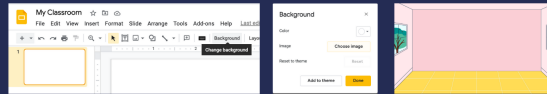# HOW TO CREATE A VIRTUAL CLASSROOM

Customize a Space for Teaching Youth Virtually

GETTING STARTED

- Open a new Google Slides presentation.
- Create a *Blank Slide* and delete the *Title slide*.
- In the main tool bar, select *Background*.
- Under *Background*, select *Choose Image* to search for an image or upload your own.

SET THE SCENE

- Now, let's decorate.
- To add a chalkboard or whiteboard, go to *Insert*. Then select *Image*. Now, you can *Search the Web* and search for what you are looking for.
- Adjust the board to the position you would like. Insert a text box to add writing or tasks to the board.
- Now, repeat this process with furniture, bookshelves, or anything else you want in your room. Don't forget to include "transparent background."
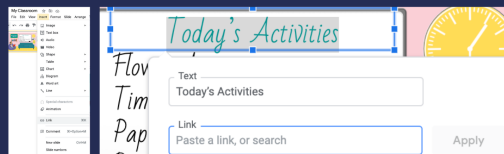

PERSONALIZE IT

- Now, let's add you!
- Bitmoji is a great way to add a small cartoon you to your virtual space. If you have the browser extension, search for the bitmoji you want and drag it onto the Google Classroom space. This adds a fun personal touch to the room!
- Add in the particular lessons that youth will be working on that week to the whiteboard with a text box.
- Adding small personal details like a class mascot or logo can give the virtual space a welcoming feeling.

ADD THE LINKS

- To add a link to an object, right-click on the object. Select *Insert* and *Link*. Paste the link you would like and click *Apply*.
- To add a link to text, highlight the desired text. Select *Insert* and *Link*. Paste the link you would like and click *Apply*.
- Adding links to objects in the room such as a clock or plant can make the room feel like a scavenger hunt!

KEEP GOING

- Keep playing around.
- Try talking to your kids. Ask them if they want to paint the walls of the room? Or have a whiteboard or a chalk board? The virtual room is a fun place to allow youth to make it customizable and unique.
- Don't want to start from scratch? Head to tinyurl.com/LATTvirtuallearningspaces for a library of **ready to use** temples and a build it yourself catalog!