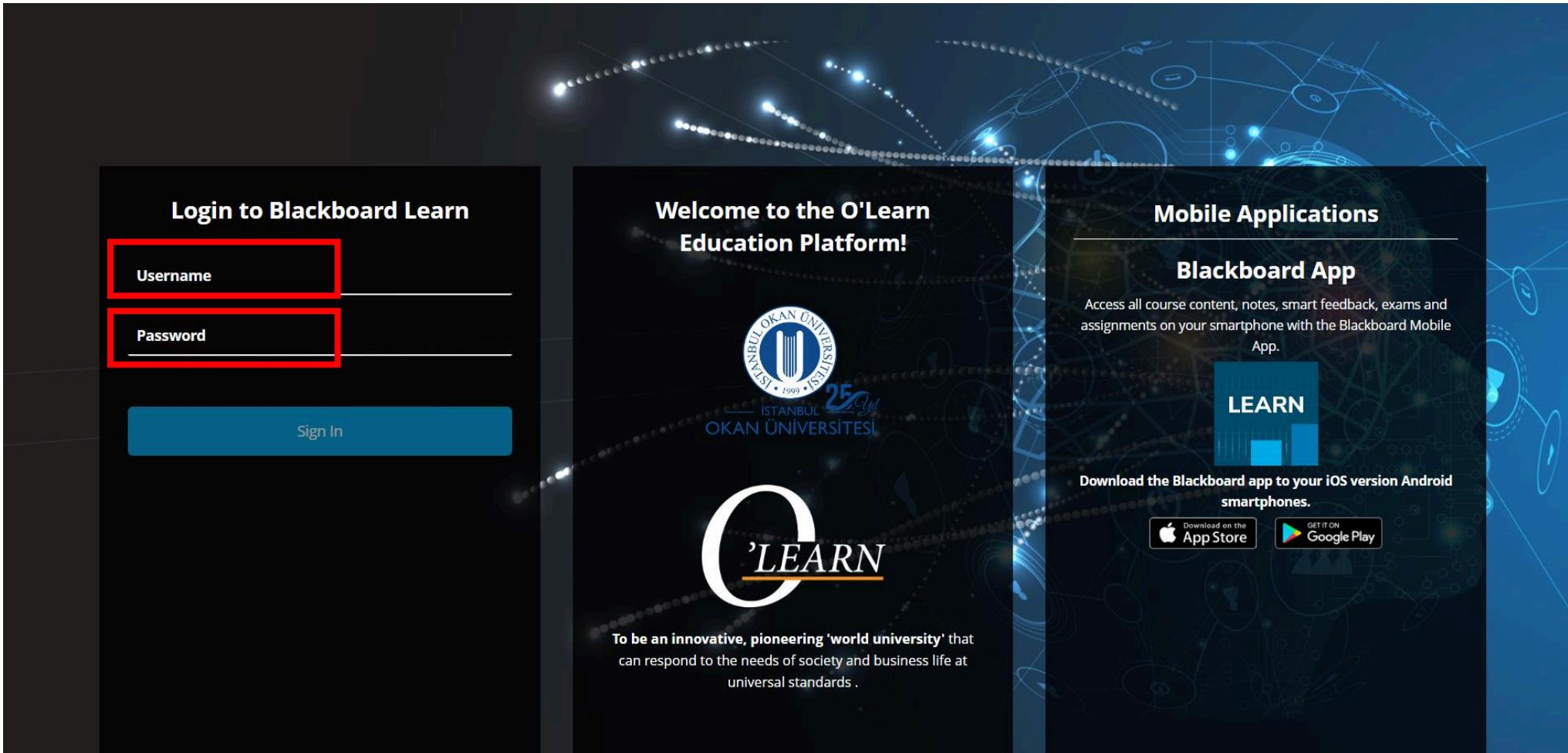


ISTANBUL OKAN UNIVERSITY CLASS COLLAB USER GUIDE FOR INSTRUCTORS

How can I create a virtual classroom in an Ultra course view?



Log in using the Chrome, Microsoft Edge browser.

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

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



Institution Page



Activity Stream

Courses

Calendar

Messages

Grades

Assist

Tools

Admin

Sign Out

2022-2023 - Fall - Lisansüstü Eğitim Enstitüsü

2021-2022-SBE

LİSANSÜSTÜ EĞİTİM ENSTİTÜSÜ Original Course View

Private | [Multiple Instructors](#) | More info ▾



Others

collabtest1

Collab Test 1 Original Course View

Open | [Multiple Instructors](#) | More info ▾



2023-2024-TEST

TEST COURSE Original Course View

Open | NISA KUCUK | More info ▾



2023-2024-1-ultra

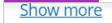
ULTRA KURS

Open | [Multiple Instructors](#) | More info ▾



Log in to the course from the courses link.

Contents Such Announcements Discussions Notebook Messages Analytics Groups

 Show more

Details and Actions

-  Participant List [View everyone in your course](#)
-  Monitoring Progress  [Activate](#)
-  Course View [Adjust display settings](#)
-  Course is open [Students can access this course](#)
-  Class Collaborate [Join the session](#) 
-  Roll Call [Mark participation](#)
-  Books and Tools [View course and institution tools](#) 
-  Question Banks [Manage question banks](#)

 New Document 19.01.2024  Not visible to students 

 New Folder 18.01.2024  Visible to students 

Trial File

 Introduction to Artificial Intelligence  Not visible to students 

What is artificial intelligence? Basic concepts, history and application areas of artificial intelligence. Other disciplines related to artificial intelligence.

 New Test 23.10.2023  Deadline: 24.10.2023 00:00  Visible to students 

 Undeployed Tests  Not visible to students 

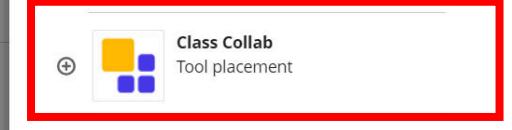
Undeployed Tests 

 Books and Courseware

Instructor tools

-  SafeAssign [Originality Review](#)

Available tools

-  Badgr Spaces US [Badgr Spaces Integration](#)
-  Cengage
-  Cengage Tool
-  Class Collab [Tool placement](#) 
-  Microsoft Teams

To add 'Class Collab' to the course content, click on 'Books and Tools'.

In the opened window, you can add it to the content by clicking on the '+' icon.

ULTRA KURS

Content Calendar Announcements Discussions Gradebook Messages Analytics Groups

Student Preview

Course Faculty



INSTRUCTOR



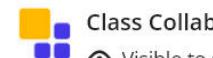
INSTRUCTOR

[Show more](#)

Details & Actions

 Roster
[View everyone in your course](#) Progress Tracking
[Turn on](#) Course Image
[Edit display settings](#) Course is open
[Students can access this course](#) Class Collaborate
[Join session](#)

Course Content



Class Collab

Visible to students

Tool placement



Yeni Belge 19.01.2024

Hidden from students



Yeni Klasör 18.01.2024

Visible to students

Deneme Dosyası



Yapay Zeka Giriş

Hidden from students

Yapay zeka nedir? Yapay zekanın temel kavramları, tarihi ve uygulama alanları. Yapay zeka ile ilişkili diğer disiplinler.



Click on the Collab (Virtual Classroom) link in the Course Content.

8 Launch LTI Link



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

You are directing to the connection screen.

The image shows a user interface for a course named 'TEST COURSE'. At the top, there is a blue header bar with the course name and a 'Setting & Schedule' button. Below the header, there is a 'Join Class room' button and a 'Copy guest invite link' button. A dropdown menu is open, showing 'Details' and a red box highlighting the 'Upcoming' tab. The main content area shows a table with columns: Time, Topic, Label, and Actions. The first row in the table is highlighted with a red box and shows the date 'Tuesday, July 9th, 2024' and time '4:00 PM - 4:30 PM'. To the right of this row are 'Edit' and 'Launch' buttons, with a red arrow pointing to the 'Launch' button. Below this row, there is another row with the date 'Tuesday, July 9th, 2024' and time '5:24 PM - 6:24 PM', also with 'Edit' and 'Launch' buttons. A modal window titled 'Collab Test 1' is open, showing a 'Join Class room' button (highlighted with a red box) and a 'Copy guest invite link' button. The modal also has a 'Details' dropdown and a table with columns: Time, Topic, Label, and Actions. The table shows the message 'No sessions scheduled yet' and a 'Schedule session' button (highlighted with a red box).

You can view scheduled sessions in the 'Upcoming' section and join the session by clicking the 'Launch' button.

If there is no scheduled session, you can access the course room by selecting 'Join Class room.'



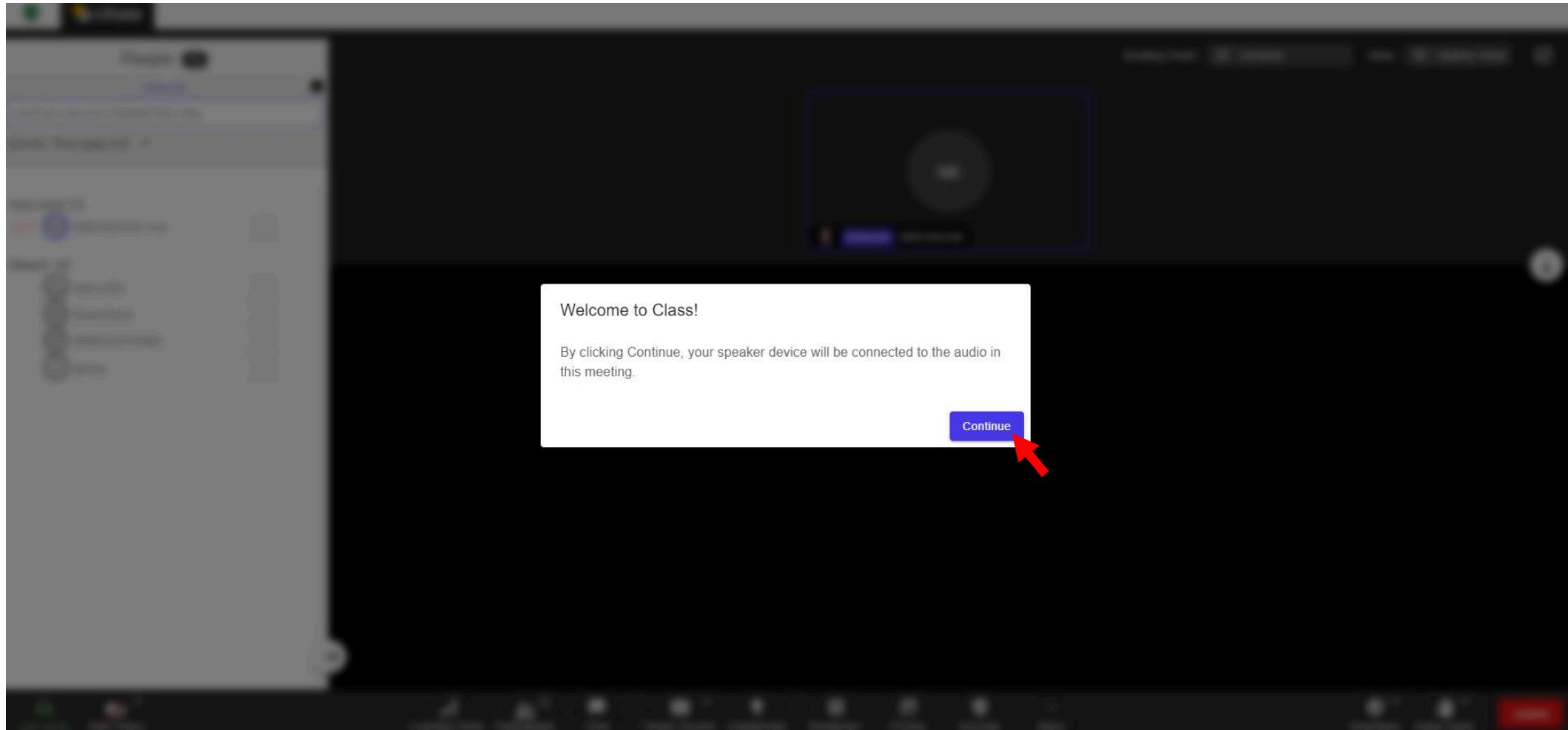
Join your class session

TEST COURSE |

Join on the web



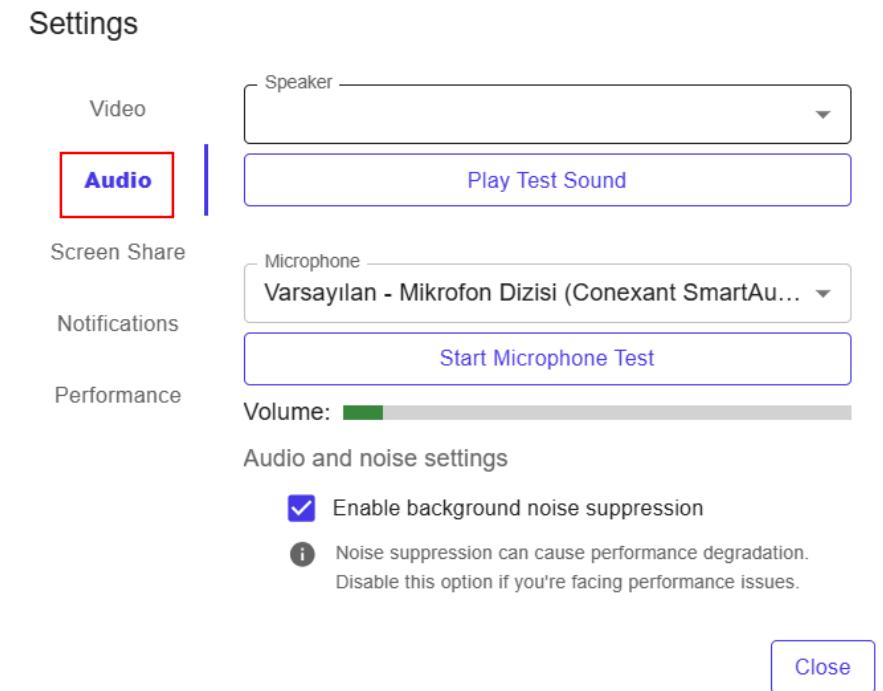
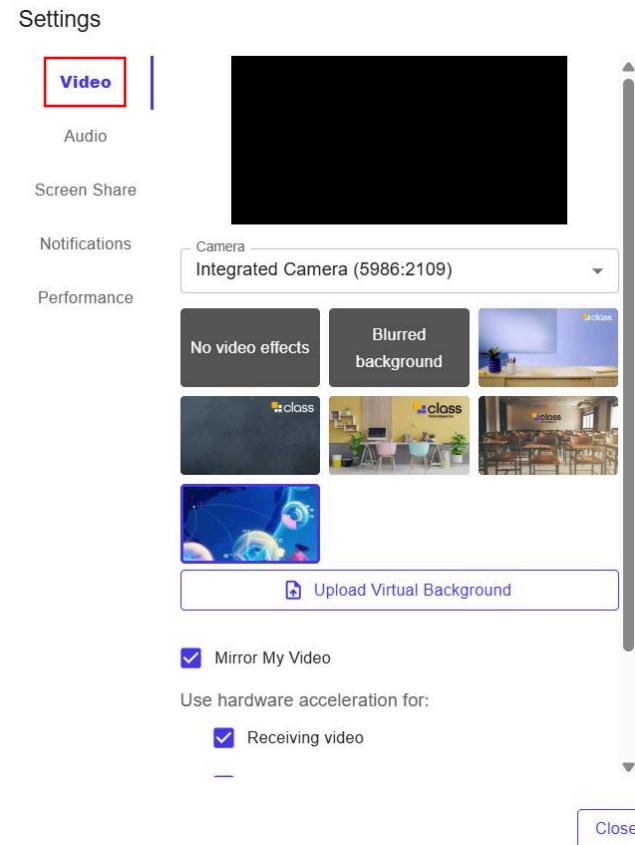
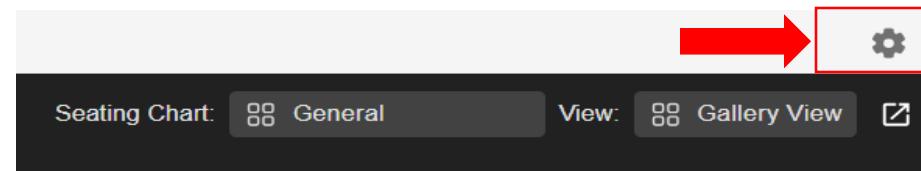
You can access the session using 'Join on Web'. The application interface can be used without language translation on actively used browsers (Chrome, Microsoft Edge).



Confirm the use of microphone/audio on the screen that opens.

ISTANBUL OKAN UNIVERSITY CLASS COLLAB USER GUIDE FOR INSTRUCTORS

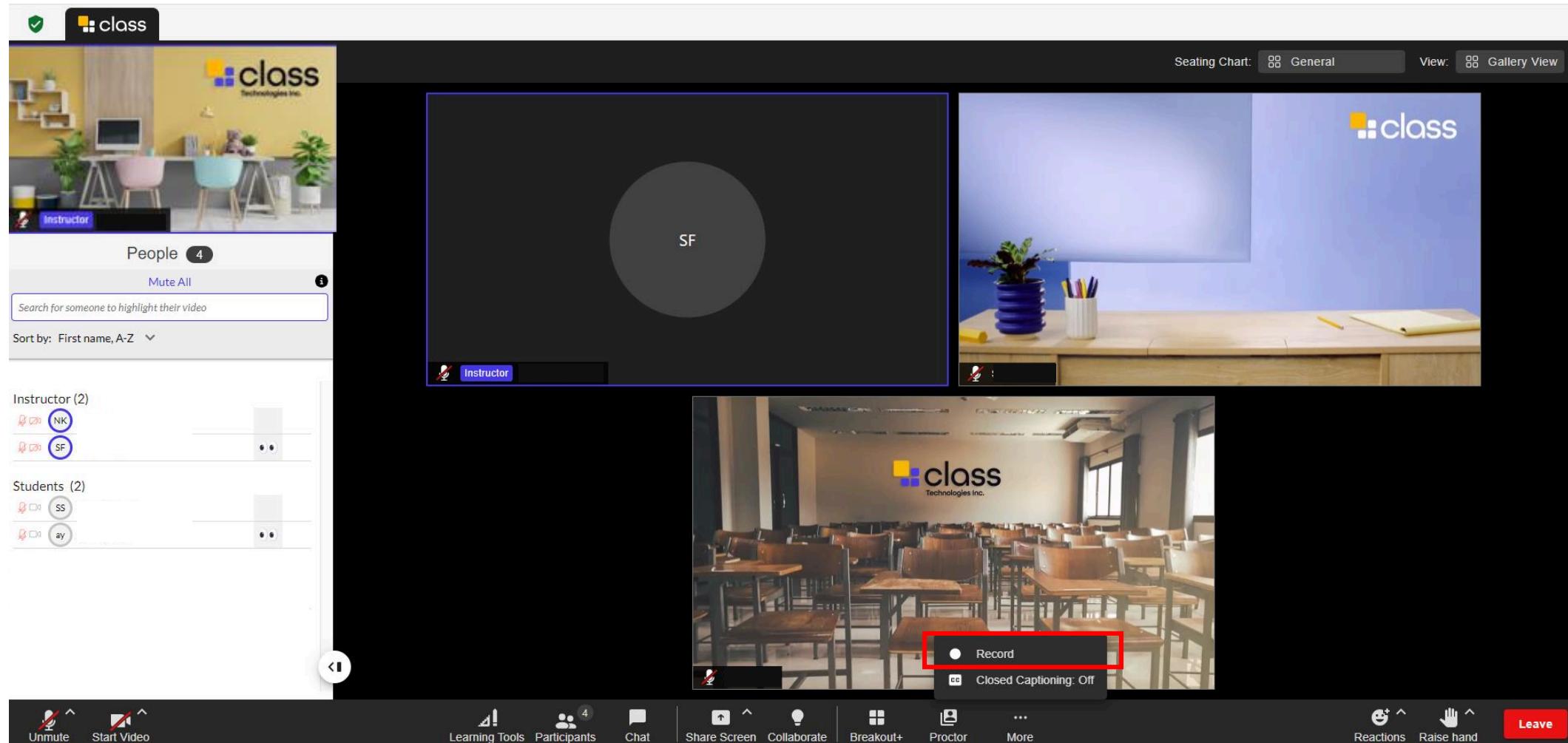
How can I adjust microphone and camera permissions?



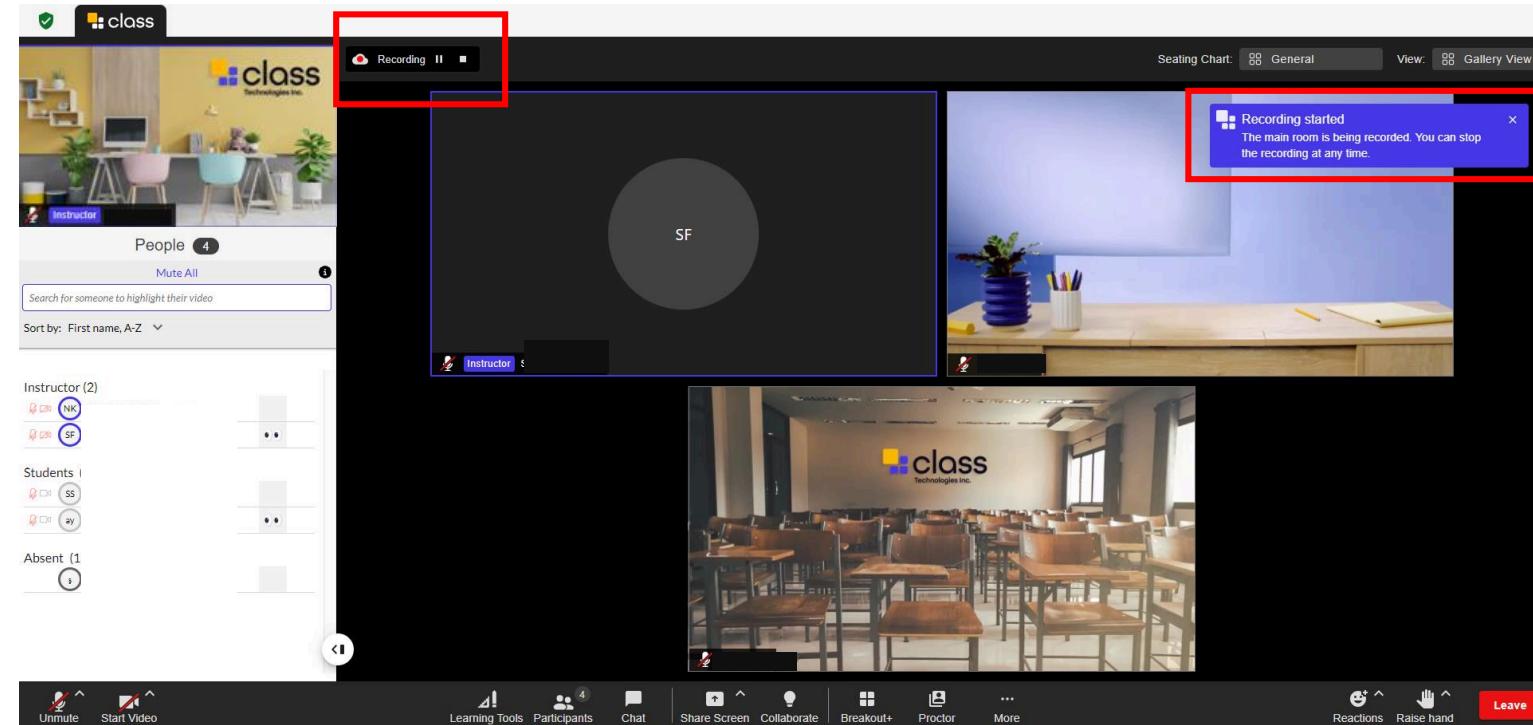
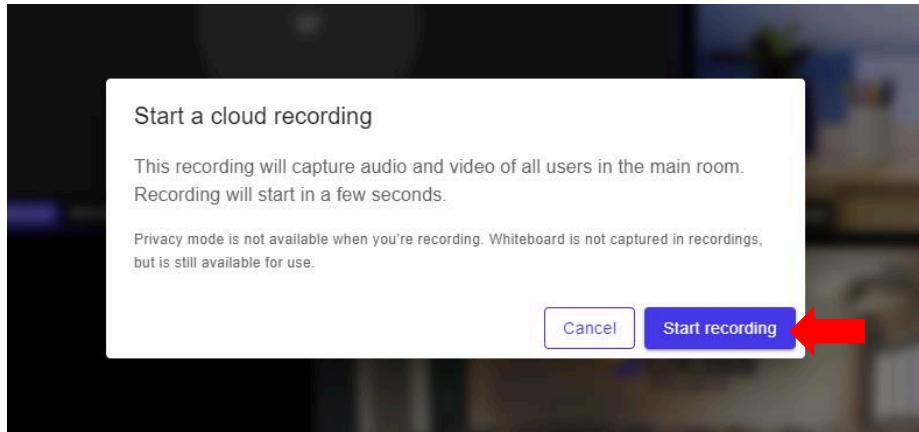
You can control video, audio and speakers from the settings option. You can also edit your virtual background.

ISTANBUL OKAN UNIVERSITY CLASS COLLAB USER GUIDE FOR INSTRUCTORS

How do I start recording of the session?



Click on the 'More' tab in the bottom panel, then click on the 'Recording' option to start recording the session.



Click on the 'Start Recording' option on the opened screen.

Once you receive a notification that recording has started, you will see the option to stop and end the recording in the top-left corner of the screen.

ISTANBUL OKAN UNIVERSITY CLASS COLLAB USER GUIDE FOR INSTRUCTORS

How can I change the Seating Chart?

The screenshot shows a video conferencing interface with the following elements:

- Top Bar:** Includes a shield icon, a "class" logo, and a "class Technologies Inc." banner.
- Participants List:** Shows 5 participants: 2 Instructors (NK, SF) and 3 Students (SS, ay, m). The student "m" is circled in red.
- Seating Chart:** Displays three circular participant icons labeled SS, AY, and M. The participant M is circled in red and has a red box around it, with the text "Unverified" below it.
- Seating Chart Settings:** A red box highlights a dropdown menu titled "Seating Chart" with the following options:
 - Participation
 - View: Gallery View
 - General
 - Alphabetical - First Name
 - Alphabetical - Last Name
 - Hand Raised
 - Recent Speakers
 - Actions
 - Unverified
 - Participation
- Bottom Bar:** Includes buttons for Unmute, Stop Video, Learning Tools, Participants (5), Chat, Share Screen, Collaborate, Breakout+, Proctor, More, Reactions, Raise hand, and Leave.

In the 'Seating Chart' section, you can adjust the seating arrangement settings for session participants.

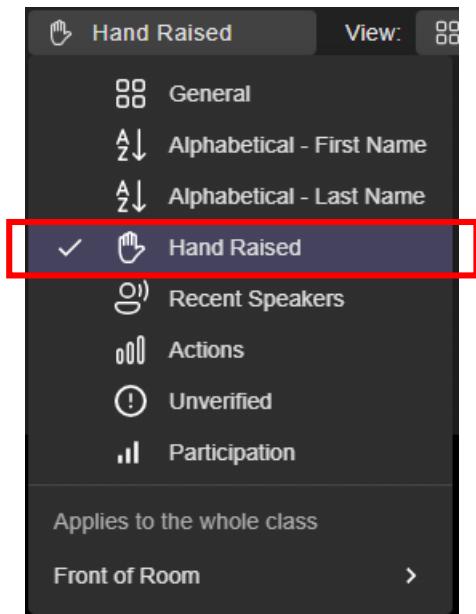
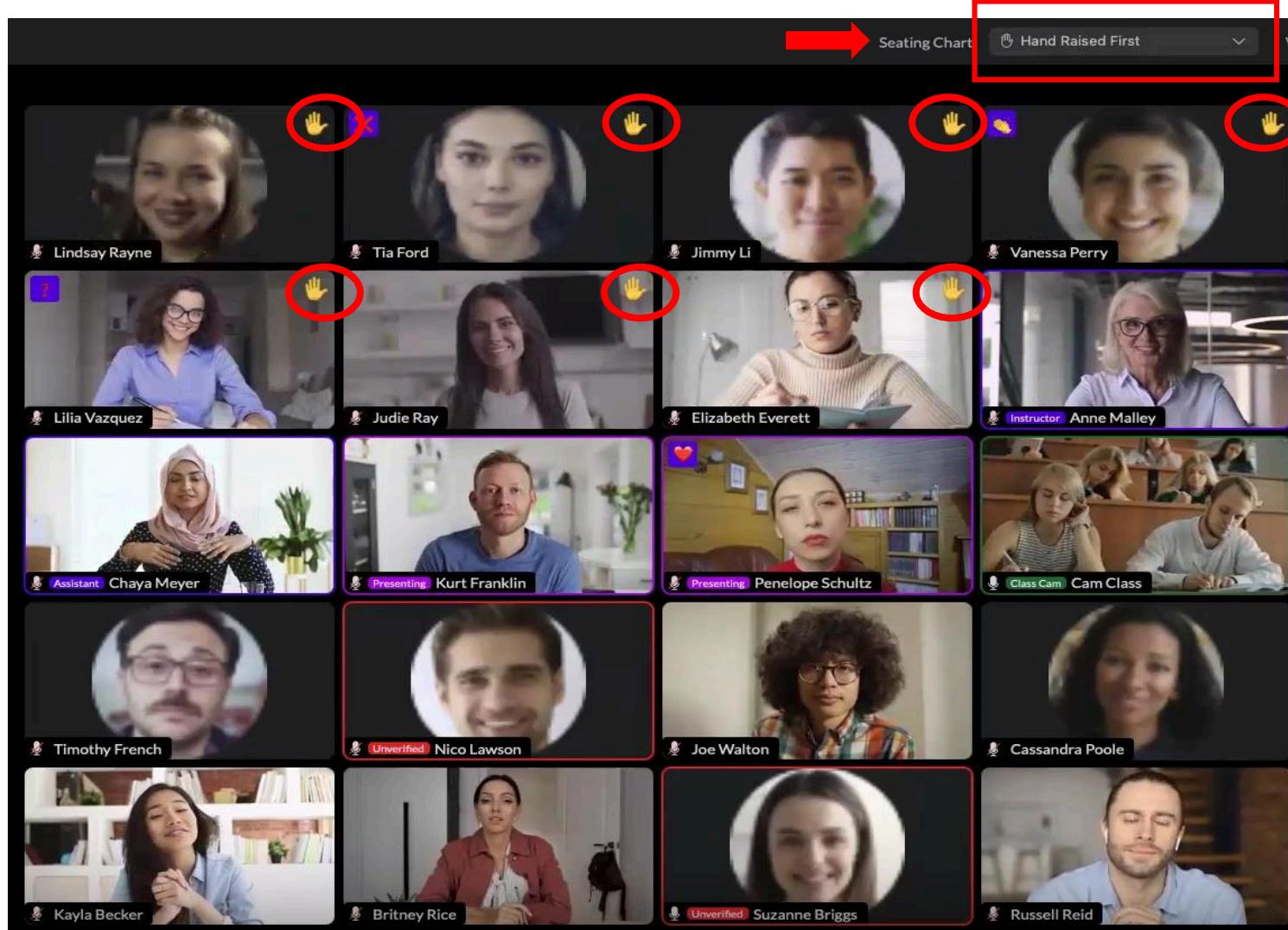
The screenshot shows the Classmate software interface. At the top, there are two video feeds: one for the 'Instructor' and one for 'gözde'. Below the video feeds is a 'Seating Chart' with three student icons labeled 'SF', 'G', and 'ST'. The 'SF' icon is highlighted with a purple border. A context menu is open over the 'SF' icon, with the 'Participation' option highlighted by a red box. The menu also includes 'Sync Settings: Off.', 'Applies to the whole class.', and 'Front of Room'. The main interface shows 'People 5' and a list of participants: 'Instructors (2)' and 'Students (3)'. The 'Students (3)' list is highlighted with a red box and contains entries for 'gözde', 'şevval tç', and 'ÖZLEM'. The 'gözde' entry has a red arrow pointing to it. At the bottom, there is a toolbar with buttons for 'Unmute', 'Start Video', 'Learning Tools', 'Participants', 'Chat', 'Share Screen', 'Collaborate', 'Breakout+', 'Proctor', 'Security', 'More', 'Reactions', 'Raise hand', and 'Leave'.

The screenshot shows an engagement report for student 'ÖZLEM S/'. The report is titled 'Engagement' and lists various metrics for the student. The data is as follows:

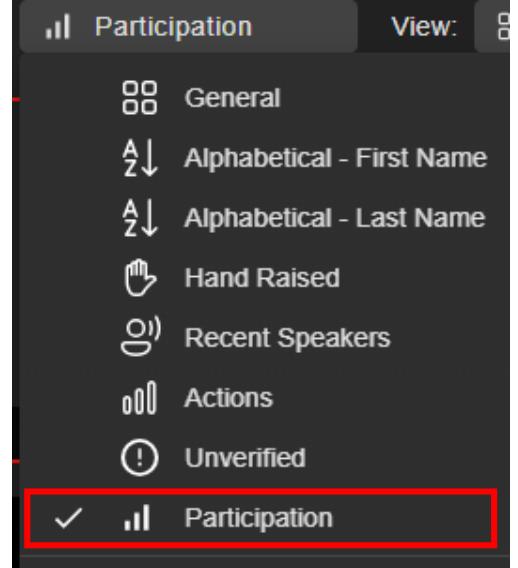
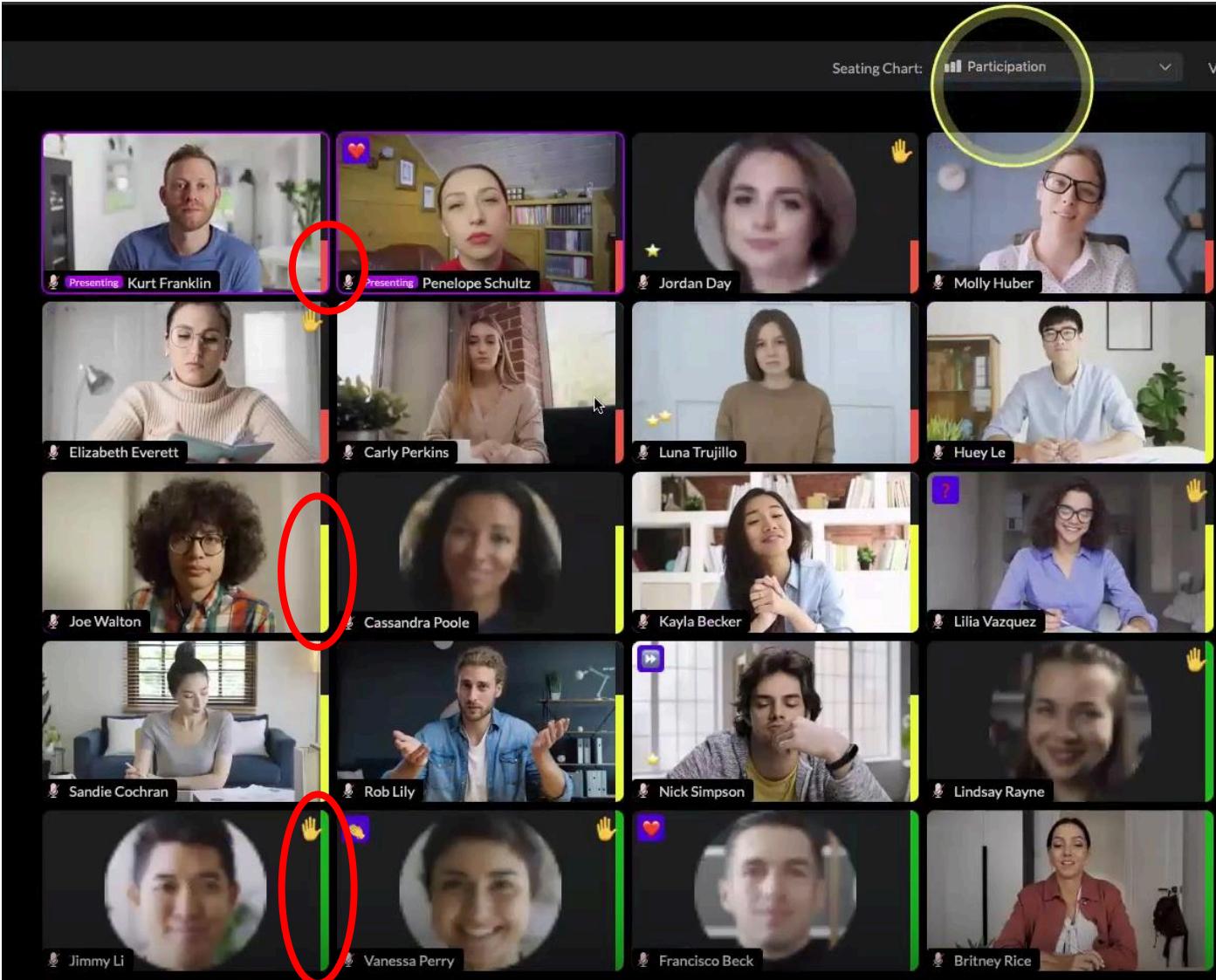
Category	Value
Engagement Score	100/100
Talk time	User spoke for 2 minutes 35 seconds
Attendance	User attended for 9 minutes 26 seconds
Video on	User had video on for 3 minutes 38 seconds
Screen share	User shared screen for None
Stars	User received 0 stars
Hand raises	User raised hand 1 time
Public chats	User sent 0 public chats
Focus	User focused for 5 minutes 8 seconds
Reactions	User sent 2 reactions

At the bottom right of the report is a 'Close' button.

With the **participation** feature, students' interactions during the class can be automatically monitored.



Click on the 'Hand Raised' option to see users who have raised their hands.



Click on the 'Participation' option to view the users participation levels.

Red: Low

Yellow: Good

Green: Great

ISTANBUL OKAN UNIVERSITY CLASS COLLAB USER GUIDE FOR INSTRUCTORS

How can I create a presentation group?

The screenshot shows a virtual classroom interface. At the top, there's a navigation bar with a checkmark icon, a 'class' logo, and a 'Seating Chart' button. The seating chart on the right lists categories: General, Alphabetical - First Name, Alphabetical - Last Name, Hand Raised, Recent Speakers, Actions, Unverified, and Participation. It's set to 'Front of Room'.

The main area shows a seating chart with three users: 'AY' (highlighted with a purple box and a red border around the 'Presenting' status), 'SS' (highlighted with a red box), and 'M' (highlighted with a red box and a red border around the 'Unverified' status). Below the seating chart is a list of participants: 'Instructor (2)' (NK, SF), 'Presenting Group (1)' (AY), and 'Students (2)' (m, SS). The 'AY' participant has a red circle around their name.

A context menu is open for the 'AY' participant, with a red box highlighting the 'Add to Presenting Group' option. Another red box highlights the 'Presenting' status indicator on the seating chart. The menu also includes options: Unmute, Raise Hand, Pin, Start video, Move to Podium, and Add to Presenting Group.

At the bottom, there are various control buttons: Unmute, Stop Video, Learning Tools, Participants (5), Chat, Share Screen, Collaborate, Breakout+, Proctor, More, Reactions, Raise hand, and Leave.

Click on the highlighted option to bring the users presenting to the foreground.

Add the desired user to the presentation group.

The screenshot shows a video conferencing interface with a seating chart and a participant menu. The seating chart displays three participants: AY (highlighted with a yellow border), SS, and M. A red arrow points from the seating chart to a red box highlighting the 'Speaking' option in the participant menu. The participant menu also includes options for 'None', 'Instructors - Assistants', 'Presenting Group', and 'Instructor Camera', 'Class Camera', 'Sign Language Camera'. The menu is set to 'Applies to the whole class' and 'Front of Room'. The interface includes a sidebar with participant lists, a toolbar with various tools, and a control bar at the bottom.

Seating Chart:

- General
- General
- Alphabetical - First Name
- Alphabetical - Last Name
- Hand Raised
- Recent Speakers
- Actions
- Unverified
- Participation

Applies to the whole class

Front of Room

None

Instructors - Assistants

Presenting Group

Speaking

Instructor Camera

Class Camera

Sign Language Camera

AY

SS

M

Unmute Stop Video Learning Tools Participants Chat Share Screen Collaborate Breakout+ Proctor More Reactions Raise hand Leave

Click on the highlighted option to bring the speaking user to the foreground.

The screenshot shows a video conferencing interface with the following elements:

- Top Bar:** Includes a green checkmark icon, a 'class' logo, and a 'Seating Chart' button.
- Participants List:** Shows 5 participants: 1 Instructor (NK) and 4 Students (SF, ay, m, ss).
- Presenting:** A slide titled 'class Technologies Inc.' is displayed.
- Seating Chart:** Shows a grid of 9 seats. The top-left seat (row 1, column 1) contains 'SS', the middle seat (row 2, column 2) contains 'M', and the bottom-right seat (row 3, column 3) contains 'Unverified'. A red box highlights the 'Gallery View' button in the top right of the seating chart panel.
- Privacy Mode:** A red box highlights the 'Privacy Mode: Optional' section, which includes three options: 'Off for All Participants' (radio button), 'On for All Participants' (checkbox), and 'Let Participants Select' (checkbox). A red arrow points to the 'Let Participants Select' option.
- Bottom Bar:** Includes buttons for Unmute, Stop Video, Learning Tools, Participants (5), Chat, Share Screen, Collaborate, Breakout+, Proctor, More, Reactions, Raise hand, and Leave.

You can activate 'Gallery View' mode.

- If Privacy Mode is off, participants can see each other's images.
- If Privacy Mode is on, participants cannot see each other's images.
- From the 'Let Participants Select' option, you can enable the feature that allows users to hide their images from other participants.

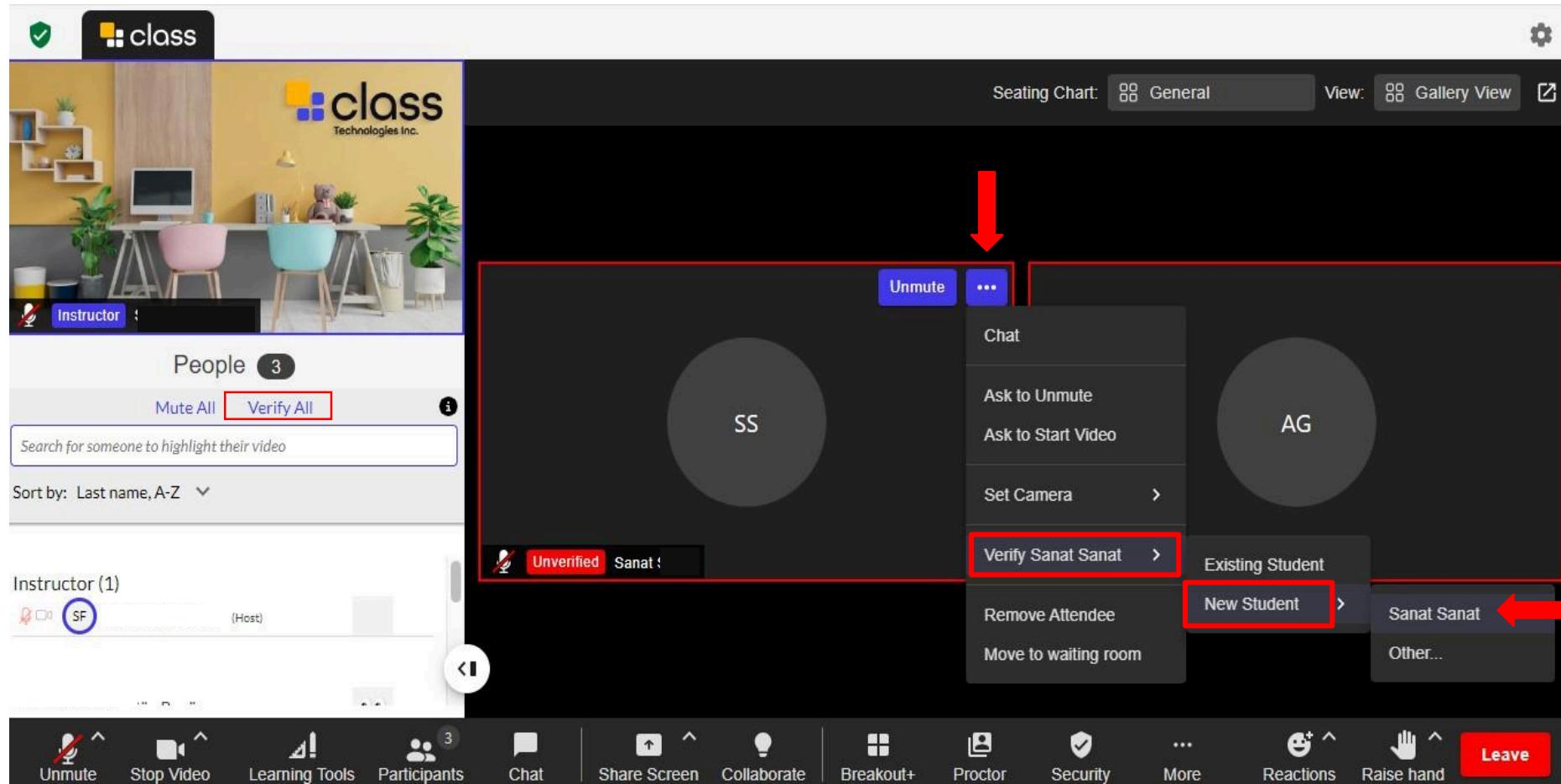
The screenshot displays a video conferencing interface with the following components:

- Top Left:** A sidebar showing the instructor's video feed and participant list. The participant list includes "Instructor" (2) and "Students" (3). The student list includes "NK", "SF", "ay", "m", and "SS".
- Top Right:** A seating chart with two circular areas labeled "SS" and "AY". A red box highlights a dropdown menu for "Videos Per Screen" with options 4, 9 (checked), 16, and 20. A red arrow points to the "9" option.
- Bottom:** A control bar with icons for Unmute, Stop Video, Learning Tools, Participants (5), Chat, Share Screen, Collaborate, Breakout+, Proctor, More, Reactions, Raise hand, and Leave.

You can choose the number of users to be displayed from the specified area.

ISTANBUL OKAN UNIVERSITY CLASS COLLAB USER GUIDE FOR INSTRUCTORS

How do I Verify Unverified users?

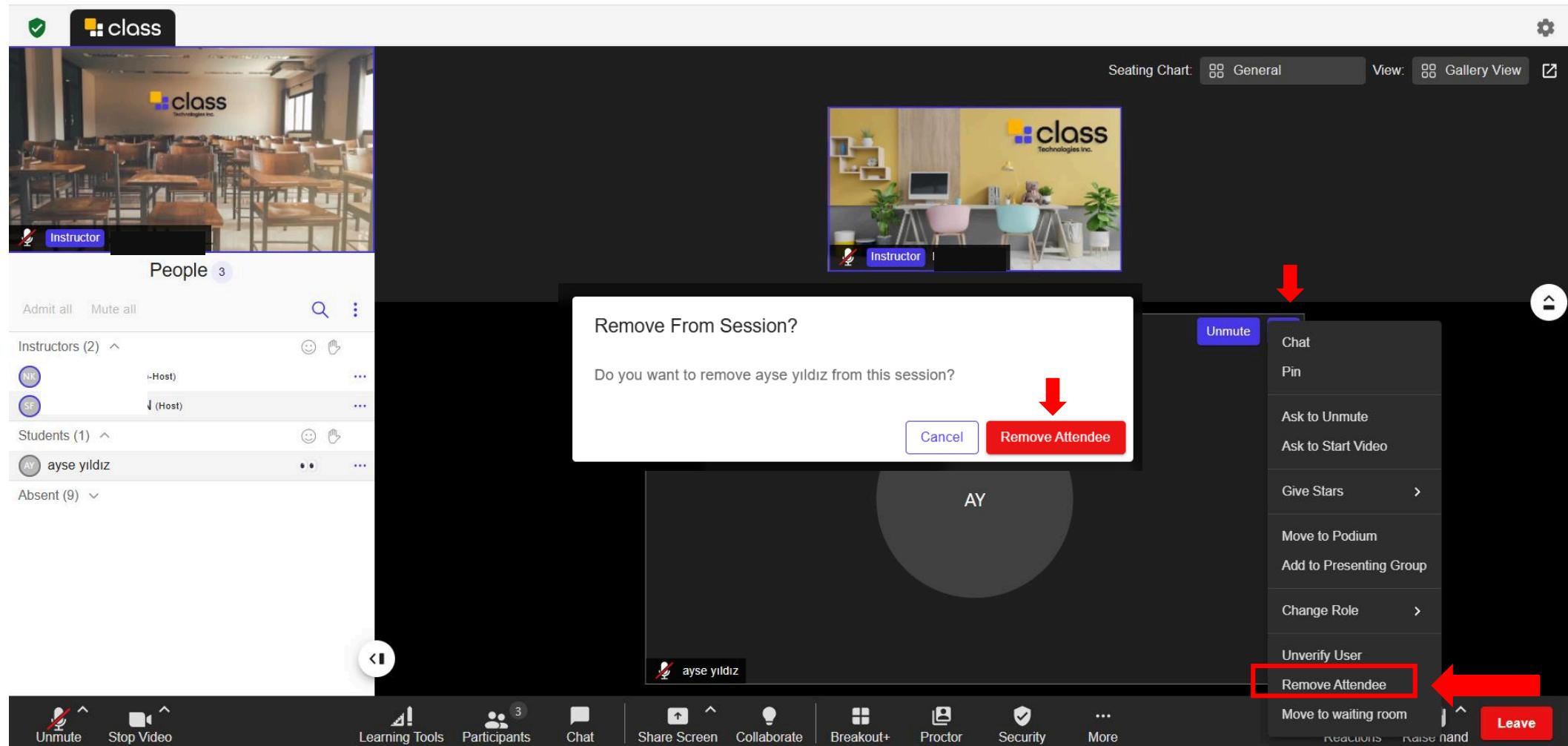


In order for users who are 'Unverified' to be active in the course, you can add it as 'New Student'.

You can verify all unverified users at the same time from the 'Verify All' option.

ISTANBUL OKAN UNIVERSITY CLASS COLLAB USER GUIDE FOR INSTRUCTORS

How do I remove a user from the session?



To remove an attendee from a live session, click the ellipses '(...)' next to their name in the class roster and select **Remove Attendee**; this action only affects the session and does not change their status on the class roster.

The "**Remove Attendee**" feature is not recommended for use except in exceptional cases.

ISTANBUL OKAN UNIVERSITY CLASS COLLAB USER GUIDE FOR INSTRUCTORS

Where can I see camera and microphone settings?

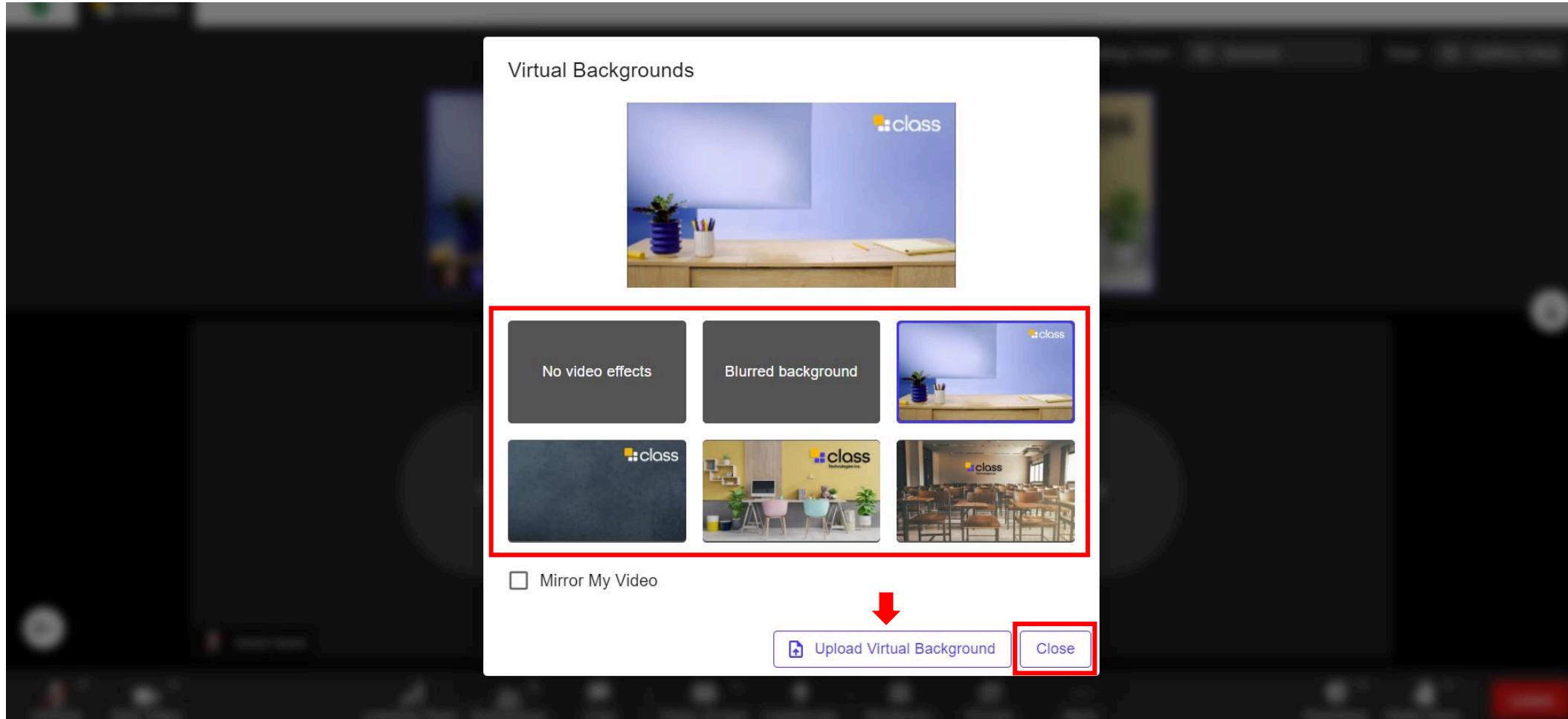
The screenshot shows a video conferencing interface with a central video feed of an instructor and two student video feeds below. The left sidebar lists participants: 'Instructor (2)' (NK, SF) and 'Students (3)' (ay, aye yıldız). A red box highlights the microphone settings for 'ay' (ayse yıldız). The settings show two checked options: 'Varsayılan - Hoparlör (Conexant SmartAudio HD)' and 'Hoparlör (Conexant SmartAudio HD)'. Below these are 'Microphones' sections for 'ay' and 'aye yıldız', each with a checked 'Varsayılan - Mikrofon Dizisi (Conexant SmartAudio HD)' option. A red arrow points to the 'Unmute' button at the bottom left. The bottom navigation bar includes 'Sohbet', 'Learning Tools', 'Participants' (5), 'Chat', 'Share Screen', 'Collaborate', 'Breakout+', 'Proctor', 'More', 'Reactions', 'Raise hand', and 'Leave'.

You can turn your microphone on/off from the highlighted area.

You can adjust your microphone settings from the options within the red area.

The screenshot shows a video conference interface for Class Technologies Inc. The top bar includes a green checkmark icon, a 'class' logo, and a 'Seating Chart' section with 'General' and 'Gallery View' options. The main video area shows a classroom setting with a desk, computer, and plants. The participant list on the left shows 5 people: 2 Instructors (NK and SF), 3 Students (ay, m, SS), and 0 Absent. A red box highlights the 'Integrated Camera' button in the participant controls, and a red arrow points to the 'Stop Video' button in the bottom toolbar. The bottom toolbar also includes 'Unmute', 'Reactions', 'Raise hand', and a 'Leave' button. The seating chart on the right shows three student icons labeled 'SS', 'M', and 'AY'.

You can turn your camera on/off from the highlighted area.



When you activate your camera, you can select your virtual background.

ISTANBUL OKAN UNIVERSITY CLASS COLLAB USER GUIDE FOR INSTRUCTORS

How can I use the Learning Tools area?



ISTANBUL OKAN UNIVERSITY CLASS COLLAB

USER GUIDE FOR INSTRUCTORS

Syllabus

The screenshot shows a video conferencing interface with a sidebar on the left and a main participant list on the right.

Left Sidebar (Learning Tools):

- Course Content** (highlighted with a red box and arrow)
- Syllabus (highlighted with a red box and arrow)
- Assignment
- Assessment / Quiz / Test
- Survey
- Polling
- Learning Management System

Top Right:

- Seating Chart: General
- View: Gallery View

Participants:

- Top participant: Instructor (video thumbnail, Unmute button, three-dot menu)
- Bottom participant: Unverified (video thumbnail, Unverified button, three-dot menu)
- Other participants: M, SS, AY (represented by dark circles)

Bottom Bar:

- Unmute, Stop Video
- Learning Tools (highlighted with a red arrow)
- Participants (5)
- Chat
- Share Screen
- Collaborate
- Breakout+
- Proctor
- More
- Reactions
- Raise hand
- Leave

When 'Syllabus' is selected from the 'Learning Tools' section, the uploaded syllabus will become accessible. If 'Syllabus' is not already uploaded in the course content, it can be added during the session.

ISTANBUL OKAN UNIVERSITY CLASS COLLAB USER GUIDE FOR INSTRUCTORS

Assignment

The screenshot shows the Class Technologies Inc. platform interface. On the left, a sidebar titled 'Learning Tools' is open, showing 'Course Content' as the selected tab. Below it, other options include 'Syllabus', 'Assignment' (which is highlighted with a red arrow), 'Assessment / Quiz / Test', 'Survey', 'Polling', and 'Learning Management System'. The main area displays a video feed of an instructor in a classroom setting. The video controls at the bottom include 'Unmute', 'Stop Video', 'Learning Tools' (which is highlighted with a red arrow), 'Participants' (showing 5), 'Chat', 'Share Screen', 'Collaborate', 'Breakout+', 'Proctor', 'More', 'Reactions', 'Raise hand', and 'Leave'. The seating chart at the top right shows 'General' and 'Gallery View' options.

Click on the 'Assignment' option in the course content from the 'Learning Tools' section.

Class tools



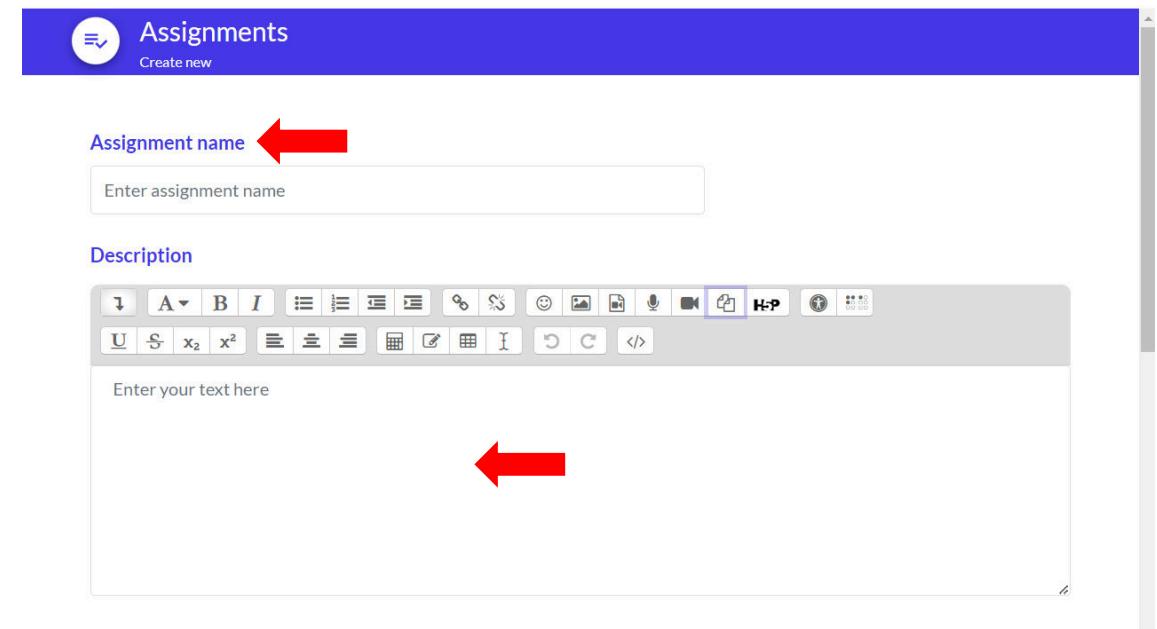
Assignments

Import Create new

Name ↑	Actions	Launch
TST	...	Launch

< 1 >

Class tools



Assignments

Create new

Assignment name

Enter assignment name

Description

Enter your text here

Only show files during submission

The content you transferred to the O'Learn course content area appears in the 'Assignments' section.

To create a new 'Assignment', click on the 'Create new' area.

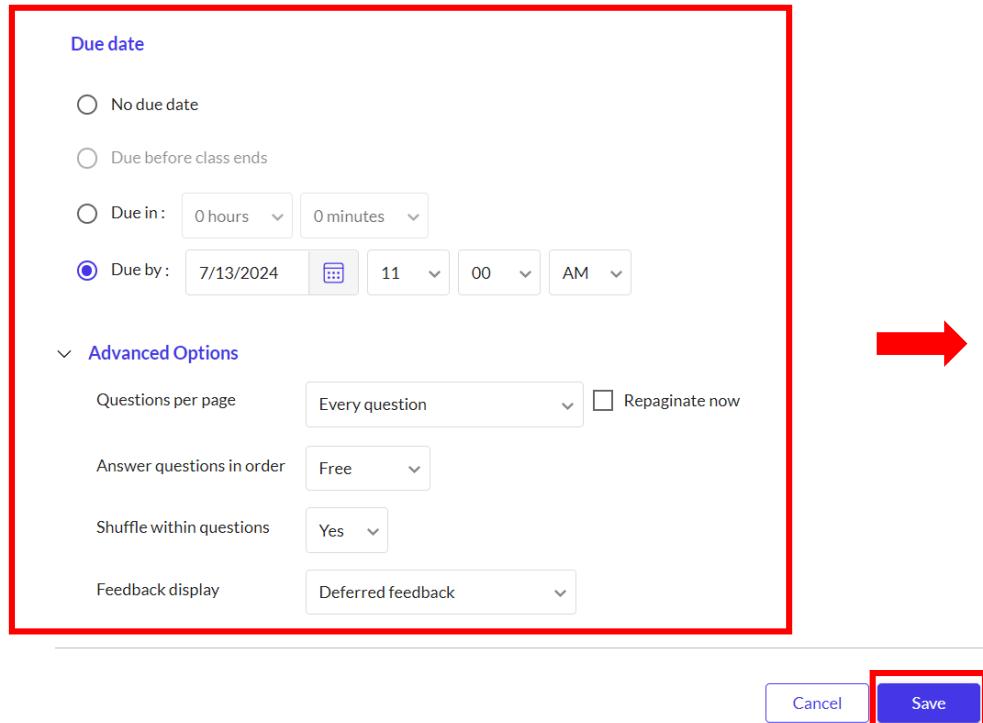
Fill in the marked fields on the page that open to description area.

The image shows two screenshots of the Microsoft Teams Class tools Assignments section. The left screenshot shows a table with columns for Name, Actions, and Launch, with a message 'No data available for this table'. The right screenshot shows a 'Choose a class...' dropdown with 'TEST COURSE TEST COURSE' selected. A red arrow points from the 'Import' button in the first screenshot to the 'Import | CFZ' link in the second. Another red arrow points from the 'TEST COURSE TEST COURSE' selection in the second screenshot to the 'Import (1)' button in the third screenshot. A red box highlights the 'Import (1)' button.

To transfer content from another course to the virtual classroom, enter the 'Import' section.

Select the relevant course from the 'Choose a class' area, mark the content you want to transfer, and click on the 'Import' option.

Class tools



Due date

- No due date
- Due before class ends
- Due in: 0 hours 0 minutes
- Due by: 7/13/2024 11:00 AM

Advanced Options

Questions per page: Every question Repaginate now

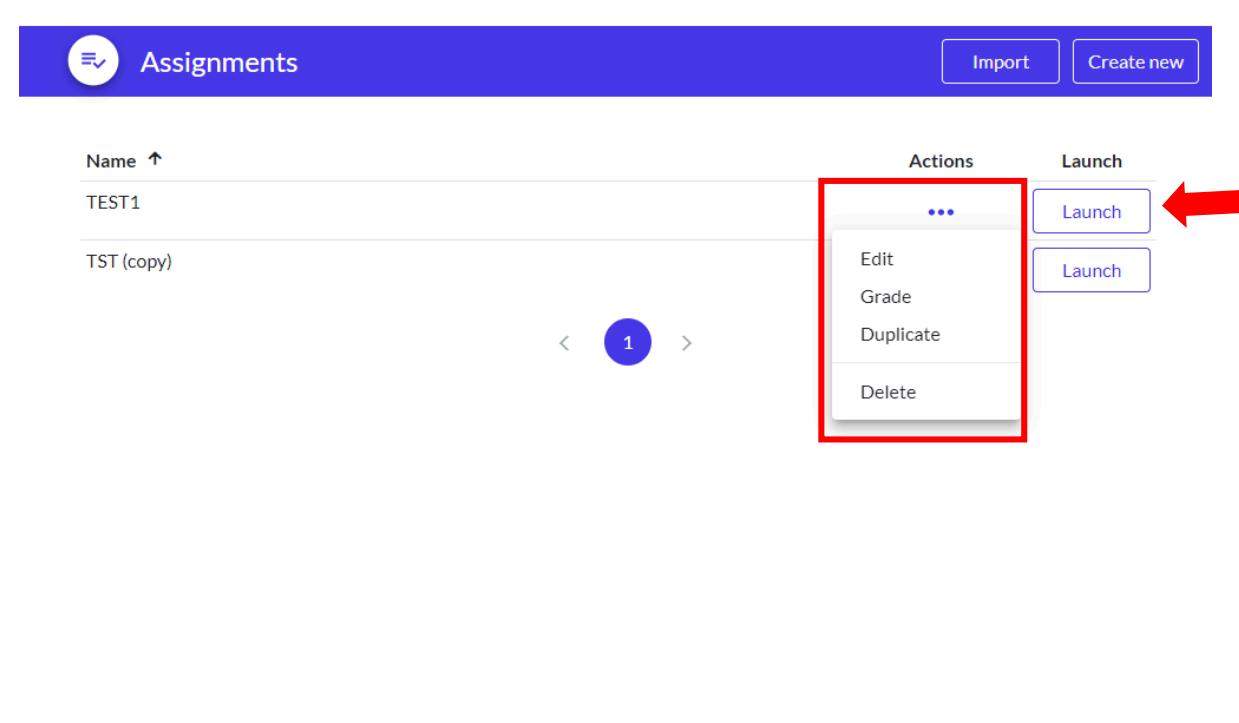
Answer questions in order: Free

Shuffle within questions: Yes

Feedback display: Deferred feedback

X

Class tools



Assignments

Import Create new

Name	Actions	Launch
TEST1	<input type="button" value="Edit"/> <input type="button" value="Grade"/> <input type="button" value="Duplicate"/> <input type="button" value="Delete"/>	<input type="button" value="Launch"/>
TST (copy)		<input type="button" value="Launch"/>

1

Fill in the relevant fields and save.

The created 'Assignment' can be shared using the 'Launch' option visible on the left screen.

Assignment: TST

Seating Chart: General View: Gallery View

Status: Live

Assignment opened: 07/24/2024, 11:39 AM

Description

TEST COURSE ASSIGNMENTS

Back

Submissions

Name	Status	Last modified (submission)	Grade
ayse yildiz	No submission	-	<button>Grade</button>
Sanat Sanat	No submission	-	<button>Grade</button>

Unmute Start Video

Learning Tools Participants Chat Share Screen Collaborate Breakout+ Proctor More

Reactions Raise hand Leave

On the displayed page, you can view the users uploads.



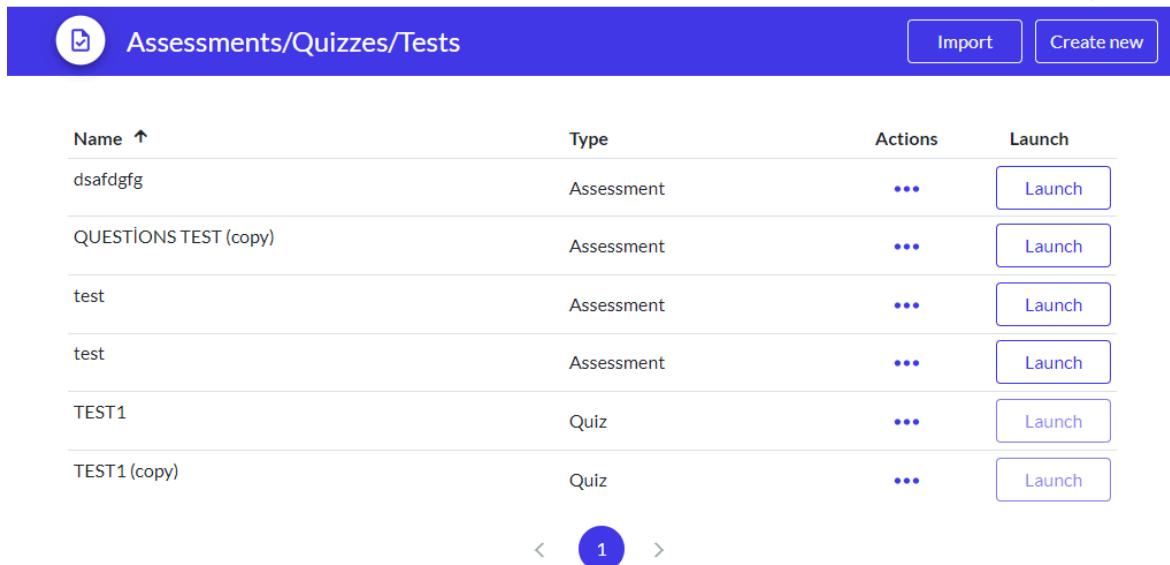
ISTANBUL OKAN UNIVERSITY CLASS COLLAB

USER GUIDE FOR INSTRUCTORS

Assessment/Quiz/Test

The screenshot shows a user interface for a virtual classroom. On the left, a sidebar titled 'Learning Tools' is open, with 'Course Content' highlighted. Below it are several other options: Syllabus, Assignment, Assessment / Quiz / Test (which is marked with a red arrow), Survey, Polling, and Learning Management System. The main area displays a video feed of an instructor in a classroom setting. To the right of the video are three circular participant icons labeled 'SS', 'M', and 'AY'. At the bottom of the screen, a toolbar contains various tools: Unmute, Stop Video, Learning Tools (which is highlighted with a red arrow), Participants (showing 5), Chat, Share Screen, Collaborate, Breakout+, Proctor, More, Reactions, Raise hand, and Leave.

Click on the 'Assessment/Quiz/Test' option in the course content from the 'Learning Tools' section.

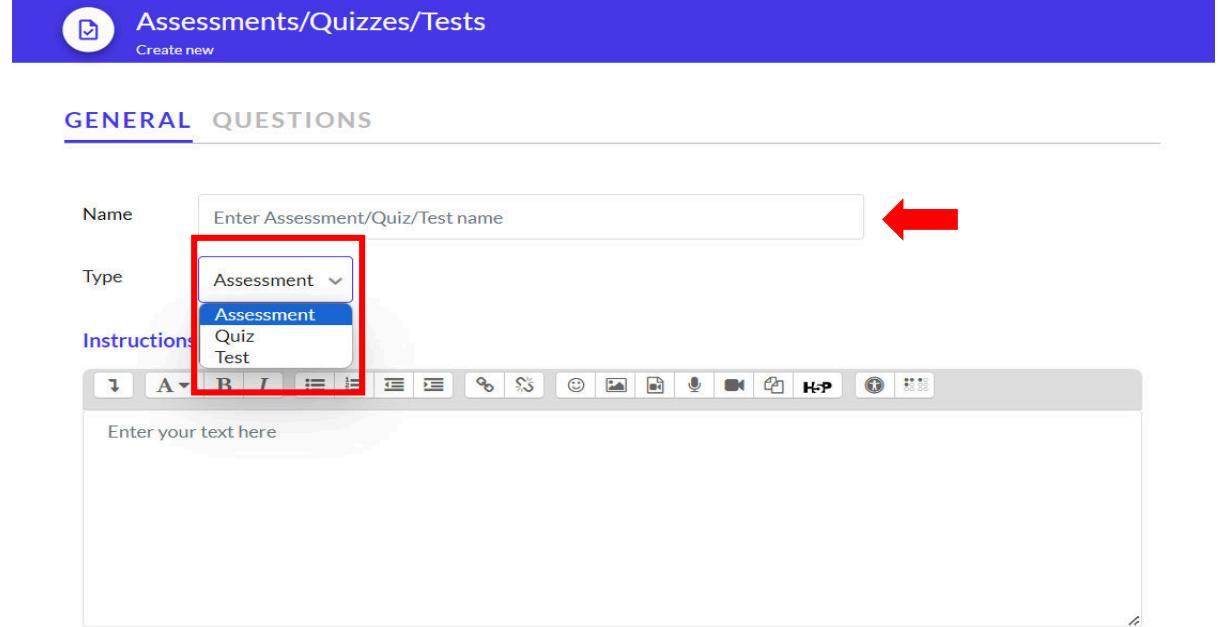


Assessments/Quizzes/Tests

Import Create new

Name	Type	Actions	Launch
dsafdfg	Assessment	...	Launch
QUESTIONS TEST (copy)	Assessment	...	Launch
test	Assessment	...	Launch
test	Assessment	...	Launch
TEST1	Quiz	...	Launch
TEST1 (copy)	Quiz	...	Launch

1



Assessments/Quizzes/Tests

Create new

GENERAL QUESTIONS

Name

Type

Assessment

Quiz

Test

Instructions:

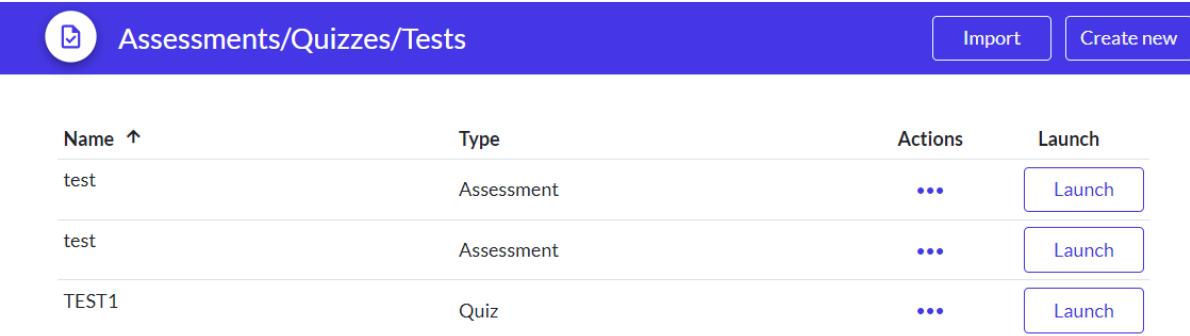
Due date

No due date

To create a new 'Assessment/Quiz/Test', click on 'Create new'.

Fill in the marked fields on the opened page.

Class tools



Assessments/Quizzes/Tests

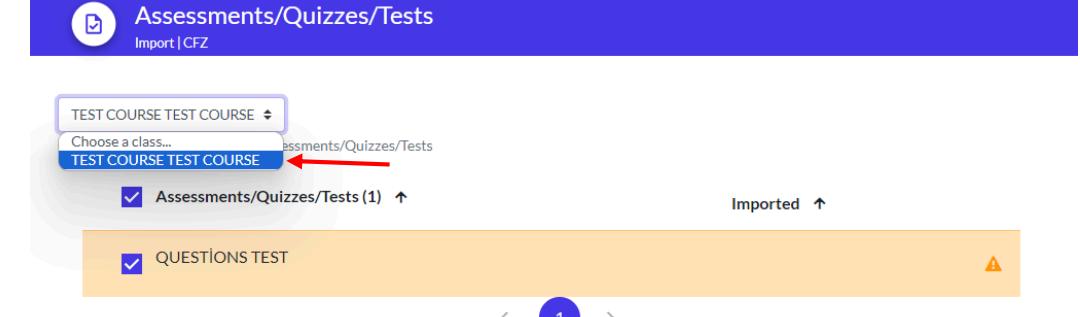
Import Create new

Name	Type	Actions	Launch
test	Assessment	...	Launch
test	Assessment	...	Launch
TEST1	Quiz	...	Launch



X

Class tools



Assessments/Quizzes/Tests

Import | CFZ

TEST COURSE TEST COURSE

Choose a class... TEST COURSE TEST COURSE

Assessments/Quizzes/Tests (1)

QUESTIONS TEST

Imported 1

You may be importing a duplicate, are you sure you'd like to continue?



X

To transfer content from another course to the virtual classroom, enter the 'Import' section.

Select the relevant course from the 'Choose a class' area, mark the content you want to transfer, and click on the 'Import' option.



Cancel Back to Assessments/Quizzes/Tests Import (1)

Class tools

Due date

No due date

Due before class ends

Due in: 0 hours 0 minutes

Due by: 7/12/2024 2 41 PM

Advanced Options

Questions per page: Every question

Answer questions in order: Free

Shuffle within questions: Yes

Feedback display: Deferred feedback

Cancel Save

Fill in the relevant fields and save.

To create questions, click on the 'Questions' area.

Class tools

test

GENERAL QUESTIONS

[Add new question](#) [Add from question bank](#) [Add random question](#)

No questions added

Cancel Save

Save

Class tools

test

GENERAL QUESTIONS

[+ Add new question](#) [+ Add from question bank](#) [+ Add random question](#)

Class tools

test

Choose a Question Type

GENERAL QUESTIONS

+ Add

Multiple choice True/False

Matching Short answer

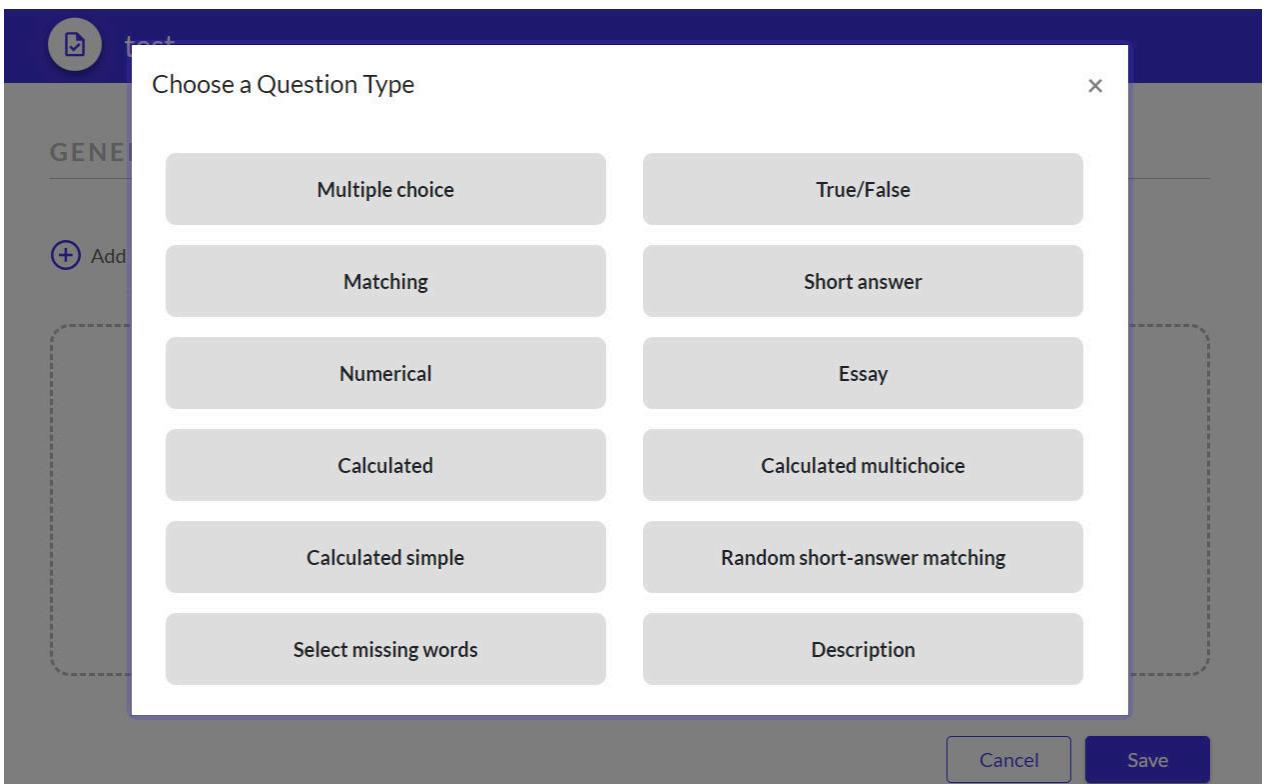
Numerical Essay

Calculated Calculated multichoice

Calculated simple Random short-answer matching

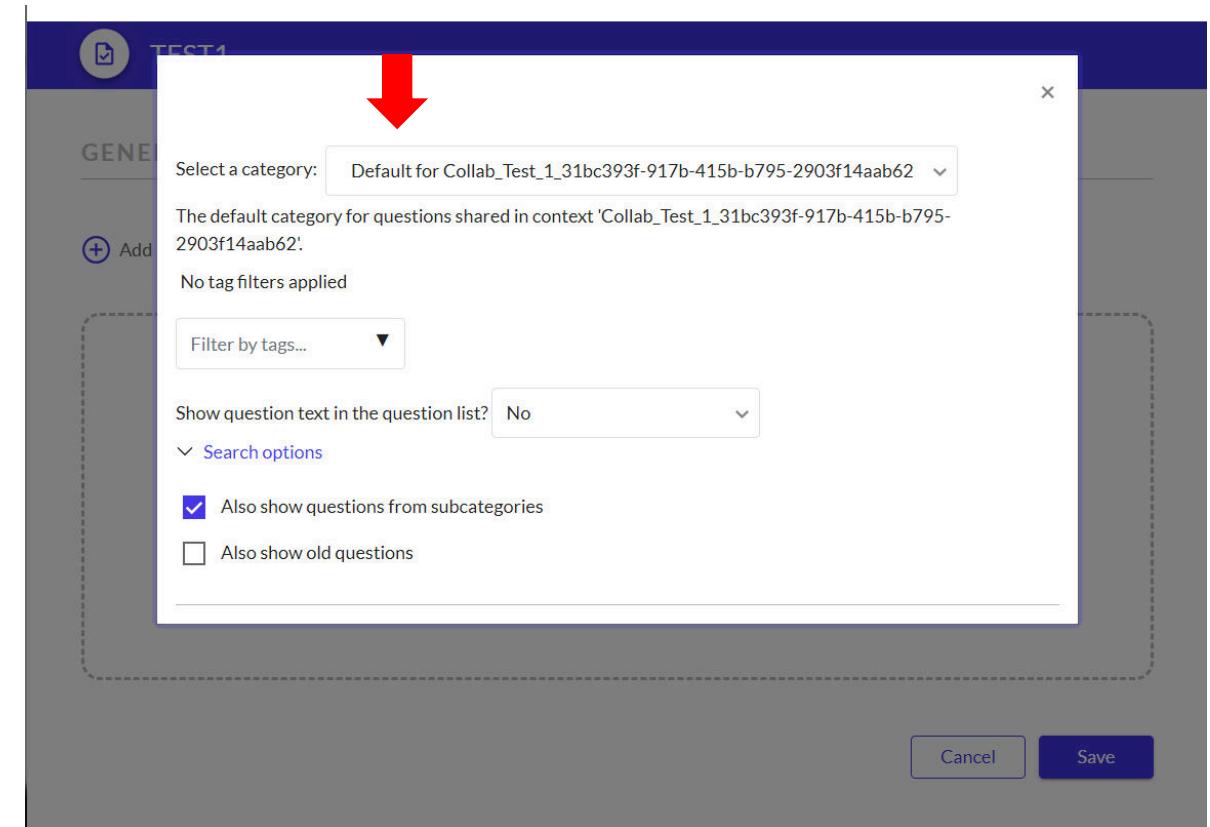
Select missing words Description

Cancel Save



You can select the types of questions.

Class tools



You can copy a question bank from another course using the marked area.

Assessments/Quizzes/Tests

[Import](#) [Create new](#)

Name	Type	Actions
QUESTIONS TEST	Assessment	...
test	Assessment	...
TEST1	Quiz	...
TEST1 (copy)	Quiz	...

1

Launch

Launch

Launch

Launch

Edit

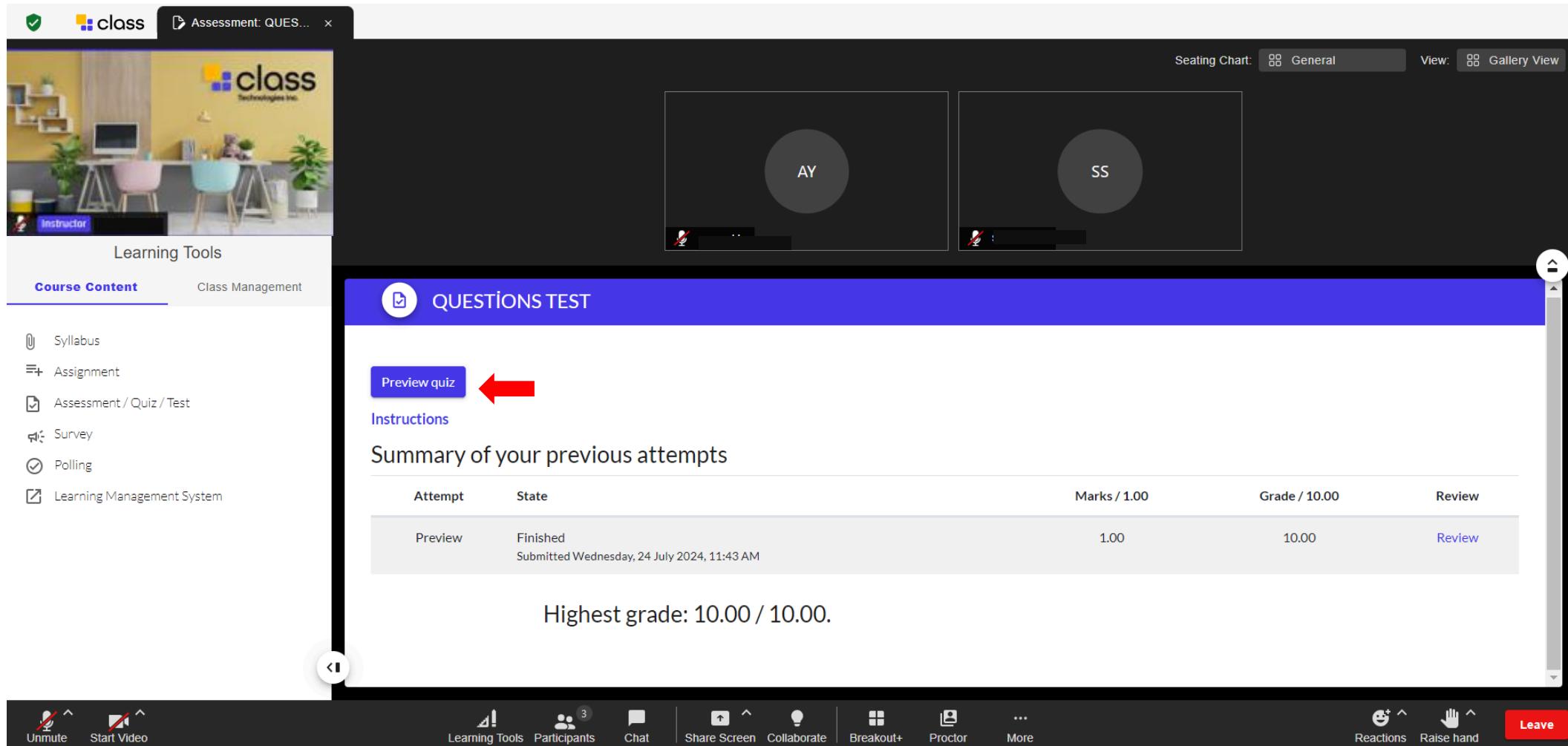
Grade

Duplicate

Delete

You can share from the 'Launch' area.

You can make edits from the options in the marked area.



The screenshot shows a quiz interface within a Class Technologies Inc. platform. At the top, there is a navigation bar with a shield icon, the 'class' logo, and the text 'Assessment: QUES...'. On the right, there are 'Seating Chart' and 'View' options. The seating chart shows two student icons with the initials 'AY' and 'SS'. Below the seating chart, the main content area has a blue header 'QUESTIONS TEST'. On the left, a sidebar lists 'Course Content' (Syllabus, Assignment, Assessment / Quiz / Test, Survey, Polling, Learning Management System) and 'Class Management' (Instructor, Learning Tools). A red arrow points to the 'Preview quiz' button in the 'Assessment / Quiz / Test' section. The main content area displays a 'Summary of your previous attempts' table:

Attempt	State	Marks / 1.00	Grade / 10.00	Review
Preview	Finished Submitted Wednesday, 24 July 2024, 11:43 AM	1.00	10.00	Review

Below the table, the text 'Highest grade: 10.00 / 10.00.' is displayed. The bottom navigation bar includes icons for Unmute, Start Video, Learning Tools, Participants (with a '3' notification), Chat, Share Screen, Collaborate, Breakout+, Proctor, More, Reactions, Raise hand, and Leave.

You can view the quiz from the 'Preview quiz' area.

Assessments/Quizzes/Tests

[Import](#)[Create new](#)

Name	Type	Actions	Launch
QUESTIONS TEST	Assessment	...	Launch
TEST	Assessment	Edit Grade ← Duplicate	Launch
TST	Assessment	Delete	Launch

< 1 >

[Refresh report](#) [Regrade all](#) [Dry run a full regrade](#)

[Regrade](#) [Delete](#)

	First name / Last name	State	Started	Completed	Time taken	Grade/10.00	Q. 1 /10.00
	ayse yıldız	Finished	24 July 2024 12:29 PM	24 July 2024 12:29 PM	7 secs	10.00	✓ 10.00
	Sanat Sanat	Finished	24 July 2024 12:34 PM	24 July 2024 12:34 PM	9 secs	10.00	✓ 10.00

Download table data as [Comma separated values \(.csv\)](#) [Download](#)

[Overall number of students achieving grade ranges](#)

You can view users grades from the class area.



ISTANBUL OKAN UNIVERSITY CLASS COLLAB

USER GUIDE FOR INSTRUCTORS

Survey

class

Seating Chart: General View: Gallery View

Instructor

Learning Tools

Course Content

Class Management

Syllabus

Assignment

Assessment / Quiz / Test

Survey

Polling

Learning Management System

Unmute

...

SS

AY

M

Unverified

Learning Tools Participants Chat Share Screen Collaborate Breakout+ Proctor More Reactions Raise hand Leave

Click on the 'Survey' option in the course content from the 'Learning Tools' section.

Class tools



Surveys

Templates Import Create new

Name ↑	Actions	Launch
No data available for this table	< >	

Class tools



Surveys / **Templates**

Templates ↑

A1. Academic: Content Evaluation	...
A2. Academic: Course Evaluation	...
A3. Academic: Post-Class Student Engagement Survey	...
A4. Academic: Instructor Evaluation	...
A5. Academic: Student Well-Being survey	...
C1. Corporate: Training Event Evaluation	...

Apply To New Survey

Click on the marked area to access the available templates.

After selecting your survey, fill in the time and date fields.

A1. Academic: Content Evaluation

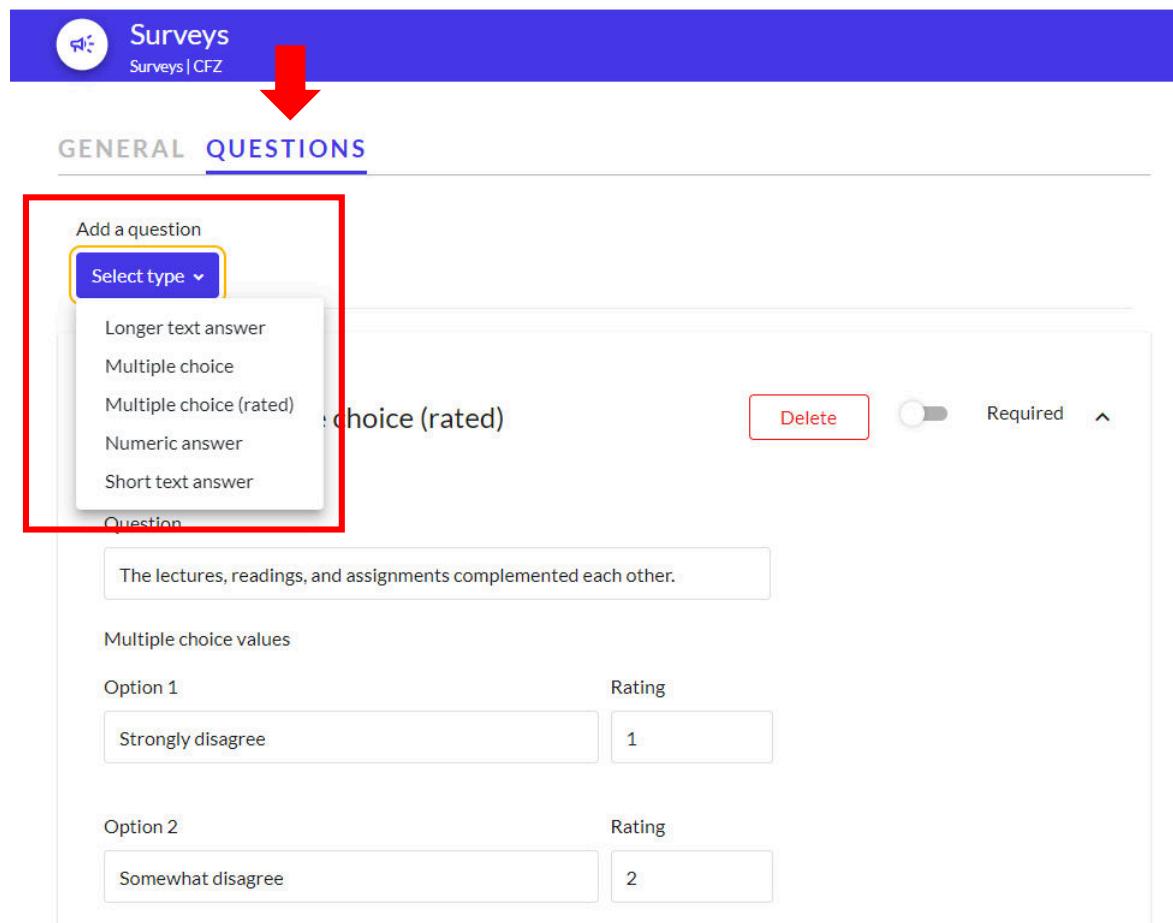
GENERAL QUESTIONS

Name
A1. Academic: Content Evaluation (copy)

Description
The following 19 survey questions ask students to reflect on their experience in a specific course, including satisfaction with presentations, assignments, assessments, subject-matter relevance, content delivery, and how the course impacted their interest in the field of study.

Due date No due date Due before class ends Due in: 0 hours 0 minutes Due by: 7/12/2024 4 01 PM Auto number questions Show participant names with answers[Cancel](#)[Save](#)**Due date** No due date Due before class ends

After selecting your survey, fill in the time and date fields.



Surveys
Surveys | CFZ

GENERAL QUESTIONS

Add a question

Select type ▾

- Longer text answer
- Multiple choice
- Multiple choice (rated)
- Numeric answer
- Short text answer
- Question

The lectures, readings, and assignments complemented each other.

Multiple choice values

Option 1 Rating

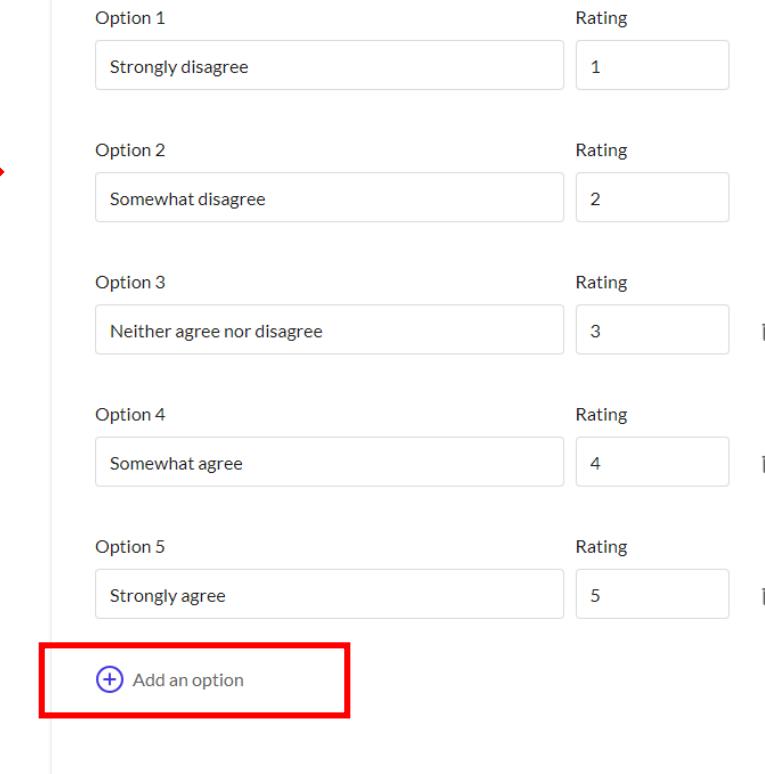
Strongly disagree 1

Option 2 Rating

Somewhat disagree 2

Delete Required

A red arrow points from the 'Select type' dropdown to the 'Multiple choice (rated)' section on the right.



Option	Rating
Strongly disagree	1
Somewhat disagree	2
Neither agree nor disagree	3
Somewhat agree	4
Strongly agree	5

Option 1 Rating

Strongly disagree 1

Option 2 Rating

Somewhat disagree 2

Option 3 Rating

Neither agree nor disagree 3

Option 4 Rating

Somewhat agree 4

Option 5 Rating

Strongly agree 5

+ Add an option

A red arrow points from the 'Add an option' button to the 'Add an option' button on the left.

To create a new 'Survey', select the desired question types from the marked areas.

If you want to add more options, you can click 'Add an option'.

Class tools

Surveys

Templates Import Create new

Name ↑ Actions Launch

No data available for this table

TEST COURSE TEST COURSE

Choose a class... TEST COURSE TEST COURSE

Surveys (1) ↑

gfgf

Imported ↑

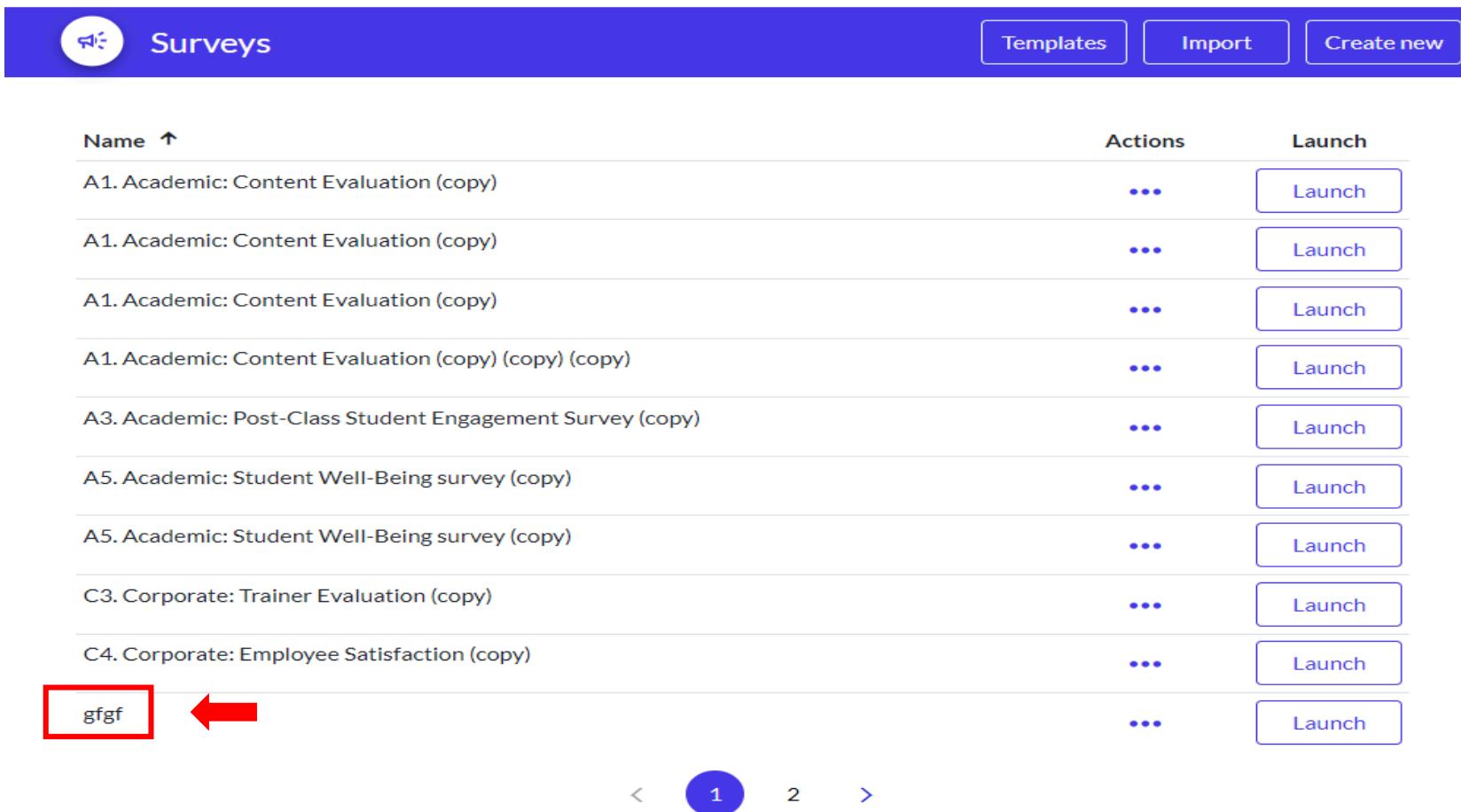
⚠ You may be importing a duplicate, are you sure you'd like to continue?

Cancel Back to Surveys Import (1)

To transfer a survey from another course to the virtual classroom, enter the 'Import' section.

Select the relevant course from the 'Choose a class' area, mark the survey you want to transfer, and click on the 'Import' option.

You can also create a new survey within the virtual classroom using the 'Create new' option.



The screenshot shows a 'Surveys' interface with a blue header bar. The header includes a microphone icon, the word 'Surveys', and three buttons: 'Templates', 'Import', and 'Create new'. Below the header is a table with the following columns: 'Name' (sorted by 'Name ↑'), 'Actions' (with a three-dot menu icon), and 'Launch' (a blue button). The table lists ten surveys, with the last one ('gfgf') highlighted by a red box and a red arrow pointing to it. The table has a footer with navigation buttons: a left arrow, a blue '1' button, a '2' button, and a right arrow.

Name ↑	Actions	Launch
A1. Academic: Content Evaluation (copy)	...	Launch
A1. Academic: Content Evaluation (copy)	...	Launch
A1. Academic: Content Evaluation (copy)	...	Launch
A1. Academic: Content Evaluation (copy) (copy)	...	Launch
A3. Academic: Post-Class Student Engagement Survey (copy)	...	Launch
A5. Academic: Student Well-Being survey (copy)	...	Launch
A5. Academic: Student Well-Being survey (copy)	...	Launch
C3. Corporate: Trainer Evaluation (copy)	...	Launch
C4. Corporate: Employee Satisfaction (copy)	...	Launch
gfgf	...	Launch

The transferred content will be listed in the 'Surveys' area.

You can apply the survey you want to use by clicking the 'Launch' button.

The screenshot shows a survey titled "A1. Academic: Content Evaluation (copy) (copy) (copy)" with the following details:

- Status: Open
- Responses: 2
- Questions: 19

The survey includes a 5-point Likert scale from "Strongly disagree" to "Strongly agree" with a midpoint "Neither agree nor disagree". The graph shows a distribution of responses. The "Strongly agree" category has the highest count.

At the top right, there is an "Export" button with a dropdown arrow, which is highlighted with a red box. The "View Details" button shows a count of 1.

At the bottom, there are various control buttons: Unmute, Stop Video, Learning Tools, Participants (4), Chat, Share Screen, Collaborate, Breakout+, Proctor, More, Reactions, Raise hand, and Leave.

You can view the survey graph on the screen.

Additionally, you can download it as a report from the 'Export' area.

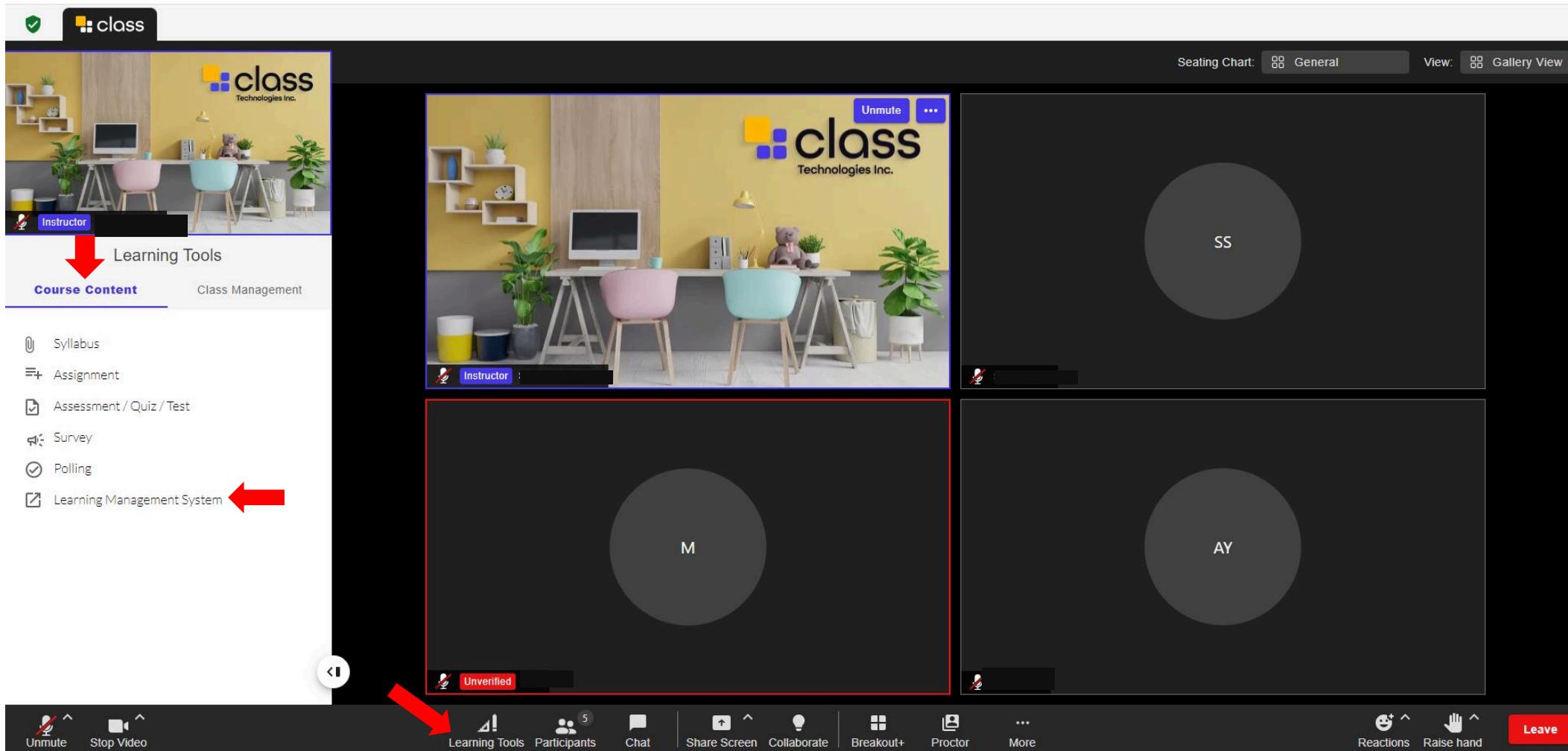
If you want to obtain schematic graphs, you can use the 'Polling' tool in the same way.



ISTANBUL OKAN UNIVERSITY CLASS COLLAB

USER GUIDE FOR INSTRUCTORS

Learning Management System



Click on the Learning Management System option in the course content from the 'Learning Tools' section.

Class tools

X

 Learning Management System

Replace LMS

Blackboard https://olearn.okan.edu.tr/ Delete Launch

Class tools

X

 Add Learning Management System

LMS Platform

Blackboard

Select your LMS

LMS URL

https://olearn.okan.edu.tr/

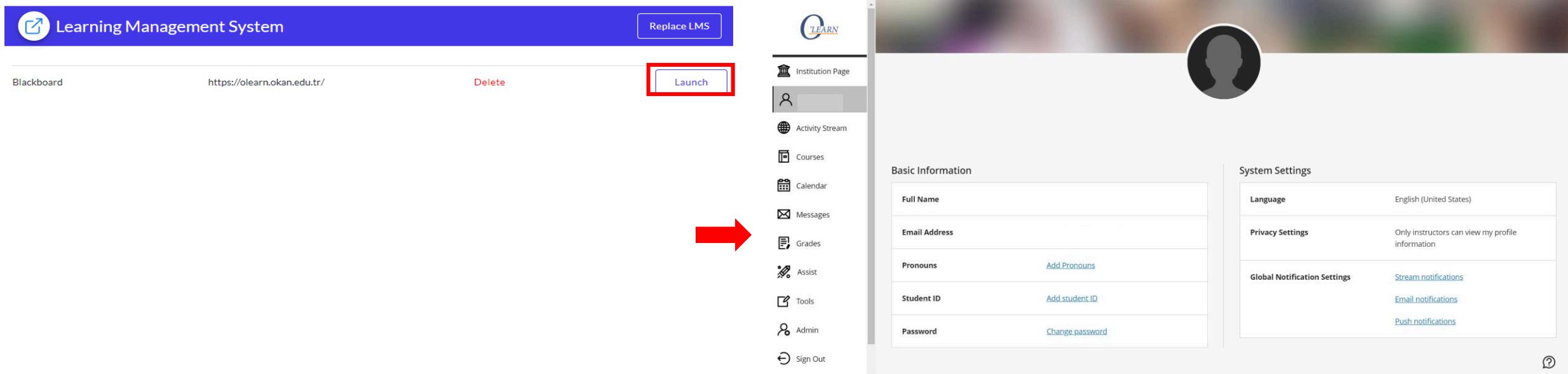
Enter the web address for your LMS

Cancel Save



Fill in the marked fields for the link you want to add.

Class tools



Learning Management System

Blackboard https://olearn.okan.edu.tr/ Delete Replace LMS

Launch

Institution Page

Activity Stream

Courses

Calendar

Messages

Grades

Assist

Tools

Admin

Sign Out

Basic Information

Full Name	
Email Address	
Pronouns	Add Pronouns
Student ID	Add student ID
Password	Change password

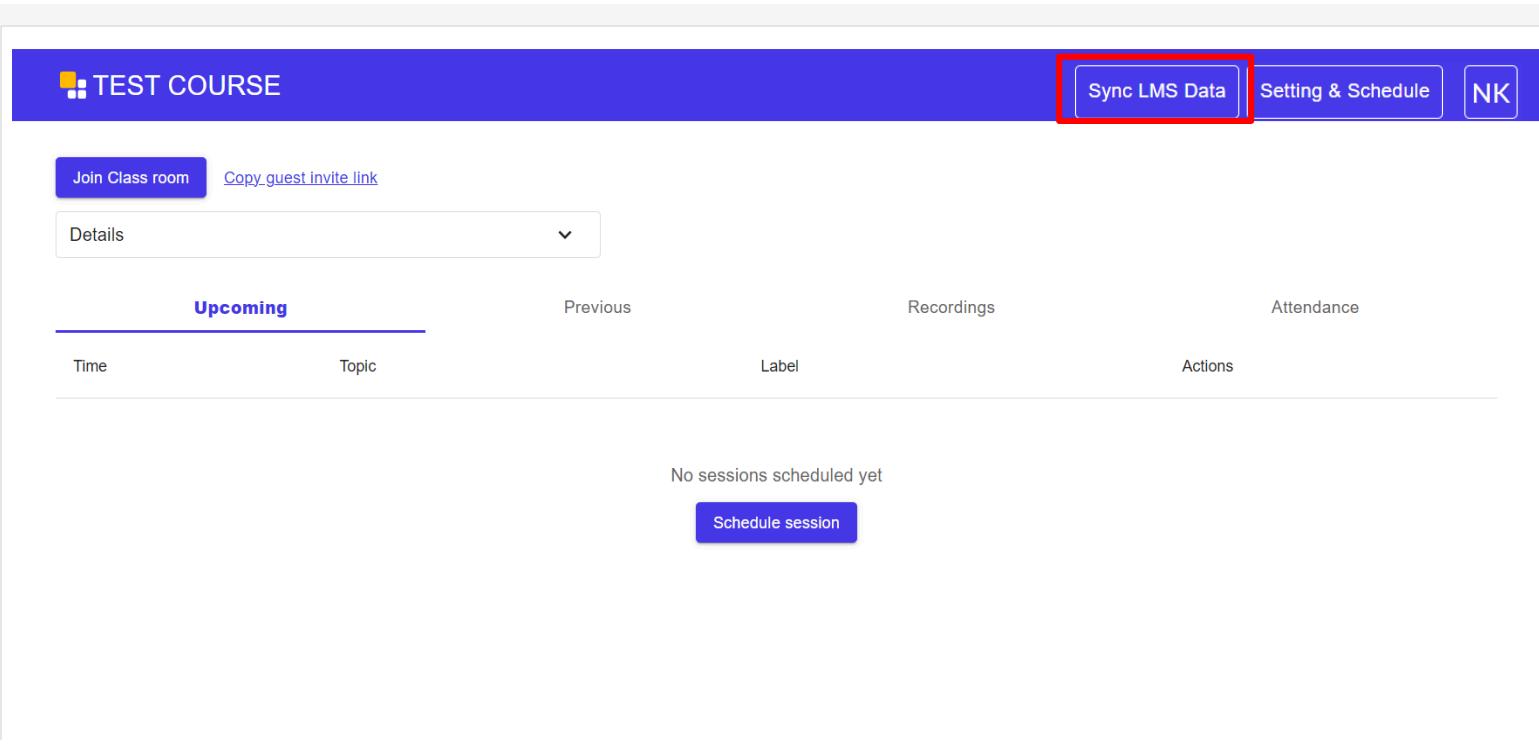
System Settings

Language	English (United States)
Privacy Settings	Only instructors can view my profile information
Global Notification Settings	Stream notifications Email notifications Push notifications

You can share using 'Launch.' The sharing screen is visible on the right side

ISTANBUL OKAN UNIVERSITY CLASS COLLAB USER GUIDE FOR INSTRUCTORS

How to Use Class Collab LMS Sync?



TEST COURSE

Join Class room Copy guest invite link

Details

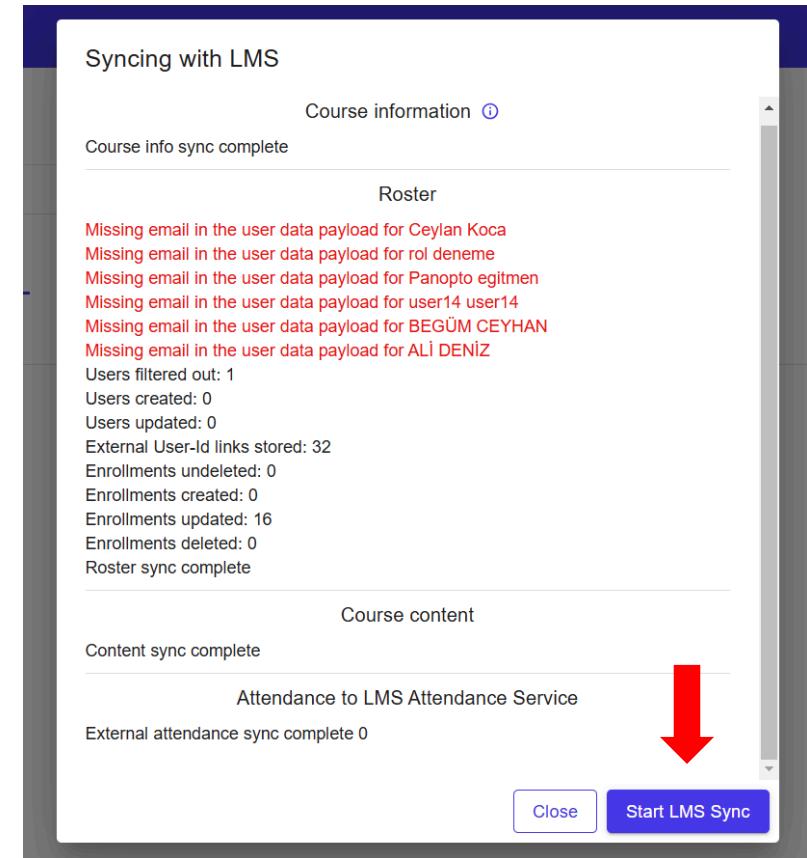
Upcoming

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 egitmen
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 ALİ 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

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



class
Technologies Inc.

Instructor

Learning Tools

Course Content **Class Management**

Content Design

- hafta1
 - DUYURU **Launch**
 - SİNEMA
 - EŞLEŞTİRME
 - FİNAL SINAVI
- Ders İçeriği
- Pearson English Portal

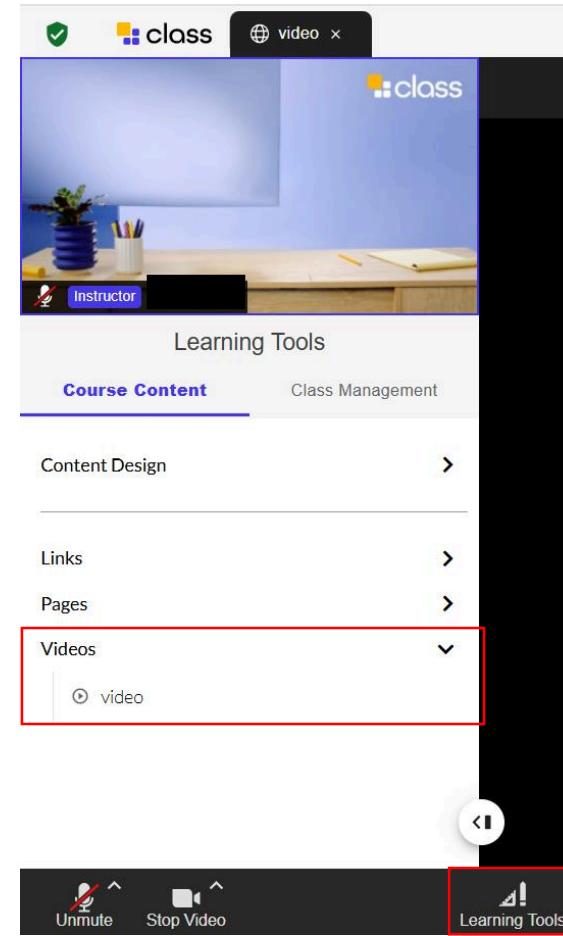
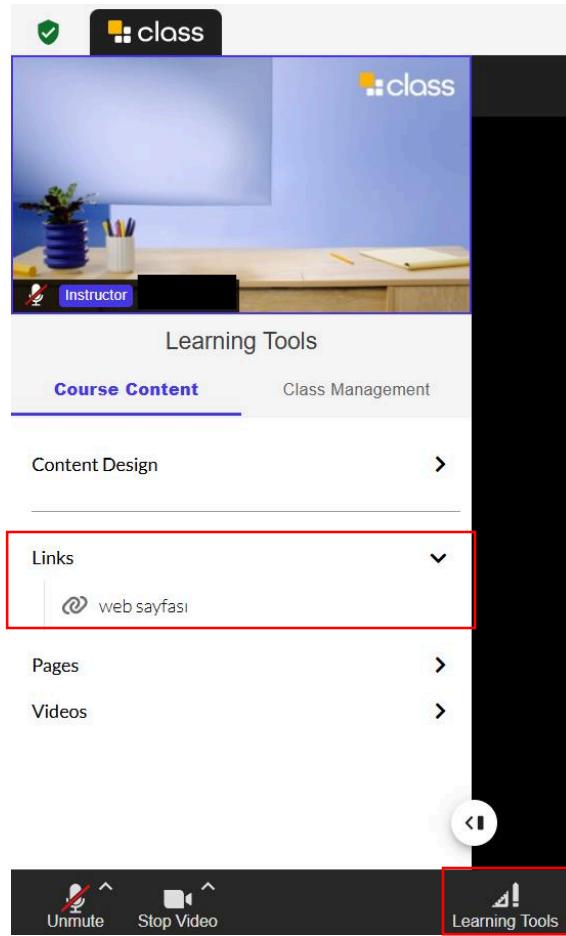
MindTap

DUYURU

Unmute  Start Video 

Learning Tools

After the synchronization process is complete, you can check the Course Content section to view the course materials.



Links and videos are also shared.

ISTANBUL OKAN UNIVERSITY CLASS COLLAB USER GUIDE FOR INSTRUCTORS

What can I do in Classroom Management under Learning Tools?



ISTANBUL OKAN UNIVERSITY CLASS COLLAB

USER GUIDE FOR INSTRUCTORS

Attendance

The screenshot shows a virtual classroom interface. On the left, a sidebar titled 'Learning Tools' is open, displaying several options: 'Class Roster', 'Attendance' (which is highlighted with a red box and a red arrow pointing to it), and 'Gradebook'. Below this are 'Dashboard' and 'Instructor FAQ'. The main area shows a video feed of a classroom with two desks and two chairs. The video feed has a red border and a red 'Unverified' label at the bottom. The interface includes a 'Seating Chart' at the top right, a 'General' view, and a 'Gallery View' option. The bottom navigation bar contains various icons for audio, video, participants, chat, screen sharing, collaboration, breakouts, proctoring, and more. There are also 'Reactions', 'Raise hand', and 'Leave' buttons.

Click on the 'Attendance' option in the 'Learning Tools' section.

Class tools

Attendance

07/15/2024 - Monday - 9:32 AM

9:32 AM - 10:32 AM

0	Students present
3	Students absent
0	Students late

Student	Attendance	Lateness	Time In	Time Out	Edit	Report
Sanat Sanat	Absent				/	Student Report
ayse yıldız	Absent				/	Student Report
seyma	Absent				/	Student Report



Attendance

Sanat Sanat



Date ↑	Attendance	Lateness	Time In	Time Out	Edit	Report
07/08/2024 - Monday	Absent				/	Class Report
07/09/2024 - Tuesday	Absent				/	Class Report
07/10/2024 - Wednesday	Absent				/	Class Report
07/11/2024 - Thursday	Absent				/	Class Report
07/15/2024 - Monday	Absent				/	Class Report
07/15/2024 - Monday	Absent				/	Class Report
07/15/2024 - Monday	Absent				/	Class Report

Report
Class Report
Class Report
Class Report
Class Report
Class Report
Class Report
Class Report
Class Report



Sanat_Sanat-Collab_Test_1-Attendance - Excel						
Dosya	Giriş	Ekle	Sayıfa Düzeni	Formüller	Veri	Gözden Geçir
X Kes	Calibri	11	A A	Metin Kaydır	Genel	N
Yapıştır	K T A	• • •	Yazı Tipi	Birleşit ve Ortala	Kosullu	K
Birim Boyacısı	Pano	Hızalama	Sayı	Tablo Olarak	Birimlendirme	Birimlendir
	A1					
	A	B	C	D	E	F
1	Date,Attendance,Lateness,Time In,Time Out,Duration					
2	07/15/2024 - Monday,Absent,N/A,N/A,N/A,0					
3	07/15/2024 - Monday,Absent,N/A,N/A,N/A,0					
4	07/15/2024 - Monday,Absent,N/A,N/A,N/A,0					
5	07/11/2024 - Thursday,Absent,N/A,N/A,N/A,0					
6	07/10/2024 - Wednesday,Absent,N/A,N/A,N/A,0					
7	07/09/2024 - Tuesday,Absent,N/A,N/A,N/A,0					
8	07/08/2024 - Monday,Absent,N/A,N/A,N/A,0					
9						
10						
11						
12						

- You can download the attendance report for individual participants or the entire class from the marked area.
- You can also select the date for the report you wish to view.
- You can also review the report as an Excel file.
- If a student has previously entered the course room but has not attended a subsequently scheduled session, their status appears as "absent" in the "attendance" field because their name is found in the "participation" field.

Attendance

07/15/2024 - Monday - 9:32 AM ▾

9:32 AM - 10:32 AM

0 Students present 3 Students absent 0 Students late

Student ↑	Attendance	Lateness	Time In	Time Out	Edit	Report
ZEYNEP CAMUR	Absent					Student Report
ayse yildiz	Absent					Student Report

Student ↑	Attendance	Lateness	Time In	Time Out	Edit	Report
ZEYNEP CAMUR	Present		1:30 PM	6:01 PM		Student Report

Edit ZEYNEP CAMUR's record

11/18/2024 - Monday

Attendance

Present

Lateness

Not late

Time In

13:30

Time Out

18:01

[Cancel](#) [Save record](#)

From the "Edit" option, you can update the student's session details as **Time in/Time-out**, **Present/Absent**, and **Late/Not late**.



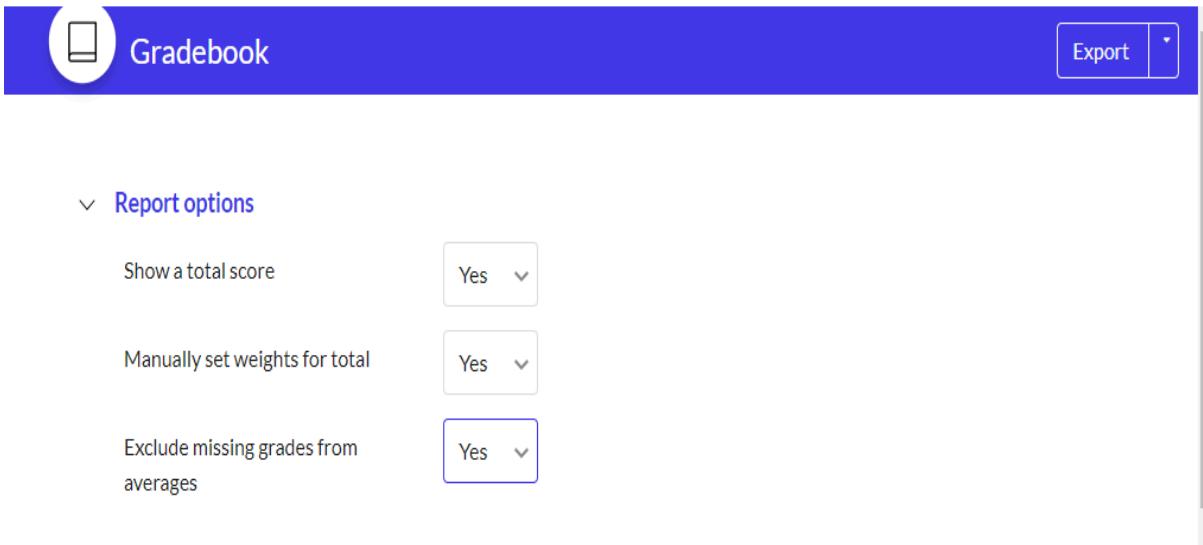
ISTANBUL OKAN UNIVERSITY CLASS COLLAB

USER GUIDE FOR INSTRUCTORS

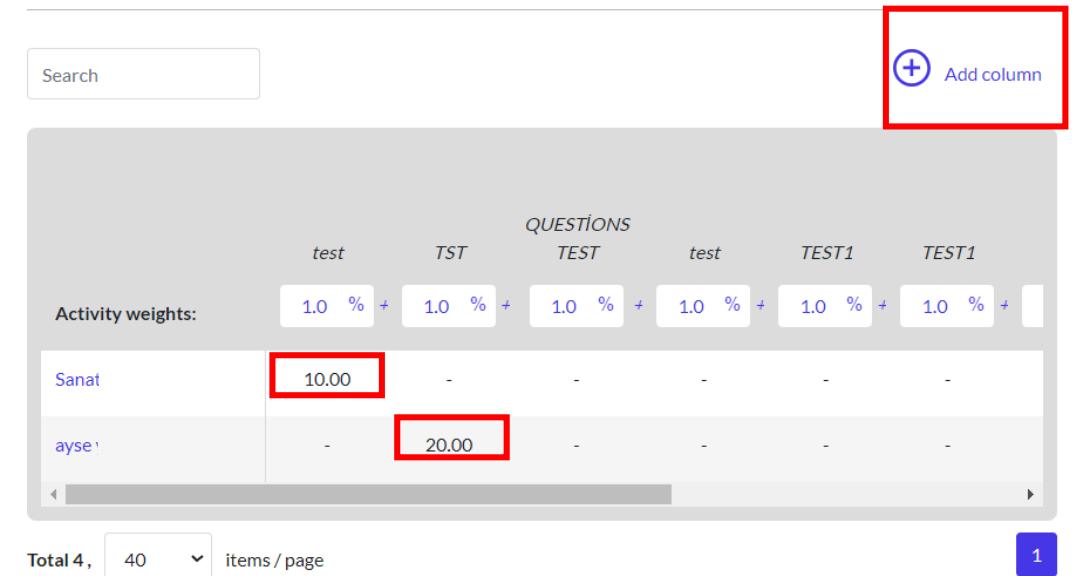
Gradebook

The screenshot shows a video conferencing interface with a dark theme. On the left, a sidebar titled 'Learning Tools' is open, displaying several management options: 'Class Roster', 'Attendance', 'Gradebook' (which is highlighted with a red box and a red arrow pointing to it), 'Dashboard', and 'Instructor FAQ'. The main video feed shows a classroom setting with two desks, each with a computer monitor, a teddy bear, and some plants. The video controls at the bottom include 'Unmute', 'Stop Video', 'Learning Tools', 'Participants' (showing 5 participants), 'Chat', 'Share Screen', 'Collaborate', 'Breakout+', 'Proctor', 'More', 'Reactions', 'Raise hand', and a 'Leave' button. The seating chart at the top right shows three student icons labeled 'M', 'SS', and 'AY' in their respective seats. The 'Seating Chart' and 'View' buttons are also visible.

Access the grade center via 'Gradebook' in the 'Learning Tools' section.



The Gradebook interface shows 'Report options' settings. Under 'Report options', there are three dropdown menus: 'Show a total score' (Yes), 'Manually set weights for total' (Yes), and 'Exclude missing grades from averages' (Yes). The 'Exclude missing grades from averages' option is highlighted with a blue border.



The Gradebook main interface displays student data. The columns are labeled 'test', 'TST', 'TEST', 'test', 'TEST1', and 'TEST1'. The 'TEST' column header is bolded. The 'Activity weights' row shows '1.0 %' for each column. The student data table has two rows: 'Sanat' and 'ayse'. The '10.00' value in the 'test' column for 'Sanat' and the '20.00' value in the 'TEST1' column for 'ayse' are both highlighted with red boxes. A red box also highlights the 'Add column' button in the top right corner of the interface.

	test	TST	TEST	test	TEST1	TEST1
Activity weights:	1.0 %	1.0 %	1.0 %	1.0 %	1.0 %	1.0 %
Sanat	10.00					
ayse			20.00			

To view and edit participants' grades, you can explore the relevant pages.

You can add a new grade column from the 'Add column' section.

ISTANBUL OKAN UNIVERSITY CLASS COLLAB USER GUIDE FOR INSTRUCTORS

Dashboard

The screenshot shows a video conferencing interface for a classroom session. The top right corner displays 'Seating Chart' and 'View' options. The main area features three video feeds. The top-left feed shows a classroom setup with two desks, two chairs, and a computer, with the 'Instructor' label. The top-right feed is a dark circle labeled 'SS'. The bottom-right feed is a dark circle labeled 'AY'. The bottom-left feed is a dark circle labeled 'M' and is highlighted with a red box. The bottom of the screen has a control bar with various icons: Unmute (muted), Stop Video (video off), Learning Tools (selected), Participants (5), Chat, Share Screen, Collaborate, Breakout+, Proctor, More, Reactions, Raise hand, and Leave.

class Technologies Inc.

Seating Chart: General View: Gallery View

Instructor

Learning Tools

Course Content

Class Management

Class Roster

Attendance

Gradebook

Dashboard

Instructor FAQ

Unverified

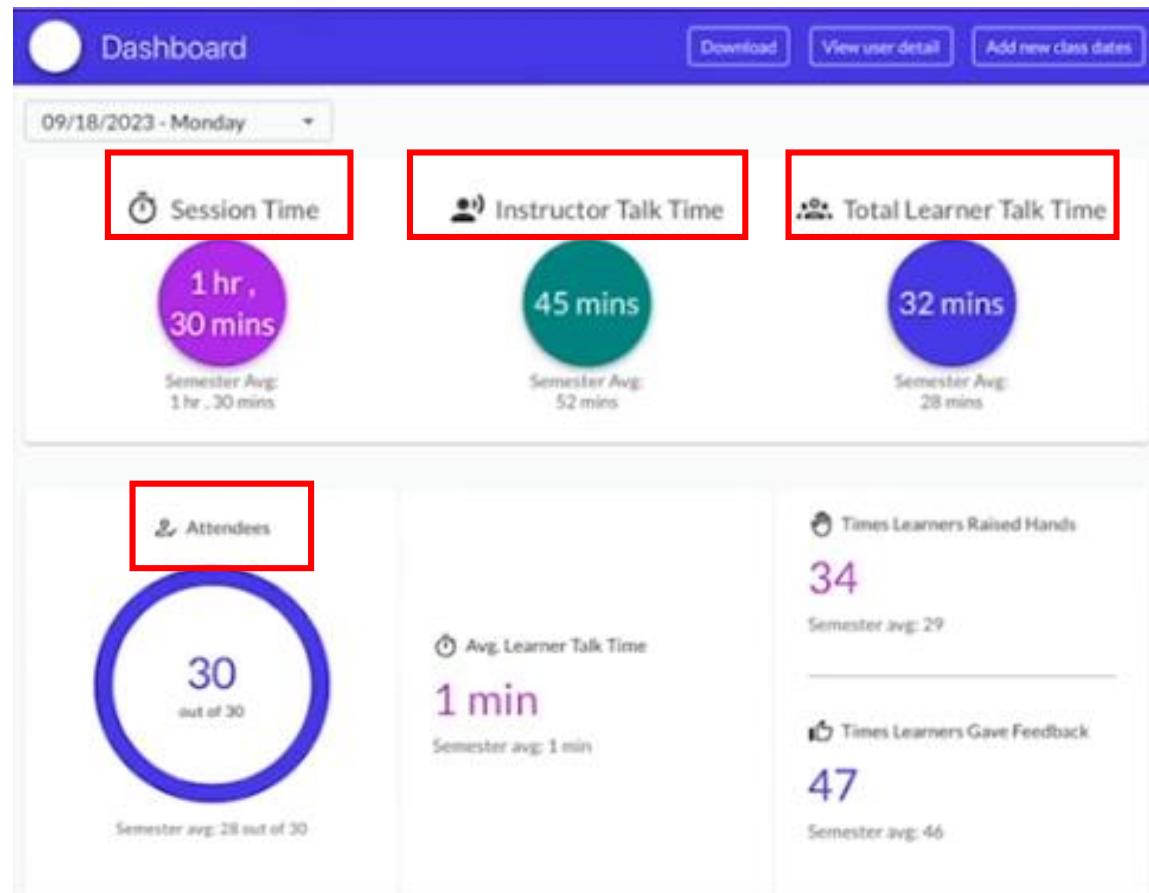
M

SS

AY

Unmute Stop Video Learning Tools Participants 5 Chat Share Screen Collaborate Breakout+ Proctor More Reactions Raise hand Leave

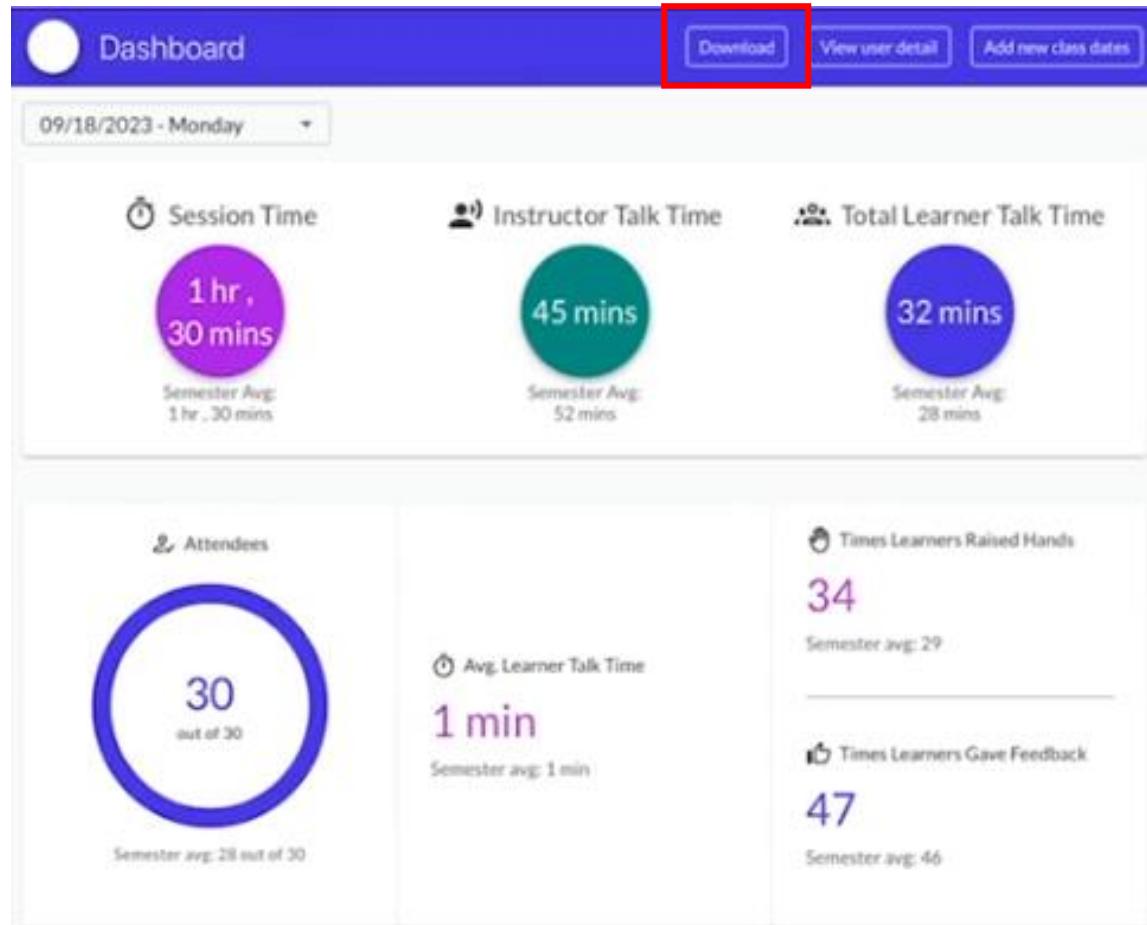
Click on the 'Dashboard' option in the 'Learning Tools' section.



The dashboard shows a list of participants with their details:

Name	Role	Talk Time	Focus Time	Hand Raises	Feedback	Stars
A. Anne Malley	Instructor	45 mins	27 mins	1	1	0
J. James Lloyd	Assistant	3 mins	3 mins	10	10	0
H. Huey Le	Learner	2 mins	58 mins	2	3	3
L. Lindsay Rayne	Learner	0 mins	30 mins	1	3	1
T. Timothy French	Learner	< 1 min	34 mins	0	0	0
T. Tia Ford	Learner	0 mins	38 mins	2	3	3
J. Jimmy Li	Learner	2 mins	46 mins	0	1	2
K. Kurt Franklin	Learner	1 min	44 mins	2	3	0

From the dashboard, you can view details of user participation, including the speaking times of instructors and students in the class, the total number of participants, and the duration of the class.



A	B
1 Name,Role,Email,External Id,Talk Time (minutes),Focus Time (minutes),Hand Raises,Feedback,Stars	0,00,0,00,0,0,0,0,0
2 SE	0,0,0
3 NI	
4 Sa	;0,00,0,00,0,0,0
5 ay	Idiz,0,00,0,00,0,0
6 şe	0,0,0
7	
8	
9	
10	
11	
12	
13	
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27	
28	

You can download the details as a report.



ISTANBUL OKAN UNIVERSITY CLASS COLLAB

USER GUIDE FOR INSTRUCTORS

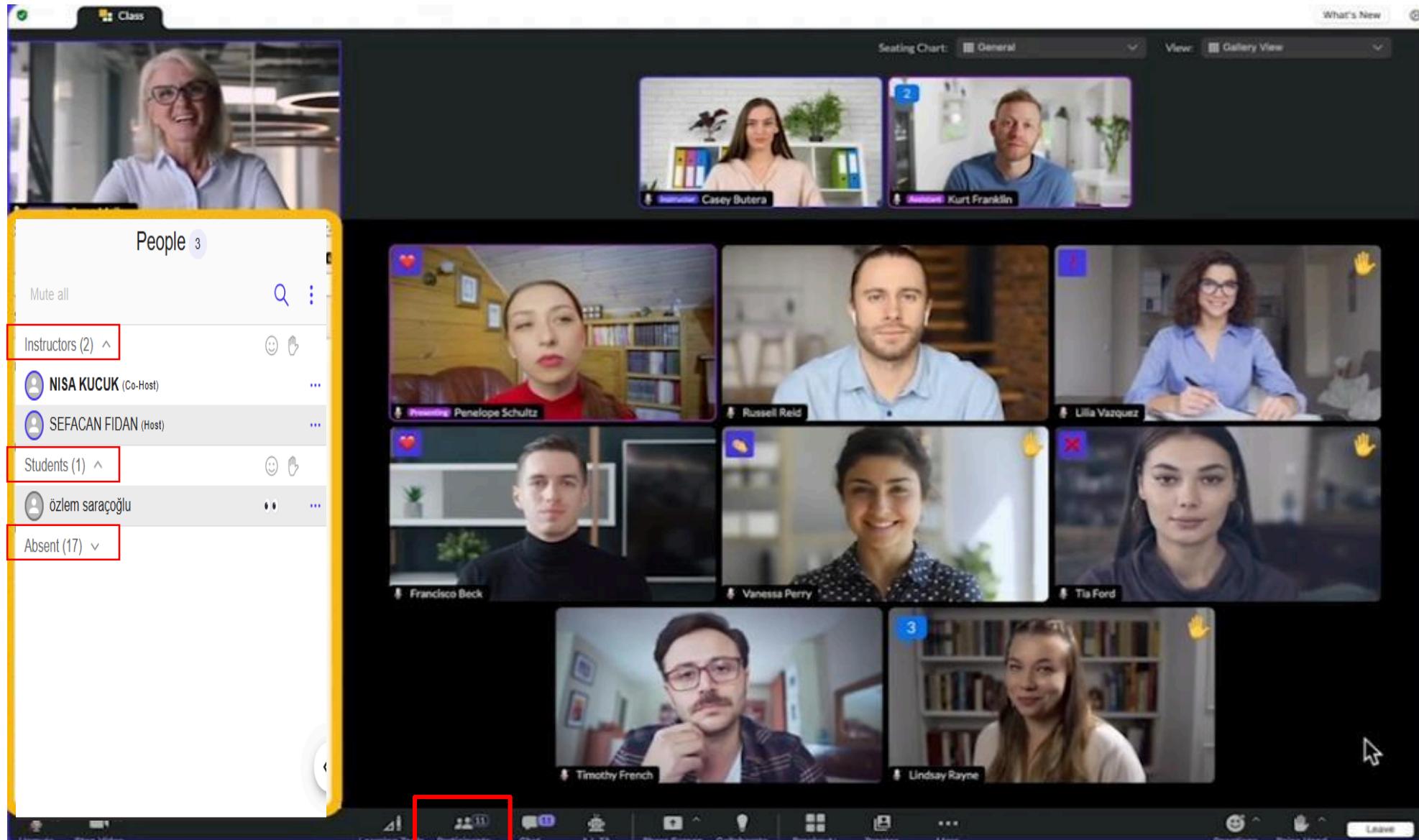
Instructor FAQ



The Class Collaborate Instructor FAQ is a section containing frequently asked questions (FAQ) for instructors using the Class Collaborate platform. It provides information about common issues instructors may encounter with the platform and their solutions.

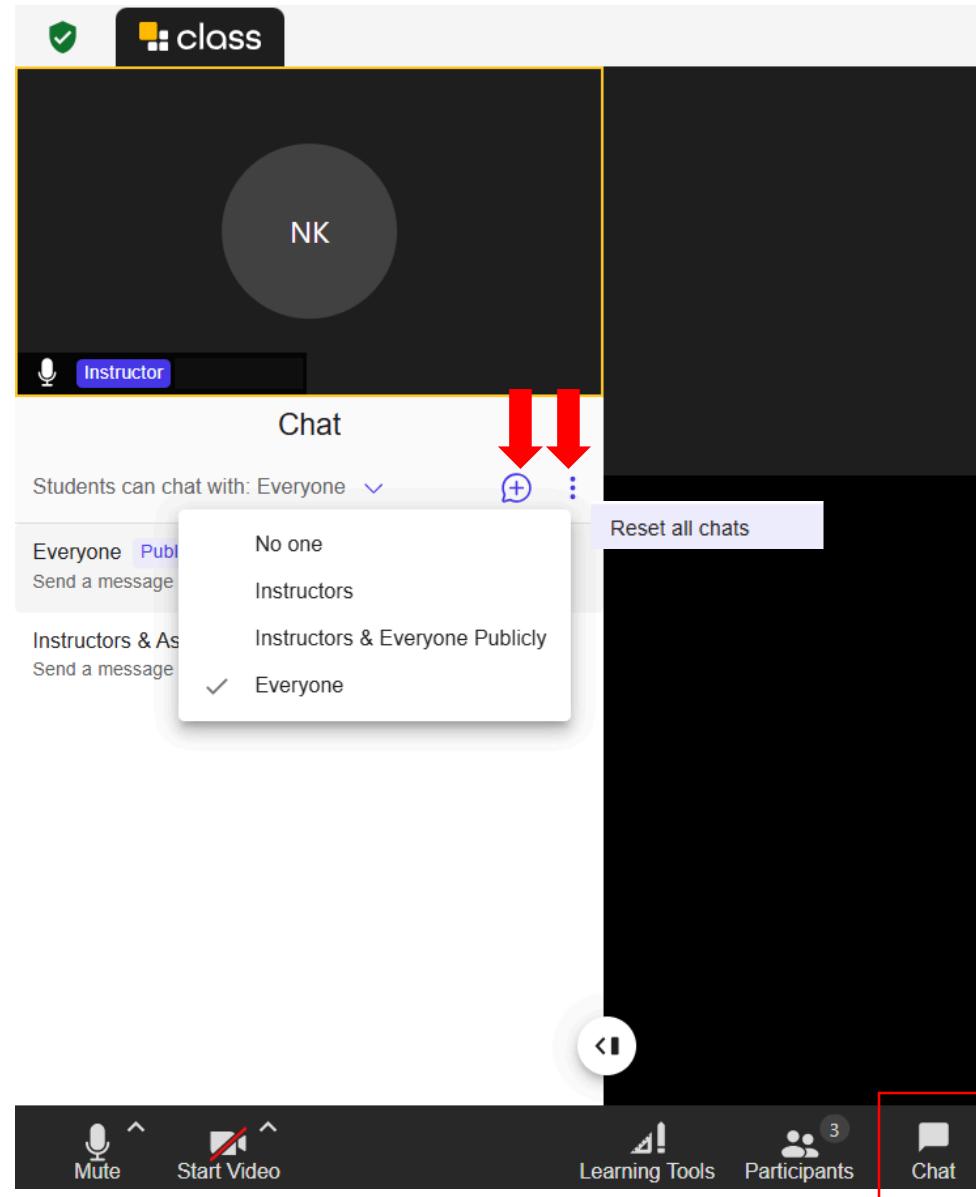
ISTANBUL OKAN UNIVERSITY CLASS COLLAB USER GUIDE FOR INSTRUCTORS

How can I view participants?



From the 'Participants' area in the lower panel, you can view all users.

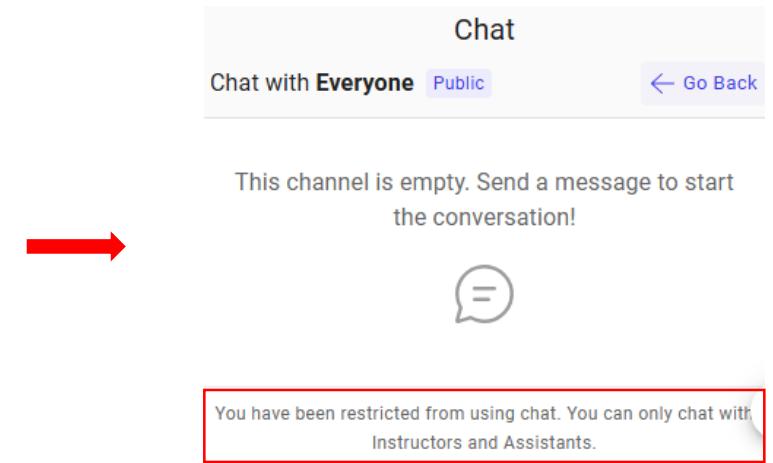
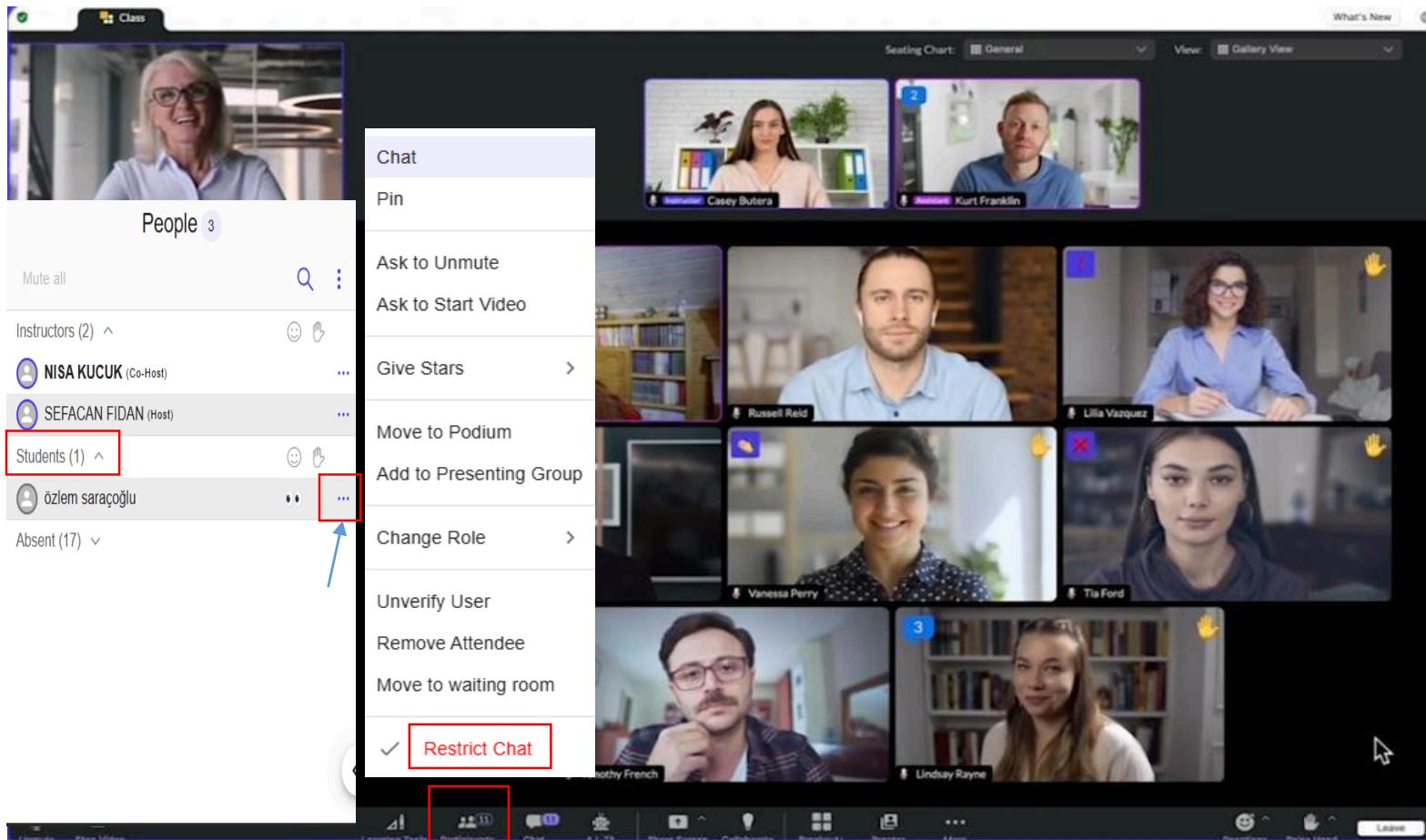
The 'Absent' section contains the names of users who attended past sessions but are currently offline.



From the 'Chat' area in the lower panel, you can access the chat channels. You can clear all chats from the reset all chats option.

ISTANBUL OKAN UNIVERSITY CLASS COLLAB USER GUIDE FOR INSTRUCTORS

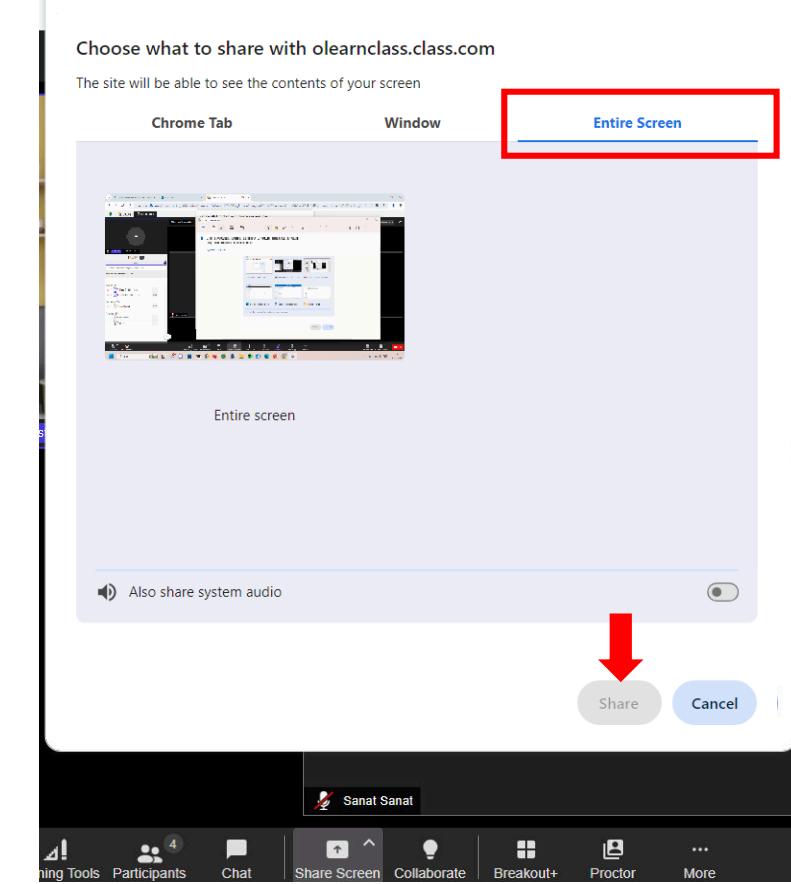
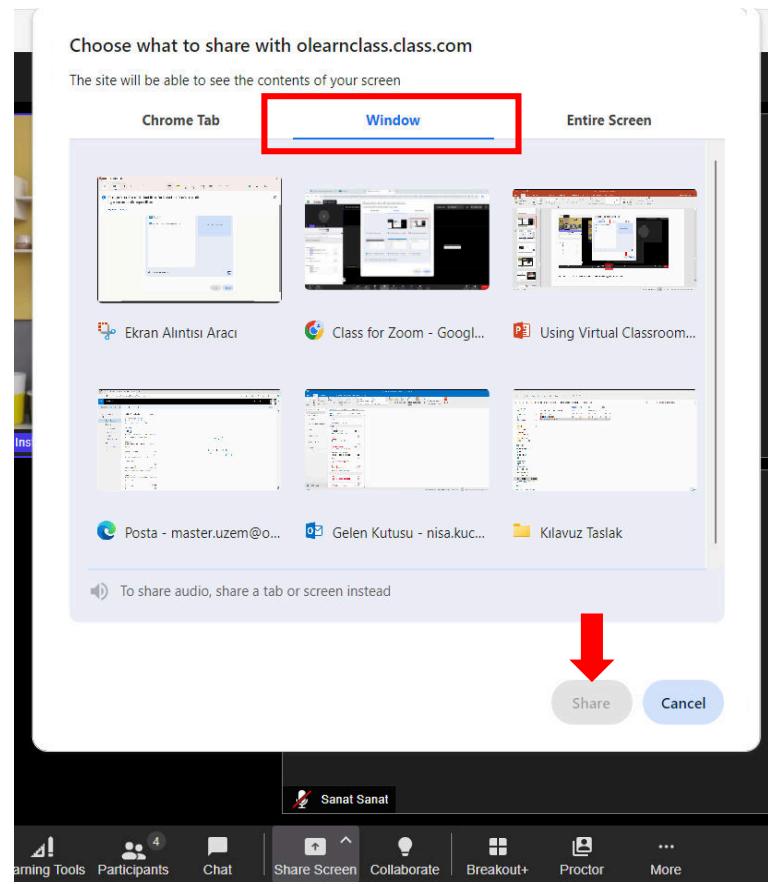
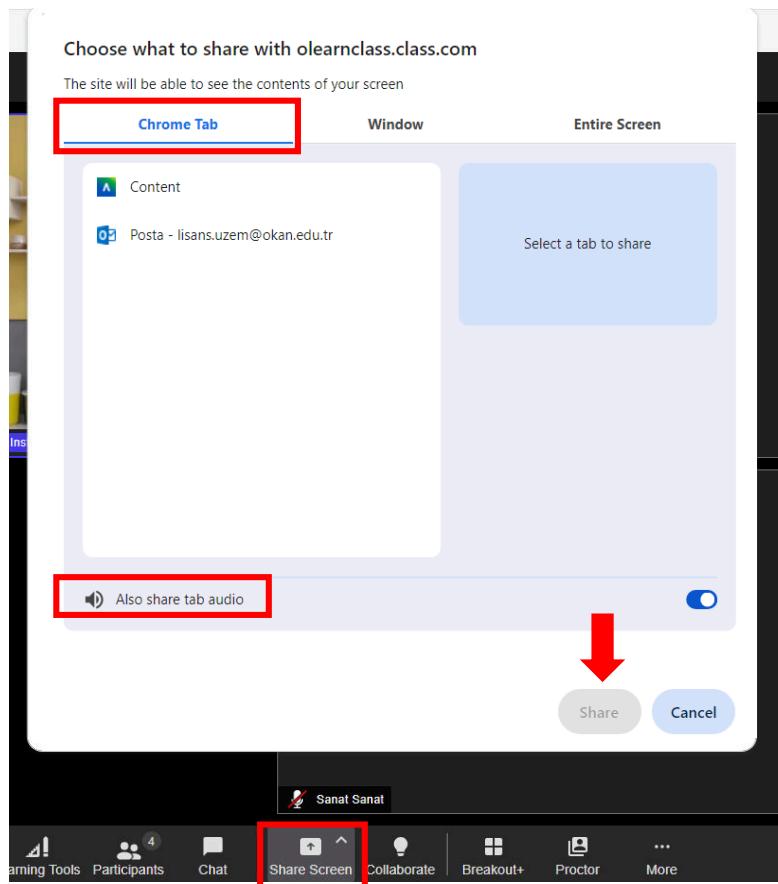
How Can I Restrict a User's Access to the Chat Area?



You can manage the user's chat access from the Participants panel.

ISTANBUL OKAN UNIVERSITY CLASS COLLAB USER GUIDE FOR INSTRUCTORS

How can I share my screen?

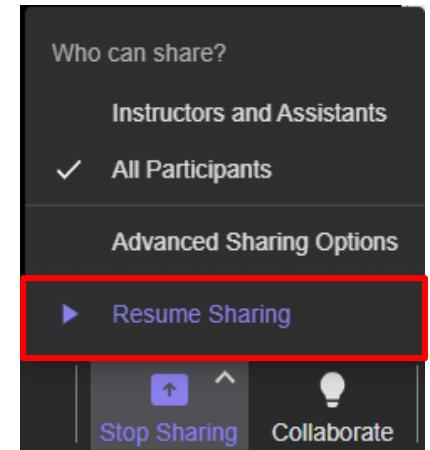
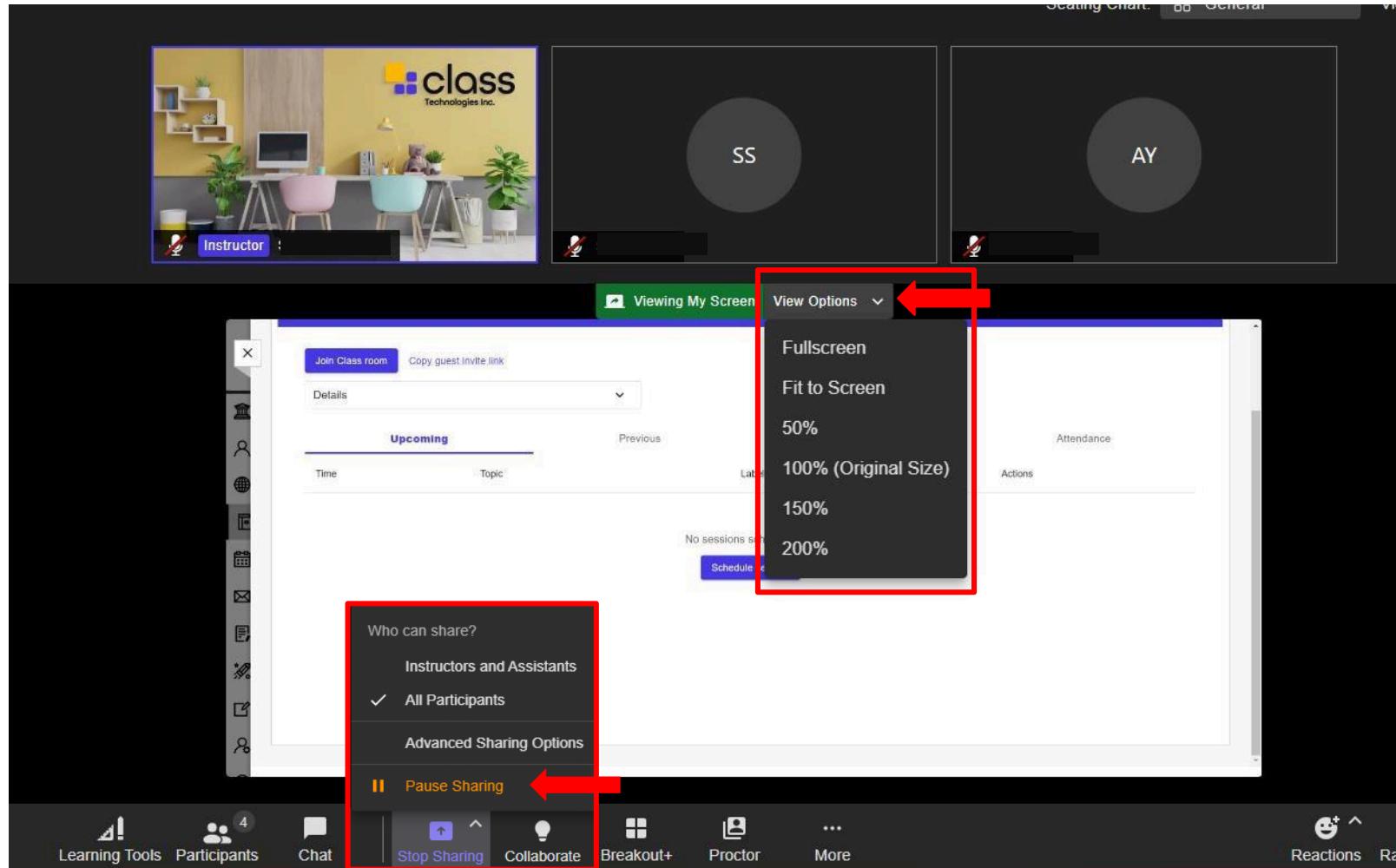


From the 'Share Screen' area, you can share your browser tab.

From the 'Window' option, you can share the desired window with the class.

From the 'Entire Screen' option, you can share your entire computer screen.

You can share the browser's audio from the 'Also share tab audio' option.



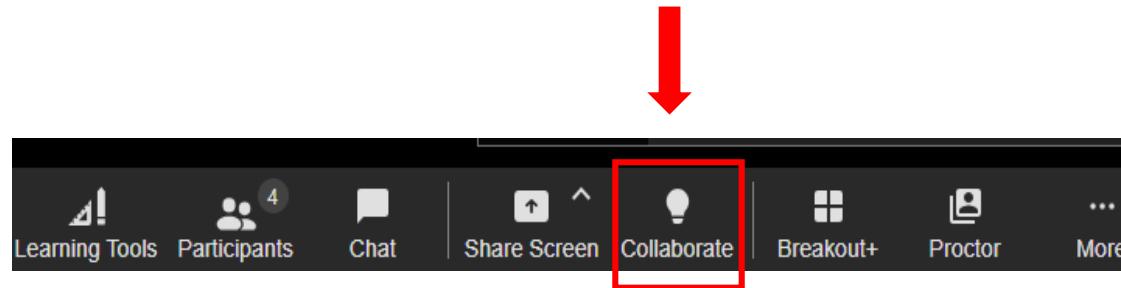
After sharing the screen, you can adjust the screen size from the 'View Options' option.

You can stop screen sharing from the 'Stop Sharing' and 'Pause Sharing' option.

You can continue screen sharing in the 'Resume Sharing' option.

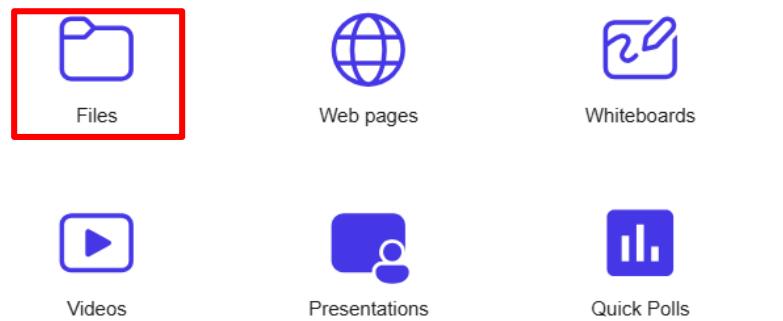
ISTANBUL OKAN UNIVERSITY CLASS COLLAB USER GUIDE FOR INSTRUCTORS

How can I use the Collaborate area?



Click on the 'Collaborate' area in the bottom panel to share files, videos, web pages, and whiteboards.

Collaborate



Files

Saved Files

New File

Close

Name	Learner Resources	Actions
200AIAracıları.pdf	✓	
ödev.pdf	✓	
Öğrencinin_dersteki_notları.xlsx	✓	
YAPAY ZEKA BÜLTEN SY.1.png	✓	
YPZ5.docx	✓	
YZBuletin Banner.png	✓	

1–6 of 6

Close **Launch**

Files

Saved Files

New File

Drag and drop or browse for a file

Accepted file types: .PDF, .DOC, .PPT, .JPG, .PNG, .XLS

Browse

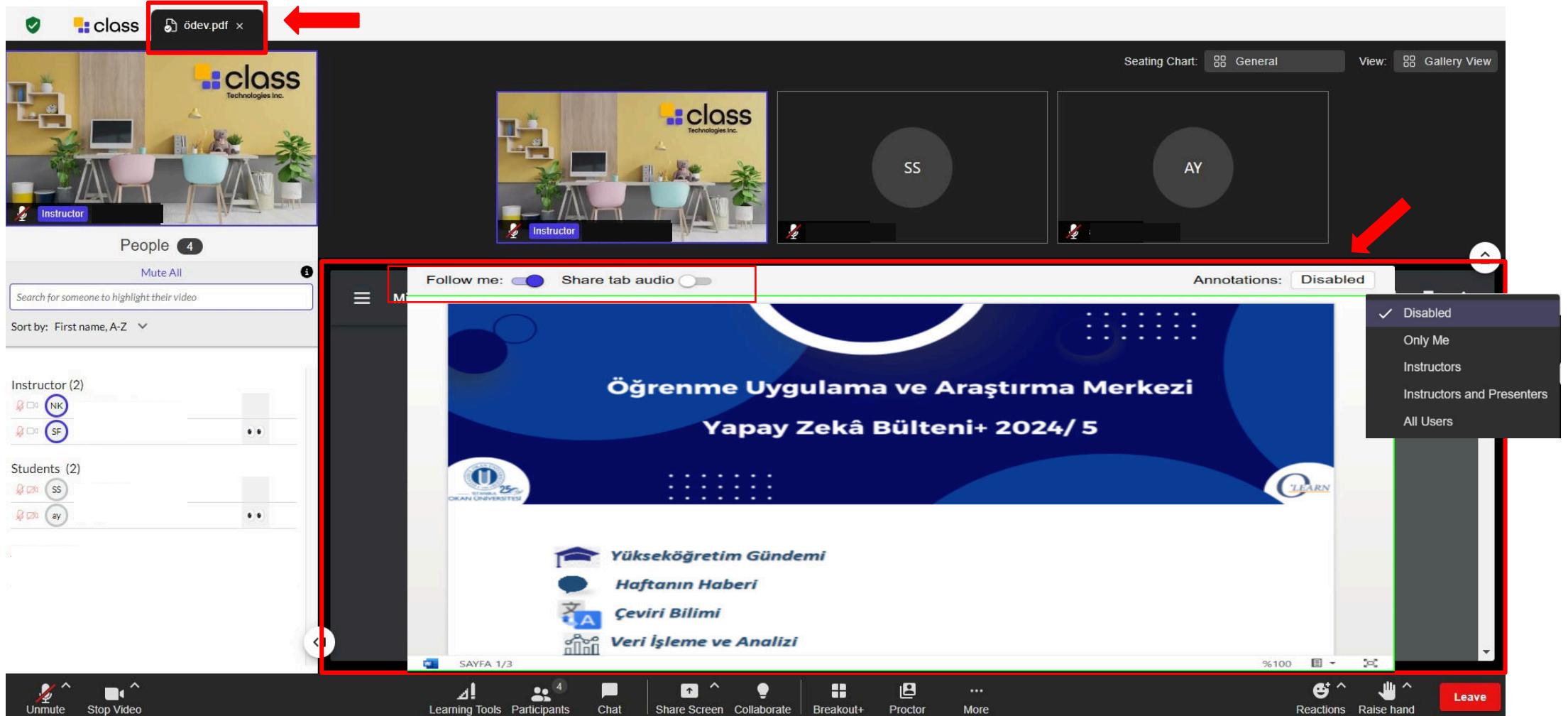
or select from

Google Drive **Office 365** **URL**

Close **Save** **Launch** **Save & Launch**

Click on the 'Files' option from the 'Collaborate' area. You can see your previous file sharing from the Saved Files option. You can upload a new file from the New File option.

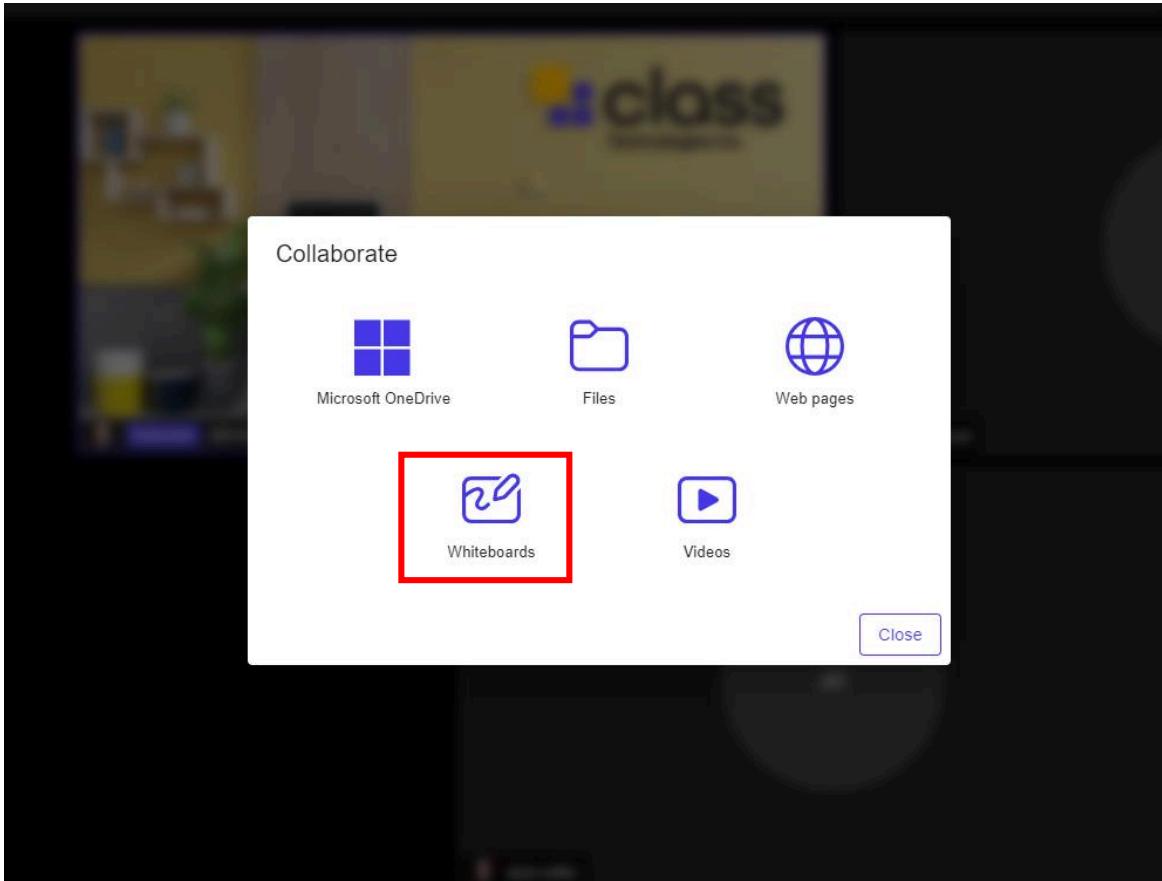
! (We do not recommend the file sharing tool at this time, you can share your presentation/file from the Screen Share area.)



The file you have uploaded will appear as shown in the image.

You can remove your file from the marked area.

The 'Follow Me' mode simplifies screen sharing with annotations and allows the instructor to select users who can access it.



A screenshot of the 'Whiteboards' creation screen. The title bar says 'Whiteboards' and 'Whiteboard'. The main area shows a table with one row for 'Ders' (Group). The 'Actions' column for this row has a 'Launch' button, which is highlighted with a red box. A red arrow points from the 'Whiteboards' icon in the previous screenshot to this 'Launch' button. Another red arrow points to the 'Whiteboard settings' section, which includes fields for 'Name' (empty), 'Type' (Group whiteboard), 'Pages' (checkboxes for 'Students can add or remove pages' and 'Students can lock or unlock pages'), 'Presenter mode' (radio buttons for 'Everyone can present' and 'Only instructors and assistants can present'), and buttons for 'Cancel', 'Save', and 'Save and launch'.

Click on the 'White Board' option from the 'Collaborate' area. In the opened screen, you can create a new whiteboard by selecting the 'Create Whiteboard' option.

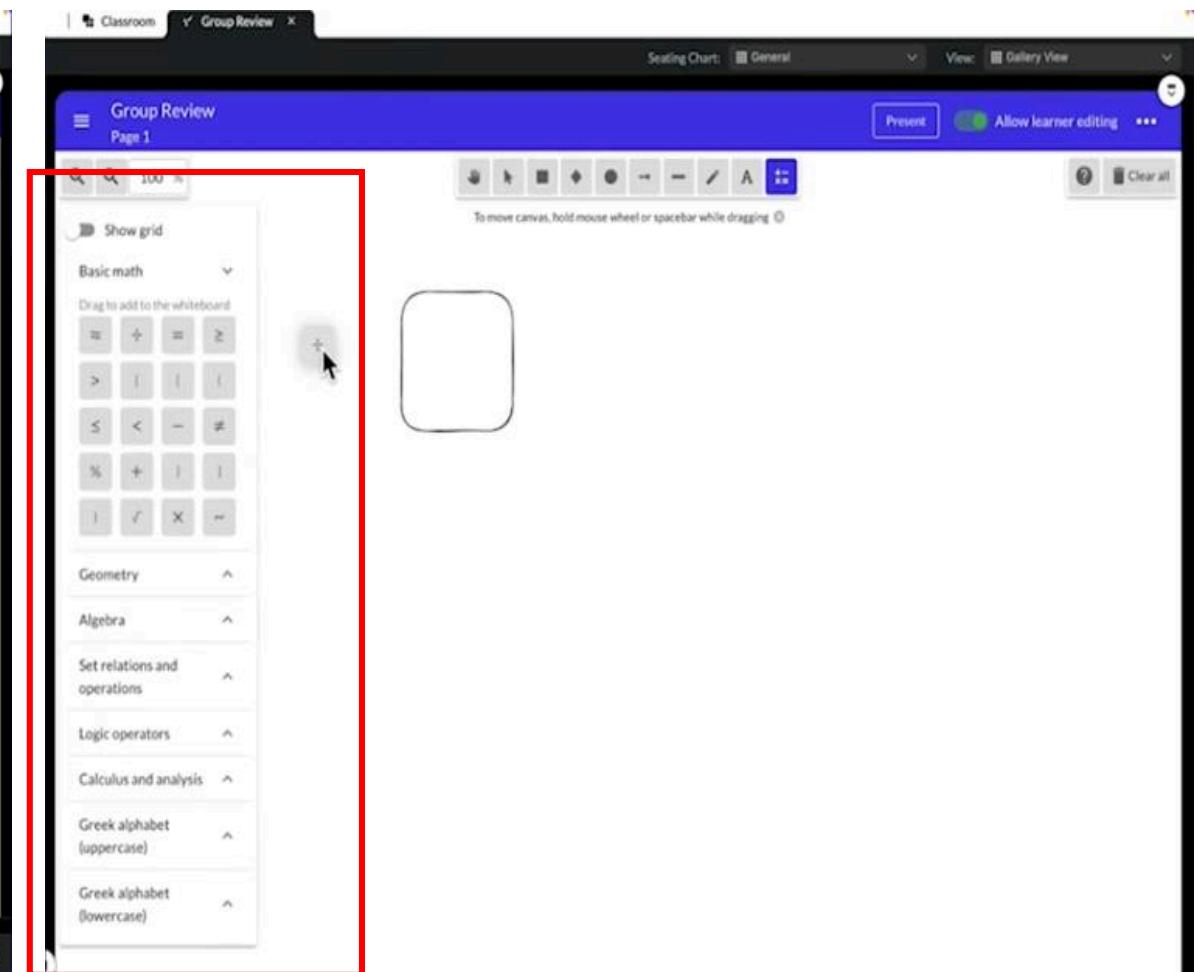
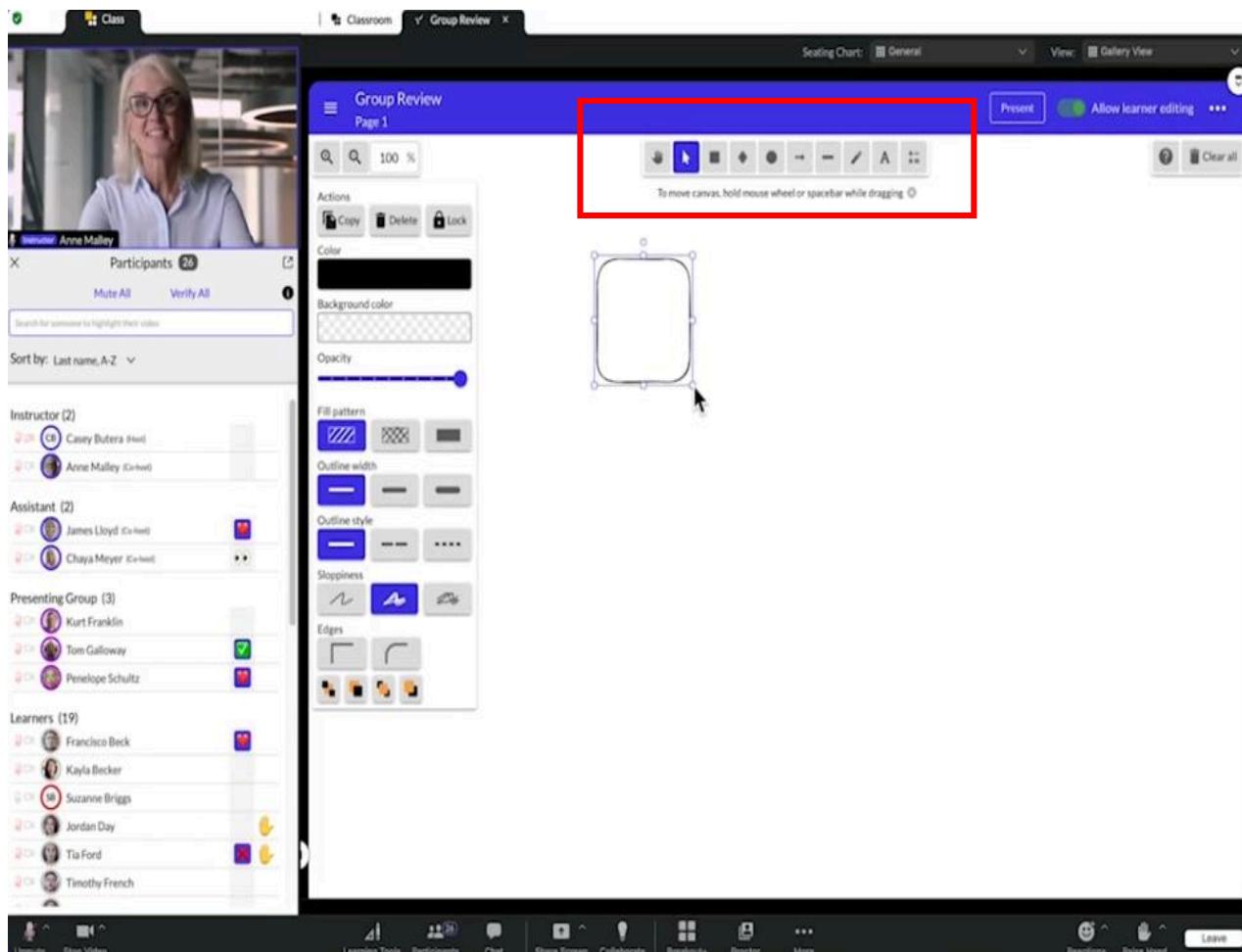
You can view the whiteboards you have created or previously created whiteboards, and share them with your class by selecting the 'Launch' option.

You can make the desired adjustments from the 'Settings' option.

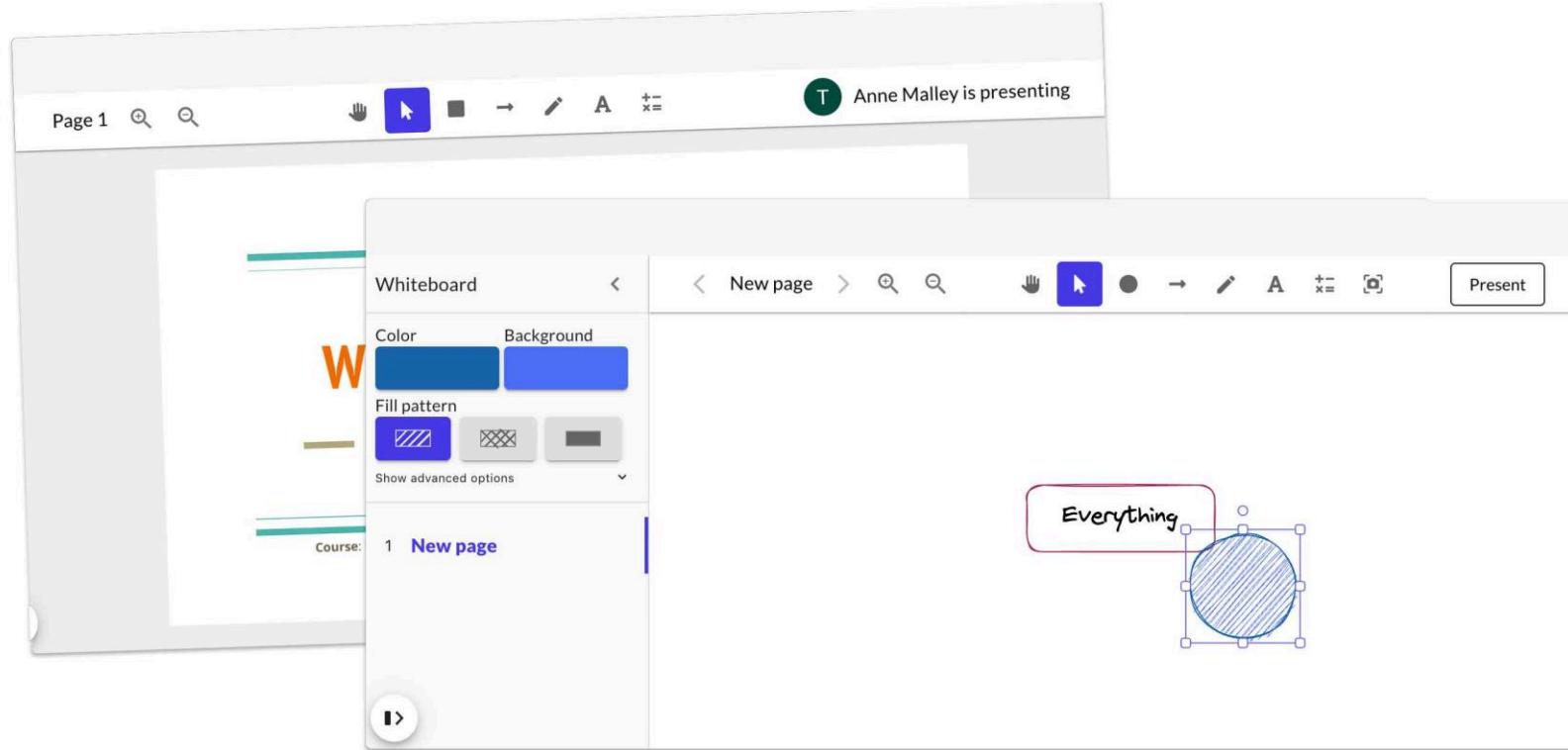
The screenshot shows the Class Technologies Inc. platform interface. At the top, there are navigation icons for a shield, a class, and a search bar with the text "fg<dfg<". On the far right is a gear icon. The main area features a "Seating Chart" with "General" and "View: Gallery View" options. A toolbar above the whiteboard includes icons for New page, Search, Hand, Pointer, and a "Present" button with a red arrow pointing to it. A dropdown menu is open, containing options: "Disable student annotation for this page", "Shortcuts", "Settings", and "Clear all", all enclosed in a red box. The whiteboard itself has a "New page" tab. On the left, there's a sidebar with "People" (3), "Mute All", a search bar, and sorting options. Below this is a list of participants: "Instructor (1)" and "Students (2)". The bottom navigation bar includes buttons for Unmute, Stop Video, Learning Tools, Participants, Chat, Share Screen, Collaborate, Breakout+, Proctor, Security, More, Reactions, Raise hand, and a prominent red "Leave" button.

You can provide students with access to the whiteboard from the marked area.

You can clear the entire page from the Clear All option.



In the top panel within the whiteboard, you can see the shapes or symbols you want to use.



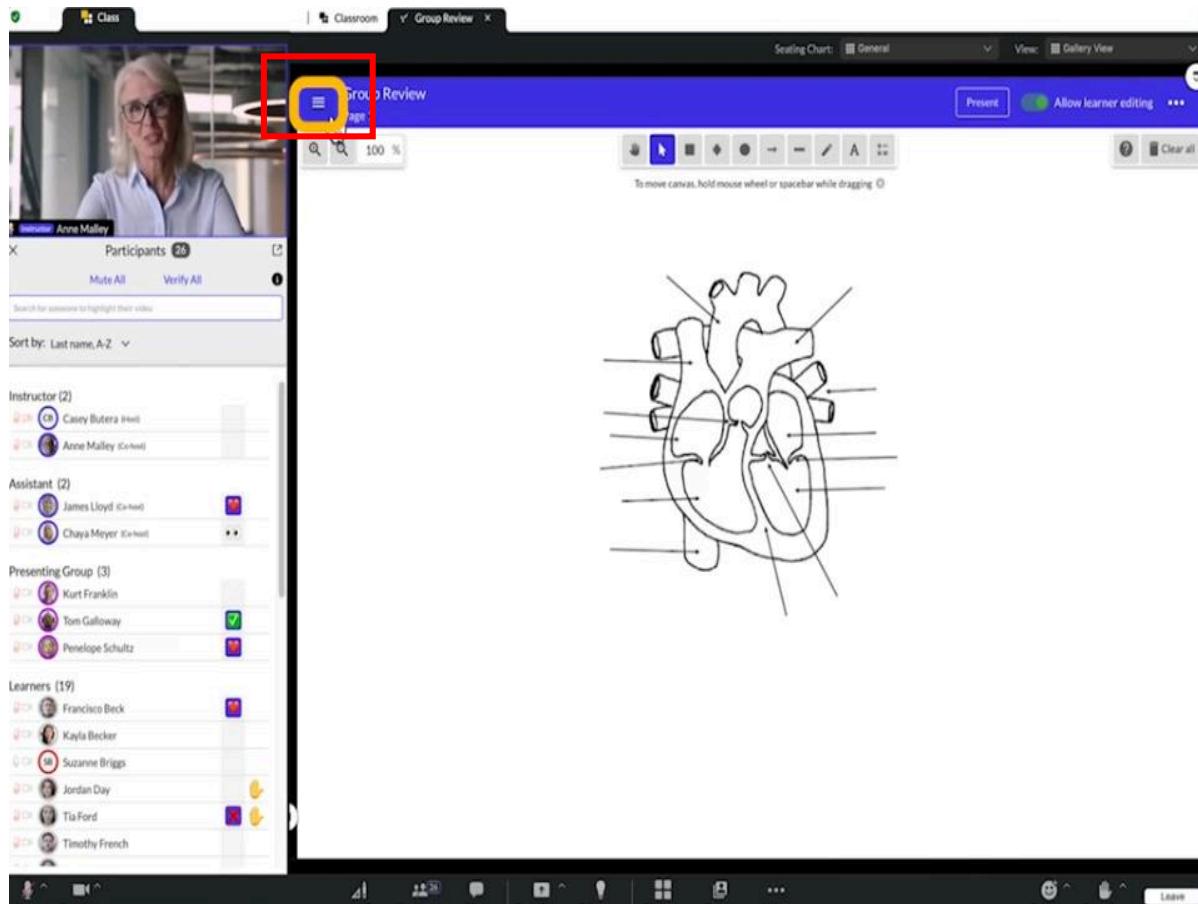
Annotation tools are supported on iPad and Android tablets.

You can get a wider view in landscape mode; to do this, turn off Self View.

Do not close the Whiteboard menu on the left; even if it is closed, it will automatically reopen when you touch the whiteboard.

To delete a single annotation: Use the selection tool → long press on the annotation → select Delete.

Using a stylus/pen on tablets improves handwriting quality.



Classroom Group Review

Seating Chart: General View: Gallery View

Present Allow learner editing

Group Review

100 %

Participants 26

Mute All Verify All

Search for someone to highlight their video

Sort by: Last name, A-Z

Instructor (2)

- Casey Butera (In-Host)
- Anne Malley (In-Host)

Assistant (2)

- James Lloyd (In-Host)
- Chaya Meyer (In-Host)

Presenting Group (3)

- Kurt Franklin
- Tom Galloway
- Penelope Schultz

Learners (19)

- Francisco Beck
- Kayla Becker
- Suzanne Briggs
- Jordan Day
- Tia Ford
- Timothy French

Leave

1. Page 1

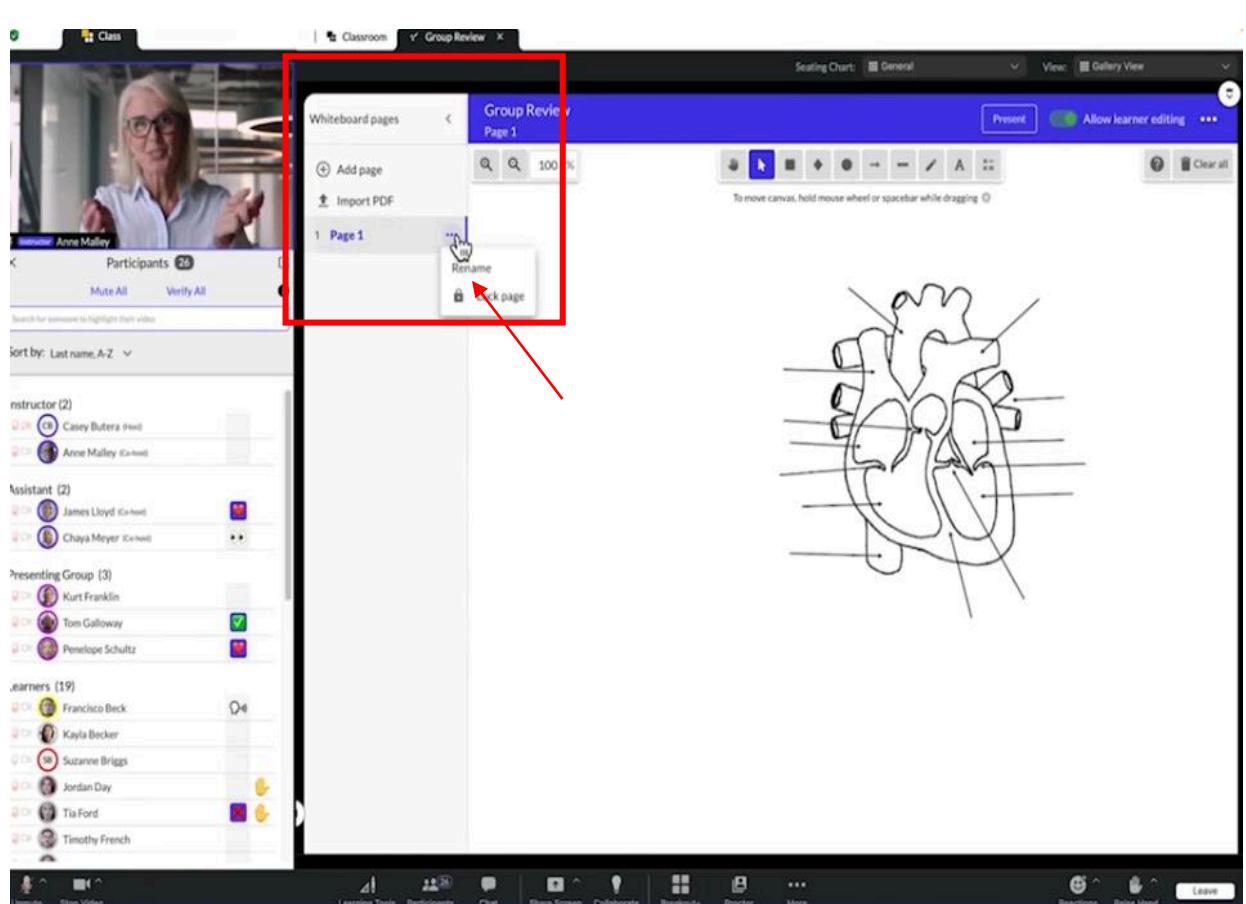
Whiteboard pages

Add page Import PDF

Rename Lock page

To move canvas, hold mouse wheel or spacebar while dragging.

A heart diagram with various parts labeled.



Classroom Group Review

Seating Chart: General View: Gallery View

Present Allow learner editing

Group Review

Page 1

Participants 26

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- Jordan Day
- Tia Ford
- Timothy French

Leave

Whiteboard pages

1. Page 1

Add page Import PDF

Rename Lock page

To move canvas, hold mouse wheel or spacebar while dragging.

A heart diagram with various parts labeled.

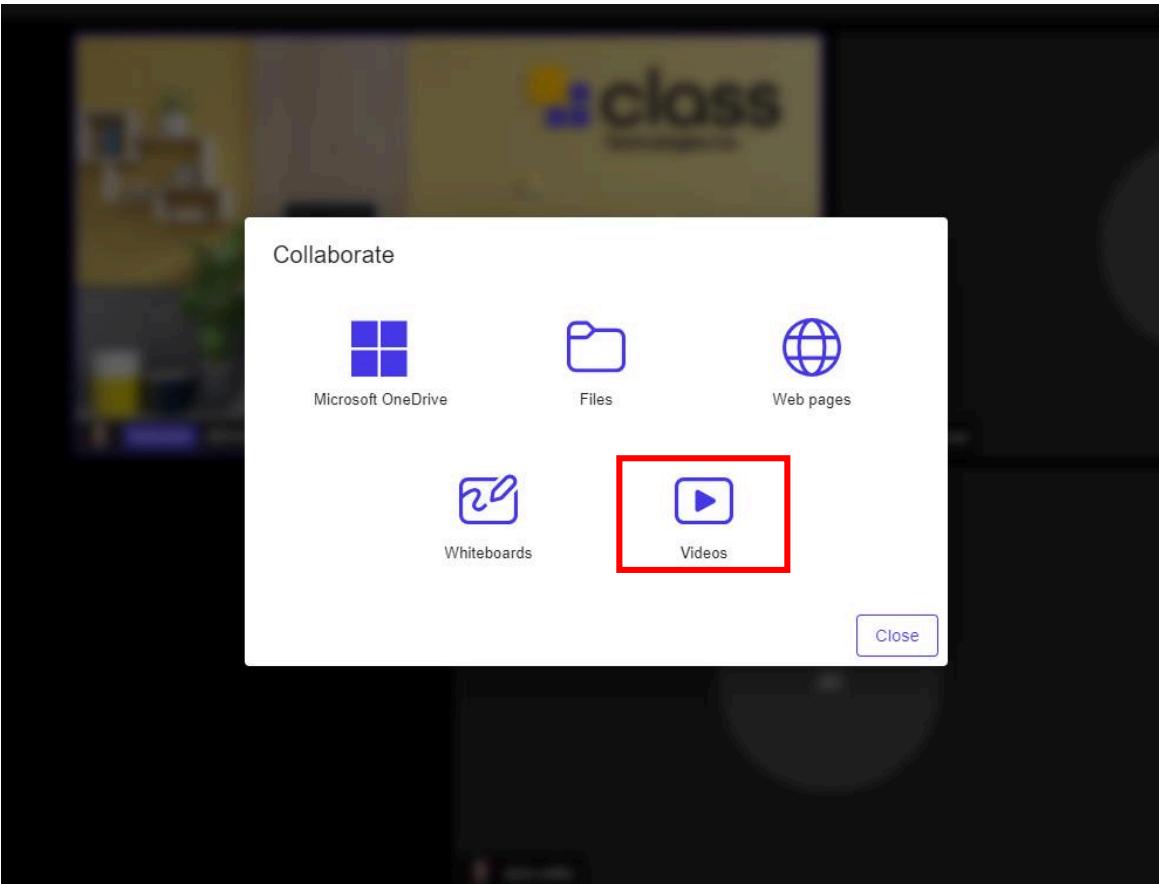
From the marked area, you can add a new white page using the 'Add Page' option.

You can name your work using the 'Rename' option.

The screenshot shows a video conference interface with the following elements:

- Top Left:** Class Technologies Inc. logo and a video thumbnail of a classroom with the text "Instructor".
- Top Right:** Seating Chart: General, View: Gallery View.
- Left Side:** People list (3), Mute All button, Search for someone to highlight their video, Sort by: First name, A-Z, Instructor (2) list (NK, NI, SF, SE), Students (1) list (SS).
- Middle Left:** A sidebar with "Add page" and "Import PDF to pages" (highlighted with a red box). Below it is a list of imported PDFs:
 - 1 New page
 - 2 Nisan Ayı E-Bülten Çalışması.pdf
 - 3 Nisan Ayı E-Bülten Çalışması.pdf
 - 4 Nisan Ayı E-Bülten Çalışması.pdf
- Center:** Ders (Lesson) view for "Nisan Ayı E-Bülten Çalışması.pdf (1/4)". It includes a toolbar with search, zoom (50%), and presentation controls (Present, Allow student editing). The slide content is titled "BLOKCHAIN NEDİR?" and "EĞİTİMDE BLOKCHAIN". It features the logo of "İSTANBUL OKAN ÜNİVERSİTESİ" and "25.Yıl" (25th anniversary). The slide text discusses blockchain's characteristics and its applications in education, mentioning its transparency, decentralization, and immutability. It also includes a "Kaynakça" (References) section with links to academic papers and a "Güvenlik" (Security) section.
- Bottom:** Learning Tools (Microphone, Stop Video, Chat, Share Screen, Collaborate, Breakout+, Proctor, More), Reactions (Smiley, Hand), and Leave button.

From the 'Import PDF to Pages' option, you can add a PDF to the whiteboard and continue your work on the PDF.

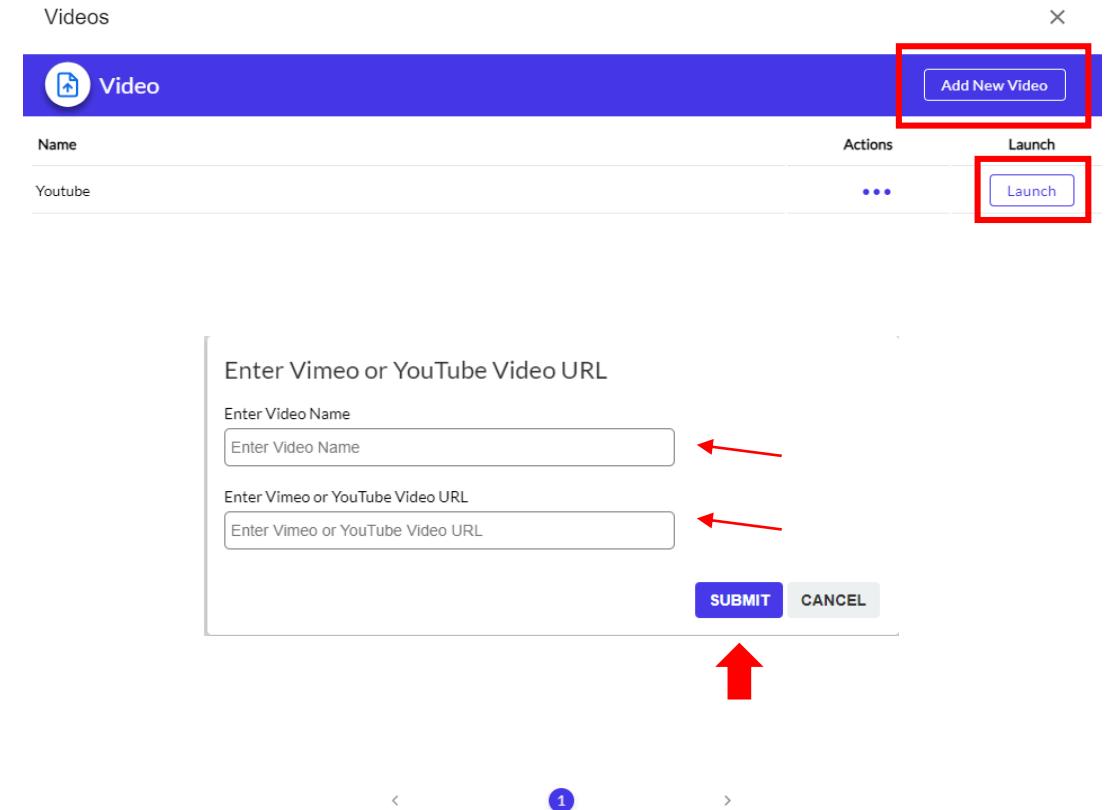


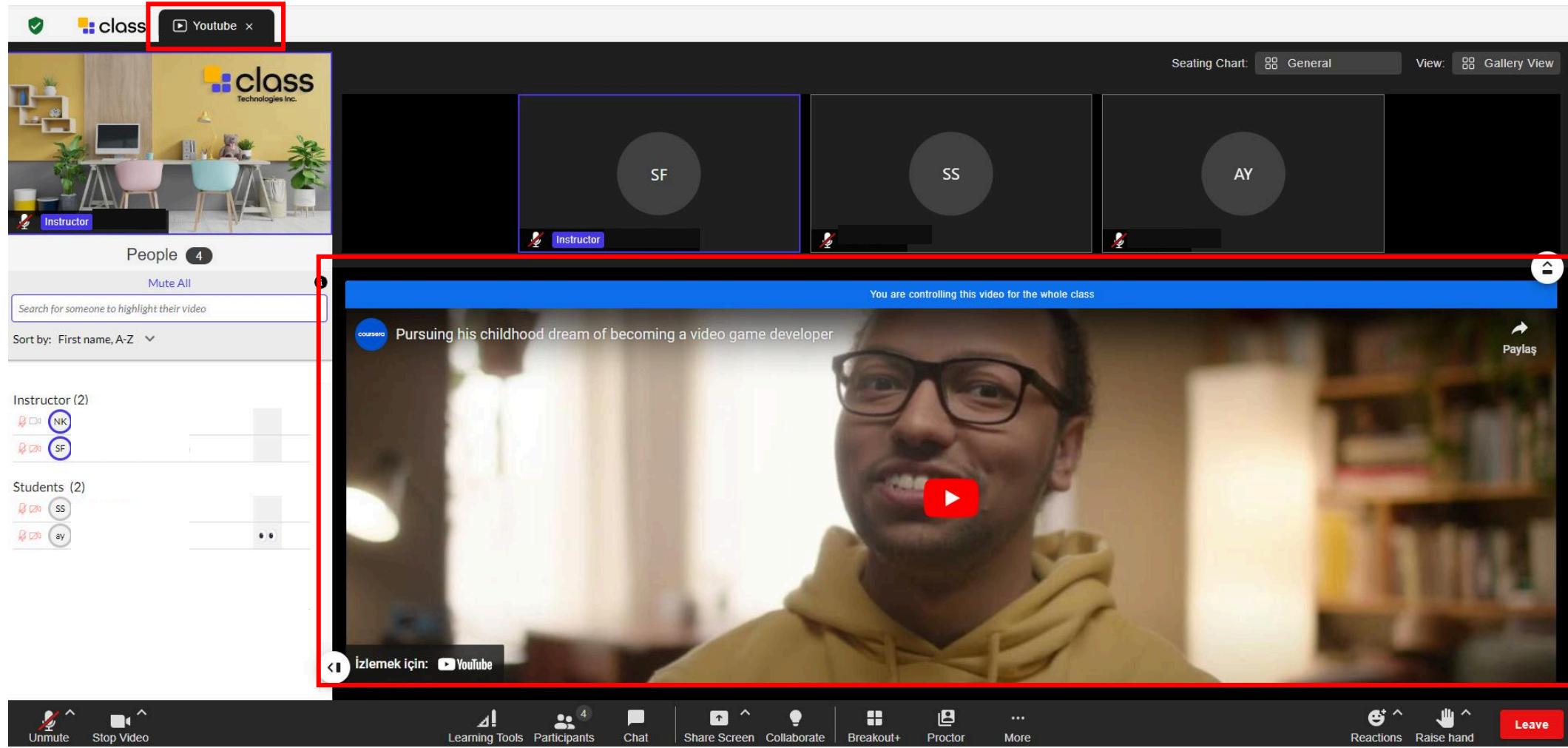
Click on the 'Videos' option from the 'Collaborate' area.

On the opened screen, you can add a new video by selecting 'Add New Video.'

You can view the videos you have added or previously added, and share them with your class using the 'Launch' option.

You can enter the video title and URL. Click Submit.





The screenshot shows a video conference interface with a red box highlighting the video player in the center. The video player displays a video of a man with glasses and a yellow hoodie, with a 'YouTube' button at the bottom. The interface includes a participant list on the left and a seating chart at the top.

class Technologies Inc.

Youtube

Seating Chart: General View: Gallery View

People 4

Mute All

Search for someone to highlight their video

Sort by: First name, A-Z

Instructor (2)

- NK
- SF

Students (2)

- SS
- AY

You are controlling this video for the whole class

Pursuing his childhood dream of becoming a video game developer

Paylaş

İzlemek için: YouTube

Unmute Stop Video Learning Tools Participants Chat Share Screen Collaborate Breakout+ Proctor More Reactions Raise hand Leave

You can watch your video with the class on the screen.

Collaborate



Files



Web pages



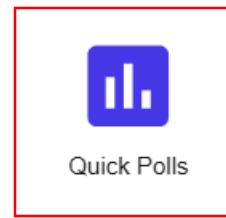
Whiteboards



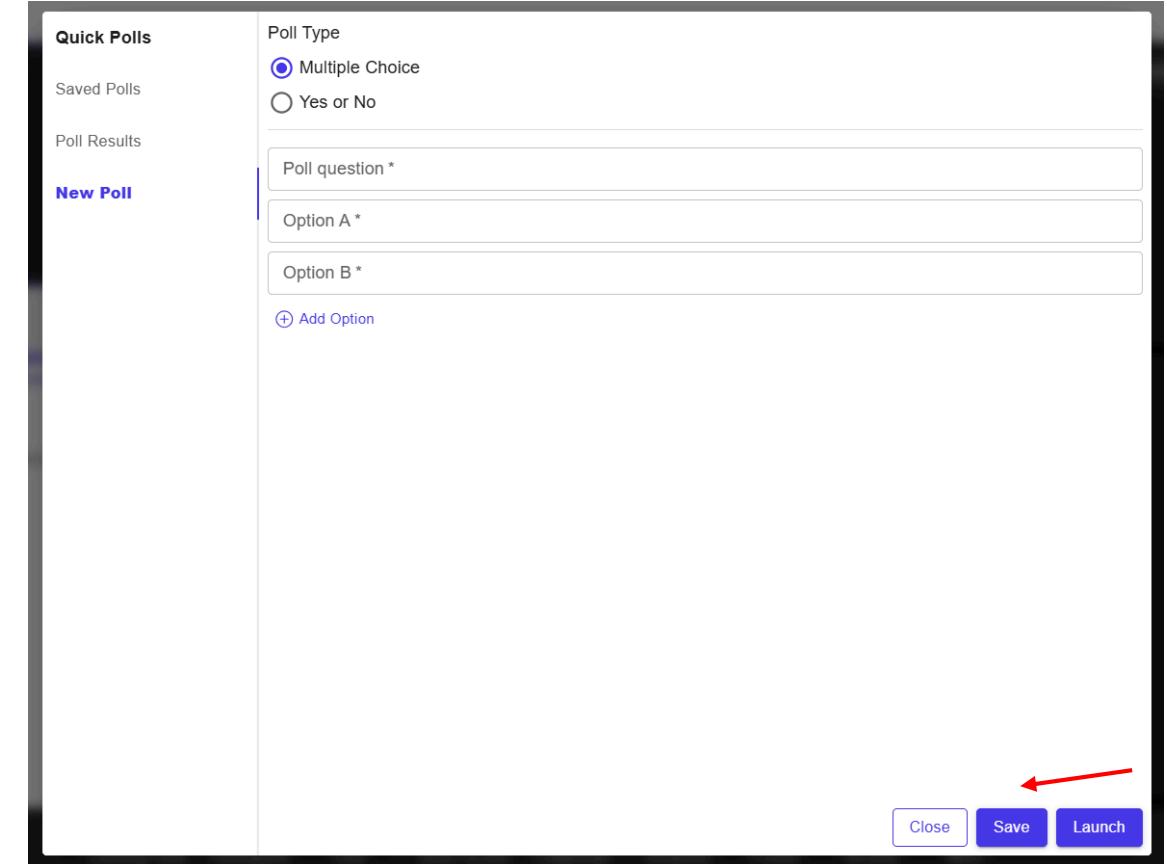
Videos



Presentations



Quick Polls



You can ask users 'Yes or No' or multiple choice questions from the Quick Polls option.

You can save and share the quick poll.

The screenshot shows a video conferencing interface with a dark theme. At the top, there are buttons for 'Seating Chart' (General), 'View' (Gallery View), and a search bar. Below the seating chart, a participant labeled 'B' is shown with a 'NK' status and a microphone icon. A red arrow points to the participant 'B' in the seating chart area. In the center, a poll results overlay is displayed with the question 'Shall we take a break?'. The results are as follows:

Response	Count
No Response	0
A Yes	0
B No	2

Below the poll results, there are 'Lock poll' and 'End poll' buttons. At the bottom of the interface, there are various control buttons: Chat, Share Screen, Collaborate, Breakout+, Proctor, Security, More, Poll (which is highlighted with a red box), Reactions, Raise hand, and Leave.

You can view the answers given. You can see which answer the user gave from the marked area.

ISTANBUL OKAN UNIVERSITY CLASS COLLAB USER GUIDE FOR INSTRUCTORS

How can I create breakout rooms in a session?

The screenshot shows a video conference interface for Class Technologies Inc. The top bar includes a green checkmark, a 'class' logo, and a 'Seating Chart' section with 'General' and 'Gallery View' options. The main video view shows an instructor in a room with a yellow wall, a white desk, and two colorful chairs (pink and teal). The video controls include 'Unmute' and a three-dot menu. The seating chart on the right shows two circular groups: one labeled 'SS' and another labeled 'AY'. A red arrow points to the 'Breakout+' button in the bottom navigation bar, which is highlighted with a red box. The bottom bar also features 'Unmute', 'Start Video', 'Learning Tools', 'Participants' (4), 'Chat', 'Share Screen', 'Collaborate', 'Breakout+' (highlighted), 'Proctor', 'More', 'Reactions', 'Raise hand', and a 'Leave' button.

Breakout refers to dividing a large class into smaller groups to enable participants to work and interact collaboratively.

Breakout Rooms

[Manage Templates](#)

Create new rooms Use a template

Assignment

Assign automatically

Assign manually

Allow participants to choose

Automatically move users into Breakout Rooms when assigned

New users go to breakout rooms when they join

Off Countdown after closing breakout rooms

Off Automatically close breakout rooms

Disable participant audio

Disable participant video

Allow participants to return to main session at any time

[Cancel](#) [Create and Open Rooms](#)



Breakout Rooms

^ Main Room

)AN **Instructor**

^ Breakout 1 (2)

JK **Instructor**

^ Breakout 2 (1)

Sanat

[Leave room](#)

[Join room](#)

[Close Rooms](#) [Close](#)



You can choose the options you want by specifying the number of rooms in the 'Create new rooms' section. (max 100)

From the 'Join Room' option, you can enter the room you have created, and from the 'Leave Room' option, you can exit the group.

You can close the rooms from the 'Close Rooms' option.

Breakout Rooms Manage Templates

Create new rooms Use a template

Automatically move users into Breakout Rooms when assigned

New users go to breakout rooms when they join

Off Countdown after closing breakout rooms

Off Automatically close breakout rooms

Disable participant audio

Disable participant video

Allow participants to return to main session at any time

These settings apply to all breakout rooms by default. You can adjust them individually within each breakout room. **Manually adjusted settings will be saved and restored when opening the same breakout rooms again.**

Follow Main Room Privacy Mode

Follow Main Room Front of Room

Cancel Create and Open Rooms

Breakout Rooms Manage Templates

Create new rooms Use a template

Automatically move users into Breakout Rooms when assigned

New users go to breakout rooms when they join

Off Countdown after closing breakout rooms

Off Automatically close breakout rooms

Disable participant audio

Disable participant video

Allow participants to return to main session at any time

These settings apply to all breakout rooms by default. You can adjust them individually within each breakout room. **Manually adjusted settings will be saved and restored when opening the same breakout rooms again.**

Follow Main Room Privacy Mode

Follow Main Room Front of Room

Off for All Participants

On for All Participants

Let Participants Select

Cancel Create and Open Rooms

Breakout Rooms Manage Templates

Create new rooms Use a template

Automatically move users into Breakout Rooms when assigned

New users go to breakout rooms when they join

Off Countdown after closing breakout rooms

Off Automatically close breakout rooms

Disable participant audio

Disable participant video

Allow participants to return to main session at any time

Follow Main Room

None

Instructors - Assistants

Presenting Group

Speaking

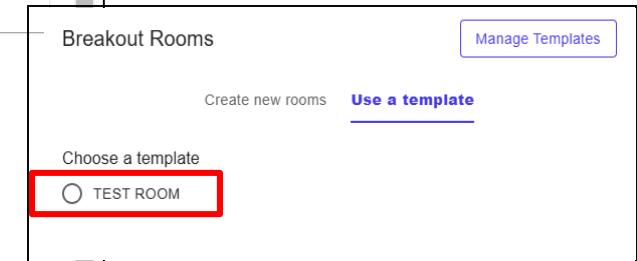
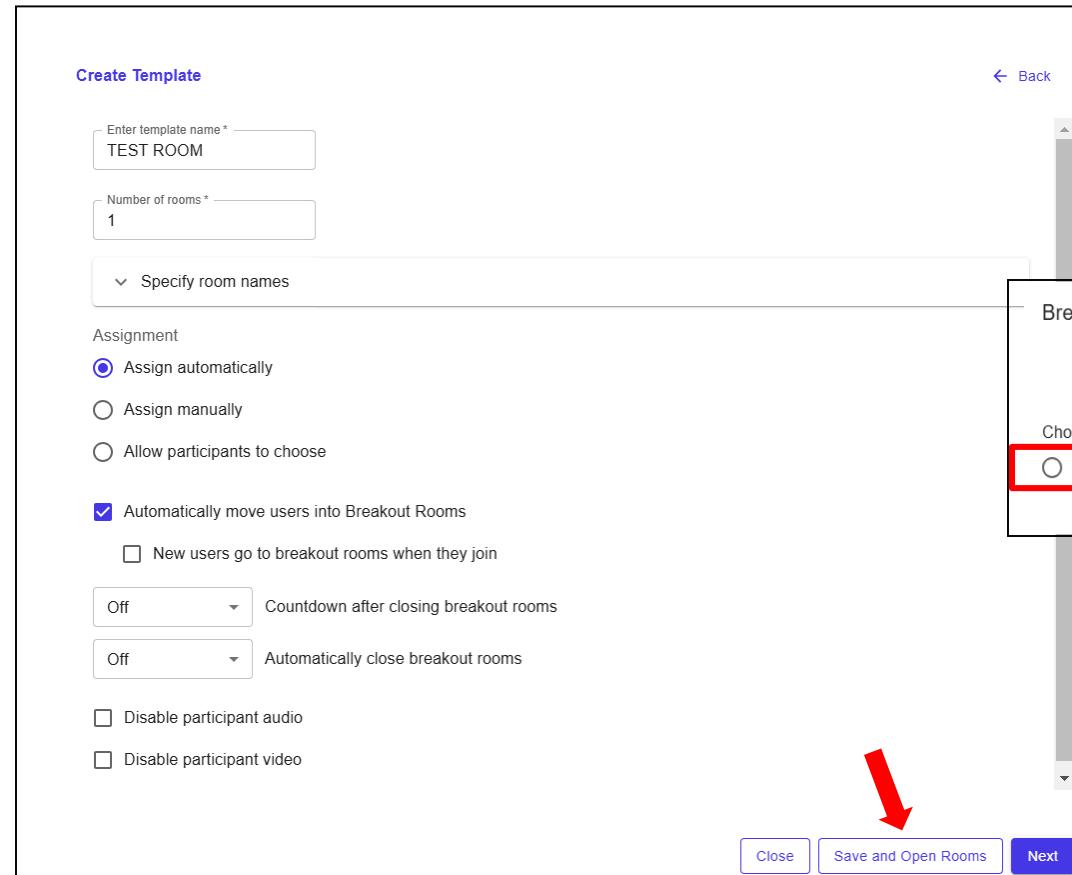
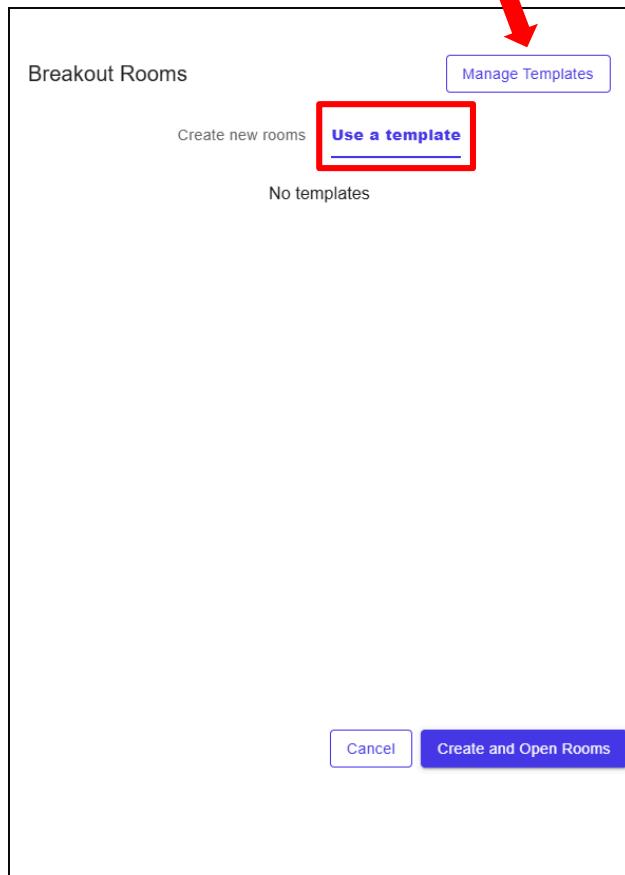
Front of Room

Cancel Create and Open Rooms

Privacy Mode determines who can see a video.

Front of Room selects which video is displayed in the main view.

These two settings work together: Even if a video is selected to be shown, if Privacy Mode restricts it, participants won't be able to see it.



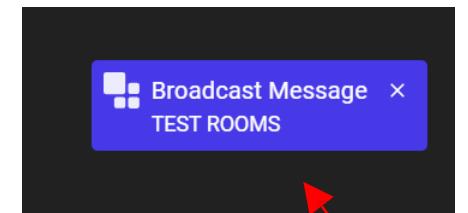
You can create new rooms in the 'Use the template' section, and you can use these rooms ready in your next lesson.

Breakout Rooms

>Main Room

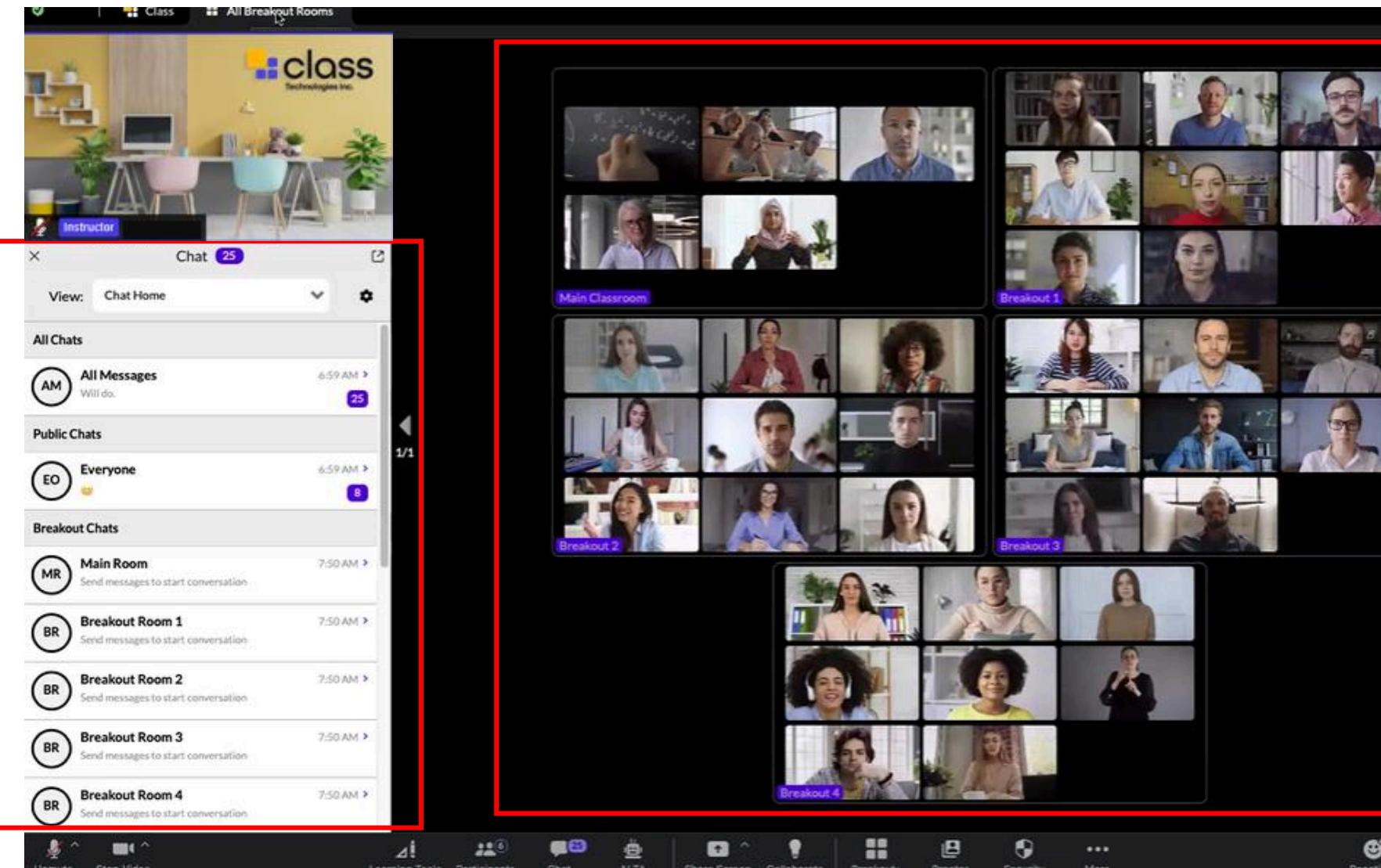
The screenshot shows the Breakout Rooms interface. At the top, there is a 'Broadcast Message' button with a red border. Below it, the 'Main Room' is expanded, showing 'Breakout 1 (2)' and 'Breakout 2 (1)'. Each breakout room has a 'Leave room' button. In 'Breakout 1 (2)', there is a user icon with a red arrow pointing to it, and an 'Instructor' button. In 'Breakout 2 (1)', there is a user icon and an 'Instructor' button. At the bottom, there are 'Join room' and 'Close' buttons.

Broadcast Message

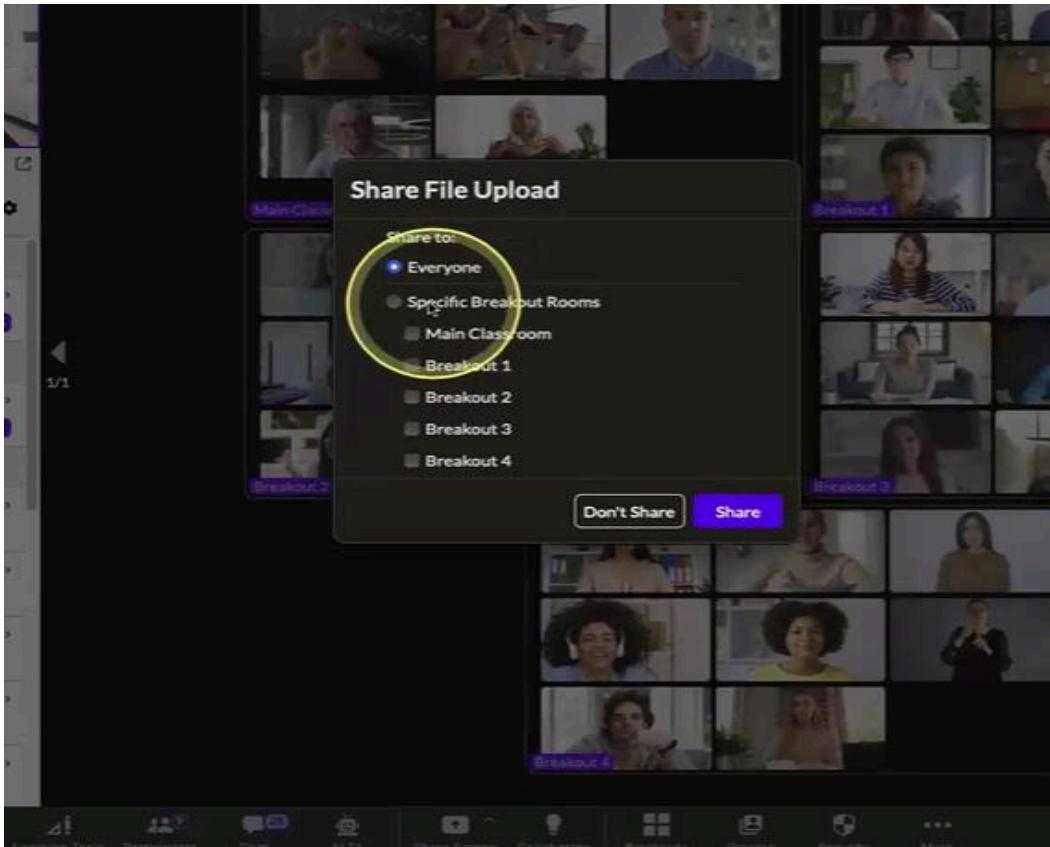


You can drag and drop the user you want to move to another room into the desired room using your cursor.

You can send messages to all rooms at the same time from the broadcast message area.



You can view all the rooms and send messages to any room from the chat area.



When you want to share files in the rooms, click on the Files option in the Collaborate area.

Select the file you want to share and click on the Launch option.

In the window that opens, you can choose the room where you want to share the file.

ISTANBUL OKAN UNIVERSITY CLASS COLLAB USER GUIDE FOR INSTRUCTORS

What is the Proctor feature and how can I use it?

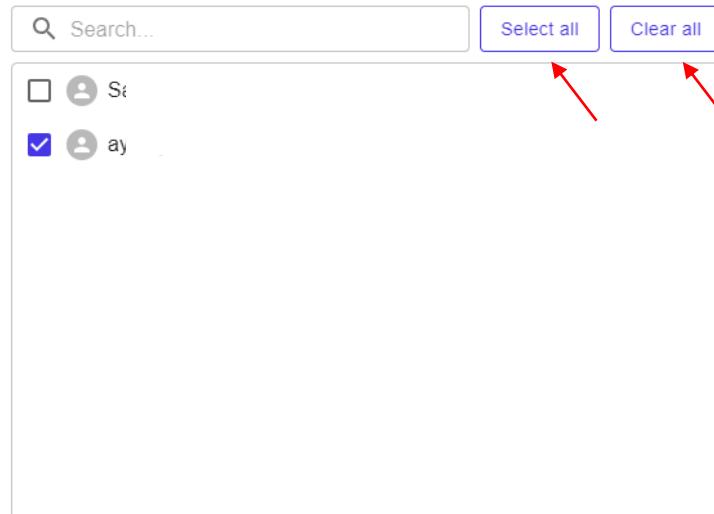
The screenshot shows a video conferencing interface for a classroom session. The top bar displays the 'class Technologies Inc.' logo and a 'Seating Chart' with 'General' and 'Gallery View' options. The main video area shows four participants: an 'Instructor' and three 'Students' (NK, SF, SS, and AY). The seating chart on the right indicates the physical layout of the classroom. The bottom navigation bar includes buttons for 'Unmute', 'Start Video', 'Learning Tools', 'Participants' (with a count of 4), 'Chat', 'Share Screen', 'Collaborate', 'Breakout+', 'Proctor' (which is highlighted with a red box and a red arrow pointing to it), and 'More'. Other buttons include 'Reactions' and 'Raise hand'.

Proctor area is used for student monitoring and management.

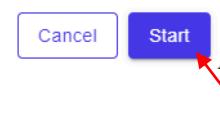
Proctor

Participants will be asked to share their screen. Instructors will be notified if participants reject the invite or leave Proctor View

Who would you like to invite?



⚠ Proctor View is not supported on mobile devices. Mobile participants will not be able to share their screen.

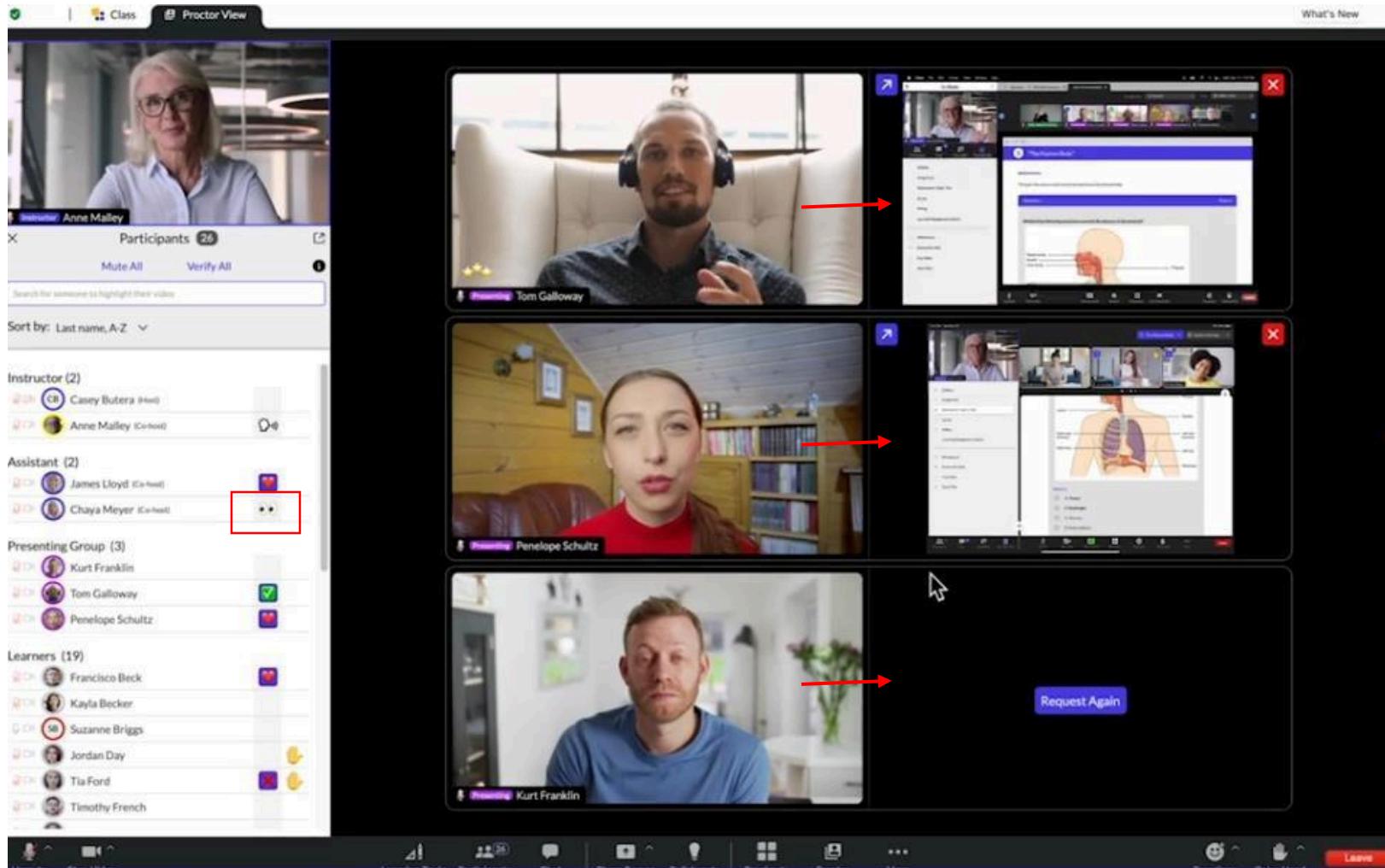


In the opened screen, you can select the student you want to share the screen with from the 'Search' area.

You can select all students by using the 'Select All' option.

You can clear all settings with the 'Clear All' option.

You can start proctoring by clicking the 'Start' button.



You can view users screen shares alongside their video feeds.

The "eye" icon in the area marked in red appears next to the user's name when the user opens a different tab or browser.

Proctor

Participants will be asked to share their screen. Instructors will be notified if participants reject the invite or leave Proctor View

Who would you like to invite?

Select all Clear all

 Sa

 ay

 Proctor View is not supported on mobile devices. Mobile participants will not be able to share their screen.

Cancel End for all Update



You can select the student you want to stop monitoring and click the 'Update' option.

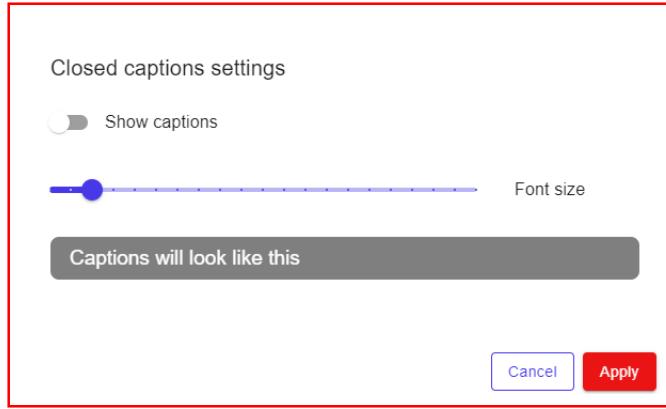
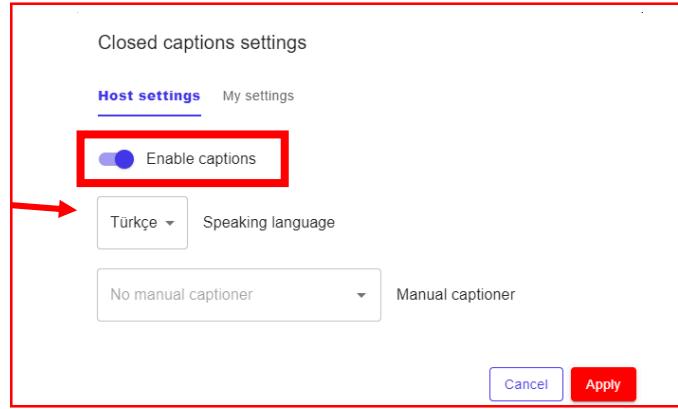
You can end proctoring for all students using the 'End For All' option.

ISTANBUL OKAN UNIVERSITY CLASS COLLAB USER GUIDE FOR INSTRUCTORS

Where can I activate the subtitle feature?

The screenshot shows a video conference interface for Class Technologies Inc. The top bar includes a green shield icon, a 'class' logo, and 'Seating Chart' and 'View' buttons. The main video area shows a participant with a large circular redaction over their face, labeled 'SF'. To the right is a smaller video of a desk with a plant and a cup of pens. Below these are two other video thumbnails. The left sidebar lists 'People' (4), 'Instructor (2)' (NK, SF), and 'Students (2)' (SS, ay). The bottom navigation bar includes 'Unmute', 'Start Video', 'Learning Tools', 'Participants' (4), 'Chat', 'Share Screen', 'Collaborate', 'Breakout+', 'Proctor', 'More', 'Reactions', 'Raise hand', and a 'Leave' button. A red arrow points to the 'More' button, which is highlighted with a red box and shows the 'Closed Captioning: Off' option.

You can enable 'Closed Captioning' from the 'More' option in the bottom panel.

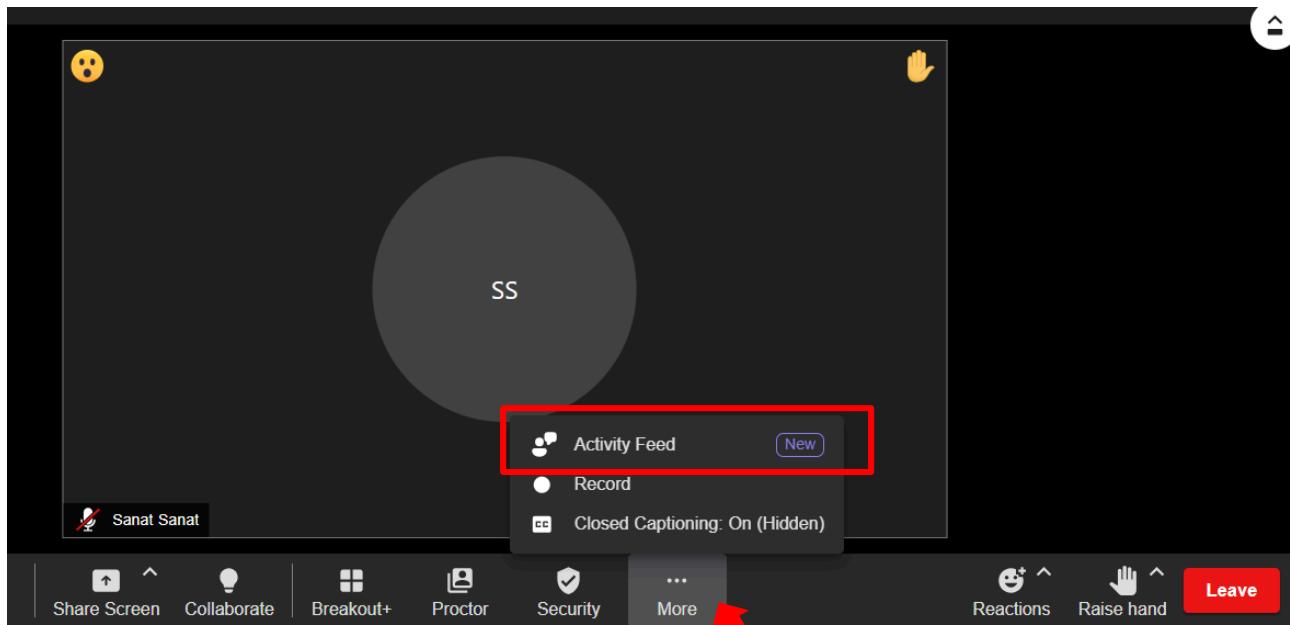


From the 'Host Settings' area, select the spoken language and enable subtitles, then click 'Apply'.

In the 'My Settings' section, you can show subtitles and adjust the text size, then click 'Apply'.

ISTANBUL OKAN UNIVERSITY CLASS COLLAB USER GUIDE FOR INSTRUCTORS

Where can I see the activity feed?



You can see the 'Activity Feed' from the marked area.

A screenshot of the 'Activity Feed' window. At the top, there are two video thumbnails: one showing a potted plant and another showing a desk with a notepad and a pencil. Below the thumbnails is a black bar with the text 'Instructor' and a microphone icon. The main area is titled 'Activity Feed' and contains a list of recent events. A red box highlights a dropdown menu titled 'Filter activities' with options: Chat, Reactions (which is checked), and Hand raises. The list of events includes:

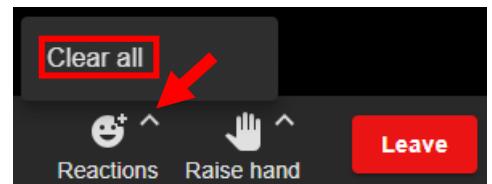
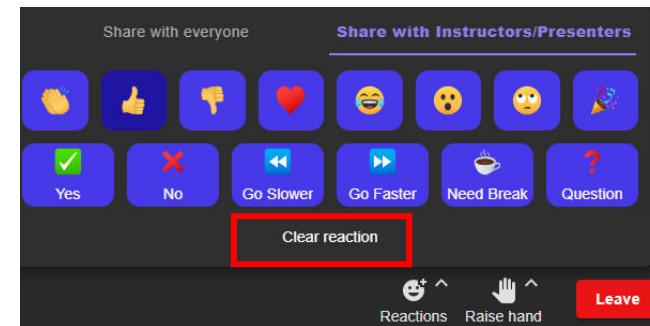
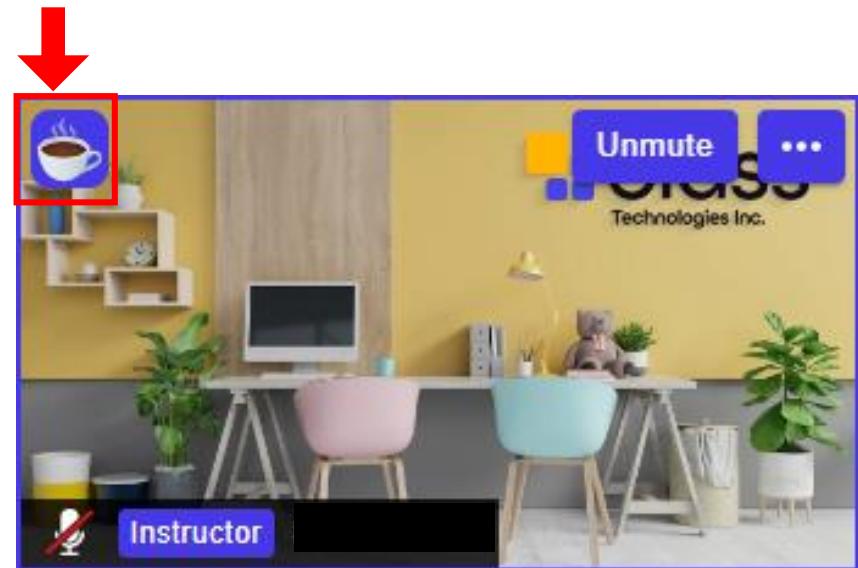
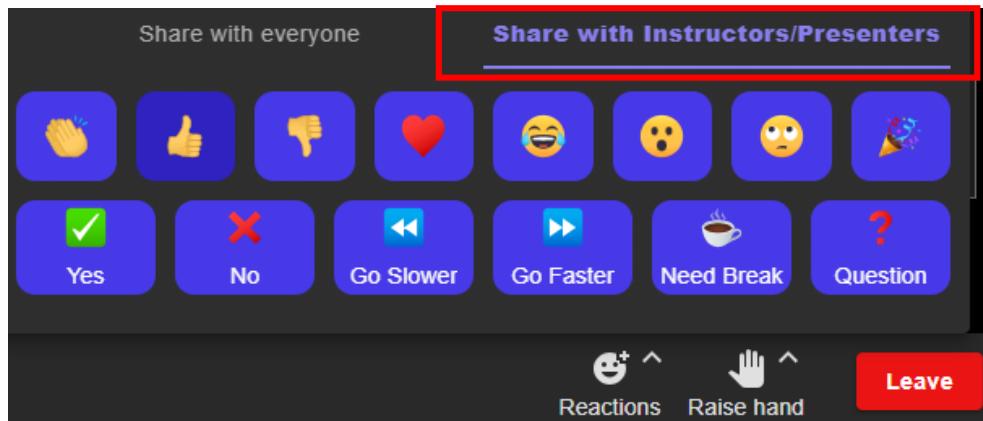
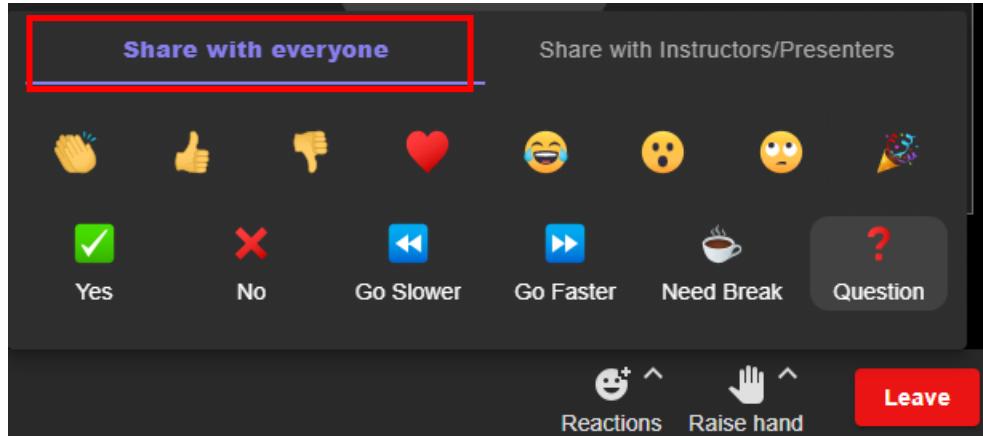
- Chat Need Break
- Reactions Need Break 5:26
- Hand raises Need Break
- SEFACAN FIDAN 15:26 Changed their reaction to Surprised
- SEFACAN FIDAN 15:26 Changed their reaction to Need Break

At the bottom of the window, there are buttons for Unmute, Start Video, Learning Tools, and Participants, with a '5' notification badge next to Participants.

You can filter the activity feed from the highlighted area.

ISTANBUL OKAN UNIVERSITY CLASS COLLAB USER GUIDE FOR INSTRUCTORS

How can I pass emojis and emoticons in a session?



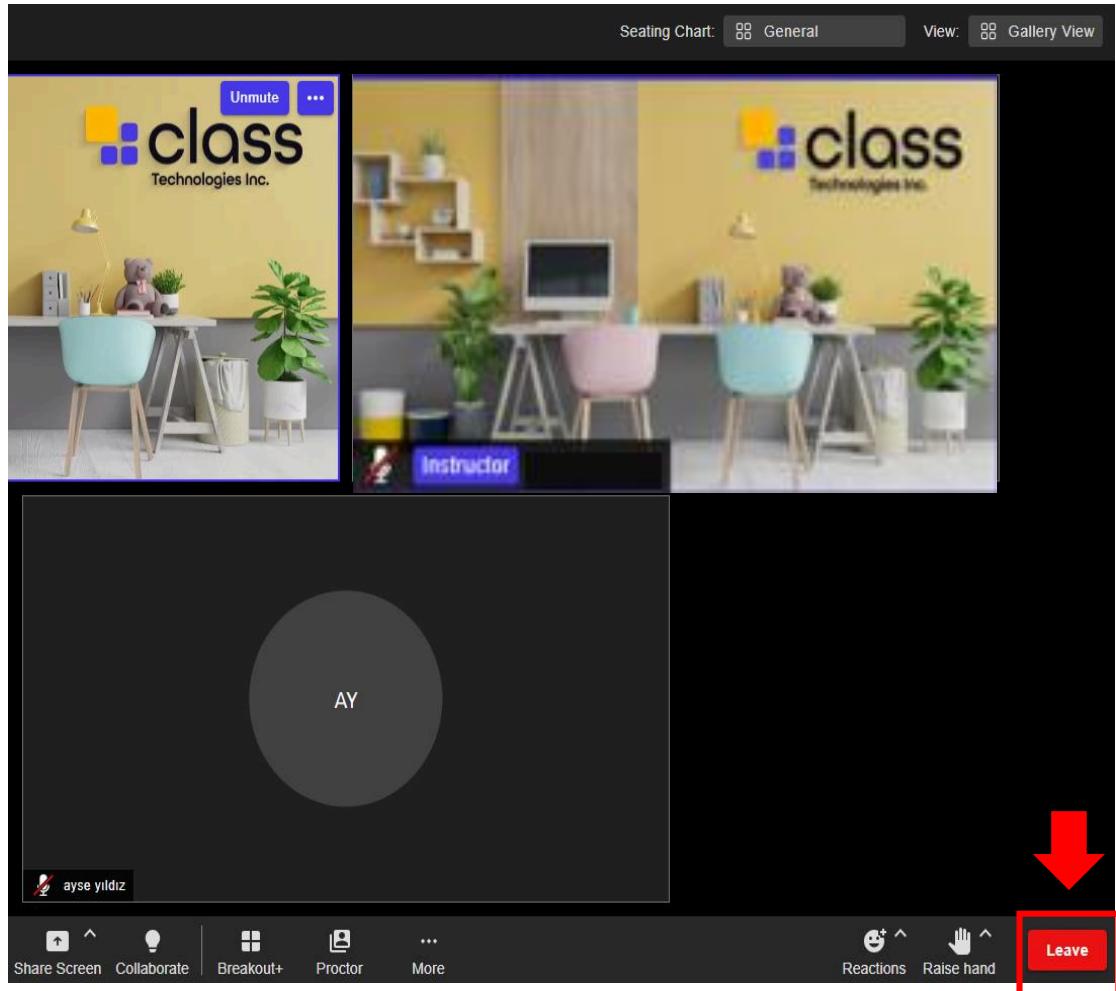
In the 'Reaction' area, you can share your selected reaction with the entire class using the 'Share it Everyone' option.

With the 'Share with Instructors and Presenters' option, you can share your reactions only with instructors and presenters.

You can delete your reaction using the 'Clear Reaction' option. You can clear all reactions using the 'Clear All' option.

ISTANBUL OKAN UNIVERSITY CLASS COLLAB USER GUIDE FOR INSTRUCTORS

How can I leave the session?



Click on the 'Leave' option to exit the class.

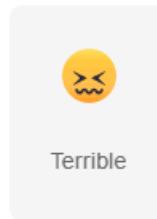
Click on the 'End Meeting For All' option to end the session.

Leave or end class

You may end the class for all participants or leave and keep the class running.



How was your experience with Class today?



Terrible



Bad



Fine



Good



Awesome

Tell us more...

Enter your comment here (optional, max 1000 characters)



Could you please take a moment to help us collect some performance data?

This is solely for troubleshooting and is invaluable to our engineers in improving your experience.

[Close](#)

[Submit](#)

You can evaluate your class experience and provide feedback.

ISTANBUL OKAN UNIVERSITY CLASS COLLAB USER GUIDE FOR INSTRUCTORS

How can I download the recording?

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

Details

Upcoming

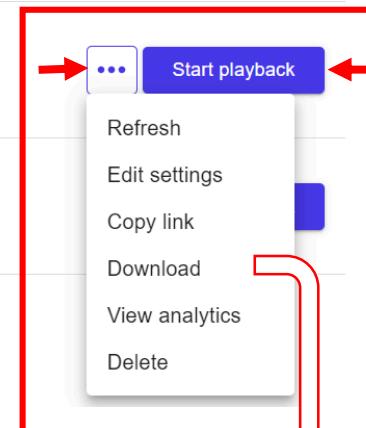
Previous

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 students	... Start playback
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	... Start playback

- After saving the session, you can view the class recording in the 'Recordings' section on the landing page.
- 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

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- [Audio only](#)
- [Closed captions](#)
- [Timeline](#)

Close