**engageli**

# 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*

Create >

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.**
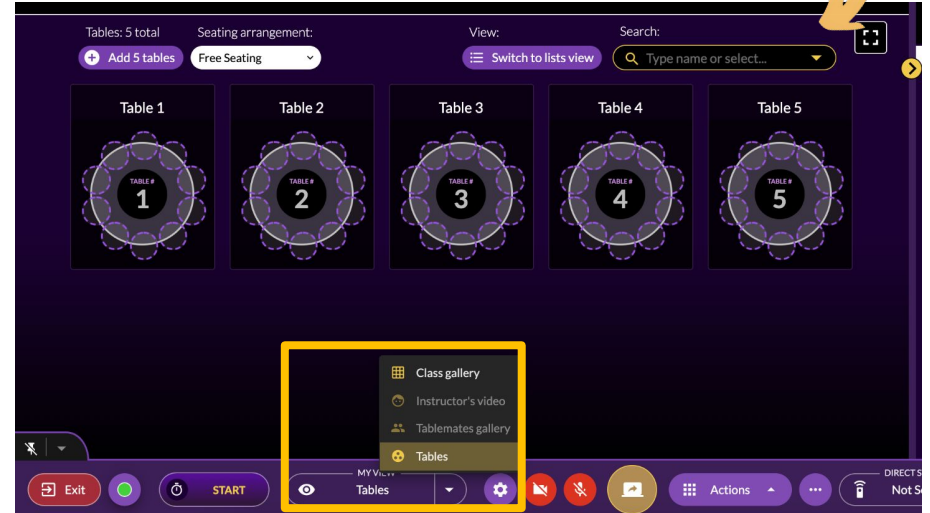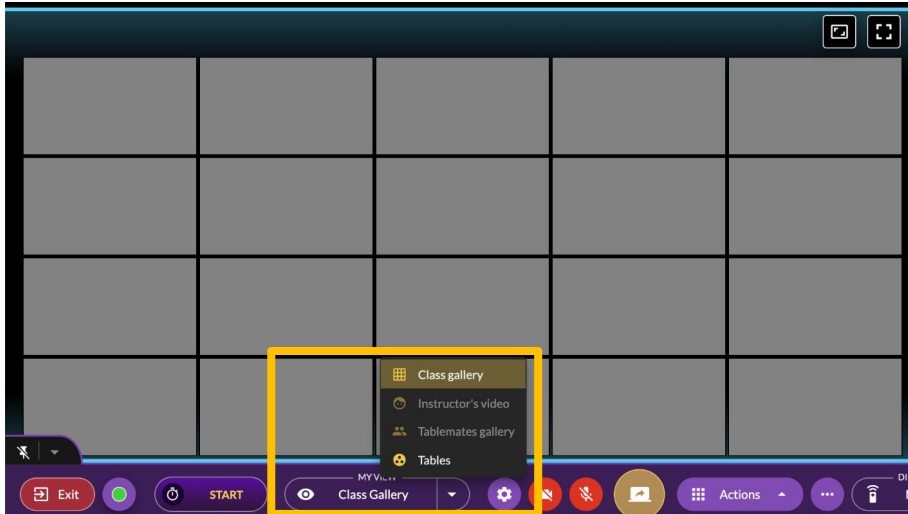
# Basic Classroom Tour

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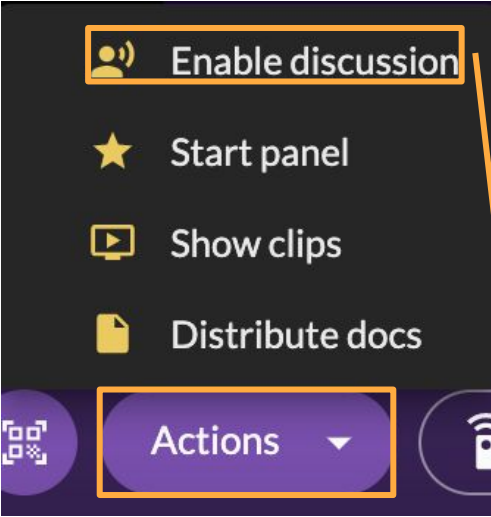
In **table view**, you can see seating arrangements and who has a hand raised.

engageli    Confidential

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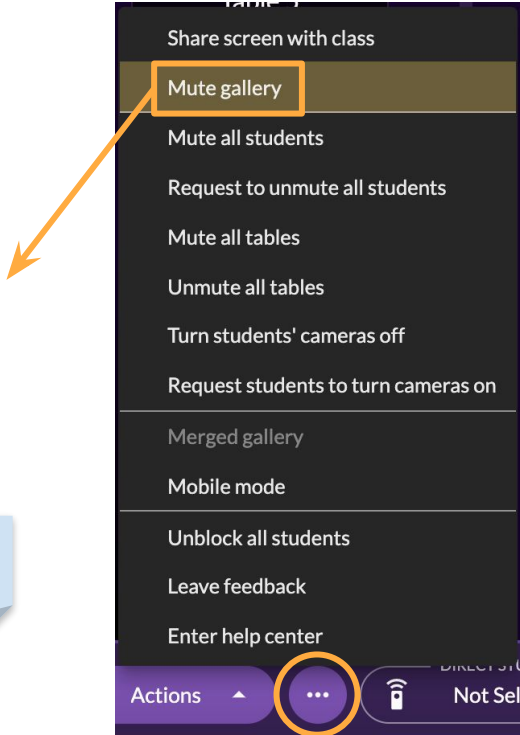
Check out more [here](#) and [here](#).



**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.
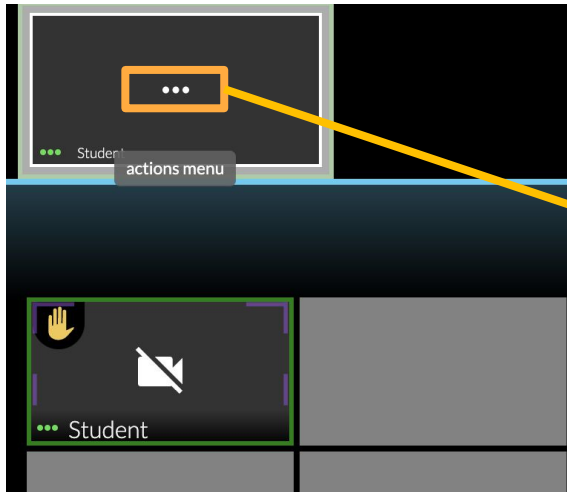
Practice sharing your screen by sharing this onboarding deck.
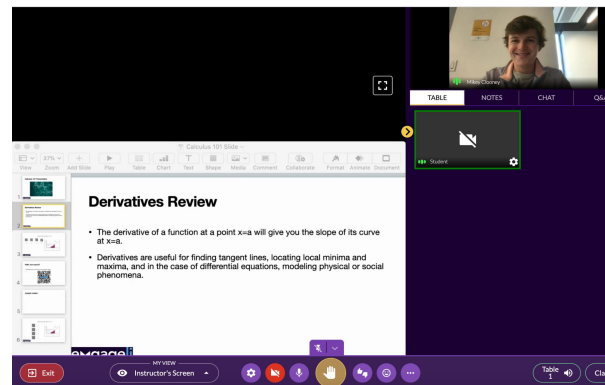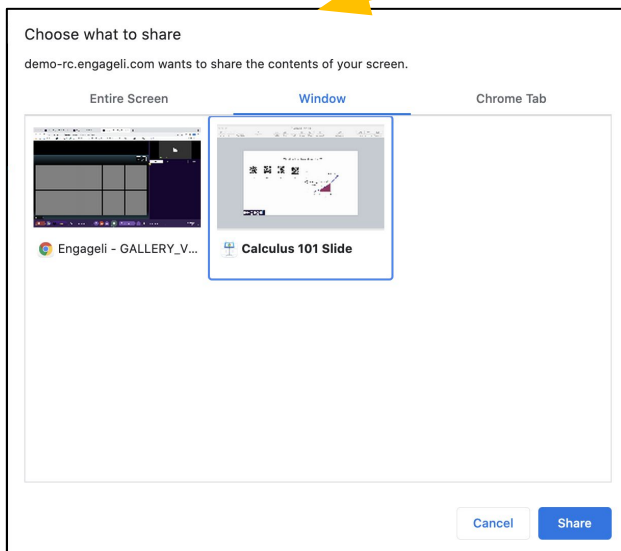
# Approving Learner Screen Share

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



Mute

Request to turn cam on

Lower hand

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

**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.
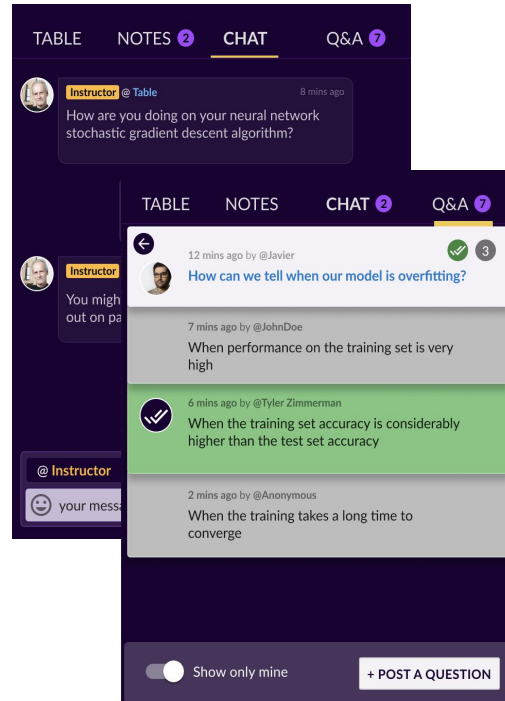


Table 1

+JOIN

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.



TABLE    NOTES 2    **CHAT**    Q&A 7

Instructor @ Table                    8 mins ago
How are you doing on your neural network stochastic gradient descent algorithm?

TABLE    NOTES    CHAT 2    Q&A 7

12 mins ago by @Javier                    3
How can we tell when our model is overfitting?

7 mins ago by @JohnDoe
When performance on the training set is very high

6 mins ago by @Tyler Zimmerman
When the training set accuracy is considerably higher than the test set accuracy

2 mins ago by @Anonymous
When the training takes a long time to converge

Instructor
You migh
out on pa

@ Instructor
your mess

Show only mine          + POST A QUESTION

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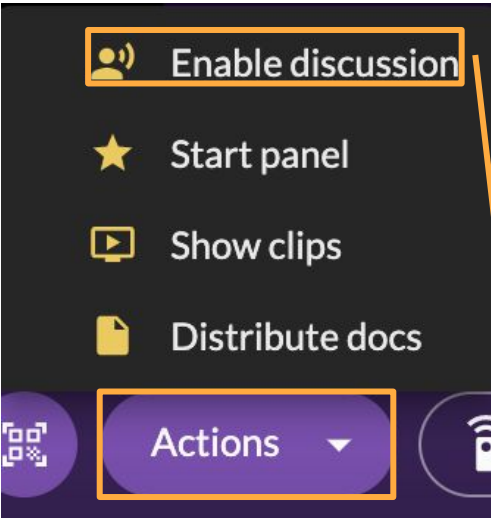- Ask your learners to raise their hands and speak.

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

# Hearing Your Learners

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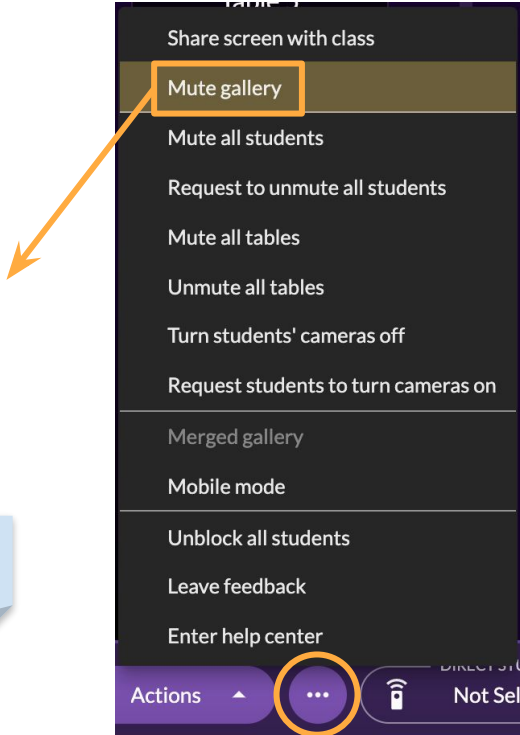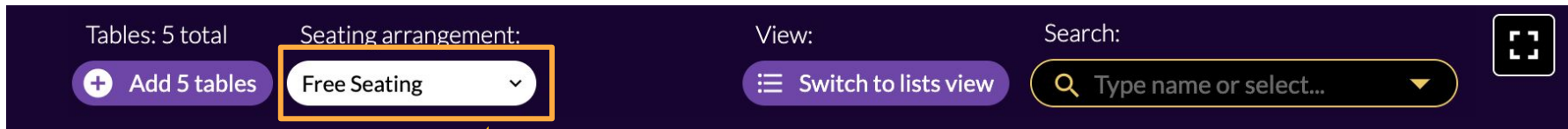
Check out more [here](#) and [here](#).



**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.

# Random Table Groups

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](here).

# Recording a Class



Engageli: Recording of **Test 2021**    Inbox ✕

**donotreply@engageli.com** via amazonses.com    Jun 24, 2021, 4:00 PM (4 days ago)
to me ▾

Hello, a recording of your class is available here.
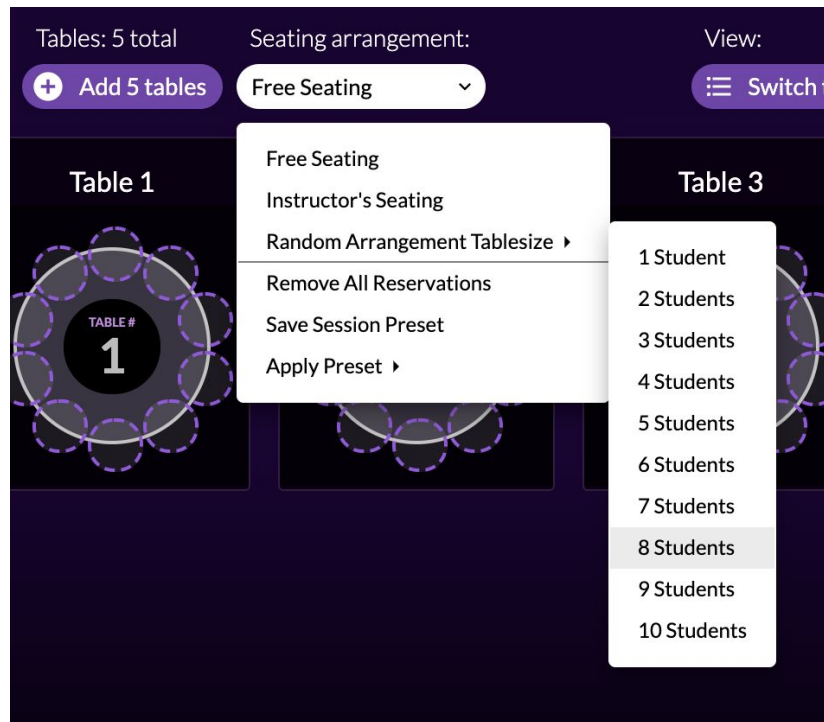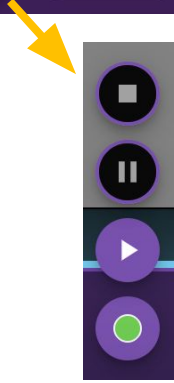
You can **play, pause or stop** recordings throughout class. At the end of class, you will get an email with the recording. However, for the best experience you'll want learners to use Engageli's Study Halls.

Record your practice session
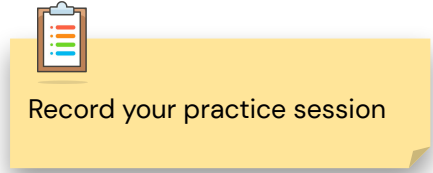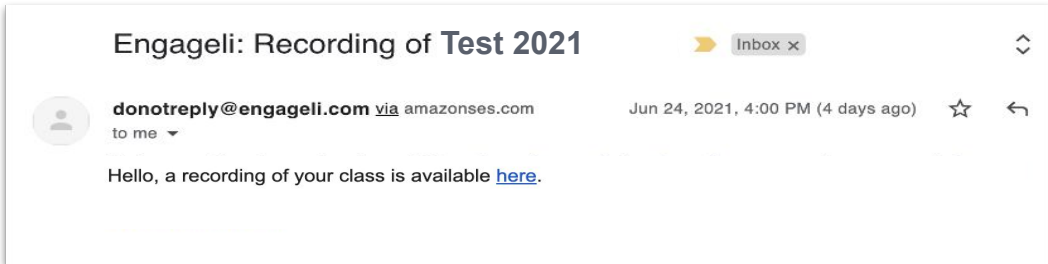
# In-Class Engagement
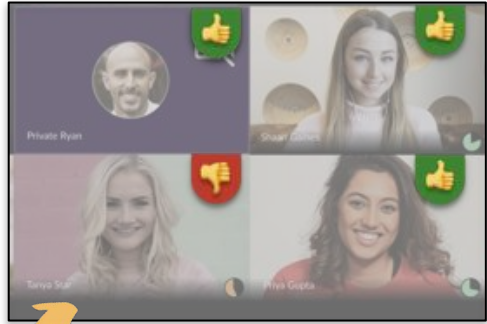


**Thumbs up/Thumbs Down** allows learners to give non-anonymous feedback directly to you. Where learners see an anonymous show of thumbs, you'll see the response specific to each learner.

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.
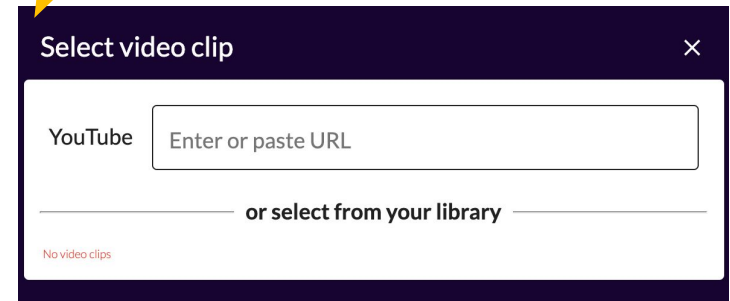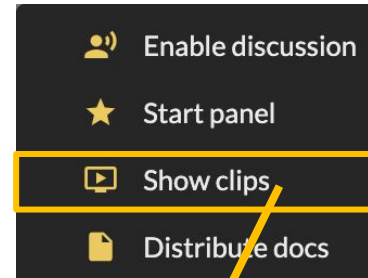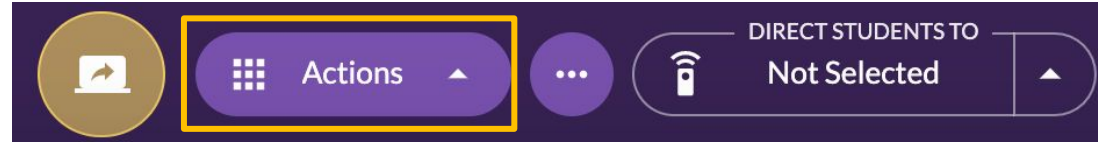
# Poll Overview

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.

# Single Choice

## Where does learning happen?
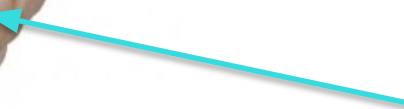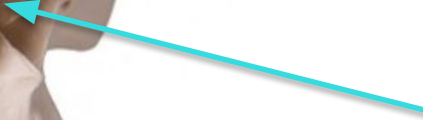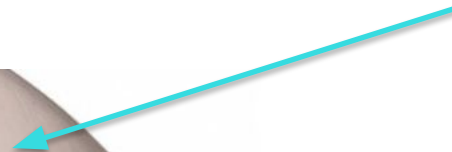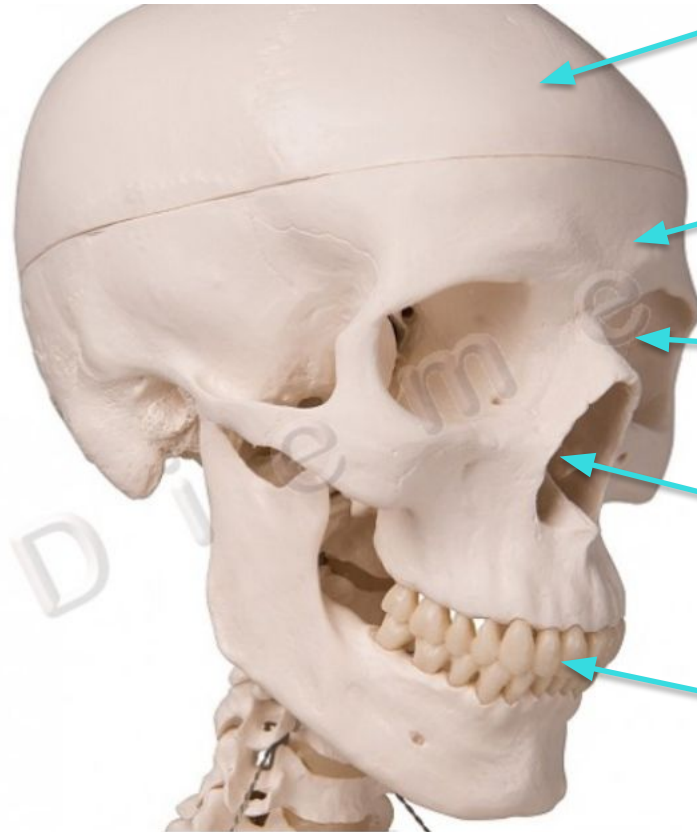
# Word Cloud

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.
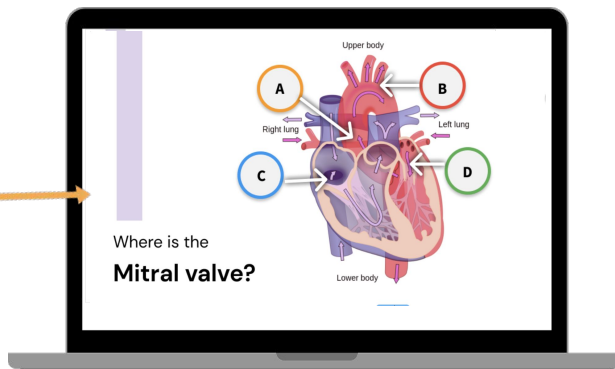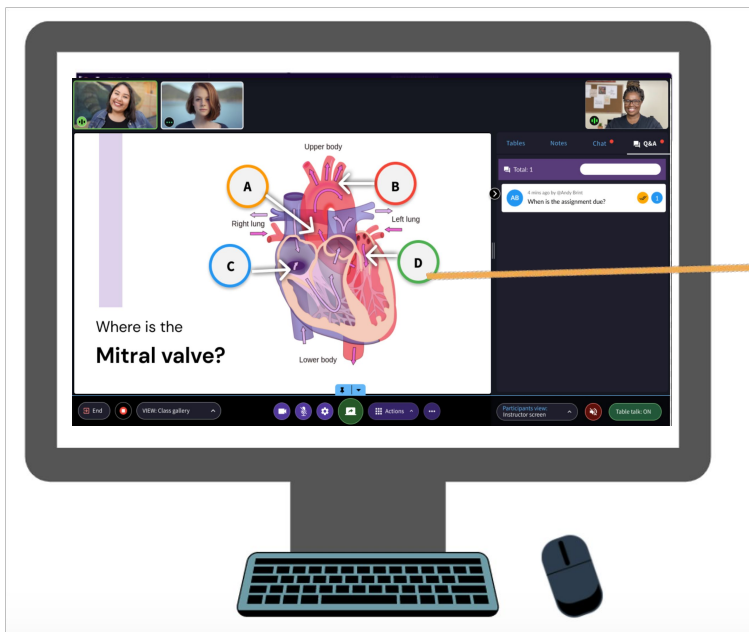
Create a poll of your own.

**Word Cloud**

**Single Choice**

**Multi-Select**

MY VIEW

Class Gallery

Actions
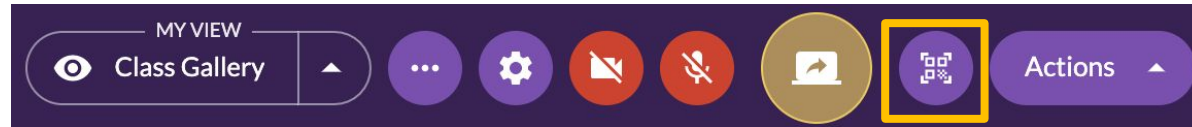
# Want to Dive Deeper?

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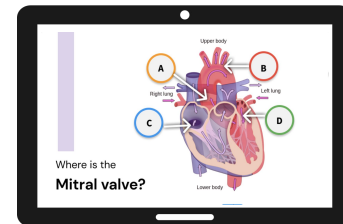
**Tip!** If you use Apple products, your iPad can work as your second 'monitor' with Sidecar.

# Single Monitor Setup



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

Place the screen share **on top** of your Engageli 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 – Select 'Open Miro whiteboard'** from your More Actions menu.

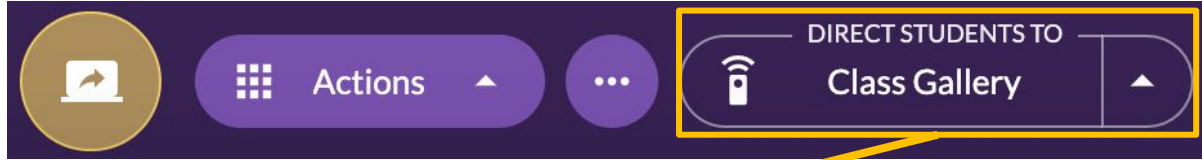**2 – Hit 'Share <your board's name>'** from the menu at the top of the board that appears.
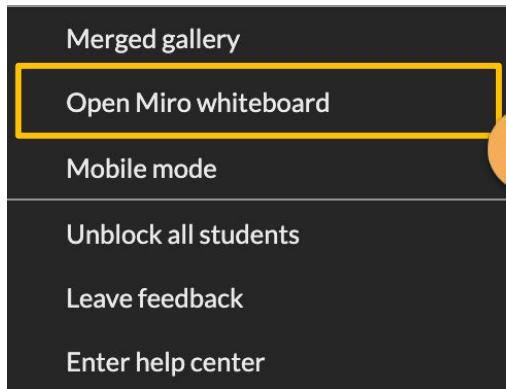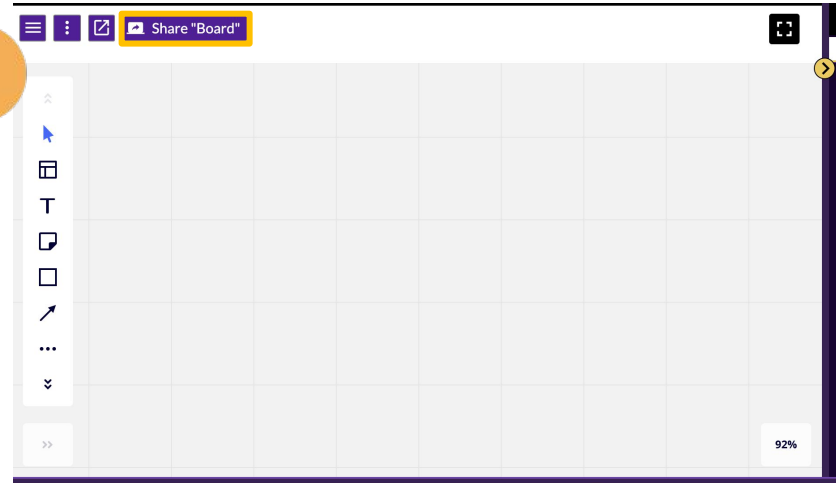
Click this icon to **upload a new board (or create a new one)** from your Miro Account.
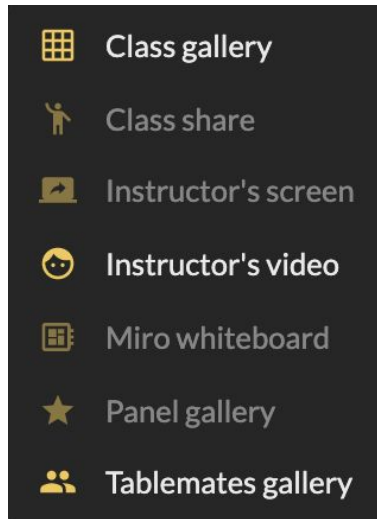
**IMPORTANT NOTE:** if you haven't used this feature previously, you'll need to start with this button to add your first board.

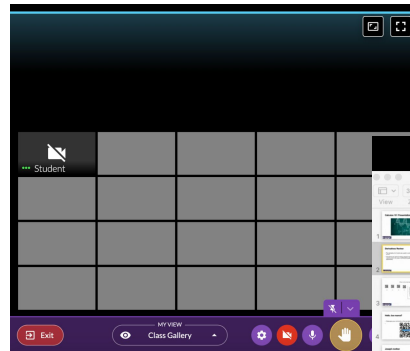Click this icon to **see a list of previous Miro Boards you've shared.**
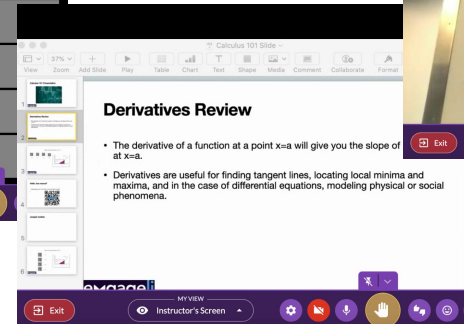
# Guiding the Learner View



**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**



**Instructor Video / Panel**



**Screen Share**

# 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.
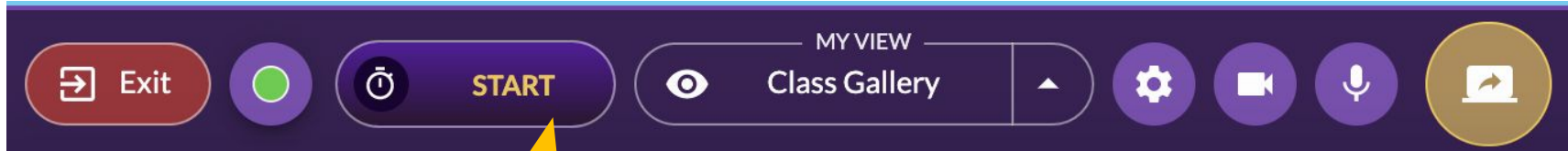
# Distributing Google Documents to Tables



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.**
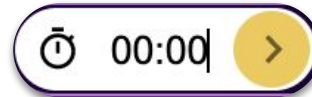4. When you are done, click **'Collect docs'.**
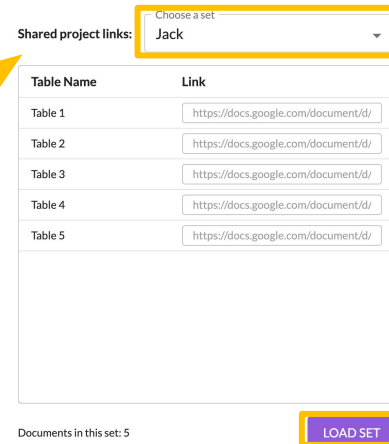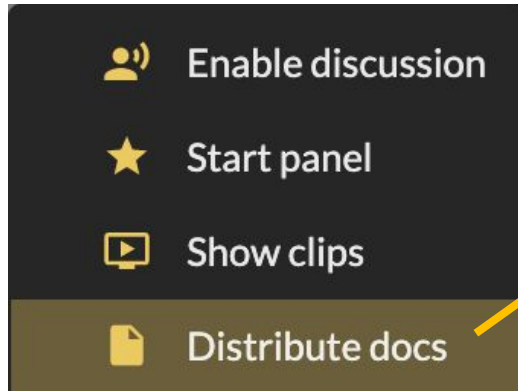
# Timer



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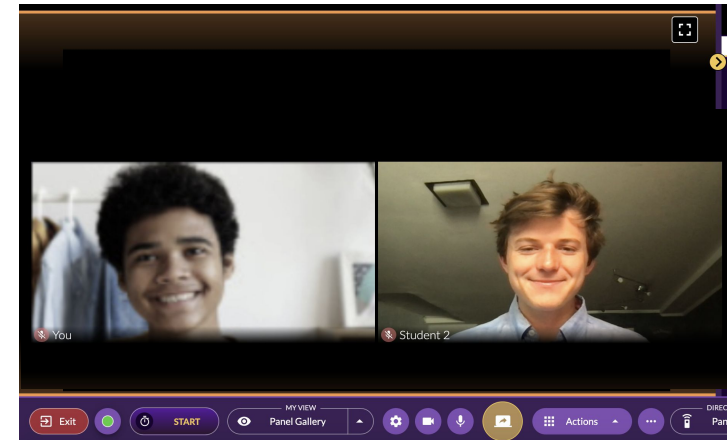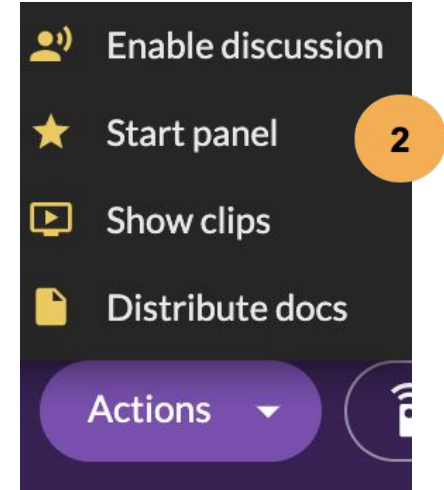
1. Hover over a learner's video feed and choose **'Add to Panel'.**
2. Go to Actions and choose '**Start Panel'.**

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

Add your learners to a panel.

"**Panel Gallery**" view
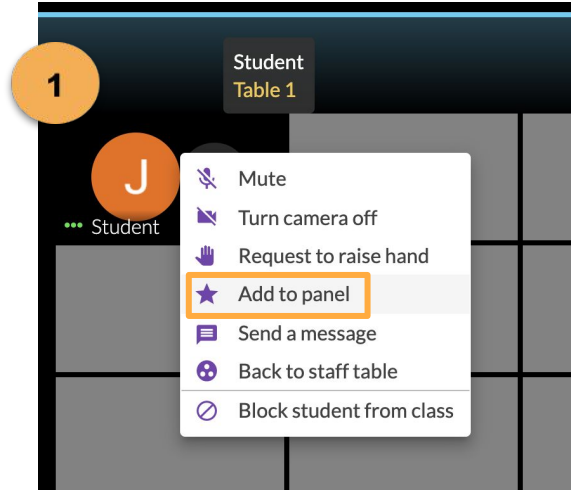
# Congratulations!

**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
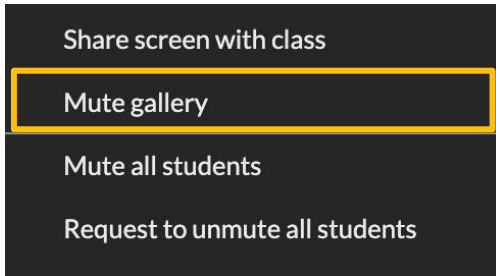
Request students to turn cameras on

Merged gallery

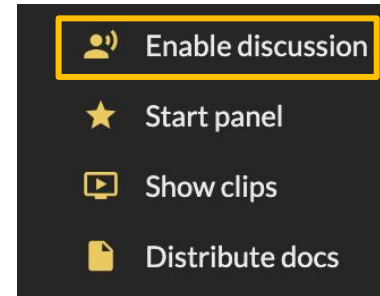Mobile mode

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!'**