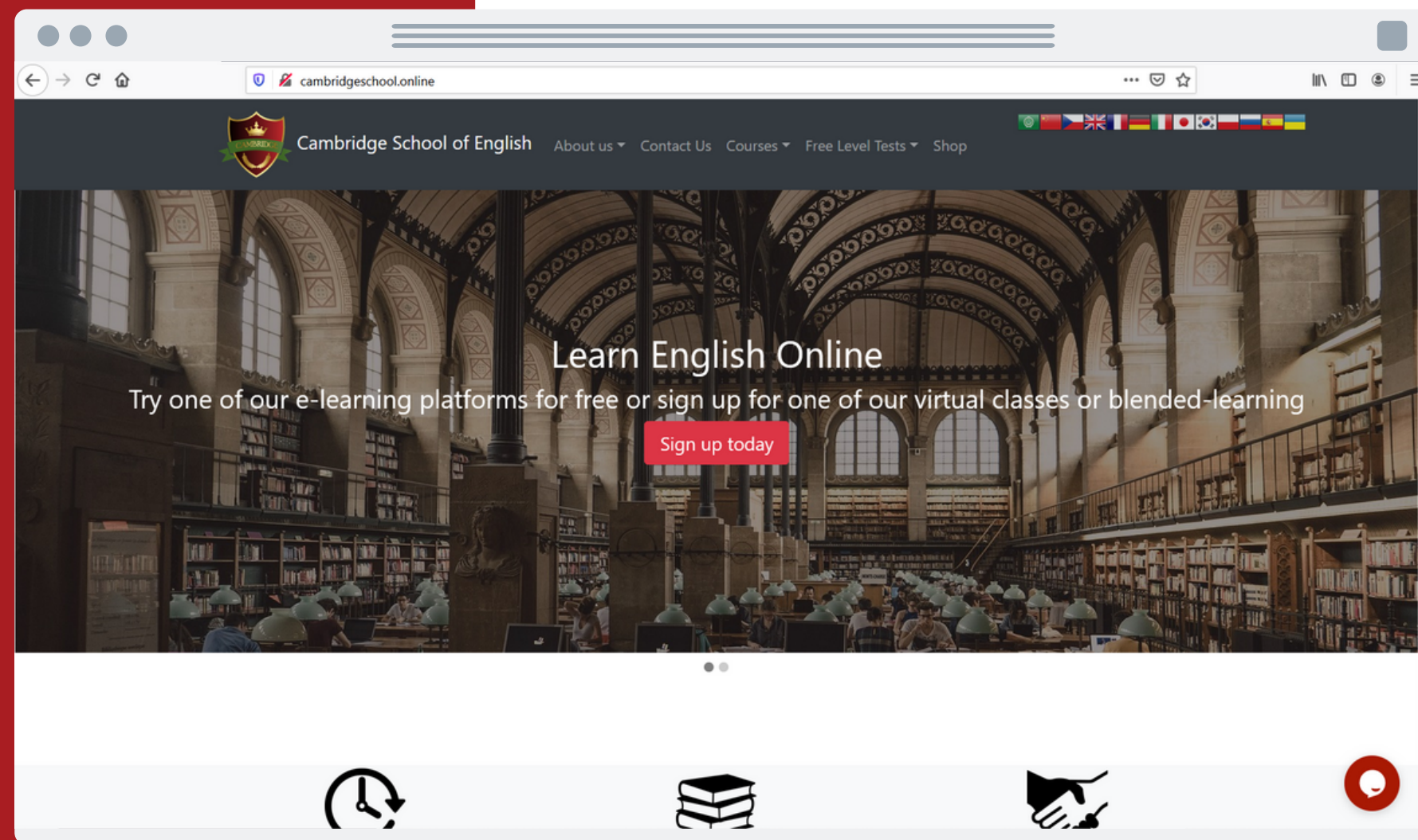


# Virtual class

→ [cambridgeschool.online](https://cambridgeschool.online)



# Before using the platform

Make sure that:



you use Chrome browser.



your microphone and speakers are plugged correctly.



all background apps are turned off.



antivirus is not currently scanning your device.



any firewall or adblocker is not blocking our website and, you agree to pop-ups.



# Virtual class

The access to the platform is via browser. Downloading any additional application is not needed.

Every virtual room has its individual code and password.

After signing up for a class, every participant will receive an email with a password and access code.

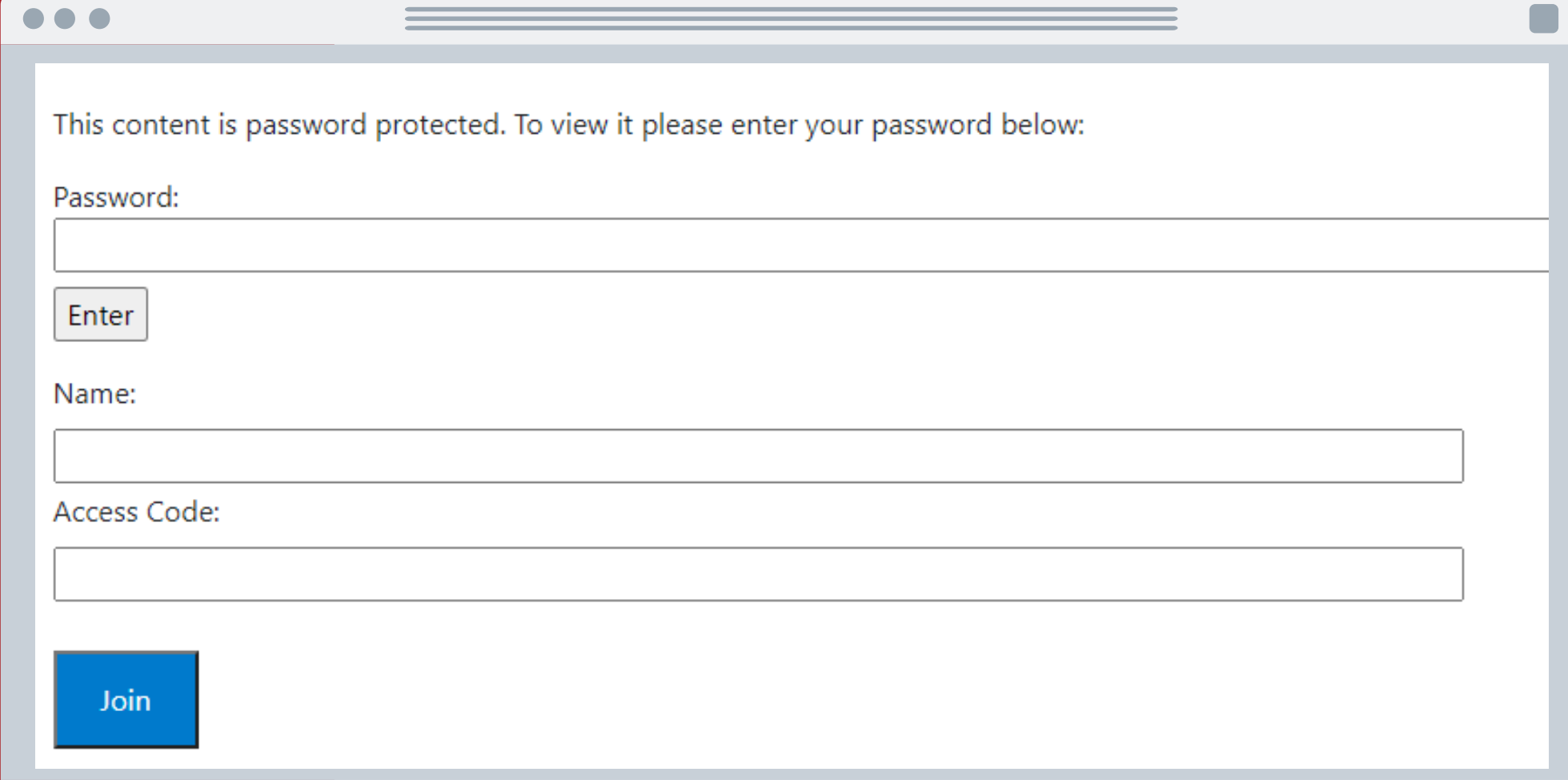




# Logging in

After logging in to the platform, to join the virtual room, you need to complete the form:

- **Password,**
- **Your name and surname,**
- **Access Code.**



This content is password protected. To view it please enter your password below:

Password:

Enter

Name:

Access Code:

Join

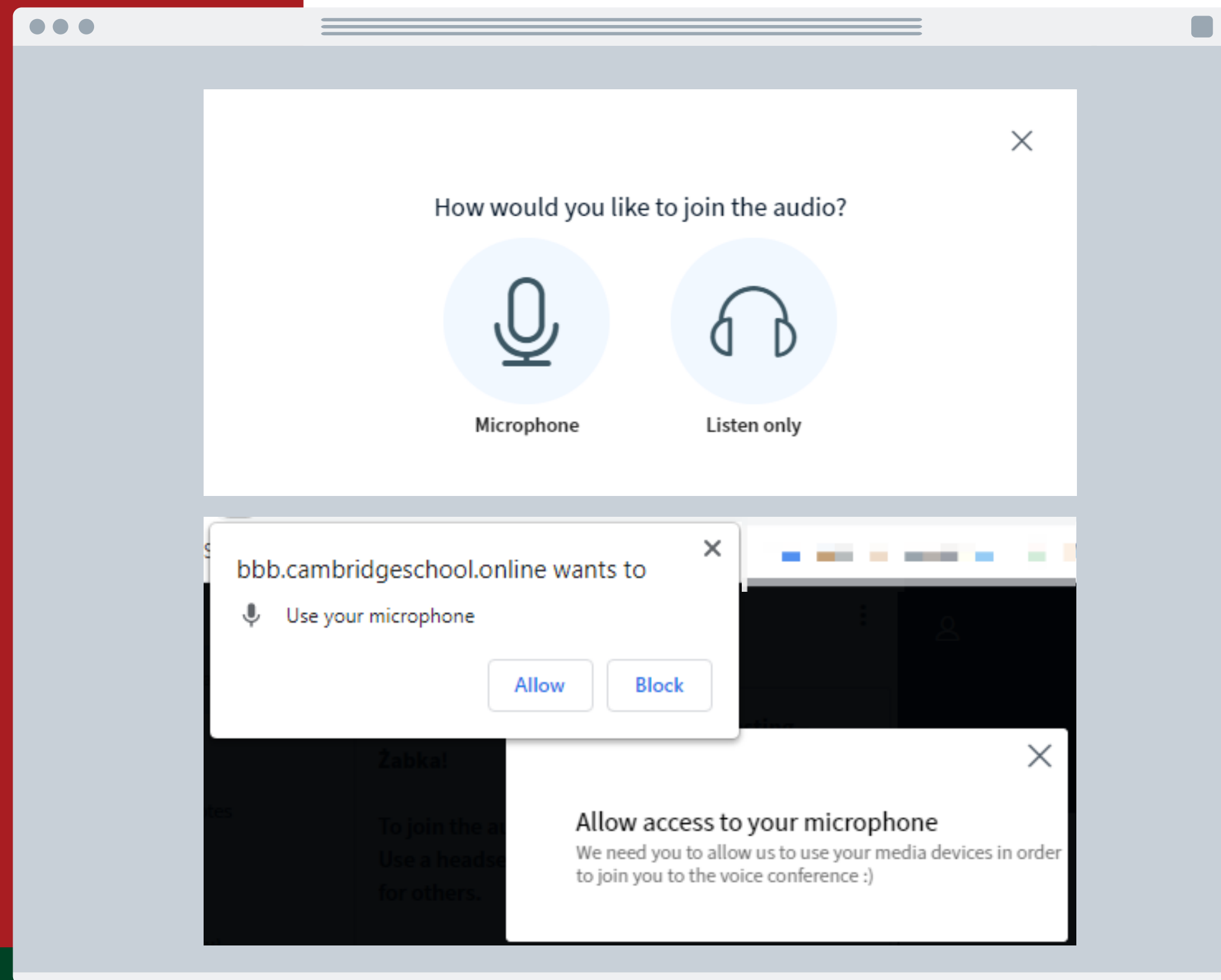
# Logging in

In case of logging problems, you should log out, reopen the browser and log in again. If the problem still occurs, it may be triggered by some background applications which can disturb the access to the microphone or camera. In this case, you should use the browser in “Incognito” mode to login. (File new incognito window).



After signing in to the virtual classroom the participant is asked to decide whether to use the microphone. To properly participate in class the "Microphone" option should be chosen. After that the browser shows the announcement about the access to the device which must be allowed.

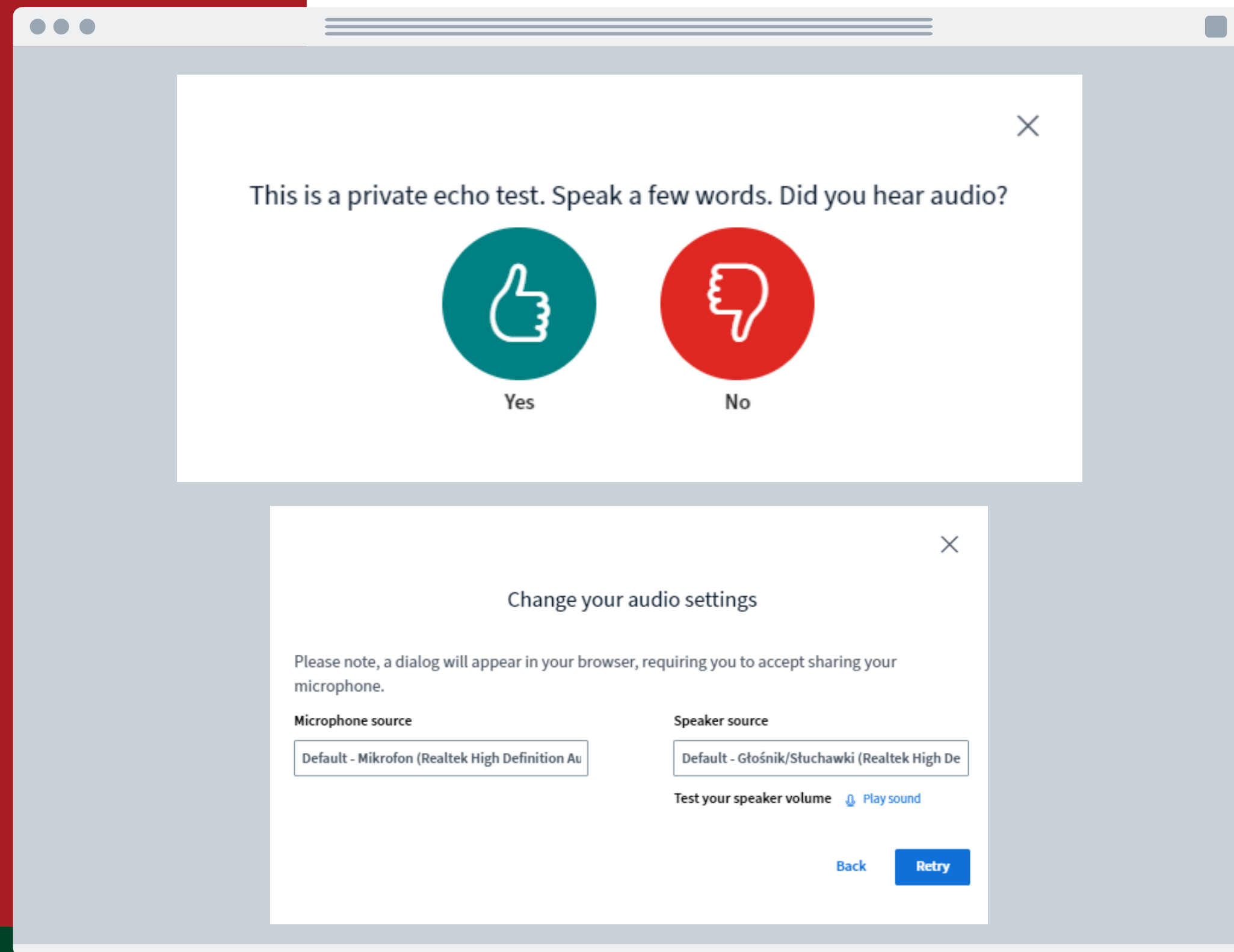
Windows firewall may show an analogous announcement, which should also be allowed.



# Echo test

The platform will show you the echo test to check your microphone.

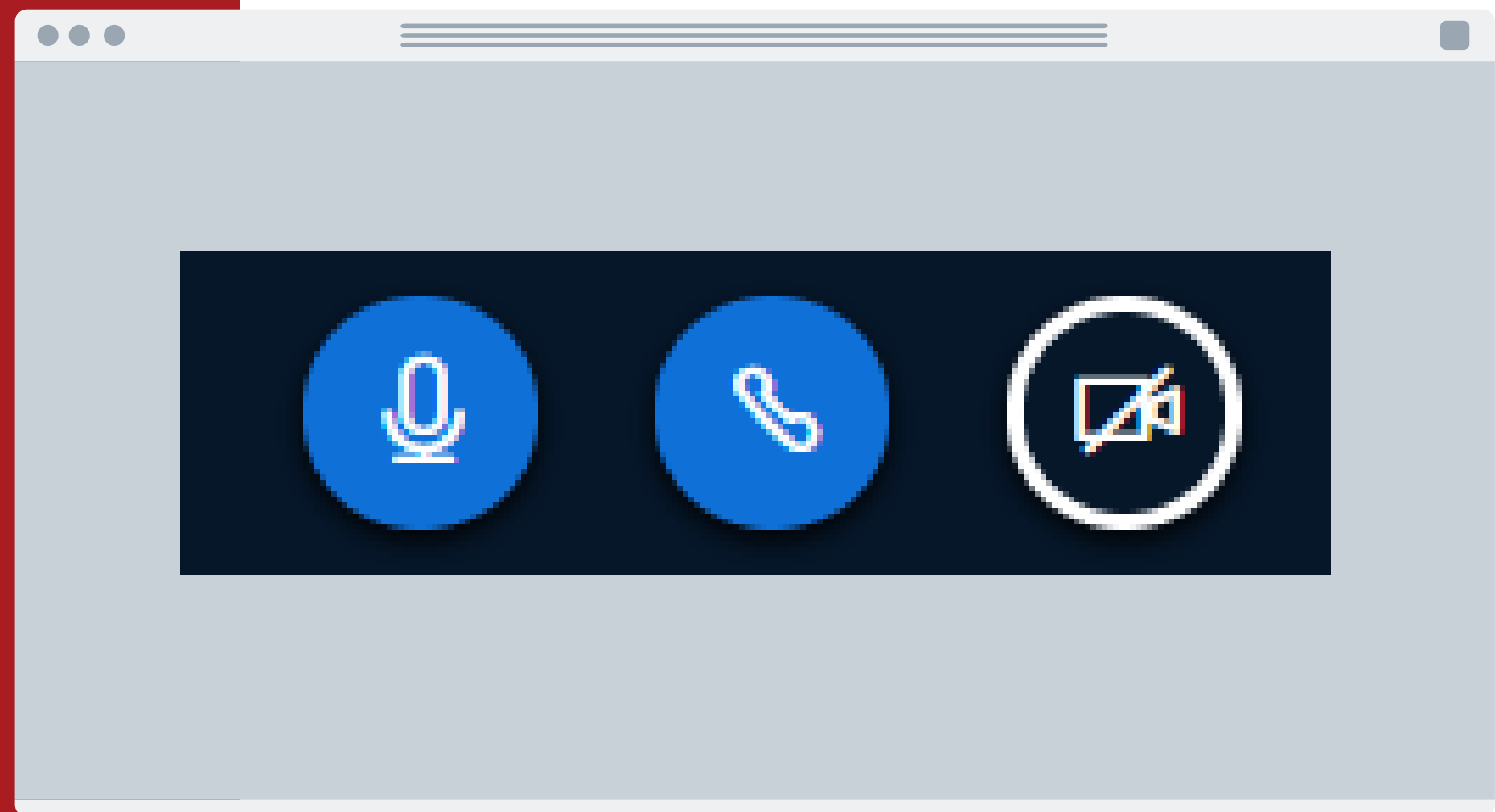
If the test is negative, the platform will ask for access to the microphone again.



# Available devices

When joining the meeting, the microphone and incoming sounds are on, while the camera is off.

The participant can turn the camera and microphone on and off at any time during the meeting.

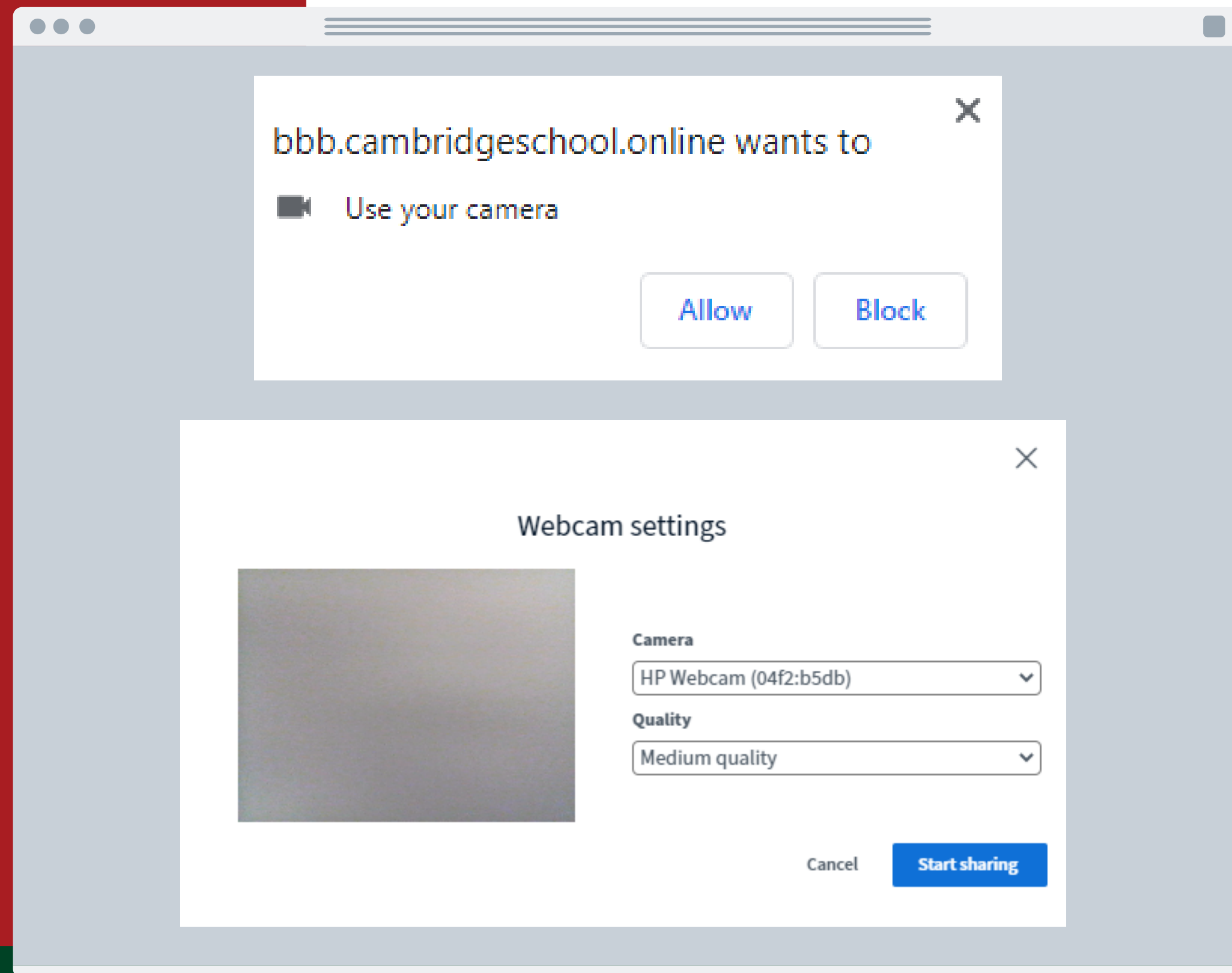




# Camera

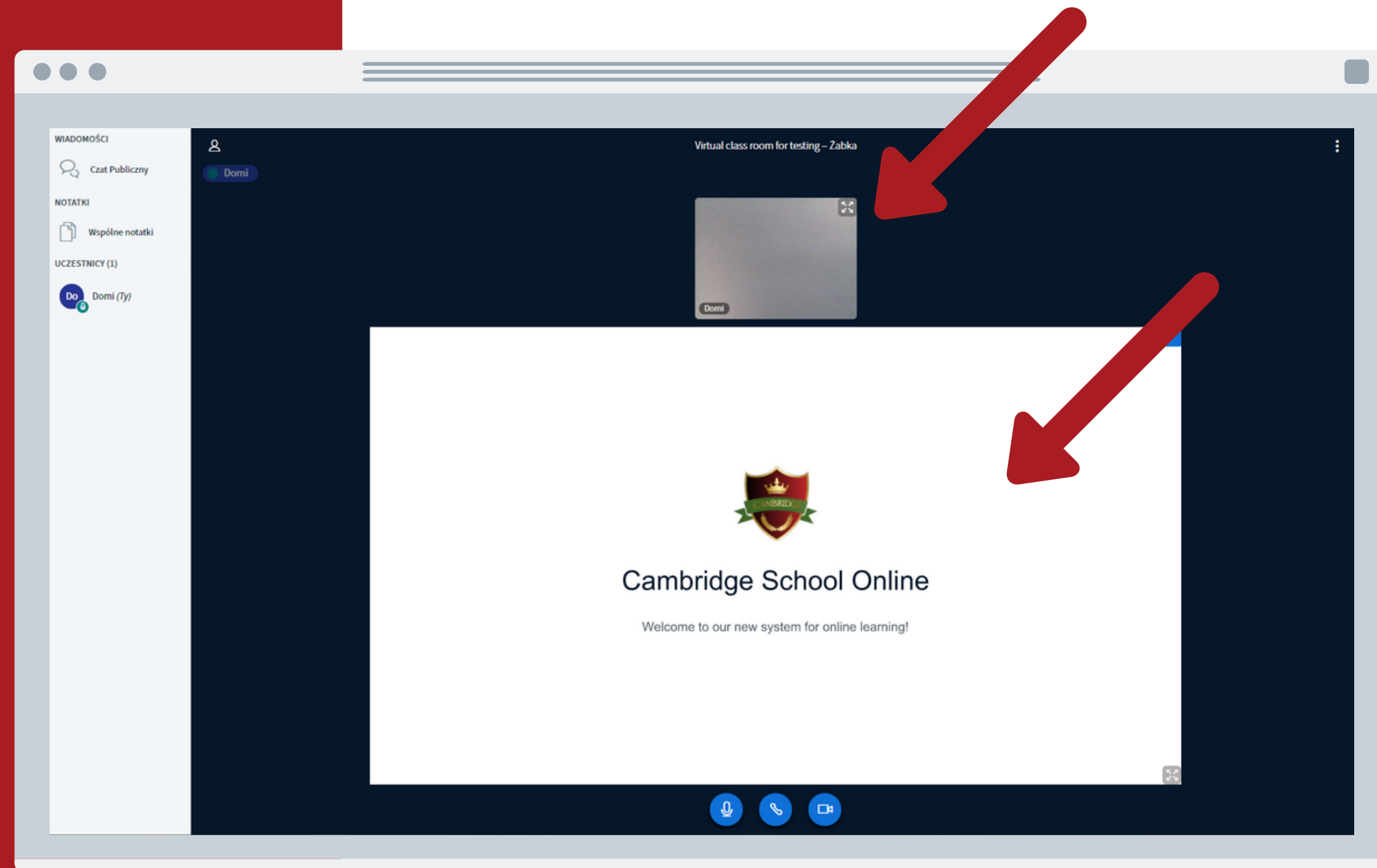
After clicking the camera button (first on the right), the browser will ask for access to this device which should be allowed.

Thereafter, a camera options window should appear on your screen, with choices: image preview, camera choice and quality of the image.



# Main room

In the centre, the 'current' presentation should be visible. Above the presentation are the windows showing the call participants.



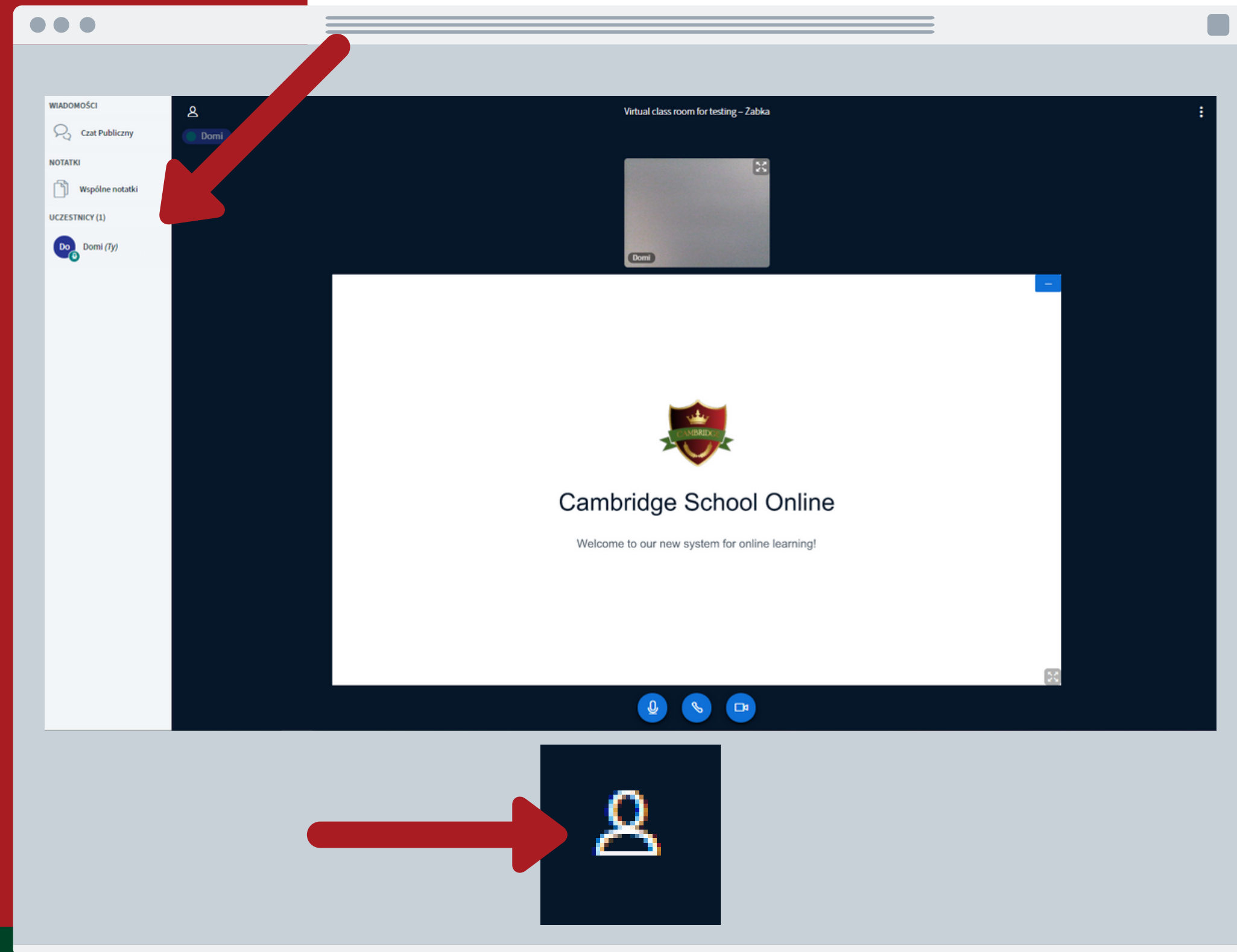
CAMBRIDGE SCHOOL ONLINE



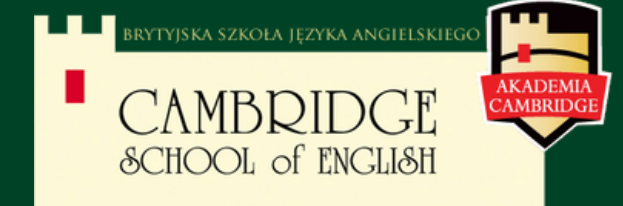


# Main room

On the left is the panel with the participants' list, chat group button, and shared notes. To hide or open the panel, click the button on the left upper corner.



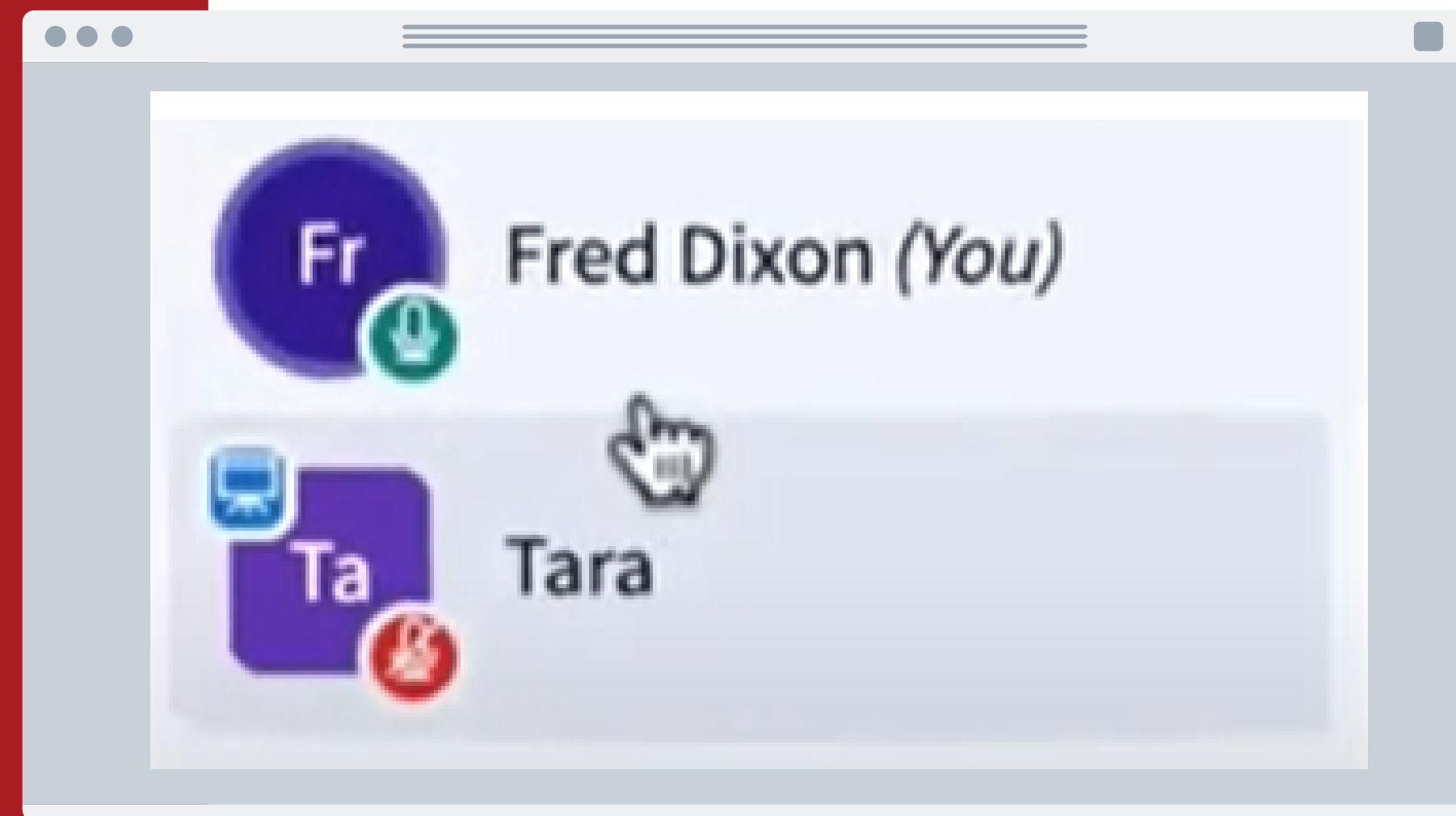
CAMBRIDGE SCHOOL ONLINE



# List of participants

The icon of the participant who is currently speaking is pulsing and their microphone is green. When a participant is muted, the microphone sign is red and crossed out.

When a participant is sharing a presentation the blue sign of the screen is shown.

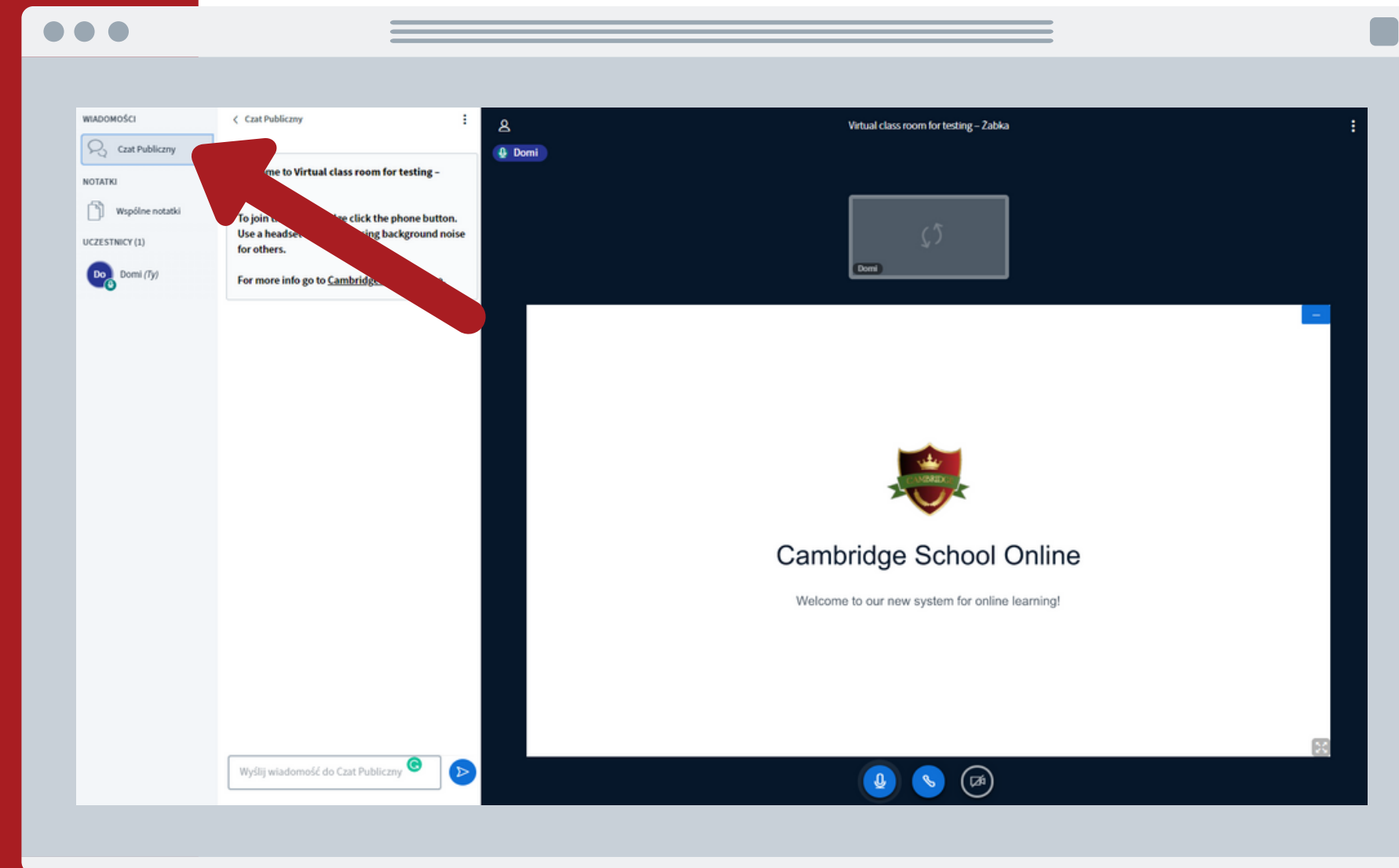




# Public and private chat

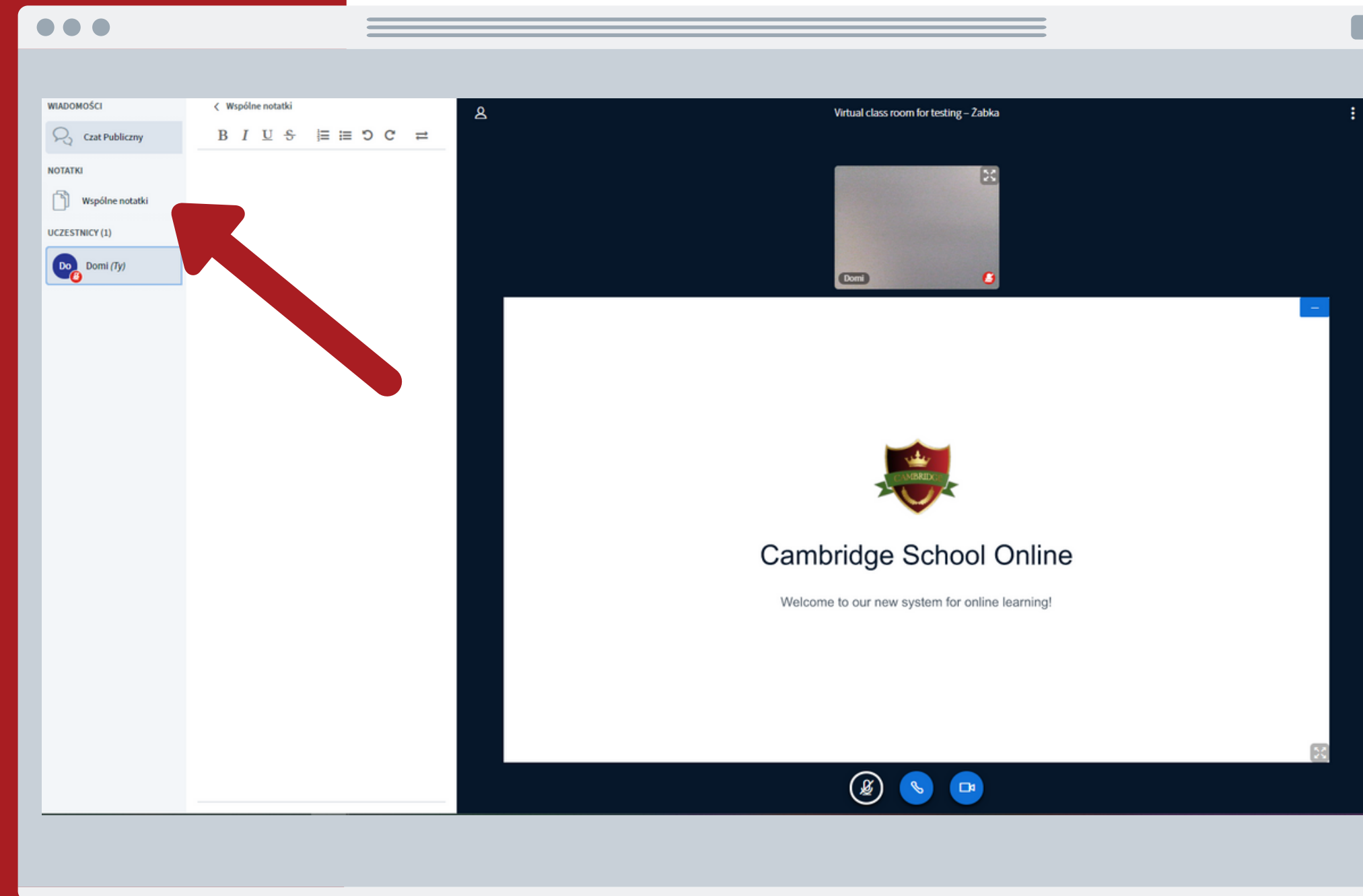
After clicking the "Public chat" option, the window of the chat opens. Messages sent here can be seen by participants.

To send a private message, click on the chosen participants' icon, shown in the list on the left, and choose the "Message" option.



# Shared notes

The "Shared notes" option allows participants to make notes together.

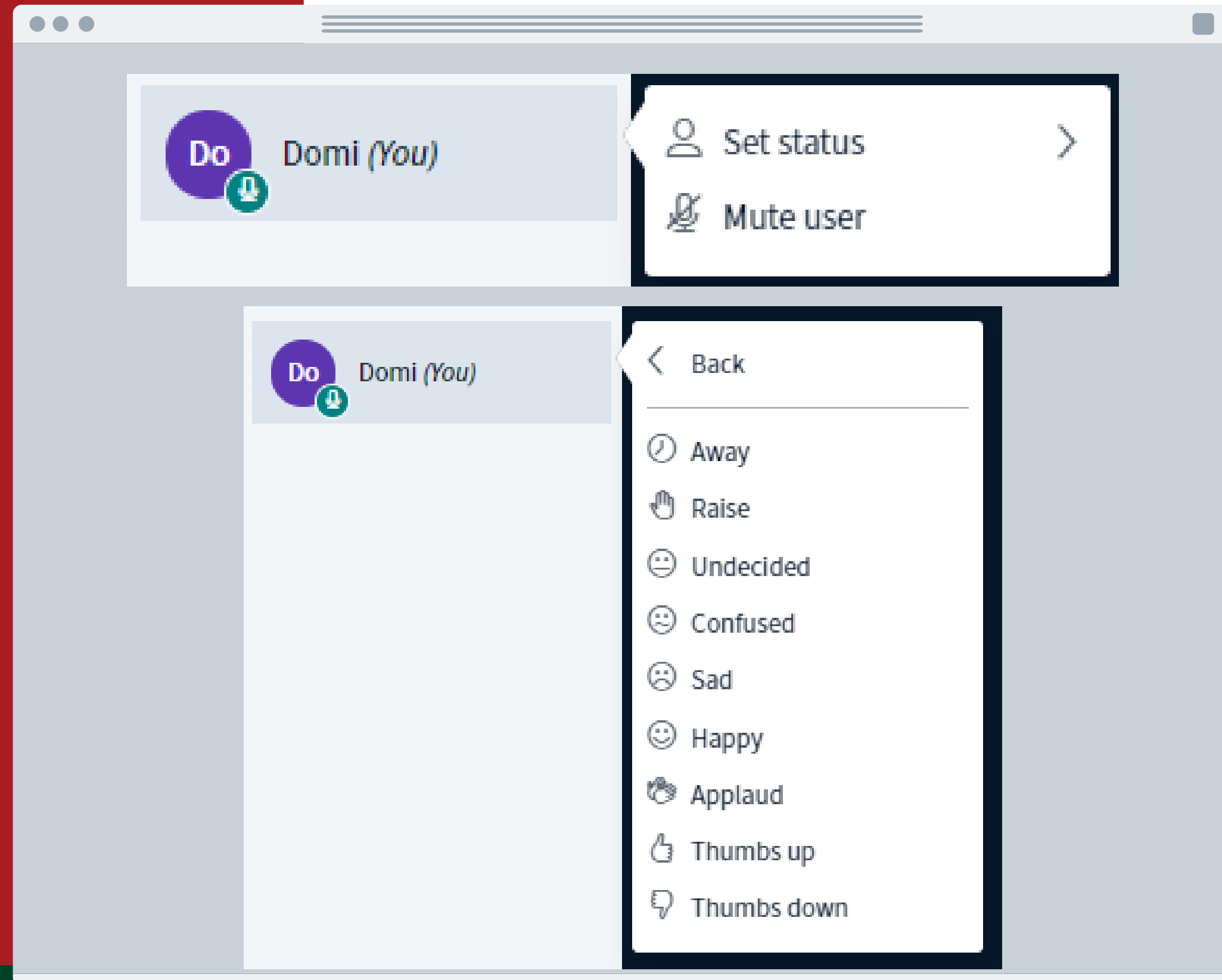




# Participants options

After clicking on your own icon from the participants' list, you have the ability to choose your status.

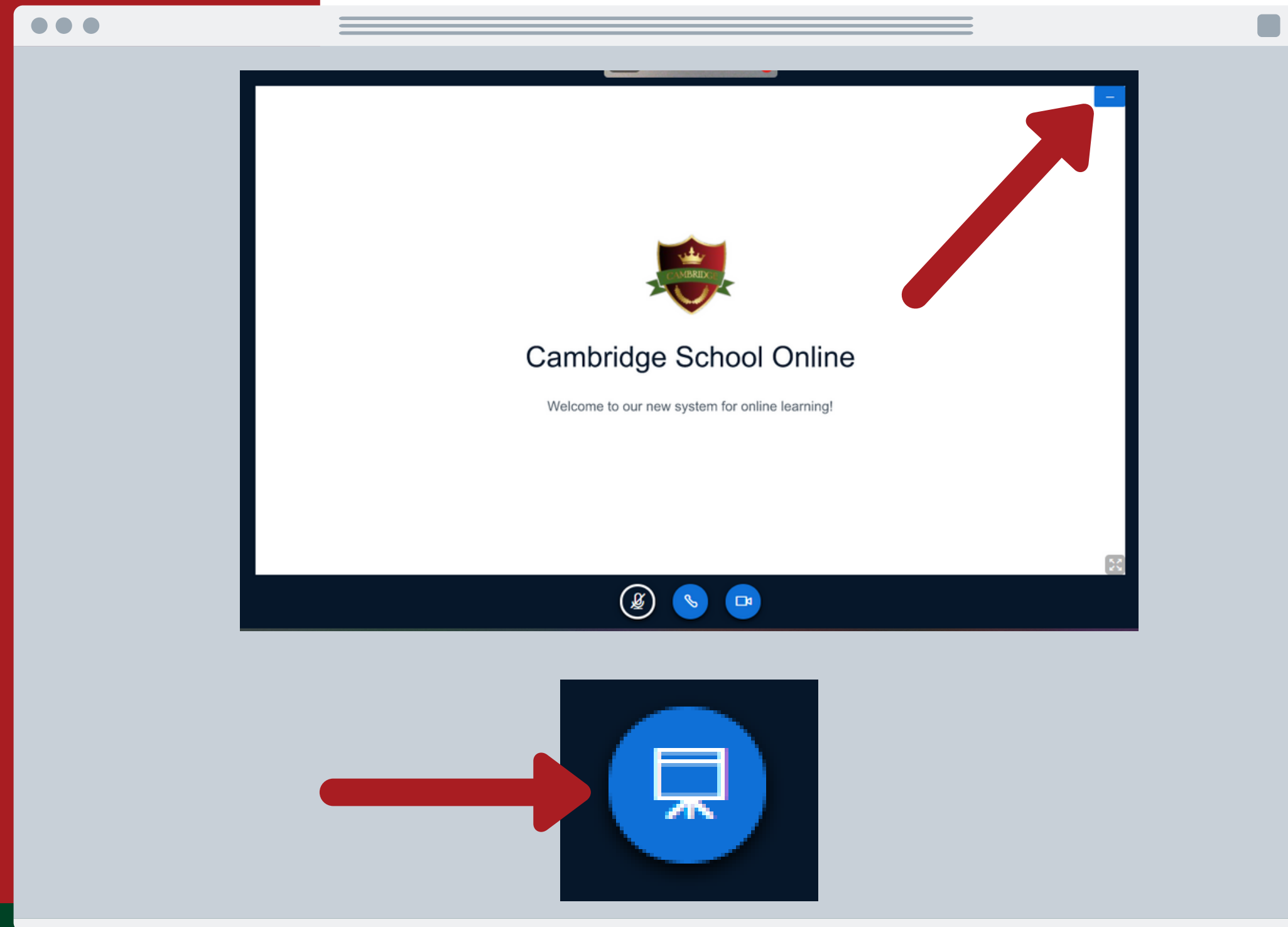
The teacher is also able to mute and unmute all participants.



# Hiding presentation

It is possible to hide the presentation's screen by clicking the "Hide presentation" button in the right upper corner of the presentation window. It brings up a video call view.

To bring back the presentation window click the "Restore presentation" button in the right lower corner of the platform.

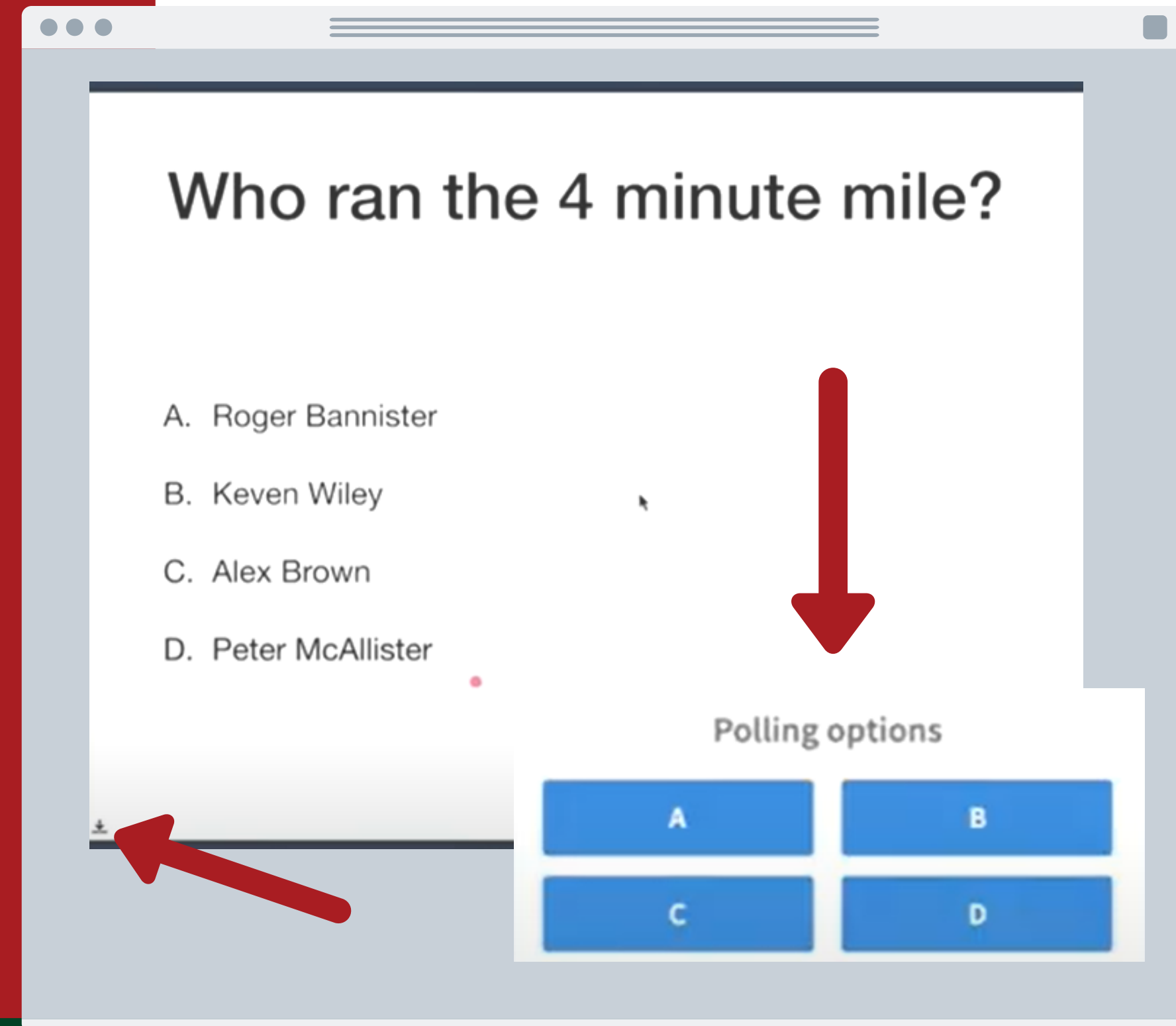




# Presentation

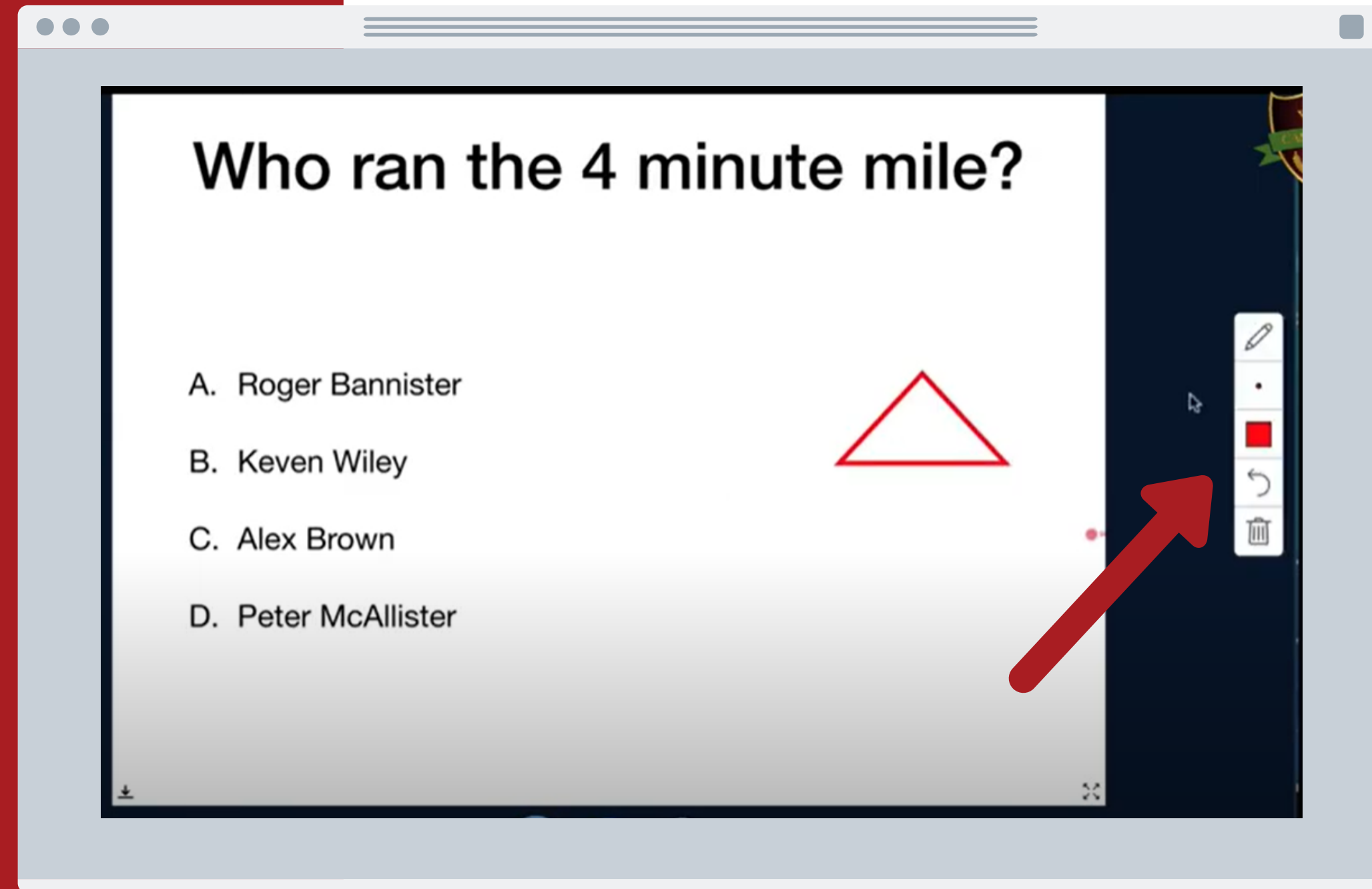
While sharing a presentation, the teacher has the ability to set quizzes for each slide. When the slide with the question is shown, participants may answer the poll in the right lower corner.

If the presenter allows downloading slides, participants can save it to their devices by clicking the "Download" button on the left lower corner of the presentation.



# Presentation

The presenter can write and draw on the presentation like on a whiteboard. The teacher can allow the participants the ability to use this function. Consequently, the teacher and the participants can use the whiteboard at the same time.

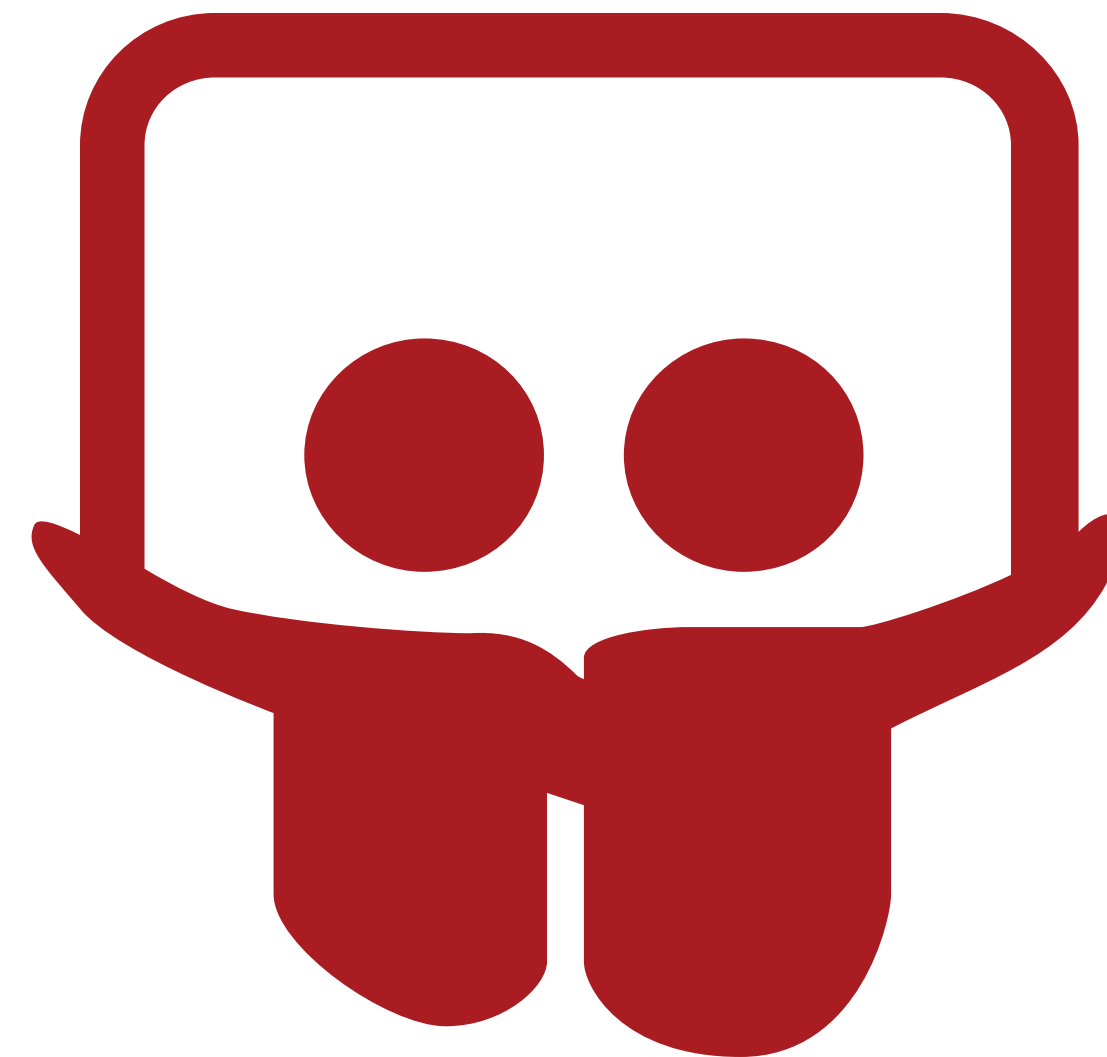


# Breakout room

The teacher can create breakout rooms for smaller groups of participants.

When participants are divided into breakout rooms, the announcement about joining it appears. After clicking "Join", a new browser window with a breakout room opens.

When needed participants may switch browser windows and come back to the main room to contact the teacher (via chat or voice) without leaving the breakout room.

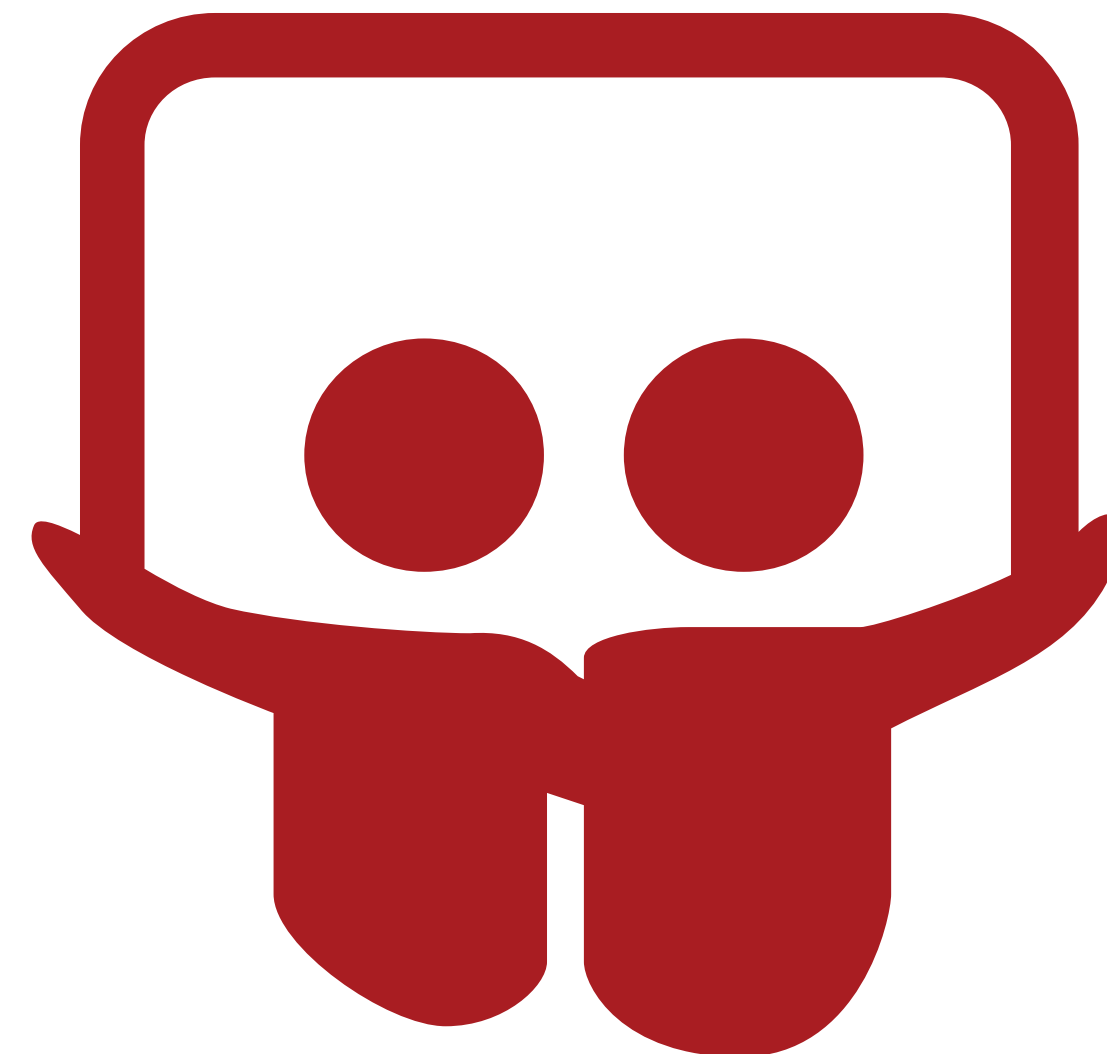




# Breakout room

After joining the breakout room every participant has the abilities of the moderator (sharing presentation, drawing/writing on a whiteboard, writing shared notes).

On the top of the page is a timer showing the remaining duration in the shared room. When the teacher closes breakout rooms or the time is up, the shared room will close automatically and participants will come back to the main room.



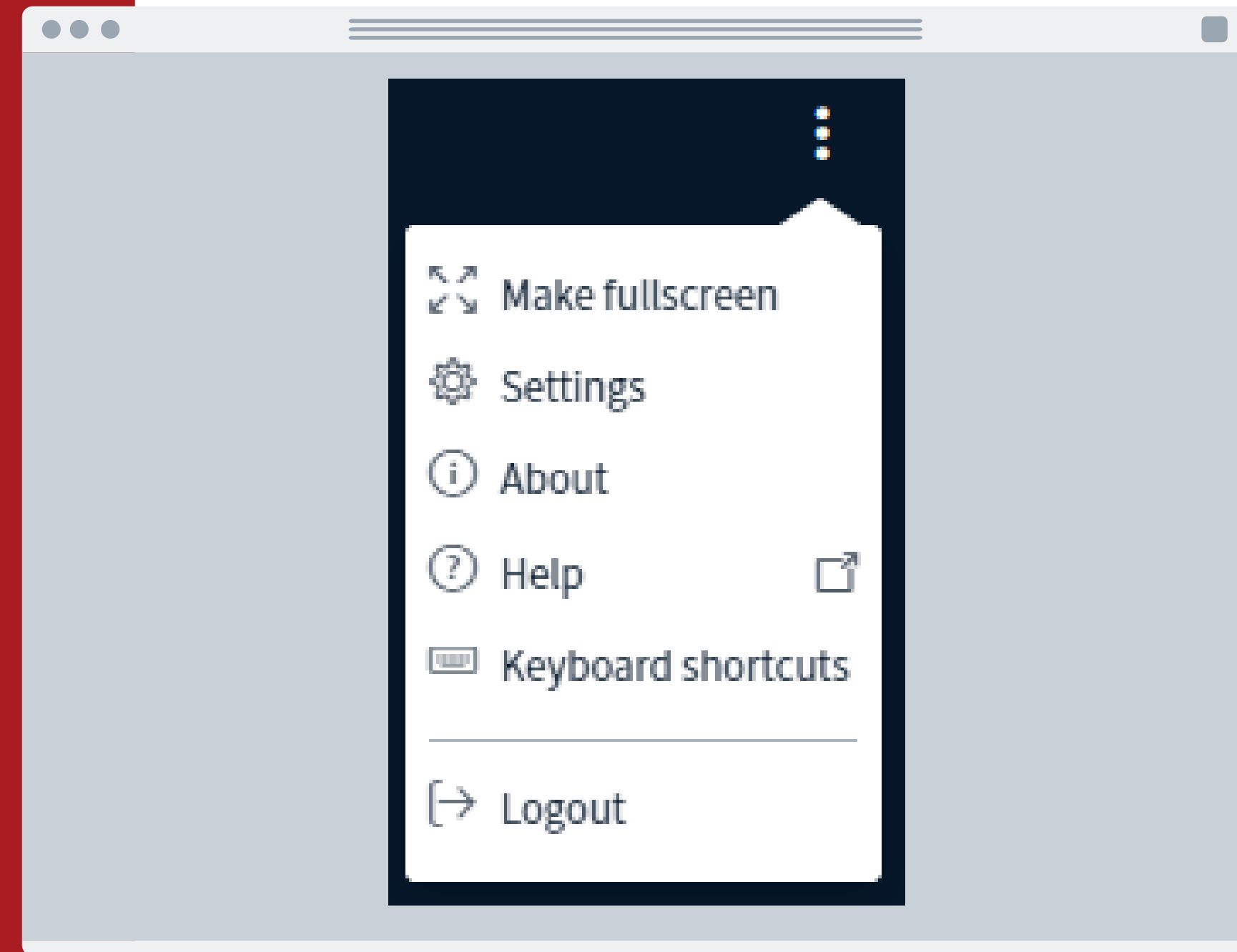
# Recording

There is a possibility to record a meeting by clicking the "Record" button on the upper part of the page. After choosing it, information about the meeting being recorded will be notified to all participants.

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# Settings

On the right upper corner is the button of additional options such as full-screen, settings or log out.





# Technical requirements

The list of technical requirements for the “Virtual Class” can be found at the following link:  
<https://cambridgeschool.online/technical-minimum-requirements-for-our-virtual-class-room-usage/>

## Technical Minimum Requirements for our virtual classroom usage

The CambridgeSchool.online Virtual Classroom platform uses the professional plugin BigBlueButton for virtual classrooms. Thanks to this, we provide our students with online lessons on our “browser based” platform based in the cloud on our servers located in Europe.

To keep the quality of the participation in our online classes on a satisfactory level, users must comply with the minimum technical requirements described below.

Please make sure **before starting the online classes**, that the **device** with which you want to connect, **meets the following requirements**, **Internet browsers are up-to-date to the latest version**, and a **working headset and camera** are connected to the computer.

If you want to test your connection before joining a virtual classroom, you can do so at: <https://test.bigbluebutton.org/>

### Computer devices (computer, laptop)

1. Minimum technical requirements for the computer equipment used (computer, laptop)
  1. a.at least 4 GB of memory and a 2+ GHz processor (each computer bought in the last 3 years should meet these requirements)
  1. or any Chromebook with 4 GB of memory and a 1.5+ GHz processor
2. Minimum requirements for the operating system installed on the computer
  1. Windows: Windows 7 and higher
  1. Mac: iOS 12.2 and higher
3. Minimum requirements for additional devices:
  1. headphones (in combination with a microphone, wired or wireless with no specific parameters). Please **do not use speakers built-in** the computer or laptop.
  1. microphone (in combination with headphones, wired or wireless with no specific parameters). Please **do not use the microphone built-in** the computer or laptop.



# Contact

In case of questions we invite you to contact:

→ **Email adress**  
[office@cambridge.com.pl](mailto:office@cambridge.com.pl)\*

→ **Web page**  
[www.cambridge.pl](http://www.cambridge.pl)

\*Or directly to the mail adress from which the invitation to the platform was sent.