

Virtual Classroom Student User Manual for Citrix Online

Global Customer Support
Live Technical Support (24/7)

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***To avoid long lines in the email queue, the most efficient method of contact is via telephone.**

Email: support@citrixonline.com

Web: www.support.citrixonline.com

Please contact the Center for Teaching and Learning for UAB [Faculty](#) and [Student](#) (on campus) training. [Citrix](#) also offers free public training online.

Welcome to Citrix GoToMeeting/GoToTraining (Virtual Classroom) Overview

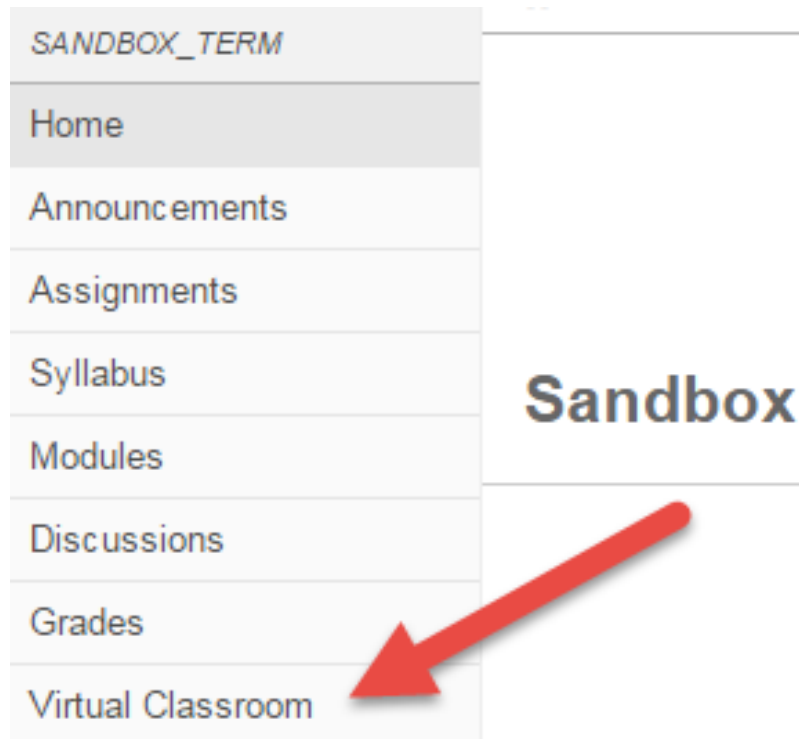
Virtual Classroom allows the use of web conferences from within Canvas courses.

Virtual Classroom facilitates:

1. Web Conferences directly from the LMS.
2. Recorded sessions.

Let's Begin.

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



Using the Calendar

The Virtual Classroom Calendar shows all upcoming events for a course and allows you to join in one click.

Display in timezone:

-05:00 America/New York

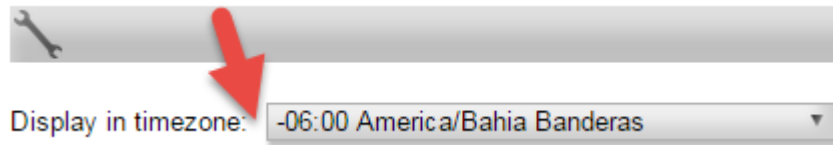
07:02:23 PM Dec 9th, 2014

Compare other timezones

	Start	Date and Time	Duration	Courses/Groups	Hosted By	Service
MEETS Development Event (462:36)	<div>Join</div> <div>2 minutes 37 seconds</div>	Tue, Dec 9th, 2014 7:05 PM EST	1 hour 30 minutes	MEETS Development	Super Admin (1)	Citrix GoToMeeting
MEETS Development Event (463:37)	<div>Join</div> <div>2 hours 2 minutes</div>	Tue, Dec 9th, 2014 9:05 PM EST	1 hour 30 minutes	MEETS Development	Super Admin (1)	Citrix GoToTraining

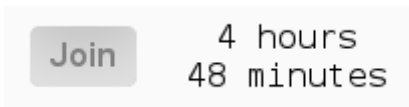
Selecting Timezones

To select a time zone, click on the "Display in timezone" dropdown menu and select the desired timezone.



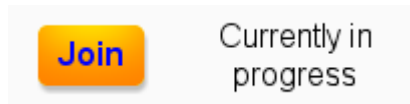
Joining Classes

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



A disabled "Join" button with a countdown timer

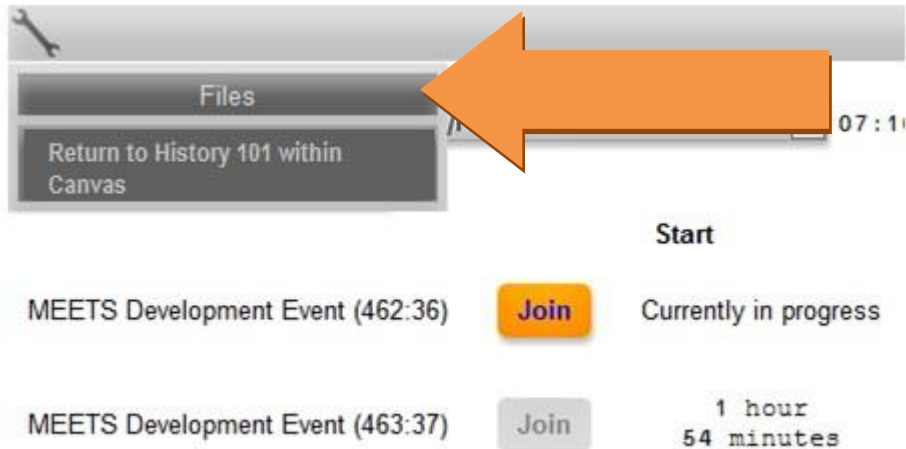
15 minutes before the event, the Join button turns Yellow and becomes accessible



The "Join" button for students

View the recorded sessions on the Virtual Classroom platform

Select the “wrench” icon on the top left of the Calendar page and then select “Files”.



The link to your recorded session will appear. Click the link to download it.



To return to the calendar page, go to the wrench and click on “Calendar”



To return to the course page, go to the wrench and click on “Return to...within Canvas”

