

## What is Virtual Classroom Learning

Virtual Classroom Learning utilises digital and video conferencing technology to allow learners to listen and interact with the trainer and others whilst in different physical locations.



## Why do we have Virtual Classroom Learning?

Virtual Classroom Learning provides flexibility to allow learners from across the county to take part in courses without having to travel. They have been particularly useful during the COVID-19 Pandemic and they complement other ways of learning, such as; eLearning, Self-Study, and Physical Classrooms.

## What do I need to join Virtual Classroom Learning?

To take part in Virtual Classroom Learning, you need:

- ✓ A laptop, PC or tablet (*please do not use a mobile phone as the screen is too small and some videos that we use do not work right*). This can be a work laptop, PC or tablet, or one of your own if you are happy to use it.
- ✓ A web cam and microphone – these are essential for you to take part.
- ✓ You need to feel comfortable using the equipment and be ready for the start time of the course. If you do not feel comfortable with using the equipment, please speak to your Supervisor or Manager **before** the day of the course.

We mainly use MS Teams, but sometimes Zoom to provide the Virtual Classroom Learning environment.



## Do I need a MS Teams Account and have a copy of MS Teams?

If you have an MS Teams Account and a copy of MS Teams that is OK, but **it is not essential**. You can take part in MS Teams Virtual Classroom Learning as a Guest and you can use the Web Browser version of MS Teams.

The MS Teams App on a tablet and the MS Teams Application on a laptop or PC can be installed on person equipment if you want to.

<https://www.microsoft.com/en-gb/microsoft-teams/download-app>



### Do I need to book a place?

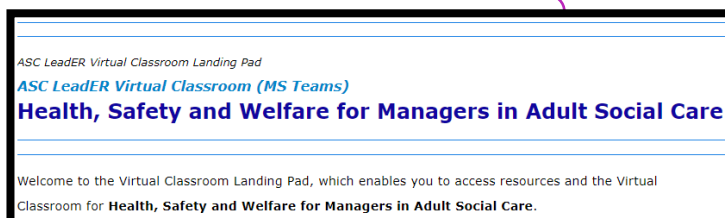
You need to be booked on a Virtual Classroom in the same way as a Physical Classroom course. This is done on iTrent for East Riding Adult Social Care workers and using the eBooking form on ASC Leader if you work for the Independent Care Sector.

### About your booking notification

Your booking notification will advise that the venue for the course is virtual, this appears as **Virtual – MS Teams via <http://tinyurl.com/xxx>**. The details starting <http://> is a web address link that gives you access to a *Landing Pad* – you need to click this or type it into the address bar of your Web Browser. We will not send the link separately.

### About Landing Pads

We use Landing Pads to provide additional information and resources that you may need to support you on the course.



The Landing Pad also provides the link to access the Virtual Classroom. This link appears 1 hour before the course starts and appears in the **...courses starting today:** area.

**...courses starting today:**

Virtual Classroom - 11/03/2021 - 09.00 to 10.30 (Click to Access)

### Before the course date

Before the date of the course:

- ✓ Get a copy of any of the resources from the Landing Pad – these are available at any time. A printed copy is often better.
- ✓ Make sure you have the right equipment and that it works.
- ✓ If there are any problems with the equipment, please speak to your Supervisor / Manager.
- ✓ Make sure you are comfortable with using the equipment, if not you need to speak to your Supervisor / Manager as we are not able to provide in-depth technical support when the course starts.
- ✓ If you are **not** able to attend the course, discuss with your Supervisor / Manager about moving to different course date and / or time.



## On the day of the course





**At least** 15 minutes before the start:

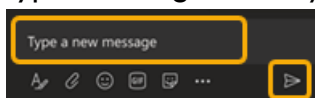
- ✓ Get comfortable.
- ✓ Have your laptop, PC or tablet ready.
- ✓ Access the Landing Pad using the *http://* link provided in your notification.
- ✓ Go to the **...courses starting today:** area and click the link. Once this is clicked, the Web Browser will Open a new Web Browser Window / Tab with a screen providing options to:
  - Download the Application
  - Continue on the browser
  - Open your Team app.
- ✓ If you have an MS Teams Account and MS Teams app installed, select the *Open your Team app* to open MS Teams and take you to the Virtual Classroom.
- ✓ If you do not have an MS Teams Account or MS Teams app installed, select the *Continue on the browser* to run a Web Browser version of MS Teams and take you to the Virtual Classroom.

If you join the Virtual Classroom more than **5** minutes after it starts you may be asked to leave and book on another course date.

## Whilst you are in the Virtual Classroom

Whilst you are in the Virtual Classroom:

- ✓ You will be able to see and hear the trainer, they and others will be able to see and hear you.
- ✓ You may be asked to put your microphone on mute. You can do this by clicking . You can turn it off mute by clicking the same button.
- ✓ Turn off your mobile phone or put it on silent – you should not be taking calls during the course.
- ✓ You should be focussed on the course and not dealing with work items, such as emails.
- ✓ You may be asked to leave the course and book on another course date if you are engaged in telephone calls or carrying out other work, such as emails.
- ✓ If you have a question, please click the *Show Reaction* button  and then click the *Raise your hand* button .
- ✓ You can use the chat area by selecting the *Show Conversation* button . You can type a message in the *Type a new message* field and click the *Send* button.



## Step-by-Step Guide

The following provides a step-by-step guide to taking part in a Virtual Classroom:



### Step 1

You book on or are booked onto a Virtual Classroom Course.



### Step 2

You receive the booking notification. This may be sent directly to you or your Supervisor / Manager may give it to you.

### Step 3

Do you have access to a laptop, PC or tablet? Do you have a webcam and microphone? Do you feel comfortable in using the equipment? If you answer **no** to any of these questions, please discuss with your Supervisor / Manager **before** the day of the course. Any issues or concerns **must** be sorted before the day of the course.



### Step 4

Access the Landing Pad using link (the one starting with *https://* before the course date to get any resources. Your notification may advise you that you need to access resources or complete some pre-learning before the course, please ensure this is done.



### Step 6

Go to the **...courses starting today:** area and click the link. Choose the option best for you:

- *Continue in browser* if you do not have an MS Teams Account or MS Teams app installed.
- *Open your Teams app* if you have an MS Teams Account and MS Teams app installed.



### Step 5

On the day of the course, **at least 15 minutes** before the start time, get ready for your learning and access the Landing Pad using the link (the one starting with *https://*)

### Step 7

- Turn off your mobile or put on silent – you should not take calls during the course.
- Focus on the learning and do not deal with work items, such as emails.
- Enjoy your learning.

