



— 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, with the text: "To be an innovative, pioneering 'world university' that can respond to the needs of society and business life at universal standards." The right panel is titled "Mobile Applications" and promotes two apps: "Blackboard Student for our students" and "Blackboard Instructor for Our Academics". Both app sections include a description of the app's features and download instructions for iOS, Android, and Windows smartphones, with icons 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

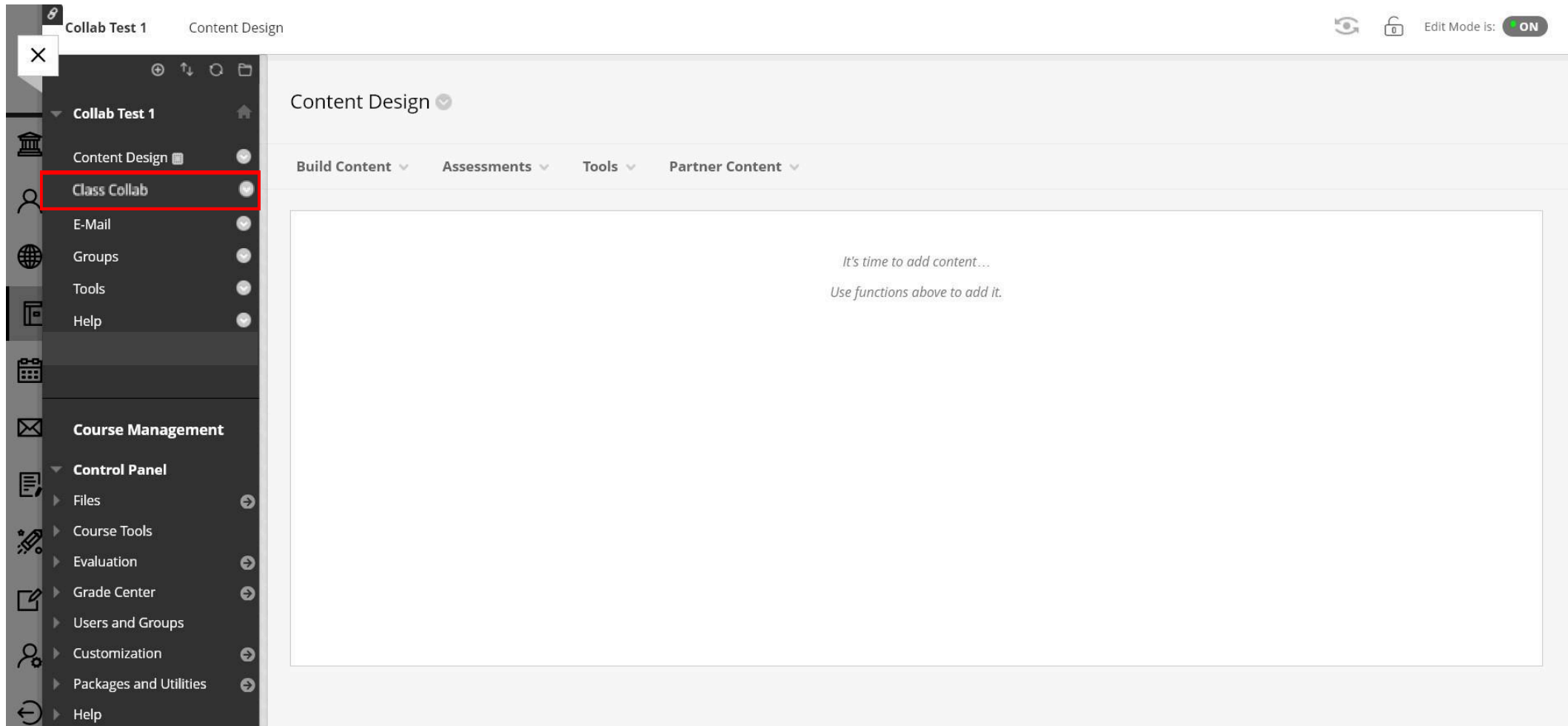
GFT001
LearningCenterTest Original Course View
Hungry | [Multiple Instructors](#) | More information

Others

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

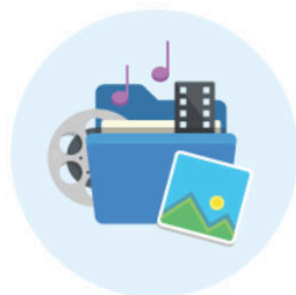
2023-2024-TEST
TEST COURSE Original Course View
Hungry | More information

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 displays a user interface for a 'TEST COURSE'. At the top, there is a blue header bar with the course name and a 'Setting & Schedule' button. Below the header, two buttons are highlighted with red boxes: 'Join Class room' and 'Copy guest invite link'. A red arrow points to the 'Copy guest invite link' button. Below these buttons is a 'Details' dropdown menu. The main content area features a navigation bar with 'Upcoming' (selected), 'Previous', 'Recordings', and 'Attendance'. Underneath is a table with columns for 'Time', 'Topic', 'Label', and 'Actions'. The table is currently empty, displaying the message 'No sessions scheduled yet' and a 'Schedule session' button.

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.

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'. Below this, there are two buttons: 'Join Class room' and 'Copy guest invite link'. A 'Details' section is visible, followed by an 'Upcoming' section with a table header containing 'Time' and 'Topic'. On the right side, there is a 'Setting & Schedule' button and an 'Attendance' section. The main focus is a modal window titled 'Edit class' which contains the following fields:

- Class name ***: A text input field containing 'TEST COURSE'.
- Class ID**: A text input field with the placeholder text 'Enter class ID'.
- Description**: A text input field with the placeholder text 'Enter description'.
- Class passcode ***: A text input field.

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

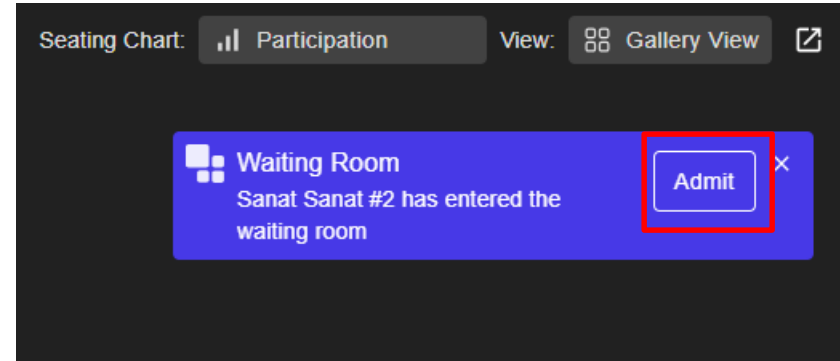
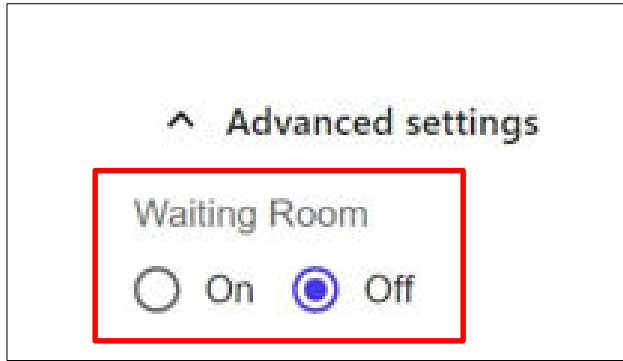
Students can join before instructor
 Yes No

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

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

Afternoon Lesson

Edit

Launch

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	 Start playback
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	 Start playback
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	 Start playback

- 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.

 **Start playback**

Refresh

Edit settings

Copy link

Download

View analytics

Delete

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	Class Report
07/09/2024 - Tuesday - 4:00 PM	1	1	1	Class Report

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	Class Report
07/09/2024 - Tuesday - 4:00 PM	1	1	1	Class Report



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

TEST COURSE-Sessions_Summary-Attendance - Excel

Sefacan Fidan Paylaş

Genel

Yapıştır

Pano

Yazı Tipi

Hizalama

Sayı

Stiller

Hücreler

Düzenleme

A1

Date

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	Date	Presences	Absences	Late	Duration														
2	07/16/2024 - Tuesday - 4:00 PM	0	2	0															
3	07/15/2024 - Monday - 4:00 PM	0	2	0															
4																			
5																			
6																			
7																			
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24																			
25																			

Sheet1

Hazır

%100

You can view the course report in Excel format.

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

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

Yapıştır Pano Yazı Tipi Hizalama Sayı Stiller Hücreler Düzenleme

Genel Metni Kaydır Birleştir ve Ortala Koşullu Biçimlendirme Tablo Olarak Biçimlendir Hücre Stilleri Ekle Sil Biçim Otomatik Toplam Doldur Temizle Sırala ve Filtre Uygula Bul ve Seç

A1 Student

1	Student	Attendance	Lateness	Time In	Time Out	Duration	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
2	Sanat Sanat	Absent	N/A	N/A	N/A	0														
3	ayse yıldız	Absent	N/A	N/A	N/A	0														
4																				
5																				
6																				
7																				
8																				
9																				
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20																				
21																				
22																				
23																				
24																				
25																				

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

User	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.