Distance Learning Overview for the Students

In order to begin learning, make sure you have:

a) Headphones;
b) Microphone;
c) Camera (if required by the instructor);
d) Working internet connection.

1. Log in to LSMU Moodle page either on Google or https://moodle.lsmu.
2. Press the button “Log In”.
3. Enter your username and password as you do for LSMUSIS.”
4. Select the module that you are currently undertaking.
5. Find the section called “Virtual Classroom”. Select your group (if you were not instructed otherwise) and click on the session marked 🔄.

6. Select “Join the session” and you will be connected to the lecture/seminar/tutorial/practical. If the session was recorded earlier, you will find the recording below the “Join session” button.

7. When you join the session, you will have two options to proceed with: you can either “Listen only” or connect with the “Microphone”. You will be able to change your preferences later during the session as well.
8. If you choose the microphone, you will be asked to permit the access to your microphone (1). Then you will be put in the Echo test, which will allow you to test the sound (2). Make sure that the audio sounds good and then click “Yes” to join the audio bridge (3). Nobody in the group will hear your test. If you cannot hear yourself properly, modify your audio settings (4).

9. There is a BBB layout:
10. By default, you are in a public chat, so your messages will be visible for everyone, including the instructor. If you click on anyone’s name, you can start a private chat – this will only be between you and the person. There is another area called “Shared notes”, which is a collaborative area to share notes publicly.

11. You can also share your webcam. You will be given a choice of cameras, look it up and click “Start sharing”. In a moment, your video will appear.
12. The instructor can also do a poll for answering a question. If you have a poll, you will see the options appearing below in the presentation screen. At some point of the session, instructor can also publish the pole and you will see the results below.

![Poll example](image1)

13. In the presentation area instructor can draw and he/she may also give you an ability to draw as well. Choose the pen tool. Instructor and you can draw at the same time. Instructor can take away the drawing controls and clear the whiteboard.

![Drawing example](image2)

14. The session can be recorded and if it is, you will see it being recording at the top of the presentation screen. Later, you will be able to find the recording before entering the conference room (look up step 6, click on “Presentation”).

![Recording example](image3)
15. You may be invited to join the “Breakout Room” and the option will show at the top of the presentation screen. This is a place for collaborative team-work. Click join and you will find that a new tab will open up. The same as before you will do a quick Echo test for sound and microphone. Everyone in the Breakout Room comes as moderator, meaning that everyone can upload a presentation, write on the whiteboard and share notes. You will not be disconnected from the main session while you are in a Breakout Room. The instructors can close the Breakout Rooms.

16. In order to leave the session, log out at the top of the presentation screen in the right corner.