



25  
Year

ISTANBUL  
OKAN UNIVERSITY

# ISTANBUL OKAN UNIVERSITY CLASS COLLAB USER GUIDE FOR STUDENT

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

The image shows a dark-themed user interface for the O'Learn Education Platform. On the left, there is a login section titled "Login to Blackboard Learn" with two input fields for "Username" and "Password" (both highlighted with a red border) and a blue "Sign In" button. The central area features a "Welcome to the O'Learn Education Platform!" message, the Istanbul Okan University logo (celebrating its 25th anniversary), and the "O'LEARN" logo. Below this is a tagline: "To be an innovative, pioneering 'world university' that can respond to the needs of society and business life at universal standards." On the right, a "Mobile Applications" section promotes the "Blackboard App", describing its features and providing download links for the App Store and Google Play.

Login using the Chrome, Microsoft Edge browser.

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

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



## Courses

Institution Page

ayse yıldız

Activity Stream

Courses

Calendar

Messages

Grades

Assist

Tools

Sign Out

Privacy  
Terms  
Accessibility

Search your courses

Terms  
All Terms

Filters  
All courses

25 items per page

3 results

### Others

collabtest1

**Collab Test 1** Original Course View

Open | More info



2023-2024-TEST

**TEST COURSE** Original Course View

Open | More info



2023-2024-1-ultra

**ULTRA KURS**

Open · Start now | More info





Enter the courses section and select your course.


## Course Faculty


No course faculty


## Details & Actions

 Roster  
[View everyone in your course](#)

 Progress Tracking ⓘ  
Off


 Class Collaborate  
[Join session](#) ⋮


 Attendance  
[View your attendance](#)

 Books & Tools  
[View course & institution tools](#)

## Course Content



 Class Collab  
Tool placement

 Pearson English Portal



After logging into your course, click Class Collab.



Launch LTI Link



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

You are directing to the connection screen.



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# ISTANBUL OKAN UNIVERSITY CLASS COLLAB USER GUIDE FOR STUDENT

How can I view upcoming sessions?

Collab Test 1

Join Class room

Details

**Upcoming**

Time	Topic	Previous	Label	Recordings	Actions
Tuesday, July 9th, 2024 4:00 PM - 4:30 PM					<a href="#">Edit</a> <a href="#">Launch</a>
Thursday, August 15th, 2024 7:33 AM - 10:33 AM					

Collab Test 1

Join Class room

Details

**Upcoming**

Time	Topic	Previous	Label	Recordings	Actions
No sessions scheduled yet					

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 Classroom.'



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# ISTANBUL OKAN UNIVERSITY CLASS COLLAB USER GUIDE FOR STUDENT

How can I view previous sessions?



## Collab Test 1

Join Class room

Details



Upcoming

**Previous**

Recordings

Time

Topic

Label

Actions

Friday, July 26th, 2024  
7:17 PM - 10:17 PM

You can view your previous classes from the 'Previous' section.



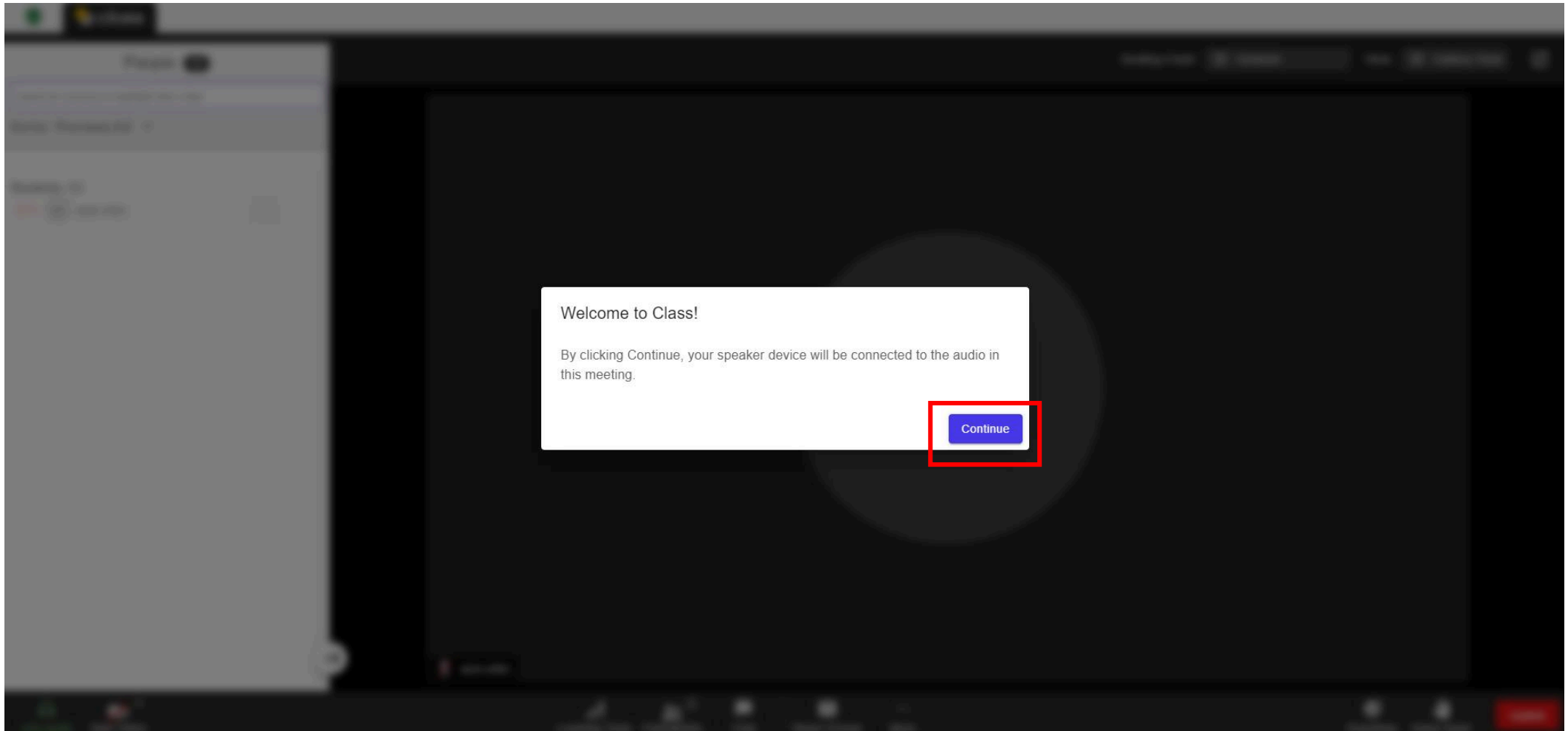
### Join your class session

Collab Test 1 |

7:33 AM - 10:33 AM

Join on the web

Click the 'Join on the web' button.



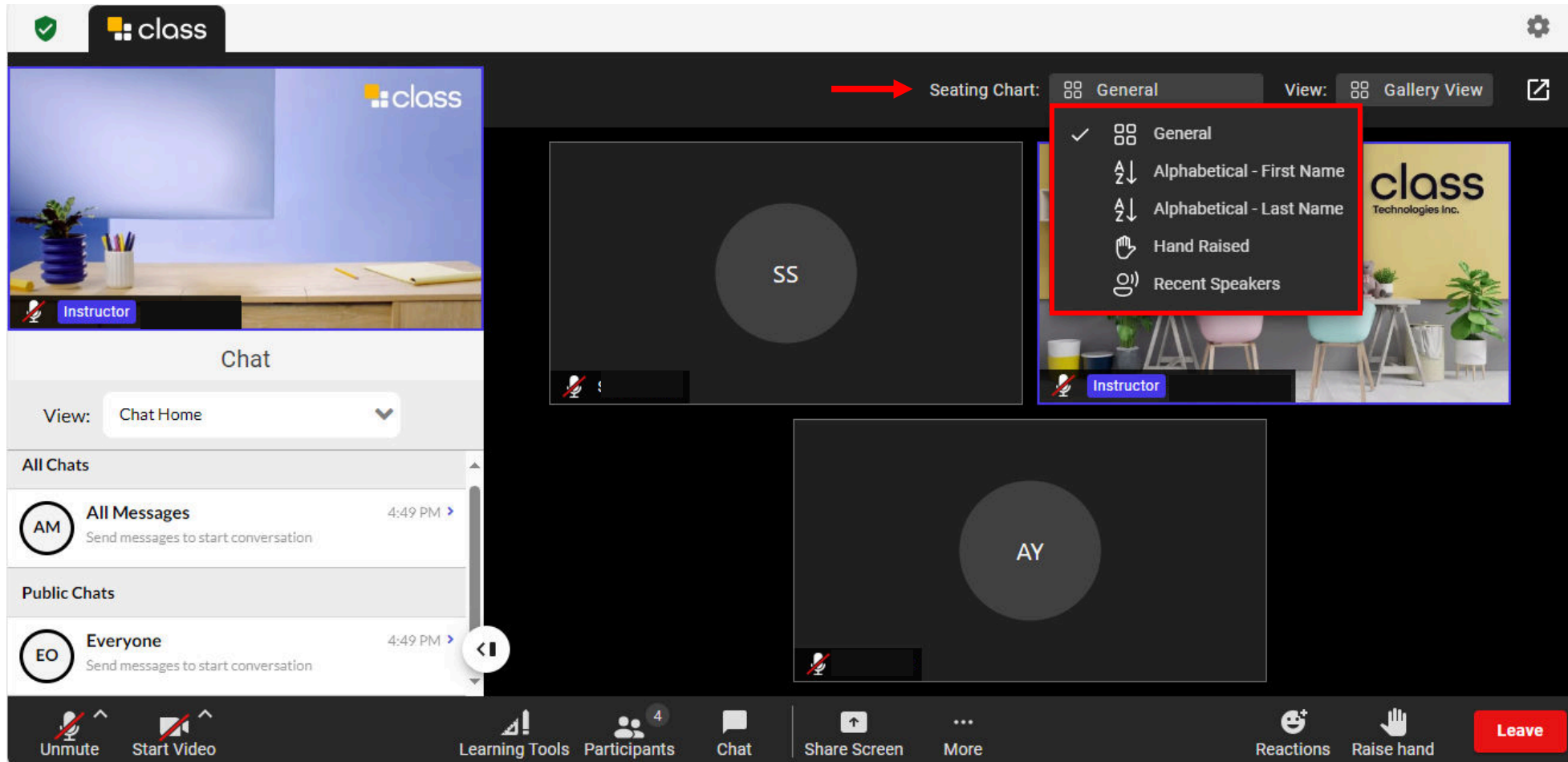
Click the 'Continue' button on the opened screen.



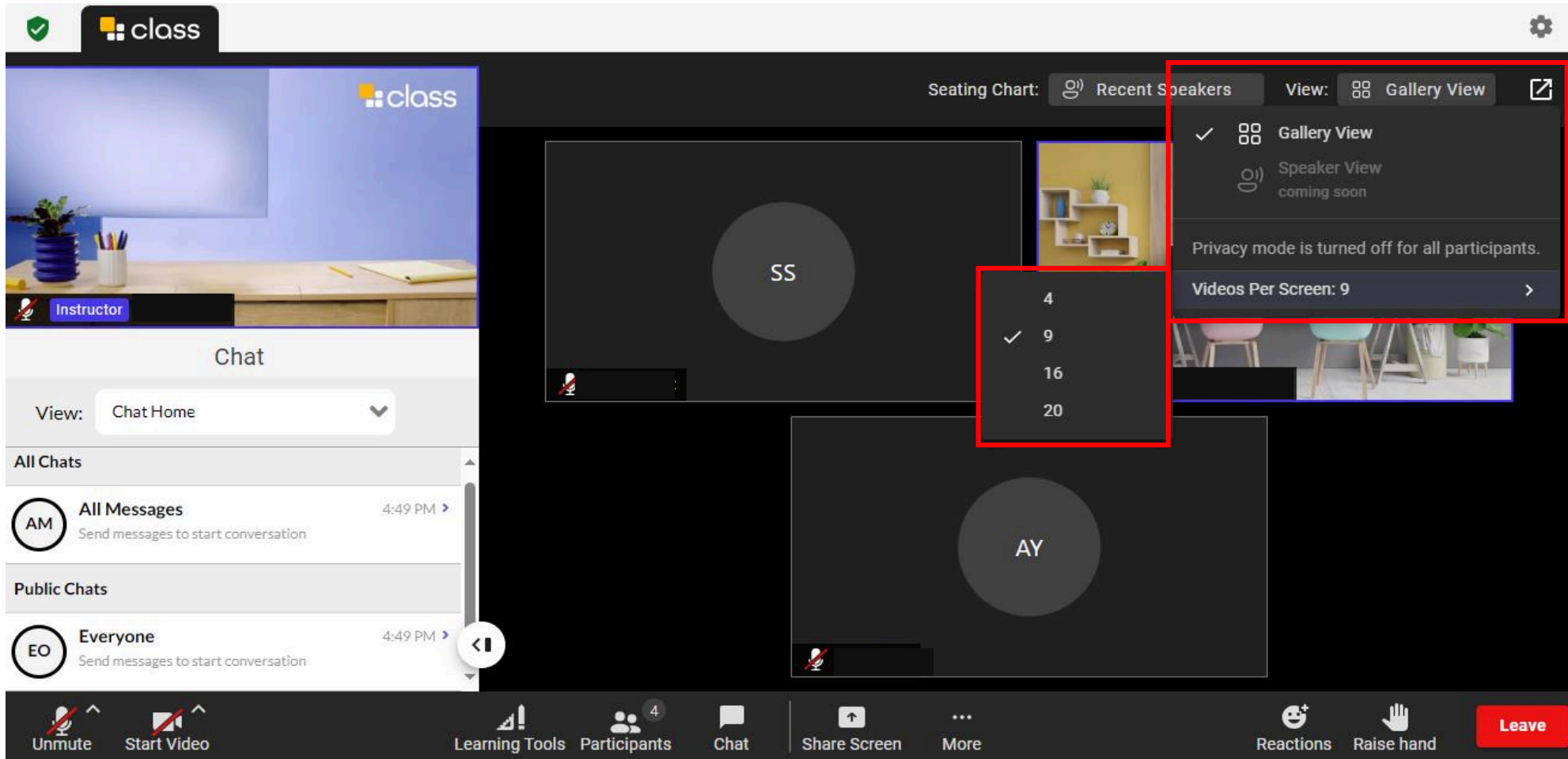
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# ISTANBUL OKAN UNIVERSITY CLASS COLLAB USER GUIDE FOR STUDENT

How can I change the Seating Chart?



You can select the seating arrangement from the 'Seating Chart' section.



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



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# ISTANBUL OKAN UNIVERSITY CLASS COLLAB USER GUIDE FOR STUDENT

Where can I see camera and microphone settings?

class

Seating Chart: General View: Gallery View

Instructor

Chat

View: Chat Home

Speakers

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

Microphones

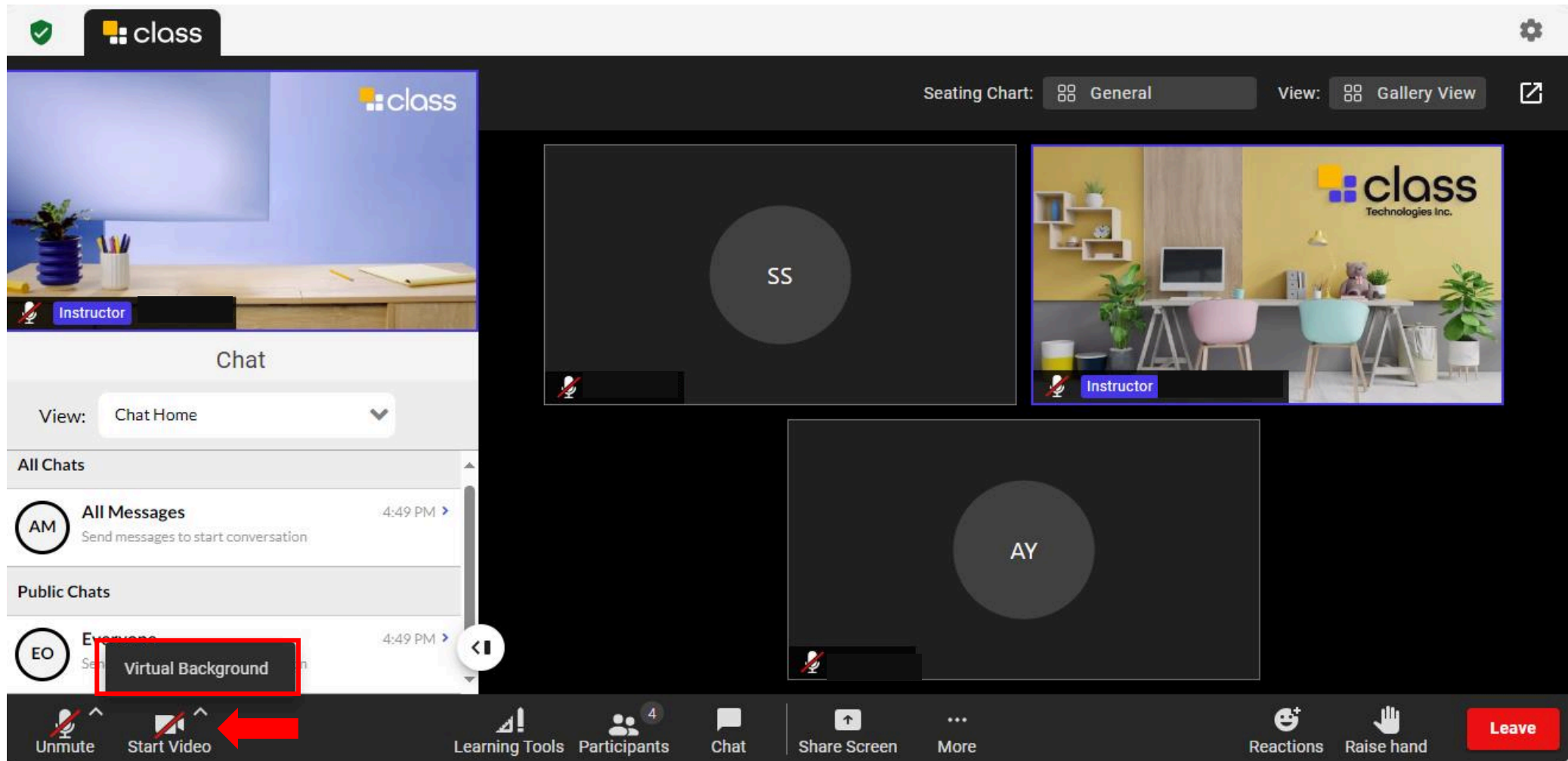
- ✓ Varsayılan - Mikrofon Dizisi (Conexant SmartAudio HD)
- Mikrofon Dizisi (Conexant SmartAudio HD)

Unmute Start Video Learning Tools Participants Chat Share Screen More Reactions Raise hand Leave

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

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





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

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



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# ISTANBUL OKAN UNIVERSITY CLASS COLLAB USER GUIDE FOR STUDENT

How can I use the Learning Tools area?



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Syllabus

The image shows a Zoom meeting interface. At the top left, there is a 'class' logo. The top right corner contains 'Seating Chart: General' and 'View: Gallery View'. On the left side, there is a 'Learning Tools' section with a list of options: 'Syllabus', 'Files', 'Grades', and 'Learning Management System'. A red arrow points to the 'Syllabus' option. The main meeting area displays three video thumbnails. The top right thumbnail shows a desk with a 'class Technologies Inc.' logo. The other two thumbnails show initials 'AY' and 'SS'. At the bottom, there is a toolbar with icons for 'Unmute', 'Start Video', 'Learning Tools', 'Participants', 'Chat', 'Share Screen', 'More', 'Reactions', 'Raise hand', and 'Leave'.

Click on the 'Syllabus' option in the 'Learning Tools' section located on the bottom panel.

The screenshot shows a Microsoft Teams meeting interface. On the left, there is a sidebar with 'class' and 'Syllabus' tabs, a video feed of an instructor, and a 'Learning Tools' section. The main area displays a document titled 'Haftanın Haberi' (This Week's News) with a sub-heading '❖ [CrowdStrike Güncellemesi İle Oluşan Küresel Sistem Krizi](#)'. The document content discusses a CrowdStrike system outage affecting Microsoft Windows devices. A red box highlights the document's action menu, which includes 'Accessibility Mode', 'Download', 'Save a copy to OneDrive', 'Print', and 'More'. The 'More' menu is open, showing options like 'Immersive Reader', 'Translate', 'Download as PDF', 'Embed', 'Help', 'Accessibility Help (Alt+Shift+A)', 'Give Feedback to Microsoft', 'Terms of use', and 'Privacy and cookies'. The bottom of the screen shows the meeting controls, including 'Unmute', 'Start Video', 'Learning Tools', 'Participants', 'Chat', 'Share Screen', 'More', 'Reactions', 'Raise hand', and 'Leave'.

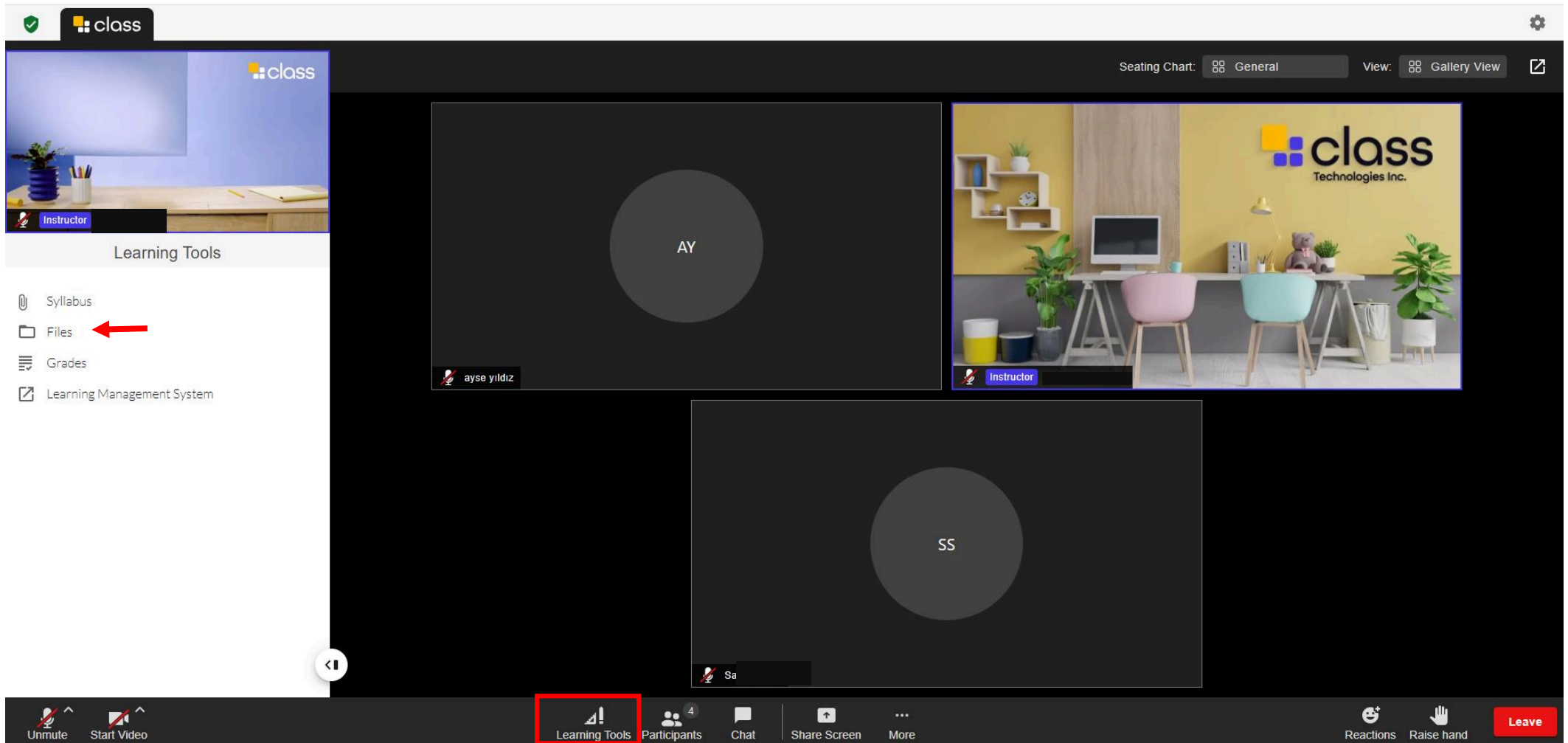
You can view and download the course schedule shared by your instructor.



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# ISTANBUL OKAN UNIVERSITY CLASS COLLAB USER GUIDE FOR STUDENT

Files



Click on the 'Files' option in the 'Learning Tools' section located on the bottom panel.



Files

[YZBulten Banner.png](#)

Download

View

[YAPAY ZEKA BÜLTEN SY.1.png](#)

Download

View

[Öğrencinin\\_dersteki\\_notlari.xlsx](#)

Download

View

[ödev.pdf](#)

Download

View

[200AIAraclari.pdf](#)

Download

View

You can view and download the files previously shared by your instructor.





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Grades

class

Seating Chart: General View: Gallery View

class Technologies Inc.

Learning Tools

- Syllabus
- Files
- Grades
- Learning Management System

ayse yildiz

Instructor

SS

Sa

Unmute Start Video Learning Tools Participants Chat Share Screen More Reactions Raise hand Leave

Click on the 'Grades' option in the 'Learning Tools' section located on the bottom panel.

ay ayse yıldız

Grade item	Calculated weight	Grade	Range	Percentage	Feedback	Contribution to course total
▾ Collab_Test_1_Collab_Test_1						
<input type="checkbox"/> MANUAL ITEM NOTE	0.00 %	✓ 25.00	20-100	6.25 %		0.00 %
<input checked="" type="radio"/> ASSIGNMENT TST	100.00 %	20.00	0-100	20.00 %		20.00 %
<input type="radio"/> QUIZ QUESTIONS TEST	0.00 % ( Empty )	-	0-10	-		0.00 %
<input type="radio"/> QUIZ test	0.00 % ( Empty )	-	0-10	-		0.00 %
<input type="radio"/> QUIZ TEST1	0.00 % ( Empty )	-	0-10	-		0.00 %
<input type="radio"/> QUIZ TEST1	0.00 % ( Empty )	-	0-10	-		0.00 %

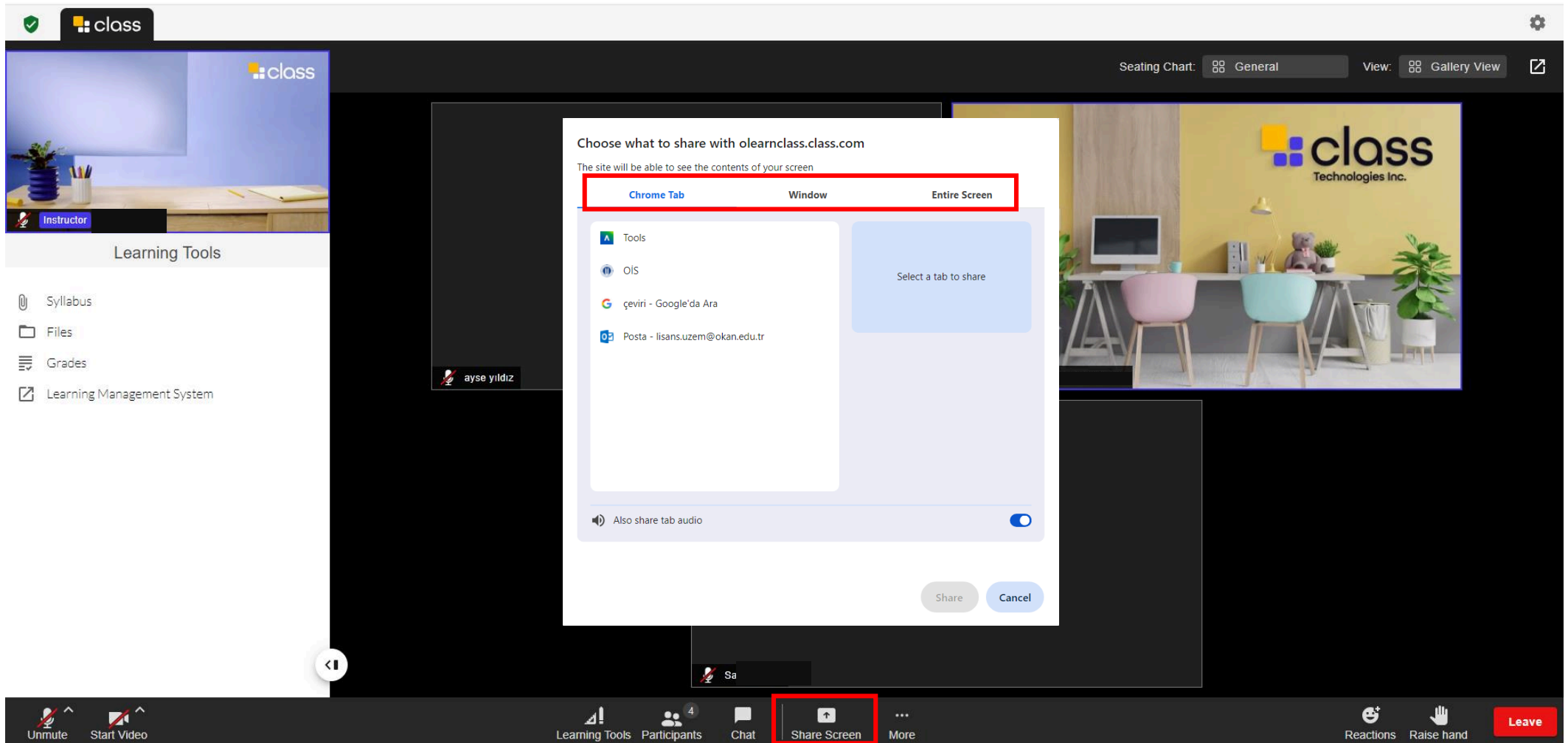
You can view all your assignment and quiz grades you have participated in during the session.



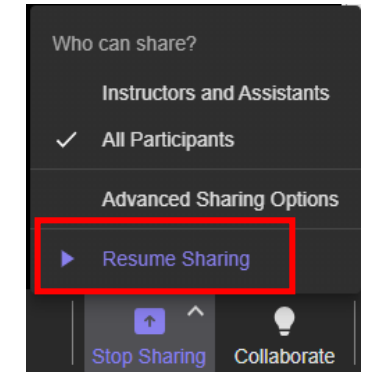
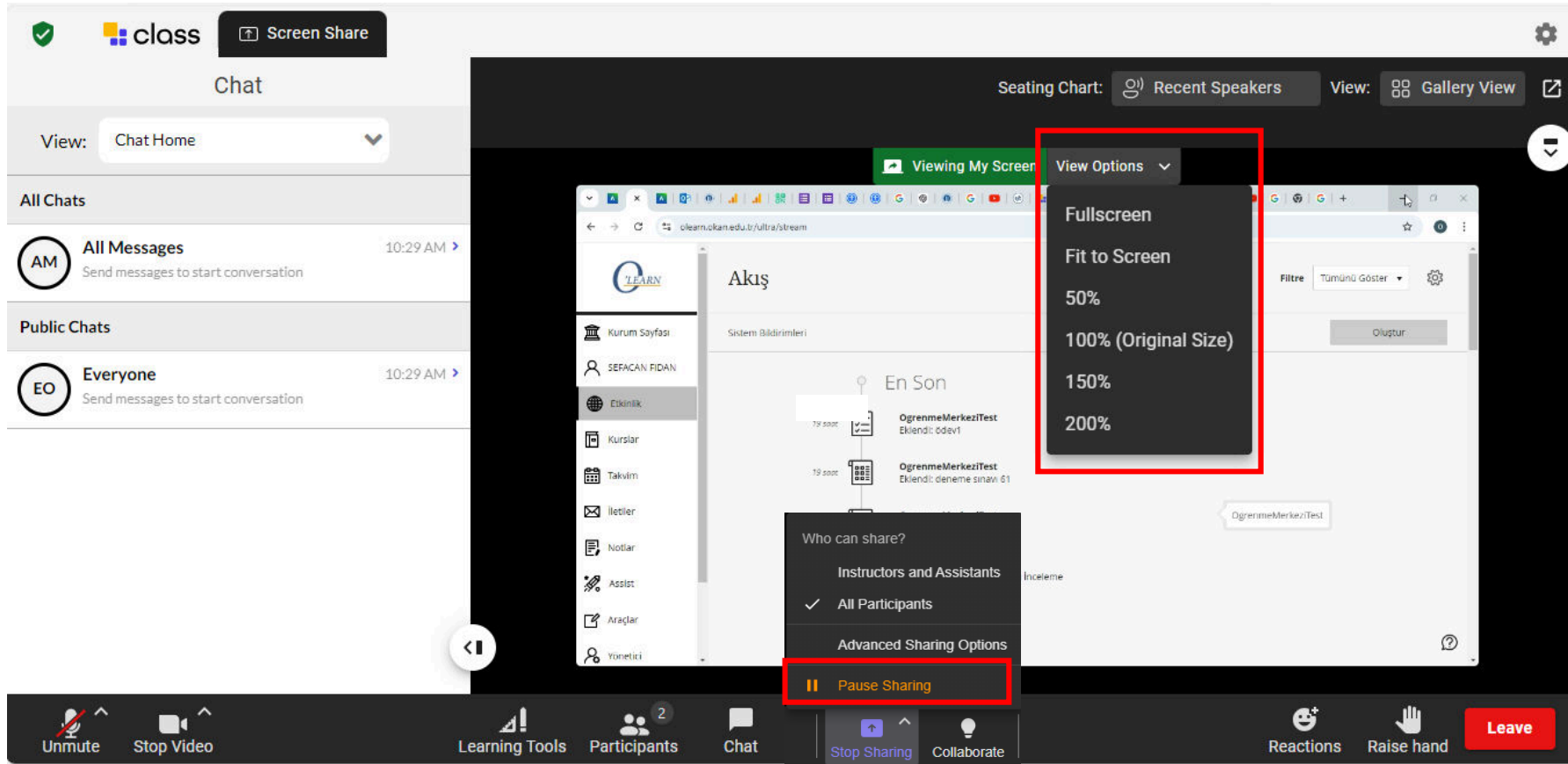
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# ISTANBUL OKAN UNIVERSITY CLASS COLLAB USER GUIDE FOR STUDENT

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 enable the option to share the sound of the screen you are sharing from the 'Also share tab audio'.



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

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

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



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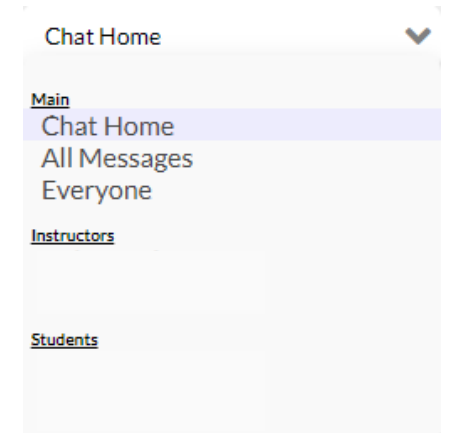
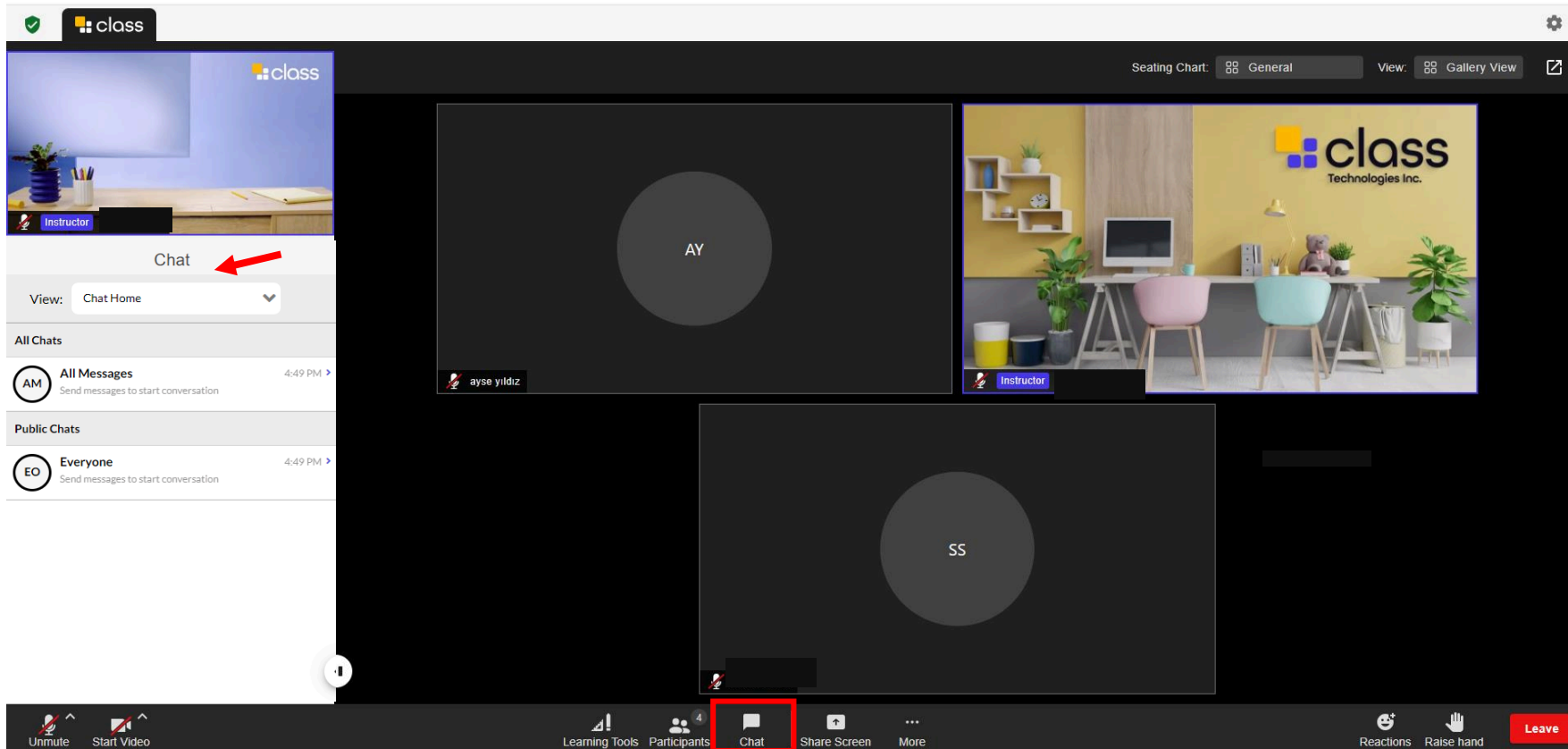
# ISTANBUL OKAN UNIVERSITY CLASS COLLAB USER GUIDE FOR STUDENT

How can I view participants?

The screenshot displays a virtual classroom interface for Class Technologies Inc. The main area shows a meeting with four participants. Two video thumbnails are visible: one for 'ayse yildiz' (AY) and one for 'Sa' (SS). The 'People' sidebar on the left lists all participants, including two instructors (NK and SF) and two students (SS and ay). The bottom toolbar contains controls for Unmute, Start Video, Learning Tools, Participants (highlighted with a red box), Chat, Share Screen, More, Reactions, Raise hand, and Leave. The top right corner shows 'Seating Chart: General' and 'View: Gallery View'.

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





From the 'Chat' area in the lower panel, you can access the chat channels.



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# ISTANBUL OKAN UNIVERSITY CLASS COLLAB USER GUIDE FOR STUDENT

Where can I activate the subtitle feature?

The screenshot shows a Zoom meeting interface. On the left, there is a sidebar with the 'class' logo and a 'People' list containing one instructor (SEFACAN FID...) and two students (Sanat Sanat and ayse yıldız). The main area displays two video thumbnails: one showing a desk with a plant and a whiteboard, and another showing a dark screen with 'SS' in the center. At the bottom, the Zoom control bar is visible, with the 'More' button highlighted in a red box. The 'More' menu is open, showing 'Closed Captioning: Off' also highlighted in a red box.

The 'Closed captions settings' dialog box is shown. It features a 'Show captions' toggle switch, which is currently turned off and highlighted with a red box. Below the toggle is a 'Font size' slider. At the bottom of the dialog, there is a preview of a caption: 'John Doe' followed by 'Captions will look like this'. The 'Apply' button is highlighted with a red box, and the text 'Unsaved changes' is visible to its left.

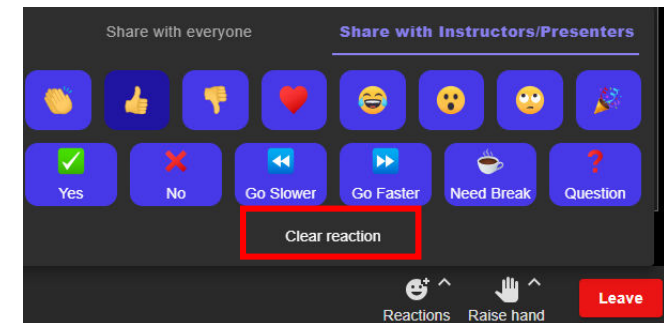
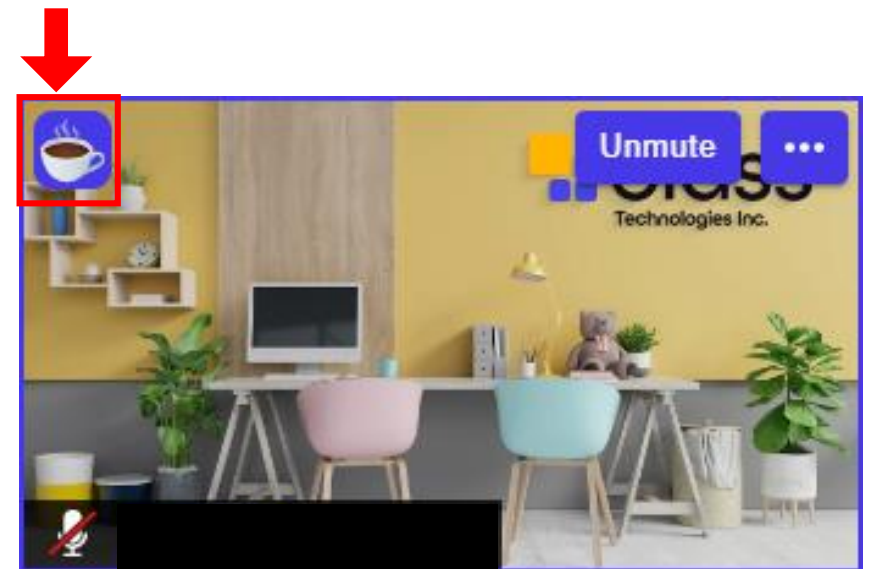
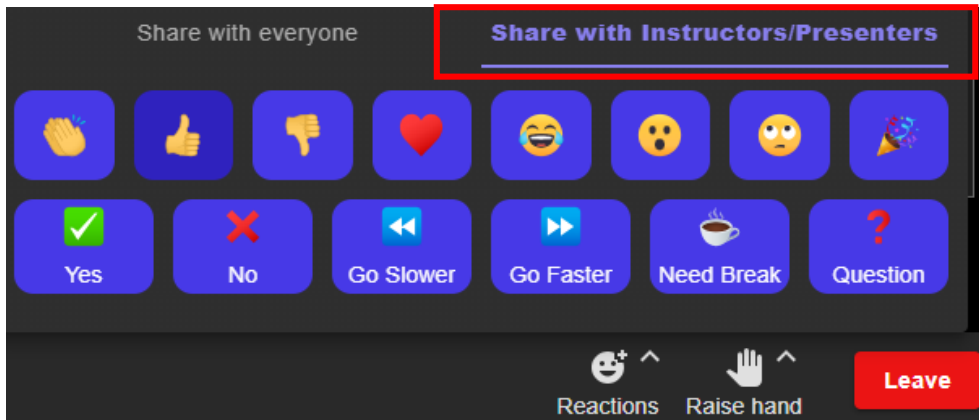
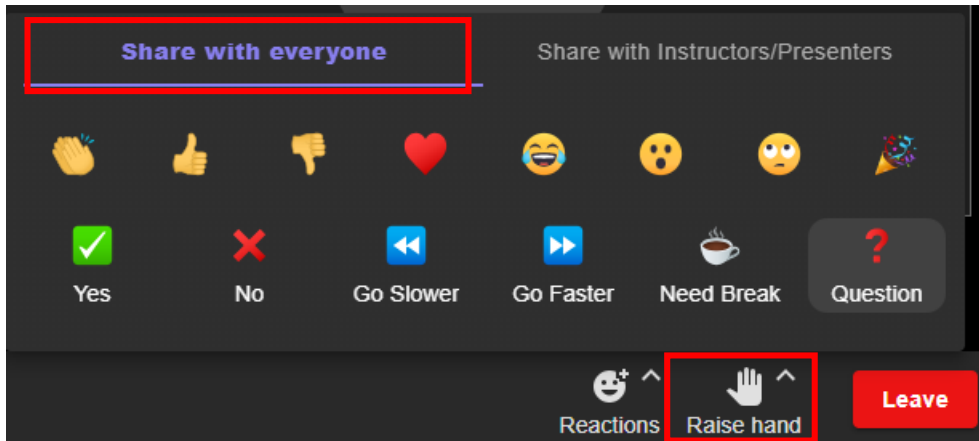
You can activate the subtitle feature from the More option and adjust the font size.



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# ISTANBUL OKAN UNIVERSITY CLASS COLLAB USER GUIDE FOR STUDENT

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.
- When you want to raise your hand, click the 'Raise hand' button.



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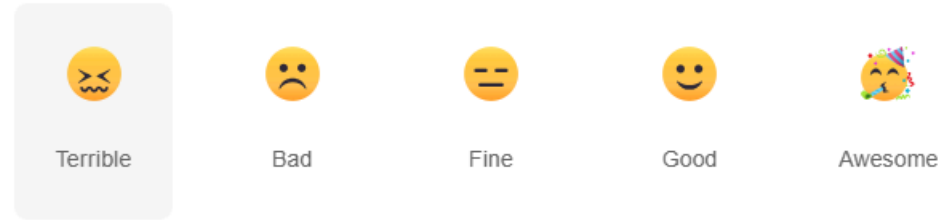
# ISTANBUL OKAN UNIVERSITY CLASS COLLAB USER GUIDE FOR STUDENT

How can I leave the session?

The image shows a screenshot of a 'class' meeting interface. On the left, there is a sidebar with 'Learning Tools' including Syllabus, Files, Grades, and Learning Management System. The main area displays a grid of participants, with one participant labeled 'AY' and another 'ayse yildiz'. A white dialog box is centered on the screen, asking 'Leave class' and 'Are you sure you want to leave this class?'. It has two buttons: 'Cancel' and 'Leave'. The 'Leave' button in the dialog is highlighted with a red box. At the bottom of the screen, there is a control bar with icons for Unmute, Start Video, Learning Tools, Participants, Chat, Share Screen, More, Reactions, and Raise hand. The 'Leave' button in the bottom control bar is also highlighted with a red box.

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

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.





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# ISTANBUL OKAN UNIVERSITY CLASS COLLAB USER GUIDE FOR STUDENT

How can I view course recordings?

## TEST COURSE

Join Class room

Details

Upcoming

Previous

**Recordings**

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	<ul style="list-style-type: none"><li>Start playback</li></ul>
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	<ul style="list-style-type: none"><li>Refresh</li><li>Copy link</li><li>Start playback</li></ul>

You can watch course recordings from the 'Recordings' section.

You can copy the course registration link from the 'Copylink' option.

You can watch the lesson recording from the 'Start playback' option.