

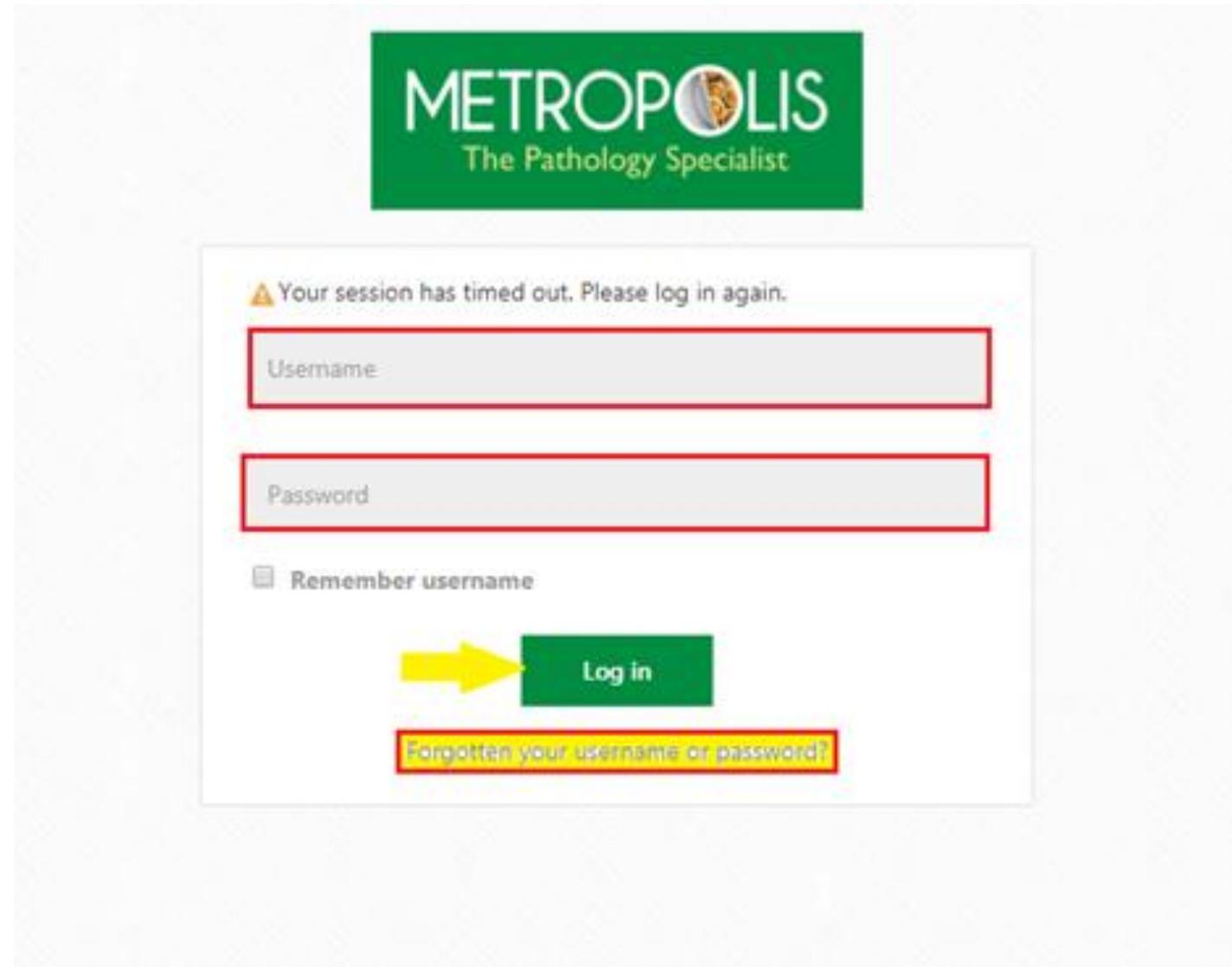
# METROPOLIS LMS

- The Participant Guide

Shezar Web Technologies Pvt. Ltd. | Learning|Technology|Analytics

## Participant Login

Participant should have valid Username and Password to login into LMS. Enter the credentials and click on Log\_In button.



**METROPOLIS**  
The Pathology Specialist

⚠ Your session has timed out. Please log in again.

Username

Password

Remember username

 **Log in**

[Forgotten your username or password?](#)

If you forget your Username or Password then to retrieve it, click on **Forgotten your Username or Password** link below Log In button as shown in previous step. Following screen will appear. You can search with Username or Email Address you have entered at the time of Sign Up. If the details matches then an email will be sent on the mail Id with instruction to recover password.



To reset your password, submit your username or your email address below. If we can find you in the database, an email will be sent to your email address, with instructions how to get access again.

### Search by username

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Username



Search

### Search by email address

---

Email address



Search

Once you login, you will be redirected to the Home page. You can see the status of the courses you attempted. You will see the upcoming events notification. To view your Dashboard, click on DASHBOARD tab located beside the Home tab.

The screenshot displays the Metropolis Pathology Specialist dashboard. At the top, a green navigation bar contains the logo, a hamburger menu, and tabs for HOME, DASHBOARD, RECORD OF LEARNING, and FIND LEARNING. On the right of this bar are icons for email, notifications, and a user profile labeled 'Test User'. Below the navigation bar is a search bar for courses. A left sidebar features a 'Navigation' menu with options: Home, Site pages, My courses, Leaderboard, and Site Home. A 'Calendar' widget shows a calendar for July 2018 with the 15th highlighted. The main content area includes three summary cards: '1 COURSES TO DO' (with a graduation cap icon), '0 OVERDUE COURSES' (with a clock icon), and '0 COMPLETED COURSES' (with a starburst icon). Below these are three sections: 'BADGES', 'CALENDAR', and 'REWARDS', each with a 'VIEW' button. At the bottom, there are three tabs: 'COURSES Your Recent Courses', 'LEARNING PLAN Your Learning Plan', and 'LEADER BOARD Your LeaderBoard'. A 'Quality Manual' banner is visible with a 'Continue' button and a 'Course Status: Not Yet Started' indicator.

## Accessing the Courses

To access the courses, Select the course from Dashboard. Click on Continue as shown in screen.

The screenshot displays the Metropolis Pathology Specialist dashboard. At the top, there is a navigation bar with the logo and menu items: HOME, DASHBOARD, RECORD OF LEARNING, and FIND LEARNING. On the right side of the header, there are icons for email, notifications, and a user profile labeled 'Test User'. Below the header is a search bar for courses and a navigation menu with options like Home, Site pages, My courses, Leaderboard, and Site Home. The main content area features three summary cards: '1 COURSES TO DO' (with a graduation cap icon), '0 OVERDUE COURSES' (with a clock icon), and '0 COMPLETED COURSES' (with a starburst icon). Below these are three sections: 'BADGES', 'CALENDAR', and 'REWARDS', each with a 'VIEW' button. The bottom section shows a course card for 'Quality Manual' with a status of 'Not Yet Started' and a 'Continue' button. A yellow callout box with a red arrow and the number '1' points to the 'Continue' button, with the text 'Click to Continue'.

**METROPOLIS**  
The Pathology Specialist

HOME DASHBOARD RECORD OF LEARNING FIND LEARNING

Search courses

Navigation

Dashboard / Home

Dashboard

- Home
- Site pages
- My courses
- Leaderboard
- Site Home

Calendar

July 2018

MO	TU	WE	TH	FR	SA	SU
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

COURSES Your Recent Courses

LEARNING PLAN Your Learning Plan

LEADER BOARD Your LeaderBoard

Click to Continue

1

Continue

Quality Manual

Course Status: Not Yet Started

Click on the course name.

Navigation

Dashboard

Dashboard / Non\_technical / Quality Manual

Home

Site pages

Current course

Quality Manual

Participants

General

My courses

Leaderboard

Site Home

LeaderBoard

Quality Manual

# QUALITY MANUAL

Your progress 

## General



News forum

Demo session

Quality Manual

Click to view course

Assessment on Quality Manual

PDF ONE

Click on **Enter** as shown in screen.

The screenshot shows the METROPOLIS The Pathology Specialist website interface. The top navigation bar is green and contains the logo, a menu icon, and links for HOME, DASHBOARD, RECORD OF LEARNING, and FIND LEARNING. On the right side of the top bar are icons for email, notifications, and a user profile labeled 'Test User'. Below the top bar is a search box labeled 'Search courses' with a magnifying glass icon. A green navigation sidebar on the left contains a 'Navigation' header and a list of menu items: Dashboard, Home, Site pages, Current course (expanded), Quality Manual (expanded), Participants, Badges, General, News forum, Demo session, and Quality Manual (highlighted). Under the highlighted 'Quality Manual' item, there are sub-items: Assessment on Quality, Manual, and a partially visible 'RADIO ONE' item. The main content area displays the 'Quality Manual' title and a breadcrumb trail: Dashboard / Non\_technical / Quality Manual / General / Quality Manual. Below the title, the following statistics are shown: Number of attempts allowed: Unlimited, Number of attempts you have made: 1, Grade for attempt 1: 0%, Grading method: Highest attempt, and Grade reported: 0%. An annotation on the right side of the page shows a yellow box with the text 'Click Enter', a red arrow pointing down to a green box with the text 'Enter', and a small circle with the number '1' next to the arrow.

You will be navigated to new page.  
The Course will appear like this.

The screenshot displays the Metropolis LMS interface. At the top, a green navigation bar contains the logo 'METROPOLIS The Pathology Specialist' and menu items: HOME, DASHBOARD, RECORD OF LEARNING, and FIND LEARNING. On the right of this bar are icons for mail, notifications, and a user profile labeled 'Test User'. Below the navigation bar is a search bar with the text 'Search courses' and a magnifying glass icon. A left-hand navigation menu is visible, with 'Quality Manual' selected and expanded to show sub-items: Home, Site pages, Current course (Quality Manual, Participants, Badges), General (News forum, Demo session, Quality Manual, Assessment on Quality Manual, and ONE ONE). The main content area is titled 'Quality Manual' and includes a breadcrumb trail: Dashboard / Non\_technical / Quality Manual / General / Quality Manual. Below the breadcrumb is a 'Quality Manual' section with a left arrow and the text 'Quality Manual'. The central part of the page features a large banner with a grid of icons: a microscope, a person at a microscope, test tubes, the Metropolis logo, a lightbulb, a pill, more test tubes, a person in a lab coat, and a clipboard. Below the banner is the text 'Quality Manual' and a 'START >>' button. Underneath the button is the instruction 'Click Start to begin.' At the bottom of the banner area is another row of icons: a drop of liquid, a syringe, a person at a microscope, a blue container with a cross, and a pipette. At the bottom of the page, a green footer bar contains the text 'You are logged in as Test User Log out' and a small upward arrow icon.

- [Go To Assessment](#)

**Attempt the Quiz**  
You can access the Quiz, the same way you access the course. Click on **Assessment on Quality Manual** as shown in screen.

The screenshot shows a course interface for 'QUALITY MANUAL'. On the left is a navigation menu with sections: 'Navigation', 'Dashboard', 'Home', 'Site pages', 'Current course' (expanded to show 'Quality Manual' with sub-items 'Participants' and 'General'), 'My courses', 'Leaderboard', and 'Site Home'. Below this is a 'LeaderBoard' section and a 'Quality Manual' section. The main content area is titled 'General' and contains a list of items: 'News forum', 'Demo session', 'Quality Manual', 'Assessment on Quality Manual', and 'PDF ONE'. The 'Assessment on Quality Manual' item is highlighted with a green box, and a callout box with a red arrow and the number '1' points to it, containing the text 'Click to view course'. The top right of the page shows 'Your progress' with an information icon. At the bottom, a green bar indicates 'You are logged in as Test User Log out'.

The Quiz will appear like this.

The screenshot shows a web-based quiz interface. At the top is a green navigation bar with the 'METROPOLIS The Pathology Specialist' logo on the left, a hamburger menu icon, and navigation links for 'HOME', 'DASHBOARD', 'RECORD OF LEARNING', and 'FIND LEARNING'. On the right of the bar are icons for email, notifications, and a user profile labeled 'Test User'. Below the navigation bar is a search bar with the text 'Search courses' and a magnifying glass icon. A green 'Quiz navigation' bar is positioned below the search bar. To the left of the main content area, there is a user profile for 'Test User' and a progress indicator consisting of ten numbered circles (1-10), with circle 3 highlighted. Below this is a 'Finish attempt ...' section with three circular progress indicators for 'HOURS' (0), 'MINUTES' (9), and 'SECONDS' (13). The main content area is titled 'Quality Manual' and includes a breadcrumb trail: 'Dashboard / Non\_technical / Quality Manual / General / Assessment on Quality Manual'. A header bar for the question shows 'QUESTION 3', 'Not yet answered', and 'Marked out of 1.00'. The question text is 'Quality Management System (QMS) is described in'. Below the text is a 'Select one:' prompt followed by four radio button options: 'a. Policy', 'b. Quality System Procedure', 'c. Quality Manual', and 'd. None of the above'. A green 'Next' button is located at the bottom of the question area.

METROPOLIS  
The Pathology Specialist

HOME DASHBOARD RECORD OF LEARNING FIND LEARNING

Search courses

Quiz navigation

Test User

1 2 3 4 5 6 7  
8 9 10

Finish attempt ...

HOURS 0 MINUTES 9 SECONDS 13

Quality Manual

Dashboard / Non\_technical / Quality Manual / General / Assessment on Quality Manual

QUESTION 3 Not yet answered Marked out of 1.00

Quality Management System (QMS) is described in

Select one:

- a. Policy
- b. Quality System Procedure
- c. Quality Manual
- d. None of the above

Next

Attempting all the questions one-by-one, you will reach to the status of the Quiz as shown in below screen. Click on **Submit All and Finish**. A pop-up screen will prompt you for the same.

The screenshot displays the Metropolis LMS interface. At the top, there is a green navigation bar with the logo 'METROPOLIS The Pathology Specialist' and a menu with options: HOME, DASHBOARD, RECORD OF LEARNING, and FIND LEARNING. On the right of the navigation bar, there are icons for email, notifications, and a user profile labeled 'Test User'. Below the navigation bar is a search bar for courses. The main content area is titled 'Quality Manual' and shows a breadcrumb trail: Dashboard / Non\_technical / Quality Manual / General / Assessment on Quality Manual / Summary of attempt. The user is identified as 'Test User'. A progress indicator shows 10 questions, with question 7 highlighted. A timer shows 0 hours, 4 minutes, and 27 seconds. A table lists the status of each question: questions 1-6, 8, 9, and 10 are 'Answer saved', while question 7 is 'Not yet answered'. At the bottom, there are two buttons: 'Return to attempt' and 'Submit all and finish'. A message states: 'This attempt must be submitted by Sunday, 15 July 2018, 2:32 AM.' The footer shows the user is logged in as 'Test User' with a 'Log out' link.

**Quality Manual**

Dashboard / Non\_technical / Quality Manual / General / Assessment on Quality Manual / Summary of attempt

**Assessment on Quality Manual**

Summary of attempt

Question	Status
1	Answer saved
2	Answer saved
3	Answer saved
4	Answer saved
5	Answer saved
6	Answer saved
7	Not yet answered
8	Answer saved
9	Answer saved
10	Answer saved

[Return to attempt](#)

This attempt must be submitted by Sunday, 15 July 2018, 2:32 AM.

[Submit all and finish](#)

You are logged in as Test User [Log out](#)

Once submitted the quiz, will show you the correct and incorrect answers of the questions. Scroll-down the page and you will see Finish Review link, click on it.

Search courses

Quiz navigation

Test User

1 2 3 4 5 6 7  
8 9 10

Show one page at a time

Finish review

## Quality Manual

Dashboard / Non\_technical / Quality Manual / General / Assessment on Quality Manual

Started on	Sunday, 15 July 2018, 2:22 AM
State	Finished
Completed on	Sunday, 15 July 2018, 2:30 AM
Time taken	8 mins 38 secs

QUESTION 1

Incorrect

Marked out of 1.00

Choose the correct statement with regard to Quality manual ?

Select one:

- a. A type of SOP ❌
- b. Statement of policies
- c. Needs no supporting document
- d. All of the above

You will be redirected to Summary of attempts page as shown below.

The screenshot displays the METROPOLIS Learning Management System interface. The top navigation bar is green and contains the logo 'METROPOLIS The Pathology Specialist', a menu icon, and links for 'HOME', 'DASHBOARD', 'RECORD OF LEARNING', and 'FIND LEARNING'. On the right side of the header, there are icons for email, notifications, and a user profile labeled 'Test User'.

Below the header, there is a search bar labeled 'Search courses' and a navigation menu on the left. The navigation menu includes 'Navigation', 'Dashboard', 'Home', 'Site pages', 'Current course', 'Quality Manual' (with sub-items: Participants, Badges, General, News forum, Demo session, Quality Manual, Assessment on Quality Manual, PDF ONE), and 'My courses'.

The main content area is titled 'Quality Manual' and shows a breadcrumb trail: 'Dashboard / Non technical / Quality Manual / General / Assessment on Quality Manual'. Below this, the title 'Assessment on Quality Manual' is displayed, along with 'Time limit: 10 mins' and 'Grading method: Highest grade'.

The section 'Summary of your previous attempts' contains a table with the following data:

Attempt	State	Review
1	Finished Submitted Sunday, 15 July 2018, 1:48 AM	Review
2	Finished Submitted Sunday, 15 July 2018, 2:30 AM	Review

A green button labeled 'Re-attempt quiz' is located at the bottom right of the page.

## Course Badges

To view Course Badges,  
Navigate through Course (Here,  
Quality Manual) → Badges →  
Course Badges. Currently there  
are no badges.

The screenshot shows the METROPOLIS The Pathology Specialist website interface. At the top, there is a green header with the logo and navigation links: HOME, DASHBOARD, RECORD OF LEARNING, and FIND LEARNING. On the right side of the header, there are icons for email, notifications, and a user profile labeled 'Test User'. Below the header is a search bar labeled 'Search courses'. The main content area is titled 'Quality Manual'. A breadcrumb trail reads: Dashboard / Non\_technical / Quality Manual / Badges / Course badges. The left sidebar contains a navigation menu with the following items: Home, Site pages, Current course (with a red arrow and a circled '2'), Quality Manual (with a red arrow and a circled '3'), Participants, Badges (with a red arrow and a circled '4'), Course badges (with a red arrow and a circled '5'), and General. The main content area displays 'Quality Manual: Badges' and a red message box stating 'There are no badges available.'

**View Your Profile**  
To View your Profile, Click on right upper corner of the screen. Your profile will get explored.

The screenshot shows the user profile page for 'Test User' on the METROPOLIS platform. The page layout includes a top navigation bar, a search bar, a left sidebar with navigation options, a main profile area, and a right-hand user menu. Numbered callouts (1-4) indicate the steps to view the profile:

- 1:** Click Profile (in the user menu)
- 2:** Assigned Courses (in the main profile area)
- 3:** Badges (in the main profile area)
- 4:** Profile (in the main profile area)

The main profile area displays a user card for 'Test User' with a profile picture placeholder. Below the card are statistics for Discussions (0) and Replies (0), and an 'About Me' section. A course card for 'Quality Manual' is also visible, showing progress (1/4) and a grade (3.00 / 110.00).

## Course Leaderboard

To view Course Leaderboard, Click on **Leaderboard** from the left menu panel. Select the Course from drop-down and Submit.

The screenshot shows the METROPOLIS web application interface. The top navigation bar is green and contains the logo 'METROPOLIS The Pathology Specialist' on the left, a hamburger menu icon, and navigation links: HOME, DASHBOARD, RECORD OF LEARNING, TEAM, REPORTS, and FIND LEARNING. On the right of the top bar are icons for email, a notification bell, a profile icon, and the text 'Admin User'.

Below the top bar is a search box labeled 'Search courses' with a magnifying glass icon. A green sidebar menu on the left contains a 'Navigation' section with a list of items: Dashboard, Home, Site pages, My courses, Rewards, **Leaderboard** (highlighted with a red box), Report, and Site Home. Below this is an 'Administration' section with a plus sign icon.

The main content area shows the breadcrumb 'Dashboard / Course LeaderBoard' and the title 'Course LeaderBoard'. There is a 'Course' label next to a yellow dropdown menu that says 'Please Select a Course'. Below the dropdown is a green 'Submit' button with a red arrow pointing to it from the left.

At the bottom of the page, a green footer bar contains the text 'You are logged in as Admin User Log out'.

List of participants with their scores will be displayed

The screenshot shows the METROPOLIS Course LeaderBoard interface. The header includes the METROPOLIS logo and navigation links: HOME, DASHBOARD, RECORD OF LEARNING, TEAM, REPORTS, and FIND LEARNING. The user is logged in as Admin User. A search bar for courses is present. The left sidebar contains navigation options: Dashboard, Home, Site pages, My courses, Rewards, Leaderboard, Report, Site Home, and Administration. The main content area displays the Course LeaderBoard for the course 'New Microsoft Excel'. An 'Export' button is available. The table below shows the following data:

Rank	Fullname	Quiz Name	Score	Job Role	Department
1	tejal shinday	excel quiz	8	Software Developer	Mumbai

At the bottom of the page, a green footer bar indicates: You are logged in as Admin User Log out

## Overall Leaderboard

To view Overall Leaderboard, Expand Navigation Menu from Left panel and click on Leaderboard. There are two leaderboards available: Course Leaderboard and Overall Leaderboard. Click on Overall Leaderboard

The screenshot shows the METROPOLIS The Pathology Specialist website interface. At the top, there is a green header with the logo and navigation links: HOME, DASHBOARD, RECORD OF LEARNING, TEAM, REPORTS, and FIND LEARNING. On the right side of the header, there are icons for email, notifications, and a user profile labeled 'Admin User'. Below the header is a search bar for courses. The main content area is divided into two columns. The left column contains a 'Navigation' menu with items: Dashboard, Home, Site pages, My courses, Rewards, Leaderboard (highlighted with a red box), Report, and Site Home. Below this is an 'Administration' section. The right column shows the breadcrumb 'Dashboard / Leaderboard / LeaderBoard' and the title 'LeaderBoard'. Underneath, there are two buttons: 'Course LeaderBoard' and 'Overall LeaderBoard' (highlighted with a red box). A yellow arrow points down to the 'Overall LeaderBoard' button. At the bottom of the page, a green footer bar contains the text 'You are logged in as Admin User Log out'.

You will see a participants list and their ranking. It will show the overall ranking of the Learner and their respective scores.

Search courses

Navigation

Dashboard / Overall LeaderBoard

Overall Leaderboard

Export

Rank	Fullname	Score	Job Role	Department
1	Vaibhav Mehta	15	NA	NA
2	charmi shah	8	NA	NA
3	tejal shinday	8	Software Developer	Mumbai

Administration

# Video Conferencing in LMS

A step by step guide for utilizing the Big Blue Button functionality for using video conferencing session through LMS

To access the video conferencing functionality, follow the steps given below:

1. Click on **Find Learning** indicated by 1
2. A dropdown will open, select **Courses** indicated by 2 as below
3. Courses page will open. Select **Quality Manual** from the below screen

The screenshot displays the Metropolis LMS interface. At the top, a green navigation bar contains the logo 'METROPOLIS The Pathology Specialist' and a menu with options: HOME, DASHBOARD, RECORD OF LEARNING, and FIND LEARNING (1). A dropdown menu is open under 'FIND LEARNING', showing 'COURSES' (2) and 'PROGRAMS'. Below the navigation bar is a search bar for courses and a navigation sidebar with options: Home, Site pages, My courses, Leaderboard, and Site Home. The main content area shows 'Metropolis' and a breadcrumb trail: Dashboard / Courses / Search. A search filter is applied, showing 'Search Courses: 5 records shown'. A table lists the search results:

Course Name	Start date	Content
<a href="#">Routine Venipuncture</a>	18 May 2018	
<a href="#">Quality Manual</a> 3.	18 Apr 2018	
<a href="#">QA Induction</a>	18 Apr 2018	
<a href="#">New POSH</a>	10 Apr 2018	
<a href="#">New Microsoft Excel</a>	10 Apr 2018	

The 'Quality Manual' course is highlighted with a red box. The URL at the bottom is [lms.metropolis.healthcare/shezar/coursecatalog/courses.php](https://lms.metropolis.healthcare/shezar/coursecatalog/courses.php).

It will redirect you to new page.  
Click on **Demo session** to start  
new session.

## QUALITY MANUAL

Dashboard / Main Category / Quality Manual

Your progress 

### General



News forum



Demo session



Quality Manual



Assessment on Quality Manual



Certificate on Quality Manual

Not available unless: The activity **Assessment on Quality Manual** is marked complete



Video



It will redirect you to next page.  
Click on **Join session** to start new session.  
You can view the recording of the previous sessions. Click on the link, a video will start play.

The screenshot shows the METROPOLIS Learning Management System interface. The top navigation bar includes the logo, a menu icon, and links for HOME, DASHBOARD, RECORD OF LEARNING, and FIND LEARNING. The user is logged in as 'TestUser User'. A search bar for courses is visible. The left sidebar contains a navigation menu with options like Dashboard, Home, Site pages, Current course, Quality Manual (with sub-items: Participants, Badges, General, News forum, Demo session, Quality Manual, Assessment on Quality, Manual, Video), My courses, Leaderboard, and Site Home. The main content area is titled 'Quality Manual' and shows a 'Demo session' that is ready to be joined. A green 'Join session' button is highlighted with a red box and a white arrow. Below this is a 'Recordings' table with columns for Recording, Activity, Description, Date, and Duration. One recording is listed: 'presentation' for 'Demo session' on 'Wed, 18 Jul 2018, 12:52 PM IST' with a duration of '1'. A red box highlights this row. Below the table, there is a link: 'Click to view Previous session REC'.

**Quality Manual**

Dashboard / Main Category / Quality Manual / General / Demo session

### Demo session

This conference room is ready. You can join the session now.

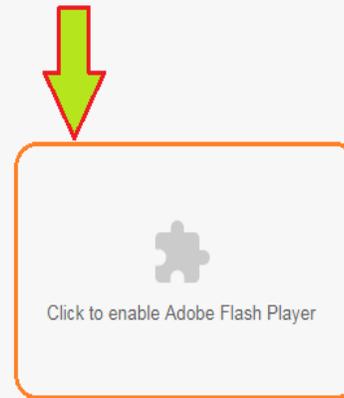
[Join session](#)

### Recordings

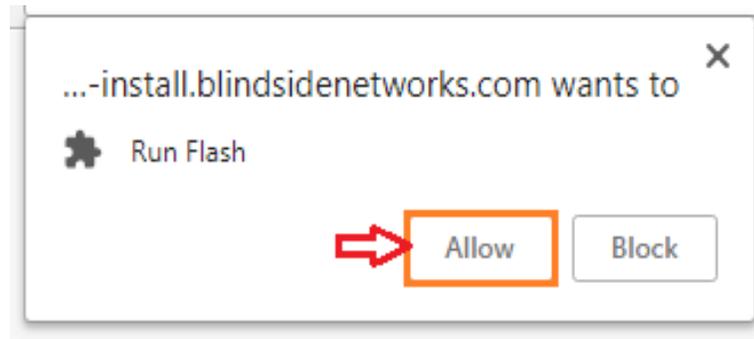
Recording	Activity	Description	Date	Duration
presentation	Demo session		Wed, 18 Jul 2018, 12:52 PM IST	1

[Click to view Previous session REC](#)

You must have adobe flash player plugin installed in your browser. If you have Adobe flash player installed in your system, the page shown below will appear. Click on the icon to enable flash player.



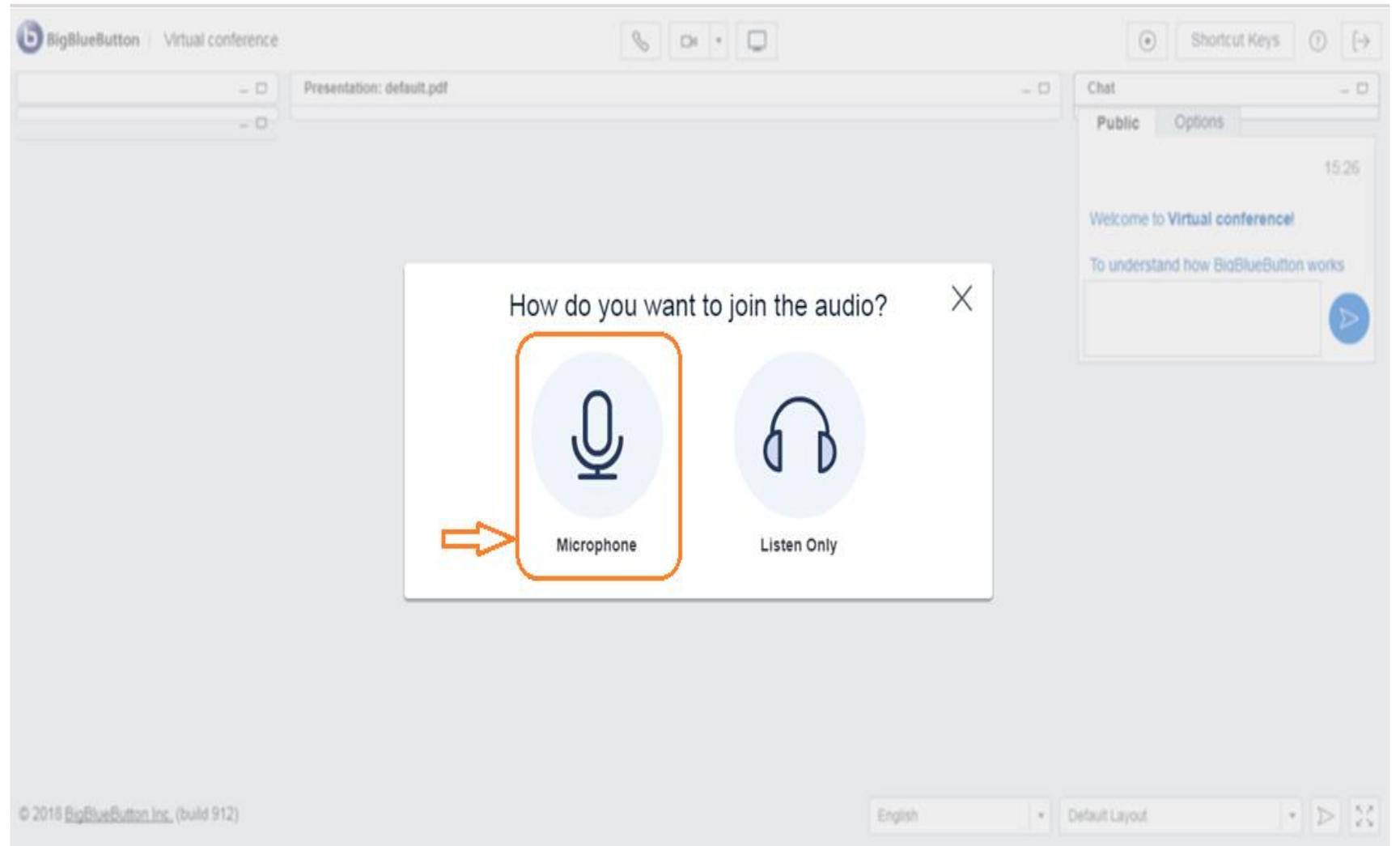
A pop-up will open. Click on **allow** to run flash. In case, if no pop-up is showing nor moving to next screen, then check the address bar of your browser. A red cross might be there to indicate that the browser has blocked the pop-up message. Click the red cross and select always allow.



A new screen will pop-up showing 2 options:

1. Microphone;
2. Listen only.

Select the microphone option.



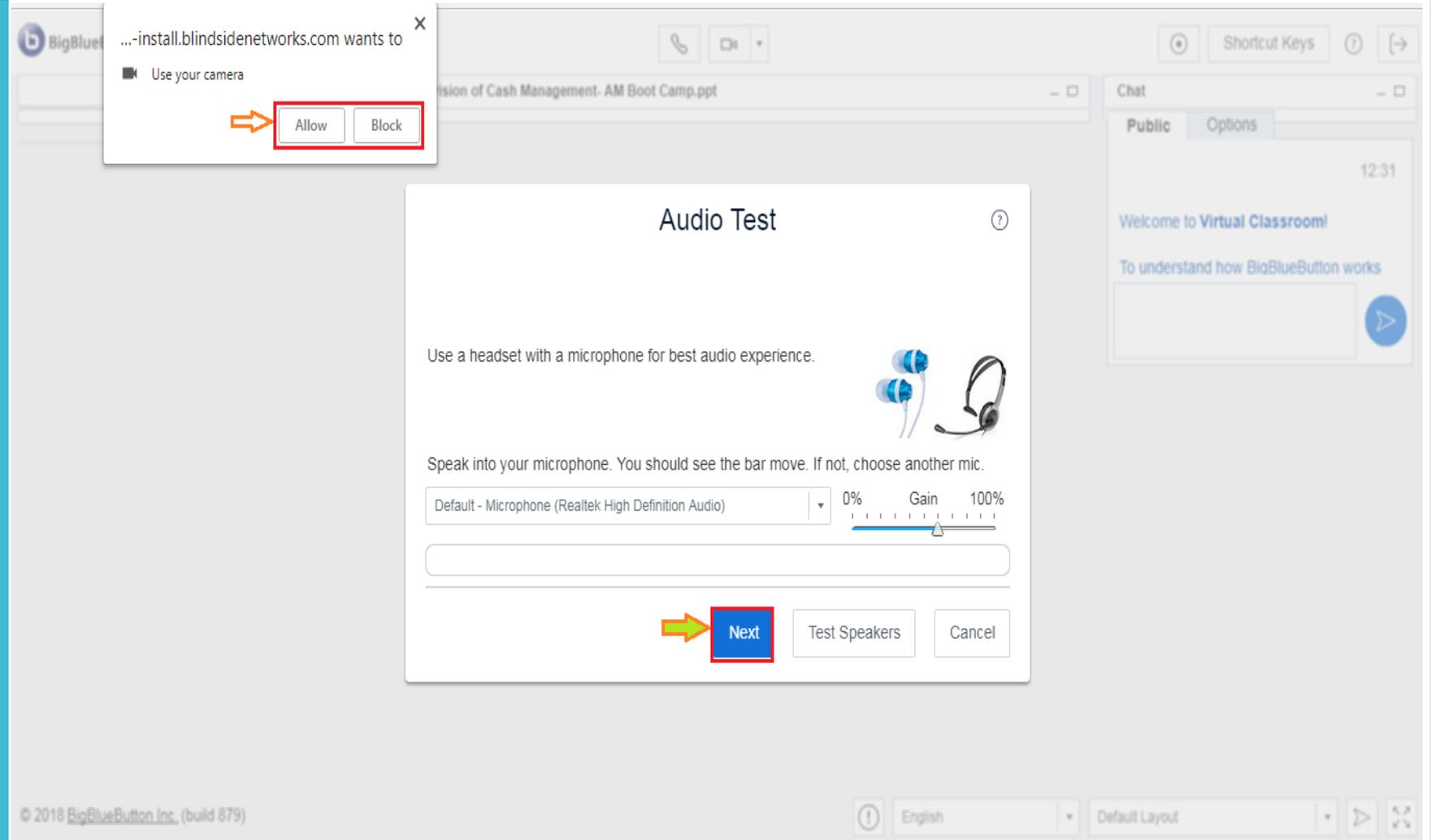
A new screen will pop-up asking the permission for using microphone. Click on **allow**. You must have plugged-in your ear-phones in your PC to use microphone.

The screenshot displays a virtual classroom interface. At the top, a browser window shows a notification from '...-install.blindsidenetworks.com' asking to 'Use your microphone'. Below this, a 'Chrome Microphone Permissions' dialog box is open, with a blue arrow pointing to the 'Allow' button. The background shows a presentation slide titled 'ision of Cash Management- AM Boot Camp.ppt' and a chat window with a 'Public' tab and a 'Welcome to Virtual Classroom!' message. The bottom of the interface includes a copyright notice '© 2018 BigBlueButton Inc. (build 879)' and a language/layout selector set to 'English' and 'Default Layout'.

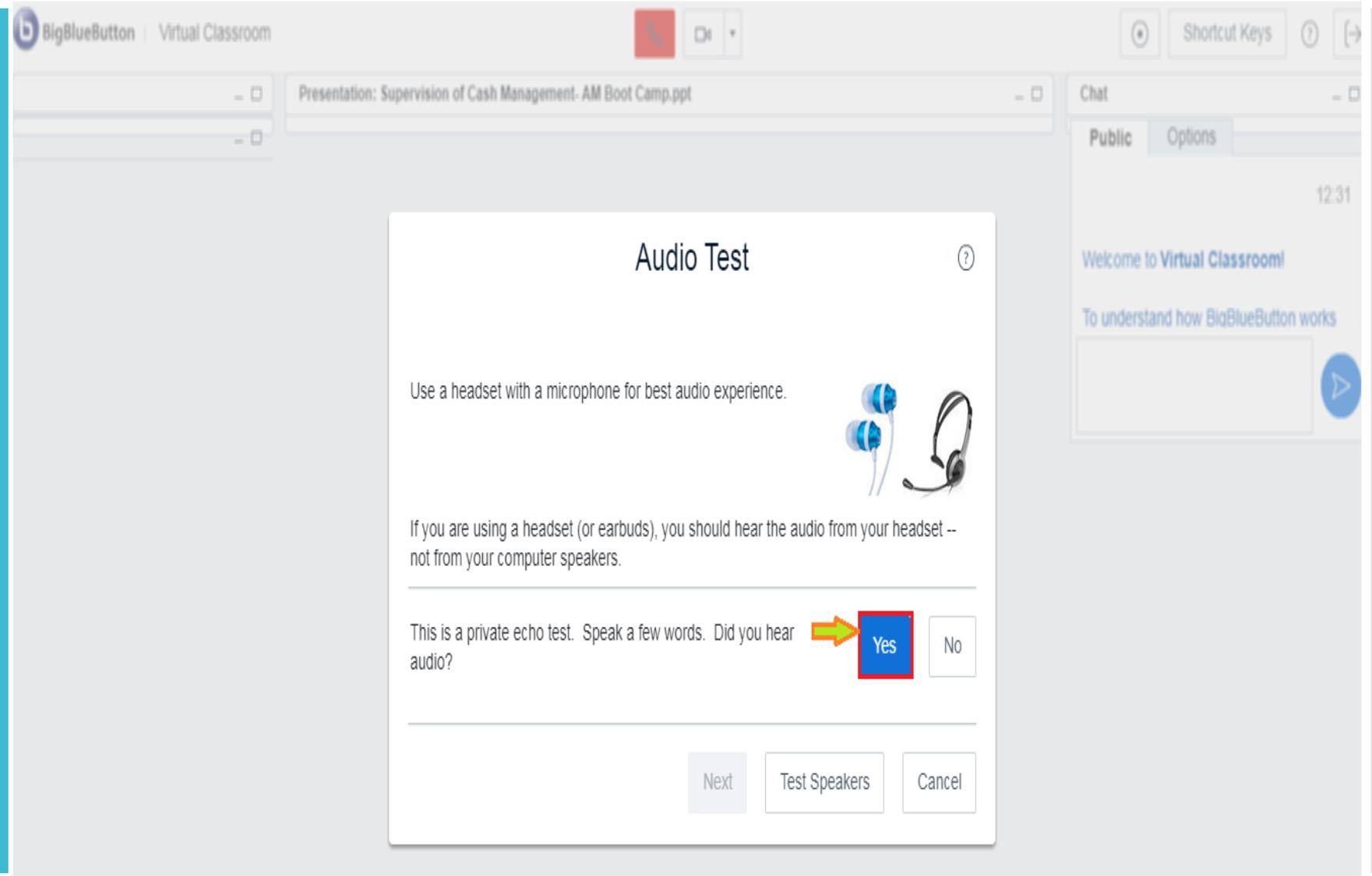
An audio test will run for few seconds.

The screenshot displays the BigBlueButton Virtual Classroom interface. At the top, the title bar reads "BigBlueButton | Virtual Classroom" and includes icons for phone, video, and a menu. Below the title bar, a presentation window is titled "Presentation: Supervision of Cash Management- AM Boot Camp.ppt". On the right side, there is a chat window with a "Public" tab and an "Options" tab. The chat window shows a timestamp of 12:31 and a message: "Welcome to Virtual Classroom! To understand how BigBlueButton works" followed by a text input field and a blue play button. In the center of the screen, a white dialog box titled "Audio Test" is open, containing a button labeled "Calling ..." which is highlighted with an orange border. At the bottom of the interface, there is a footer with the text "© 2018 BigBlueButton Inc. (build 879)" and a language dropdown menu set to "English", along with a "Default Layout" dropdown and navigation icons.

It will ask you to use camera, click on **Allow**. To check your microphone is working fine or not, speak in to your mic and see if the bar shown in below screen is moving or not. Click on **Next**.



An echo test will run. You need to speak few words and check if you can hear it back. Click on **yes**, if the test is pass, otherwise click **No**.



The screenshot shows the BigBlueButton Virtual Classroom interface. At the top, the title bar reads "BigBlueButton | Virtual Classroom". Below it, there are icons for a microphone and a camera. A presentation window titled "Presentation: Supervision of Cash Management- AM Boot Camp.ppt" is visible. On the right, there is a chat window with a "Public" tab and a "Welcome to Virtual Classroom!" message. In the center, an "Audio Test" dialog box is open. The dialog box contains the following text: "Use a headset with a microphone for best audio experience." followed by an image of earbuds and a headset. Below that, it says "If you are using a headset (or earbuds), you should hear the audio from your headset -- not from your computer speakers." At the bottom of the dialog, it asks "This is a private echo test. Speak a few words. Did you hear audio?" with two buttons: "Yes" (highlighted with a red border and a green arrow) and "No". At the very bottom of the dialog, there are three buttons: "Next", "Test Speakers", and "Cancel".

New pop-up will be shown, to allow you record the meeting. Click on **OK**.

The screenshot shows the BigBlueButton Virtual Classroom interface. A central presentation slide titled "Welcome to BigBlueButton" is displayed. A "Record Notification" pop-up window is overlaid on the right side of the screen. The pop-up contains the following text: "You can record this meeting. You must click the Start/Stop Recording button in the title bar to begin/end recording." Below the text is a yellow "OK" button with a red border, which is highlighted by a red arrow. The interface also shows a "Users" panel on the left with one user, "Admin User (you)", and a "Webcams" panel below it. The bottom of the screen features a control bar with various icons and settings, including a red "Unread notifications" badge. The footer contains copyright information: "© 2018 BigBlueButton Inc. (Invid 879)".

Record Notification

You can record this meeting.

You must click the Start/Stop Recording button in the title bar to begin/end recording.

OK

Unread notifications

© 2018 BigBlueButton Inc. (Invid 879)

A screen with multiple features will appear:

1. Enable/ disable the audio while the conference going-on
2. Share your webcam
3. Share your PC screen
4. Chat with active users
5. Share the whiteboard
6. Upload presentation
7. View list of active users
8. Mute/ Unmute the session
9. Take a Poll

The screenshot shows the BigBlueButton Virtual Classroom interface with several features highlighted by red boxes and numbered annotations:

- 8. Mute/ Unmute**: Points to the microphone icon in the top toolbar.
- 1. Audio enable/disable**: Points to the microphone icon in the top toolbar.
- 2. Share your webcam**: Points to the webcam icon in the top toolbar.
- 3. Share your PC Screen**: Points to the screen sharing icon in the top toolbar.
- Start session rec here...**: Points to the recording icon in the top toolbar.
- Shortcut Keys**: Points to the help icon in the top toolbar.
- Logout**: Points to the user profile icon in the top right.
- Public Options**: Points to the chat options menu.
- For One to one Chat, click Here...**: Points to the chat window.
- 12:51**: Points to the chat window.
- Welcome to Virtual Classroom!**: Points to the chat window.
- To understand how BigBlueButton works see our tutorial videos.**: Points to the chat window.
- To join the audio bridge click the headset icon (upper-left hand corner). Please use a headset to avoid causing noise for others.**: Points to the chat window.
- This session may be recorded.**: Points to the chat window.
- This BigBlueButton server is freely provided by Blindside Networks under the following Terms and Conditions. Because this server is used for testing, your sessions and recordings may be accessible by others and will be periodically deleted. We offer hosting for RinBlueButton with permanent recordings**: Points to the chat window.
- 4. Type your text here...**: Points to the chat input field.
- Select layout and apply to all active members**: Points to the layout selection dropdown.
- Maximize the preview**: Points to the maximize icon in the bottom toolbar.
- 5. Click here to share your Whiteboard**: Points to the whiteboard icon in the bottom toolbar.
- 6. Click here to upload Presentation**: Points to the upload icon in the bottom toolbar.
- Start a Poll**: Points to the poll menu.
- Only this portion of screen would be shared with other members**: Points to the presentation preview area.
- List of active Users can be seen here**: Points to the users list on the left.
- Shared webcam**: Points to the webcam list on the left.

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**Share whiteboard:** Click on the right headed arrow highlighted in below screen to open a white paper. Only the white board portion of your screen will be shared with active members.

The screenshot displays the BigBlueButton Virtual Classroom interface. At the top, the title bar reads "BigBlueButton | Virtual Classroom" and includes icons for microphone, phone, camera, and screen sharing. On the left, the "Users" panel shows "Admin User" and "Admin User (you)". The central "Presentation: default.pdf" window shows a slide with the text "You can draw shapes, write your text here" and a hand-drawn circle inside a rectangle. Below the slide, a note states "(this slide left blank for use as a whiteboard)". The bottom navigation bar contains a right-pointing arrow highlighted with a red box and an orange arrow pointing to it. The right sidebar contains a "Chat" window with a "Public" tab and a message: "Welcome to Virtual Classroom! To understand how BigBlueButton works see our tutorial videos. To join the audio bridge click the headset icon (upper-left hand corner). Please use a headset to avoid causing noise for others. This session may be recorded. This BigBlueButton server is freely provided by Blindside Networks under the following Terms and Conditions. Because this server is used for testing, your sessions and recordings may be accessible by others and will be periodically deleted. We offer hosting for RioBlueButton with permanent recordings." The footer shows "© 2018 BigBlueButton Inc. (build 879)", "[ WebRTC Audio ]", "English", and "Default Layout".

A tool box is given at the right side of the whiteboard. Only the moderator can see the tool box. You can select any tool from that to draw different shapes and write text. You can also allow multi user drawing, by clicking on the icon highlighted in below screen. With multiuser drawing enabled, students can also use the toolbox.

The screenshot displays the BigBlueButton Virtual Classroom interface. At the top, the header shows the BigBlueButton logo and the text "Virtual Classroom". On the right side of the header, there are icons for phone, video, and a dropdown menu, along with "Shortcut Keys", a help icon, and a refresh icon.

The main interface is divided into several panels:

- Users:** Located on the left, it shows two users: "Admin User" and "Admin User (you)".
- Webcams:** Located below the Users panel, it is currently empty.
- Presentation:** The central area displays a slide titled "Presentation: default.pdf". The slide content includes the text "You can draw shapes, write your text here" and a diagram of a circle with an inscribed equilateral triangle. Below the slide, there is a note: "(this slide left blank for use as a whiteboard)".
- Chat:** Located on the right, it shows a "Public" chat window with a "Options" tab. The chat content includes a welcome message, a link to "tutorial videos", instructions on how to join the audio bridge, and a notice that the session may be recorded.

At the bottom of the interface, there is a footer with the copyright notice "© 2018 BigBlueButton Inc. (build 879)", a language dropdown set to "English", and a "Default Layout" dropdown.

The toolbar on the right side of the presentation area contains various drawing tools. An orange arrow points to a specific icon in the toolbar, which is highlighted with a red box. This icon is labeled "Multi-user Drawing" in a blue box below it. The text "Multi-user Drawing" is also written in orange above the icon.

**Screen share:** you can share your screen with active users by clicking on icon highlighted in the upper side of the below screen. You must have updated version of java installed on your machine to use this feature. Click on **Start**

The screenshot displays the BigBlueButton Virtual Classroom interface. At the top, the header includes the BigBlueButton logo, the text "Virtual Classroom", and icons for microphone, phone, camera, and screen sharing. The screen sharing icon is highlighted with a red square and an orange arrow. Below the header, there are window titles for "Presentation: default.pdf" and "Chat". The chat window shows a "Public" chat with a "Welcome to Virtual Classroom!" message and a button to "To understand how BigBlueButton works".

In the center, a "Screen Sharing: Presenter's Preview" dialog box is open. It contains the text "The steps below will guide you through starting screen sharing (requires Java)." and three numbered steps with corresponding images: "1. Locate 'screenshare.jnlp'", "2. Click to open", and "3. Accept the certificate". At the bottom of the dialog, there is a "Share:" dropdown menu set to "Full screen", a "Start" button highlighted with a red square and an orange arrow, and a "Cancel" button.

At the bottom of the interface, there is a footer with the copyright notice "© 2018 BigBlueButton Inc. (build 879)", a "[ WebRTC Audio ]" indicator, a language dropdown menu set to "English", a layout dropdown menu set to "Default Layout", and navigation icons for play and full screen.

Clicking on start, will download the **screenshare.Jnlp** file. Locate & open the file and accept the certificate.

The screenshot displays the BigBlueButton Virtual Classroom interface. At the top, the header includes the BigBlueButton logo, the text "Virtual Classroom", and icons for microphone, phone, video, and chat. Below the header, there are three main panels: "Users" (showing "Admin User" and "Admin User (you)"), "Presentation: default.pdf" (displaying a slide with the text "You can draw shapes, write your text here" and a diagram of a rectangle with a semi-circle), and "Chat" (with a "Public" tab and a message: "Welcome to Virtual Classroom!").

In the center, a "Screen Sharing: Presenter's Preview" dialog box is open. It contains the text "The steps below will guide you through starting screen sharing (requires Java)." and three numbered steps with corresponding icons: "1. Locate 'screenshare.jnlp'", "2. Click to open", and "3. Accept the certificate". Below these steps, there is a "Share:" dropdown menu set to "Full screen" and a "Start" button highlighted with a red box and an orange arrow. A "Cancel" button is also visible.

At the bottom of the interface, the footer shows "© 2018 BigBlueButton Inc. (build 879)", "[ WebRTC Audio ]", "English", "Default Layout", and a "Show all" button. In the bottom-left corner, a file named "screenshare.jnlp" is highlighted with a red box and an orange arrow pointing to it.

**Upload presentation:** you can upload your presentation file here and can present it to multiple active users. The file can be in any format. Click on icon highlighted in lower part of the below screen.

The screenshot displays the BigBlueButton Virtual Classroom interface. At the top, the header shows the BigBlueButton logo and 'Virtual Classroom' on the left, and navigation icons (microphone, red phone, camera, screen) on the right. Below the header, the interface is divided into several sections:

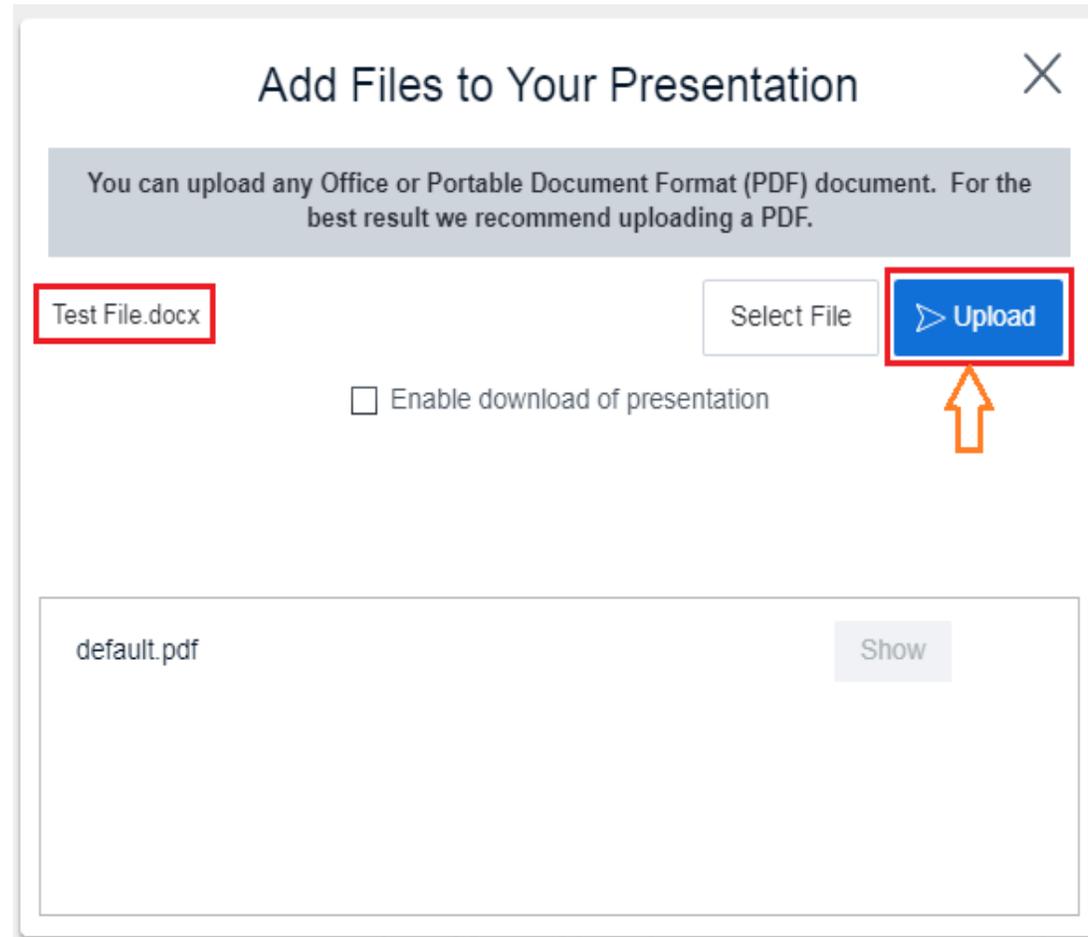
- Users:** A panel on the left showing 'Admin User (you)' with a microphone icon.
- Webcams:** A panel below the Users section, currently empty.
- Presentation: default.pdf:** The central area displaying a slide titled 'Welcome to BigBlueButton'. The slide text includes: 'BigBlueButton is an open source web conferencing system for on-line learning.', 'Click the images on the right to view tutorial videos for instructors and students.', 'If you need help with your audio, watch [setting up audio](#).', and 'To view more tutorial videos, along with information on the open source project, visit [bigbluebutton.org](#).' To the right of the slide are two video thumbnails: 'Instrument Flying Groundschool' (Moderator / Presenter) and 'Requirements' (Viewer). At the bottom of the slide area, there is a red square icon with a circular arrow, highlighted by an orange arrow pointing down from above.
- Chat:** A panel on the right showing a 'Public' chat window. The chat content includes: 'Welcome to **Virtual Classroom!**', 'To understand how BigBlueButton works see our [tutorial videos](#).', 'To join the audio bridge click the headset icon (upper-left hand corner). **Please use a headset to avoid causing noise for others.**', 'This session may be recorded.', and 'This BigBlueButton server is freely provided by **Blindside Networks** under the following [Terms and Conditions](#). Because this server is used for testing, your sessions and recordings may be accessible by others and will be periodically deleted. We offer [hosting for](#) **BigBlueButton** with permanent recordings.'

At the bottom of the interface, there is a footer with '© 2018 BigBlueButton Inc. (build 879)', a language dropdown set to 'English', and a 'Default Layout' dropdown.

A pop-up will open, select the presentation file from here. Click on **select file**.

The screenshot displays the BigBlueButton Virtual Classroom interface. A central pop-up window titled "Add Files to Your Presentation" is open. The pop-up contains the following text: "You can upload any Office or Portable Document Format (PDF) document. For the best result we recommend uploading a PDF." Below this, it says "No file selected" and features a "Select File" button highlighted with a red box and an orange arrow pointing to it. To the right of the "Select File" button is an "Upload" button. Below these buttons is a checkbox labeled "Enable download of presentation". At the bottom of the pop-up, a list shows "default.pdf" with a "Show" button next to it. The background interface includes a top navigation bar with icons for download, audio, video, and chat. On the left, there are panels for "Users" (showing "Admin User" and "Admin User (you)") and "Webcams". On the right, there is a "Chat" panel with a "Public" tab and a message: "Welcome to Virtual Classroom! To understand how BigBlueButton works see our [tutorial videos](#). To join the audio bridge click the headset icon (upper-left hand corner). Please use a headset to avoid causing noise for others. This session may be recorded. This BigBlueButton server is freely provided by **Blindside Networks** under the following [Terms and Conditions](#). Because this server is used for testing, your sessions and recordings may be accessible by others and will be periodically deleted. We offer [hosting for RioBlueButton](#) with permanent recordings." The bottom of the interface shows a footer with "© 2018 BigBlueButton Inc. (build 879)", "[ WebRTC Audio ]", a language dropdown set to "English", and a layout dropdown set to "Default Layout".

Your file will be selected. You need to upload the file by clicking **Upload** button.



If you have uploaded the file of extension other than PPT, it will convert the file first before starting the presentation.

## Add Files to Your Presentation ✕

Progress: Upload completed. Please wait while we convert the document.



LOADING 0%

default.pdf

Show

## Respond to Poll:

When moderator will ask for the Poll, it will appear on your screen. It is highlighted in the beside screen. Click on the Yes/No to vote your poll.

BigBlueButton | Demo session

Users

- Admin User
- TestUser User (yc)

Webcams

Presentation: default.pdf

### Welcome To BigBlueButton

BigBlueButton is an open source web conferencing system designed for online learning

- CHAT**: Send public and private messages.
- WEBCAMS**: Hold visual meetings.
- AUDIO**: Communicate using high quality audio.
- EMOJIS**: Express yourself.
- BREAKOUT ROOMS**: Group users into breakout rooms for team collaboration.
- POLLING**: Poll your users anytime.
- SCREEN SHARING**: Share your screen.
- MULTI-USER WHITEBOARD**: Draw together.

For more information visit [bigbluebutton.org](https://bigbluebutton.org)

**Respond to poll**

Yes No

Chat

Public Options

13:56

Welcome to **Demo session!**

To understand how BigBlueButton works see our [tutorial videos](#).

To join the audio bridge click the headset icon (upper-left hand corner). **Please use a headset to avoid causing noise for others.**

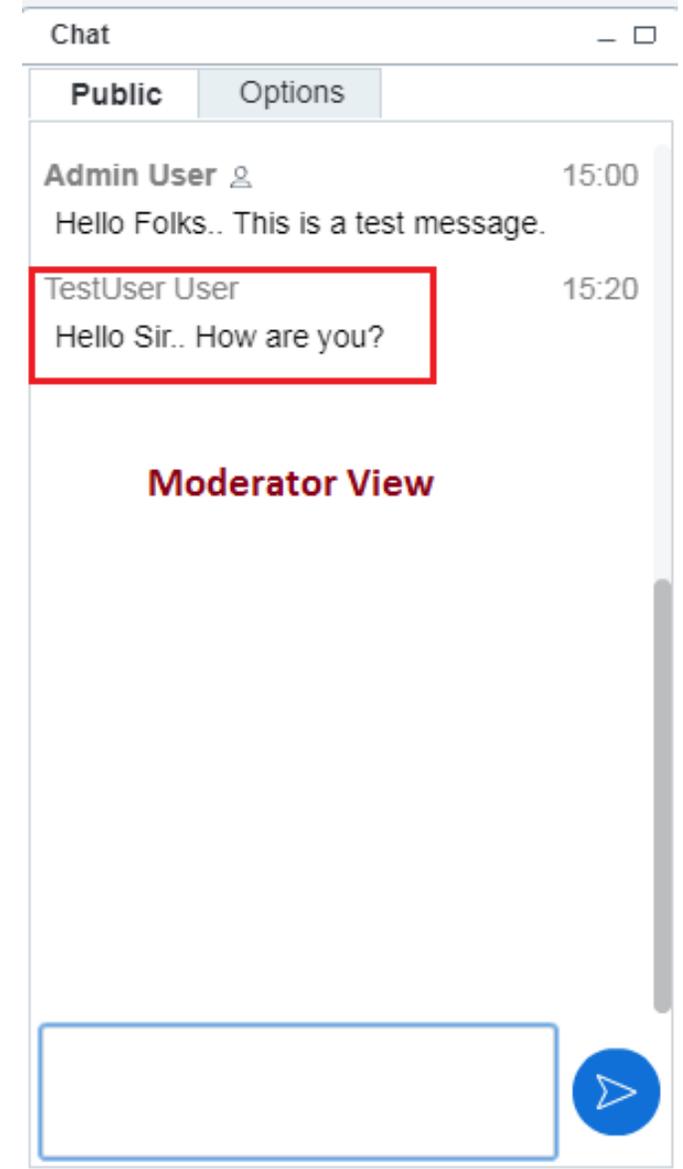
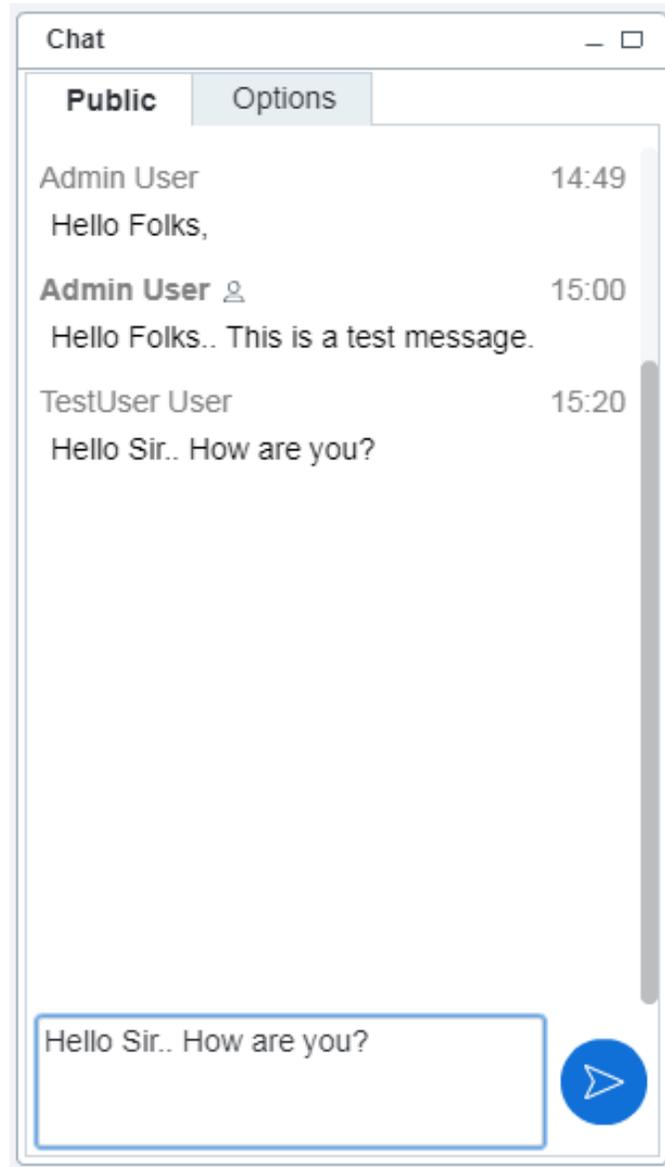
This session may be recorded.

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© 2018 BigBlueButton Inc. (build 912) [ WebRTC Audio ] English Default Layout

**Chat functionality:** You can chat in two ways; Public Chat and Personal Chat.

For Public Chat, you just need to type your message in the text area of the below screen and click **Enter**. The message will get appear on the chat panel of all the active participants of the session.

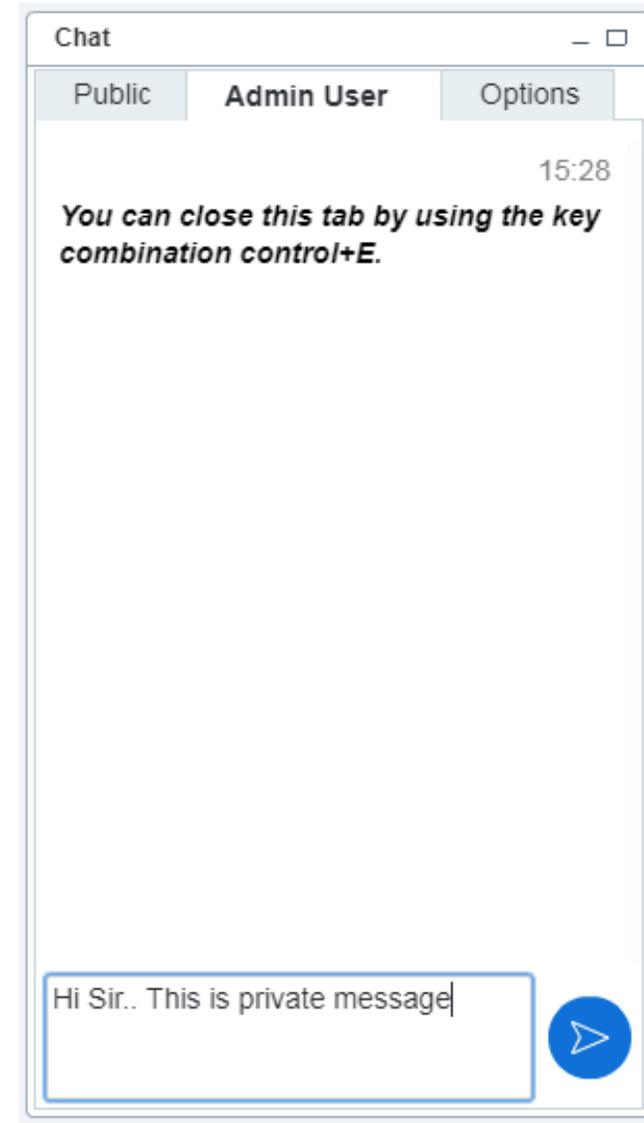
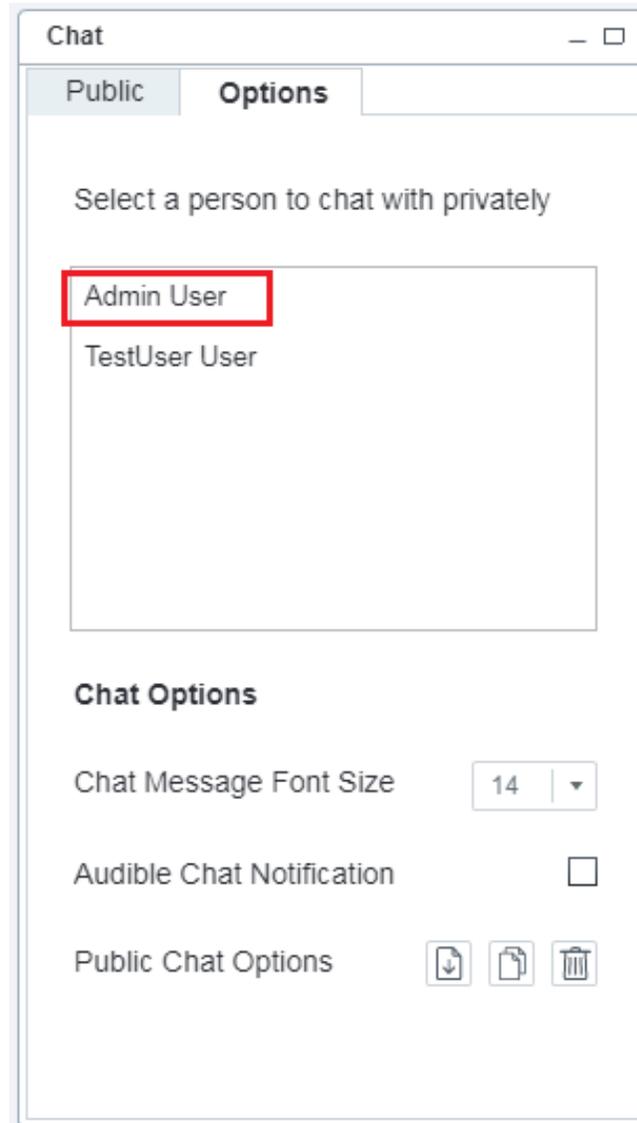


## Private Chat:

For Private chat, Click on Options and select the participant from the list. Here, we select Admin User.

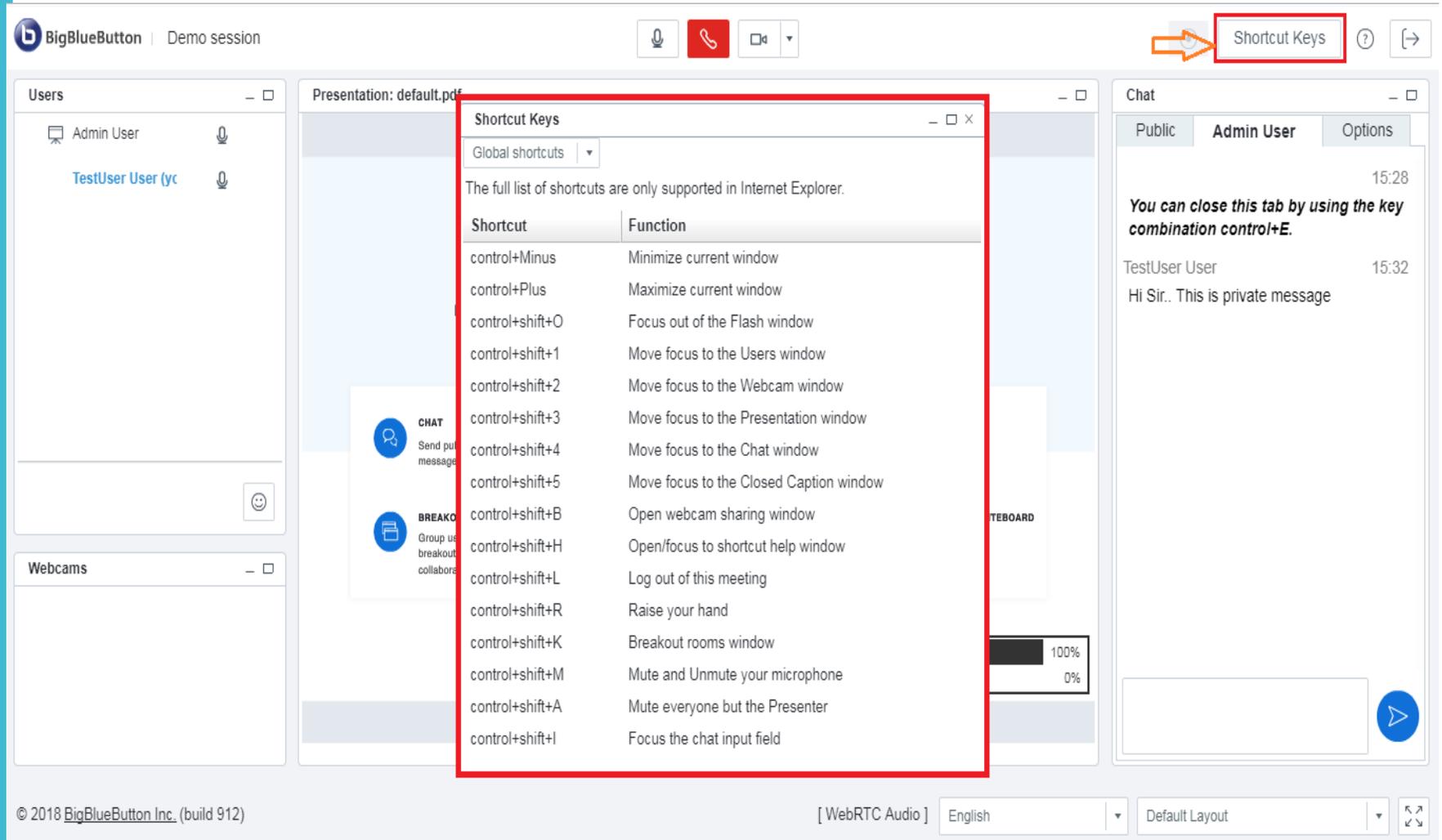
You can see in second screen.

The message can be written like this and press Enter to send.



## Shortcut Keys:

To view shortcut keys, Click on the icon located in the right upper corner of the screen.



The screenshot shows the BigBlueButton interface during a demo session. The top bar includes the BigBlueButton logo, session name, and controls for microphone, phone, and video. A red box highlights the 'Shortcut Keys' button in the top right corner, which is also pointed to by an orange arrow. The 'Shortcut Keys' dialog box is open, displaying a list of global shortcuts and their functions. The dialog box has a title bar with standard window controls and a dropdown menu for 'Global shortcuts'. Below the title bar, there is a note: 'The full list of shortcuts are only supported in Internet Explorer.' The main content of the dialog is a table with two columns: 'Shortcut' and 'Function'. The table lists 15 shortcuts, including window management (minimize, maximize, focus out), navigation (focus to Users, Webcam, Presentation, Chat, Closed Caption windows), and meeting controls (open webcam sharing, open/focus to shortcut help, log out, raise hand, breakout rooms, mute/unmute microphone, mute everyone but the Presenter, focus chat input field). The background interface shows a 'Users' panel with 'Admin User' and 'TestUser User (yc)', a 'Webcams' panel, a 'Presentation: default.pdf' window, and a 'Chat' panel with a message from 'TestUser User'.

Shortcut	Function
control+Minus	Minimize current window
control+Plus	Maximize current window
control+shift+O	Focus out of the Flash window
control+shift+1	Move focus to the Users window
control+shift+2	Move focus to the Webcam window
control+shift+3	Move focus to the Presentation window
control+shift+4	Move focus to the Chat window
control+shift+5	Move focus to the Closed Caption window
control+shift+B	Open webcam sharing window
control+shift+H	Open/focus to shortcut help window
control+shift+L	Log out of this meeting
control+shift+R	Raise your hand
control+shift+K	Breakout rooms window
control+shift+M	Mute and Unmute your microphone
control+shift+A	Mute everyone but the Presenter
control+shift+I	Focus the chat input field

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