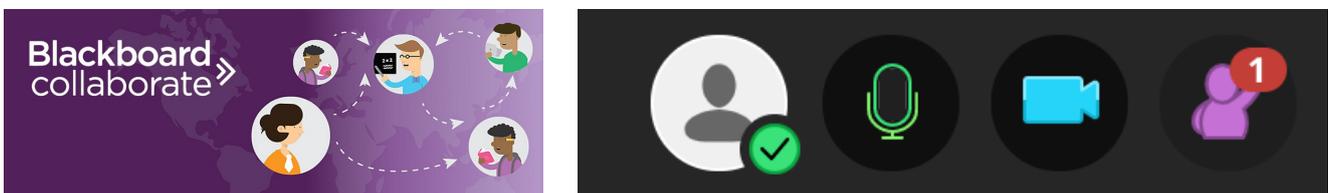


STIRLING ONLINE:

HOW TO USE THE VIRTUAL CLASSROOM

As part of your online learning this semester, your lecturers may schedule virtual classroom sessions. This means you will participate in live online video-calls. To do this, you will be using the platform called 'Blackboard Collaborate'. Here are some important things to know about it.



Q. How do I access my online classroom?

Your lecturer will send you a web address (URL) link. This may be via email or on ARK. Click the link or copy and paste it into your web browser. It will take you to a sign-in page.

Once you've clicked on the link provided by your lecturer, you will be prompted to enter a screen name (your choice). Then click 'enter'

Q. Which web browser should I use for my online classes?

Google Chrome is highly recommend if you are on a desktop or laptop computer. Safari is fine for IOS devices. There is also a Blackboard Collaborate app. that can be downloaded for use on smartphones or tablets.

Q. What if I don't have Google Chrome?

To install google chrome, go to <https://www.google.com/chrome/>

You may like to do a Google or Youtube search on 'How to download Google Chrome'.

Try this for Windows 10: https://www.youtube.com/watch?v=Ew_ReoK1zMc

Or this for Mac OSX: https://www.youtube.com/watch?v=BhmmLG_ZvGI

Q. Do I need any other equipment?

Earbuds or headphones are highly recommended, otherwise static or feedback can occur when microphones are unmuted

Q. Do I have to have my video and microphone on for the class?

No, your level of engagement is up to you. You can contribute via video, speaker or chat (typing). However, your lecturer will facilitate a friendly and encouraging environment in which to try something new. They may have their own preferences on this too.

Please keep your microphone muted unless you are talking, otherwise feedback and background noise can occur.

Q. How do I leave the session?

Quit your browser or click on the list logo at the top left of your Blackboard Collaborate window. Select 'Leave session'.

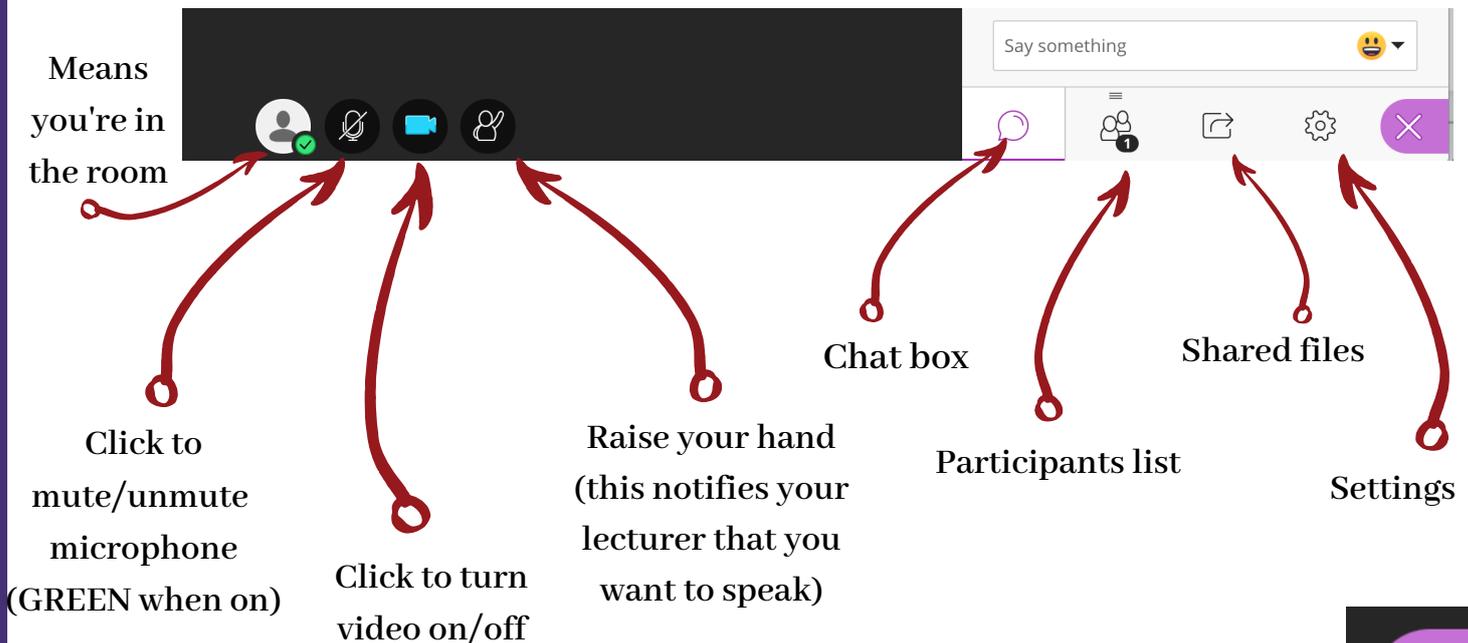
Q. Will I be recorded?

Sessions may be recorded. Recordings will be used for class purposes only. Please inform your lecturer of any concerns about this.

If recordings are downloadable, students are expected to keep these for personal use only. They are not to be uploaded elsewhere, as this breaches the privacy of other participants.

Q. What do the icons at the bottom of the online classroom mean?

See below:



Note: If you only see this icon at the bottom right, click on it to open the chat window

