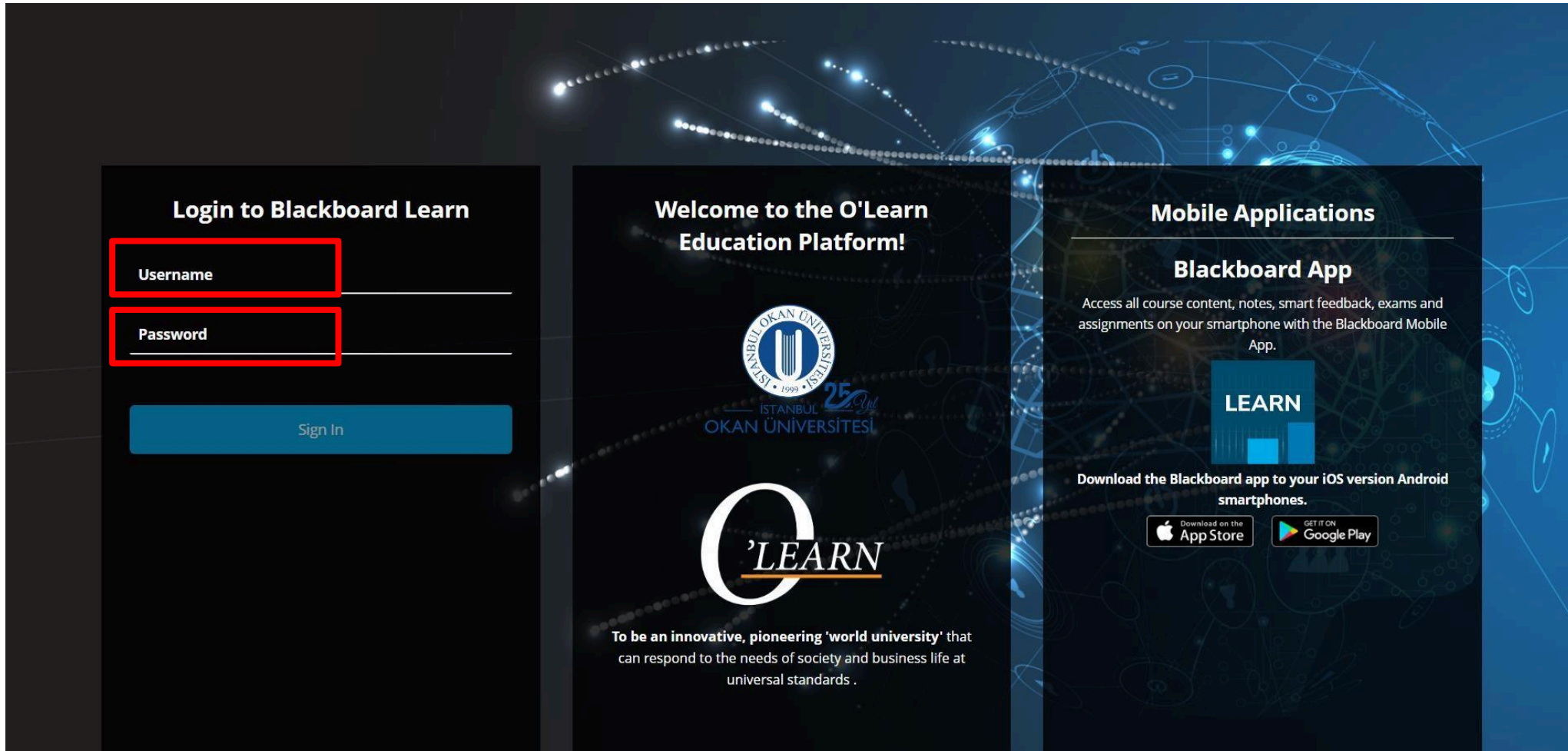


ISTANBUL OKAN UNIVERSITY CLASS COLLAB USER GUIDE FOR INSTRUCTORS

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.



 Institution Page



 Activity Stream

 Courses

 Such

 Messages

 Notes

 Assist

 Vehicles

 Executive

Courses



Periods
Available Courses

Filters
All courses

25 item/page

3 results Available Courses

Learning Center Test

GFT001

LearningCenterTest Original Course View

Hungry | [Multiple Instructors](#) | More information



Others

collabtest1

Collab Test 1 Original Course View

Hungry | [Multiple Instructors](#) | More information



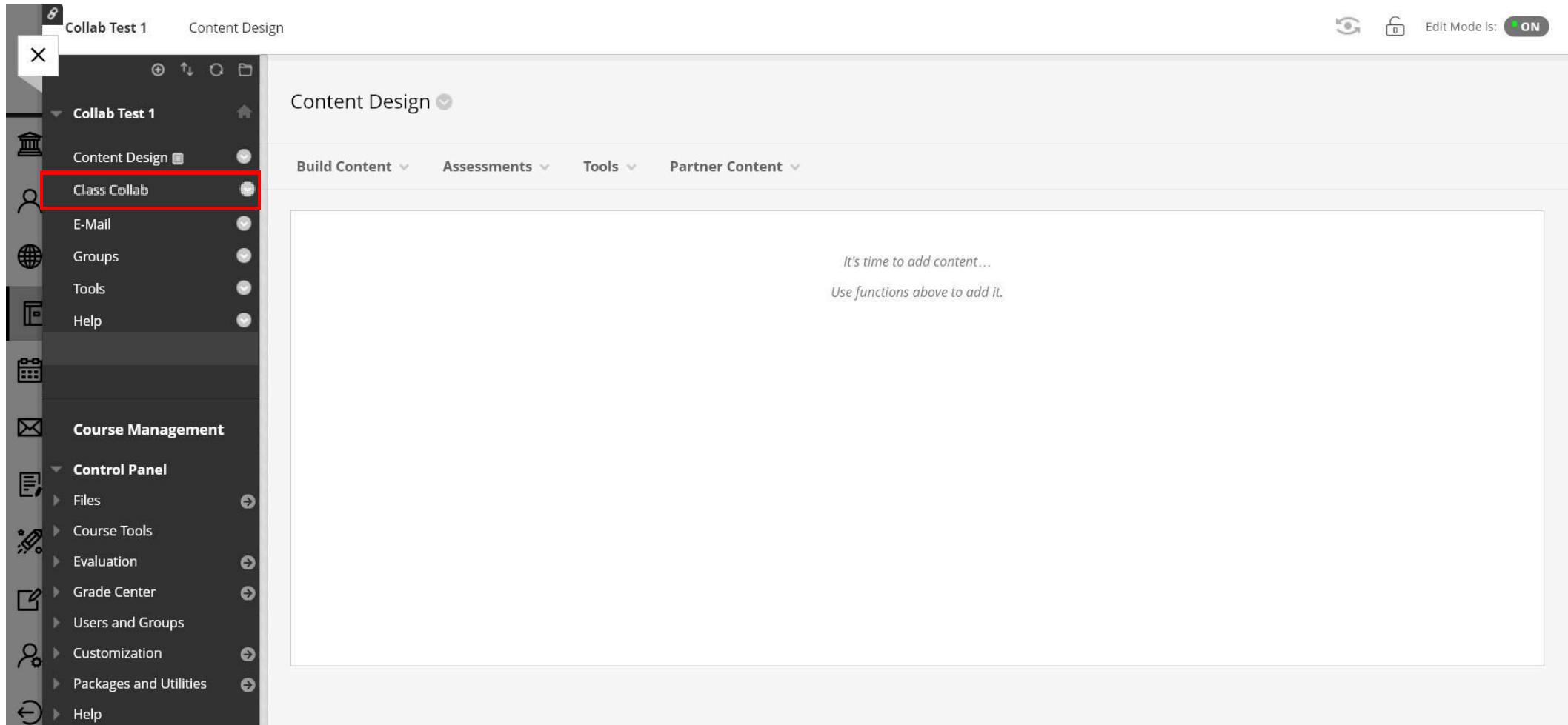
2023-2024-TEST

TEST COURSE Original Course View

Hungry | More information



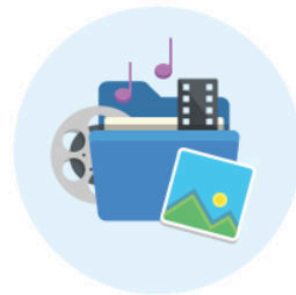
You can access the course by clicking on the Courses link.



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



Launch LTI Link



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

You are directing to the connection screen.

TEST COURSE

Setting & Schedule

Join Class room

Copy guest invite link

Details

Upcoming

Previous

Recordings

Attendance

Time

Topic

Label

Actions

Tuesday, July 9th, 2024
4:00 PM - 4:30 PM

Edit

Launch

Tuesday, July 9th, 2024
5:24 PM - 6:24 PM

Edit

Collab Test 1

Setting & Schedule

Join Class room

Copy guest invite link

Details

Upcoming

Previous

Recordings

Attendance

Time

Topic

Label

Actions

No sessions scheduled yet

Schedule session

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.'



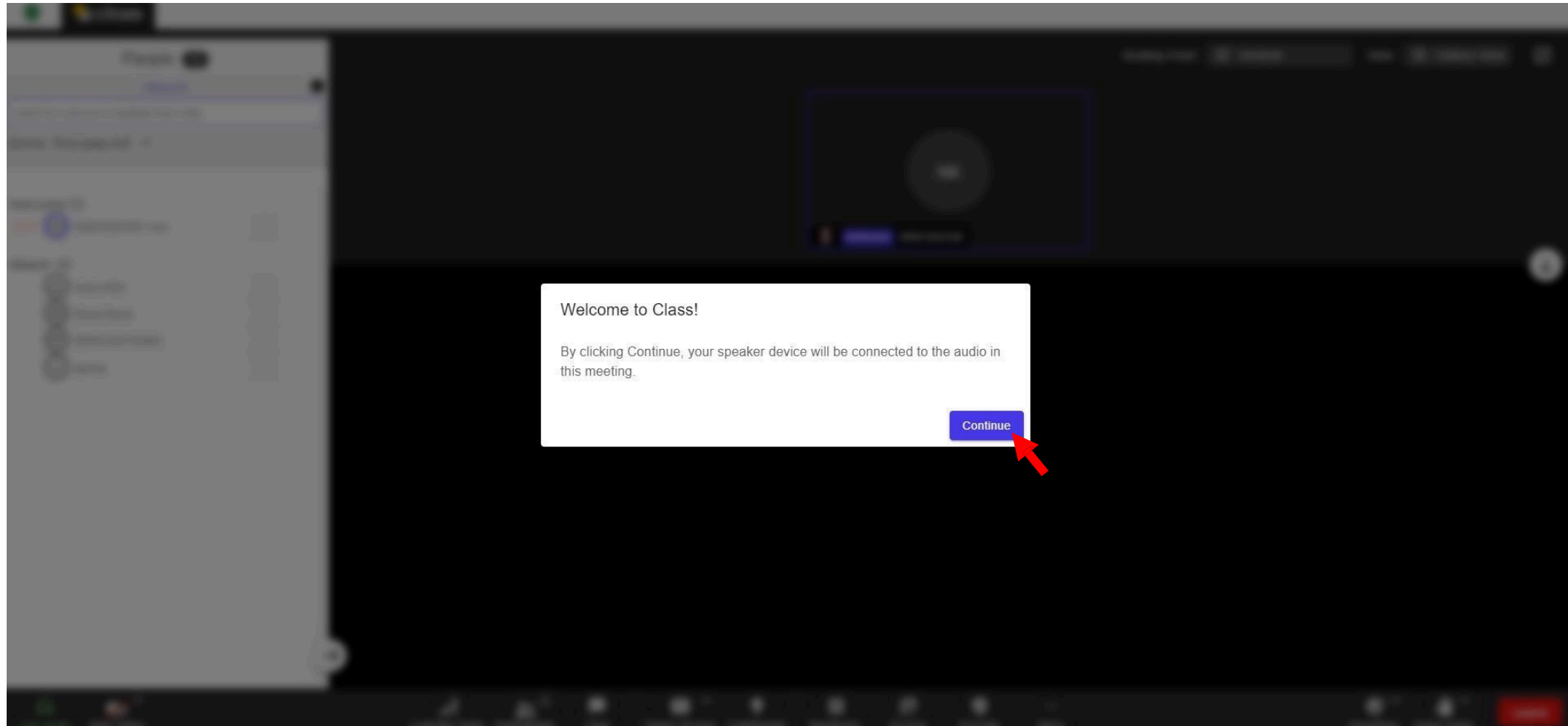
Join your class session

TEST COURSE |

Join on the web



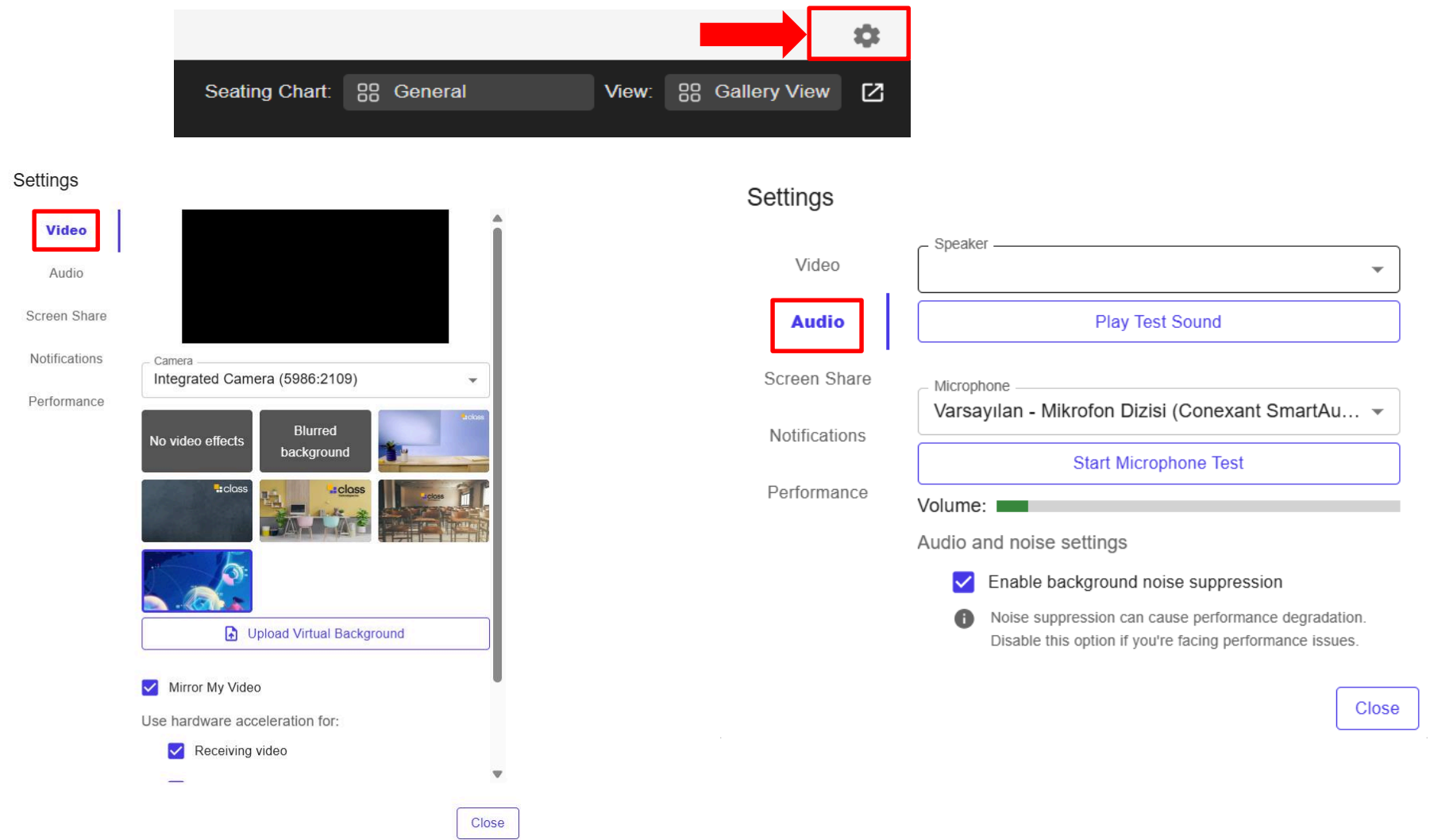
You can access the session using 'Join on Web'. The application interface can be used without language translation on actively used browsers (Chrome, Microsoft Edge).



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?

The screenshot shows the Class Technologies Inc. virtual classroom interface. The top header features the 'class' logo and a green checkmark. The left sidebar displays a 'People' list with 4 participants, including two instructors (NK and SF) and two students (SS and ay). The main video area shows three feeds: a top-left feed with a large 'SF' watermark, a top-right feed with a blue background and 'class' logo, and a bottom feed showing a classroom with a 'class' logo on the wall. A red box highlights the 'Record' button in the bottom toolbar, and a red arrow points to the 'More' tab.

class

Seating Chart: General View: Gallery View

People 4

Mute All

Search for someone to highlight their video

Sort by: First name, A-Z

Instructor (2)

NK

SF

Students (2)

SS

ay

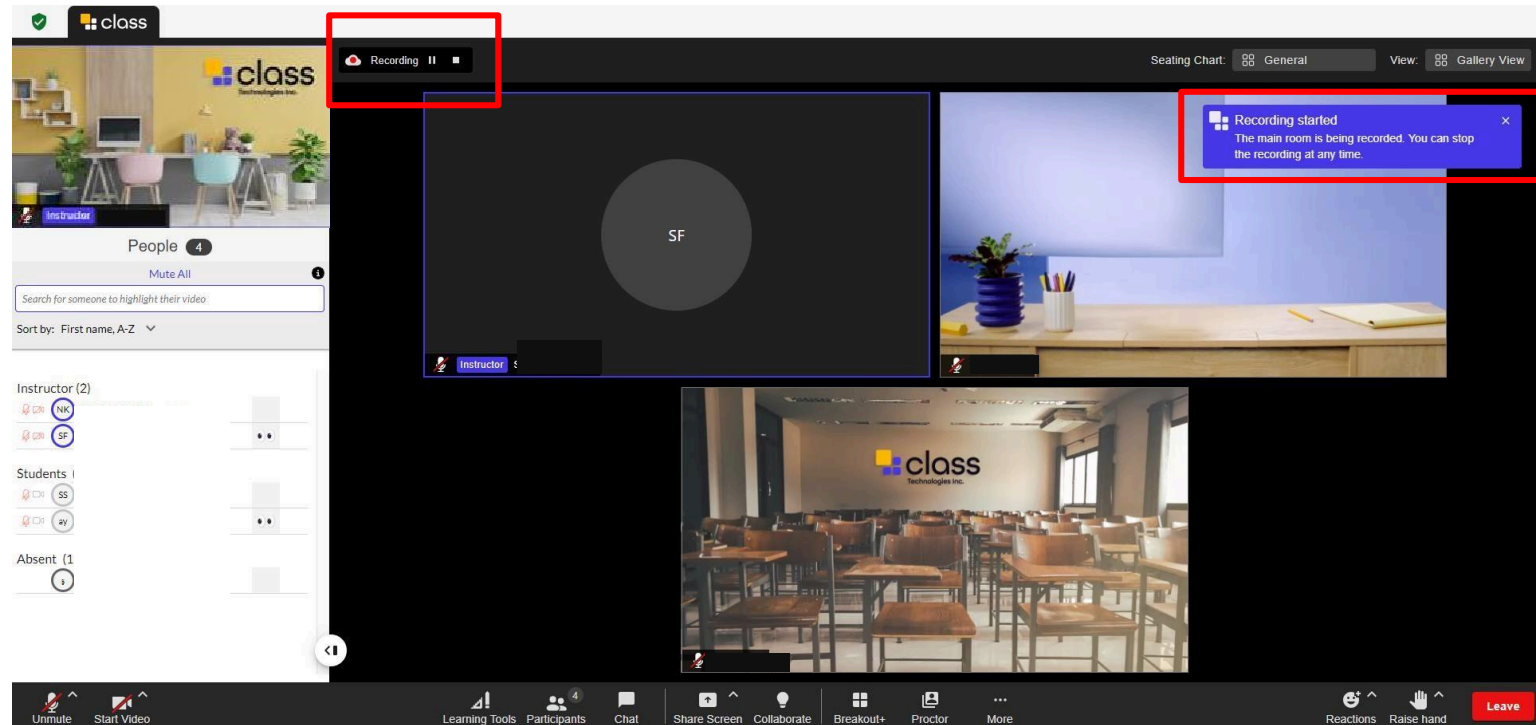
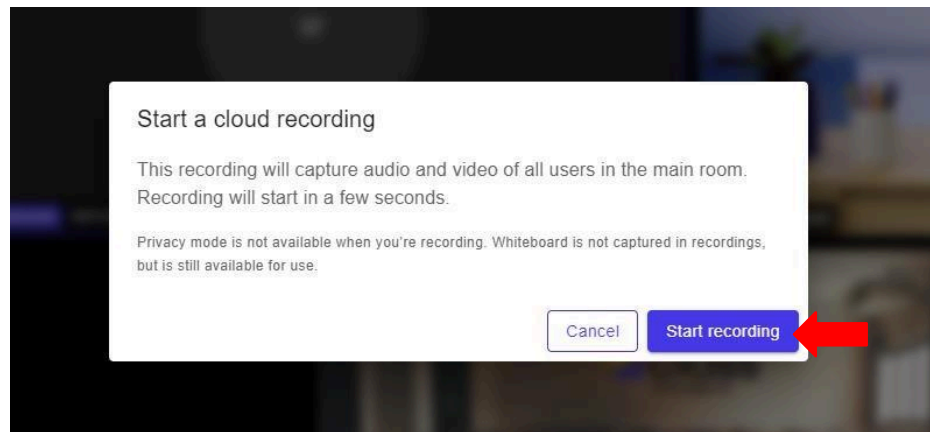
Unmute Start Video

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

Record

Closed Captioning: Off

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



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

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

ISTANBUL OKAN UNIVERSITY CLASS COLLAB USER GUIDE FOR INSTRUCTORS

How can I change the Seating Chart?

The screenshot displays the Class Technologies Inc. virtual classroom interface. On the left, a sidebar shows the 'People' section with 5 participants, including two instructors (NK, SF) and three students (SS, ay, m). The main area features a grid of video feeds for participants SS, AY, and M. A red box highlights the 'Seating Chart' menu, which is accessible via a red arrow. The menu options are: General, Alphabetical - First Name, Alphabetical - Last Name, Hand Raised, Recent Speakers, Actions, Unverified, and Participation. The bottom toolbar includes icons for Unmute, Stop Video, Learning Tools, Participants, Chat, Share Screen, Collaborate, Breakout+, Proctor, More, Reactions, Raise hand, and a red 'Leave' button.

class Technologies Inc.

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)

- SS
- ay ayse yildiz
- m mira

Seating Chart: Participation View: Gallery View

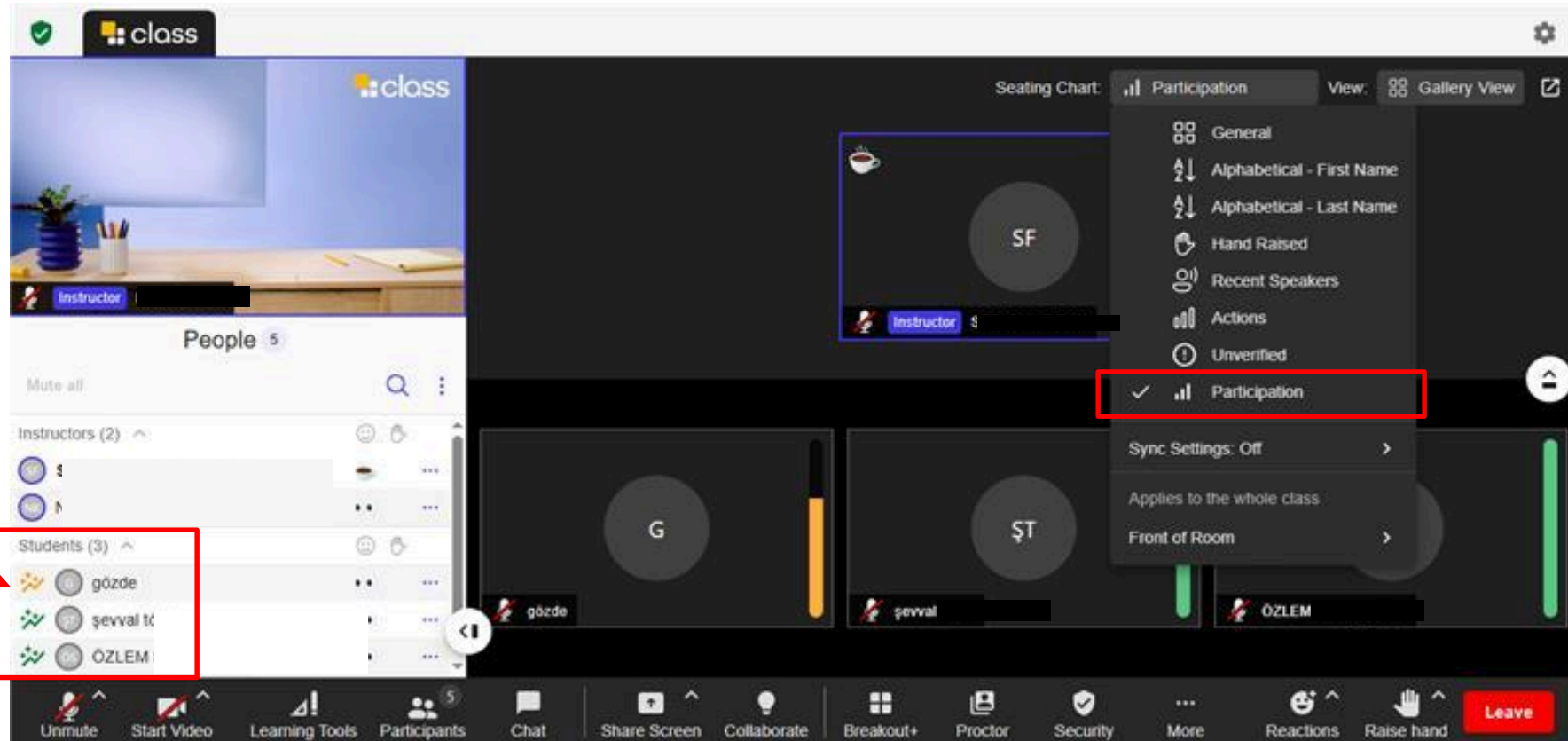
- General
- Alphabetical - First Name
- Alphabetical - Last Name
- Hand Raised
- Recent Speakers
- Actions
- Unverified
- Participation

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.

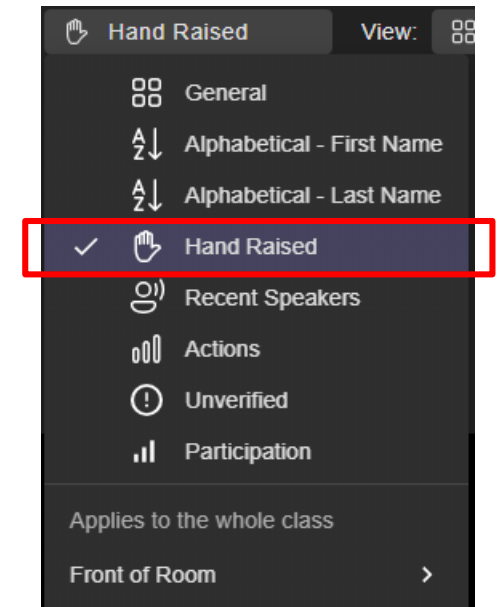
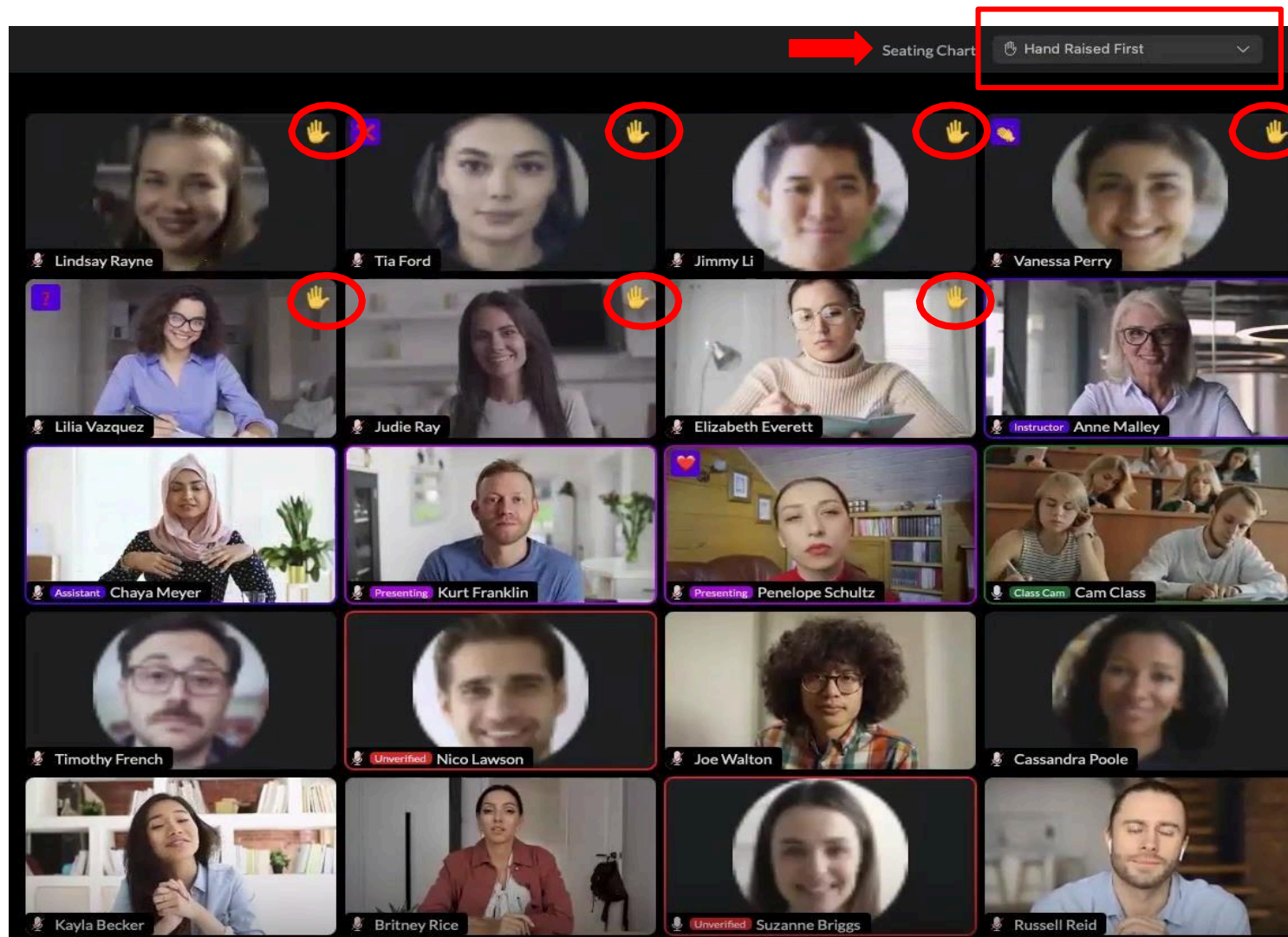


ÖZLEM S/ Engagement

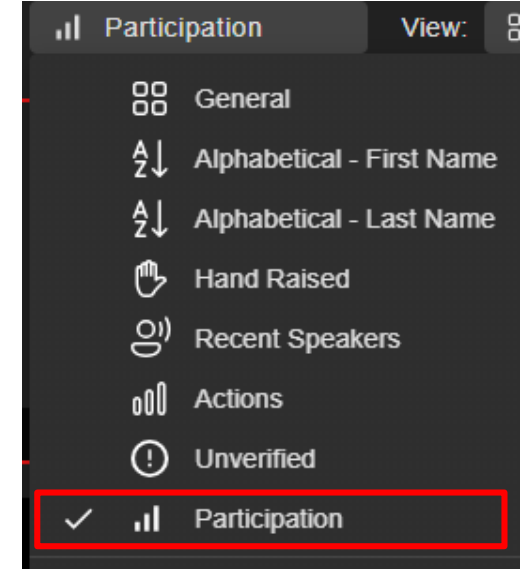
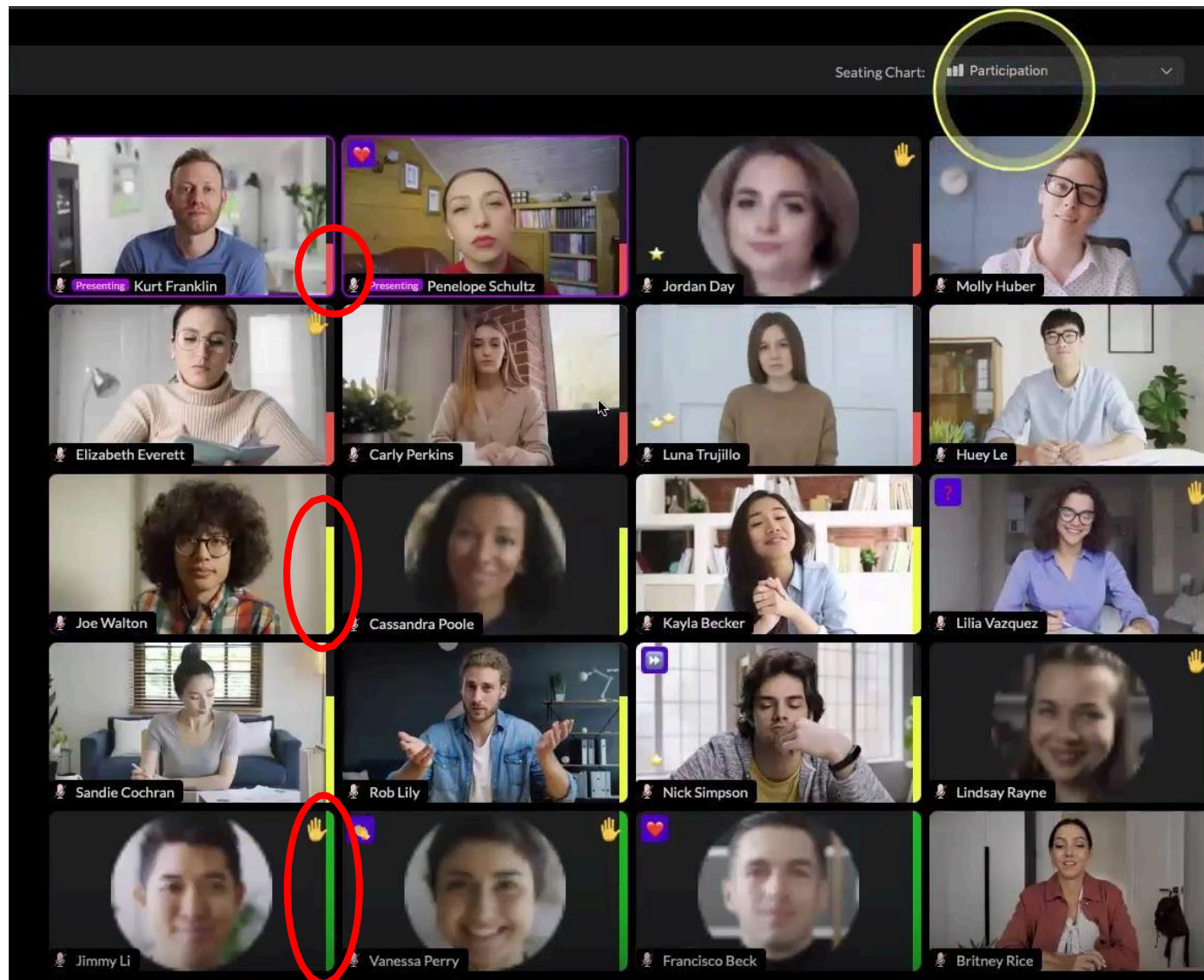
- Engagement Score
100/100
- Talk time
User spoke for 2 minutes 35 seconds
- Attendance
User attended for 9 minutes 26 seconds
- Video on
User had video on for 3 minutes 38 seconds
- Screen share
User shared screen for None
- Stars
User received 0 stars
- Hand raises
User raised hand 1 time
- Public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

Close

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 the Class Technologies Inc. interface. The top bar features the 'class' logo. The left sidebar contains a 'People' section with a list of participants: Instructor (2), Presenting Group (1), and Students (2). The main area displays a grid of participants. A red box highlights the 'Presenting' button in the top grid. Another red box highlights the 'Add to Presenting Group' option in the context menu. A third red box highlights the 'Presenting Group' option in the context menu. The bottom toolbar includes buttons for Unmute, Stop Video, Learning Tools, Participants, Chat, Share Screen, Collaborate, Breakout+, Proctor, More, Reactions, Raise hand, and a red 'Leave' button.

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

Add the desired user to the presentation group.

The screenshot displays the Class Technologies Inc. interface during a meeting. On the left, the 'People' sidebar shows 5 participants: 2 Instructors (NK, SF) and 3 Students (ay, m, SS). The main meeting area features a grid of video feeds. A red arrow points from the 'ay' student in the 'People' list to a video feed labeled 'AY'. Another red arrow points from a context menu to a video feed labeled 'SS'. The context menu is open, showing options: 'None', 'Instructors - Assistants', 'Presenting Group', 'Speaking' (highlighted with a checkmark), 'Instructor Camera', 'Class Camera', and 'Sign Language Camera'. The bottom toolbar includes icons for Unmute, Stop Video, Learning Tools, Participants, Chat, Share Screen, Collaborate, Breakout+, Proctor, More, Reactions, Raise hand, and a red 'Leave' button.

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

The screenshot displays the Class Technologies Inc. virtual classroom interface. On the left, a sidebar shows the 'People' list with 5 participants: 1 Instructor (NK), 2 in the Presenting Group (SF, ay), and 2 Students (m, SS). The main area shows a grid of video feeds. The top-left feed shows the instructor's desk. The top-right feed is a 'Presenting' screen. The bottom-left feed is a 'Presenting' screen. The bottom-right feed is a 'Presenting' screen. A red box highlights the 'View' dropdown menu in the top right corner, which is open and shows the following options: 'Gallery View' (selected), 'Speaker View coming soon', 'Privacy Mode: Optional', and 'Videos Per Screen: 9'. A red arrow points to the 'View' dropdown menu. Another red arrow points to the 'Privacy Mode: Optional' option. The bottom toolbar contains icons for Unmute, Stop Video, Learning Tools, Participants, Chat, Share Screen, Collaborate, Breakout+, Proctor, More, Reactions, Raise hand, and a red 'Leave' button.

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 the Class Technologies Inc. virtual classroom interface. On the left, a sidebar contains a 'People' section with 5 participants, a search bar, and a list of instructors (NK, SF) and students (ay, m, SS). The main area shows a gallery view of participants. The top-left tile shows the instructor's video feed. The top-right tile shows a large circle labeled 'SS'. The bottom-left tile shows a large circle labeled 'M'. The bottom-right tile shows a large circle labeled 'AY'. A red box highlights the 'Videos Per Screen' dropdown menu, which is currently set to 9. A red arrow points to the dropdown menu. The bottom toolbar includes icons for Unmute, Stop Video, Learning Tools, Participants, Chat, Share Screen, Collaborate, Breakout+, Proctor, More, Reactions, Raise hand, and a red 'Leave' button.

class Technologies Inc.

Seating Chart: General View: Gallery View

✓ Gallery View
Speaker View coming soon

Privacy Mode: On

Videos Per Screen: 9

4
✓ 9
16
20

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
m
SS

Unmute Stop Video

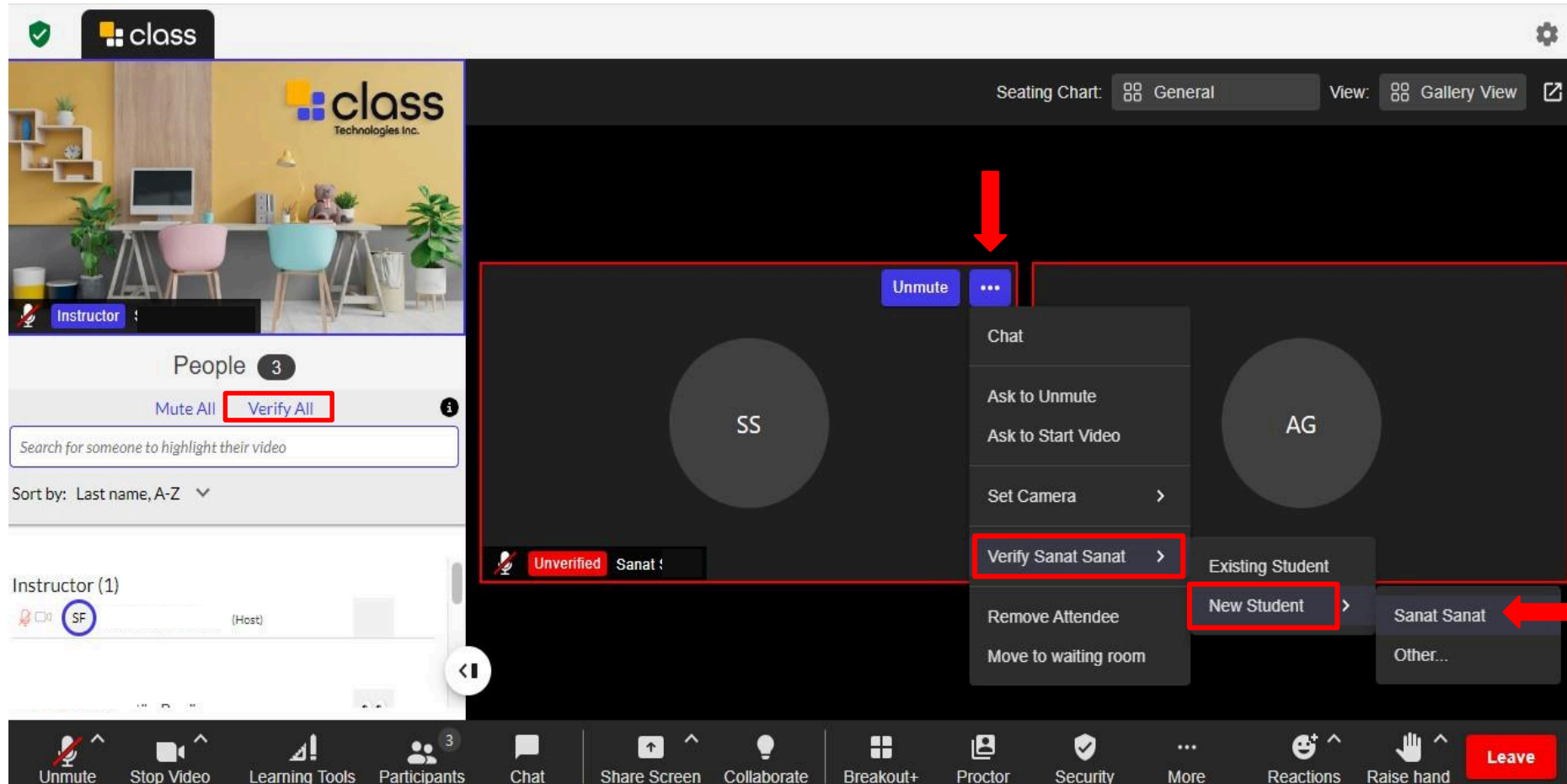
Learning Tools Participants Chat Share Screen Collaborate Breakout+ Proctor More

Reactions Raise hand 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?

The screenshot displays the Class Technologies Inc. interface during a live session. On the left, a sidebar shows the 'People' list with participants: NISA KUCUK (Co-Host), iN (Host), and ayse yıldız. A dialog box titled 'Remove From Session?' is centered, asking 'Do you want to remove ayse yıldız from this session?' with 'Cancel' and 'Remove Attendee' buttons. A red arrow points to the 'Remove Attendee' button. On the right, a context menu is open, showing options like 'Unmute', 'Chat', 'Pin', 'Ask to Unmute', 'Ask to Start Video', 'Give Stars', 'Move to Podium', 'Add to Presenting Group', 'Change Role', 'Unverify User', 'Remove Attendee', and 'Move to waiting room'. A red arrow points to the 'Remove Attendee' option in the menu. The bottom toolbar includes icons for Unmute, Stop Video, Learning Tools, Participants, Chat, Share Screen, Collaborate, Breakout+, Proctor, Security, and More. A 'Leave' button is visible in the bottom right corner.

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?

class

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)

Students (3)

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.

class Technologies Inc.

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)

Students (3)

Absent (1)

Virtual Background

Cameras

Integrated Camera

Unmute Stop Video

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

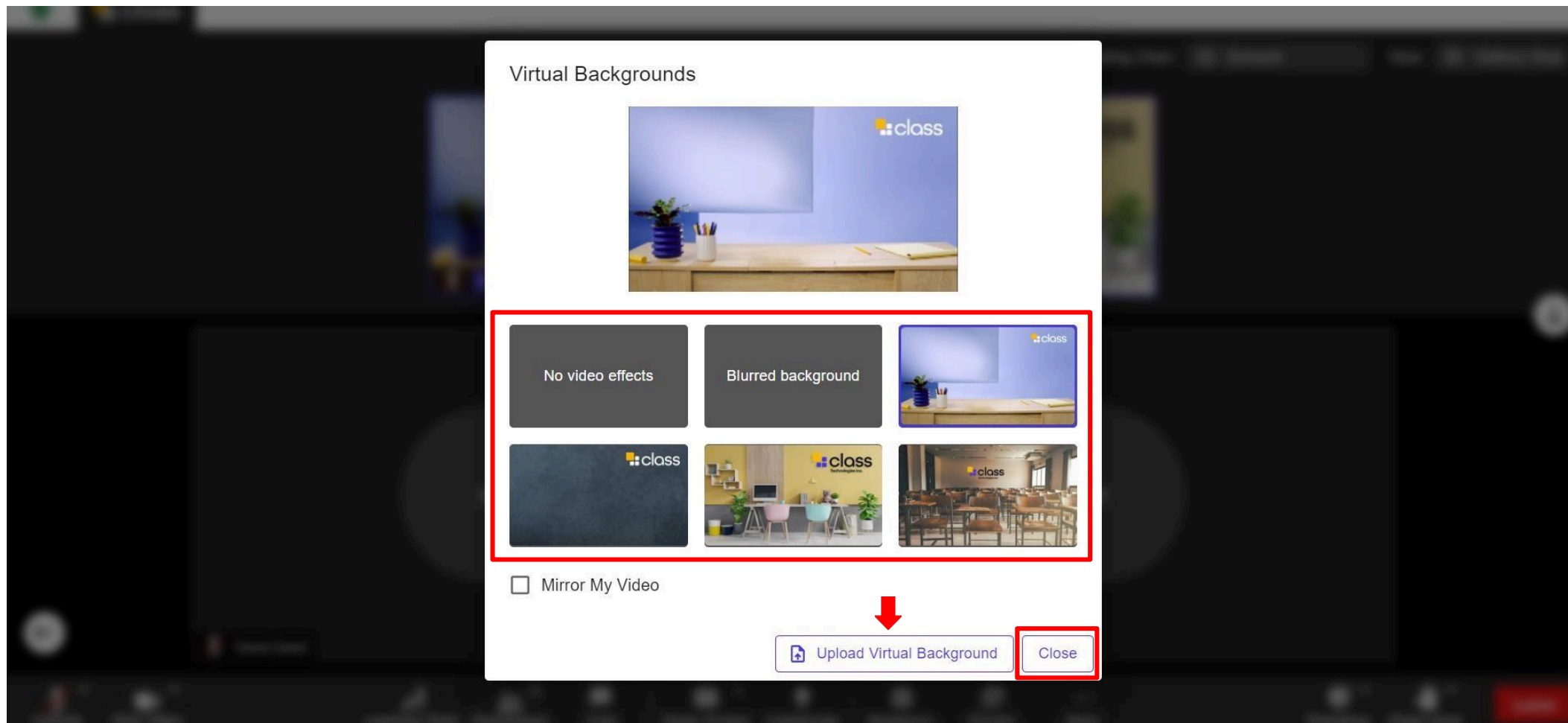
Unverified

SS

M

AY

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



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

ISTANBUL OKAN UNIVERSITY CLASS COLLAB USER GUIDE FOR INSTRUCTORS

How can I use the Learning Tools area?

ISTANBUL OKAN UNIVERSITY CLASS COLLAB USER GUIDE FOR INSTRUCTORS

Syllabus

The screenshot displays the Class Technologies Inc. interface. On the left, a sidebar titled 'Learning Tools' is visible, containing a 'Course Content' section with a list of items: Syllabus, Assignment, Assessment / Quiz / Test, Survey, Polling, and Learning Management System. A red arrow points to the 'Syllabus' item. The main area shows a gallery view of participants, with three visible participants labeled 'SS', 'M', and 'AY'. The 'M' participant is highlighted with a red border. The bottom toolbar includes icons for Unmute, Stop Video, Learning Tools, Participants, Chat, Share Screen, Collaborate, Breakout+, Proctor, More, Reactions, Raise hand, and a red 'Leave' button. A red arrow points to the 'Learning Tools' icon in the bottom toolbar.

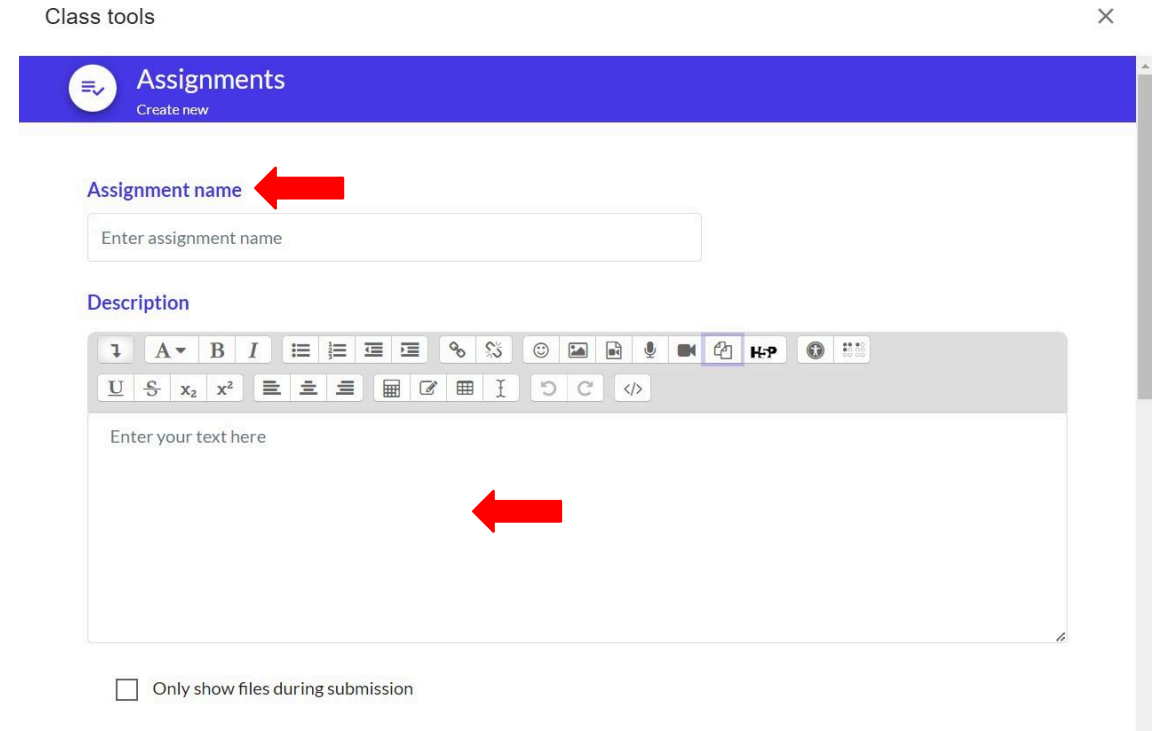
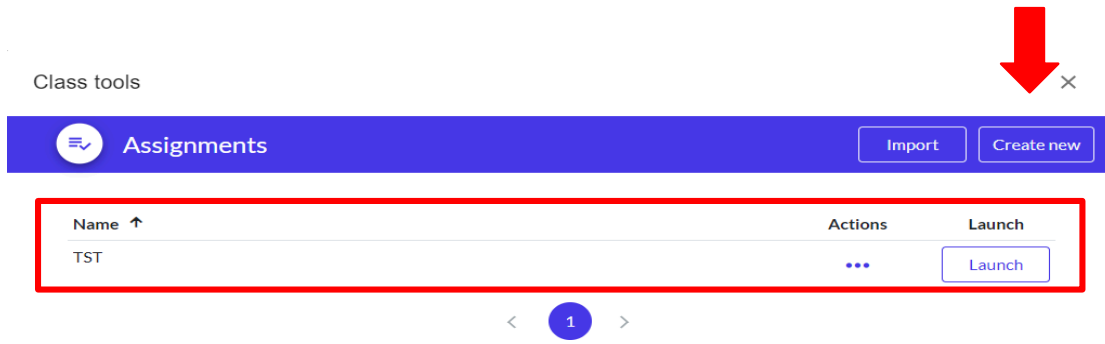
When 'Syllabus' is selected from the 'Learning Tools' section, the uploaded syllabus will become accessible. If 'Syllabus' is not already uploaded in the course content, it can be added during the session.

ISTANBUL OKAN UNIVERSITY CLASS COLLAB USER GUIDE FOR INSTRUCTORS

Assignment

The screenshot displays the Class Technologies Inc. interface. On the left, a sidebar contains a 'Learning Tools' section with a red arrow pointing to the 'Assignment' option. Below this is a 'Course Content' section with a list of items: Syllabus, Assignment (highlighted with a red arrow), Assessment / Quiz / Test, Survey, Polling, and Learning Management System. The main area shows a video conference grid with four participants: an instructor (top-left), and three other participants labeled SS, M, and AY. The bottom toolbar includes icons for Unmute, Stop Video, Learning Tools (highlighted with a red arrow), Participants, Chat, Share Screen, Collaborate, Breakout+, Proctor, More, Reactions, Raise hand, and a red 'Leave' button.

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.

Class tools

Assignments

Import Create new

Name ↑ Actions Launch

No data available for this table

Class tools

Assignments

Import | CFZ

TEST COURSE TEST COURSE

Choose a class...

TEST COURSE TEST COURSE

Assignments

✓ Assignments (0) ↑

Imported ↑

✓ TST

1

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

Cancel Back to Assignments 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: 7/13/2024 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	...	Launch
TST (copy)	Edit Grade Duplicate Delete	Launch

< 1 >

Fill in the relevant fields and save.

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

class

Assignment: TST

class

Technologies Inc.

instructor

Learning Tools

Course Content

Class Management

Syllabus

Assignment

Assessment / Quiz / Test

Survey

Polling

Learning Management System

Seating Chart

General

View

Gallery View

TST

Status: Live

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

Description

TEST COURSE ASSIGNMENTS

Back

Submissions

Name	Status	Last modified (submission)	Grade
ayse yıldız	No submission	-	Grade
Sanat Sanat	No submission	-	Grade

Unmute

Start Video

Learning Tools

Participants

Chat

Share Screen

Collaborate

Breakout+

Proctor

More

Reactions

Raise hand

Leave

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

ISTANBUL OKAN UNIVERSITY CLASS COLLAB USER GUIDE FOR INSTRUCTORS

Assessment/Quiz/Test

The screenshot displays the Class Technologies Inc. interface. On the left, a sidebar contains the 'Learning Tools' section, which is highlighted with a red arrow. Below it, the 'Course Content' section lists various options: Syllabus, Assignment, Assessment / Quiz / Test (highlighted with a red arrow), Survey, Polling, and Learning Management System. The main area shows a video conference grid with four participants: an instructor (top left), and three other participants labeled SS, M, and AY. The bottom toolbar includes icons for Unmute, Stop Video, Learning Tools (highlighted with a red arrow), Participants, Chat, Share Screen, Collaborate, Breakout+, Proctor, More, Reactions, Raise hand, and a red 'Leave' button.

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



Assessments/Quizzes/Tests			
		Import	Create new
Name ↑	Type	Actions	Launch
dsafdgfg	Assessment	...	Launch
QUESTIONS TEST (copy)	Assessment	...	Launch
test	Assessment	...	Launch
test	Assessment	...	Launch
TEST1	Quiz	...	Launch
TEST1 (copy)	Quiz	...	Launch
< 1 >			

Assessments/Quizzes/Tests

Create new

GENERAL QUESTIONS

Name

Type

Assessment ▼
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

TEST COURSE TEST COURSE

Choose a class...

TEST COURSE TEST COURSE

Assessments/Quizzes/Tests (1) ↑

Imported ↑

QUESTIONS TEST

1

⚠ 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

Class tools

test

GENERAL **QUESTIONS**

+ Add new question + Add from question bank + Add random question

No questions added

Cancel Save

Fill in the relevant fields and save.

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

Class tools



GENERAL QUESTIONS

Add new question Add from question bank Add random question

Class tools



Choose a Question Type

Multiple choice

True/False

Matching

Short answer

Numerical

Essay

Calculated

Calculated multichoice

Calculated simple

Random short-answer matching

Select missing words

Description

Cancel

Save

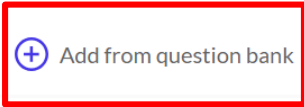
You can select the types of questions.

Class tools



GENERAL QUESTIONS

Add new question Add from question bank Add random question

A modal dialog box titled 'TEST1' with a close button (X) in the top right corner. It contains the following elements:

- A red arrow pointing to the 'Select a category:' dropdown menu.
- The selected category: 'Default for Collab_Test_1_31bc393f-917b-415b-b795-2903f14aab62'.
- Text: 'The default category for questions shared in context 'Collab_Test_1_31bc393f-917b-415b-b795-2903f14aab62'.'
- Text: 'No tag filters applied'.
- A 'Filter by tags...' dropdown menu.
- Text: 'Show question text in the question list?' followed by a dropdown menu set to 'No'.
- A link: 'Search options'.
- A checked checkbox: 'Also show questions from subcategories'.
- An unchecked checkbox: 'Also show old questions'.
- 'Cancel' and 'Save' buttons at the bottom right.

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

 Assessments/Quizzes/Tests

Import

Create new

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

<

1

>

Edit

Grade

Duplicate

Delete

You can share from the 'Launch' area.

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

class

Assessment: QUES... x

class

Technologies Inc.

Instructor

Learning Tools

Course Content

Class Management

Syllabus

Assignment

Assessment / Quiz / Test

Survey

Polling

Learning Management System

Seating Chart: General

View: Gallery View

AY

SS

QUESTIONS TEST

Preview quiz

Instructions

Summary of your previous attempts

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

Highest grade: 10.00 / 10.00.

Unmute

Start Video

Learning Tools

Participants

Chat

Share Screen

Collaborate

Breakout+

Proctor

More

Reactions

Raise hand

Leave

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

Assessments/Quizzes/Tests

ImportCreate new

Name ↑	Type	Actions	Launch
QUESTIONS TEST	Assessment	⋮	Launch
TEST	Assessment	EditGradeDuplicateDelete	Launch
TST	Assessment		Launch

<1>

Class tools

Refresh reportRegrade allDry run a full regrade

RegradeDelete

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

Download table data asComma 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 Technologies Inc.

Seating Chart: General View: Gallery View

Unmute

Instructor

Learning Tools

Course Content

Class Management

Syllabus

Assignment

Assessment / Quiz / Test

Survey

Polling

Learning Management System

Unmute

Stop Video

Learning Tools

Participants

Chat

Share Screen

Collaborate

Breakout+

Proctor

More

Reactions

Raise hand

Leave

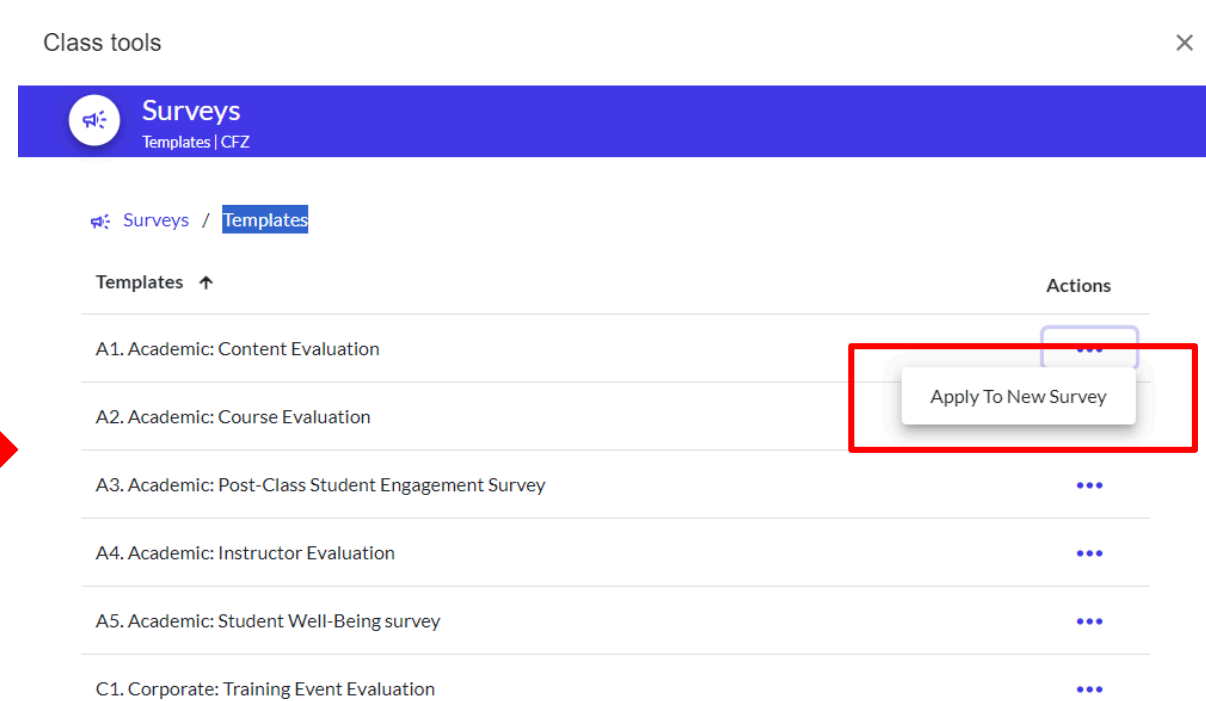
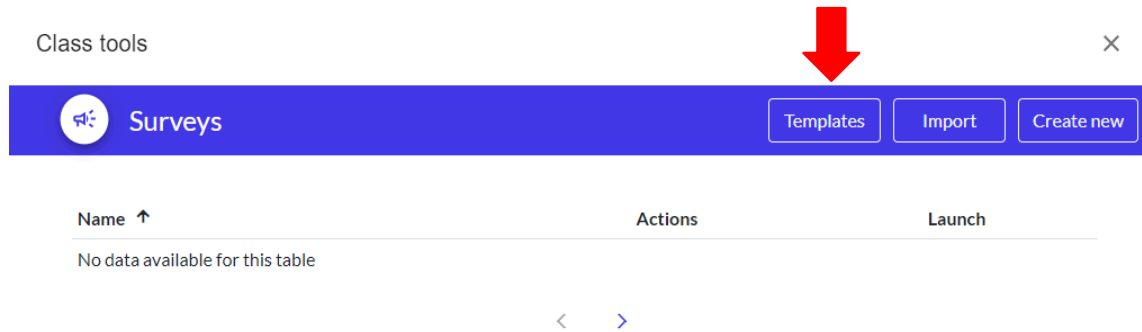
SS

M

AY

Unverified

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.

 A1. Academic: Content Evaluation

GENERAL QUESTIONS

Name

A1. Academic: Content Evaluation (copy)

Description

↓

A

B

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🖼️

📎

🎤

📺

📄

H-P

🌐

⋮

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

Due date

- ☒ No due date
- ☐ Due before class ends

Due date

- ☐ No due date
- ☐ Due before class ends
- ☐ Due in :

0 hours

0 minutes
- ☒ Due by :

7/12/2024

📅

4

01

PM
- ☐

 Auto number questions
- ☐

 Show participant names with answers

Cancel

Save

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

Class tools

Surveys
Surveys | CFZ

GENERAL QUESTIONS

Add a question

Select type ▾

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

Multiple choice (rated)

Delete

Required

Question

The lectures, readings, and assignments complemented each other.

Multiple choice values

Option 1	Rating
Strongly disagree	1
Option 2	Rating
Somewhat disagree	2



Class tools

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

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

< >

Class tools

Surveys

Import | CFZ

TEST COURSE TEST COURSE

Choose a class...

TEST COURSE TEST COURSE

✓ Surveys (1) ↑

Imported ↑

✓ gfgf

< 1 >

⚠ 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.

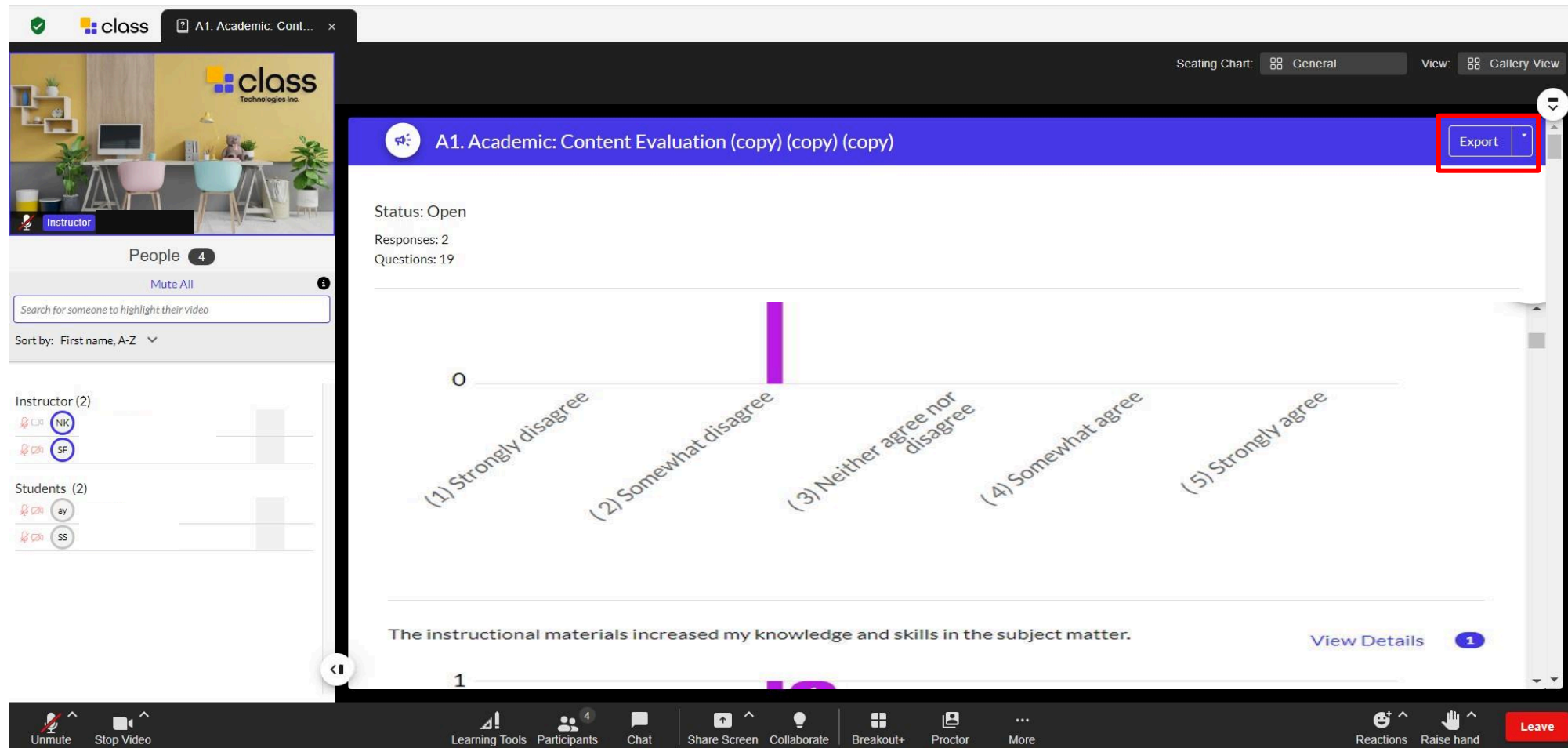
You can also create a new survey within the virtual classroom using the 'Create new' option.

Surveys			Templates	Import	Create new
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) (copy)	...	Launch			
A3. Academic: Post-Class Student Engagement Survey (copy)	...	Launch			
A5. Academic: Student Well-Being survey (copy)	...	Launch			
A5. Academic: Student Well-Being survey (copy)	...	Launch			
C3. Corporate: Trainer Evaluation (copy)	...	Launch			
C4. Corporate: Employee Satisfaction (copy)	...	Launch			
gfgf	...	Launch			

< 1 2 >

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.

ISTANBUL OKAN UNIVERSITY CLASS COLLAB USER GUIDE FOR INSTRUCTORS

Learning Management System

The screenshot displays the Class Technologies Inc. virtual classroom interface. On the left sidebar, under the 'Learning Tools' section, the 'Learning Management System' option is highlighted with a red arrow. Below this, the 'Course Content' section is visible. The main area shows a 2x2 grid of video feeds. The top-left feed displays the instructor's desk, while the other three feeds show participants labeled SS, M, and AY. A bottom toolbar contains various controls: Unmute, Stop Video, Learning Tools (highlighted with a red arrow), Participants, Chat, Share Screen, Collaborate, Breakout+, Proctor, More, Reactions, Raise hand, and a red Leave button. The top right corner shows 'Seating Chart: General' and 'View: Gallery View'.

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

Class tools ×

 Learning Management System Replace LMS

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

Class tools ×

 Add Learning Management System

LMS Platform

Select your LMS

LMS URL

Enter the web address for your LMS



Cancel Save

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

Class tools

Learning Management System

Replace LMS

Blackboard

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

Delete

Launch



oLEARN

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

Sync LMS Data

Setting & Schedule

NK

Join Class room

[Copy guest invite link](#)

Details

Upcoming

Previous

Recordings

Attendance

Time

Topic

Label

Actions

No sessions scheduled yet

Schedule session

Syncing with LMS

Course information ⓘ

Course info sync complete

Roster

Missing email in the user data payload for Ceylan Koca

Missing email in the user data payload for rol deneme

Missing email in the user data payload for Panopto 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

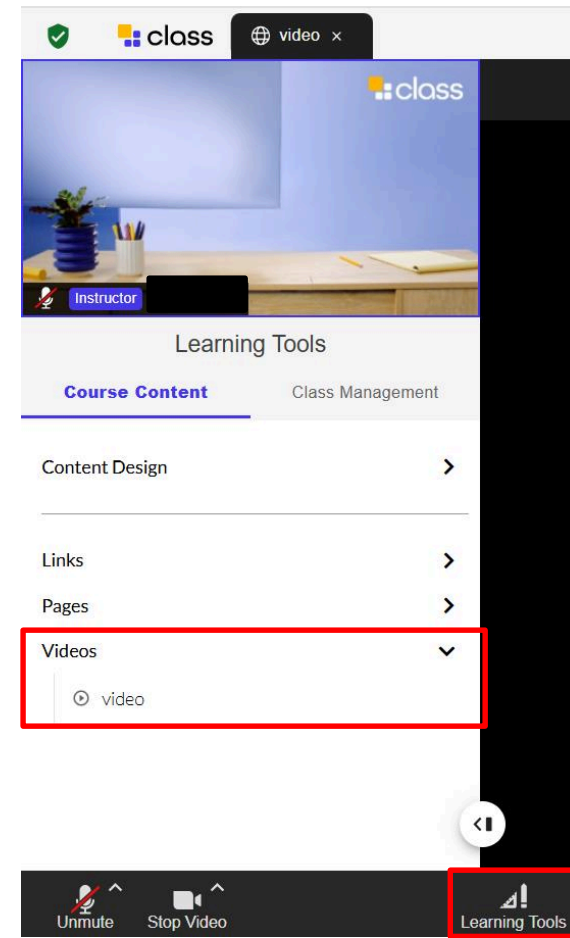
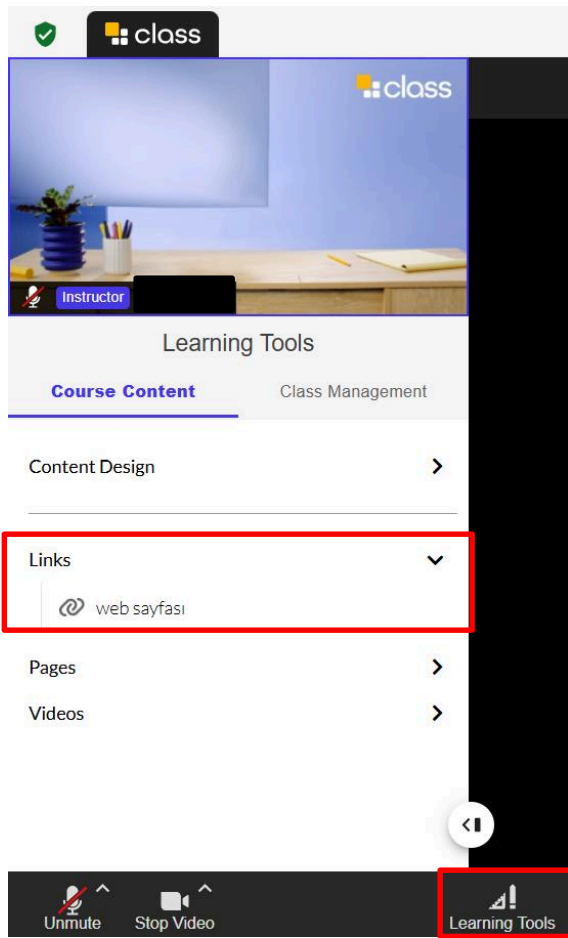
Attendance to LMS Attendance Service

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.



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 displays the Class Technologies Inc. interface. On the left, a sidebar contains a 'Learning Tools' section with a red arrow pointing to the 'Attendance' option, which is highlighted with a red box. Below this are links for 'Class Roster', 'Gradebook', 'Dashboard', and 'Instructor FAQ'. The main area shows a video feed of a desk with a 'class Technologies Inc.' logo. To the right of the video feed are three large dark gray squares labeled 'SS', 'M', and 'AY'. At the top right, there are controls for 'Seating Chart' (General) and 'View' (Gallery View). At the bottom, a toolbar includes icons for 'Unmute', 'Stop Video', 'Learning Tools', 'Participants' (5), 'Chat', 'Share Screen', 'Collaborate', 'Breakout+', 'Proctor', 'More', 'Reactions', 'Raise hand', and a red 'Leave' button.

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

Class tools

Attendance

Download Add new class dates

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

9:32 AM - 10:32 AM

0 Students present 3 Students absent 0 Students late

Student ↑	Attendance	Lateness	Time In	Time Out	Edit	Report
Sanat Sanat	Absent					Student Report
ayse yıldız	Absent					Student Report
şeyma	Absent					Student Report

Class tools

Attendance

Download Add new class dates

Sanat Sanat

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

Sanat_Sanat-Collab_Test_1-Attendance - Excel

Date, Attendance, Lateness, Time In, Time Out, Duration

Date	Attendance	Lateness	Time In	Time Out	Duration
07/15/2024 - Monday	Absent	N/A	N/A	N/A	0
07/15/2024 - Monday	Absent	N/A	N/A	N/A	0
07/15/2024 - Monday	Absent	N/A	N/A	N/A	0
07/11/2024 - Thursday	Absent	N/A	N/A	N/A	0
07/10/2024 - Wednesday	Absent	N/A	N/A	N/A	0
07/09/2024 - Tuesday	Absent	N/A	N/A	N/A	0
07/08/2024 - Monday	Absent	N/A	N/A	N/A	0

- 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 Download Add new class dates

07/15/2024 - Monday - 9:32 AM ▾

9:32 AM - 10:32 AM

0 Students present 3 Students absent 0 Students late

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

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

Attendance
Present ▾

Lateness
Not late ▾

Time In
13:30 ⌚

Time Out
18:01 ⌚

Cancel Save record

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

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 displays a Zoom meeting interface. On the left, a sidebar contains the 'class Technologies Inc.' logo and a 'Learning Tools' section. Below this, the 'Class Management' section is active, showing icons for 'Class Roster', 'Attendance', 'Gradebook' (highlighted with a red box and a red arrow), 'Dashboard', and 'Instructor FAQ'. The main video area shows three participants: an instructor, a participant labeled 'SS', and a participant labeled 'M'. The bottom toolbar includes icons for 'Unmute', 'Stop Video', 'Learning Tools', 'Participants', 'Chat', 'Share Screen', 'Collaborate', 'Breakout+', 'Proctor', 'More', 'Reactions', 'Raise hand', and a 'Leave' button.

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

Gradebook

Export

Report options

Show a total score

Yes

Manually set weights for total

Yes

Exclude missing grades from averages

Yes

Search

+

 Add column

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

Total 4, 40 items / page

1

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

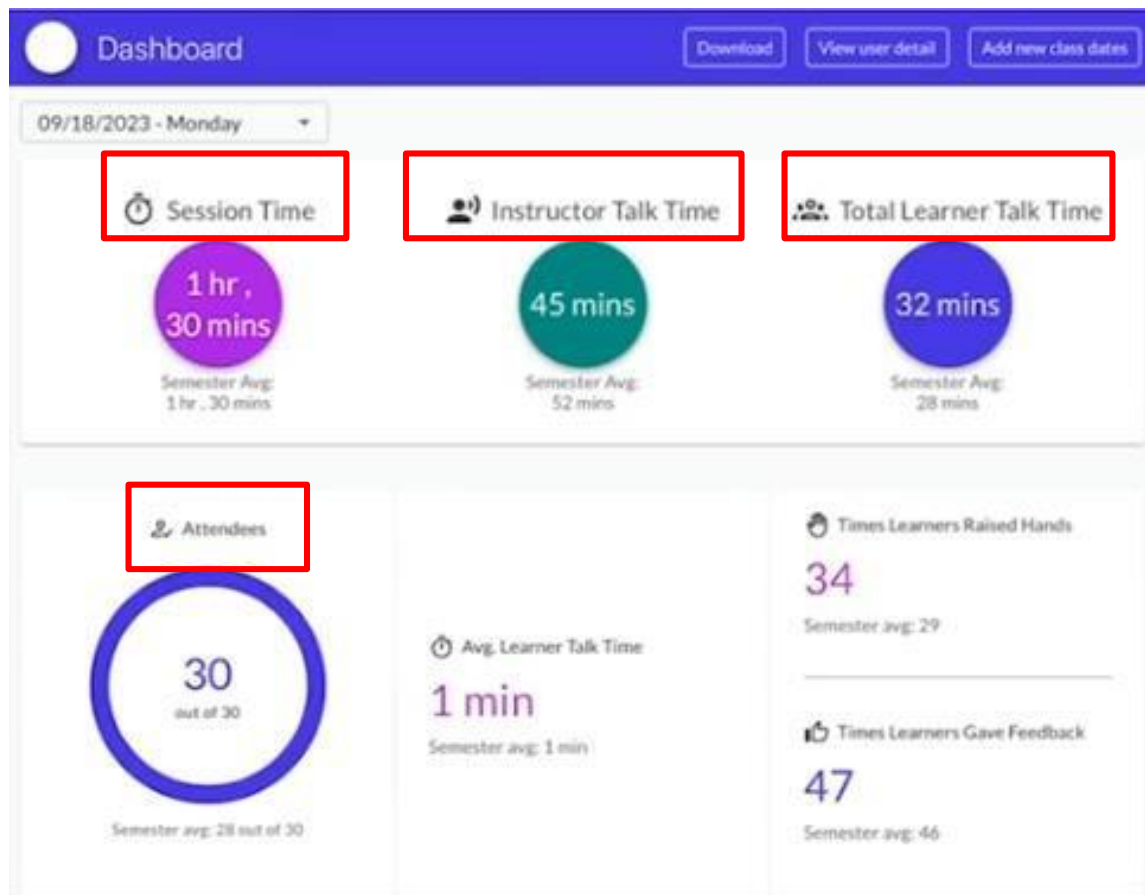
You can add a new grade column from the 'Add column' section.

ISTANBUL OKAN UNIVERSITY CLASS COLLAB USER GUIDE FOR INSTRUCTORS

Dashboard

The screenshot displays the Class Technologies Inc. interface. On the left, a sidebar contains the 'Learning Tools' section, which includes a red arrow pointing to the 'Dashboard' option. The main area shows a video feed of a desk setup with the Class Technologies Inc. logo. Below the video feed, there are three large circular placeholders labeled 'SS', 'M', and 'AY'. The bottom of the interface features a toolbar with various icons for managing the session, including 'Unmute', 'Stop Video', 'Learning Tools', 'Participants', 'Chat', 'Share Screen', 'Collaborate', 'Breakout+', 'Proctor', 'More', 'Reactions', 'Raise hand', and a red 'Leave' button.

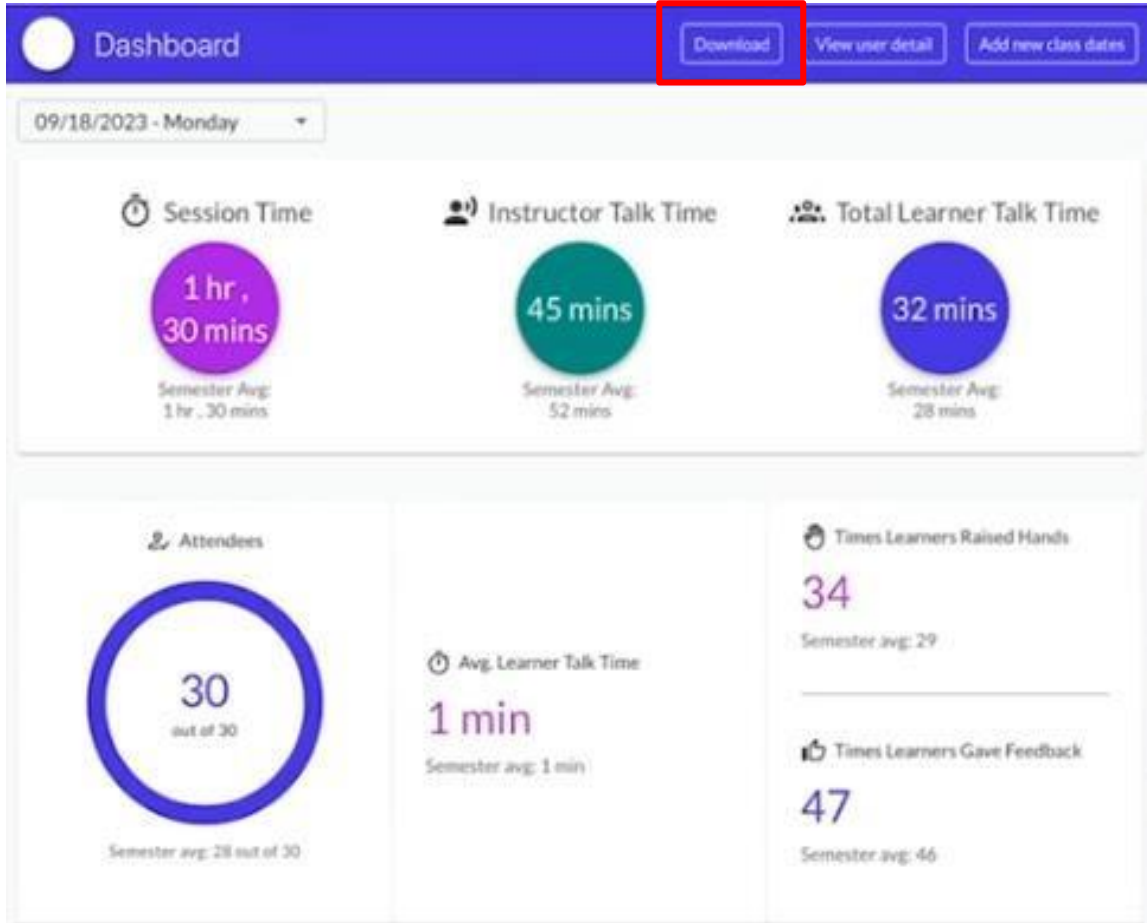
Click on the 'Dashboard' option in the 'Learning Tools' section.



This table provides a detailed breakdown of participation for each student on 09/18/2023 - Monday. It includes columns for Name, Role, Talk Time, Focus Time, Hand Raises, Feedback, and Stars. A red box highlights the 'View class details' button in the top right corner.

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.



Collab_Test_1-0

Dosya Giriş Ekle Sayfa Düzeni Formüller Veri Gözden Geçir Görünüm Ne yapmak istediğinizi s

Kes Kopyala Biçim Boyacısı Pano Yazı Tipi Hizalama Sayı

Calibri 11

Metni Kaydır Birleştir ve Ortala

B1

	A	B
1	Name,Role,Email,External Id,Talk Time (minutes),Focus Time (minutes),Hand Raises,Feedback,Stars	
2	SE 0,00,0,00,0,0,0	
3	NI 0,0,0	
4	Sa 0,00,0,00,0,0,0	
5	ay Idiz,0,00,0,00,0,0,0	
6	şe 0,0,0	
7		
8		
9		
10		
11		
12		
13		
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24		
25		
26		
27		
28		

You can download the details as a report.

ISTANBUL OKAN UNIVERSITY CLASS COLLAB USER GUIDE FOR INSTRUCTORS

Instructor FAQ

The screenshot displays the Class Collaborate web interface. On the left sidebar, under the 'Learning Tools' section, the 'Class Management' tab is active. Within this tab, the 'Instructor FAQ' option is highlighted with a red square. A red arrow points from the 'Learning Tools' header to the 'Class Management' tab. The main content area shows a gallery view of three video feeds. The top-left feed shows the 'class Technologies Inc.' logo and a desk setup, with an 'Instructor' label. The bottom-left feed is labeled 'M' and has an 'Unverified' status. The top-right feed is labeled 'SS'. The bottom-right feed is labeled 'AY'. At the top right of the main area, there are controls for 'Seating Chart' (General) and 'View' (Gallery View). The bottom toolbar contains various icons for 'Unmute', 'Stop Video', 'Learning Tools', 'Participants' (5), 'Chat', 'Share Screen', 'Collaborate', 'Breakout+', 'Proctor', 'More', 'Reactions', 'Raise hand', and a red 'Leave' button.

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?

The screenshot displays a Zoom meeting interface. On the left, a sidebar titled 'People' (3) lists participants. The 'Instructors (2)' section is highlighted with a red box and includes NISA KUCUK (Co-Host) and SEFACAN FIDAN (Host). The 'Students (1)' section is also highlighted with a red box and includes özlem saraçoğlu. The 'Absent (17)' section is highlighted with a red box. The main area shows a gallery view of participants. At the top, a 'Seating Chart' dropdown is set to 'General' and a 'View' dropdown is set to 'Gallery View'. The gallery view shows several participants in individual video windows. At the bottom, a toolbar contains icons for various functions, with the 'Participants' icon (a group of people) highlighted with a red box.

Class

What's New

Seating Chart: General View: Gallery View

People 3

Mute all

Instructors (2) ^

NISA KUCUK (Co-Host)

SEFACAN FIDAN (Host)

Students (1) ^

özlem saraçoğlu

Absent (17) v

Casey Butera

Kurt Franklin

Penelope Schultz

Russell Reid

Lilia Vazquez

Francisco Beck

Vanessa Perry

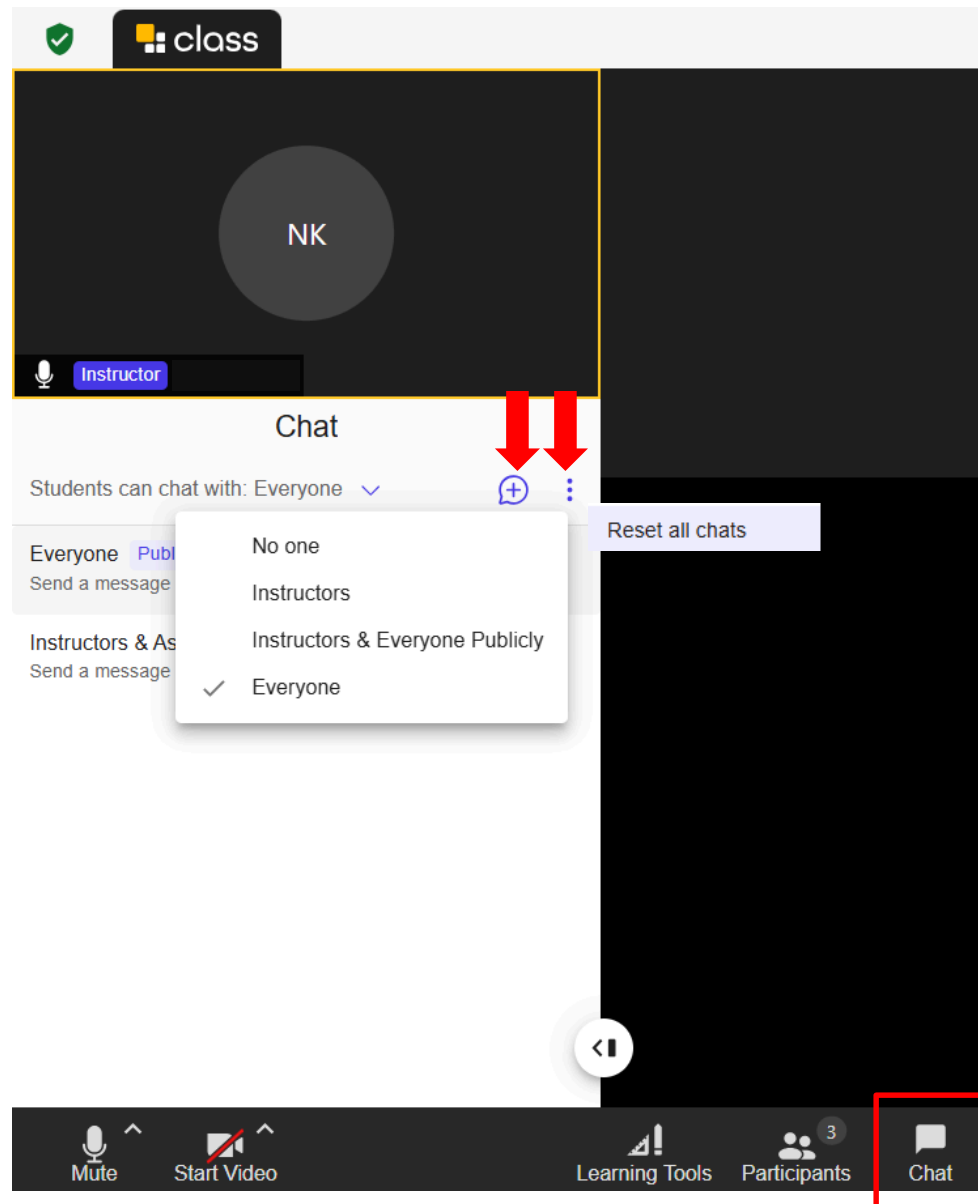
Tia Ford

Timothy French

Lindsay Rayne

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?

The screenshot shows a Zoom meeting interface. On the left, the 'People' panel is open, displaying a list of participants. The 'Students (1)' section is highlighted with a red box. Below it, the name 'özlem saraçoğlu' is visible. A red box highlights the three-dot menu icon next to her name. A blue arrow points from this icon to the 'Restrict Chat' option in the context menu that is open. The context menu includes options like 'Chat', 'Pin', 'Ask to Unmute', 'Ask to Start Video', 'Give Stars', 'Move to Podium', 'Add to Presenting Group', 'Change Role', 'Unverify User', 'Remove Attendee', 'Move to waiting room', and 'Restrict Chat'. The 'Restrict Chat' option is highlighted with a red box. The main meeting area shows a grid of video feeds for participants like Casey Butera, Kurt Franklin, Russell Reid, Lilia Vazquez, Vanessa Perry, Tia Ford, and Lindsay Rayne. At the bottom, the Zoom toolbar is visible, with the 'Chat' icon highlighted by a red box.

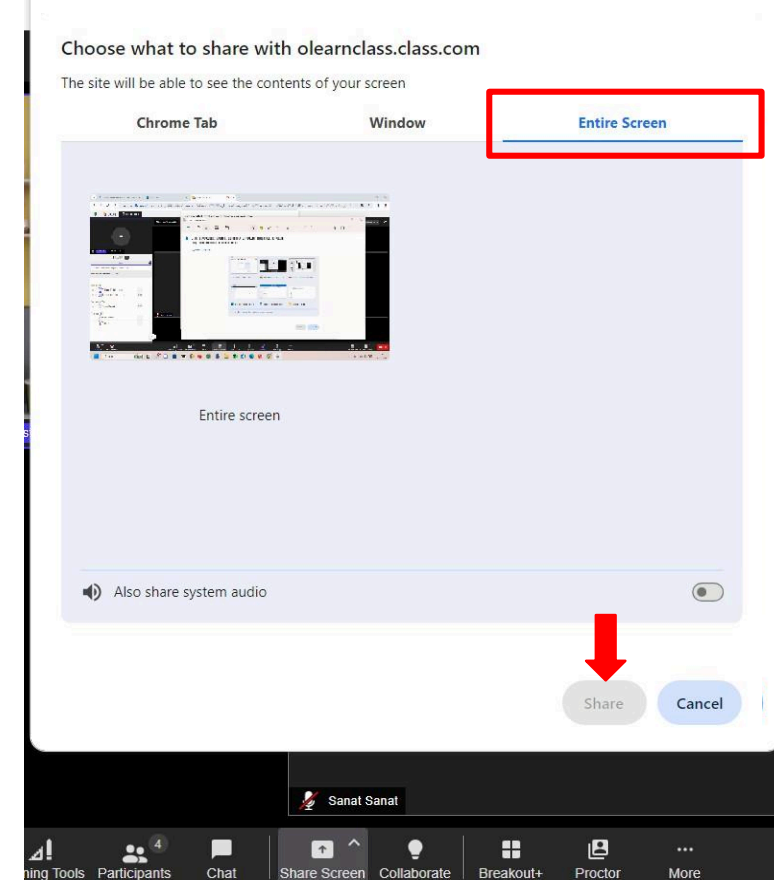
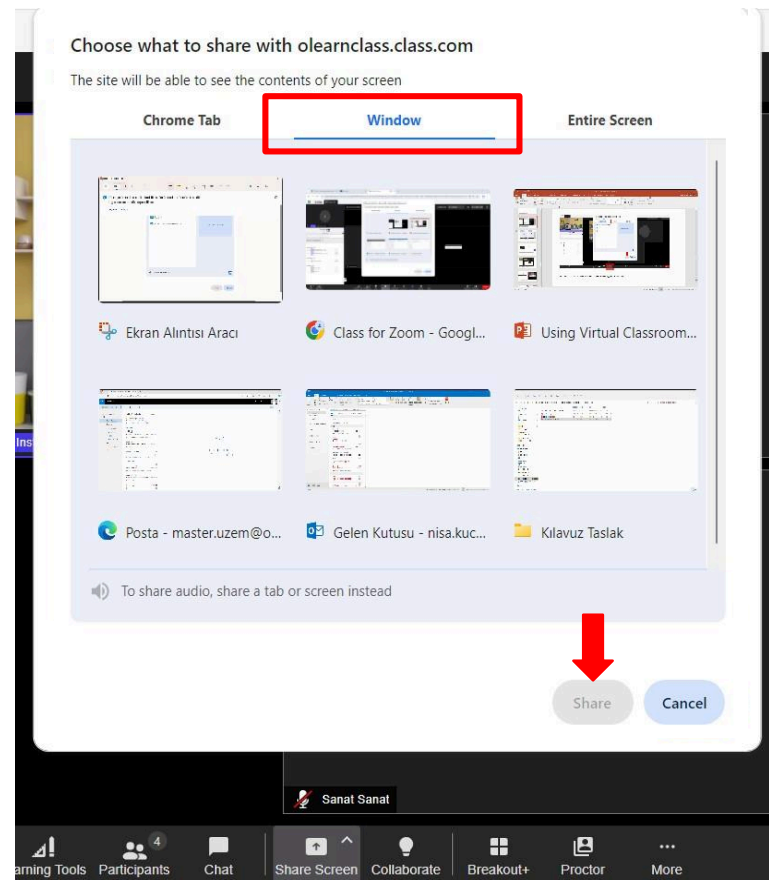
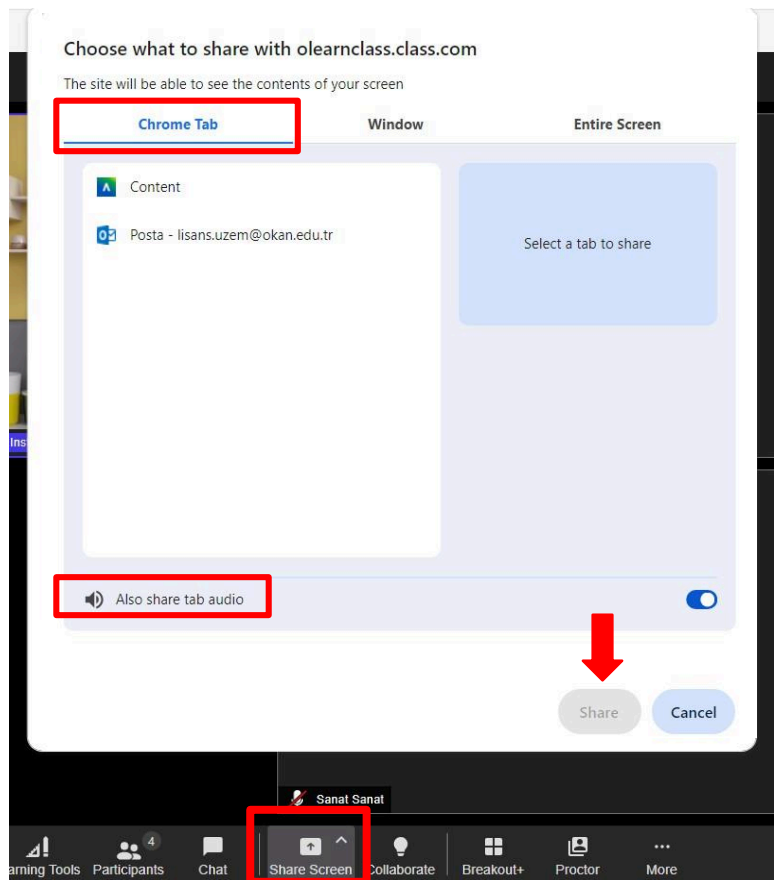


The screenshot shows a Zoom chat window titled 'Chat'. Below the title, it says 'Chat with Everyone' and 'Public'. There is a 'Go Back' button. The main area of the chat window displays the message: 'This channel is empty. Send a message to start the conversation!'. Below this message is a speech bubble icon. At the bottom, a red box highlights a system message: 'You have been restricted from using chat. You can only chat with Instructors and Assistants.'

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?

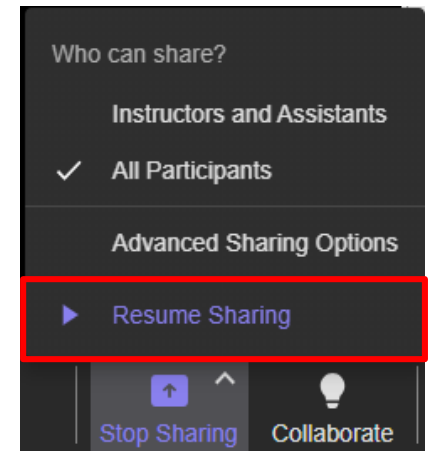
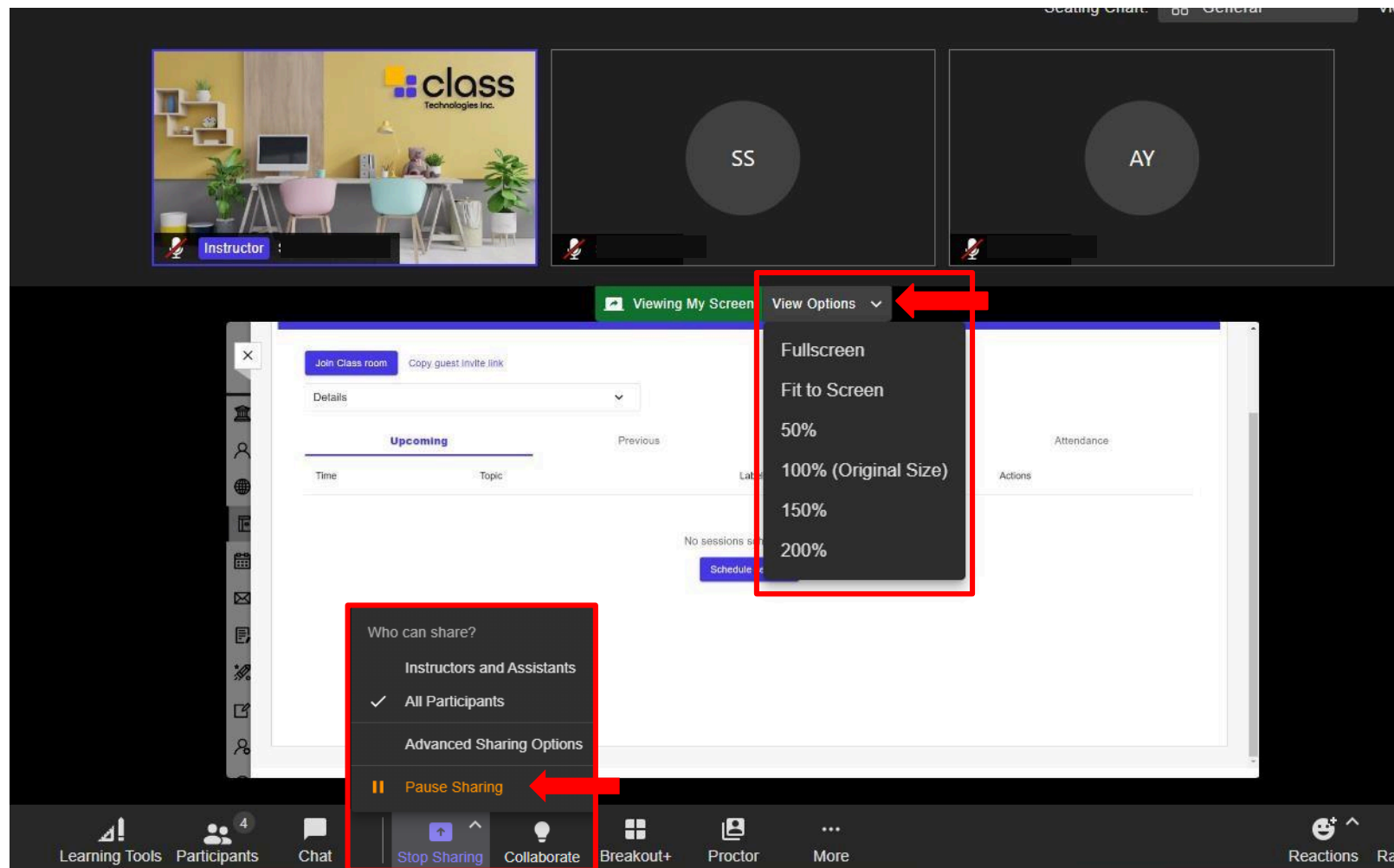


From the 'Share Screen' area, you can share your browser tab.

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.

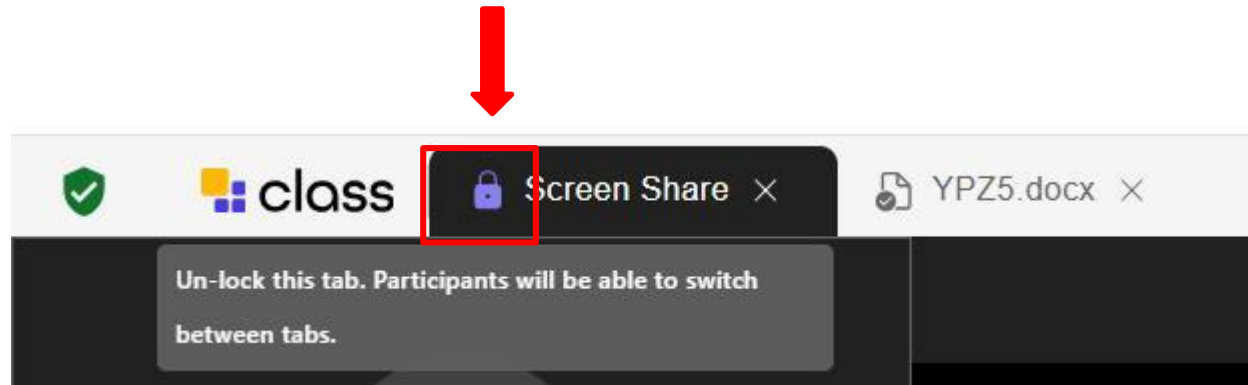
You can share the browser's audio from the "Also share tab audio" option.



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.

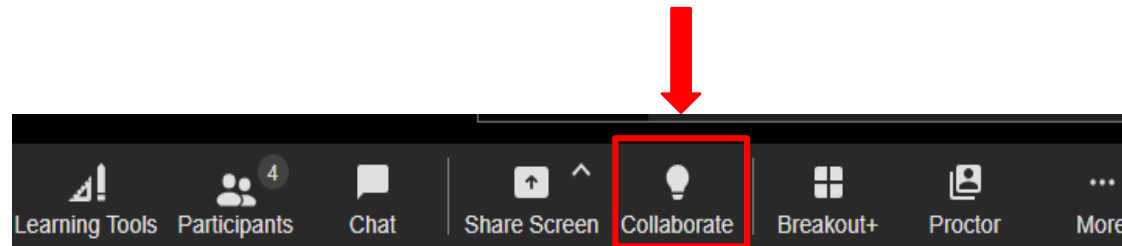
You can continue screen sharing in the 'Resume Sharing' option.



You can lock the relevant tab to prevent students from switching to a different tab during the session.

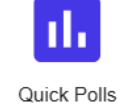
ISTANBUL OKAN UNIVERSITY CLASS COLLAB USER GUIDE FOR INSTRUCTORS

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



Close

Files



Saved Files

New File

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

1-6 of 6

Close

Launch

Files

Saved Files

New File



Drag and drop or browse for a file
Accepted file types: .PDF, .DOC, .PPT, .JPG, .PNG, .XLS

Browse

or select from

Google Drive

Office 365

URL

Close

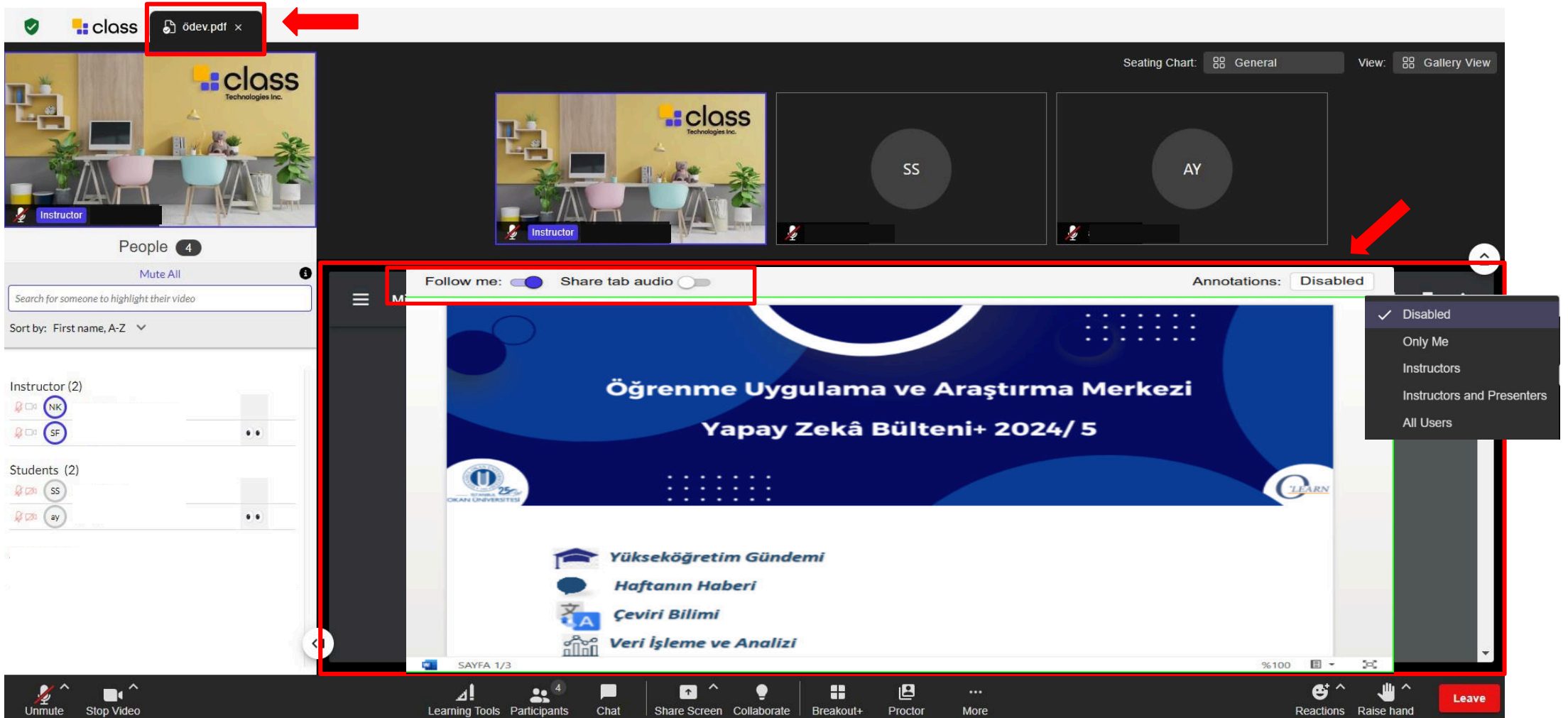
Save

Launch

Save & Launch

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

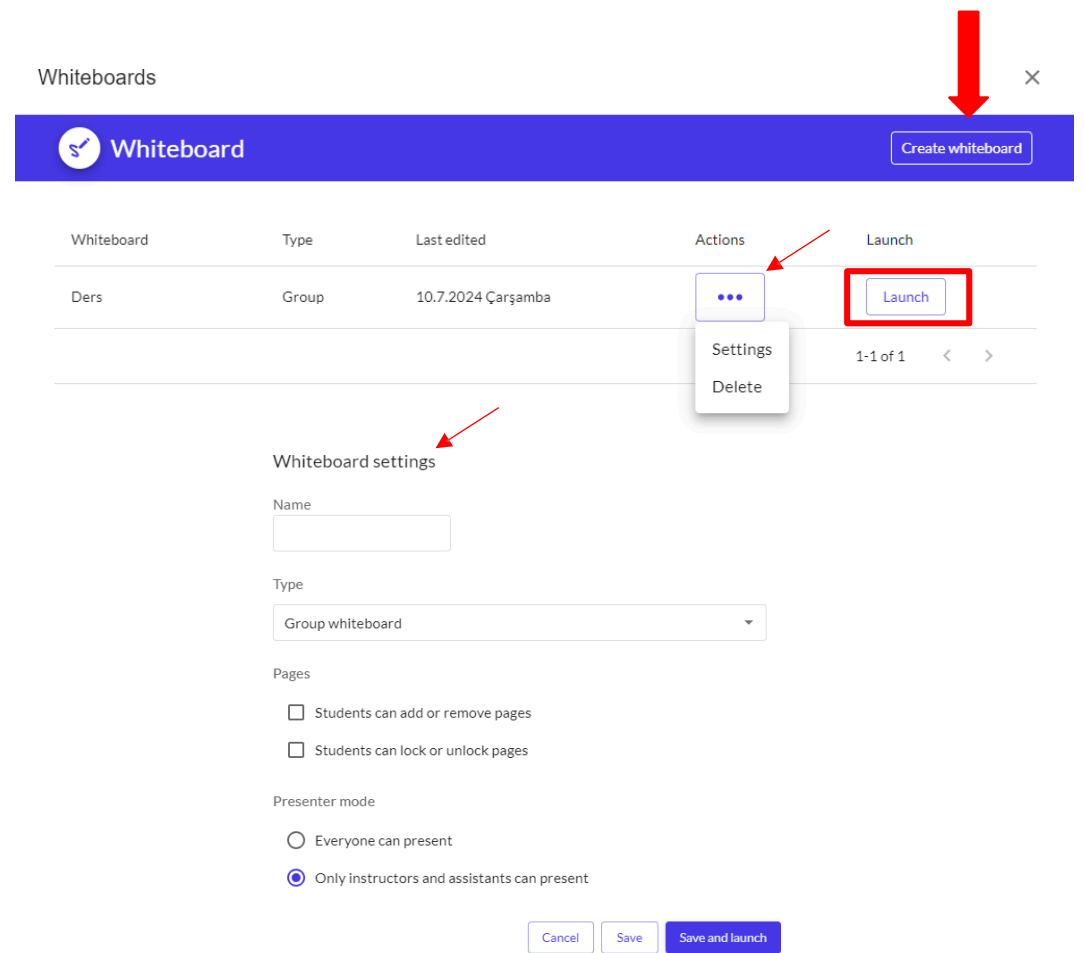
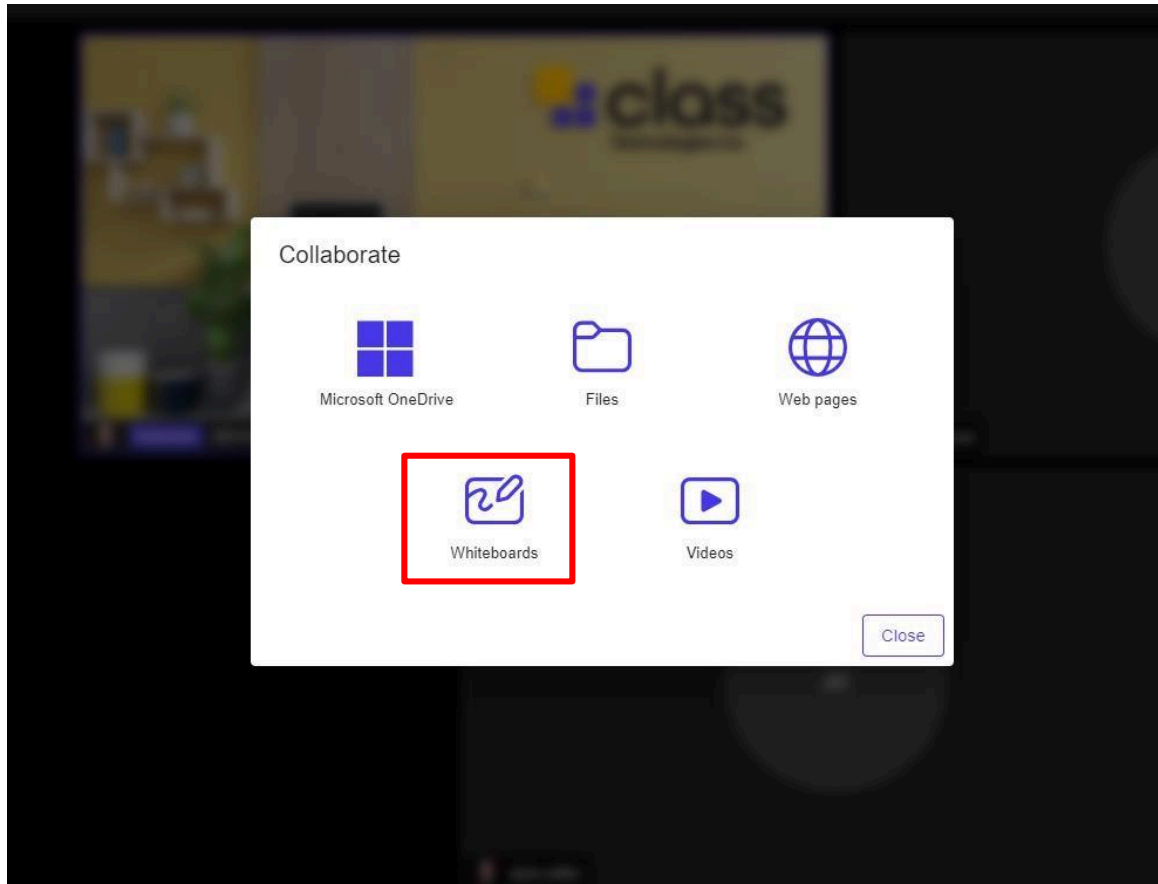
! (We do not recommend the file sharing tool at this time, you can share your presentation/file from the Screen Share area.)



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

You can remove your file from the marked area.

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



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.

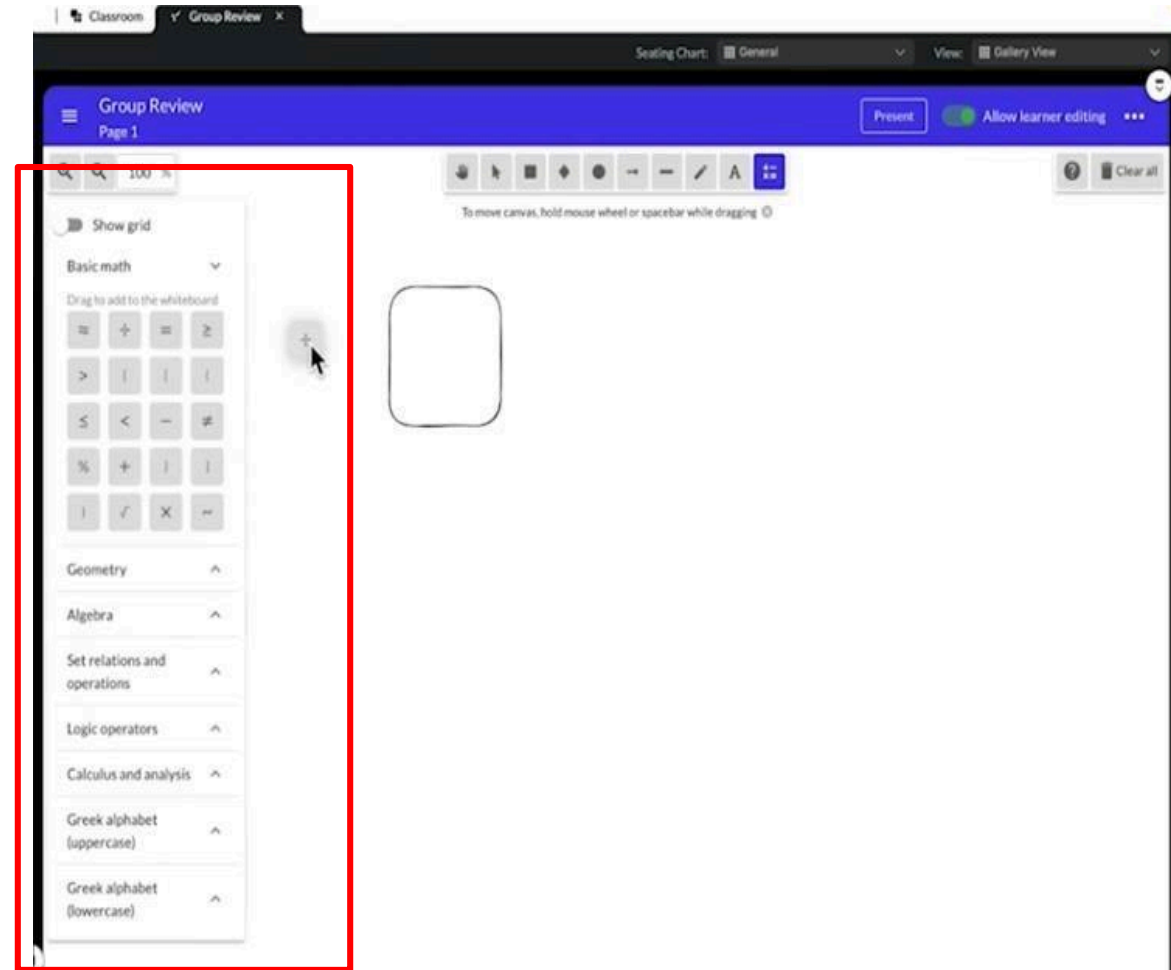
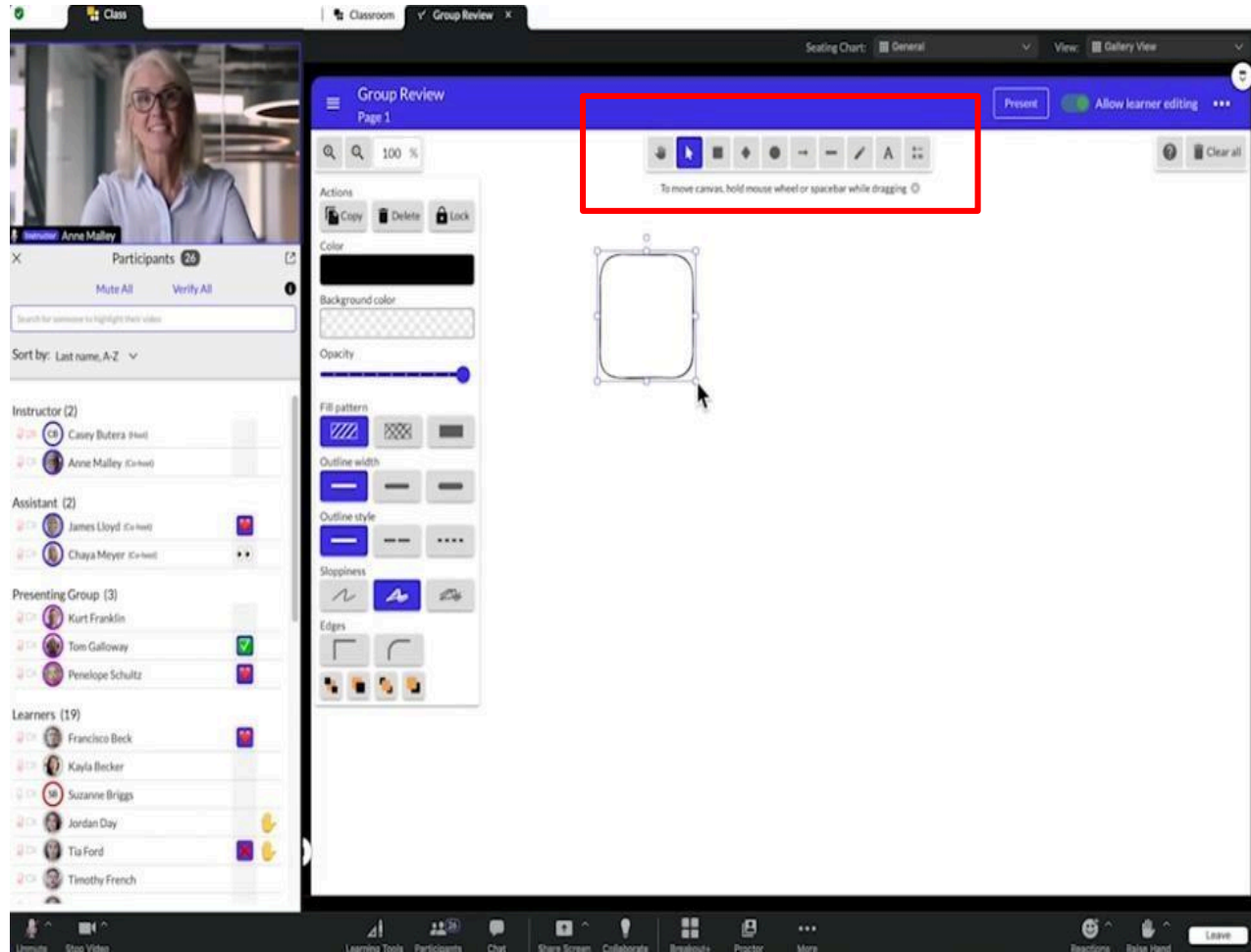
You can view the whiteboards you have created or previously created whiteboards, and share them with your class by selecting the 'Launch' option.

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

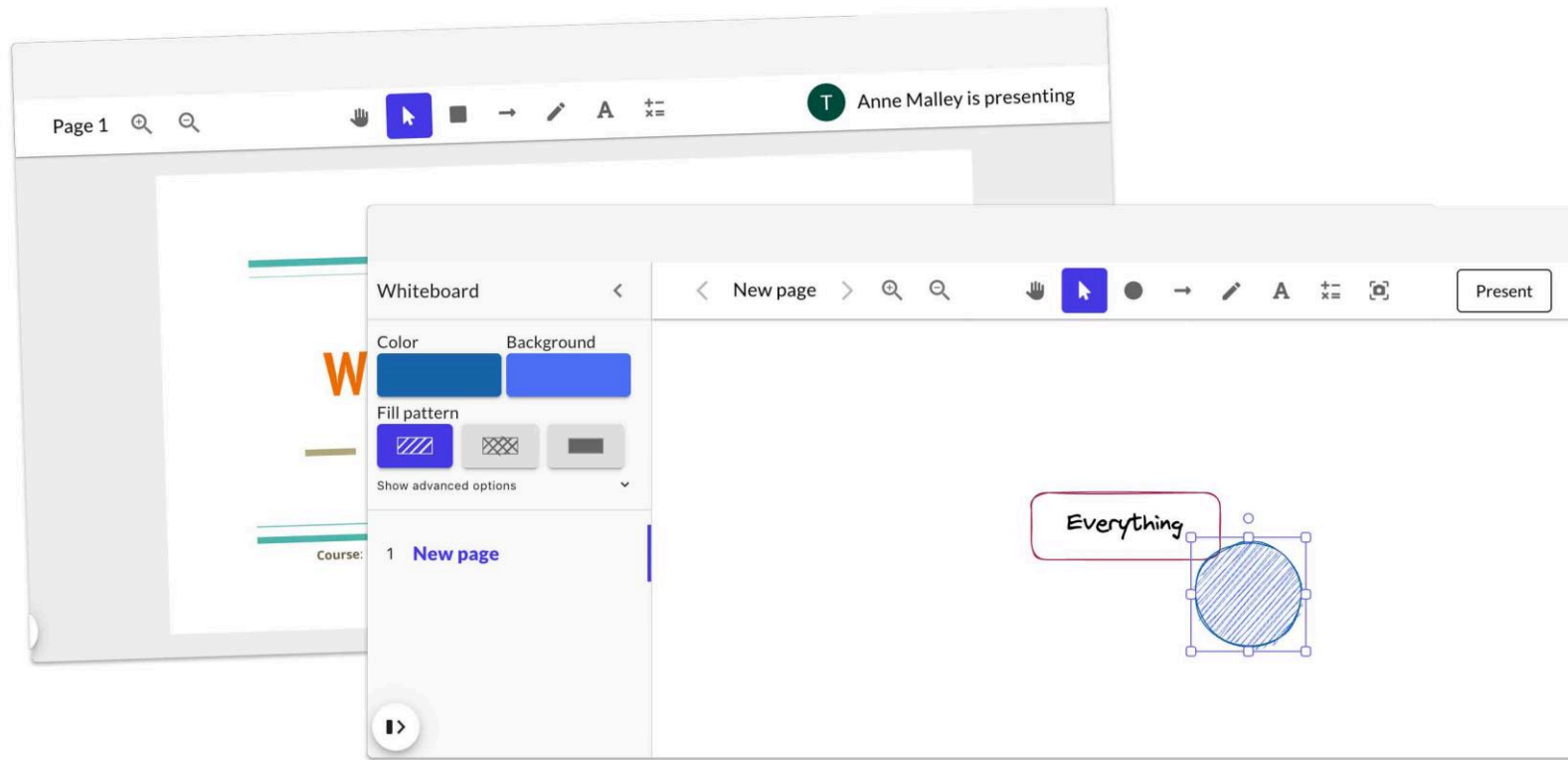
The screenshot displays the Class Technologies Inc. interface. On the left, there is a sidebar with a video feed of a classroom, a 'People' section showing 3 participants (Instructor and 2 Students), and a search bar. The main area shows a whiteboard with a toolbar at the top containing options like 'New page', 'Present', and a dropdown menu. The dropdown menu is highlighted with a red box and contains the following options: 'Disable student annotation for this page', 'Shortcuts', 'Settings', and 'Clear all'. Red arrows point to the dropdown menu and the 'Clear all' 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.



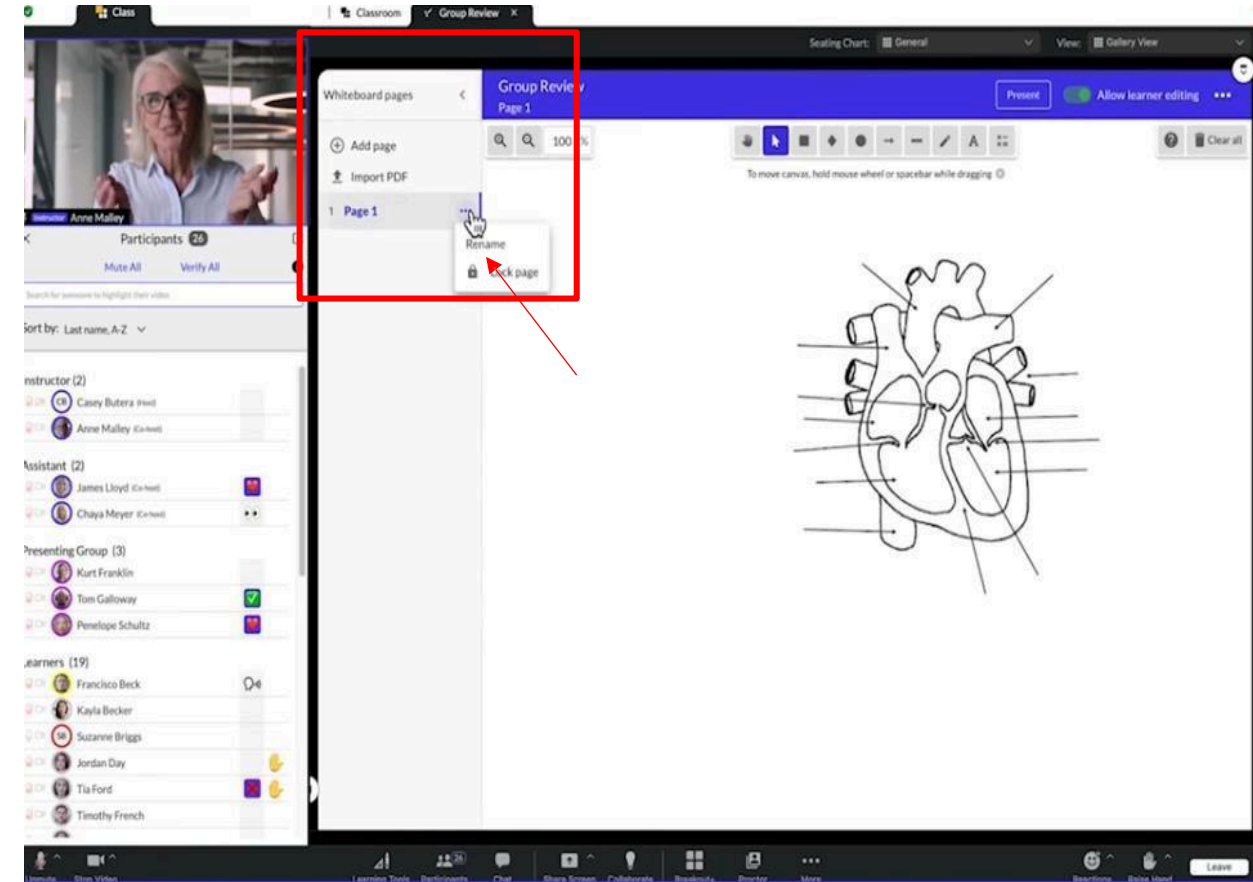
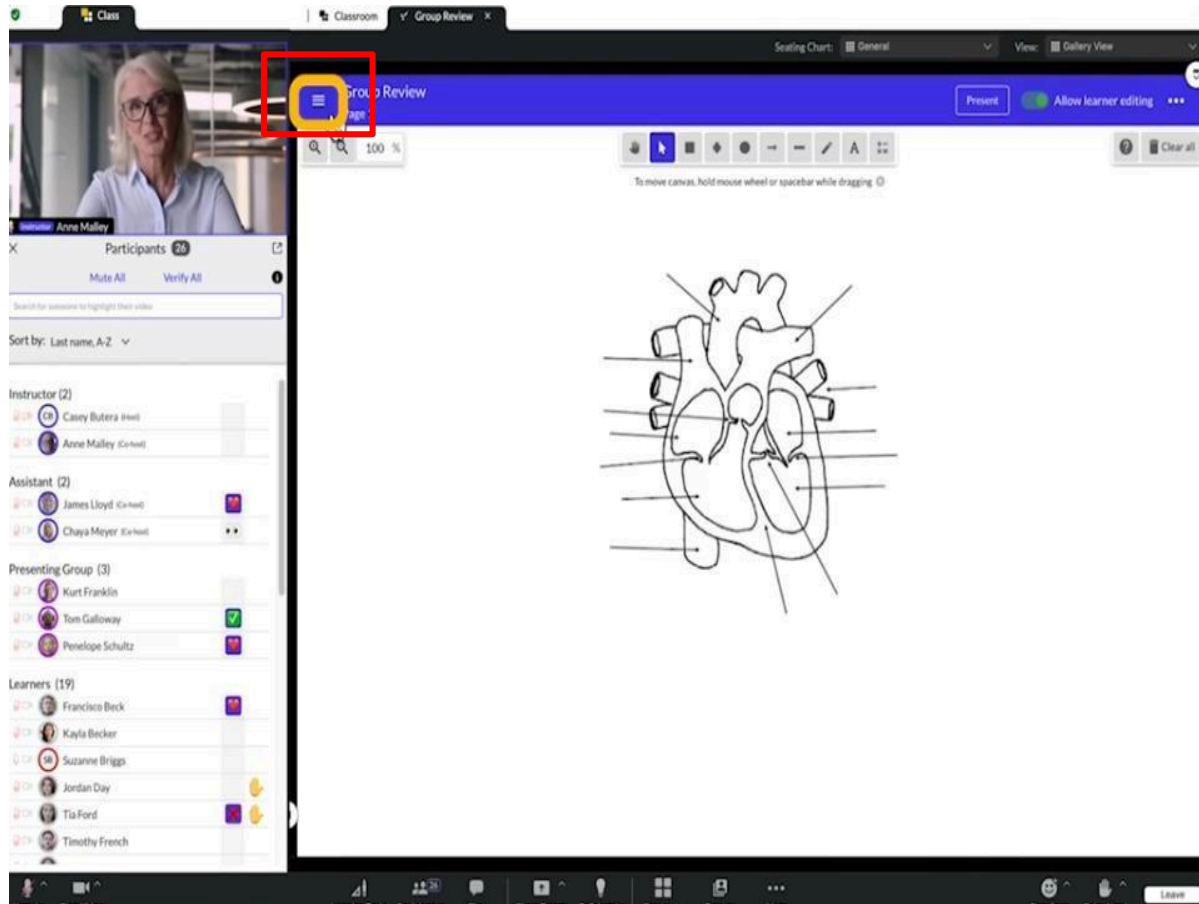
Annotation tools are supported on iPad and Android tablets.

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.

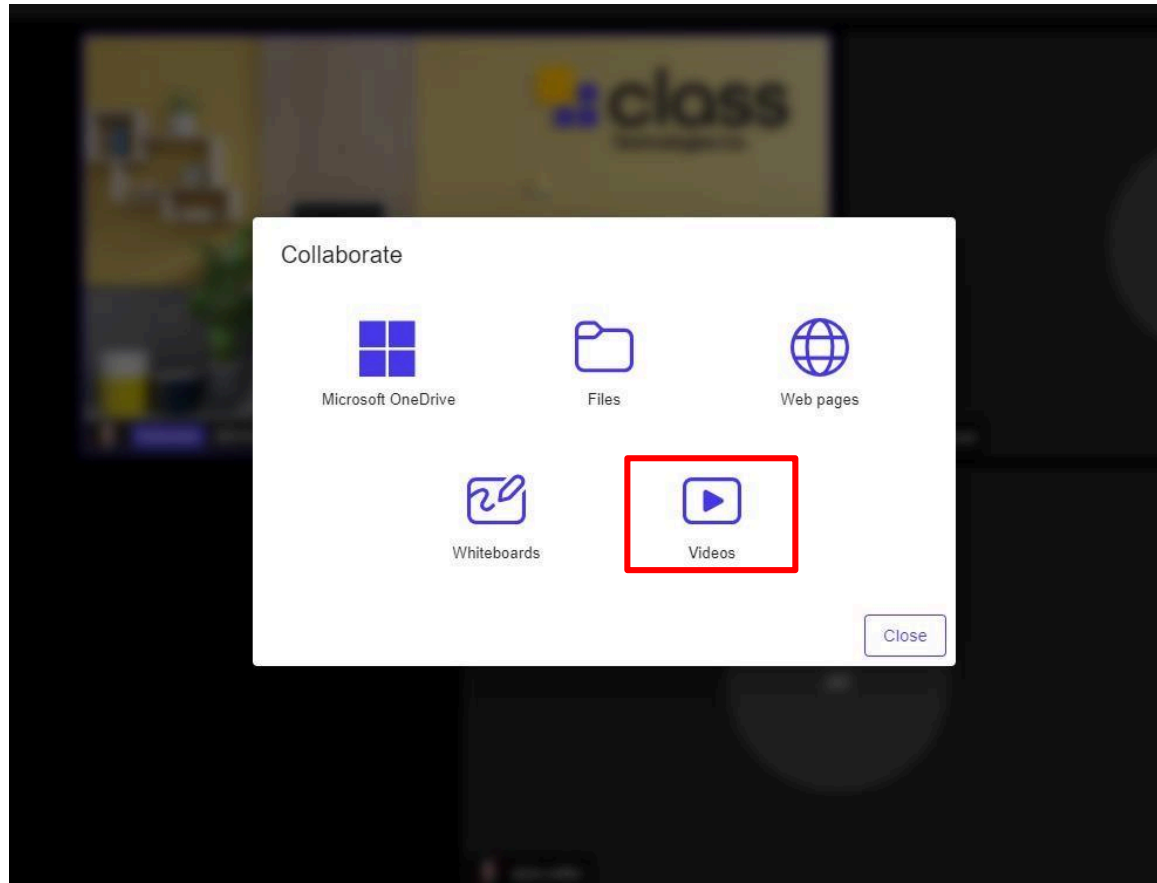


From the marked area, you can add a new white page using the 'Add Page' option.

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

The screenshot displays the Class Technologies whiteboard interface. On the left, a sidebar shows a list of participants: Instructor (2) and Students (1). Below this, a search bar and a 'Sort by: First name, A-Z' dropdown are visible. The main area is divided into two sections. The top section shows a 'Seating Chart' with 'General' and 'Gallery View' options. The bottom section shows a 'Ders' (Lesson) page titled 'Nisan Ayı E-Bülten Çalışması.pdf (1/4)'. A red box highlights the 'Import PDF to pages' option in the sidebar. Below this, a list of PDFs is shown, with the first one, 'Nisan Ayı E-Bülten Çalışması.pdf', highlighted. The main whiteboard area displays the content of the selected PDF, which is a document titled 'BLOKCHAIN NEDİR?' and 'EĞİTİMDE BLOKCHAIN'. The document includes text, a logo of Istanbul Okan University, and a diagram of a blockchain network. The bottom of the interface features a toolbar with various tools like 'Unmute', 'Stop Video', 'Learning Tools', 'Participants', 'Chat', 'Share Screen', 'Collaborate', 'Breakout+', 'Proctor', 'More', 'Reactions', 'Raise hand', and a 'Leave' button.

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



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

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

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

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

A screenshot of the 'Videos' interface. At the top, there's a blue header bar with a 'Video' icon and the text 'Video'. To the right of this bar is a button labeled 'Add New Video', which is highlighted with a red box. Below the header is a table with columns 'Name', 'Actions', and 'Launch'. The first row has 'Youtube' under 'Name', three dots under 'Actions', and a 'Launch' button under 'Launch', which is also highlighted with a red box. Below the table is a form titled 'Enter Vimeo or YouTube Video URL'. It has two input fields: 'Enter Video Name' and 'Enter Vimeo or YouTube Video URL'. Red arrows point to each of these input fields. At the bottom right of the form are two buttons: 'SUBMIT' (in blue) and 'CANCEL' (in grey). A large red arrow points up to the 'SUBMIT' button. At the very bottom, there are navigation arrows and a blue circle with the number '1'.

The screenshot displays the Class Technologies Inc. virtual classroom interface. At the top left, the 'class' logo is visible, and a 'Youtube' tab is highlighted with a red box. The main area features a video player showing a man with glasses and a yellow hoodie, with a red play button in the center. Above the video, a blue banner reads 'You are controlling this video for the whole class'. Below the video, a black bar contains the text 'izlemek için: Youtube'. The left sidebar shows a 'People' section with 4 participants, including two instructors (NK and SF) and two students (SS and ay). The bottom toolbar includes icons for Unmute, Stop Video, Learning Tools, Participants, Chat, Share Screen, Collaborate, Breakout+, Proctor, More, Reactions, Raise hand, and a red 'Leave' button.

class Technologies Inc.

Youtube x

Seating Chart: General View: Gallery View

SF SS AY

Instructor

People 4

Mute All

Search for someone to highlight their video

Sort by: First name, A-Z

Instructor (2)

NK SF

Students (2)

SS ay

You are controlling this video for the whole class

Pursuing his childhood dream of becoming a video game developer

Paylaş

izlemek için: Youtube

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

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

Collaborate



Files



Web pages



Whiteboards



Videos



Presentations



Quick Polls

Close

Quick Polls

Saved Polls

Poll Results

New Poll

Poll Type

☒ Multiple Choice

☐ Yes or No

Poll question *

Option A *

Option B *

+ Add Option

Close

Save

Launch

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

You can save and share the quick poll.

Seating Chart: General View: Gallery View

B

NK

Instructor

B

SF

Shall we take a break?

No Response	0
A Yes	0
B No	2

Lock poll End poll

Chat Share Screen Collaborate Breakout+ Proctor Security More **Poll** Reactions Raise hand 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 displays the Class Technologies Inc. virtual classroom interface. On the left, a sidebar shows the 'People' list with 4 participants: two instructors (NK and SF) and two students (SS and ay). The main area features a large video feed of the instructor's desk, a smaller video feed of student SS, and a large dark area for student AY. A red arrow points to the 'Breakout+' button in the bottom toolbar. The bottom toolbar includes icons for Unmute, Start Video, Learning Tools, Participants, Chat, Share Screen, Collaborate, Breakout+, Proctor, More, Reactions, Raise hand, and a red 'Leave' button. The top right corner shows 'Seating Chart: General' and 'View: Gallery View'.

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

Breakout Rooms Manage Templates

Create new rooms Use a template

Assignment

☒ Assign automatically

☐ Assign manually

☐ Allow participants to choose

☒ Automatically move users into Breakout Rooms when assigned

☐ New users go to breakout rooms when they join

Off Countdown after closing breakout rooms

Off Automatically close breakout rooms

☒ Disable participant audio

☐ Disable participant video

☒ Allow participants to return to main session at any time

Cancel Create and Open Rooms



Breakout Rooms

^ Main Room

^ Breakout 1 (2)

^ Breakout 2 (1)

Sanat

JK Instructor

IAN Instructor

Leave room

Join room

Close Rooms Close

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

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

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

Breakout Rooms [Manage Templates](#)

[Create new rooms](#) Use a template

☒ Automatically move users into breakout rooms when assigned

☐ New users go to breakout rooms when they join

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

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

☒ 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

Automatically close breakout rooms

☐ Disable participant audio

☐ Disable participant video

☒ Follow Main Room

☐ None

☐ Instructors - Assistants

☐ Presenting Group

☐ Speaking

☐ 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.

Breakout Rooms

Create new rooms [Use a template](#)

No templates

[Manage Templates](#)

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

Create Template [← Back](#)

Enter template name *
TEST ROOM

Number of rooms *
1

Specify room names

Assignment

☒ Assign automatically

☐ Assign manually

☐ Allow participants to choose

☒ Automatically move users into Breakout Rooms

☐ 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

[Close](#) [Save and Open Rooms](#) [Next](#)

Breakout Rooms [Manage Templates](#)

Create new rooms [Use a template](#)

Choose a template

☒ TEST ROOM

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

The screenshot shows the 'Breakout Room Templates' interface. On the left sidebar, under 'Breakout Room Templates', the 'New Template' link is circled in red. In the top right area, the 'LMS Groups' link is circled in yellow. The main content area shows a dropdown menu set to 'Group Work' with the label 'Group set for breakout rooms'. Below this is a text input field labeled 'Enter template name*' containing the text 'Group Work'. A list of rooms is displayed, each with a name and a student count: 'Group Work 1' (5 students), 'Group Work 2' (5 students), 'Group Work 3' (5 students), 'Group Work 4' (4 students), 'Group Work 5' (4 students), and 'Group Work 6' (4 students). Under the 'Assignment' section, there are three options: 'Assign automatically' (selected with a radio button), 'Assign manually' (unselected), and 'Automatically move users into Breakout Rooms' (checked with a checkbox). At the bottom right, there are three buttons: 'Close', 'Save and Open Rooms', and 'Next'.

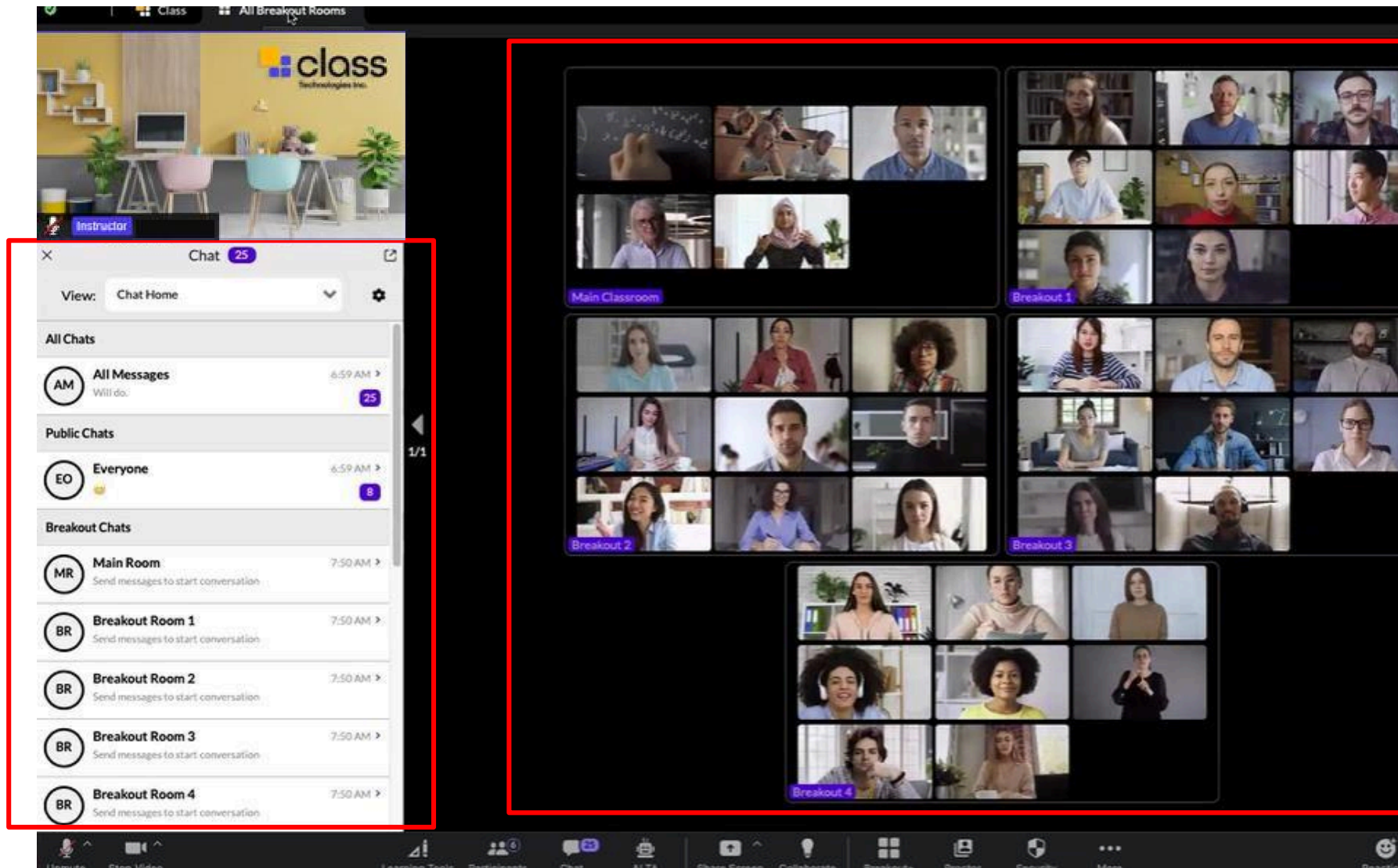
LMS Groups

- The class must be integrated with the LMS, and LMS Groups > Breakout Rooms must be enabled.
- Groups created in the LMS course are displayed as Breakout Rooms in the virtual classroom.
- Run Sync LMS to apply LMS group changes. Group changes made in the virtual classroom are not synced back to the LMS.

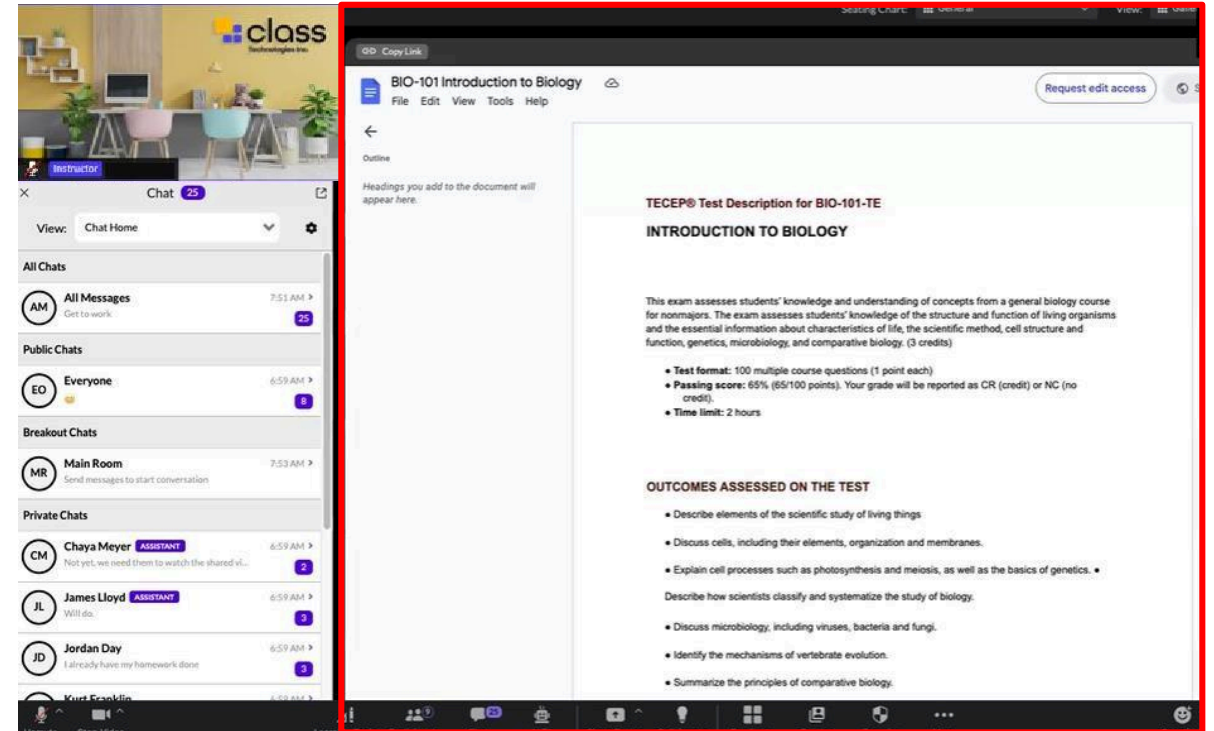
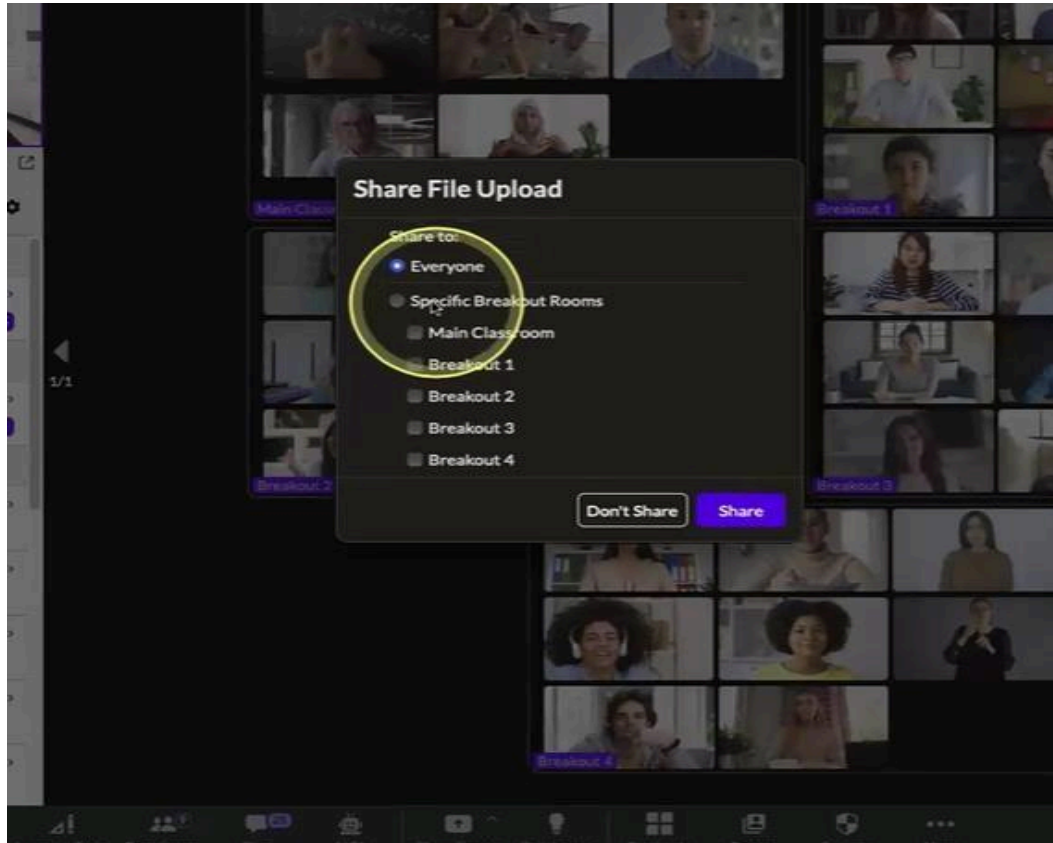


You can drag and drop the user you want to move to another room into the desired room using your cursor.

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



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



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

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

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

ISTANBUL OKAN UNIVERSITY CLASS COLLAB USER GUIDE FOR INSTRUCTORS

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

The screenshot displays the Class Technologies Inc. video conference interface. The main area shows a gallery view with two participants: 'Instructor' (top left) and 'SS' (top right). The 'Instructor' video shows a desk setup with a computer, plants, and the Class Technologies Inc. logo. The 'SS' video shows a dark screen with a large grey circle and the text 'SS'. Below these, there is a large dark area with a large grey circle and the text 'AY'. A red arrow points to the 'Proctor' icon in the bottom toolbar, which is highlighted with a red box. The bottom toolbar includes icons for Unmute, Start Video, Learning Tools, Participants, Chat, Share Screen, Collaborate, Breakout+, Proctor, More, Reactions, Raise hand, and a red 'Leave' button. The sidebar on the left shows a 'People' list with 4 participants, including 'Instructor' (2) and 'Students' (2). The 'Students' list includes 'SS' and 'ay'. The top right of the interface shows 'Seating Chart: General' and 'View: Gallery View'.

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?

☐

S

☒

ay

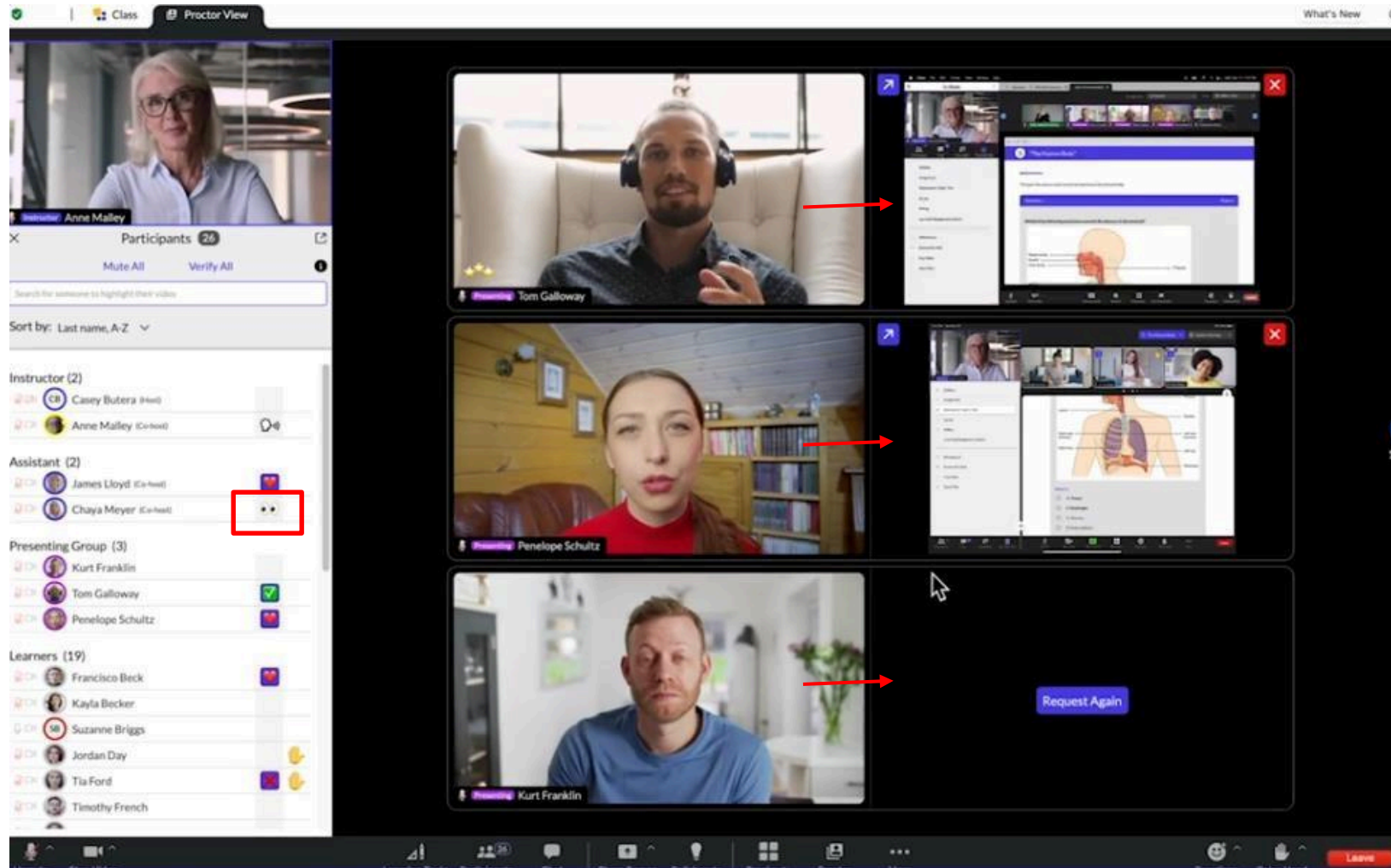
Proctor View is not supported on mobile devices. Mobile participants will not be able to share their screen.

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?

☐

 Sanat Sanat

☒

 ayse yıldız

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

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?

class

Seating Chart: General View: Gallery View

People 4

Mute All

Search for someone to highlight their video

Sort by: First name, A-Z

Instructor (2)

NK

SF

Students (2)

SS

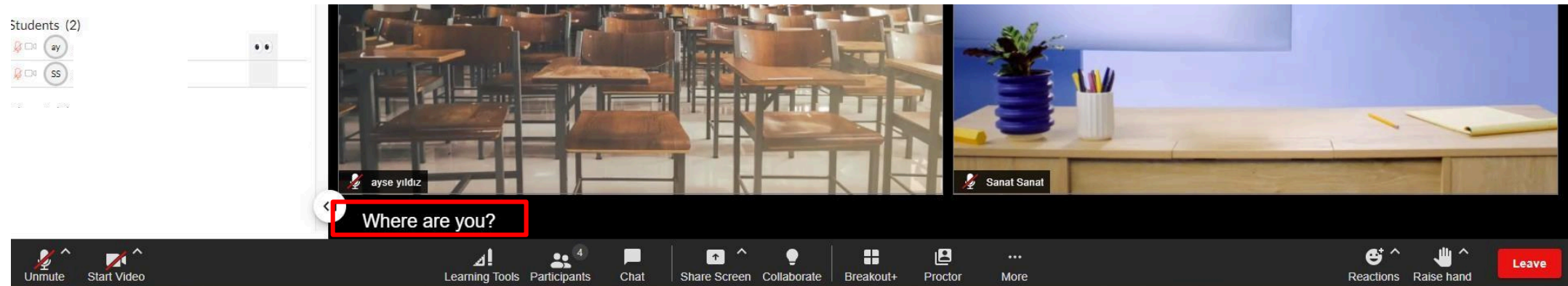
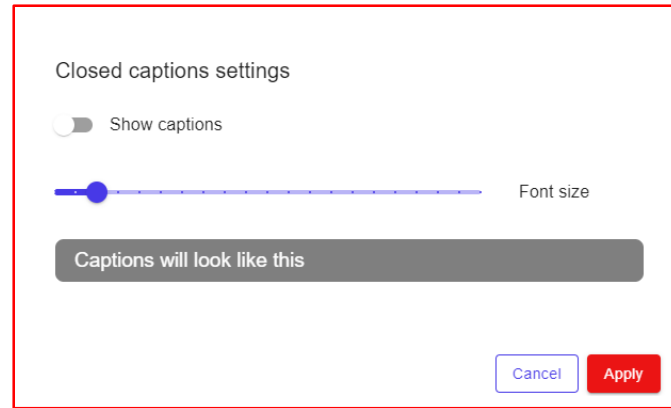
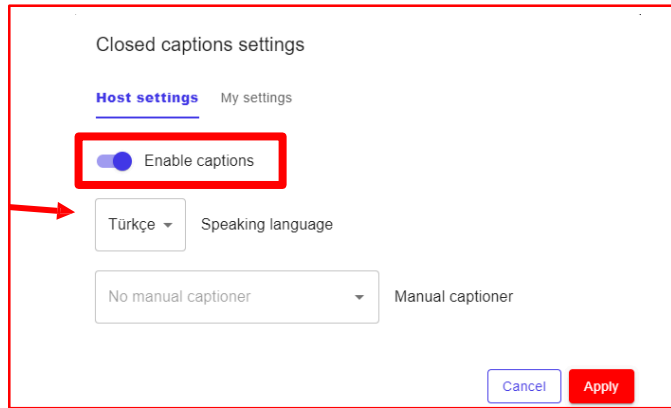
ay

Record

Closed Captioning: Off

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

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

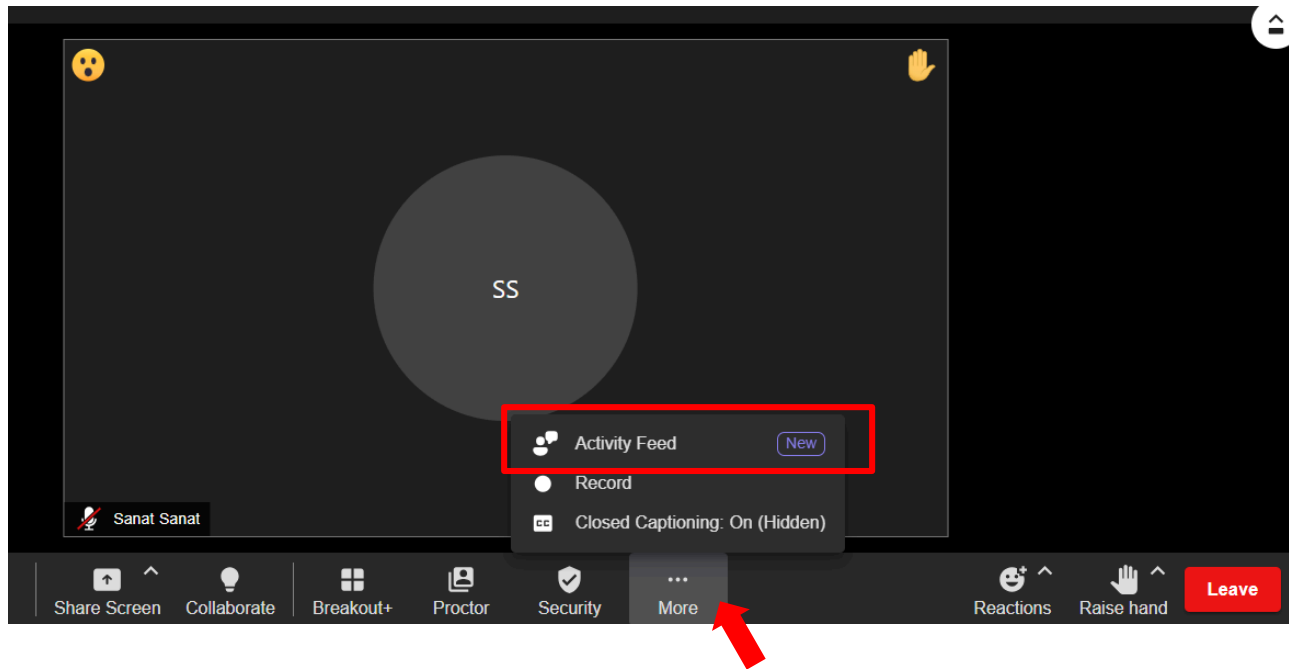


From the 'Host Settings' area, select the spoken language and enable subtitles, then click 'Apply.'

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

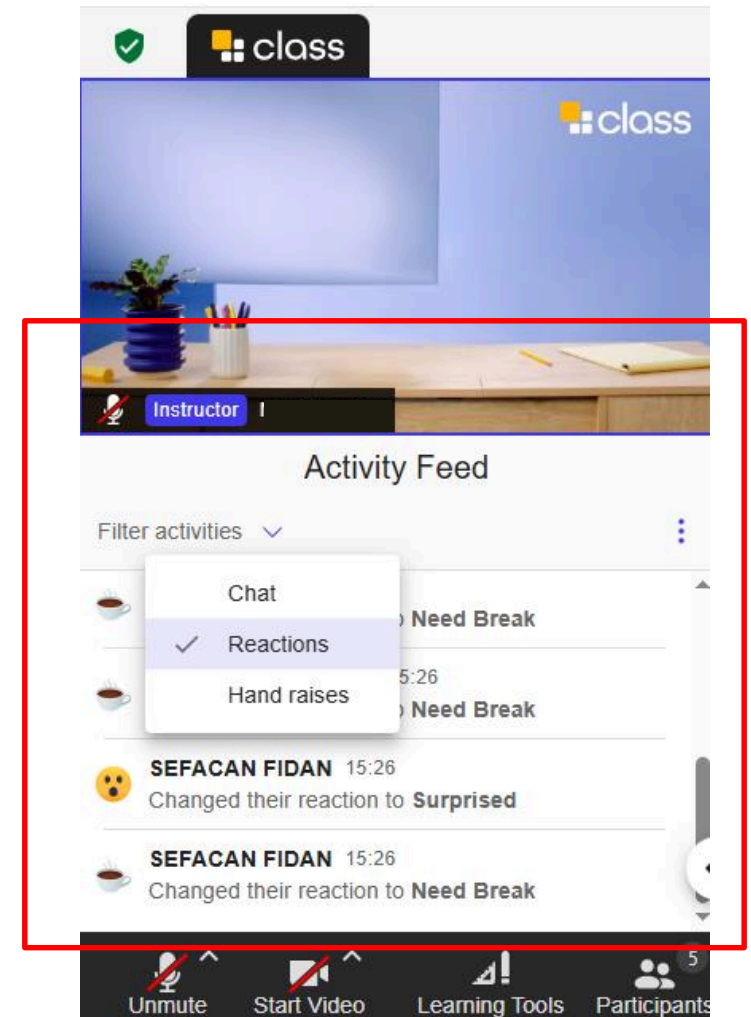
ISTANBUL OKAN UNIVERSITY CLASS COLLAB USER GUIDE FOR INSTRUCTORS

Where can I see the activity feed?



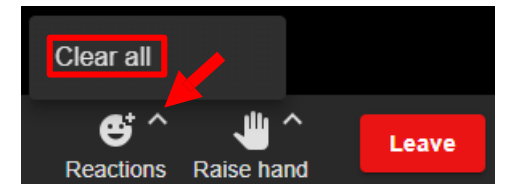
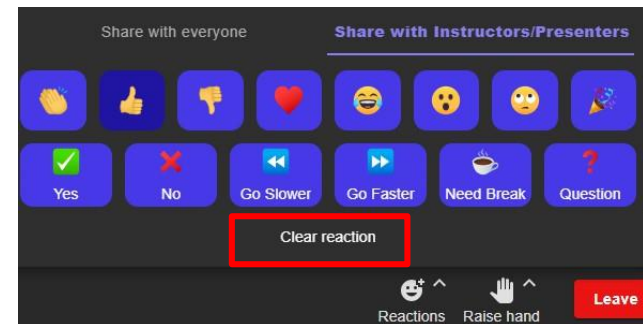
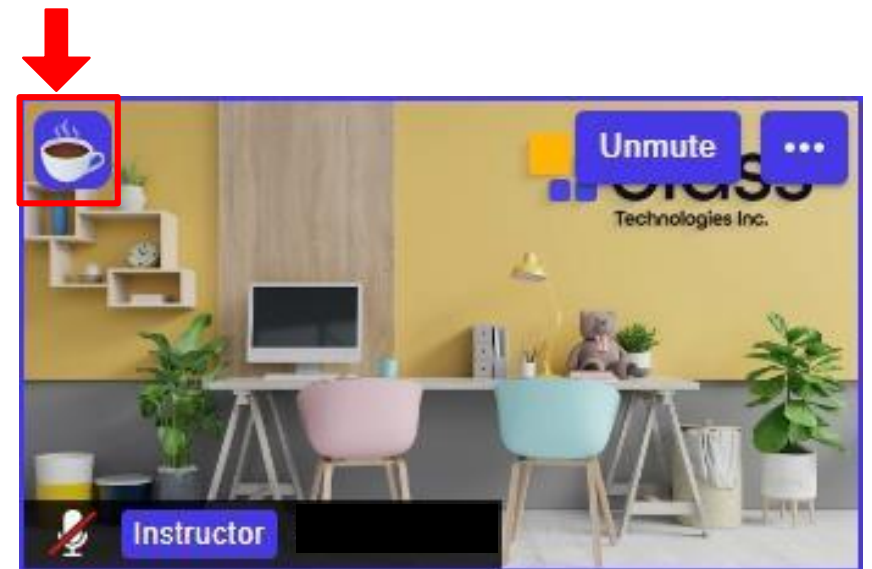
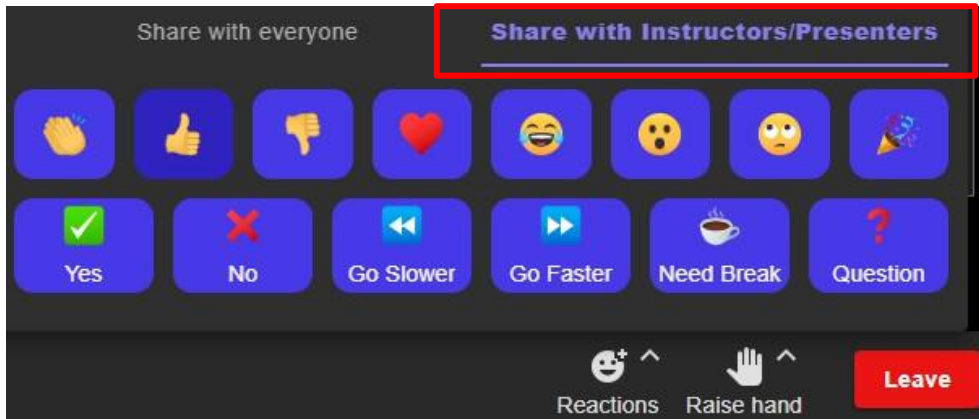
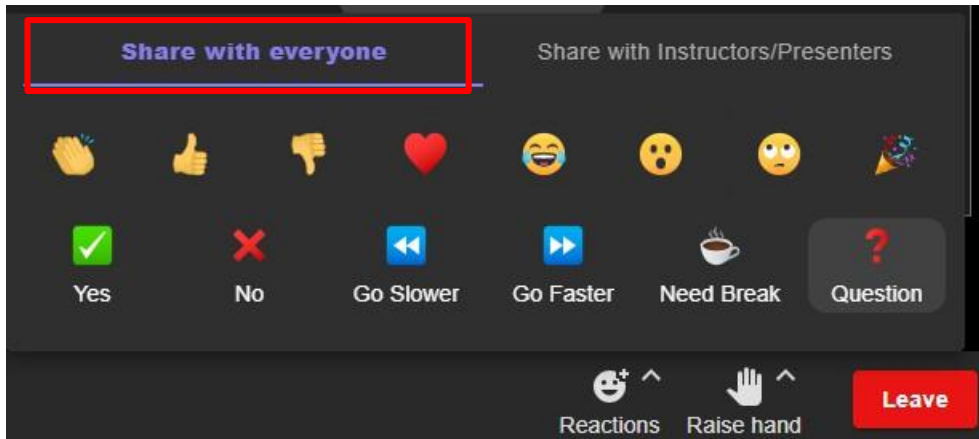
You can see the 'Activity Feed' from the marked area.

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?



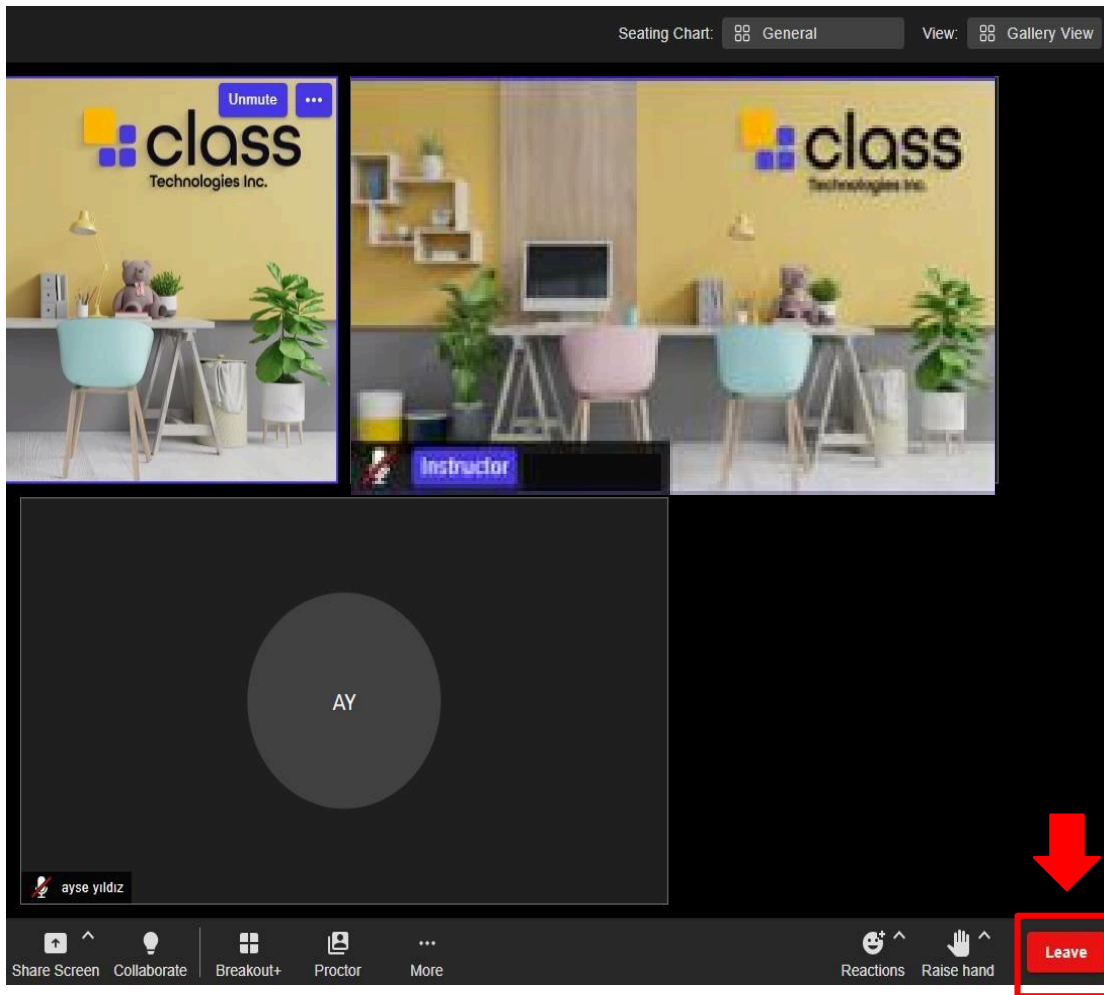
In the 'Reaction' area, you can share your selected reaction with the entire class using the 'Share it Everyone' option.

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?



Leave or end class

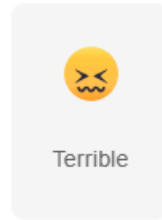
You may end the class for all participants or leave and keep the class running.



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

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

How was your experience with Class today?



Bad



Fine



Good



Awesome

Tell us more...

Enter your comment here (optional, max 1000 characters)



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

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

Close

Submit

You can evaluate your class experience and provide feedback.

ISTANBUL OKAN UNIVERSITY CLASS COLLAB USER GUIDE FOR INSTRUCTORS

How can I download the recording?

Join Class room

[Copy guest invite link](#)

Details



Upcoming

Previous

Recordings

Attendance

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

- 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

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

Close