



ISTANBUL OKAN UNIVERSITY CLASS COLLAB USER GUIDE FOR INSTRUCTORS

How can I create a virtual classroom session on the O'Learn Platform?

The image shows a three-panel interface for the O'Learn Education Platform. The left panel is a login form titled "Login to Blackboard Learn" with fields for "User name" and "Password", and a "Log In" button. The middle panel is a welcome message titled "Welcome to the O'Learn Education Platform!" featuring the Istanbul Okan University logo and the O'Learn logo, with a tagline: "To be an innovative, pioneering 'world university' that can respond to the needs of society and business life at universal standards." The right panel is titled "Mobile Applications" and promotes two apps: "Blackboard Student for our students" and "Blackboard Instructor for Our Academics". Both app sections include a description of the app's features and download instructions for iOS, Android, and Windows smartphones, with icons for the App Store, Google Play, and Microsoft.

Log in using the Chrome, Microsoft Edge browser.

Access the platform via <https://olearn.okan.edu.tr/>

Log in to the O'Learn platform with your OIS (Student Information System) username and password.

LEARN

Institution Page

Activity Stream

Courses

Such

Messages

Notes

Assist

Vehicles

Executive

Courses

Search in your courses

Periods Available Courses

Filters All courses

25 item/page

3 results Available Courses

Learning Center Test

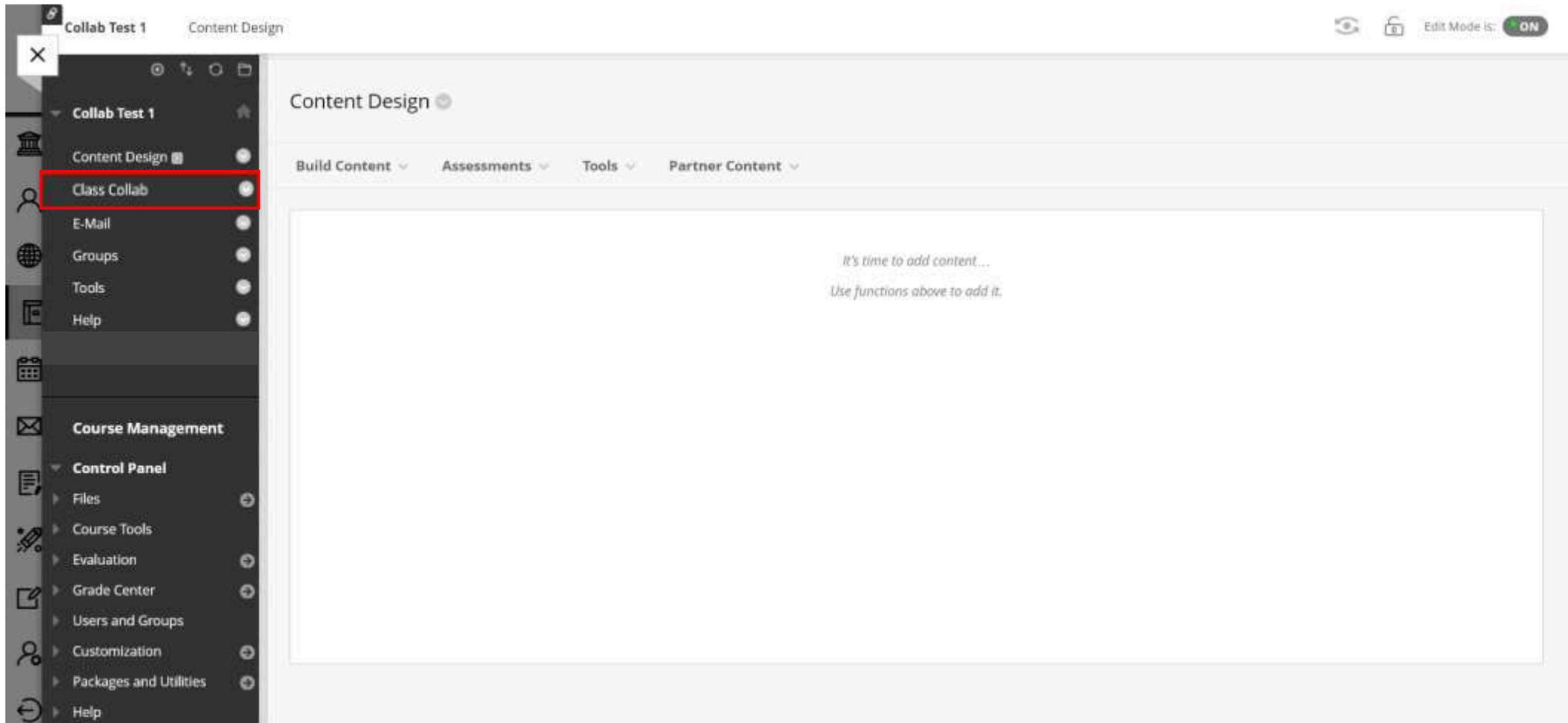
GFT001
LearningCenterTest Original Course View
Hungry | [Multiple Instructors](#) | More information

Others

collabtest1
Collab Test 1 Original Course View
Hungry | [Multiple Instructors](#) | More information

2023-2024-TEST
TEST COURSE Original Course View
Hungry | More information

You can access the course by clicking on the 'Courses' link.



Click on the Class Colab (Virtual Classroom) link in the left menu.

 Launch LTI Link



Almost there...we're launching the selected LTI tool.

You will direct the tool automatically.

The screenshot displays a user interface for a 'TEST COURSE'. At the top, there is a blue header bar with the course name 'TEST COURSE' on the left and three buttons on the right: 'Sync LMS Data', 'Setting & Schedule', and 'NK'. Below the header, there are two buttons: 'Join Class room' and 'Copy guest invite link'. Both buttons are enclosed in red rectangular boxes. A red arrow points from the right side of the 'Copy guest invite link' button towards the left. Below these buttons is a 'Details' dropdown menu. Further down, there are four tabs: 'Upcoming' (which is active and underlined), 'Previous', 'Recordings', and 'Attendance'. Under the 'Upcoming' tab, there is a table with columns for 'Time', 'Topic', 'Label', and 'Actions'. The table is currently empty, and a message 'No sessions scheduled yet' is displayed in the center. Below the message is a blue button labeled 'Schedule session'.

You can enter the course room using the 'Join Class room' option, and/or you can copy the session link using the 'Copy quest invite link' option.



Join your class session
TEST COURSE |



You can access the session using 'Join on web' button. For entering the virtual classroom session, it is recommended to use Chrome, Microsoft Edge browsers.

TEST COURSE

Sync LMS Data Setting & Schedule NK

Join Class room Copy guest Invite link

Details

Upcoming Previous Recordings Attendance

Time	Topic	Label	Actions
No sessions scheduled yet			

Schedule session

Syncing with LMS

Course information ⓘ

Course info sync complete

Roster

- Missing email in the user data payload for Ceylan Koca
- Missing email in the user data payload for rol deneme
- Missing email in the user data payload for Panopto eglimen
- Missing email in the user data payload for user14 user14
- Missing email in the user data payload for BEGÜM CEYHAN
- Missing email in the user data payload for ALI DENİZ

Users filtered out: 1
Users created: 0
Users updated: 0
External User-Id links stored: 32
Enrollments undeleted: 0
Enrollments created: 0
Enrollments updated: 16
Enrollments deleted: 0
Roster sync complete

Course content

Content sync complete

Attendance to LMS Attendance Service

External attendance sync complete 0

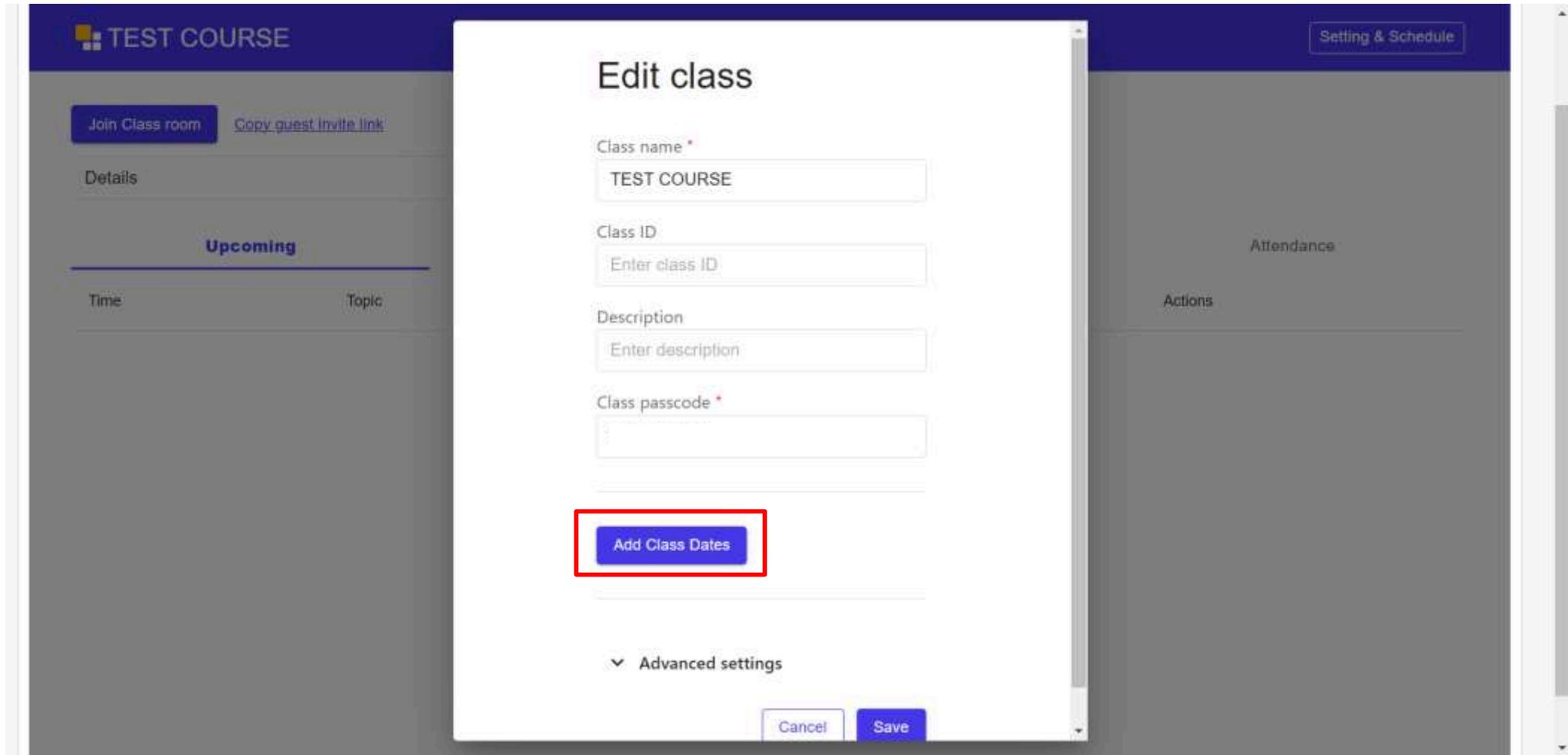
Close Start LMS Sync

By using the Class Collab LMS Sync feature, you can automatically synchronize student information, course content, grades, and other academic data between the two systems.

The screenshot displays a web interface for a 'TEST COURSE'. At the top, there is a blue header bar with the course name and three buttons: 'Sync LMS Data', 'Setting & Schedule', and 'NK'. Below the header, there are two buttons: 'Join Class room' and 'Copy guest invite link'. A dropdown menu is set to 'Details'. Below this, there are four tabs: 'Upcoming' (which is active and underlined), 'Previous', 'Recordings', and 'Attendance'. Under the 'Upcoming' tab, there is a table with columns for 'Time', 'Topic', 'Label', and 'Actions'. The table is currently empty, with the text 'No sessions scheduled yet' centered below it. A blue button labeled 'Schedule session' is positioned below the text and is highlighted with a red rectangular border.

You can create a scheduled session using the 'Schedule session' option.

If you do not create a scheduled session, the course attendance will not be visible in the attendance section. For this reason, you need to create a scheduled session.



Fill in the required fields on the opened screen and click the 'Add Class Dates' button.

TEST COURSE

Setting & Schedule

Join Class room Copy, guest Invite Link

Details

Upcoming

Time Topic

Start time 16:00 to End time 17:30 Timezone Europe/Istanbul

Start date 07/12/2024 to End date 12/07/2024 Days of the week Monday, Tuesday...

Section label Afternoon Les

Add more dates

Selected dates

Day	Date	Time	Section label
Monday	07/15/2024	4:00 PM - 5:30 PM	Afternoon Lesson
Tuesday	07/16/2024	4:00 PM - 5:30 PM	Afternoon Lesson
Thursday	07/18/2024	4:00 PM - 5:30 PM	Afternoon Lesson
Monday	07/22/2024	4:00 PM - 5:30 PM	Afternoon Lesson

You can set the session's date, time and weekly days.

Use the 'Days of the week' field to set up recurring sessions.

Enter the first class schedule in the 'Start date' field and the last class schedule in the 'End date' field to add weekly scheduled sessions.

TEST COURSE

Setting & Schedule

Join Class room [Copy guest Invite link](#)

Details

Upcoming

Time	Topic

Afternoon Les

Add more dates

Selected dates

Monday	07/15/2024	4:00 PM - 5:30 PM	Afternoon Lesson
Tuesday	07/16/2024	4:00 PM - 5:30 PM	Afternoon Lesson
Thursday	07/18/2024	4:00 PM - 5:30 PM	Afternoon Lesson
Monday	07/22/2024	4:00 PM - 5:30 PM	Afternoon Lesson
Tuesday	07/23/2024	4:00 PM - 5:30 PM	Afternoon Lesson

Attendance

Actions

^ Advanced settings

Waiting Room
 On Off

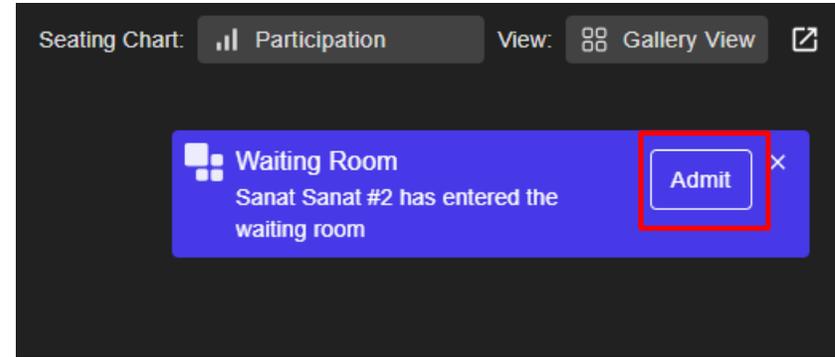
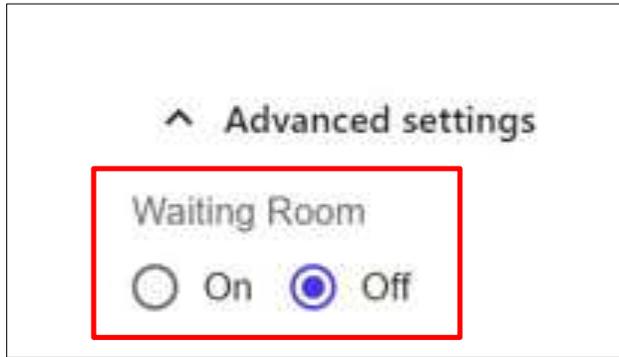
Students can join before instructor
 Yes No

Cancel Save

You can make selections for the checked fields in the 'Advanced settings' section.

'Waiting Room' is the option to enable or disable the session waiting area.

'Students can join before instructor' is the option to allow or disallow users to enter the session before the instructor.



In scheduled sessions, when the "Waiting Room" option is set to "On," students can join the class with the instructor's approval, which is granted by clicking the "Admit" button on the notification that appears on the instructor's screen.

However, to change this setting to "Off" during the session, the instructor needs to exit the session, make the adjustment, and rejoin the session.

Join Class room

[Copy guest invite link](#)

Details

Upcoming

Previous

Recordings

Attendance

Time

Topic

Label

Actions

Launch

Monday, July 15th, 2024
4:00 PM - 5:30 PM

Afternoon Lesson

Edit

Tuesday, July 16th, 2024
4:00 PM - 5:30 PM

Afternoon Lesson

Edit

Thursday, July 18th, 2024
4:00 PM - 5:30 PM

Afternoon Lesson

Edit

Monday, July 22nd, 2024
4:00 PM - 5:30 PM

Afternoon Lesson

Edit

Tuesday, July 23rd, 2024
4:00 PM - 5:30 PM

Afternoon Lesson

Edit

You can view your scheduled sessions in the 'Upcoming' tab.

Join the session by clicking the 'Launch' button.

To create a new session, click on the 'Setting & Schedule' option.

Start time to End time Timezone

Start date to End date Days of the week

Section label

[Add more dates](#)



16:00 to 17:30 Europe/Istanbul

Start date to End date Days of the week

Section label

Start time to End time Timezone

Start date to End date Days of the week

Section label

[Add more dates](#)

Selected dates

Monday	07/15/2024	4:00 PM - 5:30 PM	Afternoon Lesson
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To create an additional session:

Click on the 'Add more dates' field to schedule your new session.

07/31/2024 to 08/28/2024 Friday

Section label
Morning Lessi

Add more dates

Selected dates				
Monday	07/15/2024	4:00 PM - 5:30 PM	Afternoon Lesson	X
Tuesday	07/16/2024	4:00 PM - 5:30 PM	Afternoon Lesson	
Thursday	07/18/2024	4:00 PM - 5:30 PM	Afternoon Lesson	
Monday	07/22/2024	4:00 PM - 5:30 PM	Afternoon Lesson	
Tuesday	07/23/2024	4:00 PM - 5:30 PM	Afternoon Lesson	

Advanced settings

Cancel Save



To edit a scheduled session: On the opened screen, you can update the session with the entered calendar information.

To delete a session, click the 'X' icon located to the right of the session.

The screenshot displays a course management interface for a 'TEST COURSE'. At the top, there are buttons for 'Sync LMS Data', 'Setting & Schedule', and 'NK'. Below this, there are options to 'Join Class room' and 'Copy guest invite link'. A dropdown menu is set to 'Details'. The main content area features four tabs: 'Upcoming', 'Previous' (highlighted with a red box), 'Recordings', and 'Attendance'. Below the tabs is a table with columns for 'Time', 'Topic', 'Label', and 'Actions'. A row in the table shows the session 'Tuesday, July 9th, 2024 4:00 PM - 4:30 PM' with an 'Edit' button. A red box highlights the time, and a red arrow points to the 'Edit' button. Below the table, an 'Edit Class Session' modal is open, containing a 'Topic' input field and 'Cancel' and 'Save' buttons. A red box highlights the entire modal, and a red arrow points to the 'Edit' button in the table above.

You can view past sessions in the 'Previous' tab.

From the 'Edit' option, you can set the session name and after clicking the 'Save' button, you can add the session name.

Join Class room

[Copy guest invite link](#)

Details

Upcoming

Previous

Recordings

Attendance

Time

Name

Duration

Status

Actions

Wednesday, September 18th, 2024
11:00 AM - 11:01 AM

Recording at 18.09.2024, 11:00:10

00:01:29

Instructors,
assistants and
students

Start playback

Tuesday, September 10th, 2024
10:45 AM - 11:13 AM

Recording at 10.09.2024, 10:45:14

00:28:05

Instructors,
assistants and
studentsTuesday, July 9th, 2024
4:28 PM - 4:31 PM

Recording at 09.07.2024, 16:28:49

00:02:55

Instructors,
assistants and
studentsRefresh
Edit settings
Copy link
Download
View analytics
Delete

- You can view recorded sessions in the 'Recordings' tab.
- You can view the options from the marked area.
- You can view different download options by clicking the 'Download' button.
- You can watch the recording by clicking the 'Start playback' button.
- Course recordings are not downloaded by students.

Download recording media

- ↓ Active speaker
- ↓ Audio only
- ↓ Closed captions
- ↓ Timeline

Close

TEST COURSE Setting & Schedule

[Join Class room](#) [Copy guest invite link](#)

Details ▾

Upcoming Previous **Recordings** Attendance

Time	Name	Duration	Status	Actions
Wednesday, September 18th, 2024 11:00 AM - 11:01 AM	Recording at 18.09.2024, 11:00:10	00:01:29	Instructors, assistants and students	⋮ Start playback Refresh Edit settings Copy link Download View analytics Delete
Tuesday, September 10th, 2024 10:45 AM - 11:13 AM	Recording at 10.09.2024, 10:45:14	00:28:05	Instructors, assistants and students	
Tuesday, July 9th, 2024 4:28 PM - 4:31 PM	Recording at 09.07.2024, 16:28:49	00:02:55	Instructors, assistants and students	

Editing

Name

Who can access this recording?

- Instructors, assistants and students
- Public
- Instructors, assistants and students
- Instructors and assistants

You can set who can view the course recordings from the 'Edit settings' option.

Join Class room [Copy guest invite link](#)

Details ▾

Upcoming Previous Recordings **Attendance**

Attendance [Download](#) [Add new class dates](#)

Session Summary ▾

	Presences	Absences	Late	Report
07/09/2024 - Tuesday - 5:24 PM	0	2	0	Class Report
07/09/2024 - Tuesday - 4:00 PM	1	1	1	Class Report

You can select the class for which you want to view the virtual attendance from the designated area.

Join Class room

[Copy guest invite link](#)

Details

Upcoming

Previous

Recordings

Attendance



Attendance

[Download](#)

[Add new class dates](#)

Session Summary

Date	Presences	Absences	Late	Report
07/09/2024 - Tuesday - 5:24 PM	0	2	0	Class Report
07/09/2024 - Tuesday - 4:00 PM	1	1	1	Class Report

In the 'Attendance' section, you can view and download the virtual classroom attendance.

Upcoming

Previous

Recordings

Attendance



Attendance



Download

Add new class dates

07/16/2024 - Tuesday - 4:00 PM ▾

4:00 PM - 5:30 PM

0

Students present

2

Students absent

0

Students late

Student ↑	Attendance	Lateness	Time In	Time Out	Edit	Report
Sar	Absent					Student Report
ays	Absent					Student Report

You can view and download the virtual classroom student participation reports from the 'Student Report' section.

Upcoming

Previous

Recordings

Attendance

 Attendance

Download

Add new class dates

07/09/2024 - Tuesday - 4:00 PM ▾

4:00 PM - 4:30 PM

1
Students present

1
Students absent

1
Students late



Student ↑	Attendance	Lateness	Time In	Time Out	Edit	Report
User	Absent					Student Report
User	Present	Late	4:28 PM	4:31 PM		Student Report

To make updates to the virtual classroom attendance report, you can use the 'Edit' section.

The screenshot displays a web application interface for managing student attendance. A modal window titled "Edit User's record" is open for the date "07/09/2024 - Tuesday". The modal contains the following fields:

- Attendance:** A dropdown menu set to "Present".
- Lateness:** A dropdown menu set to "Late".
- Time In:** A time input field set to "16:28".
- Time Out:** A time input field set to "16:31".

At the bottom of the modal, there are two buttons: "Cancel" and "Save record". The "Save record" button is highlighted with a red rectangular box. A red arrow points from the "Save record" button down to the "Late" status in the table below.

The background interface shows a table with the following data:

Student ↑	Attendance				Edit	Report
User	Absent					Student Report
User	Present	Late	4:28 PM	4:31 PM		Student Report

In this section, you can make adjustments to the student participation report for attended/absent/late entries.



ISTANBUL OKAN UNIVERSITY CLASS COLLAB USER GUIDE FOR INSTRUCTORS

How Can I Create Multiple Sessions?

The screenshot shows a course management interface. At the top, a blue header bar contains the course name 'TEST COURSE' with a red box around it and a red arrow pointing to it, a '← Back' link, and buttons for 'Sync LMS Data', 'Settings & Schedule', and 'NK'. Below the header, there are buttons for 'Join Class room' and 'Copy guest invite link', and a 'Details' dropdown menu. The main content area has tabs for 'Upcoming', 'Previous', 'Recordings', and 'Attendance'. The 'Upcoming' tab is active and shows a table with columns for 'Time', 'Topic', 'Label', and 'Actions'. The table is currently empty, with a '0' in the 'Time' column. Below the table, a message states 'No sessions scheduled yet' with a 'Schedule session' button.

Click on the underlined name of the relevant course.

Create a new Class

Name ▲

Host

Actions

[Main Class](#) 

Lock

On the screen that opens, click on the 'Create a new Class' option.

TEST COURSE: Linked Classes Create a new Class

Name ▲	Host	Actions
Main Class		Lock

Create a new class

Class name
 ←

Description
 ←

Cancel Create a new Class

Fill in the required fields and click on the marked option.

TEST COURSE: Linked Classes

Create a new Class

Name ▲

Host

Actions

[Main Class](#) 

Lock

[Test Course Meeting](#)

Delete

You can view the newly created virtual class under the 'Linked Classes' section.

[Join Class room](#) [Copy guest invite link](#)

Details ▾

Upcoming

Previous

Recordings

Attendance

0

Time	Topic	Label	Actions
------	-------	-------	---------

No sessions scheduled yet

[Schedule session](#)

You can create new sessions within the virtual class you created and share the links with your students.

Name ▲	Host	Actions
Main Class 		Lock
Test Course Meeting		Delete

Name ▲	Host
Test Course Meeting	

(Student View)

If you wish, you can restrict access to the Main Class by using the 'Lock' button.

In this case, students will only be able to access the new virtual class you created.