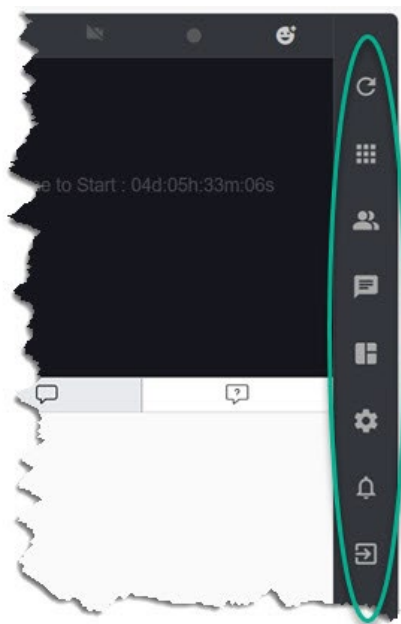


Classroom Configuration Menu—Quick Reference

Configuration menu

The *Configuration* menu is anchored to the right edge of the online classroom window. This is where you can fine-tune the overall elements of the online classroom.

Figure 1 Configuration Menu



Reload—Reloads the session.



Apps—Add applications and functionality to the online classroom.



People—Click to open the *People* menu.



Chat—Click to share real-time messages with the entire group or to send a message to the presenter.



Layout—Customize the look of the online classroom with the *Layout* menu.



Settings—Adjust settings for media, the whiteboard, chats, and the online classroom.



Alerts—Click to display alerts for this session.



Exit—Click to leave the session, or if you are the instructor/moderator, to end the session.

Apps



These are the same **applications** that are available by clicking the plus sign (+) in the top tab bar of the online classroom window.



Board—Opens a new whiteboard.



Image library—Share images on the whiteboard.



Drive—Share PPT, PDF, DOC, and audio/video files.



Courses—Bring course contents onto the whiteboard/into the online classroom.



Screen—Share your screen.



Breakout Rooms—Break into groups for focused discussions.



Google Docs—Collaborate in Google Docs.



Embed—Embed an external website or webpage.



YouTube—Play YouTube videos synchronously.



Latex—Allows you to share latex equations. For future use.



Quiz—Share polls, questions, and quizzes.

People



Click to open the *People* menu, where you can:

- **Search** for someone.
- **Add** a person. *
- **Mute** audio. *
- **Stop** all videos. *
- Click the **Pencil** icon to revoke/enable writing access for the session. *
- Click the **Chat** icon to revoke/enable chat access. *

* With Instructor/Moderator privileges

Chat



Click to share real-time messages. You can:

- Chat publicly with the entire group.
- Send a private message to the session host.

Layout



Click to open the *Layout* menu. Options include:



Switch the layout for everyone (only with Instructor/Moderator privileges).



Classroom layout is a large whiteboard on the left with video and chat windows on the right third of the screen.



Gallery layout is a grid view of all session participants.



Large video layout displays only a large video of the instructor/moderator. All other windows are blacked out.



Whiteboard layout displays only the whiteboard. All other windows are blacked out.



Full screen stretches the current layout across the entire screen.



Split screen displays a whiteboard on the left, and a video window on the right.

30%



Adjusts the **right panel size** in any of the two-panel layouts.

Settings



Click to open the *Settings* menu, where you can adjust settings for:

Media—View/adjust the quality and resolution of the session settings.

Whiteboard—Enable/disable async mode and downloads, clear all, and save.

Chat—Open a floating live chat window or clear all chat windows.

Room—Enable/disable the waiting room, lock/unlock the room, and add breakout rooms.

Alerts



Click to display a list of any alert messages for the session.

Click the trash to clear all alerts.

About This Document

Release date	Title	Comment
June 1, 2024	Classroom Configuration Menu— Quick Reference	Initial release