

Class Engagement Tool

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INSTRUCTOR DOCUMENTATION

Engage your classroom through KHP's classroom engagement tool. Used by *INSTRUCTORS* and *STUDENTS* in both online and classroom environments, KHP's class engagement tool (CET) is a more cost-effective, reliable, and secure alternative to other options on the market. The CET instantly transforms any smart device into a multi-purpose class companion that lets *STUDENTS* follow along with lecture slides and promotes *STUDENT* participation. It has all the functionalities you have come to expect from a classroom app:

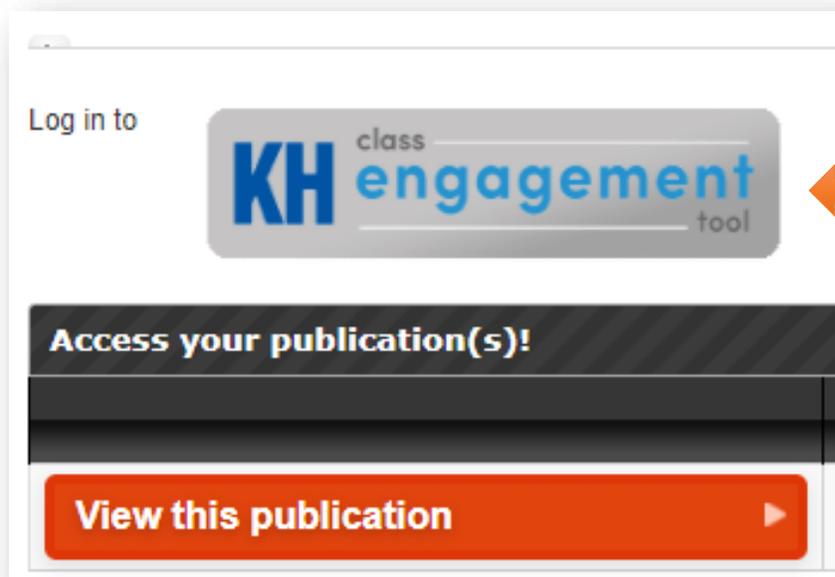
- thought-provoking class polls
- live quizzes
- opportunities for *STUDENTS* to ask questions in real-time
- audio-video capture

The CET lets *INSTRUCTORS* track attendance more accurately by leveraging a combination of GPS and Wi-Fi technology, which closes the loopholes that allow *STUDENTS* to participate when they are not present. Attendance is automatically tracked as *STUDENTS* access the tool's lecture session. Attendance reports can be viewed and exported, or if you're using a KHP publication via www.KHPcontent.com, the attendance will automatically feed into your grade book.

LOGIN

Accounts can sync with existing KHP publications or operate as a stand-alone through the CET.

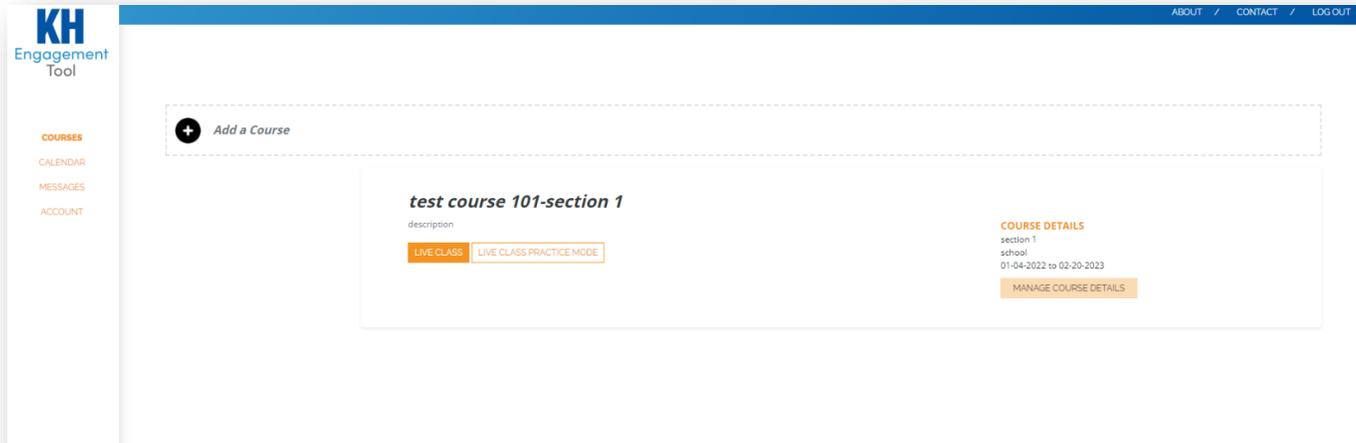
Existing users can either login to their publication at www.KHPcontent.com, and select the "Login to Class Engagement Tool" button or login to their (synced) account directly through www.KHPengagement.com.





INSTRUCTOR DASHBOARD

The dashboard allows the *INSTRUCTOR* quick access to the Manage, Live Class Practice Mode and Live Class engagement functionality, material, and events. The left-hand navigation is for major components such as viewing all your Engagement *COURSES*, viewing the Course *CALENDAR*, send bulk *MESSAGES* to the *STUDENTS*, and viewing your *ACCOUNT*. “Add a Course” takes you to complete a form where you will be contacted by one of the KHP staff to setup a new course.



LIVE CLASS is where the *INSTRUCTOR* goes to access and present the in-class materials to the *STUDENTS*. The *INSTRUCTOR* will select a presentation to load and broadcast to *STUDENTS* in attendance. No need for a projector for your classroom presentation!

LIVE CLASS PRACTICE MODE provides *INSTRUCTOR(S)* the ability to practice or play in the environment to get familiar with running a *LIVE CLASS*, without affecting class dates, *STUDENT* attendance, and after-class files.

MANAGE COURSE DETAILS is where the *INSTRUCTOR* will setup course dates for attendance, upload presentations, capture video and/or audio, add notes, documents, polls, and access reports.

MANAGE: CLASS DATES

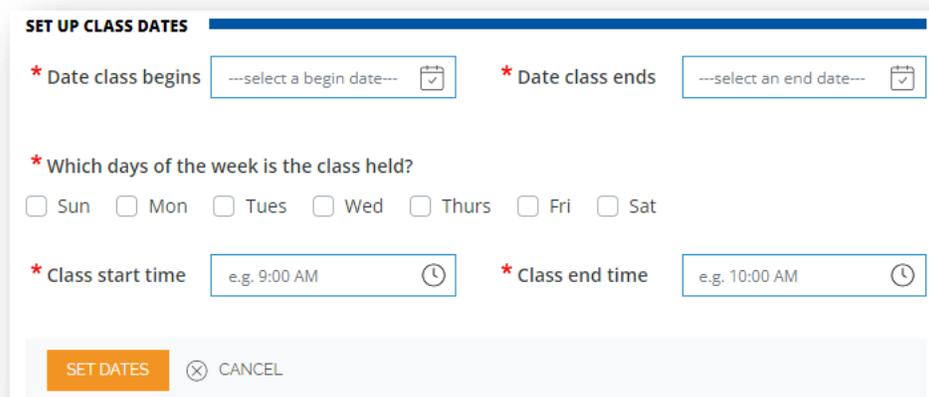
To take ATTENDANCE, the class dates will need to be entered into the system by following 3 steps:

Step 1: Add each beginning and ending date for the academic term.

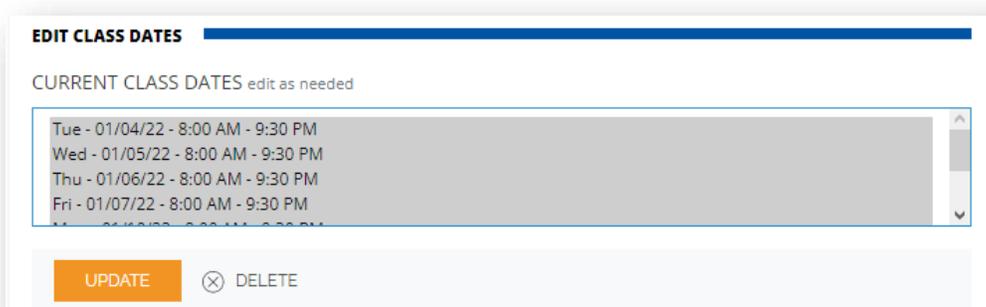
Step 2: Add the days of the week the classes are held.

Step 3: Add the start and end times of the classes, and click the button [**SET DATES**].

Step 4: After verifying the appropriate dates are displayed, click the button [**UPDATE**].



Editing or Removing the CLASS DATES are now added to the right column. If you need to edit or remove class sessions, you can select single (or multiple) entries. Simply highlight and delete the dates as appropriate. When you're done, select the [**UPDATE**] button.



After the [**UPDATE**] button has been executed, the CLASS DATES will be loaded at the bottom of the page individually. Should you need to remove a class date, you can still do so at the bottom of the page.

If you need to add a custom set of dates, simply go through Steps 1-3 again, add to the CLASS DATES, and click the [**UPDATE**] button.

MANAGE: ATTENDANCE

ATTENDANCE reports are based on the CLASS DATES you previously entered in the system.

The *INSTRUCTOR* can set the attendance policy which will record the *STUDENTS* as attending the LIVE CLASS. It defaults to “Any Distance” meaning if a *STUDENT* is online in LIVE CLASS when the teacher is holding LIVE CLASS, then they are marked as attending. The other options 20m and 50m will restrict *STUDENT* attendance to be within that limit of the *INSTRUCTOR* based upon GPS and network proximity. If the *STUDENT* does not meet the attendance criteria, then a KEY is required for them to attend. The KEY is uniquely generated each time a LIVE CLASS begins.

RECORD STUDENT ATTENDANCE--SELECT DISTANCE

20 Meters (65 ft)
 50 Meters (165 ft)
 Any Distance

SELECT

SELECT ATTENDANCE DATES

Select student(s)

* Start date
* End date

VIEW REPORT

To view the ATTENDANCE REPORTS, simply fill out the search requirements. Select the appropriate *STUDENT(S)*, the start and end date range, and then click [**VIEW REPORT**].

Please note - the percentage is based- on the range selected for the report.

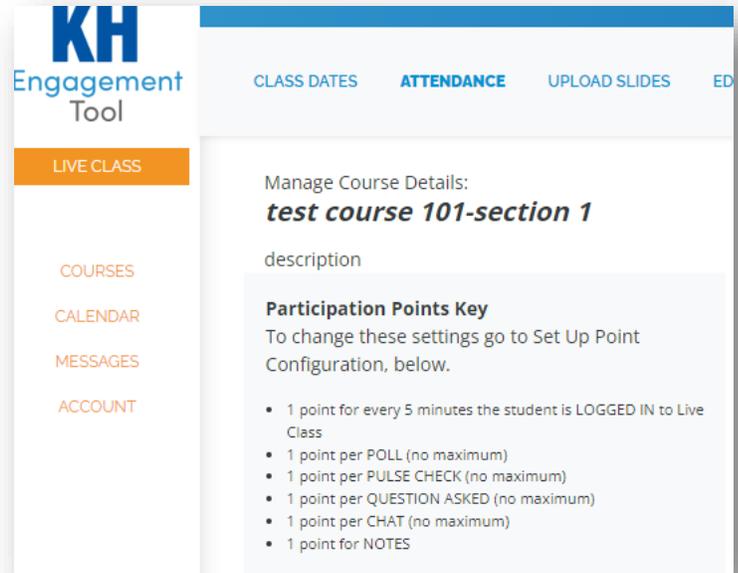
If you wish to save the report results, click the [**DOWNLOAD**] button to export a CSV (comma separated value for Excel) file.

STUDENT PARTICIPATION POINTS

The purpose of this feature is to help *INSTRUCTORS* better identify the *STUDENTS* that are “engaged” in the LIVE CLASS. *STUDENTS* will be rewarded a certain number of points based off of things they participate in.

The Participation Points are configurable by the *INSTRUCTOR* on the Attendance page and will start with the following default configuration:

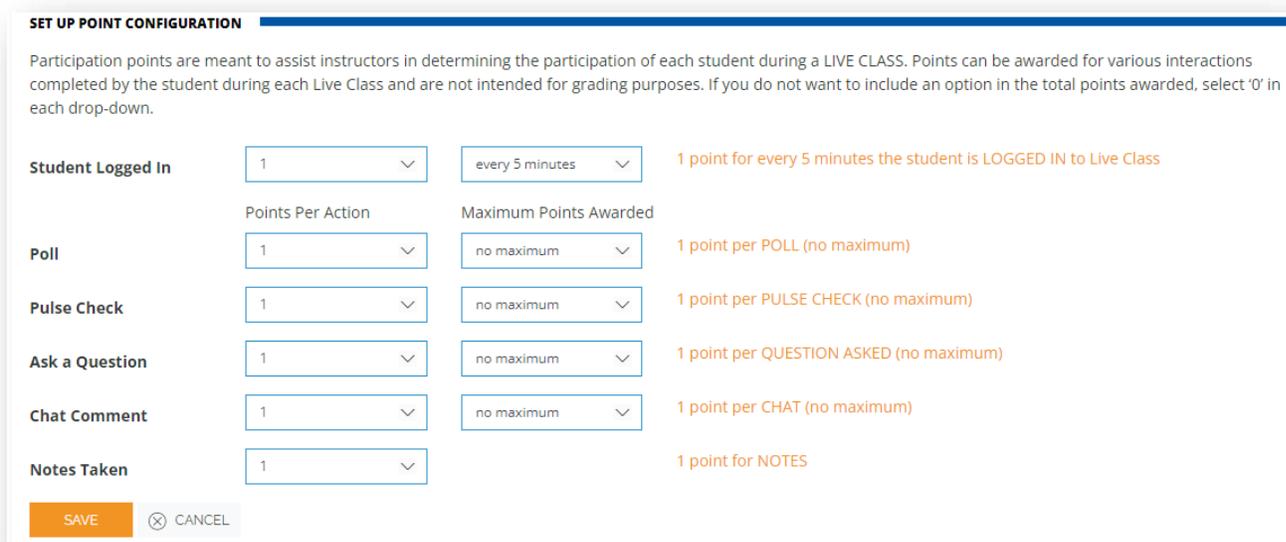
- 1 pt for every 5 minutes the *STUDENTS* is logged into class
- 1 pt for every poll or pulse check that the *INSTRUCTOR* initiates during LIVE CLASS
- 1 pt for asking a question (1 pt max)
- 1 pt for participating in chat (1 pt max)
- 1 pt for recording their notes (1 pt max)



The PARTICIPATION POINTS KEY box will always display what the current configuration settings are, based on what the *INSTRUCTOR* has selected.

INSTRUCTOR will use the SET UP POINT CONFIGURATION section to modify the points. If the *INSTRUCTOR* wants to change the point calculation from one LIVE CLASS to the next, they need to modify the configuration before each LIVE CLASS.

If an *INSTRUCTOR* does not want to award points, they need to change all of the point values to ZERO.



The 'SET UP POINT CONFIGURATION' form allows instructors to set point values for various student actions. The form includes a table with columns for the action, points per action, maximum points awarded, and a description of the point value.

Action	Points Per Action	Maximum Points Awarded	Description
Student Logged In	1	every 5 minutes	1 point for every 5 minutes the student is LOGGED IN to Live Class
Poll	1	no maximum	1 point per POLL (no maximum)
Pulse Check	1	no maximum	1 point per PULSE CHECK (no maximum)
Ask a Question	1	no maximum	1 point per QUESTION ASKED (no maximum)
Chat Comment	1	no maximum	1 point per CHAT (no maximum)
Notes Taken	1		1 point for NOTES

At the bottom of the form, there are 'SAVE' and 'CANCEL' buttons.

ATTENDANCE REPORT

Each *STUDENT'S* points are calculated and will display in the ATTENDANCE REPORT after the LIVE CLASS has ended. An average number of points will also display in the TOTAL column. Note: *STUDENTS* will not see points on their Attendance report.

These points are not graded or recorded anywhere besides the Attendance page within CET.

The downloadable copy of the report does not include *STUDENT* participation points.

SELECT ATTENDANCE DATES

Select student(s)

* Start date * End date

ATTENDANCE REPORT

STUDENTS	TOTAL	JAN 04	JAN 05	JAN 06	JAN 07	JAN 10	JAN 11	JAN 12
1, test student	100% (1 avg)	YES (1 pts)	No Class					

UPLOAD PRESENTATION SLIDES

* Course(s) associated

test course 101-section 1

* Upload slides

* Presentation title

* Make slides available after class?

- Yes, to all students
 Yes, only to students in attendance
 No, do not make slides available after class

* Make teacher notes available to students?

- Yes, allow students to view teacher notes
 No, do not allow students to view teacher notes

Presentation Description

MANAGE: UPLOAD SLIDES

Here *INSTRUCTORS* upload their presentations and related files.

The files must be uploaded prior to displaying the presentation in a LIVE CLASS.

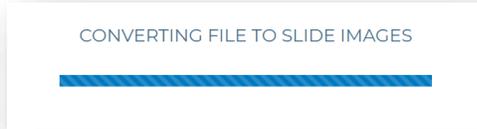
To upload presentations for class, start by selecting the course(s).

Next, upload the class presentation PowerPoint or PDF file.

A Presentation Title is added so it can be correctly identified in the LIVE CLASS.

Next, select your preference if you want the presentation slides to be made available to the *STUDENTS* after the LIVE CLASS.

Click the [**SAVE**] button to upload the file and convert the presentation to IMAGES.



COURSE FILES

INSTRUCTORS have the option to add files for *STUDENTS* to view. This is located towards the bottom of the **UPLOAD SLIDES** page. To save time, the *INSTRUCTOR* can upload the same file to multiple courses at the same time. Files added will be made available to the *STUDENTS* immediately upon upload. The files can also be removed from this same area through selecting the file that was uploaded and then choosing the action to remove the selected files with the **[GO]** button.

UPLOAD COURSE FILES

* Course(s) associated

test course 101-section 1

* Upload files

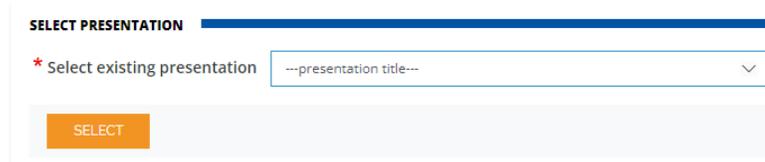
Course Files

UPLOAD DATE	COURSE FILES
No files uploaded.	

MANAGE: EDIT SLIDES

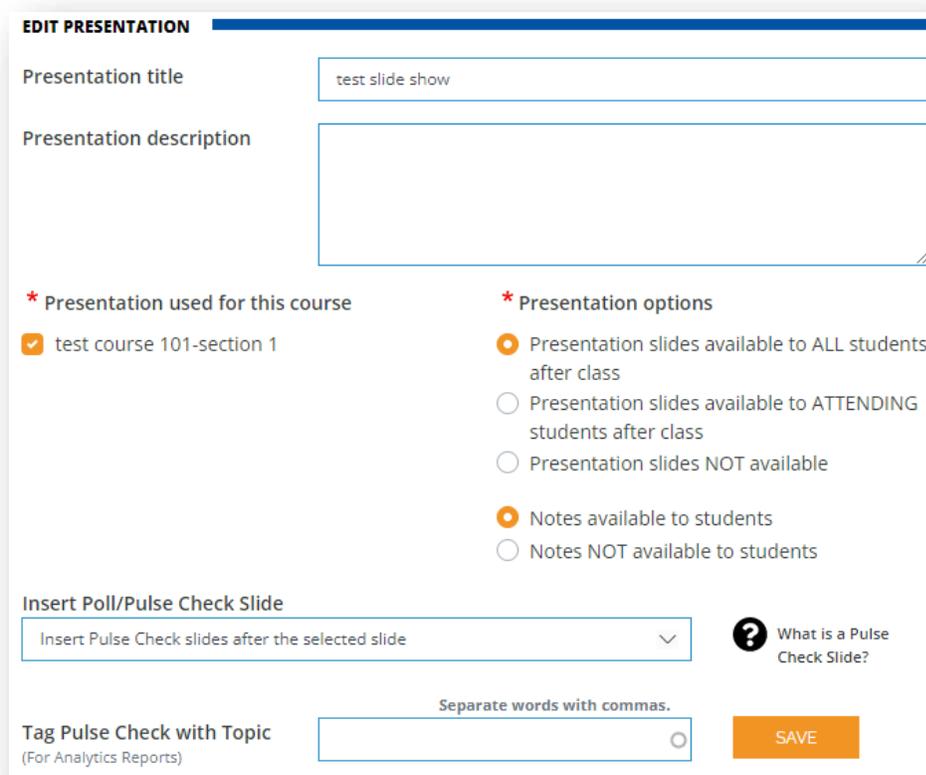
The *INSTRUCTOR* can adjust the presentation order, add notes, or insert a comprehension slide.

To preview a presentation, select an uploaded presentation from the drop-down list and then use the [**SELECT**] button.



EDIT PRESENTATION OPTIONS

Edits can be made to the Title, Description, Which Courses, and Options to *STUDENTS*.



The Presentation Options for *STUDENTS*, and how to adjust which course the file is to be associated.

The [**SAVE**] button will adjust the presentation slide options for the *STUDENTS'* access.

EDIT PRESENTATION ORDER

The *INSTRUCTOR* can re-order the slides in the deck by clicking on a slide so it will highlight in a red/orange color and then allow the *INSTRUCTOR* to click and drag that slide to a different location in the presentation (presents from left to right, top-down.) If there is a slide that the *INSTRUCTOR* does not wish to keep, there is a drop-down action area with the “REMOVE SELECTED”. Selecting a slide (or multiple) and then clicking the [GO] button will execute the action to remove any selected slides from the presentation.

Insert Pulse Check slides after the selected slide ▼ SAVE

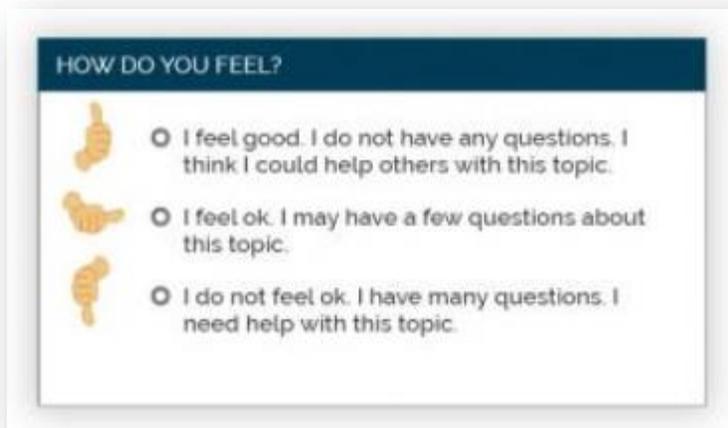
? What is a Pulse Check Slide?

The screenshot shows a presentation editor interface. At the top, there is a dropdown menu with the text "Insert Pulse Check slides after the selected slide" and a "SAVE" button. Below this is a question mark icon and the text "What is a Pulse Check Slide?". The main area contains a grid of 20 slide thumbnails, each with a title and a small preview image. The slides are organized into rows and columns, covering various chemistry topics such as Matter, Solids, Liquids, Gases, Elements, Compounds, and Molecules. At the bottom of the interface, there are three buttons: "SAVE", "PREVIEW", and "DELETE".

The blue [SAVE] button toward the bottom of the page will save changes made to the presentation notes and any adjustments to the slides.

INSERT PULSE CHECK SLIDE

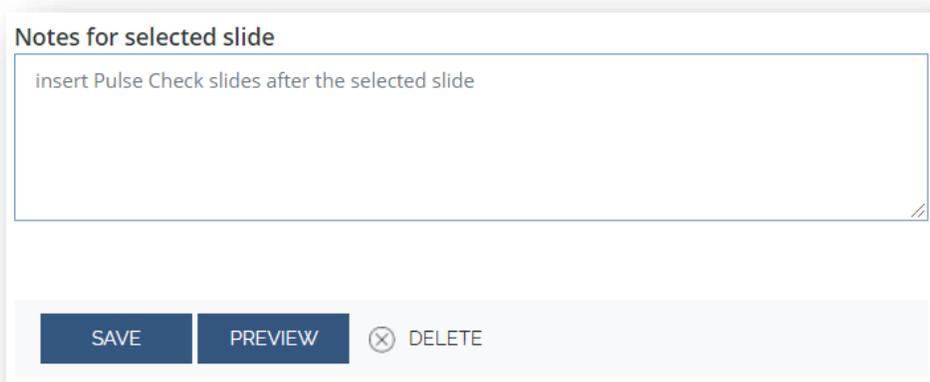
The *INSTRUCTOR* can insert a special action slide that asks *STUDENTS*, “HOW DO YOU FEEL?” This allows the *INSTRUCTOR* to gauge their comfort and comprehension about a topic. A PULSE CHECK slide takes a quick *STUDENTS* poll and provides feedback to the *INSTRUCTOR*. To insert the slide, choose “Insert Pulse Check slides after the selected slide” in the drop-down. Then select a slide where the instructor will want the action to execute. The [**Go**] button will then add that action slide to the presentation and then [**SAVE**] and reload the page showing this new slide.



The feedback is provided in real-time to the *INSTRUCTOR* in the LIVE CLASS. If a *STUDENTS* responds negatively, they do have an option to provide a question on what they do not comprehend.

EDIT PRESENTATION NOTES

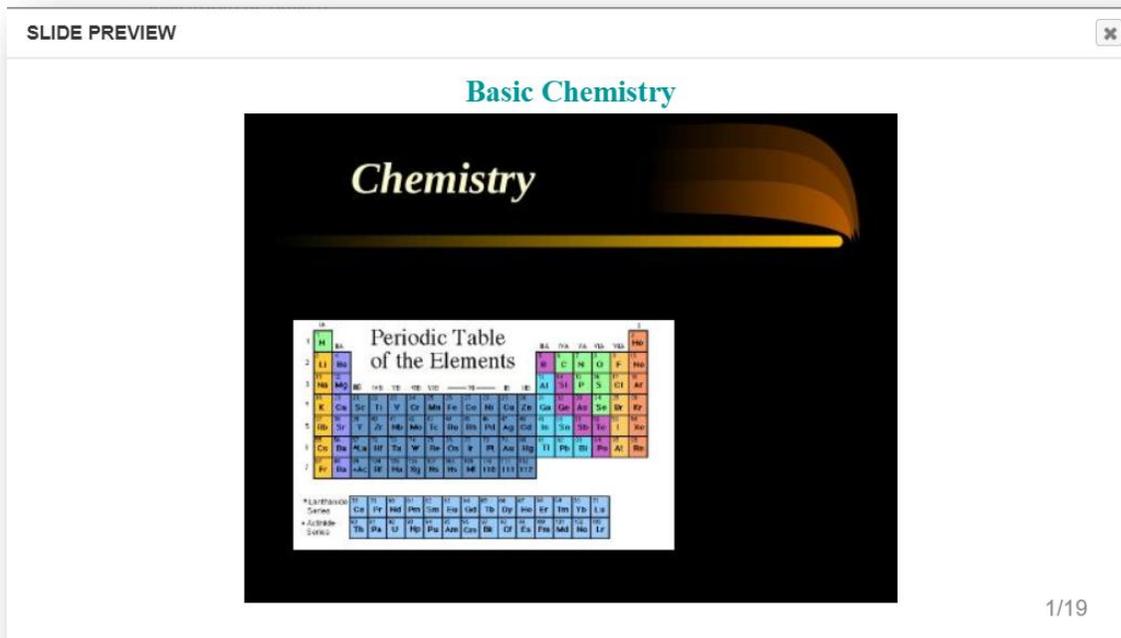
The *INSTRUCTOR* can select a specific slide if they wish to add notes for their purpose during the LIVE CLASS. These notes will be displayed for the *INSTRUCTOR* to use as a reference on the *INSTRUCTOR'S* screen.



The blue [**SAVE**] button toward the bottom of the page will save changes made to the presentation notes and any adjustments to the slides.

PREVIEW PRESENTATION

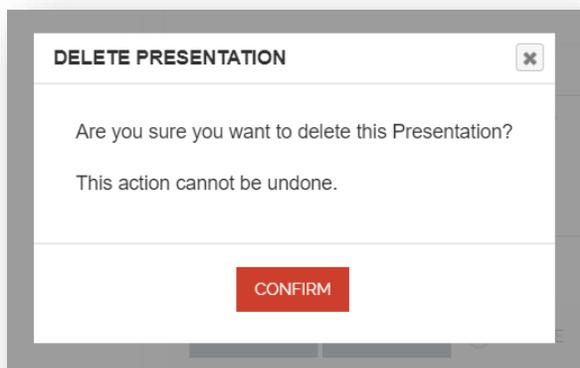
After making adjustments to the file, the *INSTRUCTOR* can use the [**PREVIEW**] button to display a pop-up window of the presentation that would be displayed to the *STUDENTS*.



The bottom right-hand corner of the presentation slide will show the current slide number / total number of slides. To navigate forward (right arrow key) or backward (left arrow key) or use the mouse to click on the left or right side of the slide. The [**X**] button in the top right corner or hitting the ESC key will close the presentation.

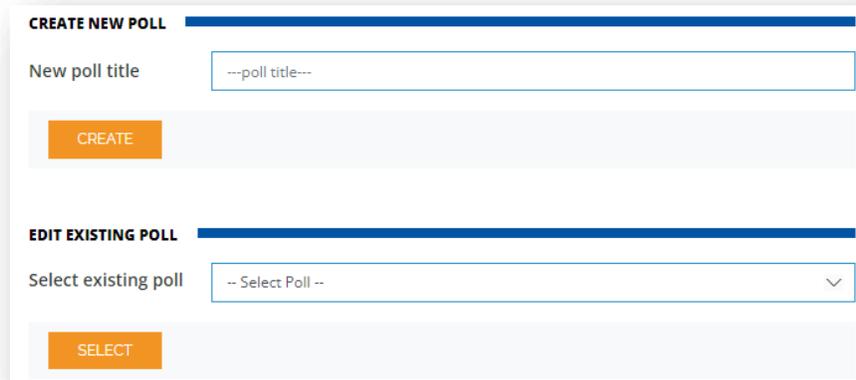
DELETE PRESENTATION

The *INSTRUCTOR* does have the ability to remove a presentation through the [**DELETE PRESENTATION**] button. A confirmation window will appear.



MANAGE: MANAGE POLLS

The *INSTRUCTOR* can build polls that can be launched in the middle of a LIVE CLASS that will push out to *STUDENTS* during the presentation. This is a special action allowing the *STUDENTS* to answer the poll question and provide feedback to the *INSTRUCTOR*. The poll results can be displayed immediately, or later during the LIVE CLASS.

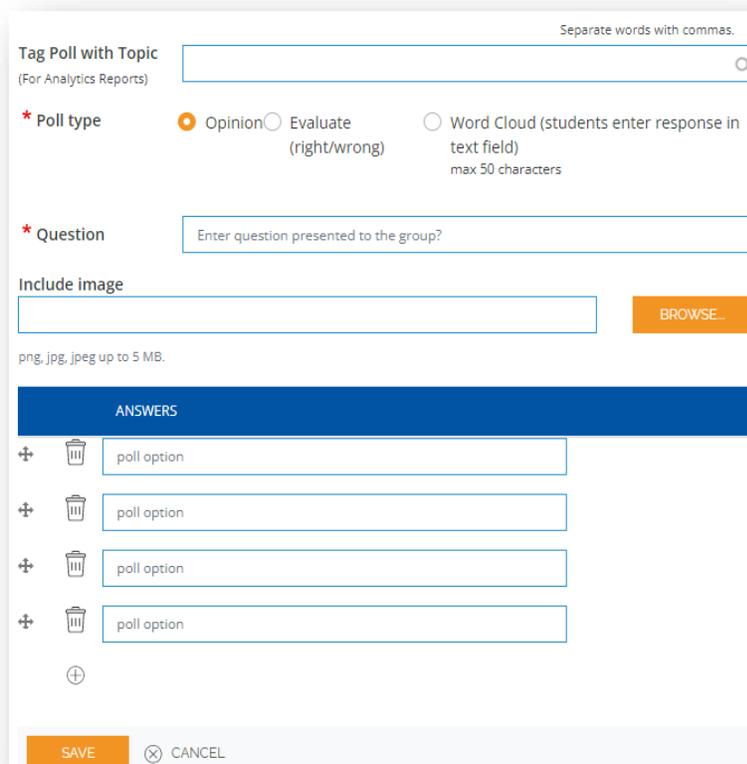


The screenshot shows two sections. The first section, 'CREATE NEW POLL', has a text input field for 'New poll title' with a placeholder '---poll title---' and an orange 'CREATE' button below it. The second section, 'EDIT EXISTING POLL', has a dropdown menu for 'Select existing poll' with a placeholder '-- Select Poll --' and an orange 'SELECT' button below it.

To create a poll, enter a unique name for the poll and click the [**CREATE**] button. This will open a display of the options below.

If you have an existing poll you wish to edit, select that poll from the drop-down and choose [**SELECT**].

POLL DETAILS



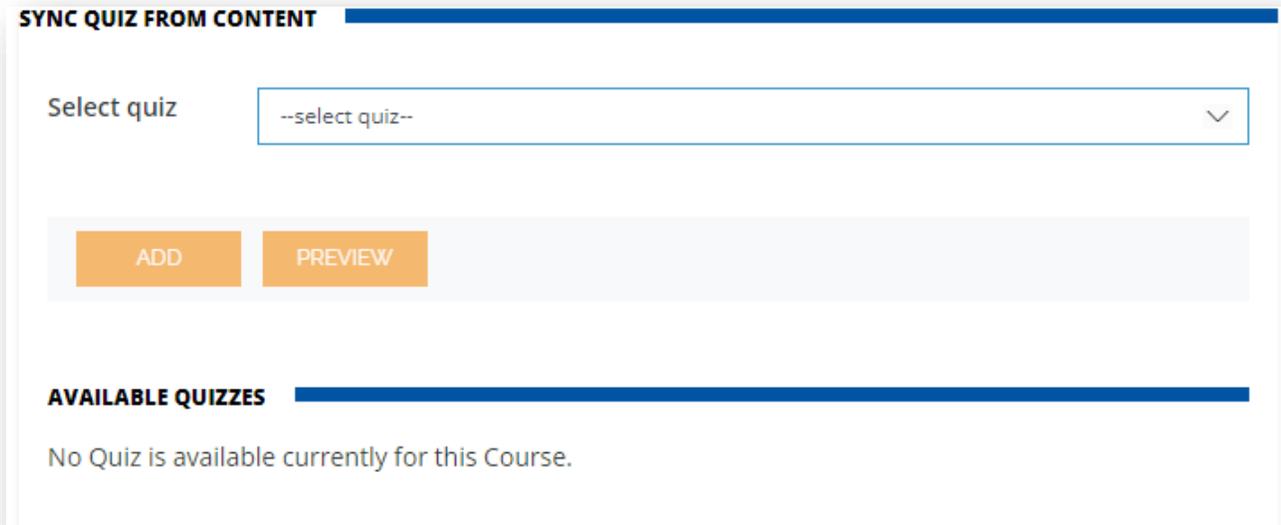
The screenshot shows the 'POLL DETAILS' configuration screen. At the top, there is a text input field for 'Tag Poll with Topic (For Analytics Reports)' with a note 'Separate words with commas.' Below this is the 'Poll type' section with three radio buttons: 'Opinion' (selected), 'Evaluate (right/wrong)', and 'Word Cloud (students enter response in text field) max 50 characters'. The 'Question' field contains the text 'Enter question presented to the group?'. There is an 'Include image' section with a text input field and a 'BROWSE...' button. Below this is a section titled 'ANSWERS' with four 'poll option' text input fields, each with a trash icon and a plus icon to its left. At the bottom, there are 'SAVE' and 'CANCEL' buttons.

The *INSTRUCTOR* can establish the courses the poll should be used in (can be more than one.) The *INSTRUCTOR* can choose to add a tag for when filtering through the Analytics Report. Next, choose one of the three poll types: Opinion, Evaluate, or Word Cloud polls. After doing so the *INSTRUCTOR* enters the question and can choose include a low-resolution image to be displayed. Then you can add the choices for the poll.

If you chose to do a Word Cloud poll you will not have to enter answers and the word cloud will be generated when results are posted to the students.

MANAGE: QUIZZES

The QUIZ option only works in instances where the class engagement tool is synced with an existing KHP publication at www.KHPContent.com. This option does not work for stand-alone instances of the CET.

A screenshot of a web interface titled 'SYNC QUIZ FROM CONTENT'. It features a dropdown menu labeled 'Select quiz' with the placeholder text '--select quiz--'. Below the dropdown are two orange buttons: 'ADD' and 'PREVIEW'. Underneath these buttons is a section titled 'AVAILABLE QUIZZES' which contains the text 'No Quiz is available currently for this Course.'

SYNC QUIZ FROM CONTENT

Select quiz

ADD **PREVIEW**

AVAILABLE QUIZZES

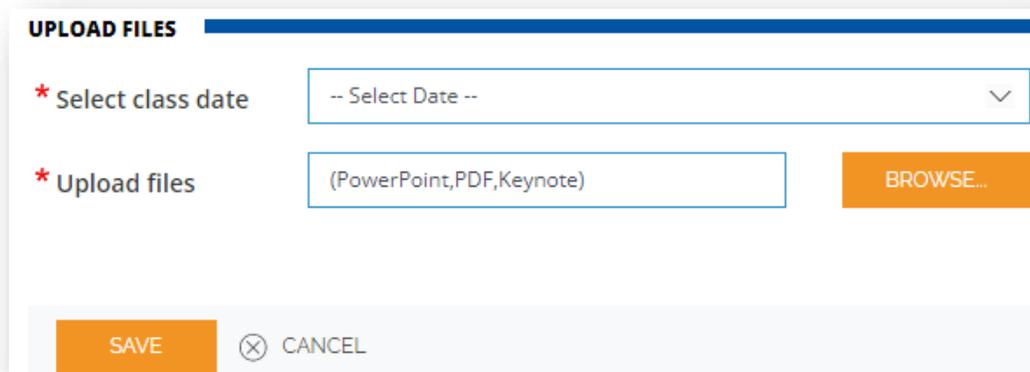
No Quiz is available currently for this Course.

The quiz must first exist in your KHP publication. If the quiz does not currently exist, you must build one (or work with your KHP project editor to build one) within the publication. Once it's built, there's a checkbox that will sync it to the class engagement tool. All quizzes that are available for the synchronized course are listed in the dropdown. Simply select the quiz that you wish to use in the LIVE CLASS, and then either [**PREVIEW**] to see the quiz, or [**ADD**] to import the quiz into the CET. Once the quiz has been imported, it can be launched from the LIVE CLASS *INSTRUCTOR* dashboard.

When *STUDENTS* take the quiz during the LIVE CLASS, their answers are submitted automatically to their KHP publication, automatically graded, and entered into the grade book.

MANAGE: POST CLASS FILES

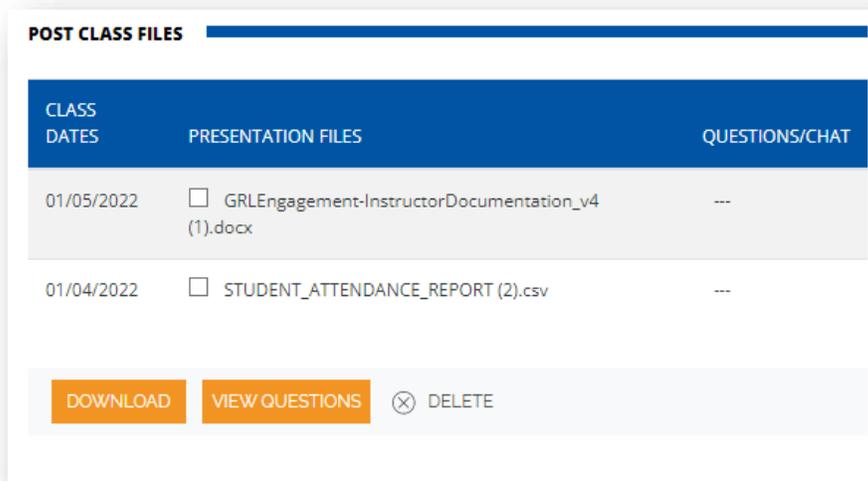
Files that are generated and delivered to the *STUDENTS* after LIVE CLASS completes are available here. If the *INSTRUCTOR* would like to add a specific file to a class date, they can do so using the **UPLOAD FILES** and then select the specific date in which to attach the file.



The 'UPLOAD FILES' modal contains the following elements:

- A dropdown menu labeled '* Select class date' with the text '-- Select Date --' and a downward arrow.
- A text input field labeled '* Upload files' containing the text '(PowerPoint,PDF,Keynote)'.
- An orange button labeled 'BROWSE...' to the right of the upload field.
- At the bottom, there are two buttons: an orange 'SAVE' button and a 'CANCEL' button with a close icon.

The **POST CLASS FILES** can be viewed in the lower part of this page.

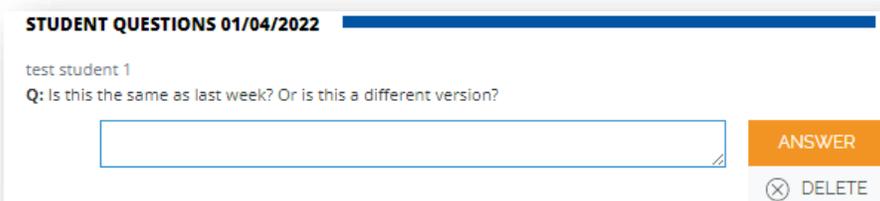


CLASS DATES	PRESENTATION FILES	QUESTIONS/CHAT
01/05/2022	<input type="checkbox"/> GRLEngagement-InstructorDocumentation_v4 (1).docx	---
01/04/2022	<input type="checkbox"/> STUDENT_ATTENDANCE_REPORT (2).csv	---

At the bottom of the table are three buttons: 'DOWNLOAD', 'VIEW QUESTIONS', and 'DELETE' with a close icon.

The *INSTRUCTOR* can download any of the files that are made available to the *STUDENTS* or delete them from the *STUDENT'S* view.

Note: Recorded media files are automatically attached to the correct date.



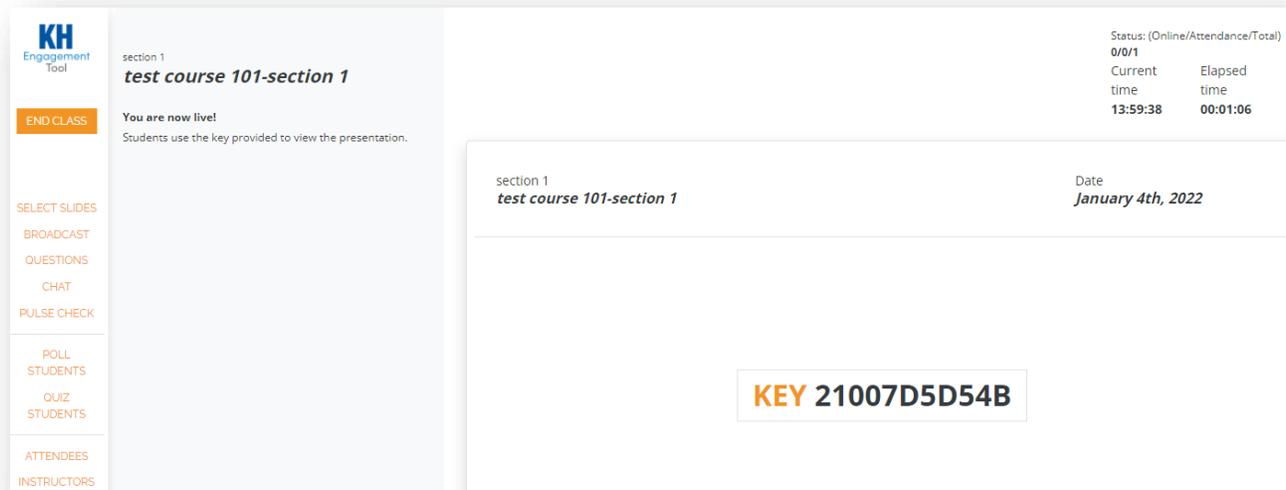
The 'STUDENT QUESTIONS 01/04/2022' form shows:

- A student identifier: 'test student 1'.
- A question: 'Q: Is this the same as last week? Or is this a different version?'.
- A text input field for the answer.
- An orange 'ANSWER' button.
- A 'DELETE' button with a close icon.

The *INSTRUCTOR* can view the *STUDENTS* questions and answer or delete any questions as noted below. Answers are provided to all *STUDENTS* in a text file.

LIVE CLASS: DASHBOARD

Upon entering the LIVE CLASS, the *INSTRUCTOR* will have the navigation on the left to drive the presentation to the *STUDENTS*. The LIVE CLASS tools are on the left. The top right is the current time, followed by the elapsed time that the presentation has been running.



When the *INSTRUCTOR* wishes to [**END CLASS**], it will end the live session and the *STUDENTS* presentation view. At that time the appropriate files (presentations files, any broadcast media files, and questions) are posted to the *STUDENTS* Course Presentation Archive.

The “**KEY**” is an auto generated access code for any *STUDENTS* to join the class who do not meet the Attendance Policy that was set on MANAGE: ATTENDANCE (defaults to ‘Anywhere’). Typically, this is used where the policy is set to 20m or 50m and the class is held in an in-person setting.

LIVE CLASS: HOST/NON-HOST ROLE

The purpose of this feature is to allow TAs or multiple *INSTRUCTORS* the ability to be in the same class LIVE CLASS and assist the (host) *INSTRUCTOR* as needed.

Switching from a host to non-host role is like other applications, and here is how it works:

Multiple *INSTRUCTORS* can be logged in at the same time to one LIVE CLASS. The *INSTRUCTORS* who launch the LIVE CLASS is the one who is made the HOST.

An *INSTRUCTORS* link has been added to the left side navigation so that *INSTRUCTORS* can see who else is currently in the LIVE CLASS.

WHEN AN INSTRUCTOR IS NOT THE HOST:

Some of the items in the left side navigation will be unavailable and greyed out.

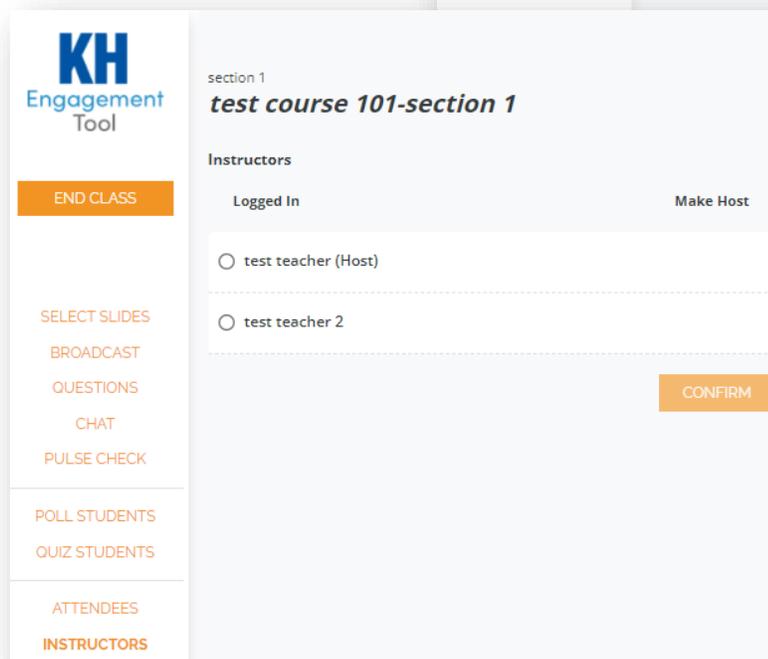
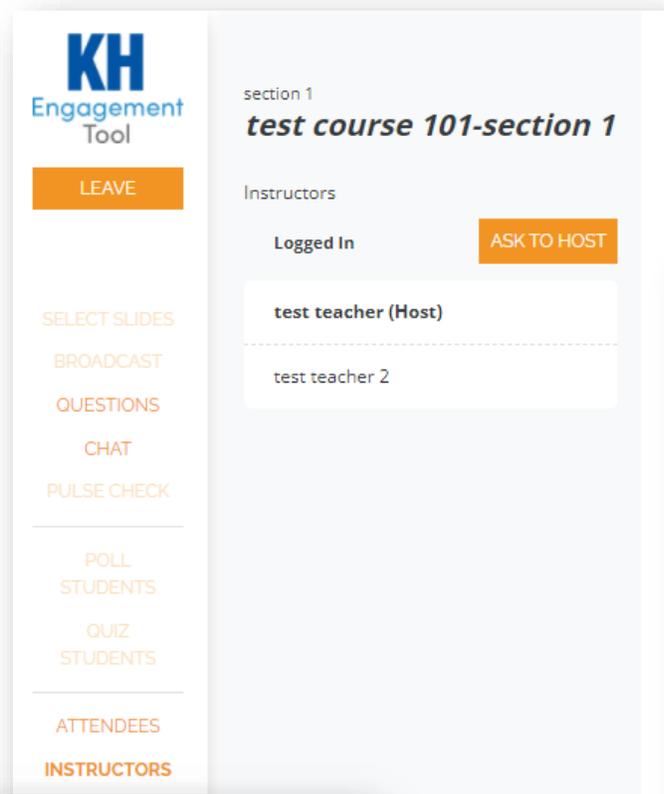
INSTRUCTOR with this role is only given access to: Questions, Chat, Attendees and *INSTRUCTOR* links.

QUESTIONS link: non-host should only be able to preview a question. They cannot post for the class to see.

CHAT link: non-host has full functionality of the chat feature. They can hide/un-hide chat messages and turn on/off the chat ability. [\(The chat feature is NEW and is described on page 8\)](#)

ATTENDEES link: no change here. The non-host can view the list of *STUDENTS* who are currently logged in.

INSTRUCTORS link: this is NEW and displays all of the *INSTRUCTORS* who are logged in.



ASKING TO HOST:

An *INSTRUCTOR* who is not currently hosting can ASK TO HOST. After they click ASK TO HOST, the button will be greyed out.

The *HOST INSTRUCTOR* will get a notification on their *INSTRUCTORS* link to accept/confirm.

- To ACCEPT, the HOST must click the radio button next to the other instructor's name, then click the CONFIRM button.
- To REJECT, the HOST simply ignores the request.

After the HOST ACCEPTS the request, the functionality immediately switches and the (previous) HOST gets a confirmation message: "Section Admin 2 is now the host"



END CLASS

SELECT SLIDES

BROADCAST

QUESTIONS

CHAT

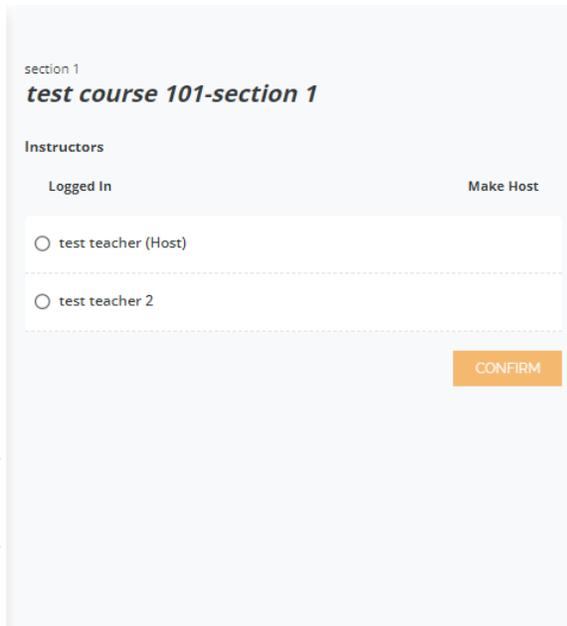
PULSE CHECK

POLL STUDENTS

QUIZ STUDENTS

ATTENDEES

INSTRUCTORS



section 1
test course 101-section 1

Instructors

Logged In Make Host

test teacher (Host)

test teacher 2

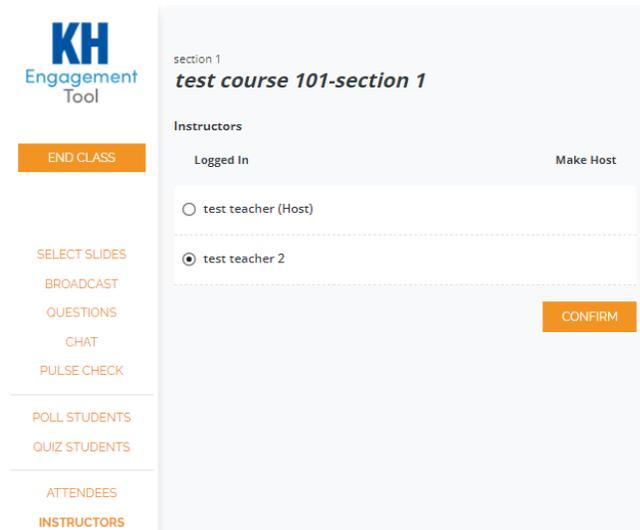
CONFIRM

CURRENT HOST REQUESTS ANOTHER INSTRUCTOR TO HOST

On the *INSTRUCTORS* screen, the *HOST* will select the *INSTRUCTOR* they wish to make the host then click CONFIRM.

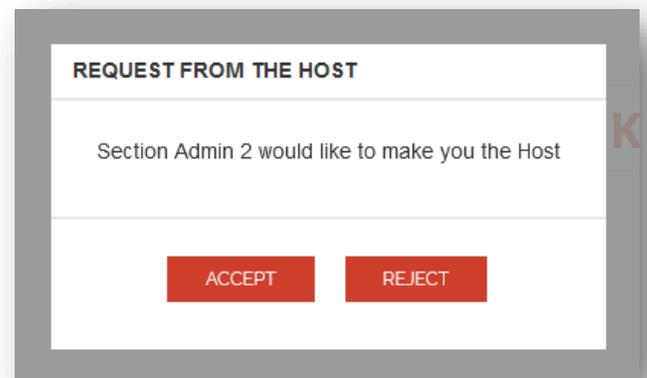
A pop-up message is sent to the non-host asking for them to ACCEPT or REJECT.

- If the REJECT then nothing further happens.
- If they ACCEPT then the functionality immediately switches and the (previous) *HOST* gets a confirmation message: “Reba McIntere has ACCEPTED the Host role”



If the non-host does not respond to the pop-up, then after 1 minute the pop-up goes away and request becomes null.

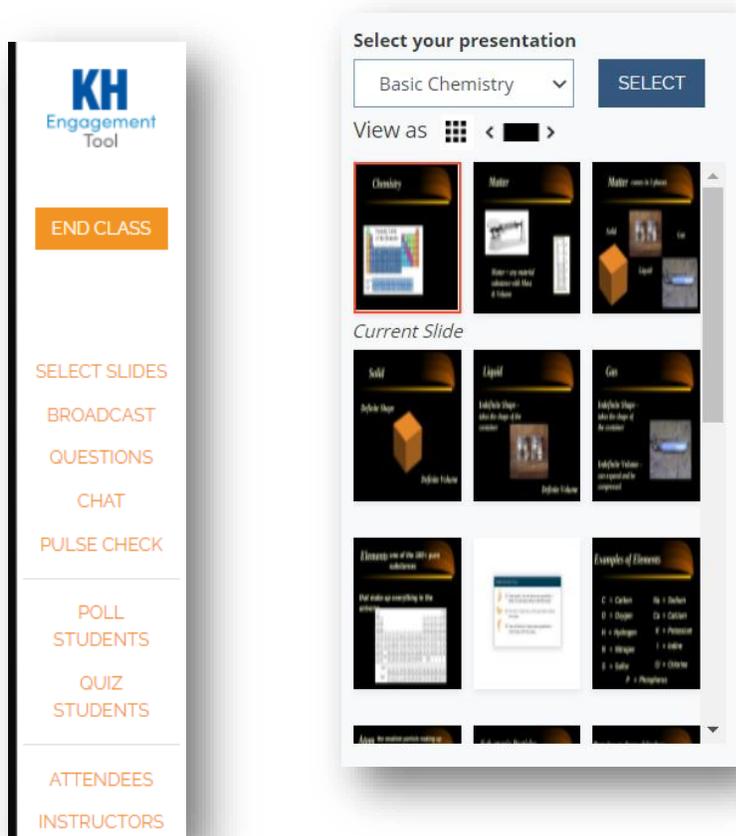
If multiple *INSTRUCTORS* are in the *LIVE CLASS*: after a *HOST* sends a request to an *INSTRUCTOR*, at any point before they accept, the *HOST* can select another *INSTRUCTOR* to host, making the first request null.



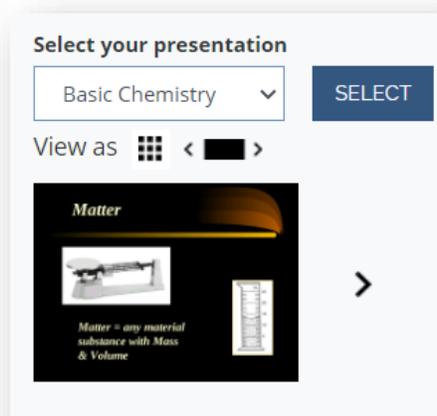
LIVE CLASS: TOOLS

The *INSTRUCTOR* has all the LIVE CLASS tools on the far-left column of the screen.

SELECT SLIDES – The *INSTRUCTOR* can select from the previously uploaded presentation files, and [**SELECT**] which presentation to display to the *STUDENTS*. The “**View as**” defaults to the grid display where thumbnails of the slides are available to jump around. The other “**View as**” display is to show just the next upcoming slide.

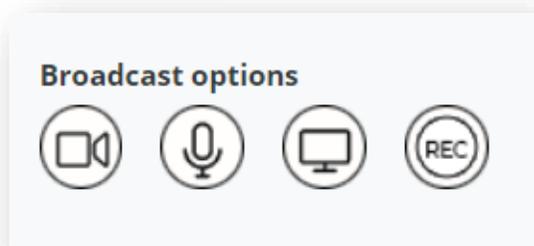


BROADCAST – The broadcast tools are to allow one way communication to the *STUDENTS* –



FROM the *INSTRUCTOR* to the *STUDENTS*. There are three

options.



VIDEO & AUDIO

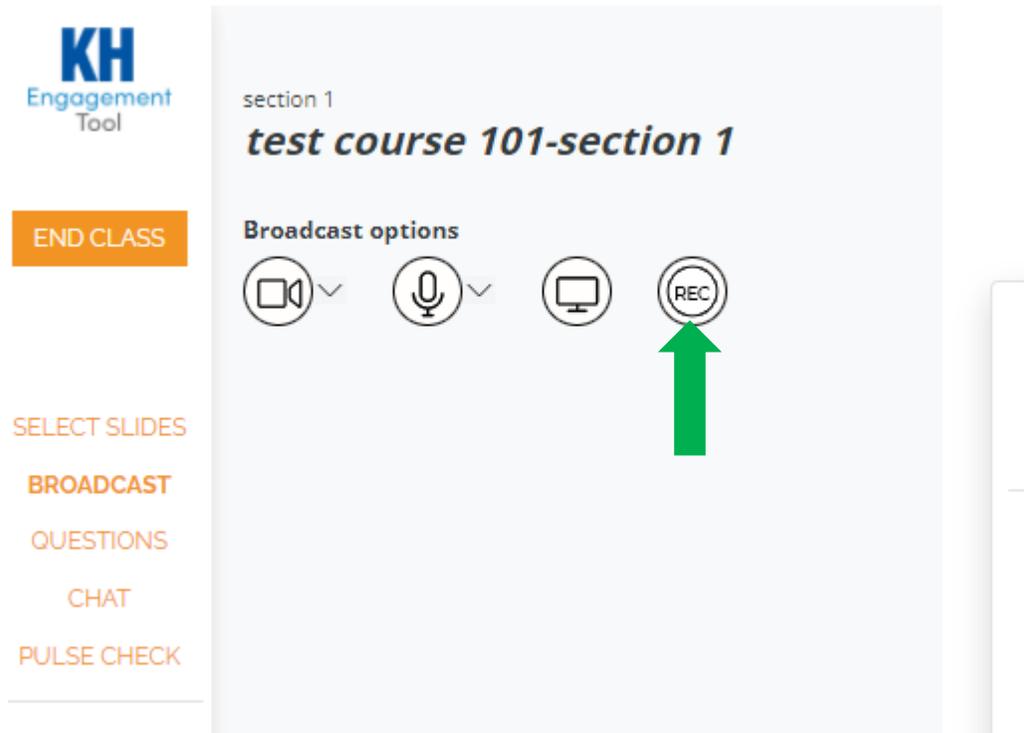
AUDIO ONLY

SCREEN SHARE & AUDIO

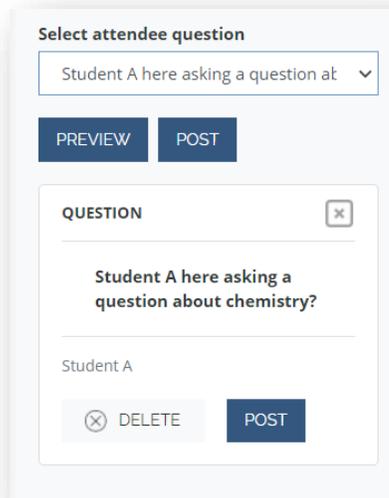
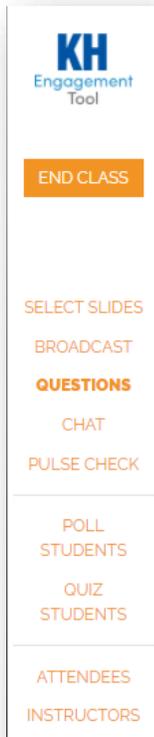
RECORDING BROADCAST

RECORDING

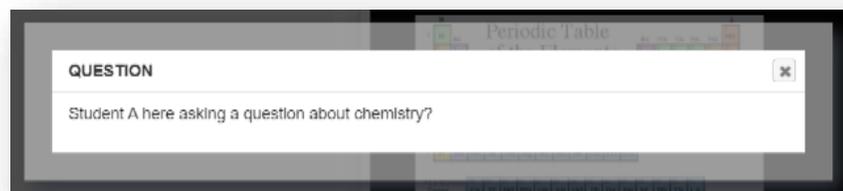
The purpose of this feature is to allow the *INSTRUCTORS* to broadcast audio, video and/or screen share to the *LIVE CLASS*. When an *INSTRUCTOR* wishes to record, they need to first select the broadcast feature they will use, then click the RECORD button. This feature allows the *INSTRUCTORS* to switch between different broadcasting options as well.



QUESTIONS - As *STUDENTS* type in questions, the **QUESTIONS** navigation link will include the number of questions currently asked. Clicking on the **QUESTIONS** will open the navigation to [**PREVIEW**] the *STUDENTS* question and either [**POST**] or [**DELETE**] the question.



The [**POST**] will push out a pop-up box to the *STUDENTS* and display the question that was asked (without reference to which *STUDENT* asked the question) so a conversation can occur about the question. When this box is closed by the *INSTRUCTOR*, then the box is automatically closed for all *STUDENTS*.



PUBLIC CHAT FEATURES FOR STUDENTS

The purpose of this feature is for the *STUDENTS* to have a space to talk with everyone in the LIVE CLASS.

The *INSTRUCTOR* and TA(s) have the ability to hide/un-hide a chat message. This is only removed from *STUDENTS* view. The message will still be visible to the *INSTRUCTOR*, but with a lighter color/strike out. To hide/un-hide a chat message, the *INSTRUCTOR* needs to click on the circle icon.

The *INSTRUCTOR(S)* in a LIVE CLASS have the ability to turn on/off the chat feature. When chat is turned off, users are no longer able to submit a chat message. If previous messages were written prior to turning off the chat, those will still display.

The LIVE CLASS chat icon will turn bold, *if the chat window is not currently open*, to denote that there is a conversation going on. When the user views the chat, then the bold text will return to normal.



END CLASS

SELECT SLIDES

BROADCAST

QUESTIONS

CHAT

PULSE CHECK

POLL
STUDENTS

QUIZ
STUDENTS

ATTENDEES

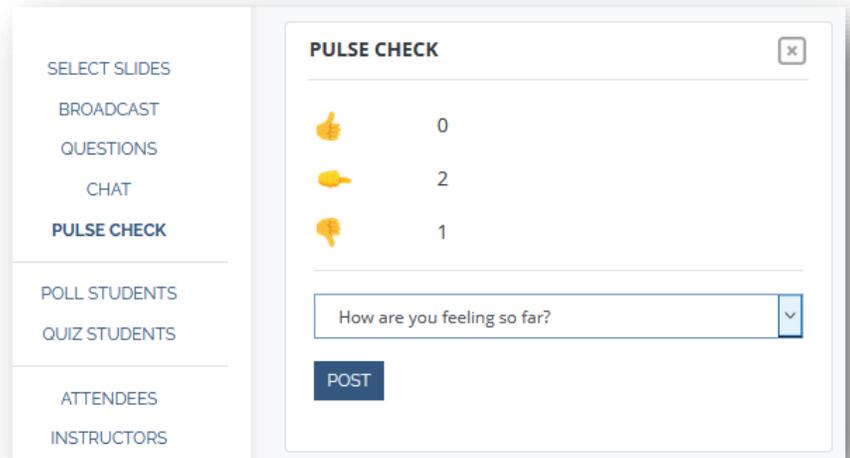
INSTRUCTORS

After the LIVE CLASS has ended, the chat transcript is available for the *INSTRUCTOR* (not *STUDENTS*) in the POST CLASS FILES page. To view the chat transcript, mark the checkbox and click download.

POST CLASS FILES		
CLASS DATES	PRESENTATION FILES	QUESTIONS/CHAT
01/05/2022	<input type="checkbox"/> GRLEngagement-InstructorDocumentation_v4 (1).docx	---
01/04/2022	<input type="checkbox"/> STUDENT_ATTENDANCE_REPORT (2).csv	<input type="checkbox"/> Class Questions: 1 <input type="checkbox"/> CLASS-CHAT-2022-01-04-8:28AM.csv

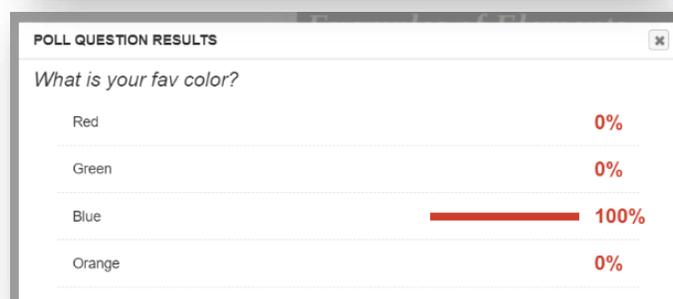
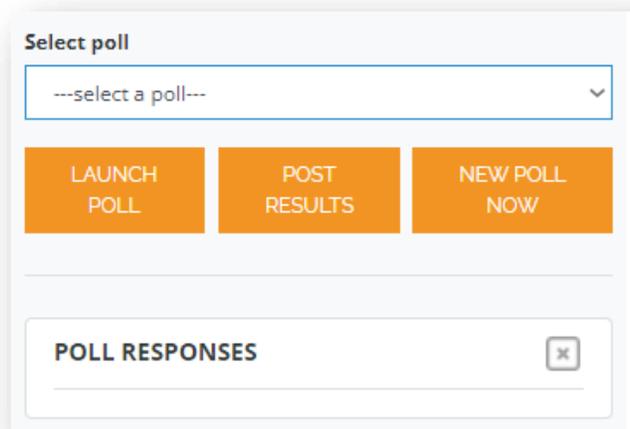
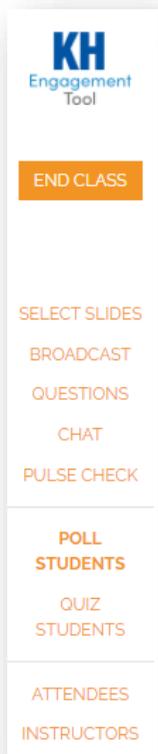
PULSE CHECK

A pulse check can be activated any time a *INSTRUCTOR* feels or can be added into a slide by the *MANAGE: EDIT SLIDES* page. This is designed to quickly poll the *STUDENTS* to see if they understand the content presented to them so far. One of three options from thumbs up – mid – or down. If a thumbs down is selected, the *STUDENT* can also post a quick note on what they are stuck on. Like the *QUESTIONS* link, the *INSTRUCTOR* can [**POST**] the information to the class and close it when they are done.



POLL STUDENTS – The *INSTRUCTOR*

can manually launch a *POLL* or can schedule one through the *MANAGE: EDIT SLIDES* page. A *POLL* is a non-graded element designed to gather additional information.



The *POLL* is launched with the [**VIEW**] and will remain open to the *STUDENTS* until the *INSTRUCTOR* closes the *POLL*. The [**POST RESULTS**] will display the results and remain open to the *STUDENTS* again until the *INSTRUCTOR* closes the *POLL RESULTS*.

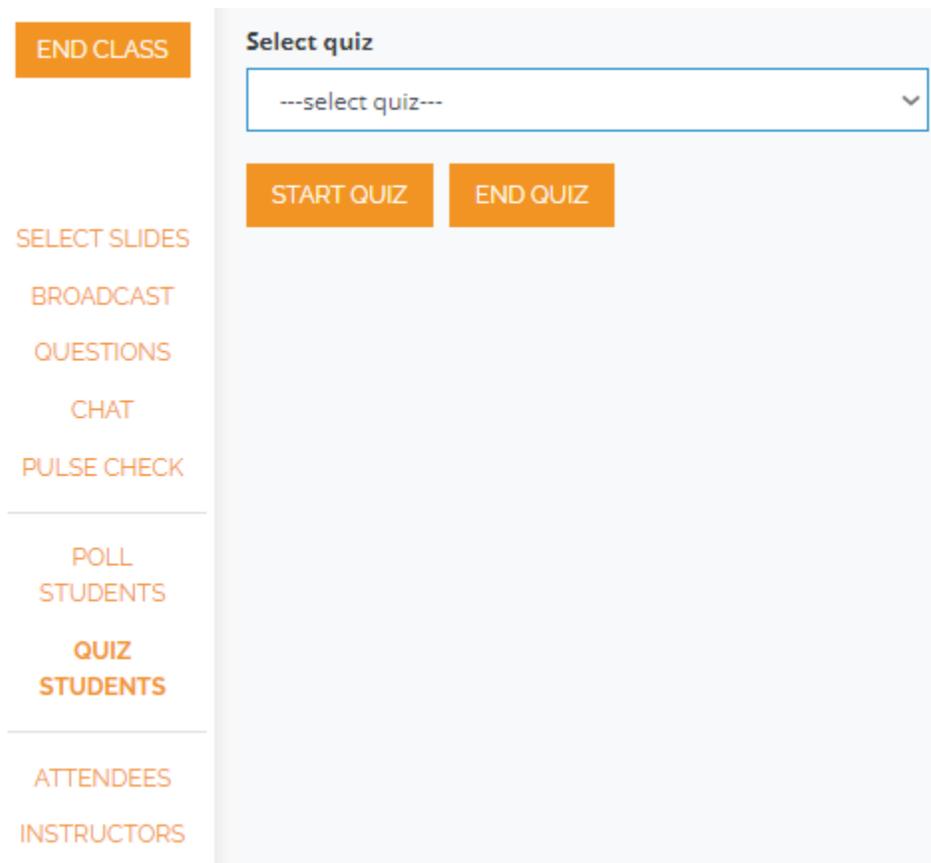
POLL RESULTS do not have to be displayed right away. They can be shown any time after the *POLL* data has been collected.

Instructor can also create polls on the fly by launching the [**NEW POLL NOW**] function. By filling out the information they can post polls mid class instantly.

QUIZ STUDENTS

This will display the options for the *INSTRUCTOR* to select and launch a QUIZ inside the LIVE CLASS for all current *STUDENTS*. This QUIZ will run until the *INSTRUCTOR* closes the quiz pop-up box, which will then close the option for all *STUDENTS* and submit their grades to KHP Content.

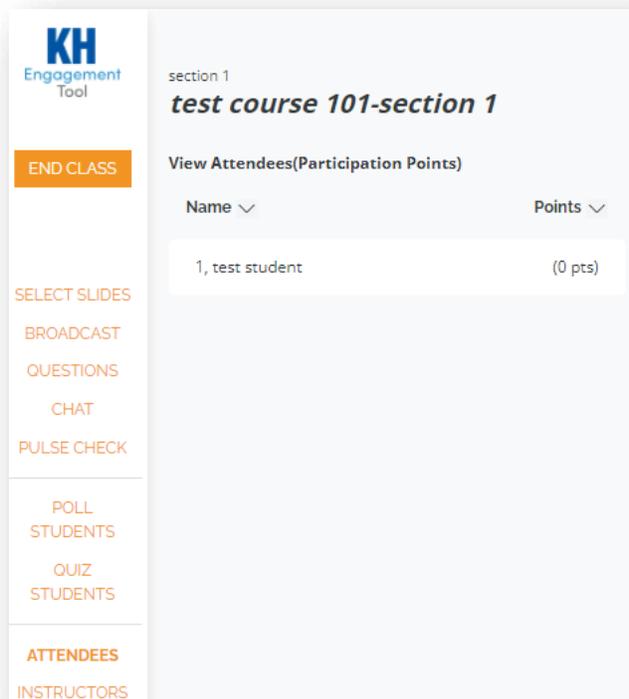
The quiz must be pre-loaded on the MANAGE: QUIZZES page. To create a CONTENT Quiz, you may have to submit information to your representative to have it inserted into the system.

A screenshot of the 'QUIZ STUDENTS' interface. On the left is a vertical sidebar with menu items: 'END CLASS' (highlighted in orange), 'SELECT SLIDES', 'BROADCAST', 'QUESTIONS', 'CHAT', 'PULSE CHECK', 'POLL STUDENTS', 'QUIZ STUDENTS' (highlighted in orange), 'ATTENDEES', and 'INSTRUCTORS'. The main content area is titled 'Select quiz' and contains a dropdown menu with the text '--select quiz--' and a downward arrow. Below the dropdown are two orange buttons: 'START QUIZ' and 'END QUIZ'.

ATTENDEES/PARTICIPATION POINTS – This will display a quick list of the current *STUDENTS* who are attending the live class. This list is also available in the **MANAGE: ATTENDANCE** section of the course.

The *INSTRUCTOR* in **LIVE CLASS** will be able to click on **ATTENDANCE** to see the list of *STUDENTS* are logged in at that moment, as well as show each *STUDENT'S* participation points.

The *INSTRUCTOR* can quickly sort the list by *STUDENT* Last Name or Participation Points.



STATUS & TIME – On the top right of the *INSTRUCTOR* screen will be the **STATUS & TIME** area. It is designed to keep track of

CLASS STATUS

There are 3 numbers to pay attention to:

- 1st – number of *STUDENTS* in class NOW
- 2nd – number of *STUDENTS* who logged in at any time during the course
- 3rd – number of *STUDENTS* enrolled

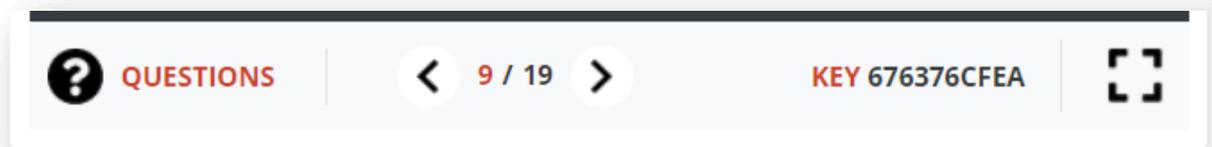
the number of *STUDENTS* currently in the **LIVE CLASS** as well as display the **Current Time** and **Elapsed Time**. All time is displayed in the 24-hour format.

Status: (Online/Attendance/Total)
0/0/26

Current time	Elapsed time
11:59:33	00:13:48

SLIDE NAVIGATION BAR

This is located at the bottom of the slide presentation area. The navigation here shows the



following areas:

ASK QUESTIONS – This is the area where *STUDENTS* would be able to send questions (non-functioning for *INSTRUCTORS*)

SLIDE NAVIGATION – The [<] is previous slide and [>] is next slide. The numbers in the middle show the current slide of the total count of slides.

KEY – The KEY is used for any attendance policy where the *STUDENT* is not meeting the GPS requirement. Typically, this is used where the policy is set to 20m or 50m and the class is held in an in-person setting.

EXPAND | COLLAPSE - This is the full screen option or minimize option for the *INSTRUCTOR* to maximize the slide view. This works best if the *MANAGE: EDIT SLIDES* already has the appropriate *POLLS* and *PULSE CHECK* inserted into the presentation. The *INSTRUCTOR* can then *BROADCAST SCREEN*, and then *EXPAND* to full screen and then broadcast the entire presentation without the *STUDENT* seeing the *INSTRUCTOR's TOOLS* to run the *LIVE CLASS*.

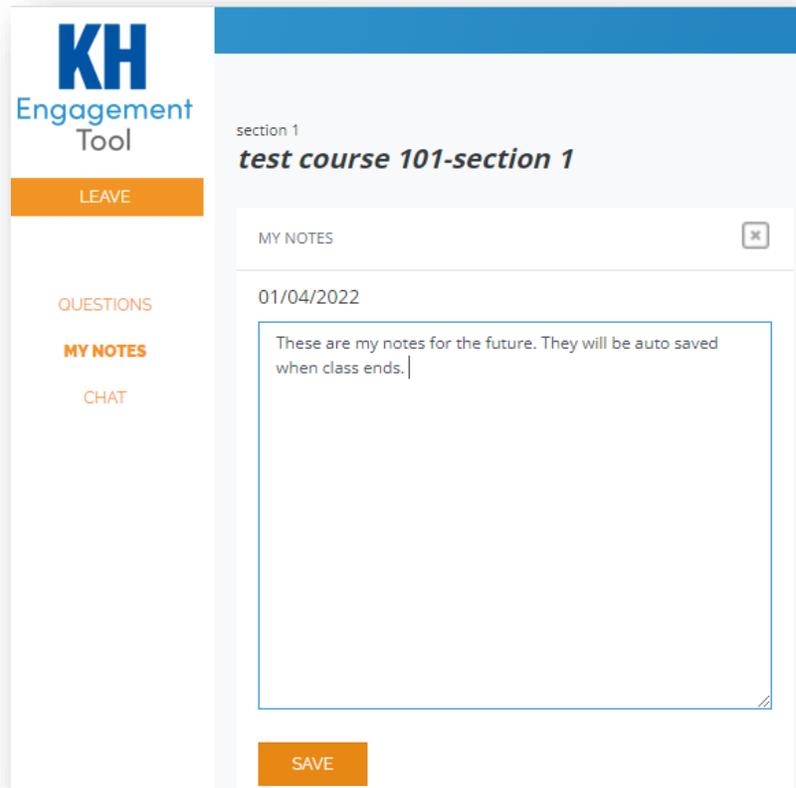
AUTO-SAVE STUDENT NOTES

Instead of having to click the “save” button every time, an auto save feature has been added.

A *STUDENT* will know their work has been auto saved when they see the text “LAST SAVED 06:58 AM” next to the save button.

Auto-save will occur if a *STUDENT* leaves the class:

- by using the LEAVE button
- if they are kicked out due to internet issues, for example
- if they move off the MY NOTES feature and onto CHAT for example.



LIVE CLASS PRACTICE MODE

The purpose of this feature is to allow *INSTRUCTORS* the ability to practice or play in the environment to get familiar with running a LIVE CLASS, without affecting class dates, *STUDENT* attendance, and after-class files.

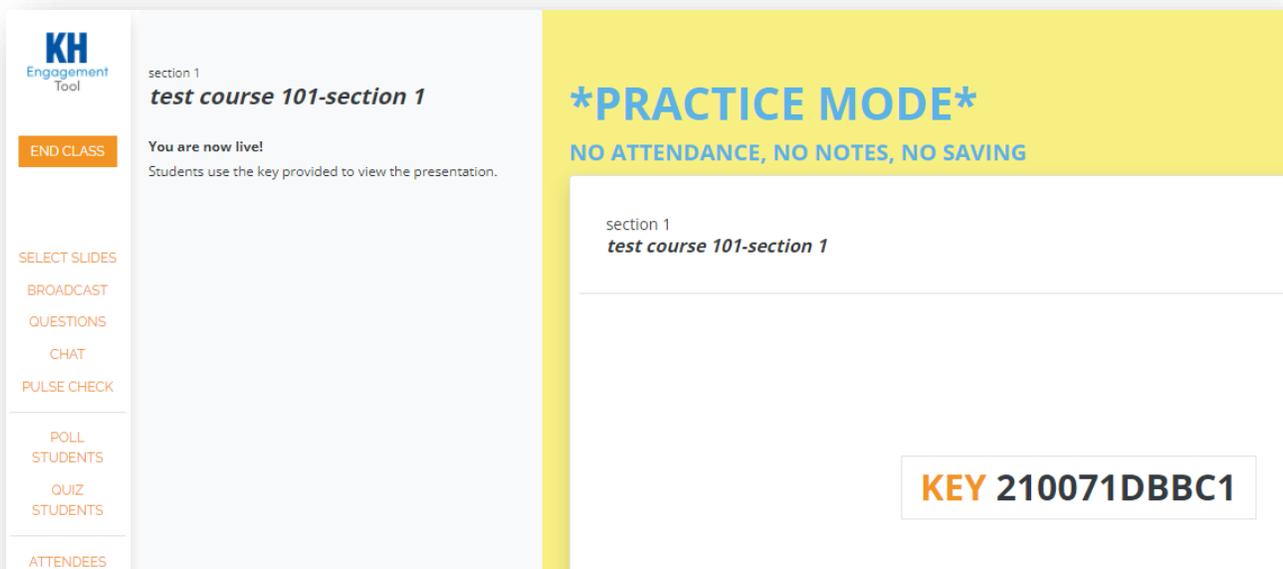
Any/all *INSTRUCTORS* may be in a PRACTICE MODE class at the same time, just like a LIVE CLASS.

STUDENTS do not have a button to enter a PRACTICE MODE class. *However*, if they happen to be logged into CET and click LIVE CLASS while an *INSTRUCTOR* is using PRACTICE MODE class, the *STUDENT* will also enter the PRACTICE MODE class environment.

Most of the features in the PRACTICE MODE class are the same as in a LIVE CLASS. The features that are different in PRACTICE MODE are:

- No files are saved, such as Slide Show Presentations, Broadcast Recordings, Chats, Student Questions, Student Notes, and Quiz Responses.
- *STUDENTS* are unable to use the notes and questions features (nothing happens when *STUDENT* clicks the links).
- *STUDENTS* are unable to answer Polls, Pulse Checks or Quiz Questions, they will see the pop-ups on their screen though.

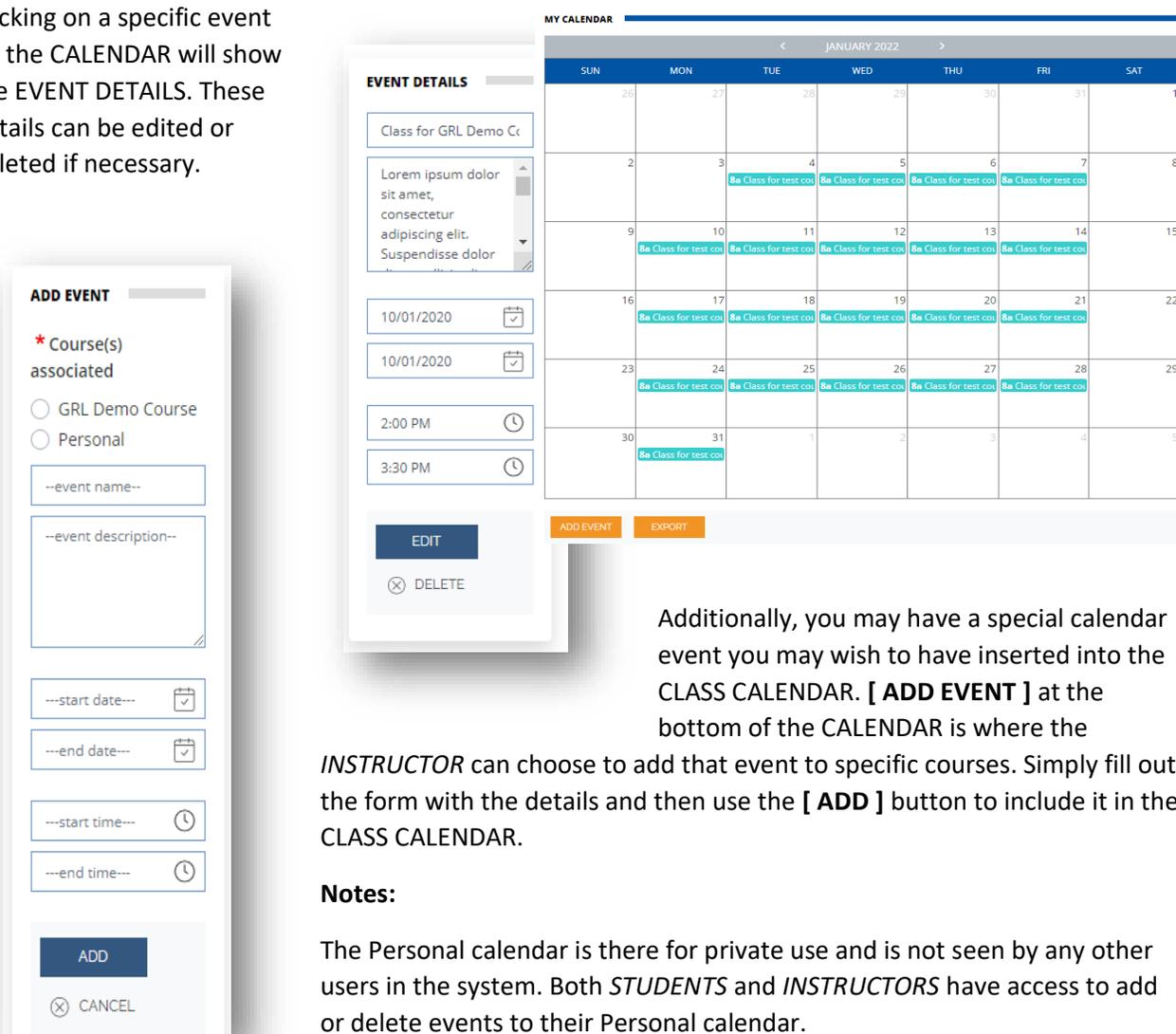
To indicate a user is in PRACTICE MODE, there will be a yellow background highlighting the environment, and stating “PRACTICE MODE”.



CALENDAR

The CALENDAR is initially filled out for all the *STUDENTS* based upon the CLASS DATES that were setup in the MANAGE section. These dates are then able to be downloaded [**EXPORT**] as an ICS file where a *STUDENT* may import the ICS file into any calendar they normally use daily.

Clicking on a specific event on the CALENDAR will show the EVENT DETAILS. These details can be edited or deleted if necessary.



The screenshot displays the 'MY CALENDAR' interface for January 2022. On the left, the 'EVENT DETAILS' panel shows information for a class: 'Class for GRL Demo Cc', a description 'Lorem ipsum dolor sit amet, consectetur adipiscing elit. Suspendisse dolor', and dates '10/01/2020' with times '2:00 PM' and '3:30 PM'. Below this are 'EDIT' and 'DELETE' buttons. At the bottom of the details panel are 'ADD EVENT' and 'EXPORT' buttons. The main calendar grid shows dates from 1 to 31, with several dates (3, 4, 5, 6, 7, 9, 10, 11, 12, 13, 14, 16, 17, 18, 19, 20, 21, 23, 24, 25, 26, 27, 28, 30, 31) marked with 'Bn Class for test cou'. On the far left, an 'ADD EVENT' form is visible, including fields for course(s), event name, description, start/end dates, and start/end times, with 'ADD' and 'CANCEL' buttons at the bottom.

Additionally, you may have a special calendar event you may wish to have inserted into the CLASS CALENDAR. [**ADD EVENT**] at the bottom of the CALENDAR is where the

INSTRUCTOR can choose to add that event to specific courses. Simply fill out the form with the details and then use the [**ADD**] button to include it in the CLASS CALENDAR.

Notes:

The Personal calendar is there for private use and is not seen by any other users in the system. Both *STUDENTS* and *INSTRUCTORS* have access to add or delete events to their Personal calendar.

Only the *INSTRUCTOR* can delete events from the CLASS CALENDAR.

Try to have all events added to the CLASS CALENDAR as soon as you can. Once a *STUDENT* [**EXPORT**] a Class calendar, any changes made to the calendar after that date will not be in the exported file.

MESSAGES

The MESSAGES is where an *INSTRUCTOR* can add bulk messages to all *STUDENTS*.

Select which COURSES you wish to send the message to, and then enter the message.

When done editing, click the [**SEND**] button. Active messages are displayed below in the *INSTRUCTORS MESSAGES*. Clicking the title of the message will load it above where you may edit or delete the message.

NEW MESSAGE

* Course(s) associated

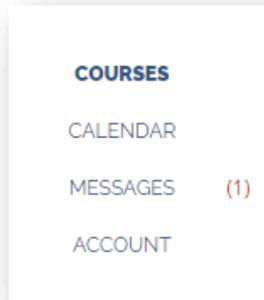
test course 101-section 1 - section 1

Message

SEND DELETE

INSTRUCTORS MESSAGES

COURSE	DATE	MESSAGE
test course 101-section 1	01/04/2022	just a reminder we will have class tomorrow the 4th of January.



The *STUDENTS* will be notified of the messages by the left hand navigation. All unread messages will be highlighted with a number. Clicking the MESSAGES link will open the messages page where *STUDENTS* may view the messages sent by the *INSTRUCTOR*. Only the *INSTRUCTOR* can send, edit, or delete the messages.

ACCOUNT

The ACCOUNT page is where users may review their details for the Engagement platform. This is where a user may change their password if this was a stand-alone class not associated with a Content class.

Notes:

If the Engagement account is synchronized with a Content class, then you will NOT be able to change the password in Engagement. To change your password, you would have to do so in the Content platform.

MY ACCOUNT

First Name: Last Name:

Email:

Username:

Password:

Change Password:

SAVE

ANALYTICS

On the Analytics tab the *instructor* can see a summary of the class. You can see Attendance, ABSENT, Poll Response Average, Pulse Check Response Average, and Questions asked.

Demo Course-Demo

COURSE DETAILS

Demo

SUMMARY REPORT DETAILS

04/22/2022
▼

ATTENDED

POLL RESPONSE AVERAGE

PULSE CHECK RESPONSE AVERAGE

QUESTIONS ASKED

The instructor can filter between days. Seeing students poll response, pulse check, and questions asked averages. These can also be downloaded into an excel file format as well.

Course Begins: 08/17/2021 Course Ends: 06/30/2032

SUMMARY REPORT: COURSE					
DATE ▲	ATTENDED	ABSENT	POLL RESPONSE AVERAGE	PULSE CHECK RESPONSE AVERAGE	QUESTIONS ASKED
11/16/2021	0	3	0%		0
11/17/2021	2	1	0%		0
01/18/2022	4	2	11.375%		0
01/19/2022	6	3	50.1953125%		0
01/20/2022	3	0	50%		0
01/24/2022	1	0	50%		0
03/03/2022	3	0	12.5%		3
04/05/2022	0	2	0%		0
04/08/2022	2	0	0%		0
04/22/2022	3	0	0%		0