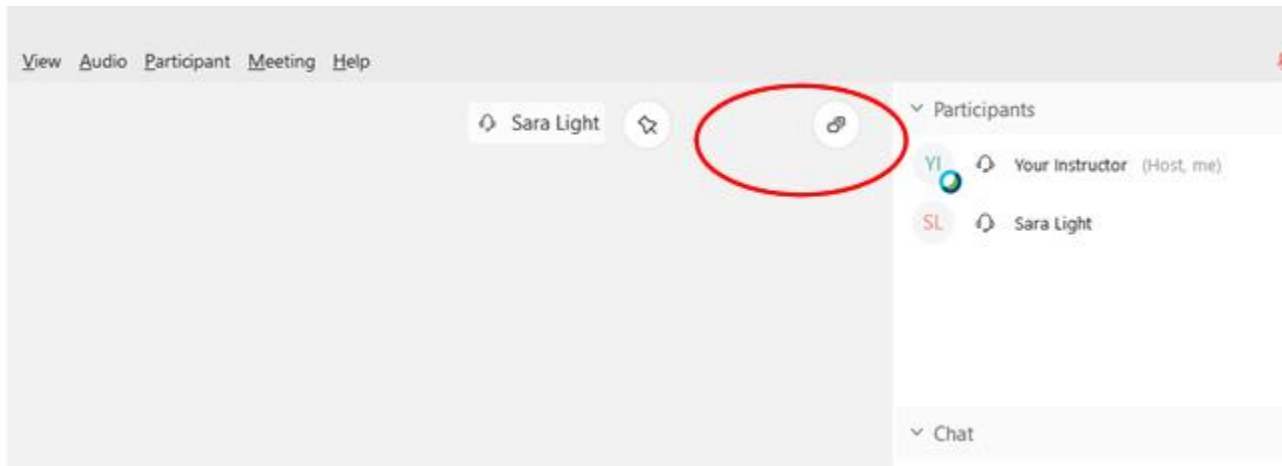


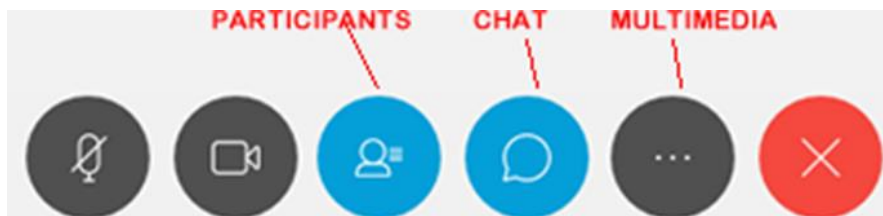
SONGU.COM E-CLASSROOM INSTRUCTIONS FOR PARTICIPANTS

FOR PARTICIPANTS:

1. **Enter** the classroom and connect to audio.
2. **WAIT**, remain in basic mode/view until the instructor loads the multimedia into the classroom.
3. **WHEN INSTRUCTED**, go into “floating panel view” (e.g. full screen) by using the icon that looks like little windows overlapping each other (see below).



4. **EVERYONE** – Using the circle tool bar at the bottom, open your floating expandable panels for both the CHAT & PARTICIPANTS. Move these panels to the right side of your screen. Benn will check to make sure everyone is able to use the chat room at this time.



5. **The INSTRUCTOR will now start the recording**
6. **EVERYONE** - Using the circle tool bar with the 3 ellipses (...), open your floating MULTIMEDIA panel
 - a. You will see somewhere on the page a small, expandable, floating window with the SongU.com LOGO & ROSTER (AKA BACKBACK PAGE).
 - b. Move your Backpack page panel to CENTER SCREEN AND...
 - c. Pull from the lower left corner to RESIZE.
7. The course roster is now “live” for everyone. No more screens disappearing.

ARRIVED LATE? Go into floating panel view (full-screen mode) and bring up the multimedia viewer and resize it (see Steps 3 and 4). Float the chatroom and participants also.