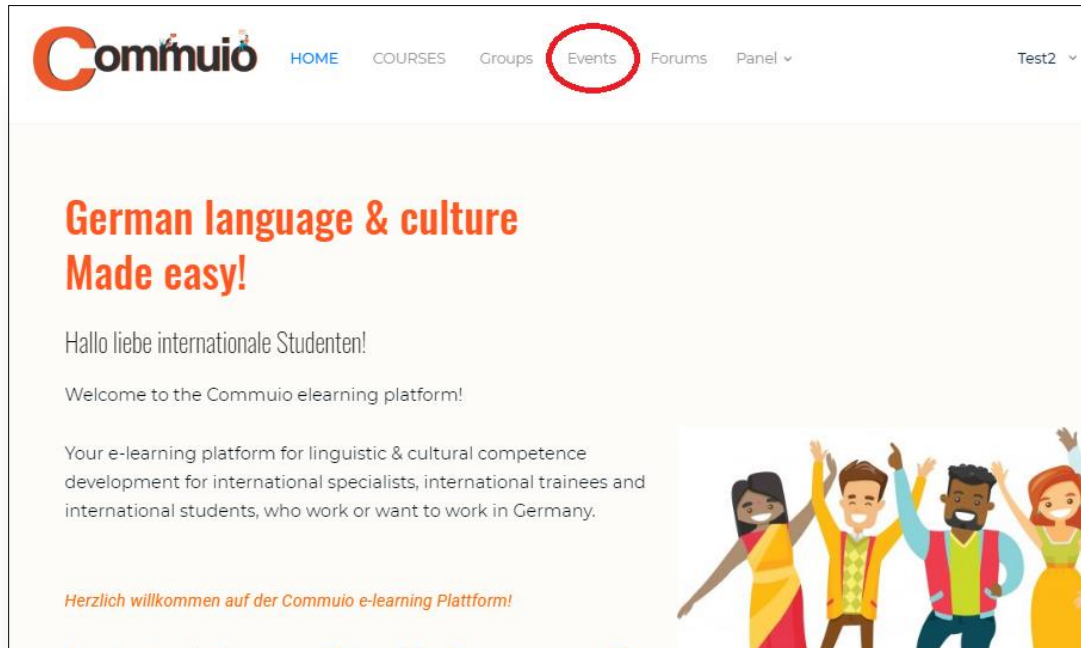


## How to start in virtual tutoring classes?

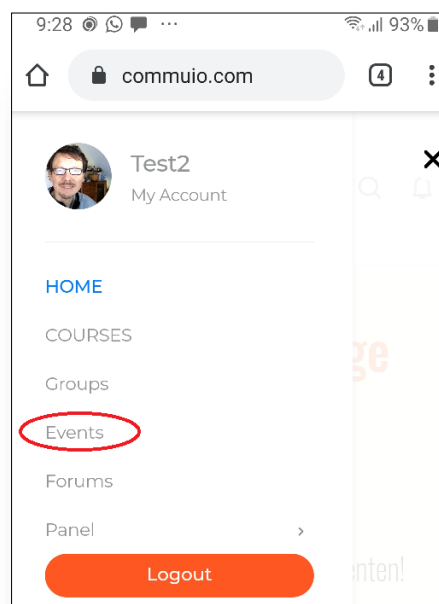
This guideline has been tested with a PC with Chrome and also with a Galaxy mobile with Chrome.

In order to enter the tutoring classes, you must be a member of the community of Commuio and follow the following steps:

- 1) Once logged in, you need to go to the Events option in the main menu.

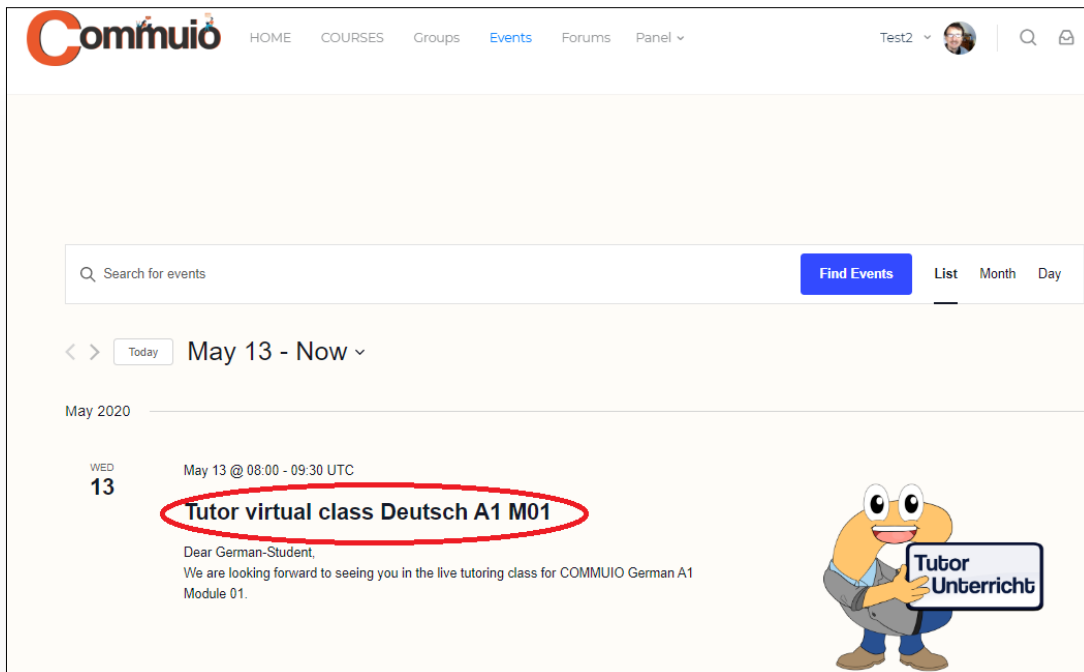


Screenshot from PC with Chrome

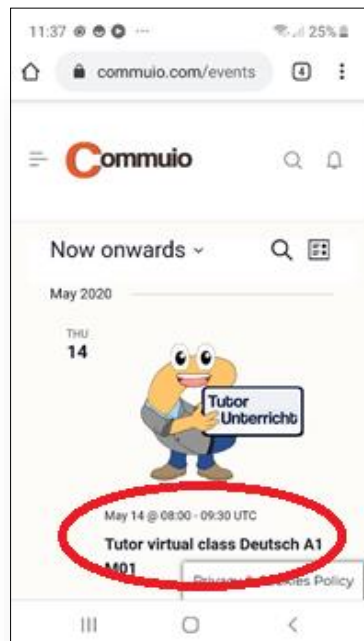


Screenshot from Mobile with Chrome

2) Within this page, you must select the day and time of the tutoring class.

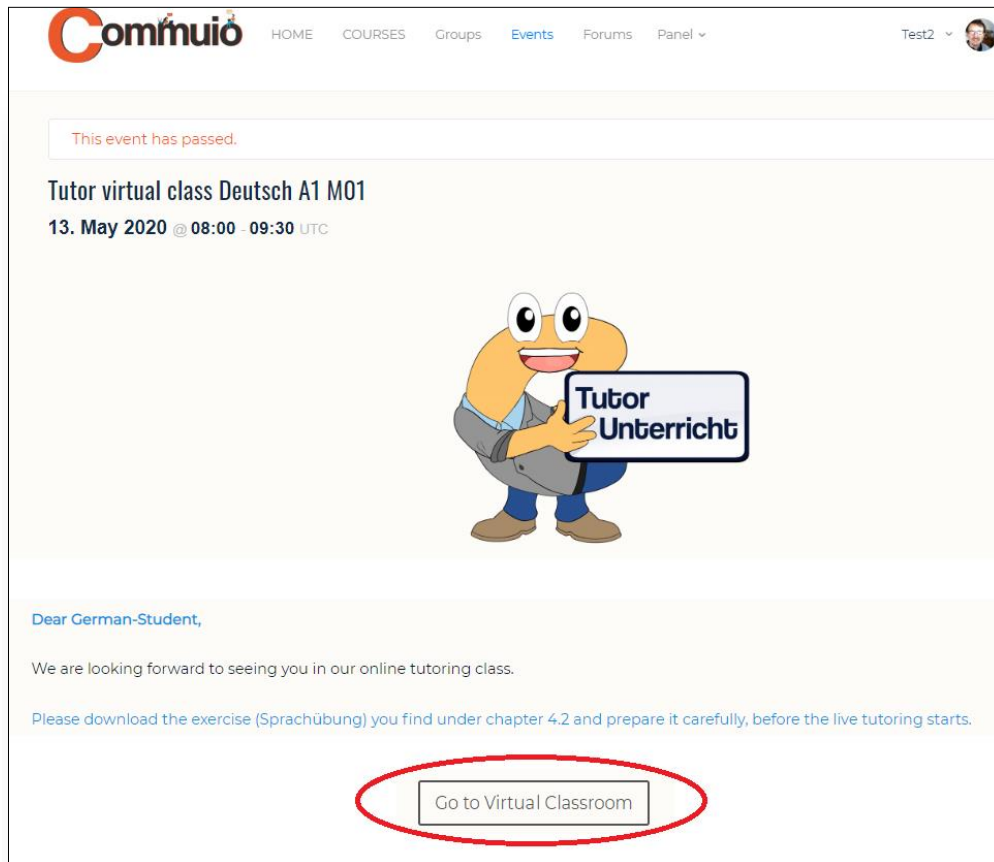


Screenshot from PC with Chrome



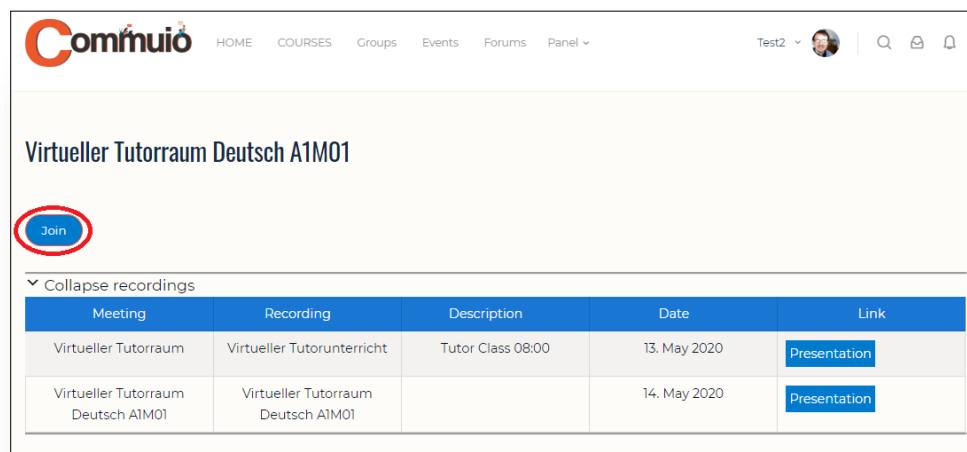
Screenshot from Mobile with Chrome

- 3) The page of the selected event appears, please read the instructions and press the button "Go to Virtual classroom"

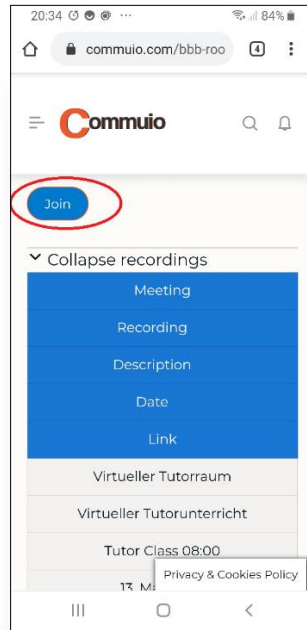


*Screenshot from PC with Chrome*

- 4) The page for the scheduled virtual class appears, you can also view the previous virtual tutoring classes here. To enter the virtual class, you must press the "Join" button. If the teacher or tutor has not opened the class yet, you will have to wait until it opens.

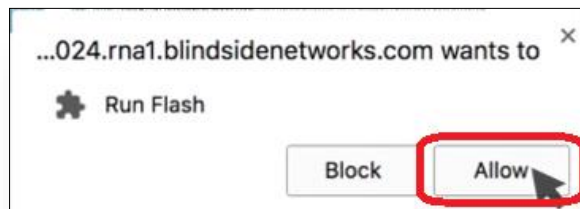


*Screenshot from PC with Chrome*



*Screenshot from Mobile with Chrome*

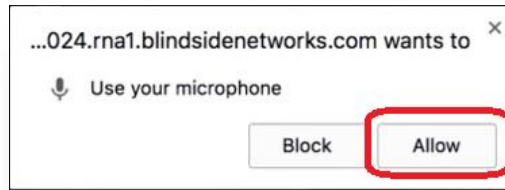
- 5) The BigBlueButton is open (the software that allows you to do the virtual class room).
- 6) If the dialog window “Click to enable Adobe Flash Player” appears, please push the “Allow” button on the top left of your browser:



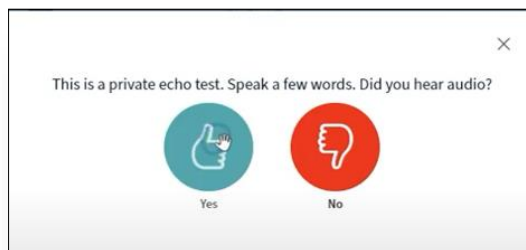
- 7) If the Flash Player is already installed, the next dialog appears:



8) Please select the Microphone, the next dialog will appear on top left of your browser:

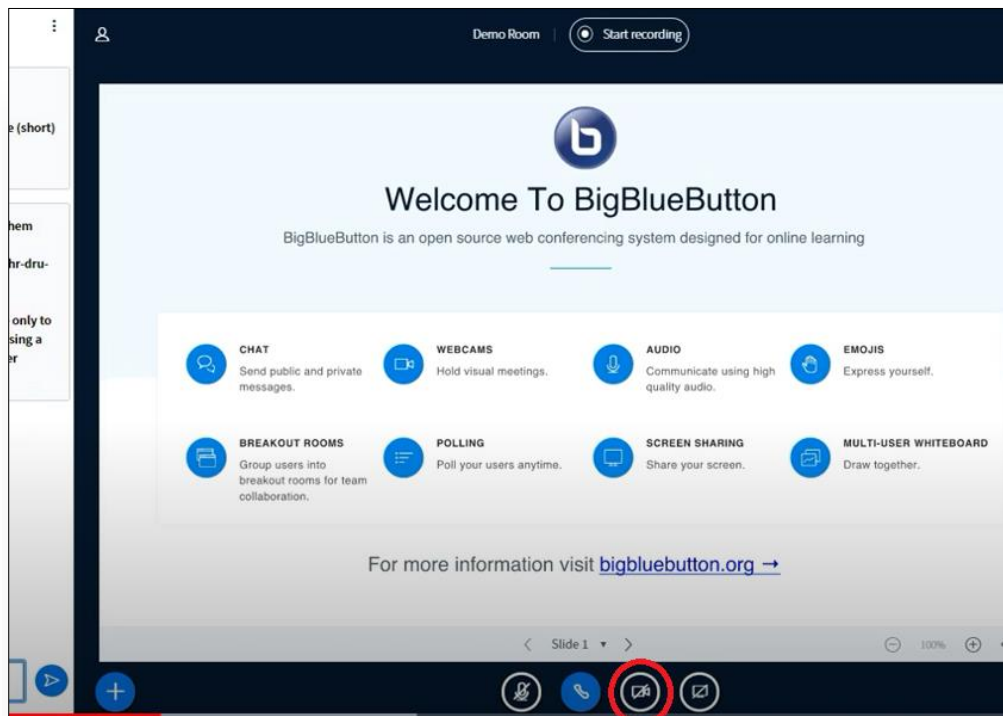


9) Please press the button "Allow". If it is the first time that you access to the virtual class room, a dialog for the Audio Test appears.



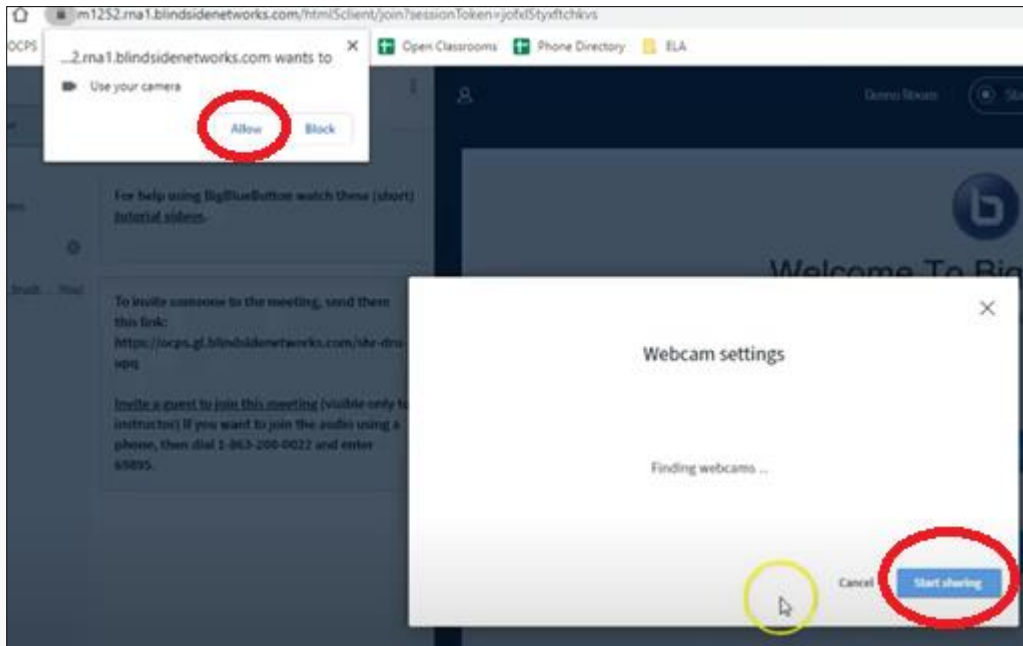
10) If you have configured the microphone and speakers well, you can participate in the virtual class, but still without a webcam.

11) Therefore you have to activate the camera by pressing the video camera button below the class.



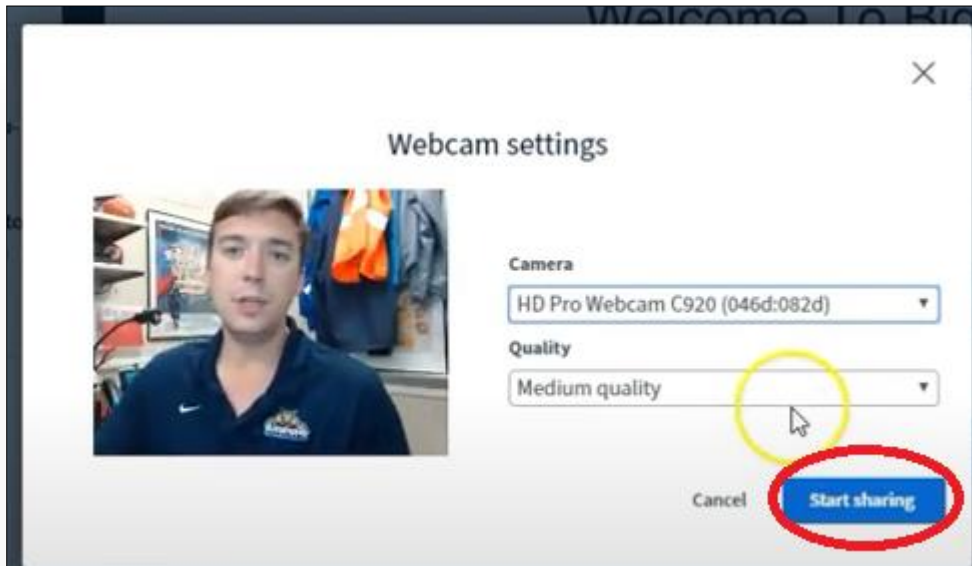
Screenshot from PC with Chrome

12) A dialog window will appear and the Browser will asks for permission to use the PC webcam.

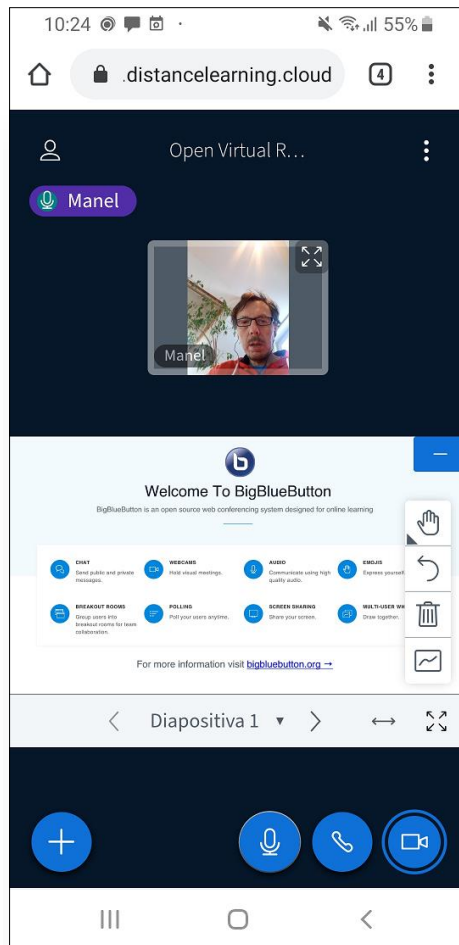


*Screenshot from PC with Chrome*

13) A dialog window will appear showing the webcam and gives you the opportunity to select the quality of the video. First click "Medium quality" and then "Start sharing".



**Now, you can enjoy the virtual class!**



*Screenshot from Mobile with Chrome*

**Remember:**

- *We recommend using a PC with Chrome and using headphones with a microphone.*
- *Do not use the microphone and the speakers of the PC or mobile.*
- *Please, mute the microphone if you are not speaking.*