



Preparing for Your First Online Class

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Before You Begin

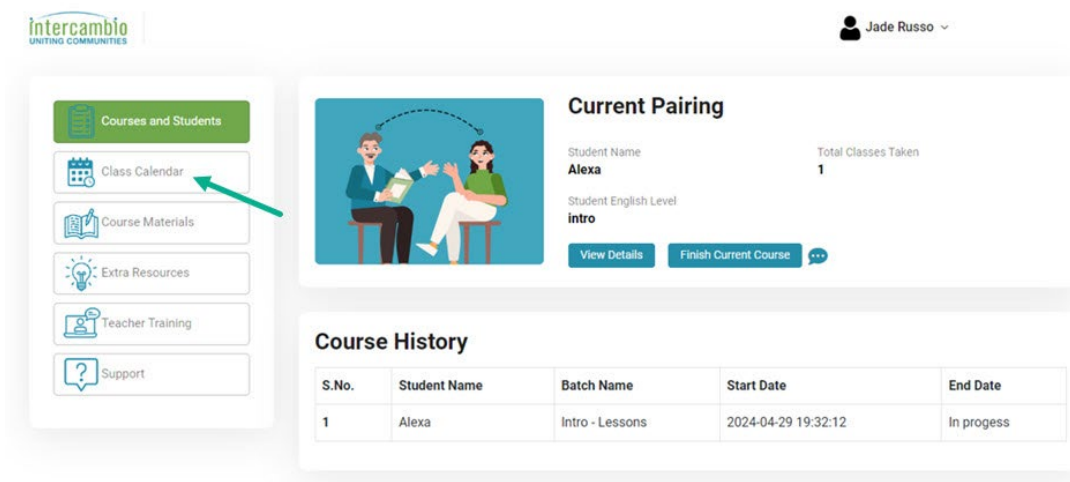
The Intercambio Learning System (ILS) online classroom is a video conferencing platform that allows teachers and students to interact using learning materials such as PPTs, PDFs, audio files, video files, quizzes, and more through the online whiteboard. Everything happens in real-time and provides the 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).

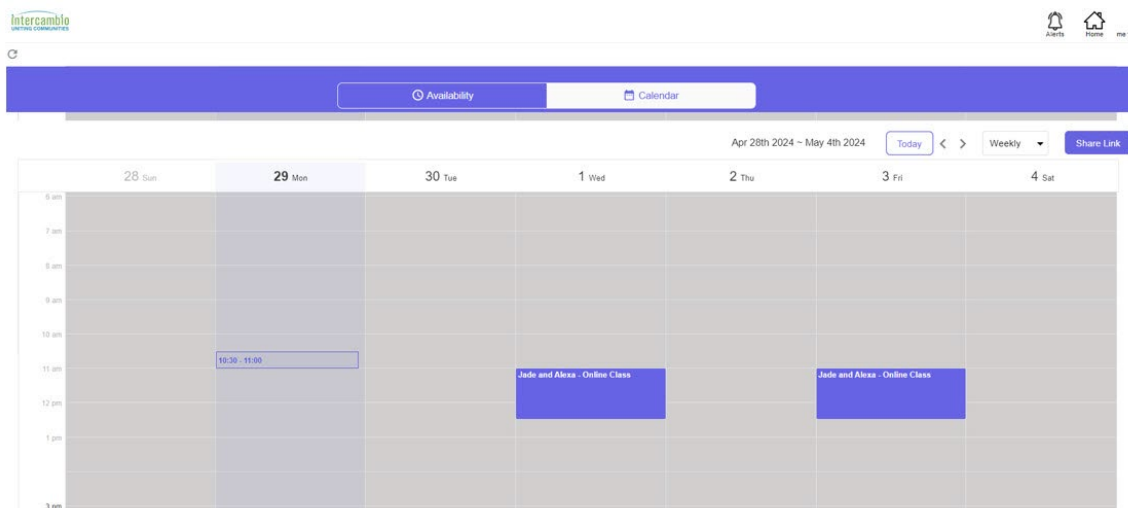
Figure 1 Intercambio Learning System (ILS) Dashboard



2. Click **Class Calendar**.

Result: The ILS Class Calendar opens.

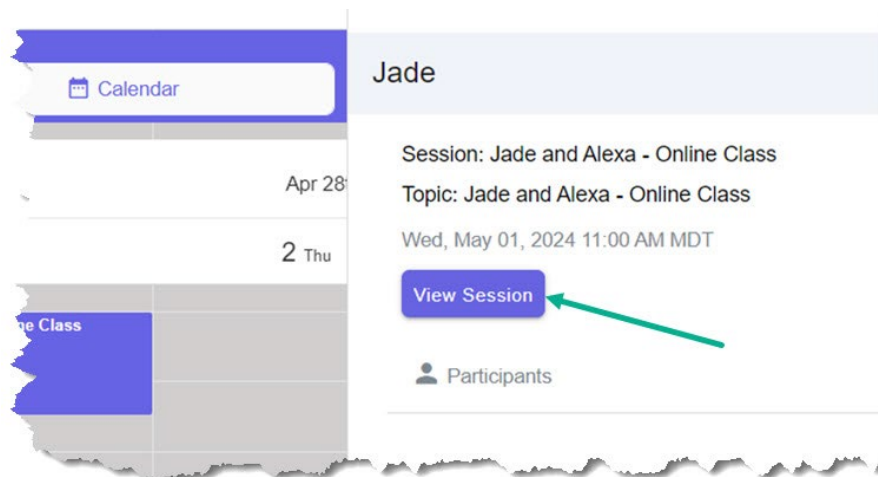
Figure 2 ILS Calendar Window



3. Find the class session on the calendar and click to open it.

Result: A brief details dialog opens at the edge of the screen.

Figure 3 Class Session—Brief Details



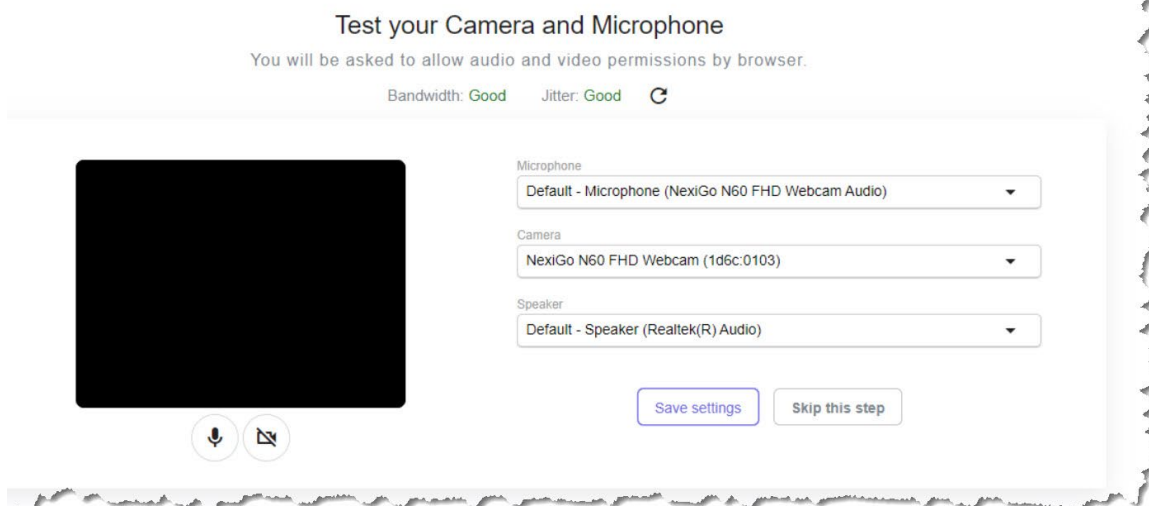
4. Click **View Session**.

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 camera and microphone

The screen that displays shows your current default settings for microphone, camera, and speaker.

- 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.

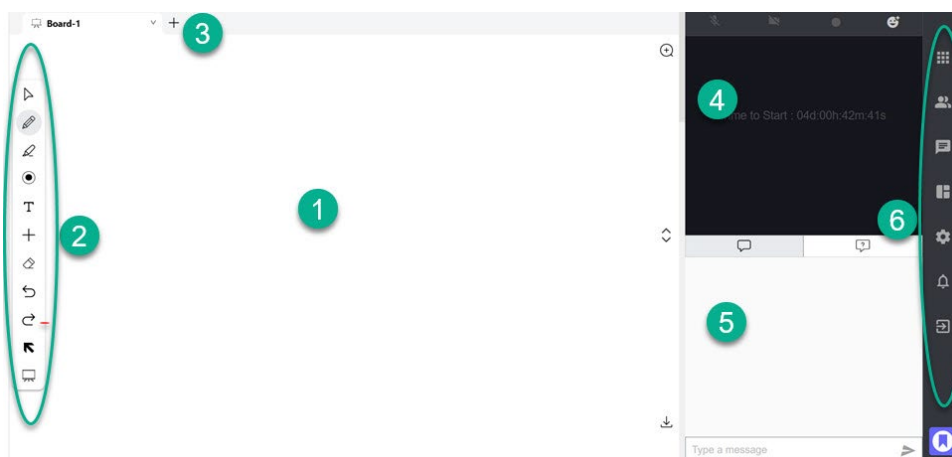
Elements of the Online Classroom

The first time you open the classroom for a session, what you see will be blank like this (Figure 4).

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

Refer to the *Elements of the Online Classroom Reference Guide* for a detailed overview of the tools and controls available for customizing your online teaching environment.

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

Configuring Your Online Classroom

Once you are familiar with the elements of the online classroom and understand how you'd like to use it, you are ready to set it up for your class session.

Adding course content

1. From the session's initial screen, click + from the top tab bar.

Result: A menu of applications opens.

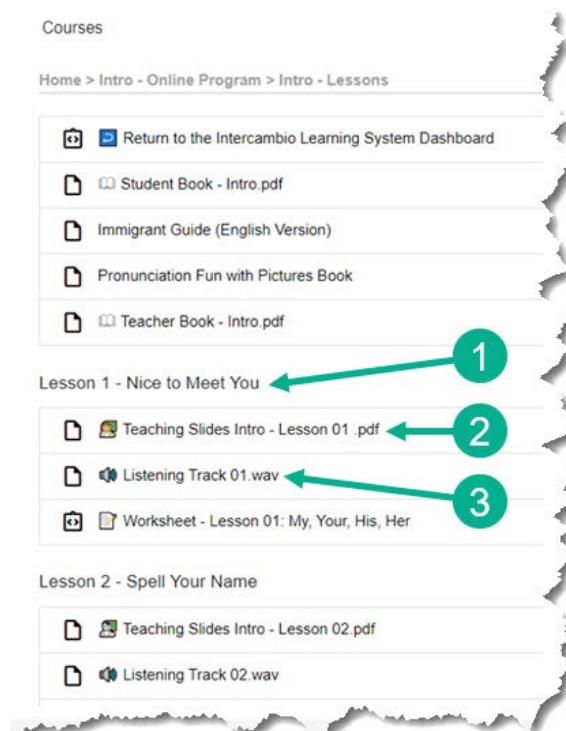
2. Click **Courses**.

Result: A list of courses is displayed, where you can bring the contents of a course to the whiteboard.

3. Click the appropriate course in the list.
4. Click **<Course level> Lessons**.

Result: A list of available content for the course displays.

Figure 6 List of Available Course Content



5. Find the appropriate lesson (1).

Adding teaching slides

6. Click **Teaching Slides <Course level>.pdf** (2).

Result: The teaching slide file opens on the whiteboard.

7. Click **Share**.

Adding a listening track

8. Click the corresponding **Listening Track.wav** (3).

Result: The .wav file player opens on the whiteboard.

9. Click **Share**.
10. Close the list of available content for the course by clicking the **X** in the top right corner.

Result: The list of available content closes, and the whiteboard now displays Teaching Slides and Listening Track tabs.

11. Click on the *Listening Track* tab to bring it to the front of the window.
12. Press the **Play** icon to enable the listening track.

Presenting a Class in the Online Classroom

Now that you have prepared the online classroom for a class session, there are a few things to keep in mind:

- When you are preparing to present, BEFORE your class goes live, make sure you have opened and shared the teaching slide and listening track files.
- During the class, use onscreen arrows or forward/back navigation keys to move through the lesson.
- After the class, prepare for your next class session by adding teaching slides and listening tracks for the upcoming lesson and deleting material for past sessions.
- ILS remembers where you are when you log out of the session. All your tabs and classroom customizations are saved when you exit the session and are restored when you reopen the session.

About This Document

Release date	Title	Comment
June 1, 2024	Preparing for Your First Online Class	Initial release

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