

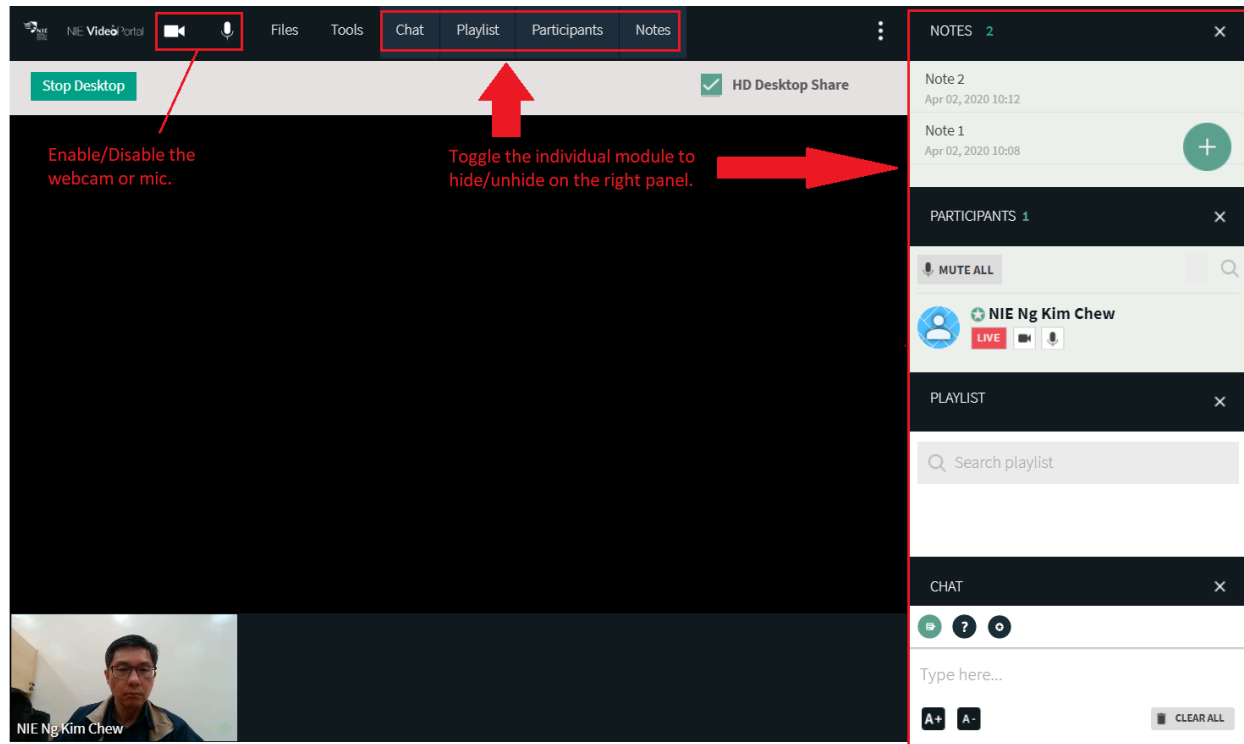
Kaltura Virtual Classroom User Guide

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Overview of virtual classroom interface - **Chat, Playlist, Participants, Notes**

Playlist - This is a sequence of content you like to show to participants. It can contain Powerpoint, Youtube video, Words, Images, etc.

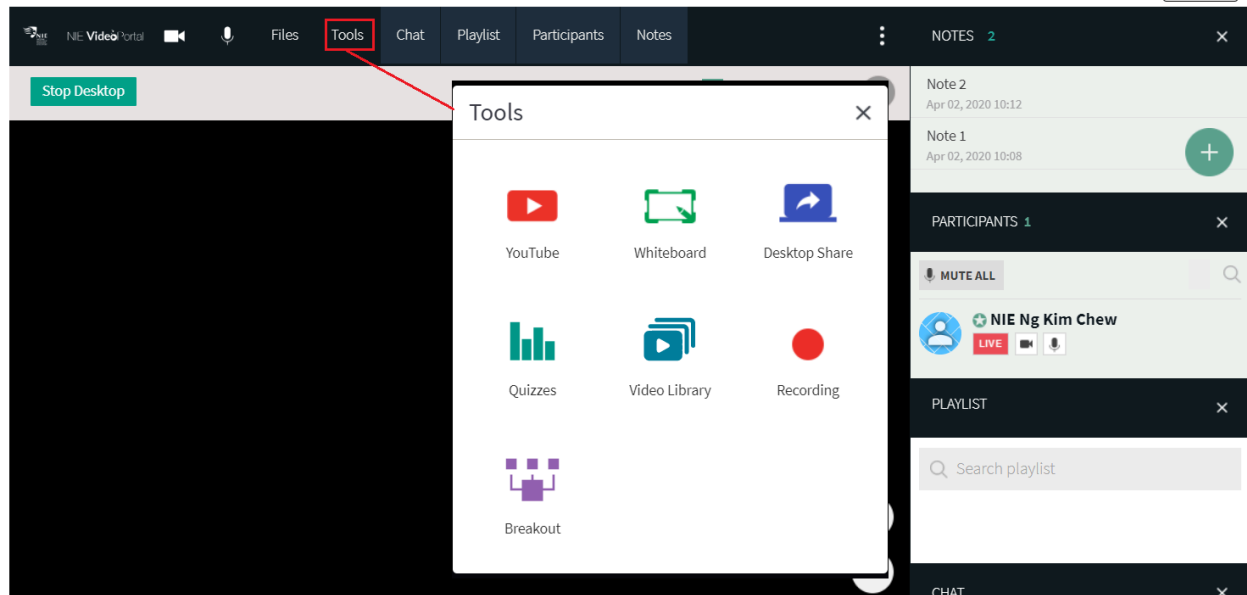
Notes - Are text notes(images are not supported). You can add as many notes as you like and then broadcast to participants. Notes are just like handout notes to your students.



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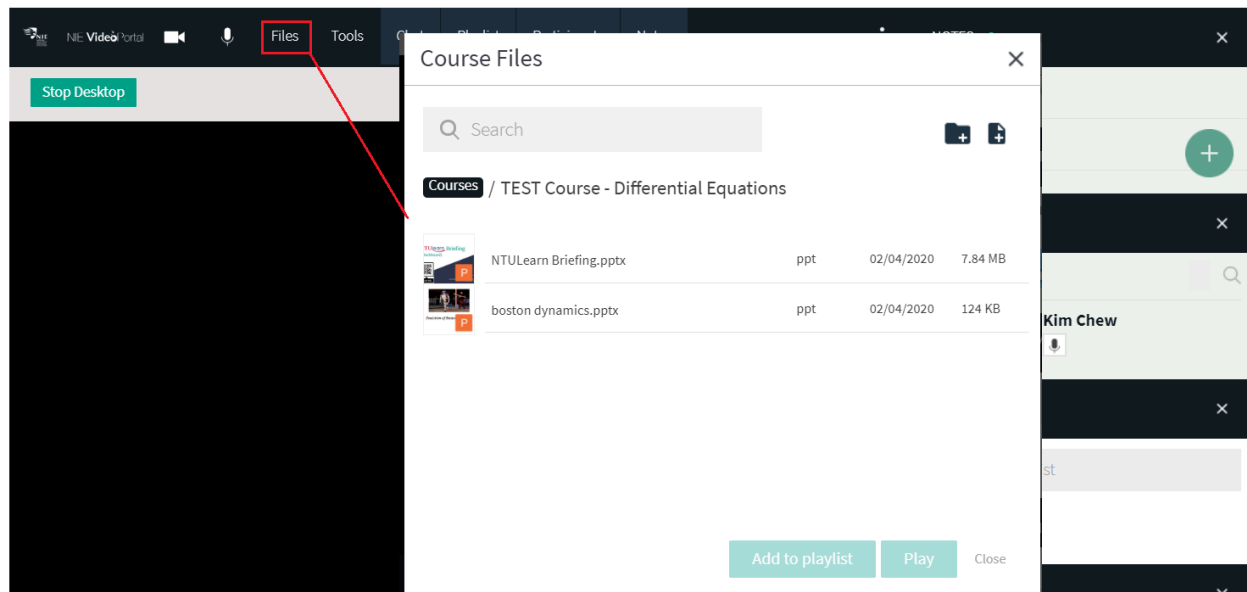
Overview of virtual classroom interface - **Tools**

Tools - Allow tutor to show YouTube video, whiteboard, desktop screen, add quizzes, record your session, and even break out the room.

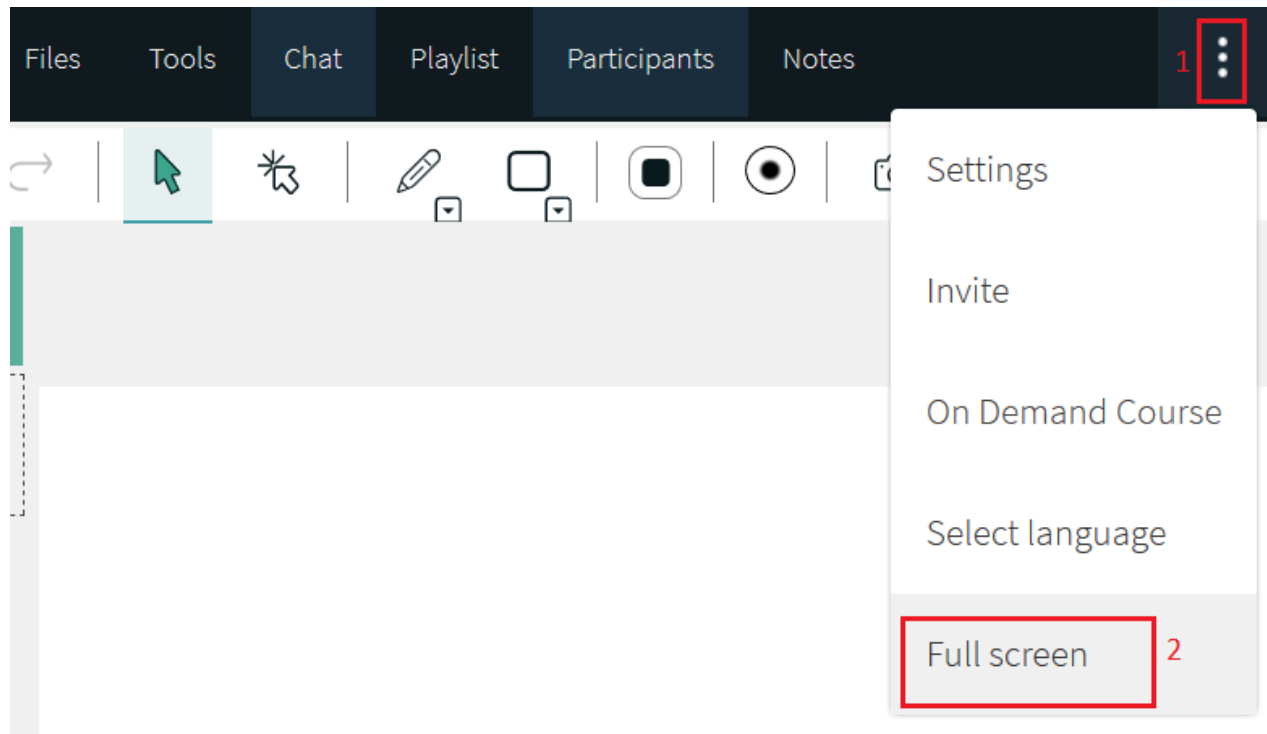


Overview of virtual classroom interface - **Files**

Files are your file cabinet. You can add a file and folder. By default, all files added to your file cabinet are not shown to participants.



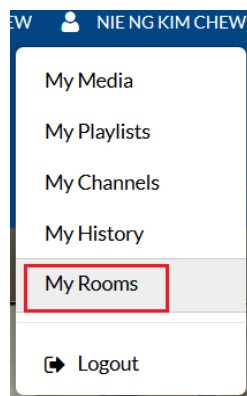
Full-Screen Mode



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How to access Kaltura Virtual Classroom via NIE Video Portal

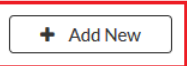
1. Login at <https://video.nie.edu.sg>



2. Select **Add New**. You can add as many rooms as you like.

My Rooms:


Room Name

+ Add New

3. Click on the room you have created.

My Rooms:

Room Name

QED520

+ Add New

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How to access Kaltura Virtual Classroom via Media Gallery in NTULearn

1. Select **Tools**.

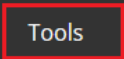
Content

Assignments

Discussion Board

19S2 Recorded Lectures

Groups

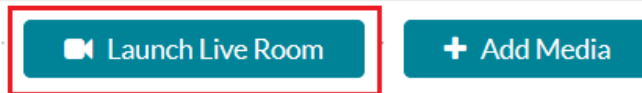
Tools

Assignments2

2. Select **Media Gallery**.



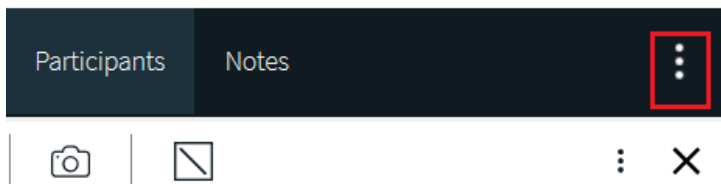
3. Click **Launch Room**.



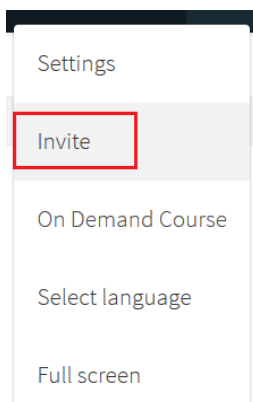
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How to invite external participants

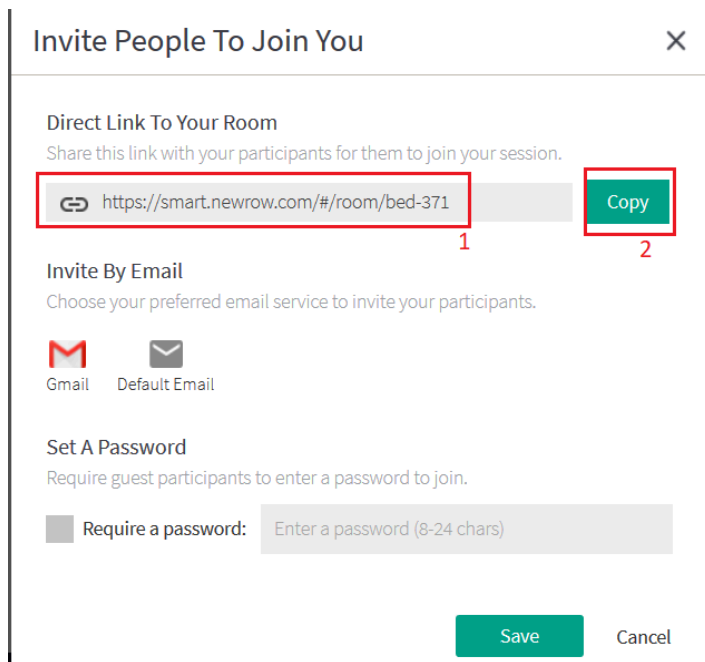
1. Select the menu on the right-hand side.



2. Click **Invite**.




3. Copy the link and send it to the participants. Participants will enter name and email address upon click on the link.





Invite People To Join You [X]

Direct Link To Your Room
Share this link with your participants for them to join your session.

1  `https://smart.newrow.com/#/room/bed-371` 2 **Copy**

Invite By Email
Choose your preferred email service to invite your participants.

 
Gmail Default Email

Set A Password
Require guest participants to enter a password to join.

☐ **Require a password:**

Save Cancel

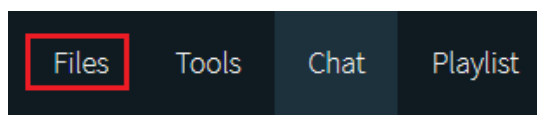
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How to share your content in a virtual classroom.

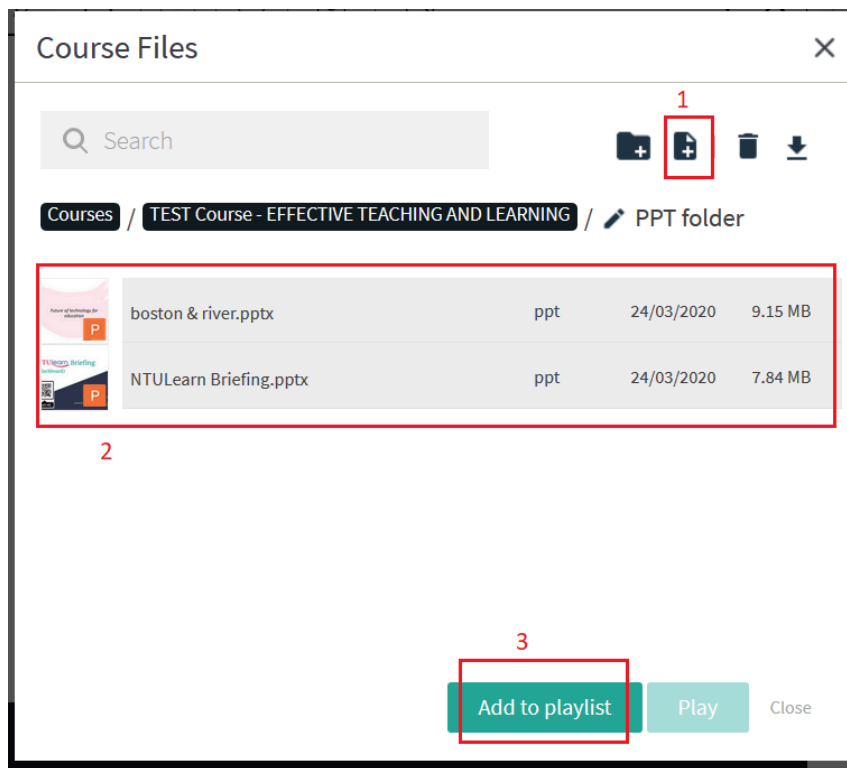
-_PowerPoint, Words, images or file except for video

We strongly recommend using a Playlist to show content to participants. The playlist is a list of items arranged in an order which you like to participants to see.

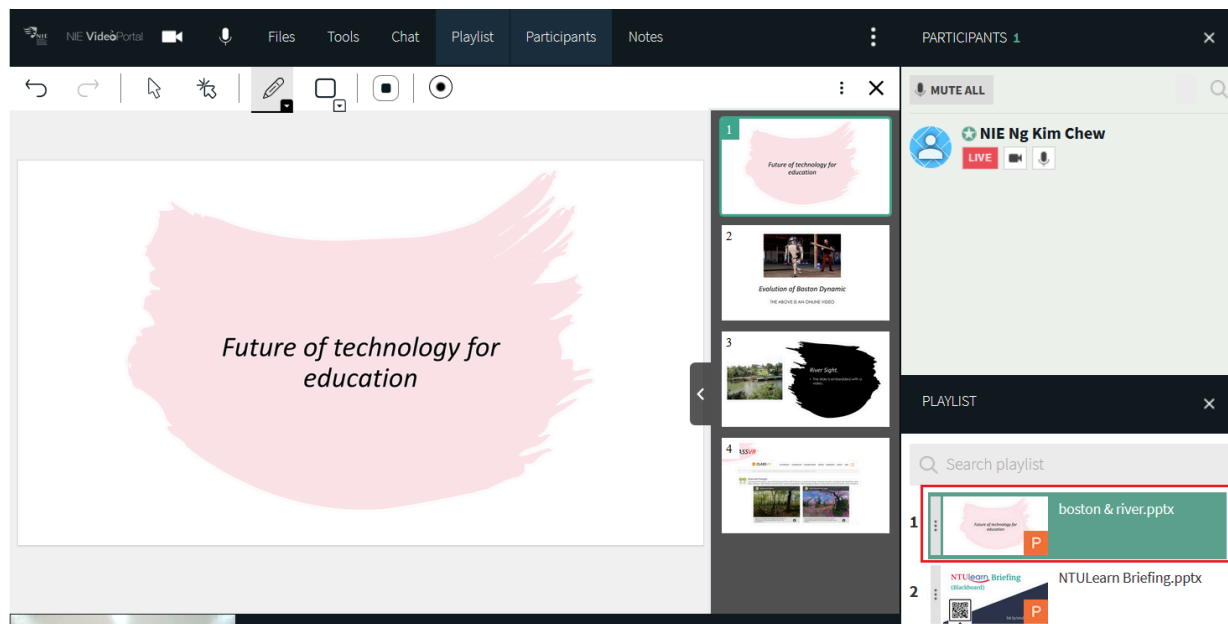
1. Select **Files**.



2. Click the “+” sign to add items like PowerPoint, Words, images, etc.
Select item and click **Add to playlist**.



3. Choose the first item in the playlist, and it will be shown on the mainboard.



4. You can also rearrange the order of the playlist by dragging the item up or down.

The screenshot shows the NIE VideoPortal interface. The main slide displays the 'NTUlearn Briefing (Blackboard)' with a QR code and the URL 'bit.ly/ntulearn_slides'. The 'PLAYLIST' panel on the right shows a list of items: 'NTUlearn Briefing (Blackboard)' and 'boston & river.pptx'. A red box highlights the first item, and a red arrow points to it with the text 'You can drag the item to re-arrange the order of your playlist.'

5. You can also use the annotation to help you emphasize a certain point in your slides.

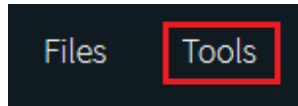
The screenshot shows the NIE VideoPortal interface with a presentation slide titled 'Two ways to access NTUlearn'. The slide content includes a diagram showing 'NTUlearn' branching into 'NIE Portal' and 'Blackboard App'. The 'NIE Portal' is annotated with a red circle and a green checkmark, with the text 'via NIE portal website (http://portal.nie.edu.sg)'. The 'Blackboard App' is annotated with a red circle and a green checkmark, with the text 'via smart devices or mobile phone'. The 'PLAYLIST' panel on the right shows the same items as in the previous screenshot. A red box highlights the first item, and a red arrow points to it with the text 'Annotation tool'.

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How to share your content in a virtual classroom

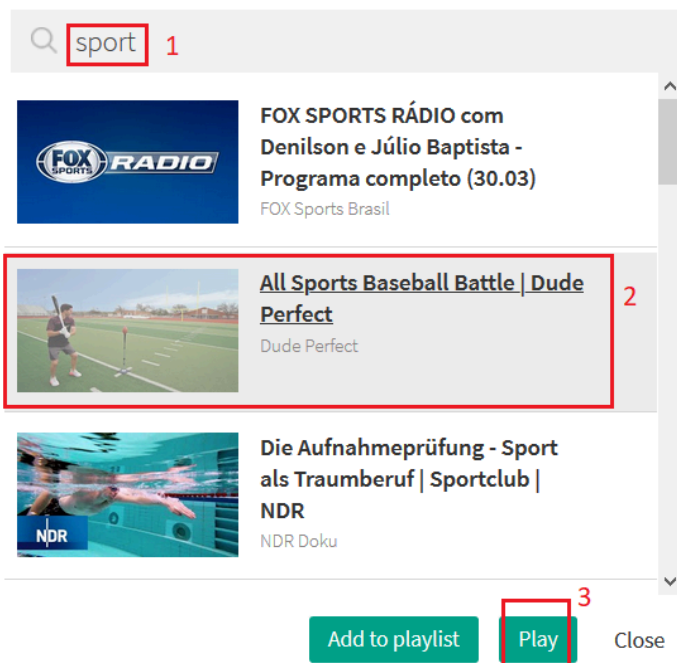
- YouTube video

1. Select **Tools**.

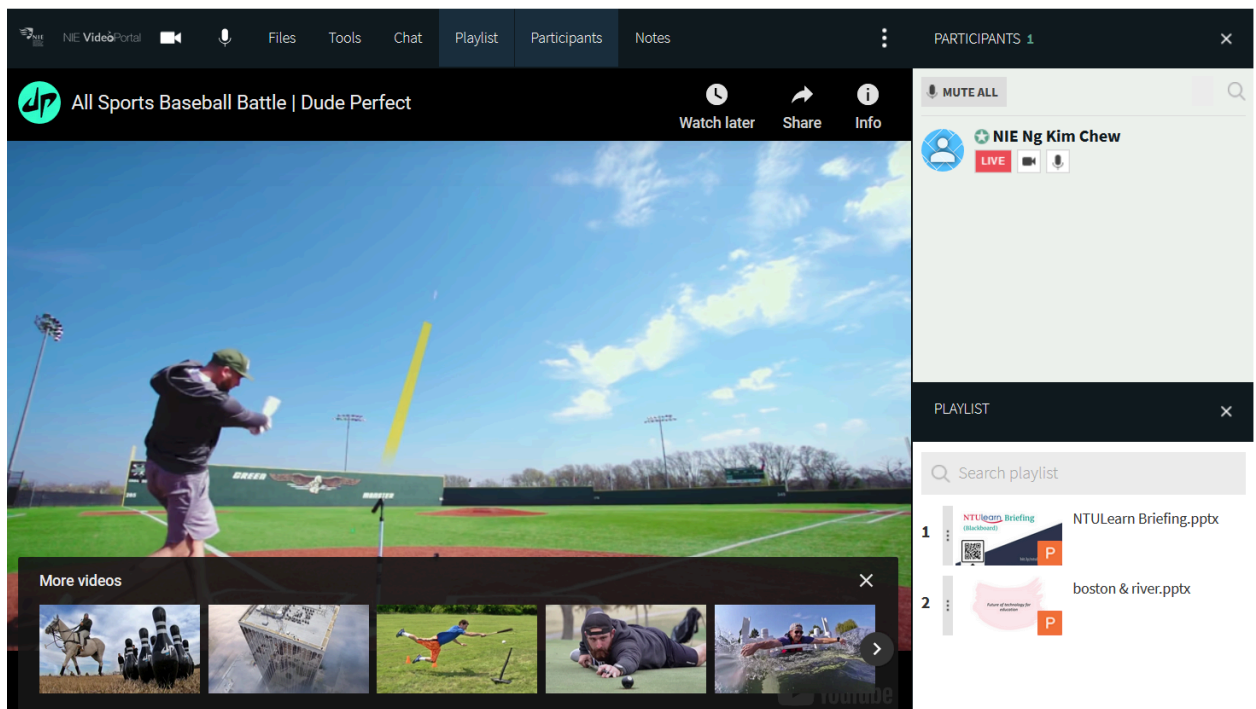


2. Search for a video, for example, “Sport” in the box. Select the video and click **Play** OR you can also add the YouTube video to your playlist by selecting **Add to playlist**.

Select YouTube video



3. The video now plays on the main screen.

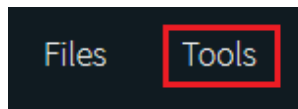


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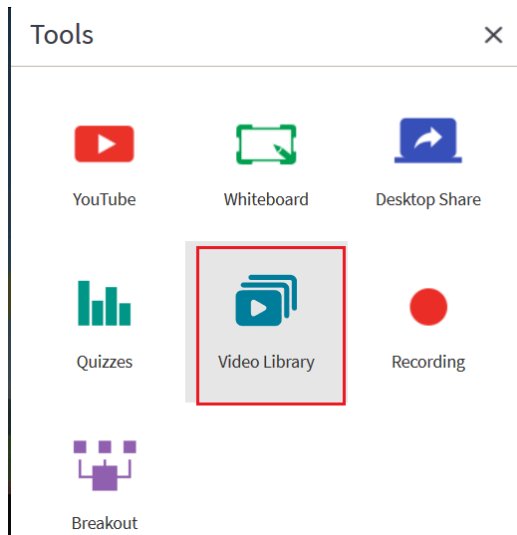
How to share your content in a virtual classroom

- Video in My Media

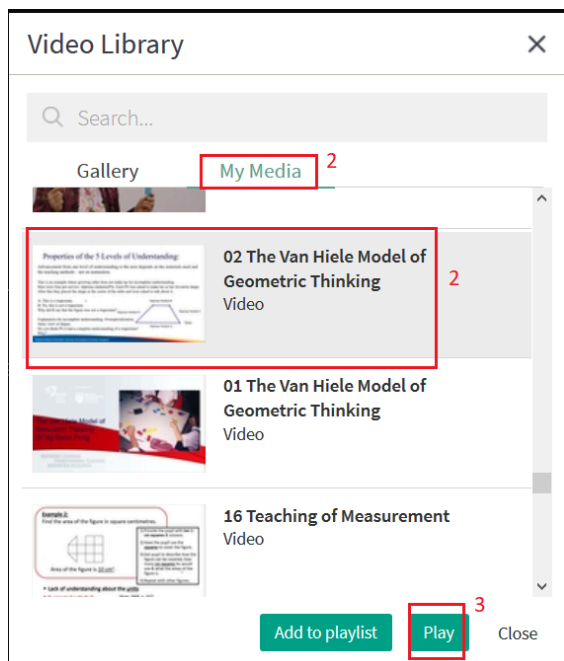
1. Select **Tools**.



2. Select **Video Library**.



3. Click **My Media**, select a video, then click **Play** OR **Add to playlist**.



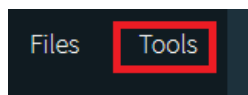
4. The video starts playing on the main screen.

The screenshot shows a Zoom meeting interface. The main window displays a video player with a presentation slide titled "Properties of the 5 Levels of Understanding:". The slide content includes a paragraph about advancement in understanding, a scenario with four pre-service diploma students (PS) and a trapezium, and a discussion on incomplete understanding due to overspecialization. The slide also features a diagram of a trapezium with labels for "Diploma Student B", "Diploma Student C", "Diploma Student A", and "Diploma Student D", and a "Tutor". The video player shows a progress bar at 00:14 / 03:52 and a status bar indicating "NIE Ng Kim Chew is speaking". The sidebar on the right contains a "PARTICIPANTS" window showing "NIE Ng Kim Chew" as the active speaker, a "CHAT" window, and a "Type here..." input field.

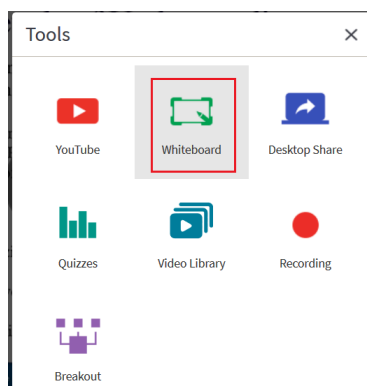
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How to share whiteboard

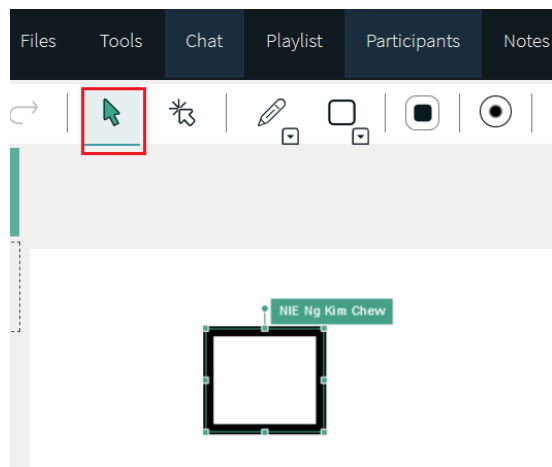
1. Select **Tools**.



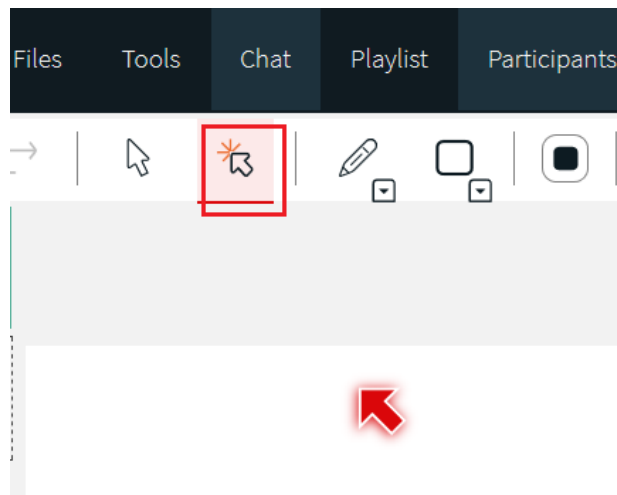
2. Choose **Whiteboard**.



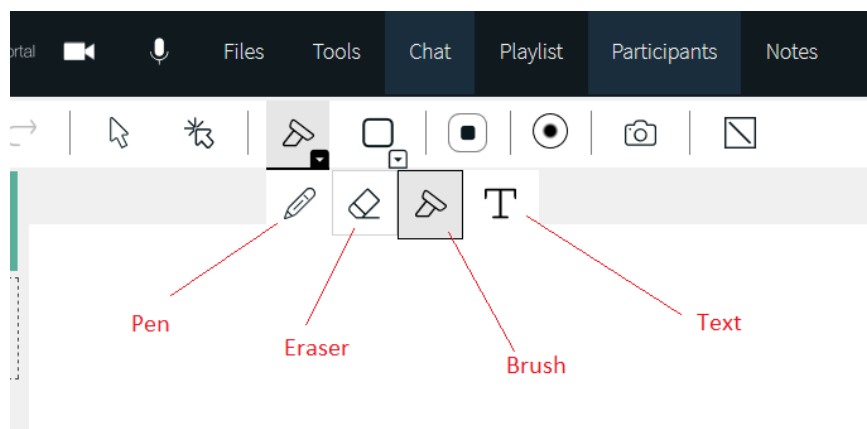
3. Selection tool to select an item.



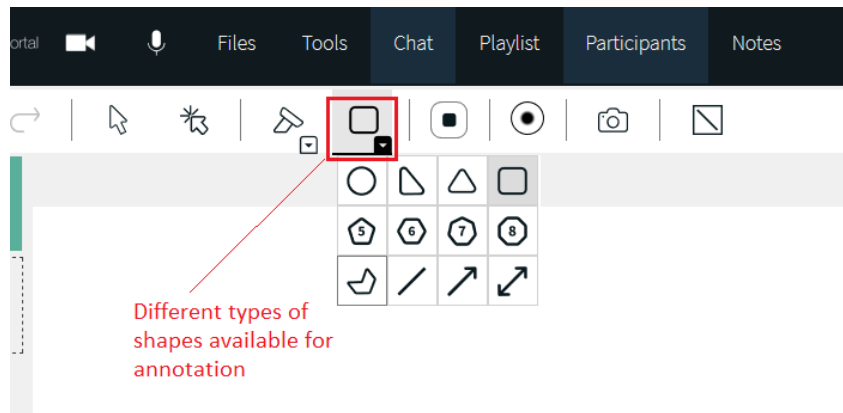
4. Pointer for annotation.



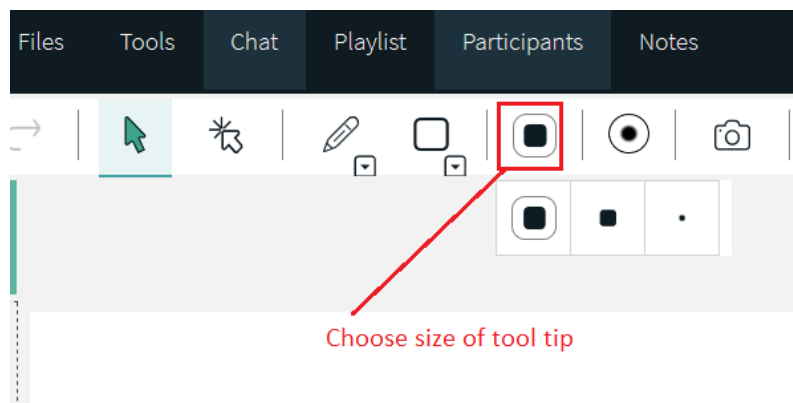
5. Pen, eraser, brush, and text tool.



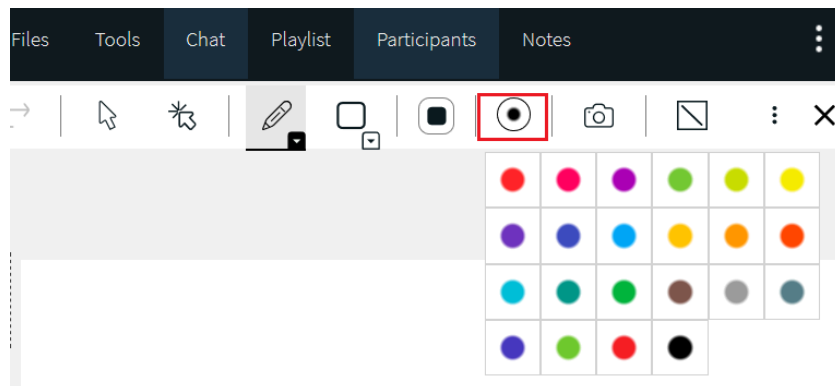
6. Shapes tools.



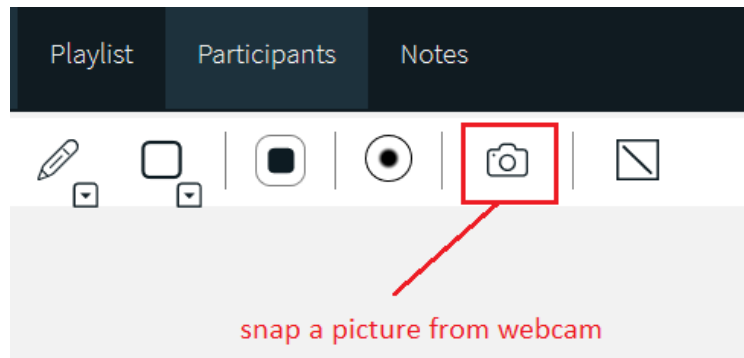
7. Choose the size of the tooltip.



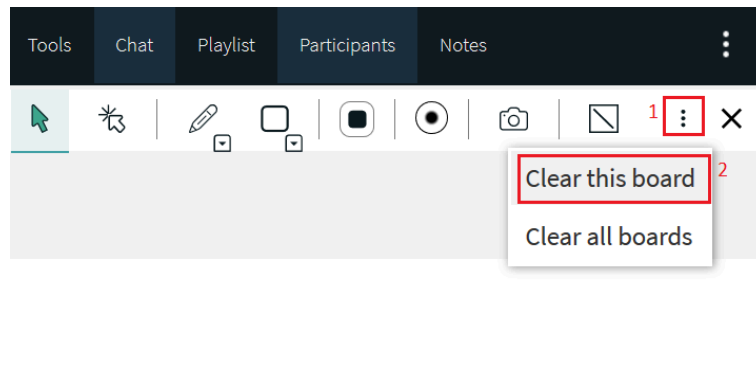
8. Choose color of annotation tools.



9. Webcam tool to snap pictures.



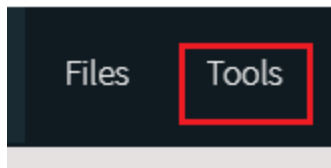
10. Tool to clear whiteboard.



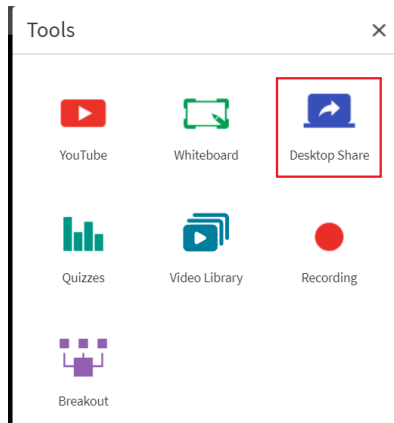
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How to share your desktop screen

1. Select **Tools**.



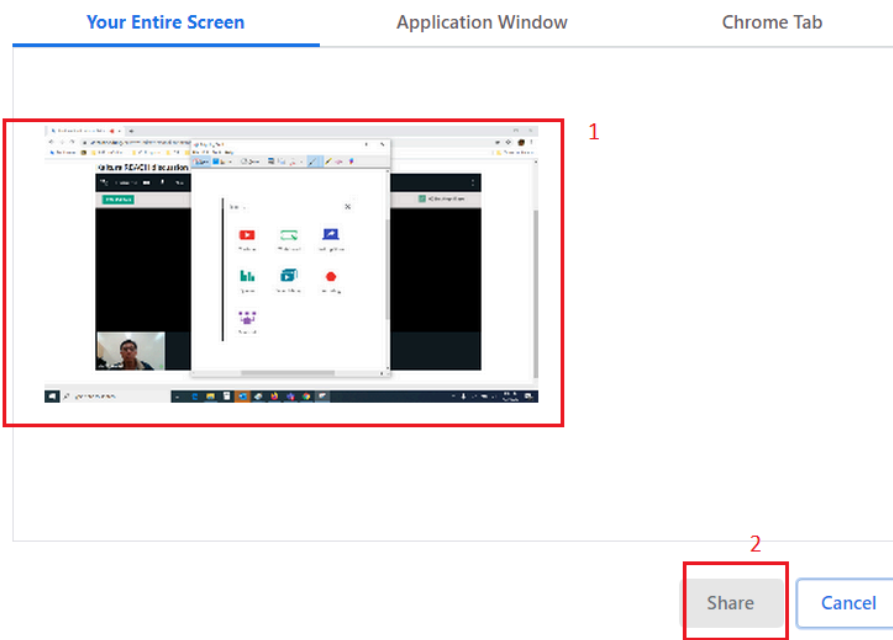
2. Select **Desktop Share**.



3. Click the preview window then select **Share**.

Share your screen

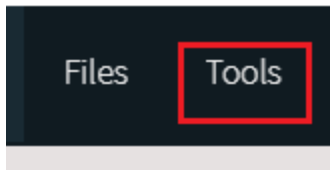
video.nie.edu.sg wants to share the contents of your screen. Choose what you'd like to share.



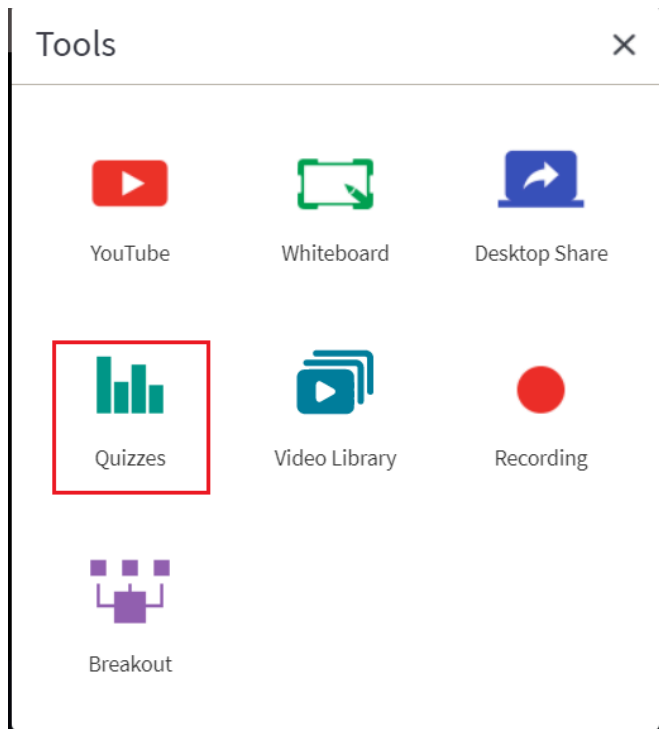
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How to add quizzes

1. Select **Tools**.



2. Select Quizzes.



- 3, Question type can be created are shown in the dialog box.

Quizzes

Results

×

←

Create new quiz

Save

Enter quiz name

1

Enter question 1

Question type:

Multiple Choice

▼

☐ A

Enter answer A

☐ B

Enter answer B

Enter a new answer

Quiz Questions Type:

Multiple Choice

Multiple Answers

Open Question

Not scored automatically

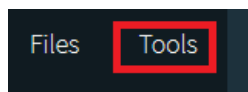
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How to assign participants to a breakout room

1. At the start, all participants are in the main room.

The screenshot shows a Zoom meeting interface. The main window displays a presentation slide titled "Properties of the 5 Levels of Understanding:". The slide content includes a paragraph about advancement from one level of understanding to the next, an example about growing older and incomplete understanding, and a diagram of a trapezium with labels for "Diploma Student B", "Diploma Student D", "Diploma Student C", "Diploma Student A", and "Tutor". The participants list on the right shows three participants: "NIE Ng Kim Chew", "casey", and "caseystudent01", all with "LIVE" status. The chat window is open but empty.

2. Select **Tools**.



3. Assign participants to the breakout room by dragging their names to the room on the right.

The screenshot shows the Zoom Breakout Rooms interface. It features a list of participants on the left: "casey" and "caseystudent01". Below the list are four breakout rooms: "Room 1", "Room 2", "Room 3", and "Room 4". A red arrow points from "casey" to "Room 1", and another red arrow points from "caseystudent01" to "Room 2". There is a "+ Add room" button below "Room 4". At the bottom, there is a "Clear assignment" button, a "Set time limit" dropdown set to "30 min", and "Breakout" and "Close" buttons.

4. Participants' names will be on the right-hand side. Set a timer if necessary, then click **Breakout**.

Breakout Rooms

Drag & drop students to assign them to breakout room

Auto-Assign

Room 1

casey

Room 2

caseystudent01

Room 3

Room 4

+ Add room

Clear assignment

1 Set time limit 30 min

2 Breakout Close

5. Once in the breakout session, you can see the participant in their respective breakout room.

Live Room

Remaining timing

Class currently in breakout rooms. Time remaining: 00:47

Manage Breakout

Back

Properties of the 5 Levels of Understanding:

Advancement from one level of understanding to the next depends on the materials used and the teaching methods – not on maturation.

This is an example where growing older does not make up for incomplete understanding. Here were four pre-service diploma students(PS). Each PS was asked to make his or her favourite shape. After that they placed the shape at the centre of the table and were asked to talk about it.

A: This is a trapezium.
B: No, this is not a trapezium.
Why did B say that the figure was not a trapezium?

Explanation for incomplete understanding: Overspecialization.
Static view of shapes.
Do you think PS A had a complete understanding of a trapezium?
Why?

Diploma Student B

Diploma Student D

Diploma Student C

Diploma Student A

Tutor

MUTE ALL

NIE Ng Kim Chew

casey In breakout room 1

caseystudent01 In breakout room 2

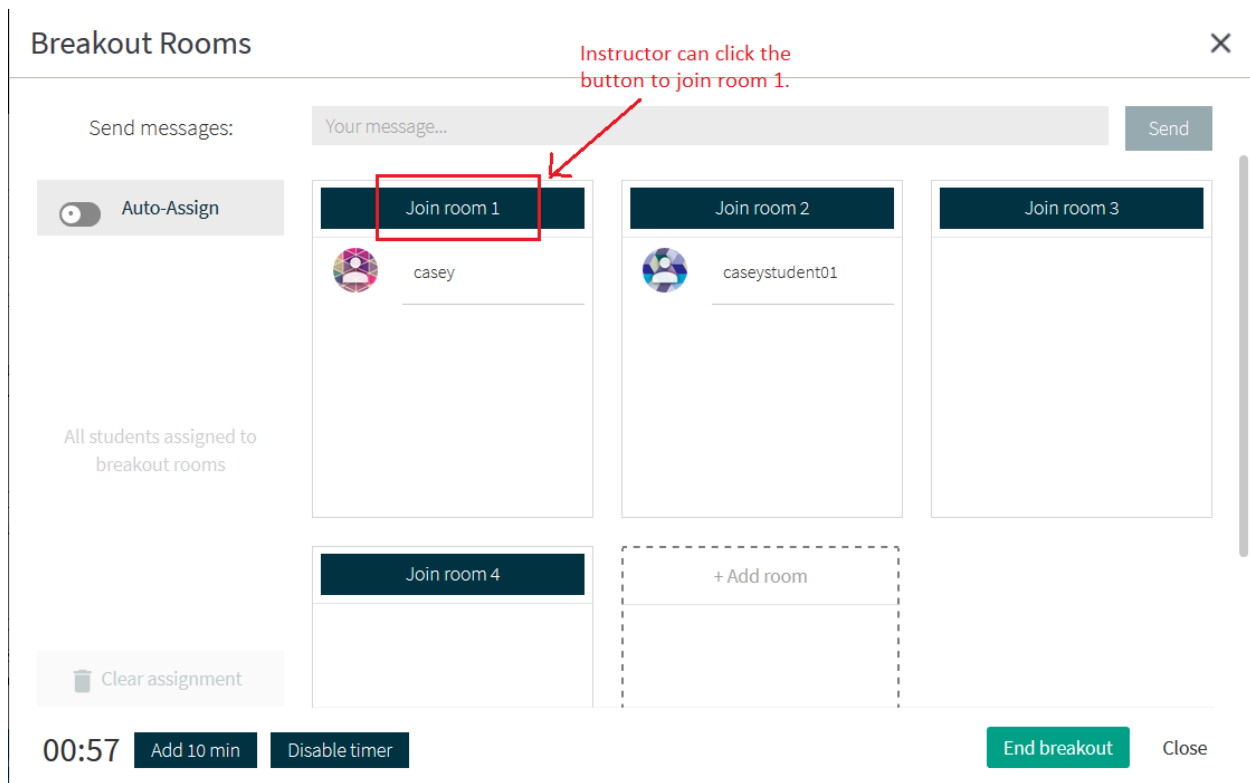
CHAT

Breakout room

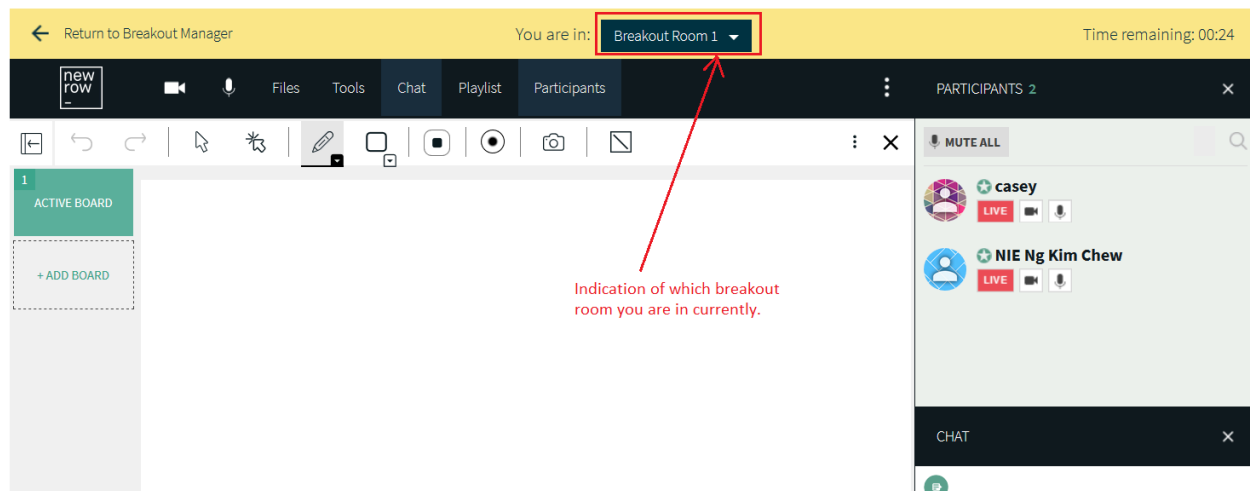
00:52 / 03:52

Show webcams

6. Instructors can join whichever room they want by clicking the room's name.



7. Once you are in the breakout room, there is an Indication which breakout room you are in currently.



8. Once breakout timing is over, all participants will go back to the main room.

The screenshot shows a Zoom meeting interface. The top bar includes tabs for Files, Tools, Chat, Playlist, Participants, and Notes. The main content area displays a presentation slide titled "Properties of the 5 Levels of Understanding:". The slide text discusses the advancement of understanding levels and includes a diagram of a trapezium with labels for Diploma Student B, Diploma Student D, Diploma Student C, Diploma Student A, and a Tutor. The participant list on the right shows three participants: NIE Ng Kim Chew, casey, and caseystudent01. A red box highlights the participant list, and a red arrow points from the text "Participants back to main room." in the chat area to the participant list.

Properties of the 5 Levels of Understanding:

Advancement from one level of understanding to the next depends on the materials used and the teaching methods – not on maturation.

This is an example where growing older does not make up for incomplete understanding. Here were four pre-service diploma students(PS). Each PS was asked to make his or her favourite shape. After that they placed the shape at the centre of the table and were asked to talk about it.

A: This is a trapezium.
B: No, this is not a trapezium.
Why did B say that the figure was not a trapezium?

Explanation for incomplete understanding: Overspecialization.
Static view of shapes.
Do you think PS A had a complete understanding of a trapezium?
Why?

Participants back to main room.

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