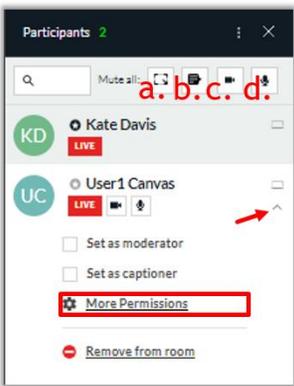


# Kaltura Classroom at a Glance

Kaltura Classroom is a tool for synchronous communication. Each course in Canvas has a Kaltura Classroom meeting space that can be used for office hours, class meetings, discussions, guest speakers, etc. Kaltura Classroom has file, screen, and application sharing in addition to chat, polling, and breakout room functions. Sessions can also be recorded and captioned for later viewing. After you have entered Kaltura Classroom you will have several tools and options immediately available to you. Here is a brief summary of these features.



1. **Camera:** Turns the camera option on or off as the user chooses.
2. **Microphone:** Allows the user to mute or unmute their audio.
3. **Files:** Allows you to add both local and Kaltura files to share in your classroom.
4. **Tools:** Opens a menu of Course Tools, such as whiteboard, quizzes, recording, breakout rooms, video and desktop sharing.
5. **Chat\*:** Opens and closes the classroom chat. When the chat window is open on the side panel moderators will have access to a Room Chat and a Moderator Chat.



6. **Participants\*:** Opens and closes the Participants panel. When the Participants panel is visible, Moderators will have the ability to control class access, including:
  - a. Enable or disable participant access to the whiteboard.
  - b. Enable or disable access to chat.
  - c. Mute all webcams.
  - d. Mute all microphones.

In addition, Moderators are able to control an individual user's role and settings from the drop-down next to their name. You can make the participant into a moderator (which will grant them full access to manage the classroom), remove them from the room, or open More Permissions to modify their access further (allowing them to share files, screens, etc.).

7. **Playlist\*:** Allows you to add videos, files, quizzes, etc. to a queue in advance so you play them during class without delay.
8. **Notes\*:** Creates a field to take notes of the session and broadcast them to the group, if applicable.
9. **Invite:** Provides you with options to include guest access to your room. You can choose a direct link or send an email invitation via your default email or Gmail.
10. **Lock the door:** When the room is locked participants cannot enter without instructor approval.
11. **Start a quick poll:** Provides instant access to polling options, which are anonymous by default.
12. **Settings:** Opens the settings drop-down menu including: Language, Playlist, Notes, Invite, and Settings.
13. **Full Screen:** Enables full screen viewing. Note: when in the full screen view this icon will be replaced with the "Exit full screen" option.
14. **Additional Tools:** This menu will allow you to select the language you wish to use during your session. If you have changed your screen size it may contain more of the above referenced items.
15. **Exit:** Allows the user to leave the room. Instructors can choose to leave or end the session for everyone.

*\*Once you click on this item an additional menu will appear in a side panel that you can chose to collapse.*