ISTANBUL TOPKAPI UNIVERSITY

DISTANCE EDUCATION APPLICATION AND RESEARCH CENTER

PERCULUS PLUS USER GUİDE

EDUCATOR USER GUIDE

Examining this manual carefully will guide you in using the system.

This guide has been prepared to help you with the Perculus Plus system with which you will conduct your virtual classes.

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1. Introduction to the Virtual Classroom

After the virtual classroom is created, your virtual classroom will be active when the time for your lesson arrives. When it's time for your virtual class, we recommend that you check your microphones and cameras before starting the class.
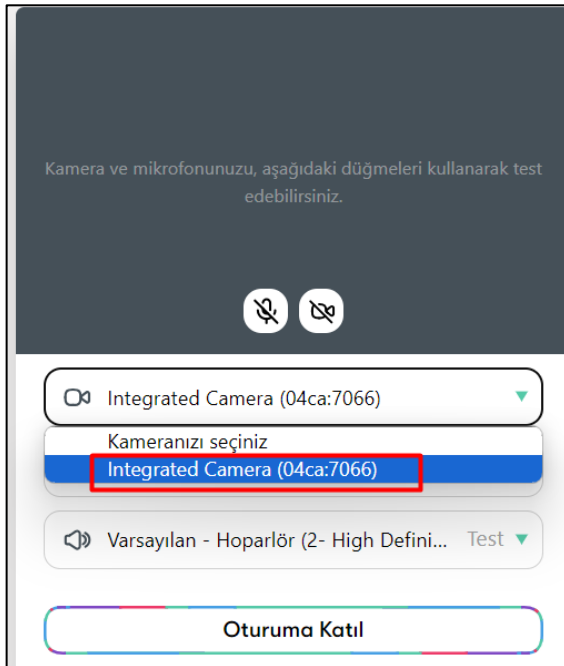
a. First, log in to your course by clicking the Join button in the Virtual classroom activity.
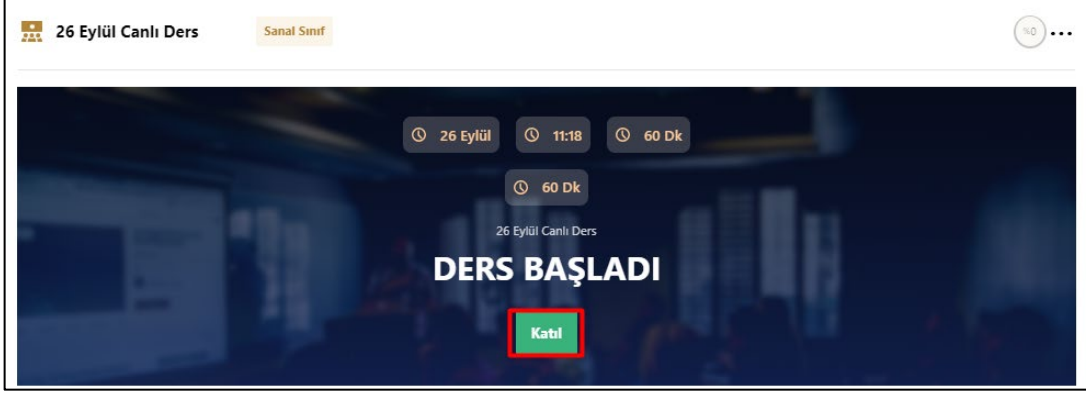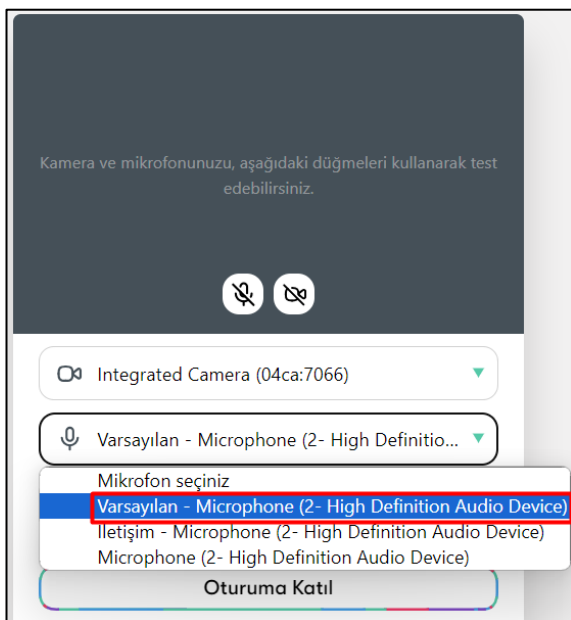

b. Then you will see your speaker, camera and microphone settings. From here you must choose if you are using more than one camera or microphone.
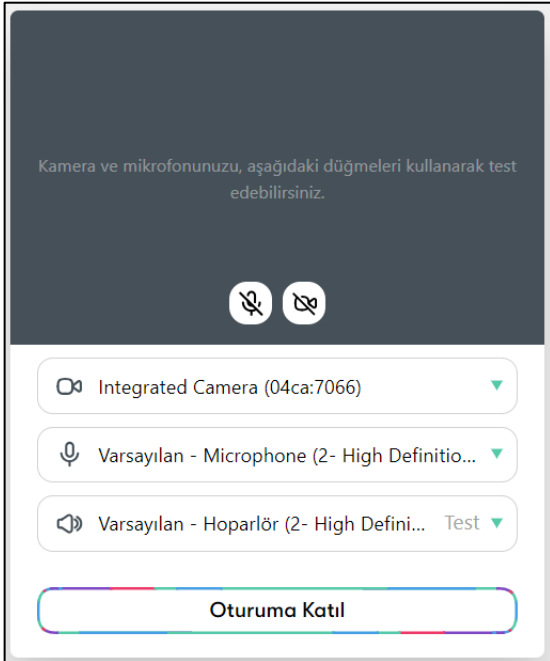
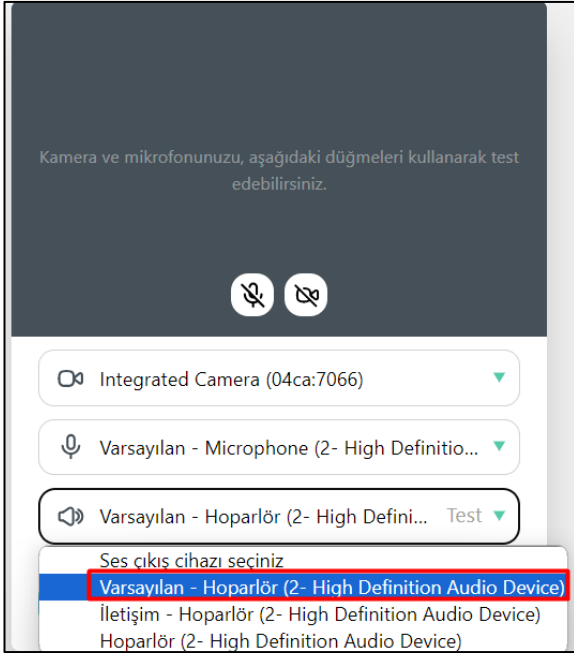c.   Your Default Camera will be selected. But if you have an external camera, you can choose it.

d.   It will be selected by default on your microphone. But if you have headphones plugged in, you can choose the microphone you want.

e. Your speaker will come with your computer itself. If you are going to use a different speaker, you can choose it.
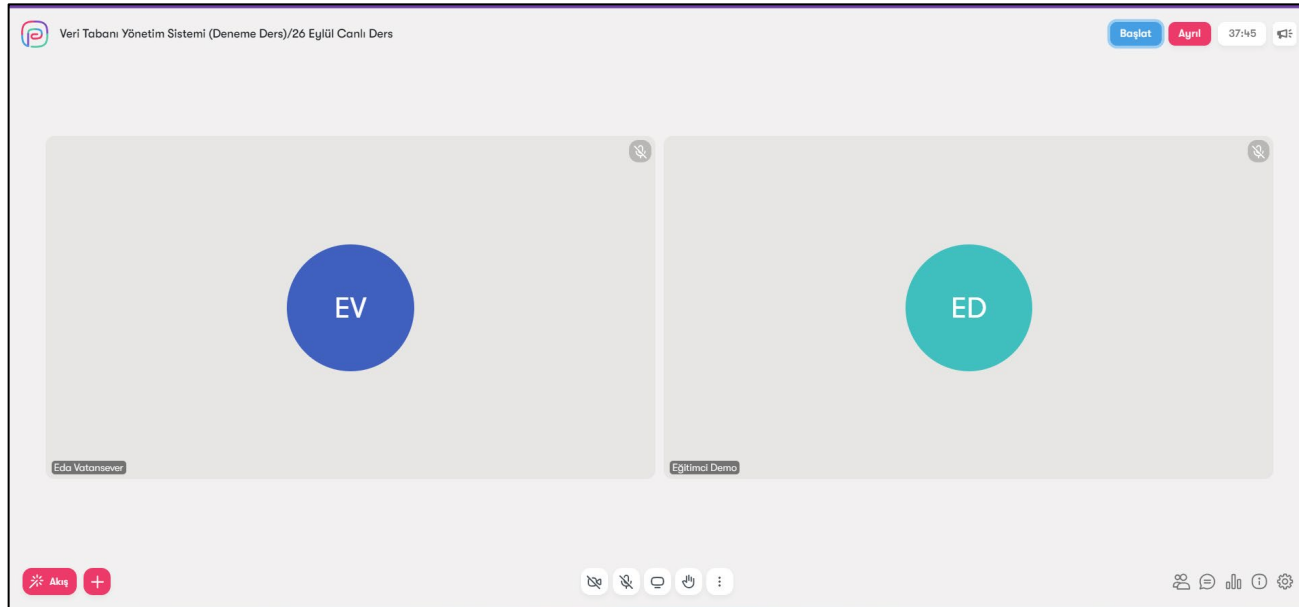

f. After making all your settings, click the Join Session button.
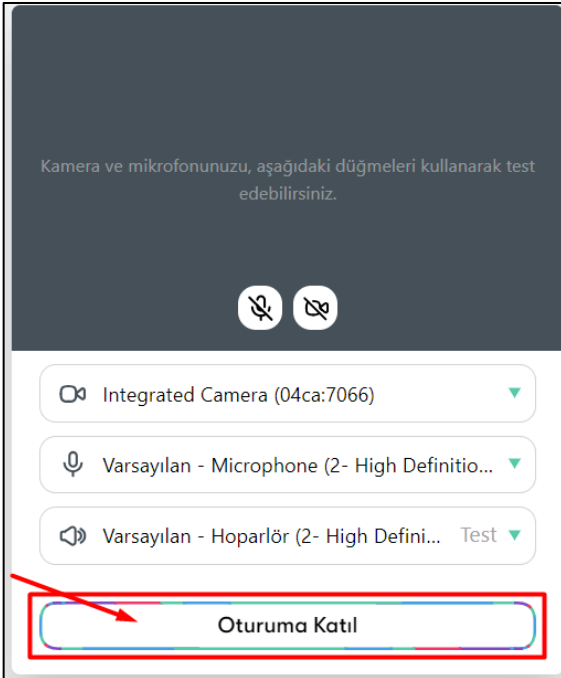
1.1. Starting the Lesson

As the instructor, you have the authority to start the course. If you want to upload course presentations to the system before starting your course. You can follow your document upload steps. Of course, you can also upload documents after you start your course.
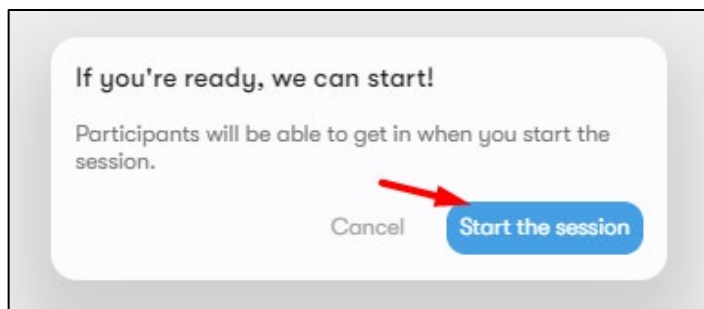

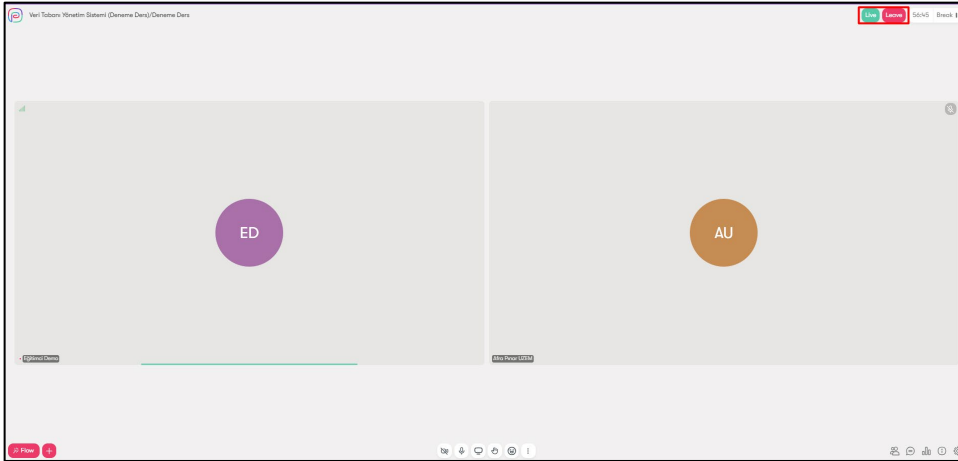Your lesson does not start until you, as the instructor, click the ==Start button==.

a. Click the Start button to start the lesson.
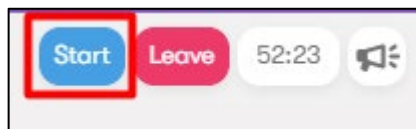
b. You must confirm by clicking the start session button.

c. Then your lesson will begin. If you see the phrase *LIVE*, it means the lesson has started.

1.2.Turning on Camera in Virtual Classroom
After your lesson starts, follow the steps below to turn on your camera.

a. over the icon at the bottom of the page, it will present you with Camera options. If you do not want to make any changes, click on it.
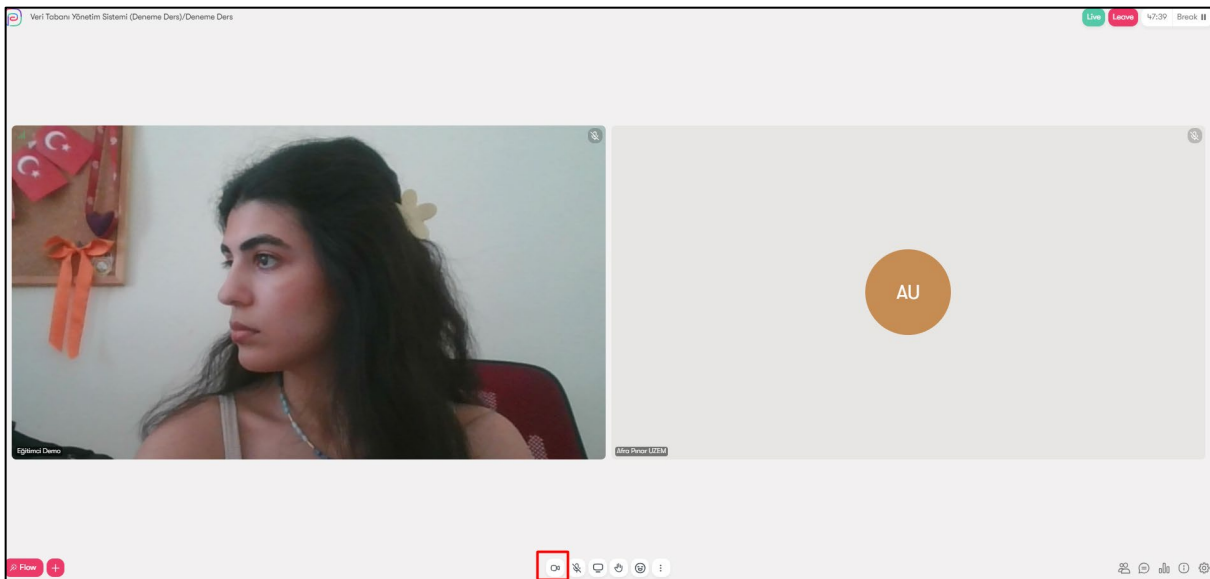
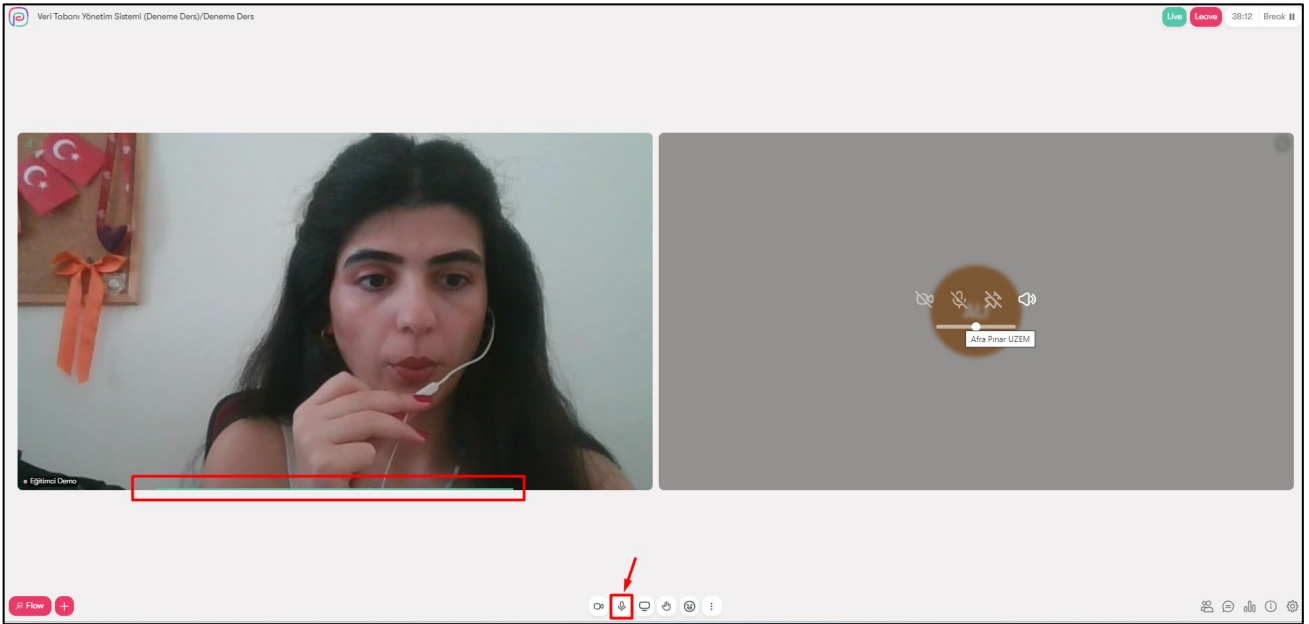b. If you are having problems, check your Google Chrome Camera permission.
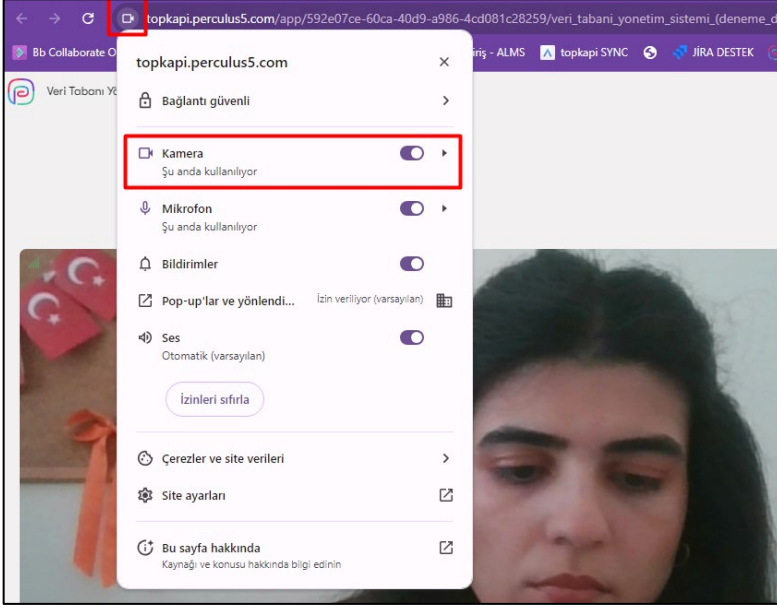
1.3. Turning on a Microphone in a Virtual Classroom

After your lesson starts, follow the steps below to turn on your microphone.

a. at the bottom of the page   .

b. Then your microphone will turn on. You can understand that your microphone is turned on by the green vioce bar and the microphone icon is on.
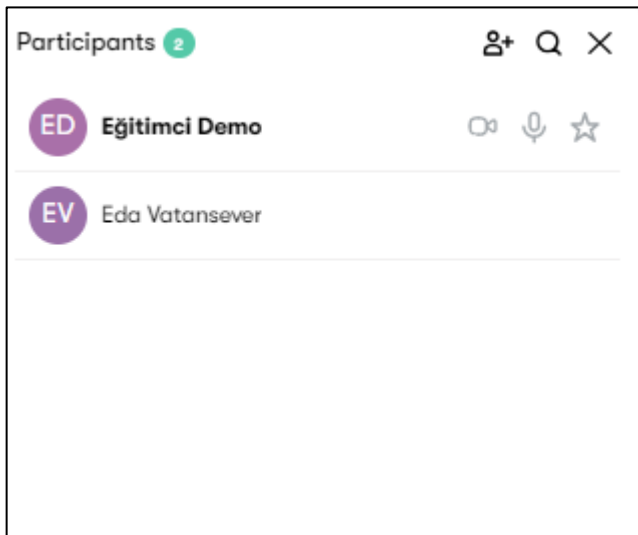
2. Virtual Classroom Menus

2.1.Participants Menu

This is the menu that allows you to see the participation of students registered in your course in the live lesson. It is the first of the menus in the lower right corner of the page.

Click on the participant icon When you click, your students currently in the course will be listed.

If you wish, you can give your students Camera, Microphone and File Sharing permissions from here.
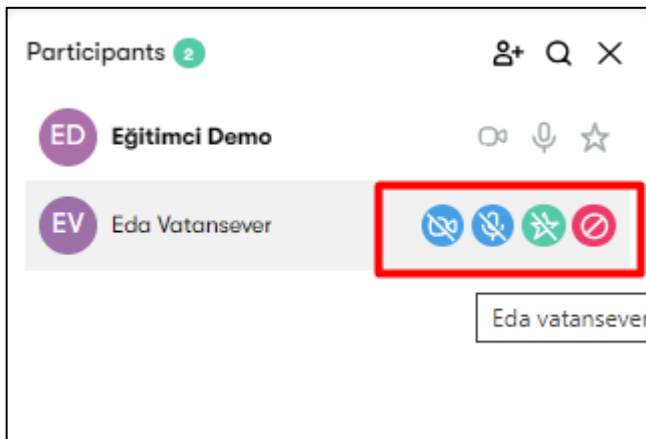
 = Click to send a Camera sharing request to your student named Eda.

 = Click to send a Microphone sharing request to your student named Eda.

 = If you want your student named Eda to upload documents to the virtual classroom, click to authorize. If you do not give students file sharing permission, students cannot share documents in the system.

 = You can expel students who sabotage the lesson.

2.2.Chat Menu

This is an area designed for you to communicate with students enrolled in your course and students in the virtual classroom.

When you click on the chat icon, you can type the sentence you want in the chat window that will open and send your message by clicking the Enter key or clicking the tab. It is an instant chat box. It becomes inactive after the lesson is over.
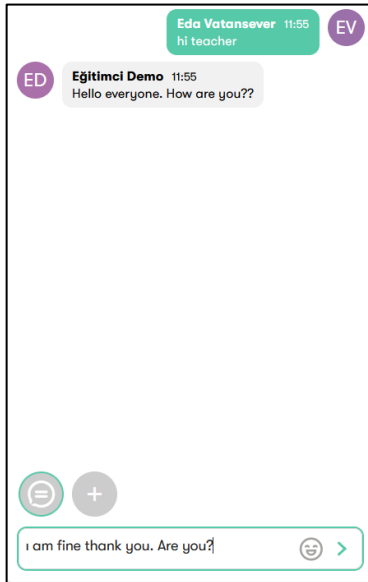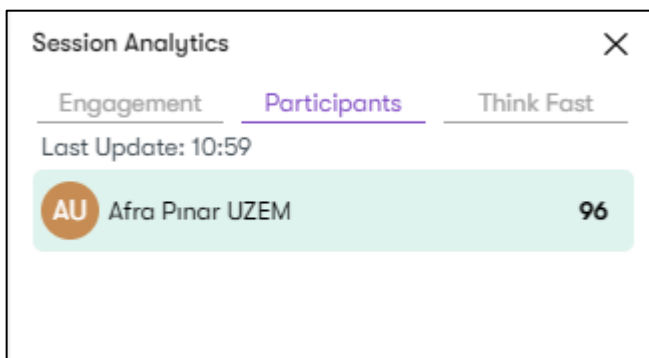

2.3.Session Statistics Menu

It is a feature that measures whether the students enrolled in your course and those in the virtual classroom are listening to the lesson in front of the screen.


First, click the button. To activate this feature, you must first **activate the I'm Here Feature** .

If you click on the attendance section, you can activate the **"I am here"** feature and take attendance to check whether the students are watching the lesson on the screen.
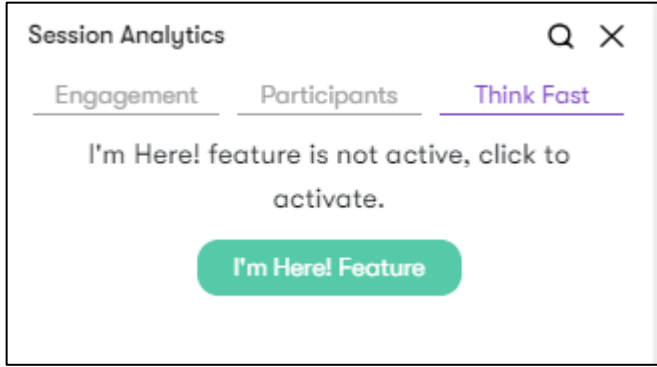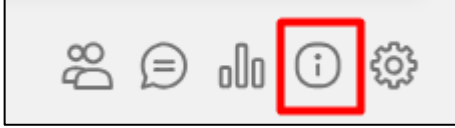

Each student sees the "I'm Here" button at different periods. The quicker the student clicks on the button, the more points he or she gets in attendance.
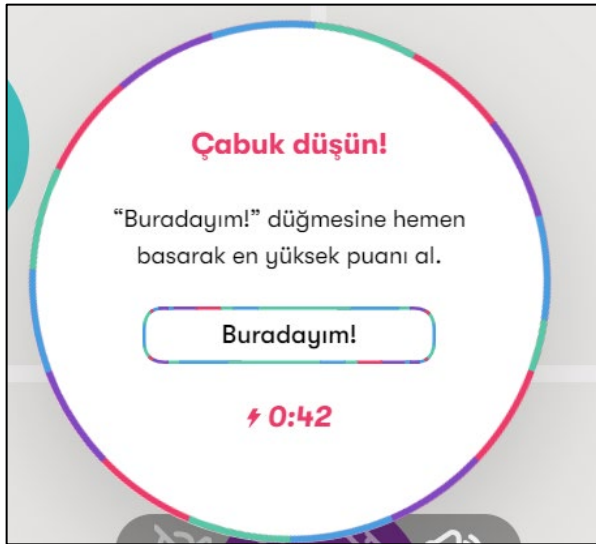
2.4.Information Menu

In this menu, you will access information about session details.

Additionally, if you have guests who are not registered for the course, you will be able to invite your guests to your live lesson via **the Invitation Link link.** But when the guests click on this link, they must register with their name, surname and e-mail address.
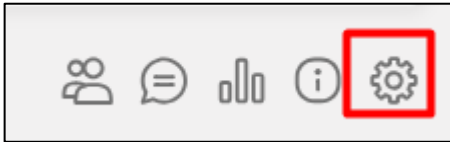
2.5.Settings Menu

In the Settings section, you can make adjustments to your session settings and your profile.


When you click on the settings icon, the adjustments you will see are as follows:

*Profile photo* : If you wish, you can add your own photo by pressing the Change button.

Camera / Microphone Settings : From here, you can make changes if you are going to use a different camera or microphone, as we did when entering the session.
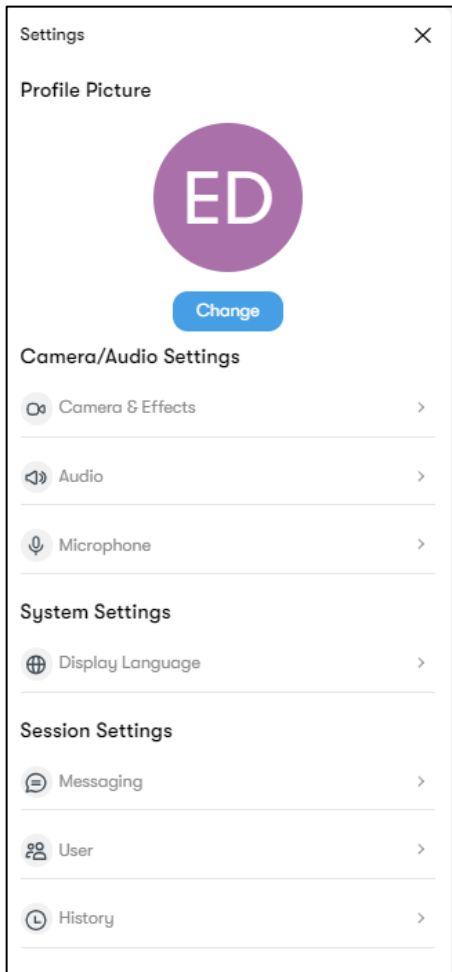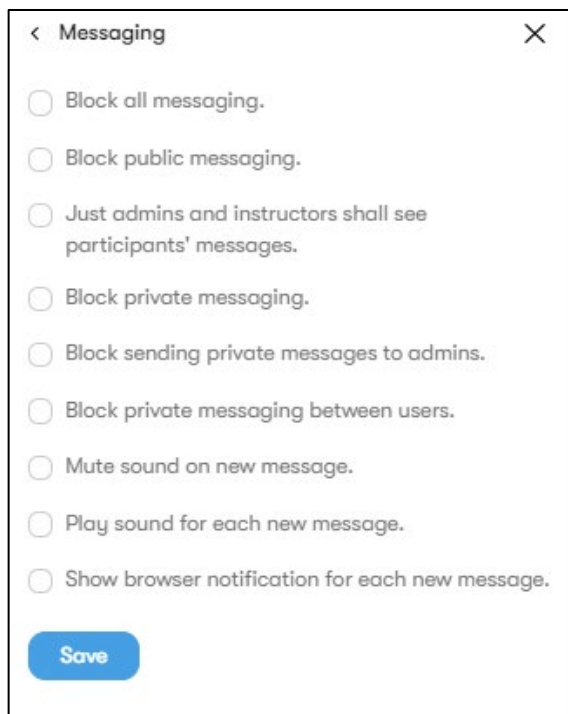

System Settings: Here, you can change the language used in the system to Arabic or Turkish.
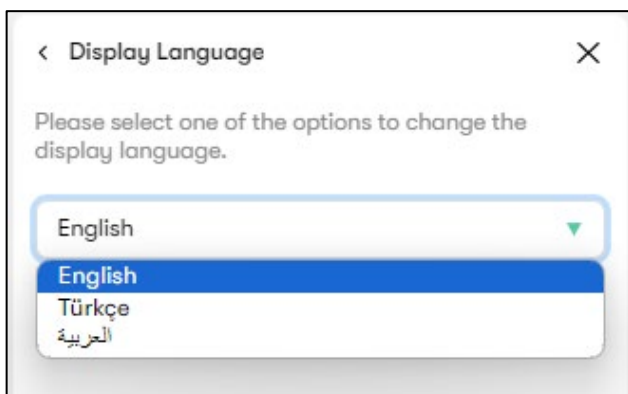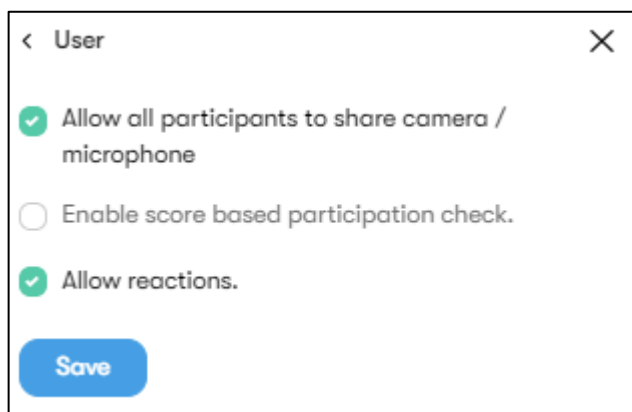
*Session Settings:* Here you can organize multiple months divided into Messaging, User and History categories.

Session Settings

🗩 Messaging		>
😤 User		>
🕐 History		>
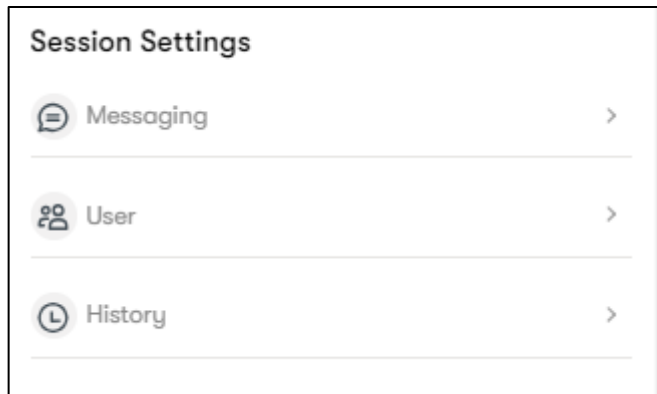
In the features in the messaging section, you need to click on the box next to the feature you want to be active and click on the Save button.

< **Messaging**   ✕

○ Block all messaging.

○ Block public messaging.

○ Just admins and instructors shall see participants' messages.

○ Block private messaging.

○ Block sending private messages to admins.

○ Block private messaging between users.

○ Mute sound on new message.

○ Play sound for each new message.

○ Show browser notification for each new message.

Save

In the features in the user section, you need to click on the box next to the feature you want to be active and click on the Save button.

< **User**   ✕

✓ Allow all participants to share camera / microphone

○ Enable score based participation check.
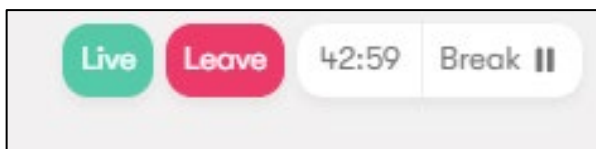
✓ Allow reactions.

Save

In the History section, you need to click on the box next to the feature you want to be active and click on the Save button. You can also click on the feature if you want the messages to be deleted.
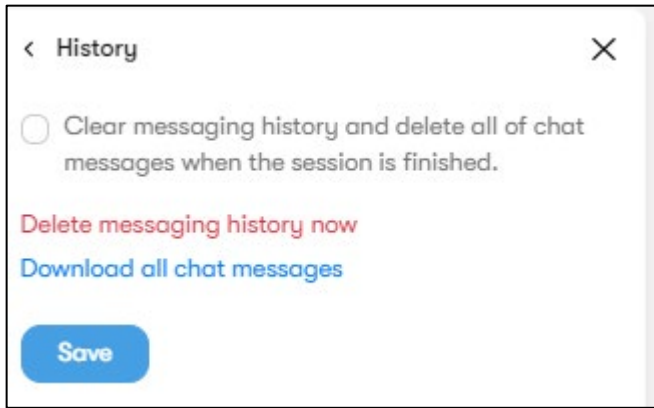
3. Virtual Classroom Time Display Menus

These are the menus located in the upper right corner of the screen.

 =We can understand that the virtual class has started with its icon.

 = This is the button that allows us to leave the virtual classroom before the time ends. If you, the instructor, end the session, the session will be closed.
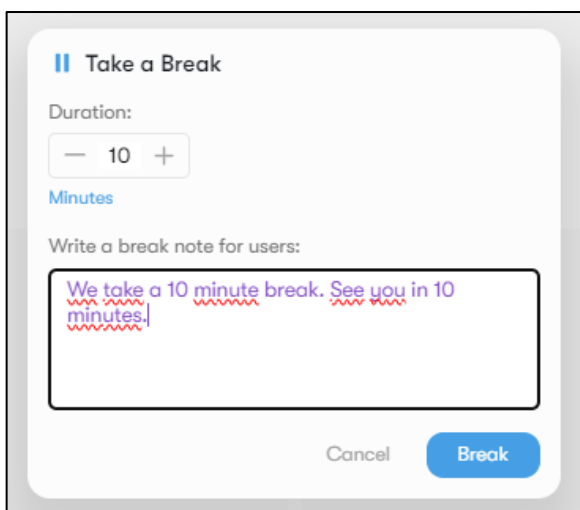
 = It is the indicator that shows the time remaining until the end of the virtual class.

 =This is the button that allows you to take a break in your live lesson if you wish.

Click the button to take a break from the lesson.

Then enter the number of minutes you want to take a break and write a break note.

If there are 10 minutes before the end of your lesson, the system gives you the right to extend the lesson. Click the Extend + button.
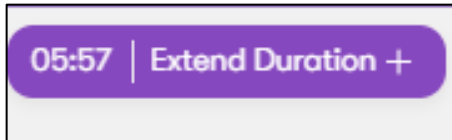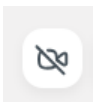

Then, you can choose from the following options: +10 minutes, +30 minutes, +60 minutes. Of course, you don't need to use all your time. You can end the session by clicking Leave.
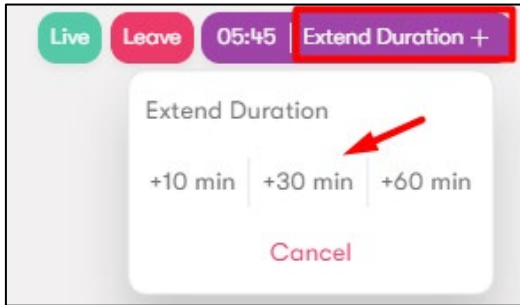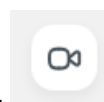

4. Menus on the Home Screen

The menus and their functions located in the middle of the main screen will be discussed.

 = It is the camera icon that allows you to turn on your camera.   Indicates that your camera is on.
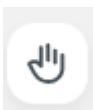
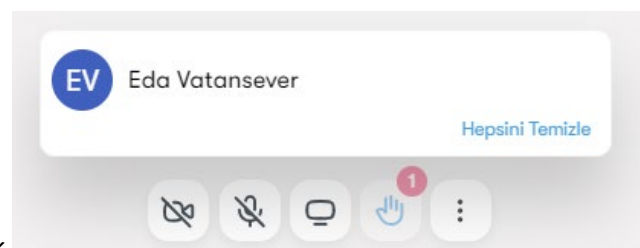 = It is the camera icon that allows you to turn on the microphone.   Indicates that your microphone is on.
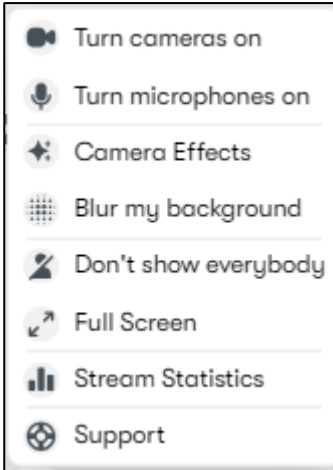
 = Indicates students who received the right to speak.

You can access other settings with the = icon.

 = It is the icon that allows you to share your screen.

4.1.Steps to Screen Share

If you are going to screen share and present to students in your lesson. You can follow the steps below.

a.   on the screen sharing icon .
b.   If you are going to share a Chrome tab, you can select the relevant Chrome tab. This way, only the relevant Chrome tab will be visible to students. Your other operations on the computer will not be seen.
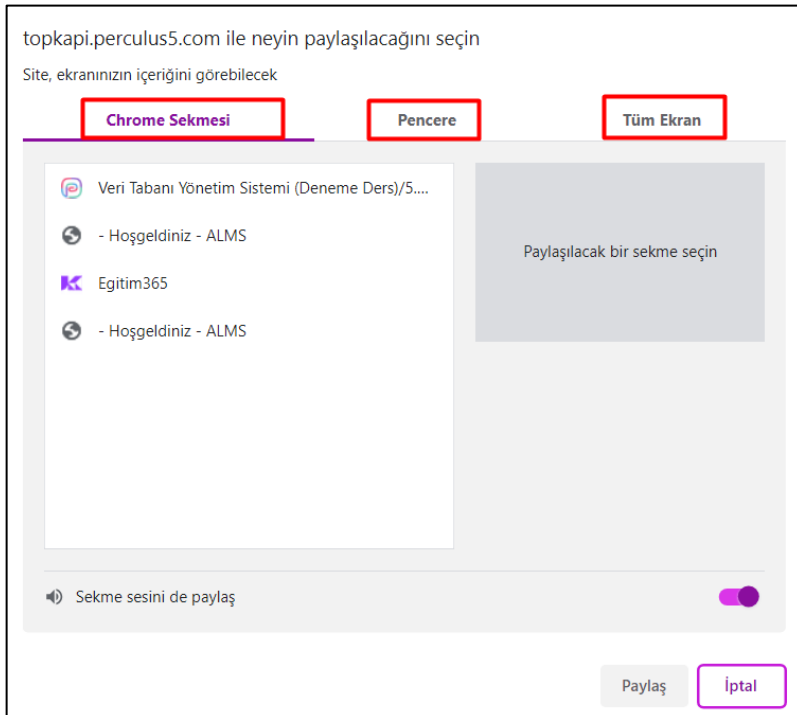
c. You can select a window to share a window. This way only the relevant window will be visible to the students. Your other operations on the computer will not be seen.
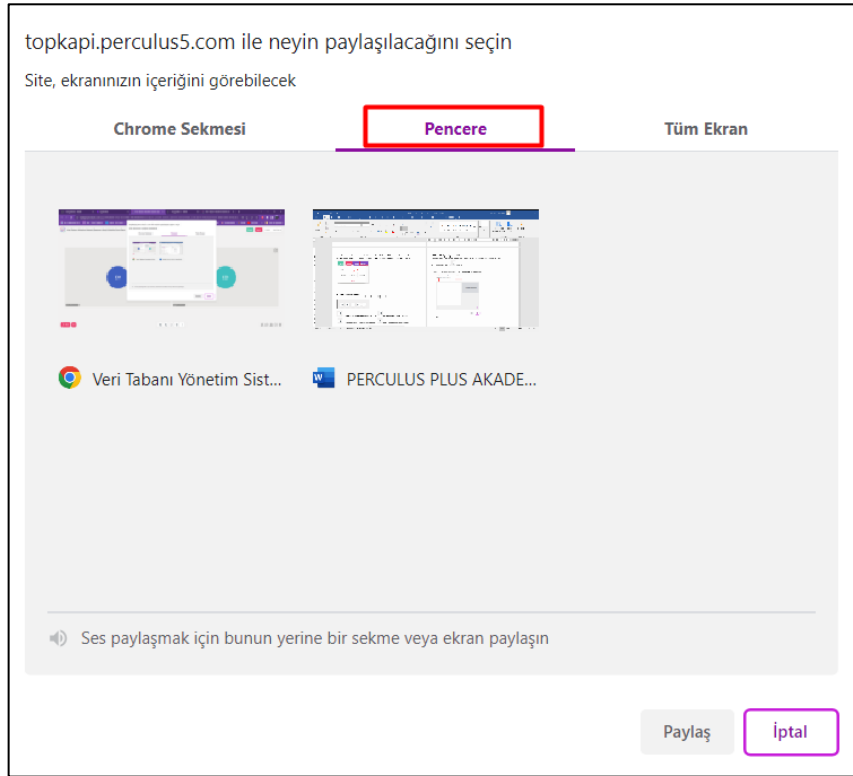
d. To share your entire screen, you need to select your screen from the Whole Screen section. Also, if you want to turn on the system sound, make sure that the **Share system sound feature is active.** After you are done, click **the Share** button.
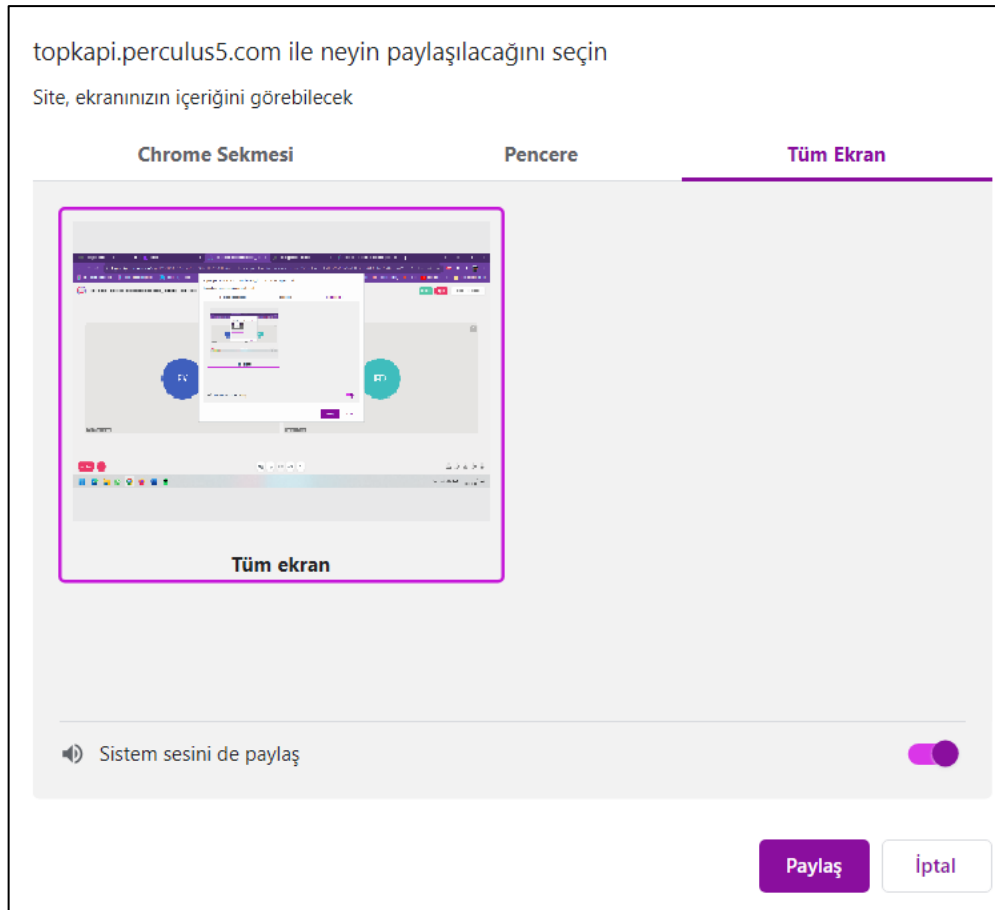
Your screen will be shared without any problems. You can stop sharing by clicking Stop Sharing.
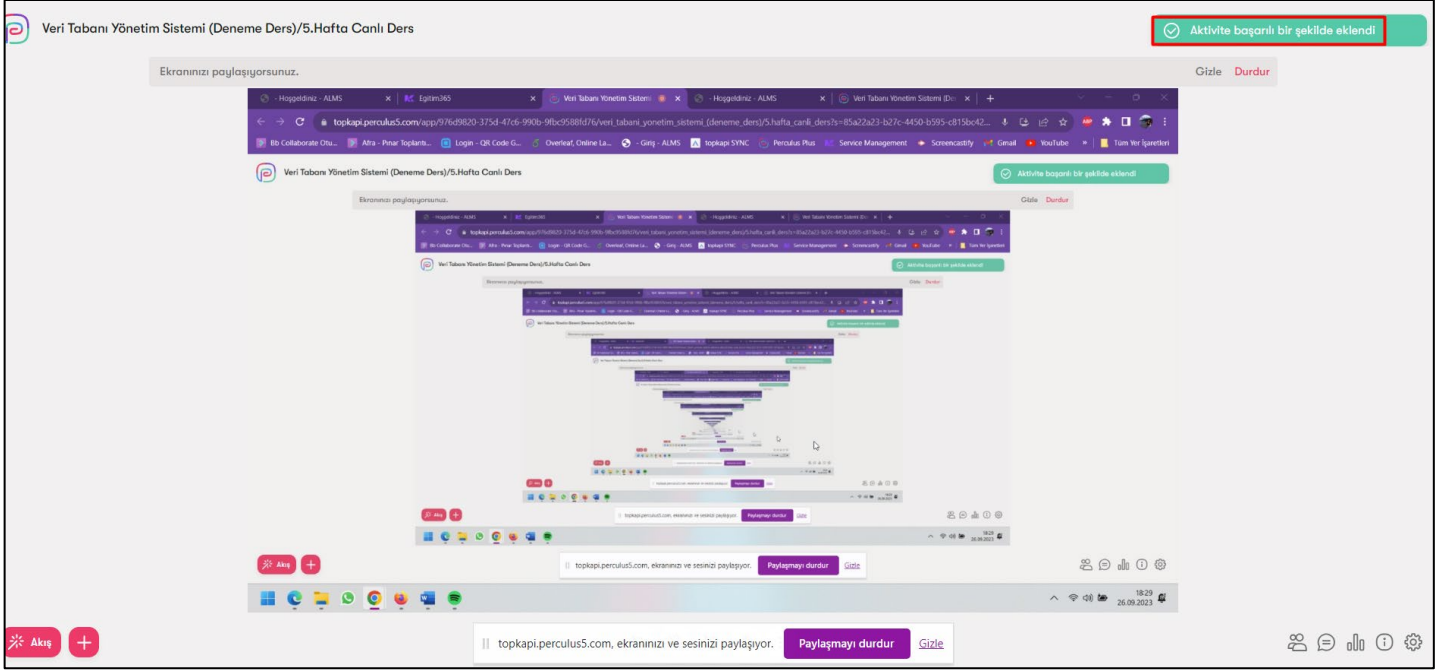

5. Flow Menu

The function of the flow menu is that you, our valued teachers, can use multiple documents, videos, screen sharing, etc. in your lectures. You can use methods. The Flow panel is a panel that lists the methods you apply. If you wish, you can return to the previous document. Or, at the end of the lesson, there is a topic that your students are stuck on. This is the presentation you used first in the lesson, you can return to this presentation with the flow panel. But of course, a history must be created in order for the flow panel to be full.
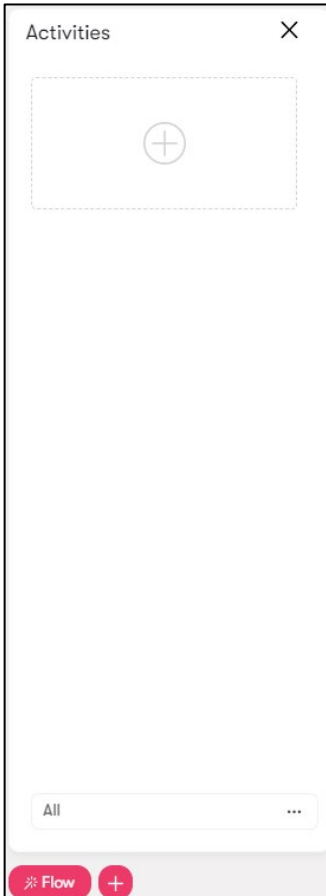
First of all, we need to create Activities. To create an activity, you can click on the red plus button, which is a shortcut. The function of this button is included in the 6. Adding Activity to the system from Shortcut Menu description. You can click on the white plus button in the feed.
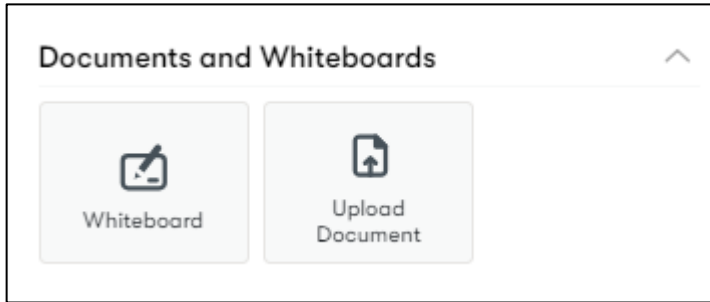

Then the following menus will appear.
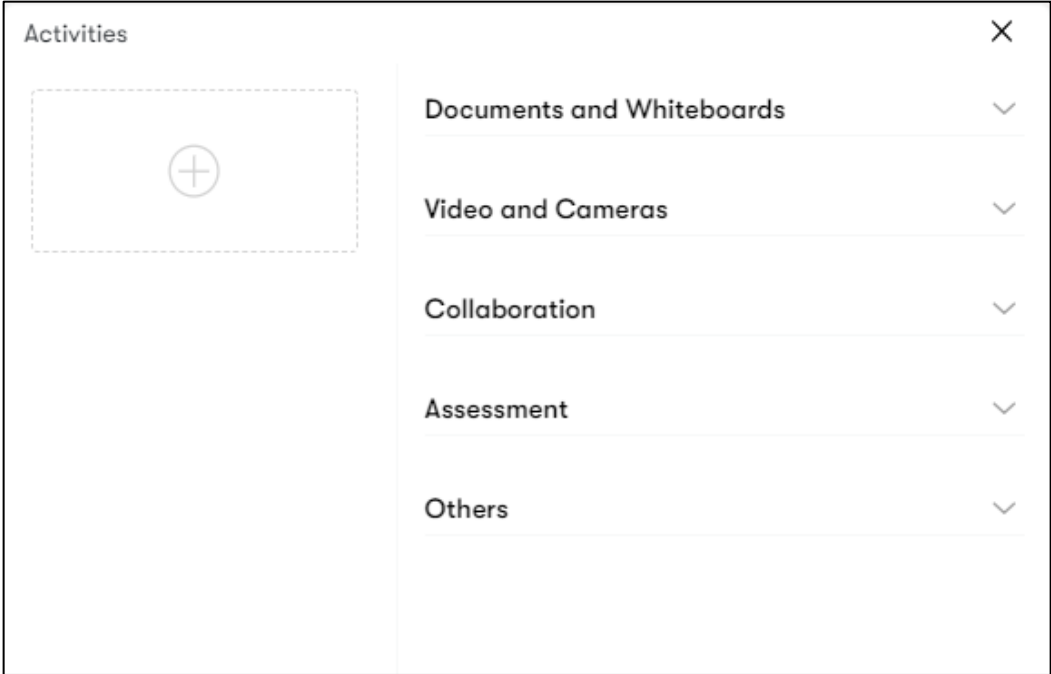
5.1.Documents and Whiteboards

This is the menu that allows us to upload documents to the system and add a whiteboard.

5.1.1.   Adding a Whiteboard

The steps to add a Whiteboard to your virtual classroom for use in class are given below.

a.   Click on the Whiteboard button.

b.   Name your Whiteboard activity, and then you can specify how long this activity stays on the page with a timer. You can also specify it if you wish. Then it won't get up unless you lift it. For example, let it be used for 30 minutes and then removed. After the process is completed, click **the Save button.**
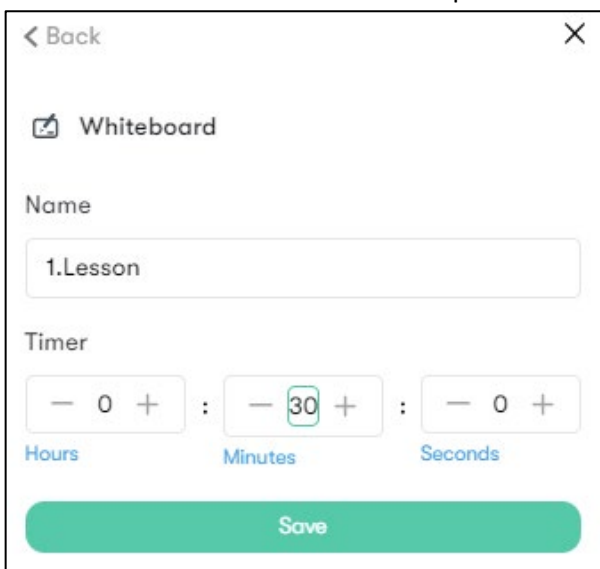
c.   Then the Whiteboard will appear in the Activities section. When you look at the Play button on it, it appears on the screen and becomes visible to the students.
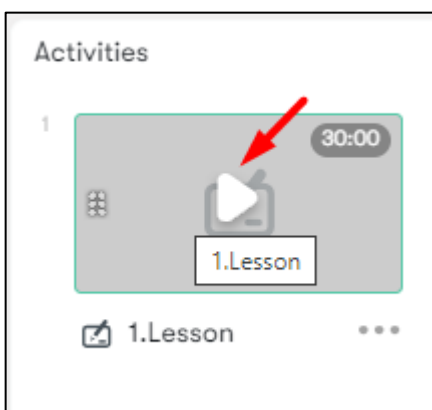
d. The 30-minute period starts after the Whiteboard arrives in the system. You can explain your lesson to students by making any drawings you want. Pen, eraser etc. on the left. vehicles are included. You can use whatever you want.
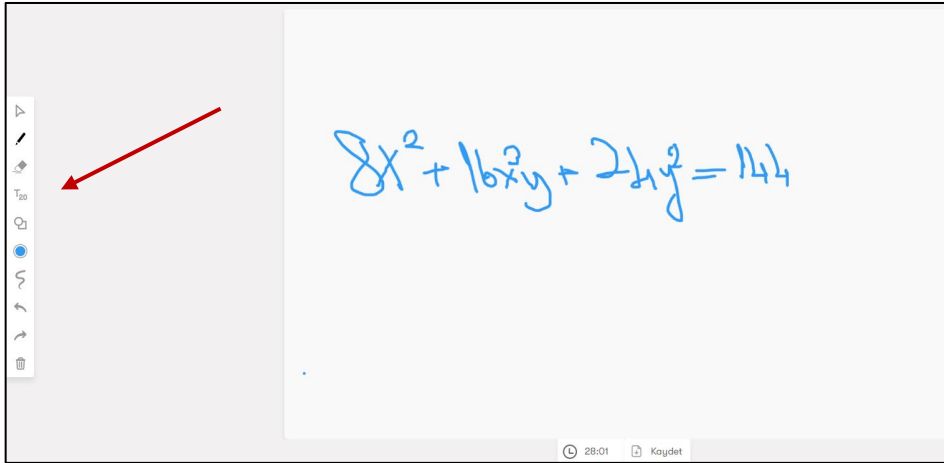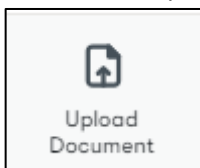

e. If you are done with the whiteboard before 30 minutes and want to remove it from the page, you can stop the visibility by clicking the Pause icon, as if you were pausing a video.
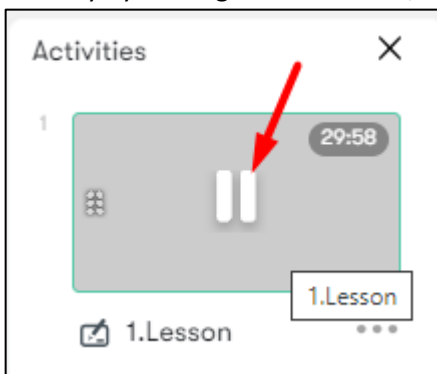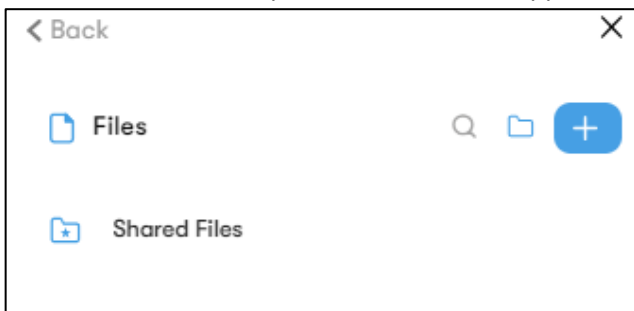

5.1.2. Document Upload

The steps for uploading documents to the virtual classroom for use in class are given below.

a. Click on the Upload Document button.

b. Then click on the blue plus button that will appear.

c. Since only PDF files are uploaded to the system, select your relevant PDF document and click the Open button.
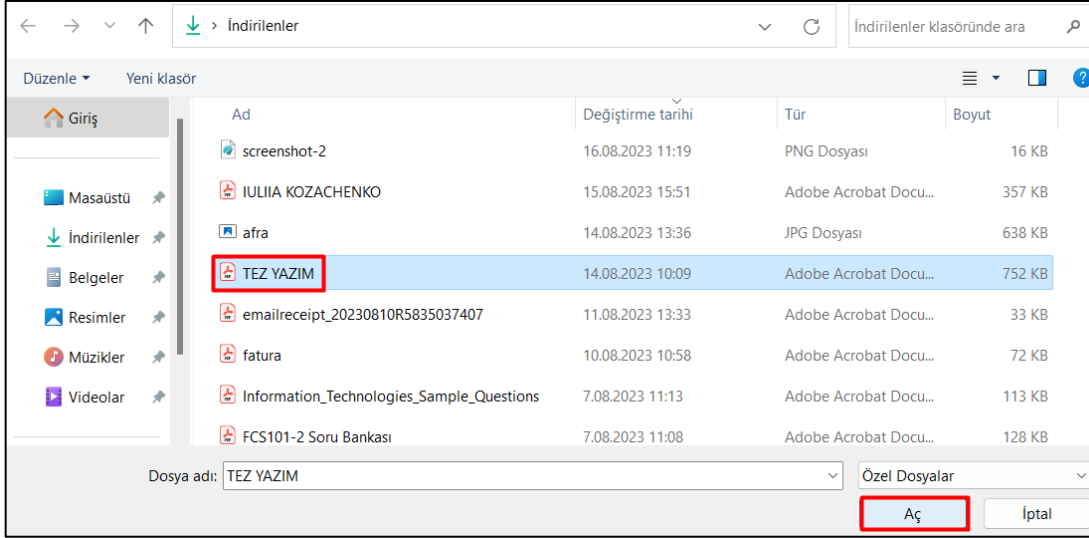
d. Your file has arrived, but click on it to reflect it in the activities section.
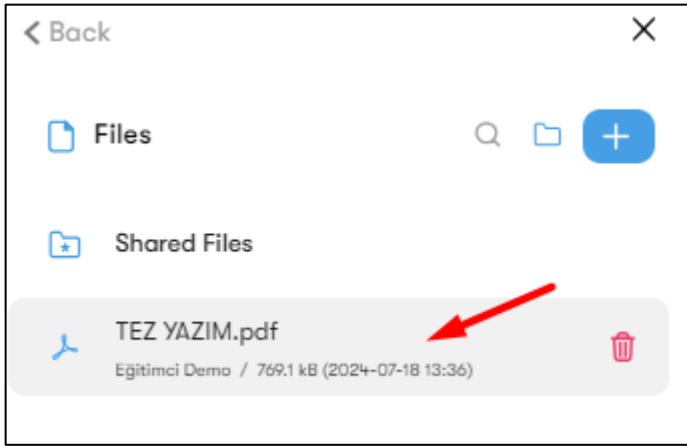
e. Then, you will see that your document has arrived in the activities section.

f. In order for the document to be reflected on the screen, you must activate its visibility by pressing the Play button, as in other activities.
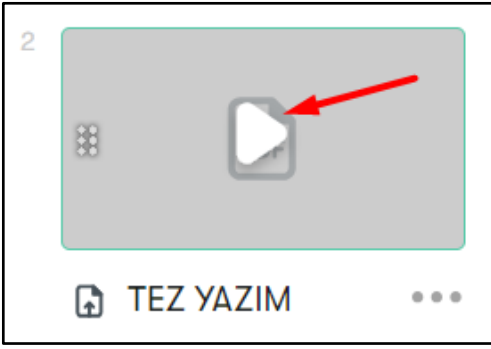
g. In this way, the document is opened to the visibility of students. Also, when the Camera - microphone is on, you can view documents etc. in the system. your activities may take place.
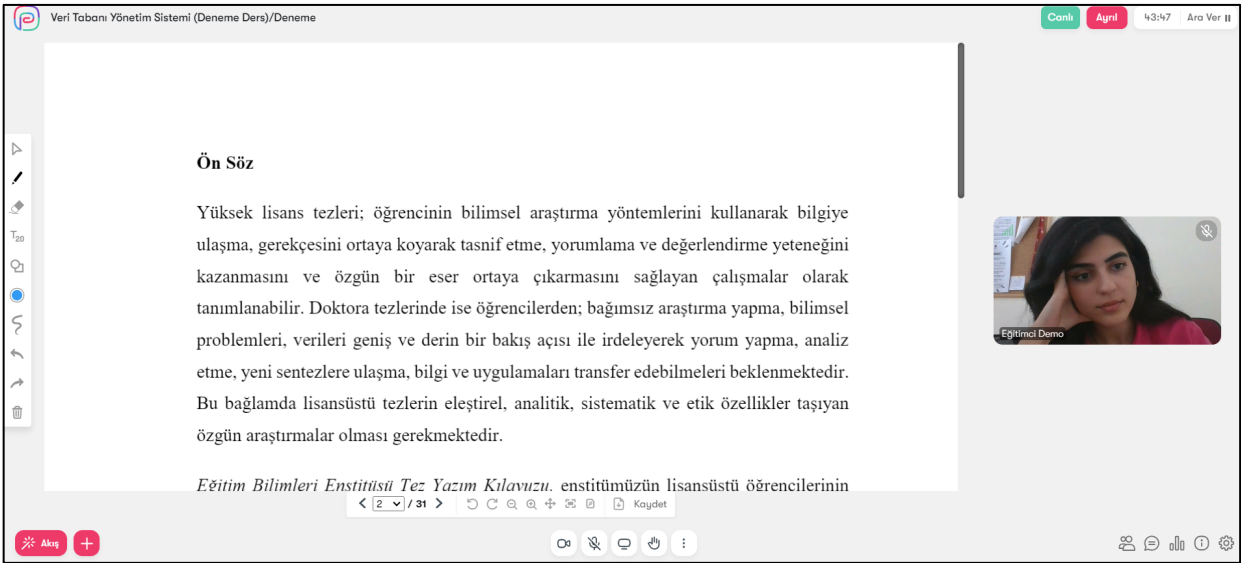
h. the Pause icon on your Thesis writing file in the Activities to remove it from the screen .
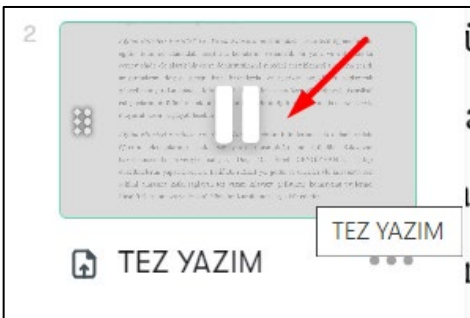
You can only upload a PDF file to the virtual classroom. If you have any, you are expected to convert your Powerpoint presentations to PDF format.

5.2. Videos and Cameras

In this menu, we provide screen sharing, 2nd camera, video sharing and video uploading features to the system.
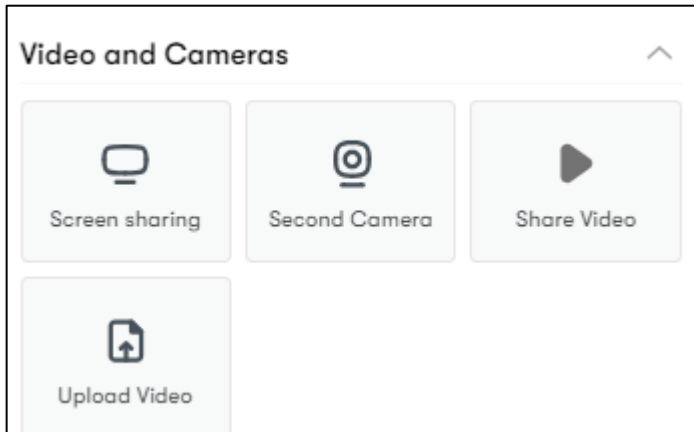
5.2.1. Screen sharing

You can follow the steps below to mirror your computer screen to your students.

a. Click on the Screen Sharing button.
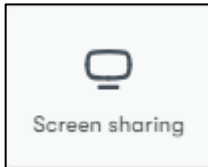
b. Name the activity. If you wish, you can specify your screen sharing duration from the timer section. Then press the Save button.
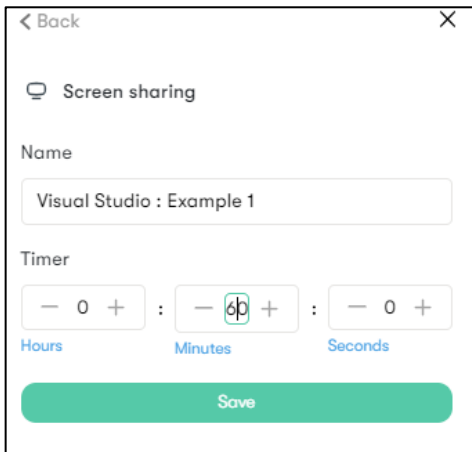

c. If you press the Play button of the activity. Screen sharing options will appear.
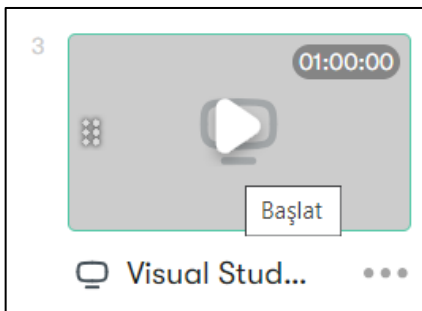
d. If you are going to share a Chrome tab, you can select the relevant Chrome tab. This way, only the relevant Chrome tab will be visible to students. Your other operations on the computer will not be seen.
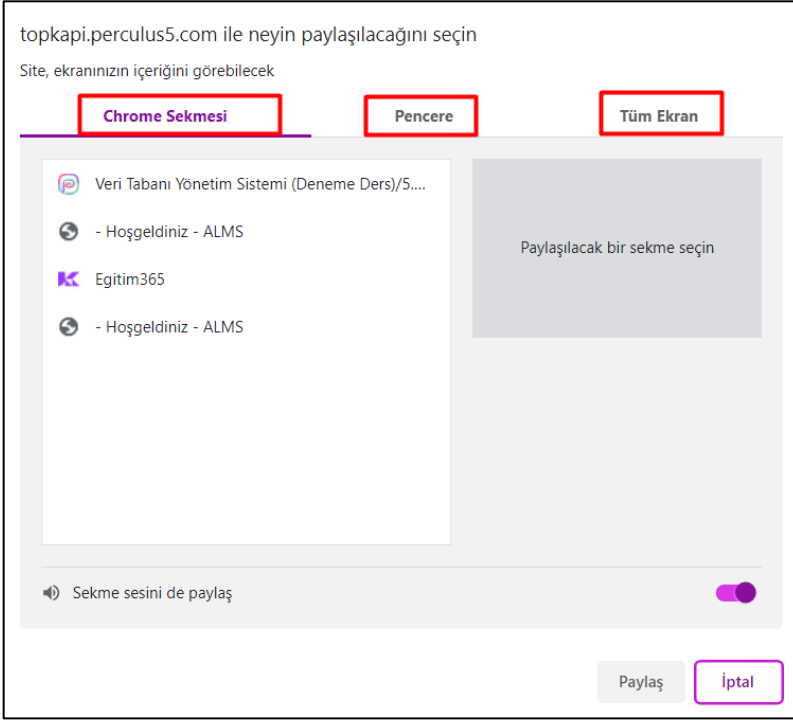
e. To share your entire screen, you need to select your screen from the Whole Screen section. Also, if you want to turn on the system sound, make sure that the ==Share system sound feature is active.== After you are done, click **the Share** button.
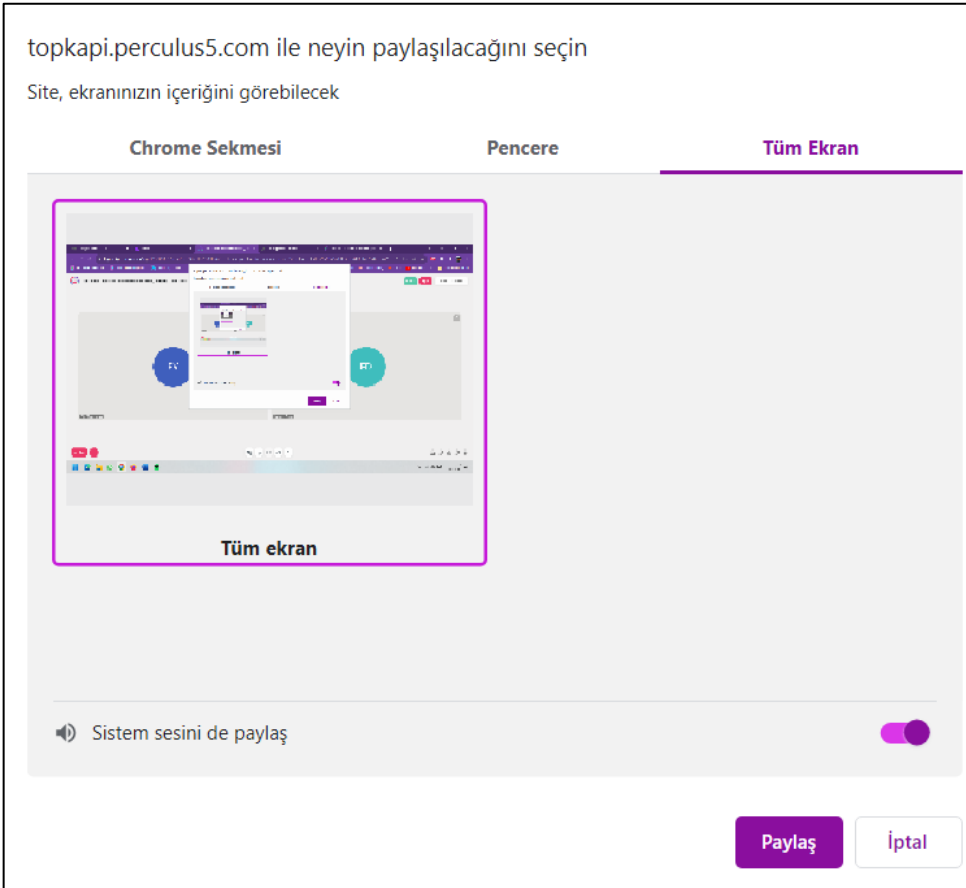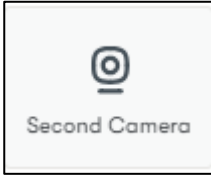
f. Your screen will be shared without any problems. You can stop sharing by clicking Stop Sharing.
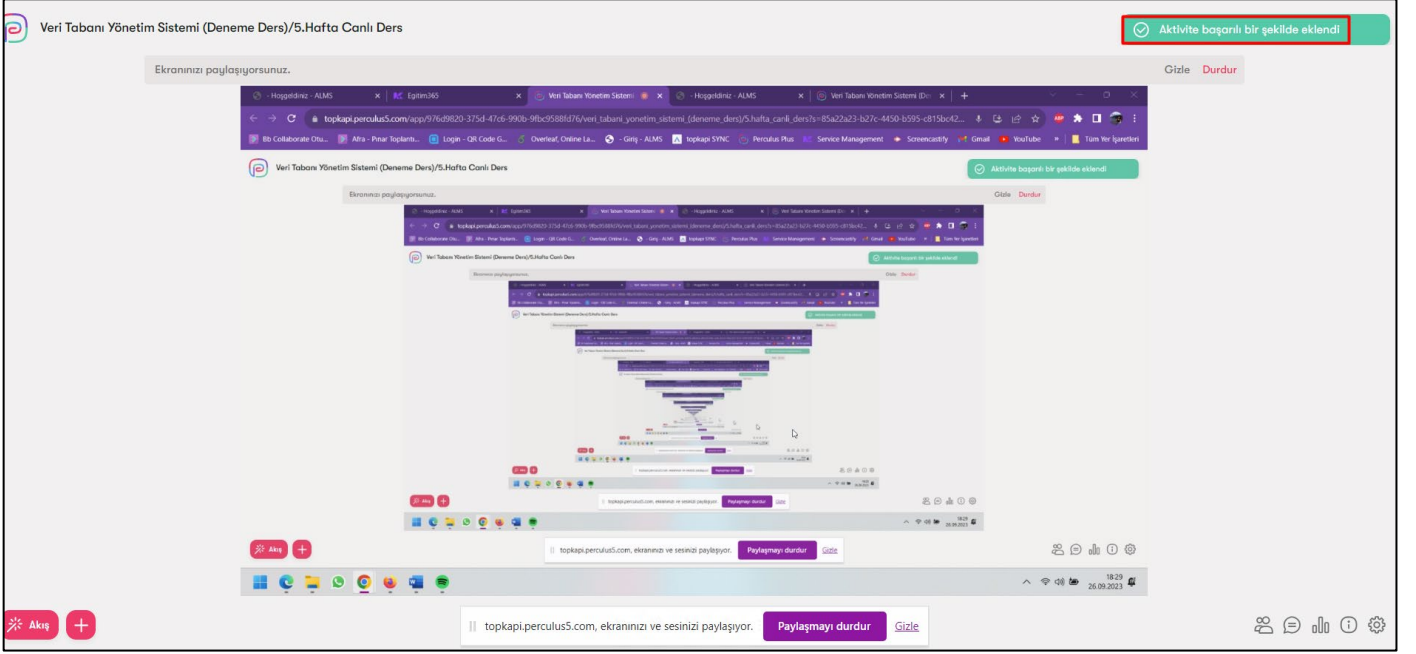
5.2.2. Second Camera

If an external camera is installed on the system, you can benefit from this feature if you are going to use dual cameras in your lesson.

a. 2. Click on the camera icon.

b. Then select your camera and if you wish, you can specify the time the camera stays in the system with the counter.

c. After clicking the Save button, the 2nd Camera activity will appear in the Flow section. From here you can press the Play icon.
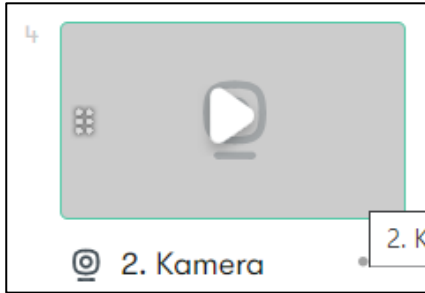
d. the Pause icon to turn off the camera .

5.2.3. Share Video

You can share the video links you will share with your students here. You can follow the steps below

a. Click on the share video button.
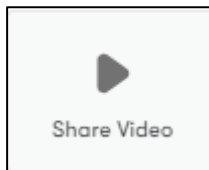
b. You need to enter the URL link of the video you want to share in the Link section. If you wish, you can specify it in the meter section. You can allow or disallow students from changing video settings. Then press the Save button.

c. Then your video will appear in the stream section. Click on the Play icon to make it visible to students.
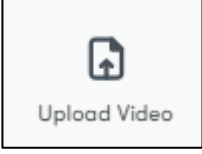

d. Your video will start streaming on the screen.
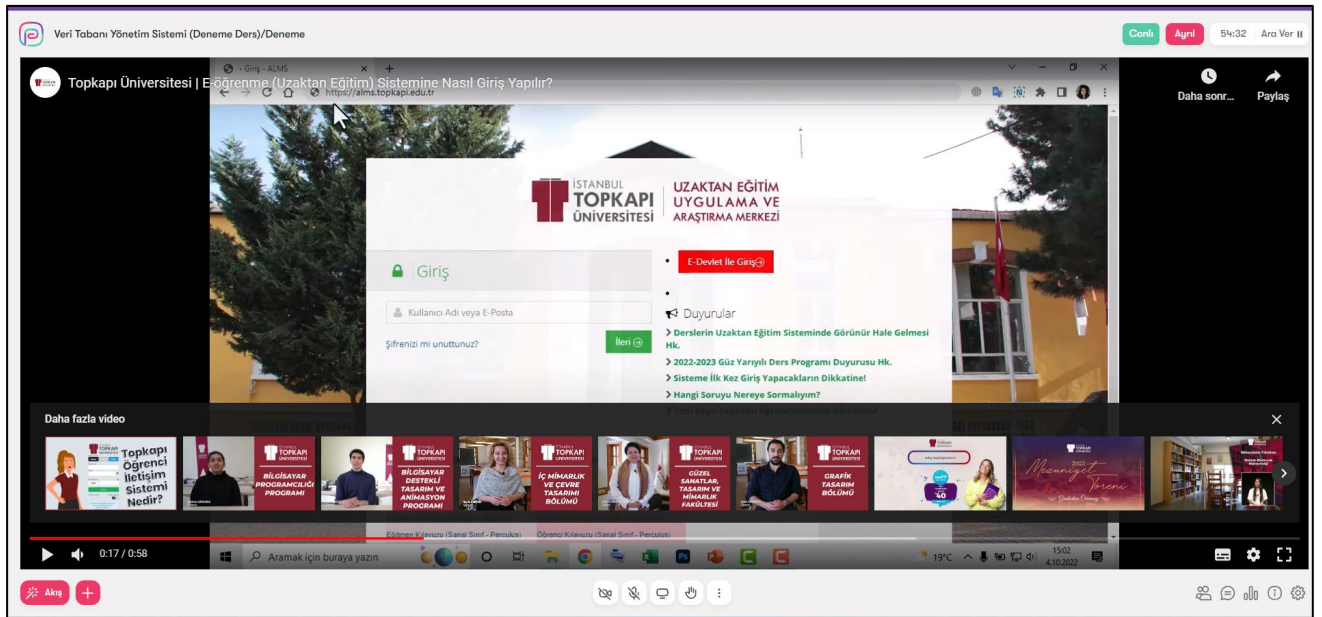
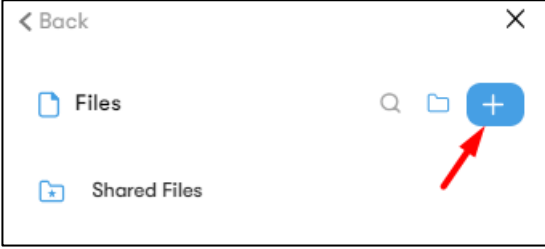e. To remove the video from the screen, you need to press the pause icon from the Stream section.

5.2.4. Upload Video

If you are going to use a video in .mp4 format from your computer in your lesson, you should use this menu. Follow the steps below.
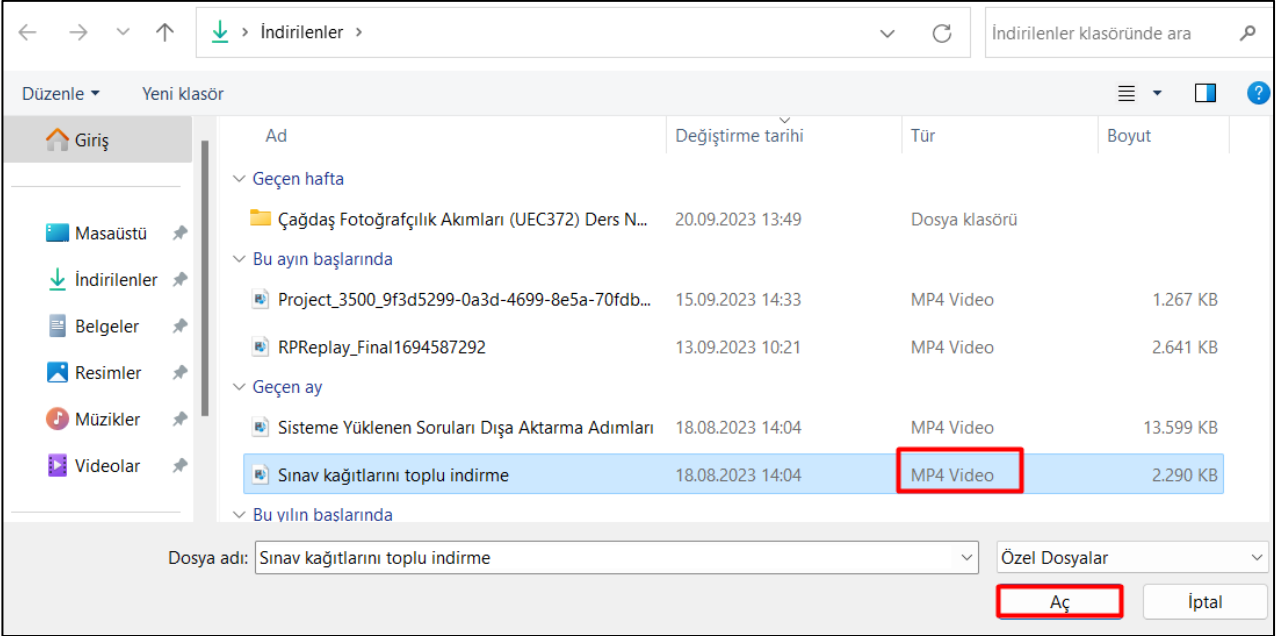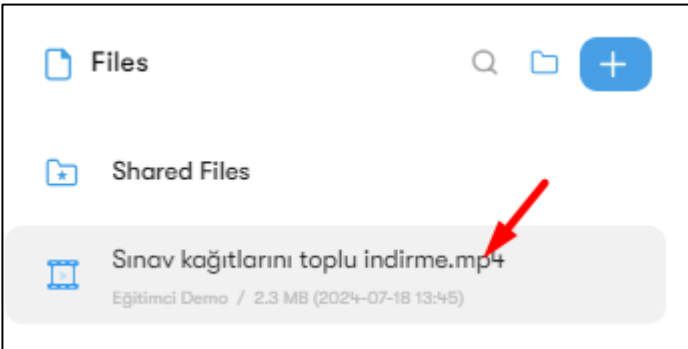
a. Click on the upload video button.

b. Click on the blue plus button to upload a file.

c. Then select the video in .mp4 format that you want to upload to the system. Click the Open button.
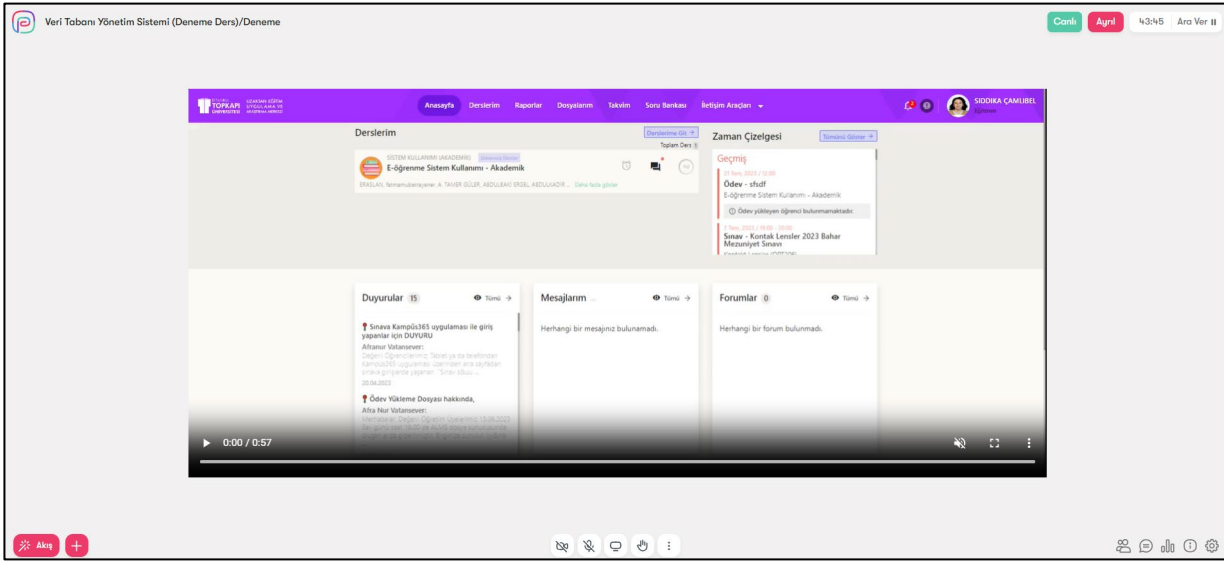

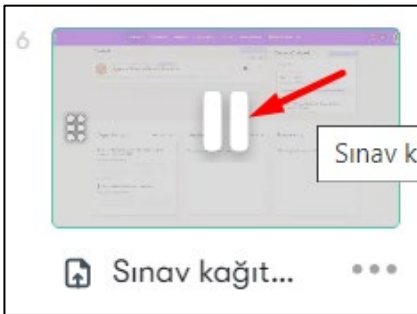d. Click on the video to move the opened video to the Stream section.

e. Click on the Play icon to show the video to the students in the streaming section.
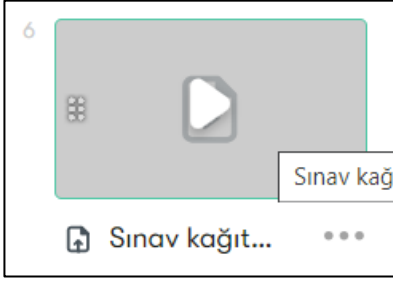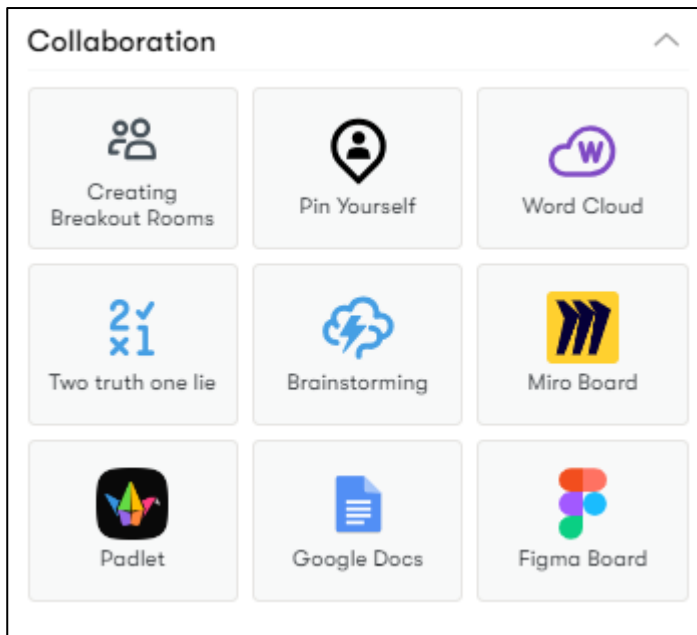

f. The video will be shown to students.

g. After you are done with the video, click on the Pause icon in the Stream section to remove it from the screen.
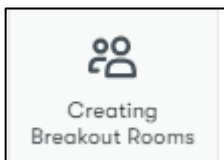
5.3.Collaboration

With the Create Study Groups feature in the collaboration menu, you can create groups among students and carry out studies.

5.3.1.   Create Working Groups

If you are going to work with a group in your lesson, you can use this feature. Collaboration feature Follow the steps below.

a.   Click on the Create Working Groups button.

b.   You can give names to work groups. Then indicate the number of Working groups. Students are distributed equally by dividing the class size by the number of groups.

c. You can choose the group registration option that suits your course. And you can use the Counter section if you wish.
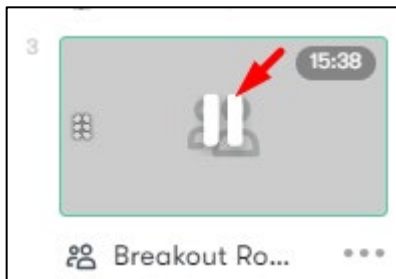

d. You, the instructors, can switch between groups, but students do not have such authority without your permission. Make your selections and click the Save button.

e. Then, the Workgroups activity in the Flow section becomes active when you press the play button. Students are grouped.
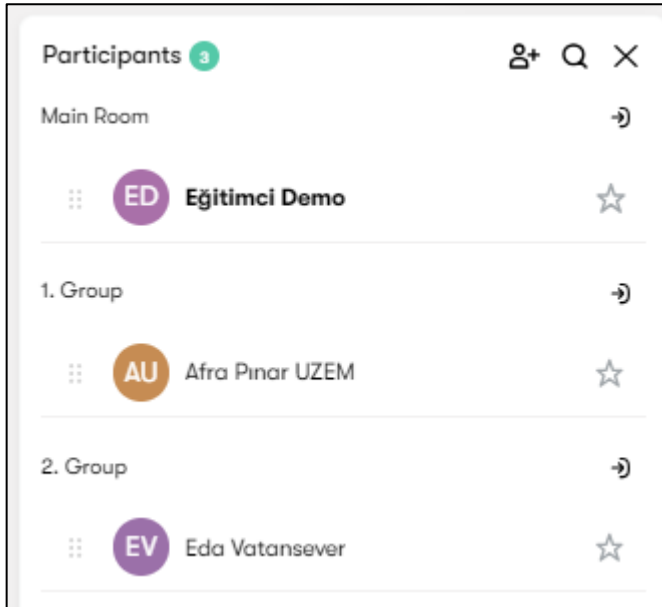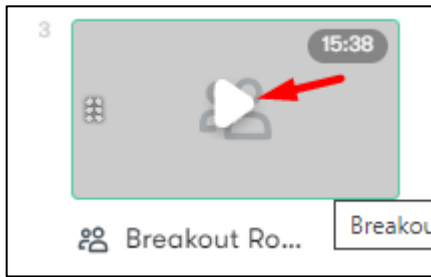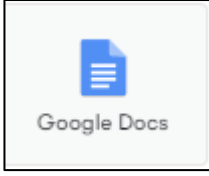

f. the Pause icon on the activity in the Flow section .

5.3.2. Google Docs

You can share your work with your students by getting the sharing code of the file you will work on with your students from Google documents. You can do this exercise with your students during class.

a. Click on the Google Docs button.

b. Write the name of the activity. Then specify the URL sharing code. After setting the duration, click the Save button.

c. You will see that the activity comes to the flow menu. Press the Play button to appear on the screen.
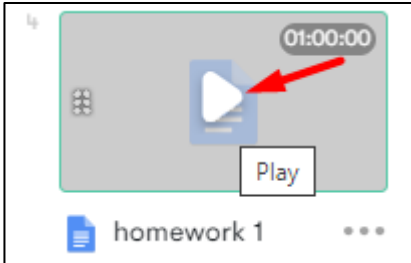
d. Your document will appear on the screen and you will be able to watch your lesson along with your lecture.

e. To stop it, you need to press the pause button on it again.
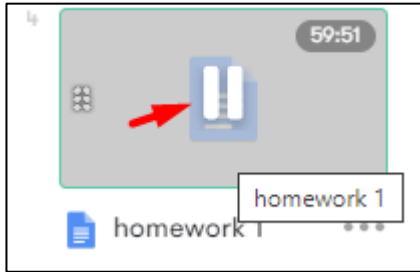
5.3.3. Pin Yourself

If you want to use the world map in your lesson, you can explore this feature.

a. Click on the map pinning button.

b. Make naming and counter settings and click the Save button.

c. Then the World map will open on your screen.

5.3.4. Word Cloud

It is a feature where you can perform word games where you can suddenly ask questions to your students. You can explore it to use in your lesson.
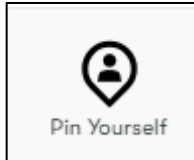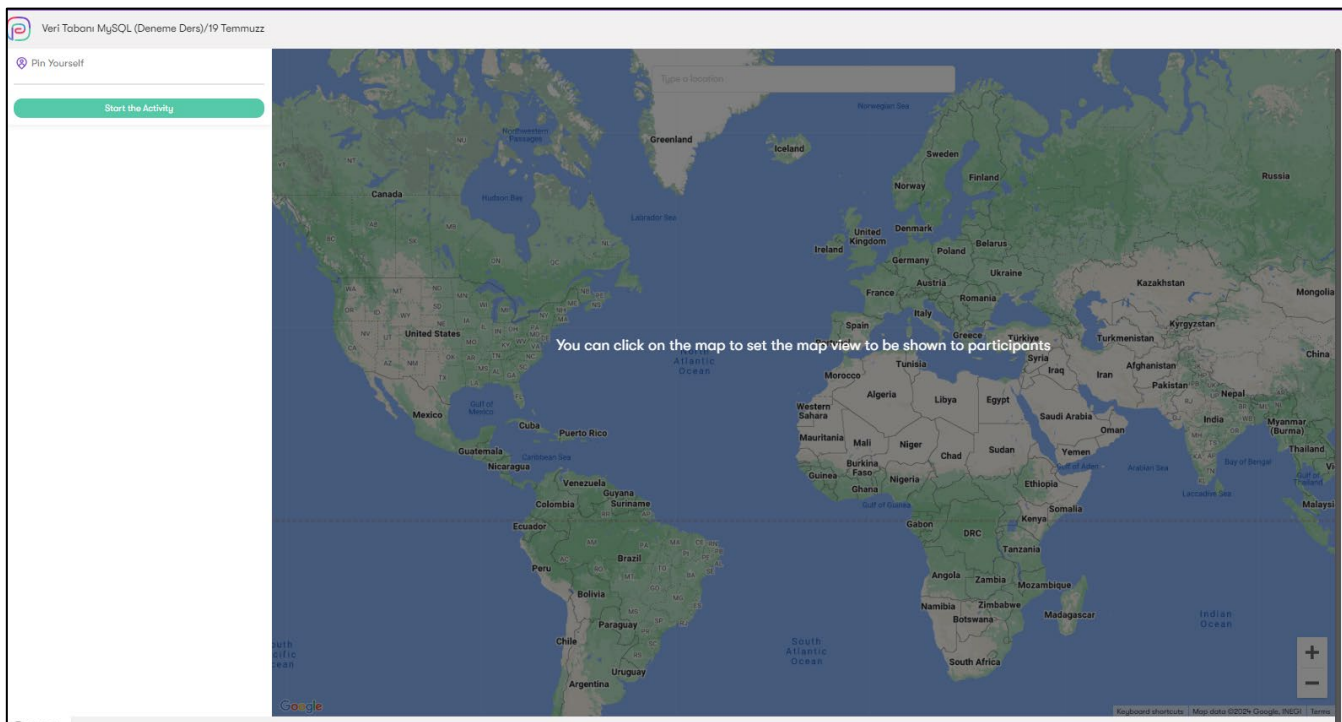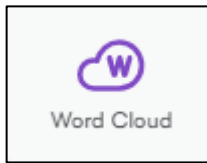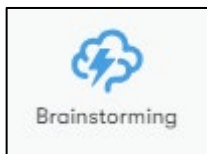

5.3.5. Two Truth one lie

It is a feature you can use when you want to play word games with your students. If you want to use it in your lesson, you can simply explore it.

5.3.6. Brainstorming

If you want to brainstorm on certain topics with your students, you can check it out.

5.3.7. Miro Board

Miro; You can carry out your work individually or as a team, share and manage your works, ideas and projects in the digital environment, using tools such as pen-paper, post-it notes and rulers; It is also a platform that offers messaging and video calling. If you want to use this platform with your students in class, you can check it out.
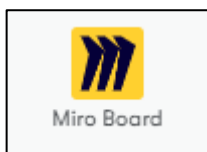
5.3.8. Padlet

You can review the Padlet application with your students in class to create a collaborative work.
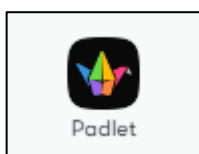
5.3.9. Figma Board

You can examine the Figma application to create a joint work with your students in the lesson.
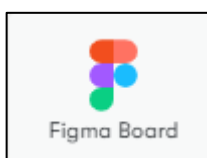
5.4.Assessment

The assessment menu is designed for you to use the system interactively. This is the section designed for you to ask instant questions.
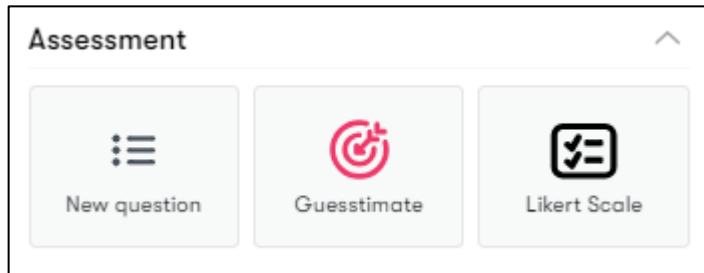
5.4.1. New Question

Follow the steps below to create an interactive question.

a. Click on the new question button.
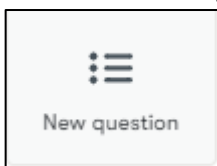
b. If there is a question pool available, you can directly select your question. But to add a question, click on the Blue plus button.
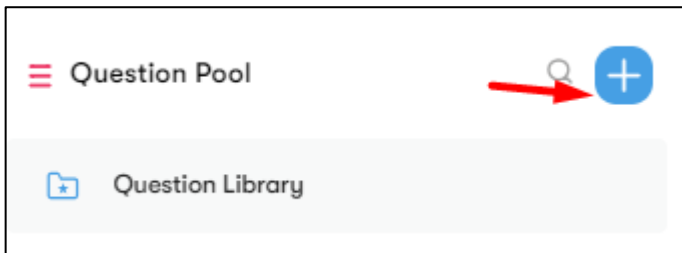
c.   Then select the style of question you want to add.

d.   For a multiple choice question, enter your question text, enter your options and make sure there is a green tick next to the correct option. For multiple choice, there should be a green tick next to the correct answers.

e. For short answer questions, the question text and the answer are written.

Select question type ⌄

Question Text

What is the capital of Turkey?

Character limit

6 ⬍

(Maximum number of characters for a response. Up to 5000 characters can be entered.)

Additional Description (Optional)

Ankara

f. If your question consists of images, you can add an image. It is also useful to make the problem visible on the screen and indicate it. If you have completed your transactions, click the Add to session button.

Picture (Optional)

Add a Picture

Supported Files: JPG, PNG, GIF

Add a Picture

(Displayed above the question text)

Timer

− 0 + : − 20 + : − 0 +

Hours   Minutes   Seconds

Add Question to Session
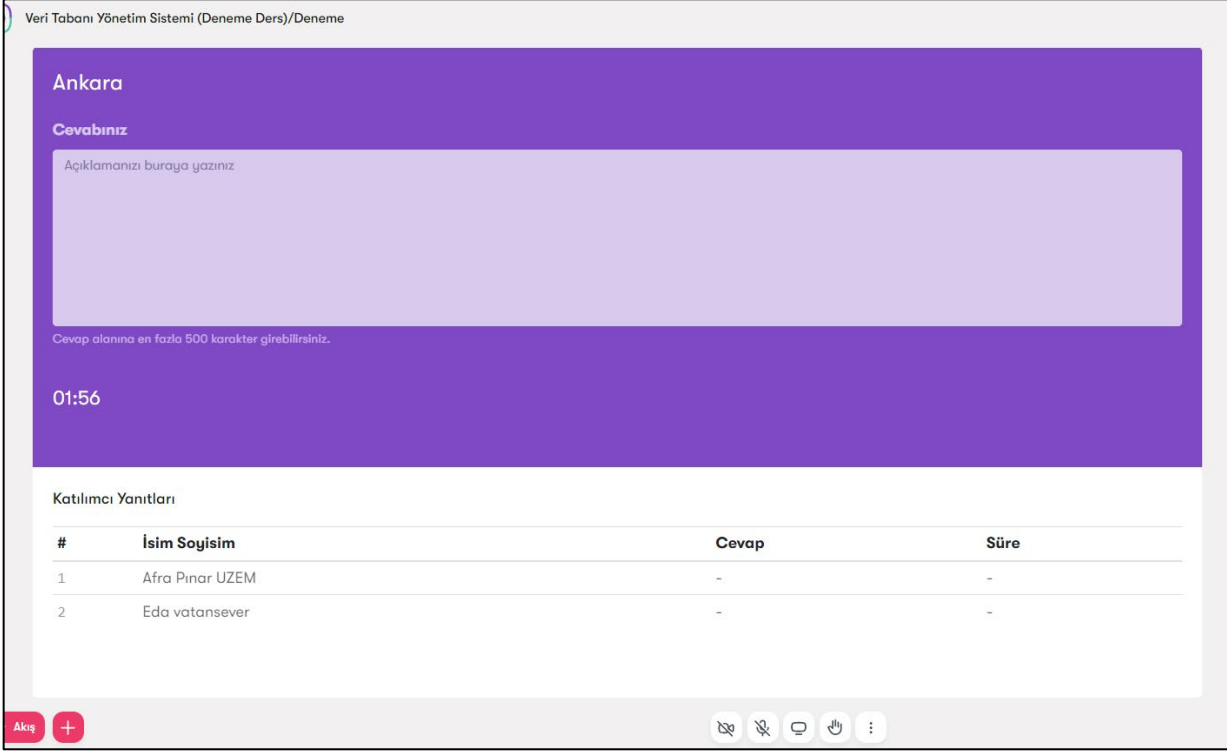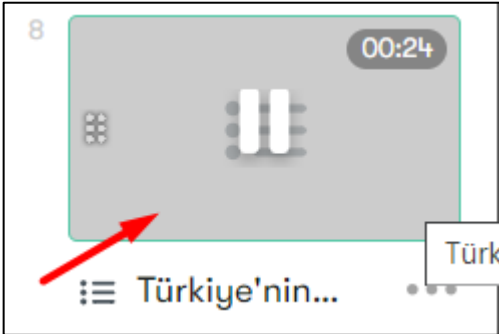
Cancel

g. Click the Play icon on the activity to publish the questions.

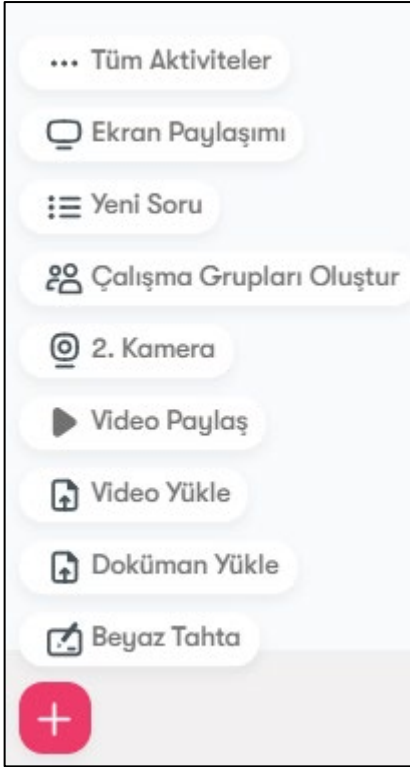h. The question is then broadcast to the students and they are expected to answer it within 2 minutes.

i. After the question is answered, click the Pause icon on the activity in the Flow to remove it from the quiz screens.

6. Adding Activities to the System from Shortcut Menu

After clicking the Red plus button next to the Stream menu, it offers you a menu with frequently used features.

- ••• Tüm Aktiviteler
- Ekran Paylaşımı
- Yeni Soru
- Çalışma Grupları Oluştur
- 2. Kamera
- Video Paylaş
- Video Yükle
- Doküman Yükle
- Beyaz Tahta

a. After clicking on the Screen Sharing feature, the same operations follow 5.2.1. It is explained in the Appendix r an Sharing section.

b. After clicking on the new question feature, the same operations follow 5.4.1. It is explained in the New Question section.

c. After clicking on the feature of creating Working Groups, the same operations are performed in 5.3.1. Described in the Create Workgroups section.

d. 2. After clicking on the camera feature, follow the same steps as 5.2.2. It is explained in the Second Camera section.

e. After clicking on the Share Video feature, the same operations follow 5.2.3. It is explained in the Share Video section.

f. After clicking on the Upload Video feature, the same operations are performed in 5.2.4. It is explained in the Upload Video section.

g. After clicking on the Upload Document feature, the same operations are carried out in step 5. 1 . 2 . It is explained in the Document Upload section.

h. After clicking on the Whiteboard feature, the same operations 5. 1 .1. It is explained in the Adding to a Whiteboard section.

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THANK YOU FOR REVIEWING THE GUIDE.

IF YOU ARE UNDERSTANDING OR HAVING A PROBLEM,
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