



CONNECTED CLASSROOMS – USER GUIDE

Would you like to give your students a more global learning experience by connecting them to a classroom in a Jesuit school somewhere else in the world?

Connected Classrooms is a free, easy and fun tool to help you do this!

THERE ARE 3 OPTIONS WITHIN CONNECTED CLASSROOMS;

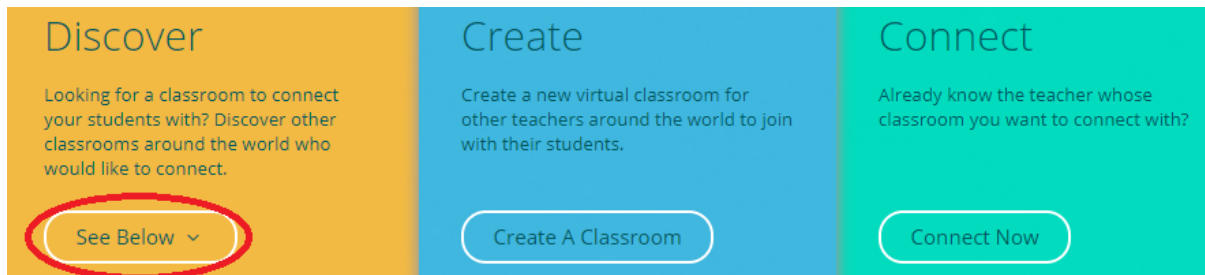
- **DISCOVER – BROWSE EXISTING VIRTUAL CLASSROOM**
- **CREATE – CREATE YOUR OWN VIRTUAL CLASSROOM**
- **CONNECT – CONNECT INSTANTLY WITH ANOTHER TEACHER**

DISCOVER

To browse existing virtual classrooms which other teachers have set up and are inviting members of the community to join you can use the Discover option!

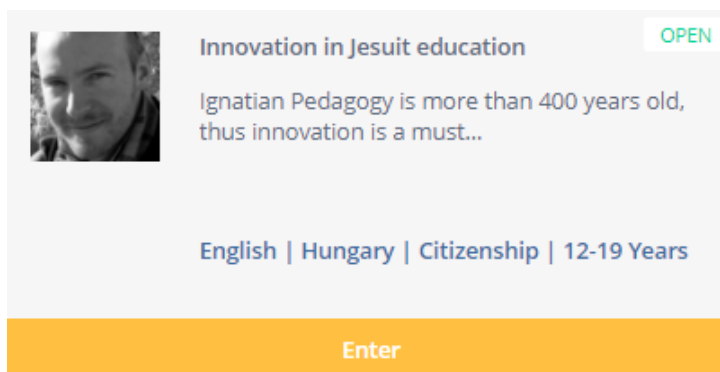
STEP 1.

Click 'See Below' under Discover.



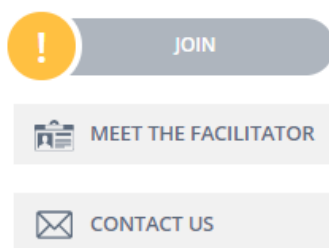
STEP 2.

Browse existing virtual classrooms and click 'Enter' to view classrooms which look interesting to you.



STEP 3.

If you are interested in joining a virtual class to connect your students with others click 'Join'.



STEP 4.

You will receive a notification once the virtual classroom facilitator has accepted your request.

★**Tip:** Keep an eye on your email and Educate Magis Notifications!

All participants in a virtual classroom can:

1. Chat with other participating teachers in the virtual classroom and with the facilitator in order to organize the next virtual connection.
2. See the other participating teachers' profiles.
3. Join virtual connections which have already been scheduled or schedule a new virtual connection.

CREATE

To create a virtual classroom and invite teachers from other Jesuit schools to participate with their students.

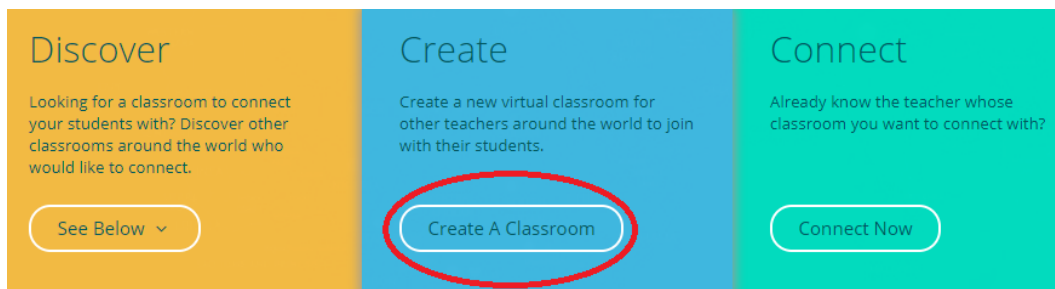
STEP 1.

Consider the following before beginning:

- ✓ Which of your classes would you like to connect? (Subject, Age Group, Language)
- ✓ Who would you like to connect with? (Which Part of the World, In Which Language)
- ✓ Why would you like to connect your students with others? (Global Learning, Fun)
- ✓ How often would you like to connect your students? (Once, Once a month, Once a term)

STEP 2.

Click on 'Create a Classroom'.



Fill in the form and click Submit at the bottom right.

+ Create New Virtual Classroom



i Ready to start? Fill out this form to create a new virtual classroom.

virtual classroom name...

description, add as much detail here as possible, introduce yourself, e.g. who would you like to connect with, when is your class available...

* What Subject do you teach?

--- SELECT ---

* What Country is your school in?

--- SELECT ---

* What Time-Zone is your school in?

(GMT +01:00) Dublin

* What language do your students speak?

--- SELECT ---

* What age group are your students?

--- SELECT ---

SUBMIT


STEP 3.

Click 'View My Classroom'.

CREATE ANOTHER CLASSROOM

VIEW MY CLASSROOM

Type a welcome message for people to see when they join!

 **CHAT BOX**

This is your Virtual Classroom Chat

THERE ARE NO CHAT MESSAGES YET

- TIP -

Get your Chat Box active by asking your Classroom Participants what topics interest them. This provides great ideas for future scheduled connections.

Hi everyone, really looking forward to connecting our students! Could you let me know what days or times would suit?...

Post

STEP 4.


Click 'Share Classroom' on the right-hand side to share your classroom with friends and colleagues, either via Email (left icon) or via Educate Magis message (right icon) to invite them to join. **You will receive an email when another teacher requests to join your Virtual Classroom.**

SHARE CLASSROOM



STEP 5.

Schedule a video connection with other teachers in your virtual classroom to connect your students! To do this, click 'Create Connection' and fill out the short form.



+
CREATE CONNECTION

SCHEDULED CONNECTIONS					
Date	Time/Zone	Duration	Subject	Meeting ID	
Thu, 29th March 2018	10:00 am Europe/Dublin	00:15	Ecology	632742460	start connection edit delete add to calendar

★ **Tip:** You can also view your virtual classrooms under 'Discover' when you're browsing through all the previously created virtual classrooms.

[# ALL CLASSROOMS](#) | [# MY CLASSROOMS](#)

CONNECT NOW

To quickly Connect with a teacher who you already know, you can use the Connect button!

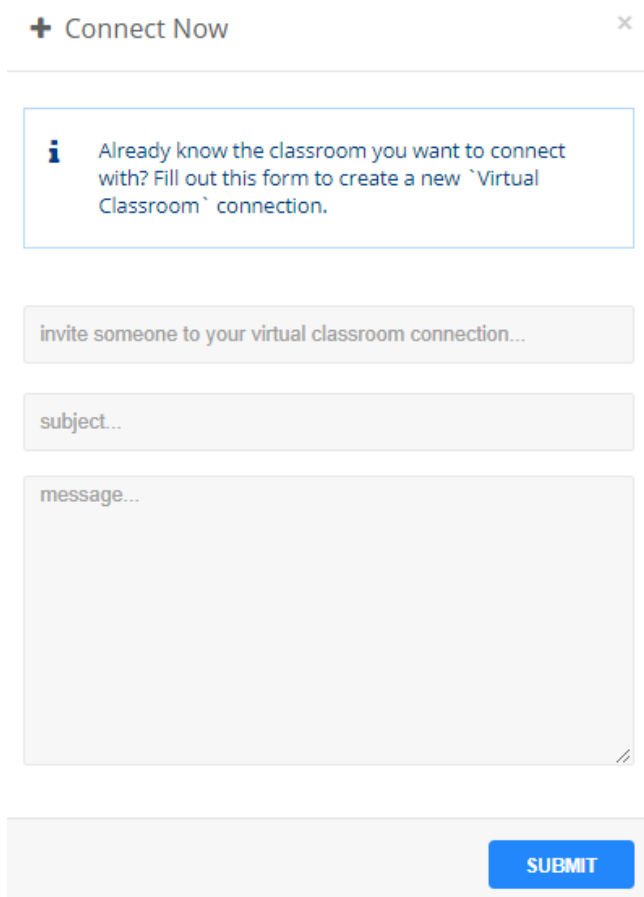
STEP 1.

Click 'Connect Now'.



STEP 2.

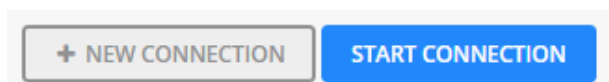
Fill out the form and click 'Submit'.



The image shows a 'Connect Now' form interface. At the top, there is a title '+ Connect Now' with a close button 'x'. Below the title is an information box with an 'i' icon and the text: 'Already know the classroom you want to connect with? Fill out this form to create a new `Virtual Classroom` connection.' Below the information box are three input fields: 'invite someone to your virtual classroom connection...', 'subject...', and 'message...'. At the bottom right of the form is a blue 'SUBMIT' button.

STEP 3.

Click 'Start Connection' to begin your live video connection!



More Useful Tips:

- When you create a virtual classroom, be as detailed as you can in the description, so others will have a good understanding of what you would like to do.
- If possible, try to do a test run before your first video connection.
- Don't be afraid to try this out – we live in an exciting age of technology and advances in global citizenship education which calls us to be creative and daring!
- For any other questions Email us at info@educatemagis.org or click here for [FAQs](#).