



# Engageli Portal

This guide will show you how to use advanced settings and configurations for your Engageli virtual classrooms.



# Classroom Configurations

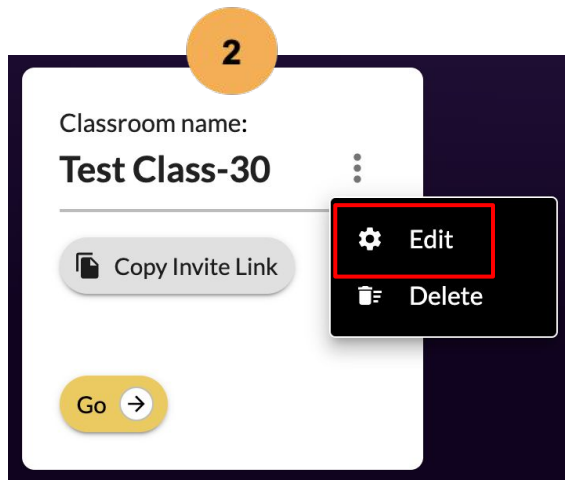
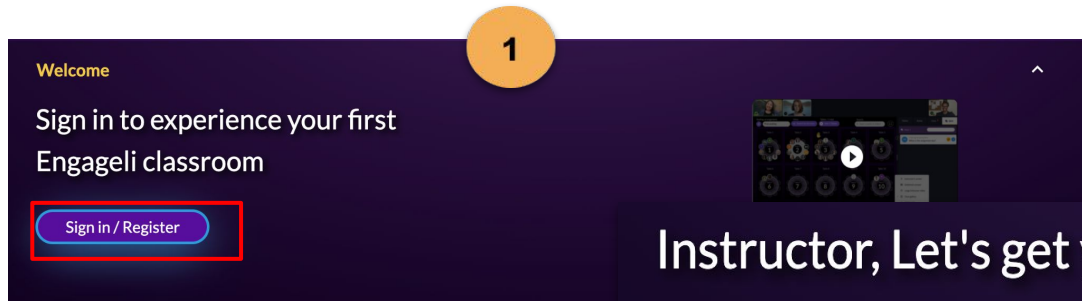
Click on content items below to navigate to the appropriate slide.

- ★ Finding Your Classroom
- ★ Class Set Up
- ★ Adding Class Participants
- ★ Email learners your Classroom link
- ★ Prepare seating arrangements
- ★ Set up collaborative documents
- ★ Manage media (i.e., video clips)



# Finding Your Classroom

1. **Sign in** using your institution email address.
2. **Find your classroom and click 'Edit'** to access the Engageli Portal.



## Instructor, Let's get you started

- Onboarding guides
- Templates or instructions
- Knowledge base or help links

# Finding Your Classroom

If you are not automatically directed to your classroom(s), you can find them under **Class Management in the Portal**. You will have a Classroom for each class section that you teach.

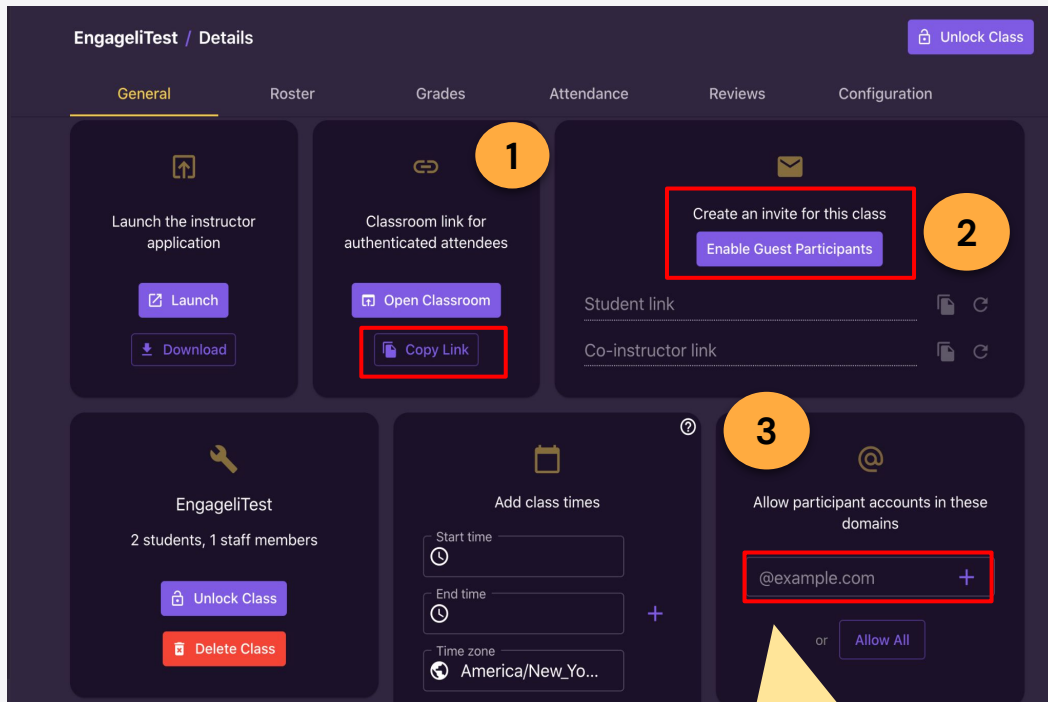
Here you will find the different class components you can prepare ahead of time.

The screenshot displays the Engageli portal interface. On the left, a sidebar contains navigation links: Home, Content management, and CLASS MANAGEMENT. The CLASS MANAGEMENT section is expanded, showing a search bar and a list of options: EngageliTest (highlighted with a red box), Details, Tables & Presets, Materials, Recordings, Analytics, Q&A, Content Manager, and Polls. The main content area is titled 'EngageliTest / Details' and features three tabs: General (selected), Roster, and Grades. The General tab shows two primary actions: 'Launch the instructor application' with a 'Launch' button and a 'Download' button, and 'Classroom link for authenticated attendees' with an 'Open Classroom' button and a 'Copy Link' button. The bottom of the sidebar shows 'haley class 1' and a plus sign.

# Class Set Up

## Details >> General

1. **Rostered Staff and Learners:** Share the 'Classroom link for authenticated attendees' link with any learner or staff on your roster.
2. **Enable Guest Participants:** Enable and share the guest participants link with any guest speakers or learners and staff who might not be on the roster. This will allow someone to log in to the Classroom as a guest.
3. **Allow all participant accounts in this domain:** Allows for any user with classroom link and correct email domain to enter the classroom (e.g., @engageli.com).



For example, during add/drop period you may choose to add your institution's domain as a wildcard, such that any person with an @institution email address (and class link) would be able to attend. After add/drop, you could remove this and upload a roster, allowing access to only those specific participants.

# Adding Classroom Participants (1/2)

## Details >> Roster

Under the Roster tab, you can **upload or create a list** to provide appropriate permissions for each user.

1. Add users individually by clicking the + button. Bulk add using the **.csv template provided** by clicking the doc icon.

Each classroom must have at least one user (most commonly the lead instructor) with the role of 'Instructor'.

### LMS users, please note:

Students entering an Engageli classroom through your LMS **do not** need to be pre-added to this Engageli roster for access. Students will have automatic access and will be added to this roster the first time they join the class.

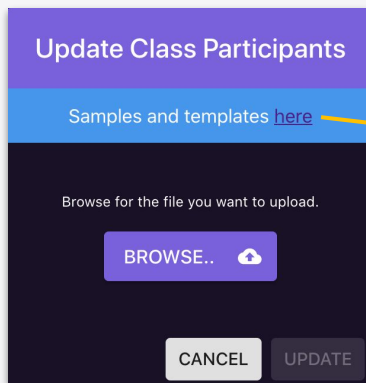
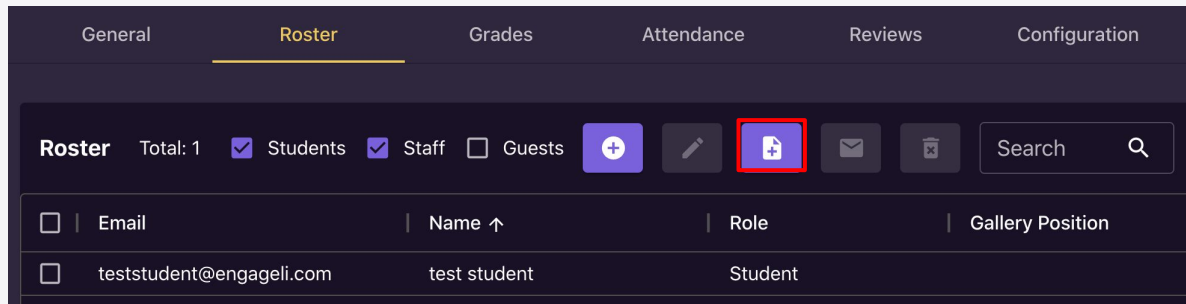
The screenshot shows the 'Roster' tab selected in a dark-themed interface. The 'Roster' tab is highlighted with a red box. Below the tabs, there is a toolbar with several icons: a red box around a '+' icon, an edit icon (pencil), a document icon, an email icon, and a trash icon. To the right of these icons is a search bar. Below the toolbar is a table with the following columns: 'Email', 'Name ↑', 'Role', and 'Gallery Position'. The table contains one row with the following data: 'teststudent@engageli.com', 'test student', 'Student', and an empty 'Gallery Position' cell.

	General	Roster	Grades	Attendance	Reviews	Configuration
<b>Roster</b> Total: 1 <input checked="" type="checkbox"/> Students <input checked="" type="checkbox"/> Staff <input type="checkbox"/> Guests <span>+</span> <span>✎</span> <span>📄</span> <span>✉</span> <span>🗑</span> <input type="text" value="Search"/>						
<input type="checkbox"/>	Email	Name ↑	Role	Gallery Position		
<input type="checkbox"/>	teststudent@engageli.com	test student	Student			

# Adding Classroom Participants (2/2)

## Details >> Roster

1. To add class participants in bulk, click the file icon to download the .csv template. Navigate to **File > Make a copy**. You can name this copy whatever you like.
2. Fill out the sheet with a list of students, instructors, and TAs who should join this classroom.
3. If you want to add **gallery position or pre-assigned tables**, you can add those here. *Note: you can also add these at a later time.*
4. When finished, go to **File > Download > Comma-separated values (.csv, current sheet)** to save and upload this setup.



A	B	C
Email	Name	Role in the class
Teststudent@engageli.com	Test Student	Student
testinstructor@engageli.com	Test Instructor	Instructor
testTA@engageli.com	Test TA	TA

# Emailing Your Classroom Link to Learners

## Details >> Roster

Navigate to the **Roster** tab to distribute your classroom URL.

If Engageli is integrated with your LMS, then, your class roster should already be populated. You should:

- Check all relevant learners on the list
- Click **'Send email with class URL'**. This will be sent from the email you provided to Engageli.

**If your class roster is not populated**, check in with your system admin or Engageli team member. This will likely be set up for you!

General **Roster** Grades Attendance Reviews Configuration

**Roster** Total: 1 ☒ Students ☒ Staff ☐ Guests Search

<input checked="" type="checkbox"/>	Email	Name ↑	Role	Gallery Position
<input checked="" type="checkbox"/>	teststudent@engageli.com	test student	Student	

The version of the email below, with your Classroom information, will be once the email button is clicked.

Engageli: Class login url of Intro to Engineering >

donotreply@engageli.com  
to me ▾

Hello, the login url for the class Intro to Engineering, of: Andreina, is: <https://demo-rc.engageli.com/class/current/?R=Intro%20to%20Engineering>



# Pre-Assigned Seating Arrangements (1/2)

## >>Tables & Presets

You can upload **pre-assigned seating** (presets) so that learners will be assigned a 'seat' upon login, or at different times throughout the class.

1. Customize the names for each table (e.g., for project groups) if needed.
2. Download the preset template to input learner information. Re-upload to Engageli using the "upload preset" button.
3. Once presets have been uploaded, you will see each preset saved next to a learner's name under the **roster** tab.

You can save multiple presets to use during different points in the class (e.g. start of class, activity time, quiz time).


1


Tables	Total: 5
Table Name ↑	
Table Group new name...	
Table 2	
Table 3	
Table 4	
Table 5	

2

EngageliTest / Presets

TABLESPRESETS

UPLOAD PRESET 

 [View a sample / CSV template here](#)


Upload New Seating Preset

Preset Name

Description

CSV Samples and templates [here](#)

Browse files for upload.

FILES 

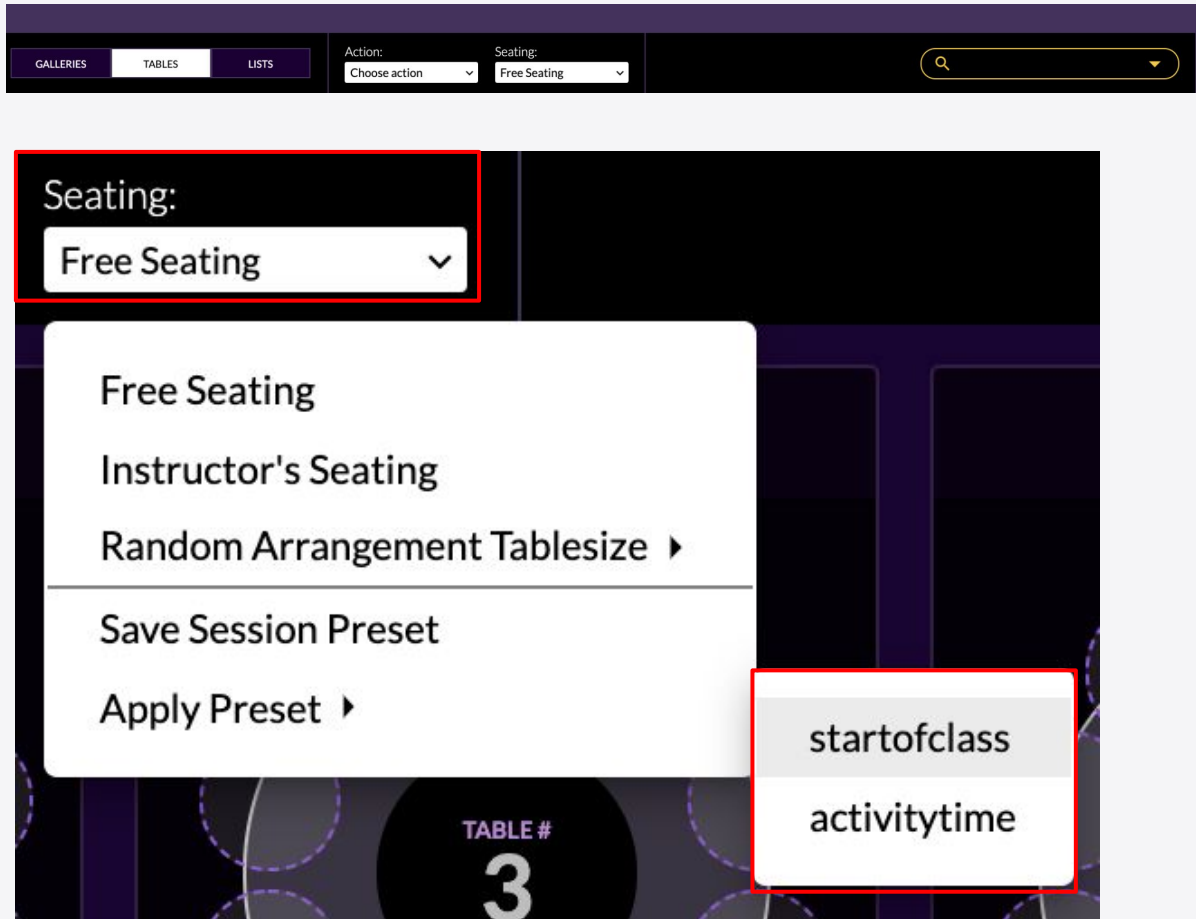
CANCELADD

# Pre-Assigned Seating Arrangements (2/2)

## >>Tables & Presets

When you enter your Classroom, you will see the previously saved presets under **Seating** on the console bar.

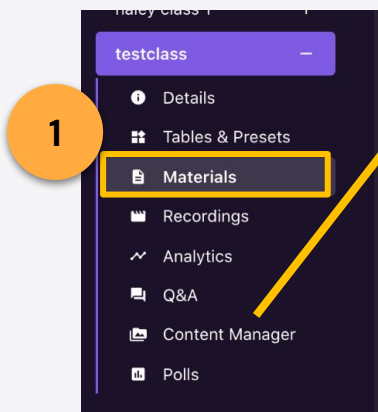
Throughout the class, you can choose different presets and Engageli will move learners automatically.



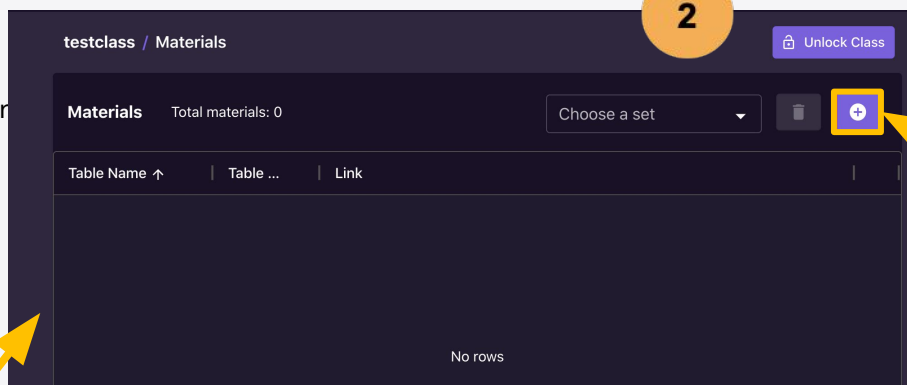
# How to set up Distributed Documents

The '**Distribute Documents**' feature allows you to pre-assign documents that you will 'hand out' to tables during class. Learners can edit and discuss the documents together in the Engageli app!

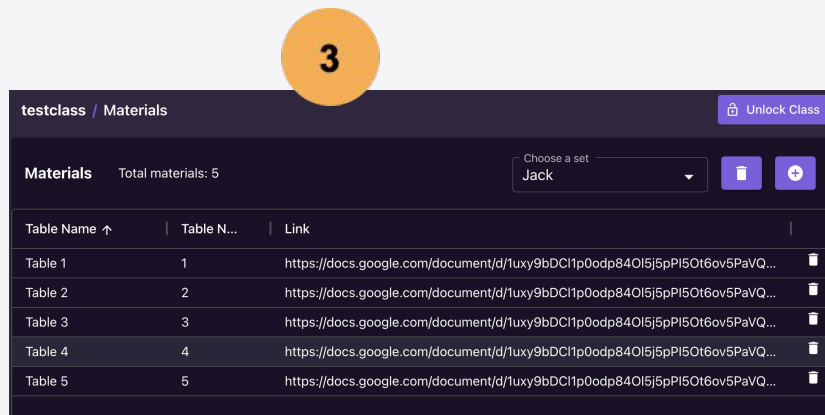
**Please Note:** At this time, Engageli only supports Google documents.



1. Navigate to **Materials** to add all documents for class.



2. Click **+** (add materials set) to add and give the document set a name.



3. Paste the shared links for the Google Documents you want to distribute in class.

**Tip!** Make sure the Google documents are editable by your learners.

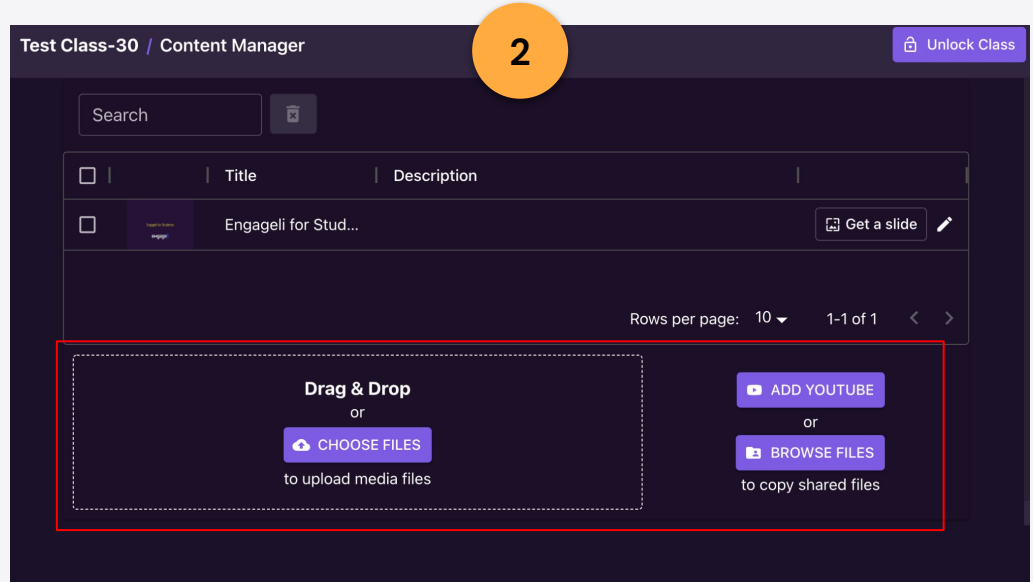
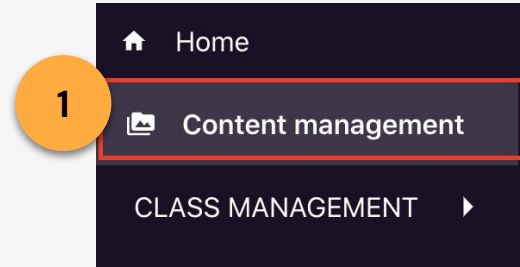
# Managing Media:

## Preparing Video Clips

Under Content Management you can upload videos for class.

1. Drag and drop or click 'Browse Files' to upload from your computer.
2. The video(s) will populate inside the instructor app under Clips.

If you want to play YouTube videos, you can do so directly in the app with no need to pre-upload.



# Accessing Recordings

Under **Recordings** in the Engageli Portal, you can find all previously recorded lectures.

1. **Change the recording name** by simply clicking the name.
2. **View the recording** in the Engageli Study Hall or view the flat mp4 file.

Using the Engageli [Study Halls](#) gives learners an interactive experience, where they can take notes, post to Q&A, and participate in polls that were run during class.

<input type="checkbox"/>	Name	Link to class	Link to file	File size
<input type="checkbox"/>	Class 1 - 12.01.2021	<a href="https://demo-rc.engageli.com/class/cur/test-class---2021-12-01T15-18-02-874">https://demo-rc.engageli.com/class/cur/test-class---2021-12-01T15-18-02-874</a>		24.19 MB