Welcome to the Citrix GoToMeeting/GoToTraining (Virtual Classroom) overview.

Virtual Classroom allows the use of web conferencing from within Canvas courses.
Virtual Classroom integrates with Citrix Online (GoToMeeting and GoToTraining).

Virtual Classroom facilitates:
1. Web Conferences directly from the LMS.
2. Efficient scheduling of Web Conferencing sessions.
3. Organization of attendance records and recordings.
4. State-of-the-art encryption to ensure that account information is always stored securely.
5. Use of multiple conferencing services from a single interface.
Let’s Begin.

To enter the virtual classroom session, click the “Virtual Classroom” button in your course page.

**Entering Conferencing Credentials**

Please note that the first time you enter the Virtual Classroom, you are taken to the "Edit Credentials" page.

You can access the "Edit Credentials" by clicking on the wrench in the top left corner of the Virtual Classroom.

Selecting "Edit Credentials" from the links menu
Then you will be prompted to set the account with your username and password for GoToMeeting and GoToTraining.

Inputting credentials

Now you may return to the calendar page by selecting the “Back to Calendar” link.
Scheduling Classes
The Virtual Classroom Scheduler is accessible to teachers and course administrators from the "Schedule more events" button on the top right of the calendar page.

Type name of the event, unless you would like the default to be the name of the event.
Scheduling a Single Event

1. Select "Single Event"

- Name: UAB Online Citrix Training Event
- Repeat: Single Event
- Timezone: -07:00 America/Phoenix
- When: 2014-12-11 09:25 AM
- Duration: 1 hour 0 minutes
- Host: Valarie Williams (38)
- Account: Please select

"Single" option selected

2. Select the desired timezone.

- Timezone: -07:00 America/Phoenix
3. Select the date and time of the event. The minute selector will increment by five minutes at a time. If you wish to enter a time which does not round to 5 minutes (such as "3:47"), you can type the desired amount directly into the box.
4. Select the duration. The minute selector will increment by fifteen minutes at a time. If you wish to enter a duration which does not round to 15 minutes (such as "1 hour and 10 minutes"), you can type the desired amount directly into the box.

5. If the course has more than one teacher, you will be asked to select which one will be teaching this event.
6. If there is more than one conferencing service account set up, you will be asked which account to use.

Selecting an account

7. Once all of the necessary information has been entered, click "Schedule" to add the new event to the calendar.
**Scheduling a Daily Event**

There may be times when you would like to schedule a daily event (repetitively).

1. Select "Schedule More Events", then select "Daily".
2. Select the timezone from the drop down menu as shown above in the "Single Event" schedule.

3. Select the range of dates and day/s of the week on which to create events.
4. Set the days of the week for the repeating event.
5. Select the time, duration, host and account as shown above in the “Single Event” and then click on “Schedule”

Scheduling a Weekly Event

There may be times when you would like to schedule a recurring weekly event.

1. Select the "Weekly" option.
2. Select the timezone, dates, days, host and account as above and click on “Schedule”
Calendar

The Virtual Classroom Calendar allows you to join, prepare, and host sessions with one click.

<table>
<thead>
<tr>
<th>Event Description</th>
<th>Status</th>
<th>Date and Time</th>
<th>Duration</th>
<th>Courses/Groups</th>
<th>Hosted By</th>
<th>Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Using Web Conferencing Effectively</td>
<td>Host</td>
<td>Tue, Feb 11th, 2014</td>
<td>1 hour</td>
<td>Building an Online Presence 101</td>
<td>Tom Waters</td>
<td>Citrix</td>
</tr>
<tr>
<td>How Web Conferencing Integration Can Help Grow Your Business</td>
<td>Prepare</td>
<td>Tue, Feb 11th, 2014</td>
<td>2 hours</td>
<td>Building an Online Presence 101</td>
<td>Karen Stevens</td>
<td>GoToMeeting</td>
</tr>
<tr>
<td>Using Web Conferencing Effectively</td>
<td>Prepare</td>
<td>Wed, Feb 12th, 2014</td>
<td>23 hours</td>
<td>Building an Online Presence 101</td>
<td>Tom Waters</td>
<td>Citrix</td>
</tr>
<tr>
<td>How Web Conferencing Integration Can Help Grow Your Business</td>
<td>Prepare</td>
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</tr>
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<td>Prepare</td>
<td>Fri, Feb 14th, 2014</td>
<td>23 hours</td>
<td>Building an Online Presence 101</td>
<td>Tom Waters</td>
<td>Citrix</td>
</tr>
</tbody>
</table>

Selecting Timezones

The Virtual Classroom calendar makes use of the IANA Timezone Database to allow users to view the event schedule in any timezone.
To select a timezone, click on the "Display in timezone" dropdown and select the timezone you wish to view.

A live display clock will appear next to your selected timezone with the current time in that timezone as measured by the Virtual Classroom server.
Virtual Classroom provides the ability to compare an event schedule across multiple timezones.

To compare multiple timezones, click the "Compare other timezones" button, and add or remove timezones as needed.

Choose from a variety of timezones to compare by using the "Timezone 1, 2, 3, etc." dropdown menu.
Joining Classes

The countdown timer will show the amount of time remaining until an event.

![A disabled "Join" button with countdown timer]

At 15 minutes before the event, a "Join" button will become accessible for students, and a "Host" button will become available for the instructor.

![The "Host" button for the instructor](image)

![The "Join" button for students](image)

Prior to 15 minute mark, an instructor may enter the session by selecting the "Prepare" button.

![The "Prepare" button for the instructor](image)
Deleting Sessions

You may delete one session or a series of sessions by clicking the gear icon to the left of an event to bring up the edit menu.

Edit Menu is featured as a gear

Edit Menu showing Delete
A pop-up will ask you to confirm your intention to delete, along with giving you the option to delete past events or events currently in progress if applicable to the series.

Viewing Attendance Records

Instructors can view the records of who attended online by selecting "Attendance Records" from the wrench icon at the top left.
To view the records for a specific event, simply click on the "View Records" button for that event to bring up the attendance list for that event.

The list is available online and as a CSV file by clicking the "Download CSV" link on the bottom right.

Returning to the Course Page

To return the course page in the LMS, simply select the wrench and the "Return to" link from the dropdown menu.
Uploading your recorded sessions to the Virtual Classroom platform

Go to the “wrench” icon and click on “Files”.

Click on “Choose File”. A window will open, enabling you to choose a file from your computer. Select “Upload”.

If the computer turned off, the file upload resumes automatically. If it did not, or if you stopped the uploading in the middle, simply go to “Choose file” once again and when you click on “Upload”, the uploading will resume from where it left off.