ISTANBUL OKAN UNIVERSITY CLASS COLLAB
USER GUIDE FOR INSTRUCTORS

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

Log in using the Chrome, Microsoft Edge browser.

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

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

Log in to the course from the courses link.

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.

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.

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.'

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).
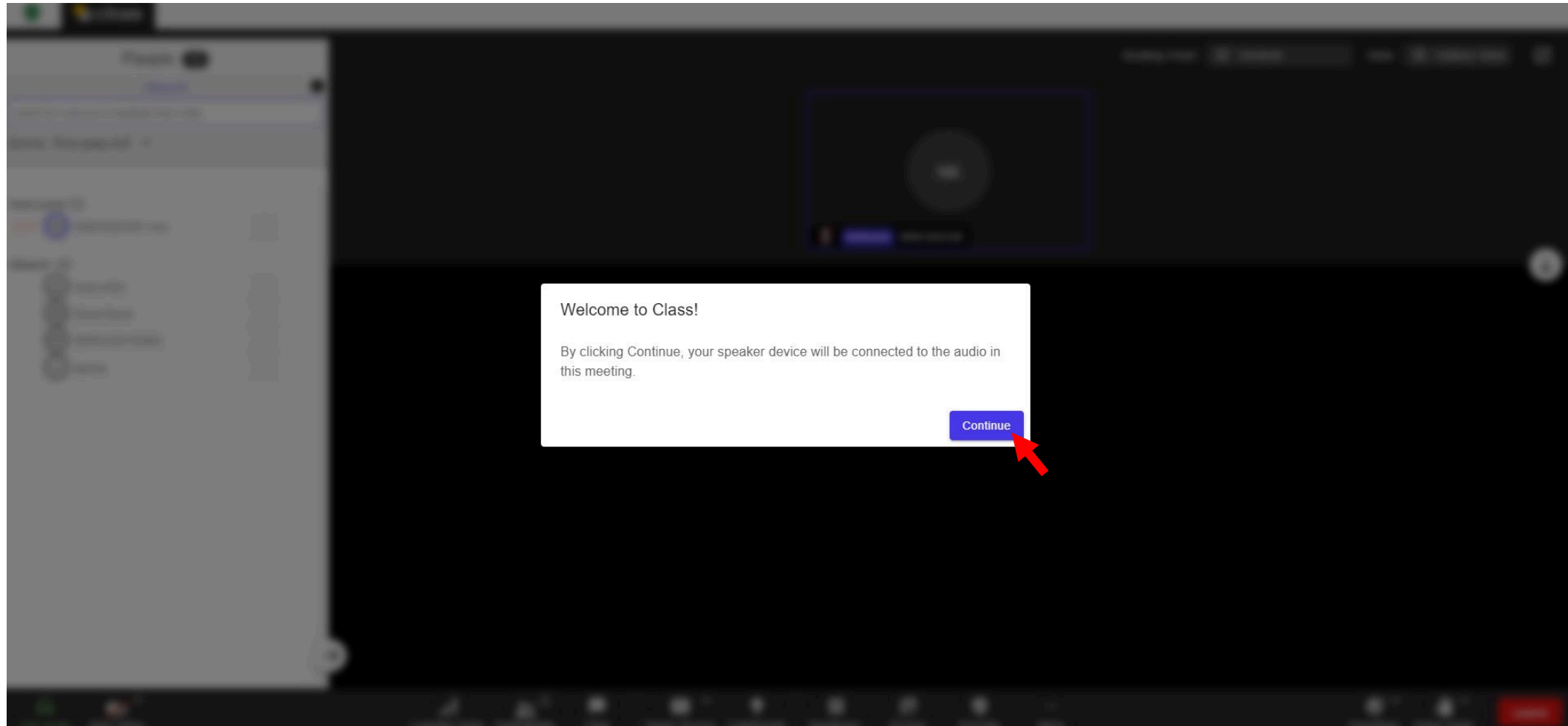
Confirm the use of microphone/audio on the screen that opens.

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USER GUIDE FOR INSTRUCTORS

How do I start recording of the session?

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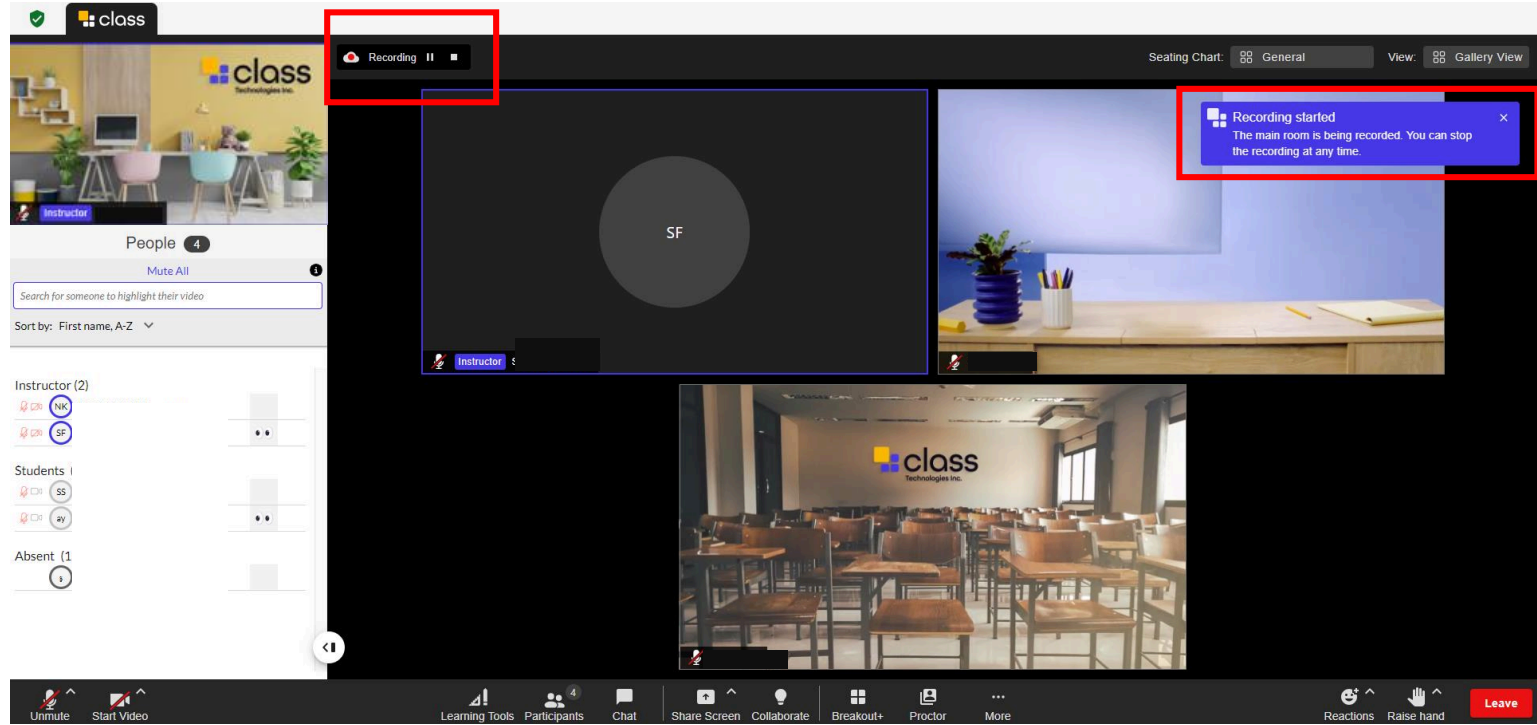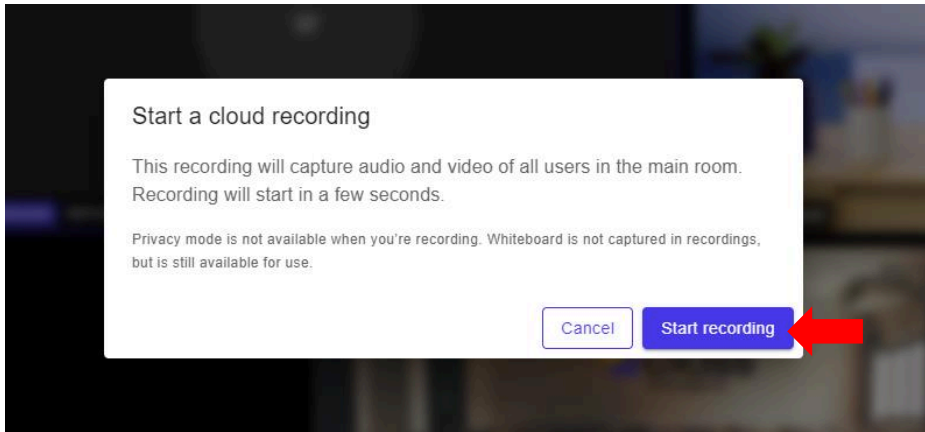
Click on the 'Start Recording' option on the opened screen.

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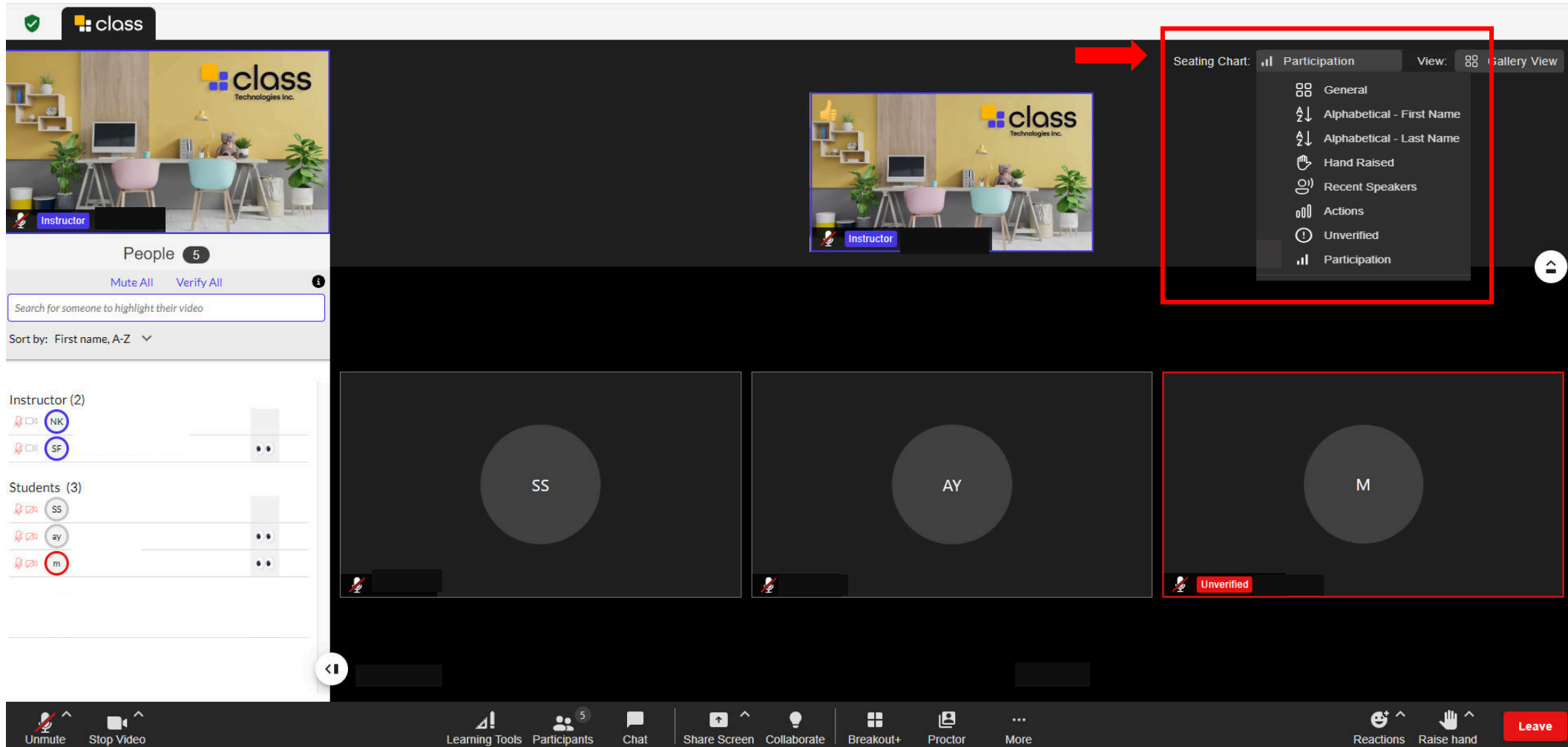
In the 'Seating Chart' section, you can adjust the seating arrangement settings for session participants.

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.
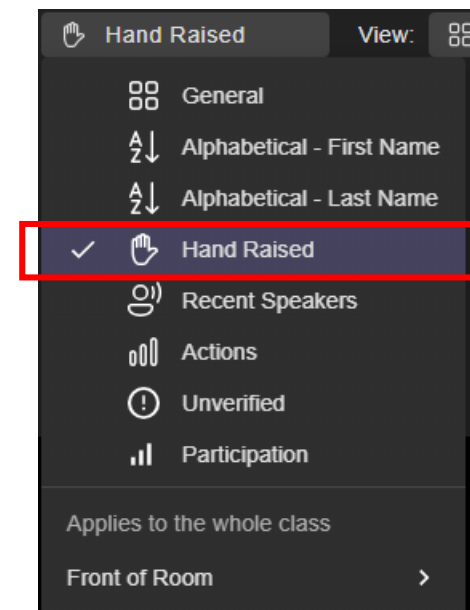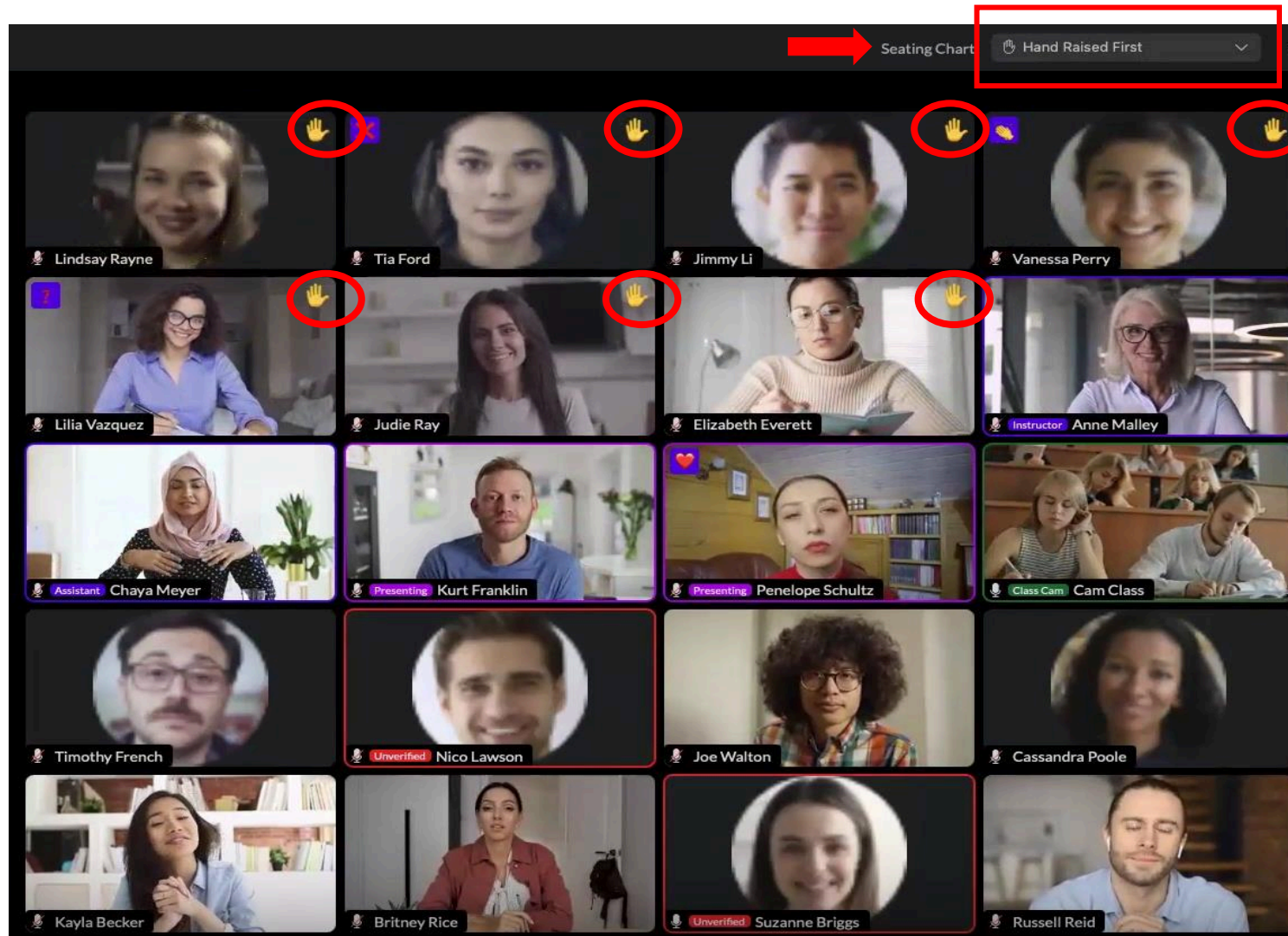
Click on the 'Hand Raised' option to see users who have raised their hands.
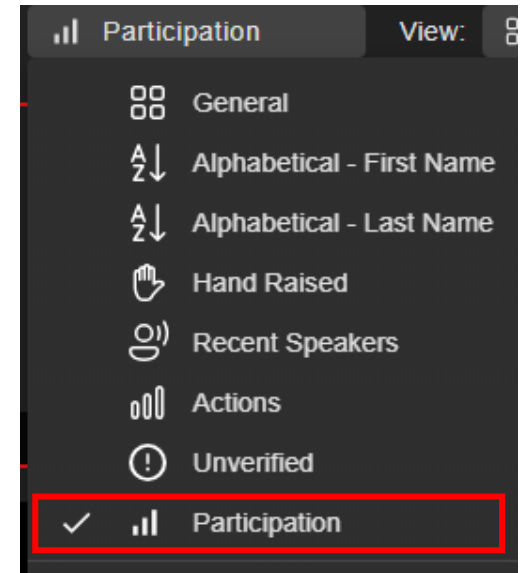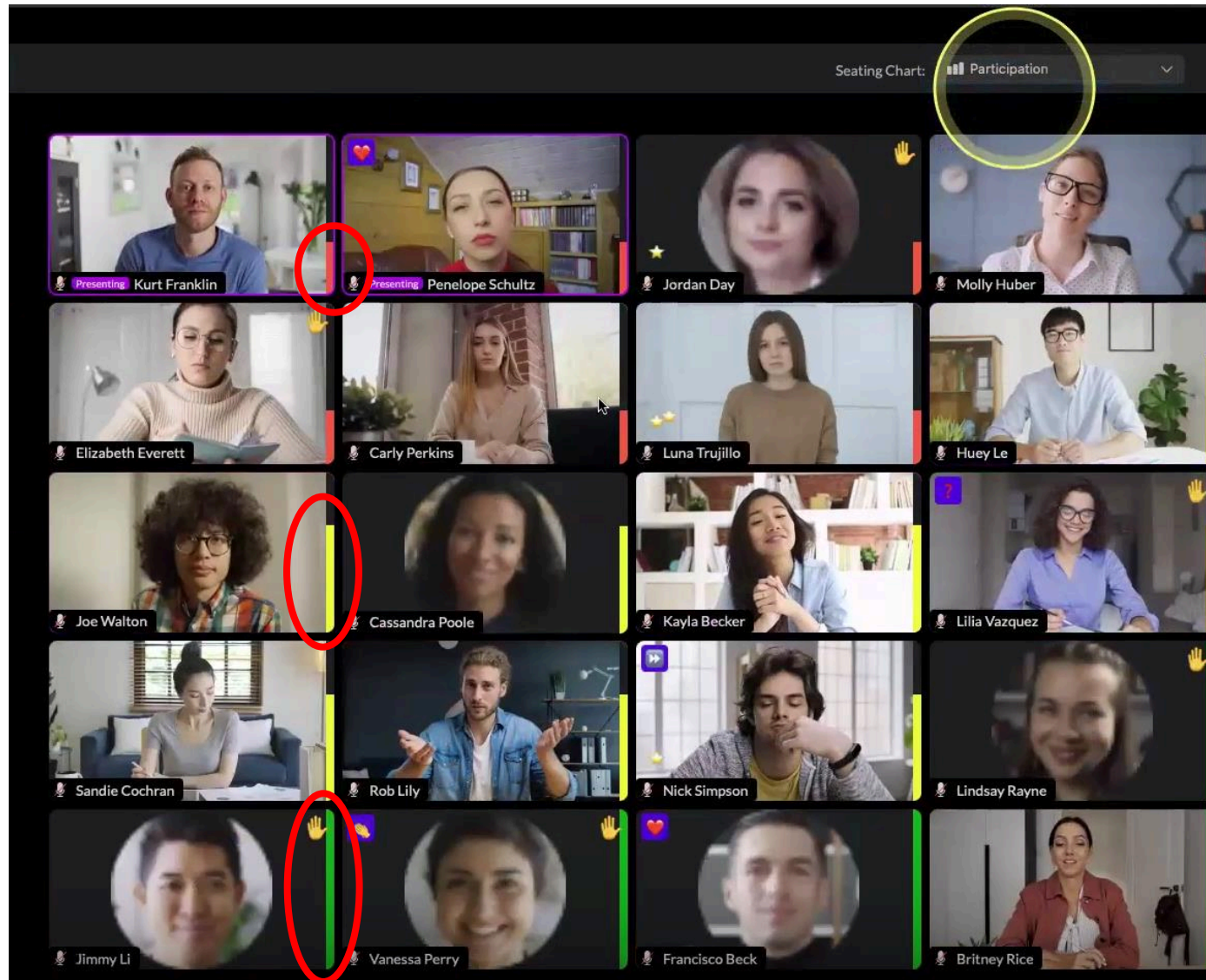
Click on the 'Participation' option to view the users participation levels.

Red: Low   **Yellow**: Good   **Green**: Great

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USER GUIDE FOR INSTRUCTORS

How can I create a presentation group?

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

Add the desired user to the presentation group.

Click on the highlighted option to bring the speaking user to the foreground.
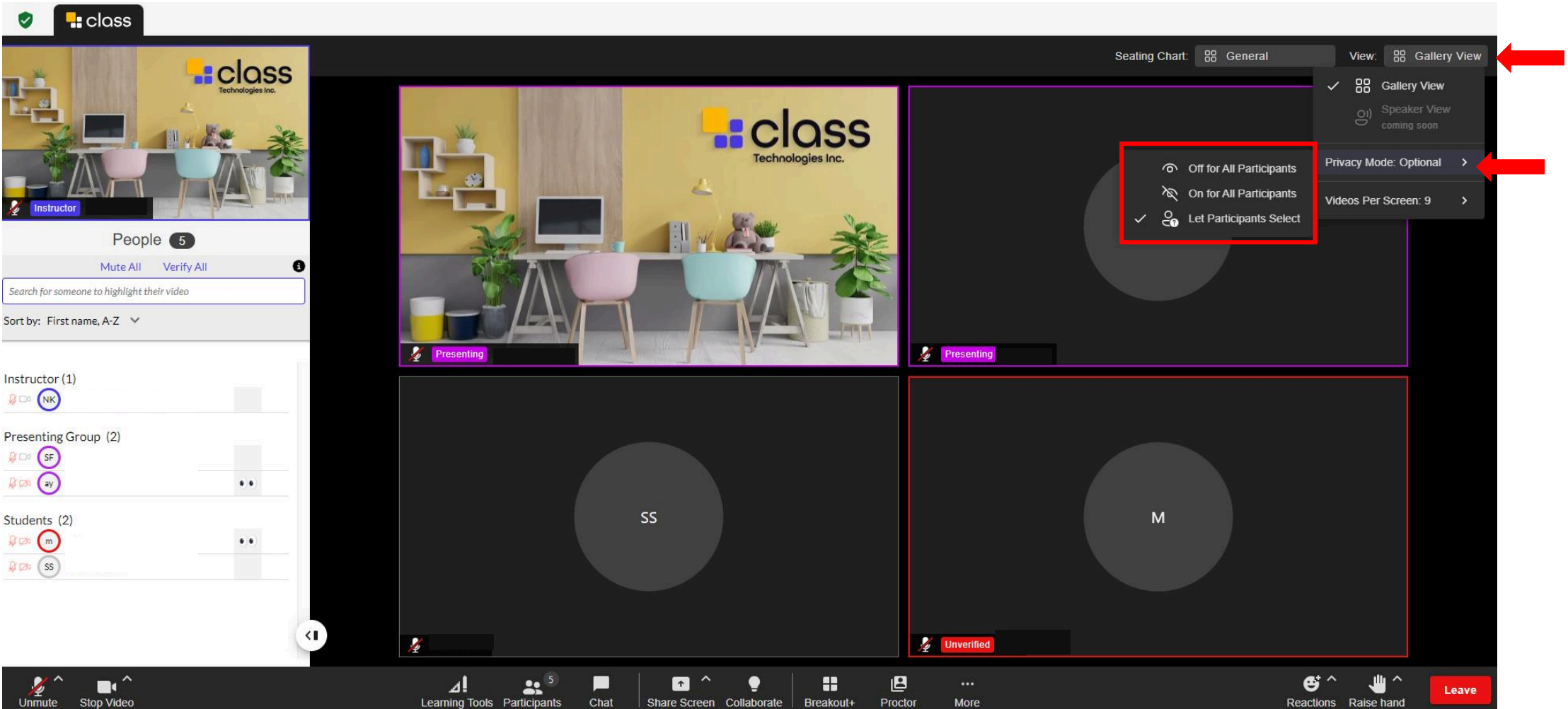
You can activate 'Gallery View' mode.

- 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.

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

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USER GUIDE FOR INSTRUCTORS**

How do I Verify Unverified users?
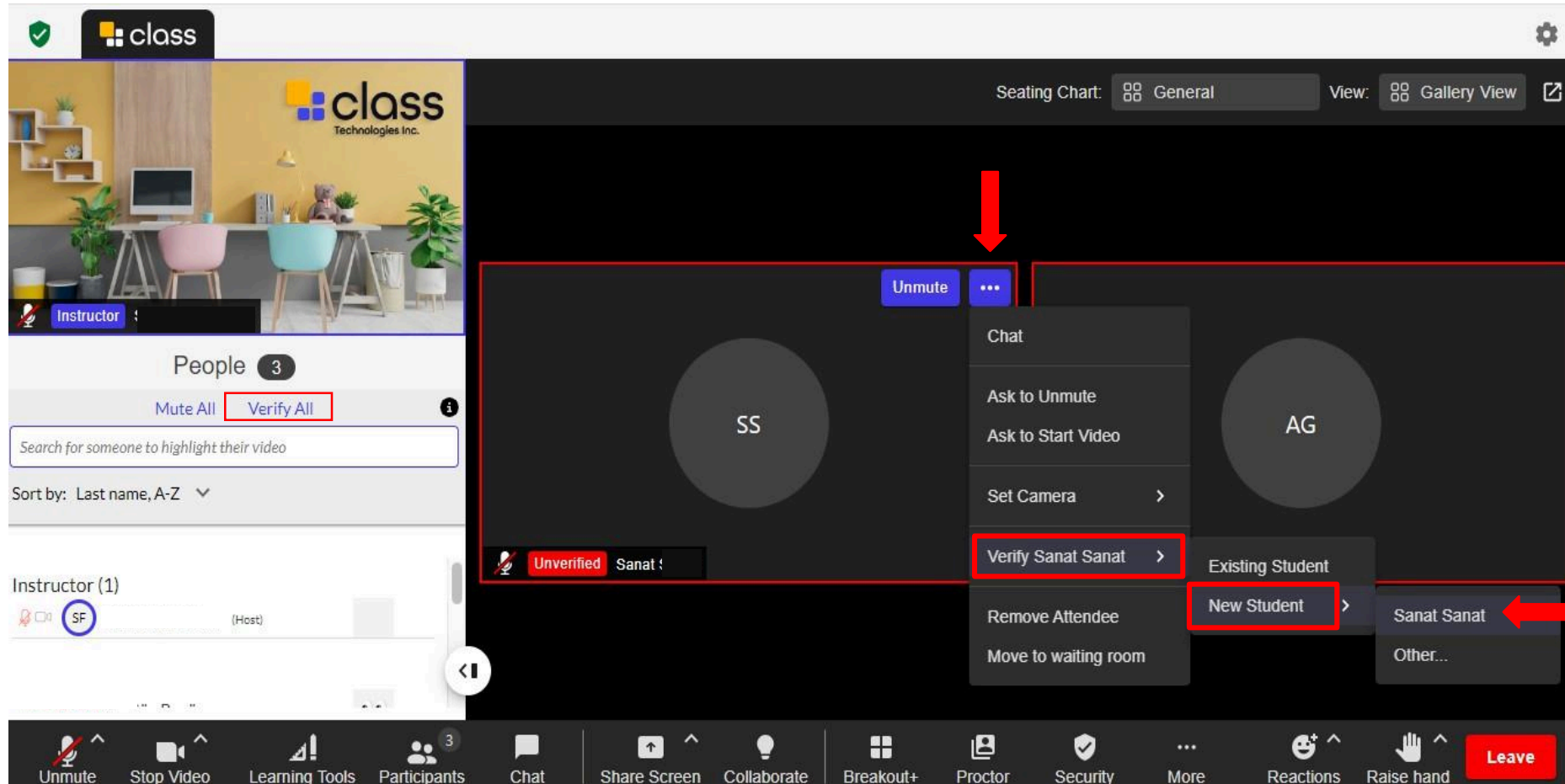
In order for users who are 'Unverified' to be active in the course, you can add it as 'New Student'.

You can verify all unverified users at the same time from the 'Verify All' option.

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USER GUIDE FOR INSTRUCTORS

How do I remove a user from the session?

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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USER GUIDE FOR INSTRUCTORS

Where can I see camera and microphone settings?

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

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

You can turn your camera on/off from the highlighted area.
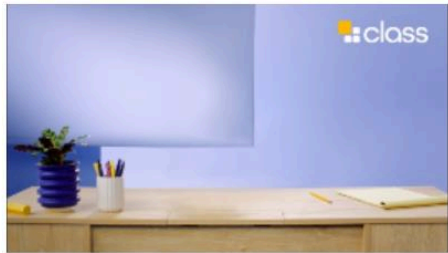
When you activate your camera, you can select your virtual background.

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How can I use the Learning Tools area?

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USER GUIDE FOR INSTRUCTORS

Syllabus

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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USER GUIDE FOR INSTRUCTORS

Assignment

Click on the 'Assignment' option in the course content from the 'Learning Tools' section.
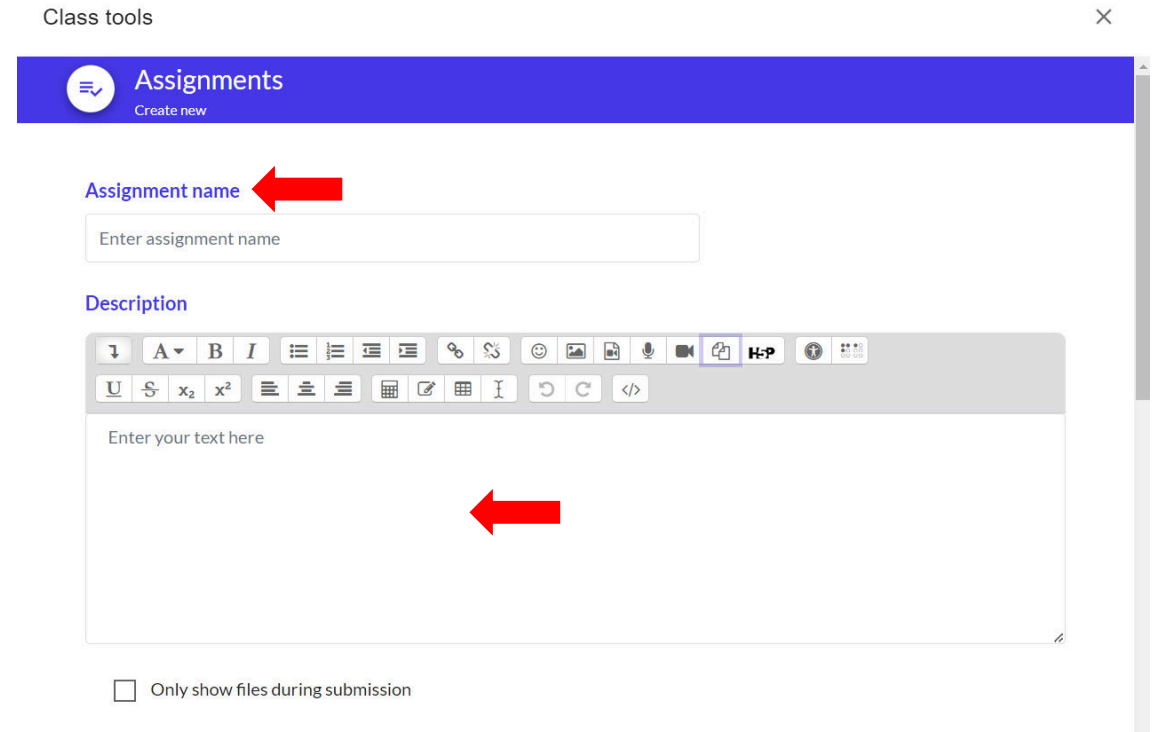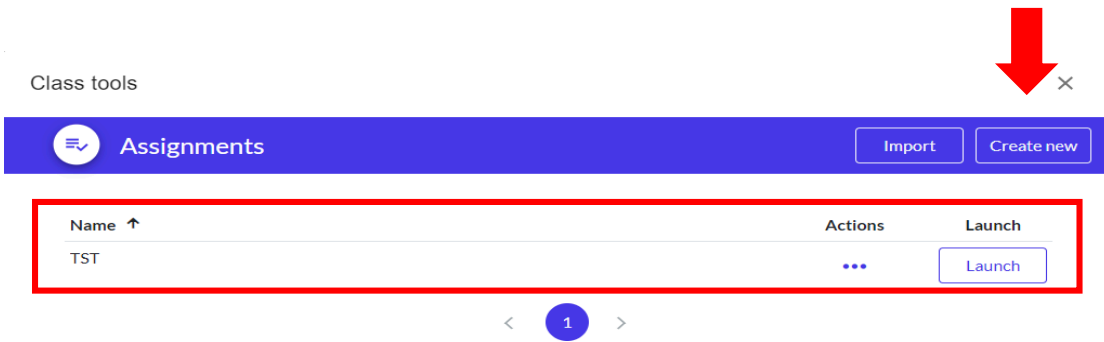
The content you transferred to the O'Learn course content area appears in the 'Assignments' section.

To create a new 'Assignment', click on the 'Create new' area.

Fill in the marked fields on the page that open to description area.

Class tools   ✕

Assignments   Import   Create new

Name ↑   Actions   Launch

No data available for this table

                        ‹   ›

Class tools   ✕

Assignments
Import | CFZ

TEST COURSE TEST COURSE ⇅

Choose a class...   gnments
TEST COURSE TEST COURSE

☑ Assignments (0) ↑   Imported ↑

☑ TST   ⚠

                   ‹   1   ›

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

                Cancel   Back to Assignments   Import (1)

To transfer content from another course to the virtual classroom, enter the 'Import' section.

Select the relevant course from the 'Choose a class' area, mark the content you want to transfer, and click on the 'Import' option.

Fill in the relevant fields and save.

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

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

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USER GUIDE FOR INSTRUCTORS

Assessment/Quiz/Test

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

Class tools ✕

Assessments/Quizzes/Tests | Import | Create new

Name ↑	Type	Actions	Launch
dsafdgfg	Assessment	•••	Launch
QUESTİONS TEST (copy)	Assessment	•••	Launch
test	Assessment	•••	Launch
test	Assessment	•••	Launch
TEST1	Quiz	•••	Launch
TEST1 (copy)	Quiz	•••	Launch

‹ 1 ›

Class tools ✕

Assessments/Quizzes/Tests
Create new

GENERAL QUESTIONS

Name | Enter Assessment/Quiz/Test name

Type | Assessment ⌄
Assessment
Quiz
Test

Instructions

Enter your text here

Due date

◉ No due date

To create a new 'Assessment/Quiz/Test', click on 'Create new'.

Fill in the marked fields on the opened page.

Class tools   ✕

📄 **Assessments/Quizzes/Tests**   [Import] [Create new]

Name ↑	Type	Actions	Launch
test	Assessment	•••	[Launch]
test	Assessment	•••	[Launch]
TEST1	Quiz	•••	[Launch]

Class tools   ✕

📄 **Assessments/Quizzes/Tests**
Import | CFZ

[TEST COURSE TEST COURSE ⇕]
    Choose a class...   ssments/Quizzes/Tests
    TEST COURSE TEST COURSE ←

☑ **Assessments/Quizzes/Tests (1)** ↑   Imported ↑

☑ QUESTİONS 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   ✕

test

GENE

⊕ Add

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
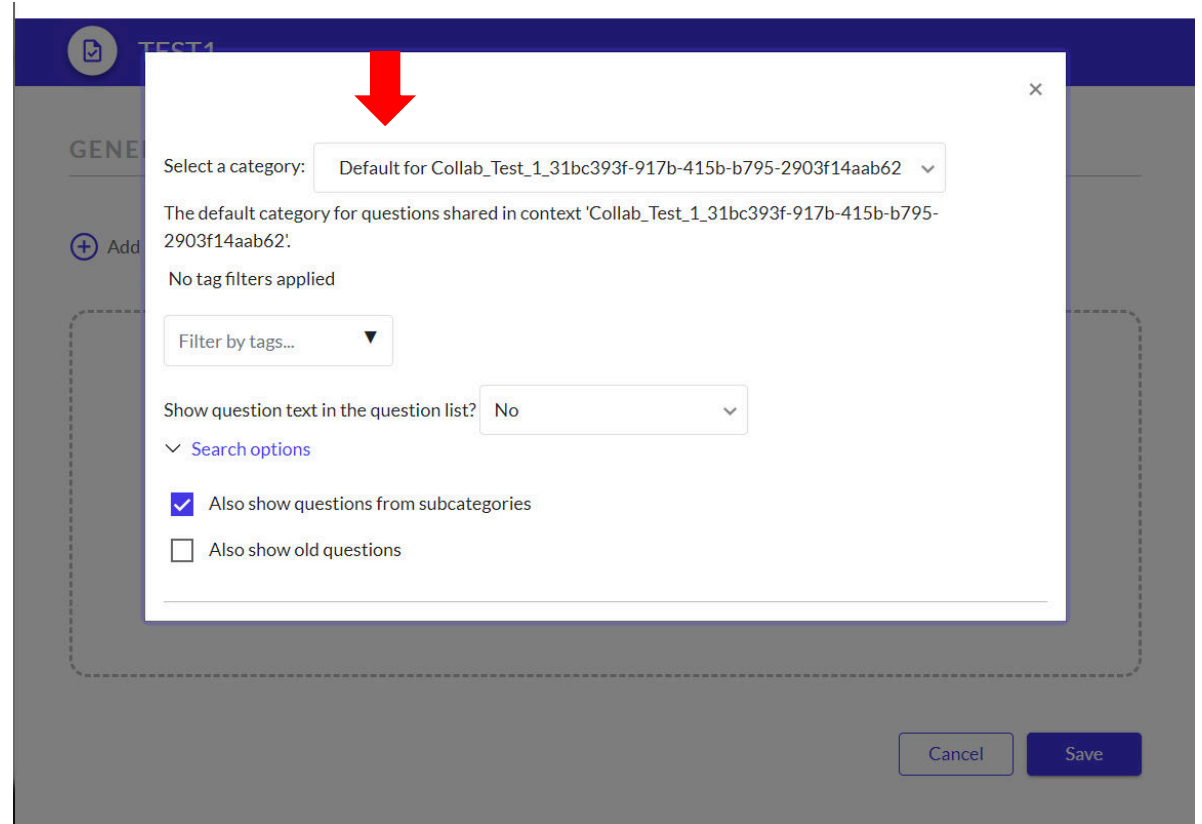
You can select the types of questions.

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

You can share from the 'Launch' area.

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

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

You can view users grades from the class area.

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USER GUIDE FOR INSTRUCTORS

Survey

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

Surveys

Templates | Import | Create new

Name ↑	Actions	Launch

No data available for this table

< >

Surveys
Templates | CFZ

Surveys / Templates

Templates ↑	Actions
A1. Academic: Content Evaluation	•••
	Apply To New Survey
A2. Academic: Course Evaluation	
A3. Academic: Post-Class Student Engagement Survey	•••
A4. Academic: Instructor Evaluation	•••
A5. Academic: Student Well-Being survey	•••
C1. Corporate: Training Event Evaluation	•••
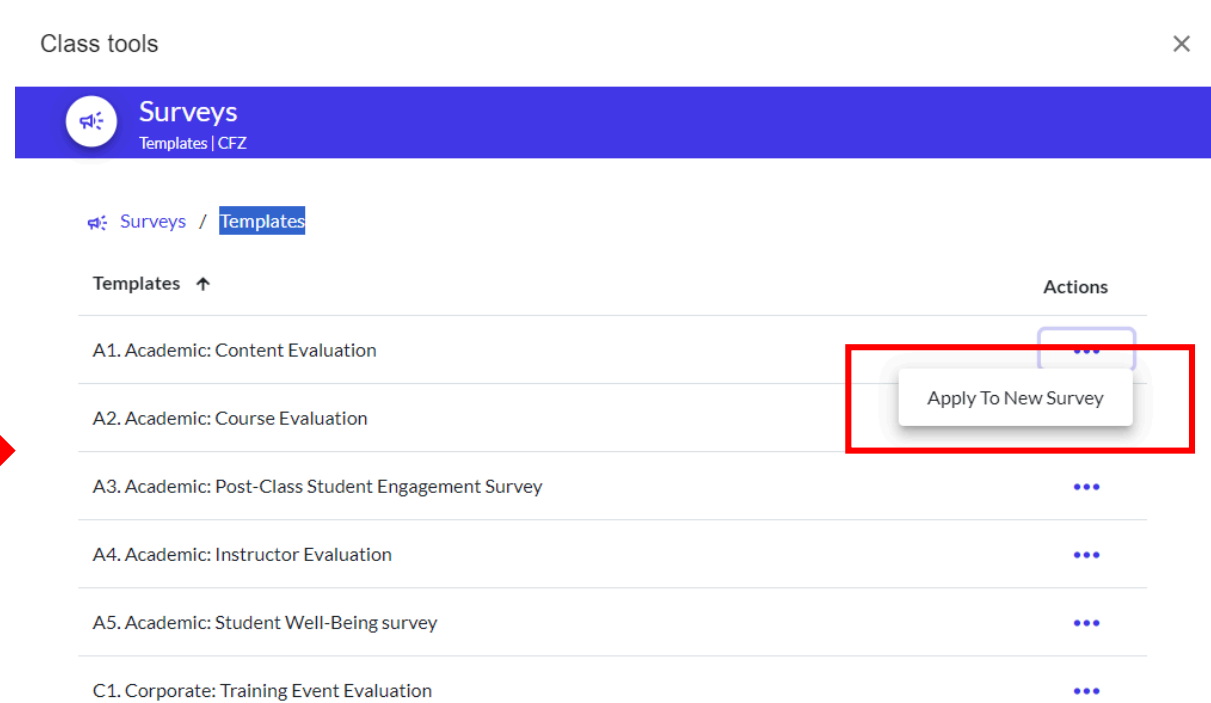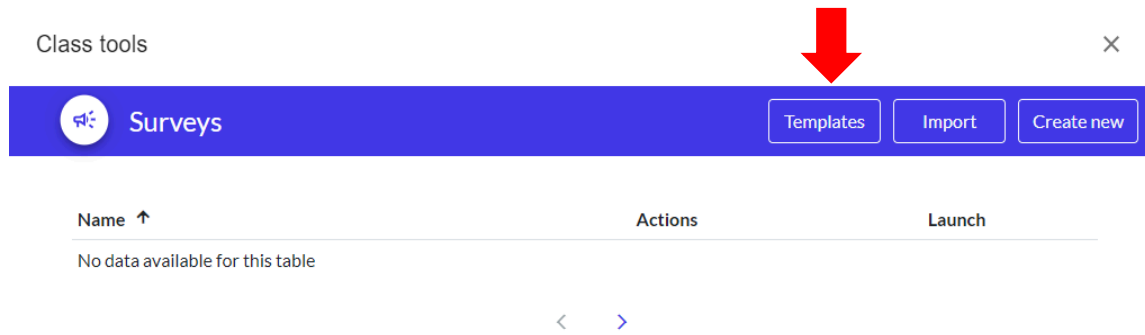
Click on the marked area to access the available templates.

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.

Class tools   ✕

Surveys
Surveys | CFZ

GENERAL **QUESTIONS**

Add a question

Select type ⌄

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

hoice (rated)   Delete   ⬤○ Required ⌃

Question

The lectures, readings, and assignments complemented each other.

Multiple choice values

Option 1   Rating

Strongly disagree   1

Option 2   Rating

Somewhat disagree   2

Class tools

Option 1   Rating

Strongly disagree   1

Option 2   Rating

Somewhat disagree   2
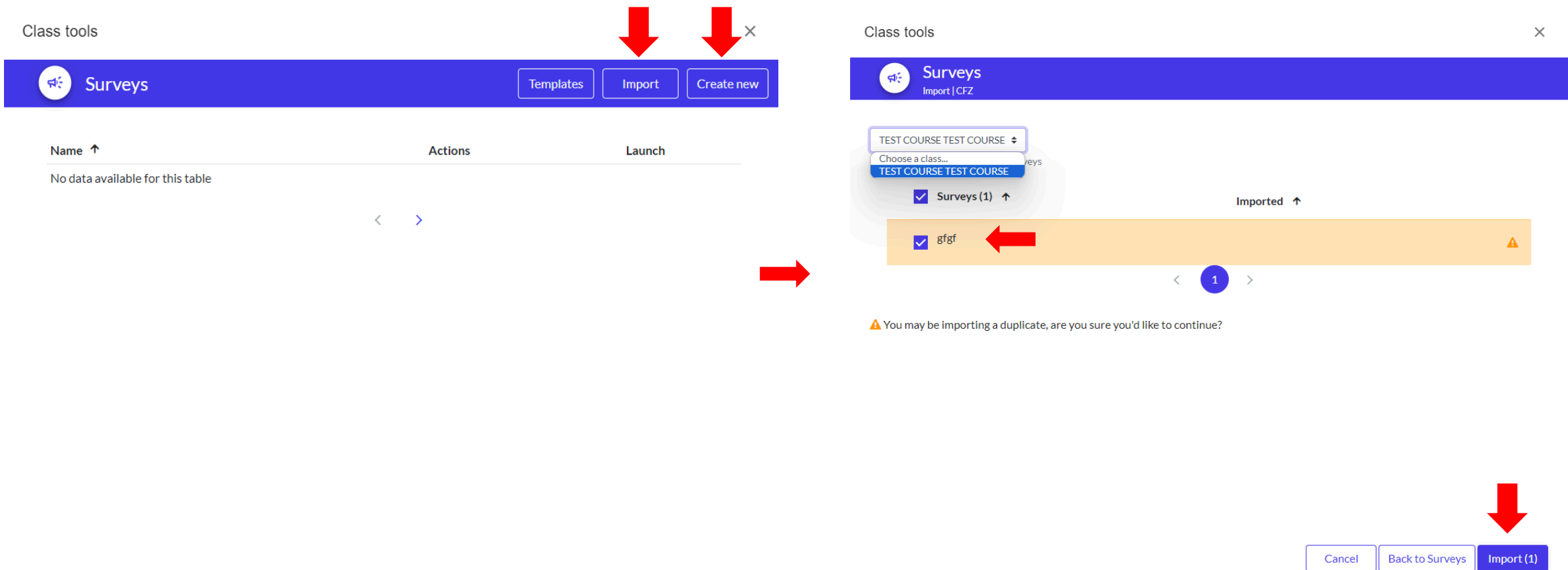
Option 3   Rating

Neither agree nor disagree   3   🗑

Option 4   Rating

Somewhat agree   4   🗑

Option 5   Rating

Strongly agree   5   🗑

⊕ Add an option

To create a new 'Survey', select the desired question types from the marked areas.

If you want to add more options, you can click 'Add an option'.

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.

Class tools ✕

Surveys

Templates | Import | Create new

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

< 1 2 >

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

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

You can view the survey graph on the screen.

Additionally, you can download it as a report from the 'Export' area.
If you want to obtain schematic graphs, you can use the 'Polling' tool in the same way.

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Learning Management System

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

Learning Management System   Replace LMS

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

Save

Add Learning Management System

LMS Platform

Blackboard ▼

Select your LMS

LMS URL

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

Enter the web address for your LMS

Cancel   Save

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

You can share using 'Launch.' The sharing screen is visible on the right side

ISTANBUL OKAN UNIVERSITY CLASS COLLAB USER GUIDE FOR INSTRUCTORS

How to Use Class Collab LMS Sync?

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.
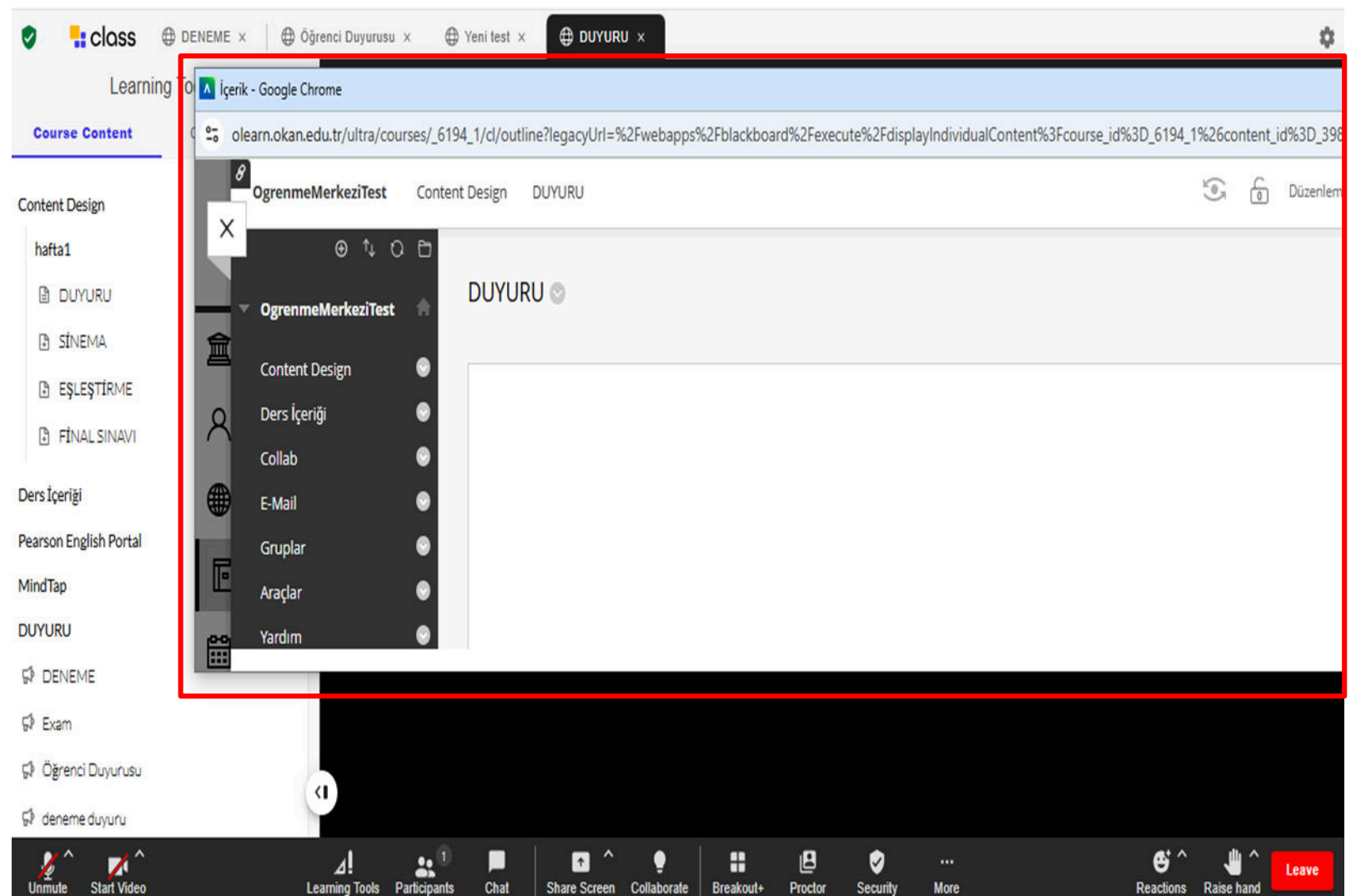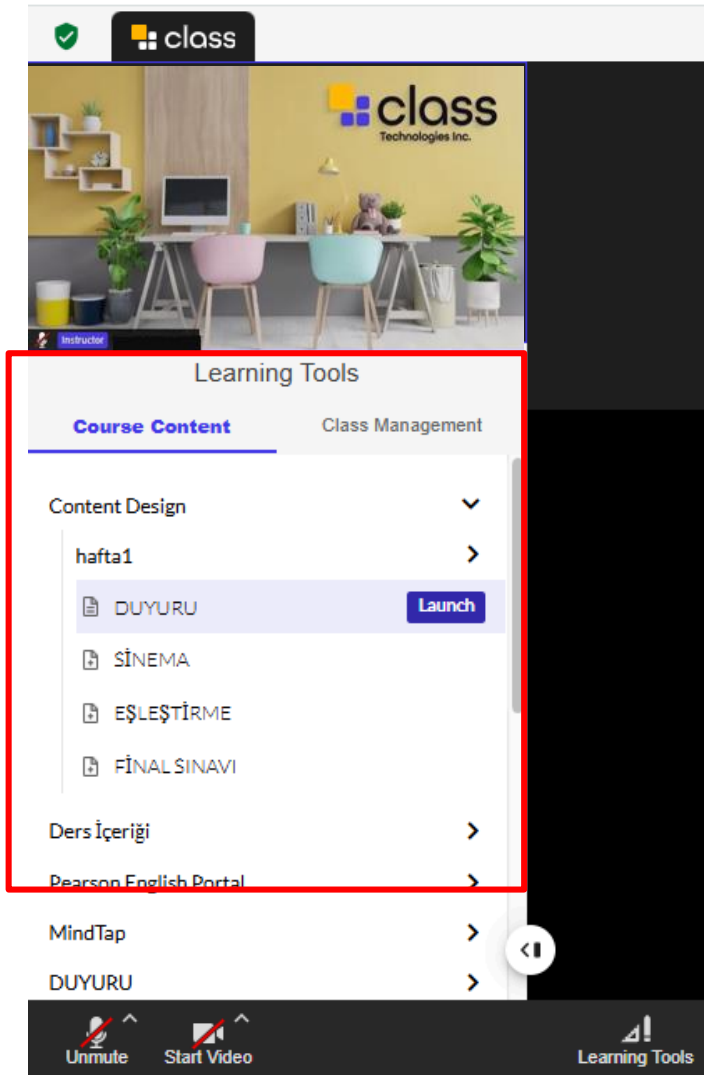
After the synchronization process is complete, you can check the Course Content section to view the course materials.

ISTANBUL OKAN UNIVERSITY CLASS COLLAB USER GUIDE FOR INSTRUCTORS

What can I do in Classroom Management under Learning Tools?

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USER GUIDE FOR INSTRUCTORS

Attendance

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

- 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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USER GUIDE FOR INSTRUCTORS

Gradebook

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

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

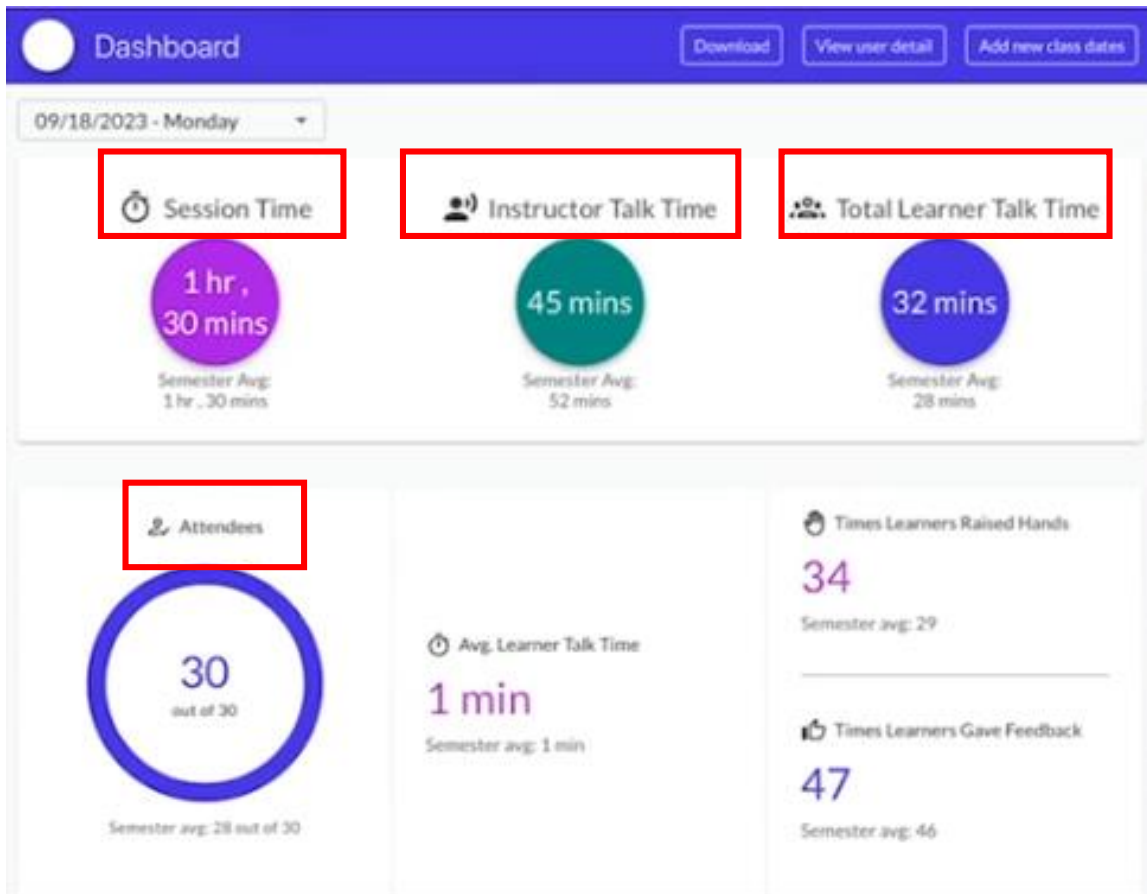You can add a new grade column from the 'Add column' section.

ISTANBUL OKAN UNIVERSITY CLASS COLLAB
USER GUIDE FOR INSTRUCTORS

Dashboard

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

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.

You can download the details as a report.

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USER GUIDE FOR INSTRUCTORS

Instructor FAQ

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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USER GUIDE FOR INSTRUCTORS

How can I view participants?

From the 'Participants' area in the lower panel, you can view all users.
The 'Absent' section contains the names of users who attended past sessions but are currently offline.
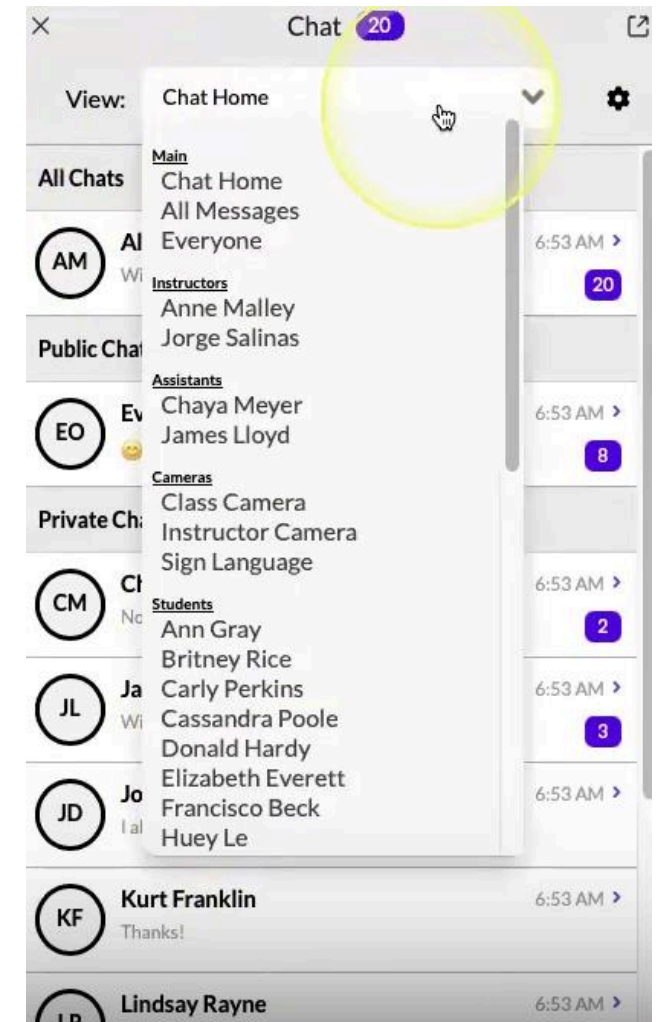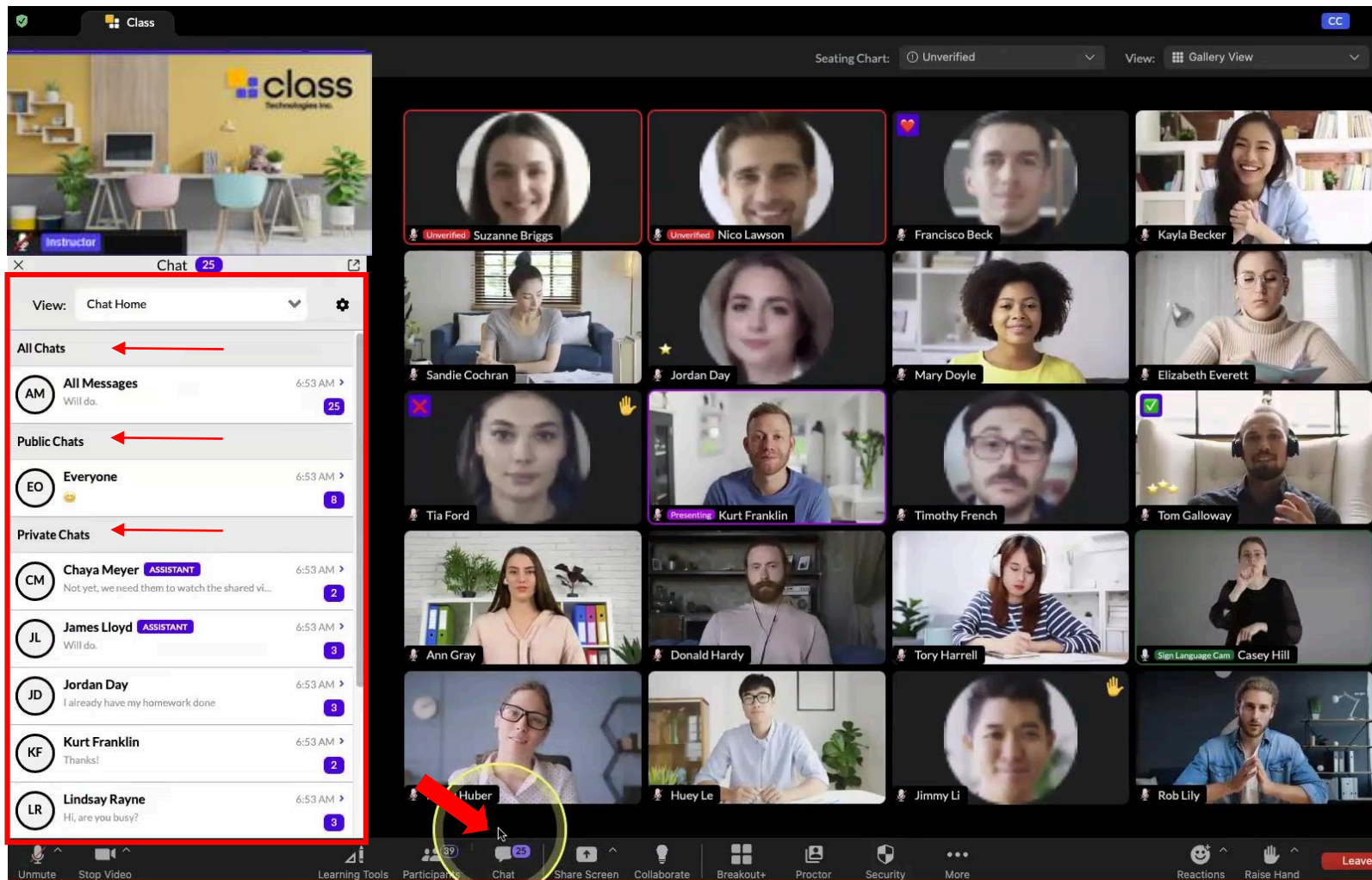
From the 'Chat' area in the lower panel, you can access the chat channels.
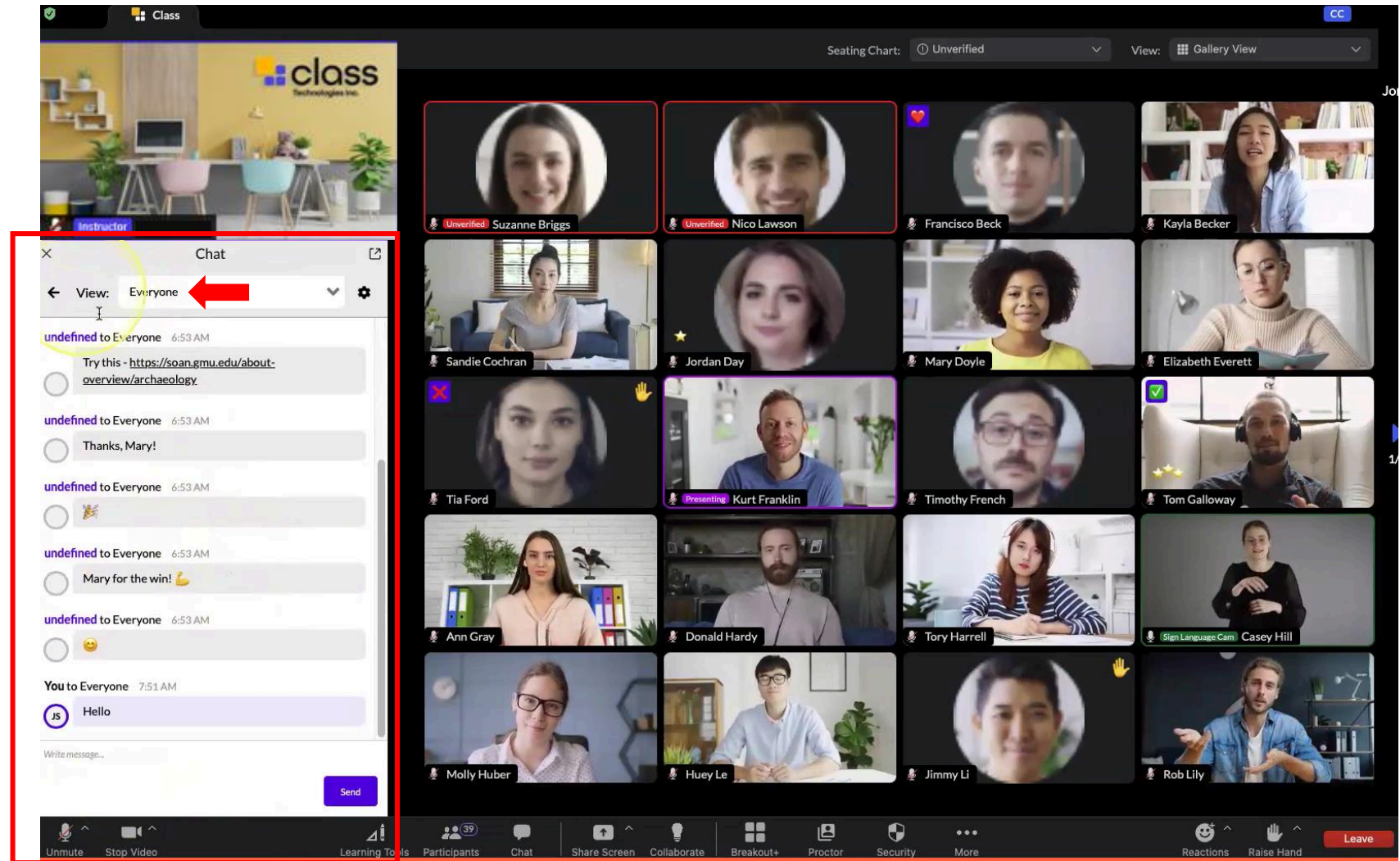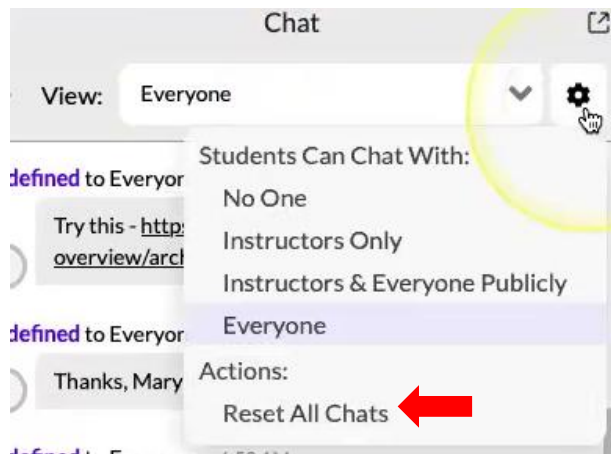
From the 'View' area, you can select the messages you want students to see and the people you want to chat with.

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

In the 'All Messages' option, you can view all the messages you have sent.
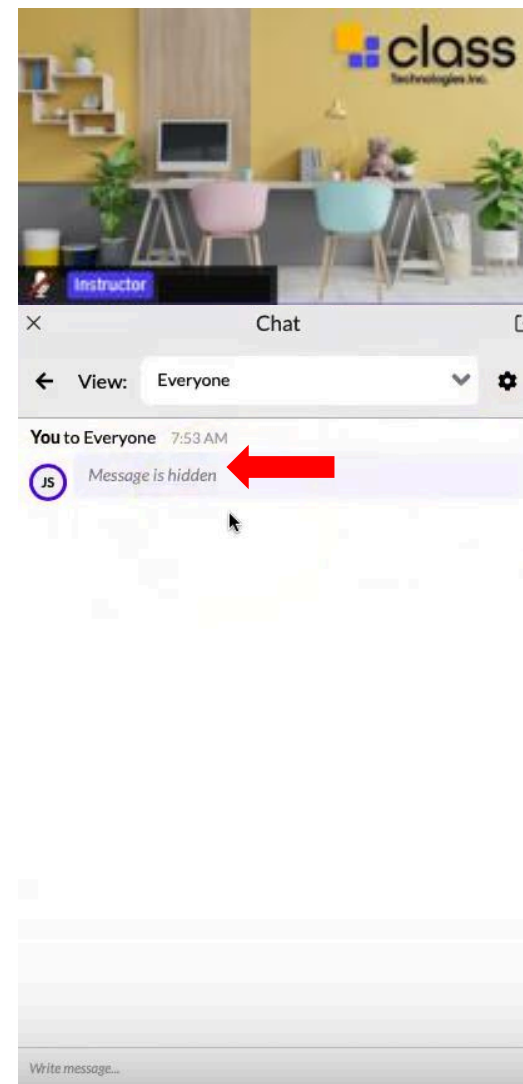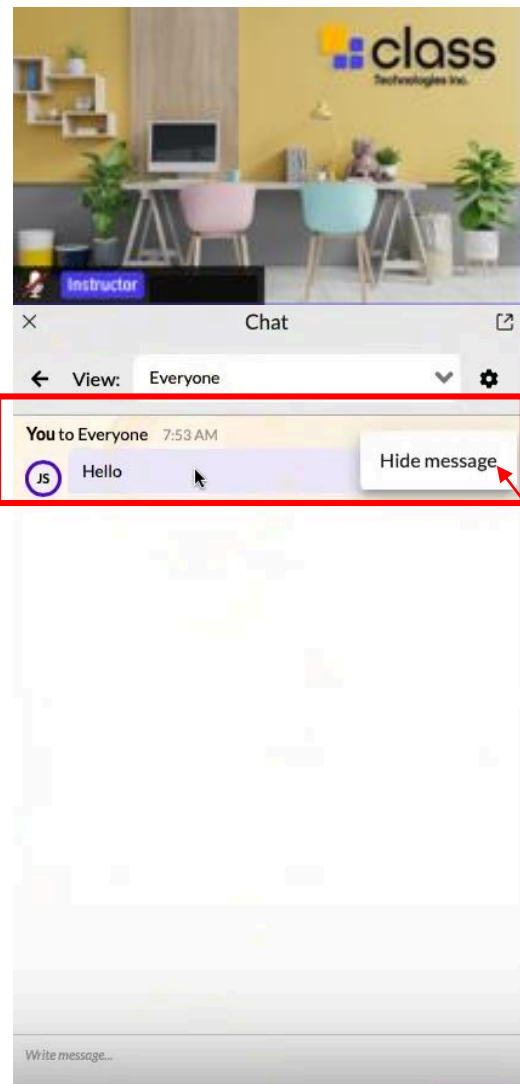
When you want to delete a message you have sent, hover your cursor over the message and right-click. You can delete your message by clicking 'Hide Message'.

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USER GUIDE FOR INSTRUCTORS

How can I share my screen?
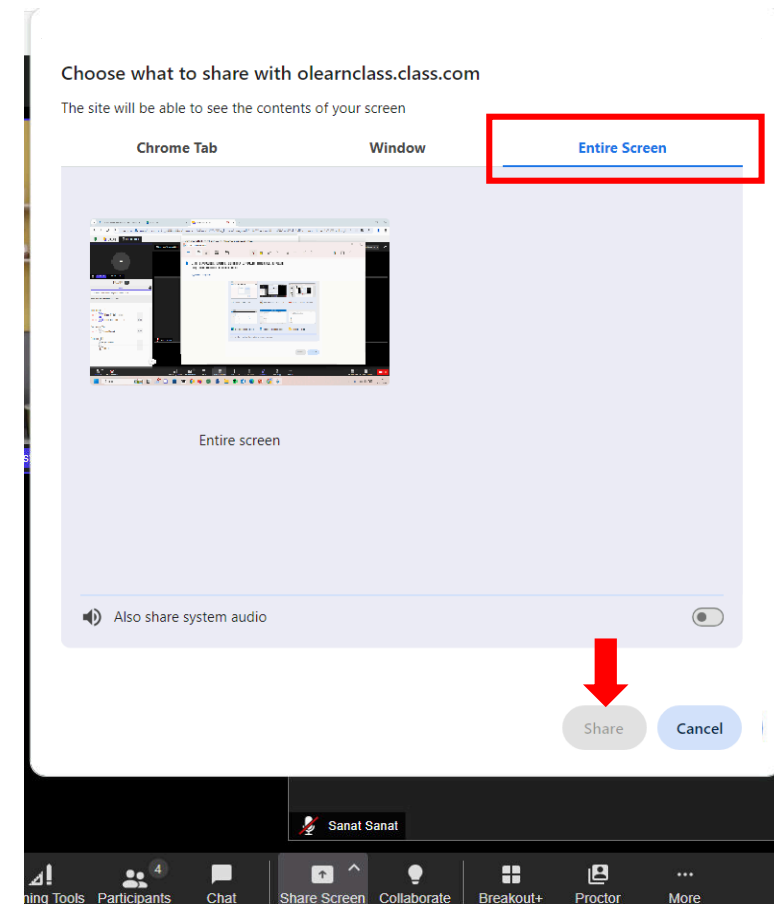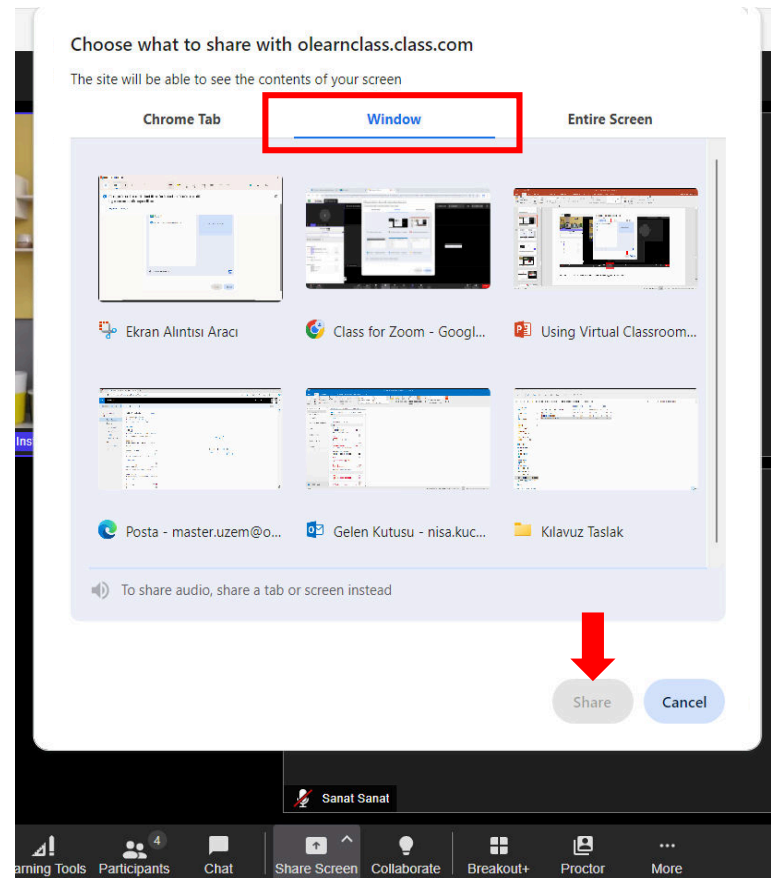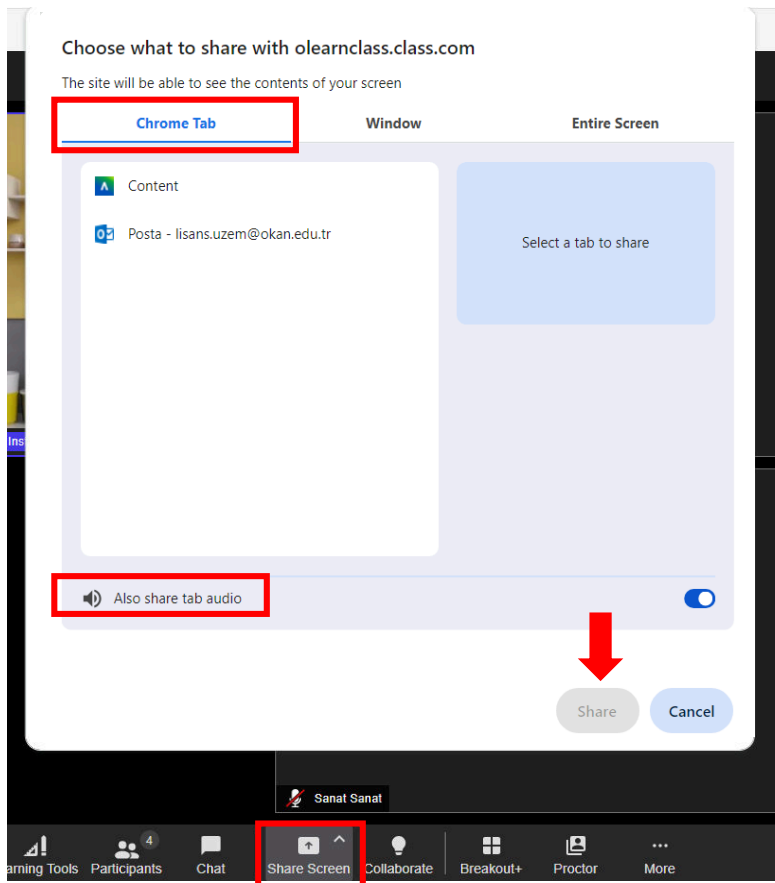
From the 'Share Screen' area, you can share your browser tab.

From the 'Window' option, you can share the desired window with the class.

From the 'Entire Screen' option, you can share your entire computer screen.

You can share the browser's audio from the 'Also share tab audio' option.
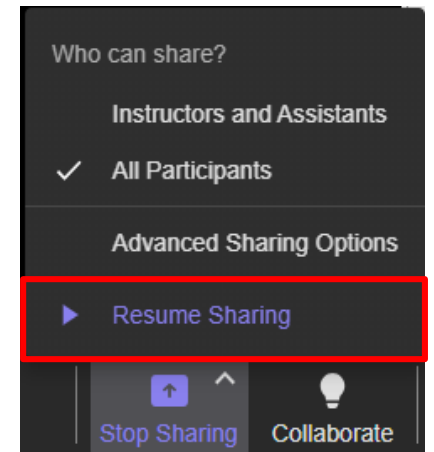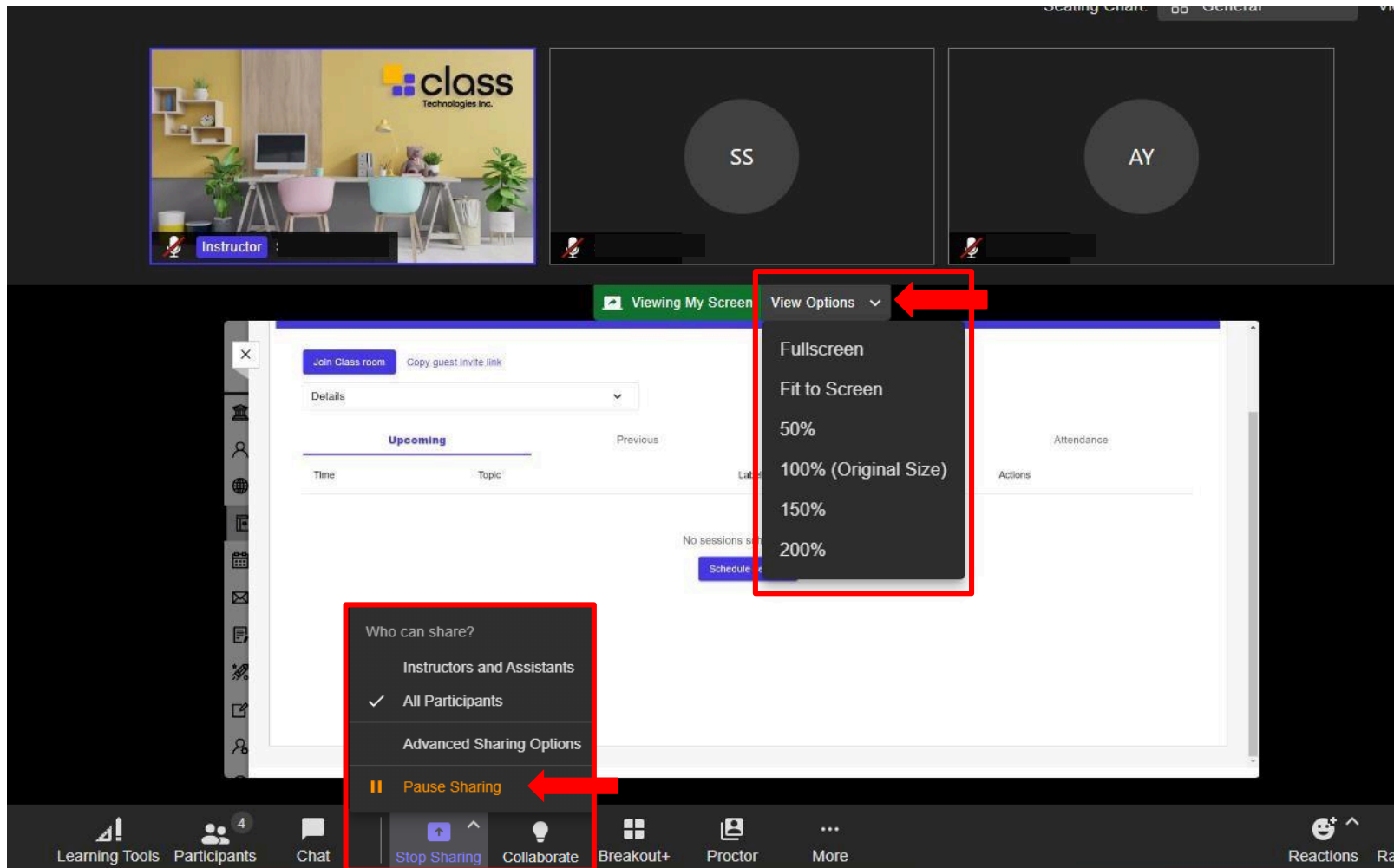
After sharing the screen, you can adjust the screen size from the 'View Options' option.

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

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

ISTANBUL OKAN UNIVERSITY CLASS COLLAB USER GUIDE FOR INSTRUCTORS

How can I use the Collaborate area?
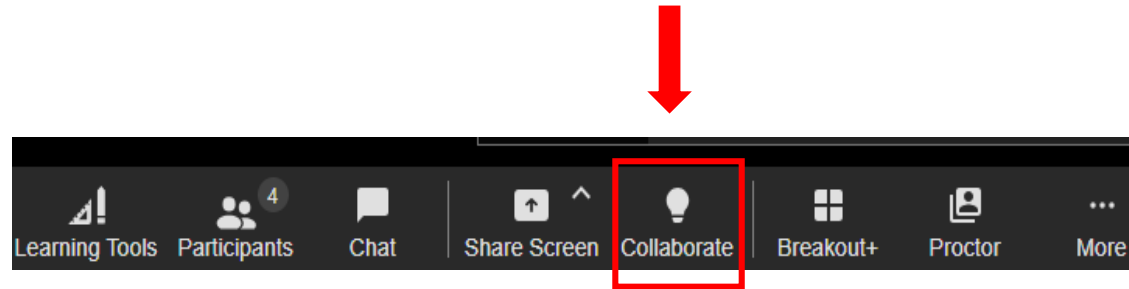
Click on the 'Collaborate' area in the bottom panel to share files, videos, web pages, and whiteboards.
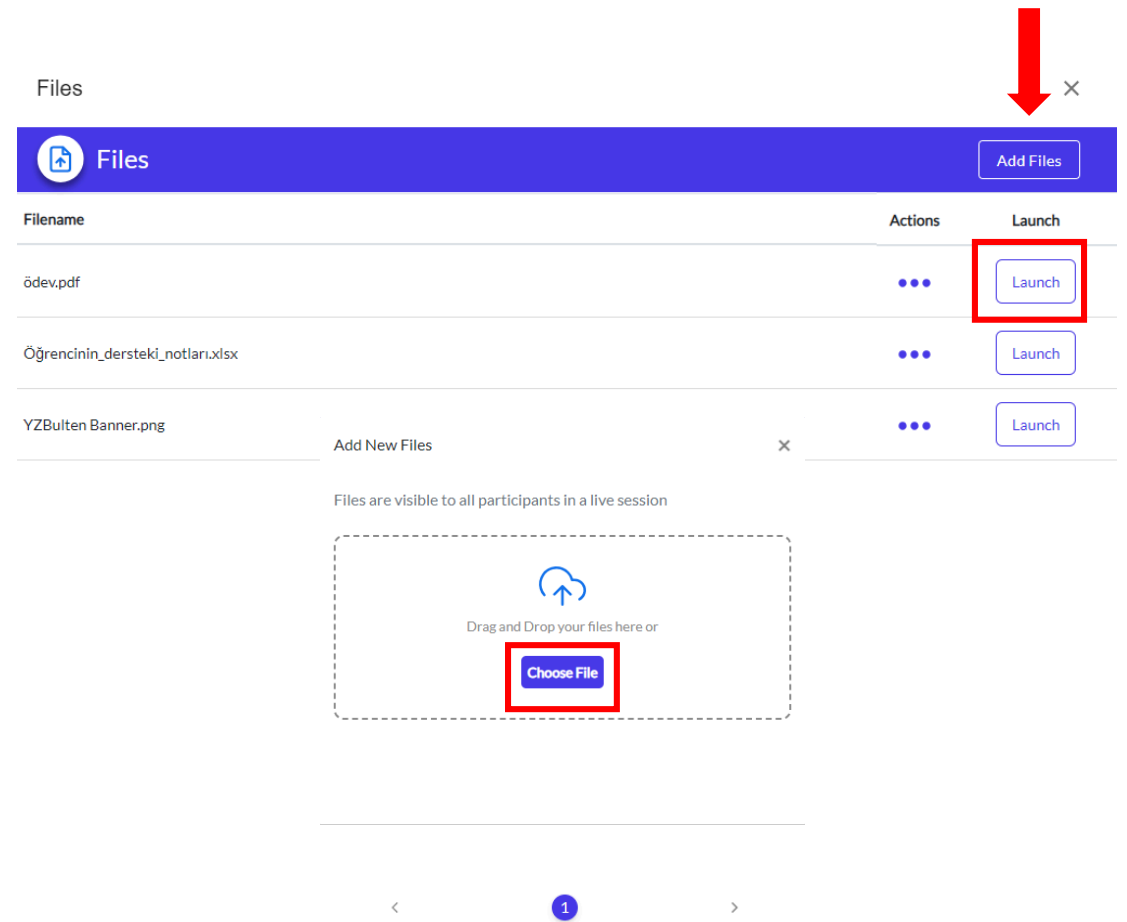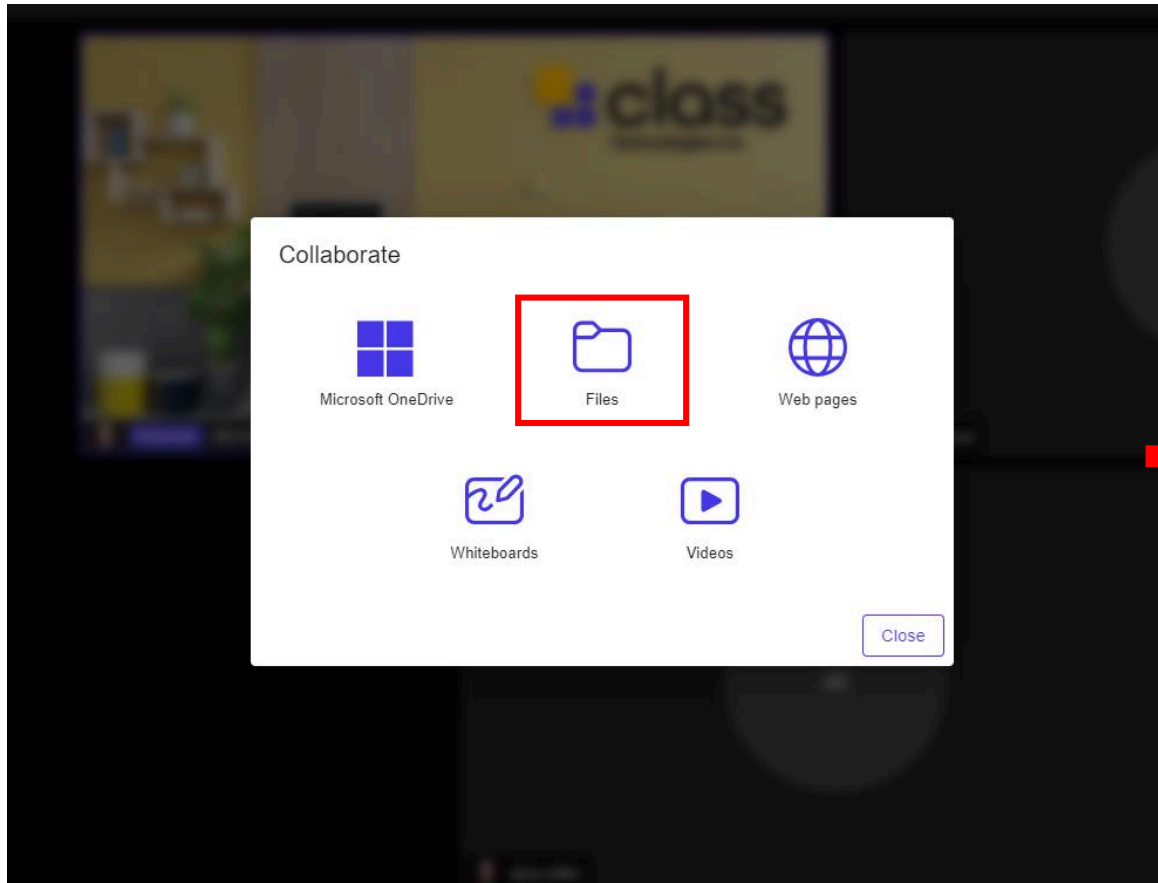
Click on the 'Files' option from the 'Collaborate' area. In the opened screen, you can upload a new file by selecting the 'Add Files' option.

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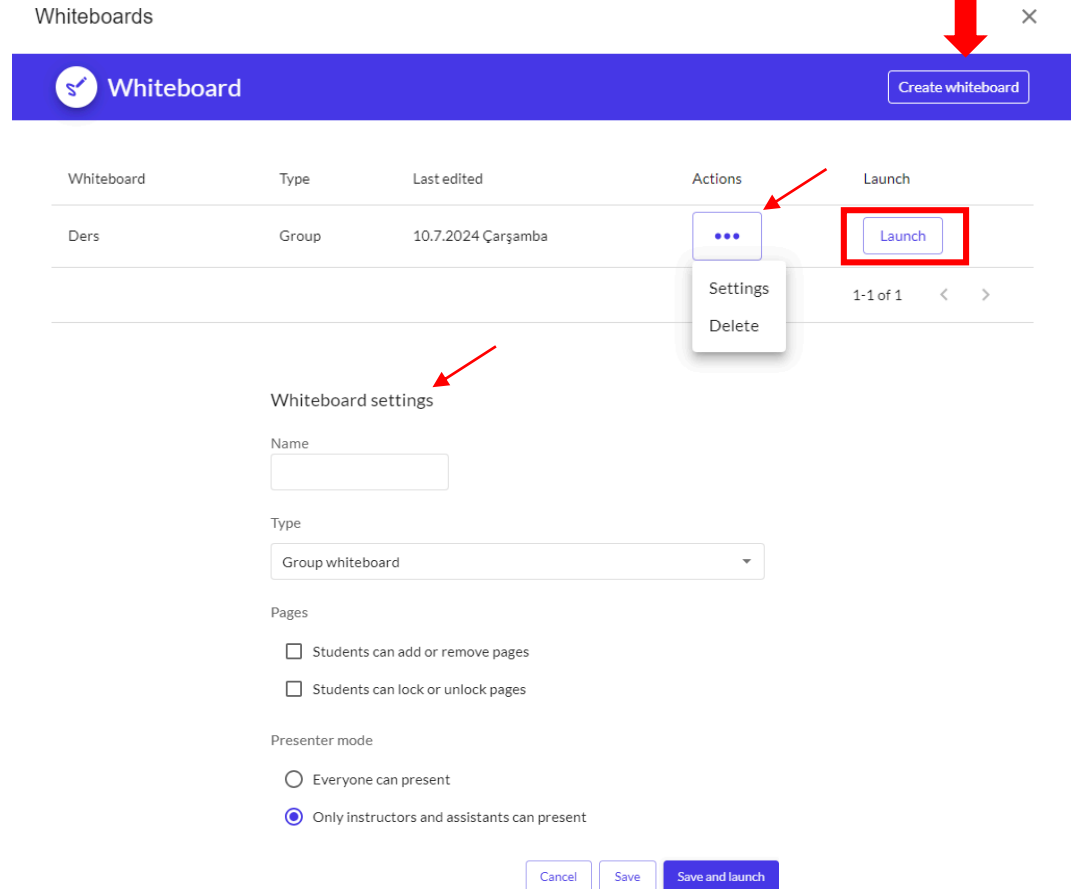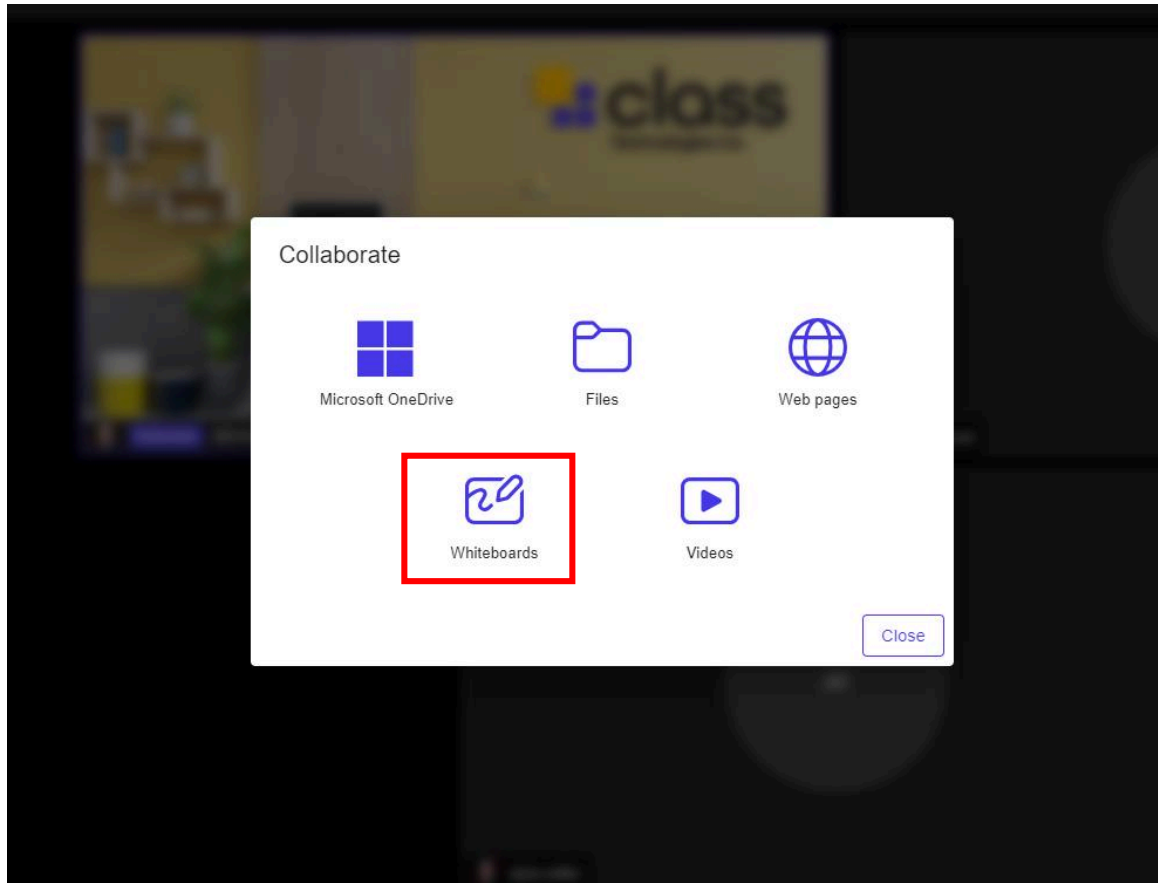
You can view the whiteboards you have created or previously created whiteboards, and share them with your class by selecting the 'Launch' option.

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

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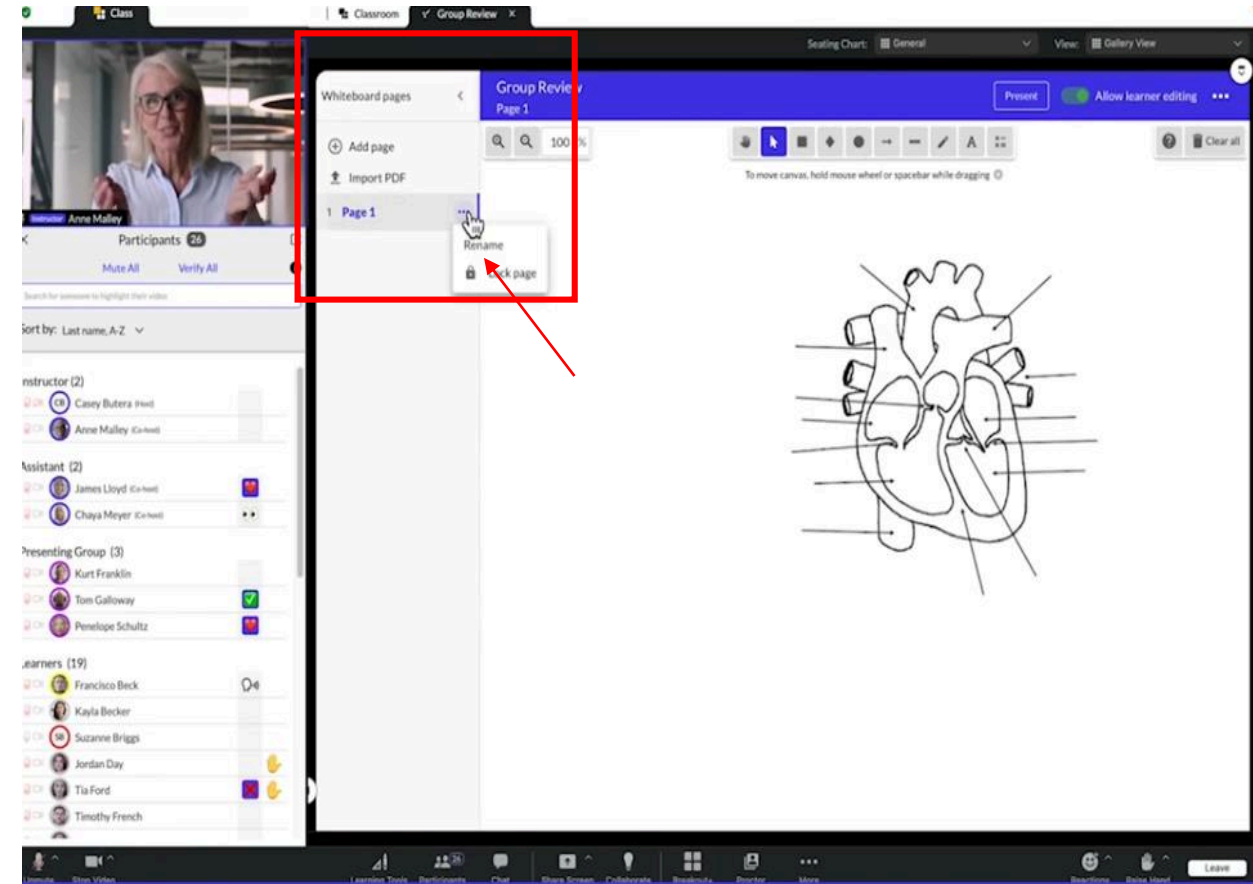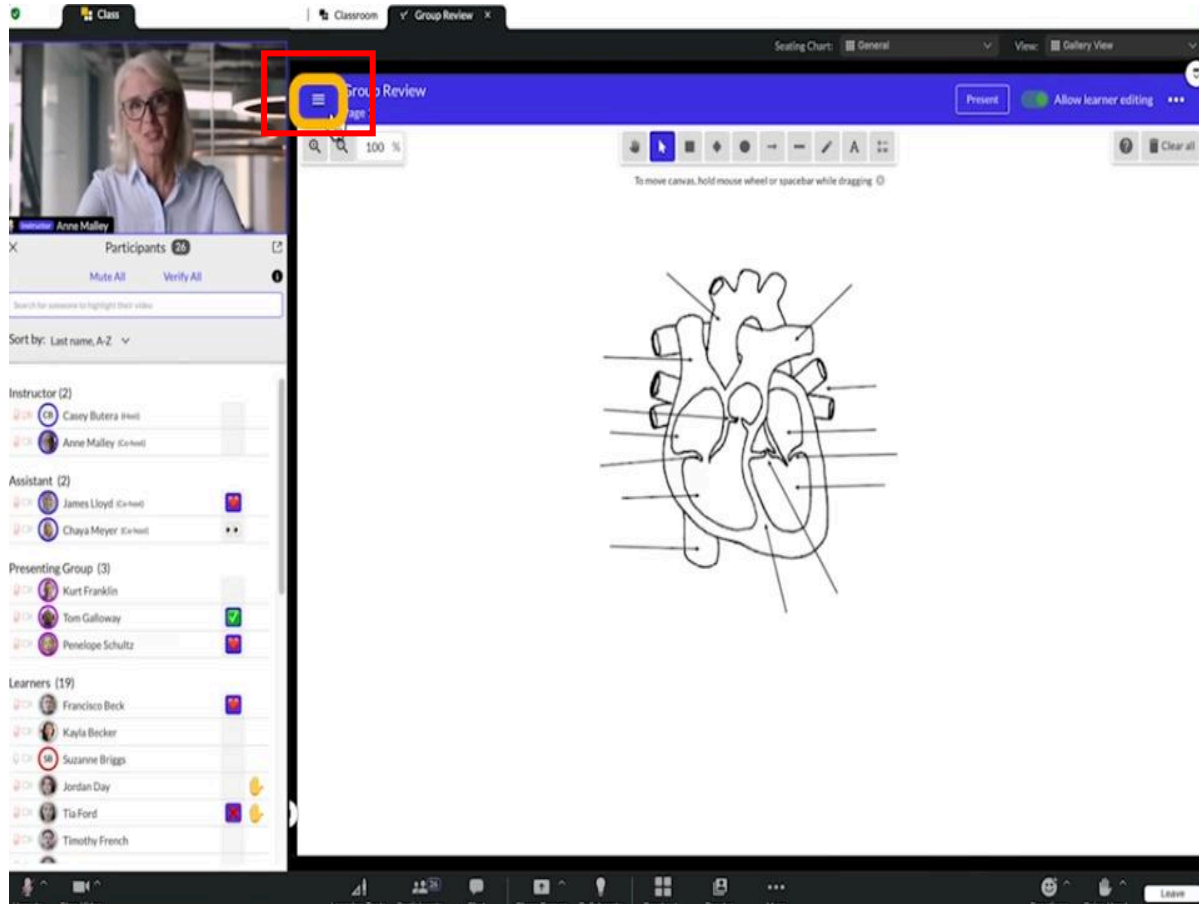
From the marked area, you can add a new white page using the 'Add Page' option.

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

From the 'Import PDF to Pages' option, you can add a PDF to the whiteboard and continue your work on the PDF.
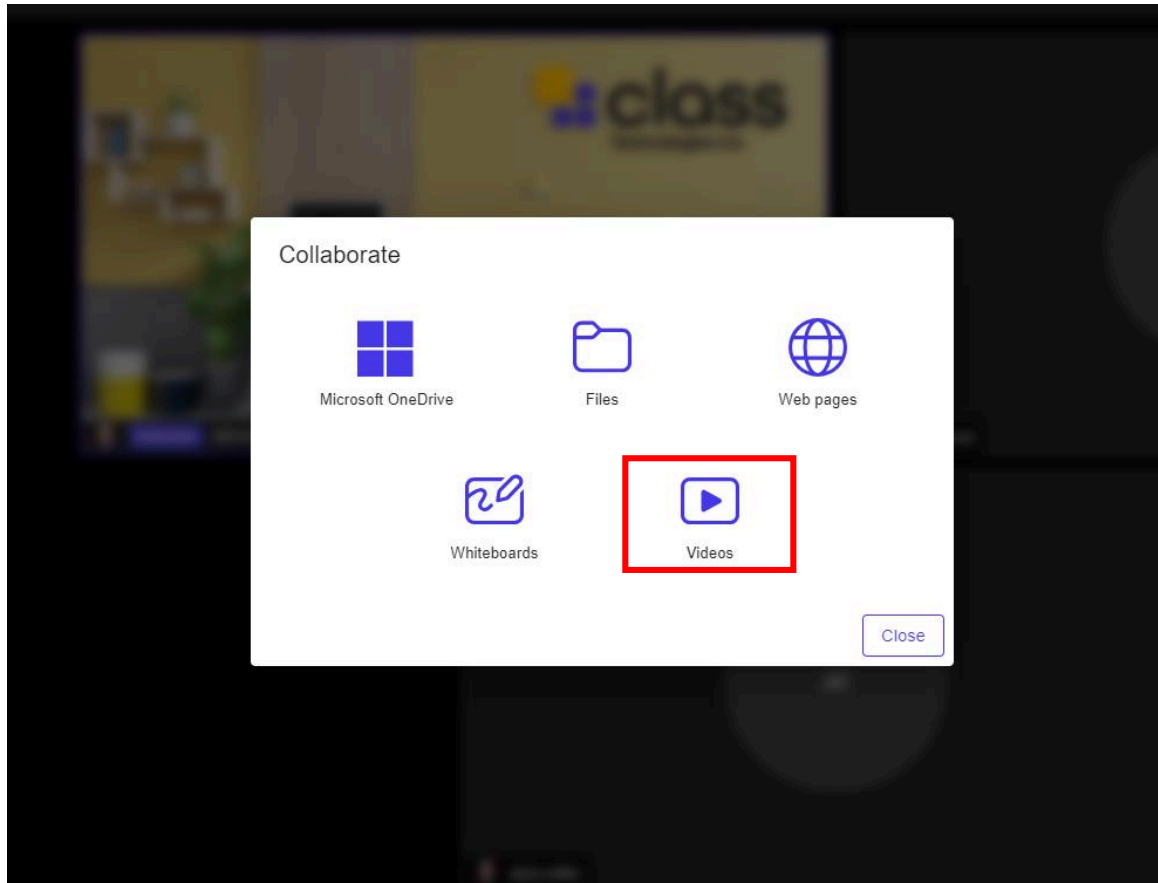
Click on the 'Videos' option from the 'Collaborate' area.
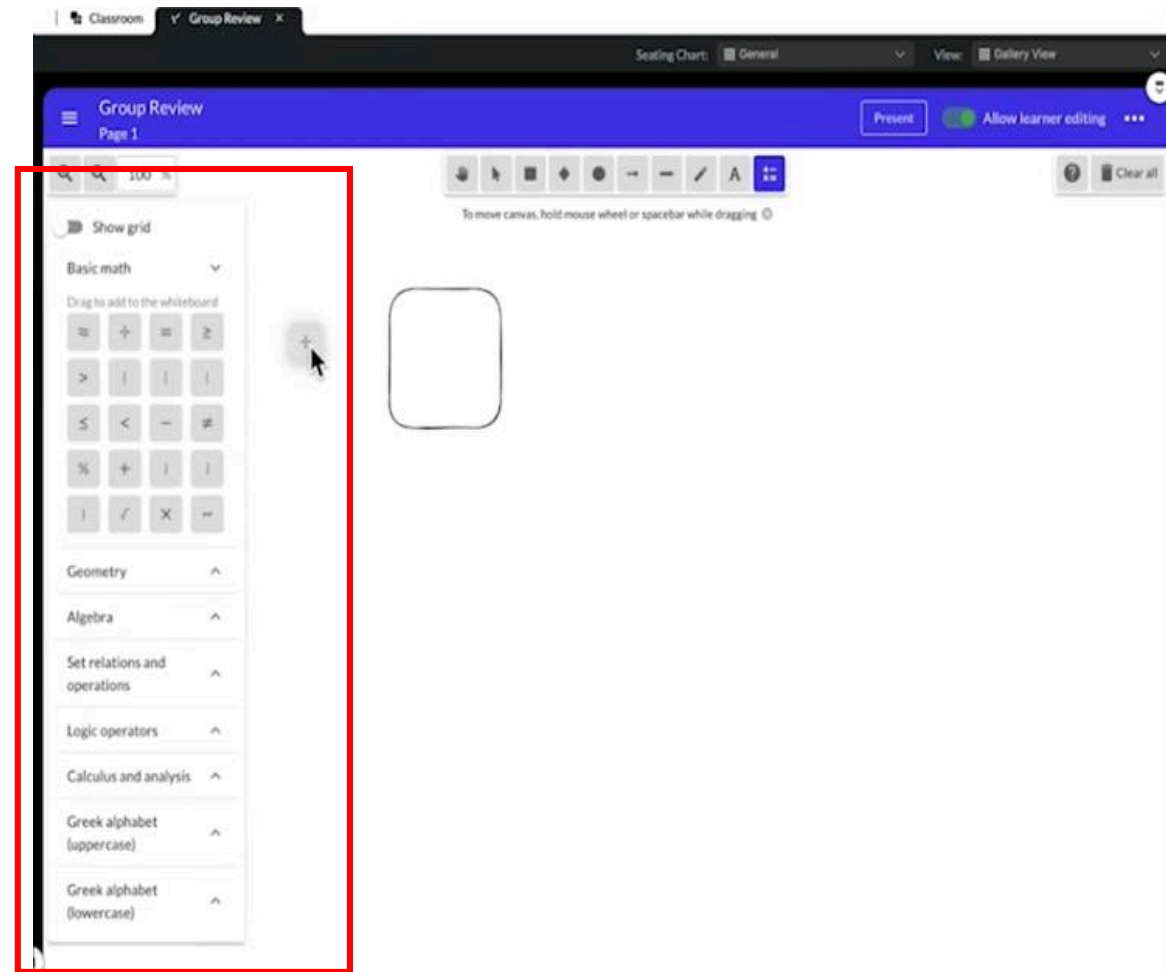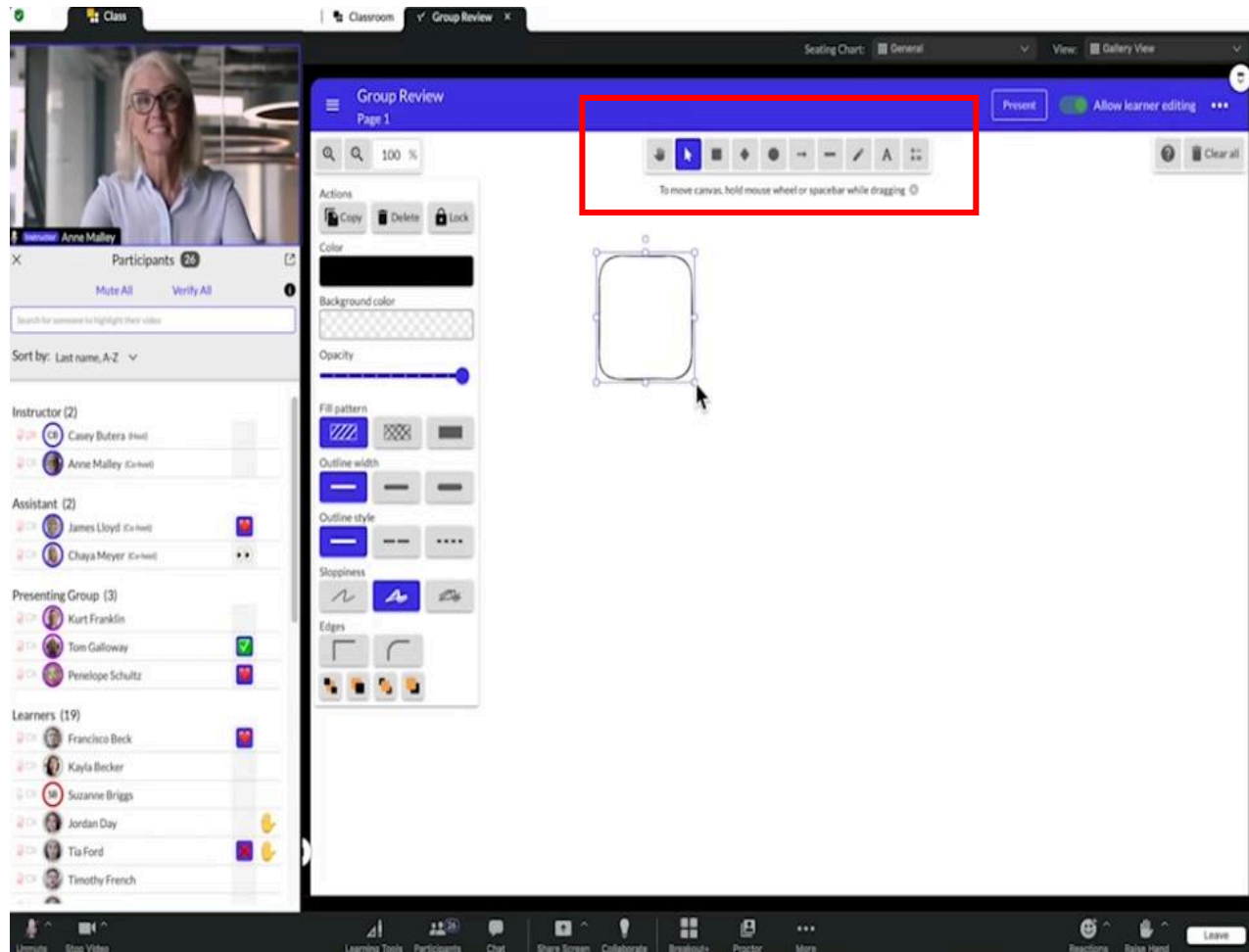
On the opened screen, you can add a new video by selecting 'Add New Video.'

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.

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

ISTANBUL OKAN UNIVERSITY CLASS COLLAB
USER GUIDE FOR INSTRUCTORS

How can I create breakout rooms in a session?

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

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.

Breakout Rooms

Manage Templates

Create new rooms   **Use a template**

No templates

Cancel   Create and Open Rooms

Create Template   ← Back

Enter template name *
TEST ROOM

Number of rooms *
1

⌄ Specify room names

Assignment
◉ Assign automatically
○ Assign manually
○ Allow participants to choose

☑ Automatically move users into Breakout Rooms
    ☐ New users go to breakout rooms when they join

Off ▼   Countdown after closing breakout rooms

Off ▼   Automatically close breakout rooms

☐ Disable participant audio
☐ Disable participant video

Close   Save and Open Rooms   Next

Breakout Rooms   Manage Templates

Create new rooms   **Use a template**

Choose a template
○ TEST ROOM

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

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

You can send messages to all rooms at the same time from the broadcast message area.
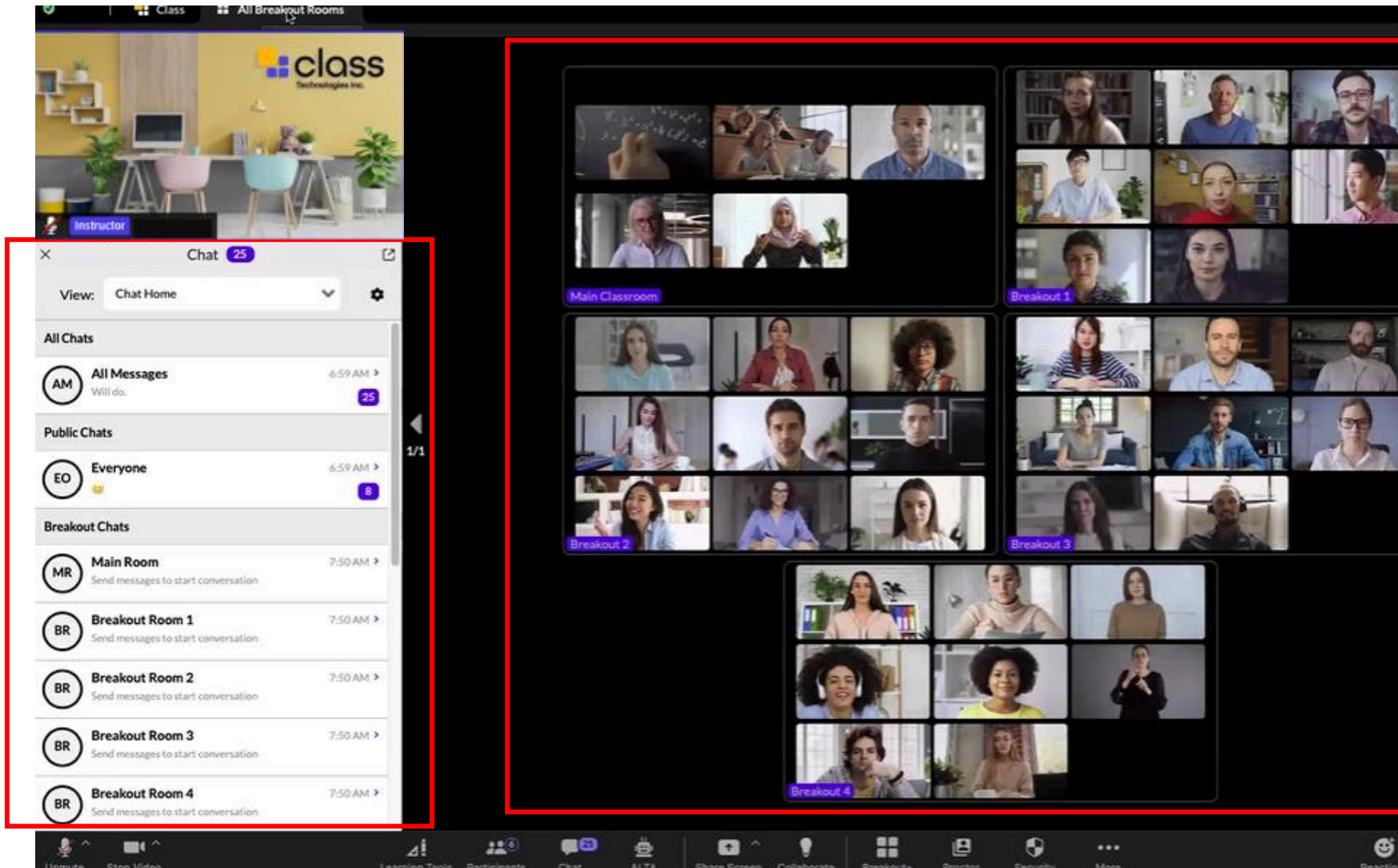
You can view all the rooms and send messages to any room from the chat area.
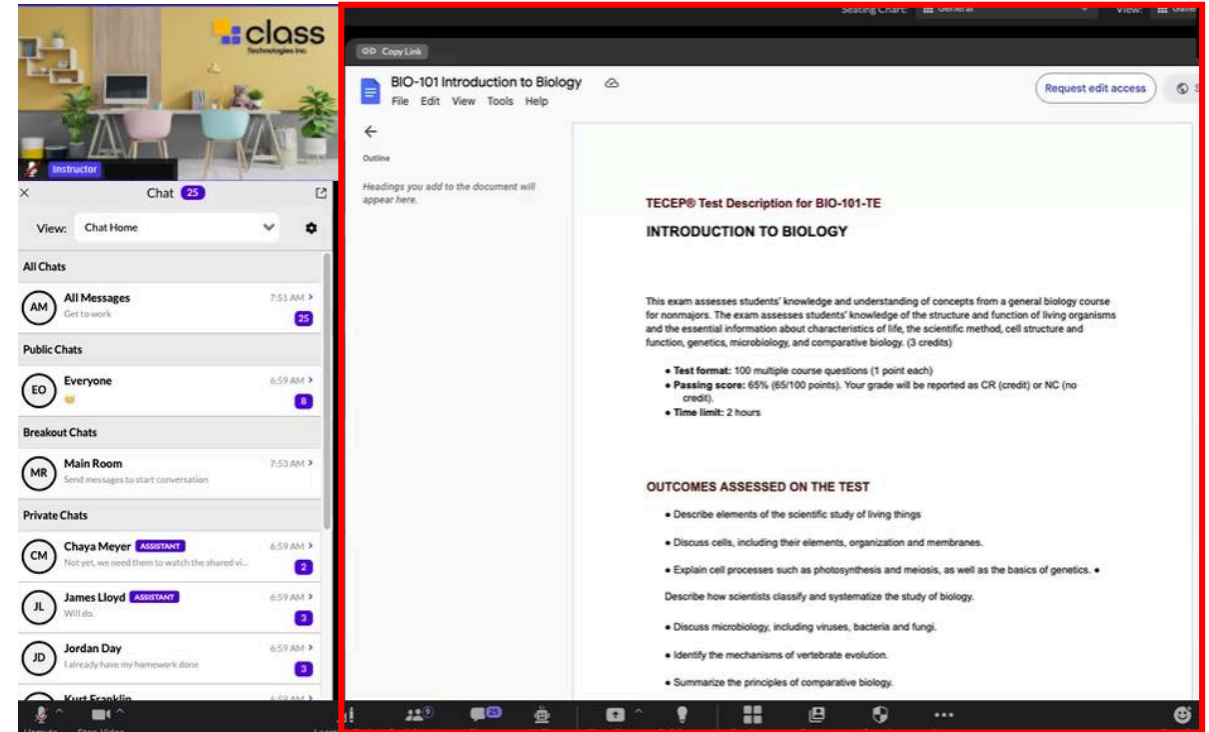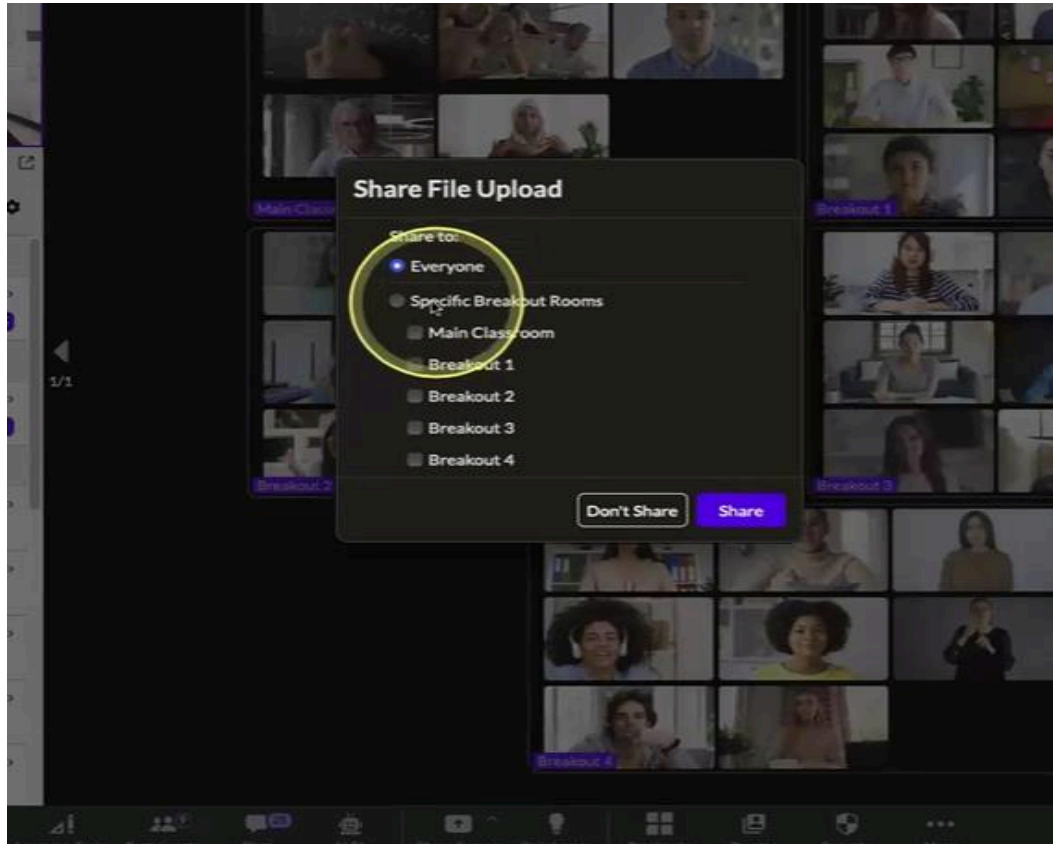
When you want to share files in the rooms, click on the Files option in the Collaborate area.

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

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

ISTANBUL OKAN UNIVERSITY CLASS COLLAB USER GUIDE FOR INSTRUCTORS

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

Proctor area is used for student monitoring and management.

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.
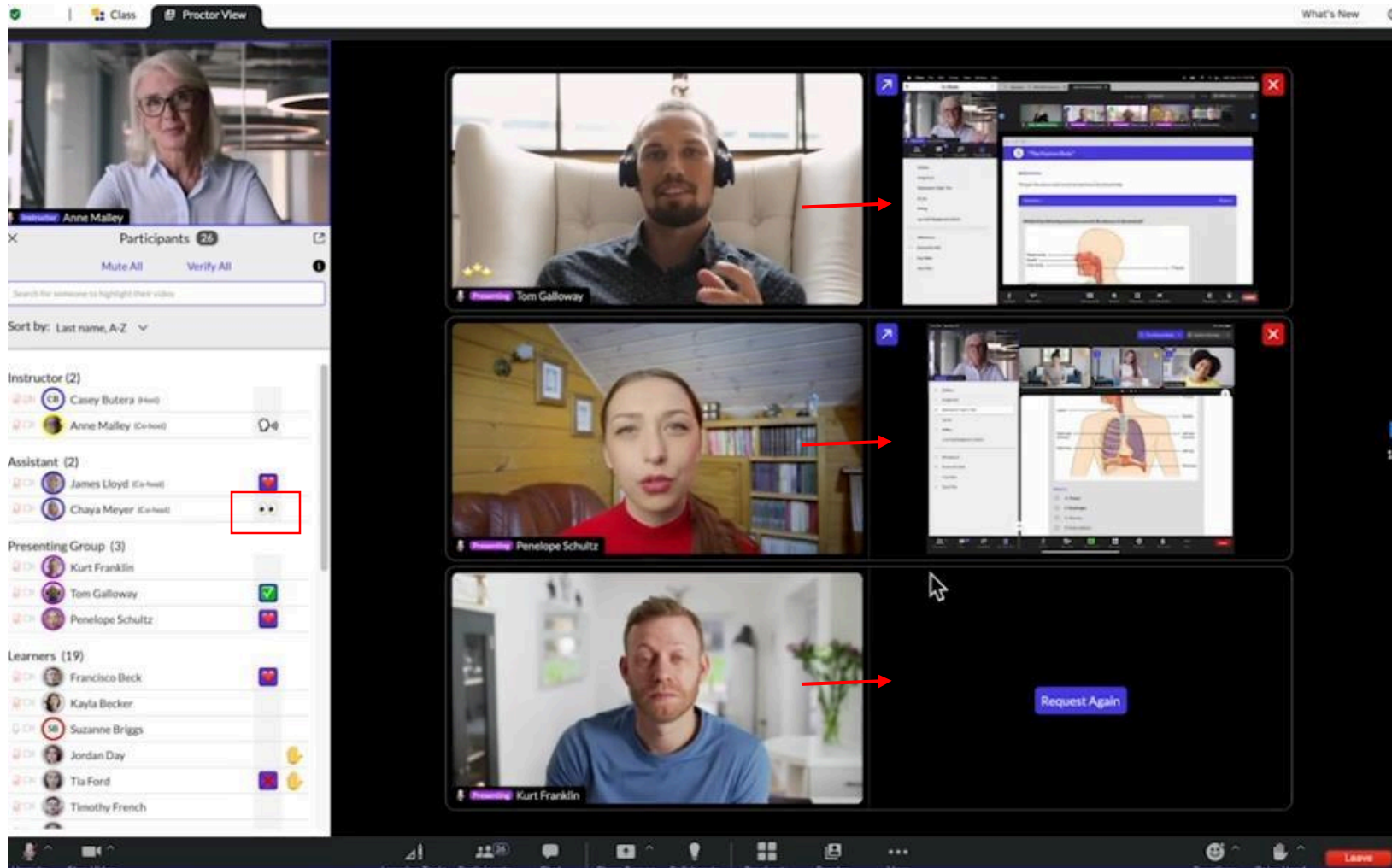
You can view users screen shares alongside their video feeds.

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.

You can select the student you want to stop monitoring and click the 'Update' option.

You can end proctoring for all students using the 'End For All' option.

ISTANBUL OKAN UNIVERSITY CLASS COLLAB
USER GUIDE FOR INSTRUCTORS

Where can I activate the subtitle feature?

You can enable 'Closed Captioning' from the 'More' option in the bottom panel.
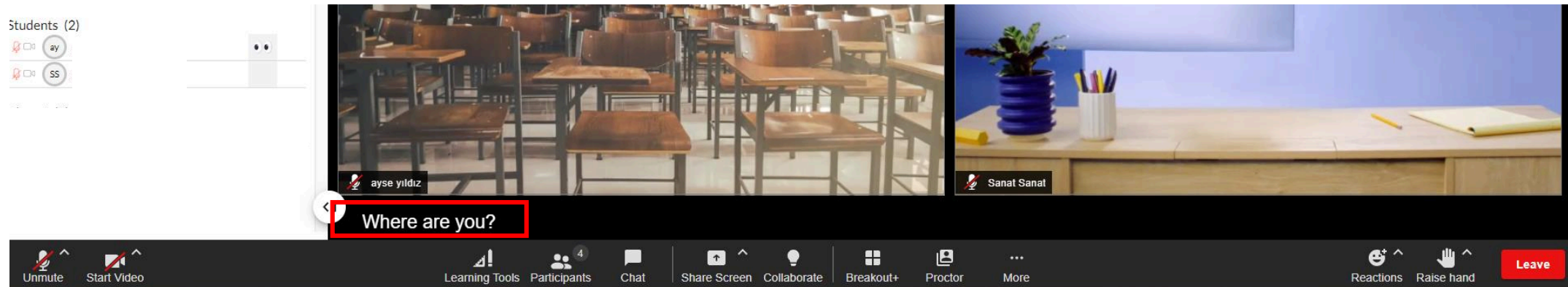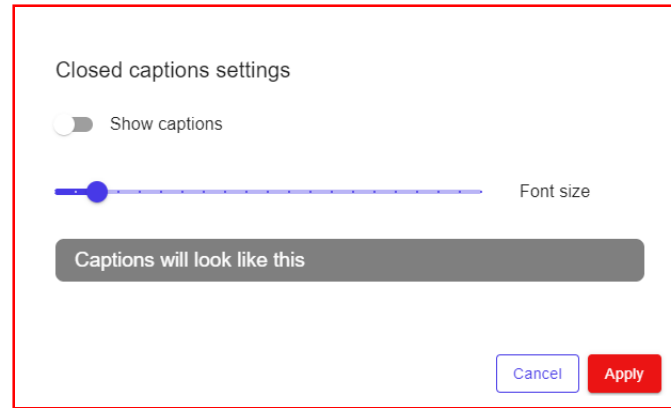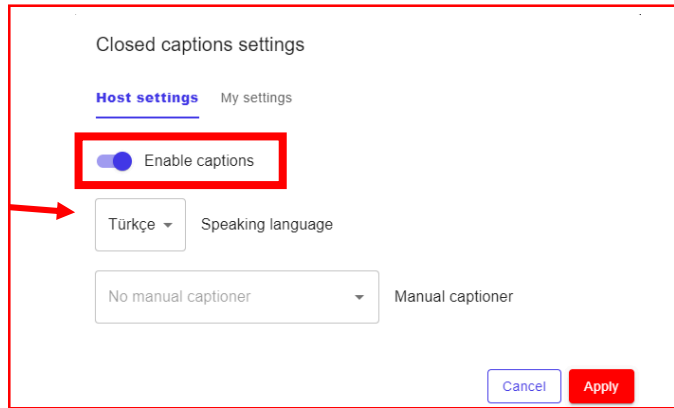
From the 'Host Settings' area, select the spoken language and enable subtitles, then click 'Apply'.

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

ISTANBUL OKAN UNIVERSITY CLASS COLLAB
USER GUIDE FOR INSTRUCTORS

How can I pass emojis and emoticons in a session?
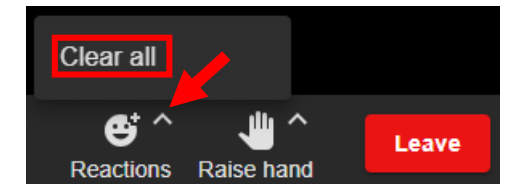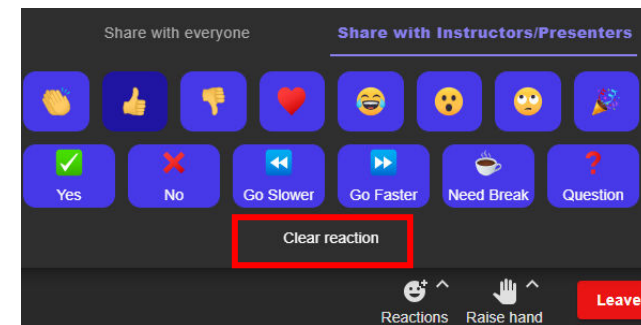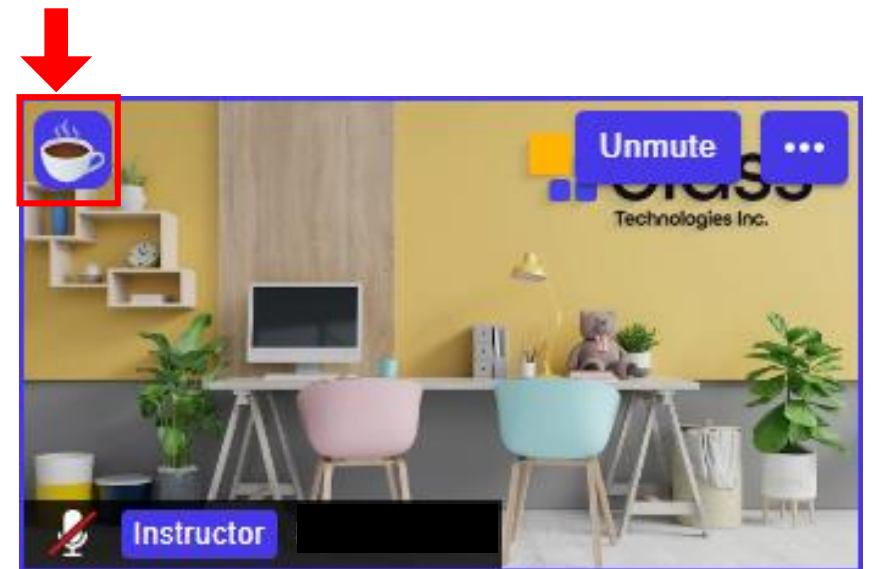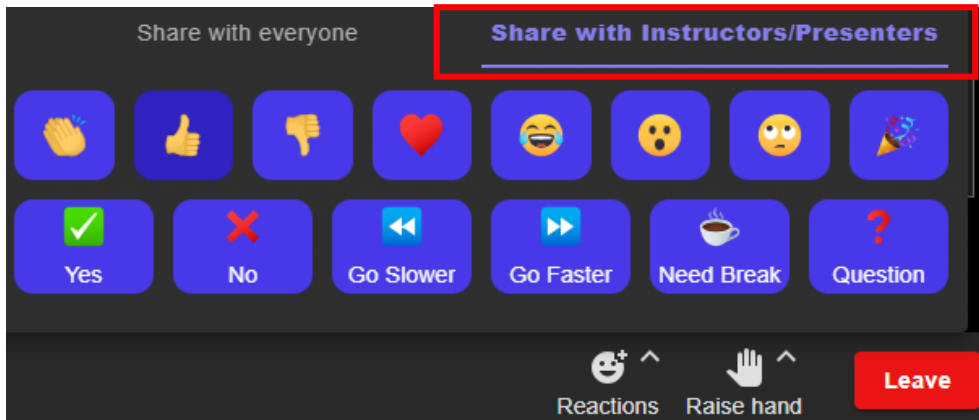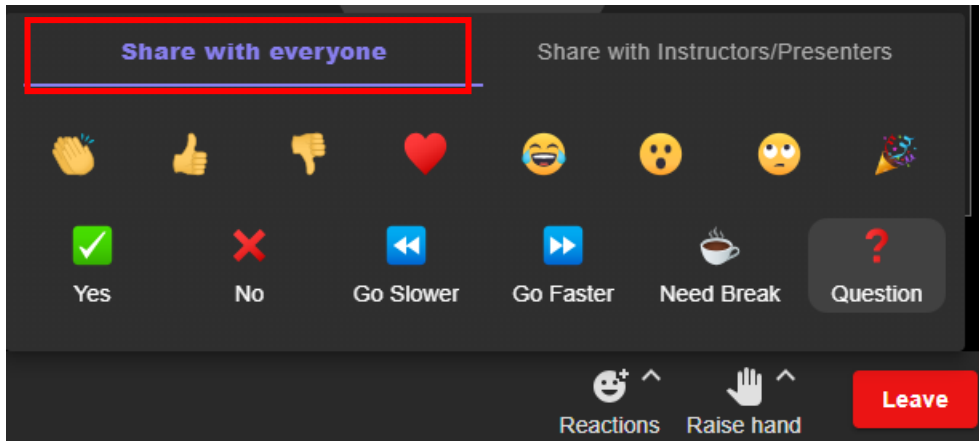
In the 'Reaction' area, you can share your selected reaction with the entire class using the 'Share it Everyone' option.

With the 'Share with Instructors and Presenters' option, you can share your reactions only with instructors and presenters.

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

ISTANBUL OKAN UNIVERSITY CLASS COLLAB USER GUIDE FOR INSTRUCTORS

How can I leave the session?

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?

| Terrible | Bad | Fine | Good | Awesome |
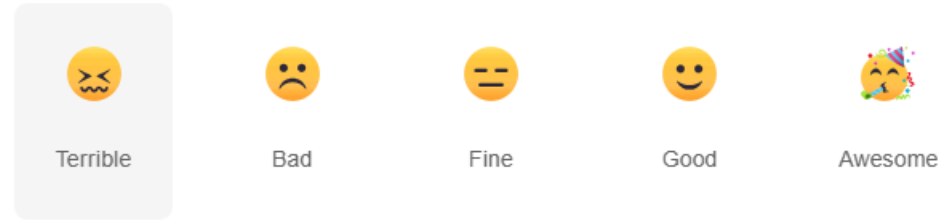
Tell us more...

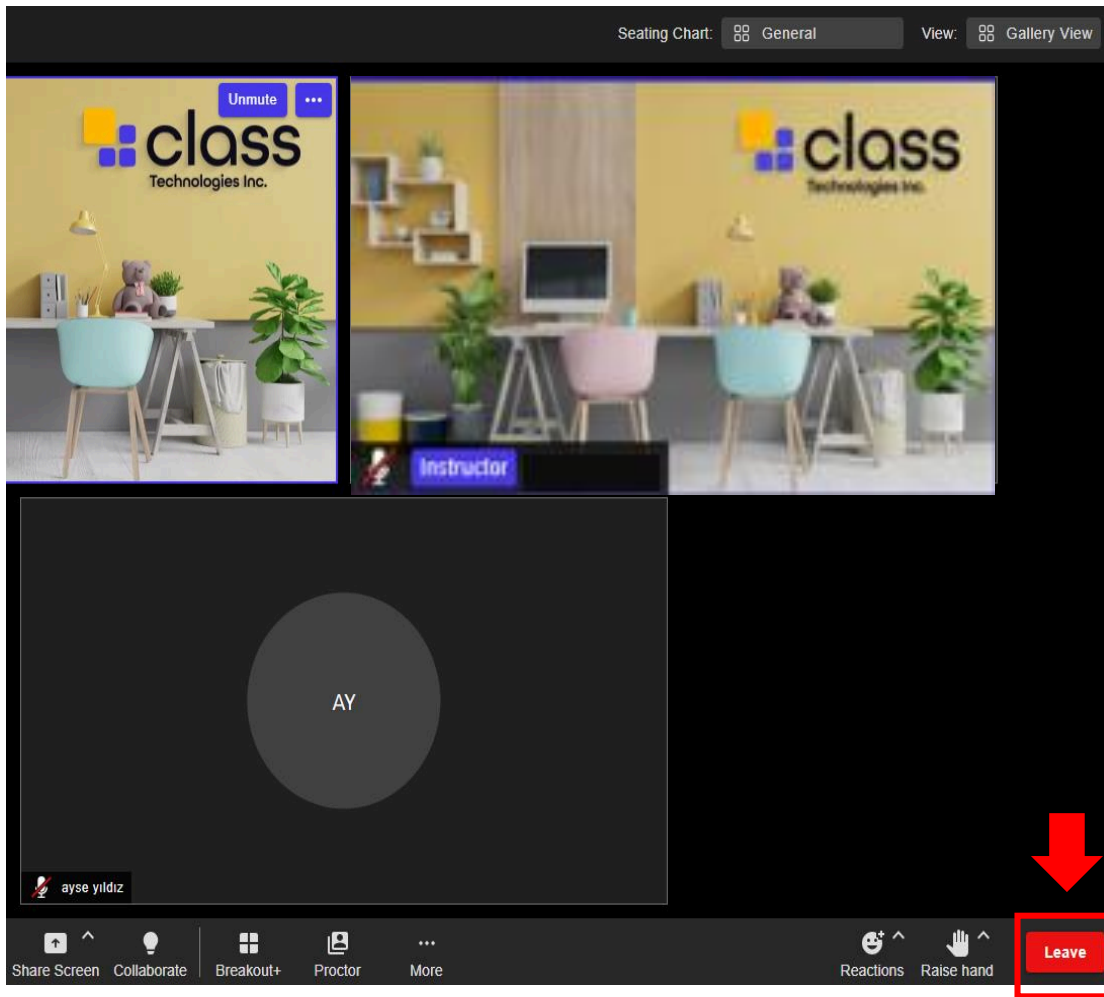Enter your comment here (optional, max 1000 characters)

☑ 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   Submit

You can evaluate your class experience and provide feedback.

ISTANBUL OKAN UNIVERSITY CLASS COLLAB
USER GUIDE FOR INSTRUCTORS

How can I download the recording?

Setting & Schedule

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	

Refresh
Edit settings
Copy link
Download
View analytics
Delete

Download recording media

⬇ Active speaker
⬇ Audio only
⬇ Closed captions
⬇ Timeline

Close

- 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.