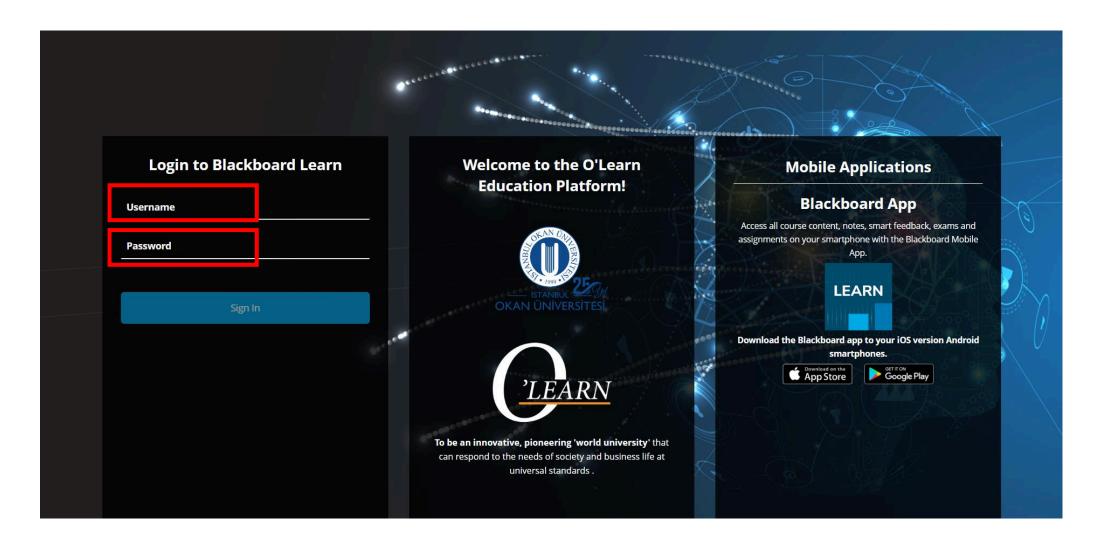


# ISTANBUL OKAN UNIVERSITY CLASS COLLAB USER GUIDE FOR INSTRUCTORS

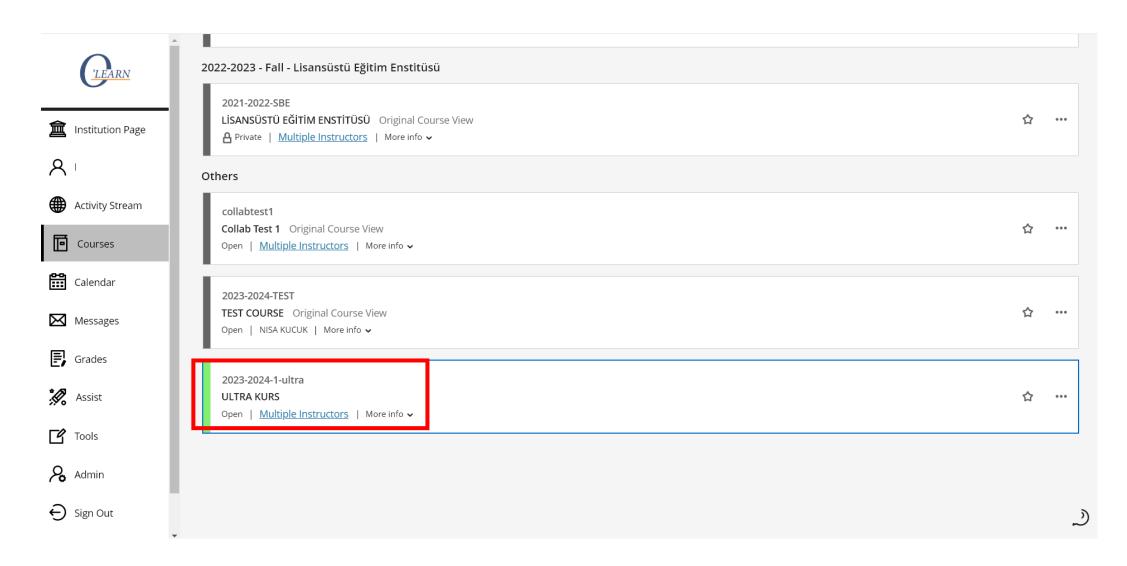
How can I create a virtual classroom in an Ultra course view?



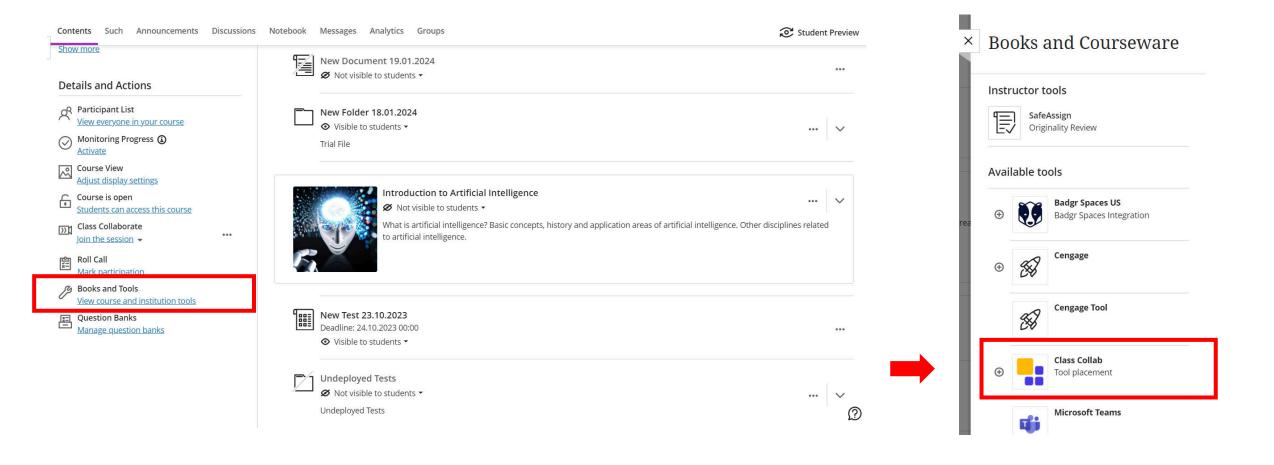
Log in using the Chrome, Microsoft Edge browser.

Access the platform at <a href="https://olearn.okan.edu.tr/">https://olearn.okan.edu.tr/</a>

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

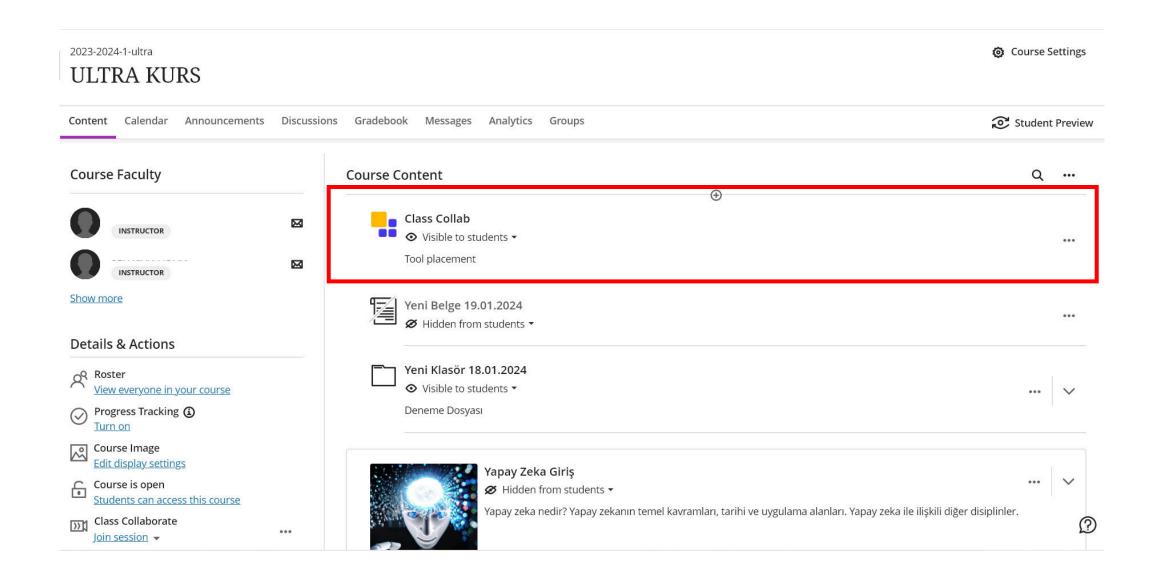


Log in to the course from the courses link.

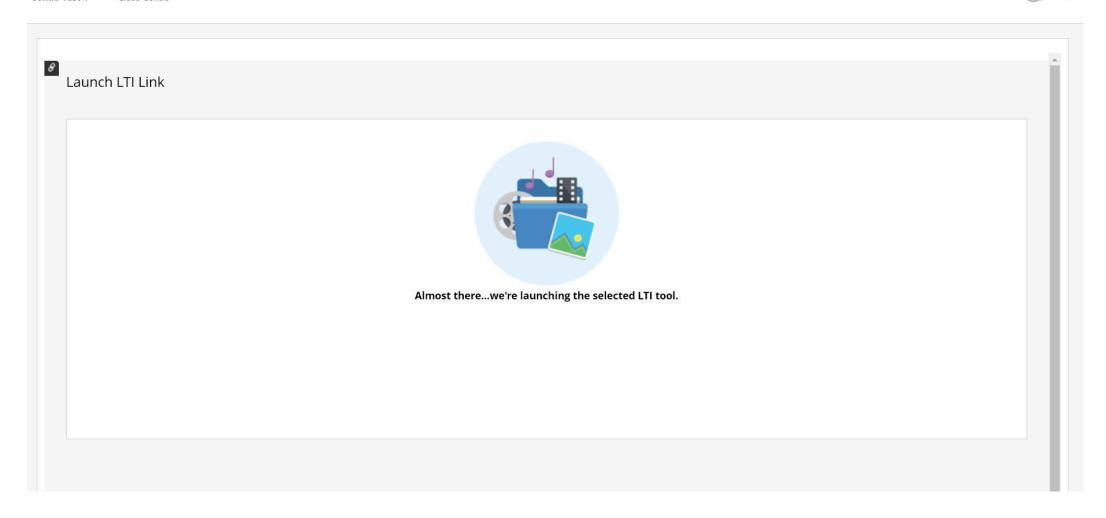


To add 'Class Collab' to the course content, click on 'Books and Tools'.

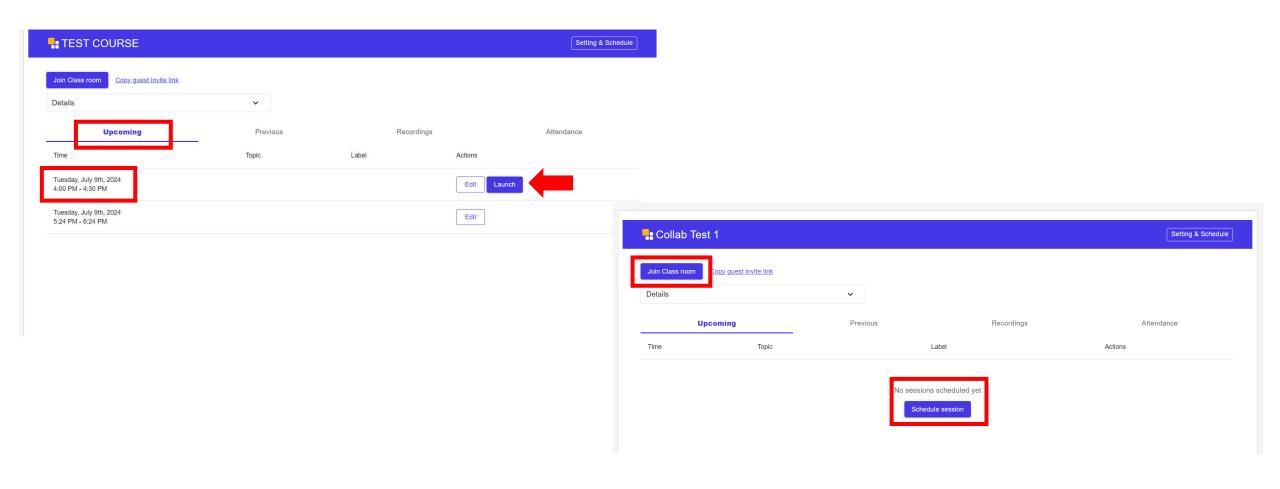
In the opened window, you can add it to the content by clicking on the '+' icon.



Click on the Collab (Virtual Classroom) link in the Course Content.



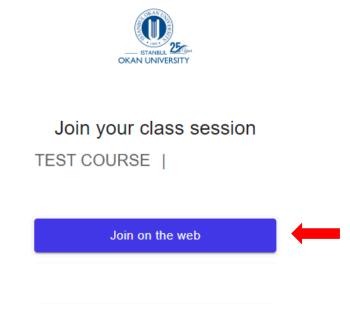
You are directing to the connection screen.



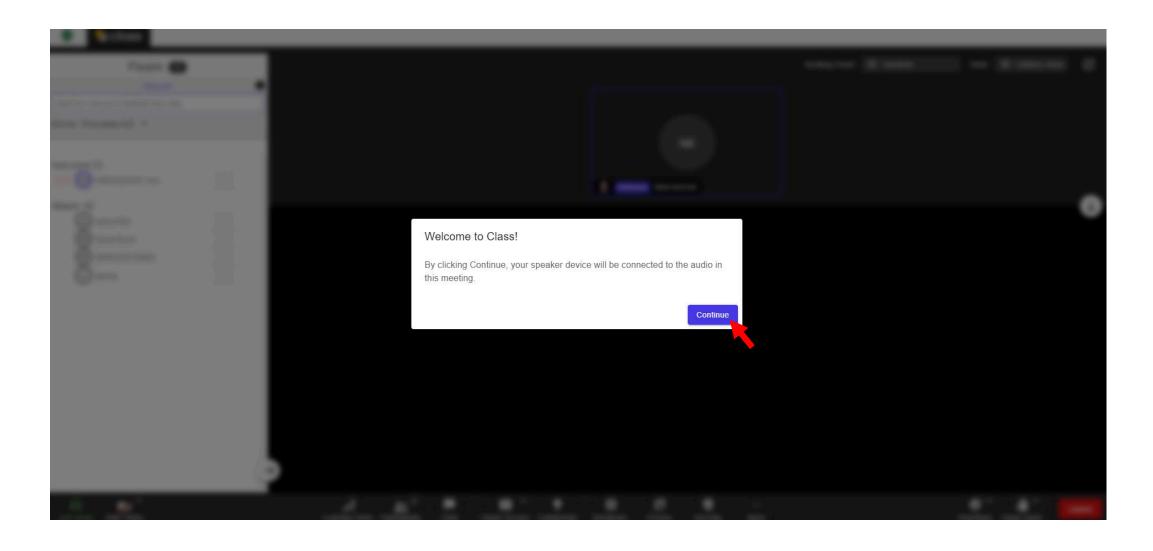
You can view scheduled sessions in the 'Upcoming' section and join the session by clicking the 'Launch' button.

If there is no scheduled session, you can access the course room by selecting 'Join Class room.'

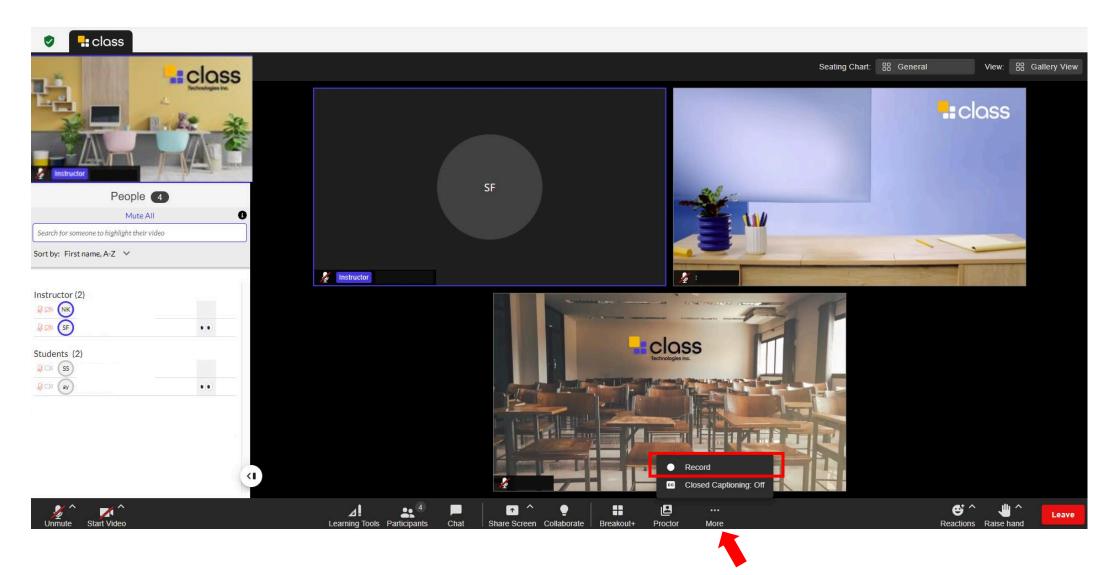
# : class



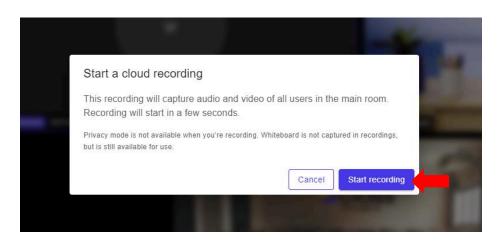
You can access the session using 'Join on Web'. The application interface can be used without language translation on actively used browsers (Chrome, Microsoft Edge).

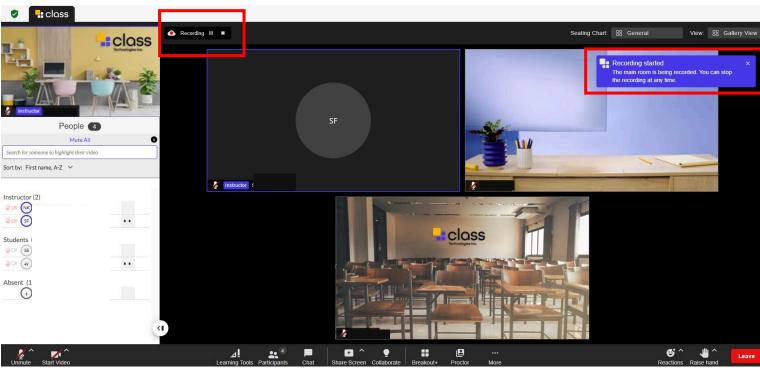


Confirm the use of microphone/audio on the screen that opens.



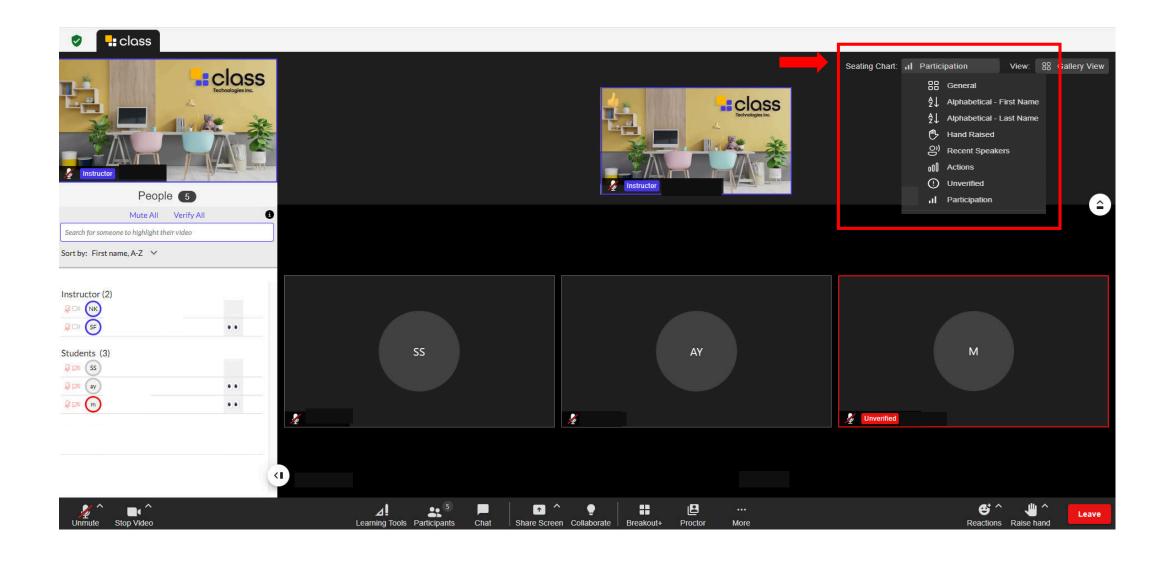
Click on the 'More' tab in the bottom panel, then click on the 'Recording' option to start recording the session.



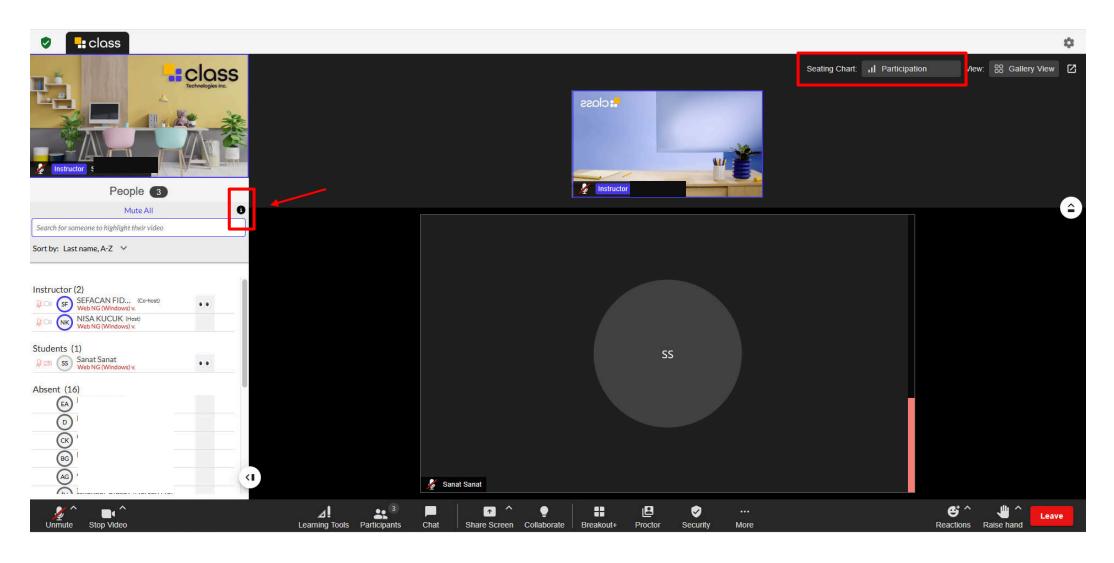


Click on the 'Start Recording' option on the opened screen.

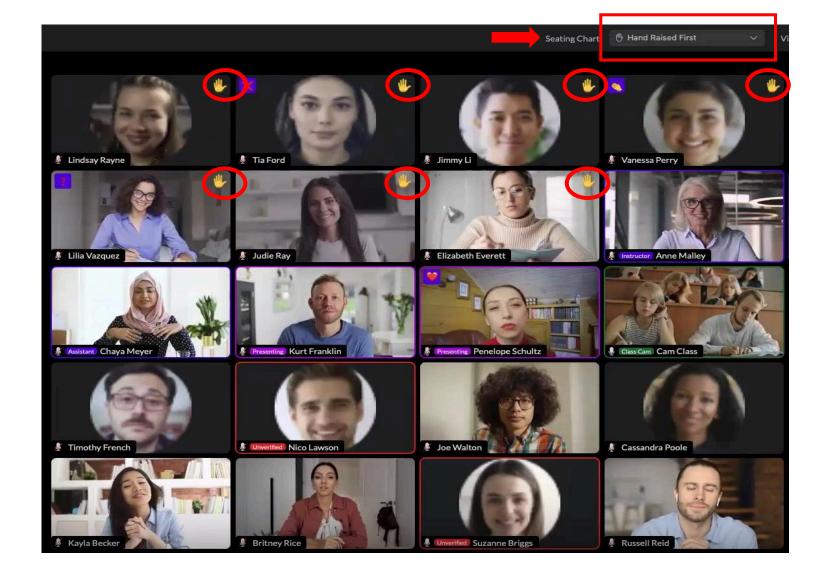
Once you receive a notification that recording has started, you will see the option to stop and end the recording in the top-left corner of the screen.



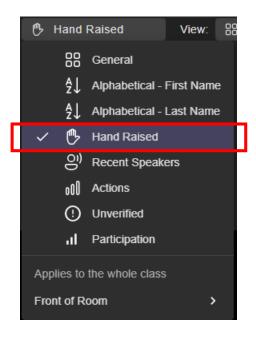
In the 'Seating Chart' section, you can adjust the seating arrangement settings for session participants.

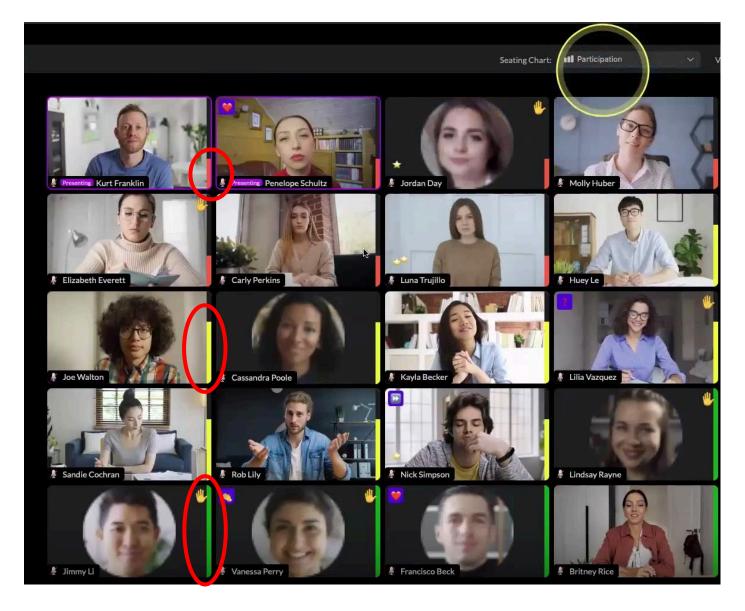


You can instantly view the users in the session by selecting the participation option in the seating chart area and clicking the  $\mathbf{i}$  button in the marked area.



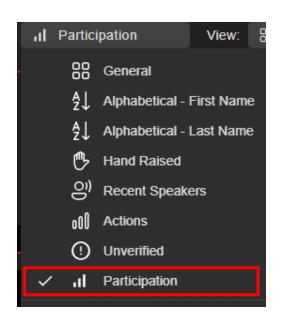
Click on the 'Hand Raised' option to see users who have raised their hands.

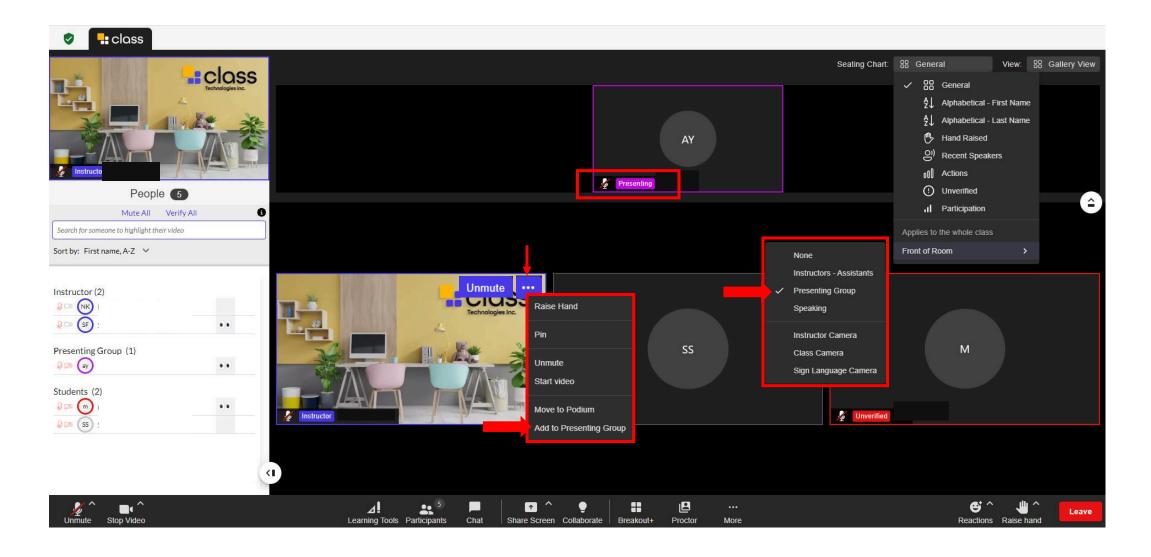




Click on the 'Participation' option to view the users participation levels.

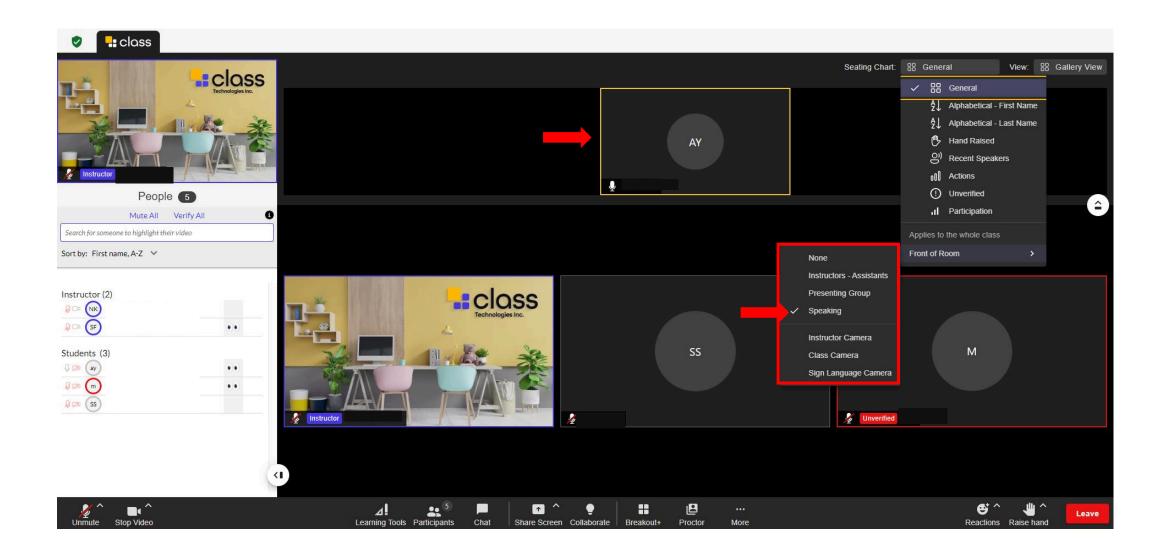
**Red**: Low **Yellow**: Good **Green**: Great



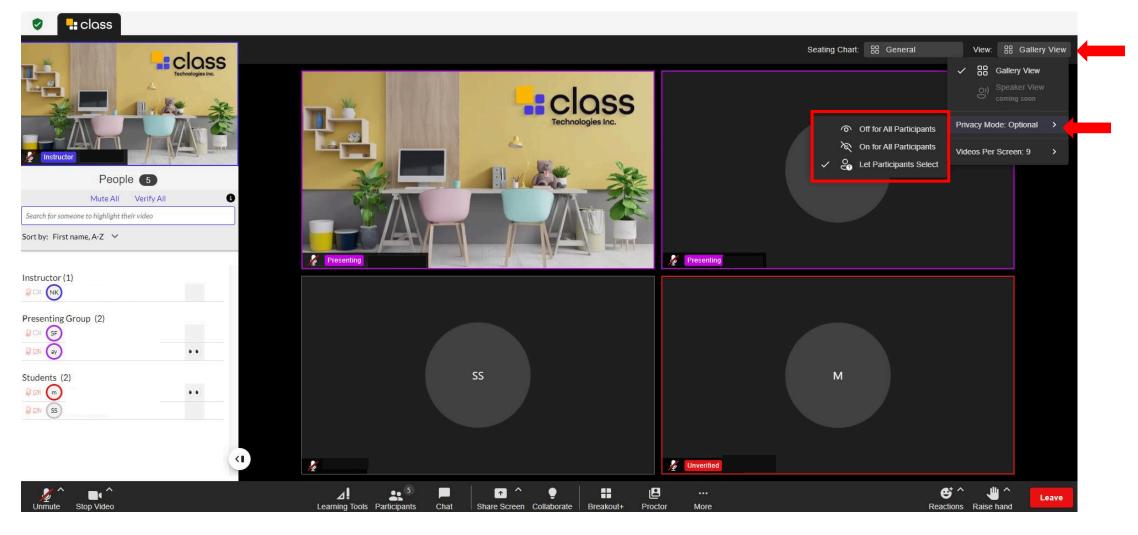


Click on the highlighted option to bring the users presenting to the foreground.

Add the desired user to the presentation group.

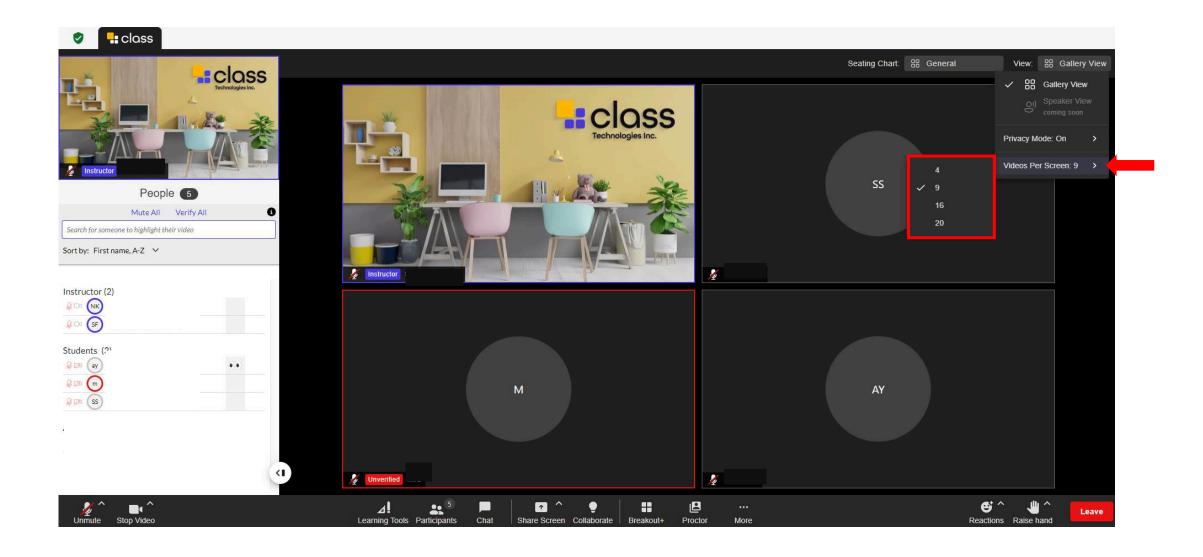


Click on the highlighted option to bring the speaking user to the foreground.

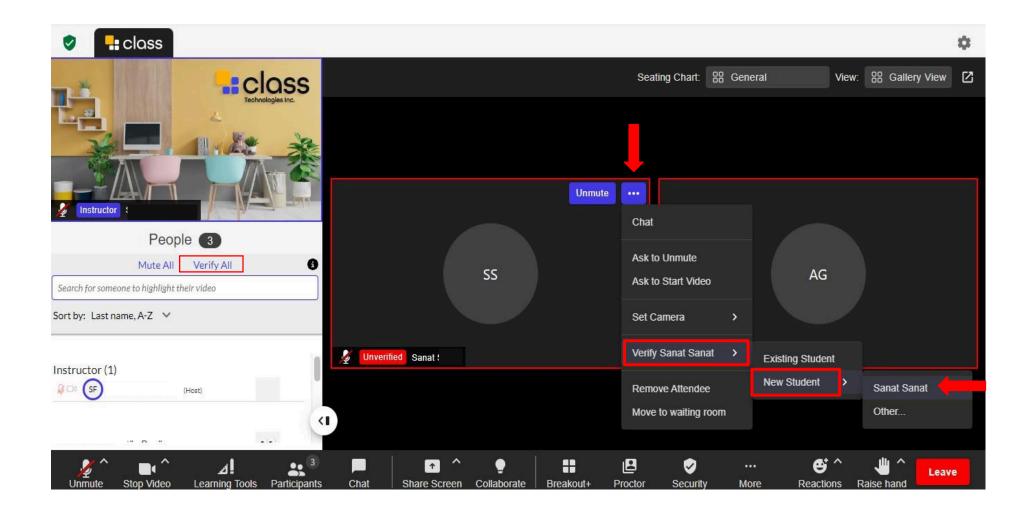


You can activate 'Gallery View' mode.

- 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.

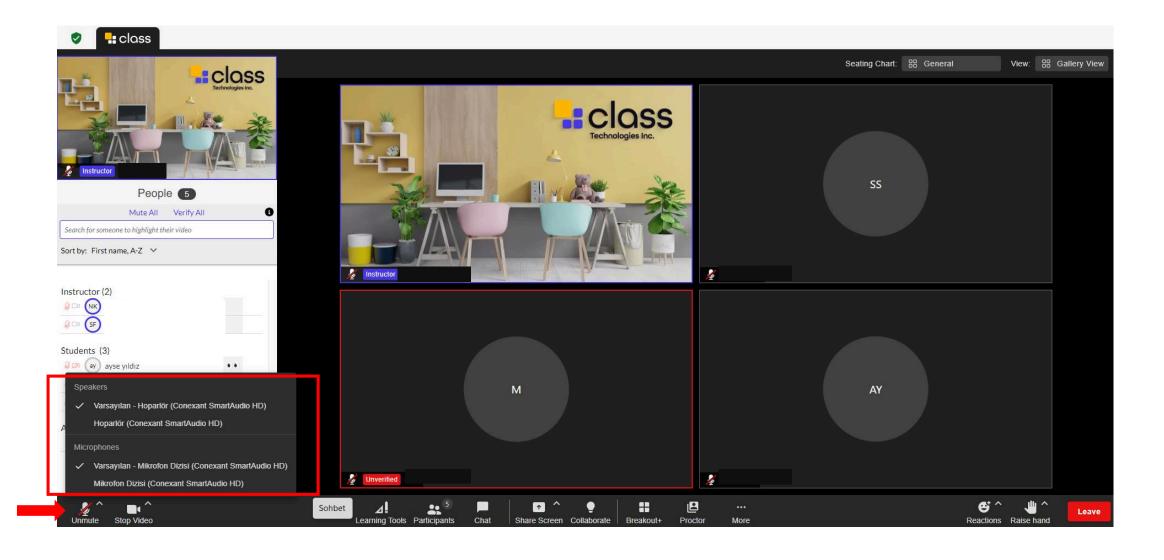


You can choose the number of users to be displayed from the specified area.



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.

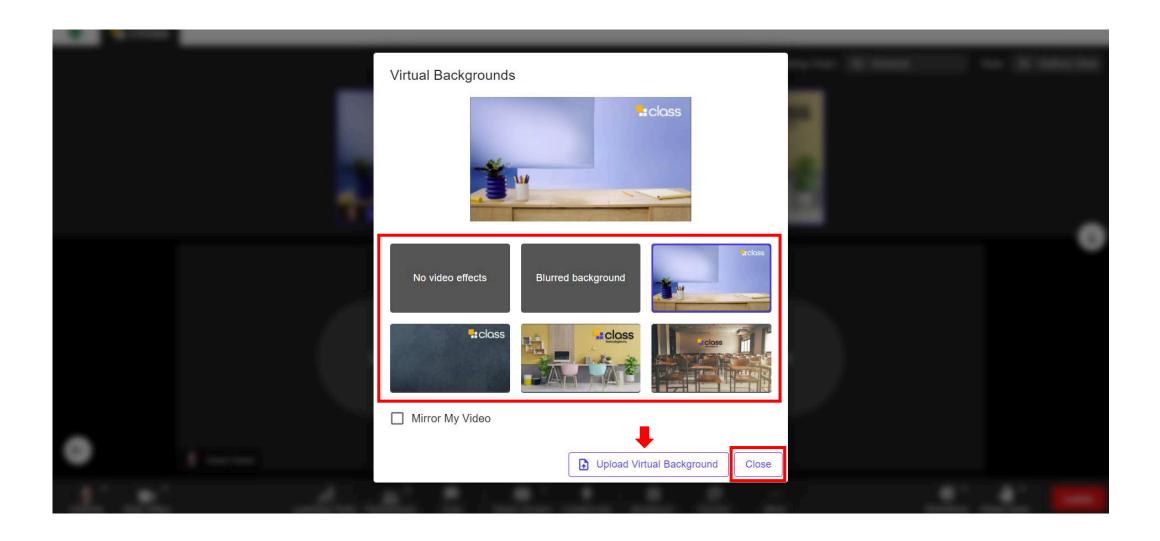


You can turn your microphone on/off from the highlighted area.

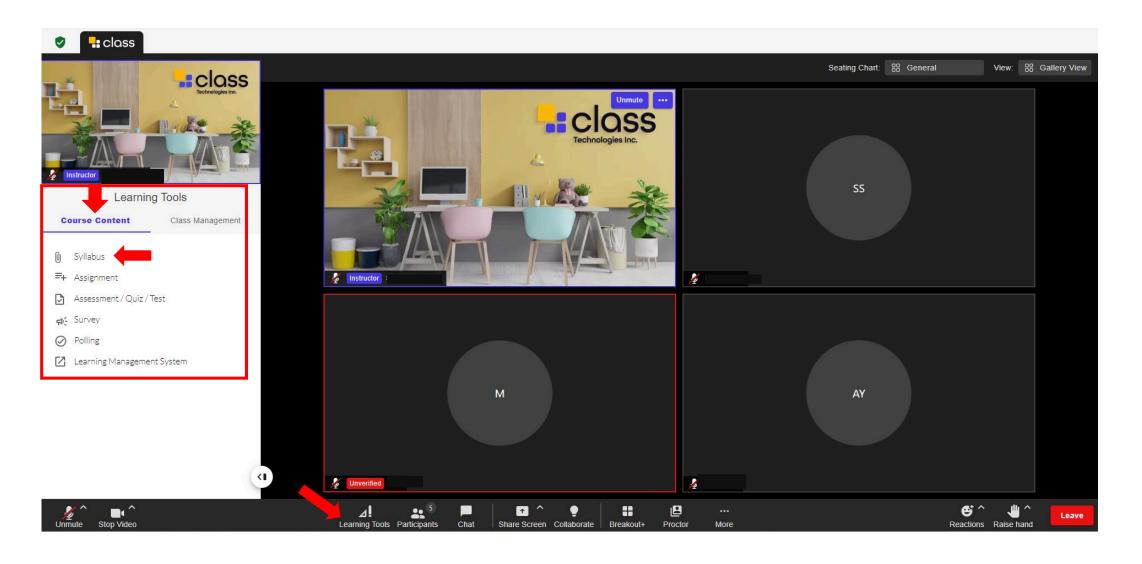
You can adjust your microphone settings from the options within the red area.



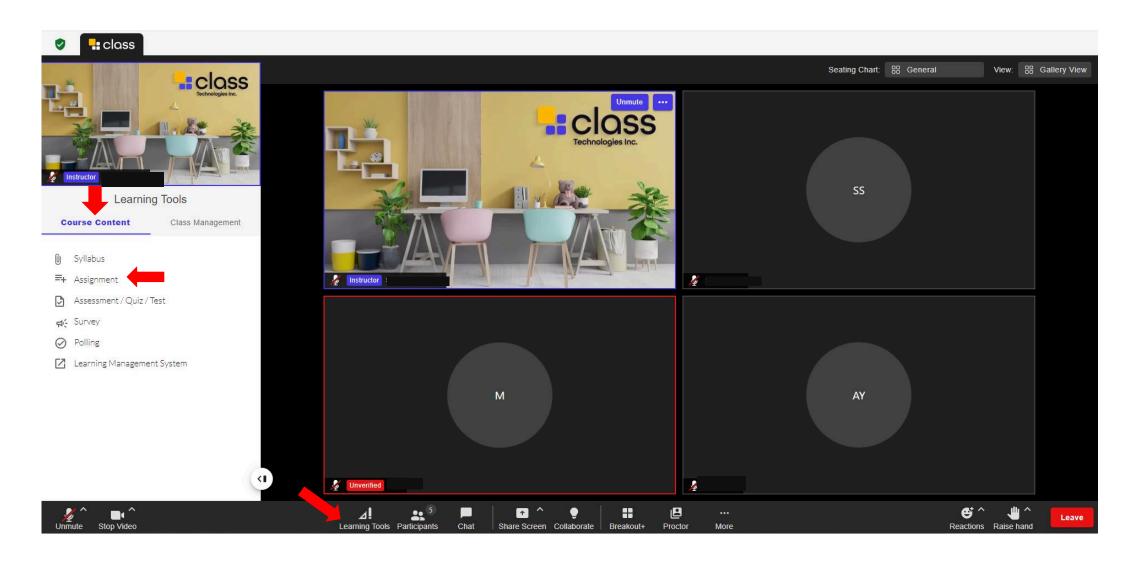
You can turn your camera on/off from the highlighted area.



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

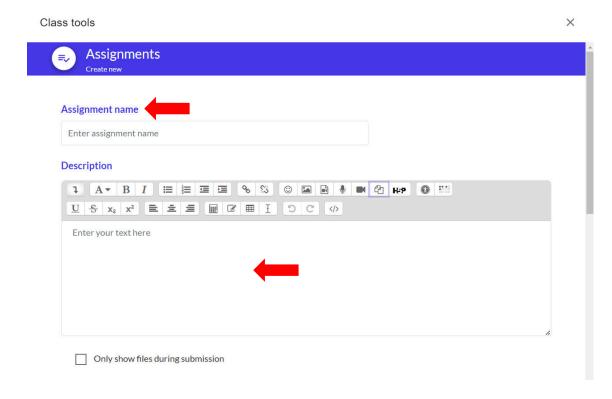


When 'Syllabus' is selected from the 'Learning Tools' section, the uploaded syllabus will become accessible. If 'Syllabus' is not already uploaded in the course content, it can be added during the session.



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

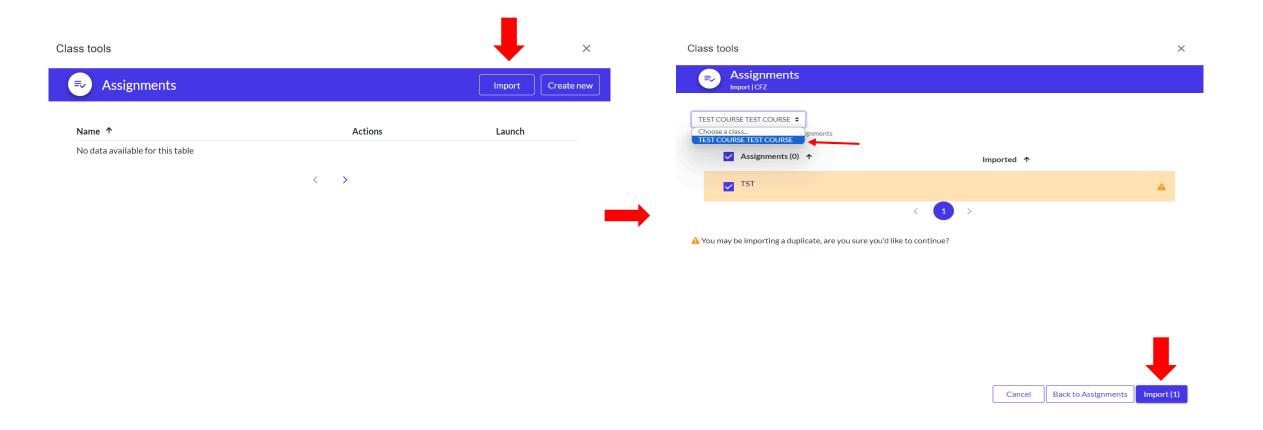




The content you transferred to the O'Learn course content area appears in the 'Assignments' section.

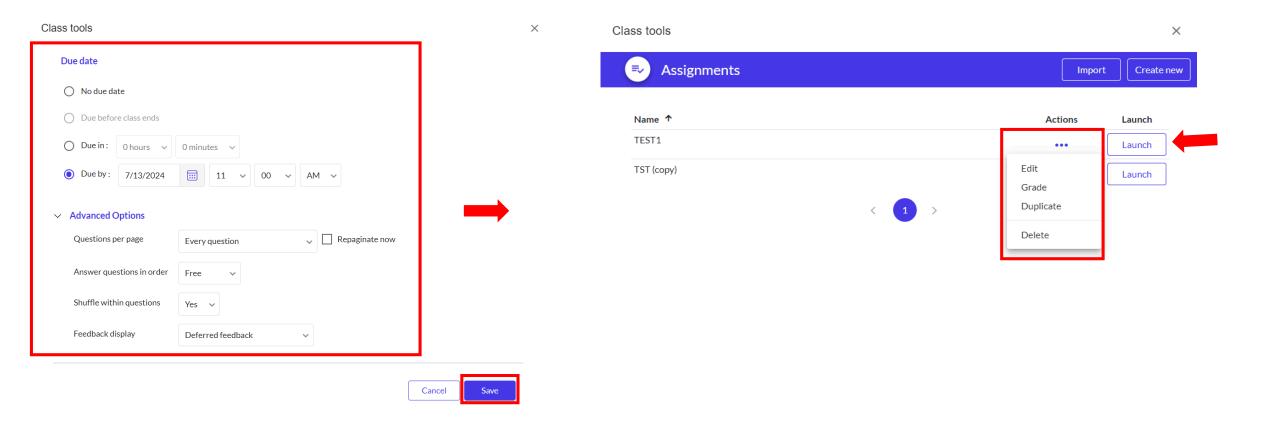
To create a new 'Assignment', click on the 'Create new' area.

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



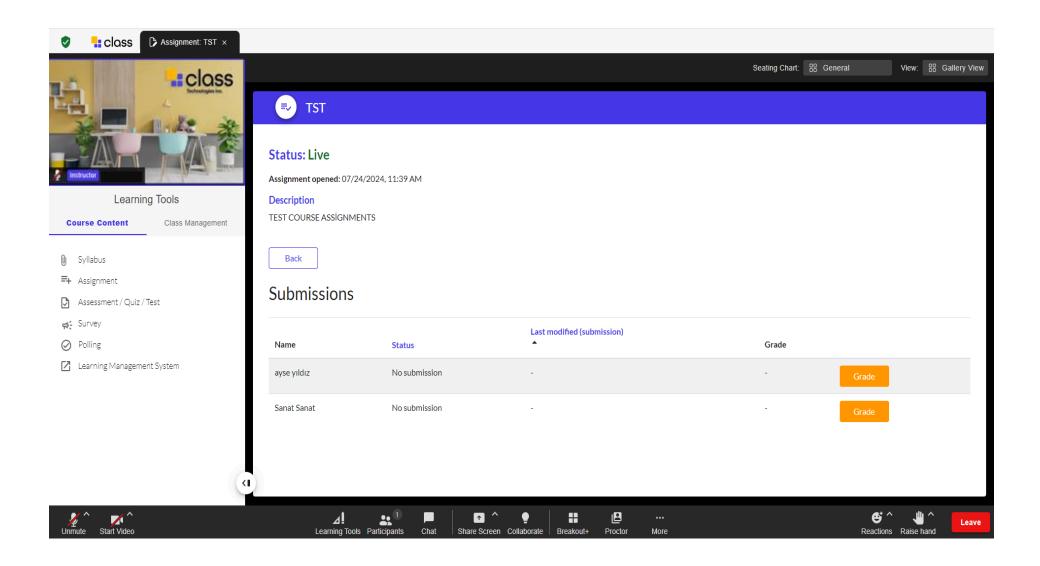
To transfer content from another course to the virtual classroom, enter the 'Import' section.

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

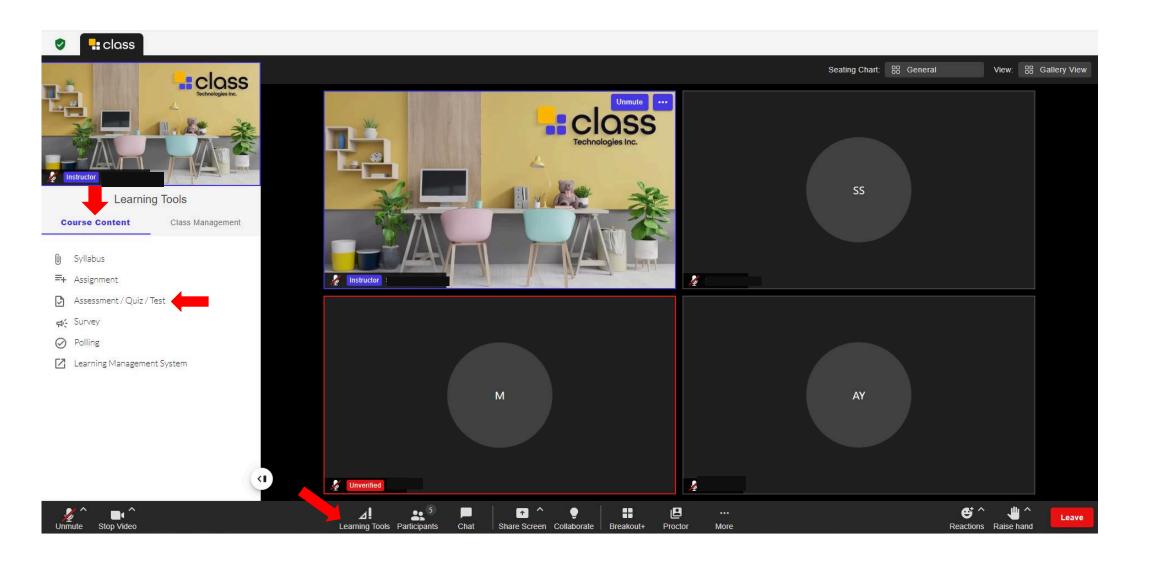


Fill in the relevant fields and save.

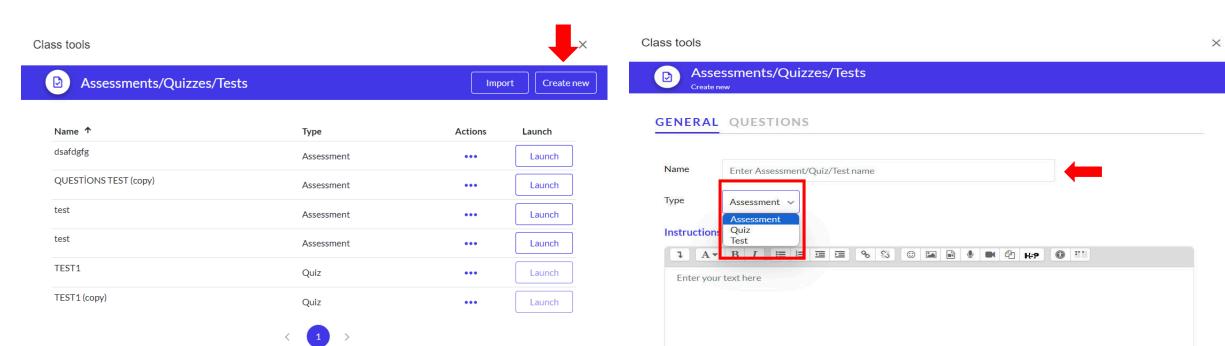
The created 'Assignment' can be shared using the 'Launch' option visible on the left screen.



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



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

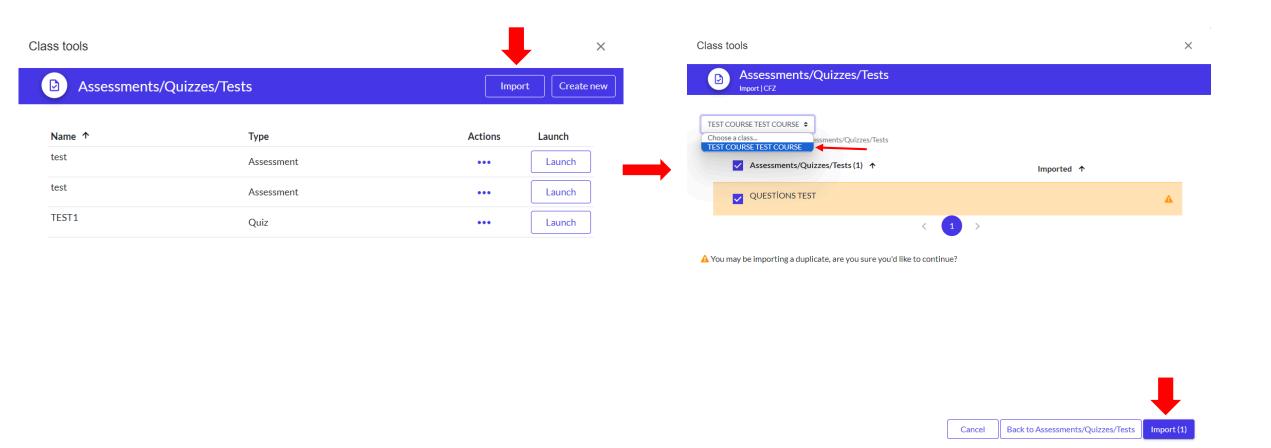


Due date

No due date

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

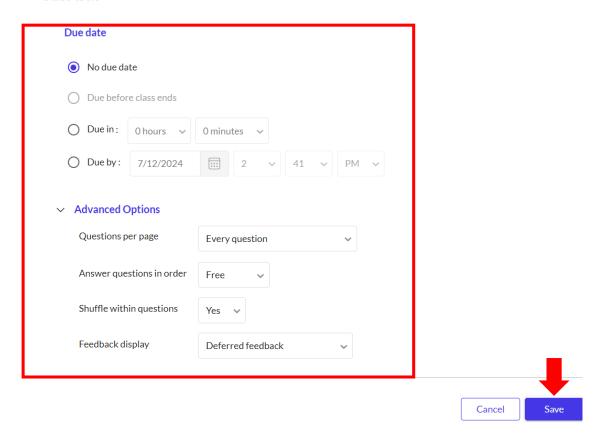
Fill in the marked fields on the opened page.



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

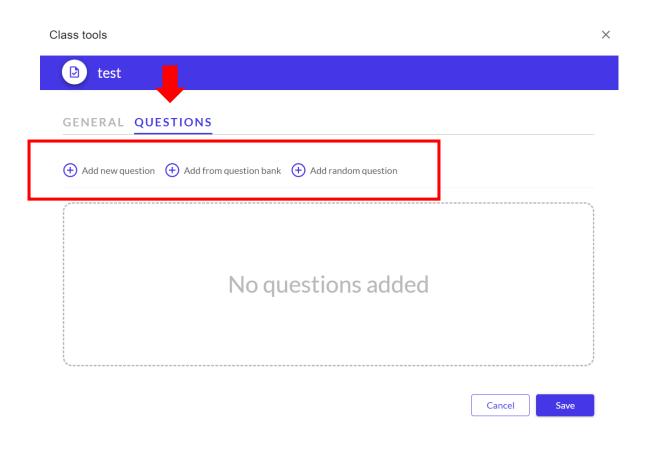
Select the relevant course from the 'Choose a class' area, mark the content you want to transfer, and click on the 'Import' option.

#### Class tools

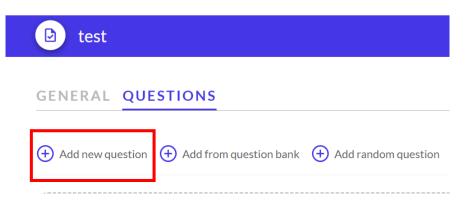


Fill in the relevant fields and save.

To create questions, click on the 'Questions' area.

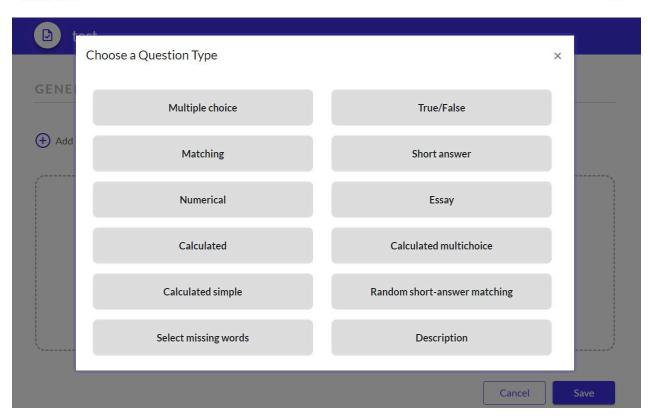


### Class tools

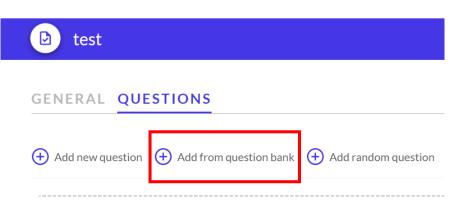


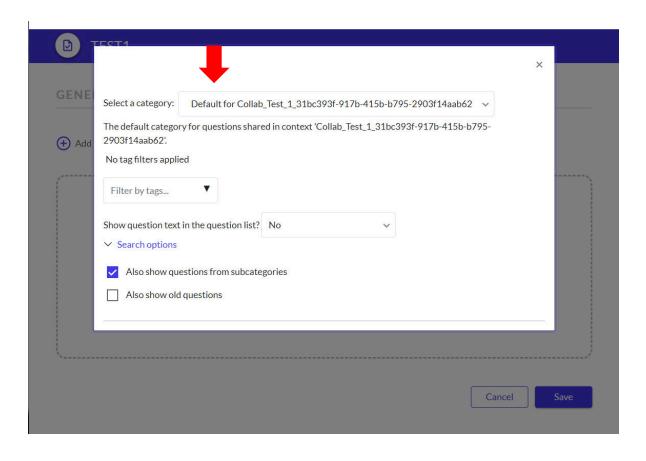
You can select the types of questions.

Class tools ×



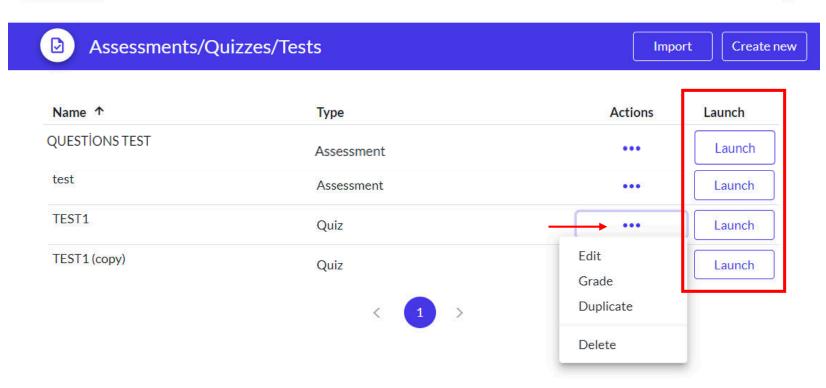
## Class tools





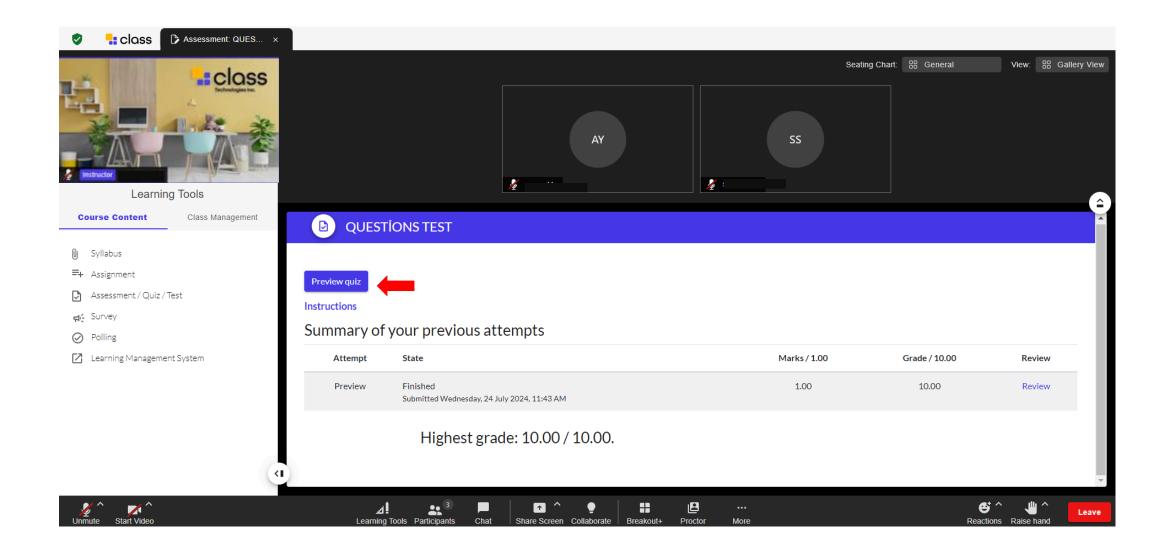
You can copy a question bank from another course using the marked area.

Class tools ×

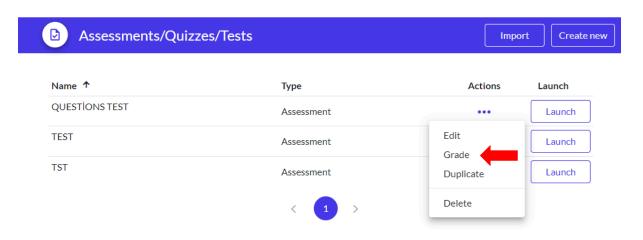


You can share from the 'Launch' area.

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

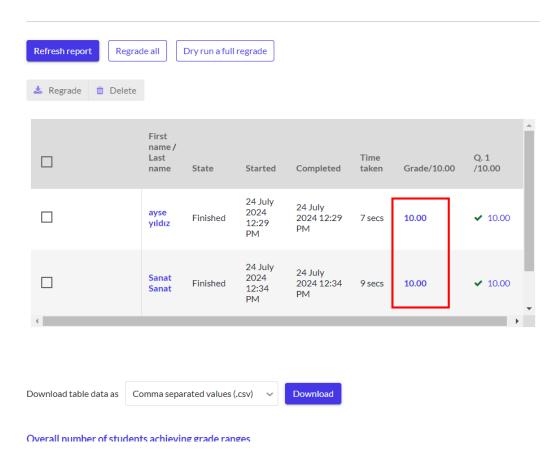


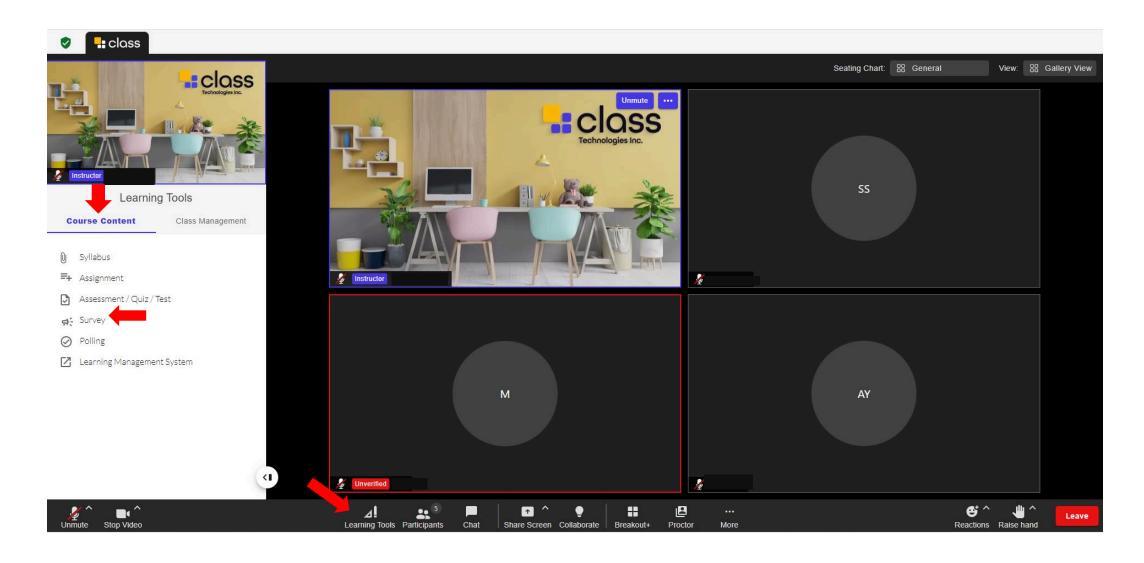
You can view the quiz from the 'Preview quiz' area.



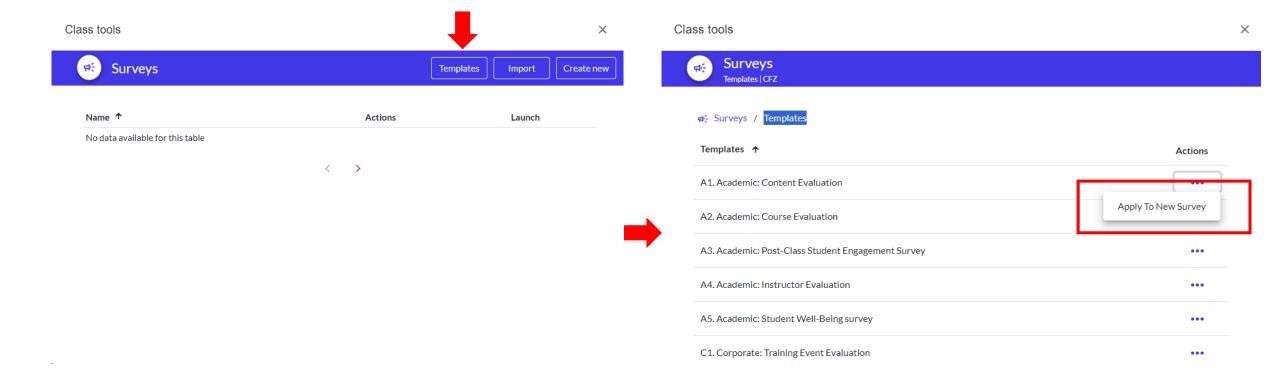
You can view users grades from the class area.

Class tools X



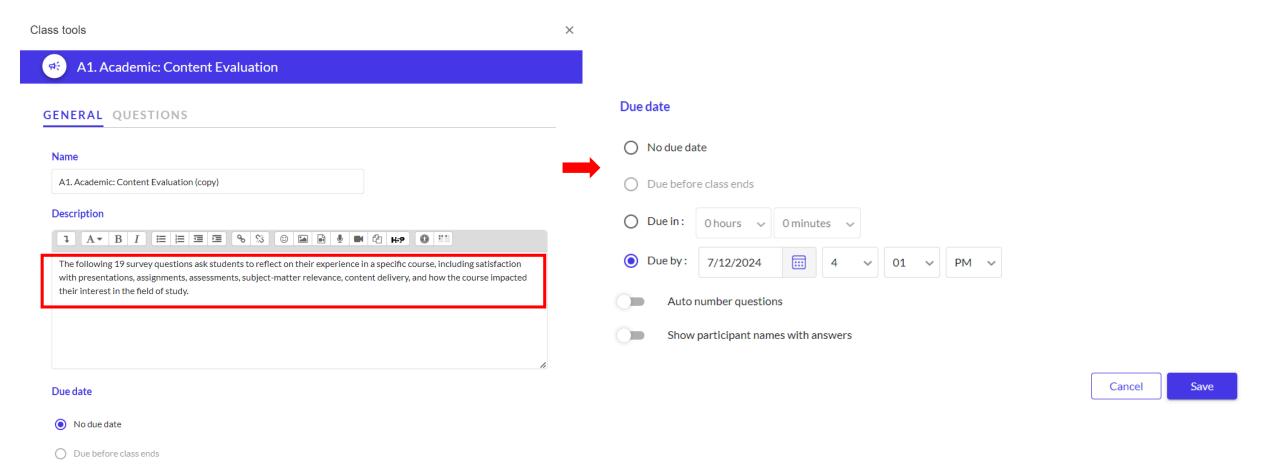


Click on the 'Survey' option in the course content from the 'Learning Tools' section.

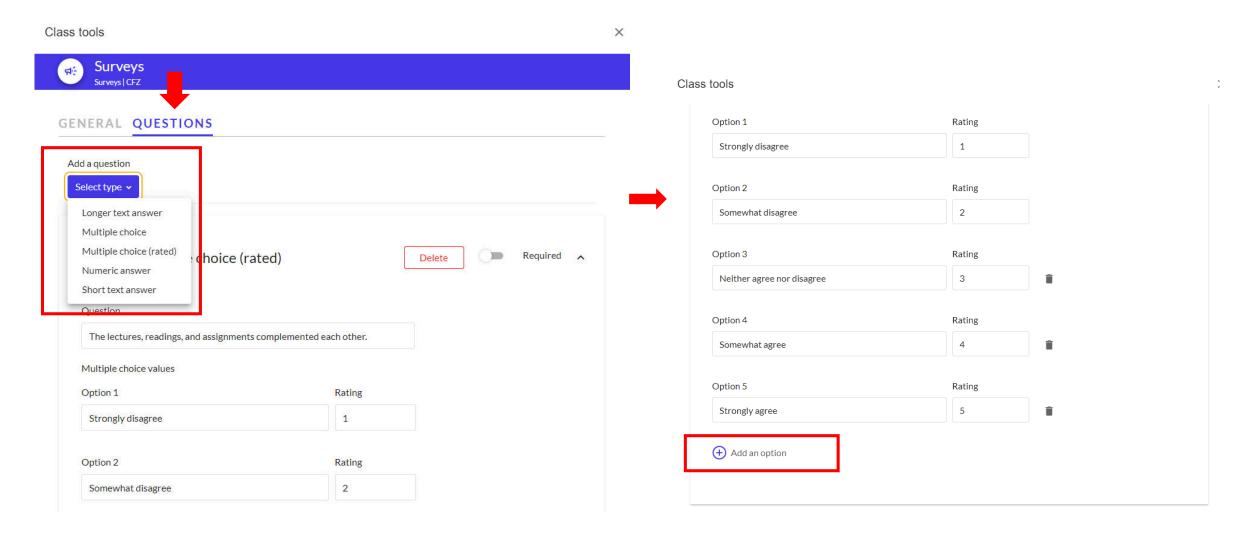


Click on the marked area to access the available templates.

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

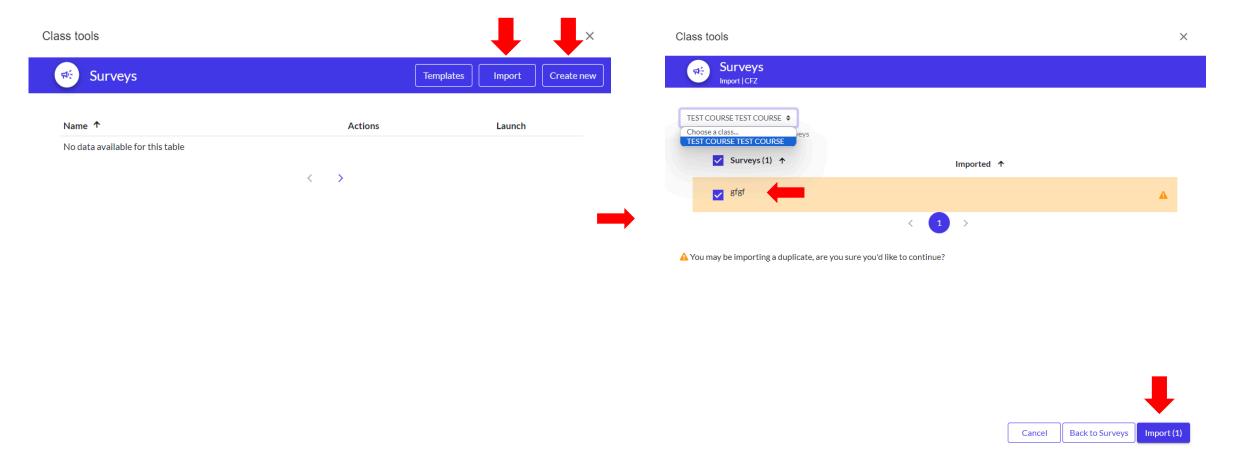


After selecting your survey, fill in the time and date fields.



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'.



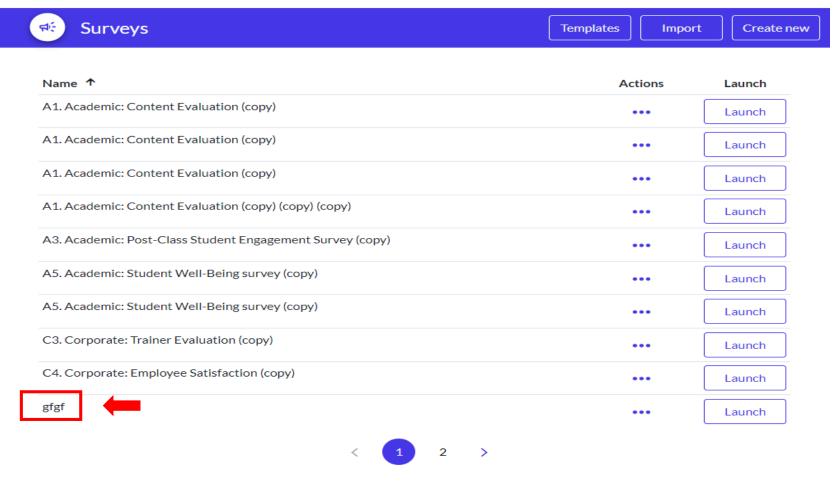
To transfer a survey from another course to the virtual classroom, enter the 'Import' section.

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.

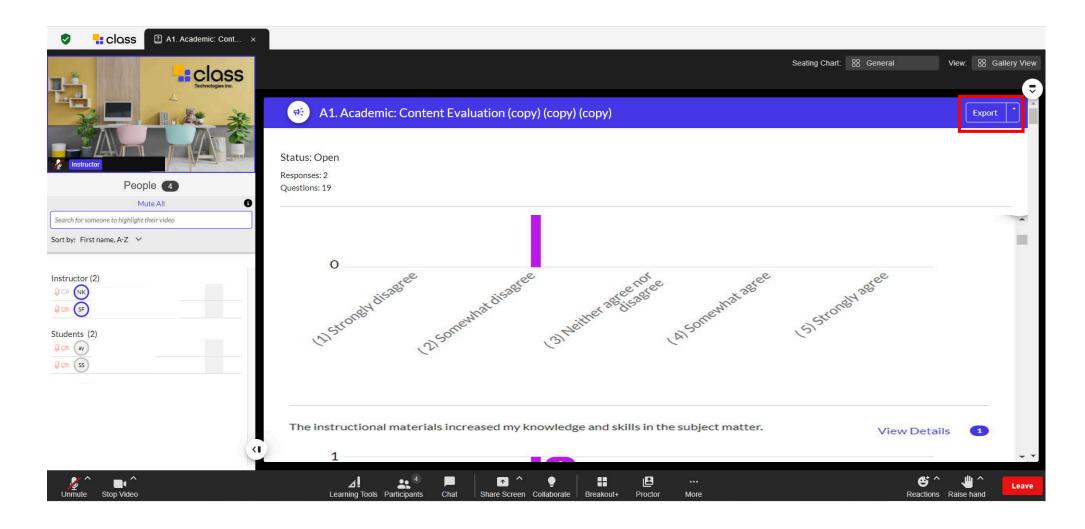
Class tools





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

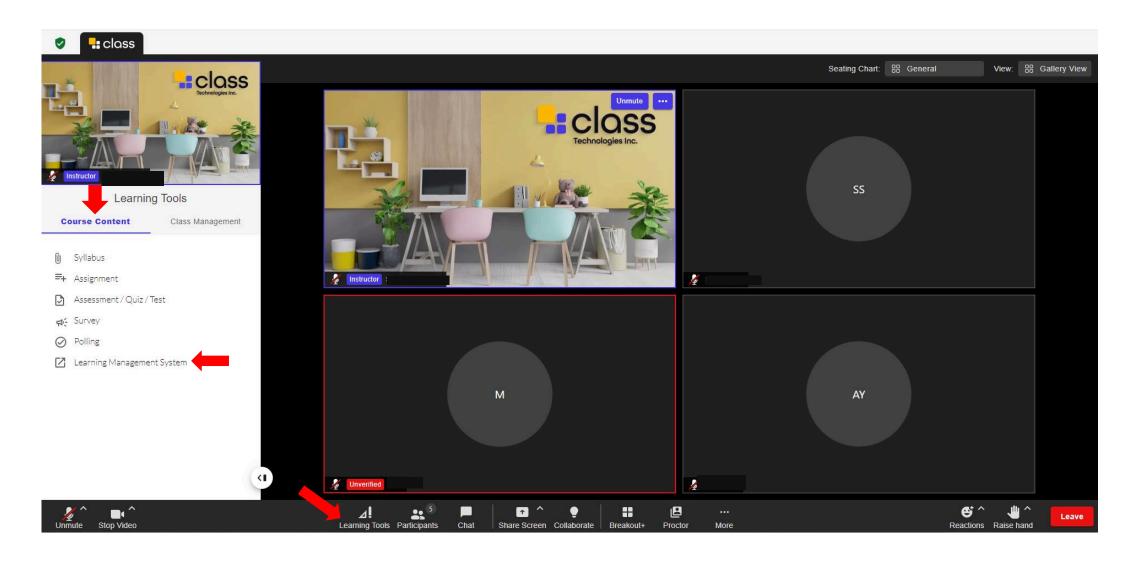
You can apply the survey you want to use by clicking the 'Launch' button.



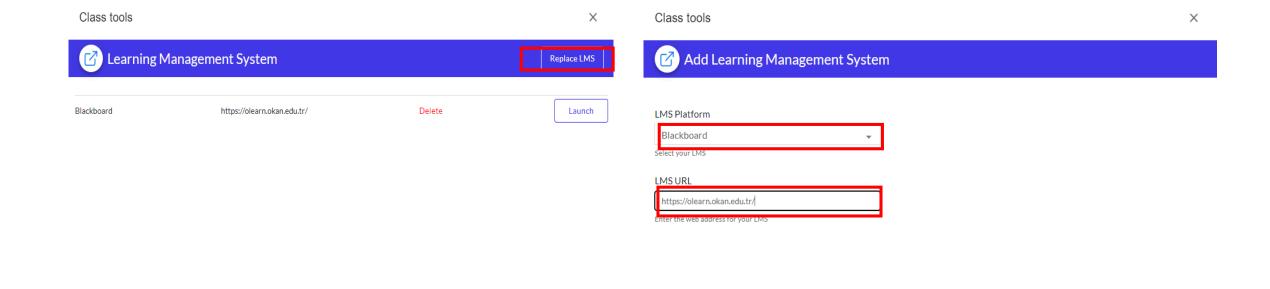
You can view the survey graph on the screen.

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.

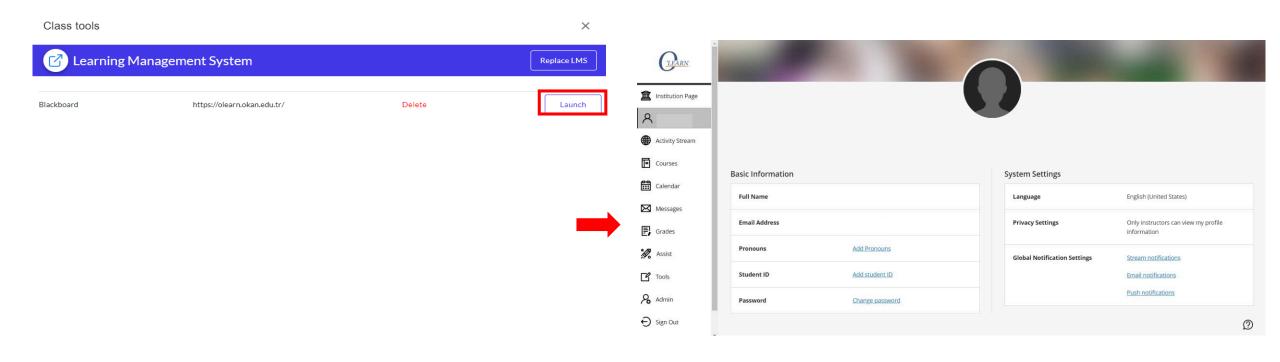


Click on the Learning Management System option in the course content from the 'Learning Tools' section.

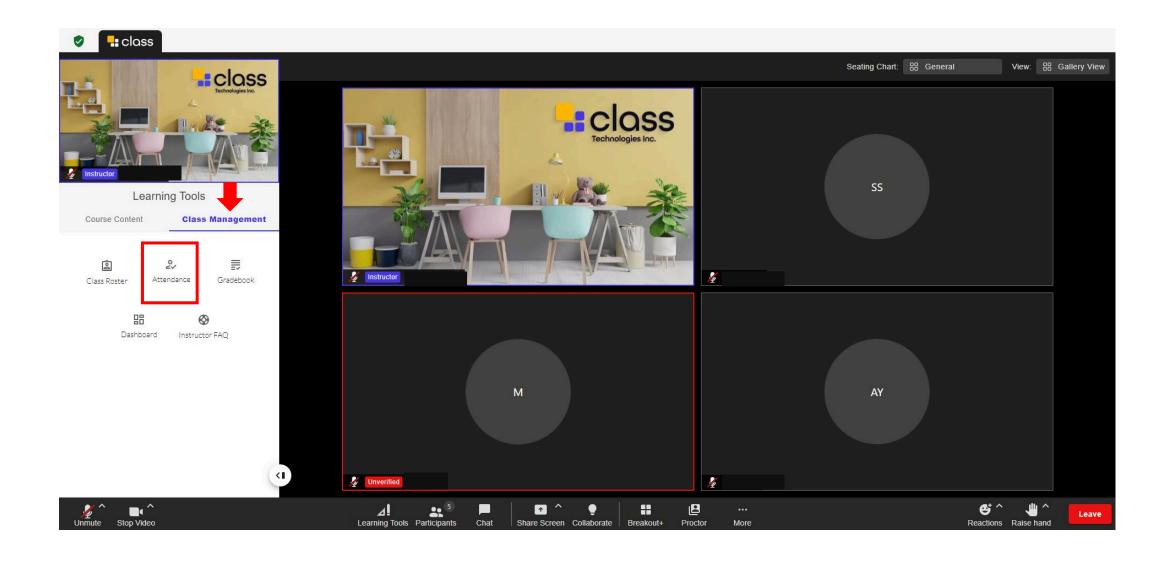


Cancel

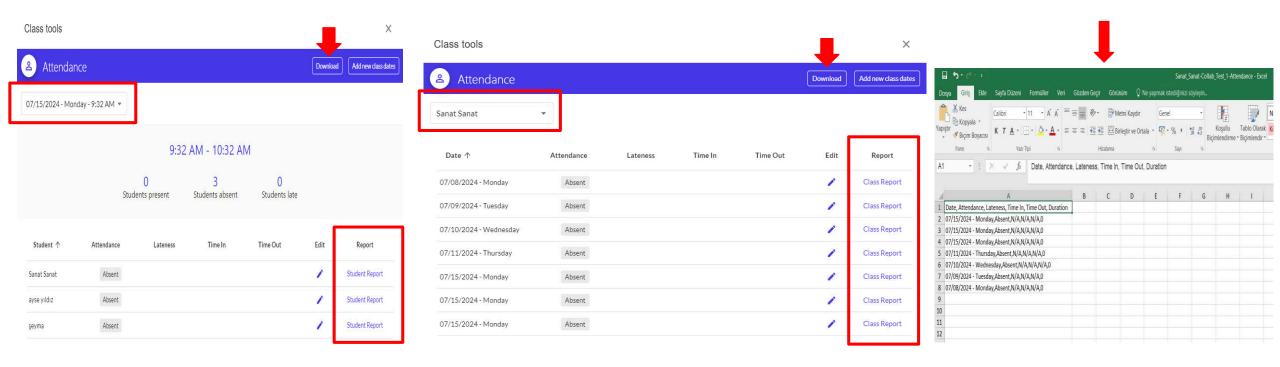
Fill in the marked fields for the link you want to add.



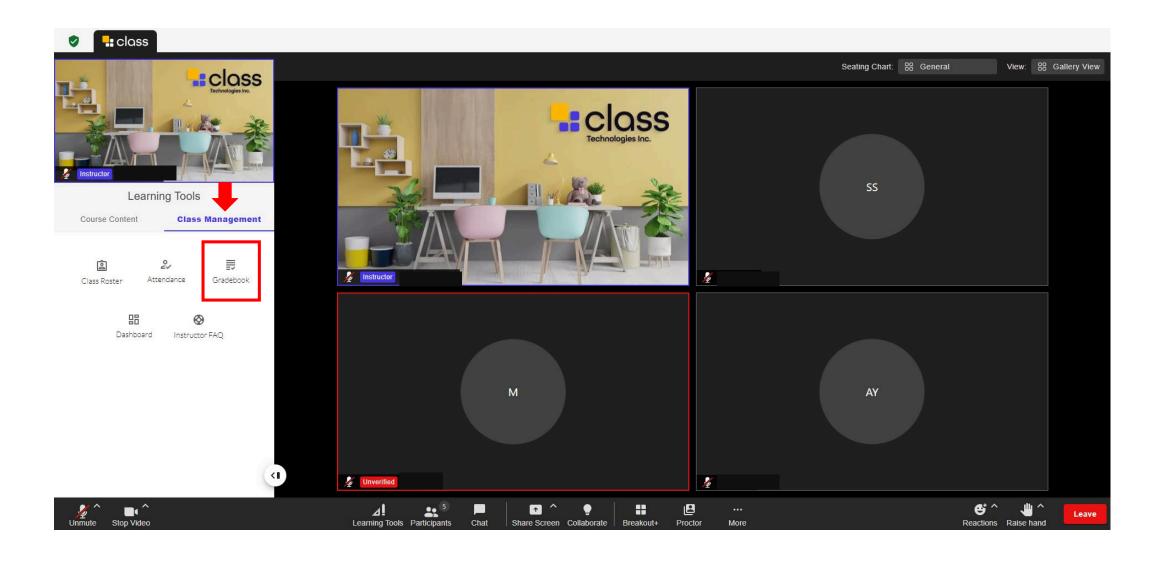
You can share using 'Launch.' The sharing screen is visible on the right side



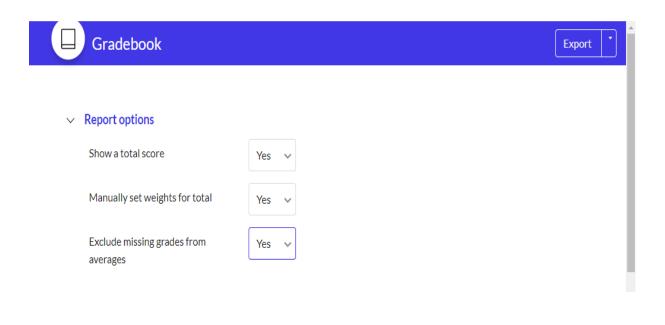
Click on the 'Attendance' option in the 'Learning Tools' section.

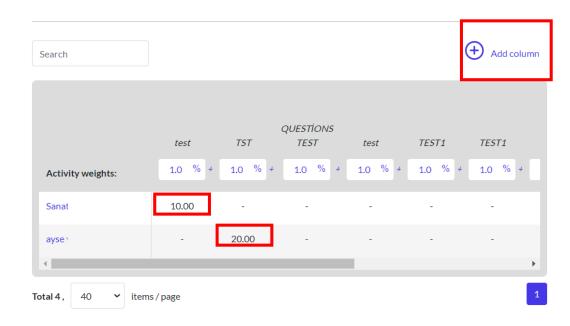


- You can download the attendance report for individual participants or the entire class from the marked area.
- You can also select the date for the report you wish to view.
- You can also review the report as an Excel file.
- If a student has previously entered the course room but has not attended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



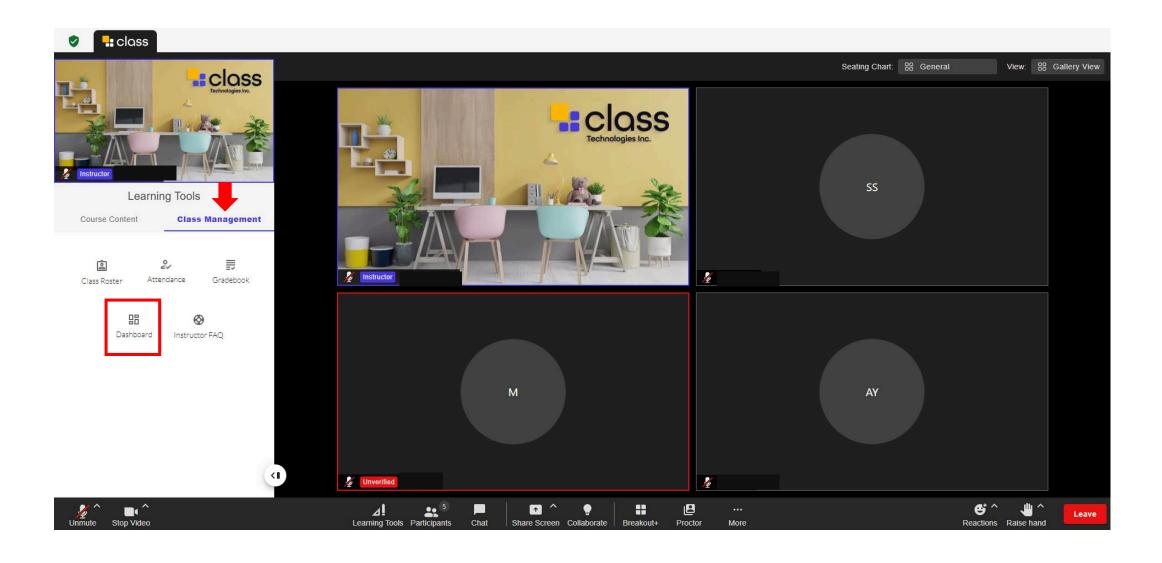
Access the grade center via 'Gradebook' in the 'Learning Tools' section.



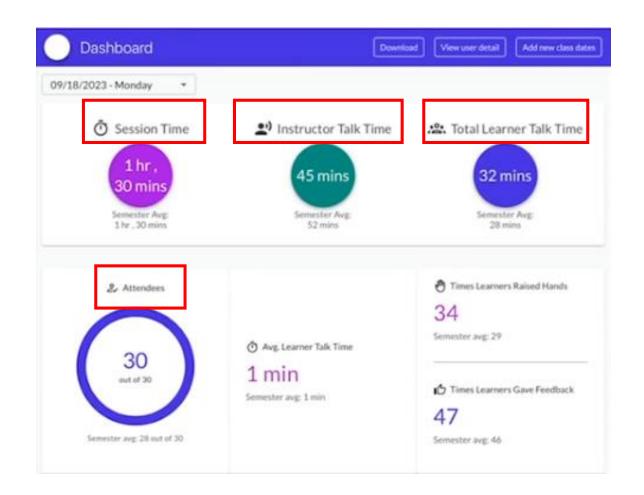


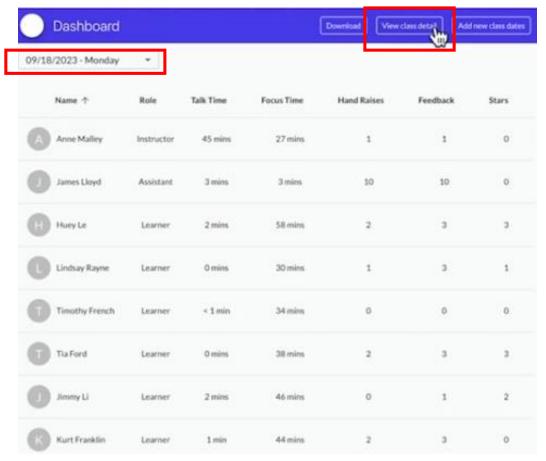
To view and edit participants' grades, you can explore the relevant pages.

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

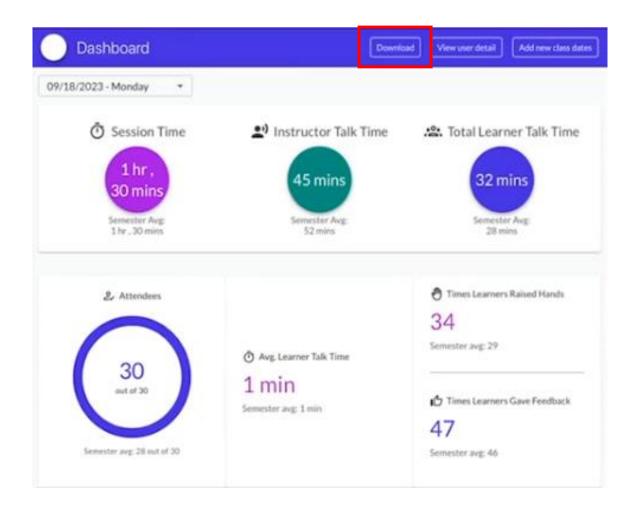


Click on the 'Dashboard' option in the 'Learning Tools' section.

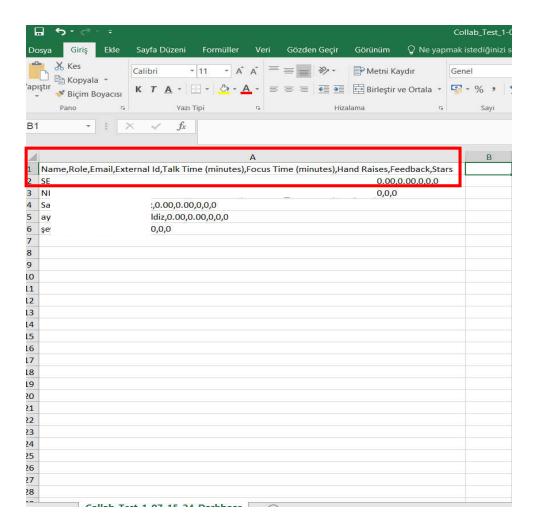


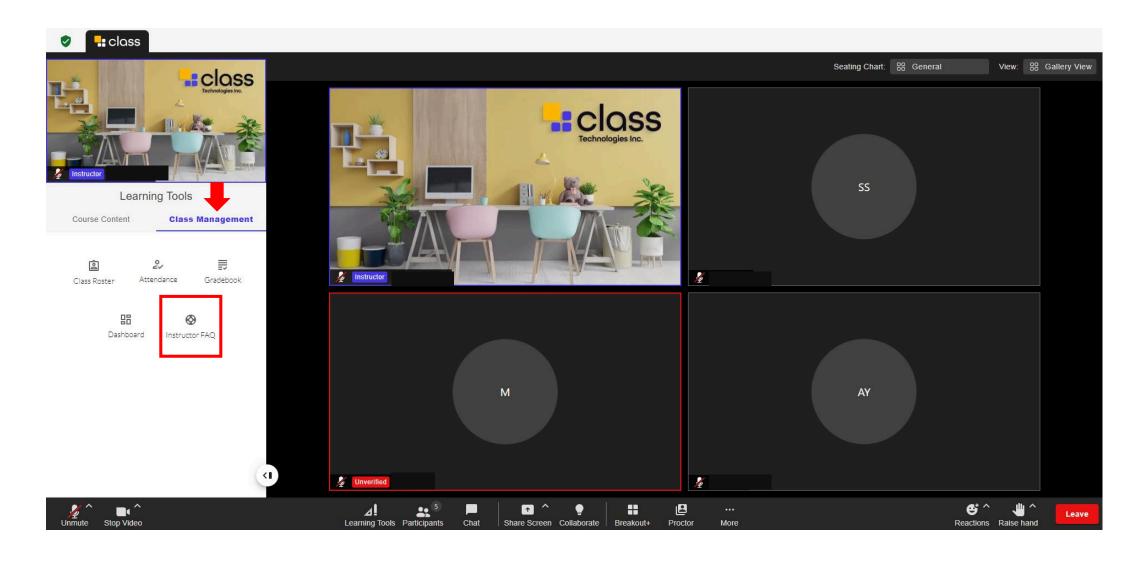


From the dashboard, you can view details of user participation, including the speaking times of instructors and students in the class, the total number of participants, and the duration of the class.

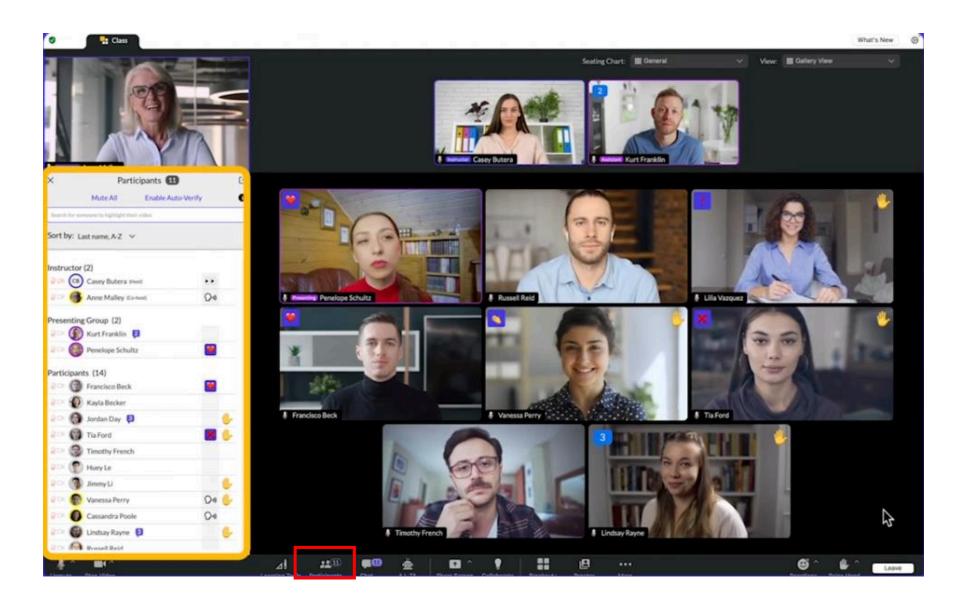


You can download the details as a report.

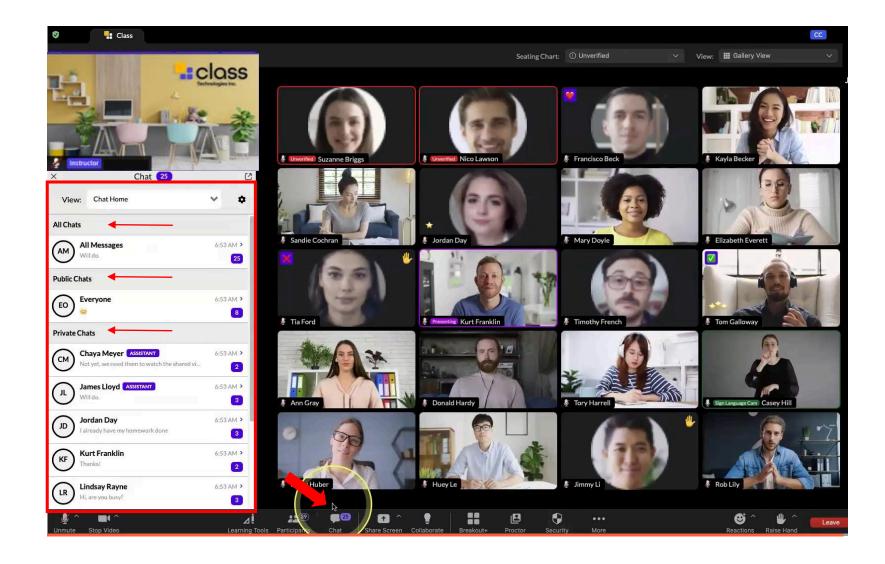


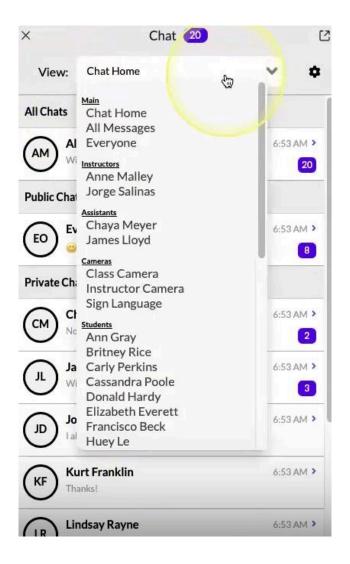


From the 'Participants' area in the lower panel, you can list the participants.

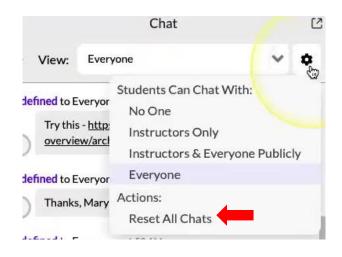


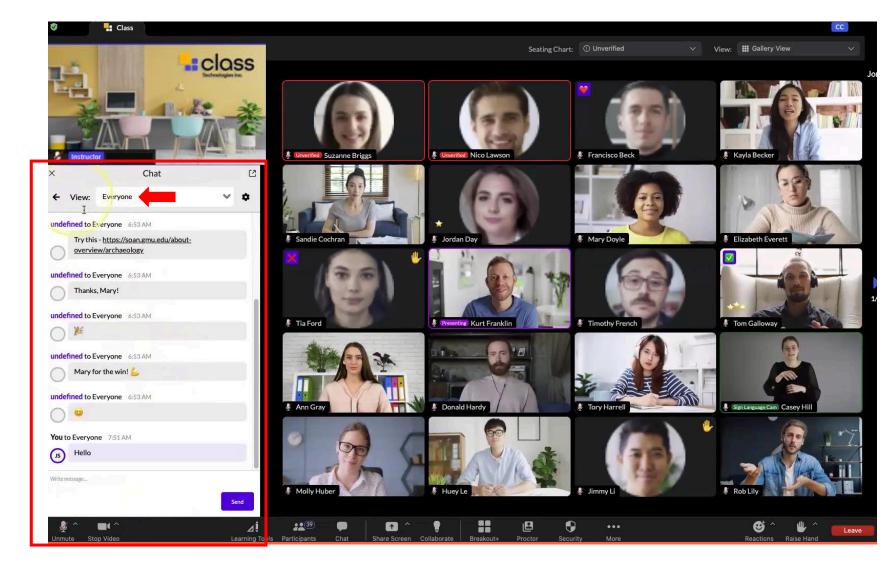
From the 'Participants' area in the lower panel, you can view all users.





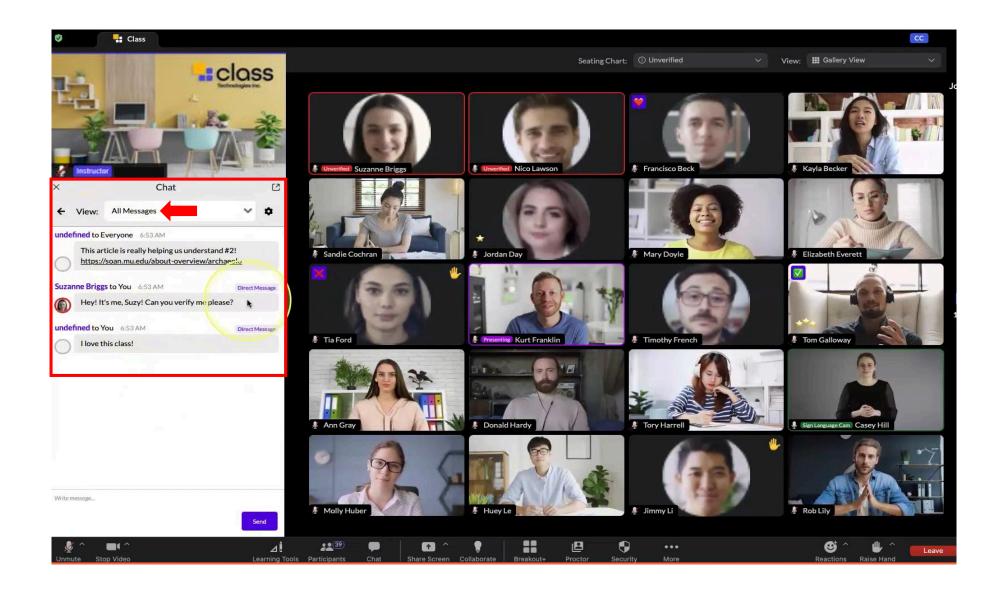
From the 'Chat' area in the lower panel, you can access the chat channels.



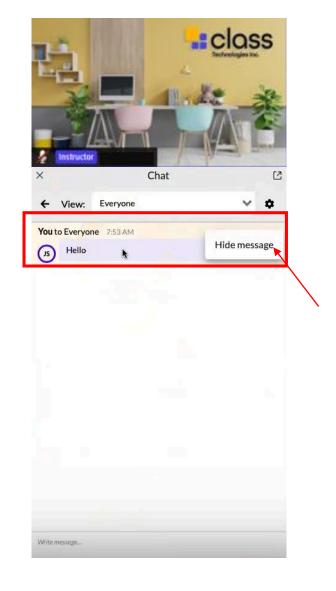


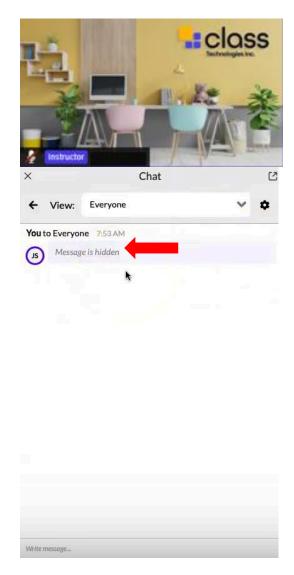
From the 'View' area, you can select the messages you want students to see and the people you want to chat with.

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

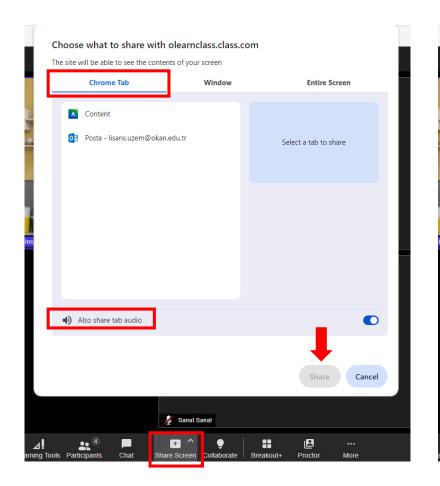


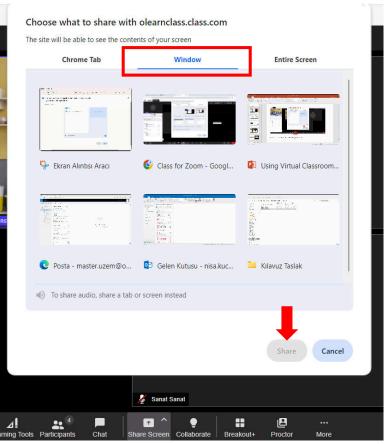
In the 'All Messages' option, you can view all the messages you have sent.

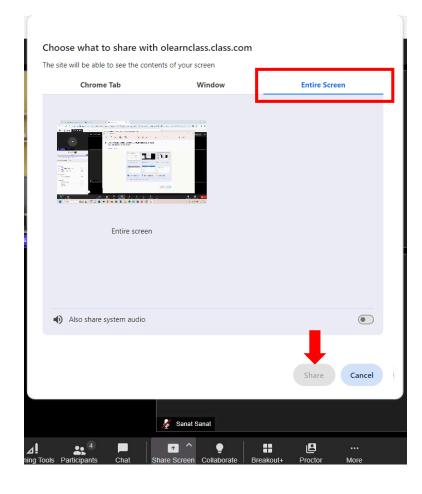




When you want to delete a message you have sent, hover your cursor over the message and right-click. You can delete your message by clicking 'Hide Message'.





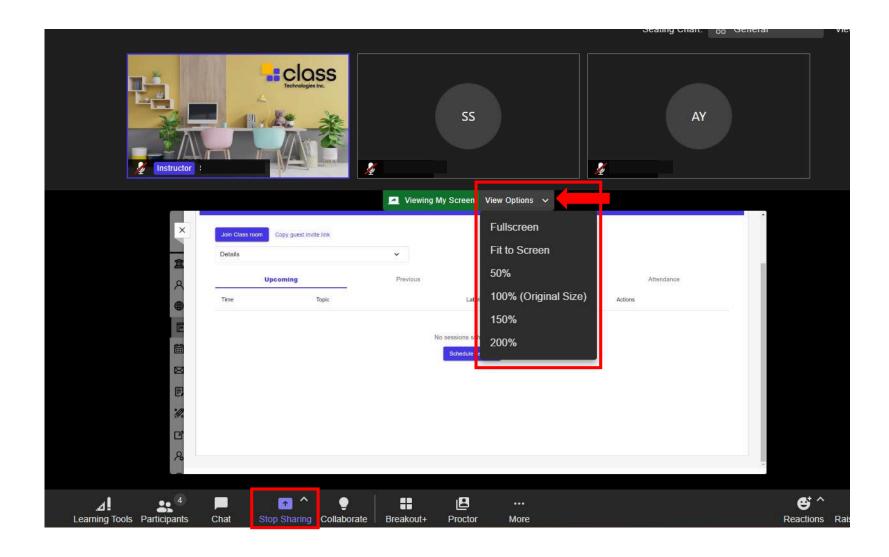


From the 'Share Screen' area, you can share your browser tab.

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

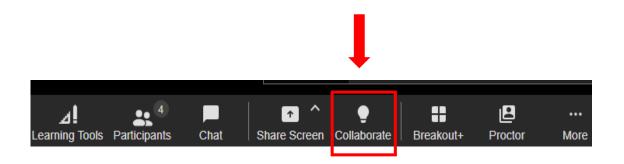
From the 'Entire Screen' option, you can share your entire computer screen.

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

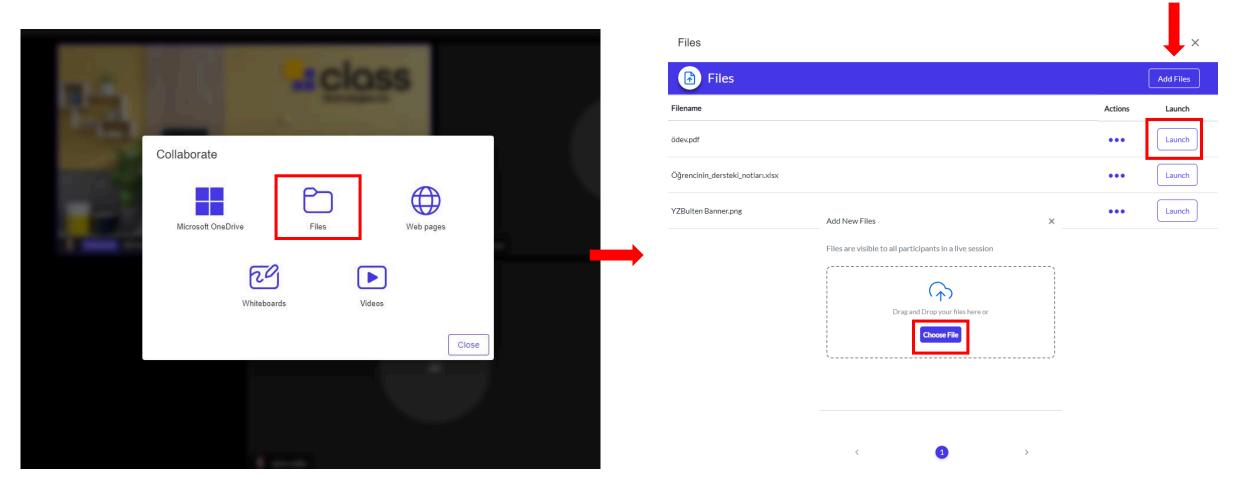


After sharing the screen, you can adjust the screen size from the 'View Options' option.

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



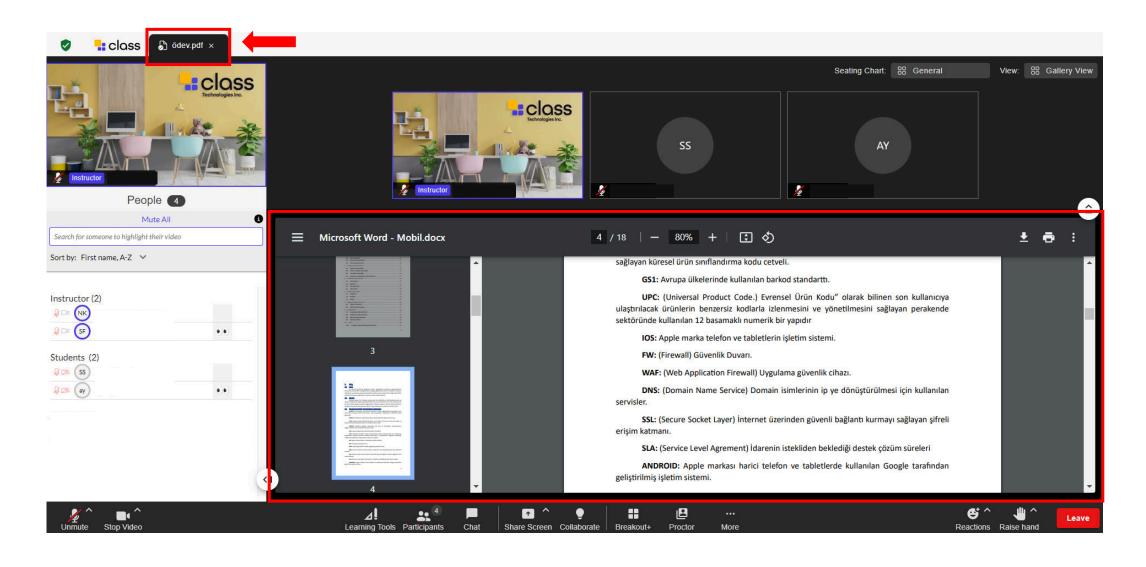
Click on the 'Collaborate' area in the bottom panel to share files, videos, web pages, and whiteboards.



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.

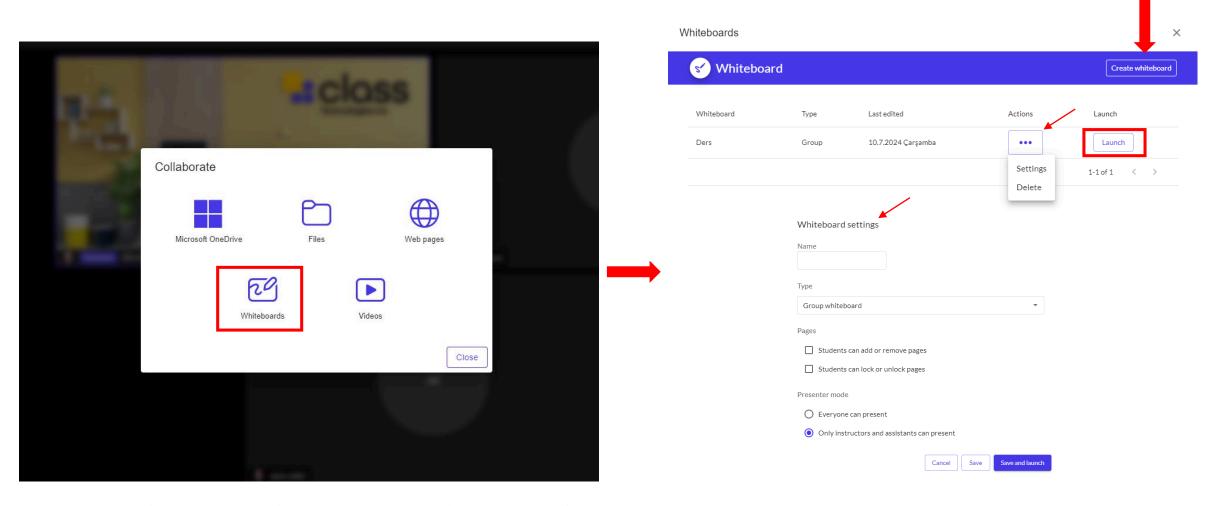
You can view the file you have uploaded or any previously uploaded files and share them with your class by selecting the 'Launch' option.

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



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

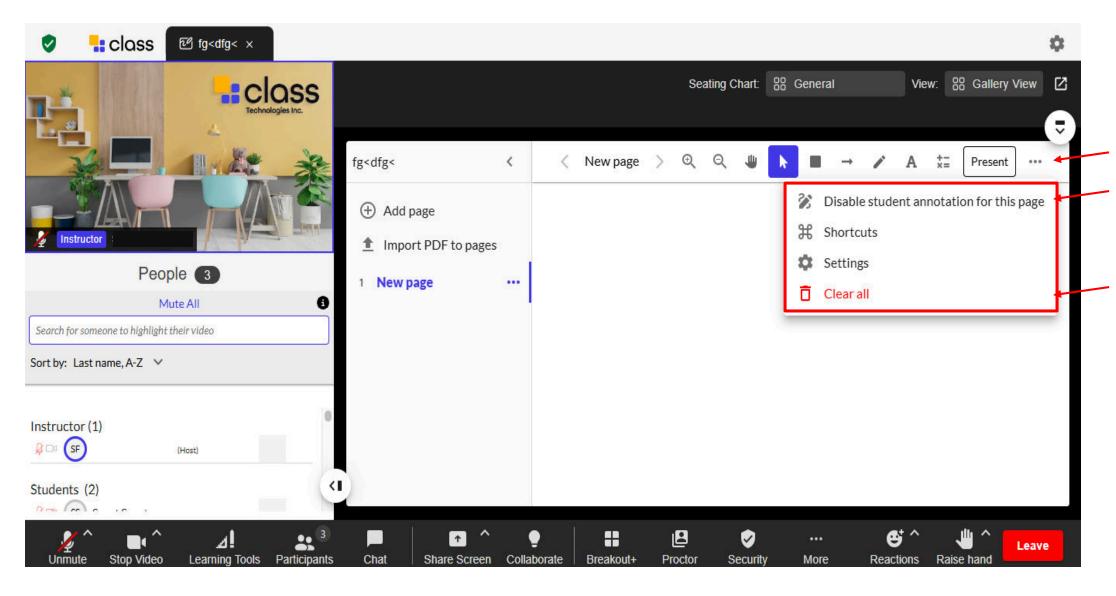
You can remove your file from the marked area.



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.

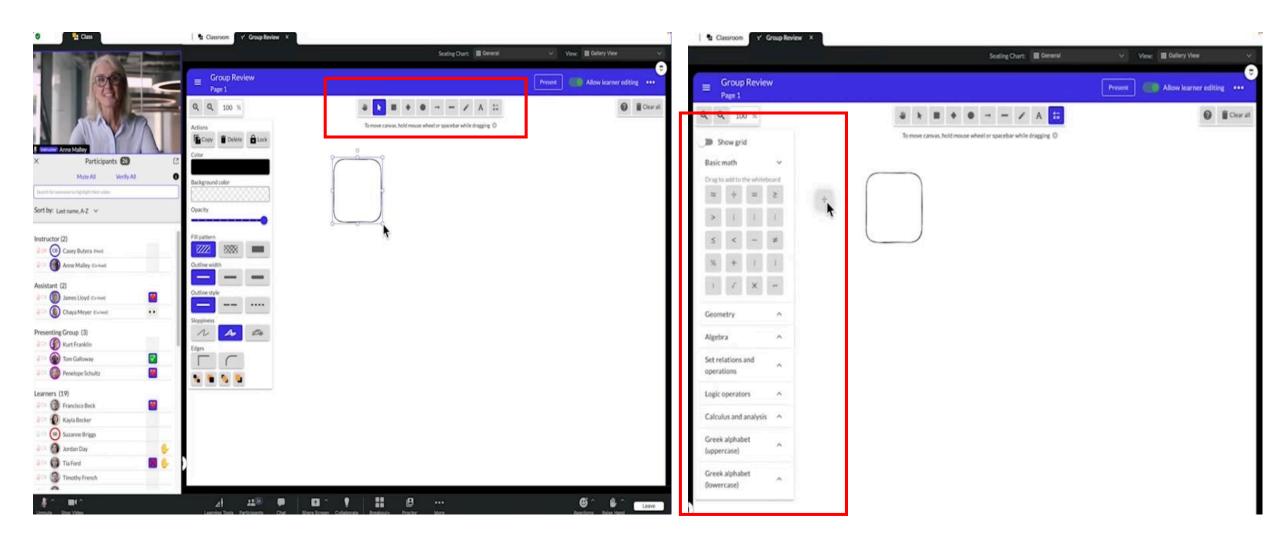
You can view the whiteboards you have created or previously created whiteboards, and share them with your class by selecting the 'Launch' option.

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

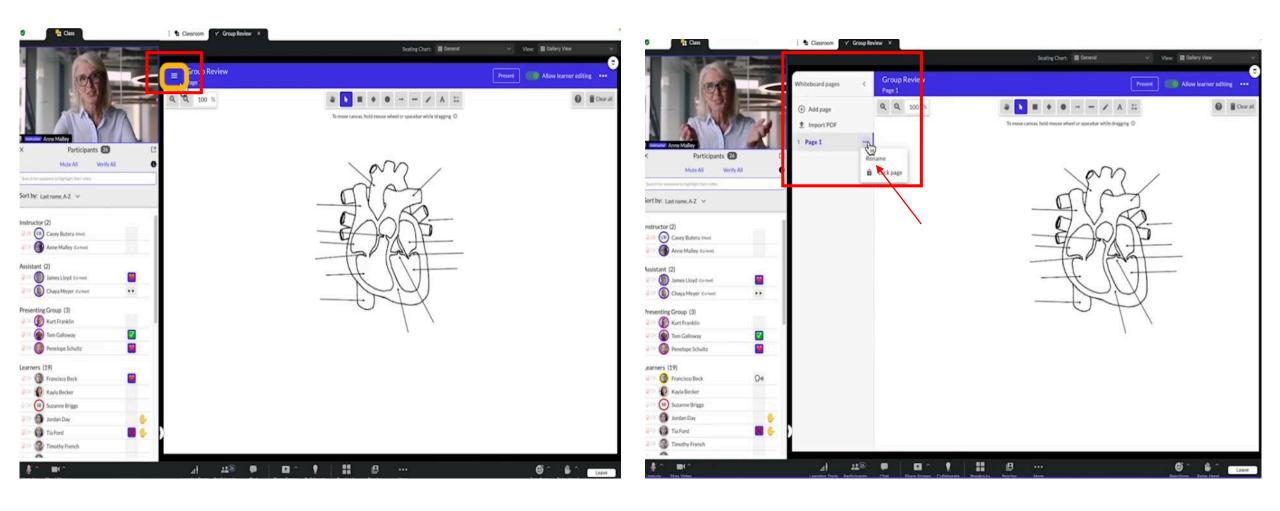


You can provide students with access to the whiteboard from the marked area.

You can clear the entire page from the Clear All option.

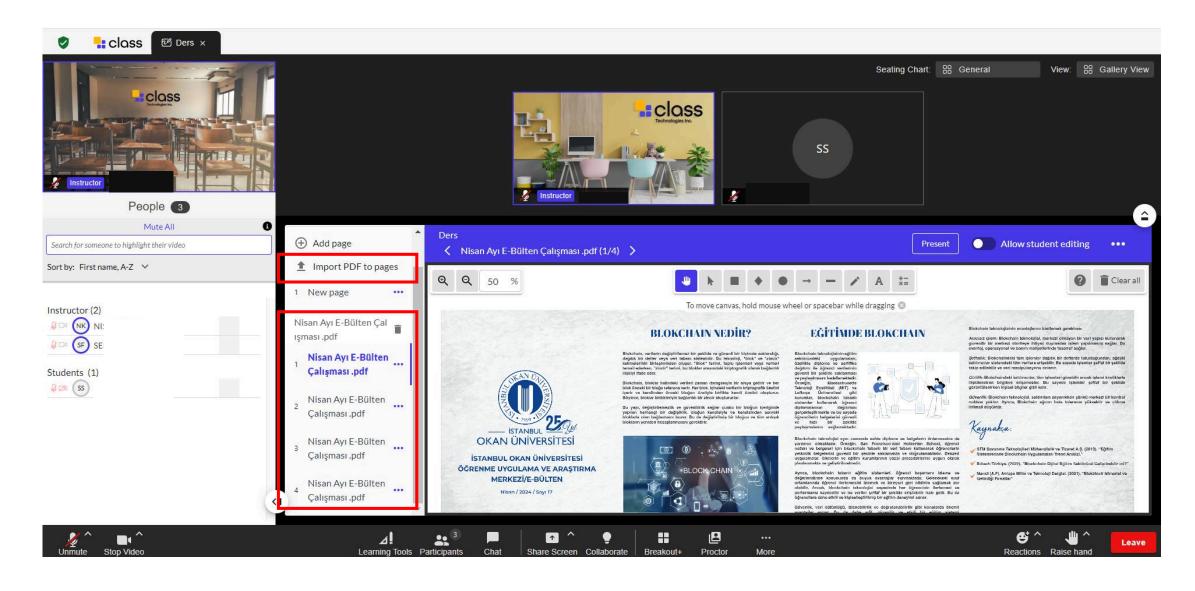


In the top panel within the whiteboard, you can see the shapes or symbols you want to use.

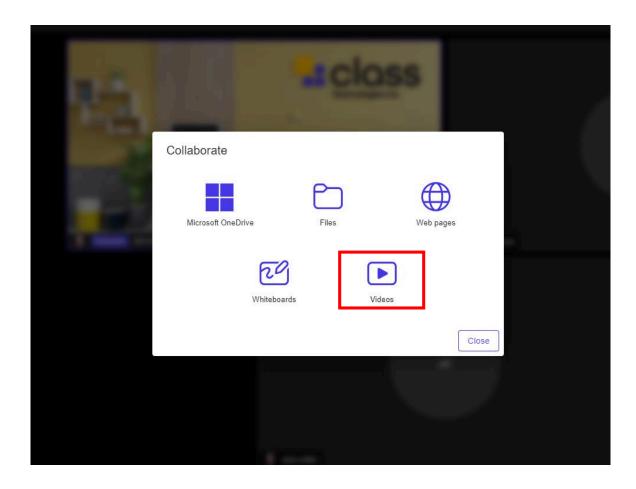


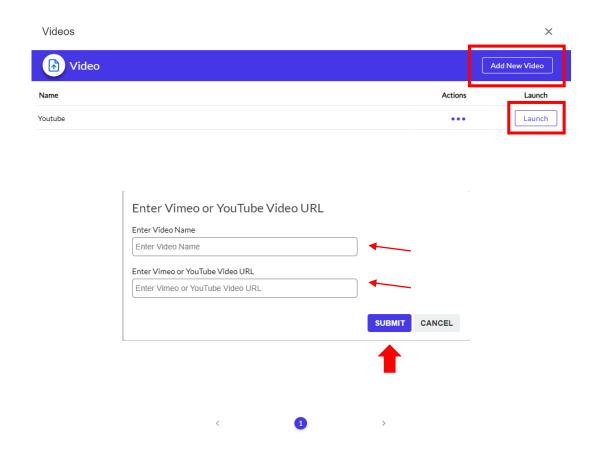
From the marked area, you can add a new white page using the 'Add Page' option.

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.



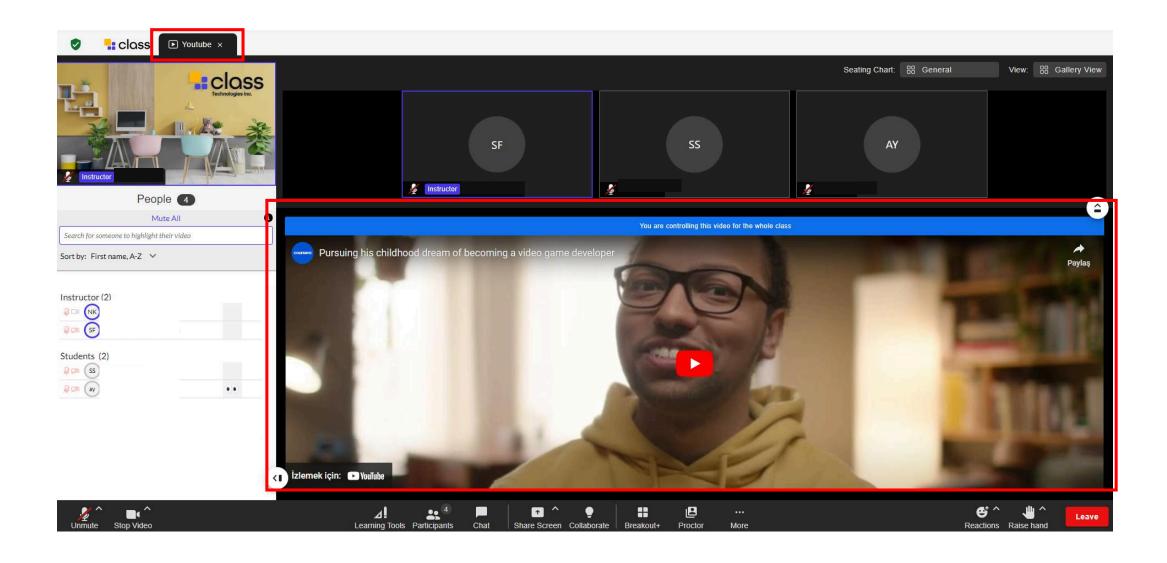


Click on the 'Videos' option from the 'Collaborate' area.

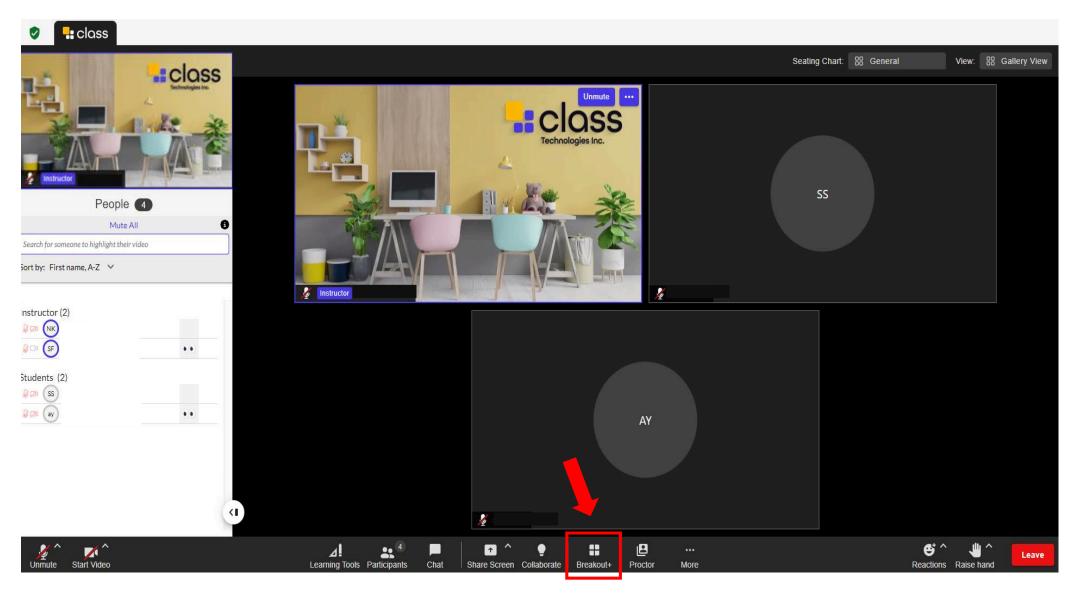
On the opened screen, you can add a new video by selecting 'Add New Video.'

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.



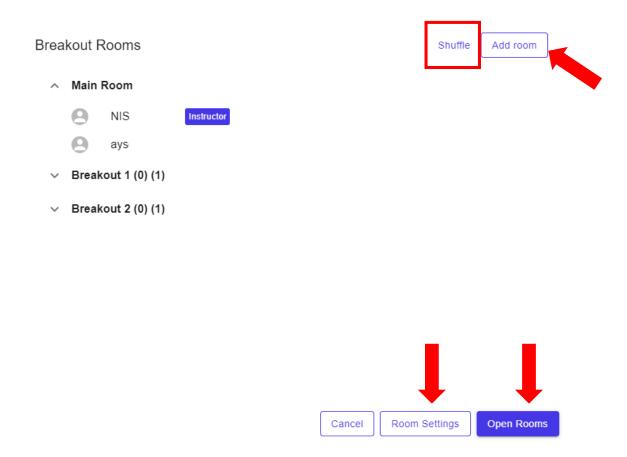
Breakout refers to dividing a large class into smaller groups to enable participants to work and interact collaboratively.



You can select the desired options by specifying the number of rooms.

From the 'Join Room' option, you can enter the room you have created, and from the 'Leave Room' option, you can exit the group.

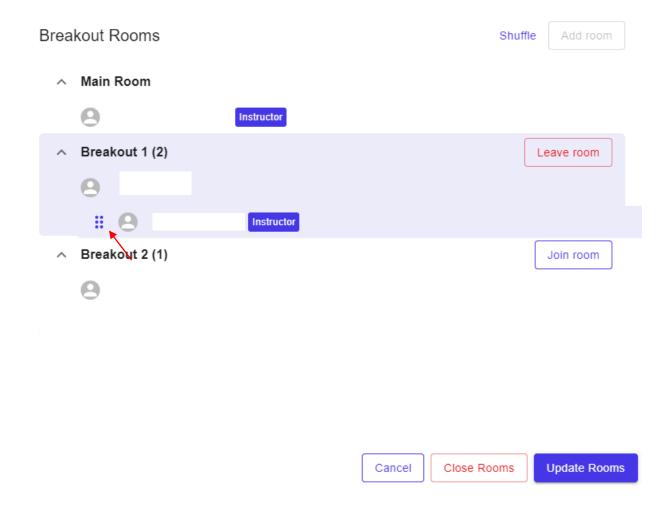
You can update the rooms from the 'Update Rooms' option and close the rooms from the 'Close Rooms' option.



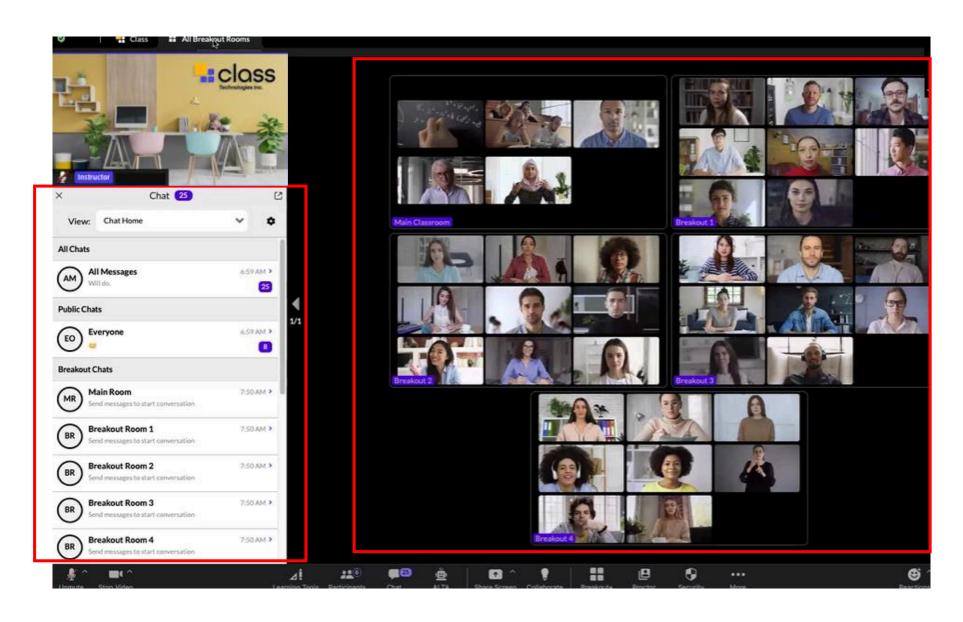
From the 'Add Room' option, you can create a new room. Using the 'Shuffle' option, you can randomly change the users in the rooms.

Room settings are configured from the 'Room Settings' option.

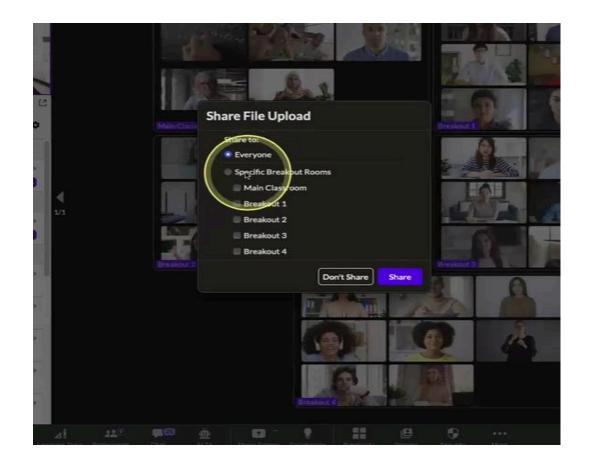
The 'Open Rooms' button creates and displays the rooms on the screen.

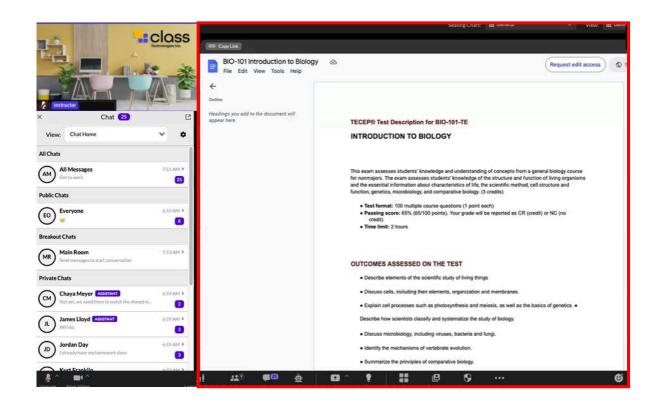


You can drag and drop the user you want to move to another room into the desired room using your cursor.



You can view all the rooms and send messages to any room from the chat area.

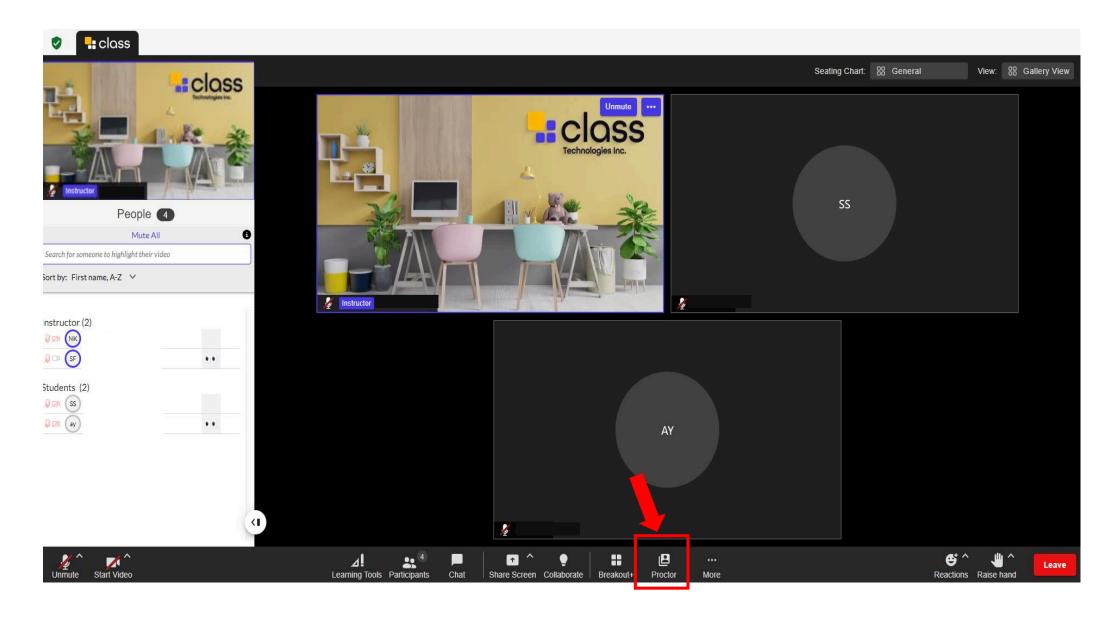




When you want to share files in the rooms, click on the Files option in the Collaborate area.

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.



Proctor area is used for student monitoring and management.

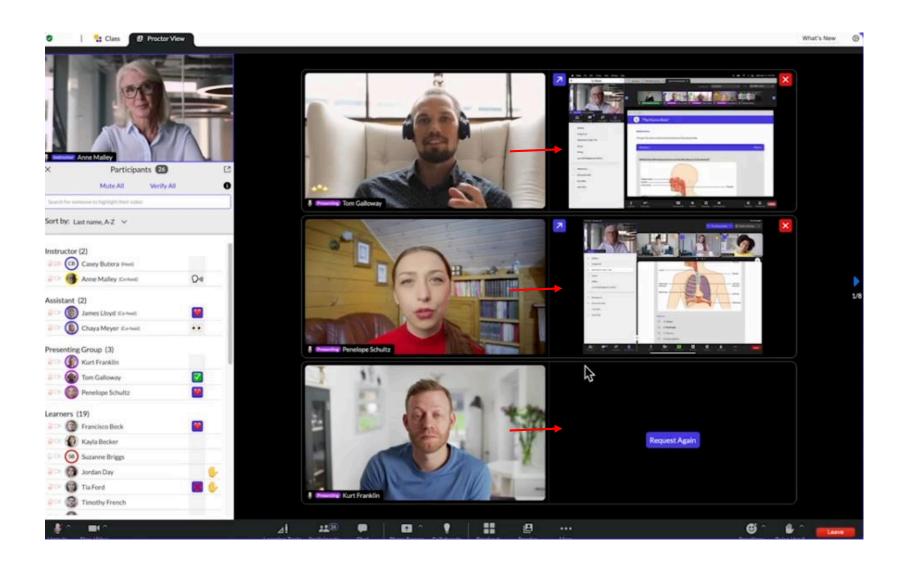
## Proctor Participants will be asked to share their screen. Instructors will be notified if participants reject the invite or leave Proctor View Who would you like to invite? Q Search. Select all Clear all ☐ 🔼 Si ay Proctor View is not supported on mobile devices. Mobile participants will not be able 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.

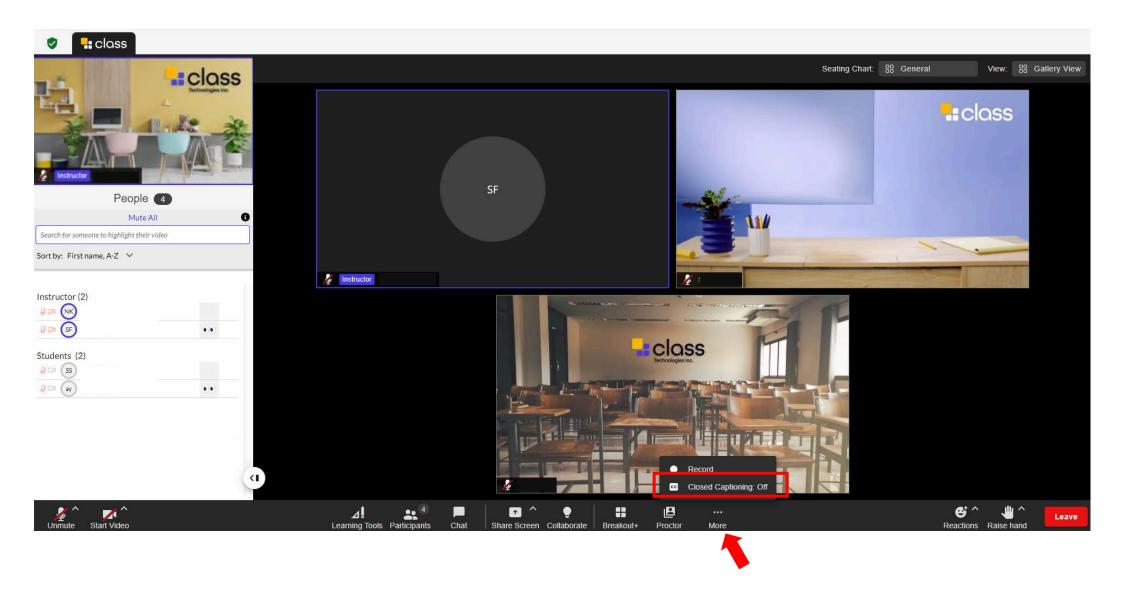


You can view users screen shares alongside their video feeds.

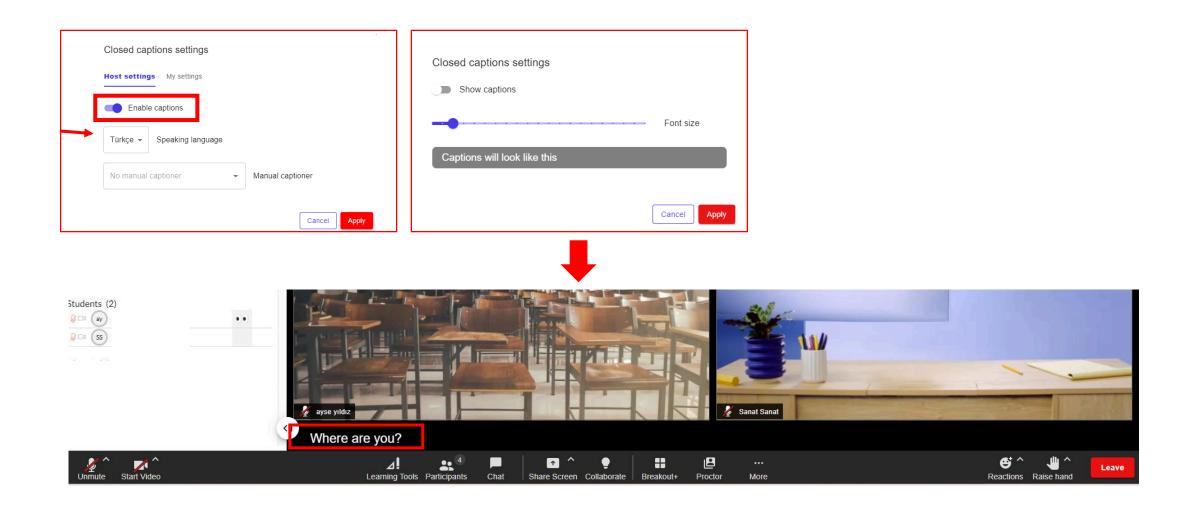
## Proctor Participants will be asked to share their screen. Instructors will be notified if participants reject the invite or leave Proctor View Who would you like to invite? Q Search.. Select all Clear all ☐ 🙆 Sa ay: ⚠ Proctor View is not supported on mobile devices. Mobile participants will not be able to share

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.

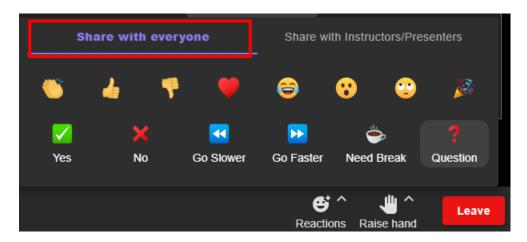


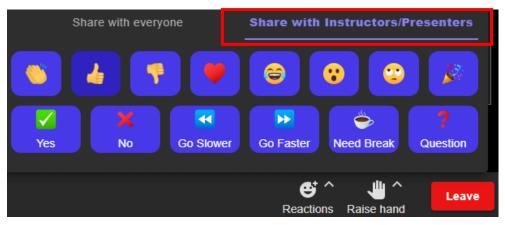
You can enable 'Closed Captioning' from the 'More' option in the bottom panel.

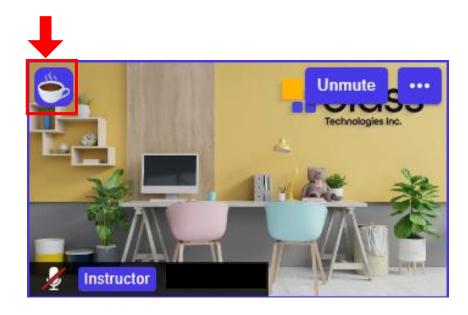


From the 'Host Settings' area, select the spoken language and enable subtitles, then click 'Apply'.

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







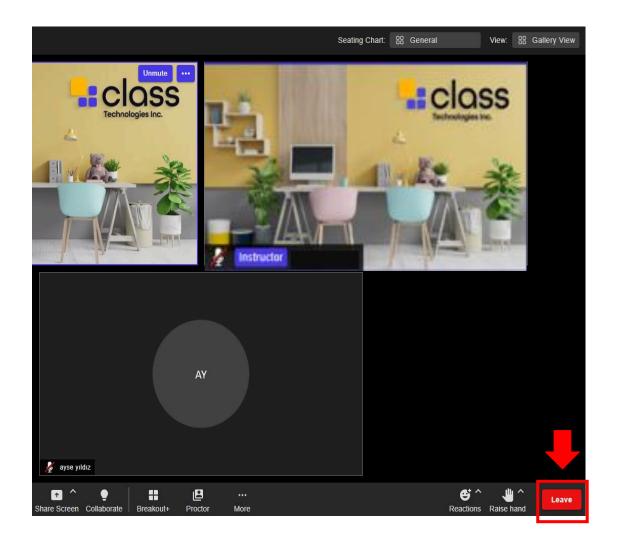




In the 'Reaction' area, you can share your selected reaction with the entire class using the 'Share it Everyone' option.

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.



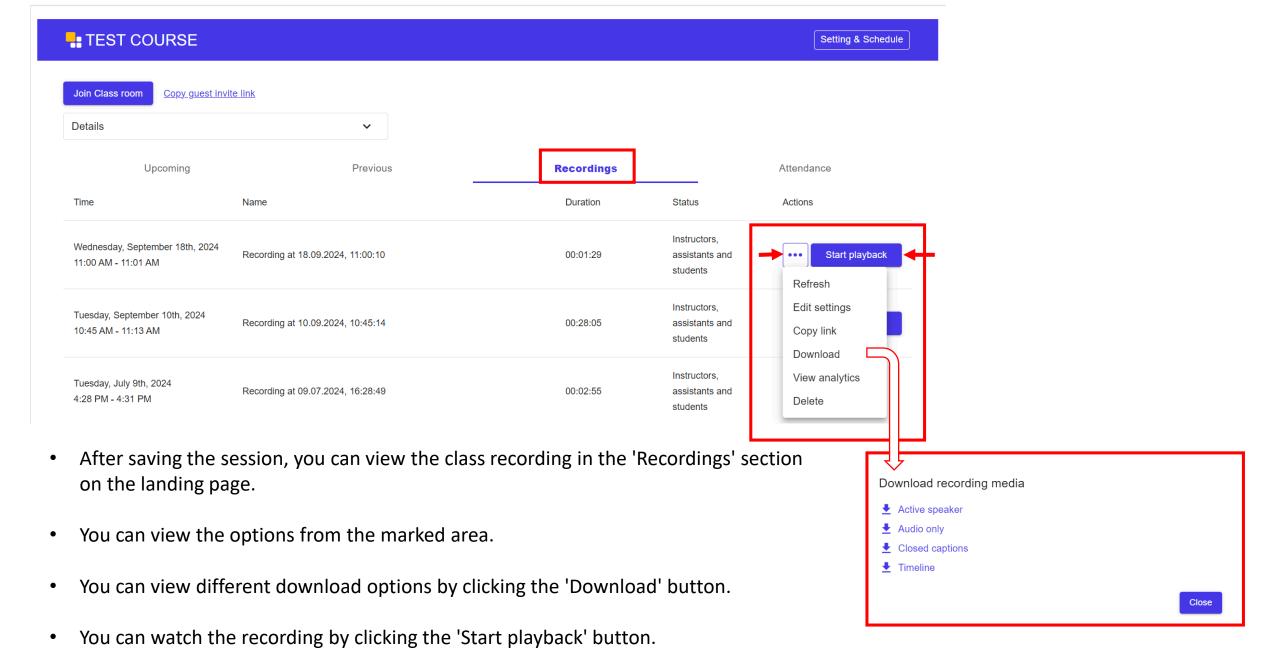
Click on the 'Leave' option to exit the class.

Click on the 'End Meeting For All' option to end the session.

## Leave or end class

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

Cancel End Meeting for All Leave



Course recordings are not downloaded by students.