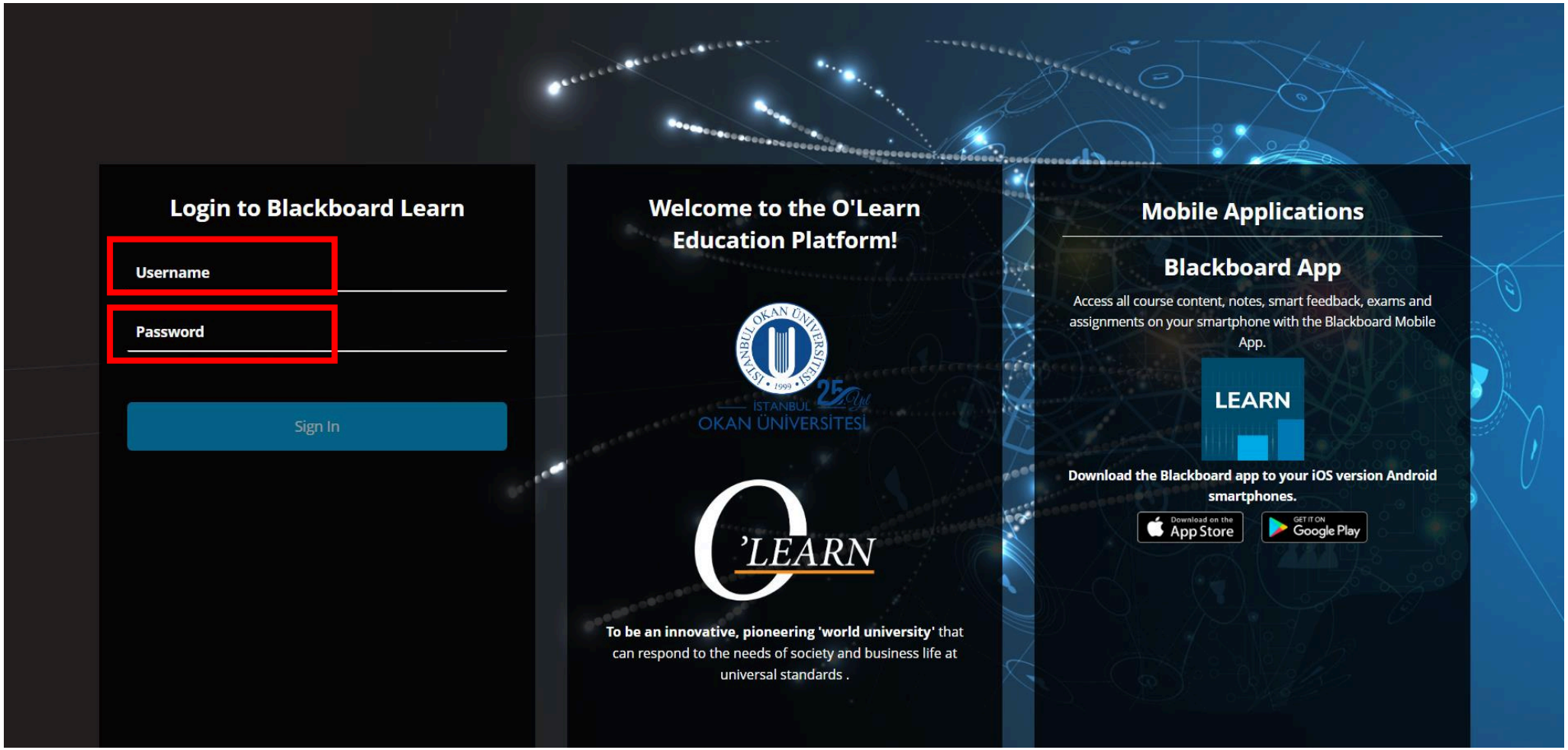
ISTANBUL OKAN UNIVERSITY CLASS COLLAB
USER GUIDE FOR INSTRUCTORS

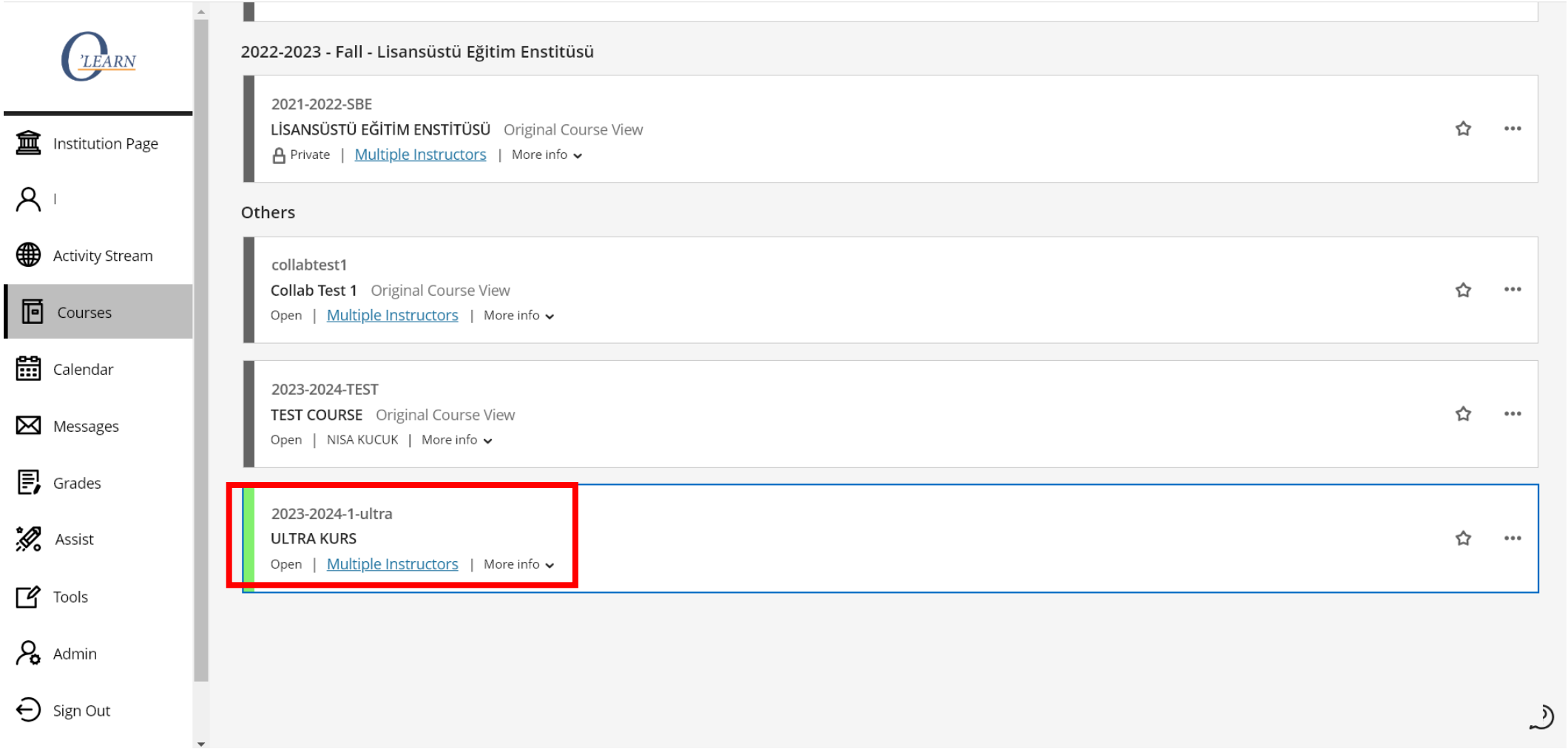
How can I create a virtual classroom in an Ultra course view?



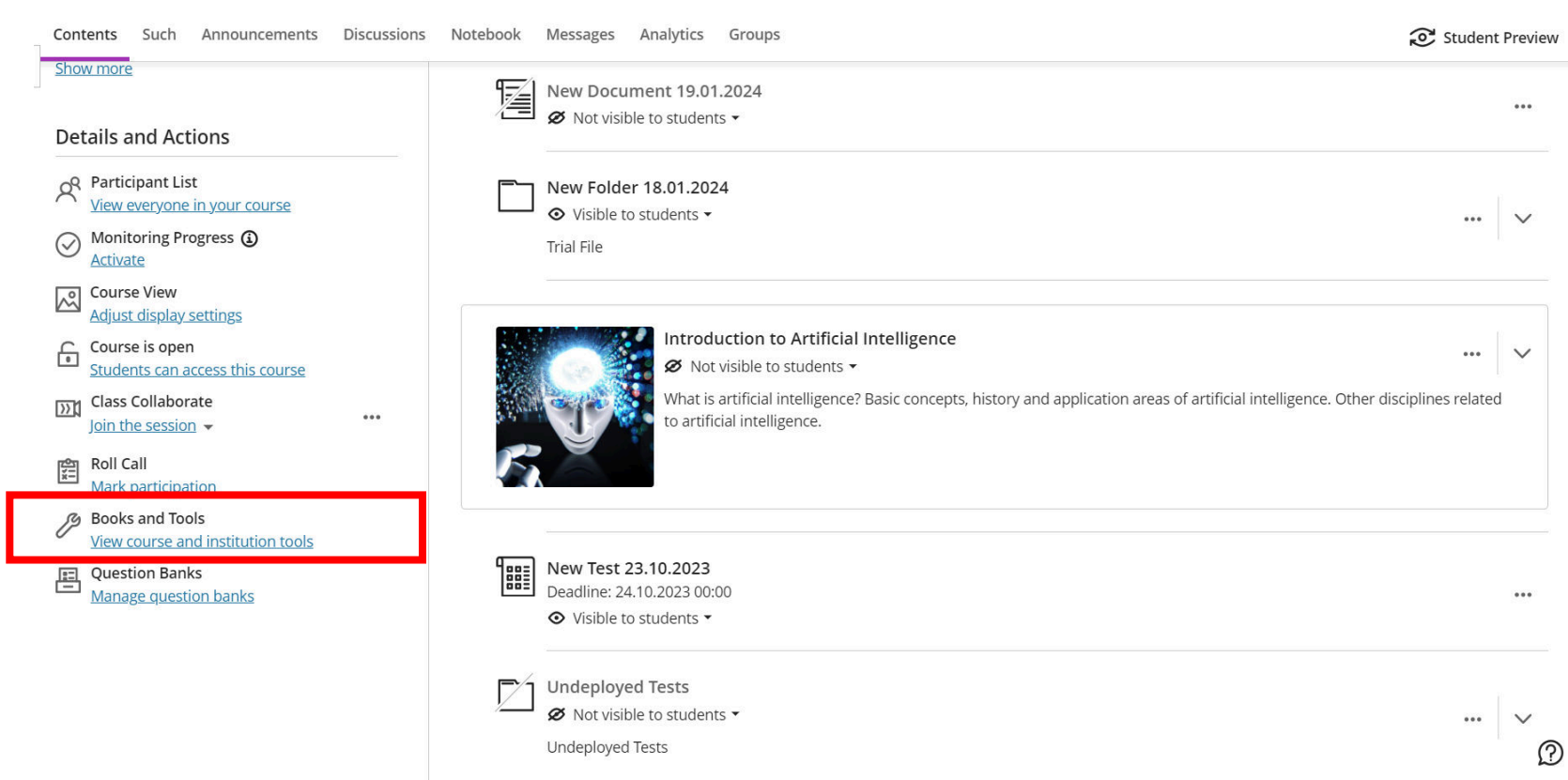
Log in using the Chrome, Microsoft Edge browser.

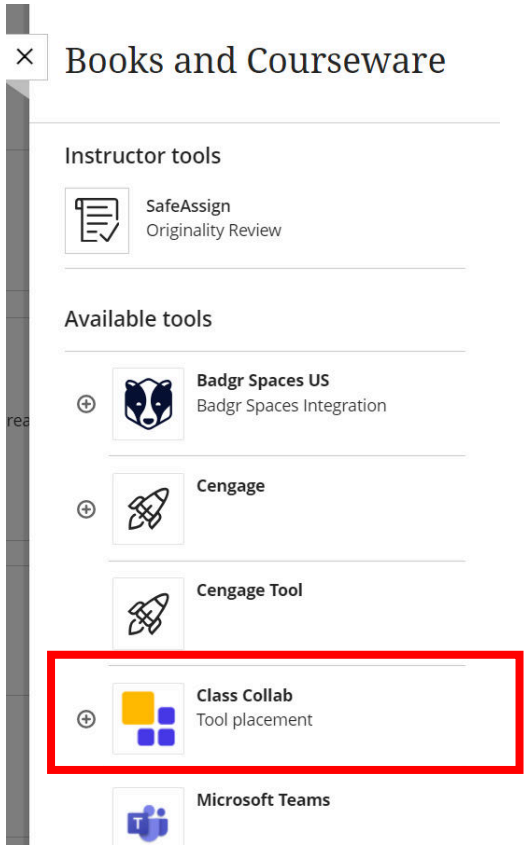
Access the platform at https://olearn.okan.edu.tr/

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



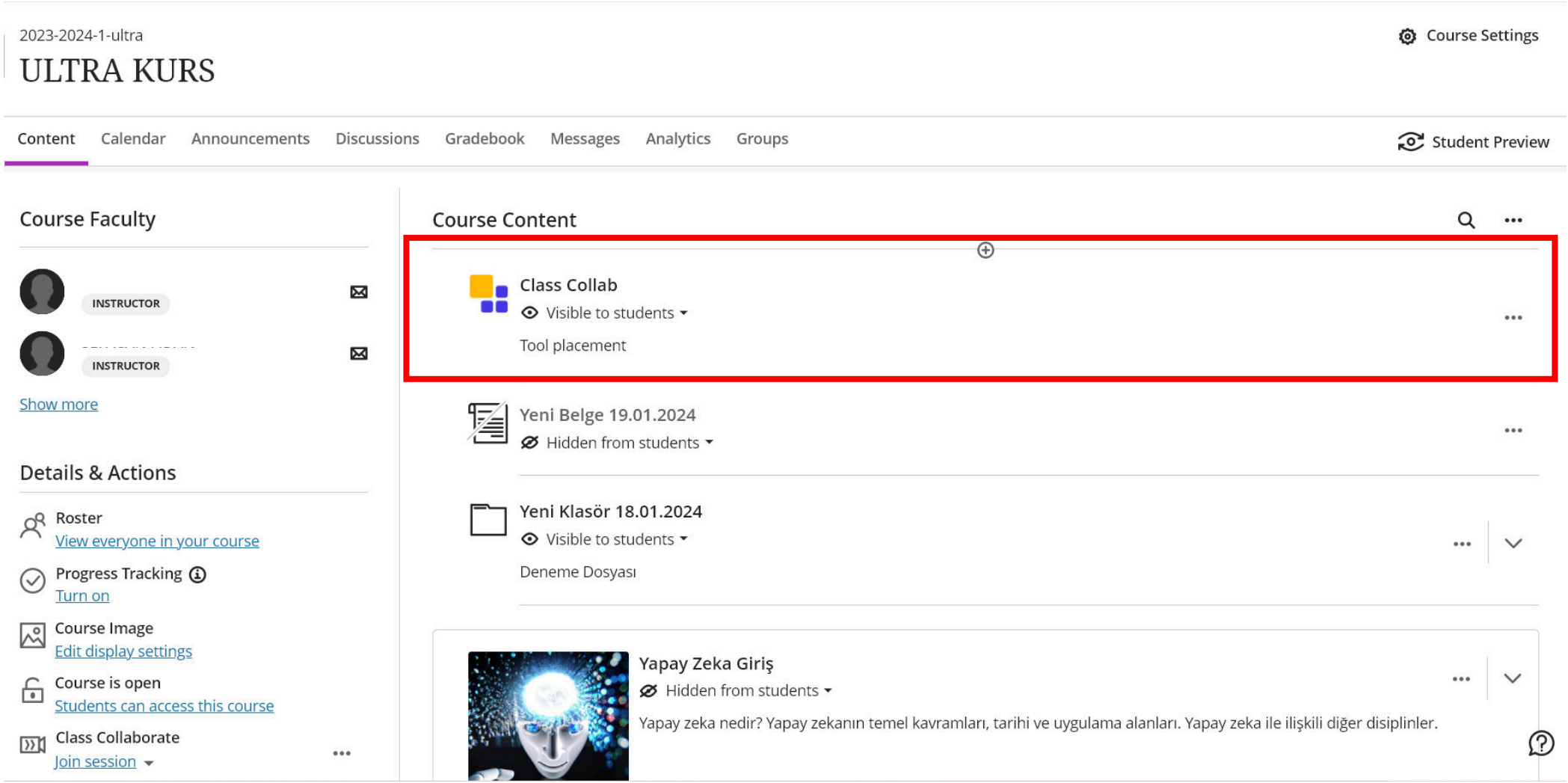
Log in to the course from the courses link.



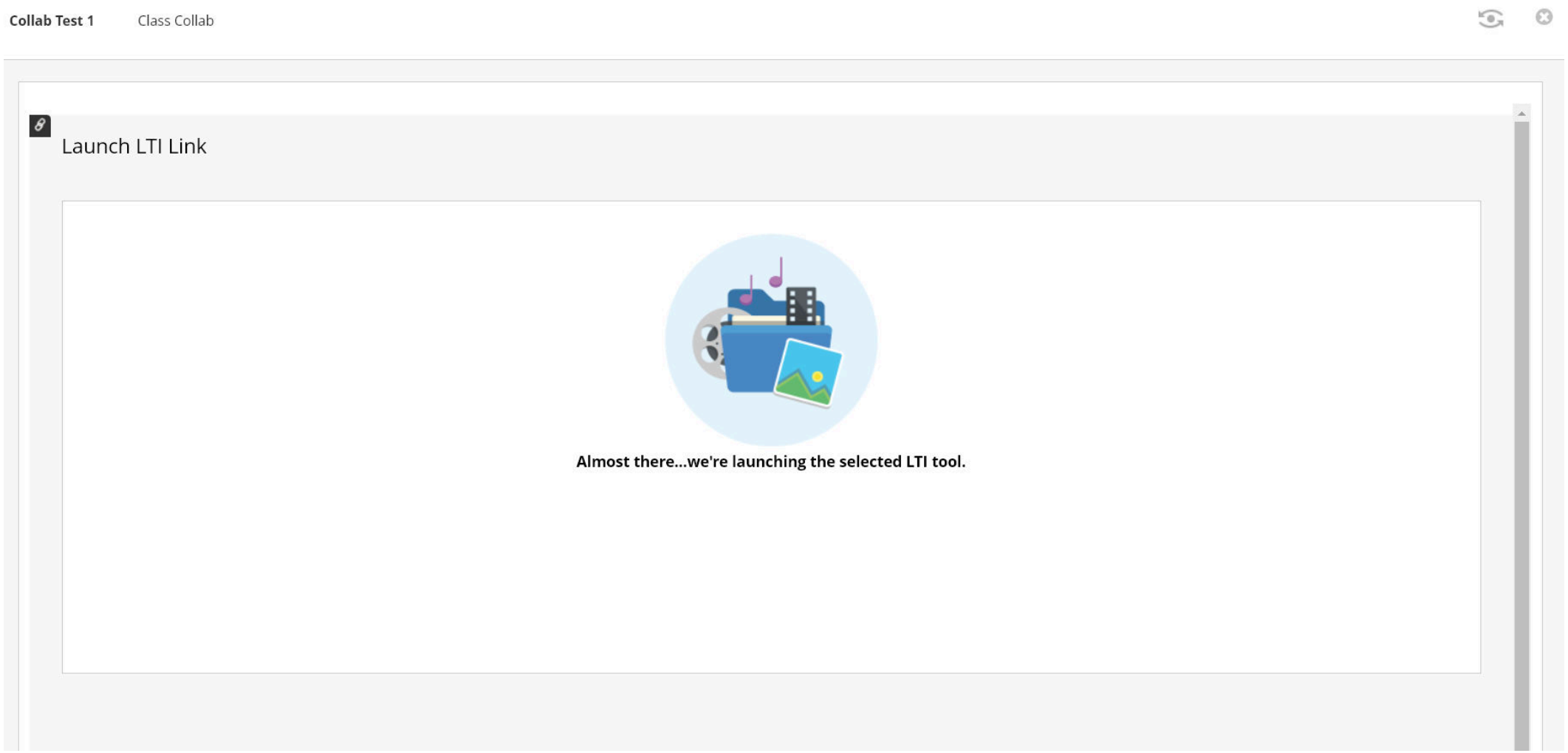


To add ‘Class Collab’ to the course content, click on 'Books and Tools‘.

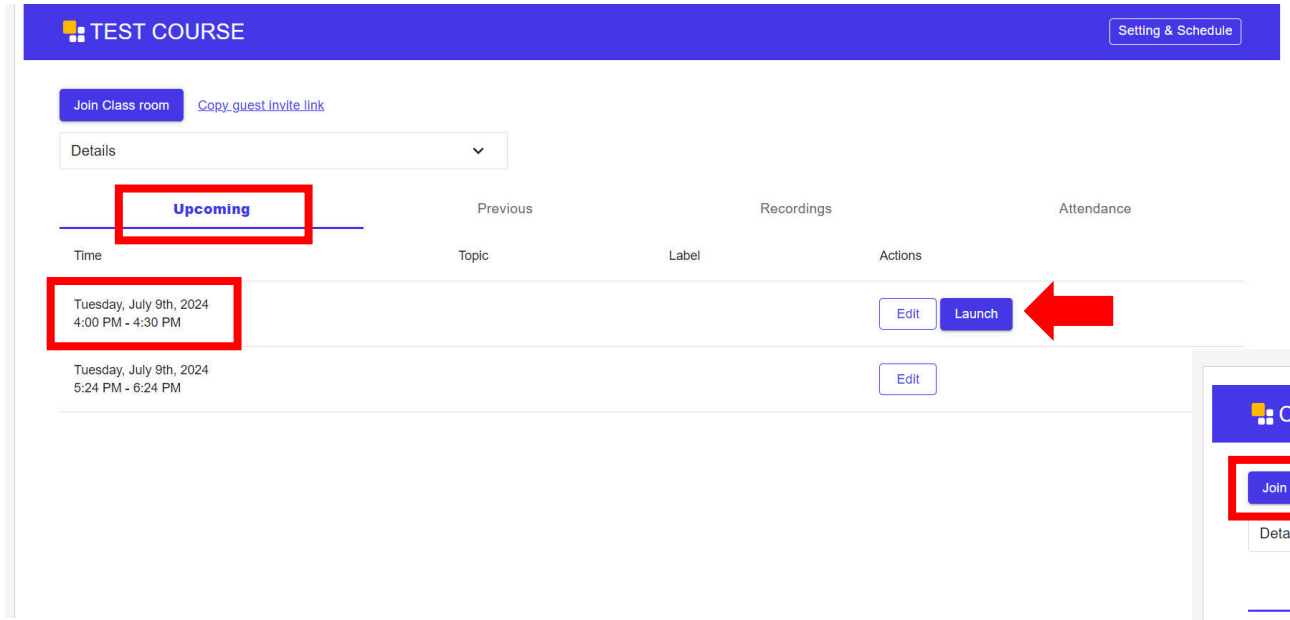
In the opened window, you can add it to the content by clicking on the '+' icon.

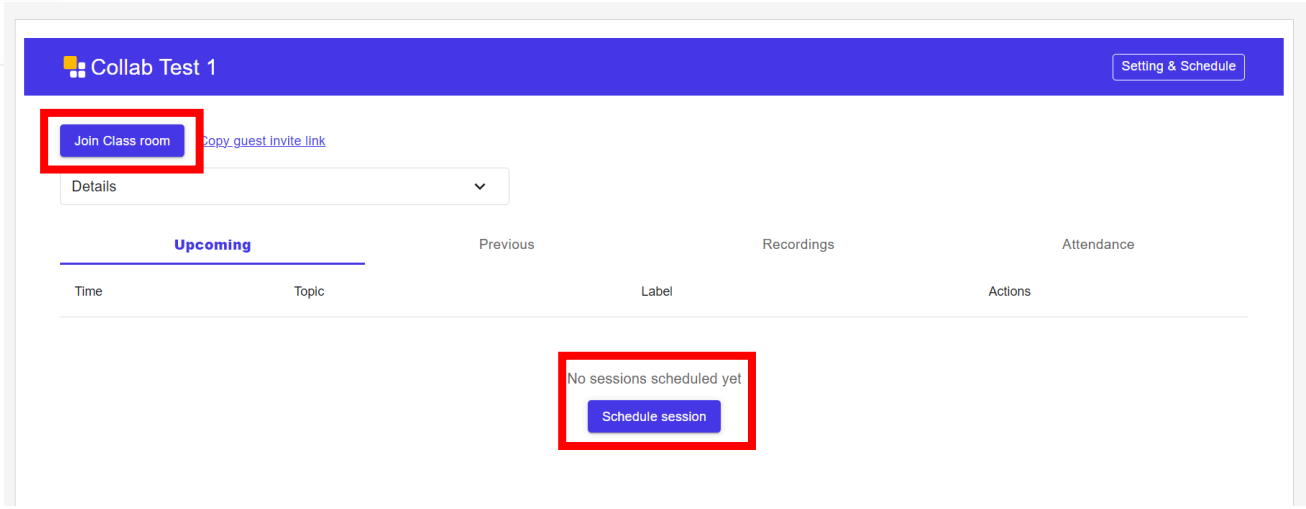


Click on the Collab (Virtual Classroom) link in the Course Content.



You are directing to the connection screen.

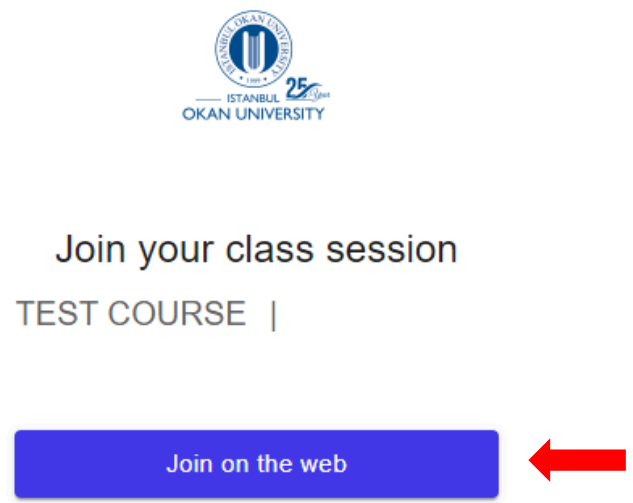




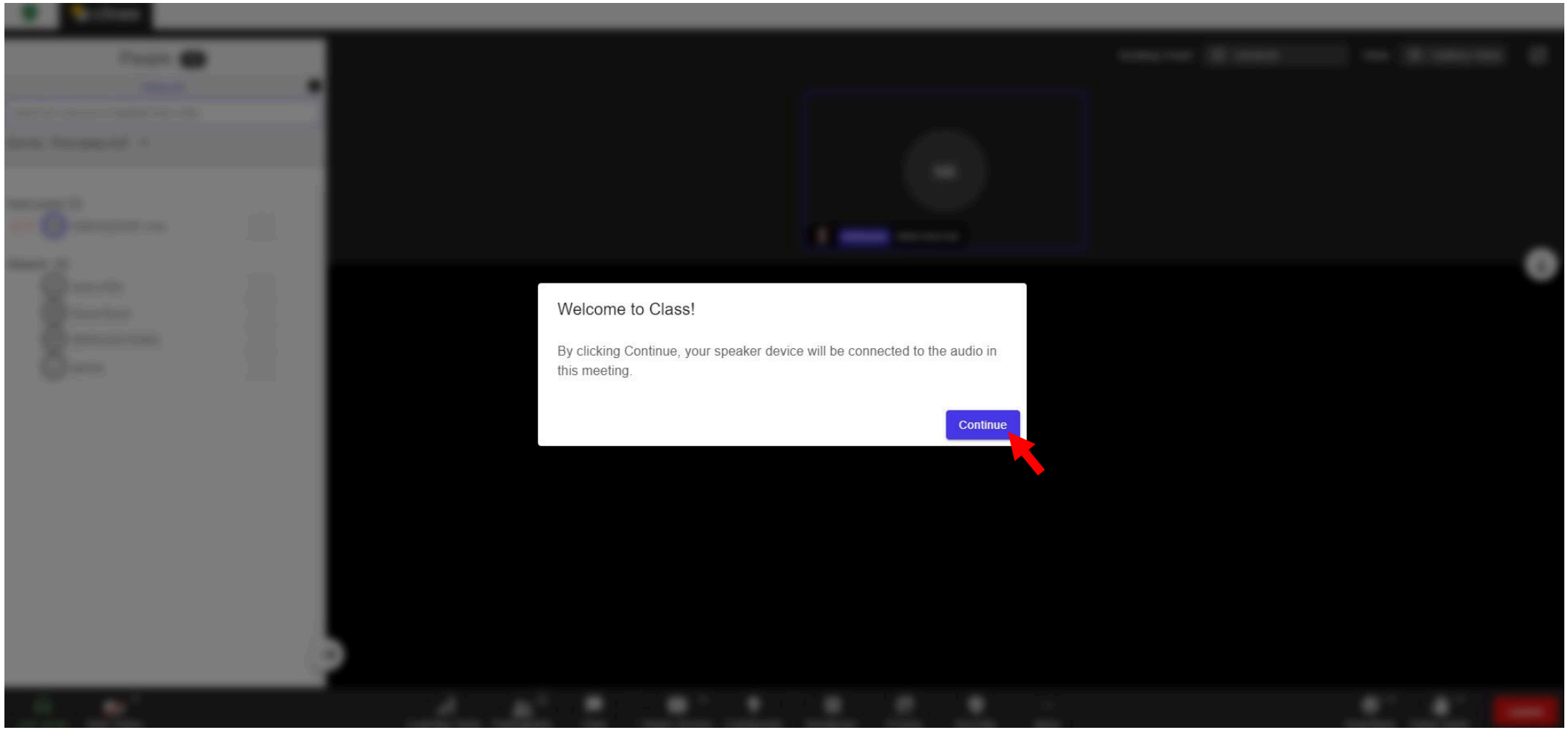
You can view scheduled sessions in the 'Upcoming' section and join the session by clicking the 'Launch' button.

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

class



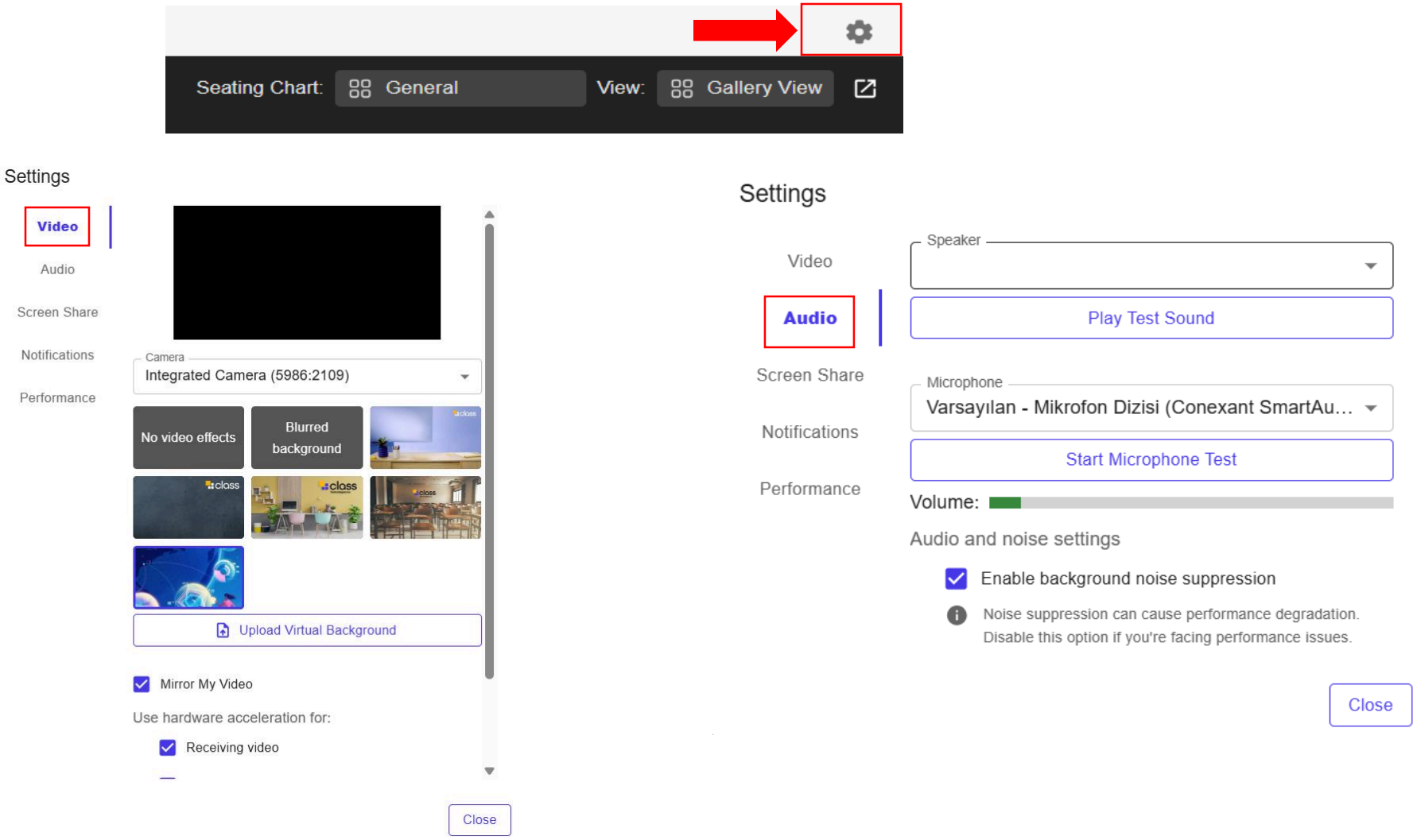
You can access the session using 'Join on Web‘. The application interface can be used without language translation on actively used browsers (Chrome, Microsoft Edge).



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

ISTANBUL OKAN UNIVERSITY CLASS COLLAB
USER GUIDE FOR INSTRUCTORS

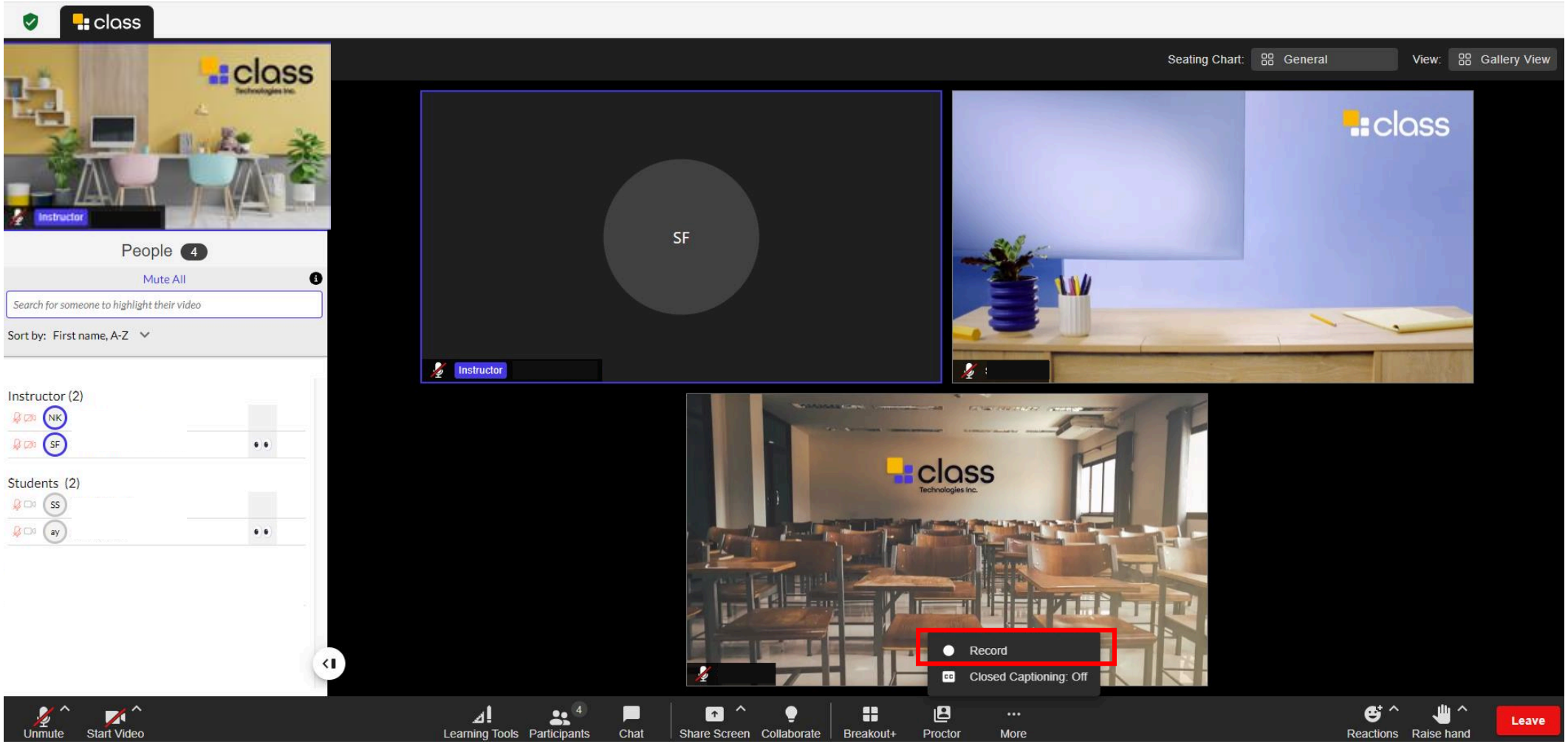
How can I adjust microphone and camera permissions?



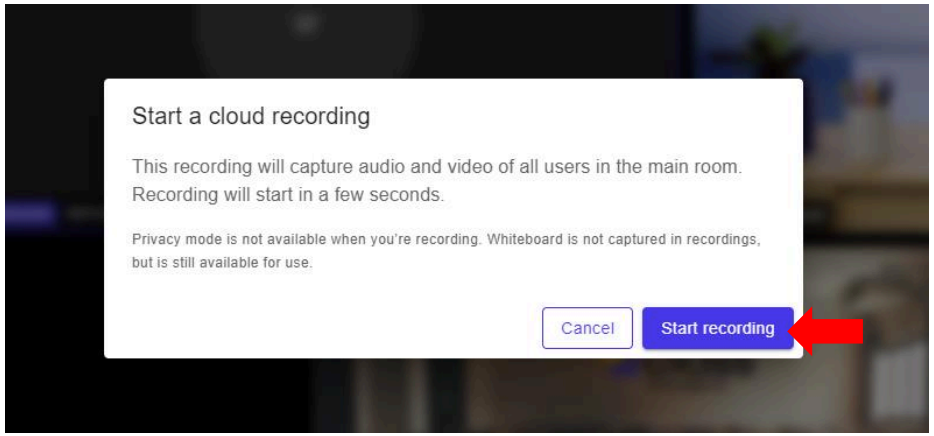
You can control video, audio and speakers from the settings option. You can also edit your virtual background.

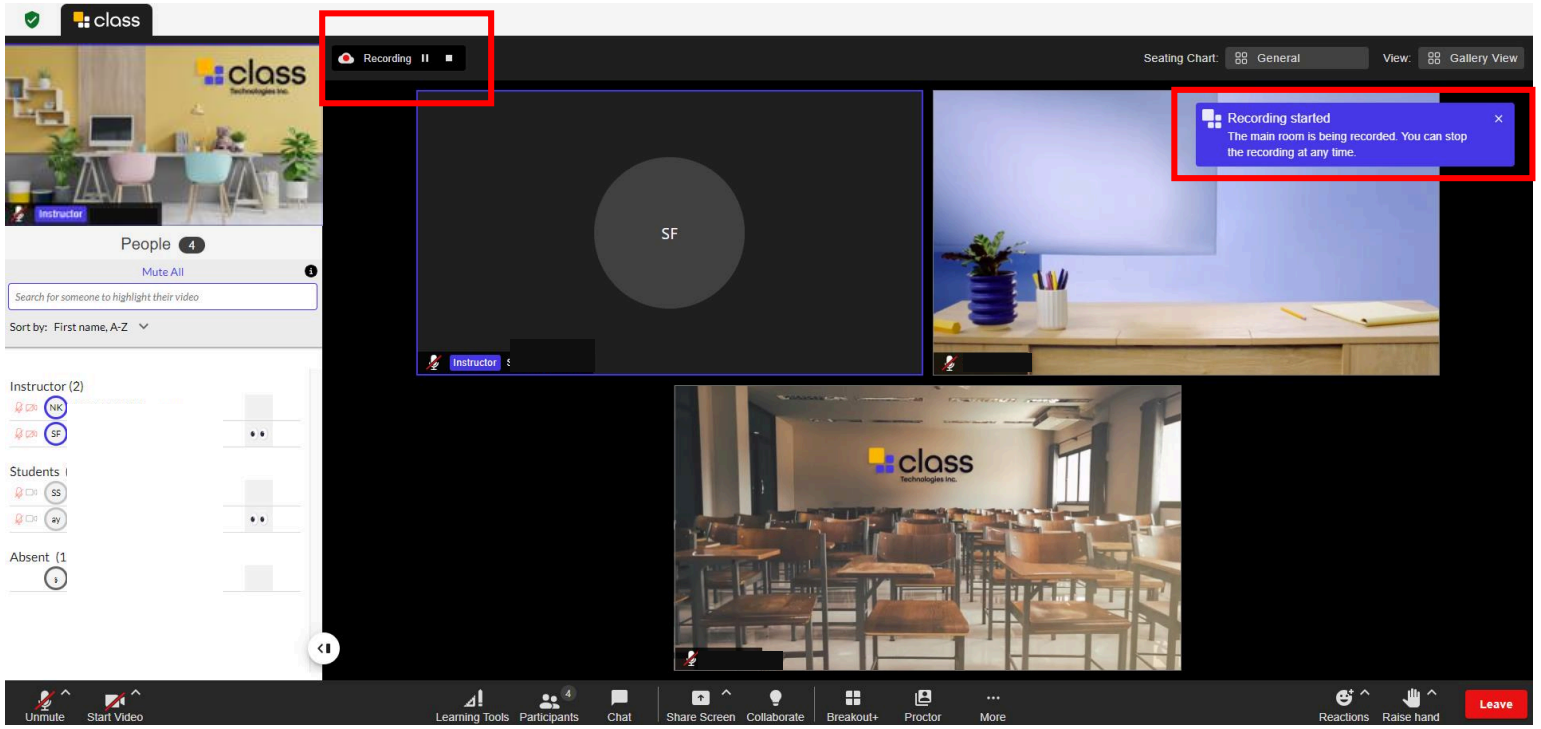
ISTANBUL OKAN UNIVERSITY CLASS COLLAB
USER GUIDE FOR INSTRUCTORS

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.



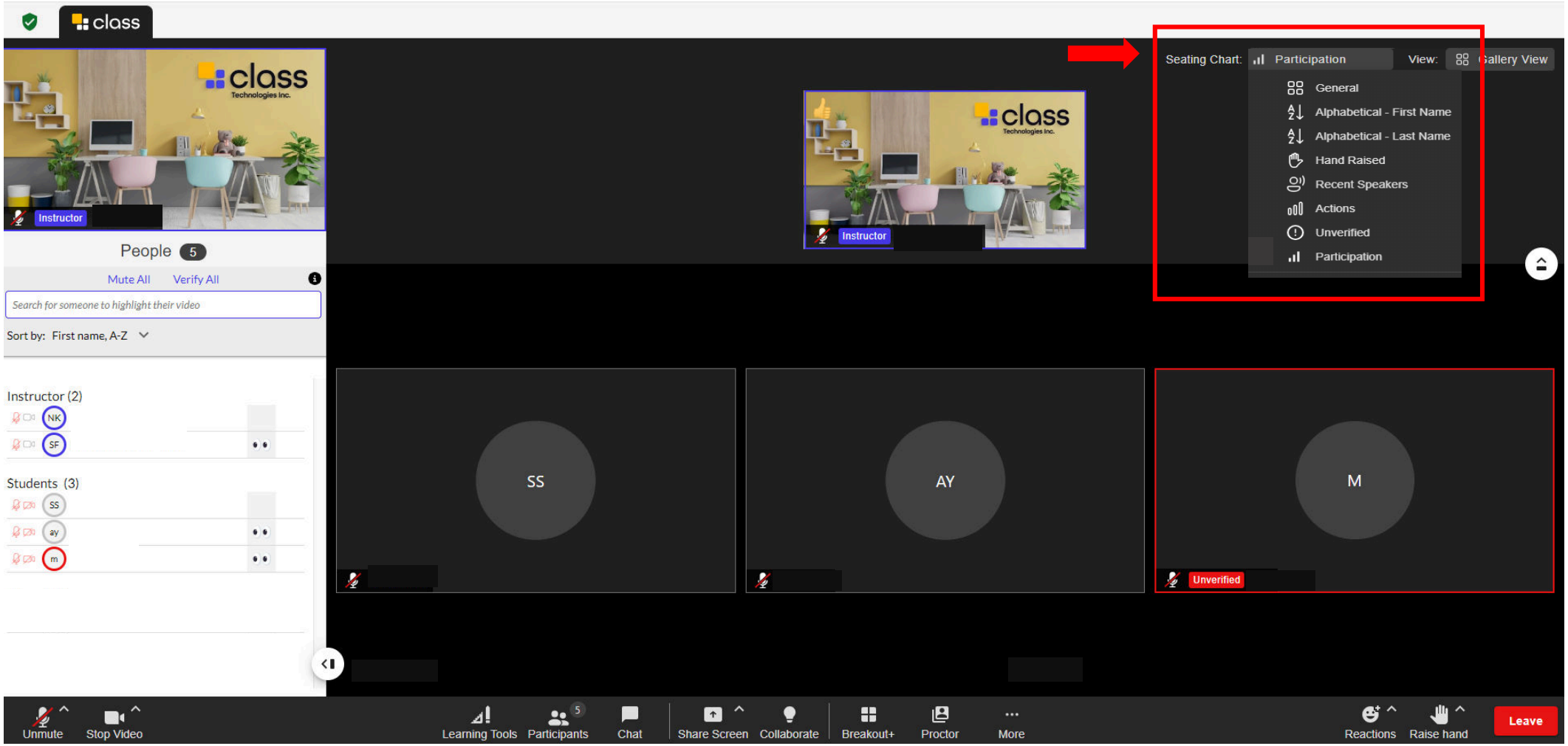


Click on the 'Start Recording' option on the opened screen.

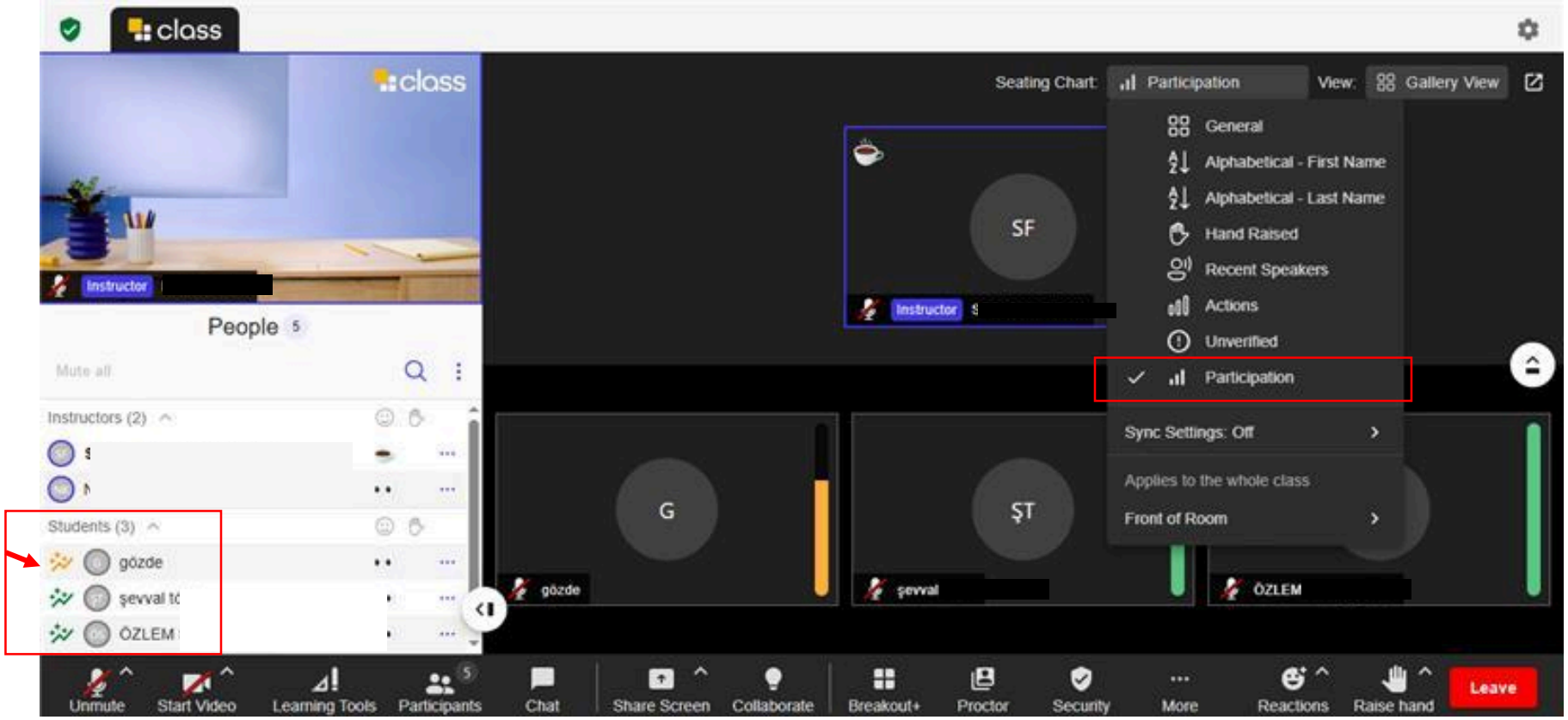
Once you receive a notification that recording has started, you will see the option to stop and end the recording in the top-left corner of the screen.

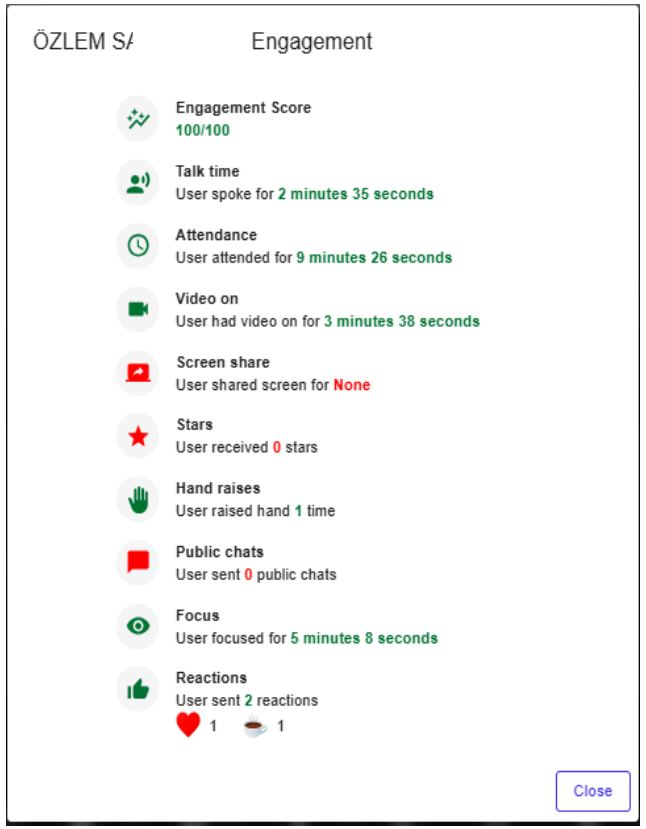
ISTANBUL OKAN UNIVERSITY CLASS COLLAB
USER GUIDE FOR INSTRUCTORS

How can I change the Seating Chart?

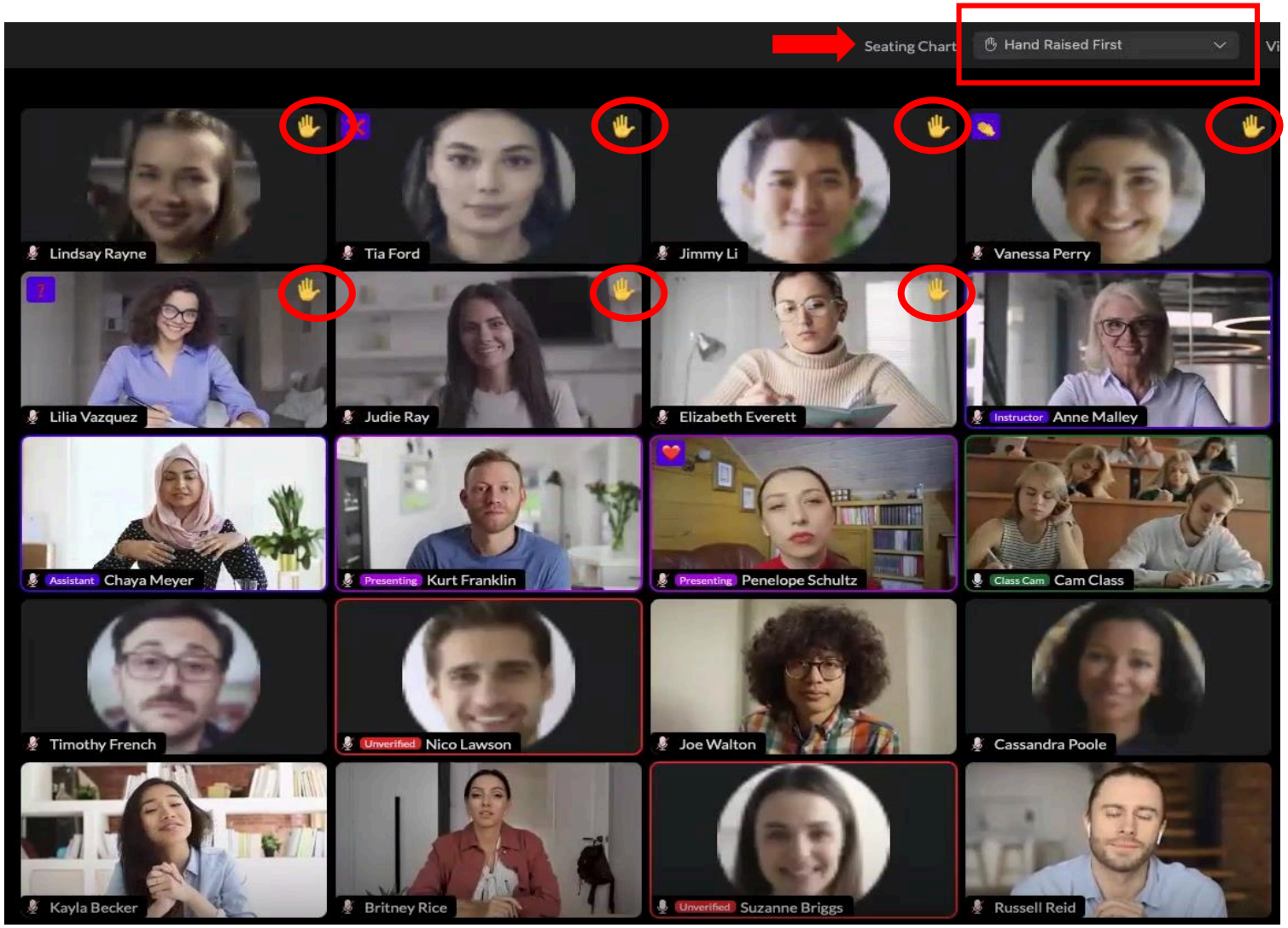


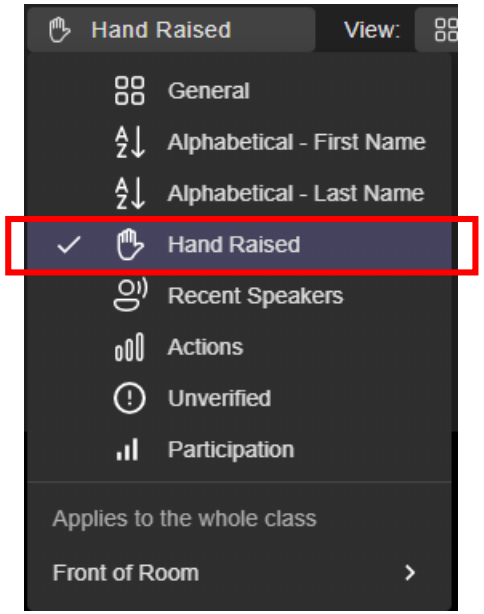
In the 'Seating Chart' section, you can adjust the seating arrangement settings for session participants.



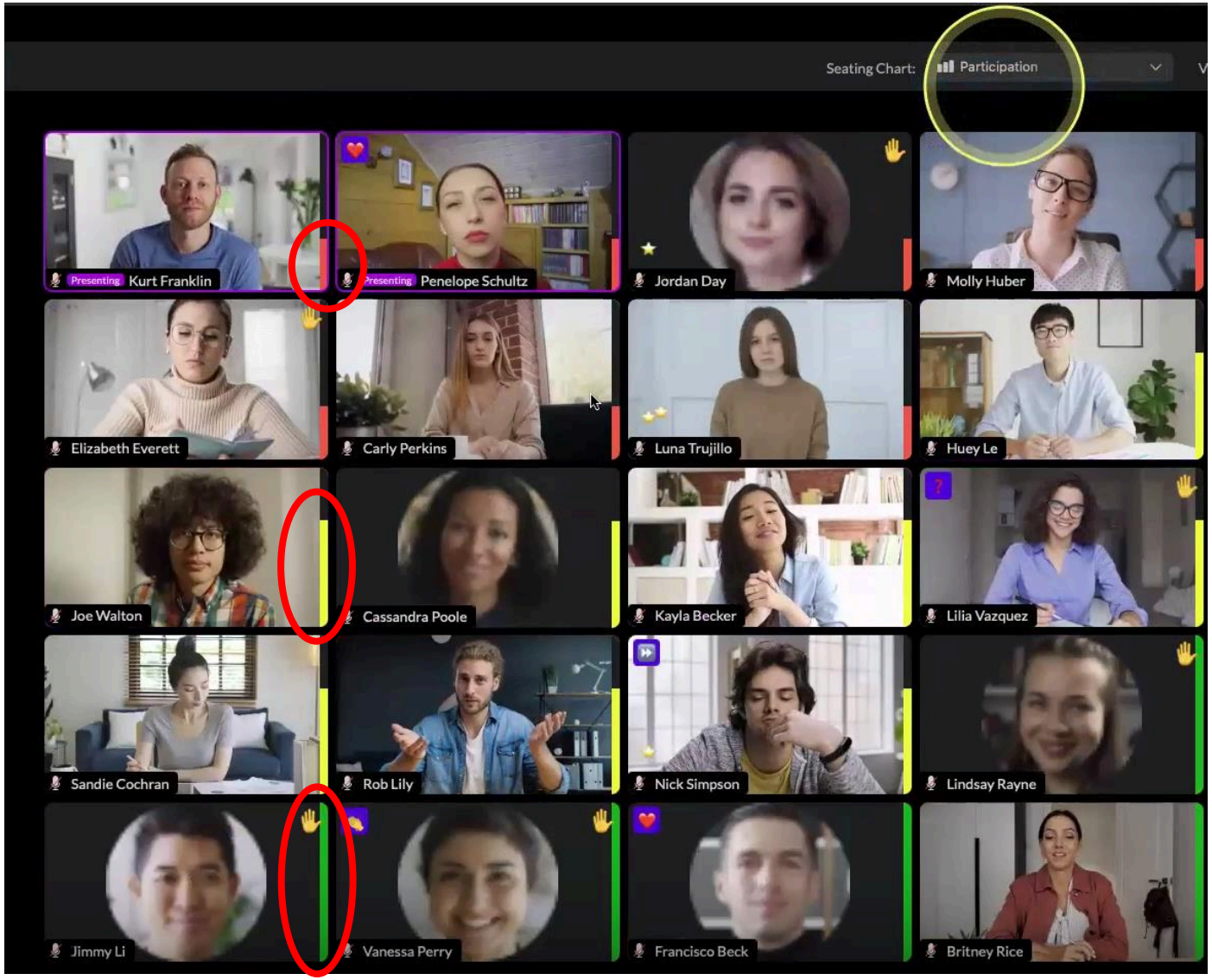


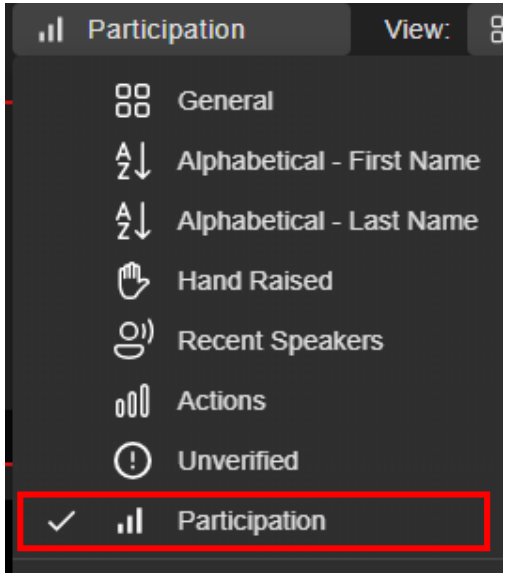
With the **participation** feature, students' interactions during the class can be automatically monitored.





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



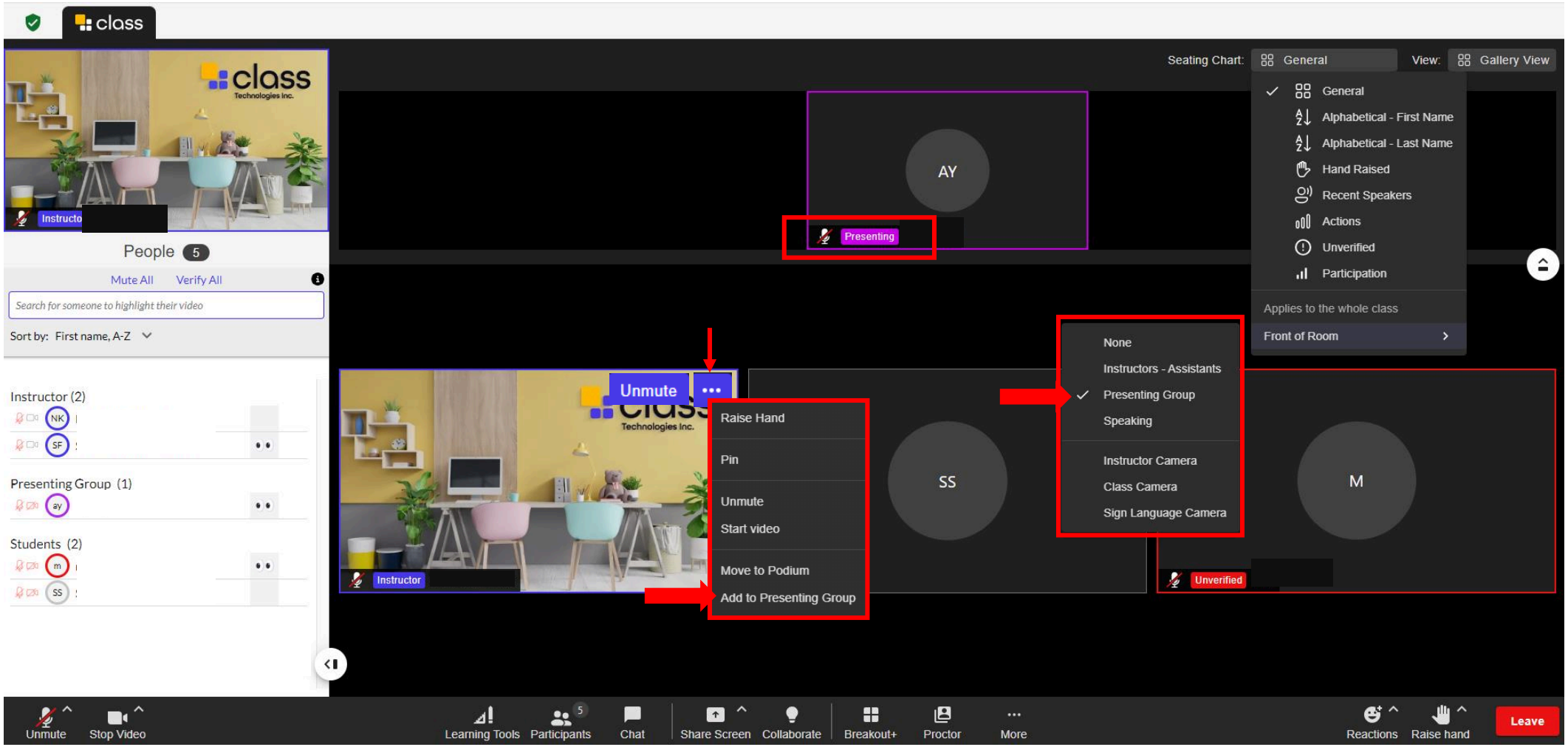


Click on the 'Participation' option to view the users participation levels.

Red: Low **Yellow**: Good **Green**: Great

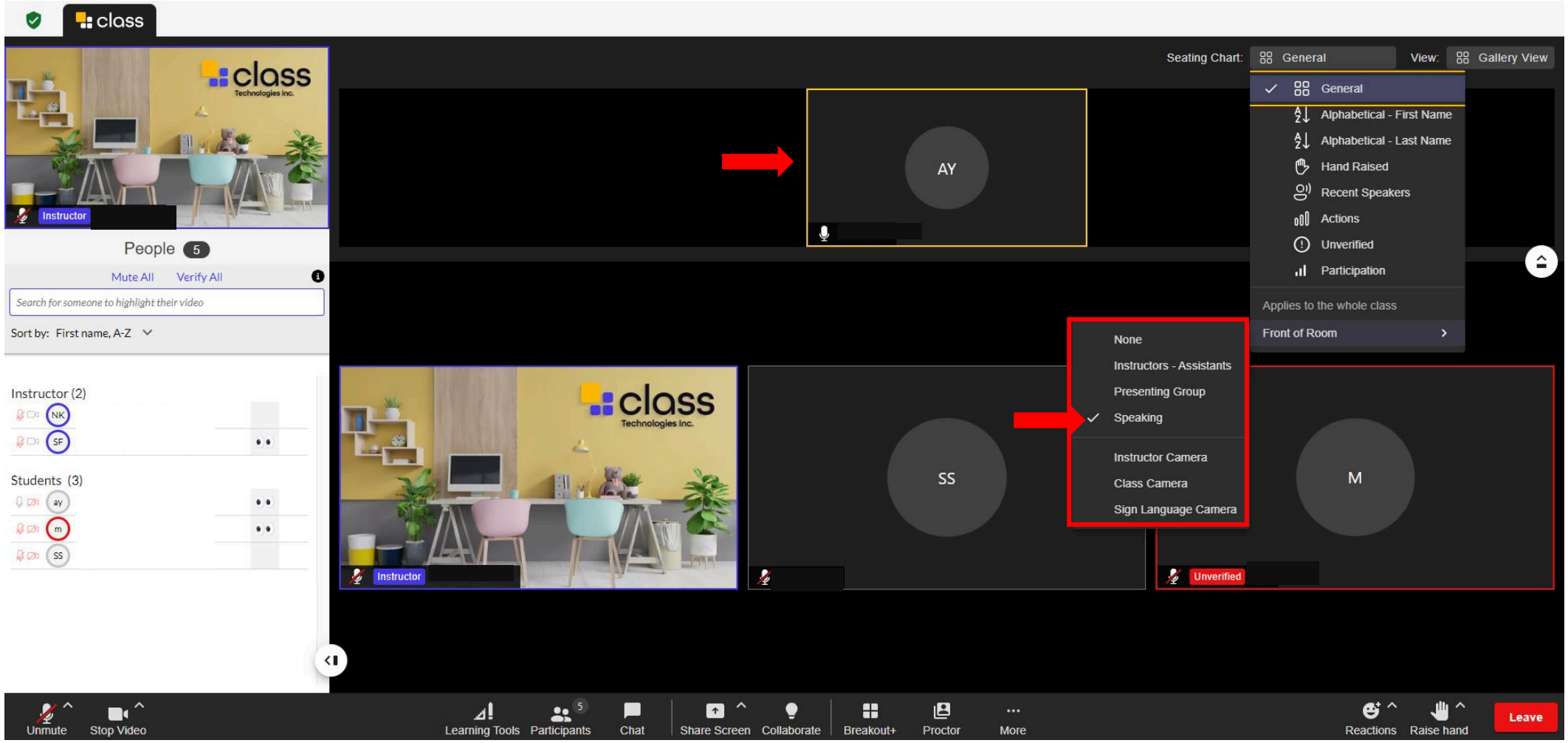
ISTANBUL OKAN UNIVERSITY CLASS COLLAB
USER GUIDE FOR INSTRUCTORS

How can I create a presentation group?

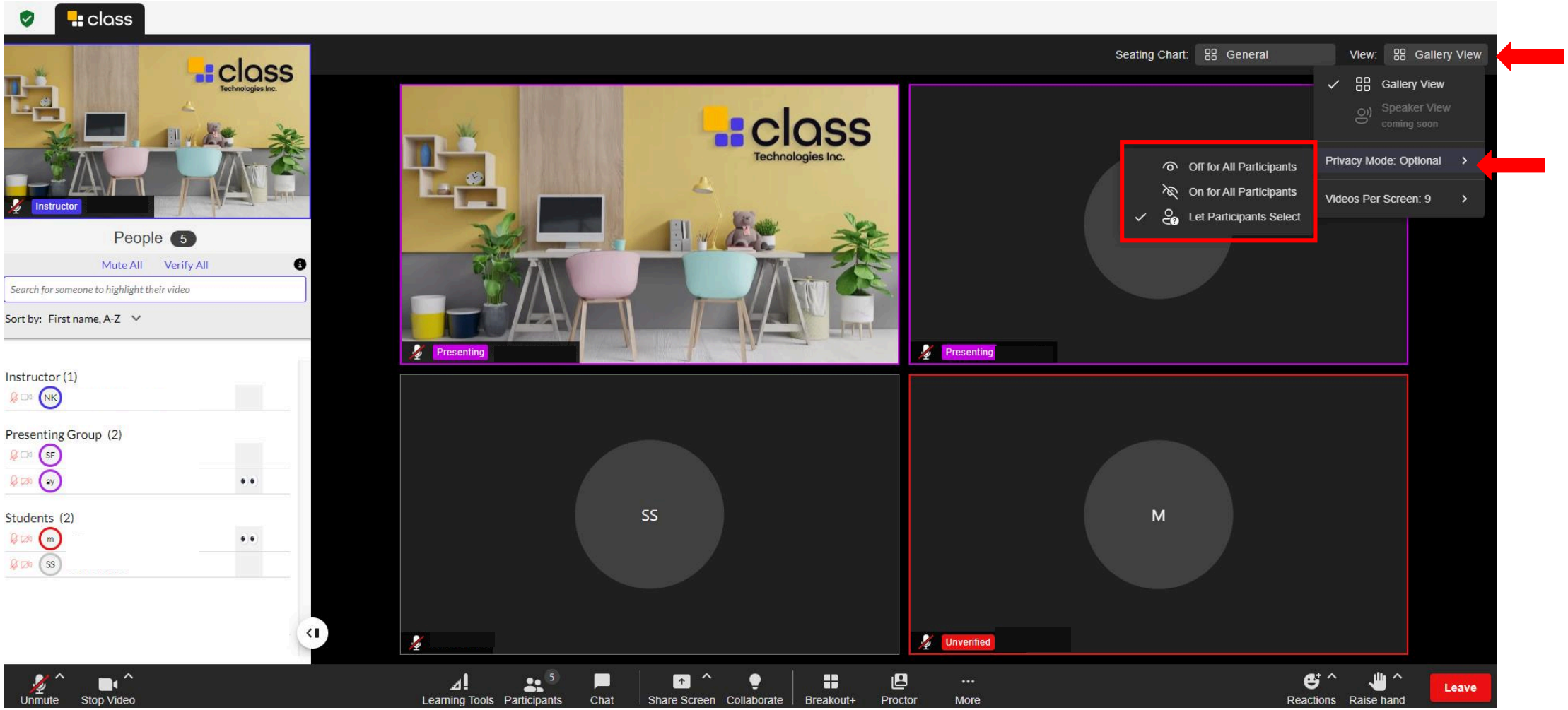


Click on the highlighted option to bring the users presenting to the foreground.

Add the desired user to the presentation group.



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



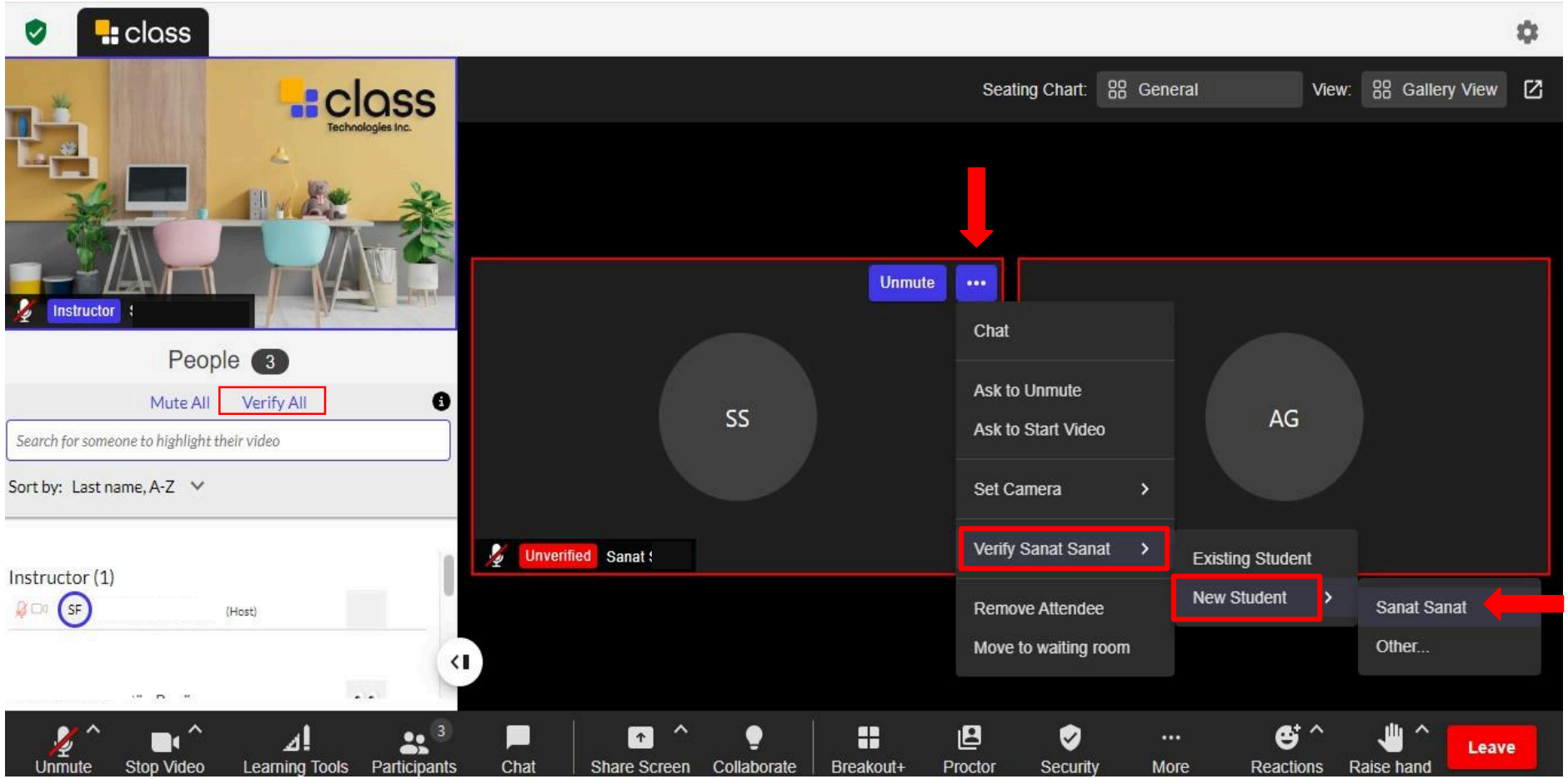
You can activate ‘Gallery View’ mode.

- 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.

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?

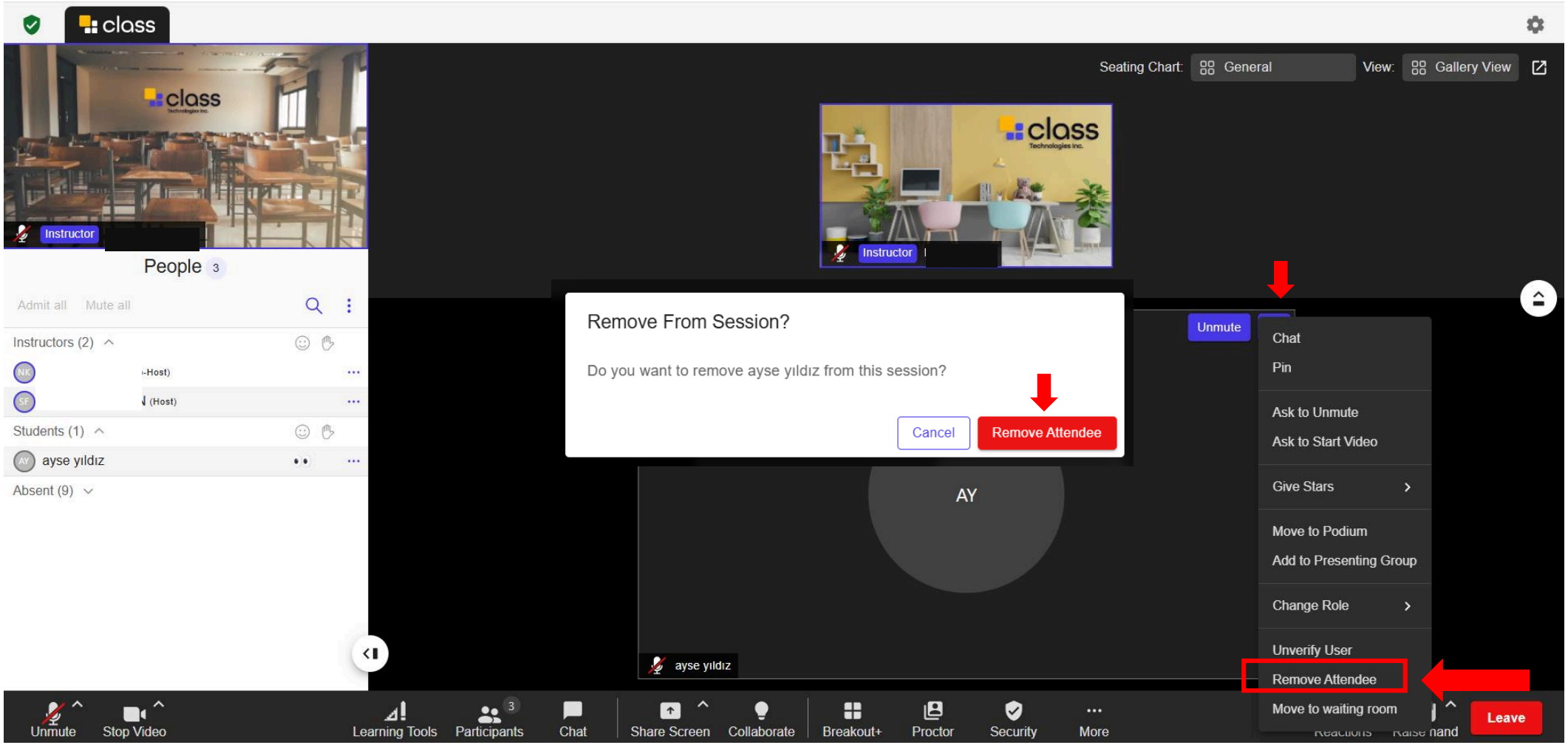


In order for users who are 'Unverified' to be active in the course, you can add it as 'New Student'.

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?

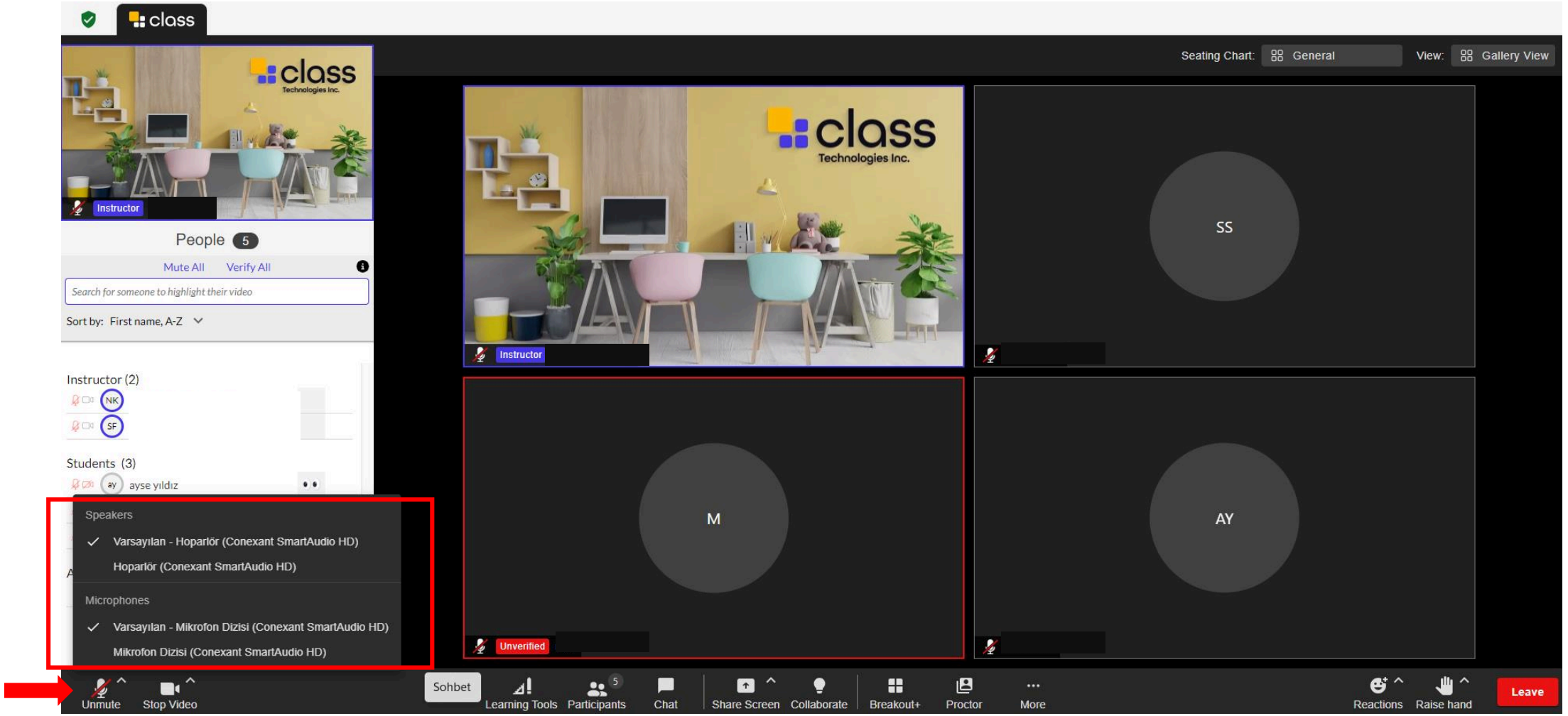


To remove an attendee from a live session, click the ellipses '(...)' next to their name in the class roster and select **Remove Attendee**; this action only affects the session and does not change their status on the class roster.

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

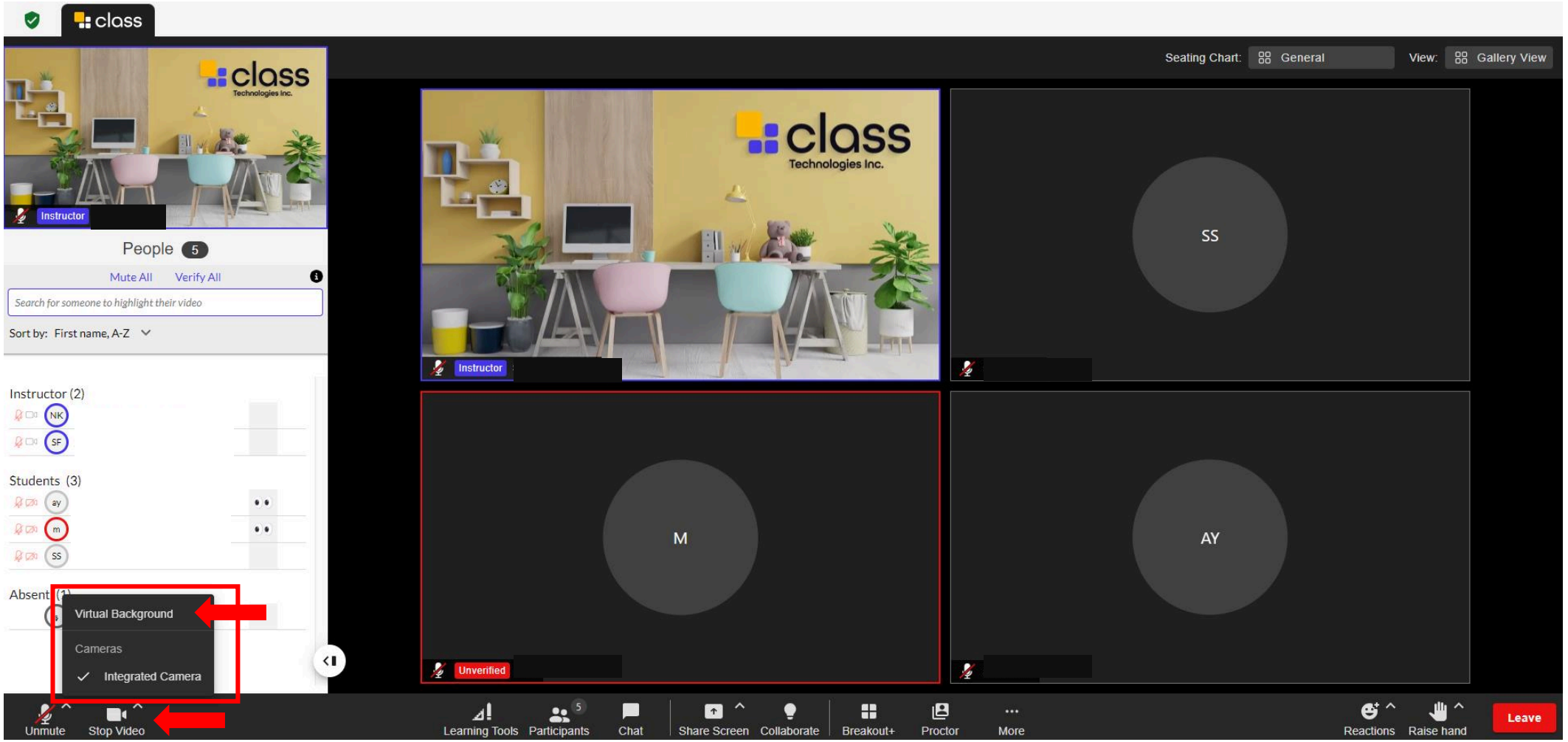
ISTANBUL OKAN UNIVERSITY CLASS COLLAB
USER GUIDE FOR INSTRUCTORS

Where can I see camera and microphone settings?

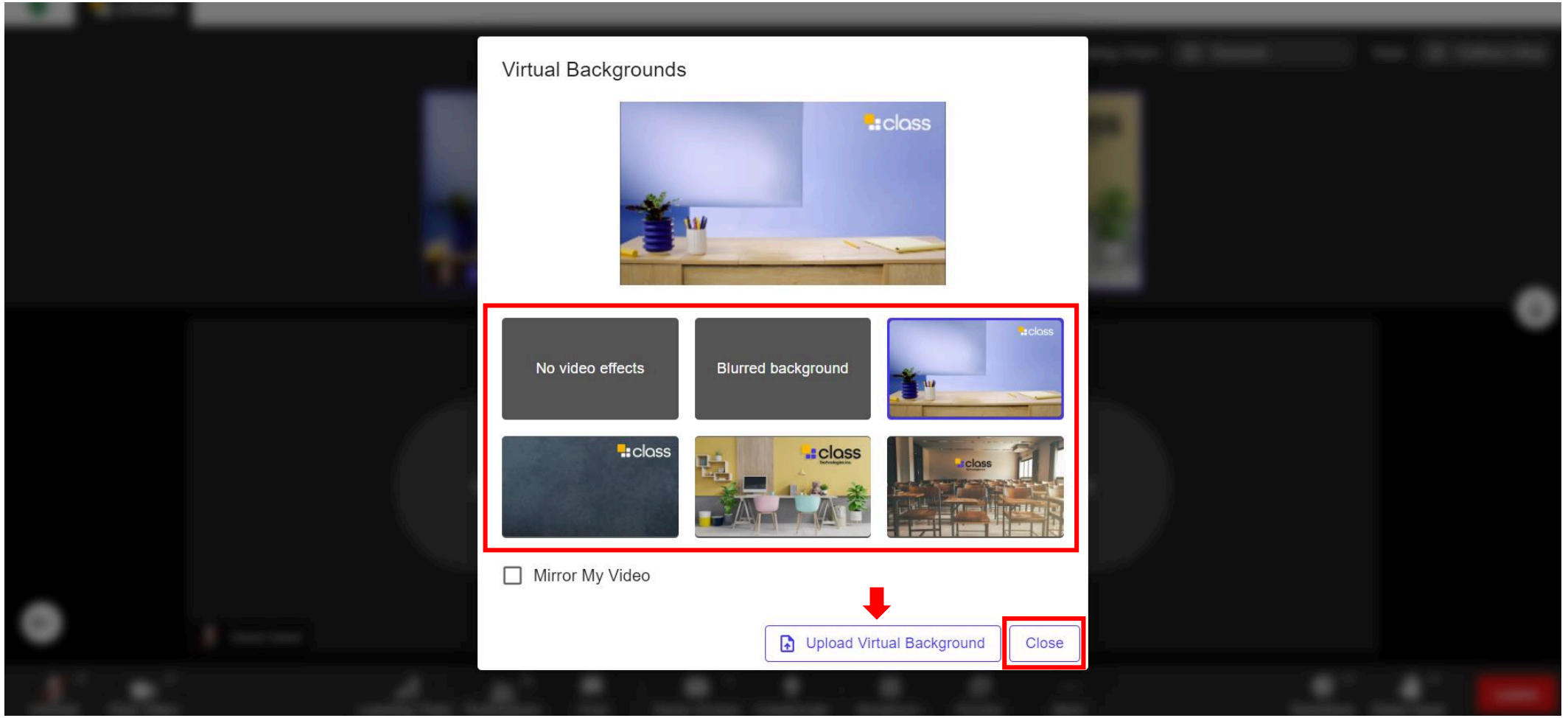


You can turn your microphone on/off from the highlighted area.

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



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



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

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USER GUIDE FOR INSTRUCTORS

How can I use the Learning Tools area?

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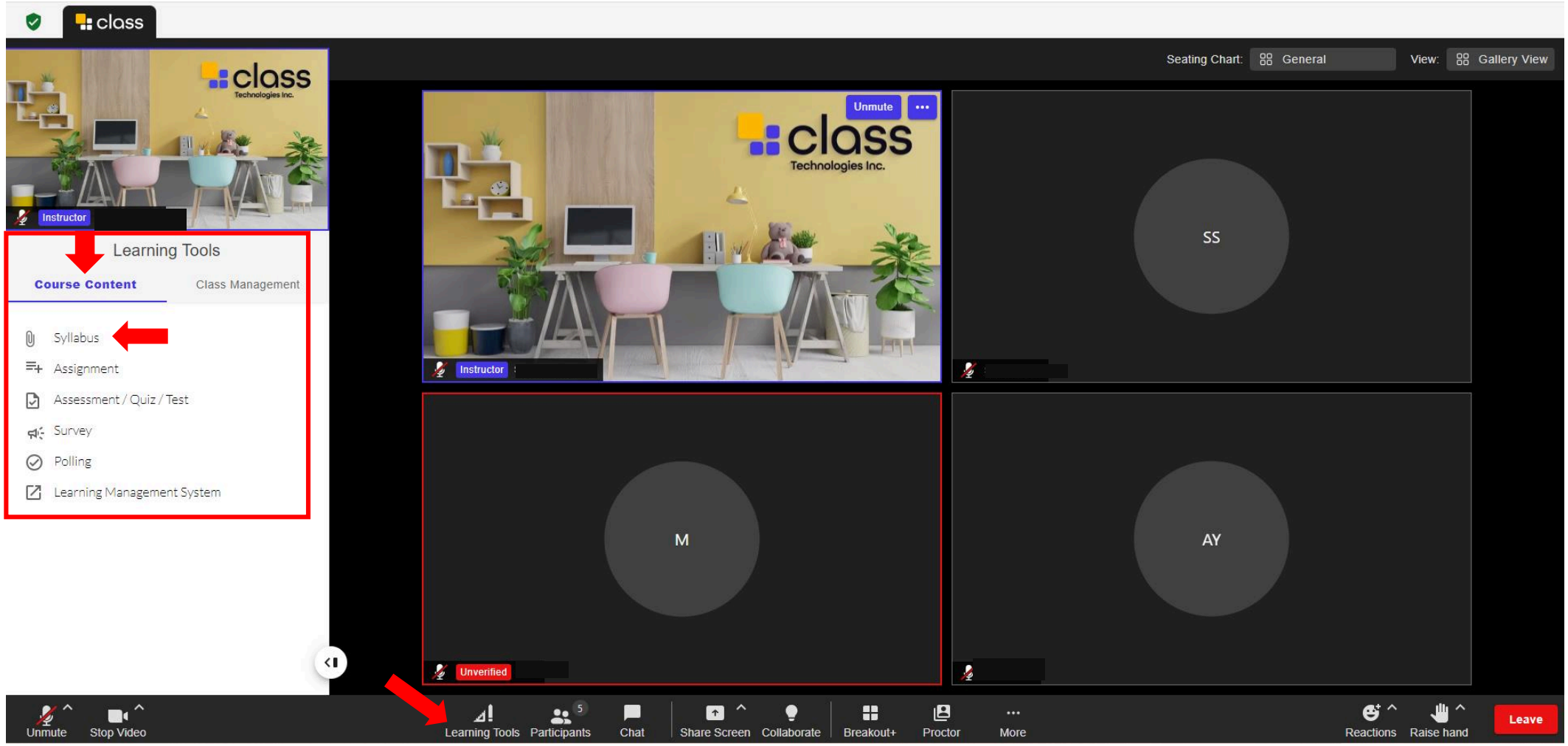
USER GUIDE FOR INSTRUCTORS

Syllabus



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.

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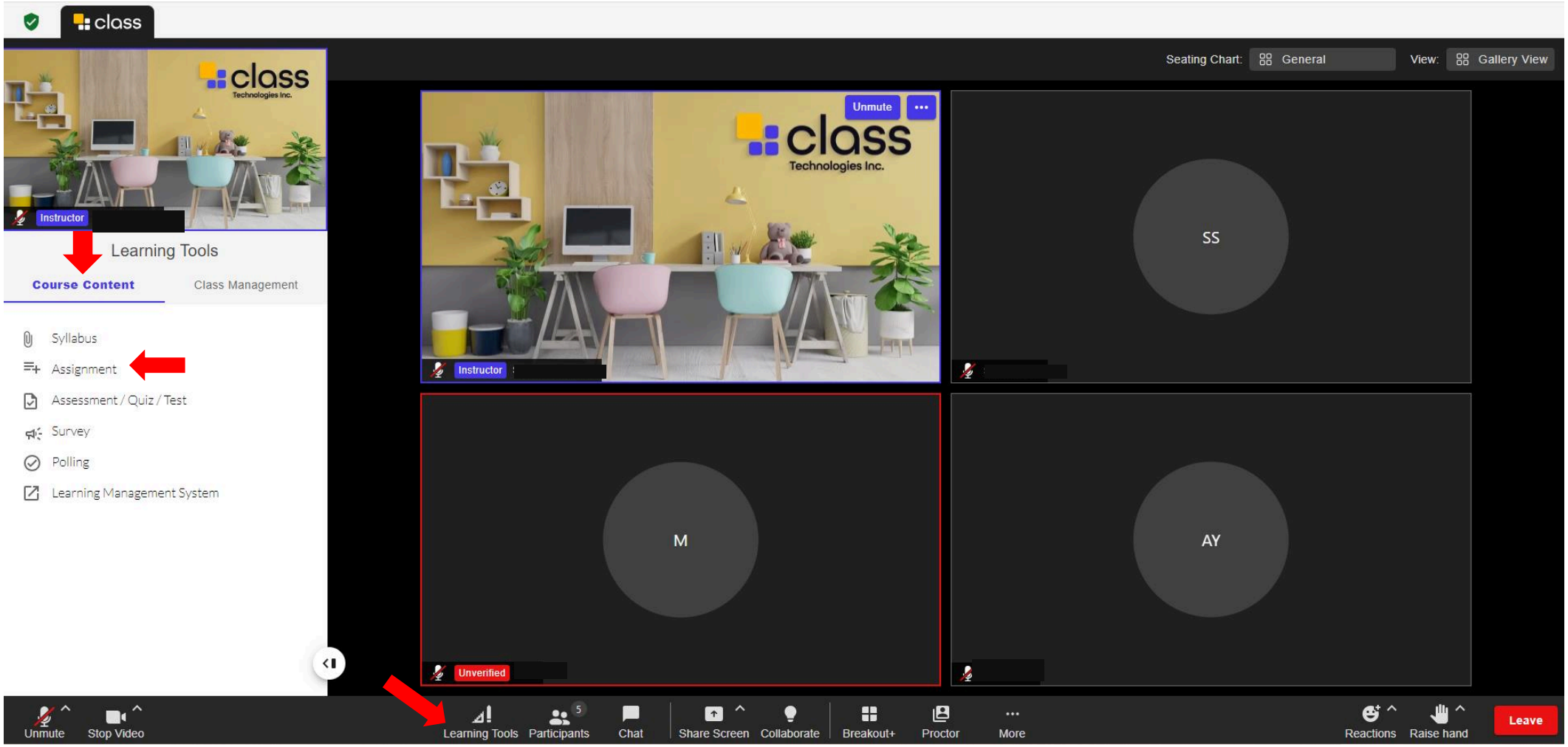
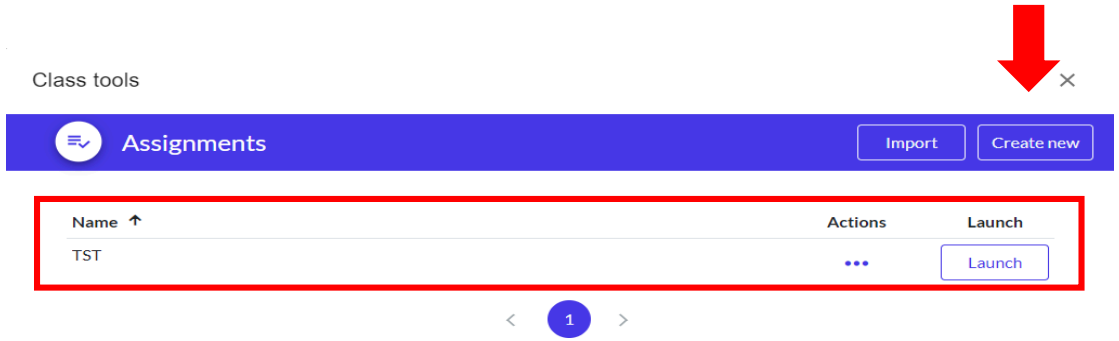
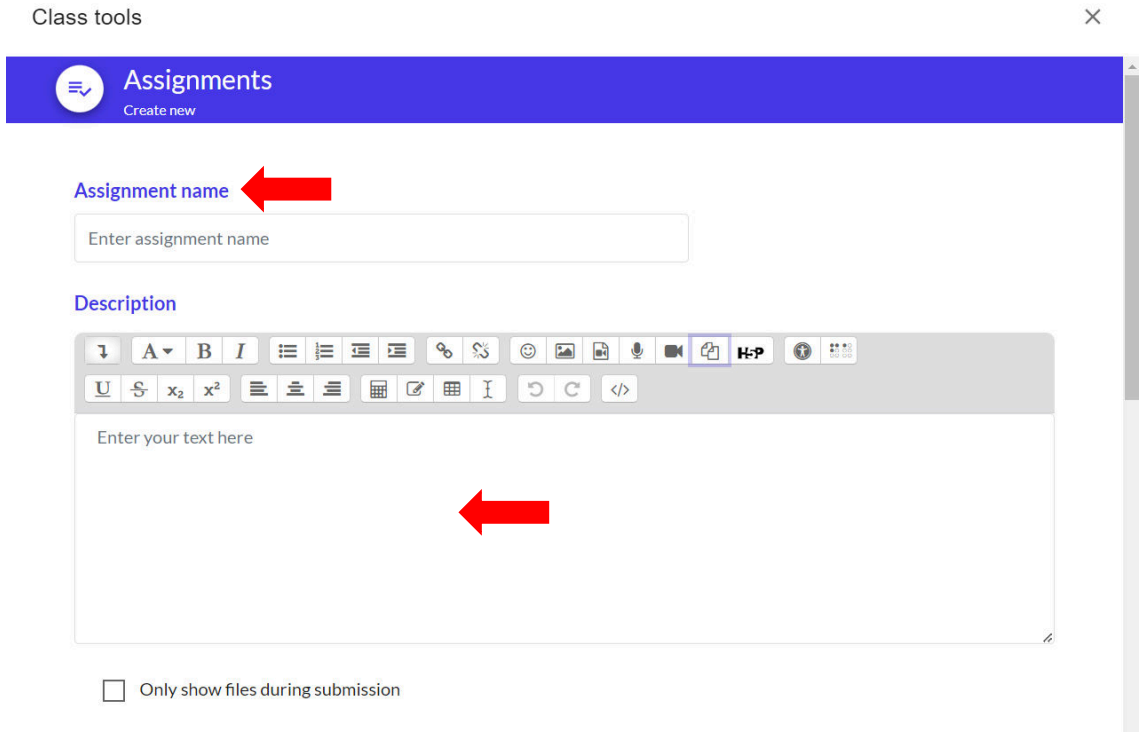
Assignment



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

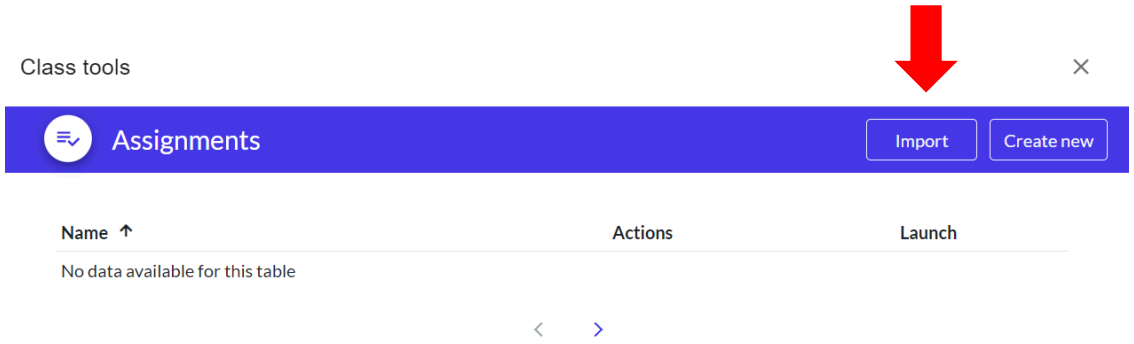


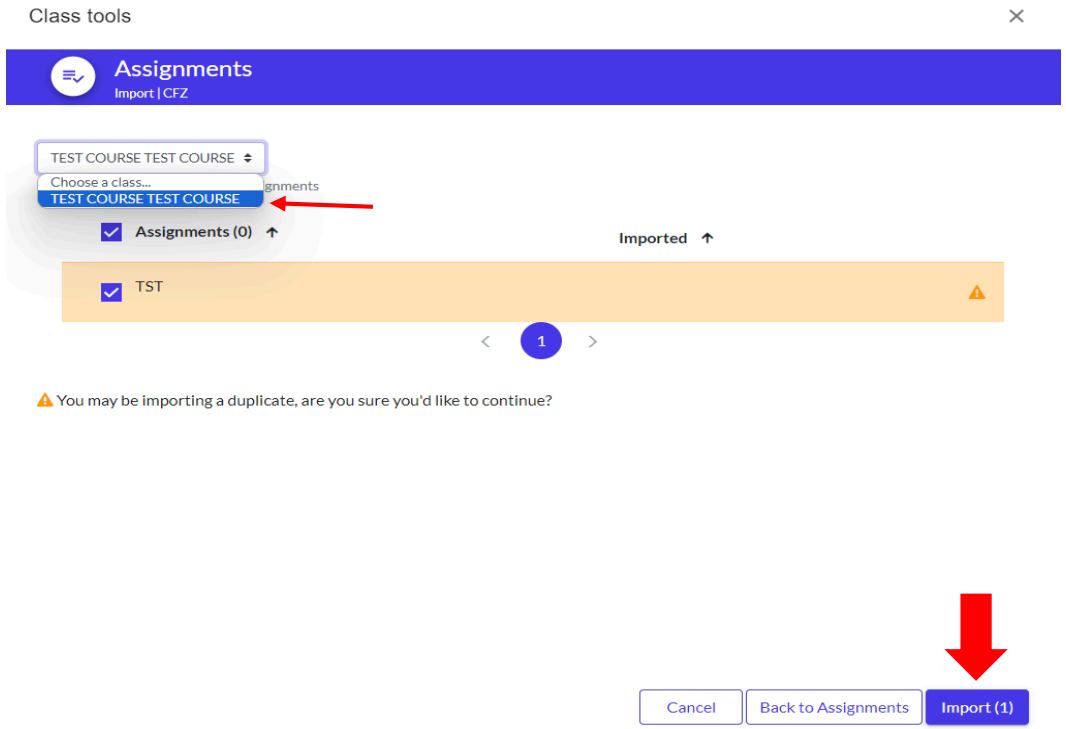


The content you transferred to the O'Learn course content area appears in the 'Assignments' section.

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

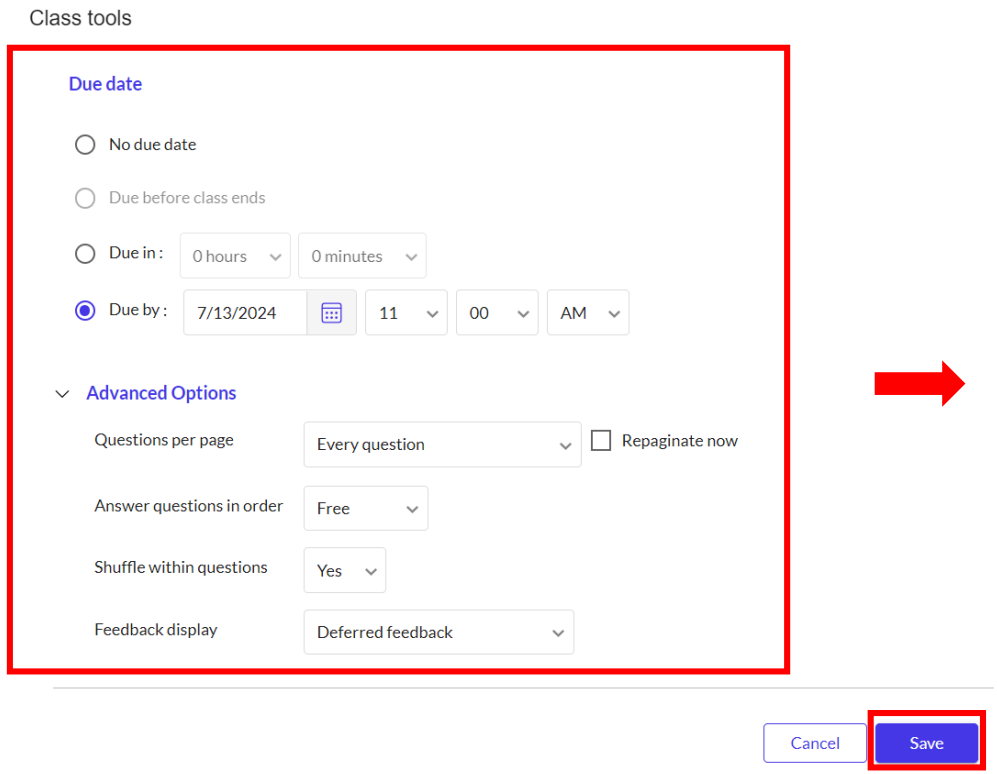
Fill in the marked fields on the page that open to description area.

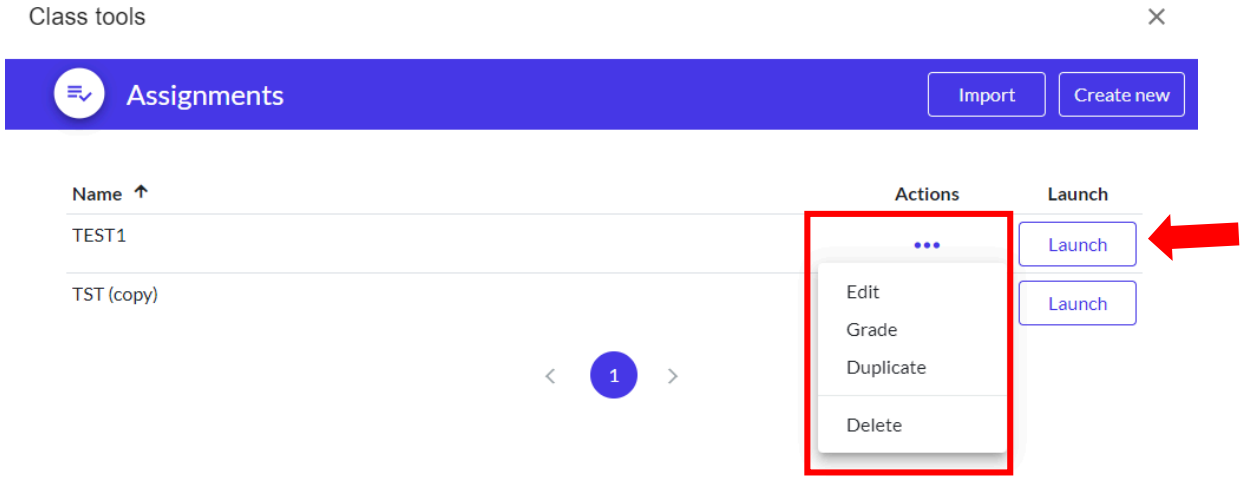




To transfer content from another course to the virtual classroom, enter the ‘Import' section.

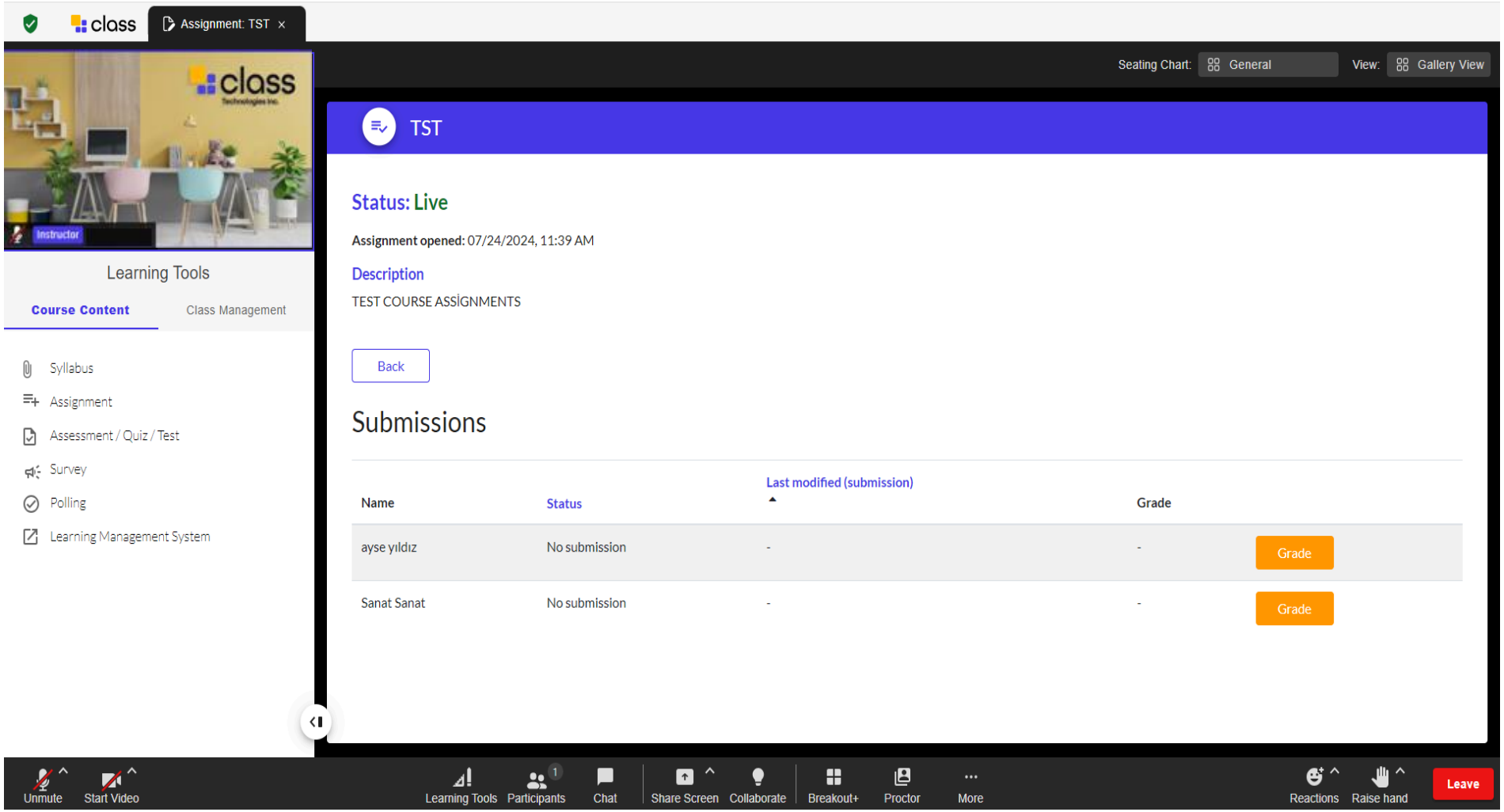
Select the relevant course from the 'Choose a class' area, mark the content you want to transfer, and click on the ‘Import' option.





Fill in the relevant fields and save.

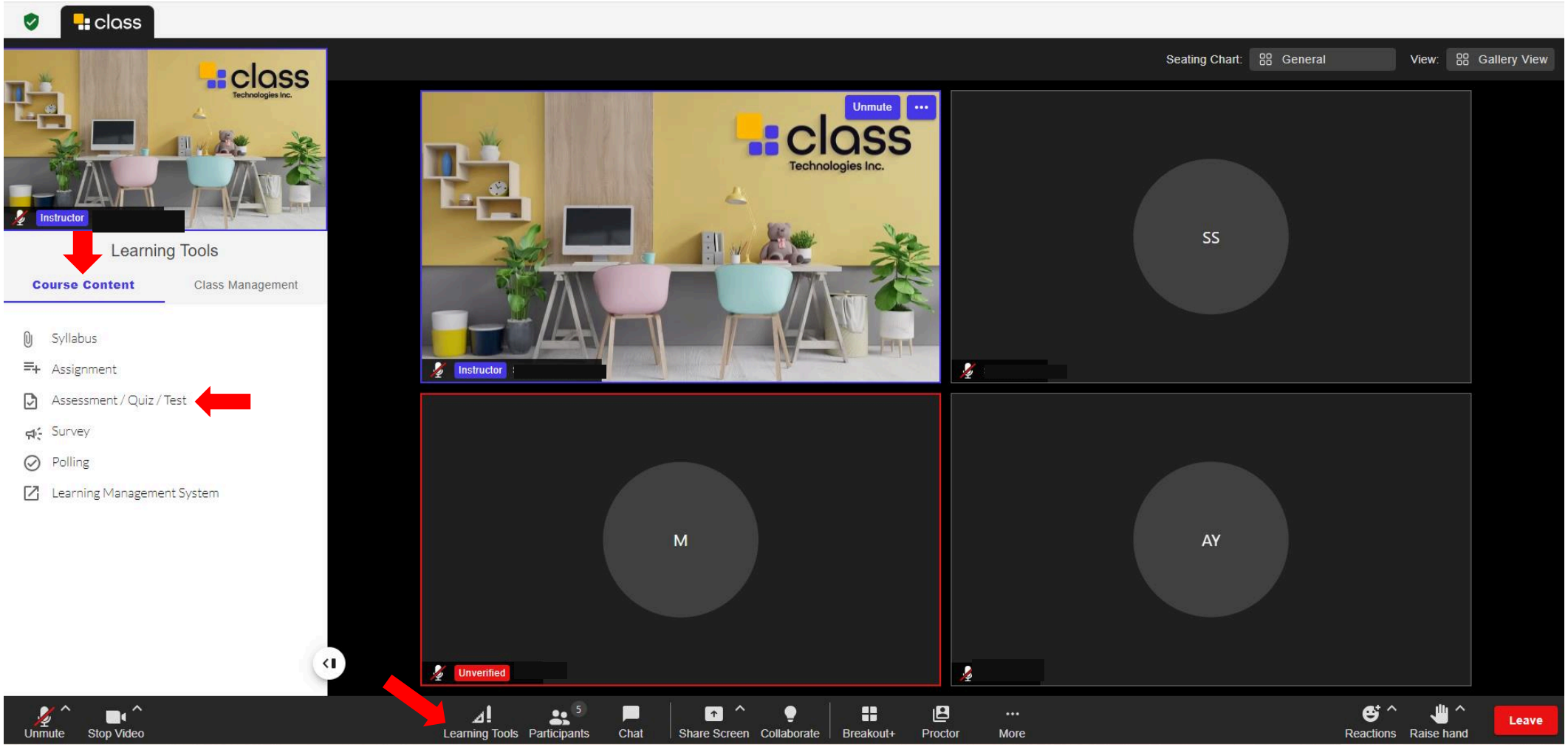
The created 'Assignment' can be shared using the 'Launch' option visible on the left screen.



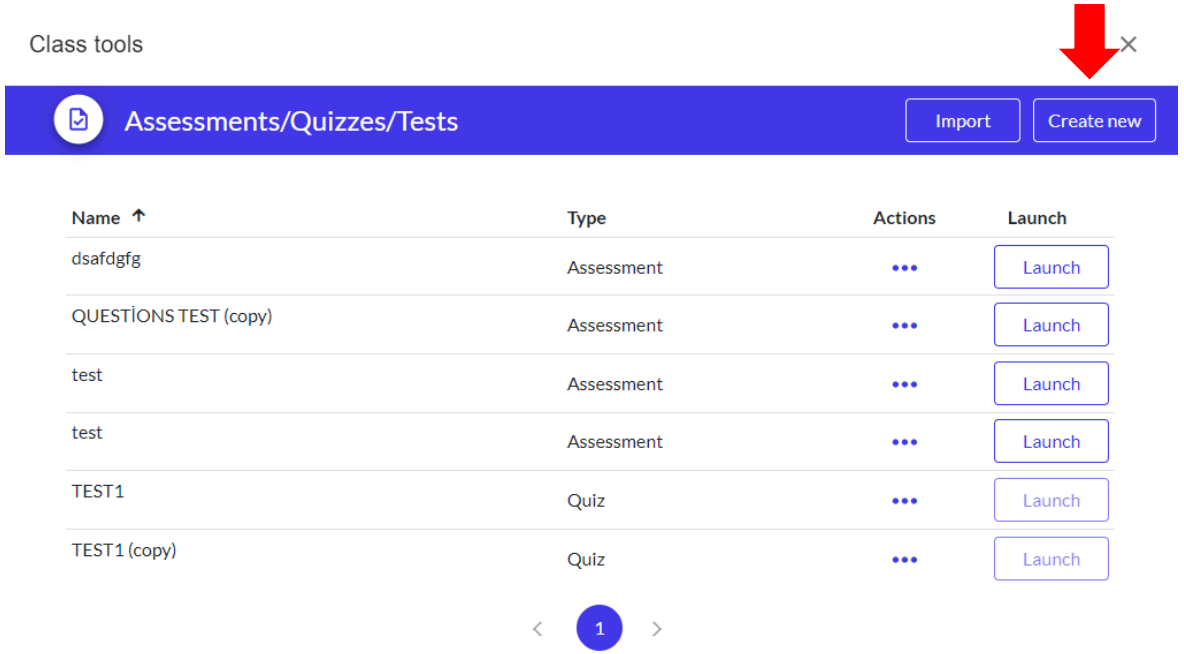
On the displayed page, you can view the users uploads.

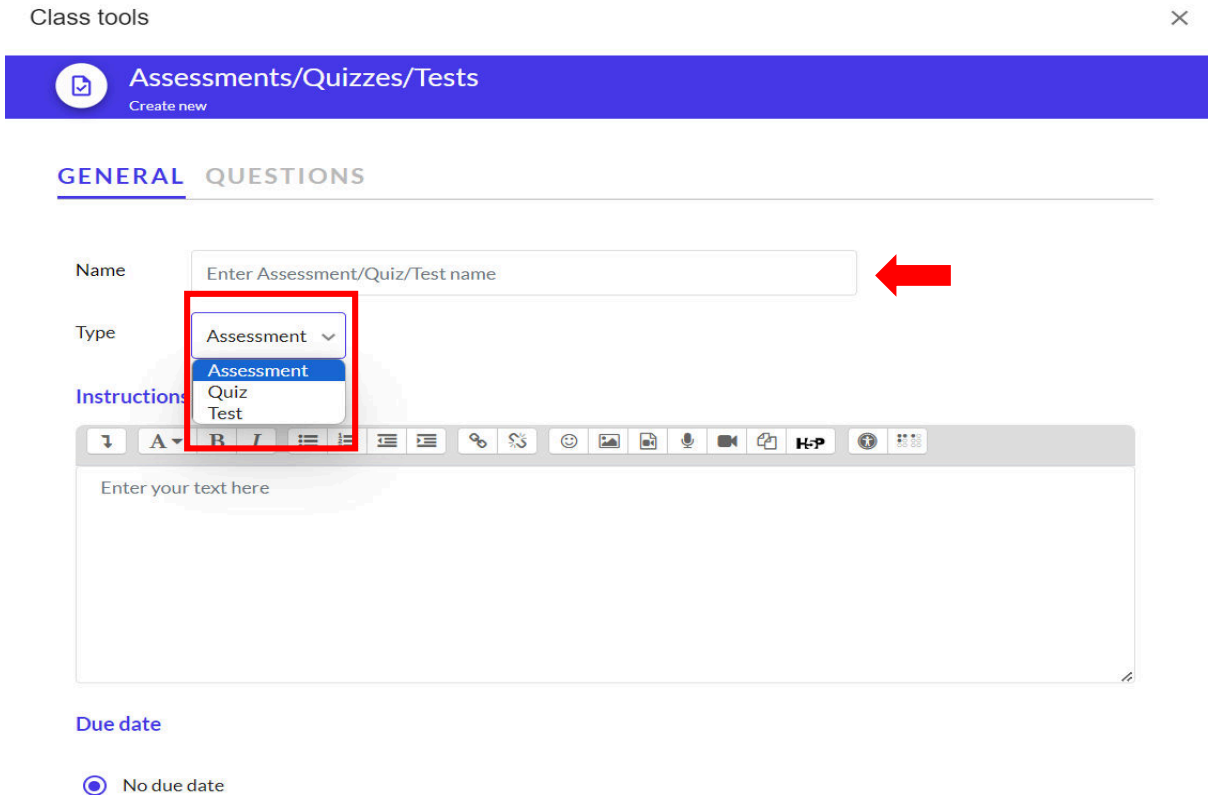
ISTANBUL OKAN UNIVERSITY CLASS COLLAB
USER GUIDE FOR INSTRUCTORS

Assessment/Quiz/Test



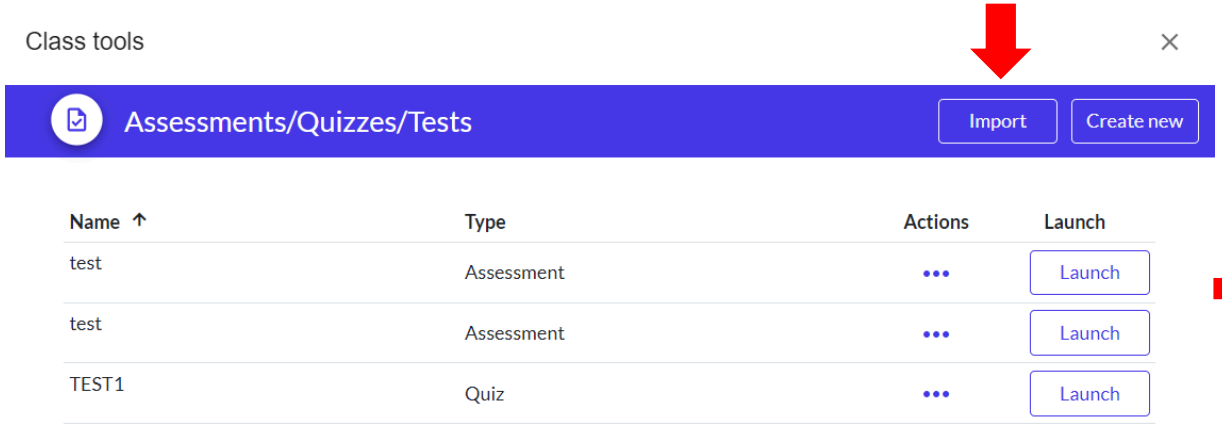
Click on the 'Assessment/Quiz/Test' option in the course content from the 'Learning Tools' section.

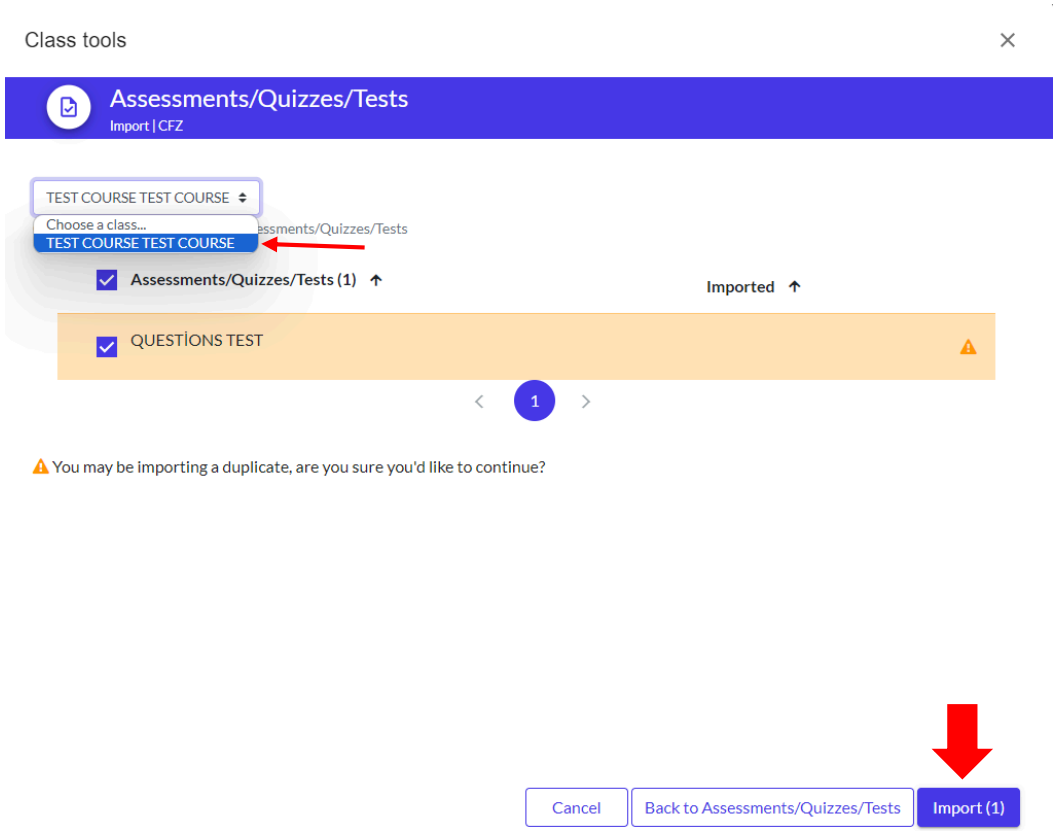




To create a new 'Assessment/Quiz/Test‘, click on 'Create new‘.

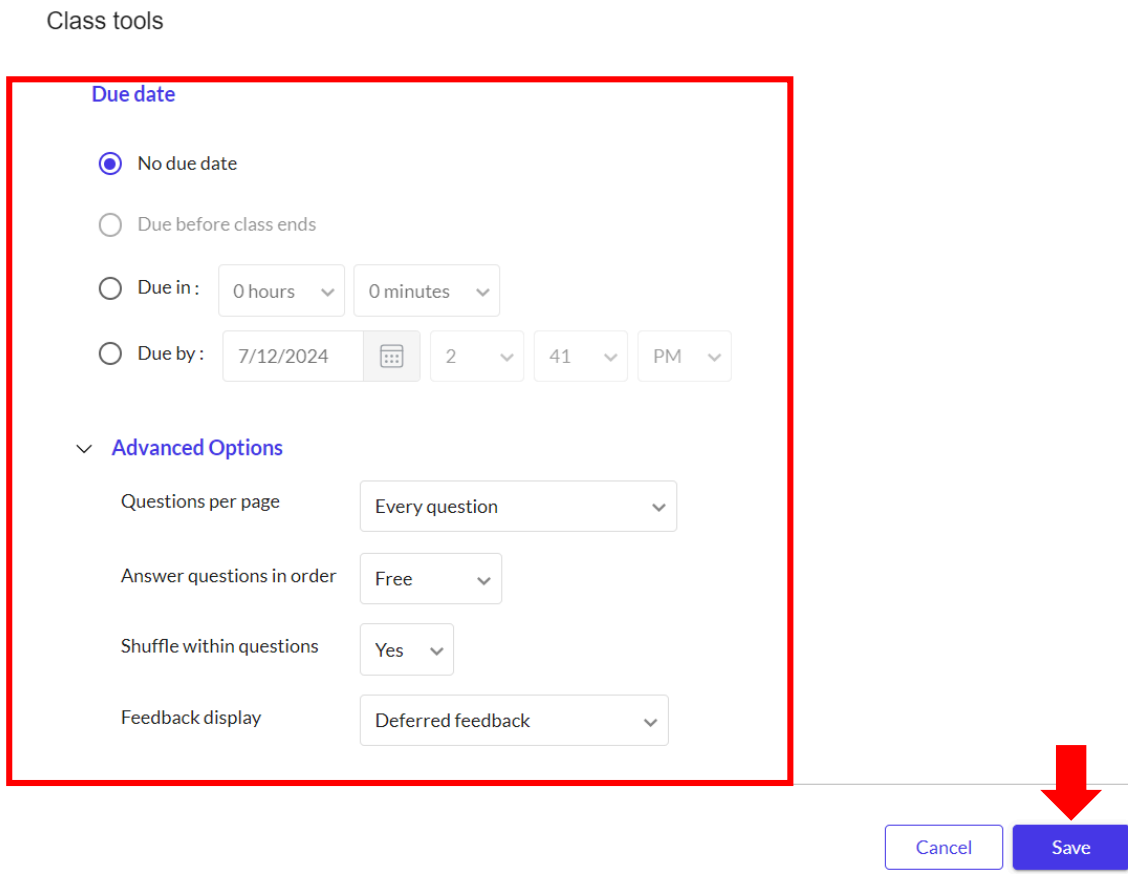
Fill in the marked fields on the opened page.

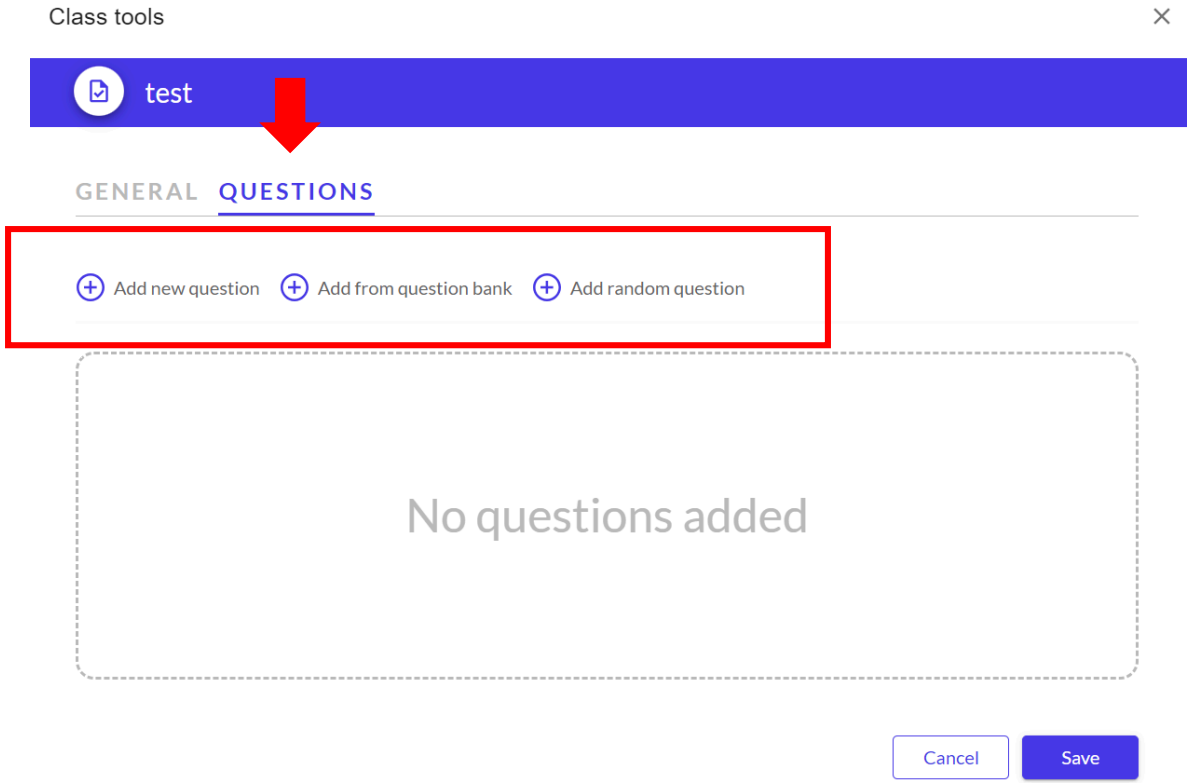




To transfer content from another course to the virtual classroom, enter the ‘Import' section.

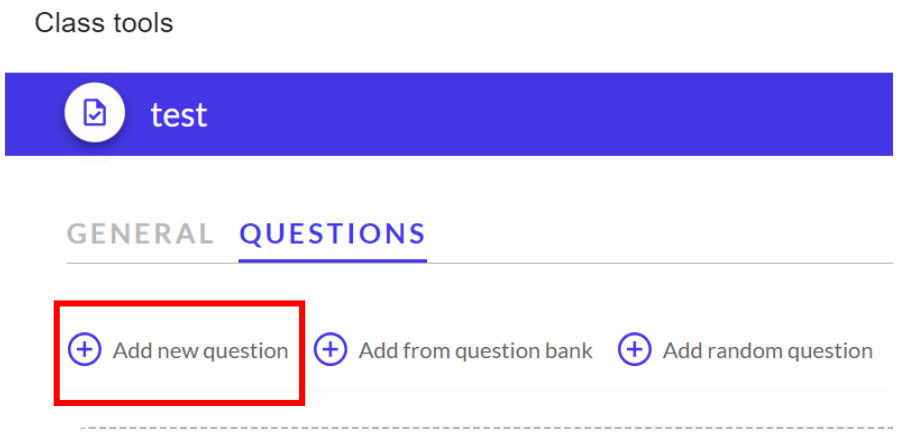
Select the relevant course from the 'Choose a class' area, mark the content you want to transfer, and click on the ‘Import' option.

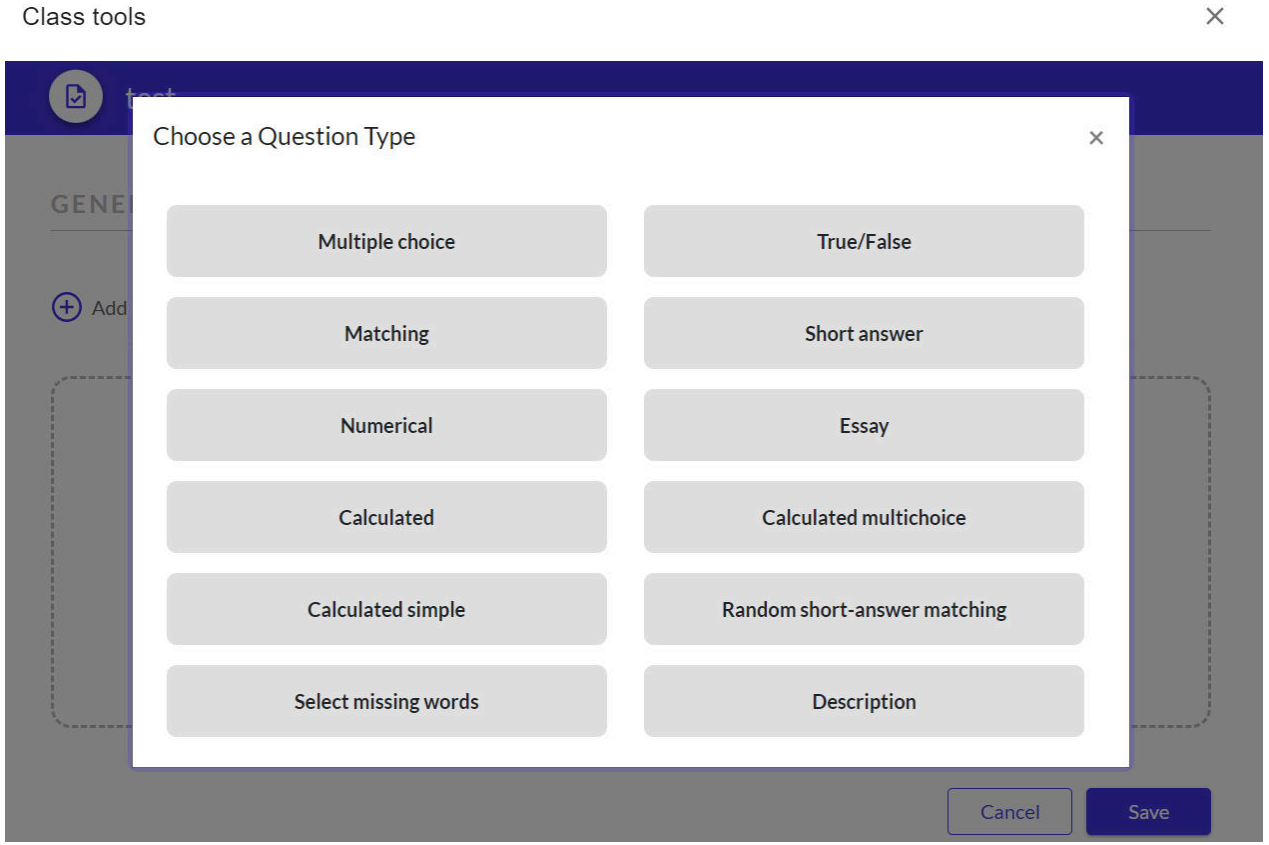




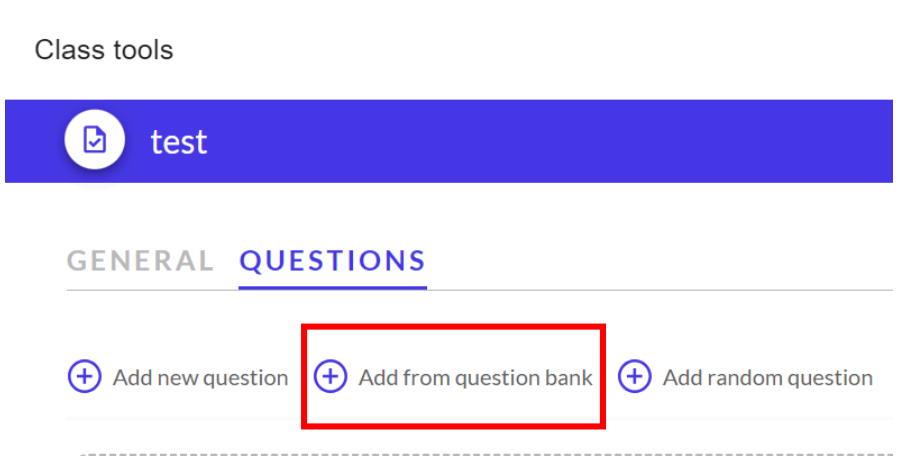
Fill in the relevant fields and save.

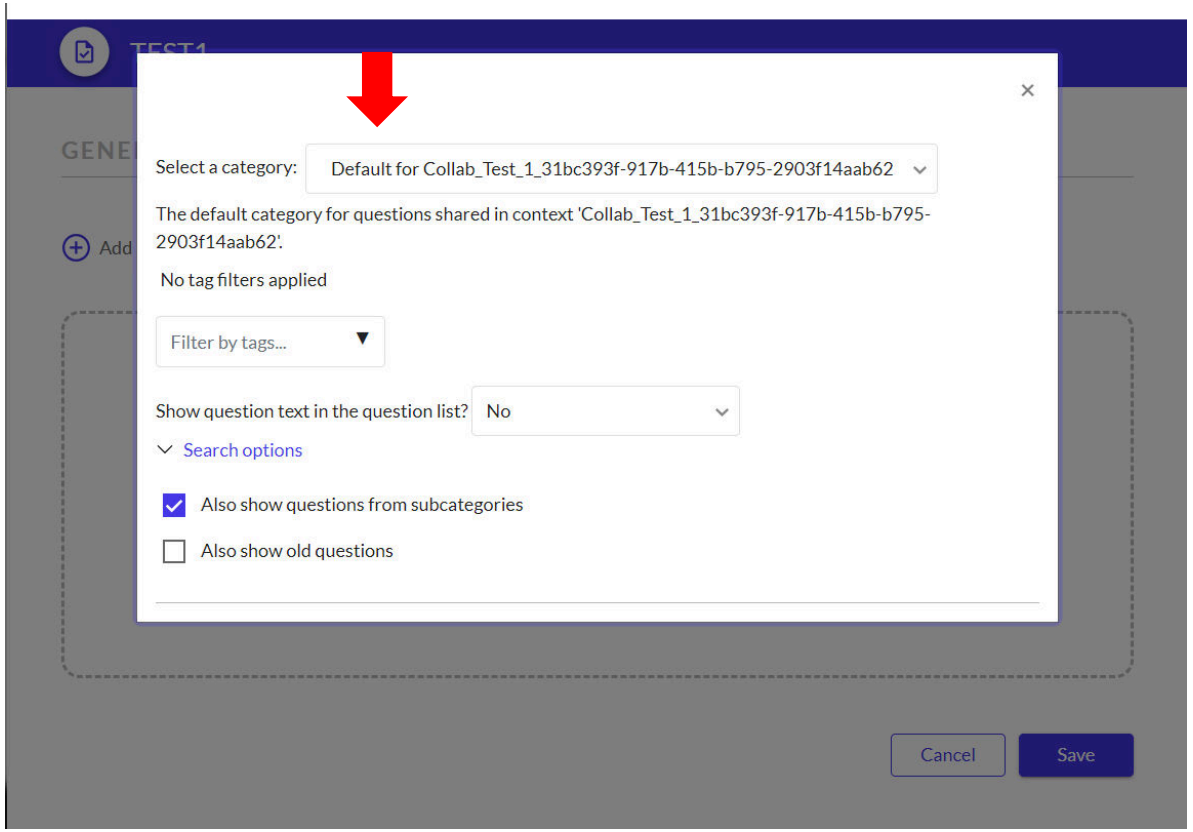
To create questions, click on the 'Questions' area.



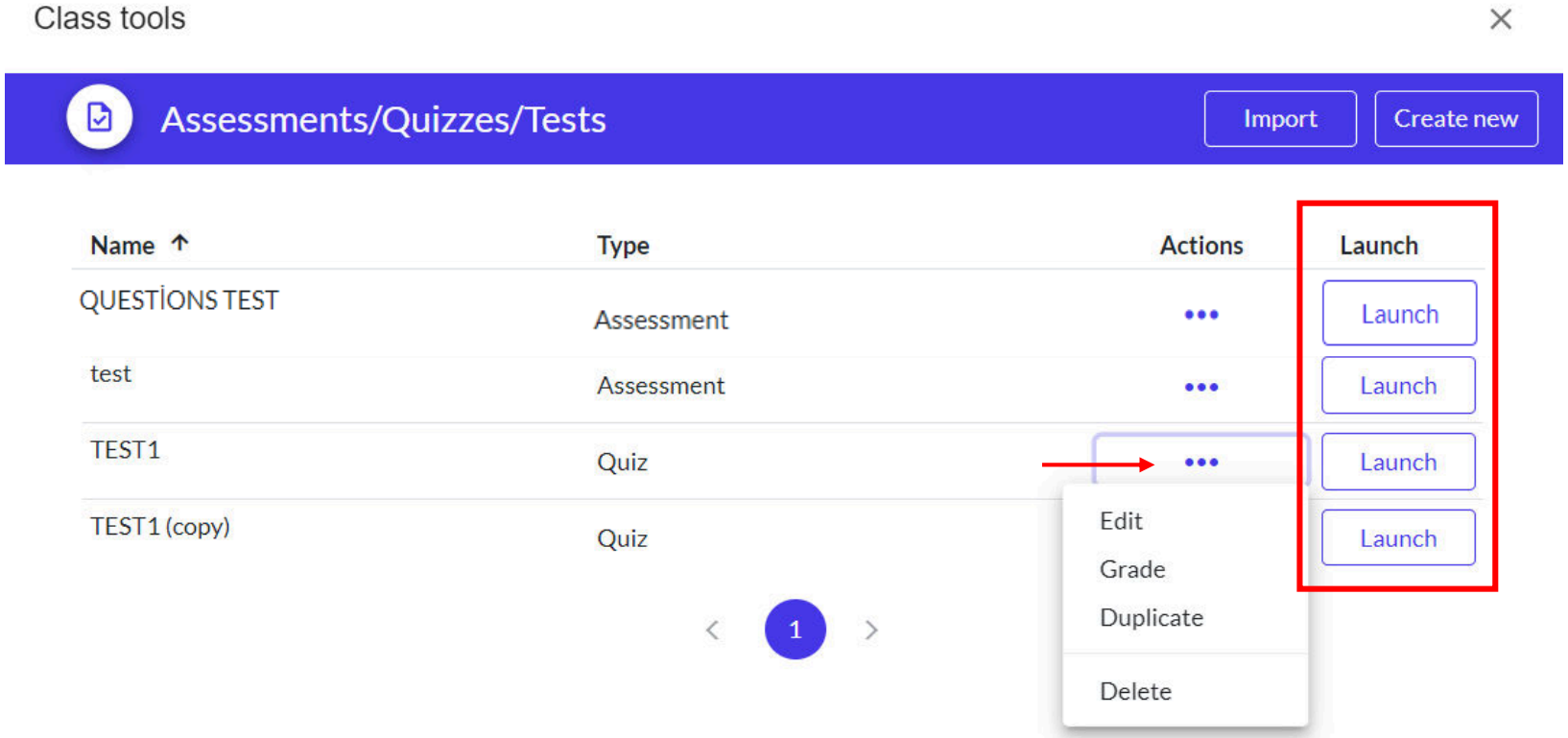


You can select the types of questions.



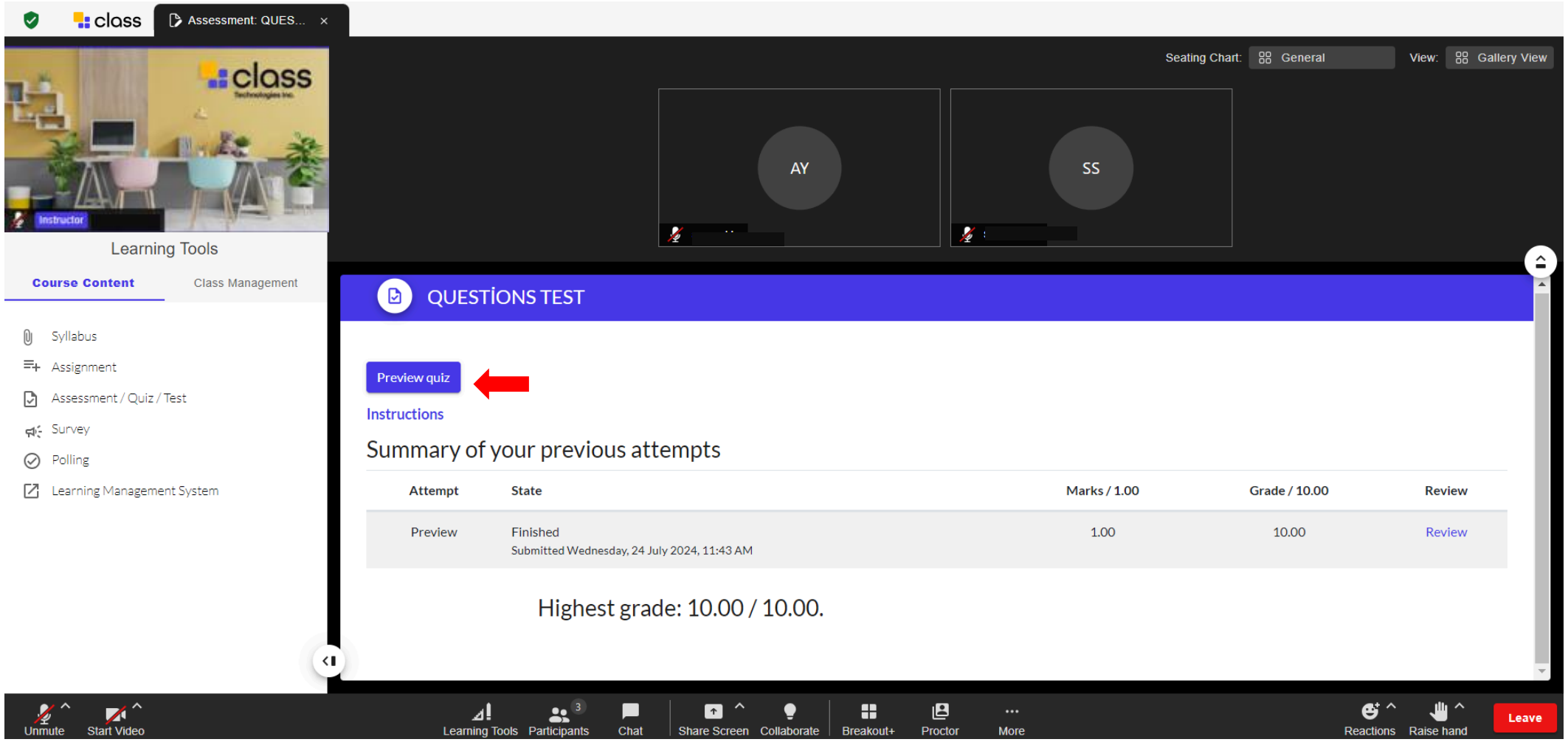


You can copy a question bank from another course using the marked area.

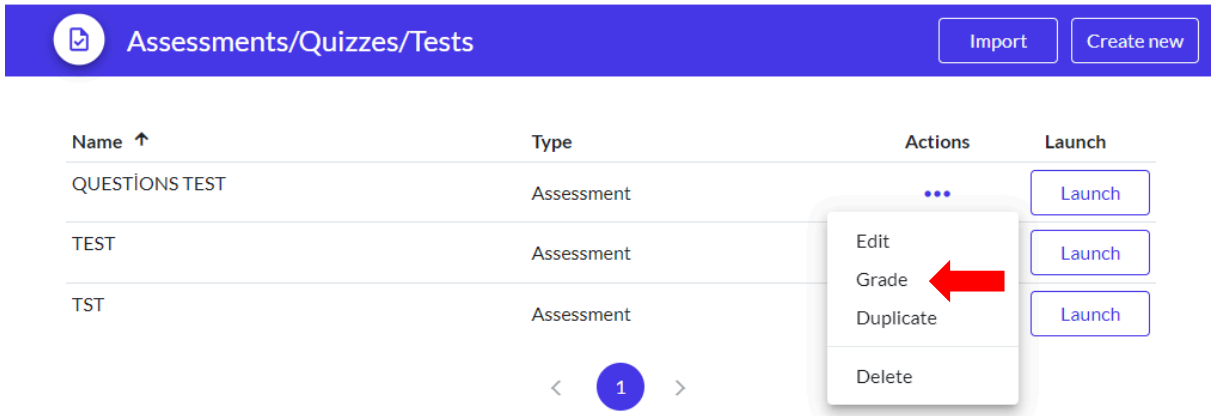


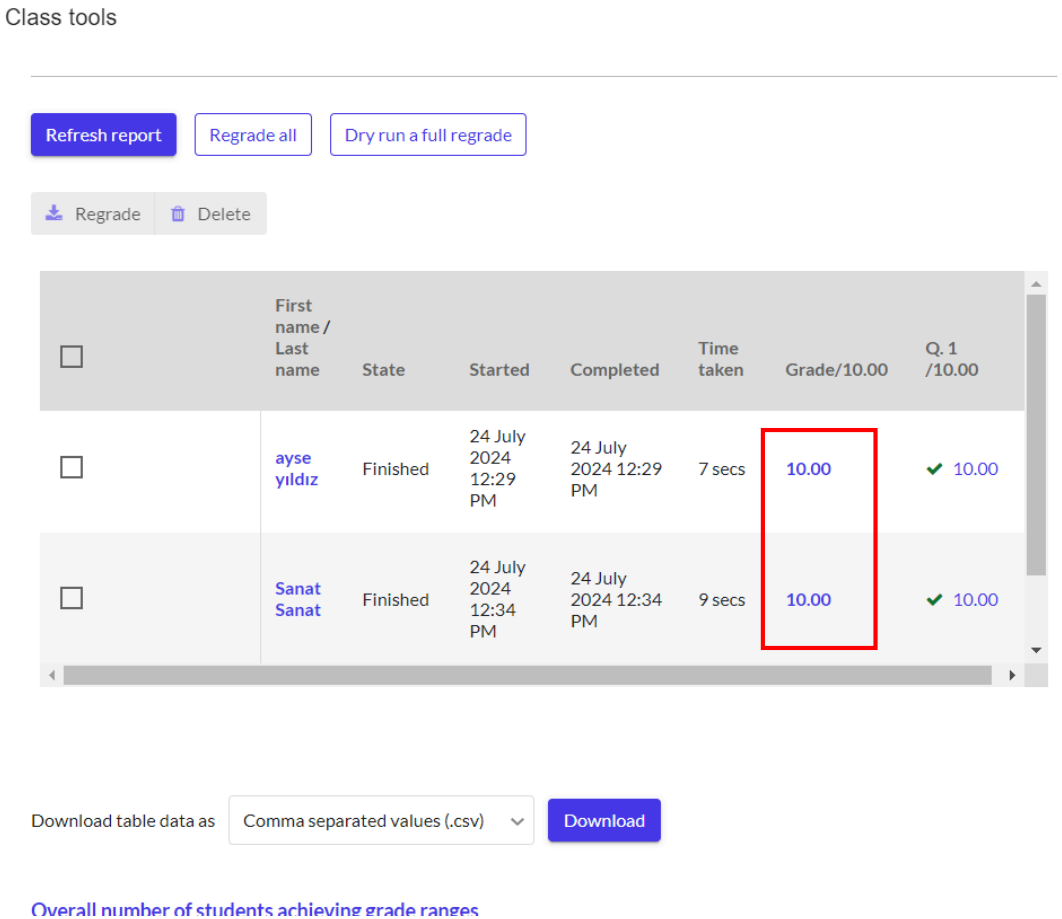
You can share from the 'Launch' area.

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



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





You can view users grades from the class area.

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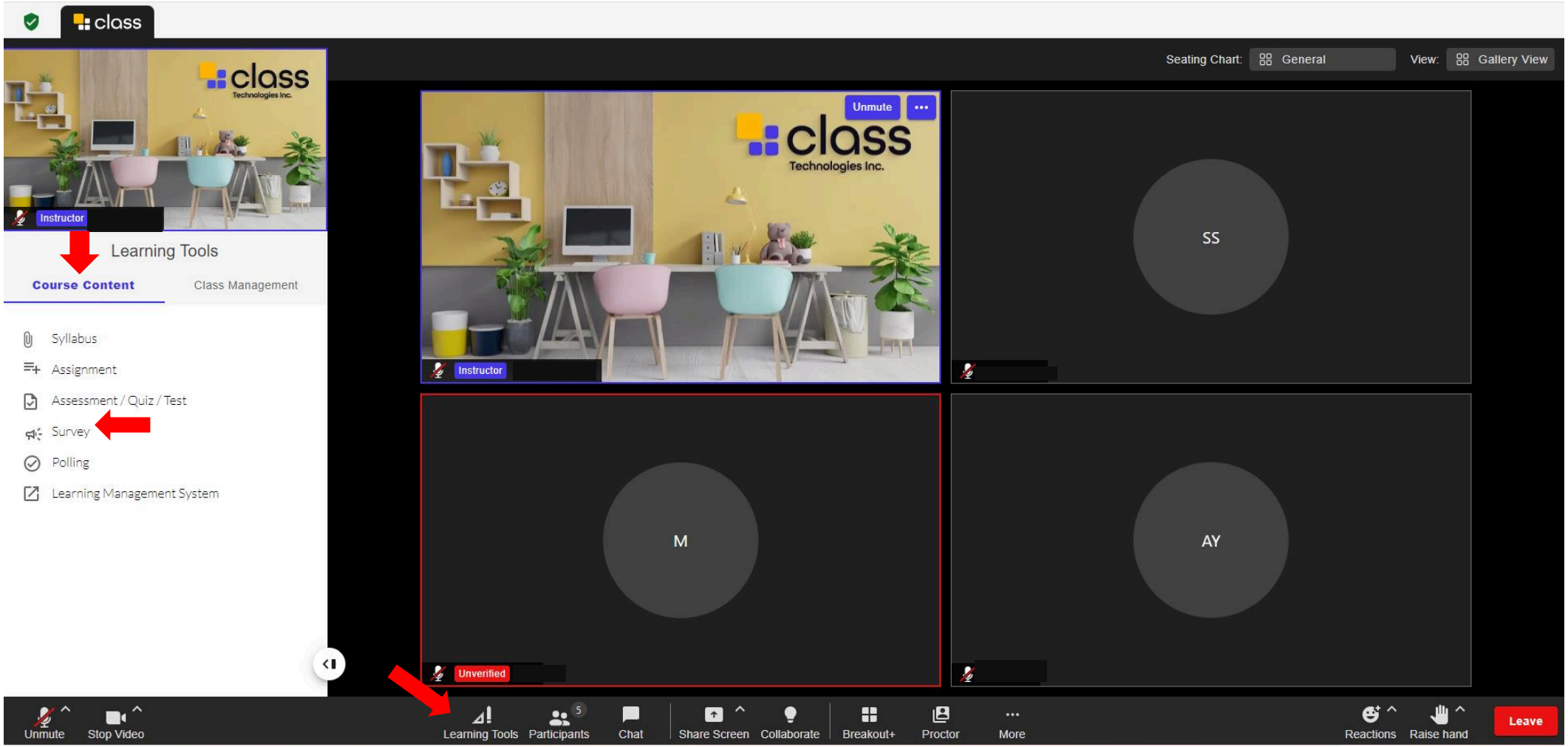
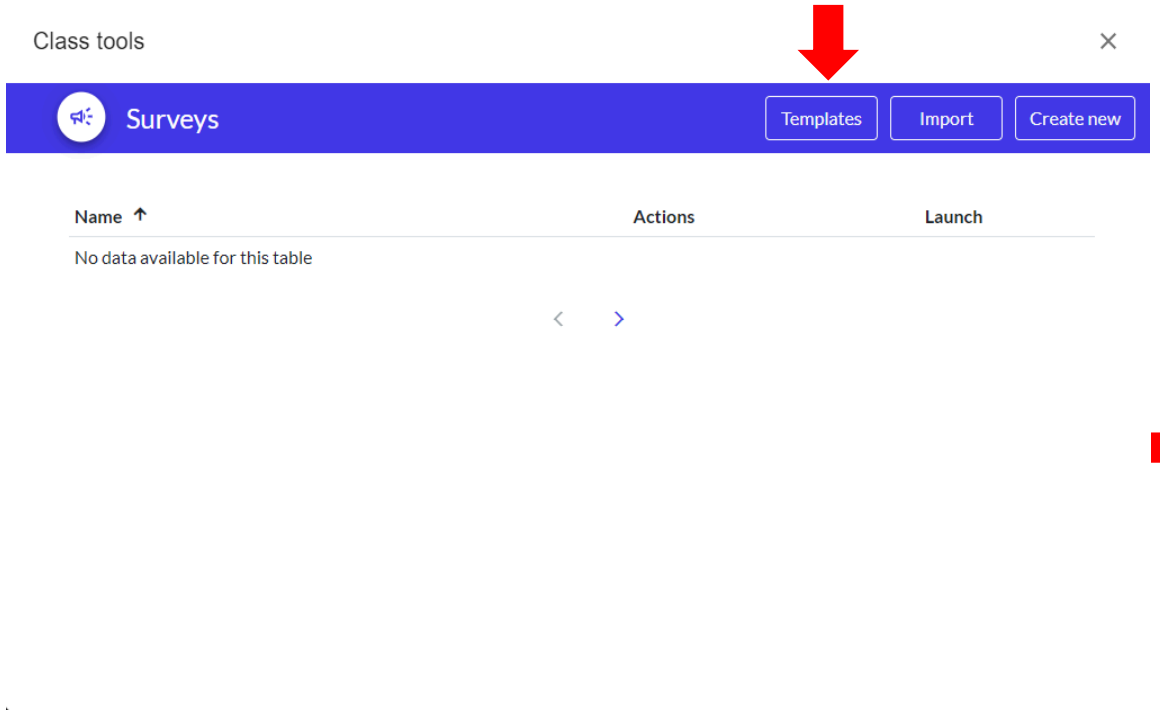
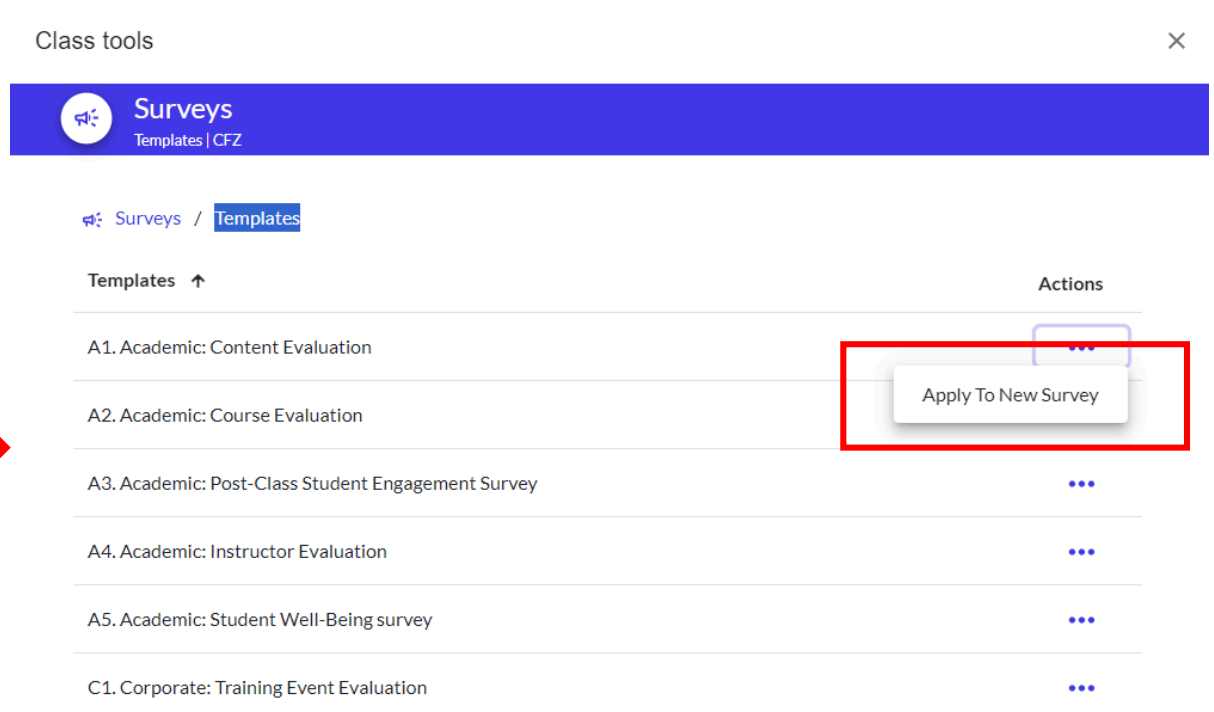
USER GUIDE FOR INSTRUCTORS

Survey



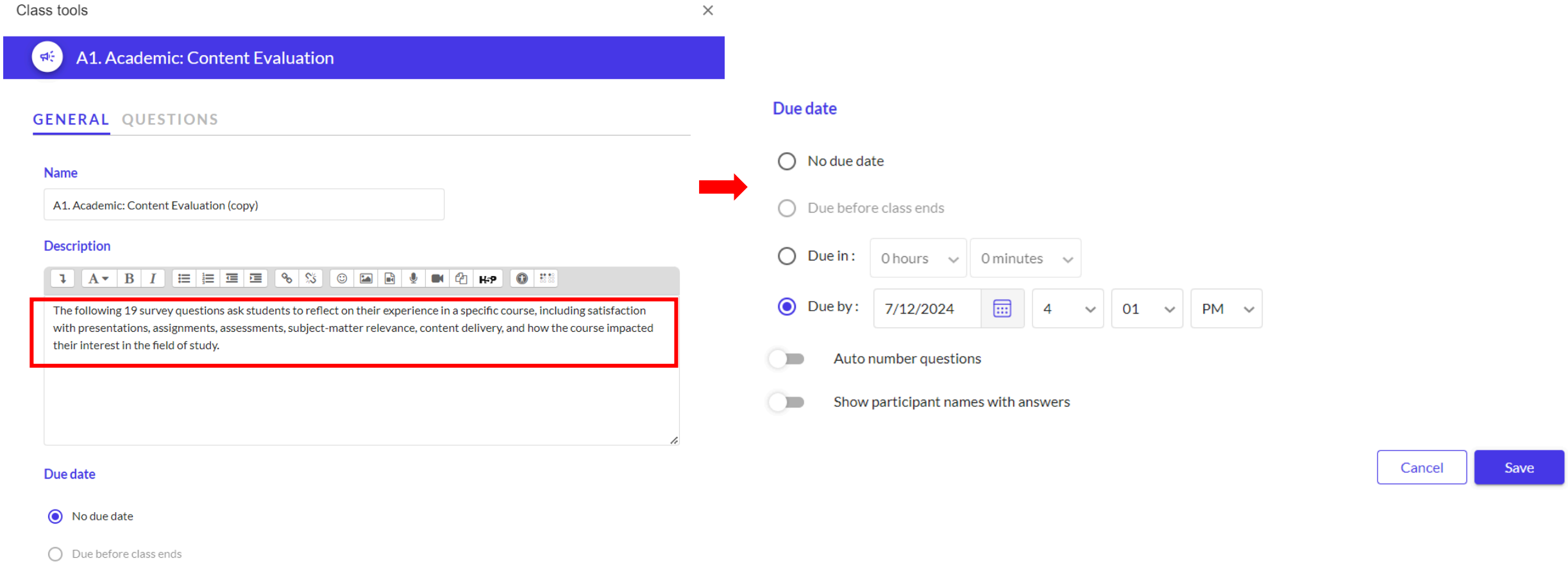
Click on the 'Survey' option in the course content from the 'Learning Tools' section.



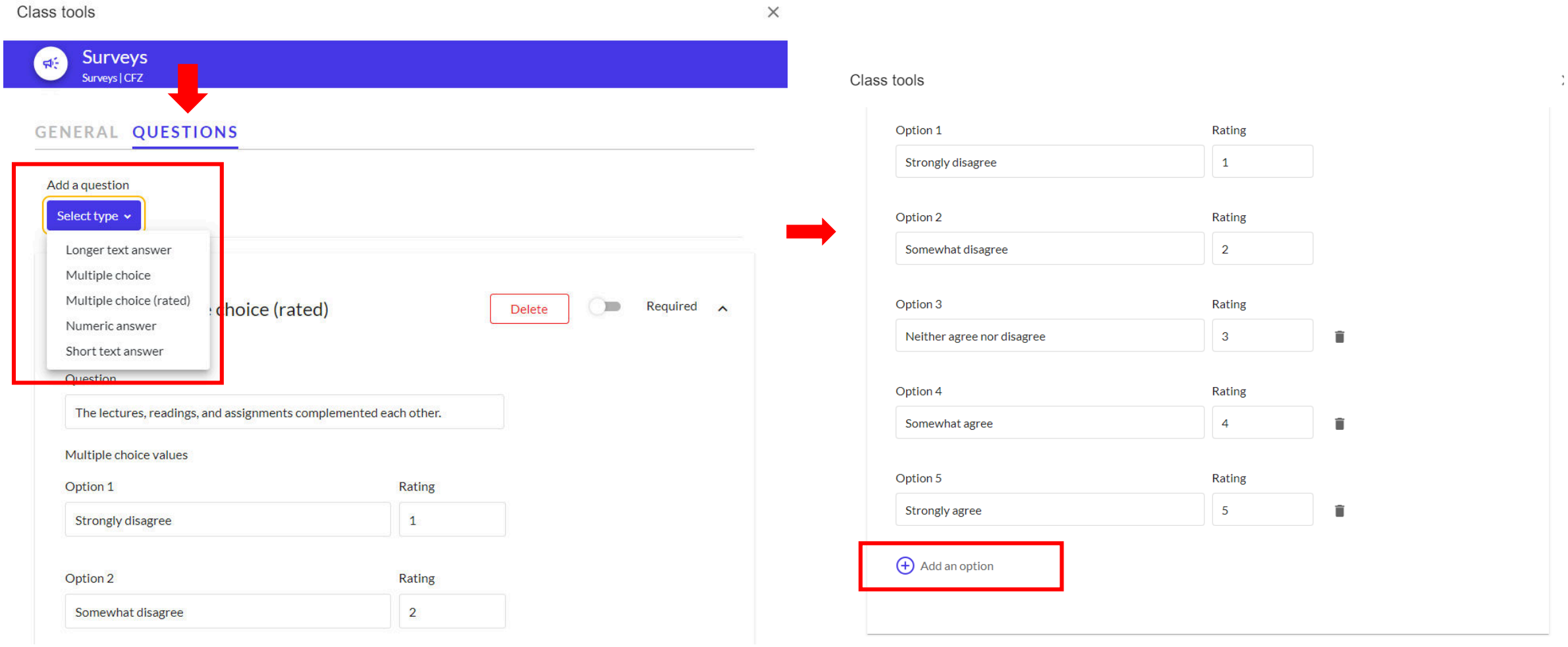


Click on the marked area to access the available templates.

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

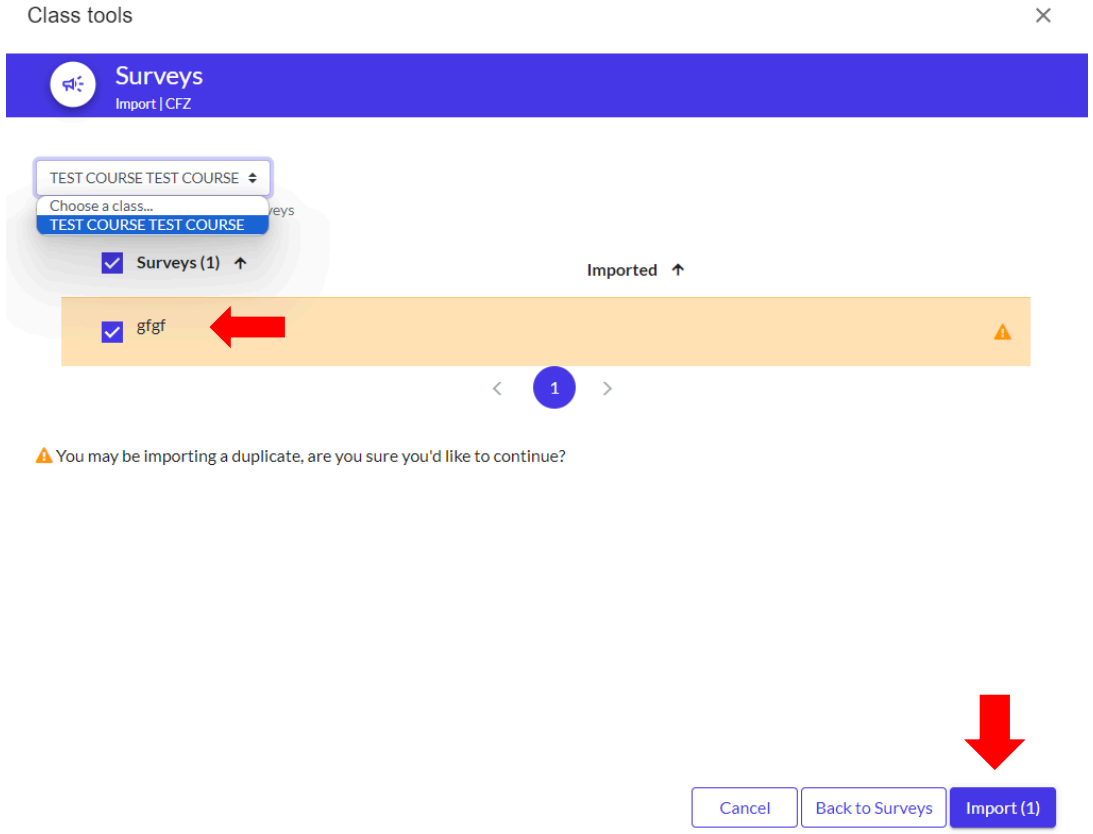


After selecting your survey, fill in the time and date fields.



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

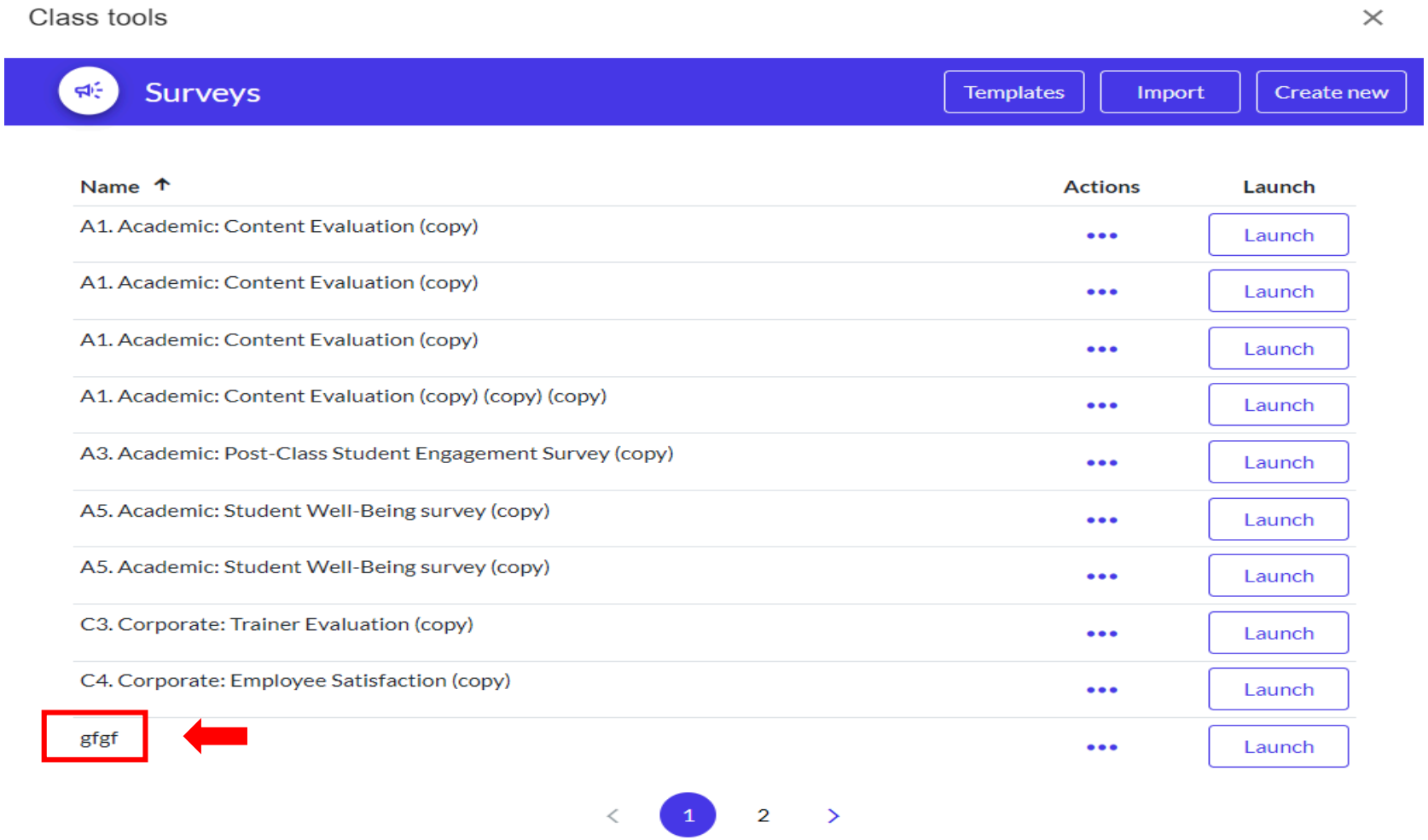
If you want to add more options, you can click 'Add an option’.



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

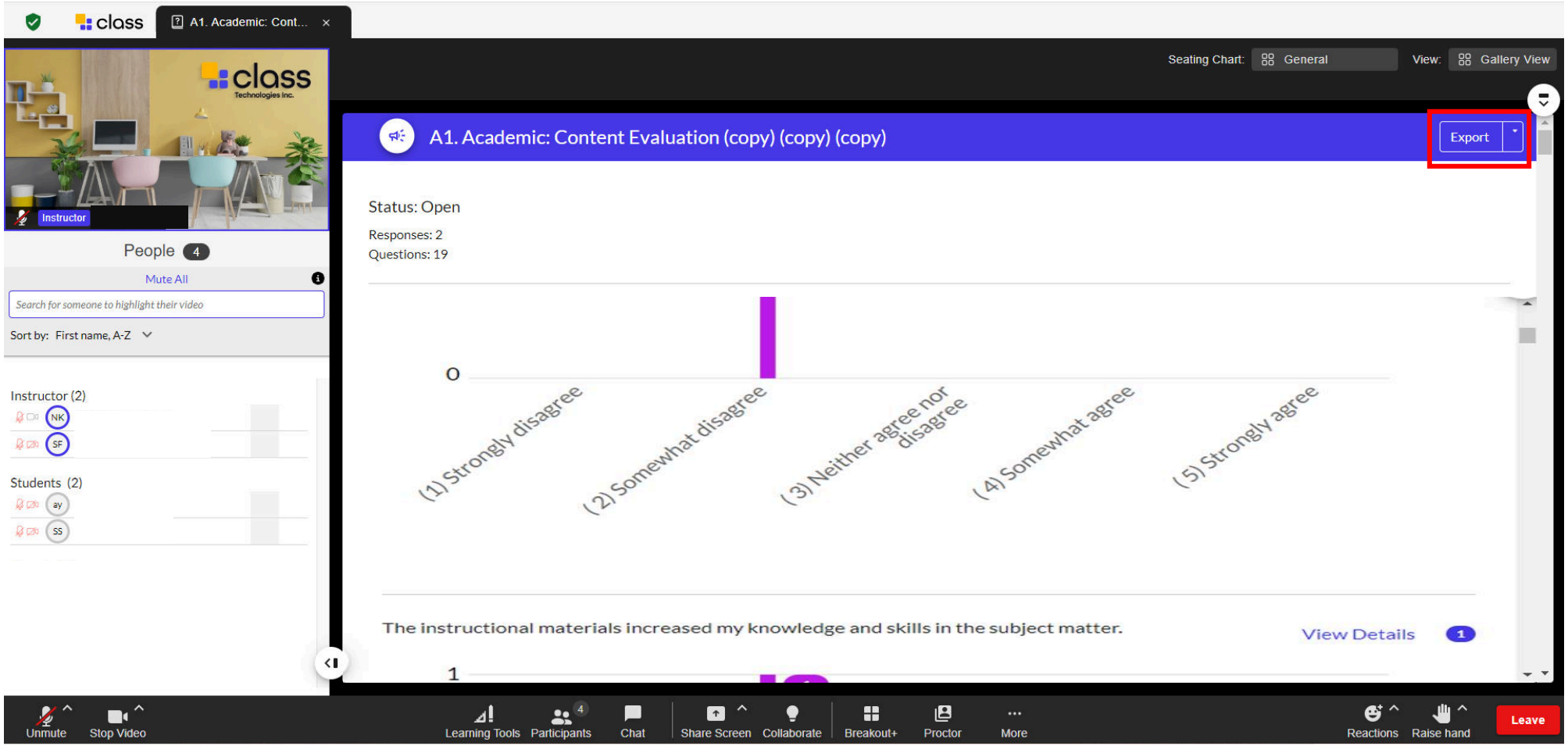
Select the relevant course from the 'Choose a class' area, mark the survey you want to transfer, and click on the ‘Import' option.

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



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

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



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.

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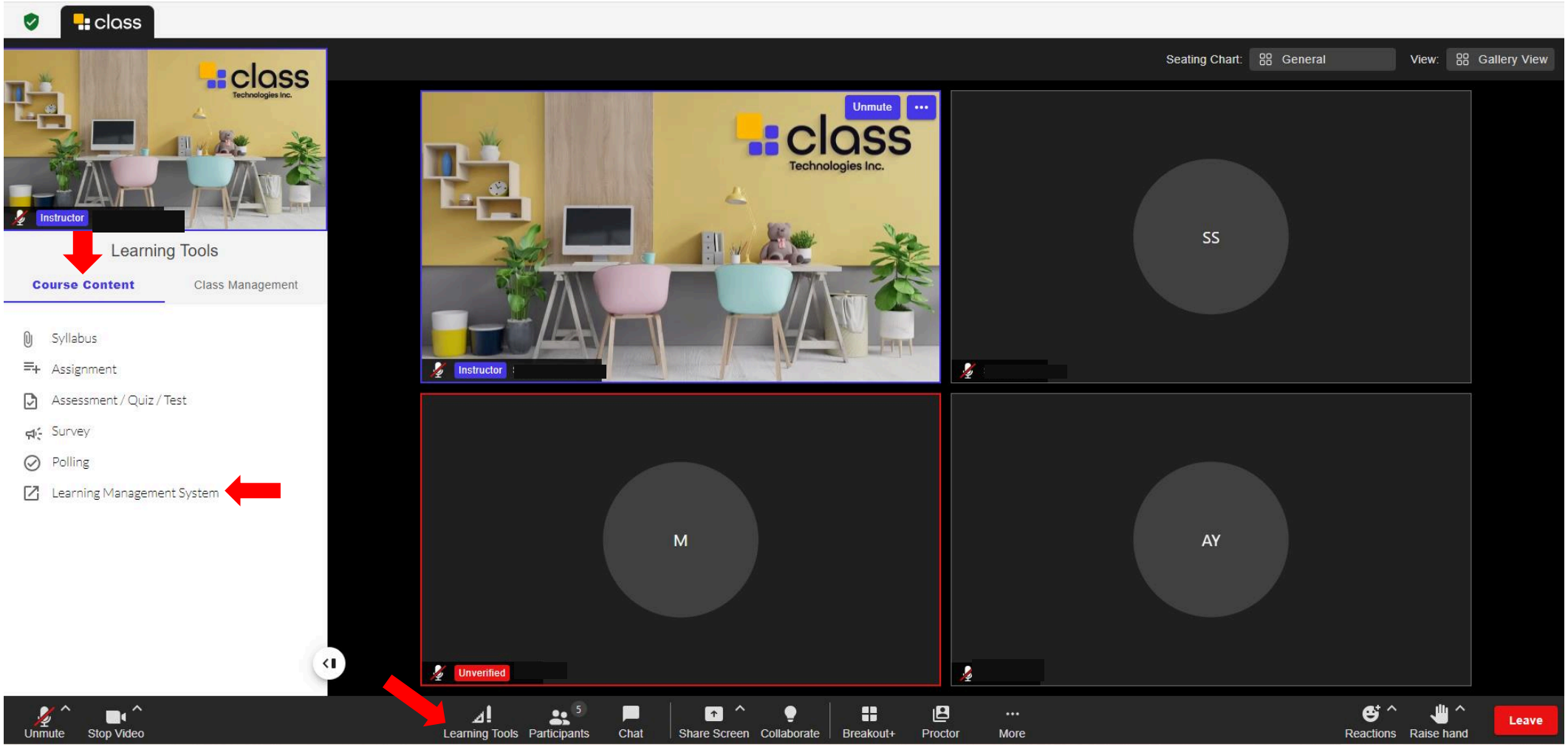
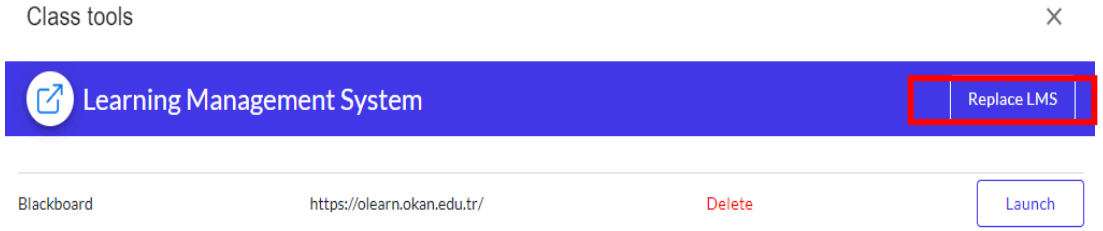
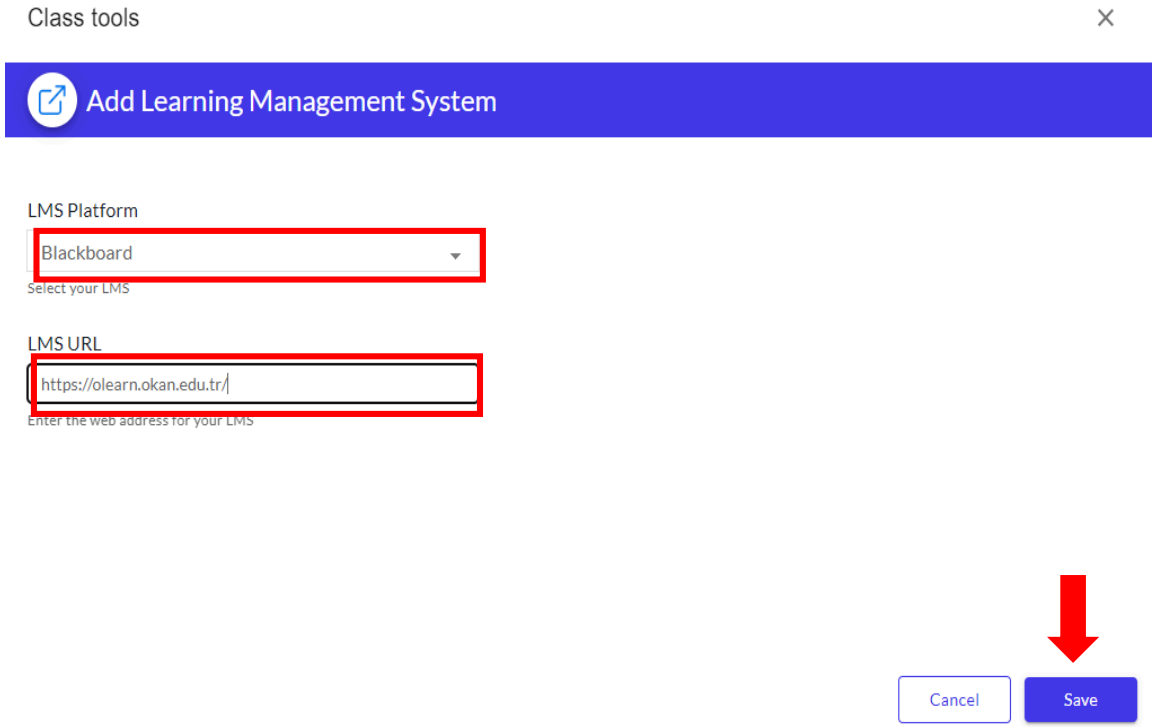
Learning Management System

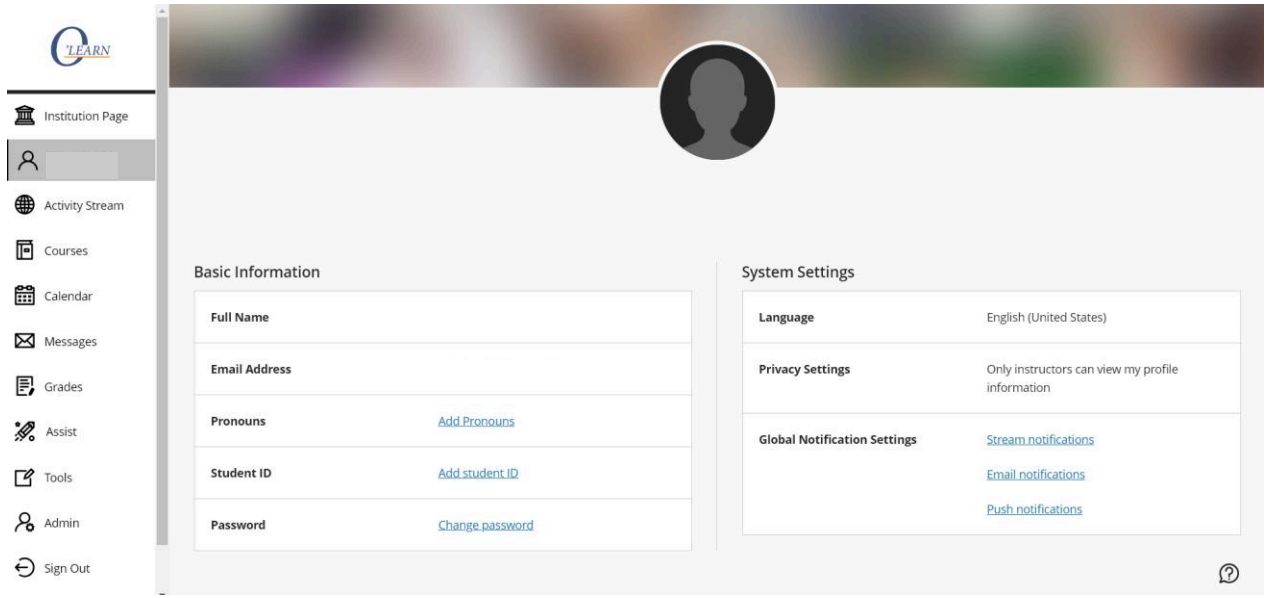


Click on the Learning Management System option in the course content from the 'Learning Tools' section.





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



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

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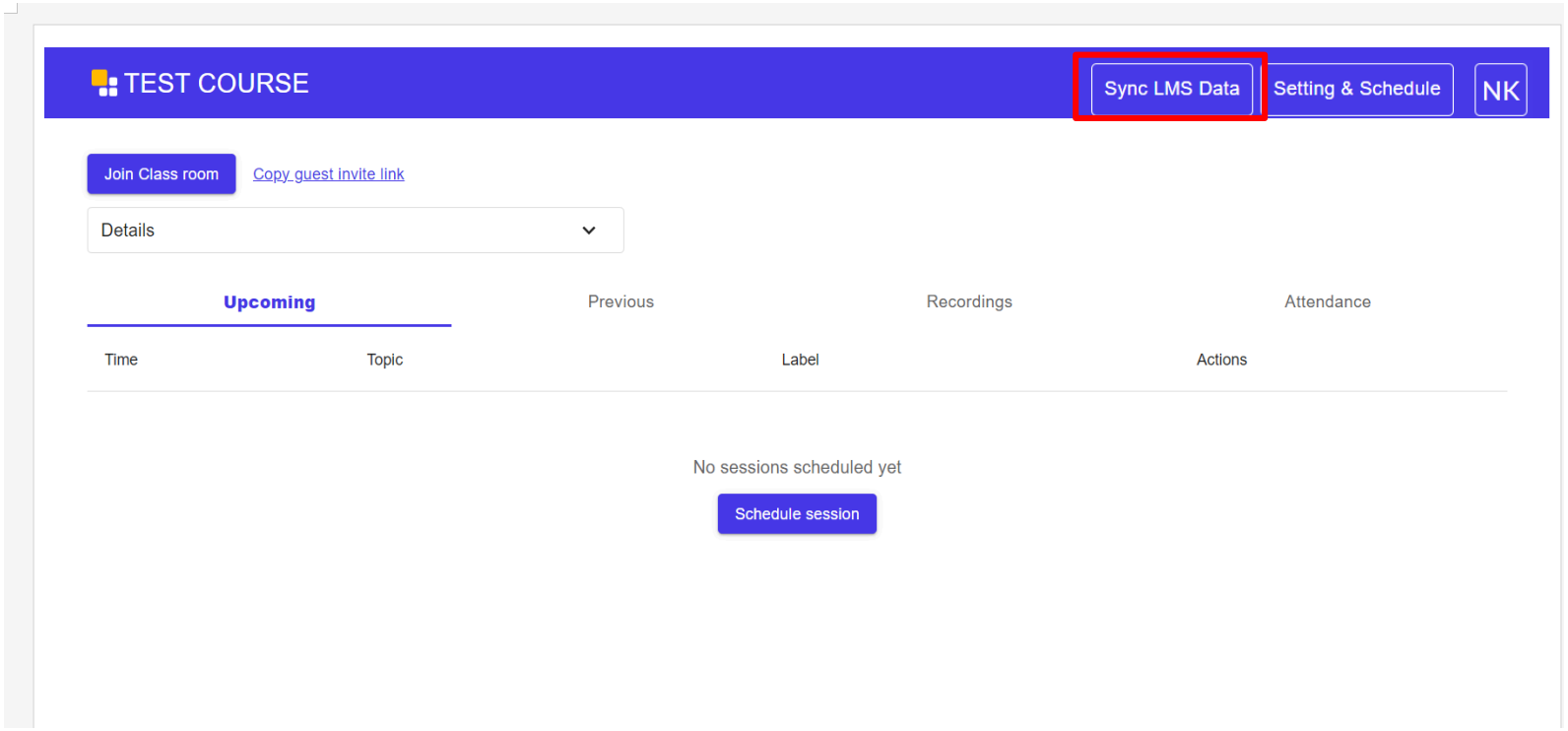
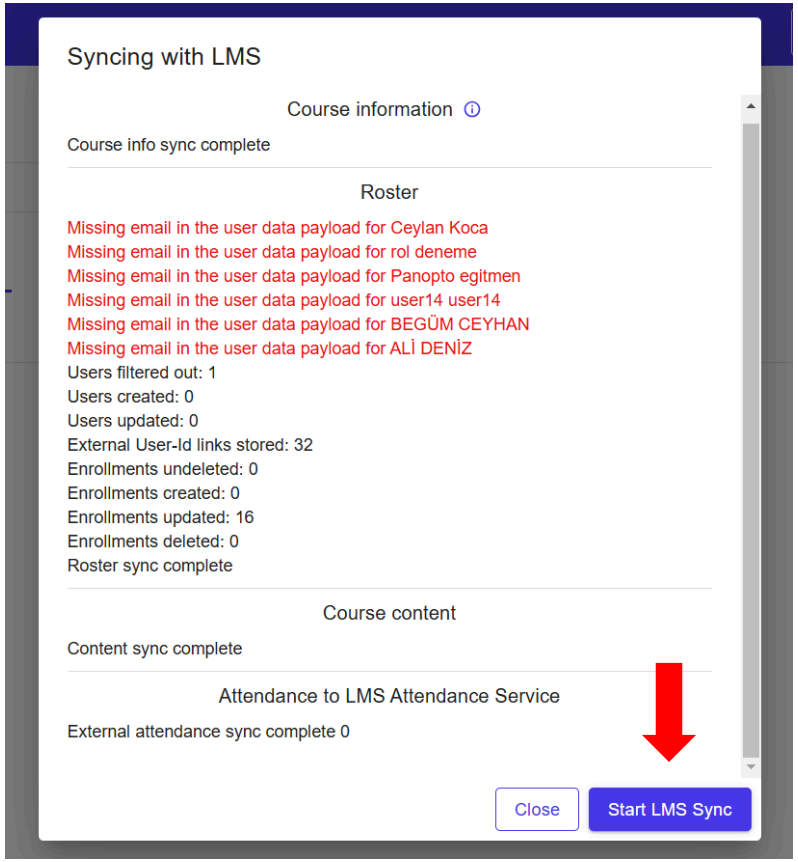
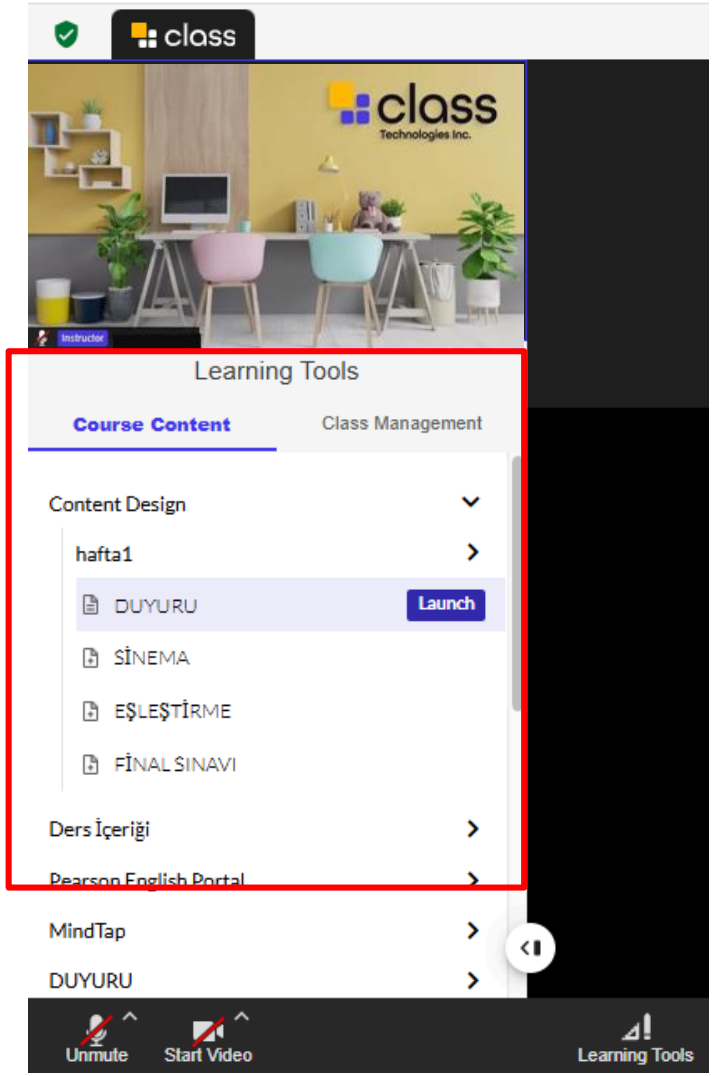
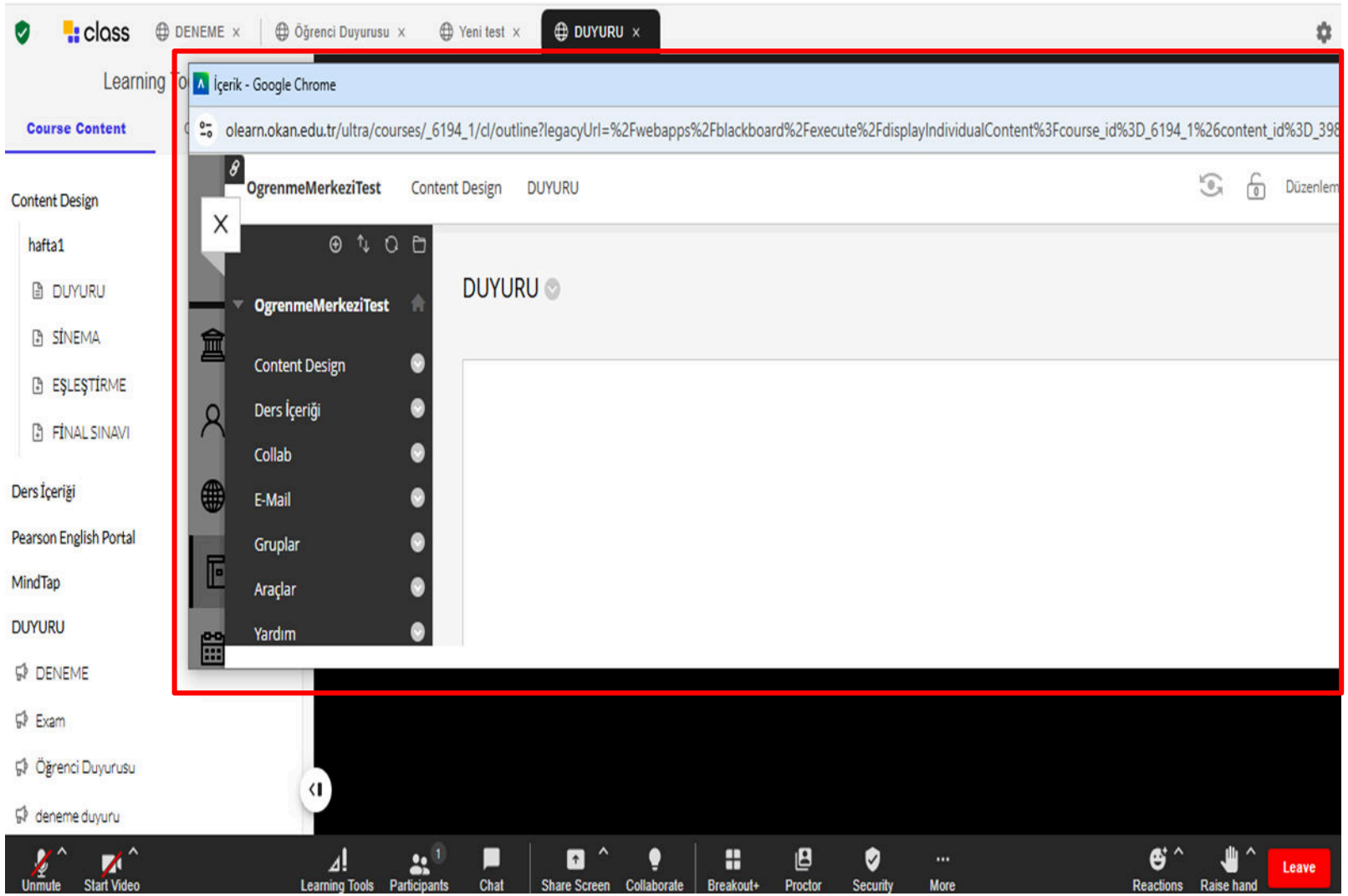
How to Use Class Collab LMS Sync?



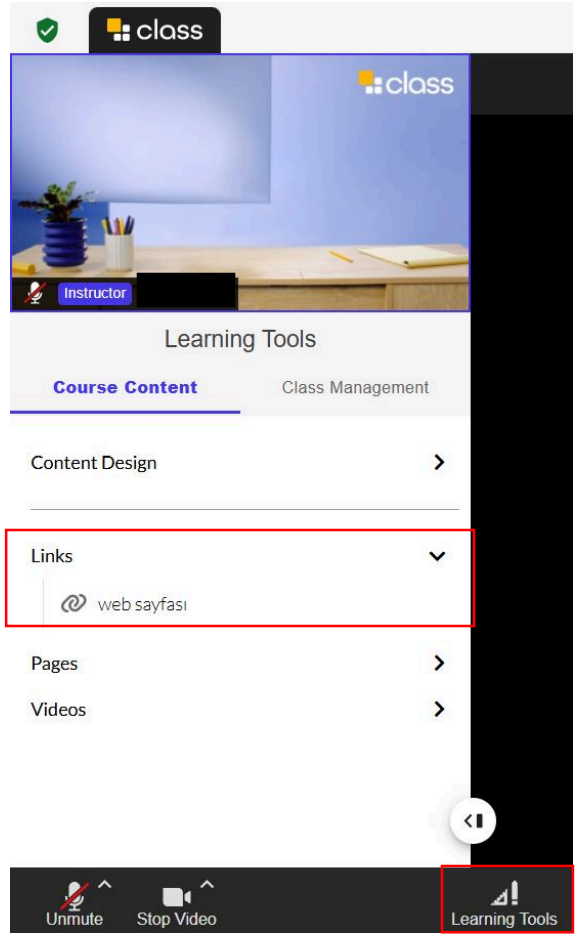


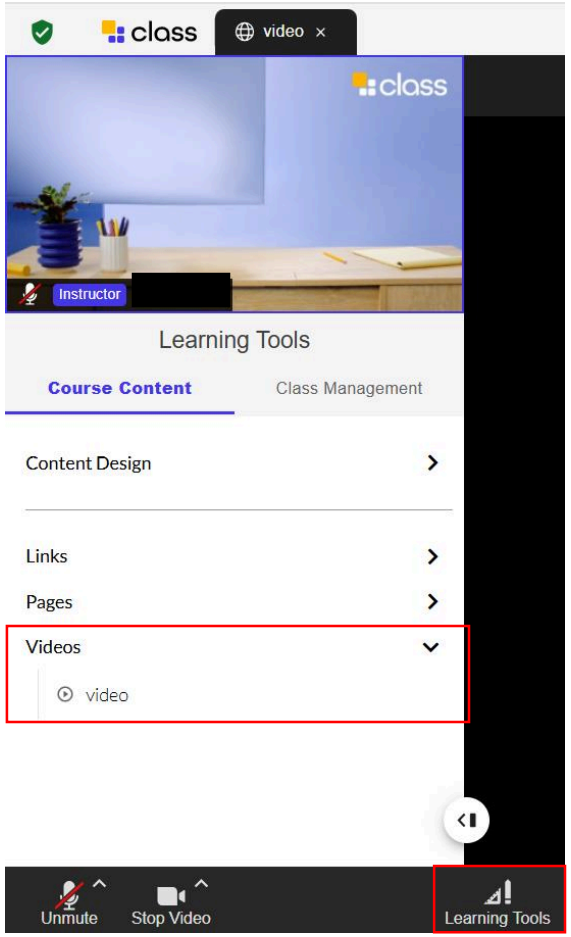
If you wish, you can use the Class Collab LMS Sync feature to automatically synchronize student information, course content, grades, and other academic data between the two systems.





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





Links and videos are also shared.

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What can I do in Classroom Management under Learning Tools?

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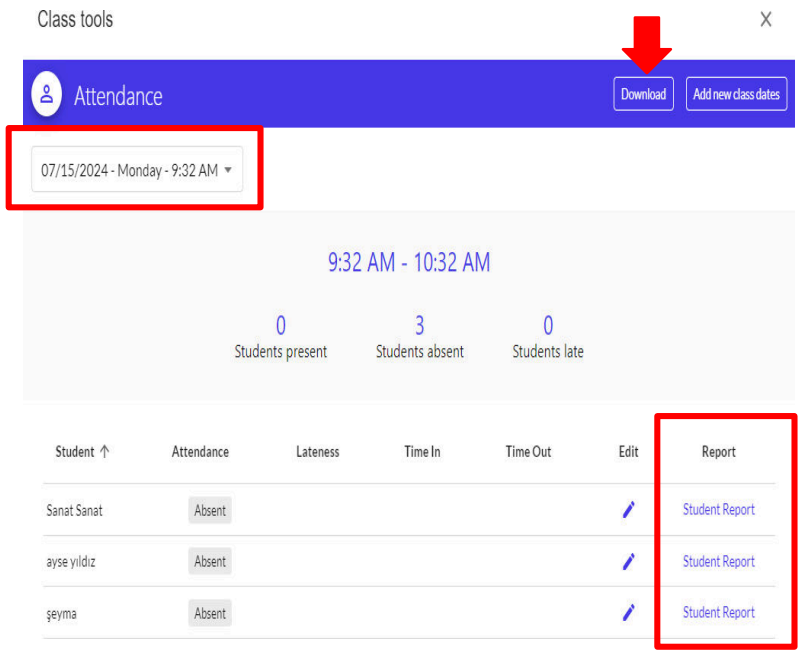
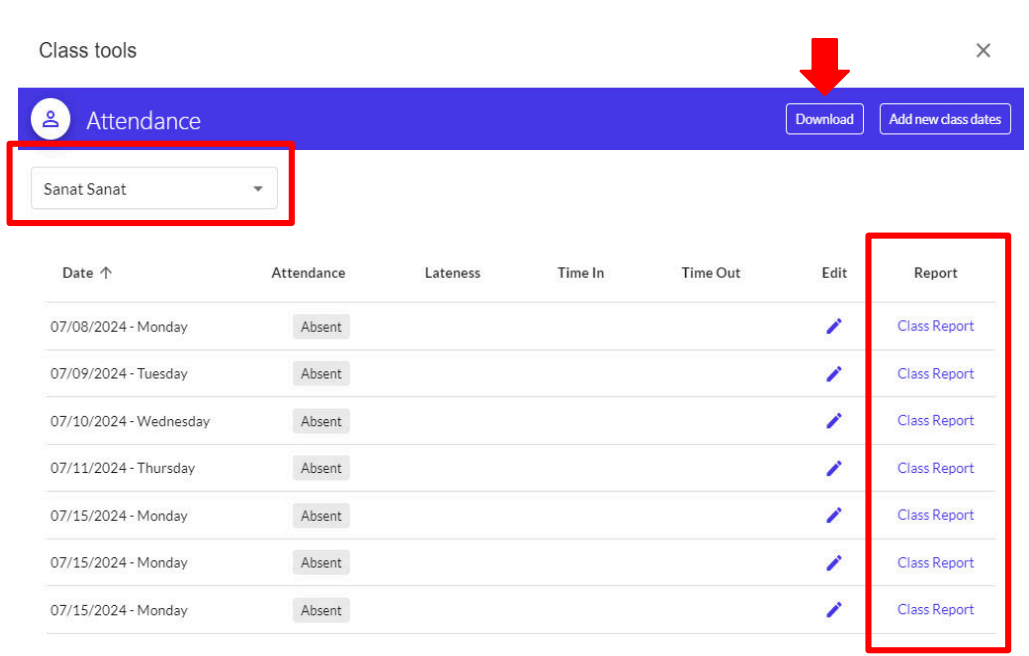
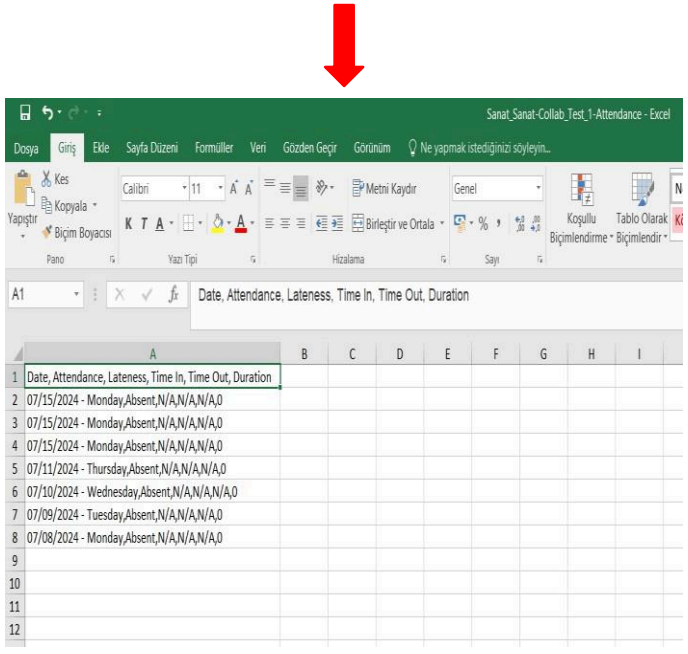
Attendance

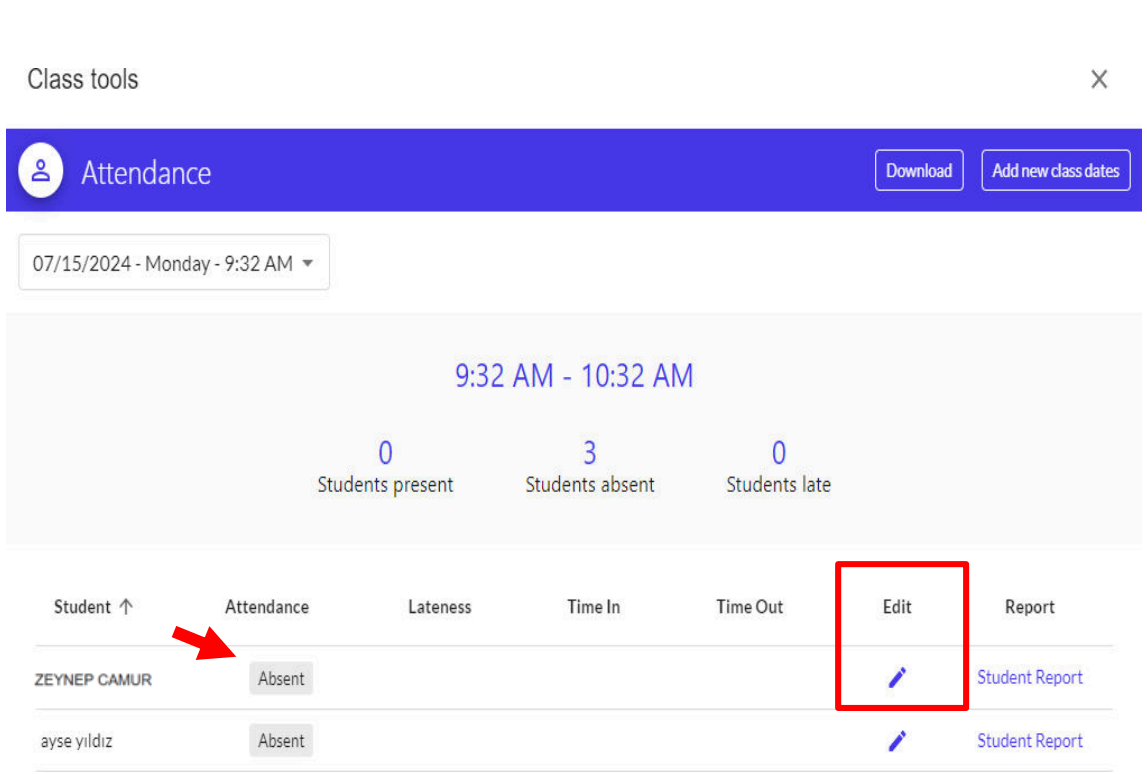
Click on the 'Attendance' option in the 'Learning Tools' section.

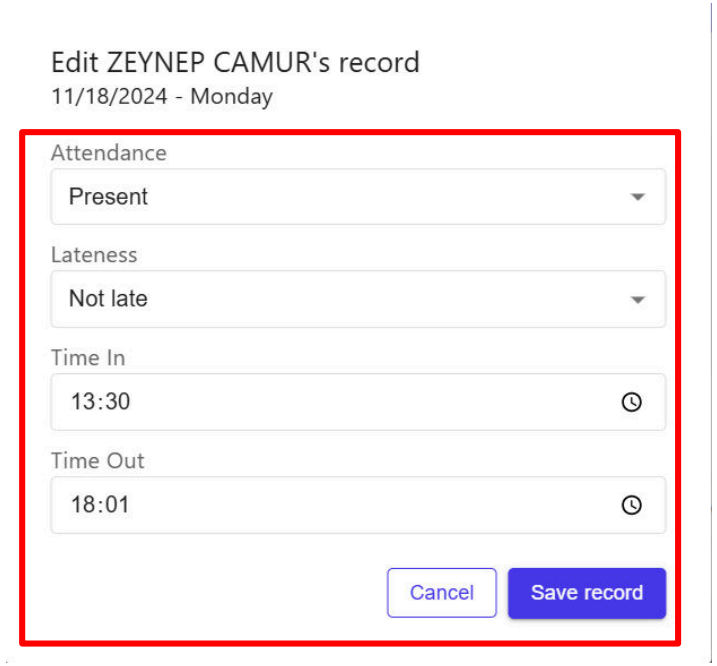


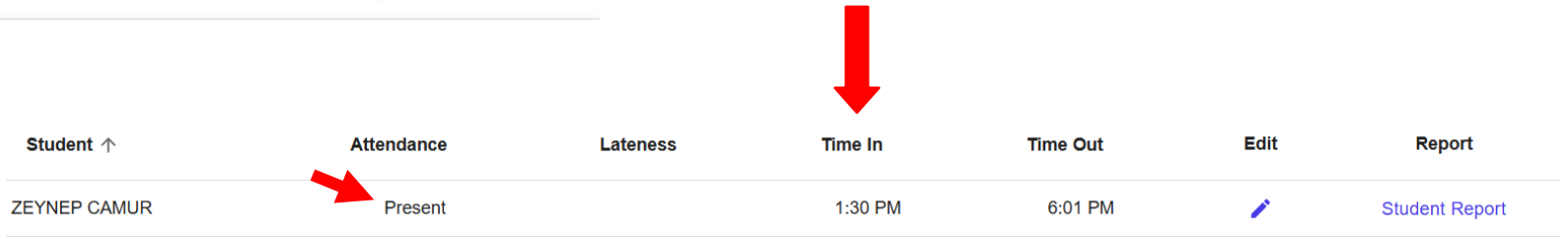




- You can download the attendance report for individual participants or the entire class from the marked area.
- You can also select the date for the report you wish to view.
- You can also review the report as an Excel file.
- If a student has previously entered the course room but has not attended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







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

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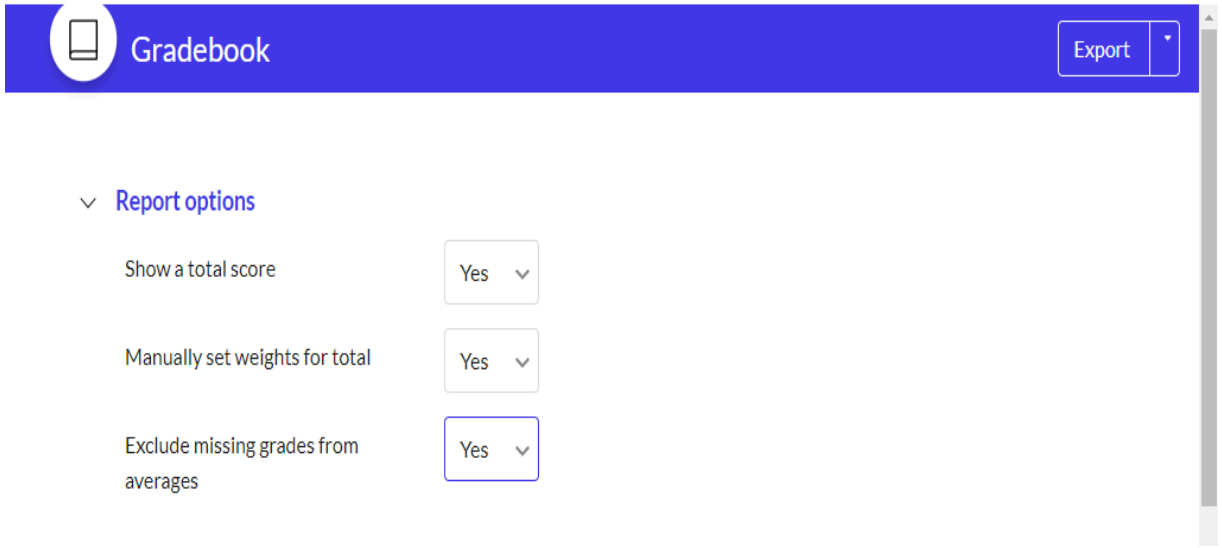
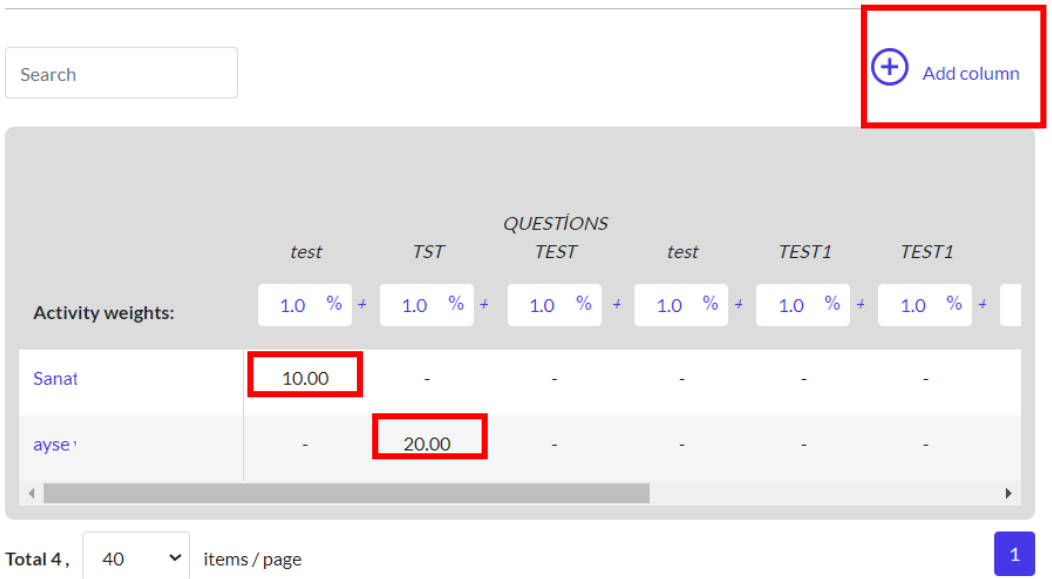
Gradebook

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





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

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

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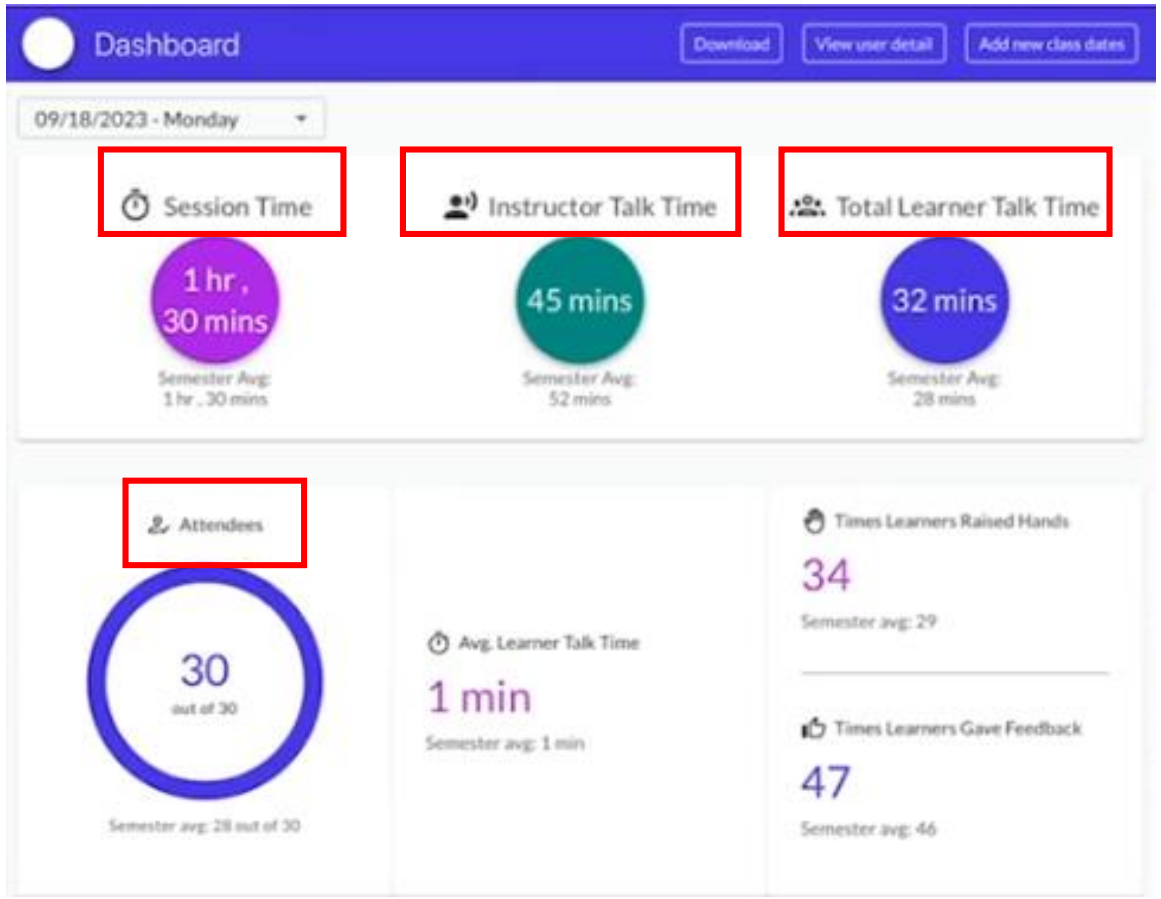
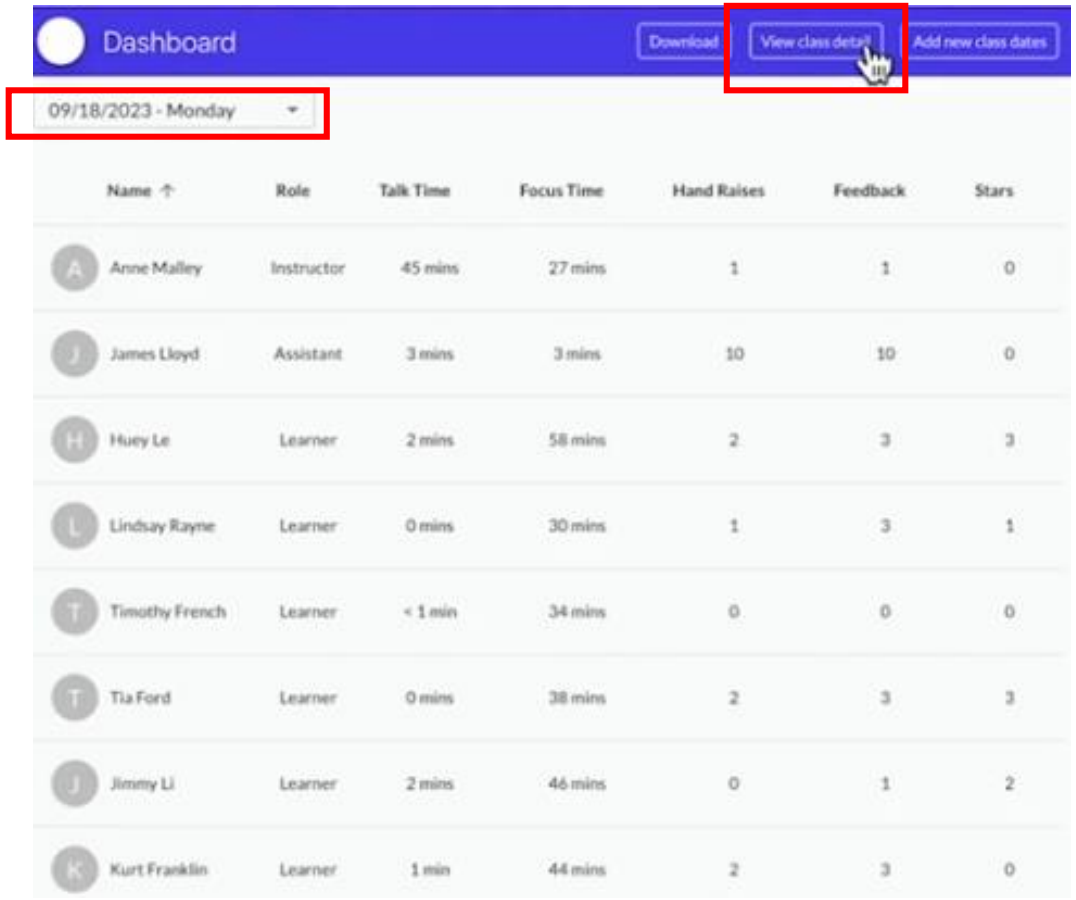
USER GUIDE FOR INSTRUCTORS

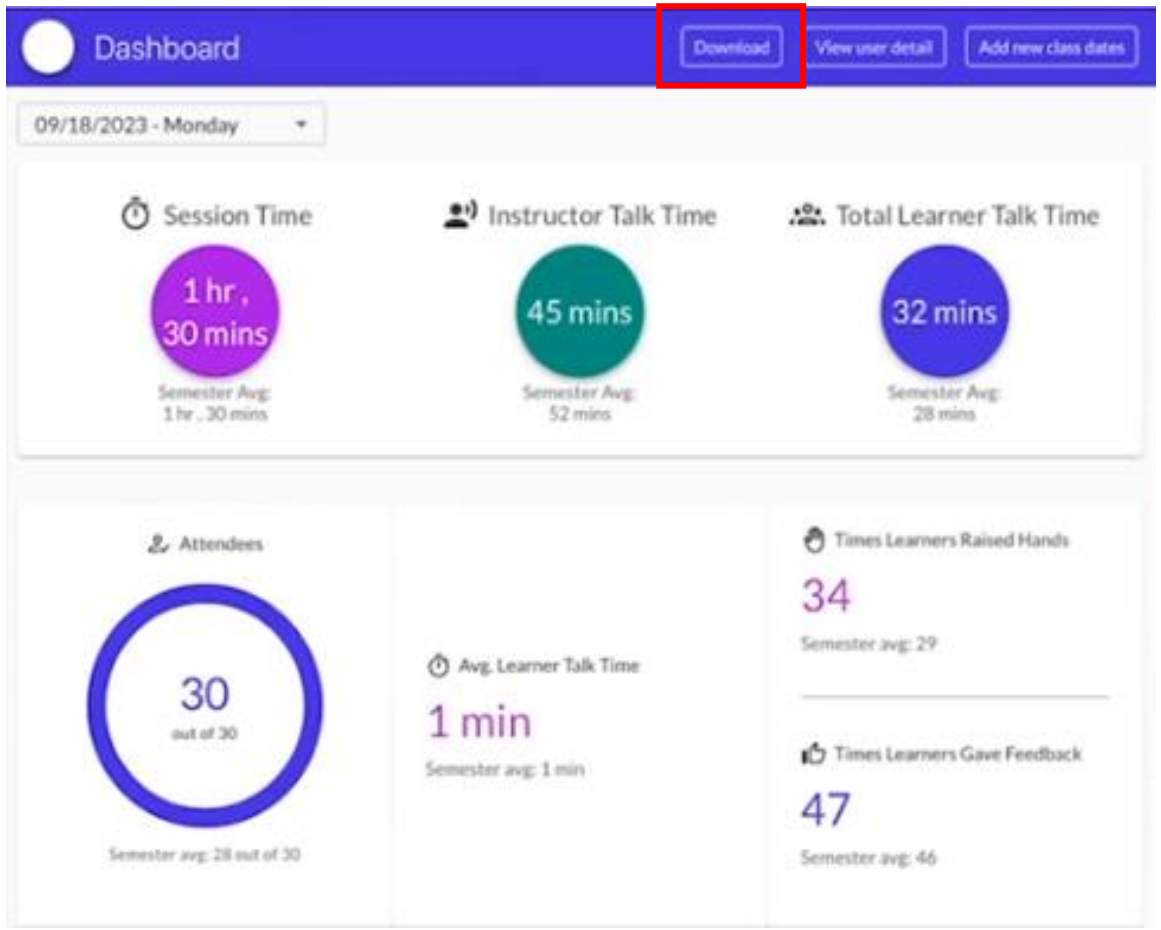
Dashboard

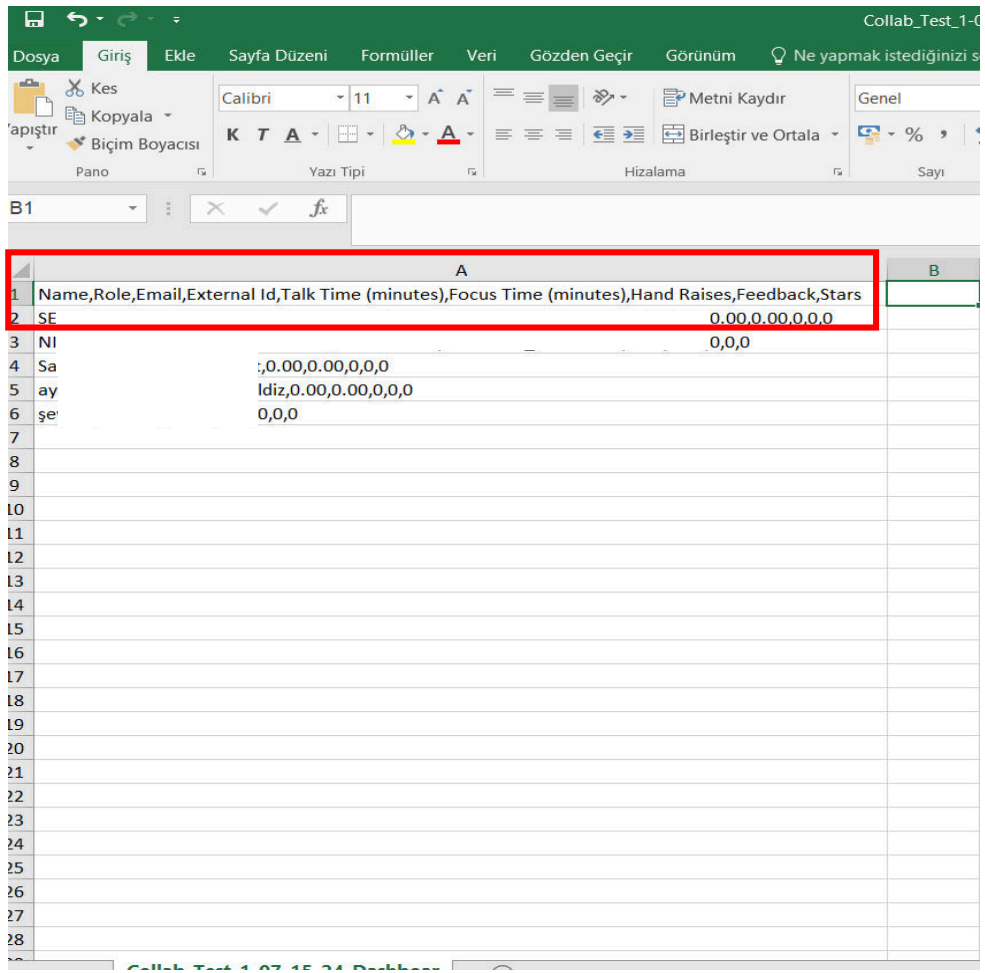
Click on the 'Dashboard' option in the 'Learning Tools' section.





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.





You can download the details as a report.

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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.

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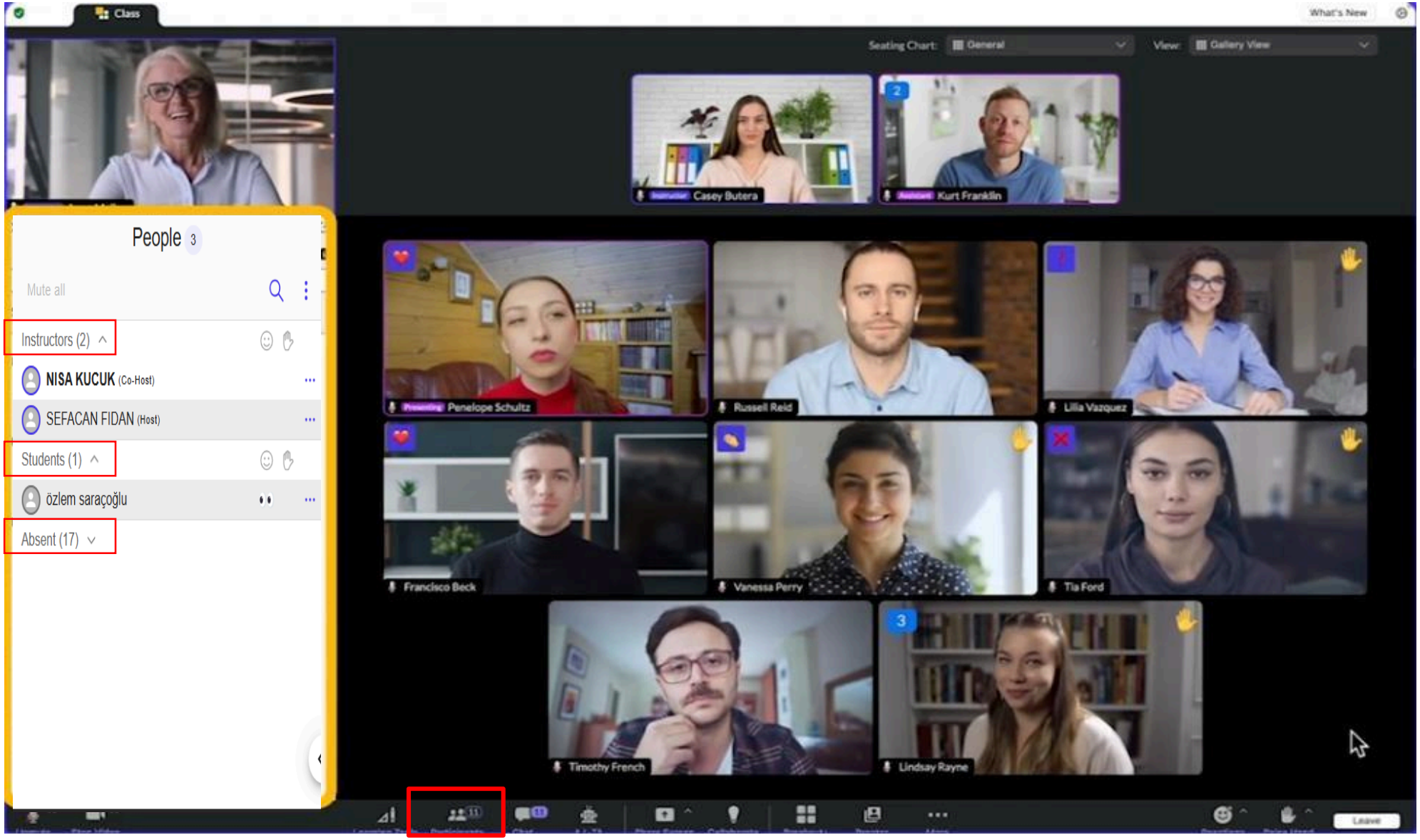
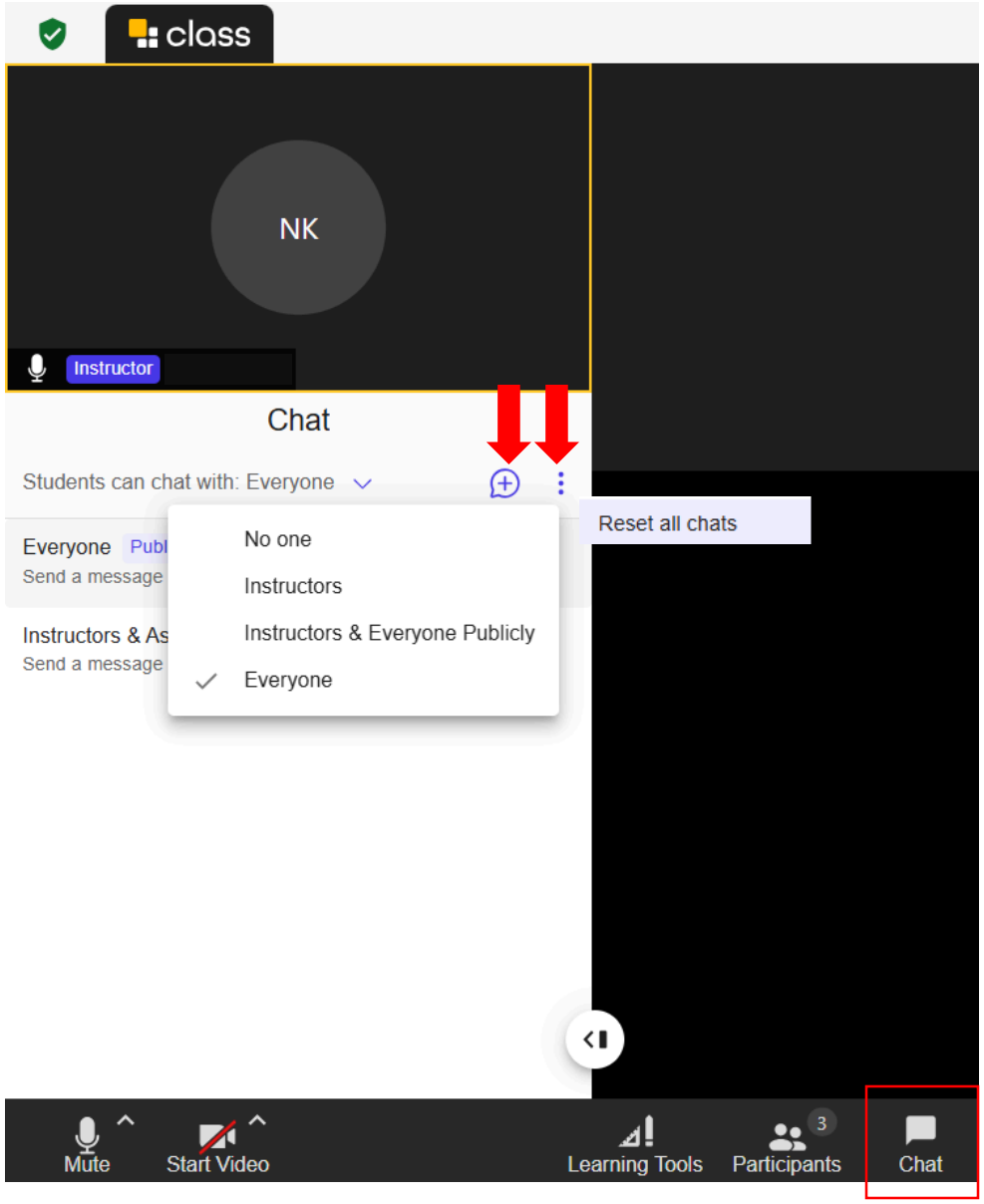
USER GUIDE FOR INSTRUCTORS

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.

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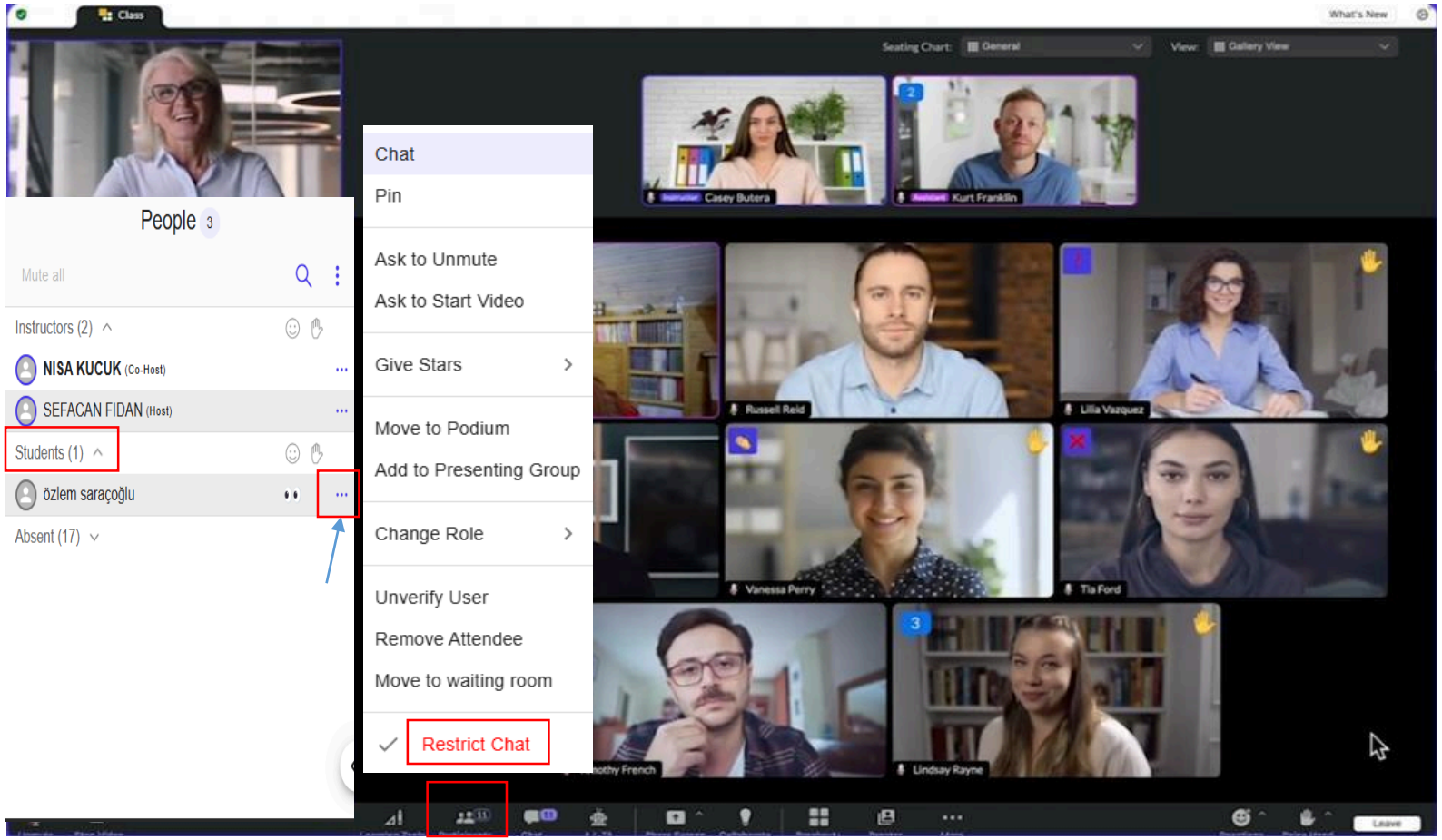
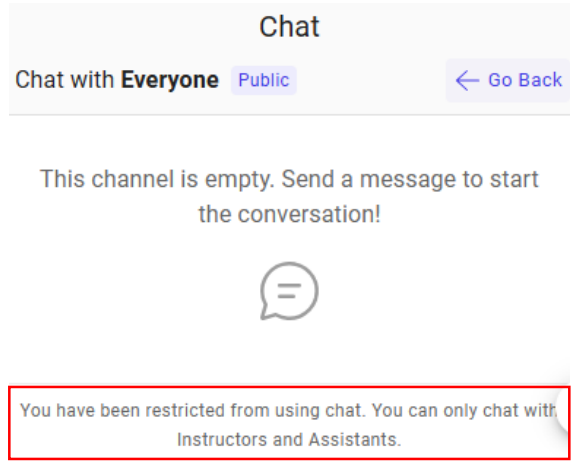
USER GUIDE FOR INSTRUCTORS

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





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

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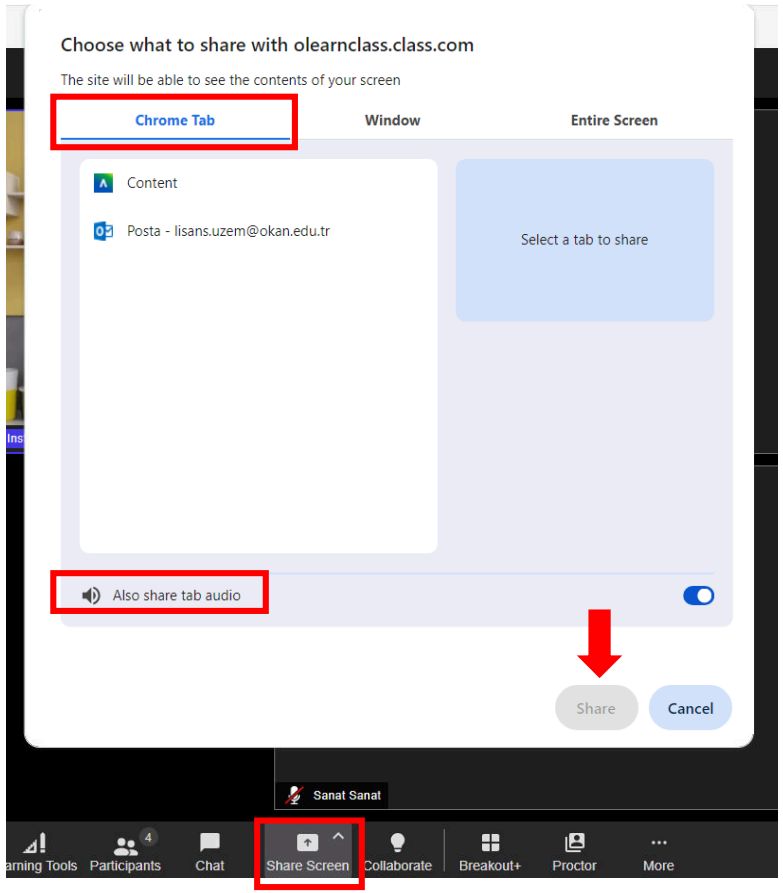
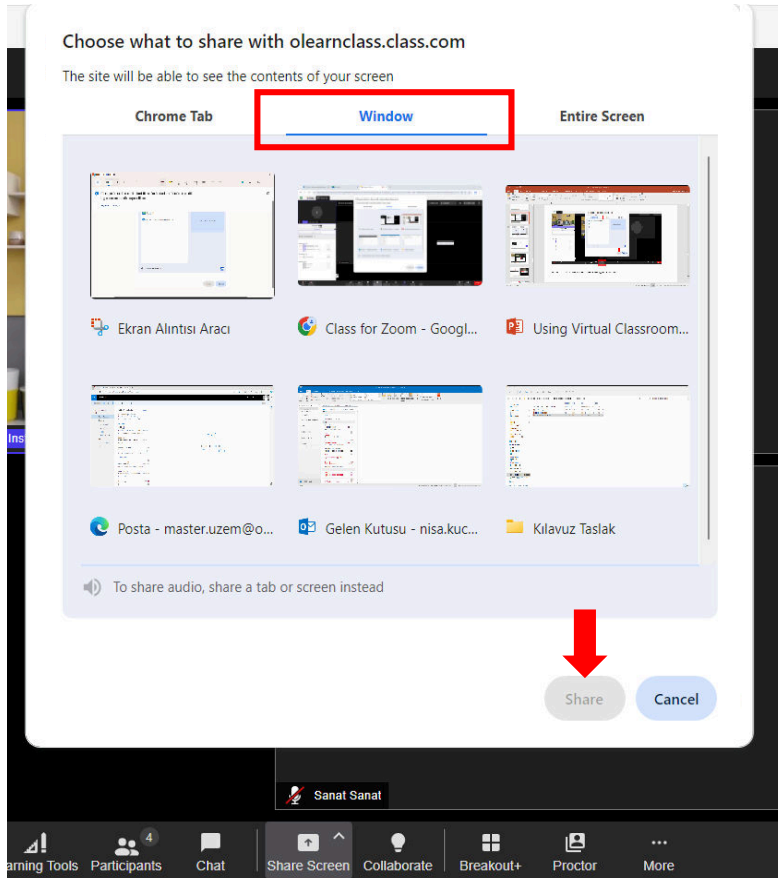
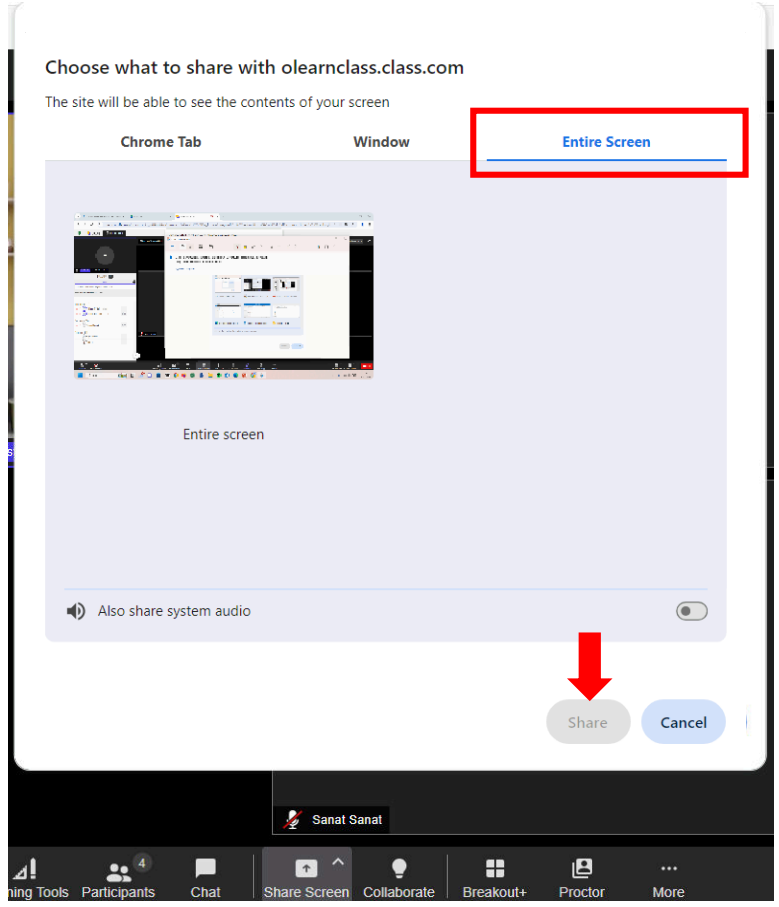
How can I share my screen?





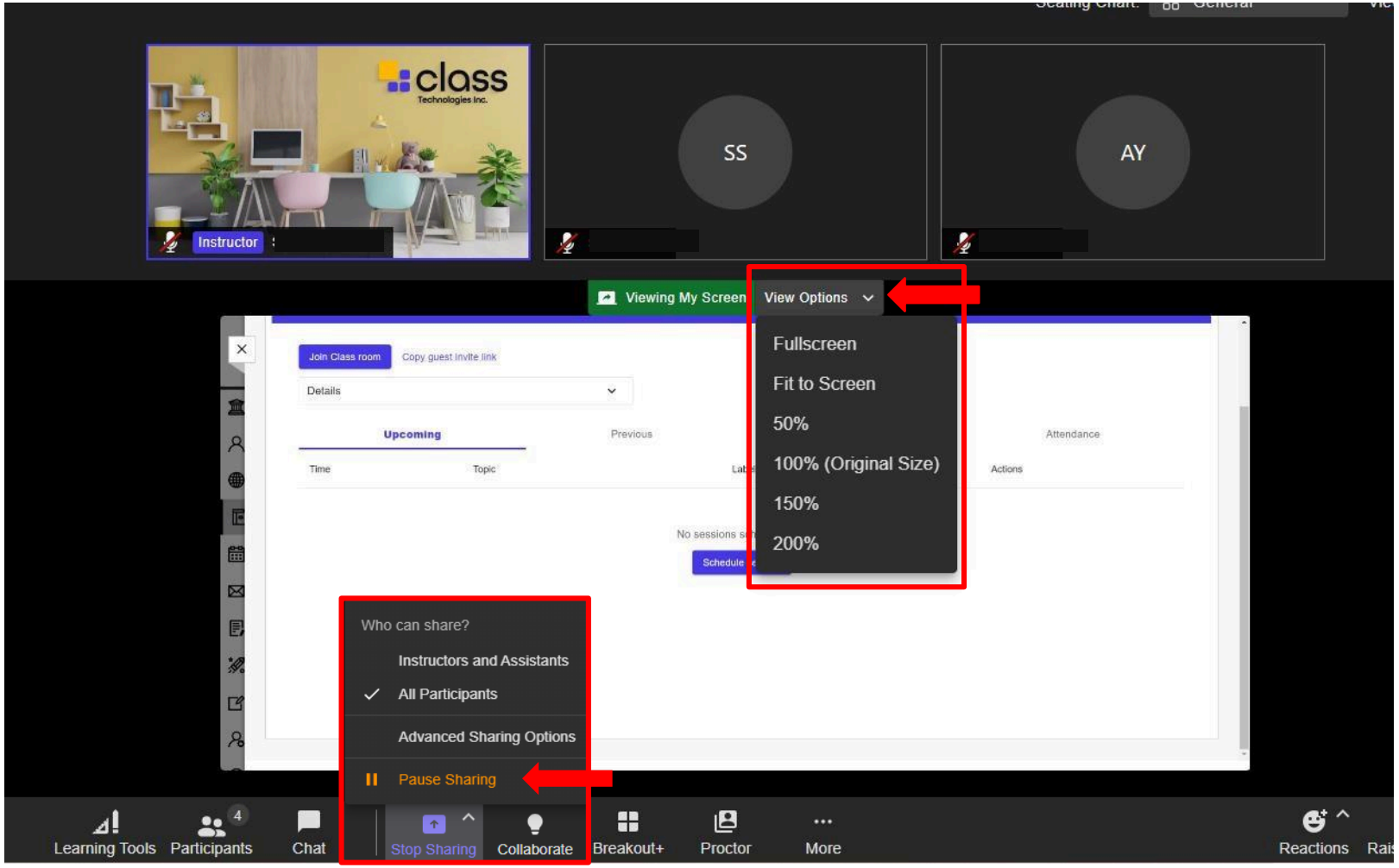


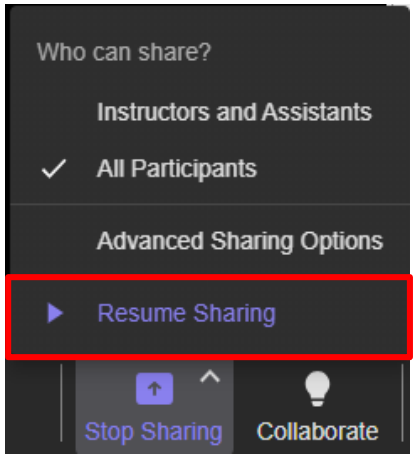
From the 'Share Screen' area, you can share your browser tab.

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.

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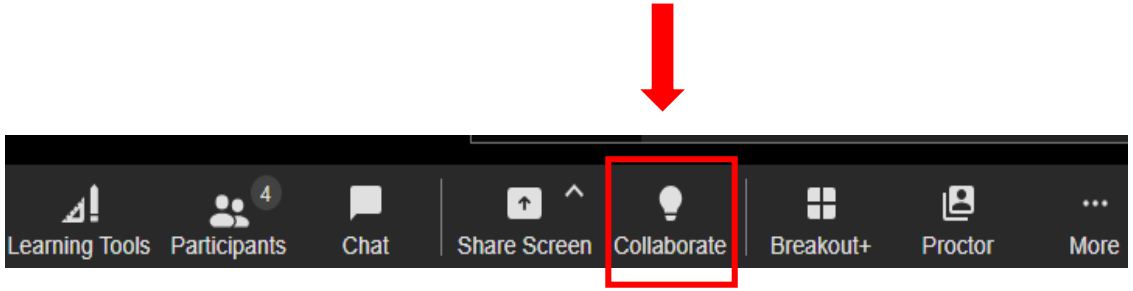
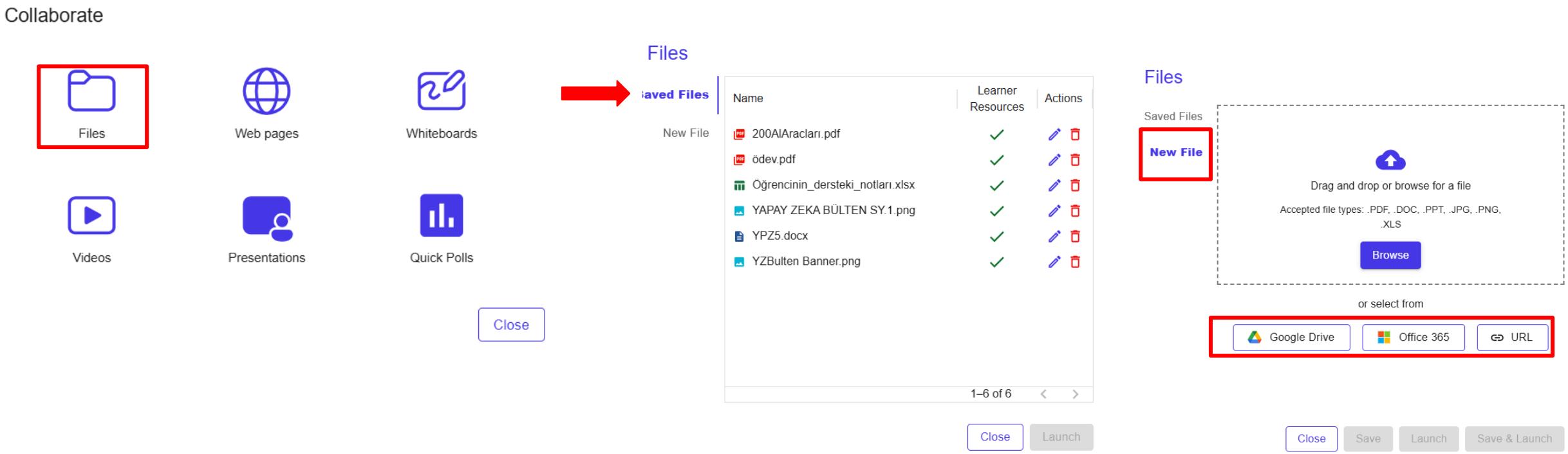
USER GUIDE FOR INSTRUCTORS

How can I use the Collaborate area?

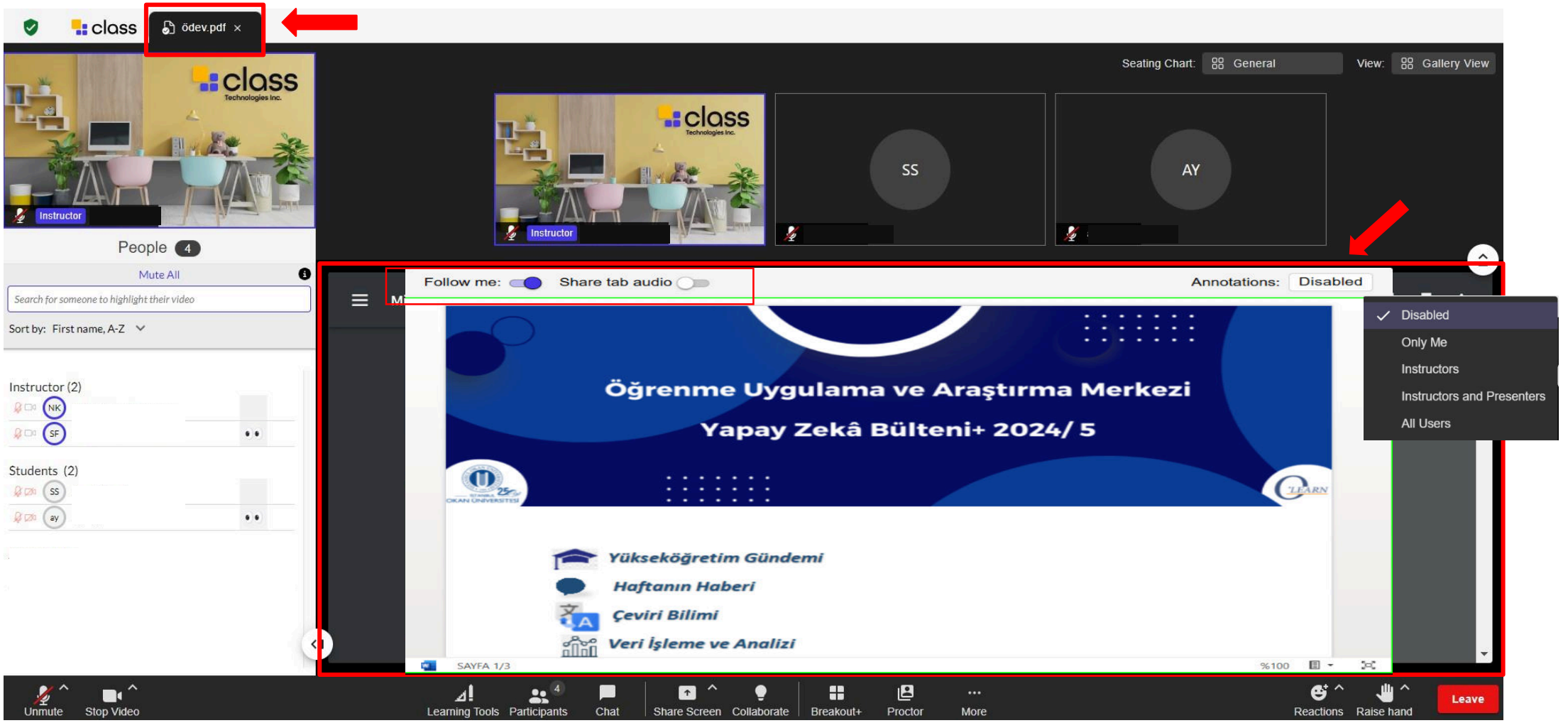


Click on the 'Collaborate' area in the bottom panel to share files, videos, web pages, and whiteboards.



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.

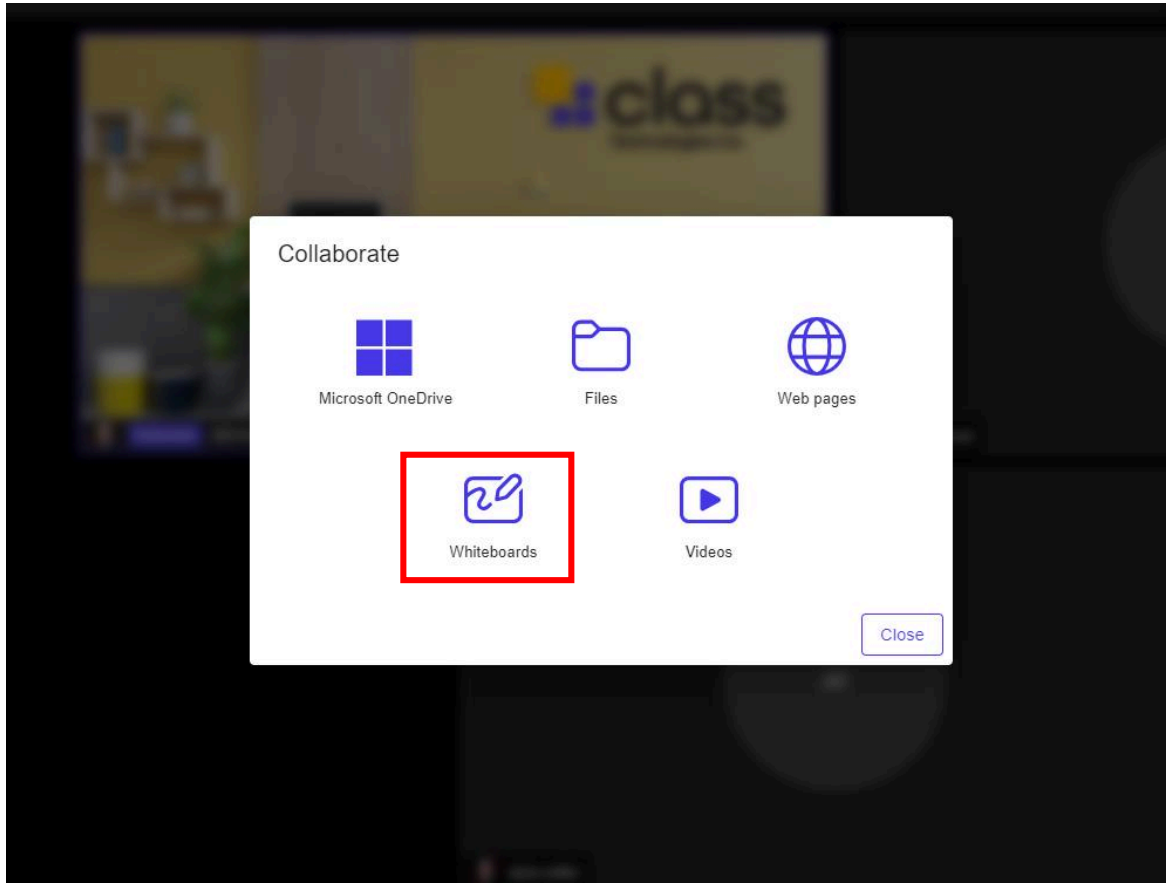
! (We do not recommend the file sharing tool at this time, you can share your presentation/file from the Screen Share area.)

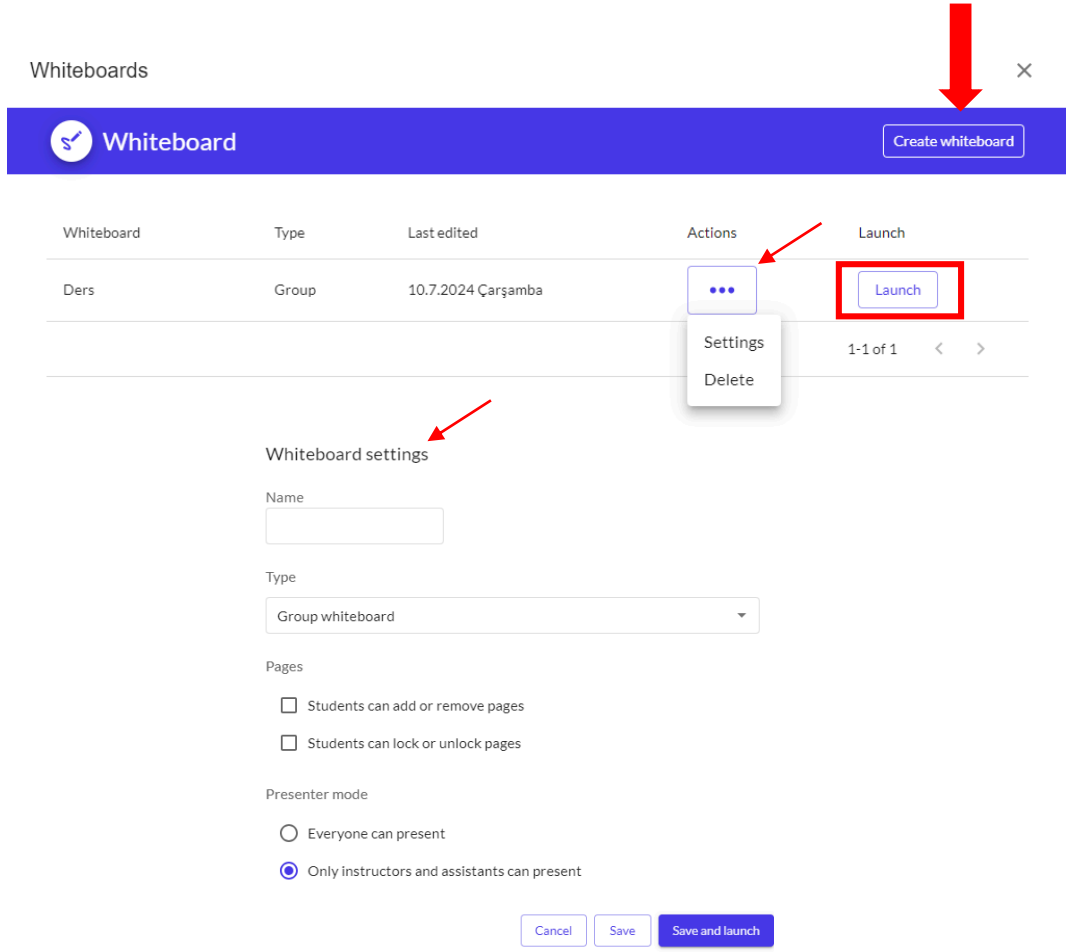


The file you have uploaded will appear as shown in the image.

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.

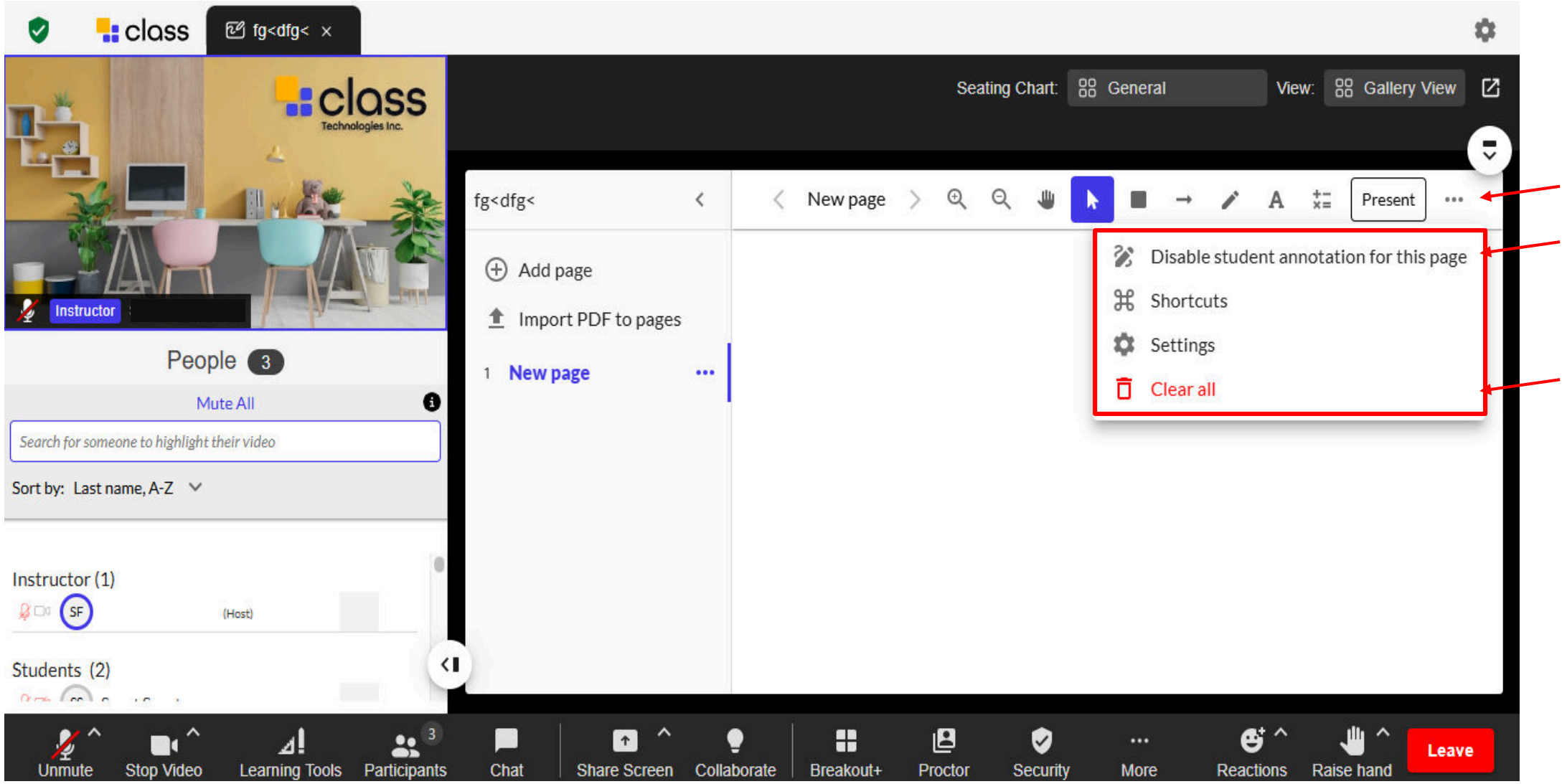




Click on the 'White Board' option from the 'Collaborate' area. In the opened screen, you can create a new whiteboard by selecting the 'Create Whiteboard' option.

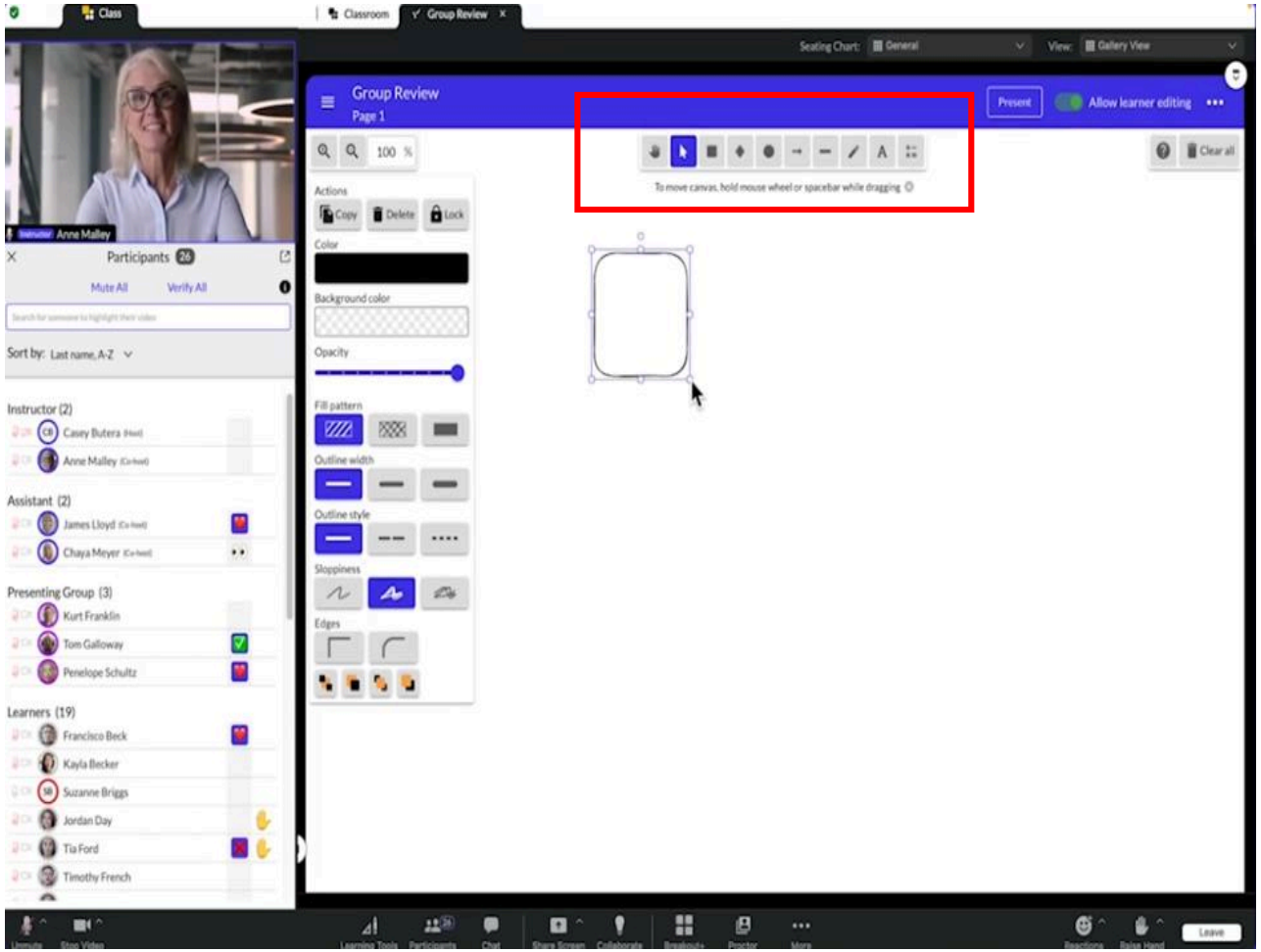
You can view the whiteboards you have created or previously created whiteboards, and share them with your class by selecting the 'Launch' option.

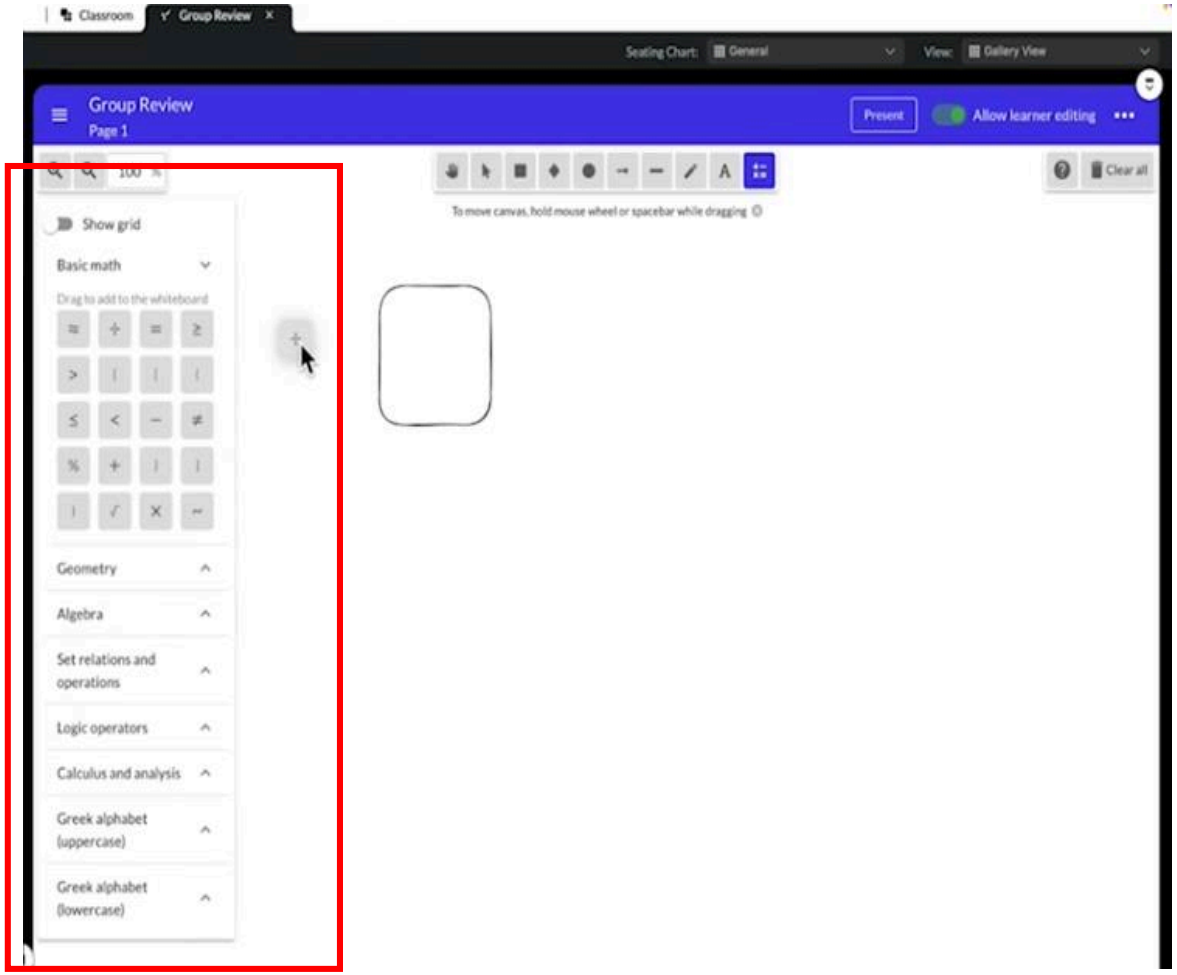
You can make the desired adjustments from the 'Settings' option.



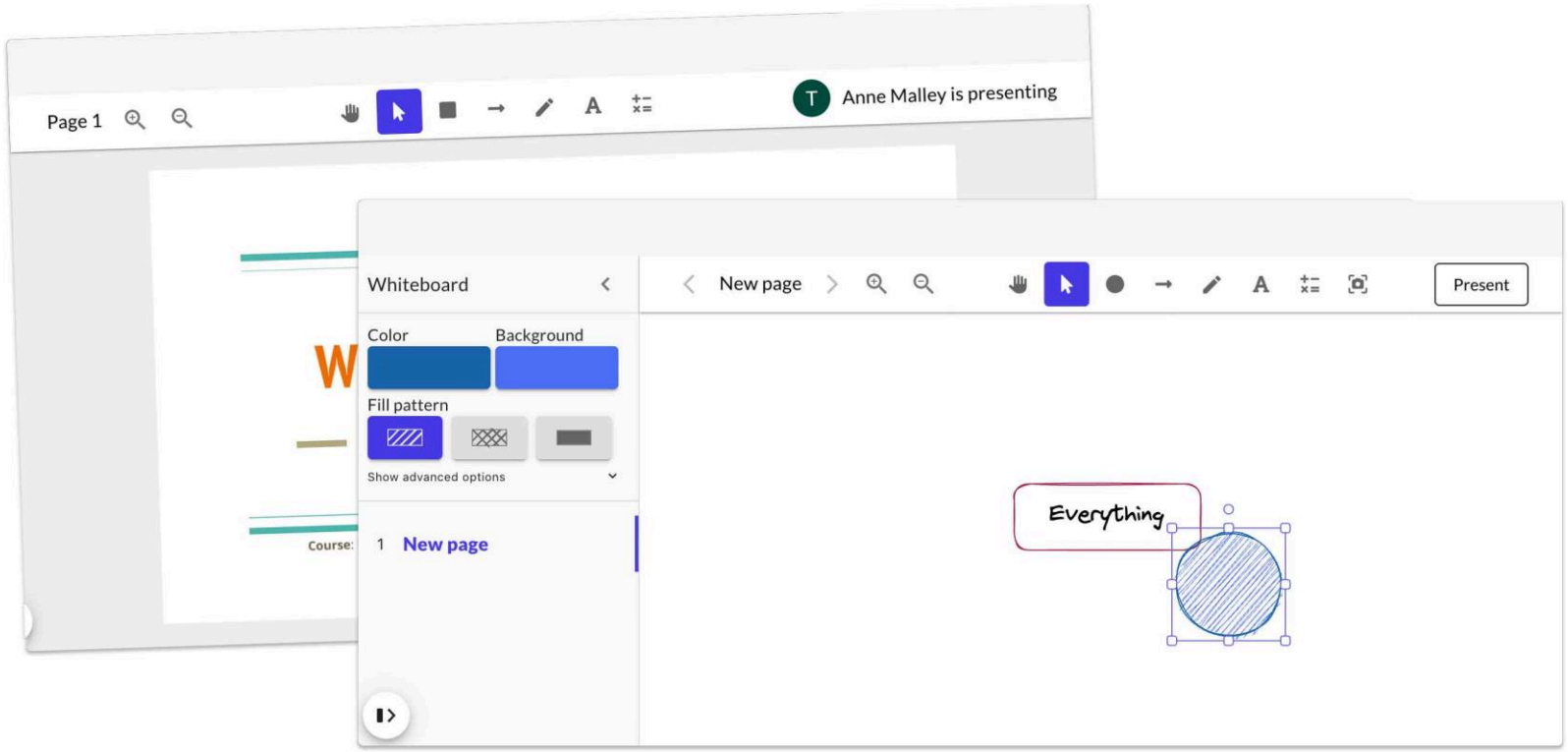
You can provide students with access to the whiteboard from the marked area.

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.



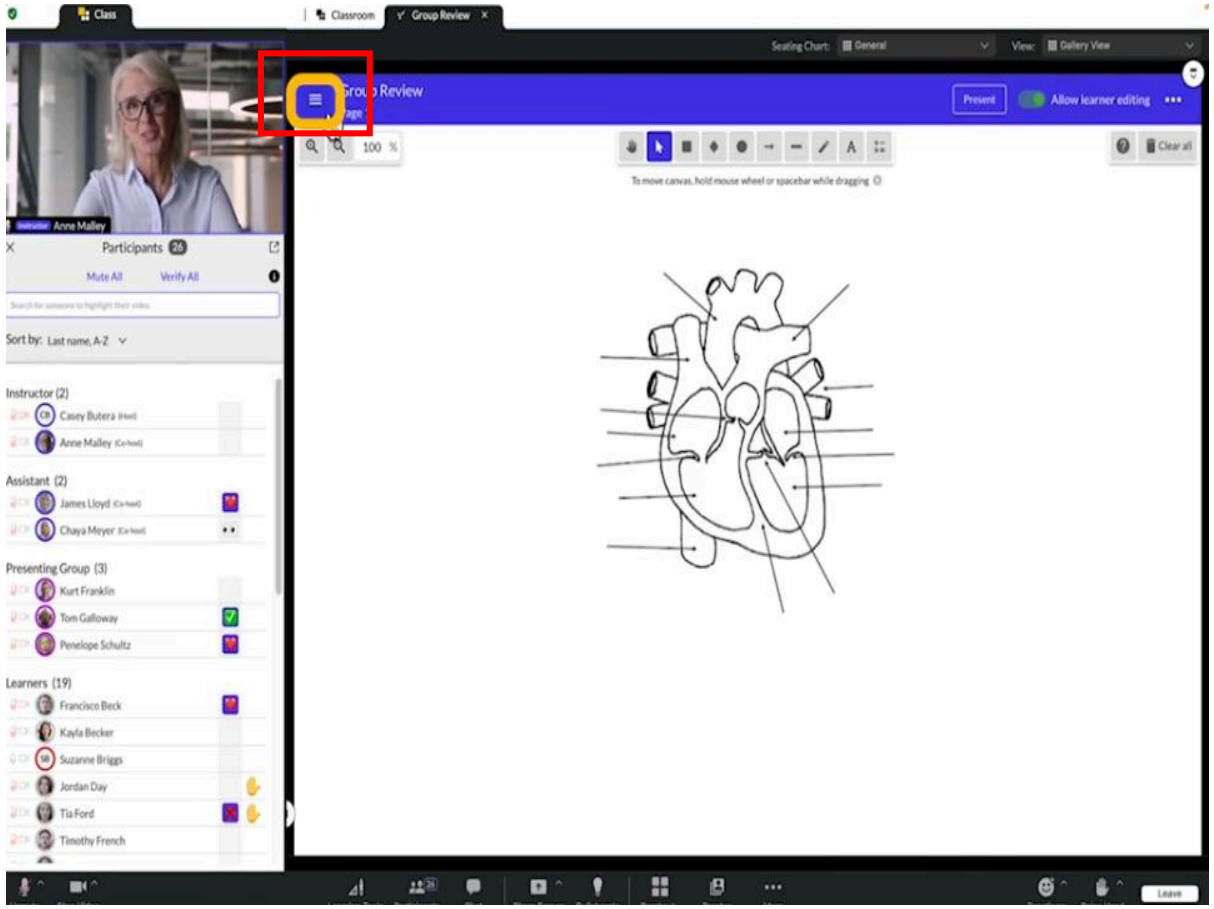
Annotation tools are supported on iPad and Android tablets.

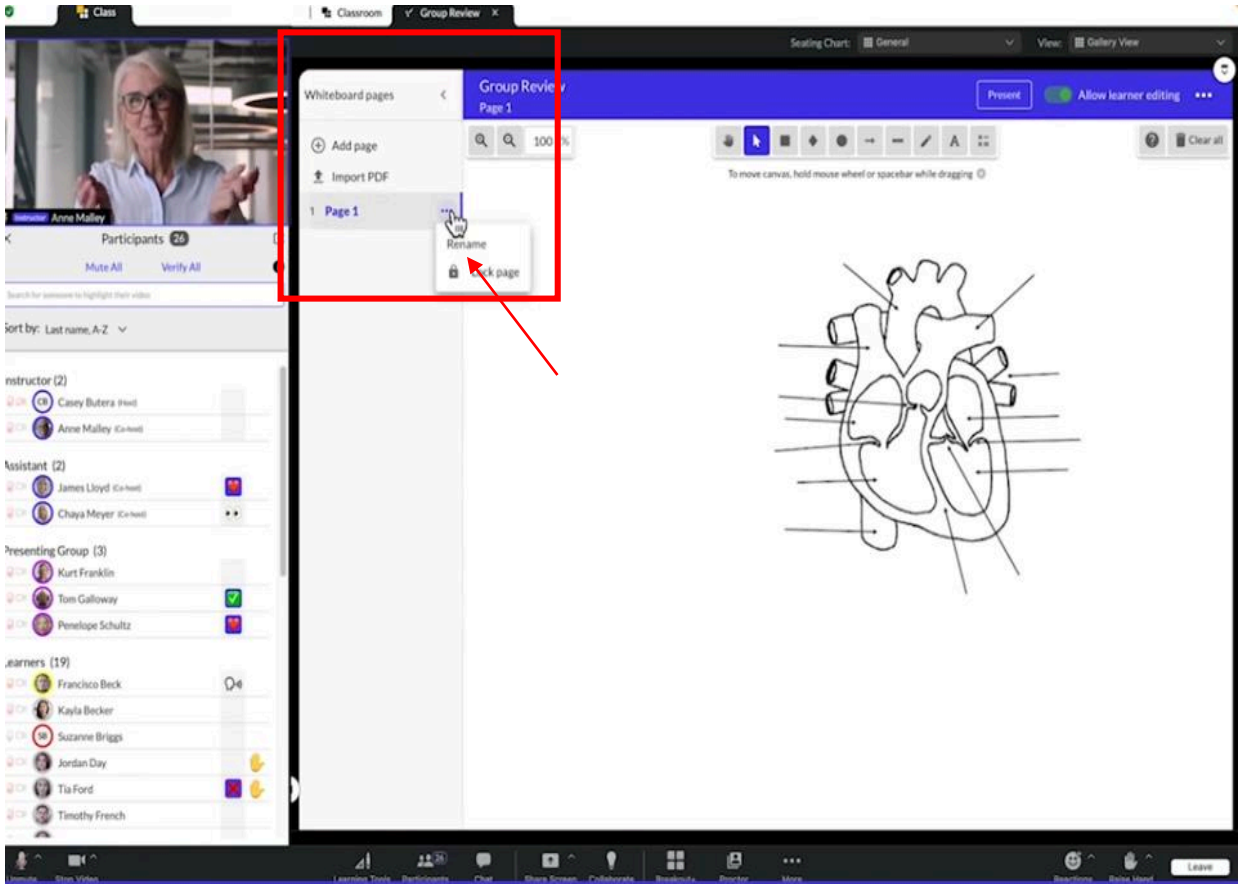
You can get a wider view in landscape mode; to do this, turn off Self View.

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.

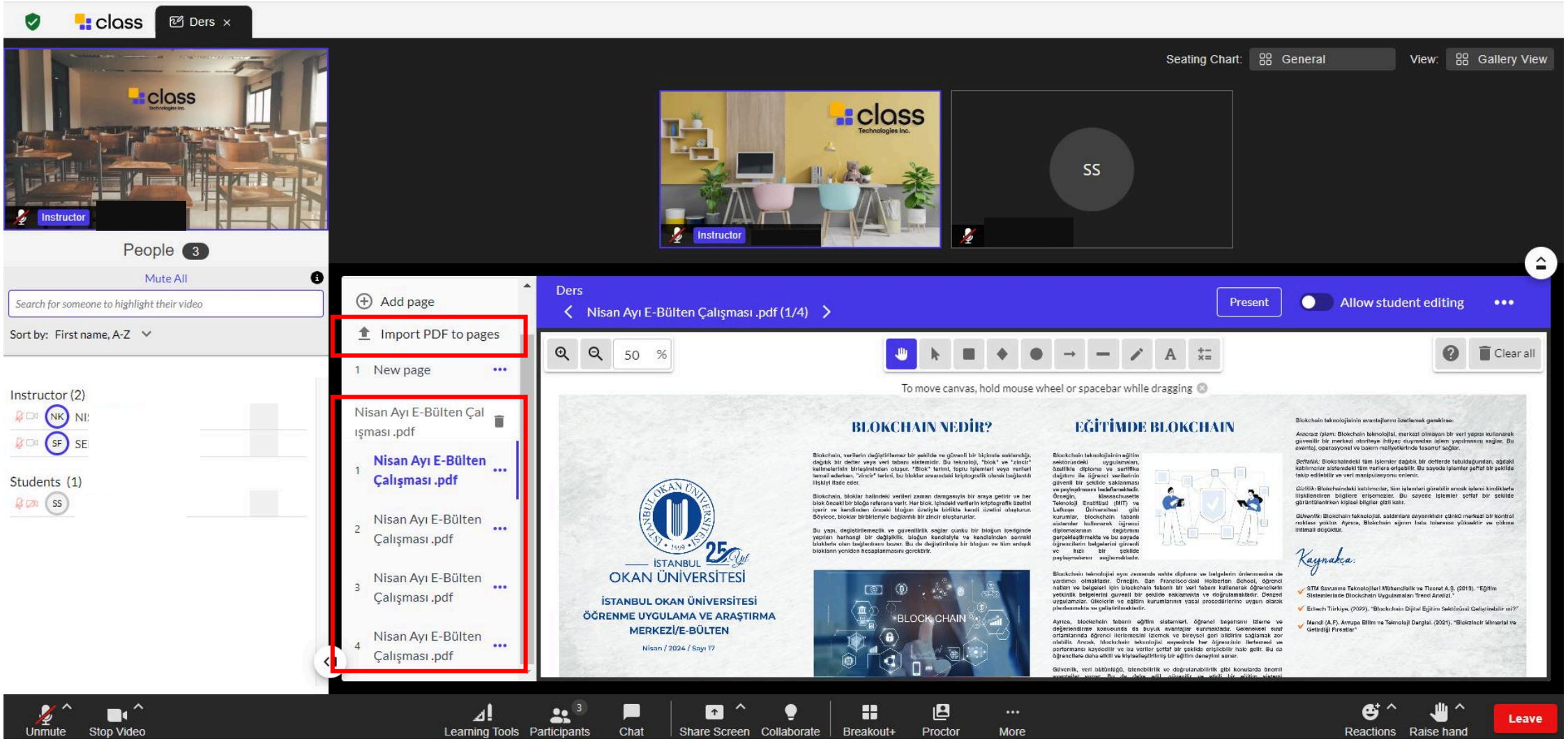
Using a stylus/pen on tablets improves handwriting quality.



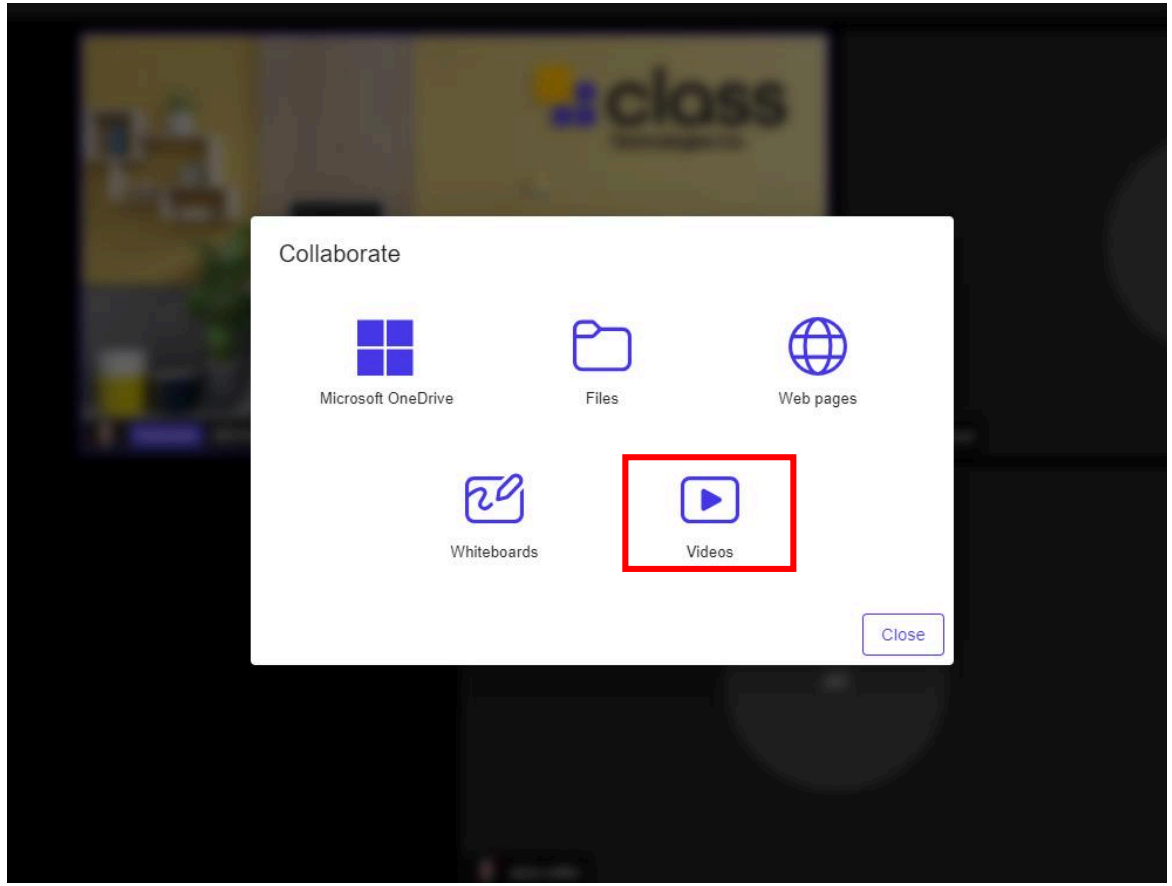


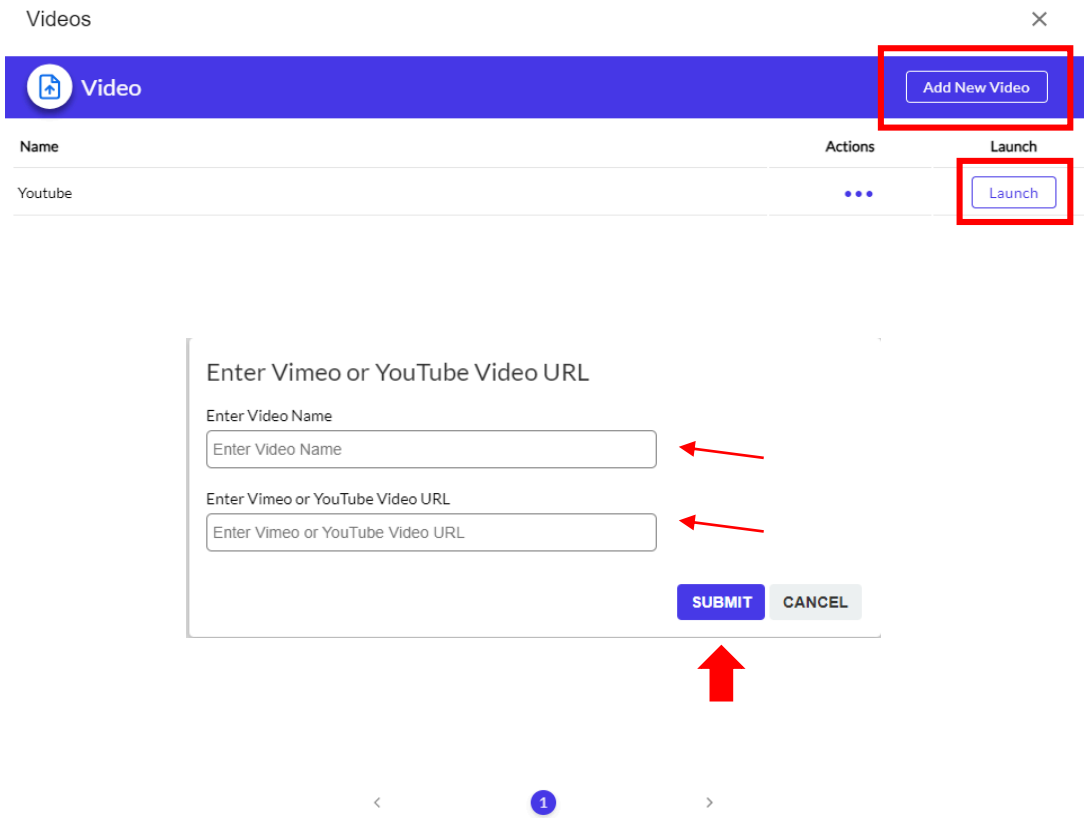
From the marked area, you can add a new white page using the 'Add Page' option.

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



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



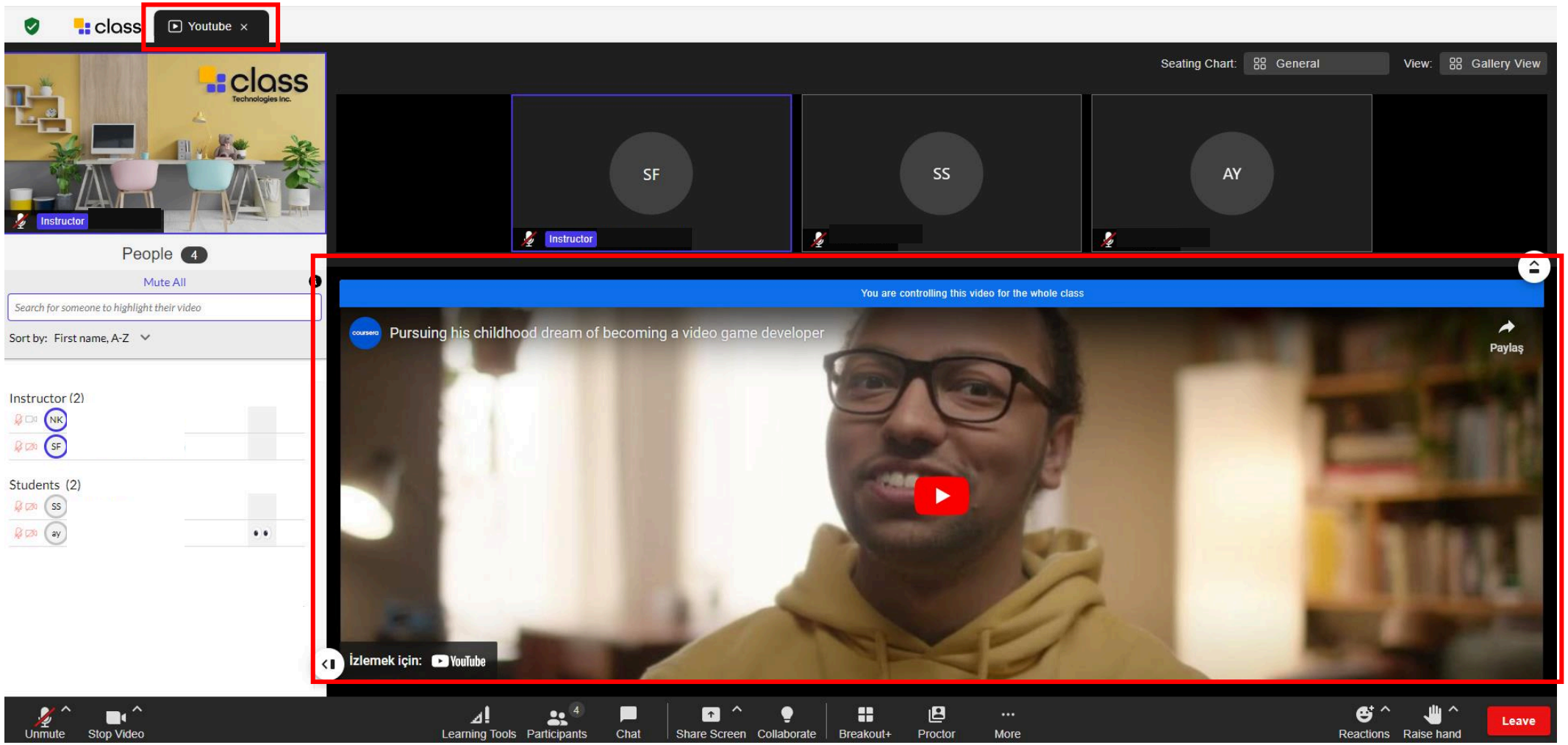


Click on the 'Videos' option from the 'Collaborate' area.

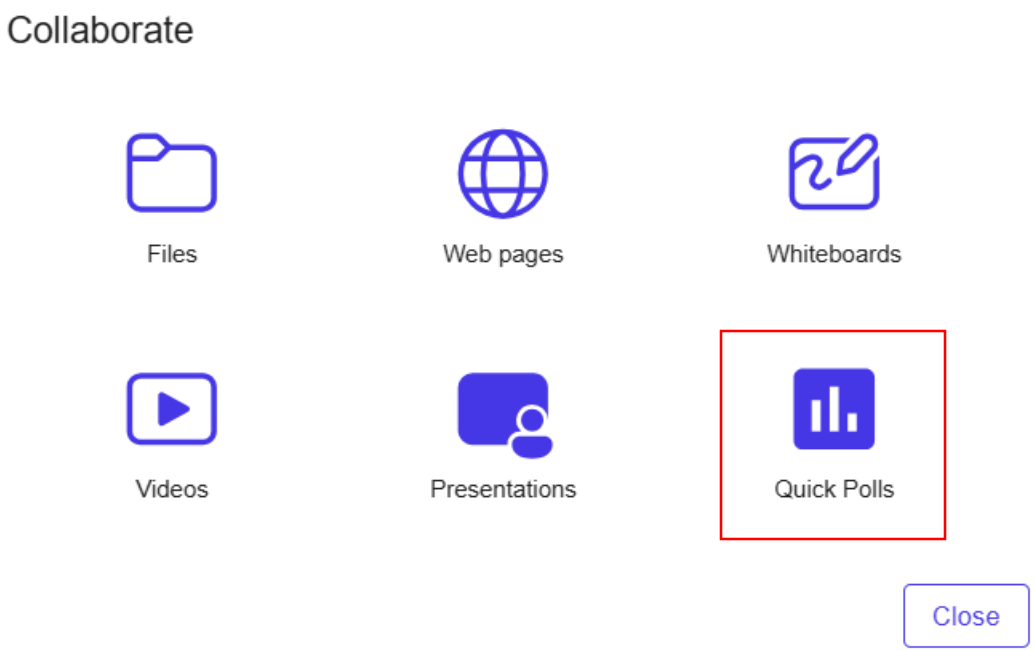
On the opened screen, you can add a new video by selecting 'Add New Video.'

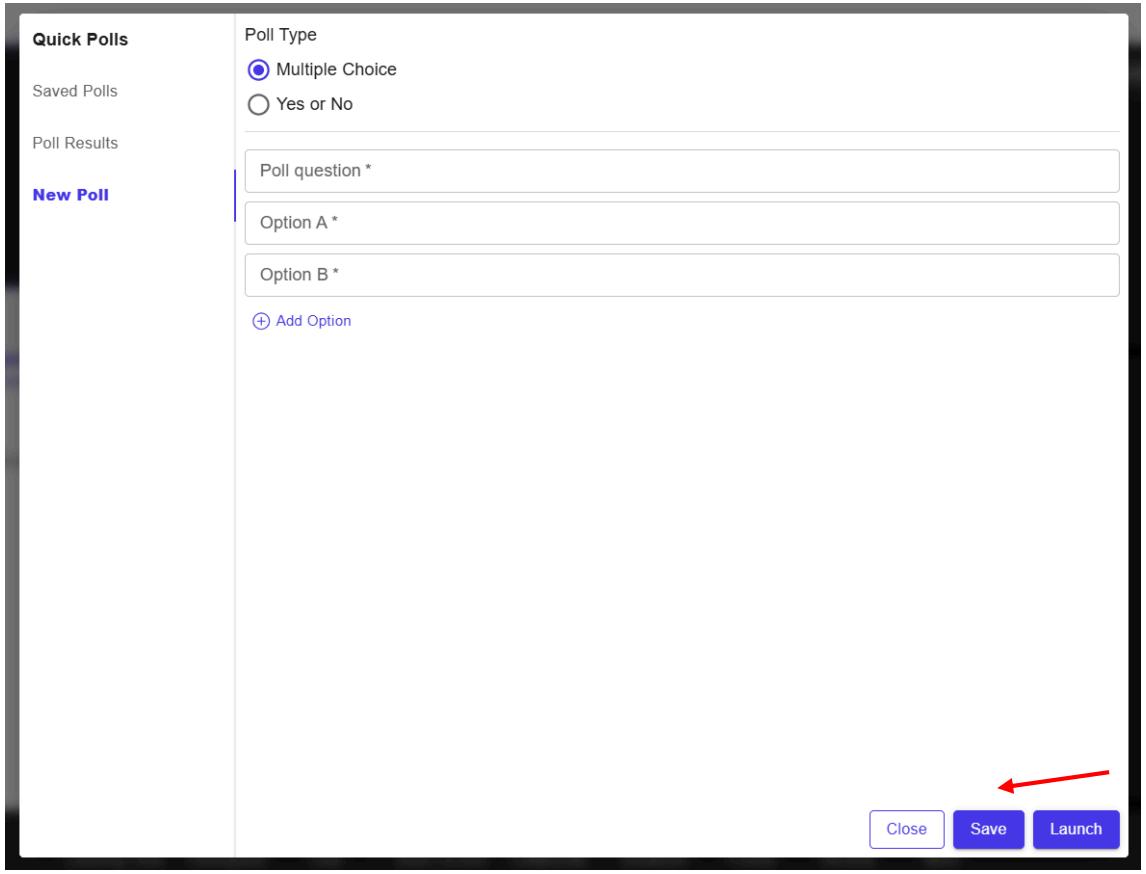
You can view the videos you have added or previously added, and share them with your class using the 'Launch' option.

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



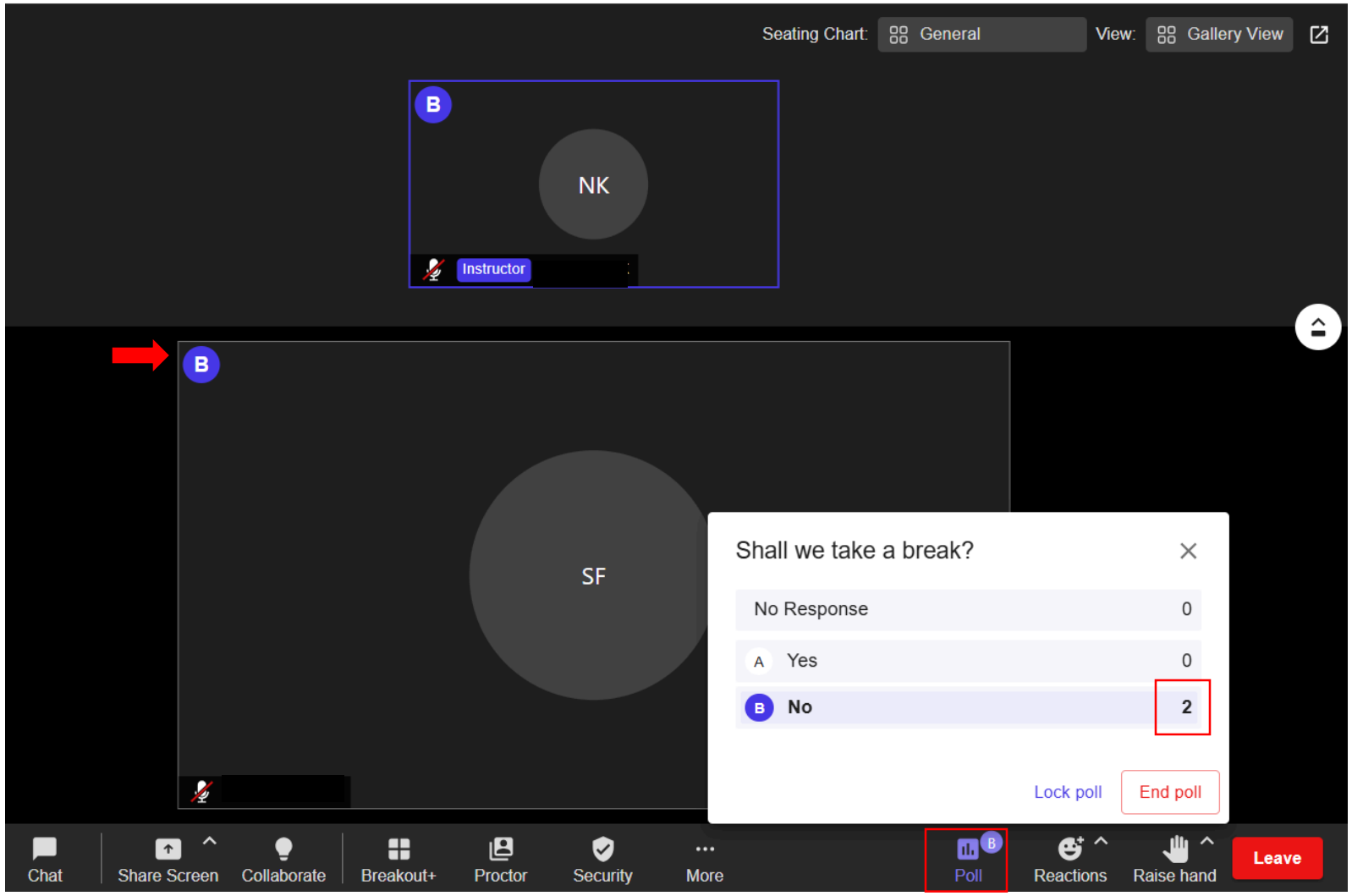
You can watch your video with the class on the screen.





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

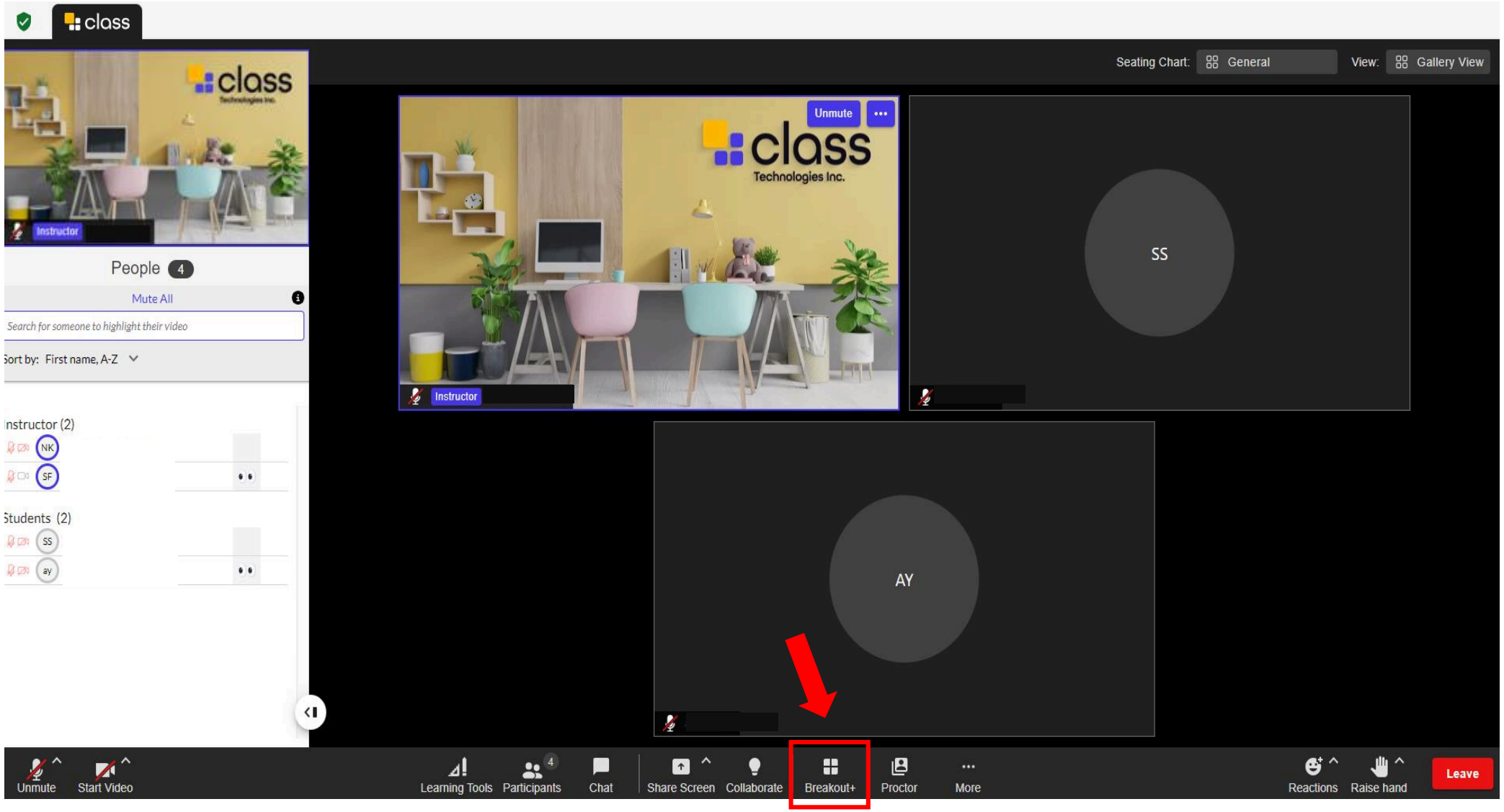
You can save and share the quick poll.



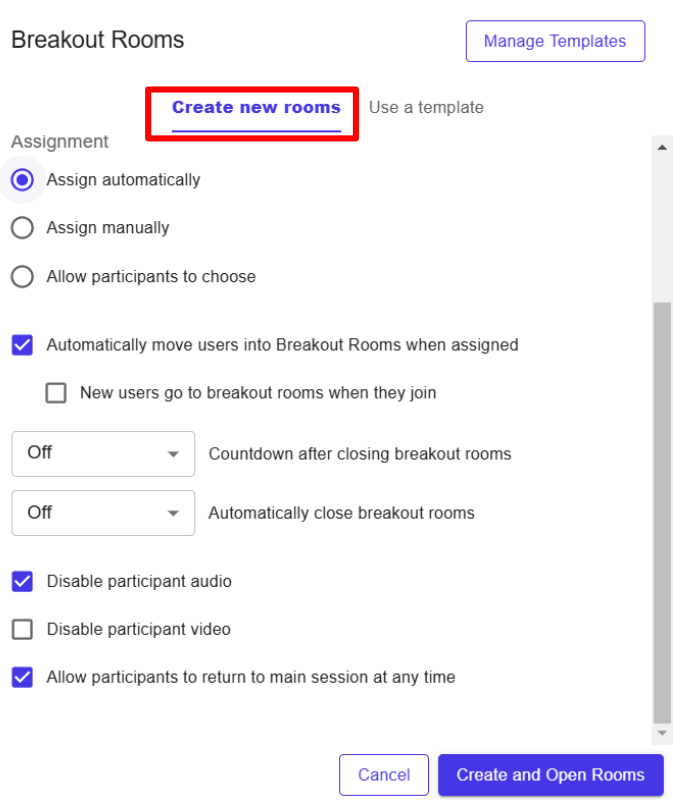
You can view the answers given. You can see which answer the user gave from the marked area.

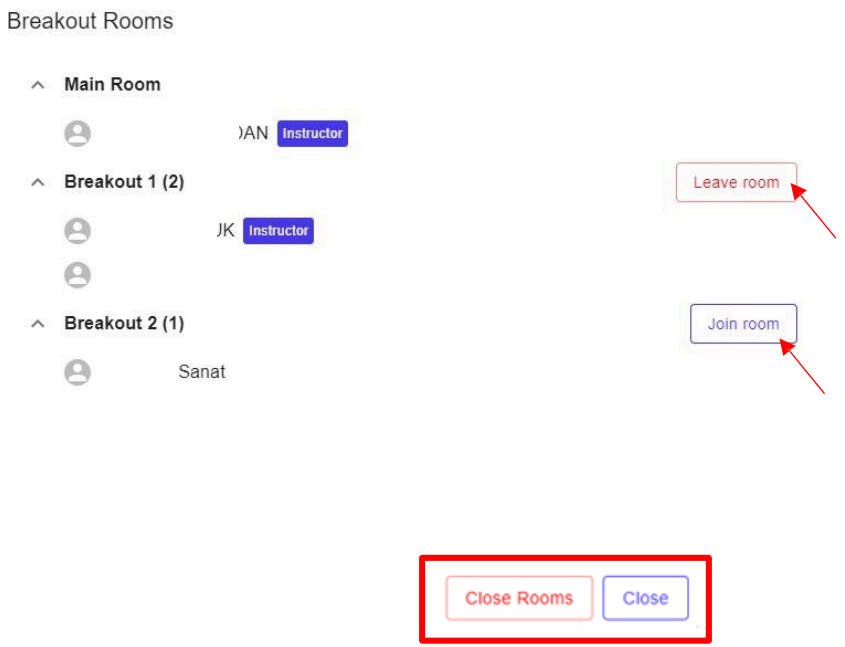
ISTANBUL OKAN UNIVERSITY CLASS COLLAB
USER GUIDE FOR INSTRUCTORS

How can I create breakout rooms in a session?



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

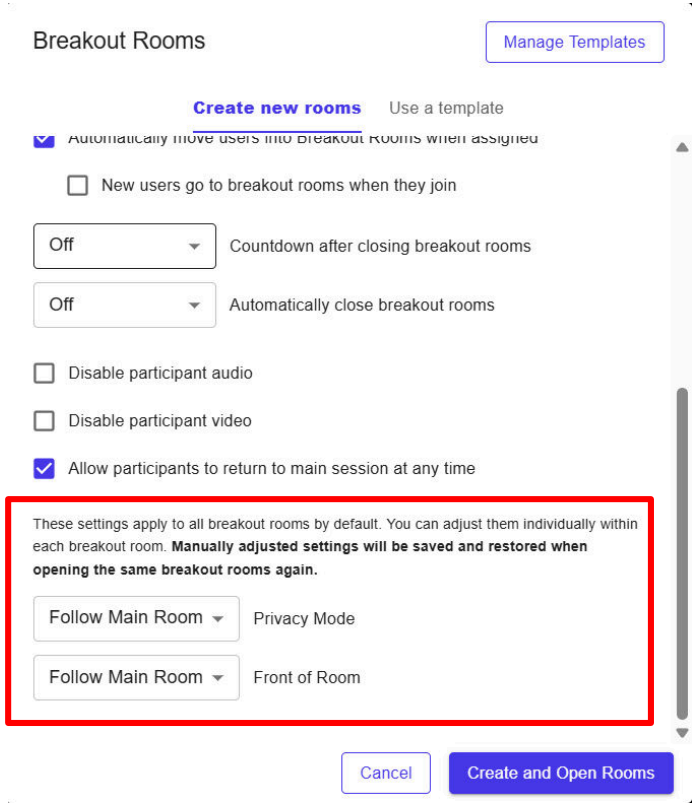


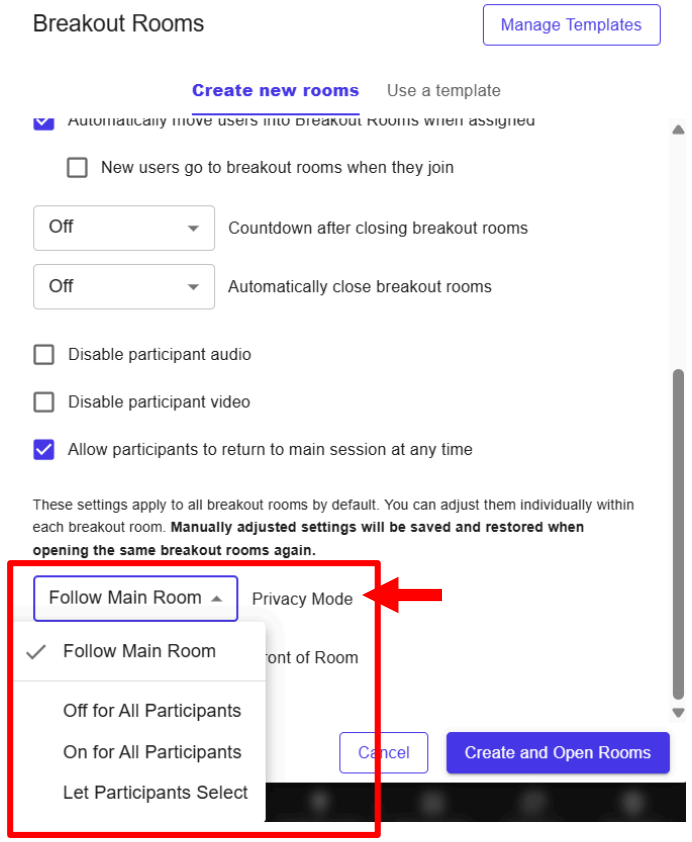


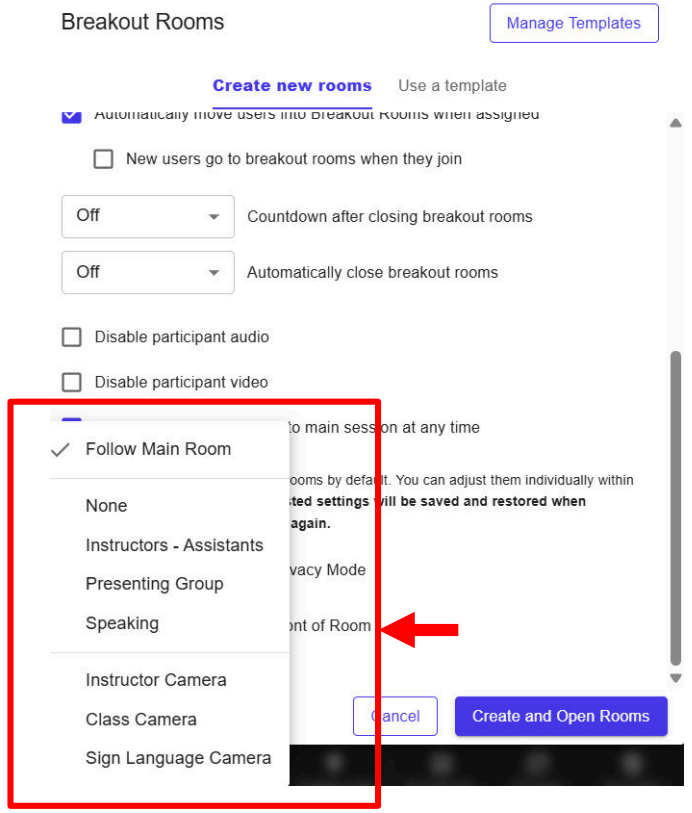
You can choose the options you want by specifying the number of rooms in the 'Create new rooms' section. (max 100)

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.



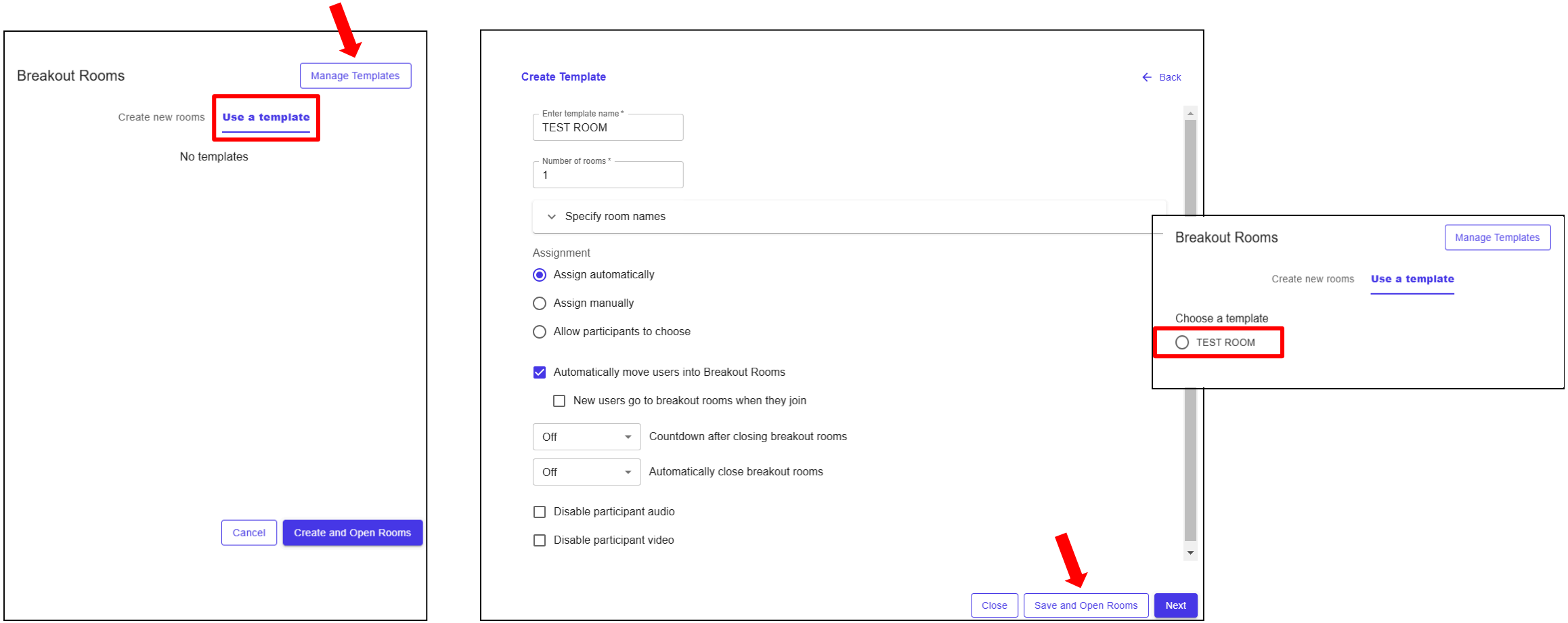




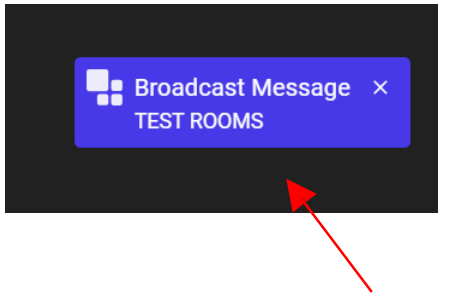
Privacy Mode determines who can see a video.

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.

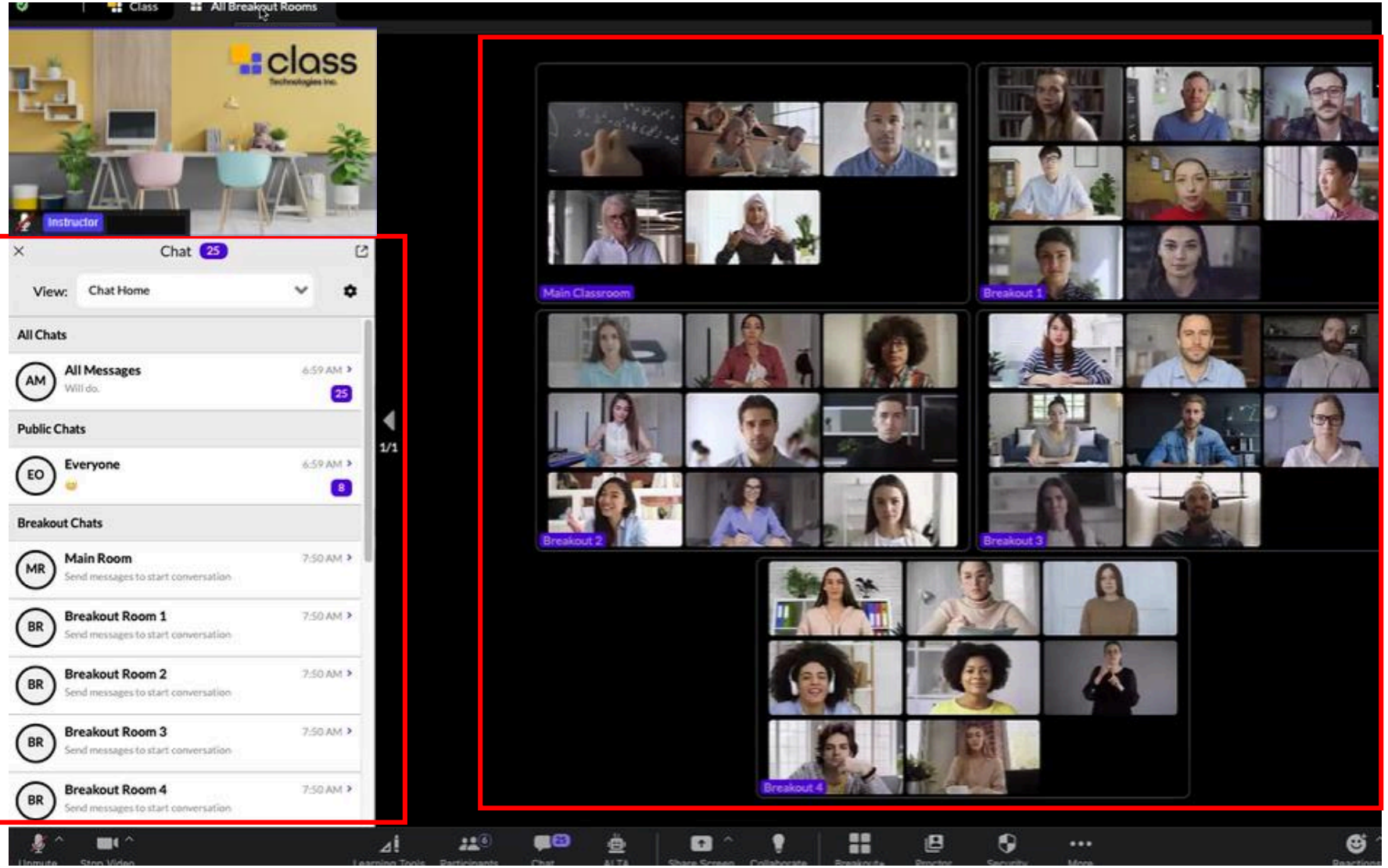


You can create new rooms in the 'Use the template' section, and you can use these rooms ready in your next lesson.

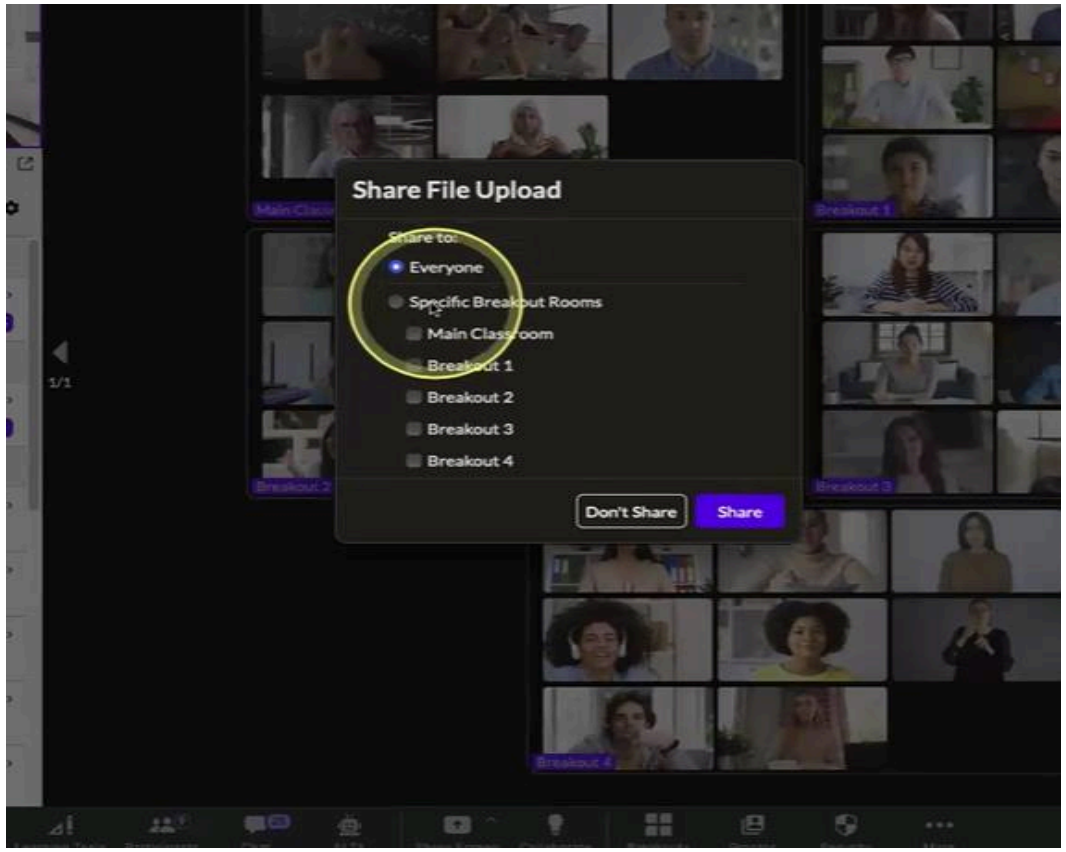


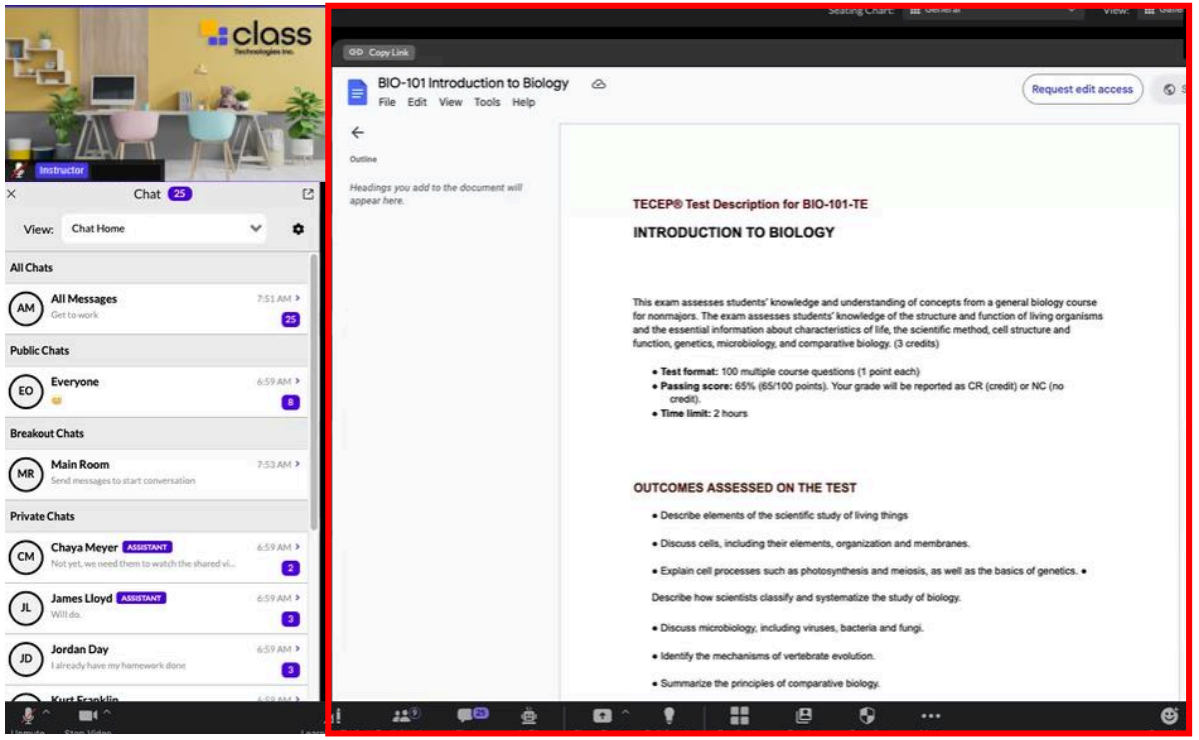
You can drag and drop the user you want to move to another room into the desired room using your cursor.

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.

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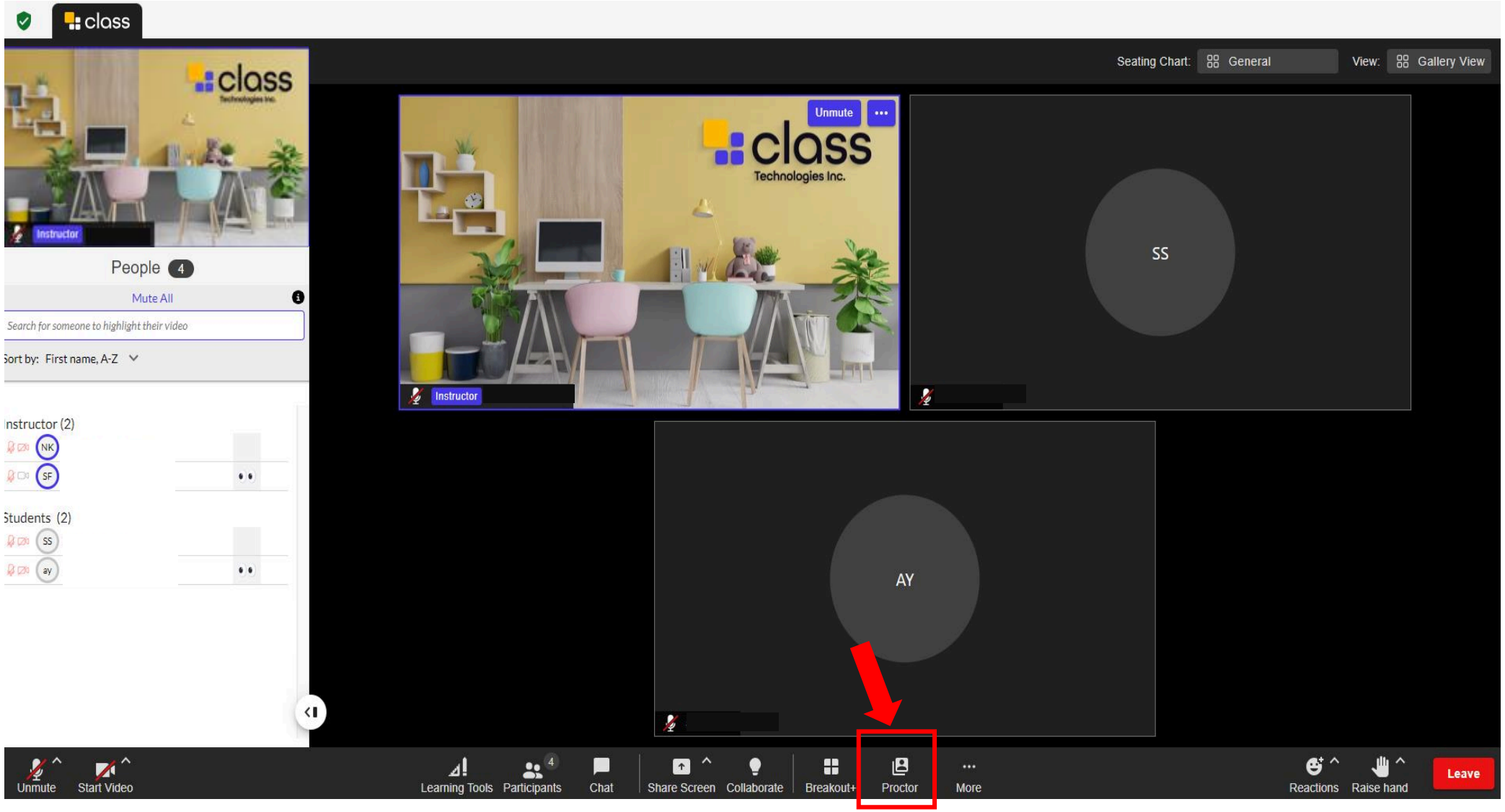
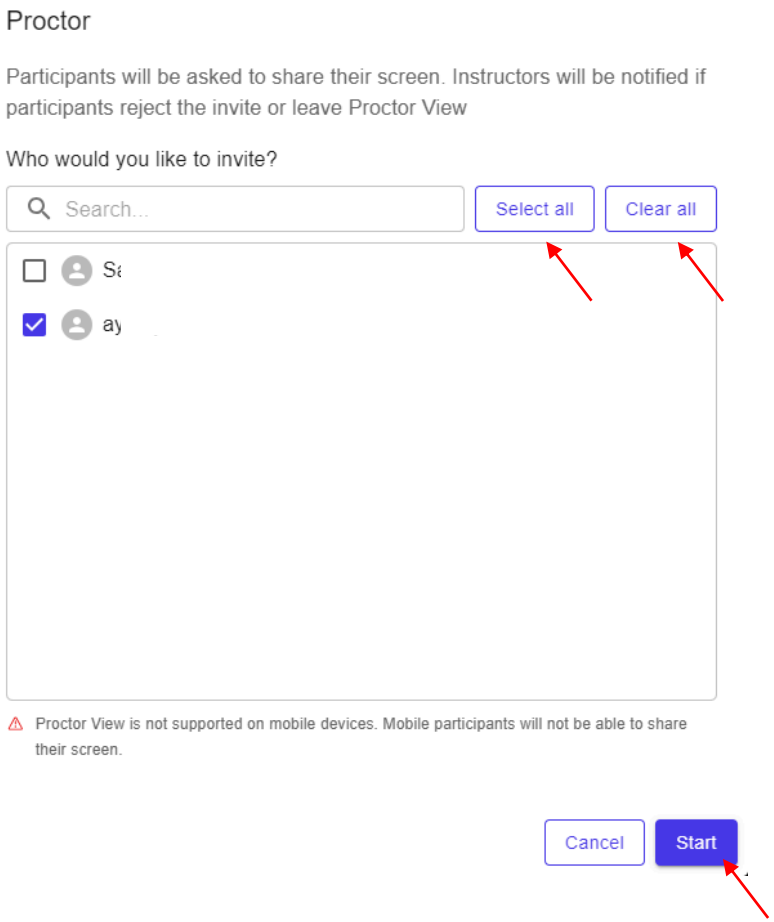
ISTANBUL OKAN UNIVERSITY CLASS COLLAB USER GUIDE FOR INSTRUCTORS

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



Proctor area is used for student monitoring and management.

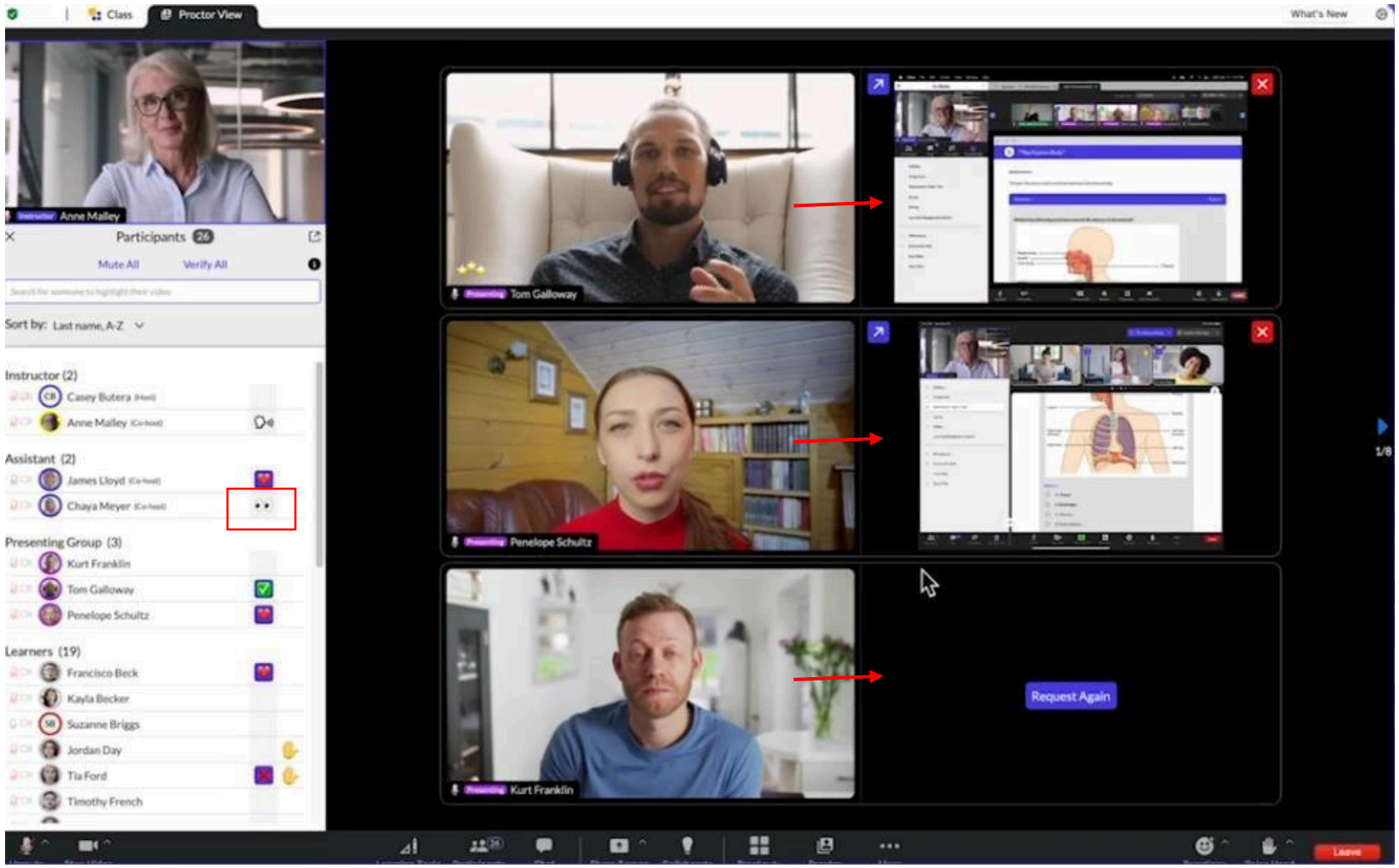


In the opened screen, you can select the student you want to share the screen with from the ’Search’ area.

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

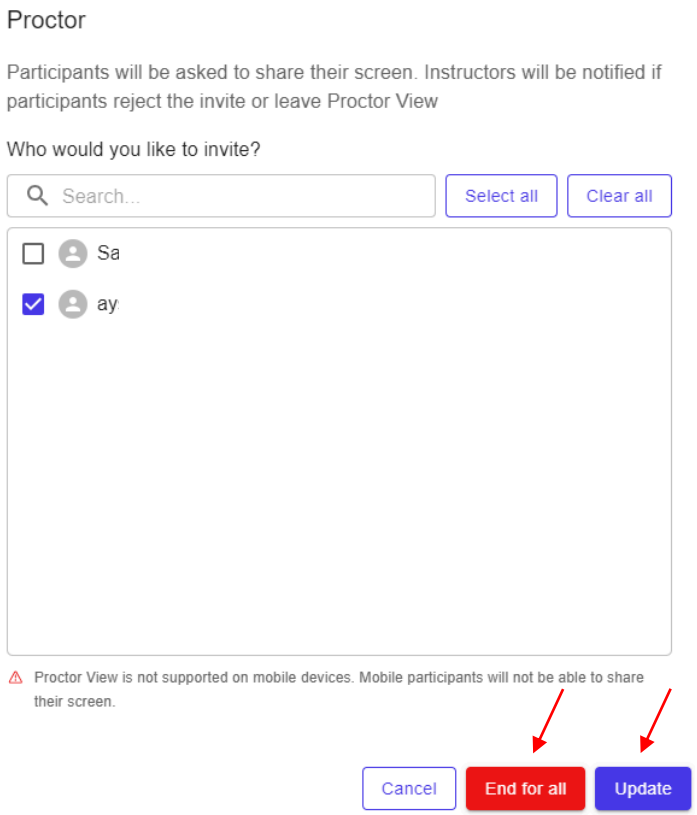
You can clear all settings with the ‘Clear All’ option.

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.



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.

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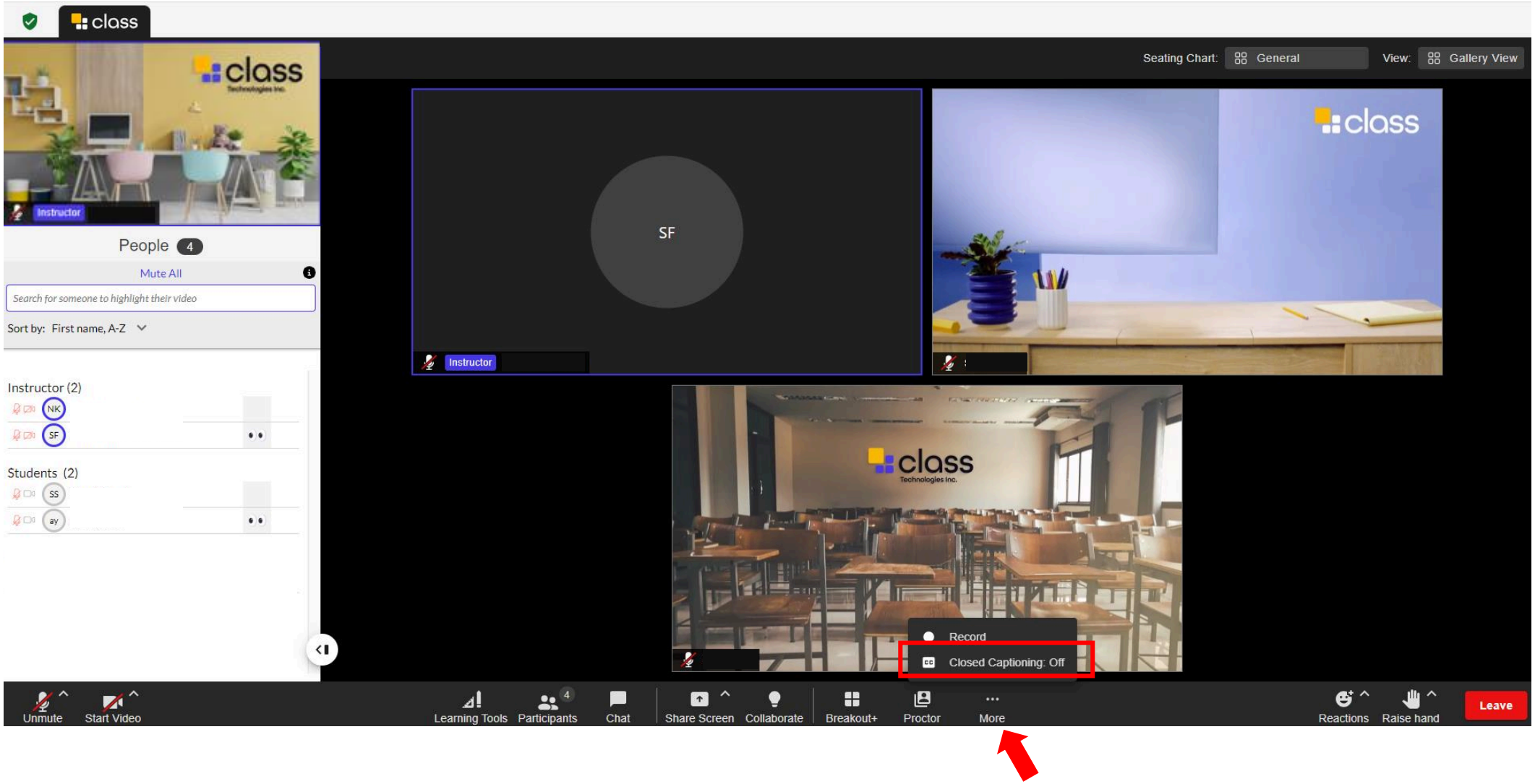
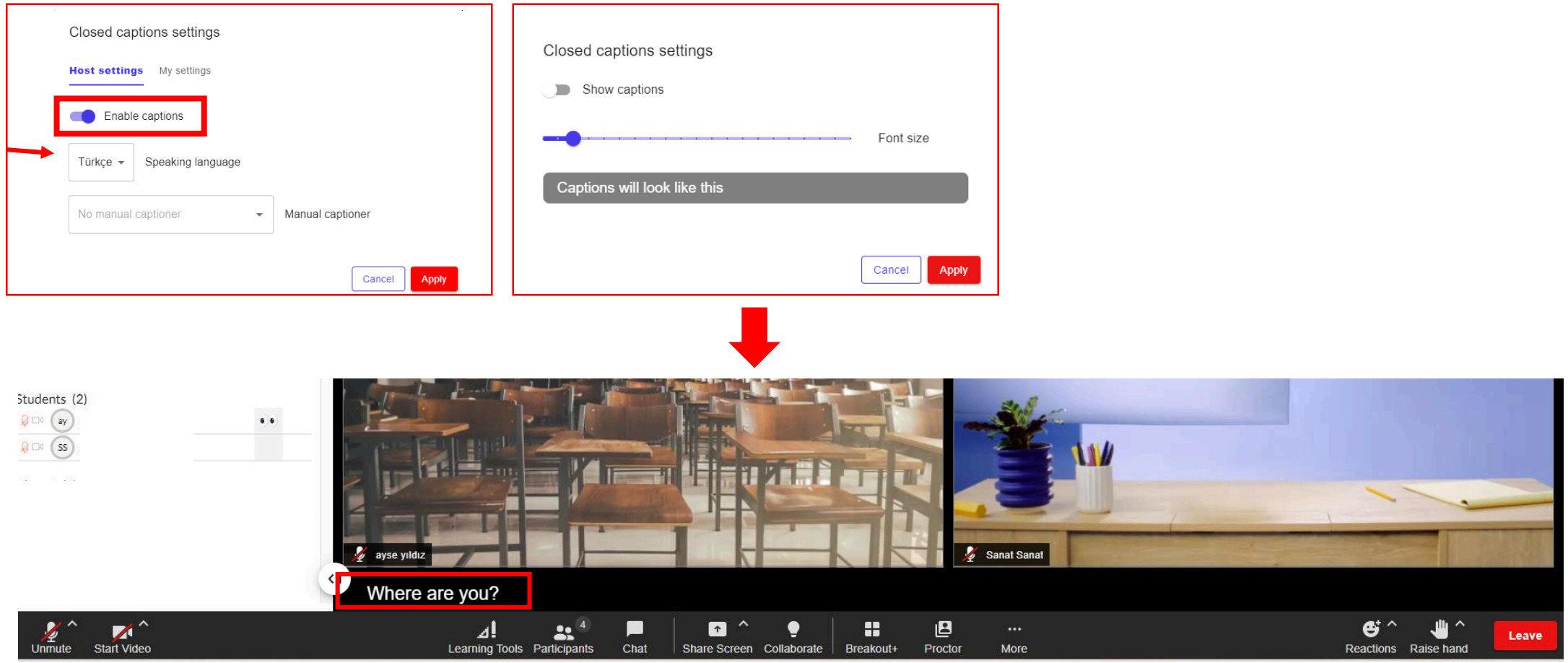
USER GUIDE FOR INSTRUCTORS

Where can I activate the subtitle feature?



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‘.

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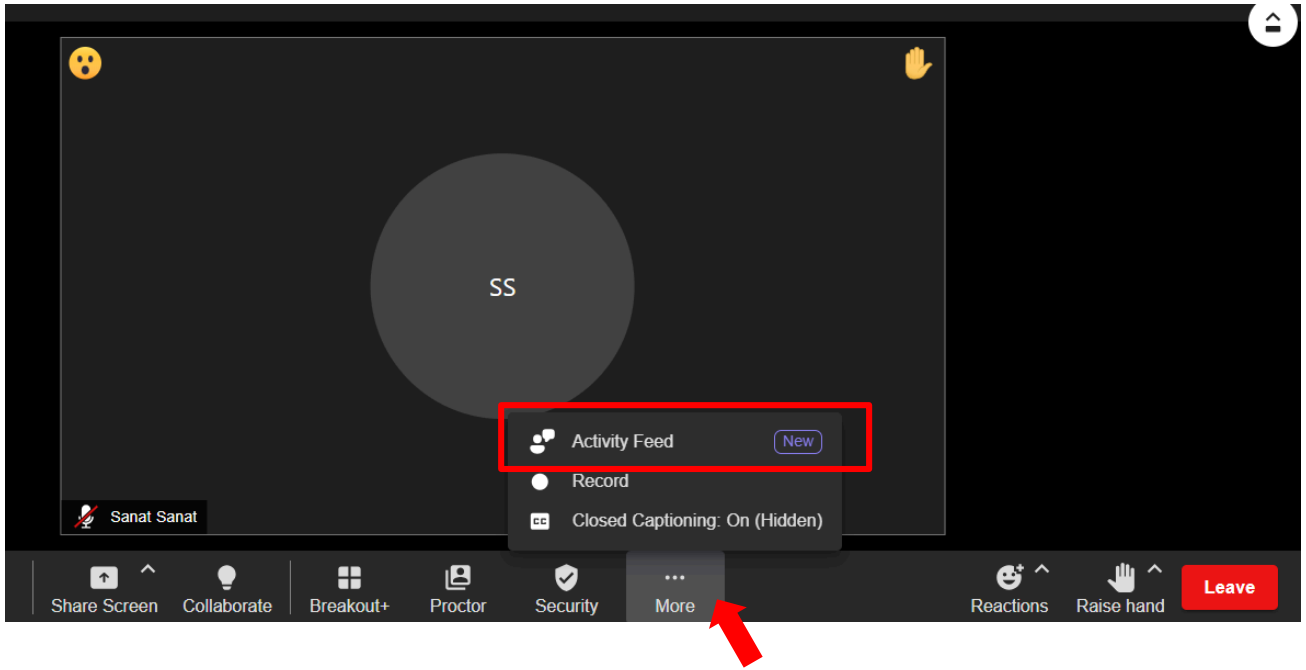
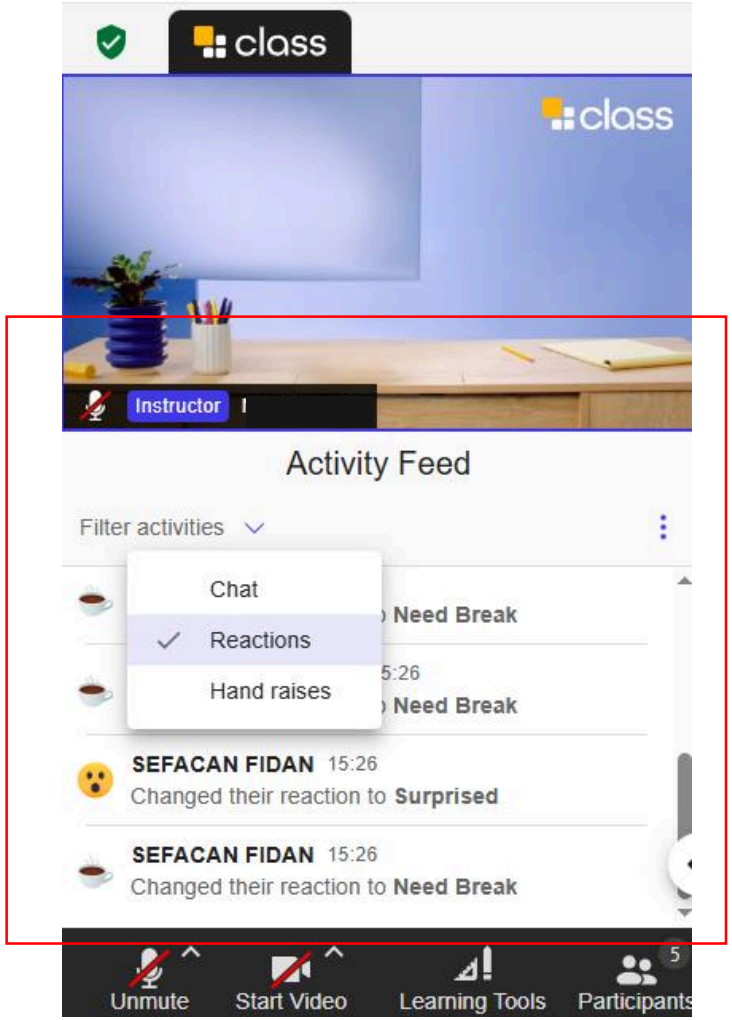
USER GUIDE FOR INSTRUCTORS

Where can I see the activity feed?





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

You can filter the activity feed from the highlighted area.

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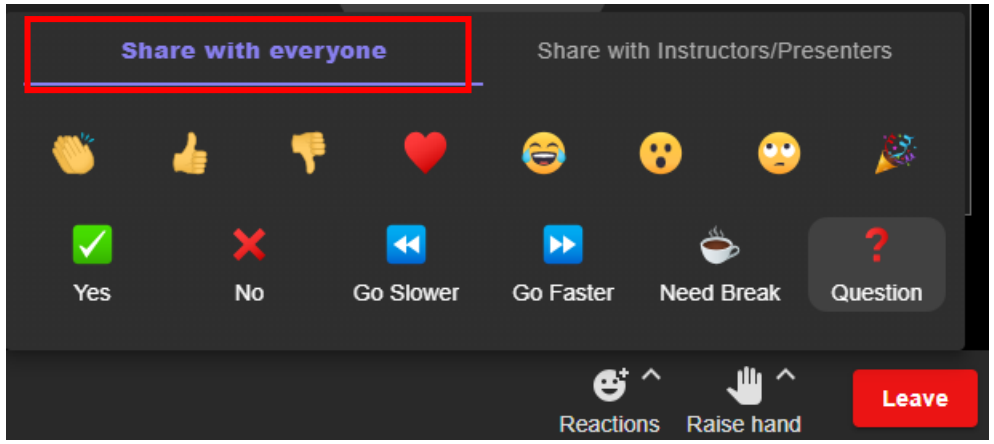
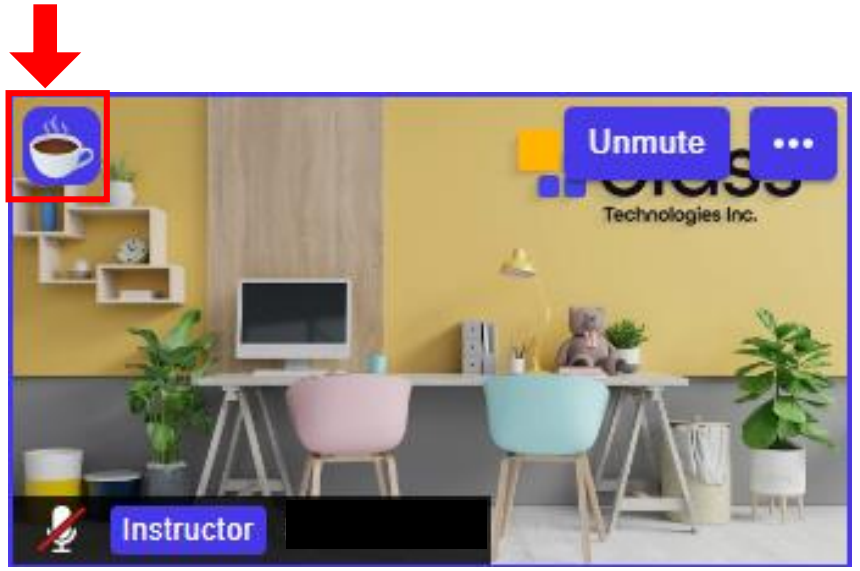
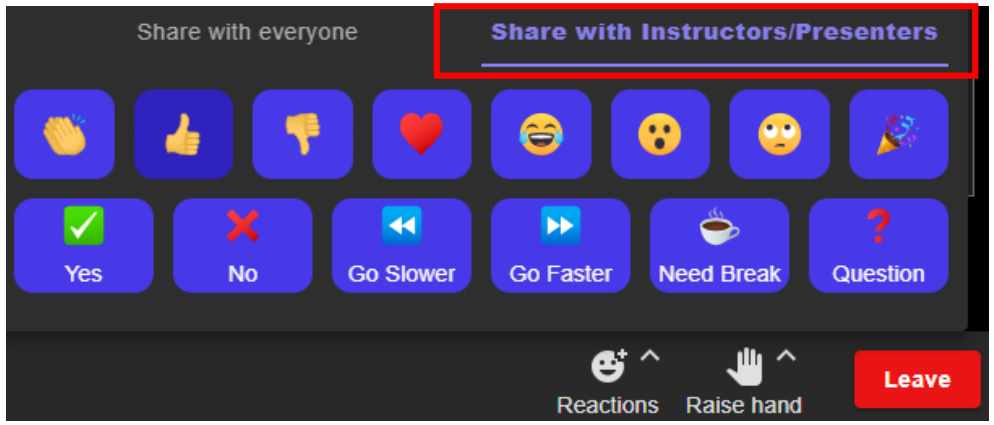
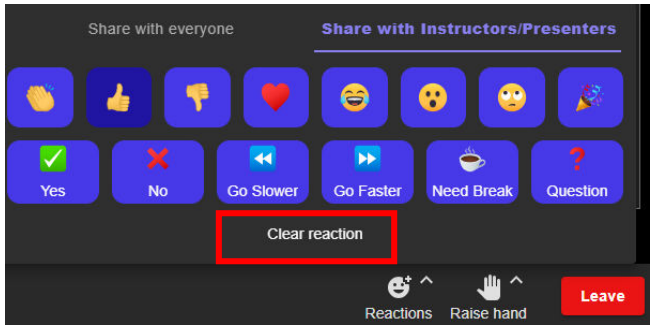
USER GUIDE FOR INSTRUCTORS

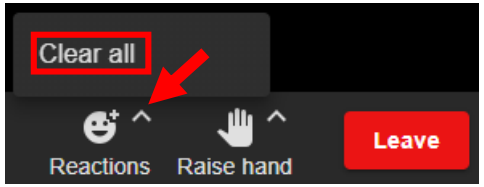
How can I pass emojis and emoticons in a session?











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.

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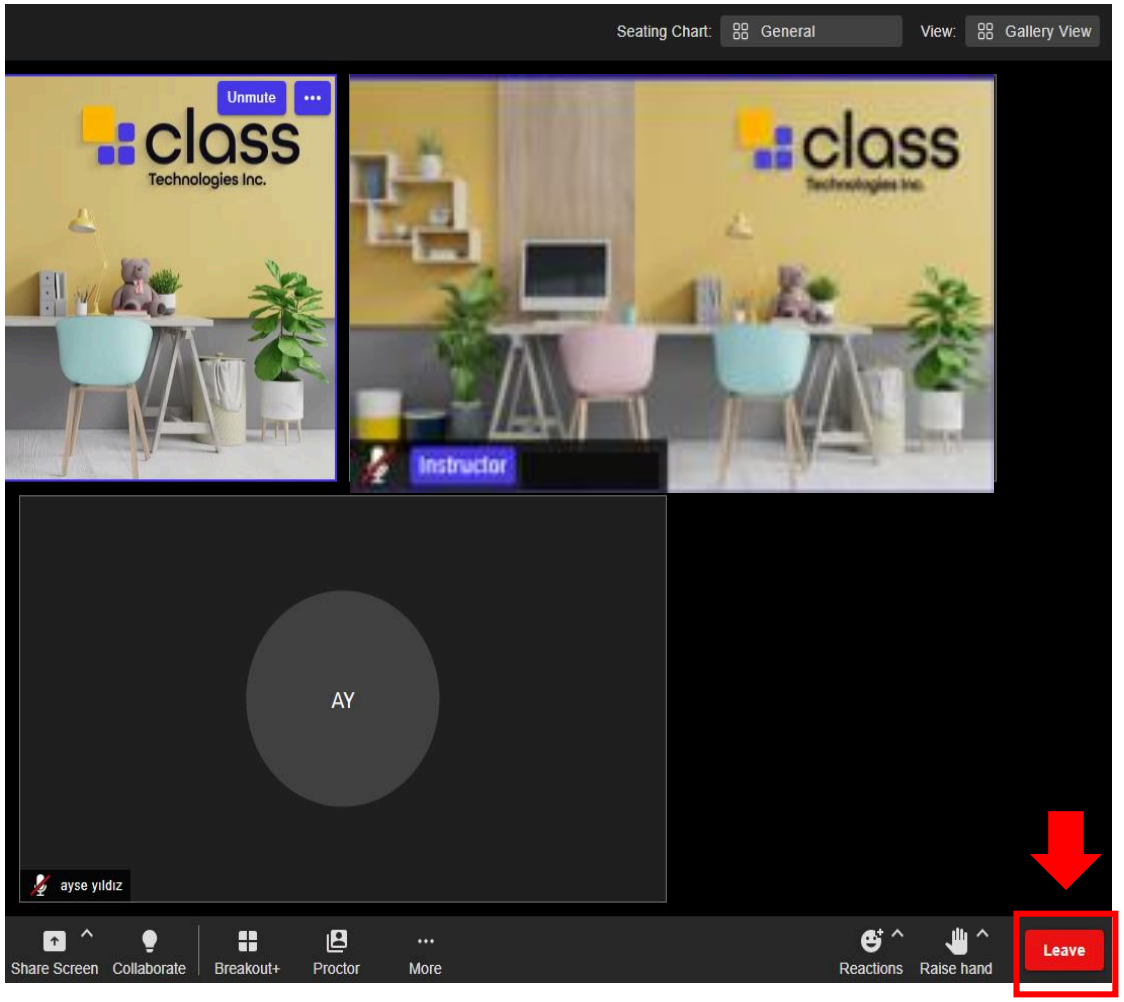
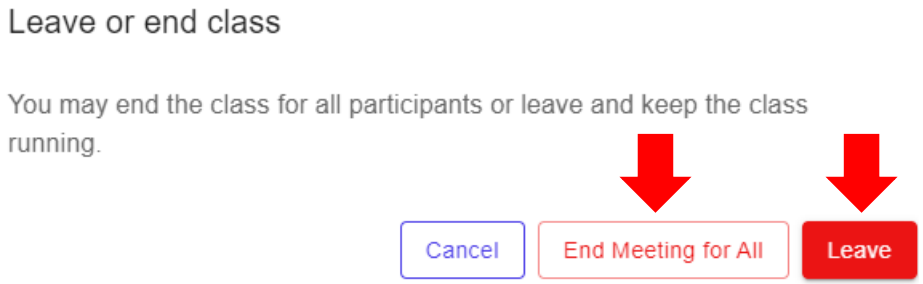
USER GUIDE FOR INSTRUCTORS

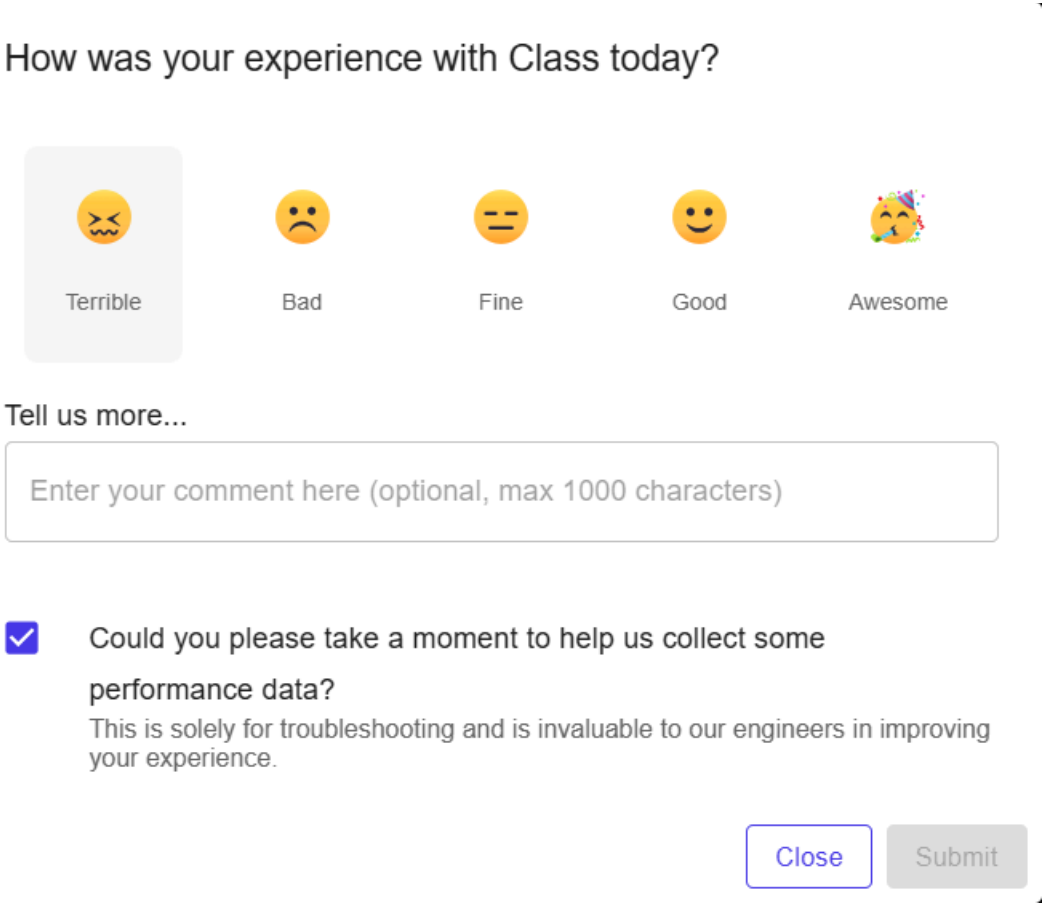
How can I leave the session?





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

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



You can evaluate your class experience and provide feedback.

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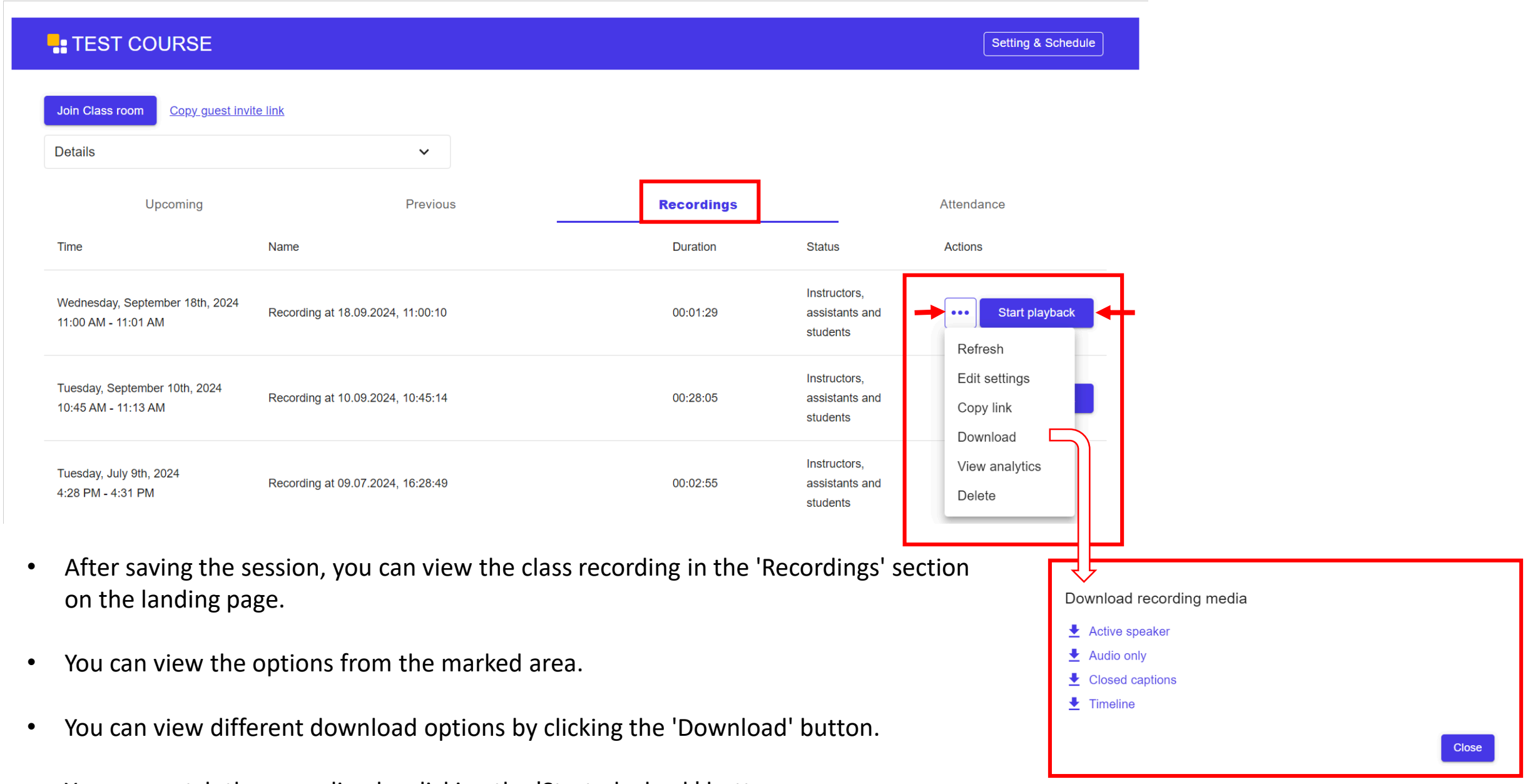
USER GUIDE FOR INSTRUCTORS

How can I download the recording?



- 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.