

# Kaltura Virtual Classroom for Students

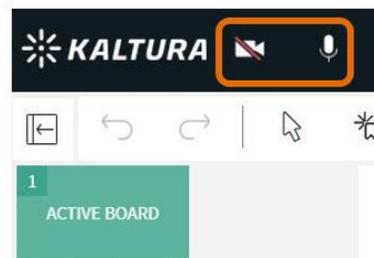
## Login instructions

1. Go through Kaltura's 'Quick Tech Check' using this link:  
<https://smart.newrow.com/room/testPage/>
2. Log in to <https://learn.ontariotechu.ca/> using your student Banner ID and network password.
3. Select the course you need to access from the **Courses** tab.
4. Click **Media Gallery** on the left side of the course page.
5. Click **Join Meeting** at the top right to enter the classroom.



Recommendation: if you are unable to join ensure you are trying to join the meeting through the course not an external link. Otherwise check your internet connection. Also ensure you are using a supported browser outlined [here](#). If your issues persist, seek [technical support](#).

6. Allow the website access to your microphone and camera for active participation, but be sure to mute your microphone when you are not speaking. The buttons shown in the picture below show what to click to turn your microphone and camera on and off.



## Communication Features

### Participating in Class

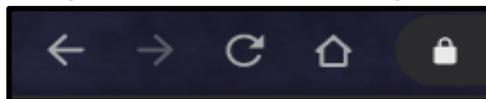
- i. **Raise your hand** feature - if you have a question, you can notify your instructor by pressing the “raise hand” button and you will show up at the top of the class list, which will allow the instructor to make you ‘go live’ so you can verbally ask your question.



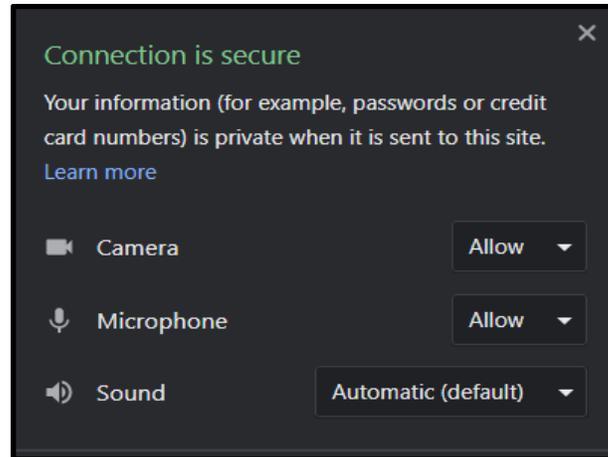
- ii. Utilizing the **Chat** feature - the left button under the word chat is a general chat section where you and your classmates can converse. The middle button is the Q&A section of the chat, so if you want to type your question, you can simply enter it here without having to raise your hand.
- iii. While in your online lectures and tutorials, it is extremely important that you always practice **netiquette** and **professional communication**. When typing a question, use proper grammar and sentence structure. When speaking in class, be polite and do not use slang.

## Breakout Rooms

1. When breakout rooms are started you are automatically put into one.
2. To help ensure you will be able to communicate in your breakout room using your mic and webcam, you can allow Kaltura to access your mic and webcam. Click the lock icon in your Internet browser’s search bar to view your camera and microphone browser settings.

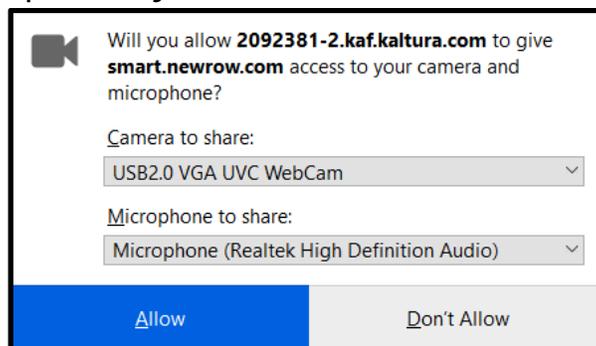


3. Confirm that your camera and microphone are enabled by selecting “Allow.”

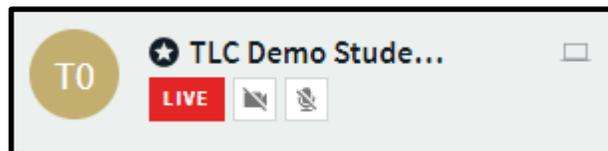


*\*Screenshots in steps 2 and 3 above are from the Chrome browser.*

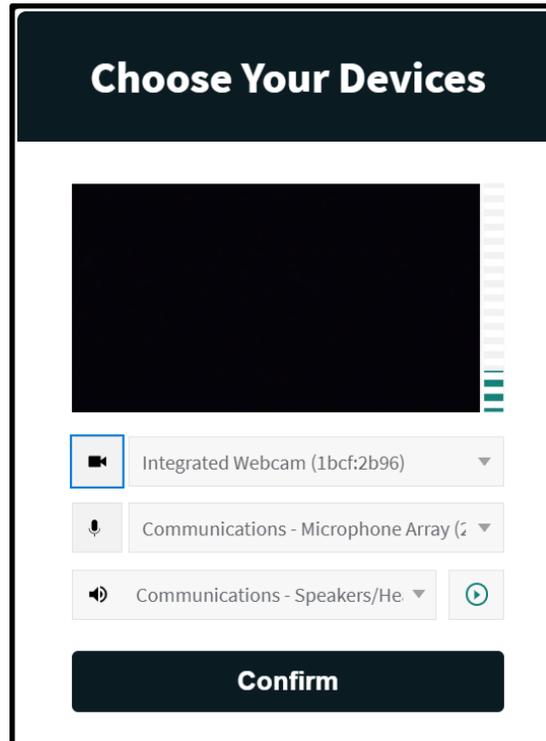
4. When joining a breakout room, the camera and microphone are on by default. You can turn them off by pressing the camera and microphone button at the top left of your screen.



5. If you notice you cannot enable your microphone or webcam, check that **LIVE** is selected next to your name on the right side of the breakout room. Selecting **LIVE** should allow you to enable your microphone and/or webcam.

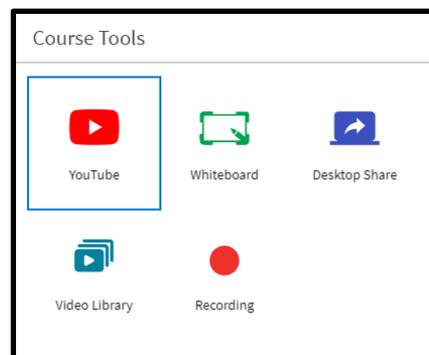


6. Ensure you have selected the right devices



## Breakout Room Features

7. In your breakout rooms, group members can select tools outlined as follows.



**Youtube:** to share a video with your room

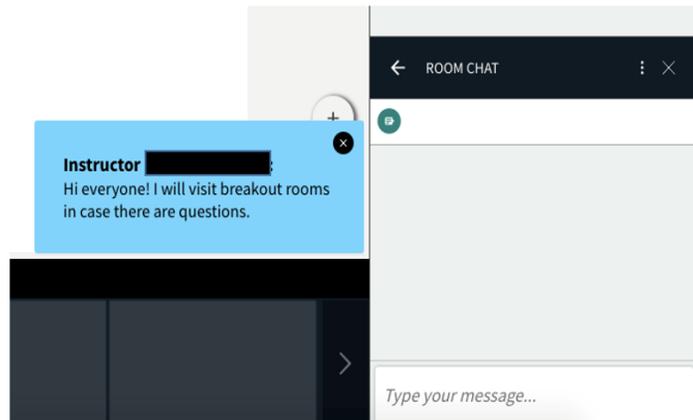
**Whiteboard:** to brainstorm ideas with your room

**Desktop:** share to stream your desktop with your room

**Video Library:** watch videos saved by your instructor

**Recording:** record your breakout room. **Note:** The video is saved to your course Media Gallery and will be visible to all course members.

8. Check for prompts left by your instructor while in your breakout room.



9. When it is time to leave the breakout rooms you are automatically moved back to the main room.

*Images retrieved from the Kaltura interface at <https://learn.ontariotechu.ca>*