Virtual Class Manual

For the students of Distance Learning and eLearning at Tabuk University
In this window, you test the sound in the headset. When you click “join audio” you join the virtual classroom.

You can click × to close the window.

You can choose the language of the virtual class interface as shown in the following picture.
In this window, you test the sound in the headset, when you click “join audio” you join the virtual classroom.

You can click \( \times \) to close the window.

You can choose the language of the virtual class interface as shown in the following picture.
Virtual Class

The virtual class is an interactive environment that enables teachers and students to take advantage of modern technology and it facilitates education through merging it with technology. The outcome is the increased achievement abilities of the students.

Click on the subject that you want, for example ISLS, and you will be transferred to the main page of the subject.

Click on the virtual class button and the following page will appear.
Choose the group of students that you teach from the drop down menu.

Then click on the "join" button which means "join" to enter the virtual class.

In this window, you are asked to activate the flash player settings, please click on "Allow".
Virtual Class Manual

You can choose Arabic or English to change the language.

The appearance of the window after you choose Arabic:

Note these icon in the top left corner of the screen.
The following table explains what is meant by these icons:

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>🎧</td>
<td>This button is used to activate sound. When clicked, the icon turns into this.</td>
</tr>
<tr>
<td>📽️</td>
<td>This button activates the camera and presenter will be visible to all those in the classroom.</td>
</tr>
<tr>
<td>🎨</td>
<td>This button activates sharing the desktop of the presenter.</td>
</tr>
</tbody>
</table>

The “Users” window:

![User Window](image)

It contains a number of buttons for the teacher and the students who are participating in the virtual class session:

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>👨‍🏫</td>
<td>The symbol is shown next to the presenter and the controller of the session.</td>
</tr>
<tr>
<td>📲</td>
<td>This button notifies the teacher of an event. When clicked, it appears next to the name of the person who clicks it.</td>
</tr>
<tr>
<td>🔄</td>
<td>This button switches the role of the presenter with another participant.</td>
</tr>
</tbody>
</table>
The “Chat” window

In this window, the teacher and the students can chat to discuss things and ask questions. Type the text and the hit  to send the message.

The chat window contains two tabs

The “All” tab: when general messages are exchanged between the students and the teacher. Everyone can see and respond to these messages.
The “+” tab: when you want to talk to one of the participants in the chat window, click on it and another tab is created and you can have a separate chat with that specific participant, it will not visible to anyone else in the general chat window.

The “Listener” window:
In this window, the teacher and only the participants who are listening, can talk. The teacher can, in this window, control everything with a number of buttons:

<table>
<thead>
<tr>
<th>Button Description</th>
<th>Icon</th>
</tr>
</thead>
<tbody>
<tr>
<td>This button is used to “ban” someone from the virtual class</td>
<td>![Icon]</td>
</tr>
<tr>
<td>A participant uses this button to speak</td>
<td>![Icon]</td>
</tr>
<tr>
<td>This icon appears next to the person who is speaking</td>
<td>![Icon]</td>
</tr>
<tr>
<td>Clicking on this button changes it to which means muting the speaker</td>
<td>![Icon]</td>
</tr>
<tr>
<td>Clicking on this button changes it to which means that all participants are muted</td>
<td>![Icon]</td>
</tr>
<tr>
<td>Mute one of the participants by clicking this button</td>
<td>![Icon]</td>
</tr>
<tr>
<td>Clicking this button changes it to which doesn’t not allow a participant to change their status</td>
<td>![Icon]</td>
</tr>
</tbody>
</table>

The virtual window

![Welcome to BigBlueButton](image)
This window is used by the presenter to show the material that is being taught to the students, any file format could be used in this window. It can be used as a white smart board after loading with a blank file and the presenter can write anything they want on it.

After uploading the blank file, the window will look like this.

The presenter can write on the board just as in the following picture.
Or the following picture:

And this window has a number of buttons as well:

<table>
<thead>
<tr>
<th>To display the toolbox</th>
<th>To zoom in and out</th>
<th>To increase the screen size</th>
<th>To switch between pages</th>
<th>To upload any file from the presenter’s computer</th>
</tr>
</thead>
</table>

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When the presenter clicks [the window to upload any file appears][1].

When the presenter clicks on [the selected file starts uploading][2].

Upon clicking this button [upload begins as in the following pictures][3].

When the upload is completed, the following window appears showing the number of the slides in the presentation window.
Then the following window appears with the material that will presented to the students:

Click this button to show the tool panel.
The following window, shows the virtual class as a whole and ready for the students.

Moving between slides can be done using these.

And you can use any tool from the tool panel to add any comment or highlight a part in the text as the following.

The highlight button can be used as the following.
This button can be used as the following.

More on Operating Systems

- An OS is often called the software environment or platform.
- Operating systems commonly used by individuals:
  - Windows: most widely used
  - Mac OS: powerful and easy to use
  - Linux: network originally designed for Web
  - Linux: non-proprietary, free from the Web

This button can be used as the following.
This button clears everything with one click.

This button will undo the last operation, which means that it clears the note one after the other.
This button chooses the color for the highlighted part.

This changes the thickness of the line.

This buttons activates the camera.

The default position of the camera is at the bottom of the screen.
Sharing the desktop

- Click this button and the following window will appear

![Desktop Sharing: Presenter's Preview](image)

- Click this button and the ribbon appears at the top of the screen

![Desktop Sharing: Presenter's Preview](image)

- Clicking this button shows the following window
Java should be installed for sharing the desktop

When the following balloon appears, it means the desktop of the teacher or the presenter has been shared.
When this button is clicked, sharing the desktop will be stopped.
By clicking this button, you log out of the virtual class.

By clicking this button, the following window appears.

Good luck
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