ISTANBUL OKAN UNIVERSITY CLASS COLLAB
USER GUIDE FOR INSTRUCTORS

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

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.

You can access the course by clicking on the 'Courses' link.
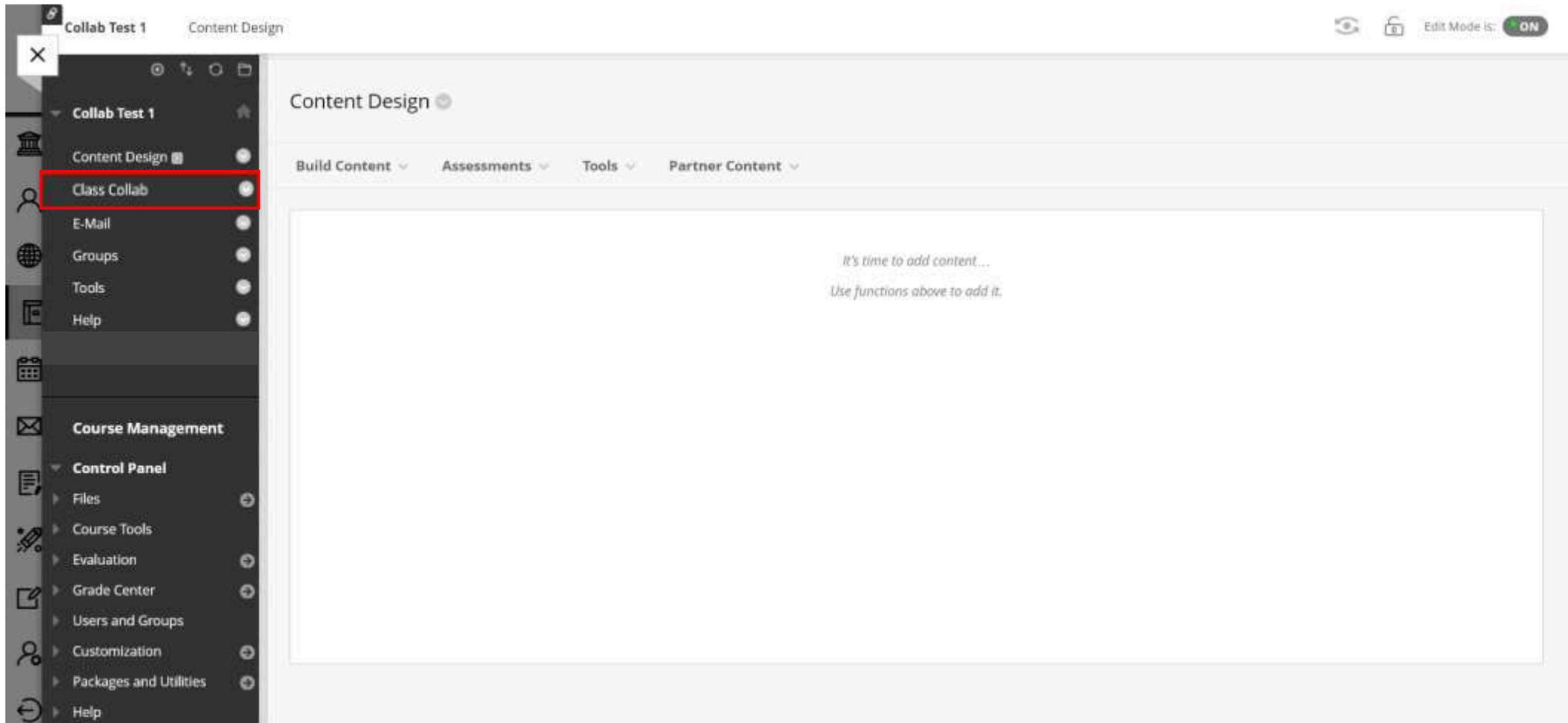
Click on the Class Colab (Virtual Classroom) link in the left menu.

Launch LTI Link

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

You will direct the tool automatically.

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.

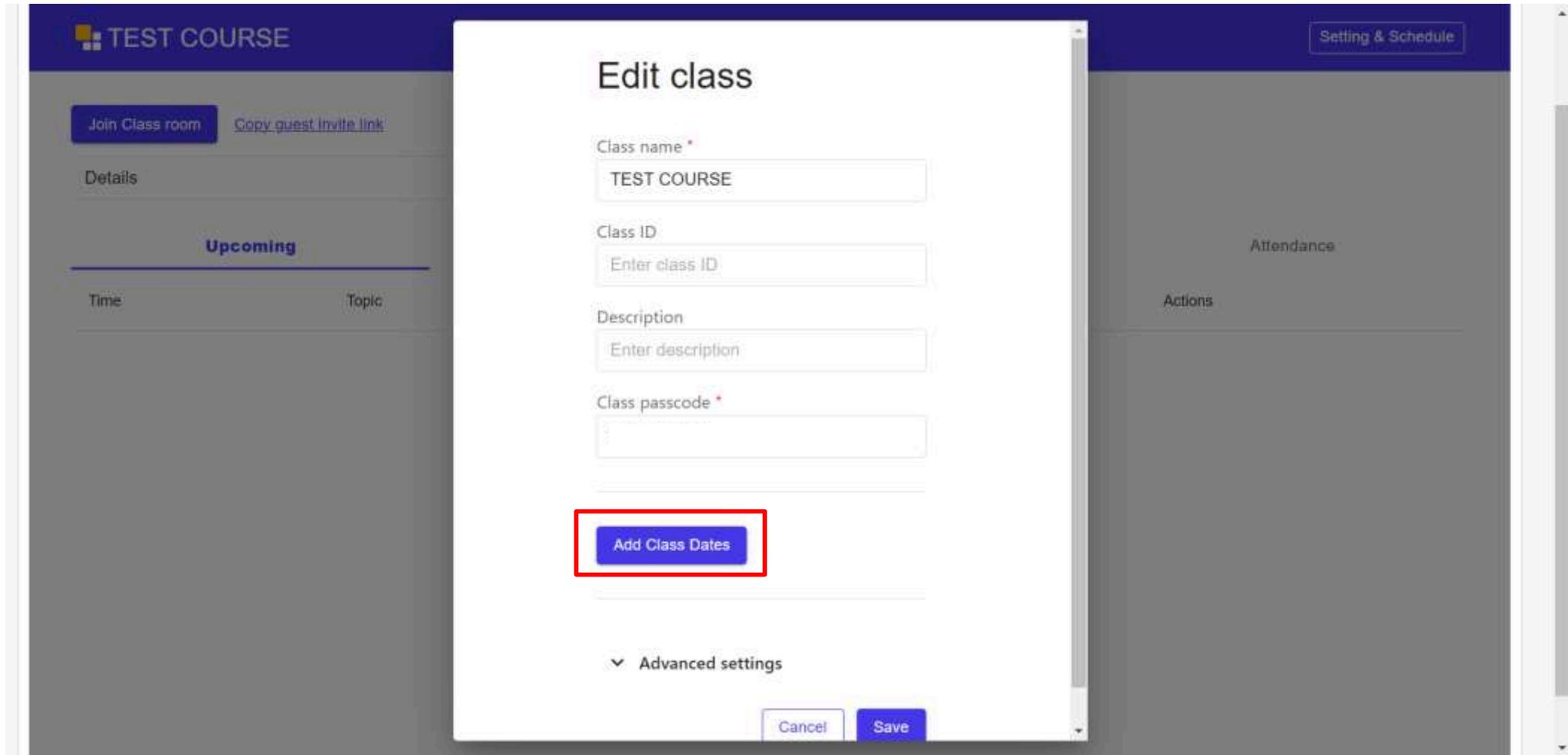You can access the session using 'Join on web' button. For entering the virtual classroom session, it is recommended to use Chrome, Microsoft Edge browsers.

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.

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.

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.

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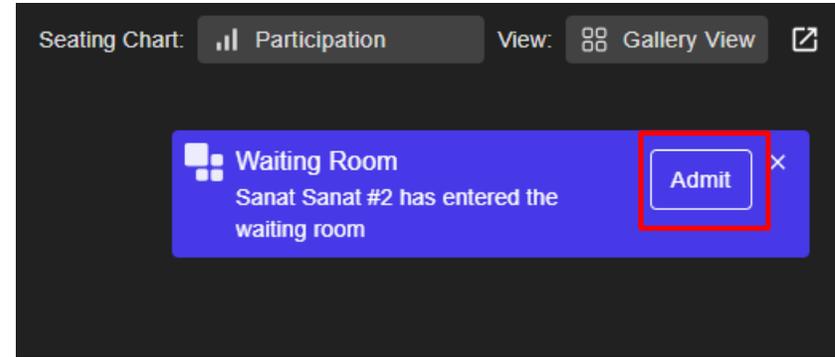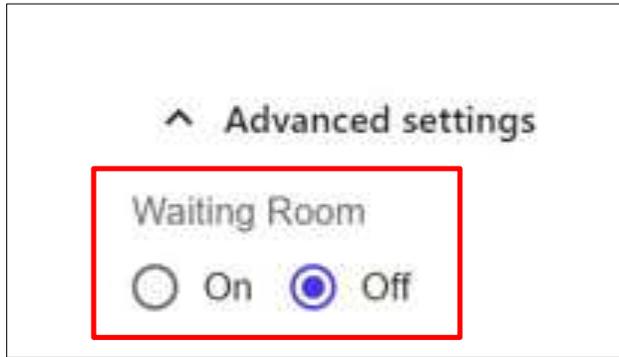
In scheduled sessions, when the "Waiting Room" option is set to "On," students can join the class with the instructor's approval, which is granted by clicking the "Admit" button on the notification that appears on the instructor's screen.

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

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.

To create an additional session:

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

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.

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.

- 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.

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

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

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

You can view the course report in Excel format.

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

You can view student reports in Excel format.

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

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

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How Can I Create Multiple Sessions?

Click on the underlined name of the relevant course.

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

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

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

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

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.