WizIQ Virtual Classroom Guide for Teachers
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WizIQ Virtual Classroom guide for Moodle teachers

Are you using Moodle for your online courses? Would you like to schedule live, online classes, manage them, upload content for them, and teach them through Moodle? All of this is possible if you integrate your Moodle LMS with the WizIQ Virtual Classroom. No need for separate dashboards, extra data entry, or extra work. You can even manage your own class recordings with no additional help from IT staff.

And your students won’t have to deal with multiple sites. They can join a synchronous class directly from Moodle with a single click.

This quick guide explains how teachers can schedule, edit, and manage classes, along with uploading content to use inside the WizIQ Virtual Classroom.

Pre-requisites

Before you can interact with WizIQ through Moodle, you’ll need to ensure that:

✔️ You or your administrator are running one of the following Moodle versions: 2.0, 2.1, 2.2, 2.3 or 2.4.
✔️ You or your administrator has installed the WizIQ plug-in for Moodle. Refer to the WizIQ Virtual Classroom plugin for Moodle: A Quick Installation Guide for more details.
✔️ An administrator has created a course category within Moodle for the courses being held through WizIQ.
✔️ An administrator has created the desired course(s) within Moodle, and assigned both a teacher and students to the course(s).
Schedule Class

To schedule a class through the WizIQ-Moodle integration, the teacher has to create an instance of a WizIQ Live Class Activity. You can create such an instance by doing the following:

1. Log into your Moodle Course.
2. Click on the Turn editing on button.
3. Select Add an activity from the drop-down menu.
4. Select WizIQ live class.
5. Fill in the Schedule WizIQ Live Class form by entering the following details:
   a. Enter a Title for your class.
   b. Write Description about your class.
c. Enter a **Timezone** for your class.
d. Enter the **Date and Time** the class will be held.
e. Enter the class’s time **Duration**.
f. Set the **Language** of your Virtual classroom Interface:
   - English - United States
   - Spanish - Spain
   - Portuguese - Portugal
   - Hebrew - Israel
   - Thai - Thailand
   - Chinese - Hong Kong SAR
   - Russian - Russia
   - Arabic - Saudi Arabia
   - French - France
   - Polish - Poland
   - Czech - Czech Republic
   - Farsi / Persian - Iran
   - Dutch
   - Turkish
g. Select the preferred **Class recording** option
   - **No:** Disable the class recording.
   - **Yes:** Record this class.

6. Click the **Save and return to course** or **Save and display** button to schedule the class.
Manage and Upload Content

WizIQ understands that class time is precious. Uploading PDFs, Word/PowerPoint/Excel documents, audio/video files, and other formats takes time: time that's better spent interacting with your attendees. That's why WizIQ offers functionality allowing teachers to upload content to their Content Library before the class begins, right from within Moodle.

While within the WizIQ Virtual Classroom, you then can access your Content Library from the WizIQ classroom's dashboard, and share anything within it with your students.

### WizIQ Content

<table>
<thead>
<tr>
<th>Name</th>
<th>Status</th>
<th>Delete</th>
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</thead>
<tbody>
<tr>
<td>Business creampie</td>
<td>Available</td>
<td>✗</td>
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<tr>
<td>Micra</td>
<td>Available</td>
<td>✗</td>
</tr>
<tr>
<td>Scan results.pdf</td>
<td>Available</td>
<td>✗</td>
</tr>
</tbody>
</table>

**Allowed Content Type**

- **Documents**: (up to 20MB)
  - doc, docx
  - pdf
  - xls, xlsx

- **Presentations**: (up to 20MB)
  - ppt, pptx, pps, ppsx

- **Flash**: (up to 20MB)
  - swf, fvw

- **Audio**: (up to 50MB)
  - wav, wma, mp3

- **Video**: (up to 50MB)
  - mp4, mov, avi, mpeg, wmv

### Supported file types and sizes

<table>
<thead>
<tr>
<th>File Type</th>
<th>Upload during class within the WizIQ Virtual Classroom</th>
<th>Upload ahead of time through the Moodle-WizIQ integration</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Documents</strong></td>
<td>Up to 10 MB</td>
<td>Up to 20 MB</td>
</tr>
<tr>
<td><strong>Presentations</strong></td>
<td>Up to 10 MB</td>
<td>Up to 20 MB</td>
</tr>
<tr>
<td><strong>Image files</strong></td>
<td>Up to 3 MB</td>
<td>Upload not supported</td>
</tr>
<tr>
<td><strong>Audio files</strong></td>
<td>Upload not supported</td>
<td>Up to 50 MB</td>
</tr>
<tr>
<td><strong>Video files</strong></td>
<td>Upload not supported</td>
<td>Up to 50 MB</td>
</tr>
</tbody>
</table>
Add files to your Content Library

To add files to your Content Library, do the following:

1. Click on your WizIQ Live Class from within Moodle.
2. Select the Manage Content tab in the top navigation bar.
3. If you want to upload this content into a folder, either navigate into that folder, or click on **Create Folder** to create a new folder (then navigate into it).
4. Select **Upload a File**.

![WizIQ Content](image)

**Wiziq Content**

*Home ★ Courses ★ NC*

*My Content ★*

<table>
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</tr>
</tbody>
</table>

WizIQ education.online

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Edit the class

WizIQ allows you to edit WizIQ class settings and content from within Moodle. This feature is quite useful when you want to postpone a class, or change time or dates. To make changes to your class, do the following:

1. Click on your WizIQ class within Moodle.
2. From the class confirmation page, click on Edit Class.
3. Make the desired changes and click Save and return to course or Save and Display.

When you edit the class within Moodle, the related information is displayed on the class confirmation page, and which automatically synchronizes with the student’s Moodle account.
**Attendance Report**

The WizIQ Virtual Classroom records every time students log in and out. It then generates an attendance report by the end of class, which teachers can download to use for their own records or to share with parents. To view your attendance report:

1. Click on your WizIQ Class within Moodle.
2. From the class confirmation page, select **Attendance Report**. (Alternatively, from the **Manage Classes** tab in the top navigation bar, select **Attendance Report** next to the WizIQ Live Class.)

Your attendance report shows you the following details:

- **Attendee Name**: Name of the attendee.
- **Entry Time**: When the attendee arrived.
- **Exit Time**: When the attendee left.
- **Attended Time**: How long the attendee was in the class (in minutes).

3. You can also download the attendance report on your local machine in the following formats:
   - Microsoft Excel spreadsheet
   - OpenDocument Spreadsheet (ODS)
   - tab separated values text file
   - comma separated values text file
   - unpaged XHTML document

**Wiziq attendance report for Business Intelligence**

<table>
<thead>
<tr>
<th>Attendee Name</th>
<th>Entry Time</th>
<th>Exit Time</th>
<th>Attended Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>John</td>
<td>Jun-26-2012 13:37:00</td>
<td>Jun-26-2012 14:29:00</td>
<td>52 Minutes</td>
</tr>
<tr>
<td>Robert</td>
<td>Jun-26-2012 13:37:00</td>
<td>Jun-26-2012 14:29:00</td>
<td>52 Minutes</td>
</tr>
<tr>
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</tr>
</tbody>
</table>

**Download table data as**

- a Microsoft Excel spreadsheet
- an OpenDocument Spreadsheet (ODS)
- a tab separated values text file
- a comma separated values text file
- an unpaged XHTML document
Get class recordings

All classes on WizIQ can be recorded. Teachers can then allow students to view the recordings online, or download them for later reference. Recorded classes capture media sharing (audio/video), desktop sharing, and content sharing within the main portion of the WizIQ Virtual Classroom (but not in Breakout Rooms).

Students can launch a recorded session directly from their Moodle course page.

To view or download class recordings:
1. Click on your WizIQ Class within Moodle.
2. From the class confirmation page, select View Recording or Download recording. You will be taken to the page shown below.
3. Alternatively, you can view or download your recording from the Manage Classes tab in the top navigation bar.
About WizIQ

WizIQ is an online learning and teaching platform that connects educators and students through its WizIQ Virtual Classroom technology. Available for individual teachers as well as organizations, WizIQ is a highly scalable solution for both synchronous teaching and asynchronous tutorials and assessments. Used for everything from teaching hybrid courses at major universities to offering guitar lessons one-on-one across thousands of miles, WizIQ is an incredibly flexible tool for delivering and enhancing any type of training or instruction.

WizIQ’s teaching tools work from a web browser, eliminating the need to download any software or worry about upgrades. WizIQ also offers a content library, a test/assessment section, teacher profiles and public classes by experts. Going beyond providing online teaching tools, WizIQ enables trainers and tutors to get new clientele and sell their courses, thereby helping them build their teaching businesses. At the same time, these tools are scalable to meet the needs of universities and major training and teaching organizations.

WizIQ is a Concord, North Carolina based company with nearly 2 million registered users and more than one million monthly visitors, WizIQ is rapidly becoming the preferred method for educators at all levels to establish an online e-learning presence that is engaging students with technology unavailable elsewhere.

Contact Us

You may visit our website, WizIQ to know more about WizIQ Virtual Classroom Moodle module.

Email us at: sales@wiziq.com

Call us at:

USA: +1-919-647-4727
Europe: +44-(0)-20-7193-6503
Asia: +91-998-985-7176