

# Virtual Classroom vs Meeting: Build Readiness Checklist

Before you embed a meeting tool or build a classroom, confirm each line. A blank in any section is a sign you are shipping a meeting with a logo.

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## A. Teaching roles, not equal participants

- Instructor, teaching assistant, and learner are distinct roles with unequal abilities
- Floor control: learners raise hands; the instructor grants speak / write / present
- Visibility is asymmetric: staff manage all learners; learners see only what the design intends

## B. Attendance as a learning record

- Join data is converted to attendance, not left as a raw CSV export
- Attendance is emitted as an xAPI statement to a Learning Record Store (LRS)
- Identifiable attendance is treated as protected data (FERPA), not a throwaway file

## C. Breakouts and the teaching whiteboard

- Breakout groups can be persistent across activities, not only ad-hoc
- Assignment, mid-session moves, broadcast-to-all, timer, and clean re-merge all work
- A real-time collaborative whiteboard syncs, resolves conflicts, persists, and exports

## D. Recording and compliance

- Recording is trimmed, chaptered, and transcoded into a catalog asset linked to the course
- Recording is treated as a regulated education record where students are identifiable (FERPA)
- Live captions are provided for synchronous classes (WCAG 2.1 SC 1.2.4, Level AA)

## E. The WebRTC base and the decision

- You take the WebRTC media engine from infrastructure; you do not rebuild it
- Latency budget is held: sub-second, glass-to-glass, for interactive teaching
- Build vs buy is decided on whether the learning layer must be wired deep and into the LMS