

21st Century Lawyer Virtual Sessions: Participating In Virtual Classrooms

Attending a virtual classroom session gives you the opportunity to learn new information and participate interactively in the classroom experience.

1. Click the virtual classroom URL link sent to you (by e-mail or IM) from the classroom host.
2. Enter your login information.



3. Have a webcam available to participate fully in the session. A webcam can be internal in your laptop, or you can purchase an external webcam for your computer.
4. Make sure your computer has a microphone and speakers so you can hear and participate in the conference. Make sure your speakers and microphone are on and set high enough so that you can hear the presenters and be heard if you would like to participate. If you are not in a private setting, you can use headphones with a built in microphone plugged into your computer's microphone dock in order to hear and participate. The icon for the microphone dock your computer usually looks like this: 
5. Participate in the virtual classroom. Here are some ideas:
 - o If attendees are using the Chat pod to introduce themselves, add your name, and perhaps location, to the conversation.
 - o The Course Share Pod is where the host shares their screen or content such as a presentation or document. The Share pod is where users typically direct most of their attention, during a session.
 - o Throughout the session, use the Chat pod to communicate with attendees or answer questions. Hosts can allow private chat between attendees or they can turn off this feature. For more information, see [Chat in meetings](#).
 - o Use emoticons in the application bar to interact with the host and other attendees. You can raise your hand, express agreement, or disagreement, and even ask the host to speak more loudly or softly. The emoticons are an easy way to start participating in the classroom.

- Raise your hand and if the host approves your request, use the VoIP toolbar to broadcast your voice. This is useful if you have a detailed question to ask or if you want to provide information to the class.
 - If the host opens a whiteboard, collaborate with other attendees on the task at hand. Whiteboards allow a group of attendees to answer a question together and are also useful for brainstorming ideas. For more information, see [Share a whiteboard](#).
 - At the end of a session, the host may take a poll. Simply read the question and vote using the radio buttons.
6. When the session is finished, the host closes the virtual classroom.