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.

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**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.
- **Drive**—Share PPT, PDF, DOC, and audio/video files.
- **Screen**—Share your screen.
- **Google Docs**—Collaborate in Google Docs.
- **YouTube**—Play YouTube videos synchronously.
- **Quiz**—Share polls, questions, and quizzes.
- **Image library**—Share images on the whiteboard.
- **Courses**—Bring course contents onto the whiteboard/into the online classroom.
- **Breakout Rooms**—Break into groups for focused discussions.
- **Embed**—Embed an external website or webpage.
- **Latex**—Allows you to share latex equations. For future use.
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.

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.

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