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.

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

Companion to: 'The Virtual Classroom: What It Is and How It Differs From a Meeting'
www.forasoft.com/learn/elearning-video/articles-elearning/the-virtual-classroom



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This checklist separates a virtual classroom from a meeting with a logo: roles, attendance records, breakouts and compliance. We wrote seven volumes on the stack under both: Volume 3 covers WebRTC and real-time delivery, Volume 4 audio and live captions, and Volume 1 encoding for recordings.

WHAT YOU WILL FIND INSIDE

- WebRTC and sub-second latency
- Echo cancellation and noise suppression
- Live captions under WCAG
- Recording, chapters and transcoding

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