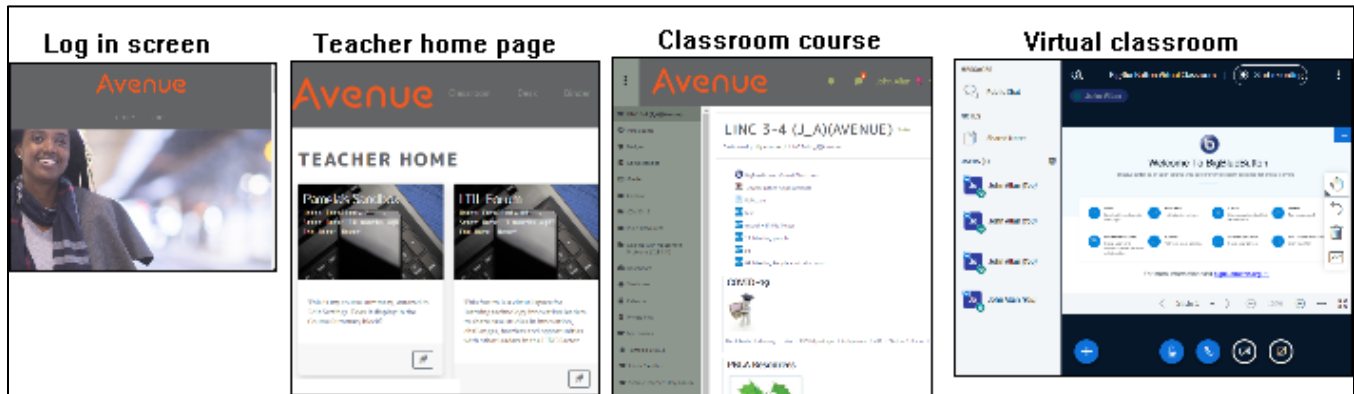


Accessing Avenue Courses

This document provides first time users with the basic steps to access courses and **BigBlueButton** virtual classrooms on **Avenue**.



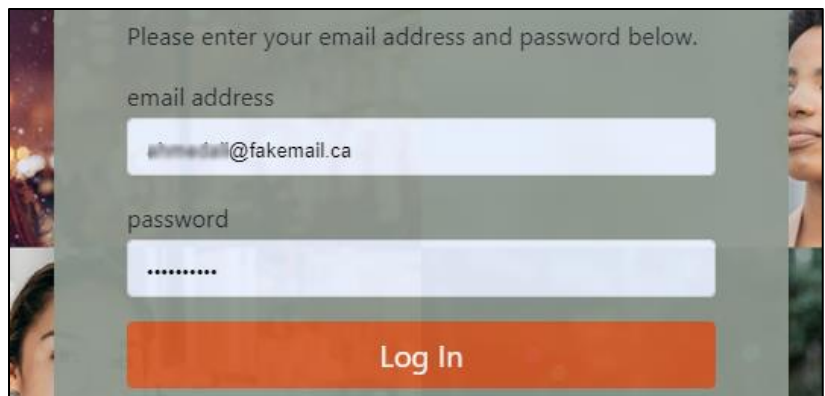
The four elements of the **Avenue** project that you will access are: the **Log in** screen, the **Teacher Home Page**, an **Online classroom** and a **Synchronous virtual classroom**, known as the **BigBluebutton**.

Signing in and launching a course

1. Go to the web address www.avenue.ca.
2. Click on the **Login** link at the top of the screen.



3. On the next screen, type your **email address** and the **password** provided in your **Welcome to Avenue** email.
4. Click on the **Log In** button.



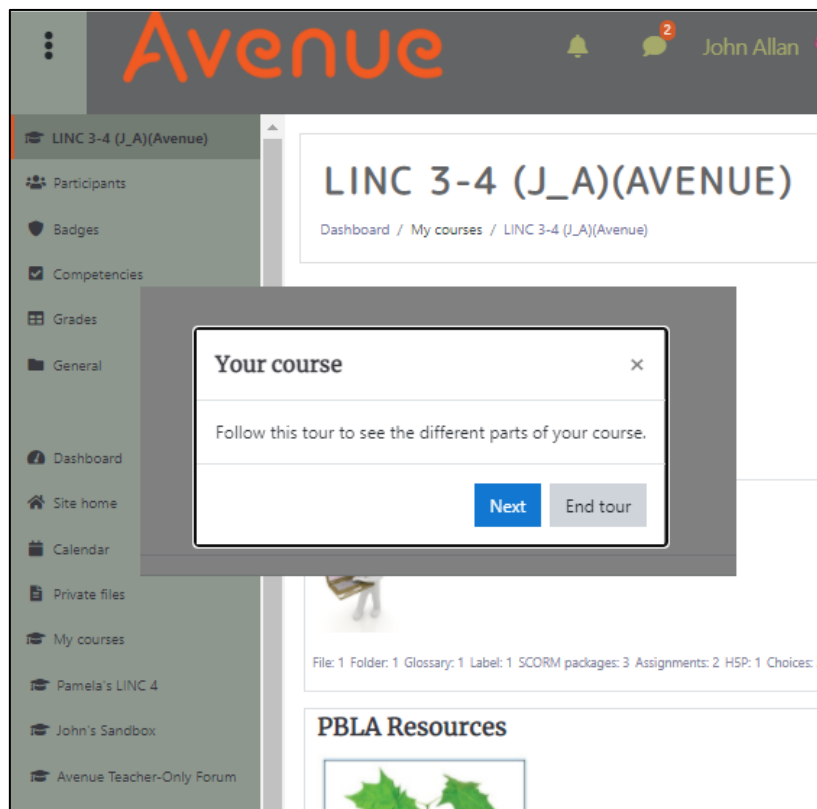
Note: You are now on the **Teacher's Home** Page.

5. Locate the **your course** block on this screen.



6. Click on the **Launch course** icon at the bottom of this block.

Note: The course appears on the screen. A **guided tour** will take you through the basic features of the course.



If you want to repeat the **Tour**, scroll to the bottom of the screen and click on the **Reset user tour on this page** link.

[Reset user tour on this page](#)

7. At the end of the **tour**, it is best to consult with the course instructor to understand what is visible and what is hidden. Most of the course content will be hidden from the learners. It is revealed as required.

Course main page

There are several parts of a course main page.

On the left is the **Navigation Drawer**. It is a navigation menu to quickly access **Avenue** and course resources.

Across the top are the **Notifications** and **Messaging** icons. These indicate unread notifications and messages and provide links to them.

On the right side of the screen are the **course blocks**. These offer a flexible way for instructors to add more resources to the course. The **help block** is a link to a series of videos and How-To guides for just-in-time support.

The centre column is a listing of the course **topics** and learning activities and resources.

The screenshot shows the Avenue course main page for 'LINC 3-4 (J_A)(Avenue)'. The page is divided into several sections:

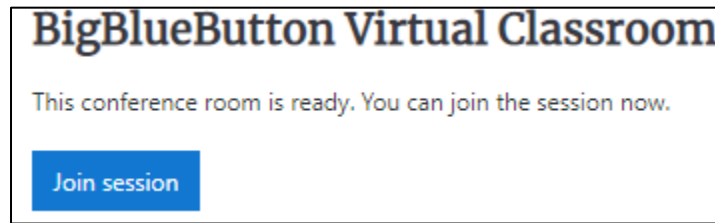
- Navigation Drawer:** A vertical menu on the left side containing links to Participants, Badges, Competencies, Grades, General, COVID-19, PBLA Resources, Dealing with Household Problems (CLB 3/4), Dashboard, Site home, Calendar, Private files, My courses, and a list of other courses.
- Notifications and Messaging:** At the top right, there are icons for notifications (40) and messaging (7).
- Course Blocks:** The main content area is divided into several blocks:
 - General:** A list of resources including BigBlueButton Virtual Classroom, Teacher Office Appointments, EdPuzzle, 1A Meeting people, and 6A Meeting People - Introductions.
 - COVID-19:** A section with a graduation cap icon and a list of resources: File: 1, Folder: 1, Glossary: 1, Label: SCORM packages: 3, Assi.
 - PBLA Resources:** A section with a plant icon and a list of resources.
 - Dealing with Household Problems (CLB 3/4):** A section with a person icon and a list of resources.
- Help Block:** A section titled 'Avenue Help' featuring a woman sitting at a desk with a laptop displaying 'Courseware Help'.
- Calendar:** A calendar for November 2020 showing dates from 1 to 30. The 24th is highlighted in orange. Below the calendar are options to hide site events, category events, course events, group events, user events, and other events.
- Upcoming events:** A section titled 'Upcoming events' with the text 'There are no upcoming events' and a link 'Go to calendar...'.

Joining the Virtual Classroom (BigBlueButton)

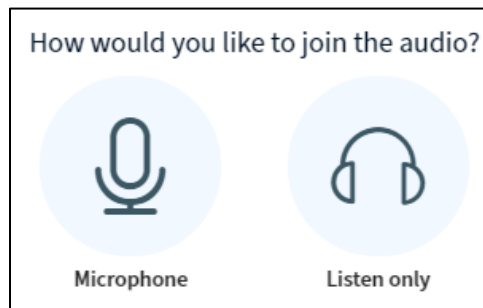
1. On the course, click on the **BigBlueButton** link.



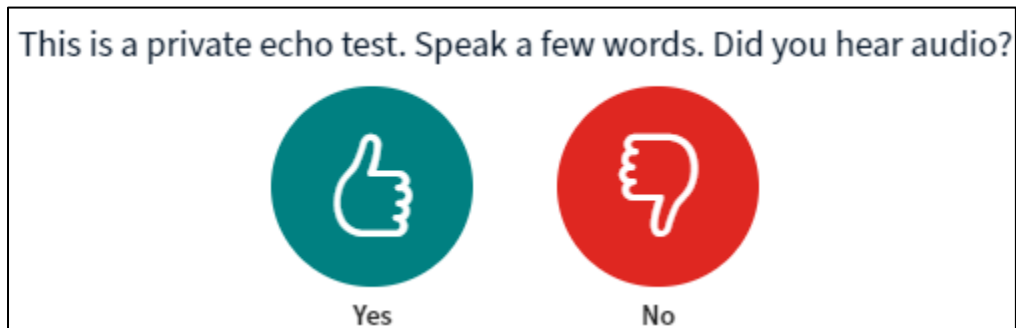
2. An entry screen appears. If the conference room is ready, click on the **Join session** button.



3. Before you join the session, you must choose if you will be **Listening only** or if you will be listening and speaking during the session.



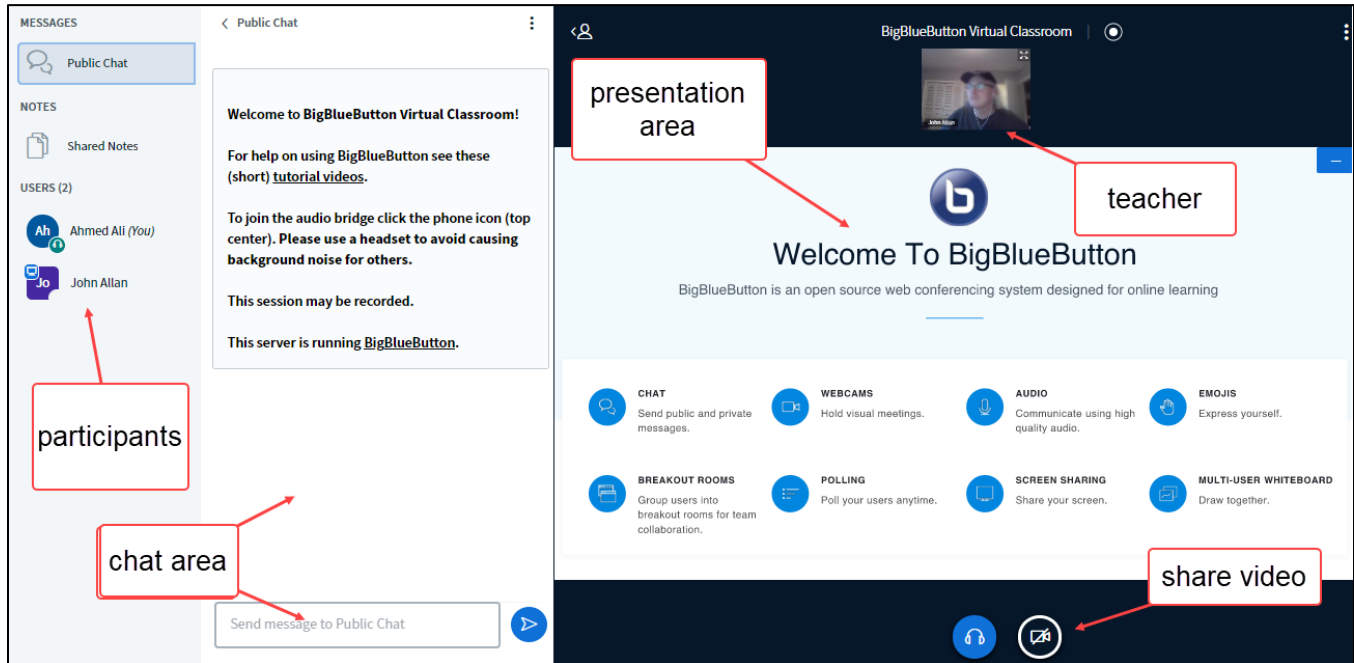
If you choose **Microphone**, an **echo test confirmation** pop-up appears.



Follow the instructions and hopefully, you will hear your voice.

Note: The **BigBlueButton** screen appears.

4. When you join the session, the instructor and students will be listed in the left column.

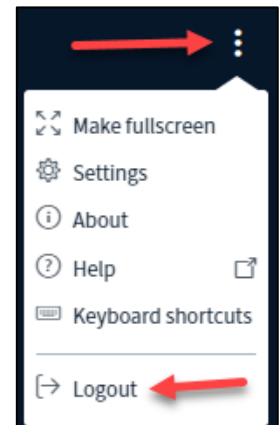


5. There are four areas of focus.

- Chat messages in the **Public chat** column
- Media in the presentation area
- Instructor live video
- Session audio

6. To leave a virtual classroom, click on the **more** icon.

7. Click on the **Logout** link.



Additional Resources

For more information on using the BigBlueButton Virtual Classroom use these links:

[How To Guide](#)

[Video](#)