

Navigating the Classroom Environment 101

For New Class Users

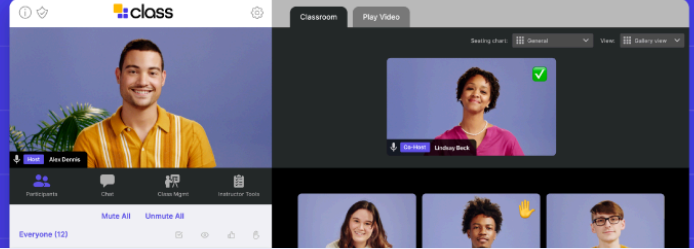
Hello, and welcome to Class! Let’s get you comfortable with some of the basic features of the Class app.

Class is a virtual classroom specifically created to enhance the learning experience. You’ll see many features that are common across video conferencing. For example, sharing your screen and chat.

Class also has a unique set of tools that allow you and your learners to interact in ways that are more familiar and typical to an in-person classroom setting.

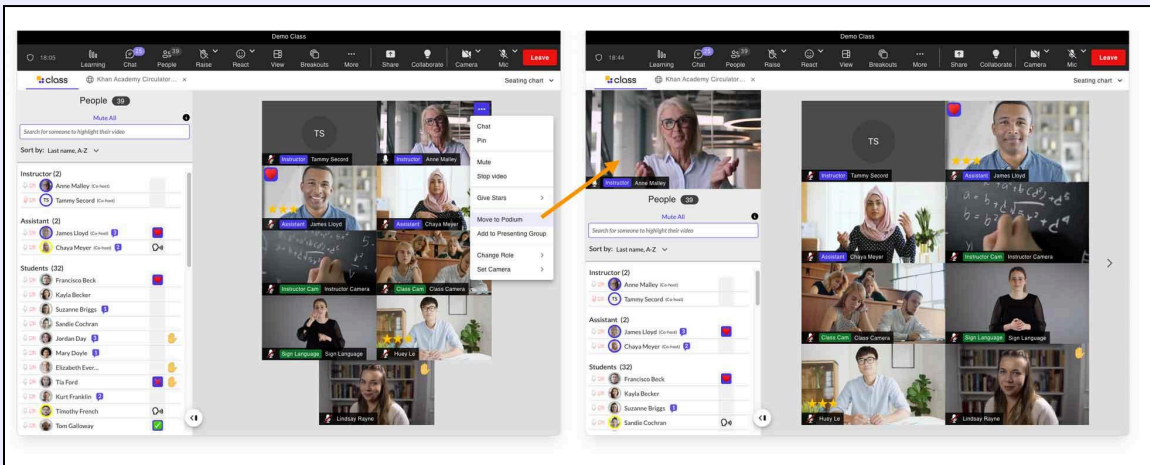
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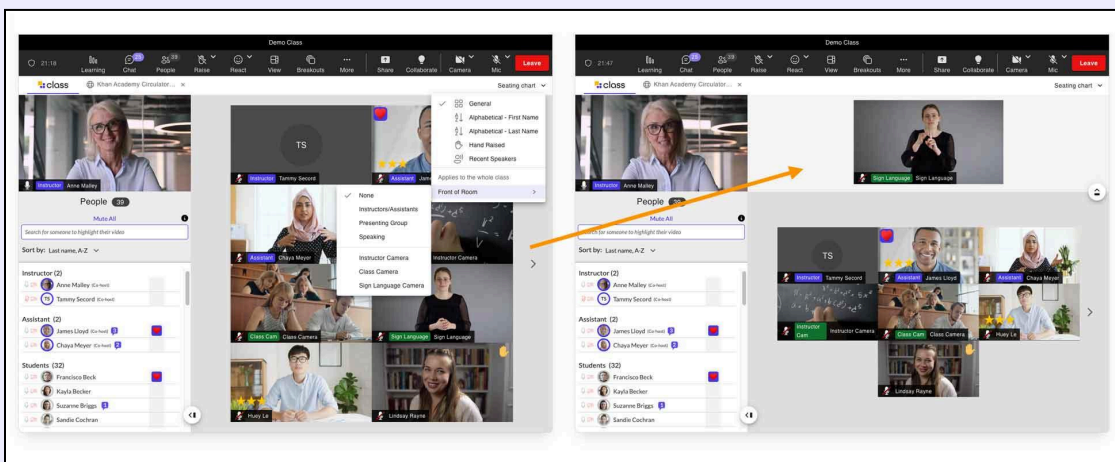
Podium

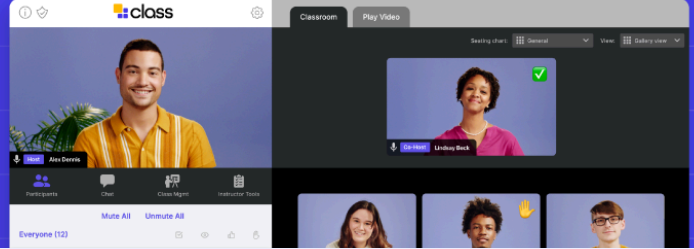
The Podium creates a prominent space in the top left corner of the Class screen. This allows class members to focus on whoever is currently speaking to the class. Instructors can assign the Podium to other class members when it is their turn to speak.



Front of Room

To the right of the podium, if you turn it on, you'll find the Front of Room. This is where you can move individuals in your class so that everyone can see them front and center. This is a great option for presentations, special reports, sign language interpreters, or guest speakers

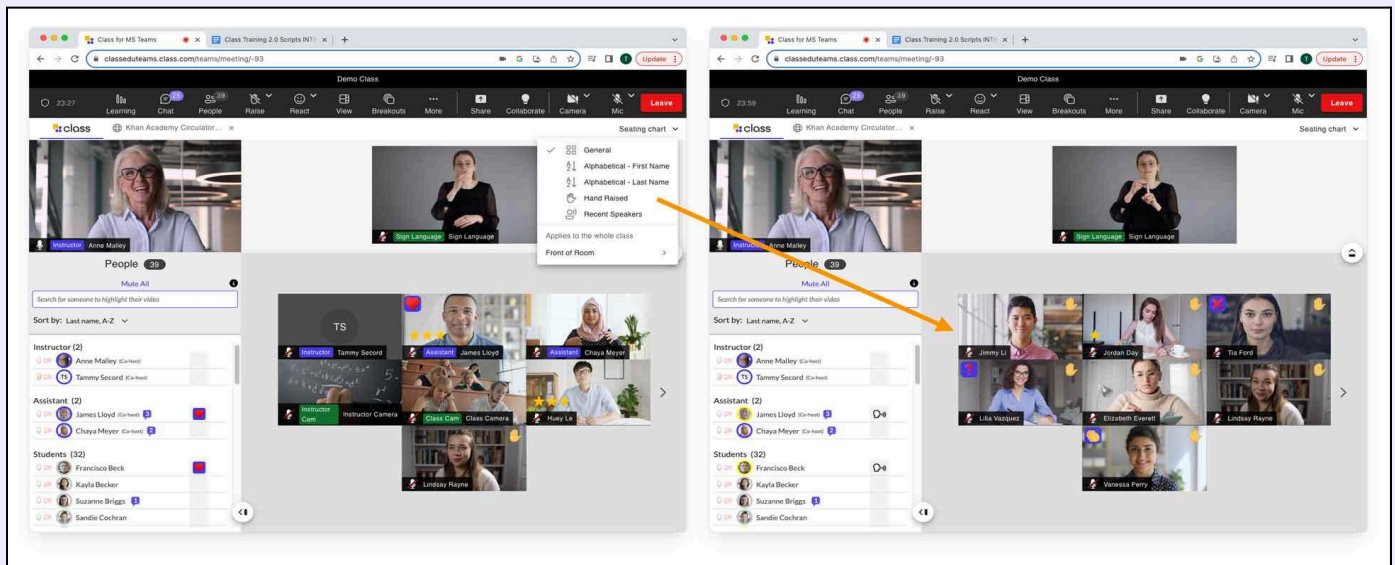


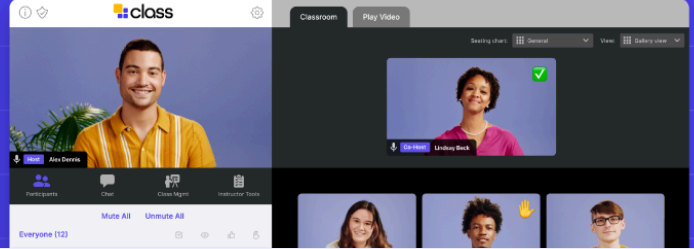


Seating Chart

The Seating chart allows you to change the view of the video gallery. Use the arrow buttons to move through the videos.

- General: Shows you as the first video card. Then the instructors and assistants. Followed by the class, instructor, and sign language cameras. And finally the rest of the class.
- Alphabetical: Shows everyone listed on the screen in alphabetical order by first or last name.
- Hand Raised: Shows anyone who has their hand raised first on the screen. Those who had their hand raised the longest are first and so on.
- Recent Speakers: Shows who was recently talking.





Learning Tools

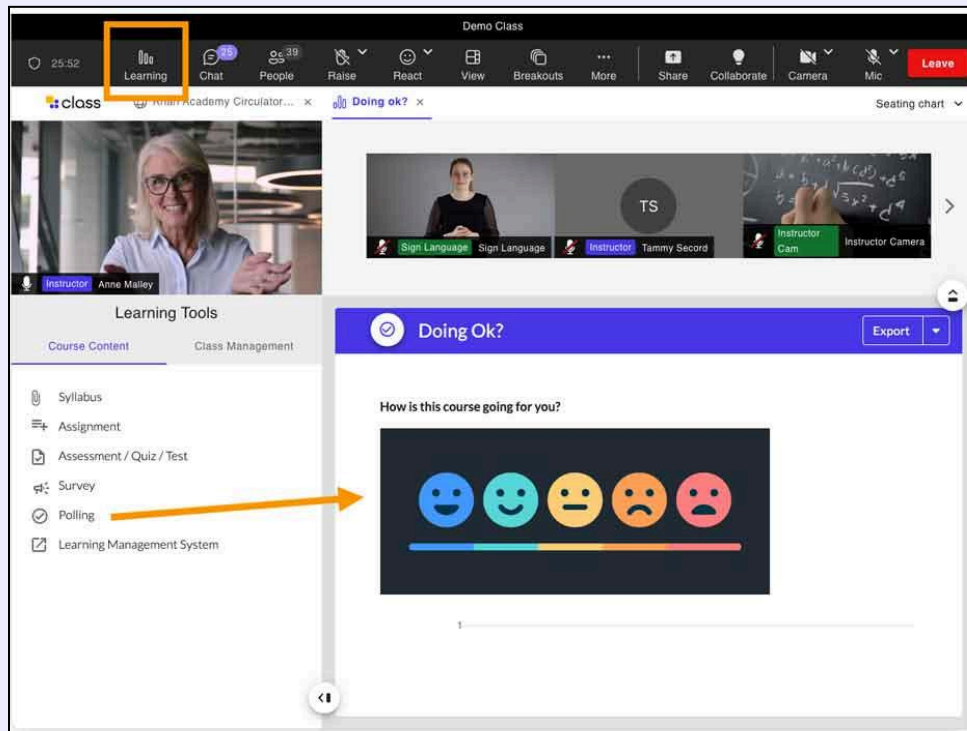
Open the Learning tools to share course content and manage your class. Select Learning at the top of your screen to open the tools. You'll see two tabs: Course Content and Class Management.

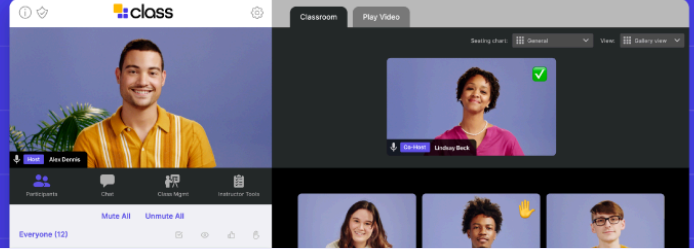
Course Content

Instructors have an array of Course Content that can be administered in real-time.

- [Syllabus](#): Share a class agenda with your learners.
- [Assignments](#): Assign work to be completed in real-time.
- [Assessments](#): Deliver tests and grade them in real-time.
- [Survey](#): Ask learners to complete a survey.
- [Polls](#): Take a poll.
- [Learning Management System](#): Connect to your LMS.

When you share content with your class everyone can see the content in a new area at the bottom of your screen. You can go back to the main classroom gallery view at any time and switch between different activities or pieces of content.

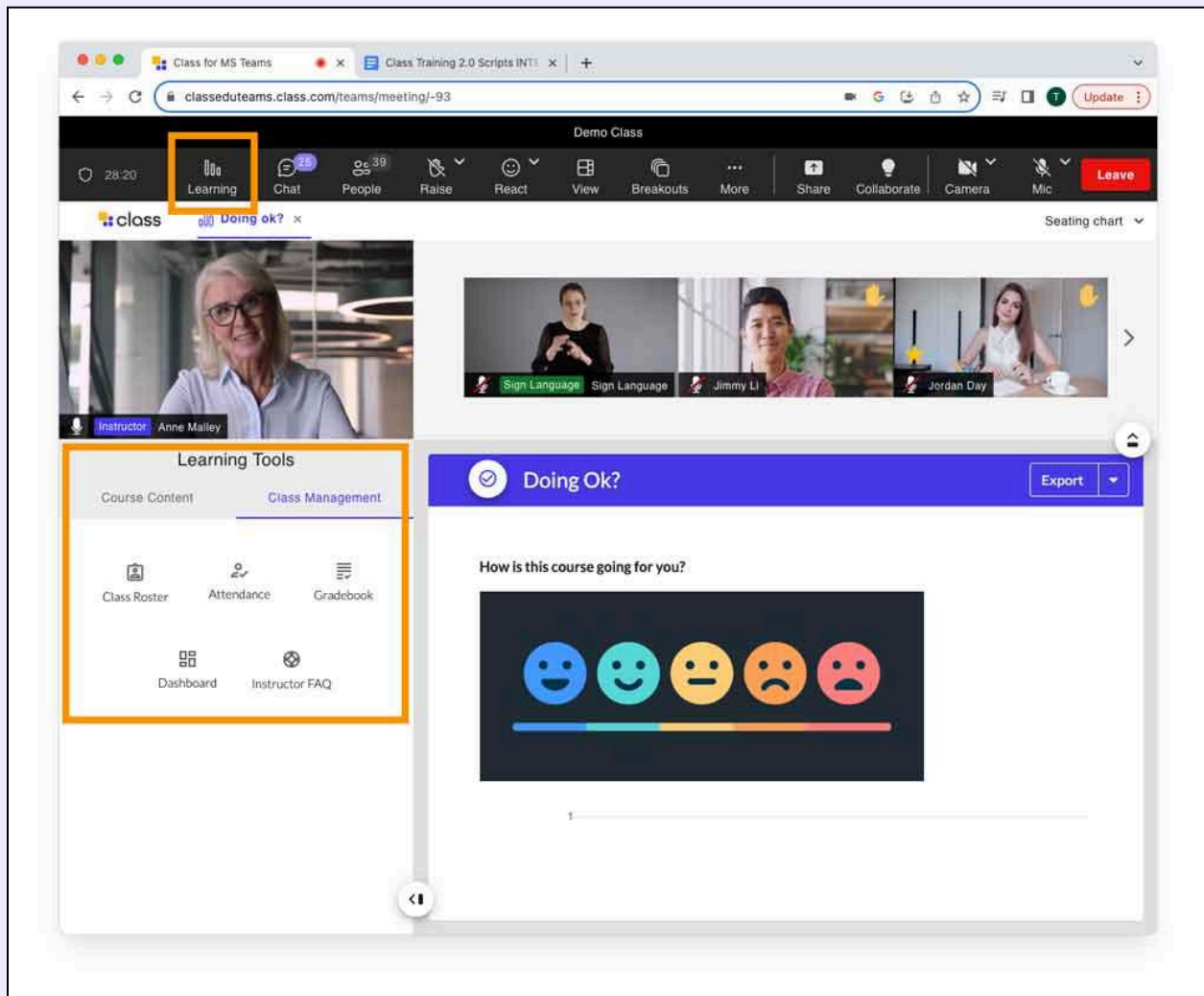




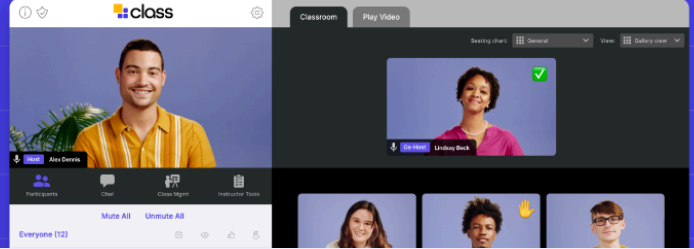
Class Management

With the Class Management tools you can manage the class roster and see how your learners are doing.

- [Class Roster](#): Maintain the full list of learners in your class.
- [Attendance](#): Track attendance automatically.
- [Gradebook](#): Aggregate results and submissions for all assignments and assessments.
- [Dashboard](#): Track attendance and learner interactions.



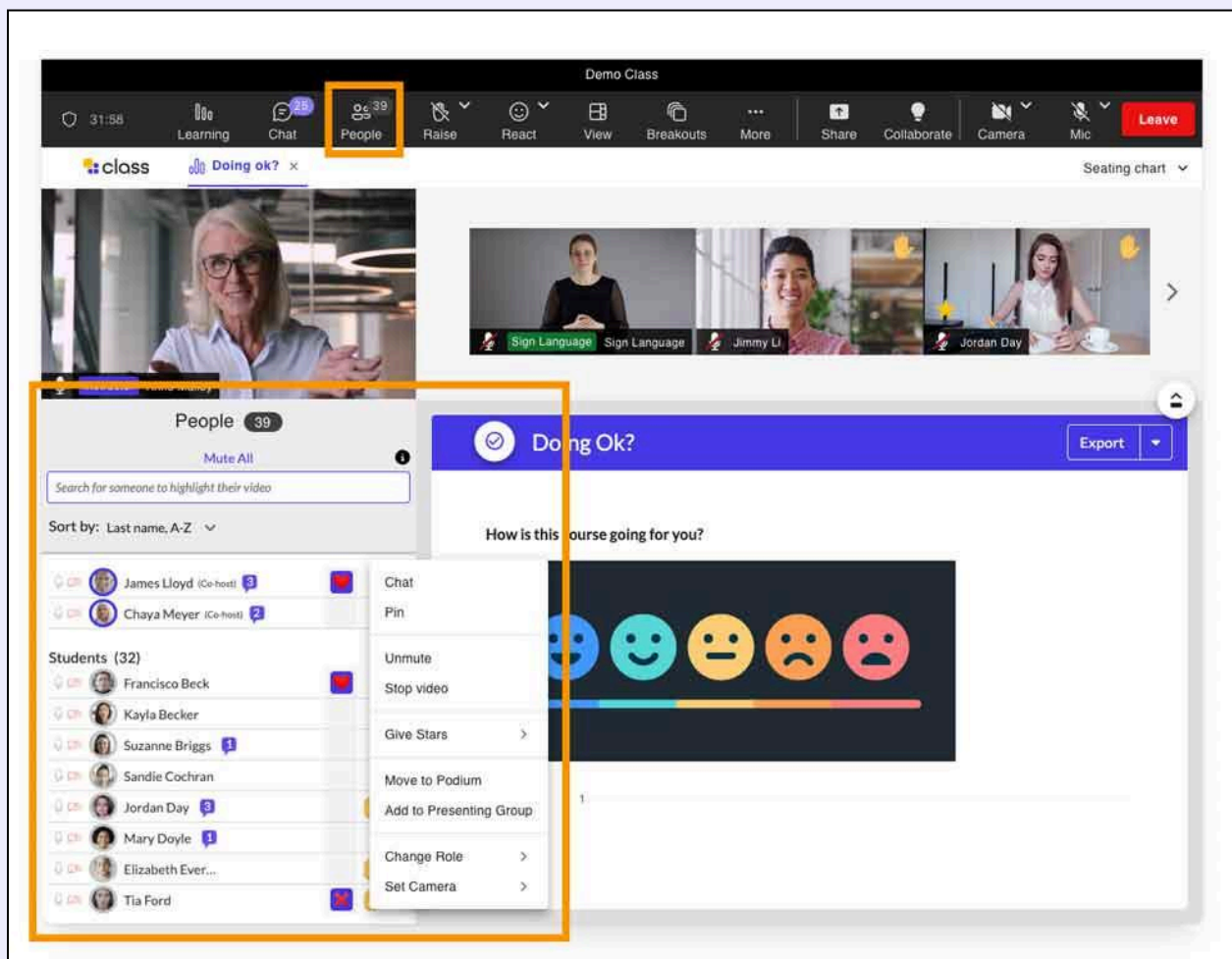
The screenshot displays the 'class' interface within a browser window. The top navigation bar includes a 'Learning' icon (highlighted with an orange box), Chat, People, Raise, React, View, Breakouts, More, Share, Collaborate, Camera, Mic, and a 'Leave' button. Below the navigation bar, the main content area shows a video feed of the instructor, Anne Malley, and a grid of student video feeds. A 'Learning Tools' sidebar (also highlighted with an orange box) is visible on the left, containing options for Course Content, Class Management, Class Roster, Attendance, Gradebook, Dashboard, and Instructor FAQ. The 'Doing Ok?' poll is active, showing a five-point smiley face scale and an 'Export' button.

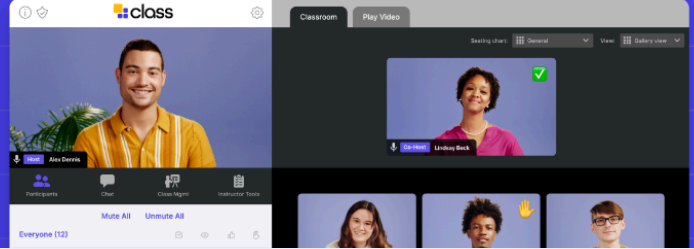


People List

In the People list, you'll find a list of everyone in the classroom and see at-a-glance who is talking, raising their hand, or giving feedback.

Those who aren't in the class yet, appear under Absent on the list. This makes it easy for instructors and TAs to understand who is in class and who is absent. Learners can not see who is absent in the class. Only those on the Class Roster and are expected to join will appear in the Absent list.

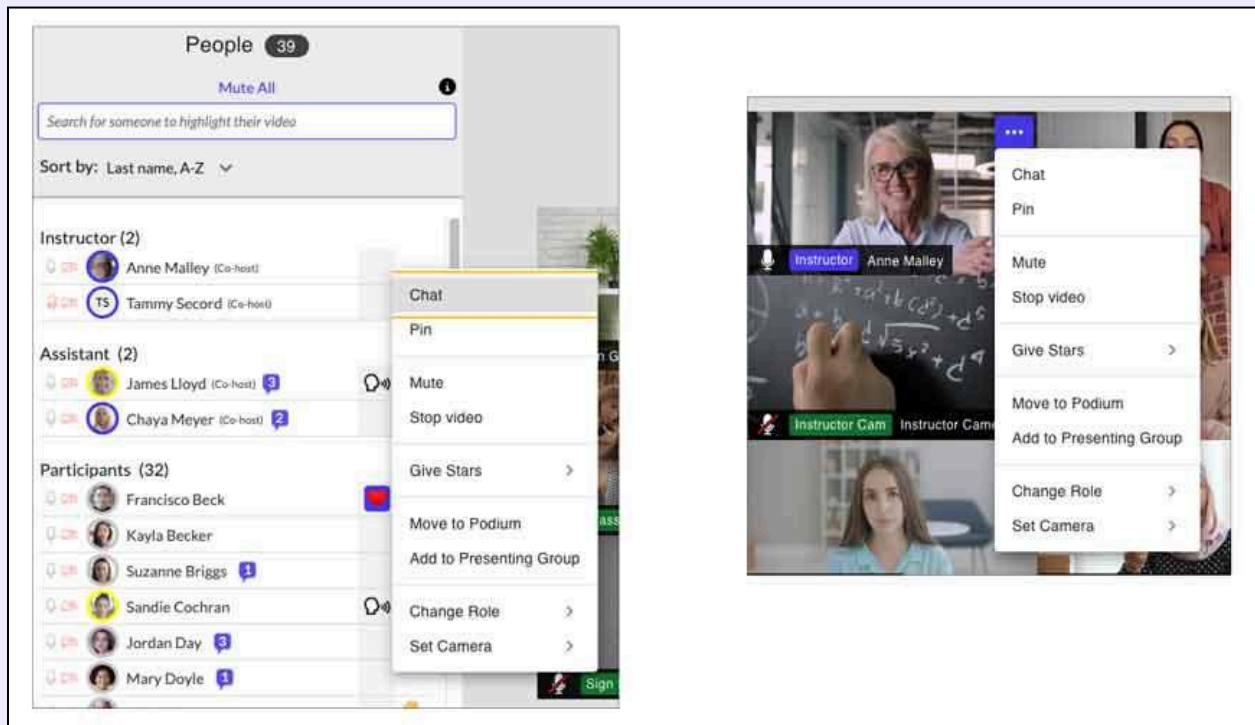


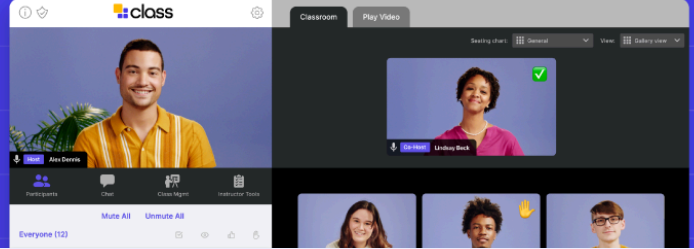


More Options Menu

From the People list and video cards you can open a menu that lets you interact with someone in many ways.

- Chat privately with the person
- Pin the person to a prominent place on your screen
- [Mute or Unmute the person](#)
- Stop video sharing for the person
- [Give stars](#) to the person
- [Move to Podium](#) the person's video
- Add to Presenting Group
- Change Role to promote to instructor, assistant, or student
- Set Camera to instructor, class, or [sign language](#)



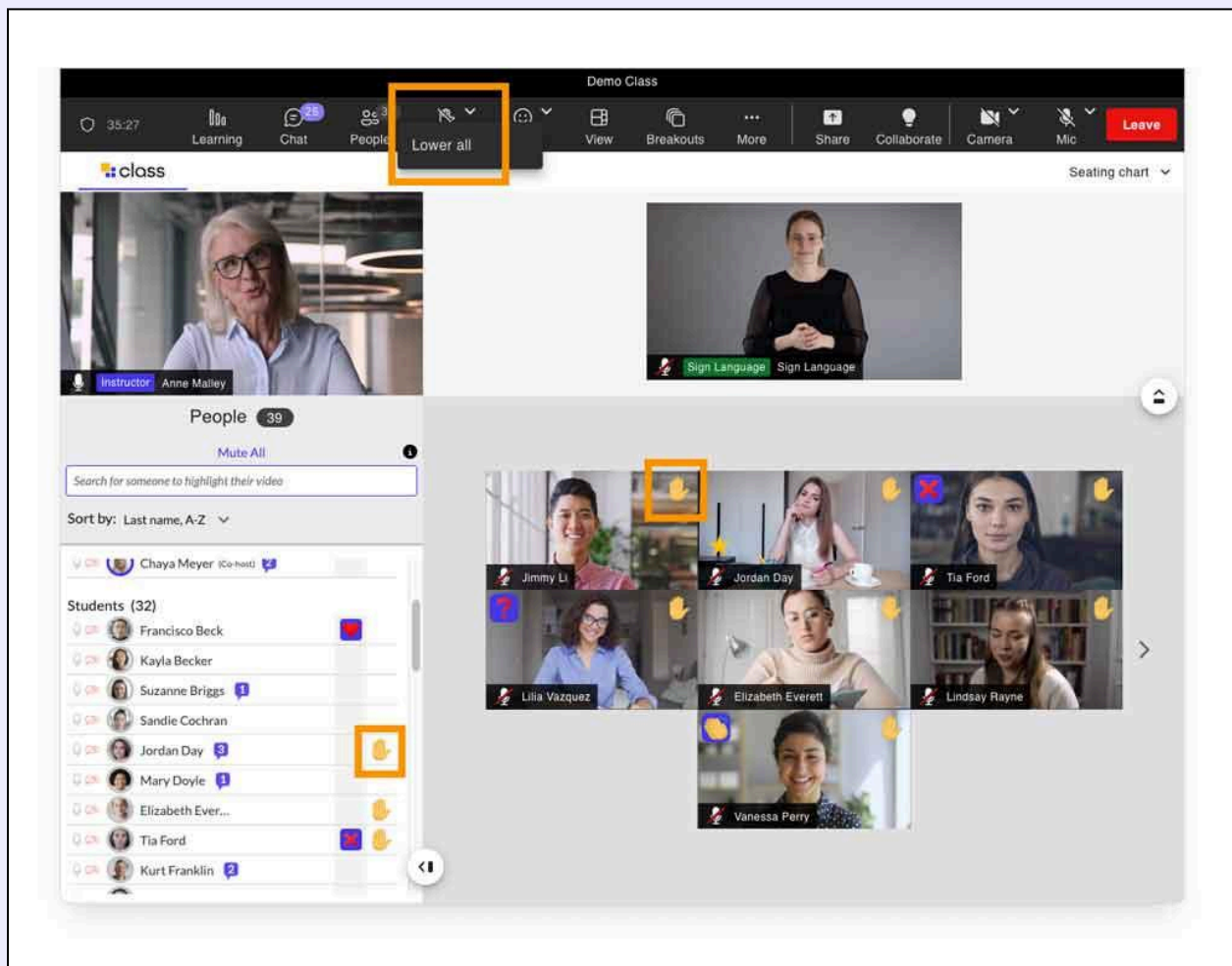


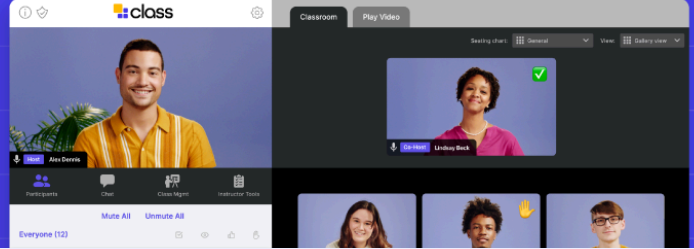
Raise Hand

Anyone in the class can raise their hands at any time. For example, if they have a question. Select Raise at the top of the screen.

When someone has their hand raised it appears on their video card and beside them in the People list.

Instructors can call on learners to lower the learner's hand. Instructors can also arrange the [seating chart](#) so anyone with their hand raised appears first.



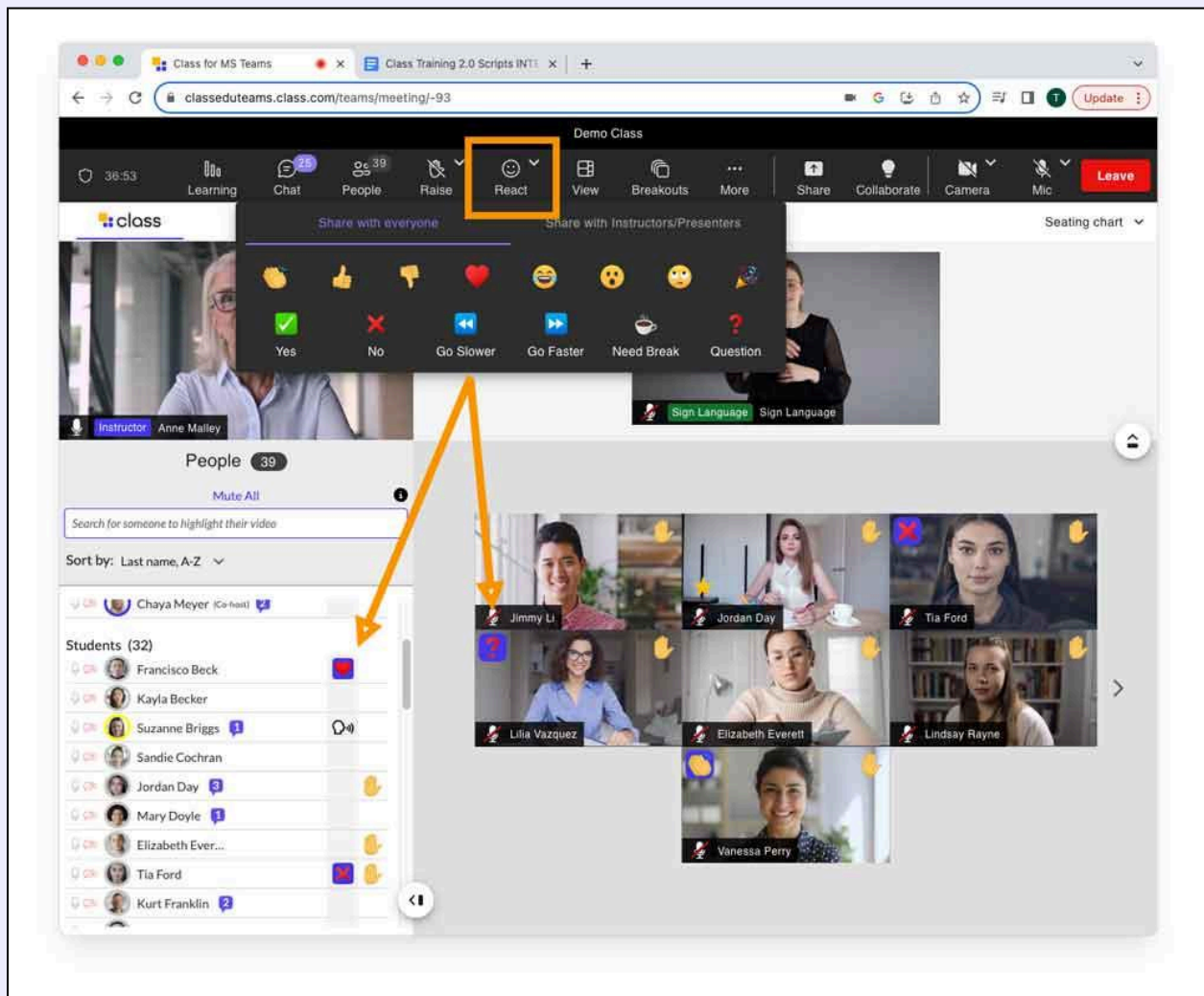


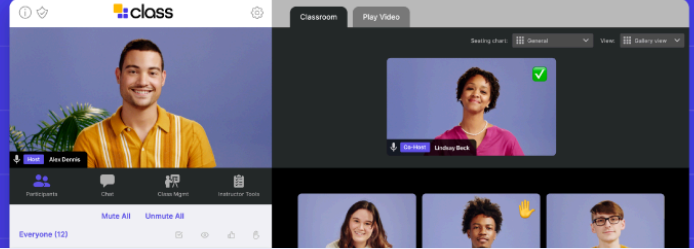
React

With reactions everyone can use real-time emojis to give feedback to the instructor or the class as a whole. Select React at the top of the screen.

Reactions are organized by public and private. Public reactions are immediately shared with the entire class. Private reactions are only shared with your instructor. You can see someone's reactions on their video card and by their name in the People list.

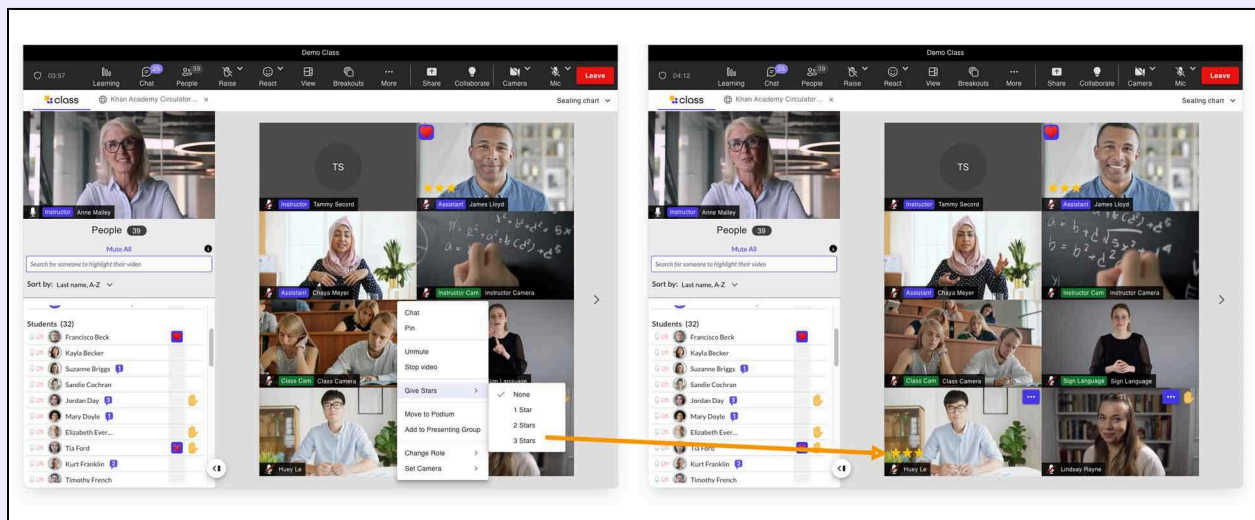
Select Clear reaction in React to make the reaction go away.

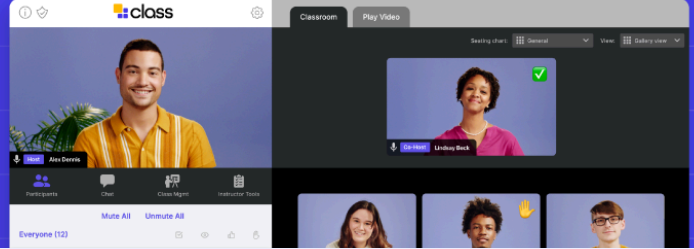




Gold Stars

Instructors can also give gold stars to anyone that stands out in class. The stars show on the person's video card for everyone in the class to see.



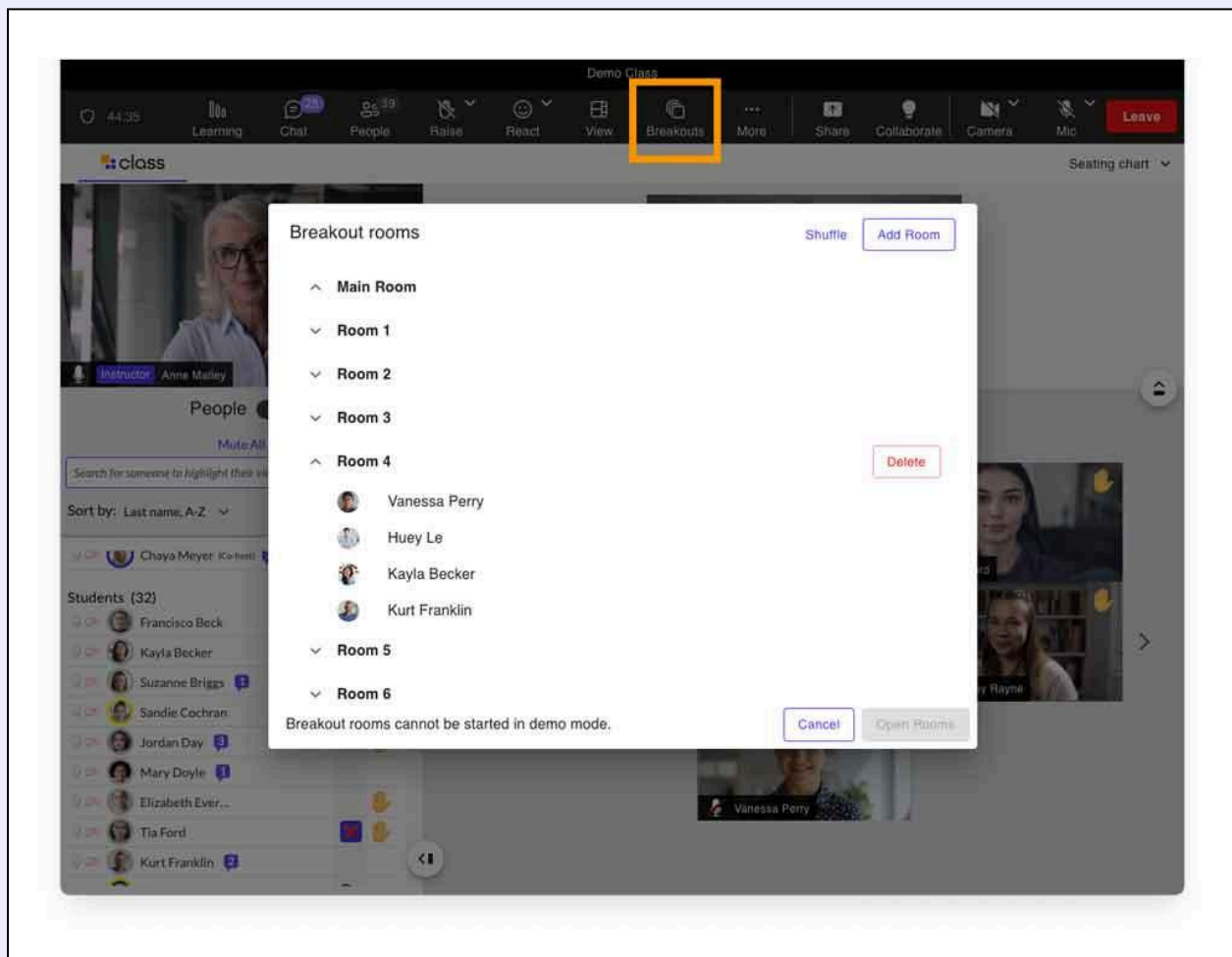


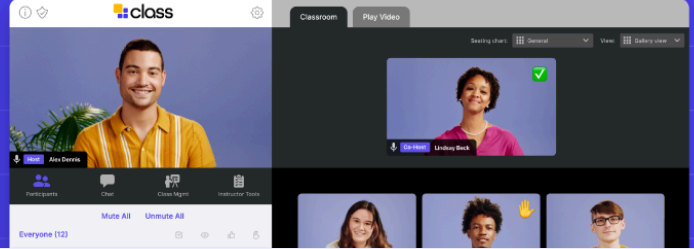
Breakouts Groups

Split your class into separate sessions, same as you would in a real classroom. Each room is laid out the same as the main room and uses the same tools.

You can assign class participants to separate breakout rooms automatically or manually. You can also allow participants to select and enter breakout sessions as they please.

You can join and leave any of the sessions at any time.

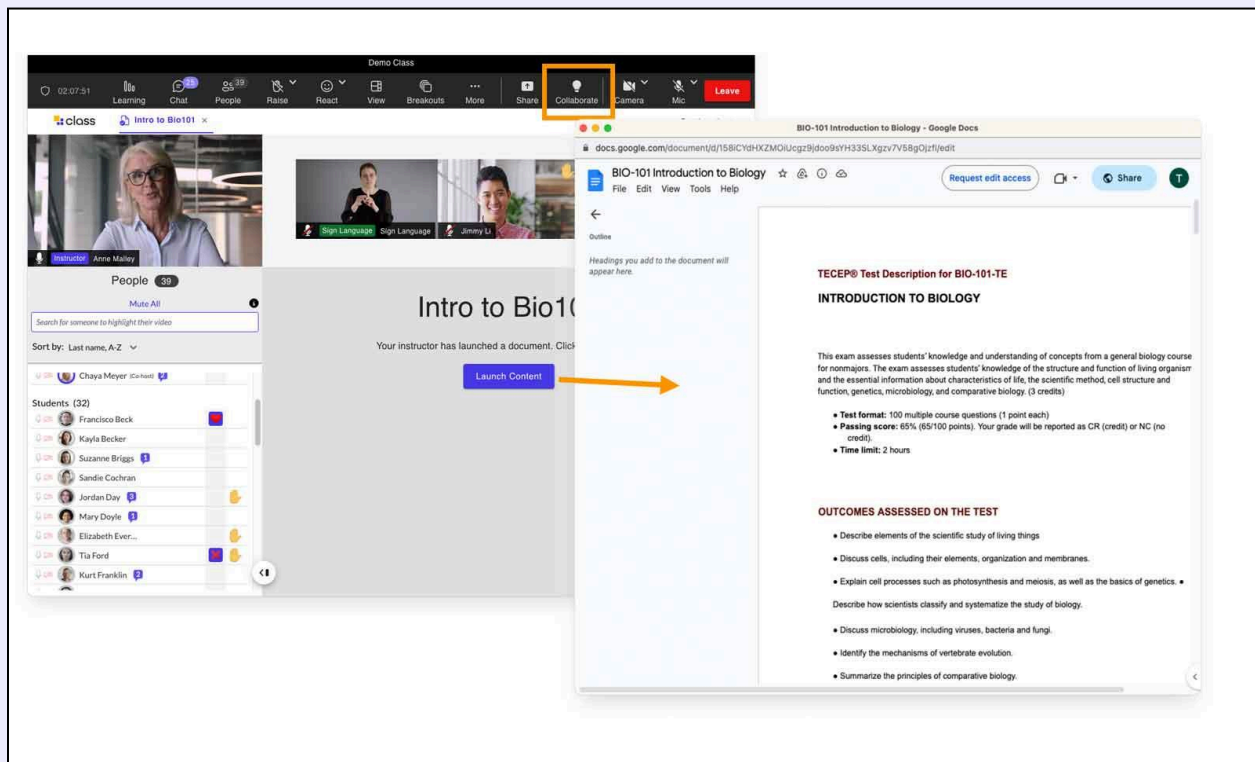




Collaborate

With Collaborate you can prep and share a variety of content.

- [Files](#)
- [Web pages](#)
- [Whiteboards](#)
- [Videos](#)



The screenshot shows a Zoom meeting interface with a Google Docs document open. The Zoom toolbar at the top includes buttons for Learning, Chat, People, Raise, React, View, Breakouts, More, Share, Collaborate (highlighted with an orange box), Camera, Mic, and Leave. The Google Docs document is titled "BIO-101 Introduction to Biology" and contains the following text:

TECEP® Test Description for BIO-101-TE
INTRODUCTION TO BIOLOGY

This exam assesses students' knowledge and understanding of concepts from a general biology course for nonmajors. The exam assesses students' knowledge of the structure and function of living organisms and the essential information about characteristics of life, the scientific method, cell structure and function, genetics, microbiology, and comparative biology. (3 credits)

- **Test format:** 100 multiple choice questions (1 point each)
- **Passing score:** 65% (65/100 points). Your grade will be reported as CR (credit) or NC (no credit).
- **Time limit:** 2 hours

OUTCOMES ASSESSED ON THE TEST

- Describe elements of the scientific study of living things
- Discuss cells, including their elements, organization and membranes.
- Explain cell processes such as photosynthesis and meiosis, as well as the basics of genetics.

Describe how scientists classify and systematize the study of biology.

- Discuss microbiology, including viruses, bacteria and fungi.
- Identify the mechanisms of vertebrate evolution.
- Summarize the principles of comparative biology.