

RAINBOW CLASSROOM-MANAGEMENT CENTER GUIDE

Rainbow Classroom

(Management Center Guide - Standalone)





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		Section 10.1
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		Secreenshots have been undated
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		New section has been added
		Section 13
		Secreenshots have been undated
		Section 13.1
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		Section 13.2



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		Section 13.3
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		Section 13.5
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		New section has been added.
		Section 14.2
		New section has been added.
		Section 14.3
		Secreenshots have been updated.
		Section 14.4
		New section has been added.
		Section 14.5
		New section has been added.
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		Section 16.1
		Secreenshots has been updated.
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		Screenshots have been updated.
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		Screenshots have been updated.
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		Screenshots have been updated.
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		Section 19.2
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		Section 19.3
		New section has been added.
		Section 19.4
		New section has been added.
		Section 20
		New section has been added.



2 Introduction

2.1 Overview – The Product

Rainbow Classroom is a SaaS (Software as a Service) solution that offers powerful collaboration and learning tools for education and training institutes. It enhances and provides a deep integration with industry leading Learning Management Systems (LMS) that works via LTI (Learning Tools Interoperability) protocol.

Rainbow Classroom provides back office Management Center support for its provisioning that allows teachers and students to interact in a realistic classroom environment virtually. It has a range of collaboration features for better management of classroom sessions. Some of the features are following:

- Centralised Management Center
- Dashboard for live and upcoming classroom sessions
- KPIs and attendance module
- School and teacher level classroom configuration controls
- Audio and video conferencing
- Screen-share for both students and teachers
- Course content sharing
- Classroom session recording (Multiple Streams and full duration)
- Online and offline whiteboards
- Workgroups for offline collaboration between students and breakout rooms for in-call collaboration
- Polls /Quizzes
- Links & Welcome Content
- Library
- Customisation
- Watch Together
- Exam Rooms
- Events

More information on the live classroom features that enrich the attendee experience can be found in Rainbow Classroom user guide.

2.2 Overview – The Guide

The purpose of this document is to explain the back office Management Center steps that are required in order to provision courses, classes and meetings to teachers and students in Rainbow Classroom. This guide expects the user to be an organisation admin to do the necessary configuration required in Rainbow Classroom Management Center.

The guide goes through the administrative steps needed for initial configuration along with screenshots to provide a better understanding and relevant context. The Table of Contents is also provided at the beginning of this document which includes hyperlinks. These links can be used to jump to sections and topics of focus. Sometimes only small parts of the screen are shown to highlight a specific item or feature of the user interface.

IMPORTANT!! This guide assumes that an organisation has already been setup by a Business Partner administrator for the provision of Rainbow Classroom via the integration type of Rainbow Classroom.



3 Activate Rainbow Classroom Management Center

This section helps you to quickly activate the Rainbow Classroom Management Center for your organisation admin account as well as configuring your admin account for the provisioning of Rainbow Classroom via Rainbow Classroom integration type.

3.1 Account Activation

An organisation admin account needs to be activated first to access the Rainbow Classroom Management Center. Please follow the below steps in order to activate your organisation admin account:

1. An account activation email will be sent to your email address once you have been added as an organisation admin by your ALE Business Partner, as shown below.

	Image: Constraint of the second s	Iassroom one place
Dear Kevin, You have been invited to join Ra is se Please Click here to setur a pass	inbow Classroom as Organisation Administrator. Your stup as your sign-in ID.	email address
Sincerely, The Rainbow Classroom Team		
in У 🖸 f R		Alcatel·Lucent
	Learn more about Rainbow Classroom Copyright © 2023 Alcatel-Lucent Enterprise	
	SCREENSHOT – Account Activation	

IMPORTANT!! Please contact your business partner if you have not received any account activation email.

2. Click on the link provided in the email to start your account activation process, as shown below.





IMPORTANT!! Please note that the above link cannot be used more than once.

You will be presented with the following screen.

	EN EN
Welcome to Rainbow Classroom Management Center	
Your password must be at least 12 characters long including 1 lower-case letter, 1 upper case letter, 1 digit	
and 1 special character	
New Password *	
her results	
Confirm Password *	
By continuing, you agree to the Terms of Service and the Privacy Policy Ac	tivate

SCREENSHOT – Account Activation

3. You need to set your password for the organisation admin account on the above screen. Please provide the following details.

New Password: Enter the password in the respective field. **Confirm Password:** Enter the password that you have provided in the above field of 'New Password'.

Your password must be at least 12 characters long including 1 lower-case letter, 1 upper case letter, 1 digit and 1 special character.

Once done, click on the **Activate** button and your organisation admin account will be activated for the Rainbow Classroom Management Center.

Once you have updated your password, a login screen will be displayed as shown below:

	an a
Welcome to Rainbow Classroom Manager	ment Center
Please enter the email address associated with your Rainbow Classroom	Management Center account
Username *	
Enter your password	
Password *	
	Forgot your password?
By continuing, you agree to the Terms of Service and the Privacy Policy	Login

SCREENSHOT – Welcome to Rainbow Management Center

Enter the username and password of your organisation admin account and click on the **Login** button. Once logged in, please configure the integration type with Rainbow Classroom for your organisation admin account.

3.2 Integration Configuration Details

Once you have configured the integration type of your organisation admin account, you will get a confirmation email as well as other details i.e. token for the provisioning of Rainbow Classroom via Classroom API. An example is shown below:



R	Image: Second secon	
Dear David.		
Your configuration has been setup in Rainbow Classroom Dashboard using account ID:		
To get startad:		
1. If you wish to provision Rainbow Classroom via Classroom API, here is the authentication token to get you started.		
Token:		
	and the second second second second	
2. Build seamless and interactive learning environment between Custom LMS and Rainbow Classroom using Single sign-on (SS	SO).	
3. Use Live Dashboard to improve learning quality and experience for both teachers and students.		
For more information, please refer to Rainbow Classroom documentation.		
in 💟 🖸 🖬 🗐	Alcatel-Lucent Q)
	Learn more about Rainbow Classroom	

SCREENSHOT – Integration Configuration

You can choose one of the following two ways for the provisioning of Rainbow Classroom:

- 1. If you wish to provision Rainbow Classroom via Classroom API, use the above mentioned authentication token from the email. For more details, please refer to "Rainbow Classroom API" document.
- 2. You can use the Rainbow Classroom Management Center for the provisioning of courses and classes to teachers and students. For more details, please refer to "Management Center Guide for Organisation Admin (Rainbow Classroom)" document.



4 Rainbow Classroom Management Center – Start-up

IMPORTANT!! Only users with the role of organisation admin can access this Management Center level. Please note that the administration steps below are for Rainbow Classroom integration via the integration type of 'Rainbow Classroom'

Once your organisation admin account is activated, launch the Rainbow Classroom Management Center portal by clicking on the following URL provided by Rainbow Classroom team.

https://web.rainbow-classroom.com/manage

This will open the Management Center portal in the web browser. The resultant screen will be displayed, as shown below.

	Elia En
Welcome to Rainbow Classroom Management	Center
Please enter the email address associated with your Rainbow Classroom Manag	ement Center account
Username *	
Enter your password	
Password *	
	Forgot your password?
By continuing, you agree to the Terms of Service and the Privacy Policy	Login

SCREENSHOT – Classroom Management Center login page

You will have to key in the username and password of an organisation admin. After keying them in, click the **Login** button. You will be presented with the screen, as shown below.





SCREENSHOT – Classroom Management Center Dashboard

A web interface will appear that will allow you to navigate around the application using the left side panel, as shown below.

There is also a slider control at the bottom that can be used to minimize or maximize the left hand panel.

You can also double click on the left-hand menu to expand/collapse the left side panel.





SCREENSHOT – Slider Control with Left Hand Panel Displayed





SCREENSHOT – Slider Control with Left Hand Panel Hidden

Each option in the left-hand menu (in expanded view) is divided into different categories to make it easier for

organisation admins to view their relevant features/sections of management center. Simply clicking on the icon displayed next to required category will display the relevant section available in that particular category as can be seen below:





SCREENSHOT – Expanded Menu Options in left hand panel

Note: Each icon on the left-side panel has a tooltip which describes the icon. You can see the tooltip simply by moving the cursor on the available icon.

For every click on the left-side panel, the main page to the right will change to the corresponding display. As an administrator, your task is to go through each link and customize the Rainbow Classroom Management Center according to your requirements. We recommend you to configure these links in the following order:

- Settings
- Mass Provisioning
- Courses
- Classes
- Calendar
- Teachers
- Students
- Guests
- Customisation
- Organisation Admins
- Events

4.1 Guided Tour

In order to take a guided tour of each section of application and how it impacts the overall configuration of Rainbow Classroom, click on the avatar that is available in the top right corner. Following menu will be displayed:



	KS
Change Password	Ì
🔁 Guided Tour	
- [→ Logout	

SCREENSHOT – Rainbow Classroom Interface

When you click on Guided Tour option following pop up is displayed:

Rainbow [™] CLASSROOM	
Hello, Steve Vince	
Welcome to Rainbow Classroom Administration	
This tour will show you how to navigate our application	
	Close Start

SCREENSHOT – Guided Tour

When you press on Start button, guided tour will commence as shown below:



SCREENSHOT – Guided Tour

Click on Next Button to take the step by step tour of Rainbow classroom application.

The sections below will take you through each section, one by one.



5 Setup LMS Connectivity with Rainbow Classroom

This section facilitates the organisation admins to configure the integration type with Rainbow Classroom for their organisation account. To do so, expand the **General** Menu in the left side panel and then click on **Settings** as shown below:



SCREENSHOT – Left-Side Panel

Please select **Rainbow Classroom** from the dropdown menu of 'LMS type' on the Settings Page. This is the selection of integration type with Rainbow Classroom for your organisation admin account. Once done, click on

the ^{Update} button.

Note: If you have selected any other option from the dropdown of LMS Type, please refer to its respective guide i.e. 'Management Center Guide for Organisation Admin (Moodle / Canvas)'.

Upon selection of the LMS type, the interface of the Rainbow Classroom Management Center will be changed accordingly for the respective organisation admin account.

Note: Please login to your organisation admin account again for the changes to take effect.

IMPORTANT!! The above setting can only be configured once. The organisation admins will not be able to update it later once the setting has already been applied to their account.



5.1 Organisation Information

Once you have performed LMS mapping, provide information about your organisation in this section

Organisation Information	
Name *	
Logo Customisation:	~
Background Customisation:	~
	Update Cancel

SCREENSHOT – Organisation Information

Name: Enter your organisation name

Logo customisation: Expand this section to upload and customise the logo of your organization. Following screen will be displayed:

Logo Customisation:			
Image	Rainbow		• Preview
	Classroom		① Upload
	Dimension (260 X 60)		
Style	Contain	•	
Position	Center	•	
Spacing	5	•	
Color	\bigcirc		
	Reset		

SCREENSHOT – Logo Customisation

You can directly upload any symbol representing your education organisation by clicking on the **Upload** button. Customisation can be done with respect to the style, position and spacing of the logo. The background color of the Logo can also be adjusted. Live Preview of the Logo will be updated with every change. You can reset your Organisation Logo by clicking on Reset button.

Background Customisation: Expand this section to upload and customise the background image. Following screen will be displayed:

Background Custo	omisation:	
Image	1000	1 Upload
	Dimension (1920 X 1080)	
Style	Cover	*
	Reset	

SCREENSHOT – Background Customisation

The selected image will be visible in the background of login screens of all the users connected to your organisation in Rainbow Classroom. Dimension of the background image should be 1920x1080. You can reset your background image by clicking on Reset button.

Once done, click on Update button.

6 Mass Provisioning

The organisation administrator can configure a classroom environment using mass provisioning, which allows them to introduce bulk of courses/classes and users in the Rainbow Classroom system and then provisions these courses/classes to users in one go. The provisioning of courses will enable users to access Rainbow Classroom with their associated courses.

Provision of courses can also be done by manually setting up the courses, classes and users first, then enrolling users in their respective courses/classes, however it can be difficult when there are hundreds of users to enrol. This is where the need for mass provisioning comes which allows an organisation admin to import the required set of data for courses/classes and users through a CSV file and then provision bulk of these courses to users.

This section facilities an organisation admin to automate the process of uploading a large amount of data on the Rainbow Classroom Management Center. When the data is imported successfully, the organisation admin can setup class enrolments for the users.

To get started with mass provisioning, expand the General option in the left-hand menu and click on the **Mass Provisioning** link as shown below:



SCREENSHOT – Left-hand Panel

Following page is displayed:



C¢	Mass Provisioning							
								Remote Provisioning Import Data
								Search
	Reference 🌲	Pending 🗘	In Process 🌲	Failed 🜲	Succeeded \$	Total 🗘	% Complete 🍦	Created Date 💌
	Import_28_3_2022_14_33	0	0	3	0	3	100%	Mon, Mar 28, 2022 14:35:28 🏾 🏛 🤠
	Import_28_3_2022_14_25	0	0	0	9	9	100%	Mon, Mar 28, 2022 14:30:29 🛗 🤠
	15 🗸							≪ <> ≫ 1 •

SCREENSHOT – Mass Provisioning

6.1 Import Data for Mass Provisioning

The organisation admin must first import CSV files in order to upload data for teachers, students, guests and courses/classes. This helps an organisation admin to do enrolments later for the provisioning of courses/classes to the users. To get started with the data importing and mass provisioning of courses, click on **Import Data** link displayed at the top right side of the screen, as shown below.

C2	Mass Provisioning							•
								Remote Provisioning Import Data
								Search
	Reference 🌲	Pending 🜲	In Process 🌲	Failed 🜲	Succeeded \$	Total \$	% Complete 💲	Created Date 🔻
	Import_28_3_2022_14_33	0	0	3	0	3	100%	Mon, Mar 28, 2022 14:35:28 🋗 🤠
	Import_28_3_2022_14_25	0	0	0	9	9	100%	Mon, Mar 28, 2022 14:30:29 🛗 🤠
	15 🗸							≪ <> ≫ 1 ▼

SCREENSHOT – Mass Provisioning

Upon clicking the link, you will be presented with the following screen.

L& Mass Provisioning / I	Import			
Reference *	Import_25_7_2023_18_49			
Data Type	Courses/Classes	✓ Download Sample File		
	Upload			
Data Preview				Search
Selected Course	 Selected Class	r Ref 🜲 From 🌲 🛛 To 🌲	Status 🌲	Template ID 🜲 🛛 Template name 🜲
No data available i	in table			
10 🗸				≪ <> ≫ 1 ◄
				Cancel Import

SCREENSHOT – Import Data for Mass Provisioning

Data Type: This is the data type for which the bulk import or enrolment process will be executed. Available options are as follows:

- Courses/Classes
- Teachers
- Students
- Guests
- Hosts/Participants
- Pre-Class Enrollment
- Enrollments

IMPORTANT!! You need to import data independently for each type that is mentioned above. Please note that enrolment cannot be done if there is no data available for courses/classes and users. You must configure the courses/classes and users either by manually creating these entities or via mass provisioning. We have explained the mass provisioning steps below.

1. If required to bulk import the courses/classes data, then select **Courses/Classes** option from the dropdown menu of the **Data Type** option. The following screen will be displayed.



A Mass Provisioning / Imp	ort				
Reference *	Import_25_7_2023_18_49				
Data Type	Courses/Classes	✓ Download Sample File			
	Upload				
Data Preview					Search
Selected Course 🔺	Selected Class 🌲 Customer Ref 🌲	From 🜲 To 🜲	Status 🌲	Template ID	Template name \$
No data available in ta	able				
10 🗸					≪ <> ≫ 1 ▼
					Cancel Import

SCREENSHOT – Import Data for Mass Provisioning

Upload: To import a file for courses/classes, you will have to provide the necessary information in the form of a .CSV file. Once you have populated the CSV file, click the 'Upload' button to open the file. Once you have located your file, select it and then click 'Open'.

Note: A "Download Sample File" link is available on the above screen. When you click on it, you can download a sample file format, which will help to ensure that you provide the CSV file in the same format as required by Rainbow Classroom.

💽 Open						×
\leftrightarrow \rightarrow \checkmark \uparrow \blacklozenge > This	PC > Downloads >		5 V	,	Downloads	
Organize 👻 New folder					· · · ·	
📃 Desktop 🛛 🖈 ^	Name	Date modified	Туре	Size		^
Downloads *	∨ Last week (8)					
	🔹 Rainbow Classroom Setup Status - 2021	9/3/2021 7:02 PM	Microsoft Excel C	1 KB		
E Pictures 🖈	💶 coursestemplate (4)	9/3/2021 11:56 AM	Microsoft Excel C	1 KB		
Glossary	🖬 userstemplate (1)	9/3/2021 11:23 AM	Microsoft Excel C	1 KB		
Original Docs fo	🖬 userstemplate	9/3/2021 11:23 AM	Microsoft Excel C	1 KB		
R1.22.0	🔯 coursestemplate (3)	9/3/2021 11:23 AM	Microsoft Excel C	1 KB		
R1.23.0	🔯 coursestemplate (2)	9/2/2021 6:17 PM	Microsoft Excel C	1 KB		
	🔹 coursestemplate (1)	9/2/2021 5:35 PM	Microsoft Excel C	1 KB		
OneDrive	🖬 coursestemplate	9/2/2021 5:16 PM	Microsoft Excel C	1 KB		
This PC	V Last month (2)					
Network	screenshots (1)	8/6/2021 3:13 PM	File folder			
- ·····	Screenshots	8/5/2021 7·/2 DM	File folder			~
File nar	me: coursestemplate (4)		~	Microsoft E	ccel Comma S	epara 🗸
			-	Open	Ca	ncel

SCREENSHOT – Import Data for Mass Provisioning

Once the required CSV file is selected, the respective data available in the CSV file will appear in the lower grid, as shown below.



Mass Provisioning / In	nport						
Import Details							
Reference *	Import_28_3_2022_1	4_25					
Data Type	Courses/Classes	~	Download Sample File				
	Upload						
Data Preview						Sear	ch
Selected Course 🔺	Selected Class 🌩	Customer Ref 🌲	From \$	To ≑	Status 🖨	Template ID 🌲	Template name 🗘
Product One	OPENVCE400 - Class One	OPENVCE4001	Wed, Dec 08, 2021 13:00:00	Wed, Dec 08, 2021 17:00:00	Cancelled	N/A	N/A
Product One	ENTPVTE300 - Class Two	ENTPVTE3002	Mon, Dec 13, 2021 13:00:00	Thu, Dec 23, 2021 04:00:00	Approved	N/A	N/A
Product One	ENTPVTE320 - Class Five	ENTPVTE3205	Tue, Dec 14, 2021 13:00:00	Thu, Dec 16, 2021 21:00:00	Approved	N/A	N/A
Product One	OPENVCE400 - Class Six	OPENVCE4006	Thu, Dec 09, 2021 13:00:00	Thu, Dec 09, 2021 17:00:00	Approved	N/A	N/A

SCREENSHOT – Import Data for Mass Provisioning

Click the Import button in order to import the selected CSV file successfully. Once done, you will be presented with the details of the imported file that has been processed, as shown below.

Access Provisioning / Import		
Reference: Import_28_3_2022_14_25	Importing: Courses/Classes Total: 9 Processed: 0 0% Completed	Search
Course 🔺	Class \$	Status 🌩
Product One	OPENVCE400 - Class One	
Product One	ENTPVTE300 - Class Two	
Product One	ENTPVTE320 - Class Five	
Product One	OPENVCE400 - Class Six	
Product One	OPENVCE400 - Class Seven	
Product One	DT00VCE401 -Eight	•

SCREENSHOT – Mass Provisioning

On the above screen, the blue icons display that the respective class is in 'Pending' state while the green icons display that the class is already setup and re-import is not required.

2. If required to bulk import teacher's data, then select **Teacher** option from the dropdown menu of the **Data Type** option. The web interface will be changed accordingly.



IIII Mass Provisioning / Impor	t			
Import Details				Available Teacher Licenses : 498
Reference * Data Type	Import_28_3_2022_14_33	Poweland Sample File		
	Upload	Download sample Hie		
Data Preview				Search
First Name 🌲	Last Name 🌲	Participant Email 🌲	Role \$	Subscription/License 🜩
No data available in tab	ble			
15 🗸				≪ <> ≫ 1 - ▼
				Cancel Import

SCREENSHOT – Mass Provisioning

You will have to provide the necessary information of teachers in the form of a .CSV file. Once you have populated the CSV file, click the **'Upload'** button to open the file. Once you have located your file, select it and then click 'Open'.

Note: A "Download Sample File" link is available on the above screen. When you click on it, you can download a sample file format, which will help to ensure that you provide the CSV file in the same format as required by Rainbow Classroom.

Open				
\rightarrow \checkmark \bigstar This PC \Rightarrow Downloads		ٽ ~		Downloads
Organize 🔻 New folder				III ▼ III (
★ Quick access	Date modified	Туре	Size	
Desktop 🖈 🗸 Today (2)				
Downloads Dow	9/7/2021 11:08 AM	Microsoft Excel C	1 KB	
🖀 Documents 🖈 🔯 enrollmenttemplate	9/7/2021 11:05 AM	Microsoft Excel C	1 KB	
E Pictures * Last week (8)				
Glossary Rainbow Classroom Setup Status - 2021	9/3/2021 7:02 PM	Microsoft Excel C	1 KB	
Original Docs fo	9/3/2021 11:56 AM	Microsoft Excel C	1 KB	
P1 22 0	9/3/2021 11:23 AM	Microsoft Excel C	1 KB	
userstemplate	9/3/2021 11:23 AM	Microsoft Excel C	1 KB	
R1.23.0 Coursestemplate (3)	9/3/2021 11:23 AM	Microsoft Excel C	1 KB	
OneDrive 🔯 coursestemplate (2)	9/2/2021 6:17 PM	Microsoft Excel C	1 KB	
coursestemplate (1)	9/2/2021 5:35 PM	Microsoft Excel C	1 KB	
This PC Y 🖬 courcestemplate	Q/2/2021 5-16 DM	Microsoft Evcel C	1 KR	
File name: userstemplate (2)		~	Microsoft Ex	cel Comma Separa
			Open	Cancel

SCREENSHOT – Mass Provisioning

Once the required CSV file is selected, the respective data available in the CSV file will appear in the lower grid, as shown below.



IIII Mass Provisioning / Import	ł			
Import Details				Available Teacher Licenses : 498
Reference * Data Type	Import_28_3_2022_14 Teachers Upload	_33 Download Sample File		
Data Preview				Search
First Name 🌲	Last Name 🌲	Participant Email 🌲	Role 🗘	Subscription/License 💲
Chris	Green	chris.green@demo.com	Teacher	Classroom Teacher 1-Year prepaid
Ben	Andrews	ben.andrews@demo.com	Teacher	Classroom Teacher 1-Year prepaid
David	Longmuir	david.longmuir@demo.com	Teacher	Classroom Teacher 1-Year prepaid
15 🗸				\ll < > » 1 ·

SCREENSHOT – Mass Provisioning

Click the Import button in order to import the selected CSV file successfully. Once done, you will be presented with the details of the imported file that has been processed, as shown below.

Reference: Import_28_3_2022_14_3	33 Importing: Participants	Total: 3 Processed: 3 100% Completed		Search
First Name 🌲	Last Name 🌲	Participant Email 🌲	Role 🌲	Status 🌲
Chris	Green	chris.green@demo.com	Teacher	
Ben	Andrews	ben.andrews@demo.com	Teacher	•
David	Longmuir	david.longmuir@demo.com	Teacher	
15 🗸				≪ <> ≫ 1 ▼



- 3. If required to bulk import student's or guest's data, then select **Students** or **Guests** from the dropdown menu of the **Data Type** option. The web interface will be changed accordingly. All the options will be same as described for the selection of the 'Teachers' data type.
- 4. Once the required CSV files are imported successfully, select **Enrolments** from the dropdown menu of the **Data Type** option. The web interface will be changed accordingly. The available courses details will be retrieved and you will be presented with the following screen.



Reference *				
Data Type	Import_14_9_2021_16_57 Enrollments Download Sample File			
Select courses in which enrolmer	ts should be updated			
	Available Courses (310) Type here to search courses		Selected Courses (0) Type here to search courses	
Courses	Image: Programming Image: Programming	>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>		

SCREENSHOT – Mass Provisioning

Courses: All the available courses that have been bulk imported or manually created are displayed in the box on the left. You can move the courses to the box on the right by first selecting the courses and then using the arrow buttons, as shown below.

Import Details			
Reference * Data Type	Import_14_9_2021_16_57 Enrollments		
Select courses in which	enrolments should be updated Available Courses (308)	Selected Courses (2)	
Courses	Type here to search courses	Joint Programming → < <	
		Cano	iel Next

SCREENSHOT – Mass Provisioning

Note: Use the Search field at the top of each box to search for a particular course.

Once done, click **Next**. All the available classes associated with the selected courses will be retrieved and you will be presented with the following screen.


Select classes in which enro	Iments should be updated Available Classes (4)		Selected Classes (0)	
Classes	Type here to search classes IIII gAMAA (Programming) IIII sec a (Programming) IIII SectionTest_Smith (Programming)	>>> <<< <<	Type here to search classes	
			Canc	el Ne

SCREENSHOT – Mass Provisioning

All the available classes are displayed in the box on the left. You can move the classes to the box on the right by first selecting the classes and then using the arrow buttons, as shown below.

Select Classes in wind refinitive for operating in the programming in the pro	Colort classes in which	envelopents should be undated	
Available Classes (2) Type here to search dasses Image: Classes (2) Type here to search dasses Image: Classes (2) Type here to search dasses	select classes in which	enroiments should be updated	
Type here to search classes Type here to search classes Classes Image: search classes in the image: search classe		Available Classes (2)	Selected Classes (2)
Classes Classe		Type here to search classes	Type here to search classes
	Classes	())	Image: Second constraints Image: Second constraints
Cancel			Cancel Next

Once done, click the **Next** button. You will be presented with all the courses details that have been processed to provision, as shown below.

articipants			
ata Preview			Search
Selected Course 🔺	Selected Class 🗘	Participant Email 🔶	
Programming	gAMAA		
Programming	sec a		
15 🗸			≪ <> ≫ 1 ~
ownload Sample File			Upload Cancel Imp
		sioning	



To provision the selected courses and classes to the required participants, you will have to upload a CSV file of participant's emails. To do this, click the **Upload** button to open the file. Once you have located your file, select it and then click 'Open'.

Note: A "Download Sample File" link is available on the above screen. When you click on it, you can download a sample file format, which will help to ensure that you provide the CSV file in the same format as required by Rainbow Classroom.

💽 Open					×
\leftarrow \rightarrow \land \uparrow \clubsuit > Thi	is PC > Downloads		ٽ ~		
Organize 👻 New folde	er				•
📃 Desktop 🛛 🖈 ^	Name	Date modified	Туре	Size	^
🚽 Downloads 🖈	v Today (3)				
Documents 🖈	enrollmenttemplate (3)	9/14/2021 5:21 PM	Microsoft Excel C	1 KB	
E Pictures 🖈	🔯 userstemplate (3)	9/14/2021 4:55 PM	Microsoft Excel C	1 KB	
Glossary	🔯 coursestemplate (5)	9/14/2021 4:08 PM	Microsoft Excel C	1 KB	
R1.23.0	✓ Last week (4)				
Rainbow Classro	anrollmenttemplate (2)	9/7/2021 11:22 AM	Microsoft Excel C	1 KB	
RainbowClassro	enrollmenttemplate (1)	9/7/2021 11:21 AM	Microsoft Excel C	1 KB	
OneDrive	🔹 userstemplate (2)	9/7/2021 11:08 AM	Microsoft Excel C	1 KB	
	😰 enrollmenttemplate	9/7/2021 11:05 AM	Microsoft Excel C	1 KB	
This PC	✓ Earlier this month (8)				
🧼 Network 🗸 🗸	🕼 Rainbow Classroom Setup Status - 2021	9/3/2021 7:02 PM	Microsoft Excel C	1 KB	~
File na	ame: enrollmenttemplate (3)		~	Microsoft Excel Comma	Separa 🗸
				• Open (Cancel

SCREENSHOT – Browse and open file

Once the required CSV file is selected, the respective data available in the CSV file will appear, as shown below.

ata Preview		Search
Selected Course 🔺	Selected Class 🗢	Participant Email 🔶
Programming	gAMAA	chris.green@demo.com
Programming	gAMAA	ben.andrews@demo.com
Programming	gAMAA	david.longmuir@demo.com
Programming	sec a	chris.green@demo.com
Programming	sec a	ben.andrews@demo.com
Programming	sec a	david.longmuir@demo.com
5 ¥		« < > » [



Click the button in order to import the selected CSV file successfully. Once done, you will be presented with the courses that have been processed to provision, as shown below.

eference: Import_14_9_2021_17_22	Updating: Enrollments		Search
Selected Course 🔺	Selected Class 🗘	Participant Email 🗢	Status 🗢
Programming	gAMAA	chris.green@demo.com	•
Programming	gAMAA	ben.andrews@demo.com	
Programming	gAMAA	david.longmuir@demo.com	
Programming	sec a	chris.green@demo.com	
Programming	sec a	ben.andrews@demo.com	
Programming	sec a	david.longmuir@demo.com	

SCREENSHOT – Mass Provisioning

On the above screen, the red icons display that the respective participant's enrolment is failed while the green icons display that the enrolment of the participant is successfully implemented.

Note: If the enrolments have been successfully processed for the participants, it means that the selected courses/classes have been provisioned to them and their respective classrooms are created in Rainbow Classroom.

6.2 Status Details

The configuration of mass provisioning will be processed and all the status details of that setup will be displayed on the main **Mass Provisioning** screen, as shown below.

						Remote	Provisioning Import Data
							Search
Reference 🌲	Pending 🜲	In Process 🌲	Failed 🜲	Succeeded 🜲	Total 🌲	% Completed 👙	Created Date 💌
Import_7_1_2022_16_20	0	0	9	0	9	100%	Fri, Jan 07, 2022 16:22:39
Import_17_12_2021_12_28	0	0	0	1	1	100%	Fri, Dec 17, 2021 12:29:06
Import_17_12_2021_12_12	0	0	0	28	28	100%	Fri, Dec 17, 2021 12:26:33
10 🗸							≪ < > ≫ 1 •





The mass provisioning configuration process will require some time to be completed successfully. When the **%Completed** status is 100% as shown below, it means the configuration has been completed successfully and no pending or in-process users are left.

Ę	[♣ Mass Provisioning							
							Remote	e Provisioning Import Data
							\mathbf{N}	Search
	Reference 🜲	Pending 🜲	In Process 🌲	Failed 🜲	Succeeded 🜲	Total 🌲	% Completed	Created Date 💌
	Import_7_1_2022_16_20	0	0	9	0	9	100%	Fri, Jan 07, 2022 16:22:39
	Import_17_12_2021_12_28	0	0	0	1	1	100%	Fri, Dec 17, 2021 12:29:06
	Import_17_12_2021_12_12	0	0	0	28	28	100%	Fri, Dec 17, 2021 12:26:33
	10 🗸							≪ < > ≫ 1 ∨

SCREENSHOT – Mass Provisioning

You can also check status details of Pending, In Process, Failed, Succeeded and Total items. An example is shown below in order to check these details.

The following screenshot displays number of items that are in 'Pending' state. Click the icon 🗰 to view details about the pending items.





You will be presented with the following screen.



C	Mass Provisioning / Import				
	Reference: Import_28_3_2022_14_33	Importing: Participants Total	3 Processed: 3 100% Completed		Search
	First Name 🌩	Last Name 🌲	Participant Email 🌲	Role 🌲	Status 🌩
	Chris	Green	chris.green@demo.com	Teacher	•
	Ben	Andrews	ben.andrews@demo.com	Teacher	
	David	Longmuir	david.longmuir@demo.com	Teacher	•
	15 🗸				≪ <> ≫ 1 ◄

SCREENSHOT – Mass Provisioning

On the above screen, the red icons display that the respective courses/classes are in 'Pending' state and re-import is required for them while the green icons display that the respective courses/classes are setup successfully and re-import is not required.

Press on 🗰 icon, if you want to delete imported data job.

A confirmation message will be displayed in the form of pop-up as shown below:

Confirm	
comm	
Are you sure you wan	t to delete imported data job?
	YES NO

SCREENSHOT – Confirmation Message

Press Yes and your imported data job will be deleted.

Note: If the enrolment has been processed for a participant, it means their respective course(s) have been provisioned and classrooms are created for them in Rainbow Classroom.



7 Understanding the Concepts – Course & Class

To start with the traditional classroom, typically students and teachers are enrolled in multiple courses, each course has its own set of classes. Similarly in Rainbow Classroom, a **Course** is a particular subject that can contain multiple classes and each class is led by one or more teachers. It offers a structure for teachers and students to connect in a course-specific space where all the respective classes will be housed.

Whereas, a **Class** is a group of students within a course. Teachers and students can interact in a class via file sharing, text messaging, and whiteboard as well as have a collaborative session in Rainbow Classroom. Classes are only accessible to those teachers/students who are enrolled in their respective class.

Rainbow Classroom contains all of the necessary features associated with a course that are required to build a realistic classroom environment to engage students and facilitate better interaction.

The following is an example to help understanding courses and classes in Rainbow Classroom.

Scenario: Two courses Maths and Chemistry have been provisioned by an organisation administrator. Each course has two separate classes i.e. Class A and Class B which are assigned to Teacher 1 and Teacher 2 respectively. Students are enrolled in their respective class of the course and can join a collaborative session initiated by the relevant teacher on Rainbow Classroom.



8 Courses

This section facilitates an administrator to setup a new course for teachers, students and guests. The administrator can also view details of all the newly added courses as well as update the existing ones. To view courses, expand the **Courses & Classes** menu in the left hand panel and then click on Courses link as shown below:



SCREENSHOT – Left Hand Menu

Courses Add Course | Export Search Customer Ref Modified On 🌲 Modified By Course 🌲 Classes • Teachers 🌲 Students \$ Guests 🌲 Neural Networks in Living ... c14f153bf1ce956a23d347e0.. 2 4 1 Mon, Apr 10, 2023 14:25 N/A 口前 1 10 ~ \ll < > \gg 1

SCREENSHOT – Courses

Note: Please note that if you have imported data for courses via mass provisioning then it will be available on the 'Courses' screen.

8.1 Create a Course

Following page is displayed:

To create a new course, click **Add Course** link displayed at the top right side of the screen, as shown below.



r.	Courses								
								Add Course Ex	xport
								Search	
	Course 🜲	Customer Ref 🌲	Classes 💌	Teachers 🜲	Students 🜲	Guests 🜲	Modified On 🌲	Modified By 🜲	
	Neural Networks in Living	c14f153bf1ce956a23d347e0	1	2	4	1	Mon, Apr 10, 2023 14:25	N/A	



You will be presented with the screen, as shown below.

Courses / New Course			
Name *			
Description			
			Save Cancel
	SCREENSHO	IT – Add Course	Save Cancer

Name: Give the course a suitable name in the respective mandatory field.

Description: Key in the description of the course.

Once you have entered the details into both fields, click **Save** button and you will be presented with a popup window, as shown below.



SCREENSHOT – Message from webpage

Click **OK** and you will be redirected to the **Courses** screen where the newly added course will be displayed, as shown below.



¢	Courses											
								Add Course Export				
								Search				
	Course 🜲	Customer Ref 🌻	Classes 🔻	Teachers 🜲	Students 🜲	Guests 🜲	Modified On 🜲	Modified By 🜩				
	Neural Networks in Living	c14f153bf1ce956a23d347e0	1	2	4	1	Mon, Apr 10, 2023 14:25	N/A				
	History of Stone Age	0111ca1b5856596a66f8f129	0	0	0	0	Mon, Jul 10, 2023 16:17	Kevin Stark 🔀 🔟				
	10 🗸					1		≪ <> ≫ 1 ∨				

SCREENSHOT – Course

Important!! If a course is not associated with any classes, teachers, students and guests then the number of these items in the course details will be zero.

Note: Use the Search field at the top right corner of the screen to search for a particular course.

The administrator can also view in depth details of the classes, teachers, students and guests associated with each course by clicking on the number listed under each respective column. The following is an example.

Click on the number of classes associated with a course, as shown below.

r.	Courses											
								Add	Cours	e Export		
								Search				
	Course 🜲	Customer Ref 🌲	Classes 💌	Teachers 🜲	Students 🌲	Guests 🌲	Modified On 🜲	Modified By 🌲				
	Neural Networks in Living	c14f153bf1ce956a23d347e0	1 🔶	2	4	1	Mon, Apr 10, 2023 14:25	N/A	Ľ			
	SCREENSHOT – Courses											

You will be presented with classes details associated with the respective course.

Courses / Classes							
							Add Class Export
Neural Networks in Living Organisms	I All Classes	Template	s				Search
Class 🌲	Course 🜲	Teachers 💌	Students 🜲	Guests 🌲	Modified On 🌲	Modified By 🜲	
Molecular Biology	Neural Networks in Li.	. 2	4	1	Mon, Jun 12, 2023 20:19	Jack Robinson	🖾 🙃 🖸 🗇
10 🗸							≪ <> ≫ 1 ◄

SCREENSHOT – Classes

Note: The organisation admin can view attendance of classes, by clicking on the attendance icon which appears beside each class. For more details on the attendance, please see section titled 'Class Attendance'.



8.2 Search a Course

You can also search for a particular course by using search bar as shown below:

							1	Add Course Export
				Search: in	Current Page	All Courses All Customer	Refneu	X
Course 🜲	Customer Ref 🌲	Classes 💌	Teachers 🜲	Students 🖨	Guests 🌲	Modified On 🌲	Modified E	Зу 🌩
Neural Networks in Living	c14f153bf1ce956a23d347e0	1	2	4	1	Mon, Apr 10, 2023 14:25	N/A	
10 ~								≪ <> ≫ 1 ▼



Search filters are available to make it easier for user to search for their desired courses.

							1	Add Course Export
				Search: in	Current Page	All Courses All Customer	Ref	neu ×
Course 🜲	Customer Ref 🌲	Classes 🔻	Teachers 🖨	Students 🜲	Guests 🜲	Modified On 🌲	Modif	ied By 🜲
Neural Networks in Living	c14f153bf1ce956a23d347e0	1	2	4	1	Mon, Apr 10, 2023 14:25	N/A	
10 ~								≪ <> ≫ 1 •

SCREENSHOT – Search Courses

8.3 Export Course Data

You can download all the information related to courses in an EXCEL file by clicking on Export button as highlighted below:

۲	Courses										
								Add Course Export			
								Search			
	Course 🜲	Customer Ref 🜲	Classes 🔻	Teachers 🜲	Students \$	Guests 🜲	Modified On 🜲	Modified By 🜲			
	Neural Networks in Living	c14f153bf1ce956a23d347e0	1	2	4	1	Mon, Apr 10, 2023 14:25	N/A			
	History of Stone Age	0111ca1b5856596a66f8f129	0	0	0	0	Mon, Jul 10, 2023 16:17	Kevin Stark 🔀 🛅			
	10 🗸							≪ <> ≫ 1 ∨			

SCREENSHOT – Export Courses

8.4 Update Course Details

To update details of a newly created course, click on the **Edit** icon \Box which appears beside each added course, as shown below.



Courses												
							Add Course Expor					
							Search					
Course 🜩	Customer Ref 🌲	Classes 💌	Teachers 🜲	Students 🜲	Guests 🜲	Modified On 🌲	Modified By 🜲					
Neural Networks in Living	c14f153bf1ce956a23d347e0	1	2	4	1	Mon, Apr 10, 2023 14:25	N/A 📉 🖸 🔟					
History of Stone Age	0111ca1b5856596a66f8f129	0	0	0	0	Mon, Jul 10, 2023 16:17	Kevin Stark 🖸 🔟					
10 🗸							≪ <> ≫ 1 - •					

SCREENSHOT – Edit Course

You will be presented with the following screen, make changes in the required fields and then click the **Update** button, as shown below.

Courses / Edit Course		
Course		
Name *	Linear Equations	
Description	Course	
	li li	
		Update Cancel

SCREENSHOT – Edit Course

You will be presented with the popup window, as shown below.



SCREENSHOT – Message from Application

Click **OK**. The course will be updated.

8.5 Delete a Course

Courses created from version 2.0 onwards can be deleted as well. Click on the $\boxed{10}$ icon available next to your desired course that you want to delete as shown below:



Courses											
								Add Course Export			
							Search				
Course ≑	Customer Ref 🜲	Classes 🔻	Teachers 🜲	Students \$	Guests 🜲	Modified On 🜲	Modified By 🌲				
Neural Networks in Living	c14f153bf1ce956a23d347e0	1	2	4	1	Mon, Apr 10, 2023 14:25	N/A	C 🗉 🖌			
History of Stone Age	0111ca1b5856596a66f8f129	0	0	0	0	Mon, Jul 10, 2023 16:17	Kevin Stark				
10 🗸							« <	> > 1 •			

SCREENSHOT – Delete Course

Following pop-up window is displayed to confirm your decision of deleting the particular course:

Confirm
Are you sure you want to delete course?
YES NO

SCREENSHOT – Delete Course Confirmation

Click on YES button and course is deleted.



9 Classes

A class is created automatically on the Rainbow Classroom Management Center for each course that has been provisioned to teachers, students and guests. This section facilitates an administrator to view details of all the available classes. To view classes, expand the **Courses & Classes** menu in the left hand panel and then click on **Classes** link as shown below::

 Dashboard 	
🛗 Calendar	
😤 People	
📢 Courses & Classes	
ref Courses	
IIII Classes	
<u> </u>	
Customisation	
General	+

SCREENSHOT – Left Hand Panel

Following page is displayed:

Classes									
							Ado	d Class E	Export
All Classes	Templates						Search		
Class 🜲	Course 🜲	Teachers	▼ Students 🖨	Guests 🜲	Modified On 🌲	Modified By 🌲			
Molecular Biology	Neural Networks i	2	4	1	Mon, Jun 12, 2023 2	Jack Robinson		<u>ю</u> С	Ē
10 🗸							« <	> » 1	~

SCREENSHOT – Classes

Note: The classes that have been provisioned to users through the mass provisioning setup or via the external app of Rainbow Classroom on LMS, will be displayed on the **Classes** screen along with their associated details.

Note: For each class available in the Classroom Management Center, a separate classroom for that class will be automatically created on the Rainbow Classroom Web Client.



Note: The administrator can also view in depth details of the teachers, students and guests associated with a class by clicking on the number listed under each respective column. Following is an example.

Click on the number of teachers associated with a class, as shown below.

Classes								
						Add (Class Ex	cport
All Classes	Templates					Search		
Class 🜲	Course 🖨 Teachers	▼ Students :	🛊 Guests 🌲	Modified On 🌲	Modified By 🌲			
Molecular Biology	Neural Networks i 2	4	1	Mon, Jun 12, 2023 2	Jack Robinson	iii ii ii	6 6	Ū
10 🗸						« < >	≫ 1	~

SCREENSHOT – Classes

You will be presented with the teachers' details associated with the respective class.

🔊 Classes / Teachers

						Add T	eache	er E	xport
Molecular Biology					Sea	rch			
First Name 🔺	Last Name 🌲	Email 🜲	Customer Ref 🌲	Subscription/License 🜲					
howard	miller		f58ec1fd628283ab50b8d86	Classroom Teacher 1-Year r		0	ති	Ľ	Ē
💽 Tim	David	$x = p + \frac{1}{2} \left[-\frac{1}{2} \left[\frac{1}{2} \left[$	90023f40a728d5cdab76461	Classroom Teacher 1-Year p	t d	Ō	ති	Ľ	Ē
10 🗸					<	« <	> >>	1	~

SCREENSHOT – Classes

Templates can be viewed by clicking on Templates tab as highlighted below:

Classes				
				Add Class Export
All Classes	Templates			Search
Class 🜲	Course 🜲 Teachers	▼ Students 🖨 Guests	♦ Modified On ♦ Modified By ♦	
Molecular Biology	Neural Networks i2	4 1	Mon, Jun 12, 2023 2 Jack Robinson	🖮 🙃 🙆 🖬
10 🗸				≪ <> ≫ 1 ◄

SCREENSHOT – Classes



9.1 Create a Class

To create a class, click on the **Add Class** link displayed at the top right side of the screen, as shown below.

Classes						
						Add Class Export
All Classes	Templates					Search
Class 🜲	Course 🜲	Teachers 💌 Students 🌲	Guests 🜲	Modified On 🜲	Modified By 🜲	
Molecular Biology	Neural Networks i	2 4	1	Mon, Jun 12, 2023 2	Jack Robinson	🖮 🙃 🟠 🖮
10 🗸						≪ <> ≫ 1 ◄

SCREENSHOT – Add Class

You will be presented with the screen, as shown below:

Course *	select V	Auslability time
Class Name *		
	Set as template	
	Enable Exam Rooms for live session	Live Sessions Time Add Schedule
	Retain exam room on call end	No Live Session Time found
Status	Approved 🗸	
Participants	Edit Participants List	Course Material Course Links Add Course Material
Hosts		No Course Material found
Participants		
Gueste		
006919		
		Save Cancel

SCREENSHOT – Add Class

You need to provide the details in the fields displayed on the screen and then click on the **Save** button to create a class for a particular course. These fields are explained below:

Course: Select the course for which you want to create the class from the dropdown menu of the respective field.

Class Name: Enter the class name in the respective field.

Set as template: Enable this option, if you want to use this configuration of a classroom as template.

Enable Exam Rooms for Live Session: This option is used to configure exam rooms during a live session of a classroom. By default, this option is enabled.

Retain exam room on call end: This option is used to confiture that exam room created during a live session should be retained or terminated after a live session ends in the classroom. By default, this option is enabled.

Status: Set the status of the class either as approved or cancelled.

9.1.1 Add / Remove Participants to the Class

The administrator can add hosts (teachers), participants (students) and guests to the class that is being created. The **Hosts**, **Participants** and **Guests** fields are disabled, to provide details in these fields click on the **Edit Participants List** as shown below:

Course *				
Course	select V		Availability time	Timebound
Class Name *				
	Set as template			
	Enable Exam Rooms for live session		Live Sessions Time	Add Schedule
	Retain exam room on call end		No Live 5	ession Time found
Status	Approved 🗸			
Participants	-	Edit Participants List	Course Material Course Links	Add Course Material
Hosts			No Cou	se Material found
Participants				
Guests				
				Save Cancel

SCREENSHOT – Add Class

You will be presented with the following screen.

🕼 Classes / New Class				
Class Hosts / Participants / Guests				
Available Hosts / Participants / Guests	Selected Hosts / Participant	ts / Guests		
All (7) V Search	All (0)	~	Search	
Jenifer Wilson P Patricia Wilkins A Alan Shepard Jack Robinson T Tim David H howard miller James Anderson H howard miller				
			Upda	te Cancel

SCREENSHOT – Available Participants List

IMPORTANT!! The **Available Hosts/Participants/Guests** list will be empty by default. The administrator must first create user roles of teachers, students and guests before assigning them to any class. For more details, see the section titled <u>Create User as a Role of Teacher</u>, <u>Create User as a Role of Student</u>, <u>Create</u> User as a Role of a Guest.

On this screen, the following two sections are available:

1. Available Hosts/Participants/Guests – By default, all the available hosts, participants and guests are listed in the box displayed at the bottom of this section



Click on the required hosts/participants to select them.

 Selected Hosts/Participants/Guests – The users that are selected from the Available Host/Participant/Guests section will be moved to the box on the right. Click on the required users to deselect them. Deselected users will be moved again to the left box of Available Hosts/Participants/Guests section.

Note: A dropdown is available in each section that allows an administrator to narrow down the results according to the selected option in the bottom box. The following are the options available in the dropdown:

- All: Select this option from the respective dropdown in order to display all the available participants and hosts in the corresponding box displayed at the bottom of each section.
- **Participants:** Select this option from the respective dropdown in order to display all of the available participants in the corresponding box displayed at the bottom of each section.
- **Hosts:** Select this option from the respective dropdown in order to display all of the available hosts in the corresponding box displayed at the bottom of each section.
- **Guests:** Select this option from the respective dropdown in order to display all of the available guests in the corresponding box displayed at the bottom of each section.

Note: A search bar is also available on the top right of each section that allows you to quickly locate a particular participant, host or guest.

Once you have selected the required participants of the class, click on the **Update** button, as shown below.

II Classes / New Class						
Class Hosts / Partici	pants / Guests					
Available Hosts / Pa	rticipants / Guests		Selected Hosts / Particip	oants / Guests		
All (5)	~	Search	All (2)	~	Search	
J Jenifer Wils	son J Jack Robinson	T Tim David	A Alan Shepard	P Patricia Wilkins		
H howard mill	er J James Anderson					
					→[Update Cancel



You will be redirected to the **New Class** screen.



9.1.2 Availability Time

The administrator can make a class time bound which means that it starts and ends at a particular time. The time for class, participant, Hosts and Guest is disabled by default. To set time for a new class, enable the switch next to the **Timebound** label as shown below:

Caurao *		
Course	select V	Availability time Timebound
Class Name -		
	Set as template	
	Enable Exam Rooms for live session	Live Sessions Time Add Schedule
	Retain exam room on call end	No Live Session Time found
Status	Approved 🗸	
Participants	Edit Participants List	Course Helpfel Course Heurist
Hoste		Aut course material
110313		No Course Material found
Participants		
Guests		
		Save Cancel

SCREENSHOT – Add a Class

Once enabled, an entire section appears that allows administrators to setup separate timings for hosts, participants and Guests as shown below:





Note: The date and time set for class is by default set for all hosts, participants and guests. Administrators can assign separate date and time to these users by individually setting date and time for each category of users i.e. Guest, Hosts and Participants.



9.1.3 Live Sessions Time

This section allows administrators to set up a specific period devoted for Live session for this particular classroom. In order to add a schedule for live session, click on the Add Schedule link as highlighted below:

Classes / Nev	w Class				
Course *	select	~		Availability time	T
Class Name *					Timebound
	Set as template				
	Enable Exam Ro	oms for live session		Live Sessions Time	Add Schedule
	Retain exam roo	m on call end		No Live Session Time	e found
Status	Approved	*			
Participants	6		Edit Participants List	Course Material Course Links	Add Course Material
Hosts				No Course Material	found

Following pop-up is displayed to set up a schedule:

Select days for class		×
Schedule Name *		
Start Date	End Date	
🛄 Jul 10, 2023	🛄 Jul 10, 2023	
Time of the day Start Time 8 $\frac{1}{7}$: 00 $\frac{1}{7}$	End Time	
Days of the week		
Mon Tue Wee	d Thu Fri Sat	Sun
	Add	Close

Schedule Name: Add a name for the live session schedule.

Start Date & End Date: Set start date and end date for this schedule.



Time of the Day: Set the start and end time of the live session.

Days of the Week: Select the days of the week when the live session is planned for this particular class.

Once done, click on **Add** button.

Now the class will be scheduled for exact days and time within the span of selected time period as per calendar.

Note: At the moment, classes will not be automatically started on the selected date and time. Right now, this selection will only be displayed in the form of events.



9.1.4 Add Course Material

The administrator can add course material for a class by clicking on Add Course Material as highlighted below:

select	~		A	
			Availability time	Timebound
Set as template			Live Consistent Time	
Enable Exam Room	s for live session			Add Schedu
Retain exam room o	on call end		No Live Session Time	found
Approved	*			
		Edit Participants List	Course Material Course Links	Add Course Materia
			No Course Material f	ound
	select Set as template Enable Exam Room Retain exam room of Approved	select Set as template Enable Exam Rooms for live session Retain exam room on call end Approved	select Set as template Enable Exam Rooms for live session Retain exam room on call end Approved Edit Participants List	select Availability time Set as template Enable Exam Rooms for live session Retain exam room on call end Approved Edit Participants List Course Moterial Course Links No Course Material f

SCREENSHOT – Add Course Material

Following drop down menu is displayed when you click on Add Course Material link:

Course Material Course Links	Add Course Material
No Course Material found	🔲 From My Computer
	🛆 From Rainbow Storage

SCREENSHOT – Add Course Material

Select From My Computer option if you want to upload course material directly from your computer.

Select **From Rainbow Storage** option if you want to transfer course material directly from your rainbow storage. Following window will pop up:



Course Material							
Order by: Date 🗸	Filter: All 🗸		Search Q				
¢	11	E	۶				
Preliminariespptx	Whiteboard isxlsx	Rainbow Classdocx	Rainbow CRM Bpdf				
427.19 KB	11.70 KB	7.60 MB	1.44 MB				
٤							
Remote Whitebpdf							
			Cancel Add				

SCREENSHOT – Add Course Material

You can order files by date, file size and Name. You can also filter them based on their specific types i.e. PDF & Microsoft Office (Word, Excel etc.) files. You can also search for individual files by name using search bar.

Once you have selected your required documents, click on Add button as shown below:







The course material will be displayed as shown below:

Course Material Course Links	Add Course Materia
	Search
Name 🔺	

SCREENSHOT – Course Material

Click on 🔟 icon, if you want to delete an existing course material.

9.1.5 Add Course Links

The administrator can add course links for a class by clicking on **Course Links** tab as highlighted below:

Classes / Nev	v Class				
Course *	select	~		Availability time	Timebound
Class Name *					
	Set as templat	e		Live Sessions Time	Add Schedule
	Retain exam r	coms for live session		No Live Session Tim	e found
Status	Approved	*			
Participants			Edit Participants List	Course Material Course Links	Add Course Material
Hosts				No Course Material	found

SCREENSHOT – Add Course Links

Following drop down menu is displayed when you click on Add Course Link:

Course Material	Course Links		Add Course Link
	No Co	urse Link found ව	New Course Link From existing Course Links

SCREENSHOT – Add Course Link



Following pop up window is displayed when you click on **New Course Link**:

Add Course	_ink	×
Name *		
URL *	https:// 🗸	
Description		
		le le
		Cancel Add

SCREENSHOT – Add Course Link

Provide a name for the link that you are going to add, the URL for that link and an appropriate description for the course link. Please make sure to choose appropriate protocol i.e. HTTP or HTTPS for your course link. Once done, click on Add button.

Following pop up window is displayed when you click on **From existing course links**:

Available Course Links			×
Name 🔺	URL \$	Description 🔶	Search
Evolutionary Biology	https://www.nature.com/subjects/evolutio	n	Add
Spring Research Journal	https://www.springer.com/journal/11692		Add
			Cancel

SCREENSHOT – Available Course Links

Once you have selected a course link to add in the classroom, Click on **Add** button available next to that particular link.

Added course links are displayed as shown below:



		Search	
Name 🔺	URL 🌲		
Evolutionary Biology	https://www.nature.com/s	ubjects/e	6 🗇

SCREENSHOT – Course Links

Once you have provided all the required information, click on Save button.

9.2 View Events

In order to see scheduled events for a particular classroom, click on the **View Events** icon is which appears beside each classroom, as shown below:

Cla	ISSES							
							Add Class Export	
	All Classes	Templates					Search	
CI	ass 🌲	Course 🜲 Teach	ners 🔻 Students 🜲	Guests 🜲	Modified On 🌲	Modified By 🌲		
	Molecular Biology	Neural Networks i2	4	1	Mon, Jun 12, 2023 2	Jack Robinson	💼 to to 💼	
10	*						≪ <> ≫ 1 ◄	

SCREENSHOT – Classes

Following screen is displayed with detail of each classroom mapped on a calendar for each month. Time of the classroom is also displayed as shown below:



						Add Meeting E
Class : Introdu Today Mor	nth Week Day				<	(July 1 – 31, 2023
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	27	28	29		1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
	108:00 - Introduc	🔊 08:00 - Introduc	😁 08:00 - Introduc			
17	18	19	20	21	22	23
	108:00 - Introduc	108:00 - Introduc	108:00 - Introduc			
24	25	26	27	28	29	30
	108:00 - Introduc	108:00 - Introduc	108:00 - Introduc			
31	1	2		4	5	
	e 08:00 - Introduc	n 08:00 - Introduc	e 08:00 - Introduc			

SCREENSHOT – Class Events

By default, monthly view of sessions is displayed. But you can choose to view a Weekly, Daily or Today view of the sessions by clicking on the respective button as highlighted below:

III Classes / C	IIII Classes / Calendar									
						Add Meeting	Export			
Class : Int	troduction to Genetics				<	July 1 – 31, 202;	3 >			
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday				
26	27	28	29		1	2				
3	4	5 S	6 CREENSHOT – Cale	7 ndar	8	9				

9.3 Update Class Details

The organisation admin can edit and update classes by clicking on the edit icon \square which appears beside each class, as highlighted below.



80	Classes							
								Add Class Export
	All Classes Templates							Search
	Class \$	Course 🜲	Teachers 💌	Students 🌲	Guests 🌲	Modified On 🜲	Modified By \$	
	Molecular Biology	Neural Networks in Living O	. 2	4	1	Mon, Jul 10, 2023 18:37	Tim David	🖮 🛱 🖬 🖬
	10 🗸							≪ <> ≫ 1 ◄

SCREENSHOT – Edit Class

When you click on edit icon, following screen is displayed:

IIII Classes / Edit Class	
	Attendance Copy Delete
Course * Neural Networks in Living Organisms	Availability time Timebound
Class Name * Molecular Biology	Hosts 🛄 Jul 10, 2023 🕒 18 🖕 : 39 🖕
Set as template	tm Sep 30, 2023 19 ♣ : 9 ♣
Enable Exam Rooms for live session	Participant: Jul 10, 2023
Status Approved V	Guests
Participants Edit Participants List	Image: Substrate for the set of th
Hosts	Live Sessions Time Add Sebedule
Participant J Jenifer Wilson Patricia Wilkins	Search
A Alan Shepard J James Anderson	Schedule From At Days of the week
Guests J Jack Robinson	
	Course Material Course Links Add Course Material
	Search
	Name A
	2nd assignment tasks.docx

SCREENSHOT – Edit Class

Except for Course name, you can edit in any information about a class when updating its information.

9.4 Class Attendance

The organisation admin can view attendance of classes, click on the attendance icon is which appears beside each class, as shown below.

80	Classes							
								Add Class Export
	All Classes Templates							Search
	Class 🖨	Course 🜲	Teachers 💌	Students \$	Guests 🜲	Modified On 🜲	Modified By 🜲	
	Molecular Biology	Neural Networks in Living O	. 2	4	1	Mon, Jul 10, 2023 18:37	Tim David	
	10 🗸							≪ <> ≫ 1 ◄



Note: Class attendance will only be available if the teacher has conducted a session for the class in Rainbow Classroom.

You will be presented with the following screen.

lecular Biology Introduction to	Genetics		Q Recordings Expo
ue, Jul 18, 2023 13:25:56 13:26:51 (55 seconds)	Mon, Jul 17	7, 2023 19:22:01 - 19:43:48 (21 minutes 46 seconds)	Total students: (5) Absent: 4 Present: *
13:23:33 13:25:24 (1 minute 51 seconds)	(Ab	in Cooper isent)	
13:20:25 13:21:21 (55 seconds)	(Ab	:k Reese isent)	
13:13:35 13:19:53 (6 minutes 17 seconds)	G Jar (Ab	nes Vince isent)	
13:10:24 13:11:37 (1 minute 13 seconds)	Jer Tota	nifer Wilson al duration (21 minutes 7 seconds)	97% ©
lon, Jul 17, 2023	Y A	tricia Wilkins	
19:22:01 19:43:48 (21 minutes 46 seconds)	Student At	ttendance Pattern	
18:47:27 19:08:34 (21 minutes 6 seconds)		Absent Present	Attendance timeline
ri, Jul 14, 2023	~		
hu, Jul 13, 2023	~		
/ed, Jul 12, 2023	~	Attendance Ratio %	0 0 0 0 0 0 0 0 0 0 0 0 0 0

SCREENSHOT – Class Attendance

9.4.1 Check Attendance Based on Date & Time Span

The administrator can check attendance of different sessions that have been conducted for the respective class. These sessions are displayed on the basis of date and time span on the left side of the screen, as shown below.



Nolecular Biology Introduction t	o Genetics		Q Recordings Expor
Tue, Jul 18, 2023 13.25.56 [13.26.51 (55 seconds) 13.23.33 [13.25.24 (1 minute 51 seconds) 13.20.25 [13.21:21 (55 seconds) 13.13.35 [13.19.53 (6 minutes 17 seconds) 13.10.24 [13.11:37 (1 minute 13 seconds) Mon, Jul 17, 2023	~	Mor, Jul 17, 2023 19:22 01 - 19:43.48 (21 minutes 46 seconds) Total students: (5) All Below 100% Image: Second	Q Absent: 4 Present: 1 97% ①
19:22:0119:43:48 (21:minutes 46 seconds) (24:7:27 (19:08:34 (21:minutes 6 seconds) Fri, Jul 14, 2023 Thu, Jul 13, 2023 Wed, Jul 12, 2023	~ ~ ~	Absent Present Attendance limeline Absent Present 1 Attendance limeline Absent Present 1 <	22-TT02 11-TT02 17T144001-TT0442001-TT02 17T144001-TT1442001-TT02 2022-01-TT14420-4714

SCREENSHOT – Class Attendance

Click on the session time that has been conducted on a particular date and its relevant attendance will be displayed, as shown below.



SCREENSHOT – Class Attendance

9.4.2 Attendance Details

The attendance results display the following details:

Session Date: Date on which the session was conducted by teacher.



Session Time Duration: Displays start and end time of session as well as total time duration.
Total Students: Displays the total number of students in the respective class.
Absent & Present Number of Students: Total number of absent and present students in the session.
Attendance Duration of Present Student: The total duration of time that a student spends in the session.

Attendance Percentage of Present Student: The percentage of time a student spends in the session.

Absent Students: Students who are not present in the class are marked as absent.

The following is a sample view of all the attendance details that have explained above.



SCREENSHOT – Sample View of Attendance Details

Note: The administrator can search any student's attendance via the search bar displayed at the top of the screen, as shown below.

Tue, Jul 19, 2022 14:48:25 14:51:06 (2 minutes 41 seconds)	~	Tue, Jul 19, 2022 14:48:25 - 14:51:06 (2 minutes 41 seconds) Total students: (4) Absent: 3 Present: 1 AB V Below 100%
Fri, Jul 15, 2022	~	Alan Shepard (Absent)
Tue, Jul 05, 2022	\sim	
Mon, Jul 04, 2022	~	
Tue, Jun 07, 2022	\sim	
Fri, Jun 03, 2022	~	
Thu, Jun 02, 2022	\sim	
Wed his 01 0000		

SCREENSHOT – Attendance

Note: The administrator can filter attendance results via the dropdowns displayed beside search bar. The

attendance percentage slider is also available that works as a qualifier for the options that are selected from the respective dropdowns, as shown below.

	٩
Mon, Feb 07, 2022 20:20:20 - 20:34:15 (13 minutes 55 seconds) Total students: (3)	Absent: 2 Present: 2
All v Below v 74%	
G gea md1 (Absent)	
stu md2 Total duration (9 minutes 4 seconds)	<u> </u>
(absent)	

${\sf SCREENSHOT-Attendance}$

9.4.3 Student Attendance Pattern

The administrator can see student attendance patterns via pie chart and graph, as shown below.





Attendance Ratio % (Pie Chart) – This pie chart displays present and absent students ratio in the respective session. It helps organisation admin to monitor participation of students and to ensure that students presence is on required level in the respective session.

Attendance Timeline (Graph) – This graph displays student attendance with respect to the total time span of the session. Time span is displayed along the X-axis and number of present students is displayed along the Y-axis of the graph. The graph helps an organisation admin to track progress of student's participation for a specific time in the respective session.

9.4.4 Export Attendance Report

All the information related to attendance of a particular class can be downloaded in the form of an excel file by clicking on Export button as highlighted below:



lolecular Biology Introductio	n to Genetics	Q Reco	ordings Expo
Tue, Jul 18, 2023	~	Mon. Jul 17, 2023 19:22:01 - 19:43:48 (21 minutes 46 seconds) Total students: (5) Absent	Q : 4 Present: 1
Mon, Jul 17, 2023	~	All V Below V 100%	
19:22:01 19:43:48 (21 minutes 46 seconds)		(Alan Cooper (Absent)	
18:47:27 19:08:34 (21 minutes 6 seconds)		Jack Reese (Absent)	
Fri, Jul 14, 2023	~	Student Attendance Dattern	
Thu, Jul 13, 2023	~		
Wed, Jul 12, 2023	~	Absent Present 2023-07-17T14:23:50.770Z 2023-07-17T14:31:06.770Z 2023-07-17T14:31:07 2023-07-17T14:31:07 2023-07-17T14:31:07 2023-07-17T14:31:07 2023-07-17T14:31:07 2023-07-17T14:31:07 2023-07-17T14:31:07 2023-07-17T14:31:07 2023-07-17T14:31:07 2023-07-17T14:31:07 2023-07-17T14:31:07 2023-07-17T14:31:07 2023-07-17T14:31:07 2023-	

You will be provided with two options when you click on Export button. You can either download attendance report of the selected session or report for all the sessions conducted for that particular class.

9.4.5 Refresh the Attendance Report

A refresh button is also available to update the attendance report of ongoing session(s) as highlighted below:

Classes / Attendance			
Molecular Biology Introduction	n to Genetics		Q Recordings Export
Tue, Jul 18, 2023 Mon, Jul 17, 2023 19:22:01 19:43:48	~	Mon, Jul 17, 2023 19:22:01 - 19:43:48 (21 minutes 46 seconds) Total students: (5) All All Alan Cooper	Q Absent: 4 Present: 1
(21 minutes 46 seconds) 18:47:27 19:08:34 (21 minutes 6 seconds) Fri Jul 14, 2023		 (Absent) Jack Reese (Absent) 	
Thu, Jul 13, 2023	~	Student Attendance Pattern	line
Wed, Jul 12, 2023	~	Absent Present 2023-07-17T14:23:50.770Z 2023-07-17T14:31:06.770Z 2023-07-17T14:31:06.770Z 2023-07-17T14:31:06.770Z	4:38:22.770Z





9.4.6 Recordings

In order to see recordings performed during a particular classroom, click on Recordings as highlighted below:

Classes / Attendance								
Molecular Biology Introdu	ction to Genetics							Q Recordings Export
Tue, Jul 18, 2023	~	Mon Jul 17	2023 19:2	22:01 - 19:43	48 (21 minut	tes 46 seconds) Total	students: (5)	Q Absent: 4 Present: 1
Mon, Jul 17, 2023	~	All	· 2020 10.1	Below	× .	100%	oradonito. (5)	
19:22:01 19:43:48 (21 minutes 46 second	ds)	(Ab	n Cooper sent)					
				SCREENS	HOT – Recor	dings		

Following screen will be displayed:

Teacher / Attendance / R	ecorded lectures			
				Replay
Course Class	Computer Networks Neural Pathways in Micro-organisms	Session ID Session Date	64b14617726c80d6328123f4 Fri, Jul 14, 2023	
Ref ID 🔺		Time 🗢	Search Duration \$	
64b14620d0fa283	2bee3fe62	17:59:28	00:00:06	
10 🗸			《 〈 〉	≫ 1 ◄

SCREENSHOT – Recordings

Click on the Click on the control of the play a Recording. Following player will be displayed:





SCREENSHOT – Recordings

9.5 Export & Copy Classes

All the information related to classes can be downloaded in the form of an Excel file by clicking on Export button as highlighted below:

Classes							
							Add Class Export
All Classes	Templates						Search
Class \$	Course 🜲	Teachers	▼ Students ;	🛊 Guests 🜲	Modified On 🌲	Modified By 🌲	
Molecular Biology	Neural Networks i	.2	4	1	Mon, Jul 10, 2023 18.	Tim David	🖮 🙃 🟠 🖻
10 ~							≪ <> ≫ 1 ◄

SCREENSHOT – Classes

An administrator can duplicate a class by clicking on copy icon ^C. This way the admin can use the basic configurations of the classroom. They can make the necessary changes in the copy of a class by clicking on Edit button, afterwards.



9.6 Set Avatar

The organisation admin can set an avatar for each added class. To do so, click on the Avatar icon 🖾 which appears beside each class, as shown below.

Classes											
							Add Class Export				
All Closes Tem	plates						Sear	ch			
Class 🗢 Cou	rse 🛊 Te	eachers 🔻	Students 🜲	Guests 🜲	Modified On 🜲	Modified By 🌲					
Molecular Biology Neu	ral Networks i3		4	1	Wed, Jul 12, 2023 1	Tim David	t.	o	6	Ľ	Ē
Introduction to GenBioc	chemistry 517 3		4	1	Tue, Jul 11, 2023 19:	Tim David		0	6	Ľ	Ē
10 🗸							~	< < 2	> >>	1	•

Screenshot- Set Avatar

You will be presented with the following screen.

Select avatar	×
	Q Search
Molecular Biology	
Reset	
	pixabay 📾
	Cancel Apply

SCREENSHOT – Set Avatar

Note: Use the Search field on the above screen to search for a particular avatar.

Note: Avatar can be reset for a class by clicking on the **Reset** button. It helps an organisation admin to reset the selected avatar and replace it with a different one.

Select an avatar on this screen and click on the **Apply** button as shown below.





SCREENSHOT – Set Avatar

Once the changes are applied, you will be presented with the popup window, as shown below.

Success						
Avatar updated successfully.						
ок						
SCREENSHOT – Message from the Application						

Click **OK**. The avatar will be set for the respective class.

9.7 Delete Class

If you want to delete an existing classroom, click on 🛄 icon as highlighted below:

Clas	SSES							
								Add Class Export
	All Classe	es Templates						Search
Cla	SS 🚔	Course 🌲	Teachers 🔻 S	students 🜲 G	uests 🜲	Modified On 🌲	Modified By 🌲	
	Molecular Biolo	ogy Neural Networks i	2 4	1		Mon, Jul 10, 2023 18	Tim David	🖮 🙃 🕜 🖸 🛅
10	~							≪ <> ≫ 1 ◄

SCREENSHOT – Classes


10 Dashboard

The Rainbow Classroom Management Center provides a dashboard feature that acts as a monitoring tool and is intended to simplify analysis by visually displaying information that is critical for an organisation. It is a state of the art interface that displays performance metrics of the associated organisation in the form of statistics and graphical charts. The dashboard appears as an administrative home page that provides you key components of your organisation such as a live overview of active classroom sessions, participants, meetings, attendance, and video sessions, etc. This information is vital to any organisation where the objective is to reduce handling time, and to monitor overall activities of an organisation.

To view dashboard, click on the **Dashboard** icon from the left-side panel, following screen will be displayed:



SCREENSHOT – Classroom Management Center Dashboard

Classroom Management Center dashboard contains the following graphs :

- 1) Live overview
- 2) Top 5 Busiest Classes
- 3) Top 5 Teachers
- 4) Online Sessions
- 5) Top 5 Classes Attendance

Note: Dashboard is supported for Google Chrome only.

10.1 Live Overview



SCREENSHOT – Dashboard

This section gives you the ability to have a bird's eye view on the real-time statistics of the student attendance, number of joined guests in active sessions and ongoing sessions of your institute. The statistics automatically update based on the latest data. It helps the organisation admins to analyse students' participation with respect to active sessions. If overall students participation in active sessions is not according to the expected level then admins can find insights and take immediate remedial action accordingly.

The organisation admins can also monitor teachers' performance through "Locked Sessions" statistics since the sessions locked by teachers directly impact on the numbers of students' participation in class. In case student attendance percentage is not up to the mark in overall active sessions, instruction can be given to teachers by the organisation admins so that required level of students' attendance can be achieved while maintaining the standard of education.

Live overview statistics are displayed in the form of tiles at the top left of the page. The following information is shown in this section:

Students Attendance - Displays the percentage of total students present in all active classrooms.

Joined Students - Displays the total number of students that have joined their respective active classrooms.

Classes in Progress – Displays the total number of active classrooms.



Joined Guests - Displays the total number of guests that have joined their respective active sessions.

Active Whiteboard - Displays the total number of active whiteboard sessions.

Active Screen Share – Displays the total number of active screen sharing sessions.

Video Sessions – Displays the total number of video sessions.

Locked Session – Displays the total number of active classrooms that are locked by the teacher.

Note: You can see the details of active classrooms and meetings by clicking on the **Classes in progress** and **Meetings** tiles respectively. An example is shown below.



SCREENSHOT – Dashboard

Details of classes in progress will be displayed, as shown below.

🕞 Classes in Progress						
						Search
Course 🔺	Class 🜲	Teacher \$	Participants \$	Joined \$	Absent \$	Start Time 🜲
Neural Networks in Living Organisms	Molecular Biology	howard@yale.edu	4	1	3	Thu, Mar, 24, 2022 15:20:46
15 🗸						≪ <> ≫ 1 ∨

SCREENSHOT – Classes in progress

Note: Use the **Search** field at the top right corner of the screen to search for a particular entity e.g. course, class or teacher.



10.2 Summary



SCREENSHOT – Dashboard

This section allows you to track enrolment of your institute by noting the total number of courses, classes, students, teachers, guests and meetings. Since institutes have a specific schedule for conducting the required number of sessions, the organisation admins can cross check that the planned number of classes are being held at a given time out of the total number of classes. This can be done by comparing stats results of 'Total Classes' tiles with 'Classes in progress' tile displayed in the live overview section.

The section displays a quick view summary of your institute in the form of tiles at the bottom of the dashboard screen. The administrator can see details and perform configuration accordingly by just clicking on the particular tile.

Teachers License & Students License section displays the total and consumed number of licenses for teachers and students as shown below:



SCREENSHOT – Dashboard

The consumed licenses are allocated to students and teachers that allows them to access Rainbow Classroom with their respective user credentials. The statistics help the organisation admins to keep track of the number of licenses assigned to teachers and students and to request more from their ALE business partner in case the available licenses are insufficient as compared to the enrolled teachers and students



10.3 Top 5 Classes Attendance



SCREENSHOT – Class Attendance

This section contains a graphical representation of students' attendance percentage in top 5 classrooms in past 7 days. The percentage of students' attendance is displayed along the Y-axis and the date is displayed along the X-axis.

The graph helps the organisation admins to track weekly progress of students' and teachers' participation in classrooms. The attendance percentage of students is displayed for each classroom and admins can monitor participation of students throughout the week. On the other hand, teacher participation can also be measured by looking at the graph results of a class with zero students in attendance on a specific date. It indicates that the teacher might be absent on that date due to a technical issue or that students are having difficulty joining the classroom session. This may highlight certain issues faced by students or teachers that can be resolved by offering teacher or student training and ensuring that students' participation is at the required level so that organisations can improve their quality of education in the online learning medium.

Hovering over a particular coloured section in the graph displays a quick view. It shows the percentage of students who attended a particular classroom as well as the date on which that classroom was conducted, as shown below.





SCREENSHOT – Class Attendance

Note: The administrator can also customize the graph according to their requirements. To eliminate any particular legend from the graph, click on the respective legend and it will be removed, as shown below.



SCREENSHOT – Class Attendance







10.4 Top 5 Busiest Classes



SCREENSHOT – Top 5 Busiest Classes

This chart displays a live visual representation of top 5 busiest classes in terms of duration of live session. Grading is done based on the stats from past 7 days.



Note: Hovering over a particular graph in this chart displays the total number of minutes spent as live session in a classroom, as shown below.



SCREENSHOT – Top 5 Busiest Classes

10.5 Top 5 teachers (Last 7 days)



SCREENSHOT – Top 5 Teachers

This chart displays a live visual representation of top 5 teachers based on the duration of live sessions conducted by these teachers. Grading is done based on the stats from past 7 days.

Note: Hovering over a particular graph in this chart displays the total number of minutes spent in live session by a teacher, as shown below.





SCREENSHOT – Top 5 Teachers

10.6 Online Sessions (Last 7 Days)



SCREENSHOT – Online Sessions

This chart displays a visual representation of online sessions conducted across an organisation during the past 7 days. The stats are displayed in minutes.

Note: Hovering over a particular graph in this chart displays the total number of minutes spent in live session during a particular day, as shown below.









11 Teachers

Teacher is one of the core user roles in Rainbow Classroom. A teacher has special privileges and control over a particular class only, which has been assigned to him by an organisation administrator. One or multiple users can be added to a particular class with the license of a teacher.

To view teachers, expand **People** menu in the left hand panel and click on **Teachers** link as shown below:



Following screen will be displayed:

2	Teachers									
						Add Teacher Export			port	
				Sear	ch					
١.	First Name 🔺	Last Name 🌲	Email 🌲	Customer Ref 🌲	Subscription/License 🜲					
	Tim	David		90023f40a728d5cdab76461	Classroom Teacher 1-Year p	t t	C	ත්	Ľ	Ū
	10 🗸					«	< < :	> >>	1	~

SCREENSHOT – Teachers

11.1 Create a Teacher

An administrator must first create teachers in order to introduce them to the system of Rainbow Classroom. To create a new teacher, click **Add Teacher** link displayed at the top right side of the screen, as shown below.



Teachers									
				,	- 4	\dd T	eache	r E	cport
					Sear	ch			
First Name 🔺	Last Name 🌲	Email 🌲	Customer Ref 🌲	Subscription/License 🜲					
💽 Tim	David	sage goldpickprol on	90023f40a728d5cdab76461	Classroom Teacher 1-Year p		0	ස්	Ľ	Ū
10 🗸					~	< <	> >>	1	•

SCREENSHOT – Add Teacher

You will be presented with the screen, as shown below.

S Teachers / New Teacher				
First Name * Last Name * Email *	Enable Proctoring Activate Subscription/License	No subscription assigned	~	
			Save Cance	el

First Name: Enter the first name of the teacher in the respective field.

Last Name: Enter the last name of the teacher in the respective field.

Email: Enter the email address of the teacher in the respective field.

Enable Proctoring: Enable the toggle button in order to allow a teacher to create exam rooms instead of breakout room.

Activate: Enable the activate toggle button in order to allocate the user with the subscription and to activate Rainbow Classroom for the respective user.

Subscription/License: Select the required subscription plan for the respective teacher from the dropdown menu of the respective field.

IMPORTANT!! The 'Teacher License' is bound with the limit of the chosen subscription plan, after which the license will expire and an additional administrative process will be applied in order to activate Rainbow Classroom again for the respective teacher.

IMPORTANT!! *Please note that in case the 'Activate' toggle button is disabled, the teacher license will not be consumed and the respective user will not be able to login Rainbow Classroom as a teacher.*

Note: If you do not allocate 'Teacher License' to a user then 'Essential License' is assigned to that user by default. Please note that user will not be able to login Rainbow Classroom with an essential license.

Once you have provided the details, click **Save** button and you will be presented with a popup window, as shown below.

SCREENSHOT – Add Teacher



SCREENSHOT – Message from the Application

Click **OK** and a teacher will be created.

The administrator can view each teacher details on the above screen including the first name, last name, email, customer reference, subscription/licenses associated with the teacher and the attendance of sessions conducted by the respective teacher, as shown below.

					Search				
First Name 🔺	Last Name 🌲	Email 🖨 🕴 🖡	Customer Ref 🌲	Subscription/License 🜲					
Tim	David	nege getigitigent on	90023f40a728d5cdab76461	Classroom Teacher 1-Year p		0	ා	Ľ	Ē
10 🗸					«	< <	> >>	1	~

SCREENSHOT – Teachers

Note: Status icon next to subscription/license will be green if a 'Teacher License' is allocated to the respective teacher and red in case the license is not allocated. An example is shown below.

						Sear	rch			
First Name 🔺	Last Name 🌲	Email 🌲	Customer Ref 🌲		Subscription/License 🜲					
Tim	David		90023f40a728d5cdab76461	1	Classroom Teacher 1-Year p		0	සි	Ľ	Ē
10 🗸						<	« <	> >>	1	~

SCREENSHOT – Teachers

Note: Use the **Search** field at the top right corner of the **Teachers** screen to search for a particular teacher.

11.2 Attendance

The organisation admin can view attendance for the session conducted by any particular teacher. To view attendance, click on the Attendance icon is which appears beside each added teacher, as shown below.



					Search	
First Name	🔺 Last Name 🌲	Email 🜲	Customer Ref 🌲	Subscription/License 🜲	\mathbf{X}	
Tim	David		90023f40a728d5cdab76461	Classroom Teacher 1-Year p	i 5 5	ú 🖻
10 🗸					« < > »	1 🗸

SCREENSHOT – Attendance

Note: Teacher attendance will only be available if the respective teacher has conducted a session for the meeting or class on Rainbow Classroom.

You will be presented with the following screen.



SCREENSHOT – Attendance

11.2.1 Check Attendance Based on Date & Time Span

The administrator can check attendance of different sessions that have been conducted by the respective teacher. These sessions are displayed on the basis of date and time span on the left side of the screen, as shown below.



Teacher / Attendance Molecular Biology | Introduction to Genetics | howard@yale.edu O | Recordings | Export Q Tue, Jul 18, 2023 \sim Absent: 4 | Present: 1 Tue, Jul 18, 2023 | 13:25:56 - 13:26:51 (55 seconds) | Total students: (5) 13:25:56 [13:26:5 (55 seconds) ~ -All Below 13:23:33 |13:25:24 (1 minute 51 seconds) Alan Cooper (Absent) 13:20:25 |13:21:21 (55 seconds) Jack Reese (Absent) 13:13:35 |13:19:53 (6 minutes 17 seconds James Vince 13:10:24 |13:11:37 (1 minute 13 seconds) Jennifer Wilson Total duration (36 seconds) 66% () Mon, Jul 17, 2023 \sim Fri, Jul 14, 2023 Student Attendance Pattern \sim Thu, Jul 13, 2023 Attendance timelin Pres Wed, Jul 12, 2023 \sim Wed, Feb 22, 2023 ~ Tue, Feb 21, 2023 \sim 01.652 61.652 Fri, Feb 17, 2023 \sim Tue, Feb 14, 2023 Attendance Ratio % Mon, Jan 30, 2023

SCREENSHOT – Attendance

Click on the session time that has been conducted on a particular date and its relevant attendance will be displayed, as shown below.



SCREENSHOT – Attendance

11.2.2 Attendance Details

The attendance results display the following details:



Session Date: Date on which the session was conducted by teacher.

Session Time Duration: Displays start and end time of session as well as total time duration.

Total Students: Displays the total number of students in a class.

Absent & Present Number of Students: Total number of absent and present students in the session. Attendance Duration of Present Student: The total duration of time that a student spends in the session. Attendance Percentage of Present Student: The percentage of time a student spends in the session.

Absent Students: Students who are not present in the class are marked as absent.

The following is a sample view of all the attendance details that have been explained above.



SCREENSHOT – Sample View of Attendance Details

Note: The administrator can search any student's attendance via the search bar displayed at the top of the screen, as shown below:

Tue, Jul 19, 2022 14:48:25 14:51:06 (2 minute: 41 seconds)	~	Tue, Jul 19, 2022 14:48:25 - 14:51:06 (2 minutes 41 seconds) Total students: (4) Alori × Q All × Below 100%
Fri, Jul 15, 2022	~	Alan Shepard Absent
Tue, Jul 05, 2022	\sim	
Mon, Jul 04, 2022	~	
Tue, Jun 07, 2022	~	
Fri, Jun 03, 2022	~	
Thu, Jun 02, 2022	~	
Wed Inc 01 0000		

SCREENSHOT – Attendance

Note: The administrator can filter attendance results via the dropdowns displayed beside search bar. The attendance percentage slider is also available that works as a qualifier for the options that are selected from the respective dropdowns, as shown below.



	٩
Mon, Feb 07, 2022 20:20:20 - 20:34:15 (13 minutes 55 seconds) Total students: (3)	Absent: 2 Present: 2
All v Below v 74%	
Sea md1 (Absent)	
Stu md2 Total duration (9 minutes 4 seconds)	<u> </u>
(Absent)	

SCREENSHOT – Attendance

11.2.3 Student Attendance Pattern

Administrator can see student attendance patterns via pie chart and graph, as shown below.





Attendance Ratio % (Pie Chart) – This pie chart displays present and absent students ratio in the respective session. It helps organisation admin to monitor participation of students and to ensure that students presence is on required level in the respective session.

Attendance Timeline (Graph) – This graph displays student attendance with respect to the total time span of the session. Time span is displayed along the X-axis and number of present students is displayed along the Y-axis of the graph. The graph helps organisation admin to track progress of student's participation for a specific time in the respective session.

11.2.4 Export Attendance Report

All the information related to attendance of a particular class can be downloaded in the form of an excel file by clicking on Export button as highlighted below:



SCREENSHOT – Export Attendance

You will be provided with two options when you click on Export button. You can either download attendance report of the selected session or report for all the sessions conducted for that particular class.

11.2.5 Refresh the Attendance Report

A refresh button is also available to update the attendance report of ongoing session(s) as highlighted below:

Classes / Attendance			
Molecular Biology Introduction	to Genetics	Q Recordings Export	t
Tue, Jul 18, 2023	~	Q Mon. Jul 17, 2023 19:22:01 - 19:43:48 / 21 minutes 46 seconds Total students: (5) Absent: 4 Present: 1	
Mon, Jul 17, 2023	~	All V Below V 100%	
19:22:01 19:43:48 (21 minutes 46 seconds)		(Absent)	
18:47:27 19:08:34 (21 minutes 6 seconds)		Jack Reese (Absent)	
Fri, Jul 14, 2023	~	Student Attendance Pattern	
Thu, Jul 13, 2023	~		
Wed, Jul 12, 2023	~	Absent Present 2023-07-17T14:23:50.7T0Z 2023-07-17T14:31:06.7T0Z 2023-07-17T14:38:22.7T0Z 2023-07-17T14:38:22.7T0Z	

SCREENSHOT – Attendance

11.2.6 Recordings

In order to see recordings performed during a particular classroom, click on Recordings as highlighted below:



Classes / Attendance						
Molecular Biology Introduc	ction to Genetic	S				Q Recordings Export
Tue, Jul 18, 2023	~					Q
		Mon, Jul 1	7, 2023 19:22:01 - 19:43:4	48 (21 minute	s 46 seconds) Total students: (5) Absent: 4 Present: 1
Mon, Jul 17, 2023	\sim	All	✓ Below	~ -	100%	
			SCREENSHOT	- Recordings	5	

Following screen will be displayed:

Teacher / Attendance / Re	corded lectures			
				Replay
Course Class	Computer Networks Neural Pathways in Micro-organisms	Session ID Session Date	64b14617726c80d6328123f4 Fri, Jul 14, 2023	
Ref ID 🔺		Time 🗣	Search turation	
64b14620d0fa2832	bee3fe62	17:59:28	00:00:06	
10 🗸			« < > >	≥ 1 ◄

SCREENSHOT – Recordings

Click on the Click on the conto play a Recording. Following player will be displayed:





These recordings are also available by clicking on the **Recordings** icon which appears beside each teacher, as shown below.

Note: The Recordings will only be available if the respective teacher has recorded any sessions on Rainbow Classroom.

ස් වි Tea	chers					
						Add Teacher Export
						Search
	First Name 🔺	Last Name 🌲	Email 🗢	Customer Ref 🌲	Subscription/License 🗘	
Ŀ	Tim	David		90023f40a728d5cdab764617	Classroom Teacher 1-Year pr	茴 ℃ ᢒ ⊙ 茴
15	~					≪ <> ≫ 1 ◄

SCREENSHOT – Recordings

The administrator can also use multi-window mode for screen and video Recordings which allows them to watch the Recording in the small window while navigating between other tabs and screens.

To use picture in picture mode, play the Recording that is required in this mode, go to options and click **Picture in Picture**, as shown below.



SCREENSHOT – Recordings

You will be presented with the small window displayed on the right corner of the screen, as shown below.



Molecular Bialogy Image: Tue, Jul 19, 2022 Image: Tue, Ju	© ×	
Playing in picture-in-picture	72éabe	play
▶ 0.24/0.24	Search Search Replay: 1/1	
From: 19:14:32 To: 19:15:32 Total duration: (29 secs) on: 1.36.0		

SCREENSHOT – Recordings

Note: You can also download a Recording, go to options and click **Download** as displayed in the below screenshot and the respective Recording will be downloaded.



SCREENSHOT – Recordings

11.3 Reset Password

Administrator can update the passwords of a teacher's account by clicking on Reset Password icon con which appears next to each teacher as shown below:



	Teachers									
						/	\dd T	eache	er Ex	cport
	First Name	Last Nama 🔺	Email A	Customer Def . A	Cubactistian/Liconac	Sear	ch			
Ŀ	First Name 🔺	Last Name 🌩	Email 🤤	Customer Ret 👳	Subscription/License		4			
L	💽 Alan	Cooper	alan@yale.edu	09d2622eb675a7bc5055f28	Classroom Teacher 1-Year p	tit)	Ō	ස්	Ľ	Ē
	Howard	Miller	howard@yale.edu	898c5f465f0317a2389eb95	Classroom Teacher 1-Year r	t	0	ති	Ľ	Ū
	10 🗸					<	< <	> >>	1	~



Account reset email will be sent on the email address provided for that particular teacher. Account password can be updated using the link inside the email.

11.4 Update Teacher Details

To update teacher details, click on the **Edit** icon \square which appears beside each teacher, as shown below.

8	Teachers										
							Add Teacher Export				
						Search					
	First Name 🔺	Last Name 🌲	Email 🌲	Customer Ref 🌲	Subscription/License 🜲						
	Alan	Cooper	alan@yale.edu	09d2622eb675a7bc5055f28	Classroom Teacher 1-Year p		Ō	ත	Ľ	Ē	
	Howard	Miller	howard@yale.edu	898c5f465f0317a2389eb95	Classroom Teacher 1-Year p		Ō	ත්	Ľ	Ū	
	10 🗸					<	« <	> >>	1	~	

SCREENSHOT – Edit Teachers

You will be presented with the following screen:

Construction of the second sec			
Teacher Information			Total License : 500 Licenses Available : 498
First Name * Last Name * Email *	Howard Miller howard@yale.edu	Enable Proctoring Activate Subscription/License	iroom Teacher 1-Year prepaid (500) 💙
			Update Cancel



SCREENSHOT – Edit Teachers

You can make changes for the below mentioned options:

Enable Proctoring: Enable the toggle button in order to allow a teacher to create exam rooms instead of breakout room.

Activate: By default, the activate toggle button is enabled which means that the student is allocated with the selected subscription plan. To remove any subscription from the respective student, disable the activate toggle button and that student will not be allocated with any subscription/student license.

Subscription/License: Select the required subscription plan for the respective teacher from the dropdown menu of the respective field.

IMPORTANT!! Please note that after disabling the 'Activate' toggle button, the teacher license will not be consumed and the respective user will not be able to login Rainbow Classroom as a teacher.

Note: If 'Teacher License' is not allocated to a user then 'Essential License' is assigned to that user by default. Please note that the user will not be able to login Rainbow Classroom with an essential license.

IMPORTANT!! The 'Teacher License' is bound with the limit of the chosen subscription plan, after which the license will expire and an additional administrative process will be applied in order to activate Rainbow Classroom again for the respective teacher.

You will be presented with the popup window, as shown below.

Success
Teacher has been setup successfully.
ОК

SCREENSHOT – Message from the Application

Click **OK**. The details of the respective teacher will be updated.

11.5 View Events

If you want to view all the events (meetings & Classes) that a particular teacher has been part of then

click on the 🛅 icon as shown below:



•	Teachers								
						Add	Teach	er E	xport
						Search			
	First Name 🔺	Last Name 🌲	Email 🌲	Customer Ref 🌲	Subscription/License 🜲				
	Palan	Cooper	alan@yale.edu	09d2622eb675a7bc5055f28	Classroom Teacher 1-Year p		හි සි	Ľ	Ē
	Howard	Miller	howard@yale.edu	898c5f465f0317a2389eb95	Classroom Teacher 1-Year p		් රි	Ľ	Ē
	10 🗸					~	< > >	≥ 1	~



Following screen is displayed with detail of each meeting mapped on a calendar for each month.

Teacher : Tim David Today Month We Monday 26	eek Day					
Month We Monday	eek Day					
Monday 26	Tuesday				< Ju	ıly 1 – 31, 2023
	,	Wednesday	Thursday	Friday	Saturday	Sunday
					1	2
🔭 08:00 - Molecul	108:00 - Molecul	108:00 - Molecul	13:00 - Molecul	108:00 - Molecul	14:00 - Molecul	14:00 - Molecul
🔭 08:00 - Molecul	한 13:00 - Molecul	108:00 - Molecul		108:00 - Molecul		
😁 08:00 - Molecul		108:00 - Molecul		108:00 - Molecul		
🔭 08:00 - Molecul		108:00 - Molecul		🕐 08:00 - Molecul		
🔭 08:00 - Molecul		108:00 - Molecul		13:00 - Molecul		
		13:00 - Molecul				
3	4	5	6	7	8	9
🔭 08:00 - Molecul	한 08:00 - Molecul	108:00 - Molecul	13:00 - Molecul	108:00 - Molecul	14:00 - Molecul	14:00 - Molecul
🕐 08:00 - Molecul	한 13:00 - Molecul	108:00 - Molecul		🕐 08:00 - Molecul		
😁 08:00 - Molecul		108:00 - Molecul		108:00 - Molecul		
🔭 08:00 - Molecul		108:00 - Molecul		108:00 - Molecul		
🔭 08:00 - Molecul		108:00 - Molecul		13:00 - Molecul		
		13:00 - Molecul				
10	11	12	13	14	15	16
🔭 08:00 - Molecul	108:00 - Introduc	108:00 - Introduc	108:00 - Introduc	108:00 - Molecul		
🕐 08:00 - Molecul		e 08:00 - Molecul				
10:00 - Molecul						
17	18	19	20	21	22	23
😁 08:00 - Molecul	108:00 - Introduc	108:00 - Introduc	108:00 - Introduc	108:00 - Molecul		
		108:00 - Molecul				
24	25	26	27	28	29	30
😁 08:00 - Molecul	108:00 - Introduc	108:00 - Introduc	108:00 - Introduc	108:00 - Molecul		
		108:00 - Molecul				
31	1	2	3	4		
🔭 08:00 - Molecul	108:00 - Introduc	108:00 - Introduc	108:00 - Introduc	108:00 - Molecul		

SCREENSHOT – Events



By default, monthly view of sessions is displayed. But you can choose to view a Weekly, Daily or Today view of the sessions by clicking on the respective button as highlighted below:



When an organisation admin clicks on any entry of live session on calendar, details of that session are displayed as below:

Introduction to Genetics 8434805d97460e6519b753ddeaece945	ra			Search	" ×
B Biochemistry 517		Hosts (3)	HM howard miller	RI Robin Taylor	
Participants (5) JW Jenifer Wilson PW Patricia Wilkins	AS Alan Shepard	JR Jack Robinson	JA James Anderson		
				Edit Delete	Close

SCREENSHOT – Calendar Entry

11.6 Delete a Teacher

To delete a teacher, click on the delete icon 🛄 which appears beside each teacher, as shown below.



					Searc	:h		1	
First Name 🔺	Last Name 🌲	Email 🌲	Customer Ref 🌲	Subscription/License \$					4
Tim	David	$\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ $	90023f40a728d5cdab76461	Classroom Teacher 1-Year g		0	ති	Ľ	ī
0 🗸					«	<	> >>	1	

SCREENSHOT – Delete Teacher

You will be presented with the popup window, as shown below.

Confirm
Are you sure you want to delete teacher?
YES NO

SCREENSHOT – Message from the Application

Click **YES**. The teacher will be removed from the Rainbow Classroom Management Center.

11.7 Export Teachers Data

If you want to download all the information related to teachers in the form of an excel file, click on Export as highlighted below:

S Teachers									
									xport
					Sea	rch			
First Name 🔺	Last Name 🌲	Email 🜲	Customer Ref 🌲	Subscription/License 🜲					
Palan	Cooper	alan@yale.edu	09d2622eb675a7bc5055f28	Classroom Teacher 1-Year p		٥	ත්	Ľ	Ē
Howard	Miller	howard@yale.edu	898c5f465f0317a2389eb95	Classroom Teacher 1-Year r		0	ස්	Ľ	Ē
10 🗸					<	« <	> >	> 1	~





12 Students

This section facilitates an administrator to view details of all the students associated with the courses that have been provisioned to them through mass provisioning setup or via the external app of Rainbow Classroom on LMS. To view Students, expand the **People** menu in left hand panel and click on the **Students** as shown below:

Dashboard	
🛗 Calendar	
😤 People	-
😤 Teachers	
👼 Students	←
Guests	
Organisation Admins	
Courses & Classes	
<u> 탄네</u> Reports	
Customisation	
General	+

SCREENSHOT – Left Hand Panel

Following page is displayed:

1	Students							
						Add Student Export		
						Search		
	First Name 🔺	Last Name 🌲	Email 🌲	Customer Ref 🌲	Subscription/License 🜲			
l	Alan	Shepard	alan@yale.edu	0ab969ce927108ad2f95a493	Classroom Student	ê 🖸 🖻		
	James	Anderson	james@yale.edu	f483beef79489fb1c225a778	Classroom Student	ê L 🖻		
	Jenifer	Wilson	jeni@yale.edu	83a2348f6fa445de17318b8f	Classroom Student	ĉ [] ū		
	Patricia	Wilkins	pat@yale.edu	6aa55daacd76abc16e612c5	Classroom Student	ê L 🖻		
	Sean	Jacobs	sean@yale.edu	422d764bef3fda4d484d5309	Classroom Student	ê 🖸 🖻		
	10 🗸					≪ <> ≫ 1 ▾		

SCREENSHOT - Students



12.1 Create a Student

An administrator must first create students in order to introduce them to the system of Rainbow Classroom. To create a new student, click **Add Student** link displayed at the top right side of the screen, as shown below.

🗑 Students							
			Add Student Export				
			Search				
	SCREE	ENSHOT – Add Student					
You will be presented with the screen, as shown below.							
🗑 Students / New Student							
Student Information			Total License : 0 Licenses Available : 0				
First Name *		Activate					
Last Name *		Subscription/License	No subscription assigned \checkmark				
Email *							



First Name: Enter the first name of the student in the respective field.

Last Name: Enter the last name of the student in the respective field.

Email: Enter the email address of the student in the respective field.

Activate: Enable the activate toggle button in order to allocate the user with the subscription selected in the above field and to activate Rainbow Classroom for the respective user.

Subscription/License: Select the required subscription plan for the respective student from the dropdown menu of the respective field.

IMPORTANT!! The 'Student License' is bound with the limit of the chosen subscription plan, after which the license will expire and an additional administrative process will be applied in order to activate Rainbow Classroom again for the respective student.

IMPORTANT!! Please note that in case the 'Activate' toggle button is disabled, the student license will not be consumed and the respective user will not be able to login Rainbow Classroom as a student.

Note: If you do not allocate 'Student License' to a user then 'Essential License' is assigned to that user by default. Please note that user will not be able to login Rainbow Classroom with an essential license.



Once you have provided the details, click **Save** button and you will be presented with a popup window, as shown below.



SCREENSHOT – Message from the Application

Click **OK** and a student will be created.

The administrator can view student details on the **Students** screen including the first name, last name, email, customer reference, subscription/licenses plan of the student along with status of subscription, as shown below:

1	Students								
						Add Student Expor	rt		
			/			Search			
I,	First Name 🔺	Last Name 🌲	Email 🗢	Customer Ref 🌲	Subscription/License 🌲				
	Alan	Shepard	alan@yale.edu	0ab969ce927108ad2f95a493	Classroom Student	6 L 🖻			
	James	Anderson	james@yale.edu	f483beef79489fb1c225a778	Classroom Student	ස 🖸 🖻			
	Jenifer	Wilson	jeni@yale.edu	83a2348f6fa445de17318b8f	Classroom Student	8 C 🖻			
	Patricia	Wilkins	pat@yale.edu	6aa55daacd76abc16e612c5	Classroom Student	6 C 🖻			
	Sean	Jacobs	sean@yale.edu	422d764bef3fda4d484d5309	Classroom Student	6 L 🗉			
	10 🗸					≪ <> ≫ 1 →	•		

SCREENSHOT – Students

Note: Status icon will be green if a 'Student License' is allocated to the respective student and red in case the license is not allocated, as shown below:

					Search
First Name 🌲	Last Name 🌲	Email 🌲	Customer Ref 💠	Subscription/License 🗘	
Ahsan	rehman	ahsan.rehman@test1.com	6810b3ec969013d2ef4139fab	Classroom Student	西 凵 む
Ali	Sufiyan	ali.sufiyan@test1.com	3d299035945753a5822371d62	N/A	ē 🖸 🖞

SCREENSHOT – Students

61

Note: Use the **Search** field at the top right corner of the **Students** screen to search for a particular student.

12.2 Reset Password

Administrator can update the passwords of a student's account by clicking on Reset Password icon which appears next to each student as shown below:

					Add Student Expo
					Search
First Name 🔺	Last Name 🌲	Email 🌲	Customer Ref 🌲	Subscription/License 🌲	
Alan	Shepard	alan@yale.edu	0ab969ce927108ad2f95a493	Classroom Student	ē 🖸 🖻
James	Anderson	iames@vale.edu	f483beef79489fb1c225a778	Classroom Student	8 K 💼

SCREENSHOT – Reset Password

Account reset email will be sent on the email address provided for that particular student. Account password can be updated using the link inside the email.

12.3 Update Student Details

To update student details, click on the Edit icon 🖾 which appears beside each student, as shown below.

					Add Student Exp
					Search
First Name 🔺	Last Name 🌲	Email 🌲	Customer Ref 🌲	Subscription/License 💠 🔪	
Alan	Shepard	alan@yale.edu	0ab969ce927108ad2f95a493	Classroom Student	S 🖸 🗇

SCREENSHOT – Edit Student Details

You will be presented with the following screen.

Student Information					Total License : 200 Licenses Available : 198
First Name * Last Name *	stu md2	Activat Subscrip	e otion/License	Classroom Student (200) 🗸	
Email *	stu.md2@test.com				
					Update Cancel

SCREENSHOT – Edit Student Details

You can make changes for the below mentioned options:

Activate: By default, the activate toggle button is enabled which means that the student is allocated with the selected subscription plan. To remove any subscription from the respective student, disable



the activate toggle button and that student will not be allocated with any subscription/student license.

Subscription/License: Select the required subscription plan for the respective student from the dropdown menu of the respective field.

IMPORTANT!! Please note that after disabling the 'Activate' toggle button, the student license will not be consumed and the respective user will not be able to login Rainbow Classroom as a student.

Note: If 'Student License' is not allocated to a user then 'Essential License' is assigned to that user by default. Please note that the user will not be able to login Rainbow Classroom with an essential license.

IMPORTANT!! The 'Student License' is bound with the limit of the chosen subscription plan, after which the license will expire and an additional administrative process will be applied in order to activate Rainbow Classroom again for the respective student.

Click **Update** button and you will be presented with the popup window, as shown below.

Confirm	4:
Are you sure you want to delete stud	dent? 98
	YES NO 3

SCREENSHOT – Message from the Application

Click **OK**. The details of the respective student will be updated.

12.4 Delete a Student

To delete a student, click on the delete icon 🛄 which appears beside each student, as shown below.

Students					
					Add Student Export
					Search
First Name 🔺	Last Name 🌲	Email 🌲	Customer Ref 🌲	Subscription/License 🌲	
Alan	Shepard	alan@yale.edu	0ab969ce927108ad2f95a493	Classroom Student	ē 🟹 🖻
James	Anderson	james@yale.edu	f483beef79489fb1c225a778	Classroom Student	<u>ت</u> ک ځ
	Students First Name ▲ Alan James	Students First Name Last Name Alan Shepard Anderson	Students First Name ▲ Last Name ♦ Email ♦ Alan Shepard alan@yale.edu James Anderson james@yale.edu	Students First Name ▲ Last Name ♦ Email ♦ Customer Ref ♦ Alan Shepard alan@yale.edu 0ab969ce927108ad2f95a493 James Anderson james@yale.edu f483beef79489fb1c225a778	Students Email \$ Customer Ref \$ Subscription/License \$ Alan Shepard alan@yale.edu 0ab969ce927108ad2f95a493 © Classroom Student James Anderson james@yale.edu f483beef79489fb1c225a778 © Classroom Student

SCREENSHOT – Delete a Student

You will be presented with the popup window, as shown below.



Click YES. The student will be removed from the Rainbow Classroom Management Center.

12.5 Export Students Data

If you want to download all the information related to students in the form of an excel file, click on Export as highlighted below:

Students					
					Add Student Export
					Search
First Name 🔺	Last Name 🌲	Email 🜲	Customer Ref 👙	Subscription/License 🜲	
Alan	Shepard	alan@yale.edu	0ab969ce927108ad2f95a493	Classroom Student	ē 11 S
James	Anderson	james@yale.edu	f483beef79489fb1c225a778	Classroom Student	ê L 🖻
	Students	Students	Students First Name ▲ Last Name ♦ Email ♦ Alan Shepard alan@yale.edu James Anderson james@yale.edu	 Students First Name ▲ Last Name ♦ Email ♦ Customer Ref ♦ Alan Shepard alan@yale.edu 0ab969ce927108ad2f95a493 James Anderson james@yale.edu f483beef79489fb1c225a778 	Students First Name ▲ Last Name ♦ Email ♦ Customer Ref ♦ Subscription/License ♦ Alan Shepard alan@yale.edu 0ab969ce927108ad2f95a493 Classroom Student James Anderson james@yale.edu f483beef79489fb1c225a778 Classroom Student

SCREENSHOT – Export Students Data



13 Guests

Rainbow Classroom can be accessed by a guest user who is not associated with an organisation as a classmate or host. A guest can be added to a classroom, meeting and room with the access to join a live session and to use Rainbow Classroom features if the host grants them permission. The guest users can be one of the following two types.

- Guardian The guest can be a guardian who is a student's representative throughout their academic years. The guardian can be added to a classroom in order to monitor student's performance or to check their learning environment and academic growth in an online learning medium.
- 2. Professional The professional can be a trainer, an external speaker or any other senior mentor.

This section facilitates an administrator to view details of all the guests associated with the courses that have been provisioned to them through mass provisioning setup as well as create new guest users. To view Guests, expand the **People** menu in left hand panel and click on the **Guests** as shown below:



SCREENSHOT – Left Hand Panel

Following page is displayed:



g Guests						
					Add Guest Export	
					Search	
First Name 🔺	Last Name 🌲	Email 🜲	Customer Ref 🜲	Subscription/License 🜲		
ack	Reese	jack@alcatel-lucent.com	7c6c97d8397b5e0688e6f9bc	Classroom Student	<u>ت</u> کا &	
10 🗸					≪ <> ≫ 1 •	



The administrator can view added guest details on the **Guests** screen including the first name, last name, email, customer ref, status and subscription/license associated with the respective guest, as shown below.

Guests							
						Add Guest Export	
						Search	
Γ	First Name 🔺	Last Name 🌲	Email 🌲	Customer Ref 🌲	Subscription/License 🜲		
	ack	Reese	jack@alcatel-lucent.com	7c6c97d8397b5e0688e6f9bc	Classroom Student	<u>ت</u> کا ی	
	10 🗸					≪ < > ≫ 1 •	

SCREENSHOT – Guests

Note: Status icon will be green if a student license is associated with the guest and red in case the guest is not associated with 'Student License'.

Note: Use the Search field at the top right corner of the screen to search for a particular guest.

13.1 Create a Guest

An administrator must first create the guests in order to introduce them to the system of Rainbow Classroom. To create a new guest, click **Add Guest** link displayed at the top right side of the screen, as shown below.

G Guests							
						Add Guest Export	
						Search	
I.	First Name 🔺	Last Name 🌲	Email 🌲	Customer Ref 🌲	Subscription/License \$		
	[●] ● Jack	Reese	jack@alcatel-lucent.com	7c6c97d8397b5e0688e6f9bc	Classroom Student	ê L 🖻	
	10 🗸					≪ <> ≫ 1 •	

SCREENSHOT – Add Guest



You will be presented with the screen, as shown below.

Guests / New Guest			
First Name * Last Name * Email *	Activate Subscription/License Type	No subscription assigned Guardian	~
			Save Cancel



First Name: Enter the first name of the guest in the respective field.

Last Name: Enter the last name of the guest in the respective field.

Email: Enter the email address of the guest in the respective field.

Activate: Enable the activate toggle button in order to allocate the user with the subscription selected in the Subscription/License field and to activate Rainbow Classroom for the respective user.

Subscription/License: Select the required subscription plan for the respective guest from the dropdown menu of the respective field. Please note that the guest can only use student's subscription plan.

Type: Choose the type of the guest from the dropdown menu of the respective field.

IMPORTANT!! The 'Student License' is bound with the limit of the chosen subscription plan, after which the license will expire and an additional administrative process will be applied in order to activate Rainbow Classroom again for the respective guest.

IMPORTANT!! Please note that in case the 'Activate' toggle button is disabled, the student license will not be consumed and the respective user will not be able to login Rainbow Classroom as a guest.

Note: If you do not allocate 'Student License' to a user then 'Essential License' is assigned to that user by default. Please note that user will not be able to login Rainbow Classroom with an essential license.

Once you have provided the details, click **Save** button and you will be presented with a popup window, as shown below.



SCREENSHOT – Message from the Application

Click **OK** and a guest user will be created.

13.2 Reset Password

Administrator can update the passwords of a guest's account by clicking on Reset Password icon con which appears next to each guest as shown below:

2	Guests							
						Add Guest Export		
	First Name	Last Name ≜	Fmail 🔺	Customer Ref. ≜	Subscription/License	Search		
l	Se Jack	Reese	jack@alcatel-lucent.com	7c6c97d8397b5e0688e6f9bc	Classroom Student	6 区 南		
	10 🗸					≪ <> ≫ 1 ▼		

SCREENSHOT – Guests

Account reset email will be sent on the email address provided for that particular guest. Account password can be updated using the link inside the email.

13.3 Update Guest Details

To update the guest's details, click on the **Edit** icon \Box which appears beside each guest, as shown below:

3	Guests								
						Add Guest Export			
	First Name 🔺	Last Name 🌲	Email 💠	Customer Ref 🜲	Subscription/License 🜲	Gearch			
	<mark>8</mark> € Jack	Reese	jack@alcatel-lucent.com	7c6c97d8397b5e0688e6f9bc	Classroom Student	ê 🖸 🕉			
	10 🗸					≪ <> ≫ 1 •			

SCREENSHOT – Edit Guest

You will be presented with the following screen.


			Total License : 200 Licenses Availa	ble : 1
First Name *	Jack	Activate	•	
.ast Name *	Reese	Subscription/License	Classroom Student (200)	
Email *	angle are used on	Туре	Guardian 🗸	

SCREENSHOT – Edit Guest

You can make changes for the below mentioned options:

Type: Select type of the guest from the dropdown menu of the respective field.

Subscription/License: Select the required subscription plan for the respective guest from the dropdown menu of the respective field. Please note that the guest can only use student's subscription plan.

Activate: By default, the activate toggle button is enabled which means that the guest is allocated with the selected subscription plan. To remove any subscription from the respective guest, disable the activate toggle button and that guest will not be allocated with any subscription/student license.

IMPORTANT!! Please note that after disabling the 'Activate' toggle button, the license will not be consumed and the respective user will not be able to login Rainbow Classroom as a guest.

Note: If license is not allocated to a user then 'Essential License' is assigned to that user by default. Please note that the user will not be able to login Rainbow Classroom with an essential license.

IMPORTANT!! The 'Student License' is bound with the limit of the chosen subscription plan, after which the license will expire and an additional administrative process will be applied in order to activate Rainbow Classroom again for the respective guest.

Click **Update** button and you will be presented with the popup window, as shown below.

Success	
Guest has been setup successfully.	



Click **OK**. The details of the respective guest will be updated.

13.4 Delete a Guest

To delete a guest, click on the delete icon $\overline{\blacksquare}$ which appears beside each guest, as shown below.

2	Guests					
						Add Guest Export
						Search
١.	First Name 🌲	Last Name 🌲	Email 🌲	Customer Ref 🌲	Subscription/License 🗘	•
l	88 guest	1	guest.1@test.com	9d4c1666701b7166b9bbc7c3	Classroom Student	<u>ش</u> ک &
	15 🗸					≪ <> ≫ 1 ∨

SCREENSHOT – Delete a Guest

You will be presented with the popup window, as shown below.

Confirm	
Are you sure you want to delete g	uest?
	YES NO

SCREENSHOT – Message from the Application

Click YES. The guest will be removed from the Rainbow Classroom Management Center.

13.5 Export Guests Data

If you want to download all the information related to guests in the form of an excel file, click on Export as highlighted below:

3	Guests					
						Add Guest Export
						Search
Ι.	First Name 🔺	Last Name 🌲	Email 🌲	Customer Ref 🌲	Subscription/License 🜲	
	ack	Reese	jack@alcatel-lucent.com	7c6c97d8397b5e0688e6f9bc	Classroom Student	ê L 👜
	10 🗸					≪ <> ≫ 1 ◄

SCREENSHOT – Export Guest Data



14 Feature Profiles

The organisation admins can customise the entire application experience for its many different users. They can decide which user has access to which particular feature and they can also customize how different features (file sharing, meeting authorizations etc.) of the Rainbow classroom are used by different users. These setting options have been grouped into Language and Time Zone, Classroom Collaboration Features, Host Specific controls, Security & Authentication, Guest Management by Host, Recording, Watch Together and Whiteboard. Each permission is set by enable/disable switch that shows whether the respective feature is accessible or restricted to teachers and students in Rainbow Classroom.

In order to configure a Features Profile, expand **Customisation** menu in the left-hand panel and click on **Feature Profiles** as shown below:



SCREENSHOT – Left Hand Panel



Following screen is displayed:

_ ₀ Fe	Se Feature Profiles				
	Rainbow Custom Basic	Intermediate Advanced Search			
	Language and Time zone	Language and Time zone			
	Classroom Collaboration Features	Image Image When both Hosts and Participants login, Rainbow Classroom will be displayed in the selected default language			
	Host Specific Controls	change the display language from "Preferences" menu.			
	Participant Specific Controls	Allow custom labels			
	Non-verbal Feedback	Translation workbench allows Rainbow Classroom language and branding customisation. Quickly change or improve language			
	Learning Centre	specific messages and rename the features specific to your learning field.			
	Notes Management				
	Contacts	Classroom Collaboration Features			
	Polls & Quizzes	Collaboration Workgroups			

SCREENSHOT – Feature Profiles

Rainbow Classroom has created different pre-configured user profiles depending on each classroom/educational environment. They are represented by following options:

💂 Feature Profiles					
Rainbow Custom Basic	Intermediate Advanced	Search			
Language and Time zone	Language and Time zone				
Classroom Collaboration	IIII EN マ Display Language				
SCREENSHOT – Feature Profiles					

Permissions have been adjusted for each profile to allow features and functionalities that best suite a learning environment. You can either set your own customised set of permissions in **Rainbow Custom** or use pregenerated profiles i.e. **Basic, Intermediate, Advanced.**

Once you have selected you desired profile, click on the **Update** button available at the bottom right corner of the screen.

A number of customisation options are available and they are described below:

Language and Time Zone



This section provides the ability to configure the specific display language on Rainbow Classroom depending on your specific time zone and geographical region. If you are not satisfied with translation of labels provided by Rainbow Classroom, you can choose to use your own customized labels from this section via Language Customisation option.



SCREENSHOT – Feature Profiles

Classroom Collaboration Features

This section provides the ability to configure multiple collaboration features that are offered by Rainbow Classroom. This section allows organisation administrators to introduce a virtual environment much like a physical classroom so that meaningful collaboration can be achieved between students & teachers and within the group of students as well. Following configuration options are available in this section:



SCREENSHOT – Feature Profiles

Host Specific Controls

This section provides the ability to configure specific controls for hosts of classroom, meetings and workgroups. Through this section you can equip teachers with necessary tools that can help them conduct different sessions



(live and otherwise) with much more effectiveness even in virtual environment. Following configuration options are available in this section:

Host Specific Controls	
Allow Host to update Class/Meeting Avatar	
Host can set Avatar for their Classrooms and Meetings. Likewise, they can be restricted to	o set Avatar.
It is recommended to leave this feature enabled as this gives added capability to the ho Avatar according to the type of course for better visibility.	osts to set an
Allow users to send chat messages in Classes/Meetings	
If this feature is turned off, all the classroom created in the organisation will be created w board.	/ithout "Chat"
When enabled, participants of a Classroom can send text messages on default chat bo messages can be read by all the other participants for classroom. Classroom hosts can n deactivate this feature for selected participants.	ard. These nanually
Allow audio in Classes/Meetings	
This option enable host to allow participant's to mute/unmute audio during active class/	meeting.
Allow video in Classes/Meetings	
This option enable host to allow participants to share/un-share video during active class/	/meeting.
Allow Participant to Share Screen in an active session	
If your organisation's policy does not allow screen sharing by either participants or the ho feature should be turned off.	ist then, this
Allow Participant to Share Files in Classes/Meetings	
Participants of a Classroom or Meeting session can share files. In case, file sharing needs across the organisation then this feature should be turned off.	to be disabled
Allow Host to Kick & Ban Participant from an active session	
Host of Classrooms and Meetings can remove a person from a live collaboration session. can be restricted to rejoin as well.	Likewise, they
It is recommended to leave this feature enabled as this gives added capability to the ho manage Live collaboration sessions.	sts to efficiently
Allow Hast to Lock/Unlock an active session	
In Rainbow Classroom, hosts can lock the classroom that restricts further entry of particip collaboration session. Once logged, participants see a message that the classroom is log	ants in a live gged by the host.
Participants can however, send a one-to-one message to the host to allow their entry in	the classroom.
Allow hosts to view attendance	
Once enabled, hosts will be able to view attendance.	
Allow hosts to playback recorded sessions	
Once enabled, hosts will be able to playback recorded sessions.	

SCREENSHOT – Feature Profiles

Participant Specific Controls

This section provides the ability to configure specific controls for participants of classroom, meetings and workgroups. Through this section you can equip students and guests with necessary tools that can help them conduct or participate in different sessions (live and otherwise) with much more effectiveness even in virtual environment. Following configuration options are available in this section:





SCREENSHOT – Feature Profiles

Non-Verbal Feedback

This section provides the ability of non-verbal feedback during a live session so that interaction between participants is more collaborative and meaningful. Each option you enable will allow classmates to react to Hosts teaching without having to type, speak or show a message. Following configuration options are available in this section:

Non-verb	Non-verbal Feedback				
E	Enable Participants to Raise Hands				
lf C	f enabled, participants can click the "Raise Hand" icon to ask questions or seek assistance during a live collaboration session.				
	Celebrate				
П	his option will allow participant to celebrate.				
	Clock				
П	his option will enable clock option.				
	Confused				
П	his option will enable confused option.				
• ••	Understand				
П	his option will enable I understand option.				
-	ike				
ТІ	his option will enable like option.				
Y 🛑	'es				
TI	his option will enable yes option.				
	lo				
П	his option will enable no option.				

SCREENSHOT – Feature Profiles

Learning Centre

This section provides the ability to allow different kind of resources for teachers and participants to share files, links, polls & quizzes among themselves. These permissions allow users to manage their online documents, links and Recordings related to their classes within the framework of Rainbow Classwork without having to using any external resources. Following configuration options are available in this section:



Learning Centre
Files
This option will allow users to manage their files.
Forms
This option will allow the host to create form templates that can later use by any host in an classroom.
Recorded Lectures
This option will allow hosts to manage their recorded lectures.
This option will allow users to manage their links.
SCREENSHOT – Feature Profiles

Notes Management

This section provides the ability to configure Notes Management for classroom & meeting participants. Sharing and sending of notes within a classroom/meeting and to a contact can be enabled and disabled via this section as shown below:



Contacts

This section provides the ability to control how much personal information is shared among the contacts. An admin can control the interaction among the users outside the formal constructs of learning i.e. classrooms, meetings etc. through this section. Following options are available in this section:

Contac	ts
	Manage contacts in your network
	This option allows to manage contact in your network.
	Show Contact Information
	This option allows to show or hide contact information.
	One2One Conversation
	This option allows to manage One2One Conversation.

SCREENSHOT – Feature Profiles



Polls & Quizzes

This section provides the ability to host to collect feedback from their students and participants of meetings. Ability to Quiz one's students is also enabled from this section as shown below:



Course Material

This section provides the ability to configure how a host can manage course material within a classroom.

Course Material

Allow hosts to manage course material files
This option will allow hosts to manage course material files.

Allow hosts to manage course material links
This option will allow hosts to manage course material links.

SCREENSHOT – Feature Profiles

Security and Authentication

This section provides the ability to configure specific security protocol in the form of Single Sign On in order to make it easier for host and participants to login to their Rainbow Classroom accounts. Following configuration options are available in this section:



SCREENSHOT – Feature Profiles

Guest Management by Host

This section provides the ability to Hosts to configure specific rules to manage participants that are part of their classrooms, meetings, workgroups etc. The idea behind this section is to strike a balance between the features

accessible to participants and how much control a host can have on these available features. Following configuration options are available in this section:



SCREENSHOT – Feature Profiles

Recording

This section provides the ability to Hosts to control recording of online sessions. Following configuration option is available in this section:

Recording Default Recording Once enabled, online collaboration session will be automatically recorded. Recording on Demand Once enabled, hosts will be able to record online collaboration sessions as and when needed.

SCREENSHOT – Feature Profiles

Watch Together

This section provides the ability to Hosts to control watch together feature for online sessions. Following configuration option is available in this section:



SCREENSHOT – Feature Profiles

Whiteboard

This section provides the ability to configure different features that are available in whiteboards. Following configuration options are available in this section:





SCREENSHOT – Feature Profiles

15 Organisation Admins

An organisation admin is responsible to manage the provisioning of courses, classes and meetings to teachers and students. This section facilitates an organisation admin to create new admin(s) for an organisation as well as to view details of all the admin accounts that have been created for the respective organisation on the Rainbow Classroom Management Center. The administrator can also do necessary configuration that are required for the other admin accounts of the organisation.

To view organisation admins, expand the **People** menu in left hand panel and click on the **Organisation Admins** as shown below:



SCREENSHOT – Left Hand Panel

Following screen will be displayed:

R Organisation Admins					
			Add Organisation Admin		
			Search		
First Name 🔺	Last Name 🗘	Email 🗢			
john	fucker	john.tucker@alcatel-lucent.com	會 십 🗇 🕄		
15 🗸			≪ <> ≫ 1 ◄		

SCREENSHOT – Organisation Admins



15.1 Create Organisation Admin

To create a new organisation admin for the Rainbow Classroom Management Center, click on Add Organisation Admin link displayed at the top right side of the screen, as shown below.

(2)	∬∑ Organisation Admins						
				Add Organisation Admin			
				Search			
	First Name 🔺	Last Name 🍦	Email 🗘				
	abdul	rehman		部 四 四			

SCREENSHOT – Organisation Admins

You will be presented with the screen, as shown below.

Organisation Adn	mins / New Admin			
Organisation Adn	min Details			
First Name *				
Last Name *				
Email *				
				Save Can



On this screen, provide the first name, last name and email of the organisation admin that is being added. Once you have provided the details, click **Save** button and you will be presented with a popup window, as shown below.



 $\label{eq:screen} \mbox{SCREENSHOT} - \mbox{Message from the Application}$

Click **OK** and you will be redirected to the **Organisation Admins** screen where the newly added organisation admin will be displayed with their associated details, as shown below.



fix Organisation Admins					
			Add Organisation Admin		
			Search		
First Name 🔺	Last Name 🌲	Emoil 💠			
john	tucker	john.tucker@alcatel-lucent.com	直 김 왕 왕		
Micheal	Scott	micheal@alcatel-lucent.com	區 진 중 달		
15 🗸			\ll <> » 1 ·		



Note: Once the organisation admin is added, the account activation email will be sent to the email address of the respective user. The user must activate their Classroom Management Center account from that email.

Note: Use the **Search** field at the top right corner of the screen to search for a particular organisation admin.

15.2 Send Credentials

The organisation admin can send account credentials to any other administrator of an organisation.

Click on the icon 😫 displayed beside each added organisation admin, as shown below.

fix Organisation Admins				
			Add Organisation Admin	
			Search	
First Name 🔺	Last Name 🌲	Email 🗘		
john	tucker	john.tucker@alcatel-lucent.com	前 12 하 19	
Micheal	Scott	micheal@alcatel-lucent.com	直 긴 화탈	
15 🗸			↑ « <> » 1 •	

SCREENSHOT – Send Credentials

Upon clicking the above-mentioned option, credentials will be sent to the email address associated with the respective organisation admin.

15.3 Reset Password

Password can be reset for each organisation admin. To reset a password, click on the reset icon ċ displayed beside each added organisation admin, as shown below.



IŽ Organisation Admins				
			Add Organisation Admin	
			Search	
First Name 🔺	Last Name 🌻	Email 🗘		
john	tucker	john.tucker@alcatel-lucent.com	👜 🎦 🕉 ജ	
Micheal	Scott	micheal@alcateHucent.com	····································	
15 🗸			↑ « <> » 1 •	

SCREENSHOT – Reset Password

Upon clicking the above-mentioned option, a password reset email will be sent to the email address associated with the organisation admin that will enable them to change account's password.

15.4 Edit Organisation Admin

To edit details of an organisation admin, click on the Edit icon \square which appears beside each added organisation admin, as shown below.

ĵg Organisation Admins					
			Add Organisation Admin		
			Search		
First Name 🔺	Last Name 🌩	Emoil 💠			
john	tucker	john.tucker@alcatel-lucent.com	道 윤 대 🖮		
Micheal	Scott	micheal@alcateHucent.com	ⓑ 11 53 월		
15 🗸			« <> » 1 · •		

SCREENSHOT – Edit Organisation admin

You will be presented with the following screen, make changes in the required fields and then click the **Update** button, as shown below.

ဖြို့ Organisation Admins / Edit Admin					
Organisation Admi	n Details				
First Name *	Alex				
Last Name *	David				
Email *	alexd@xyz.com				
		Cancel			

SCREENSHOT – Edit Organisation admin

You will be presented with the popup window, as shown below:



SCREENSHOT – Message from the Application

Click **OK**. The user will be updated.

15.5 Delete Organisation Admin

To delete an organisation admin, click on the delete icon \square which appears beside each added organisation admin, as shown below.

Organisation Admins					
			Add Organisation Admin		
			Search		
First Name 🔺	Last Name 🔹	Email 🗢			
john	tucker	john.tucker@alcatel-lucent.com	@ 집 3 문		
Micheal	Scott	micheal@alcatel-lucent.com	1 3 3 1		
15 🗸			≪ <> » 1 •		

SCREENSHOT – Delete Organisation admin

You will be presented with the popup window, as shown below.



SCREENSHOT – Message from the Application

Click YES. You will be presented with another popup window, as shown below.





Click **OK**. The organisation admin will be removed from the Rainbow Classroom Management Center.



16 Profile Settings

16.1 Change Password

The organisation admins can change their account password, click on the profile icon displayed at the top right corner, and then click on **Change Password** option as shown below.

	ks
Change Password	
Guided Tour	
[→ Logout	

SCREENSHOT – Change Password

You will be presented with the following screen.

Change Password	
Your password must be at least 12 characters long including 1 lower-case letter, 1 upper case letter, 1 digit and 1 special character.	
Old Password *	
New Password *	
Confirm Password *	
	Update Cancel
SCREENSHOT – Change Password	

Old Password: Enter the current password in the respective field. New Password: Enter the new password in the respective field. Confirm Password: Enter the new password that you have provided in the above field of 'New Password'.

Your password must be at least 12 characters long including 1 lower-case letter, 1 upper case letter, 1 digit and 1 special character.

Once done, click on **Update** button. Password will be updated.



16.2 Modify User Language

The language can be changed at the time of the Rainbow Classroom Management Center login. The language selection option will be displayed at the top right corner, as shown below:

	EN V
Welcome to Rainbow Classroom Management Center	EN FR DE ES
Please enter the email address associated with your Rainbow Classroom Management Center account	
Username *	
	_
Enter your password	- 1
Enter your password Password *	
Enter your password Password * Forgot your pa	issword?
Enter your password Password * Forgot your pa	issword?
Enter your password Password * Forgot your pa	issword?

SCREENSHOT –Login Screen

Note: The language selected by the organisation admin will be stored in browser cookies. That's why language will be same if the organisation admins log from the same device they have selected the language from. If cookies or caches on the browser are deleted somehow, then default language **English** will be applied.

17 Translations Workbench

IMPORTANT: User needs to enable the 'Allow custom label' option in the Customisation section in order to see 'Translation workbench' in the left menu.

Rainbow Classroom is a highly customizable application that allows organization admins to change labels of almost all the options available in each feature. You can rename meetings to discussion session, courses to modules and so on.

In order to customize the labels according to your own language, use case or liking, expand **Customisation** menu in the left-hand panel and click on **Translation Workbench** as shown below:



SCREENSHOT – Left Hand Panel

Following screen will be displayed:



菟 Translations Workbench				
Translations			Export Import Data	
Search <u>aaa</u> Aa		Language 🗱 EN 🗸 View	customised only	
Option	Default 🔺	Custom \$	Reset All	
1 Whiteboard	"Start a new whiteboard"		ð	
2 Whiteboard	"Join"		O	
3 Import	% Complete		0	
4 Shared Labels	'Answer Key' is missing for questions. Please verify to continue.		0	
5 Shared Labels	(Audio)		5	
6 Shared Labels	(Audio)		5	
7 Classrooms	(Me)		O	
8 Shared Labels	(Presentation)		O	
9 Shared Labels	(Screen Sharing)		O	
10 Shared Labels	(Video)		ð	
11 Shared Labels	(Video)		ð	
12 Conversations	A classroom live session is in progress		ð	
13 Shared Labels	A draft version of this poll has been saved.		ð	
14 Shared Labels	A draft version of this poll has been updated.		ð	
15 Shared Labels	A draft version of this quiz has been saved.		ð	
15 🗸			≪ <> ≫ 1 ◄	

SCREENSHOT – Translations Workbench

If you want to add custom translations/phrases for all Rainbow Classroom labels, you can add your preferred term in the column titled as Custom as shown below:

ŻĄ ⊺	A Translations Workbench				
Translations Export Im					
	Search <u>aaa</u> Aa		Language 🖼 EN 💙 View	customised only	
	Option	Default 🔺	Custom 💠	Reset All	
	1 Whiteboard	"Start a new whiteboard"		O	
	2 Whiteboard	"join"		ð	
	3 Import	% Complete		ð	
	4 Shared Labels	'Answer Key' is missing for questions. Please verify to continue.		O	
	5 Shared Labels	(Audio)		5	

SCREENSHOT – Translations Workbench

Once you have made your desired changes, click on Update Button available at the bottom of the page. Following pop-up will be displayed:





SCREENSHOT – Message from the Application

Press OK and login again for the new changes to take effect.

You can also use \bigcirc icon to reset the customized option to its original wording.

17.1 Search Labels

All the labels of Rainbow Classroom are available for updating in the above screen. You can use the search bar to display any specific label or phrases that you want to update as highlighted below:

Trans	Translations Export Import Data			
whi	teboard <u>aaa</u> Aa reg	Dace with Replace all Replace Skip	Language 🖼 EN 💙 View o	customised only
	Option	Default 🔺	Custom \$	Reset All
1	Whiteboard	"Start a new whiteboard"	l	5
2	Whiteboard	A live whiteboard session is in progress.		O
3	Whiteboard	A whiteboard helps teachers to deliver instructions in an alternative format, decreasing monotony for both teachers and students. The interactive whiteboard allows teachers to connect with students to enhance collaboration and project images virtually on any topic, a great benefit to visual learning.		Ð
4	Dashboard	Active Whiteboard	h	0
5	Active Sessions	Active whiteboard session		0
6	Shared Labels	All the modifications will be lost if the Whiteboard has not been saved. Do you want to close the Whiteboard?		0
7	Experience Manager	Allow personal Whiteboard drawing in Classes/Meetings		0
8	Top Menu	Are you sure to clear the Whiteboard content? This action cannot be undone.		0
9	Active Sessions	Are you sure you want to delete this Whiteboard?		ð
10	Top Menu	Classroom Whiteboard content has been saved.		0
11	Whiteboard	Close whiteboard		0
12	Top Menu	Collaborative whiteboard		0
13	Whiteboard	Connect to a live whiteboard session	l l l l l l l l l l l l l l l l l l l	ð
14	Whiteboard	Connected to a live whiteboard session		0
15	Whiteboard	Delete whiteboard	E. C.	0

Provide a suitable alternative phrase as translation in the text box displayed next to search box. You can Replace the translated phrase/word for all the instances by using REPLACE ALL button. You can also use REPLACE and SKIP buttons to update the phrase/label with your desired translated phrase/word.



17.2 Language Settings

You can also select the language of your choice from the language drop-down menu as highlighted below:

Translations			1	Export	Import Data
Search aaa Aa			Language 🔛 EN	View customised o	only
Option	Default 🔺	Custom 🛊 🛁 🛶	🏭 English	French	
1 Whiteboard	"Start a new whiteboard"		🔳 German	💶 Spanish	
2 Whiteboard	"Join"		L	ð	_



This will load the labels in your preferred language and customization can be done according to your choice.

17.3 Updating the Customized Labels

If you are looking to make changes in existing customizations only, then enable the View Customized Only button as highlighted below:

☆ _A Trans	lations Workbench		× .	
Trans	lations			Export Import Data
Sec	arch <u>aaa</u> Aa		Language 🖼 EN 🗸 View	customised only
	Option	Default 🔺	Custom 🌲	Reset All
1	Option Whiteboard	Default 🔺 "Start a new whiteboard"	Custom \$	Reset All



17.4 Export Labels

You can also download the labels of Rainbow Classroom option in the form of an excel file by clicking on Export button as highlighted below:

×	Translations Workbench				
	Translations			Export Import Data	
	Search <u>aaa</u> Aa		Language 🔢 EN 🗸 View	customised only	
	Option	Default 🔺	Custom 💠	Reset All	
	1 Whiteboard	"Start a new whiteboard"		ð	
	2 Whiteboard	"join"	A	5	



You can use Reset All option to reset all the customized options to their original wording.



★ _A Tro	X Translations Workbench					
Tro	Translations Export Import 0					
s	earch <u>aaa</u> Aa		Language 闘 EN 🗸 View o	ustomised only		
	Option	Default 🔺	Custom \$	Reset All		
1	Whiteboard	"Start a new whiteboard"		0		
2	Whiteboard	"Join"		0		
3	Import	% Complete		0		
4	Shared Labels	'Answer Key' is missing for questions. Please verify to continue.		0		
5	Shared Labels	(Audio)		0		
			· · · · · ·			



17.5 Import Labels

You can import an updated list of labels by clicking on the Import Data link as highlighted below:

ŻĄ ⊺	嶺 Translations Workbench				
	Translations Export Import Date				
	Search <u>aaa</u> Aa		Language 闘 EN 💙 View	customised only	
	Option	Default 🔺	Custom 👙	Reset All	
	1 Whiteboard	"Start a new whiteboard"	-	O	
	2 Whiteboard	"Join"		O	
	3 Import	% Complete		C	
	4 Shared Labels	'Answer Key' is missing for questions. Please verify to continue.		ð	
	5 Shared Labels	(Audio)		0	

SCREENSHOT – Translations Workbench

You will be prompted to upload the Excel file containing all the labels as shown below:

Open 📀						×
← → ~ ↑ 💻 >	This PC		~ Ō	, ○ Search This PC		
Organize 👻						?
🗸 💻 This PC	▲ Verified A verified					^
> 🧊 3D Objects > 🛄 Desktop	3D Objects	Desktop				
 Documents Downloads 	Documents	Downloads				
A Music E Pictures Wideee	Music	Pictures				
 Local Disk (C:) Alpha (E:) 	Videos					1
> 👝 Omega (F:)	V Devices and drives (4)					v
F	ile name:		~	Microsoft Excel Com	ma Separa	\sim
				Open	Cancel	

SCREENSHOT – Import CSV file



18 Reports

Managing different courses and classes in a virtual environment requires a lot of diligence on the part of Organisation admins. Record keeping is an important aspect of this diligence process to ensure that classes are conducted in an orderly manner, teachers and students are enrolled and courses are properly maintained.

Rainbow Classroom offer the feature of Reports so that activities conducted within Rainbow Classroom application and management center can be reviewed. Pre-configured reports are available that allow organisation admins to view stats related to courses, classes, teachers and students over a set period of time. In order to view these reports, click on the **Reports** link available in the left-hand panel as shown below:



SCREENSHOT – Left Hand Panel

Following categories of pre-configured reports are available for Organisation Admins:

18.1 Configuration Reports

This group of reports is specifically related to configuration changes made in Rainbow Classroom management center and the overall users (teachers, guests, students) data for a set period of time. When you click on the Configuration Reports link from the Reports menu, following screen is displayed:



<u>보네</u> Reports	
	Search
Name 🔺	
1- Courses - Created or Removed	8
2- Classes - Created or Removed	ŧIJ
3- Teachers - Onboarded or Removed	EU
4- Students - Onboarding or Removed	ŧ
5- Guests - Onboarded or Removed	EU
6- Courses - Overview	EU
7- New Teachers - Last 90 Days	U
8- New Students - Last 90 Days	EU
9- New Guests - Last 90 Days	ŧIJ
10 🗸	≪ < > ≫ 1 •

SCREENSHOT – Configuration Reports

In order to view your desired report, click on the 🔛 icon available next to it.

You can search for your desired report by using the Search field as highlighted below:

<u>ull</u> Reports		
New	Search	
Name A 	텒	
2- Classes - Created or Removed	E	

SCREENSHOT – Configuration Reports

Below you can read about each configuration report and information available in that particular report:

Courses – Created or Removed: Provides a day-by-day history of the courses that are created and removed in a particular organisation during past 90 days. Details included are as follows:

Column Header	Description
Date	Day and date information for individual entries
Added	Number of Courses added on a particular date
Deleted	Number of Courses deleted on a particular date
Total	Total number of courses active on a particular date

Classes – Created or Removed: Provides a day-by-day history of the classes that are created and removed in a particular organisation during past 90 days. Details included are as follows:

Column Header	Description
Date	Day and date information for individual entries
Added	Number of Classes added on a particular date
Deleted	Number of Classes deleted on a particular date



Total	Total number of Classes active on a particular date	

Teachers – Onboarded or Removed: Provides a day-by-day history about the number of teachers that were added and removed in a particular organisation during past 90 days. Details included are as follows:

Column Header	Description
Date	Day and date information for individual entries
Added	Number of teachers onboarded on a particular date
Deleted	Number of teachers removed on a particular date
Total	Total number of teachers active on a particular date

Students – Onboarded or Removed: Provides a day-by-day history about the number of students that were added and removed in a particular organisation during past 90 days. Details included are as follows:

Column Header	Description
Date	Day and date information for individual entries
Added	Number of students onboarded on a particular date
Deleted	Number of students removed on a particular date
Total	Total number of students active on a particular date

Guests – Onboarded or Removed: Provides a day-by-day history about the number of guests that were added and removed in a particular organisation during past 90 days. Details included are as follows:

Column Header	Description
Date	Day and date information for individual entries
Added	Number of guests onboarded on a particular date
Deleted	Number of guests removed on a particular date
Total	Total number of guests active on a particular date

Courses - Overview: Provides details of all the active courses that are available in an organisation. Details included are as follows:

Column Header	Description
Course	Title of the Course
Classes	Number of classes associated with a particular course
Teachers	Number of teachers associated with a particular course
Students	Number of students associated with a particular course
Guests	Number of guests associated with a particular course
Modified On	Date on which latest changes were made in a course

New Teachers – Last 90 Days: Provides a day-by-day history about the number of guests that were added and removed in a particular organisation during past 90 days. Details included are as follows:

Column Header	Description
First Name	First name of the teacher
Last Name	Last name of the teacher



Email	Email address associated with teacher account
Created Date	Date & Time of creation of teacher account

New Students– Last 90 Days: Provides a day-by-day history about the number of guests that were added and removed in a particular organisation during past 90 days. Details included are as follows:

Column Header	Description
First Name	First name of the student
Last Name	Last name of the student
Email	Email address associated with student account
Created Date	Date & Time of creation of student account

New Guests – Last 90 Days: Provides a day-by-day history about the number of guests that were added and removed in a particular organisation during past 90 days. Details included are as follows:

Column Header	Description
First Name	First name of the guest
Last Name	Last name of the guest
Email	Email address associated with guest account
Created Date	Date & Time of creation of guest account

Note: Every Configuration Report can be downloaded as PDF file by clicking on the Export link available in the top right corner of every report as shown below:



18.2 Activity Reports

This group of reports is specifically related to different activities that are performed in an organisation by teachers and students. When you click on the Activity Reports link from the Reports menu, following screen is displayed:



<u> EШ</u> Reports

	Search
Name 🔺	
1- Online Sessions - Last 7 Days	븮
2- Busiest Courses - Top 15	븮
3- Busiest Classes - Top 15	븮
4- Top 15 Teachers - Last 7 Days	븮
5- Non-Verbal Feedback - Raised Hands	븮
6- Non-Verbal Feedback - Most Interactive Days	볞
10 🗸	≪ <> ≫ 1 ◄

SCREENSHOT – Activity Reports

In order to view your desired report, click on the [b] icon available next to it.

You can search for your desired report by using the Search field as highlighted below:

Name 🔺	Search
1- Online Sessions - Last 7 Days	E
	Full

SCREENSHOT – Activity Reports

Below you can read about each activity report and information available in that particular report:

Online Sessions – Last 7 Days: Provides details of all the live sessions conducted in the organisation in the past 7 days. Details included are as follows:

Column Header	Description
Date	Date and day information
Total Sessions	Total number of the session conducted on a particular day
Duration in Minutes	Total duration of live sessions conducted on a particular day

Busiest Courses – Top 15: Provides details about top 15 courses in which most live sessions have been conducted in a particular organisation during past 90 days. Details included are as follows:

Column Header	Description
Name	Name of the Course
Total Sessions	Total number of live sessions conducted for a particular
	course
Duration in minutes	Total duration of live sessions conducted for a particular
	course

Busiest Classes – Top 15: Provides details about top 15 classes in which most live sessions have been conducted during past 90 days. Details included are as follows:

Column Header	Description
Name	Name of the Class
Total Sessions	Total number of live sessions conducted for a particular class
Duration in minutes	Total duration of live sessions conducted for a particular class

Top 15 Teachers – Last 7 Days: Provides details about top 15 teachers who have conducted most live sessions in an organisation during last 7 days. Details included are as follows:

Column Header	Description
Name	Name of the Teacher
Total Sessions	Total number of live sessions conducted by a particular teacher
Duration in minutes	Total duration of live sessions conducted by a particular teacher

Non-Verbal Feedback – Raised Hands: Provides details about Raised Hands received by a teacher during a live session as non-verbal feedback. Details included are as follows:

Column Header	Description
Date	Date of the activity
Total Sessions	Total number of sessions in which Raised Hands was used by
	a student
Total Reactions	Total number of Raised hands actions used by students in a
	live session
Duration	Total Duration before Raised hand gesture was
	acknowledged by the teacher

Non-Verbal Feedback – Most Interactive days: Provides details about specific days when most non-verbal feedback was received by a teacher during live sessions. Details included are as follows:

Column Header	Description
Date	Date of the activity
Total Sessions	Total number of sessions in which non-verbal feedback was
	used by students
Total Reactions	Total number of non-verbal feedback used by students in a
	live session
Duration	Total Duration before Raised hand gesture was
	acknowledged by the teacher



19 Calendar

Organisation Administrators can view the entire schedule of upcoming sessions that have to be conducted in their organisation with the help of Calendar. With the help of this feature, organisation admin can not only keep track of the class schedules but they can actually manage them without having to visit configuration details of individual classes.

Click on Calendar option available in the left-hand panel and following screen is displayed:

Calendar						
						Add Meeting Export
Today Month Wee	k Day					< July 1 – 31, 2023 >
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
3	4	5	6	7	8	9
10	11	12	13	14	15	16
👩 10:00 - Molecular Bi	🔊 08:00 - Introduction	🔊 08:00 - Introduction	108:00 - Introduction	nter 10:00 - Molecular Bi		
17	18	19	20	21	22	23
🔁 10:00 - Molecular Bi	🔁 08:00 - Introduction	🔊 08:00 - Introduction	🔁 08:00 - Introduction	🔁 10:00 - Molecular Bi		
24	25	26	27	28	29	30
😰 10:00 - Molecular Bi	🔊 08:00 - Introduction	🔊 08:00 - Introduction	😰 08:00 - Introduction	😁 10:00 - Molecular Bi		
31	1	2		4	5	6
rr 10:00 - Molecular Bi	🔊 08:00 - Introduction	🔊 08:00 - Introduction	🔊 08:00 - Introduction	10:00 - Molecular Bi		

SCREENSHOT – Calendar

Detail of each class session is mapped on a calendar for each month. Time slots allotted for each session are also displayed.

By default, monthly view of sessions is displayed. But you can choose to view a Weekly, Daily or Today view of the sessions by clicking on the respective button as highlighted below:

] Calendar						
	/					Add Meeting Export
Today Month Wee	ek Day					< July 1 – 31, 2023 >
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
3	4	5	6	7	8	9
10	44	12	13	14	15	16
nt 10:00 - Molecular Bi	08:00 - Introduction	08:00 - Introduction	08:00 - Introduction	10:00 - Molecular Bi		
17	18	19	20	21	22	23
10:00 - Molecular Bi	🕞 08:00 - Introduction	108:00 - Introduction	108:00 - Introduction	💽 10:00 - Molecular Bi		
24	25	26	27	28	29	30
nter 10:00 - Molecular Bi	108:00 - Introduction	🔊 08:00 - Introduction	🔊 08:00 - Introduction	🕞 10:00 - Molecular Bi		
31	1	2		4	5	6
😰 10:00 - Molecular Bi	😁 08:00 - Introduction	🔊 08:00 - Introduction	😁 08:00 - Introduction	😁 10:00 - Molecular Bi		





When an organisation admin clicks on any entry of live session on calendar, details of that session are displayed as below:

Introduction to Genetics 8434805d97460e6519b753ddeaece945		μ ^π × Search
Courses (1) Biochemistry 517	Hosts (3)	RT Robin Taylor
 Participants (5) Junifer Wilson Pun Patricia Wilkins 	Alan Shepard Jack Robinson JA James Anderson	
		Edit Delete Close

SCREENSHOT – Calendar Entry

Organisation admin can search for a particular participant by using the search bar as highlighted below:

Introduction to Genetics 8434805d97460e6519b753ddeaece945	G		\rightarrow	Search	и ^я ×
Courses (1) B Biochemistry 517		Hosts (3)	howard miller	RT Robin Taylor	
Jenifer Wilson PW Patricia Wilkins	AS Alan Shepard J	Jack Robinson	James Anderson		
				Edit Delete	Close

19.1 Edit a Session

Classroom details can be edited by clicking on the Edit button. Organisation Admin will be displayed **Edit Classroom** screen for that particular classroom.

19.2 Delete Classroom

If an organisation admin clicks Delete button on the above pop up window, the entire classroom is deleted.

19.3 Export

If an organisation admin wants to download the entire calendar in CSV format, then click on the Export link available in the top right corner of the screen as highlighted below:



19.4 Add Meeting

Rainbow Classroom offers general meetings that are not dependent on any course or class and can be used for any purpose i.e. discussions and announcements. The teachers, students and guests can interact in a meeting via file sharing, text messaging, and whiteboard sharing as well as have a collaborative live session. Meetings are only accessible to those users who are added to the meeting by the organisation administrator.

This section facilitates an administrator to setup a meeting for teachers, students and guests. The administrator can also view details of all the meetings that exist on Rainbow Classroom and perform necessary configuration to them.

Click on Add Meeting link and following screen is displayed:

🛗 Calendar / Net	w Meeting				
				E	dit Participants List
Title *			Hosts		
Event					
Date & Time	Jul 11, 2023 In the second		Participants		
	Jul 11, 2023 20 [▲] / _Y : 15 [▲] / _Y		Guests		
Session	Once 💌				
Options					
	Chat Audio	Video			
	Screen Share				
					Save Cancel

SCREENSHOT – Add Meeting

You need to provide the meeting details in their respective fields and then click on the **Save** button in order to create a meeting.

Title: Enter the name of a meeting in the respective field.

Event: This section will help you set up entry for each meeting session in the calendar view of each meeting participant.

Date & Time: Use this field to set up time and day of the meeting. Click on the calendar icon to choose specific dates. Then enter the Start Time and End Time of the meeting.



Session: Select whether the meeting should have a single session or should it happen multiple days in the week. In case you select Multiple Days in Week option then following pop-up window is displayed:

Select days for meeting		×
Start Date	End Date	
Time of the day Start Time $19 \frac{4}{7} : 45 \frac{4}{7}$	End Time $20 \frac{4}{7} : 15 \frac{4}{7}$	
Days of the week		
Mon Tue Wed	Thu Fri Sat Sun	
	Update	lose

SCREENSHOT – Add Meeting

Now select the days of the week and time for each day when the session is planned for a meeting. Once done, click on Update button.

Now the meetings will be scheduled for exact days and time within the span of selected time period as per calendar.

Note: At the moment, meetings will not be automatically started on the selected date and time. Right now, this selection will only be displayed in the form of events.

Options: This section will help you set up meeting rules for multiple Rainbow Classroom features such as audio, video, and screen share etc.

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Rainbow Classroom – Management Center Guide (Standalone)

Options			
	Chat	Audio	
	Video	Screen Share	
	File Share		
	S	CREENSHOT – Add Meeting	

Use enable / disable switch icon for each option according to your requirements.

Edit Participants List: Add teachers, students and guests to the meeting that is being created by clicking on this link as highlighted below:

Calendar / New Meeting		
		Edit Participants List
Title *	Hosts	
Event		
Date & Time 📩 Jul 11, 2023 🕓 19 🖕 : 45 🖕	Participants	
	SCREENSUOT Add Masting	

SCREENSHOT – Add Meeting

🛱 Meetings / New Meeting	
Meeting Hosts / Participants / Guests	
Available Hosts / Participants / Guests	Selected Hosts / Participants / Guests
All (7) 🖍 Search	All (0) 🗸 Search
JW Jenifer Wilson JT john tucker JB Jack Brown JR Jack Robinson PW Patricia Wilkins AS Alan Shepard HM Howard Miller	
	UpdateCance

You will be presented with the following screen.

SCREENSHOT – Edit Participants List

Once you have selected the required participant(s) and host(s), click the **Update** button, as shown below.



eeting Hosts / Particip	ants / Guests			
Available Hosts / Participants / Guests		Selected Hosts / Participants / Guests		
All (4)	✓ Search	All (3) V Search		
JW Jenifer Wilsor	n John tucker PW Patricia Wilkins	JB Jack Brown HM Howard Miller JR Jack Robinson		
AS Alan Shepara	E			

SCREENSHOT – Edit Participants List

You will be redirected to the **New Meeting** screen, as shown below.

					Edit Participants Li
Title *	Parent Teacher Meeting	g		Hosts	Tim David H baward millor P Babin Taylor
Event					This bavid in noward innier
Date & Time 🛗 Ju	Jul 15, 2023	I7 [▲] / _▼ : 00 [▲] / _▼		Participants	Lenifer Wilson Alan Shepard P Patricia Wilkins
	Jul 15, 2023	20 [▲] / _▼ : 00 [▲] / _▼			
Session	Once	•			James Anderson
				Guests	
Options	Chat	Audio	Video		Jack Robinson
	Screen Share	File Share			

SCREENSHOT – Add Meeting

Click **Save**. You will be presented with the following popup window.


SCREENSHOT – Message from the Application

Click **OK**. A meeting will be created and its entry will be displayed in the Calendar with a distinctive colouring a shown below:

] Calendar						
						Add Meeting Export
Today Month Week	Day				<	July 1 – 31, 2023 🔷 刘
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
3	4	5	6	7	8	9
10	11	12	13	14	15	16
retrievent 10:00 - Molecular Biol	😰 08:00 - Introduction to	😁 08:00 - Introduction to	108:00 - Introduction to	retorio - Molecular Biol	17:00 - Parent Teach	
17	18	19	20	21	22	23
10:00 - Molecular Biol	108:00 - Introduction to	😁 08:00 - Introduction to	108:00 - Introduction to	👘 10:00 - Molecular Biol		
24	25	26	27	28	29	30
rt 10:00 - Molecular Biol	😰 08:00 - Introduction to	108:00 - Introduction to	108:00 - Introduction to	👘 10:00 - Molecular Biol		
31	1	2		4		6
10:00 - Molecular Biol	108:00 - Introduction to	108:00 - Introduction to	108:00 - Introduction to	10:00 - Molecular Biol		

SCREENSHOT – Calendar

When an organisation admin clicks on an entry of meeting, details are displayed just like a live session entry for a classroom as shown below:

Parent Teacher Meeting b3aaff982955ce6ae477155b952a6c8c	ĸ [#] ★ Search
Hosts (3) TD Tim David HM howard miller RT Robin Taylor	
Participants (5)	
JW Jenifer Wilson PW Patricia Wilkins AS Alan Shepard JR Jack Robinson	JA James Anderson
	Edit Delete Close

SCREENSHOT – Meeting Entry Details



When an organisation admin clicks on an Edit button, they will be taken to Edit Meeting screen as shown below:

) Calendar / Edit Me	beting		
Title *	Parent Teacher Meeting	Hosts	Edit Participants List
Date & Time	 jui 15, 2023 17 ¹/₂ : 0 ¹/₂ 20 ¹/₂ : 0 ¹/₂ 	Participants	Jenifer Wilson Alan Shepard P Patricia Wilkins James Anderson
Session	Once	Guests	Jack Robinson
Options	Chat Audio Video Screen Share File Share		
Meeting ID	b3aaff982955ce6aa477155b952a6c8c		
			Update Canc

Once required changes are made, click on Update button.

If an organisation admin clicks on Delete button available on meeting details window as highlighted below then entire meeting will be deleted:

Parent Teacher Meeting				× ۲
b3aaff982955ce6ae477155b952a6c8c 👔			Search	
🙁 Hosts (3)				
Tim David (HM) howard miller (RT) Rob	in Taylor			
rearticipants (5)				
JW Jenifer Wilson PW Patricia Wilkins	Alan Shepard	JR Jack Robinson	JA James Anderson	
•		-		
			Edit Delete	Clos

SCREENSHOT – Meeting Entry Details



20 Email Templates

Rainbow Classroom intimates its users about several important events (e.g. Forgot Password, Invitation etc.) with the help of emails. Email sent to users is based on templates that can be edited by the Organisation Admins.

In order to view or edit these templates, expand **Customisation** menu in the left-hand panel and click on **Email Templates** as shown below:



SCREENSHOT – Left Hand Panel

Following screen is displayed:



🔄 Email Templates

			Search
Communication with Teacher 🜲	Modified On 🜲	Modified By 🜲	
Invitation Email	Mon, May 01, 2023 14:41:02		Ľ
Welcome Email	Mon, May 01, 2023 14:41:02	-	Ľ
Forgot Password	Mon, May 01, 2023 14:41:02	-	Ľ
Reset Password Initiated by Administrator	Mon, May 01, 2023 14:41:02	-	Ľ
			Search
Communication with Student \$	Modified On 🜲	Modified By 🜲	
Invitation Email	Mon, May 01, 2023 14:41:02	-	Ľ
Welcome Email	Mon, May 01, 2023 14:41:02	-	Ľ
Forgot Password	Mon, May 01, 2023 14:41:02	-	Ľ
Reset Password Initiated by Administrator	Mon, May 01, 2023 14:41:02	-	Ľ
			Search
Communication with Guest 👙	Modified On 👙	Modified By 🜲	
Invitation Email	Mon, May 01, 2023 14:41:02	-	Ľ
Welcome Email	Mon, May 01, 2023 14:41:02	-	Ľ
Forgot Password	Mon, May 01, 2023 14:41:02	-	Ľ
Reset Password Initiated by Administrator	Mon, May 01, 2023 14:41:02	-	Ľ
			Search
Communication with Organisation Admin $\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \$	Modified On 👙	Modified By 🜲	
Communication with Organisation Admin 💠	Modified On 🔶 Mon, May 01, 2023 14:41:02	Modified By 💠	Ľ
Communication with Organisation Admin Forgot Password After Activitation	Modified On \$ Mon, May 01, 2023 14:41:02 Mon, May 01, 2023 14:41:02	Modified By \$	С С
Communication with Organisation Admin Forgot Password After Activitation Reset Password Initiated by Administrator	Modified On ◆ Mon, May 01, 2023 14:41:02 Mon, May 01, 2023 14:41:02 Mon, May 01, 2023 14:41:02 Mon, May 01, 2023 14:41:02	Modified By \$	
Communication with Organisation Admin Forgot Password After Activitation Reset Password Initiated by Administrator Site User Custom Organization Credentials	Modified On ◆ Mon, May 01, 2023 14:41:02 Mon, May 01, 2023 14:41:02 Mon, May 01, 2023 14:41:02 Mon, May 01, 2023 14:41:02	Modified By \$	

SCREENSHOT – Email Templates

In order to edit an email template, click on the \square icon displayed next to it.

Following screen is displayed:

	Invitation Email (Teachers)	\times
ľ	Subject	
	Account Activation	
b	Body	
	Dear [first_name],	
l	You have been invited to join Rainbow Classroom as a Teacher. Your email address [email] is setup as your sign-in ID.	
l	Please [rbc_url_link] to setup a password and activate your account.	
в	Sincerely, The Rainbow Classroom Team	
l		
		11
	Update Reset Car	ncel
b,		

SCREENSHOT – Email Template

Organisation Admin can change any text in the template including the Subject of the email. Additional text can also be added. Please make sure to not remove the text available in brackets as it might cause an issue with clickable links that are part of the email.

Once done, click on the Update Button.

If you want to revert back the changes and use the text of the original email template, click Reset button.



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