



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.

1

Welcome

Sign in to experience your first Engageli classroom

Sign in / Register

Instructor, Let's get you started

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

2

Classrooms

Create a new classroom

Classroom name*

Create >

Classroom name:

APA-I Classroom ⋮

-1367

Copy Invite Link

Go →

3

Classroom name:

Test Class-30 ⋮

Copy Invite Link

Edit

Delete

Go →

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.

Test Class-30 / Details

Unlock Class

General Roster Grades Attendance Reviews Configuration

Launch the instructor application

5

Launch

4

Download

Classroom link for authenticated attendees

Open Classroom

Copy Link

Create an invite for this class

Disable Guest Participants

Student link
<https://demo-rc.engageli.com/class/curren>

Co-instructor link
<https://demo-rc.engageli.com/class/curren>

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**.

The screenshot shows the Engageli instructor interface. At the top, it says "Hello Instructor," followed by the URL "https://demo-rc.engageli.com/class/current/?R=test2&end". There are "Sign out" and "Manage class" buttons. A dropdown menu shows "Test Class-30" selected, with a red box around it and a yellow circle containing the number 6. Below this is a large dark grey area with a cursor icon. To the right of this area are three device selection panels: "Camera" (FaceTime HD Camera (Built-in) (05a...)), "Mic" (Default - MacBook Pro Microphone ...), and "Speaker" (Default - MacBook Pro Speakers (Bu...)). These three panels are enclosed in a red box with a yellow circle containing the number 7. At the bottom, there is a "Display name: Instructor" label and a "Start & Unlock Class" button with a right arrow, which is highlighted with a red box and a yellow circle containing the number 8. A blue circle with the number 3 is positioned near the top left, and a green checkmark is above it. Another green checkmark is above the dropdown menu.

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.

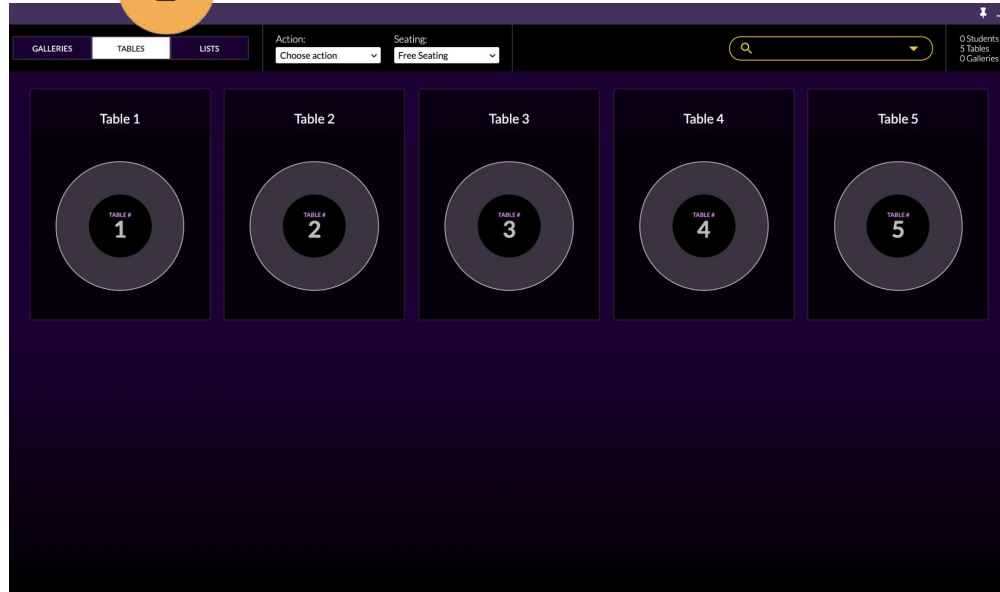
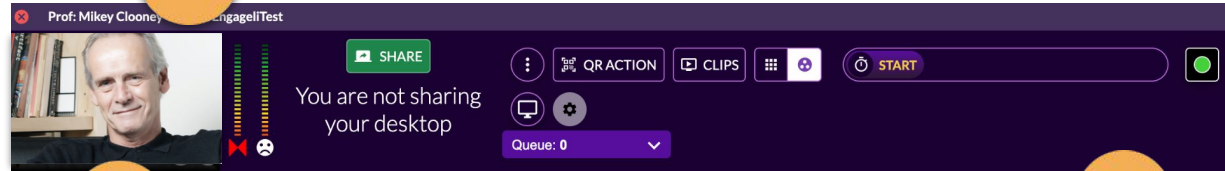
1. Instructor tools & controls
2. Gallery & Tables
3. Chat and Q&A



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



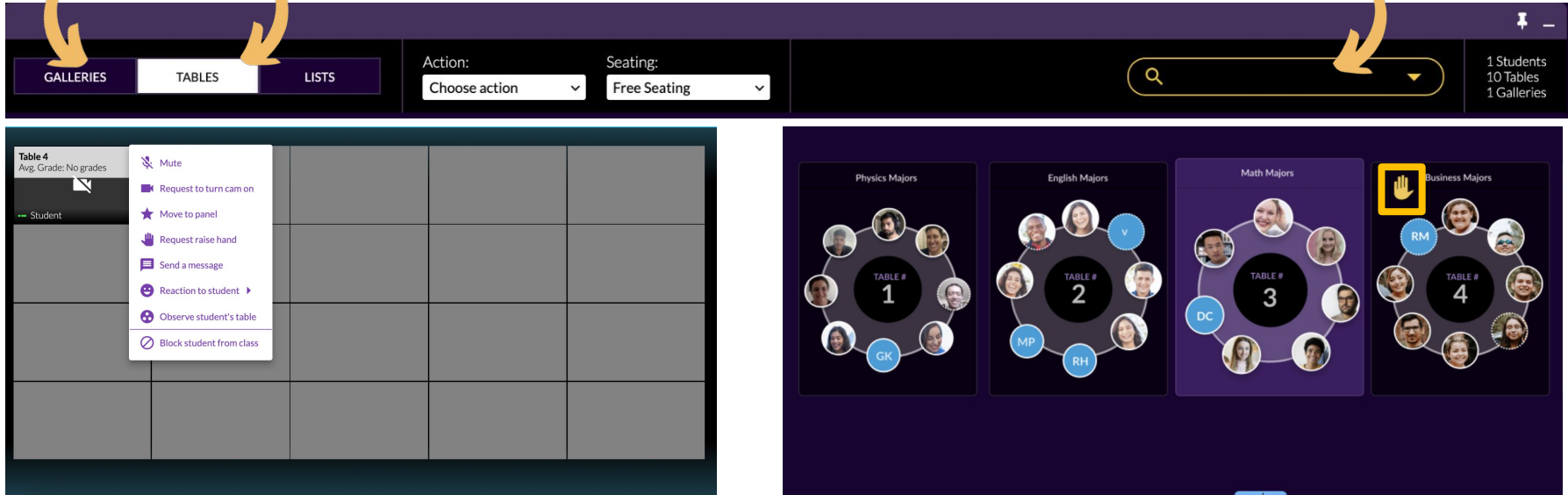
Check out more [here](#) and [here](#).



Instructor Class Views

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

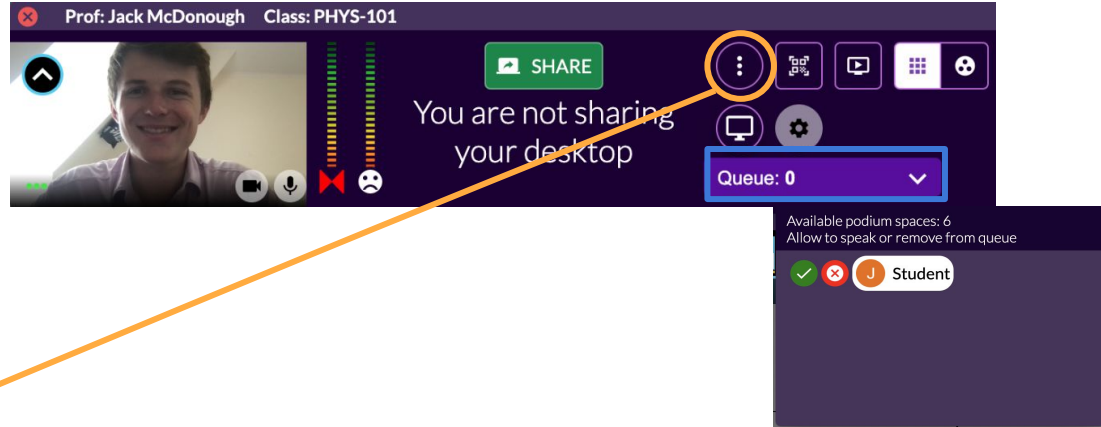
Search for a learner by name.



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



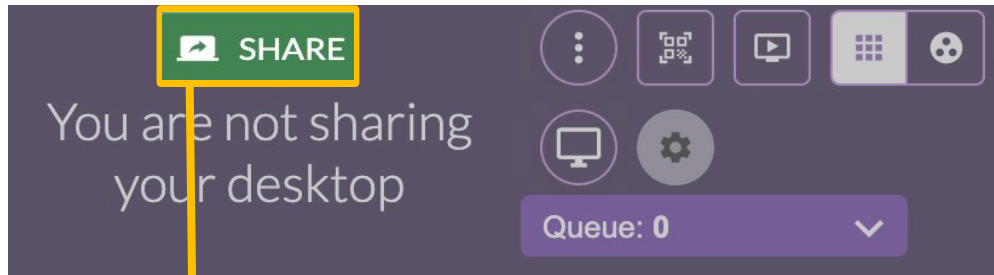
Mute Gallery – You can turn on and off the gallery audio feeds.

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.

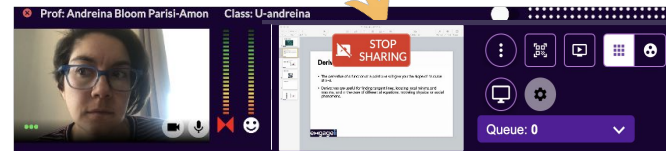
Moderated Mode – You can manage a queue of learners who have requested to speak. Or, stay in open mode so that, learners can raise their hand and come off mute without approval.

Screen Share

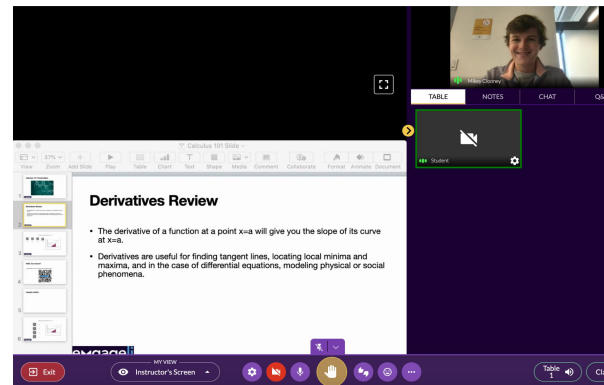
To share the **entire screen**, toggle the "Share Whole Screen" option at the top of the page. You can also share any **webpage, window, or application** open on your computer.



Instructor view



learner view



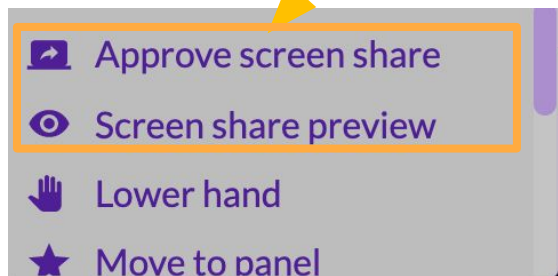
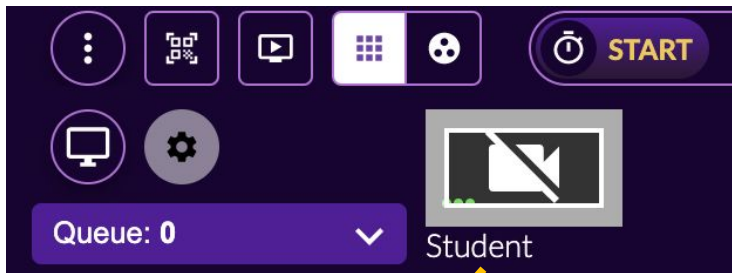
Practice sharing your screen by sharing this presentation.



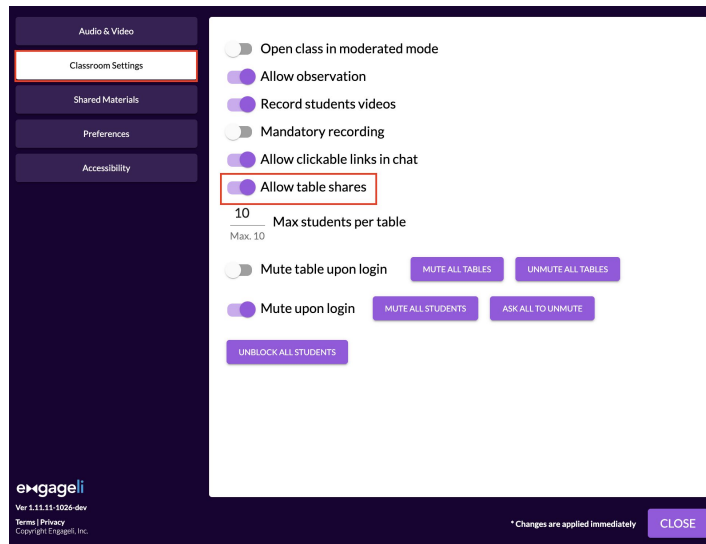
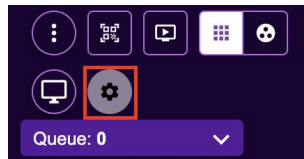
Check out more [here](#).

Approving learner Screen Share

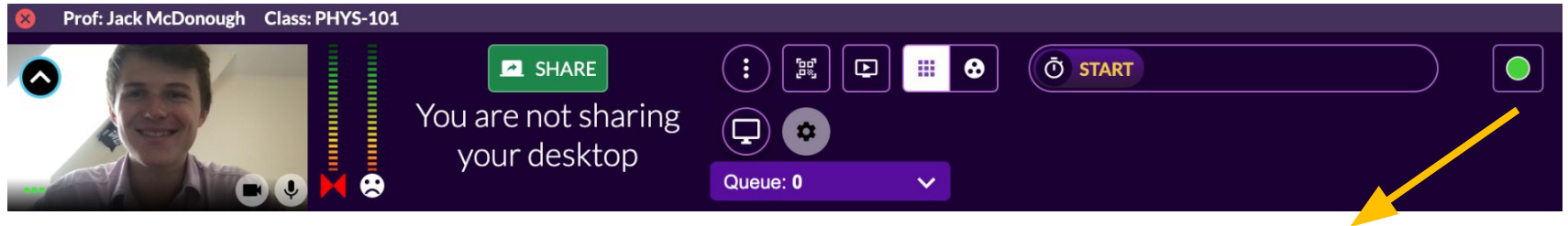
Regardless of settings, the one thing you'll always need to approve is a learner's screen share with the whole class.



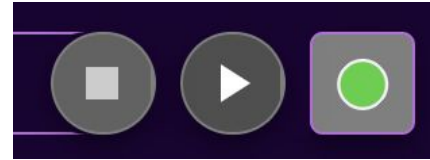
learners can, however, share screen with their tables at any time. If you want to turn this off, you'll navigate to settings and toggle off "Allow table shares" under "Classroom Settings."



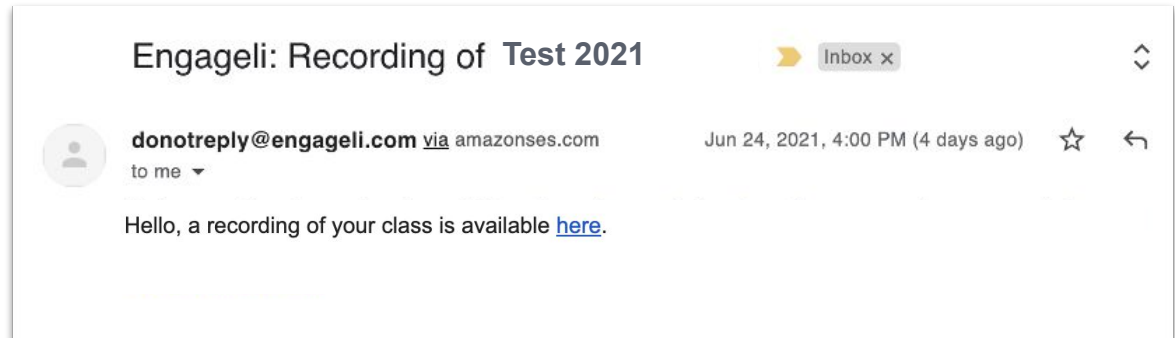
Recording a Class



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](#).

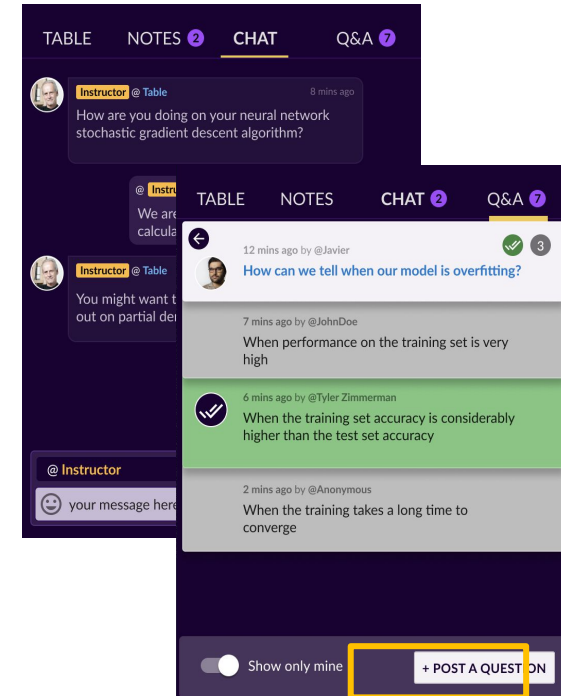


Tip! Ask your learners to raise their hands when asking a question. That way, the whole class will hear both the question as well as the answer! This way, the question will also be included in the class recording.



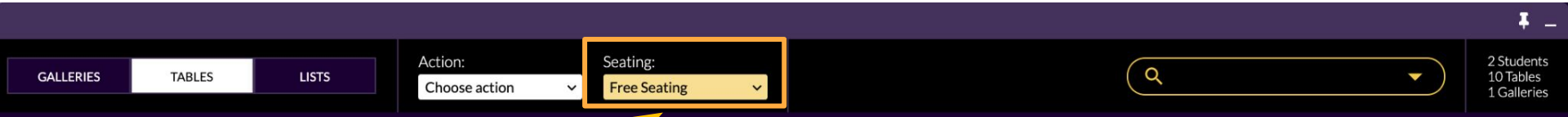
You can **join** or **observe** individual tables. learners at other tables will no longer be able to see or hear you but can raise their hand to get your attention. They will automatically come up to the podium.

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. Learners are always in small groups. You do not need to create breakout rooms.



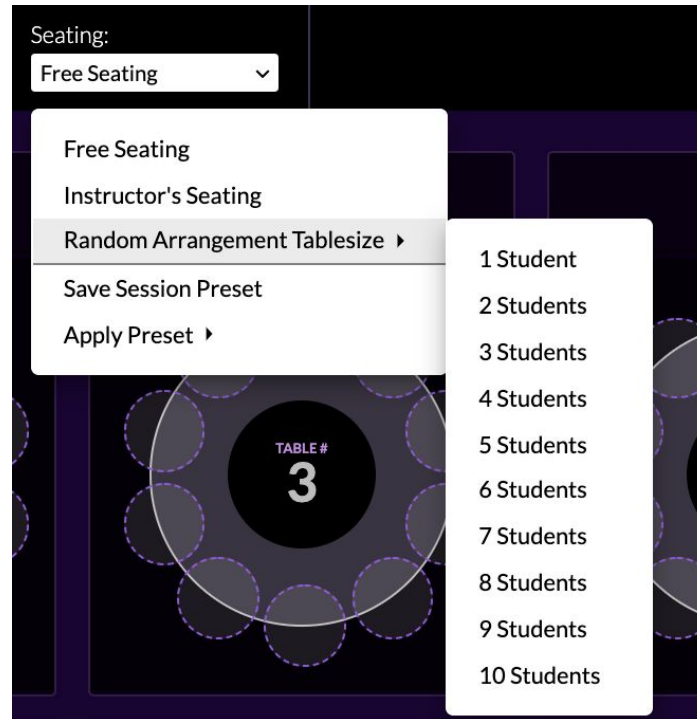
A great way to encourage learner engagement is to randomly arrange table groups for discussions. You can do this easily by **navigating to 'Seating'**.

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.

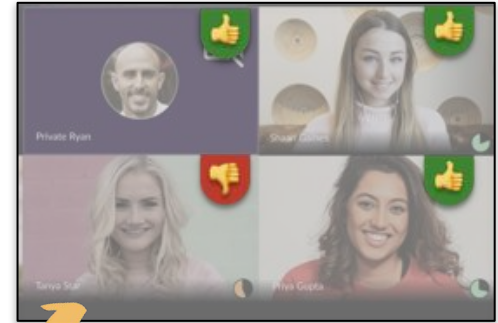
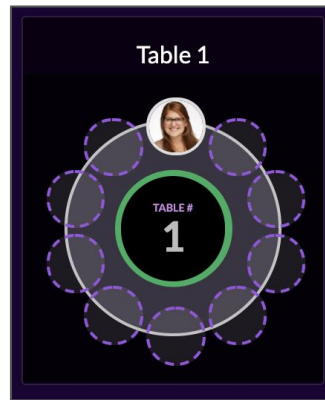
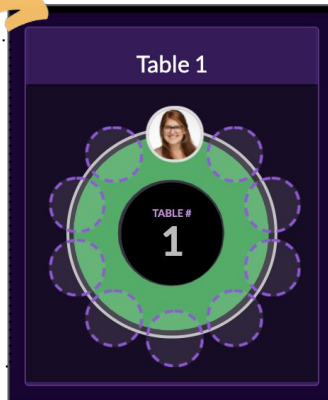


Table level engagement can be seen in the Table View. The green circle will grow and shrink as engagement gets higher or lower.



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.



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

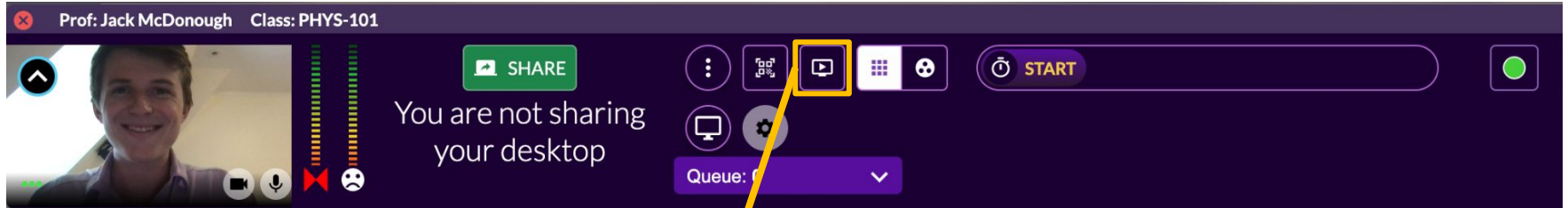
“Thumbs up”

if you enjoy learning online!

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

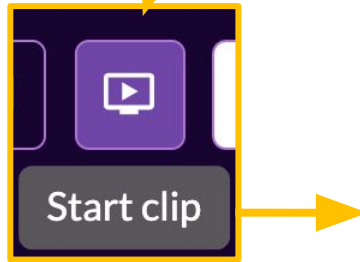


Playing YouTube Videos



Youtube videos can be played at any time during class.

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



YouTube

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



Play a YouTube video and practice controlling the video. Feel free to use this [video](#) as a sample.

Poll Overview

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



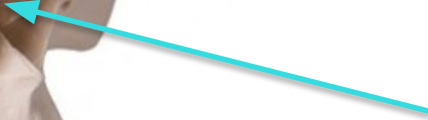
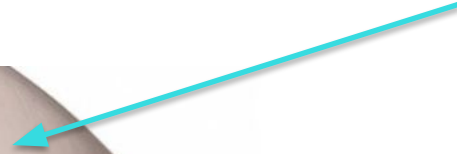
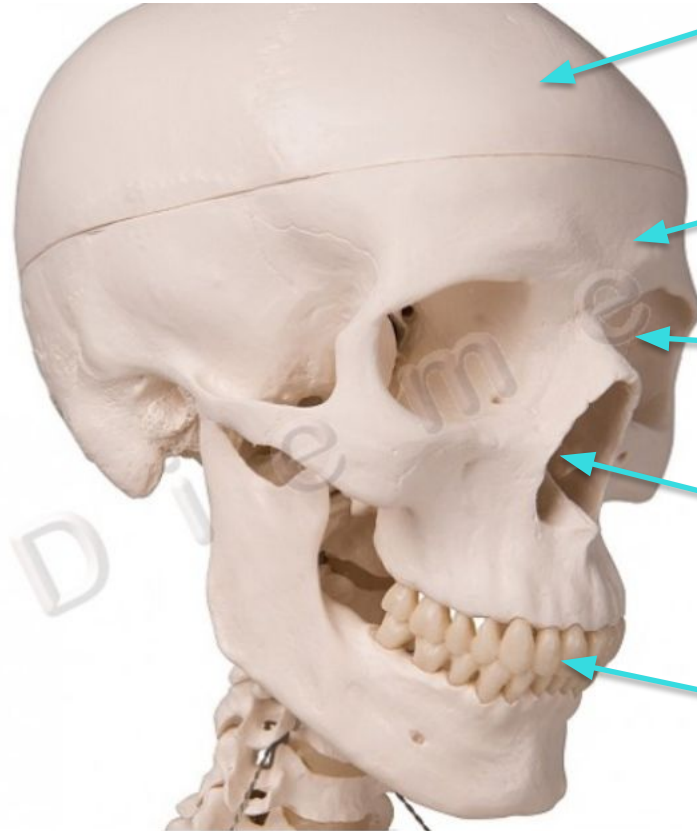
On the next few slides, practice sharing your screen and clicking the Polls/Quiz button to Activate.

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.

Word Cloud



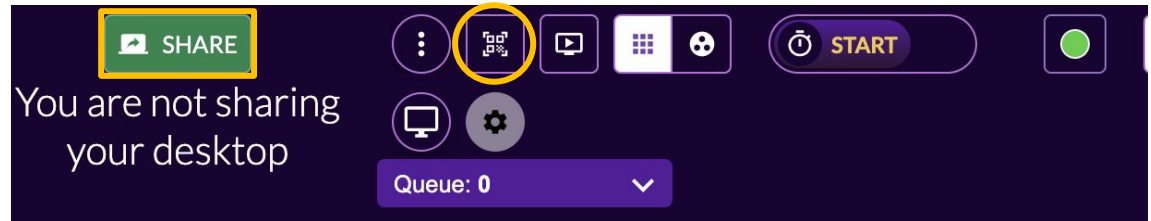
Single Choice



Multi-Select



Create a poll of your own.

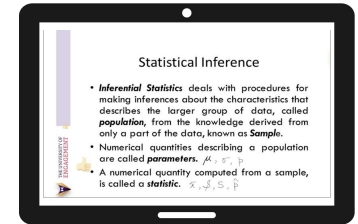
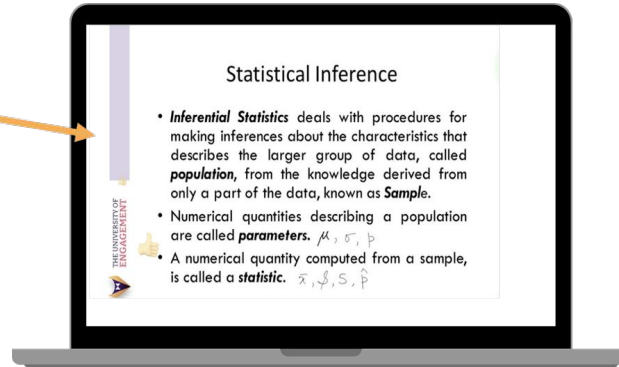


Want to Dive Deeper?

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



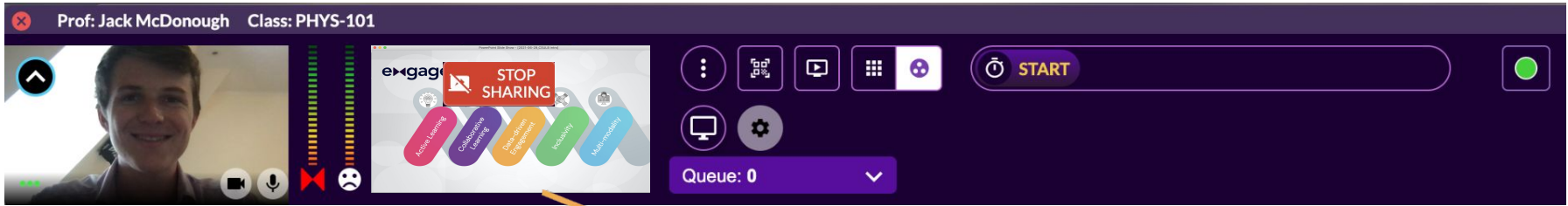
Dual-Monitor Setup



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



Prof: Jack McDonough Class: PHYS-101

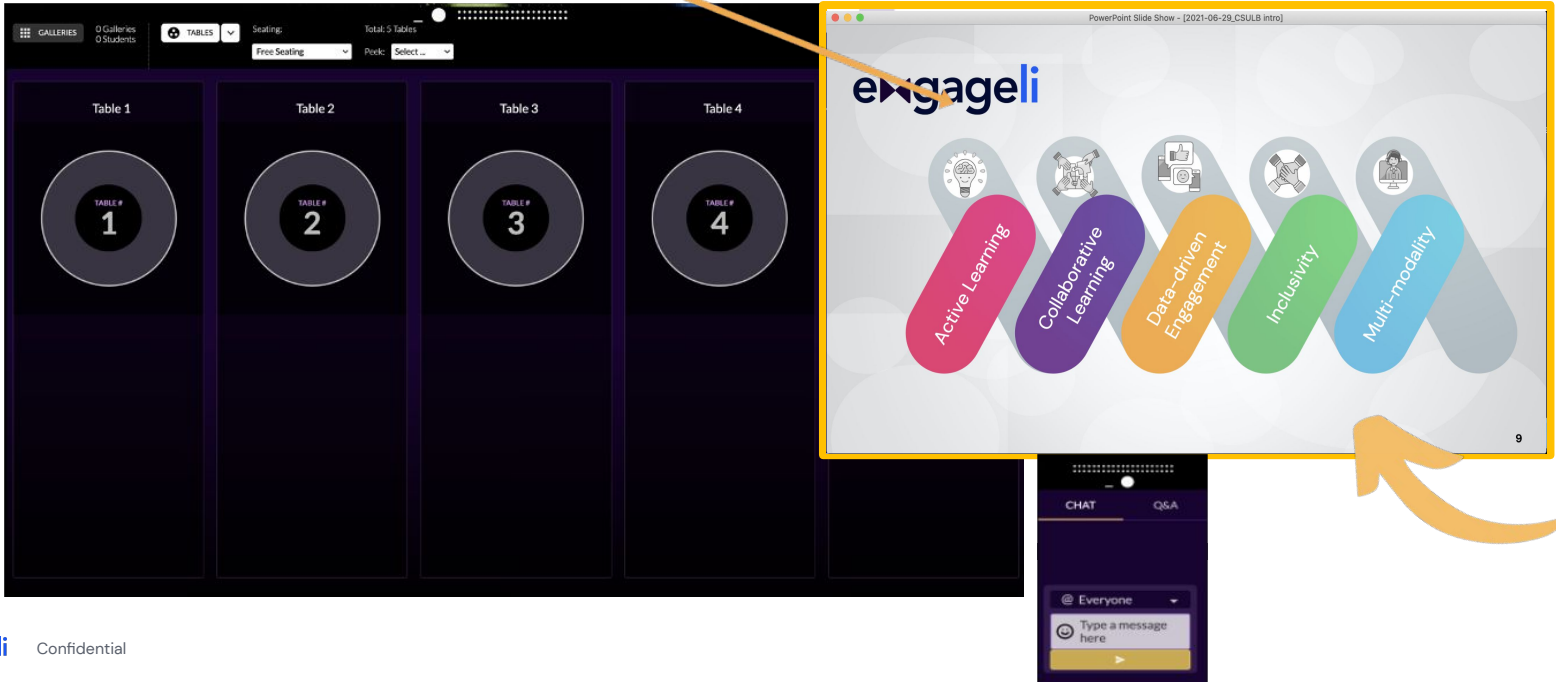
STOP SHARING

Active Learning Collaborative Learning Data-driven Engagement Inclusivity Multi-modality

Queue: 0

START

Meeting controls: video, audio, chat, gallery, settings, and a green indicator light.



GALLERIES 0 Galleries 0 Students TABLES Scaling: Total: 5 Tables Free Seating Peck: Select

Table 1 Table 2 Table 3 Table 4

TABLE # 1 TABLE # 2 TABLE # 3 TABLE # 4

engageli

Active Learning Collaborative Learning Data-driven Engagement Inclusivity Multi-modality

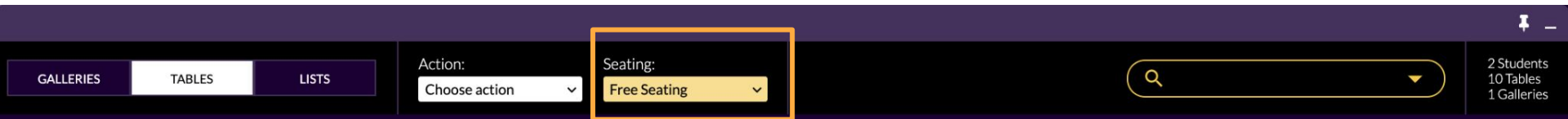
9

CHAT Q&A

Everyone Type a message here

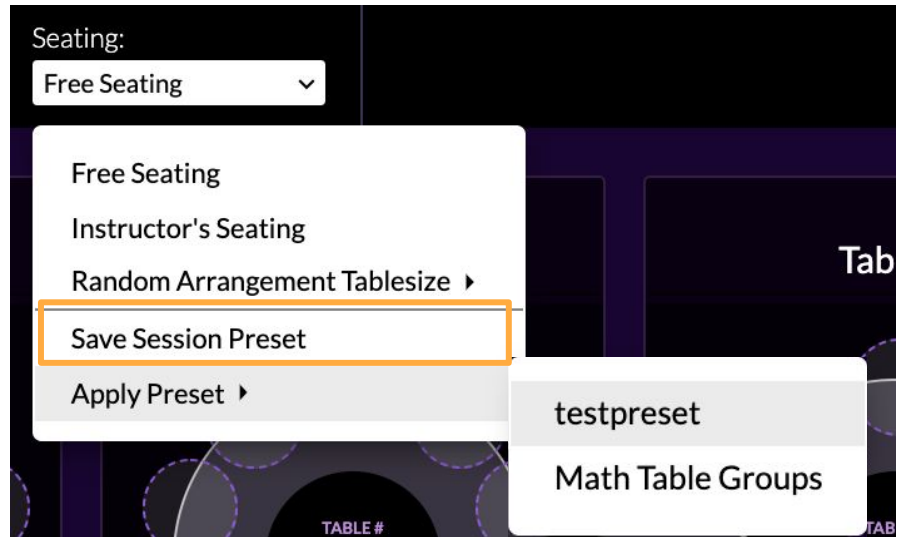
An orange arrow points from the 'STOP SHARING' button in the top bar to the 'engageli' logo in the table view. A yellow arrow points from the table view to the chat window.

Using Session Presets



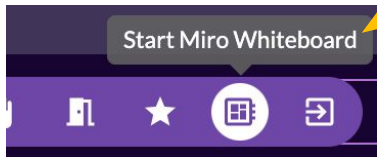
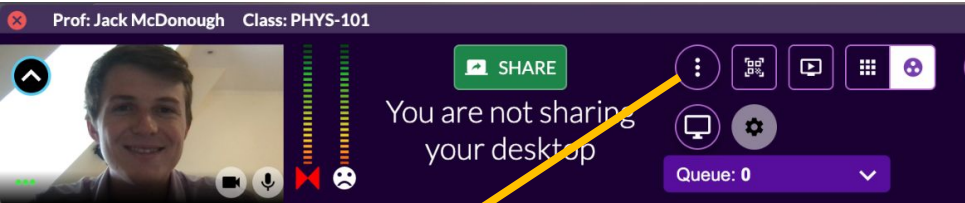
If you want to save current seating before using the randomize feature, choose '**Save Session Preset**'.

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




← Back to boards

Mind Map

Modified by Joe, 5 months ago

Embed with access settings

 **Anyone can edit**
No sign-in required →

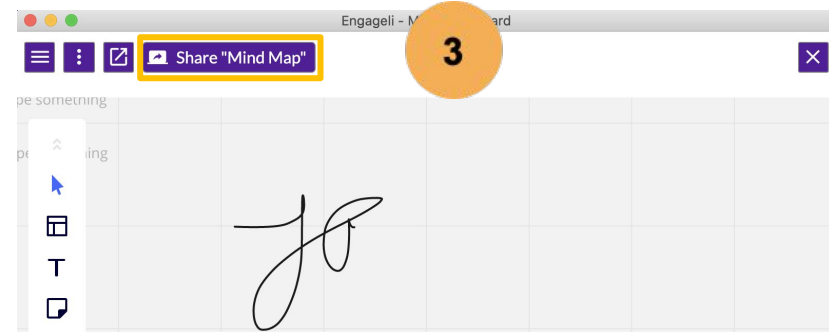
 **Anyone can comment**
No sign-in required Not available for current team plan

 **Anyone can view**
No sign-in required →

 **Private**



2



3

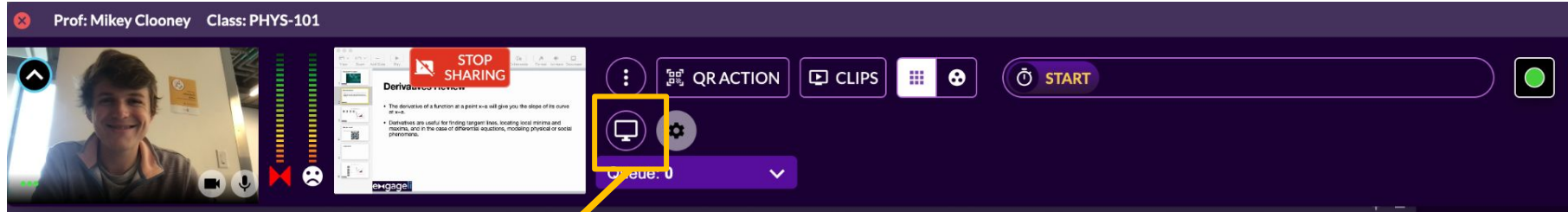
1 – Select **'Start Miro whiteboard'** from your More Actions menu.

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



The image displays two screenshots of the Engageli interface, illustrating different views available to an instructor. The top screenshot shows the 'Instructor's Screen' view, which includes a presentation slide titled 'Derivatives Review' with the following text:

- The derivative of a function at a point $x=a$ will give you the slope of its curve at $x=a$.
- Derivatives are useful for finding tangent lines, locating local minima and maxima, and in the case of differential equations, modeling physical or social phenomena.

The bottom screenshot shows the 'Instructor's Video' view, which features a video feed of the instructor and a 'Derivatives Review' slide. Both screenshots have yellow boxes highlighting the 'Instructor's Screen' and 'Instructor's Video' options in the bottom navigation bar. Three yellow arrows point from the icons in the top purple bar to these highlighted options: the person icon points to 'Instructor's Screen', the laptop icon points to 'Class Gallery', and the cat face icon points to 'Instructor's Video'.

Interactive, Time-Synched Notes for Learners

The screenshot shows the Engageli mobile app interface. At the top, there are four tabs: TABLE, NOTES (highlighted), CHAT 5, and Q&A 2. Below the tabs, there is a list of notes. The first note is timestamped 9:23 and reads: "Follow up with prof. after class on the project table group and how to get access to engageli table group for project collaboration." The second note is timestamped 9:29 and has a blue header "Analysis" and a yellow callout box that says "Click to annotate...". Below the notes, there is a text input field with the placeholder "start typing...". At the bottom, there are three icons: a right arrow, a camera icon, and a download icon.

The screenshot shows the Engageli desktop interface. At the top right, there is the Engageli logo. Below it, the title "Notes for class U-STAT-103" is displayed, followed by "with the instructor John Doe on 3/16/2021, 10:30 AM". A blue play button icon is to the right of the title. Below the title, there is a list of notes. The first note is timestamped 9:23 AM and reads: "Follow up with prof. after class on the project table group and how to get access to Engageli table group for project collaboration." The second note is timestamped 9:29 AM and contains a screenshot of a slide titled "Statistical Inference". The slide content includes:

- **Inferential Statistics** deals with procedures for making inferences about the characteristics that describes the larger group of data, called **population**, from the knowledge derived from only a part of the data, known as **Sample**.
- Numerical quantities describing a population are called **parameters**. μ, σ, p

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!

Settings

Audio & Video

Classroom Settings

Shared Materials

Preferences

Accessibility

Shared Project links:

Choose a set
Default

Table Name	Link
Table 1	<input type="text"/>
Table 2	<input type="text"/>
Table 3	<input type="text"/>
Table 4	<input type="text"/>
Table 5	<input type="text"/>
Table 6	<input type="text"/>
Table 7	<input type="text"/>
Table 8	<input type="text"/>
Table 9	<input type="text"/>
Table 10	<input type="text"/>

LOAD SET

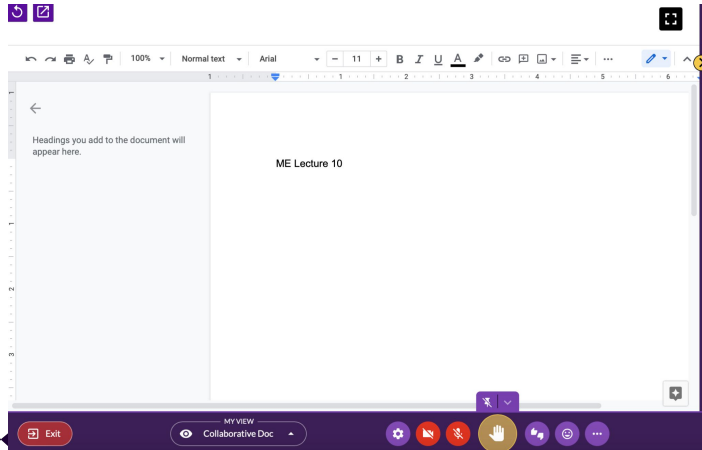
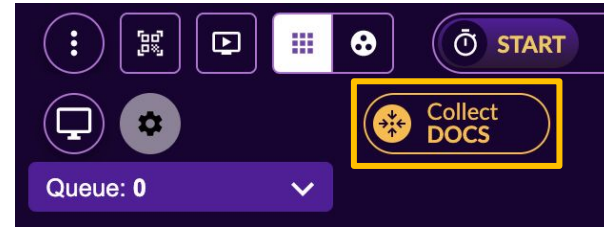
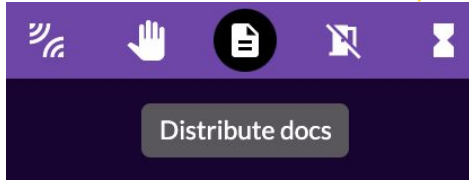
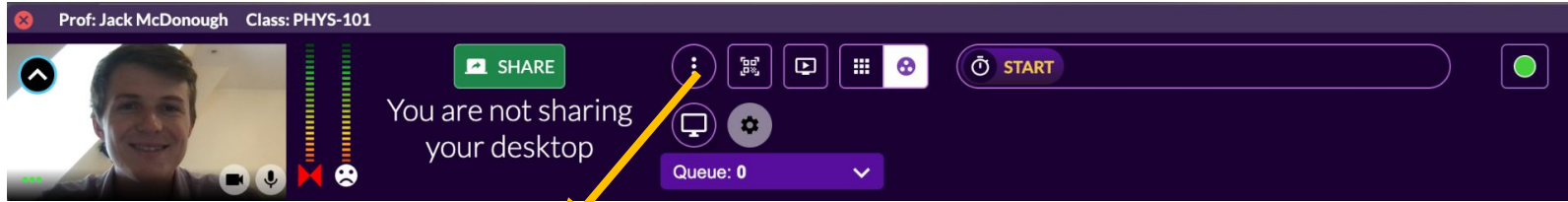
CLOSE

engageli
Ver 1.11.11-1026-dev
Terms | Privacy
Copyright Engageli, Inc.

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

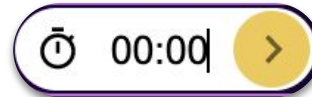


You can set a timer for group activities, discussions, polls, and more.

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.

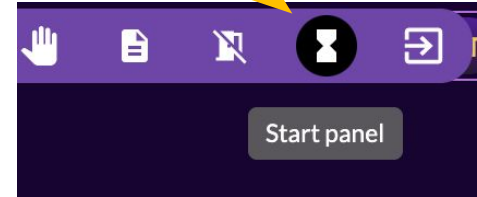
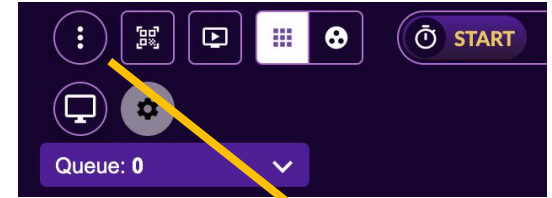
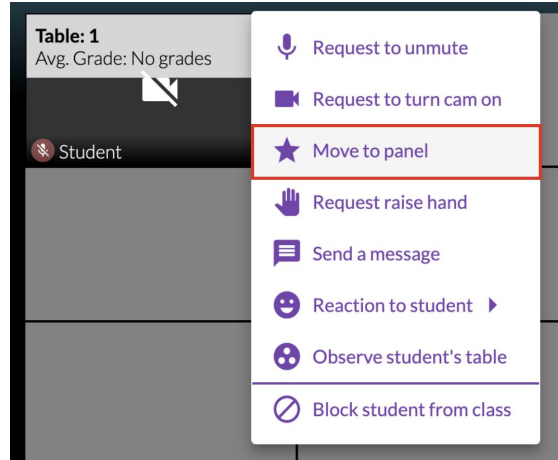


Practice starting a panel by hovering over a learner's video feed.

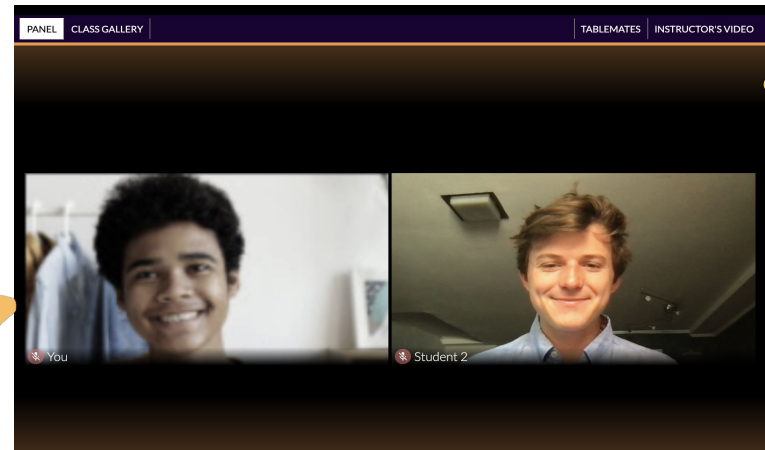
Choose 'Move to Panel'.

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.

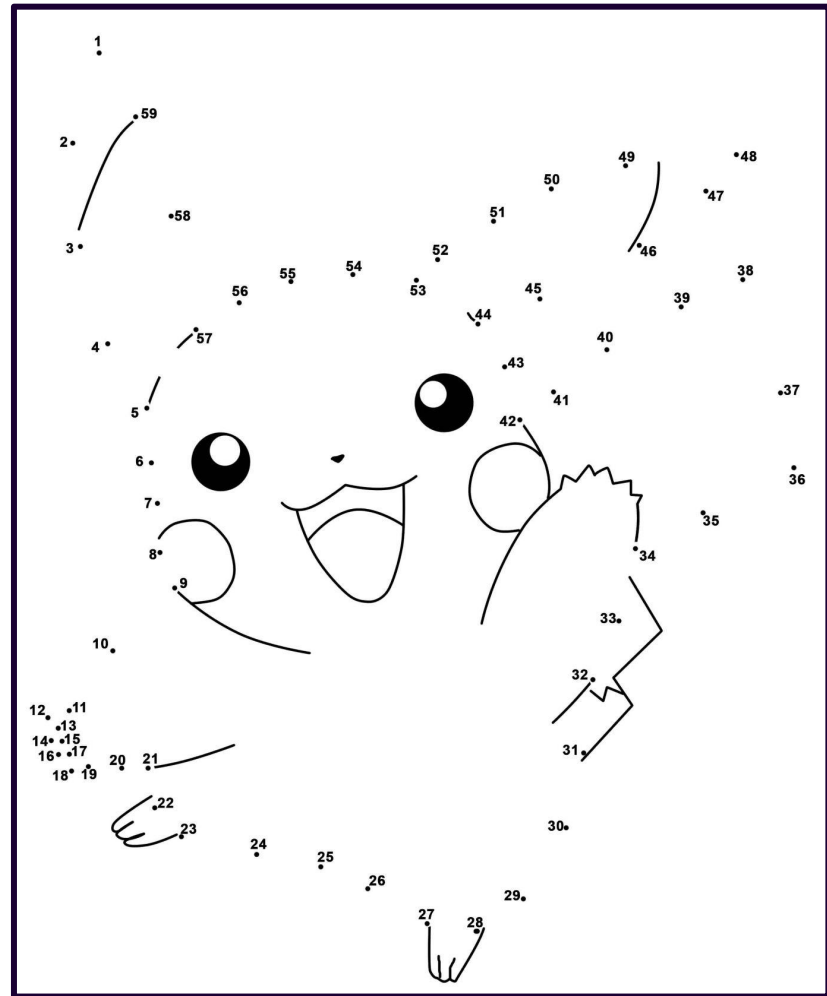
You can also turn your screen into a **whiteboard** for in-class practice problems.

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

The screenshot displays the Engageli interface during a screen share. At the top, a navigation bar includes a 'STOP SHARING' button, 'QR ACTION', 'CLIPS', and a 'START' button. Below this, a toolbar offers options like 'Switch to whiteboard', 'Download', and 'Close'. The main content area shows a slide titled 'Derivatives Review' with two bullet points: 'The derivative of a function at a point $x=a$ will give you the slope of its curve at $x=a$.' and 'Derivatives are useful for finding tangent lines, locating local minima and maxima, and in the case of differential equations, modeling physical or social phenomena.' A red hand-drawn box highlights the first bullet point. At the bottom, a purple toolbar contains an 'Annotate...' button with a whiteboard icon. An inset window in the bottom right shows a smaller view of the same slide with the annotation, overlaid on a video feed of the instructor.



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

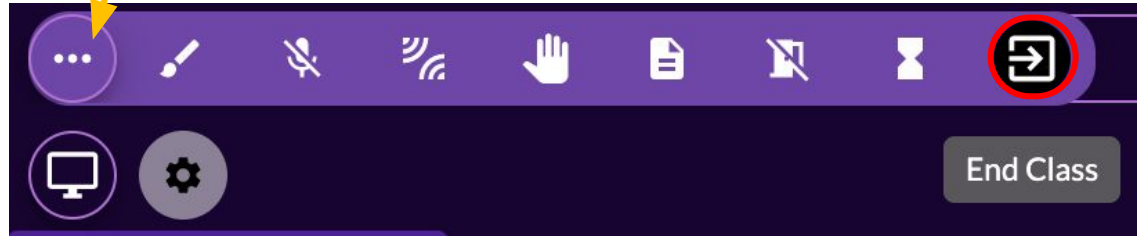
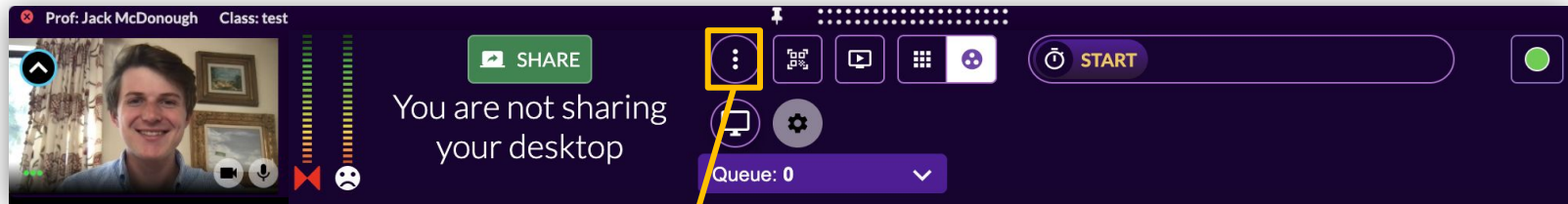
Engageli supports **co-instructors** so two faculty can teach together.

Find more information [here](#).

The screenshot shows a virtual classroom interface. At the top, there are four video feeds for the main session: Shaan Gaines, Jason Lee, Taslima Bowers, and Priya Gupta. Below them is a navigation bar with tabs for 'INSTRUCTOR'S', 'JASON LEE'S', 'CLASS GALLERY', 'TABLEMATES', and 'INSTRUCTOR'S VIDEO'. The main content area features a diagram of the human heart and lungs. The diagram is labeled 'Upper body' at the top and 'Lower body' at the bottom. It shows the right and left lungs, with arrows indicating blood flow. Text on the right side of the diagram reads: 'Each day the average heart "beats" (expands and contracts) **100,000** times and pumps about **2,000** gallons of blood. In a 70-year lifetime, an average human heart beats more than **2.5 billion** times.' Below the diagram, it says 'Health Science 4003' and '12 of 24'. On the right side of the interface, there is a control panel with icons for hand, chat, and notes. Below the control panel, there is a grid of student video feeds, including 'You', Mike Clooney, Kajus Chang, Gurpreet Flores, Amelia Doherty, and Michelle S. At the top right of the control panel, there are buttons for 'CLASS: STAT-101' and 'TABLE 4'.

Closing Class

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





Congratulations!

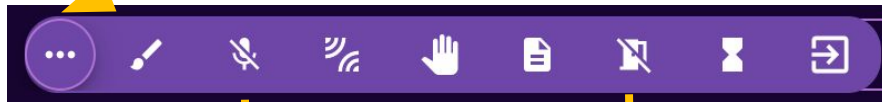
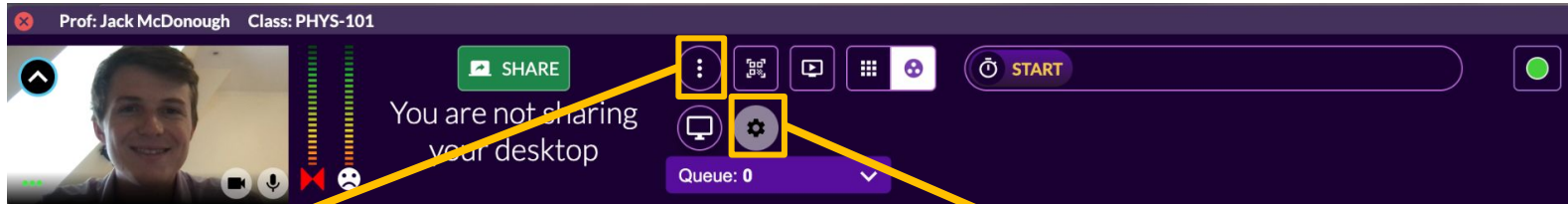
You have completed the Engageli onboarding.

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.



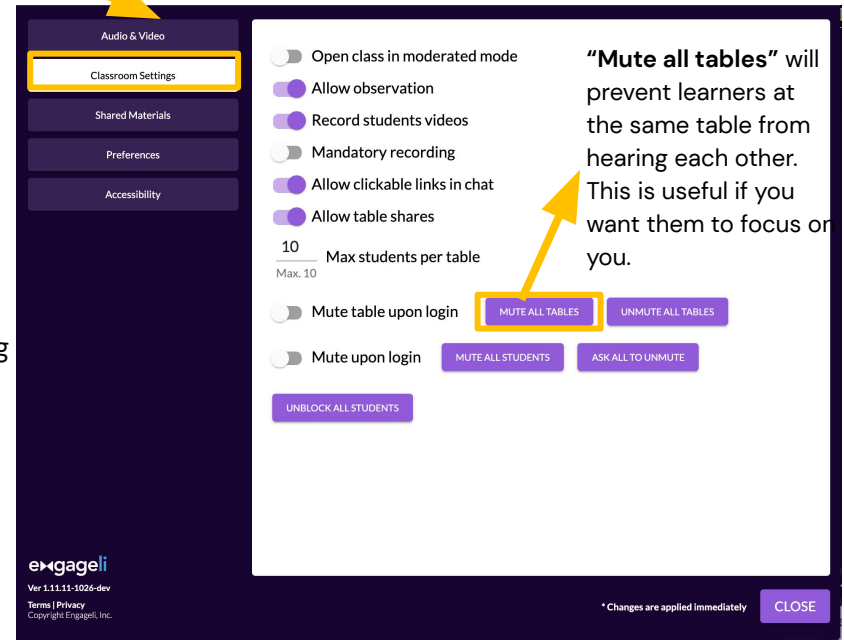
Click the icon again to hear your learners!

"Moderated Mode"

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

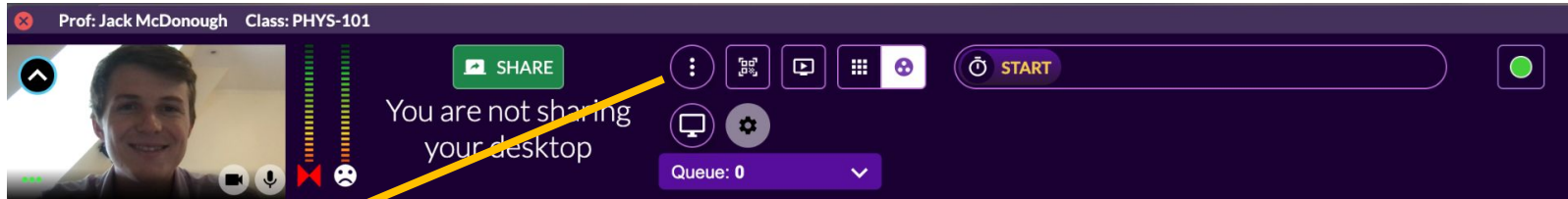


Click the icon again to go back to open mode!



"Mute all tables" will prevent learners at the same table from hearing each other. This is useful if you want them to focus on you.

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.