Virtual Classrooms Attendee Manual
Thank you for choosing Cactus Language Training and our virtual classrooms. We hope you will enjoy your course. We have put together some recommendations and advice on how to use our platform to ensure you make the most of your virtual class.

The Cactus Team

Questions and Issues

If you have any questions, please check the BigBlueButton video tutorials.

If you are experiencing any issues and you cannot find an answer in our documentation, please contact us on +44 (0)1273 830 960 or email us. Our office is open from 9.00 to 19.00 GMT Monday to Thursday and 9.00 to 17.30 GMT on Fridays.
Requirements

For best results, please ensure you are in a quiet room with no background noise.

You will need to have the following:

- Microphone and headphones.
- Good Internet connection.
- Adobe Flash enabled in your browser.

We recommend any operating system capable of running the latest versions of Google Chrome and Mozilla Firefox. Tablets and smartphones are not currently supported.

If you have both wired and wireless connections enabled you may experience issues. In that case, either disable wireless networking while using our platform or switch to Firefox.
Getting Started

Log in
Prior to the lesson, our team will send your login details and a link to access the virtual classroom.

On the login page, simply select the meeting room you have been allocated, and enter your name and password. You may need to allow Adobe Flash to run. Make sure your microphone is enabled, as well as your webcam if necessary.
Layout

By default, the platform will display the list of participants on the left-hand side, a PDF presentation, and a chat on the right-hand side. You can choose between six different layouts by clicking on ‘Default Layout’ at the bottom left. You can also change the language of the platform. By default, this is set to English.
Functionalities

1. Share your webcam and microphone.

2. List of the participants.
   If the teacher invites you to do something on the presentation, he/she will make you the presenter here.

   At the bottom of the list, you can indicate your status, raise your hand, and indicate you are confused or that you are momentarily away. You can also mute and unmute yourself.
3 Presentation document
On the presentation, if you are the presenter, you can use various tools on the right hand side, including writing text and drawing forms. You can also clear all the annotations you have made.

4 Upload a document
If requested by the teacher, you can upload a presentation – this can be a Microsoft Office document, an image file or a PDF file. Please note that Microsoft Office documents will be converted into PDFs. For best results, save your Microsoft Office documents as PDFs. Your file must not exceed 30 MB and 200 pages.

5 Zoom in and out
You can zoom in and out of the presentation, and go to a different page.

6 Chat
On the right hand side, you can chat with every participant. If you want to chat with a specific participant, click on ‘Options’ and select the participant’s name.

7 Exit the virtual classroom
To log out, click on the log out icon at the top right.
Call us
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(international): +44 1273 830 960
Monday-Thursday: 9am-7pm, Friday: 9am-5.30pm

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