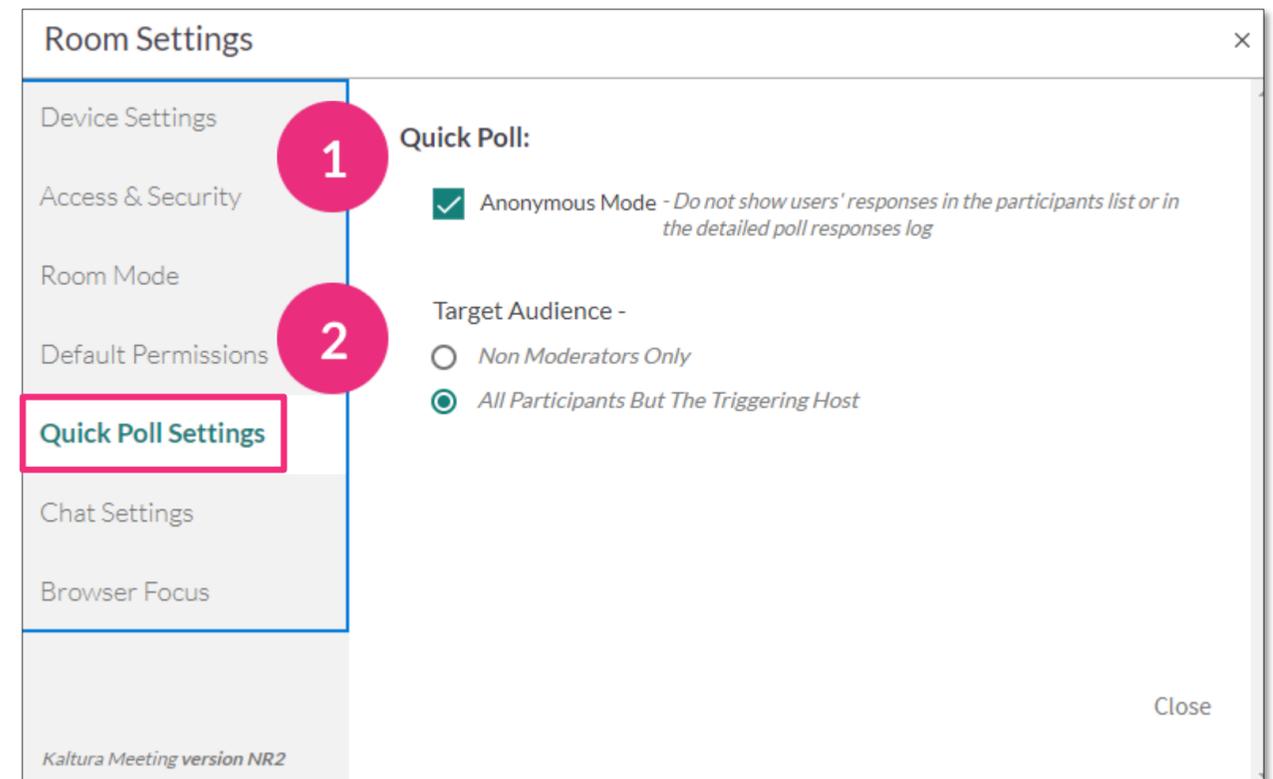
This will be visible to everyone unless you click the box to disable it. Choose if you want participants to be listed alphabetically or by time joined.

The screenshot shows the 'Room Settings' dialog box with a sidebar on the left and a main content area on the right. The sidebar contains the following categories: Device Settings, Access & Security, Room Mode, **Default Permissions** (highlighted with a red box), Quick Poll Settings, Chat Settings, and Browser Focus. The main content area is divided into two sections: 'Tools - Allow all students to:' and 'View Participants List:'. The 'Tools' section has four unchecked checkboxes: 'Draw on Whiteboard - Draw on whiteboard and annotate files.', 'Play Shared Files - Play files from the playlist & control playback on stage.', 'Share their Screen - Share selected screens, applications, and/or browser tabs.', and 'Write Notes - Collaborate in the class notes tool.'. The 'View Participants List' section has a checked checkbox for 'View Participants List - Make participants list visible to all participants.' Below this, there is a 'Participants List Sorting -' section with two radio buttons: 'Alphabetical' (unselected) and 'Time joined' (selected). A 'Close' button is located in the bottom right corner. The footer of the dialog box reads 'Kaltura Meeting version NR2'. Red circles with numbers '1' and '2' are overlaid on the image to indicate the steps described in the text.

7 Quick poll settings

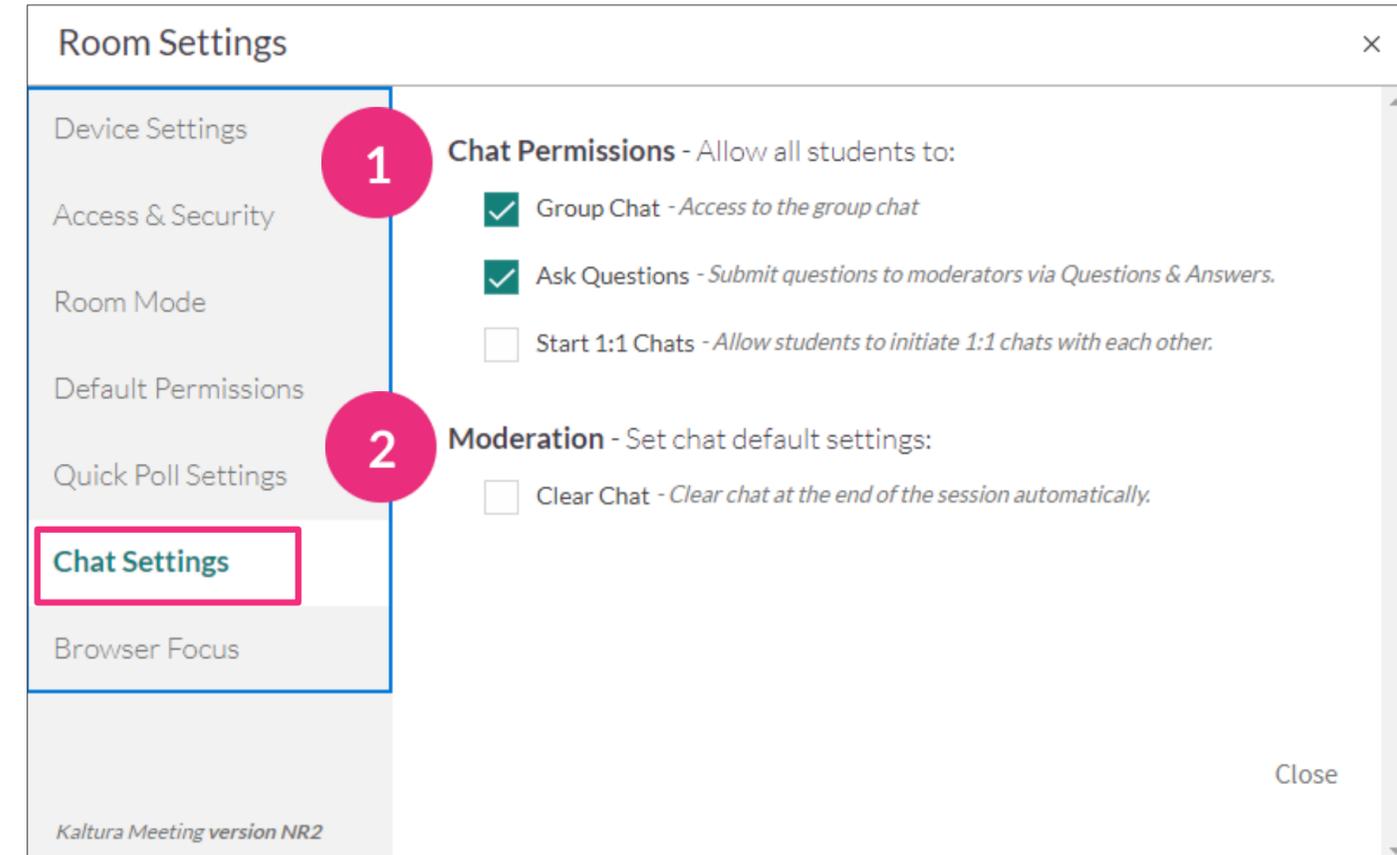
- 1 Anonymous Mode** - to perform an anonymous poll (participants' responses aren't shown). Only an aggregate view of results will be displayed.
- 2 Target audience**
 - Non-moderators Only - to conduct a poll for participants only (excluding teachers/hosts)
 - All Participants But The Triggering Host - for a poll where everyone except the person launching it can participate (default setting).

Click **Close**.



8 Chat settings

- 1 Choose which chat permission you want all participants to have:
 - **Group chat** - allows all participants in the room to speak to everyone.
 - **Ask Questions** - allows participants to submit questions to the host privately without other participants seeing it.
 - **Start 1:1 Chats** - allows participants to chat with any other participant privately.
- 2 **Moderation** - hosts can clear chat at the end of a session.
Click **Close**.

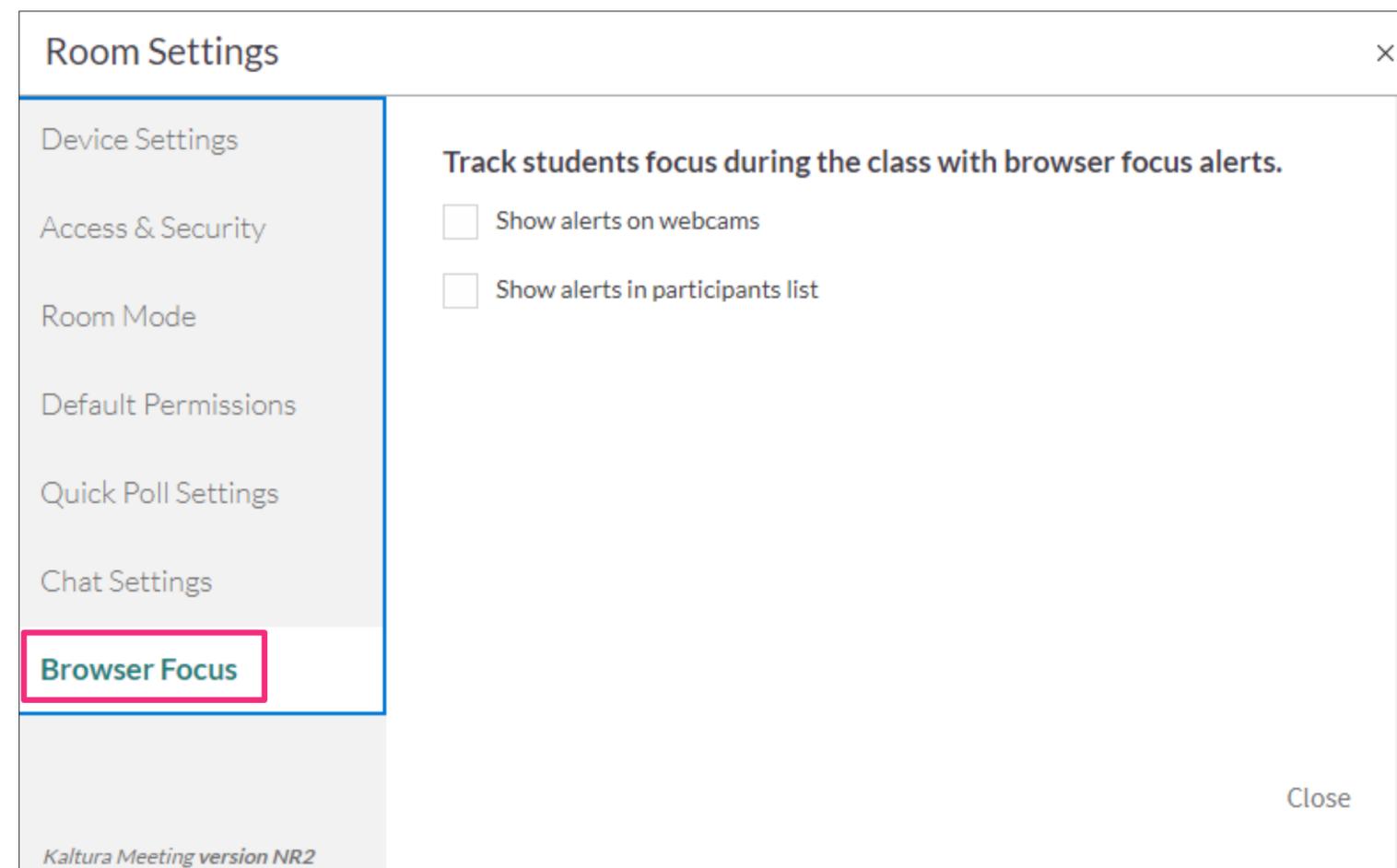


9 Browser focus

Initiate browser focus to gauge if your participants are focusing on the session or have clicked away to a different browser.

- **Show alerts on webcams** – Click to enable browser alert notifications on the webcams of participants.
- **Show alerts in participant list** – Click to enable browser alert notifications corresponding to participants on the participant list.

Click **Close**.



10 Prepare your playlist

Use the playlist to organize your files ahead of time.

- 1 To create folders, click **Files** > click the **Add Folder icon** > type a folder name > **Save**.
- 2 To upload files to the folder, click the **Add Files icon**, then select the file/s you want. Click **Add to Playlist** to add the files to the playlist.

Click **Close**.

- 3 To add YouTube videos, click **Tools** > **YouTube** > select the videos you want > click the green arrow > click **Add To Playlist**.

The image contains three screenshots illustrating the steps to prepare a playlist in the Kaltura interface.

Step 1: A dark navigation bar with a microphone icon, 'Files', and 'Tools'. A pink box highlights 'Files', and a pink circle with the number '1' is next to it. A red arrow points from the 'Files' box to the next screenshot.

Step 2: A 'Files' window showing a search bar, 'Search in Folders', and a list of files. A pink circle with the number '2' is next to it. A red arrow points to the 'Add Files' icon (a plus sign with a document) in the top right corner. Below this, a second window shows a folder named 'New room folder' being created, with a pink box around it and a red arrow pointing to the 'Add Files' icon. A 'Back to room files' button is also visible.

Step 3: A 'Course Tools' window showing various icons: YouTube, Whiteboard, Desktop Share, Video Library, and Recording. A pink circle with the number '3' is next to it. A red arrow points from the 'Tools' menu in the first screenshot to this window.

11 Invite people

- 1 Click **Invite** > **Copy** to copy the direct link to your room and send it to your participants. Or choose your preferred email service to invite attendees.
- 2 Click **Copy Invitation** to copy invitation details and share with your invitees.

! The direct link to the Virtual Classroom is static so you can reuse the same link in your next session.



Invite People To Join You

Direct Link To Your Room 1

Share this link with guests to invite them to join your session.

<https://smart.newrow.com/#/room/zjt-901> **Copy**

Invite By Email

Choose your preferred email service to invite guests to your session.

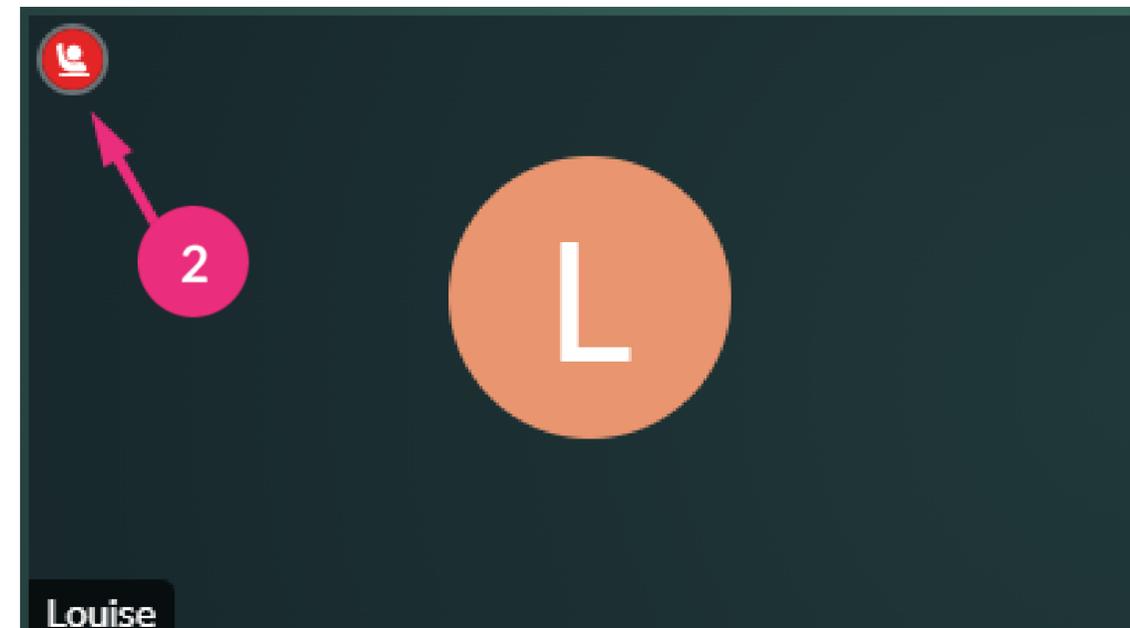
Default Email **Gmail**

2 **Copy Invitation** **Close**

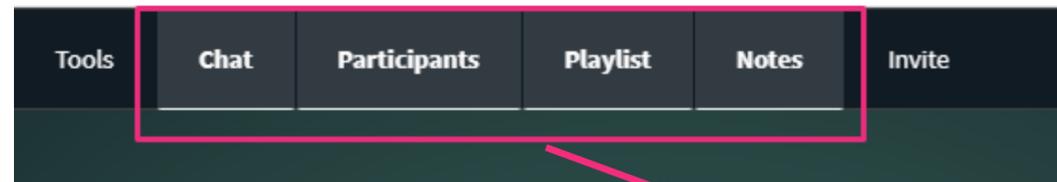
During your session

12 Raised hands

- 1 A raised hand triggers a **hand icon** to display next to the participant's name on the participants list, as well as on their camera tile.
- 2 Participants can lower their hand, or you can do it by clicking the **hand icon** next to their name.



13 Classroom tools



1 Notes

- Click in the box and start typing.
- Broadcast Note - Participants can see what you're typing.

2 Participants list

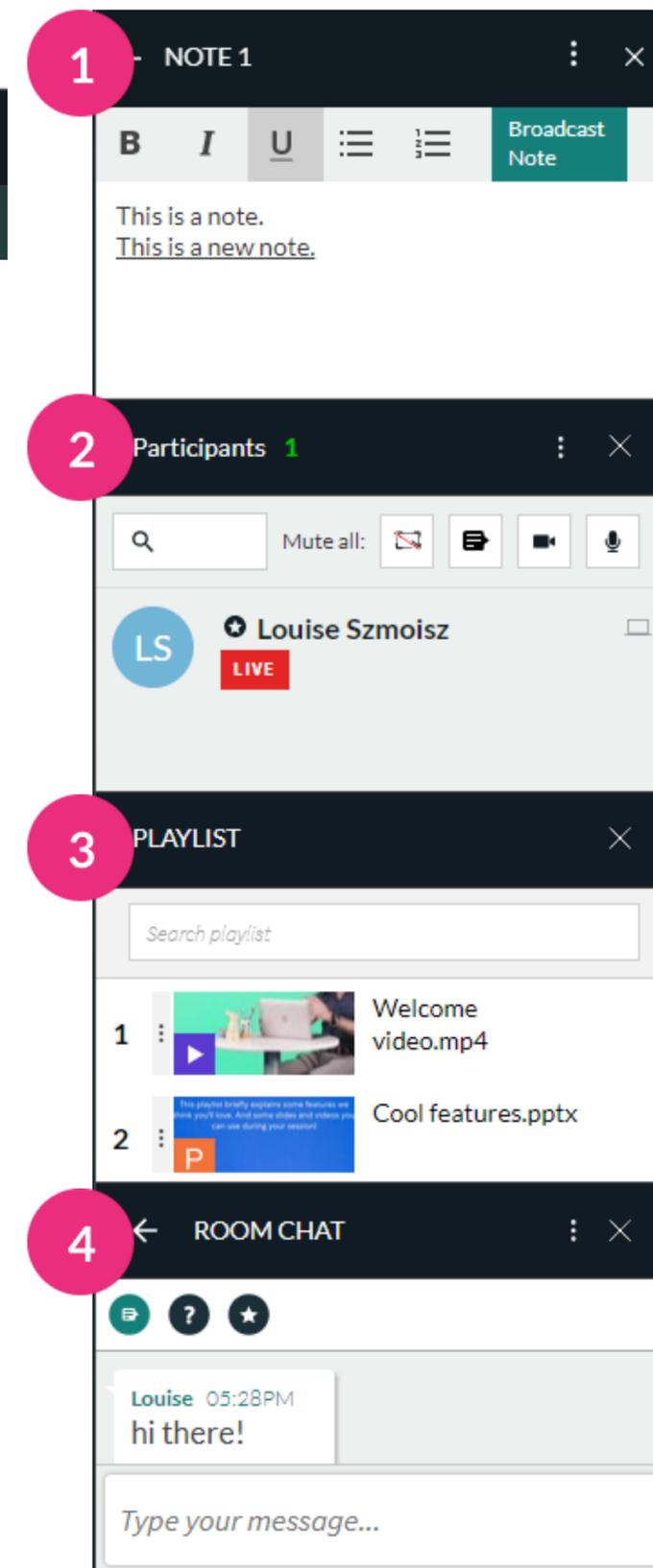
- Click Live next to the user to remove them from stage.
- Click the user's camera / mic icons to enable / disable.
- To set permissions, click the V that displays when you hover over the user > click More Permissions.

3 Playlist

- Click an item to play it. (By default, all mics are disabled while a video plays.)
- To change order, drag and drop the items.
- To remove items, hover over the item > click X.

4 Chat

Select the chat type > type your message > press enter.



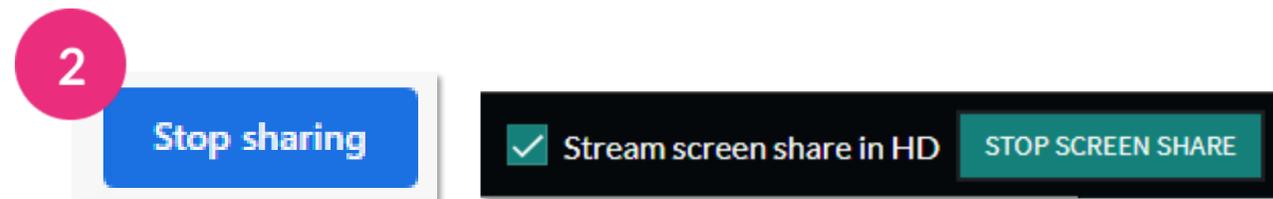
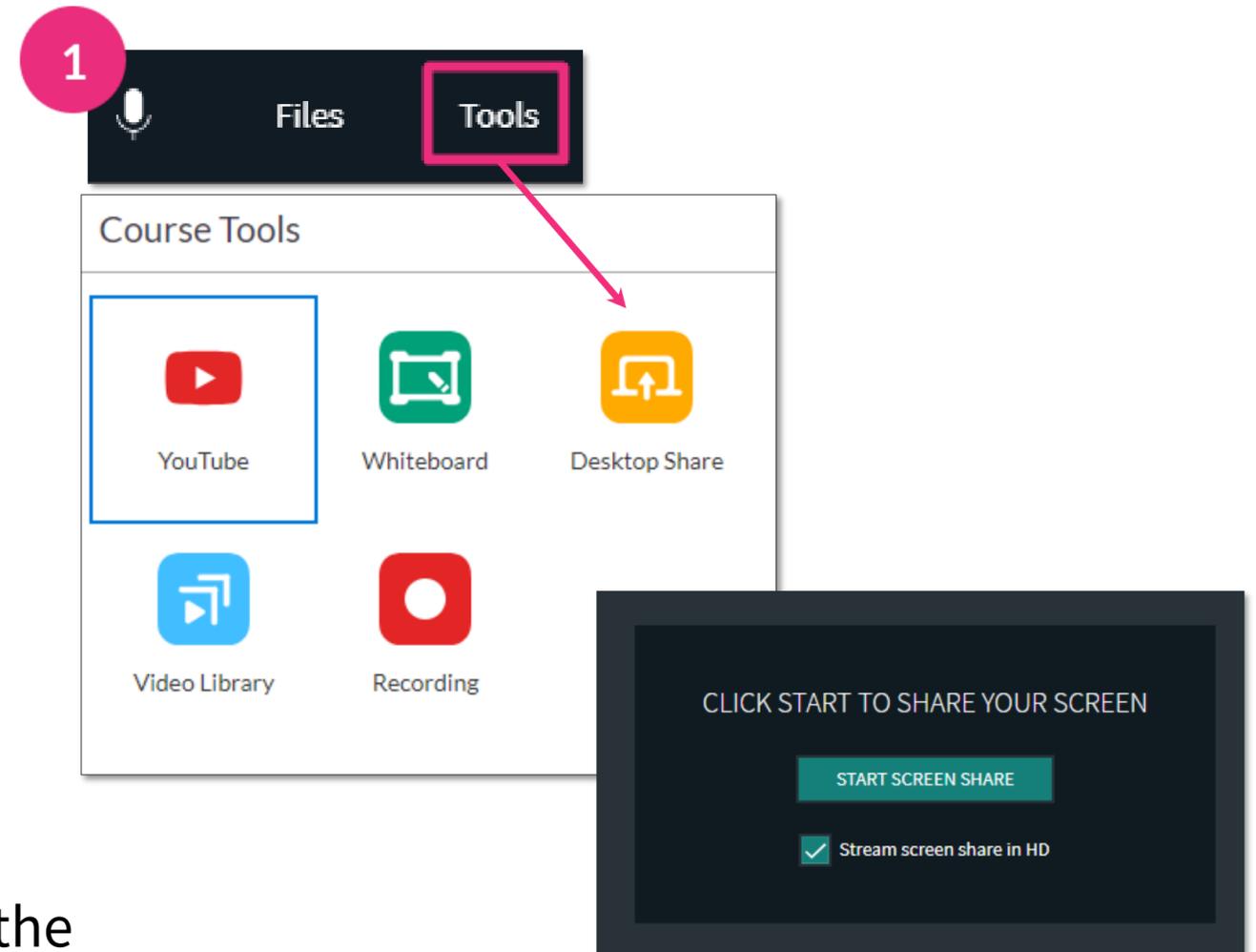
14 Share your screen

1 To share your screen, click **Tools** > click **Desktop share** > **Start screen share**.

- **Entire Screen** – Everything on your screen. If you have multiple screens, choose which screen to share.
- **Window** - Choose which window to share. Once shared, it can't be hidden or minimized.
- **Tab** - Choose a specific browser tab.

Click **Share**.

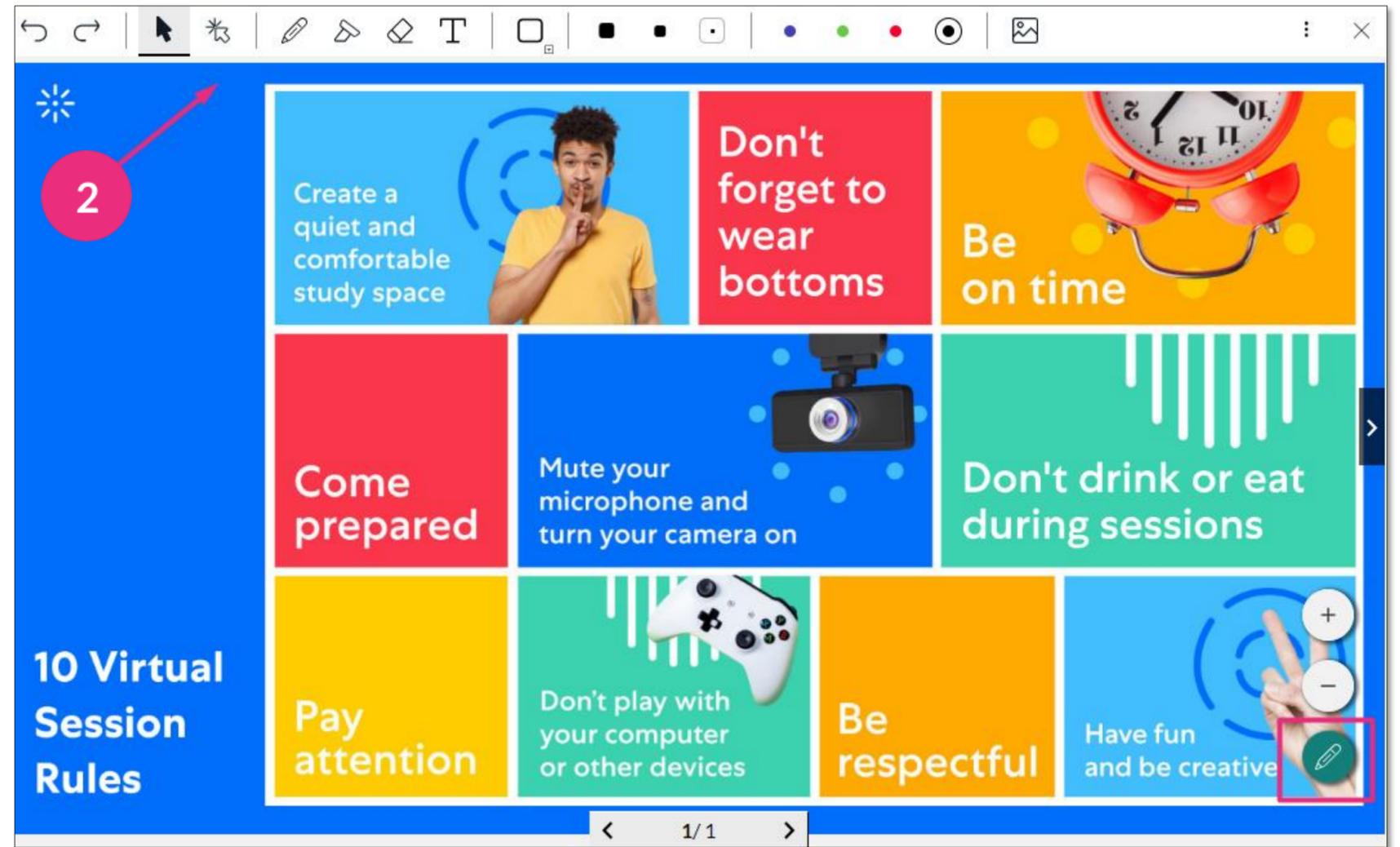
2 To stop sharing, click **Stop Screen Share** on the top right of the screen or click the blue **Stop Sharing** button either at the top or bottom of your screen.



15 Annotate your files

- 1 Click the **pencil** icon in the bottom right to enable annotations.
- 2 Use the annotations toolbar to type, highlight, draw shapes, undo or redo.

! Supported Files - All non-video and audio files can be annotated when shared in the room, such as presentations, PDF's, images, documents and spreadsheets.

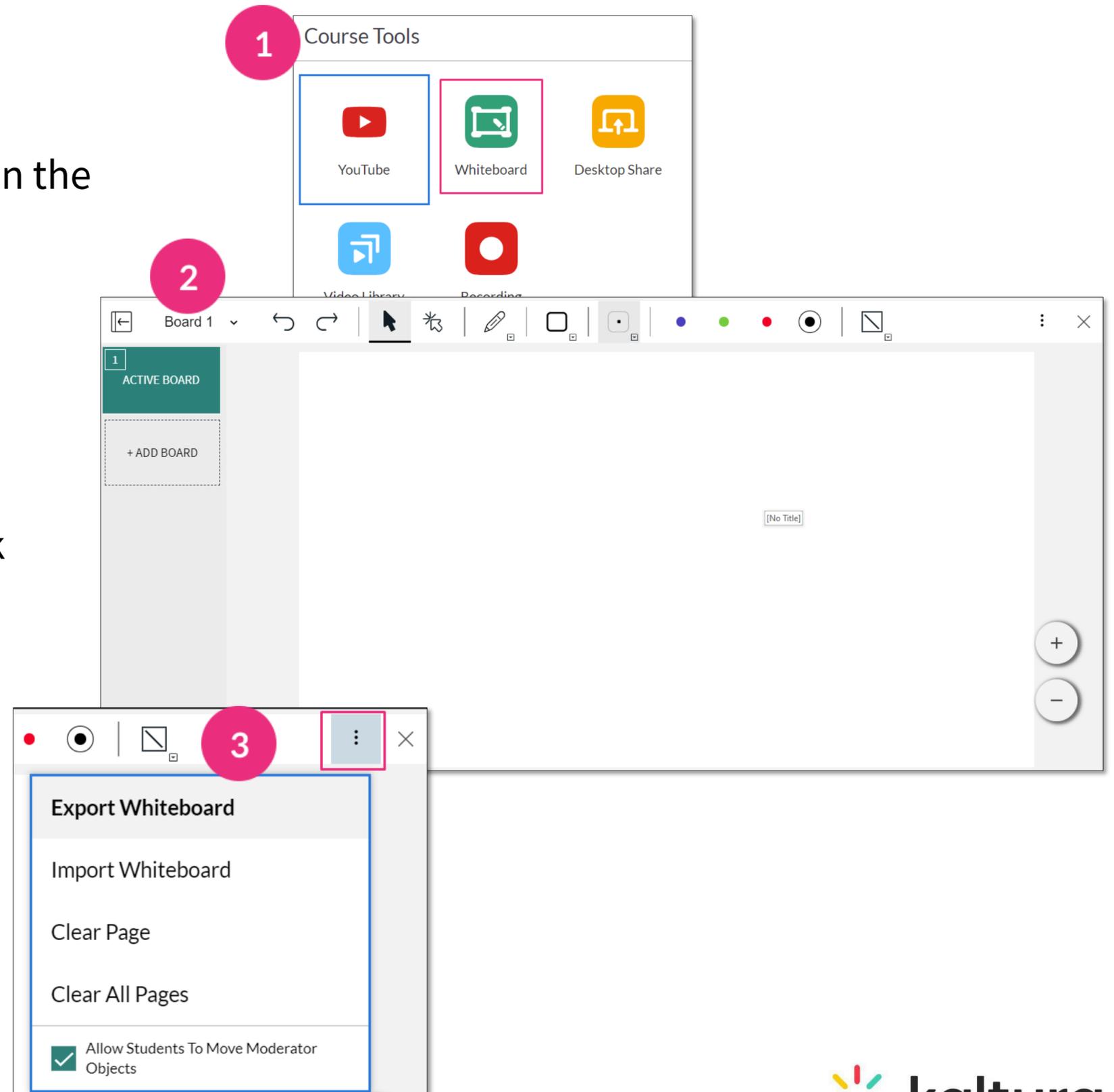


1

16 Use the whiteboard

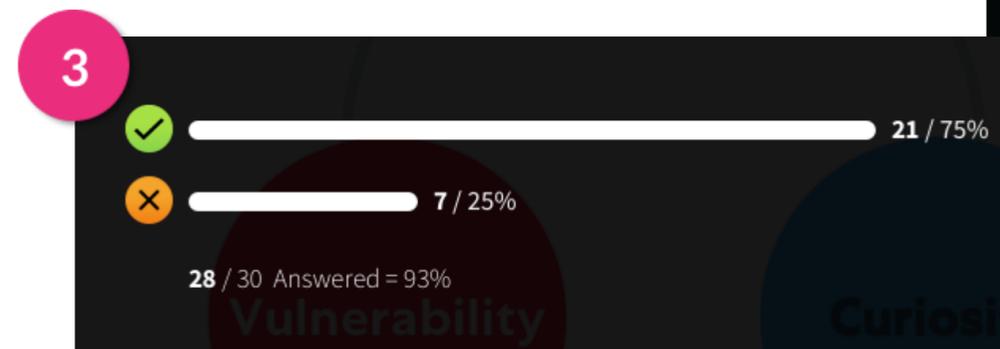
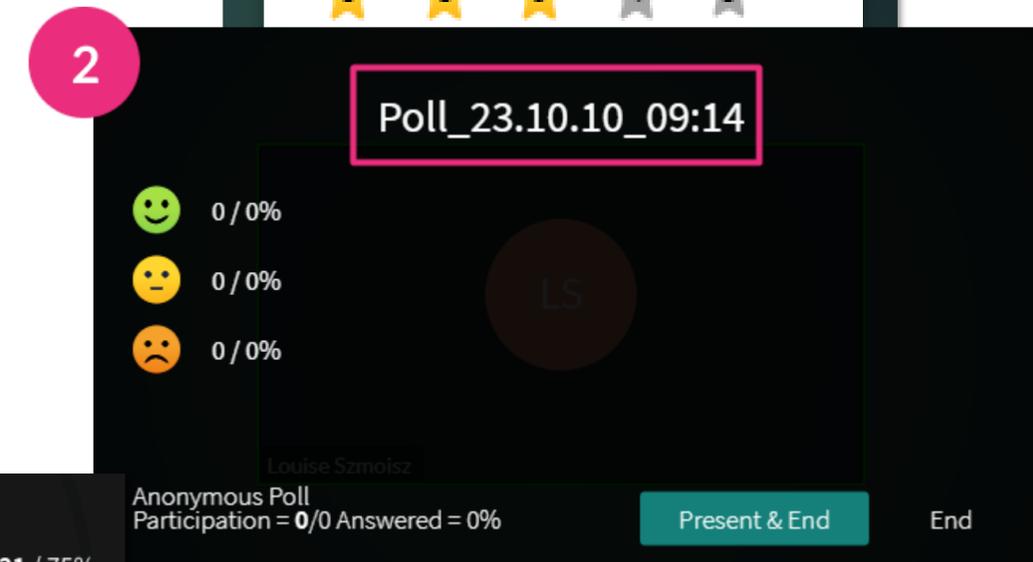
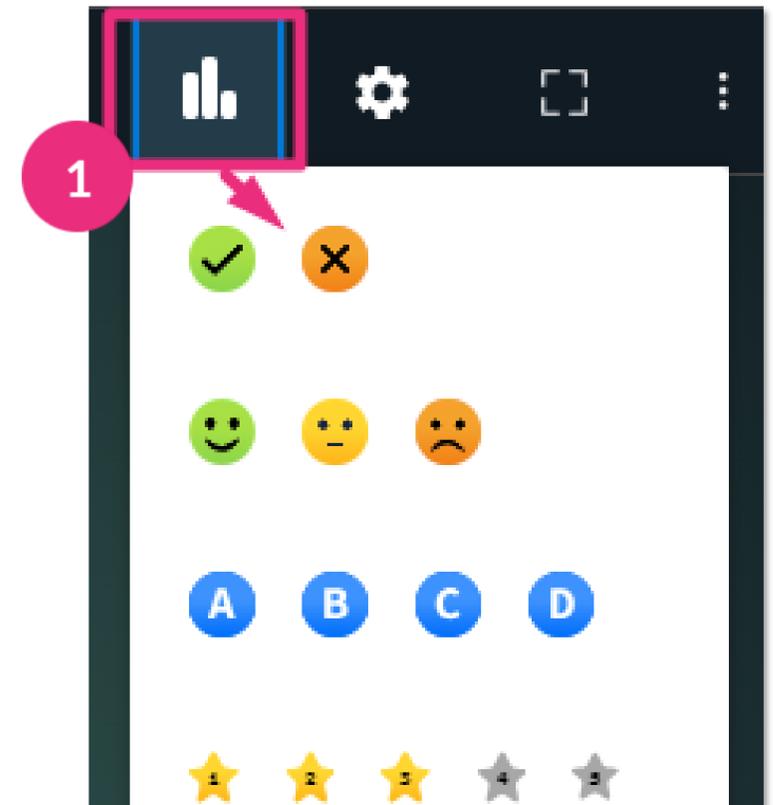
- 1 To display Your Digital Whiteboard, click **Tools** in the top bar, then select **Whiteboard**.
- 2 Use the whiteboard toolbar to type, edit, highlight, draw shapes, undo or redo.
- 3 To clear page, click the **3 dots menu** in the top right of the whiteboard, select **Clear Page**. Click Ok in the Confirm Delete pop-up.

To close the whiteboard, click the **x** in the top right.



17 Launch a quick poll

- 1 Select the Quick Poll icon, then choose poll option:
Green check / red x - yes or no, agree or disagree questions
Happy/neutral/sad - for feelings about the topic
A/B/C/D - for multiple choice polling
Stars - for Likert scale polling
- 2 Give your poll a title, then click **Present & End** to start.
- 3 To end the poll, click **End**, which stops the poll without participants seeing the results, or **Present & end**, which stops the poll and displays the results.



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Please see [Kaltura's Knowledge Center](#) for the most up-to-date product documentation.

