



## How to create a virtual Learning Class

**Unicko** A quick guide



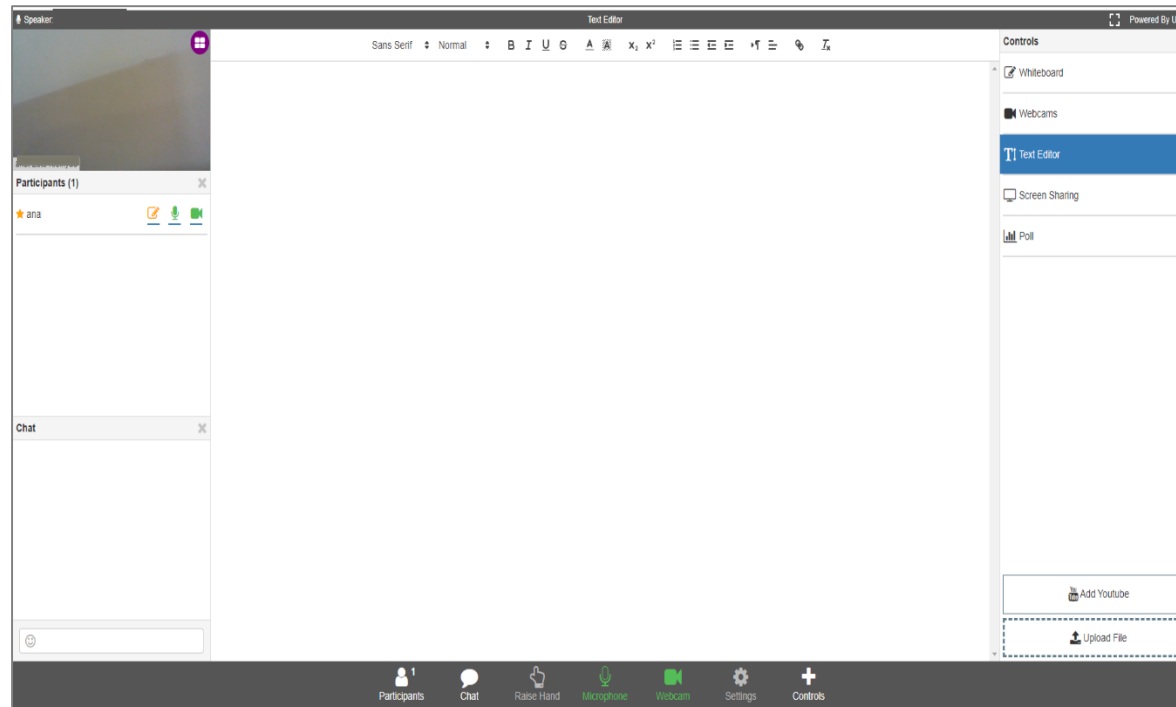
## A Virtual Learning Class, including Audio & Video

**Content-related possibilities:** Playing presentations and files, writing text, playing YouTube videos

**Screen-Sharing:** Viewing web activity or using a software/app in your computer, which is played in your virtual classroom to all students

**Interaction with students:** A classroom chat, quick surveys, in-lecture voting

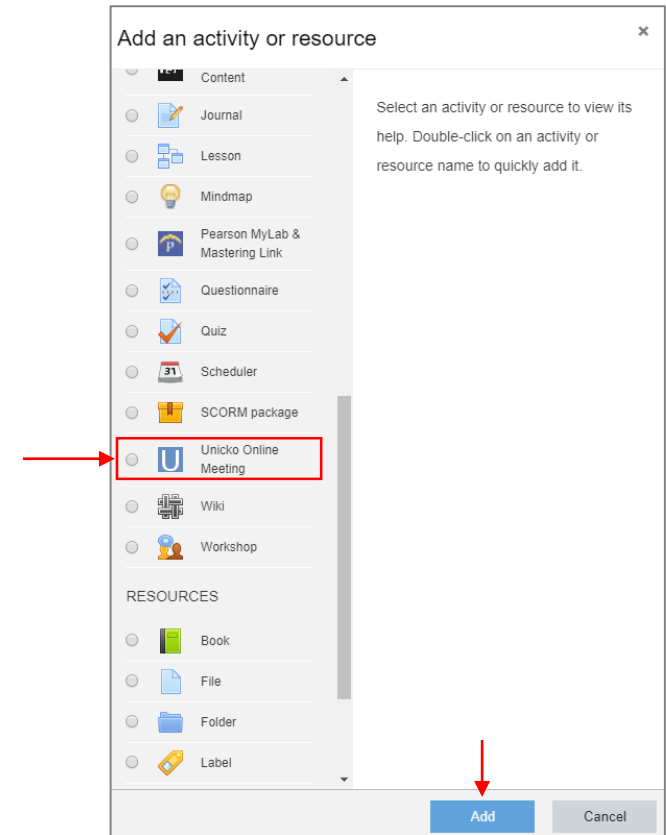
**Lecture recording:** You can record the lecture and make it accessible to students



# How do you create a Unicko class?

## How do you create a Unicko?

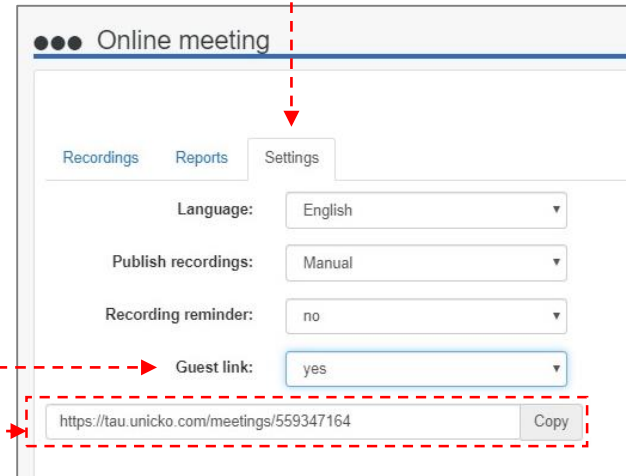
1. Enter the course site in the Moodle (for instructions, [click here](#))
2. Click the “Turn Editing On” button in the upper right corner
3. In the relevant subject, click “Add an activity or resource”
4. In the pop-up window, choose “Unicko Online Meeting” and click “Add”
5. In the next pop-up window, choose a name for the lecture (e.g, “Online meeting – an introduction to research methodology”) and click the “Save and display changes” button (in the bottom of the page)
6. Now, you have a Unicko link for your requested lecture





# How can you invite students to join the classroom?

1. Enter the virtual room you created  
(by clicking the relevant lecture link)
2. In the pop-up, move to the "Settings" tab
3. In the "Guest link", choose "yes"
4. Now you have the link to your room – click on the "Copy" button and send the link to your students via "News forum"



## In the message for students:

- **Attach the link to the meeting**
- **Remember to cite the meeting time**



Please pay attention:

Student will join via the link you sent them  
Teaching personnel will enter directly from the course site

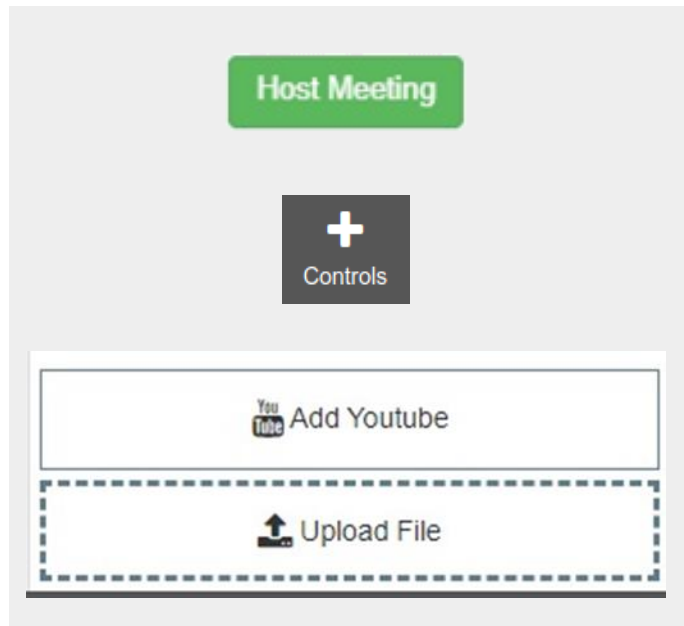


# Preparing the virtual room before a lecture

## Audio Check

1. Enter the link to the virtual room you created (clicking on the lecture link)
2. BEFORE entering the room, click “Audio Check” on the left side
3. A pop-up for audio check will open: Click “Start Checking” and follow the instructions.

For more information and FAQ about Audio Check, [click here](#)



## Preparing the lecture material

You can upload the lecture presentation, additional files and YouTube videos that you want to play during the lecture:

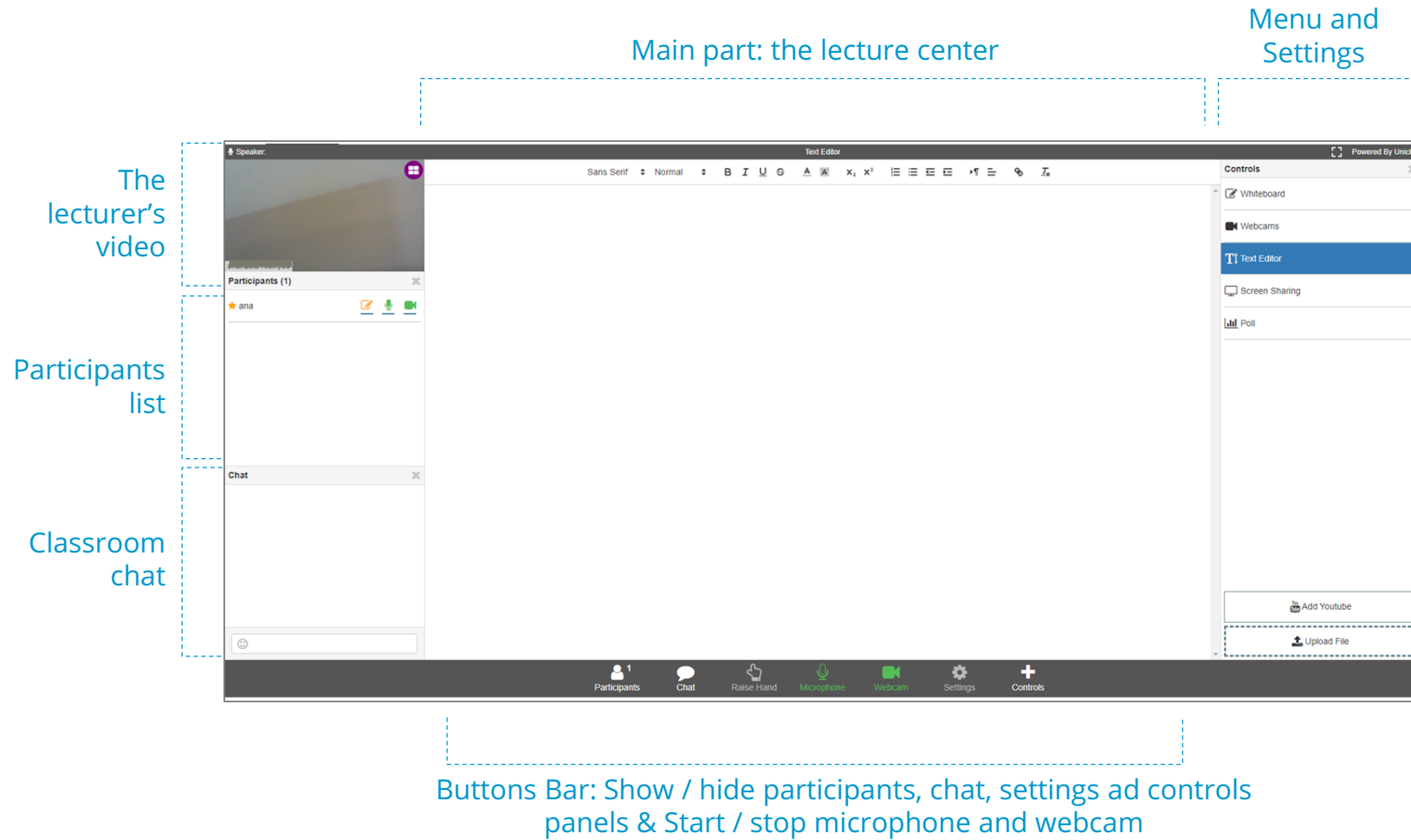
1. Enter the virtual room: click the “host meeting” button
2. In the bottom bar, click “Controls”
3. In the right window, you’ll now have two buttons: Add Youtube and Upload File



The files and YouTubes you uploaded will be on the list on the right menu



# HOW TO TEACH USING UNICKO






# HOW TO TEACH USING UNICKO

## Record a meeting

1. Click the “settings” button in the bottom bar
2. Click “Start recording” in the right window

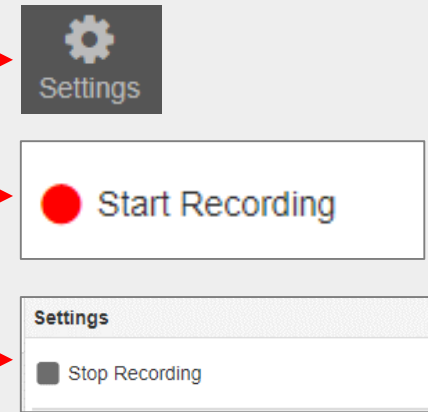
In the upper right corner there’s an indication of a “record on” mode 

To stop a recording: Click the “Settings” and then “Stop recording” in the right window

 After the recording, the software will convert the recording to a video file – a process that may take a few hours, depending on the meeting’s length

We recommend recording every session!

You can decide later whether to reveal the recording to students



## How to find the recorded file?

1. Entering Unicko, you’ll see a table with the recording’s details
2. A “status” column” – here, a link for downloading the file will appear (if you got a “processing” note, the process is not over – try again later)
3. To make the file available for downloading for students, mark “yes” in the “Visible” column



<a href="#">Host Meeting</a>			<a href="#">+ Test Audio</a>
Recordings	Reports	Settings	
Date	Status	Visible	
03/12/20 - 10:10	processing	no	



# HOW TO TEACH USING UNICKO

## Controls

On the 'Controls' screen, choose what will be displayed in the central part of the room. Move between the various options by pressing:

**Whiteboard:** free text – pencil, shapes, etc. you can export the board to a file  or delete the board 

**Webcams:** video will be displayed on the entire screen (if students have video on they will see this as well)

**Text Editor** – enable free text

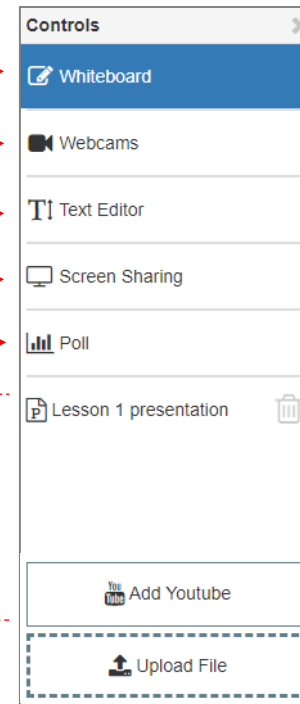
Note – text is live, you can add links for students

**Screen sharing** – share a website or program from your computer. e.g. SPSS for demonstration of program action

**Poll:** during the lesson, you can distribute surveys (answers: yes/no; 1,2,3; a,b,c)

Students' answers can be displayed immediately. Display can also be private for teacher view only

**Files and videos uploaded in advance:** here you can find a list of uploaded files and videos and switch between them



If the 'Controls' does not appear on the right side of the screen, press the 'Controls' button on the bottom of the page



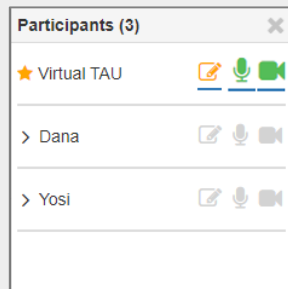




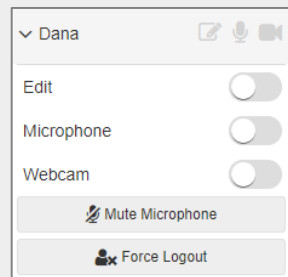
# HOW TO TEACH USING UNICKO

## Participants

### Participants' Window



Star icon: meeting managers  
(lecturer / teaching assistants)



**Pressing student name opens additional options:**

Edit: when activated, student can present a slideshow, write on the board, etc.

Microphone: on/off

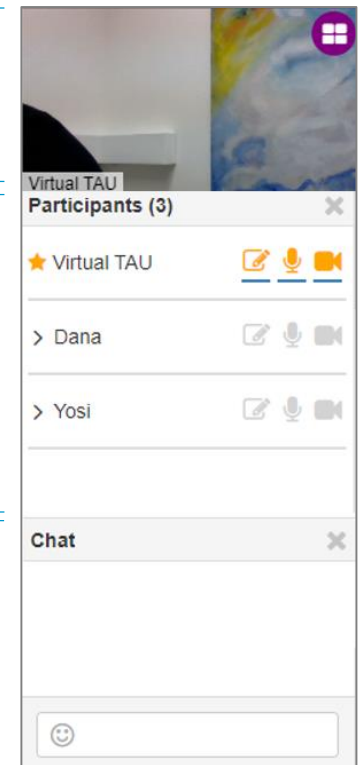
Camera: on/off

Your camera display

List of participants

Address a specific student with  
the microphone, camera  
and/or present to the entire  
class

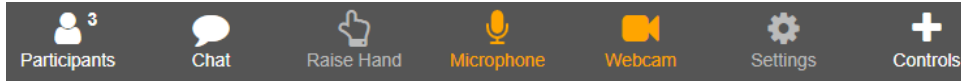
Class chat windows


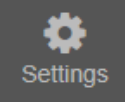


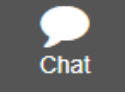
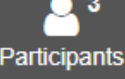


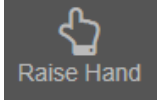


# HOW TO TEACH USING UNICKO


## Buttons Bar





-  Opens Controls menu - for uploading files and videos, moving between boards, screen sharing, survey, files etc.
-  Open settings window - for lesson recording, ending session and disconnecting
-  Camera on/off
-  Microphone on/off
-  Display/hide chat window
-  Display/hide participants window

-  Students can “raise” their hand up.  
Here will be indicated how many students pressed on the ‘Raise Hand’ icon, and it will open the following options:
  - List of all students who raised their hand
  - Put all hands down

If there are multiple hand-raises, we recommend a short break in class to ask students to write their answers in the chat window. Take a few moments, answer all the questions, and continue with the lesson.

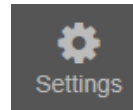
 Unicko:  
Orange icon = inactive  
Green icon = active



# Ending a meeting

To end the meeting, press the settings icon on the bottom menu



Then press 'end meeting'  
Press 'disconnect'





# Contact

A detailed guide to Unicko can be found [here](#)

We'll be happy to help via email

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or phone 03-6405527 | 03-6405526

