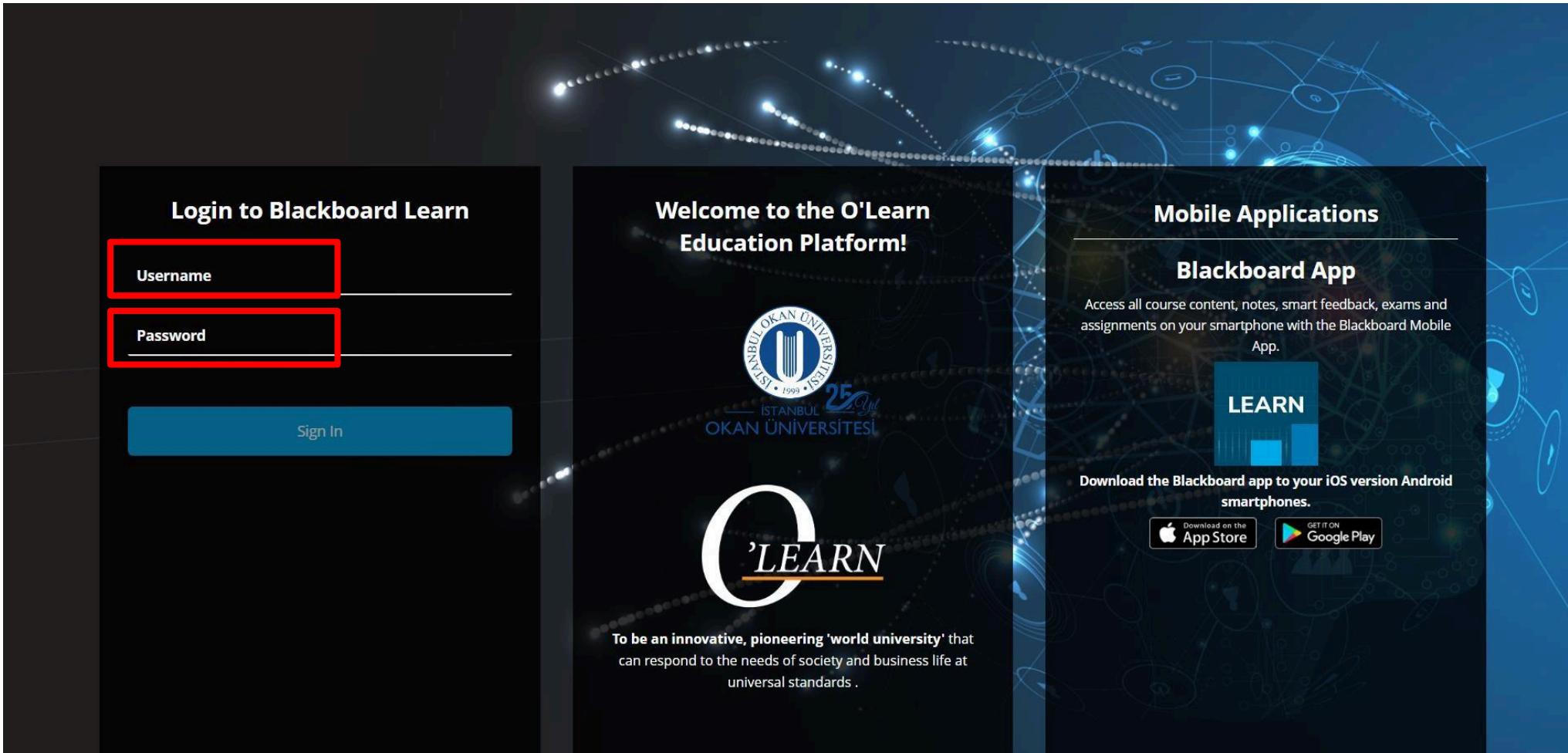


# ISTANBUL OKAN UNIVERSITY CLASS COLLAB USER GUIDE FOR INSTRUCTORS

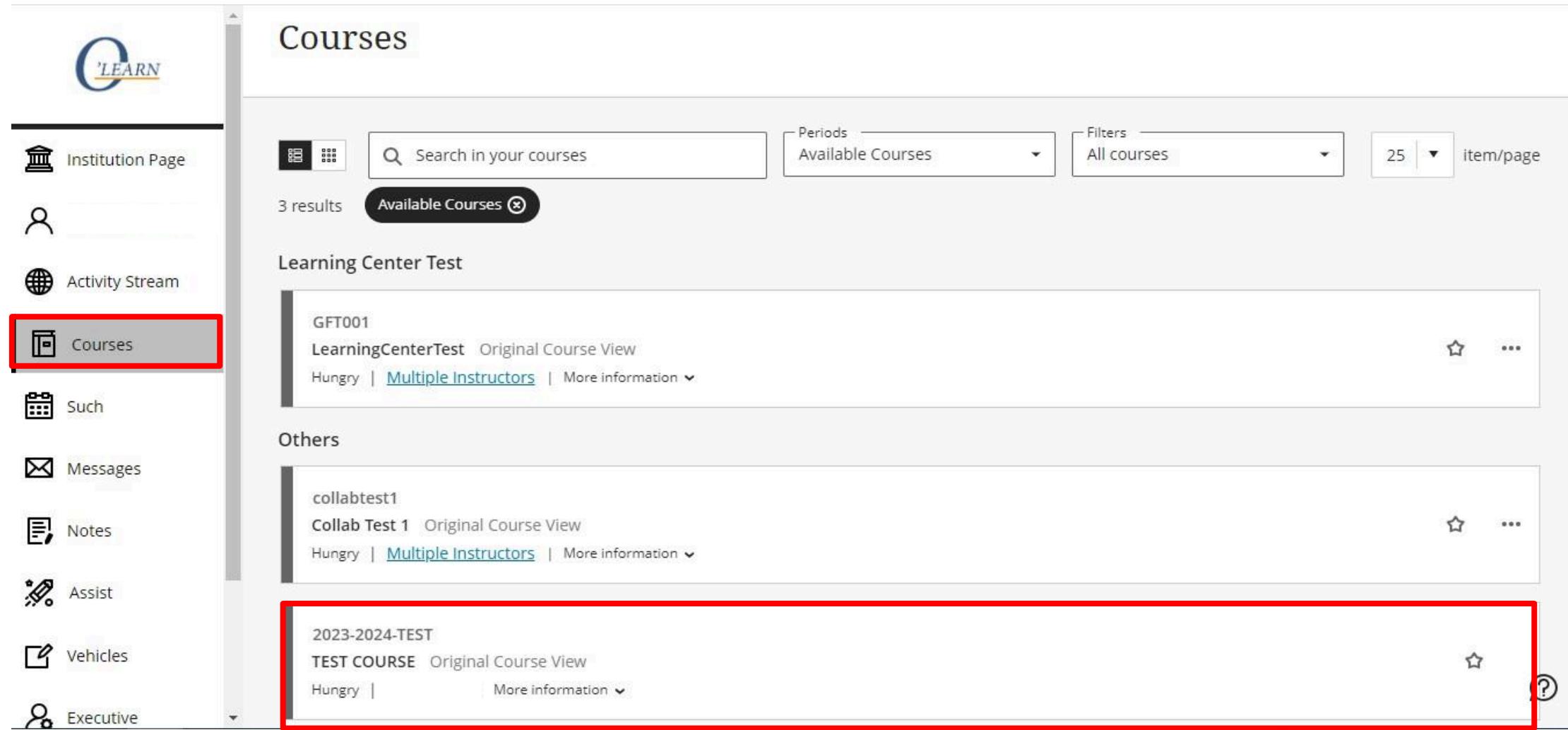
How can I create a virtual classroom on the O'Learn platform?



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.



The screenshot shows a user interface for a Learning Management System (LMS). The left sidebar contains a navigation menu with the following items:

- Institution Page
- Activity Stream
- Courses** (highlighted with a red box)
- Such
- Messages
- Notes
- Assist
- Vehicles
- Executive

The main content area is titled "Courses" and includes the following search and filter controls:

- Search bar: "Search in your courses"
- Periods dropdown: "Available Courses"
- Filters dropdown: "All courses"
- Items per page dropdown: "25"

The results section shows three course cards:

- Learning Center Test**  
GFT001  
LearningCenterTest Original Course View  
Hungry | [Multiple Instructors](#) | More information
- Others**  
collabtest1  
Collab Test 1 Original Course View  
Hungry | [Multiple Instructors](#) | More information
- 2023-2024-TEST**  
TEST COURSE Original Course View  
Hungry | More information

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

The screenshot shows the Canvas LMS interface. At the top, there are tabs for 'Collab Test 1' and 'Content Design'. On the far right, there are icons for eye (view), lock (edit), and a status bar indicating 'Edit Mode is: ON'. The left sidebar has a dark theme with various icons and a list of course sections. The 'Collab Test 1' section is expanded, showing 'Content Design' (which is highlighted with a red box), 'Class Collab' (which is also highlighted with a red box), 'E-Mail', 'Groups', 'Tools', and 'Help'. Below this, the 'Course Management' section is expanded, showing 'Control Panel' (with 'Files', 'Course Tools', 'Evaluation', 'Grade Center', 'Users and Groups', 'Customization', 'Packages and Utilities'), and 'Help'. The main content area is titled 'Content Design' with a checkmark icon. It features a navigation bar with 'Build Content', 'Assessments', 'Tools', and 'Partner Content'. The main content area contains the text 'It's time to add content...' and 'Use functions above to add it.'

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

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 'TEST COURSE'. At the top, there is a blue header bar with the course name 'TEST COURSE' 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 'Upcoming' (which is highlighted with a red box). The 'Upcoming' section lists a session: 'Tuesday, July 9th, 2024' from '4:00 PM - 4:30 PM'. To the right of this session are 'Edit' and 'Launch' buttons, with a red arrow pointing to the 'Launch' button. Below this, another session is listed: 'Tuesday, July 9th, 2024' from '5:24 PM - 6:24 PM', with an 'Edit' button to its right. A modal window titled 'Collab Test 1' is displayed, featuring a 'Join Class room' button (which is also highlighted with a red box) and a 'Copy guest invite link' button. The modal also shows a dropdown menu with 'Details' and 'Upcoming' (highlighted with a red box). The 'Upcoming' section in the modal displays the message 'No sessions scheduled yet' and contains 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.'



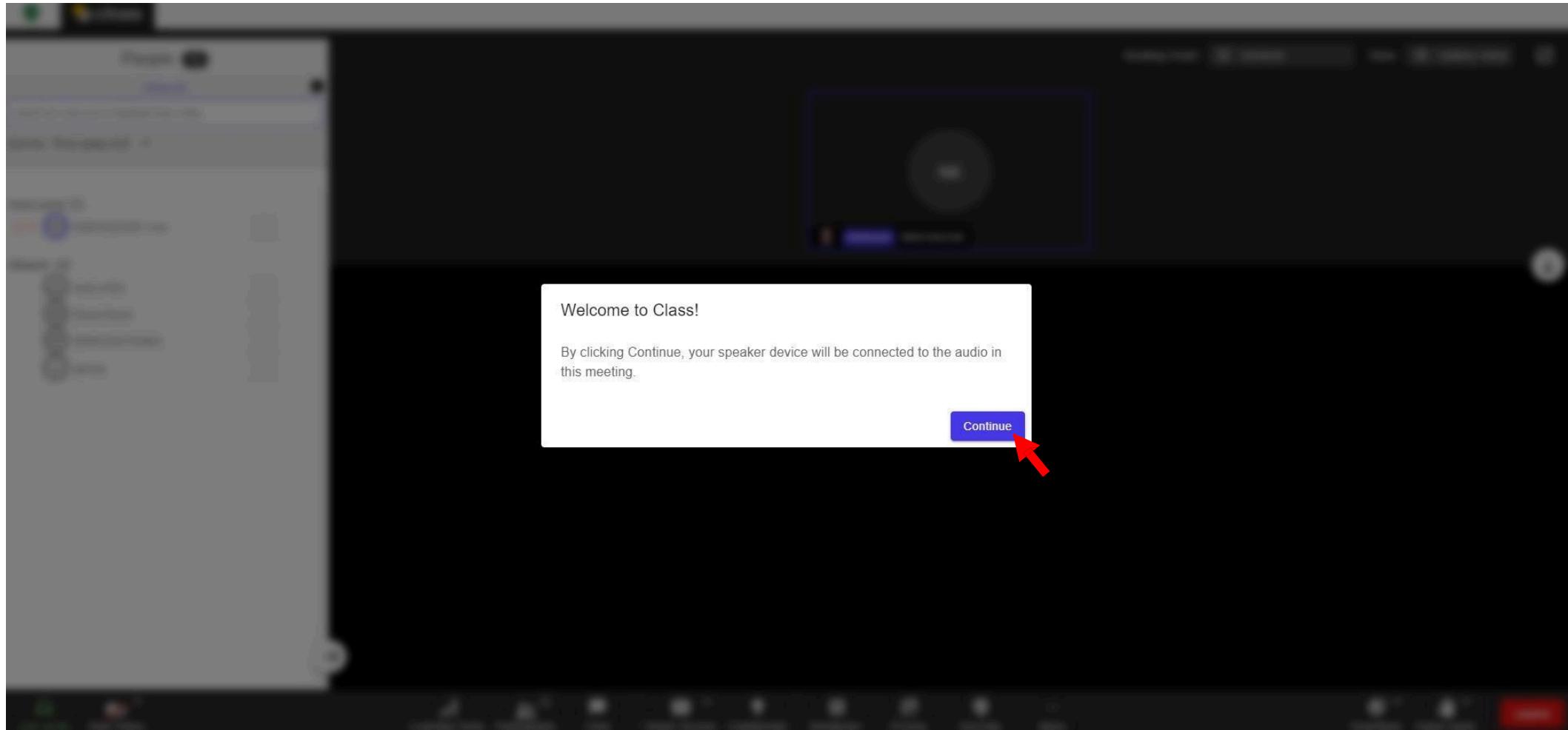
Join your class session

TEST COURSE |

Join on the web



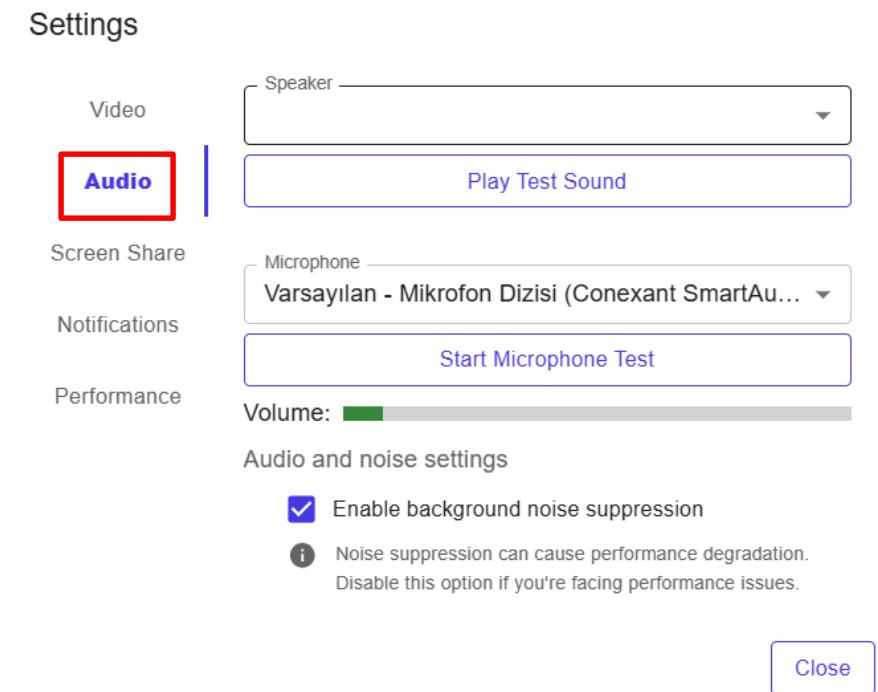
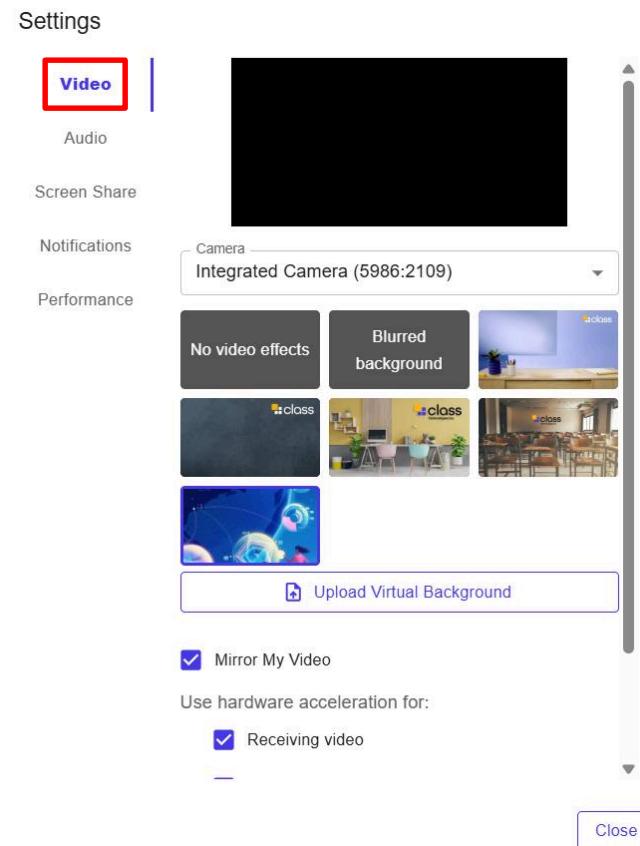
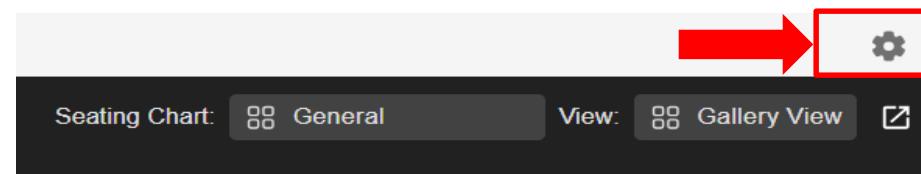
You can access the session using 'Join on Web'. The application interface can be used without language translation on actively used browsers (Chrome, Microsoft Edge).



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

# ISTANBUL OKAN UNIVERSITY CLASS COLLAB USER GUIDE FOR INSTRUCTORS

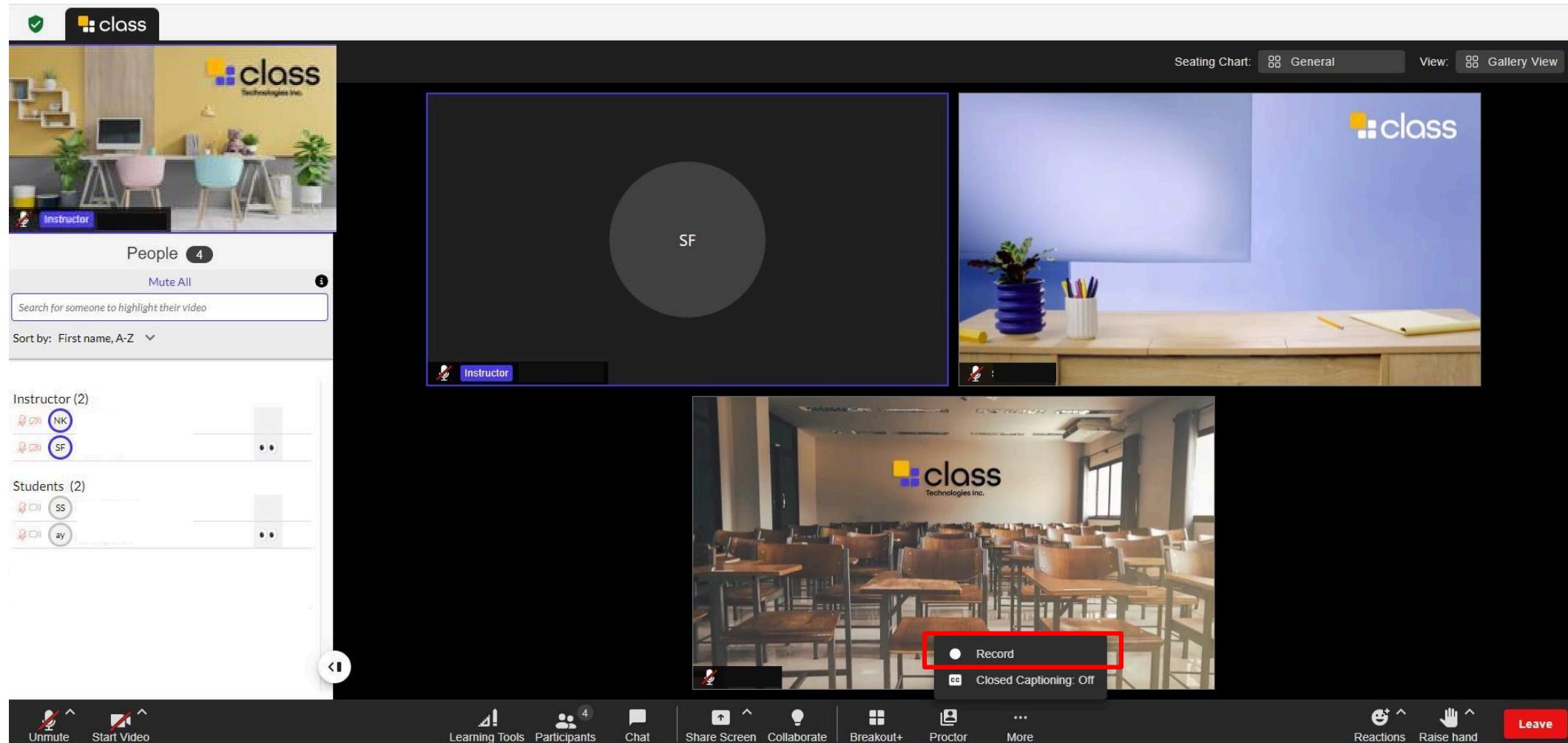
How can I adjust microphone and camera permissions?



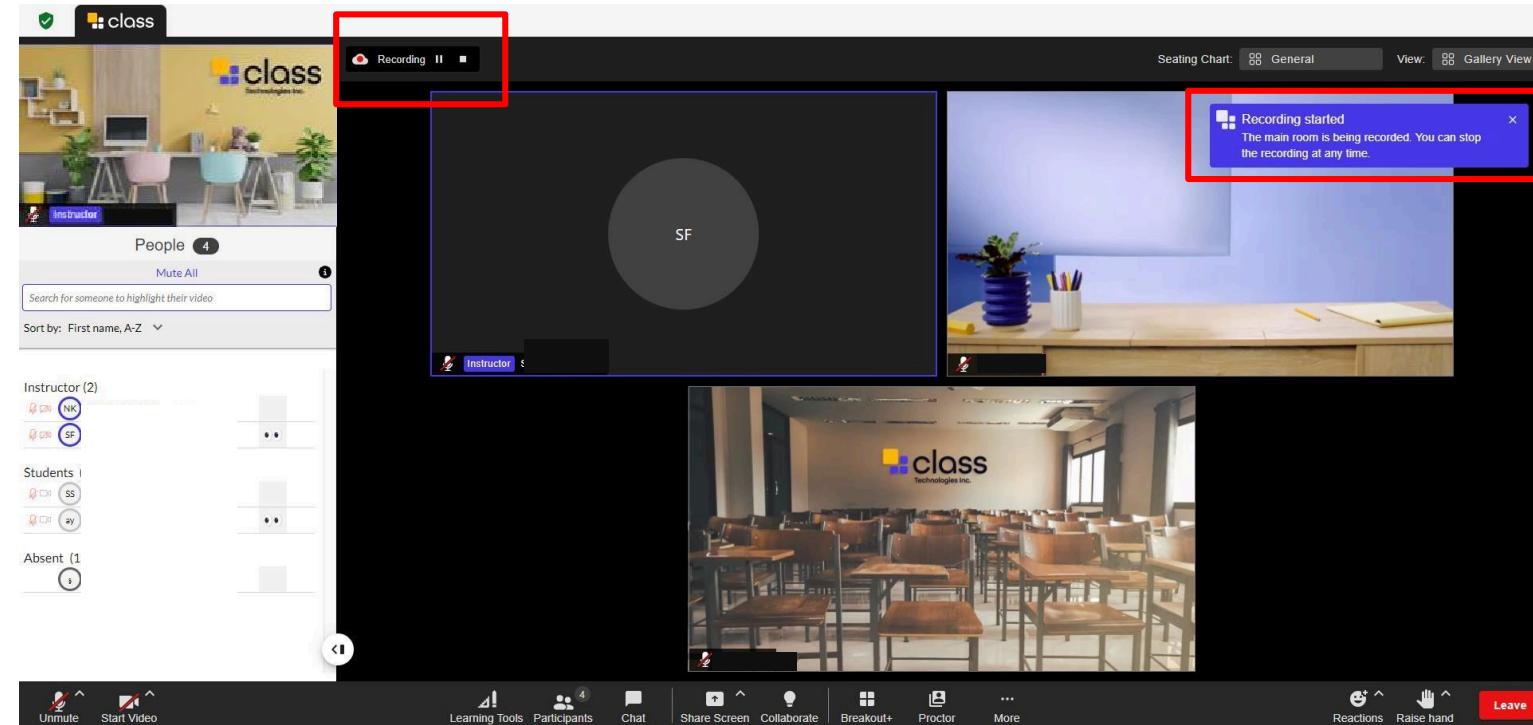
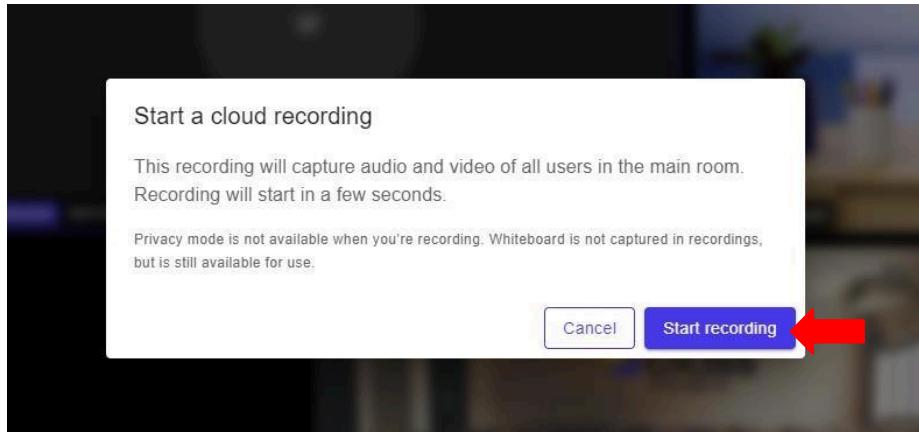
You can control video, audio and speakers from the settings option. You can also edit your virtual background.

# 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?

class Technologies Inc.

People 5

Mute All Verify All

Search for someone to highlight their video

Sort by: First name, A-Z

Instructor (2)

- NI
- SF

Students (3)

- SS
- ay ayse yildiz
- m mira

Seating Chart: Participation View: Gallery View

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

SS

AY

M

Unverified

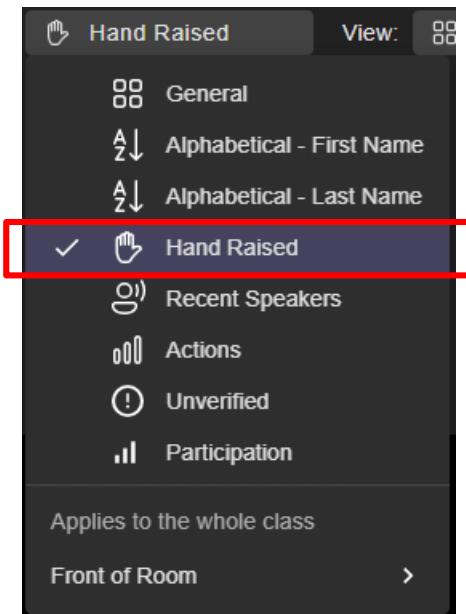
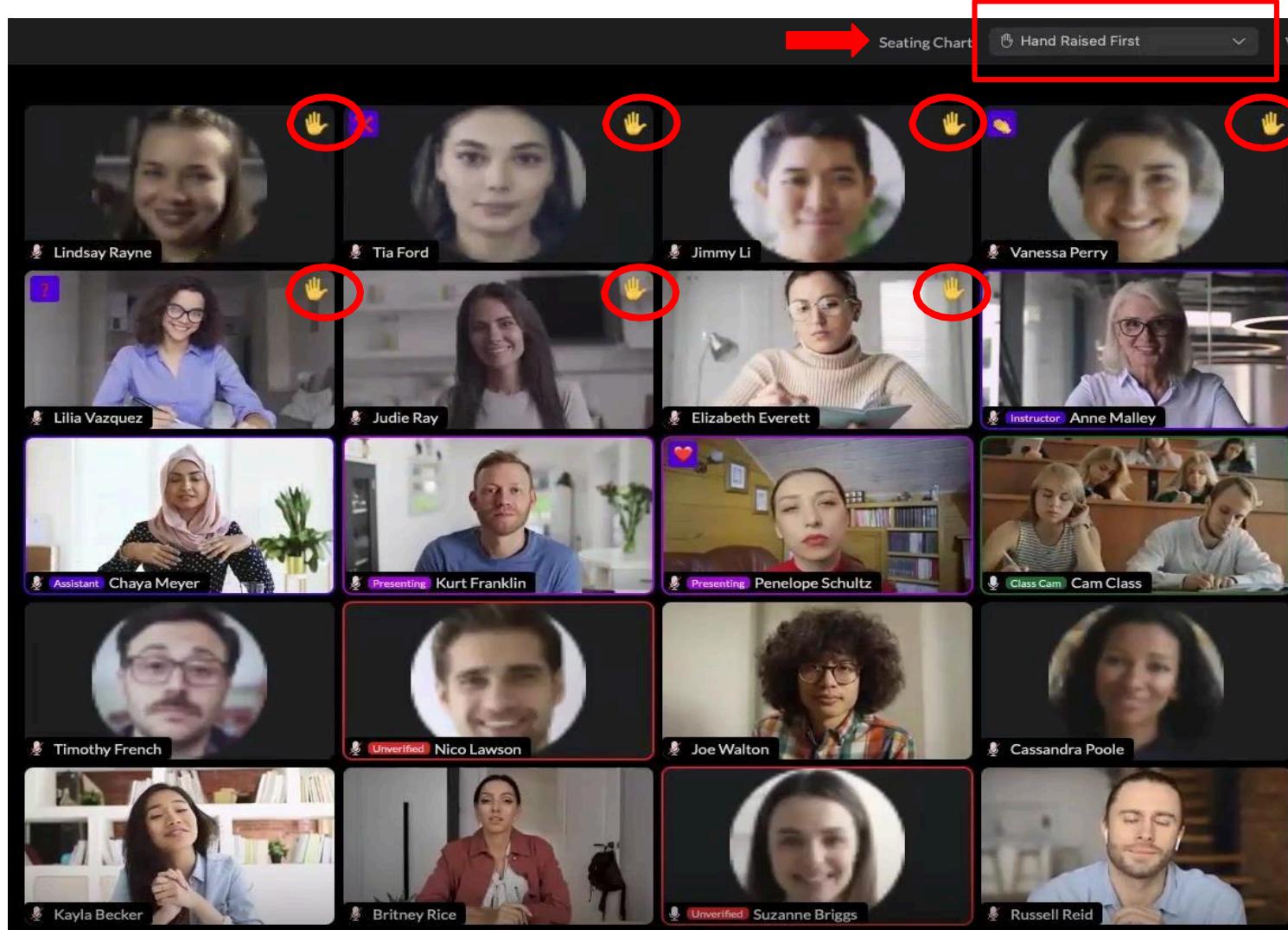
Unmute Stop Video Learning Tools Participants Chat Share Screen Collaborate Breakout+ Proctor More Reactions Raise hand Leave

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

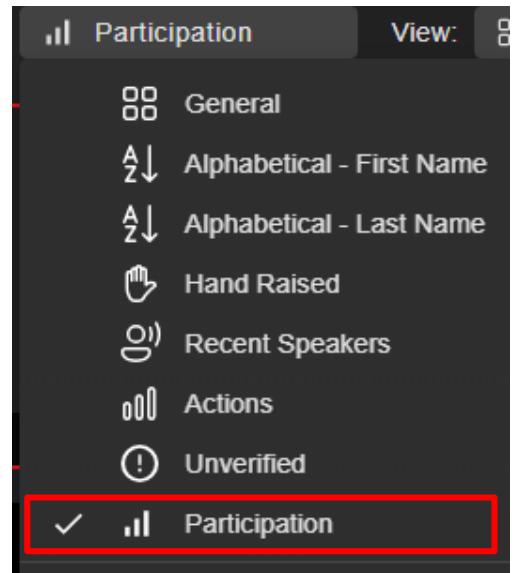
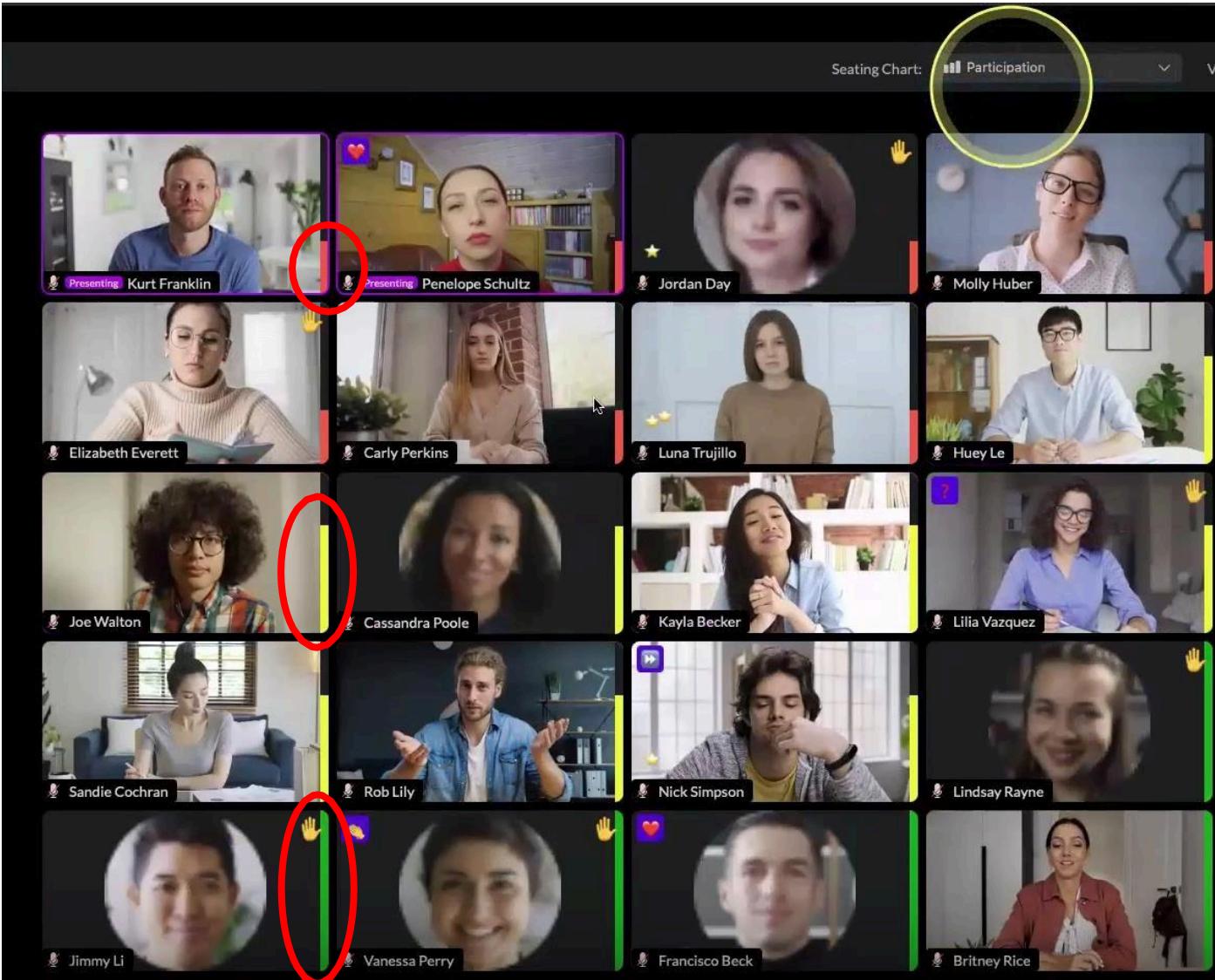
The screenshot shows the Classmate software interface. On the left, there's a sidebar with 'People 5' and a list of participants: 'Instructors (2)' and 'Students (3)'. The 'Students' list is highlighted with a red box and an arrow, showing 'gözde', 'şevval tç', and 'ÖZLEM'. In the main area, there's a 'Seating Chart' with three students: 'SF' (top), 'G' (middle), and 'ST' (bottom). A context menu is open over the 'SF' student, with 'Participation' highlighted by a red box. The menu also includes 'Sync Settings: Off.', 'Applies to the whole class.', and 'Front of Room'. At the bottom, there's a toolbar with '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: 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), and Reactions (User sent 2 reactions: 1 heart, 1 coffee). A 'Close' button is at the bottom right.

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 user interface for a video conference. On the left, there's a sidebar with participant lists: 'Instructor (2)' (NK, SF), 'Presenting Group (1)' (AY), and 'Students (2)' (m, SS). The main area displays a seating chart with three seats labeled AY, SS, and M. A red box highlights the 'Presenting' status for seat AY. A red arrow points from the 'AY' seat to a context menu. This menu, also highlighted with a red box, includes options: 'Raise Hand', 'Pin', 'Unmute', 'Start video', 'Move to Podium', and 'Add to Presenting Group'. Another red box highlights the 'Add to Presenting Group' option. On the far right, a 'Seating Chart' panel is open, showing sorting options like 'General', 'Alphabetical - First Name', and 'Hand Raised'. The 'Front of Room' option is selected. The bottom navigation bar includes buttons for 'Unmute', 'Stop Video', 'Learning Tools', 'Participants', '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 highlighting feature.

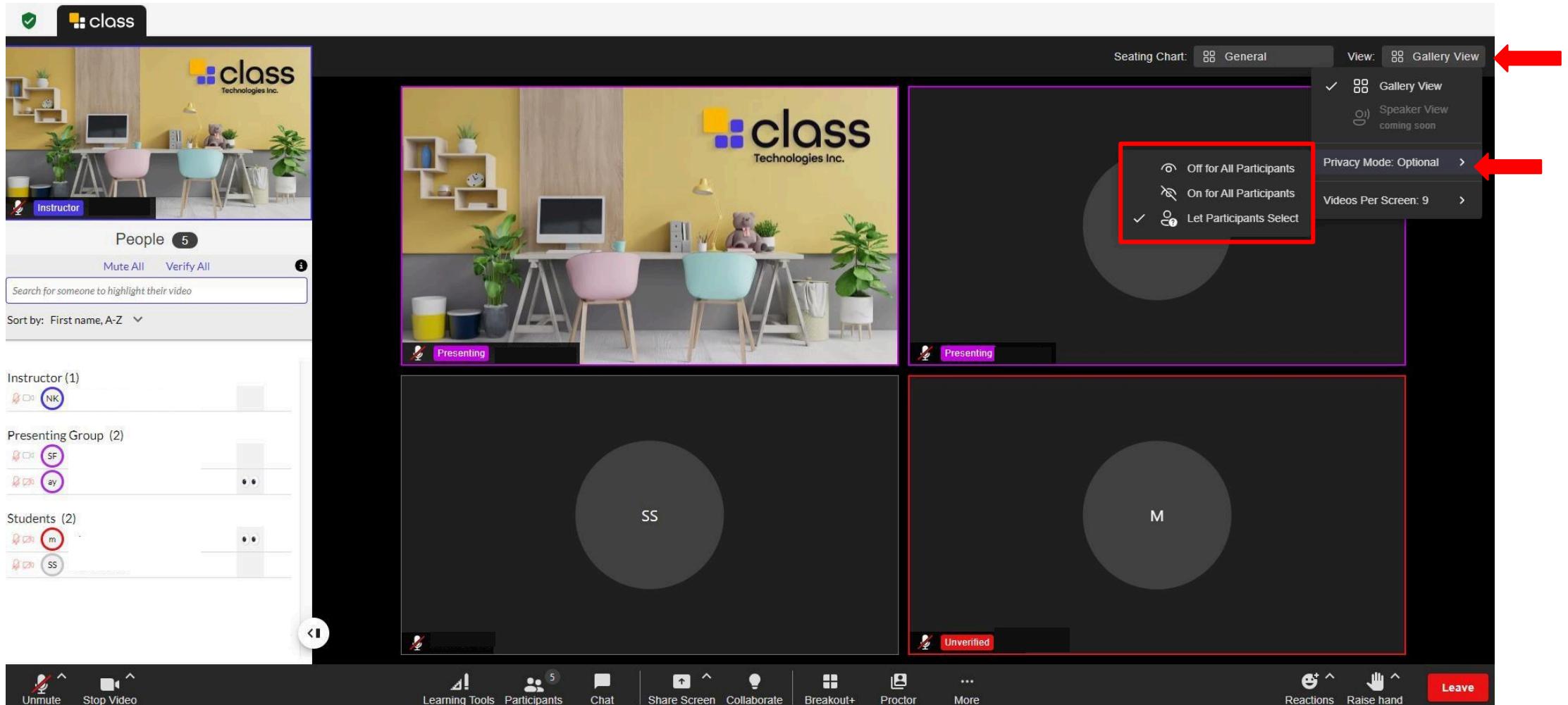
**Seating Chart:** A grid of participant icons. The icon for the user 'AY' is highlighted with a yellow border and a red arrow points to it from the left.

**Speaking User Selection:** A dropdown menu is open over the 'SS' participant icon. The 'Speaking' option is highlighted with a red box and a red arrow points to it from the left. Other options in the menu include: None, Instructors - Assistants, Presenting Group, Instructor Camera, Class Camera, and Sign Language Camera.

**Participants List:** On the left, a list of participants is shown. Under 'Instructor (2)', there are two users: 'NK' and 'SF'. Under 'Students (3)', there are three users: 'av', 'm', and 'ss'. The 'ss' user is highlighted with a red circle.

**Bottom Control Bar:** Includes buttons for 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 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.

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

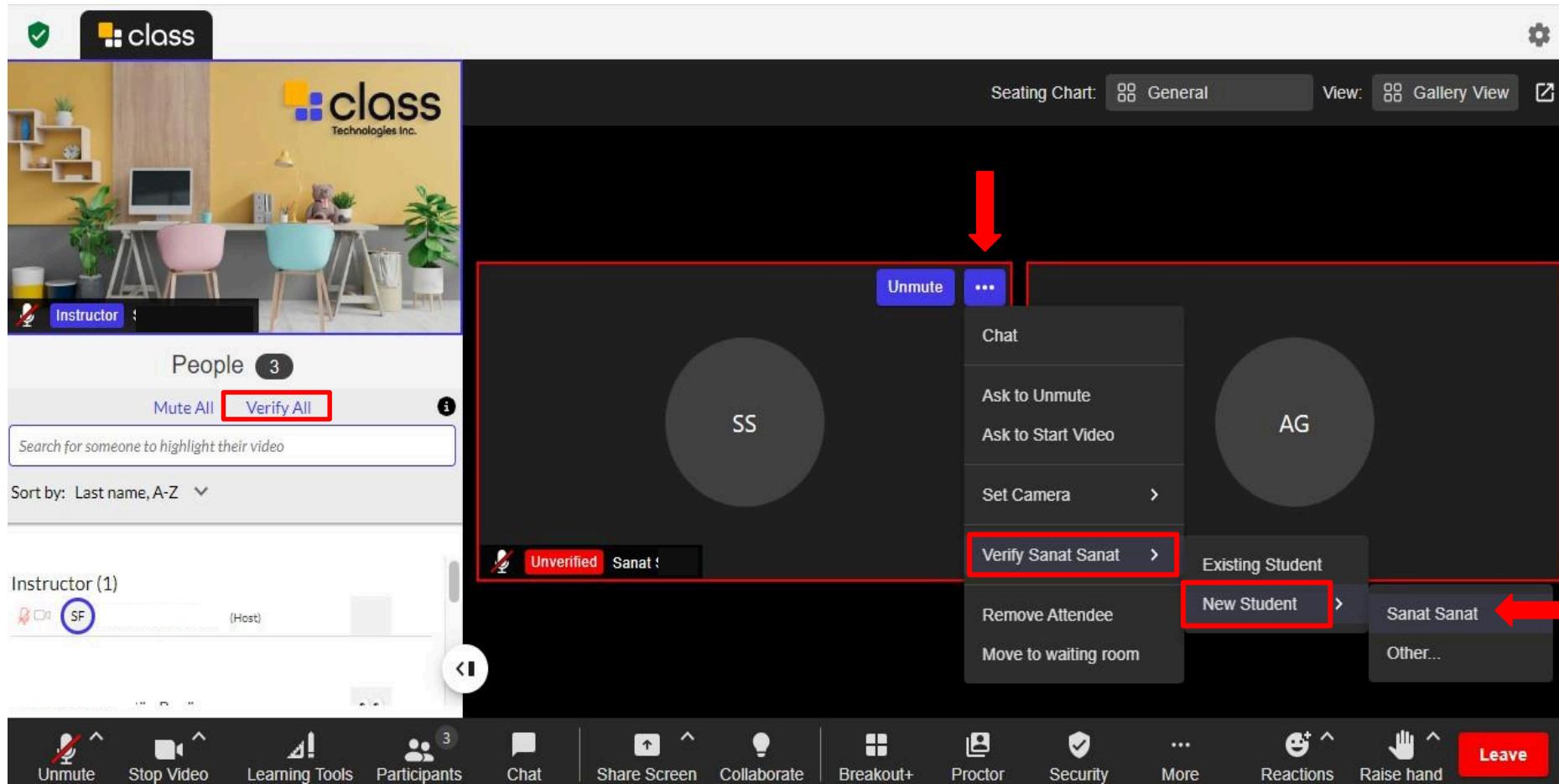
- Top Bar:** Shows a green checkmark icon, a "class" logo, and a "Seating Chart" button.
- Left Sidebar:** Lists participants:
  - Instructor:** A video thumbnail showing a room with a yellow wall, a desk with a computer, and two colorful chairs. The status is "Instructor".
  - People (5):** A list with "Mute All" and "Verify All" buttons. A search bar and a sorting option "Sort by: First name, A-Z" are also present.
  - Instructor (2):** Shows two users: "NK" and "SF".
  - Students (3):** Shows three users: "ay", "m" (highlighted with a red circle), and "ss".
- Central Area:** A video thumbnail for the "Instructor" participant, showing the same room setup.
- Seating Chart:** A grid-based seating chart with two rows of three circles each. The first row is labeled "M" and the second row is labeled "AY". The first circle in the first row is highlighted with a red border.
- Right Sidebar:** Shows "View" options: "General" (selected), "Gallery View" (checked), "Speaker View" (coming soon), "Privacy Mode: On", and a dropdown for "Videos Per Screen" set to 9. A red arrow points to this dropdown.
- Bottom Bar:** Includes buttons for "Unmute" (muted), "Stop Video" (video off), "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?

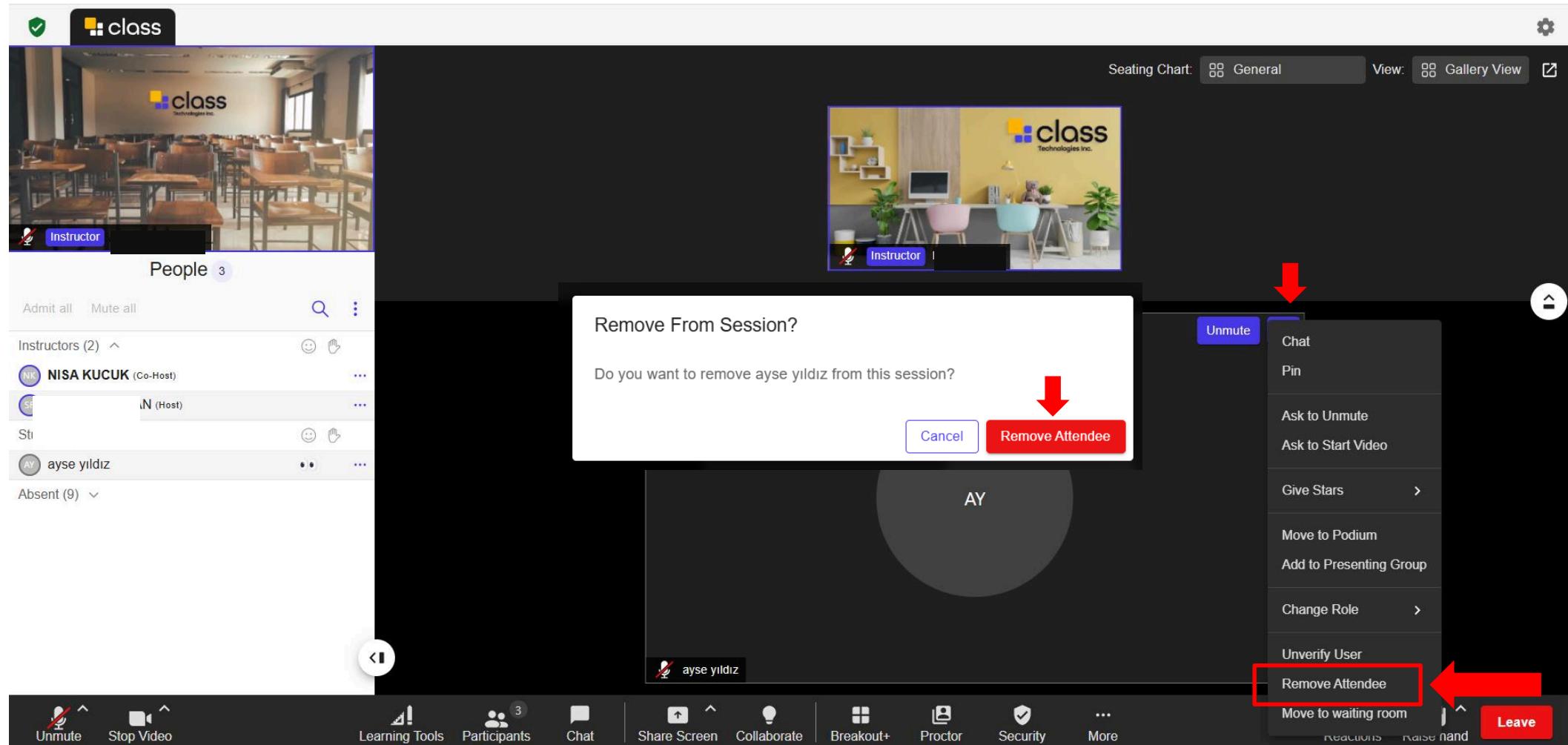


In order for users who are 'Unverified' to be active in the course, you can add it as 'New Student'.

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 on the right. The left sidebar displays participant lists for 'Instructors' and 'Students'. A red box highlights the microphone settings for the 'Students' list, and a red arrow points to the 'Unmute' button at the bottom. The interface includes a 'Seating Chart' and 'View' buttons at the top right, and various interaction tools like 'Sohbet', 'Learning Tools', and 'Participants' at the bottom.

Seating Chart: General View: Gallery View

People 5

Mute All Verify All

Search for someone to highlight their video

Sort by: First name, A-Z

Instructor (2)

NK SF

Students (3)

ay ayse yildiz

Speakers

- ✓ Varsayılan - Hoparlör (Conexant SmartAudio HD)
- Hoparlör (Conexant SmartAudio HD)

Microphones

- ✓ Varsayılan - Mikrofon Dizisi (Conexant SmartAudio HD)
- Mikrofon Dizisi (Conexant SmartAudio HD)

Unmute Stop Video

Sohbet Learning Tools Participants Chat Share Screen Collaborate Breakout+ Proctor More Reactions Raise hand 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 area displays a seating chart with four participants: 'Instructor' (top left), 'M' (bottom left), 'SS' (top right), and 'AY' (bottom right). Each participant has a video thumbnail showing a desk setup with a computer and plants. The 'Instructor' thumbnail has a microphone icon and the word 'Unverified'. The bottom navigation bar features icons for 'Unmute' (muted), 'Stop Video' (video off), 'Learning Tools', 'Participants' (5), 'Chat', 'Share Screen', 'Collaborate', 'Breakout+', 'Proctor', 'More', 'Reactions', 'Raise hand', and 'Leave'.

Virtual Background

Cameras

Integrated Camera

Unmute

Stop Video

Learning Tools

Participants 5

Chat

Share Screen

Collaborate

Breakout+

Proctor

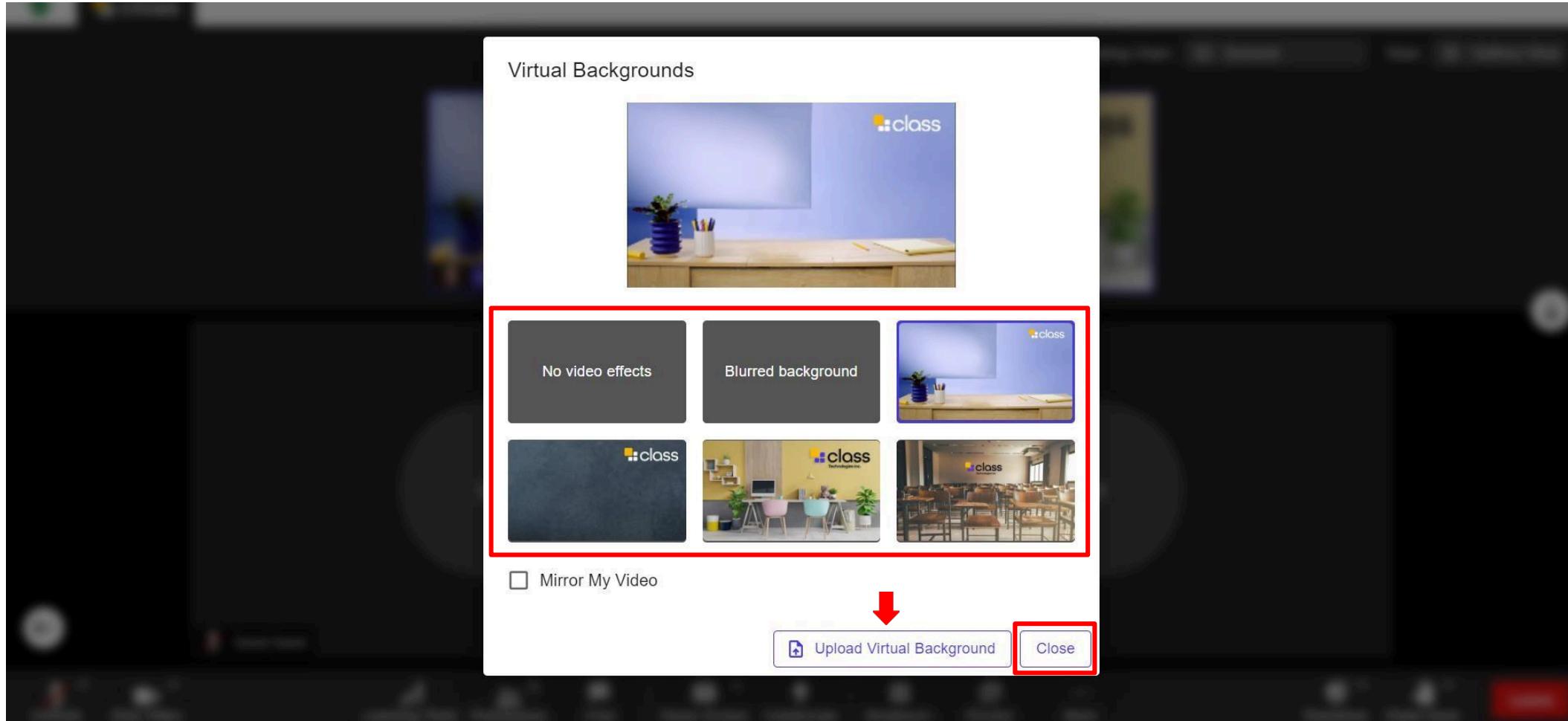
More

Reactions

Raise hand

Leave

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

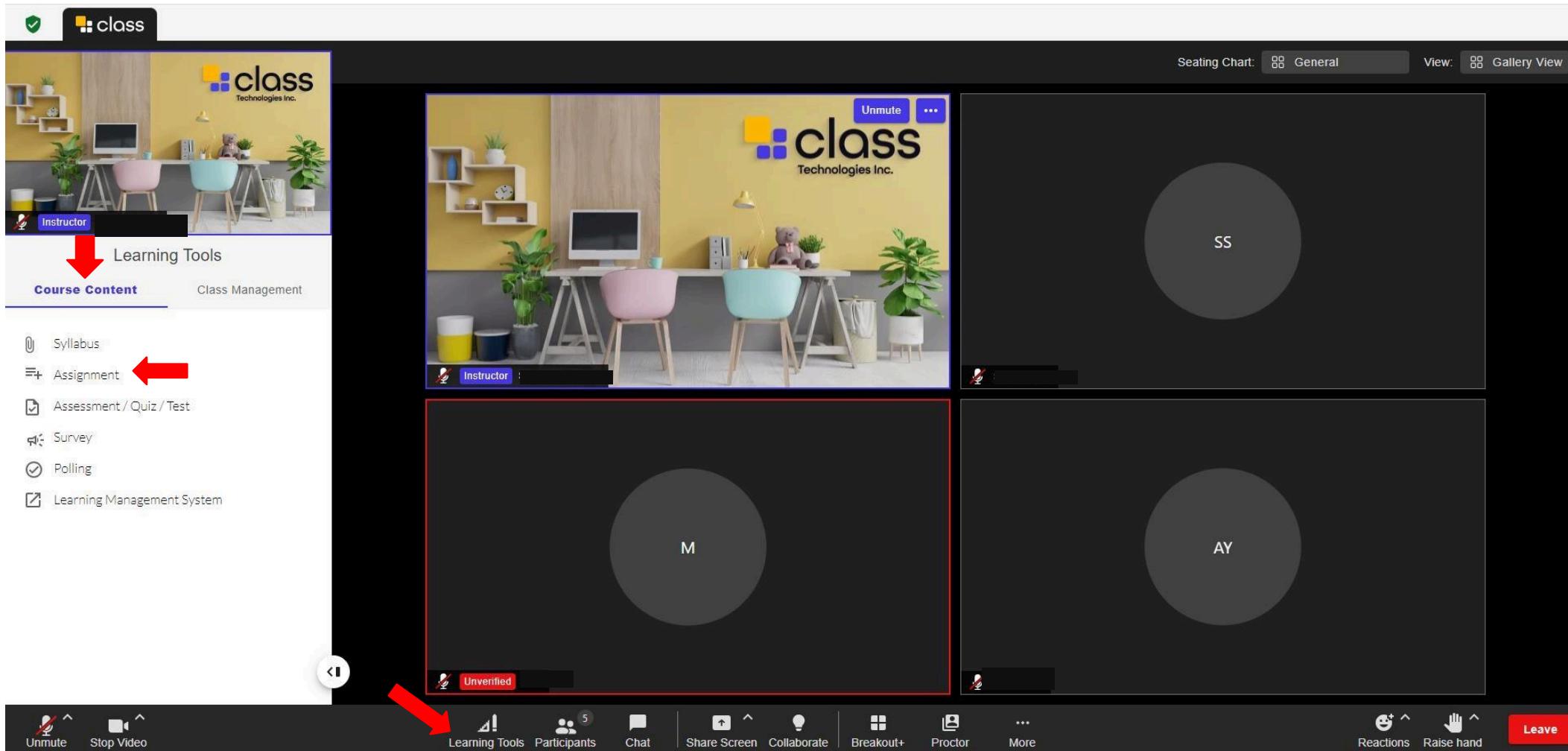
Syllabus

The screenshot shows a video conferencing interface for 'class Technologies Inc.' The main video feed in the top left corner shows a classroom setting with desks, chairs, and plants. The interface includes a 'Seating Chart' and 'View' buttons. On the left, a sidebar titled 'Learning Tools' is open, with 'Course Content' selected. Under 'Course Content', the 'Syllabus' option is highlighted with a red arrow. Other listed items include 'Assignment', 'Assessment / Quiz / Test', 'Survey', 'Polling', and 'Learning Management System'. The bottom navigation bar features icons for 'Unmute', 'Stop Video', 'Learning Tools' (with a red arrow pointing to it), 'Participants' (showing 5), 'Chat', 'Share Screen', 'Collaborate', 'Breakout+', 'Proctor', 'More', 'Reactions', 'Raise hand', and a 'Leave' button.

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.

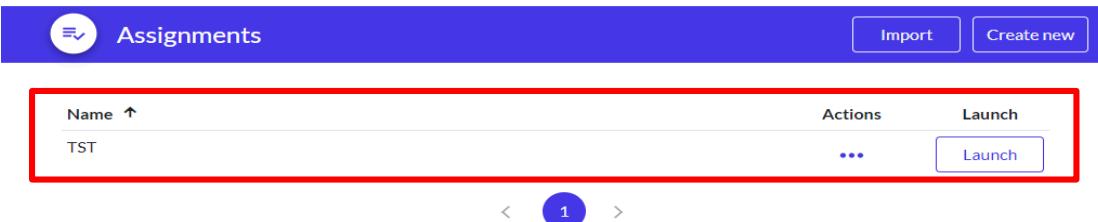
# ISTANBUL OKAN UNIVERSITY CLASS COLLAB USER GUIDE FOR INSTRUCTORS

Assignment



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

Class tools



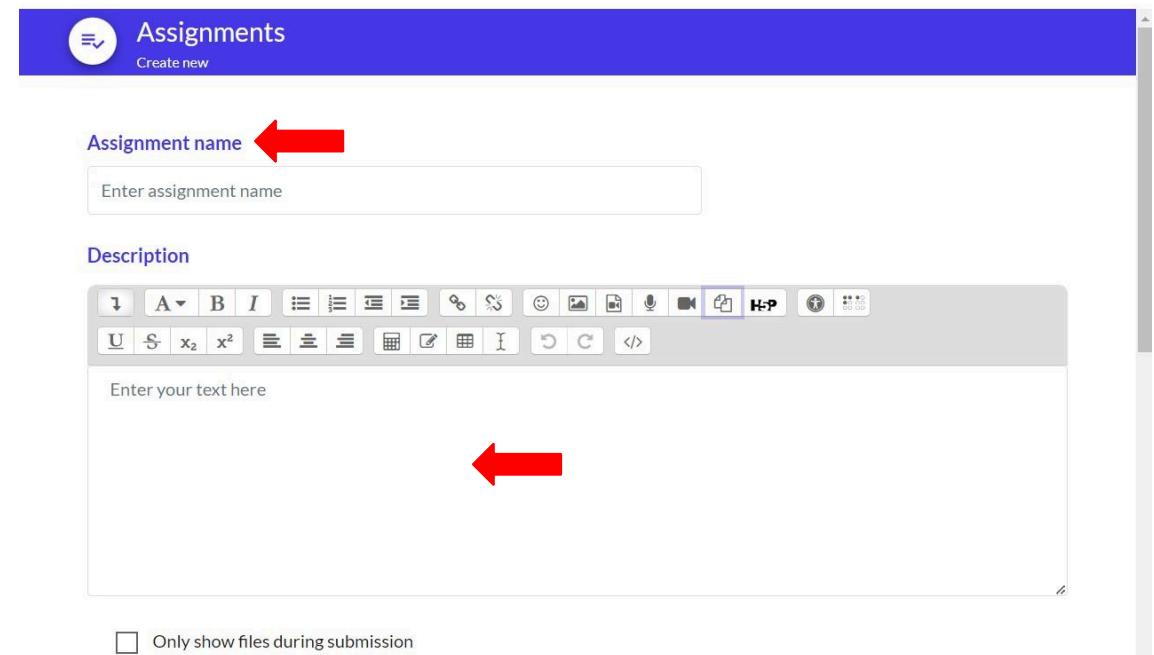
Assignments

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.

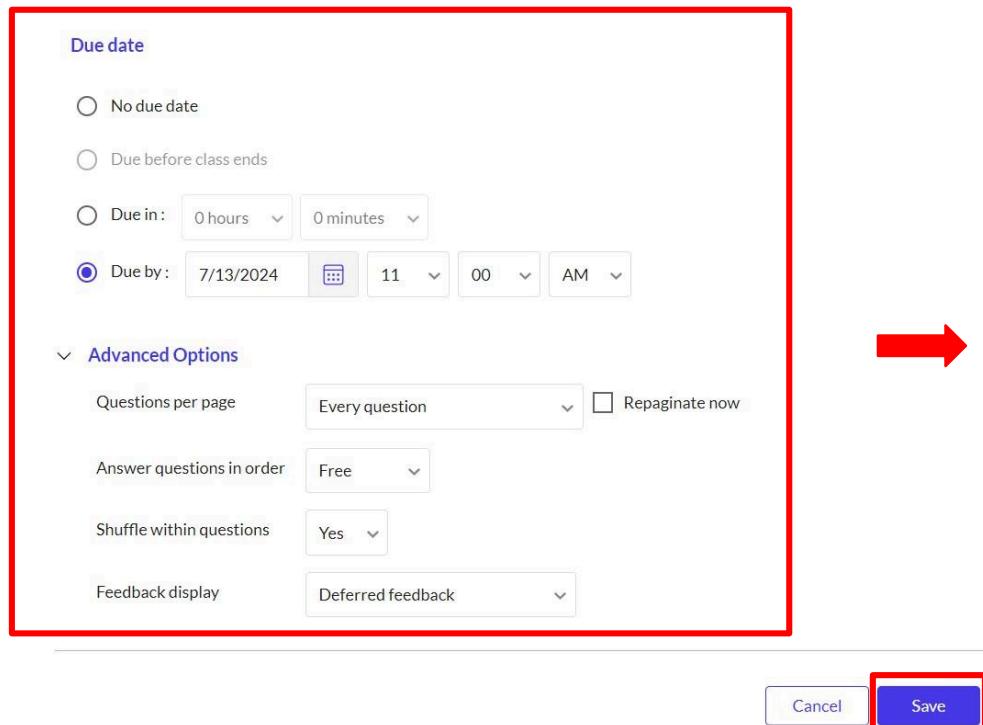
Fill in the marked fields on the page that open to description area.

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 'TEST COURSE TEST COURSE' selection in the second. Another red arrow points from the 'TEST COURSE TEST COURSE' selection in the second screenshot to the 'Import (1)' button at the bottom right. The second screenshot also shows a warning message: '⚠ You may be importing a duplicate, are you sure you'd like to continue?'.

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

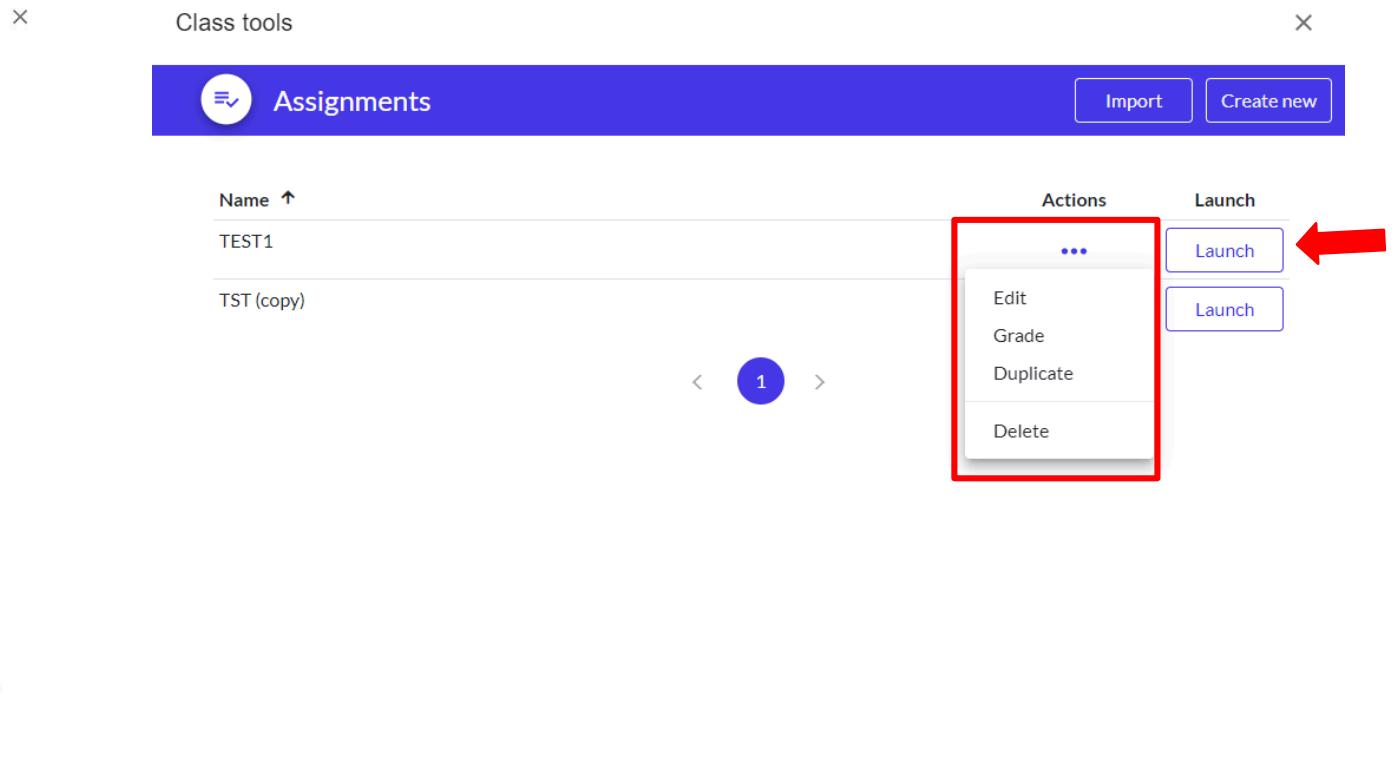
Questions per page: Every question  Repaginate now

Answer questions in order: Free

Shuffle within questions: Yes

Feedback display: Deferred feedback

Cancel **Save**



Class tools

Assignments

Import Create new

Name	Actions	Launch
TEST1	<b>...</b>	<b>Launch</b>
TST (copy)	<b>...</b>	<b>Launch</b>

1

Fill in the relevant fields and save.

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

The screenshot shows a classroom interface with a sidebar on the left and a main content area on the right.

**Top Bar:** Includes a shield icon, the "class" logo, and a tab labeled "Assignment: TST x".

**Seating Chart:** Shows a seating chart with "General" and "Gallery View" options.

**Assignment Page:**

- Header:** "TST" with a video camera icon.
- Status:** "Status: Live".
- Assignment Info:** "Assignment opened: 07/24/2024, 11:39 AM".
- Description:** "TEST COURSE ASSIGNMENTS".
- Back Button:** A blue "Back" button.
- Submissions Table:** A table showing student submissions. The columns are "Name", "Status", and "Grade".

Name	Status	Grade
ayse yildiz	No submission	<b>Grade</b>
Sanat Sanat	No submission	<b>Grade</b>

- Bottom Bar:** Includes icons for Unmute, Start Video, Learning Tools, Participants (1), Chat, Share Screen, Collaborate, Breakout+, Proctor, More, Reactions, Raise hand, and 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 the Class Technologies Inc. platform interface. On the left, there is a sidebar with the following options:

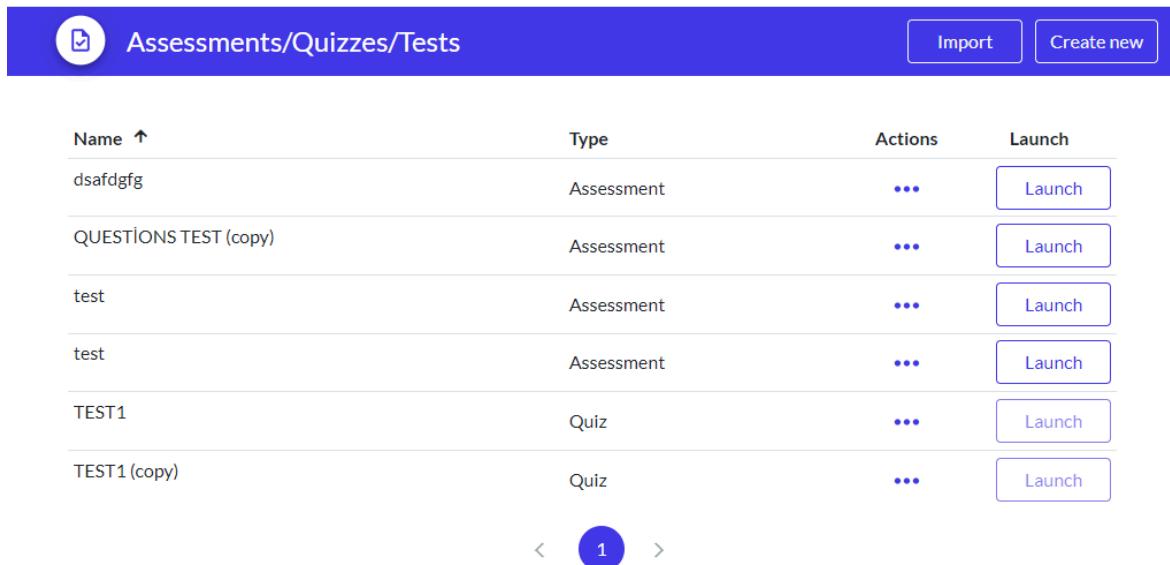
- Instructor
- Learning Tools
- Course Content** (highlighted with a red arrow)
- Class Management
- Syllabus
- Assignment
- Assessment/Quiz/Test** (highlighted with a red arrow)
- Survey
- Polling
- Learning Management System

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, Participants (5), Chat, Share Screen, Collaborate, Breakout+, Proctor, More, Reactions, Raise hand, and Leave.

At the top right, there are buttons for Seating Chart (General) and View (Gallery View). The seating chart shows three participants: SS, M, and AY. The participant M is highlighted with a red box and a red arrow pointing to the 'Unverified' status at the bottom of their video feed.

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

## Class tools



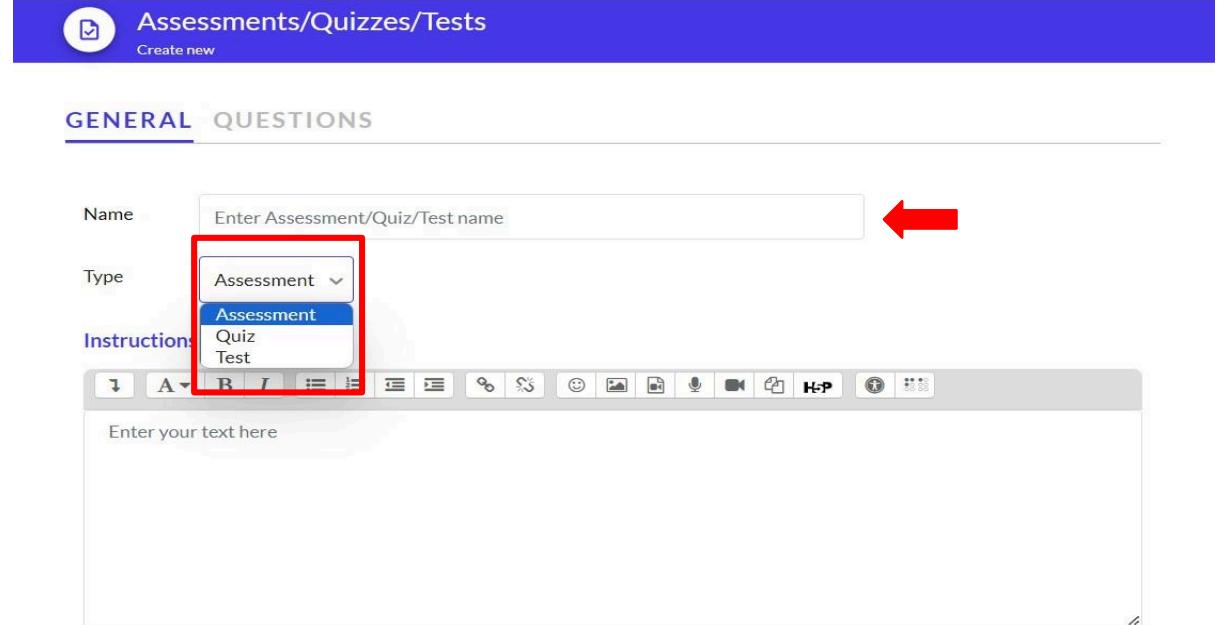
Assessments/Quizzes/Tests

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

## Class tools



Assessments/Quizzes/Tests

Create new

GENERAL QUESTIONS

Name: Enter Assessment/Quiz/Test name

Type: Assessment

Assessment

Quiz

Test

Instructions: Enter your text here

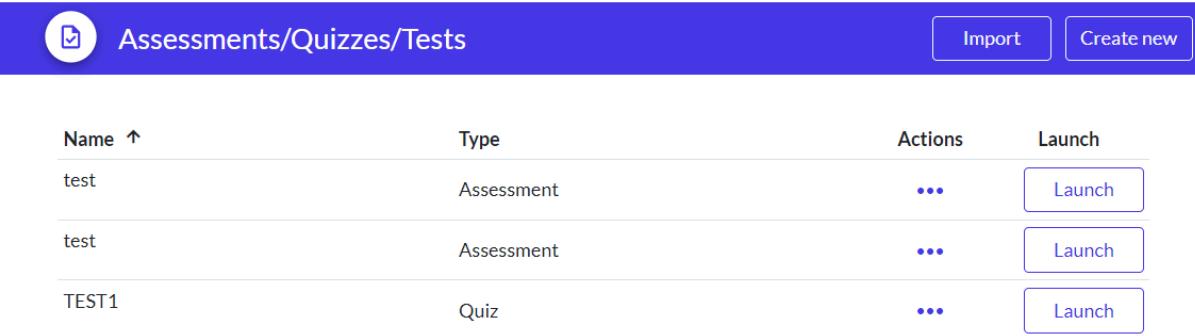
## Due date

 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

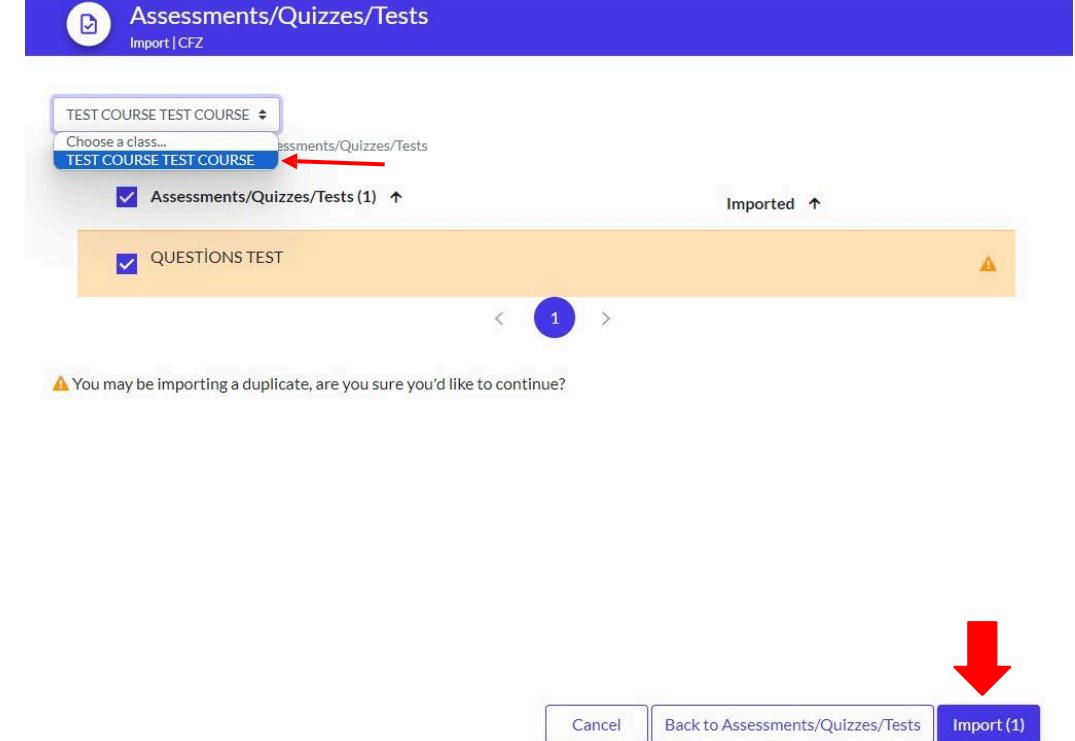
Import Create new

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

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

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



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: 7/12/2024 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**

Cancel **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

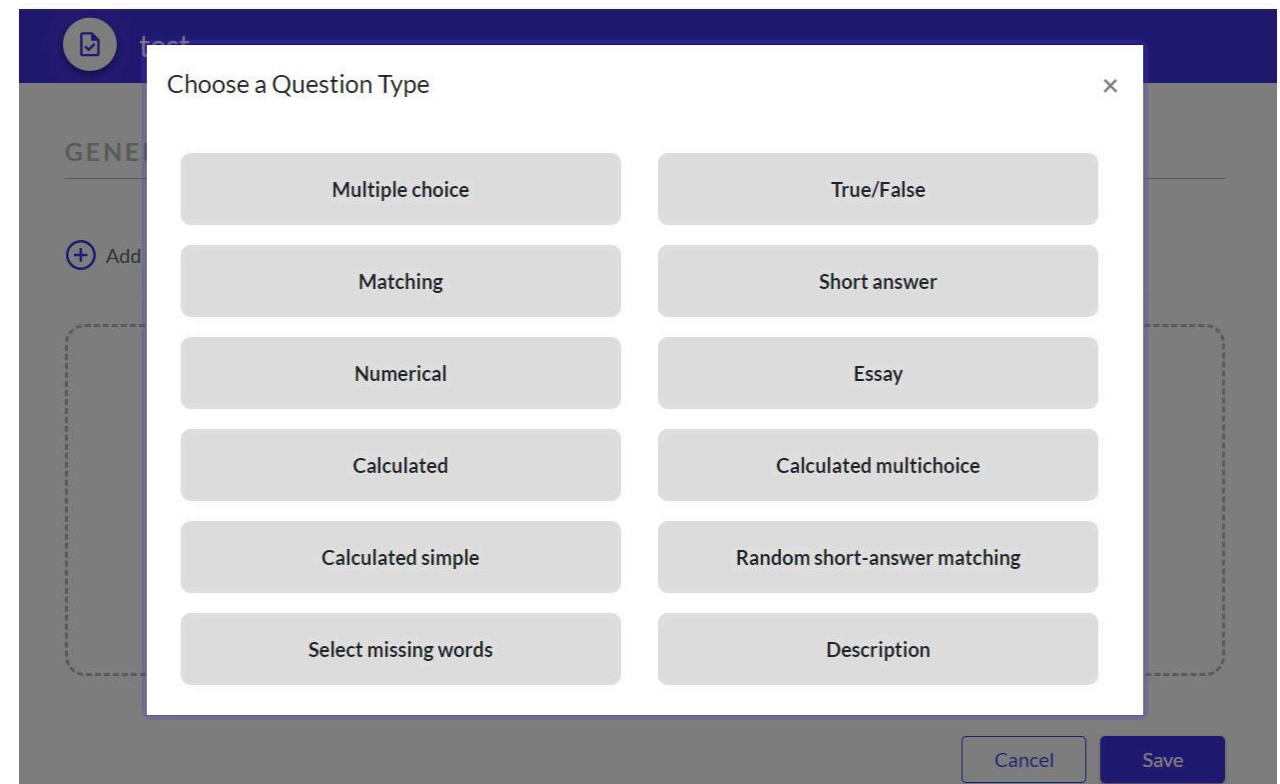
Numerical      Essay

Calculated      Calculated multichoice

Calculated simple      Random short-answer matching

Select missing words      Description

Cancel      Save

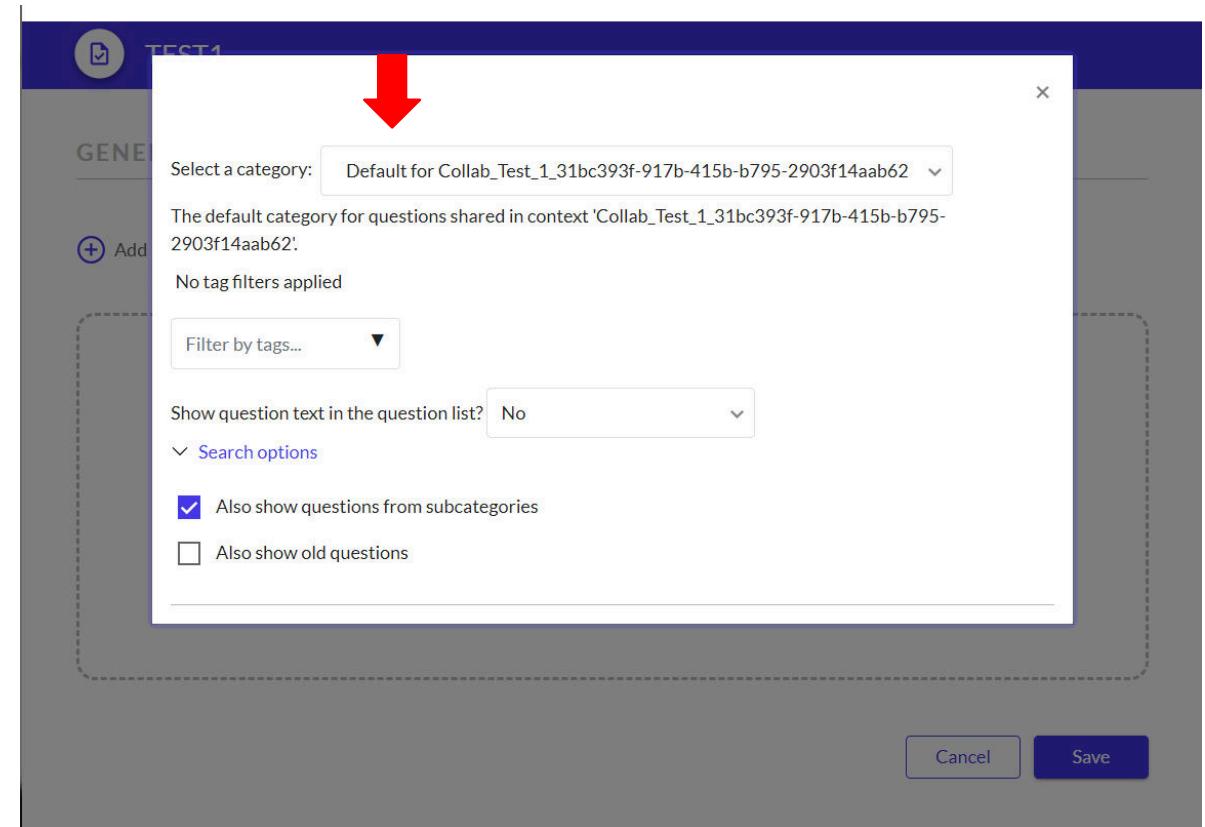


You can select the types of questions.

Class tools



GENERAL QUESTIONS



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

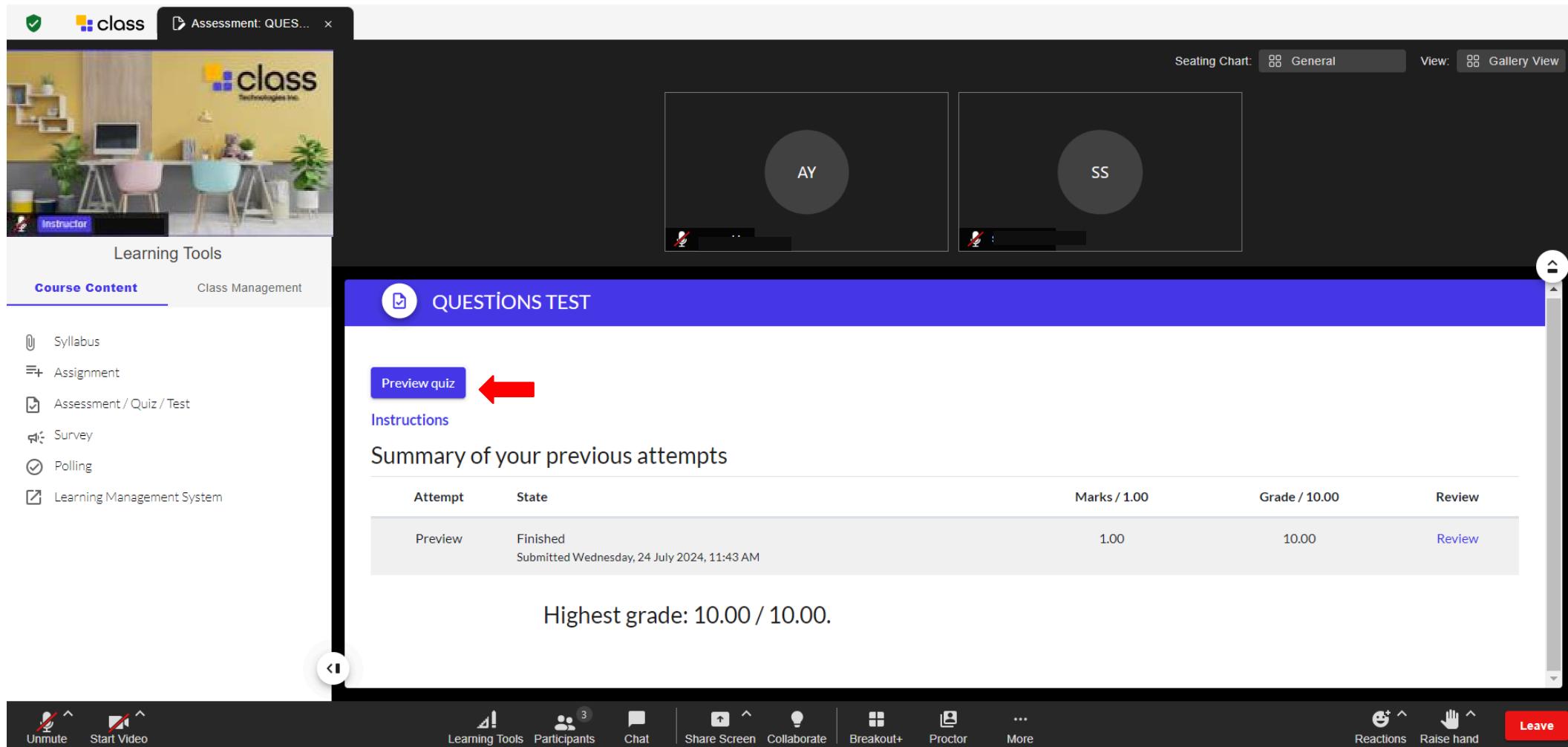
Grade

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 a tab labeled 'Assessment: QUES...'. Below the navigation bar is a 'Seating Chart' section with 'General' and 'Gallery View' options. The main content area features a 'QUESTIONS TEST' header with a blue background. A red arrow points to a 'Preview quiz' button. Below the button, the text 'Instructions' is visible. A summary table follows, titled 'Summary of your previous attempts'. The table has columns for 'Attempt', 'State', 'Marks / 1.00', 'Grade / 10.00', and 'Review'. One row is shown: 'Preview' (State: Finished, Submitted Wednesday, 24 July 2024, 11:43 AM), Marks 1.00, Grade 10.00, and a 'Review' link. At the bottom, a message states 'Highest grade: 10.00 / 10.00.' 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.

Attempt	State	Marks / 1.00	Grade / 10.00	Review
Preview	Finished Submitted Wednesday, 24 July 2024, 11:43 AM	1.00	10.00	<a href="#">Review</a>

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

## Assessments/Quizzes/Tests

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

Name	Type	Actions	Launch
QUESTİONS TEST	Assessment	...	<a href="#">Launch</a>
TEST	Assessment	<a href="#">Edit</a> <a href="#">Grade</a>  <a href="#">Duplicate</a>	<a href="#">Launch</a>
TST	Assessment	<a href="#">Delete</a>	<a href="#">Launch</a>

&lt; 1 &gt;

[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
<input type="checkbox"/>	ayse yıldız	Finished	24 July 2024 12:29 PM	24 July 2024 12:29 PM	7 secs	<b>10.00</b>	 10.00
<input type="checkbox"/>	Sanat Sanat	Finished	24 July 2024 12:34 PM	24 July 2024 12:34 PM	9 secs	<b>10.00</b>	 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 date** No due date Due before class ends Due in :

0 hours

0 minutes

 Due by :

7/12/2024

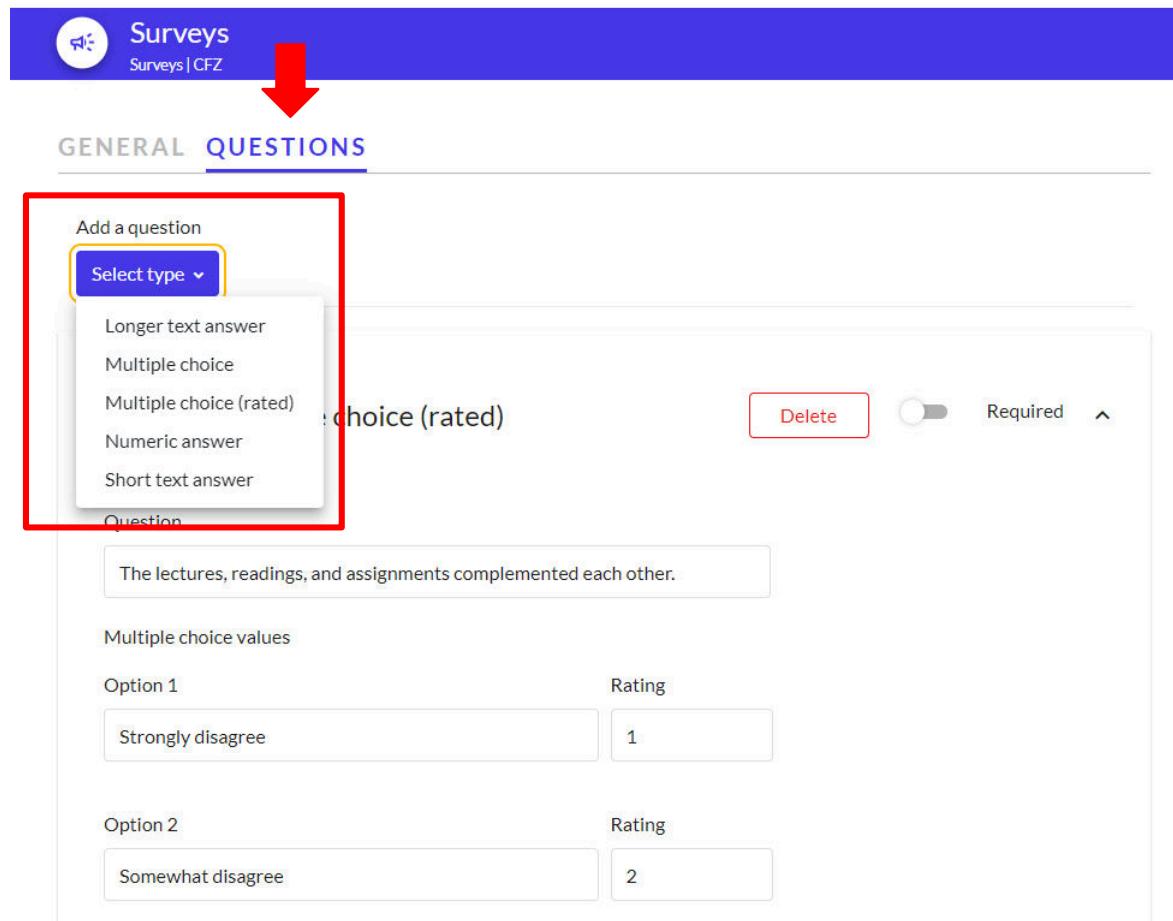
4

01

PM

 Auto number questions Show participant names with answers

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

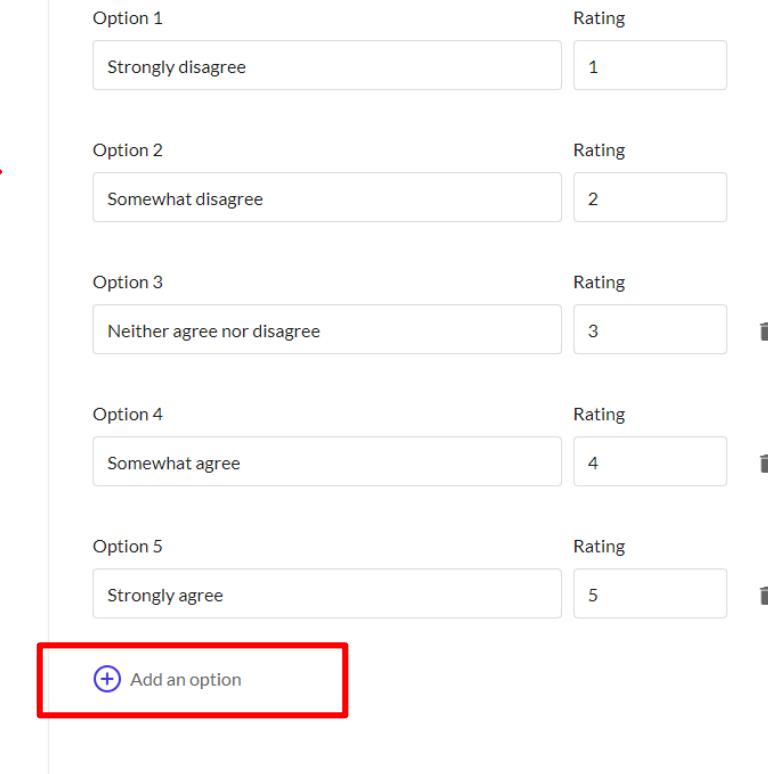
Strongly disagree 1

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 'Multiple choice (rated)' section on the left to the 'Add an option' button on the right.

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 ↑

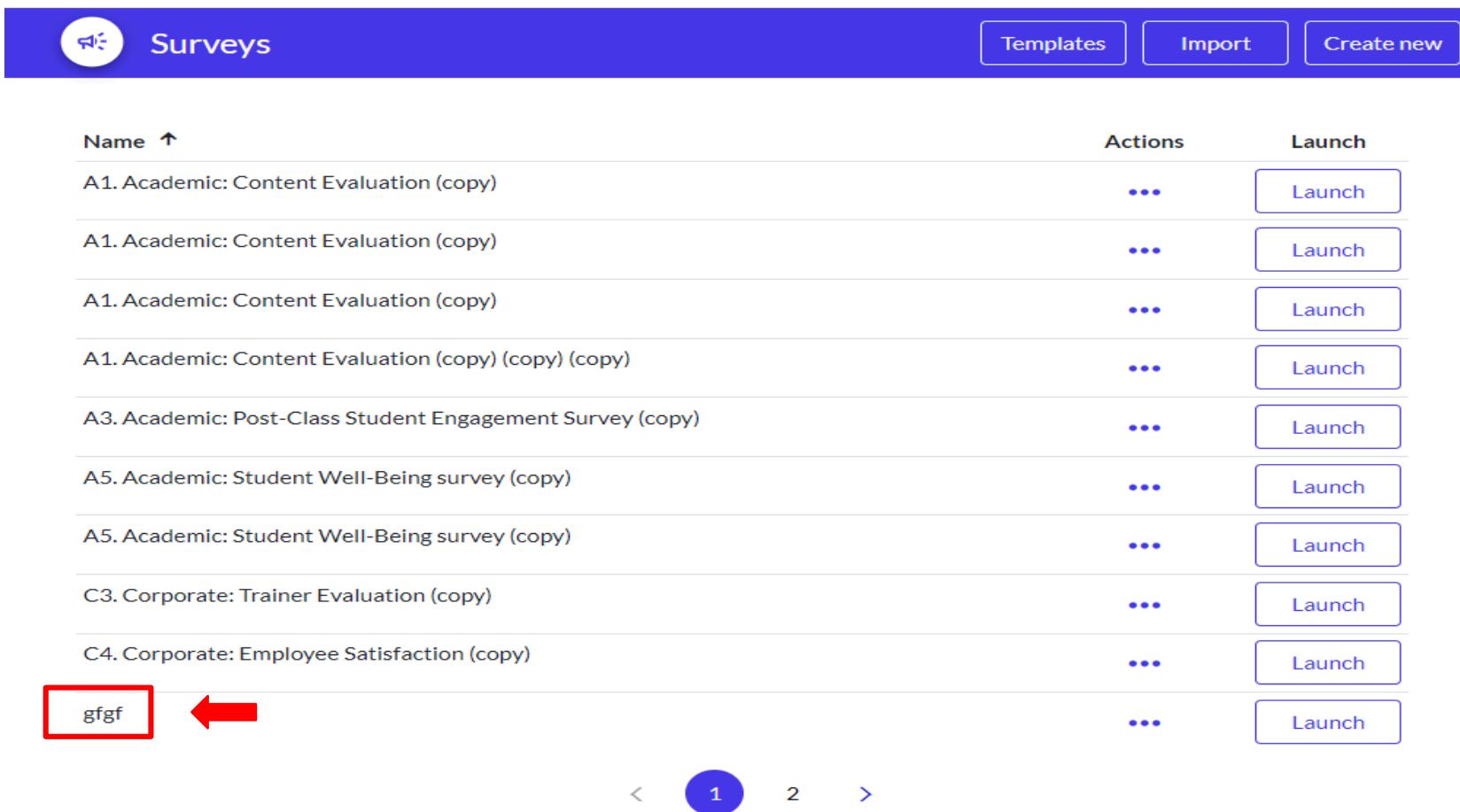
⚠ You may be importing a duplicate, are you sure you'd like to continue?

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 contains 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 survey entries, including several copies of 'A1. Academic: Content Evaluation' and other surveys like 'A3. Academic: Post-Class Student Engagement Survey' and 'C3. Corporate: Trainer Evaluation'. At the bottom of the table, there are navigation buttons for page 1 of 2, indicated by a red box and a red arrow pointing left. The text 'gfgf' is also highlighted with a red box.

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

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 a status of "Open". The survey has 2 responses and 1 question. The question is: "The instructional materials increased my knowledge and skills in the subject matter." The response scale ranges from (1) Strongly disagree to (5) Strongly agree, with a midpoint at 0. The bar chart shows that 1 student selected "Strongly disagree" and 1 student selected "Neither agree nor disagree". The "Export" button in the top right corner is highlighted with a red box. The bottom navigation bar includes buttons for Unmute, Stop Video, Learning Tools, Participants (4), Chat, Share Screen, Collaborate, Breakout+, Proctor, More, Reactions, Raise hand, and Leave.

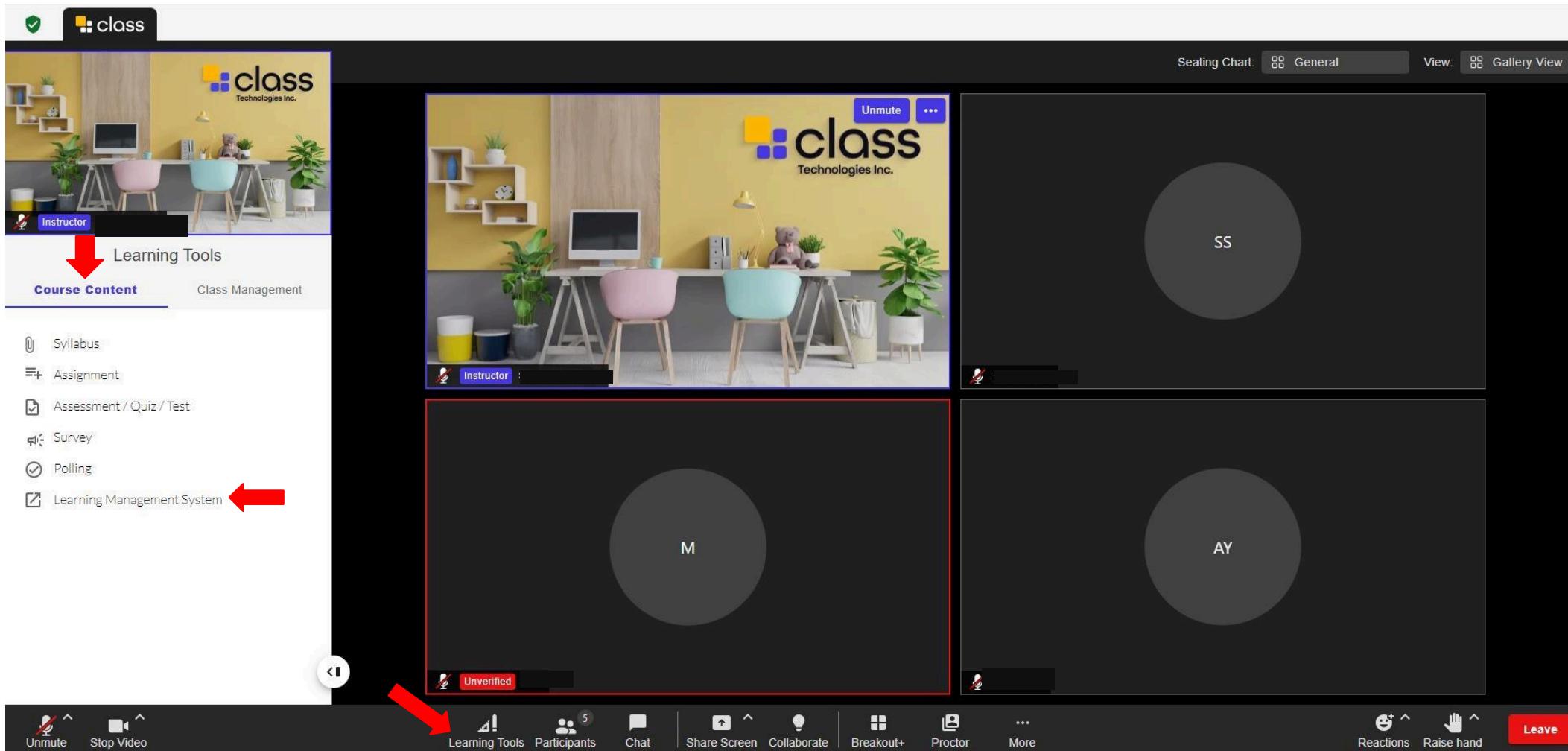
You can view the survey graph on the screen.

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



Replace LMS

Blackboard

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

Delete

Launch

Class tools

X



LMS Platform

Blackboard

Select your LMS

LMS URL

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

Enter the web address for your LMS

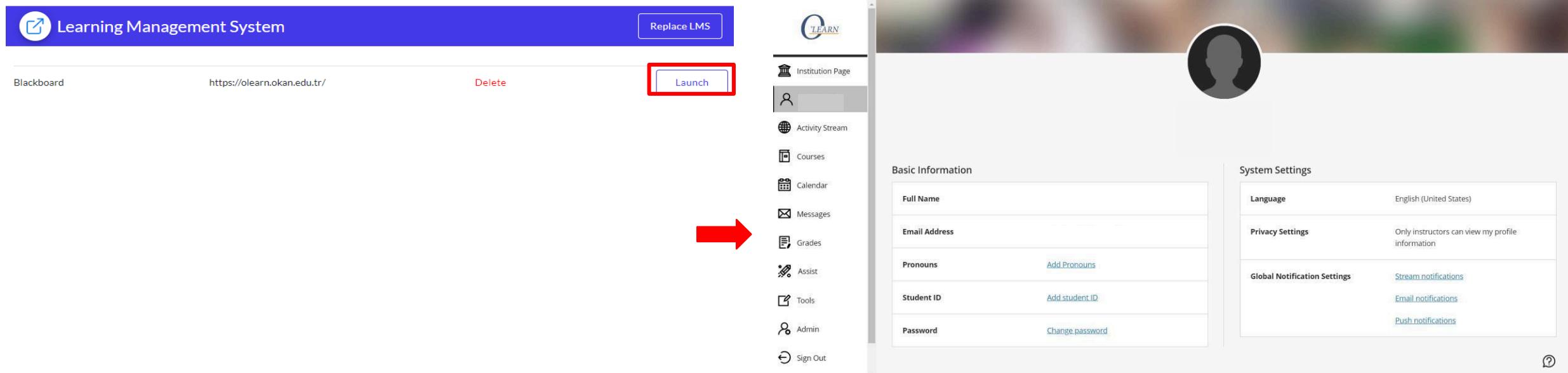
Cancel

Save



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

Class tools



The screenshot shows the 'Class tools' interface. On the left, there is a card for 'Blackboard' with the URL <https://olearn.okan.edu.tr/>. The 'Launch' button is highlighted with a red box and a red arrow points to the sharing screen on the right. The sharing screen displays the 'OLEARN' logo and a list of options: Institution Page, Activity Stream, Courses, Calendar, Messages, Grades, Assist, Tools, Admin, and Sign Out. The 'Basic Information' and 'System Settings' sections are also visible on the right.

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

Sync LMS Data Setting & Schedule NK

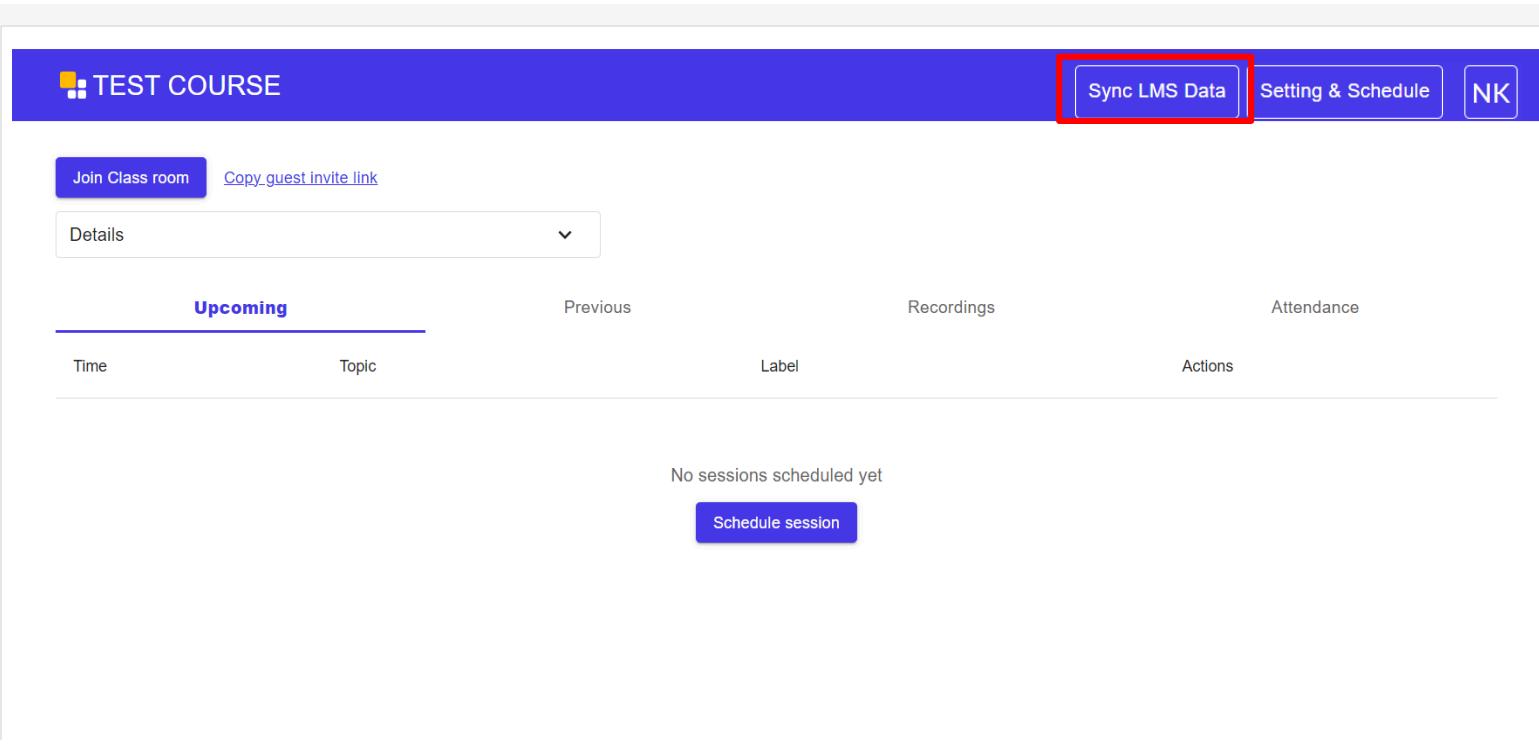
Details

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

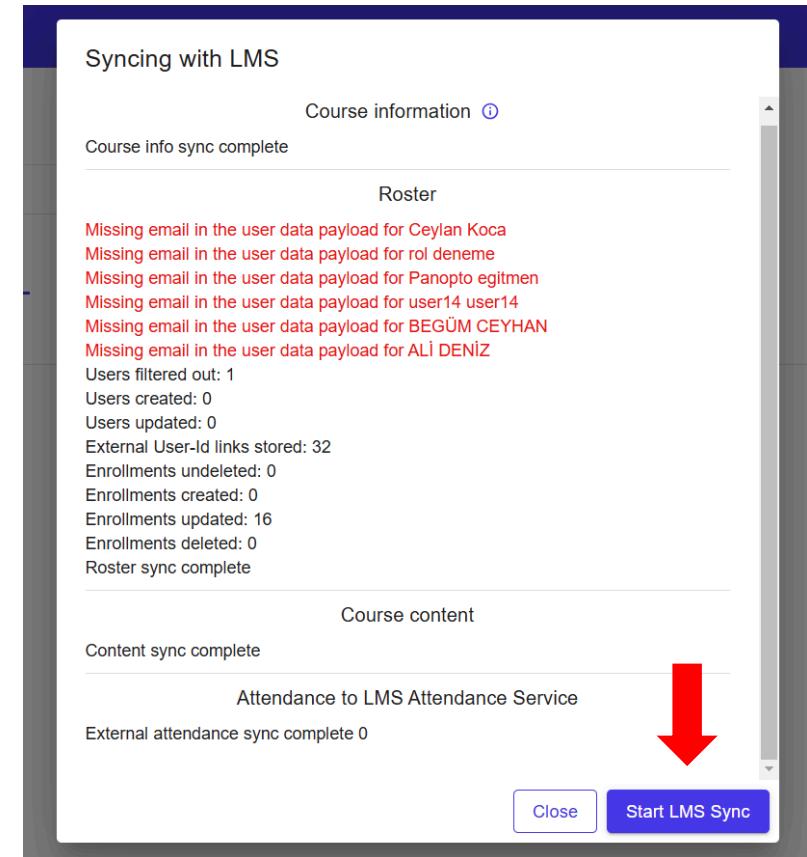
Course content

Content sync complete

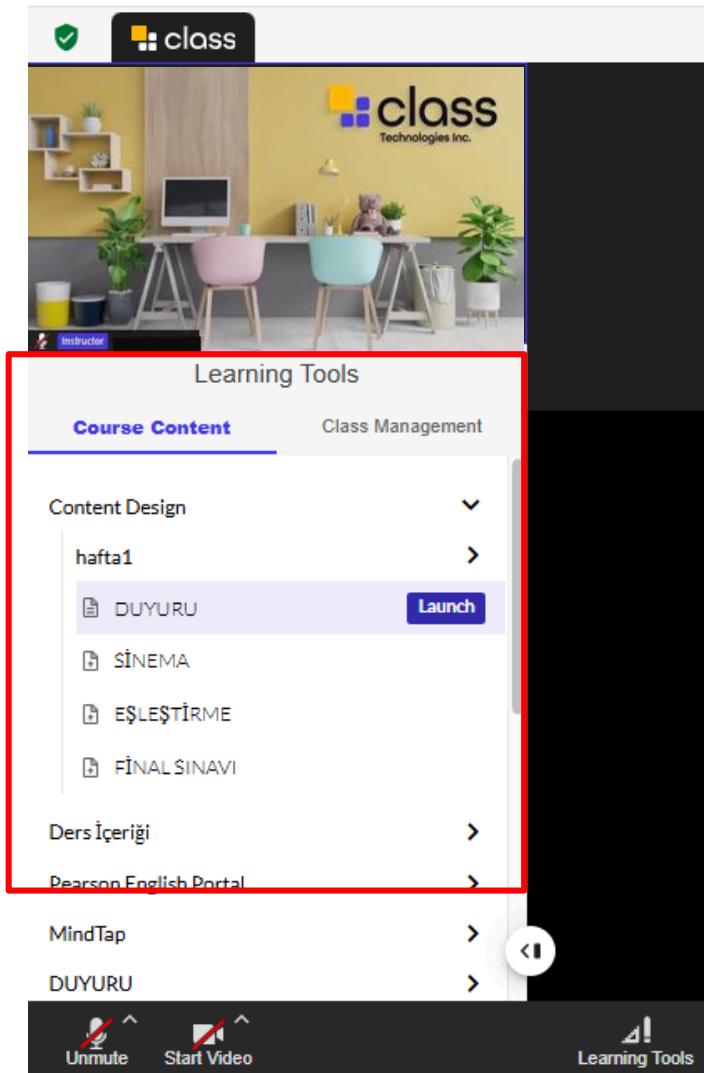
Attendance to LMS Attendance Service  
External attendance sync complete 0

↓

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.



Instructor

### Learning Tools

**Course Content**

Content Design

hafta1

DUYURU **Launch**

SİNEMA

EŞLEŞTİRME

FINAL SINAVI

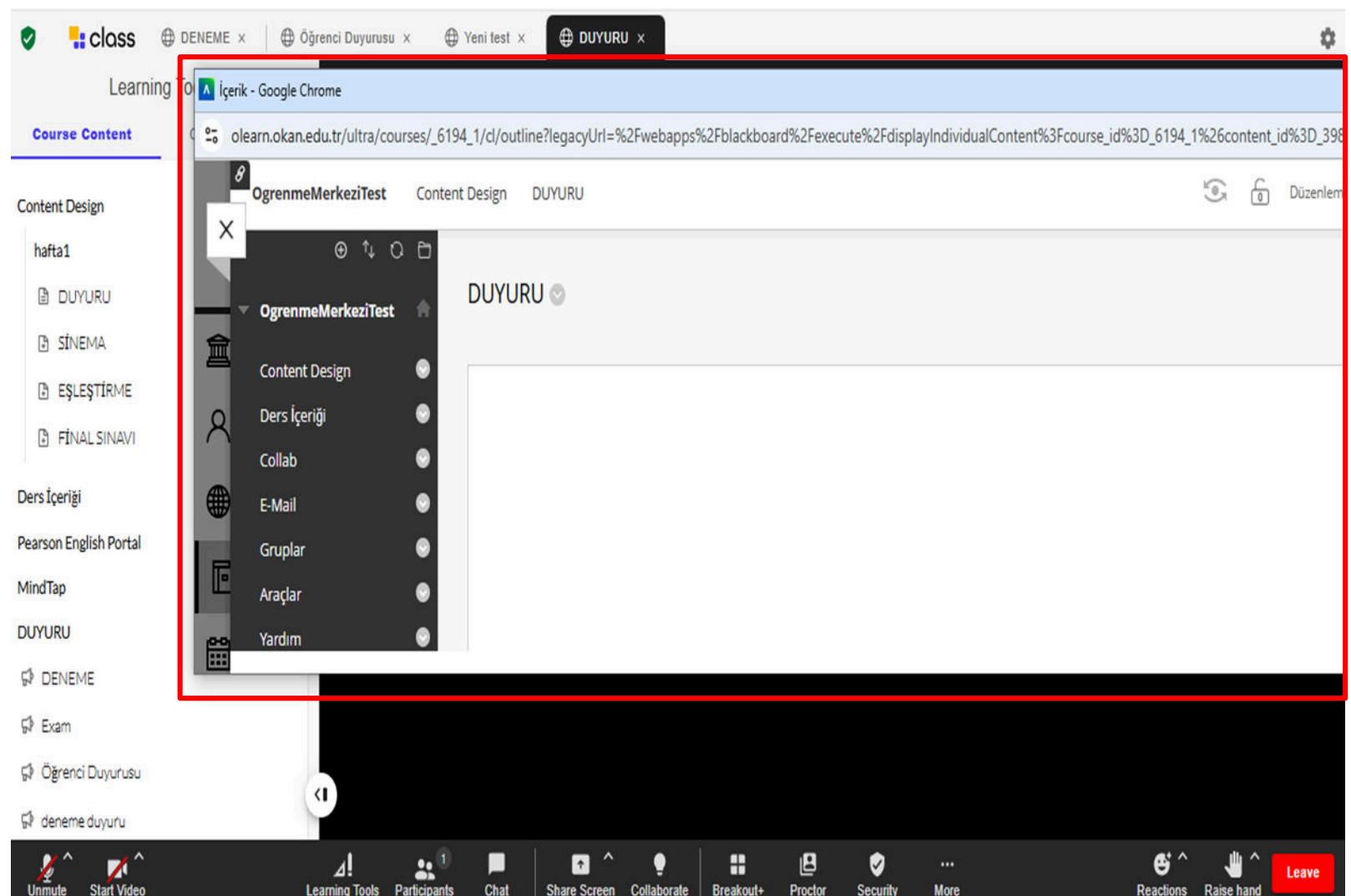
Ders İçeriği

Pearson English Portal

MindTap

DUYURU

Unmute Start Video Learning Tools



DUYURU

Content Design

DUYURU

SİNEMA

EŞLEŞTİRME

FINAL SINAVI

Ders İçeriği

Pearson English Portal

MindTap

DUYURU

DENEME

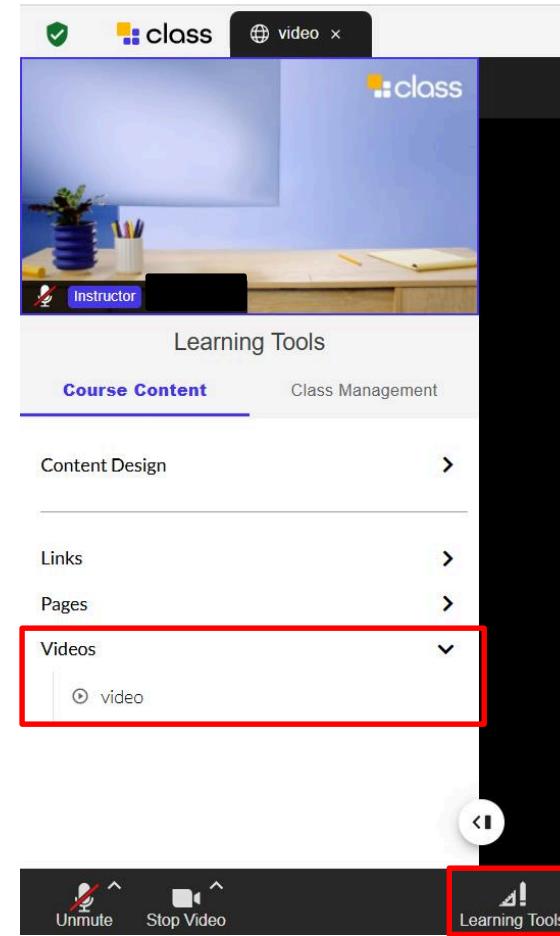
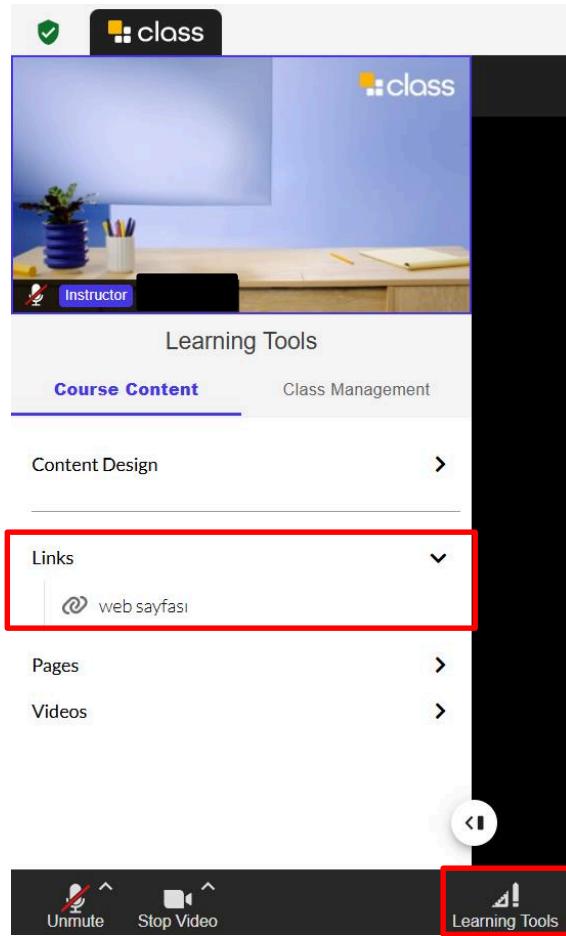
Exam

Öğrenci Duyurusu

deneme duyuru

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

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

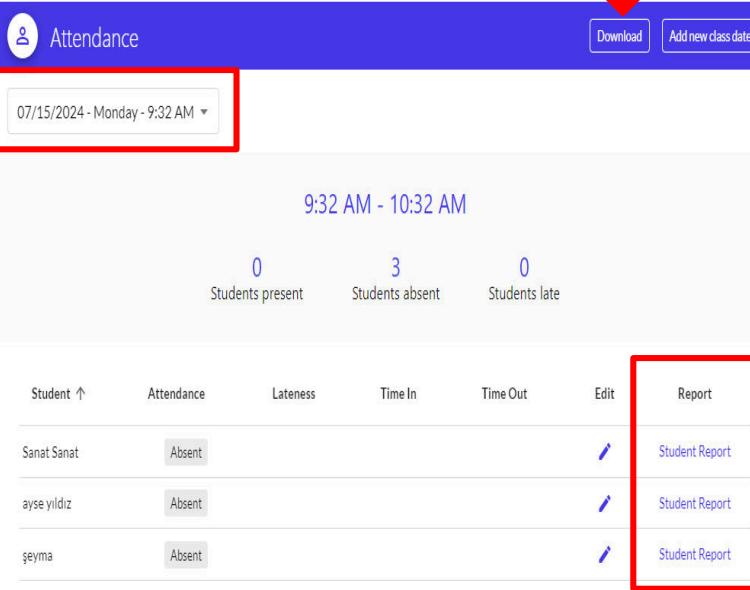
## USER GUIDE FOR INSTRUCTORS

Attendance

The screenshot shows a virtual classroom interface. On the left, a sidebar titled 'class Technologies Inc.' displays 'Learning Tools' (highlighted with a red box and arrow), 'Course Content', and 'Class Management'. Under 'Class Management', 'Attendance' is also highlighted with a red box. Other options include 'Class Roster', 'Gradebook', 'Dashboard', and 'Instructor FAQ'. The main area shows a video feed of a classroom with two desks and a computer. The video controls at the bottom include 'Unverified' (red box), 'Stop Video', and 'Leave'. The bottom navigation bar features 'Learning Tools', 'Participants' (5), 'Chat', 'Share Screen', 'Collaborate', 'Breakout+', 'Proctor', 'More', 'Reactions', 'Raise hand', and 'Leave'.

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

Class tools



Attendance

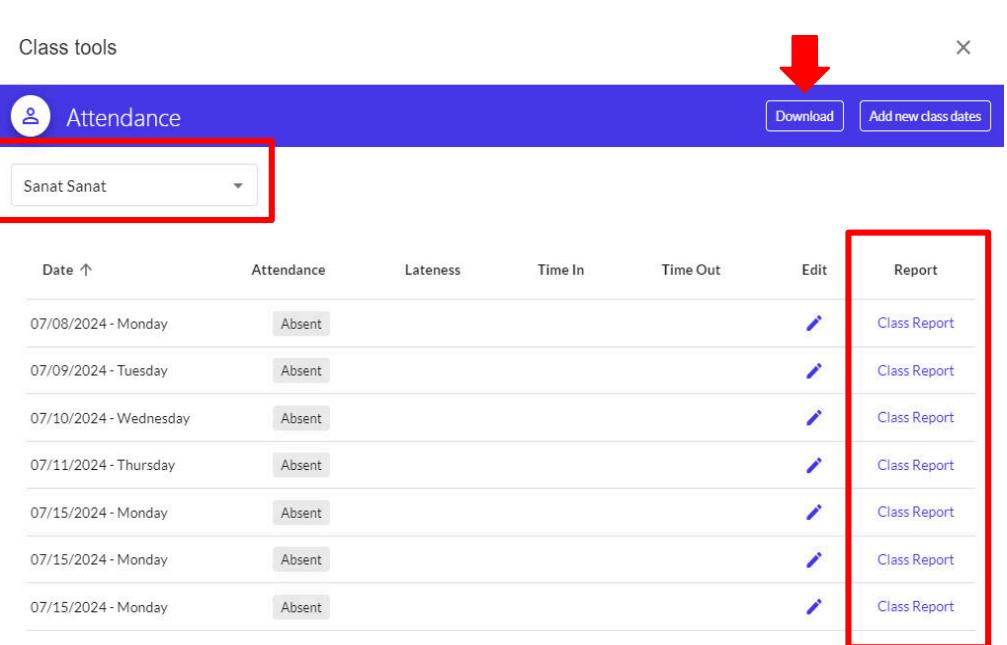
07/15/2024 - Monday - 9:32 AM

9:32 AM - 10:32 AM

Students present	Students absent	Students late
0	3	0

Student	Attendance	Lateness	Time In	Time Out	Edit	Report
Sanat Sanat	Absent				/	<a href="#">Student Report</a>
ayse yıldız	Absent				/	<a href="#">Student Report</a>
seyma	Absent				/	<a href="#">Student Report</a>

X

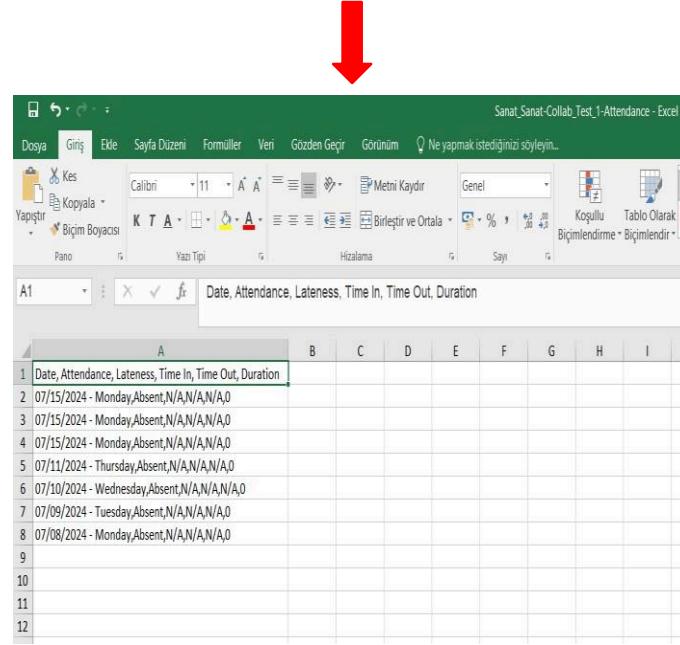


Attendance

Sanat Sanat

Date	Attendance	Lateness	Time In	Time Out	Edit	Report
07/08/2024 - Monday	Absent				/	<a href="#">Class Report</a>
07/09/2024 - Tuesday	Absent				/	<a href="#">Class Report</a>
07/10/2024 - Wednesday	Absent				/	<a href="#">Class Report</a>
07/11/2024 - Thursday	Absent				/	<a href="#">Class Report</a>
07/15/2024 - Monday	Absent				/	<a href="#">Class Report</a>
07/15/2024 - Monday	Absent				/	<a href="#">Class Report</a>
07/15/2024 - Monday	Absent				/	<a href="#">Class Report</a>

X



Sanat\_Sanat-Collab\_Test.1-Attendance - Excel

	A	B	C	D	E	F	G	H	I
1	Date,Attendance,Lateness,Time In,Time Out,Duration								
2	07/15/2024 - Monday,Absent,N/A,N/A,0								
3	07/15/2024 - Monday,Absent,N/A,N/A,0								
4	07/15/2024 - Monday,Absent,N/A,N/A,0								
5	07/11/2024 - Thursday,Absent,N/A,N/A,0								
6	07/10/2024 - Wednesday,Absent,N/A,N/A,0								
7	07/09/2024 - Tuesday,Absent,N/A,N/A,0								
8	07/08/2024 - Monday,Absent,N/A,N/A,0								
9									
10									
11									
12									

X

- 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.

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
ZEYNEP CAMUR	Absent					<a href="#">Student Report</a>
ayse yildiz	Absent					<a href="#">Student Report</a>

X

Edit ZEYNEP CAMUR's record  
11/18/2024 - Monday

Attendance	<input type="text" value="Present"/>
Lateness	<input type="text" value="Not late"/>
Time In	<input type="text" value="13:30"/> 
Time Out	<input type="text" value="18:01"/> 

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

Student ↑

Attendance	Lateness	Time In	Time Out	Edit	Report
Present		1:30 PM	6:01 PM		<a href="#">Student Report</a>

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



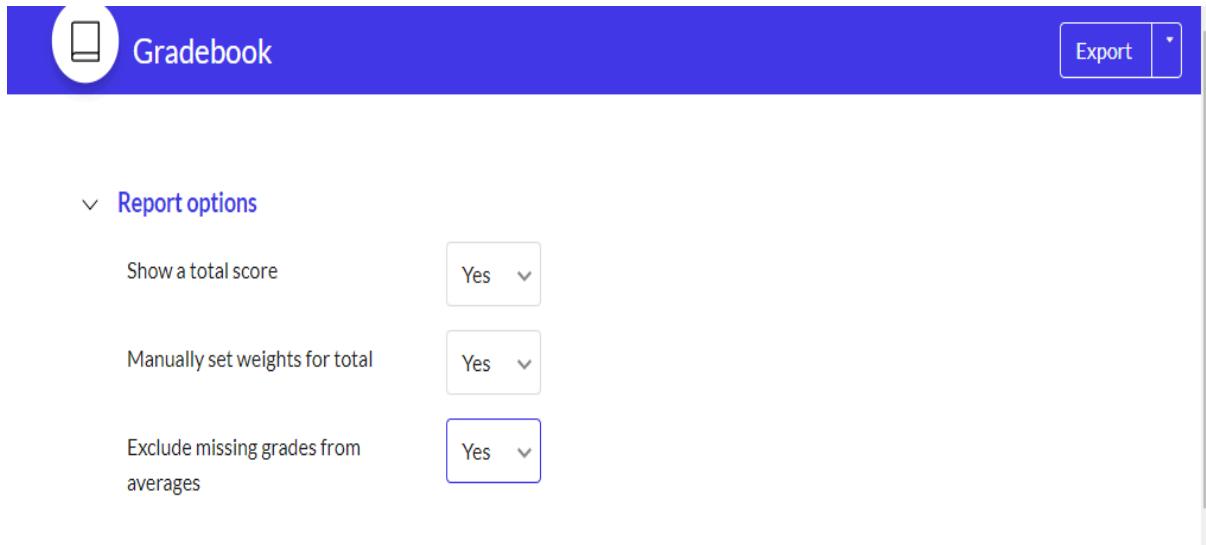
# ISTANBUL OKAN UNIVERSITY CLASS COLLAB

## USER GUIDE FOR INSTRUCTORS

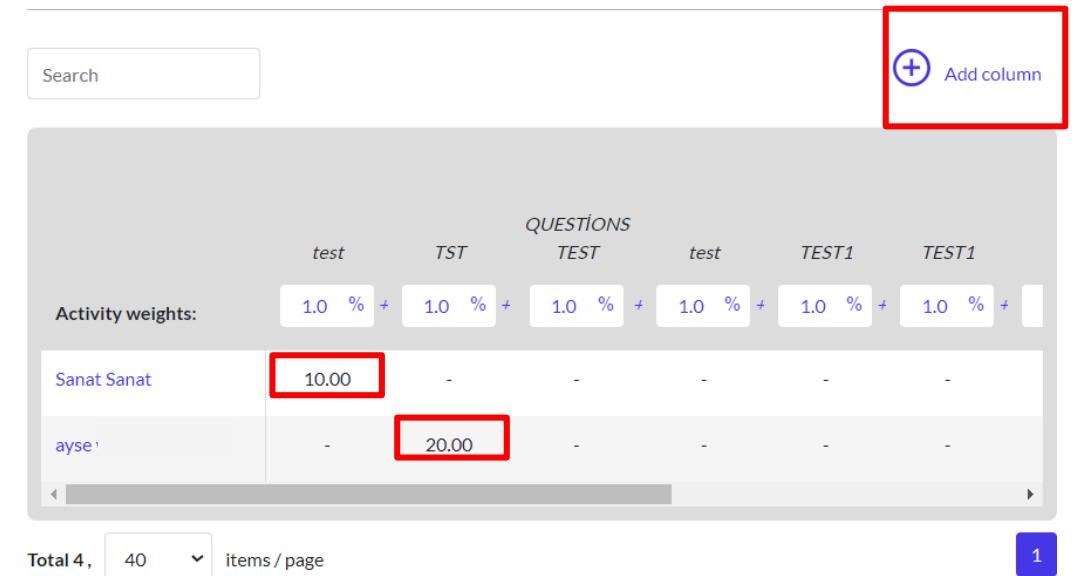
Gradebook

The screenshot shows a video conferencing interface with a dark theme. On the left, a sidebar titled 'class Technologies Inc.' displays 'Instructor' and 'Learning Tools' sections. A red arrow points down to the 'Class Management' section, where 'Gradebook' is highlighted with a red box. Other options in the sidebar include 'Course Content', 'Class Roster', 'Attendance', 'Dashboard', and 'Instructor FAQ'. The main video area shows a classroom setup with desks, chairs, and plants. The seating chart at the top right shows three student positions labeled 'M', 'SS', and 'AY'. The bottom navigation bar includes icons for 'Unmute', 'Stop Video', 'Learning Tools', 'Participants' (with a count of 5), 'Chat', 'Share Screen', 'Collaborate', 'Breakout+', 'Proctor', 'More', 'Reactions', 'Raise hand', and 'Leave'.

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



The image shows the 'Gradebook' settings interface. At the top, there is a 'Gradebook' icon and an 'Export' button. Below this, there is a section titled 'Report options' with three dropdown menus: 'Show a total score' (set to 'Yes'), 'Manually set weights for total' (set to 'Yes'), and 'Exclude missing grades from averages' (set to 'Yes').



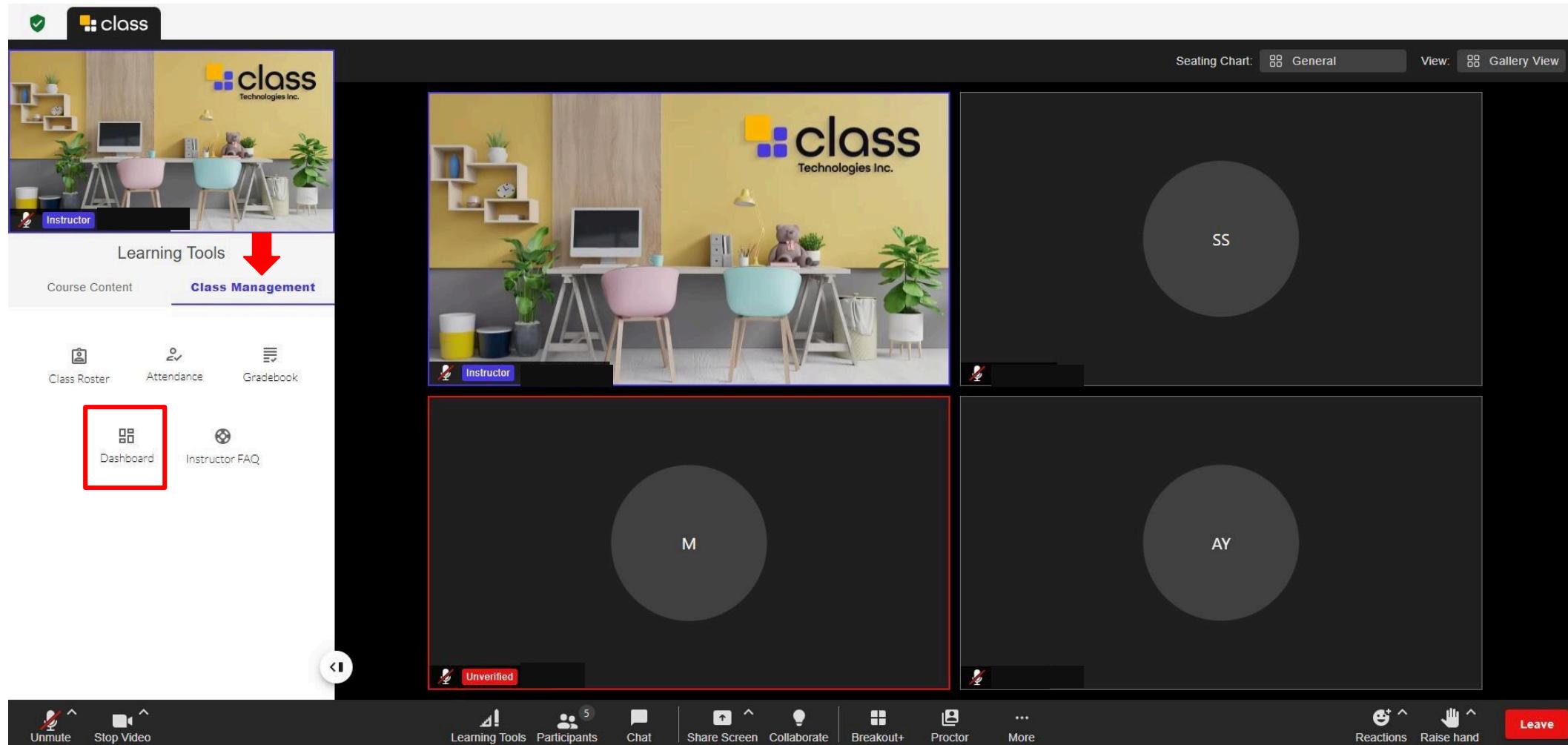
The image shows the gradebook data view. At the top, there is a 'Search' bar and an 'Add column' button (which is highlighted with a red box). Below this, there is a table with columns for 'test', 'TST', 'TEST', 'test', 'TEST1', and 'TEST1'. The table has two rows: one for 'Sanat Sanat' with a grade of 10.00, and one for 'ayse' with a grade of 20.00. The 'Activity weights' row shows values of 1.0 % for each column. At the bottom, there is a pagination control showing 'Total 4, 40 items / page' and a page number '1'.

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

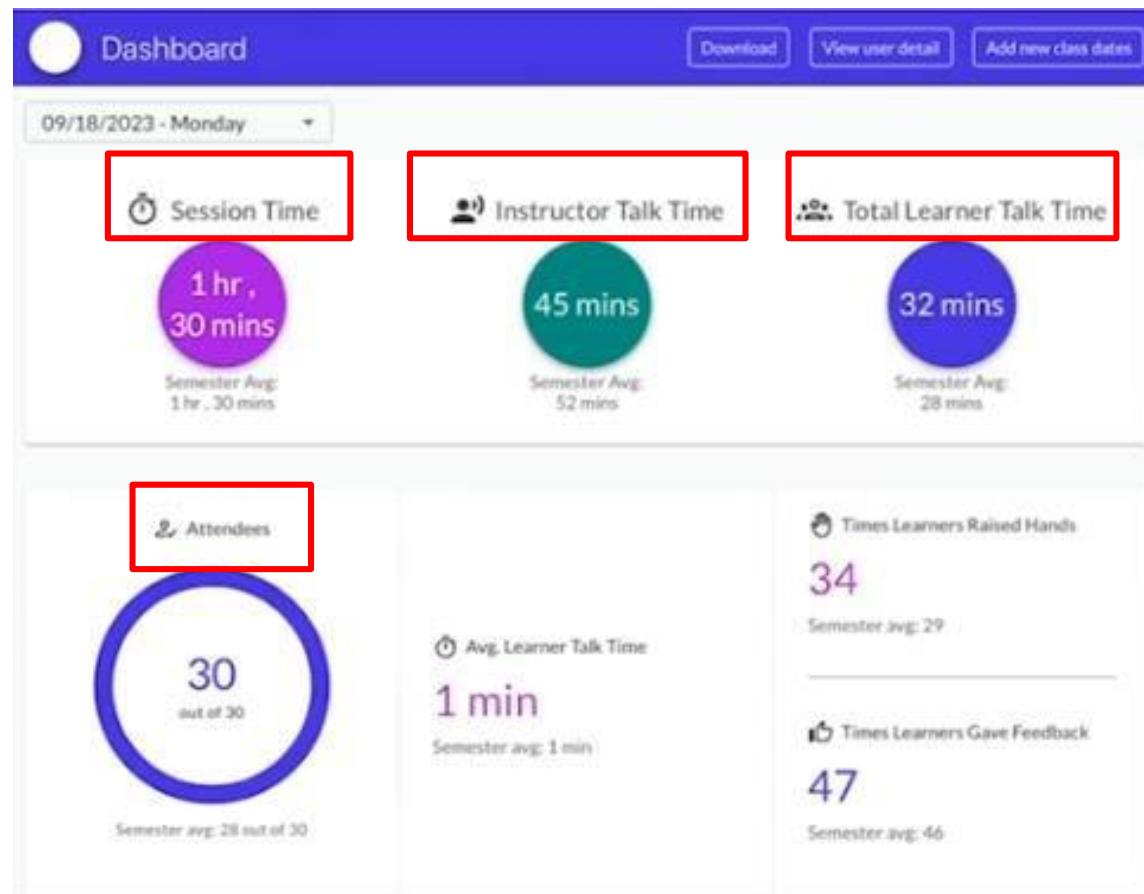
You can add a new grade column from the 'Add column' section.

# ISTANBUL OKAN UNIVERSITY CLASS COLLAB USER GUIDE FOR INSTRUCTORS

Dashboard



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



The dashboard shows a list of participants with the following 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.

Dashboard

Download

View user detail

Add new class dates

09/18/2023 - Monday

Session Time: 1 hr, 30 mins (Semester Avg: 1 hr, 30 mins)

Instructor Talk Time: 45 mins (Semester Avg: 52 mins)

Total Learner Talk Time: 32 mins (Semester Avg: 28 mins)

Attendees: 30

Avg. Learner Talk Time: 1 min (Semester avg: 1 min)

Times Learners Raised Hands: 34 (Semester avg: 29)

Times Learners Gave Feedback: 47 (Semester avg: 46)

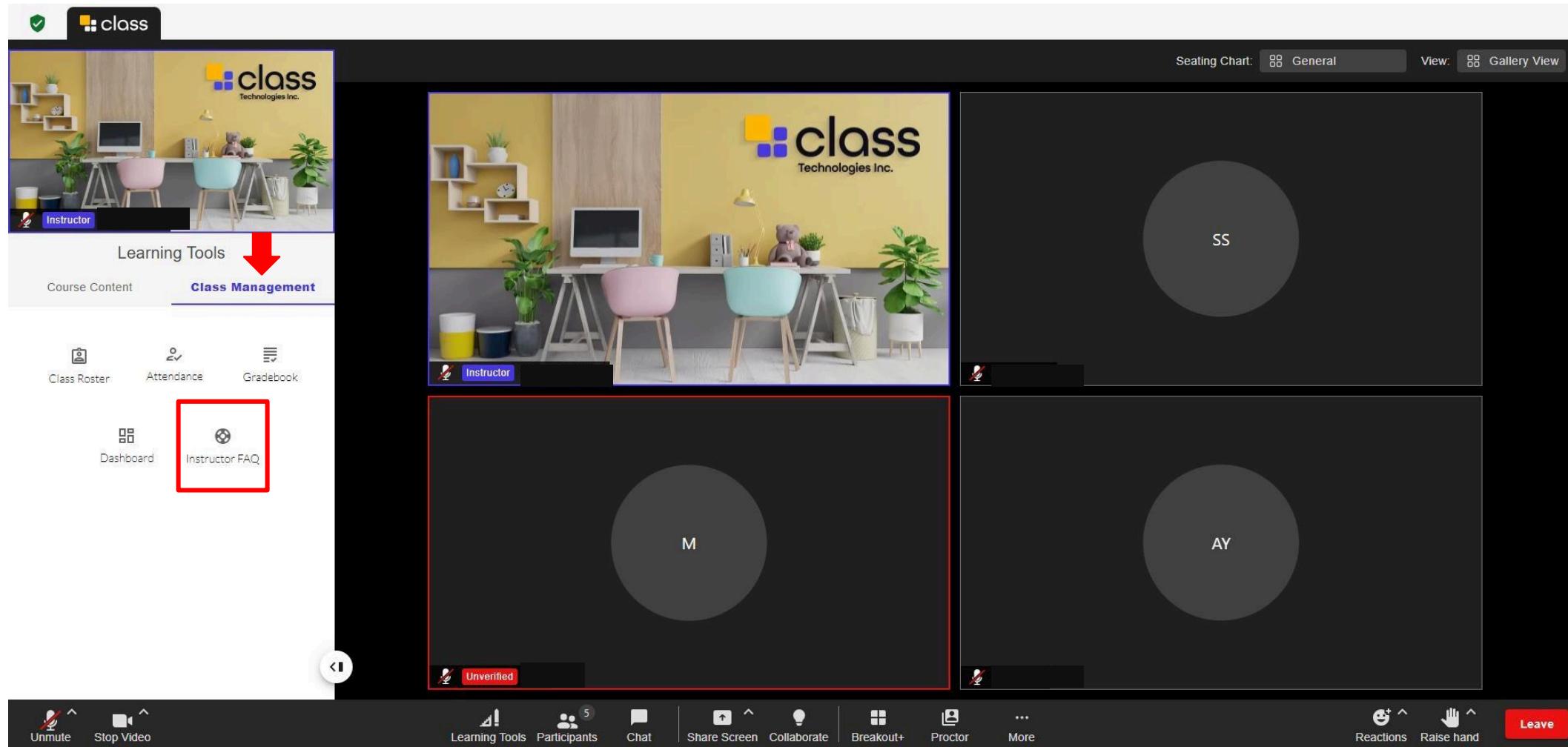
You can download the details as a report.



# ISTANBUL OKAN UNIVERSITY CLASS COLLAB

## USER GUIDE FOR INSTRUCTORS

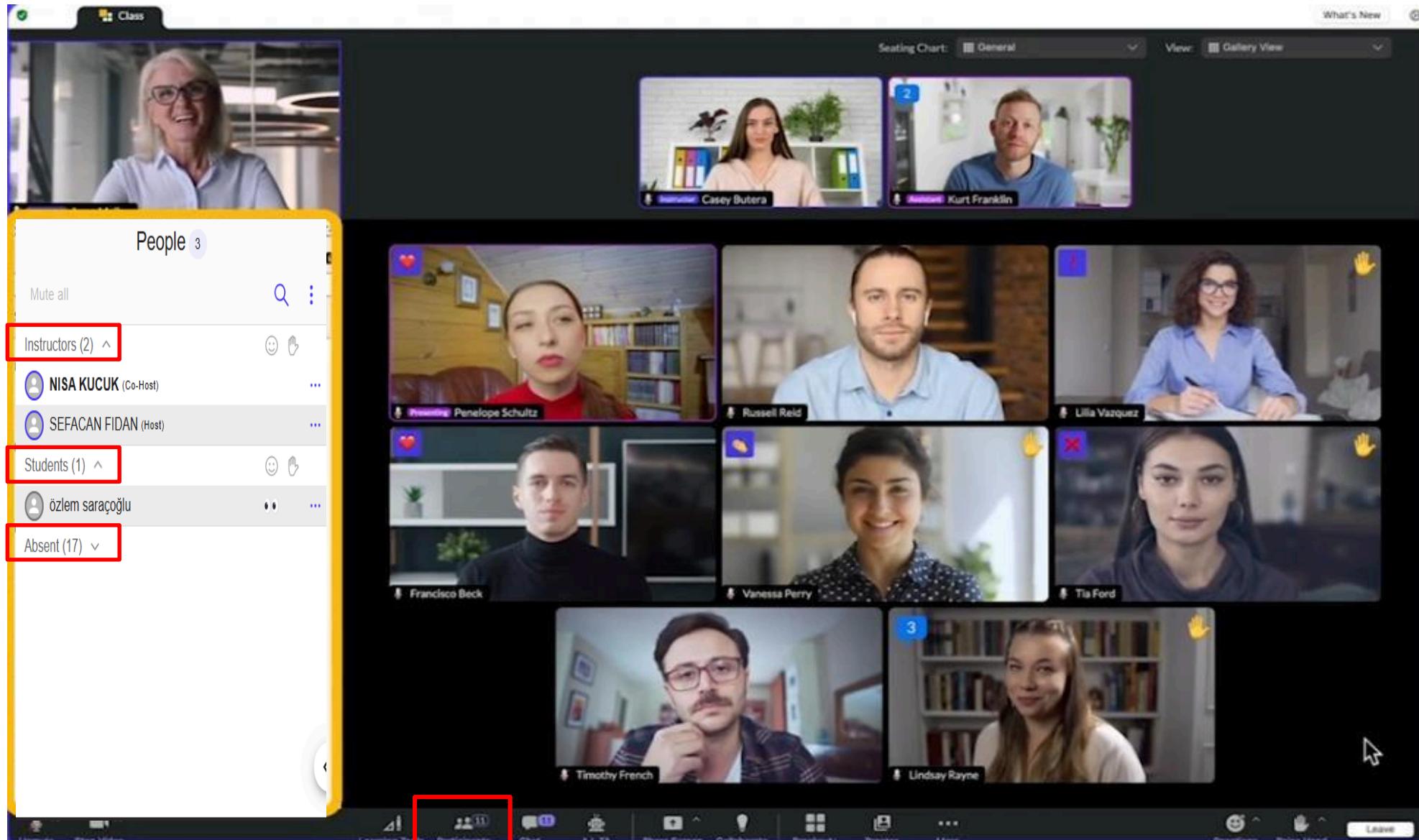
Instructor FAQ



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.

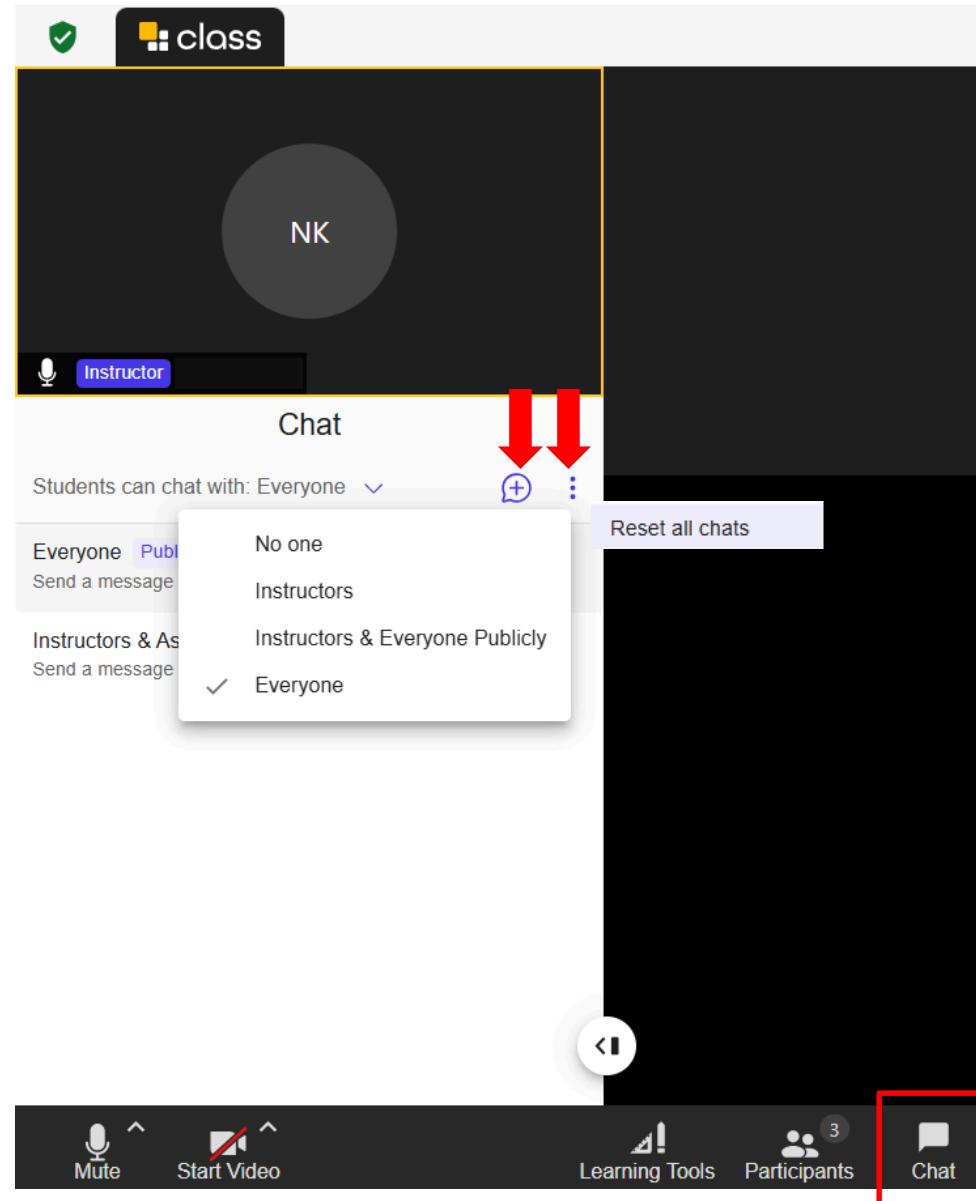
# ISTANBUL OKAN UNIVERSITY CLASS COLLAB USER GUIDE FOR INSTRUCTORS

How can I view participants?



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

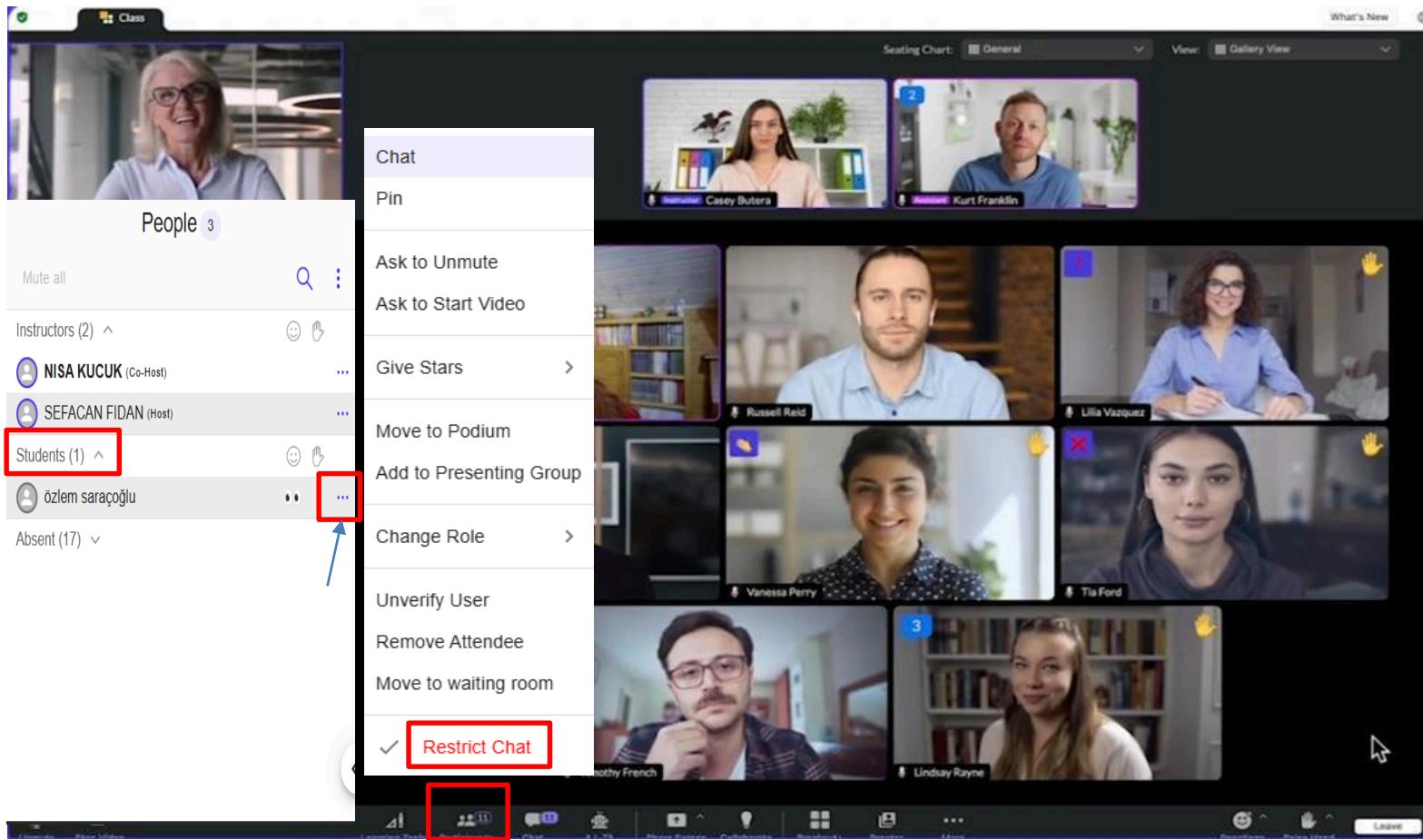
The 'Absent' section contains the names of users who attended past sessions but are currently offline.



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?

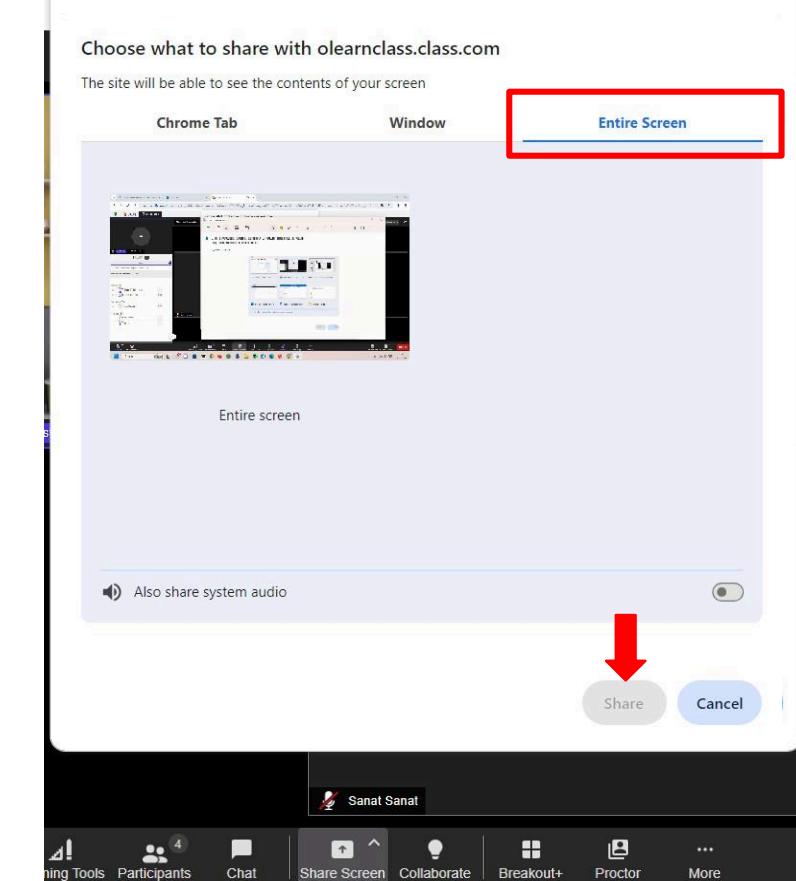
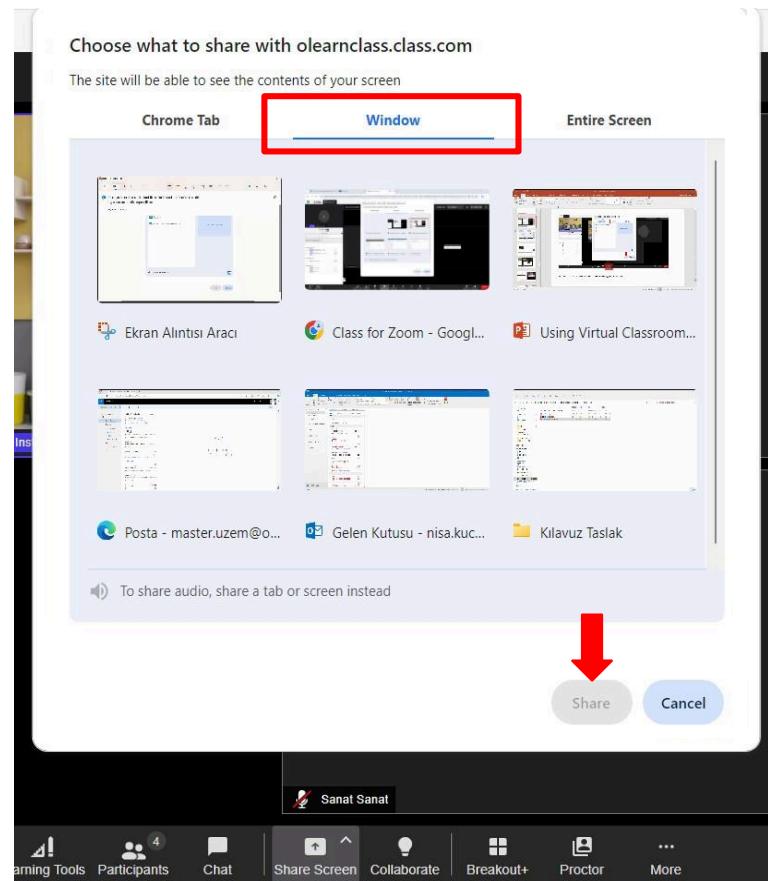
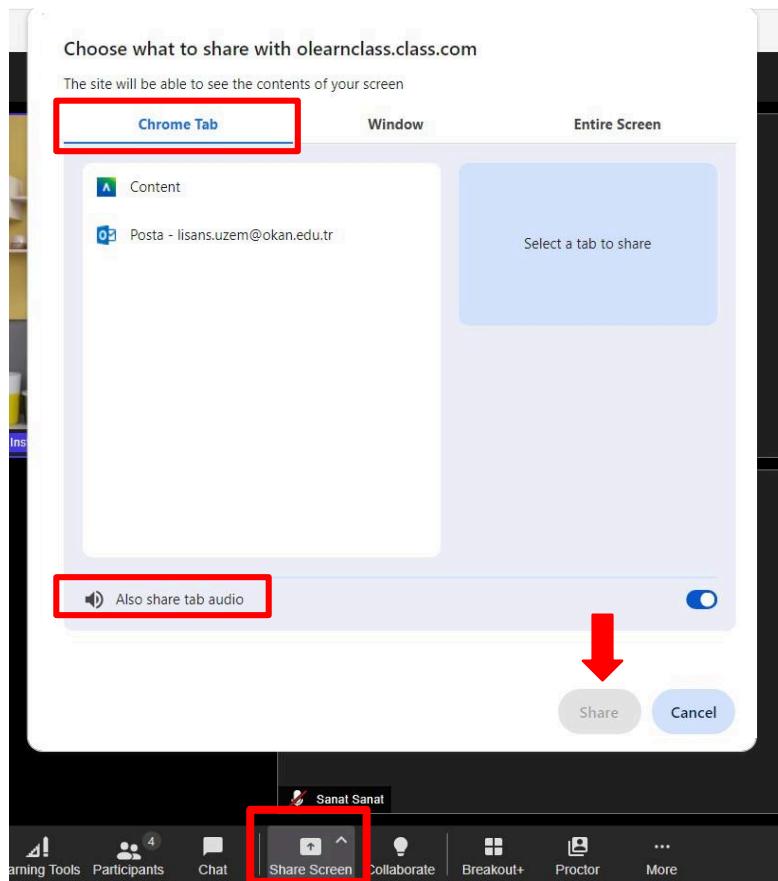


A screenshot of the Zoom Chat interface. The title bar says 'Chat' and 'Chat with Everyone Public'. Below it, a message says 'This channel is empty. Send a message to start the conversation!'. A red box highlights a message at the bottom: 'You have been restricted from using chat. You can only chat with Instructors and Assistants.' A red arrow points from the 'Restrict Chat' menu in the previous screenshot to this message.

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?

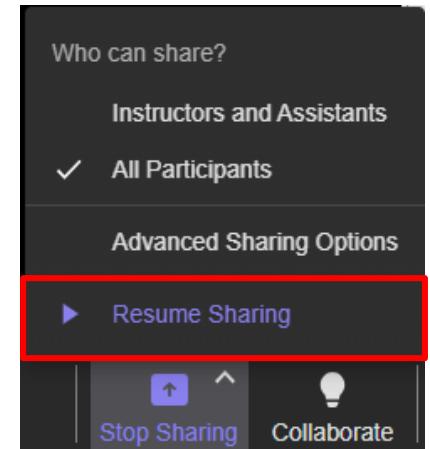
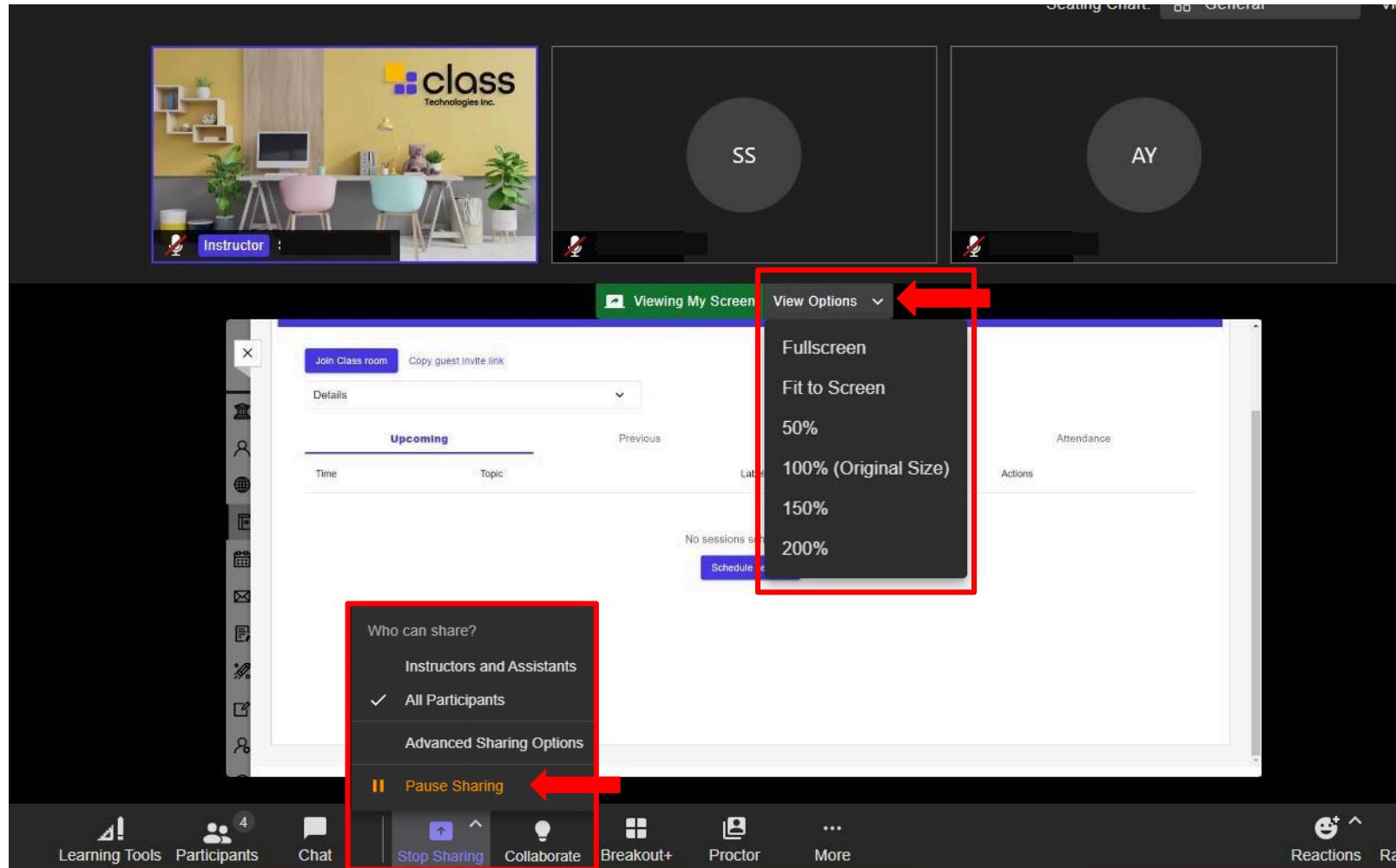


From the 'Share Screen' area, you can share your browser tab.

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.



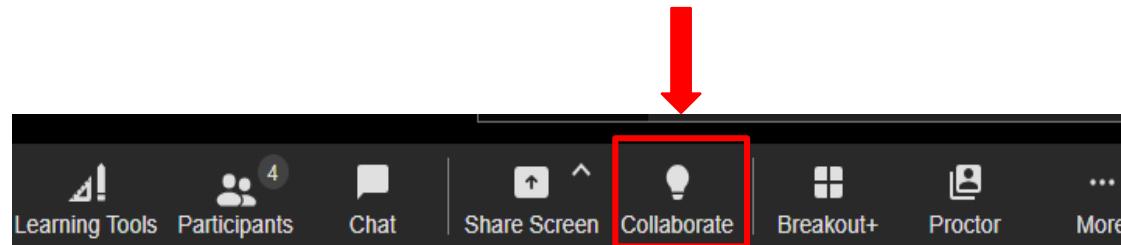
After sharing the screen, you can adjust the screen size from the 'View Options' option.

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

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

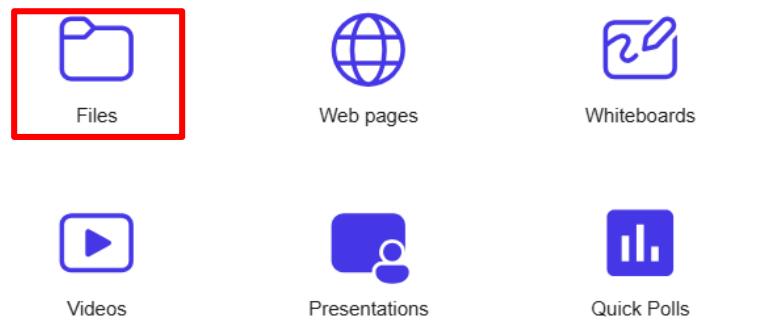
# ISTANBUL OKAN UNIVERSITY CLASS COLLAB USER GUIDE FOR INSTRUCTORS

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**

**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**

This block shows the 'Files' interface. It has a 'Saved Files' section with a list of documents and a 'New File' section. A red arrow points from the 'Files' icon in the 'Collaborate' section to the 'Saved Files' section here. A red box highlights the 'New File' button. A 'Close' button is at the bottom left, and 'Launch' buttons are at the bottom right.

**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

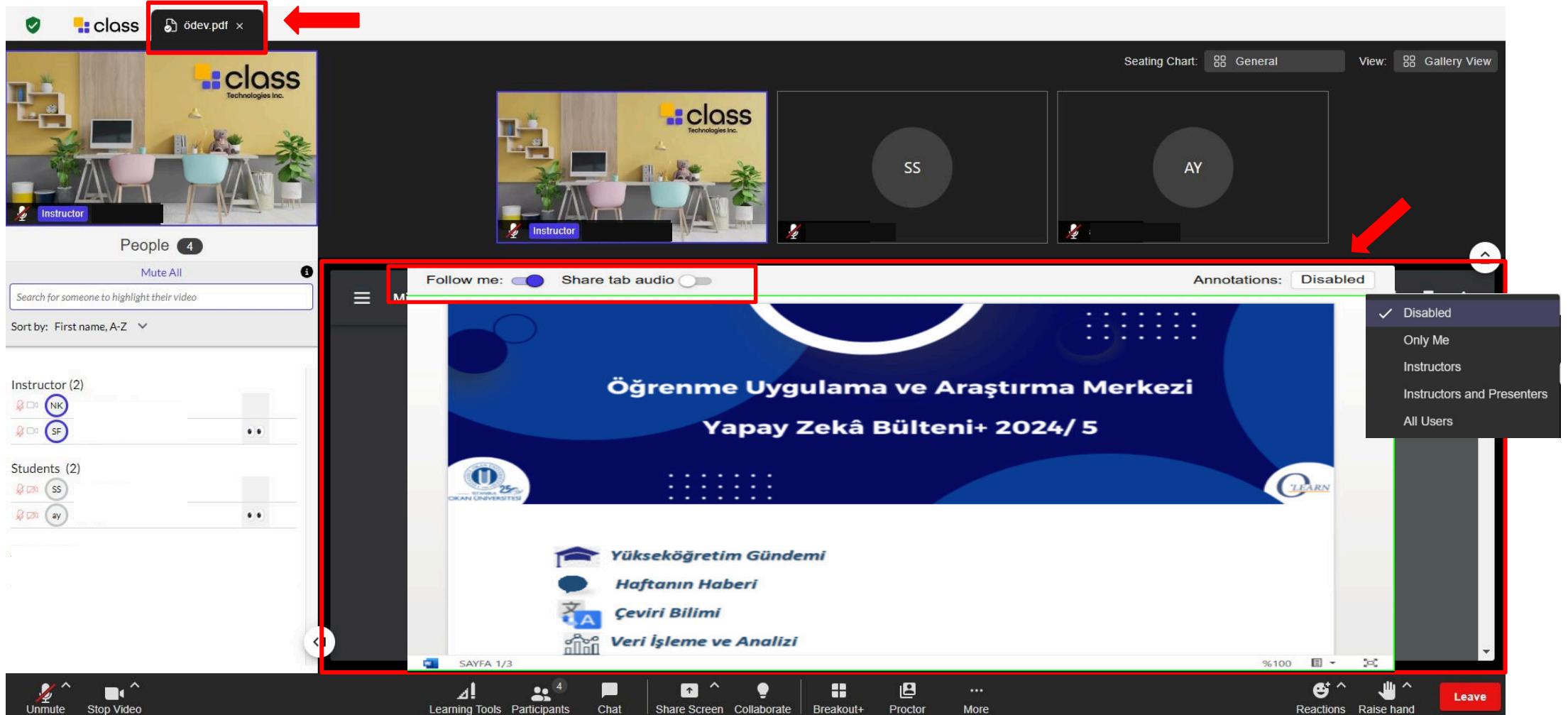
**Google Drive** **Office 365** **URL**

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

This block shows the 'Files' interface. It has a 'Saved Files' section with a 'New File' button highlighted by a red box. It also has a 'Browse' button and a 'Select from' section with 'Google Drive', 'Office 365', and 'URL' options, all of which are highlighted by a red box. At the bottom are 'Close', 'Save', 'Launch', and 'Save & Launch' buttons.

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.

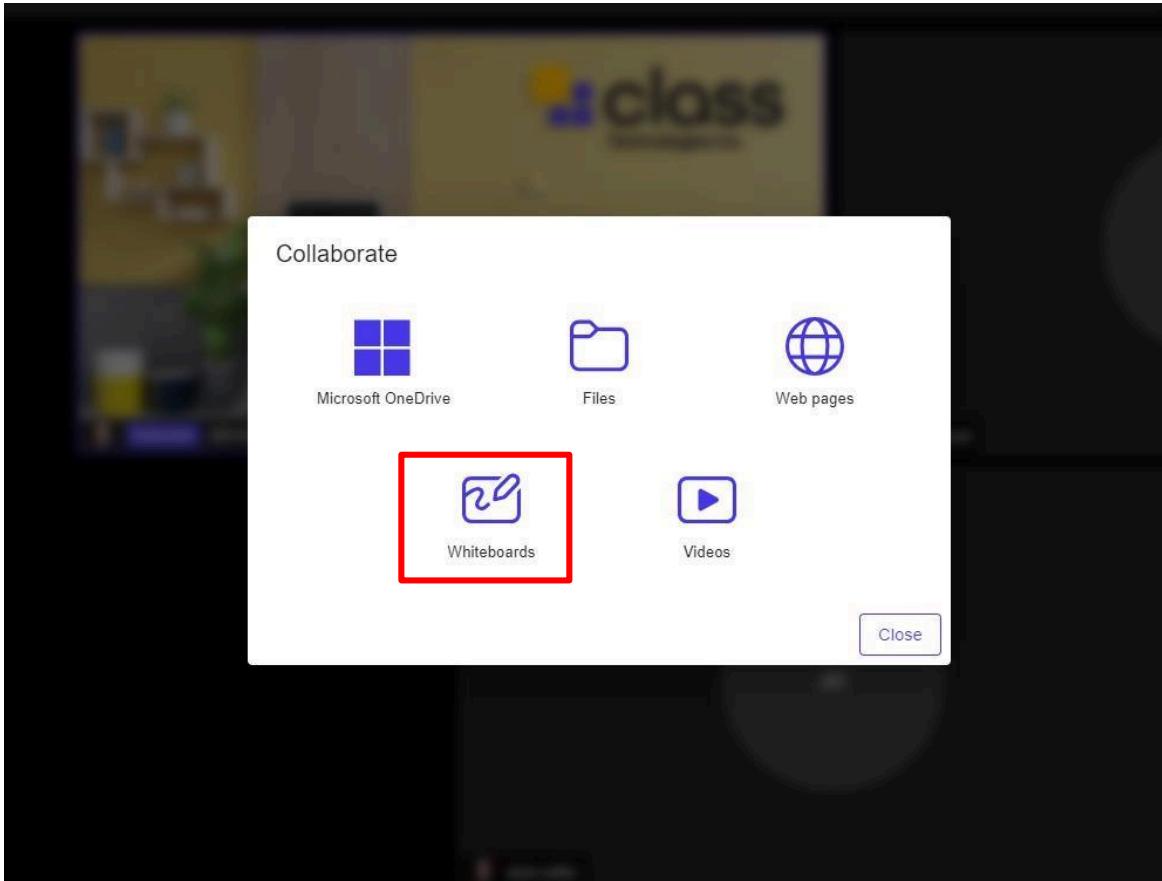
**! (We do not recommend the file sharing tool at this time, you can share your presentation/file from the Screen Share area.)**



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' settings screen. At the top, there's a header with the 'Whiteboard' icon and a 'Create whiteboard' button. Below the header is a table with one row, showing a whiteboard named 'Ders' (Type: Group, Last edited: 10.7.2024 Çarşamba). To the right of the table are 'Actions' (with a 'More' button and a 'Launch' button, the latter is highlighted with a red box), 'Settings' (with a 'Delete' option), and a page navigation section. Below the table is a 'Whiteboard settings' section with fields for 'Name' (empty), 'Type' (set to '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' - the second is selected), and three buttons at the bottom: 'Cancel', 'Save', and 'Save and launch' (the latter is highlighted with a red box).

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.

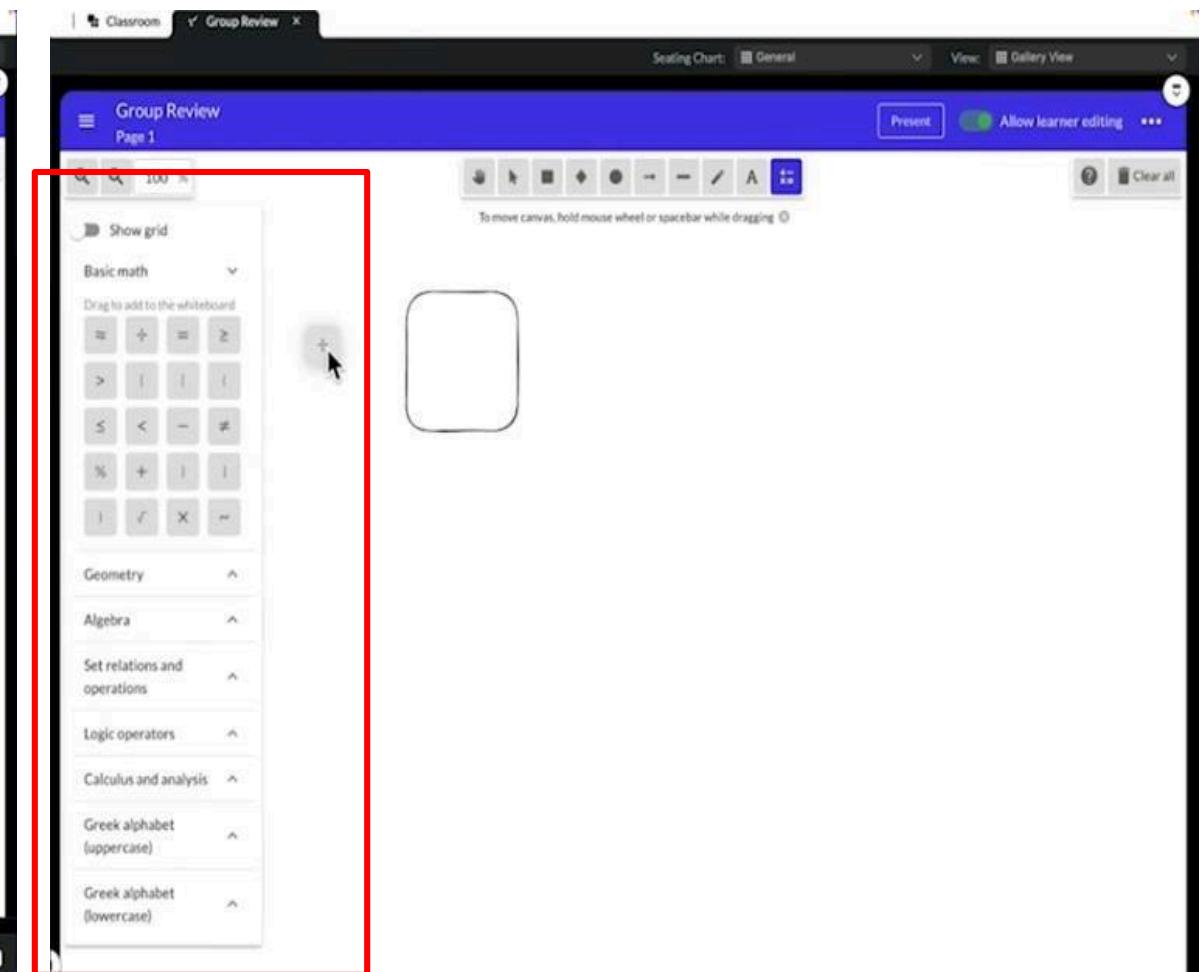
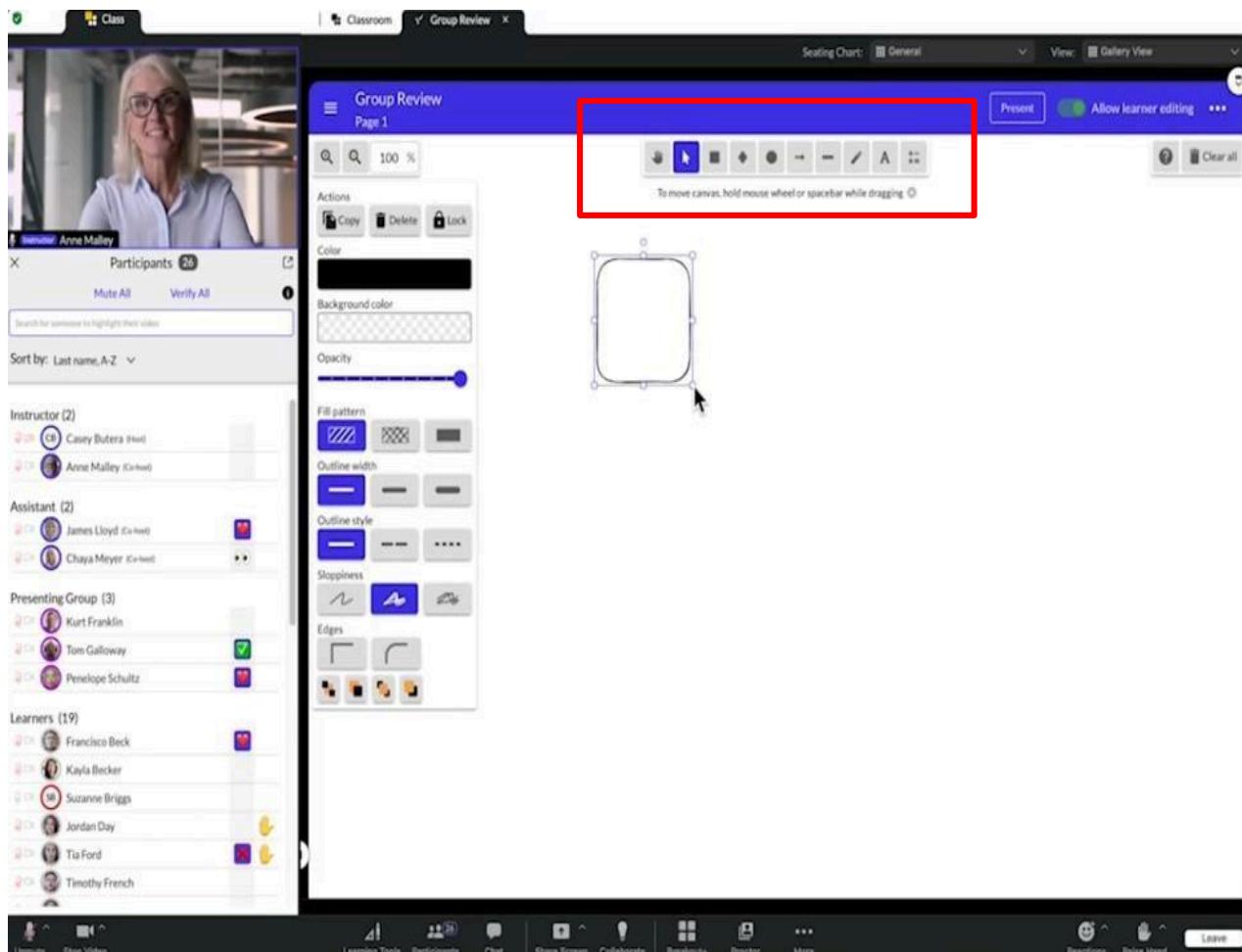
You can view the whiteboards you have created or previously created whiteboards, and share them with your class by selecting the 'Launch' option.

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

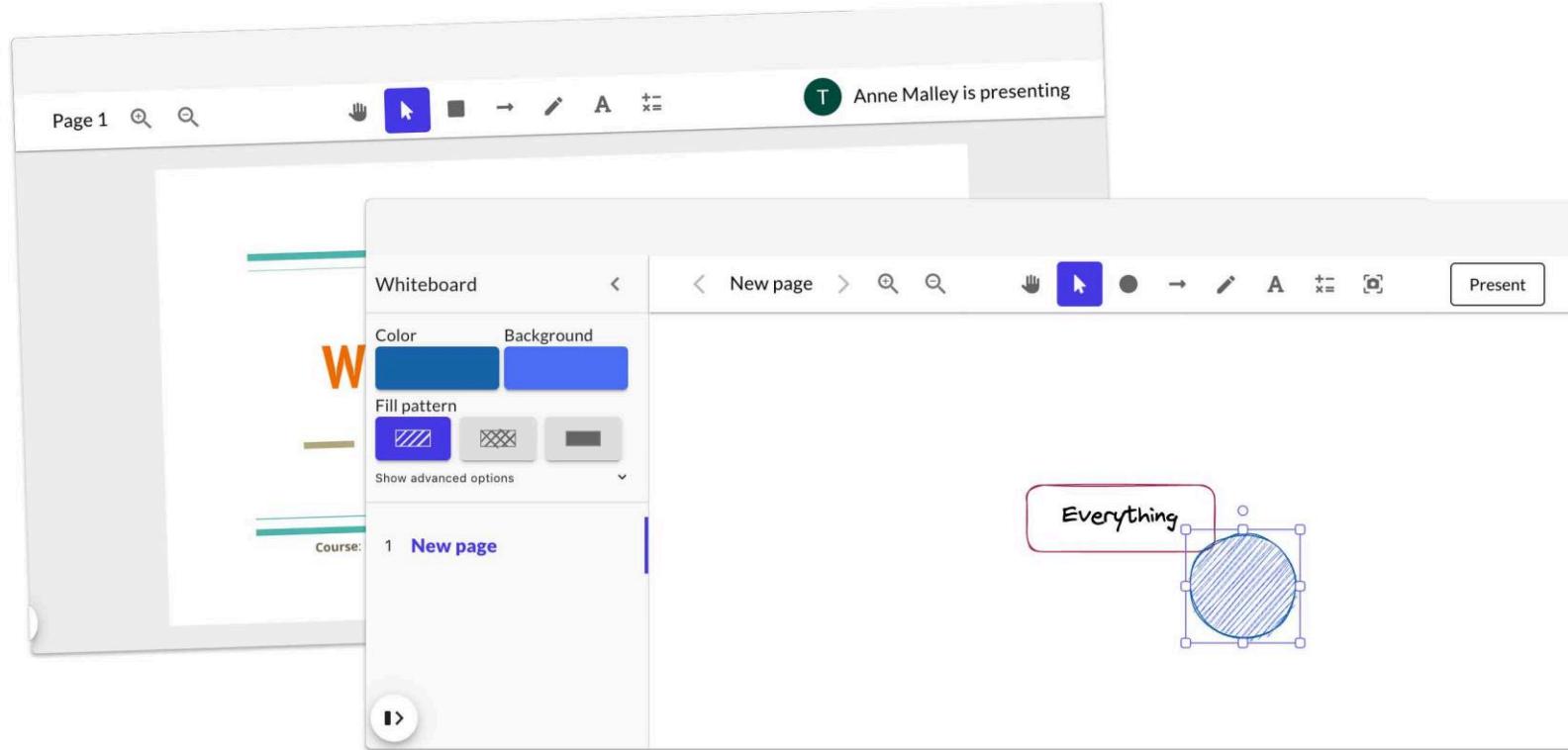
The screenshot shows the Class Technologies Inc. platform interface. The top navigation bar includes a shield icon, the 'class' logo, a search bar with the text 'fg<dfg<', and a gear icon. The main area features a 'Seating Chart' with 'General' and 'View: Gallery View' options. The whiteboard interface has a toolbar with 'Present' and other controls. A red box highlights a dropdown menu with options: 'Disable student annotation for this page', 'Shortcuts', 'Settings', and 'Clear all'. The left sidebar shows 'People' (3), 'Add page', 'Import PDF to pages', and a 'New page' section. The bottom navigation bar includes 'Unmute', 'Stop Video', 'Learning Tools', 'Participants' (3), 'Chat', 'Share Screen', 'Collaborate', 'Breakout+', 'Proctor', 'Security', 'More', 'Reactions', 'Raise hand', and a 'Leave' button. The bottom left sidebar lists 'Instructor (1)' and 'Students (2)'.

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.



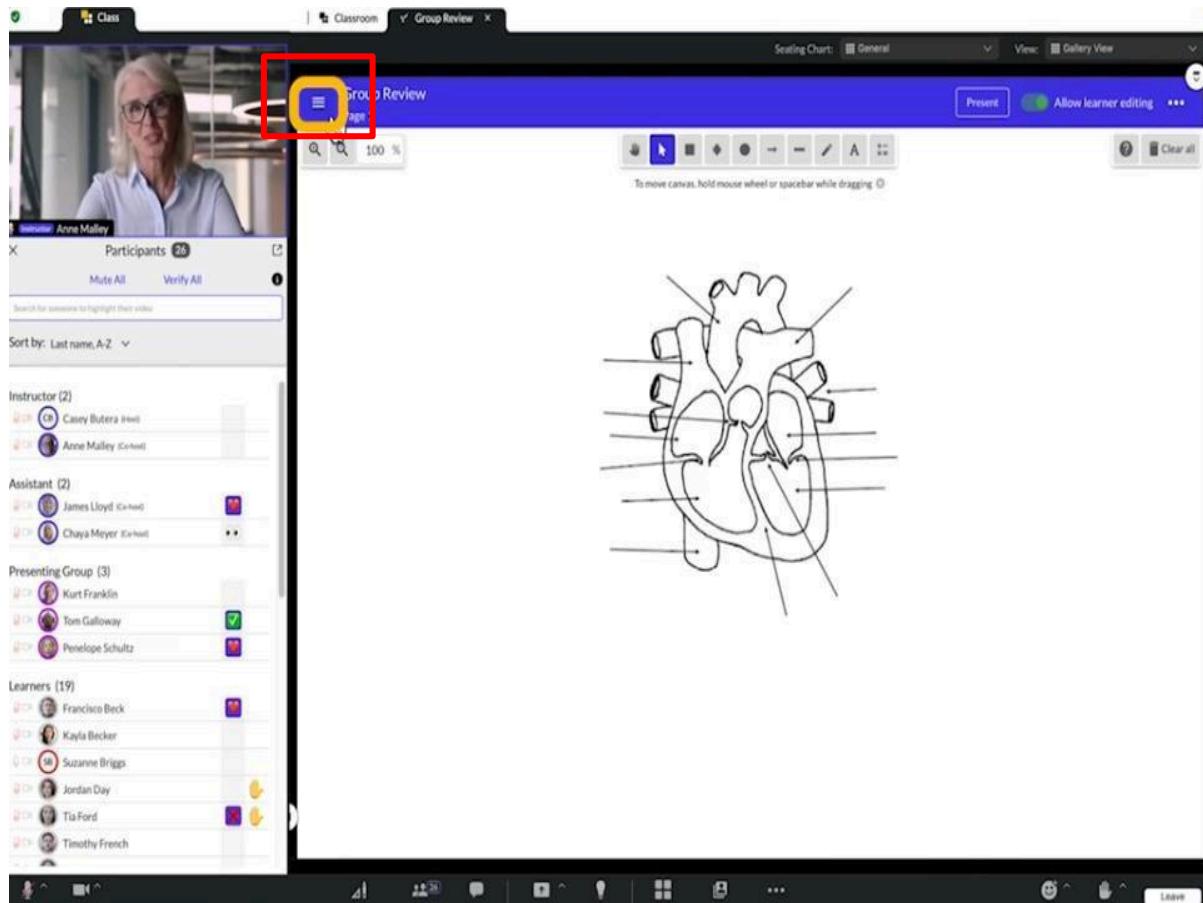
Annotation tools are supported on iPad and Android tablets.

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

Present Allow learner editing

Group Review

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)

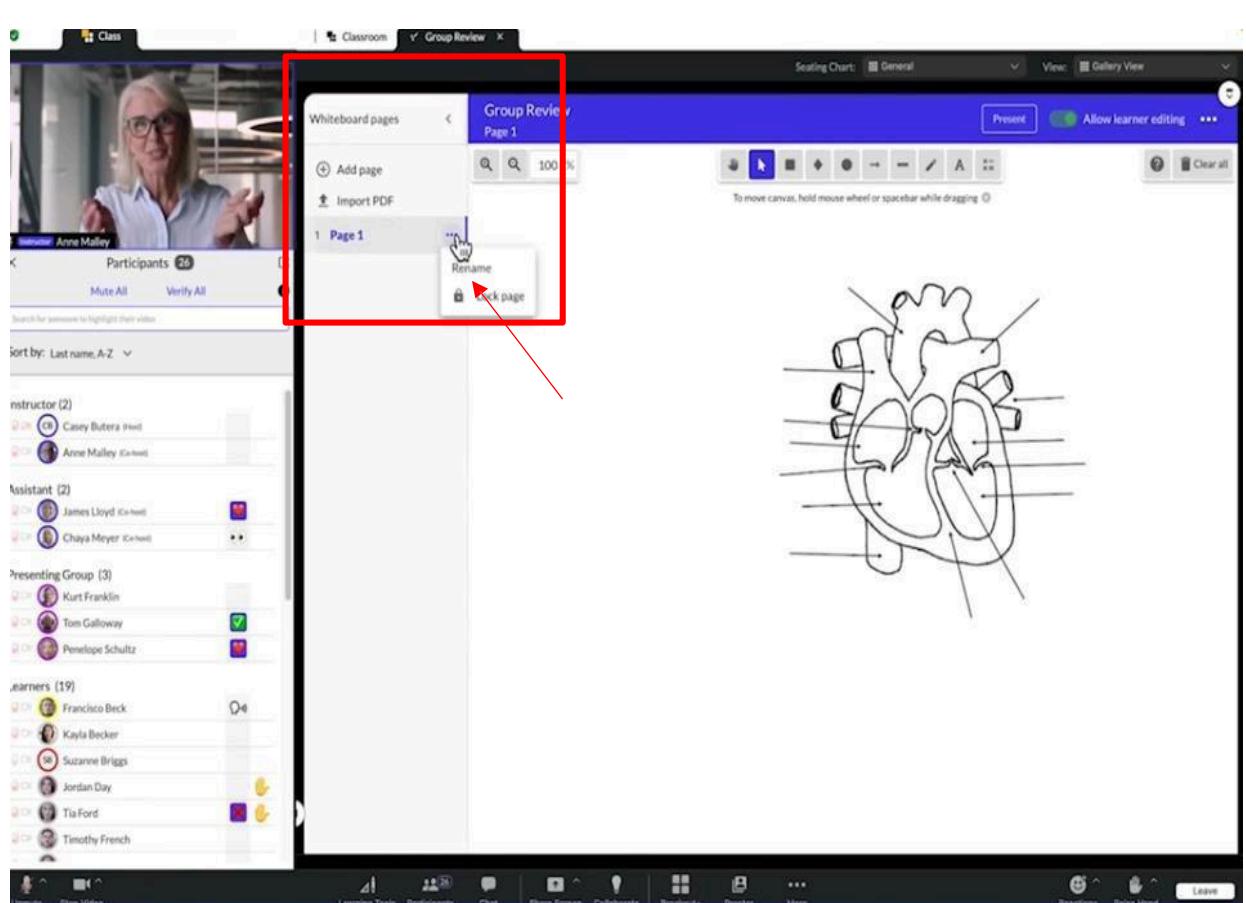
Presenting Group (3)

- Kurt Franklin
- Tom Galloway
- Penelope Schultz

Learners (19)

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

Leave



Classroom Group Review

Present Allow learner editing

Group Review

Page 1

Add page Import PDF

1 Page 1

Rename

Lock page

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)

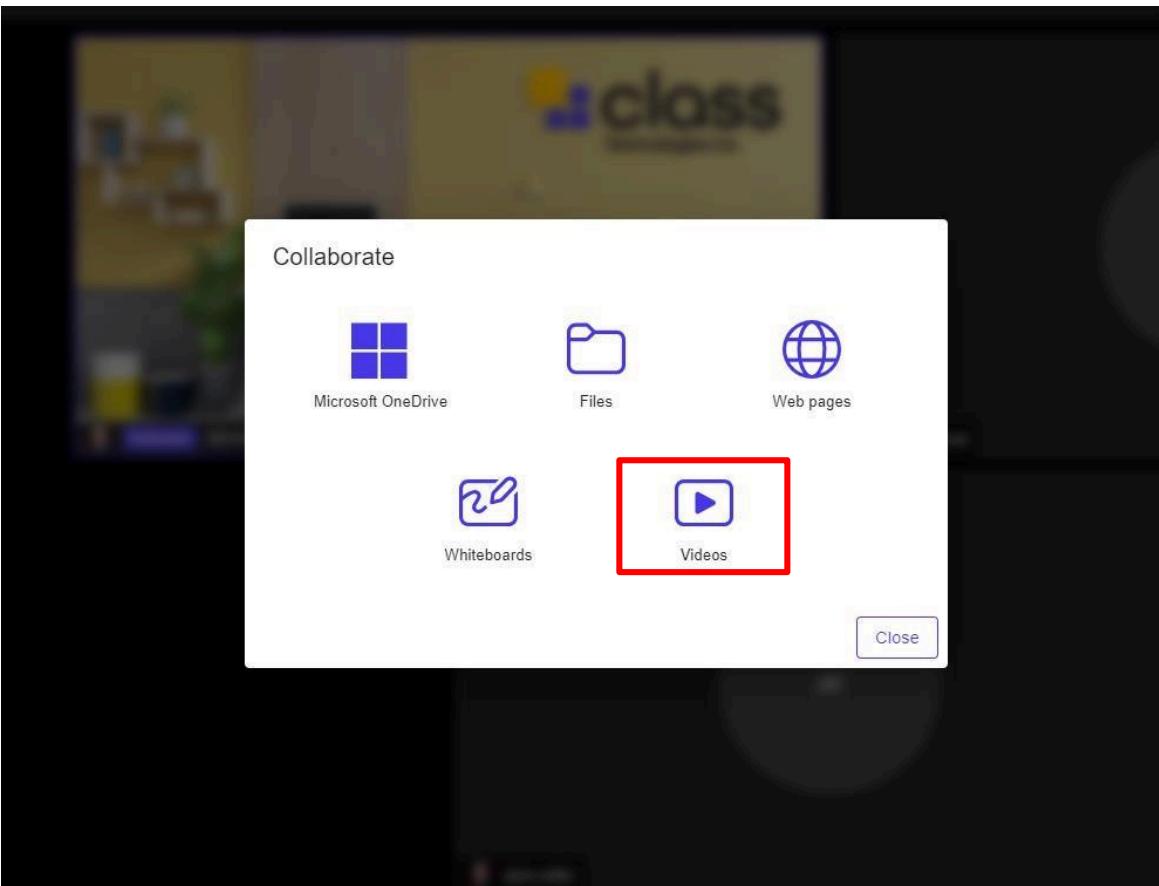
- Francisco Beck
- Kayla Becker
- Suzanne Briggs
- Jordan Day
- Tia Ford
- Timothy French

Leave

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.

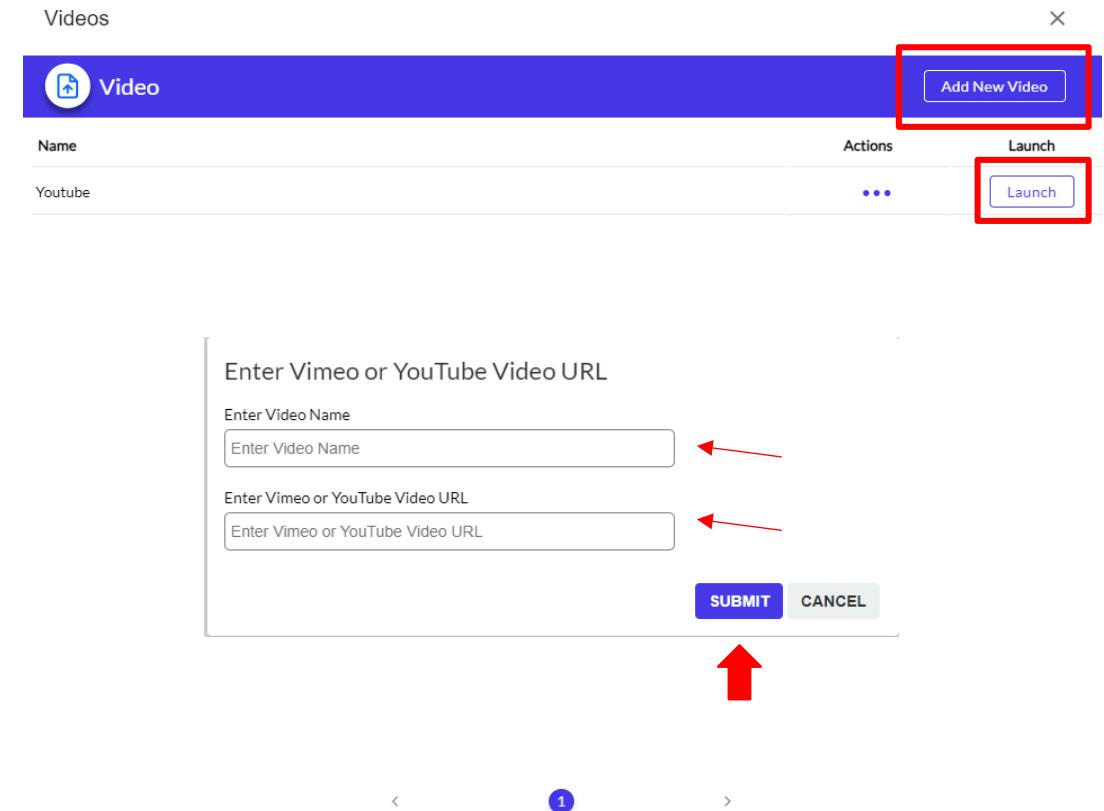


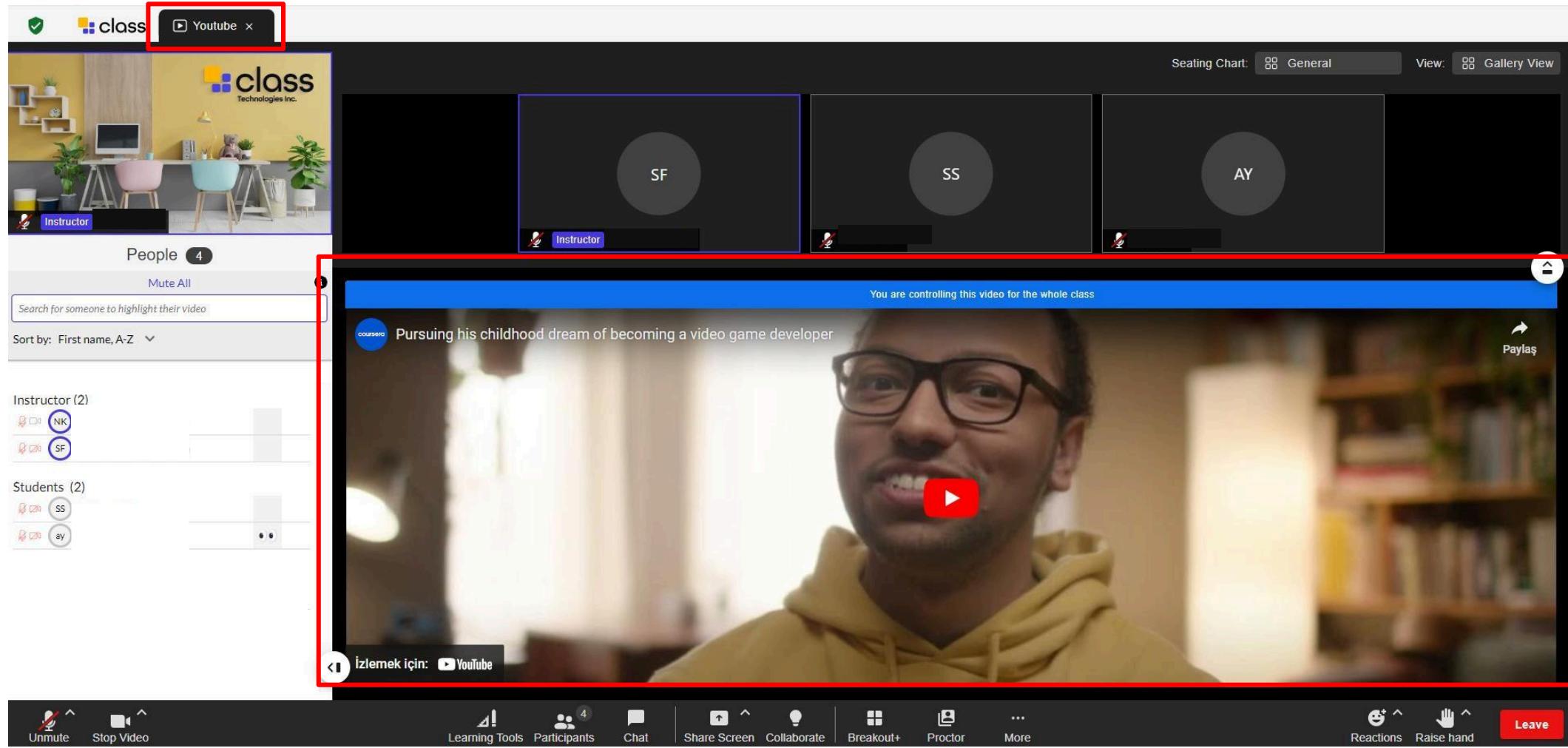
Click on the 'Videos' option from the 'Collaborate' area.

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.

## Collaborate



Files



Web pages



Whiteboards



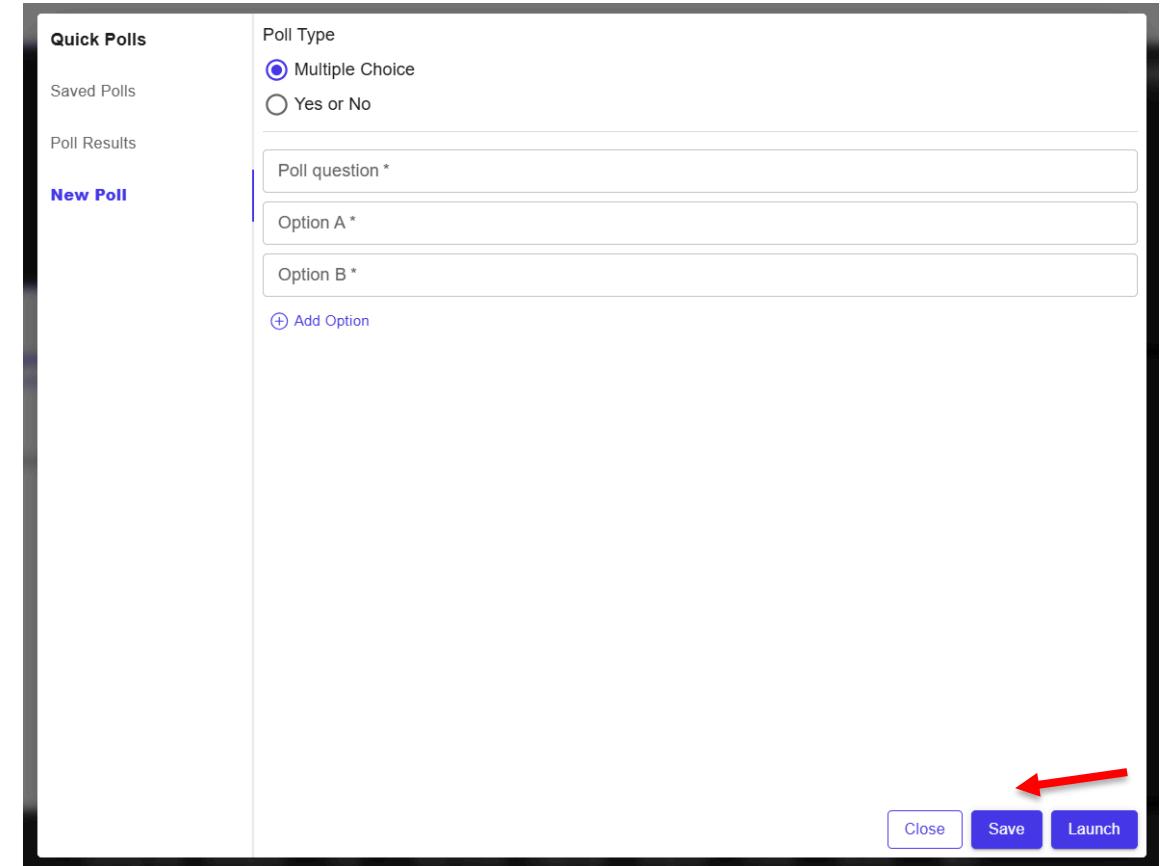
Videos



Presentations



Close



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 buttons for 'Lock poll' and 'End poll'. At the bottom of the interface, there are several 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 a classroom setting with a yellow wall, a desk with a computer, and two colorful chairs (pink and teal). The video is labeled 'Instructor'. The seating chart on the right shows two large grey circles, one labeled 'SS' and one 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

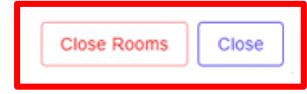
Off  Automatically close breakout rooms

Disable participant audio

Disable participant video

Allow participants to return to main session at any time



- Breakout Rooms
- ^ Main Room  
AN Instructor
- ^ Breakout 1 (2)  
JK Instructor
- ^ Breakout 2 (1)  
Sanat
- 
- 
- 

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

Countdown after closing breakout rooms

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.**

Privacy Mode

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 ▼

Off ▼

Countdown after closing 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
 

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

Countdown after closing breakout rooms

Off

Automatically close breakout rooms

Off

Disable participant audio

Disable participant video

Follow Main Room

None

Instructors - Assistants

Presenting Group

Speaking

Front of Room

Instructor Camera

Class Camera

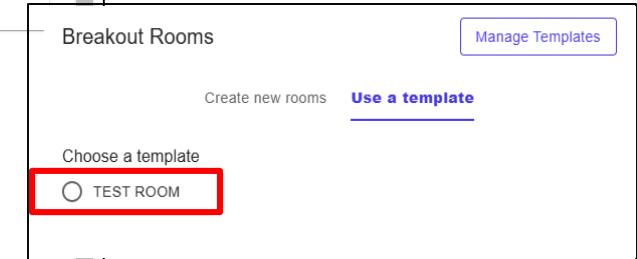
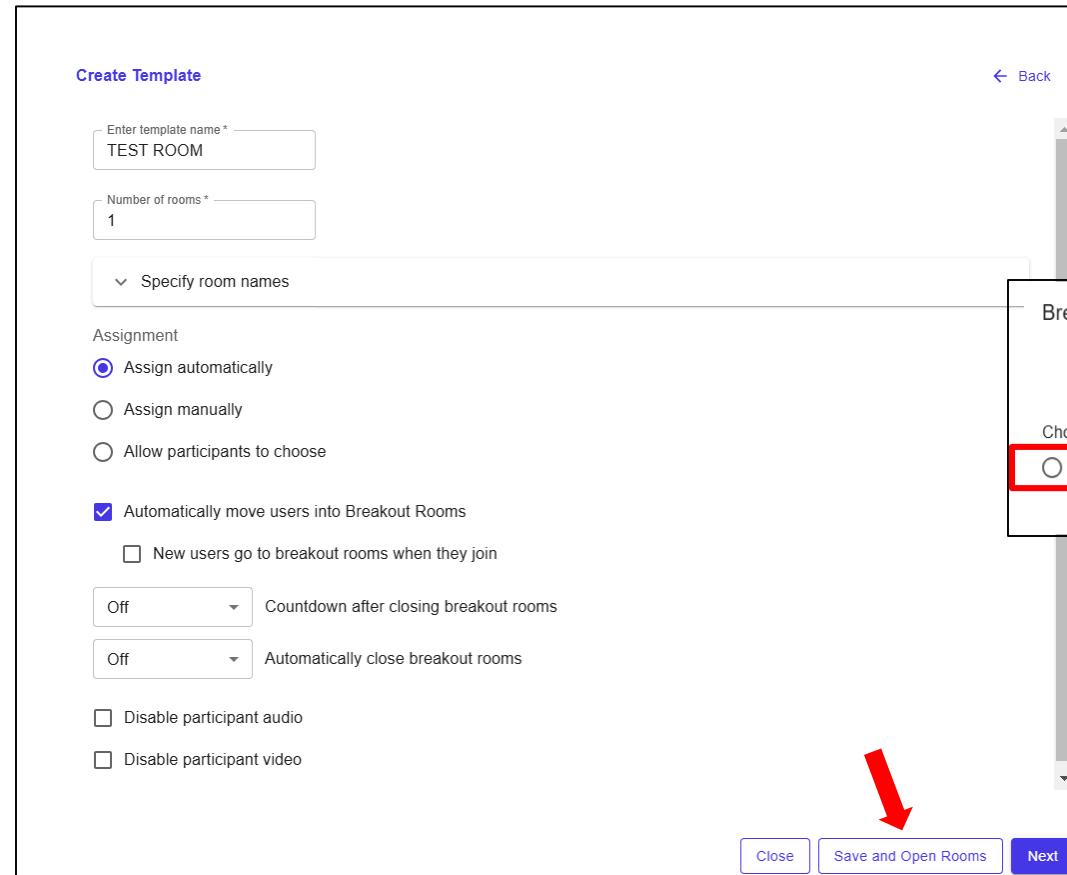
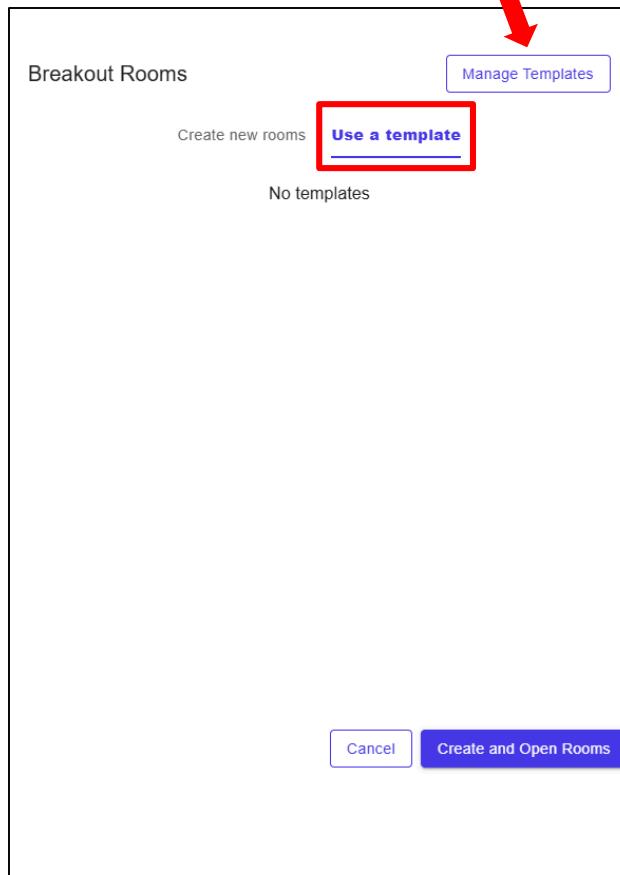
Sign Language Camera

[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.



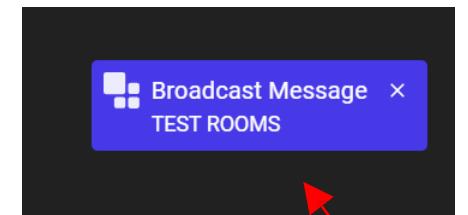
You can create new rooms in the 'Use the template' section, and you can use these rooms ready in your next lesson.

## Breakout Rooms

### >Main Room

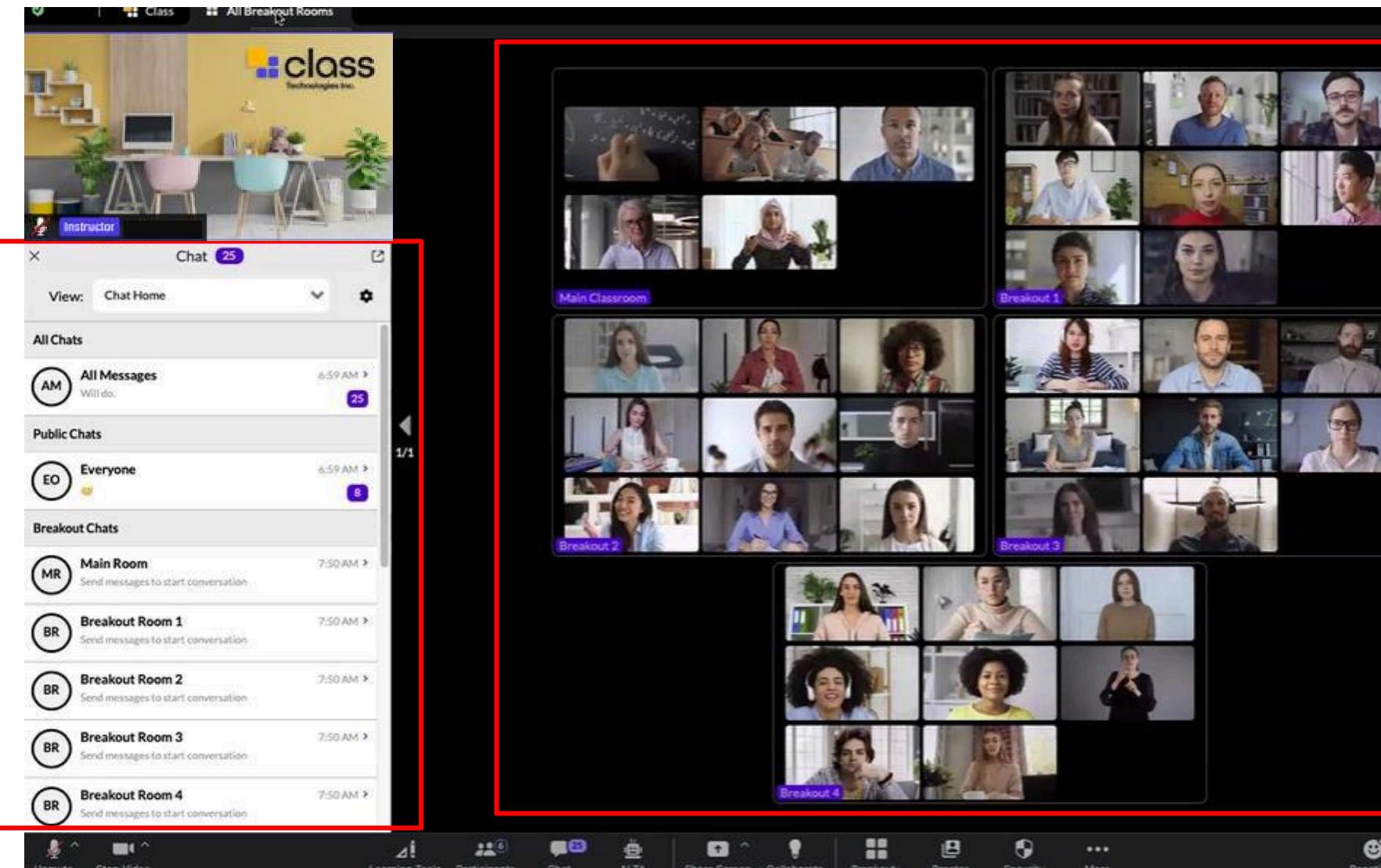
The screenshot shows the Breakout Rooms interface. At the top, there is a 'Broadcast Message' button with a red border. Below it, the 'Main Room' is expanded, showing an 'Instructor' icon and a user profile. Under 'Breakout 1 (2)', there are two user profiles, one of whom is highlighted with a red arrow pointing to a small square icon. Below 'Breakout 1', there is a 'Leave room' button. Under 'Breakout 2 (1)', there is a 'Join room' button. At the bottom, there are 'Close Rooms' and 'Close' buttons.

Broadcast Message

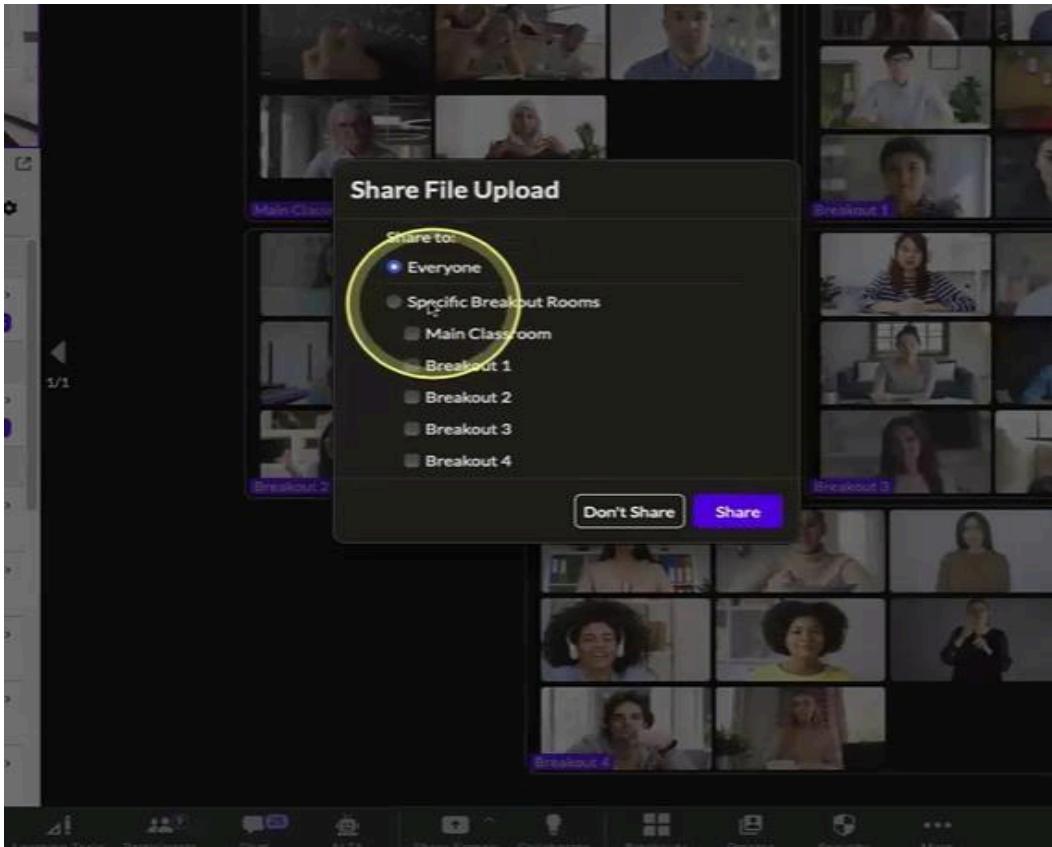


You can drag and drop the user you want to move to another room into the desired room using your cursor.

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.



A screenshot of a Microsoft Word document titled 'BIO-101 Introduction to Biology'. The document is titled 'TECEP® Test Description for BIO-101-TE' and 'INTRODUCTION TO BIOLOGY'. It includes a list of outcomes assessed on the test, such as 'Describe elements of the scientific study of living things' and 'Discuss cells, including their elements, organization and membranes'. The document is framed by a red border.

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 conference interface for Class Technologies Inc. The top right corner displays a 'Seating Chart' with 'General' and 'Gallery View' options. The main video frame shows a classroom setting with two instructors and two students. The student video frames are labeled 'SS' and 'ay'. A red arrow points to a dark gray circular area in the bottom right corner of the video frame, which is labeled 'AY'. This area is highlighted with a red box and labeled 'Proctor' in the interface. The bottom navigation bar includes icons for Unmute, Start Video, Learning Tools, Participants (4), Chat, Share Screen, Collaborate, Breakout+, More, Reactions, Raise hand, and Leave.

Seating Chart: General View: Gallery View

Unmute ...

class Technologies Inc.

class Technologies Inc.

Unmute ...

SS

AY

Proctor

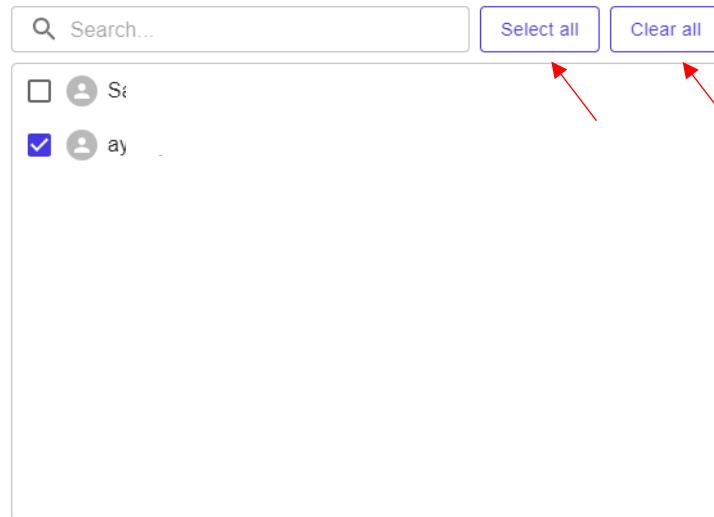
Unmute Start Video Learning Tools Participants 4 Chat Share Screen Collaborate Breakout+ More Reactions Raise hand Leave

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.

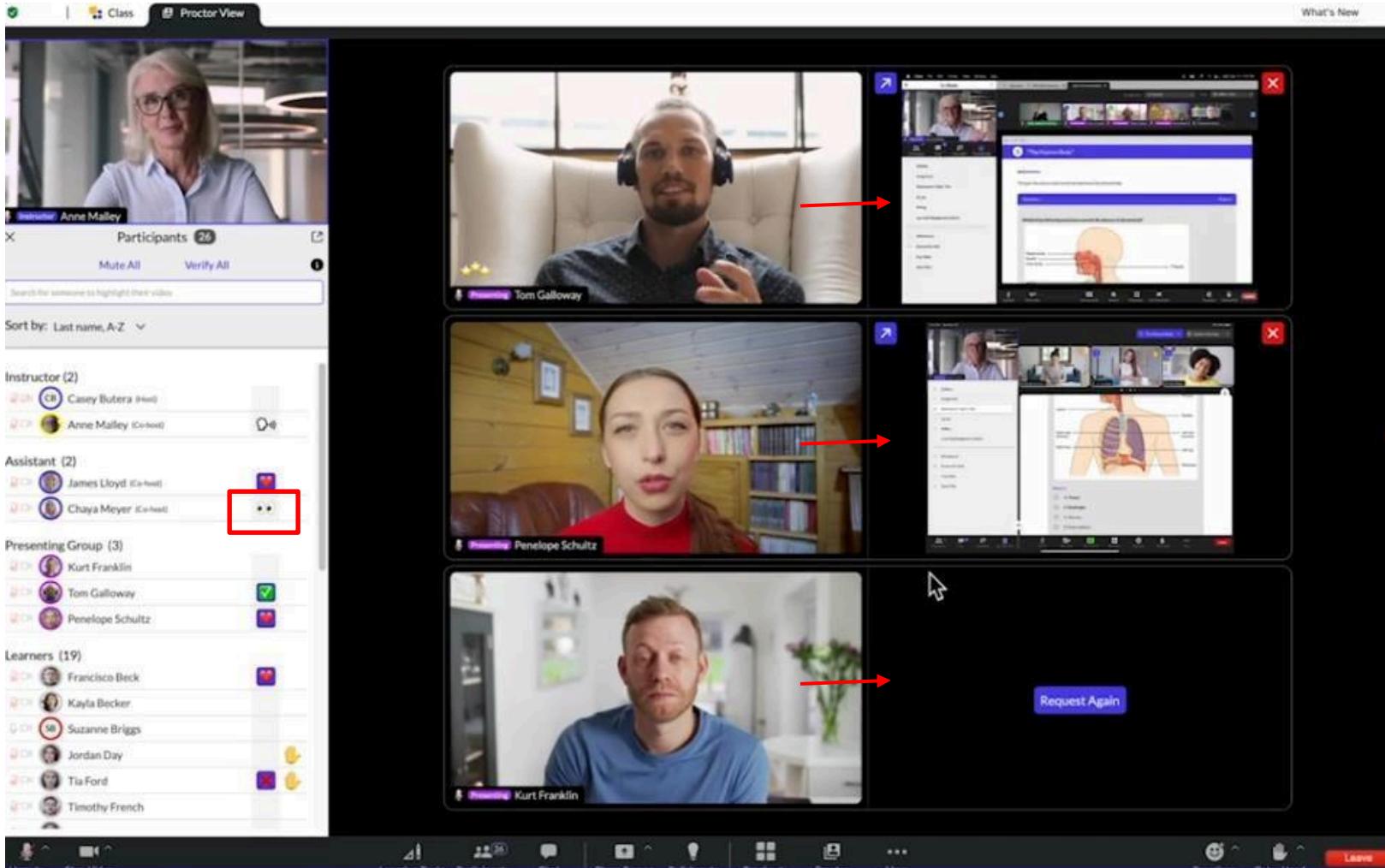


In the opened screen, you can select the student you want to share the screen with from the 'Search' area.

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

<input type="checkbox"/>  Sanat Sanat
<input checked="" type="checkbox"/>  ayse yildiz

 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.

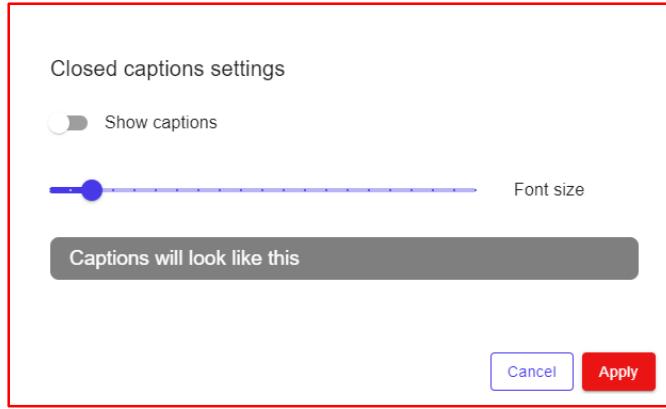
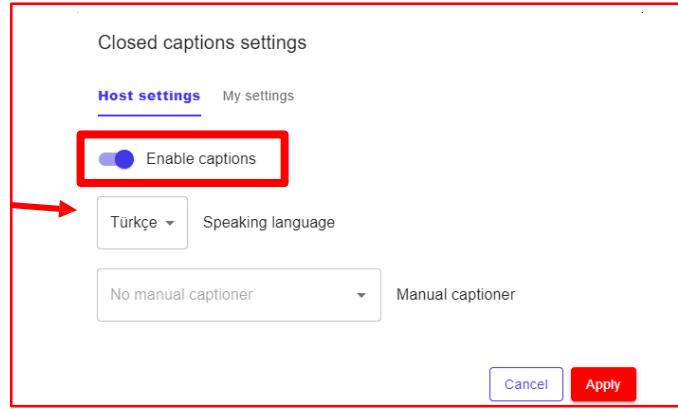


# ISTANBUL OKAN UNIVERSITY CLASS COLLAB USER GUIDE FOR INSTRUCTORS

Where can I activate the subtitle feature?

The screenshot shows a video conference interface for Class Technologies Inc. The main video frame on the right displays a classroom setting with desks, chairs, and a potted plant. In the top left corner, there is a smaller video frame for the 'Instructor' participant, which is currently muted. The bottom navigation bar features several icons: Unmute, Start Video, Learning Tools, Participants (4), Chat, Share Screen, Collaborate, Breakout+, Proctor, More, Reactions, Raise hand, and Leave. A red arrow points to the 'More' icon, which is currently expanded to show a list of options. The 'Closed Captioning: Off' option is highlighted with a red box. The interface also includes a seating chart and gallery view options in the top right corner.

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



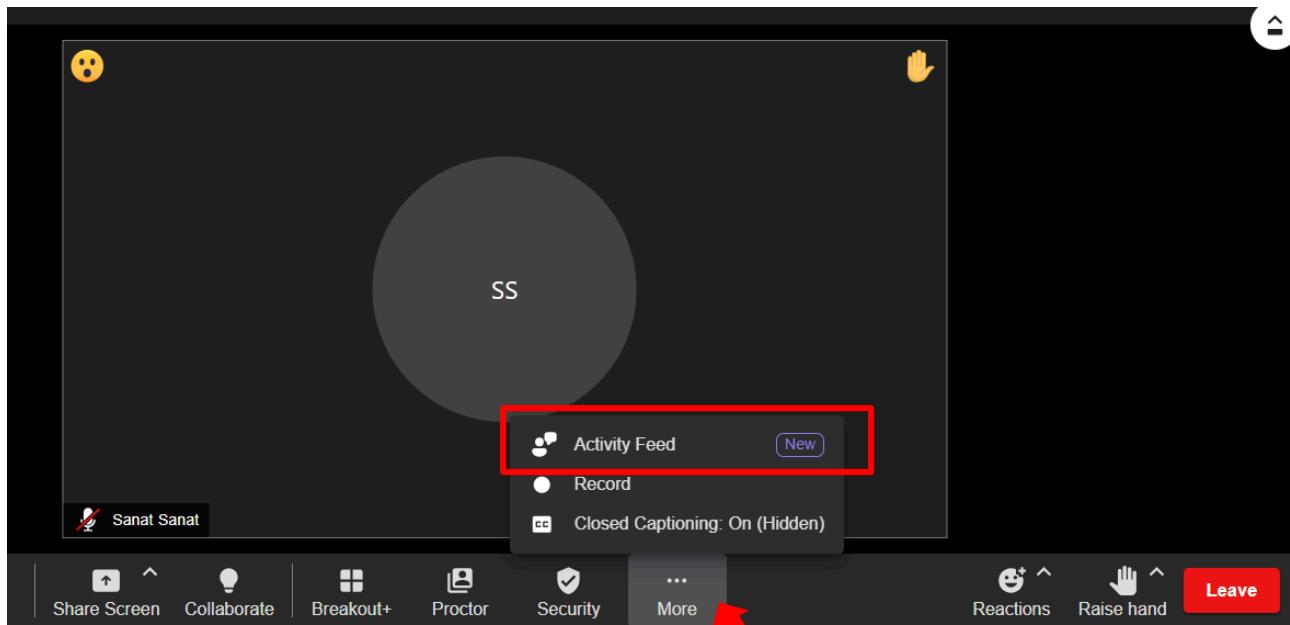
From the 'Host Settings' area, select the spoken language and enable subtitles, then click 'Apply.'

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' interface. At the top, there are two video thumbnails. Below them is a banner with the text 'Instructor' and a video camera 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 the following options: Chat, Reactions (which is selected and highlighted with a red box), and Hand raises. The list of events includes:

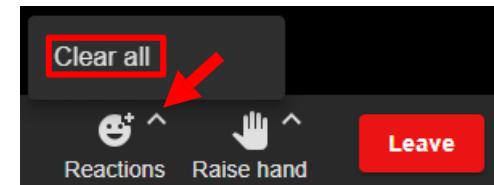
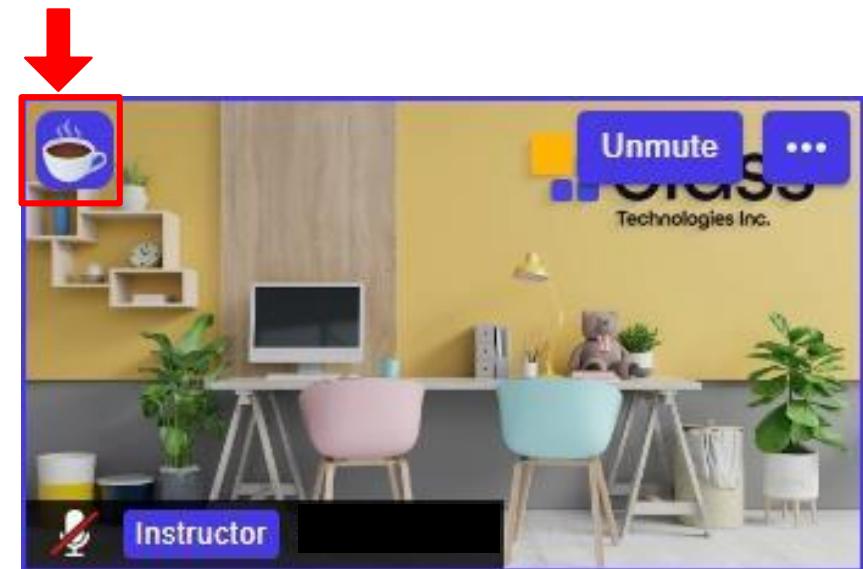
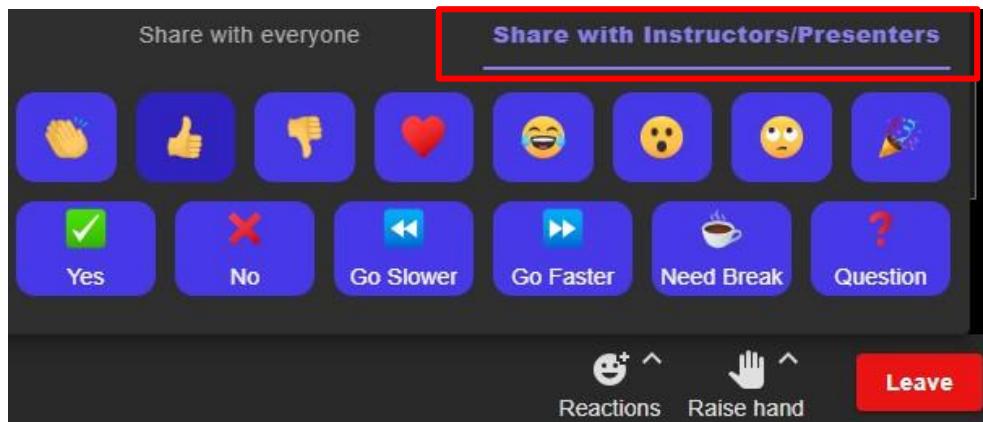
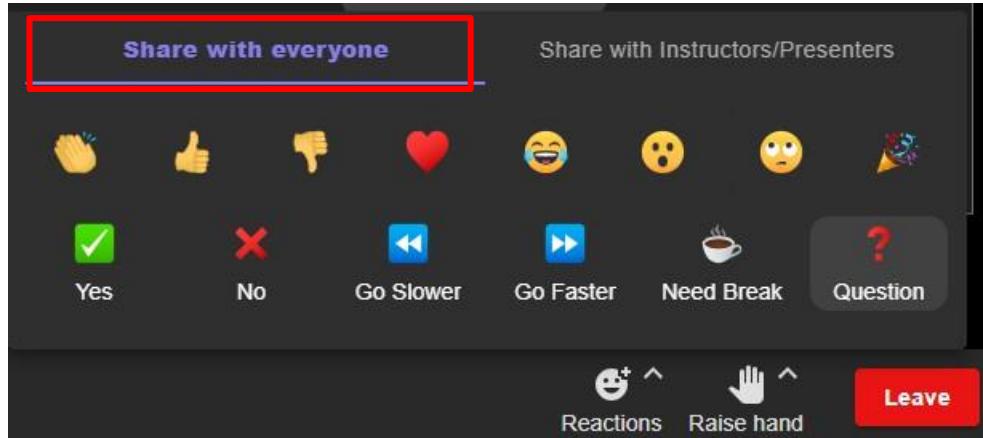
- Chat Need Break
- Reactions Need Break 5:26
- Hand raises Need Break
- SEFACAN FIDAN 15:26 Changed their reaction to Surprised
- SEFACAN FIDAN 15:26 Changed their reaction to Need Break

At the bottom, there is a toolbar with icons for Unmute, Start Video, Learning Tools, and Participants (with a count of 5).

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.

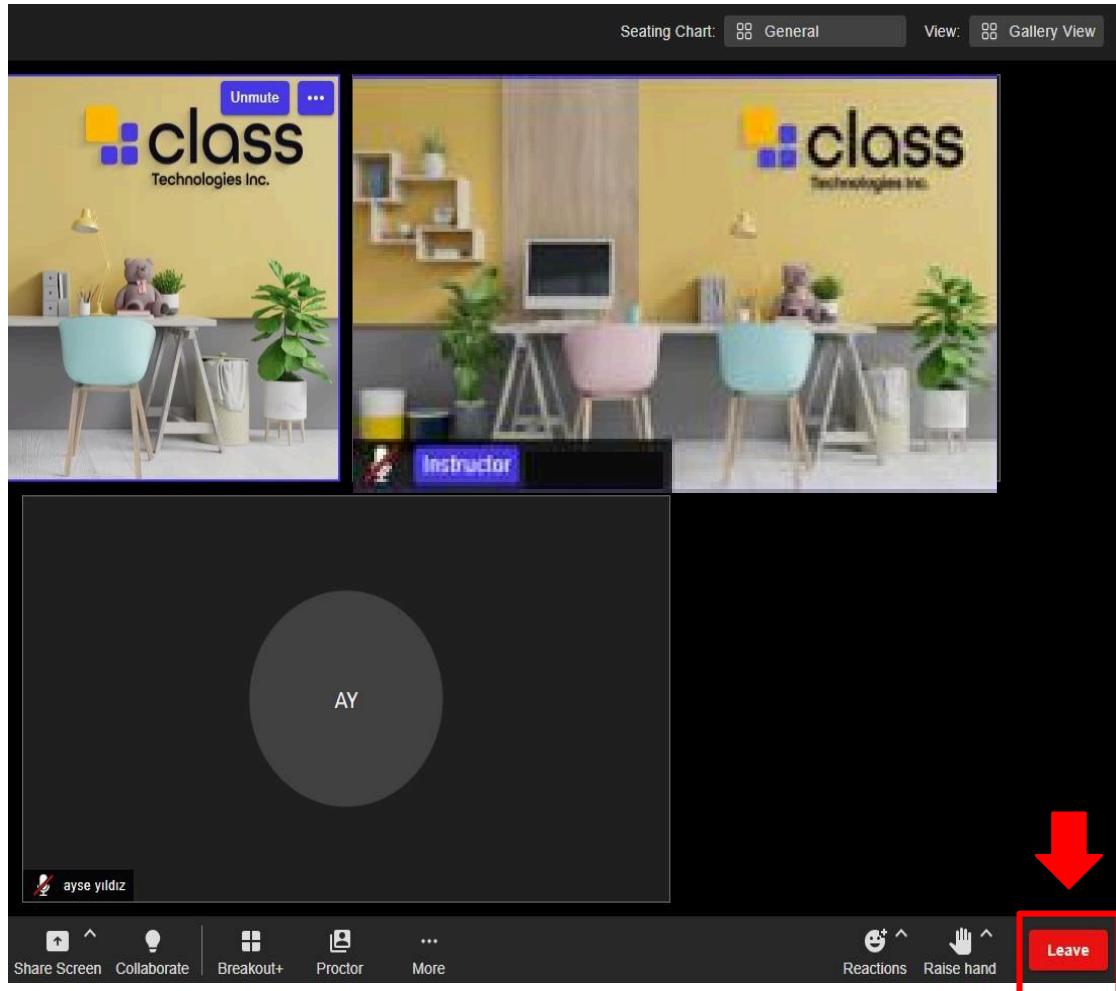
With the 'Share with Instructors and Presenters' option, you can share your reactions only with instructors and presenters.

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.

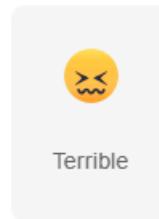
Click on the 'End Meeting For All' option to end the session.

### 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

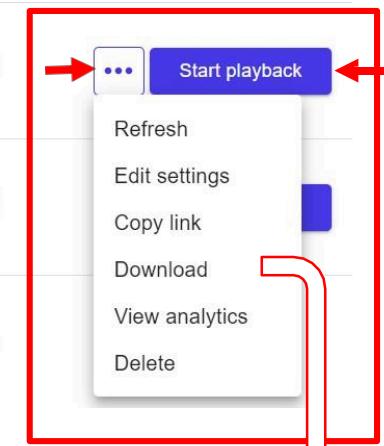
Previous

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	<a href="#">...</a> <a href="#">Start playback</a>
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	<a href="#">...</a> <a href="#">Start playback</a>
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	<a href="#">...</a> <a href="#">Start playback</a>

- 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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