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Self-Discipline and Time Management

Mental Preparation:

The profile, personality and lifestyle of the college student are much more varied today than they were twenty, ten or even five years ago. Matriculating students come from all walks of life and assorted backgrounds. No matter what age or circumstance, every student faces personal challenges when embarking on a college education. Challenges range from financial to familial to remedial to scholarly. One common thread among all students seeking to further their education is that they want a program that offers flexibility and meets their individual needs.

You have chosen to meet your academic needs by entering the virtual campus program at Belhaven College. Virtual education will meet your needs for flexibility and convenience. Keep in mind that virtual education is not synonymous to “easy” or “fast.” Belhaven Virtual courses provide the same, high-quality, Christian Worldview curriculum that local students receive on any of our physical campuses. In order to maintain that level of quality, we must strictly adhere to the same requirements and expectations of all Belhaven students.

Because we must maintain the same standard for all of our students regardless of venue, taking classes from a distance will require you to be extremely self-disciplined and organized. It will require you to manage your time well and communicate effectively. We will provide you the tools to succeed, but you must fully and efficiently use those tools to ensure your complete success in every course.

It is our sincere belief that God has led you to enroll in the Belhaven Virtual Campus or you would not be here. As you move forward in your studies with us, we would like to remind you to “put on the full armor of God….” Ephesians 6:11; and “…be self-controlled, putting on faith and love as a breastplate, and the hope of salvation as a helmet.” 1 Thessalonians 5:8. You will need God’s full armor complete with faith, love and hope as you begin your exciting journey toward building your educational foundation.

Class Attendance

As part of your mental preparation, you must think about committing yourself completely to attending every class. Class attendance builds discipline for your future as an employee and member of society.

Hebrews 10:25 NIV says “Let us not give up meeting together, as some are in the habit of doing, but let us encourage one another—and all the more as you see the Day approaching.” Of course Paul was writing to Christians about meeting together and enjoying fellowship with one another, but he focuses on how important it is to come together in groups not only for social reasons and learning, but for encouragement. Your classmates will need you as much as you need them. They will rely upon your presence. They will expect you to add your thoughts, voice your concerns and ask your questions. They will likely have the same thoughts, concerns and questions and will learn from your
participation. You will become a valuable asset to their education and they will be valuable to yours!

**Organization and Commitment**

1 Peter 4:10 reminds us that “God has given gifts to each of you from his great variety of spiritual gifts. Manage them well so that God’s generosity can flow through you.” This is a direct reference to using well those things we have been given. We can be successful if we work smart with what we have! Likewise if we don’t use our tools well, we will be held accountable and our efforts will be thwarted. 1 Timothy 3:5 tells us “For if a man cannot manage his own household, how can he take care of God’s church?” What powerful implications this passage carries for us! If we cannot even be successful with our own business or in your case, your education, how can you grow to become responsible caretakers of God’s business in the future? Right now is the time to start honing your organizational and managerial skills and forming good habits for the future!

**IQ Web**

In this course you will learn how to access and use the *IQ Web* website. IQ Web provides you the ability to search for courses, view your degree requirements and your academic plan, manage your courses, correspond with your instructor, view a transcript, pay your college bill and perform many other tasks related to your personal education at Belhaven. IQ Web also provides public and private forums (discussion groups), a personal and campus calendaring system, student and faculty directory information and many other tools to help you organize your time and studies.

**The Virtual Classroom**

In your orientation course (WVC117), you will learn how to function within the live virtual classroom. You will be given instruction for how to enter and conduct yourself within the virtual environment. You will also learn how to initiate and conduct virtual meetings with your instructor or classmates.

**Other Online Tools**

Belhaven Virtual Campus provides you with many other necessary online tools and resources to help organize your busy student life. You have access to the Belhaven Virtual Library including many research databases and online books. Belhaven College has an extensive website to keep you current on all the latest Belhaven Sports and Activity news at all campuses.

Please take the time to become familiar with every one of the tools introduced in this course. You will learn best by exploring and using them for yourself.

**Participation and Field Team Activities**

It is not enough just to attend classes and be organized in your own work. Participation will help you get the most out of your college experience. A hand is only a lump of flesh,
bones and cells attached to the end of the arm unless it takes the initiative to grasp onto items like books, tools and eating utensils lifting and placing them in useful positions. Ephesians 4:16 NIV tells us “From Him the whole body, joined and held together by every supporting ligament, grows and builds itself up in love, as each part does its work.” We may consider you, along with your classmates, parts that make up the whole body of students. Like the hands attached to the arm, every person in the class must participate to the best of his or her ability. Otherwise, the entire class fails to function to its full potential. The concept is extended further to smaller group activities.

God provides us an excellent example in 2 Chronicles 25:5 NLT for how to take inventory, organize and work in groups. Amaziah organized his army and assigned leaders to each clan from the tribes of Judah and Benjamin. He took a census and evaluated how many he had and what tools and skills they possessed. Clearly, he knew the importance of good leadership both for the army at large but also in the smaller units within the tribes. When you are assigned field team projects, it is important that you take inventory of each person’s talents and assign leaders or taskmasters to the smaller tasks that must be completed.

**Let’s Get Connected!**

Paul wrote in his letter to the Romans “Then all of you can join together with one voice, giving praise and glory to God, the Father of our Lord Jesus Christ.” Romans 15:6. In his letter to the church at Ephesus, he wrote, “We who believe are carefully joined together, becoming a holy temple for the Lord.” It is clear that Paul believes that joining people together is essential to accomplishing the important tasks in life.

We are fortunate to live in a day and age when information technology is advancing at a very fast pace. “Joining together,” especially over long distances is more achievable now than ever before. We may research topics and find facts more quickly now than at any other time in history. New technology is being marketed that packages communication and information in smaller but more powerful components.

The Belhaven Virtual Campus makes full use of the latest technology. In order to participate in our environment you must verify that you have adequate computer equipment and internet connections to make your educational experience smooth and productive. The expectations are not too high, but if you are hoping to use old equipment, software and slow connections, you should reconsider this method of education.

See: [http://virtual.belhaven.edu/college/computer_requirements.htm](http://virtual.belhaven.edu/college/computer_requirements.htm) for the latest Computer Requirements.

**Headset with Microphone:**

A headset with microphone is required for all Belhaven virtual classes. You may purchase a headset with microphone for your computer from most office supply or discount retail stores for around $20. If you can find one, we strongly recommend a USB connection type. If you use a headset with standard microphone and headset connectors the microphone will always be pink and the headset will always be either green or black.
Be sure to connect your headset to the correctly colored or marked jacks in your computer.

**Webcam:**

A webcam is required for all Belhaven virtual courses. You may purchase a webcam for your computer from most office supply or discount retail stores for around $50. We suggest a Creative or Logitech brand camera but most standard webcams will be sufficient. You do not need an expensive webcam. Every webcam will require a software installation. The installation is simple and usually trouble-free. Simply insert the CD that was packaged with your camera and follow the instructions. It is best not to plug in the webcam until after you run the installation from the CD.

**Virtual Classroom Software:**

Once you have all the hardware listed above, you will prepare your computer with the necessary virtual classroom software. You will always access your live virtual classroom from your Internet Explorer web browser. Open internet explorer and go to [http://belhaven.centra.com](http://belhaven.centra.com). Do not login at this time. Click on “System Check” in the black bar toward the upper area of the window. A new window will open. The check is fairly simple and will guide you step-by-step. Your monitor may flicker or pause during the check. Please wait patiently as the process completes.

The final check is the audio wizard. You should have your headset with microphone connected. Once you pass all sections of the test, your system meets the requirements and you are ready for the short tutorial. If you fail any test, write down the information on the screen and send an e-mail with a description of the problem to bcvirtual@belhaven.edu.

**E-mail:**

In order to participate in the Belhaven Virtual Campus program, you must ensure that you have a Belhaven e-mail address. To verify that you have and are able to access your Belhaven e-mail account, go to [https://webmail.belhaven.edu/exchange](https://webmail.belhaven.edu/exchange). You will be asked to login to the secure e-mail server. Your login is your first name and last name, without a space in between them (i.e. johndoe). Your password is your Student ID number.

All e-mail correspondence will be sent to your @belhaven.edu e-mail address. If you choose to use another e-mail service you must forward your @belhaven.edu to your preferred address. You will be responsible for reading, responding to or taking action for all e-mail sent to your @belhaven.edu account.

**Other Software and websites:**

Belhaven Virtual Campus requires every virtual student to use Microsoft Office. Failure to submit assignments created in MS Office may result in reduced points on tests and exams if your instructor is unable to open your document.
Microsoft PowerPoint is required of all virtual students. You will at times be expected to
give presentations using the virtual classroom environment and will need to submit your
slides via PowerPoint. However, to ensure smooth delivery in the virtual classroom all
student slides must be submitted with white or solid color backgrounds and NO
animation (no fades, fly-ins, gradient colors, etc). You may use graphics and pictures but
no animation. Submitting slides with animation may adversely affect your presentation
and your grade.

**Student Information Services**

“Rise up; this matter is in your hands. We will support you, so take courage and do it!”
Ezra 10:4 NIV

Support was important to the Israelites in the Old Testament and it is no less important
for us today. We all need support, assistance and information. Belhaven has carefully put
in place the support systems you will need to be effective students from a distance. We
call that support system our Student Information Services. The Student Information
Services is better defined as a combination of online tools placed in such a way to
provide you convenient yet secure access to personal, course and public information. It is
very important that you become very comfortable using the Belhaven Virtual website
complete with all its tools and resources.

**Belhavenvirtual.org, Blazenet, IQ Web, and the Belhaven Library**

*[http://virtual.belhaven.edu](http://virtual.belhaven.edu)*

This website is your home page for Belhaven Virtual. You can access it by going to
*[http://virtual.belhaven.edu/](http://virtual.belhaven.edu/)* or go to *[www.belhaven.edu](http://www.belhaven.edu)* and click on “Online Courses.”
Get familiar with its contents and check it often for changes or additional information.

*[www.belhaven.edu/blazenet](http://www.belhaven.edu/blazenet)*

As member of the student community of Belhaven College (whether high scholars or
college) you have access to the campus intranet. “Blazenet” is a secure area that requires
a username and password. Each year, you will be provided with a new Blazenet login and
password via your Belhaven.edu e-mail.

**Belhaven Virtual Library**

As a registered student at Belhaven College, you may access the Belhaven Virtual
Library. The virtual library provides electronic scholarly resources and access to research
databases. The internet provides access to an abundance of information. Unfortunately,
many of the websites searchable through google.com and other search engines link to
invalid information that is based solely upon opinion and conjecture of the authors. The
virtual library provides access to valid research data and professional journals that you
will want to use in your studies and research.
Belhaven.edu is the primary website for Belhaven College. If you ever become “lost” and not sure how to access the virtual website or other Belhaven resources, all websites are available from http://www.belhaven.edu.

Many interesting pages and much information are available from the main campus website. If you are curious and would like to read about athletic and cultural activities taking place on campus, please feel free to browse the website and read all about it!

**Your Personal Records and Information**

As a student at Belhaven, it is important that you understand that your information is always secure and accessible only by you and key personnel at Belhaven College.

You have an individual login via username and password for IQ Web. You will be responsible for your password and should never share your password information with others. Once logged in, you have the ability to:

- Change your password
- Update your address and demographic information
- View your student account and financial aid information
- Make a payment on your student account
- Access campus and faculty directories
- View your grades
- View an unofficial transcript
- Request an official transcript
- View your Academic Plan
- Obtain advising information
- Participate in Campus Forums
- Access information for each course in which you are registered

**Understanding IQ Web**

Critical to your success at the Belhaven Virtual Campus will be your ability to navigate and utilize the course information provided within IQ Web. This section will detail the specific information available relating to courses:

- Use the Course Catalog
- Find course sections
- Access each of your course home pages
- View course announcements
- View, take action upon and submit activities related to each course
- Collaborate with fellow students and the course instructor
- View and download course documents and documents related to specific assignments
- Participate in course forums
**Course Catalog**

The Belhaven Course Catalog provides a complete, searchable listing of all course descriptions for all Belhaven Courses. Once you select the Course Catalog you may complete a standard Search or click the tab for an Advanced Search. The Advanced Search may prove more advantageous so that you may narrow your selection to only those courses available via the virtual campus.

**Course Home Page**

Your Course Home Page on IQ Web is one-stop access for each specific course in which you are registered. You will not be able to see the course home pages for courses in which you are not officially registered. If you believe you are registered but cannot access the course home page, you will need to contact the registrar directly.

The course home page will be your resource for accessing all pertinent information related to your course, including a link to the virtual classroom. It is imperative that as a virtual campus student you check your course home page daily for announcements and updated information from your instructor or course administrators.

To access your course home pages, go to [www.belhavenvirtual.org](http://www.belhavenvirtual.org), click on “Current Students”, “Assignments and Messages” and then login in to IQ Web and click on “Course Home Page” in the left sidebar menu. Select the Year/Term in the first drop down box and then select the Course in the second drop down box. Your course home page will automatically load upon selecting a course.

- **Announcements** – The announcements area is reserved for the instructor or administrator to post urgent and time-critical information to all students. Be sure to check for course announcements daily.
- **Grade Activities** – The assignments for your course will be found in the grade activities area. Assignments may have documents or other media files attached. All documents related to specific assignments may be viewed or downloaded to your computer, diskette or flash/thumb drive.
- **Collaboration Center** – The collaboration center is the area of correspondence between you and your instructor and/or classmates. You should always check your inbox for recent activity. You may send messages to your instructor and classmates from within the collaboration center. You have the ability attach documents and files to each message sent within the collaboration center. There may be some courses which will require you to submit your assignments via the collaboration center and some will require you to use Turnitin.com. Your instructor will let you know his preference. **Note:** This system is separate from your belhaven.edu e-mail.
- **Private Course Forums** - Your course may or may not have its own private course forum where your instructor and classmates will post discussion questions and exchange ideas. If your course does have a forum, you should always stay current, reading the course forums daily. You will be responsible for all information posted in the course forum regardless of whether it was posted by you, a classmate or instructor.
Course Schedule and Personal Calendar – For your convenience you may access your personal course schedule and calendar items from within your course home pages.

Course Related Media – All documents related to the course in general are located at the bottom of the course home page. You may right click and save these documents to your personal computer, diskette or flash/thumb drive. Depending upon your browser setting you may open them directly from the course home page. The course related media should not be confused with documents attached to specific assignments or projects in the Grade Activities area near the top of the course home page. Examples of Course Related Media would be a course syllabus, course guidelines, supplemental reading, streaming video, etc.

Turnitin.com

Your writing assignments will be reviewed for originality using turnitin.com. You must first go to the website and create your user profile. Once you have completed the process, you will be registered in the class, using your email address. You will learn how to create your profile in the orientation course.

Please note the following about Turnitin.com:

-Usernames and passwords are case sensitive.
-Each assignment listed has a beginning and ending window.
-Assignments may not be submitted before the opening date or after the closing date.
-Assignments should be submitted as one file attachment.
-Do not type your assignment directly in to turnitin.com; use the attachment function to submit.
-You will not be able to submit multiple files for each assignment; each submission should be a single, complete file.
-You are encouraged to print your submission confirmation for your records.

The Virtual Classroom

“Let the wise listen and add to their learning and let the discerning get guidance.”
Proverbs 1:5 NIV

“A wise teacher’s words spur students to action and emphasize important truths. The collected sayings of the wise are like guidance from a shepherd.”
Ecclesiastes 12:11 NLT

As we move farther along into the 21st century, we will be faced with technology that will change the way we traditionally and historically view education. However, technology should not be used to replace proven effective, educational methods. Technology should be used to enhance and reach out to those who otherwise would not have access. Belhaven’s Virtual Campus does not intend to negate the need for a classroom environment; rather, its purpose is to use the technology available to augment what already works well.
For centuries students have profited from the guidance and direction of instructors in small group and classroom atmospheres. Our Lord Jesus Christ chose to operate his ministry in this way. The first century church organized into small groups that met together frequently under the direction of faithful servants of the Lord. In the 21st century we can close the gap of long distance while maintaining the intimacy of small group interaction and leadership.

The Virtual Classroom provides the venue for live, real-time interaction between instructor and students; allowing instructors to nurture and build important relationships with each individual and group. Belhaven Virtual believes this synchronous piece of interaction is essential to fulfilling the educational needs of every student.

**Centra Reference Guide**

The Virtual Classroom is located at [http://belhaven.centra.com](http://belhaven.centra.com). As a virtual campus student you will have an individual login for the virtual classroom. The login screen should look familiar. It is the same location for running the system check and reviewing the virtual classroom tutorial.

On the left sidebar menu, you will see “Public Events,” “Public Recordings” and “Log in.” Obviously the Log in will allow you to log in to the site. Public Events and Recordings will allow you attend sessions that are not restricted to registered users. Typically, Belhaven does not offer public events, but other users may set up a public event for special interests.
Once logged in, you will receive the “My Schedule” page:

The “My Schedule” page provides several options:

- Attend Meetings
- View Upcoming Meetings
- View Ongoing Meetings
- Create Meetings
- View Past Meetings and Recordings
- Miscellaneous other tasks

**Attend Meeting/View Upcoming Meetings**

You may go directly to [http://belhaven.centra.com](http://belhaven.centra.com) and click the “Upcoming” tab. The “Upcoming” tab will list all future meetings in which you are enrolled. Each course will be listed with the course number and date for the classroom session. Each class meeting time will be a different session or “event” and will expire once the time has elapsed. For example, if you are enrolled in BIB220, there will be 16 different class meetings listed under your “Upcoming” meetings tab.

For your convenience a blue “attend” link will be list for every future course. If the session is within 30 minutes of the start time, you will be allowed to enter the virtual classroom.

**Enter the Virtual Classroom**

After clicking the “attend” link next to the specific session, the client software will take a few seconds to load. If your instructor has required that you download files for your session, you will receive a message box asking your permission. You should allow the
files to download. Please keep in mind that this may take a few minutes to several minutes depending upon your internet connection speed. **It is always best to arrive at least 10-15 minutes early for your virtual session to allow for download times and any technical problems that may arise.**

**Audio**

Once you have entered the virtual classroom, **ALWAYS** run your audio wizard (Tools/Audio Wizard) to be sure your headset and microphone is installed and working properly. When running the portion to check your microphone volume speak at a normal level and adjust the slider until it is hitting yellow, but not showing red. Please DO NOT have the microphone too close to your mouth and DO NOT yell into the microphone. If your microphone is loose please adjust it so it stays as stationary as possible. Moving around too much may cause inaudible sound to your instructor or classmates.

**Video**

Likewise, run your video wizard (Tools/Video/Video Wizard) to be sure your webcam is installed properly, positioned and adjusted for light. Be sure you have a bright light on in the room or directed on your face so that you can be seen clearly.

**The Virtual Classroom Environment**

After completing both the audio and video wizards, be sure to make a quick sound check with your instructor. Be sure you raise your hand. When called upon, depress your CTRL key and speak into your microphone. The CTRL key works like a walkie-talkie; you must hold it down the entire time you are speaking. Ask your instructor to verify your audio and video.

Once your instructor has confirmed that you can be seen and heard, you are ready to participate in the virtual classroom. You will need to understand some of the basics.

The virtual classroom screen is divided into three primary areas: the media window, the information area and the tools. The media window is the largest portion of the screen and is outlined in the diagram below:
The media window will be where most of the course information will be located. It will also serve as the interactive area for the instructor and students to write, highlight, draw, present documents and lead web safaris. Many times the media window will resemble PowerPoint slides, but it is important to remember that although PowerPoint is used to create the course content, once it is imported into the virtual classroom; it becomes only a slide in the agenda.

The second primary area of the virtual environment is the “Information Area” and is highlighted below. The information area shows the name of the instructor, the webcam image if video is enabled, the participant names and actions and in the bottom left, the agenda items.
Beside each instructor or participant are “action” indicators. For example if the student has been given a microphone, a microphone icon will be visible to the left of his or her name. If anyone has raised their hand to ask a question, a hand will appear to the left of his or her name. Action indicators include a green check for “yes,” a red X for “no,” the applaud and laugh icons.

At the bottom of the information area is the agenda. The agenda is primarily used by the instructor to move through the pre-loaded slides, but students may also get an idea of the length and content of the agenda. However, the students do not have the ability to move from one slide to the next.

The third and final primary area of the virtual classroom are the “Tools.” As a student in the virtual classroom, you will not, by default, have access to all the tools shown in the following screen shot. You will not see the Appshare, Web Safari, Whiteboard or Video button unless the instructor chooses to make them available to you. This manual will discuss each of those options so that you are familiar with them to use in your own personal meetings.

Audio and Voice Tools

The audio and voice tools allow you to adjust your speaker and microphone volume within the virtual classroom setting. The slider bar under the Speaker Volume will increase or decrease the volume in your headset. The microphone volume will increase or decrease the volume of YOUR microphone. If others ask you to turn down your microphone, you should use the slider bar for the microphone volume.
The small padlock next to the microphone icon is the “Lock-to-talk.” You should not use this feature unless your instructor asks you to do so. If you are guiding a web safari or leading an appshare you MUST use the lock-to-talk to be heard.

The button next to the lock-to-talk may be used instead of the CTRL key to talk. Simply left-click the mouse on the button and hold while talking.

Features, Buttons and Markup Tools

There are several features, buttons and markup tools available for your use in the virtual classroom. When in a live session with an instructor, you will only have access to some of these tools when the instructor gives you the microphone or promotes you co-presenter. However, it is important that you understand these tools for when you need to make a presentation or the instructor requires your interaction.

Let’s first examine the basic tools for student interaction.

|---------------|-------|------|----------|-----------|-------------|------------|-----------|

Raised Hand

Students may at any time click the Hand button to raise their hand. When you raise your hand, the hand icon will appear next to your name. There may also be a small number beside it. If two or more students raise hands at the same time, the number indicates the order in which each raised their hand. You must wait to be acknowledged by your instructor before receiving a microphone and talking. The instructor will normally finish his or her thought before relinquishing the microphone, so it takes a bit more patience in the virtual classroom.

Green Check

In the Virtual Classroom, the instructor will normal ask Yes/No questions rather than questions that require an open ended answer. The green check is used to indicate a “Yes” answer. When the green check button is selected, a green check will appear next to the student who gave the answer.

Red X

Likewise, the red check is used to indicate a “No” answer and a red X will appear next to the student who gave the answer.
**Smiley Face**

The smiley face button is used to indicate laughter or amusement. It adds a little personality to the classroom.

**Applaud**

The applaud or clapping hands button can be used to express agreement or praise for the instructor or fellow classmate.

**Text Chat**

When selected, the text chat button opens a separate window on the participant’s machine and provides a live chat forum. The instructor or leader of the meeting has the ability to limit the chat to allow full public chat or chat only between student and teacher. Chat may also be turned completely off although this is not recommended. Instructors will often limit chat during the lecture period and then allow open access during periods of free discussion. The instructor also has the ability to open any student’s chat window. This is helpful if the instructor suspects that the student is having technical difficult and is unable to hear or speak.

**Feedback**

The feedback button allows the student to give anonymous feedback to the instructor regarding the teaching style. If the student feels the instructor is moving too quickly or slowly they may use this option to let the instructor know. Typically, students will raise their hands and give direct feedback, but the option is available.

**Step Out**

The step out button is very important and you should become very familiar with this feature. Obviously in a virtual environment the teacher loses the ability to visually determine whether students are present or absent in class. The step out button is used by students or others in the virtual classroom to indicate that he or she has stepped away from the computer for a moment. Stepping away is NOT recommended because the student will lose valuable, interactive class time, but at times it is unavoidable. Students must use the Step Out option at a minimum if at all. If the teacher determines that you are stepping away too often, he or she may reduce participation points. If the teacher suspects that a student is stepping away without using the button, he or she may switch the video camera to the student to verify presence in the class.

**Full Screen**

The full screen button allows you to enlarge your screen to view a larger image of the media window. This is particularly helpful when the instructor is using a different resolution that your computer setting. If the text or slide seems to be running off the
screen, simply click the Full Screen button to enlarge the viewing area. A “floating” tool bar will be available in the upper left and the last button on the right will reduce the window down to the normal virtual classroom size.

**Tools for Instruction**

Now that we have reviewed the standard student tools, let’s take a look at some of the instructor tools. You may wonder why you will need to be familiar with these tools as well. There may be times when your instructor will promote you to co-presenter in order for you to demonstrate a concept or share an activity with the class.

![Appshare, Web Safari, Whiteboard](image)

**Appshare**

Selecting the Appshare option opens a dialog box that allows the presenter to select an item from their computer to share with the participants in the class. For example, your instructor may ask you to share your research paper (MS Word document) with the class. You will open your document and minimize it to the bottom of your computer screen. The instructor will then either promote you to co-presenter or give you appshare control so that you may select your document and share it with the class.

**NOTE:** To speak during an appshare or web safari you MUST use your lock-to-talk function. Pressing the CTRL key will not work during an appshare or web safari.

**Web Safari**

The web safari is similar to an appshare except that when the web safari button is selected an appshare window automatically opens to Internet Explorer. The leader of the web safari is then able to enter the website address and lead the class from one website to another. The participants view the web safari in the virtual classroom media window. They do not have the option to navigate through the web on their own.

**Whiteboard**

The whiteboard is probably the most highly used function in the virtual classroom. It is used exactly like a whiteboard in a physical classroom. With the exception of slide imported in HTML format, most slides used in the agenda can be marked up just like a whiteboard.

To interact on the whiteboard or other non-html slide, several mark-up tools are available. These tools are visible to the instructor, co-presenter, group leader or any student who has been given the microphone.
Save

The Save option allows the presenter to save the whiteboard or slide with its present markings. After selecting the button, the presenter will be given a dialog box and asked to enter a name for the saved whiteboard or slide. The board will be saved to the bottom of the agenda with the given name.

Select

The select tool allows the presenter to move or reposition objects on the board. Additionally the present may right click on any object and manipulate some of the characteristics of that object from the secondary menu.

Laser Pointer

The laser pointer provides two options: The laser and the arrow (with presenter name) and is used to highlight and point out various areas of the screen.

Stamp

The stamp provides four options: star, green check, red x and smile. Once selected, the presenter may stamp these symbols anywhere, and as many times as required, on the board.

Highlighter

The highlighter may be used as a highlighter pen, a square or oval and in four different colors: blue, green, pink and yellow. Additionally the width of the line may be selected as well. The highlighter is used to draw attention and emphasize objects or text on any whiteboard or non-html slide.

Pencil

The pencil tool can be used with a mouse or, most effectively, with a graphics pen and tablet. When selected the pencil allows the presenter to handwrite on the whiteboard.

Line/Arrow

The Line/Arrow tool allows the presenter to draw straight lines or arrows.
Filled Rectangle/Oval

The Filled Rectangle/Oval, called the Shape tool above is used to draw either filled or empty rectangles and ovals. The shape outline and colors may be changed as well.

Text

The Text tool is used to type on the whiteboard or non-html slide. The font style, size and color may be changed easily either before typing or by selecting the type and using the right click menu.

Line Color

As the title implies, the line color allows the presenter to change the color of any line. Changing the line color will also change the outline for the rectangle/oval tool and the arrow.

Fill Color

Fill Color allows the presenter to change the fill color for the rectangle/oval tool.

Line Width

Line Width changes the width of lines and arrows as well as the outline width for the rectangle/oval tool.

Font

The Font tool allows the presenter to change the style, size and color of the typewritten text using the text tool.

Erase

There are two options for erasing; select or drag. When selecting the “select” erase allows the presenter to click on an object and erase it immediately. When the “drag” erase is selected, the presenter may select an area including several objects and erase all simultaneously.

Clear

The Clear button, when selected, will clear the entire whiteboard. Caution! Remember to save a copy of the whiteboard or slide if you want to preserve the information. Once you clear the board, you may not retrieve the information later. A warning dialog box will appear the first time to ask if you want to be warned each time you attempt to clear the board.

Tools you will not initiate but may use indirectly:
Survey

The Survey tool allows the instructor to create a one question survey. Surveys are anonymous and results are not recorded. It is a simple tool effective for engaging students and ensuring participation.

Breakout Rooms

Breakout room may only be initiated by the primary instructor in the virtual classroom. Essentially, the instructor may divide the class into breakout groups for activity work and discussion. When the breakout groups are activated, a leader is assigned for each group. The leader must have a clear understanding about giving out microphones, using the whiteboard and other tools available to a presenter. It is important that every student feel comfortable to, at one time or another, lead a breakout group.

Video

Instructors and presenters have the ability to enable and disable video. Presenters may right click on any participant name and “Give Video Camera.” Additionally, presenters have the ability to change to multi video or auto-switching under the “tools” menu item.

Insert File to Download

Presenters have the ability to insert a file to download. Under the file menu, select “Insert File to Download.” A browsing box will pop up. Simply navigate to the correct file and click “open” and the file will be placed in a new item at the bottom of the agenda list. When the agenda slide is selected, the file will appear as a blue lick. Participants need only right click on the file name and save the file to their computer, disk or drive.

Insert URL

Likewise, the presenter may choose to insert a website link for participants. Under the File menu item, simply select “Insert URL.” In the Insert URL dialog box, give the URL a name that is familiar. Click “System Browser” so that the link will open in a separate browser window (outside the virtual classroom window). Enter the URL location beginning with http and click OK. As with the File to Download, a new agenda item will appear at the bottom of the agenda list with the Title for the website. When the present clicks on the agenda item, the website will be available for all participants.
Agenda Items

As the leader, you may also use the import button to add PowerPoint slides, photos, audio and video files to your agenda to present in your meeting. In order to deliver your slides to your participants in the quickest download possible, it is best to keep the import files basic with the following guidelines:

1. Remove all Animations from PowerPoint slides (fly-ins, graphic animations, etc)
2. Use solid color backgrounds for PowerPoint slides. No gradient colors.
3. Video files should be short, no more than 3-4 minutes long.

Large files will take a long time to download and may even hang up your machine. It is best not to depend upon the import option if timing is critical.

Remember you may use Appshare to share documents from your computer’s hard drive, Web Safari to peruse a website with your participants, import a file to download in order to “hand out” a document or use the whiteboard to interact informally.

Etiquette Guidelines

“Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you!” Ephesians 4:32 NIV

Every classroom situation presents challenges for both the instructor and the students. When we are interacting with others in groups, we must realize that everyone learns and studies in unique and individual ways. God wants us to be blessings to each other not hindrances.

New technology is easier for some to learn than others. We all bring different talents to the table. In the virtual classroom setting, especially in a Christian environment, it is important that everyone remember to try and model themselves after our Lord and Savior Jesus Christ. Be patient, kind and compassionate. We must forgive the failures in others just as through Christ, God forgives us.

Some virtual classroom tips to help each other have a better classroom experience:

- Keep your microphone as stationary as possible and about 2-3 inches from your mouth. Too much movement causes background noise.
- Always run your audio wizard and adjust your microphone level to be in the “yellow” when you are speaking in a normal speaking voice. You should not feel you need to yell to be heard.
- Run your video wizard and be sure the lighting and webcam position is right. If you have bright light behind you the webcam will make you look like a dark silhouette. Try shutting doors or blinds and using overhead light or lamps.
- Raise your hand before you speak, even if the instructor has freely distributed microphones.
- Press the CTRL key and watch for your microphone to be haloed in yellow and count to two before speaking. Be sure to press the CTRL key the entire time you speak.
DO NOT use lock-to-talk unless you are presenting an appshare or web safari.
Be sure to click the Step Out option if you leave your computer during class.

Communication and Help

We all need help from time to time. Of course our Lord provides the greatest communication through prayer via our great mediator Jesus Christ. However, he also encourages us to not only seek guidance and assistance from Him, but also from each other.

Belhaven Virtual provides many avenues for assistance during your educational experience. It takes only a slight initiative on your part to ask, seek or knock and we will open the doors of assistance wide and help you!

We would like for you to be as self-supporting as possible. The manual from this orientation along with the course module and a virtual campus FAQ will be included on every CD or DVD you receive with each course as well as at the Belhaven Virtual Website. Many of your questions may be answered simply by referring to the FAQ or the searchable manual.

If you do not find the answer you need in the electronic documents provided, you may e-mail bcvirtual@belhaven.edu. Our online technical concierge will answer your e-mail within 24 hours but usually much sooner than that!

If your need is especially urgent, you may call the Belhaven Virtual Campus at (601) 965-7078 during office hours Monday – Friday 9am – 5pm central time. If you call outside of office hours or receive the voice mail, please leave your contact information and an operator will promptly return your call.

If you have questions related to your academic work, it is always best to contact your instructor in the collaboration area of your Course Home Page on IQ Web or attend the posted online office hours.

You may also find assistance within your Course Forum, also located within the Course Home Page. By posting your question to the forum, you may receive help from the instructor, a moderator or one of your classmates.

In any case, know that even though you are at a distance, help is just a few keystrokes or a phone call away! And always remember the precious words of our Lord and Savior Jesus Christ:

“Ask and it will be given to you; seek and you will find; knock and the door will be opened to you.” Matthew 7:7

God bless you as you begin your pursuit for a “higher” Christian education!