Instructor Onboarding Guide Application

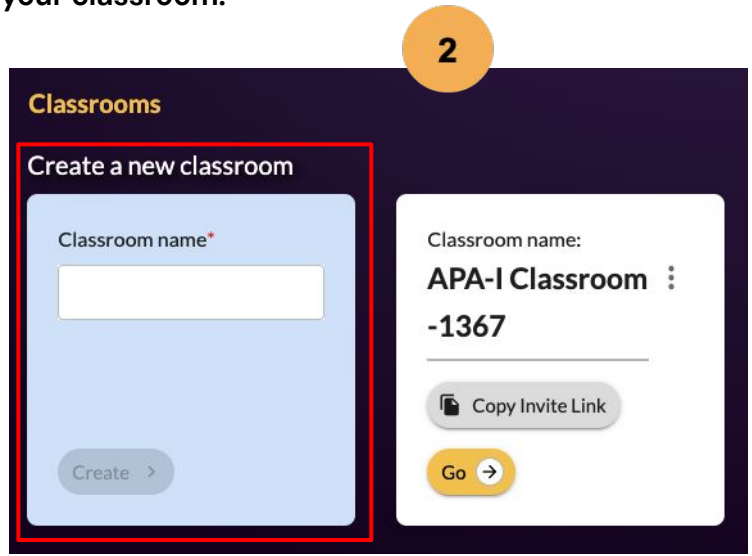
This onboarding guide includes everything you need to prepare for your first class on Engageli..

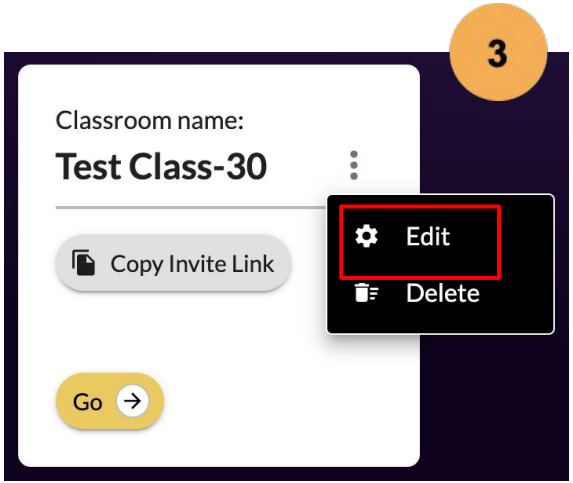
How To Best Use This Guide

- ➔ Sign in to your Engageli classroom
- ➔ If you have people to invite, share your classroom link and have them join as learners via Chrome or Edge Browsers
- ➔ If you don't have people to invite, you can set up fake learners to practice with by opening Engageli on additional Chrome browsers or devices
- ➔ Share your screen and complete all activities with your 'learners'

Sign in and Download Engageli

1. **Sign in** using your institution email address.
2. **Create a classroom** if not already created.
3. Click **'Edit' to finish setting up your classroom.**



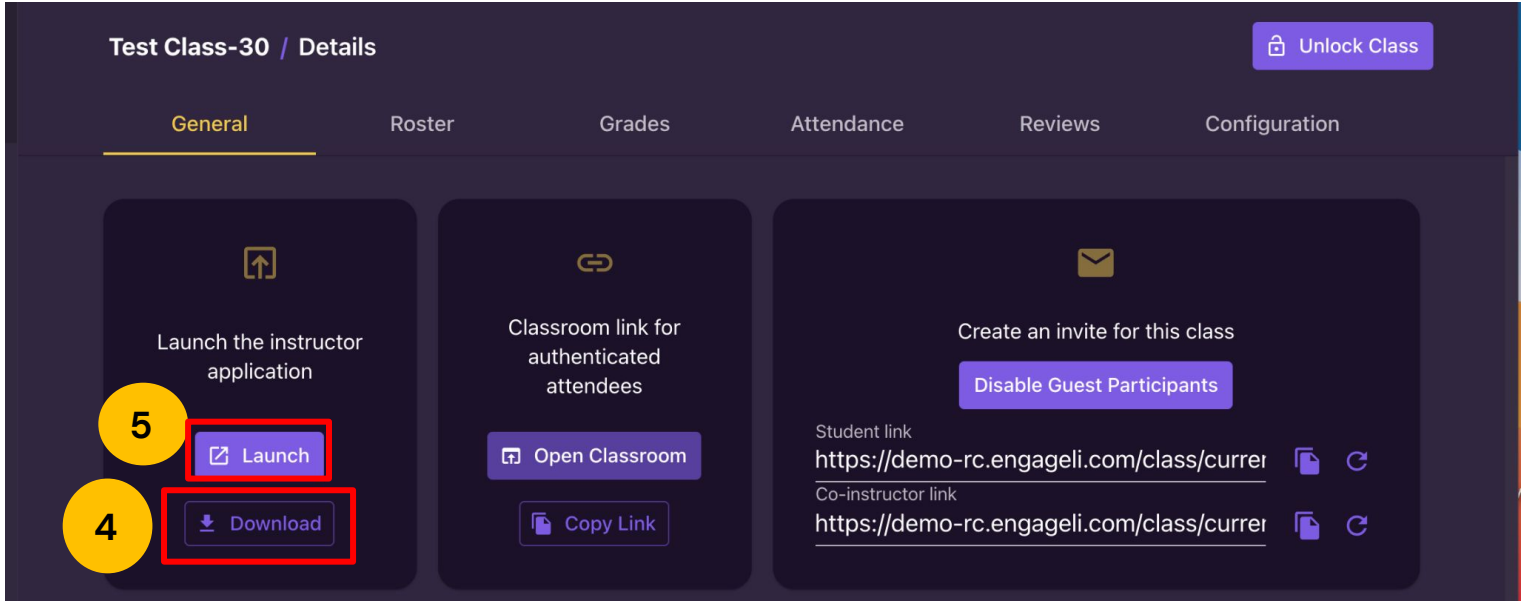


Sign in and Download Engageli

You will be directed to the Engageli Portal.

4. **Download the instructor application** if you have not done so already. If you are teaching on the application, you will need to do this before opening a classroom. (note: this only needs to be done once).

5. **Launch** the instructor application.



Opening a Classroom

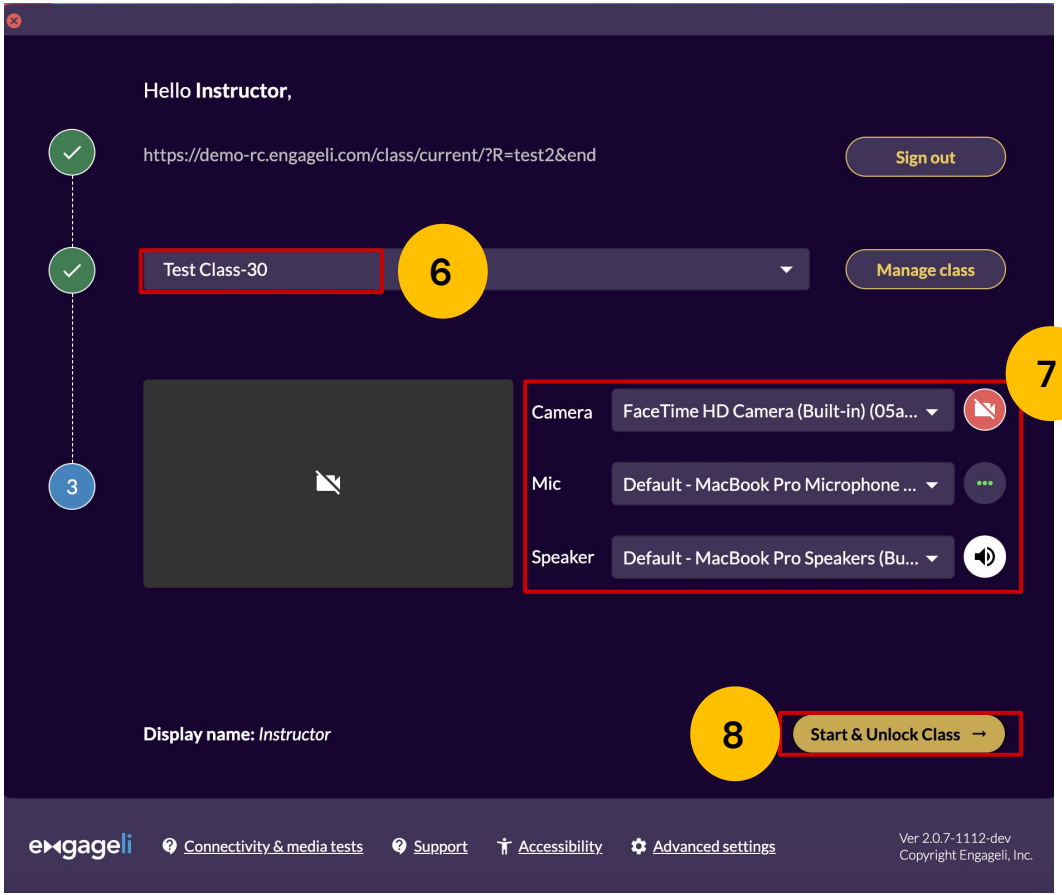
The application should automatically open on your computer.

6. Confirm that the **correct classroom** is chosen from the dropdown.

7. Select the appropriate devices to use for **Camera, Microphone, and Speaker** settings.

8. Click **Start & Unlock Class.** This will open your **the three instructor control panels.**

For future sessions, **you can login directly from the application on your computer.** If you need to access the Portal for your classes, **click Manage Class.**



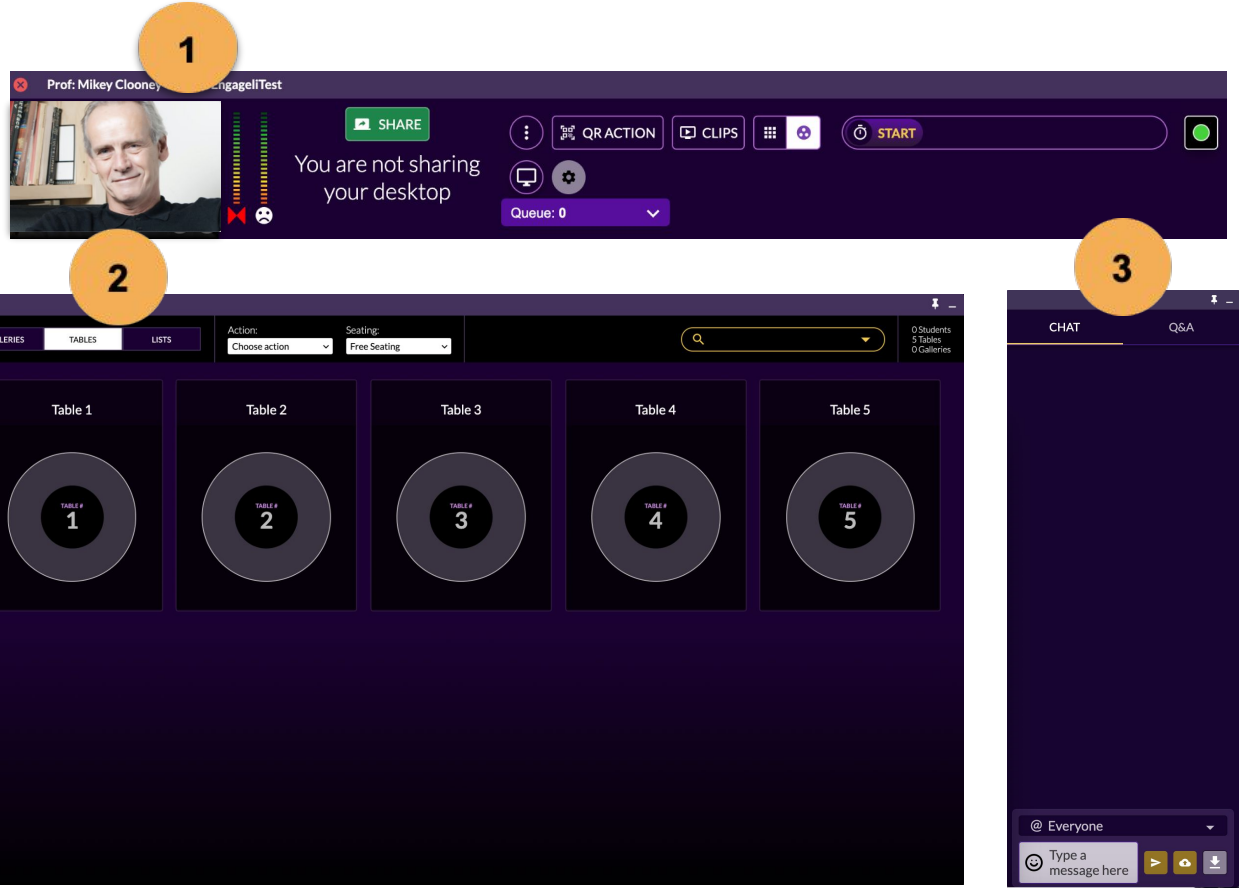
Basic Classroom Tour

Follow along this set of slides to learn everything you need to teach a class on Engageli.

Organizing Your Classroom

The instructor app consists of **three separate windows** meant to provide a flexible teaching environment.

1. Instructor tools & controls
2. Gallery & Tables
3. Chat and Q&A



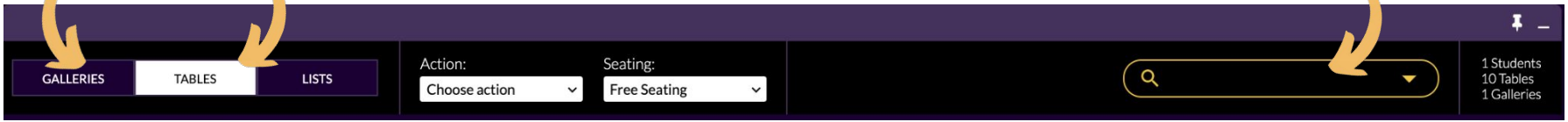
Try dragging, pinning, or resizing each window on your screen.

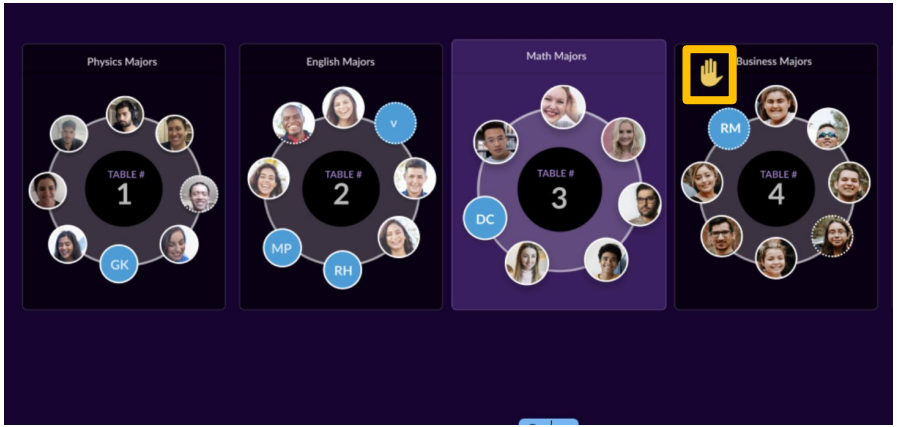
Check out more here and here.

Instructor Class Views

Toggle between **galleries** and **tables** by using the two buttons on your main screen.

Search for a learner by name.

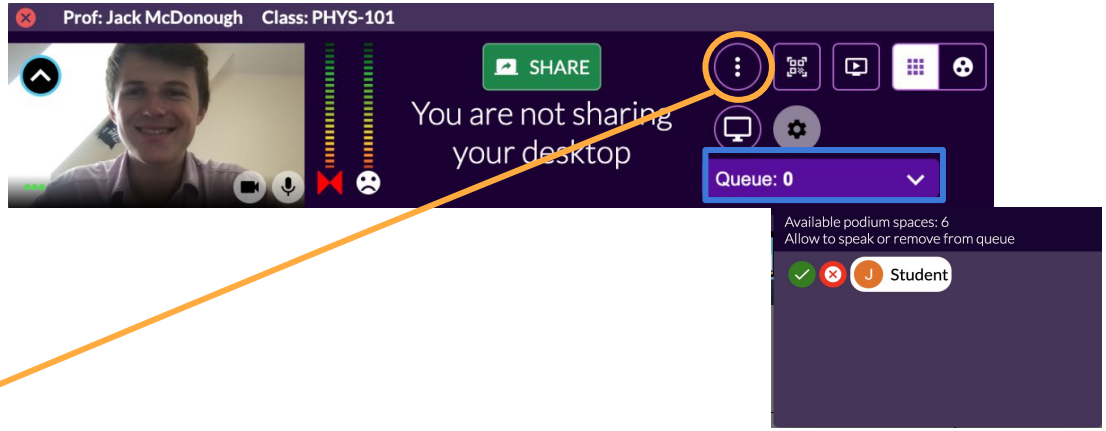




In **gallery view,** you can see all learners. You can also mute, raise hand, turn off camera, and more for individual learners.

In **table view**, you can see seating arrangements, engagement levels, and who has a hand raised.

Hearing Your Learners



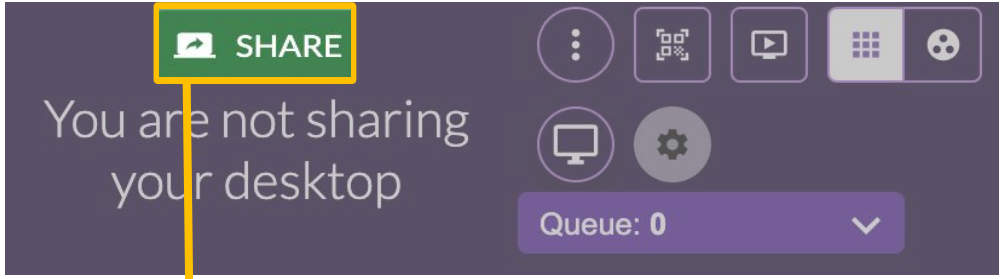
Mute Gallery – You can turn on and off the gallery audio feeds.

Discussion mode – You can enable all learners to hear each other, even if they are seated at different tables and have not raised their hands.

Moderated Mode – You can manage a queue of learners who have requested to speak. Or, stay in open mode so that, learners can raise their hand and come off mute without approval.

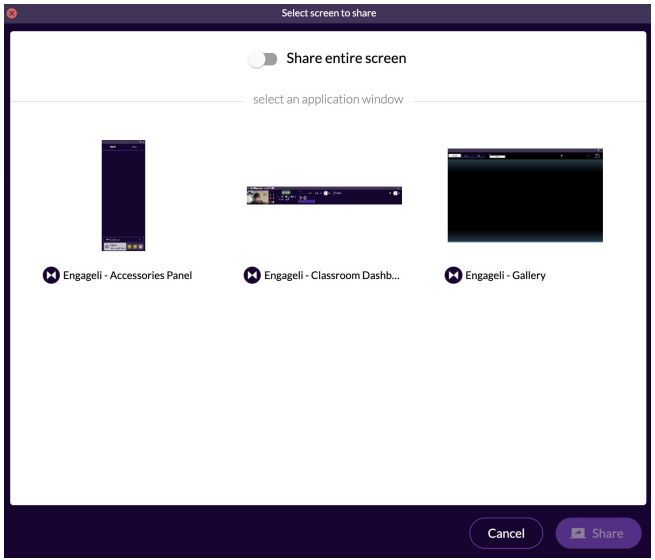
Screen Share

To share the **entire screen**, toggle the "Share Whole Screen" option at the top of the page. You can also share any **webpage, window, or application** open on your computer.



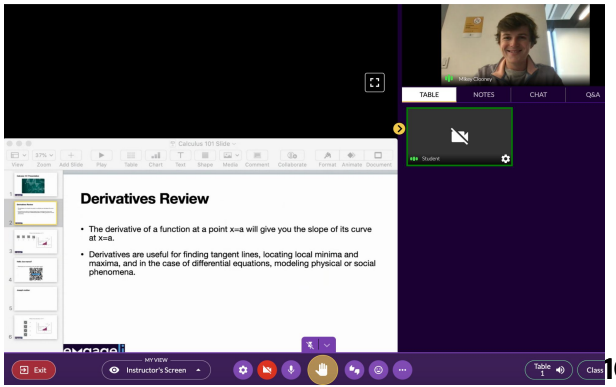
Practice sharing your screen by sharing this presentation.

Check out more here.



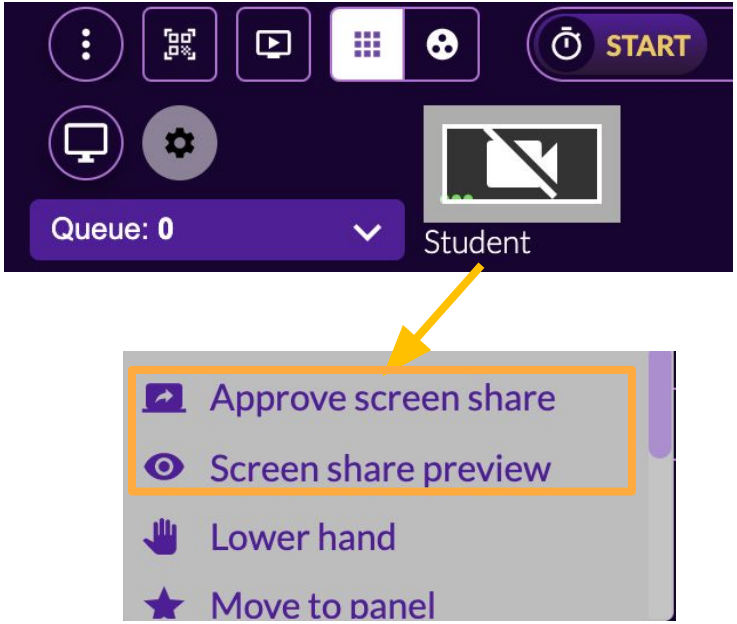
Instructor view

learner view

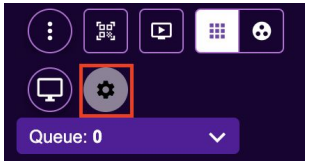


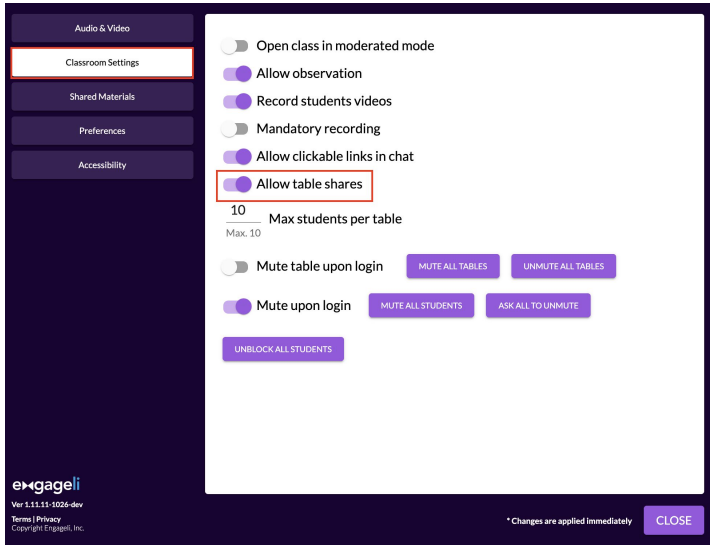
Approving learner Screen Share

Regardless of settings, the one thing you'll always need to approve is a learner's screen share with the whole class.

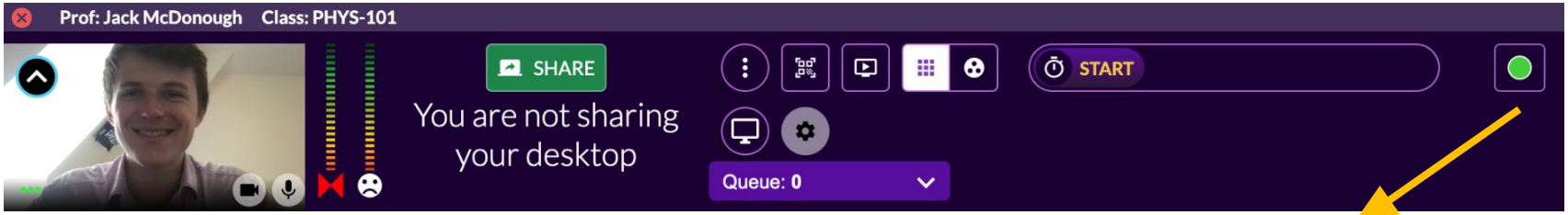


learners can, however, share screen with their tables at any time. If you want to turn this off, you'll navigate to settings and toggle off "**Allow table shares**" under "**Classroom Settings**."

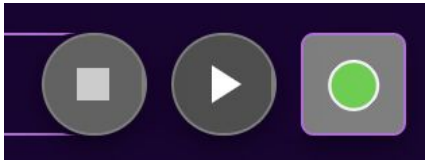




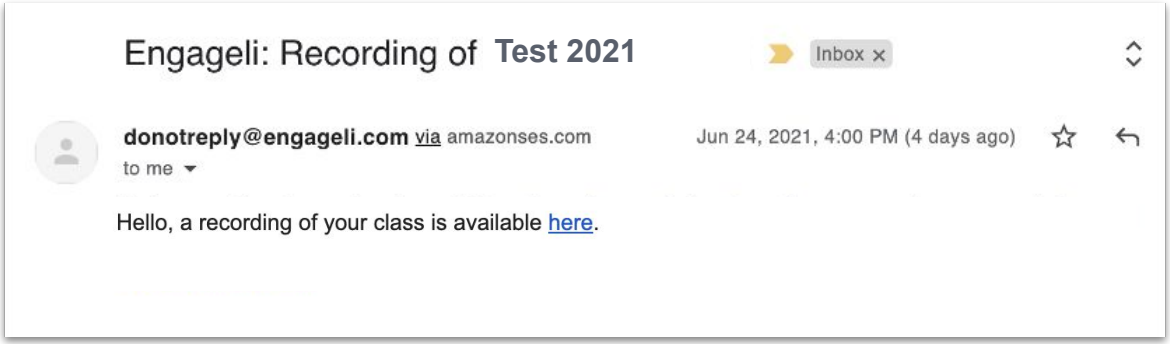
Recording a Class



You can **play, pause or stop** recordings throughout class. At the end of class, you will get an email with a flat mp4 file, however you'll want learners to use [Engageli's Study Halls] for the best experience.



Record your practice session



Communicating with Your learners

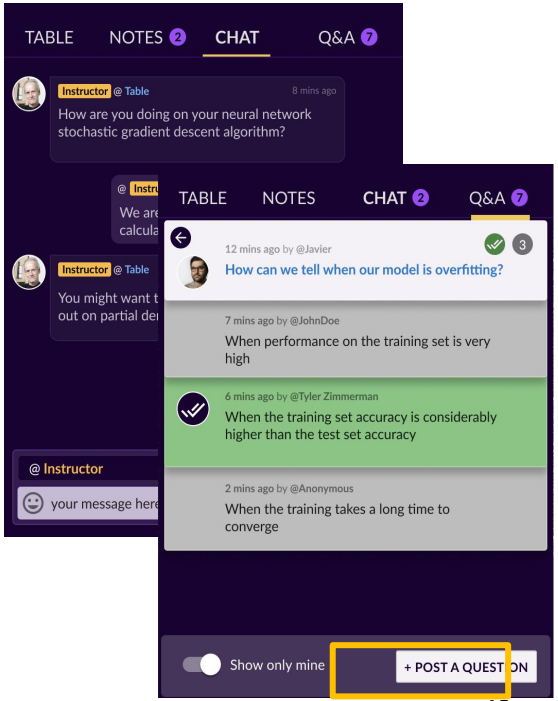
- Try sending a message to learners.
- Post a question in the chat.
- Observe a table... then join it and participate.
- Ask your learners to raise their hands and speak.

Check out more here and here.

Tip! Ask your learners to raise their hands when asking a question. That way, the whole class will hear both the question as well as the answer! This way, the question will also be included in the class recording.

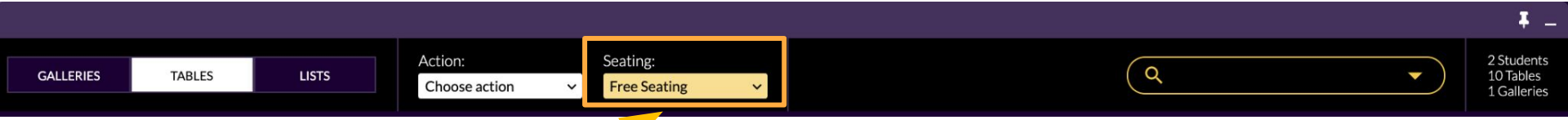
You can **join** or **observe** individual tables. learners at other tables will no longer be able to see or hear you but can raise their hand to get your attention. They will automatically come up to the podium.

Chat encourages non-intrusive interactions during the class. You can **upload files** to chat, and **download history** at the end of class. There is a separate feed for **Q&A** with question ranking and instructor answer validation.



Random Table Groups

Engageli tables are strategically designed to increase collaboration between learners. Larners are always in small groups. You do not need to create breakout rooms.

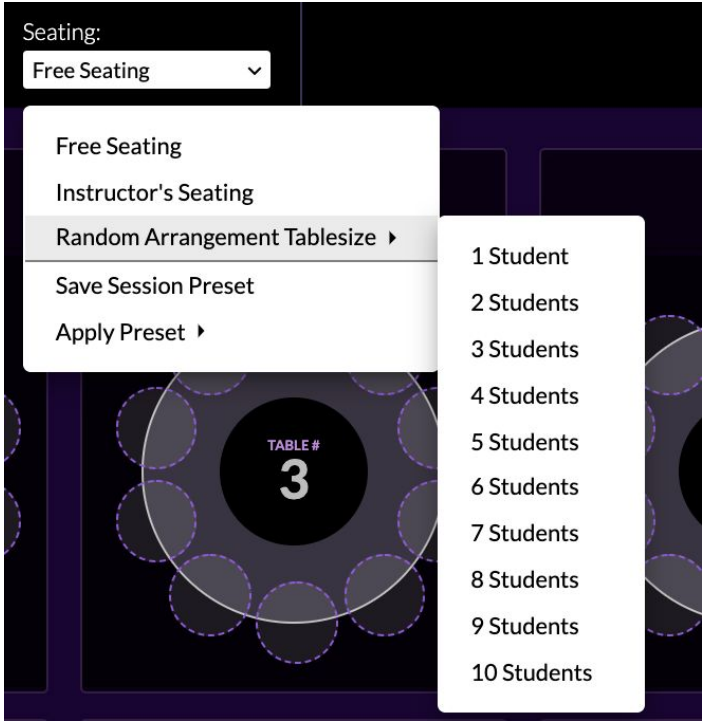


A great way to encourage learner engagement is to randomly arrange table groups for discussions. You can do this easily by **navigating to 'Seating'.**

Then choose **'Random Arrangement Table Size'** and choose the number of learners you would like at each table.

The system will automatically break learners into randomized groups.

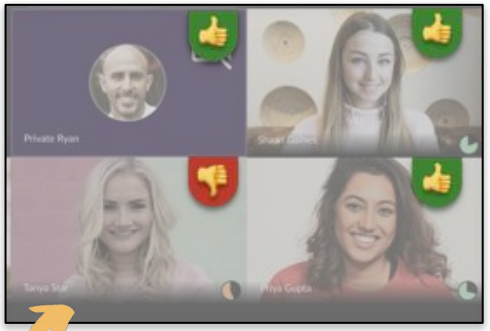
Try this now with your learners.



Engagement Metrics

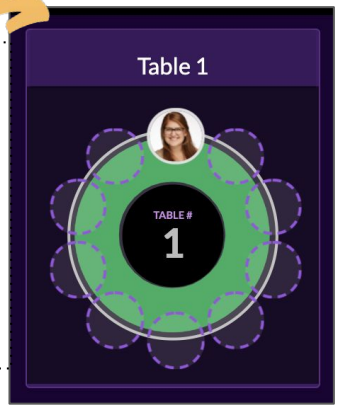
The **Engagement Scale** tracks learner participation on a class level, based primarily on the level of learner interaction with the app. It also incorporates the amount of time a learner spends speaking throughout a class.

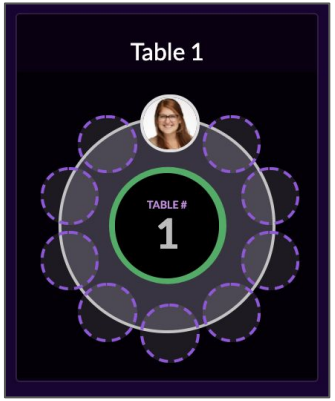
The **Emoji Scale** provides an aggregate score or feeling based on a four-point likert scale. learners can send an anonymous emoji anytime directly from their browser.



Thumbs up/Thumbs Down allows learners to give non-anonymous feedback directly to you. Where learners see an anonymous show of thumbs, you'll see the response specific to each learner.

Table level engagement can be seen in the Table View. The green circle will grow and shrink as engagement gets higher or lower.





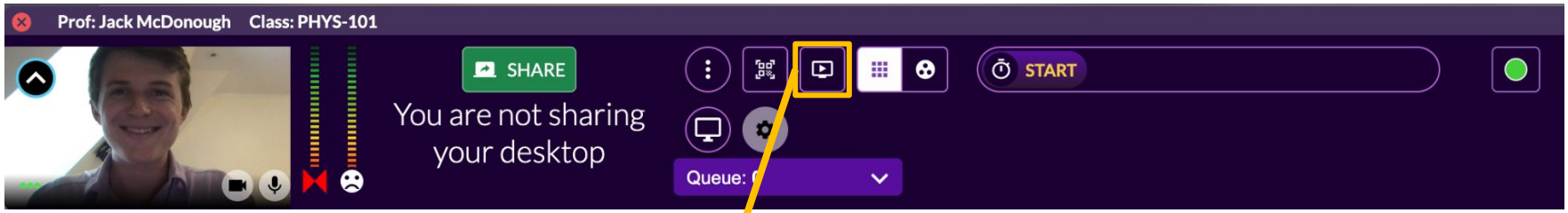
Use the next two slides to ask your test learners questions, and see how the engagement bars change.

“Thumbs up”

if you enjoy learning online!

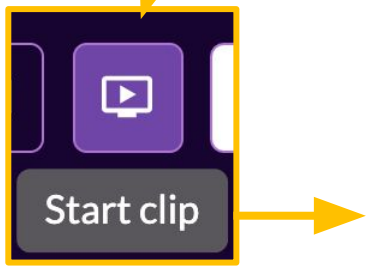
How would you rate the current technology you experience in your online classes?

Playing YouTube Videos



Youtube videos can be played at any time during class.

1. Choose Start Clips.
2. Upload the YouTube URL link and click Play.



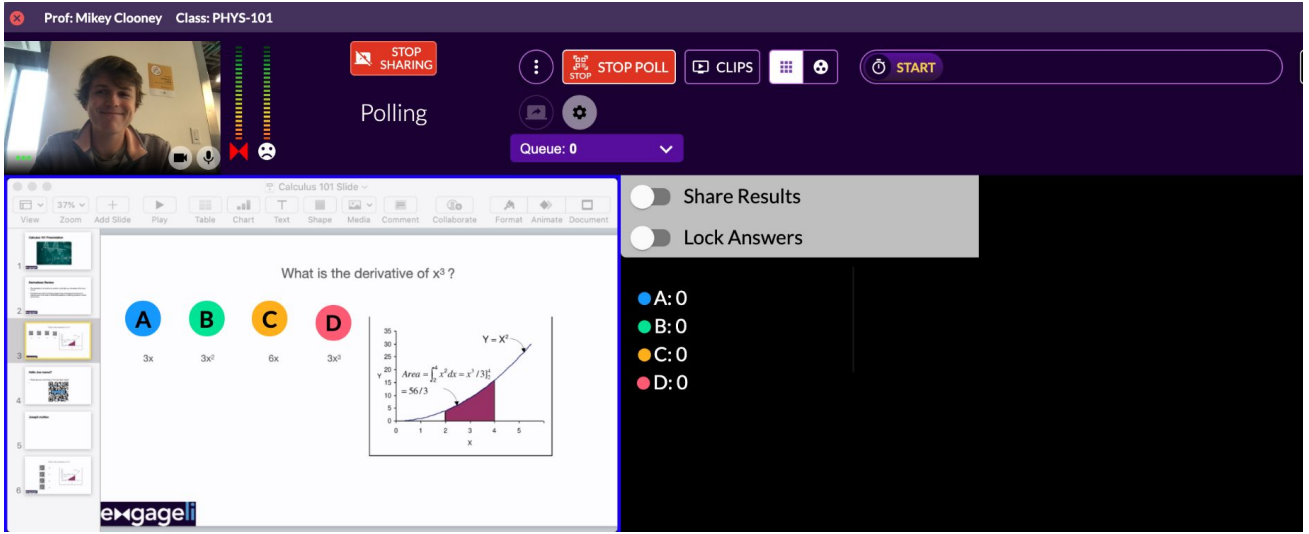
Play a YouTube video and practice controlling the video. Feel free to use this video as a sample.

If you want to play other video types, you will need to upload them ahead of time in the portal.

Poll Overview

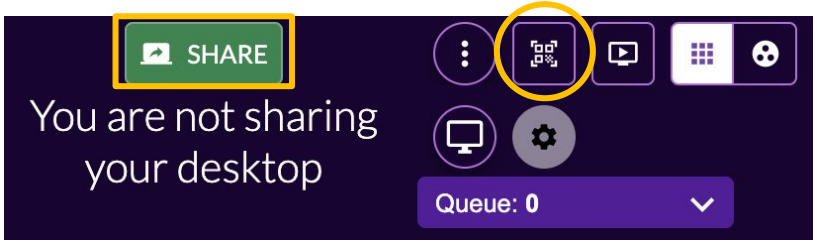
Engageli Tags will turn into answer choices upon activation. You can **lock answers** and **share results** with your class.

On the next few slides, practice sharing your screen and clicking the Polls/Quiz button to Activate.



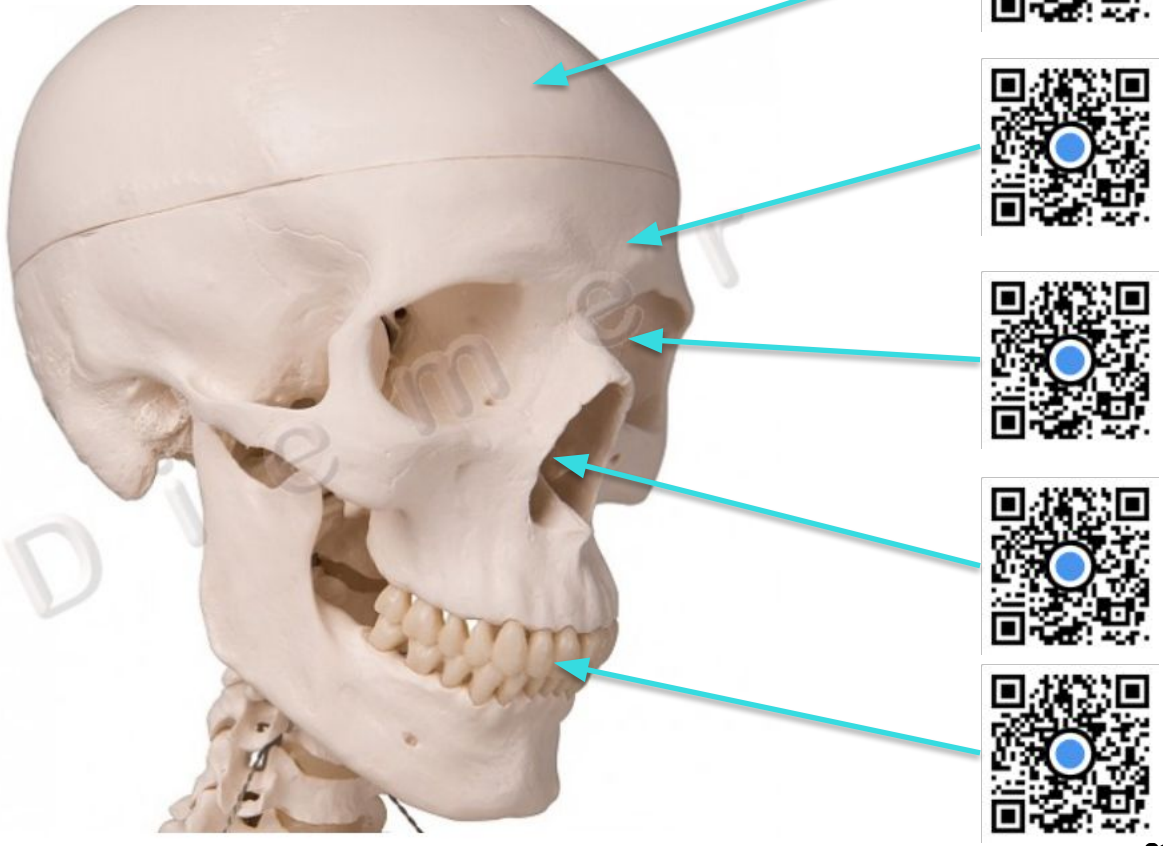
Poll data is stored in the Portal, including:

- Individual learner answers
- % of class participation in poll
- Instructor's answer
- % of learner answers that match instructor's answer



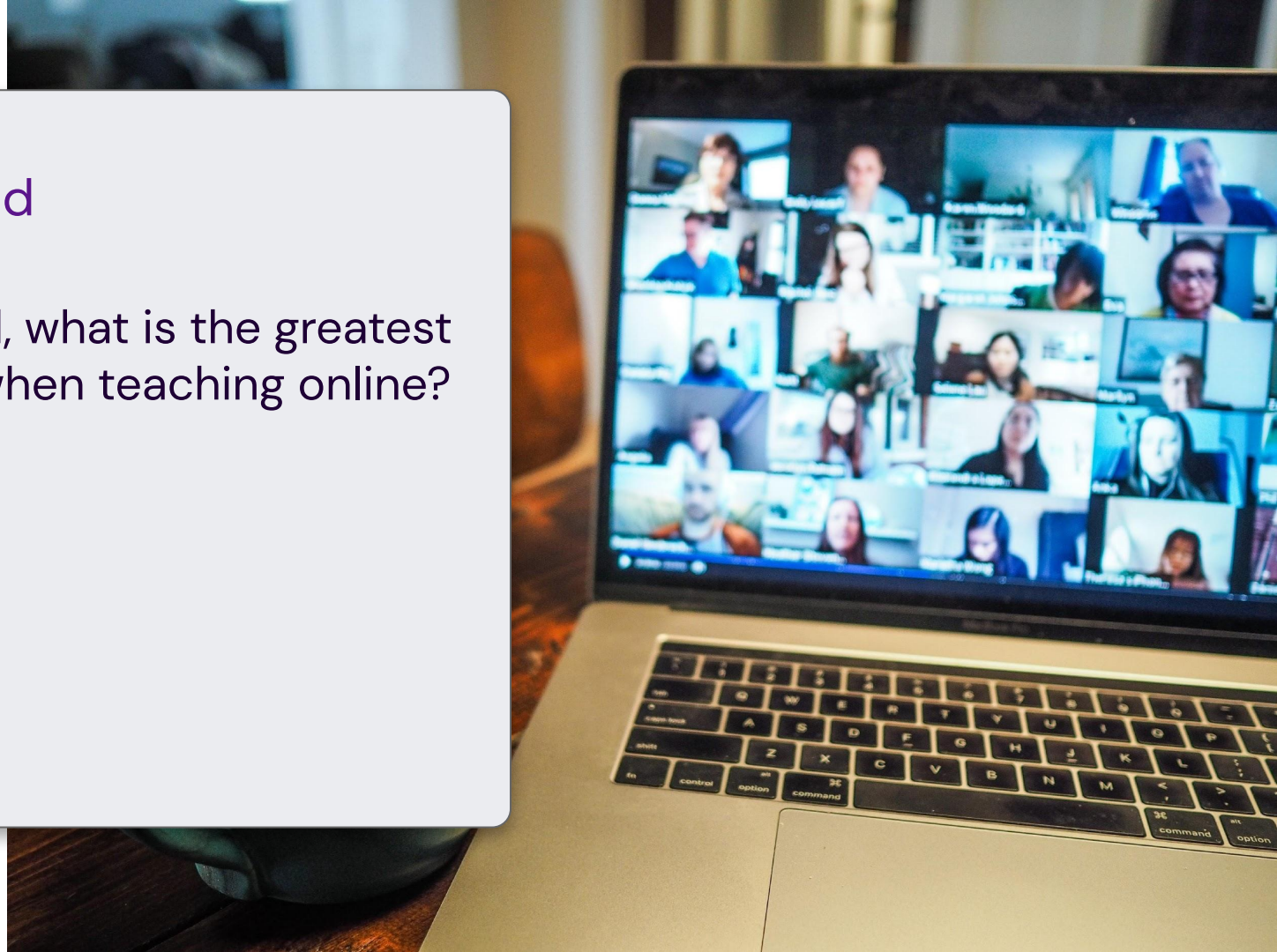
Single Choice

Where does learning happen?



Word Cloud

In one word, what is the greatest challenge when teaching online?



Multi-Pick

What are the top three reasons learners turn their cameras off in online classrooms?

- Concerned about their appearance
- Self aware of their home environment
- To avoid being seen multitasking
- Because it is the norm
- Bad connectivity

Now you try!

1 - Select the appropriate Tag for your desired question type.

2 - Open a blank document or deck on your computer and copy and paste (right click) the stickers where your answer choices should be. Be sure to only include one question type per page.

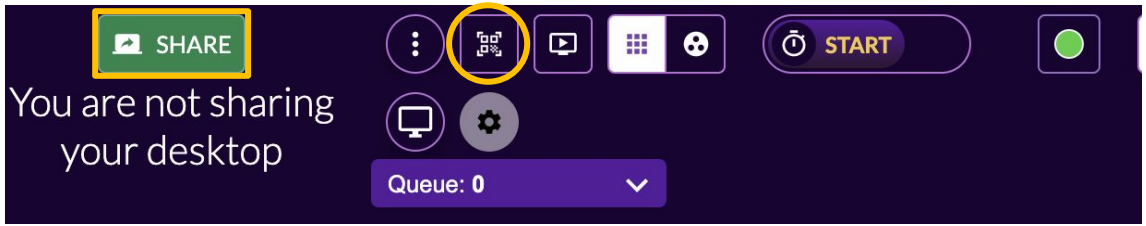
3 - Share your screen with any document containing the stickers and click the **QR Action button** to Activate.

Create a poll of your own.

Word Cloud

Single Choice

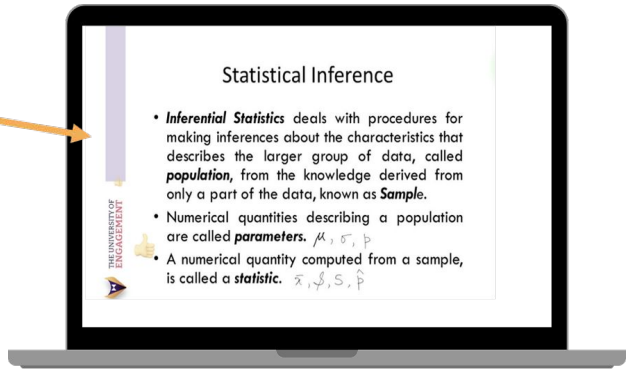
Multi-Select



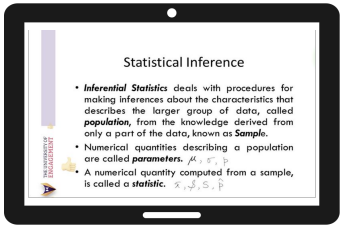
Want to Dive Deeper?

If you want to more deeply explore certain features in Engageli, continue on in this deck.

Dual-Monitor Setup

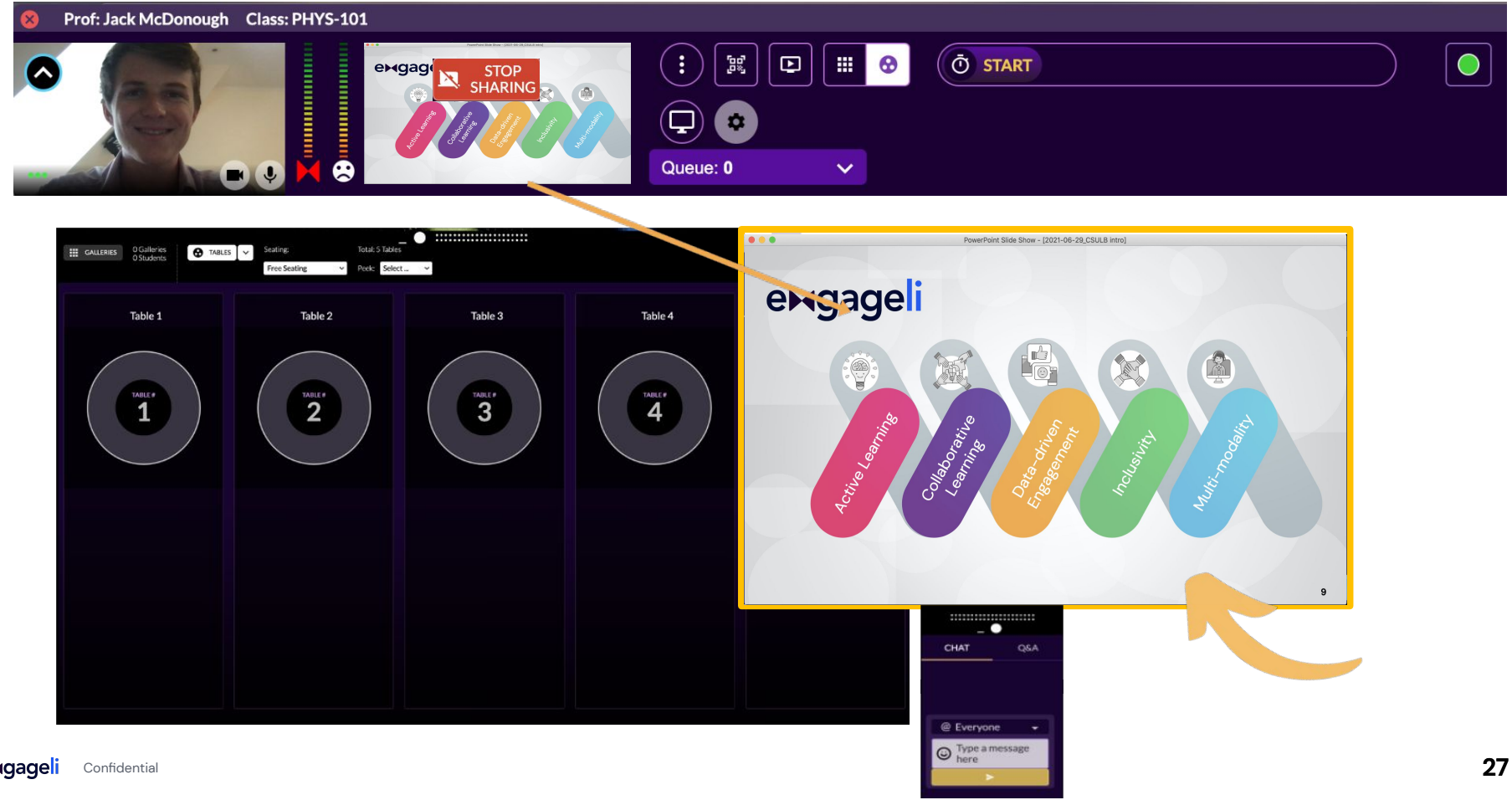


We recommend using a **second monitor** to most effectively manage presentations and polls.

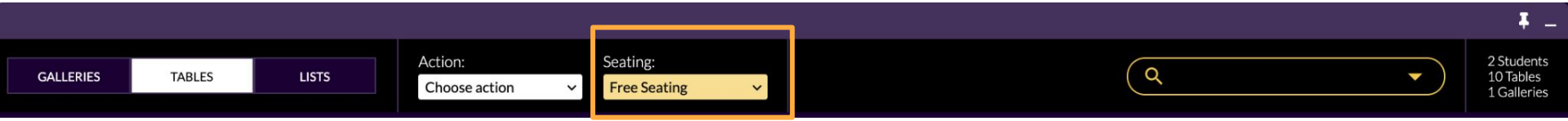


Tip! If you use Apple products, your iPad can work as your second 'monitor' with Sidecar.

Single-Monitor Setup

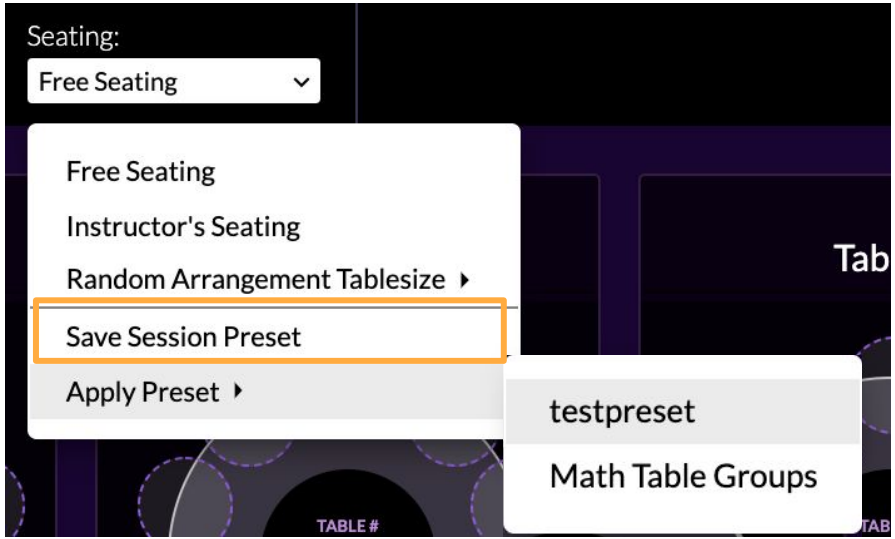


Using Session Presets



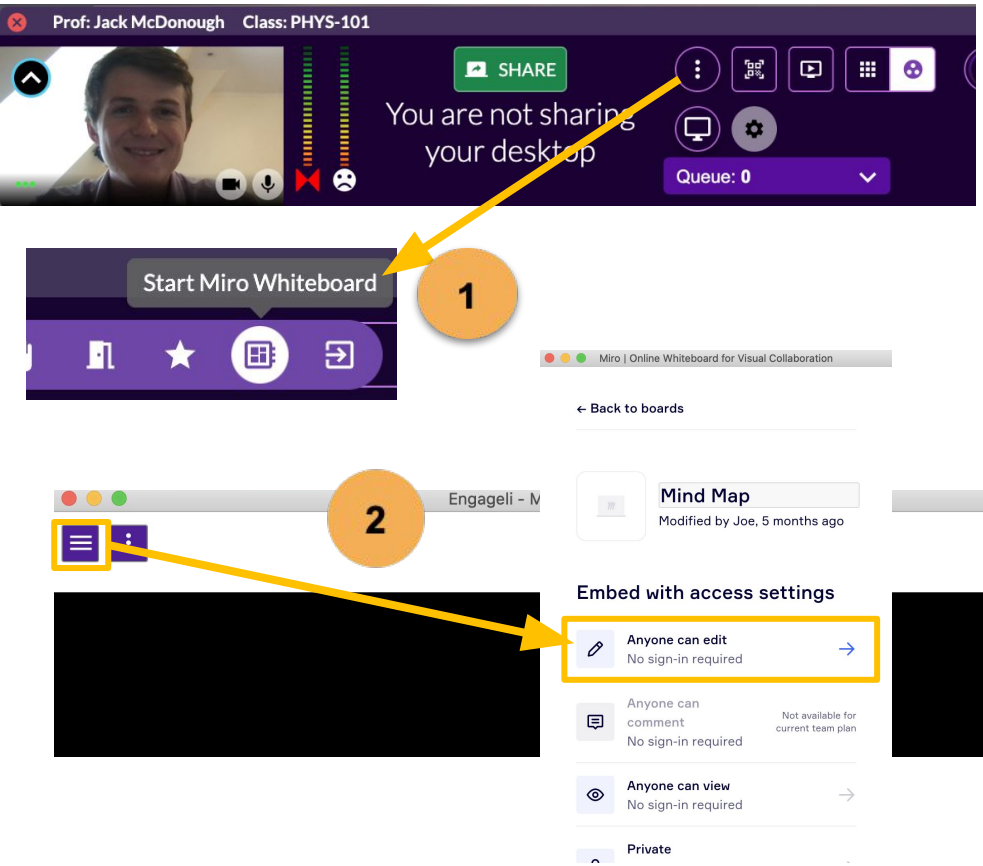
If you want to save current seating before using the randomize feature, choose **'Save Session Preset'**.

Then, **assign random tables**. Once the discussion time is complete, bring learners back to original tables by choosing **'Apply Preset'.** You should see your previously saved preset in the dropdown.



Try this now with your learners.

Miro Whiteboard Integration

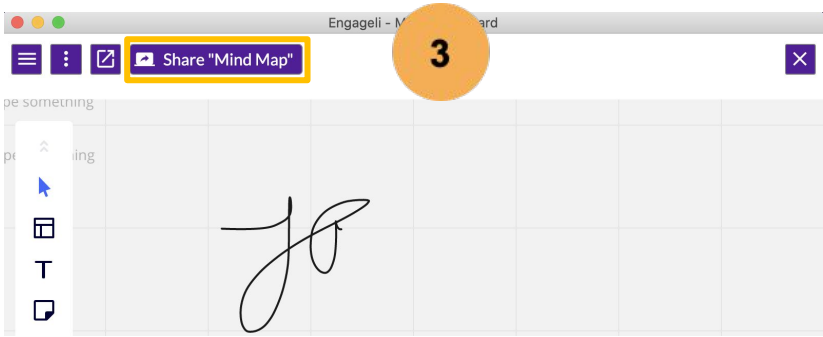


1 – Select 'Start Miro whiteboard' from your More Actions menu.

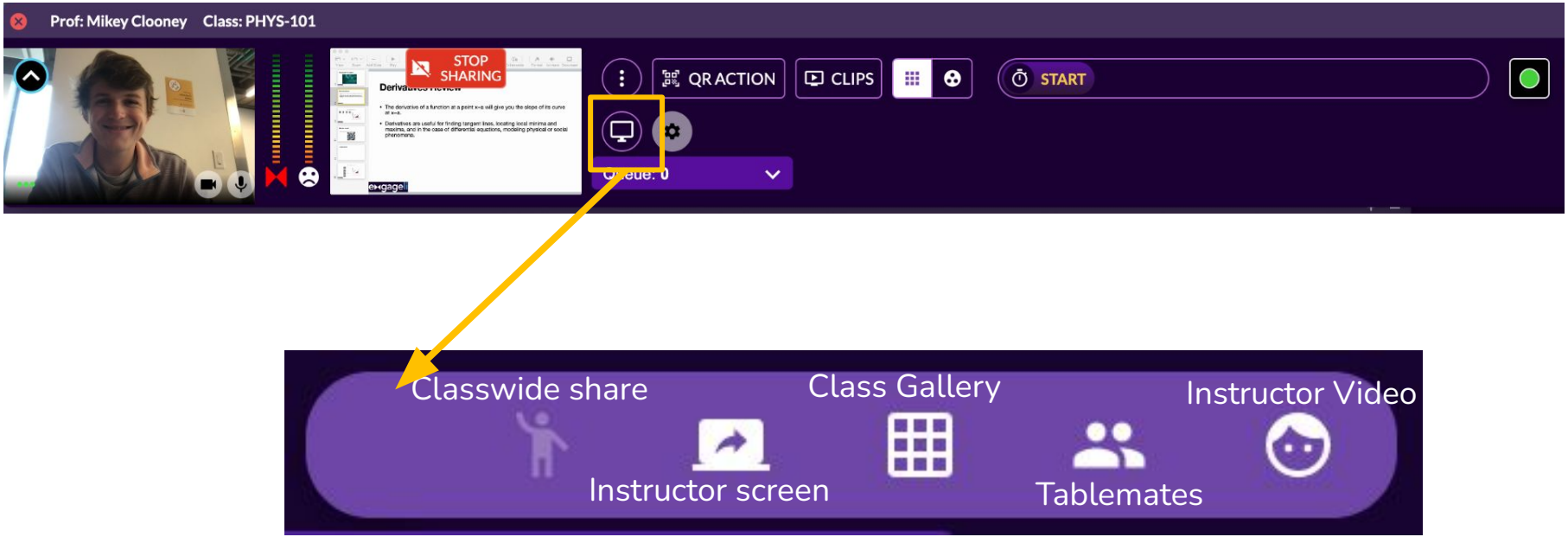
2 – Click '**Open board picker**' to **upload a board (or create a new one)**

Make sure to click "Anyone can edit."

3– Hit 'Share <your board's name> ' to share with the class. They'll be able to draw on the board too!



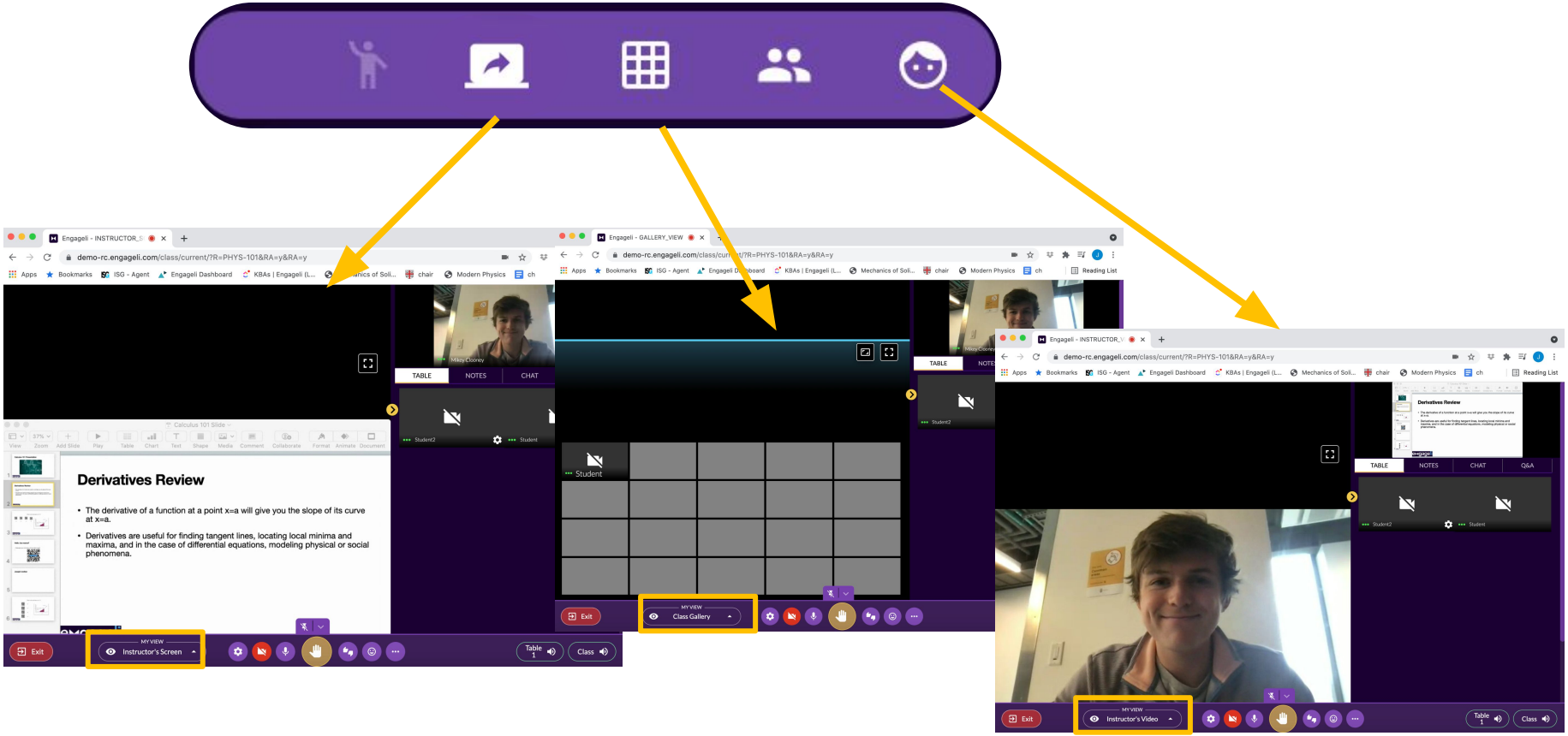
Guiding the Learner View



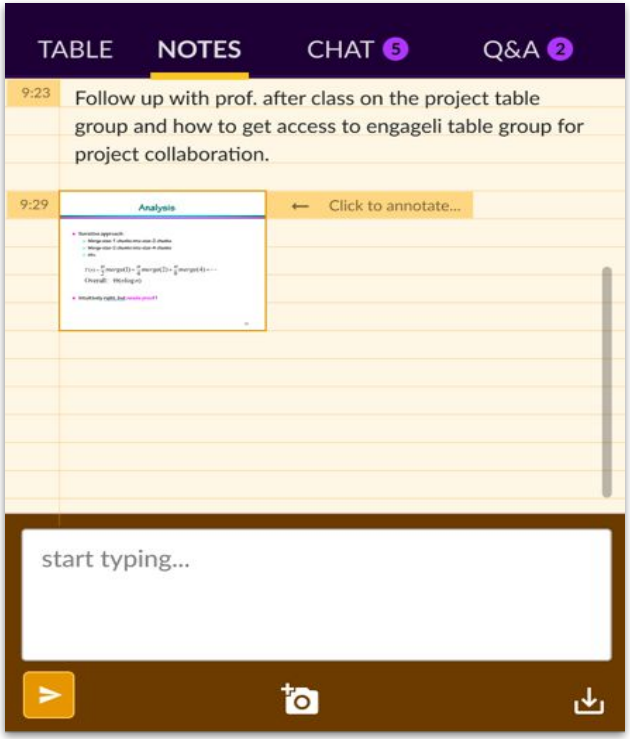
learners can have many tabs open at once while in Engageli, including class gallery, screen shares, tablemates, and more.

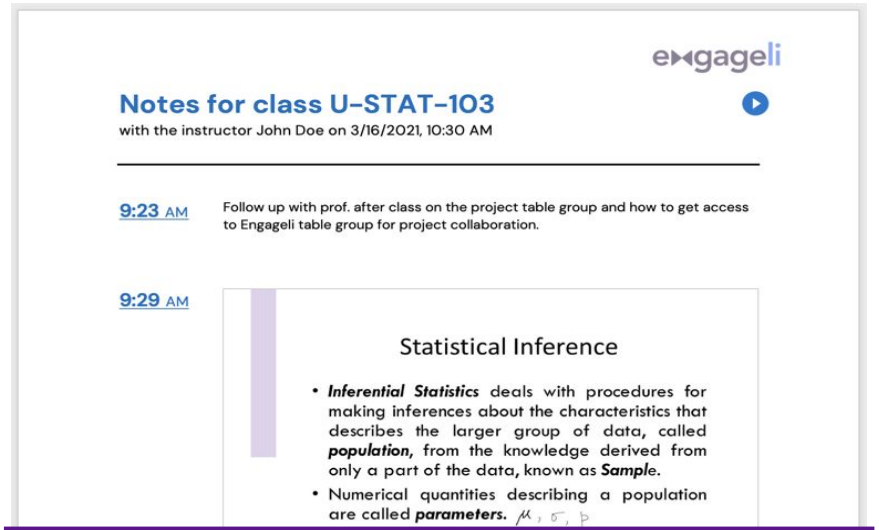
If you want learners focused on a specific tab, navigate to 'Presentation Controller' and choose the appropriate screen. This will automatically direct all learners to looking at the same thing.

Guiding the Learner View



Interactive, Time-Synched Notes for Learners



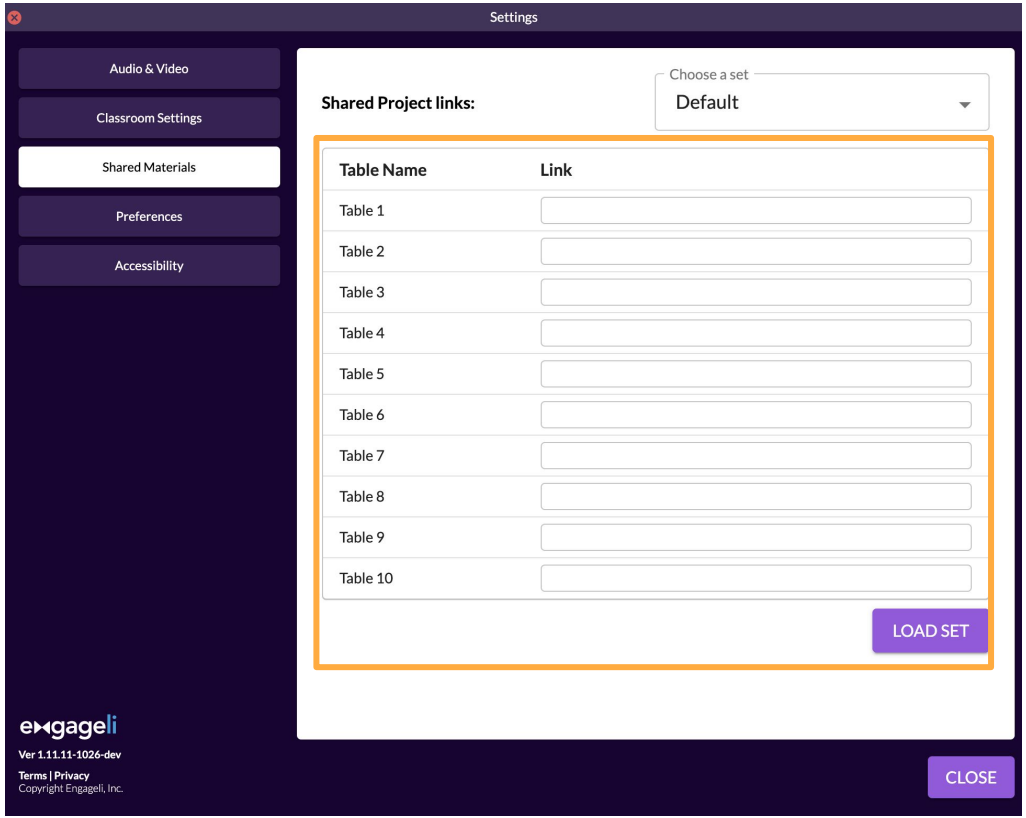


learners can take a screenshot of the instructor's screen, then annotate or take notes. learners can then download notes and have timestamps of when in the lecture each note was taken.

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.

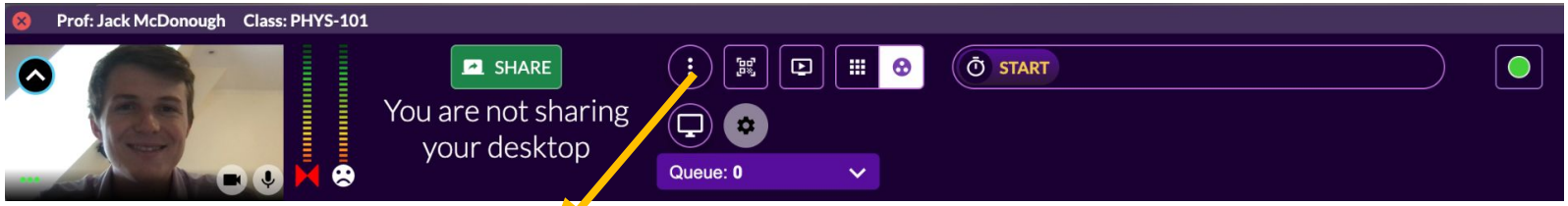
learners can edit and discuss the documents together in the Engageli app!

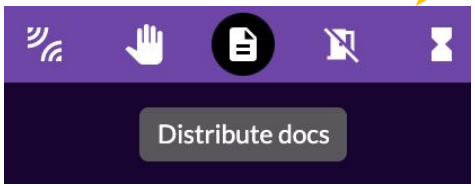


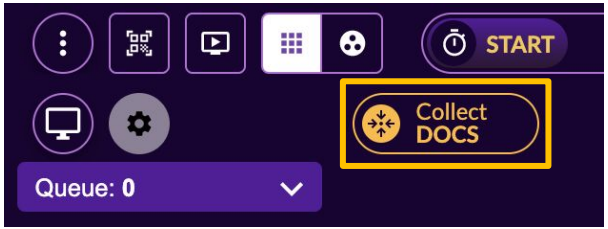
To do this, you'll need to **paste the document links** into your "**Default**" set in your "**Settings**" menu under "**Shared Materials.**"

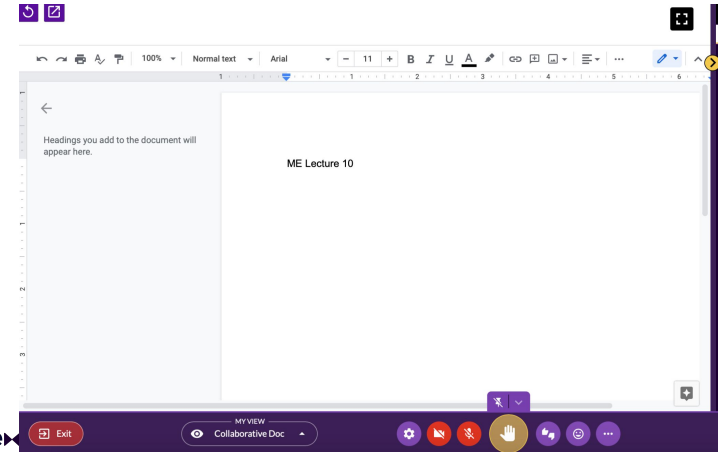
Make sure to click "**LOAD SET**" when you're done pasting!

Distributing Documents to Tables









During class, choose '**More Actions**' then '**Distribute Documents.**' The documents you uploaded in the login page will **automatically pass out to each table.**

When you are done, click **'Collect docs'.**

Timer

You can set a timer for group activities, discussions, polls, and more.

To start a timer, **click Start.**

Add the amount of time and click the arrow to start the timer.

You can **add or remove time** by clicking the up and down arrows.

Panels

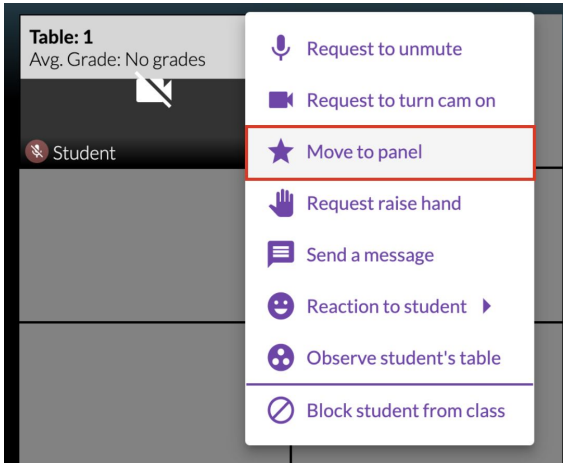
You can create panels with any user in the classroom. These are great for guest speakers or project presentations.

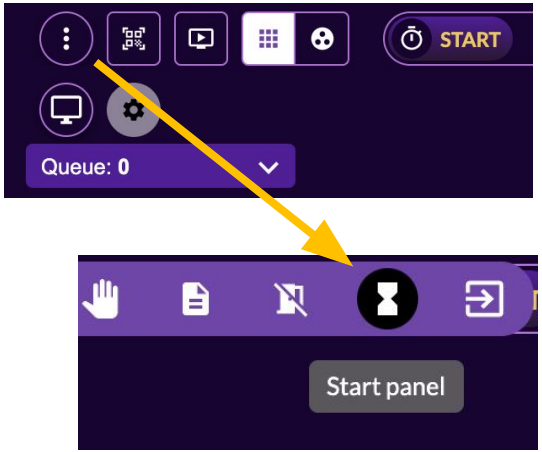
Practice starting a panel by hovering over a learner's video feed.

Choose 'Move to Panel'.

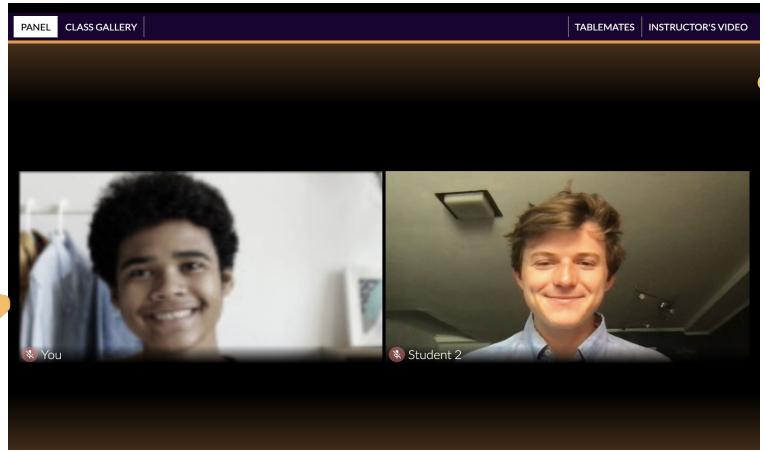
Then, head to settings and choose 'Start Panel'.

When you want to stop the panel, go back to settings and choose 'Stop Panel Mode.





learner view

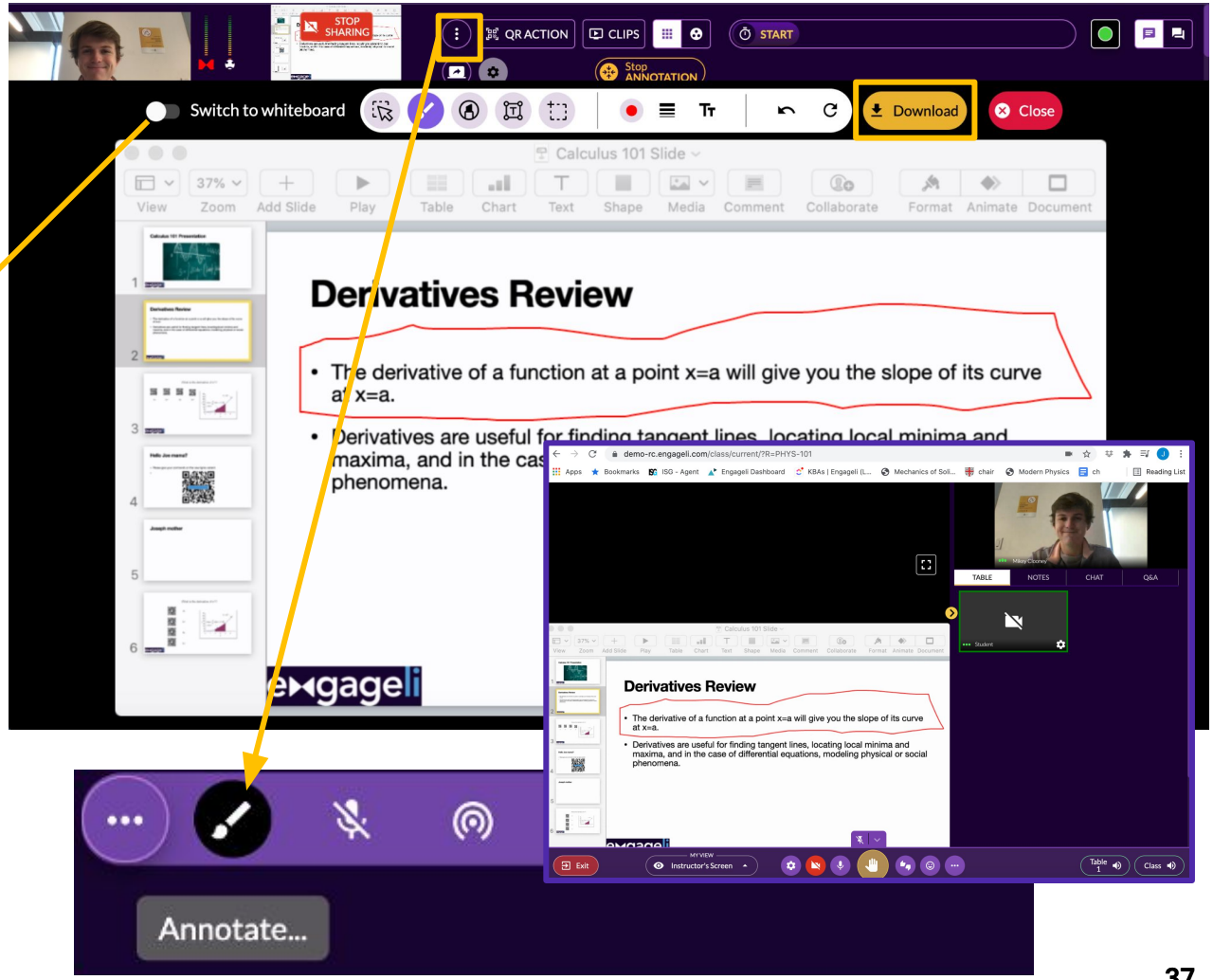


Annotation

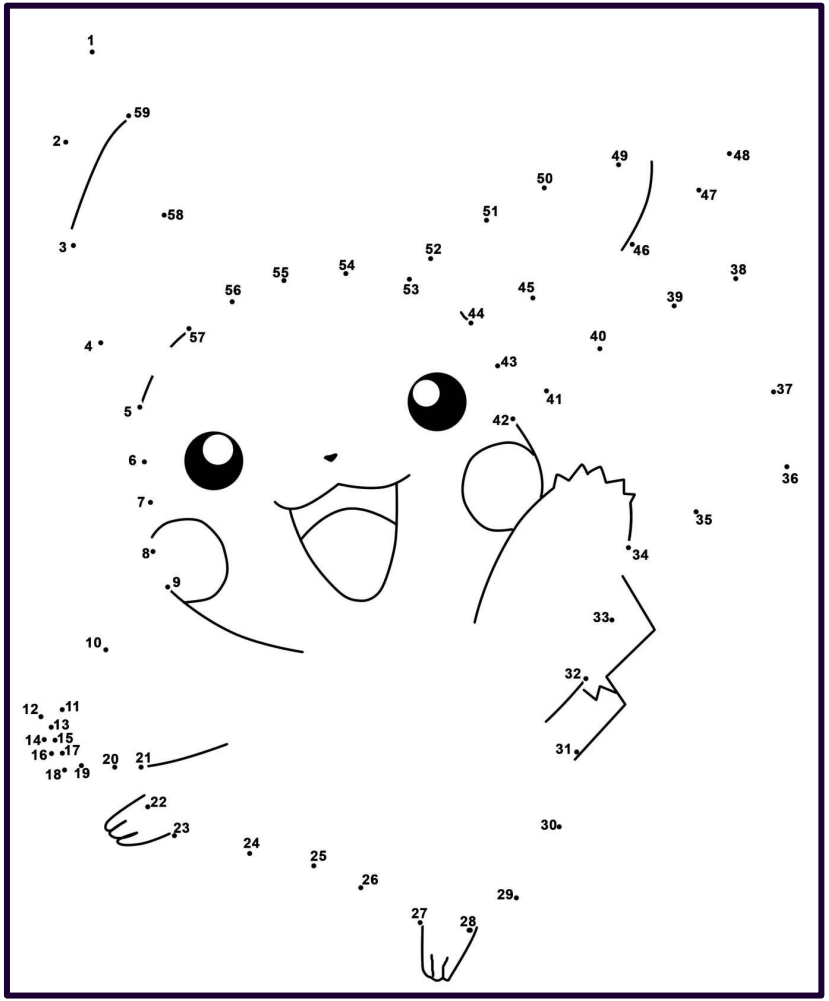
Instructors can **annotate** on any screen share with drawing and text capabilities.

You can also turn your screen into a **whiteboard** for in-class practice problems.

When finished, **download and save** your annotations.



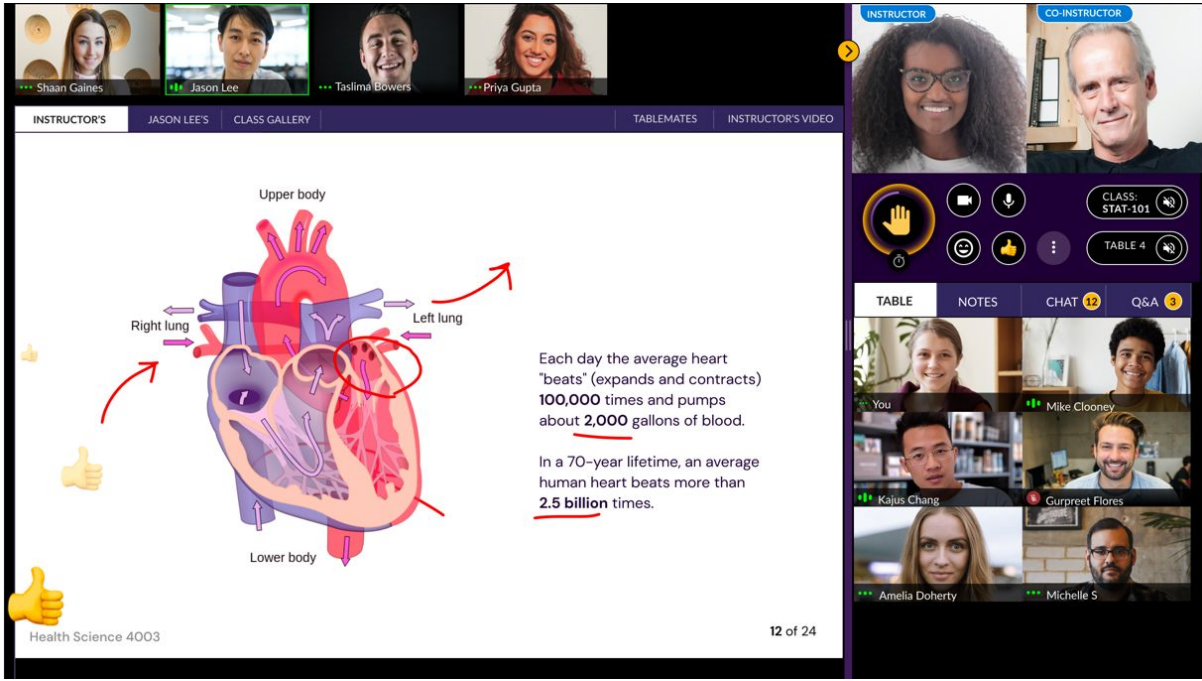
1. Share your screen and practice annotating Pikachu to your class.
2. Have your learner take a screenshot and annotate their own version in their notes.
3. Write out a practice problem using the whiteboard.
4. Don't forget to all save and download your work.



Co-Instructor Support

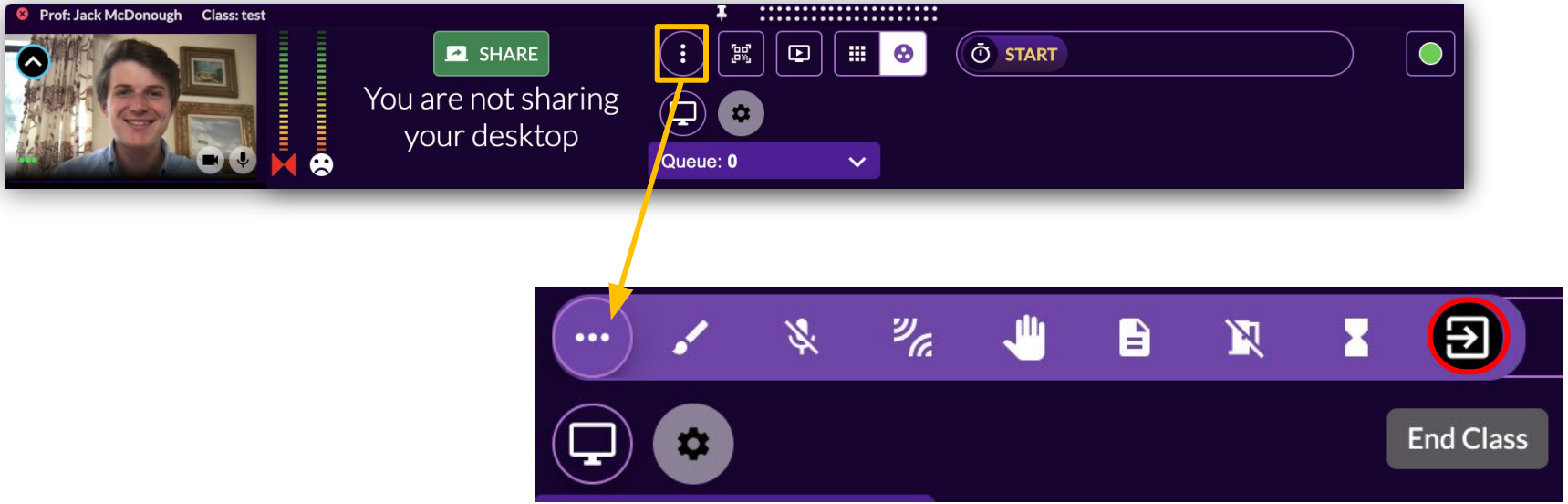
Engageli supports **co-instructors** so two faculty can teach together.

Find more information here.



Closing Class

When you are finished with a class session, navigate to **Menu** and choose **End Class.**



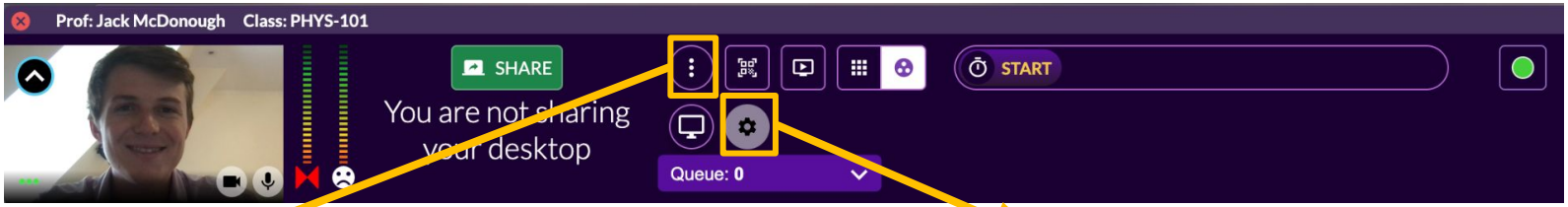
Congratulations!

You have completed the Engageli onboarding.

As a reminder, you have access to 24/7 live support and an extensive knowledge base at support.engageli.com.

We are excited for you to get started!

Best Practices – Large Class

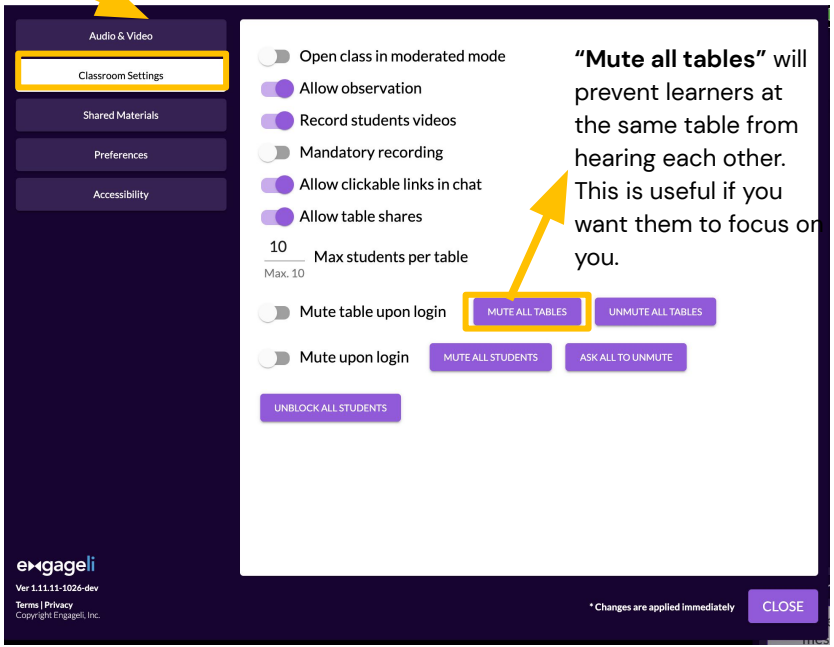


Turn 'Mute Gallery' ON.
This will prevent you from hearing the audio streams at every table. You can instead hear learners by joining tables, creating panels, or asking learners to raise hands.

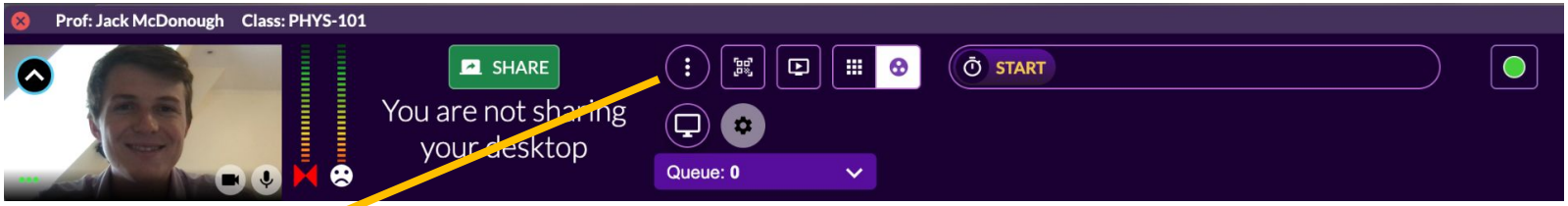
Click the icon again to hear your learners!

"Moderated Mode"
can be helpful if you are lecturing and want to prevent learners from joining the podium and speaking before your approve them.

Click the icon again to go back to open mode!



Best Practices – Small Class



Leave 'Mute Gallery' OFF. With a small class, we find it's easier to manage if you can hear all table audio. If this gets too overwhelming you can always turn it on.

Just remember to have learners raise their hand so everyone else can hear them!

Turn 'Discussion Mode' ON. This will make it so all learners are able to hear each other, regardless of where they are sitting.

Click the icon again to disable 'Discussion Mode!'

Leave Moderated Mode OFF. When you are managing a small class, we recommend allowing learners to openly raise hands if they need to ask a question.