

How to Join the Kaltura Virtual Classroom?

User Guide

Preliminary Preparations

- 1 Prepare your environment

Login

- 2 Login through the browser
- 3 Register
- 4 Activate the camera & microphone

Welcome to the Virtual Classroom!

- 5 Get to know your workspace

Tips

- 6 Can we hear and/or see you?
- 7 Do you want to change your language?
- 8 Raise hand
- 9 Chat

Preliminary Preparations

1 | Prepare your environment

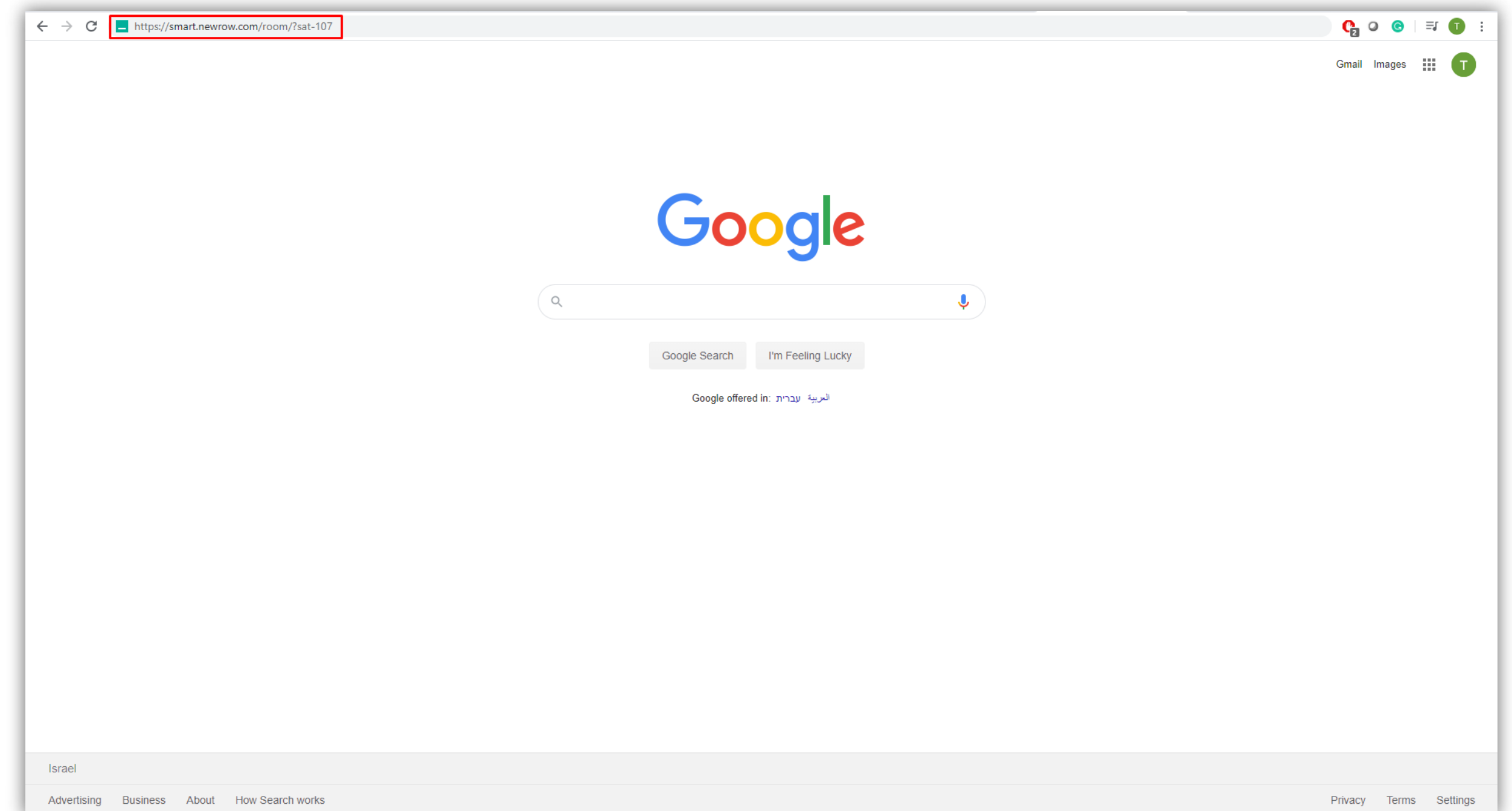
- [Click here](#) to verify your system compatibility.
- [Click here](#) to perform a quick tech check.
- Make sure you have reliable Wi Fi. It is recommended to connect the computer as close as possible to the router. Also, try to avoid sharing the router network and hotspots.
- Plug your laptop into the power supply. Your computer might consume high CPU because the software runs on your computer's camera and microphone. Therefore, the battery on your computer can run out faster.
- If you run into network or high CPU issues, close Internet windows and other unnecessarily running apps. Also, consider turning off your camera.



Login

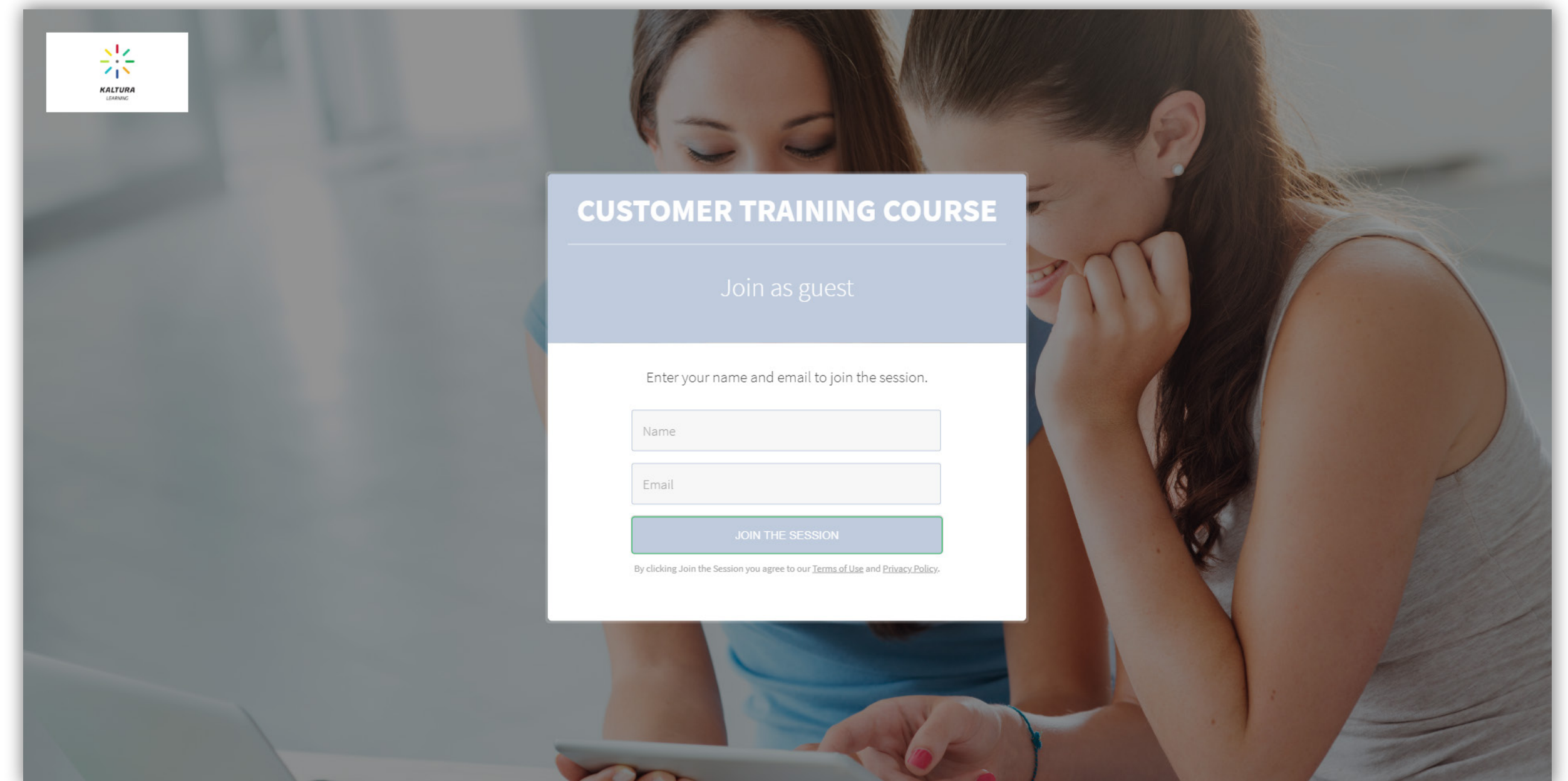
2 | Login through the browser

1. Open the Google Chrome or Firefox browser.
2. Paste your link in the browser's address bar.




3 | Registration

1. Fill in your name and email address.
2. Click on "**Join the session**".



The screenshot shows a registration form for the "CUSTOMER TRAINING COURSE" overlaid on a background image of two women looking at a tablet. The form includes a "Join as guest" link, a prompt to "Enter your name and email to join the session," and input fields for "Name" and "Email." A "JOIN THE SESSION" button is at the bottom, with a small disclaimer below it: "By clicking Join the Session you agree to our [Terms of Use](#) and [Privacy Policy](#)."

 KALTURA

CUSTOMER TRAINING COURSE

[Join as guest](#)

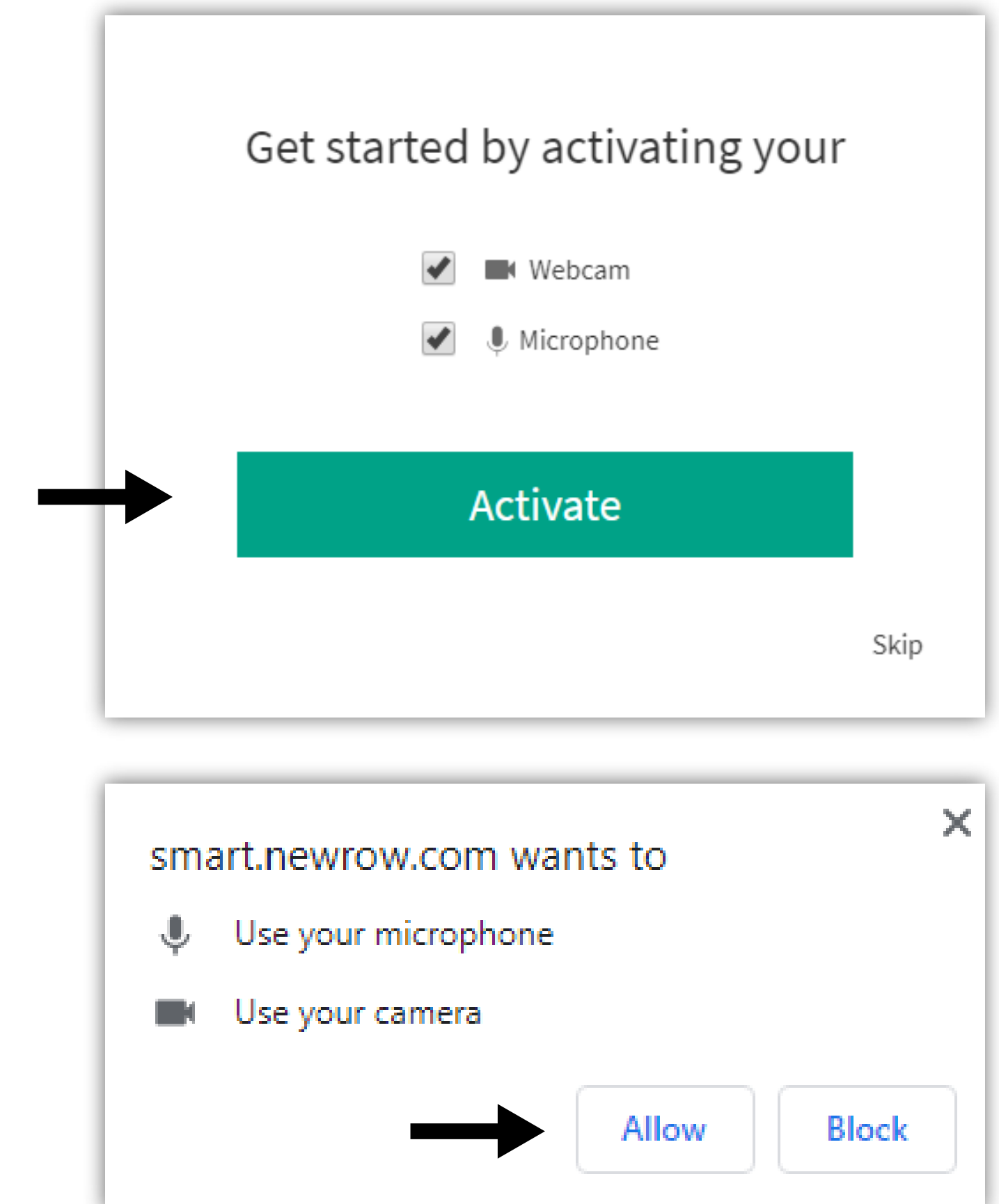
Enter your name and email to join the session.

[JOIN THE SESSION](#)

By clicking Join the Session you agree to our [Terms of Use](#) and [Privacy Policy](#).

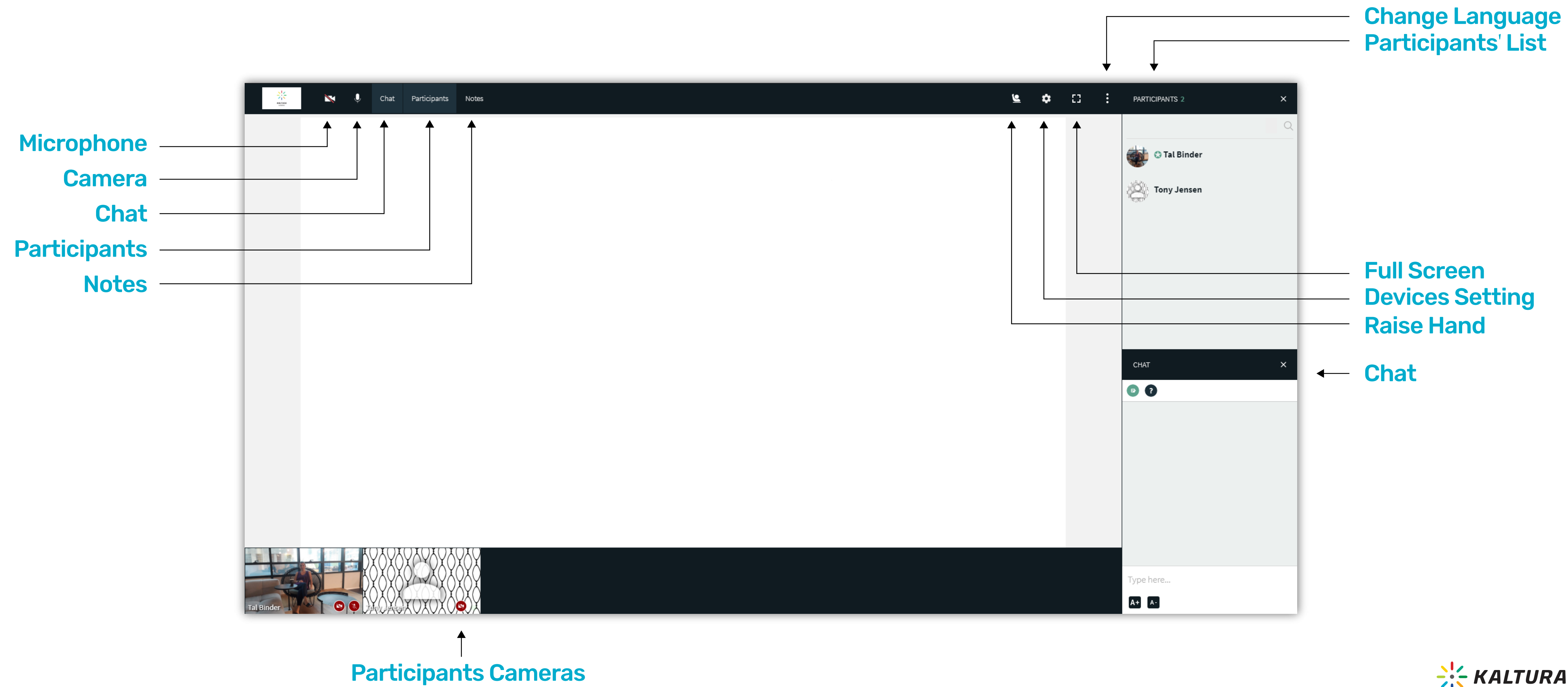
4 | Activate the camera & microphone

1. Click '**Activate**' to enable the Virtual Classroom to use the camera and microphone.
2. Click '**Allow**' to enable the browser to use the camera and microphone



Welcome to the Virtual Classroom!

5 | Get to know your workspace



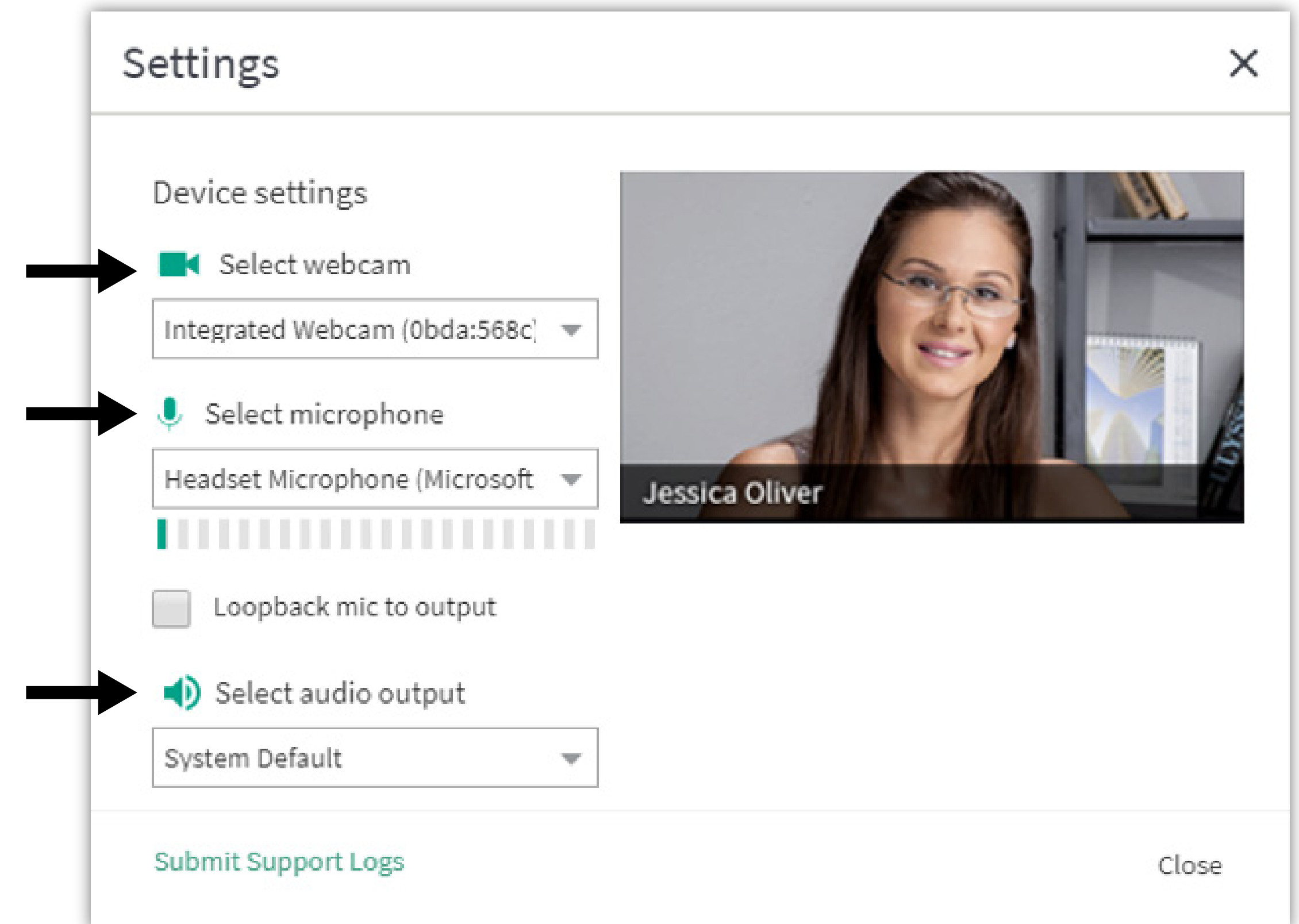
Tips

We collected some tips for you...


6 | Can we hear and/or see you?

- Click the Gear icon ⚙️ on the top toolbar.
- Set up the camera, microphone, and audio you want to use in the Virtual Classroom.

If you have a problem activating your camera or microphone, [click here](#) for more assistance.

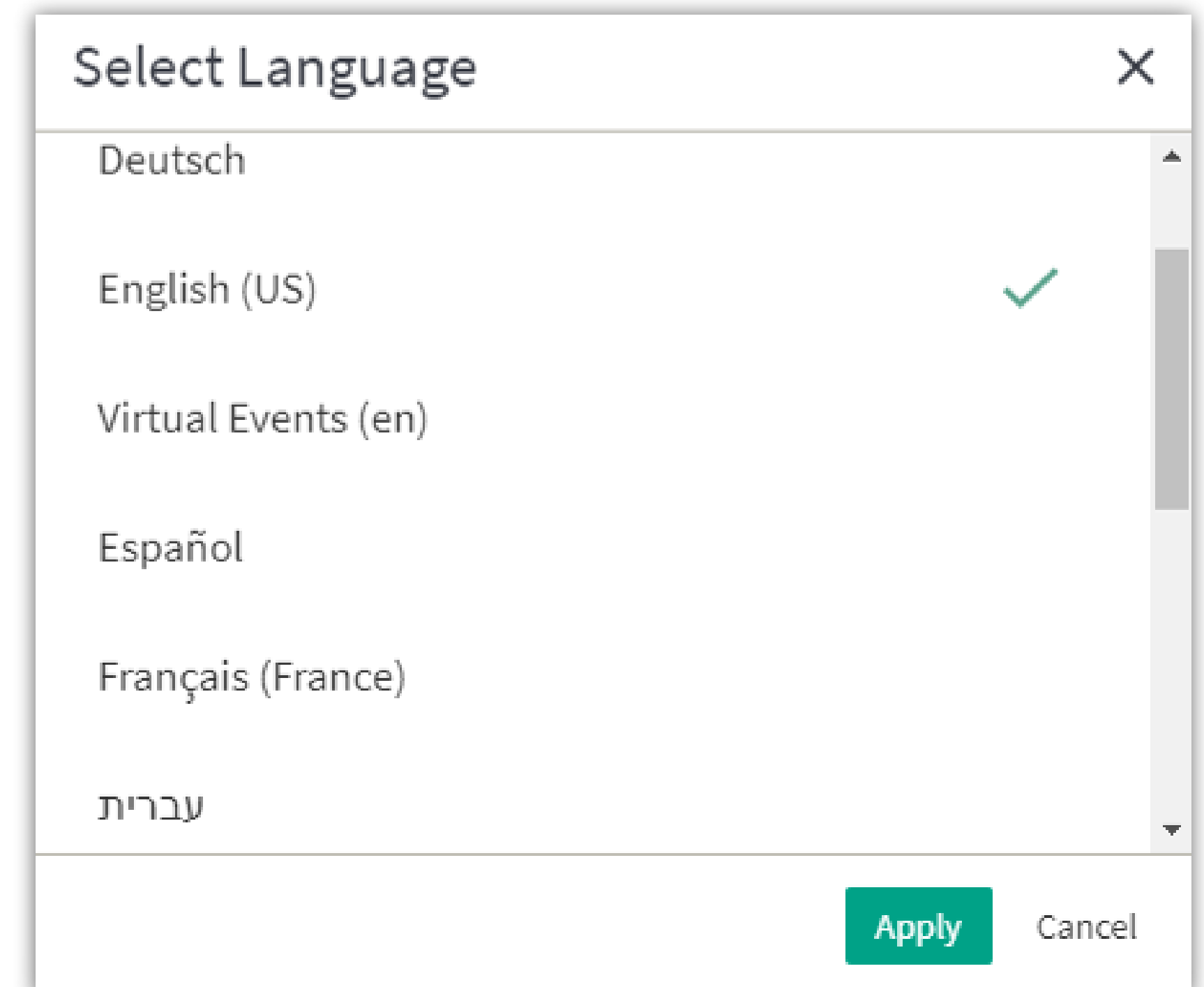


7 | Do you want to change your language?

1. Click the three dots icons  on the top toolbar.
2. Click **'Select Language'**.
3. Select the desired language from the list.
4. Click **'Apply'**.

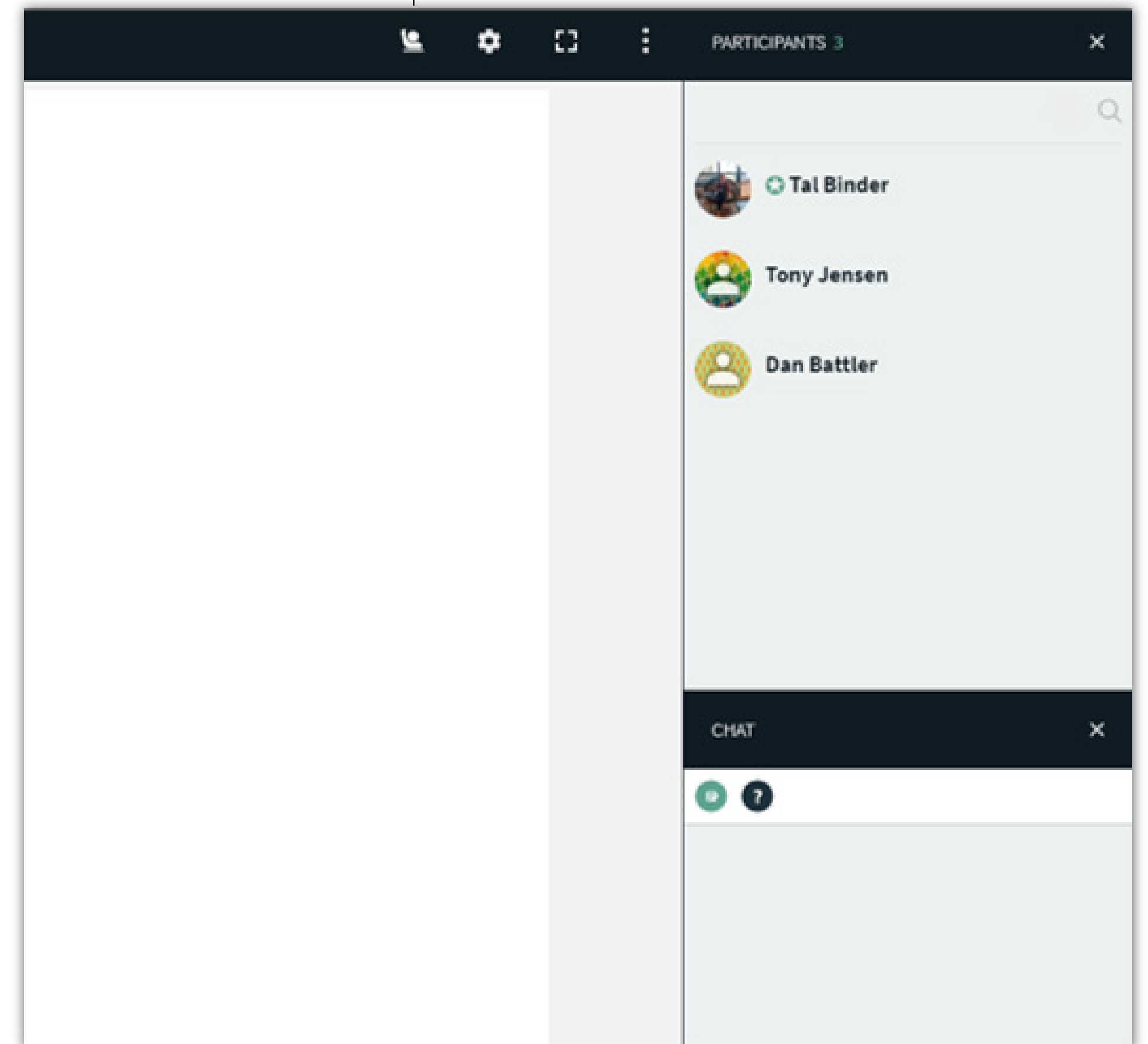
Note:

The changes will only apply to your view.



8 | Raise Hand

Click the Raise Hand icon  on the top toolbar in order to get the instructor's attention.



9 | Chat

- Use the Classroom Chat to communicate with the instructor and other attendees. This will be visible to all participants.
- Use the Q&A Chat to direct questions to instructors or moderators privately. This will be invisible to other participants.
- Increase or decrease the font size by pressing the A+/- signs, respectively.
- Hide the chat box by click x in the chat top right corner or click the Chat button on the top toolbar. Click on the **'Chat'** button to view the chat box again.

