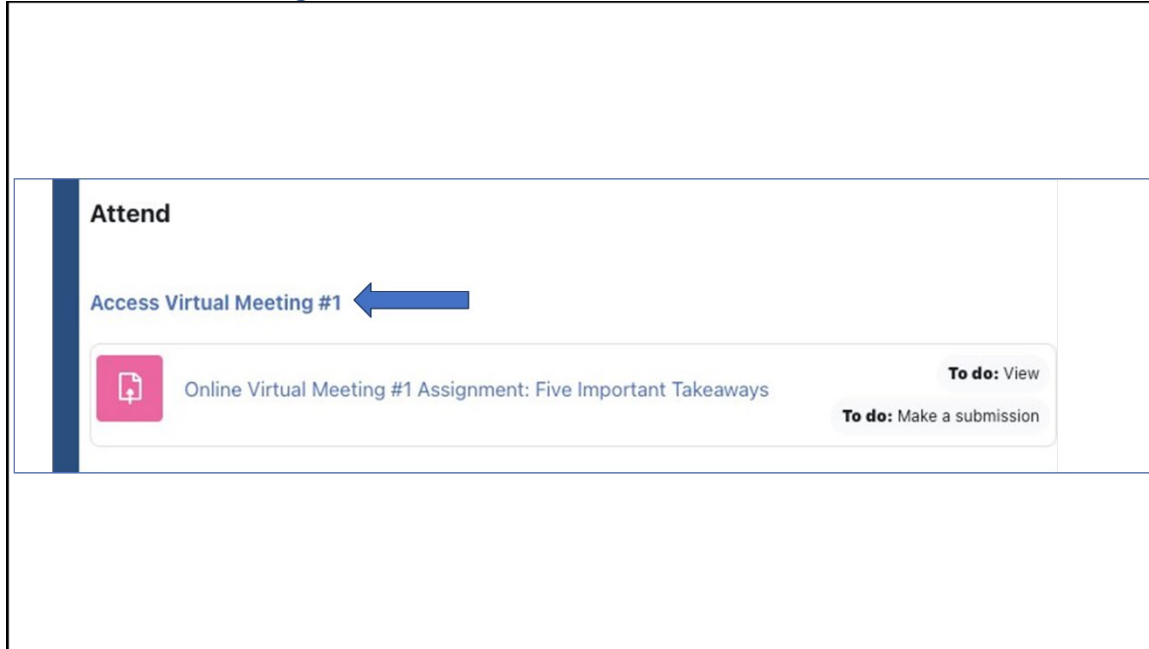


How to Access a Class Session for Virtual Meetings

Access Virtual Meeting

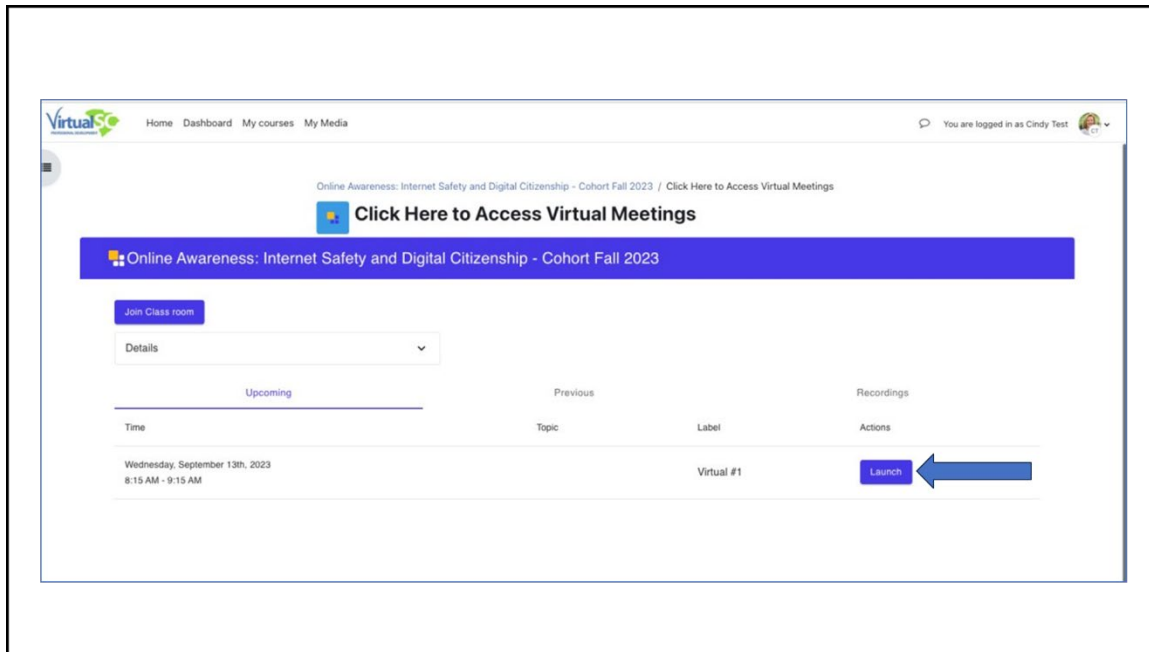


First, go to your course home page.

Scroll down to the current session when the virtual meeting takes place under the Attend label.

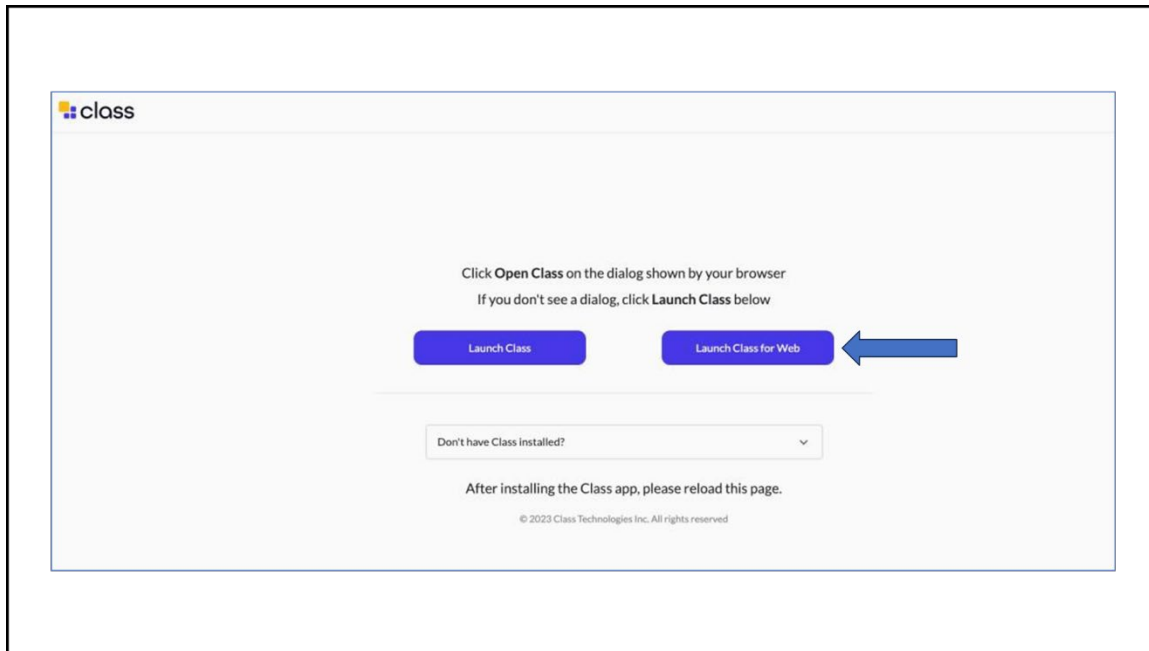
Click on the link titled Access Virtual Meeting.

Class Dashboard



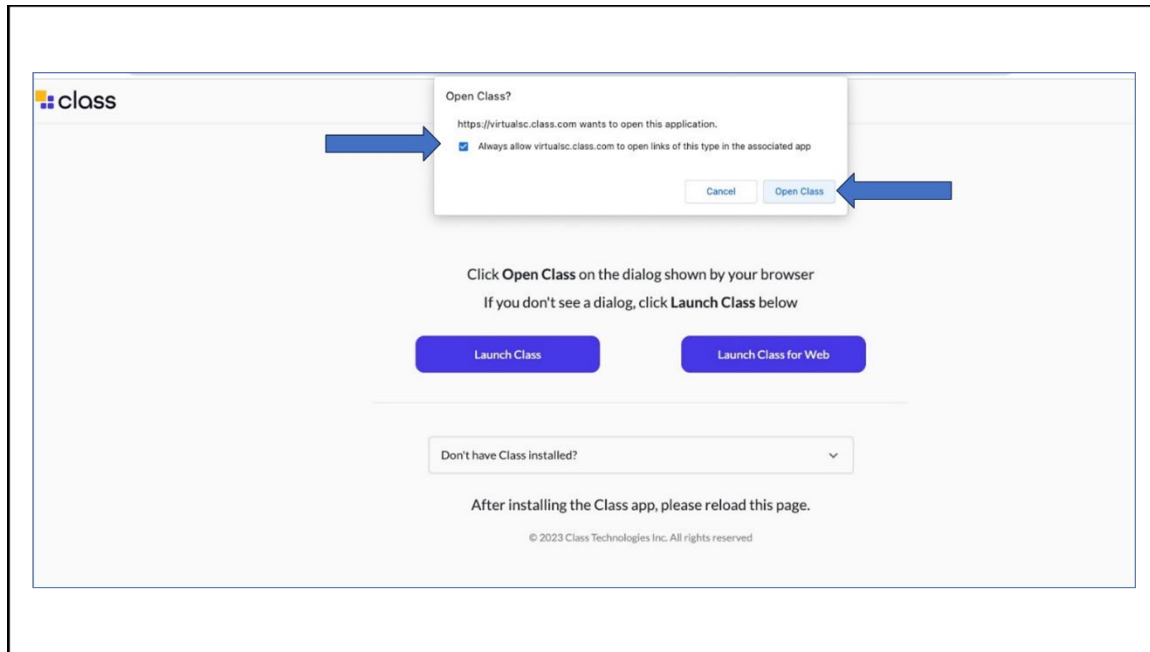
You will see the Class dashboard open.
Click on the Launch button at the right.

Launch Class



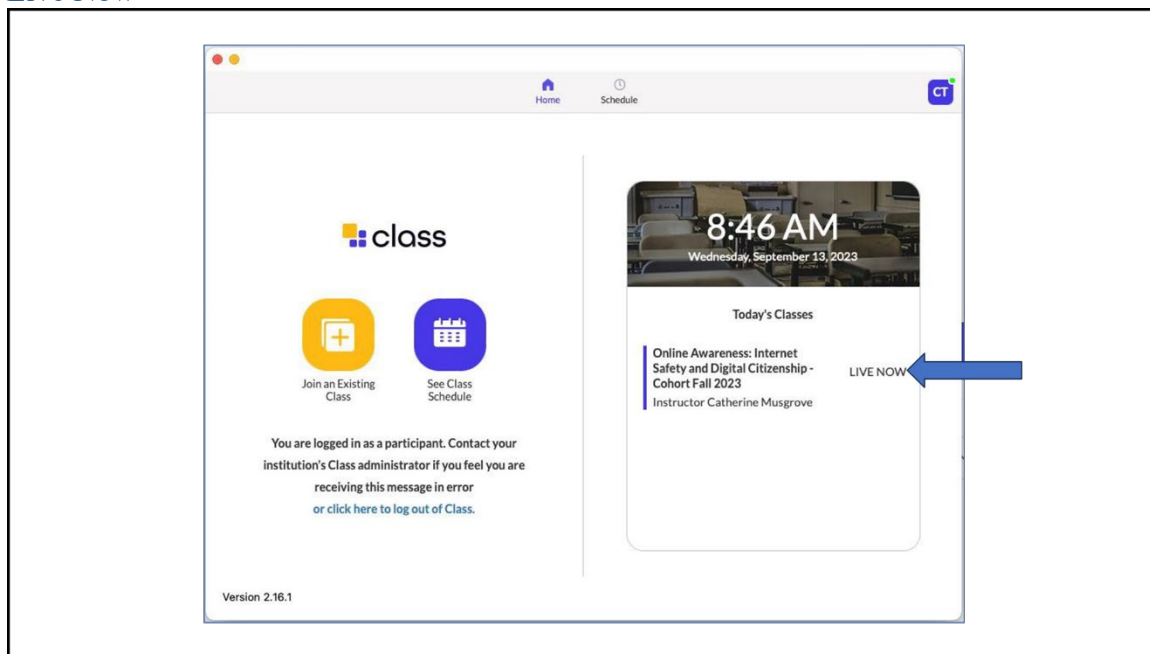
Click on Launch Class for Web.
Depending on your computer settings, you may see this initially or one of the next two screens.

Set Permission



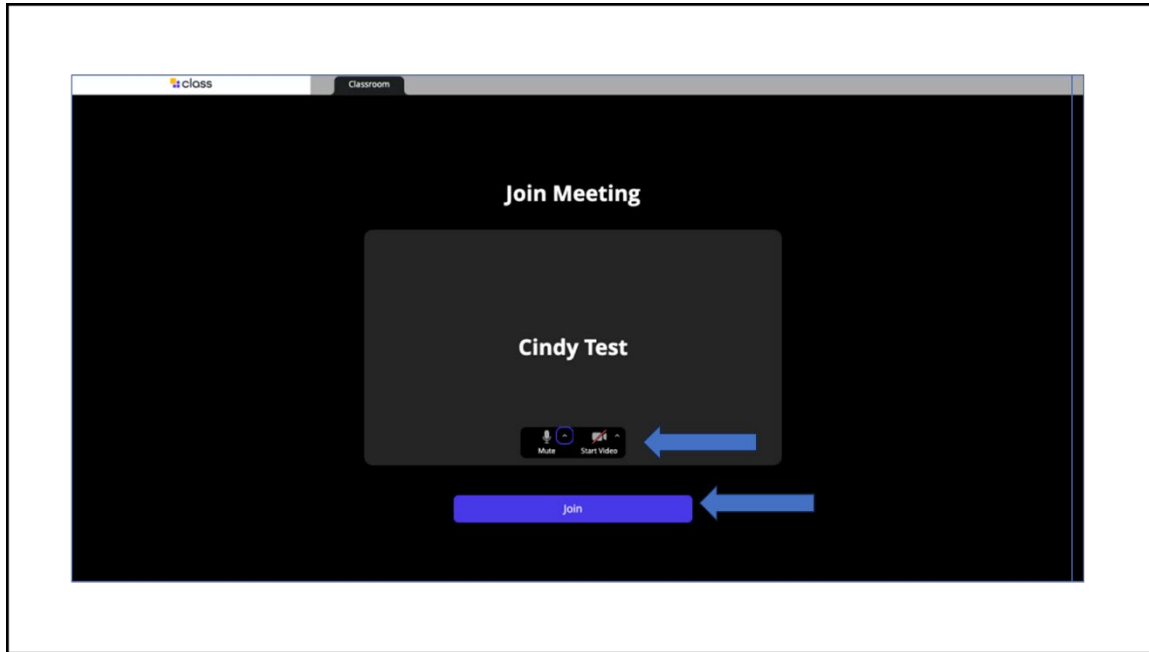
If prompted, check the box to always allow virtualsc.class.com to open links of this type and then click on Open Class
Or, if you see this next screen...

Live Now



Click on the Session title on the right labeled "Live Now".

Mic and Video Camera

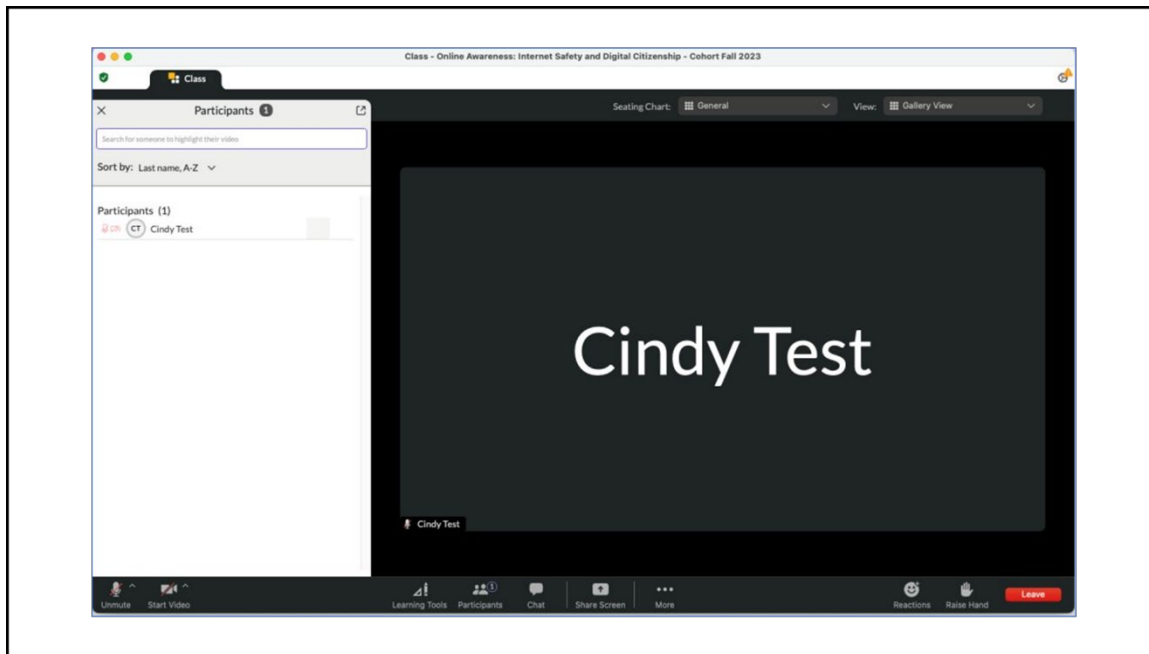


Once you get to this screen, you will see your mic and video camera icons.

Click on each of those to adjust if needed.

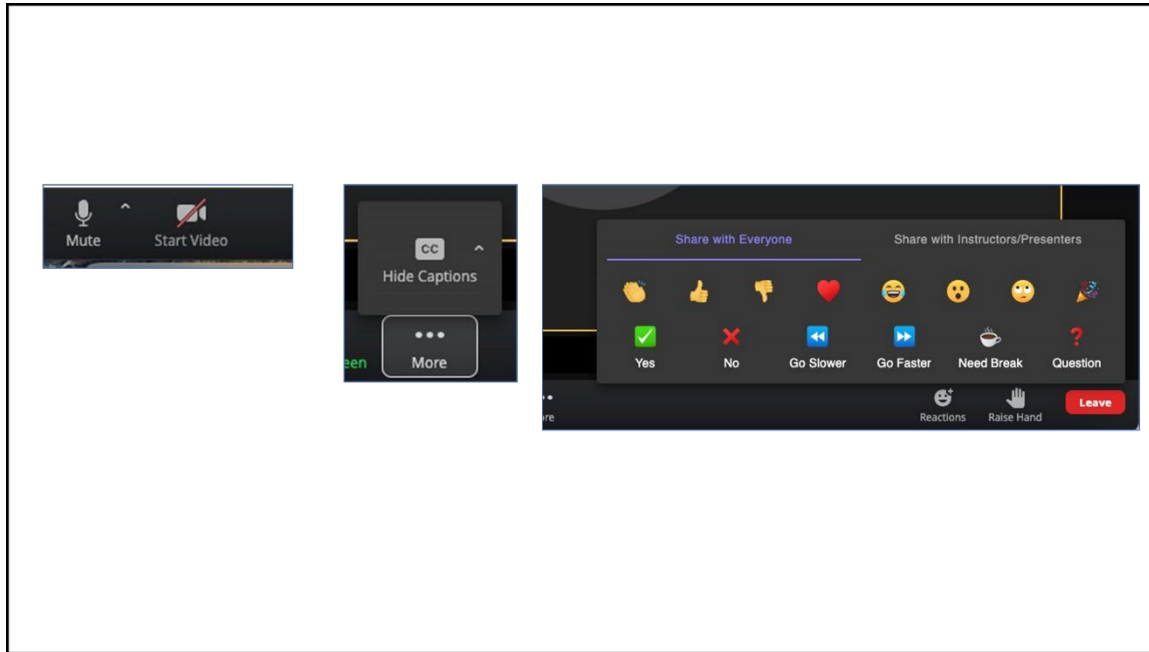
Click on the Join button.

Class Virtual Meeting Space



You are now in the Class.com virtual meeting space!

Icon Bar



Notice the icon bar along the bottom of the screen.

You may mute, unmute your mic, and turn off or off your video camera.

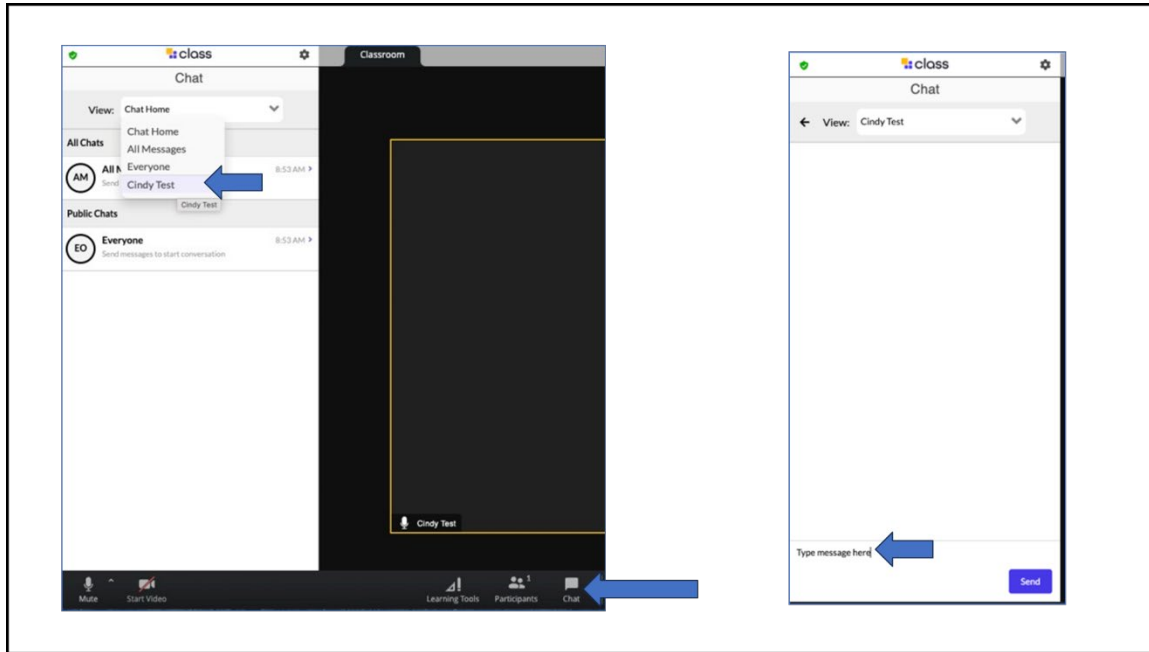
If you do not want closed captions on, click on the 3 dots and choose hide captions.

Use the Reactions button to post emoticons.

Click on Raise Hand if you have a question.

Note the Leave button at the far right.

Chat



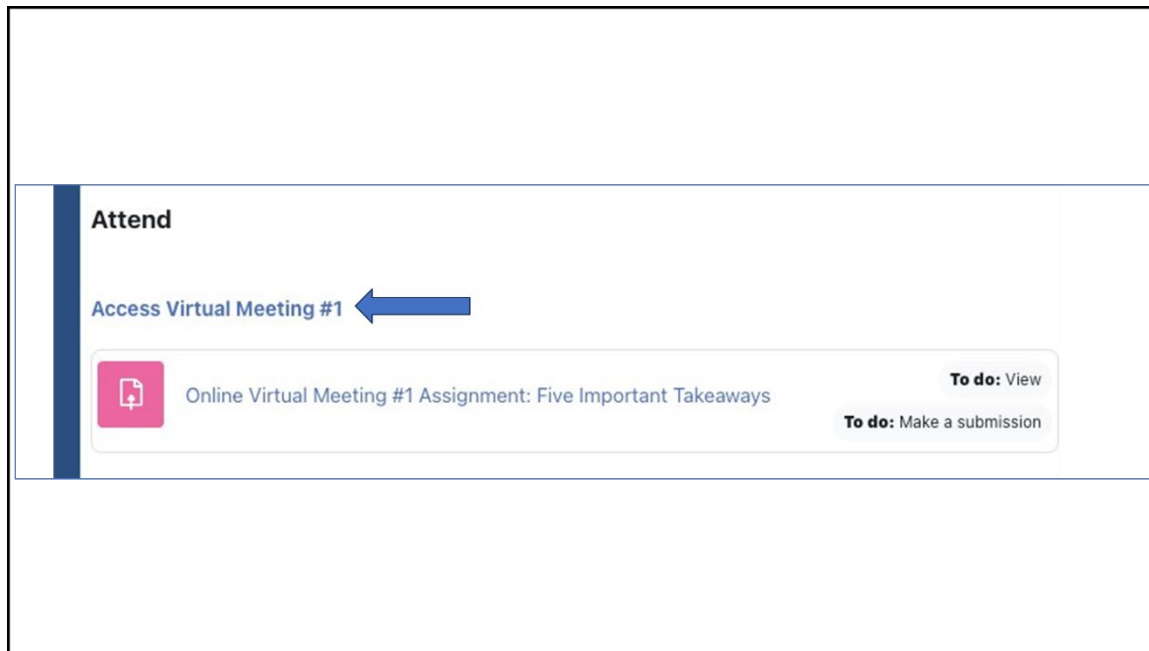
Note the Chat button.

In the Chat Drop Down menu, select your name.

A chat box opens.

Type and send your message at the bottom of that screen.

Access a Recording




Did you miss part or all of your meeting?




Go back to the main meeting link to get to the Class Dashboard.
Click on the Recordings Tab.
Access the recorded meeting from the list.

Virtual Meeting Assignment

Virtual Meeting Assignment

A small rectangular card with a pink icon of a document with a plus sign on the left and the text "Online Virtual Meeting #1 Assignment: Five Important Takeaways" on the right.

 **Online Virtual Meeting #1 Assignment: Five Important Takeaways**

Done: ViewTo do: Make a submission

Due: Monday, October 16, 2023, 12:00 AM

Once you have attended live or watched the recording of the first of our two **Online Virtual Meetings**, follow the directions below to submit your assignment:

1. Attend or watch the **online virtual meeting**.
2. Compile a list of exactly 5 things that you have learned during the session.
3. Using the numbered list button in the WYSIWYG editor below, place the typed list in the online text entry box.
4. Save your work.

Points Possible: 3*

*This is an all or nothing assignment. You must provide 5 distinct things you've learned within the assignment due date in order to earn the points.

[Add submission](#)

Don't forget, for each virtual meeting there is a graded assignment.
Access the assignment from the course session area shown here.

Please let your facilitator know if you have any questions.