

Virtual Classroom - Overview & Exercises

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Let's Practice

Launch Kaltura Meeting

1. Login to your *Mediaspace* or *LMS* site
2. Enter a *Channel/Media Gallery* and select the *Media* Tab.
3. Click "*Launch Live Room*" to launch the virtual room.

Or

1. Launch your personal room [Mediaspace only]
2. Select "*Live Room*" from the *USER* drop down menu.

Manage Your Media Device Settings

1. Click the *Settings gear* ⚙️ in the top right of the live room.
2. Select the drop down menus corresponding to *Select Webcam*, *Select Microphone*, and *Select Audio Output*, then choose the device you want to use.

Set Your Class Mode

1. Click the *Settings gear* ⚙️ in the top right of the live room.
2. Select *Virtual Classroom* or *Webinar* mode

Set A Room Password

1. Click **Invite**.
2. Select the checkbox corresponding to *Require a password*.
3. Enter in the password you want to set.
4. Click the **Save** button.

Upload Files

1. Click the *Files* button on top left
2. Click the *Add File* button to launch your local file browser
3. Select the file/s you want to upload
4. Click the confirmation button (**Ok/Open/etc...**)

Or

Drag-and-drop files directly from your desktop to upload files.

1. Click and drag file from your desktop
2. Drop the file in the dashed line box to upload it to the current folder

Create a Quiz

1. Enter your course.
2. Select the **Quizzes** tab.
3. Click the + button to start creating your quiz.
4. Enter a name for your quiz in the *Quiz Name* field.
5. Choose the Question type:
 - Multiple Choice
 - Multiple Answer
 - Open Question *Not scored automatically

Create Breakout Rooms

1. Click **Tools**.
2. Select **Breakout**.
3. Assign your participants to breakout rooms:
 - a. *Automatically* - Click the *Auto-Assign* switch to automatically assign session participants in random breakout rooms. They will be distributed evenly throughout the available breakout rooms.
 - b. *Manually* - Drag & drop participants to specific breakout rooms.
4. Update the time limit as needed. To disable the time limit, simply uncheck the checkbox.
5. Click **Breakout** and your participants are automatically redirected to their assigned breakout rooms.