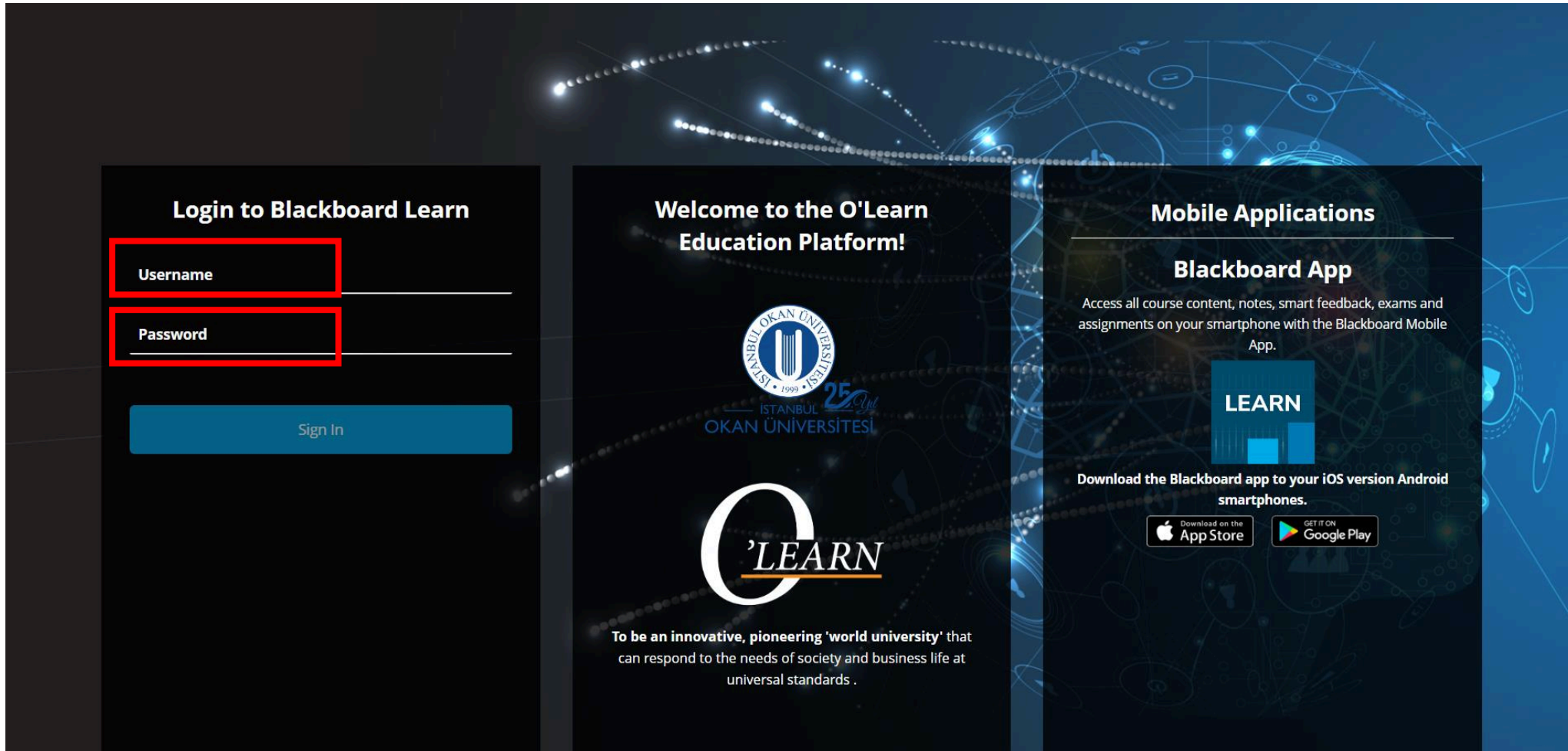


ISTANBUL OKAN UNIVERSITY CLASS COLLAB USER GUIDE FOR INSTRUCTORS

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



Log in using the Chrome, Microsoft Edge browser.

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

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



 Institution Page

 I

 Activity Stream

 Courses

 Calendar

 Messages

 Grades

 Assist

 Tools

 Admin

 Sign Out

2022-2023 - Fall - Lisansüstü Eğitim Enstitüsü

2021-2022-SBE

LİSANSÜSTÜ EĞİTİM ENSTİTÜSÜ

Original Course View

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

☆ ...

Others

collabtest1

Collab Test 1

Original Course View

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

☆ ...

2023-2024-TEST

TEST COURSE

Original Course View

Open | NISA KUCUK | More info

☆ ...

2023-2024-1-ultra

ULTRA KURS

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

☆ ...

Log in to the course from the courses link.

Contents Such Announcements Discussions Notebook Messages Analytics Groups Student Preview

[Show more](#)

Details and Actions

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

 New Document 19.01.2024
Not visible to students

 New Folder 18.01.2024
Visible to students
Trial File

 Introduction to Artificial Intelligence
Not visible to students
What is artificial intelligence? Basic concepts, history and application areas of artificial intelligence. Other disciplines related to artificial intelligence.

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

 Undeployed Tests
Not visible to students
Undeployed Tests



Books and Courseware

Instructor tools

- SafeAssign
Originality Review

Available tools

-  **Badgr Spaces US**
Badgr Spaces Integration
-  **Cengage**
-  **Cengage Tool**
-  **Class Collab**
Tool placement
-  **Microsoft Teams**

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

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

ULTRA KURS

[Content](#) [Calendar](#) [Announcements](#) [Discussions](#) [Gradebook](#) [Messages](#) [Analytics](#) [Groups](#)[Student Preview](#)

Course Faculty



INSTRUCTOR



INSTRUCTOR

[Show more](#)

Details & Actions



Roster

[View everyone in your course](#)

Progress Tracking ⓘ

[Turn on](#)

Course Image

[Edit display settings](#)

Course is open

[Students can access this course](#)

Class Collaborate

[Join session](#) ▼

Course Content



Class Collab

Visible to students ▼

Tool placement



Yeni Belge 19.01.2024

Hidden from students ▼



Yeni Klasör 18.01.2024

Visible to students ▼



Deneme Dosyası



Yapay Zeka Giriş

Hidden from students ▼

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



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



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.'



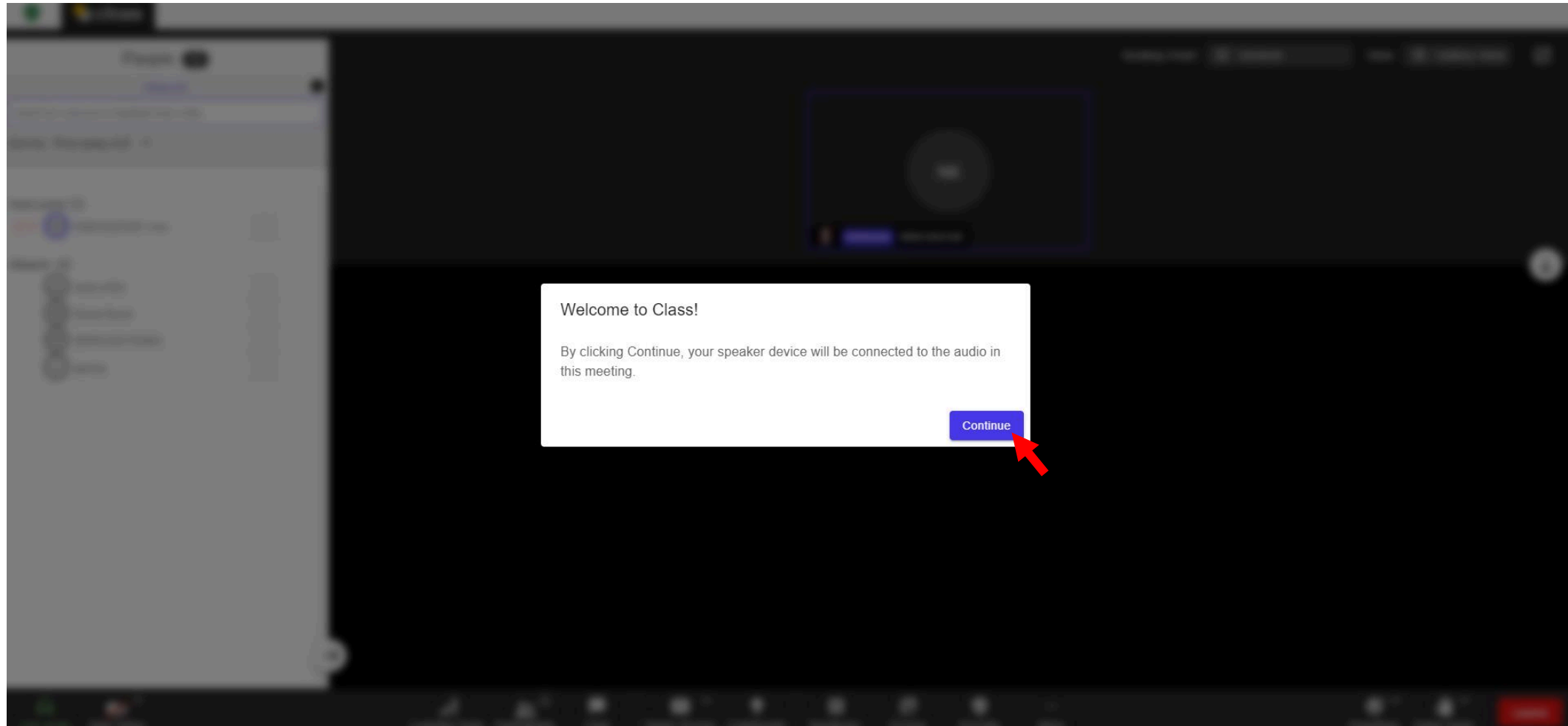
Join your class session

TEST COURSE |

Join on the web



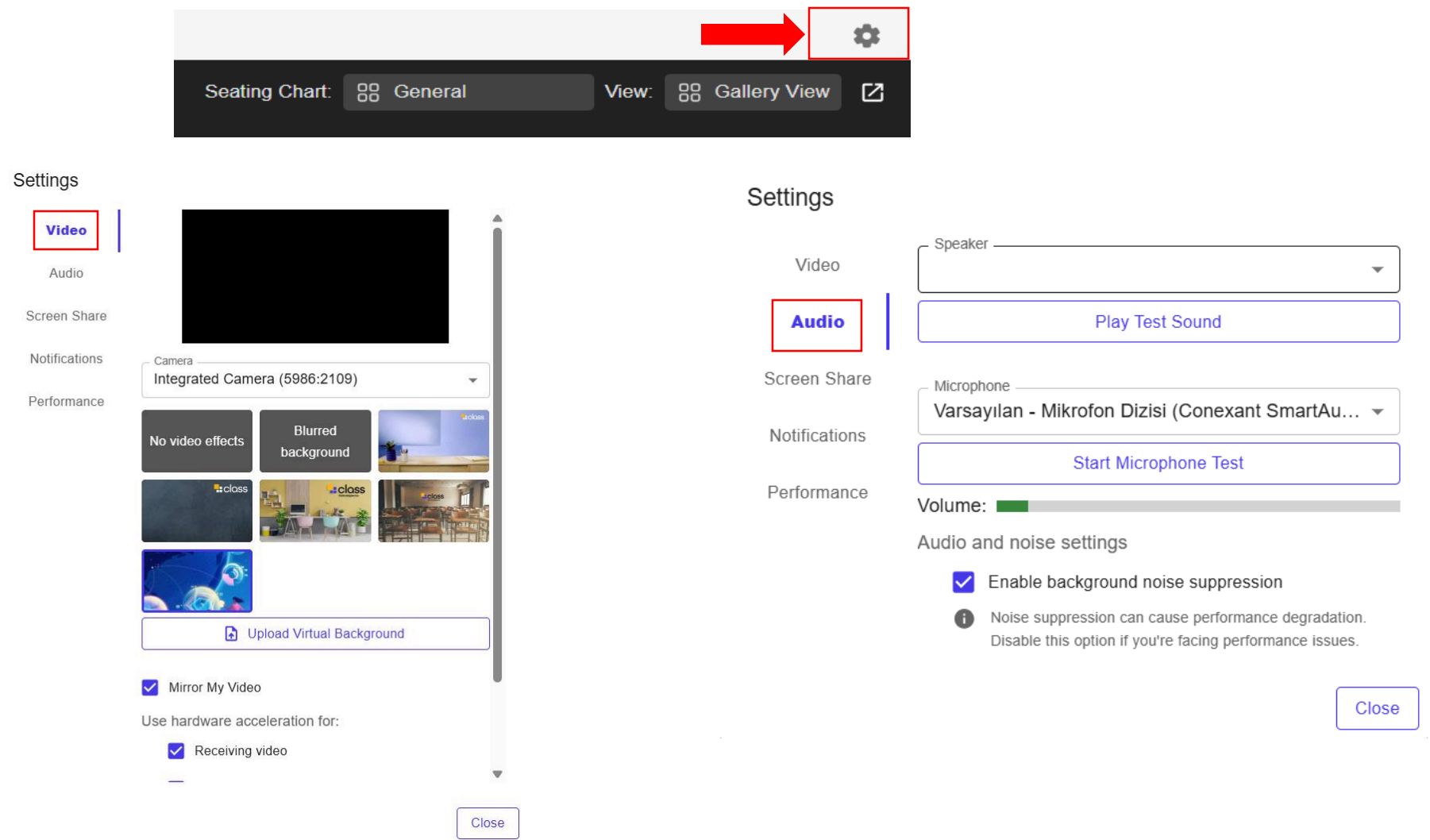
You can access the session using 'Join on Web'. The application interface can be used without language translation on actively used browsers (Chrome, Microsoft Edge).



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?

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

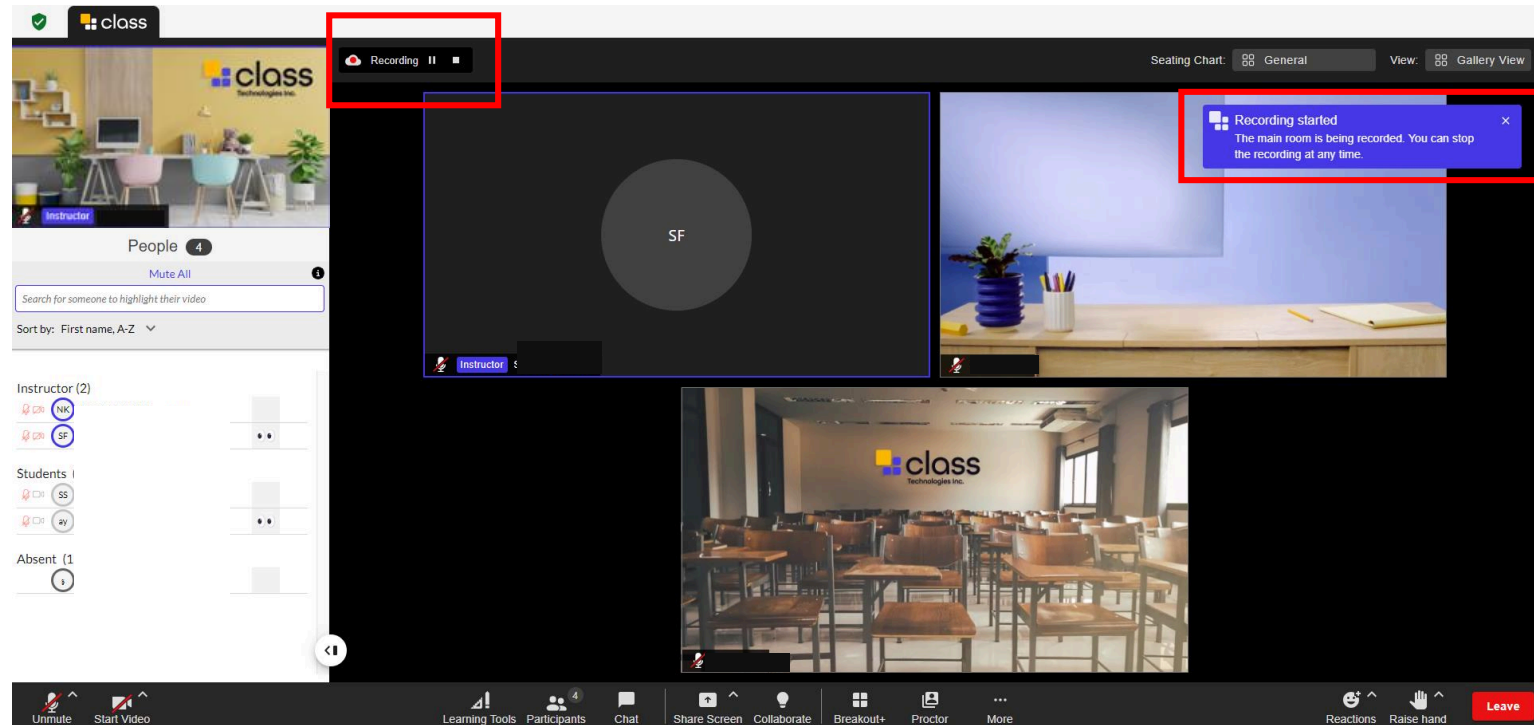
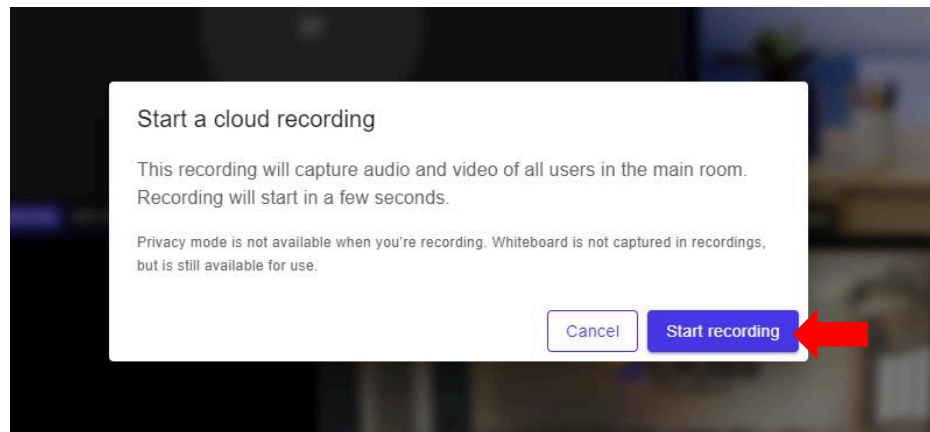
SF

Record

Closed Captioning: Off

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

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: two instructors (NK and SF) and three students (SS, ay, and m). The main area features two video thumbnails of the classroom environment, each labeled 'Instructor'. A red arrow points from the top right of the main area to a dropdown menu titled 'Seating Chart:'. This menu is highlighted with a red border and contains the following options: 'General', 'Alphabetical - First Name', 'Alphabetical - Last Name', 'Hand Raised', 'Recent Speakers', 'Actions', 'Unverified', and 'Participation'. Below the menu, three large video thumbnails are visible, each with a central circle containing a name: 'SS', 'AY', and 'M'. The 'M' thumbnail is also highlighted with a red border. At the bottom, a 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.

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

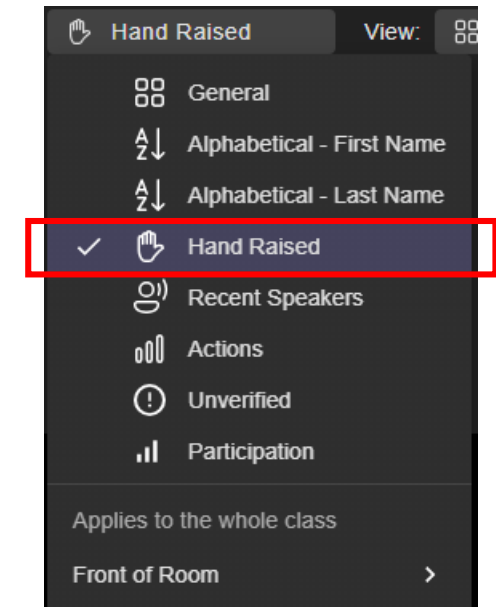
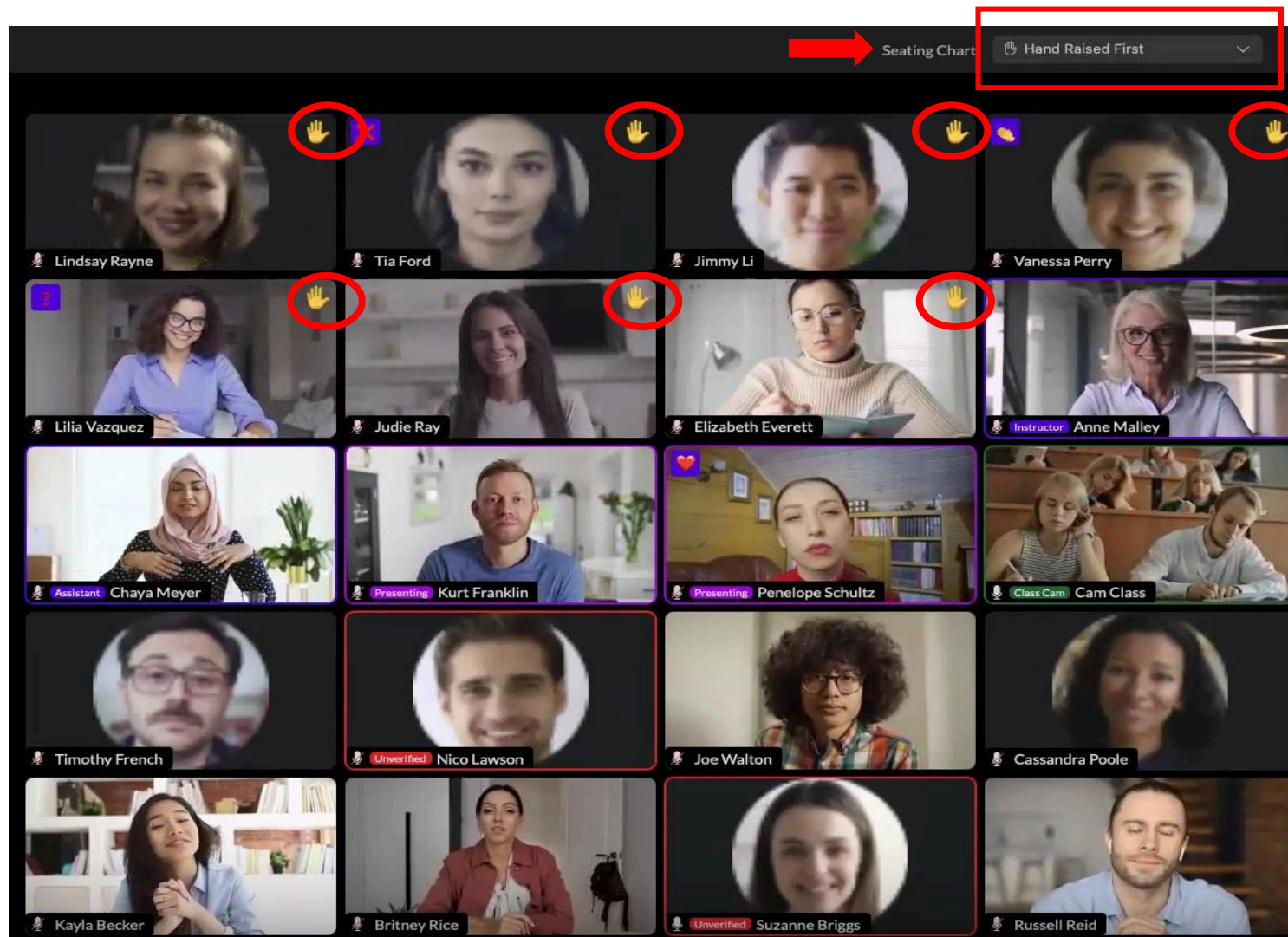
The screenshot shows the 'class' application interface. On the left, there's a 'People' sidebar with 'Instructors (2)' and 'Students (3)'. The 'Students' list includes 'gözde', 'şevval tç', and 'ÖZLEM'. A red arrow points to the 'Students' list. The main area shows a virtual classroom with a 'Seating Chart' and a 'Participation' menu open. The menu options are: General, Alphabetical - First Name, Alphabetical - Last Name, Hand Raised, Recent Speakers, Actions, Unverified, and Participation (highlighted with a red box). The 'Participation' menu also shows 'Sync Settings: Off' and 'Applies to the whole class'. The bottom toolbar includes icons for Unmute, Start Video, Learning Tools, Participants, Chat, Share Screen, Collaborate, Breakout+, Proctor, Security, More, Reactions, Raise hand, and a red 'Leave' button.

The 'Engagement' sidebar for user 'ÖZLEM S/' displays the following metrics:

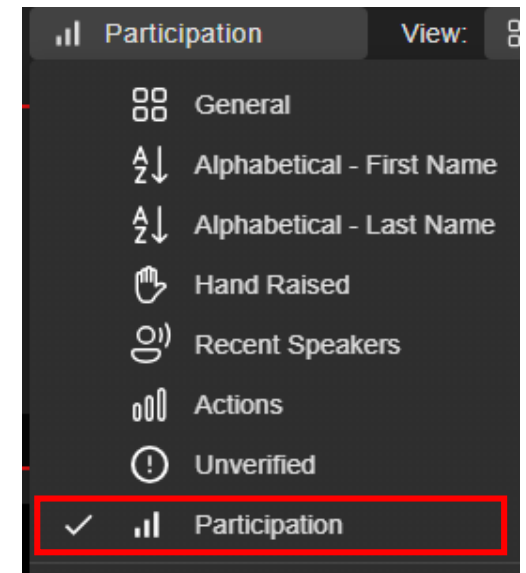
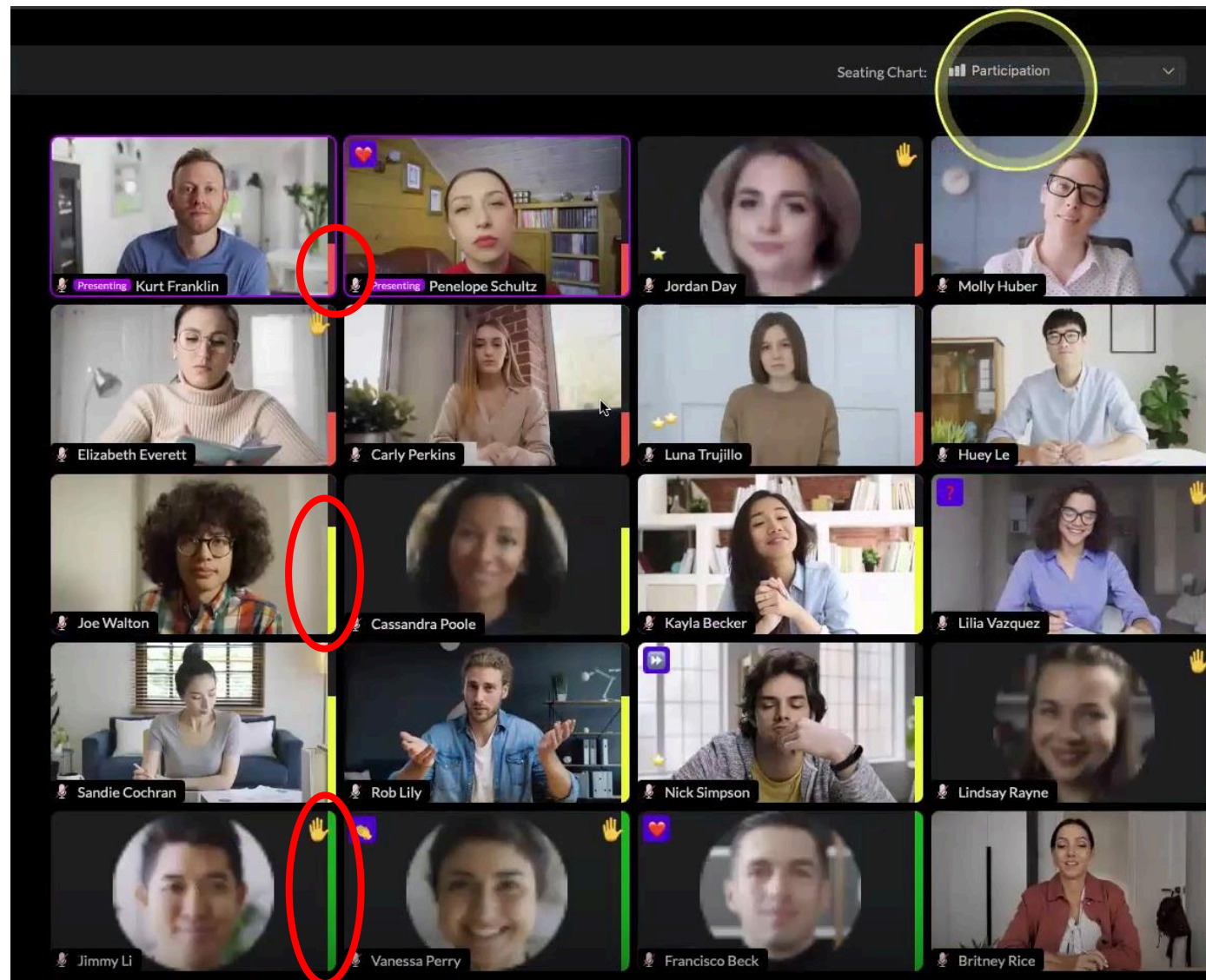
- Engagement Score**: 100/100
- Talk time**: User spoke for 2 minutes 35 seconds
- Attendance**: User attended for 9 minutes 26 seconds
- Video on**: User had video on for 3 minutes 38 seconds
- Screen share**: User shared screen for None
- Stars**: User received 0 stars
- Hand raises**: User raised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

A 'Close' button is located at the bottom right of the sidebar.

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. On the left, the 'People' sidebar lists 5 participants: 2 Instructors (NK, SF), 1 Presenting Group member (ay), and 2 Students (m, SS). The main gallery view shows four video feeds. The top feed, labeled 'AY', has a red box around its 'Presenting' button. The bottom-left feed, labeled 'Instructor', has a red box around its 'Unmute' button. A red arrow points from 'Unmute' to a context menu with options: Raise Hand, Pin, Unmute, Start video, Move to Podium, and Add to Presenting Group. A red arrow points from 'Add to Presenting Group' to another context menu with options: None, Instructors - Assistants, Presenting Group (selected), Speaking, 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 users presenting to the foreground.

Add the desired user to the presentation group.

class Technologies Inc.

Seating Chart: General View: Gallery View

General

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

Applies to the whole class

Front of Room

None

Instructors - Assistants

Presenting Group

Speaking

Instructor Camera

Class Camera

Sign Language Camera

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

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

The screenshot displays the Class Technologies Inc. interface. On the left, a sidebar shows a list of participants: Instructor (1) with user 'NK', Presenting Group (2) with users 'SF' and 'ay', and Students (2) with users 'm' and 'SS'. The main area features a grid of video feeds. The top-left feed shows a desk setup with the Class logo. The top-right feed is a 'Presenting' screen. The bottom-left feed is labeled 'SS' and the bottom-right feed is labeled 'M'. A dropdown menu is open in the top-right corner, showing 'View: Gallery View' selected. Below it, 'Privacy Mode: Optional' is highlighted. A red box highlights the 'Let Participants Select' option under the 'Privacy Mode' section. 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.

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 shows the 'People' section with 5 participants, including two instructors (NK and SF) and three students (ay, m, and SS). The main area shows a gallery view of participants, with a large video feed of the instructor at the top left and three smaller video feeds of students (SS, M, and AY) below it. A settings menu is open on the right, showing options for 'Seating Chart', 'View', 'Privacy Mode', and 'Videos Per Screen'. The 'Videos Per Screen' dropdown is highlighted with a red box, showing options 4, 9, 16, and 20, with 9 selected. A red arrow points to the 'Videos Per Screen' dropdown menu.

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)

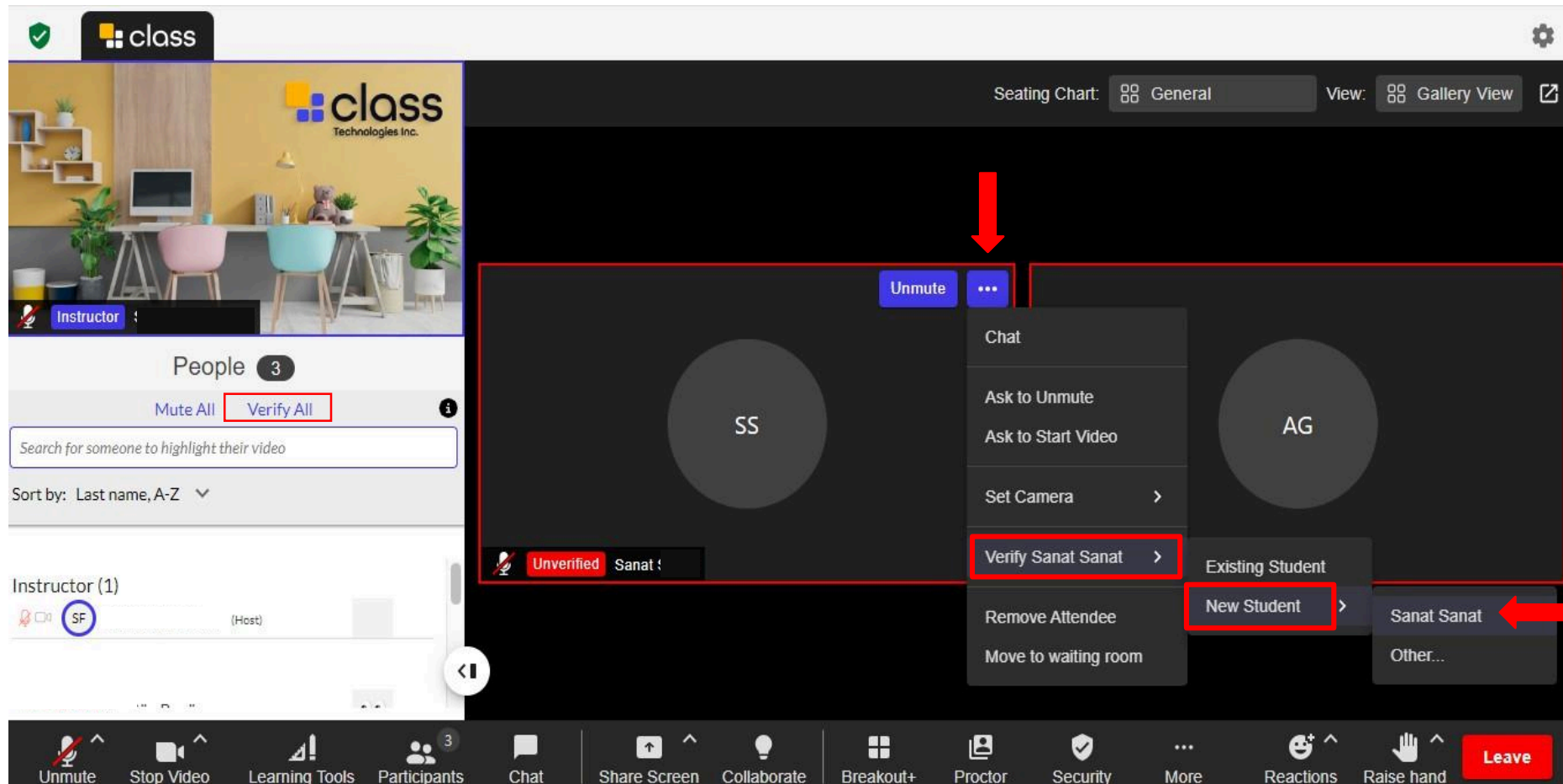
ay
m
SS

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 interface during a live session. On the left, a sidebar shows the 'People' list with 3 participants. Under 'Instructors (2)', there are two hosts. Under 'Students (1)', the student 'ayse yıldız' is listed. 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 for the student 'ayse yıldız', 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 this menu. The bottom toolbar contains various controls: Unmute, Stop Video, Learning Tools, Participants (3), Chat, Share Screen, Collaborate, Breakout+, Proctor, Security, and More. A 'Leave' button is also 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 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)

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)

- NK
- SF

Students (3)

- ay
- m
- SS

Absent (1)

- Virtual Background
- Cameras
- ✓ Integrated Camera

Unmute Stop Video

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

class Technologies Inc.

Instructor

SS

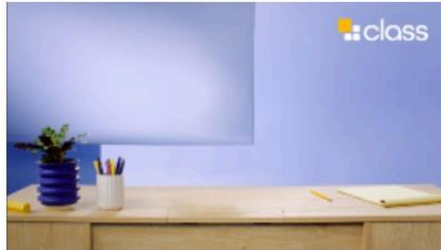
M

AY

Unverified

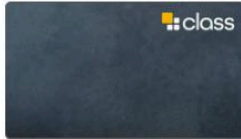
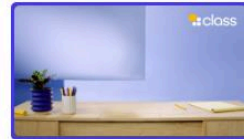
You can turn your camera on/off from the highlighted area.

Virtual Backgrounds



No video effects

Blurred background



☐ Mirror My Video

  Upload Virtual Background

Close

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, with a red arrow pointing to the "Syllabus" option. Below "Learning Tools" is the "Course Content" section, which also has a red arrow pointing to the "Syllabus" option. The main area shows a gallery view of participants, with a red arrow pointing to the "Unverified" status icon. The interface includes a top navigation bar with the "class" logo and a bottom toolbar with various icons for Unmute, Stop Video, Learning Tools, Participants, Chat, Share Screen, Collaborate, Breakout+, Proctor, More, Reactions, Raise hand, and Leave.

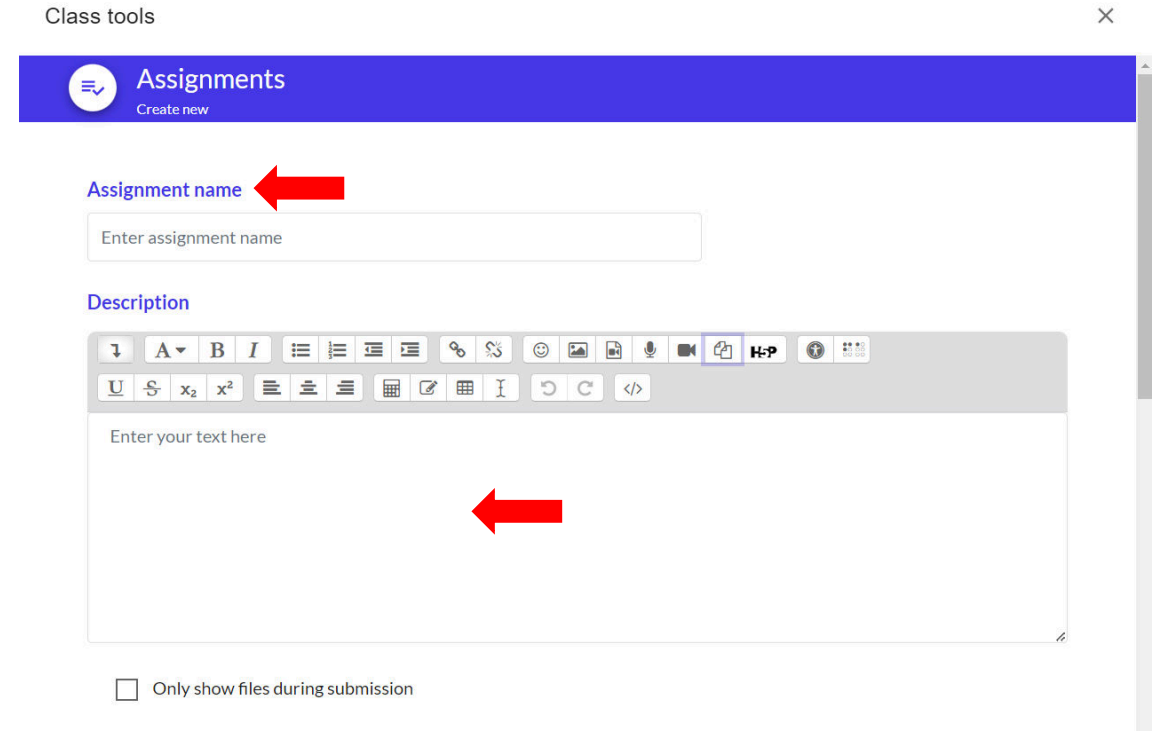
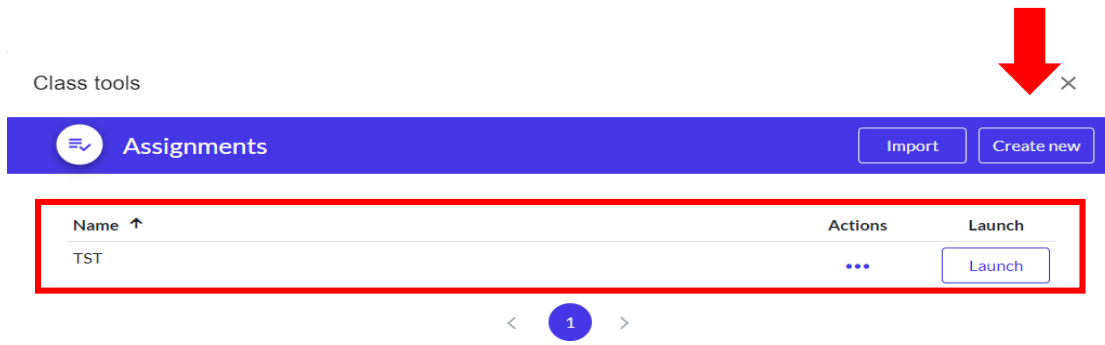
When 'Syllabus' is selected from the 'Learning Tools' section, the uploaded syllabus will become accessible. If 'Syllabus' is not already uploaded in the course content, it can be added during the session.

ISTANBUL OKAN UNIVERSITY CLASS COLLAB USER GUIDE FOR INSTRUCTORS

Assignment

The screenshot displays the Class Technologies Inc. interface. On the left, a sidebar contains a 'Learning Tools' section with a red arrow pointing to it, and a 'Course Content' section with a red arrow pointing to the 'Assignment' option. The main area shows a video gallery with three thumbnails: the top-left thumbnail is labeled 'Instructor' and has a red arrow pointing to it; the bottom-left thumbnail is labeled 'Unverified' and has a red arrow pointing to it; the top-right thumbnail is labeled 'SS'; the bottom-left thumbnail is labeled 'M'; and the bottom-right thumbnail is labeled 'AY'. The bottom of the interface features a toolbar with 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 '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

< >

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 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

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 a 'Learning Tools' section with a red arrow pointing to the 'Assessment / Quiz / Test' option. Below this, the 'Course Content' section is visible, listing items like Syllabus, Assignment, and Survey. The main area shows a video feed of a desk setup with the Class Technologies Inc. logo. To the right of the video feed, there are three large circular placeholders labeled 'SS', 'M', and 'AY'. At the bottom, a 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 toolbar.

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



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

Class tools

Assessments/Quizzes/Tests

Import | CFZ

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



test

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

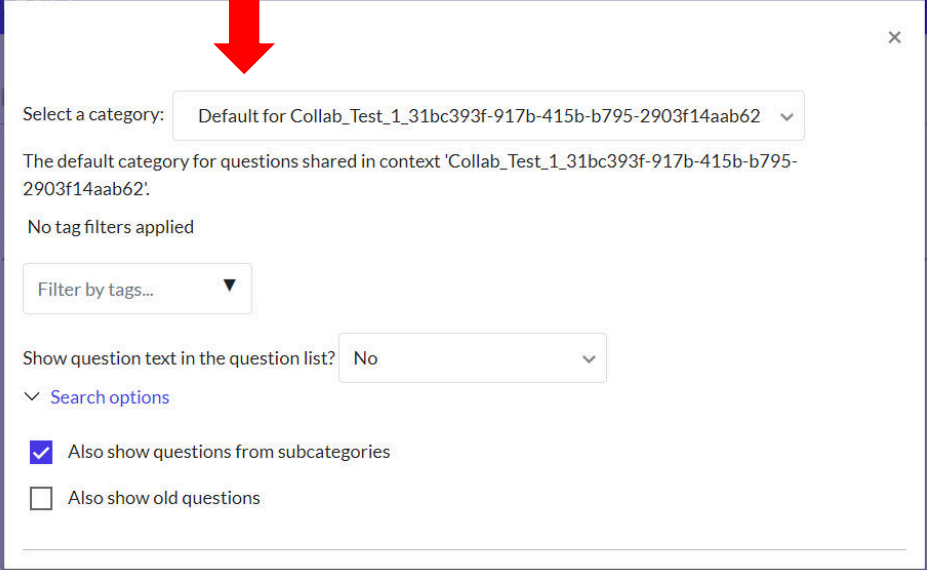
You can select the types of questions.

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. A red arrow points to the 'Select a category:' dropdown menu. The dropdown is currently set to 'Default for Collab_Test_1_31bc393f-917b-415b-b795-2903f14aab62'. Below this, text states: 'The default category for questions shared in context 'Collab_Test_1_31bc393f-917b-415b-b795-2903f14aab62'.' Below that, it says 'No tag filters applied'. There is a 'Filter by tags...' dropdown menu. Further down, a question 'Show question text in the question list?' is set to 'No'. Under a 'Search options' section, there is a checked checkbox for 'Also show questions from subcategories' and an unchecked checkbox for 'Also show old questions'. At the bottom right are 'Cancel' and 'Save' buttons.

Select a category: Default for Collab_Test_1_31bc393f-917b-415b-b795-2903f14aab62

The default category for questions shared in context 'Collab_Test_1_31bc393f-917b-415b-b795-2903f14aab62'.

No tag filters applied

Filter by tags...

Show question text in the question list? No

Search options

☒ Also show questions from subcategories

☐ Also show old questions

Cancel Save

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

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 'Survey' option. Below this, the 'Course Content' section lists various items. The main area shows a video feed of a desk setup with the 'class' logo, and three smaller video feeds labeled 'SS', 'M', 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 'Leave' button. A red arrow points to the 'Learning Tools' icon in the bottom toolbar.

class Technologies Inc.

Seating Chart: General View: Gallery View

Unmute

Instructor

Learning Tools

Course Content

Syllabus

Assignment

Assessment / Quiz / Test

Survey

Polling

Learning Management System

SS

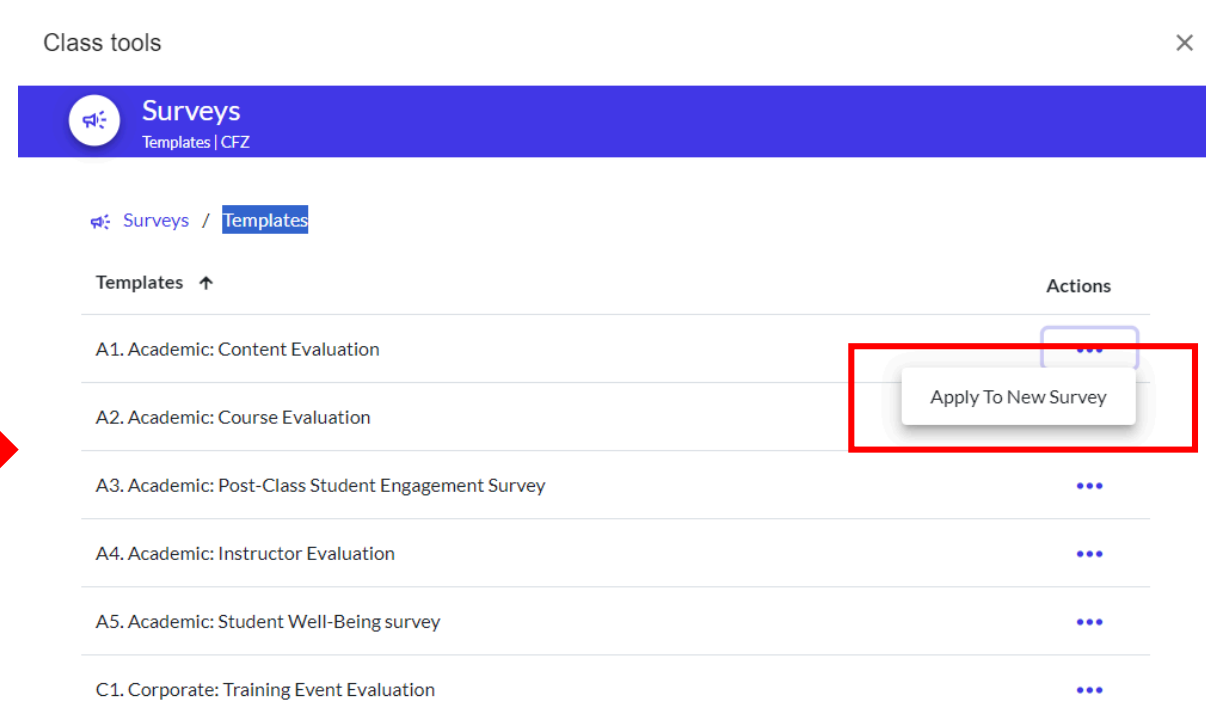
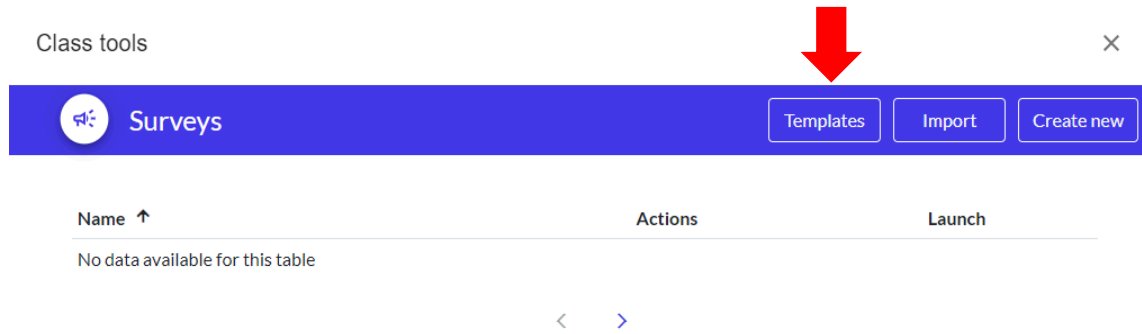
M

AY

Unverified

Unmute Stop Video 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.



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

Rich text editor toolbar with icons for undo, redo, bold, italic, text color, background color, bulleted list, numbered list, link, unlink, image, video, audio, code, and other formatting options.

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.

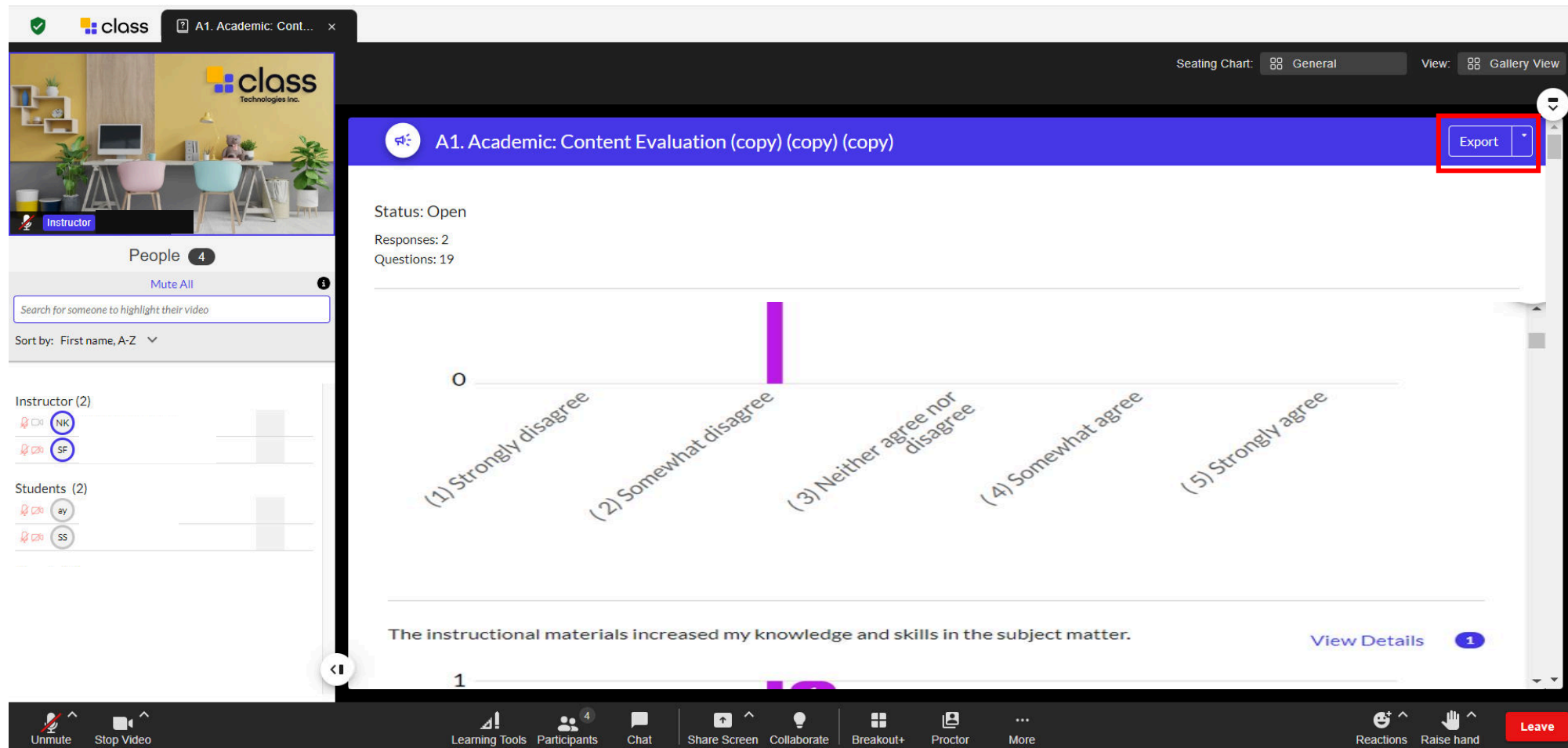
You can also create a new survey within the virtual classroom using the 'Create new' option.

Surveys

Create new

gfgf ←

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. interface. On the left, a sidebar contains the 'Learning Tools' section, which includes a list of options: Syllabus, Assignment, Assessment / Quiz / Test, Survey, Polling, and Learning Management System. A red arrow points to the 'Learning Management System' option. The main area shows a video conference grid with four participants: an Instructor (top-left), SS (top-right), M (bottom-left), and AY (bottom-right). The 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/>

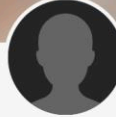
Delete

Launch





- 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

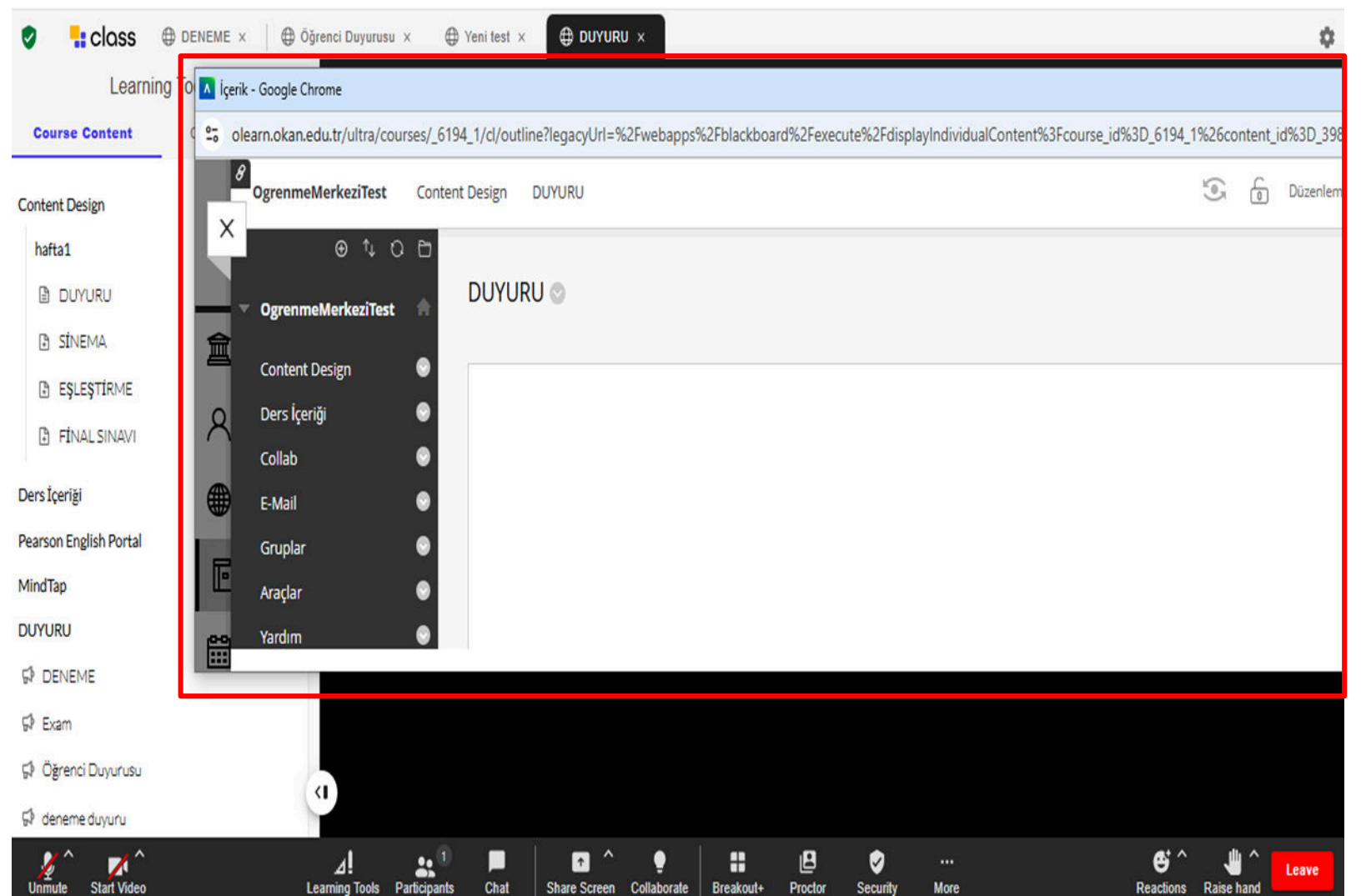
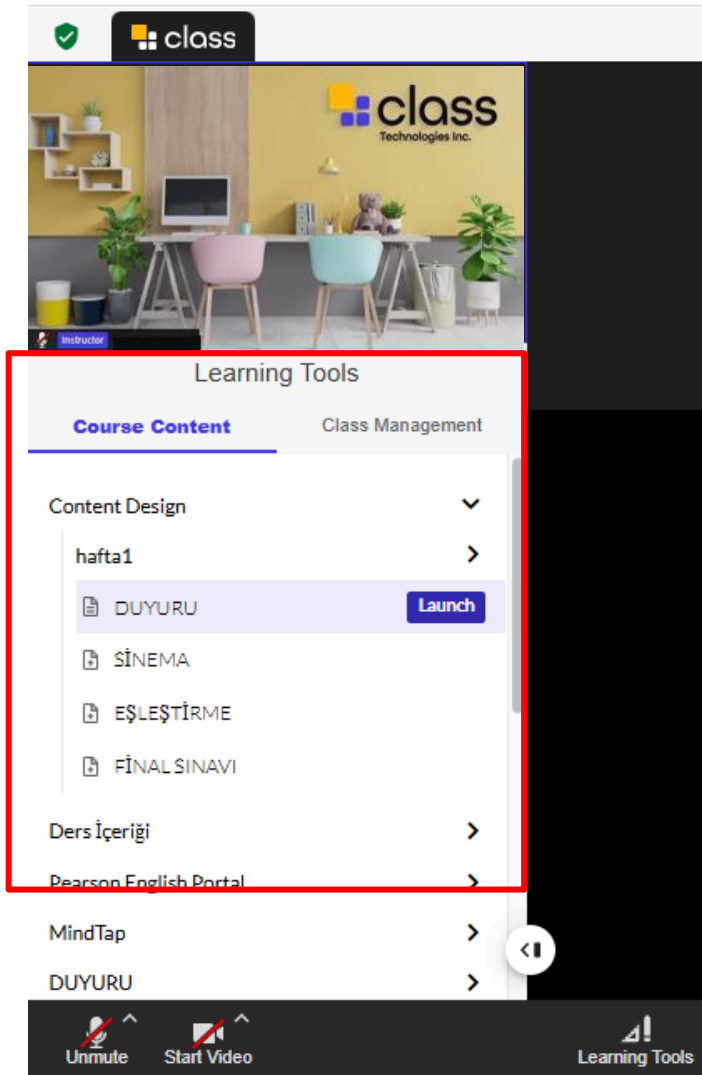
Attendance to LMS Attendance Service

External attendance sync complete 0

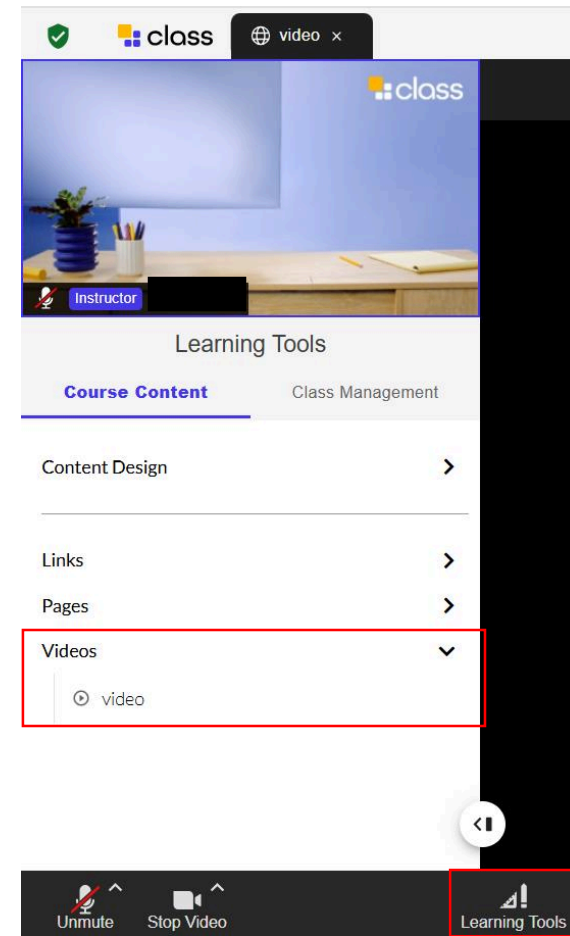
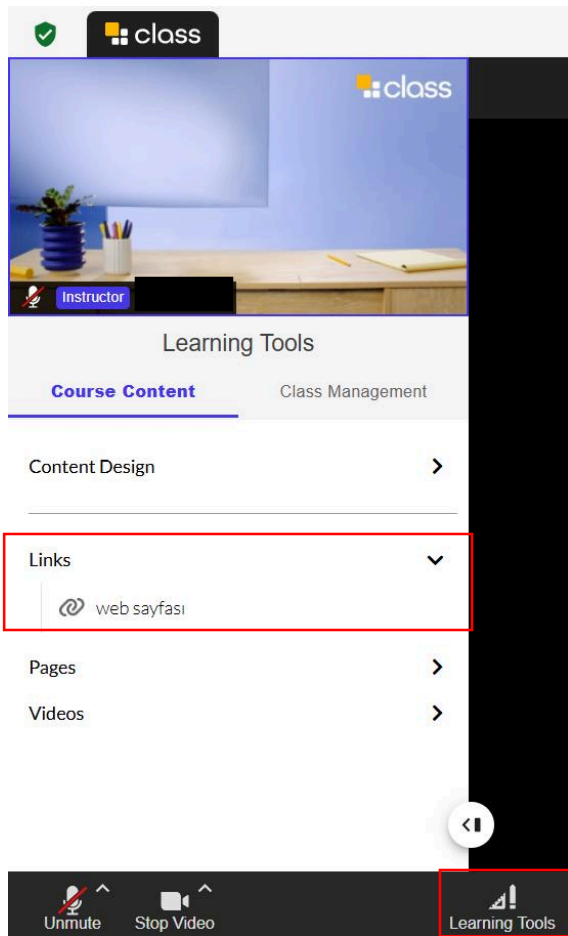
Close

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.



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 displays a video conference interface. On the left, a sidebar contains a 'class Technologies Inc.' logo at the top. Below it, the 'Learning Tools' section is visible, with a red arrow pointing to the 'Class Management' section. Under 'Class Management', the 'Attendance' option is highlighted with a red box. Other options in the sidebar include 'Class Roster', 'Gradebook', 'Dashboard', and 'Instructor FAQ'. The main area of the interface shows a grid of video feeds. The top-left feed is the 'Instructor' feed, showing a desk with a computer and the 'class Technologies Inc.' logo. The other three feeds (top-right, bottom-left, and bottom-right) are currently empty, showing only a large gray circle with the letters 'SS', 'M', and 'AY' respectively. At the bottom of the interface, there is a toolbar with various 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 '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

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,N/A,0							
3	07/15/2024 - Monday,Absent,N/A,N/A,N/A,0							
4	07/15/2024 - Monday,Absent,N/A,N/A,N/A,0							
5	07/11/2024 - Thursday,Absent,N/A,N/A,N/A,0							
6	07/10/2024 - Wednesday,Absent,N/A,N/A,N/A,0							
7	07/09/2024 - Tuesday,Absent,N/A,N/A,N/A,0							
8	07/08/2024 - Monday,Absent,N/A,N/A,N/A,0							
9								
10								
11								
12								

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

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

Lateness

Time In

Time Out

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 the Class Technologies Inc. interface. On the left, a sidebar menu is visible under the 'class Technologies Inc.' logo. The 'Learning Tools' section is active, with a red arrow pointing to the 'Gradebook' option, which is highlighted with a red box. Other options in the sidebar include 'Course Content', 'Class Management', 'Class Roster', 'Attendance', 'Dashboard', and 'Instructor FAQ'. The main area shows a video feed of a classroom with the 'class Technologies Inc.' logo on the wall. Below the video feed, there are three large dark gray squares with white text: 'SS', 'M', and 'AY'. At the bottom, a toolbar contains various icons for 'Unmute', 'Stop Video', 'Learning Tools', 'Participants', 'Chat', 'Share Screen', 'Collaborate', 'Breakout+', 'Proctor', 'More', 'Reactions', 'Raise hand', and a red '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	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 menu is visible under the 'class' logo. The 'Learning Tools' section is active, with a red arrow pointing to the 'Class Management' link. Below this, the 'Dashboard' option is highlighted with a red box. The main area shows a video feed of a desk setup with the 'class' logo, and three smaller video feeds labeled 'SS', 'M', and 'AY'. The bottom toolbar contains various controls like 'Unmute', 'Stop Video', 'Learning Tools', 'Participants', 'Chat', 'Share Screen', 'Collaborate', 'Breakout+', 'Proctor', 'More', 'Reactions', 'Raise hand', and a 'Leave' button.

class Technologies Inc.

Seating Chart: General View: Gallery View

Learning Tools

Course Content **Class Management**

Class Roster Attendance Gradebook

Dashboard Instructor FAQ

SS

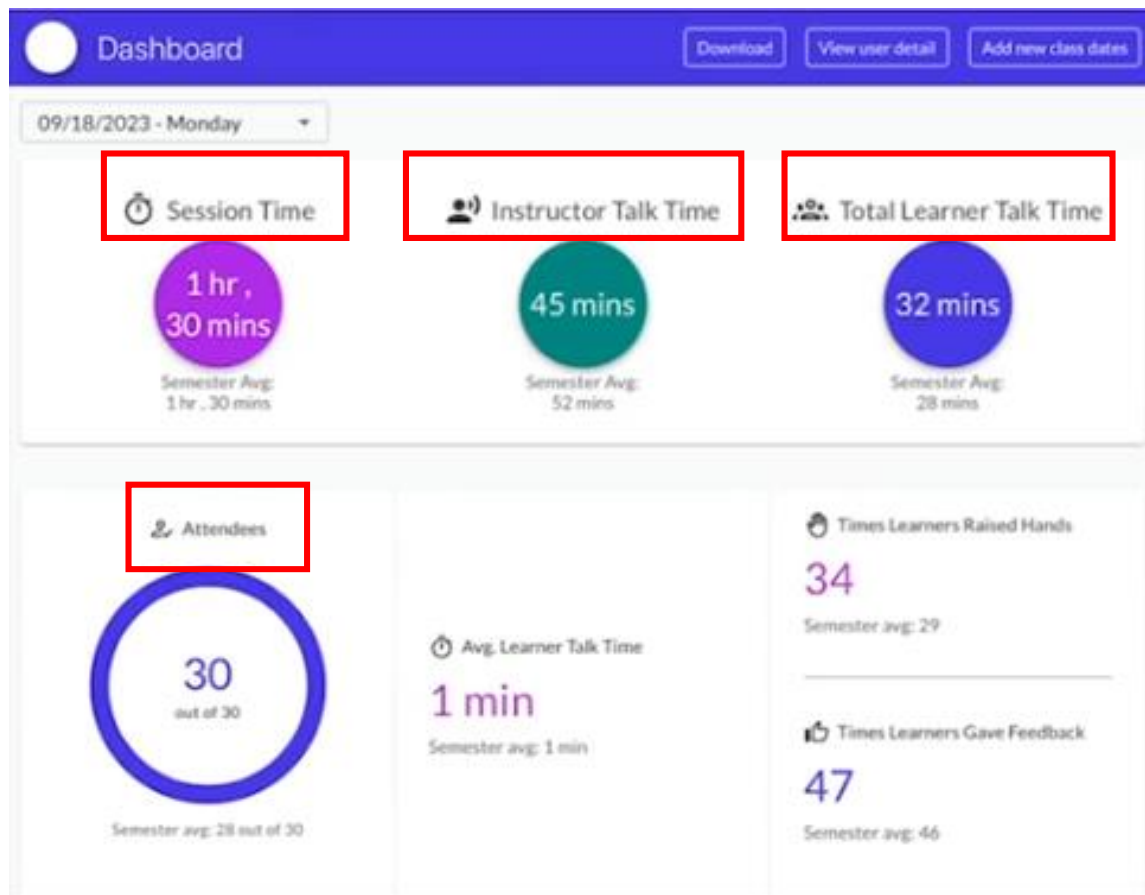
M

AY

Unverified

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

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



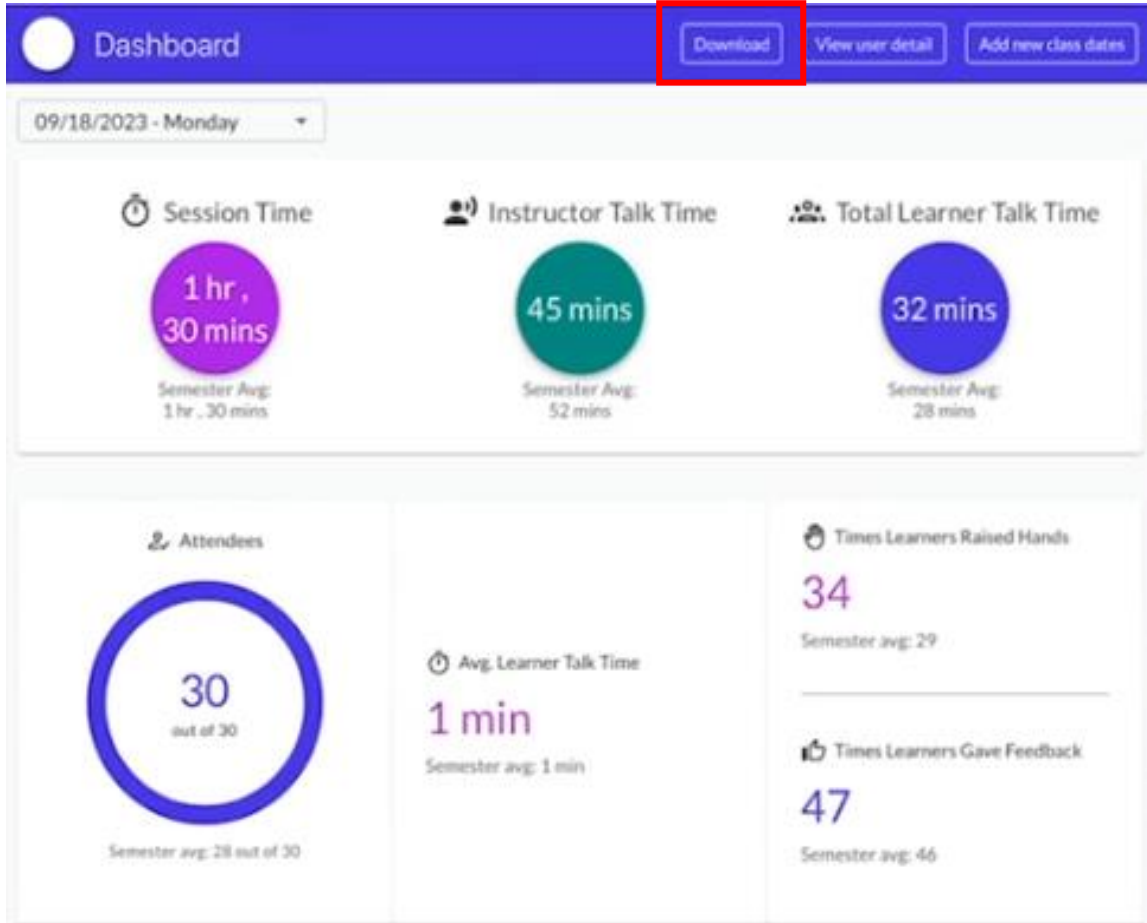
Dashboard

Download View class detail Add new class dates

09/18/2023 - Monday

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		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
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 is a sidebar with a 'class Technologies Inc.' logo at the top. Below the logo, there's a 'Learning Tools' section with a red arrow pointing to 'Class Management'. Under 'Class Management', there are icons for 'Class Roster', 'Attendance', 'Gradebook', 'Dashboard', and 'Instructor FAQ', with the latter being highlighted by a red rectangle. The main area shows a video feed of a desk setup with a 'class Technologies Inc.' logo on the wall. Below the video feed are three large dark gray squares with white text: 'SS', 'M', and 'AY'. At the bottom is a toolbar with icons for 'Unmute', 'Stop Video', 'Learning Tools', 'Participants', 'Chat', 'Share Screen', 'Collaborate', 'Breakout+', 'Proctor', 'More', 'Reactions', 'Raise hand', and a red 'Leave' button.

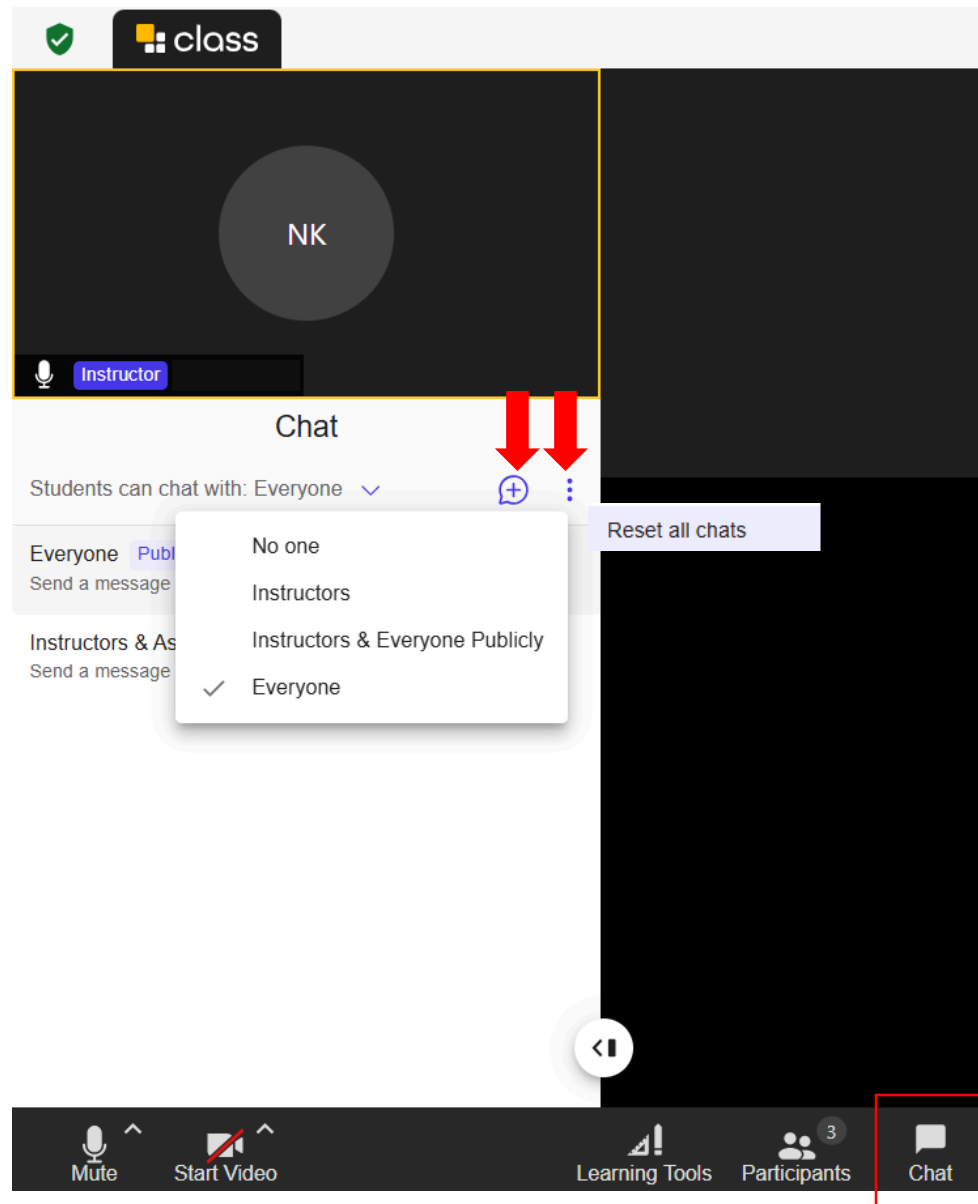
The Class Collaborate Instructor FAQ is a section containing frequently asked questions (FAQ) for instructors using the Class Collaborate platform. It provides information about common issues instructors may encounter with the platform and their solutions.

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 'People' sidebar is visible, listing participants. The sidebar is divided into three sections: 'Instructors (2)' with NISA KUCUK (Co-Host) and SEFACAN FIDAN (Host); 'Students (1)' with özlem saraçoğlu; and 'Absent (17)'. The main area shows a grid of video feeds for participants who are currently online. The grid includes Casey Butera, Kurt Franklin, Penelope Schultz, Russell Reid, Lilia Vazquez, Francisco Beck, Vanessa Perry, Tia Ford, Timothy French, and Lindsay Rayne. At the bottom of the sidebar, there is a red box around the 'Participants' icon in the Zoom toolbar.

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)' group is highlighted with a red box. A red box also highlights the three-dot menu icon next to the student 'özlem saraçoğlu'. 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 '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 'Participants' icon highlighted by a red box.

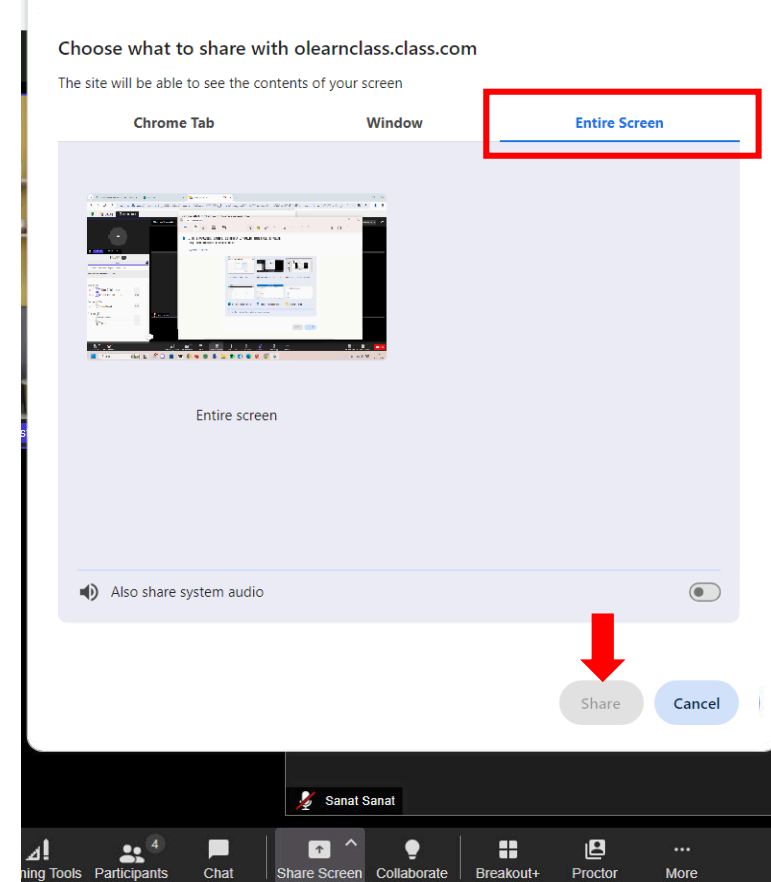
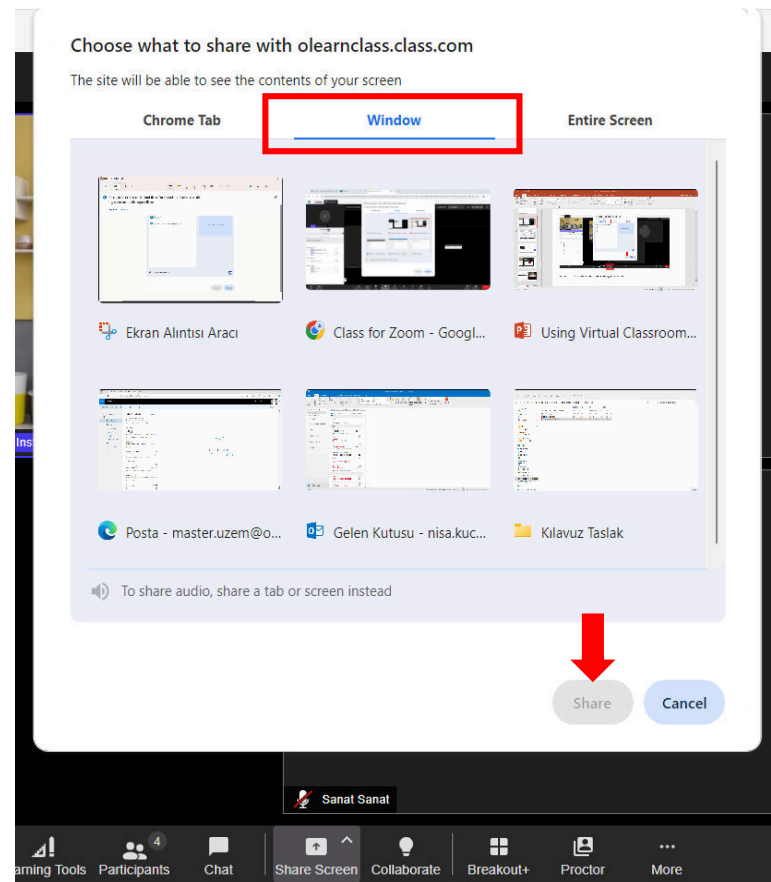
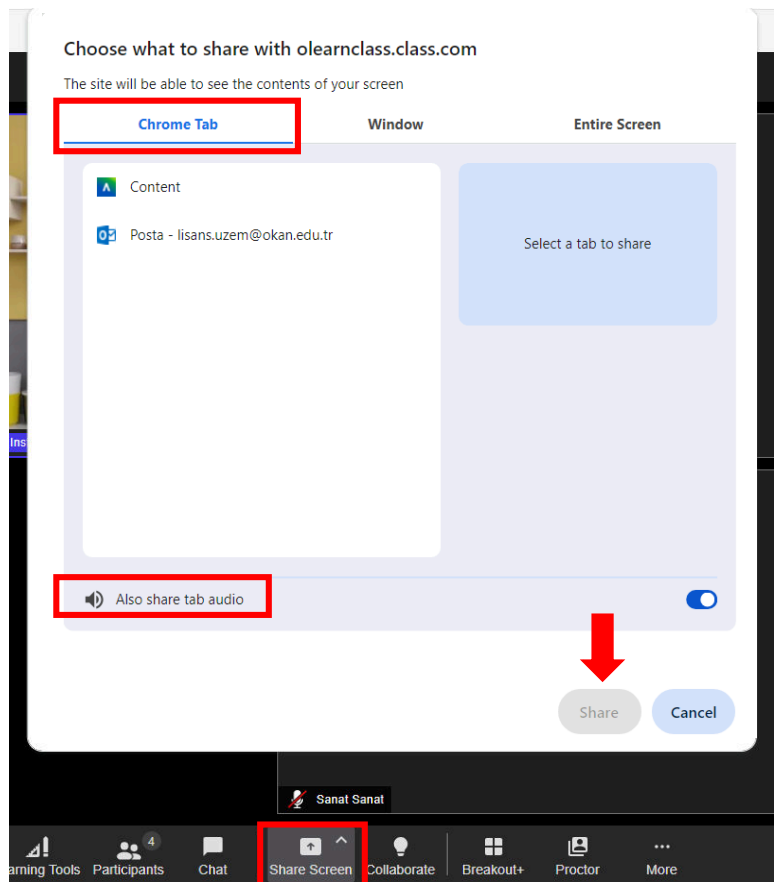


The screenshot shows a Zoom chat window titled 'Chat'. It indicates the chat is with 'Everyone' in a 'Public' channel. A message states: 'This channel is empty. Send a message to start the conversation!'. Below this is a speech bubble icon. At the bottom, a red-bordered box contains the message: 'You 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?

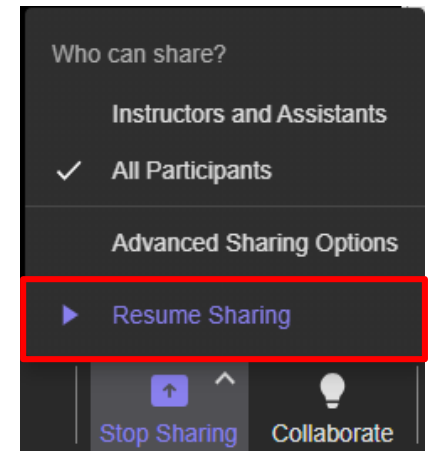
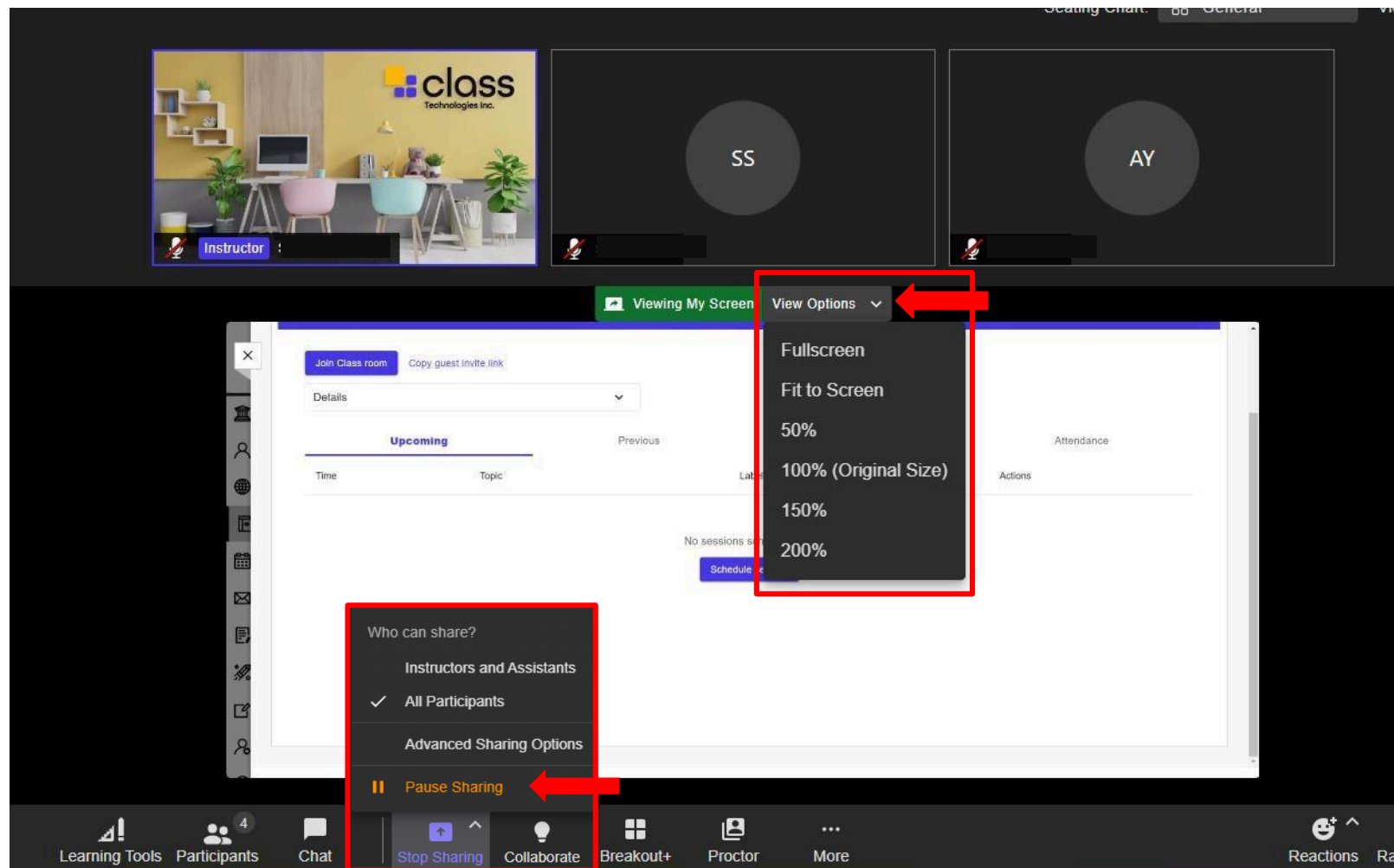


From the 'Share Screen' area, you can share your browser tab.

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.

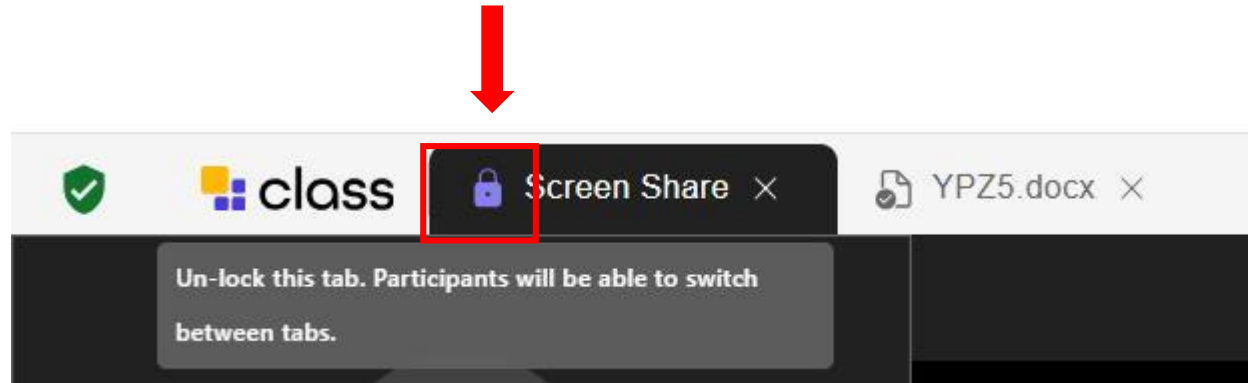
You can share the browser's audio from the 'Also share tab audio' option.



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.

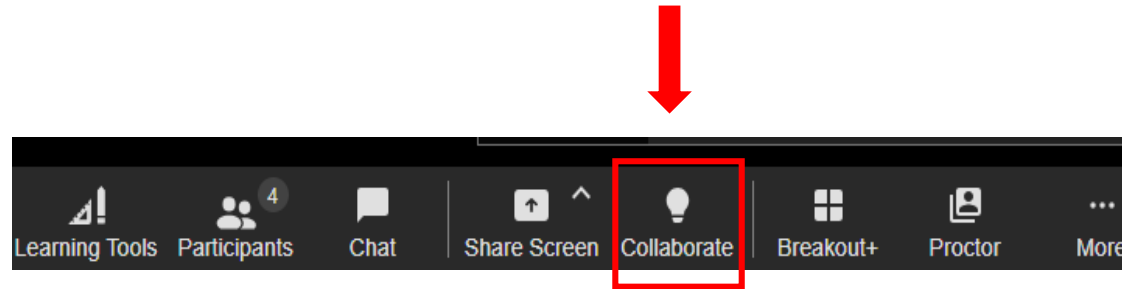
You can continue screen sharing in the 'Resume Sharing' option.



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



or select from

Google Drive

Office 365

URL

Close

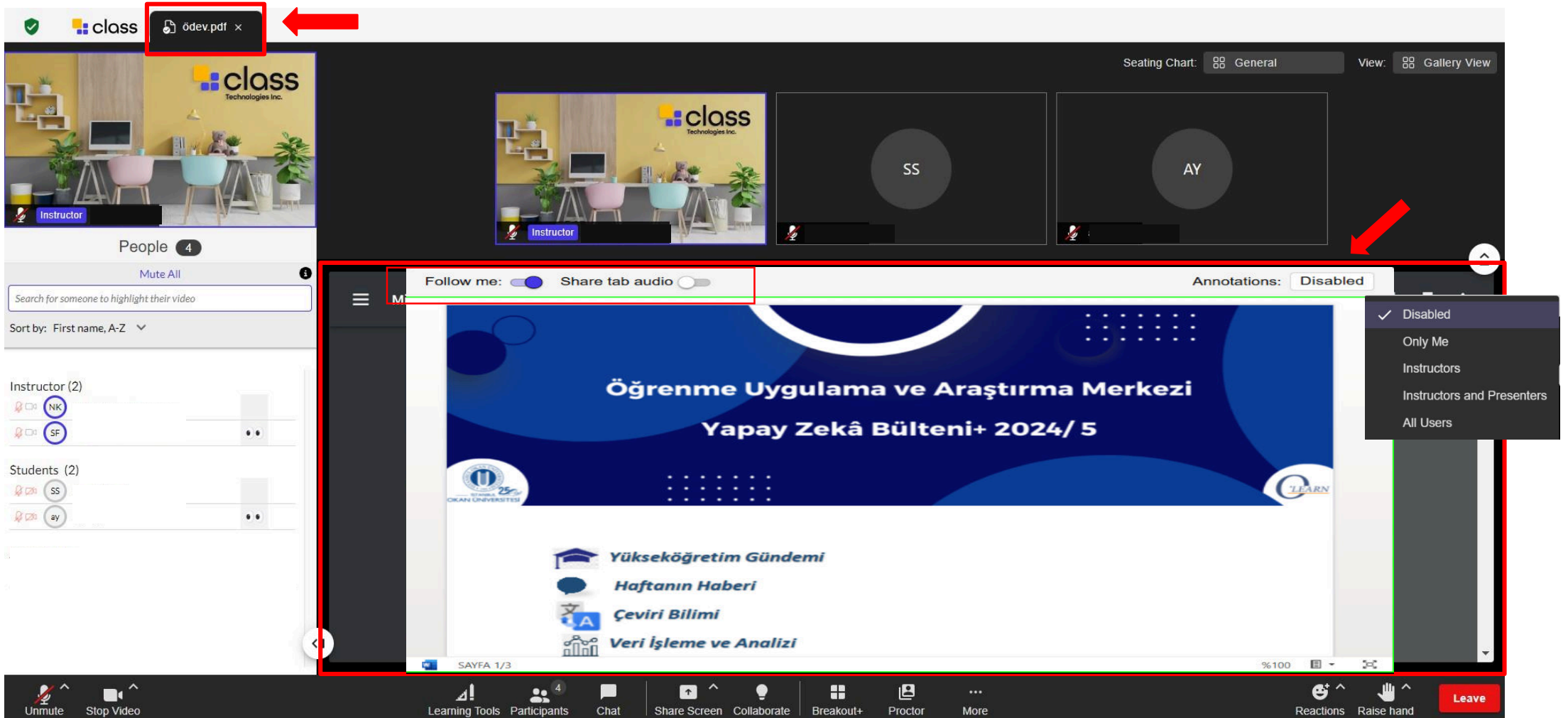
Save

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.

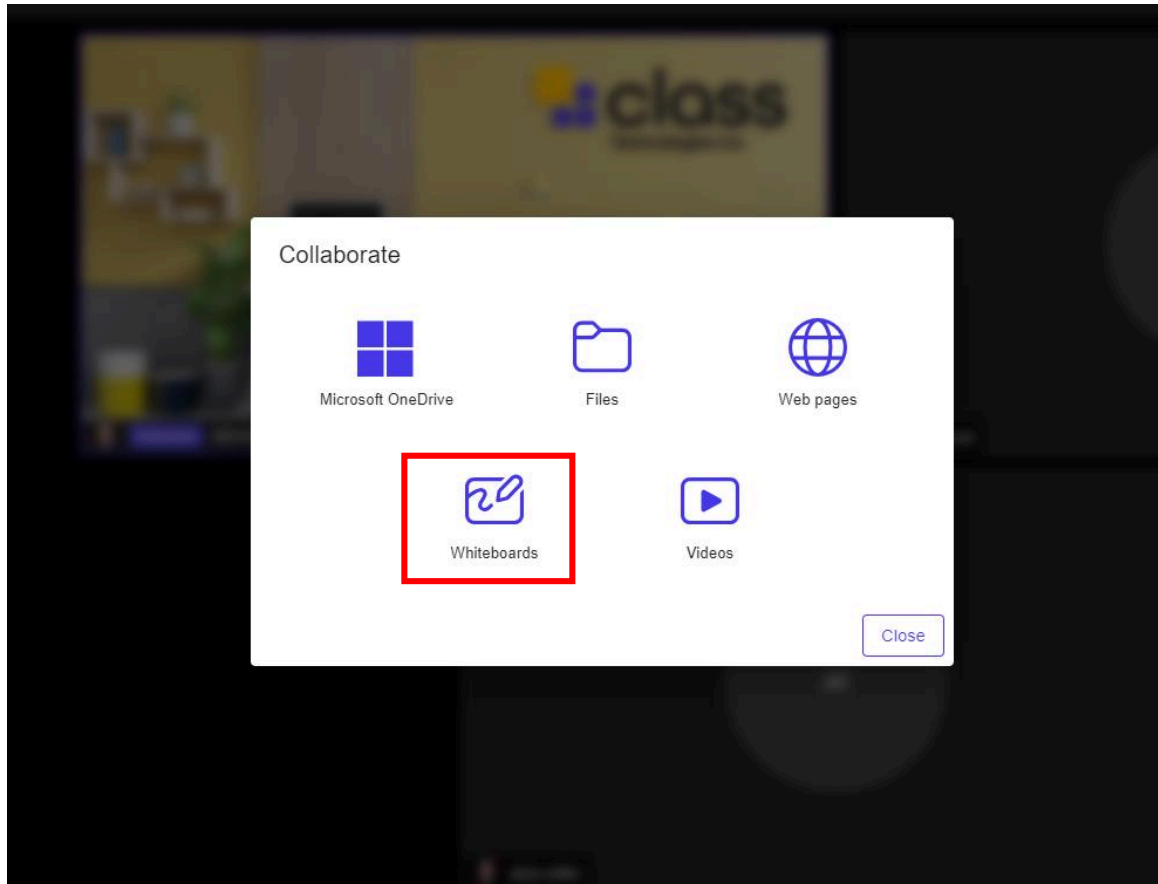
! (We do not recommend the file sharing tool at this time, you can share your presentation/file from the Screen Share area.)



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.



Whiteboards

Whiteboard Create whiteboard

Whiteboard	Type	Last edited	Actions	Launch
Ders	Group	10.7.2024 Çarşamba	⋮ Settings Delete	Launch 1-1 of 1 < >

Whiteboard settings

Name

Type
Group whiteboard

Pages
☐ Students can add or remove pages
☐ Students can lock or unlock pages

Presenter mode
☐ Everyone can present
☒ Only instructors and assistants can present

Cancel Save Save and launch

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

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

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

The screenshot displays the Class Technologies Inc. whiteboard interface. On the left, there is a sidebar with a video feed of a classroom, a list of participants (Instructor and Students), and a search bar. The main area shows a whiteboard with a 'New page' tab selected. A red box highlights a menu that appears when clicking the three dots next to the 'New page' tab. The menu options are: 'Disable student annotation for this page', 'Shortcuts', 'Settings', and 'Clear all'. Red arrows point to the three dots menu icon and the 'Clear all' option.

class Technologies Inc.

fg<dfg< x

Seating Chart: General View: Gallery View

fg<dfg< New page

Present

- Disable student annotation for this page
- Shortcuts
- Settings
- Clear all

People 3

Mute All

Search for someone to highlight their video

Sort by: Last name, A-Z

Instructor (1)

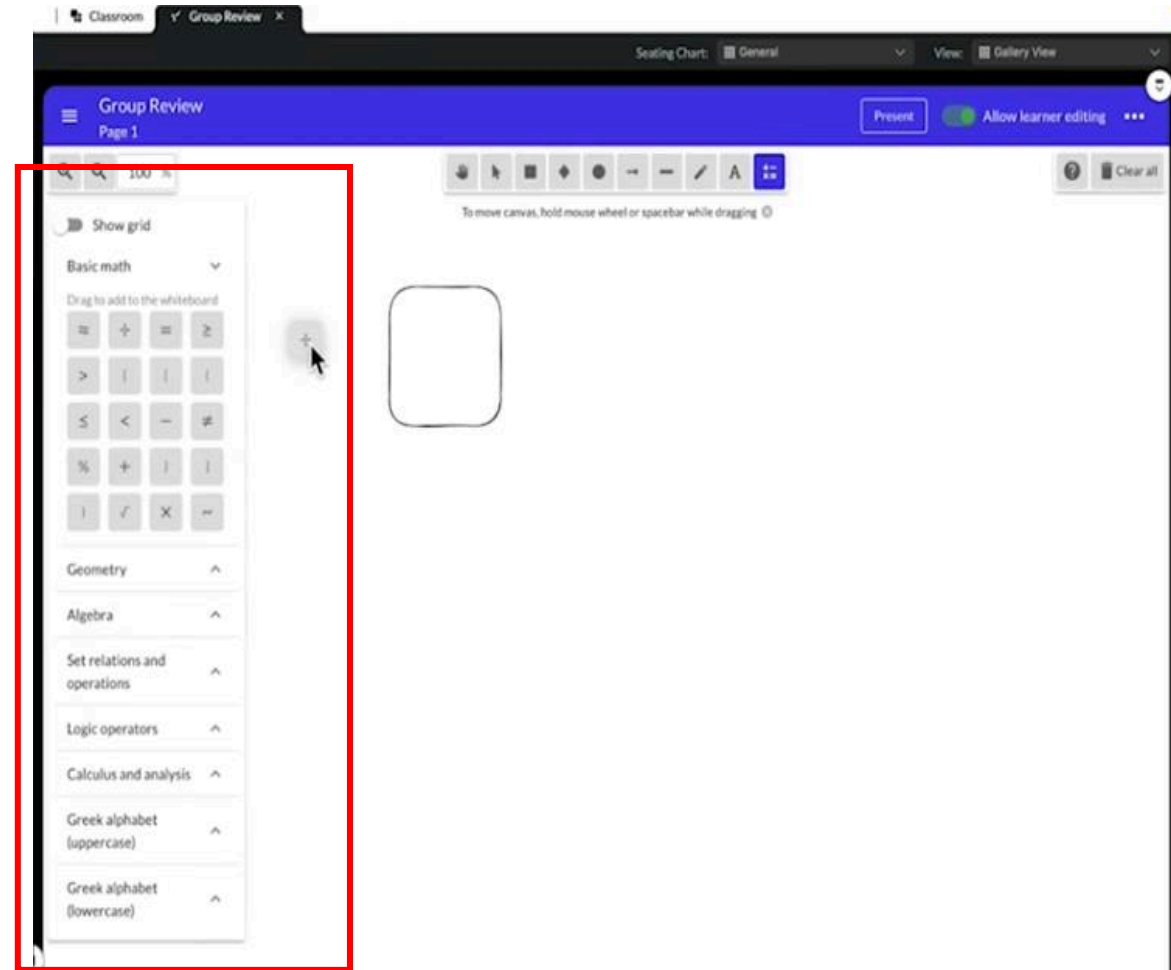
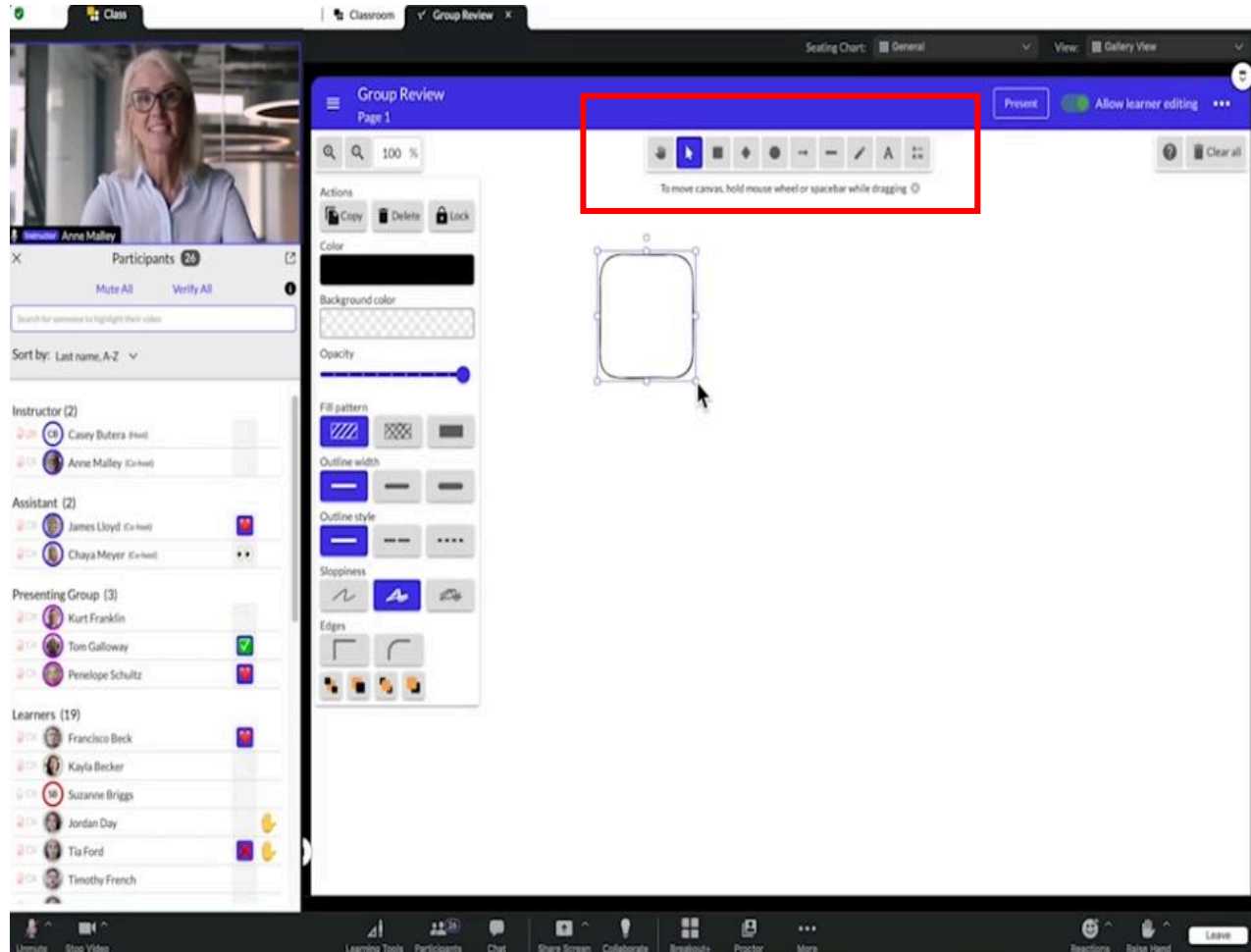
SF (Host)

Students (2)

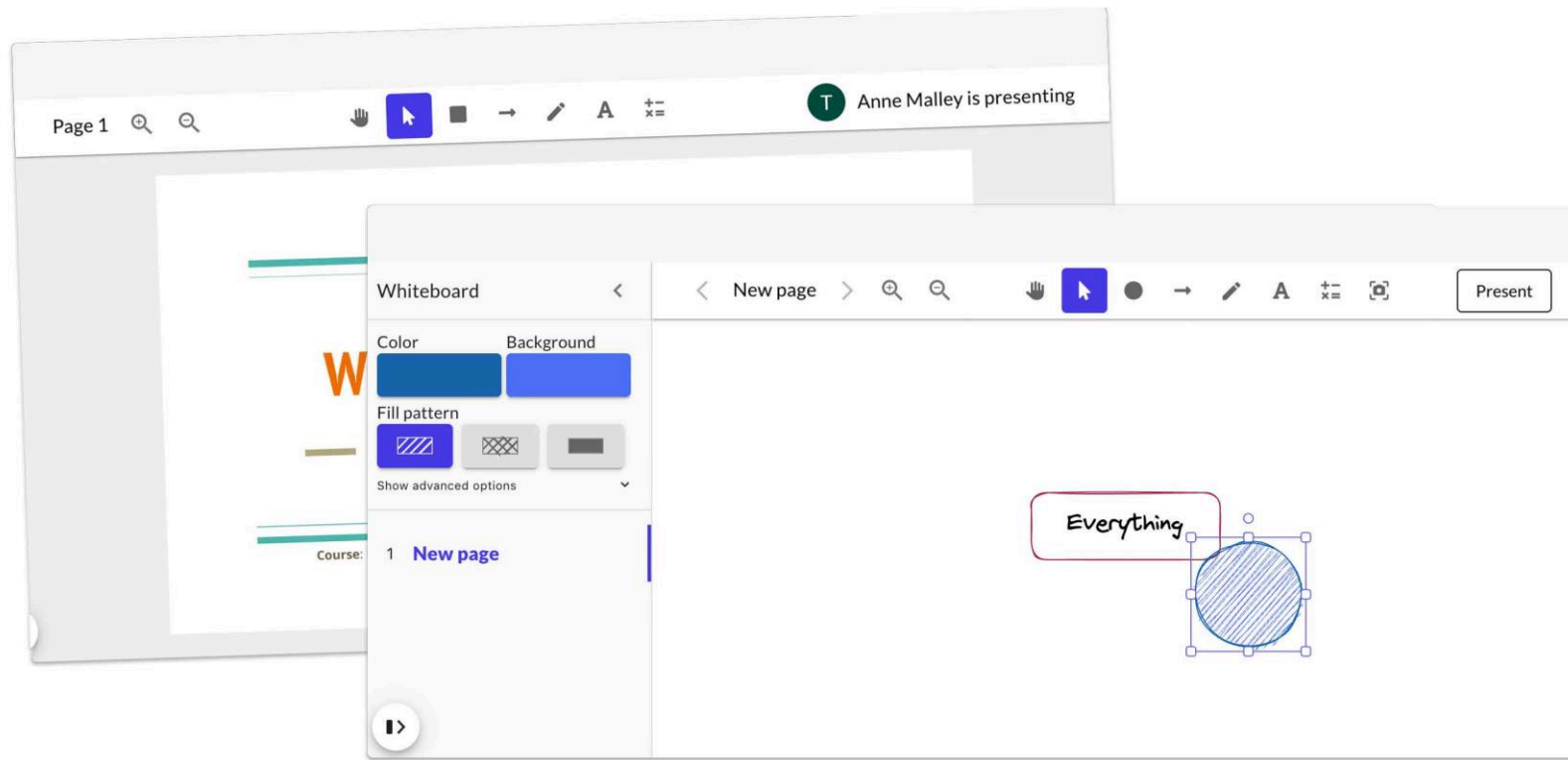
Unmute Stop Video Learning Tools Participants Chat Share Screen Collaborate Breakout+ Proctor Security More Reactions Raise hand Leave

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.



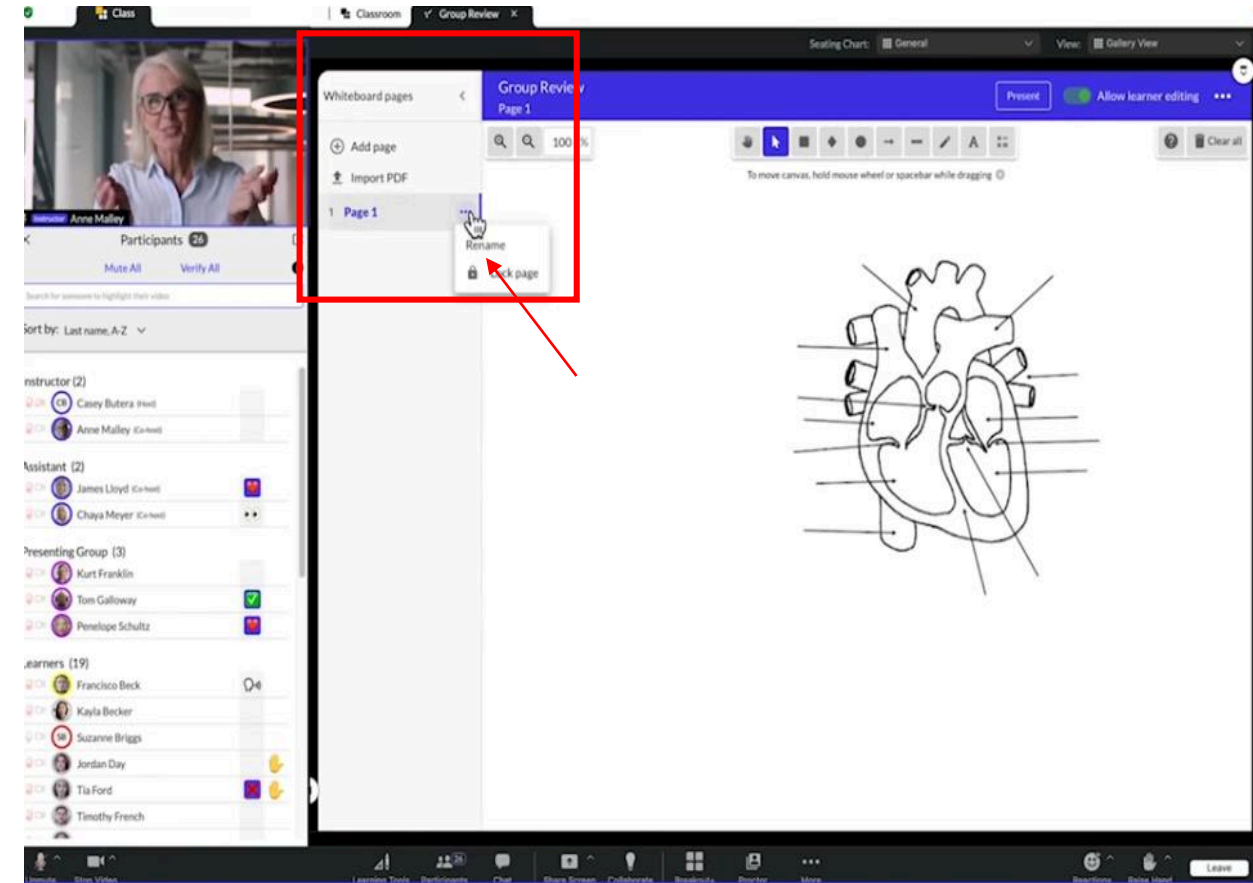
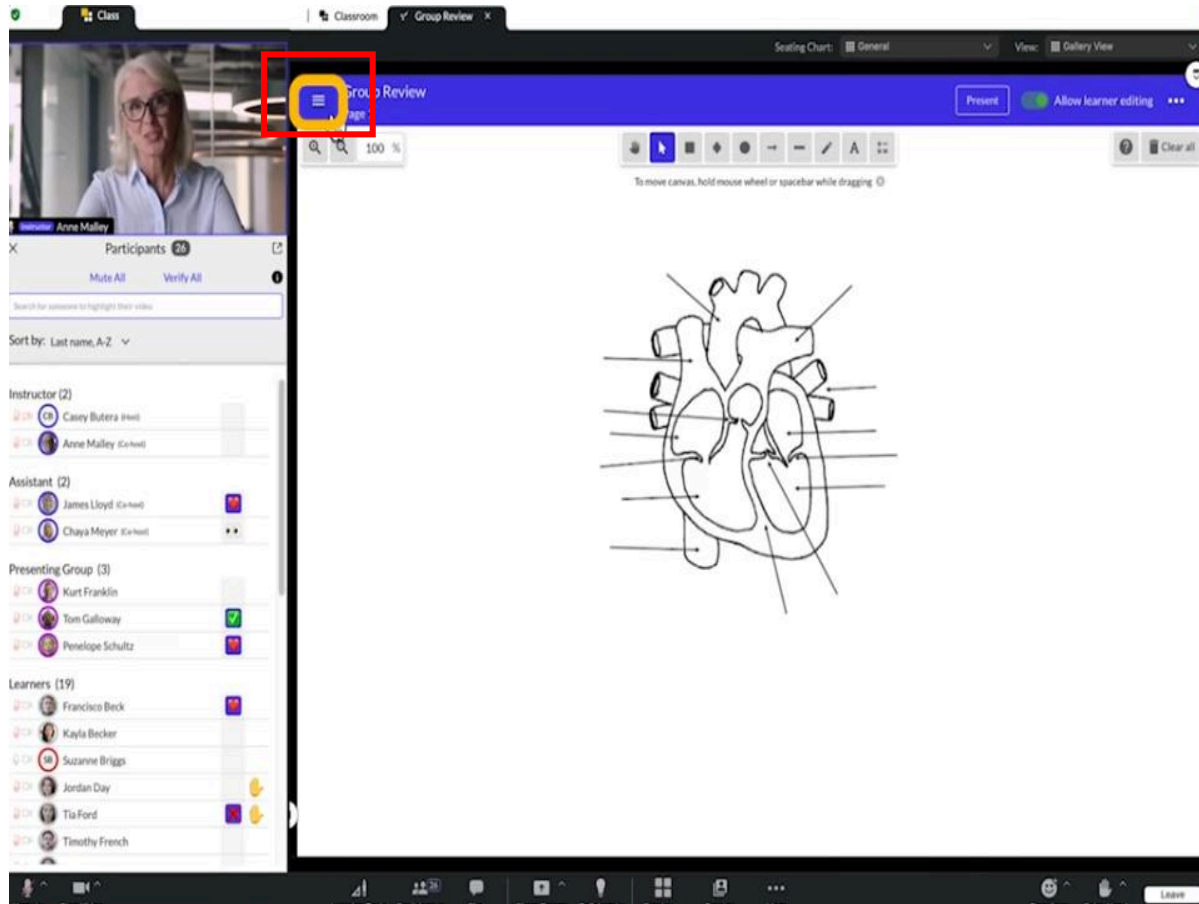
Annotation tools are supported on iPad and Android tablets.

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.

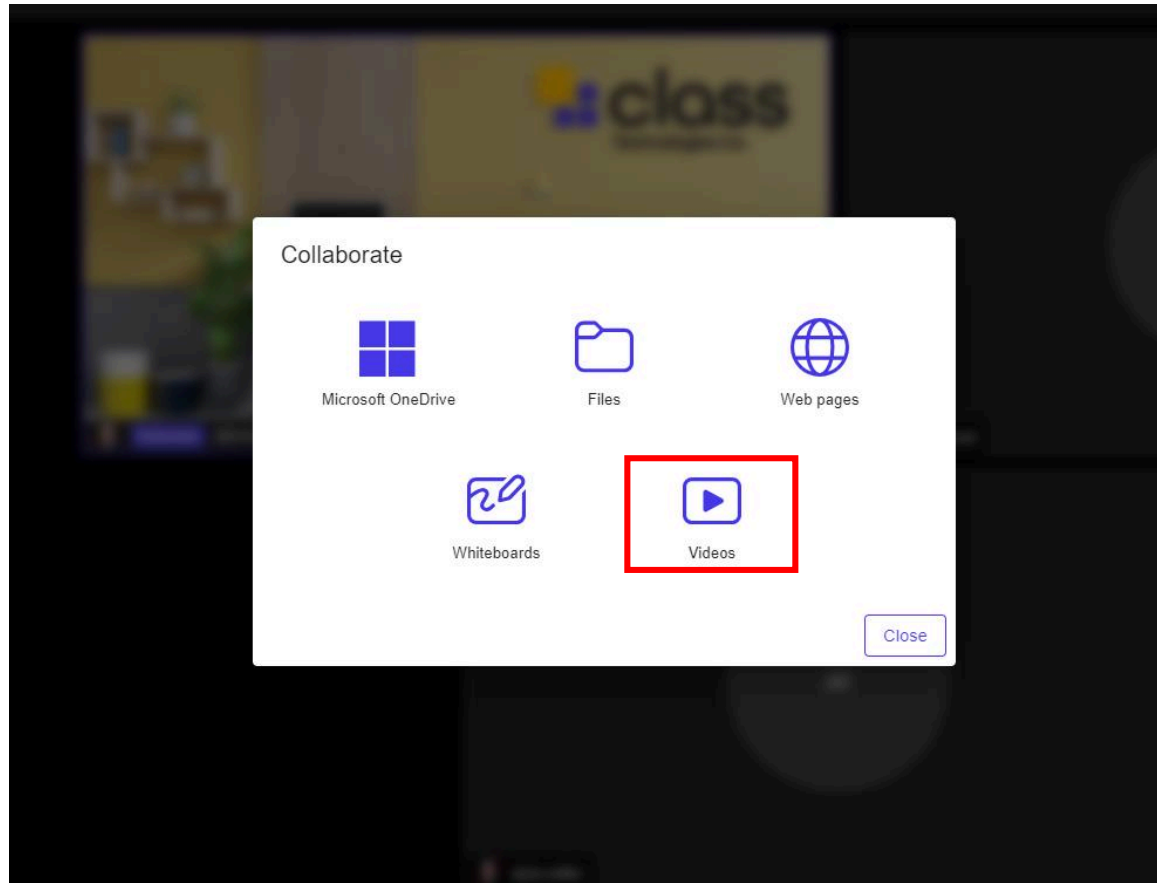


From the marked area, you can add a new white page using the 'Add Page' option.

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

The screenshot shows the Classroom interface with a sidebar on the left and a main canvas on the right. The sidebar has a 'People' section with 3 participants (Instructor, NK, SF, SS) and a 'Add page' button. Below it, there is a list of pages: 'Nisan Ayı E-Bülten Çalışması .pdf' (1), 'Nisan Ayı E-Bülten Çalışması .pdf' (2), 'Nisan Ayı E-Bülten Çalışması .pdf' (3), and 'Nisan Ayı E-Bülten Çalışması .pdf' (4). The main canvas displays a PDF document titled 'Nisan Ayı E-Bülten Çalışması .pdf (1/4)'. The PDF content includes the Istanbul Okan University logo and text about blockchain technology. The bottom toolbar contains various controls: 'Unmute', 'Stop Video', 'Learning Tools', 'Participants', 'Chat', 'Share Screen', 'Collaborate', 'Breakout+', 'Proctor', 'More', 'Reactions', 'Raise hand', and a red '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 is a blue header bar with a 'Video' icon and the text 'Video'. To the right of the header bar is a red-bordered button labeled 'Add New Video'. Below the header bar is a table with three columns: 'Name', 'Actions', and 'Launch'. The table has one row with the text 'Youtube' in the 'Name' column, three dots in the 'Actions' column, and a red-bordered button labeled 'Launch' in the 'Launch' column. Below the table is a form titled 'Enter Vimeo or YouTube Video URL'. The form has two input fields: 'Enter Video Name' and 'Enter Vimeo or YouTube Video URL'. Below the input fields are two buttons: 'SUBMIT' (in blue) and 'CANCEL' (in grey). A red arrow points to the 'SUBMIT' button. At the bottom of the form, there is a blue circle with the number '1' inside it.

The screenshot displays the Class Technologies Inc. virtual classroom interface. At the top, a navigation bar includes a green checkmark, the 'class' logo, and a 'Youtube' tab with a close button. Below this, the main area is divided into three sections. On the left, a sidebar shows a 'People' list with 4 participants, a search bar, and a 'Sort by: First name, A-Z' dropdown. The middle section features a grid of participant video feeds, with the first feed showing a man in a yellow hoodie and glasses. The right section contains a 'Seating Chart' and a 'View' dropdown set to 'Gallery View'. A large video player is overlaid on the bottom right, displaying a video titled 'Pursuing his childhood dream of becoming a video game developer' with a red play button. The bottom of the interface has a dark toolbar with 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

People 4

Mute All

Search for someone to highlight their video

Sort by: First name, A-Z

Instructor (2)

Students (2)

You are controlling this video for the whole class

Pursuing his childhood dream of becoming a video game developer

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 a list of 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, which includes a computer, a pink chair, and a blue chair. To the right of the video feed, there are two smaller video feeds, each displaying a large gray circle with the initials 'SS' and 'AY' respectively. A red arrow points to the 'Breakout+' button in the bottom toolbar. The bottom toolbar also includes buttons for 'Unmute', 'Start Video', 'Learning Tools', 'Participants', 'Chat', 'Share Screen', 'Collaborate', 'Proctor', 'More', 'Reactions', 'Raise hand', and a red 'Leave' button.

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

Breakout Rooms Manage Templates

Create new rooms Use a template

Assignment

☒ Assign automatically

☐ Assign manually

☐ Allow participants to choose

☒ Automatically move users into Breakout Rooms when assigned

☐ New users go to breakout rooms when they join

Off Countdown after closing breakout rooms

Off Automatically close breakout rooms

☒ Disable participant audio

☐ Disable participant video

☒ Allow participants to return to main session at any time

Cancel Create and Open Rooms



Breakout Rooms

^ Main Room

^ 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. At the top right, the 'LMS Groups' link is circled in yellow. The main 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 'Group Work'. A list of rooms is displayed, each with a name and 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, 'Assign automatically' is selected with a radio button, and 'Automatically move users into Breakout Rooms' is checked with a checkbox. At the bottom right are three buttons: 'Close', 'Save and Open Rooms', and 'Next'.

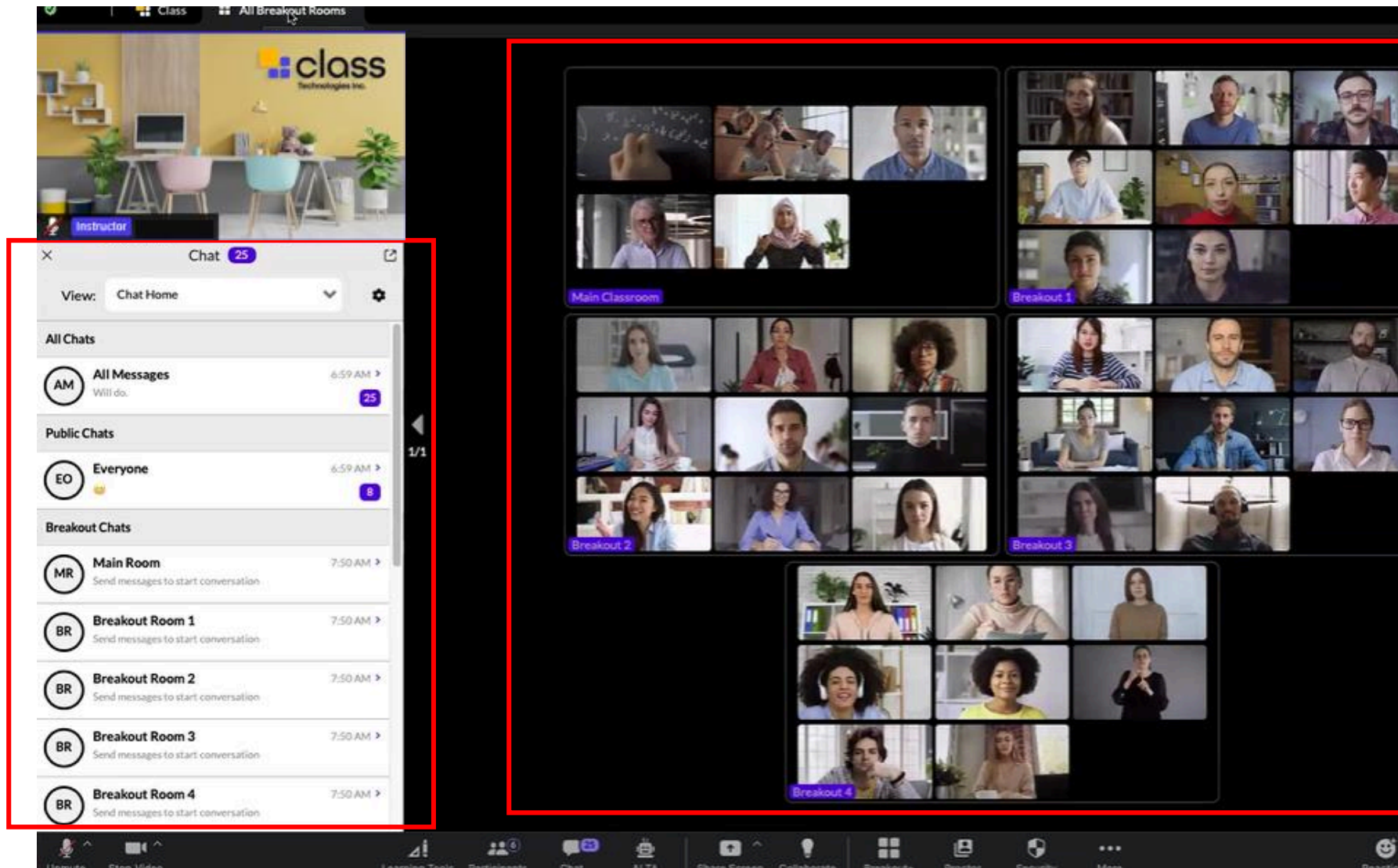
LMS Groups

- 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.

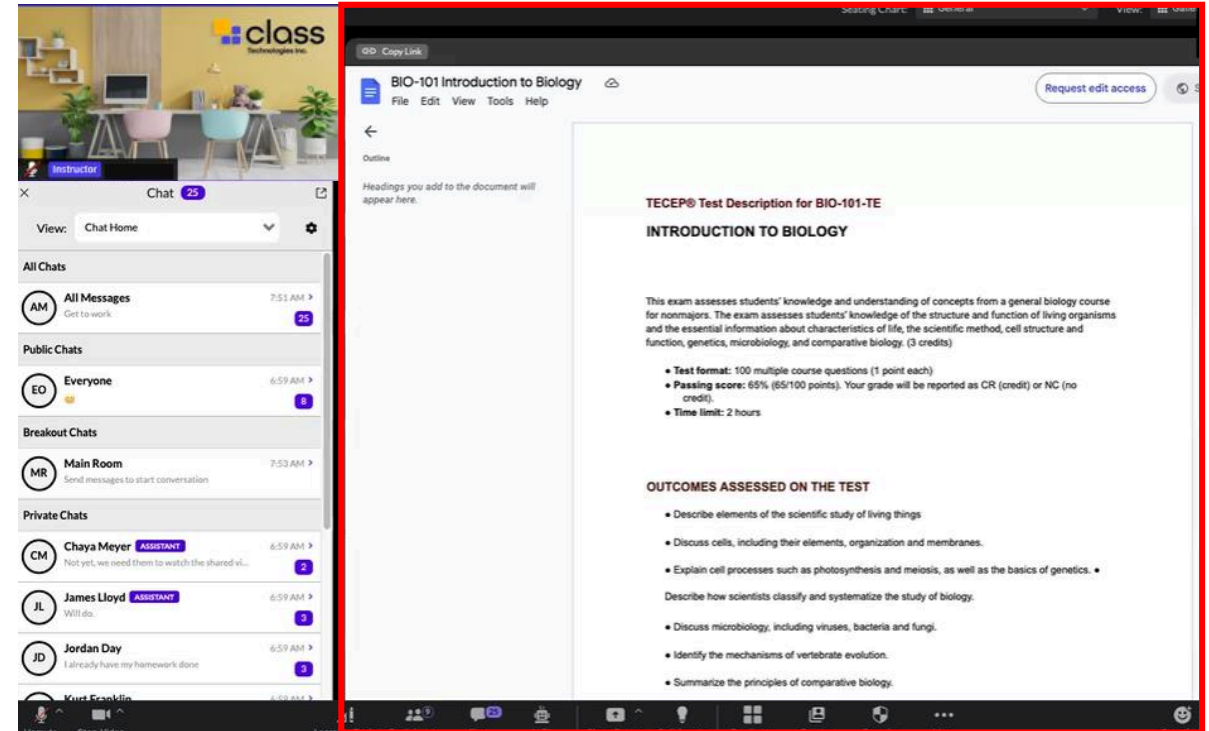
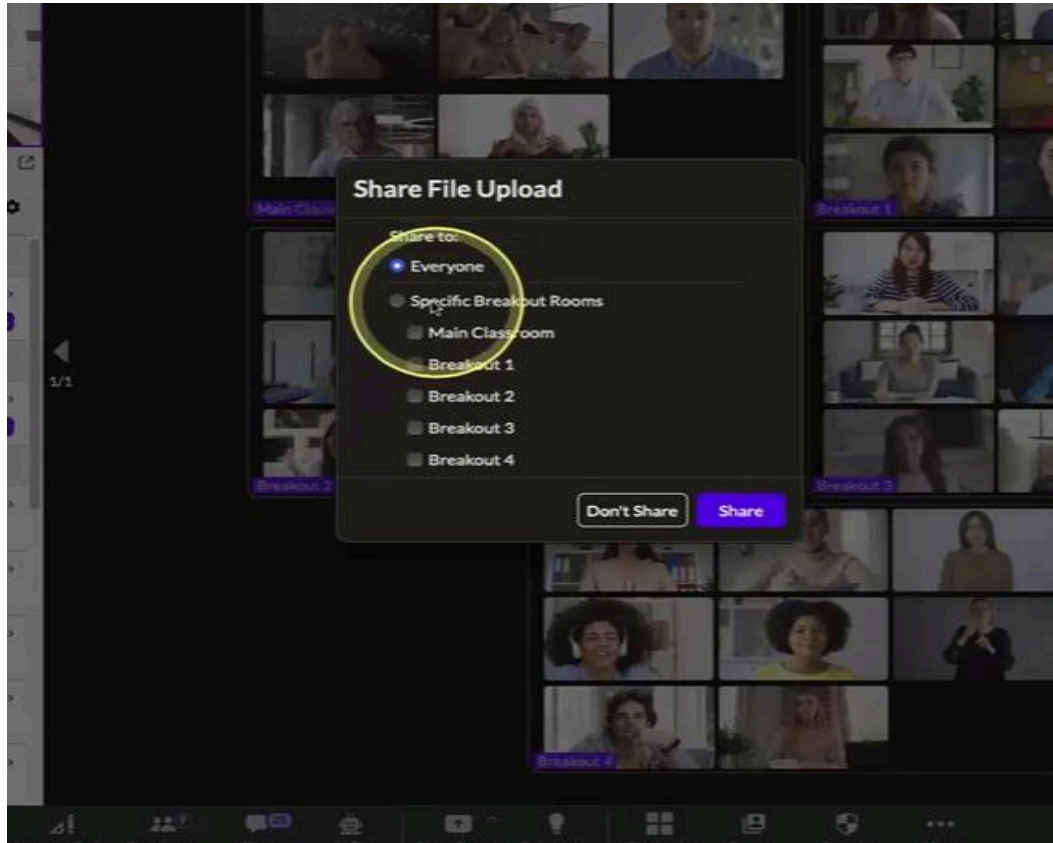


You can drag and drop the user you want to move to another room into the desired room using your cursor.

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 shows the Class Technologies Inc. virtual classroom interface. On the left sidebar, the 'People' section lists 4 participants: 2 instructors (NK and SF) and 2 students (SS and ay). The main area displays a video feed of the instructor's desk and two large dark gray boxes labeled 'SS' and 'AY' representing student cameras. A red arrow points to the 'Proctor' icon in the bottom toolbar, which is also highlighted with a red box. The bottom toolbar contains various controls like Unmute, Start Video, Learning Tools, Participants, Chat, Share Screen, Collaborate, Breakout+, Proctor, More, Reactions, Raise hand, and a Leave button.

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?

Select all

Clear all

☐  St

☒  ay

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

Cancel

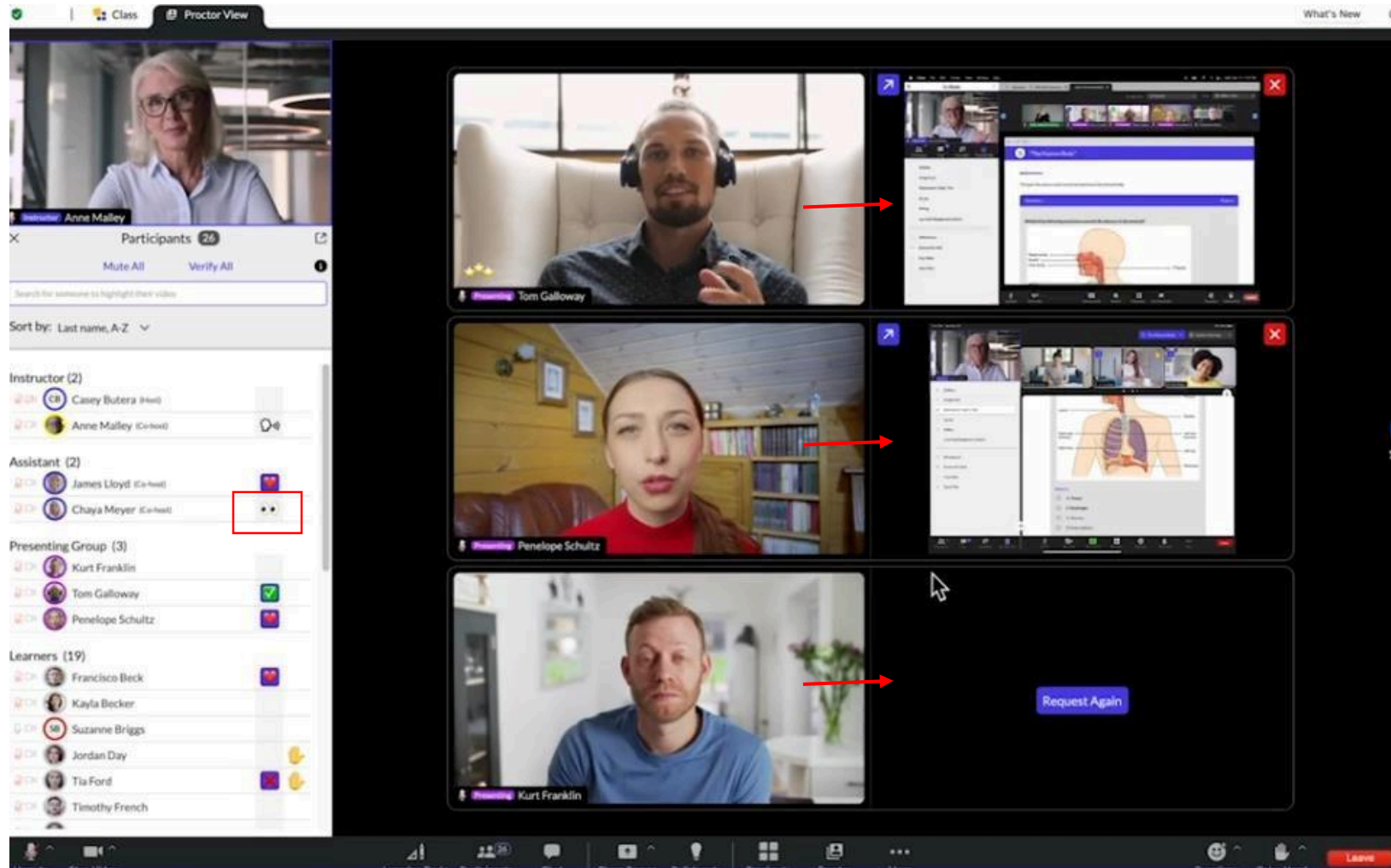
Start

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?

☐

 Sa

☒

 ay

 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?

The screenshot displays the Class Technologies Inc. virtual classroom interface. On the left, a sidebar shows a 'People' list with 4 participants: two instructors (NK and SF) and two students (SS and ay). The main area features three video feeds: a top-left feed of a desk with a laptop, a top-right feed of a desk with a blue background, and a bottom-center feed of a classroom. The bottom toolbar includes icons for Unmute, Start Video, Learning Tools, Participants, Chat, Share Screen, Collaborate, Breakout+, Proctor, and a 'More' menu. A red arrow points to the 'More' menu, which is open, showing options for 'Record' and 'Closed Captioning: Off'.

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

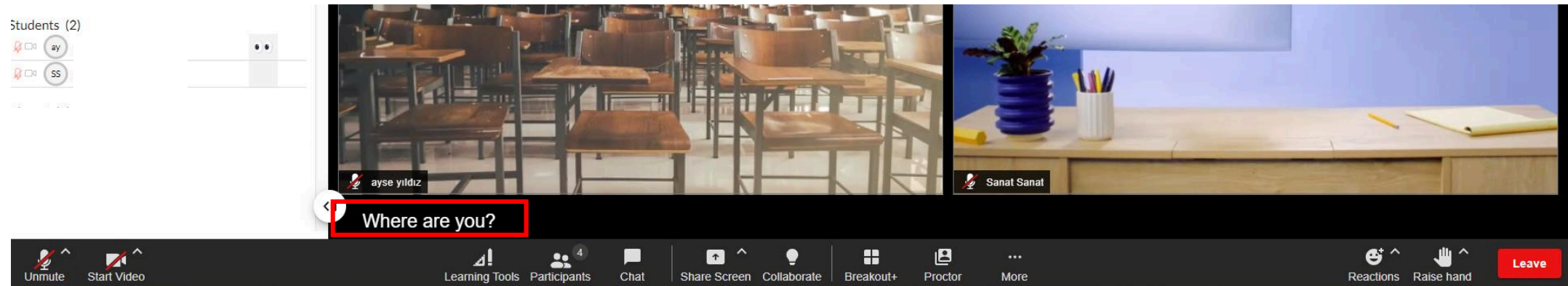
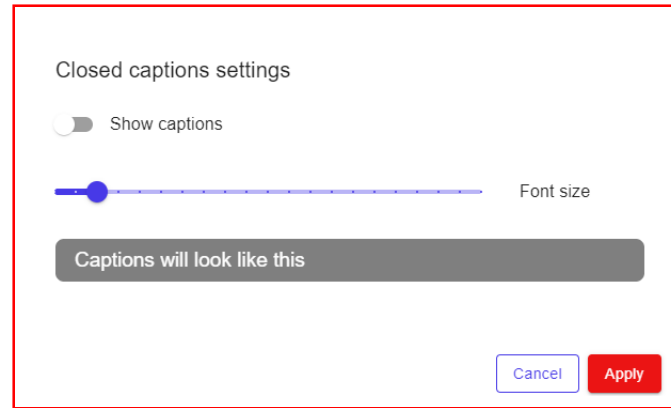
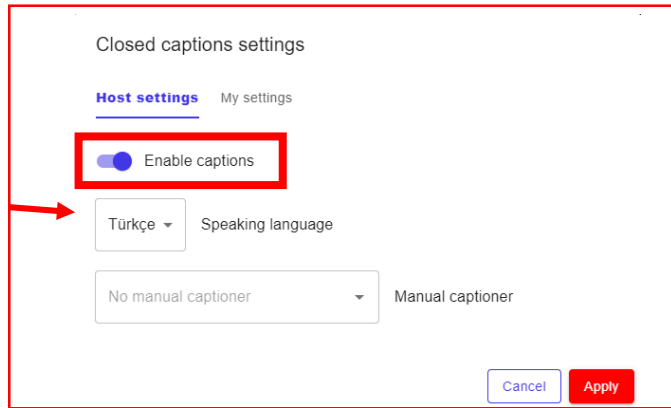
ay

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.

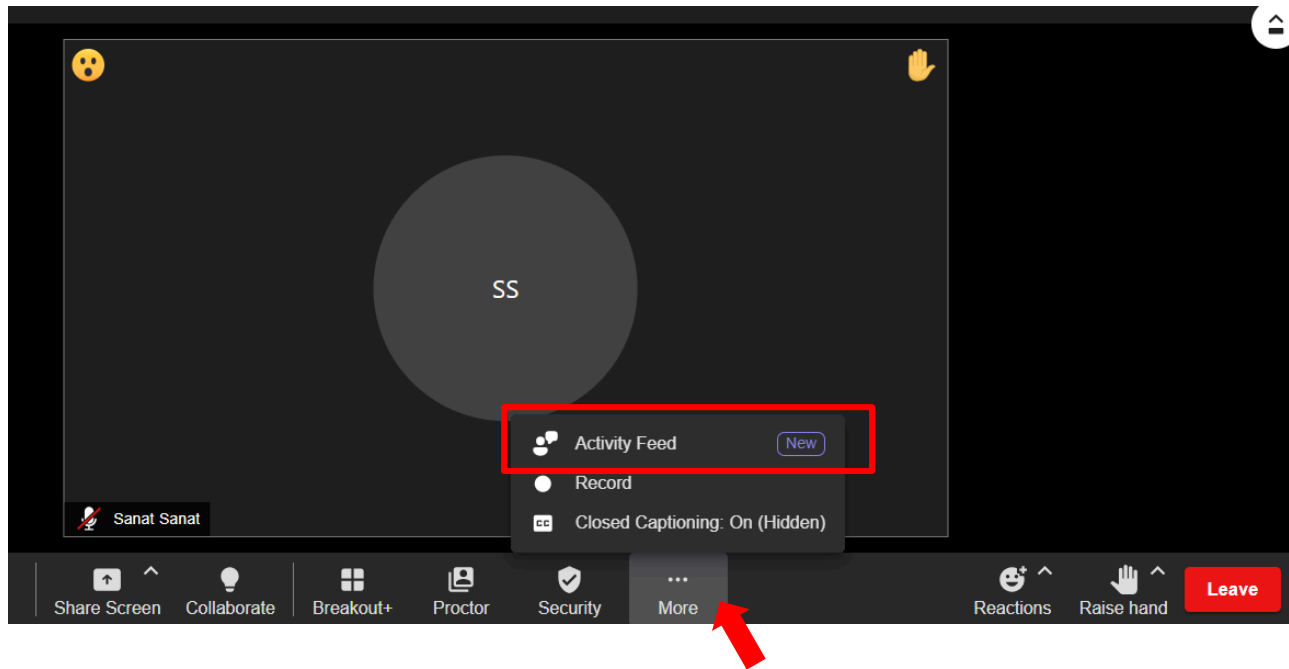


From the 'Host Settings' area, select the spoken language and enable subtitles, then click 'Apply'.

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

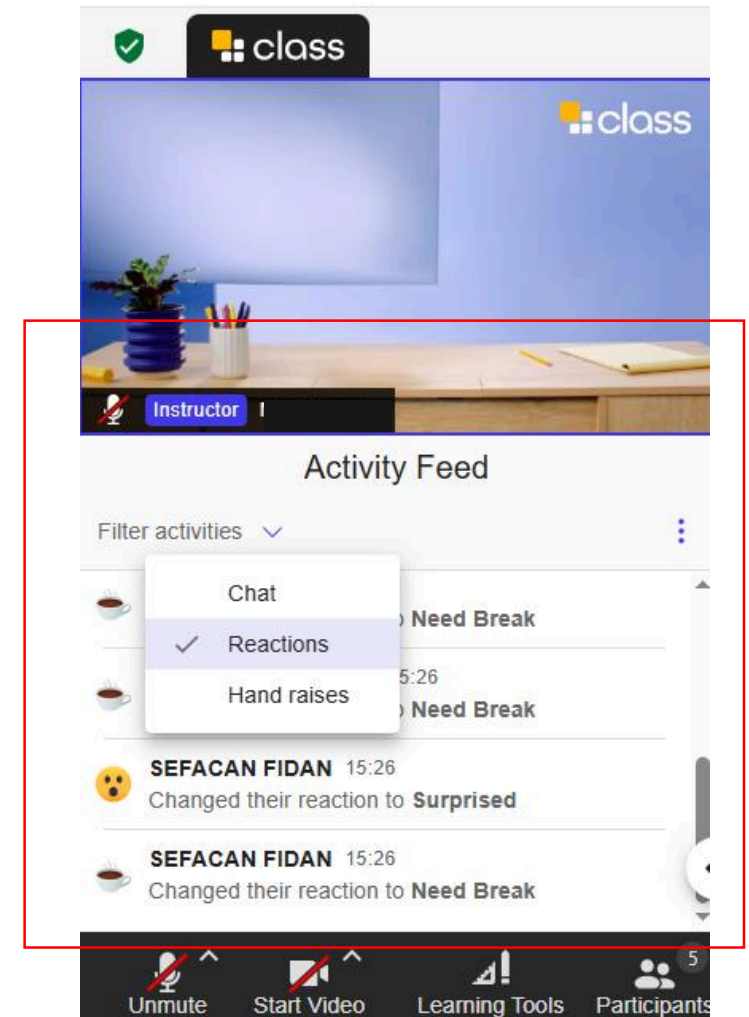
ISTANBUL OKAN UNIVERSITY CLASS COLLAB USER GUIDE FOR INSTRUCTORS

Where can I see the activity feed?



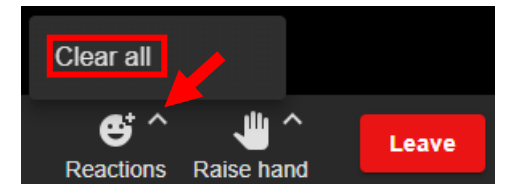
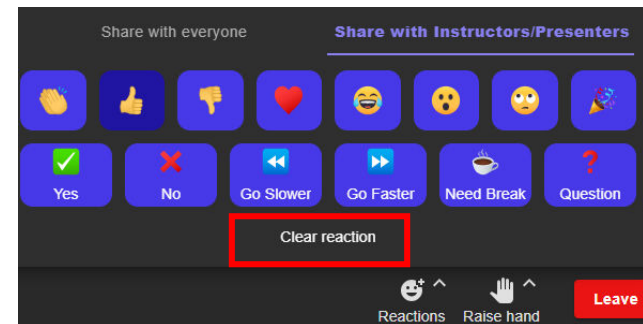
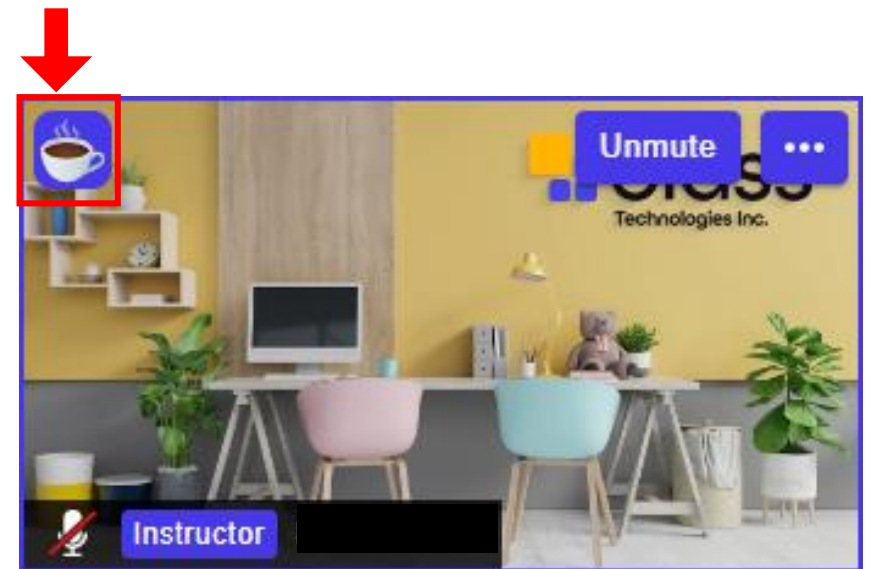
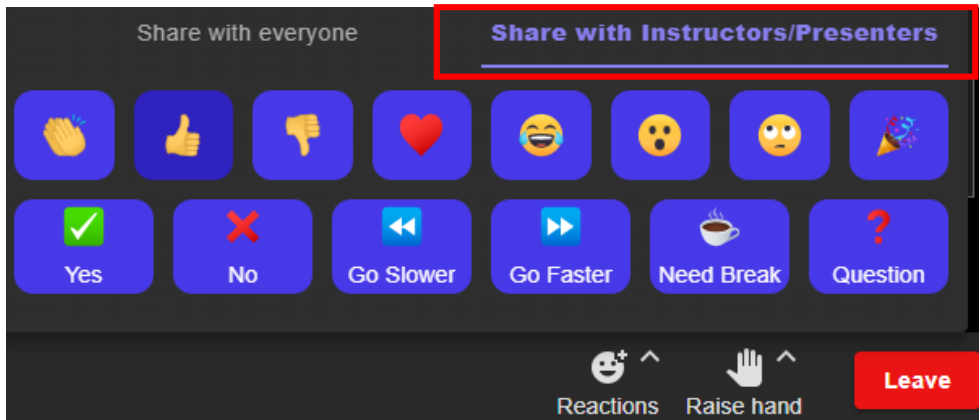
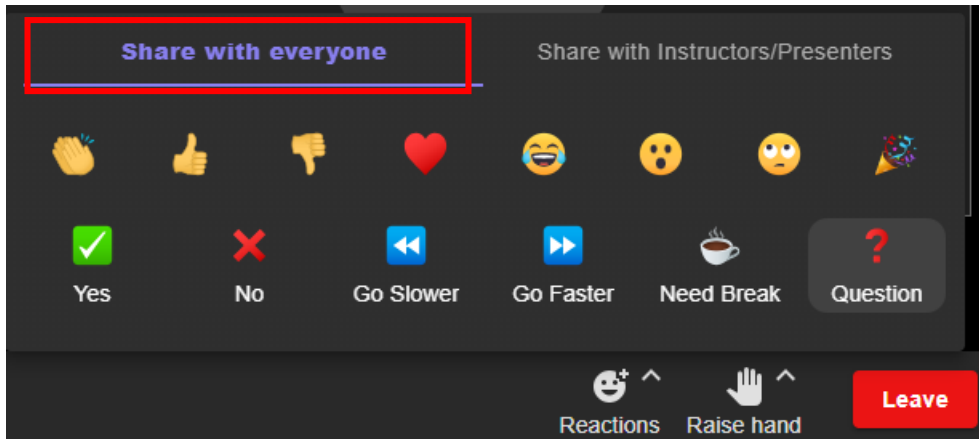
You can see the 'Activity Feed' from the marked area.

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?



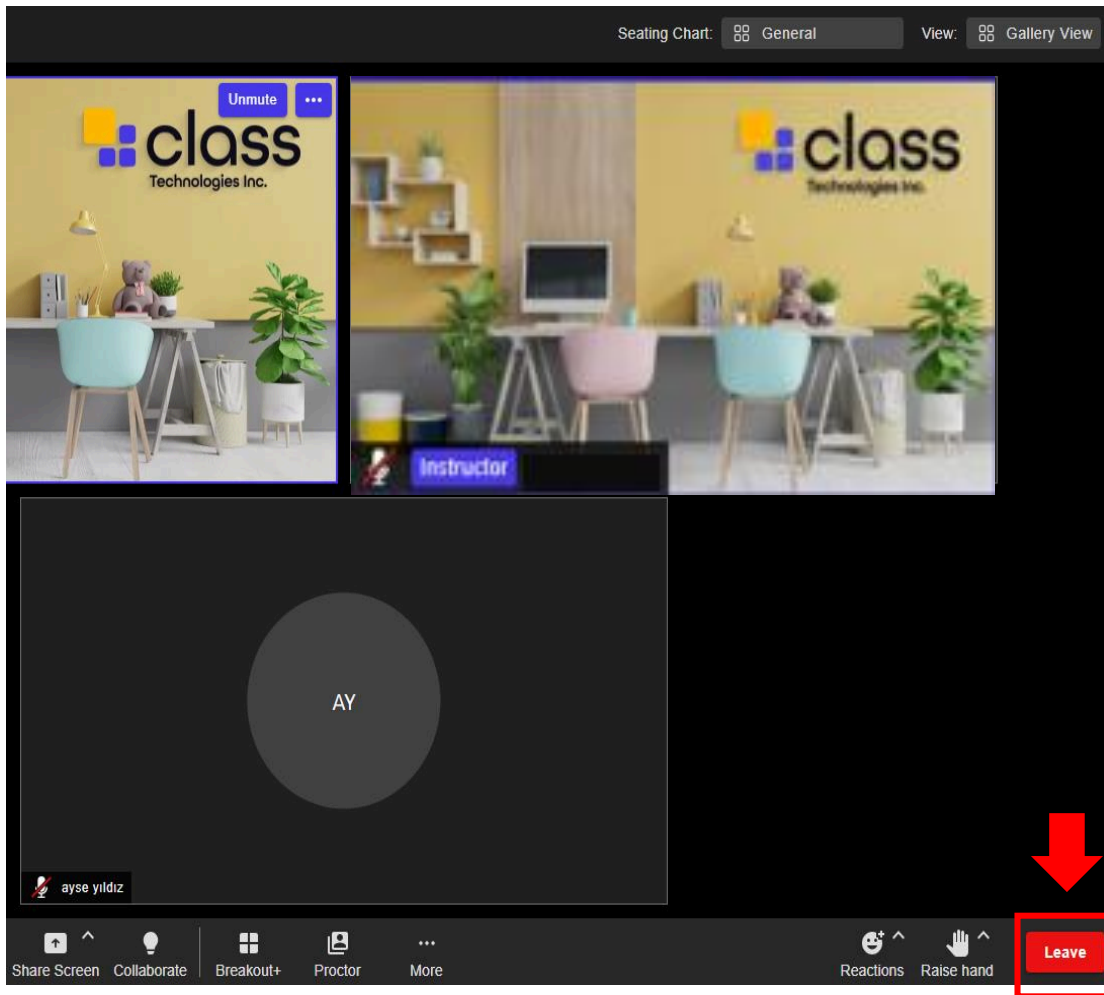
In the 'Reaction' area, you can share your selected reaction with the entire class using the 'Share it Everyone' option.

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

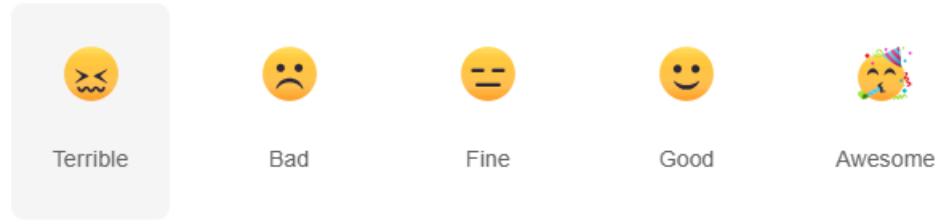
You may end the class for all participants or leave and keep the class running.



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?



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 Refresh Edit settings Copy link Download View analytics Delete
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	
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	

- 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