Before You Begin…

- **Run the System Requirements Check** before each class. This helps make sure that your Java is up-to-date and your computer is ready to go for the session.
- **Use a headset;** this is a good visual cue to others around you that you are busy.
- Inform your co-workers that you will be in a class; **post a sign** indicating when class will be over and/or post it in the daily work schedule/rotation.
- **Turn off all distractions;** close your email, turn off your office and cell phone.

Using the Communication Tools:

Click the **Talk** button to talk. Don’t forget to click it again when you are finished speaking to turn off your microphone.

![Talk Button](image)

Click the **Hand Raise** button before talking. This keeps us from talking over each other. Don’t forget to take your hand down when you are finished speaking.

![Hand Raise Button](image)

Use the **Poll** button to indicate “Yes” or “No”.

![Poll Button](image)

To **Chat**, type your message in the chat box and press enter. Be sure the main “Room” tab is selected so everyone can read your message. To send a private chat message, right-click the person’s name in the Participants list and select “Send a Private Chat”.

![Chat Window](image)

The **Whiteboard Tools** are located on the left side of the screen.

- The **Selector** tool allows you to move or delete an item placed on the whiteboard.
- Use a **Pointer** tool to indicate where you are about to type on the whiteboard.
- Draw or write freehand with the **Pen** tool.
- Click the small “A” with lines, then click and drag on the whiteboard to draw a **Textbox**.
- Use the big “A” to write in large font on the whiteboard.
- To use the circle/square/line **Shape** tools, click the button then drag on the whiteboard to draw.
- Click on the black square to display the **Color Palette** for the Pen, Text, and Drawing tools. Select the color you want, then click on the whiteboard to use the tool.