



# Elements of the Online Classroom Reference Guide

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## Before You Begin

The online classroom is a video conferencing platform that allows teachers and students to interact using learning materials such as PPTs, PDFs, audio files, video files, quizzes, and more through the online whiteboard. Everything happens in real-time and provides the students with an experience very close to traditional face-to-face teaching.

The online classroom is where most of your interaction with students will occur, so it's important that you know about all the functionality available, and that you are comfortable using it.

## Getting Started

1. Log into the Intercambio Learning System (ILS).

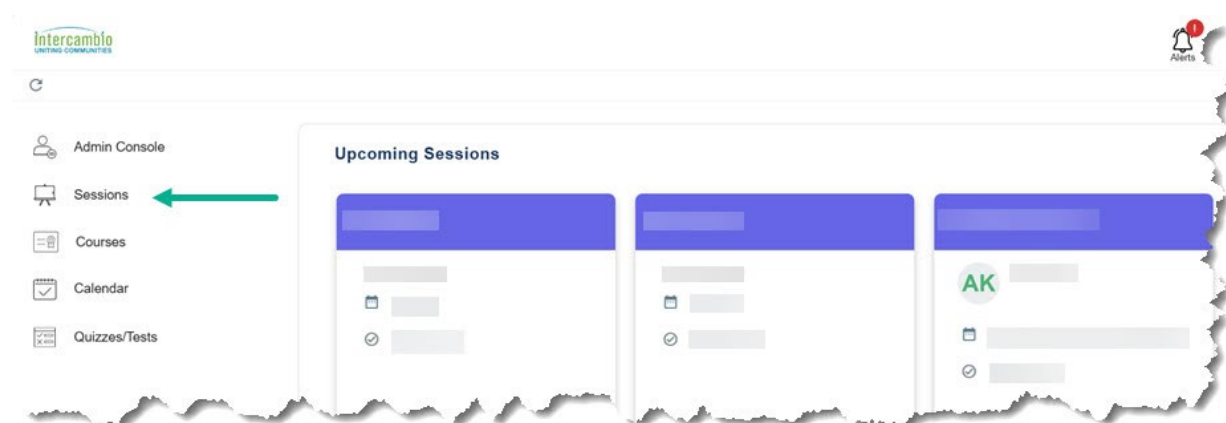
Figure 1 MeritHub Dashboard



2. Click the large **Intercambio** icon.

Result: The Intercambio dashboard opens.

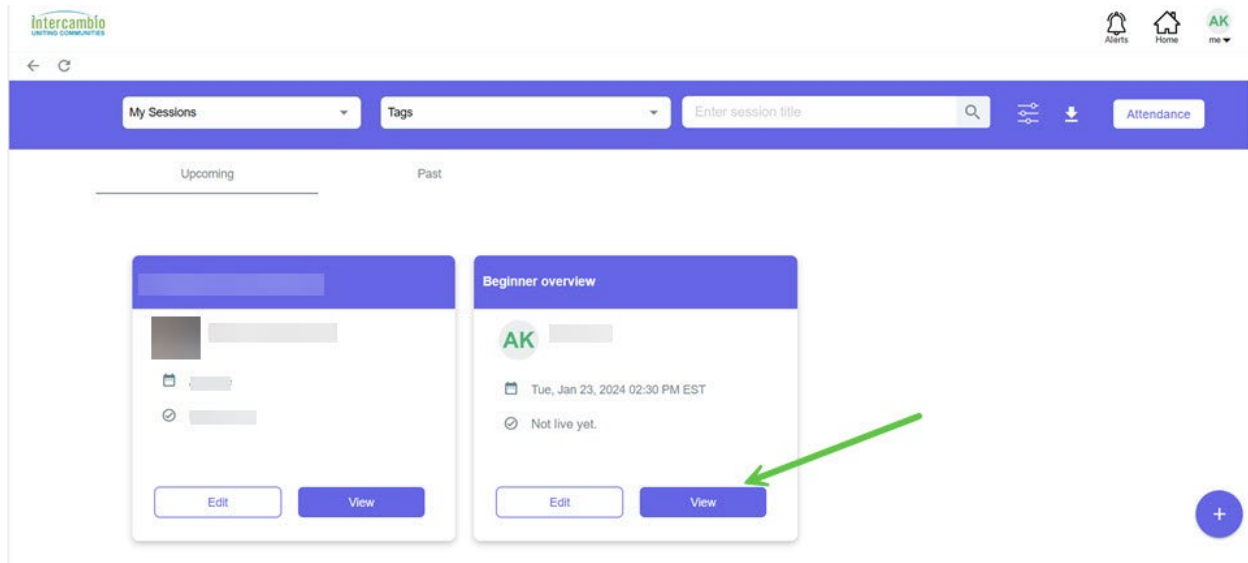
Figure 2 Intercambio Dashboard



3. Click **Sessions**.

Result: The *Sessions* window opens.

Figure 3 Sessions Window



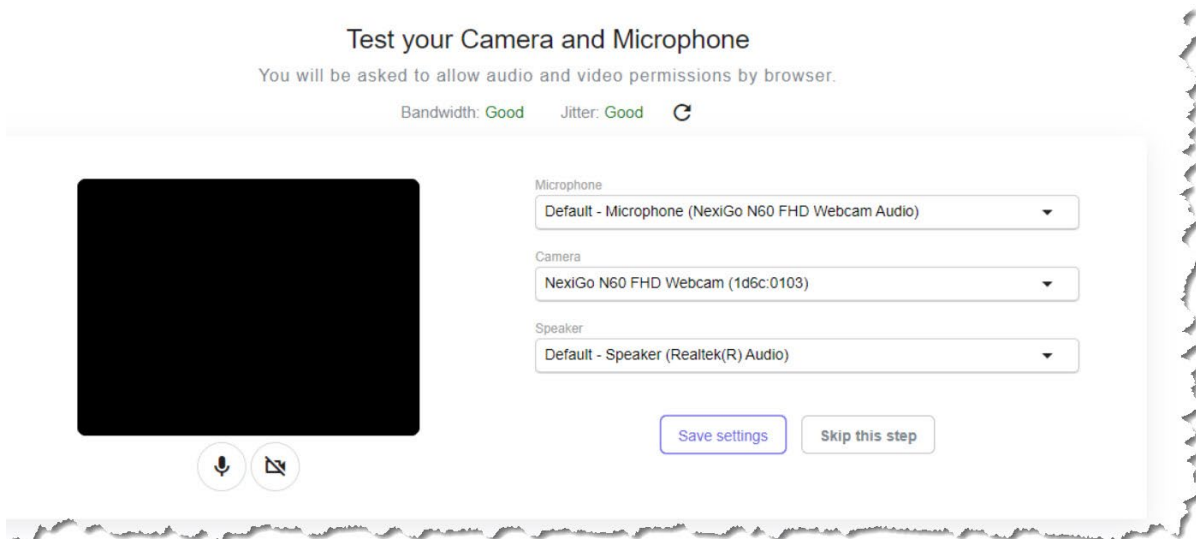
4. In the session you're configuring the online classroom for, click **View**.

Result: A screen with session details and links for recipients displays.

5. Click **Go to Session**.

Result: A screen with controls for testing your camera and microphone settings opens.

Figure 4 Test Your Camera and Microphone



## Testing your audio and video settings

The screen that displays shows your current default settings for audio input, audio output, and video input.

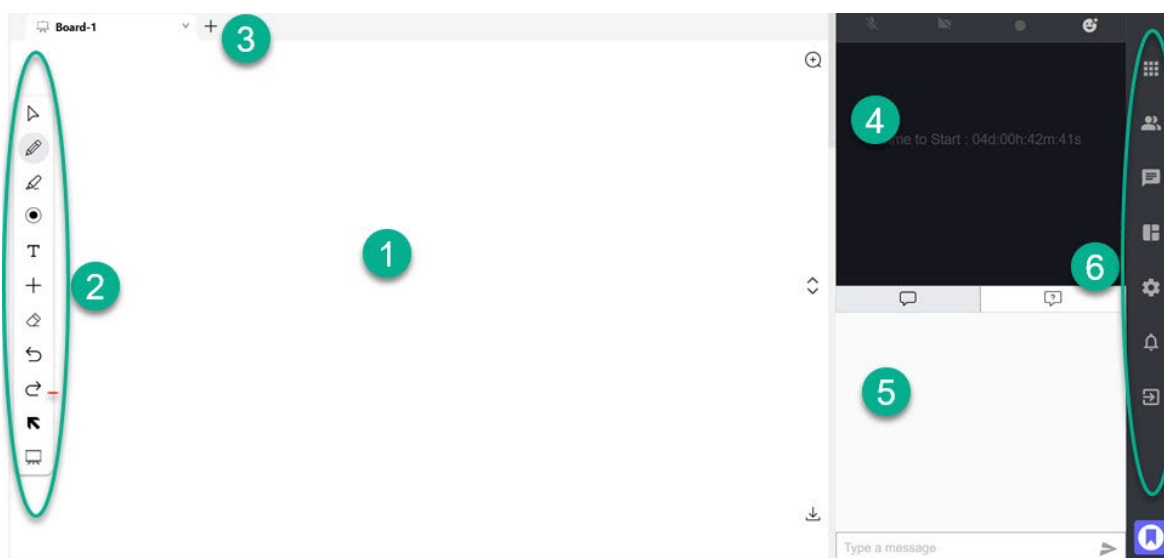
- If the *Bandwidth* and *Jitter* settings are acceptable, click **Skip this step** to accept the default settings and open the online classroom.
- To change any of the settings, click on the arrow at the end of the default setting entry to display alternative settings. Click **Save Settings** to accept the new settings and open the online classroom.

## Elements of the Online Classroom

The first time you open the classroom for a session, what you see will be blank like this.

**IMPORTANT**—After you make changes/customize/configure to your teaching style, ILS saves your changes. Any tabs you left open the last time you were in the program will remain just as you left them.

Figure 5 Online Classroom—Initial View



1. Whiteboard	4. Live audio/video window
2. Tools menu	5. Chat window
3. + (Add apps)	6. Configuration menu

### Whiteboard

Board-1 is the default whiteboard that displays when you open the online classroom for the first time. Use the Tools menu (2) to add content to this whiteboard.

### Whiteboard options

Click the down arrow at the right edge of the top tab to display a drop-down menu of whiteboard properties:






- Click **Rename** to change the name of the whiteboard.
- Click **Prevent Deletion** to protect the whiteboard from accidental deletion. When selected, toggles with Allow Deletion.
- Click **Prevent Editing** to protect the whiteboard from accidental editing. When selected, toggles with Allow Editing.
- Click **Save As** to open a dialog box where you can rename the whiteboard and/or save it to a predetermined folder.
- Click **Assign to All** to query students with a multiple-choice question or written assignment.
- Click **Close** to close this whiteboard tab.

## Tools menu

The Tools menu is anchored to the left edge of the online classroom window. Table 1 describes the tools available for sharing information on the whiteboard and other applications within the online classroom.

Table 1 Tools

Icon	Description
	The <b>Selector</b> tool allows you highlight/choose elements in the online classroom.
	Use the <b>Pencil</b> tool to write on the whiteboard or other elements of the online classroom.
	Use the <b>Highlighter</b> tool to emphasize elements on the whiteboard or other elements of the online classroom.
	Click the <b>Pencil Settings</b> control to open a menu to customize the look of the Pencil and Highlighter tools.
	Use the <b>Text</b> tool to add text to the whiteboard or other elements of the online classroom.
	<p>Click the <b>Shapes</b> control to open a menu for adding images, equations, shapes, lines, arrows and emojis, among other things, to customize the online classroom display.</p> <p>The <i>Add Image</i> (camera) icon opens a menu allowing you to select an image from your own uploaded images or from the preloaded Open Images library.</p>
	Use the <b>Erasing Tool</b> to remove elements of the whiteboard or online classroom display that you no longer want.












	Use the <b>Undo</b> tool to undo your most recent action in the online classroom. Clicking this tool multiple times will continue to step backward in your actions up to your most recent <i>Save</i> command.
	Use the <b>Redo</b> tool to redo your most recent action in the online classroom if you've changed your mind about the <i>Undo</i> command.
	Place the <b>Pointer</b> tool on the whiteboard or other elements of the online classroom for emphasis.
	Click <b>Board Background</b> to open a menu for customizing the whiteboard. You can set board color, choose a background pattern (dot grid, line grid, or lined), or clear the contents of the whiteboard (broom). 

### + (Add apps)

Clicking on the plus sign (+) opens a menu of applications you can add to the online classroom.

Table 2 describes the apps available for the online classroom.

Table 2 Apps

Icon	App name	Function
	Board	Opens a new board.
	Drive	Allows you to share PPT, PDF, DOC, and audio/video files. All teachers and students have their own drive. <i>My Drive</i> is your drive for your personal files. <i>Shared</i> is a global drive with additional helpful resources.
	Screen	Allows you to share your screen.
	Google Docs	Allows you to use Google Docs for text collaboration.
	YouTube	Allows you to play YouTube videos synchronously. Click <b>Share</b> to make the YouTube video available in the online classroom. Note: Be sure that any video you share here is accessible.
	Quiz	Allows you to share polls, questions, and quizzes with class participants.
	Image Library	Allows you to share images from your own uploaded images or from the preloaded Open Images library.
	Courses	Allows you to bring course contents onto the whiteboard/into the online classroom.
	Breakout Rooms	Allows you to break into groups for focused discussions.
	Embed	Allows you to embed an external website or webpage. Note: Some websites/webpages do not allow third-party access.
	Latex	Allows you to share latex equations. This function is for future use.

## Live audio/video window

The live audio/video window provides face-to-face interaction with class participants. You can communicate with all participants, or directly with a single participant.

Additionally, this window has controls for:

- Muting and unmuting the microphone
- Turning the video camera ON and OFF
- Starting and stopping recording
- Adding a reaction to the live audio/video, including emojis.



Click the microphone icon to mute/unmute the live audio.



Click the camera icon to turn the video camera ON and OFF.



Click the dot to start and stop recording.



Click the reactions icon to open the reactions menu, where you can share your reactions.

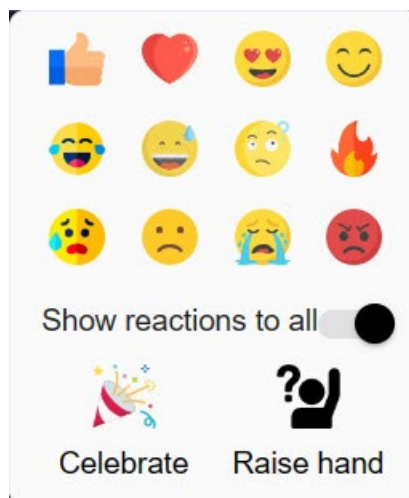
## Reacting to audio/video material

Use emojis to respond to material presented.

You can show your reactions to all class participants or just to the host.

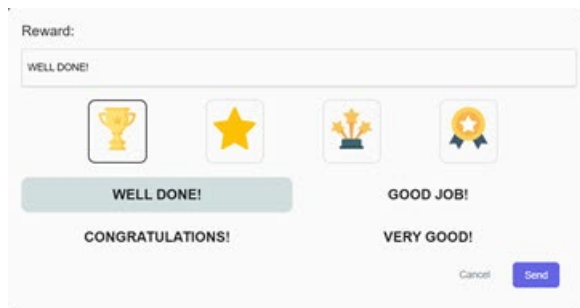
You can raise your hand to ask a question.

Click **Celebrate** to open the *Celebration* menu.



In the *Celebration* menu:

1. Type a message in the *Reward* text field.
2. Select an award icon.
3. Select a praise phrase.
4. Click **Send**.



## Chat window

The chat window provides tools for real-time chats. You can share real-time messages with the entire group or submit comments/questions directly to the session instructor/moderator.



## Public chat



Click the open text bubble to chat with create and/or participate in a public chat.

1. With your cursor in the text entry field, type a message.
2. Click the send icon to share it with all session participants.

## Ask a question to the host



Click the “?” text bubble to send a message to the session host.

1. With your cursor in the text entry field, type your question.
2. Click **Send** to send your question to the session host.

## Configuration menu

The *Configuration* menu is anchored to the left edge of the online classroom window. Its contents allow you to fine-tune overall elements of the online classroom.

Table 3 describes functionality available in the *Configuration* menu.

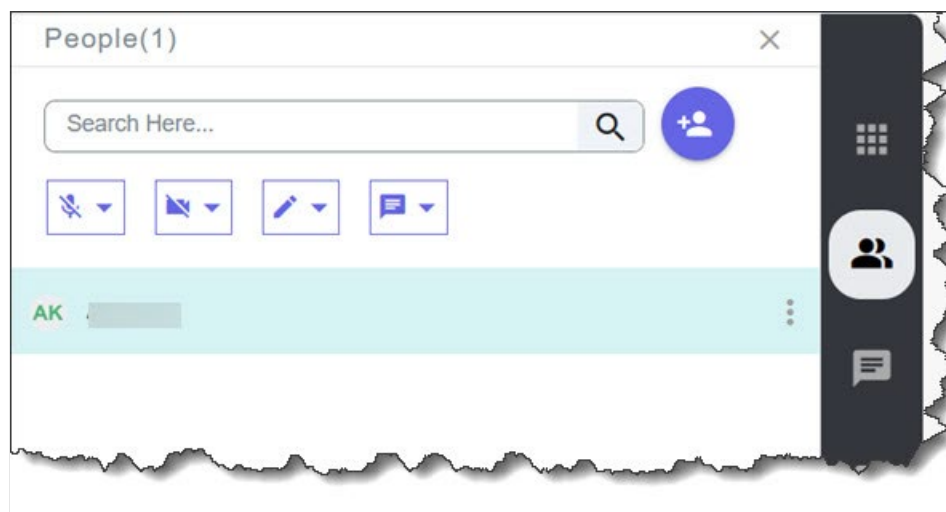
Table 3 Configuration Menu

Icon	App name	Function
	Apps	These are the same applications that are available by clicking the plus sign (+) in the top tab bar of the online classroom window. Refer to <a href="#">Table 2 Apps</a> for complete descriptions.
	People	Click People to open the People menu, which displays a list of session participants and other options.
	Chat	This icon opens an expanded chat window with the same functionality as described in the <a href="#">Chat window</a> section on the previous page.
	Layout	The <b>Layout</b> icon opens the Layout menu, where you can configure the layout of the online classroom.
	Settings	Click <b>Settings</b> to open the Settings menu, where you can adjust settings for media connections, whiteboards, chat, and the room.
	Alerts	Click <b>Alerts</b> to display a window listing any alert messages you may have.
	Exit	Click the <b>Exit</b> icon to leave the online classroom session.

## People

Click the **People** icon to open the *People* menu.

Figure 6 People Menu



In the *People* menu, you can:

- **Search** for someone by typing their name in the search bar.
- Click the blue **Add Person** icon to add another person to the session.
- See a **List** of people currently attending the session.
- If you have Host/Moderator privileges, you can **Mute** the audio for everyone, or revoke audio access for one or more people.
- If you have Host/Moderator privileges, you can **Stop all videos** for everyone, or revoke video access for one or more people.
- If you have Host/Moderator privileges, click the **Pencil** icon to revoke/enable writing access for the session.
- If you have Host/Moderator privileges, click the **Chat** icon to revoke/enable chat access for the session.

Click the **X** in the upper right corner of the *People* menu to close it and return to the online classroom.

## Layout

Click the **Layout** icon to open the *Layouts* menu.

Figure 6 Layouts Menu

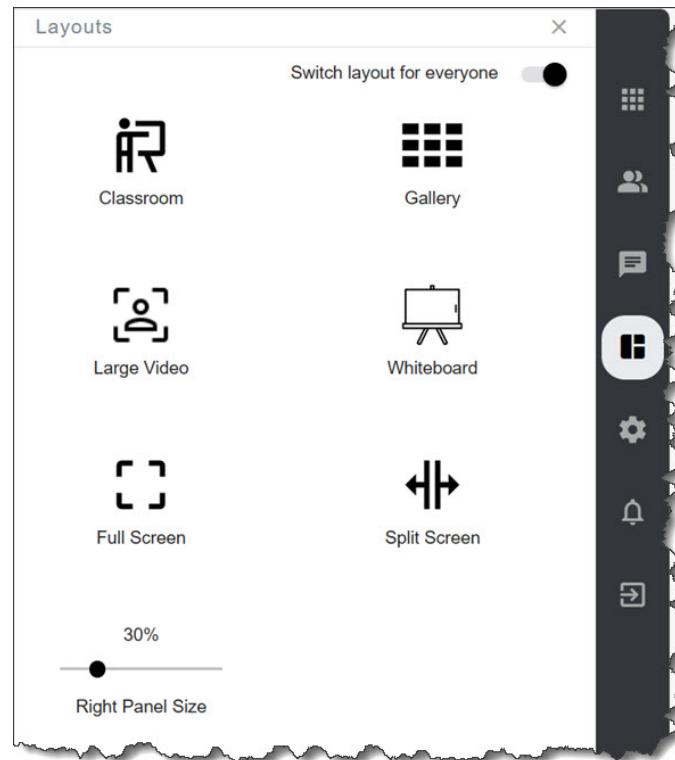










Table 4 describes functionality available in the *Layouts* menu.

Table 4 Layouts Menu

Icon	Name	Function
	Switch layout for everyone	This toggle control manages who is affected by layout change. Note: This control is only available to instructors/moderators.
	Classroom	This is the default layout. The classroom layout comprises a large whiteboard on the left with stacked video and chat windows on the right third of the screen.
	Gallery	The gallery layout comprises a grid view of all session participants.
	Large Video	The large video layout displays a large video of the instruct/moderator. The stacked video and chat windows on the right third of the screen are blacked out.

	Whiteboard	The whiteboard layout displays only the whiteboard. The stacked video and chat windows on the right third of the screen are blacked out.
	Full Screen	Clicking the full screen icon will stretch the current layout to cover all available screen space, including the right third of the screen.
	Split Screen	The split screen layout displays a whiteboard on the left, and a video window on the right.
	Right Panel Size	Use the slider control to adjust the size of the right panel in any of the two-panel layouts.

Note: Changes made to the *Layout* menu take place immediately.

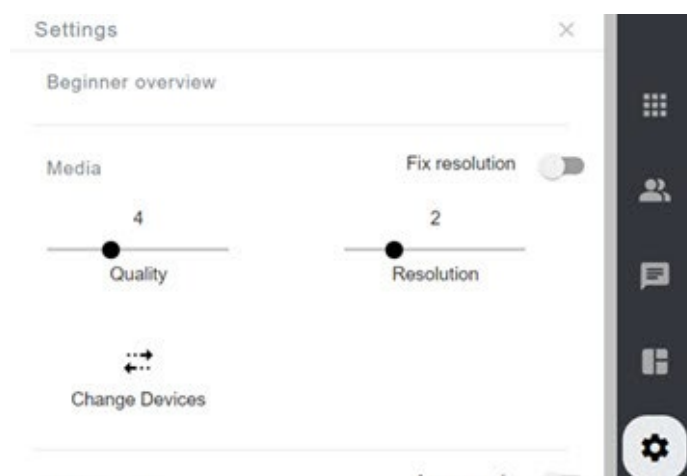
Click the **X** in the upper right corner of the *Layout* menu to close it and return to the online classroom.

### Settings

Click the **Settings** icon to open the *Settings* menu.

Click the **X** in the upper right corner of the *Settings* menu to close it and return to the online classroom.

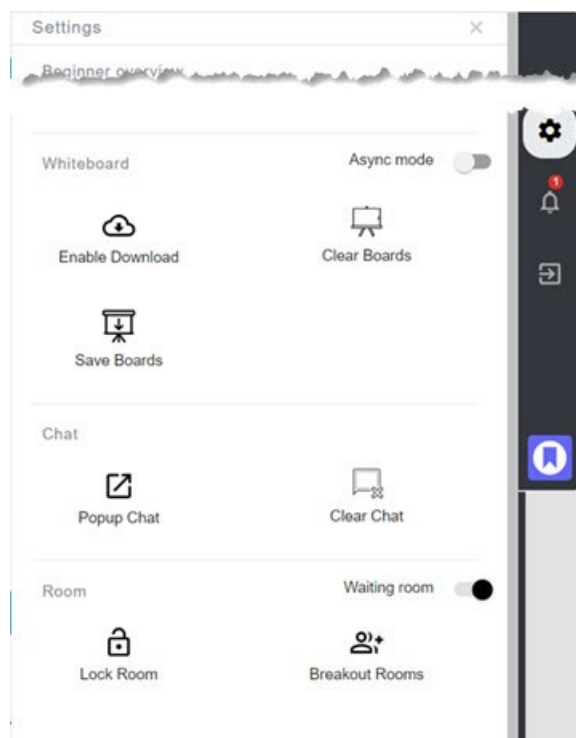
Figure 7 Settings Menu



### Media controls

In the Media controls area of the *Settings* menu, you can view the quality and resolution of the session settings, fix resolution, and open a window to change devices.

Figure 8 Settings Menu (continued)



#### Whiteboard controls

In the Whiteboard controls, you can enable/disable async mode, enable/disable downloads, clear all whiteboards, and save whiteboards to a preconfigured location.

#### Chat controls

In the Chat controls, click **Popup Chat** to open a floating live chat window. Click **Clear Chat** to clear all chat windows.

#### Room controls

In the Room controls area of the settings menu, you can enable/disable the waiting room, lock/unlock the room, and add breakout rooms.

Refer to the *Creating and Using Breakout Rooms* instruction sheet for more information on breakout rooms. (future standalone document)

#### Alerts

Click **Alerts** to open a list of all alerts for this session, showing who initiated an action, what the action was, and the time the action occurred. Click the trash icon to clear all alerts.

## Exit

Click the **Exit** icon to leave the session.

1. A dialog asking if you are sure you want to leave or end the session displays.
2. Click **Cancel** to dismiss the dialog and return to the online classroom  
or  
Click **Leave** to leave the session and return to your Intercambio Learning System (ILS) dashboard  
or  
Click **End** to end the session and return to your ILS dashboard (this control is only available to instructors and moderators).

## About This Document

<b>Release date</b>	<b>Title</b>	<b>Comment</b>
June 1, 2024	Elements of the Online Classroom Reference Guide	Initial release

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