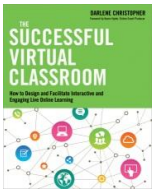
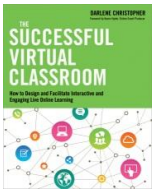
Questions to Consider When Learning to Use a Virtual Classroom Tool

Area	Questions to Consider	My Notes
Audio	• What audio options are available? • Can I offer participants the option of VoIP and a telephone audio connection or just one or the other? How do I mute/unmute my line and participant audio?	
Breakout Rooms	• How do I move people into and out of breakout rooms? • How does audio work in the breakout rooms? • How does the host move into and out of breakout rooms to check on participants? • Is there a maximum number of breakout rooms? • Is there a maximum number of participants per breakout room? • Can the work that participants do on a white board or other note taking area be brought back into the main classroom screen when the breakout session is over?	
Chat	• Can I send both public and private chat messages? • How do I scroll through the chat messages? • Can I copy and paste text from a Word document or other text file directly into chat? • Can I export the chat?	
Content	• How do I display slides and other content files? • How do I advance slides? • What types of files can I display (eg: .ppt, .pdf, .jpg, .mov)? • How do I delete a file that I upload?	
Drawing & Pointer Tools	• How do I write on the screen or whiteboard? • How do I erase or undo? • What drawing tools are available, other than writing (for example, highlighter tool, stamper tool, ability to draw shapes)? • Is there a pointer tool? • How do I switch from one tool to another?	
Maximums	• What is the maximum number of participants allowed in a session? • What is the maximum number of hosts (instructors) allowed?	

Taken From [The Successful Virtual Classroom] by Darlene Christopher



Pass Control	• How do I pass control of the screen from one person to the next? • After passing control of the screen to someone else, how do I take it back?	
Plug Ins	• Does the tool require plug-ins (a small piece of software that provides extra functionality) to be installed in order to work properly? • Do both instructors and participants need to install the plug in?	
Polls	• What types of poll questions are available (eg: multiple choice, multiple answer)? • How do I prepare poll questions in advance? How do I launch/open a poll? • How can I tell how many people have responded to a poll? • How do I share poll results with the audience?	
Screen Sharing	• How do I launch the screen sharing feature? • Can I select a single screen for sharing? • How does the view on the presenter screen differ from the participant screen? • Can participants adjust their screen, for example can they enlarge it? • When I am done using the screen sharing feature, how do I close it?	
Webcam	• How do start and stop my webcam? • How do participants start and stop their webcam?	
Whiteboard	• How do I open a white board? • How do I write, draw and erase? • How do I give access to the white board to participants?