Desire2Learn & YouSeeU:
Virtual Classroom

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YouSeeU: Virtual Classroom

Virtual Classroom by YouSeeU is an integrated virtual classroom available to you through your D2L course. You can setup a virtual classroom session or video meetings with your students using the Virtual Classroom feature.

Creating a Virtual Classroom Session

1. Log into your D2L course.
2. From the course navigation, select Communication then Virtual Classroom.
3. Under Class Meetings, select Schedule meeting.

4. The Schedule Session box opens. Fill in the appropriate information:
   a. **Name:** Enter a name for the virtual classroom session.
   b. **Date:** Select the date and time the virtual classroom session will start.
   c. **Max Duration:** Select the length of the virtual classroom session from the drop-down box.
   d. **Record:** Check the box if you would like to record the virtual classroom session.

**Note:** If you check the Record box, the option for Automatic link to recording will become active. Checking this box will provide an external link that you can share.
e. **Allow external participants:** If you are having guest speakers in your virtual classroom session, check this box to allow them to participate.

f. **Whole class:** Keep this box checked to include the whole class. If you are doing private meetings with individual students, uncheck this box to restrict the virtual classroom session to individual students.

g. **Recurring:** If you need to set weekly meetings, use this drop-down box to choose how many weeks this weekly meeting will occur.

5. Select **Save**.

### Entering a Virtual Classroom Session

**Note:** Instructors cannot currently enter the virtual classroom early to prepare. Make sure you include extra time in your session to account for needed setup.

1. Log into your D2L course.
2. From the course navigation, select **Communication** then **Virtual Classroom**.
3. From the **Class Meetings** list, select the **Open Meeting Room** icon under **Actions**.

![Actions](image1)

4. Once the meeting time has started, select the **Enter Meeting Room** button.

   ![Enter Meeting Room](image2)

### Adding a Virtual Classroom Session Link to Your Modules

1. Log into your D2L course.
2. From **Content** area, go to the module where you want to place a link to the Virtual Classroom session.
3. Select **Add Existing Activities** then **Virtual Classroom**.
4. Select the appropriate Virtual Classroom session name from the list.
5. The link will be added to the module and you can add start/end dates, release conditions and descriptions like every other link in a module.
**Editing or Deleting a Virtual Classroom Session**

1. Log into your D2L course.
2. From the course navigation, select **Communication** then **Virtual Classroom**.
3. From the **Class Meetings** list, locate the virtual classroom session you want to edit or delete.
4. To edit the session settings, click on the **Edit meeting** pencil icon.

   ![Edit meeting icon](image1)

5. To delete the session, click on the **X** icon.

   ![Delete icon](image2)

**Setting Your Virtual Classroom for Screen Readers**

1. Log into your D2L course.
2. From the course navigation, select **Communication** then **Virtual Classroom**.
3. Select **Settings**.

   ![Settings icon](image3)

4. Check the box under **Accessibility** to set your virtual classroom for screen reader access and select **Save**.

   ![Accessibility settings](image4)
Accessing a Recorded Virtual Classroom Session

Note: It can take 30-90 minutes for a recorded session to finish processing and be available for viewing.

Recorded sessions will be available for 4 months after the session date.

1. Log into your D2L course.
2. From the course navigation, select Communication then Virtual Classroom.
3. The previously recorded virtual classroom sessions will be listed under Recorded Meeting Name.

<table>
<thead>
<tr>
<th>Recorded Meeting Name</th>
<th>Actual Start Time</th>
<th>End Time</th>
<th>Duration</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weekly Class Meeting</td>
<td>2/08/2017, 10:40 am CST</td>
<td>2/08/2017, 10:55 am CST</td>
<td>02:52</td>
<td></td>
</tr>
</tbody>
</table>

4. Under Actions, select on the Play video icon to replay the session.

5. If you checked the option for Automatic Link to Recording, the Generate Public URL icon will show.

6. If you want to delete the recorded session, select the garbage can icon.
Understanding the Virtual Classroom Screen

When entering the virtual classroom, the default screen will be displayed.

To share your webcam or desktop, select the appropriate icon on the bottom of the screen. To logout of the meeting, click on the three dots in the upper right corner and select Logout.

To enable the drawing tools, select the Enable drawing icon on the bottom of the screen. The drawing tools will appear on the right side of the screen.
Select the Actions icon on the bottom left of the screen to mute all participants, upload a presentation or initiate a poll.

To view the participants, select the person icon in the upper right of the screen. You will then see the list of current participants as well as the option to start a public chat.

Click on a participants name to see the options available: start a private chat, clear their status, make them a presenter or remove the user from the meeting.