

# ***HOW TO CREATE AND MANAGE THE KALTURA VIRTUAL CLASSROOM?***

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Instructor Guide

## Preliminary Preparations

- 1 Prepare your environment
- 2 Create a Virtual Classroom

## Settings

- 3 Can we hear and/or see you?
- 4 Track participant's focus
- 5 Choose class mode

## Pre Session

- 6 Prepare your study aids
- 7 Upload files
- 8 Invite participants

## During Session

- 9 Tools
- 10 Set participants permissions
- 11 Chat
- 12 Set the presenter webcam position

## Post Session

- 13 Session Stats

# Preliminary Preparations

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## 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 the camera.

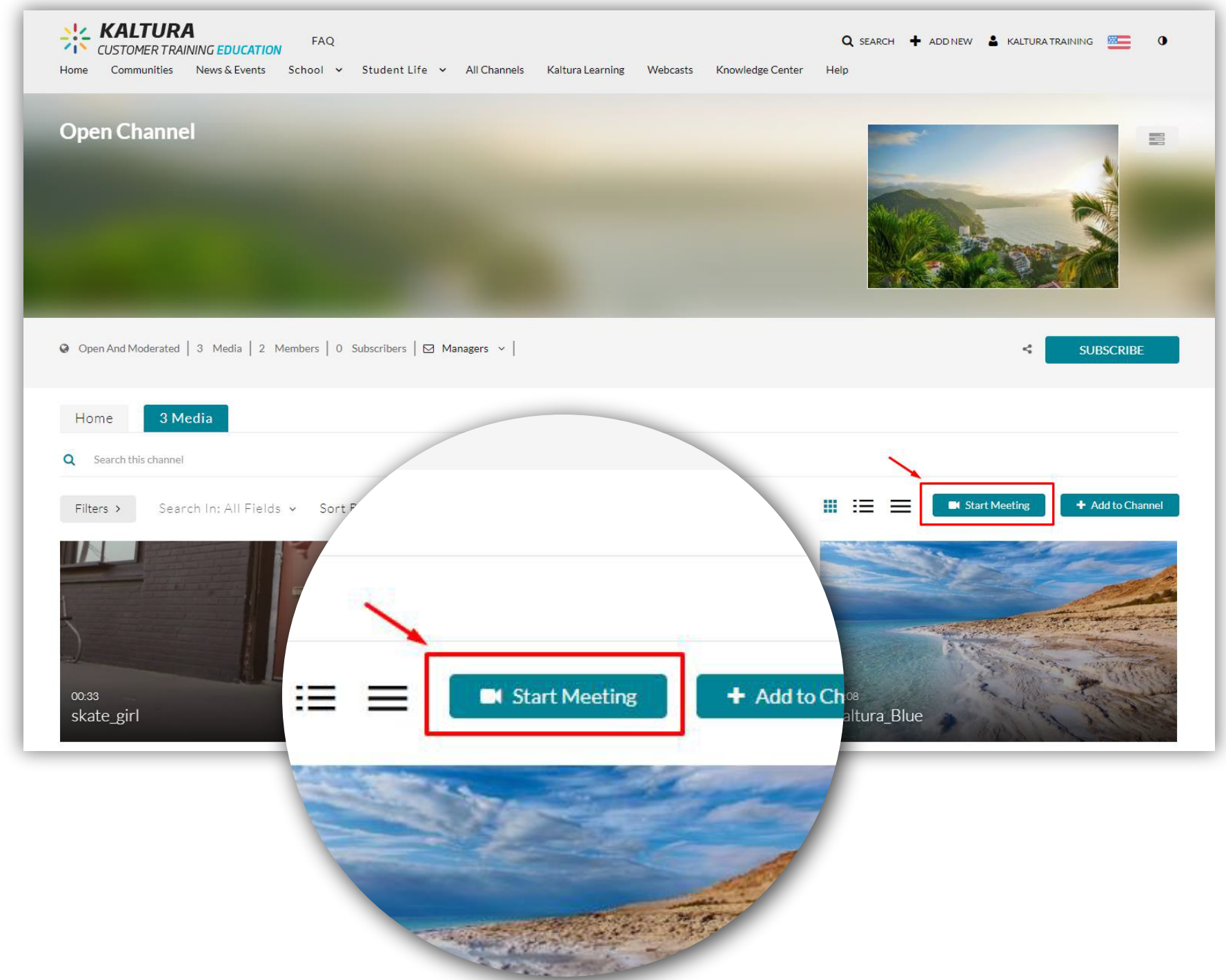


## 2 | Create a Virtual Classroom

1. Login to your Mediaspace or KAF application.
2. Select '**Edit**' channel (in Mediaspace) or '**Edit**' Media Gallery (in KAF.)
3. Make sure the checkbox corresponding to '**Enable Newrow Live Room**' is checked and save your changes.
4. In the Channel/Media Gallery media page, click the '**Start Meeting**' button to launch the Virtual Classroom.

### Notes:

- If you are set as a Manager or Moderator within the repository, you can initiate a real time session. After the session is initiated, other users will be able to join.
- If the 'Enable Newrow Live Room' field is not available in the repository editing options, you may need to enable the 'Newrow' module in the KMS/KAF admin page.




# Settings

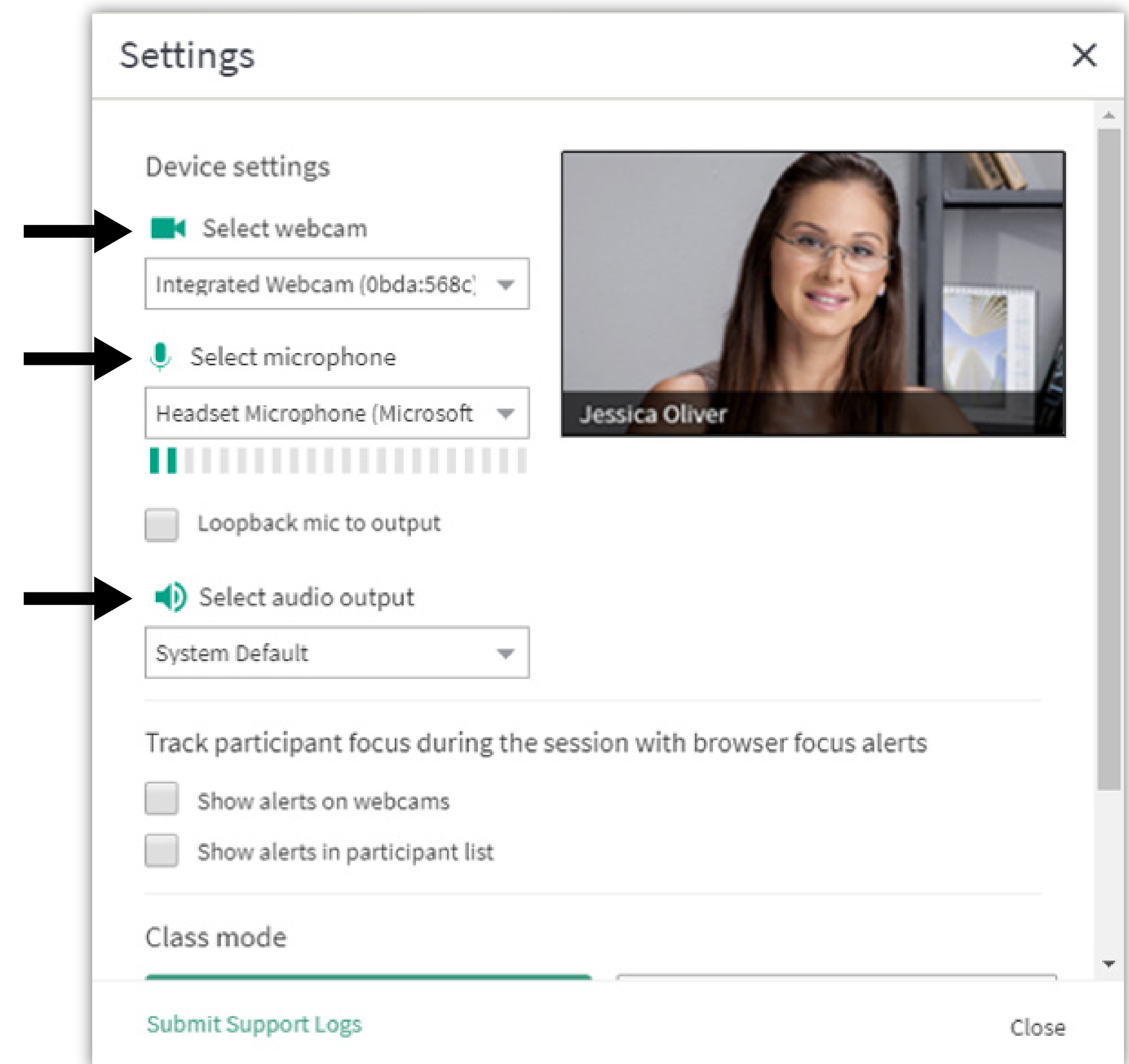
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Welcome to the Virtual Classroom!


### 3 | Can we hear and/or see you?

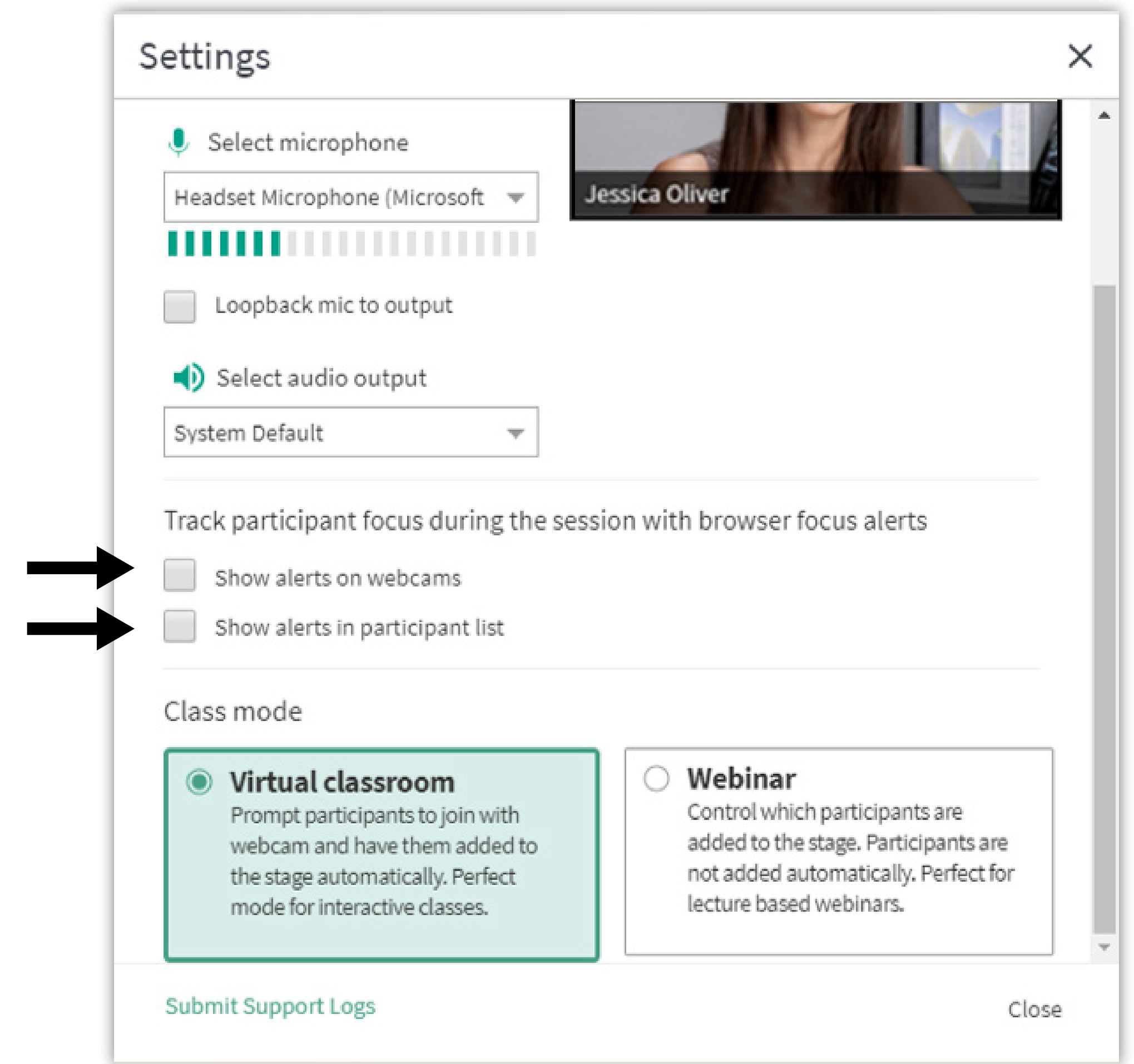
- Click the Gear icon  on the top toolbar.
- Set up the camera, microphone, and audio you want to use in the Virtual Class room.

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



## 4 | Track participant s focus

- Click the Gear icon  on the top toolbar.
- Check **'Show alerts on webcam'** to identify which participants are not in focus during the class. The lack of attention warning will appear on the participant's webcams.
- Check **'Show alerts on in participant list'** to identify which of the participants is not in focus during the class. The lack of attention warning will appear next to the participant's names in the participants list.





## 5 | Choose class mode

Click the Gear button  on the top toolbar and select the desired mode:

- **Virtual classroom**

Participants are asked to turn on their webcam and microphone devices when joining the class. When the participant's devices are turned on, they are automatically added to the stage.

**Virtual classroom**  
Prompt participants to join with webcam and have them added to the stage automatically. Perfect mode for interactive classes.

- **Webinar**

This state is useful when there are many participants and/or you do not want your participant's webcam and microphone devices to be automatically added to the stage. Participants are not asked to operate their devices when entering the class. If participants activate their devices using the controls on the top bar, they are not automatically added to the stage. You can manually add them to the stage using the 'Live' button in the participants list.

**Webinar**  
Control which participants are added to the stage. Participants are not added automatically. Perfect for lecture based webinars.

# Pre Session

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We've collected some tips for managing  
a successful Virtual Classroom...

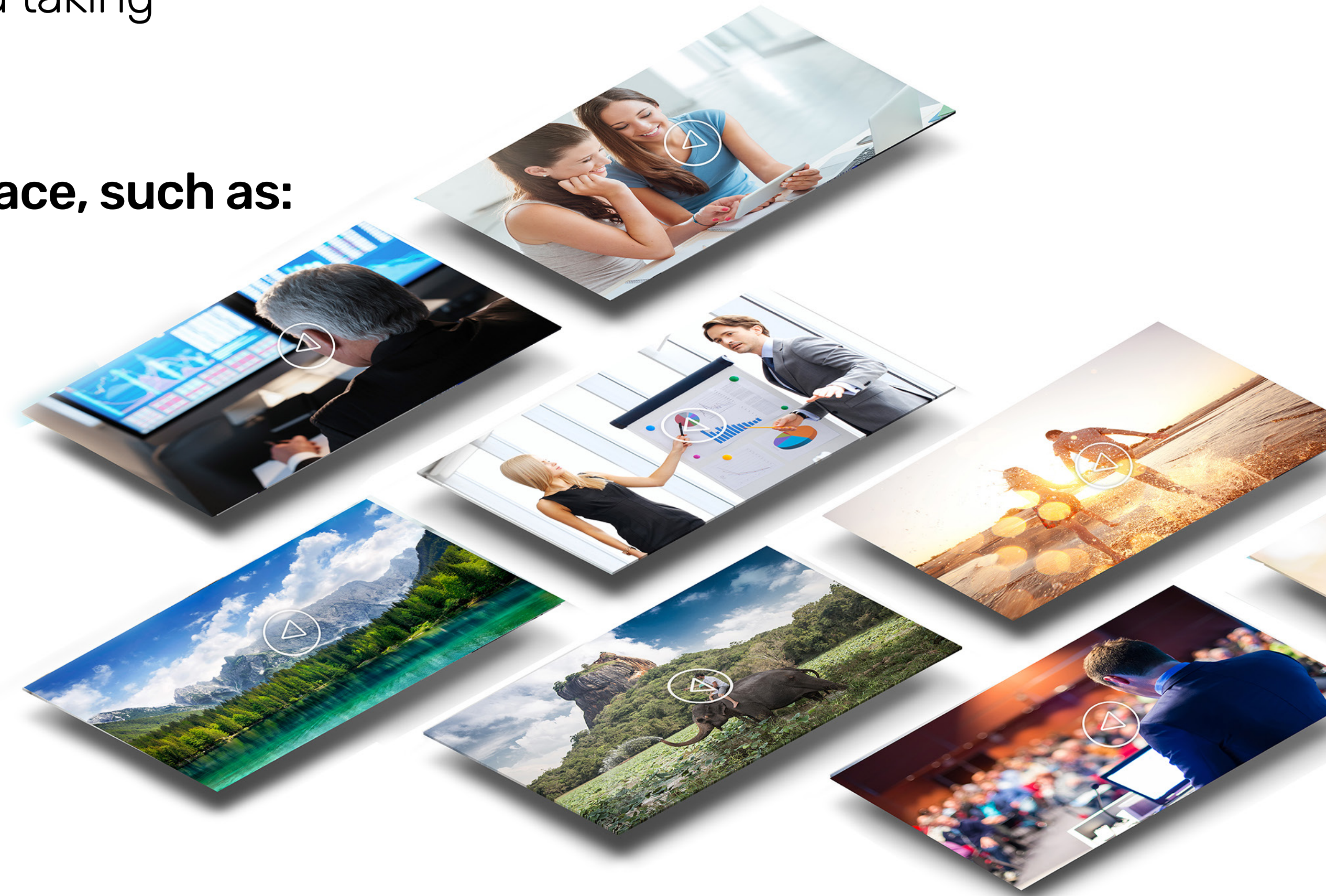
## 6 | Prepare your study aids

To ensure a successful session flow, we recommend taking the following steps a-head of time:

### 1. Plan and upload your study aids to the workspace, such as:

- Files (for example: presentation, video, image, audio file or text file)
- Videos from the Kaltura My Media
- Videos from YouTube
- Quiz

### 2. Add all study aid files to a Playlist.



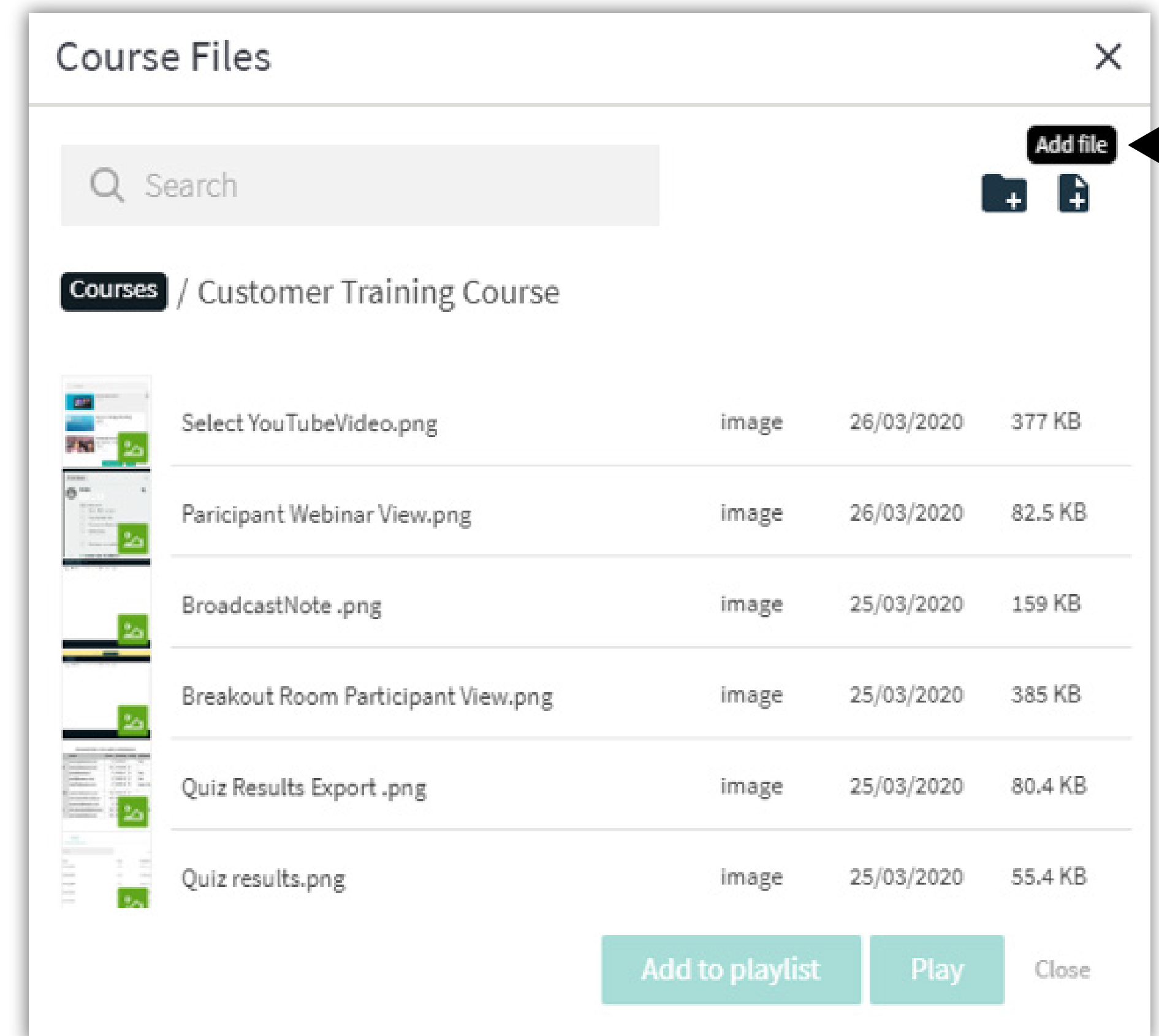
## 7 | Upload files

Upload any type of files, such as : presentation, video, image, audio or text file.

1. Click the **"Files"** button located on the top toolbar.
2. Click the **"Add File"** button to upload file s from your computer.
3. Select the file(s) you want to upload and click **OK**.

### Notes:

- Click the **'Add Folder'** button to create folders. You can directly add or drag the files into the folders.
- Click the **'Add to Playlist'** button to add the files to a playlist. Using playlists ensures a proper session flow without delays.
- If you upload a PowerPoint presentation with animations, they will not be displayed during the session.



## 8 Invite participants

1. Click the **'Invite'** button on the top toolbar.
2. Click **'Copy'** to copy the direct link to your room and send it to your participants. Or choose your preferred email service to invite attendees.
3. Option - Set a password to secure your Virtual Classroom. Participants will be requested to enter the password before accessing the classroom.

### Notes:



- The direct link to the Virtual Classroom is static so you can reuse the same link in your next session.

### Invite People To Join You

Direct Link To Your Room  
Share this link with your participants for them to join your session.

<https://smart.newrow.com/#/room/sat-107> Copy

Invite By Email  
Choose your preferred email service to invite your participants.

 Gmail  Default Email

Set A Password  
Require guest participants to enter a password to join.

Require a password:

Save Cancel

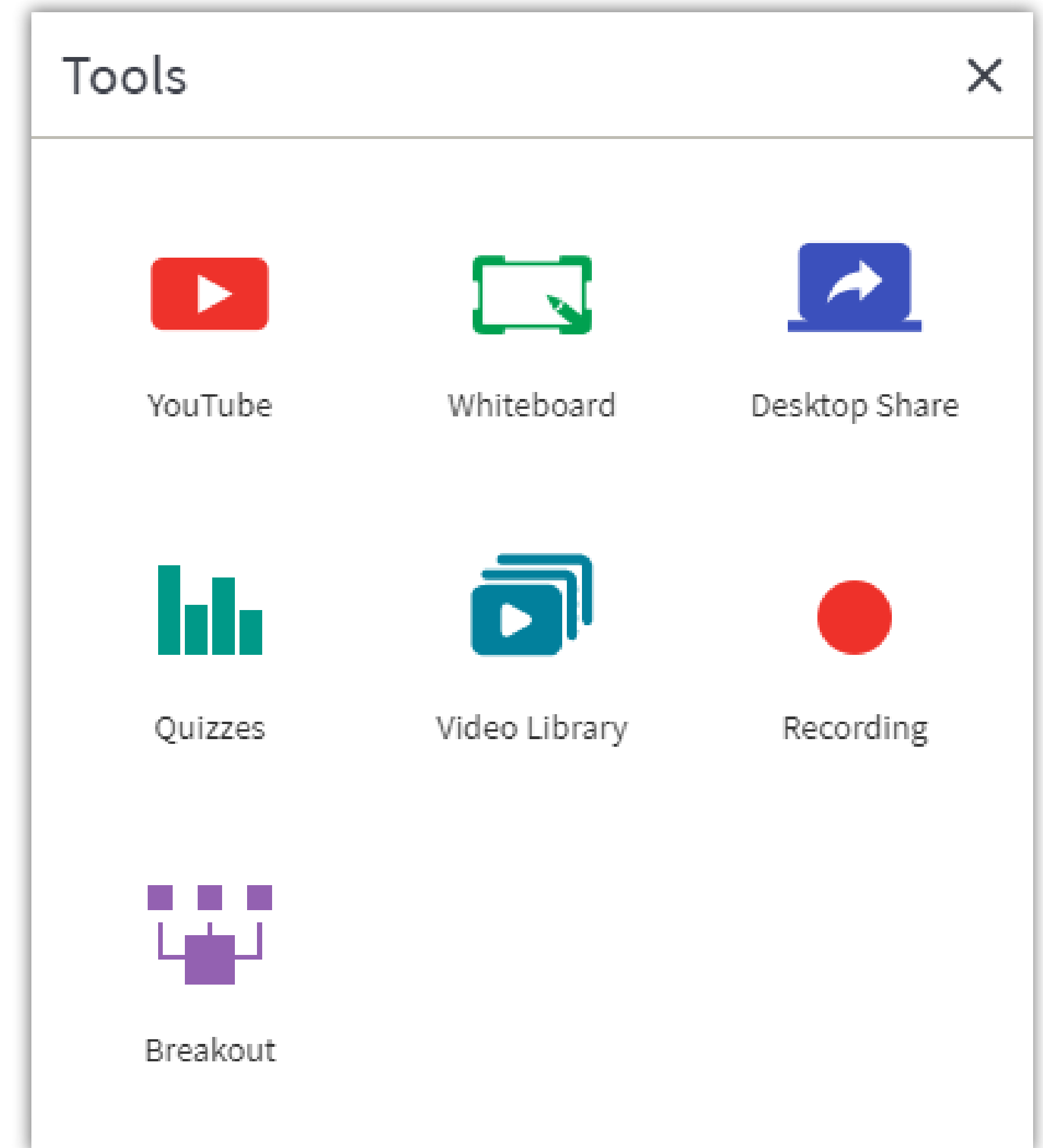
# During the Session

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## 9 | Tools

Click on the **'Tools'** button on the top toolbar to use the following tools:

- **YouTube** - Share a YouTube video.
- **Whiteboard** - Draw on the board.
- **Desktop Share** - Share your screen.
- **Quizzes** - Add a questionnaire.
- **Video Library** - Share a video from My Media.
- **Recording** - Record the session.
- **Breakout** - Divide the participants into sub classrooms to create smaller study groups.



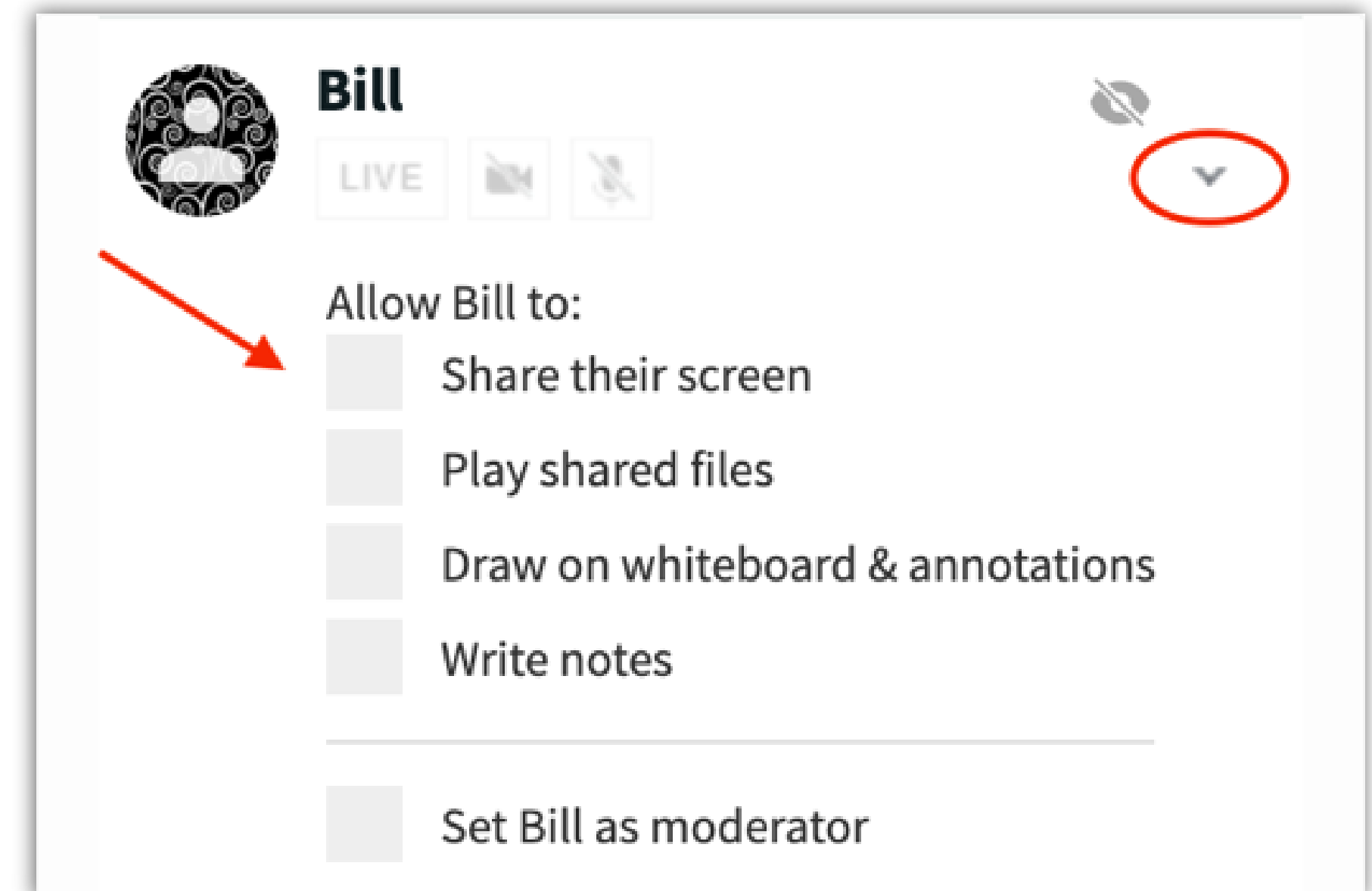
## 10 | Set participants permissions

**Click the arrow next to each participant name and set their permissions, as follows:**

- Enable/disable participant's cameras / microphones / Live Button (If their devices are in fact enabled on their end).
- Set specific privileges for the Virtual Classroom participants to contribute and assist you during class.

The following permissions are available:

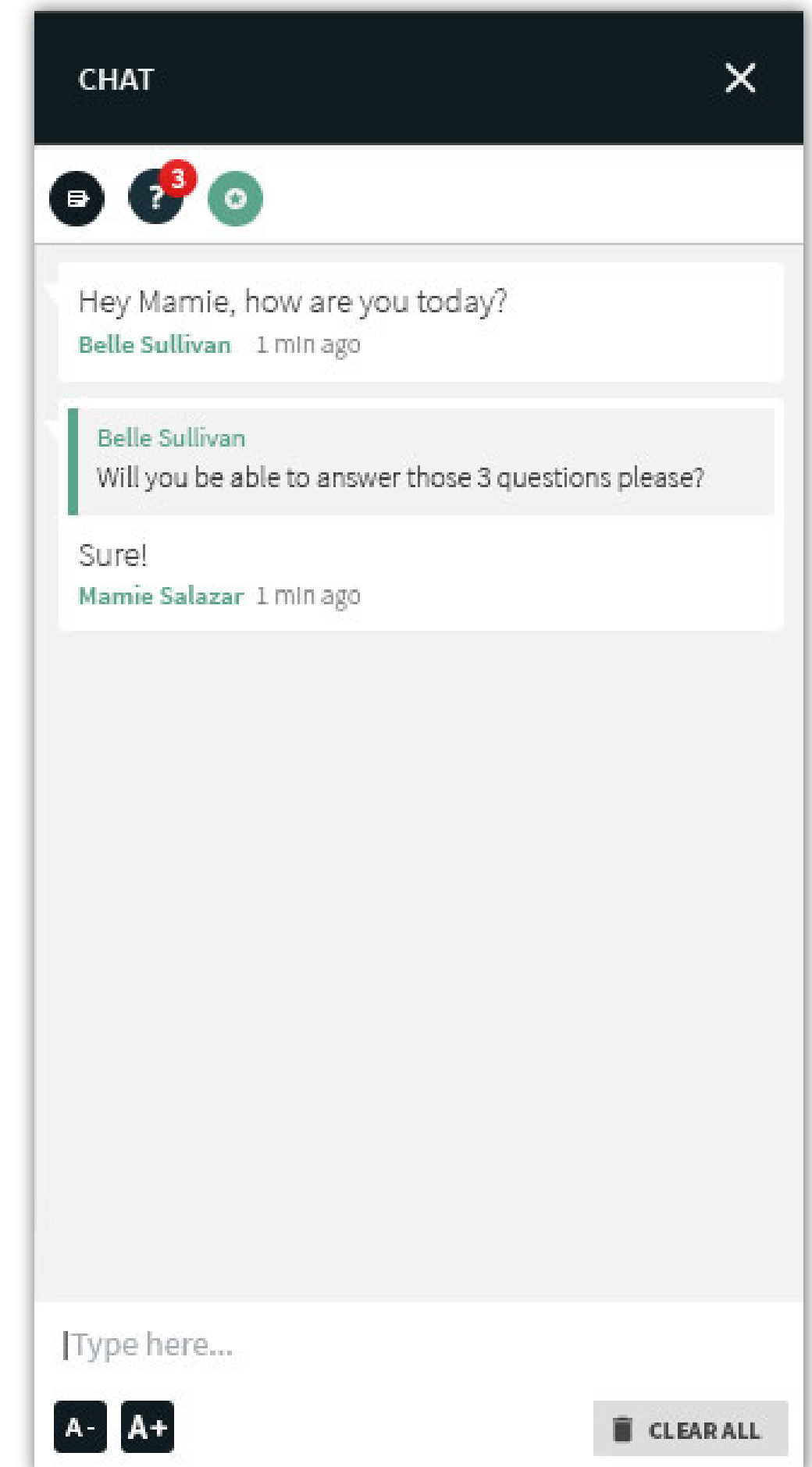
- ✓ Screen sharing
  - ✓ Using the drawing board
  - ✓ File sharing
  - ✓ Write notes
- Each of your participants can be set as a moderator to help you manage the virtual classroom.
  - The Moderator has all permissions except for setting permissions to others, as this capability is reserved for the room manager only.





## 11 | Chat

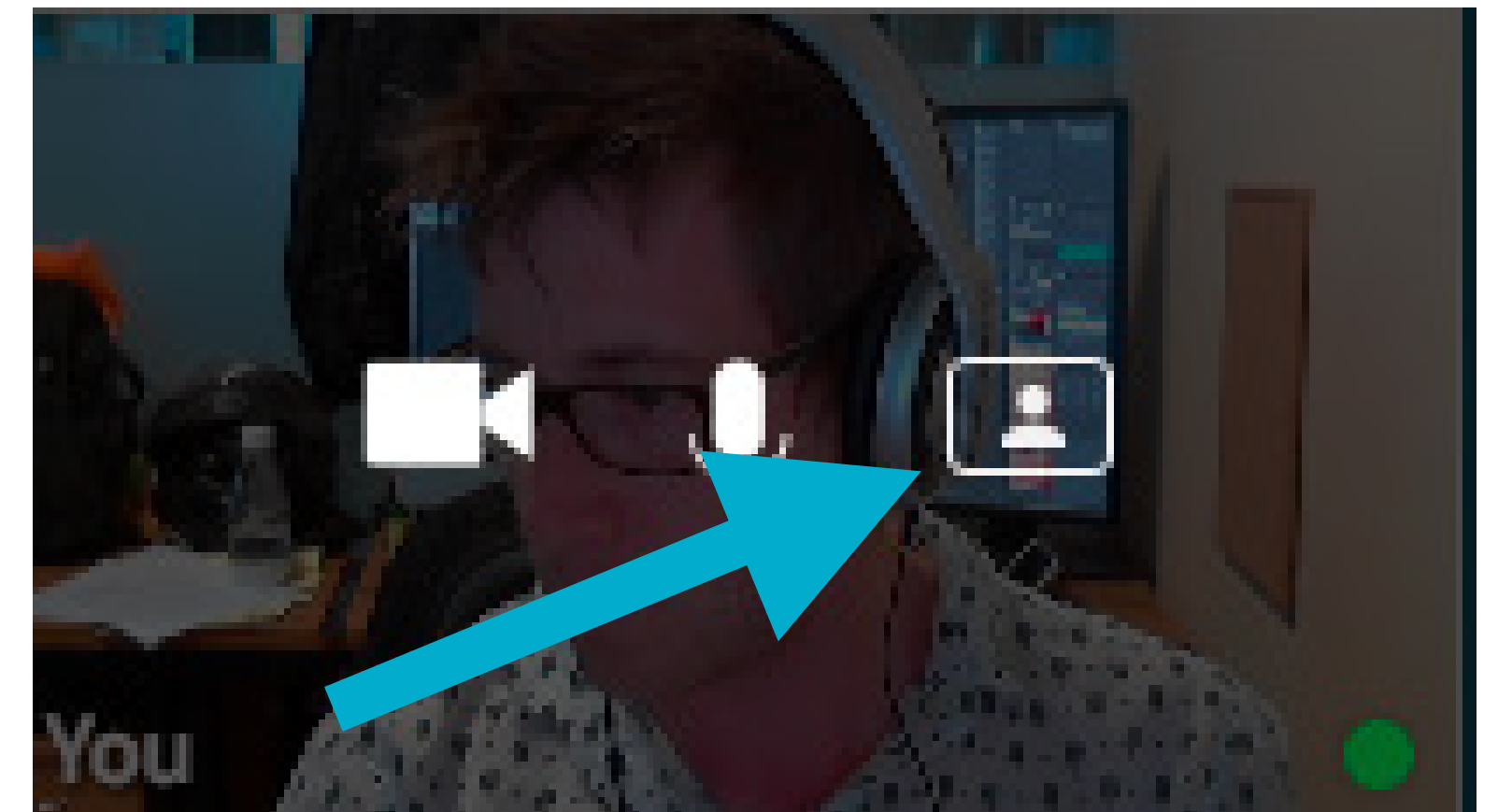
- Use the Classroom Chat to communicate with the participants. The Chat will be visible to all participants.
- Use the Q&A Chat to answer questions that are directed to the instructors or moderators privately. This information will be invisible to other participants.
- Use the Moderators Chat to communicate with the moderators in private - This conversation will be invisible to other participants.
- Increase or decrease the font size by pressing the A+ / signs, respectively.
- Hide the chat box by clicking 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.



## 12 | Set the presenter webcam position

Change the speaker's webcam position to the top of the stage (Floating Overlay) or the center of the stage (Full Frame). Setting a presenter helps bring focus to that participant.

1. Hover your cursor over a participant's webcam.
2. Click the '**Presenter**' icon to the right of the microphone button to change the camera position. Click on the button again places the camera back in the participants bar.



# Post Session

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## 13 Session Stats

After the session, you can go to the course library at <https://www.newrow.com/> and track the ' **Session Stats** ' that include:

- ✓ **Session overview** - List view of live classes that took place in the specified date range with information around: Instructor/s, number of students, duration, start time, end time, and whether a recording took place.
- ✓ **Recordings** - Preview recordings that took place in specified sessions.
- ✓ **Attendance list** - See a list of participants that joined each live session: Name, role, email, time entered, time exited, and duration of attendance.
- ✓ **Attention** - View focus or attention reports corresponding to each session, non-moderator participant. Value is returned based on overall % of time participant was focused on the session while they were joined. See [Browser Focus](#) for more information.
- ✓ **Chat history** - See a record of chat history entered throughout the session.

