



— ISTANBUL *25* Year  
OKAN UNIVERSITY

# ISTANBUL OKAN UNIVERSITY CLASS COLLAB USER GUIDE FOR INSTRUCTORS

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

The image shows a three-panel layout for the O'Learn Education Platform. The left panel is a login form titled "Login to Blackboard Learn" with fields for "User name" and "Password" (both highlighted with red boxes) and a "Log In" button. The middle panel is a welcome message titled "Welcome to the O'Learn Education Platform!" featuring the Istanbul Okan University logo and the O'Learn logo. The right panel promotes mobile applications, titled "Mobile Applications", and lists "Blackboard Student for our students" and "Blackboard Instructor for Our Academics", each with a description and download links for the App Store, Google Play, and Microsoft.

Log in using the Chrome, Microsoft Edge browser.

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

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

**Courses**

Search in your courses

Periods Available Courses

Filters All courses

25 item/page

3 results Available Courses

**Learning Center Test**

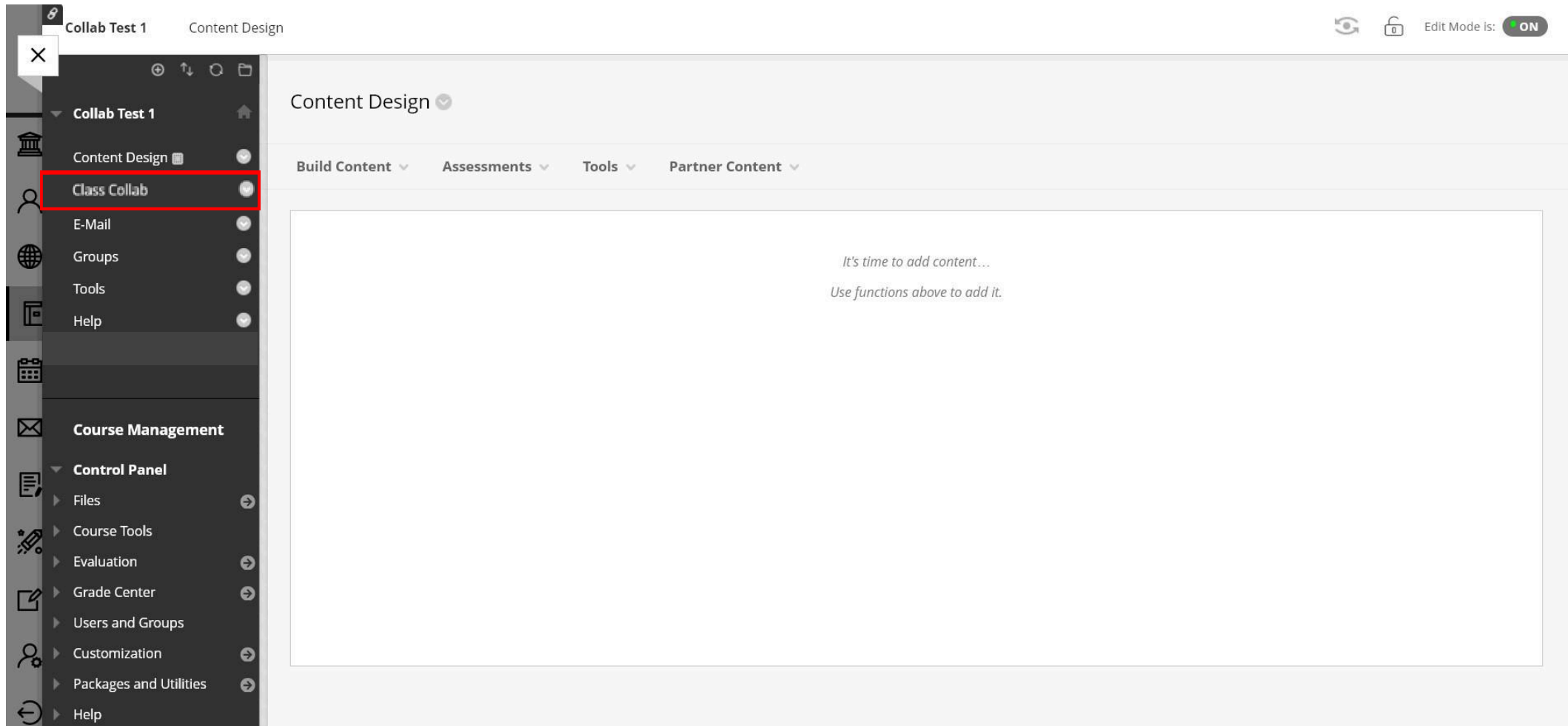
GFT001  
LearningCenterTest Original Course View  
Hungry | [Multiple Instructors](#) | More information

**Others**

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

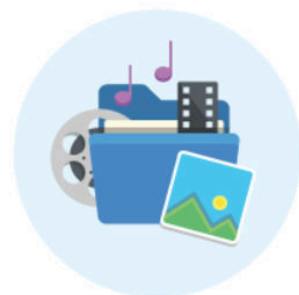
2023-2024-TEST  
TEST COURSE Original Course View  
Hungry | More information

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 will direct the tool automatically.

The screenshot shows a web interface for a 'TEST COURSE'. At the top, there is a blue header with the course name and three buttons: 'Sync LMS Data', 'Setting & Schedule', and 'NK'. Below the header, there are two buttons: 'Join Class room' and 'Copy guest invite link'. Both buttons are highlighted with red rectangular boxes. A red arrow points from the 'Copy guest invite link' button towards the left. Below these buttons is a 'Details' dropdown menu. Further down, there are tabs for 'Upcoming', 'Previous', 'Recordings', and 'Attendance'. The 'Upcoming' tab is selected. Below the tabs is a table with columns for 'Time', 'Topic', 'Label', and 'Actions'. The table is currently empty, with the text 'No sessions scheduled yet' centered below it. A 'Schedule session' button is located at the bottom center of the table area.

You can enter the course room using the 'Join Class room' option, and/or you can copy the session link using the 'Copy quest invite link' option.



Join your class session

TEST COURSE |

Join on the web



You can access the session using 'Join on web' button. For entering the virtual classroom session, it is recommended to use Chrome, Microsoft Edge browsers.

TEST COURSE

Sync LMS Data    Setting & Schedule    NK

Join Class room    [Copy guest invite link](#)

Details ▾

Upcoming    Previous    Recordings    Attendance

Time	Topic	Label	Actions
No sessions scheduled yet			

[Schedule session](#)

Syncing with LMS

Course information ⓘ

Course info sync complete

Roster

- Missing email in the user data payload for Ceylan Koca
- Missing email in the user data payload for rol deneme
- Missing email in the user data payload for Panopto egitmen
- Missing email in the user data payload for user14 user14
- Missing email in the user data payload for BEGÜM CEYHAN
- Missing email in the user data payload for ALİ DENİZ

Users filtered out: 1  
Users created: 0  
Users updated: 0  
External User-Id links stored: 32  
Enrollments undeleted: 0  
Enrollments created: 0  
Enrollments updated: 16  
Enrollments deleted: 0  
Roster sync complete

Course content

Content sync complete

Attendance to LMS Attendance Service

External attendance sync complete 0

[Close](#)    [Start LMS Sync](#)

By using the Class Collab LMS Sync feature, you can automatically synchronize student information, course content, grades, and other academic data between the two systems.



Join Class room

[Copy guest invite link](#)

Details

**Upcoming**

Previous

Recordings

Attendance

Time

Topic

Label

Actions

No sessions scheduled yet

Schedule session

You can create a scheduled session using the 'Schedule session' option.

The image shows a web interface for a 'TEST COURSE'. At the top left, there is a logo and the text 'TEST COURSE'. On the right side of the top bar, there is a button labeled 'Setting & Schedule'. Below the top bar, there are two main sections: 'Details' and 'Upcoming'. The 'Upcoming' section has a table with columns for 'Time' and 'Topic'. A modal window titled 'Edit class' is open in the center. It contains several input fields: 'Class name \*' with the value 'TEST COURSE', 'Class ID' with the placeholder 'Enter class ID', 'Description' with the placeholder 'Enter description', and 'Class passcode \*' which is empty. Below these fields is a blue button labeled 'Add Class Dates', which is highlighted with a red rectangular border. At the bottom of the modal, there is a dropdown menu labeled 'Advanced settings' and two buttons: 'Cancel' and 'Save'.

Fill in the required fields on the opened screen and click the 'Add Class Dates' button.

TEST COURSE

Setting & Schedule

Join Class room [Copy guest invite link](#)

Details

**Upcoming**

Time Topic

Start time 16:00 to End time 17:30 Timezone Europe/Istanbul

Start date 07/12/2024 to End date 12/07/2024 Days of the week Monday, Tuesday...

Section label Afternoon Les

Add more dates

Selected dates			
Monday	07/15/2024	4:00 PM - 5:30 PM	Afternoon Lesson
Tuesday	07/16/2024	4:00 PM - 5:30 PM	Afternoon Lesson
Thursday	07/18/2024	4:00 PM - 5:30 PM	Afternoon Lesson
Monday	07/22/2024	4:00 PM - 5:30 PM	Afternoon Lesson

You can set the session's date, time and weekly days.

Use the 'Days of the week' field to set up recurring sessions.

Enter the first class schedule in the 'Start date' field and the last class schedule in the 'End date' field to add weekly scheduled sessions.

TEST COURSE

Setting & Schedule

Join Class room [Copy guest invite link](#)

Details

**Upcoming**

Time	Topic

Afternoon Les

Add more dates

Selected dates

Day	Date	Time	Lesson
Monday	07/15/2024	4:00 PM - 5:30 PM	Afternoon Lesson
Tuesday	07/16/2024	4:00 PM - 5:30 PM	Afternoon Lesson
Thursday	07/18/2024	4:00 PM - 5:30 PM	Afternoon Lesson
Monday	07/22/2024	4:00 PM - 5:30 PM	Afternoon Lesson
Tuesday	07/23/2024	4:00 PM - 5:30 PM	Afternoon Lesson

Attendance

Actions

^ Advanced settings

Waiting Room  
 On  Off

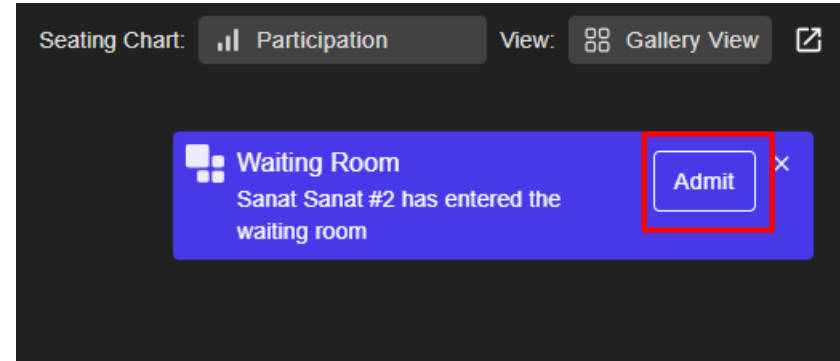
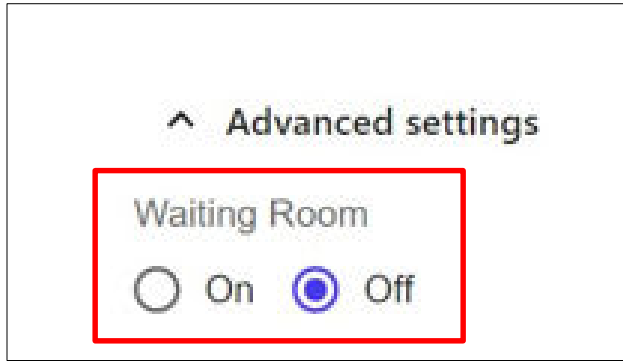
Students can join before instructor  
 Yes  No

Cancel Save

You can make selections for the checked fields in the 'Advanced settings' section.

'Waiting Room' is the option to enable or disable the session waiting area.

'Students can join before instructor' is the option to allow or disallow users to enter the session before the instructor.



In scheduled sessions, when the "Waiting Room" option is set to "On," students can join the class with the instructor's approval, which is granted by clicking the "Admit" button on the notification that appears on the instructor's screen.

However, to change this setting to "Off" during the session, the instructor needs to exit the session, make the adjustment, and rejoin the session.

[Join Class room](#)[Copy guest invite link](#)

Details

Upcoming

Previous

Recordings

Attendance

Time

Topic

Label

Actions

Launch

Monday, July 15th, 2024  
4:00 PM - 5:30 PM

Afternoon Lesson

Edit

Tuesday, July 16th, 2024  
4:00 PM - 5:30 PM

Afternoon Lesson

Edit

Thursday, July 18th, 2024  
4:00 PM - 5:30 PM

Afternoon Lesson

Edit

Monday, July 22nd, 2024  
4:00 PM - 5:30 PM

Afternoon Lesson

Edit

Tuesday, July 23rd, 2024  
4:00 PM - 5:30 PM

Afternoon Lesson

Edit

You can view your scheduled sessions in the 'Upcoming' tab.

Join the session by clicking the 'Launch' button.

To create a new session, click on the 'Setting & Schedule' option.

Start time  to End time  Timezone

Start date  to End date  Days of the week

Section label

[Add more dates](#)



16:00 to 17:30 Europe/Istanbul

Start date  to End date  Days of the week

Section label

Start time  to End time  Timezone

Start date  to End date  Days of the week

Section label

[Add more dates](#)

Selected dates

Monday	07/15/2024	4:00 PM - 5:30 PM	Afternoon Lesson
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To create an additional session:

Click on the 'Add more dates' field to schedule your new session.

07/31/2024 to 08/28/2024 Friday

Section label  
Morning Lessi

Add more dates

Selected dates				
Monday	07/15/2024	4:00 PM - 5:30 PM	Afternoon Lesson	X
Tuesday	07/16/2024	4:00 PM - 5:30 PM	Afternoon Lesson	
Thursday	07/18/2024	4:00 PM - 5:30 PM	Afternoon Lesson	
Monday	07/22/2024	4:00 PM - 5:30 PM	Afternoon Lesson	
Tuesday	07/23/2024	4:00 PM - 5:30 PM	Afternoon Lesson	

Advanced settings

Cancel Save

To edit a scheduled session: On the opened screen, you can update the session with the entered calendar information.

To delete a session, click the 'X' icon located to the right of the session.



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

Edit

Edit Class Session

Topic

Cancel

Save

You can view past sessions in the 'Previous' tab.

From the 'Edit' option, you can set the session name and after clicking the 'Save' button, you can add the session name.

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	Refresh Edit settings Copy link Download View analytics Delete
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	

- You can view recorded sessions in the 'Recordings' tab.
- 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

Join Class room [Copy guest invite link](#)

Details ▾

Upcoming Previous Recordings **Attendance**

Attendance [Download](#) [Add new class dates](#)

Session Summary ▾

	Presences	Absences	Late	Report
07/09/2024 - Tuesday - 5:24 PM	0	2	0	<a href="#">Class Report</a>
07/09/2024 - Tuesday - 4:00 PM	1	1	1	<a href="#">Class Report</a>

You can select the class for which you want to view the virtual attendance from the designated area.

Join Class room

[Copy guest invite link](#)

Details

Upcoming

Previous

Recordings

**Attendance**



Attendance

 Download

Add new class dates

Session Summary

Date	Presences	Absences	Late	Report
07/09/2024 - Tuesday - 5:24 PM	0	2	0	<a href="#">Class Report</a>
07/09/2024 - Tuesday - 4:00 PM	1	1	1	<a href="#">Class Report</a>



In the 'Attendance' section, you can view and download the virtual classroom attendance.



Upcoming

Previous

Recordings

**Attendance**



Attendance



Download

Add new class dates

07/16/2024 - Tuesday - 4:00 PM ▾

4:00 PM - 5:30 PM

0

Students present

2

Students absent

0

Students late

Student ↑	Attendance	Lateness	Time In	Time Out	Edit	Report
Sar	Absent					Student Report
ays	Absent					Student Report

You can view and download the virtual classroom student participation reports from the 'Student Report' section.

TEST\_COURSE-07\_16\_24-Attendance - Excel

Sefacan Fidan Paylaş

Yapıştır Pano Yazı Tipi Hizalama Sayı Stiller Hücreler Düzenleme

A1 Student

Student	Attendance	Lateness	Time In	Time Out	Duration
Sanat Sanat	Absent	N/A	N/A	N/A	0
ayse yıldız	Absent	N/A	N/A	N/A	0

Sheet1

Hazır %100

You can view student reports in Excel format.

Upcoming

Previous

Recordings

**Attendance**

 Attendance

Download

Add new class dates

07/09/2024 - Tuesday - 4:00 PM ▾



4:00 PM - 4:30 PM

1  
Students present

1  
Students absent

1  
Students late



Student ↑	Attendance	Lateness	Time In	Time Out	Edit	Report
User	Absent					Student Report
User	Present	Late	4:28 PM	4:31 PM		Student Report

To make updates to the virtual classroom attendance report, you can use the 'Edit' section.



Upcoming

**Attendance**

07/09/2024 - Tuesday - 4:00 PM

**Attendance**

Download Add new class dates

**Edit User's record**  
07/09/2024 - Tuesday

Attendance  
Present

Lateness  
Late

Time In  
16:28

Time Out  
16:31

Cancel Save record

Student ↑	Attendance				Edit	Report
User	Absent					Student Report
User	Present	Late	4:28 PM	4:31 PM		Student Report

In this section, you can make adjustments to the student participation report for attended/absent/late entries.