



25
Year

ISTANBUL
OKAN UNIVERSITY

ISTANBUL OKAN UNIVERSITY CLASS COLLAB USER GUIDE FOR INSTRUCTORS

How can I create 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: "Username" and "Password", both highlighted with red boxes. Below these fields is a blue "Sign In" button. The central part of the page features a welcome message: "Welcome to the O'Learn Education Platform!". Below this is the logo of Istanbul Okan University, which includes a circular emblem with a book and the text "ISTANBUL OKAN UNIVERSITESI" and "1999". A large "25" is also visible, indicating an anniversary. Below the logo is the "O'LEARN" logo. At the bottom of this section, there 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 side, there is a section titled "Mobile Applications" with a sub-section "Blackboard App". It describes the app's features: "Access all course content, notes, smart feedback, exams and assignments on your smartphone with the Blackboard Mobile App." Below this is a blue square icon with the word "LEARN" in white. At the bottom of this section, it says "Download the Blackboard app to your iOS version Android smartphones." and provides two buttons: "Download on the App Store" and "GET IT ON Google Play".

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.

LEARN

- Institution Page
- 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


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.'



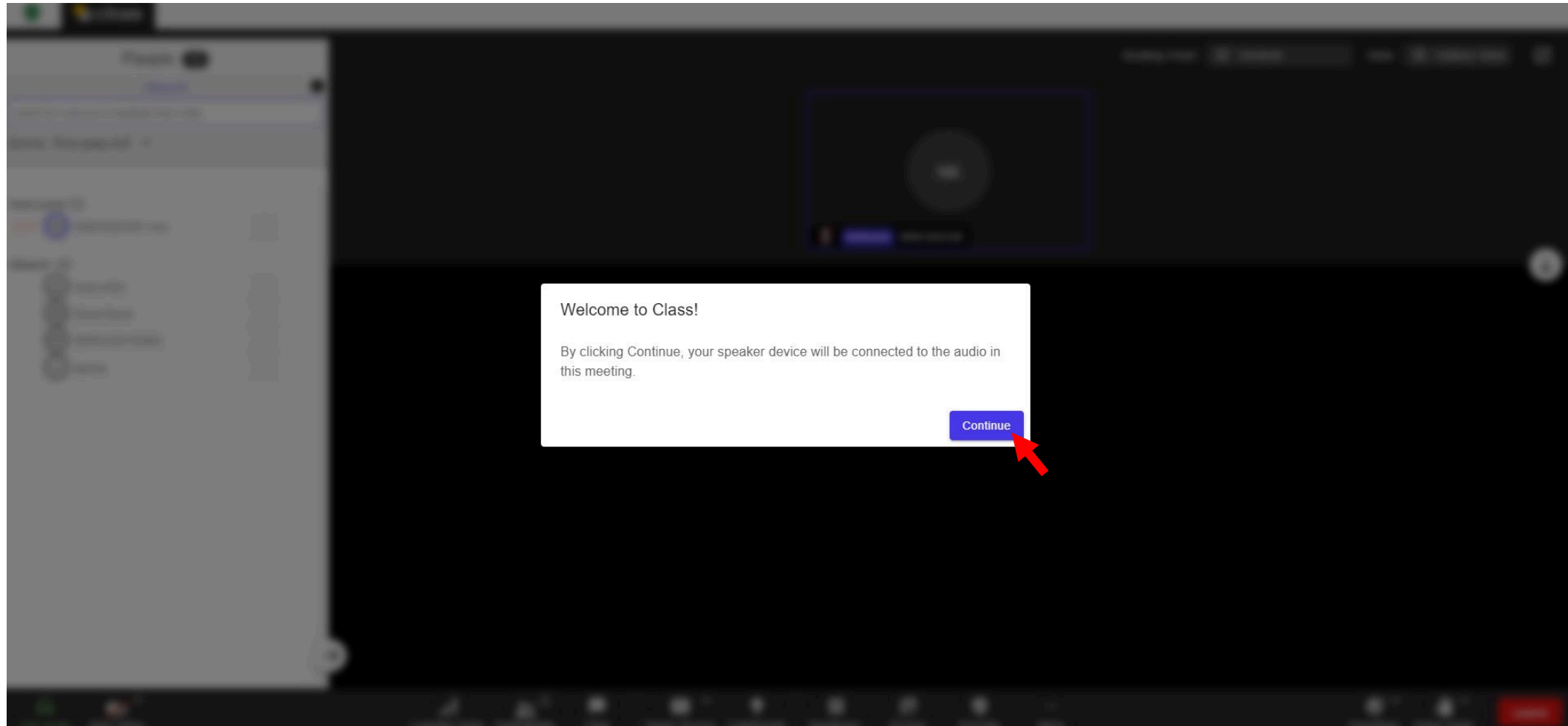
Join your class session

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.



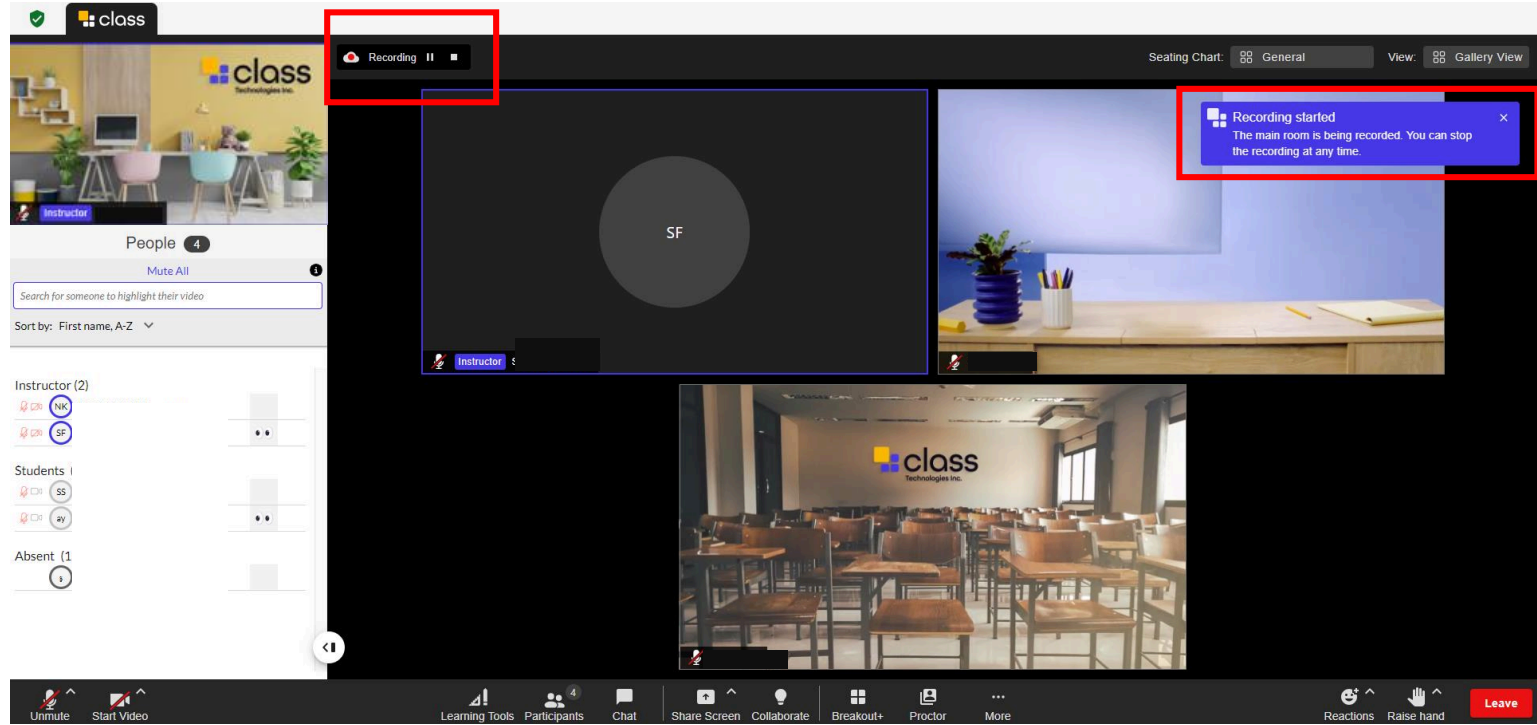
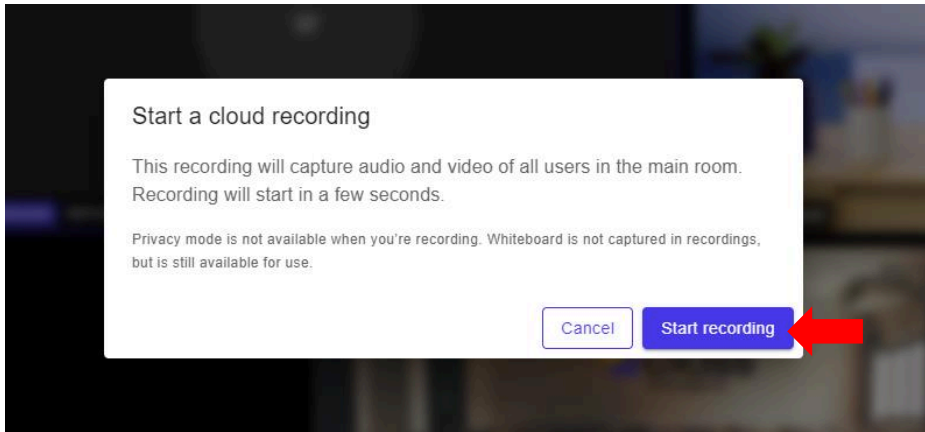
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ISTANBUL OKAN UNIVERSITY CLASS COLLAB USER GUIDE FOR INSTRUCTORS

How do I start recording of the session?

The screenshot displays the Class Technologies Inc. meeting interface. On the left, there is a sidebar with a 'People' section showing 4 participants: two instructors (NK and SF) and two students (SS and ay). The main area features three video thumbnails: a top-left thumbnail of a desk with a laptop, a top-right thumbnail of a desk with a blue background and 'class' logo, and a bottom-center thumbnail of a classroom. A red box highlights the 'Record' option in the bottom-center video thumbnail's menu, with a red arrow pointing to the 'More' tab in the bottom toolbar. The bottom toolbar includes icons for Unmute, Start Video, Learning Tools, Participants (4), Chat, Share Screen, Collaborate, Breakout+, Proctor, More, Reactions, Raise hand, and Leave. The top right corner shows 'Seating Chart: General' and 'View: Gallery View'.

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.

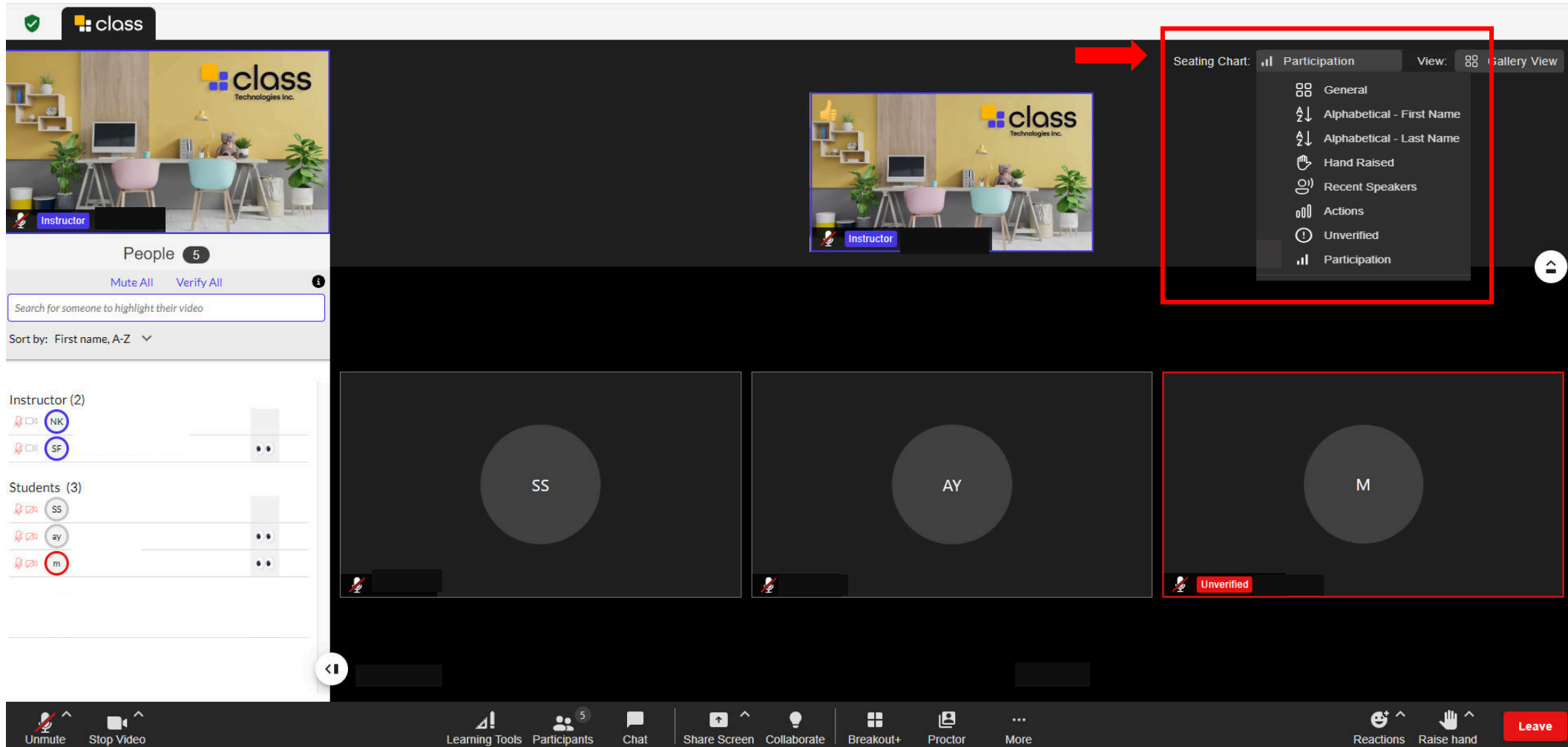
Once you receive a notification that recording has started, you will see the option to stop and end the recording in the top-left corner of the screen.



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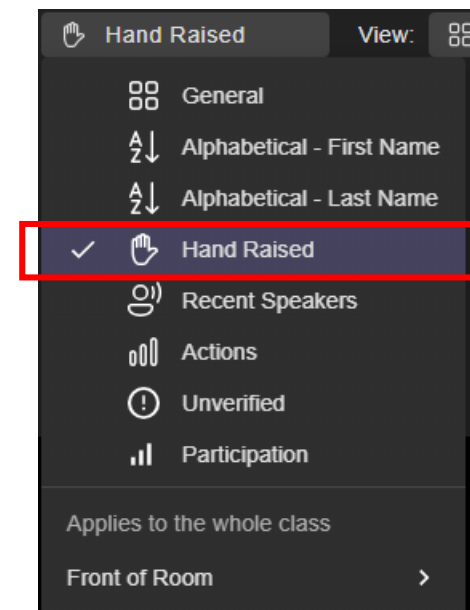
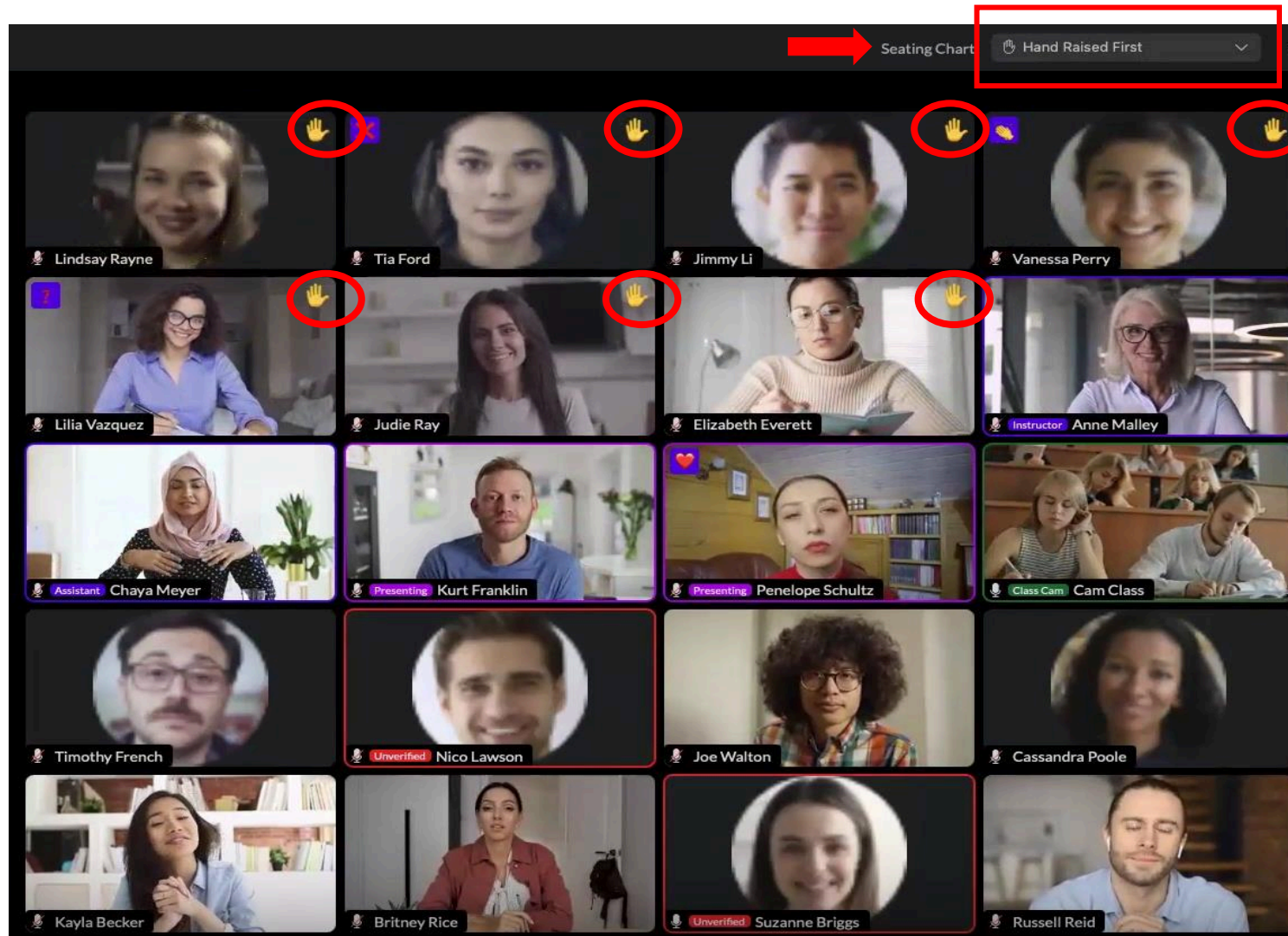
How can I change the Seating Chart?



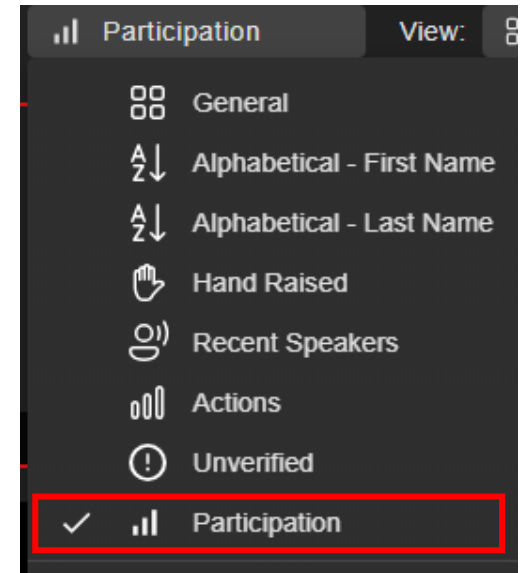
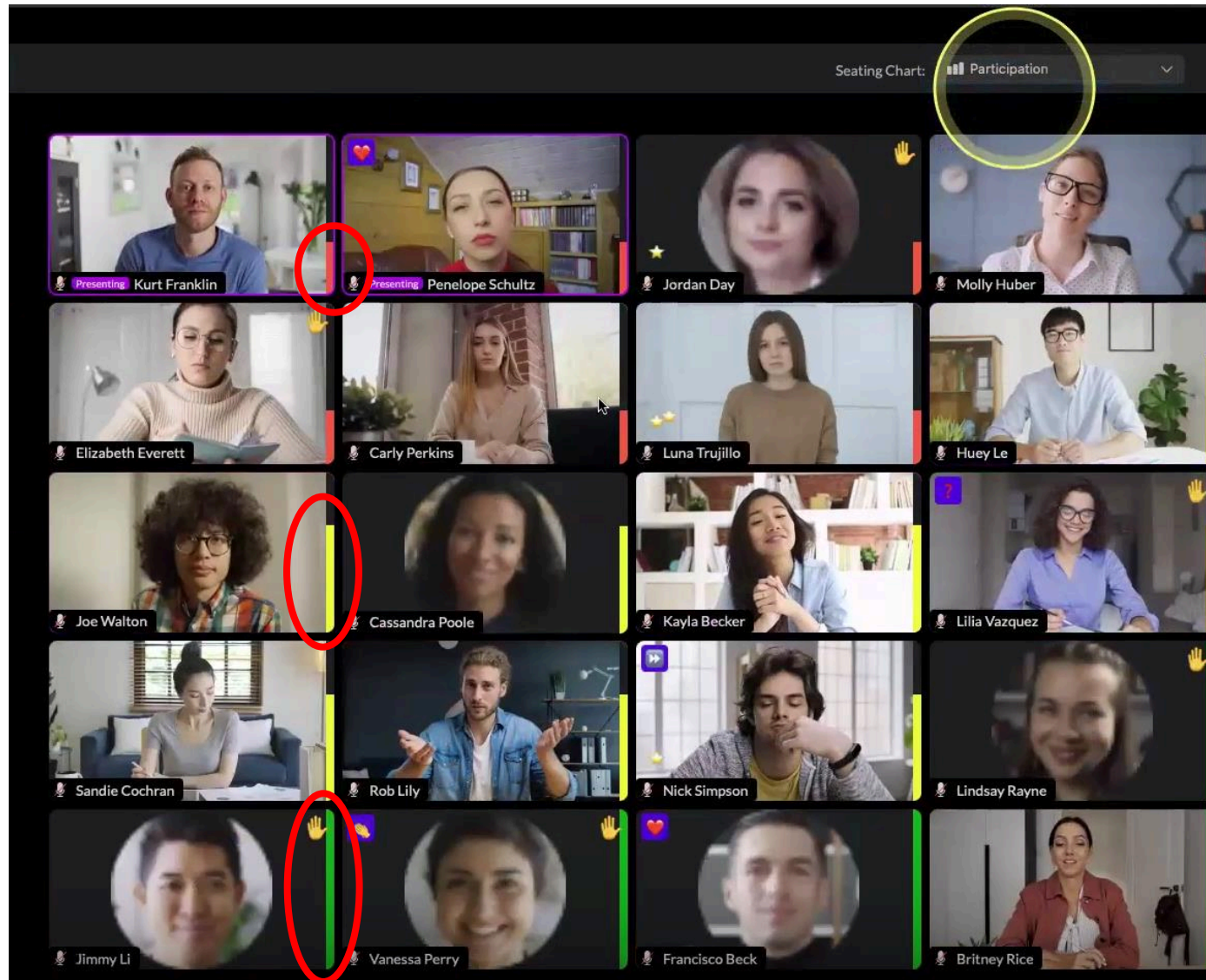
In the 'Seating Chart' section, you can adjust the seating arrangement settings for session participants.

The screenshot displays a Zoom meeting interface. On the left, the 'People' list is visible, showing 'Instructor (2)' and 'Students (1)'. A red box highlights the 'i' icon in the 'People' header area, with a red arrow pointing to it. In the top right corner, the 'Seating Chart' area is highlighted with a red box, showing the 'Participation' option selected. The main meeting area shows a large video feed of a participant named 'Sanat Sanat' with the initials 'SS' on a dark background. The bottom toolbar contains various meeting controls like 'Unmute', 'Stop Video', 'Learning Tools', 'Participants', 'Chat', 'Share Screen', 'Collaborate', 'Breakout+', 'Proctor', 'Security', 'More', 'Reactions', 'Raise hand', and 'Leave'.

You can instantly view the users in the session by selecting the participation option in the seating chart area and clicking the **i** button in the marked area.



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



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How can I create a presentation group?

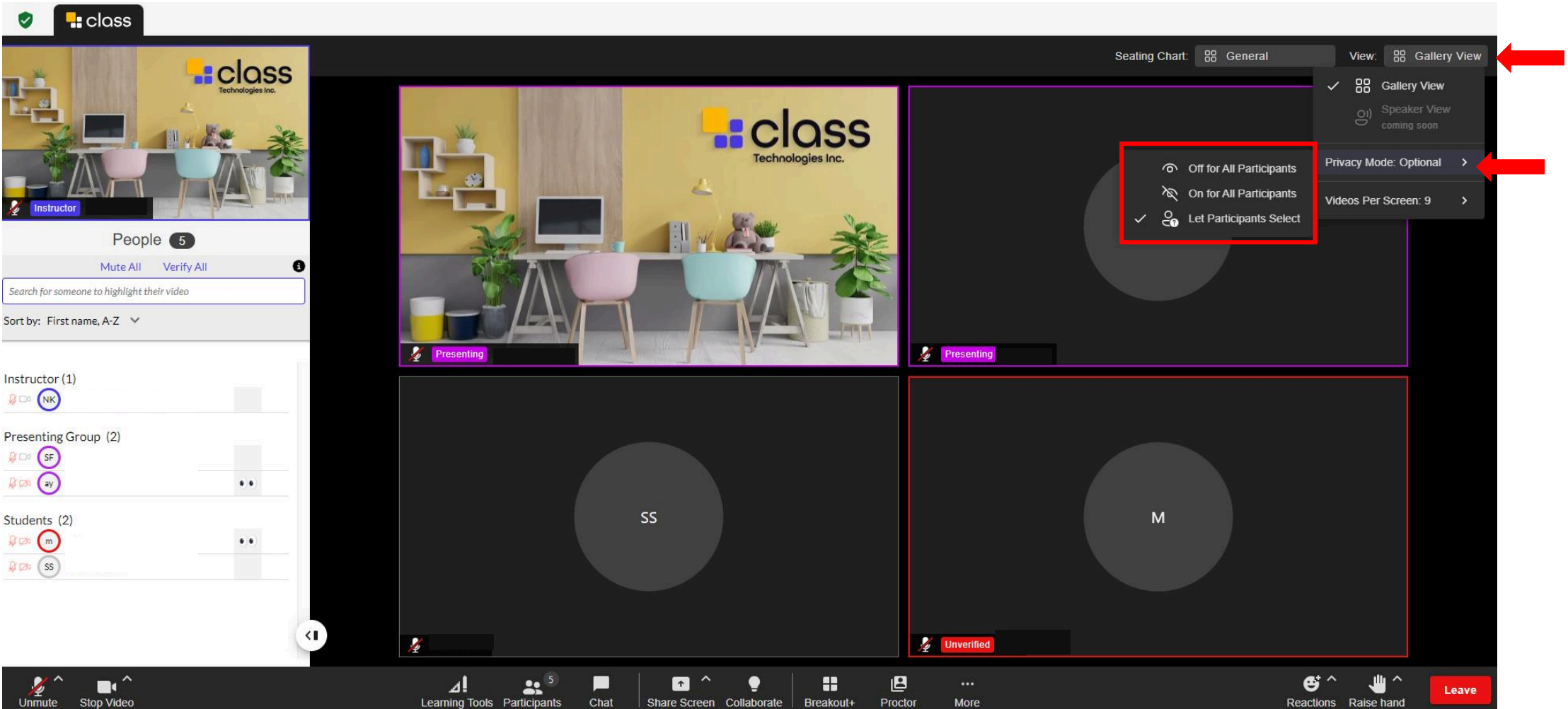
The screenshot displays the Class Technologies Inc. virtual classroom interface. On the left, a sidebar shows a 'People' list with 5 participants, categorized into 'Instructor (2)', 'Presenting Group (1)', and 'Students (2)'. The main area shows a gallery view of participants. A participant labeled 'AY' is highlighted with a purple box and a 'Presenting' label. A red box highlights the 'Presenting' label. A red arrow points from the 'Presenting' label to a context menu that is open over the 'AY' participant. The context menu includes options: 'Raise Hand', 'Pin', 'Unmute', 'Start video', 'Move to Podium', and 'Add to Presenting Group'. A red arrow points from the 'Add to Presenting Group' option to another context menu that is open over the 'Presenting Group' in the 'People' list. This second context menu includes options: 'None', 'Instructors - Assistants', 'Presenting Group' (which is checked), 'Speaking', 'Instructor Camera', 'Class Camera', and 'Sign Language Camera'. A red arrow points from the 'Presenting Group' option to the 'Presenting' label in the main gallery view. At the bottom, a toolbar contains various controls like 'Unmute', 'Stop Video', 'Learning Tools', 'Participants', 'Chat', 'Share Screen', 'Collaborate', 'Breakout+', 'Proctor', 'More', 'Reactions', 'Raise hand', and 'Leave'.

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

Add the desired user to the presentation group.

The image shows a Zoom meeting interface. On the left is a sidebar with a 'class Technologies Inc.' logo, a 'People' list with 5 participants, and a search bar. The main area is a gallery view with a large video of 'AY' (highlighted with a yellow box and a red arrow) and smaller videos of 'SS' and 'M'. A 'Speaking' menu is open over the 'SS' video, with a red arrow pointing to the 'Speaking' option. The menu includes: None, Instructors - Assistants, Presenting Group, Speaking (checked), Instructor Camera, Class Camera, and Sign Language Camera. A 'Seating Chart' menu is also visible on the right, showing options like 'General', 'Alphabetical - First Name', 'Alphabetical - Last Name', 'Hand Raised', 'Recent Speakers', 'Actions', 'Unverified', and 'Participation'. The bottom toolbar contains icons for Unmute, Stop Video, Learning Tools, Participants, Chat, Share Screen, Collaborate, Breakout+, Proctor, More, Reactions, Raise hand, and Leave.

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



You can activate 'Gallery View' mode.

- If Privacy Mode is off, participants can see each other's images.
- If Privacy Mode is on, participants cannot see each other's images.
- From the 'Let Participants Select' option, you can enable the feature that allows users to hide their images from other participants.

The image shows a Zoom meeting interface in gallery view. On the left, there is a sidebar with the 'class' logo, a 'People' list showing 5 participants (2 instructors and 3 students), and a search bar. The main area displays a grid of video thumbnails. The top-left thumbnail shows the instructor's video, and the bottom-left thumbnail is highlighted with a red border. A dropdown menu is open in the top-right corner, showing options for 'Videos Per Screen' with values 4, 9 (selected), 16, and 20. A red arrow points to the 'Videos Per Screen: 9' option. The bottom toolbar contains various controls like 'Unmute', 'Stop Video', 'Learning Tools', 'Participants', 'Chat', 'Share Screen', 'Collaborate', 'Breakout+', 'Proctor', 'More', 'Reactions', 'Raise hand', and 'Leave'.

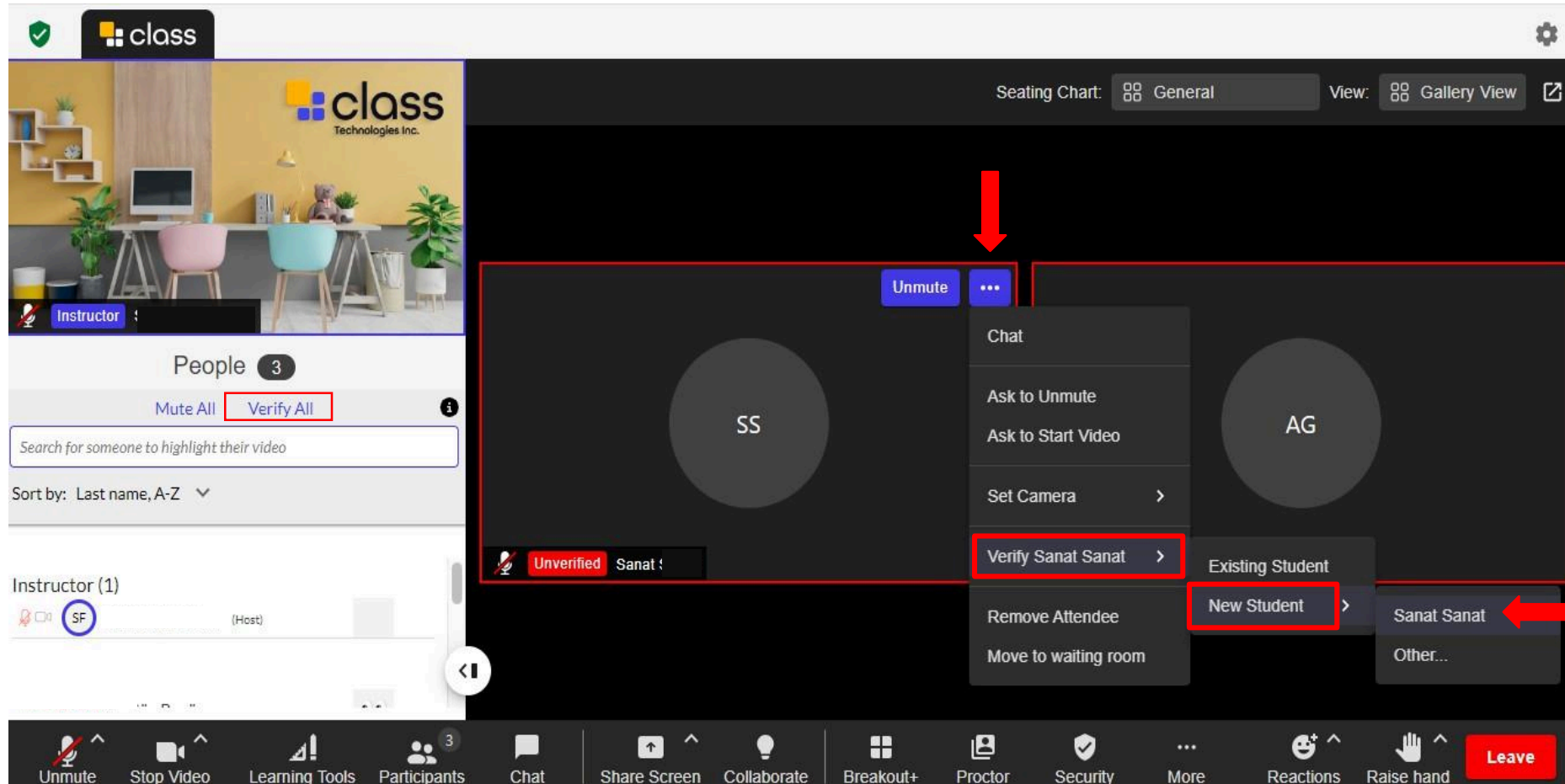
You can choose the number of users to be displayed from the specified area.



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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.



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How do I remove a user from the session?

The screenshot displays the Class live session interface. On the left, the 'People' sidebar shows a list of participants: two instructors (NK and SF) and one student (AY - ayse yıldız). The main session area shows two video thumbnails, both labeled 'Instructor'. A central dialog box asks 'Remove From Session? 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 in the dialog. On the right, a context menu is open for the student 'ayse yıldız', with 'Remove Attendee' highlighted by a red box and a red arrow. The bottom toolbar includes icons for Unmute, Stop Video, Learning Tools, Participants, Chat, Share Screen, Collaborate, Breakout+, Proctor, Security, and More.

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.



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Where can I see camera and microphone settings?

The screenshot shows a virtual classroom interface for Class Technologies Inc. The main area displays a grid of video feeds. The top-left feed shows the instructor's desk. The other feeds show participants with initials: SS, M, and AY. A red box highlights a settings menu that is open over the 'Unmute' button in the bottom control bar. The menu lists 'Speakers' and 'Microphones' with checkmarks and device names like 'Varsayılan - Hoparlör (Conexant SmartAudio HD)'. A red arrow points to the 'Unmute' button in the bottom control bar.

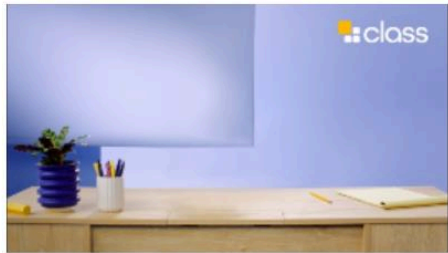
You can turn your microphone on/off from the highlighted area.

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

The image shows a Zoom meeting interface. On the left, there is a sidebar with a 'class Technologies Inc.' logo and a 'People' list containing 5 participants. The list is divided into 'Instructor (2)' (NK, SF) and 'Students (3)' (ay, m, ss). The 'm' student is highlighted with a red circle. Below the list, an 'Absent' section is visible. A red box highlights the 'Virtual Background' menu, which includes 'Cameras' and 'Integrated Camera'. A red arrow points from the 'Virtual Background' menu to the 'Stop Video' button in the bottom toolbar. The main meeting area shows a 2x2 grid of video thumbnails. The top-left thumbnail shows the 'class Technologies Inc.' logo. The other three thumbnails are dark with large grey circles containing the initials 'SS', 'M', and 'AY'. The bottom toolbar contains icons for Unmute, Stop Video, Learning Tools, Participants, Chat, Share Screen, Collaborate, Breakout+, Proctor, More, Reactions, Raise hand, and a red 'Leave' button.

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


Virtual Backgrounds



A grid of six virtual background options, each with a 'class' logo in the top right corner. The options are:

- No video effects
- Blurred background
- A desk with a whiteboard (the selected option)
- A dark chalkboard
- A modern office desk with colorful chairs
- A classroom with rows of desks and chairs

Mirror My Video

 [Upload Virtual Background](#) [Close](#)

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



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How can I use the Learning Tools area?



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Syllabus

The screenshot displays a Zoom meeting interface. On the left, a sidebar titled 'Learning Tools' is visible, containing a 'Course Content' section with a list of items: Syllabus, Assignment, Assessment / Quiz / Test, Survey, Polling, and Learning Management System. A red arrow points to the 'Syllabus' item. The main area shows a gallery view of participants. The top-left tile shows the instructor's video feed, which is the same as the 'class Technologies Inc.' logo background. The other three tiles (top-right, bottom-left, and bottom-right) are dark grey with large white circles containing the initials 'SS', 'M', and 'AY' respectively. At the bottom, the Zoom control bar includes icons for Unmute, Stop Video, Learning Tools (highlighted with a red arrow), Participants, Chat, Share Screen, Collaborate, Breakout+, Proctor, More, Reactions, Raise hand, and a red 'Leave' button.

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.



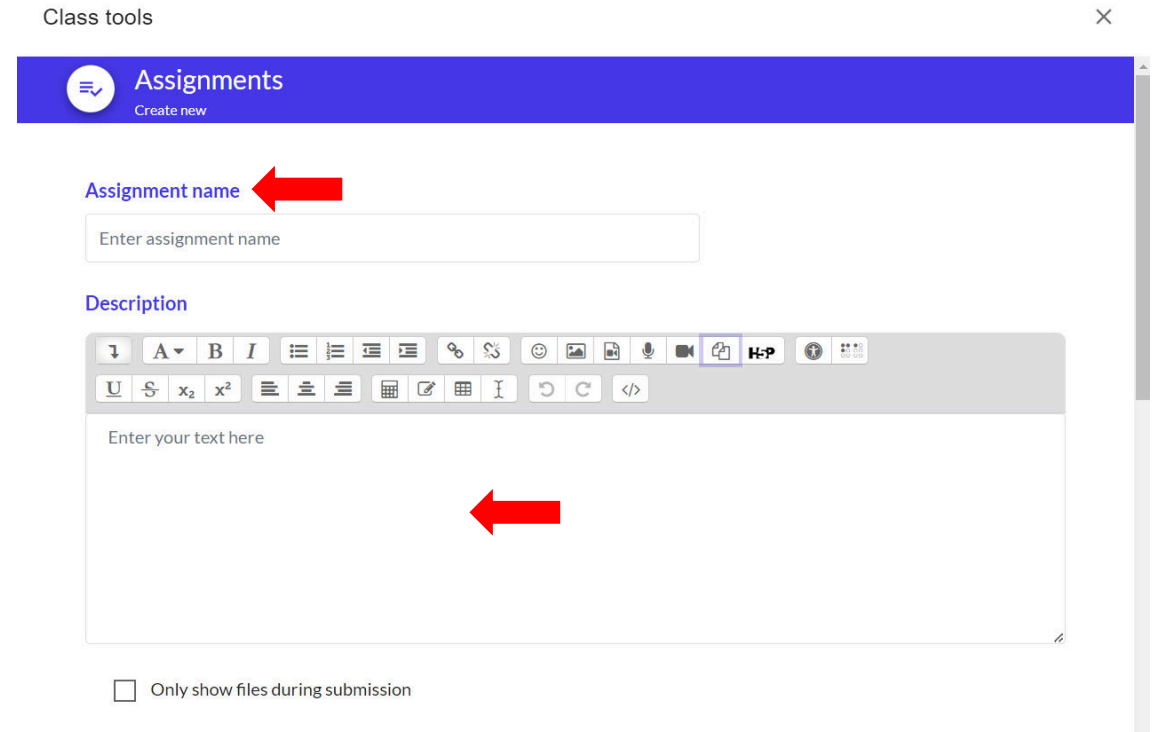
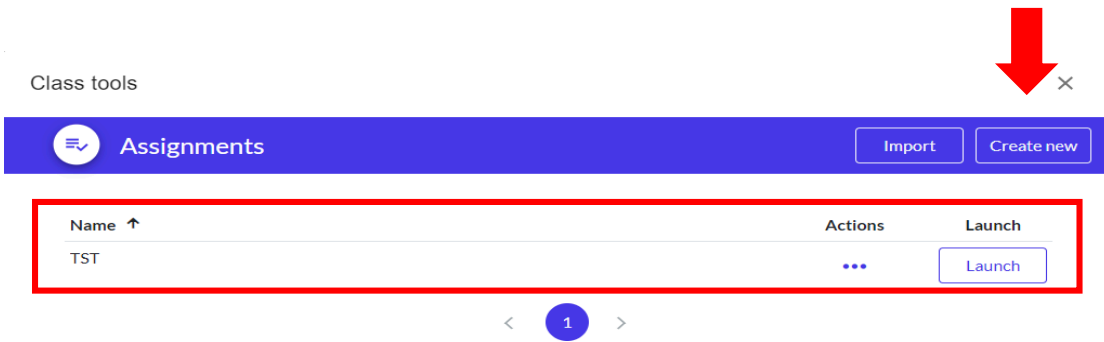
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Assignment

The image shows a Zoom meeting interface. On the left, there is a sidebar with a 'class Technologies Inc.' logo at the top. Below the logo, there is a section titled 'Learning Tools' with a red arrow pointing to it. Underneath, there is a 'Course Content' section with a red arrow pointing to the 'Assignment' option. The main area of the screen is a grid of video thumbnails. The top-left thumbnail shows the 'class Technologies Inc.' logo and has an 'Unmute' button. The other three thumbnails are dark with large grey circles in the center containing the letters 'SS', 'M', and 'AY'. At the bottom, there is a toolbar with various icons. A red arrow points to the 'Learning Tools' icon in the toolbar. The 'Leave' button is visible in the bottom right corner.

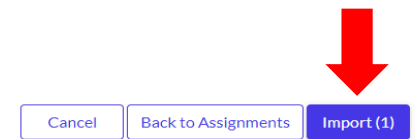
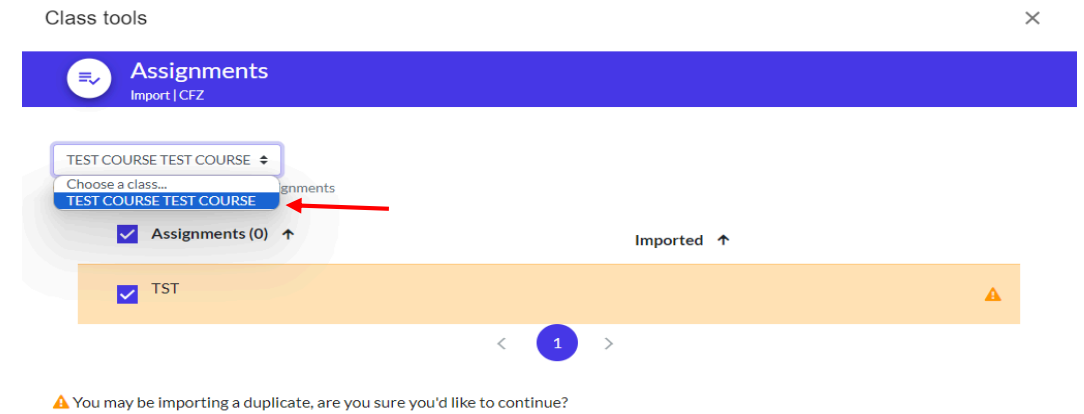
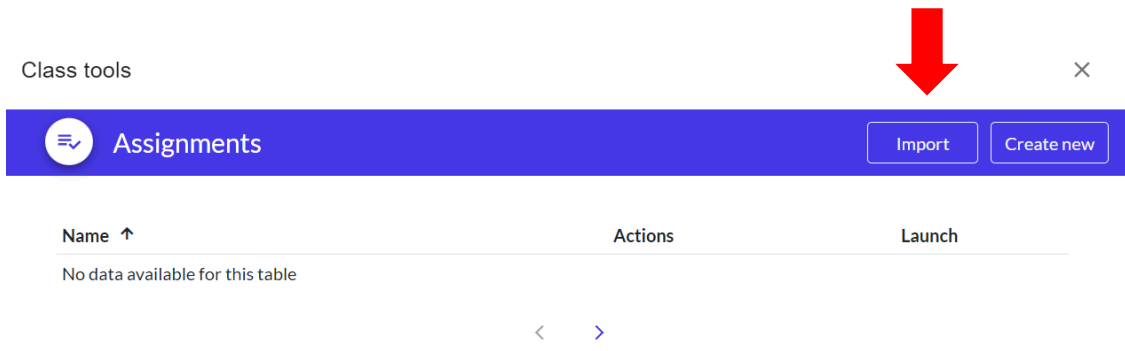
Click on the 'Assignment' option in the course content from the 'Learning Tools' section.



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.



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

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.

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	-	-
Sanat Sanat	No submission	-	-

Learning Tools

Course Content Class Management

- Syllabus
- Assignment
- Assessment / Quiz / Test
- Survey
- Polling
- Learning Management System

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.



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Assessment/Quiz/Test

The image shows a Zoom meeting interface. On the left, there is a sidebar with a 'class Technologies Inc.' logo at the top. Below the logo, there is a section titled 'Learning Tools' with a red arrow pointing to it. Underneath 'Learning Tools' is a section titled 'Course Content' with a sub-section 'Class Management'. Below 'Class Management' is a list of options: Syllabus, Assignment, Assessment / Quiz / Test (with a red arrow pointing to it), Survey, Polling, and Learning Management System. In the main video area, there are three video thumbnails. The top-left thumbnail shows the 'class Technologies Inc.' logo and has an 'Unmute' button. The top-right thumbnail shows a large grey circle with the letters 'SS'. The bottom-left thumbnail shows a large grey circle with the letter 'M' and has an 'Unverified' label below it. The bottom-right thumbnail shows a large grey circle with the letters 'AY'. At the bottom of the screen is a toolbar with various icons: Unmute, Stop Video, Learning Tools (with a red arrow pointing to it), Participants (5), Chat, Share Screen, Collaborate, Breakout+, Proctor, More, Reactions, Raise hand, and a red 'Leave' button. In the top right corner of the meeting area, there are controls for 'Seating Chart: General' and 'View: Gallery View'.

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



Name ↑	Type	Actions	Launch
dsafdfg	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
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

Name ↑	Type	Actions	Launch
test	Assessment	...	Launch
test	Assessment	...	Launch
TEST1	Quiz	...	Launch

TEST COURSE TEST COURSE

Choose a class... Assessments/Quizzes/Tests

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

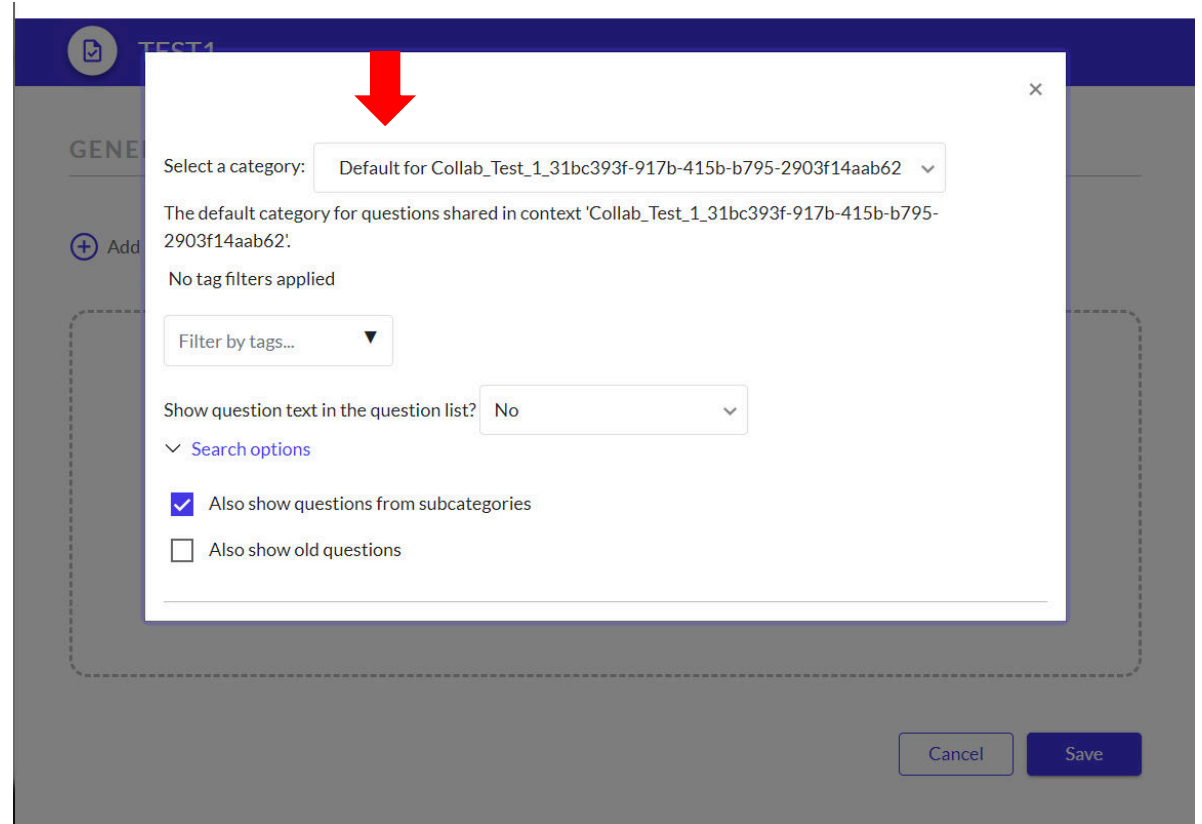
You can select the types of questions.

Class tools

test

GENERAL QUESTIONS

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



TEST1

GENE

+ Add

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.

The screenshot shows a Zoom meeting interface. On the left is a sidebar with a 'class' logo and a navigation menu under 'Learning Tools' including Syllabus, Assignment, Assessment / Quiz / Test, Survey, Polling, and Learning Management System. The main window displays a 'QUESTIONS TEST' section with a blue header. A red arrow points to a 'Preview quiz' button. Below this is an 'Instructions' section and a 'Summary of your previous attempts' table. The table has columns for Attempt, State, Marks / 1.00, Grade / 10.00, and Review. A single row shows a 'Preview' attempt that is 'Finished' with a mark of 1.00 and a grade of 10.00, submitted on Wednesday, 24 July 2024, at 11:43 AM. Below the table, it states 'Highest grade: 10.00 / 10.00.' The bottom of the screen shows the Zoom control bar with icons for Unmute, Start Video, Learning Tools, Participants (3), Chat, Share Screen, Collaborate, Breakout+, Proctor, More, Reactions, Raise hand, and a red 'Leave' button.

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

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

Assessments/Quizzes/Tests Import Create new

Name ↑	Type	Actions	Launch
QUESTIONS TEST	Assessment	⋮	Launch
TEST	Assessment	<ul style="list-style-type: none"> Edit Grade ← Duplicate Delete 	Launch
TST	Assessment		Launch

< 1 >

Class tools



Refresh report Regrade all Dry run a full regrade

Regrade Delete

	First name / Last name	State	Started	Completed	Time taken	Grade/10.00	Q. 1 /10.00
<input type="checkbox"/>							
<input type="checkbox"/>	ayse yıldız	Finished	24 July 2024 12:29 PM	24 July 2024 12:29 PM	7 secs	10.00	✓ 10.00
<input type="checkbox"/>	Sanat Sanat	Finished	24 July 2024 12:34 PM	24 July 2024 12:34 PM	9 secs	10.00	✓ 10.00

Download table data as Comma separated values (.csv) Download

[Overall number of students achieving grade ranges](#)

You can view users grades from the class area.



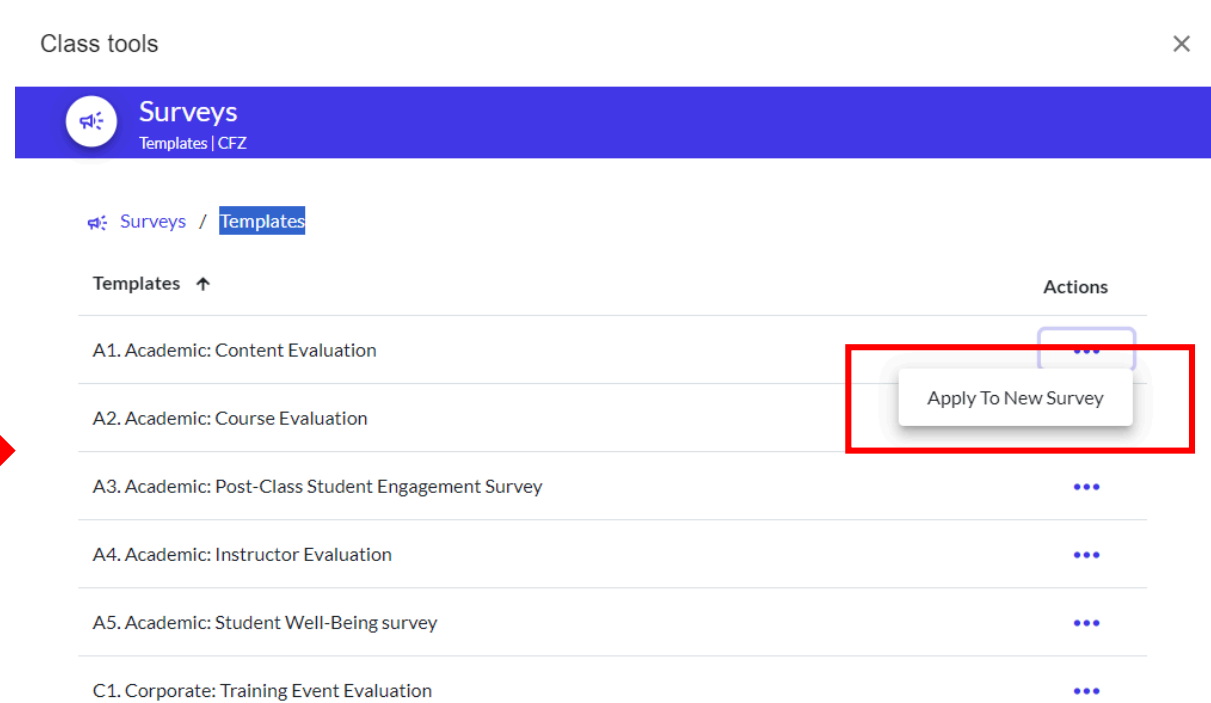
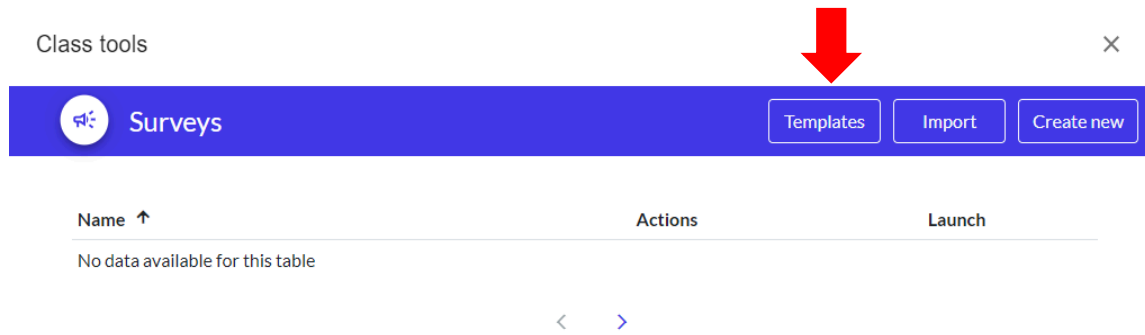
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Survey

The image shows a Zoom meeting interface. On the left, a sidebar displays the 'class Technologies Inc.' logo and a 'Learning Tools' section. Under 'Learning Tools', there is a 'Course Content' tab. A list of options is shown: Syllabus, Assignment, Assessment / Quiz / Test, Survey, Polling, and Learning Management System. A red arrow points to the 'Survey' option. The main meeting area shows a gallery view with four video thumbnails. The top-left thumbnail shows the 'class Technologies Inc.' logo and an 'Unmute' button. The other three thumbnails are dark with large circles containing the letters 'SS', 'M', and 'AY'. At the bottom, a toolbar contains icons for Unmute, Stop Video, Learning Tools, Participants, Chat, Share Screen, Collaborate, Breakout+, Proctor, More, Reactions, Raise hand, and a red 'Leave' button. A red arrow points to the 'Learning Tools' icon in the toolbar.

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



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.

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 ^

The lectures, readings, and assignments complemented each other.

Multiple choice values

Option 1 Rating
Strongly disagree 1


Option 2 Rating
Somewhat disagree 2





Option 1 Rating
Strongly disagree 1

Option 2 Rating
Somewhat disagree 2

Option 3 Rating
Neither agree nor disagree 3 

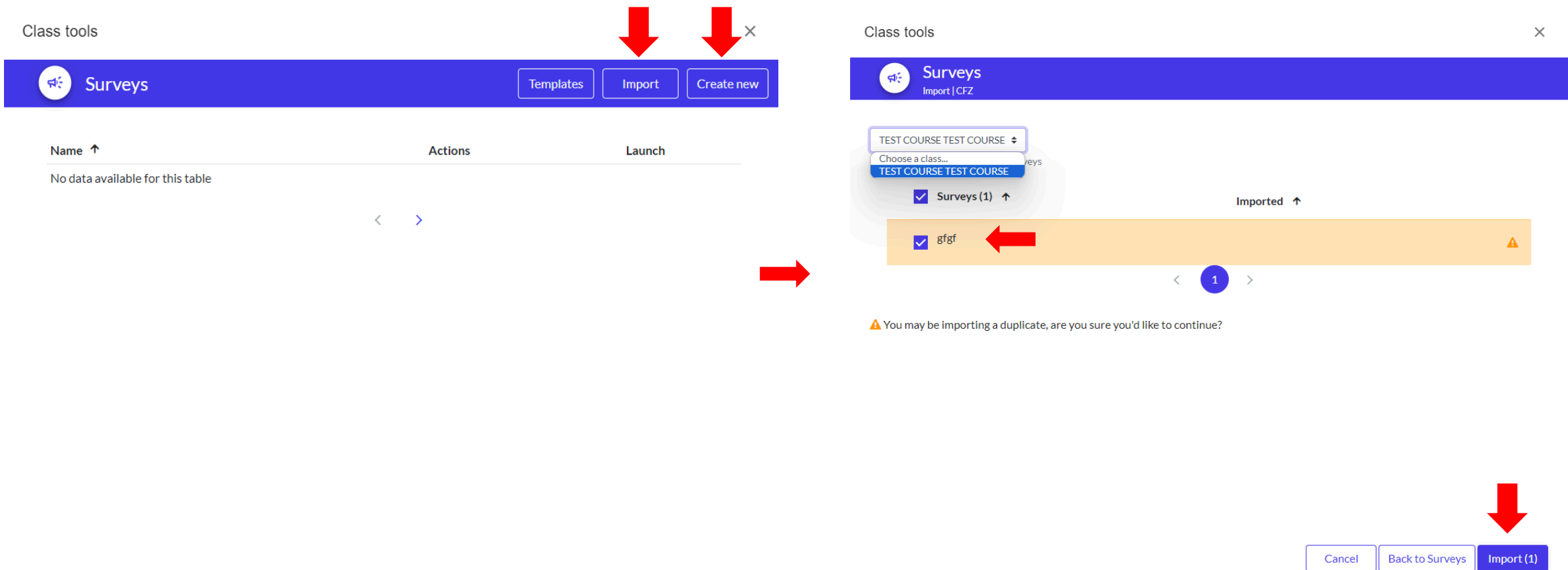
Option 4 Rating
Somewhat agree 4 

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'.



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.

Name ↑	Actions	Launch
A1. Academic: Content Evaluation (copy)	...	Launch
A1. Academic: Content Evaluation (copy)	...	Launch
A1. Academic: Content Evaluation (copy)	...	Launch
A1. Academic: Content Evaluation (copy) (copy) (copy)	...	Launch
A3. Academic: Post-Class Student Engagement Survey (copy)	...	Launch
A5. Academic: Student Well-Being survey (copy)	...	Launch
A5. Academic: Student Well-Being survey (copy)	...	Launch
C3. Corporate: Trainer Evaluation (copy)	...	Launch
C4. Corporate: Employee Satisfaction (copy)	...	Launch
gfgf	...	Launch

< 1 2 >

The transferred content will be listed in the 'Surveys' area.

You can apply the survey you want to use by clicking the 'Launch' button.

The screenshot shows a web-based poll interface. At the top, the poll title is "A1. Academic: Content Evaluation (copy) (copy) (copy)". The status is "Open", with 2 responses and 19 questions. A bar chart displays the results for the question: "The instructional materials increased my knowledge and skills in the subject matter." The x-axis represents a 5-point Likert scale: (1) Strongly disagree, (2) Somewhat disagree, (3) Neither agree nor disagree, (4) Somewhat agree, and (5) Strongly agree. A single purple bar is visible at the (2) Somewhat disagree position. The interface includes a sidebar with a video feed, a list of participants (Instructor: NK, SF; Students: ay, SS), and a search bar. At the bottom, there is a navigation bar with icons for Unmute, Stop Video, Learning Tools, Participants, Chat, Share Screen, Collaborate, Breakout+, Proctor, More, Reactions, Raise hand, and a red Leave button. An "Export" button is highlighted with a red box in the top right corner of the poll area.

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.



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Learning Management System

The image shows a Zoom meeting interface. On the left, the 'class Technologies Inc.' logo is visible. Below it, the 'Learning Tools' section is expanded, showing 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. In the center, a video feed shows a desk setup with a computer, a pink chair, and a blue chair. The 'class Technologies Inc.' logo is also present in the video feed. A red arrow points to the 'Unmute' button in the video feed. On the right, there are three video thumbnails with names: 'SS', 'M', and 'AY'. A red arrow points to the 'Unverified' label in the bottom left corner of the 'M' thumbnail. At the bottom, the Zoom control bar is visible, with a red arrow pointing to the 'Learning Tools' icon. The control bar includes buttons for Unmute, Stop Video, Learning Tools, Participants, Chat, Share Screen, Collaborate, Breakout+, Proctor, More, Reactions, Raise hand, and Leave.


Click on the 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



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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

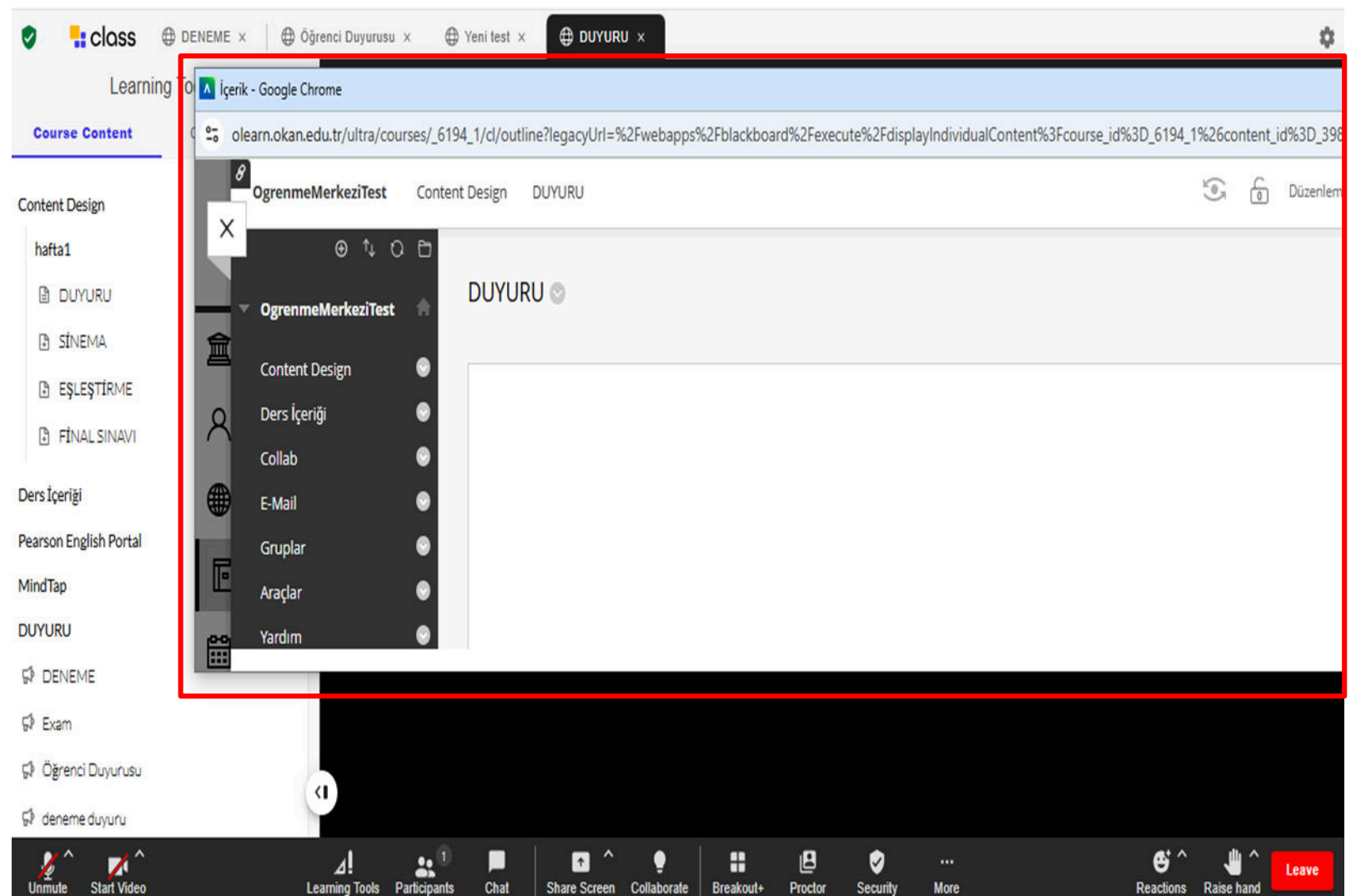
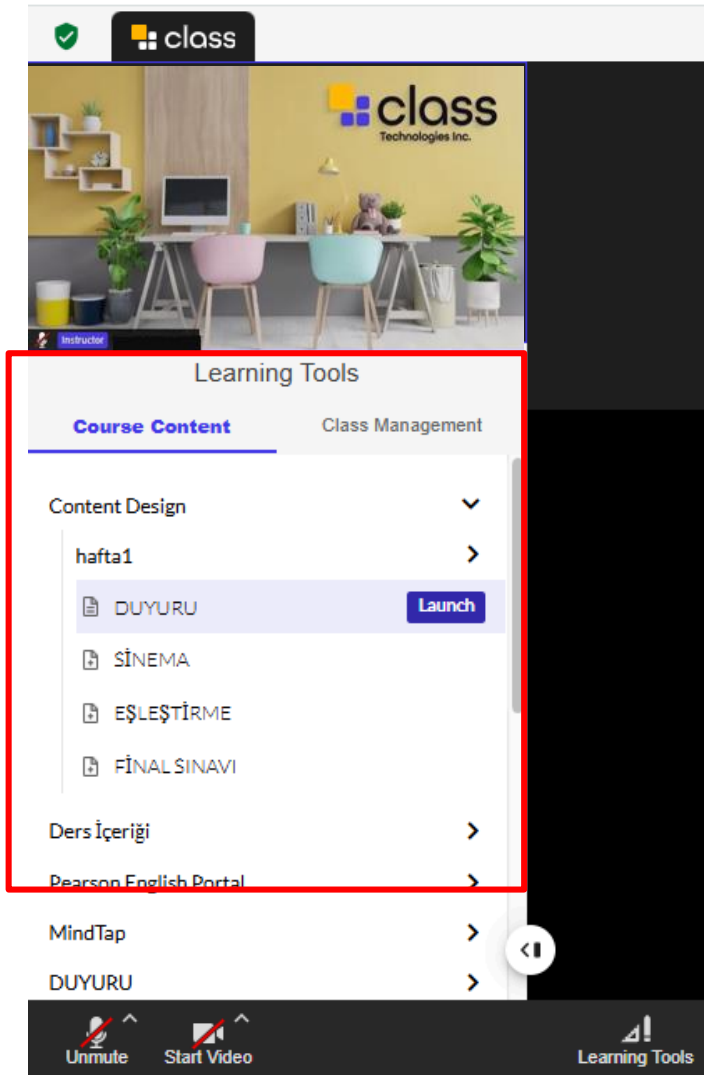
Content sync complete

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.



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What can I do in Classroom Management under Learning Tools?



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Attendance

The image shows a Zoom meeting interface. On the left, a sidebar contains the 'class' logo and a 'Learning Tools' section. Under 'Learning Tools', there are two tabs: 'Course Content' and 'Class Management'. The 'Class Management' tab is active, and within it, the 'Attendance' option is highlighted with a red box. A red arrow points from the 'Attendance' icon to the 'Attendance' text. Other options in the sidebar include 'Class Roster', 'Gradebook', 'Dashboard', and 'Instructor FAQ'. The main meeting area shows a gallery view of four video feeds. The top-left feed shows the 'class' logo and a desk setup. The other three feeds (top-right, bottom-left, and bottom-right) are currently blank, displaying only a large grey circle with the initials 'SS', 'M', and 'AY' respectively. At the bottom of the screen, 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

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

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




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Gradebook

The image shows a Zoom meeting interface. On the left, there is a sidebar with the 'class' logo at the top. Below the logo, there is a 'Learning Tools' section with a red arrow pointing to the 'Class Management' tab. Under 'Class Management', the 'Gradebook' icon is highlighted with a red box. Other icons in the sidebar include 'Class Roster', 'Attendance', 'Dashboard', and 'Instructor FAQ'. The main meeting area shows a shared screen with the 'class' logo and a desk setup. Below the shared screen, there are three video thumbnails: one for the 'Instructor' (top right), one for an 'Unverified' user (bottom left), and one for a user named 'M' (bottom center). The bottom of the screen features a toolbar with icons for 'Unmute', 'Stop Video', 'Learning Tools', 'Participants' (5), '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.



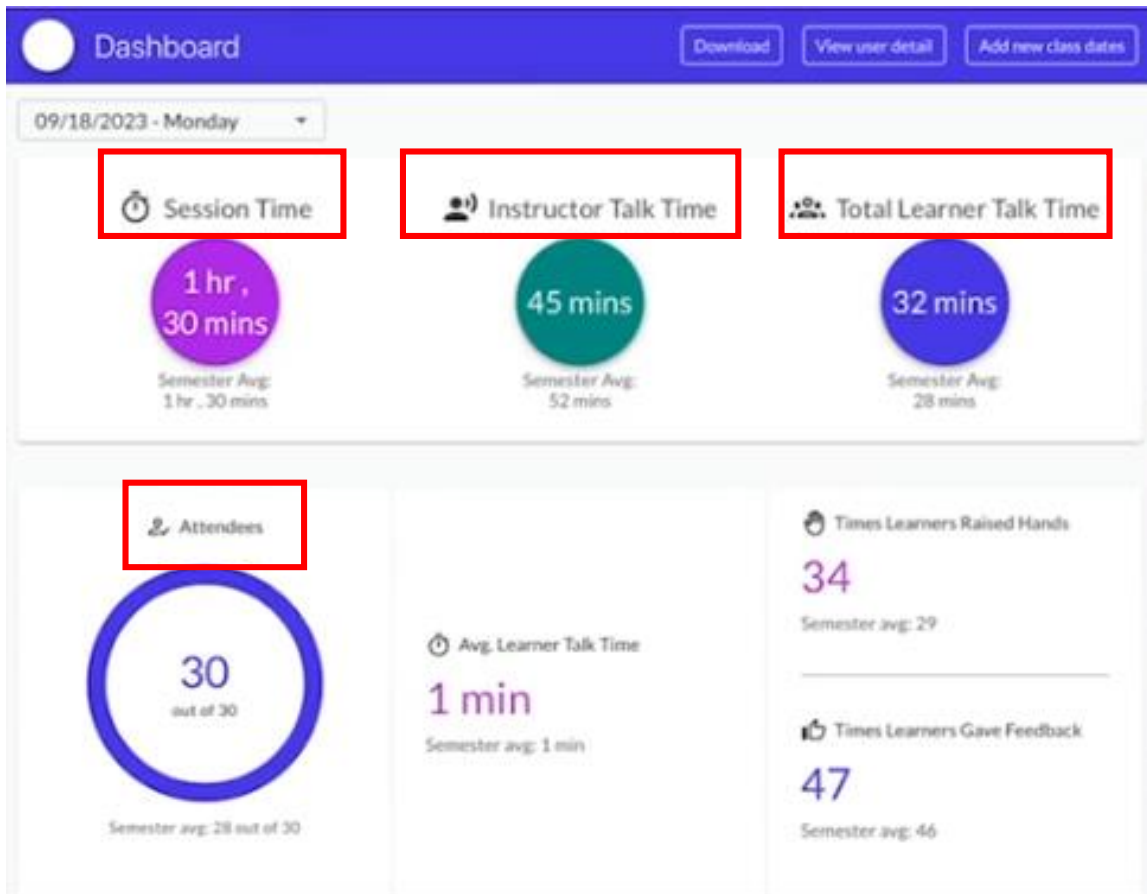
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Dashboard

The image shows a Zoom meeting interface. On the left, there is a sidebar with the 'class' logo at the top. Below the logo, there are two sections: 'Learning Tools' and 'Class Management'. A red arrow points from the 'Learning Tools' section to the 'Class Management' section. Under 'Class Management', there are several options: 'Class Roster', 'Attendance', 'Gradebook', 'Dashboard', and 'Instructor FAQ'. The 'Dashboard' option is highlighted with a red box. The main meeting area shows a gallery view with three participants: 'Instructor', 'M', and 'AY'. The 'Instructor' participant is in the top-left tile, 'M' is in the bottom-left tile, and 'AY' is in the bottom-right tile. The top-right tile is empty. The bottom of the screen shows the Zoom control bar with various icons for muting, video, learning tools, participants, chat, screen sharing, collaboration, breakout rooms, proctoring, reactions, and raising hands. A 'Leave' button is visible in the bottom right corner.

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

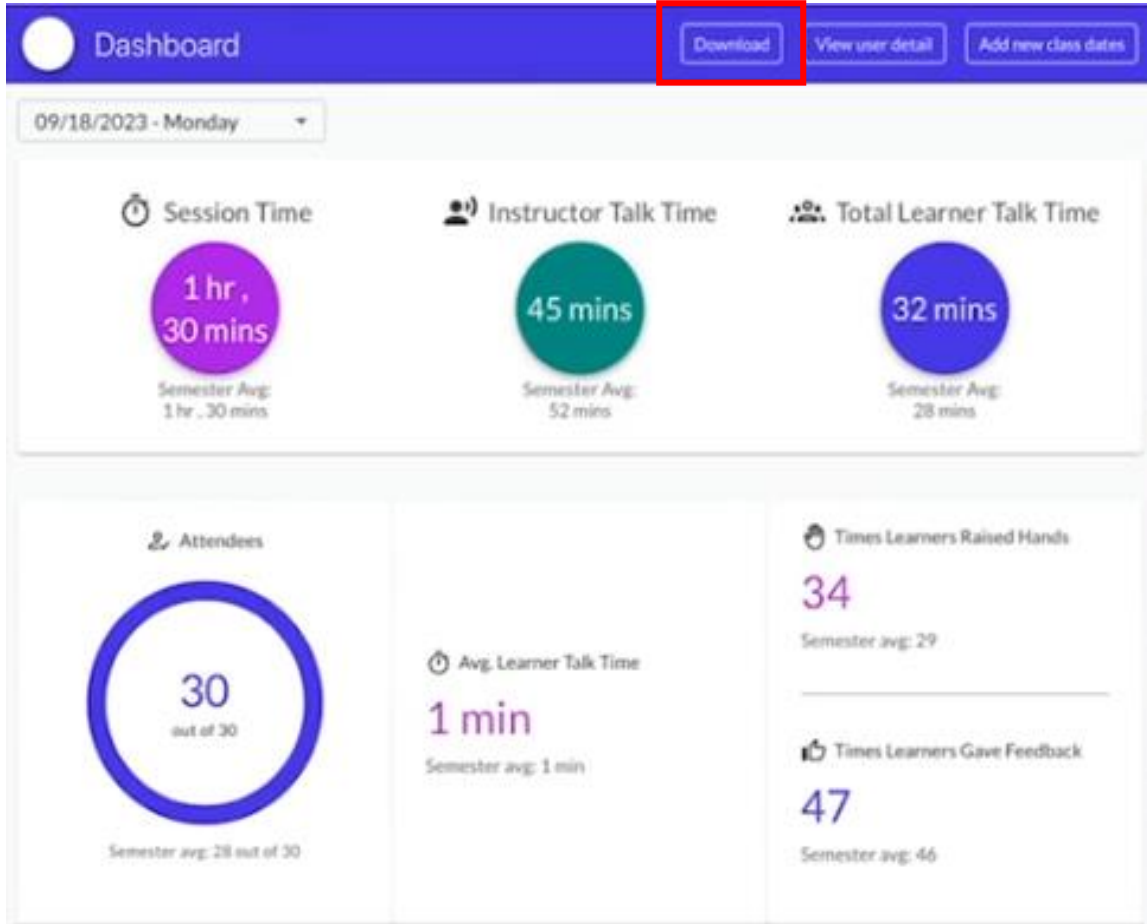


Dashboard | Download | **View class details** | Add new class dates

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

Calibri 11 Metni Kaydır Genel

Kopyala Biçim Boyacısı Pano Yazı Tipi Hizalama Sayı

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		
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17		
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28		

Collab_Test_1_07_15_24 Dashboard

You can download the details as a report.



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Instructor FAQ

The screenshot displays the Class Collaborate interface. On the left, a sidebar menu is visible under the heading "Learning Tools". A red arrow points from the "Learning Tools" heading to the "Class Management" link. Below "Class Management", the "Instructor FAQ" option is highlighted with a red rectangular box. The main area of the screen shows a gallery view of video feeds. The top-left feed shows the instructor's desktop with the "class Technologies Inc." logo. The other three feeds (top-right, bottom-left, and bottom-right) are currently blank, displaying only a large grey circle with the initials "SS", "M", and "AY" respectively. At the bottom of the screen, a control bar includes icons for Unmute, Stop Video, Learning Tools, Participants (5), Chat, Share Screen, Collaborate, Breakout+, Proctor, More, Reactions, Raise hand, and a red "Leave" button.

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.



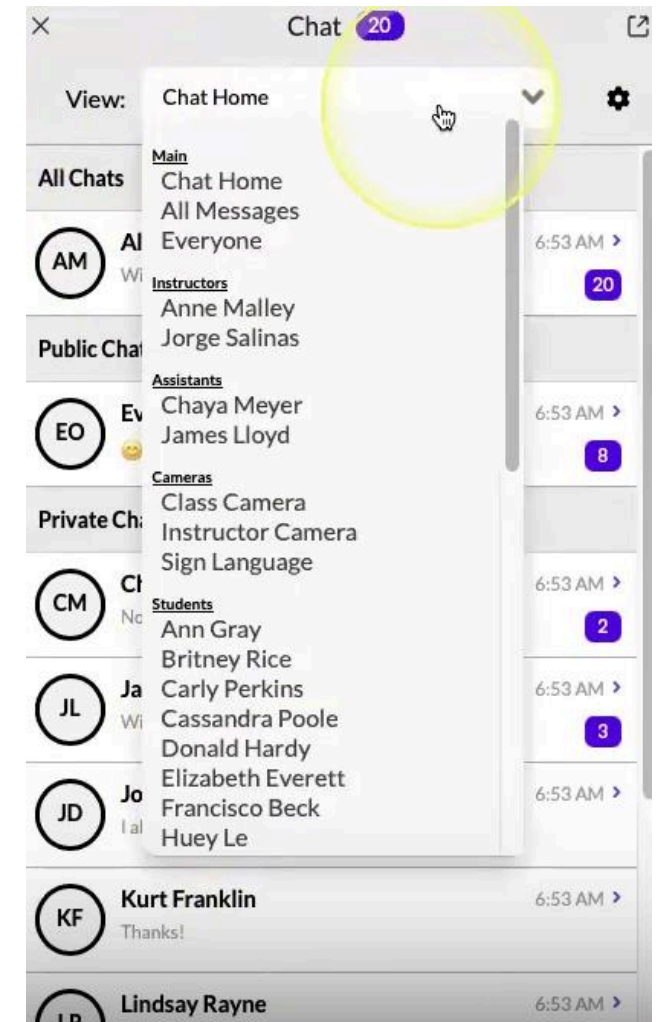
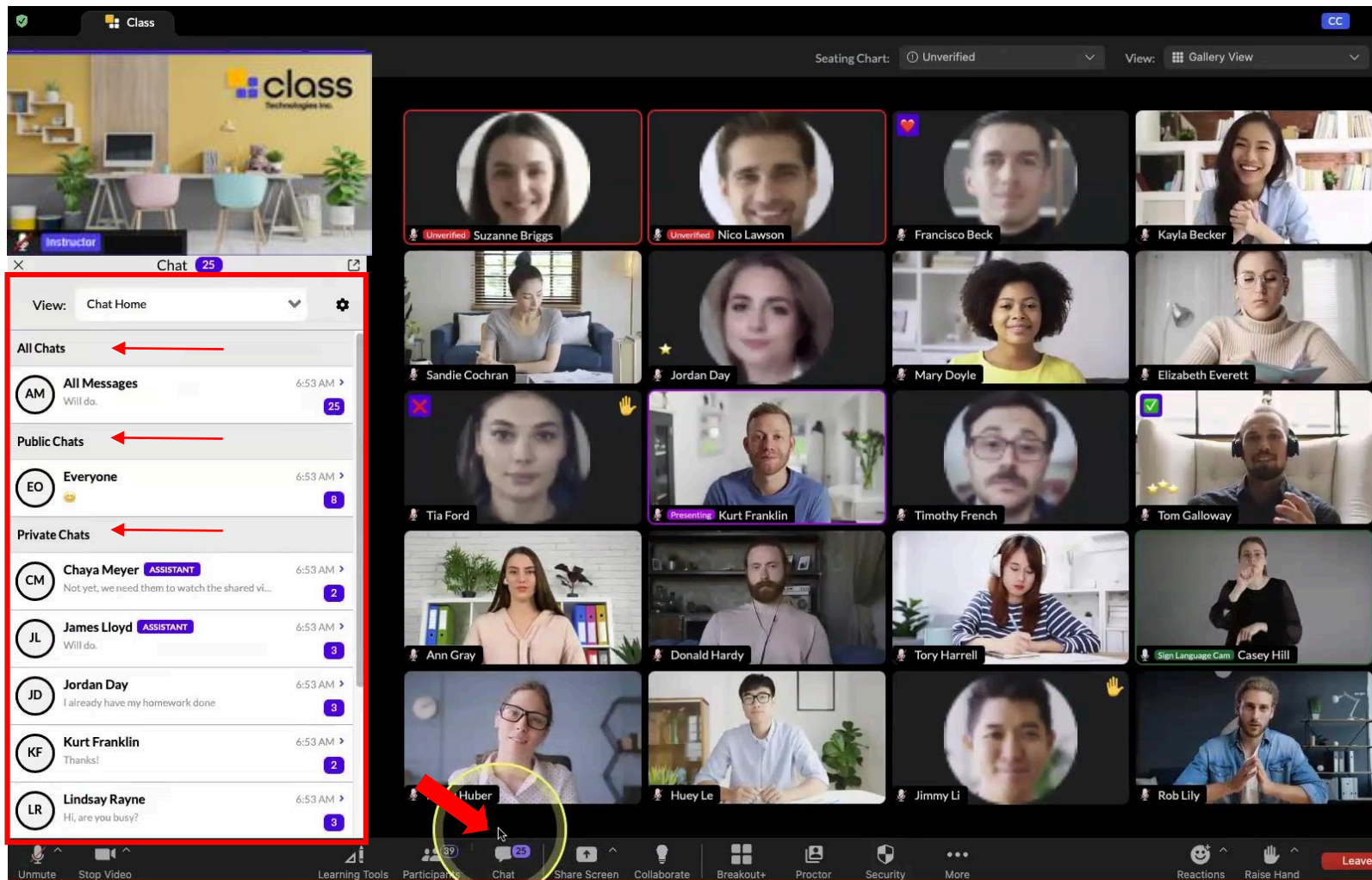
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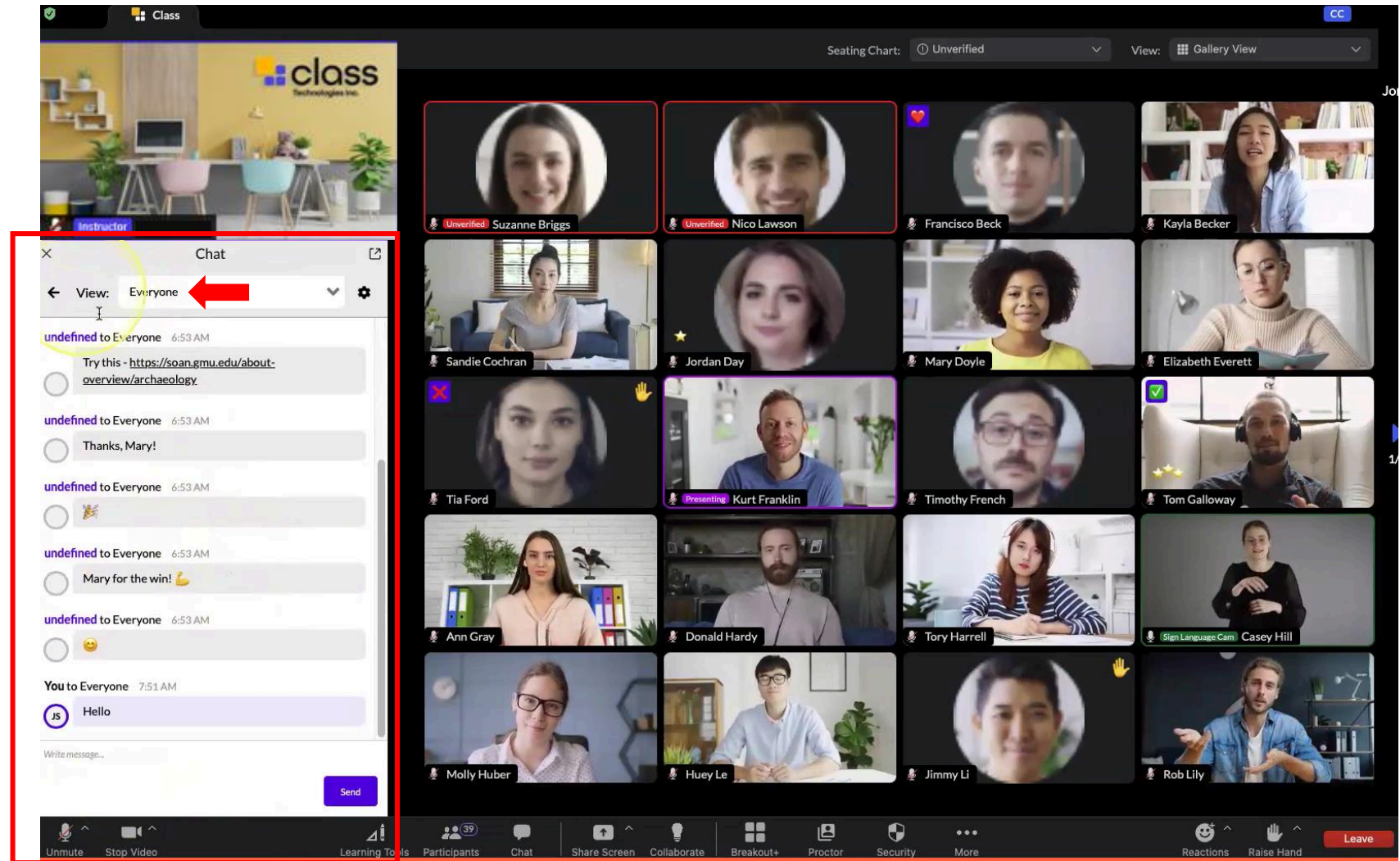
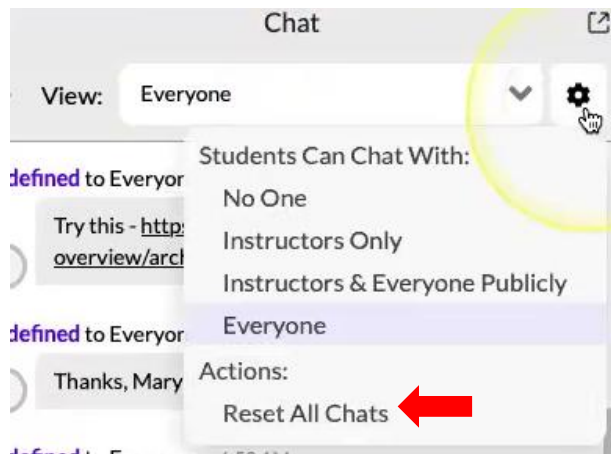
How can I view participants?

The image shows a Zoom meeting interface. On the left, a 'People' sidebar is open, displaying a list of participants categorized into 'Instructors (2)', 'Students (1)', and 'Absent (17)'. The 'Instructors' section lists NISA KUCUK (Co-Host) and SEFACAN FIDAN (Host). The 'Students' section lists özlem saraçoğlu. The 'Absent' section is currently empty. The main meeting area shows a gallery view of 11 participants. At the bottom of the sidebar, the 'Participants' icon is highlighted with a red box. The meeting controls at the bottom of the screen include icons for mute, video, chat, and other functions.

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.

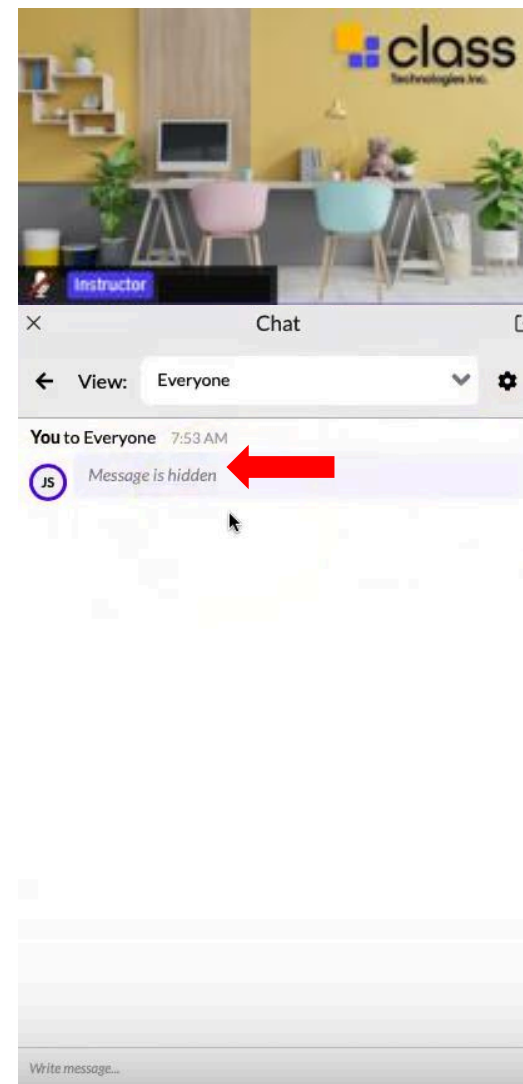
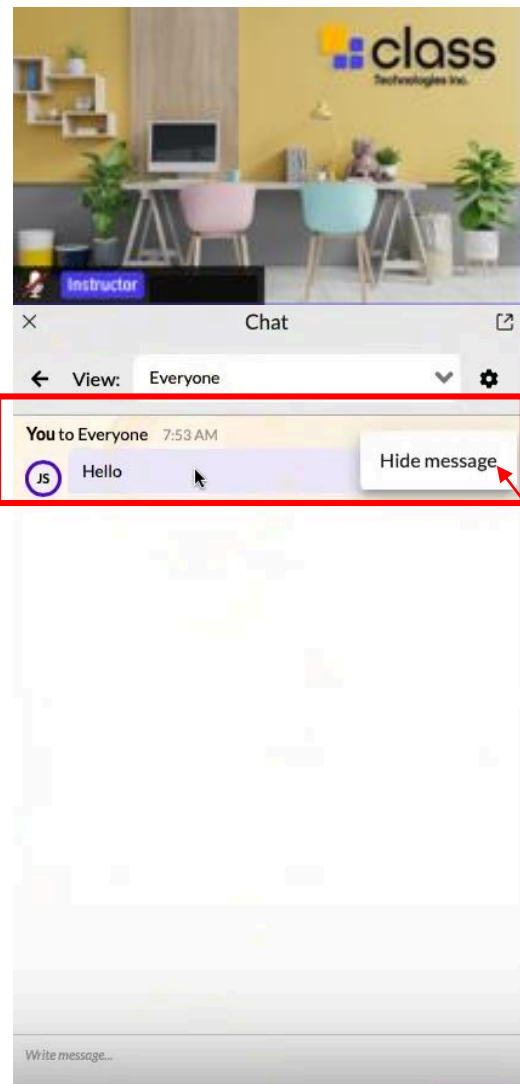


From the 'View' area, you can select the messages you want students to see and the people you want to chat with.

In the 'Settings' area, you can choose the messages you want students to see and delete all chats using the 'Clear all chats' option.

The image shows a Zoom meeting interface with a chat window open on the left. The chat window is titled "Chat" and has a "View: All Messages" dropdown menu. A red arrow points to this dropdown. The chat history shows several messages, including one from "Suzanne Briggs" that says "Hey! It's me, Suzy! Can you verify me please?". A yellow circle highlights the "Direct Message" link next to this message. The main meeting area displays a grid of 16 participants, each with a video feed and a name label. The names include Suzanne Briggs, Nico Lawson, Francisco Beck, Kayla Becker, Sandie Cochran, Jordan Day, Mary Doyle, Elizabeth Everett, Tia Ford, Kurt Franklin, Timothy French, Tom Galloway, Ann Gray, Donald Hardy, Tory Harrell, Casey Hill, Molly Huber, Huey Le, Jimmy Li, and Rob Lily. The bottom toolbar contains various meeting controls like Unmute, Stop Video, Learning Tools, Participants, Chat, Share Screen, Collaborate, Breakout+, Proctor, Security, More, Reactions, Raise Hand, and Leave.

In the 'All Messages' option, you can view all the messages you have sent.



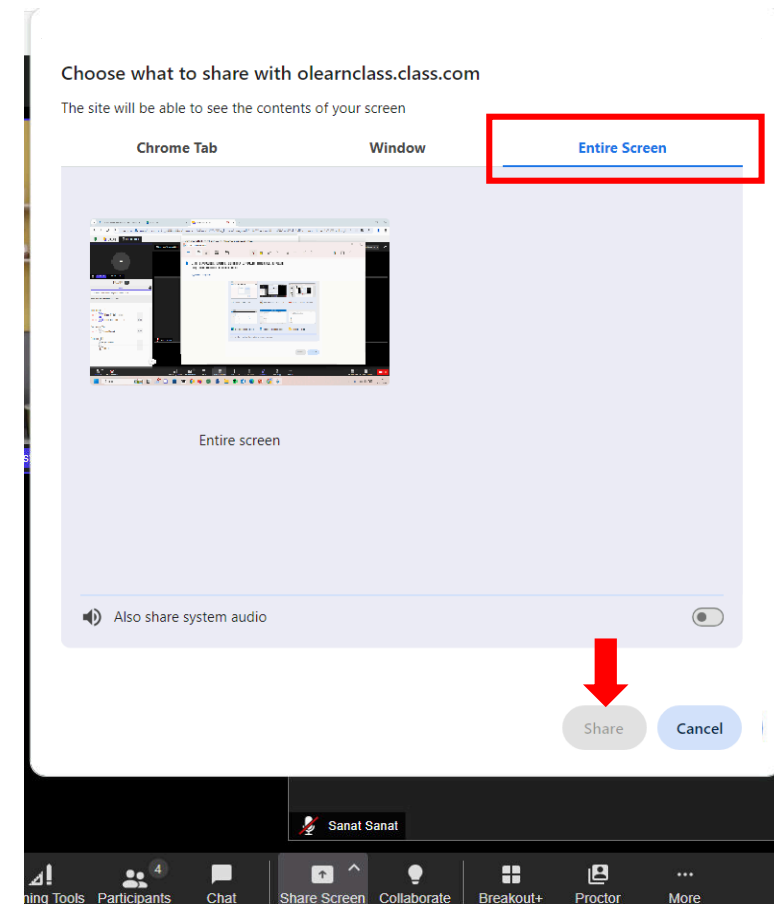
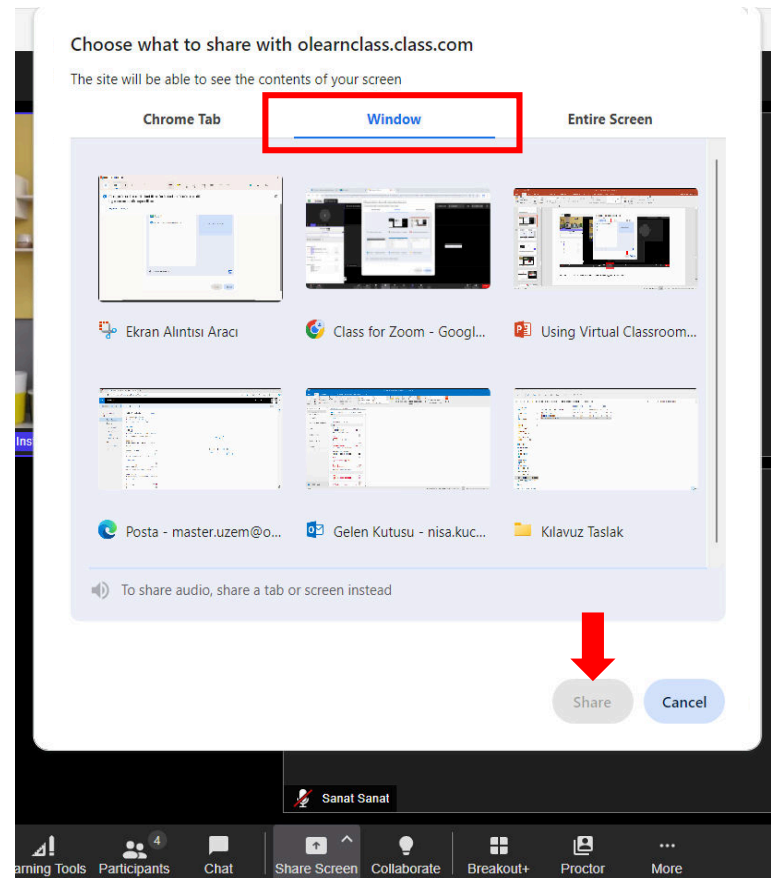
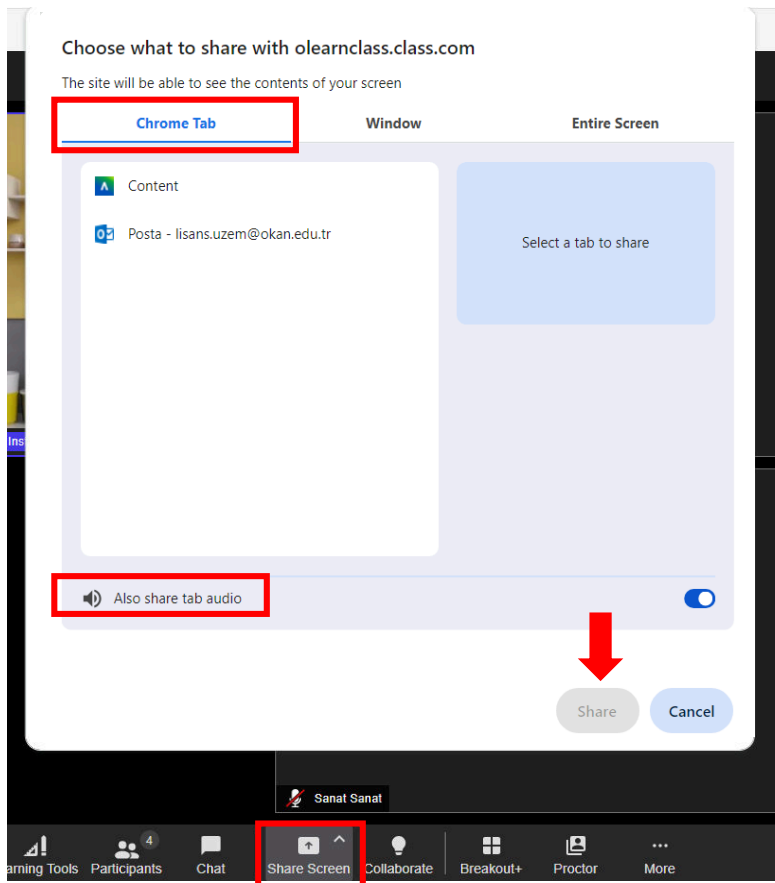
When you want to delete a message you have sent, hover your cursor over the message and right-click. You can delete your message by clicking 'Hide Message'.



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How can I share my screen?

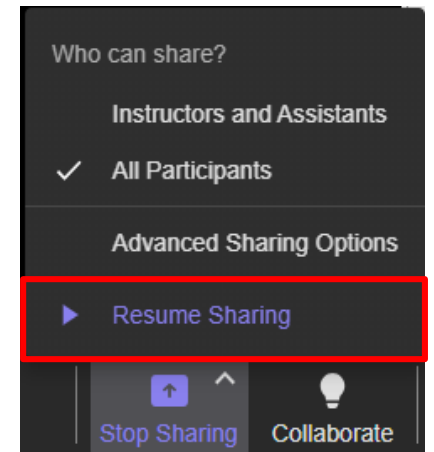
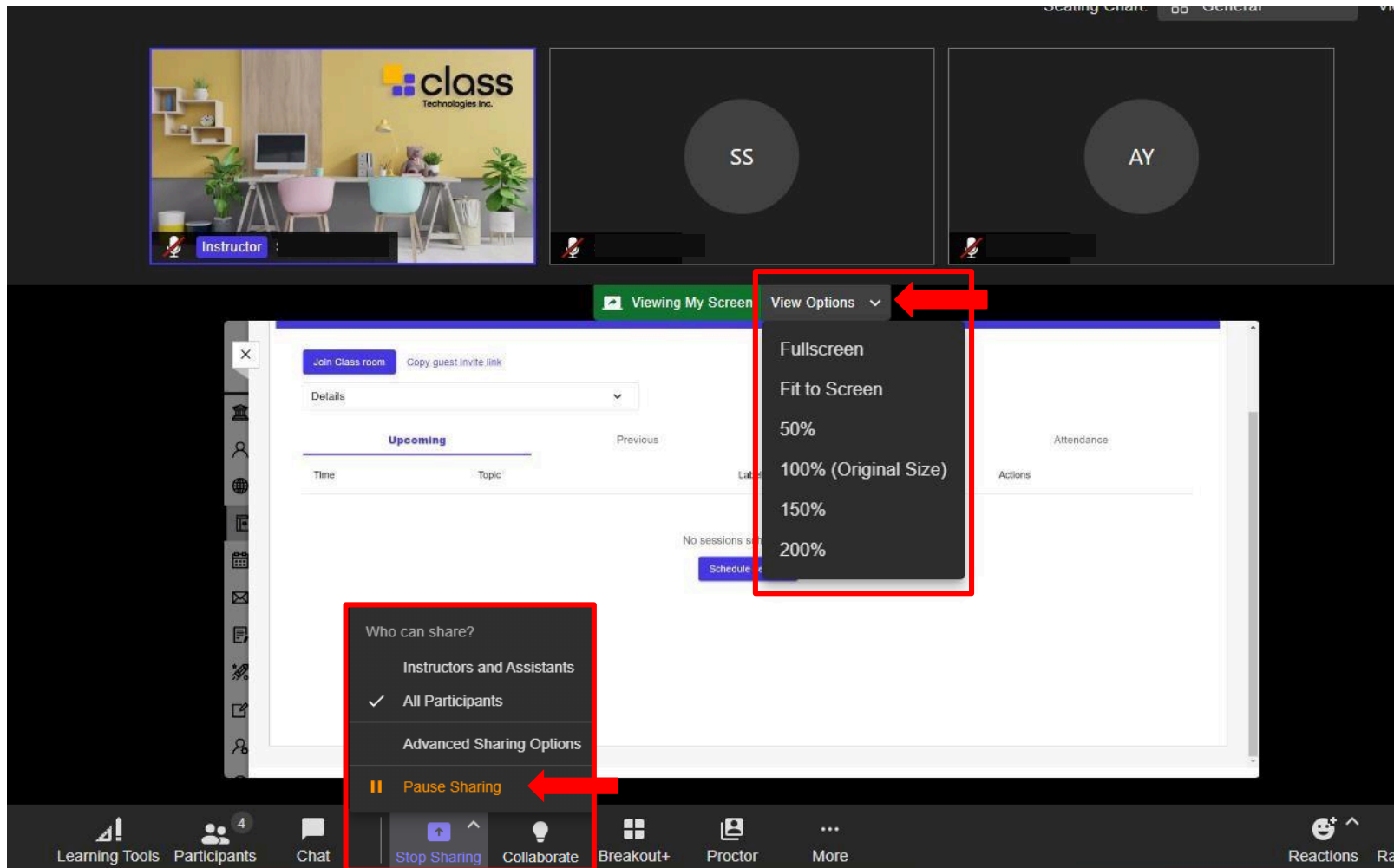


From the 'Share Screen' area, you can share your browser tab.

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.

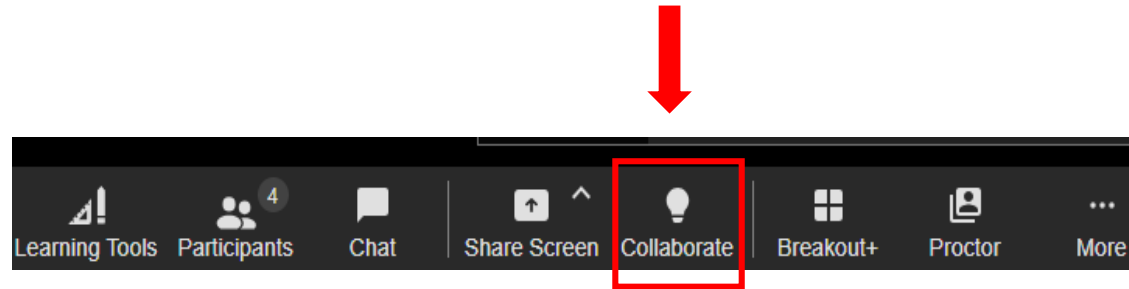
You can continue screen sharing in the 'Resume Sharing' option.



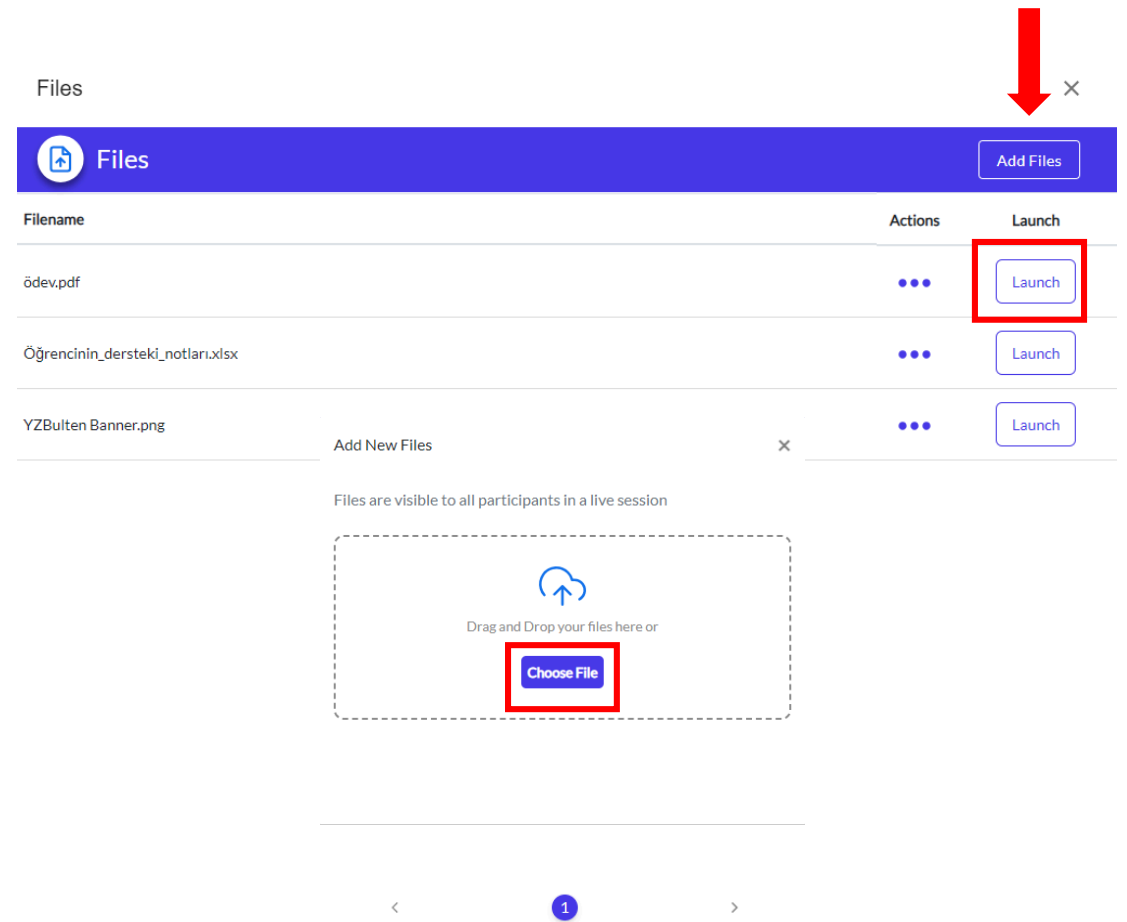
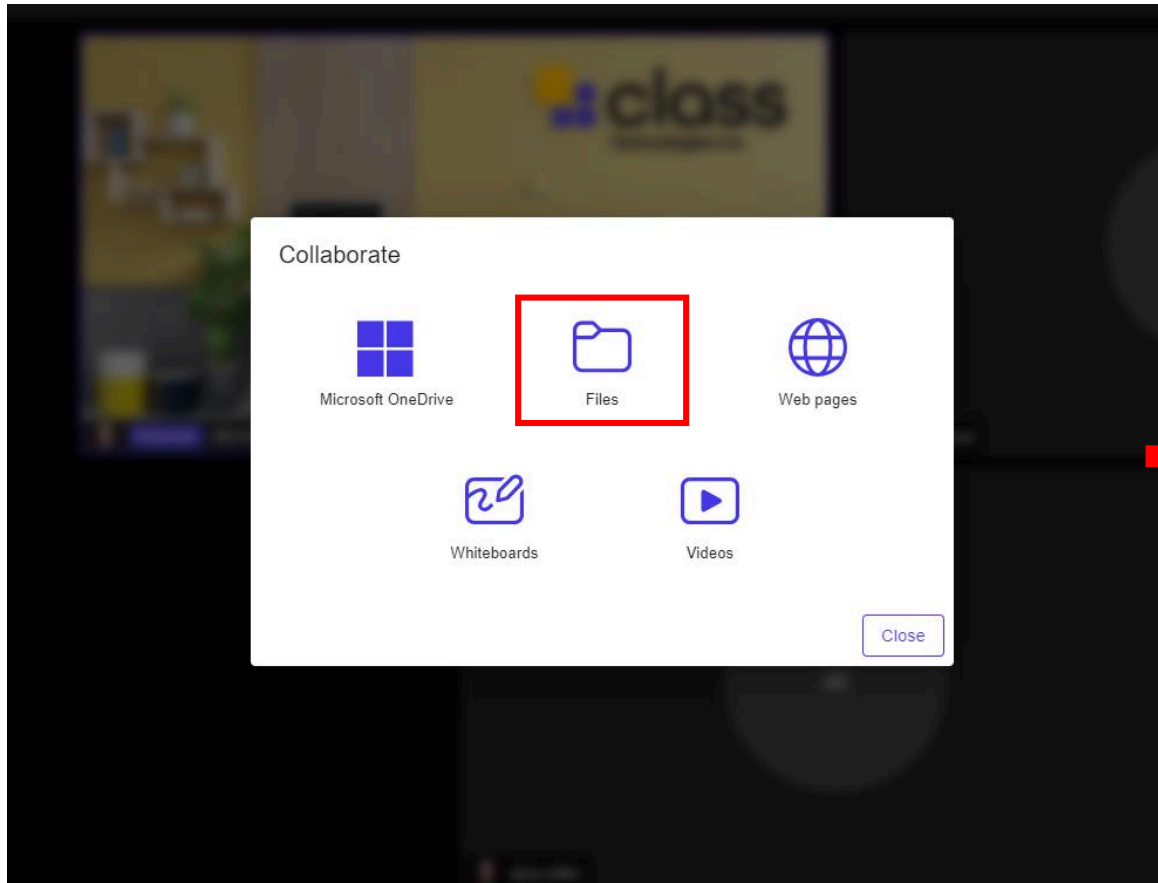
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How can I use the Collaborate area?



Click on the 'Collaborate' area in the bottom panel to share files, videos, web pages, and whiteboards.



Click on the 'Files' option from the 'Collaborate' area. In the opened screen, you can upload a new file by selecting the 'Add Files' option.

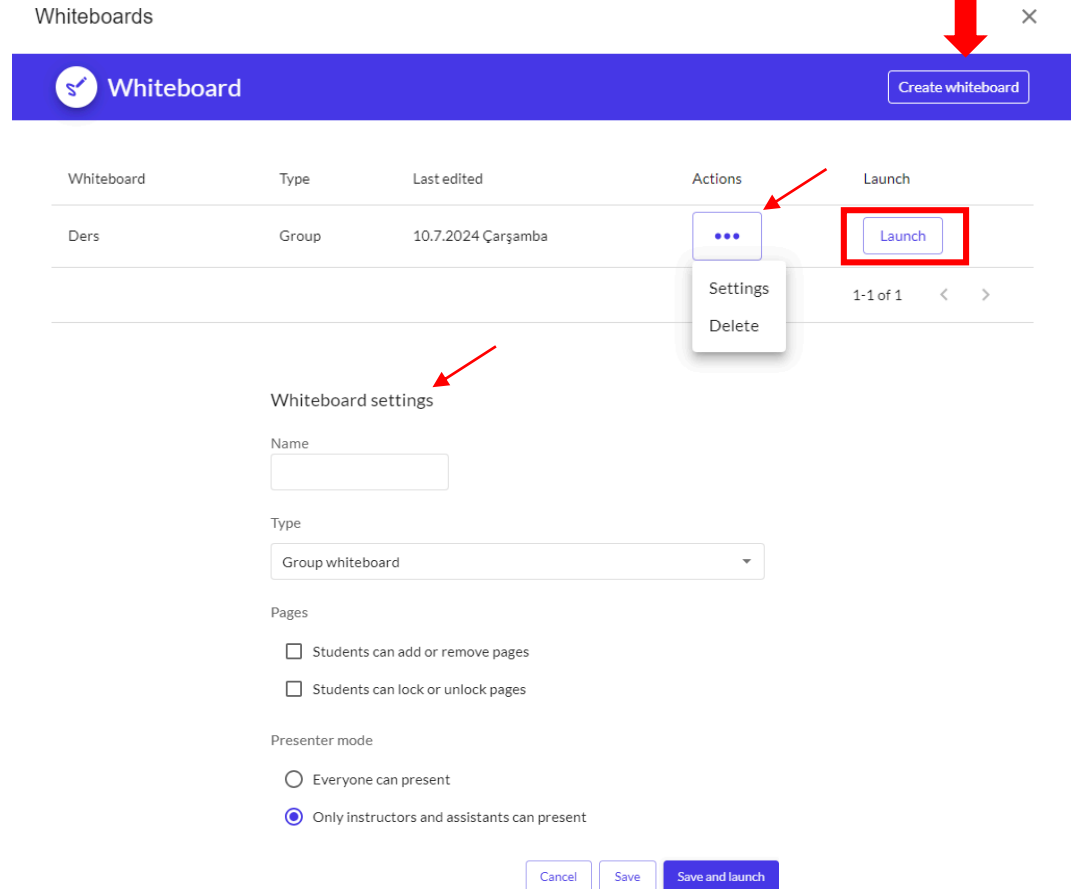
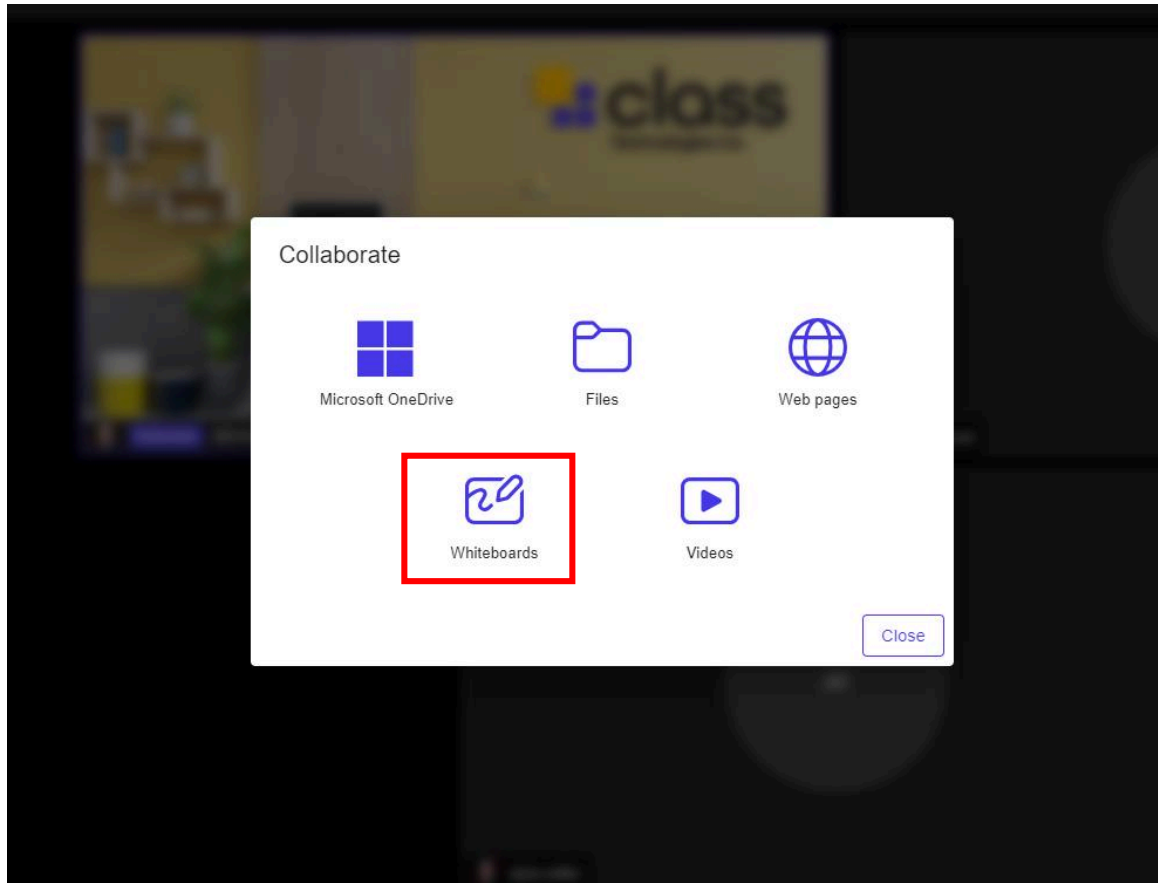
You can view the file you have uploaded or any previously uploaded files and share them with your class by selecting the 'Launch' option.

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

The image shows a screenshot of a Class Technologies Inc. meeting interface. At the top left, there is a notification for a file named "ödev.pdf" with a red arrow pointing to it. The meeting title is "class Technologies Inc.". On the left side, there is a "People" panel showing 4 participants: 2 Instructors (NK and SF) and 2 Students (SS and ay). The main area displays a shared document titled "Microsoft Word - Mobil.docx" at page 4 of 18, zoomed at 80%. The document content includes a list of acronyms and their definitions: GSI, UPC, IOS, FW, WAF, DNS, SSL, SLA, and ANDROID. The bottom toolbar contains various controls like Unmute, Stop Video, Learning Tools, Participants, Chat, Share Screen, Collaborate, Breakout+, Proctor, More, Reactions, Raise hand, and Leave.

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

You can remove your file from the marked area.



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.

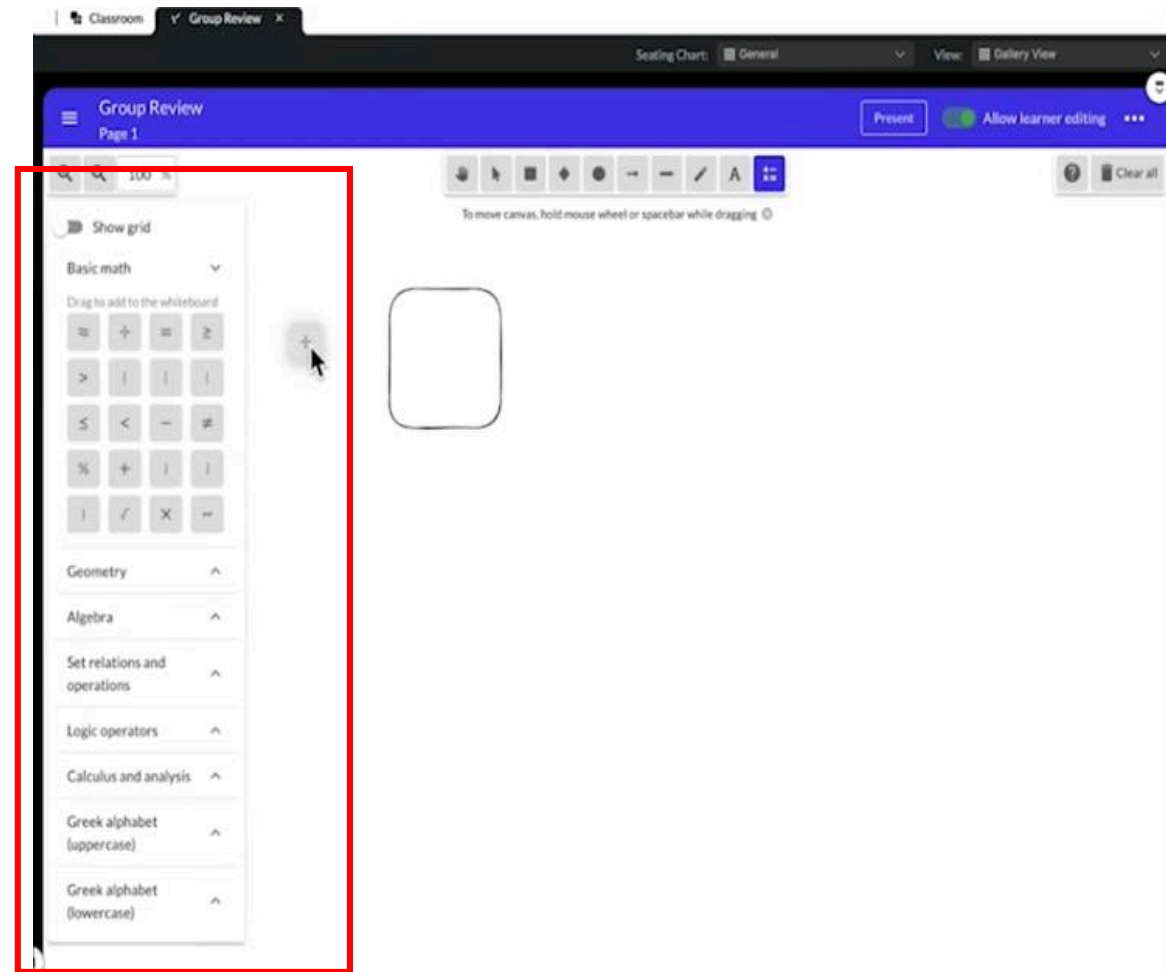
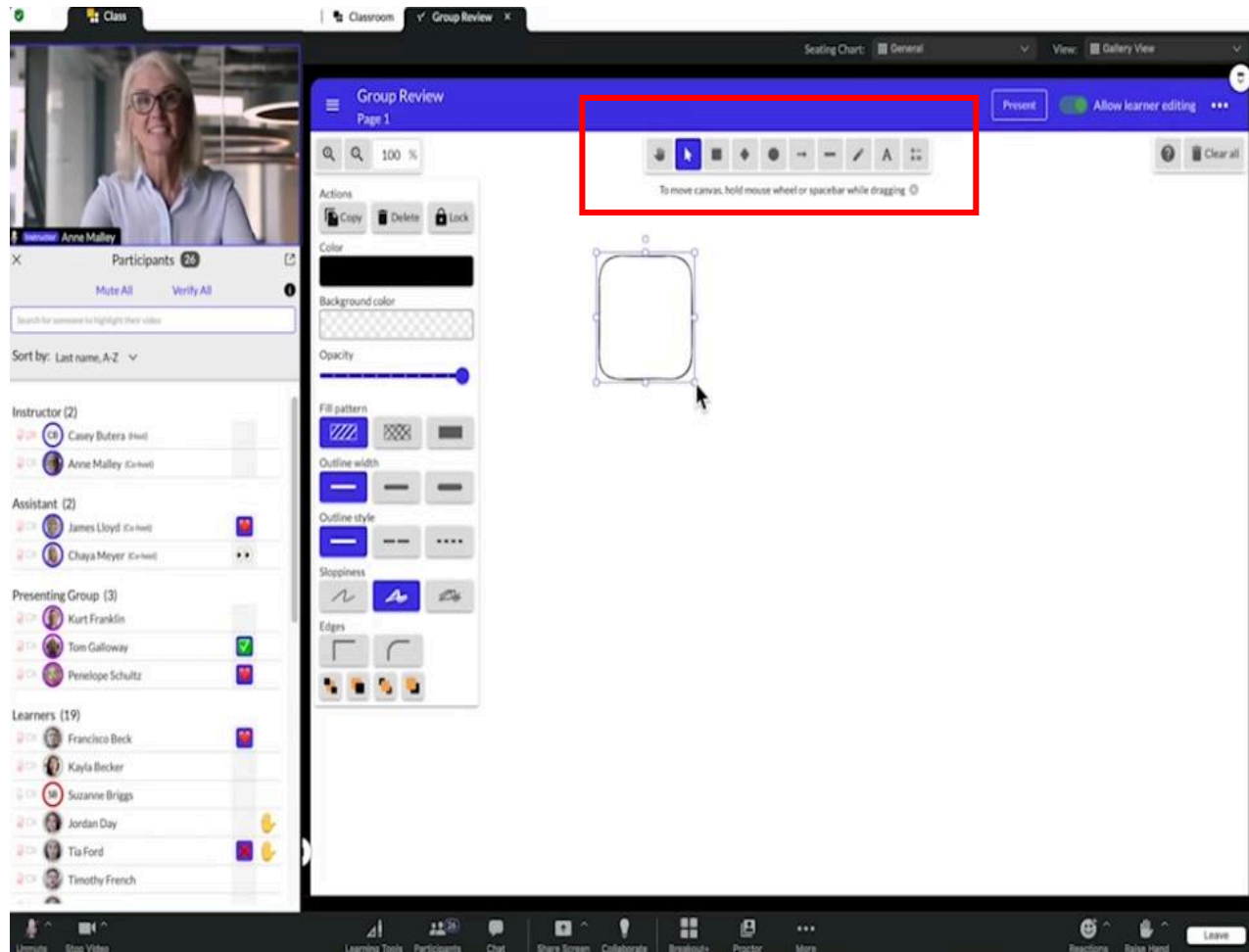
You can view the whiteboards you have created or previously created whiteboards, and share them with your class by selecting the 'Launch' option.

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

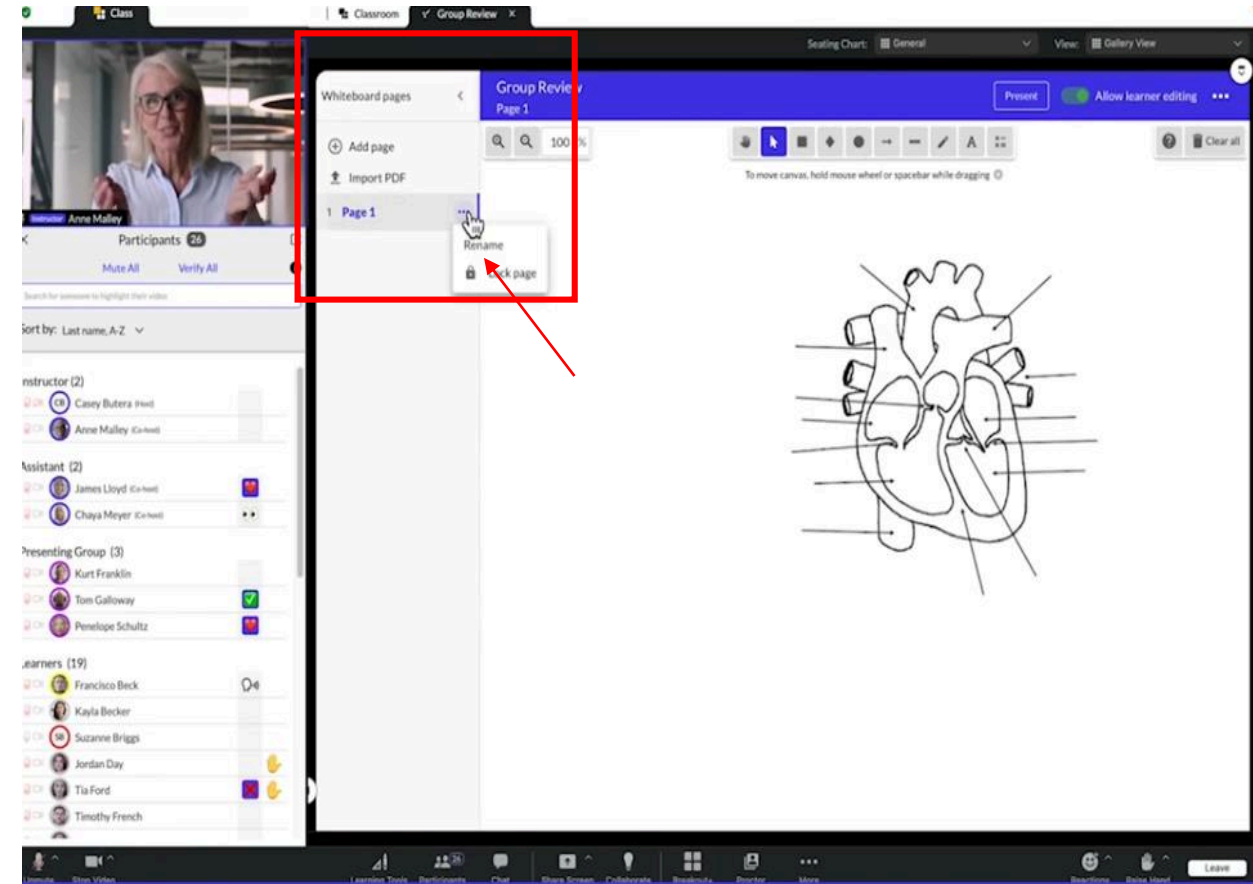
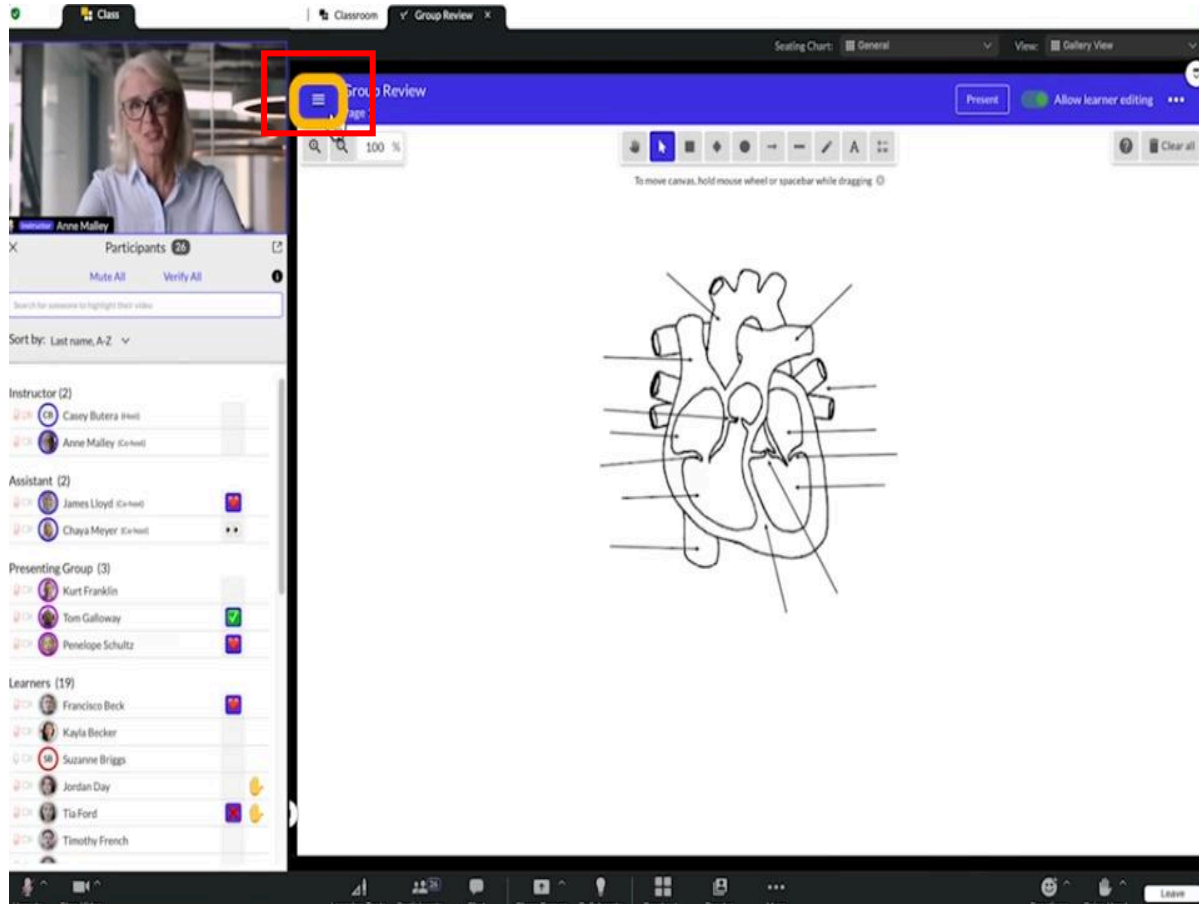
The image shows a Zoom meeting interface with a whiteboard. The whiteboard has a toolbar at the top with various icons for navigation and editing. A red box highlights a context menu that appears when a user clicks on the whiteboard. The menu items are: 'Disable student annotation for this page', 'Shortcuts', 'Settings', and 'Clear all'. Red arrows point to the three dots menu icon, the 'Disable student annotation for this page' option, and the 'Clear all' option. The Zoom meeting controls are visible at the bottom, including 'Unmute', 'Stop Video', 'Learning Tools', 'Participants', 'Chat', 'Share Screen', 'Collaborate', 'Breakout+', 'Proctor', 'Security', 'More', 'Reactions', 'Raise hand', and '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.

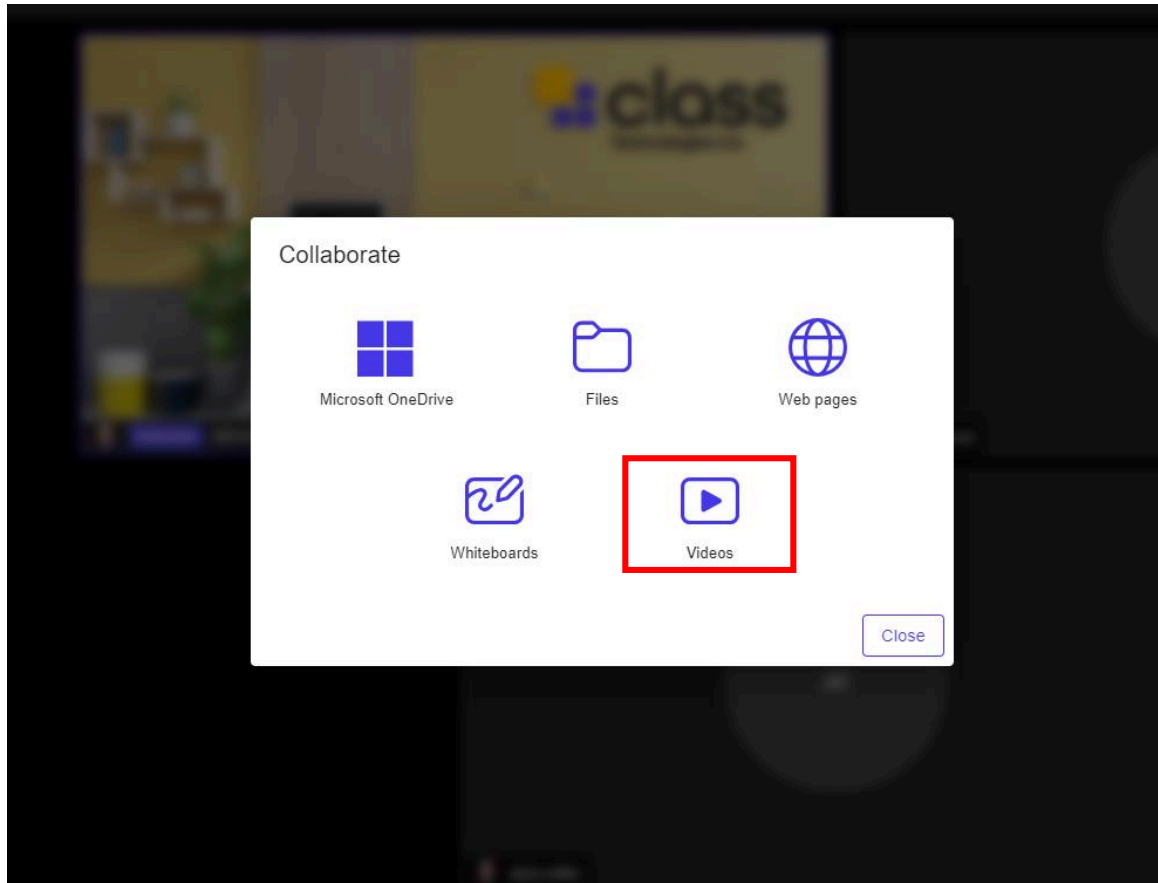


From the marked area, you can add a new white page using the 'Add Page' option.

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

The screenshot displays the Classroom interface. On the left, there is a sidebar with a search bar and a list of participants. The main area shows a whiteboard with a PDF document titled "Nisan Ayı E-Bülten Çalışması .pdf" (1/4) open. The whiteboard content includes the Istanbul Okan University logo and text about blockchain technology. The sidebar on the left has a red box around the "Import PDF to pages" option, and another red box around the list of PDF documents, including "Nisan Ayı E-Bülten Çalışması .pdf".

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

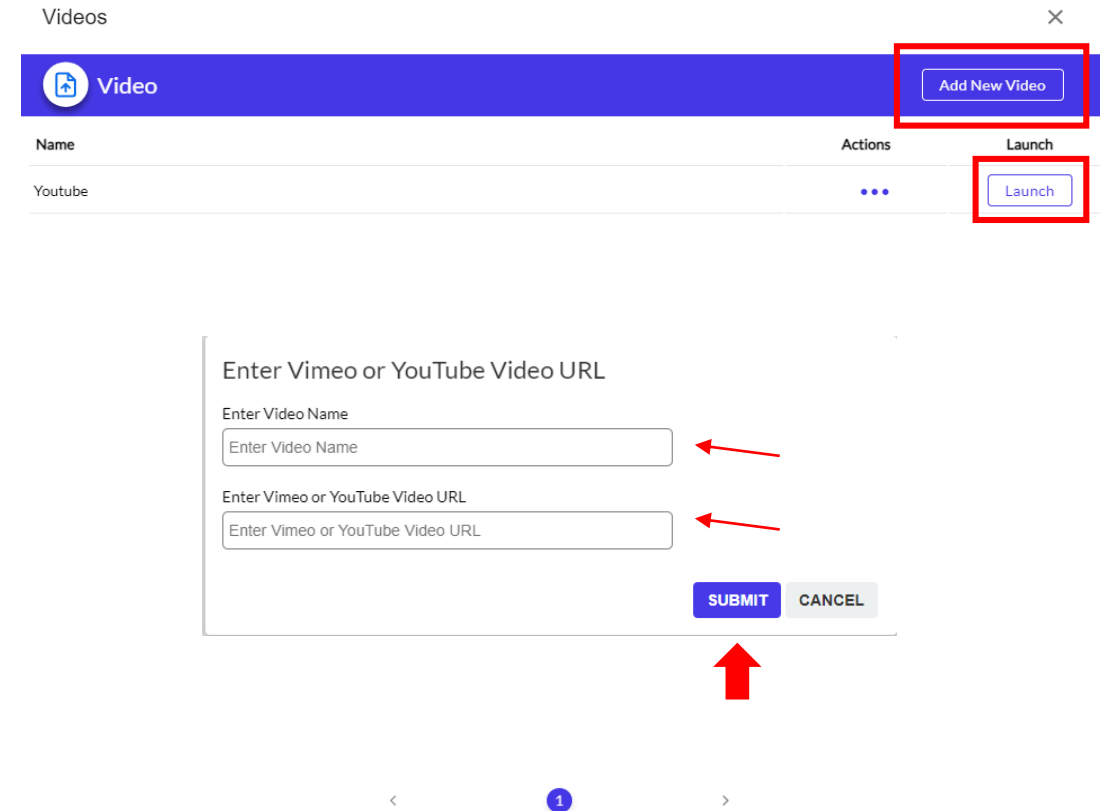


Click on the 'Videos' option from the 'Collaborate' area.

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.



The screenshot displays the Classroom app interface. At the top left, there is a 'class' logo and a 'Youtube' tab. The main area is a video player showing a man with glasses and a yellow hoodie, with the text 'Pursuing his childhood dream of becoming a video game developer' and a 'Paylaş' button. A blue banner at the top of the video says 'You are controlling this video for the whole class'. Below the video, there is a 'izlemek için: Youtube' button. On the left side, there is a 'People' section with a search bar, a 'Sort by: First name, A-Z' dropdown, and a list of participants including two instructors (NK, SF) and two students (SS, ay). At the bottom, there is a control bar with 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 watch your video with the class on the screen.



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How can I create breakout rooms in a session?

The image shows a Zoom meeting interface. At the top left, there is a 'class' logo. The main meeting area displays a virtual office background with the 'class Technologies Inc.' logo. A red arrow points to the 'Breakout+' button in the bottom toolbar. The interface includes a 'People' sidebar on the left, a 'Seating Chart' at the top right, and a 'Leave' button at the bottom right.

Seating Chart: General Gallery View

Unmute

class Technologies Inc.

Instructor

People 4

Mute All

Search for someone to highlight their video

Sort by: First name, A-Z

Instructor (2)

NK

SF

Students (2)

SS

ay

Unmute Start Video

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

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
)AN **Instructor**
- ^ Breakout 1 (2)
JK **Instructor**
- ^ Breakout 2 (1)
Sanat

Leave room

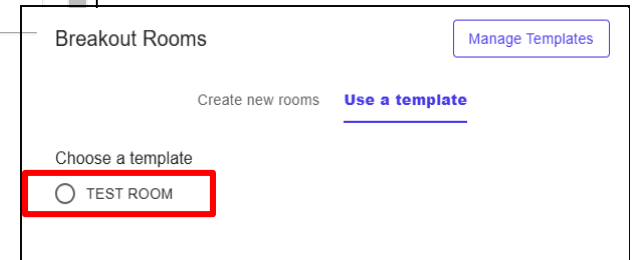
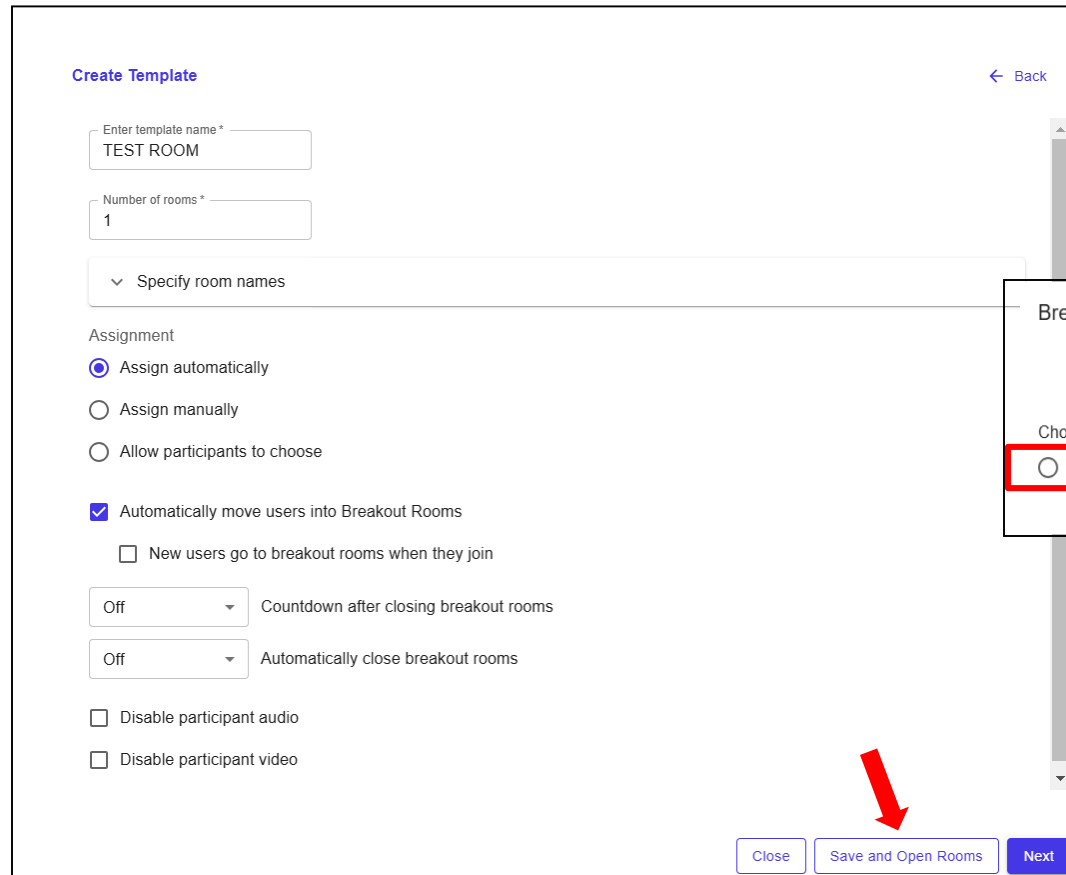
Join room

Close Rooms **Close**

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

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.



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

Breakout Rooms

^ Main Room



Instructor

^ Breakout 1 (2)



Instructor

^ Breakout 2 (1)



Broadcast Message

Leave room

Join room

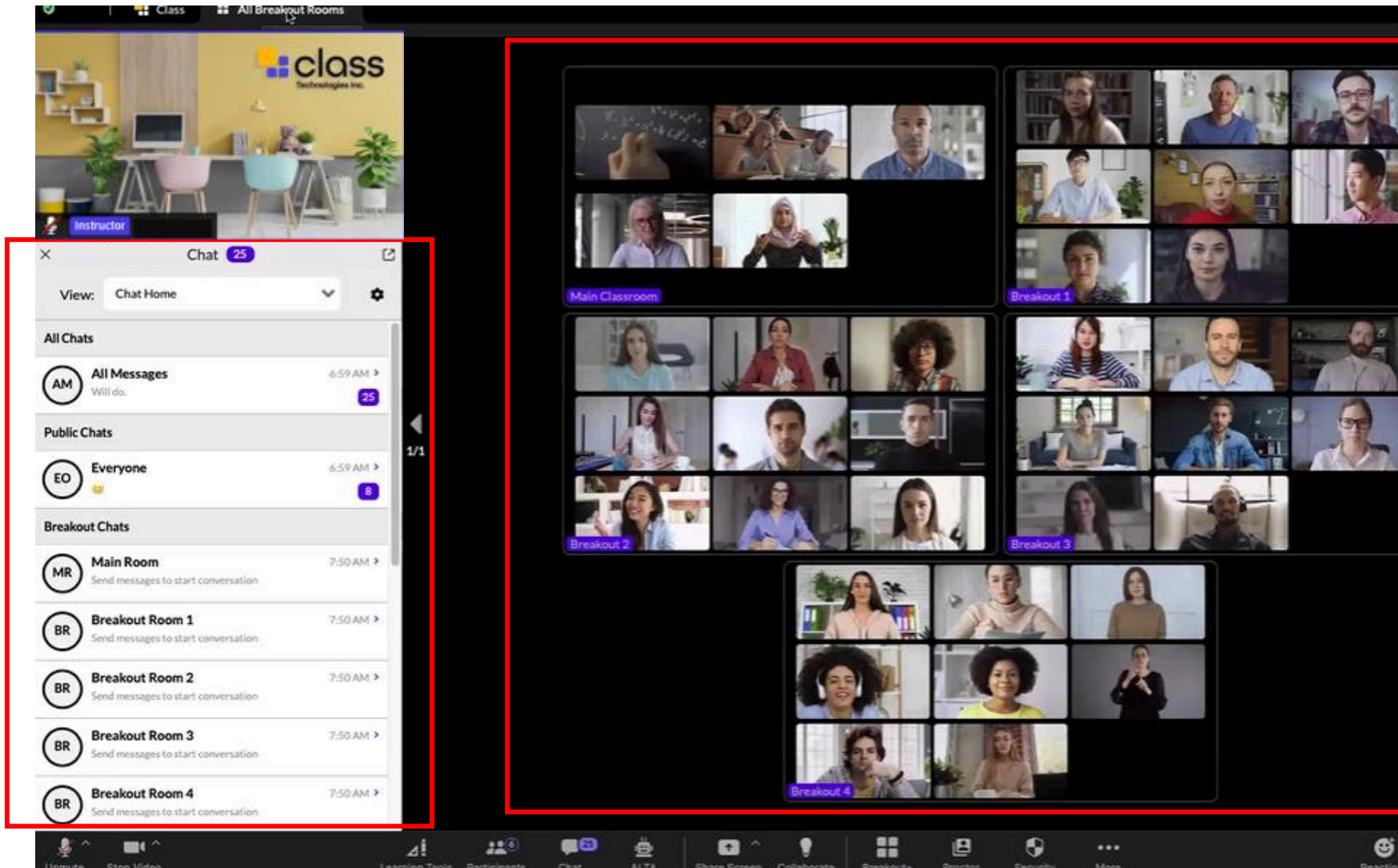
Close Rooms

Close

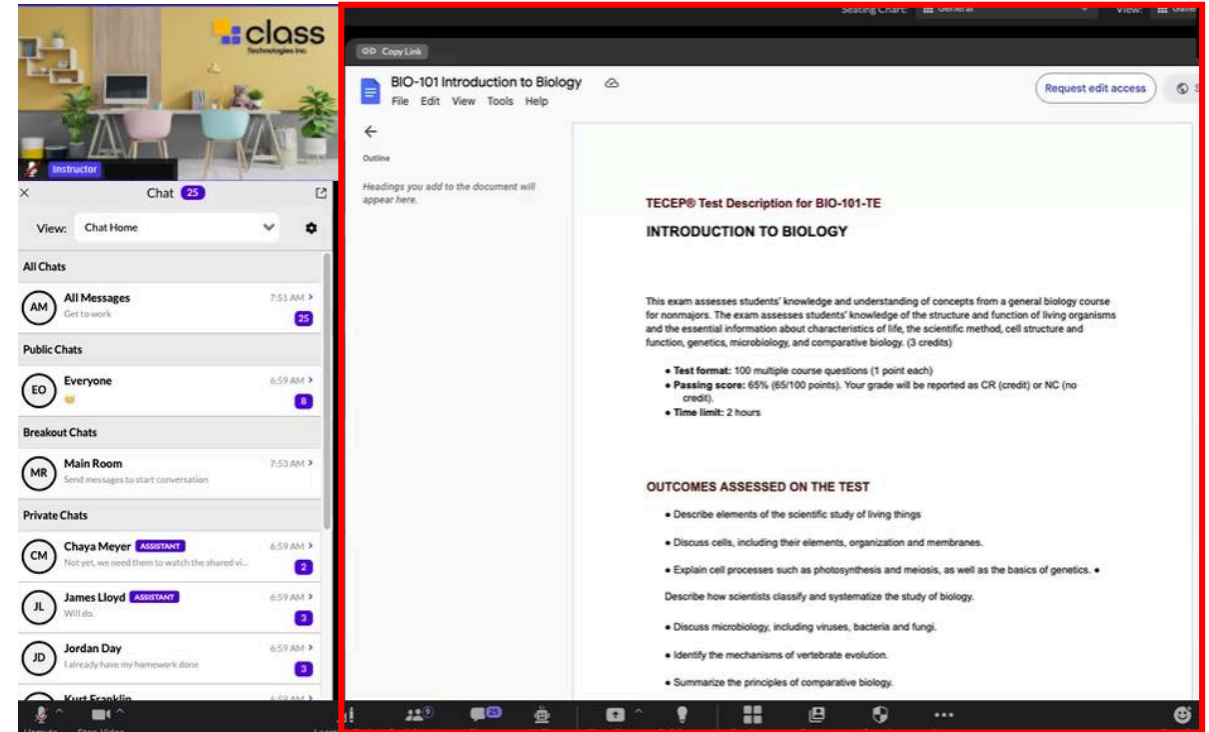
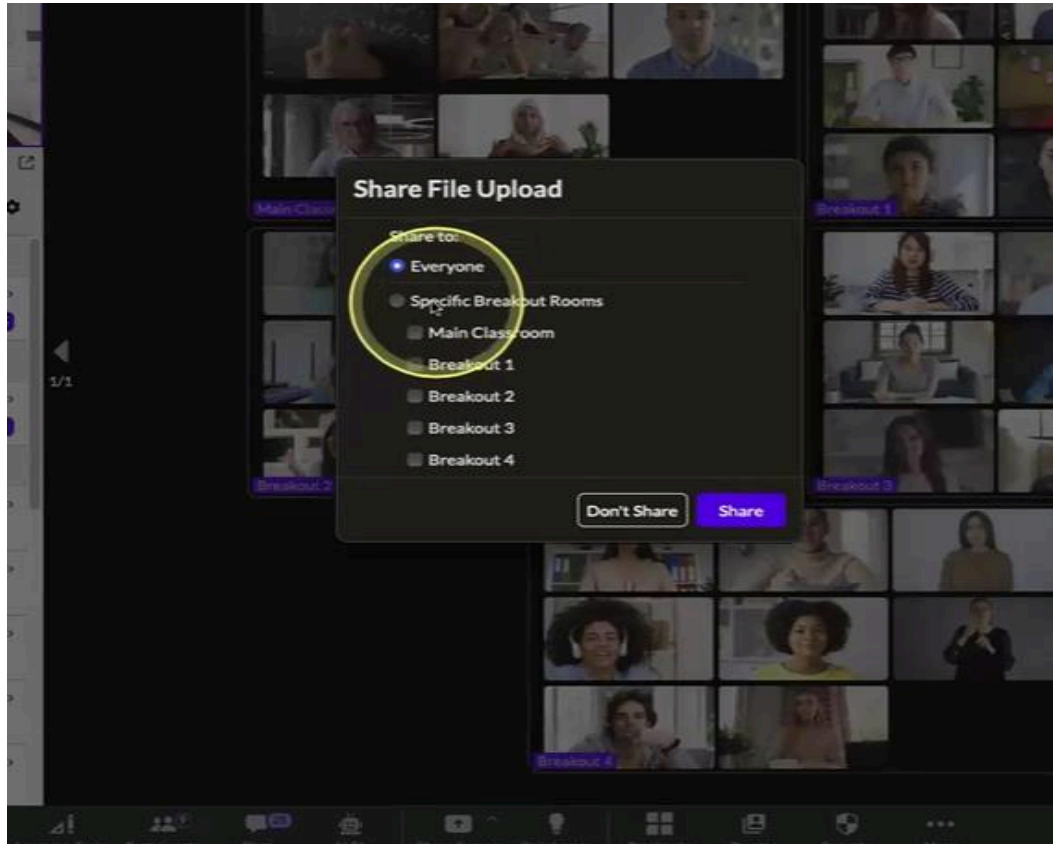
Broadcast Message ×
TEST ROOMS

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.



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



The screenshot displays the Class Technologies Inc. virtual classroom interface. On the left, a sidebar shows a list of participants under the heading "People 4". It includes an "Instructor" section with two members (NK and SF) and a "Students" section with two members (SS and ay). The main video area shows a virtual desk with a computer, a lamp, and a teddy bear, with the "class Technologies Inc." logo. A large dark area on the right contains a circle with the initials "SS" and another below it with "AY". A red arrow points to the "Proctor" icon in the bottom toolbar, which is highlighted with a red box. The bottom toolbar also includes icons for Unmute, Start Video, Learning Tools, Participants, Chat, Share Screen, Collaborate, Breakout+, More, Reactions, Raise hand, and Leave. The top right corner shows "Seating Chart: General" and "View: Gallery View".

Proctor area is used for student monitoring and management.

Proctor

Participants will be asked to share their screen. Instructors will be notified if participants reject the invite or leave Proctor View

Who would you like to invite?

<input type="checkbox"/>	 St
<input checked="" type="checkbox"/>	 ay

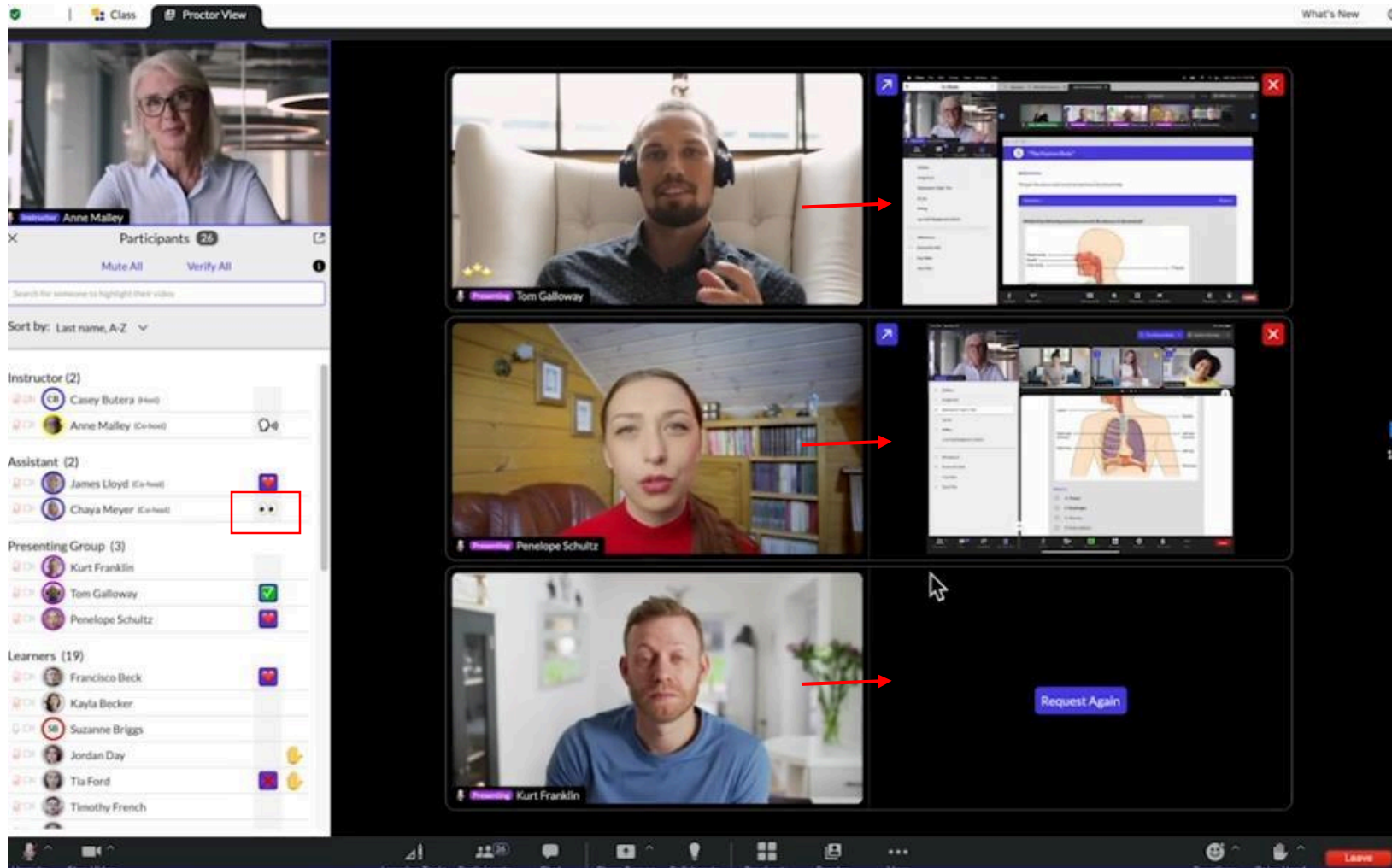
⚠ Proctor View is not supported on mobile devices. Mobile participants will not be able to share their screen.

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

You can select all students by using the 'Select All' option.

You can clear all settings with the 'Clear All' option.

You can start proctoring by clicking the 'Start' button.




You can view users screen shares alongside their video feeds.


The "eye" icon in the area marked in red appears next to the user's name when the user opens a different tab or browser.


Proctor

Participants will be asked to share their screen. Instructors will be notified if participants reject the invite or leave Proctor View

Who would you like to invite?

 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.

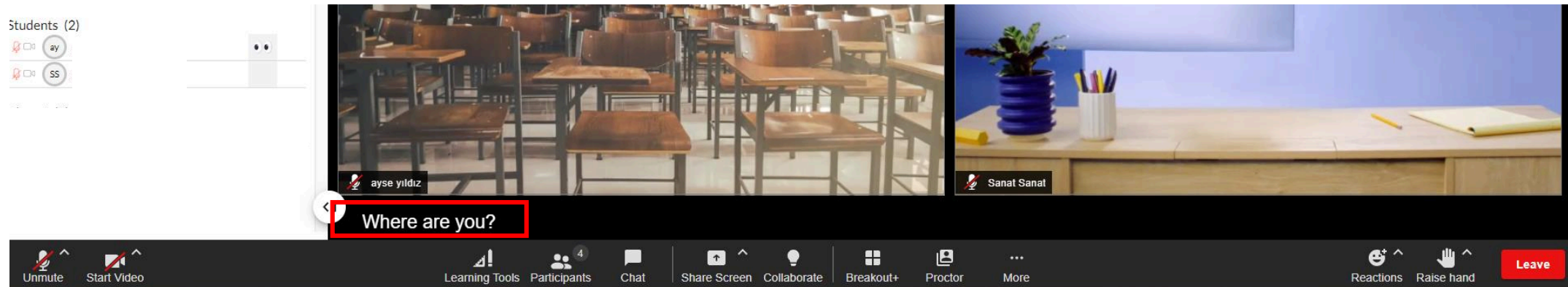
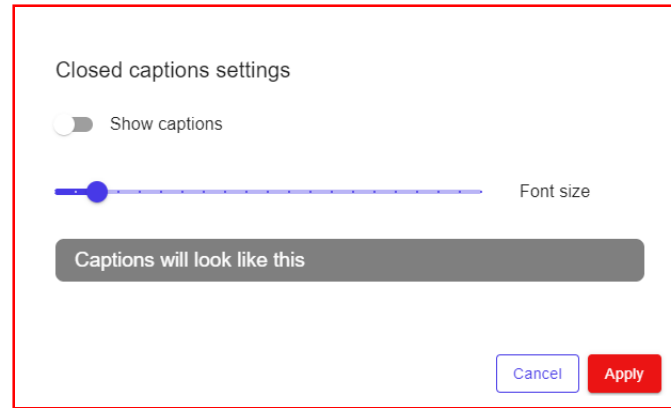
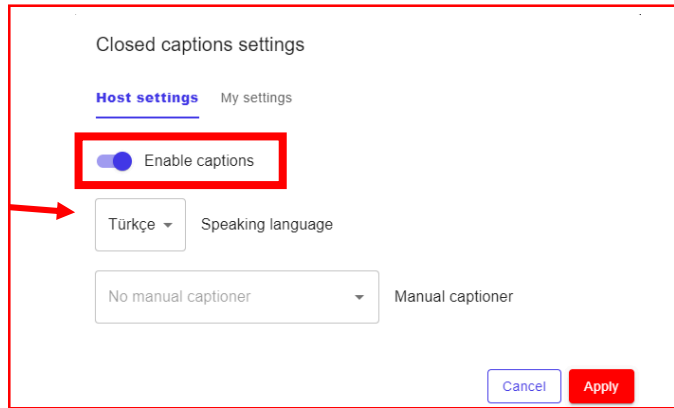


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Where can I activate the subtitle feature?

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'.

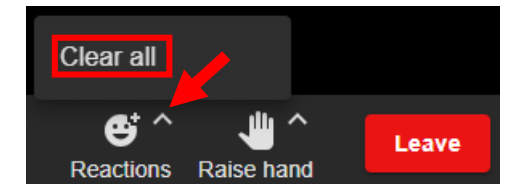
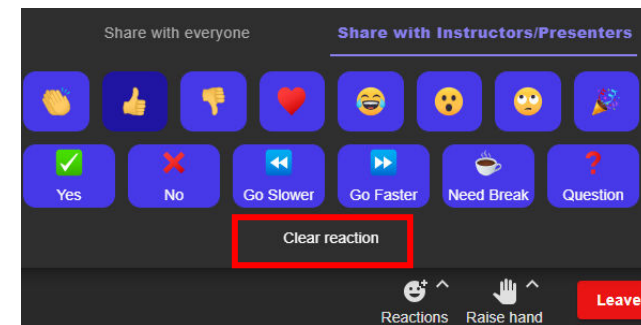
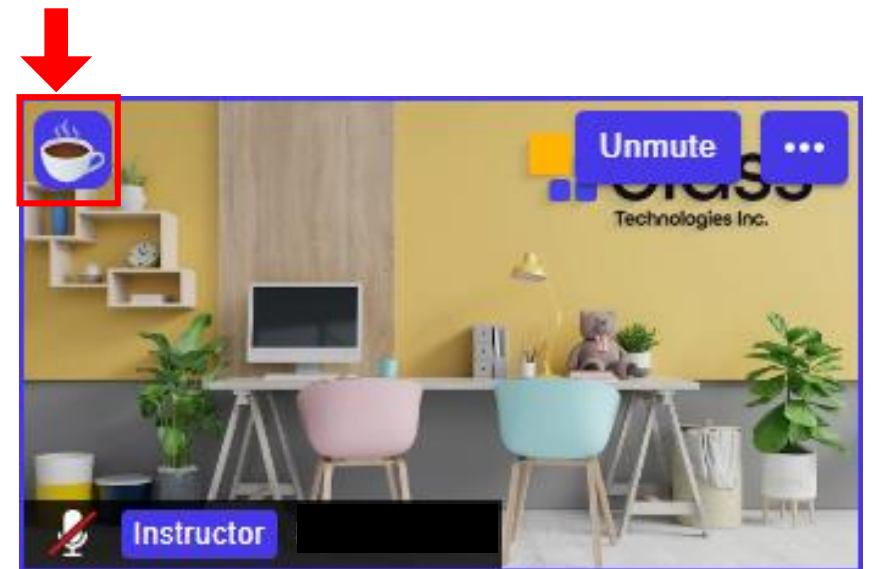
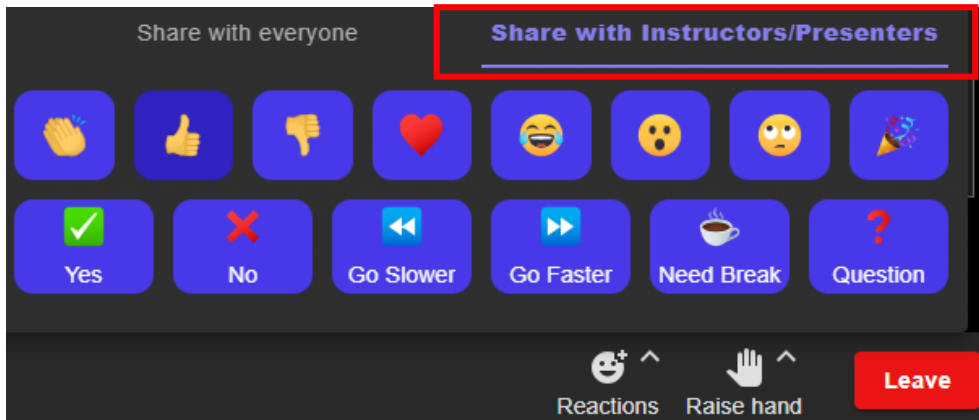
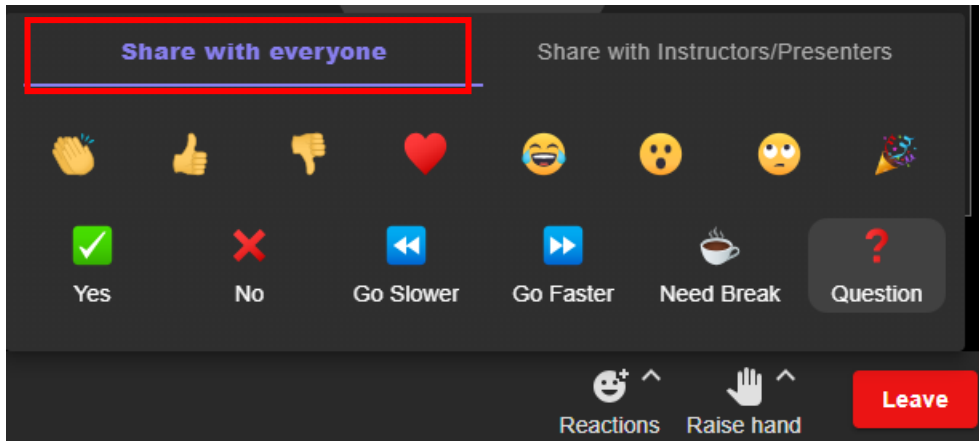
In the 'My Settings' section, you can show subtitles and adjust the text size, then click 'Apply'.



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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.

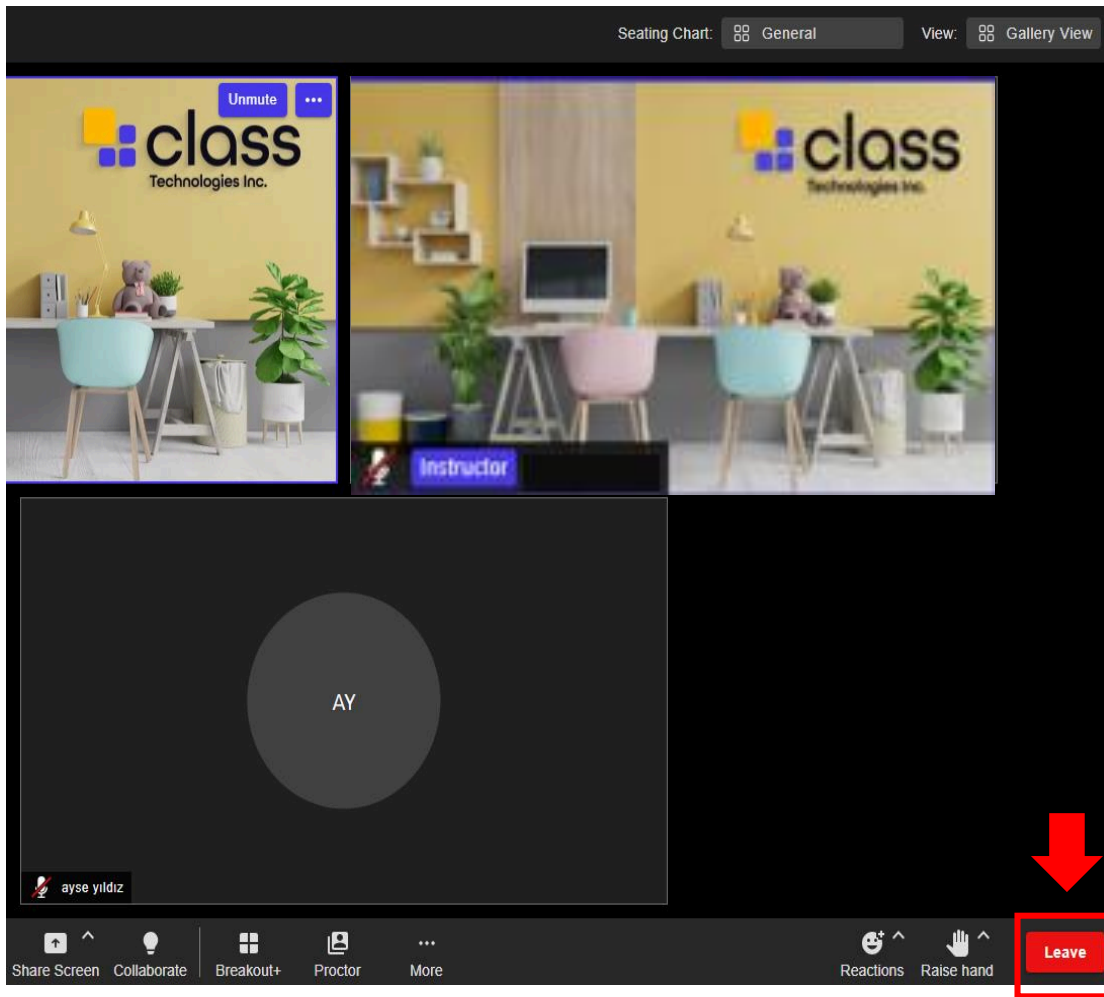
You can delete your reaction using the 'Clear Reaction' option. You can clear all reactions using the 'Clear All' option.



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How can I leave the session?



Leave or end class

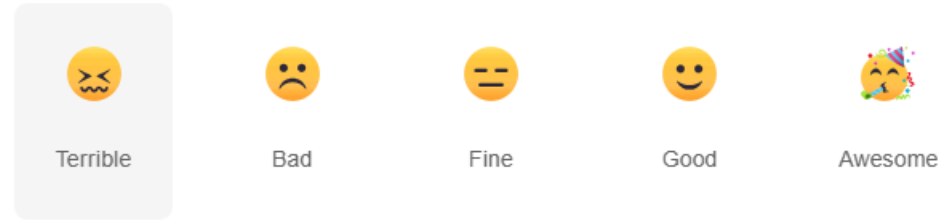
You may end the class for all participants or leave and keep the class running.



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.



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How can I download the recording?

[Join Class room](#)[Copy guest invite link](#)

Details









Upcoming

Previous





Recordings

Attendance

Time	Name	Duration	Status	Actions
Wednesday, September 18th, 2024 11:00 AM - 11:01 AM	Recording at 18.09.2024, 11:00:10	00:01:29	Instructors, assistants and students	 Start playback
Tuesday, September 10th, 2024 10:45 AM - 11:13 AM	Recording at 10.09.2024, 10:45:14	00:28:05	Instructors, assistants and students	  
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](#)