



— ISTANBUL *25* Year  
OKAN UNIVERSITY

# ISTANBUL OKAN UNIVERSITY CLASS COLLAB USER GUIDE FOR INSTRUCTORS

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

**Login to Blackboard Learn**

Username

Password

Sign In

**Welcome to the O'Learn Education Platform!**

ISTANBUL OKAN UNIVERSITY  
1999  
25  
ISTANBUL  
OKAN UNIVERSİTESİ

**O'LEARN**

To be an innovative, pioneering 'world university' that can respond to the needs of society and business life at universal standards .

**Mobile Applications**

**Blackboard App**

Access all course content, notes, smart feedback, exams and assignments on your smartphone with the Blackboard Mobile App.

**LEARN**

Download the Blackboard app to your iOS version Android smartphones.

Download on the App Store GET IT ON Google Play

Log in using the Chrome, Microsoft Edge browser.

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

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

**LEARN**

Institution Page

Activity Stream

**Courses**

Such

Messages

Notes

Assist

Vehicles

Executive

## Courses

Search in your courses

Periods Available Courses

Filters All courses

25 item/page

3 results Available Courses

### Learning Center Test

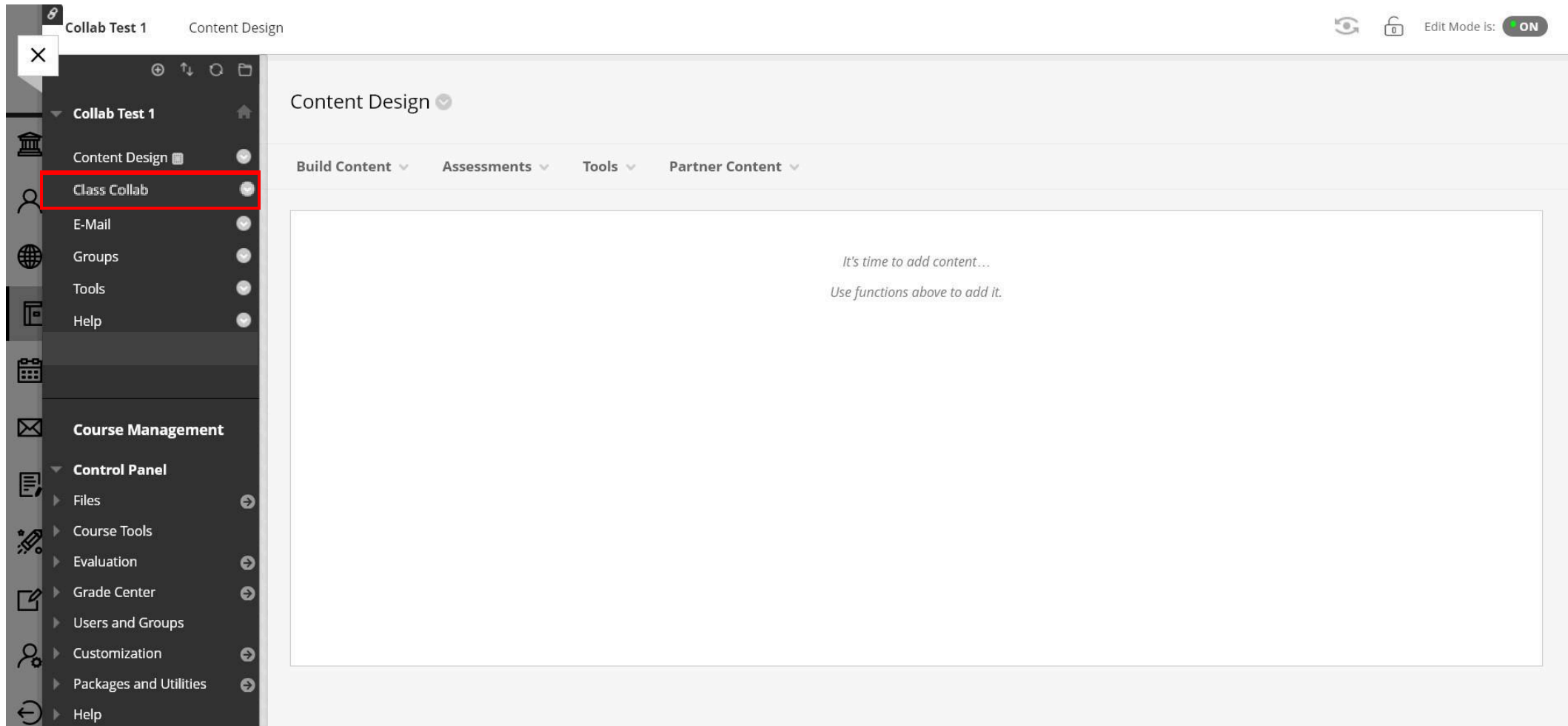
GFT001  
LearningCenterTest Original Course View  
Hungry | [Multiple Instructors](#) | More information

### Others


collabtest1  
Collab Test 1 Original Course View  
Hungry | [Multiple Instructors](#) | More information

2023-2024-TEST  
TEST COURSE Original Course View  
Hungry | More information

You can access the course by clicking on the Courses link.



Click on the Class Colab (Virtual Classroom) link in the left menu.

 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.'



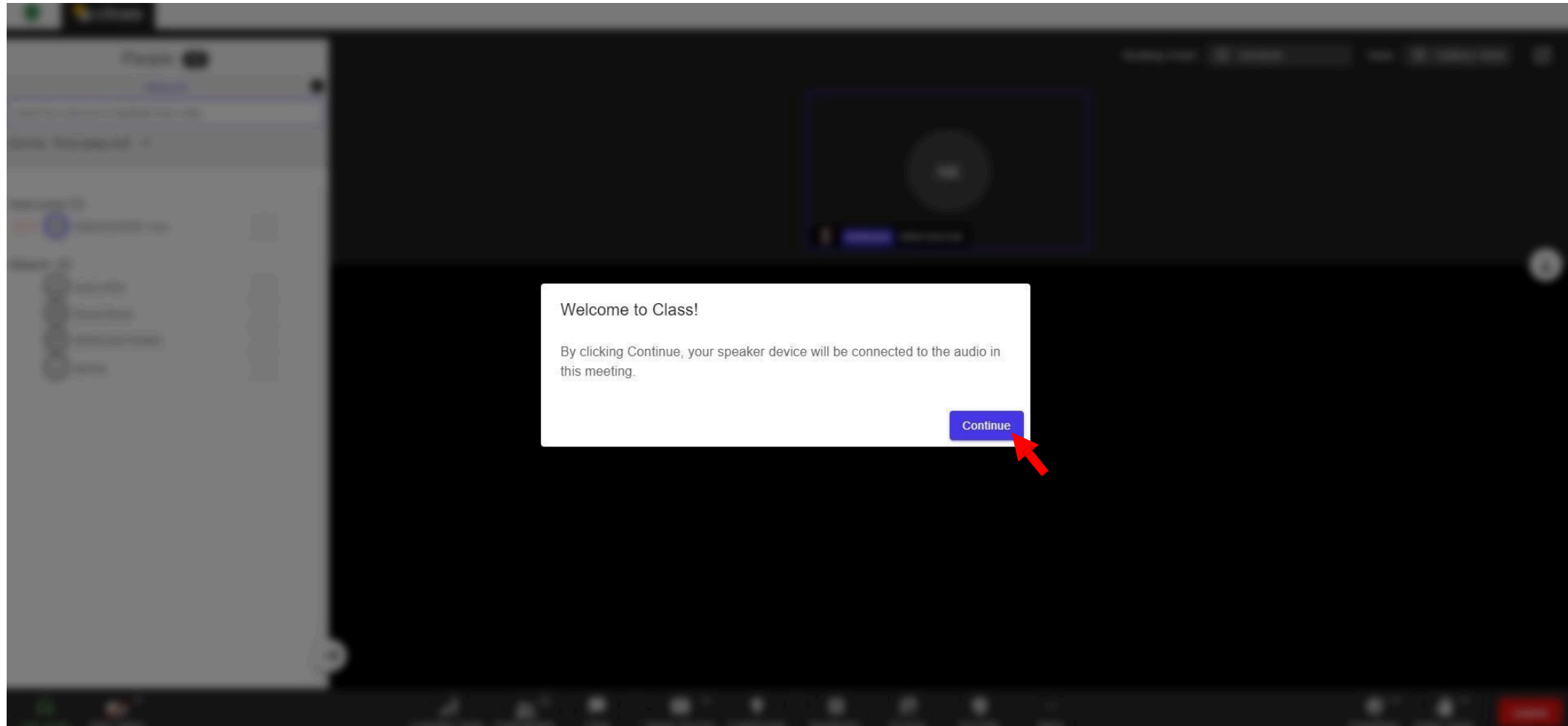
Join your class session

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.



class

Seating Chart: General View: Gallery View

class Technologies Inc.

Instructor

People 4

Mute All

Search for someone to highlight their video

Sort by: First name, A-Z

Instructor (2)

NK SF

Students (2)

SS ay

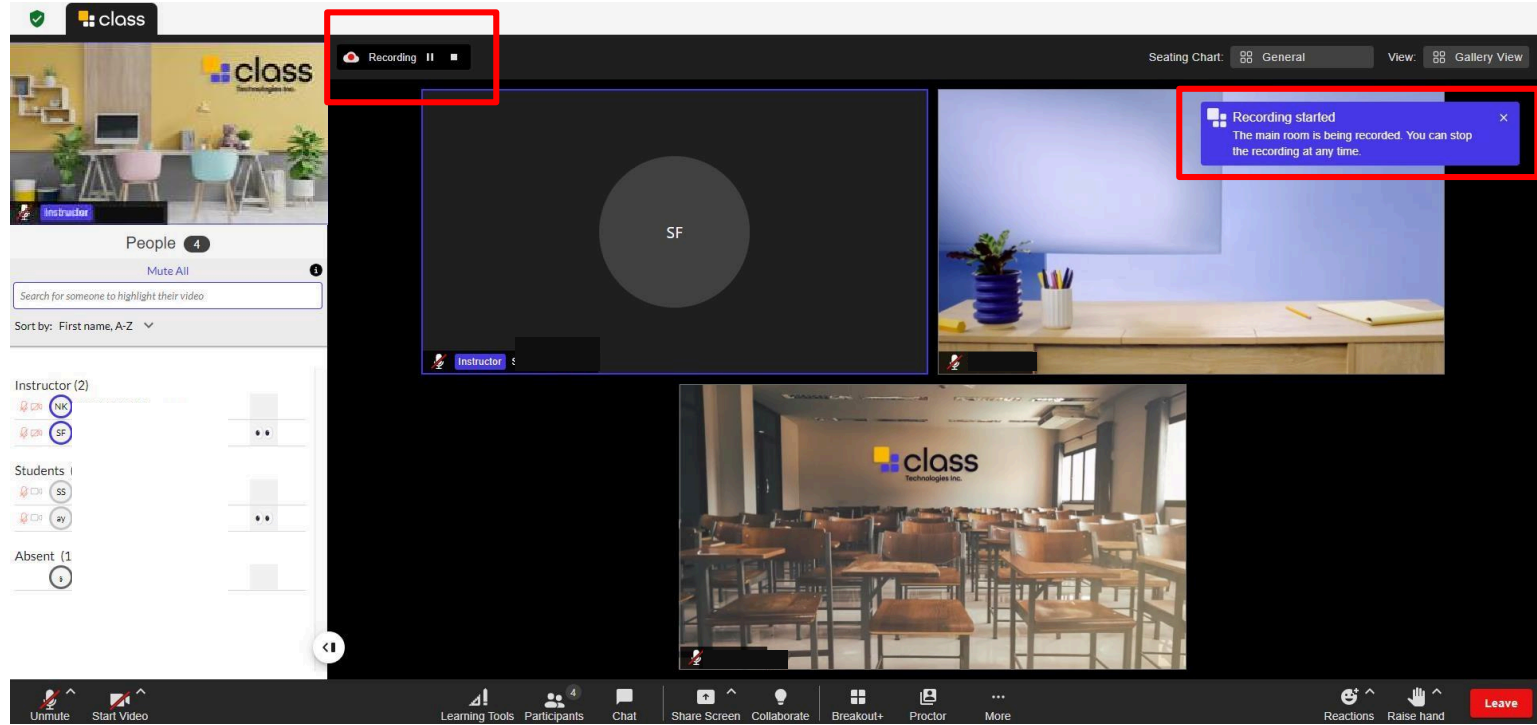
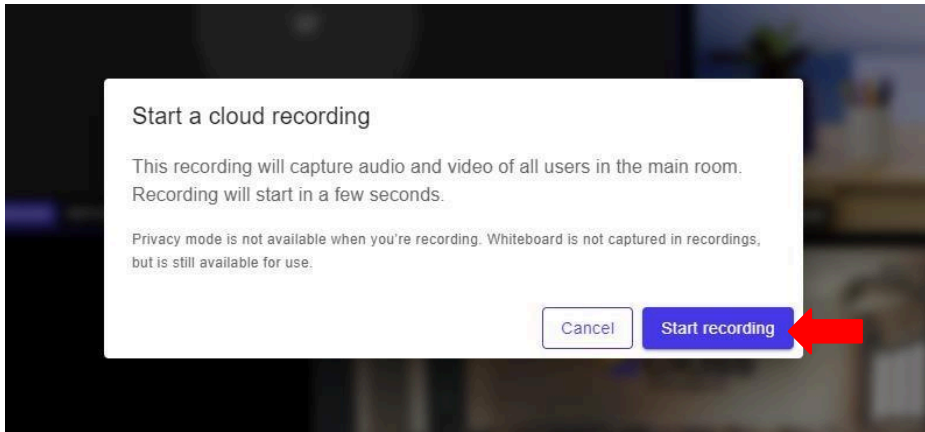
Instructor

Record

Closed Captioning: Off

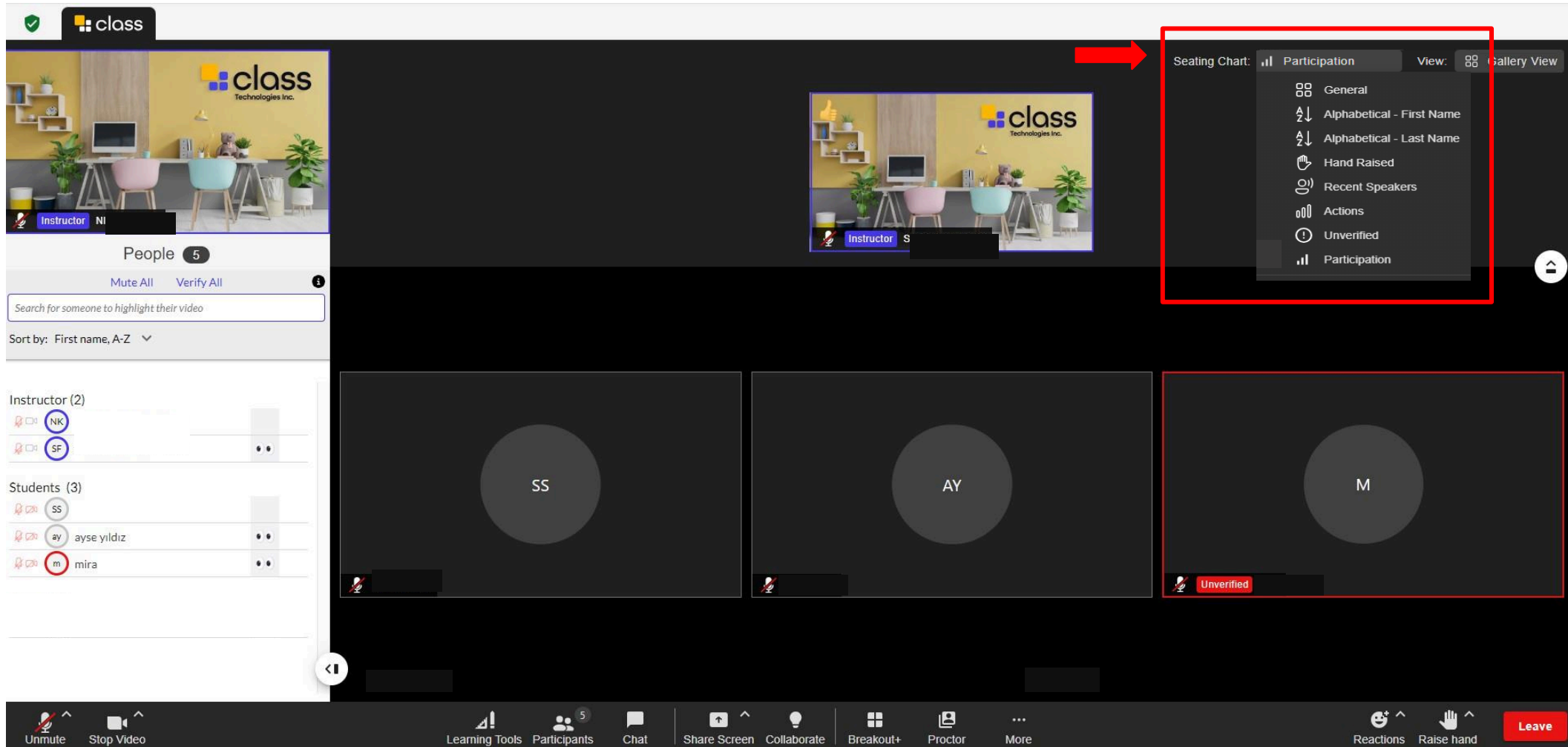
Unmute Start Video Learning Tools Participants Chat Share Screen Collaborate Breakout+ Proctor More Reactions Raise hand Leave

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.

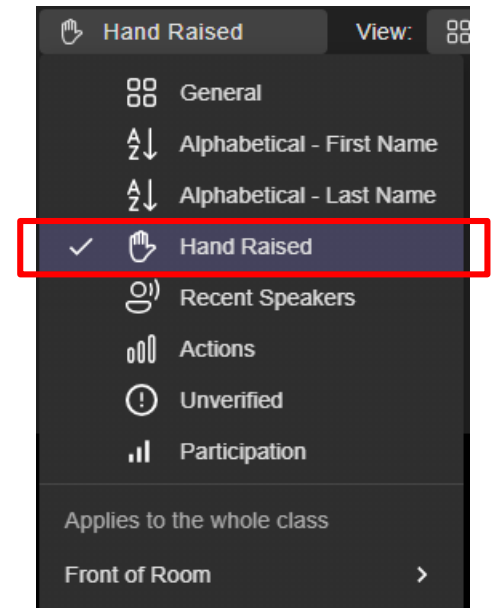
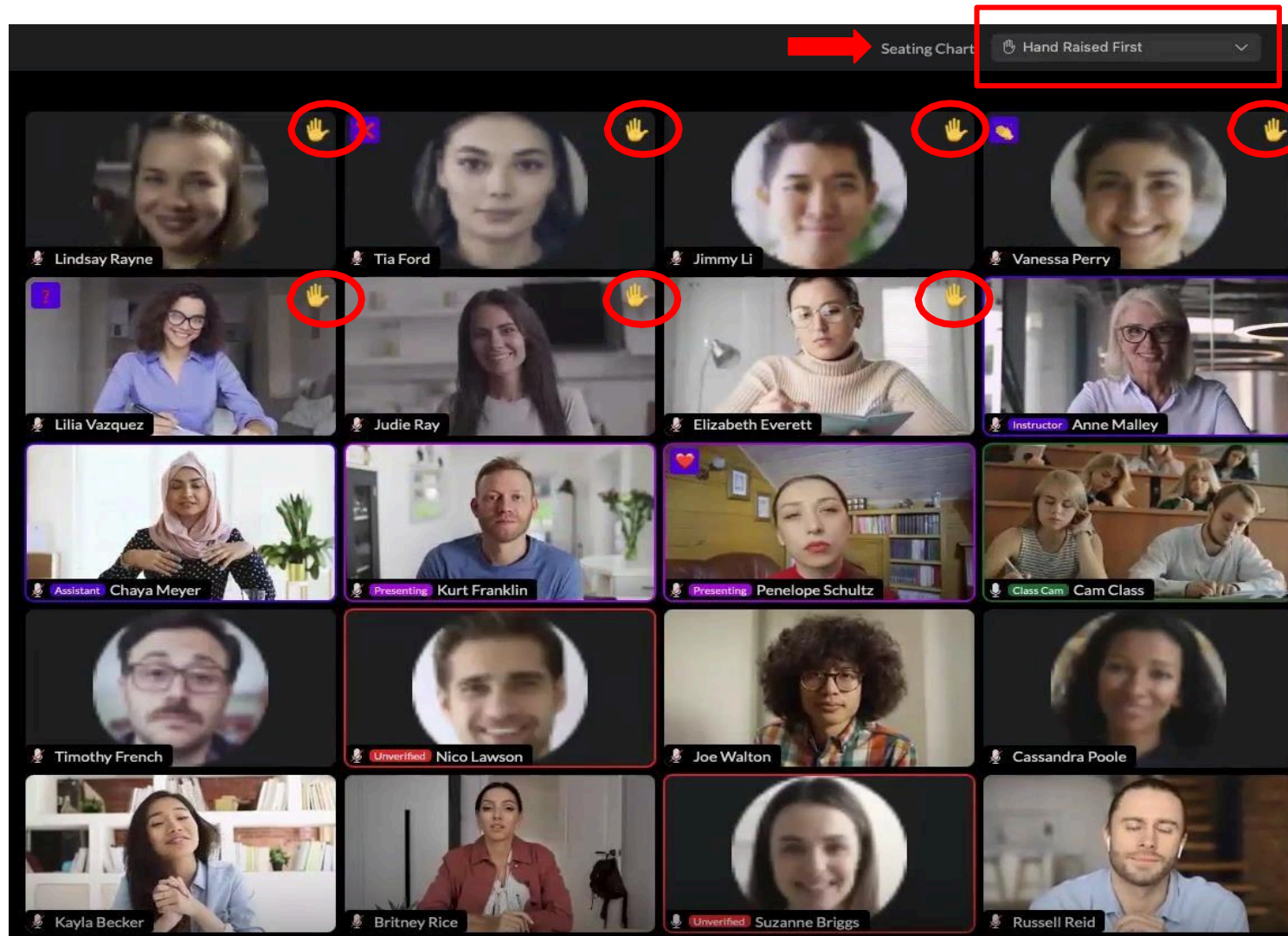
Once you receive a notification that recording has started, you will see the option to stop and end the recording in the top-left corner of the screen.



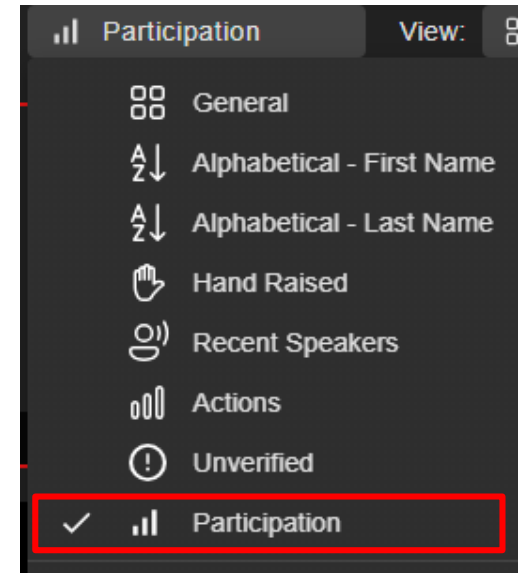
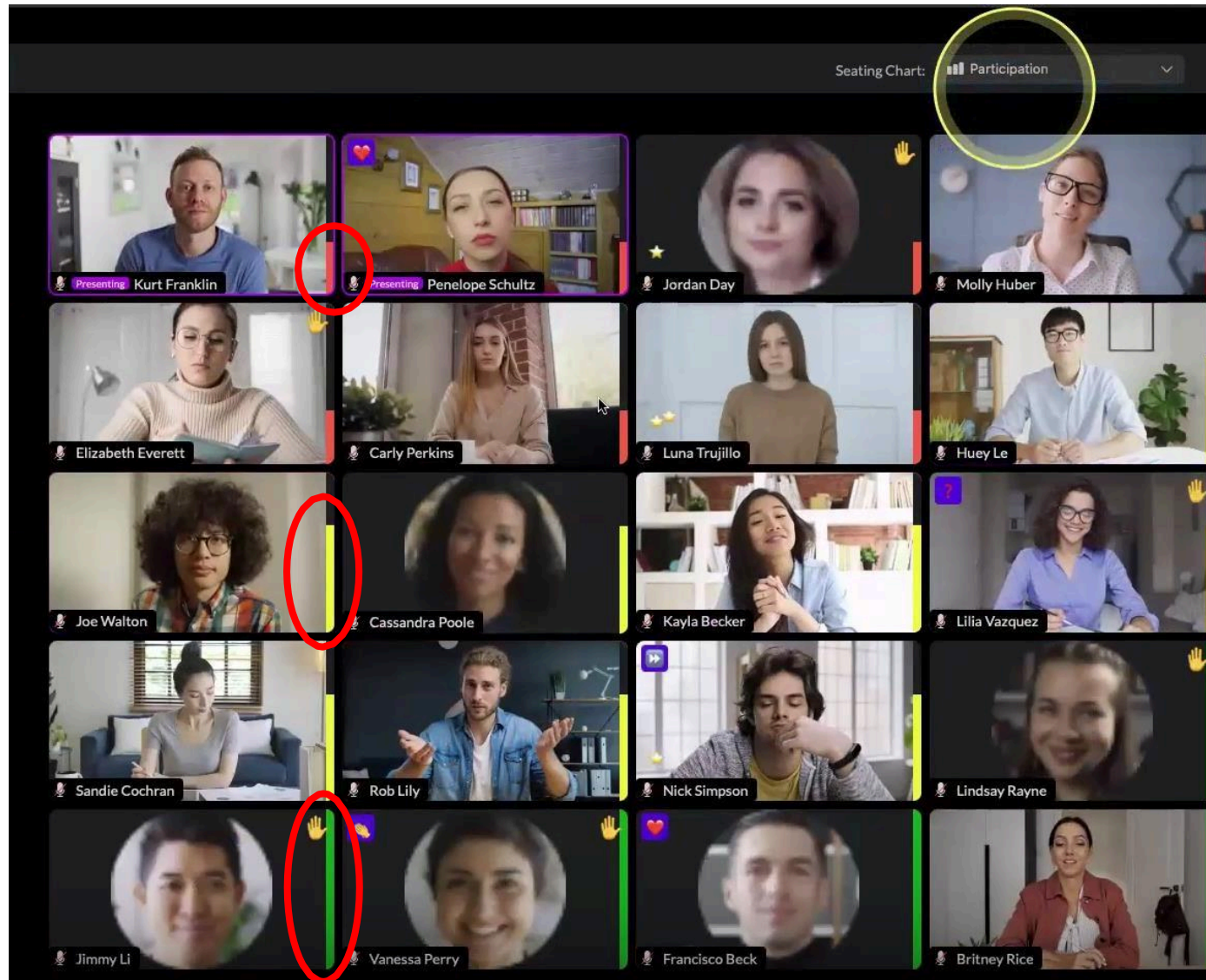
In the 'Seating Chart' section, you can adjust the seating arrangement settings for session participants.

The screenshot displays a Zoom meeting interface. At the top right, the 'Seating Chart' area is highlighted with a red box, showing 'Participation' as the selected view. Below this, a red arrow points to an information icon (a lowercase 'i' in a circle) located in the 'People' sidebar. The sidebar lists participants: two instructors (SEFACAN FID... and NISA KUCUK) and one student (Sanat Sanat). The main meeting area shows a large video placeholder with the initials 'SS' and a smaller video feed of the instructor. The bottom toolbar includes controls for Unmute, Stop Video, Learning Tools, Participants, Chat, Share Screen, Collaborate, Breakout+, Proctor, Security, 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.

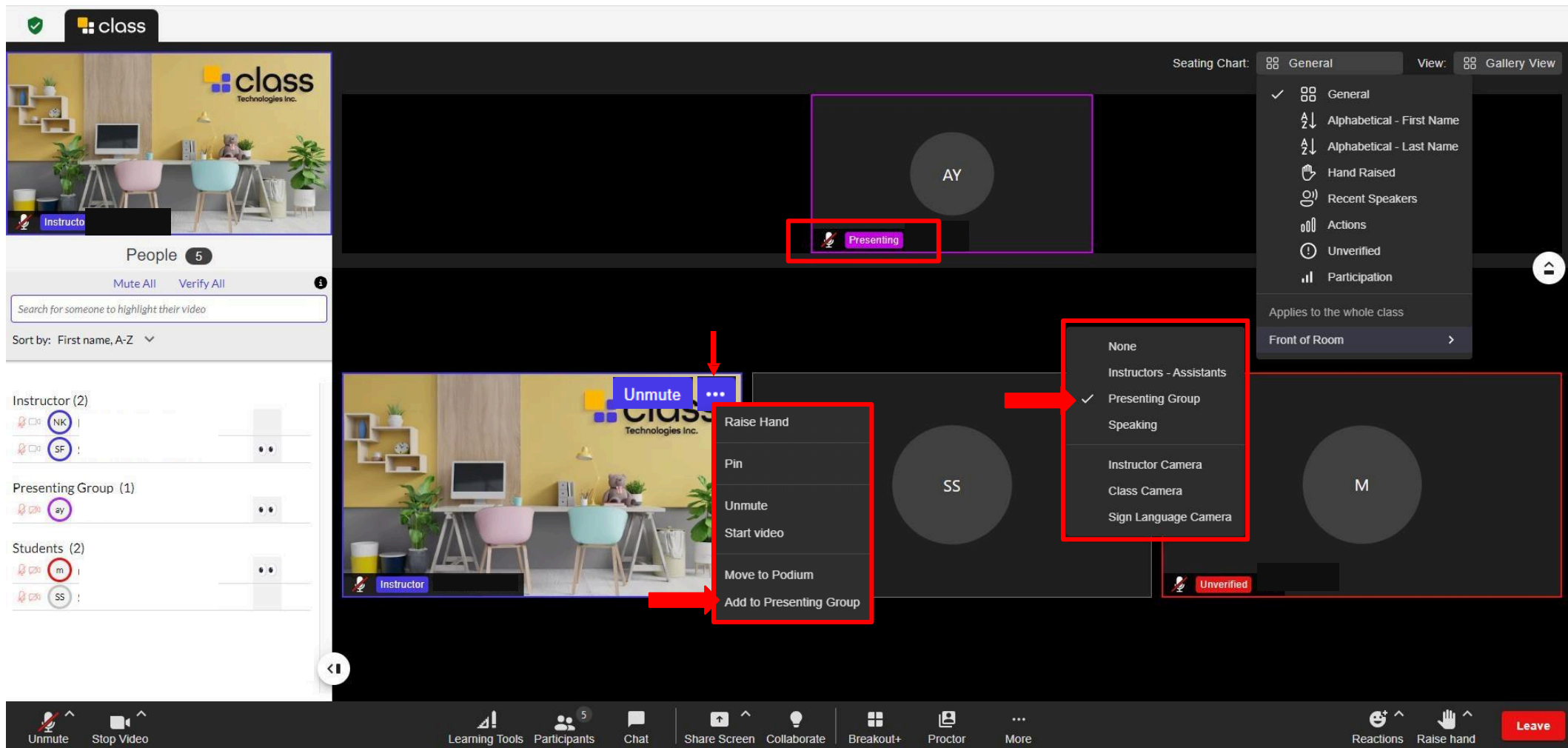


Click on the 'Participation' option to view the users participation levels.

**Red:** Low

**Yellow:** Good

**Green:** Great



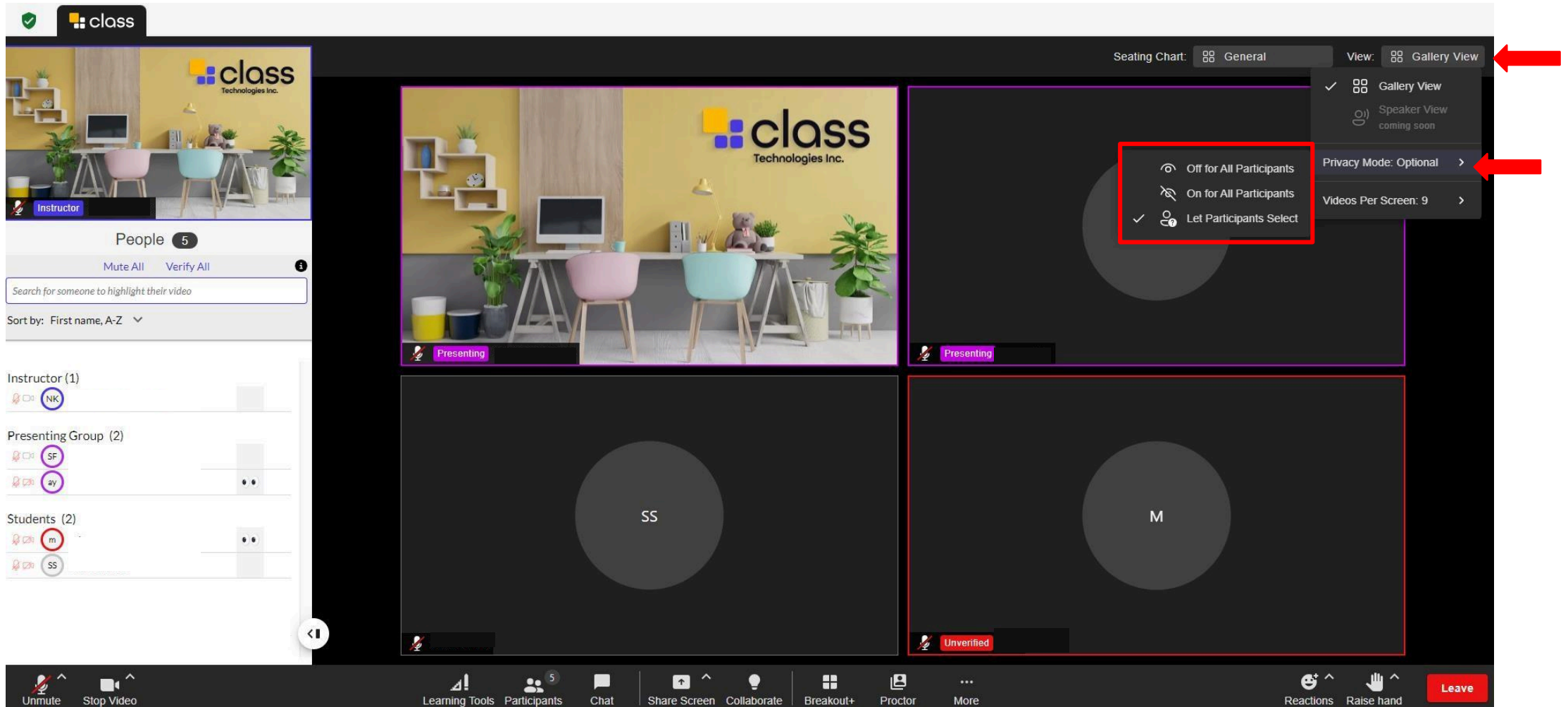
Click on the highlighted option to bring the users presenting to the foreground.

Add the desired user to the presentation group.

The screenshot displays a meeting interface for Class Technologies Inc. On the left, a sidebar shows a list of participants: two instructors (NK and SF) and three students (ay, m, and SS). The main area shows a gallery view of video thumbnails. A red arrow points from the instructor thumbnail to a larger thumbnail labeled 'AY'. Another red arrow points from the 'Speaking' option in the 'Seating Chart' menu to the 'AY' thumbnail. The 'Seating Chart' menu is open, showing options: None, Instructors - Assistants, Presenting Group, Speaking (checked), Instructor Camera, Class Camera, and Sign Language Camera. 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 highlighted option to bring the speaking user to the foreground.



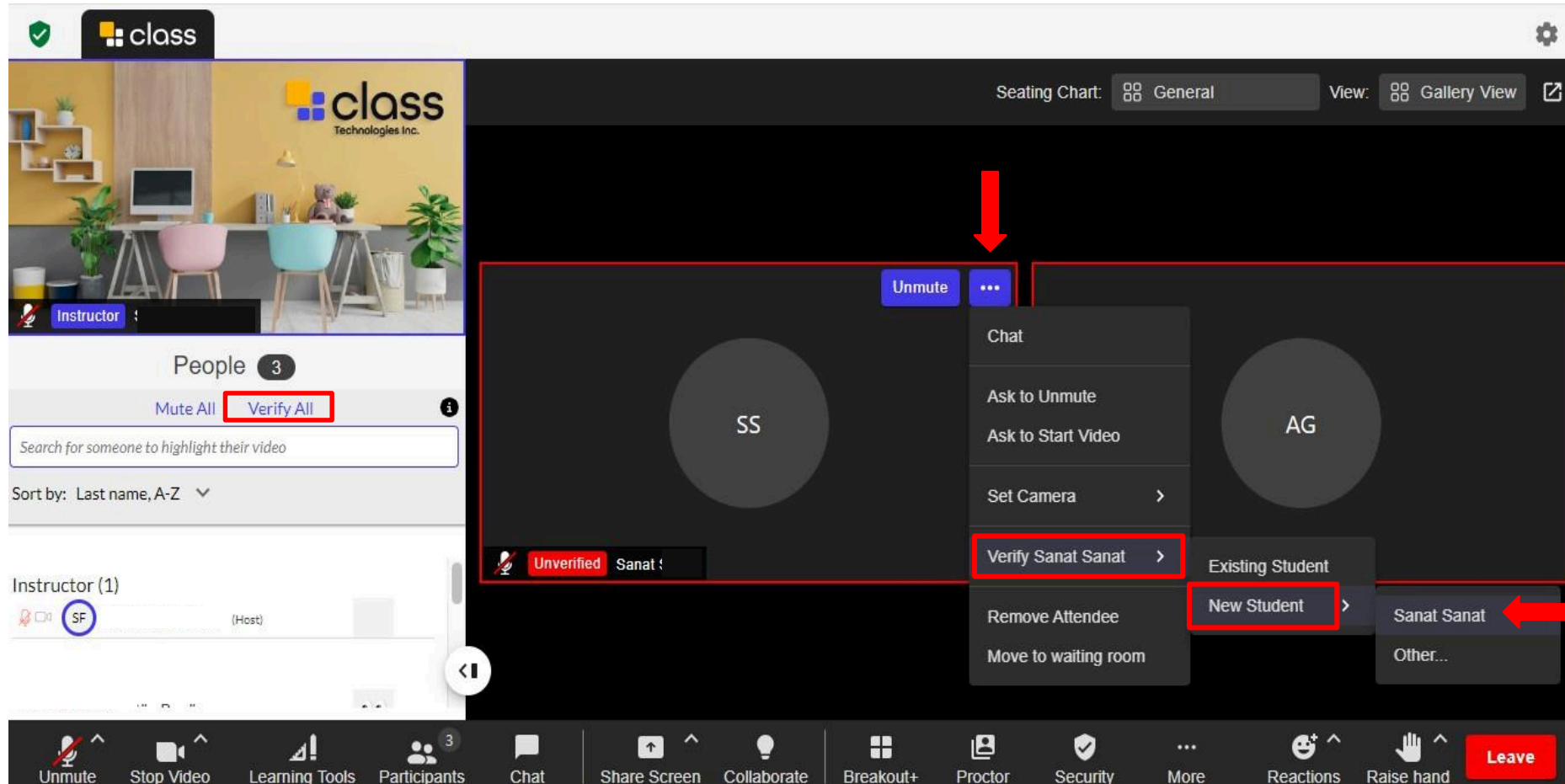


You can activate 'Gallery View' mode.

- 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 the 'class' logo, a 'People' list showing 5 participants (2 instructors and 3 students), and a search bar. The main area displays a gallery of video thumbnails. The top thumbnail shows the 'class' logo and a desk setup. Below it, there are three smaller thumbnails labeled 'M', 'AY', and 'SS'. A settings menu is open in the top right corner, showing options for 'Seating Chart', 'View', 'Privacy Mode', and 'Videos Per Screen'. The 'Videos Per Screen' option is highlighted with a red box, and a red arrow points to it. The menu shows a list of options: 4, 9 (checked), 16, and 20. 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.

class

Seating Chart: General View: Gallery View

class Technologies Inc.

Instructor

People 5

Mute All Verify All

Search for someone to highlight their video

Sort by: First name, A-Z

Instructor (2)

NK SF

Students (3)

ay ayse yıldız

Speakers

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

Microphones

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

Unmute Stop Video

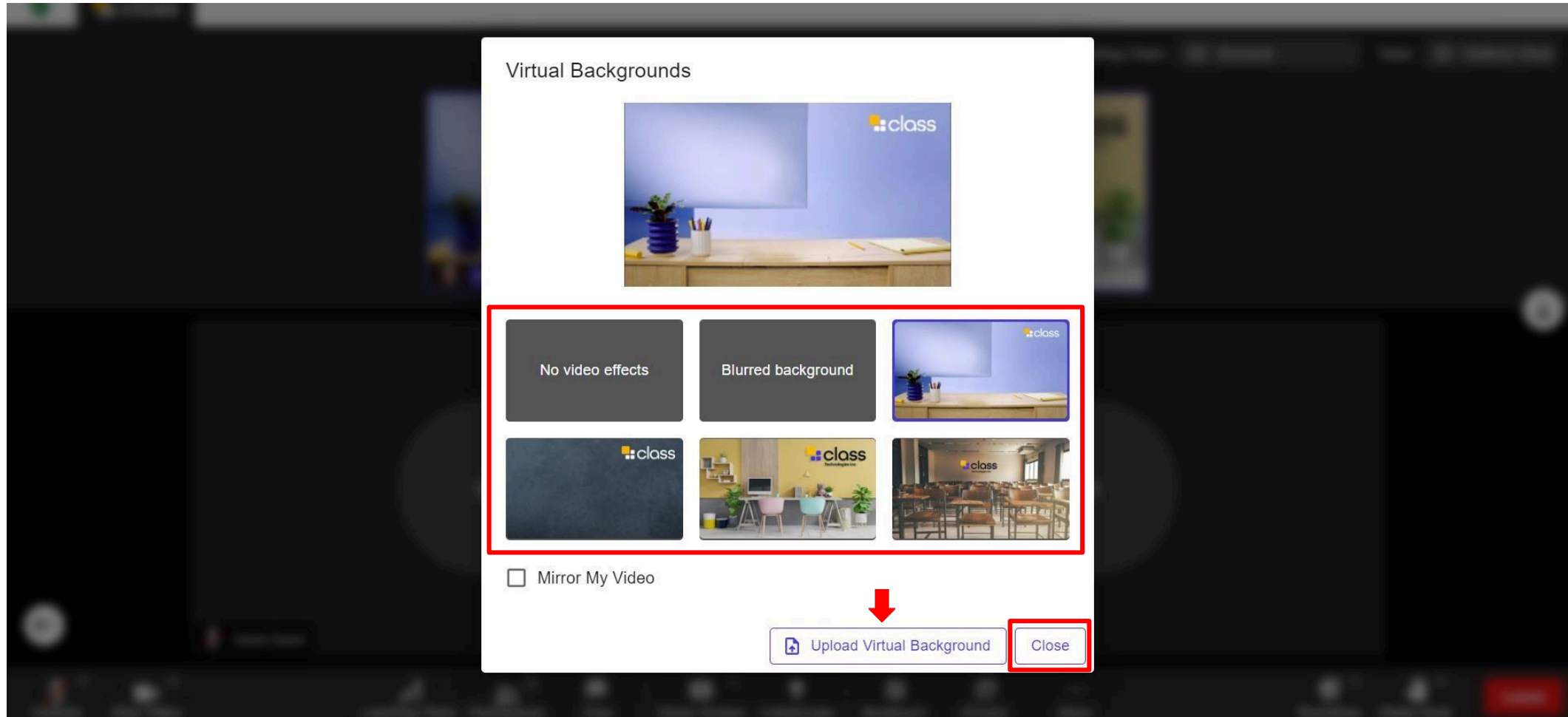
Sohbet Learning Tools Participants Chat Share Screen Collaborate Breakout+ Proctor More Reactions Raise hand Leave

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

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

The image shows a Zoom meeting interface. On the left, there is a sidebar with a 'class Technologies Inc.' logo and a 'People' section showing 5 participants. Below this, there are lists for 'Instructor (2)' (NK, SF) and 'Students (3)' (ay, m, ss). At the bottom left, a red box highlights a menu with 'Virtual Background' and 'Integrated Camera' options. The main meeting area shows a grid of video feeds. The top-left feed shows the 'class Technologies Inc.' logo. The bottom-left feed is highlighted with a red border and shows a large grey circle with the letter 'M'. The bottom-right feed shows a large grey circle with the letters '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.



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

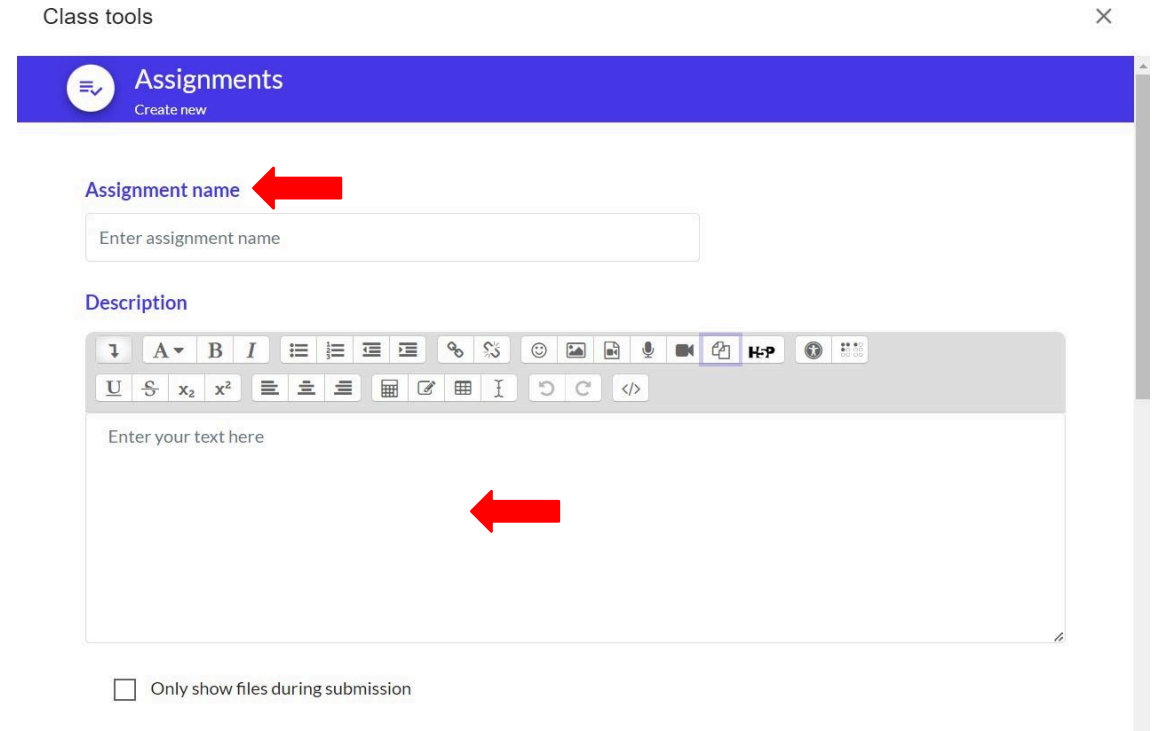
The screenshot displays a Zoom meeting interface. On the left, a sidebar titled 'Learning Tools' is visible, containing a 'Course Content' section with a list of items: Syllabus, Assignment, Assessment / Quiz / Test, Survey, Polling, and Learning Management System. A red arrow points to the 'Syllabus'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

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

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 'Assignment' option. The main meeting area displays a gallery view of three participants: an 'Instructor' (top left), a participant with initials 'SS' (top right), and a participant with initials 'M' (bottom left). A red arrow points to the 'Learning Tools' icon in the bottom toolbar. 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.

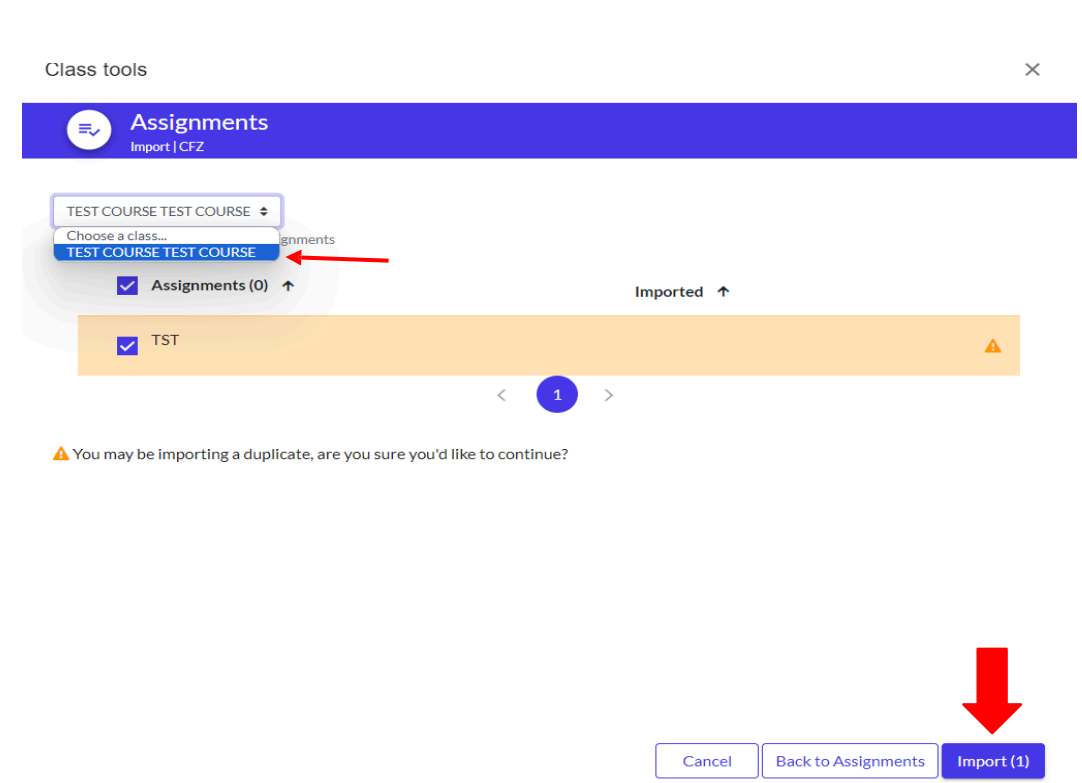
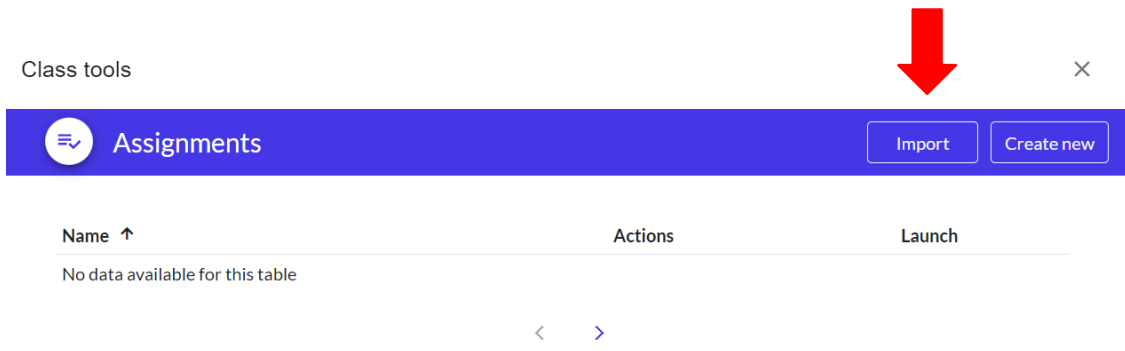




The content you transferred to the O'Learn course content area appears in the 'Assignments' section.

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 image shows a Zoom meeting interface. On the left is a sidebar with a 'class Technologies Inc.' logo at the top. Below the logo is a section titled 'Learning Tools' with a red arrow pointing to it. Underneath 'Learning Tools' is a 'Course Content' section with a list of items: Syllabus, Assignment, Assessment/Quiz/Test (highlighted with a red arrow), Survey, Polling, and Learning Management System. The main area of the screen is a video grid. The top-left video is the 'Instructor' with an 'Unmute' button. The top-right video is a participant labeled 'SS'. The bottom-left video is a participant labeled 'M' with an 'Unverified' status. The bottom-right video is a participant labeled 'AY'. At the top right of the meeting area, there are controls for 'Seating Chart: General' and 'View: Gallery View'. At the bottom of the screen is a toolbar with icons for Unmute, Stop Video, Learning Tools (highlighted with a red arrow), Participants (5), Chat, Share Screen, Collaborate, Breakout+, Proctor, More, Reactions, Raise hand, and a red 'Leave' button.

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



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

< 1 >

Assessments/Quizzes/Tests Create new

**GENERAL** QUESTIONS

Name

Type

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

Class tools

Assessments/Quizzes/Tests

TEST COURSE TEST COURSE

Choose a class...

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

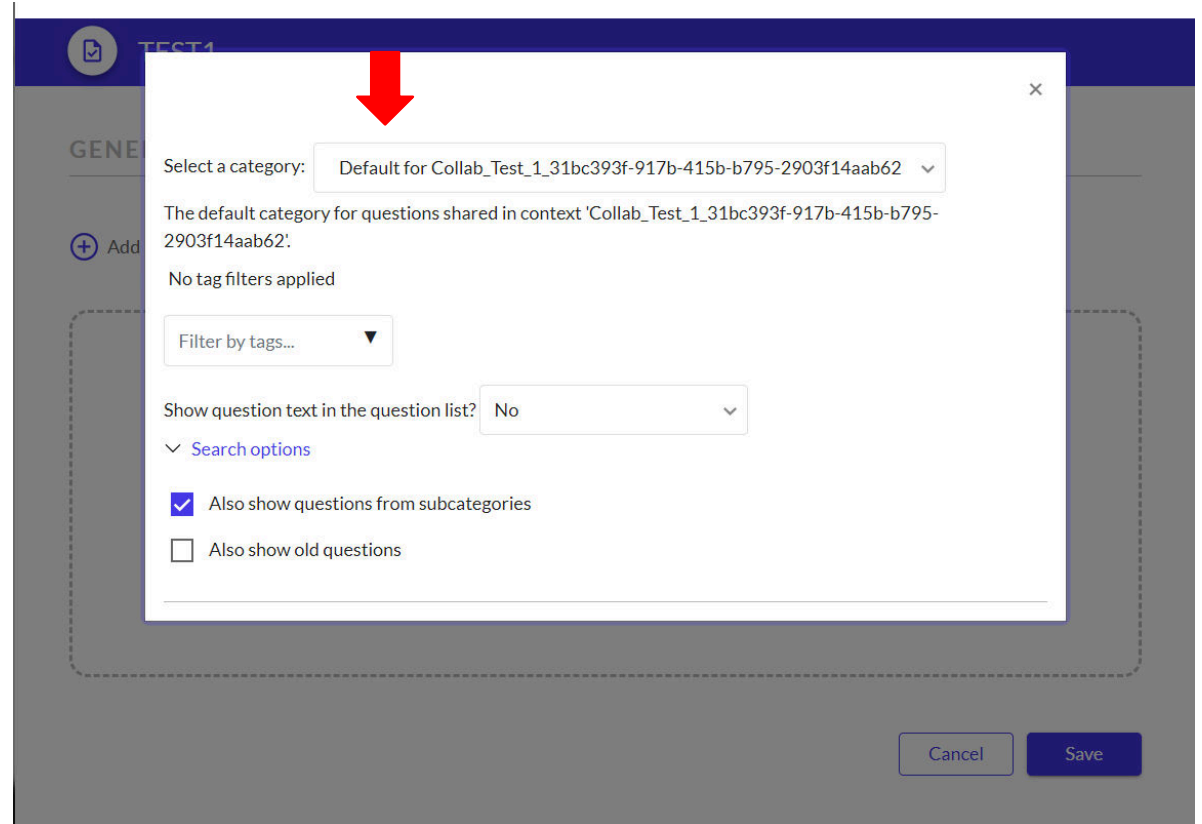
You can select the types of questions.

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.

class Assessment: QUES... x

class  
Technologies Inc.

Seating Chart: General View: Gallery View

AY SS

Learning Tools

Course Content Class Management

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

**QUESTIONS TEST**

[Preview quiz](#)

**Instructions**

Summary of your previous attempts

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>

Highest grade: 10.00 / 10.00.

Unmute Start Video Learning Tools Participants 3 Chat Share Screen Collaborate Breakout+ Proctor More Reactions Raise hand Leave

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"/>	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.

class Technologies Inc.

Seating Chart: General View: Gallery View

Unmute

Instructor

Learning Tools

Course Content Class Management

Syllabus

Assignment

Assessment / Quiz / Test

Survey

Polling

Learning Management System

Unverified

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

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

Class tools ×

**Surveys** Templates Import Create new

Name ↑	Actions	Launch
No data available for this table		

< >



Class tools ×

**Surveys**  
Templates | CFZ

[Surveys](#) / **Templates**

Templates ↑	Actions
A1. Academic: Content Evaluation	<span style="border: 2px solid red; padding: 2px;">⋮ Apply To New Survey</span>
A2. Academic: Course Evaluation	
A3. Academic: Post-Class Student Engagement Survey	⋮
A4. Academic: Instructor Evaluation	⋮
A5. Academic: Student Well-Being survey	⋮
C1. Corporate: Training Event Evaluation	⋮

Click on the marked area to access the available templates.

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

## A1. Academic: Content Evaluation

## GENERAL QUESTIONS

## Name

A1. Academic: Content Evaluation (copy)

## Description



The following 19 survey questions ask students to reflect on their experience in a specific course, including satisfaction with presentations, assignments, assessments, subject-matter relevance, content delivery, and how the course impacted their interest in the field of study.

## Due date

- No due date
- Due before class ends



## Due date

- No due date
- Due before class ends
- Due in: 0 hours 0 minutes
- Due by: 7/12/2024 4:01 PM
- Auto number questions
- Show participant names with answers

Cancel

Save

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



Surveys  
Surveys | CFZ

**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 ^

Question

The lectures, readings, and assignments complemented each other.

Multiple choice values

Option 1	Rating
Strongly disagree	1
Option 2	Rating
Somewhat disagree	2



Class tools

Option 1	Rating
Strongly disagree	1
Option 2	Rating
Somewhat disagree	2
Option 3	Rating
Neither agree nor disagree	3
Option 4	Rating
Somewhat agree	4
Option 5	Rating
Strongly agree	5

+ Add an option

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

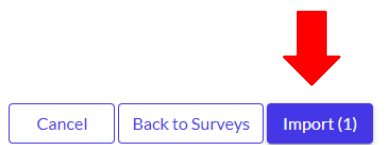
If you want to add more options, you can click 'Add an option'.



Name ↑	Actions	Launch
No data available for this table		



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



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.

class A1. Academic: Cont...

class Technologies Inc.

Seating Chart: General View: Gallery View

A1. Academic: Content Evaluation (copy) (copy) (copy) Export

Status: Open  
Responses: 2  
Questions: 19

People 4  
Mute All  
Search for someone to highlight their video  
Sort by: First name, A-Z

Instructor (2)  
NK  
SF

Students (2)  
ay  
SS

(1) Strongly disagree (2) Somewhat disagree (3) Neither agree nor disagree (4) Somewhat agree (5) Strongly agree

The instructional materials increased my knowledge and skills in the subject matter. View Details 1

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

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 setup with a computer, a pink chair, and a blue chair. The 'class Technologies Inc.' logo is also present in the video feed. Below the video feed, a red box highlights the 'Unverified' status of the 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
- Activity Stream
- Courses
- Calendar
- Messages
- Grades
- Assist
- Tools
- Admin
- Sign Out

#### Basic Information

Full Name	
Email Address	
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

The image shows a Zoom meeting interface. On the left, there is a sidebar with the 'class' logo at the top. Below the logo, there are two tabs: 'Learning Tools' and 'Class Management'. A red arrow points from the 'Learning Tools' tab to the 'Attendance' option in the 'Class Management' section. The 'Attendance' option is highlighted with a red box. Other options in the 'Class Management' section include 'Class Roster', 'Gradebook', 'Dashboard', and 'Instructor FAQ'. The main meeting area shows a grid of video thumbnails. The top-left thumbnail shows the 'class' logo and a desk setup. The other three thumbnails are dark with a large grey circle in the center containing the letters 'SS', 'M', and 'AY' respectively. At the bottom of the screen, there is a toolbar with various icons for meeting controls: 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

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' option is highlighted with a red box. A red arrow points from the 'Learning Tools' header to the 'Gradebook' option. The main meeting area displays a virtual background of a desk with a computer and plants, with the 'class Technologies Inc.' logo. Three video thumbnails are visible: the top-left one shows the instructor, the bottom-left one is labeled 'Unverified', and the bottom-right one is labeled 'AY'. The top-right thumbnail is labeled 'SS'. At the bottom, a toolbar contains various controls: Unmute, Stop Video, Learning Tools, Participants (5), Chat, Share Screen, Collaborate, Breakout+, Proctor, More, Reactions, Raise hand, and a red 'Leave' button. The top right of the meeting area shows 'Seating Chart: General' and 'View: Gallery View'.

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 Sanat	10.00	-	-	-	-	-
ayse'	-	20.00	-	-	-	-

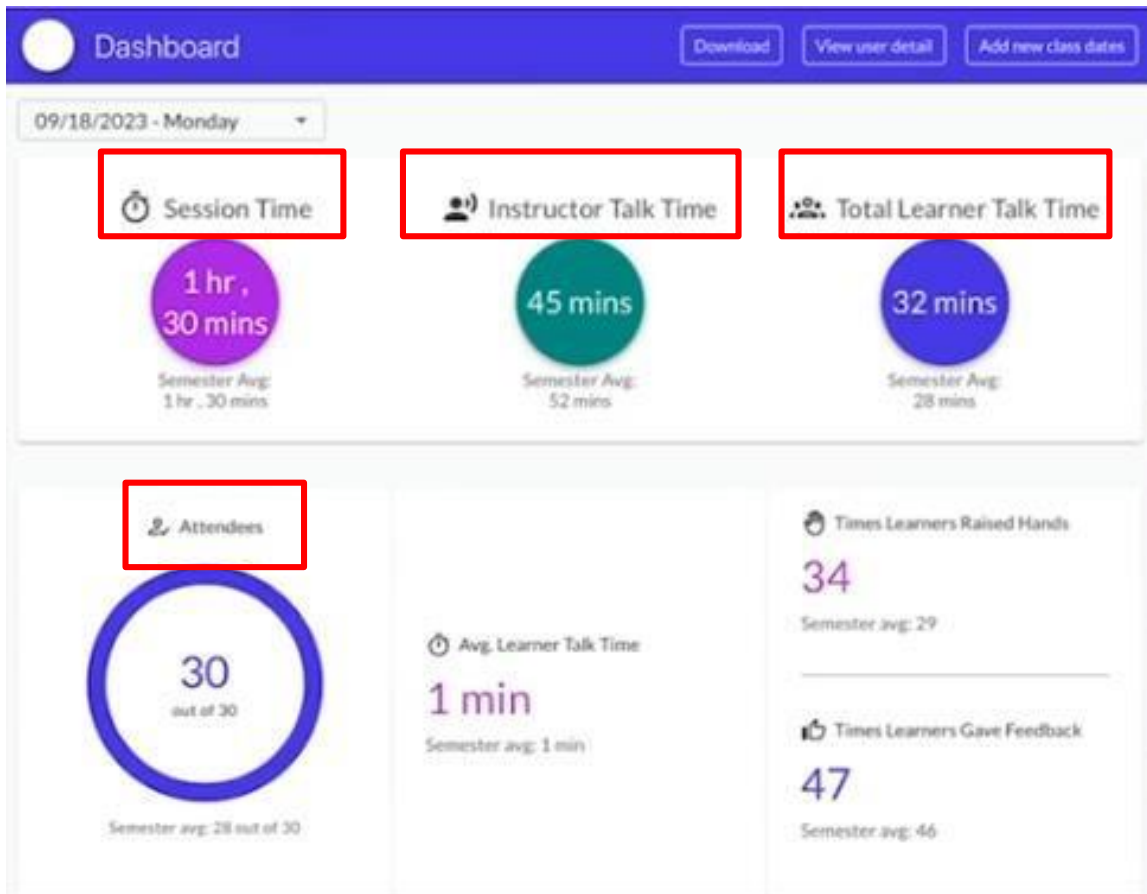
Total 4, 40 items / page 1

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. On the left, the 'Learning Tools' sidebar is visible, with 'Class Management' selected. Under 'Class Management', the 'Dashboard' option is highlighted with a red box. A red arrow points from the 'Learning Tools' header to the 'Class Management' section. The main meeting area shows a gallery view of three participants: an 'Instructor' (top left), 'SS' (top right), and 'M' (bottom left). The 'M' participant's video is highlighted with a red box. The bottom toolbar contains various controls: Unmute, Stop Video, Learning Tools, Participants (5), Chat, Share Screen, Collaborate, Breakout+, Proctor, More, Reactions, Raise hand, and Leave.

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

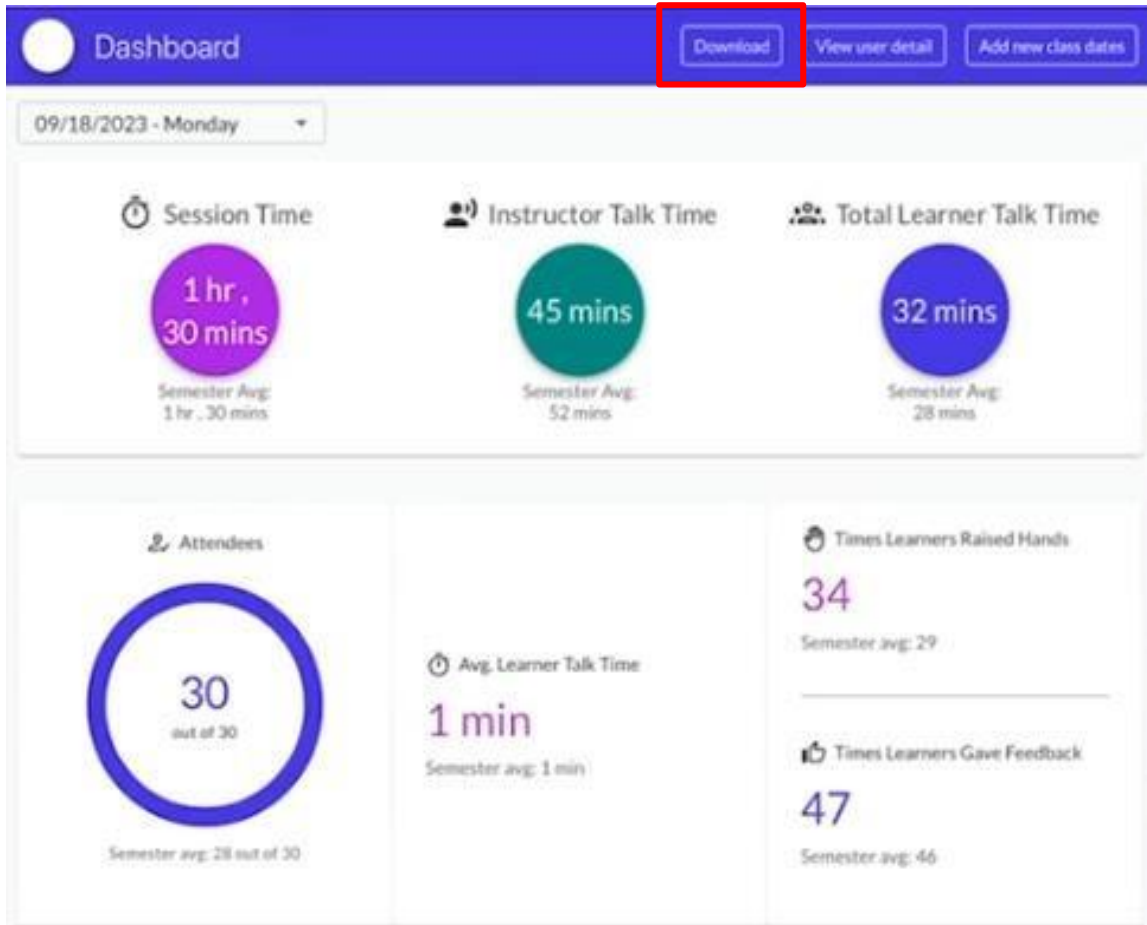


**Dashboard** | Download | **View class details** | Add new class dates

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.



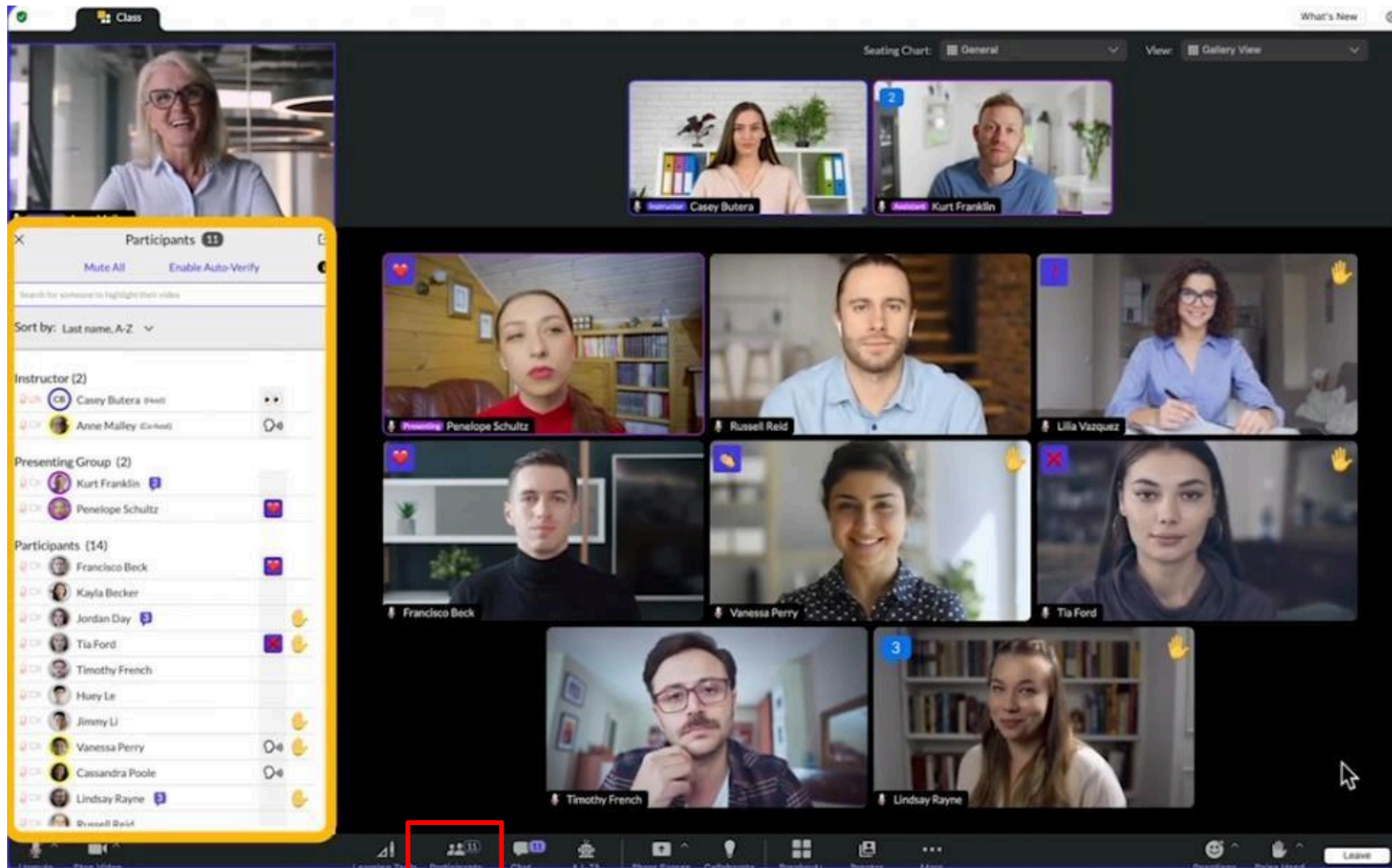
The Excel spreadsheet contains the following data:

	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	0,00,0,00,0,0,0
6	şe	0,0,0
7		
8		
9		
10		
11		
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28		

You can download the details as a report.

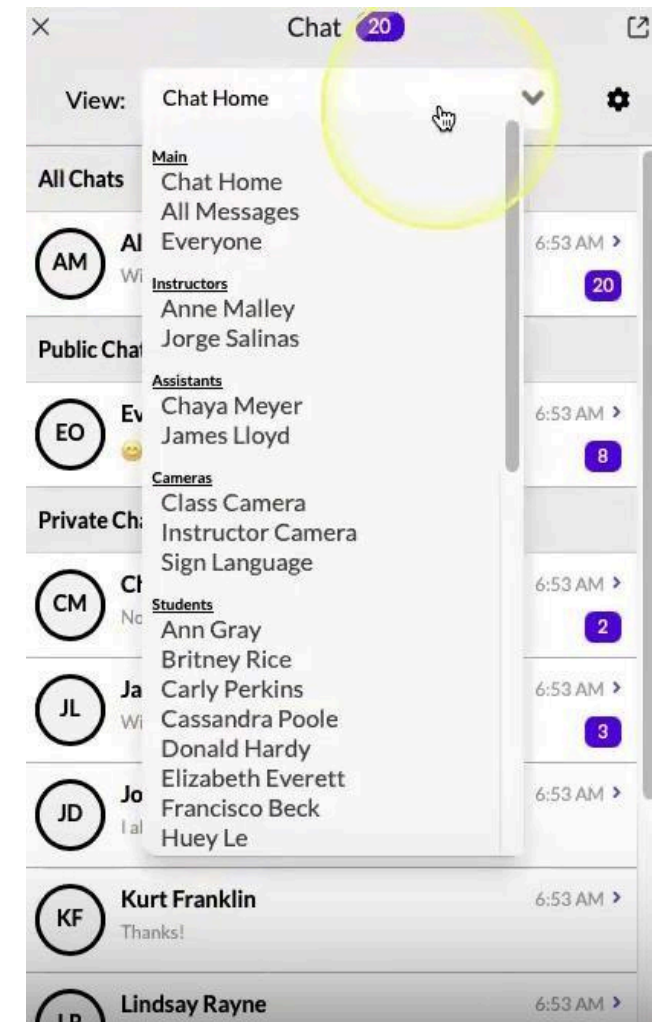
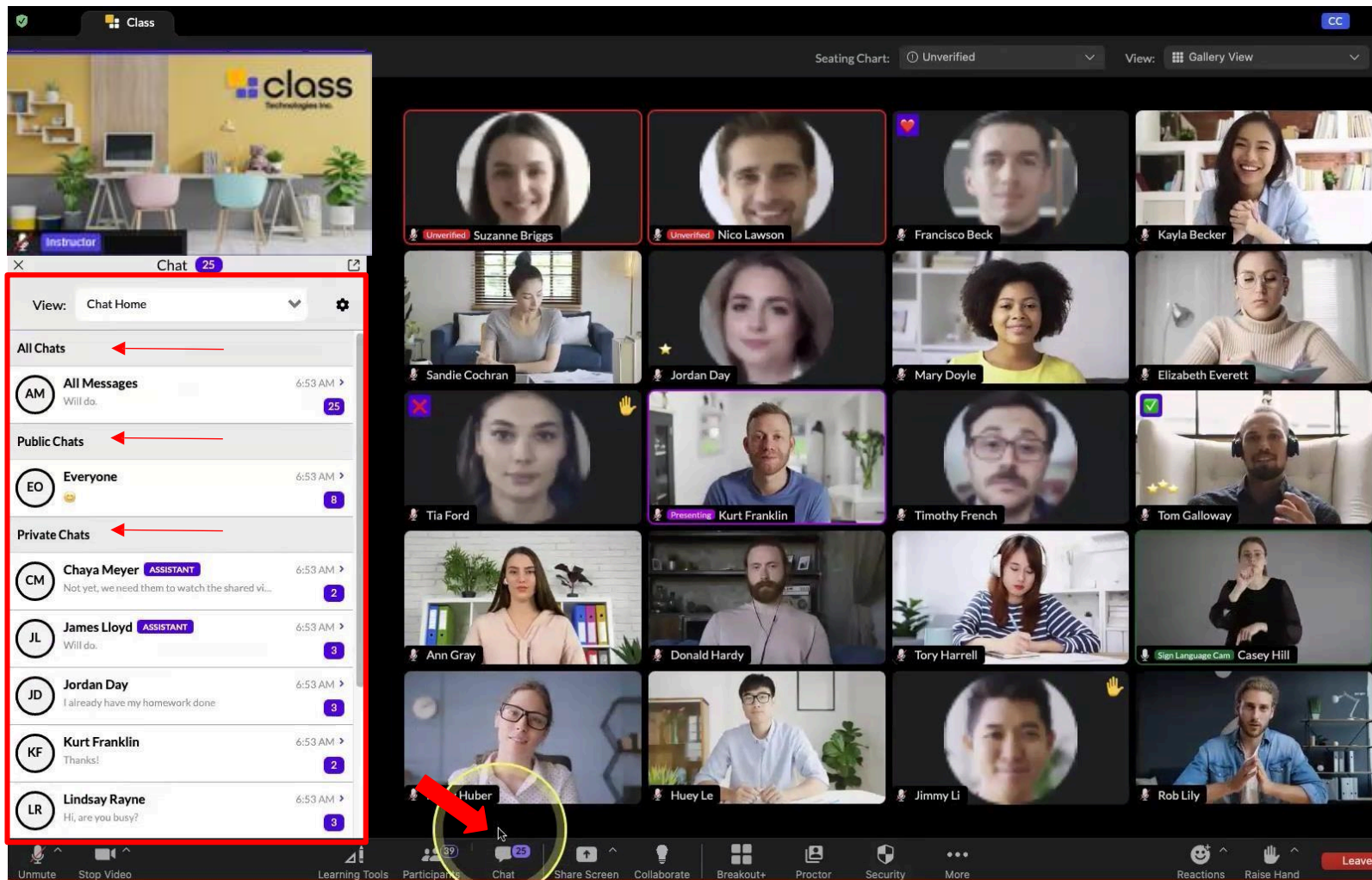
The image shows a Zoom meeting interface. On the left is a sidebar with a 'class Technologies Inc.' logo at the top. Below the logo are two tabs: 'Learning Tools' and 'Class Management', with a red arrow pointing to 'Class Management'. Under 'Class Management' are icons for 'Class Roster', 'Attendance', and 'Gradebook'. Below these are icons for 'Dashboard' and 'Instructor FAQ', with a red box around 'Instructor FAQ'. The main area shows a video of a desk with a computer and the 'class Technologies Inc.' logo. To the right of the video are three participant windows with initials 'SS', 'M', and 'AY'. At the bottom is a toolbar with icons for 'Unmute', 'Stop Video', 'Learning Tools', 'Participants' (with a '5' above it), '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.

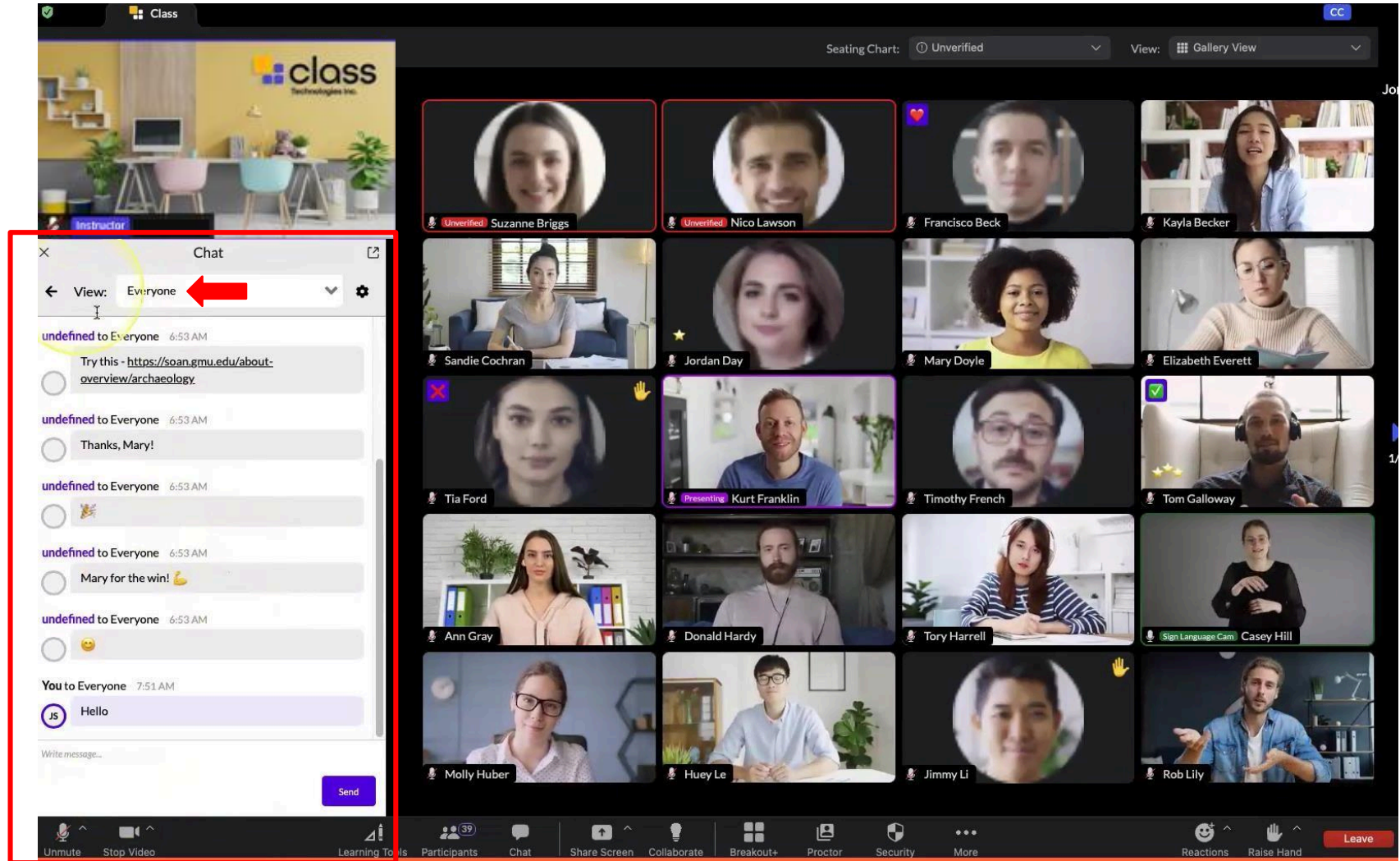
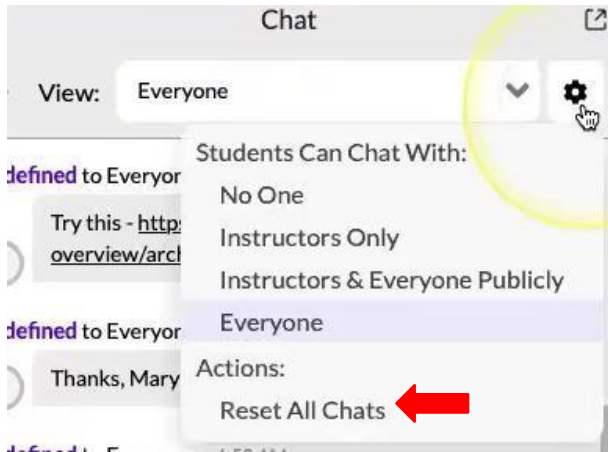


From the 'Participants' area in the lower panel, you can view all users.



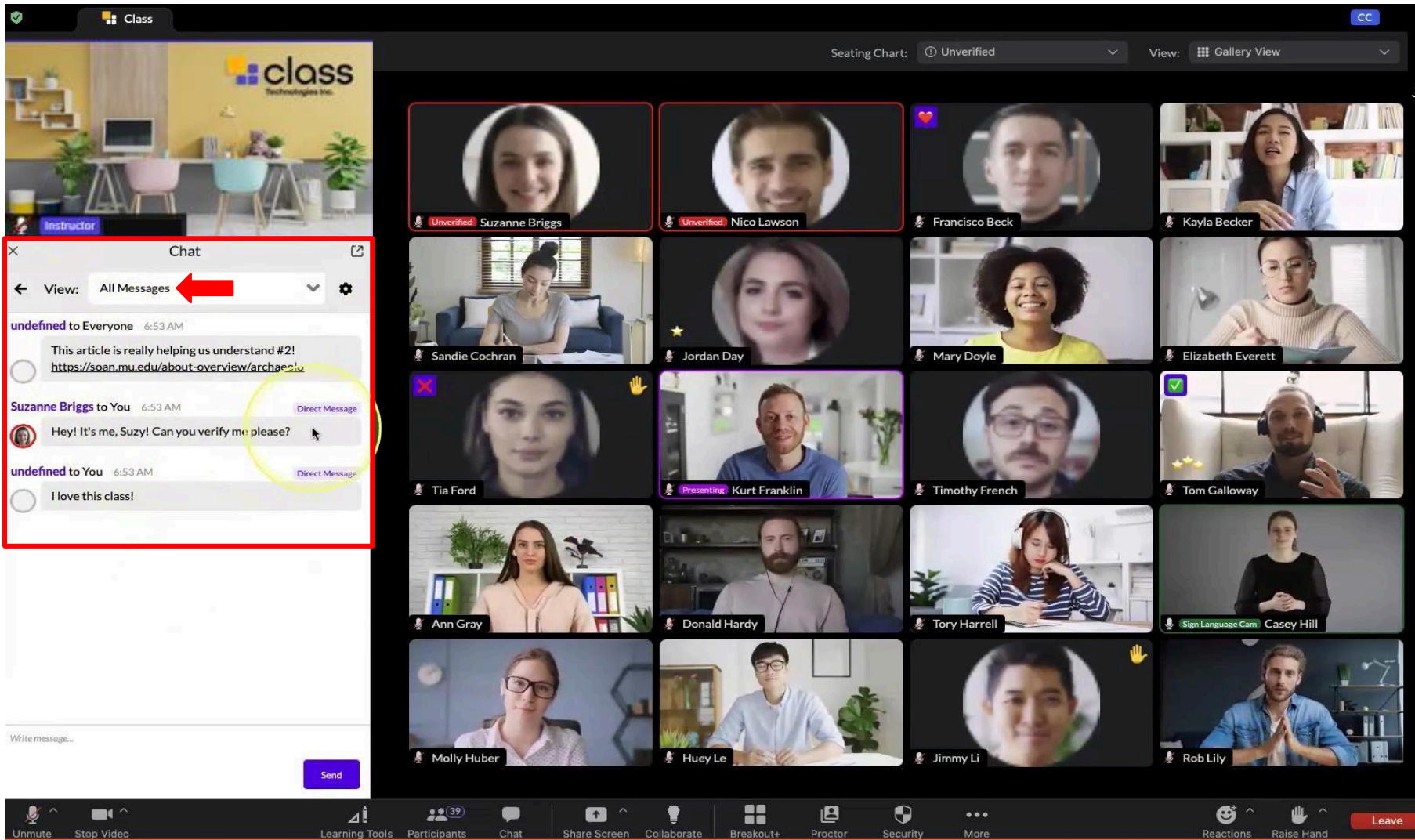


From the 'Chat' area in the lower panel, you can access the chat channels.

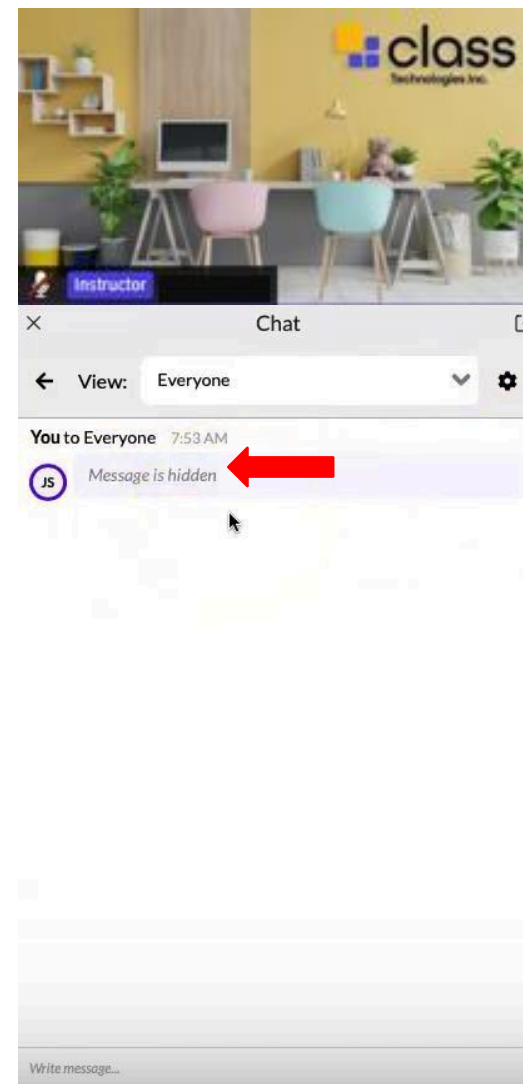
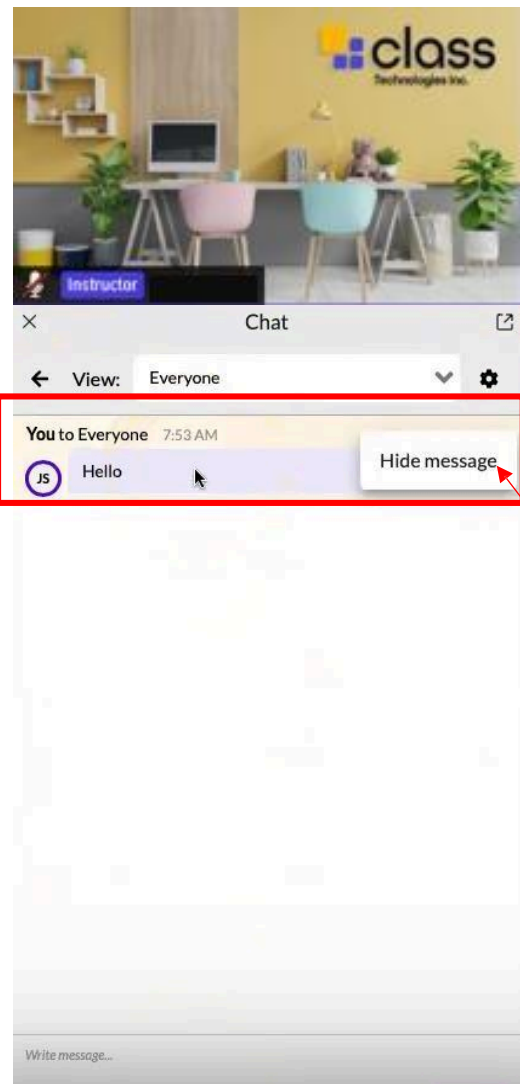


From the 'View' area, you can select the messages you want students to see and the people you want to chat with.

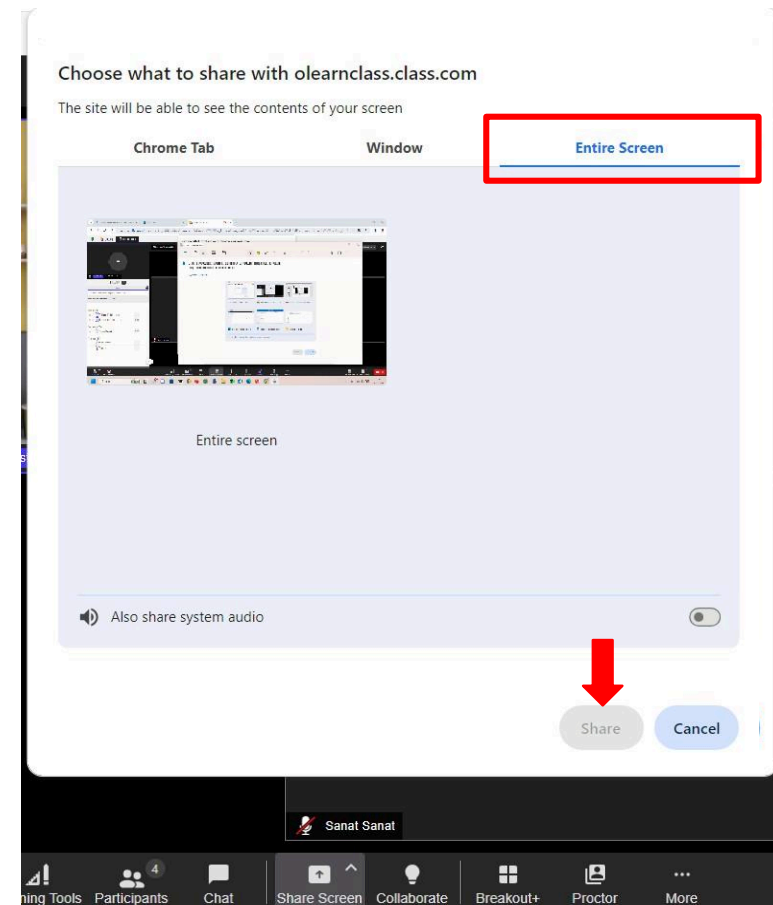
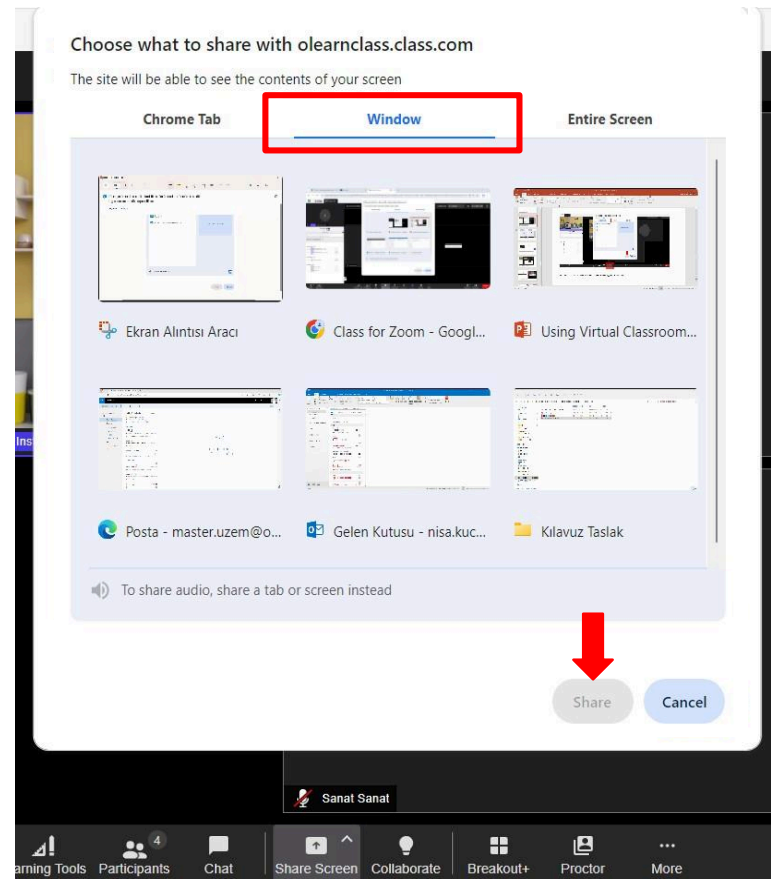
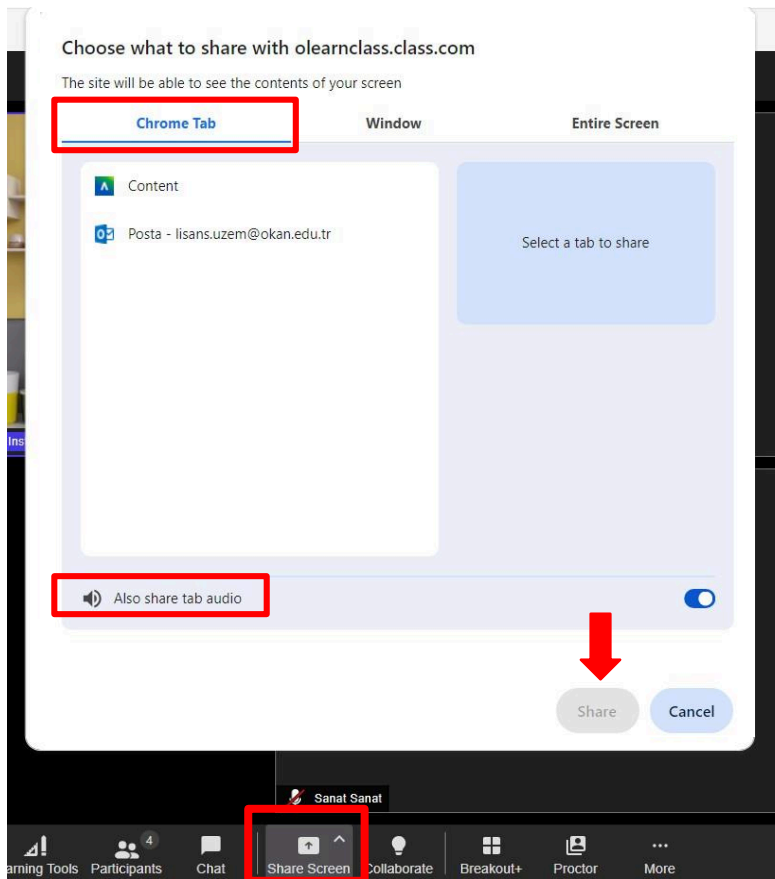
In the 'Settings' area, you can choose the messages you want students to see and delete all chats using the 'Clear all chats' option.



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'.

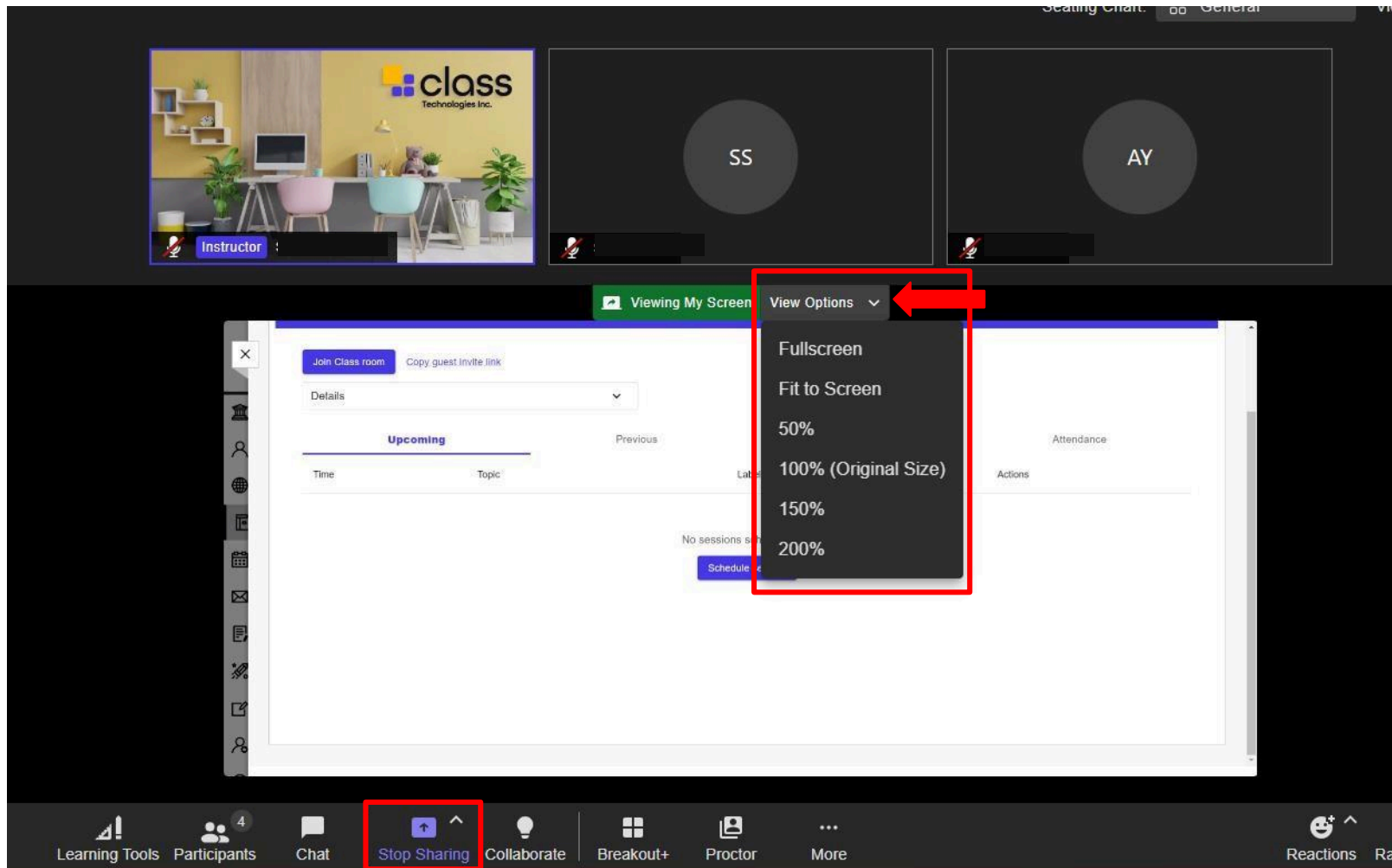


From the 'Share Screen' area, you can share your browser tab.

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

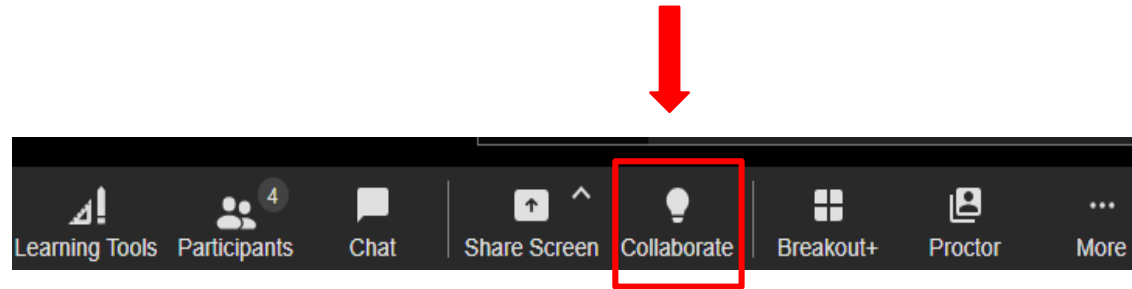
From the 'Entire Screen' option, you can share your entire computer screen.

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

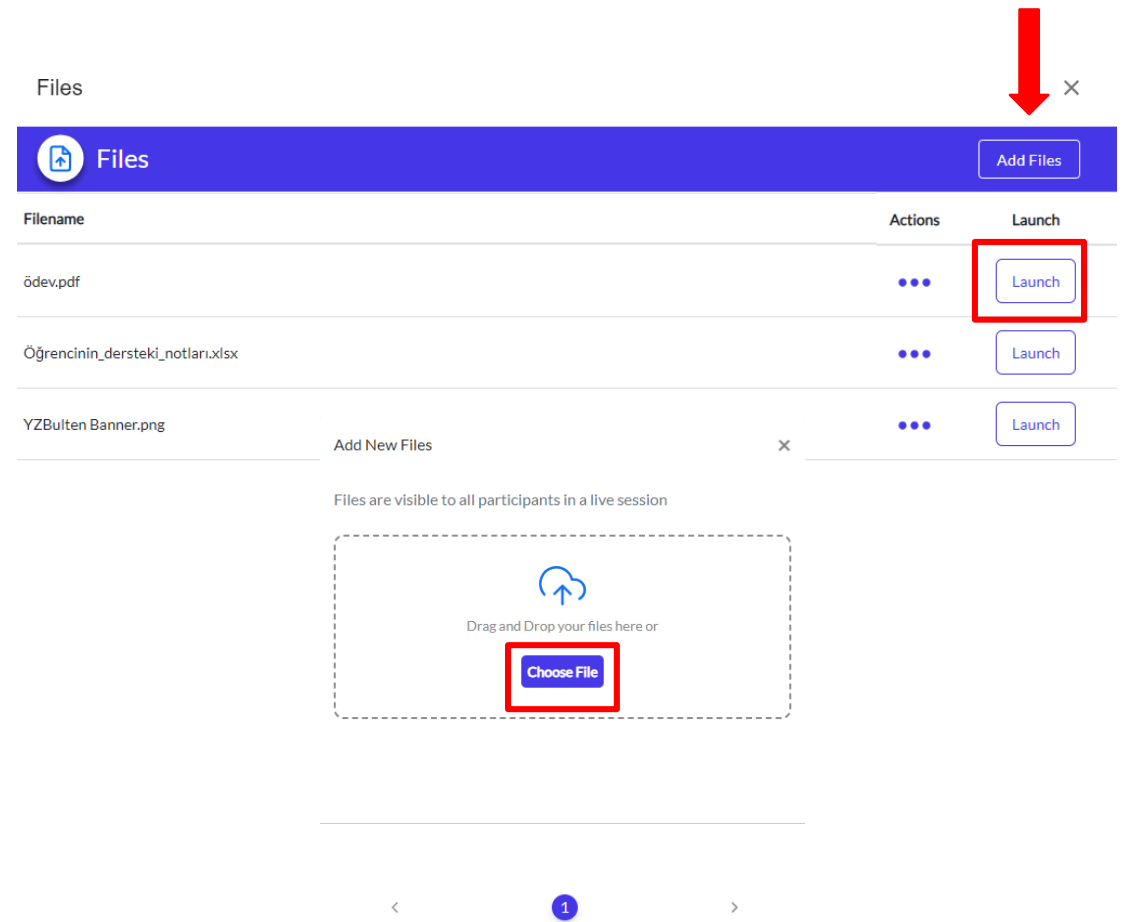
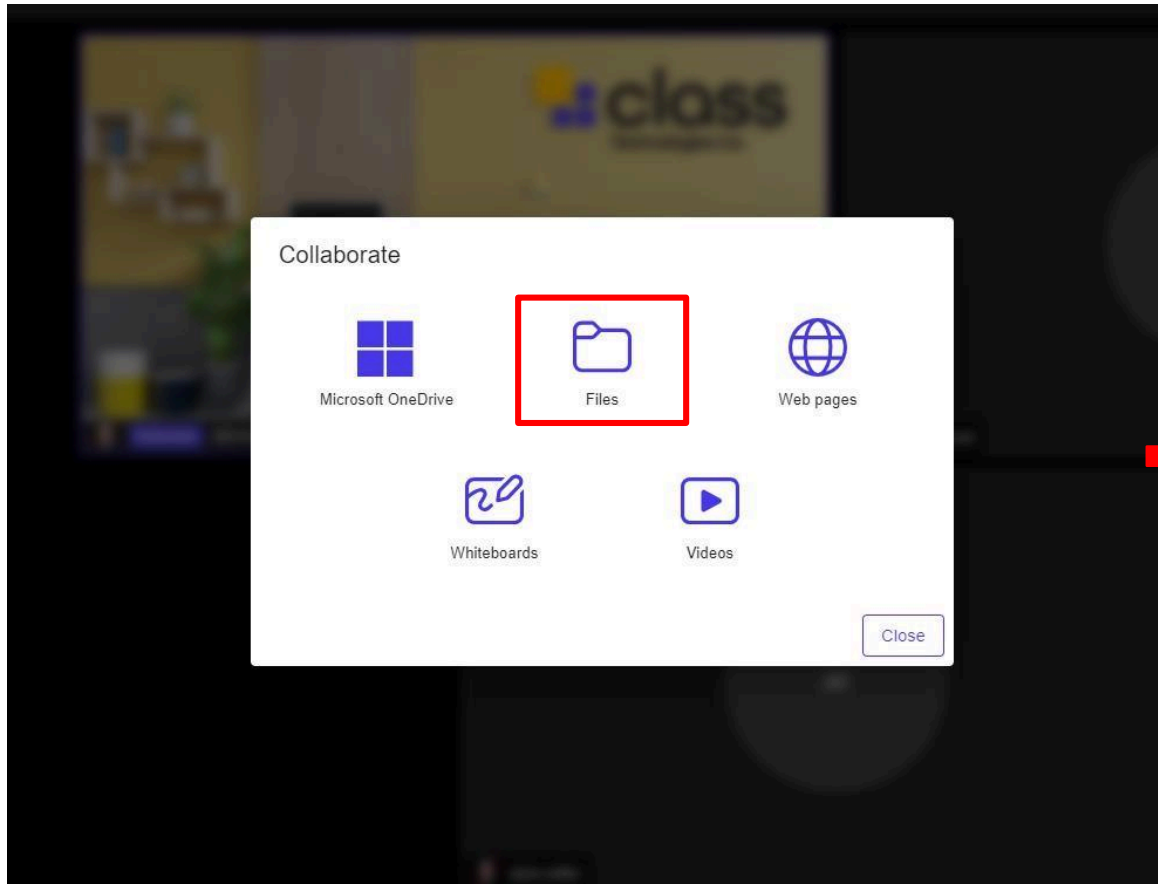


After sharing the screen, you can adjust the screen size from the 'View Options' option.

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.

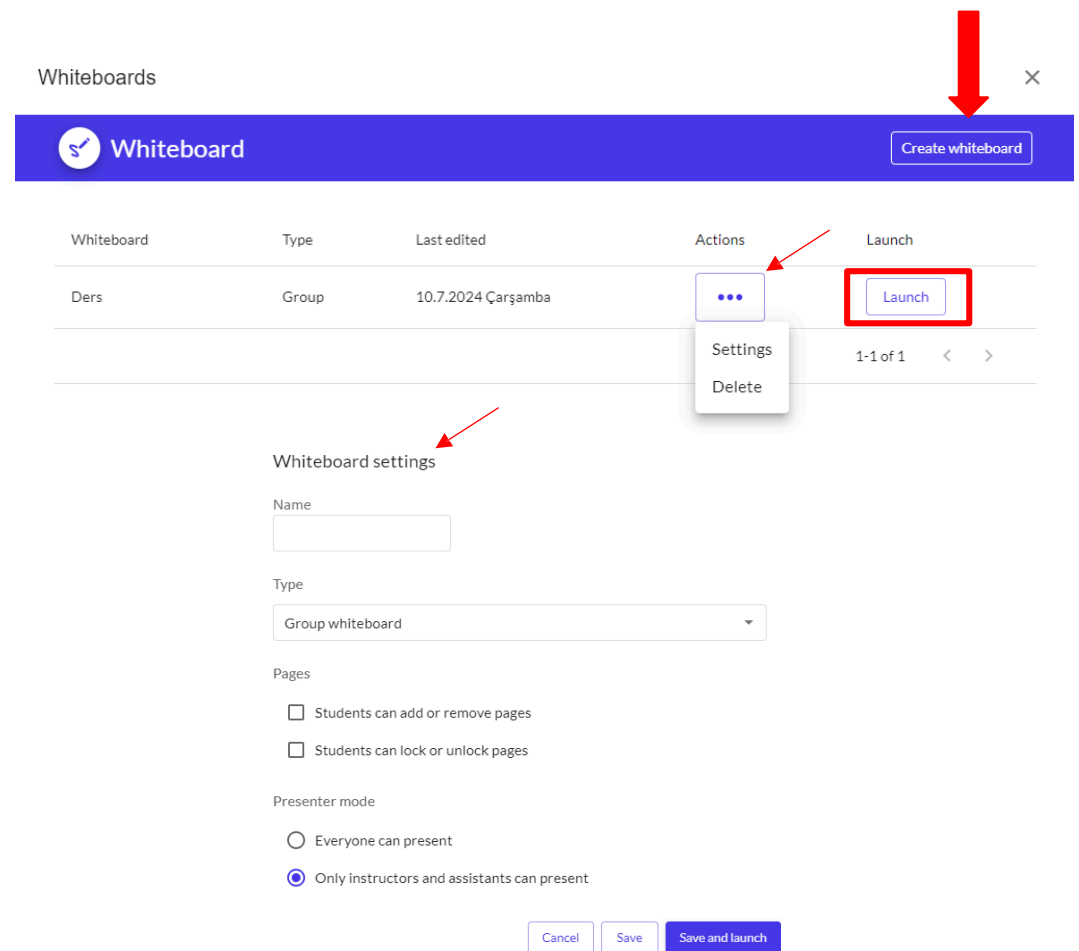
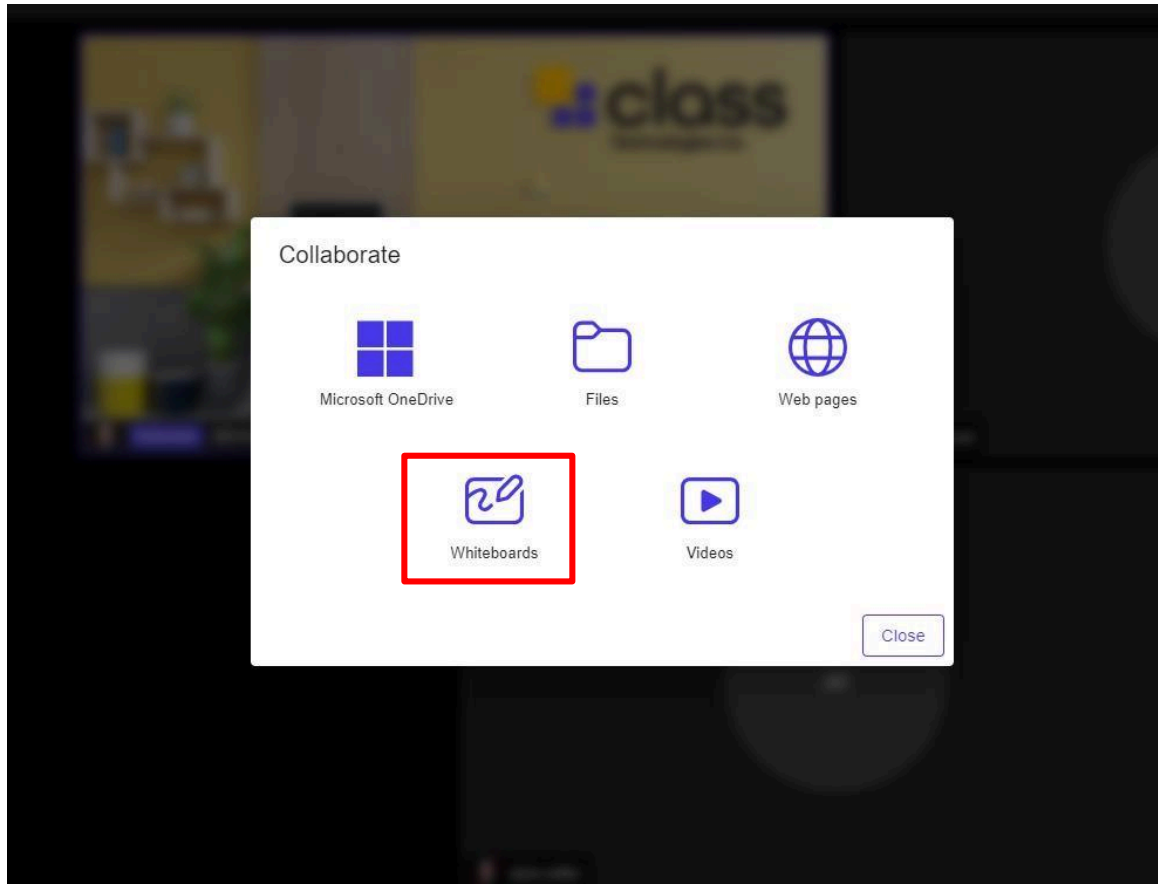
**! (We do not recommend the file sharing tool at this time, you can share your presentation/file from the Screen Share area.)**



The 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.

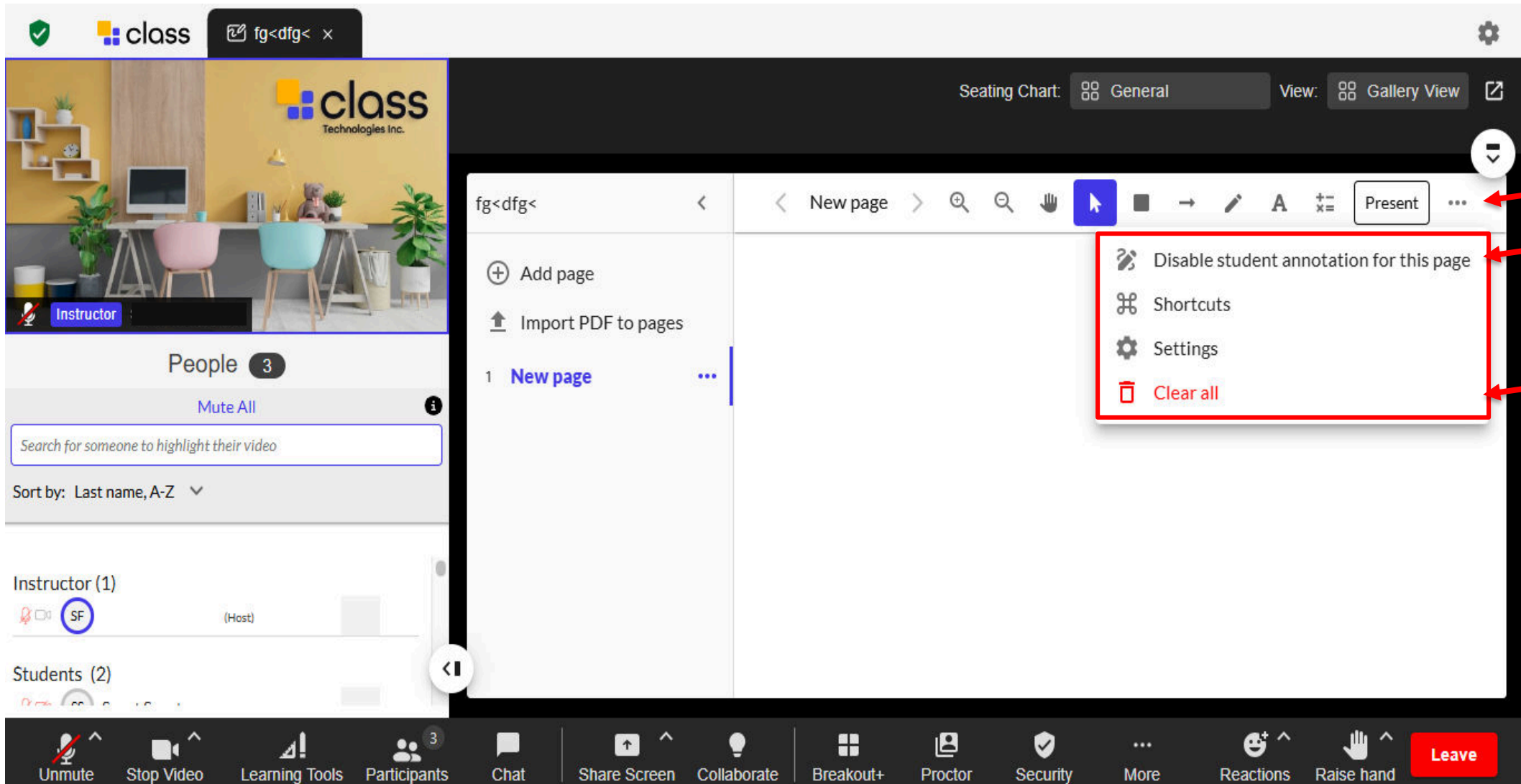
You can remove your file from the marked area.



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.

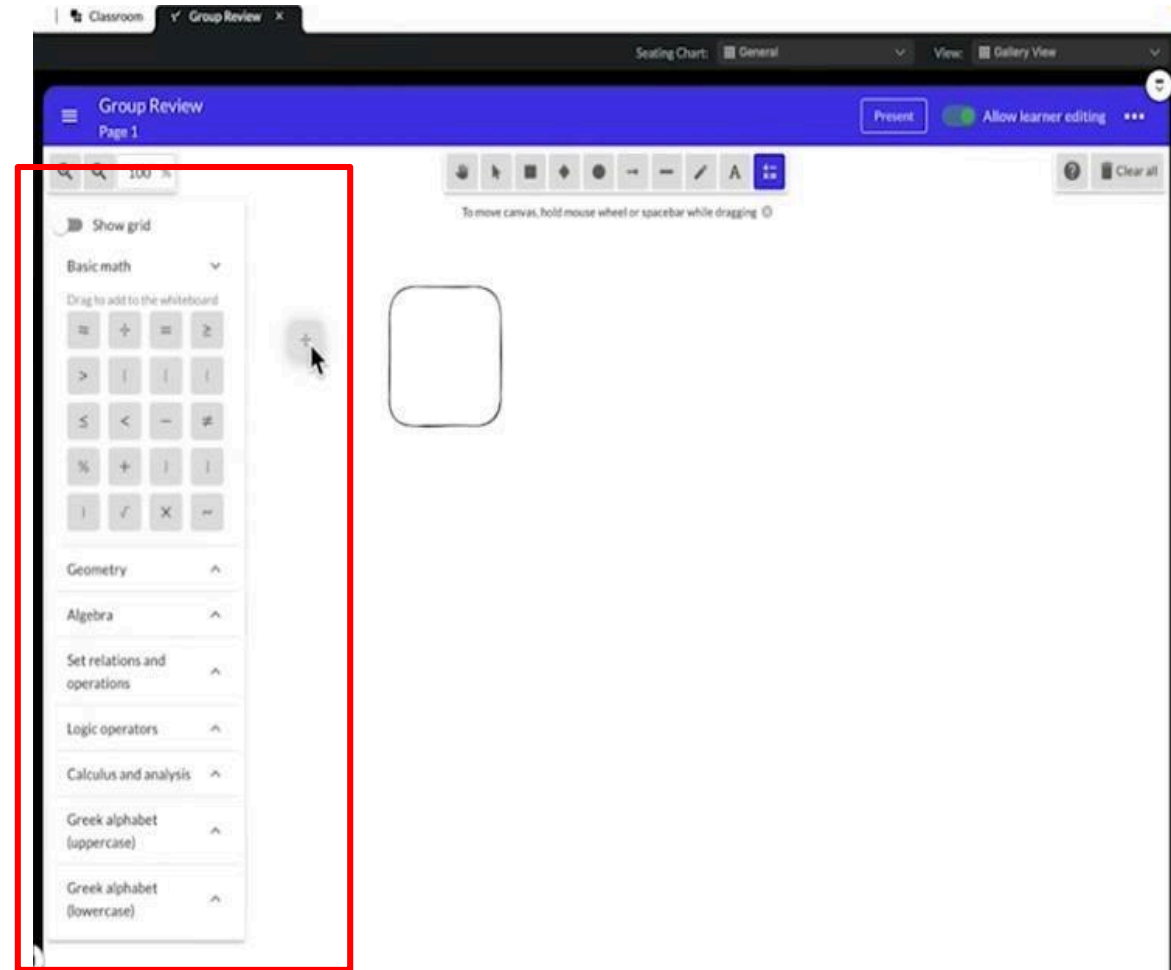
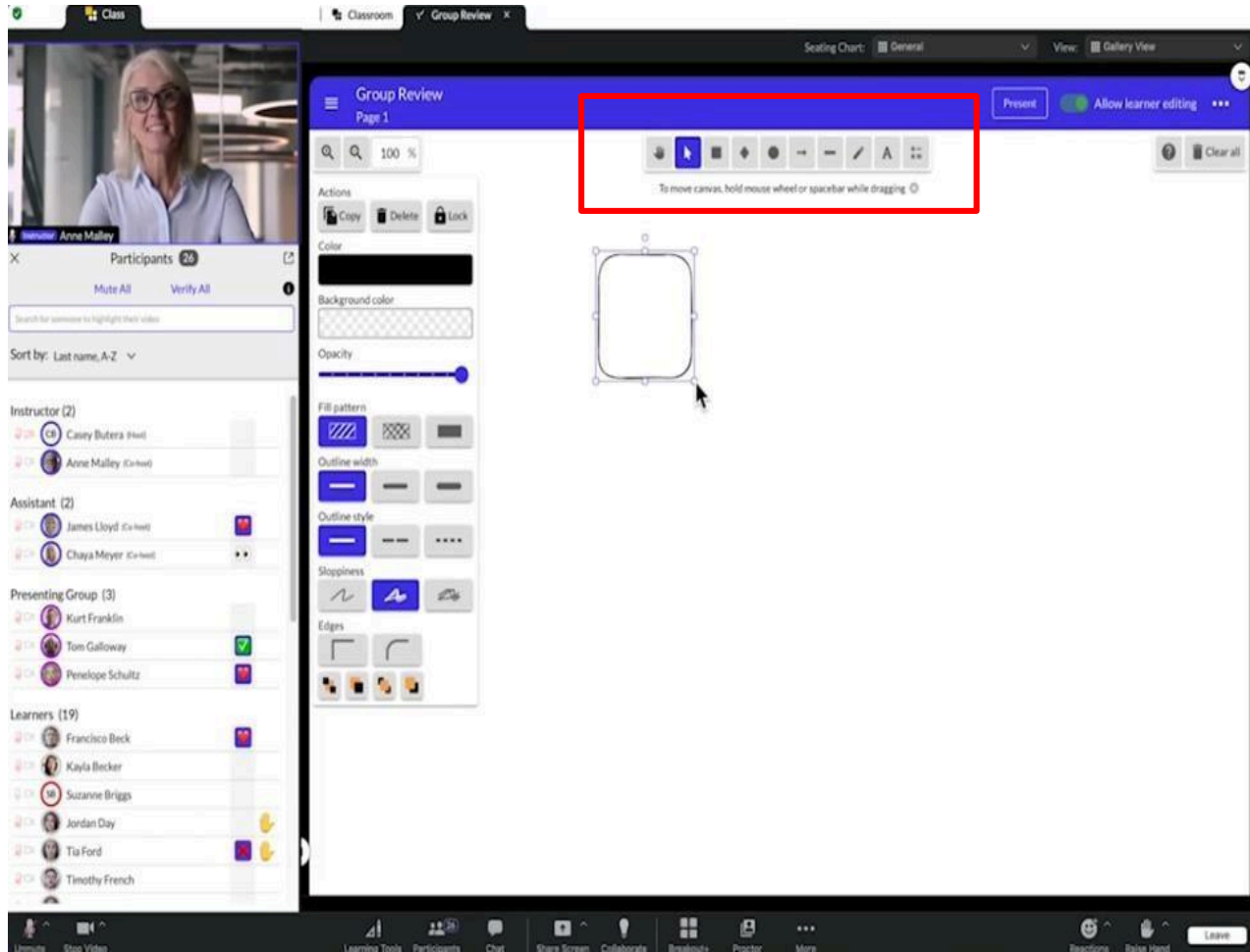
You can view the whiteboards you have created or previously created whiteboards, and share them with your class by selecting the 'Launch' option.

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

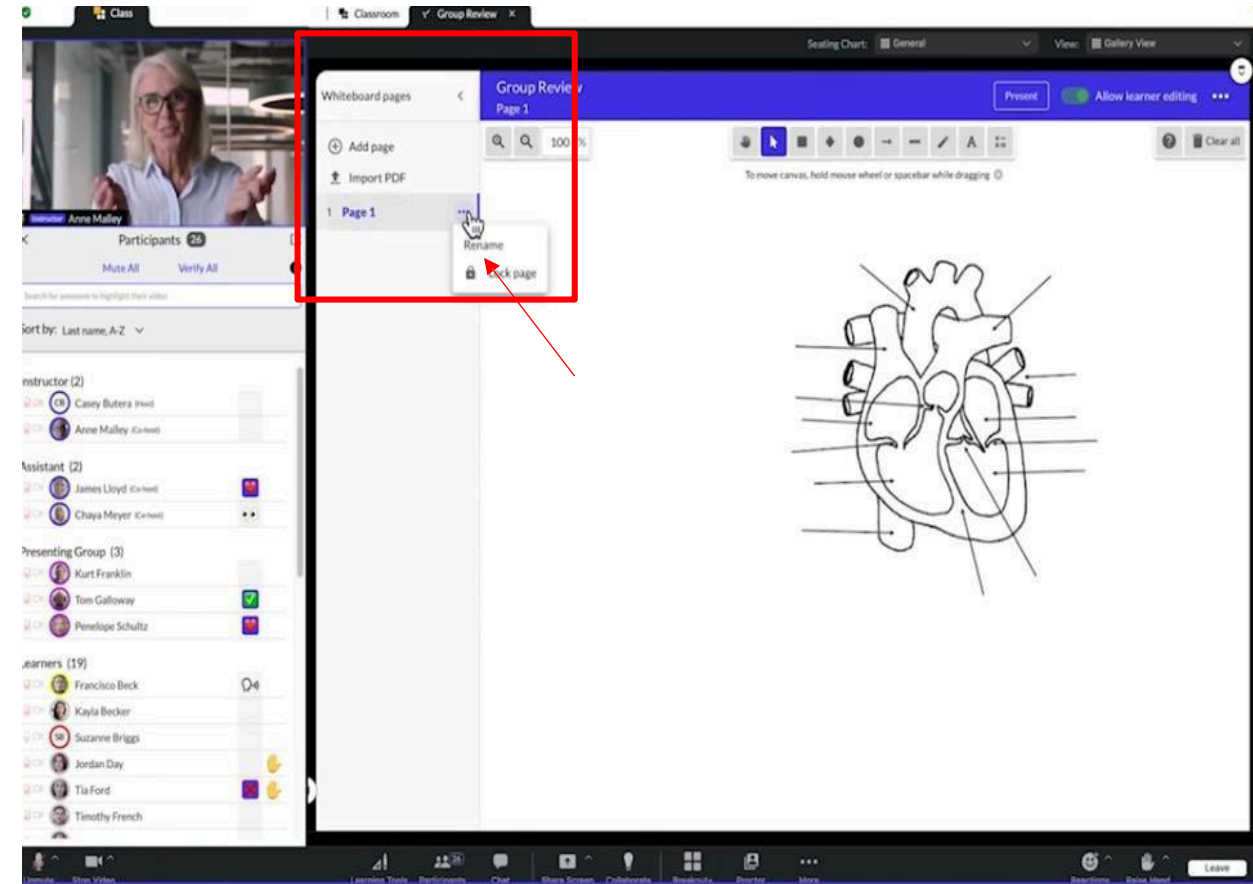
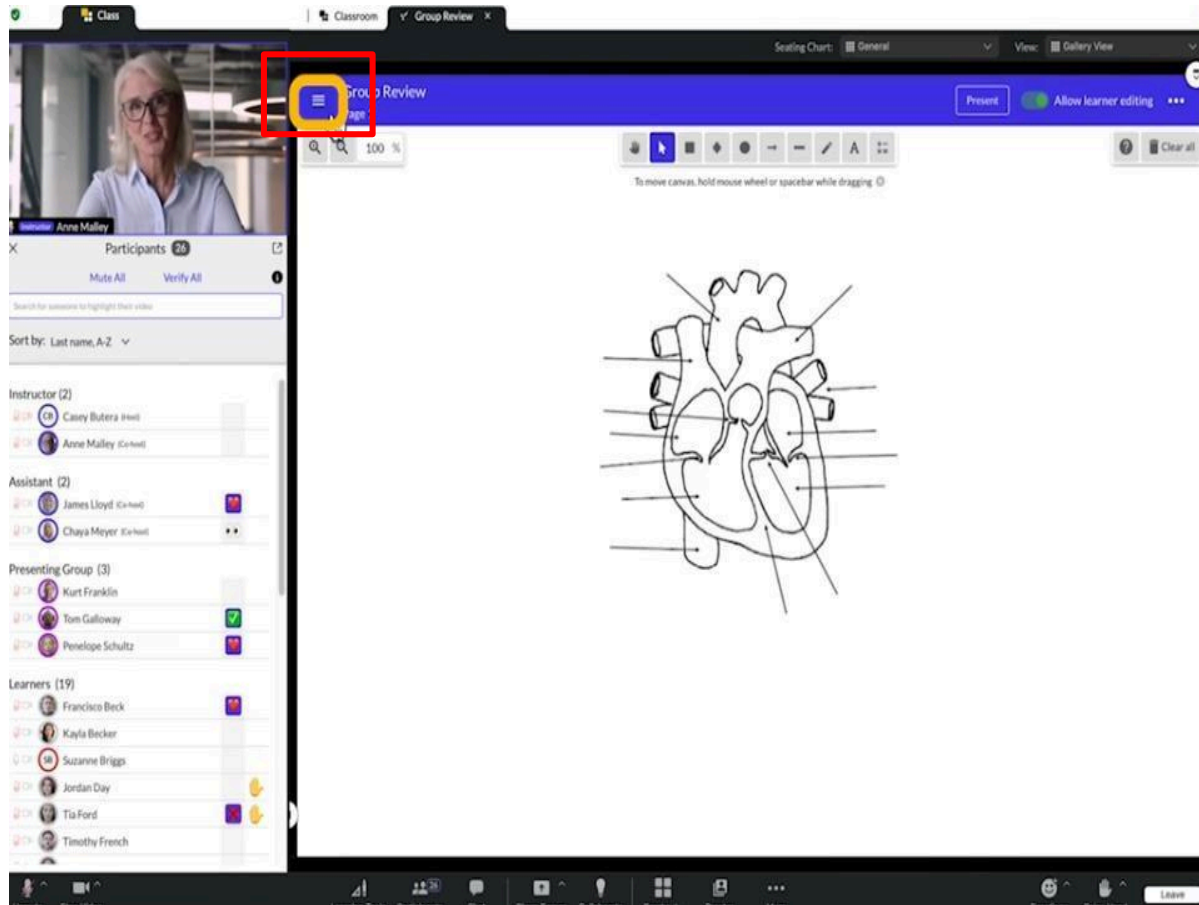


You can provide students with access to the whiteboard from the marked area.

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



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

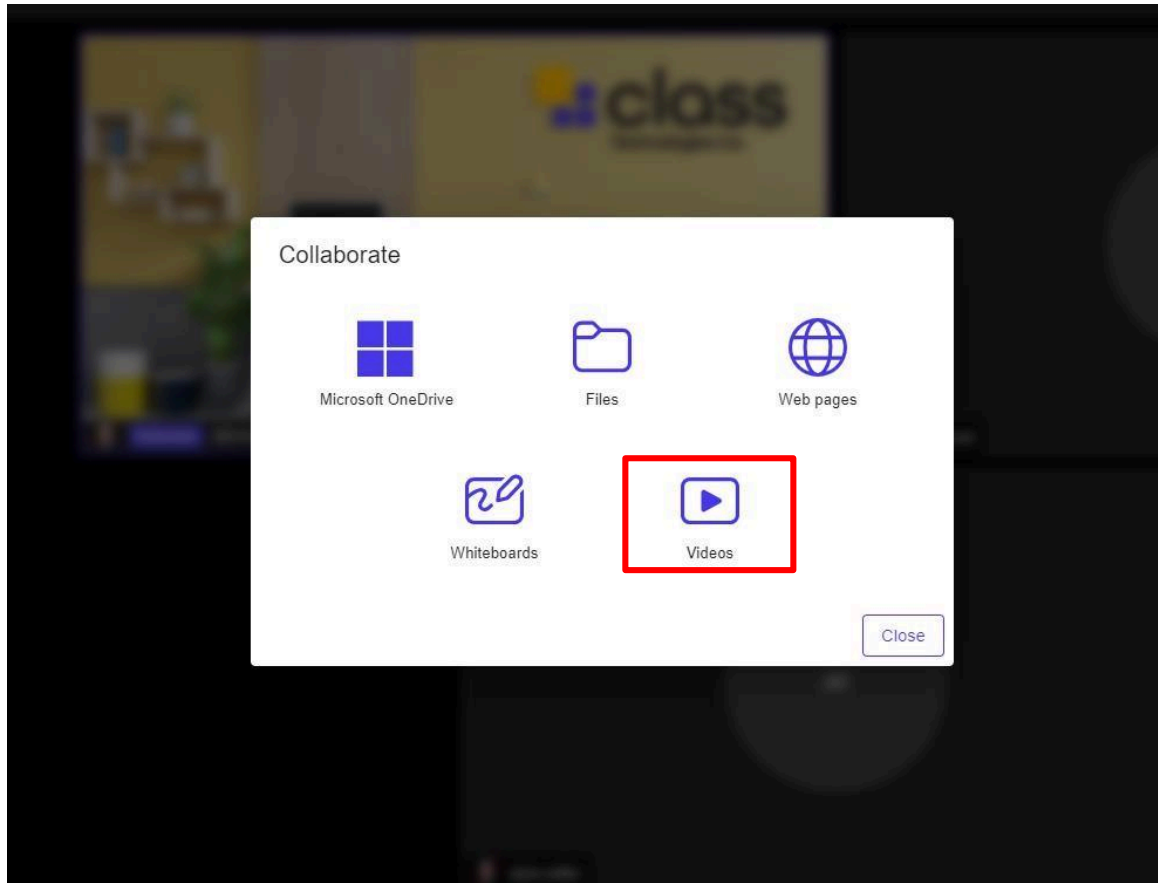


From the marked area, you can add a new white page using the 'Add Page' option.

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

The screenshot displays the Classroom interface. On the left, there is a sidebar with a search bar, a 'Sort by: First name, A-Z' dropdown, and a list of participants. The main area shows a whiteboard with a PDF document titled 'Nisan Ayı E-Bülten Çalışması .pdf' (1/4). The whiteboard content includes the Istanbul Okan University logo and text about blockchain technology. A sidebar on the left of the whiteboard shows a list of PDF documents, with 'Nisan Ayı E-Bülten Çalışması .pdf' highlighted. A red box highlights the 'Import PDF to pages' option in the sidebar. The bottom of the interface features a toolbar with various controls like '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.

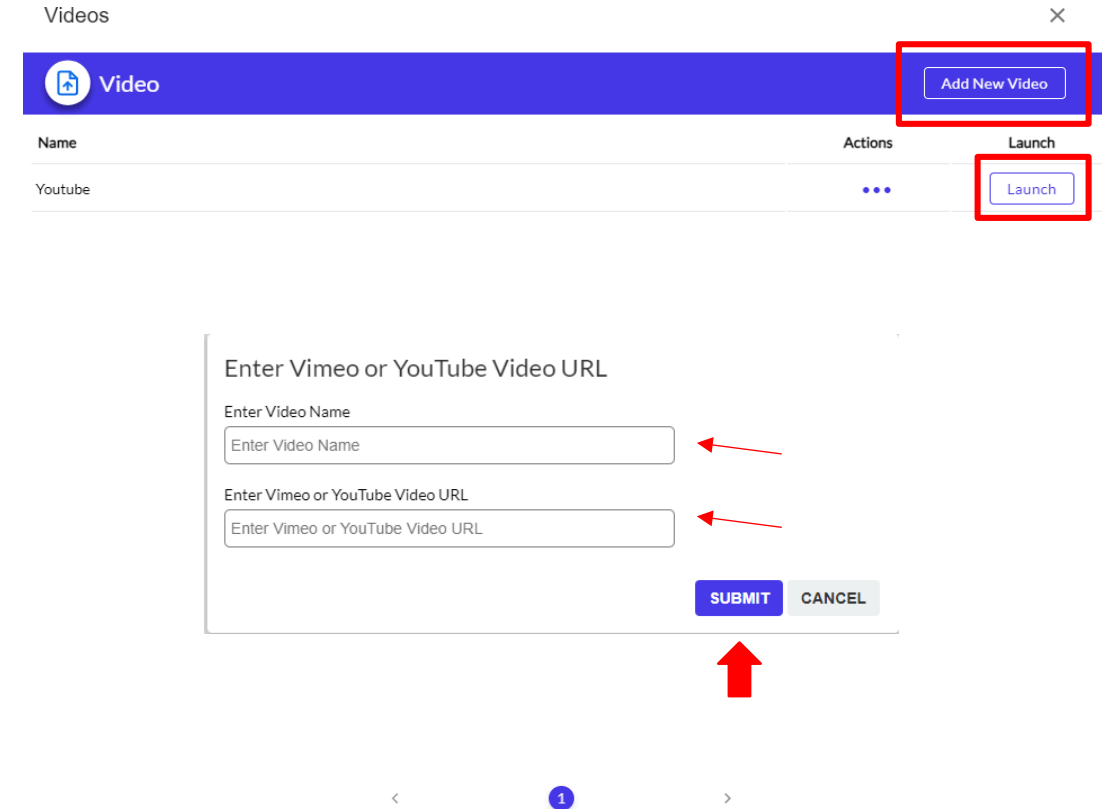


Click on the 'Videos' option from the 'Collaborate' area.

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 a classroom interface with a video player and a participant list. At the top left, there is a 'class' logo and a 'Youtube' tab. The main area shows a video player with a red play button and a blue bar 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. Below the video, there is a 'Paylaş' button. On the left side, there is a 'People' section with a search bar and a list of participants. The list includes two instructors (NK and SF) and two students (SS and ay). At the bottom, there is a toolbar with various icons for 'Unmute', 'Stop Video', 'Learning Tools', 'Participants', 'Chat', 'Share Screen', 'Collaborate', 'Breakout+', 'Proctor', 'More', 'Reactions', 'Raise hand', and 'Leave'.

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



The screenshot displays a Zoom meeting interface. On the left, a sidebar shows the 'class' logo and a 'People' list with 4 participants: two instructors (NK and SF) and two students (SS and ay). The main meeting area is in a gallery view. The top-left window shows the instructor's video feed, which is a virtual office scene with the 'class Technologies Inc.' logo. The top-right window shows a student's video feed, which is a dark grey circle with the initials 'SS'. The bottom window shows another student's video feed, which is a dark grey circle with the initials 'AY'. A red arrow points to the 'Breakout+' 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, 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**

Number of rooms \*  
2  
Up to 2 participants per room

Assignment

Assign automatically

Assign manually

Allow participants to choose

Off Countdown after closing breakout rooms

Off Automatically close breakout rooms

Disable participant audio

Disable participant video

Automatically move users into Breakout Rooms



**Breakout Rooms** Shuffle Add room

^ **Main Room**  
)AN Instructor

^ **Breakout 1 (2)**  
JK Instructor

^ **Breakout 2 (1)**  
Sanat

Leave room

Join room

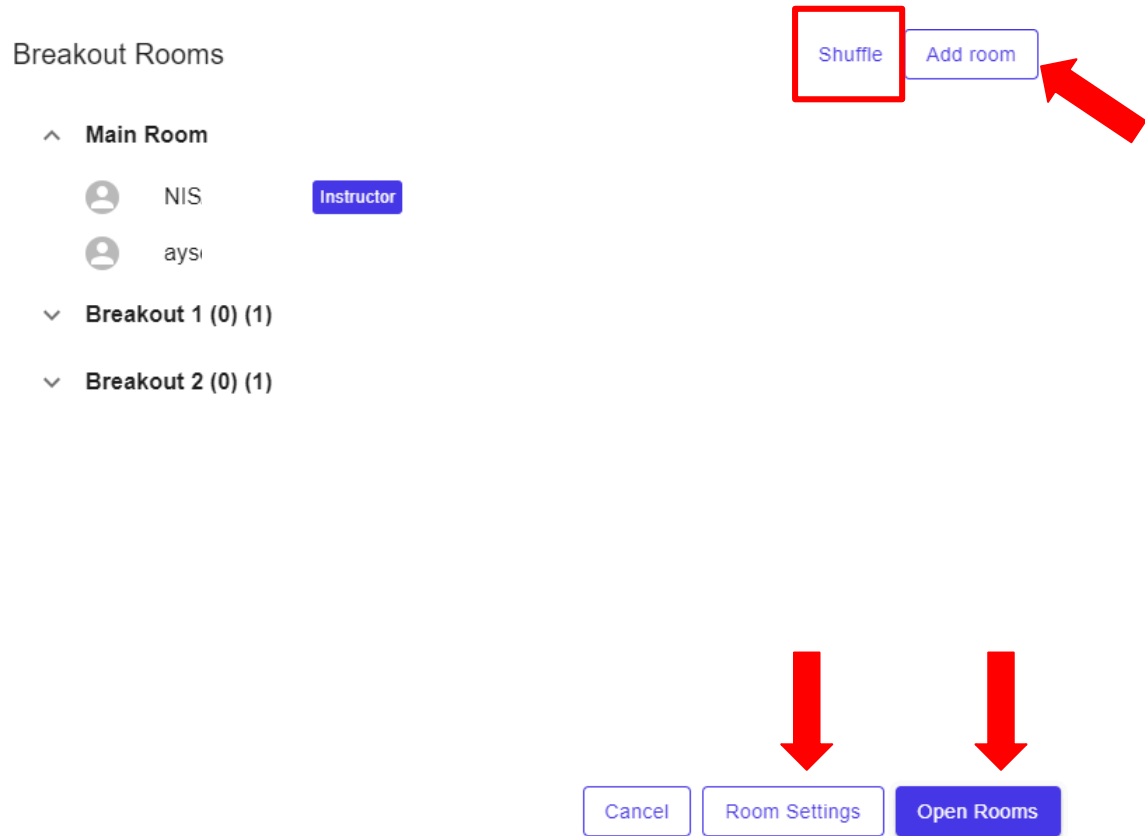
Cancel Close Rooms Update Rooms

Cancel Next

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.

Breakout Rooms

Shuffle Add room

^ Main Room

Instructor

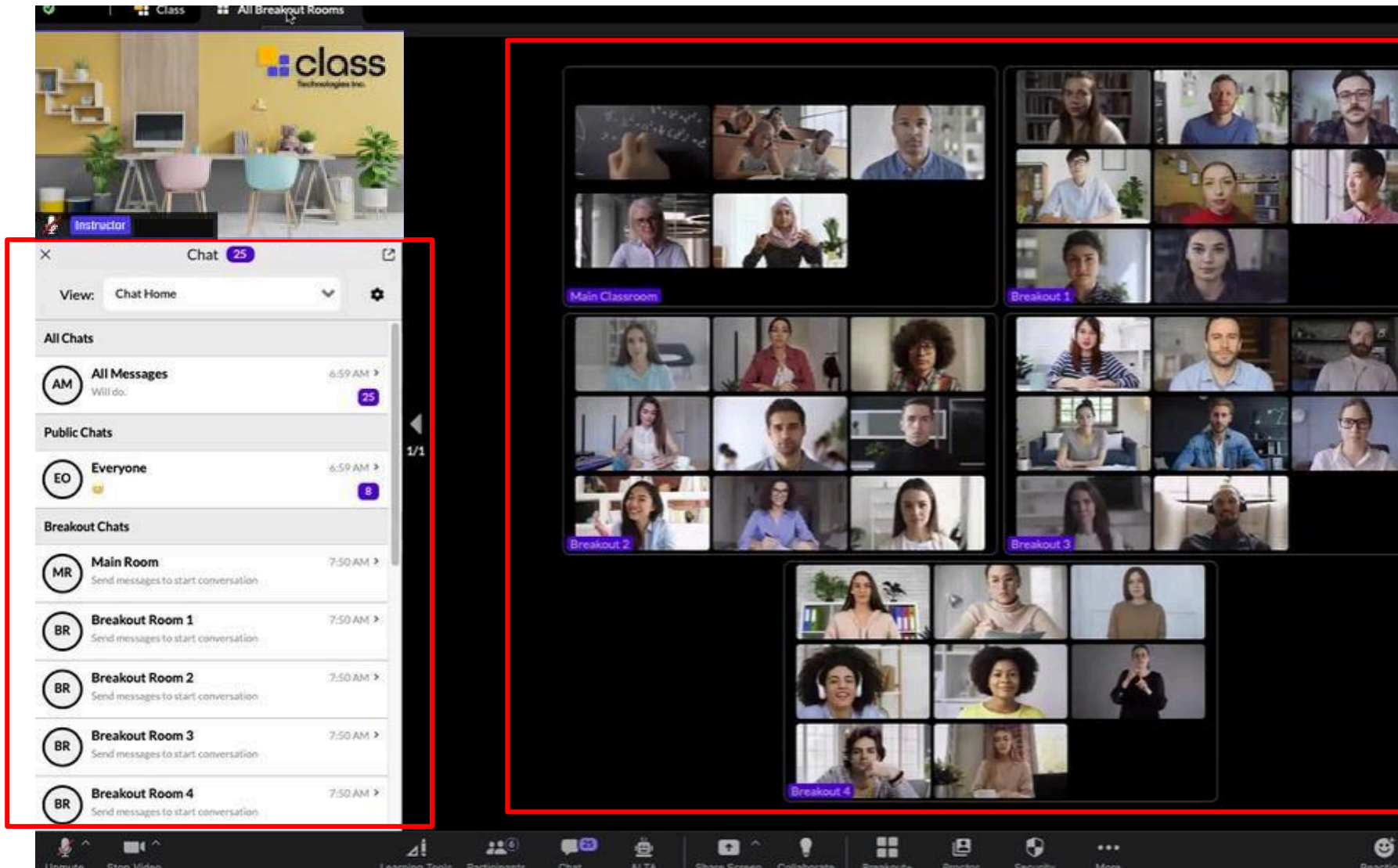
^ Breakout 1 (2) Leave room

Instructor

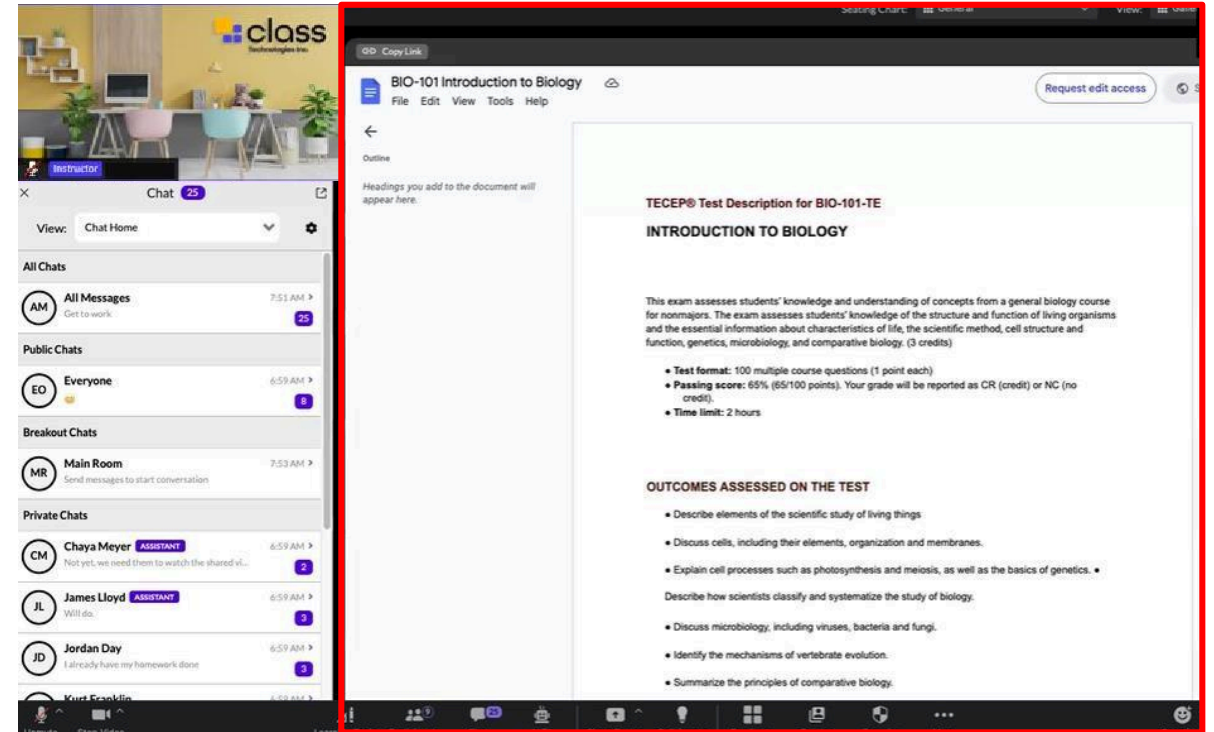
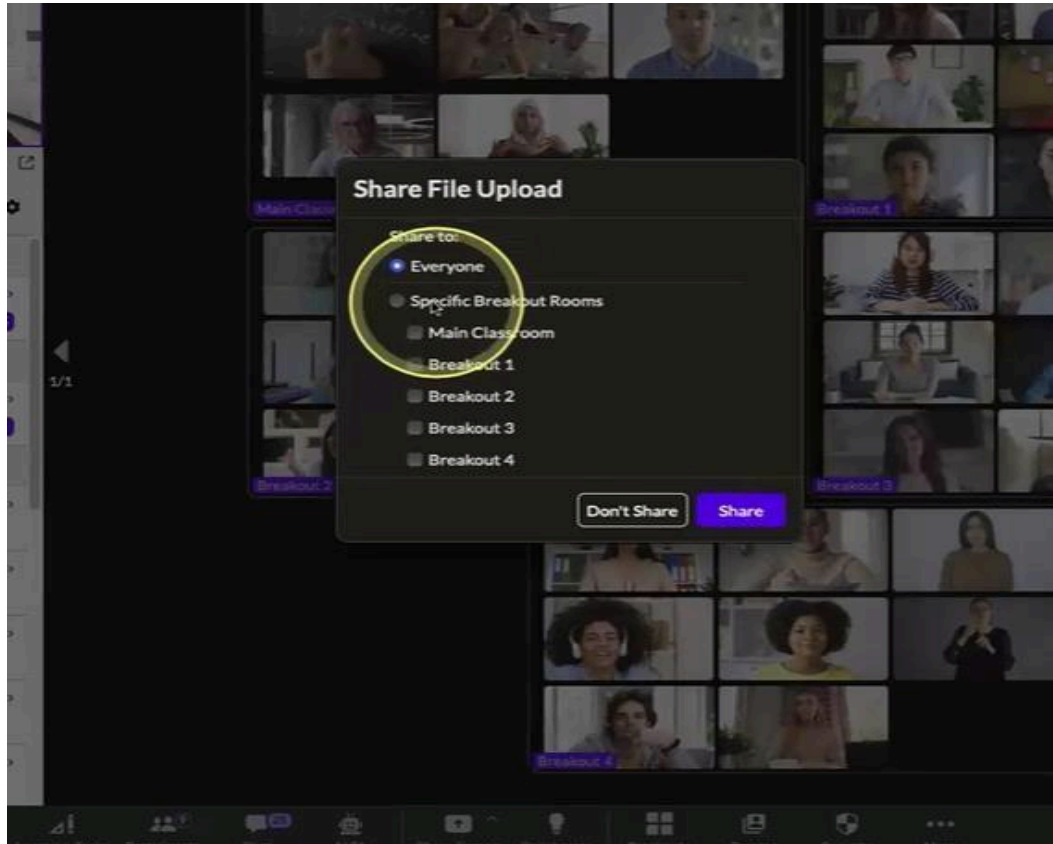
^ Breakout 2 (1) Join room

Cancel Close Rooms Update Rooms

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.

class

class Technologies Inc.

Unmute

Seating Chart: General View: Gallery View

People 4

Mute All

Search for someone to highlight their video

Sort by: First name, A-Z

Instructor (2)

- NK
- SF

Students (2)

- SS
- ay



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


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"/>	 S:
<input checked="" type="checkbox"/>	 ay

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

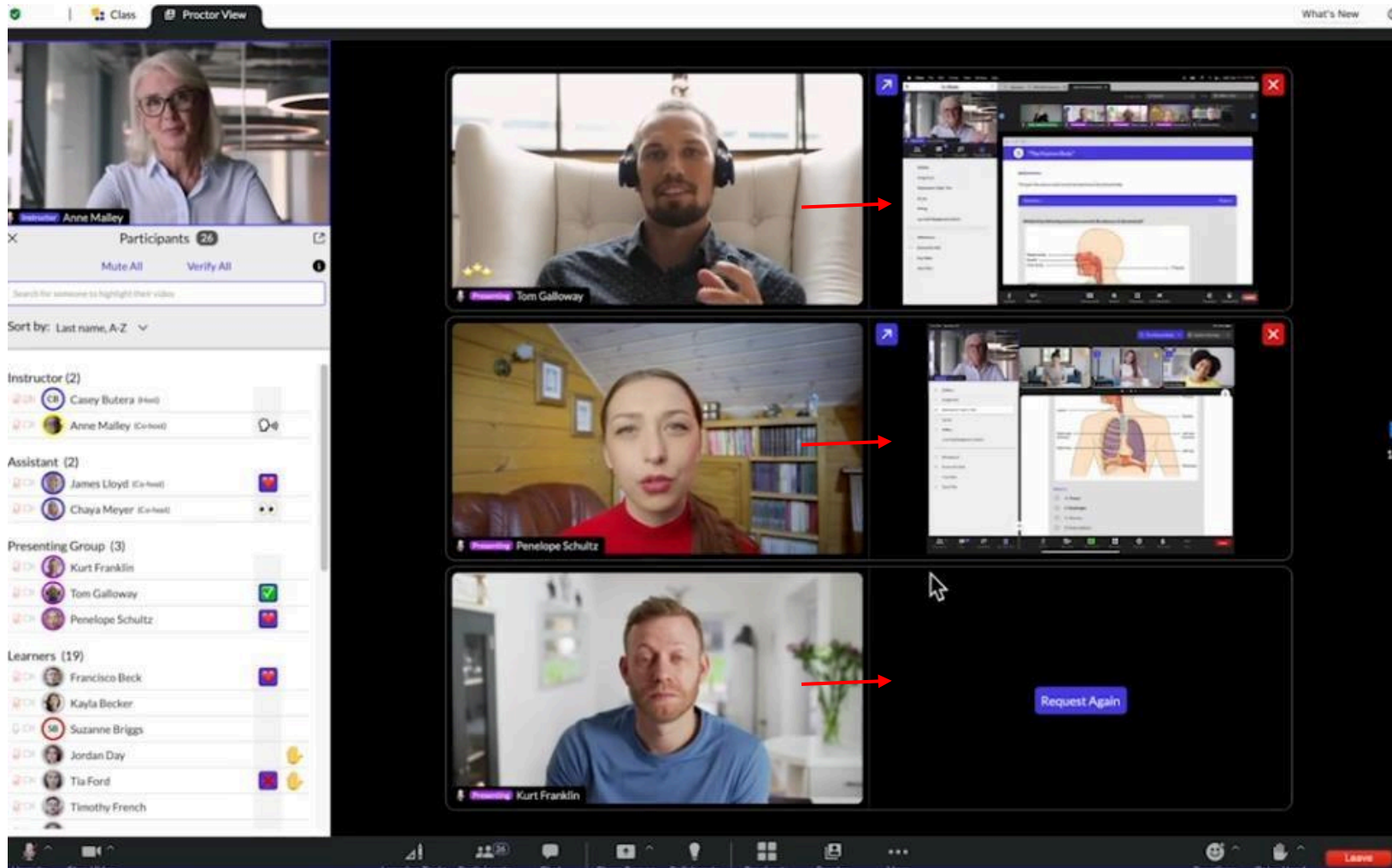
In the opened screen, you can select the student you want to share the screen with from the 'Search' area.

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?

-  Sanat Sanat
-  ayse yıldız

 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.

class

Seating Chart: General View: Gallery View

class Technologies Inc.

class

class

class Technologies Inc.

People 4

Mute All

Search for someone to highlight their video

Sort by: First name, A-Z

Instructor (2)

NK

SF

Students (2)

SS

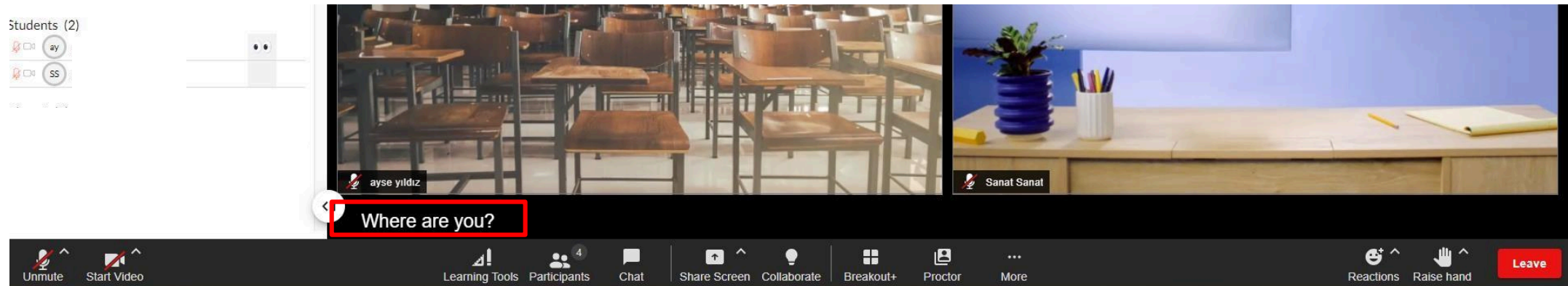
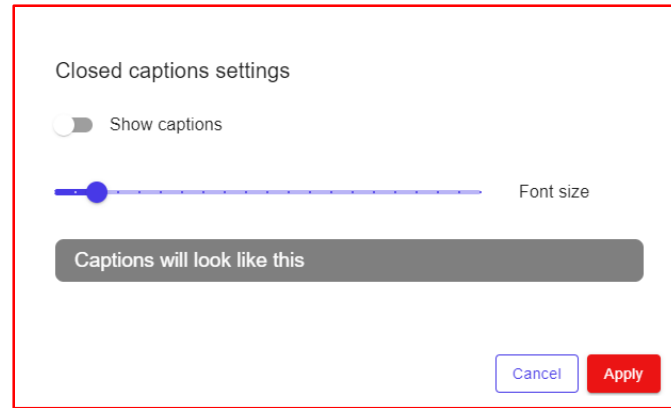
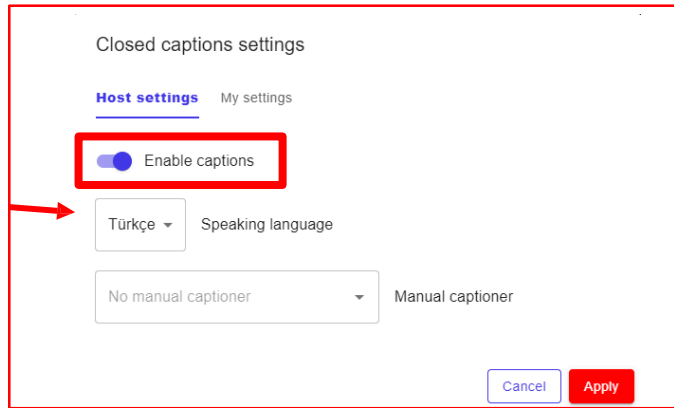
ay

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

Record

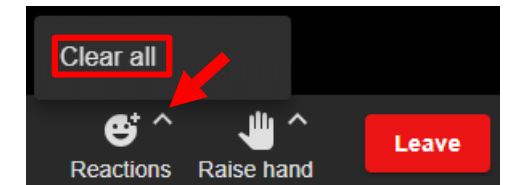
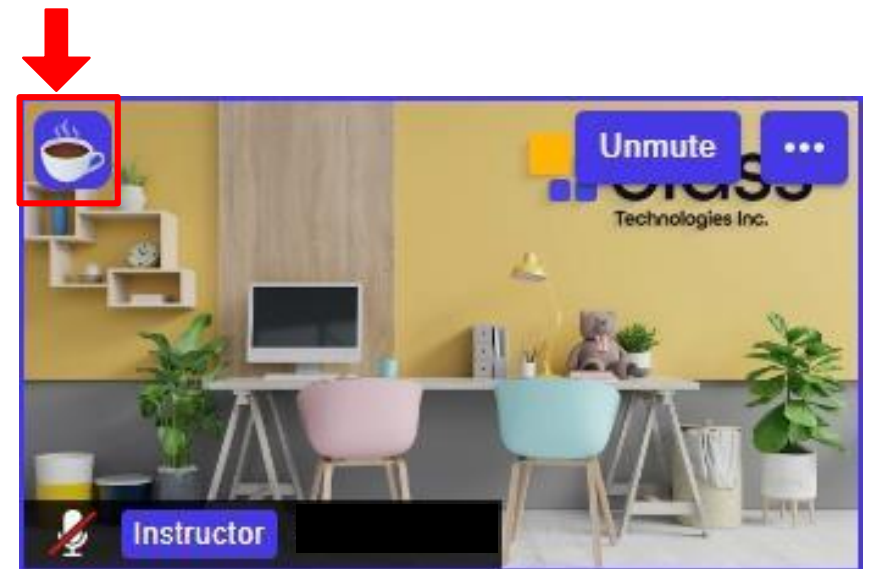
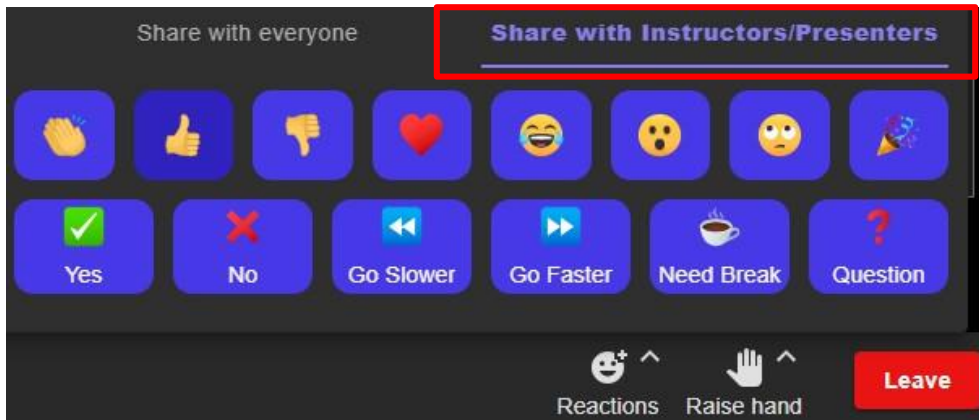
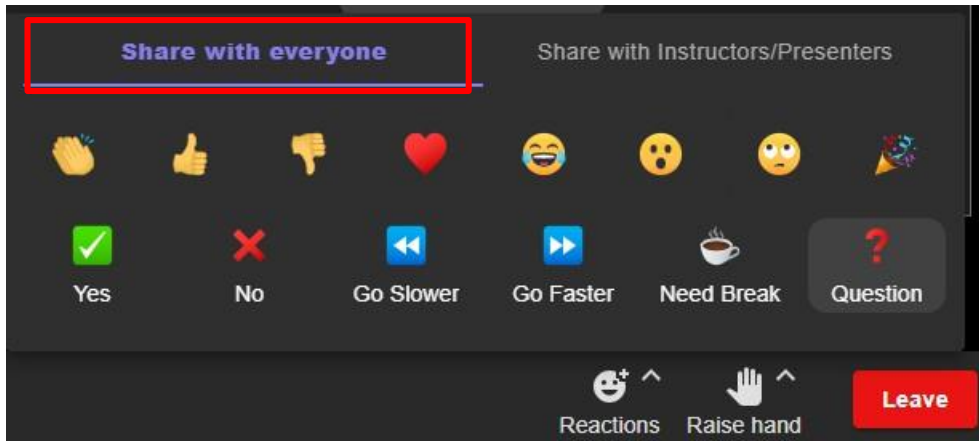
Closed Captioning: Off

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.'

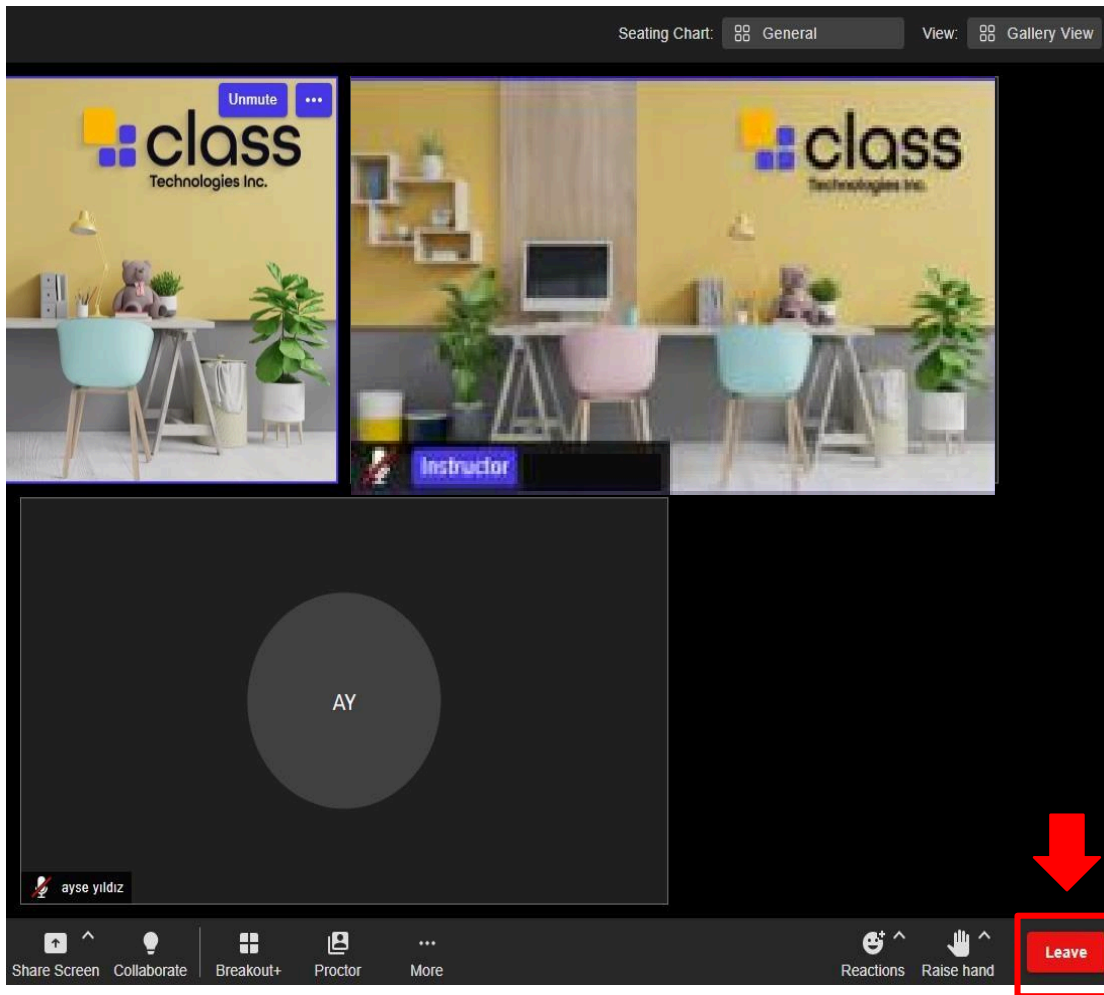
In the 'My Settings' section, you can show subtitles and adjust the text size, then click 'Apply.'



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.

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	 <b>Start playback</b>
Tuesday, September 10th, 2024 10:45 AM - 11:13 AM	Recording at 10.09.2024, 10:45:14	00:28:05	Instructors, assistants and students	
Tuesday, July 9th, 2024 4:28 PM - 4:31 PM	Recording at 09.07.2024, 16:28:49	00:02:55	Instructors, assistants and students	

- After saving the session, you can view the class recording in the 'Recordings' section on the landing page.
- You can view the options from the marked area.
- You can view different download options by clicking the 'Download' button.
- You can watch the recording by clicking the 'Start playback' button.
- Course recordings are not downloaded by students.

Download recording media

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