



— 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?

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 for "Username" and "Password", both highlighted with red boxes, and a blue "Sign In" button below them. The central area features a "Welcome to the O'Learn Education Platform!" message, the Istanbul Okan University logo (including a 25th anniversary emblem), and the "O'LEARN" logo. Below the logo is the text: "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" with the text: "Access all course content, notes, smart feedback, exams and assignments on your smartphone with the Blackboard Mobile App." Below this is a blue "LEARN" app icon, the text "Download the Blackboard app to your iOS version Android smartphones.", and two buttons for "Download on the App Store" and "GET IT ON Google Play". The background is a dark blue with glowing network lines and nodes.

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

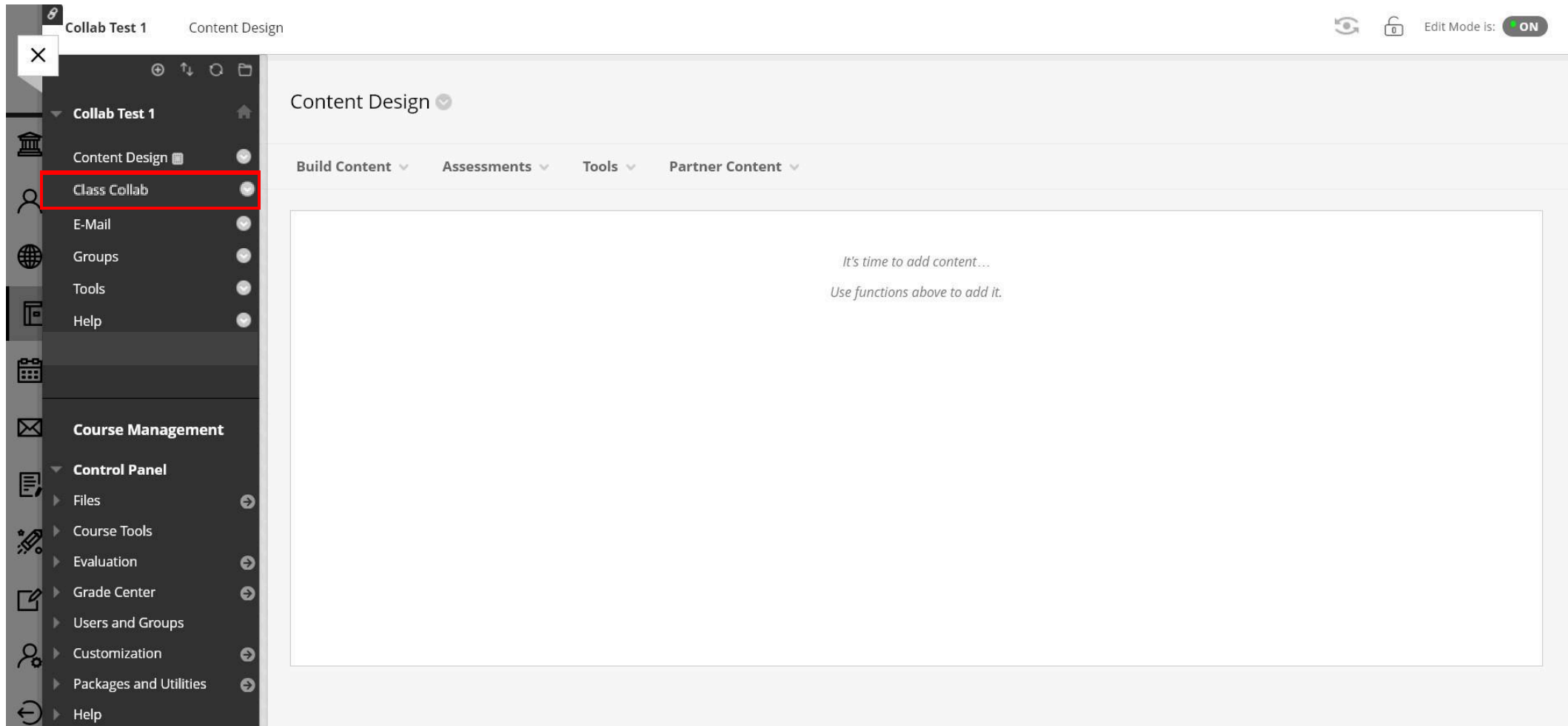
collabtest1 Collab Test 1 Original Course View

Hungry | [Multiple Instructors](#) | More information

2023-2024-TEST TEST COURSE Original Course View

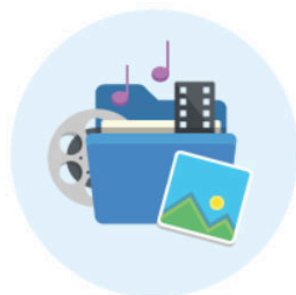
Hungry | More information

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.'



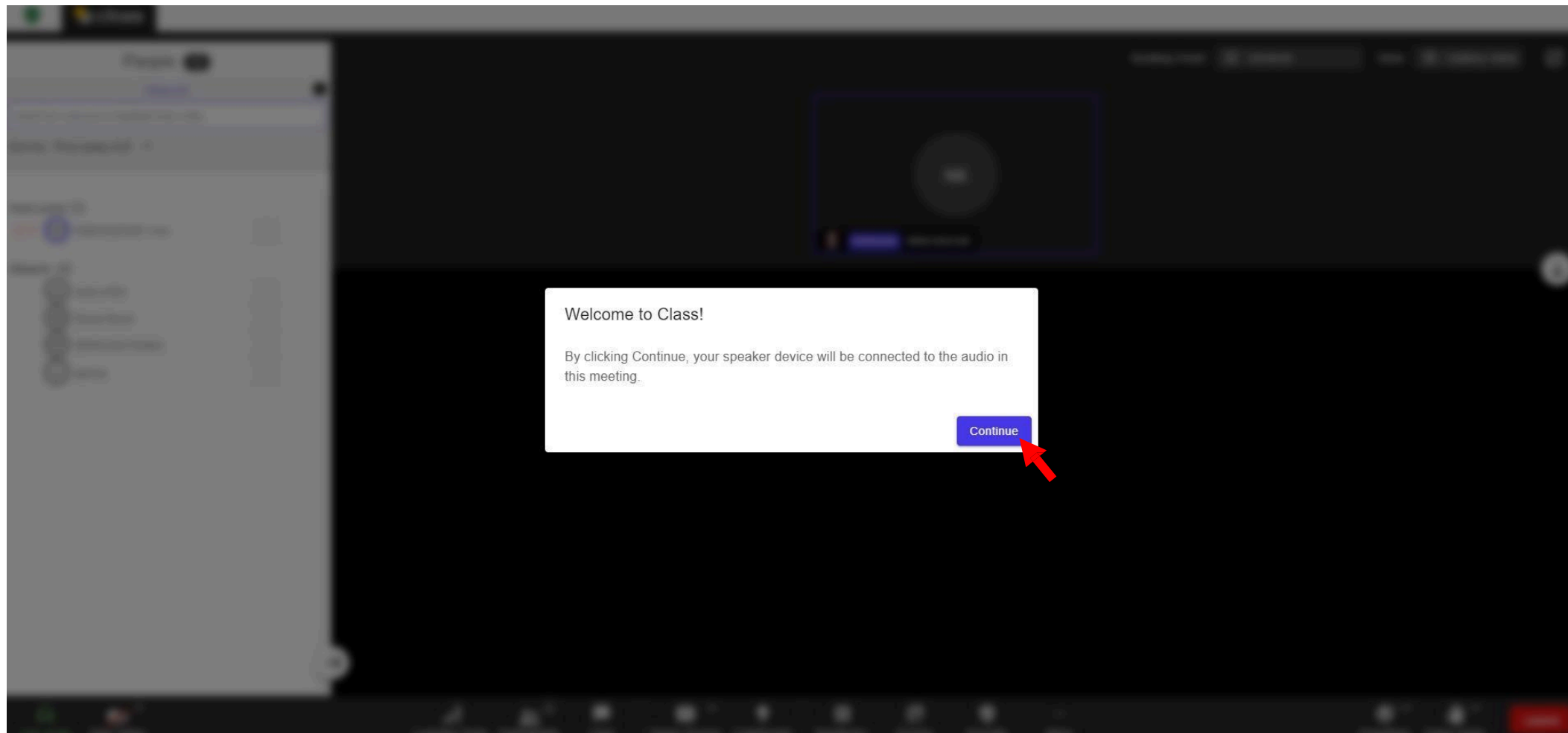
Join your class session

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

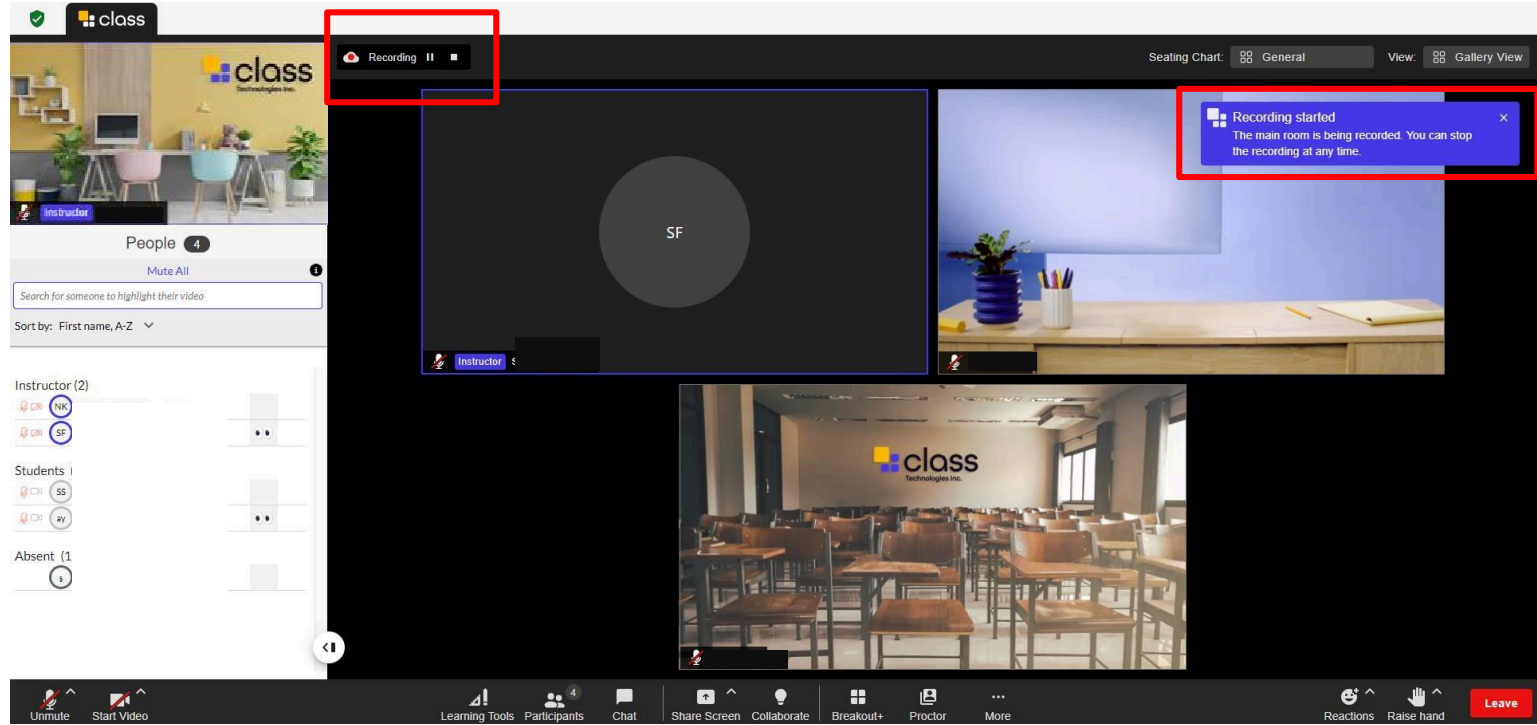
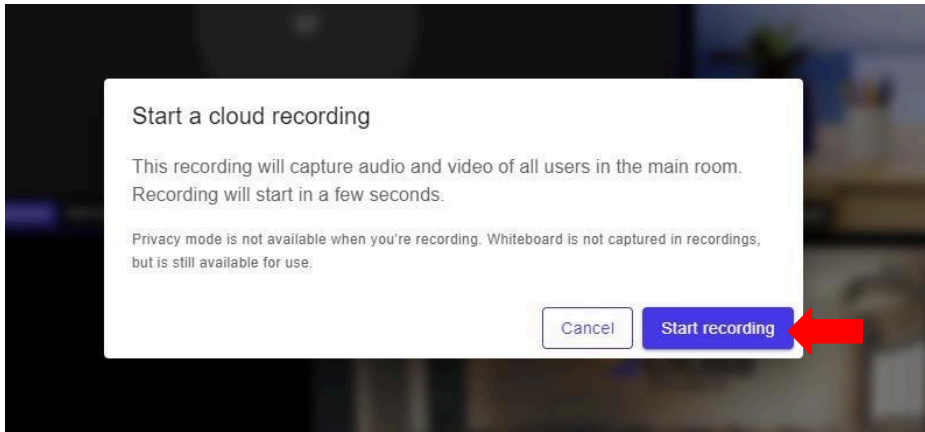
Instructor

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.

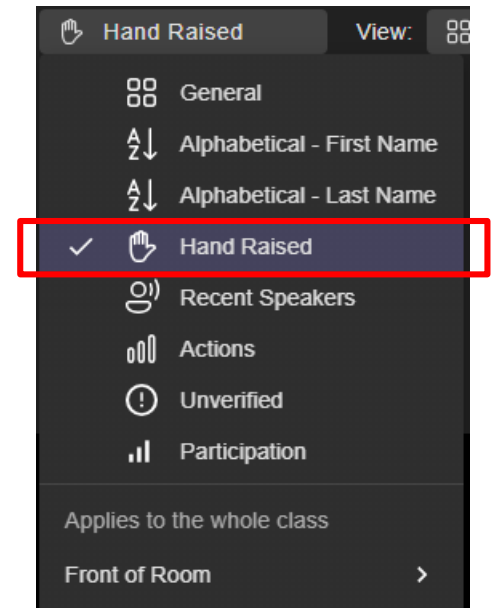
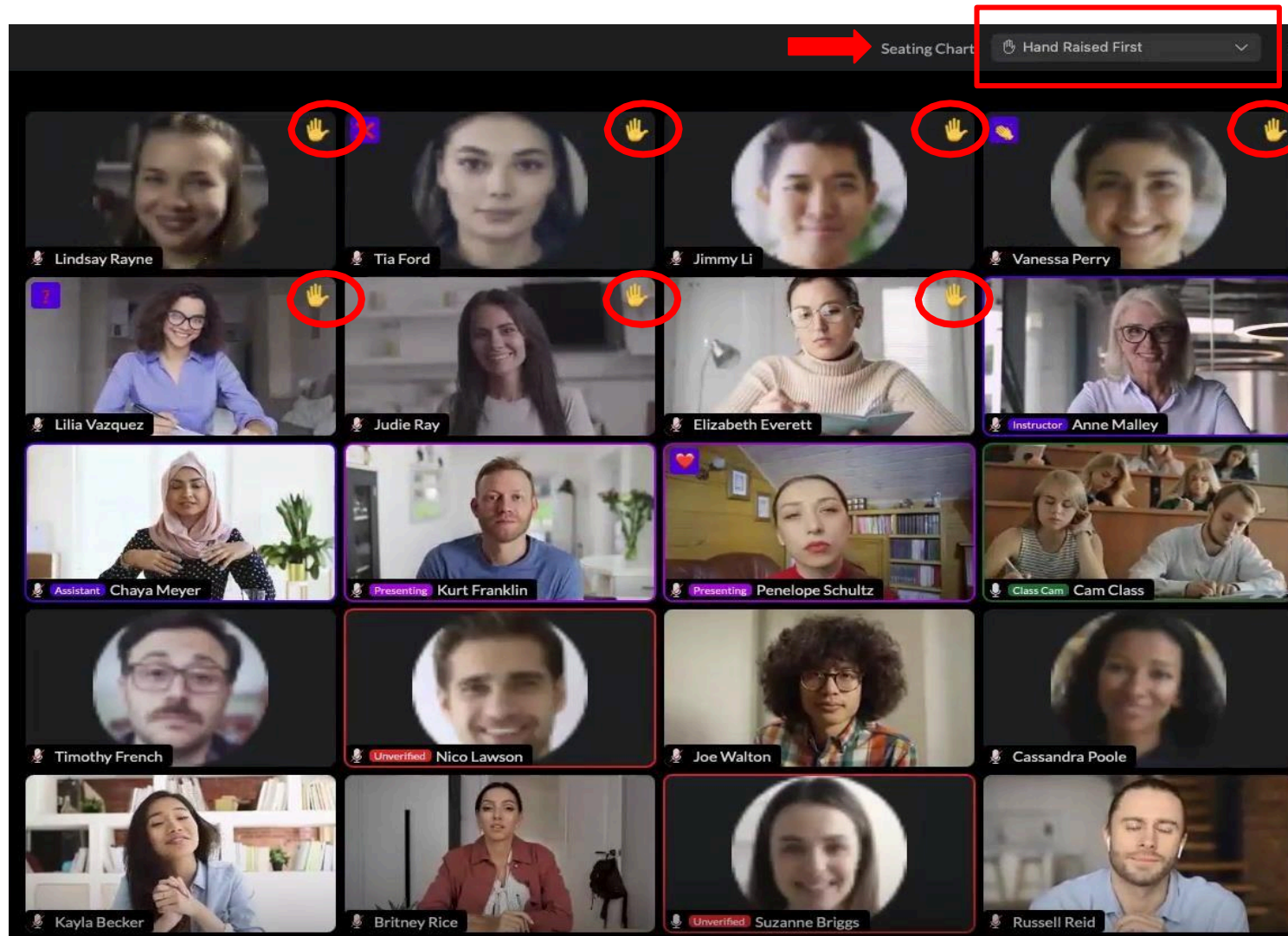
Once you receive a notification that recording has started, you will see the option to stop and end the recording in the top-left corner of the screen.

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: two for instructors (labeled 'NI' and 'S') and one for a student (labeled '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. At the bottom, there is 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.

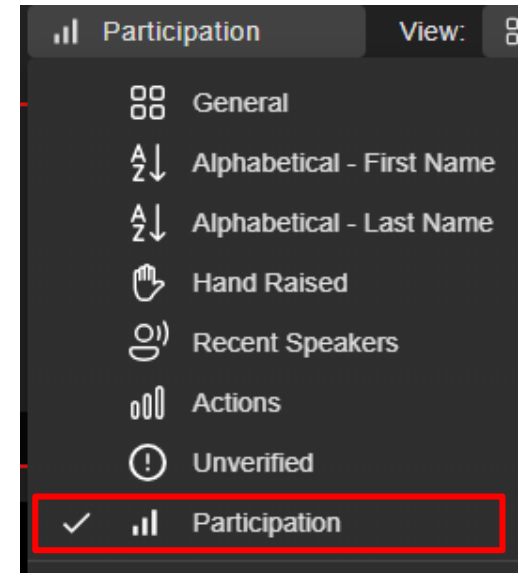
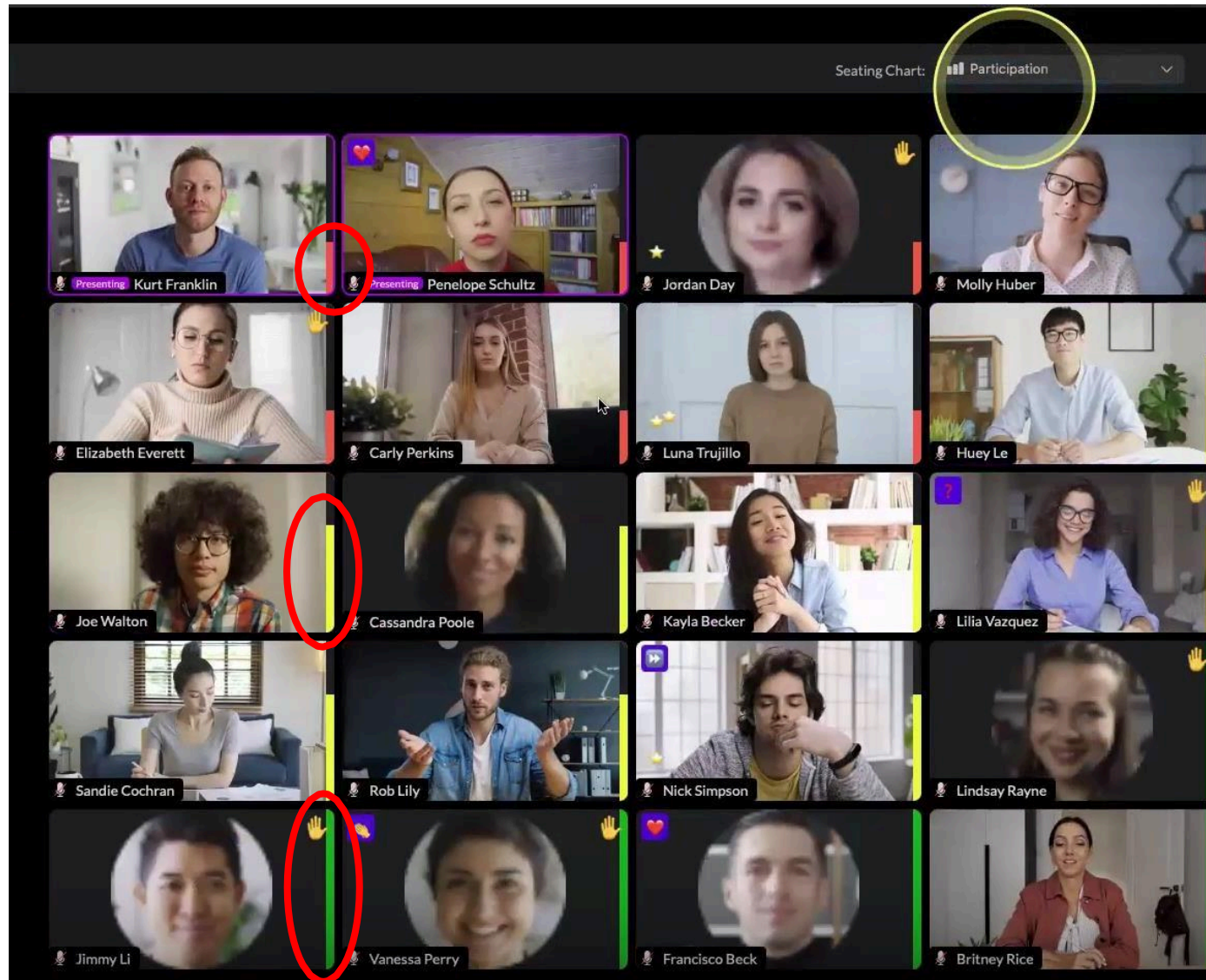
In the 'Seating Chart' section, you can adjust the seating arrangement settings for session participants.

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 classroom with a whiteboard. In the top right corner, the 'Seating Chart' and 'Participation' options are highlighted with a red box. Below this, the 'People' list is shown, with a red box around the 'i' icon and a red arrow pointing to it. The 'People' list includes two instructors (SEFACAN FID... and NISA KUCUK) and one student (Sanat Sanat). The bottom toolbar contains various meeting controls like Unmute, Stop Video, Learning Tools, Participants, Chat, Share Screen, Collaborate, Breakout+, Proctor, Security, More, Reactions, Raise hand, and Leave.

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



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

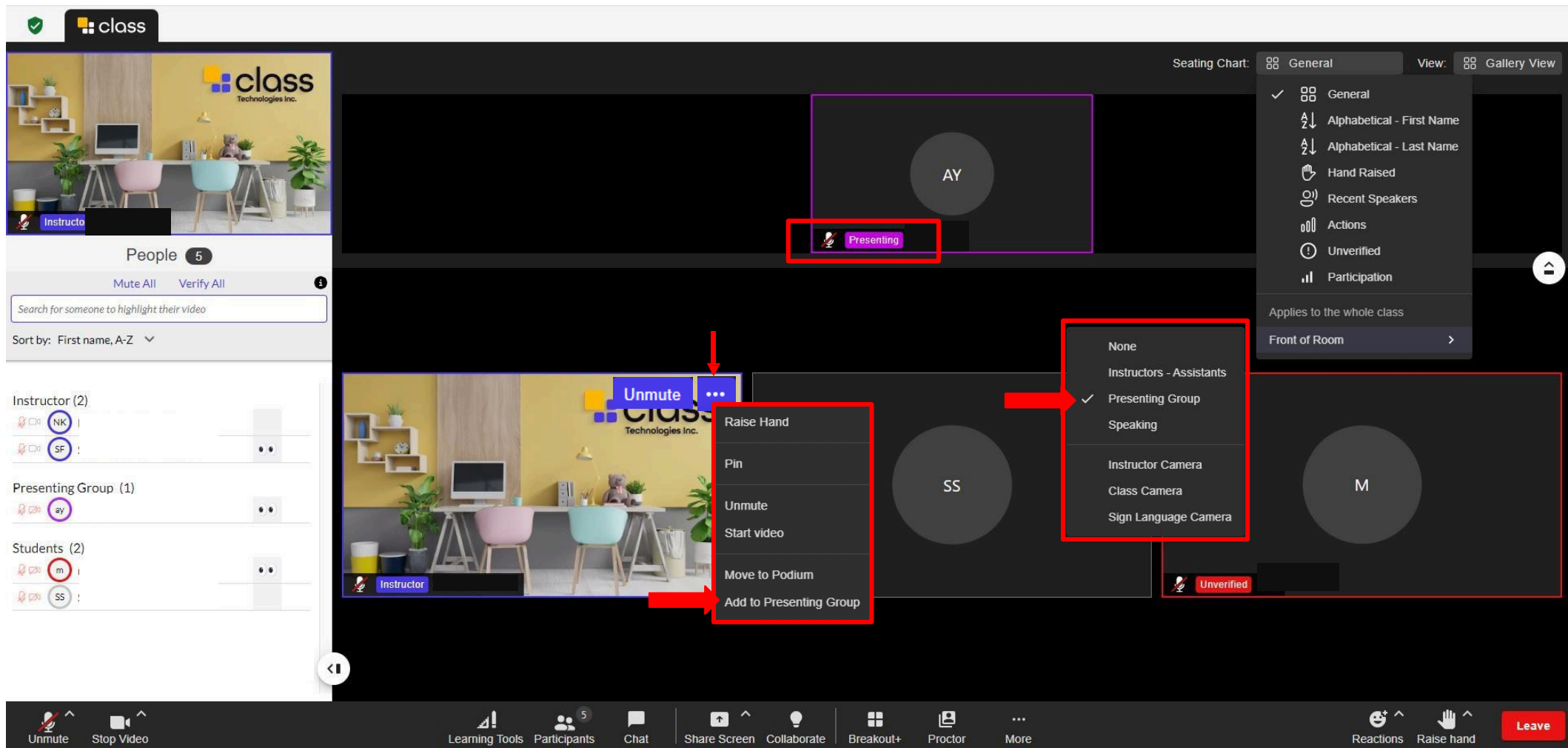


Click on the 'Participation' option to view the users participation levels.

**Red:** Low

**Yellow:** Good

**Green:** Great



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 with a 'Seating Chart' menu open. The menu is titled 'Seating Chart: General' and includes options like 'Alphabetical - First Name', 'Alphabetical - Last Name', 'Hand Raised', 'Recent Speakers', 'Actions', 'Unverified', and 'Participation'. A red box highlights the 'Speaking' option, which is also indicated by a red arrow. The background shows a gallery view of participants with names AY, SS, and M. The bottom toolbar contains icons for Unmute, Stop Video, Learning Tools, Participants, Chat, Share Screen, Collaborate, Breakout+, Proctor, More, Reactions, Raise hand, and Leave.

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



The screenshot displays the Class Technologies Inc. virtual classroom interface. On the left, a sidebar shows the 'People' list with 5 participants: 1 Instructor (NK), 2 Presenting Group members (SF and ay), and 2 Students (m and ss). The main area shows a gallery view of video feeds. The top-left feed is the instructor's, and the top-right feed is a 'Presenting' screen. Below these are two participant feeds labeled 'SS' and 'M'. A settings menu is open on the right, showing options for 'View' (Gallery View, Speaker View), 'Privacy Mode' (Optional), and 'Videos Per Screen' (9). A red box highlights the 'Let Participants Select' option under 'Privacy Mode'. Red arrows point to the 'View' and 'Privacy Mode' sections of the menu. The bottom toolbar includes icons for Unmute, Stop Video, Learning Tools, Participants, Chat, Share Screen, Collaborate, Breakout+, Proctor, More, Reactions, Raise hand, and Leave.

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 shows a gallery view of video thumbnails. One thumbnail is highlighted with a red border. 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 set to 9, and a red arrow points to it. The menu also shows options for 4, 16, and 20 videos per screen.

Seating Chart: General View: Gallery View

Gallery View

Speaker View coming soon

Privacy Mode: On

Videos Per Screen: 9

4

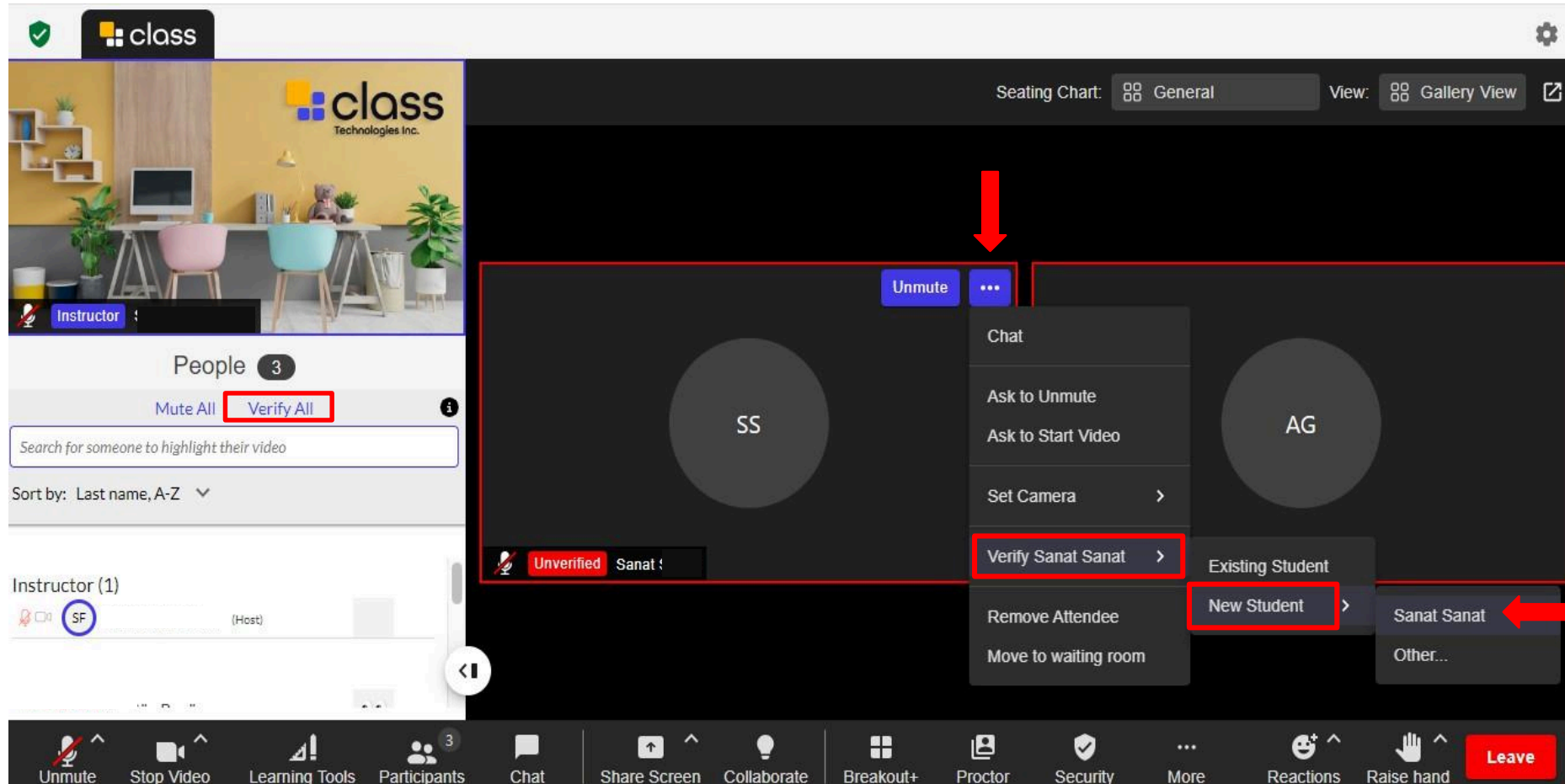
9

16

20

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

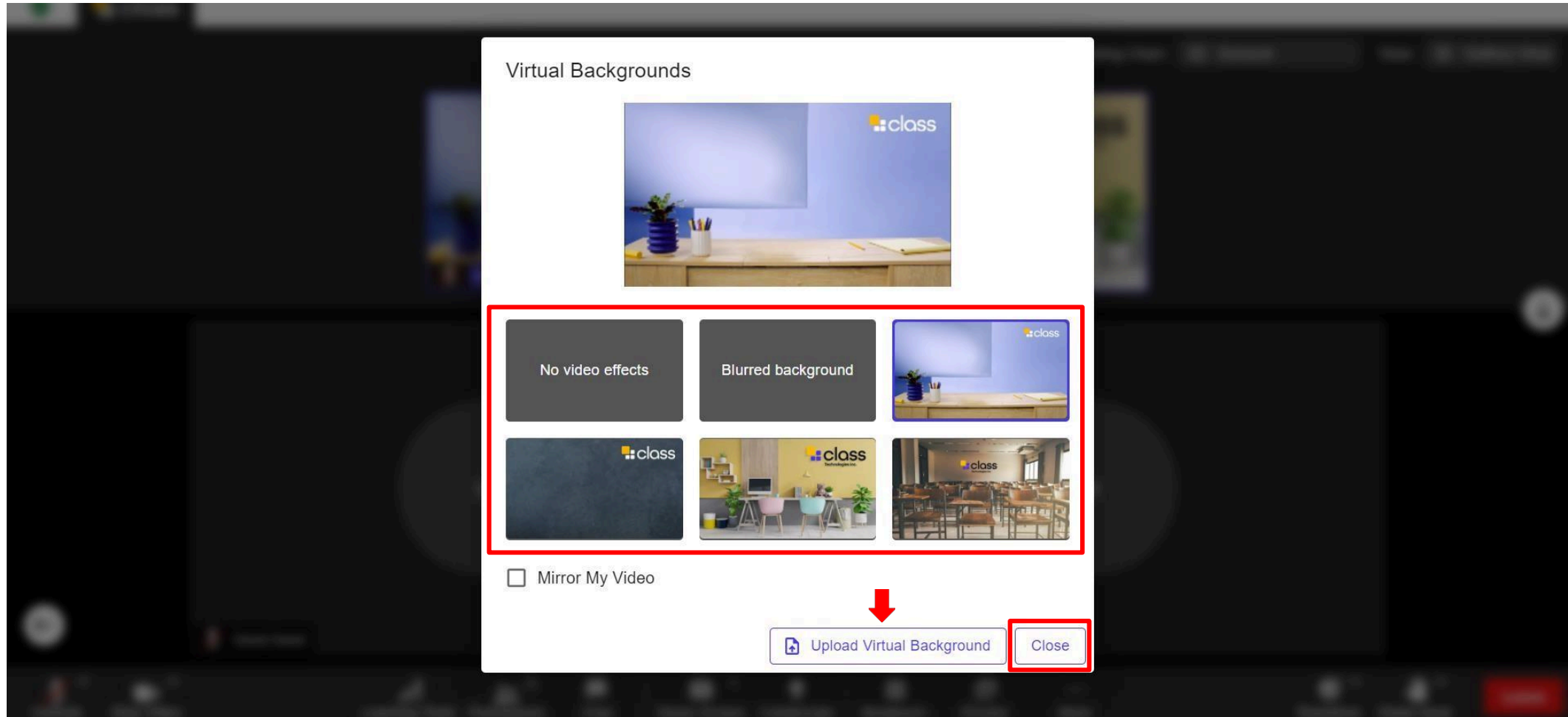
The screenshot shows a virtual classroom interface for Class Technologies Inc. The top navigation bar includes the 'class' logo and options for 'Seating Chart' (General) and 'View' (Gallery View). The left sidebar displays 'People' (5) with options to 'Mute All' and 'Verify All', a search bar, and a list of participants including two instructors (NK, SF) and three students (ayse yıldız). The main video grid shows four participants: an instructor, a student labeled 'SS', a student labeled 'M', and a student labeled 'AY'. A red box highlights the 'Speakers' and 'Microphones' settings menu, which is open over the 'Unmute' button in the bottom toolbar. The 'Unmute' button is also highlighted with a red arrow.

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.

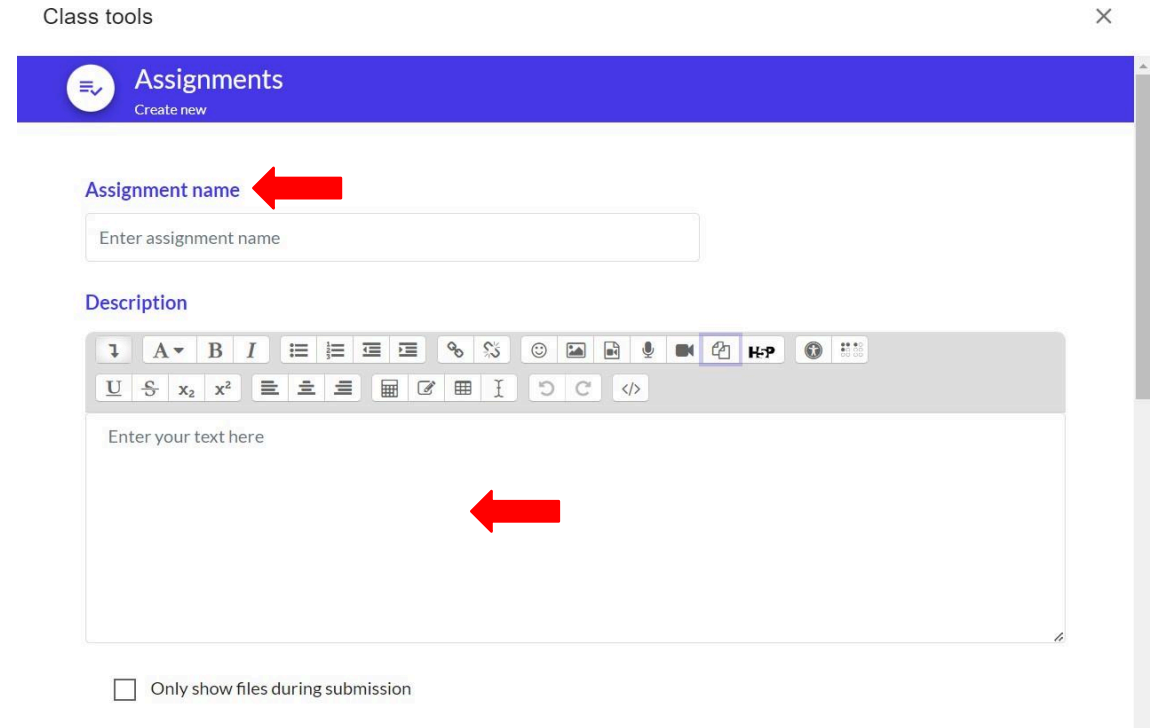
The image shows a Zoom meeting interface. On the left, a sidebar titled 'Learning Tools' is visible, containing a 'Course Content' section with a list of items: Syllabus, Assignment, Assessment / Quiz / Test, Survey, Polling, and Learning Management System. A red arrow points to the 'Syllabus' item. The main area of the screen displays 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, showing 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), 'SS' (top right), and 'M' (bottom left). The 'M' participant's video is highlighted with a red border. The bottom toolbar includes icons for Unmute, Stop Video, Learning Tools, Participants, Chat, Share Screen, Collaborate, Breakout+, Proctor, More, Reactions, Raise hand, and Leave. A red arrow points to the 'Learning Tools' icon in the toolbar.

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





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

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

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

Class tools

Assignments

Import Create new

Name ↑ Actions Launch

No data available for this table

TEST COURSE TEST COURSE

Choose a class...

TEST COURSE TEST COURSE

Assignments

Assignments (0) ↑ Imported ↑

TST

1

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

Cancel Back to Assignments Import (1)

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

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

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

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 gallery with three participants: 'Instructor' (top left), 'M' (bottom left), and 'AY' (bottom right). The 'Instructor' video shows a desk with a computer and plants. The 'M' and 'AY' videos show a large grey circle with their initials. At the bottom is a toolbar with icons for Unmute, Stop Video, Learning Tools (highlighted with a red arrow), Participants, Chat, Share Screen, Collaborate, Breakout+, Proctor, More, Reactions, Raise hand, and Leave. The top right of the screen shows 'Seating Chart: General' and 'View: Gallery View'.

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



Name ↑	Type	Actions	Launch
dsafdfg	Assessment	...	<a href="#">Launch</a>
QUESTIONS TEST (copy)	Assessment	...	<a href="#">Launch</a>
test	Assessment	...	<a href="#">Launch</a>
test	Assessment	...	<a href="#">Launch</a>
TEST1	Quiz	...	<a href="#">Launch</a>
TEST1 (copy)	Quiz	...	<a href="#">Launch</a>

< 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

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

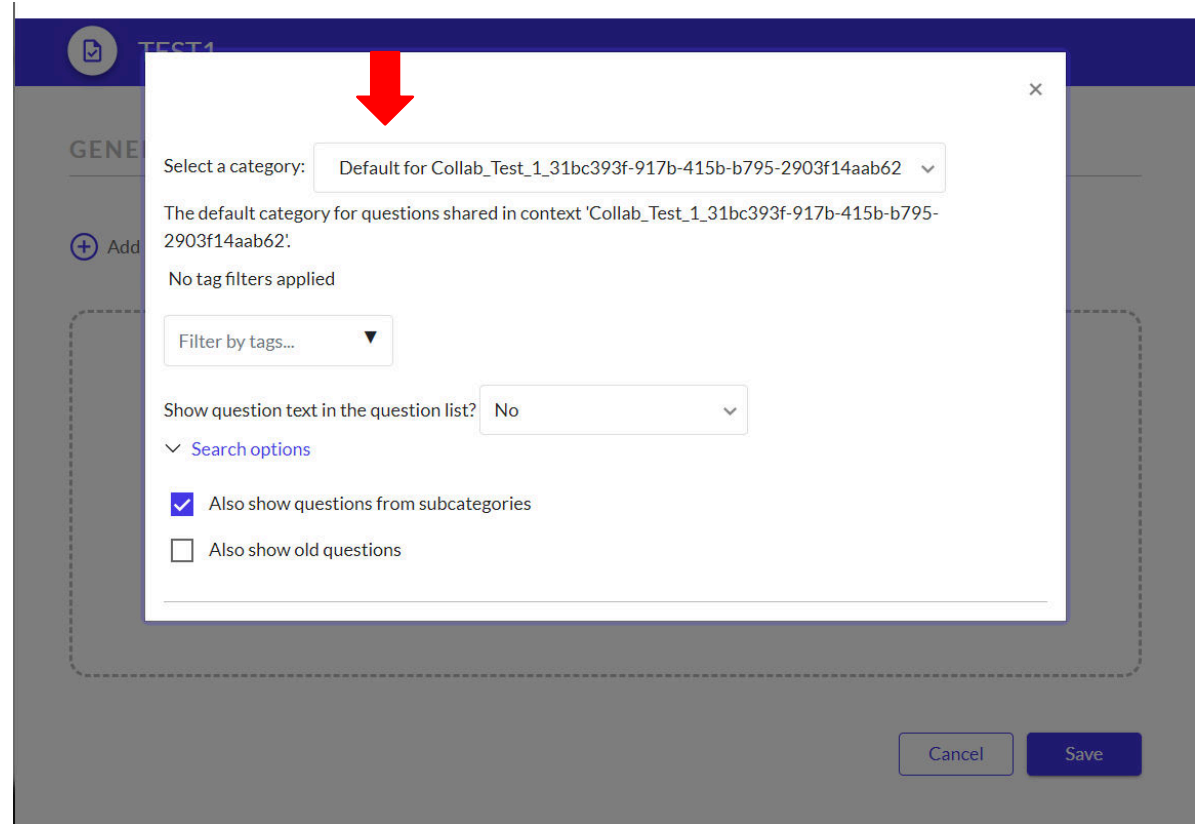
You can select the types of questions.

Class tools


test

## GENERAL QUESTIONS

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



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	Review

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

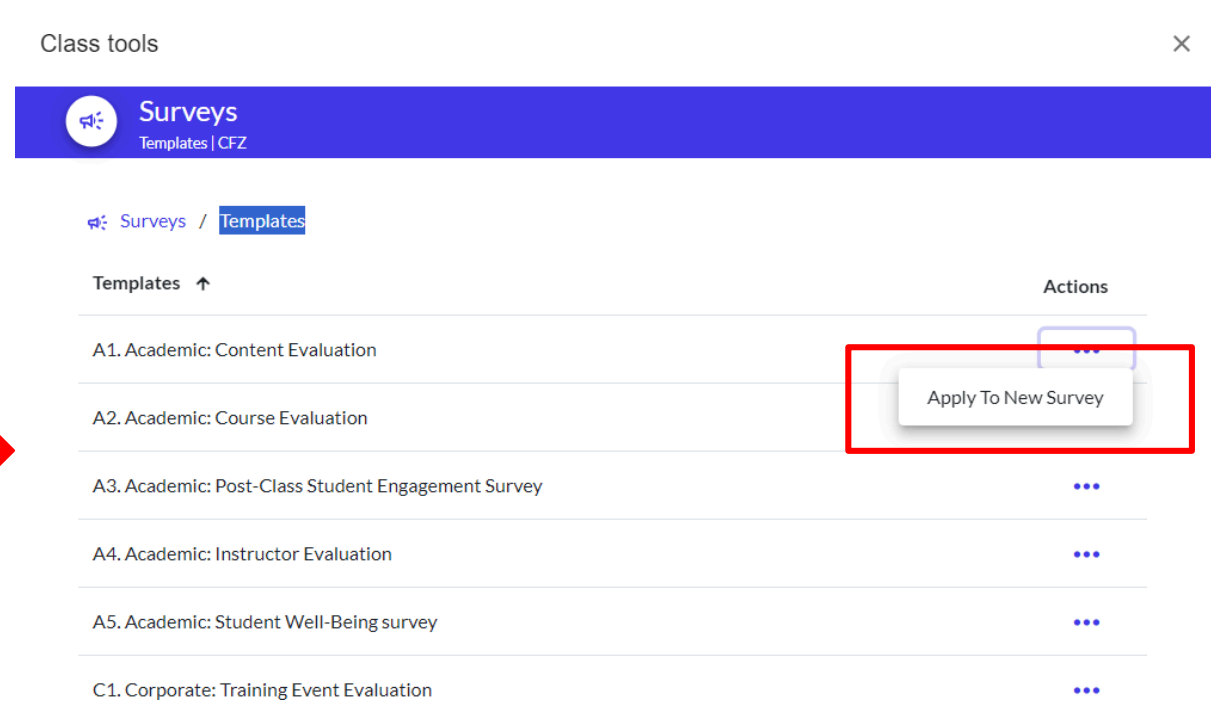
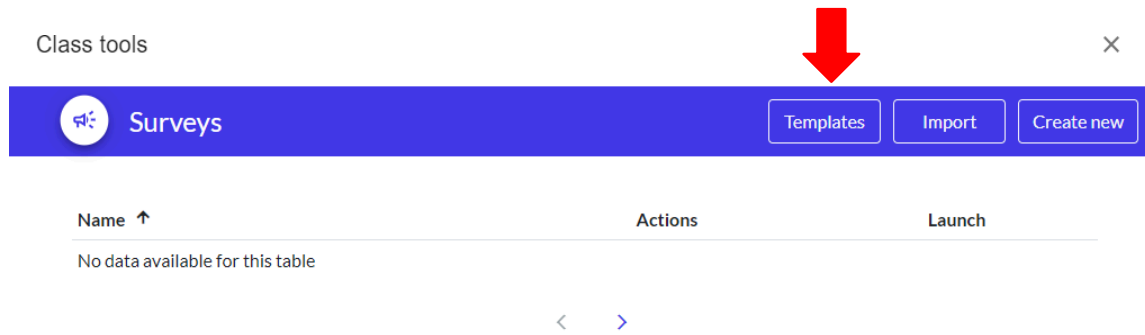
Course Content Class Management

- 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.



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.



S 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

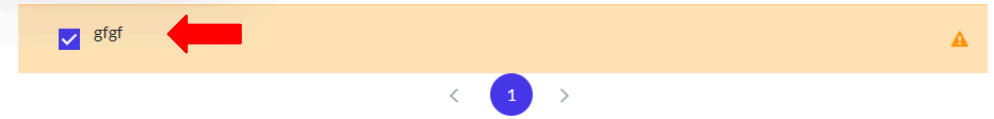
+ Add an option

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

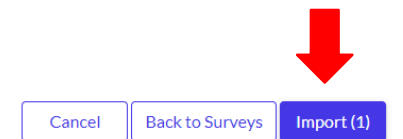
If you want to add more options, you can click 'Add an option'.



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.

The screenshot shows a poll interface in a Class Technologies session. The poll title is "A1. Academic: Content Evaluation (copy) (copy) (copy)". The status is "Open", with 2 responses and 19 questions. The poll question is "The instructional materials increased my knowledge and skills in the subject matter." The response distribution is as follows:

Response Option	Count
(1) Strongly disagree	1
(2) Somewhat disagree	1
(3) Neither agree nor disagree	0
(4) Somewhat agree	0
(5) Strongly agree	0

The "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 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' 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. The top right corner shows 'Seating Chart: General' and 'View: Gallery View'.

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	<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

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 three participants. The top participant is the 'Instructor' with a video feed of a desk setup. The bottom-left participant is labeled 'M' and is 'Unverified'. The bottom-right participant is labeled 'AY'. The top-right participant is labeled 'SS'. At the bottom, a 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. The top right of the meeting area shows 'Seating Chart: General' and 'View: Gallery View'.

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, there is a sidebar with the 'class Technologies Inc.' logo at the top. Below the logo, there are two tabs: 'Learning Tools' and 'Class Management'. A red arrow points from 'Learning Tools' to 'Class Management'. Under 'Class Management', there are four icons: 'Class Roster', 'Attendance', 'Gradebook' (highlighted with a red box), and 'Dashboard'. Below these are 'Instructor FAQ' and a back arrow. The main meeting area shows a gallery view of three video thumbnails. The top-left thumbnail shows the 'class' logo and a desk setup, with an 'Instructor' label below it. The top-right thumbnail shows a large grey circle with the letters 'SS'. The bottom-left thumbnail shows a large grey circle with the letter 'M' and an 'Unverified' label below it. The bottom-right thumbnail 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 of the screen is a Zoom control bar with icons for 'Unmute', 'Stop Video', 'Learning Tools', 'Participants' (5), 'Chat', 'Share Screen', 'Collaborate', 'Breakout+', 'Proctor', 'More', 'Reactions', 'Raise hand', and a red 'Leave' button.

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

 **Gradebook** Export

Report options

Show a total score Yes

Manually set weights for total Yes

Exclude missing grades from averages Yes

Search + Add column

	test	TST	QUESTIONS TEST	test	TEST1	TEST1
Activity weights:	1.0 %	1.0 %	1.0 %	1.0 %	1.0 %	1.0 %
Sanat Sanat	10.00	-	-	-	-	-
ayse'	-	20.00	-	-	-	-

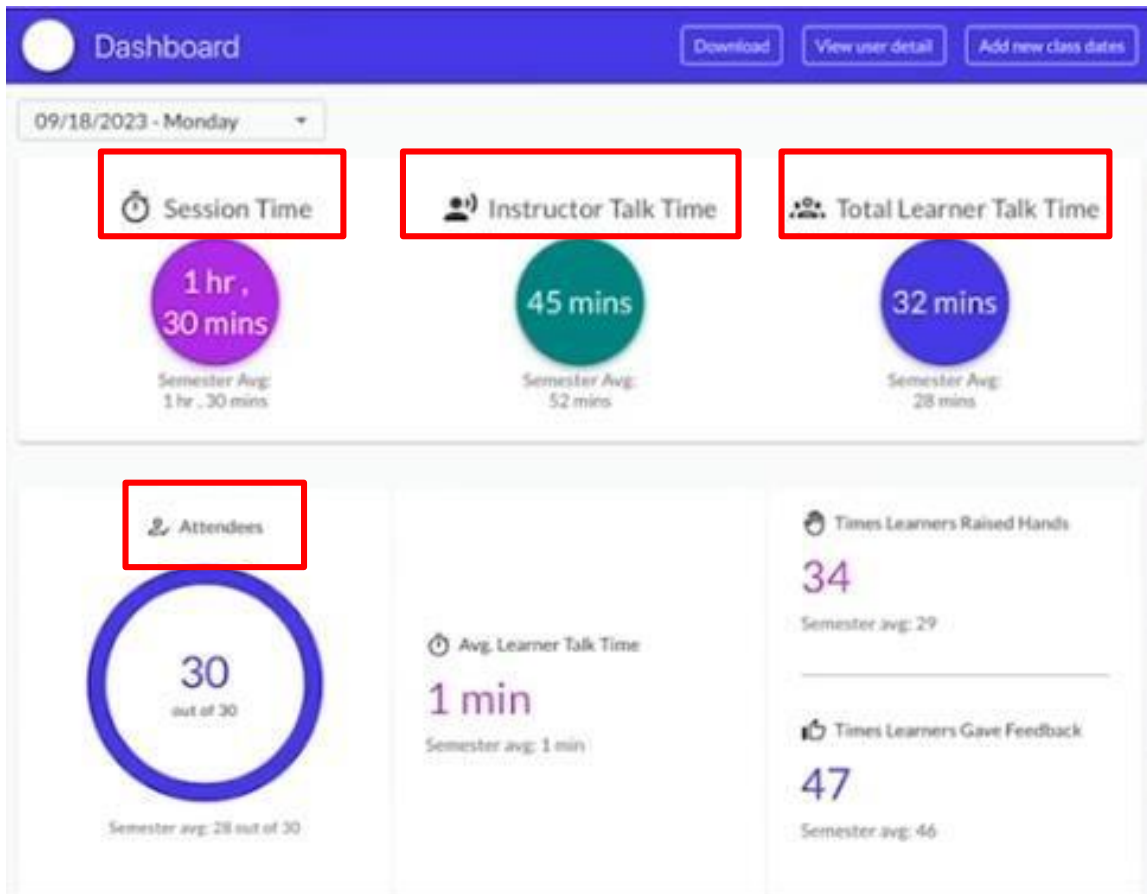
Total 4, 40 items / page 1

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.

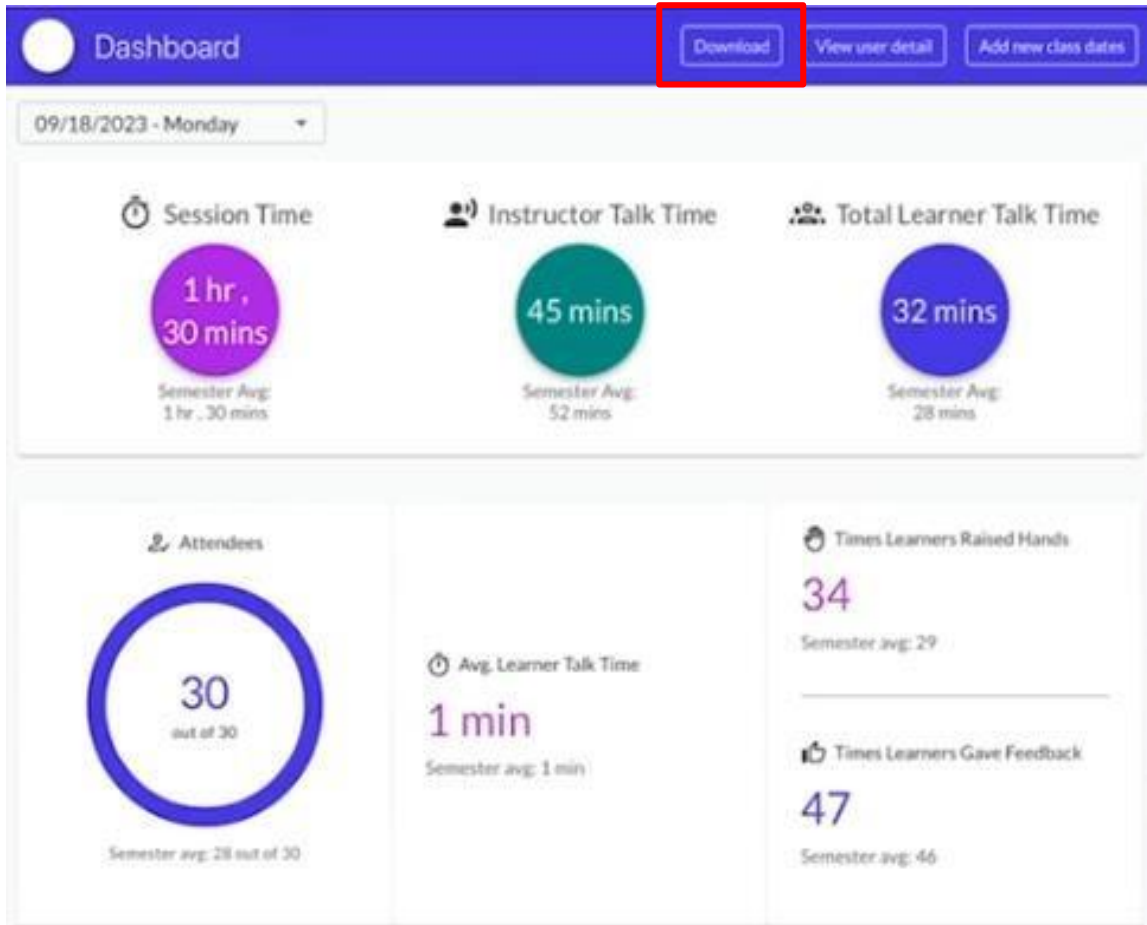


**Dashboard** | Download | **View class details** | Add new class dates

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.



Collab\_Test\_1-0

Dosya Giriş Ekle Sayfa Düzeni Formüller Veri Gözden Geçir Görünüm Ne yapmak istediğinizi s

Calibri 11 Metni Kaydır Genel

Kopyala Biçim Boyacısı Pano Yazı Tipi Hizalama Sayı

B1

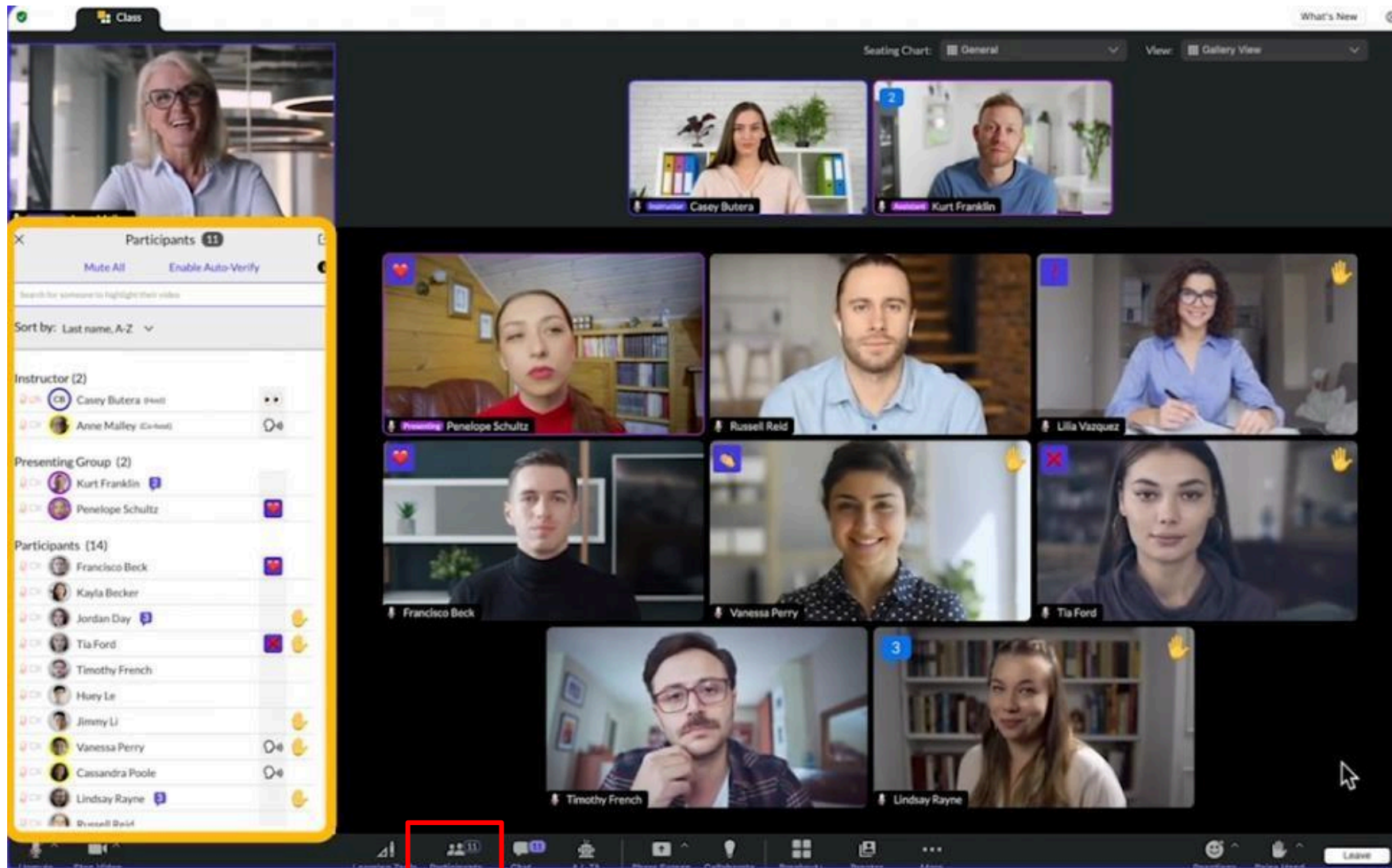
	A	B
1	Name,Role,Email,External Id,Talk Time (minutes),Focus Time (minutes),Hand Raises,Feedback,Stars	
2	SE 0,00,0,00,0,0,0	
3	NI 0,0,0	
4	Sa ;,0,00,0,00,0,0,0	
5	ay ldiz,0,00,0,00,0,0,0	
6	şe 0,0,0	
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		

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

You can download the details as a report.

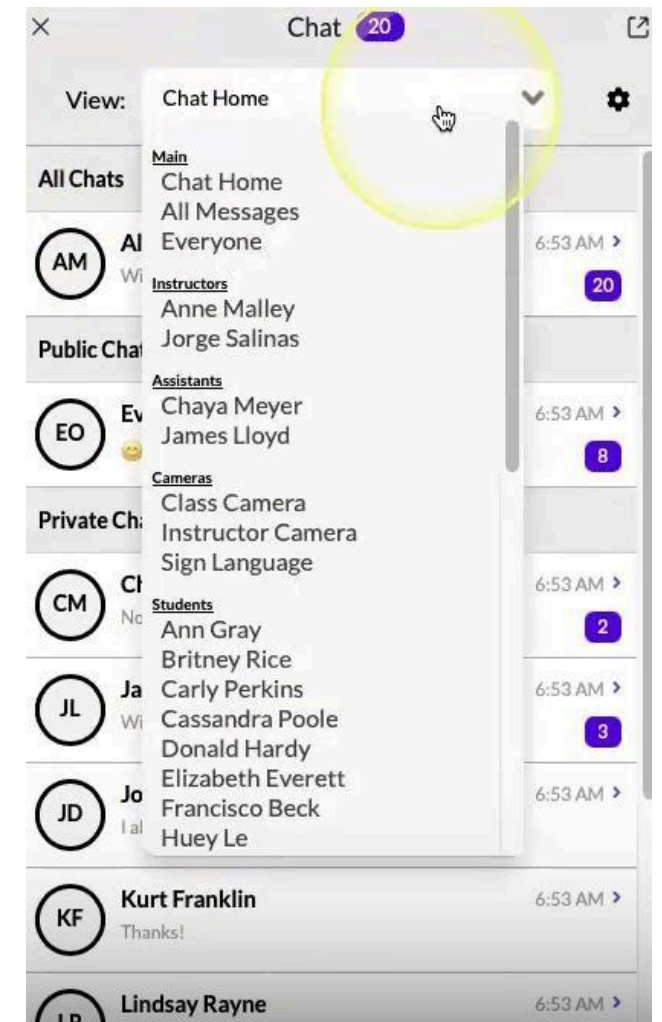
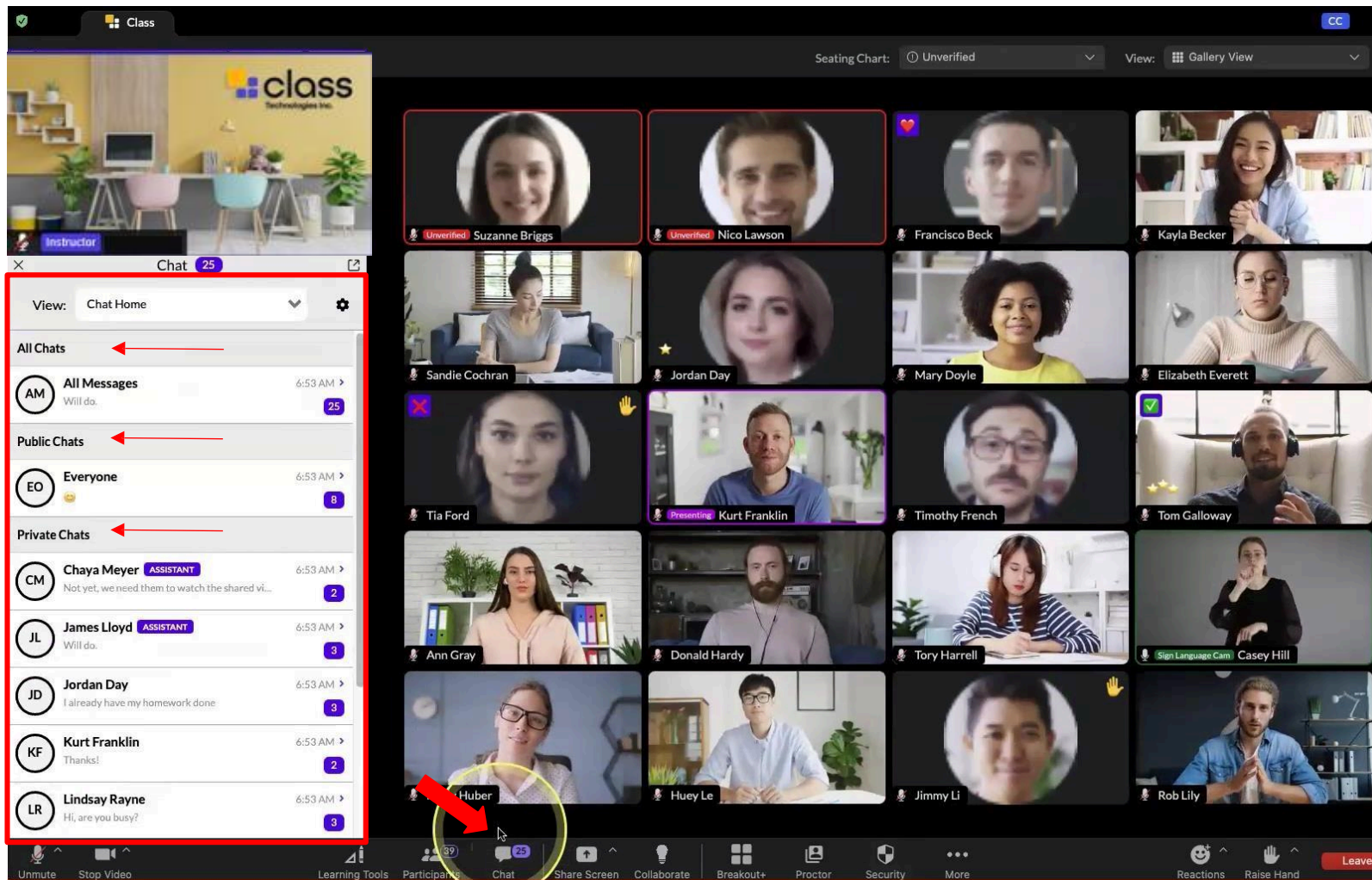
The image shows a Zoom meeting interface. On the left is a sidebar with the 'class Technologies Inc.' logo at the top. Below the logo, there are two tabs: 'Learning Tools' and 'Class Management'. A red arrow points from 'Learning Tools' to 'Class Management'. Under 'Class Management', there are three icons: 'Class Roster', 'Attendance', and 'Gradebook'. Below these are 'Dashboard' and 'Instructor FAQ', with a red box around the 'Instructor FAQ' icon. The main area of the screen is a video gallery. At the top right of this area, it says 'Seating Chart: General' and 'View: Gallery View'. There are three video thumbnails. The top-left one shows the 'class' logo and is labeled 'Instructor'. The top-right one is a dark circle with 'SS' in the center. The bottom-left one is a dark circle with 'M' in the center and is labeled 'Unverified' at the bottom. The bottom-right one is a dark circle with 'AY' in the center. At the bottom of the screen is a toolbar with icons for 'Unmute', 'Stop Video', 'Learning Tools', 'Participants' (with a '5' next to 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.

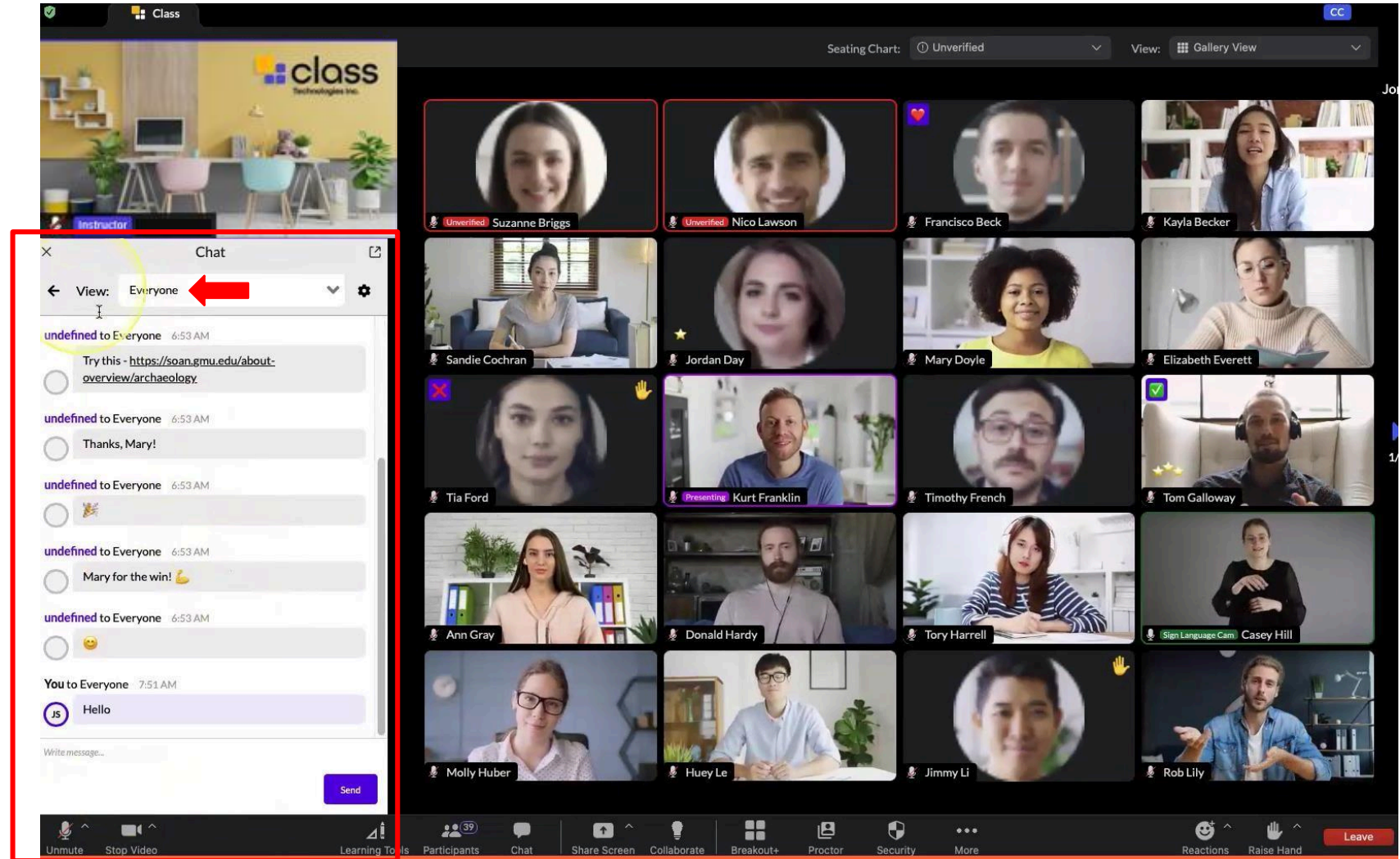
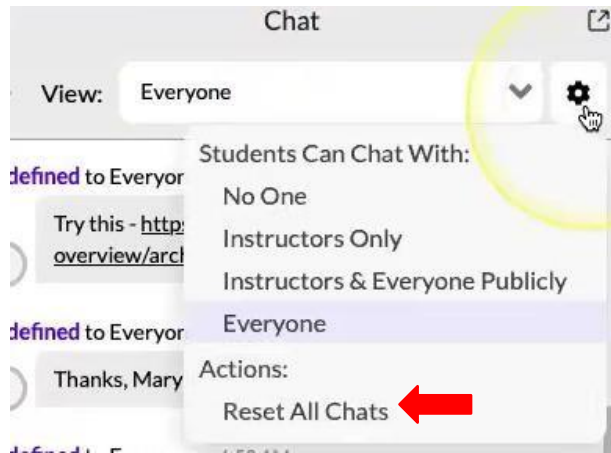


From the 'Participants' area in the lower panel, you can view all users.





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.

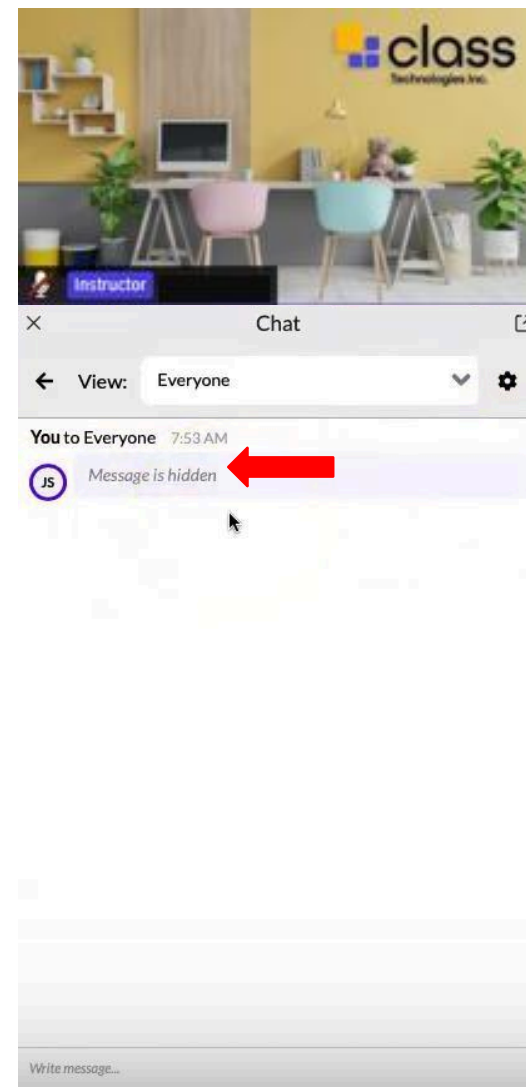
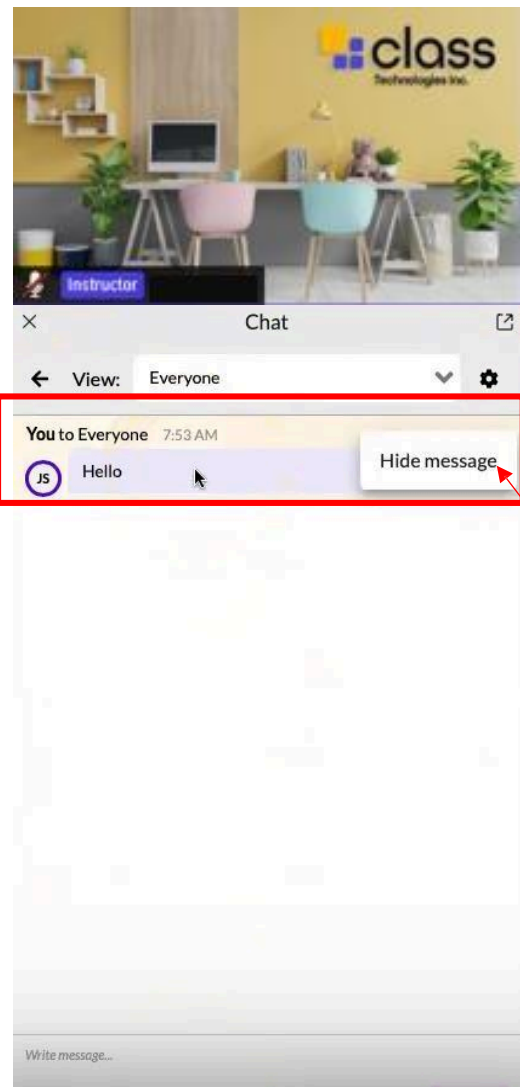
In the 'Settings' area, you can choose the messages you want students to see and delete all chats using the 'Clear all chats' option.

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:

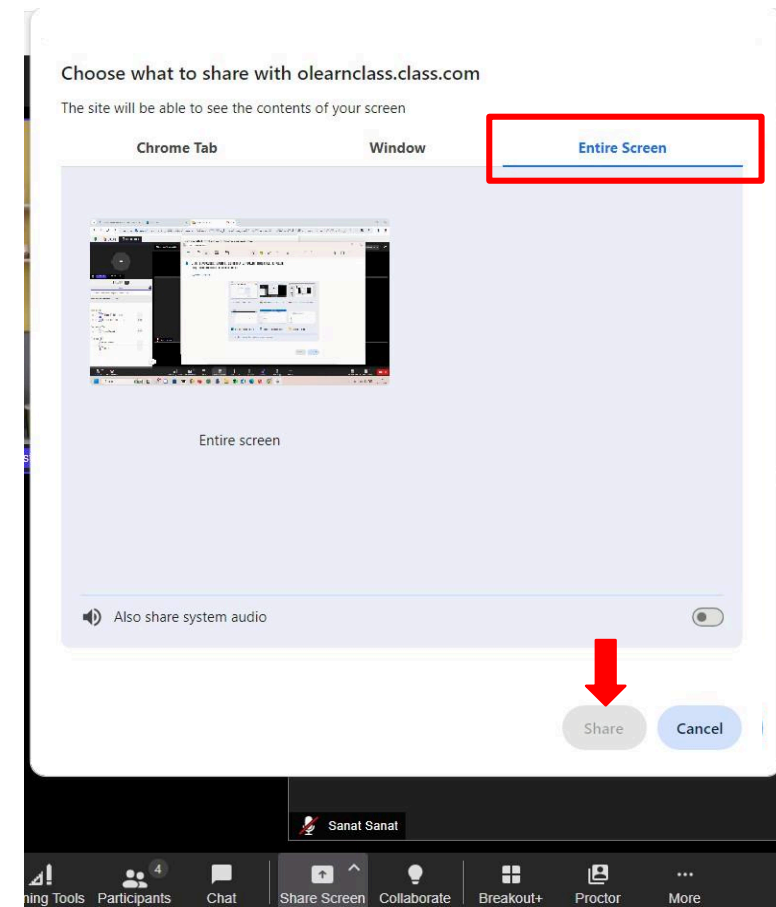
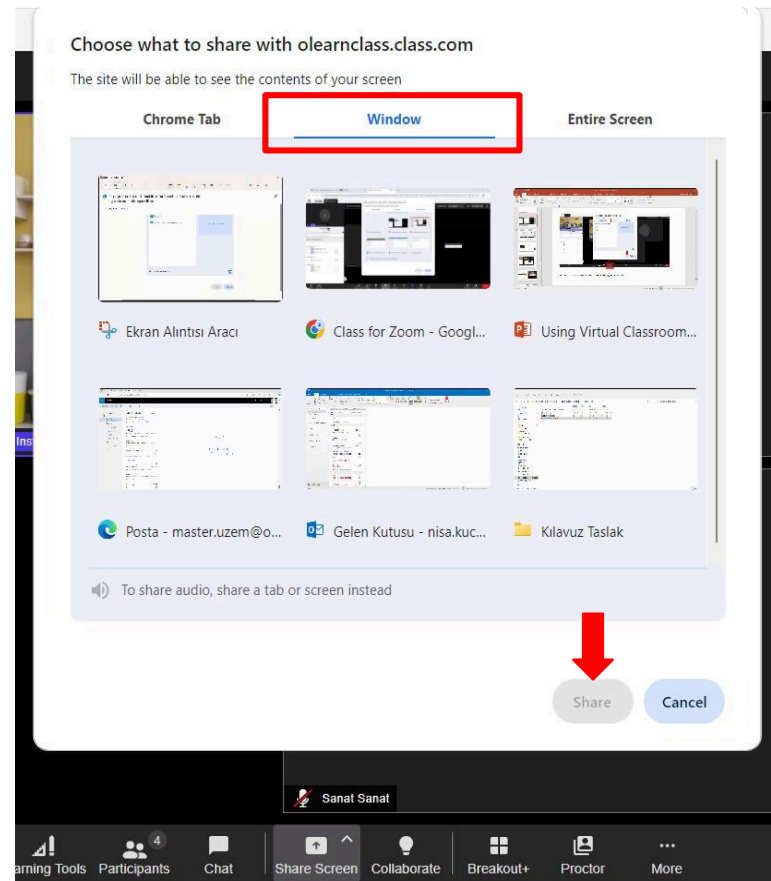
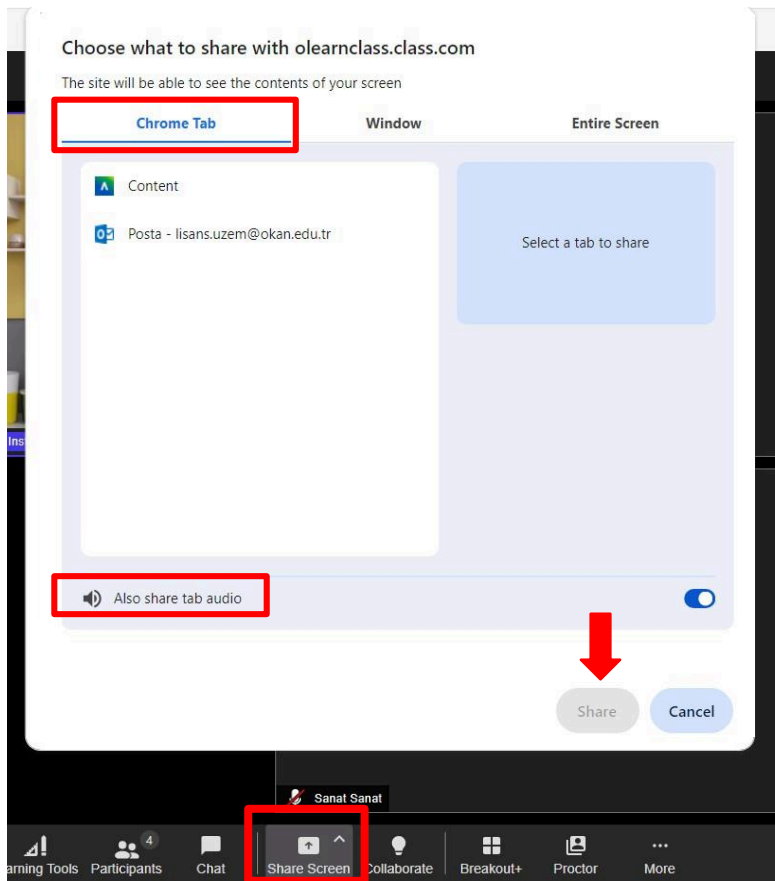
- undefined to Everyone 6:53 AM: This article is really helping us understand #2! <https://soan.mu.edu/about-overview/archaeology>
- Suzanne Briggs to You 6:53 AM: Hey! It's me, Suzy! Can you verify me please? (Direct Message)
- undefined to You 6:53 AM: I love this class! (Direct Message)

The main meeting area shows a grid of 16 participants. At the top right, the 'Seating Chart' is set to 'Unverified' and the 'View' is set to 'Gallery View'. The bottom toolbar contains various controls: 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'.

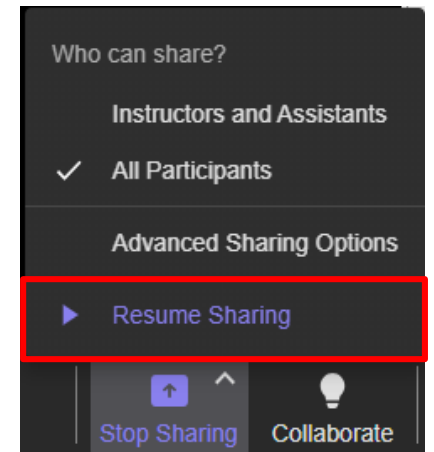
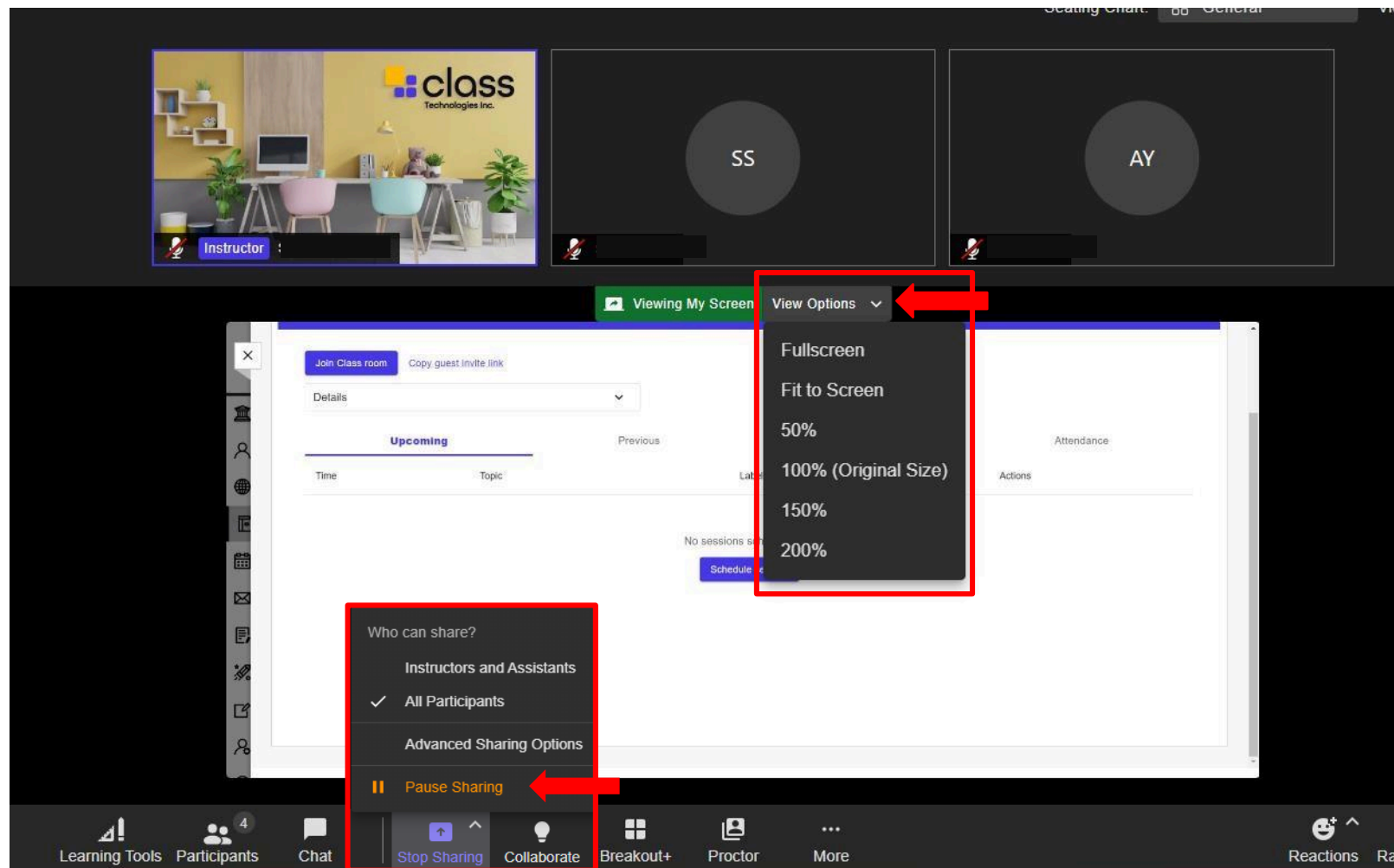


From the 'Share Screen' area, you can share your browser tab.

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.

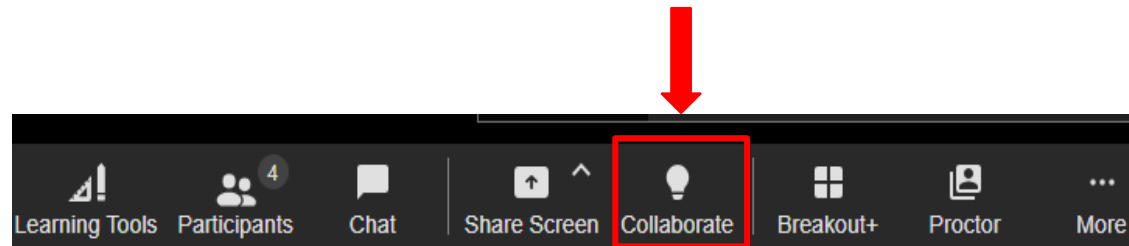
You can share the browser's audio from the "Also share tab audio" option.



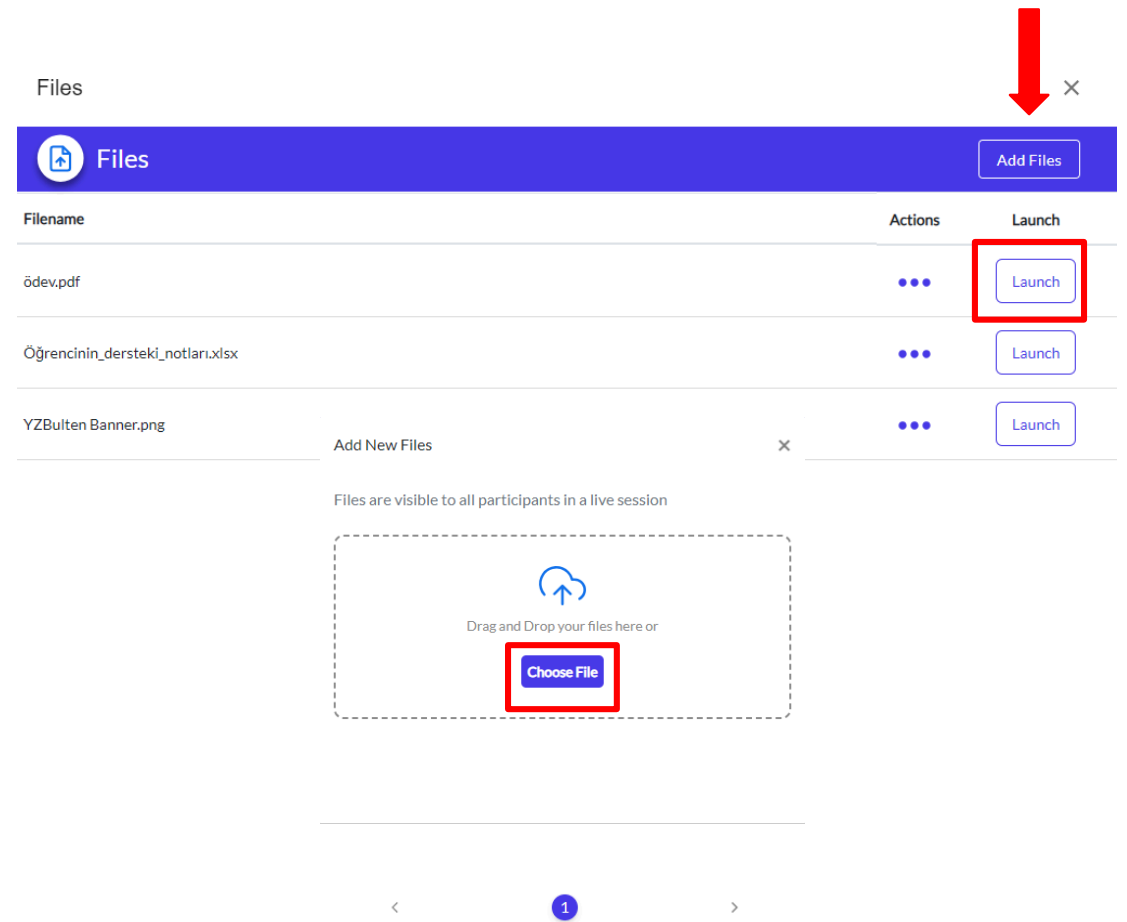
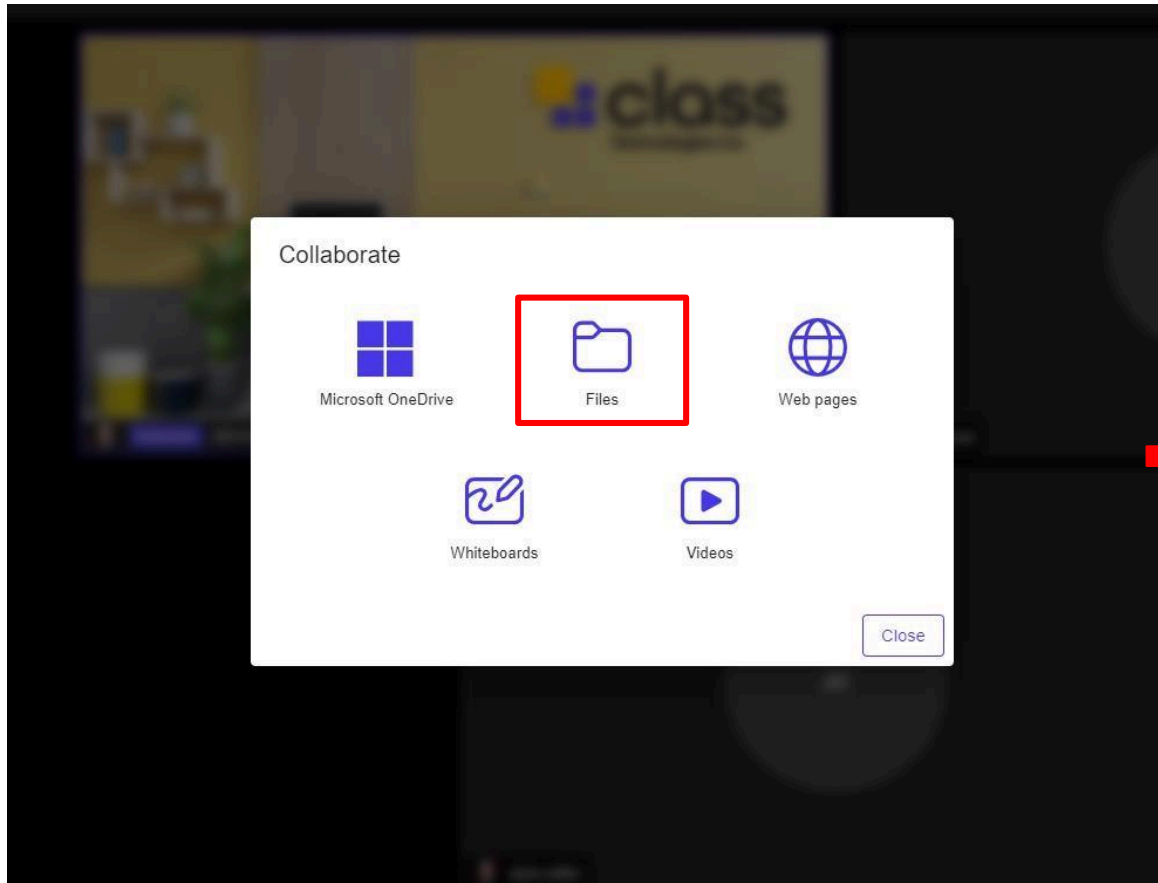
After sharing the screen, you can adjust the screen size from the 'View Options' option.

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.

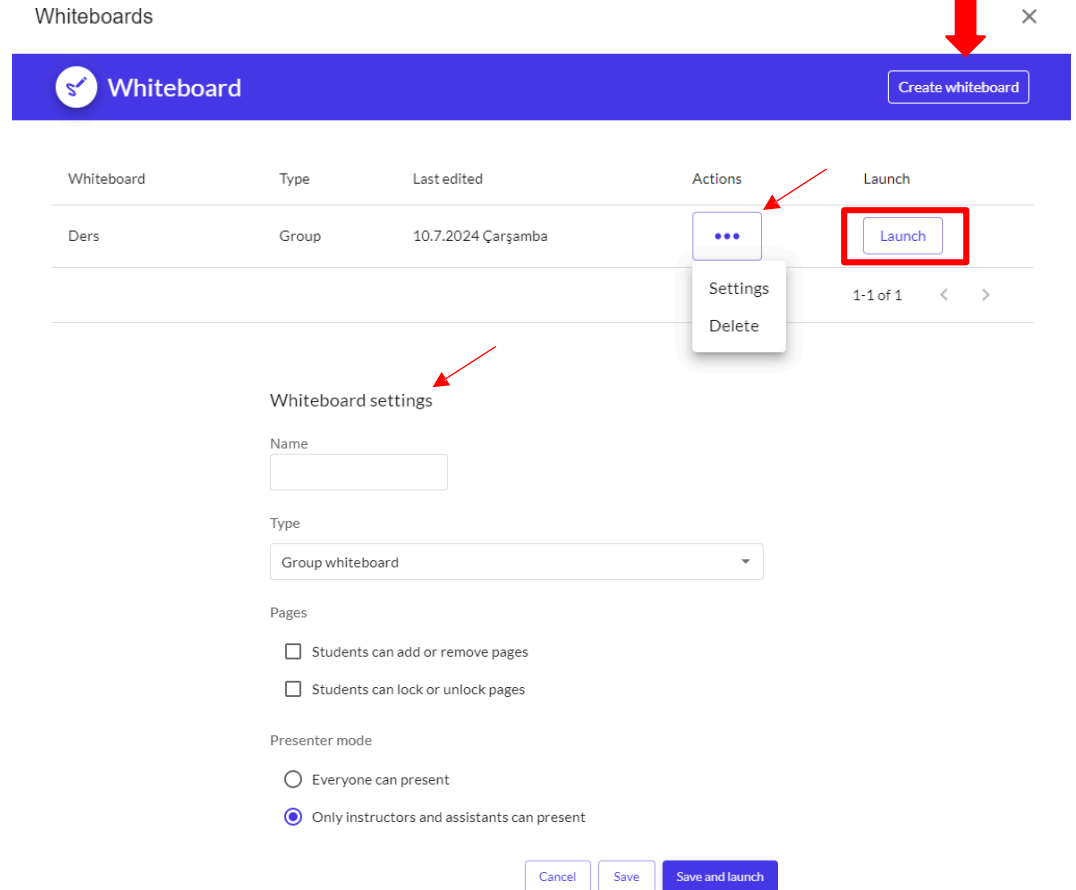
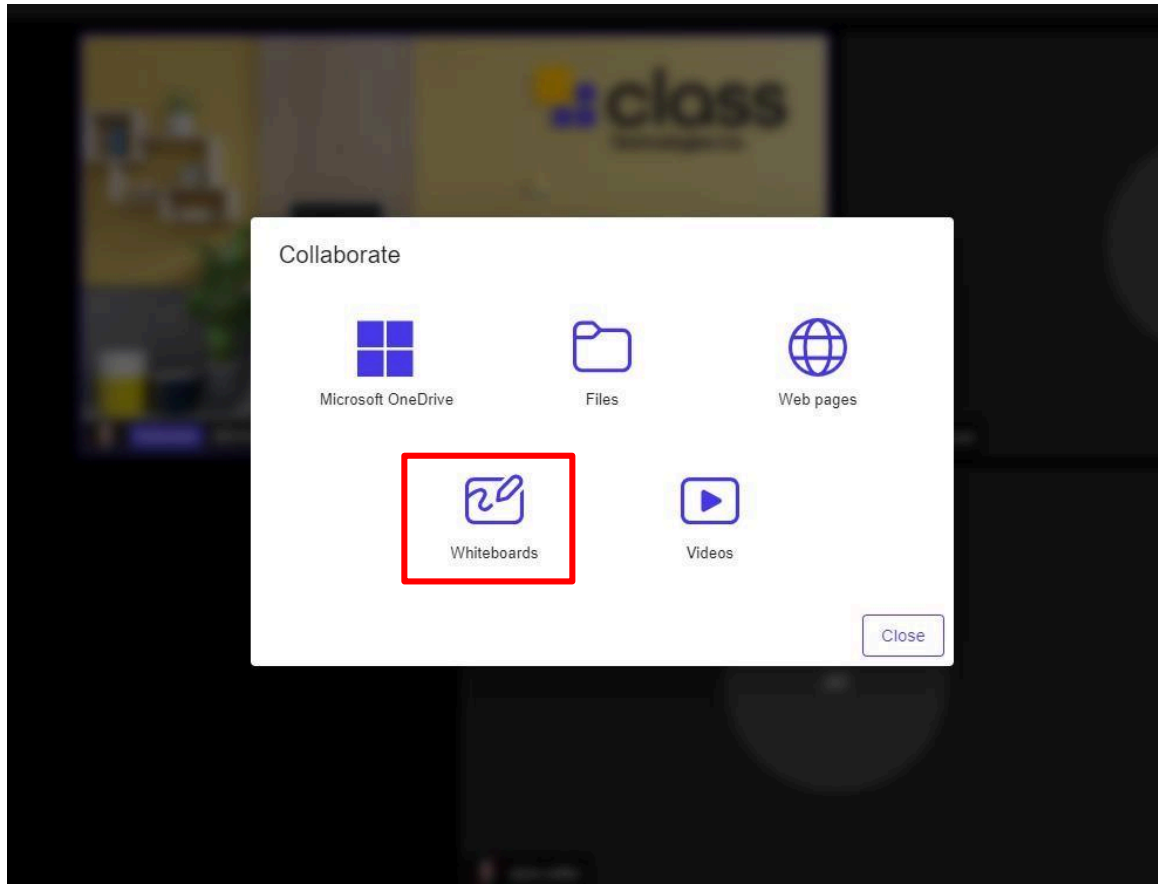
**! (We do not recommend the file sharing tool at this time, you can share your presentation/file from the Screen Share area.)**



The screenshot displays a meeting interface with a top navigation bar. A red box highlights a notification for a file named "ödev.pdf" with a close button (x). A red arrow points to this notification. Below the notification, the meeting content is visible. On the left, there is a "People" sidebar showing 4 participants: two instructors (NK, SF) and two students (SS, ay). The main area shows a shared document titled "Microsoft Word - Mobil.docx" at page 4 of 18, zoomed to 80%. The document content includes a list of terms: GS1, UPC, IOS, FW, WAF, DNS, SSL, SLA, and ANDROID. A red box highlights the document content area. At the bottom, there is a control bar with options like Unmute, Stop Video, Learning Tools, Participants, Chat, Share Screen, Collaborate, Breakout+, Proctor, More, Reactions, Raise hand, and a red "Leave" button.

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

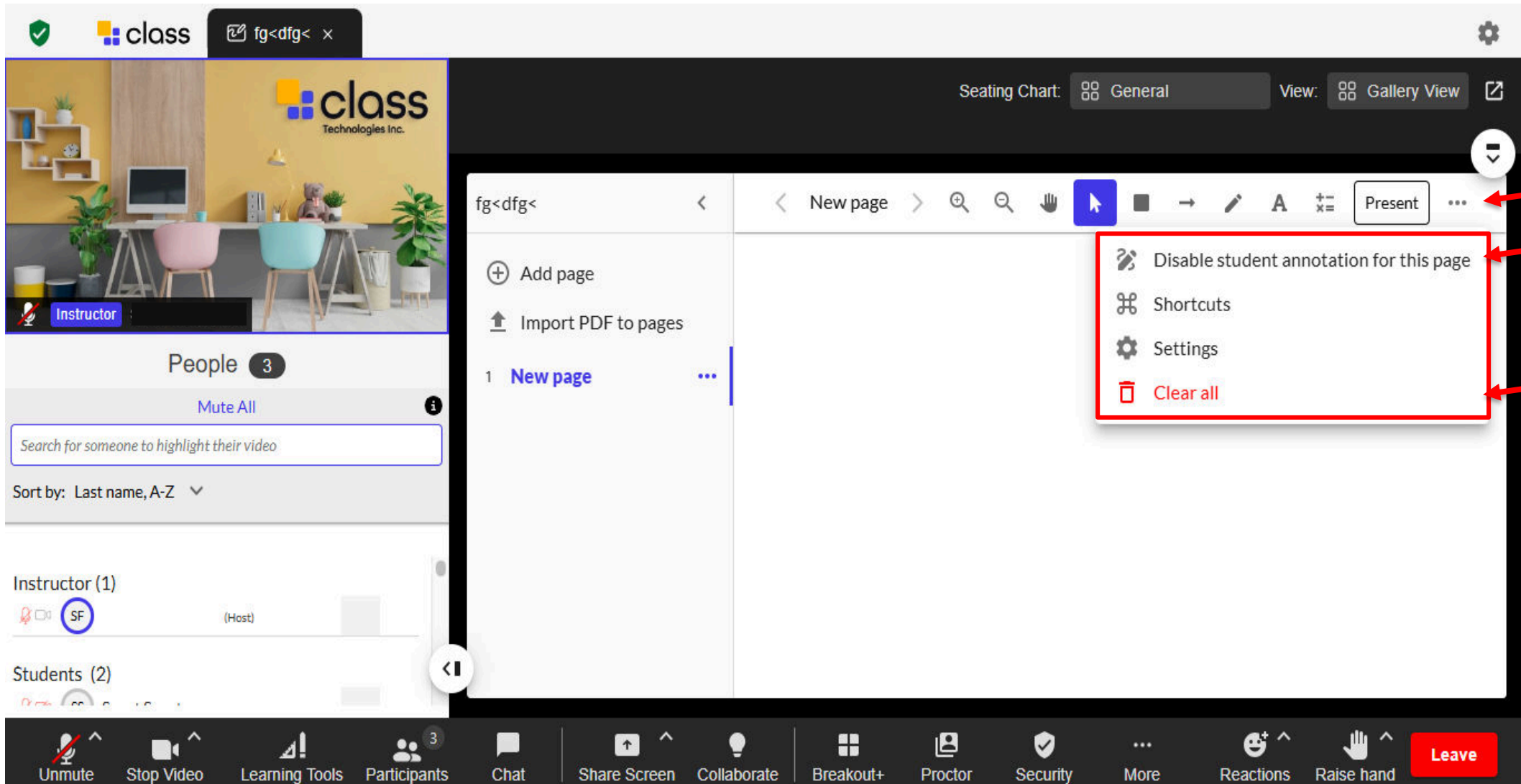
You can remove your file from the marked area.



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.

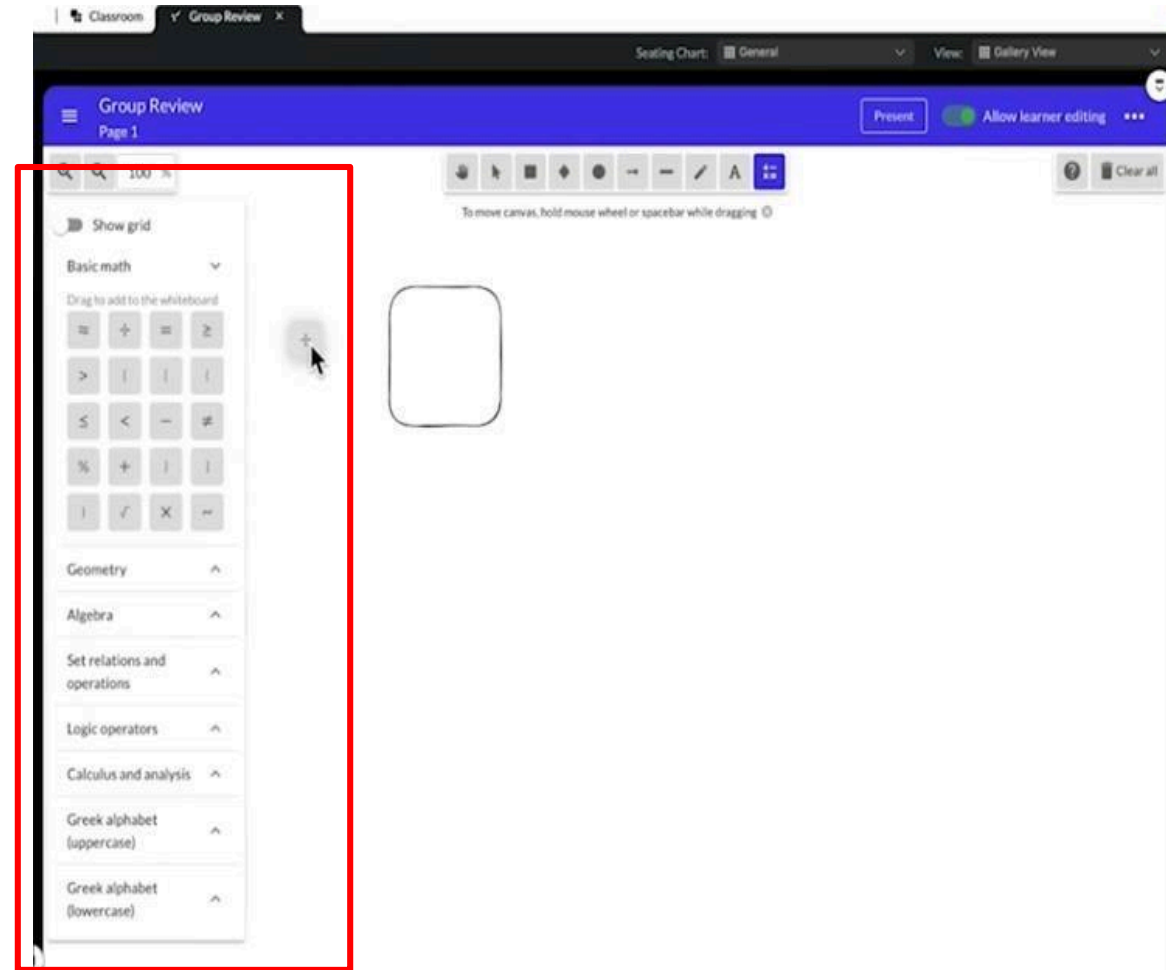
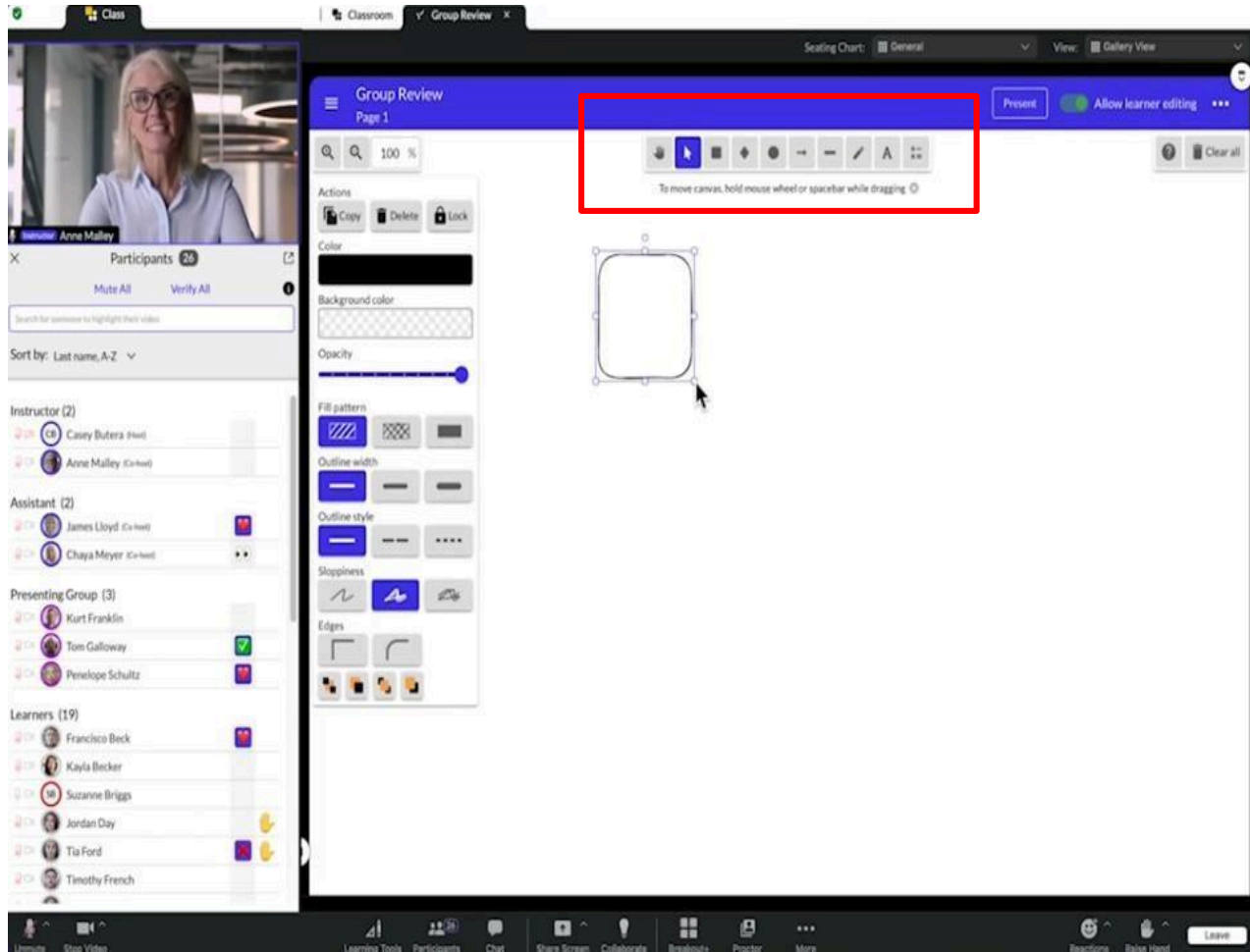
You can view the whiteboards you have created or previously created whiteboards, and share them with your class by selecting the 'Launch' option.

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

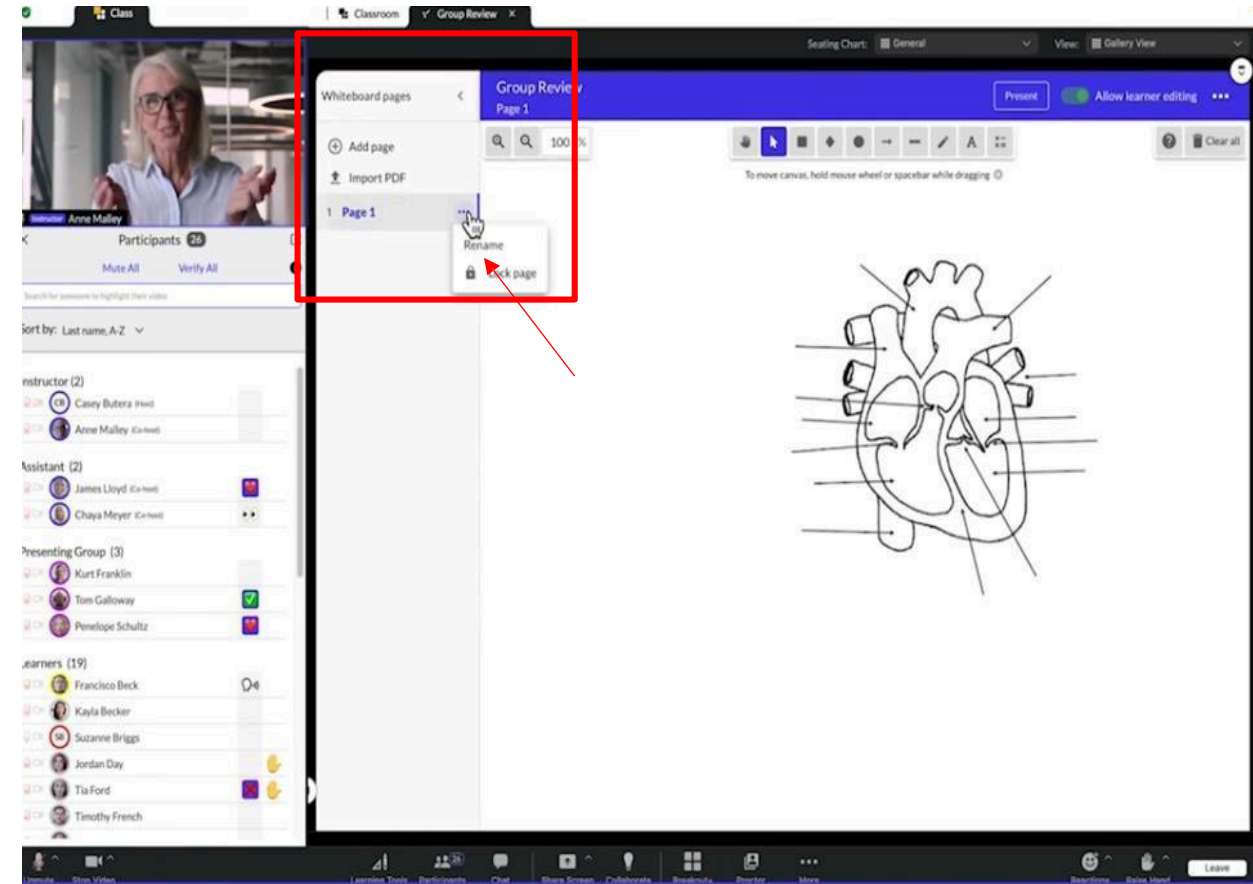
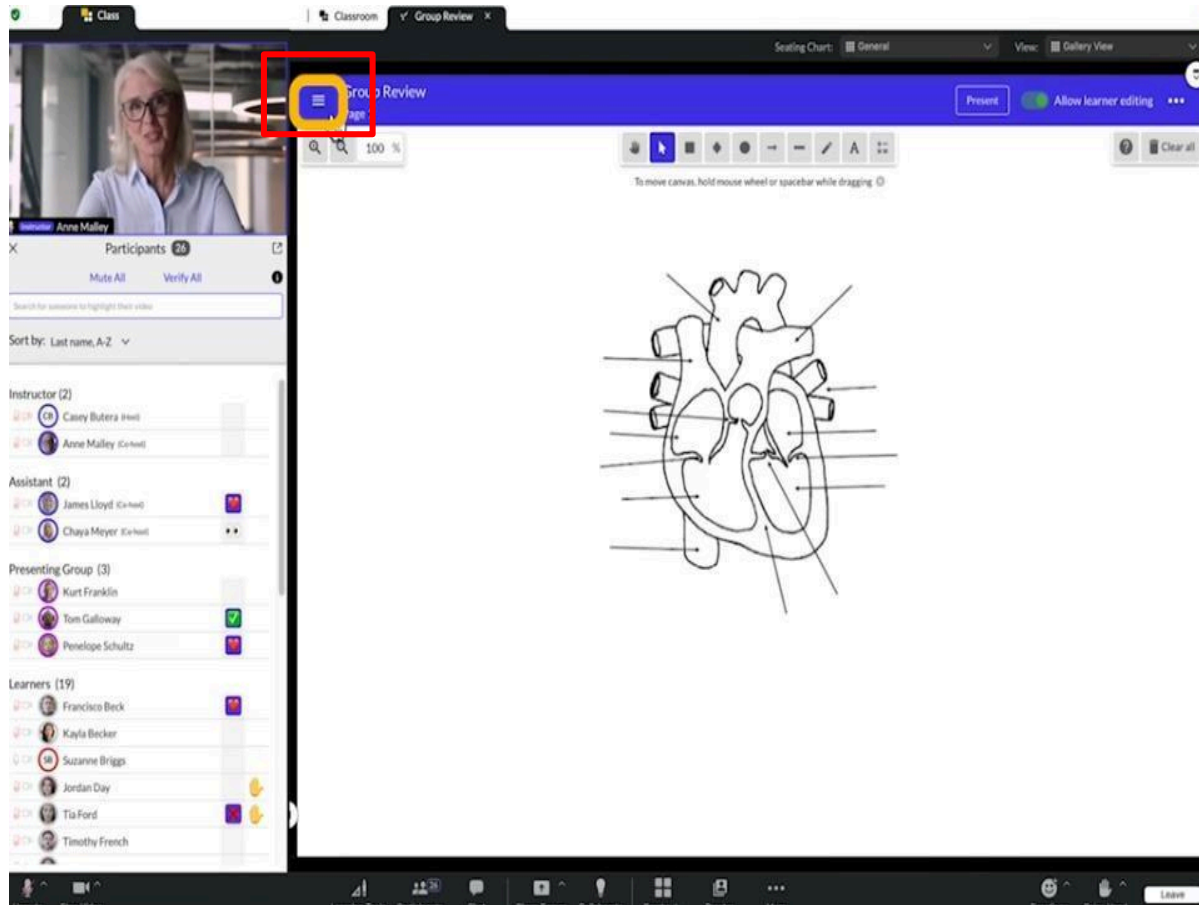


You can provide students with access to the whiteboard from the marked area.

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.

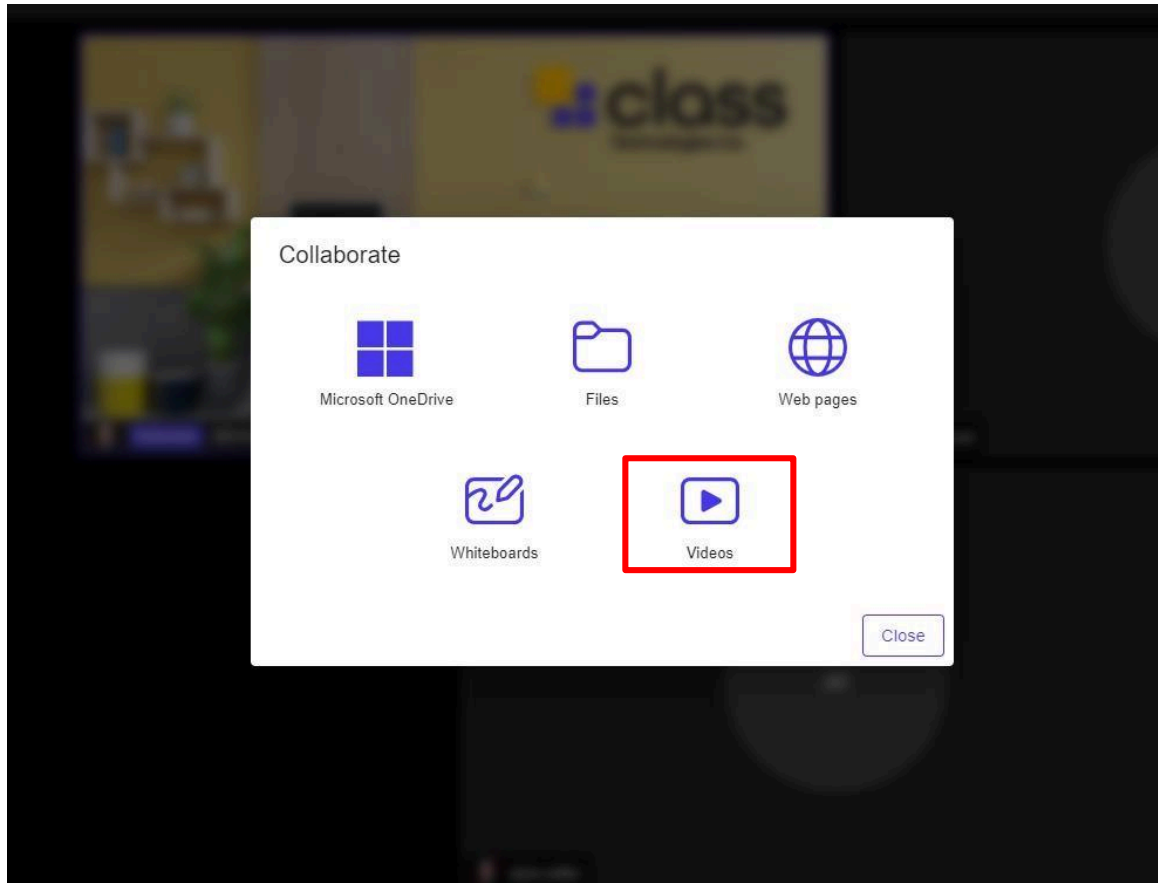


From the marked area, you can add a new white page using the 'Add Page' option.

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 'Import PDF to pages' highlighted in red. 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.

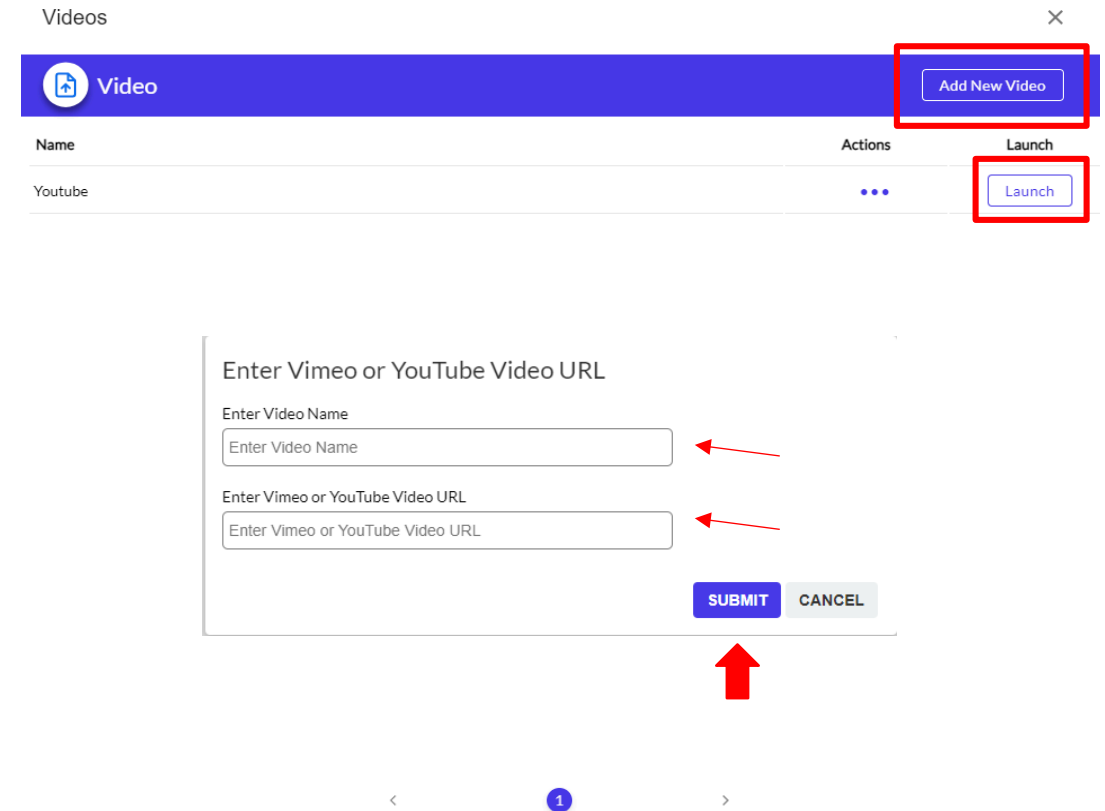


Click on the 'Videos' option from the 'Collaborate' area.

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 features a video player showing a man with glasses and a yellow hoodie, with the text 'Pursuing his childhood dream of becoming a video game developer' and a 'Paylaş' button. A blue banner above the video reads 'You are controlling this video for the whole class'. The bottom of the video player has a 'izlemek için: Youtube' button. On the left, a 'People' sidebar shows 4 participants: two instructors (NK, SF) and two students (SS, 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.

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



The screenshot displays a Zoom meeting interface. On the left, a sidebar shows a list of participants under 'People' (4), including two instructors (NK and SF) and two students (SS and ay). The main area shows a gallery view of four video feeds. The top-left feed shows the instructor's desktop with a 'class Technologies Inc.' logo. The top-right feed shows a student (SS) with a large grey circle and the letters 'SS' in the center. The bottom-right feed shows another student (AY) with a large grey circle and the letters 'AY' in the center. 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 Manage Templates

**Create new rooms** Use a template

Number of rooms \*  
2  
Up to 0 participants per room

Specify room names

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

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.

Breakout Rooms

Manage Templates

Create new rooms [Use a template](#)

No templates

Cancel Create and Open Rooms

Create Template

← Back

Enter template name \*  
TEST ROOM

Number of rooms \*  
1

Specify room names

Assignment

Assign automatically

Assign manually

Allow participants to choose

Automatically move users into Breakout Rooms

New users go to breakout rooms when they join

Off Countdown after closing breakout rooms

Off Automatically close breakout rooms

Disable participant audio

Disable participant video

Close Save and Open Rooms Next

Breakout Rooms

Manage Templates

Create new rooms [Use a template](#)

Choose a template

TEST ROOM

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

## Breakout Rooms

### ^ Main Room



Instructor

### ^ Breakout 1 (2)



Instructor

### ^ Breakout 2 (1)



Broadcast Message

Leave room

Join room

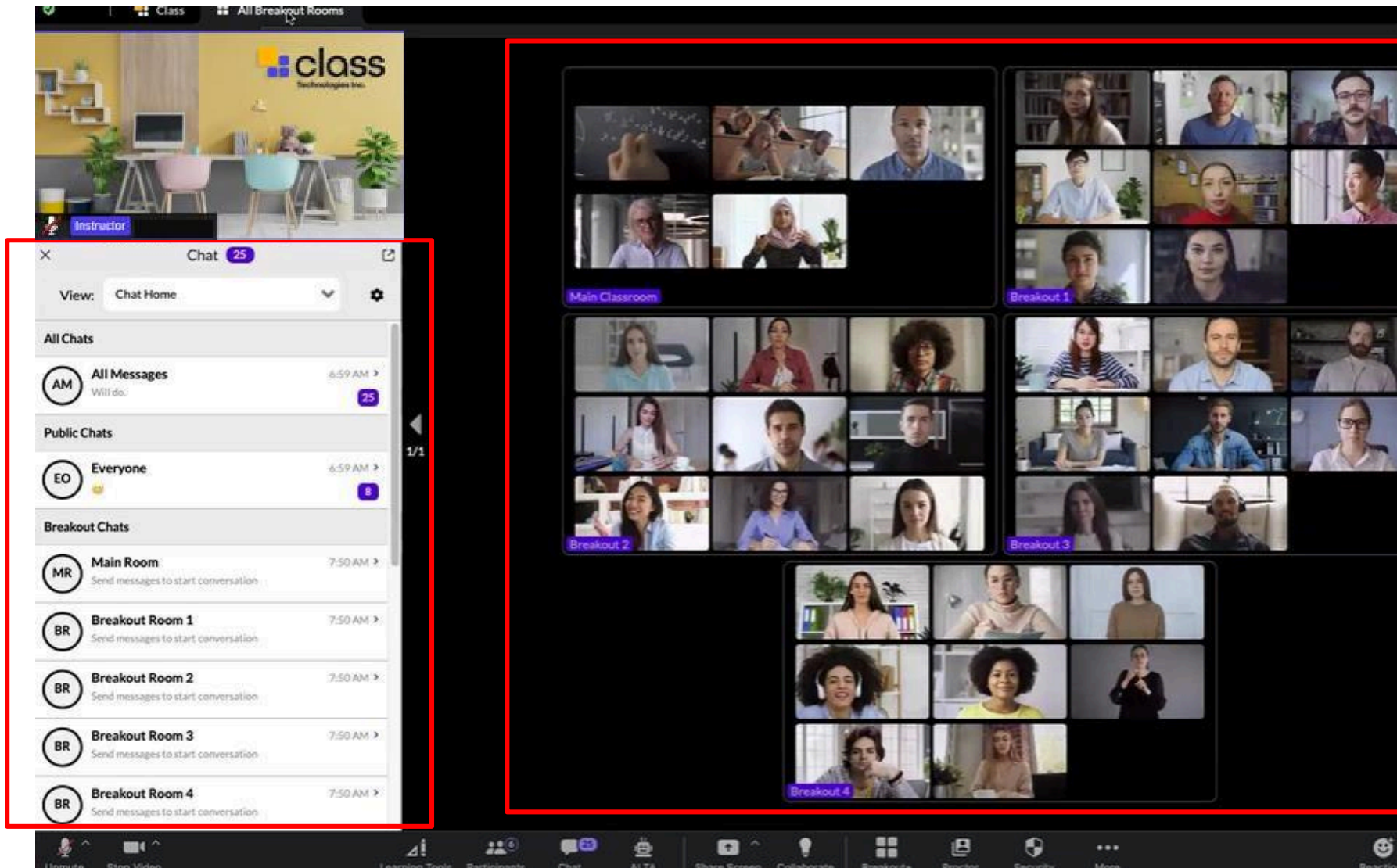
Close Rooms

Close

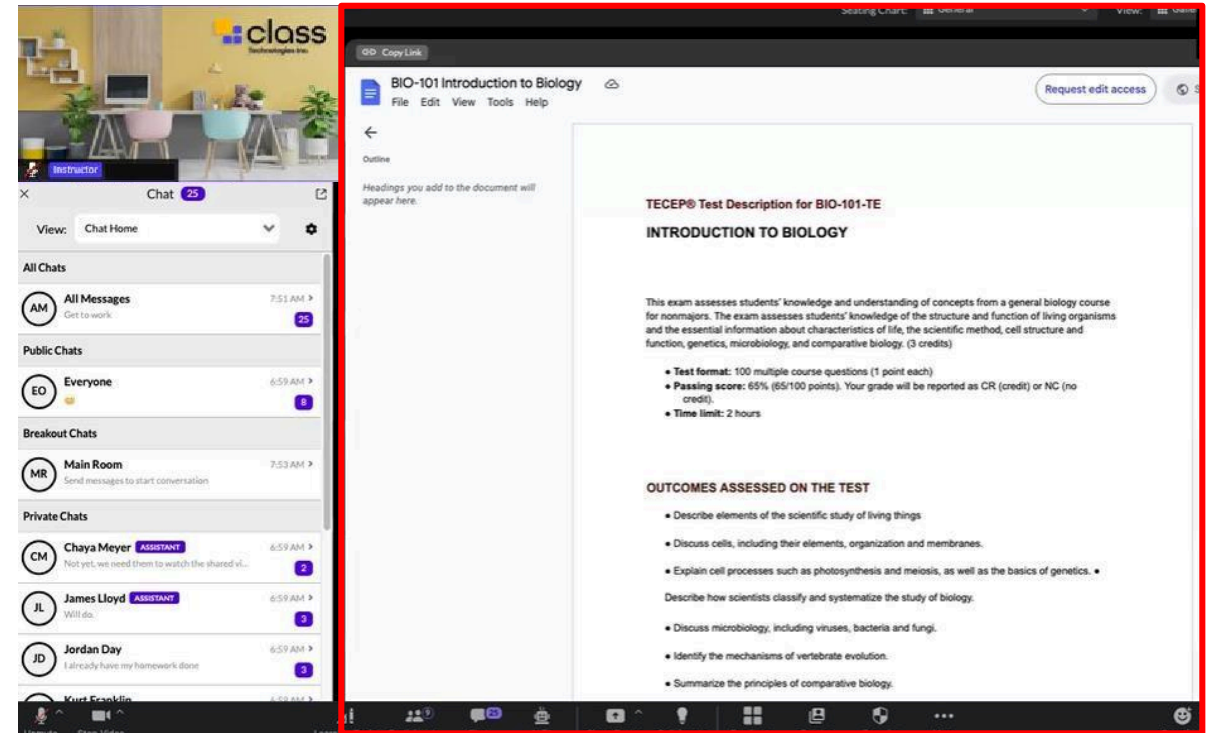
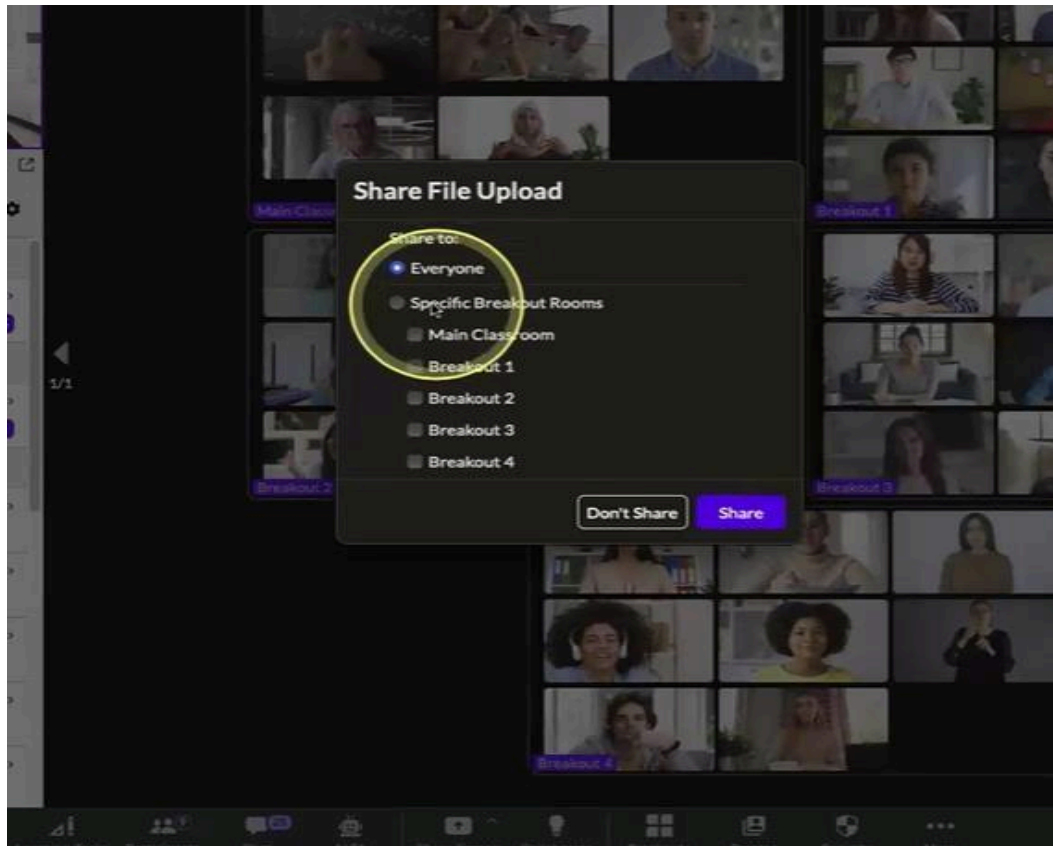
Broadcast Message ×  
TEST ROOMS

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

You can send messages to all rooms at the same time from the broadcast message area.



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



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

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

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

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

AY

Proctor



Unmute Start Video Learning Tools Participants Chat Share Screen Collaborate Breakout+ 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.

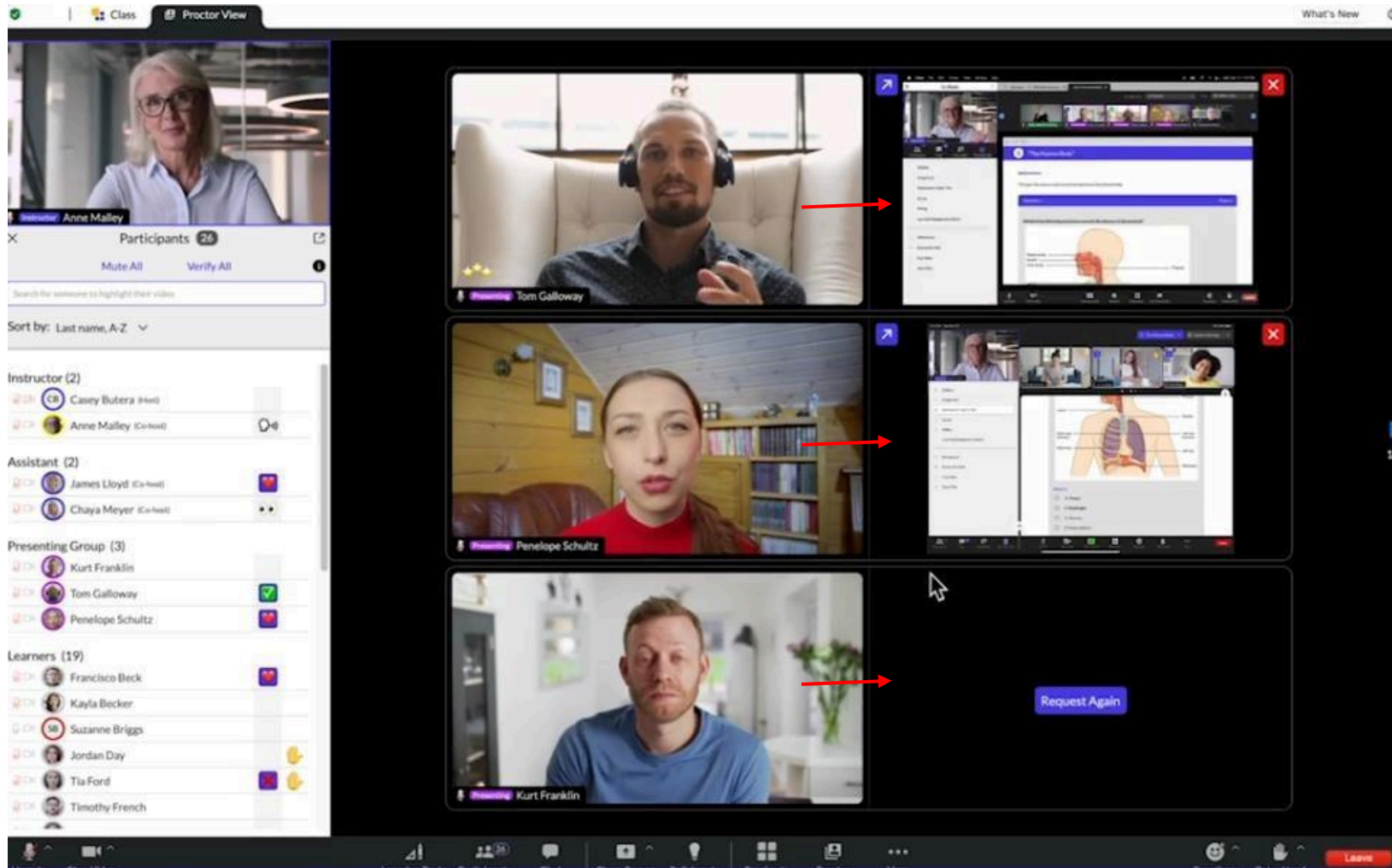
In the opened screen, you can select the student you want to share the screen with from the 'Search' area.

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

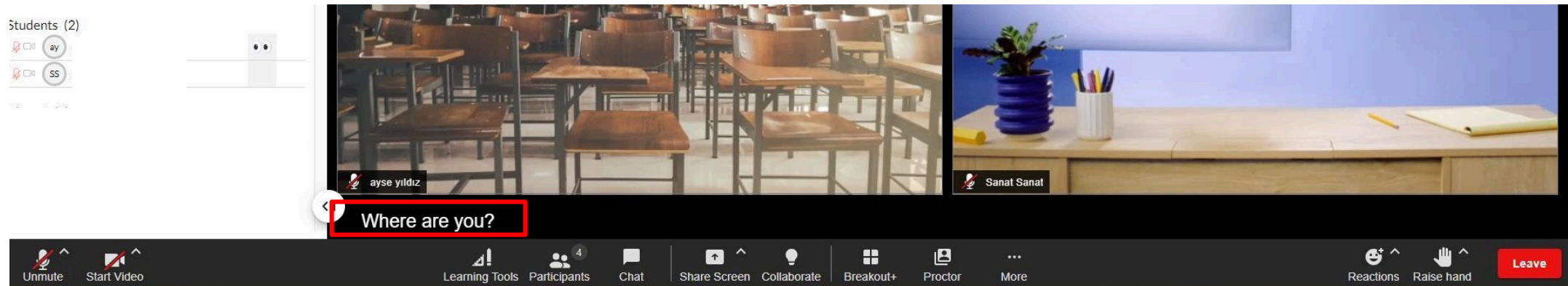
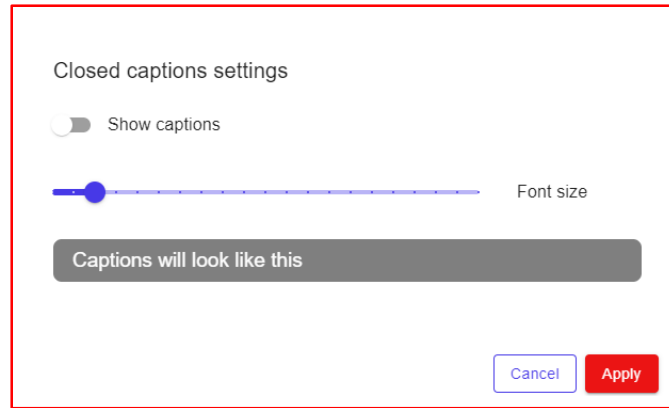
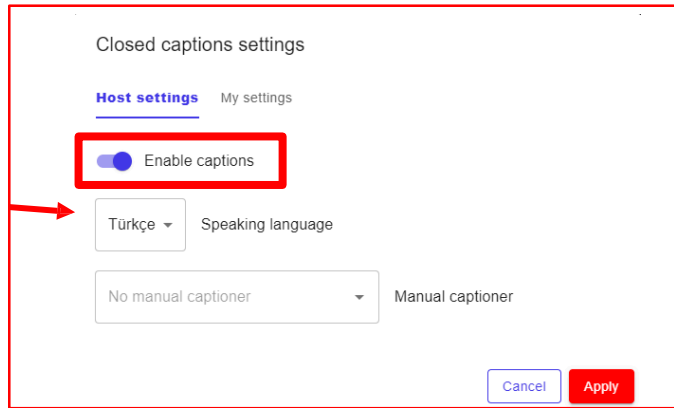
 Proctor View is not supported on mobile devices. Mobile participants will not be able to share their screen.



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

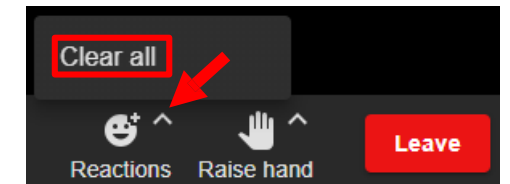
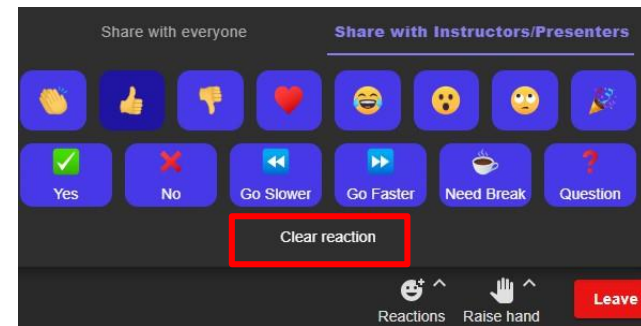
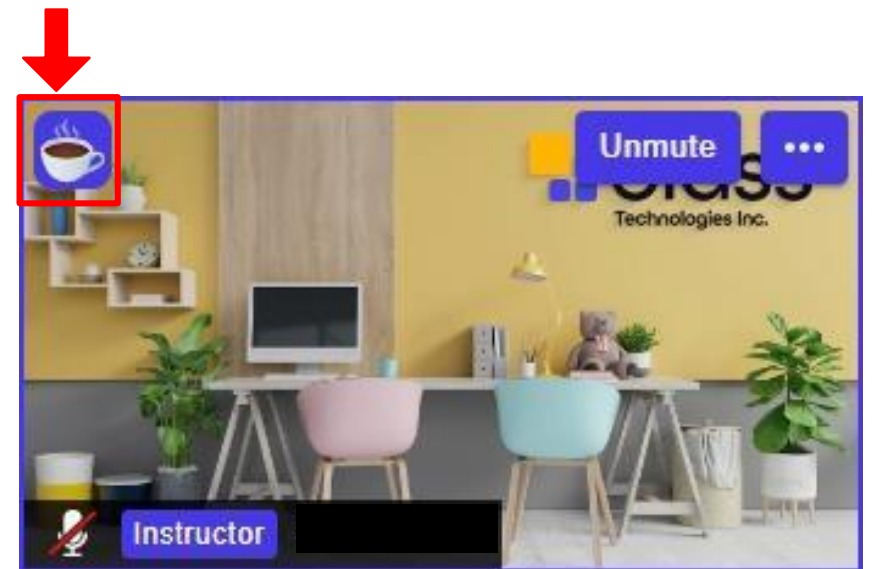
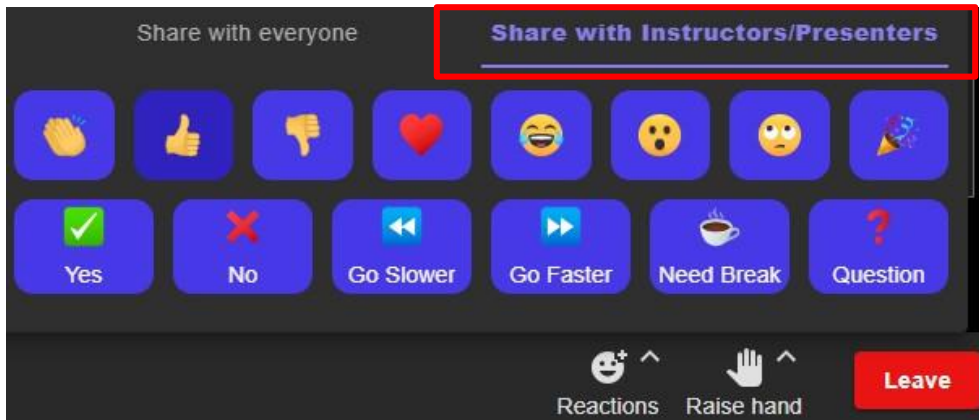
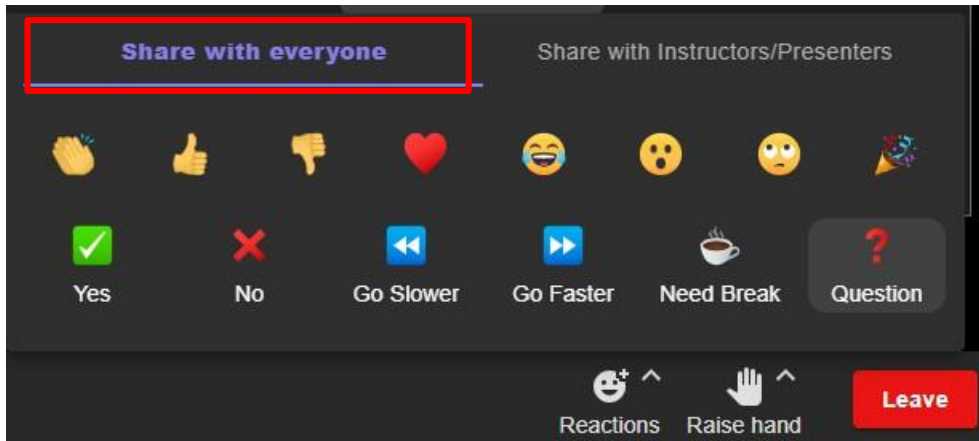
You can end proctoring for all students using the 'End For All' option.

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.'

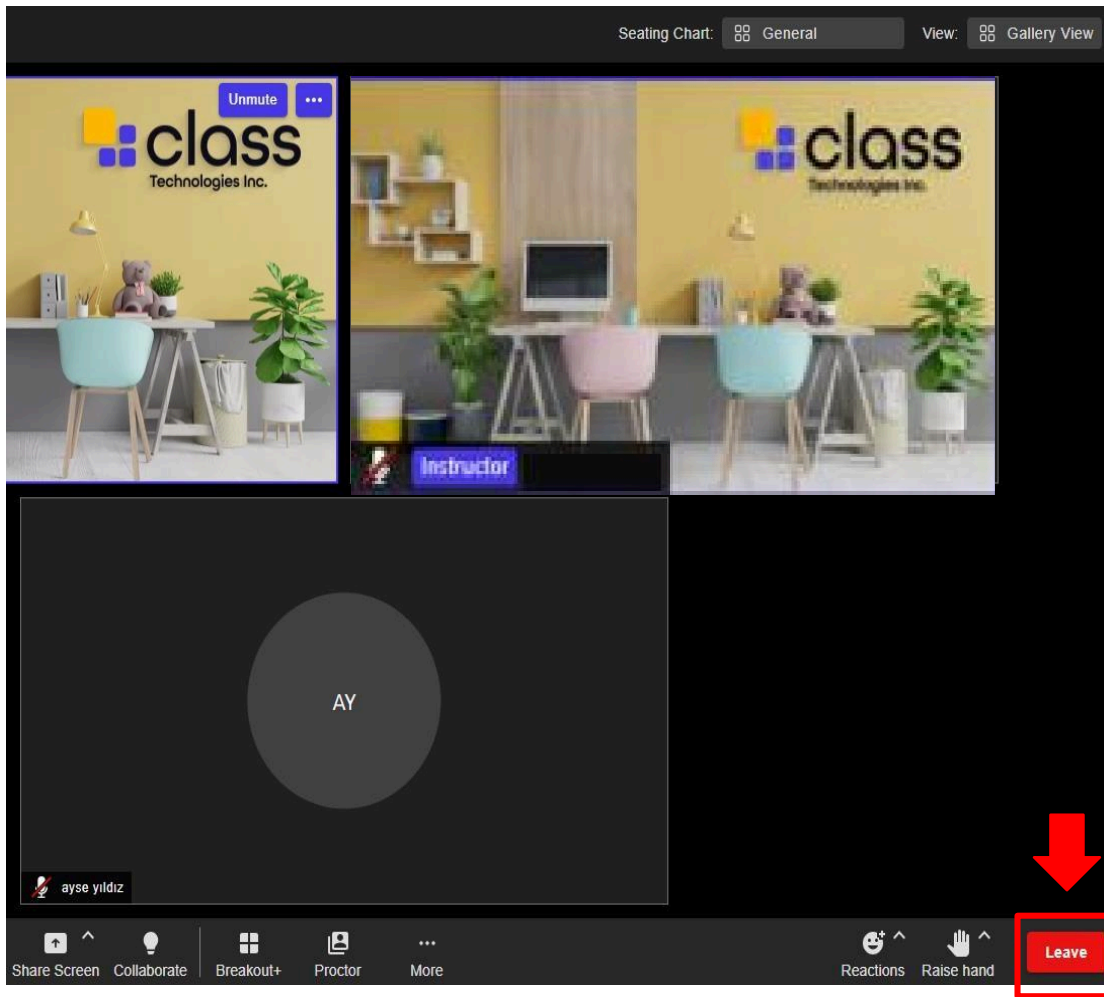
In the 'My Settings' section, you can show subtitles and adjust the text size, then click 'Apply.'



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	 <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	
Tuesday, July 9th, 2024 4:28 PM - 4:31 PM	Recording at 09.07.2024, 16:28:49	00:02:55	Instructors, assistants and students	

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

Download recording media

-  [Active speaker](#)
-  [Audio only](#)
-  [Closed captions](#)
-  [Timeline](#)

[Close](#)