



## The Virtual Classroom Window

Everything you need for the course you are taking is available through the virtual classroom window. The following is a brief overview of the different parts of the Virtual Classroom.

**In the left Column of the Virtual Classroom window you will see a box titled:**

1. **PEOPLE:** This box contains the names and profiles of the of the course instructors and persons taking the class. You can correspond with other students by checking here.
2. **ACTIVITIES:** You can access all resources, assignments, chat, forums, etc from this box.
3. **FORUM SEARCH:** By using the Forum Search you can search all open forums in the virtual school for discussions on topics of interest.
4. **ADMINISTRATION:** From this box you can access your grade card, edit your profile and change your account password.

**In the center column of the Virtual Classroom window you will find:**

1. Instructions and other information you will need for completing the class.
2. Individual course modules which will include course manuals, homework assignments, quizzes, tests and other course material.
3. To the right side of each module in the center column you will see a blue square with a white center. Clicking that will collapse all the other modules so you only have to look at one module at a time. When the modules are collapsed two squares appear in the active module. The bottom square returns the virtual classroom to full module view.

**In the right column of the Virtual Classroom window you will find:**

1. **LATEST NEWS:** The news forum will keep you up to date on any current news, such as changes in course requirements, new resources, common chat times or forums.
2. **UPCOMING EVENTS:** Check this box for scheduled chats or other events related to the course.

3. **RECENT ACTIVITIES:** This box will reflect your recent activity on in the virtual classroom. It will also reflect any changes in material or features by the instructor.

**A note on homework, quizzes and exams:** When doing online homework, quizzes and exams, the program will allow you to save your work without submitting it, allowing you to return at a later date to finish it. This way if you get interrupted you will not lose your work. To save without submitting it, click the appropriate button at the bottom of the page you are working on.

### **Your Profile**

Your profile tells the college and other students a little about yourself. You can put as much or little as you want. There is room for a bio and a photo. You can also put in Instant Messaging screen names. This portion allows you some interaction with other students. You may edit your personal profile at any time.

### **Blogs and Notes**

Your profile window allows you to edit your profile, make notes and write blog articles.

If you need help using any of the Virtual Classroom features, please contact your instructor.

May the Lord Bless you as you study.

Acts Ministry University Staff