



ISTANBUL *25* Year  
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# ISTANBUL OKAN UNIVERSITY CLASS COLLAB USER GUIDE FOR STUDENT

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

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, and the "O'LEARN" logo. Below the logo is the text: "To be an innovative, pioneering 'world university' that can respond to the needs of society and business life at universal standards." On the right, there is a section for "Mobile Applications" titled "Blackboard App", which describes the app's features and provides 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



Terms

All Terms

Filters

All courses

25

items per page

2 results

### Others

collabtest1

Collab Test 1 Original Course View

Open | More info



2023-2024-TEST

TEST COURSE Original Course View

Open | More info



Enter the courses section and select your course.

Collab Test 1 Send Email

Collab Test 1

- E-Mail
- Groups
- Tools
- Help
- Class Collab**

### Send Email

Send emails to others in your course without having to switch to your email provider. [More Help](#)

- All Users**  
Send email to all of the users in the Course.
- All Groups**  
Send email to all of the Groups in the Course.
- All Teaching Assistant Users**  
Send email to all of the Teaching Assistant users in the Course.
- All Student Users**  
Send email to all of the Student users in the Course.
- All Instructor Users**  
Send email to all of the Instructor users in the Course.
- Select Users**  
Select which users will receive the email.
- Select Groups**  
Select which Groups will receive the email.

Enter 'Class Collab' from the left menu item.



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					Edit Launch
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.



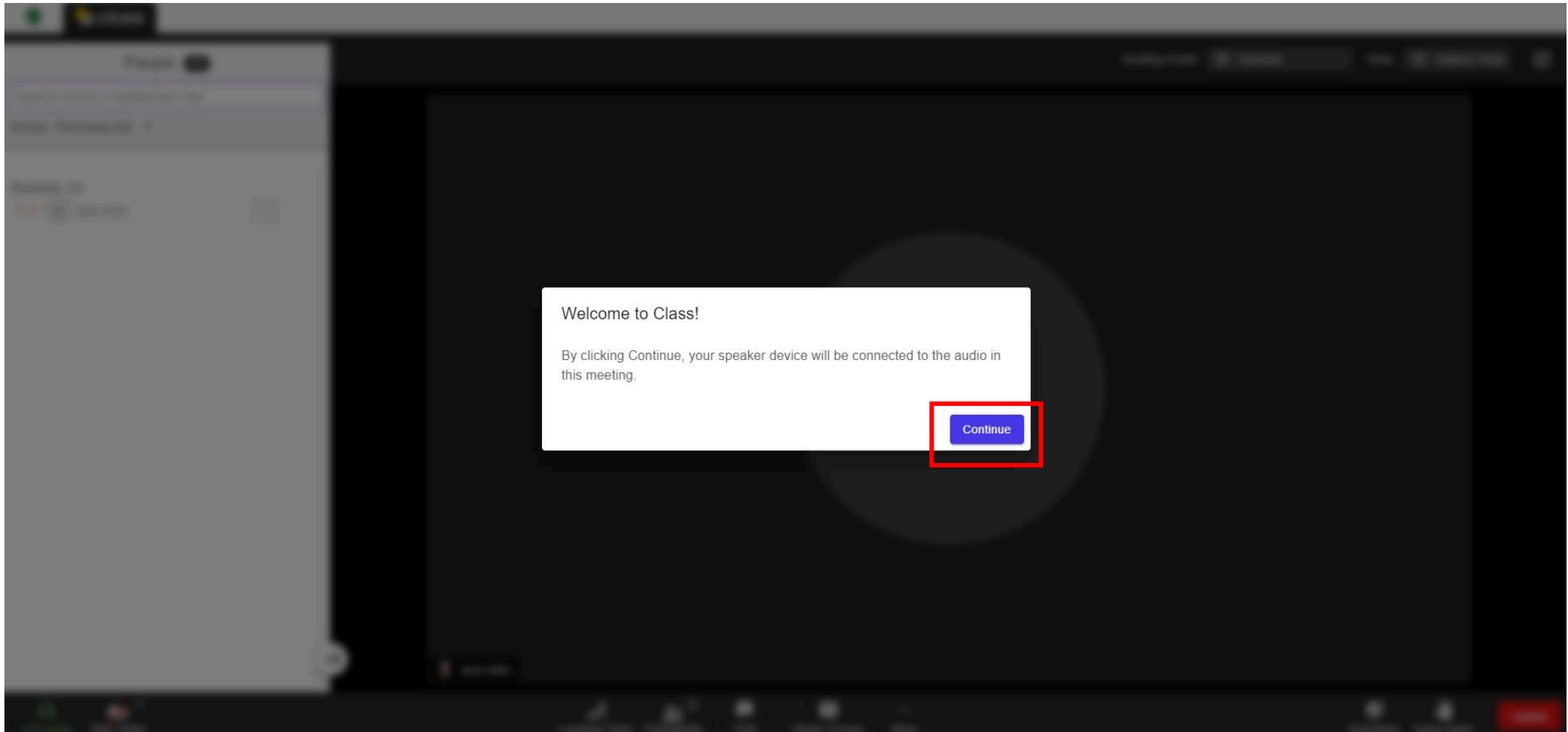
### Join your class session

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.

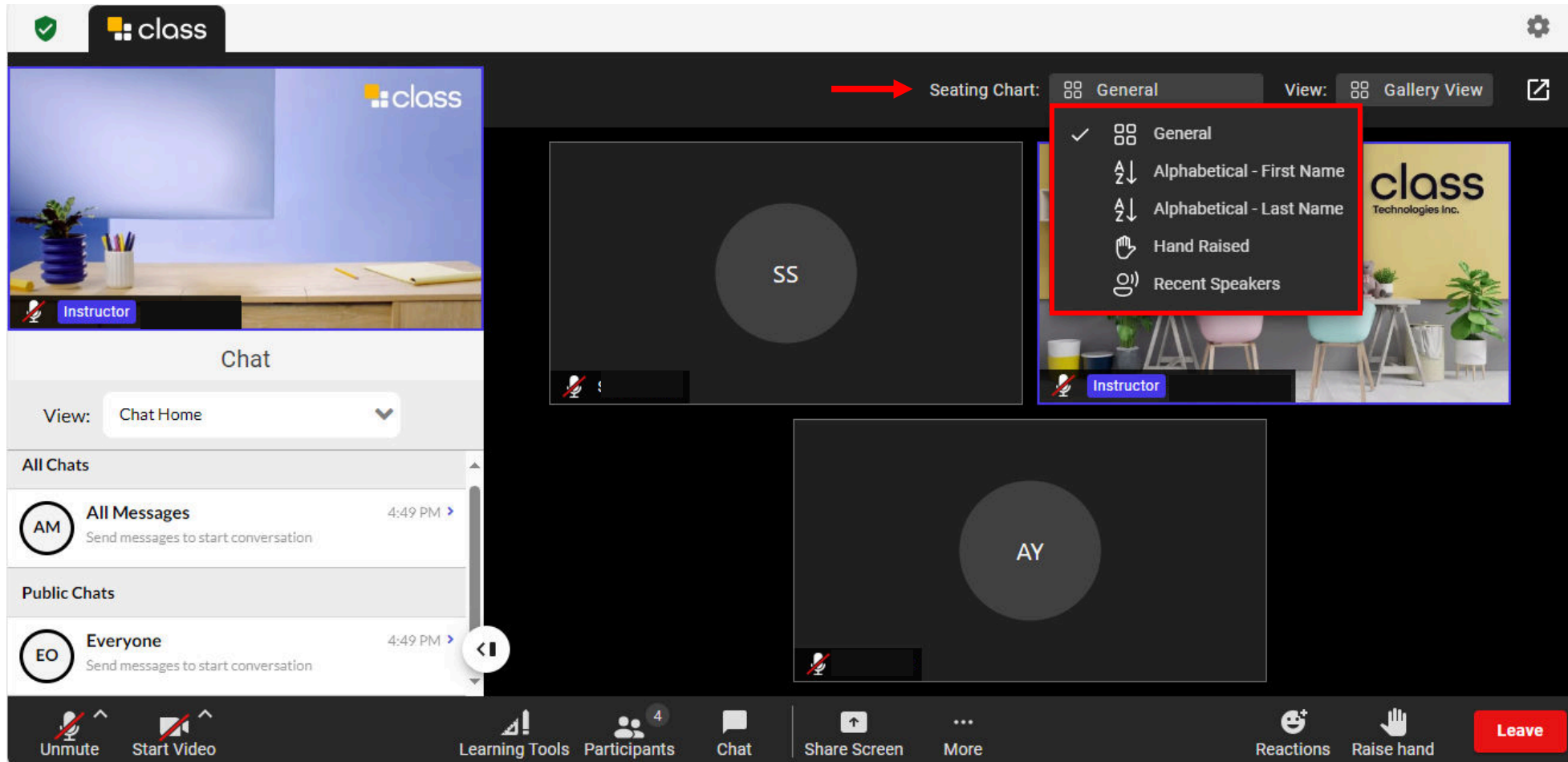


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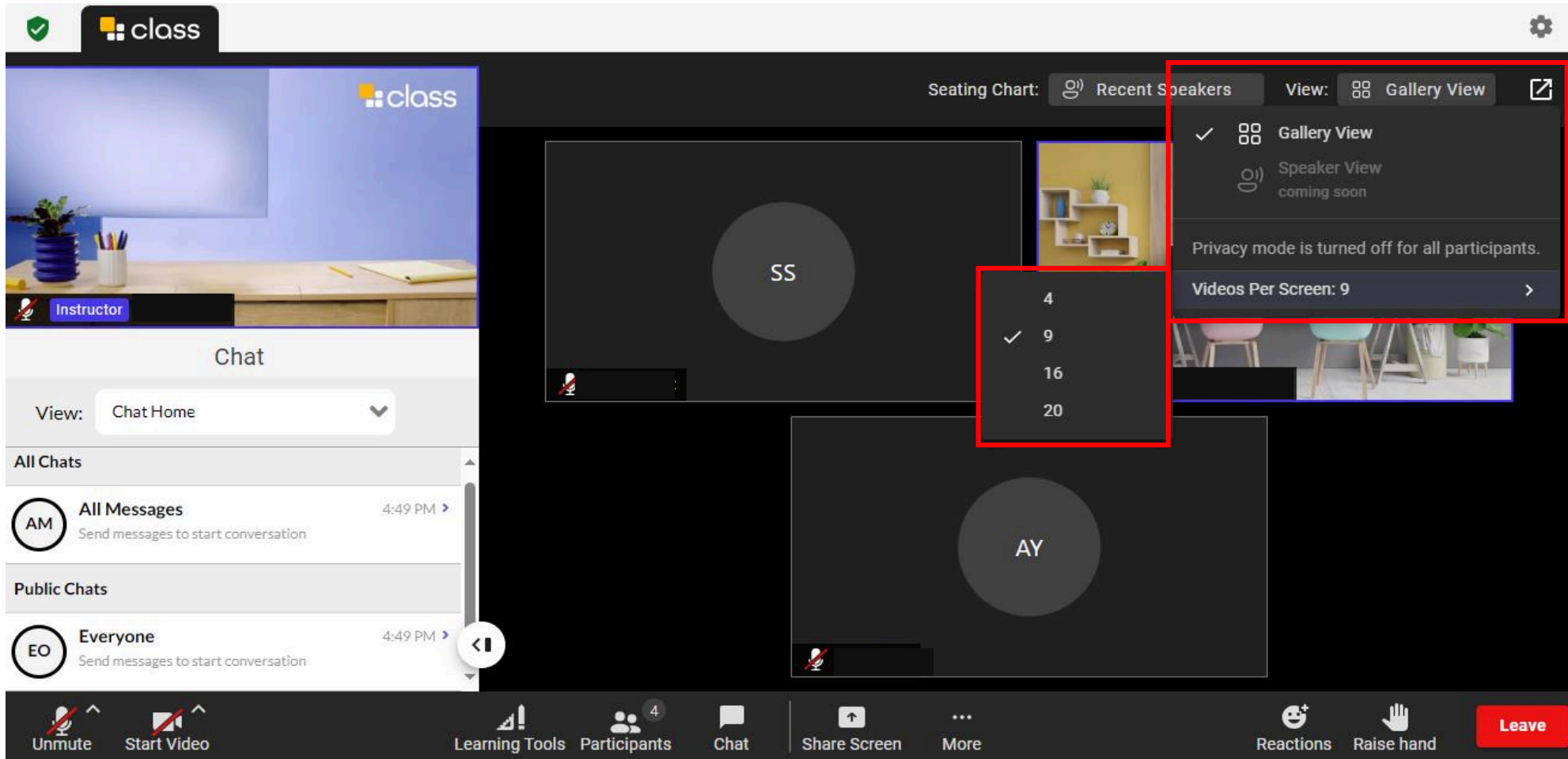
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How can I change the Seating Chart?



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?

The screenshot displays the Classroom app interface. At the top left, there is a green checkmark icon and the 'class' logo. The main area shows a video conference with three participants: an 'Instructor' in the top left, a participant labeled 'SS' in the top center, and another 'Instructor' in the top right. A chat window is open in the bottom left, showing 'View: Chat Home'. A red box highlights the audio settings menu, which is open from the 'Unmute' button in the bottom toolbar. The menu lists 'Speakers' and 'Microphones' with their respective default settings. The bottom toolbar includes icons for 'Unmute', 'Start Video', 'Learning Tools', 'Participants' (with a '4' notification), 'Chat', 'Share Screen', 'More', 'Reactions', 'Raise hand', and a red 'Leave' button.

Speakers

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

Microphones

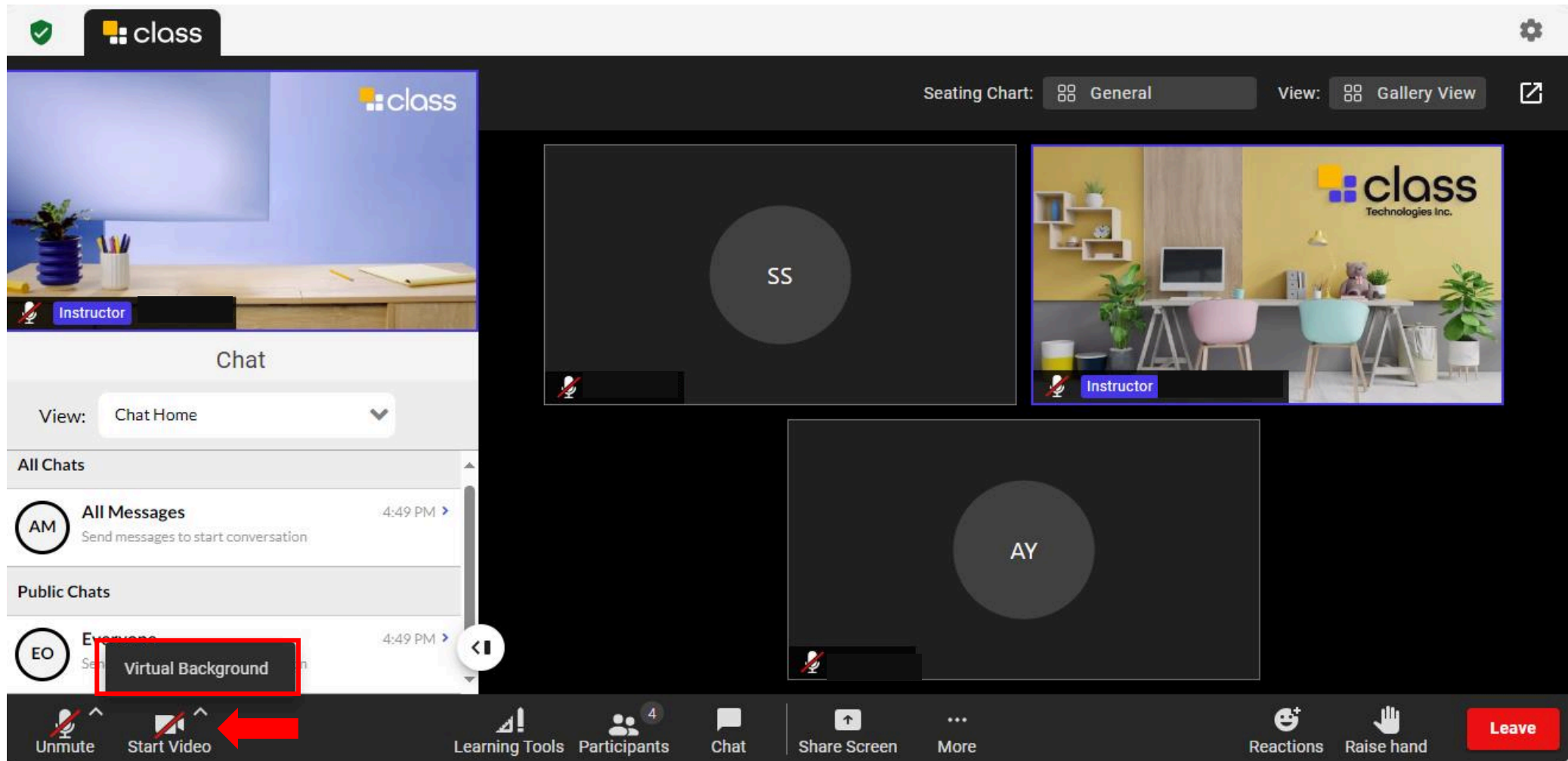
- ✓ Varsayılan - Mikrofon Dizisi (Conexant SmartAudio HD)
- Mikrofon Dizisi (Conexant SmartAudio HD)

Unmute Start Video Learning Tools Participants 4 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 are placeholder circles with 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'. The 'Learning Tools' icon in the toolbar is highlighted with a red box.

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' (Global System Crisis Caused by CrowdStrike Update). The document text discusses a CrowdStrike system outage affecting Microsoft Windows devices. A red box highlights the document's action menu, which includes options like 'Accessibility Mode', 'Download', 'Save a copy to OneDrive', 'Print', and 'More'. A dropdown menu is open from the 'More' option, listing features 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 control bar with options like '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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Files

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

 Files

<a href="#">YZBulten Banner.png</a>	<a href="#">Download</a>	<a href="#">View</a>
<a href="#">YAPAY ZEKA BÜLTEN SY.1.png</a>	<a href="#">Download</a>	<a href="#">View</a>
<a href="#">Öğrencinin_dersteki_notlari.xlsx</a>	<a href="#">Download</a>	<a href="#">View</a>
<a href="#">ödev.pdf</a>	<a href="#">Download</a>	<a href="#">View</a>
<a href="#">200AIAraclari.pdf</a>	<a href="#">Download</a>	<a href="#">View</a>

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





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Grades

class

Seating Chart: General View: Gallery View

Instructor

Learning Tools

- Syllabus
- Files
- Grades
- Learning Management System

ayse yildiz

Instructor

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 %

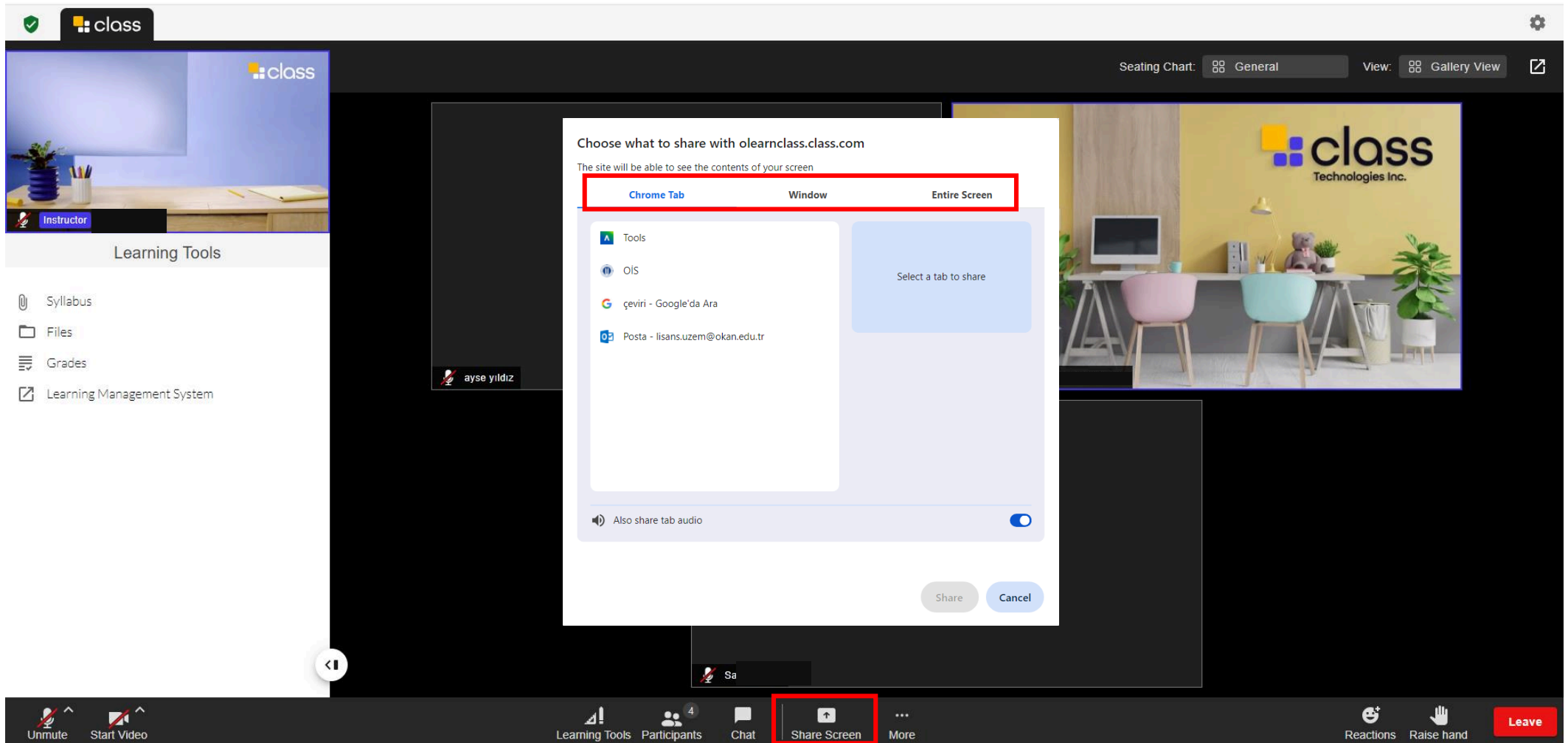
You can view all your assignment and quiz grades you have participated in during the session.



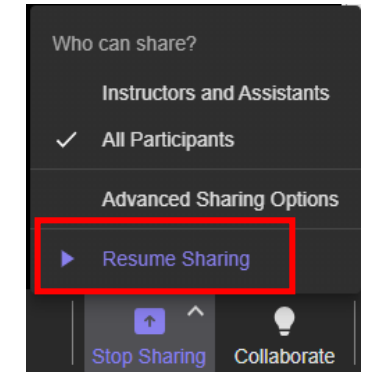
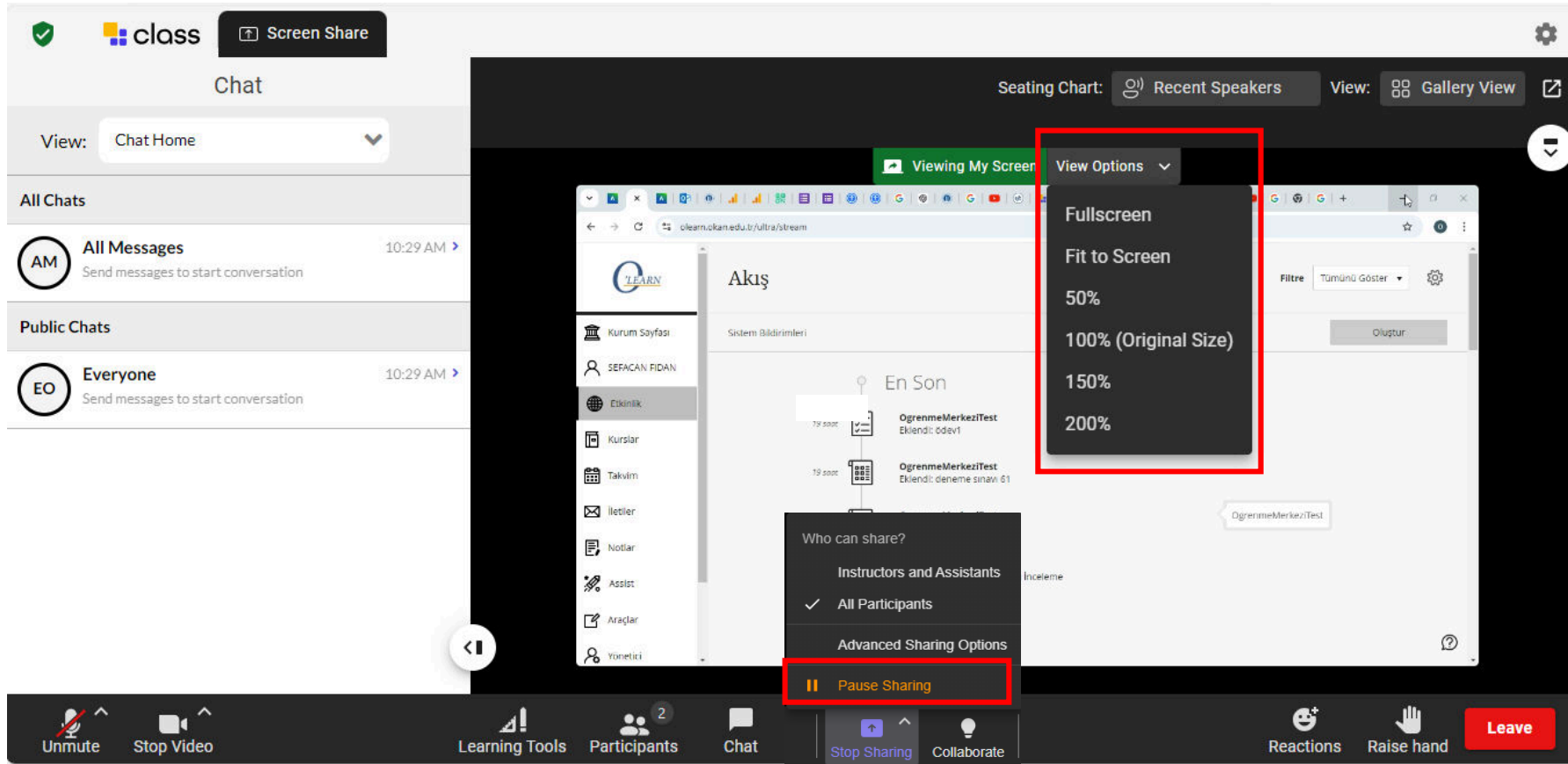
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# ISTANBUL OKAN UNIVERSITY CLASS COLLAB USER GUIDE FOR STUDENT

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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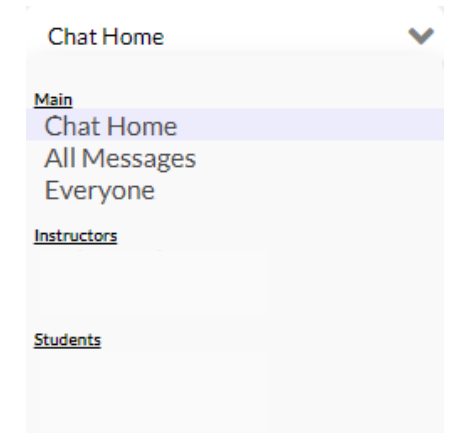
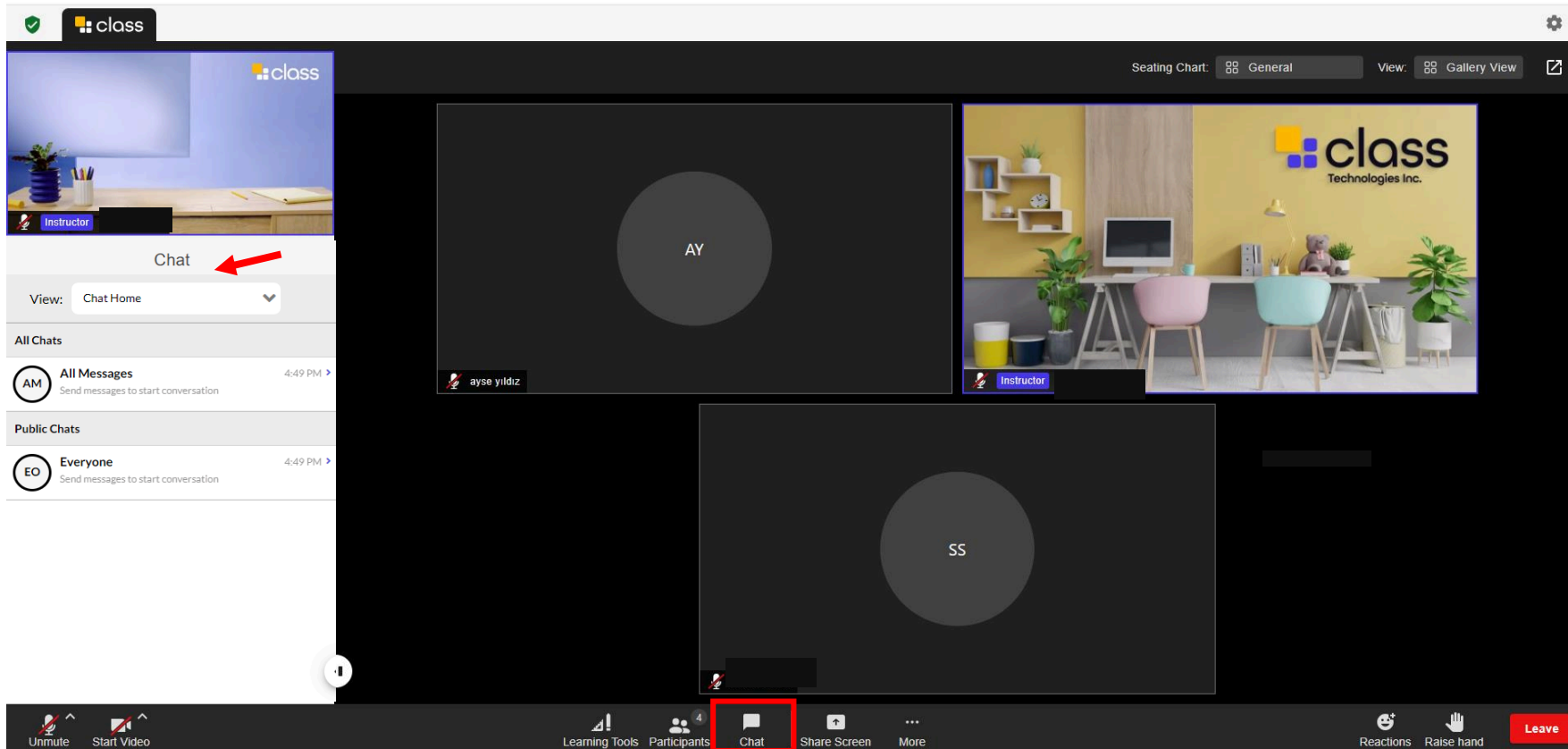
# ISTANBUL OKAN UNIVERSITY CLASS COLLAB USER GUIDE FOR STUDENT

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' panel on the left lists four participants: two instructors (NK and SF) and two students (SS and ay). The bottom toolbar includes 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, showing the option 'Closed Captioning: Off'.

The 'Closed captions settings' dialog box is open, showing a 'Show captions' toggle switch (highlighted in a red box) and a 'Font size' slider. Below the slider, there is a preview of a caption: 'John Doe' followed by 'Captions will look like this'. At the bottom right, there are 'Cancel' and 'Apply' buttons (both highlighted in a red box), and the text 'Unsaved changes' is visible to the left of the 'Cancel' button.

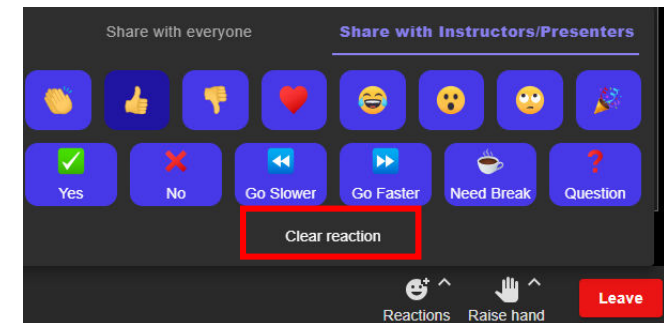
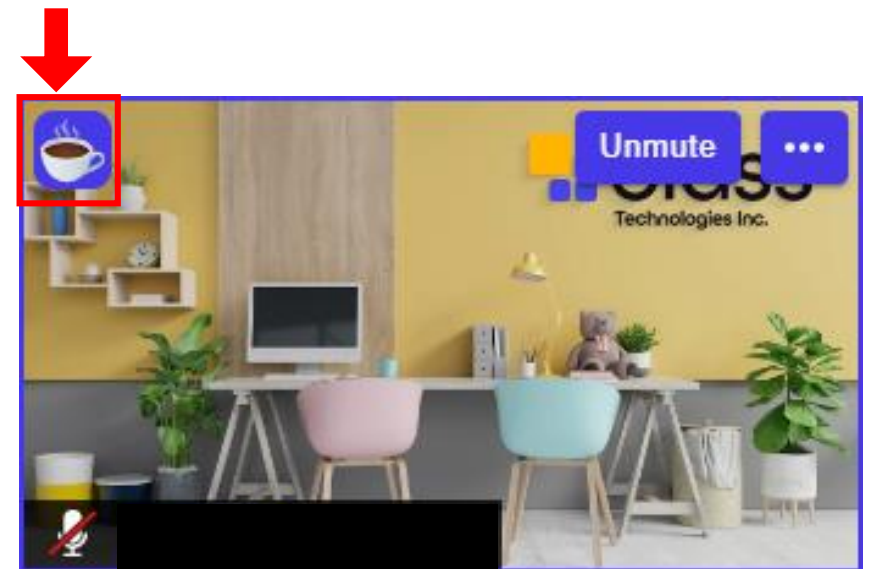
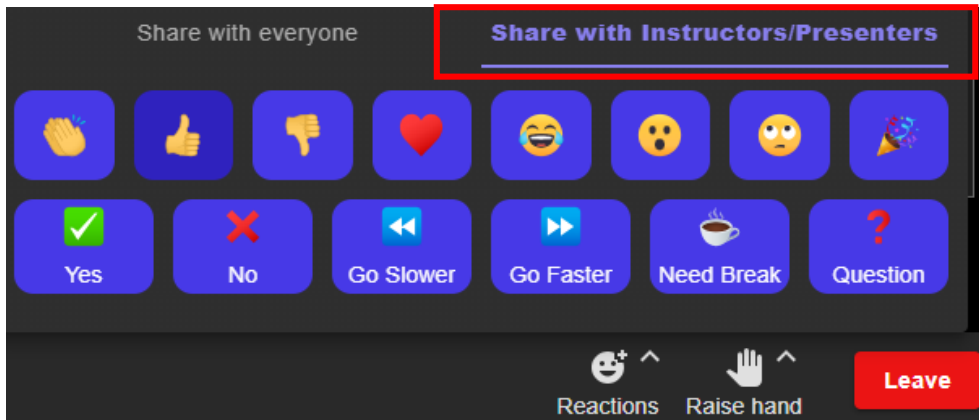
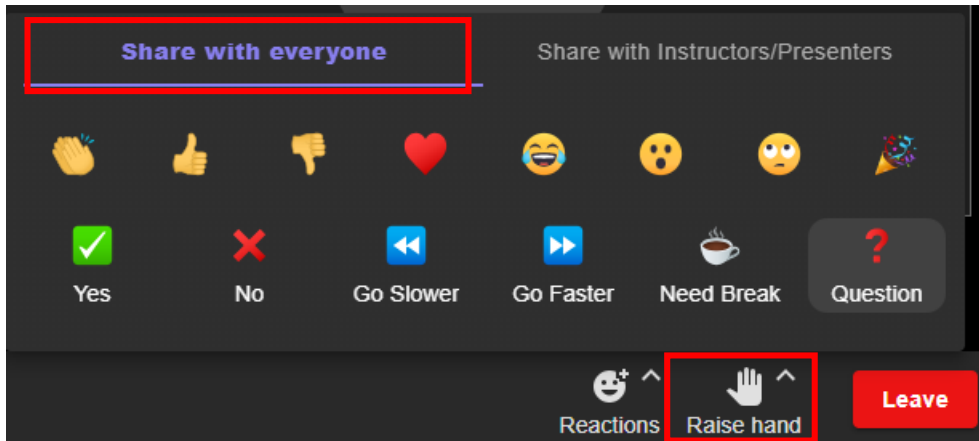
You can activate the subtitle feature from the More option and adjust the font size.



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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 with the text '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 various icons. The 'Leave' button in the bottom right corner of the 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?

 Terrible  Bad  Fine  Good  Awesome

Tell us more...

Enter your comment here (optional, max 1000 characters)

- Could you please take a moment to help us collect some performance data?  
This is solely for troubleshooting and is invaluable to our engineers in improving your experience.

[Close](#)

You can evaluate your class experience and provide feedback.



# 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.