



## Virtual Class

The Planet eStream Virtual Class tool enables educators to present and discuss video content with their class remotely.

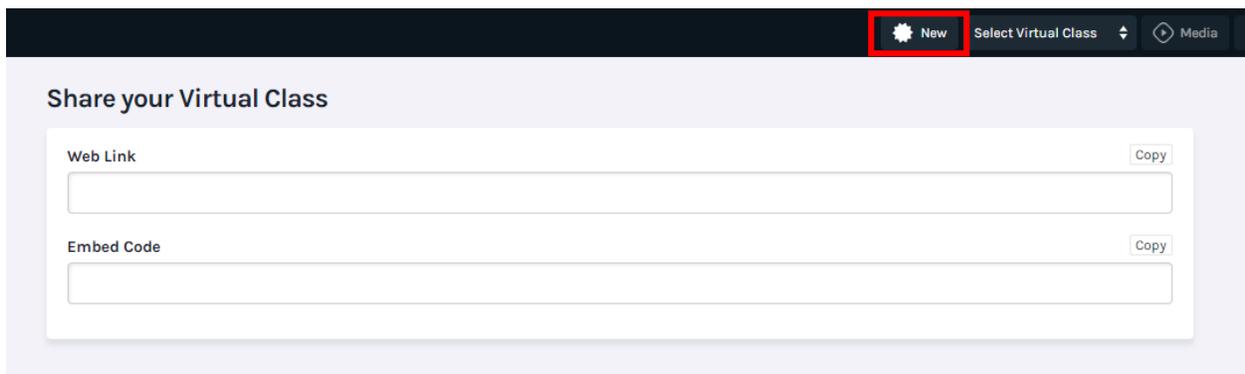
Educators can choose the video content they want to present and control playback for students. The built-in chat box adds a great collaborative tool, enabling two-way communication between educators and students.

### Step 1: Create a Virtual Class

To create a Planet eStream Virtual Class select **Virtual Class** from the **View** menu.



Viewers of Virtual Classes will see any classes that have been assigned to them. Educators will be able to create new Virtual Classes or modify existing one. To create a new Virtual Class select **New**.



Next, add a title, description, publishing policy and category for the Virtual Class. You can also add additional metadata by selecting **Enable Advanced Options**. Then select **Confirm**.

The screenshot shows a form for creating a Virtual Class. At the top, there is a checkbox labeled "Enable Advanced Options" which is highlighted with a red rectangular box. Below this, the form is divided into sections: "Title" with a text input field containing "Virtual Art Lesson"; "Description" with a text area containing "Art Lesson for W/C 13/05"; "Location" with a dropdown menu set to "Local Content"; and a "Private" checkbox. Below the "Location" section is a teal button labeled "Select Categories". At the bottom of the form, there are two buttons: "Confirm" (highlighted with a red box) and "Cancel".

Once you have created the Virtual Class, you can modify the settings.

The schedule option allows you to schedule start and end times for the Virtual Class. This can be used in a couple of ways. Firstly, it can be used to create lessons at specific times or to schedule work to be released on a certain date. You don't need to add both a start and end time. Click **Enable** to add scheduling information. If you want the dates to be open ended to allow learners to work in their own time, leave this blank.

Control media means that the presenter is in control of the media for all viewers. For example, if the presenter moves forward on a clip, this will be replicated for all viewers. Viewers will be unable to pause, load different clips or move around on time timeline.

Enabling comments allows viewers to type in questions or comments that can be answered or replied to by the presenter.

Live Streams can also be used in conjunction with the Virtual Class tool if you have the Live Streaming Module as part of your Planet eStream licensing.

Click **Confirm** to create your Virtual Class.

**Schedule**

Enable

Start at    End at

**Control Media**

Enable this option to ensure the presenter controls the media on display.

Enable

**Comments**

Enable this option to allow attendees to post comments for the presenter to reply to.

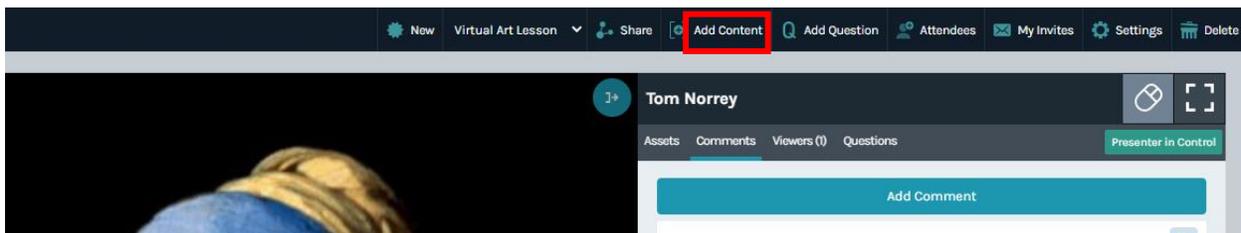
Enable

**Live Stream**

Select a Live Encoder to link with the Lesson. When a live stream is started from this encoder it will be automatically loaded for the attendees.

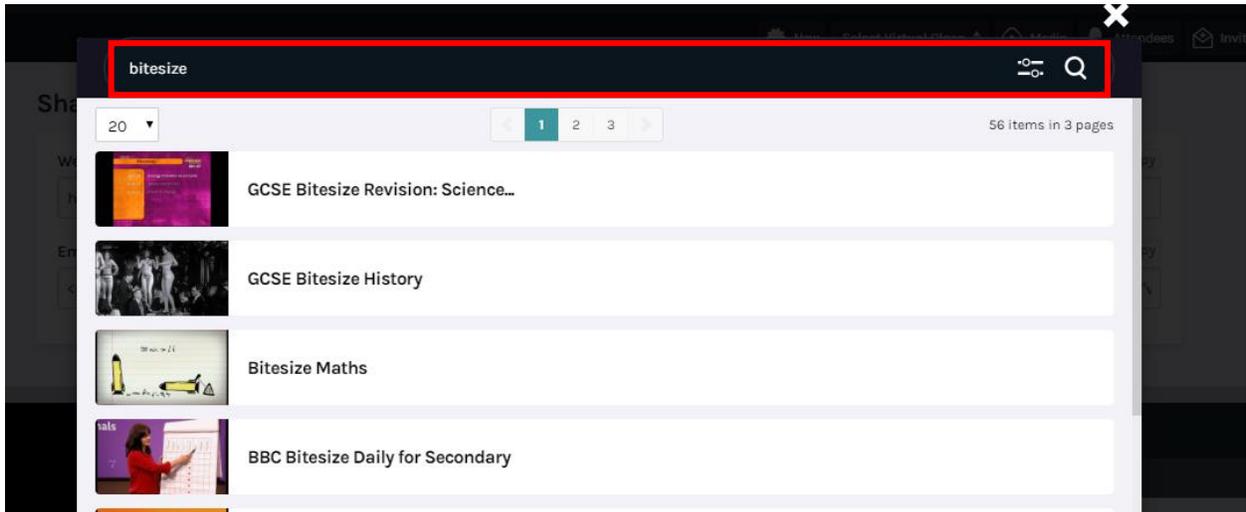
Once the Virtual Class is created you can add some media. To do this select **Add Content**.

If you have specified a live stream this will already be available as an item in the Virtual Class.

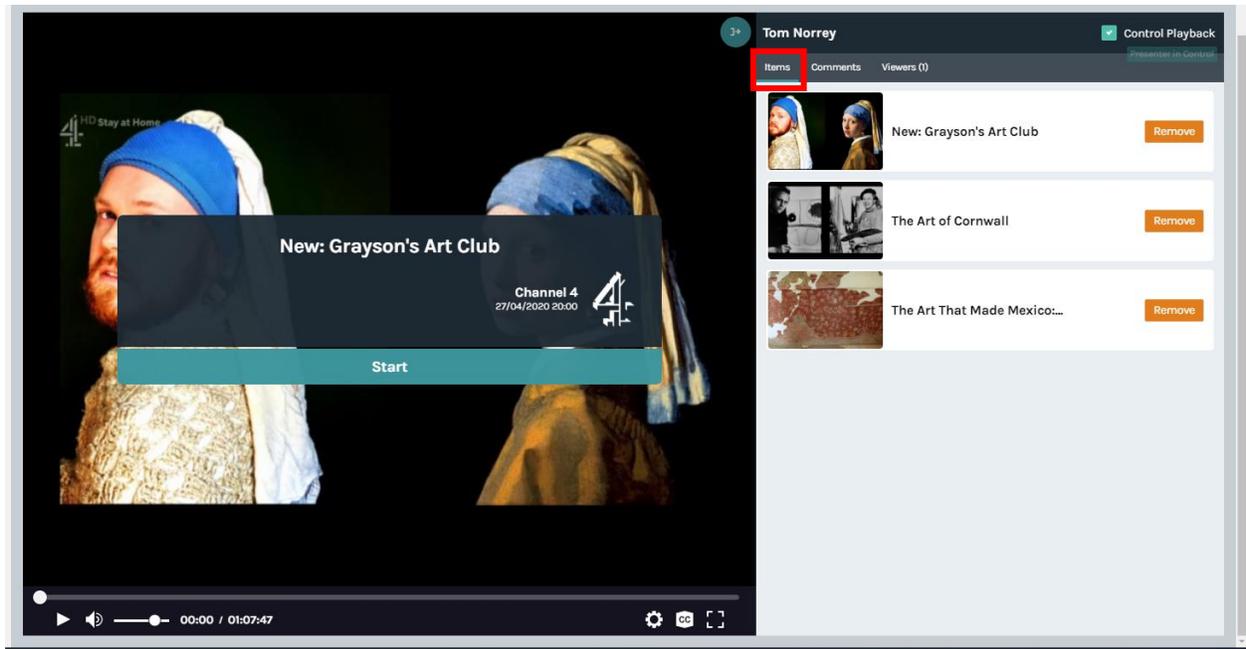


You will then be presented with a few options for different types of media that you can add. For video content select **Media Library**, for photos from the Photo Module select **Photo Library**, to upload new documents select **Upload Document**, or to link to external web link select **External Link**. The external link option can also be used to select shared Office 365 or Google documents.

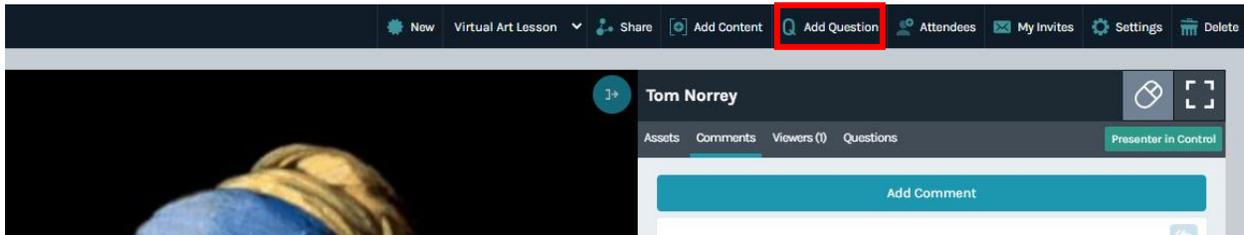
Enter your search terms in the field provided and click on the magnifying glass icon to show results. Once the results are returned, click on the title of the clip to add it to the Virtual Class. You can select multiple.



All items that have been added will be displayed on the **Items** tab.



Questions can be added that viewers can answer when viewing the Virtual Class by selecting **Add Question**.

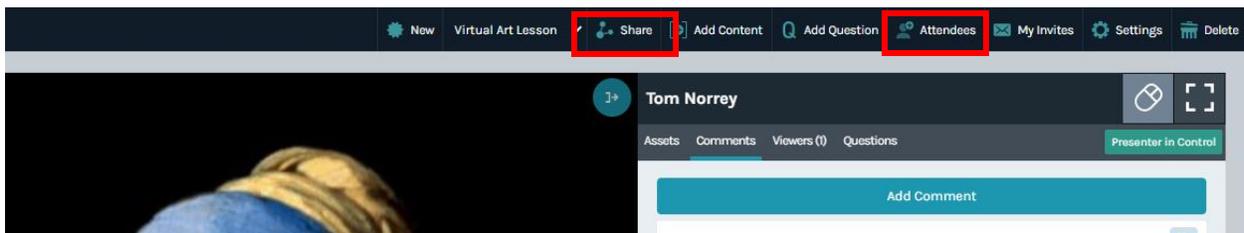


These can be for used general Q&A or run as a poll

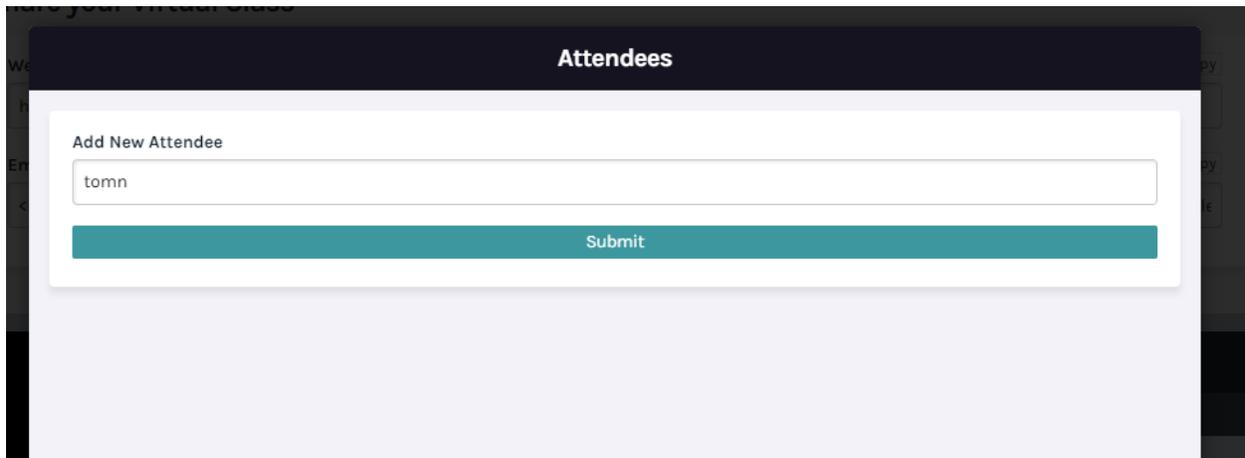
A screenshot of the question creation form. It features a large text input field labeled 'Question'. Below the input field, there are three checkboxes with corresponding text: 'Run this question as a poll. Attendees of the Virtual Class will see the results anonymously.', 'Allow users to select multiple options for answer', and 'By default questions are only visible to viewers when presented. Make available to users on demand'. At the bottom, there are two answer choice boxes, each containing a number (1 and 2) and a 'Correct' checkbox. To the right of each 'Correct' checkbox is a trash can icon.

## Step 2: Inviting Attendees and Sharing

You can limit who is able to attend your Virtual Class by including attendees. Alternatively, you can distribute the Virtual Class by sharing a web link or embedding into another platform such as your VLE or LMS.

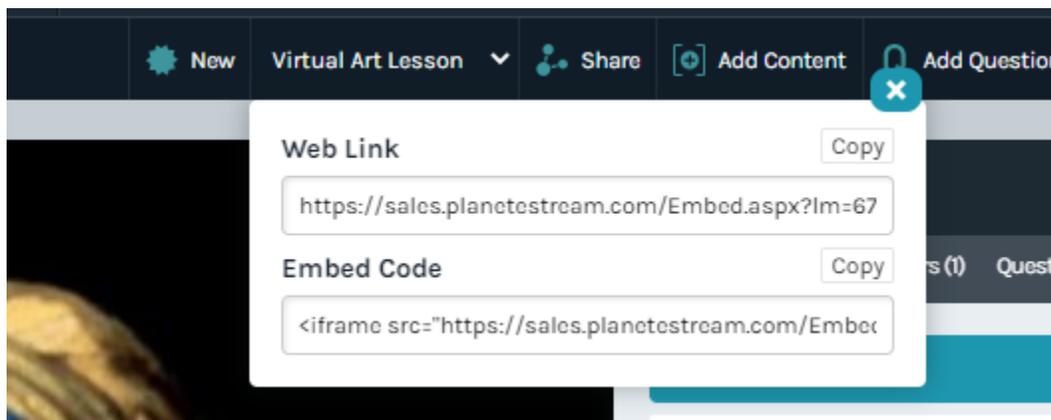


To include attendees, select the **Attendees** option, shown above, and then type in the username or email address of the users who you want to attend the Virtual Class. Then press **Submit**. This is not mandatory.



The screenshot shows a dark-themed interface with a white modal window titled "Attendees". Inside the modal, there is a section labeled "Add New Attendee" with a text input field containing the text "tomn". Below the input field is a teal "Submit" button.

To share via an embed code or link select **Share** and then copy the relevant option and paste it as required.

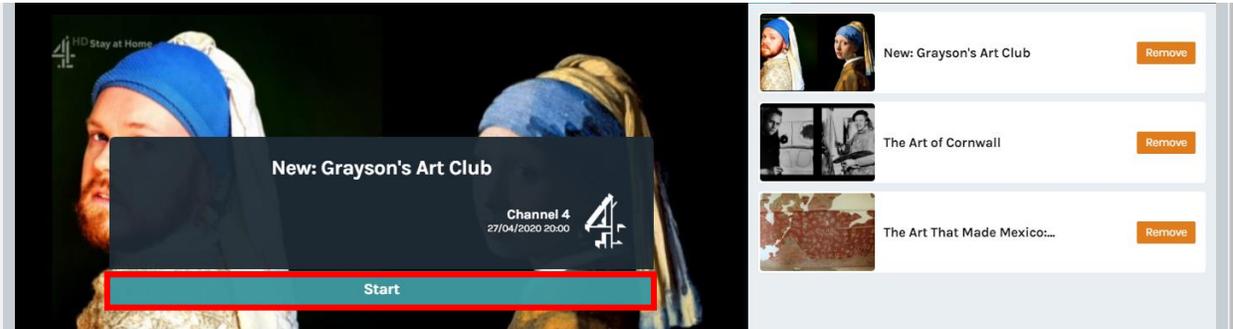


The screenshot shows a dark-themed interface with a "Share" button in the top navigation bar. A white modal window is open over the "Share" button, displaying two options: "Web Link" and "Embed Code". Each option has a "Copy" button next to it. The "Web Link" option shows the URL `https://sales.planetstream.com/Embed.aspx?lm=67`. The "Embed Code" option shows the HTML code `<iframe src="https://sales.planetstream.com/Ember`.

### Step 3: Starting the Virtual Class

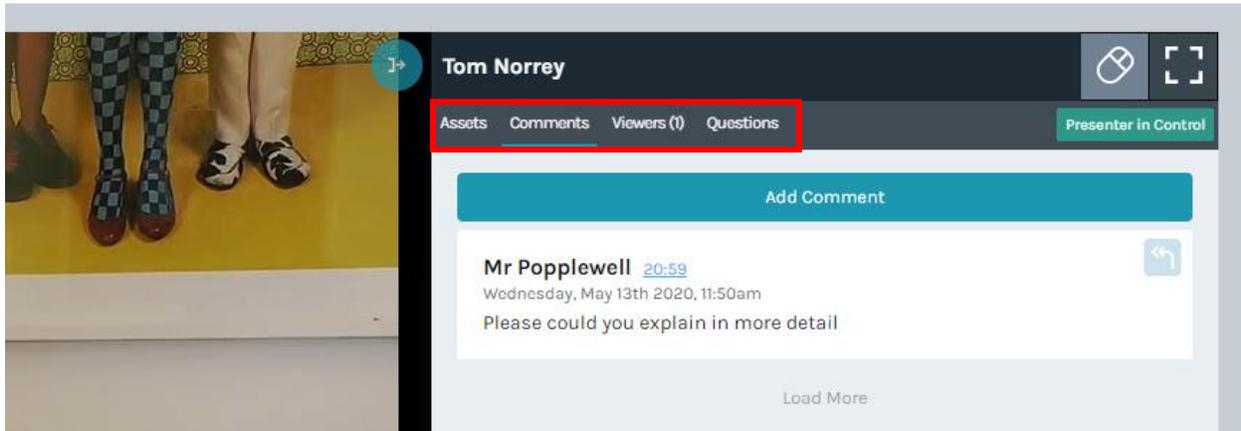
You can then load a source into the video player by clicking on the title of the clip.

When you are ready to start the Virtual Class, press **Start**. If you have added scheduling, viewers will be unable to start until the scheduled start time.



If a viewer adds any comments while they are attending the Virtual Class, these will be shown under the comments tab. You can then respond to these verbally if you are live streaming, or type in a response.

You can also see who is in attendance by selecting **Viewers** and view any answers to questions by selecting **Questions**.



Virtual Classes are retained on your Planet eStream website after they end, for use again in the future or to review and reply to comments.

