

Create Virtual Classroom using Zoom User Guide

What is Virtual Classroom?

Virtual classroom is changing the way teachers communicate to students with an easy, reliable cloud platform for video, audio and documents sharing.

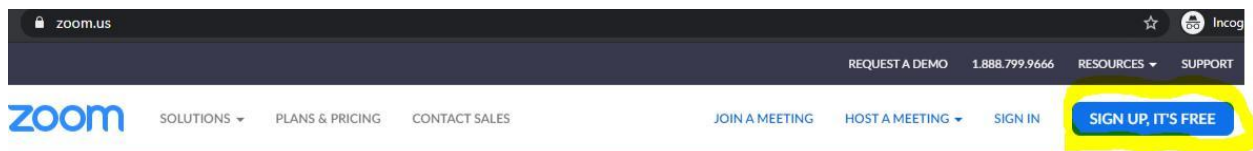
In virtual classroom you can conduct live classroom sessions or post your study material with students or post pre-recorded your youtube video lectures.

Prerequisite:

All Teachers should create account on Free Zoom online video conferencing platform or any other platform supported by your organization.

Go to : <https://www.zoom.us/>

Click on Sign up, It's Free button



Signup with your email id or Sign up with Google account.

Sign Up Free


Your work email address


Zoom is protected by reCAPTCHA and the Privacy Policy and Terms of Service apply.

Sign Up

By signing up, I agree to the Privacy Policy and Terms of Service.

or

 Sign in with Google

 Sign in with Facebook

You will get verification link on email. Click on that and you will be logged in to account.

1. "Virtual Classroom" widget on Portal dashboard:

On Portal dashboard there is one widget "Virtual Classroom". Once you created the post that post will be visible on dashboard widget. At bottom of the widget you can see two buttons first is "Add Post" and second is "All Post".

Recent Notifications		
Virtual Classroom Post Updates	05 Apr 9:24 PM	
Homework	21 Mar 1:31 PM	
Employee Leaves Status	18 Mar 11:32 AM	
Employee Leave Application	18 Mar 11:31 AM	
Employee Leave Application	18 Mar 11:31 AM	
New Notification →		All Notifications →

Virtual Classroom Posts		
Marathi chapter 1	05 Apr 9:22 PM	
Add Post →		All →

Event Calendar	
There are no Events created currently	
New Event →	View Calendar →

Employee Leaves		
Appl.Date	Employee	Leave Date
18-Mar	Pravin Mahajan	18-Mar - 18-Mar (1)
14-Mar	Pravin Mahajan	14-Mar - 14-Mar (1)
05-Mar	Pravin Mahajan	05-Mar - 05-Mar (1)
05-Mar	SAYEEM SIR	06-Mar - 06-Mar (1)
28-Feb	Pravin Mahajan	28-Feb - 28-Feb (1)
		All Employee Leaves →

Student Leaves		
Class	Student	Date
LKG	Varsha S Harke	02-Jan - 02-Jan (1)
LKG	Varsha S Harke	04-Jan - 08-Jan (3)
UK	Varsha Manoj Shinde	28-Dec - 28-Dec (0)
LKG	Varsha S Harke	28-Dec - 29-Dec (0)
Fifth	Mahi Baba Shaikh	28-Dec - 31-Dec (2)
		All Student Leaves →

Daily Summary				
Attendance	31	0	0	31
	Incomplete	Pending	Completed	Classes
			P: A:	
Homework	31	0	0	31
	Pending	Draft	Confirmed	Published
SMS Status	3			5895
	Consumed Today			Balance

₹ Collection Summary	
Date	Collection
26-Mar-2020	Rs. 0.00
18-Mar-2020	Rs. 1.00
16-Mar-2020	Rs. 9,000.00

When you click on All Posts button, it will show you Virtual Classroom Timeline Page

Virtual Classroom » Dashboard

Search: AY 2017-18 All Classes Topic Search String

Filters: AY ID: 2017-18

Today

CLS: Five-05-A-A-Morning Topic: Online class English reading Apr 6 2020 2:36 PM

2:36 PM

Session Date time: 6 Apr 2020 4 PM

Invitation Link: <https://us04web.zoom.us/j/948242137?pwd=ZEG1b2loKzBhN0YyYkU0bnYnN2Q7T09>

Attachments:

Posted By: Salman Shaikh

Yesterday

CLS: Five-05-A-A-Morning Topic: Zoom online session of science Apr 5 2020 7:24 PM

7:24 PM

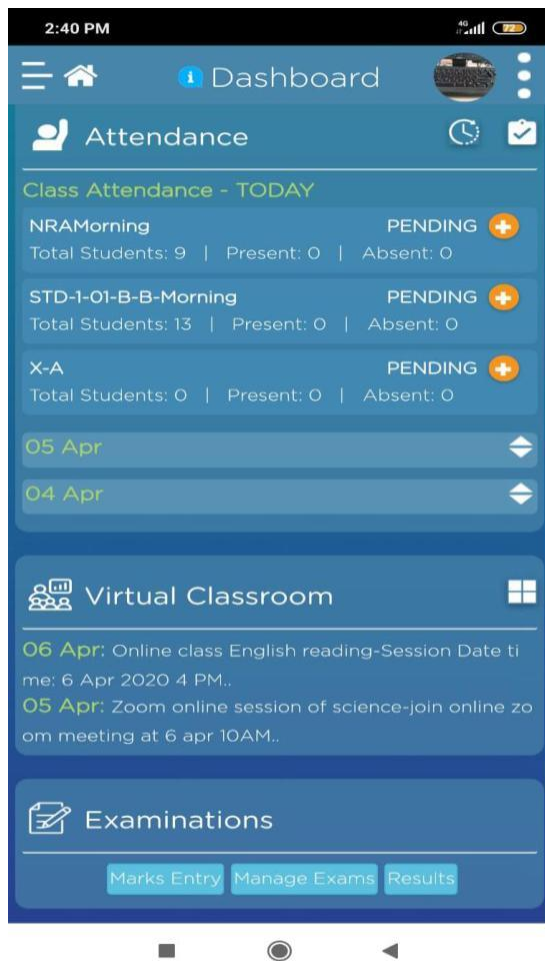
Join online zoom meeting at 6 apr 10AM

Invitation Link: <https://us04web.zoom.us/j/948242137?pwd=ZEG1b2loKzBhN0YyYkU0bnYnN2Q7T09>

Attachments:

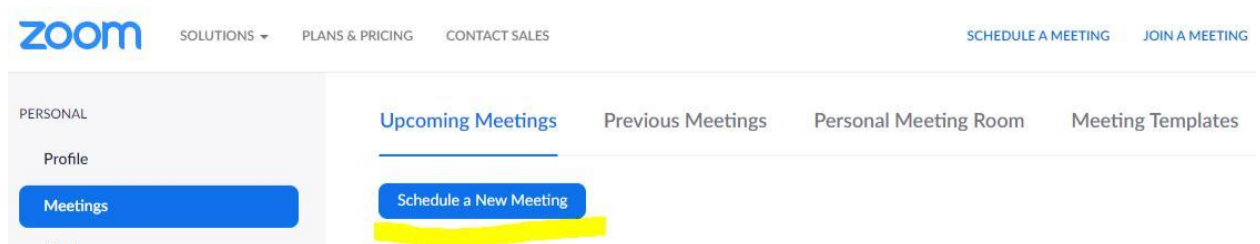
Posted By: Salman Shaikh

Staff APP Dashboard Widget



2. Create new virtual Class

Before creating virtual class on Vidalekha, login to your Zoom account and schedule a video conferencing meeting as below



Fill up the meeting details as below. Keep other configuration as mentioned in below form. Keep video option off for the participant to avoid performance lag during meeting. Keep audio and computer audio (Teacher and students can communicate through laptop/mobile mic and speaker)

My Meetings

>

Schedule a Meeting

Schedule a Meeting

Topic

Online Class Science - Laws of Velocity


Description (Optional)

Session will start on 6 Apr at 3 PM. Click in link below

After scheduling this meeting, the settings you change here will apply to all scheduled meetings with the Personal Meeting ID. [Revert Settings](#)

When

04/06/2020



3:00

▼

PM

▼

Duration

1

▼

hr

0

▼

min

Meeting ID

☐ Generate Automatically

☒ Personal Meeting ID 709-484-4835

Meeting Password

☒ Require meeting password

1234

Video

Host

☒ on

☐ off

Participant

☐ on

☒ off

Audio


☐ Telephone

☒ Computer Audio

☐ Both

Meeting Options

☒ Enable join before host

☐ Mute participants upon entry 

☒ Enable waiting room

☐ Record the meeting automatically on the local computer

After saving copy invitation link

Meeting Password: ☒ Require meeting password 1234

Join URL: <https://us04web.zoom.us/j/7094844835?pwd=QndBWVVVUjY5S6QUVTRlFNMWtMdE1sUT09> [Copy the invitation](#)

Go to Portal Virtual classroom new post page

1. Click on Create New post

2. Fill up the information on the form. Select the target students (Standard or class) selection of subject is optional.
3. Put the invitation message link in Link 1 box. If you don't want to conduct online classroom and just want to share pre recorded youtube video, you can enter youtube URLS here.
4. You can attach reference/presentation material
5. Set notification option from the different options provided
6. Save as draft or publish the post and submit the form

Virtual Classroom » Edit Post

Classroom	Class ▼	Five-05-A-A-Morning ▼
Subject	--Select-- ▼	
Topic	Online class Hindi reading	
Description / Instructions	Live session will be conducted on 6 Apr 2020 at 4 PM. Join 10 mins earlier by clicking on the below invitation link which will open zoom meeting on laptop or mobile.	
Note	You can add links of YouTube(Uploaded Video URL) or live Zoom Meeting Invitation Link	
Link 1	https://us04web.zoom.us/j/948242137?pwd=ZEg1b2loKzBhNXYyVklUc0tvYnN2QT09	
Link 2		
Link 3		
Attachments	<div> Presentation1.pptx </div> <div>Max. file upload size:5 MB</div>	
Status	<input type="radio"/> Draft <input checked="" type="radio"/> Publish	
Notification To Student	<input checked="" type="radio"/> Cloud only <input type="radio"/> Cloud + SMS TO NO APP <input type="radio"/> Cloud + SMS(All)	
Notification To Creator	<input checked="" type="radio"/> Cloud only <input type="radio"/> Cloud + SMS TO NO APP <input type="radio"/> Cloud + SMS(All)	

Classroom <i>mandatory</i>	Classroom is the target audience to whom you going to post Standard and class are two options. You can share post to particular single standard or class
Subject <i>optional</i>	According to selected classroom respective subject list get display in subjects. If you post is regarding to any subject then select subject from list
Topic <i>mandatory</i>	Name of study topic on which you are going to teach
Description/ Instructions <i>mandatory</i>	Describe your study topic in details or you provide instructions if you are going to take any live online session like zoom/other video conferencing tools.

Link 1/ Link 2/ Link 3 <i>optional</i>	You can add links of YouTube(Uploaded Video URL) or live Zoom Meeting Invitation Link
Attachments <i>optional</i>	You can share any study material document like text/word/ppt/excel/pdf/img files
Status <i>mandatory</i>	Draft and publish, To save post for further modification and share later, you can keep post in draft mode. Draft post only visible to post creator. Once you publish post it will be visible to selected classroom
Notification to students <i>mandatory</i>	Here you can choose the option like though which channels (sms, web, email, app) you want to send notification to classroom <ul style="list-style-type: none"> 1. Cloud Only: will send to web, email, app 2. Cloud + SMS TO NO APP: will send to web, email, app and SMS only to those users who don't have app installed 3. Cloud + SMS(All): will send to web, email, app and SMS
Notification to Creator <i>mandatory</i>	Notification to post author means who created the post

Virtual Classroom TimeLine:

1. Post visibility:
 - a. Admin can view all post
 - b. Teachers can view only posts created by him/her.
 - c. Students can view post only of their standard and class
2. Search filter: Various search filters provide to search particular post.
3. You can go to create new post by clicking on "Create New Post" button. "Create new post" allowed to only admin/teachers
4. You can edit post if you want to update the post details.

Search: AY 2017-18 ▾ All Classes ▾ Topic ▾  

[+ Create New Post](#)

Filters:  AY ID : 2017-18

Today



2:03 PM

CLS: First Topic: Marathi chapter 10

  Apr 6 2020 2:03 PM

Today we are going to learn marathi chapter 10. Plz attend the zoom session for live lecture , today at 05:00 PM.. Here is the zoom link i am providing in link section.. And some you-tube videos links who will help you to understand this topic in more details.. And go through the attainments for assignment at home

 Edit

Youtube Link: <https://www.youtube.com/embed/-hPfmY6hoPg>

Youtube Link: <https://www.youtube.com/embed/-hPfmY6hoPg>

Attachments :

 [23974-Article Text-124958-1-10-20180507.pdf](#)

Posted By: Pravin Mahajan

50 Records ▾

CONTACT YOUR RM FOR FURTHER SUPPORT