



Instructor Onboarding Guide Web Browser

This onboarding guide includes everything you need to prepare to teach 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

1. **Sign in** using your institution email address with the link provided by the Engageli team.
2. **Create a classroom** if not already created.
3. Click **“Go”** to launch 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

engageli

apa.engageli@gmail.com

Welcome

Classrooms

Create a new classroom

Classroom name*

Create >

You have no classrooms created.

3

Classrooms

Create a new classroom

Classroom name*

Classroom name:

APA-I Classroom ⋮

-1367

Copy Invite Link

Go →

Sign in

The Classroom log in page should open automatically.

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

5. Choose **Role** (Instructor).

6. Click **Enter Classroom**.

The screenshot shows the Engageli Classroom sign-in page. At the top left is the Engageli logo. To its right, it says "Classroom: APA-I Classroom-1367". Further right are two buttons: "Live lecture" (highlighted in purple) and "Playback room". On the far right, the email "apa.engageli@gmail.com" and a profile icon with the letter "A" are visible. The main content area features a video feed of a woman on the left, with a yellow circle "5" over it. To the right of the video is a settings panel with a red border and a yellow circle "4" over its top right corner. This panel includes sections for "Camera" (FaceTime HD Camera), "Microphone" (Default - MacBook Pro Micro...), and "Speaker" (Default - MacBook Pro Speakers...). Below the video and settings is a form with a text input for "Your name as displayed to participants:" containing "Andreina-instructor", a "Role:" dropdown menu set to "Instructor", and a yellow "Enter classroom" button with a yellow circle "6" over it. At the bottom, there are "Run system tests" and "Accessibility" buttons, and a footer with "Privacy | Terms | Support" and "Copyright ©2021 Engageli, Inc. All rights reserved."

Basic Classroom Tour

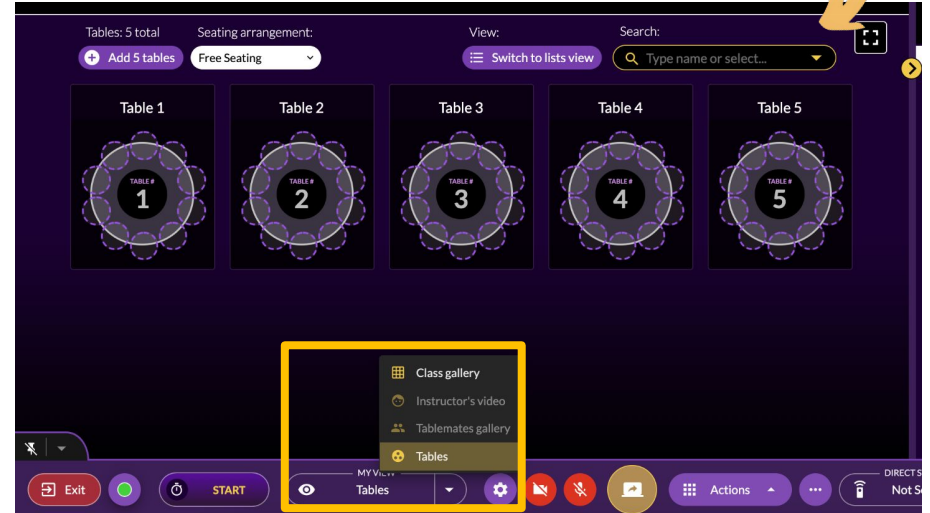
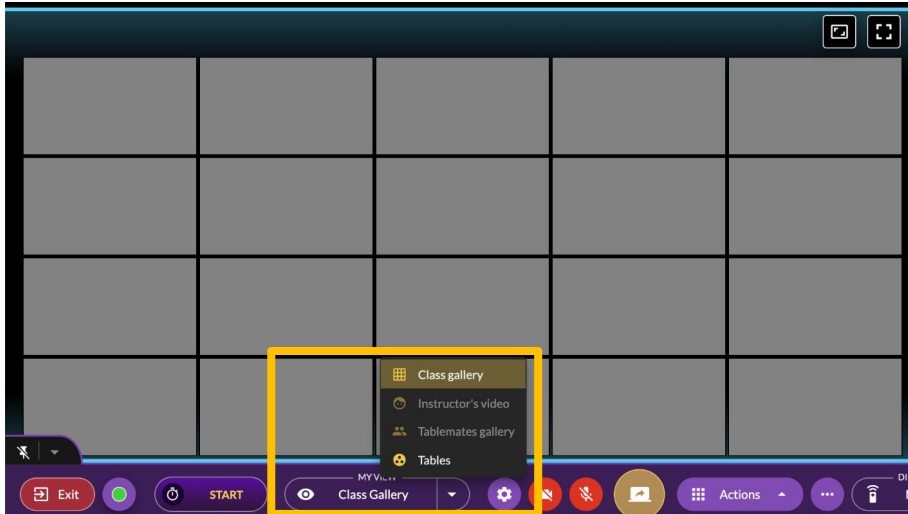
Follow along the next set of slides to learn everything you need to teach a class on Engageli.



Instructor Class Views

Toggle between **galleries** and **tables** by using the 'My View' button on your main screen.

Search for a learner by name.

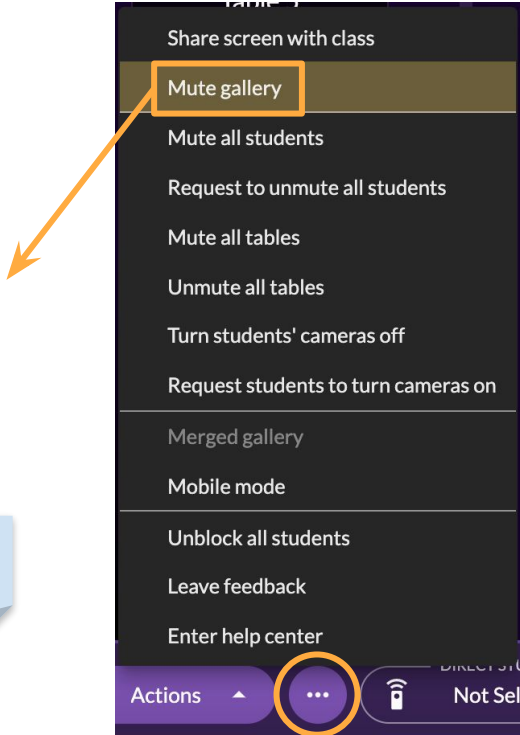



In **gallery view**, you can see all learners. You can also mute, raise hand, turn off camera, and more for individual learners.

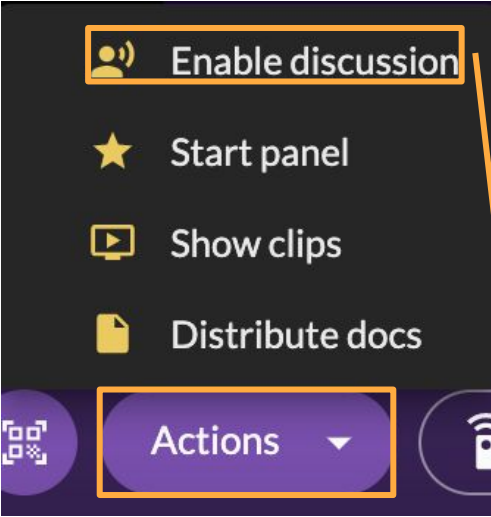
In **table view**, you can see seating arrangements and who has a hand raised.

Hearing Your Learners

Mute Gallery - When you turn Mute Gallery on, you will stop hearing audio feeds from each table and learners must raise their hands to ask a question.



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



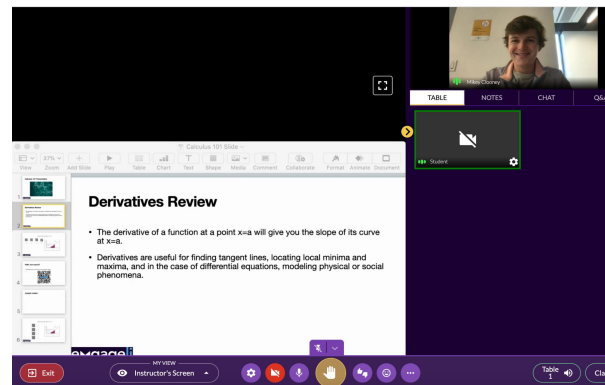
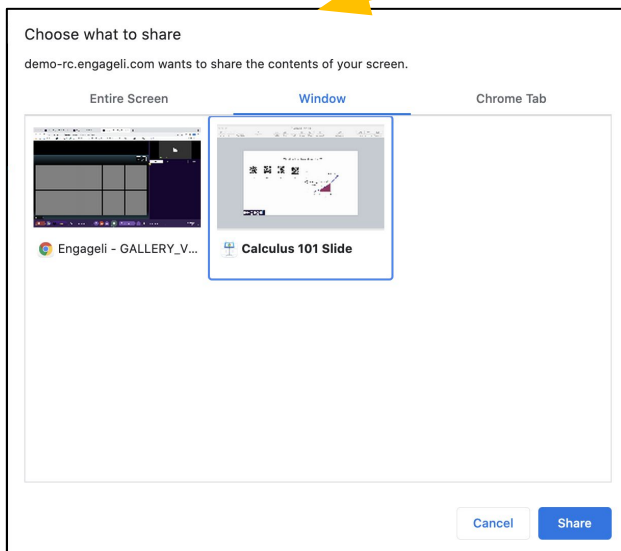
Discussion mode - When you turn on discussion mode, all learners will hear each other, even if they are seated at different tables and have not raised their hands.

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.

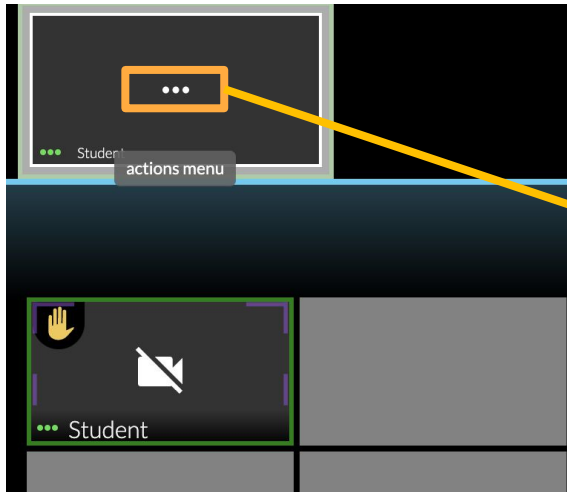


Practice sharing your screen by sharing this onboarding deck.



Approving Learner Screen Share

As instructor, you'll always need to approve a learner's screen share with the whole class.



 Mute

 Request to turn cam on

 Lower hand

 A+ Grade student

 Approve screen share

A learner will appear on the podium when they request to share their screen, but their actual screen share will not display until you approve it.

Communicating with Learners

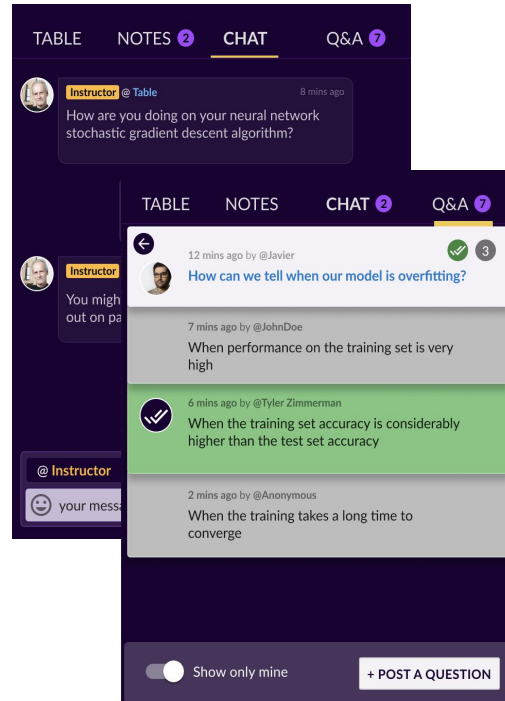


You can **join** individual tables to work with groups 1:1. Learners at other tables will no longer be able to see or hear you but can raise their hand to get your attention.



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.

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.



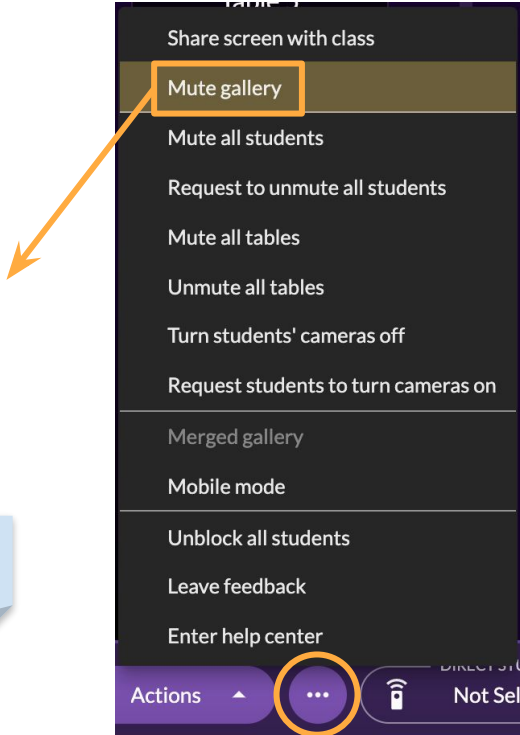
- Try sending a message to learners.
- Post a question in the chat.
- Join tables and participate with each group.
- Ask your learners to raise their hands and speak.




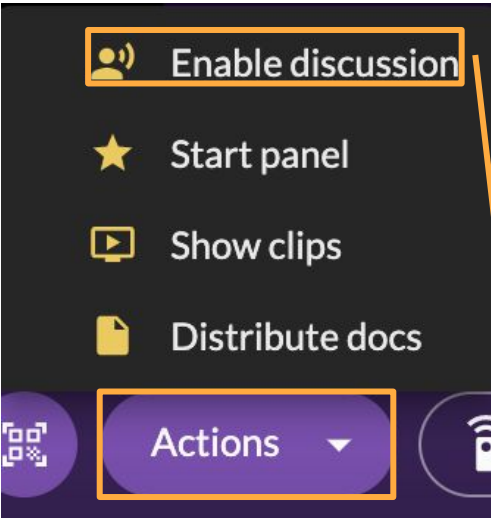
Check out more [here](#) and [here](#).

Hearing Your Learners

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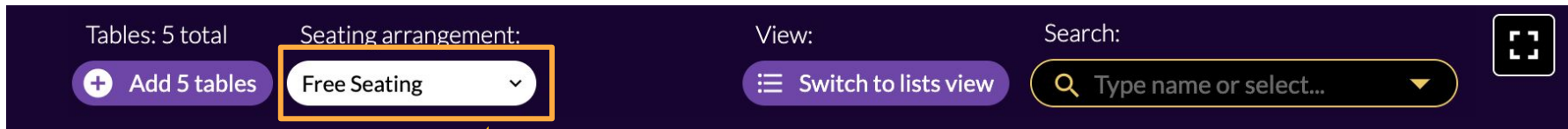
 Check out more [here](#) and [here](#).



Discussion mode - When you turn on discussion mode, all learners will hear each other, even if they are seated at different tables and have not raised their hands.

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.

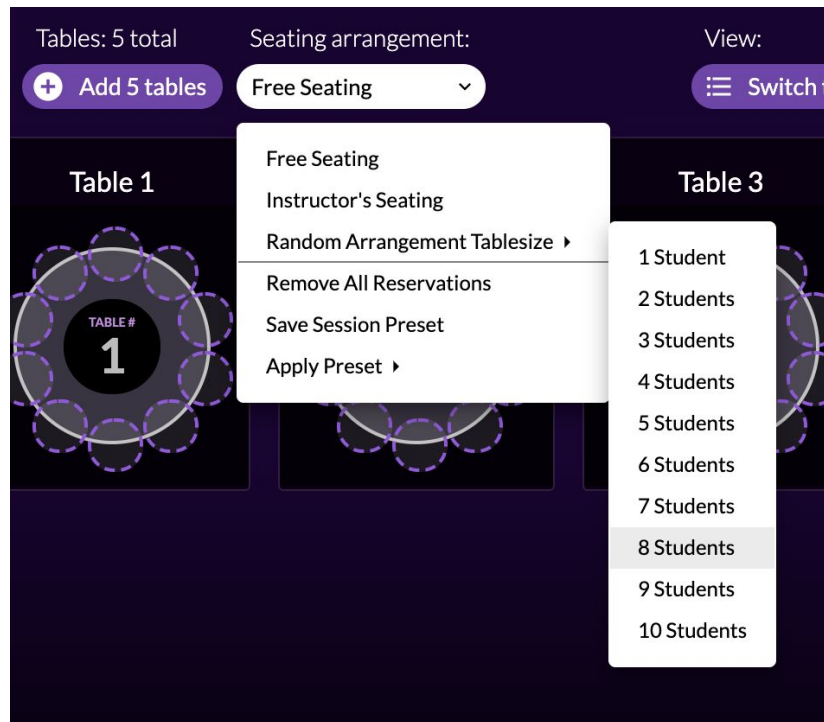
The system will automatically break learners into randomized groups.



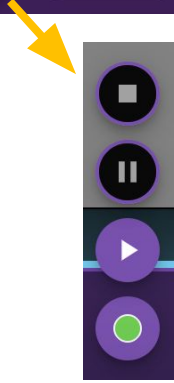
Try this now with your learners.



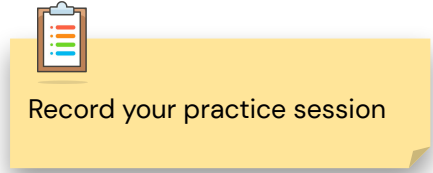
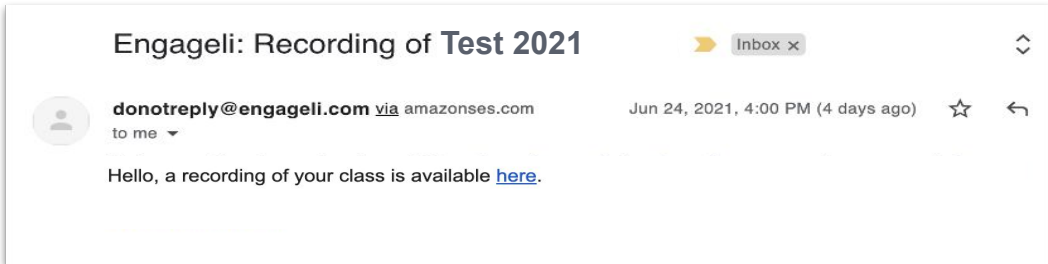
Check out more [here](#).



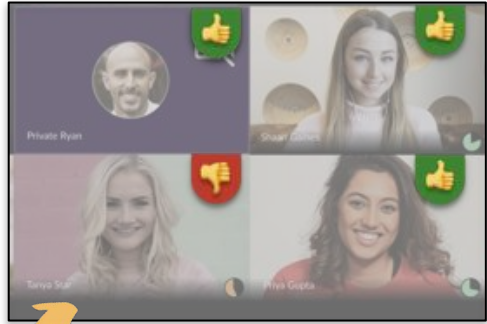
Recording a Class



You can **play, pause or stop** recordings throughout class. At the end of class, you will get an email with the recording. However, for the best experience you'll want learners to use [Engageli's Study Halls](#).



In-Class Engagement



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 slide to practice asking a test question and view thumbs up/down on your Gallery.

“Thumbs up”

if you enjoy learning online!

Playing YouTube Videos

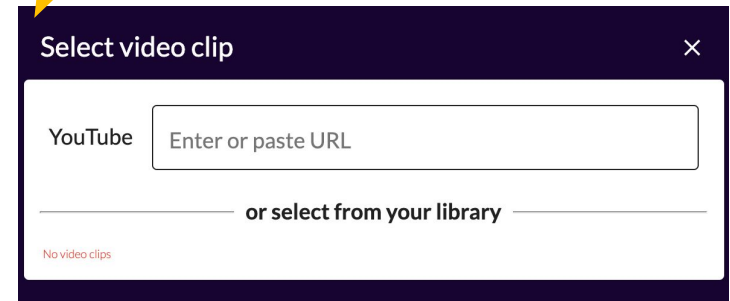
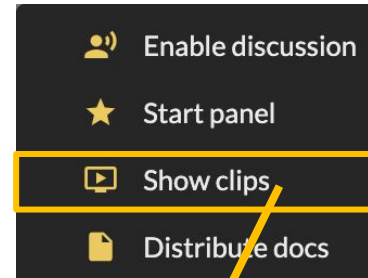
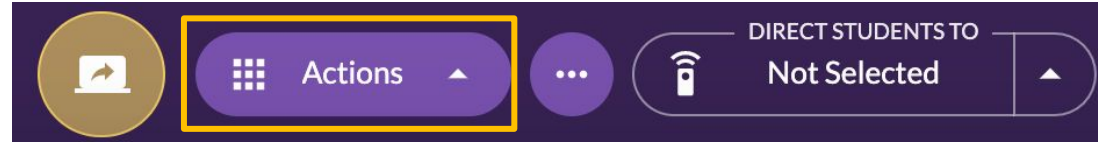
Youtube videos can be played at any time during class.

1. Choose Actions.
2. Choose Show Clips
3. 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.

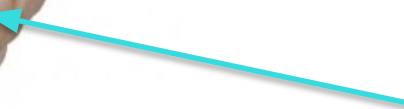
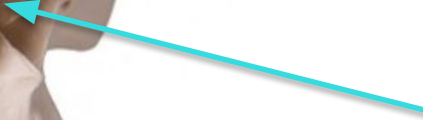
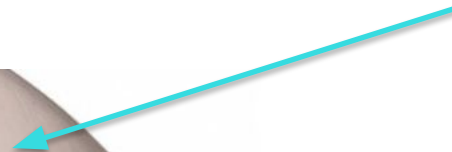
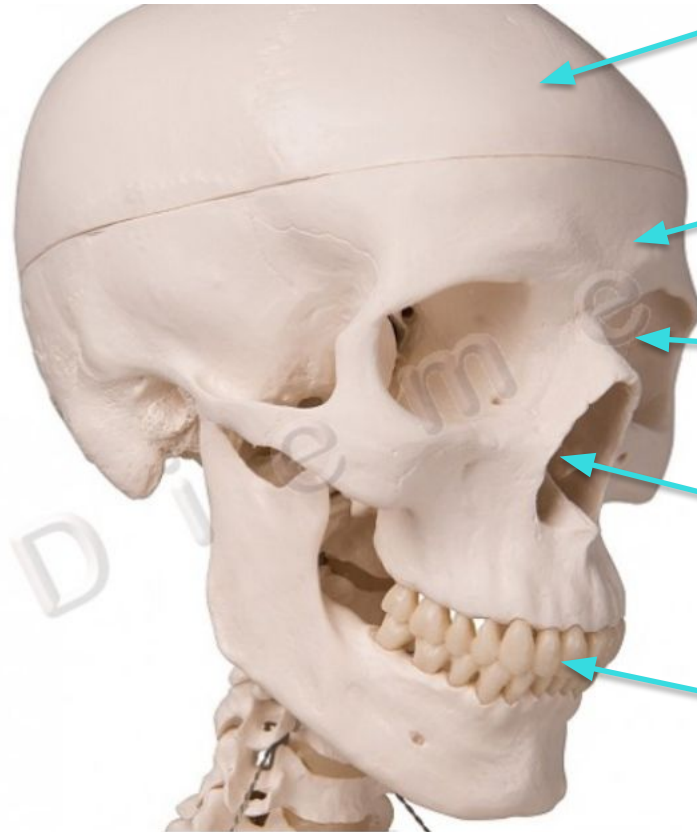


On the next few slides, practice sharing your screen and clicking the Polls/Quiz button to Activate.

The screenshot displays the Engageli interface. At the top left, there are two toggle switches: "Share Results" (turned off) and "Lock Answers" (turned off). The main content area shows a poll question: "What is the derivative of x^3 ?" with four answer choices: A: $3x$, B: $3x^2$, C: $6x$, and D: $3x^3$. To the right of the question is a graph of the function $Y = X^3$ with a shaded area under the curve from $x = -5$ to $x = 5$. The integral is shown as $\int_{-5}^5 x^3 dx = \frac{1}{4}x^4 = \frac{1}{4}(5^4 - (-5)^4) = 0$. Below the graph, the Engageli logo is visible. In the bottom right corner, there are four colored circles representing the number of votes for each option: A: 0 (blue), B: 0 (green), C: 0 (yellow), and D: 0 (red). A smaller window in the top right corner shows a zoomed-in view of the poll question and graph, with a yellow arrow pointing to it from the right edge of the main interface.

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 the tag 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 tags and click the **QR Action button** to Activate.

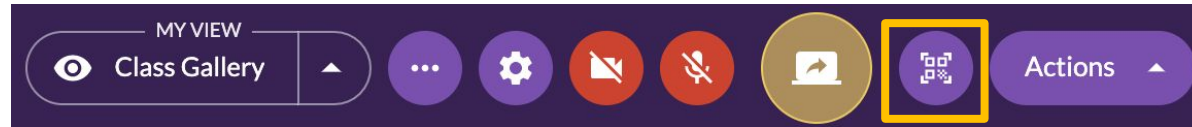
Word
Cloud



Single
Choice



Multi-
Select



Create a poll of your own.

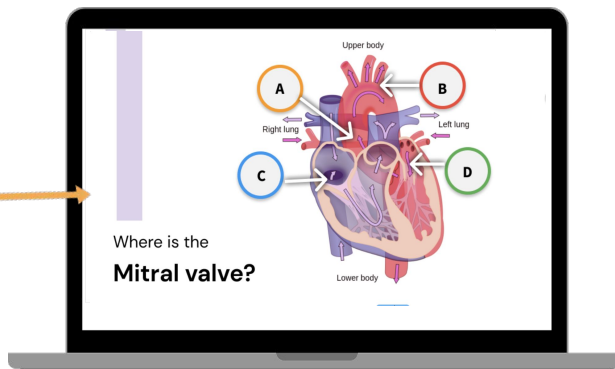
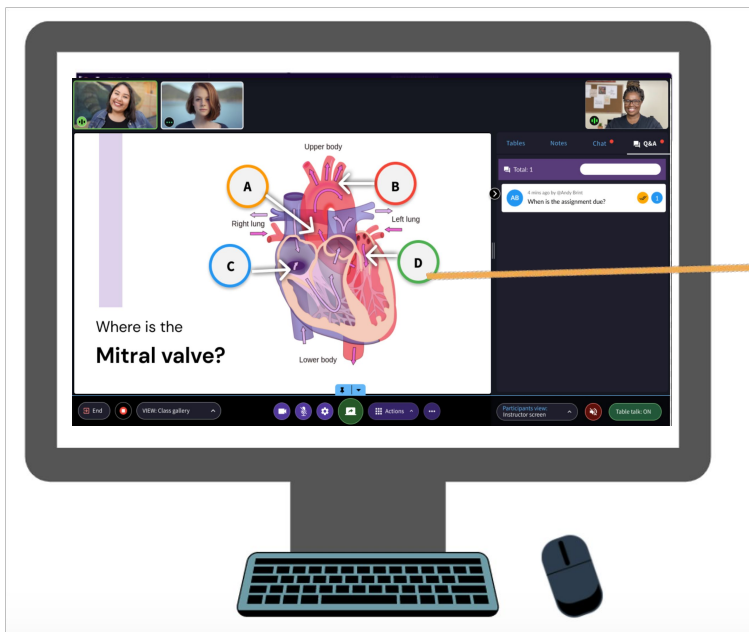
engageli confidential

Want to Dive Deeper?

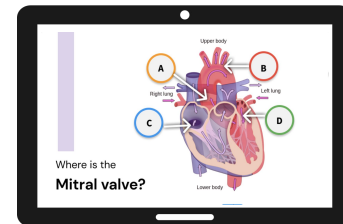
If you want to more deeply explore certain features in Engageli, continue on in this deck.



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

Upper body

Lower body

Right lung

Left lung

Where is the Mitral valve?

PowerPoint Slide Show - [2021-06-29_CSULB Intro]

Upper body

Lower body

Right lung

Left lung

Where is the Mitral valve?

End VIEW: Class gallery

Tables Notes Chat Q&A

Keep all application windows **visible on a single desktop**.

Place the screen share **on top** of your Engageli window.



Using Session Presets

Tables: 5 total Seating arrangement: Free Seating View: Switch to lists view Search: Type name or select...

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..

Seating arrangement: Free Seating

- Free Seating
- Instructor's Seating
- Random Arrangement Tablesize ▶
- Remove All Reservations
- Save Session Preset
- Apply Preset ▶

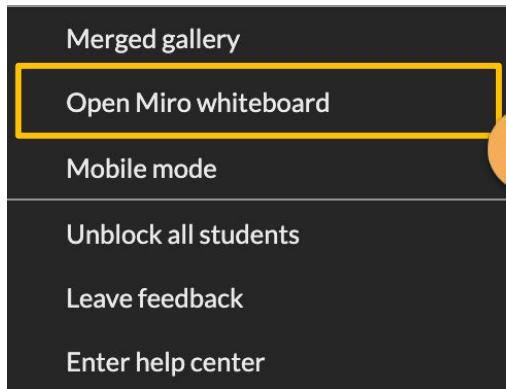
Table 3

- TABLE #
- testpreset
- Math Table Groups

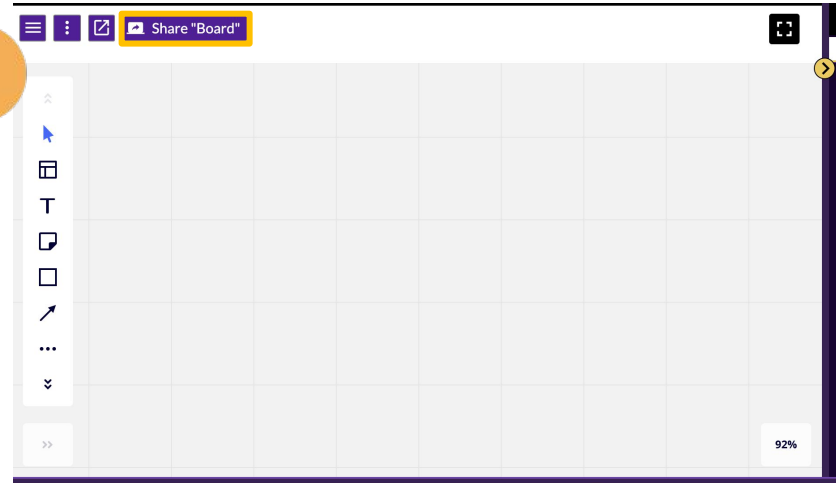
Miro Whiteboard Integration

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

2 – Hit 'Share <your board's name>' from the menu at the top of the board that appears.



2

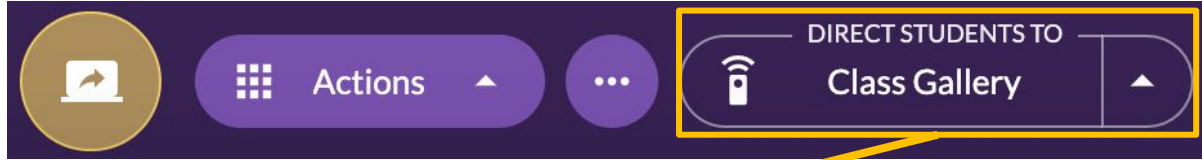


Click this icon to **upload a new board (or create a new one)** from your Miro Account.

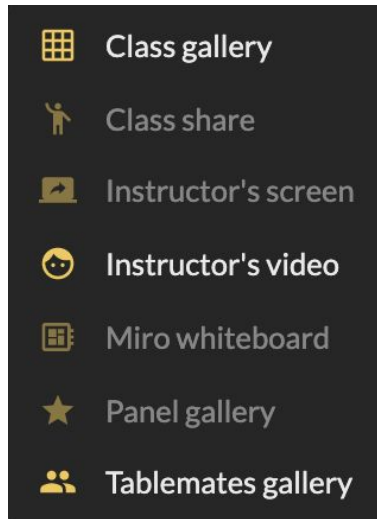
Click this icon to **see a list of previous Miro Boards you've shared.**

IMPORTANT NOTE: if you haven't used this feature previously, you'll need to start with this button to add your first board.

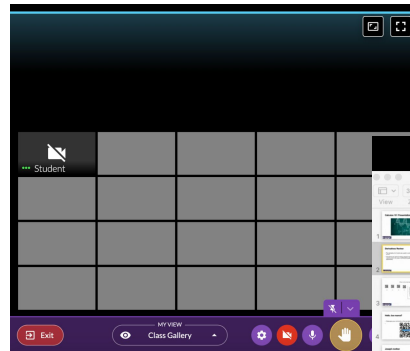
Guiding the Learner View



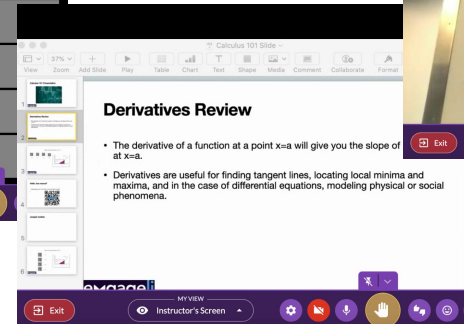
If you want learners focused on a specific tab, navigate to 'DIRECT STUDENTS TO' and choose the appropriate screen. This will automatically direct all learners to view the same screen.



Class Gallery



Screen Share



Instructor Video / Panel



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 (with a notification badge of 5), and Q&A (with a notification badge of 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 annotation box that says "Click to annotate...". Below the notes is a large white text input area with the placeholder text "start typing...". At the bottom, there are three icons: a right arrow, a camera icon, and a download icon.

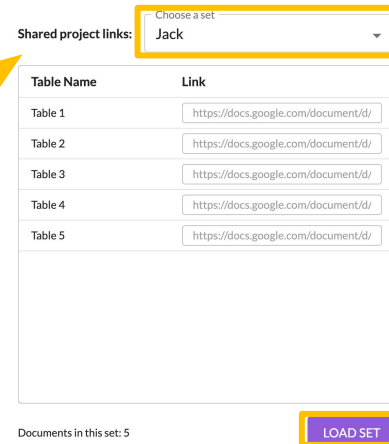
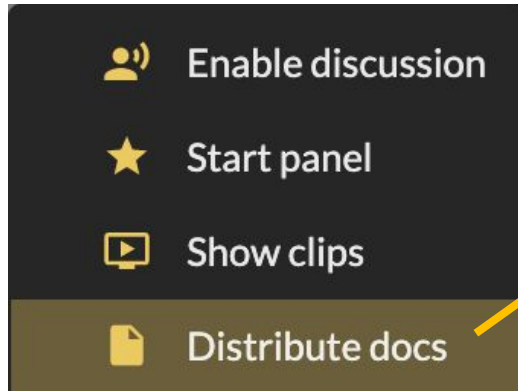
The screenshot shows the Engageli desktop interface. At the top right is the Engageli logo. Below it, the title "Notes for class U-STAT-103" is displayed in blue, followed by "with the instructor John Doe on 3/16/2021, 10:30 AM". A blue play button icon is to the right of the title. Below the title, 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 has a white header "Statistical Inference" and a list of bullet points: "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**." and "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.

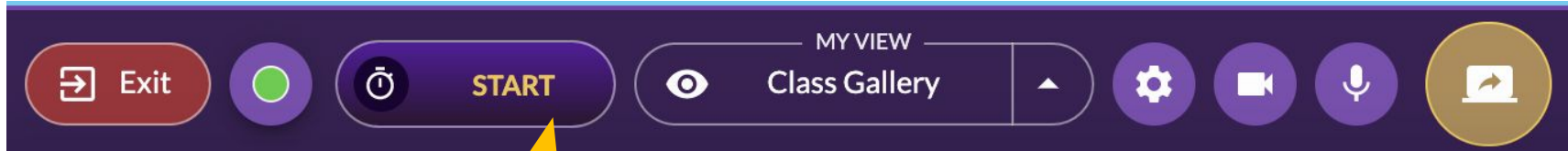
Distributing Google Documents to Tables



1. Pre-upload documents through the Portal.
2. During class, choose 'Actions' then 'Distribute Documents.' You'll be prompted to choose one of the document sets you uploaded to your Workspace.
3. When you click 'LOAD SET', they will **automatically pass out to each table.**
4. When you are done, click 'Collect docs'.

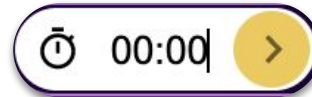


Timer



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

1. To start a timer, **click Start.**
2. **Add the amount of time** and click the arrow to start the timer.
3. **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.

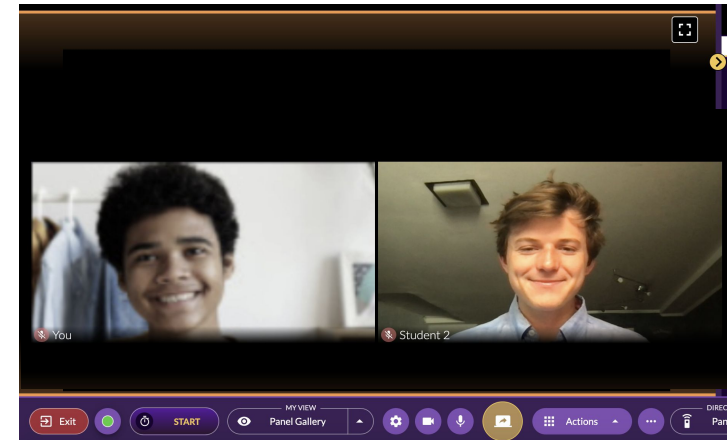
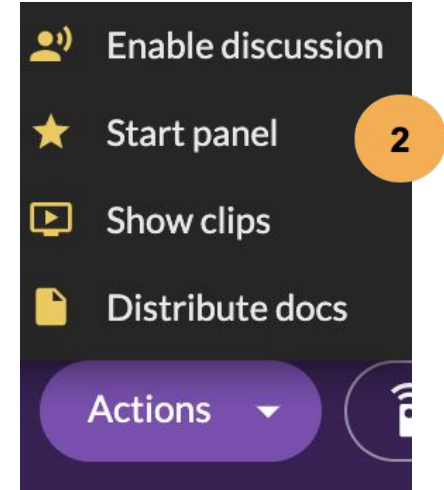
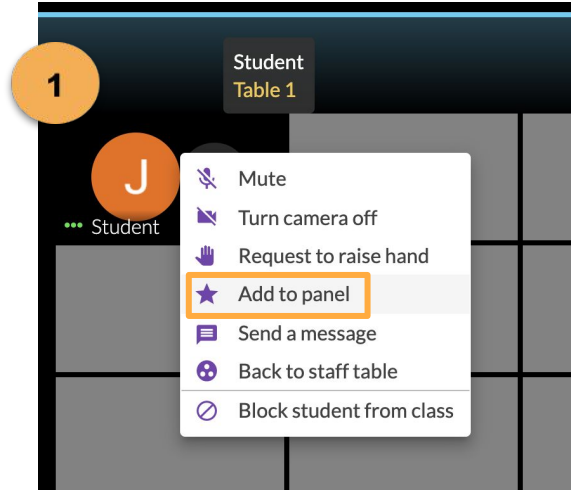
1. Hover over a learner's video feed and choose **'Add to Panel'**.
2. Go to Actions and choose **'Start Panel'**.

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



Add your learners to a panel.

"Panel Gallery" view





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.

“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.

Share screen with class

Mute gallery

Mute all students

Request to unmute all students

Mute all tables

Unmute all tables

Turn students' cameras off

Request students to turn cameras on

Merged gallery

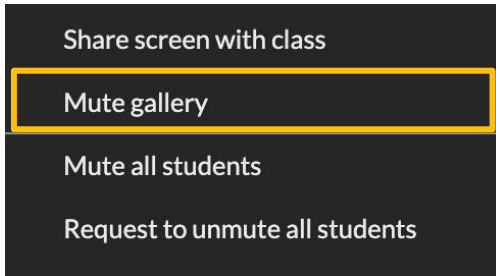
Mobile mode

Unblock all students

Leave feedback

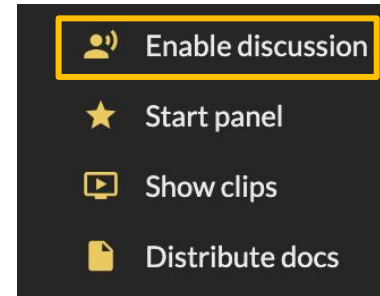
Enter help center

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!'