



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 to the O'Learn Education Platform!" message, the Istanbul Okan University logo (celebrating its 25th anniversary), and the "O'LEARN" logo. At the bottom of this section, it states: "To be an innovative, pioneering 'world university' that can respond to the needs of society and business life at universal standards." On the right, there is a "Mobile Applications" section titled "Blackboard App" which describes the app's features and provides download links for the App Store and 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](#)


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New Document 19.01.2024  
Not visible to students

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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

[Show more](#)

## Details &amp; 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			<a href="#">Edit</a> <a href="#">Launch</a>
Tuesday, July 9th, 2024 5:24 PM - 6:24 PM			<a href="#">Edit</a>

**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.'



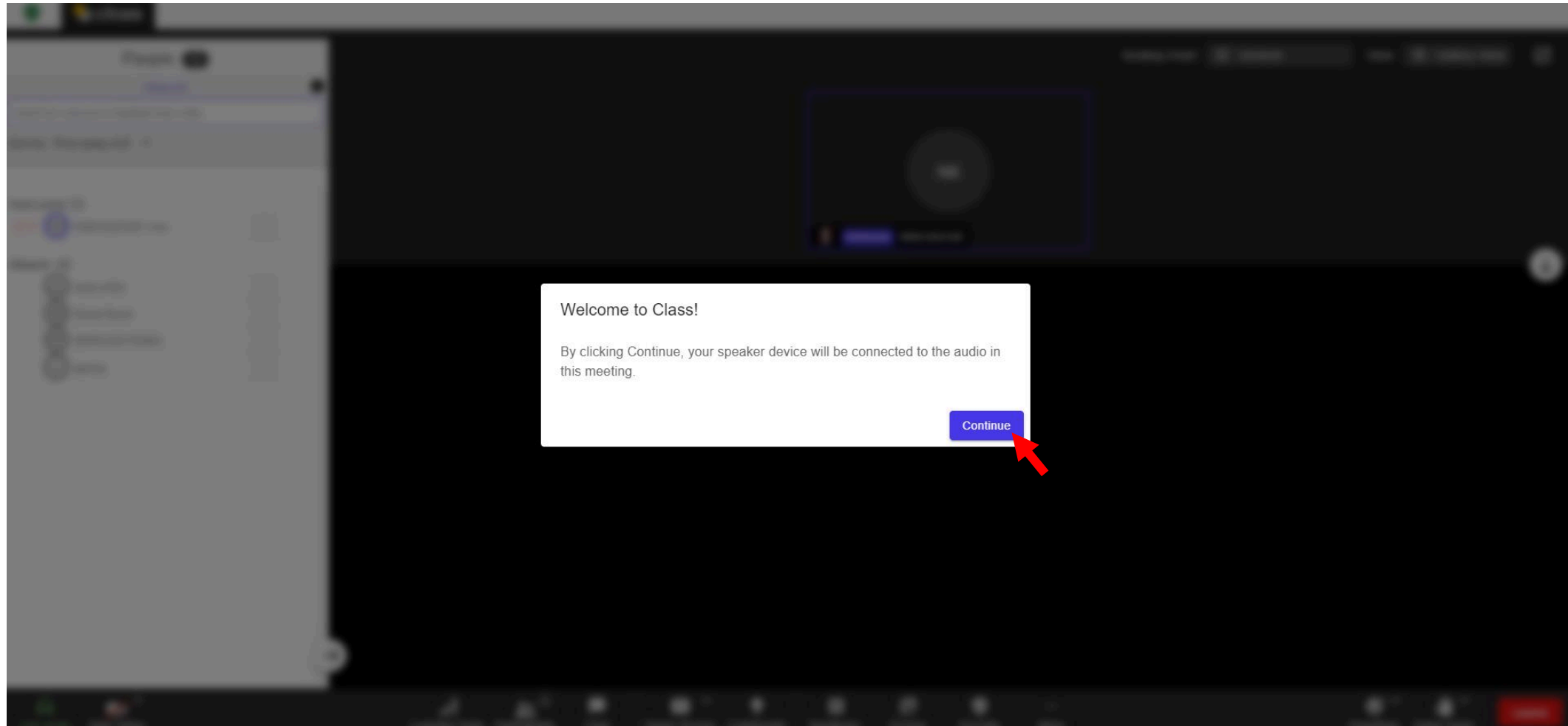
Join your class session

TEST COURSE |

Join on the web



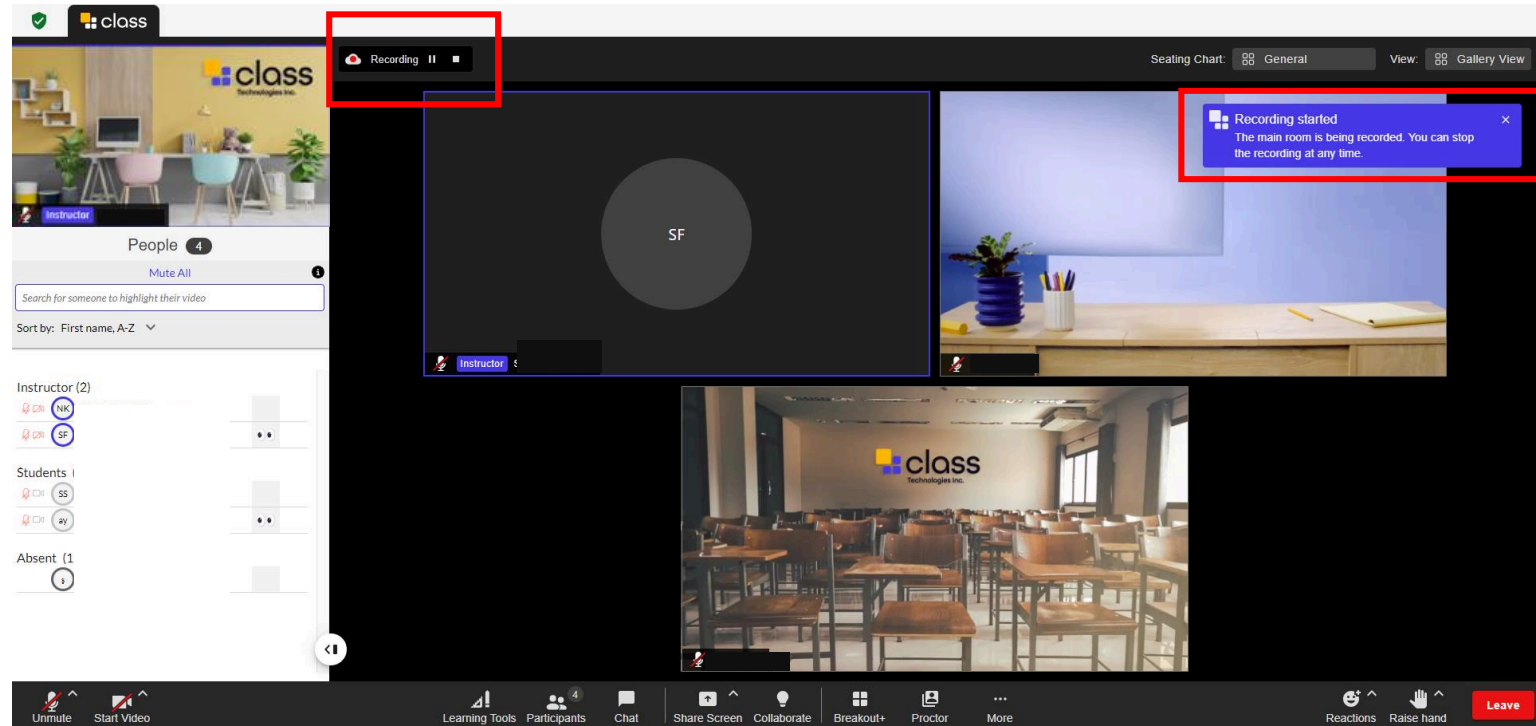
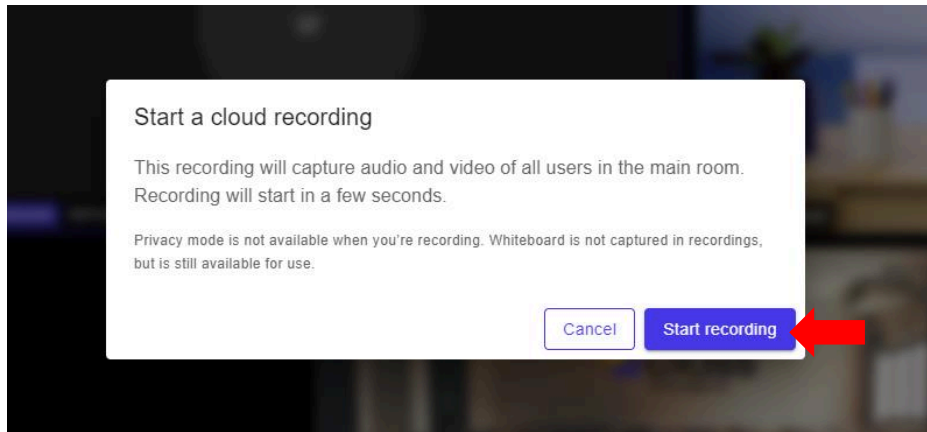
You can access the session using 'Join on Web'. The application interface can be used without language translation on actively used browsers (Chrome, Microsoft Edge).



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

The screenshot displays the Class Technologies Inc. meeting interface. On the left, there is a 'People' sidebar with 4 participants, including two instructors (NK and SF) and two students (SS and ay). The main area shows 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 a bottom-center thumbnail of a classroom. A red box highlights the 'Record' option in the bottom-center 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, Chat, Share Screen, Collaborate, Breakout+, Proctor, More, Reactions, Raise hand, and Leave.

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



Click on the 'Start Recording' option on the opened screen.

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

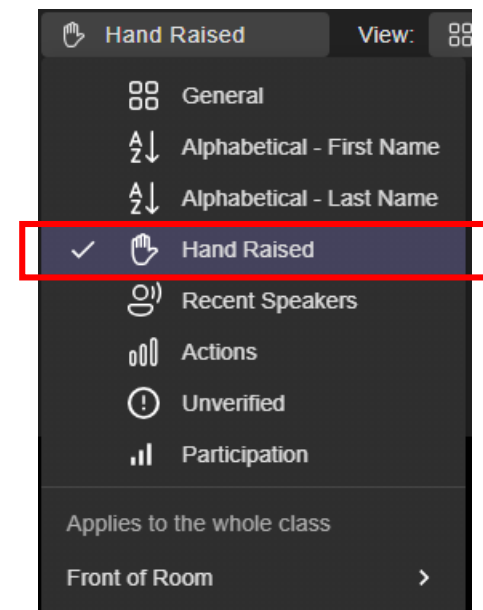
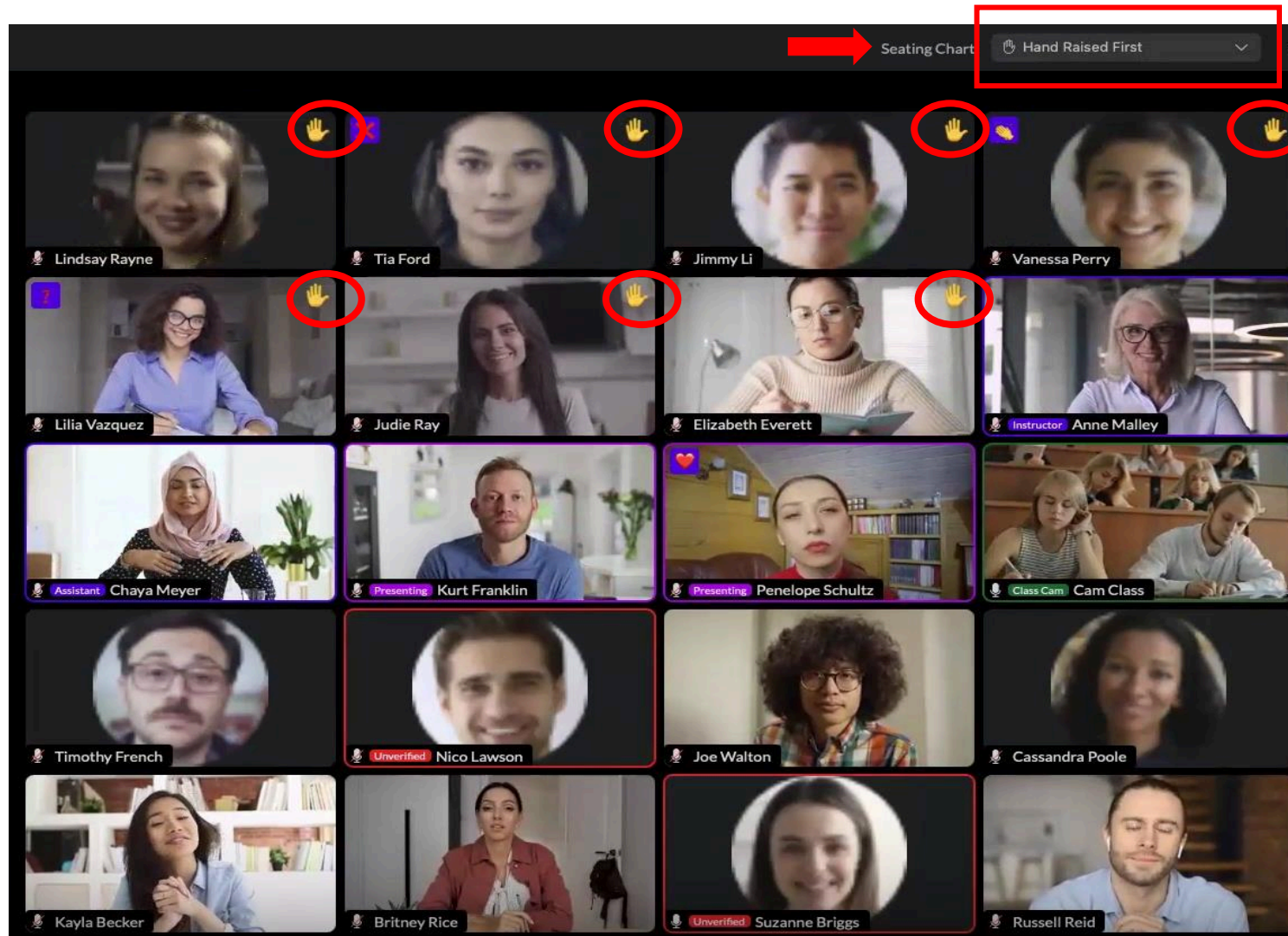
The image shows a Zoom meeting interface with a dark theme. On the left, there is a sidebar with a 'class Technologies Inc.' logo, a 'People' list showing 5 participants (2 Instructors and 3 Students), and a search bar. The main area displays three video thumbnails for participants labeled 'SS', 'AY', and 'M'. A red box highlights the 'Seating Chart' menu in the top right corner, which is open and shows options: General, Alphabetical - First Name, Alphabetical - Last Name, Hand Raised, Recent Speakers, Actions, Unverified, and Participation. A red arrow points from the top right towards the menu. The bottom toolbar contains icons for Unmute, Stop Video, Learning Tools, Participants (5), Chat, Share Screen, Collaborate, Breakout+, Proctor, More, Reactions, Raise hand, and a red 'Leave' button.

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

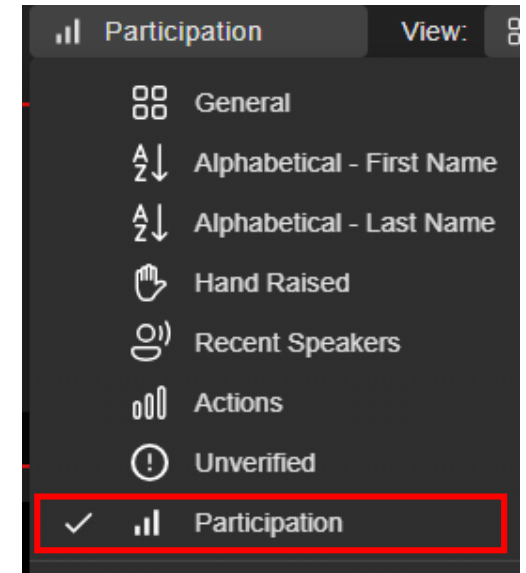
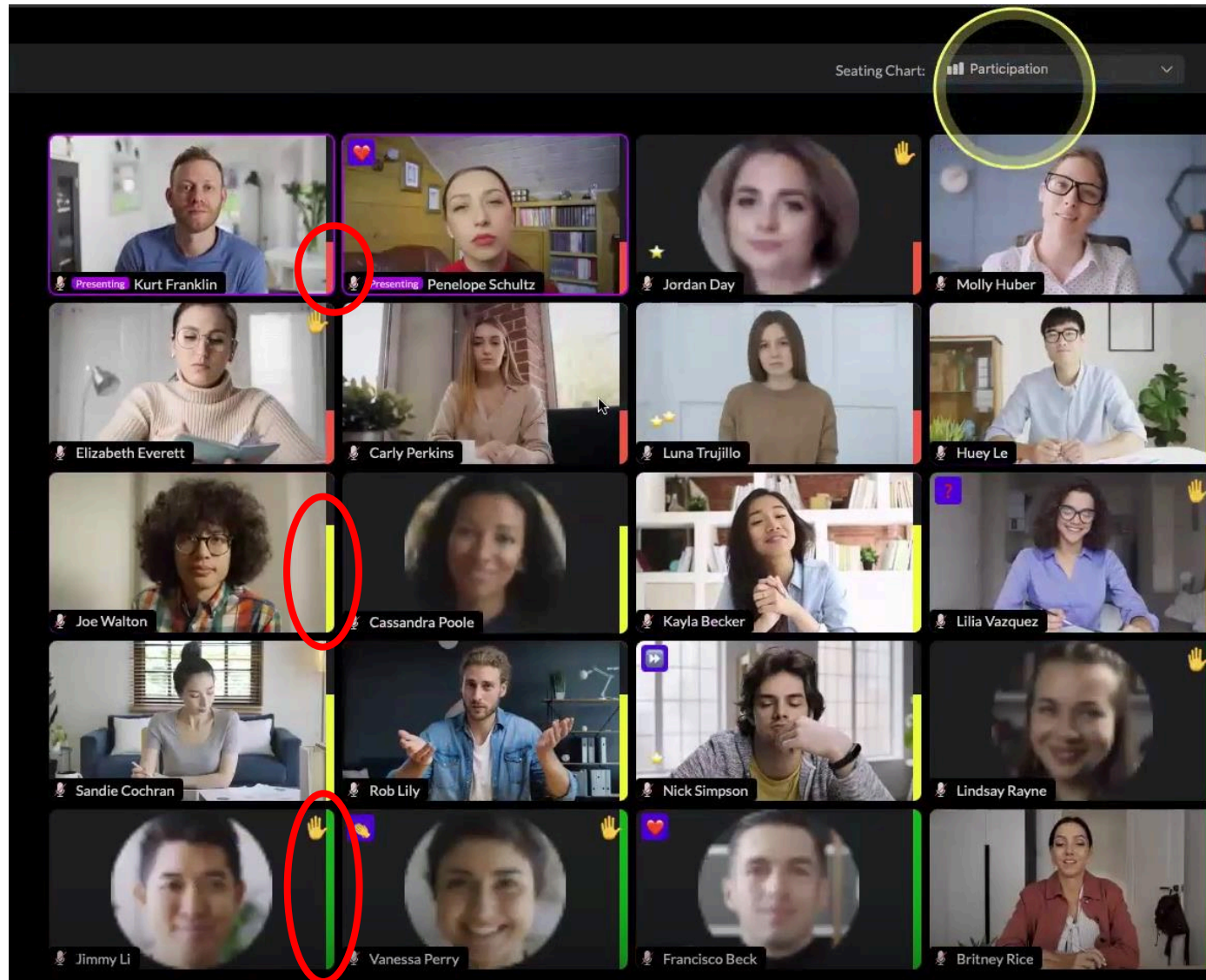


The screenshot displays a Zoom meeting interface. At the top left, the 'class' logo is visible. The main area shows a video feed of a blue screen with the 'class' logo. To the right, a 'Seating Chart' area is highlighted with a red box, containing a bar chart icon and the text 'Participation'. Below this, there are icons for 'Gallery View' and a share icon. On the left side, the 'People' list is visible, showing 'Instructor (2)' and 'Students (1)'. A red box highlights an information icon (i) in the 'People' list, with a red arrow pointing to it. The bottom toolbar includes icons for '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



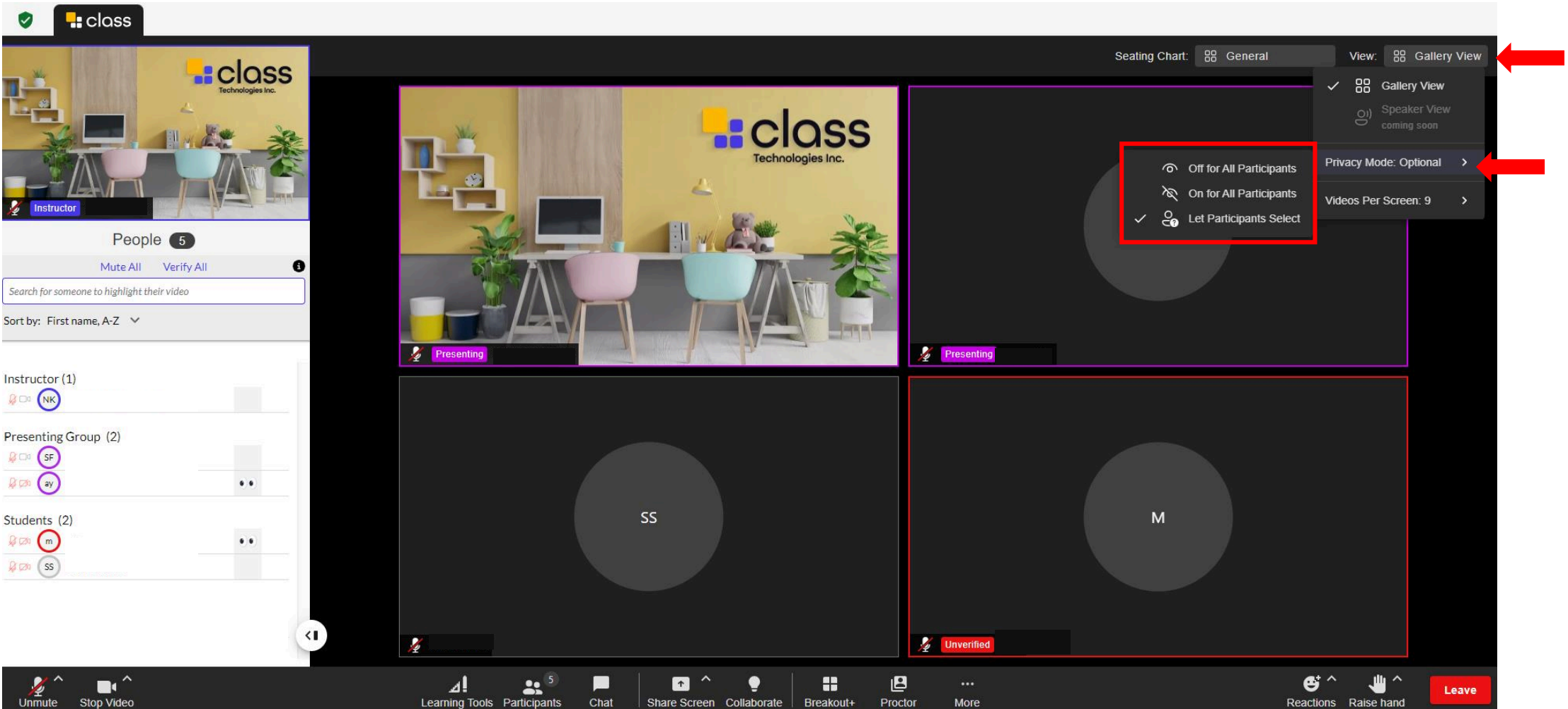
The screenshot displays the Class Technologies Inc. virtual classroom interface. On the left, a sidebar shows the 'People' list with 5 participants, categorized into Instructors (2), Presenting Group (1), and Students (2). The main area shows a gallery view of participants. A user labeled 'AY' is highlighted with a purple box and a 'Presenting' label. A context menu is open over the 'AY' user, listing options such as '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 the 'Presenting Group' option in the menu. Another red arrow points from the 'Presenting Group' option to the 'Presenting' label on the 'AY' user. A third red arrow points from the 'Unmute' option in the context menu to the 'Unmute' button on the 'AY' user's video tile. 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'.

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 'People' list containing 5 participants: two instructors (NK and SF) and three students (ay, m, and SS). The main area displays a gallery view of video feeds. A large video feed at the top center shows a user named 'AY'. Below it, two smaller video feeds show users 'SS' and 'M'. A red arrow points from the 'AY' video to a context menu that is open over the 'SS' video. The context menu has a red border and contains the following options: 'None', 'Instructors - Assistants', 'Presenting Group', 'Speaking' (which is checked and highlighted with a red arrow), 'Instructor Camera', 'Class Camera', and 'Sign Language Camera'. In the top right corner, there is a 'Seating Chart' section with a 'View' dropdown set to 'Gallery View'. The bottom of the screen features a toolbar with icons for 'Unmute', 'Stop Video', 'Learning Tools', 'Participants', 'Chat', 'Share Screen', 'Collaborate', 'Breakout+', 'Proctor', 'More', 'Reactions', 'Raise hand', and a red 'Leave' button.

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

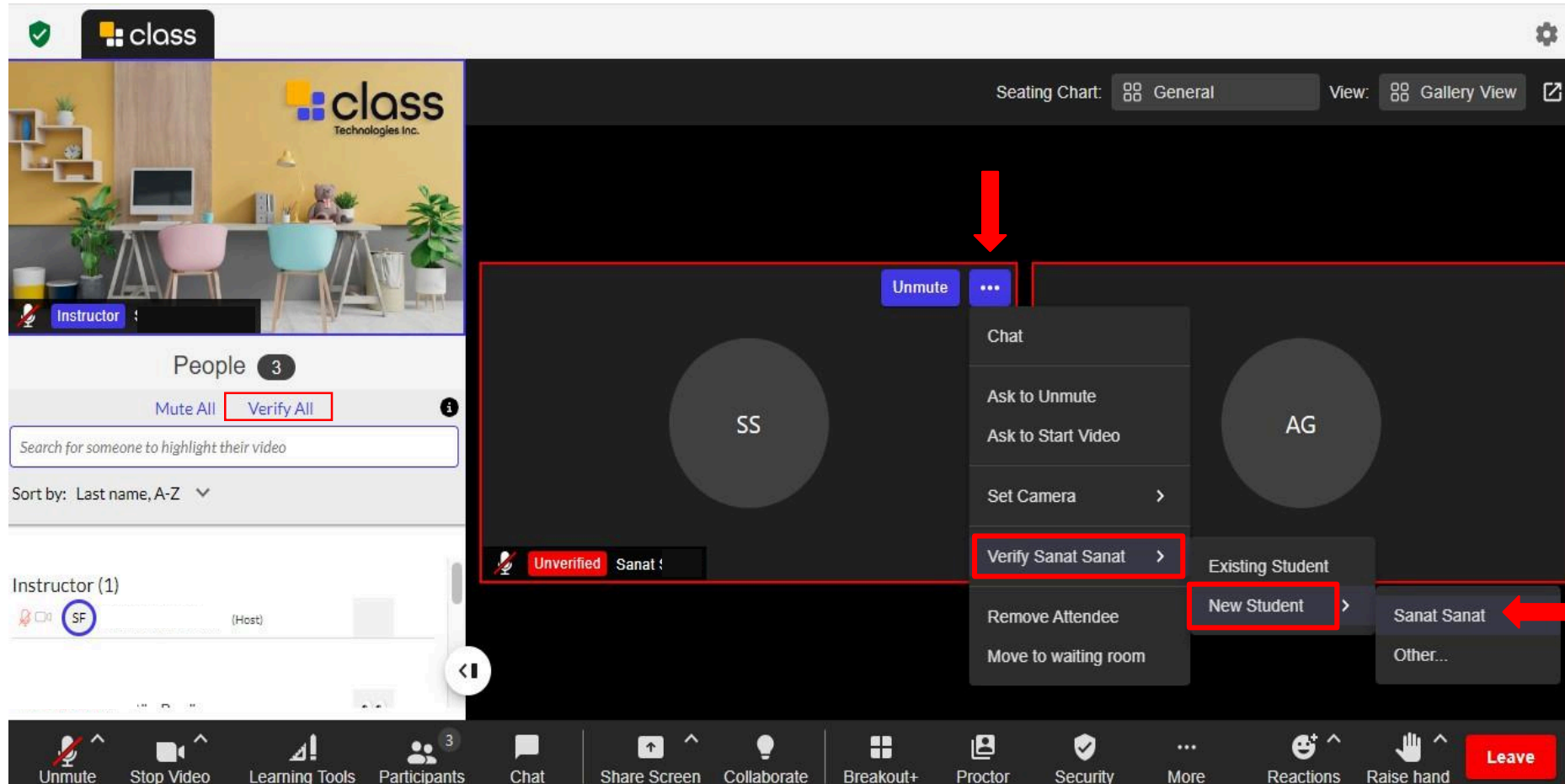


You can activate 'Gallery View' mode.

- 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 with a gallery view. On the left, there is a sidebar with a 'class Technologies Inc.' logo, a 'People' list with 5 participants, and a list of 'Instructor (2)' and 'Students (3)'. The main area displays a gallery of video thumbnails. The top thumbnail shows the 'class Technologies Inc.' logo. Below it are thumbnails for participants 'SS', 'M', and 'AY'. A red box highlights the 'Videos Per Screen' dropdown menu, which is currently set to 9. A red arrow points to the right side of the dropdown menu. 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.



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.



The screenshot displays the Class Technologies live session interface. On the left, a 'People' sidebar lists participants, including 'ayse yıldız' under the 'Students (1)' section. A red arrow points to the ellipsis (...) next to her name. A context menu is open over her name, with 'Remove Attendee' highlighted by a red box and a red arrow. A central dialog box asks 'Remove From Session? Do you want to remove ayse yıldız from this session?' with 'Cancel' and 'Remove Attendee' buttons. The 'Remove Attendee' button in the dialog is also highlighted with a red arrow. The bottom toolbar contains various session controls like 'Unmute', 'Stop Video', 'Participants', 'Chat', 'Share Screen', 'Collaborate', 'Breakout+', 'Proctor', 'Security', and 'More'. A 'Leave' button is visible in the bottom right corner.

To remove an attendee from a live session, click the ellipses “(...)” next to their name in the class roster and select **Remove Attendee**; this action only affects the session and does not change their status on the class roster.

The "**Remove Attendee**" feature is not recommended for use except in exceptional cases.

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. The bottom control bar contains various icons for Unmute, Stop Video, Sohbet, Learning Tools, Participants, Chat, Share Screen, Collaborate, Breakout+, Proctor, More, Reactions, Raise hand, and Leave. A red box highlights the 'Speakers' and 'Microphones' settings menu, which is open over the 'Unmute' button. A red arrow points to the 'Unmute' button.

Speakers

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

Microphones

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

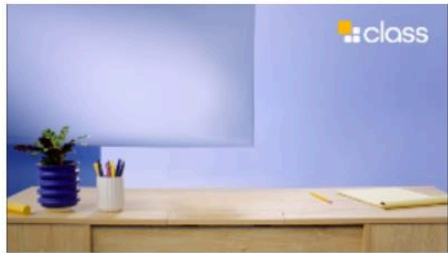
You can turn your microphone on/off from the highlighted area.

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

The screenshot displays a Zoom meeting interface. On the left, a sidebar shows the 'class Technologies Inc.' logo and a 'People' list with 5 participants. The list is divided into 'Instructor (2)' (NK, SF) and 'Students (3)' (ay, m, ss). A red box highlights the 'Virtual Background' option in the context menu for the highlighted participant 'm'. The main gallery view shows four video thumbnails: the top-left shows the instructor's video, the top-right shows a participant with initials 'SS', the bottom-left shows a participant with initials 'M' (highlighted with a red box), and the bottom-right shows a participant with initials '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 chalkboard
- A modern office desk with a laptop and plants
- A classroom with desks and chairs

Mirror My Video

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

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

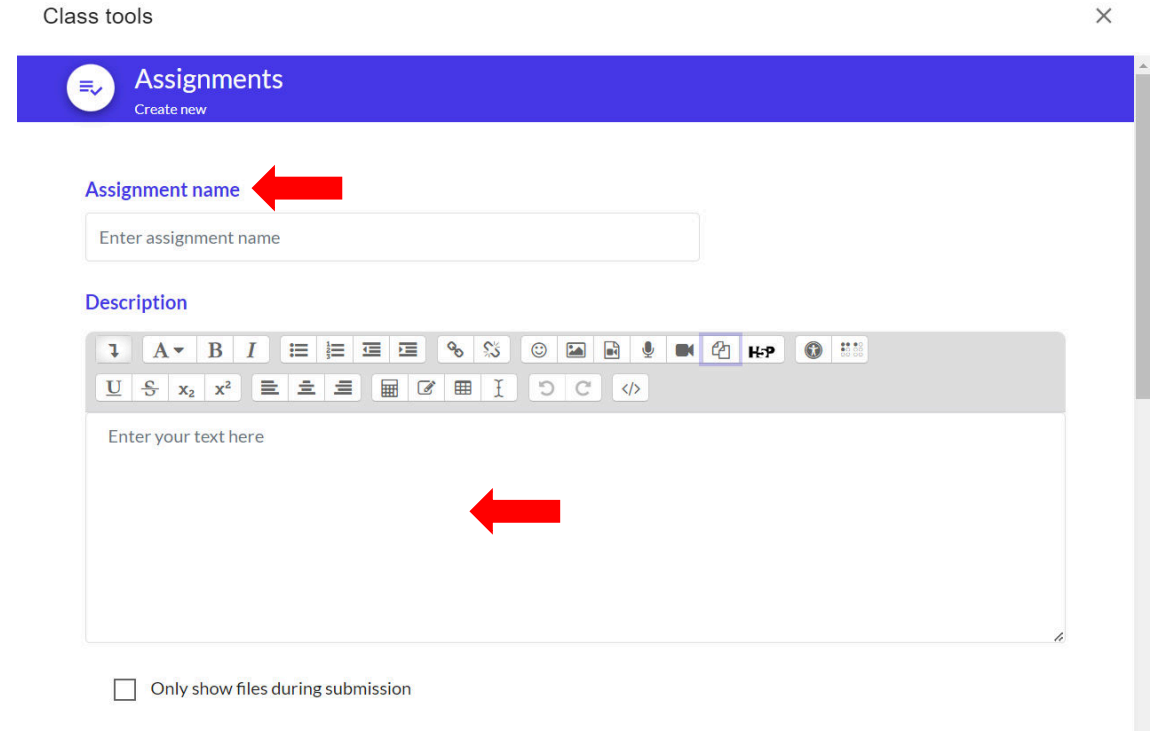
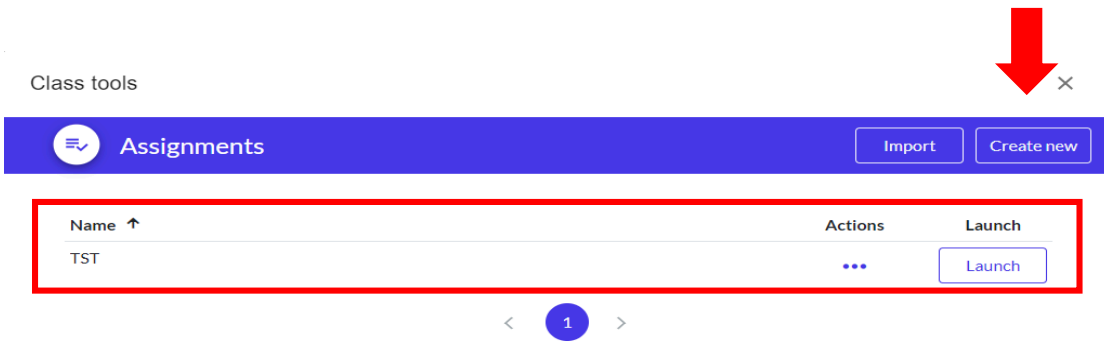
The image shows a Zoom meeting interface. On the left, a sidebar titled 'Learning Tools' is visible, containing a 'Course Content' section with a red arrow pointing to 'Syllabus'. The main area shows a gallery view of participants, with one participant's video feed displaying the 'class Technologies Inc.' logo. The bottom toolbar includes icons for 'Unmute', 'Stop Video', 'Learning Tools', 'Participants', 'Chat', 'Share Screen', 'Collaborate', 'Breakout+', 'Proctor', 'More', 'Reactions', 'Raise hand', and 'Leave'.

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

The screenshot displays a Zoom meeting interface. At the top left, the 'class Technologies Inc.' logo is visible. The sidebar on the left contains a 'Learning Tools' section with a red arrow pointing to it, and a 'Course Content' section with a red arrow pointing to the 'Assignment' option. The main video area shows an instructor and three participants: 'SS', 'M', and 'AY'. The bottom toolbar includes icons for Unmute, Stop Video, Learning Tools, Participants, Chat, Share Screen, Collaborate, Breakout+, Proctor, More, Reactions, Raise hand, and Leave.

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

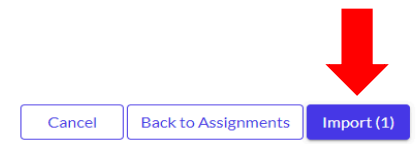
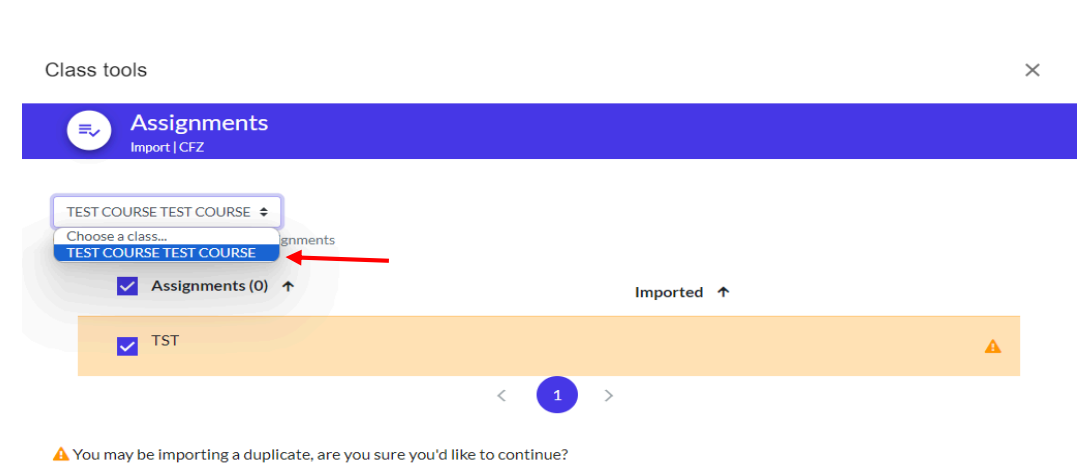
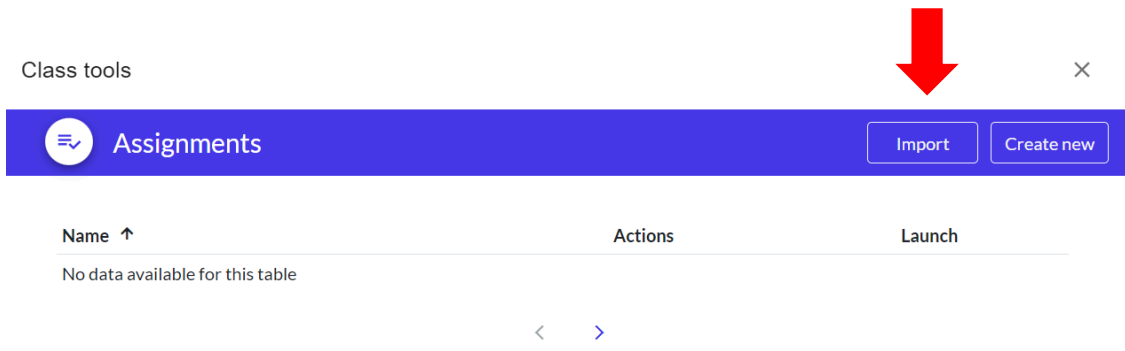




The content you transferred to the O'Learn course content area appears in the 'Assignments' section.

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.

The screenshot displays a Zoom meeting interface. On the left, a sidebar contains a 'class Technologies Inc.' logo at the top. Below it, the 'Learning Tools' section is highlighted with a red arrow pointing to the 'Assessment / Quiz / Test' option. Underneath, the 'Course Content' section is visible, listing items like Syllabus, Assignment, and Survey. The main meeting area shows three video thumbnails: the top-left one is labeled 'Instructor' and shows a desk setup; the bottom-left one is labeled 'Unverified' and shows a large grey circle with the letter 'M'; the right-side one is labeled 'AY' and shows a large grey circle with the letters 'AY'. At the top right of the meeting area, there are controls for 'Seating Chart' (set to 'General') and 'View' (set to 'Gallery View'). At the bottom, a toolbar includes icons for Unmute, Stop Video, Learning Tools, Participants, Chat, Share Screen, Collaborate, Breakout+, Proctor, More, Reactions, Raise hand, and a red 'Leave' button. A red arrow points to the 'Learning Tools' icon in the toolbar.

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



Assessments/Quizzes/Tests Import Create new

Name ↑	Type	Actions	Launch
dsafdfg	Assessment	...	<span>Launch</span>
QUESTIONS TEST (copy)	Assessment	...	<span>Launch</span>
test	Assessment	...	<span>Launch</span>
test	Assessment	...	<span>Launch</span>
TEST1	Quiz	...	<span>Launch</span>
TEST1 (copy)	Quiz	...	<span>Launch</span>

< 1 >

Assessments/Quizzes/Tests Create new

### GENERAL QUESTIONS

Name



Type

- Assessment
- Quiz
- Test

### Instructions

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

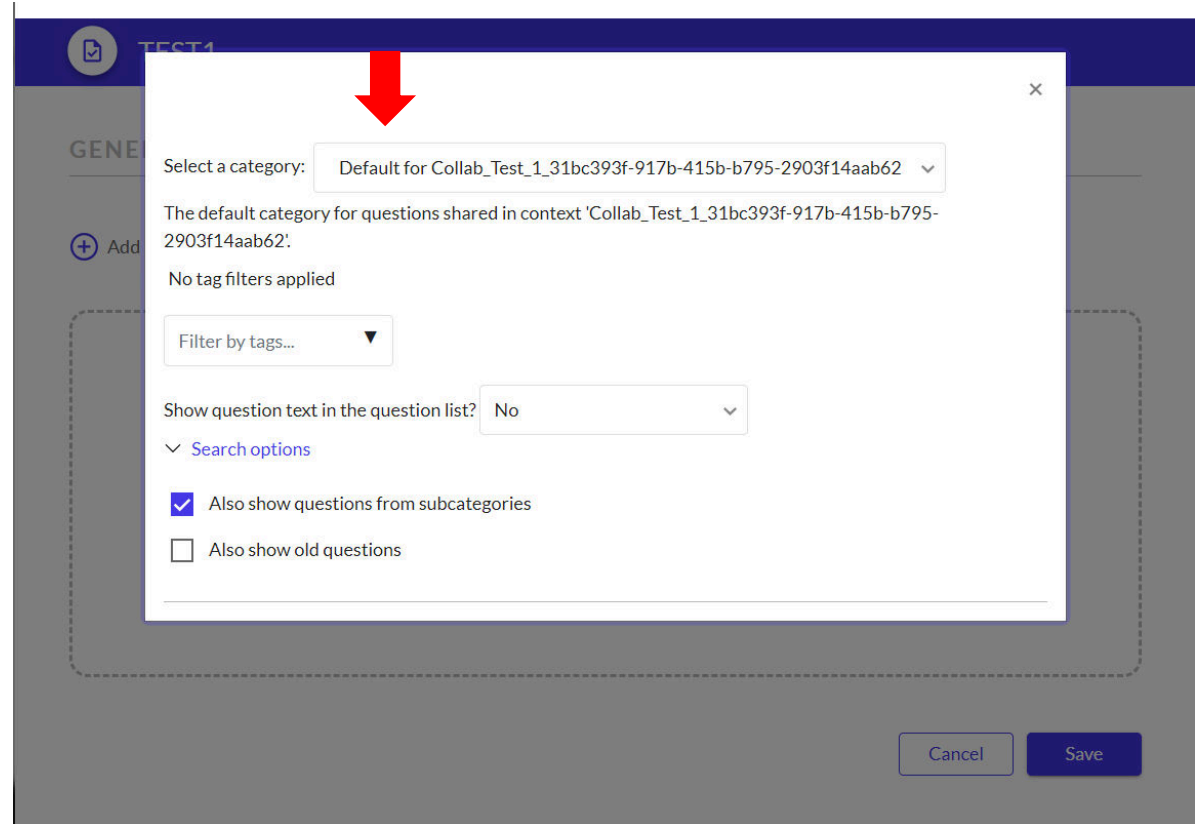
You can select the types of questions.

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	⋮	<span>Launch</span>
test	Assessment	⋮	<span>Launch</span>
TEST1	Quiz	⋮	<span>Launch</span>
TEST1 (copy)	Quiz	⋮	<span>Launch</span>

< 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 'Course Content' and 'Class Management'. The main area 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 score of 10.00 / 10.00. 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, 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	<a href="#">Review</a>

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

Assessments/Quizzes/Tests Import Create new

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

< 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

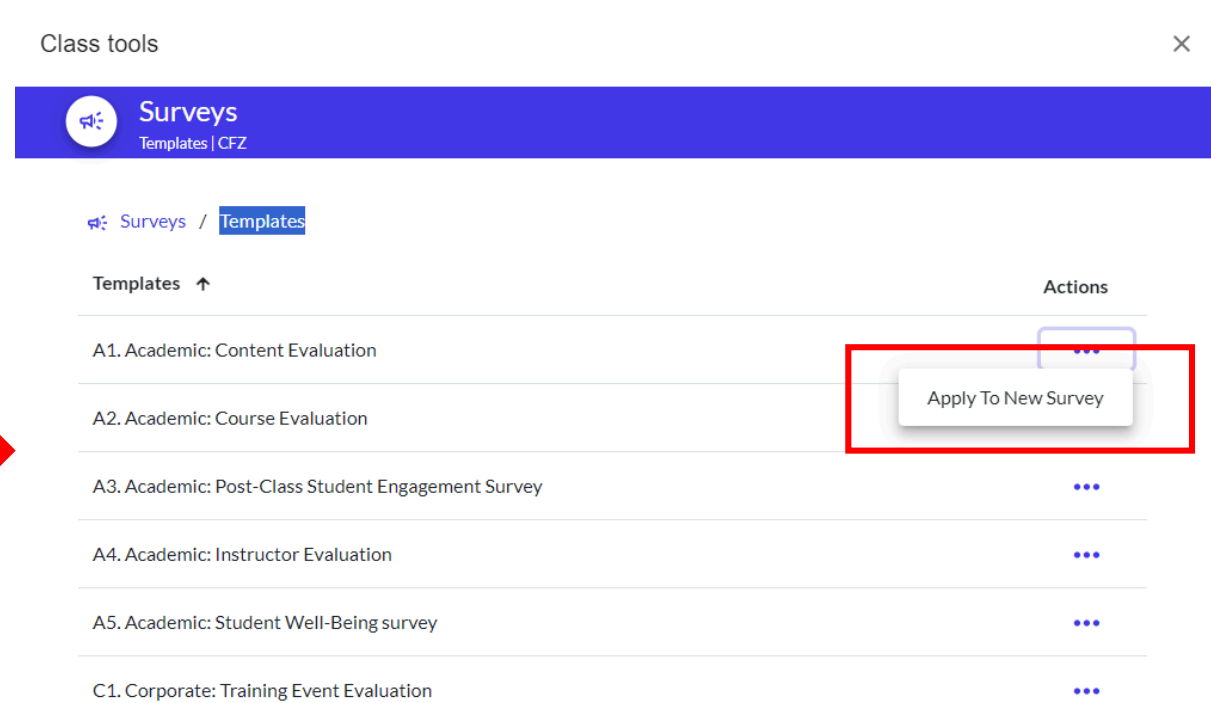
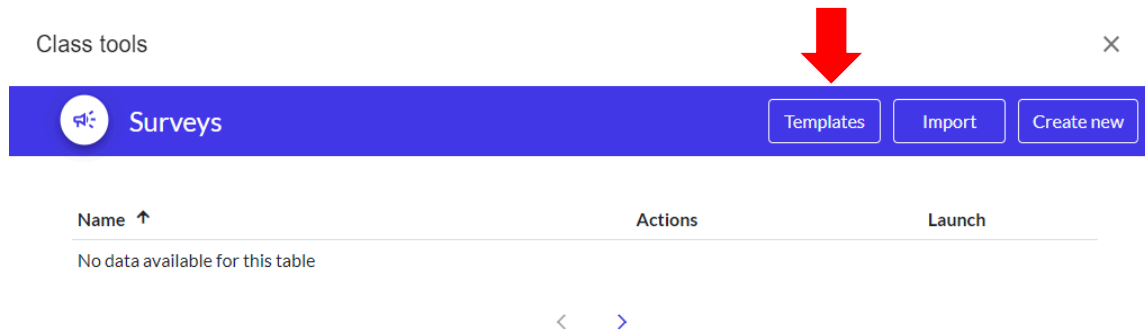
Download table data as Comma separated values (.csv) Download

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

You can view users grades from the class area.

The image shows a Zoom meeting interface. On the left, there is a sidebar with the 'class Technologies Inc.' logo at the top. Below the logo, there are two sections: 'Learning Tools' and 'Course Content'. The 'Learning Tools' section has a red arrow pointing to it. The 'Course Content' section has a list of items: Syllabus, Assignment, Assessment / Quiz / Test, Survey (with a red arrow pointing to it), Polling, and Learning Management System. The main area of the screen shows a grid of video thumbnails. The top-left thumbnail shows a desk with a computer and the 'class Technologies Inc.' logo, with an 'Unmute' button and a three-dot menu. 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'. The bottom-right thumbnail shows a large grey circle with the letters 'AY'. At the bottom of the screen, there 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 Leave.

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



Click on the marked area to access the available templates.

After selecting your survey, fill in the time and date fields.

## A1. Academic: Content Evaluation

## GENERAL QUESTIONS

## Name

A1. Academic: Content Evaluation (copy)

## Description



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

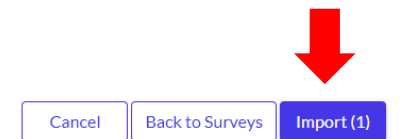
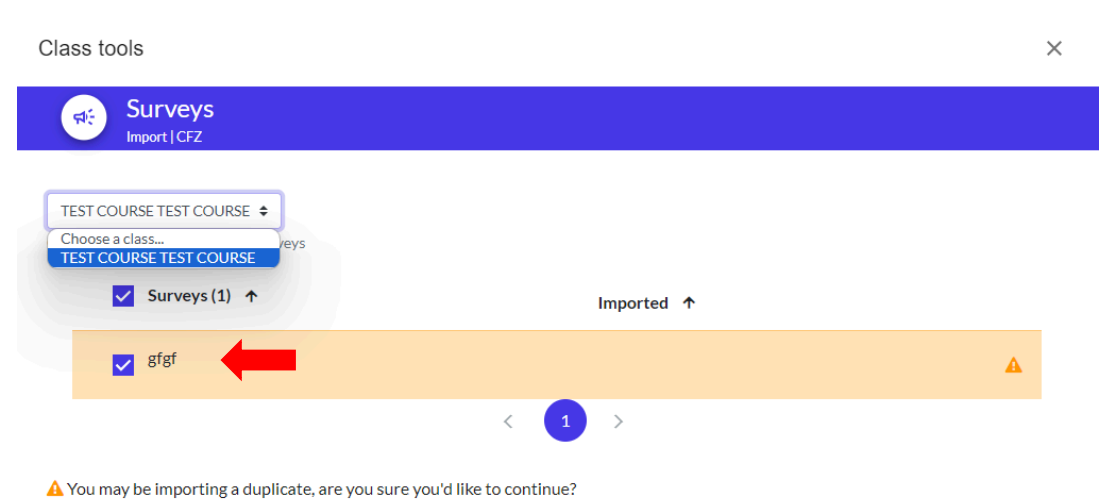
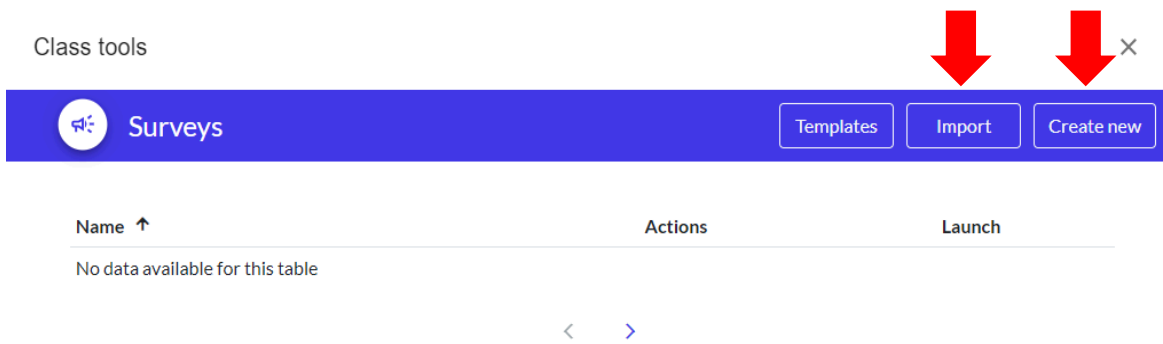
Strongly agree 5 

 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.

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 with a computer and a chair, with the 'class Technologies Inc.' logo and an 'Unmute' button. Below the video feed, a red box highlights the 'Unverified' name of a participant. At the bottom, the Zoom control bar is visible, with a red arrow pointing to the 'Learning Tools' icon. The control bar includes icons 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
- User Profile
- Activity Stream
- Courses
- Calendar
- Messages
- Grades
- Assist
- Tools
- Admin
- Sign Out

#### Basic Information

Full Name	<input type="text"/>
Email Address	<input type="text"/>
Pronouns	<a href="#">Add Pronouns</a>
Student ID	<a href="#">Add student ID</a>
Password	<a href="#">Change password</a>

#### System Settings

Language	English (United States)
Privacy Settings	Only instructors can view my profile information
Global Notification Settings	<a href="#">Stream notifications</a> <a href="#">Email notifications</a> <a href="#">Push notifications</a>

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

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

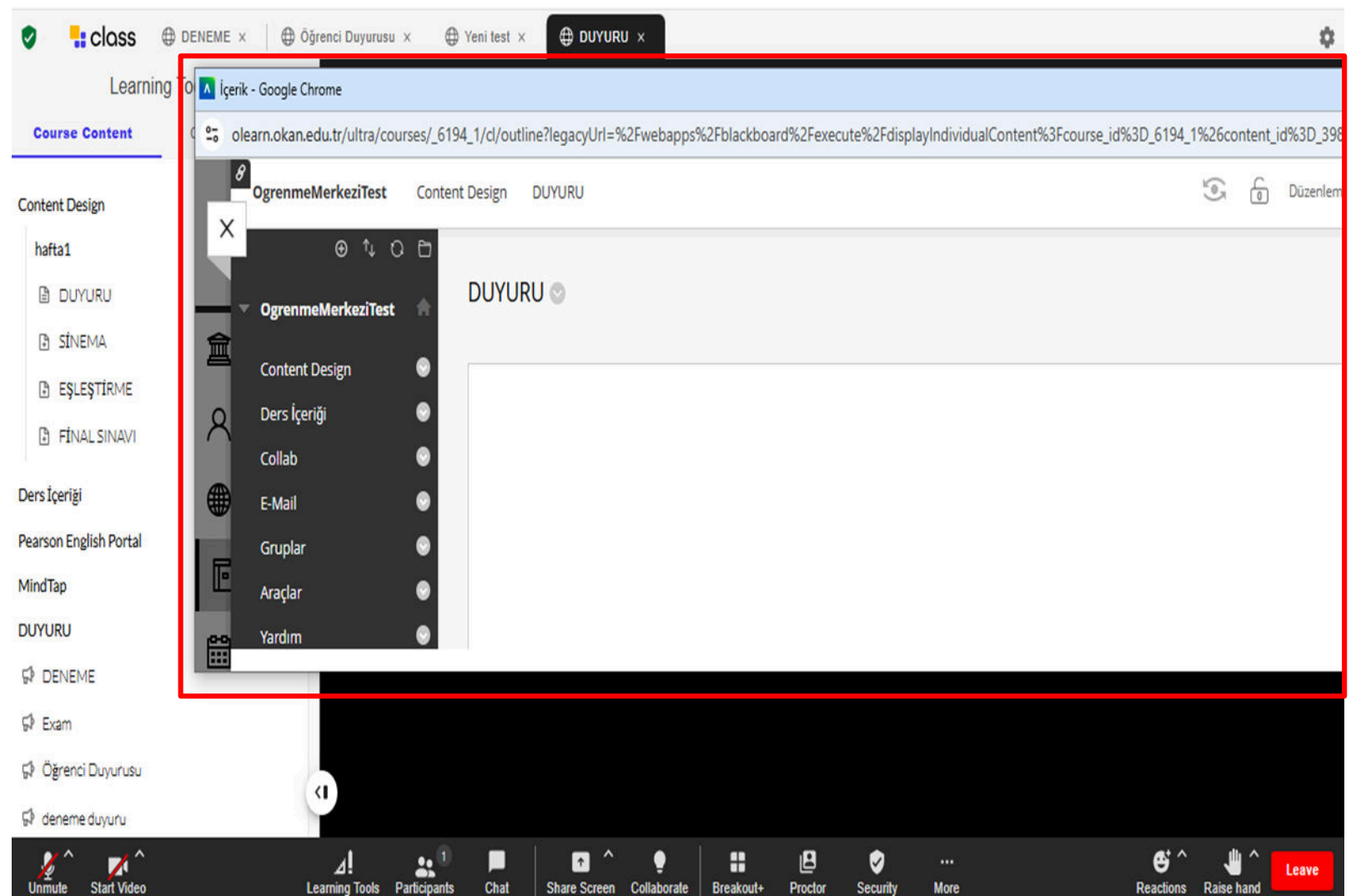
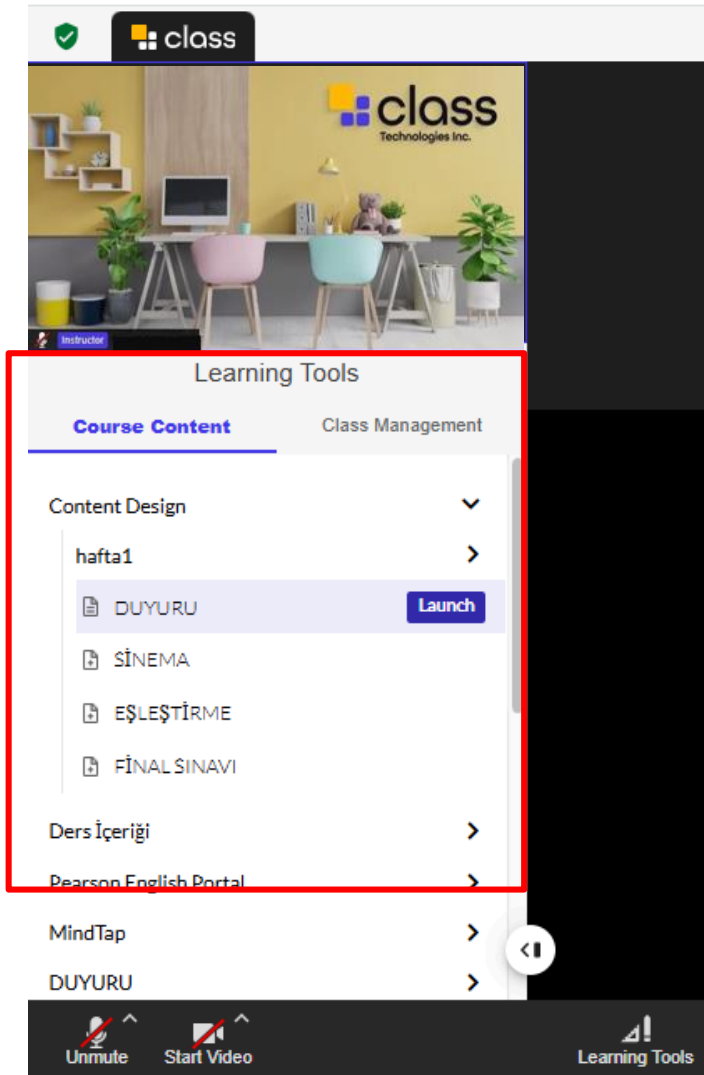
#### Attendance to LMS Attendance Service

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.

The image shows a Zoom meeting interface. On the left, a sidebar contains the 'class Technologies Inc.' 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 the 'Attendance' option is highlighted with a red box. A red arrow points from the 'Attendance' icon to the 'Attendance' text. Below 'Attendance' are icons for '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 Technologies Inc.' logo. The top-right feed shows a large grey circle with the initials 'SS'. The bottom-left feed shows a large grey circle with the letter 'M'. The bottom-right feed shows a large grey circle with the initials 'AY'. At the bottom of the screen is 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.

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
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.

The image shows a Zoom meeting interface. On the left, a sidebar titled 'Learning Tools' is visible. Under the 'Class Management' section, the 'Gradebook' icon is highlighted with a red box. A red arrow points from the 'Gradebook' icon to the 'Learning Tools' header. The main meeting area displays a gallery view of four video thumbnails. The top-left thumbnail shows a desk with a computer and the 'class Technologies Inc.' logo. The other three thumbnails are dark with large grey circles containing the initials 'SS', 'M', and 'AY'. At the bottom, a toolbar contains various meeting controls: 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	-	-	-	-

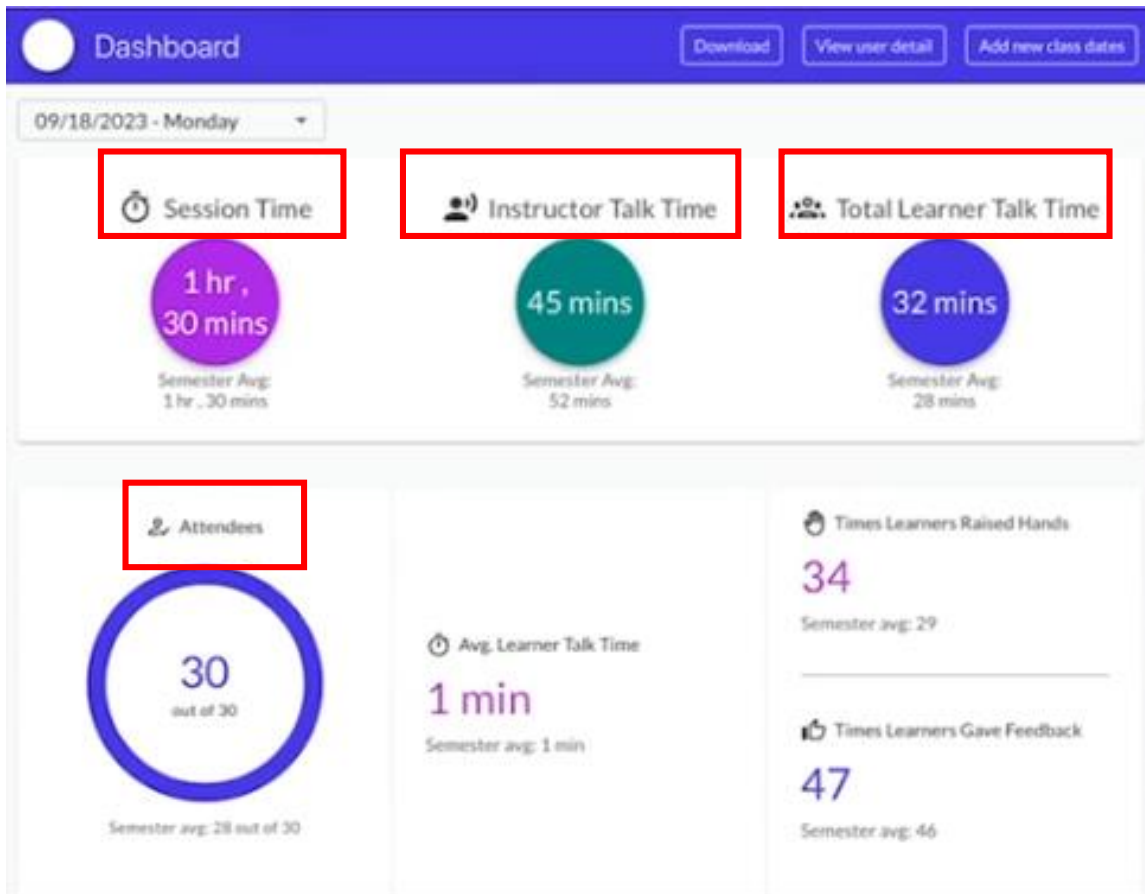
Total 4, 40 items / page 1

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

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

The image shows a Zoom meeting interface. At the top left, there is a green checkmark and the 'class' logo. Below this is a sidebar menu with 'Learning Tools' and 'Class Management' (highlighted with a red arrow). Under 'Class Management', there are icons for 'Class Roster', 'Attendance', 'Gradebook', 'Dashboard' (highlighted with a red box), and 'Instructor FAQ'. The main area shows a gallery view of three participants: 'Instructor' (top left), 'M' (bottom left), and 'AY' (bottom right). The top right of the meeting area shows 'Seating Chart: General' and 'View: Gallery View'. At the bottom, there is 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.

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



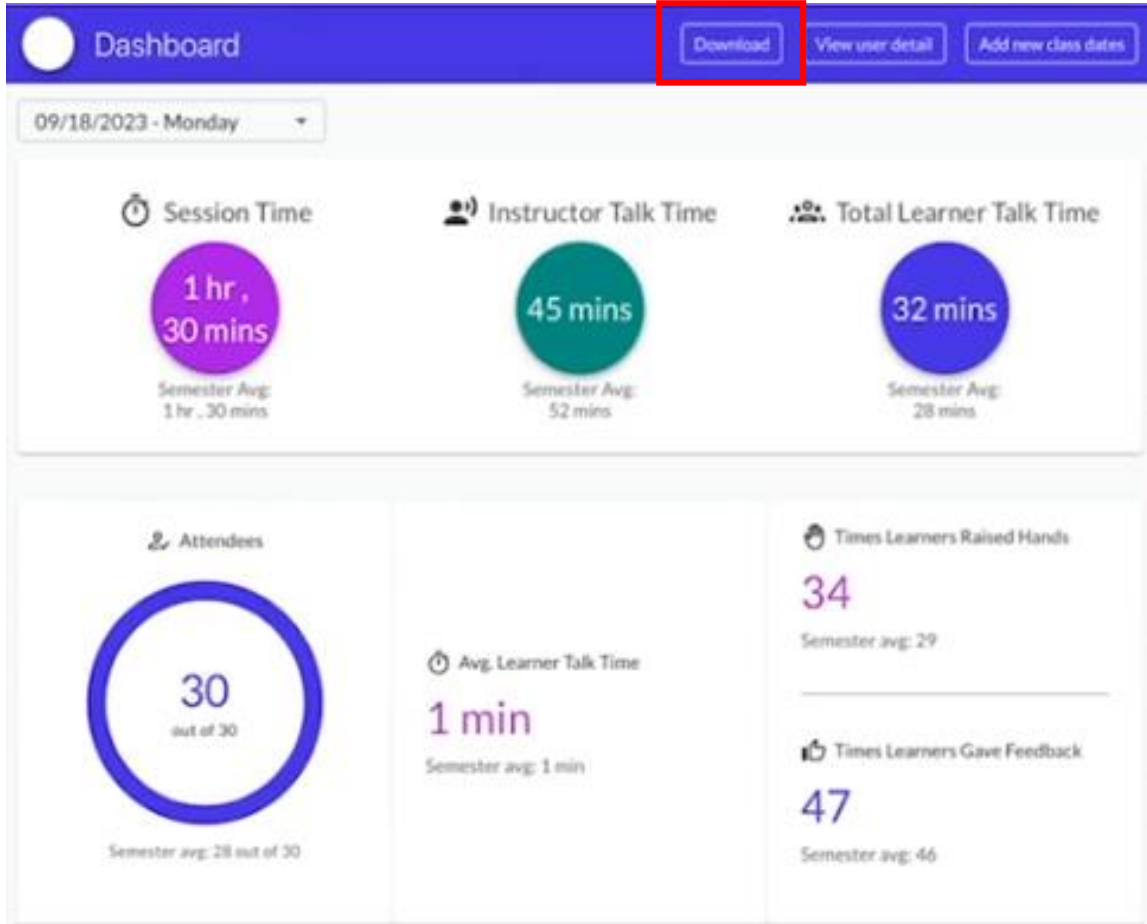
**Dashboard** | Download | View class details | Add new class dates

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

Birleştir ve Ortala

B1

	A	B
1	Name,Role,Email,External Id,Talk Time (minutes),Focus Time (minutes),Hand Raises,Feedback,Stars	
2	SE	0,00,0,00,0,0,0
3	NI	0,0,0
4	Sa	;0,00,0,00,0,0,0
5	ay	ldiz,0,00,0,00,0,0,0
6	şe	0,0,0
7		
8		
9		
10		
11		
12		
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14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		

Collab\_Test\_1\_07\_15\_24 Dashboard

You can download the details as a report.

The image shows a Zoom meeting interface. On the left is a sidebar with the 'class Technologies Inc.' logo at the top. Below the logo are sections for 'Learning Tools' and 'Class Management'. Under 'Class Management', there are icons for 'Class Roster', 'Attendance', 'Gradebook', 'Dashboard', and 'Instructor FAQ', with the latter highlighted by a red box. A red arrow points from the 'Learning Tools' section down to the 'Class Management' section. The main area of the screen displays a gallery view of three participants: the 'Instructor' (top left), 'SS' (top right), and 'M' (bottom left). The 'M' participant's video is highlighted with a red border. The bottom toolbar contains various controls: 'Unmute', 'Stop Video', 'Learning Tools', 'Participants' (with a '5' icon), 'Chat', 'Share Screen', 'Collaborate', 'Breakout+', 'Proctor', 'More', 'Reactions', 'Raise hand', and a red 'Leave' button.

From the 'Participants' area in the lower panel, you can list the participants.

The image shows a Zoom meeting interface. On the left, a 'People' sidebar is open, displaying a list of participants. The sidebar is divided into three sections: '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. The participants are arranged in a grid: one large video at the top left, two smaller videos at the top right, and the remaining nine participants in a 3x3 grid. The bottom of the screen shows the Zoom control bar, with the 'Participants' icon highlighted by a red box.

Class

What's New

Seating Chart: General

View: Gallery View

People 3

Mute all

Instructors (2) ^

NISA KUCUK (Co-Host)

SEFACAN FIDAN (Host)

Students (1) ^

özlem saraçoğlu

Absent (17) v

Casey Butera

Kurt Franklin

Penelope Schultz

Russell Reid

Lilla Vazquez

Francisco Beck

Vanessa Perry

Tia Ford

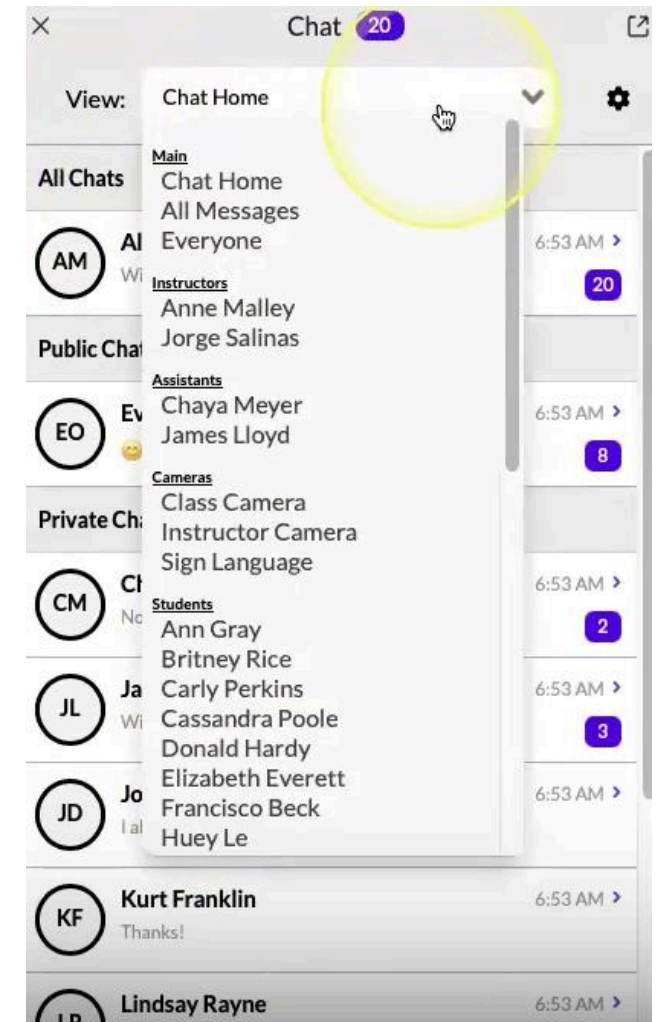
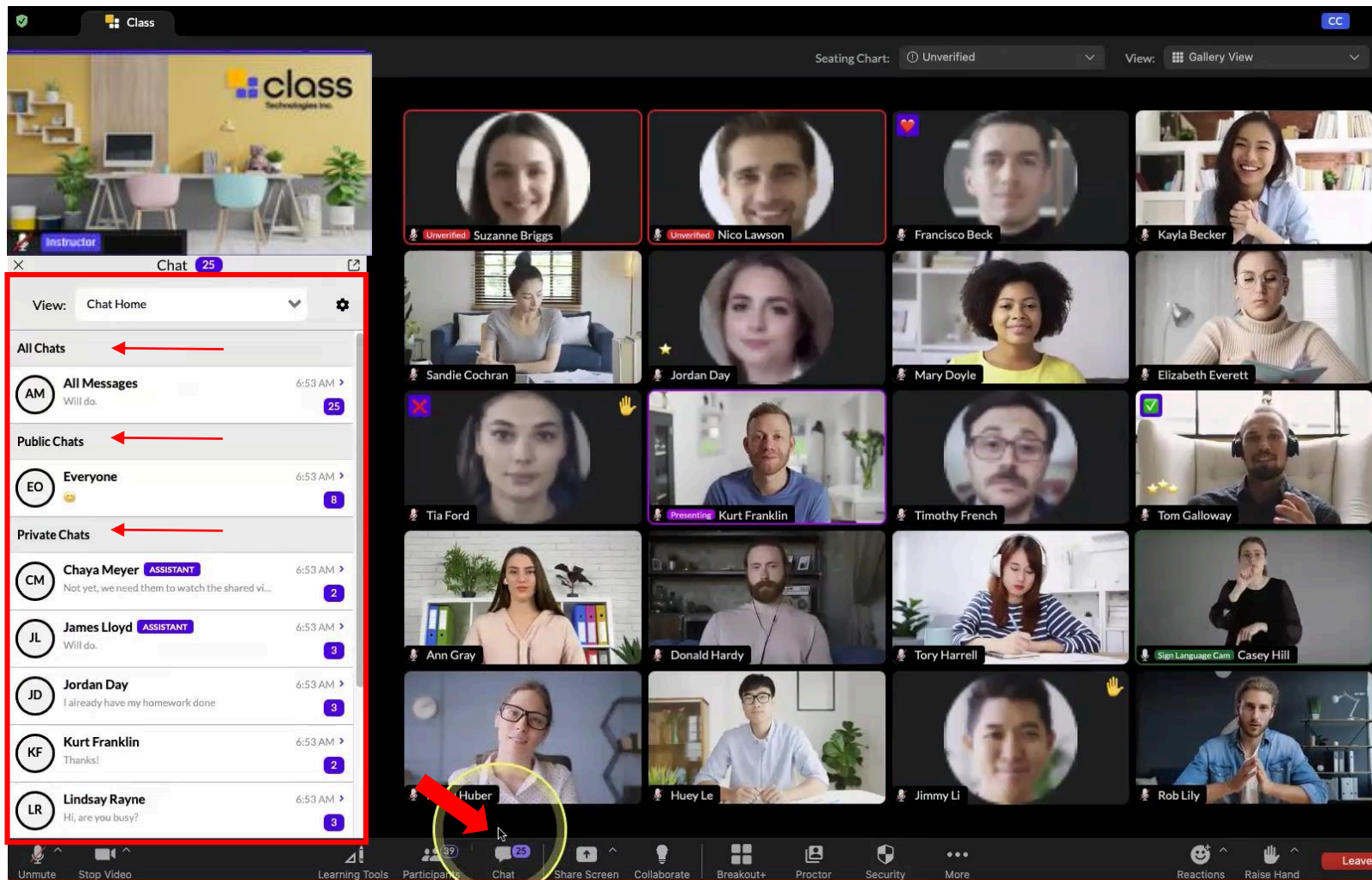
Timothy French

Lindsay Rayne

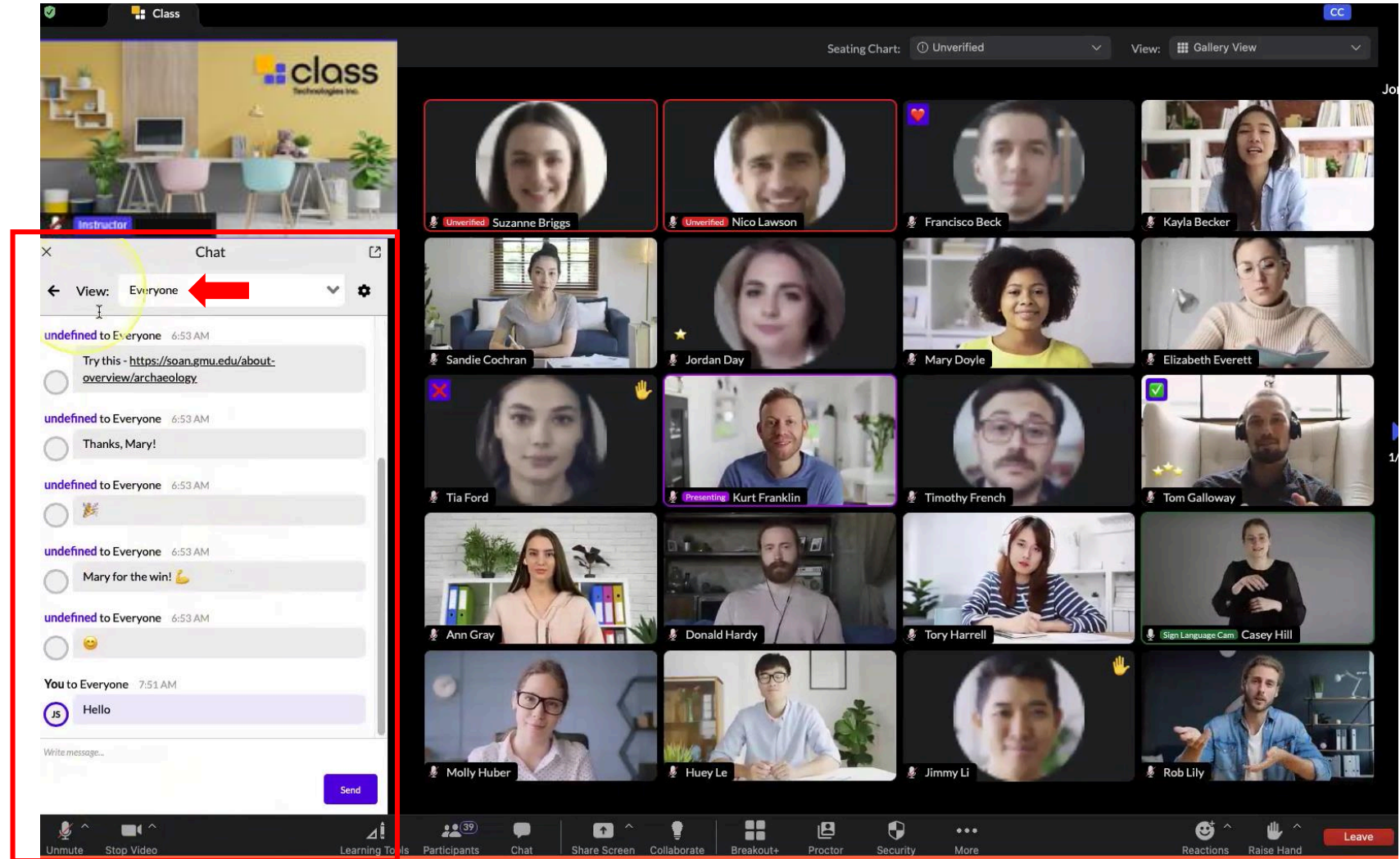
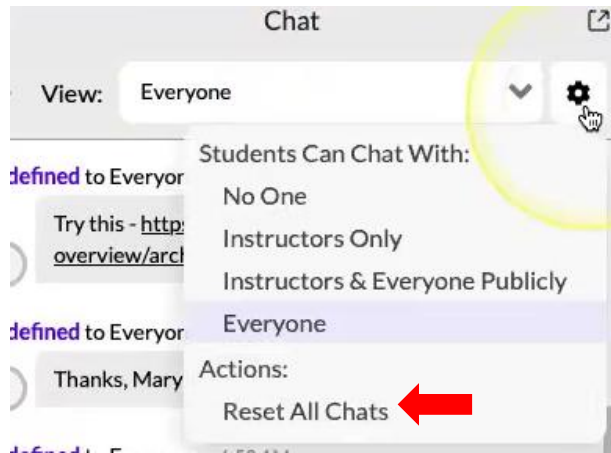
Participants

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.



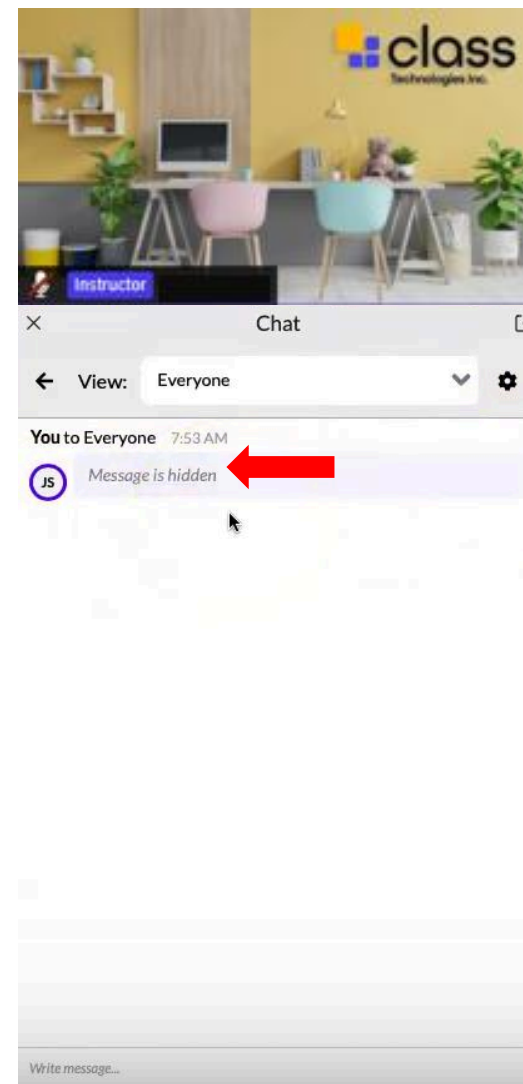
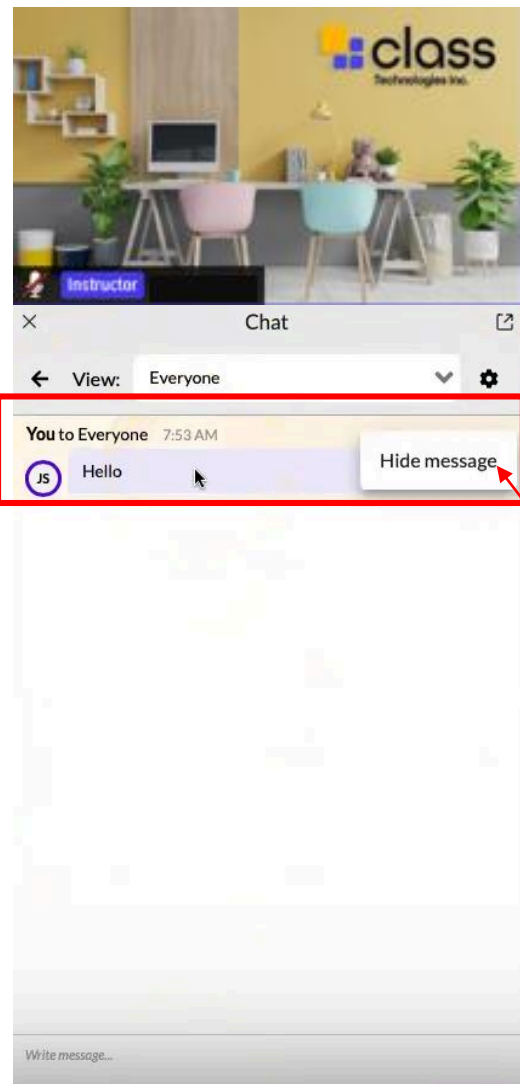
From the 'View' area, you can select the messages you want students to see and the people you want to chat with.

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



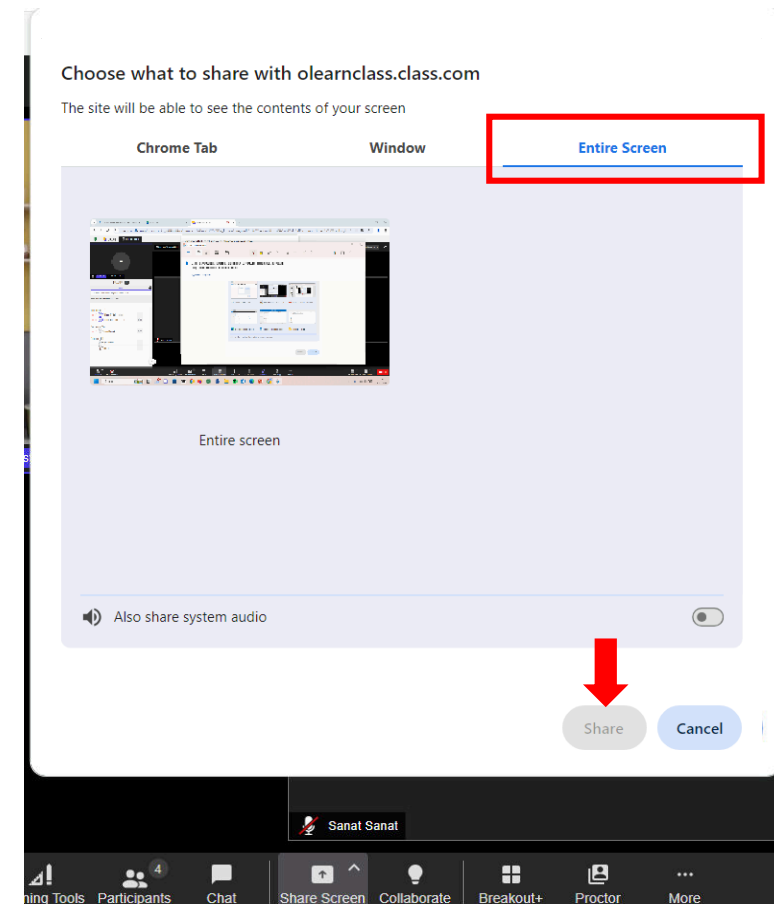
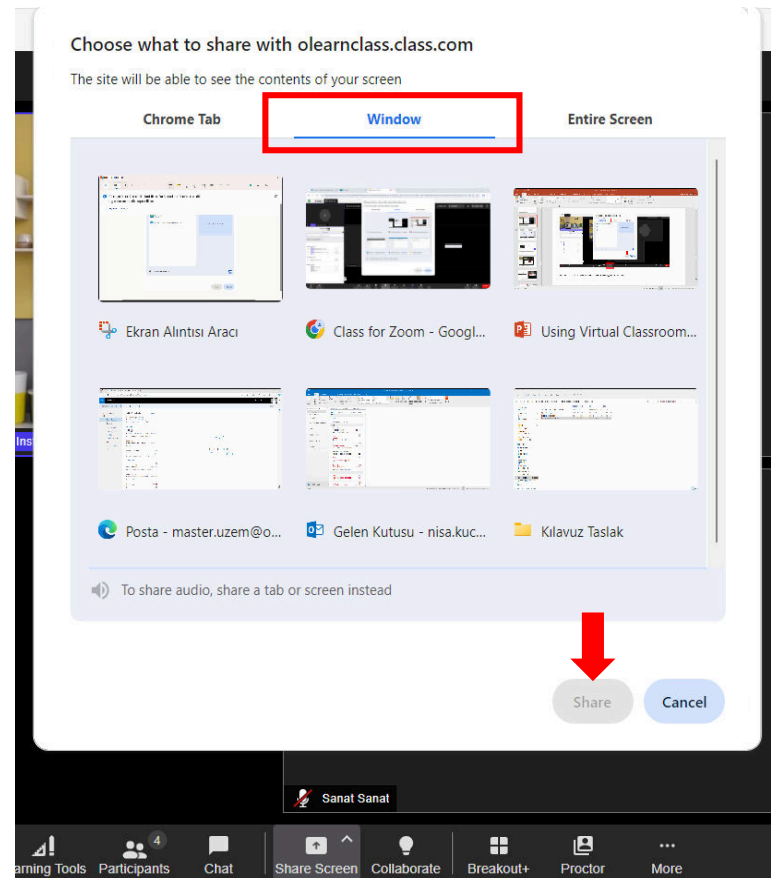
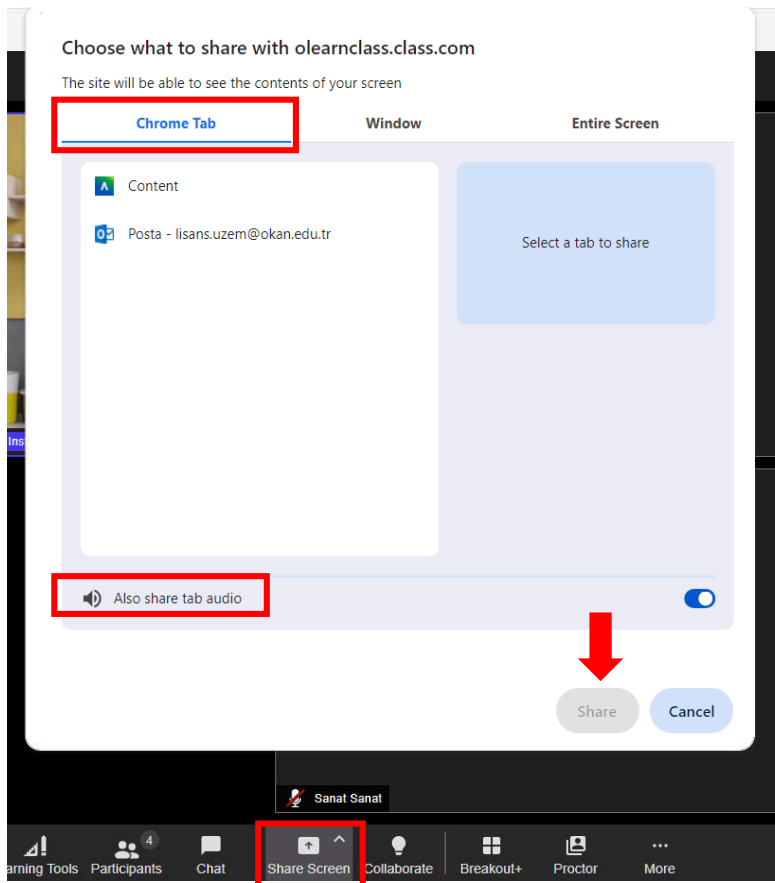
The image shows a Zoom meeting interface. On the left, a chat window is open, displaying a list of messages. A red arrow points to the 'View: All Messages' dropdown menu. The chat history includes a message from 'undefined' to 'Everyone' at 6:53 AM with a link to an article, a direct message from 'Suzanne Briggs' to 'You' at 6:53 AM asking for verification, and another direct message from 'undefined' to 'You' at 6:53 AM saying 'I love this class!'. The main meeting area shows a gallery view of 16 participants in a 4x4 grid. The top of the meeting window includes a 'Class' tab, a 'Seating Chart' dropdown set to 'Unverified', and a 'View' dropdown set to 'Gallery View'. The bottom toolbar contains icons for Unmute, Stop Video, Learning Tools, Participants (39), 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'.



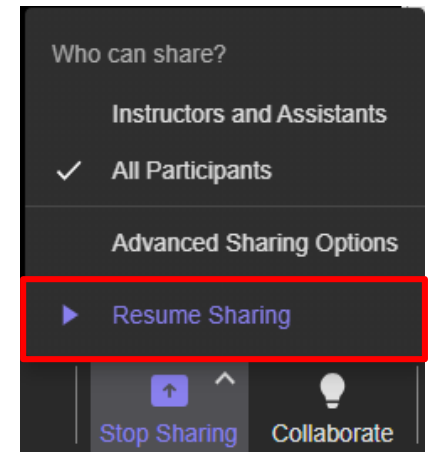
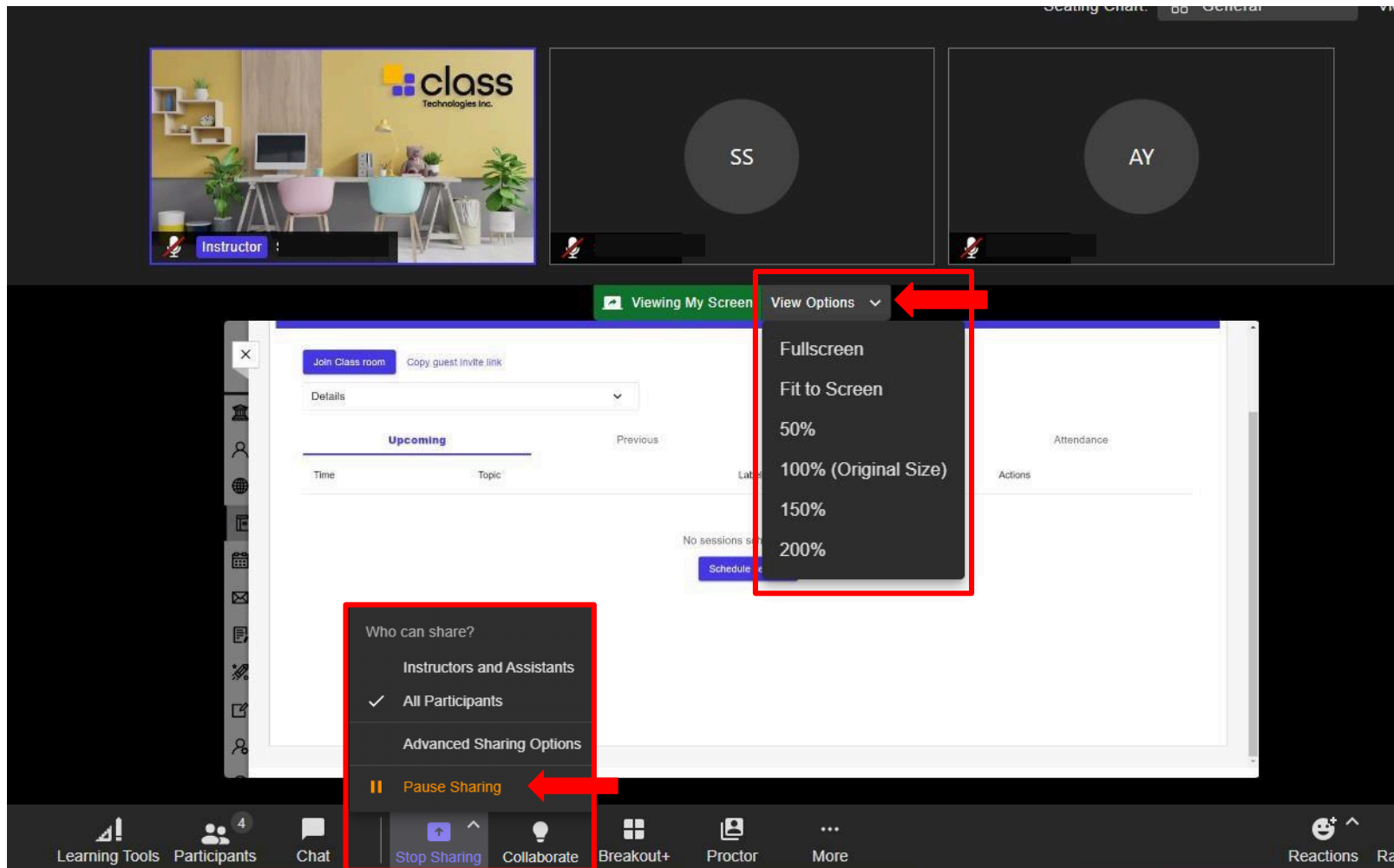


From the 'Share Screen' area, you can share your browser tab.

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.

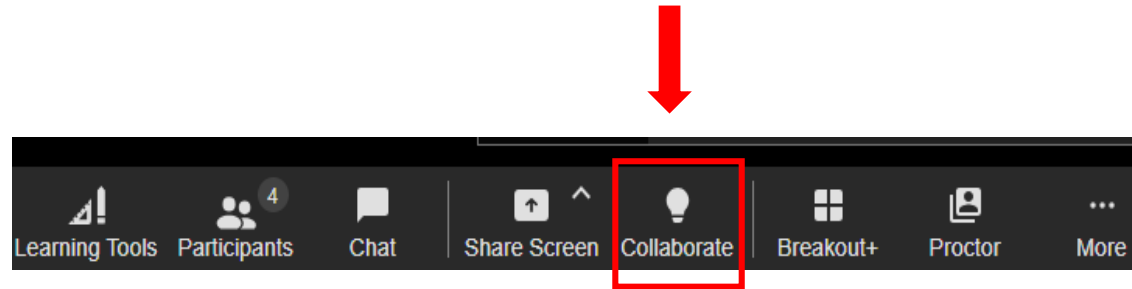
You can share the browser's audio from the 'Also share tab audio' option.



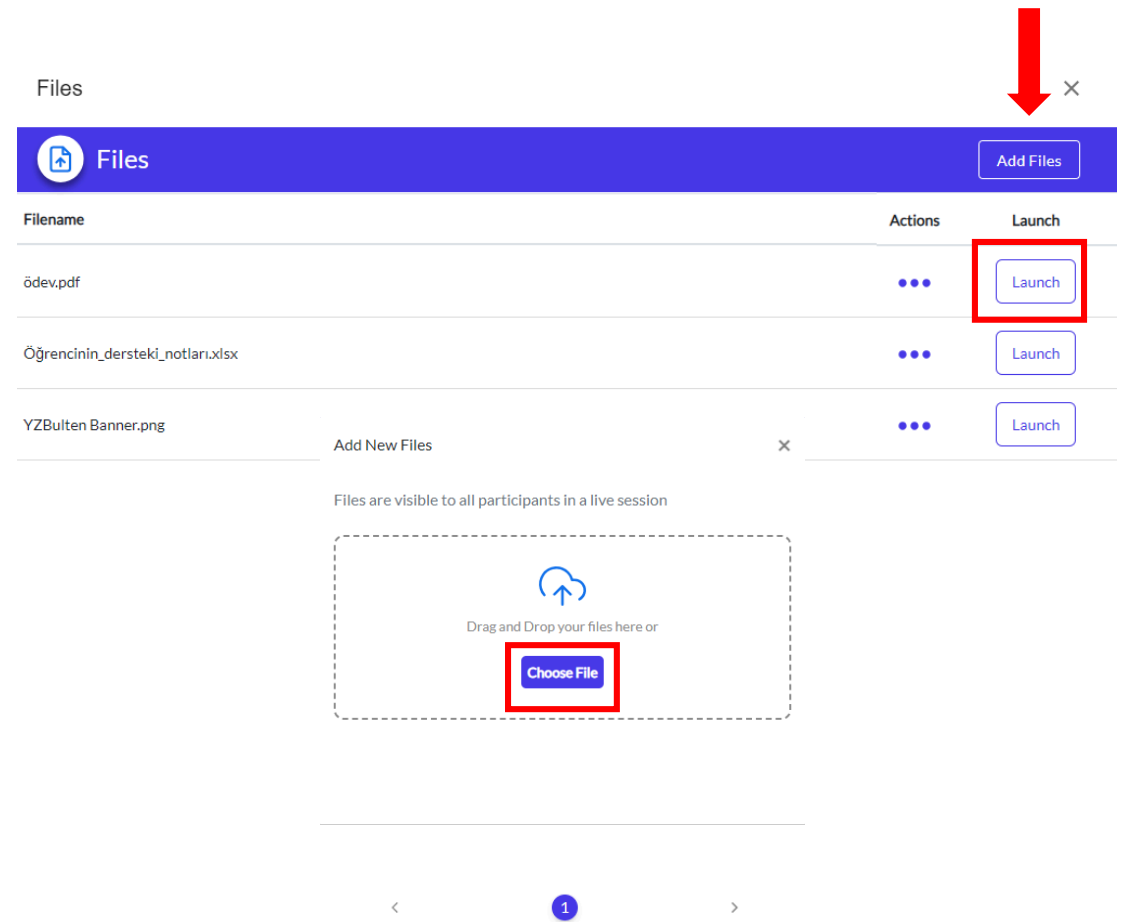
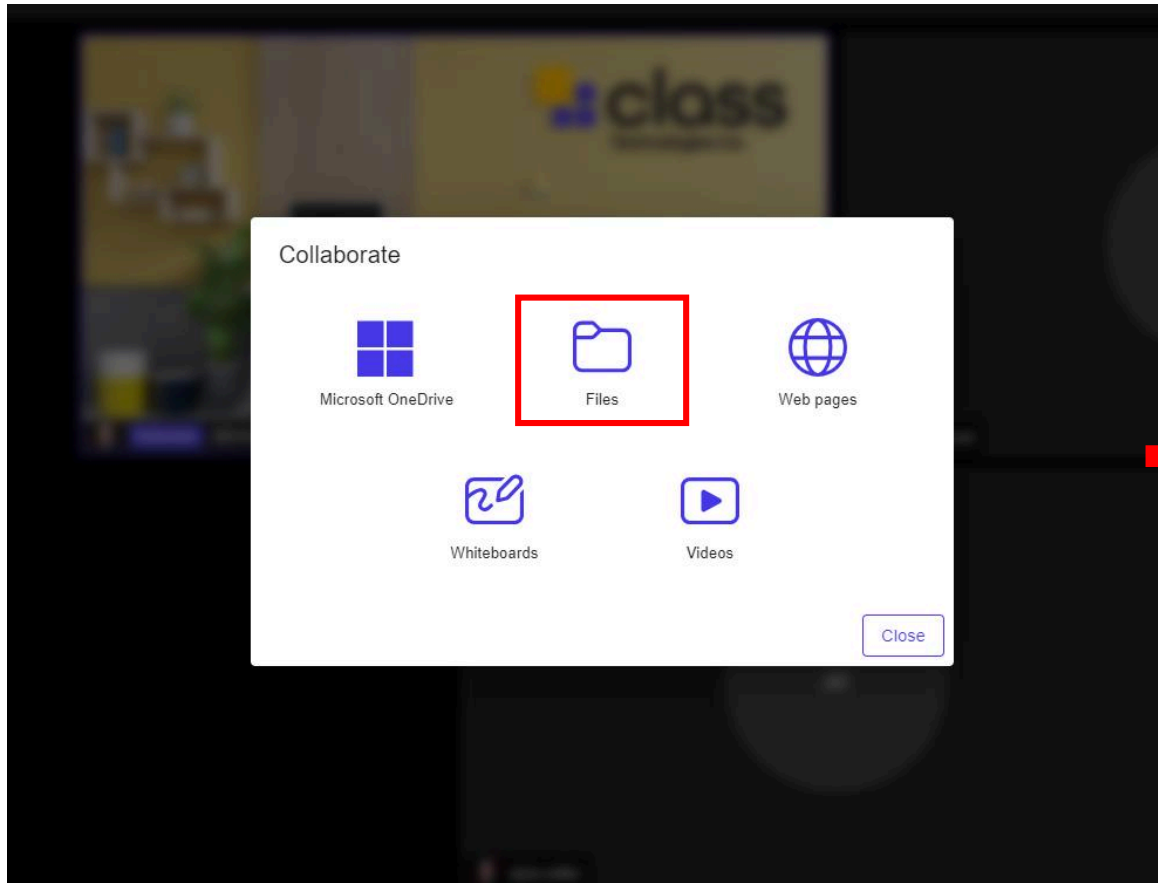
After sharing the screen, you can adjust the screen size from the 'View Options' option.

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

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



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.

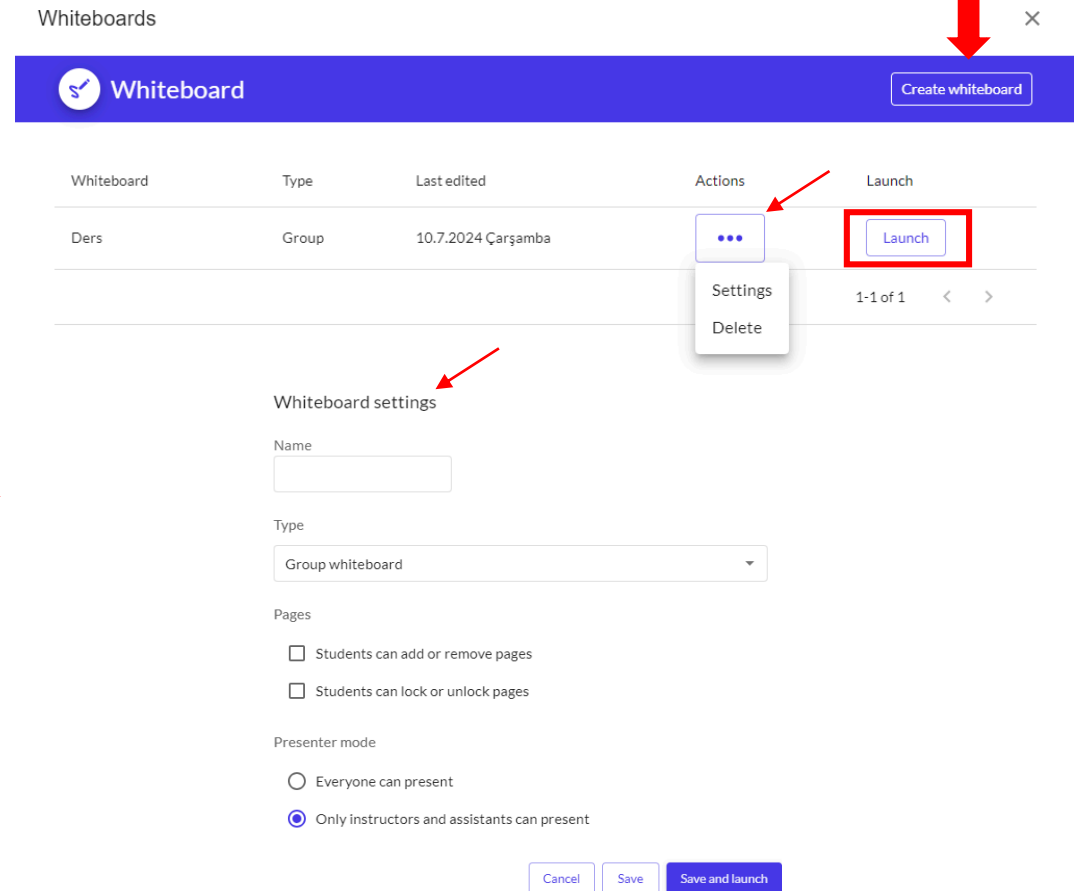
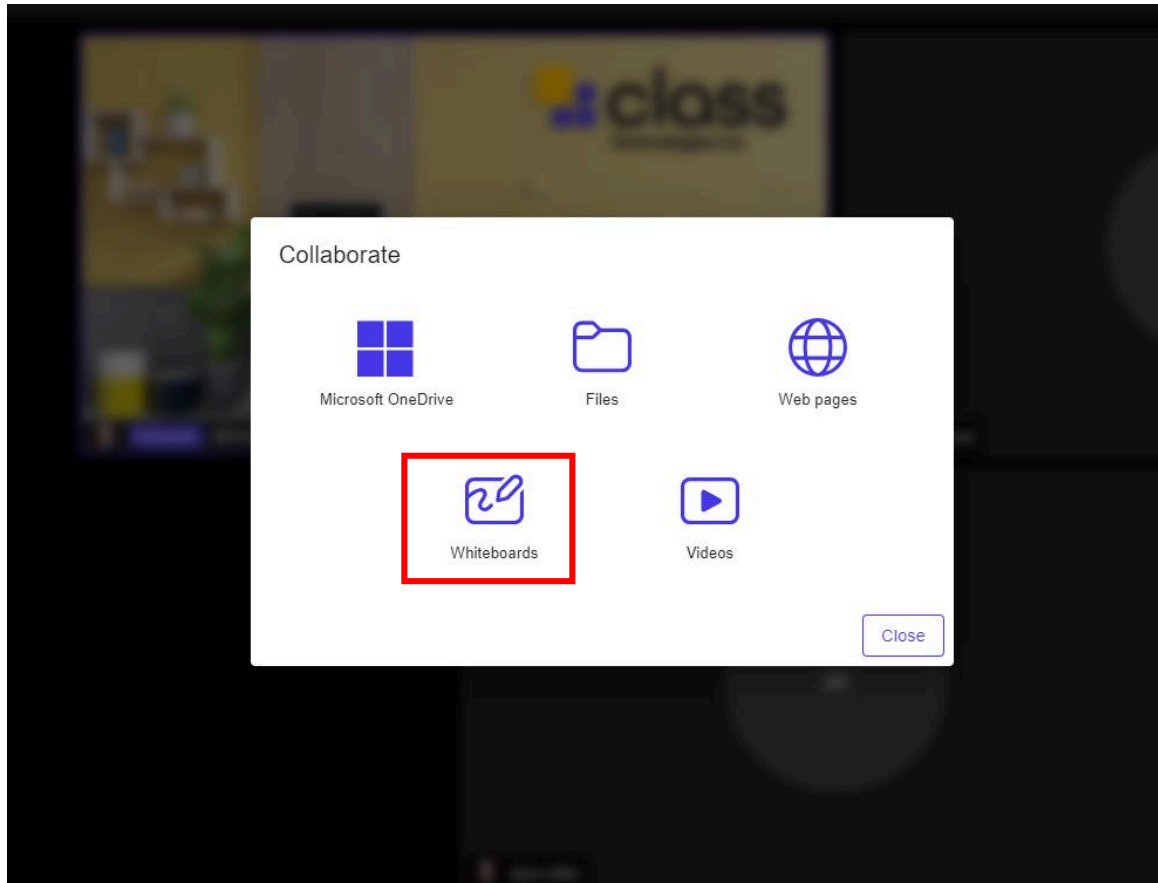
You can view the file you have uploaded or any previously uploaded files and share them with your class by selecting the 'Launch' option.

**! (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.". The interface includes a "People" section on the left with 4 participants, a "Seating Chart" section at the top right, and a "View" section set to "Gallery View". The main content area displays a shared document titled "Microsoft Word - Mobil.docx" with 4 / 18 pages and 80% zoom. The document content includes a list of terms: GS1, 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.

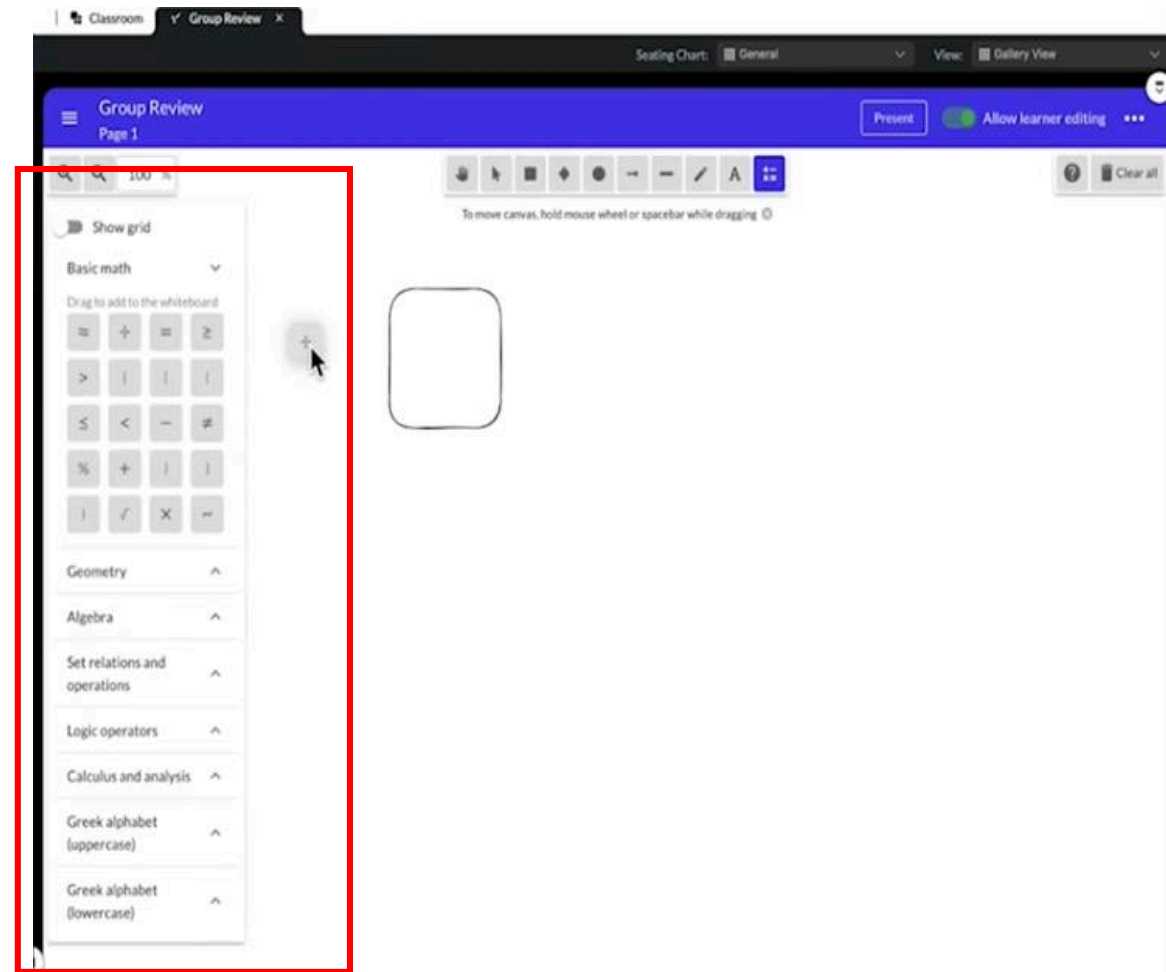
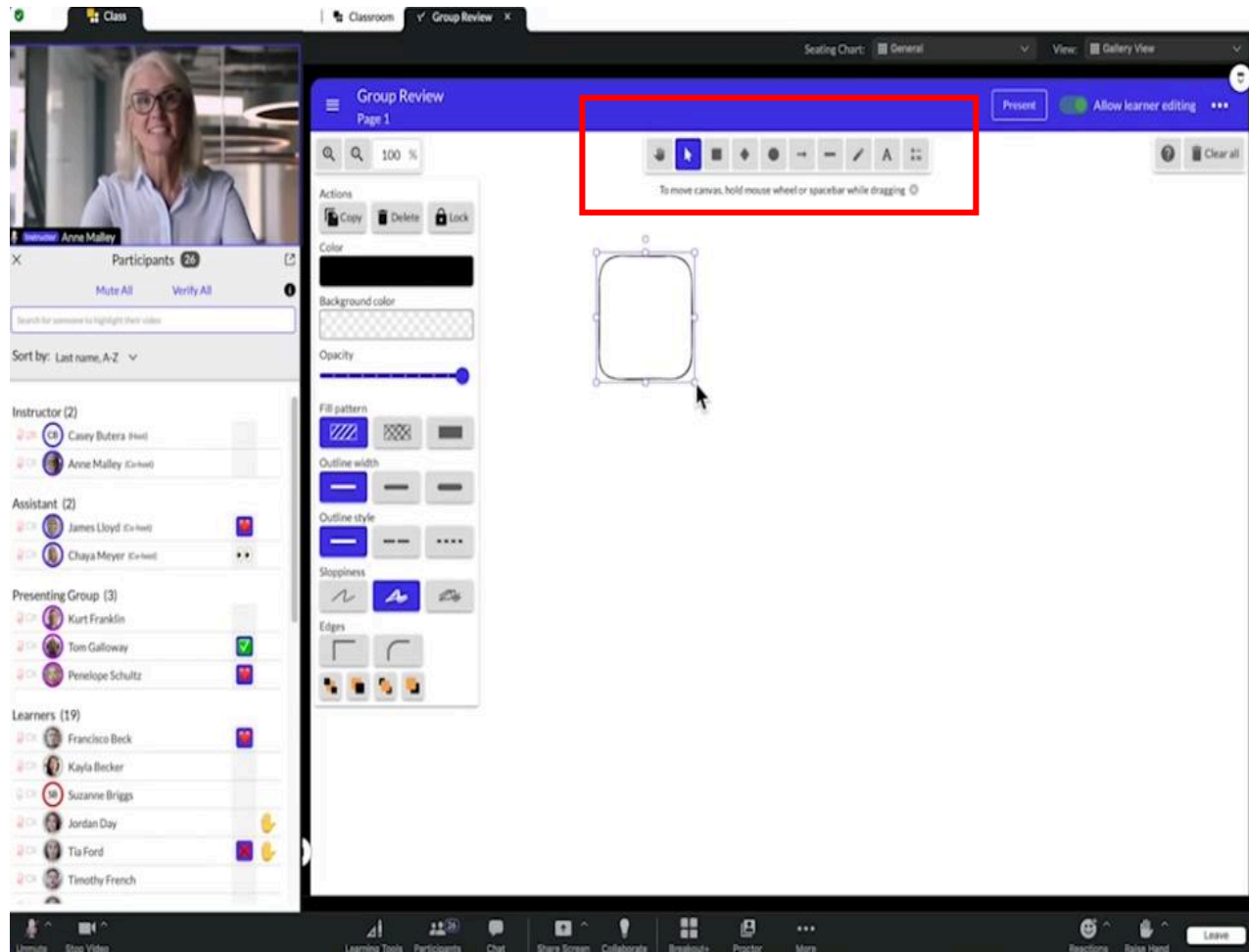
The image shows a Zoom meeting interface with a whiteboard. The whiteboard has a toolbar at the top with various icons for navigation and editing. A red box highlights a dropdown menu that appears when the 'More' icon (three dots) is clicked. The menu items are:

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

The interface also shows a video feed of the instructor, a list of participants, and a bottom toolbar with options like Unmute, Stop Video, Learning Tools, Participants, Chat, Share Screen, Collaborate, Breakout+, Proctor, Security, More, Reactions, Raise hand, and Leave.

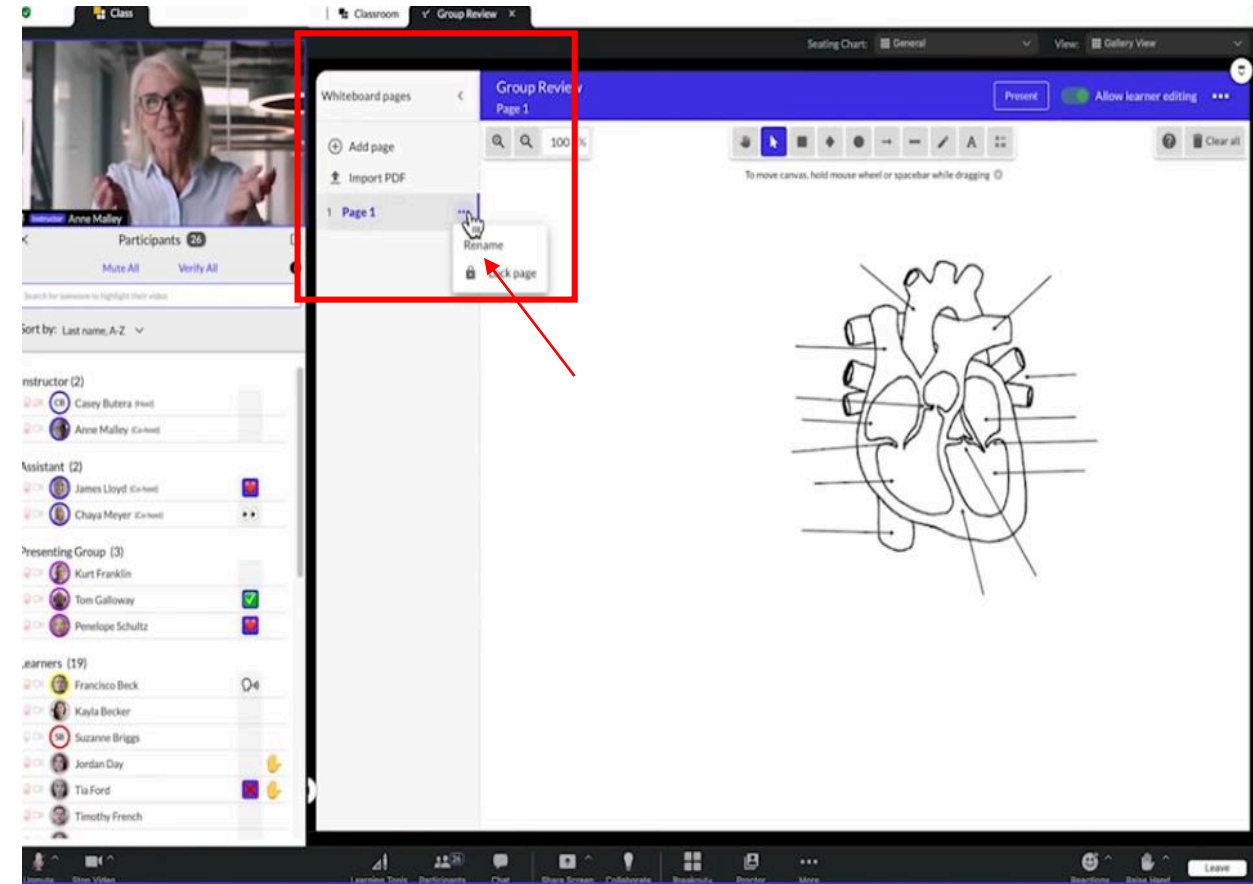
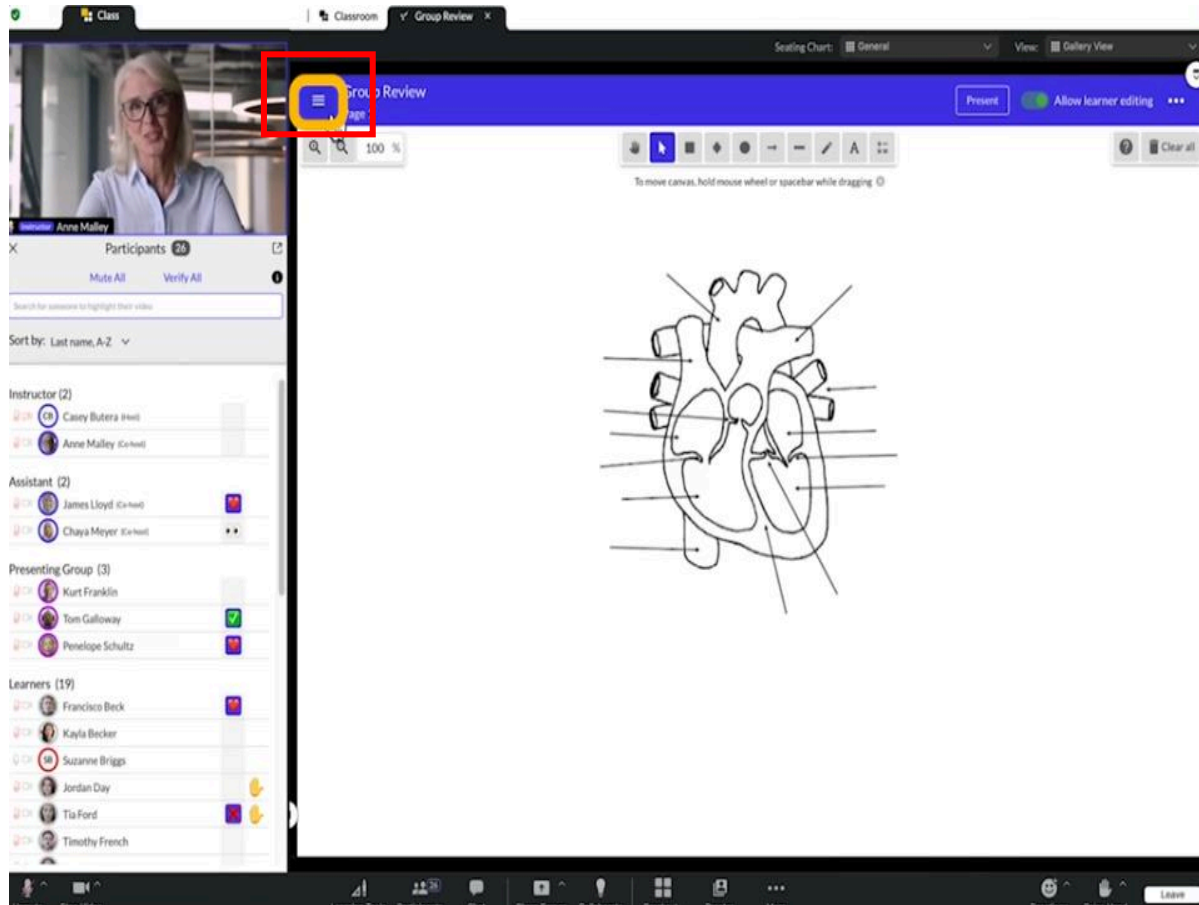
You can provide students with access to the whiteboard from the marked area.

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.



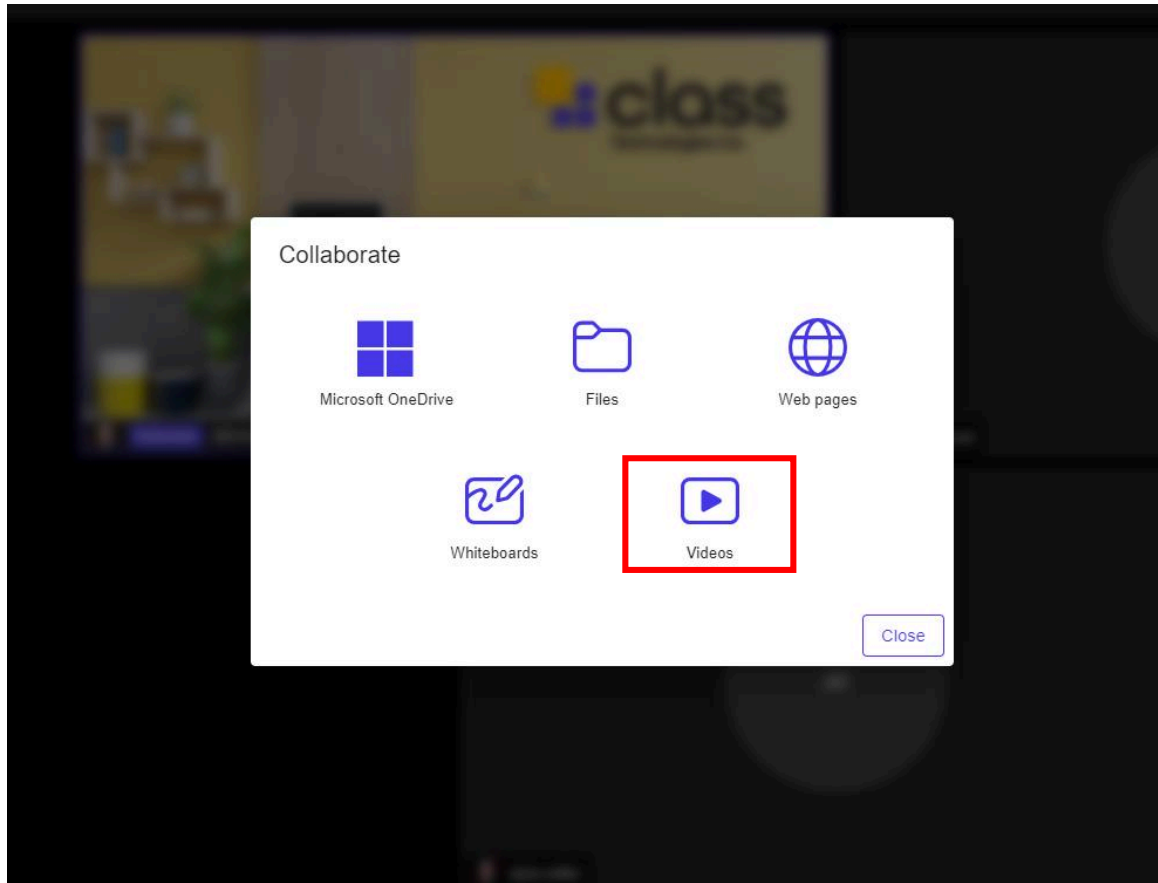


From the marked area, you can add a new white page using the 'Add Page' option.

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

The screenshot displays the Classroom interface. At the top, there's a navigation bar with 'class' logo and 'Ders x'. Below it, a video feed shows a classroom with 'class Technologies Inc.' logo. A 'People' section shows 3 participants: Instructor (NK, NI), Student (SF, SE), and Student (SS). A search bar is present for highlighting videos. The main area shows a whiteboard with a PDF document titled 'Nisan Ayı E-Bülten Çalışması .pdf' (1/4). The sidebar on the left has 'Add page' and 'Import PDF to pages' options. The whiteboard content includes the Istanbul Okan University logo and text: 'İSTANBUL OKAN ÜNİVERSİTESİ ÖĞRENME UYGULAMA VE ARAŞTIRMA MERKEZİ/E-BÜLTEN Nisan / 2024 / Sayı 17'. The whiteboard also features sections for 'BLOKCHAIN NEDİR?' and 'EĞİTİMDE BLOKCHAIN' with detailed text and diagrams. A 'Present' button and 'Allow student editing' toggle are visible. The bottom bar contains controls for Unmute, Stop Video, Learning Tools, Participants, Chat, Share Screen, Collaborate, Breakout+, Proctor, More, Reactions, Raise hand, and Leave.

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

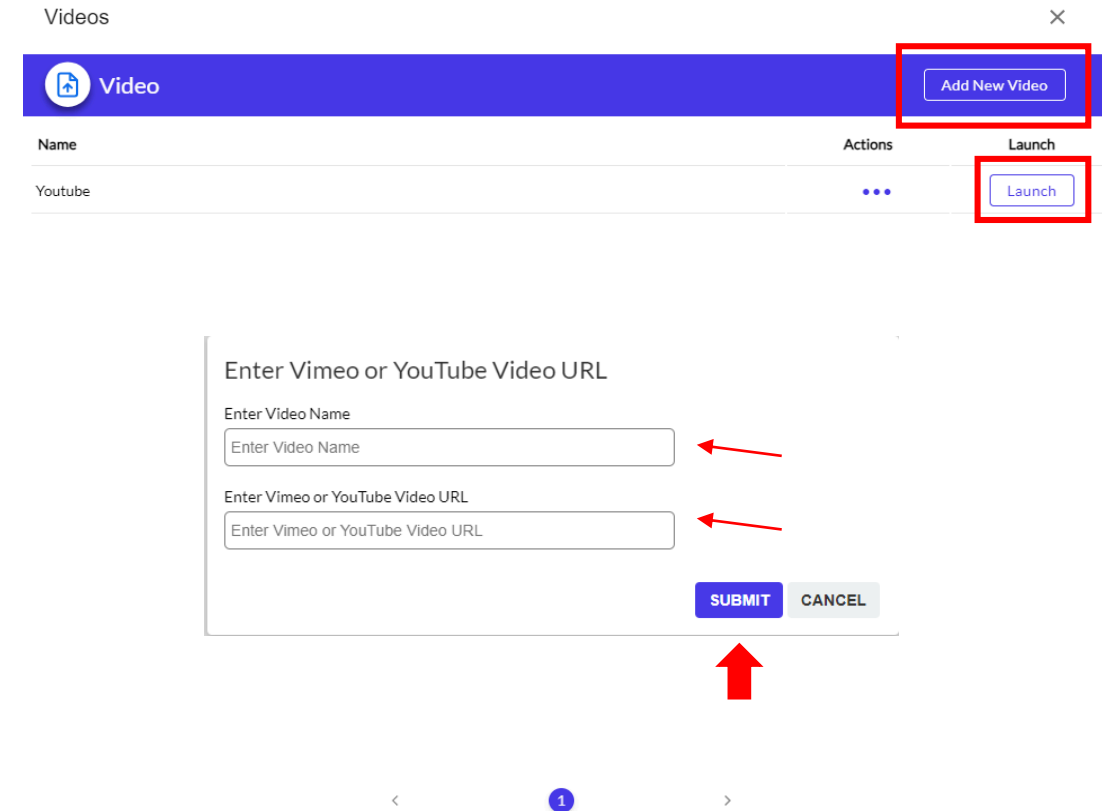


Click on the 'Videos' option from the 'Collaborate' area.

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, a navigation bar includes a 'class' logo and a 'Youtube' tab, which is highlighted with a red box. Below the navigation bar, the main content area is divided into three sections. On the left is a sidebar with a 'People' section containing a search bar, a 'Sort by' dropdown, and lists for 'Instructor (2)' and 'Students (2)'. The central section features a video player with a red play button and a blue banner at the top that reads 'You are controlling this video for the whole class'. The video content shows a man with glasses and a yellow hoodie, with the text 'Pursuing his childhood dream of becoming a video game developer' overlaid. On the right, there are three circular icons labeled 'SF', 'SS', and 'AY', each with a microphone icon below it. At the bottom, a control bar contains various icons for 'Unmute', 'Stop Video', 'Learning Tools', 'Participants', 'Chat', 'Share Screen', 'Collaborate', 'Breakout+', 'Proctor', 'More', 'Reactions', 'Raise hand', and a red 'Leave' button.

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



The image shows a Zoom meeting interface. On the left is a sidebar with a 'class' logo, a 'People' list showing 4 participants (2 instructors: NK, SF and 2 students: SS, ay), and a search bar. The main area displays a gallery view of two breakout rooms. The top room shows a virtual office scene with a desk, chairs, and a 'class Technologies Inc.' logo; it has an 'Unmute' button and a 'People' icon. The bottom room is a dark grey circle labeled 'AY'. At the bottom is a toolbar with icons for Unmute, Start Video, Learning Tools, Participants (4), Chat, Share Screen, Collaborate, Breakout+ (highlighted with a red box and a red arrow), Proctor, More, Reactions, Raise hand, and 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

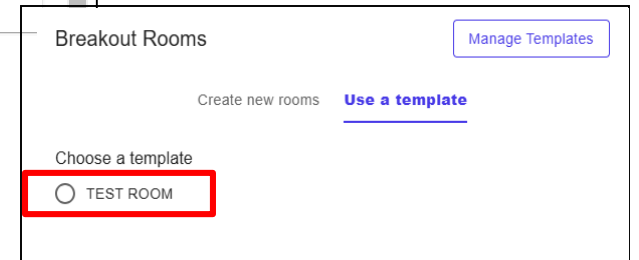
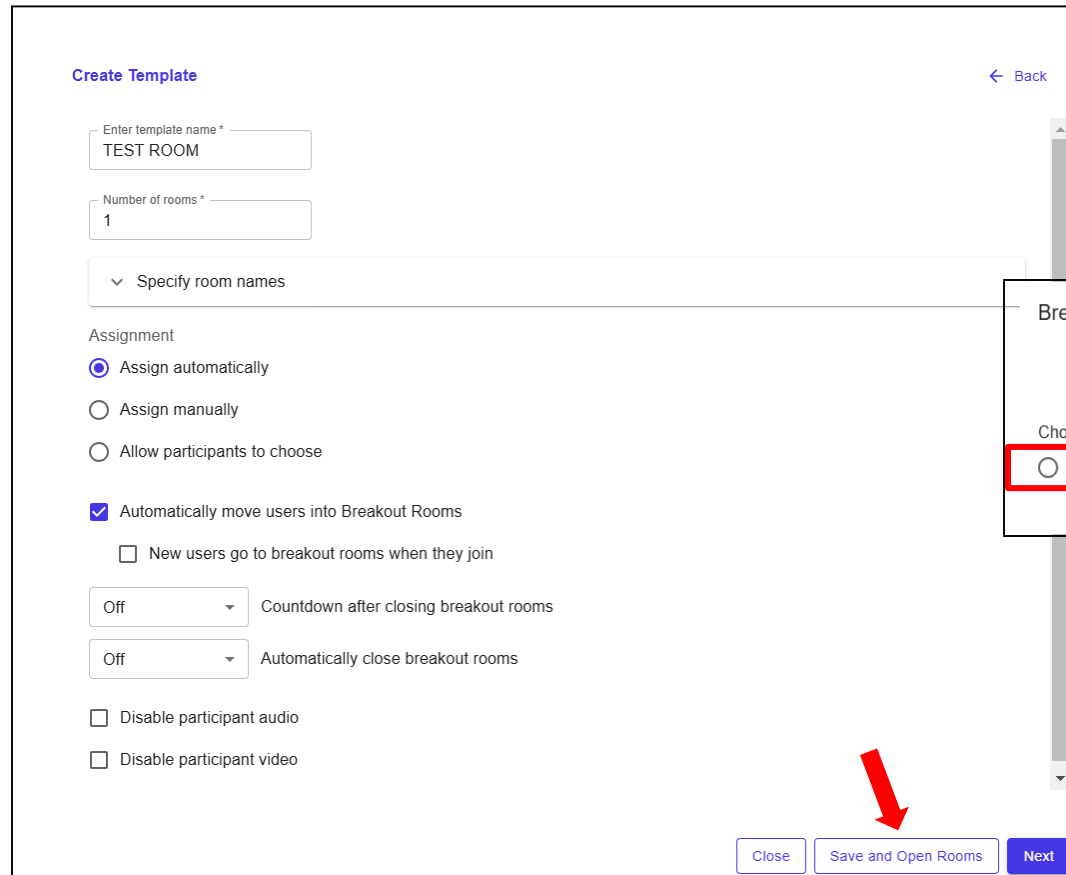
Join room

**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)



Leave room



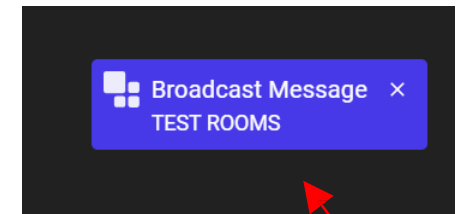
Instructor

### ^ Breakout 2 (1)



Join room

Broadcast Message



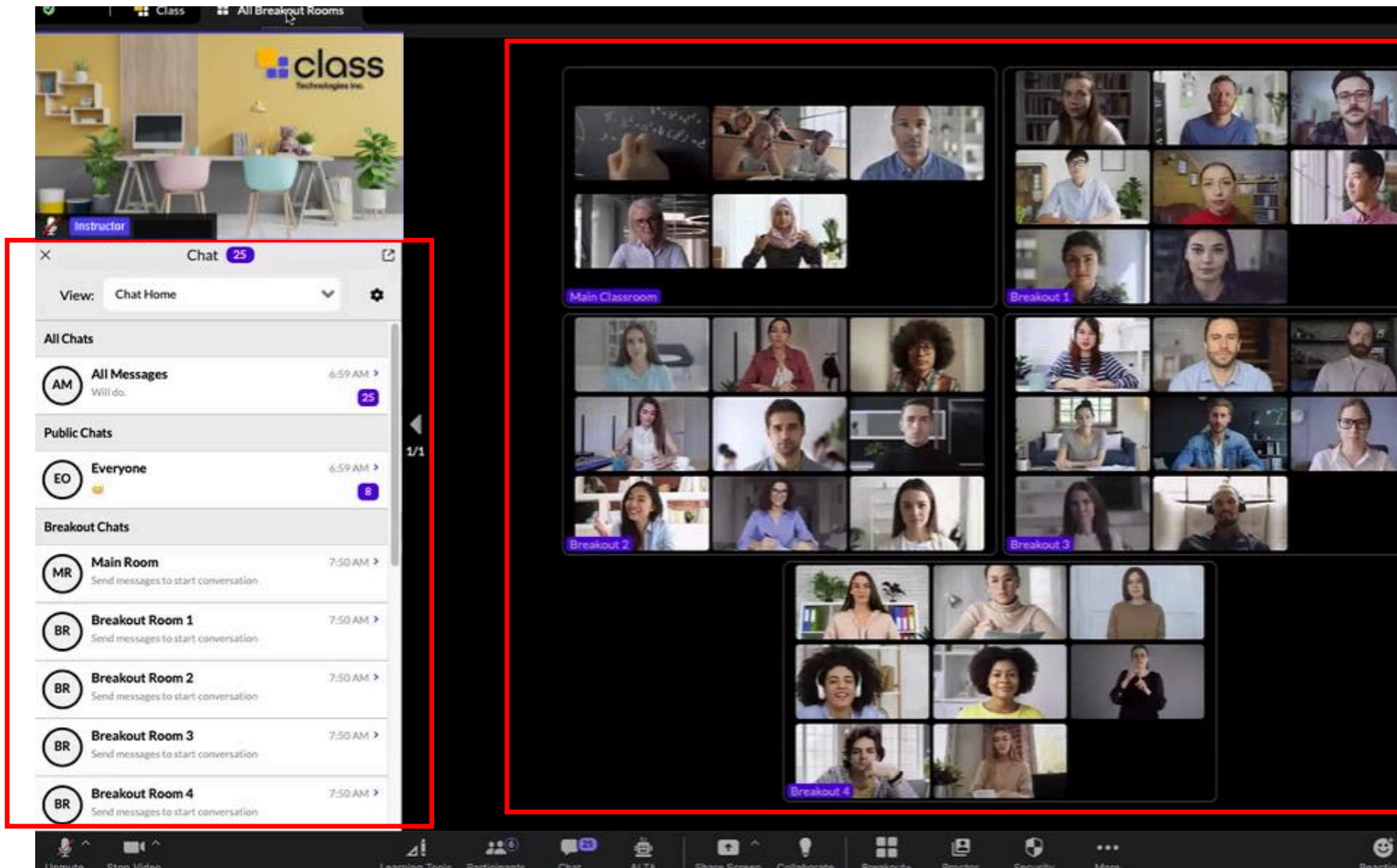
Close Rooms

Close

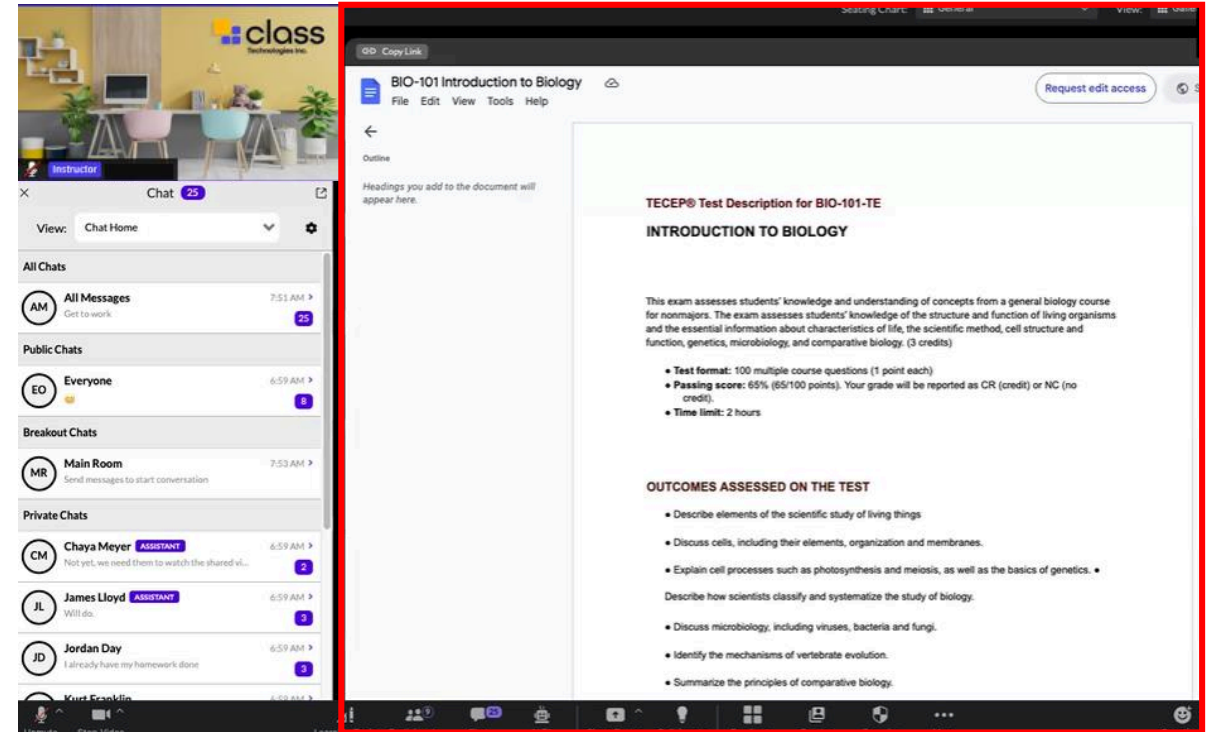
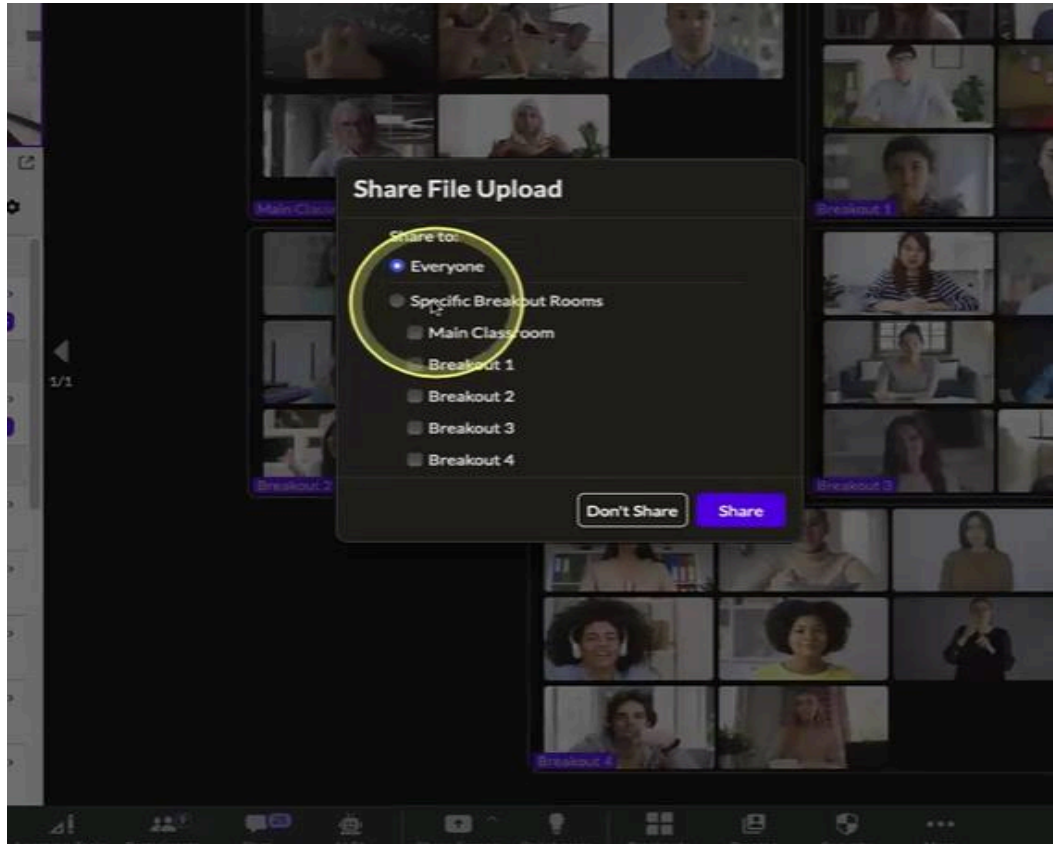
You can drag and drop the user you want to move to another room into the desired room using your cursor.

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.



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 "Instructor (2)" with icons for NK and SF, and "Students (2)" with icons for 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 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

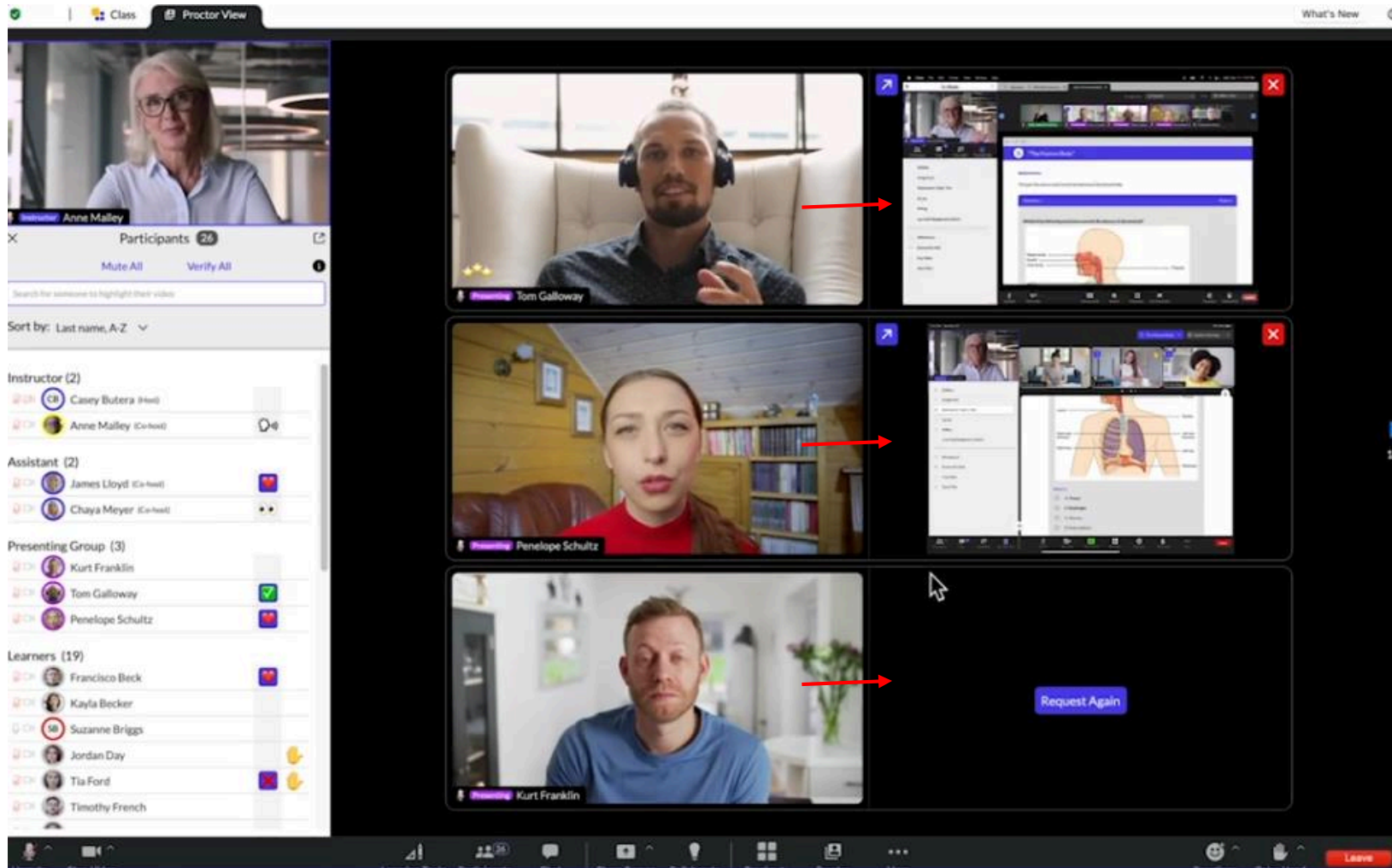
⚠ Proctor View is not supported on mobile devices. Mobile participants will not be able to share their screen.

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.




## 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

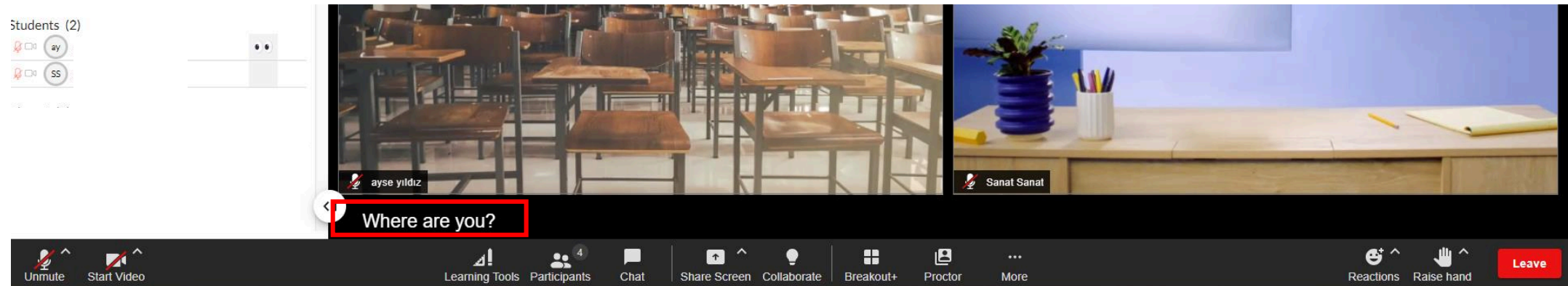
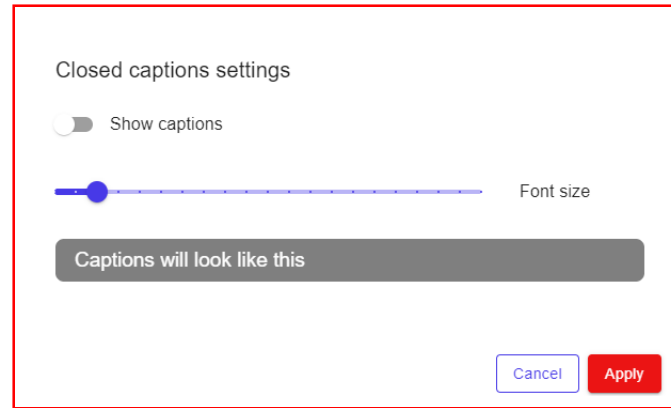
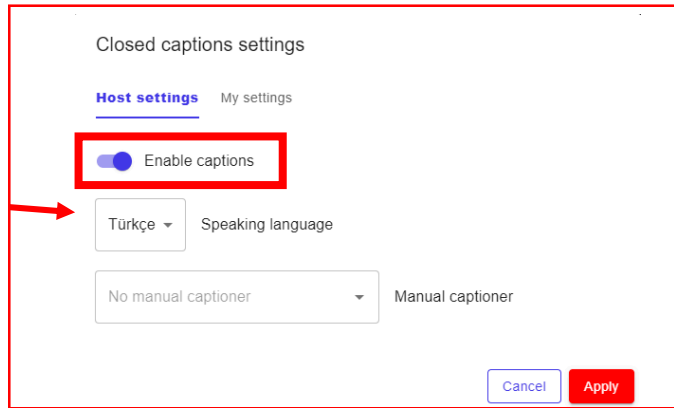
 Proctor View is not supported on mobile devices. Mobile participants will not be able to share their screen.

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.

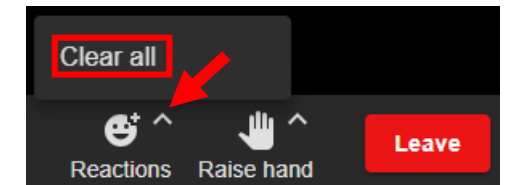
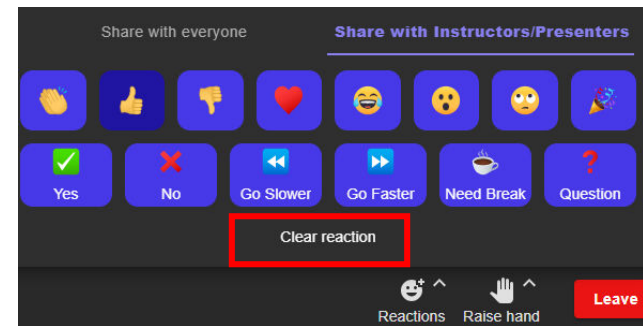
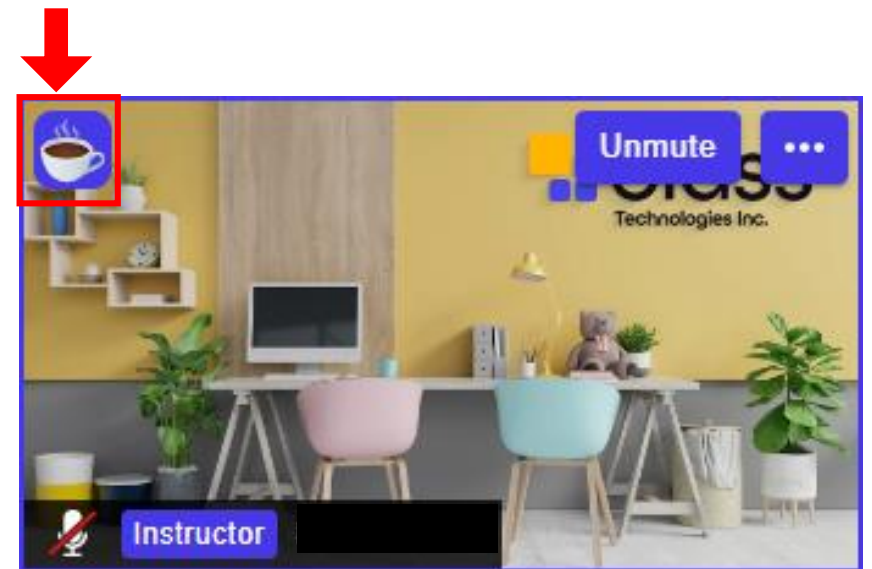
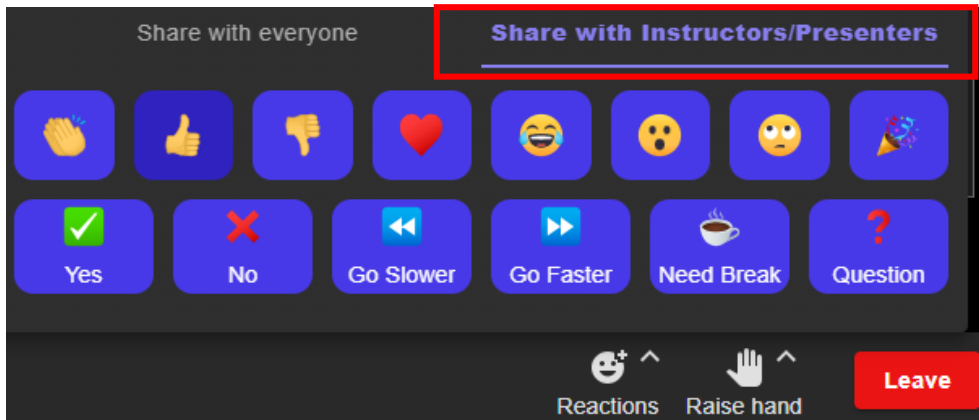
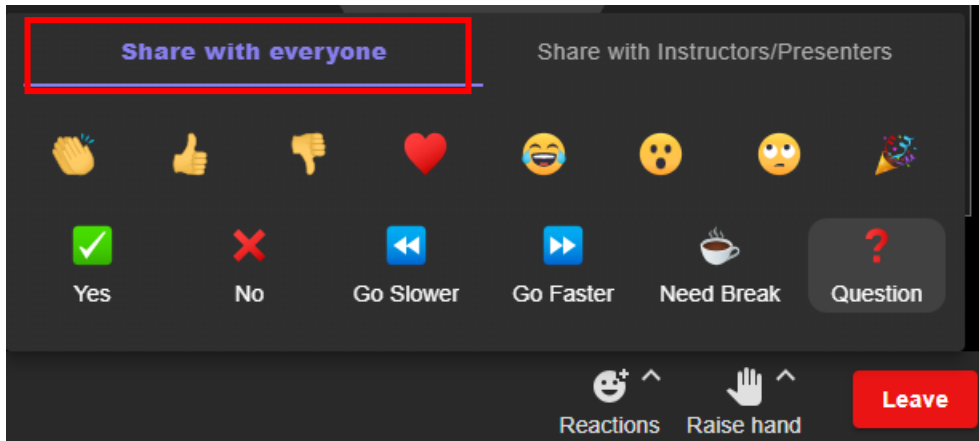
You can enable 'Closed Captioning' from the 'More' option in the bottom panel.





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

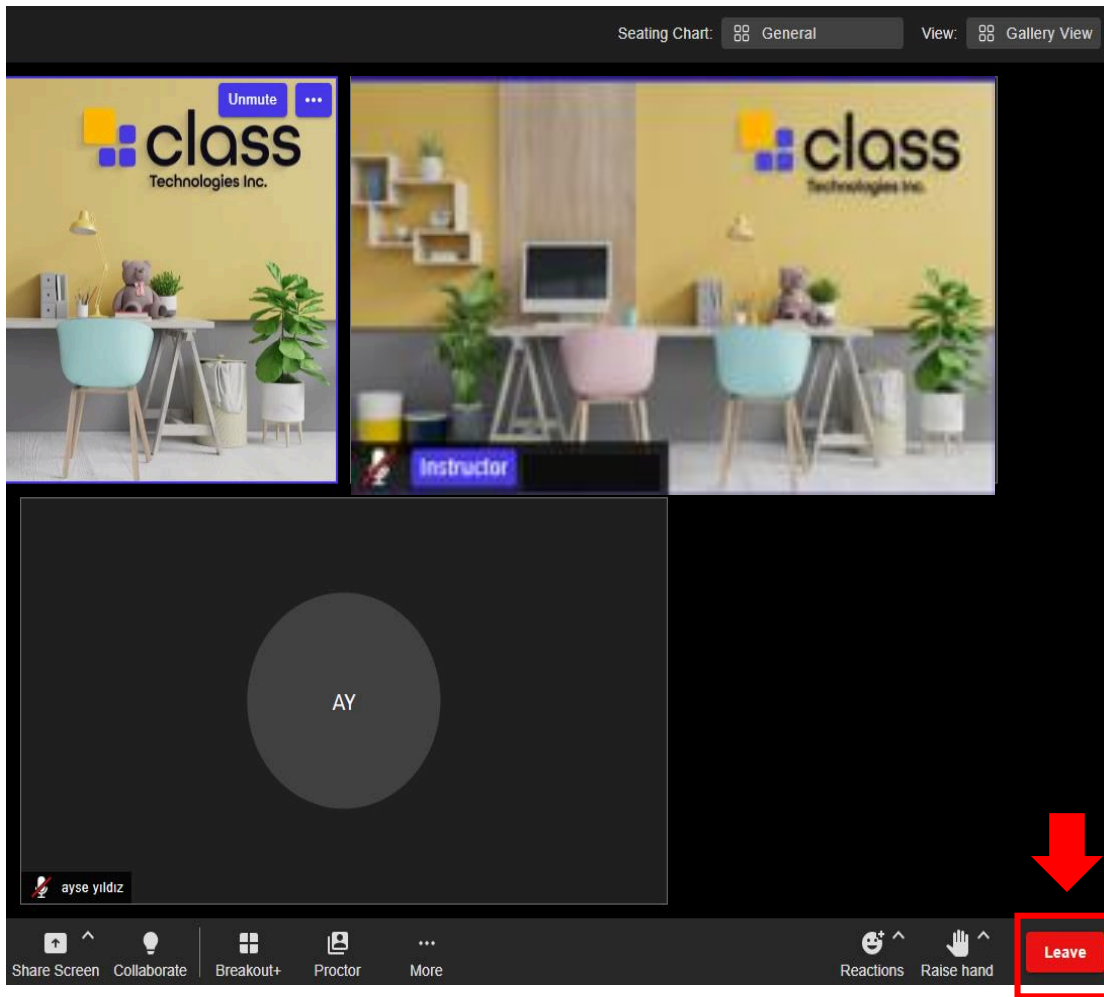
In the 'My Settings' section, you can show subtitles and adjust the text size, then click 'Apply'.



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.



## Leave or end class

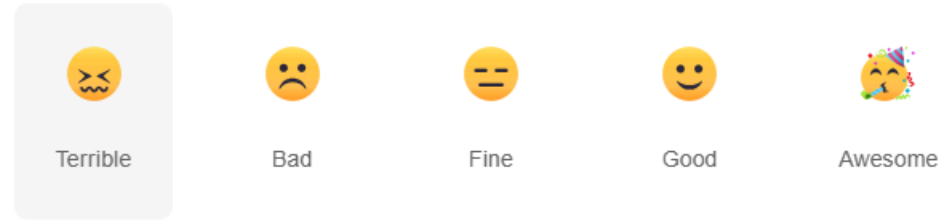
You may end the class for all participants or leave and keep the class running.



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.

[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	 <a href="#">Start playback</a>
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	 <a href="#">Refresh</a> <a href="#">Edit settings</a> <a href="#">Copy link</a> <a href="#">Download</a> <a href="#">View analytics</a> <a href="#">Delete</a>
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	 <a href="#">Refresh</a> <a href="#">Edit settings</a> <a href="#">Copy link</a> <a href="#">Download</a> <a href="#">View analytics</a> <a href="#">Delete</a>

- 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](#)