

[Virtual Classroom Quick Guide]

- This quick guide is to help users to use the collaboration platform quickly and easily, therefore, this guide does not include all features. If you want to know the detailed and complete functions and other related information, please refer to the User Manual.
- To facilitate your reading, some copious sentences in this guide, such as “After logging in the **Home** page, click the **Subsite Management** on the menu, and click **User Management**”, will be simplified as “Home > Subsite Management > User Management”.

[Hardware and Software Requirement]

Operating System	Windows 2000, Windows XP
CPU	Pentium III 800MHZ or above
RAM	256 MB or above
Audio & Video Player	Windows Media Player 9.0 or above
Display Resolution	1024 X 768 or above
Browser	IE 6.0 or above
Network Bandwidth (e.g.: 6 persons' classroom)	Download 1M / Upload 64K or above (audio only) Download 2M / Upload 256K or above (audio and video)

[Log In Subsite]

Entering your account name and password and clicking “Log In”, you will log in the subsite home page.

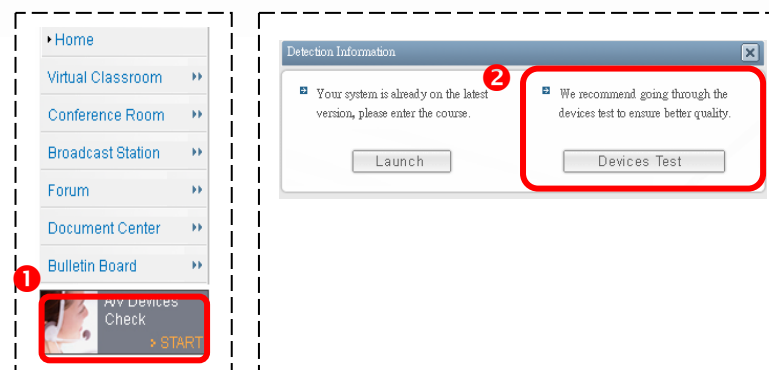


[Audio & Video Device Check]

Before the course starts, please follow the steps in the URL provided below to begin the earphone, microphone and webcam installation and test.

<http://203.69.39.35/ishare/DeviceTest/devTest.htm>

Tip: You can start the A/V device test by clicking the banner below the menu (see picture ❶) or before entering the virtual classroom, choose 'Devices Test' (see picture ❷).



[If you are the subsite administrator]

Please note, before start using the subsite, the subsite administrator needs to do some planning and setting.

■ Create organization type: Home > Subsite Management > User Management

Step 1.

Click 'Add Group' and enter the group name and description.



Step 2.

Click 'Finish' to complete the organization type setting.

■ Create user account: Home > Subsite Management > User Management

Step 1.

Click 'Add User' and enter the user information according to the columns.



Step 2.

Click 'Next' to edit the user's role and permission.



Step 3.

Click 'Finish' to complete the user account setting.

■ Create Course Type: Home > Virtual Classroom > Course Type Management

Step 1.

Click 'Add' and enter the course type name and description.



Step 2.

Click 'Add' to complete course type setting.

[If you are the instructor]

If your role is the course instructor, you can create new live courses and on-demand courses.

■ Create new live courses: Home > Virtual Classroom > Live Course Management

Step 1.

Click 'Add' and enter related information by columns and set up the course schedule.



Step 2.

Click 'Next' to start material management. Click 'Add' to upload course documents.



Step 3.

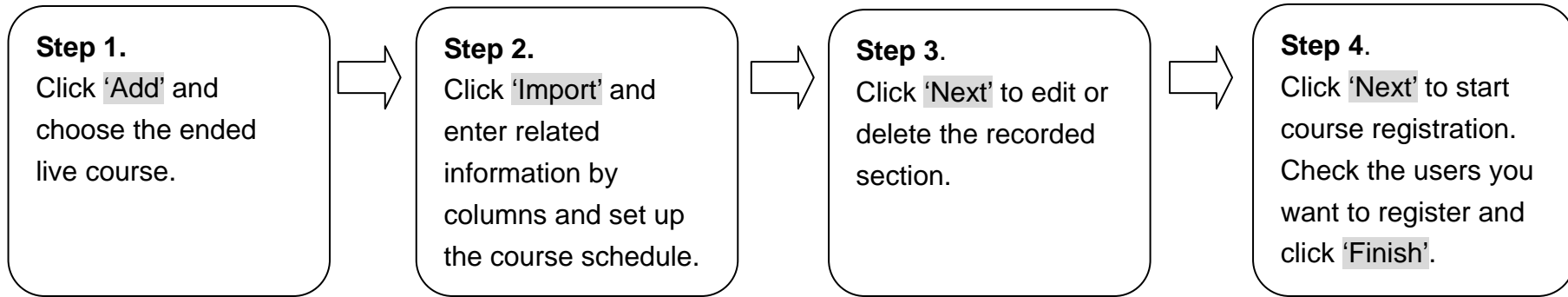
Click 'Next' to start questionnaire management. Click 'Add' to create a questionnaire.



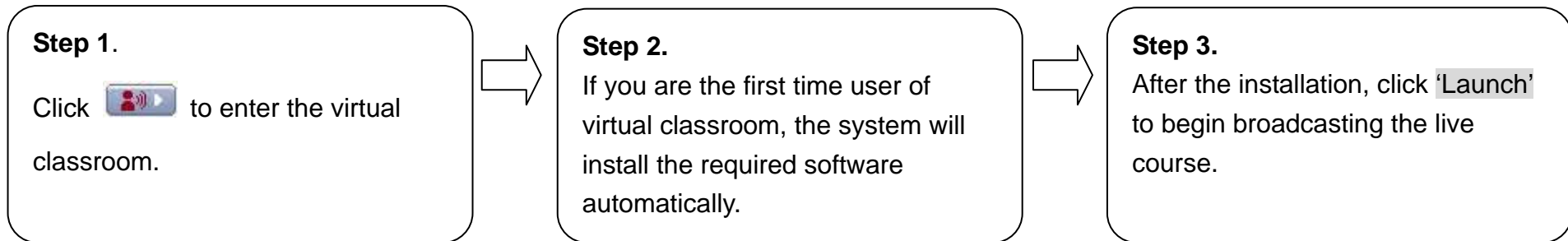
Step 4.

Click 'Next' to start course registration. Check the users you want to register and click 'Finish'.

■ Creating on-demand course: Home > Virtual Classroom > On-Demand Course Management

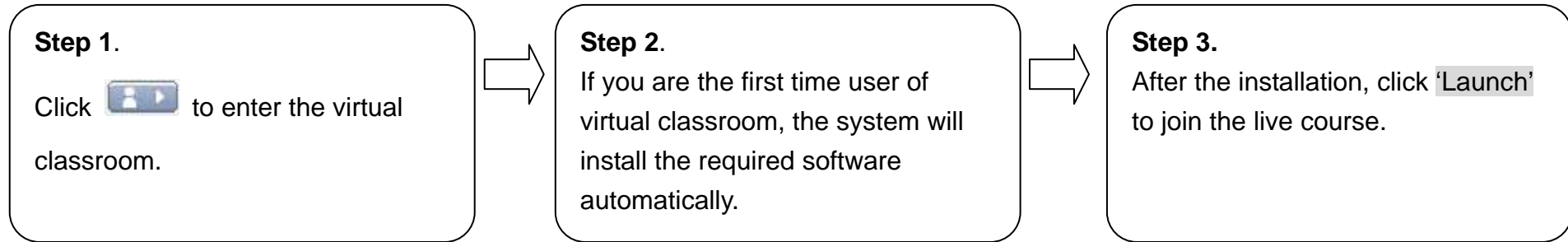


■ Participating live courses: Home > Virtual Classroom > Live Courses

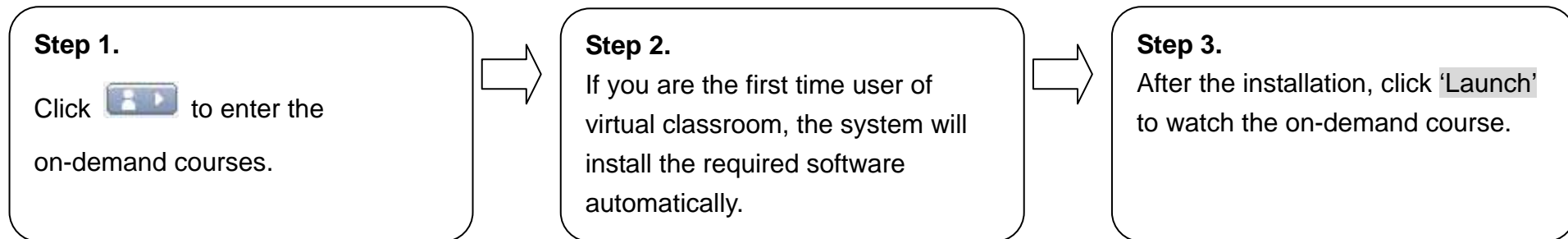


[If you are the student]

■ Participating live courses: Home > Virtual Classroom > Live Courses



■ Watching on-demand courses: Home > Virtual Classroom > On-Demand Courses



[Virtual Classroom User Interface Introduction]

The screenshot shows the X-Learn virtual classroom interface. The main content area displays a lesson titled "Business English On-Line" with a sub-section "p. 6 Exercise A1" and "Groups". The exercise includes three bullet points: "Discuss which of the things in the list people in your country do when they meet for the first time.", "Where do people do the other things on the list?", and "What else do people do when they meet?". A small illustration of people sitting around a table is also visible. The interface includes a top toolbar with various icons, a video window on the right showing a participant named Carol Feng, and a chat room at the bottom. The status bar at the bottom shows network activity and a message: "張孟瑛 has joined.".

Numbered callouts in the image:

- 1: Recording button in the top toolbar.
- 2: Video window controls (hand, smile, etc.) and volume/microphone sliders.
- 3: Main content area containing the exercise text and illustration.
- 4: Video window showing the instructor's video feed.
- 5: Chat room input field at the bottom right.

- ❶ * Tool bar functions are for instructor only. The instructor can use the functions to do broadcast and recordings.
- ❷ Users can use these functions to raise hands and showing expressions.
- ❸ In the displaying area, users can read materials, use whiteboard, use AP Sharing and etc.
- ❹ Users can see the instructor's video or Members' name list in this area. Users are able to adjust the volume of their earphone or microphone using scroll bar below.
- ❺ In this area, users can communicate using texts in the Chat Room or look up course information.

Information marked with '*' are instructor's functions.

If you want to know the detailed operation functions, please refer to the User Manual.

[On-Demand Course User Interface Introduction]

The screenshot displays the X-Learn interface with several key components highlighted by red boxes and numbered callouts:

- 1**: Video player controls (play, pause, stop, volume, progress bar) and a timer showing 00:00:03 / 00:02:32.
- 2**: A table listing recorded sections with columns for Section/Group, Duration, Size(KB), and Time/Participants.
- 3**: A video player window showing the instructor's name, Carol Feng.
- 4**: An index table listing course content with columns for Index and Start Time.

Section/Group	Duration	Size(KB)	Time/Participants
Section 1	3m33s	4377KB	8/15/2006 10:30:29 AM
Section 2	22s	61KB	8/15/2006 10:28:34 AM

Index	Start Time
Working In English I Instructor – Ph	00:00:13
ilip du Plessis	
Self-Introduction	00:00:21
General Rules	00:00:22
UNIT 1 Making Small Talk	00:00:31
p. 6 Exercise A1	00:00:32
Vocabulary	00:01:19
p. 6 Exercise A3	00:01:21
p. 7 Exercise B2	00:01:24
p. 7 Exercise B4	00:01:25
p. 7 Exercise C1 – Homework for T	
hursday 1/06	00:01:30
p. 7 Exercise C2	00:01:37
Q & A	00:01:39
UNIT 2 Talking About Your Job	00:01:41
Vocabulary	00:01:45
p. 8 Exercise A4	00:02:04
p. 9 Exercise B2	00:02:05
p. 9 Exercise B3	00:02:12
p. 9 Exercise B4 – Homework Thurs	
day 01/13	00:02:14
Q & A	00:02:19
General Questions & Review	00:02:20

- 1 In this area, you can play, pause and stop the recorded file.
- 2 Recorded section list.
- 3 In this area, users can see the instructor's video or check the name lists.
- 4 Users can look up the discussion in the chat room or the section index.

If you want to know the detailed operation functions, please refer to the User Manual.