Intelitek Live Class

TEACHER'S GUIDE

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intelitek ▶▶

Table of Contents

1. Intelitek Live Class for LearnMate Teachers

Are you using LearnMate for your online courses? Would you like to schedule live, online classes, manage them, upload content for them, and teach them through LearnMate? All of this is possible if you integrate Intelitek Live Class into your LearnMate LMS. No need for separate dashboards, extra data entry, or extra work. You can even manage your own class recordings with no additional help from IT staff.

Your students won't have to deal with multiple sites. They can join a synchronous class directly from LearnMate with a single click.

This quick guide explains how teachers can schedule, edit, and manage classes, as well as upload content to use inside the Intelitek Live Class.

2. Pre-requisites

Before you can interact with Intelitek Live Class through LearnMate, you need to ensure that LearnMate and the Intelitek Live Class plug-in are installed on your server. If these applications are not installed, contact Intelitek Support at 1-800-221-2763.

If you are interested in purchasing Intelitek Live Class or LearnMate, contact Intelitek Sales at 603-413-2621.

3. Scheduling a Class

To schedule a class through the Intelitek Live Class, the teacher has to create an instance of an Intelitek Live Class activity. You can create such an instance by doing the following:
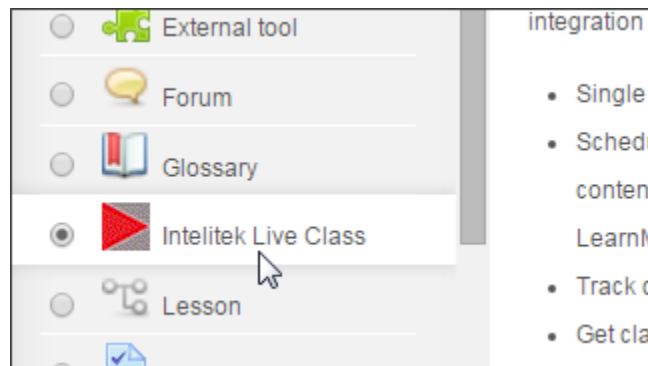
1. Log into your LearnMate Course.

2. In the top-right corner, click the **Turn editing on** button.
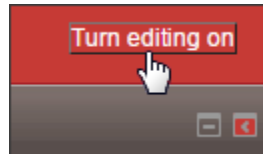
3. Select **Add an activity or resource** in the desired topic or weekly time slot.

4. Select **Intelitek Live Class**.

5. Click **Add**.

6. Complete the Schedule Intelitek Live Class form by entering the following details:

   a. Enter a title for your class.

   b. Enter the time zone, date and time the class will be held.

   c. Enter the duration of the class.

   d. Set the language of the classroom interface.

   e. Select the preferred recording option:

   - **No:** Disable the class recording.
   - **Yes:** Record the class.

Adding a new Intelitek Live Class to 17 December - 23 December ❓

Schedule Class | Manage Classes | Manage Content

▼ General

Title* ❓ Introduction to British Colonialism

Description [toolbar]

▶ Set Timing of the Class.

▶ Setting of Intelitek Class.

▶ Common module settings

▶ Restrict access

7. Modify any other options as desired.

8. Click the **Save and return to course** or **Save and display** button to schedule the class.

Dynamic Solutions, Inspired Classrooms

4. Starting a Class

The Intelitek Live Class only begins when the teacher launches it.

To begin the class:

1. Click your Intelitek Live Class from within LearnMate.

2. Click **Launch Class**.

| Introduction to British Colonialism	
Teacher	You
Class Status	upcoming
Timing of Class	12/16/2015 12:59:00 PM
Time-Zone	America/New_York
Duration (in Minutes)	30
Recording opted	Yes
Launch Class	Edit Class	Delete Class

5. Managing and Uploading Content

Intelitek Live Class understands that class time is precious. Uploading PDFs, Word/PowerPoint/Excel documents, audio/video files, and other file formats takes time: time that's better spent interacting with your attendees. That's why Intelitek Live Class allows the teacher to upload content to the Content Library before the class begins, right from within LearnMate.

While within the Intelitek Live Class, you then can access your Content Library from the Intelitek Live Class classroom's dashboard, and share anything within it with your students.

File Type	Upload during class within the Intelitek Live Class	Upload ahead of time through LearnMate-Intelitek Live Class integration
Documents doc, docx, pdf, xls, xslx, rtf	Up to 10 MB	Up to 20 MB
Presentations ppt, pptx, pps, ppsx, swf	Up to 10 MB	Up to 20 MB
Image Files png, jpg, jpeg, gif	Up to 3 MB	Upload not supported
Audio Files wav, wma, mp3	Upload not supported	Up to 50 MB
Video Files mp4, mov, avi, mpeg, wmv, flv	Upload not supported	Up to 50 MB

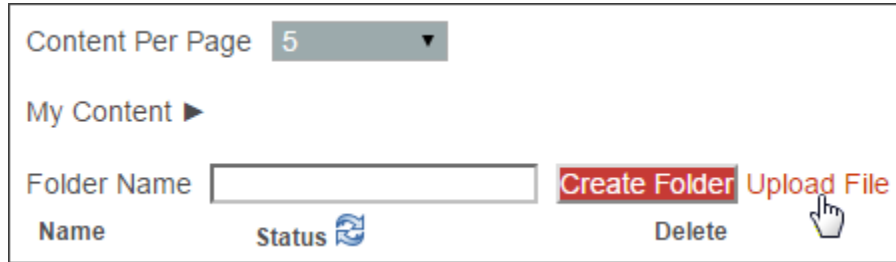To add files to your content Library:

1. Enter your Intelitek Live Class from within LearnMate.
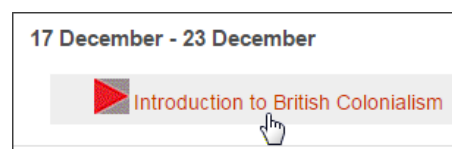
2. Select the **Manage Content** tab in the top navigation bar.
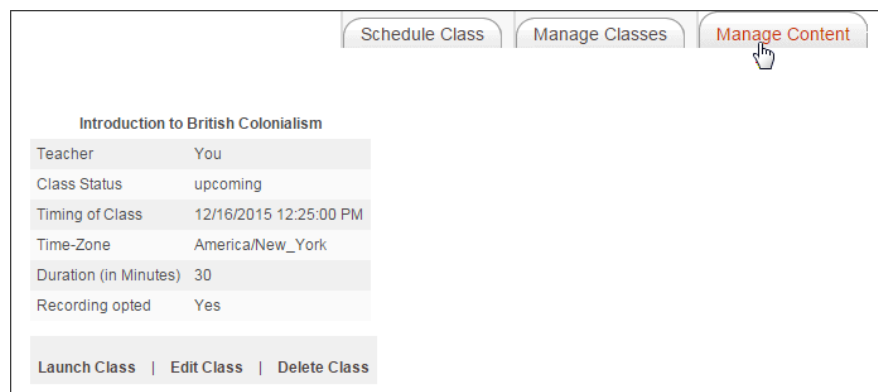
3. If you want to upload this content into a folder, either navigate to that folder, or click **Create Folder** to create a new folder (and then navigate to it).
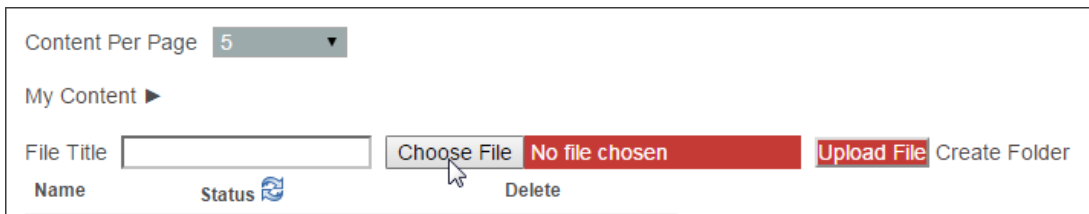
4. Click **Upload File**.
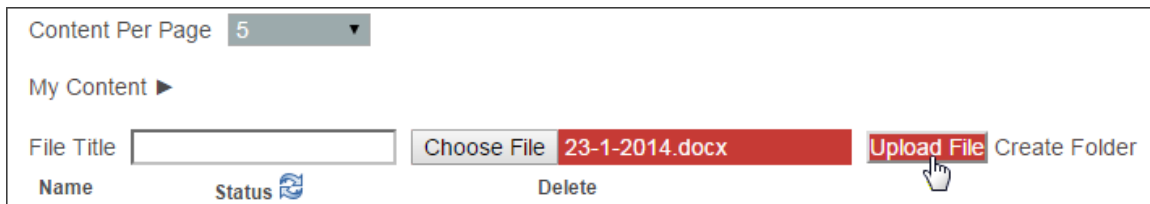
5. Click **Choose File**.

6. Select the desired file. The name of the file is displayed in the Choose File area.

7. Click the **Upload File** button. The file is uploaded.

6. Editing the Class

Intelitek Live Class allows you to edit Intelitek Live Class settings and content from within LearnMate. This feature is useful when you want to postpone a class, or change time or dates.

To make changes to your class:

1. Enter your Intelitek Live Class within LearnMate.

2. Click **Edit Class**.

Introduction to British Colonialism	
Teacher	You
Class Status	upcoming
Timing of Class	12/16/2015 12:25:00 PM
Time-Zone	America/New_York
Duration (in Minutes)	30
Recording opted	Yes

Launch Class | Edit Class | Delete Class

3. Make the desired changes and click **Save and return to course** or **Save and Display**.

When you edit the class within LearnMate, the related information is displayed on the class confirmation page. This automatically synchronizes with the students' LearnMate accounts.

7. Attendance Report

The Intelitek Live Class virtual classroom records every time students log in and out. It then generates an attendance report by the end of class which teachers can download to use for their own records or to share with parents. To view your attendance report:

1. Enter your Intelitek Live Class within LearnMate.

2. Click **Attendance Report**. (Alternatively, in the top navigation bar, select the **Manage Classes** tab and select **Attendance Report** next to your Intelitek Live Class.)

Your attendance report shows you the following details:

- **Attendee Name:** Name of the attendee
- **Entry Time:** When the attendee arrived
- **Exit Time:** When the attendee left
- **Attended Time:** How long the attendee was in the class (in minutes)

You can also download the attendance report to your local machine in the following formats:

- Microsoft Excel spreadsheet
- OpenDocument Spreadsheet (ODS)
- tab separated values text file
- comma separated values text file
- unpaged XHTML document

8. Get Class Recordings

All classes on Intelitek Live Class can be recorded. Teachers can then allow students to view the recordings online, or download them for later reference. Recorded classes capture media sharing (audio/video), desktop sharing, and content sharing within the main portion of the Intelitek Live Class Virtual Classroom (but not in Breakout Rooms).
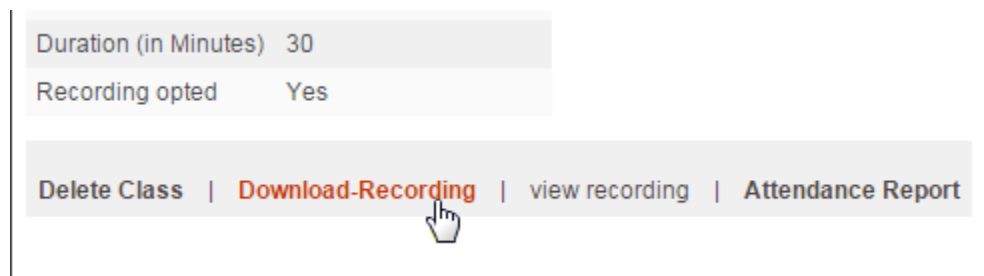
Students can launch a recorded session directly from their LearnMate course page.

> ⓘ *Note: Record this class* must be set to **Yes** *when creating or editing your Intelitek Live Class if you want the class to be recorded.*

To view or download class recordings:

1. Enter your Intelitek Live Class within LearnMate.

2. Select **Download recording** or **view recording**.

You can also view or download your recording from the **Manage Classes** tab in the top navigation bar.