Rainbow Classroom

(Management Center Guide - Standalone)

Legal notice

Index

1 Document History

Edition	Date	Changes / Comments / Details
01	17/05/2021	Initial Rainbow Classroom Administration document for organisation admin
02	26/05/2021	Sections have been added for user activation, permissions and setting avatar for classes and meetings. Screenshots and details have been updated.
03	09/07/2021	Sections have been added for recorded lectures. Screenshots and details have been updated.
04	06/08/2021	Sections have been added for guest users. Screenshots and details have been updated.
05	14/09/2021	A section has been added for 'Add Access Links'. Details and screenshots have been updated for mass provisioning.
06	01/03/2022	Copyright License has been updated. **Section 3.1** Secreenshots have been updated. **Section 3.2** Secreenshots have been updated. **Section 4** An important note has been updated. Secreenshots have been updated. A note has been removed. **Section 4.1** New section has been added. **Section 5** Secreenshots have been updated. **Section 6** Secreenshots have been updated. **Section 6.1** Secreenshots have been updated. List of data type has been updated. **Section 6.2** Secreenshots have been updated. **Section 8** Screenshot has been added. **Section 8.1** New section has been added. **Section 8.2** New section has been added. **Section 8.3** New section has been added. **Section 8.4** New section has been added. **Section 9** Secreenshots have been updated. **Section 9.1** New section has been added. **Section 9.2** New section has been added. **Section 9.3** Secreenshots have been updated.

Edition	Date	Changes / Comments / Details
		Section 9.3.3 Details have been updated. **Section 9.3.4** New section has been added. **Section 9.3.5** New section has been added. **Section 9.4** New section has been added. **Section 9.5** Secreenshots have been updated. **Section 9.6** New section has been added. **Section 10** Secreenshots have been updated. **Section 10.1** New section has been added. **Section 10.2** New section has been added. **Section 10.3** New section has been added. **Section 10.4** Secreenshots have been updated. **Section 10.5** Secreenshots have been updated. **Section 11** Secreenshots have been updated. **Section 11.2** Secreenshot has been updated. **Section 11.3** Secreenshots has been updated. **Section 12** Secreenshots have been updated. **Section 12.1** New section has been added. **Section 12.2** Secreenshots have been updated. **Section 12.4** New section has been added. **Section 12.5** Secreenshots have been updated. **Section 12.6** Secreenshots have been updated. **Section 12.7** New section has been added. **Section 13** Secreenshots have been updated. **Section 13.1** New section has been added. **Section 13.2**

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		New section has been added. **Section 13.3** Secreenshots have been updated. **Section 13.4** New section has been added. **Section 13.5** New section has been added. **Section 14** Secreenshots have been updated. **Section 14.1** 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. **Section 15** New section has been added. **Section 16** Secreenshots have been updated. **Section 16.1** Secreenshots has been updated. **Section 16.2** Secreenshots has been updated. **Section 16.3** Secreenshots has been updated. **Section 16.4** Secreenshots has been updated. **Section 16.5** Secreenshots has been updated. **Section 17.1** Secreenshots has been updated. **Section 17.2** Secreenshots has been updated. **Section 18** New section has been added. **Section 19** New section has been added.
07	01/06/2022	**Section 3.1** Screenshot has been updated. Password policy has been added. **Section 4** Details about expension/collpasing of left side panel on double click has been added. **Section 5** Screenshot has been updated.

Edition	Date	Changes / Comments / Details
		Section 5.1 New section has been added. **Section 17.1** Screenshot has been updated. Password policy has been added. **Section 18** Screenshots have been updated. Details about Reset All option has been added. **Section 19.2** New section has been added. **Section 19.3** New section has been added.
08	01/07/2022	**Section 10.1** Details about time bound settings has been added. Screenshots have been updated. **Section 10.1.1** Screenshots have been updated. **Section 10.2** New section about View events has been added. Remaining sections have been renumbered. **Section 10.3** Screenshots have been updated. **Section 10.4** Screenshots have been updated. **Section 10.5** Screenshots have been updated. **Section 10.6** Screenshots have been updated. **Section 15** Details about different sections of experience manager has been added.
09	16/11/2022	Legal notice has been updated. **Section 2.1** Feature list has been updated. **Section 4** Screenshot has been updated. **Section 4** Screenshot has been updated. **Section 5.1** Details have been updated. Screenshot has been updated. **Section 6** Screenshot has been updated. **Section 8** Screenshot has been updated. **Section 8.2** Details have been updated. **Section 9** Screenshot has been updated. **Section 10**

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		Screenshot has been updated. **Section 10.1** Detais have been updated. **Section 12** Screenshot has been updated. **Section 13** Screenshot has been updated. **Section 14** Screenshot has been updated. **Section 15** Details about UX profiles have been added. Screenshots have been updated. **Section 16** Screenshot has been updated. **Section 18** Screenshot has been updated.
10	23/01//2023	Legal notice has been updated. **Section 9** Screenshots have been updated. **Section 9.1** Details about creating a class has been added. **Section 9.1.2** Section about Timetable has been added and remaining sections have been renumbered. **Section 9.2** Section about view events has been added and remaining sections have been renumbered. **Section 10.2** Section about view events has been added and remaining sections have been renumbered. **Section 12.6** Section about View Events has been added and remaining sections have been renumbered. **Section 18** New subsections have been added. Screenshots have been updated. **Section 20** Section about events has been added.
11	14/07/2023	Title of the Document has been updated. Rainbow Classroom Administration is now referred as Rainbow Classroom Management Center in entire document. **Section 3.1** Screenshots have been updated. **Section 4** URL address for accessing management center has been updated. Screenshots have been updated. Details about different categories of sections has been added. **Section 5** Screenshots have been updated.

Edition	Date	Changes / Comments / Details
		Section 6 Screenshots have been updated. **Section 7** Screenshots have been updated. **Section 8** Screenshots have been updated. **Section 10** Section about meetings has been removed and remaining sections have been renumbered. Screenshots have been updated. Title of the sections have been updated. **Section 11** Screenshots have been updated. **Section 12** Screenshots have been updated. **Section 14** Title of the section has been updated. Screenshots have been updated. **Section 15** Screenshots have been updated. **Section 16** Screenshots have been updated. Password policy has been updated. **Section 17** Screenshots have been updated. **Section 18** Screenshots have been updated. New report section details have been added. **Section 19** Title of the section has been updated. **Section 19.1** New section has been added. **Section 19.2** New section has been added. **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.
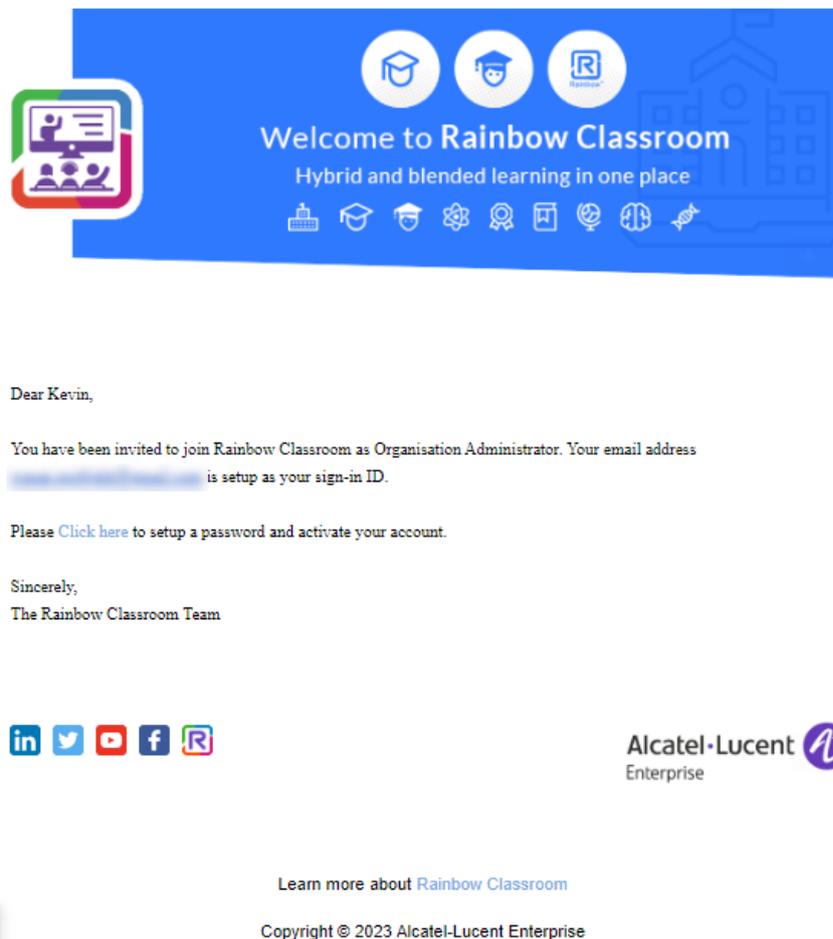
SCREENSHOT – Account Activation

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.
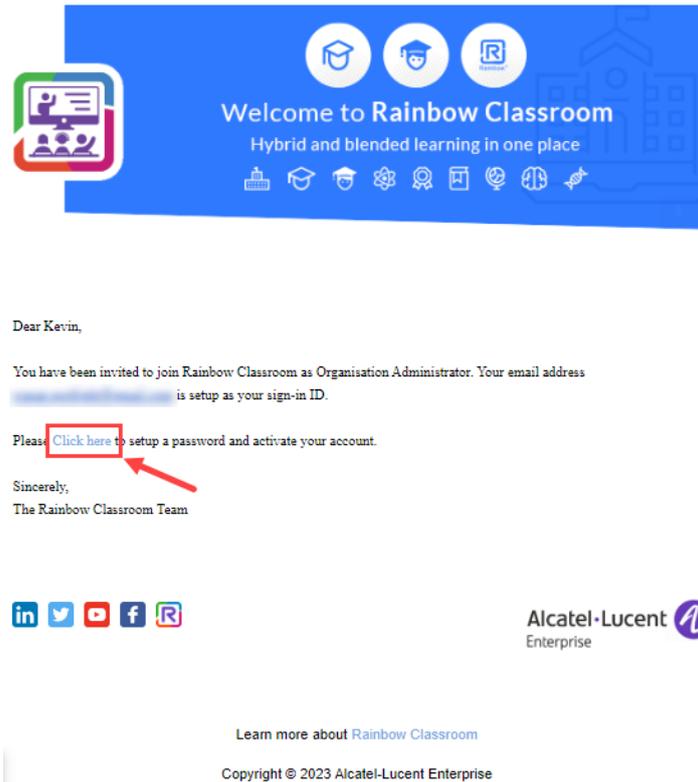
SCREENSHOT – Account Activation

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

You will be presented with the following screen.
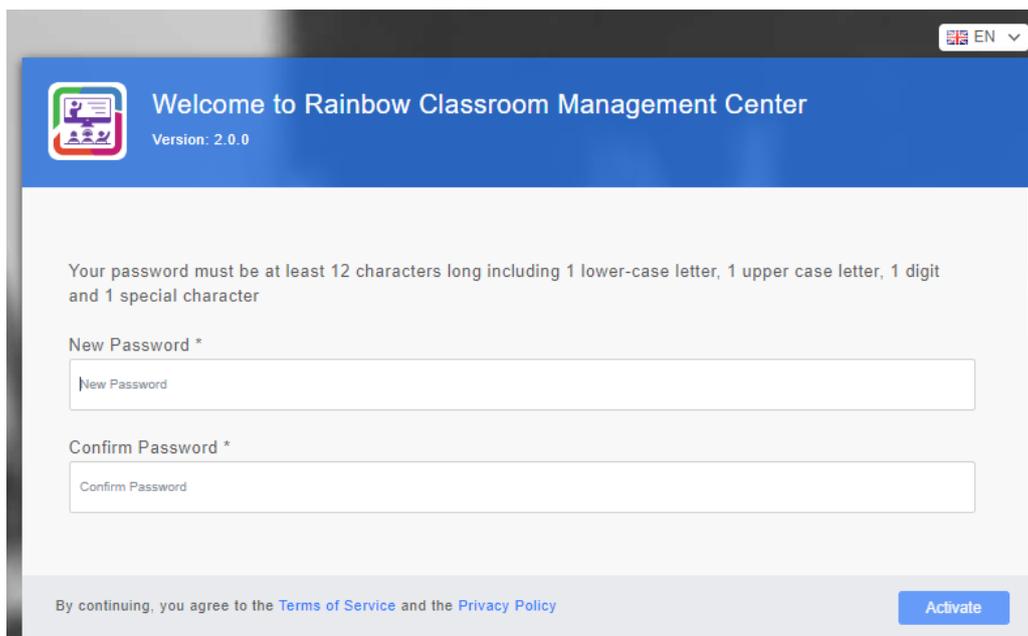
SCREENSHOT – Account Activation

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:
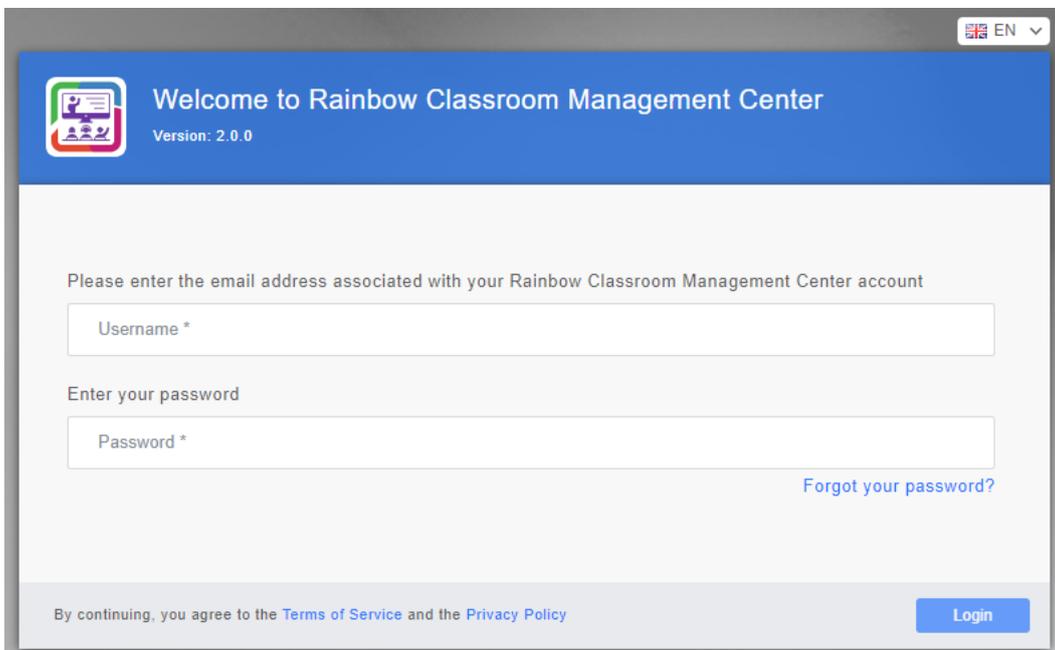
SCREENSHOT – Welcome to Rainbow Management Center

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:
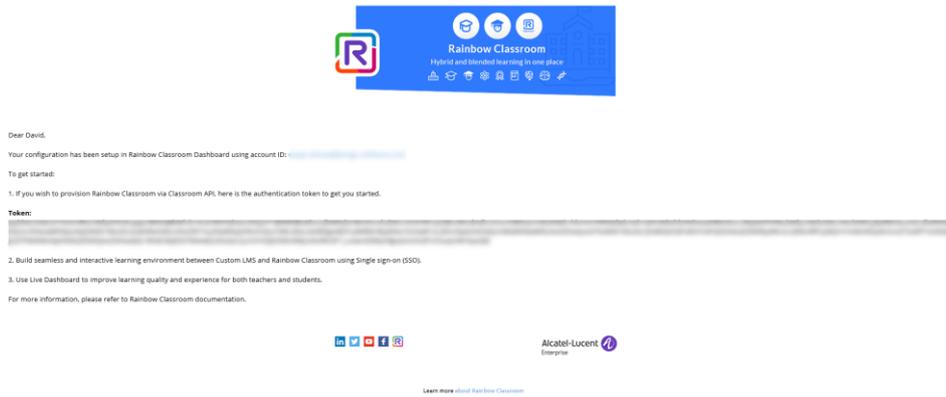
SCREENSHOT – Integration Configuration

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.
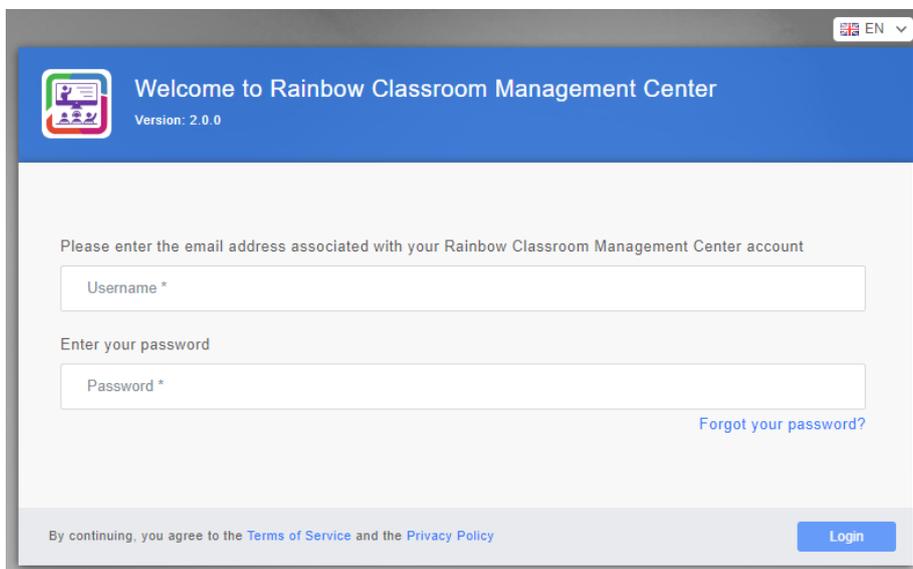
SCREENSHOT – Classroom Management Center login page

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.
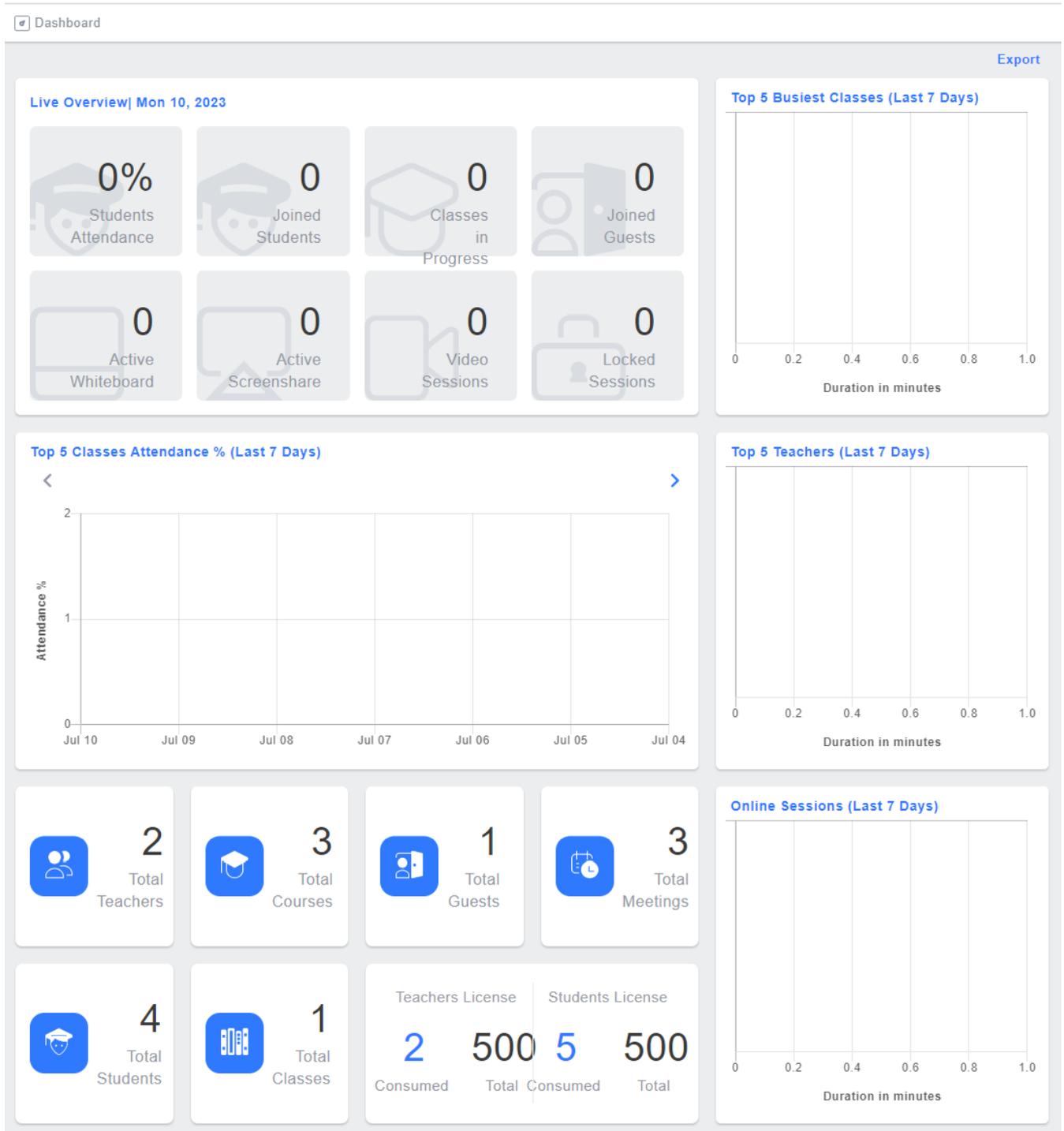
SCREENSHOT – Classroom Management Center Dashboard

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.
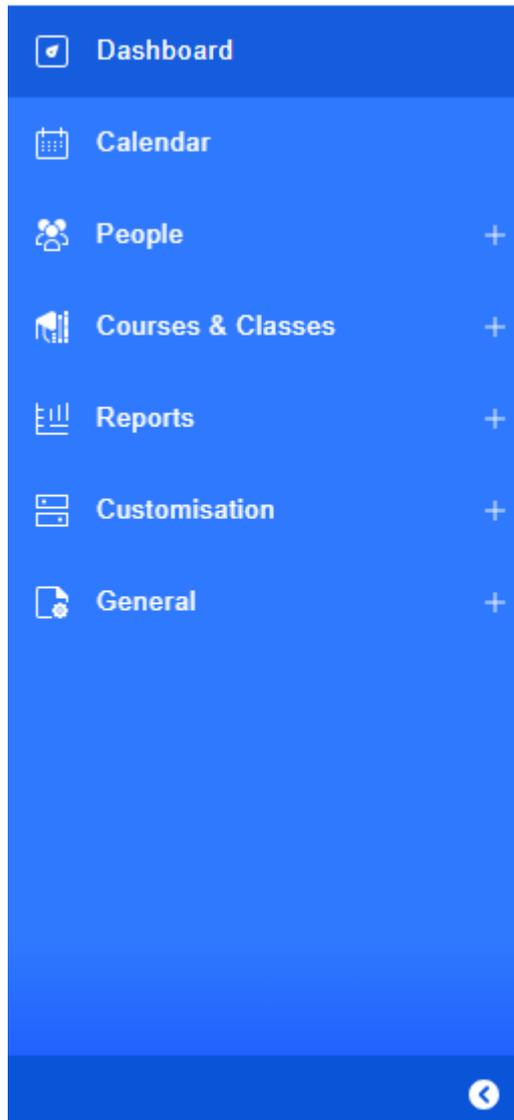
SCREENSHOT – Slider Control with Left Hand Panel Displayed

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:
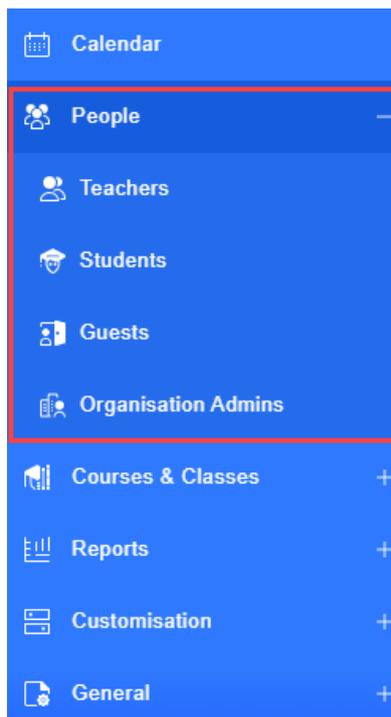
SCREENSHOT – Expanded Menu Options in left hand panel

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:
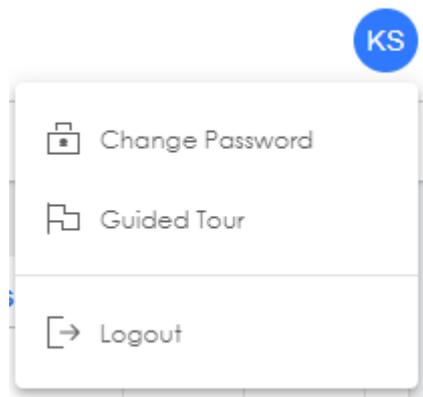
SCREENSHOT – Rainbow Classroom Interface

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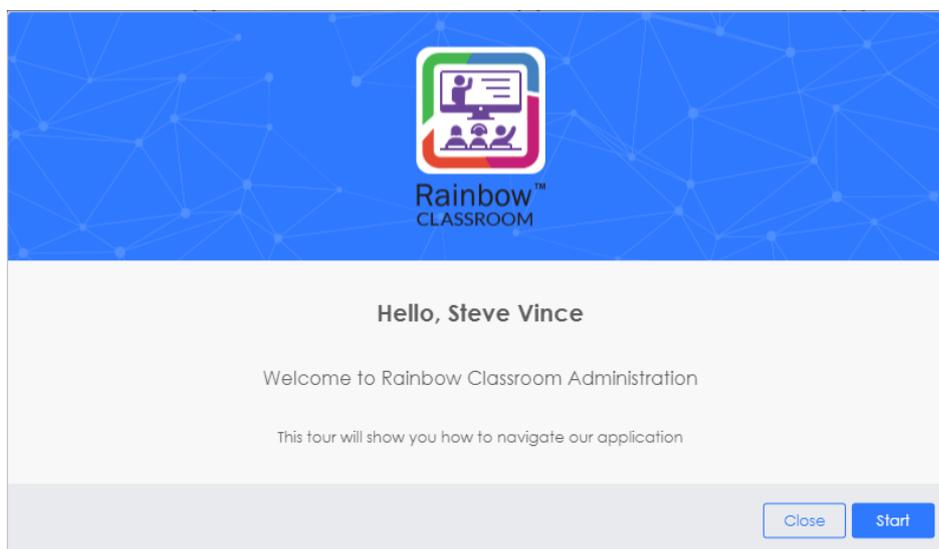
SCREENSHOT – Guided Tour

When you press on Start button, guided tour will commence as shown below:
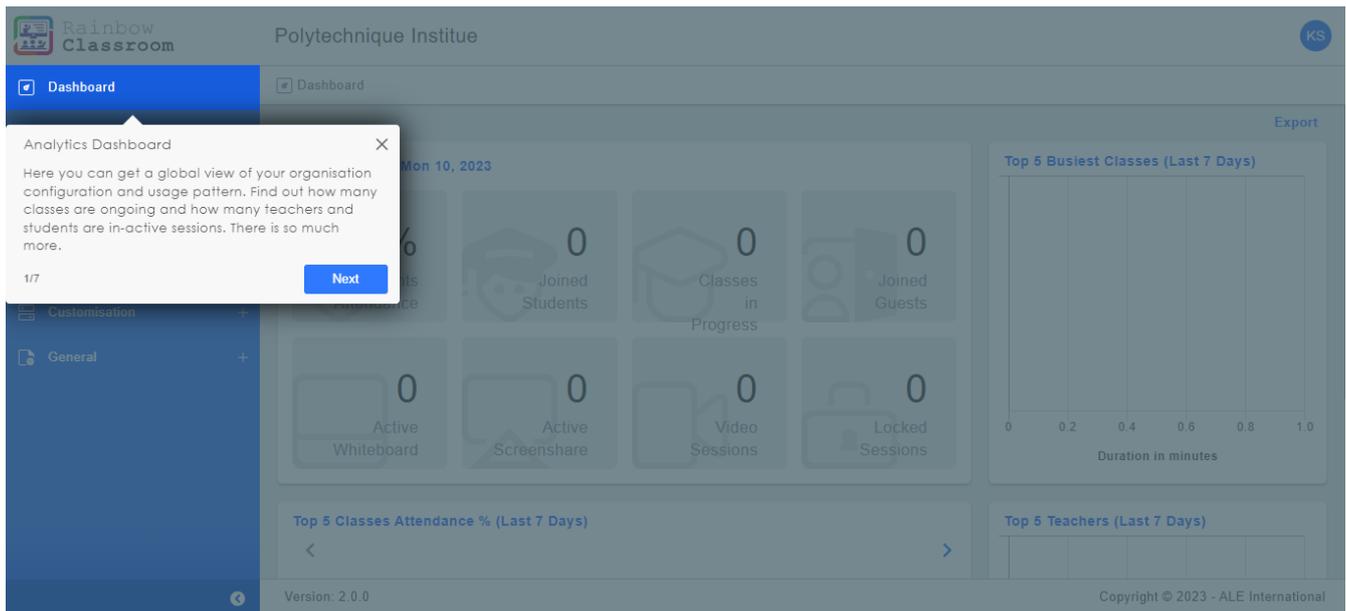
SCREENSHOT – Guided Tour

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:
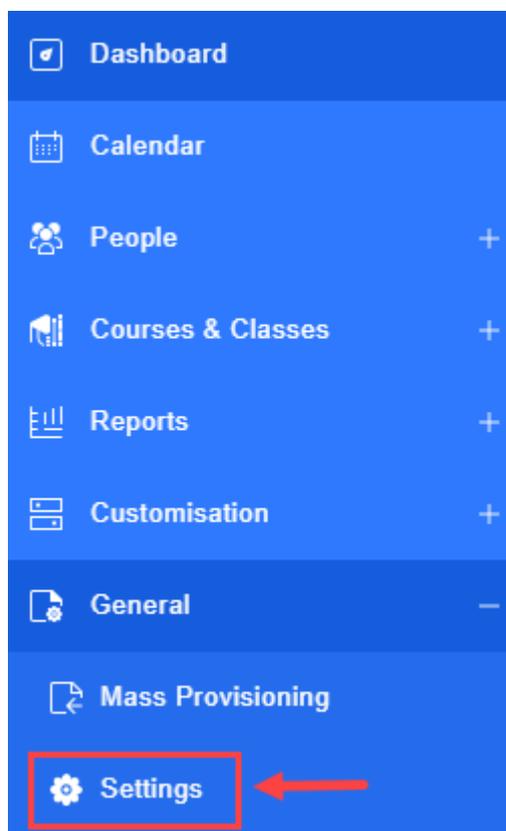
SCREENSHOT – Left-Side Panel

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
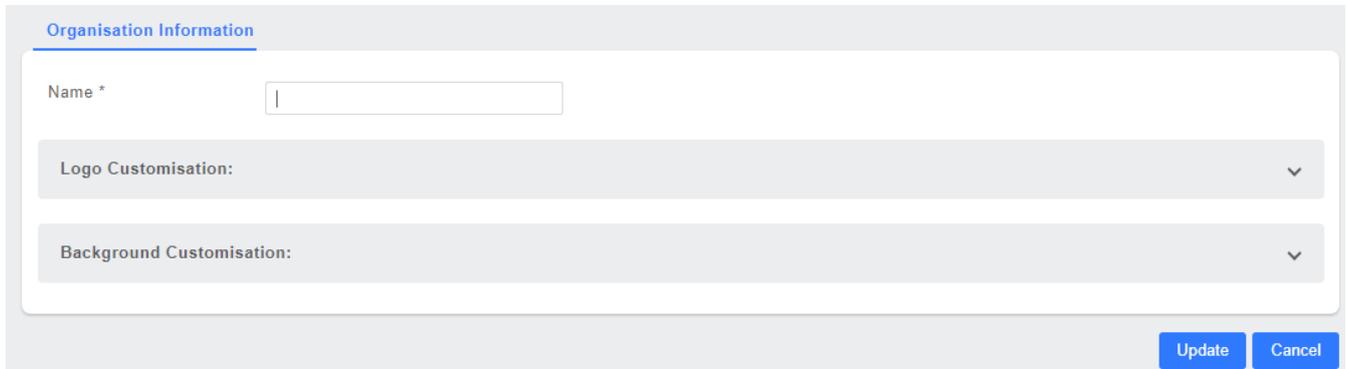
SCREENSHOT – Organisation Information

Name: Enter your organisation name

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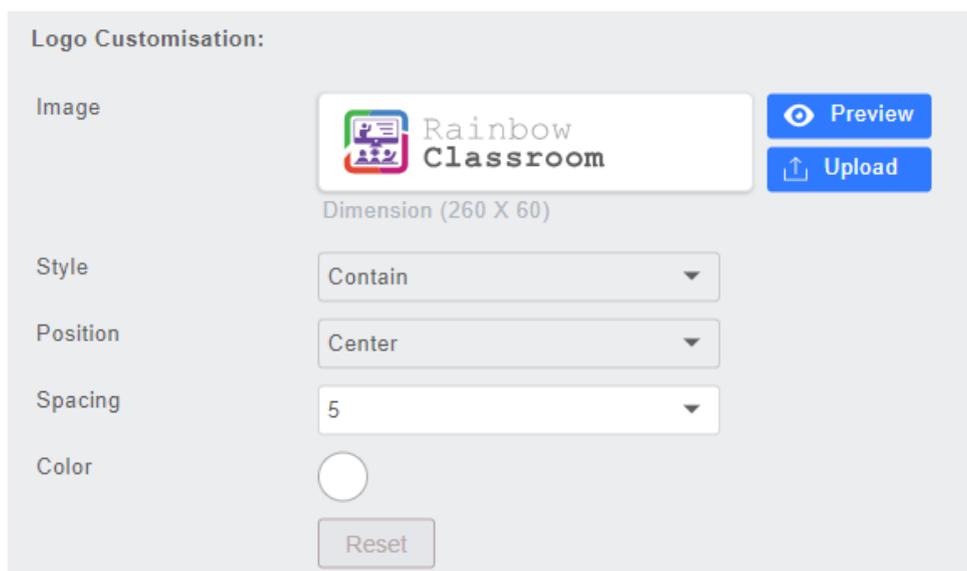
SCREENSHOT – Logo Customisation

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:

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:
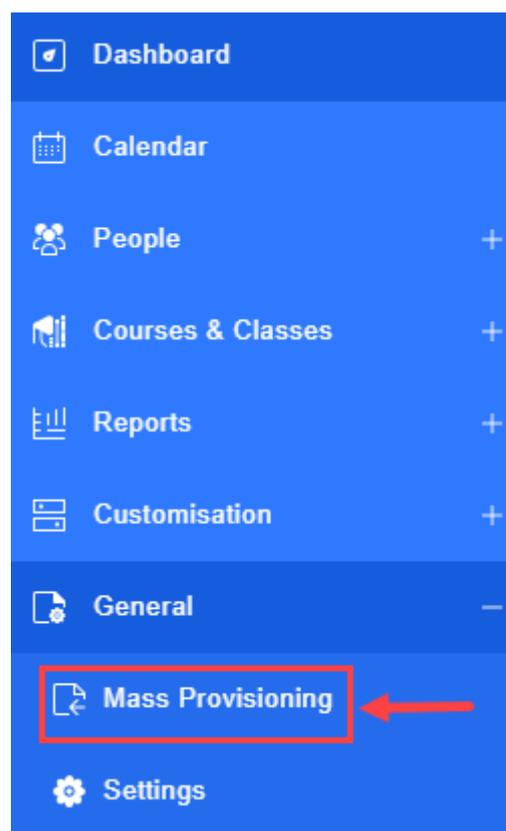
SCREENSHOT – Left-hand Panel

Following page is displayed:

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.

SCREENSHOT – Mass Provisioning

Upon clicking the link, you will be presented with the following screen.
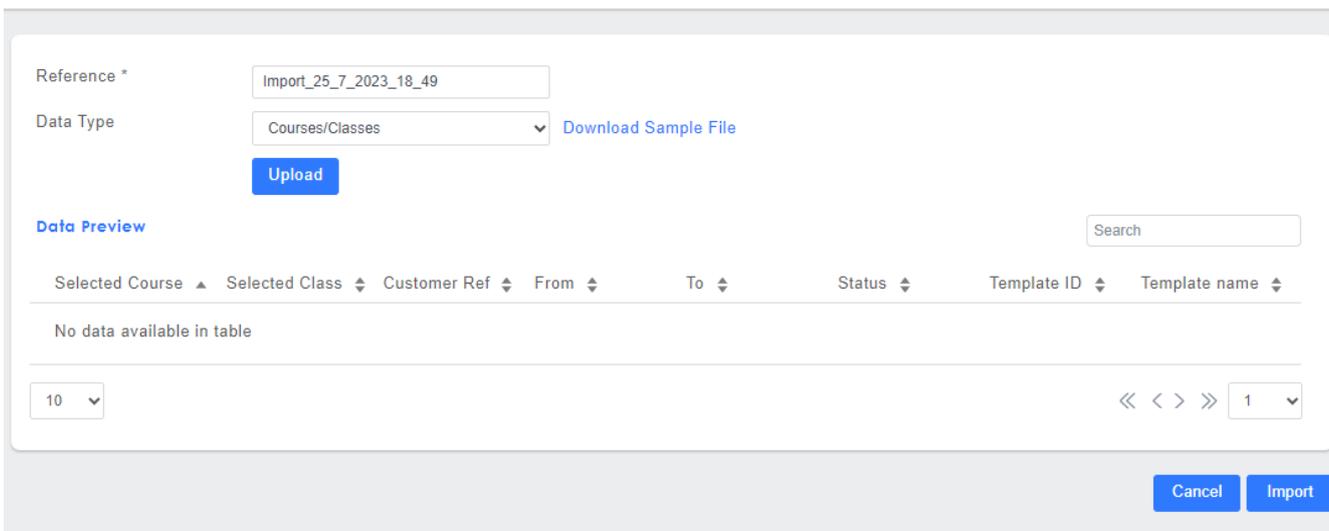
SCREENSHOT – Import Data for Mass Provisioning

Reference: This is the system generated unique identifier number.

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.
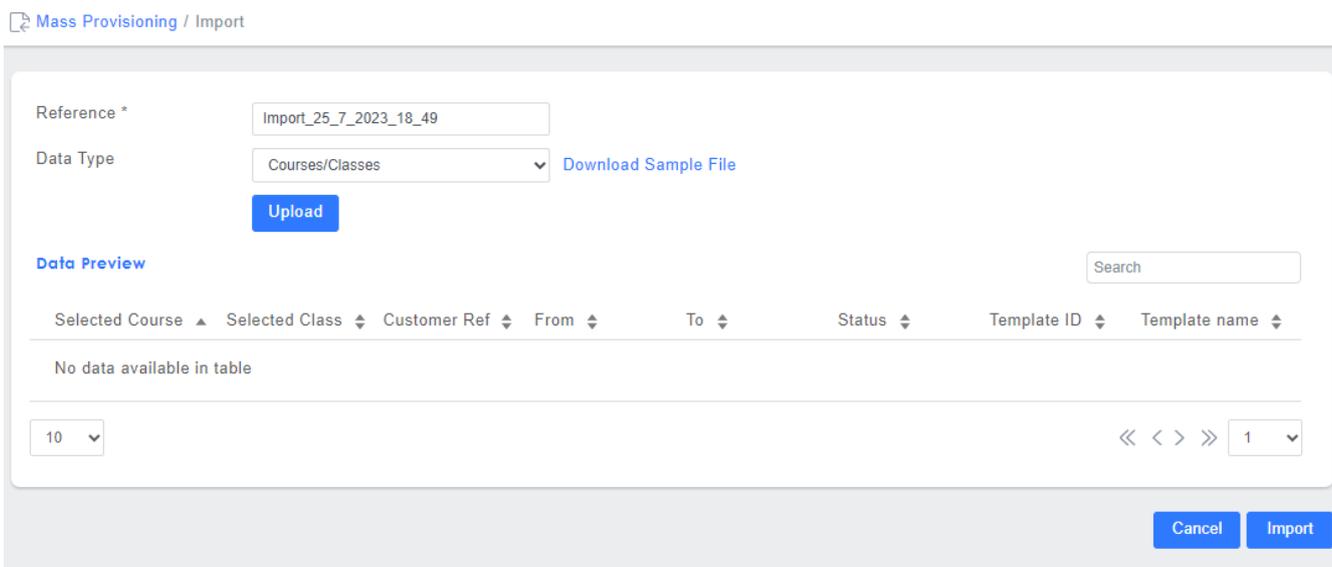
SCREENSHOT – Import Data for Mass Provisioning

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.

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 / Import

Import Details

Reference *   Import_28_3_2022_14_25

Data Type   Courses/Classes   ⌄   Download Sample File

Upload

Data Preview   Search

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.

Mass 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.
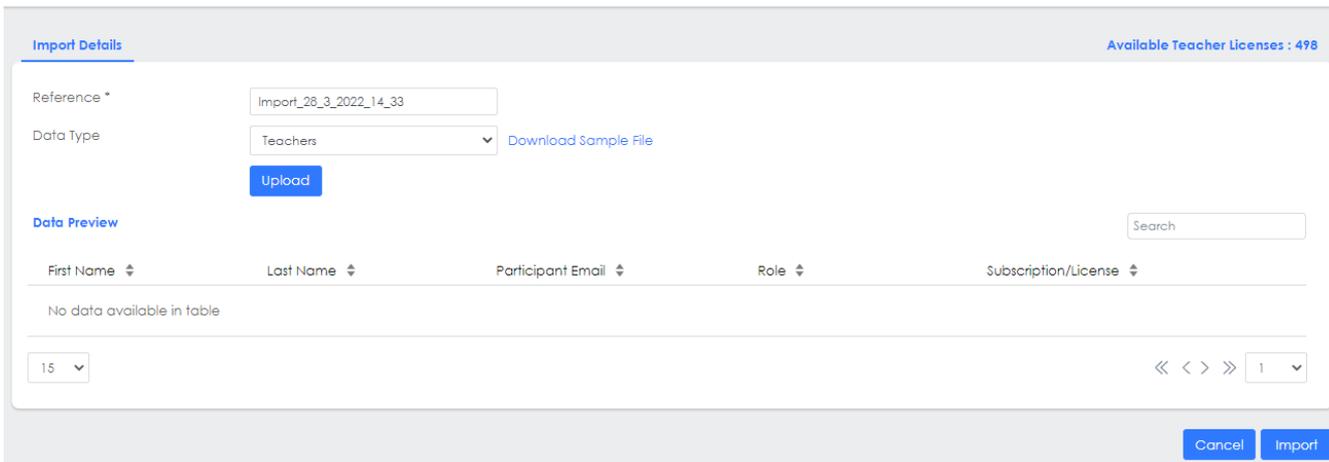
SCREENSHOT – Mass Provisioning

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.

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.

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.

SCREENSHOT – Mass Provisioning

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.
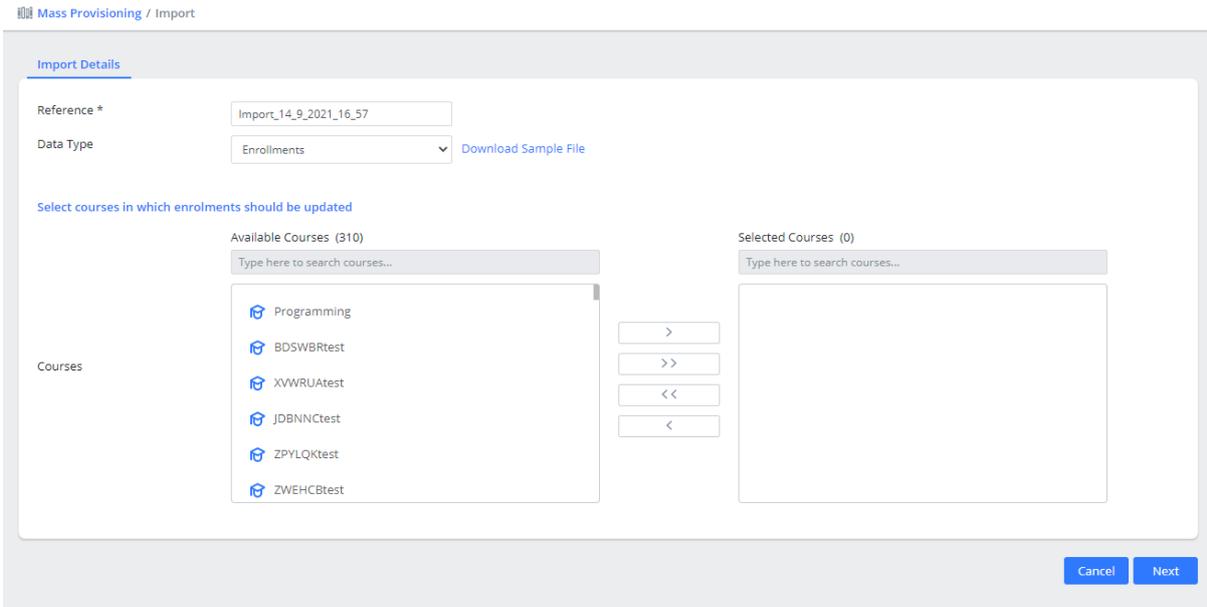
SCREENSHOT – Mass Provisioning

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.
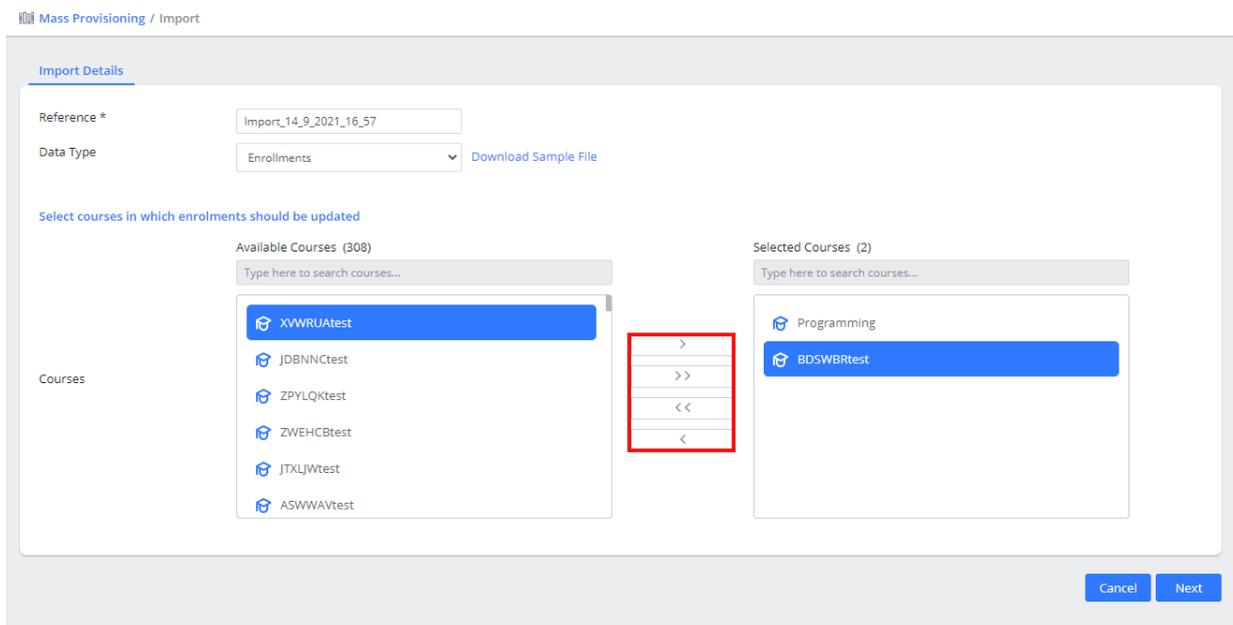
SCREENSHOT – Mass Provisioning

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.
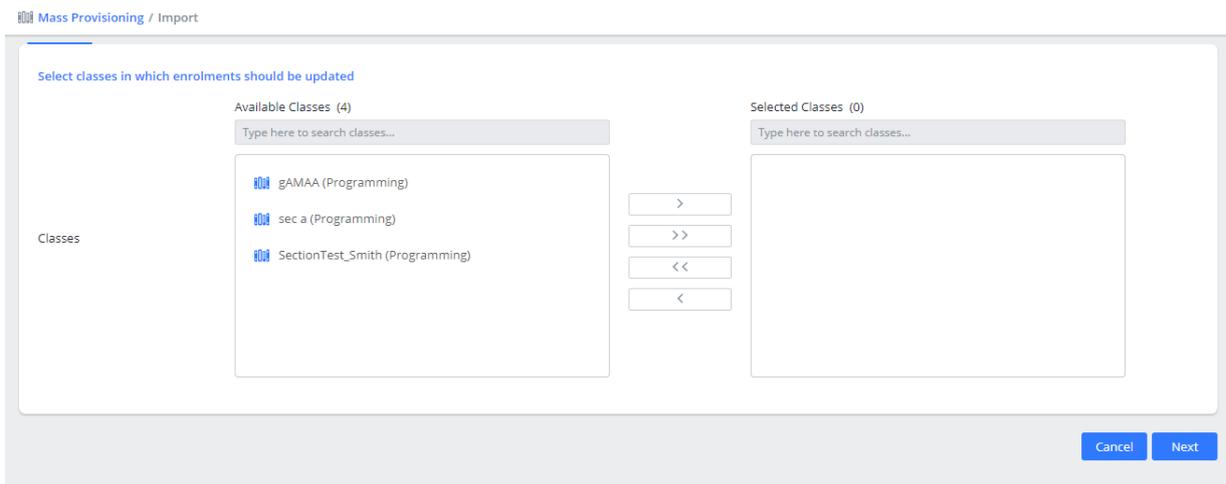
SCREENSHOT – Mass Provisioning

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.
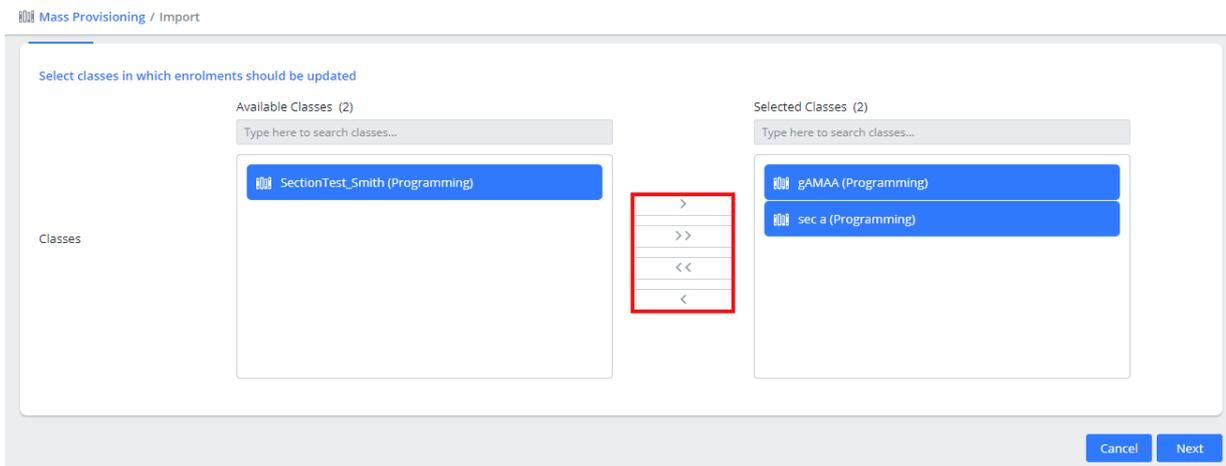
SCREENSHOT – Mass Provisioning

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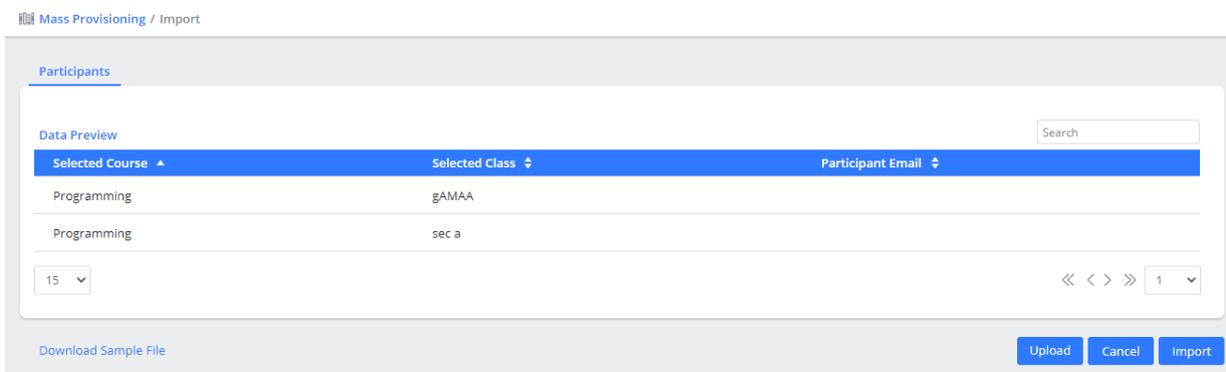
SCREENSHOT – Mass Provisioning

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.
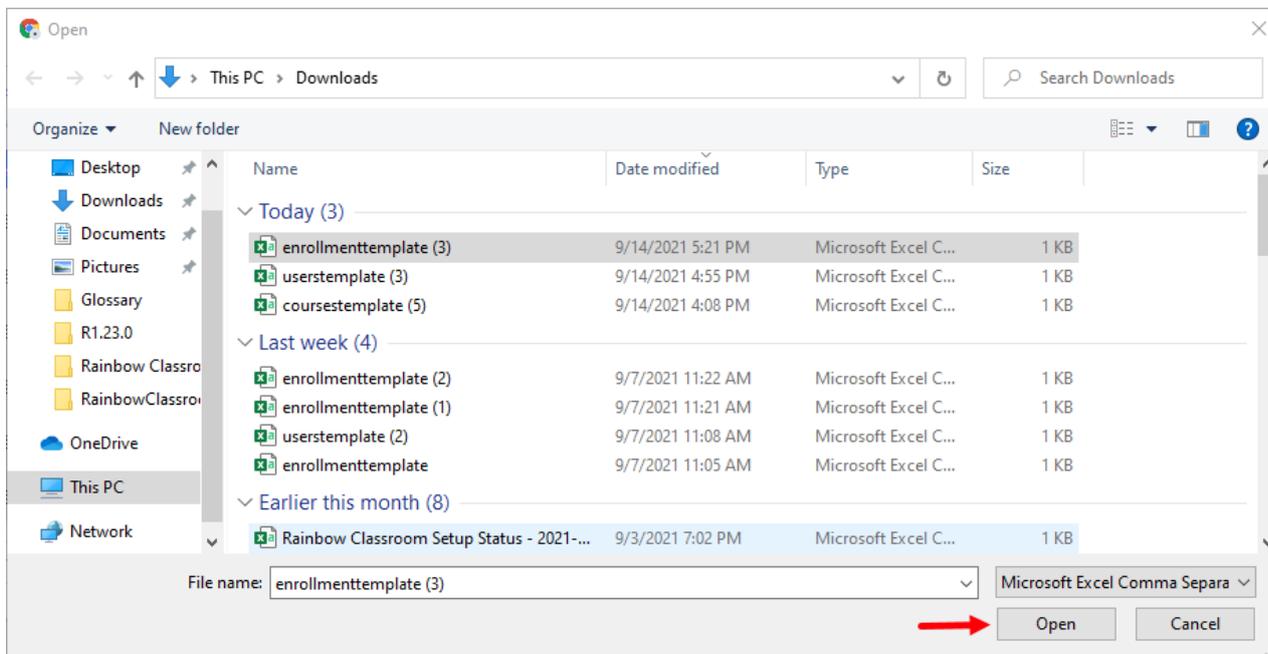
SCREENSHOT – Browse and open file

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

SCREENSHOT – Mass Provisioning

Click the **Import** 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.

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.

SCREENSHOT – Mass Provisioning

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.

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.
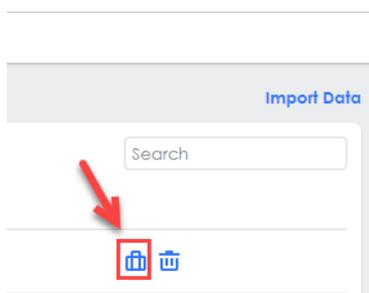
SCREENSHOT – Mass Provisioning

You will be presented with the following screen.
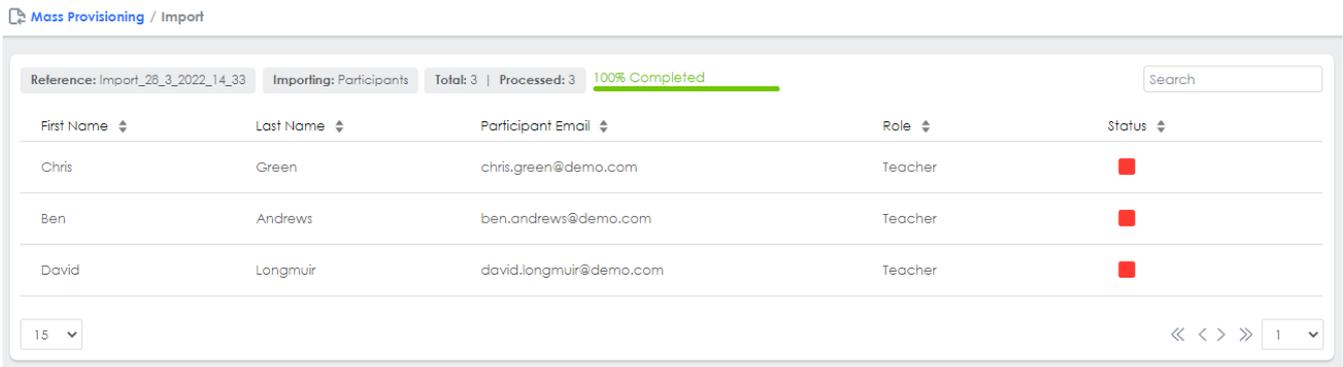
SCREENSHOT – Mass Provisioning

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:
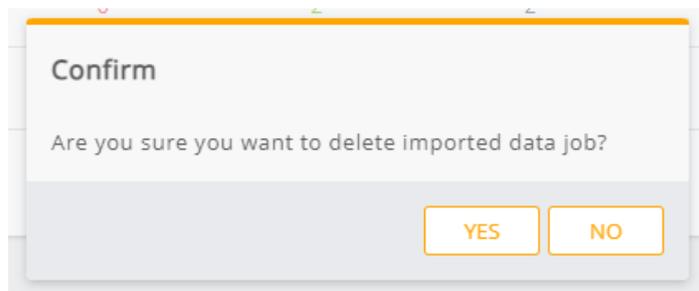
SCREENSHOT – Confirmation Message

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:
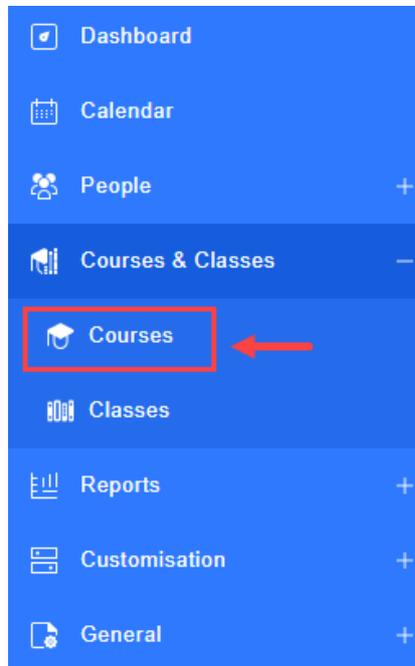
SCREENSHOT – Left Hand Menu

Following page is displayed:
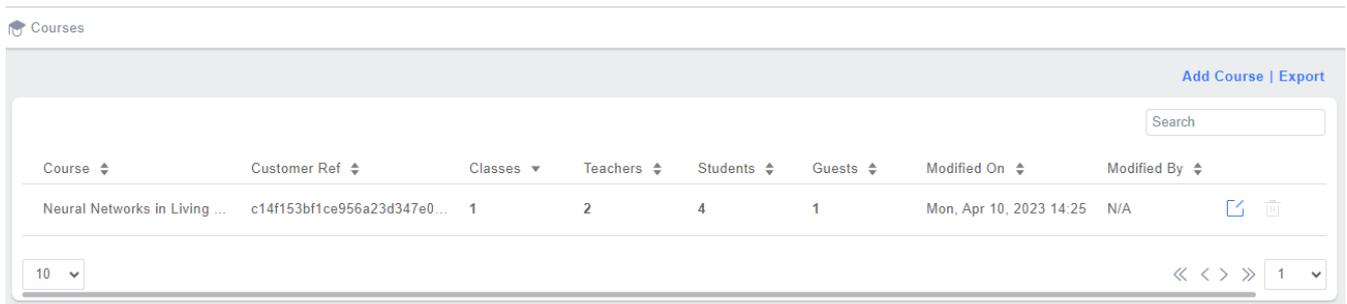
SCREENSHOT – Courses

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

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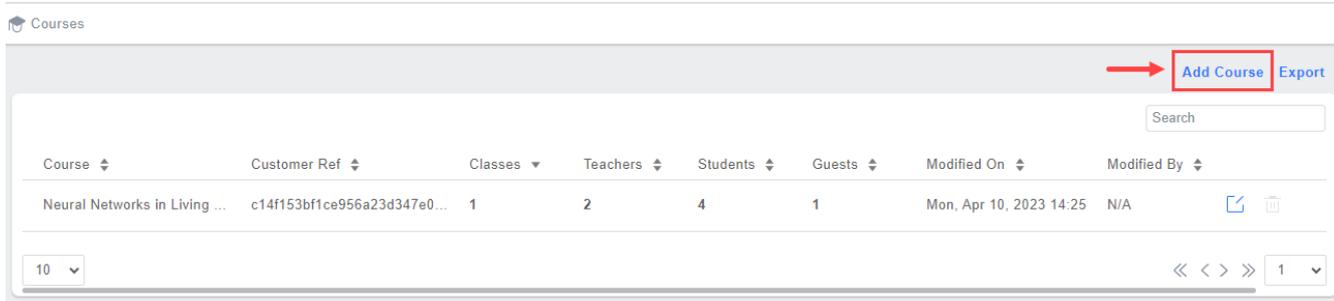
SCREENSHOT – Add Course

You will be presented with the screen, as shown below.
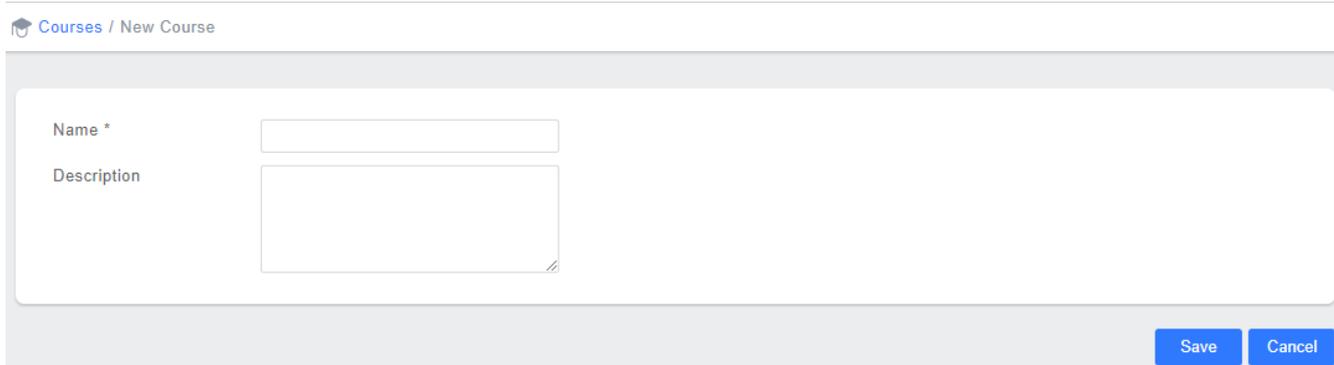
SCREENSHOT – Add Course

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.
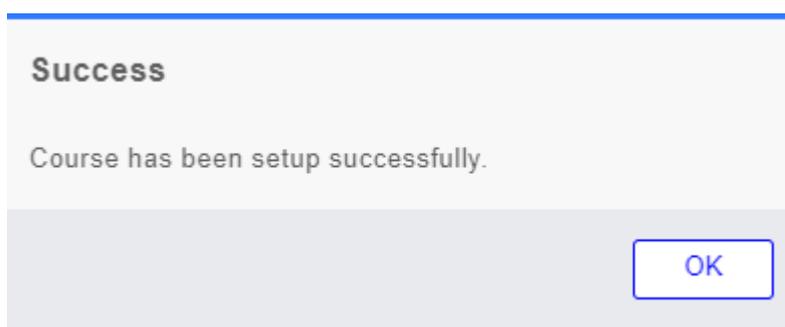
SCREENSHOT – Message from webpage

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

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.

SCREENSHOT – Courses

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

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:
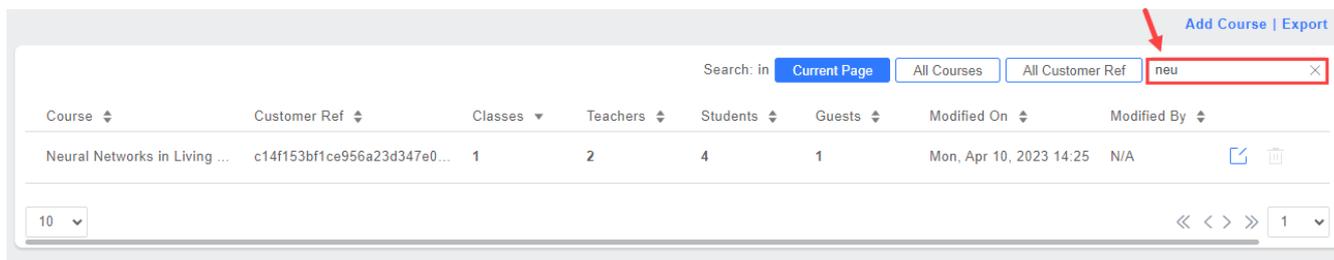
SCREENSHOT – Search Courses

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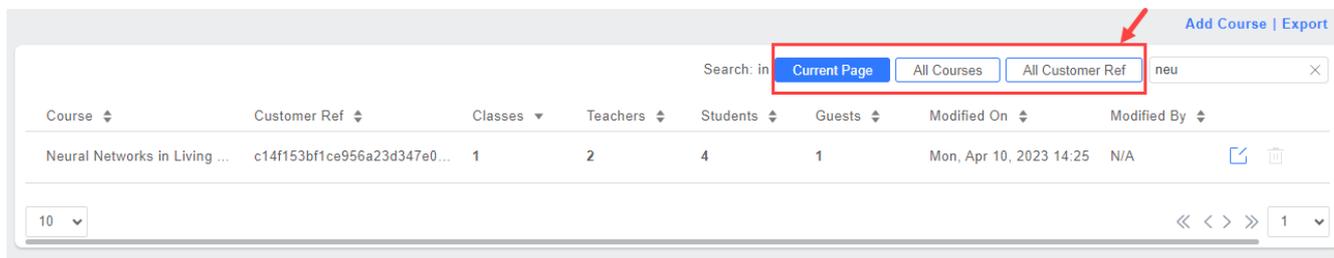
SCREENSHOT – Search Courses

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:
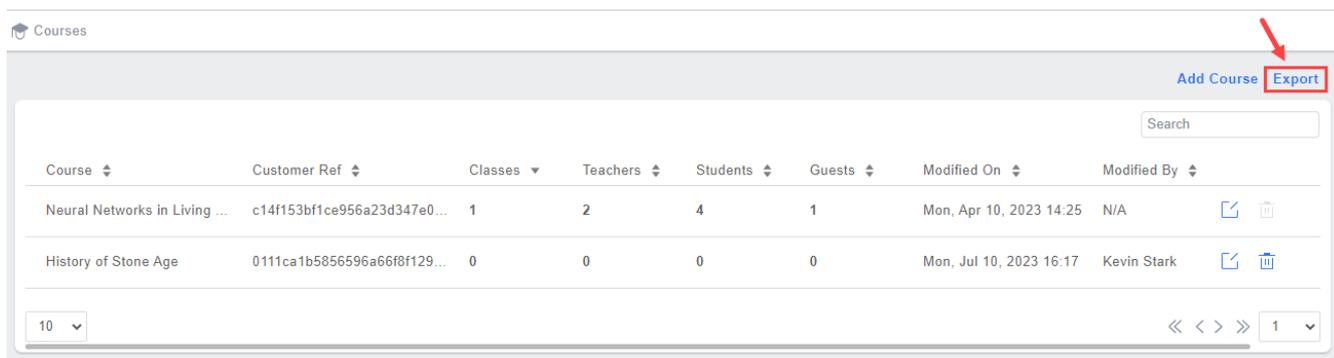
SCREENSHOT – Export Courses

8.4 Update Course Details

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

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.

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 🗑 icon available next to your desired course that you want to delete as shown below:

SCREENSHOT – Delete Course

Following pop-up window is displayed to confirm your decision of deleting the particular course:
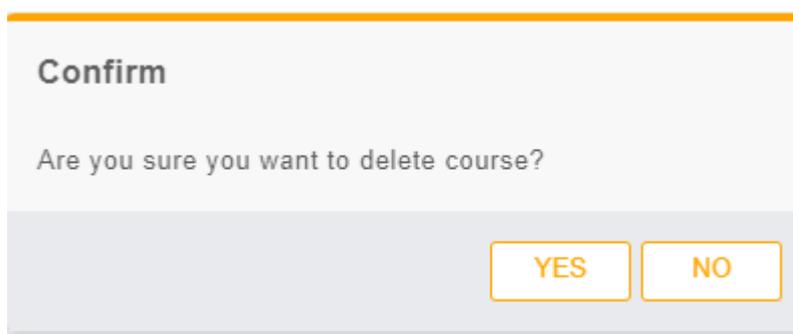
SCREENSHOT – Delete Course Confirmation

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::
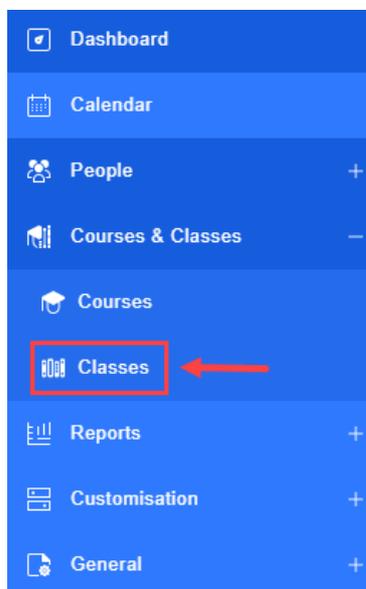
SCREENSHOT – Left Hand Panel

Following page is displayed:
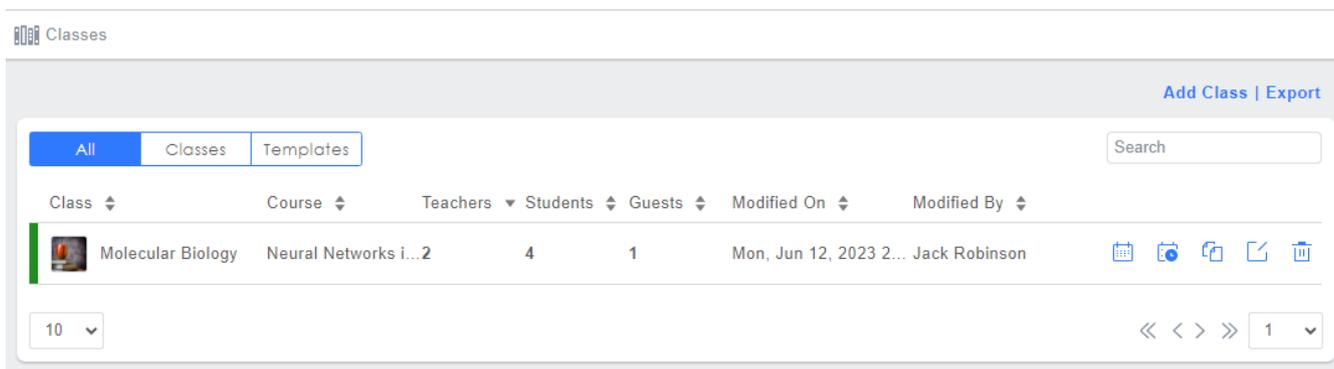
SCREENSHOT – Classes

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.
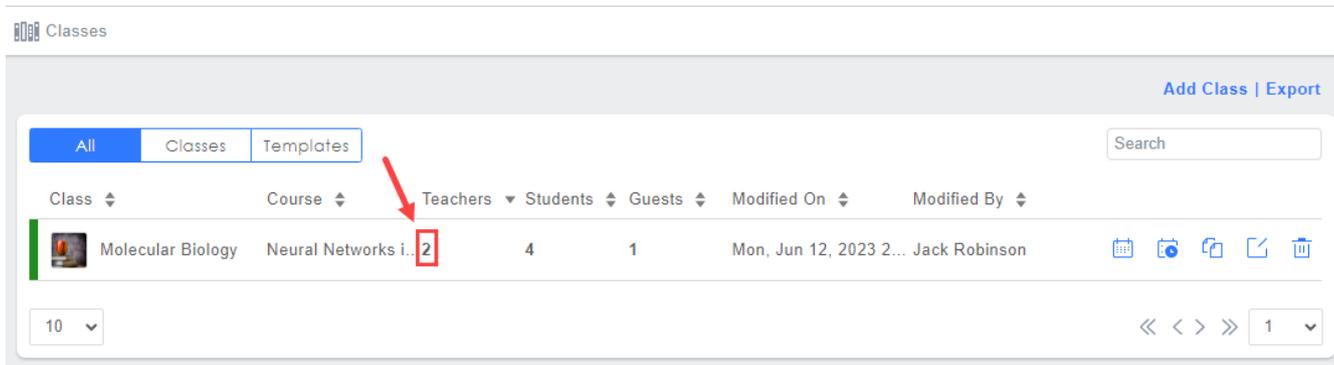
SCREENSHOT – Classes

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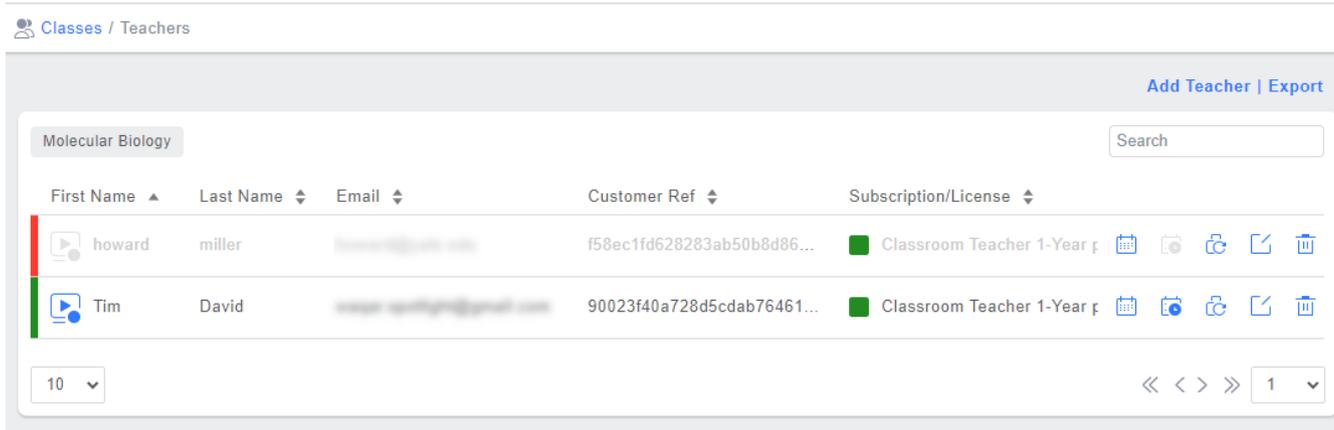
SCREENSHOT – Classes

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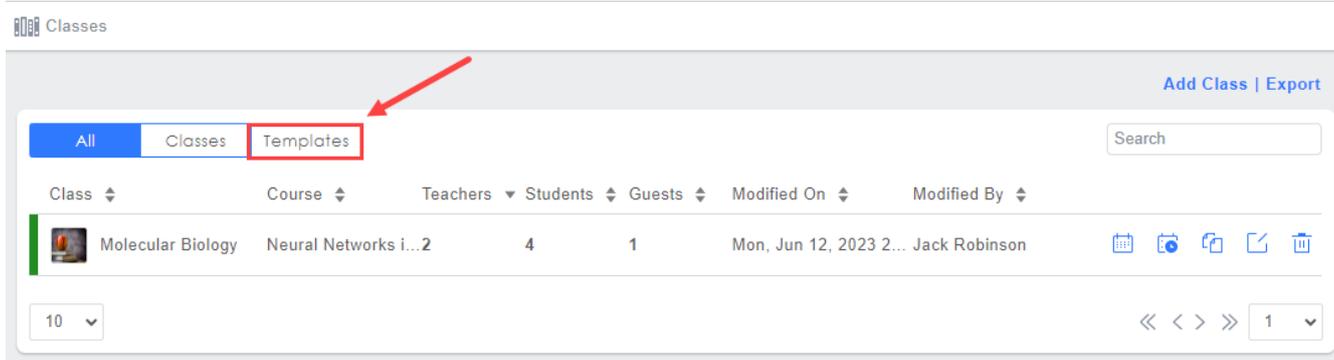
SCREENSHOT – Classes

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.
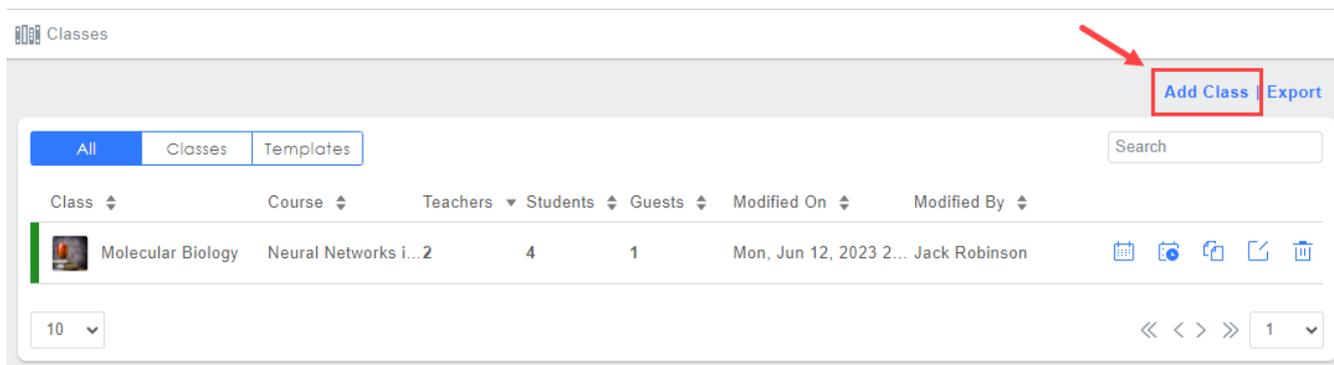
SCREENSHOT – Add Class

You will be presented with the screen, as shown below:
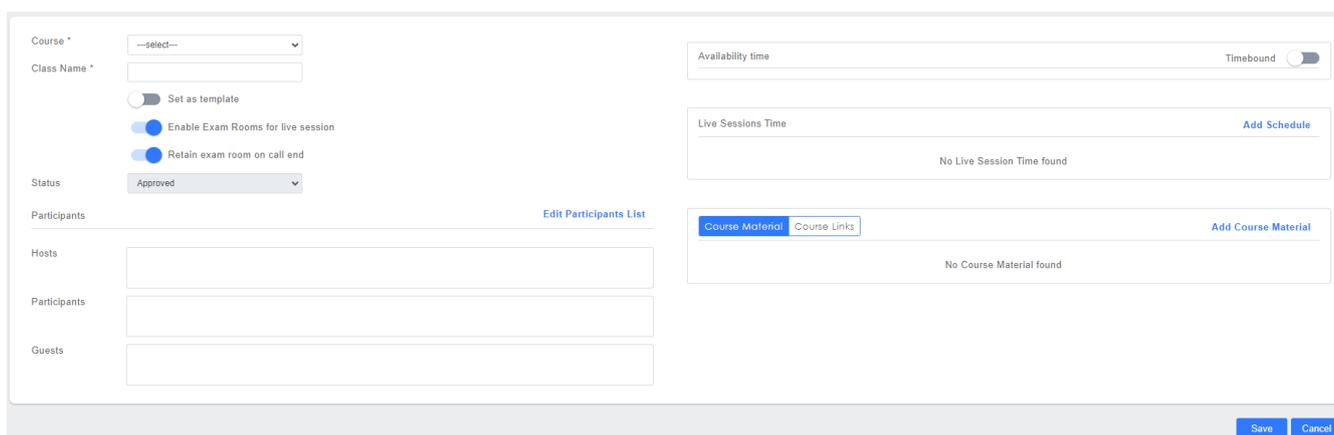
SCREENSHOT – Add Class

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:
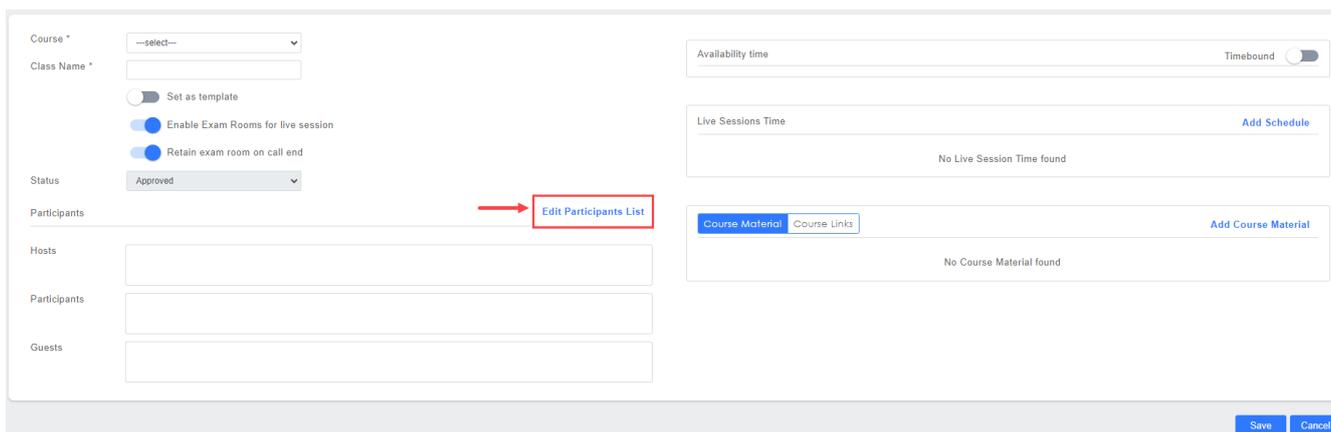
SCREENSHOT – Add Class

You will be presented with the following screen.
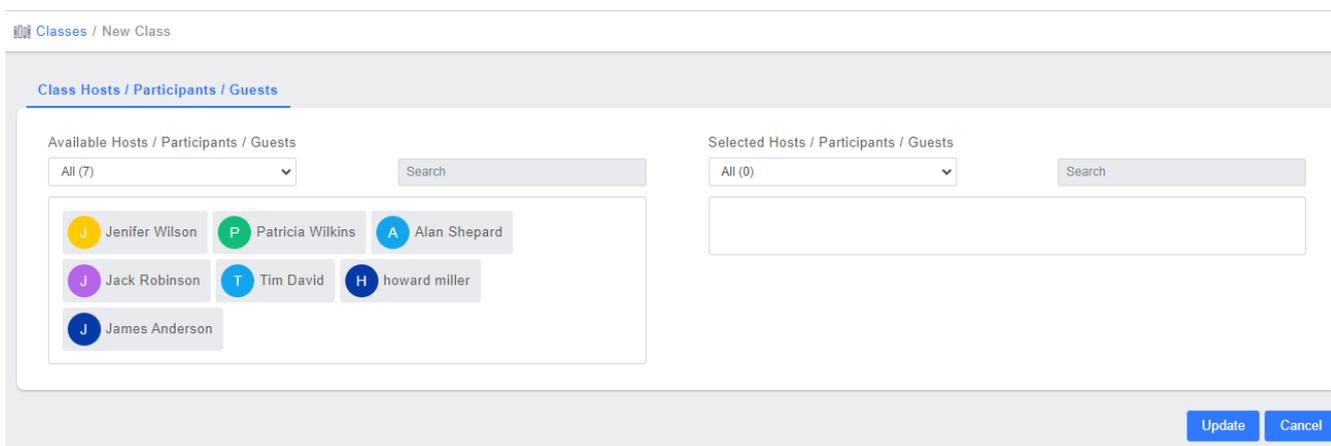
SCREENSHOT – Available Participants List

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 Create User as a Role of Teacher, Create User as a Role of Student, Create 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.

2. **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.
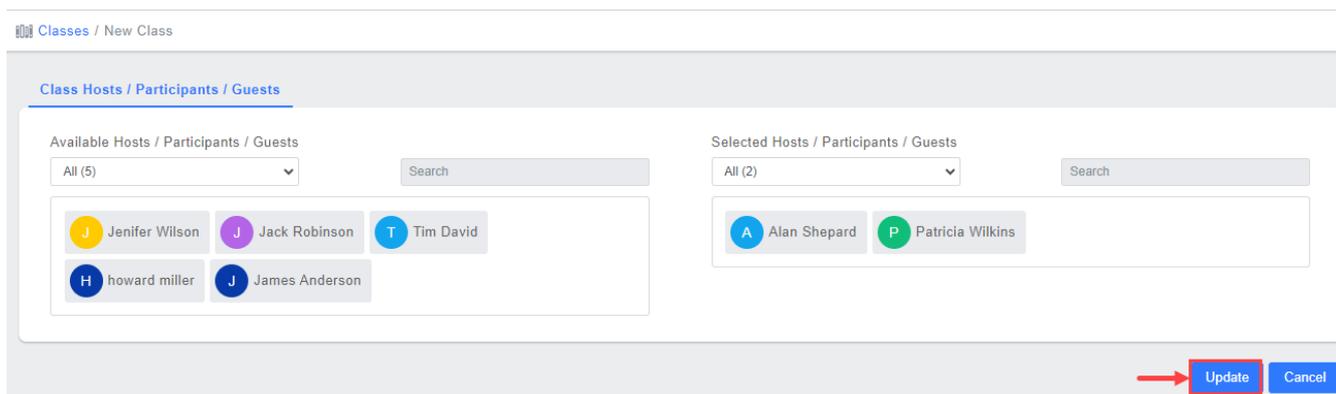
SCREENSHOT – Edit Participants List

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:
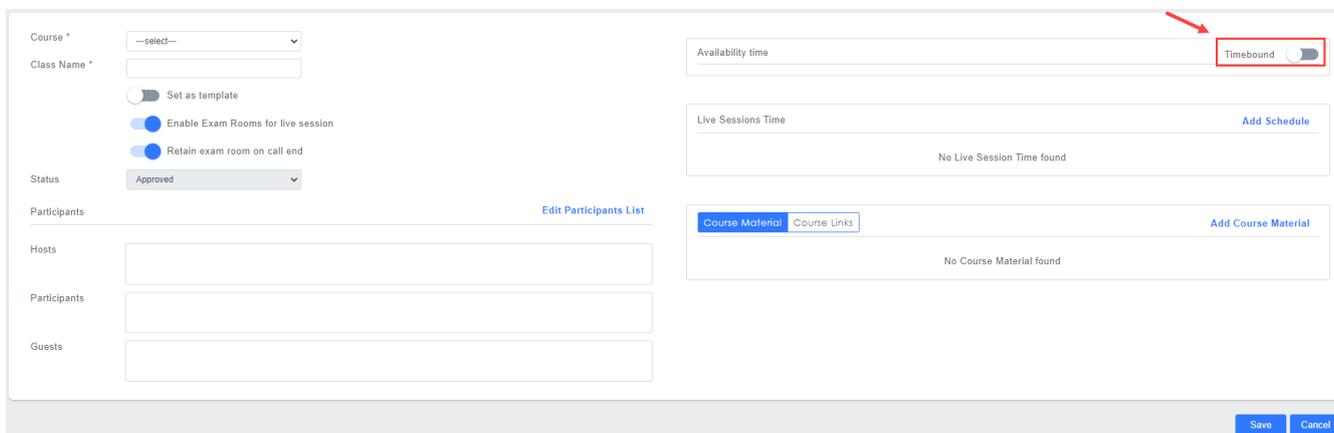
SCREENSHOT – Add a Class

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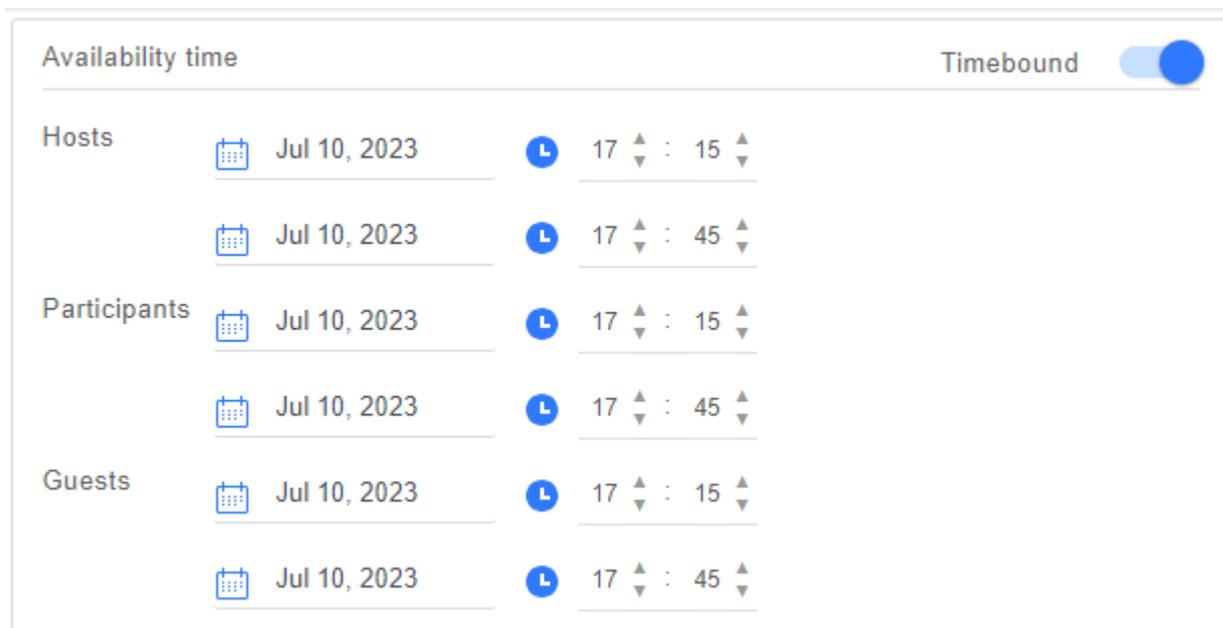
SCREENSHOT – Add a Class

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:

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

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:
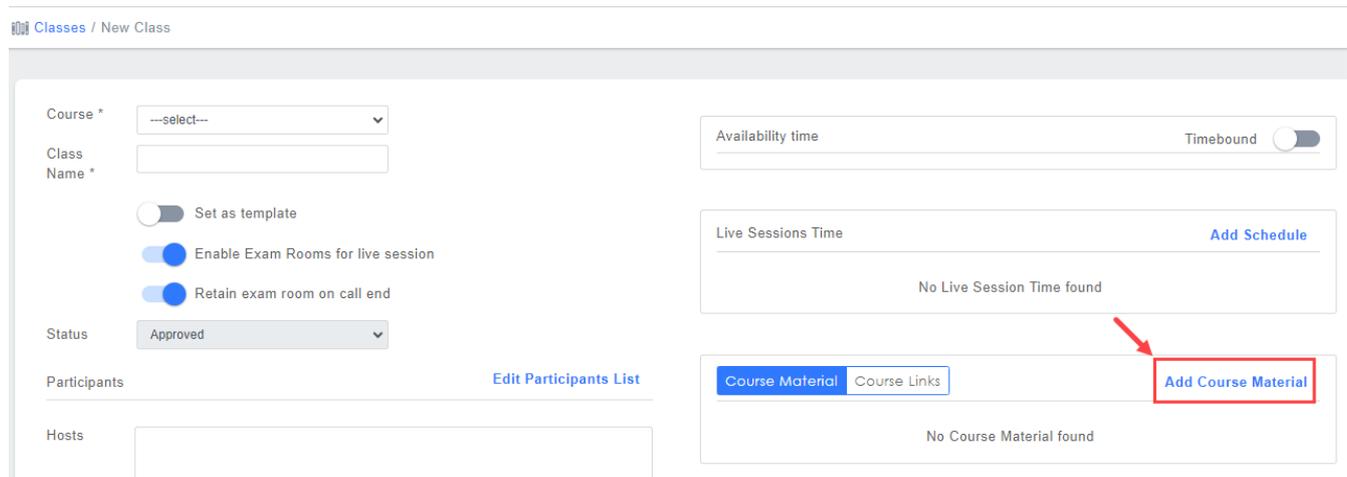
SCREENSHOT – Add Course Material

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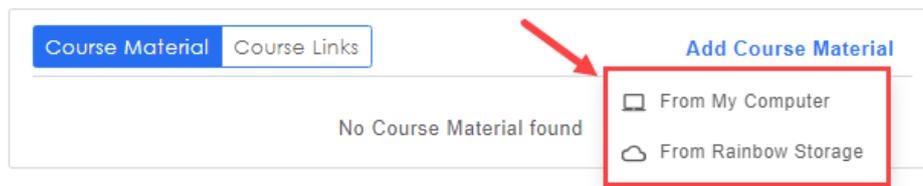
SCREENSHOT – Add Course Material

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:
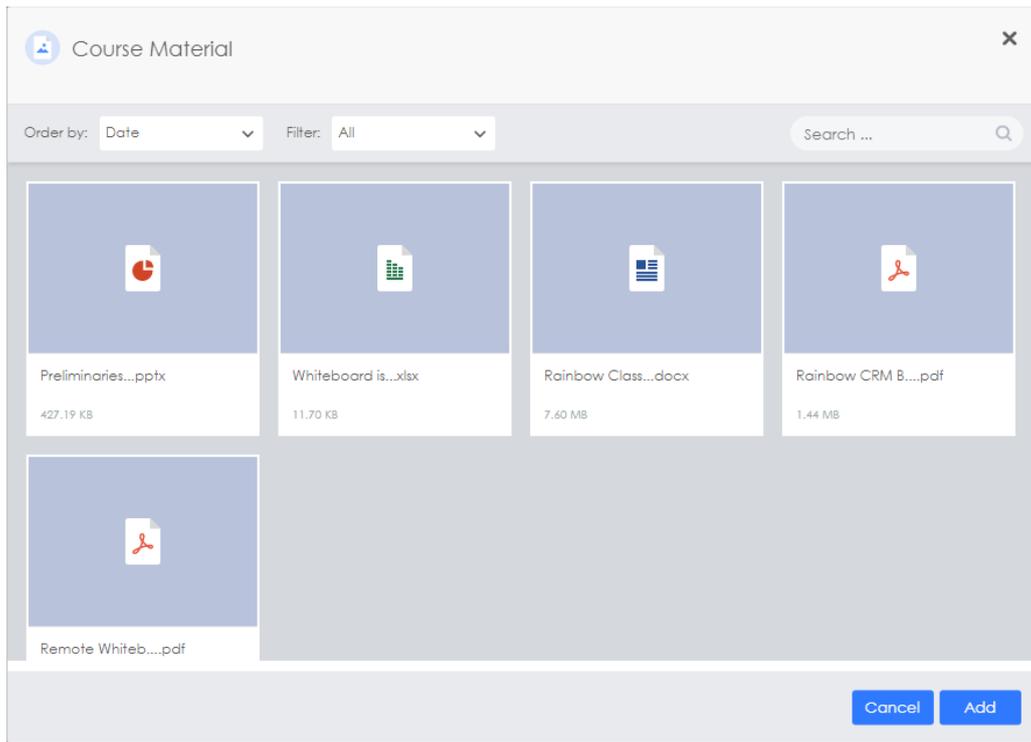
SCREENSHOT – Add Course Material

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:
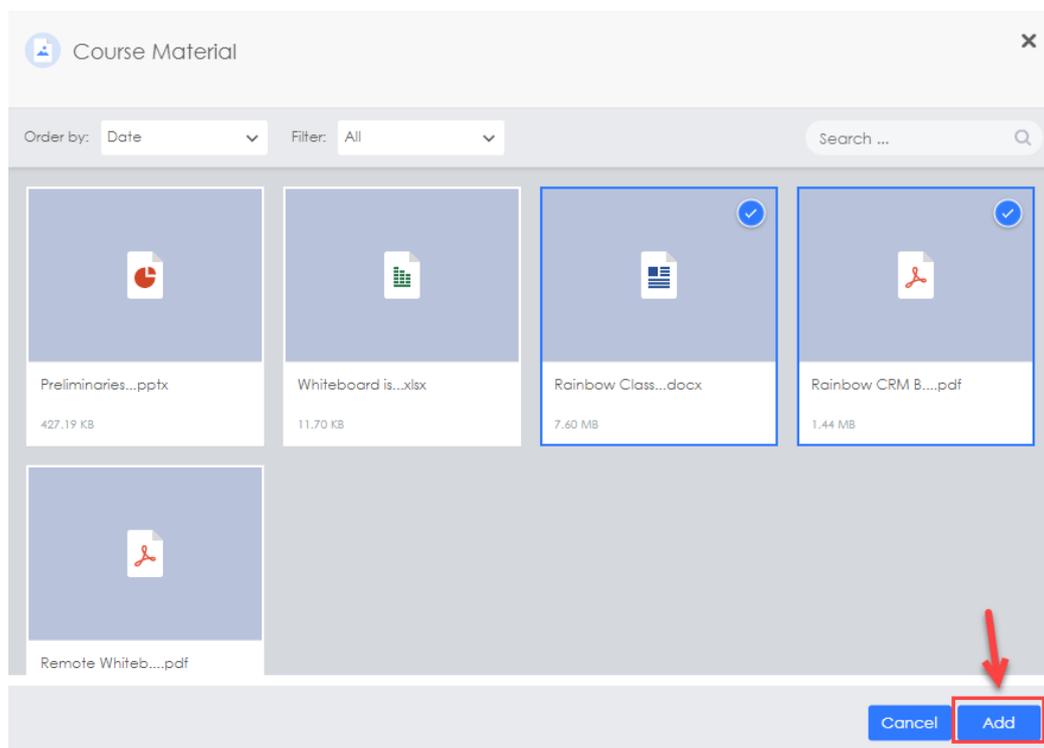
SCREENSHOT – Add Course Material

The course material will be displayed as shown below:
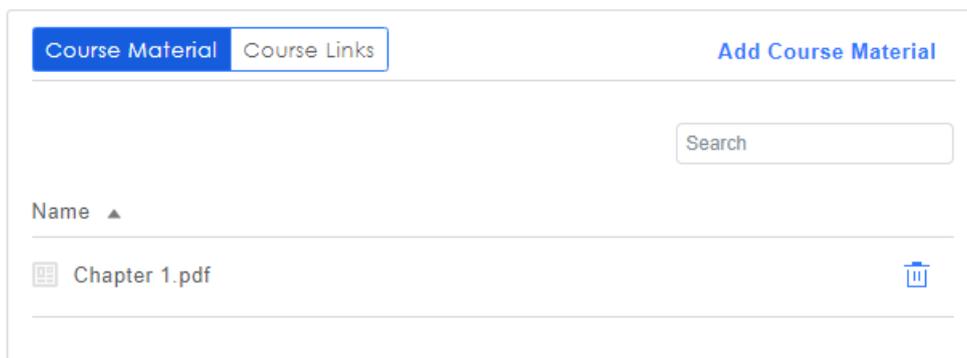
SCREENSHOT – Course Material

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:
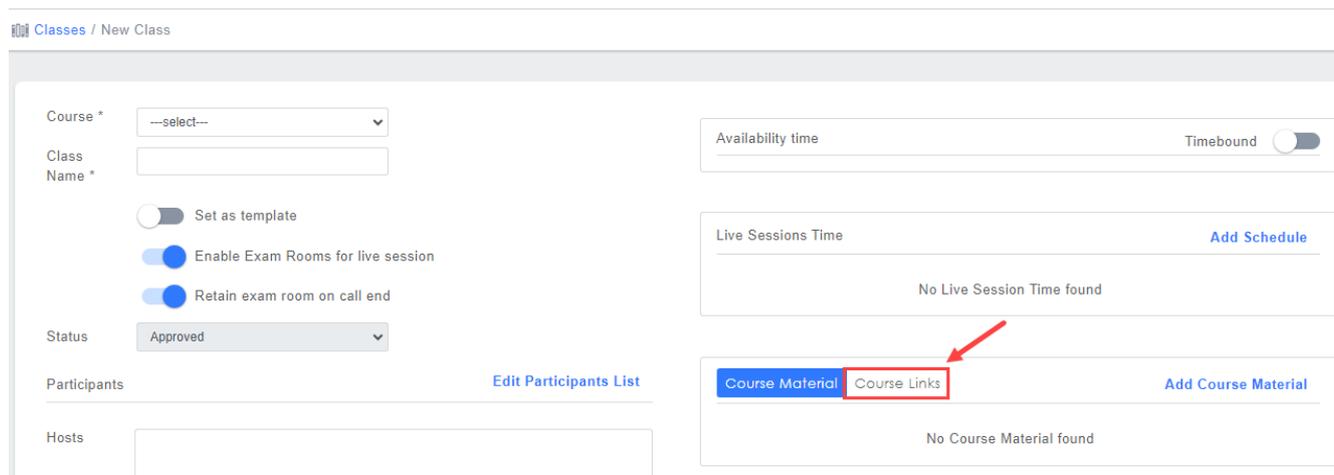
SCREENSHOT – Add Course Links

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

SCREENSHOT – Add Course Link

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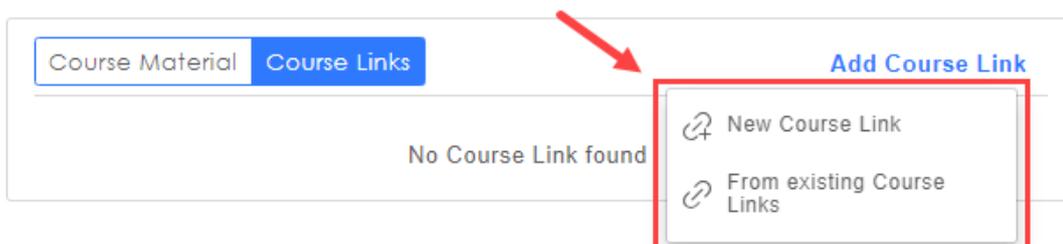
Following pop up window is displayed when you click on **New Course Link:**
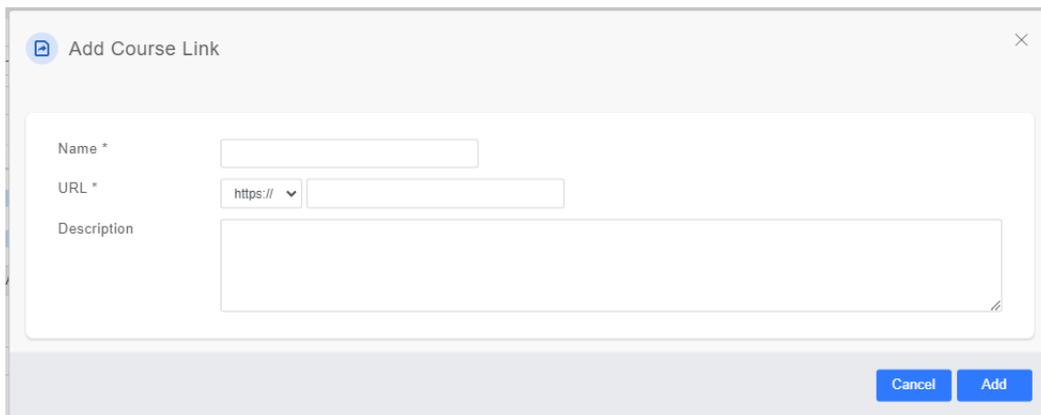
SCREENSHOT – Add Course Link

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:**
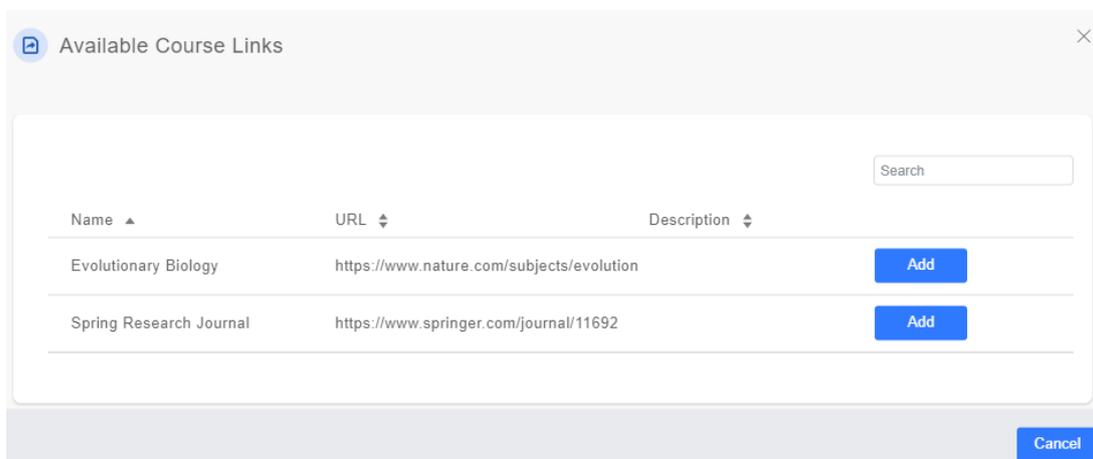
SCREENSHOT – Available Course Links

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:
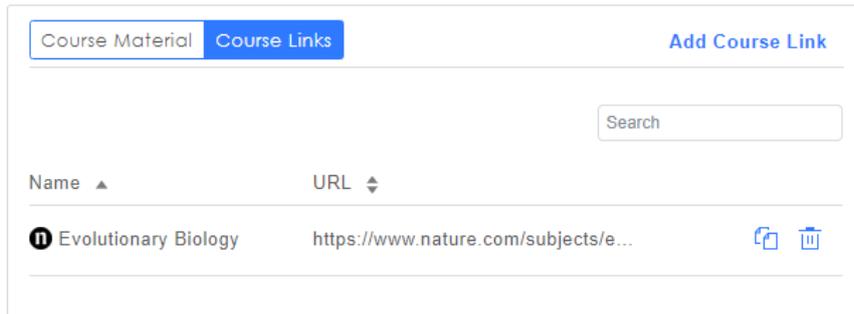
SCREENSHOT – Course Links

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 📅 which appears beside each classroom, as shown below:
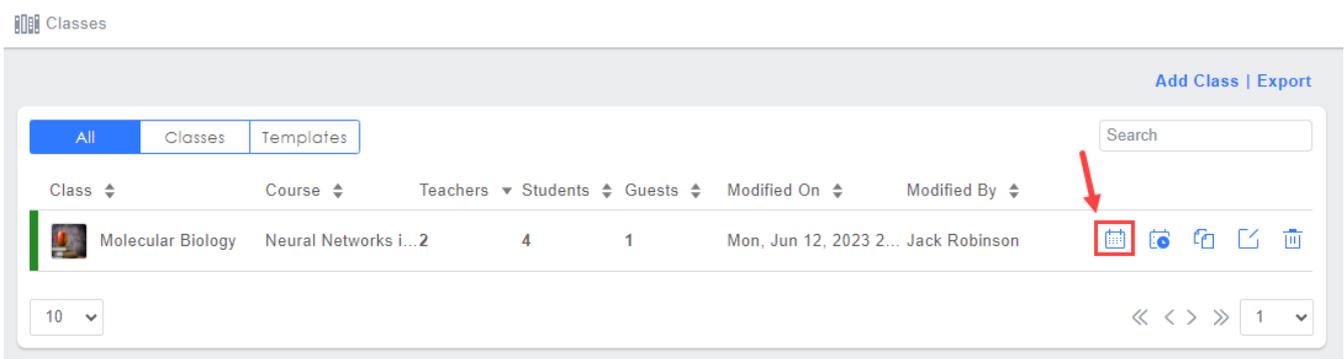
SCREENSHOT – Classes

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:
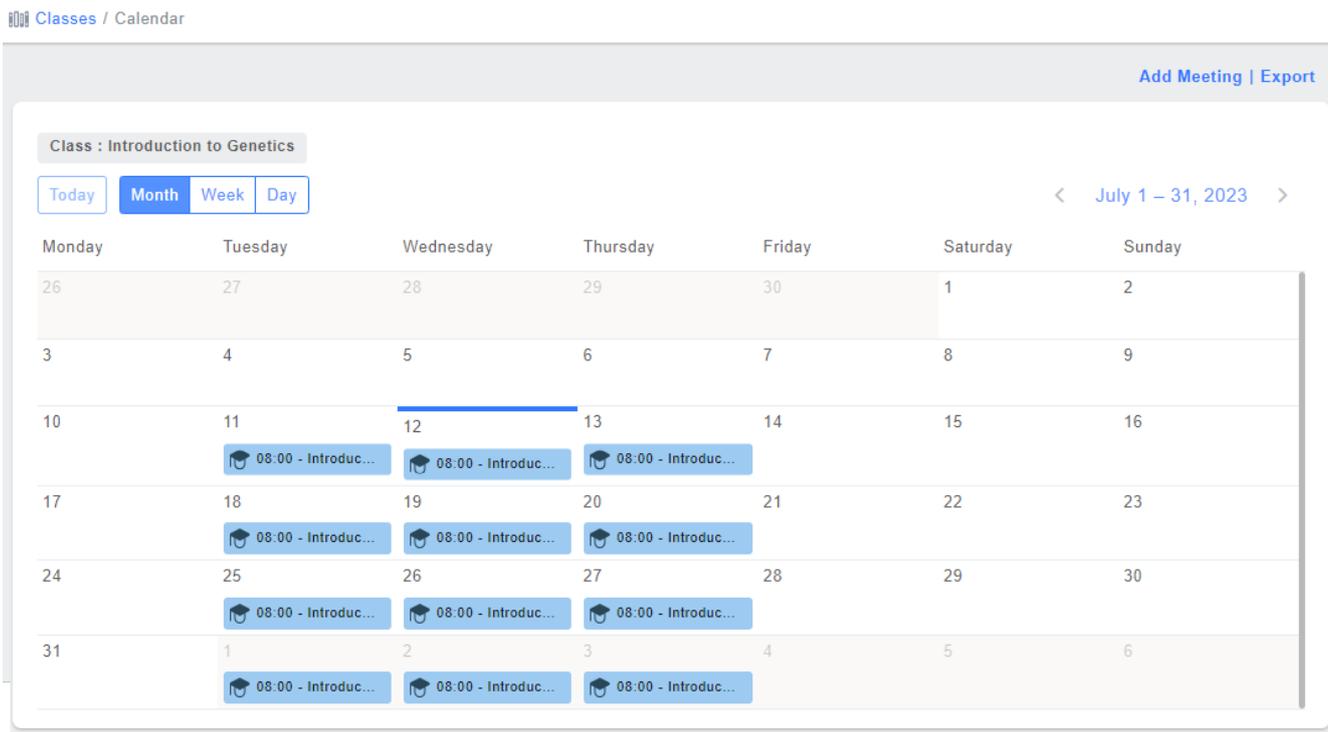
SCREENSHOT – Class Events

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:
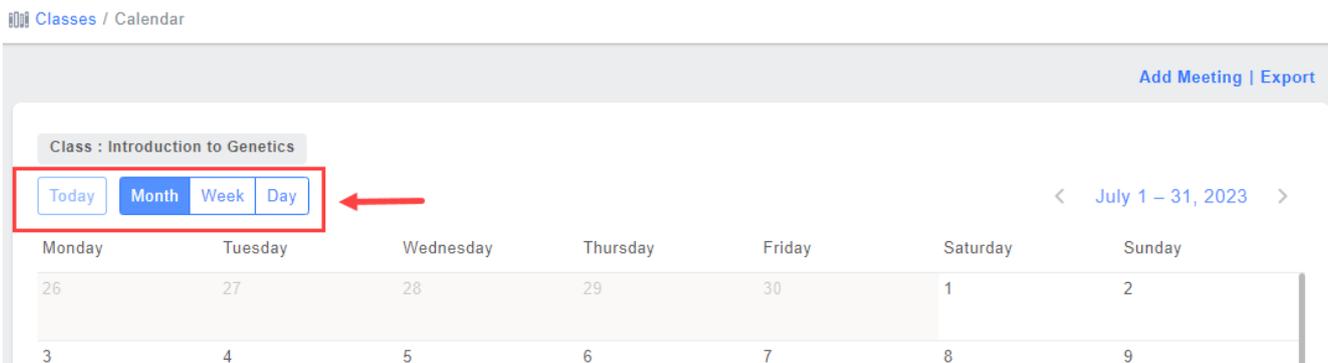
SCREENSHOT – Calendar

9.3 Update Class Details

The organisation admin can edit and update classes by clicking on the edit icon which appears beside each class, as highlighted below.
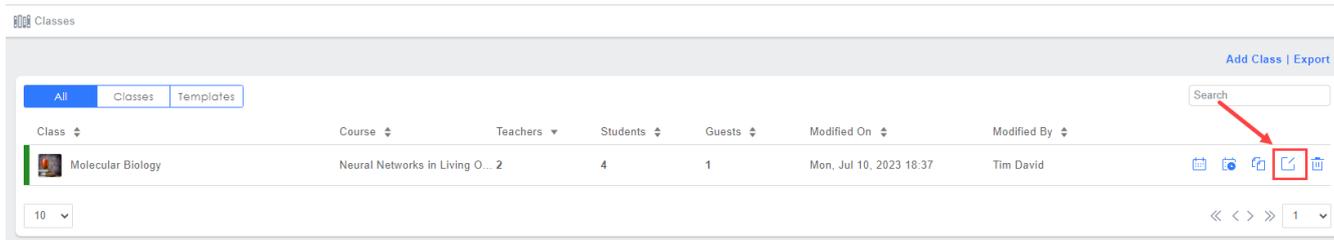
SCREENSHOT – Edit Class

When you click on edit icon, following screen is displayed:
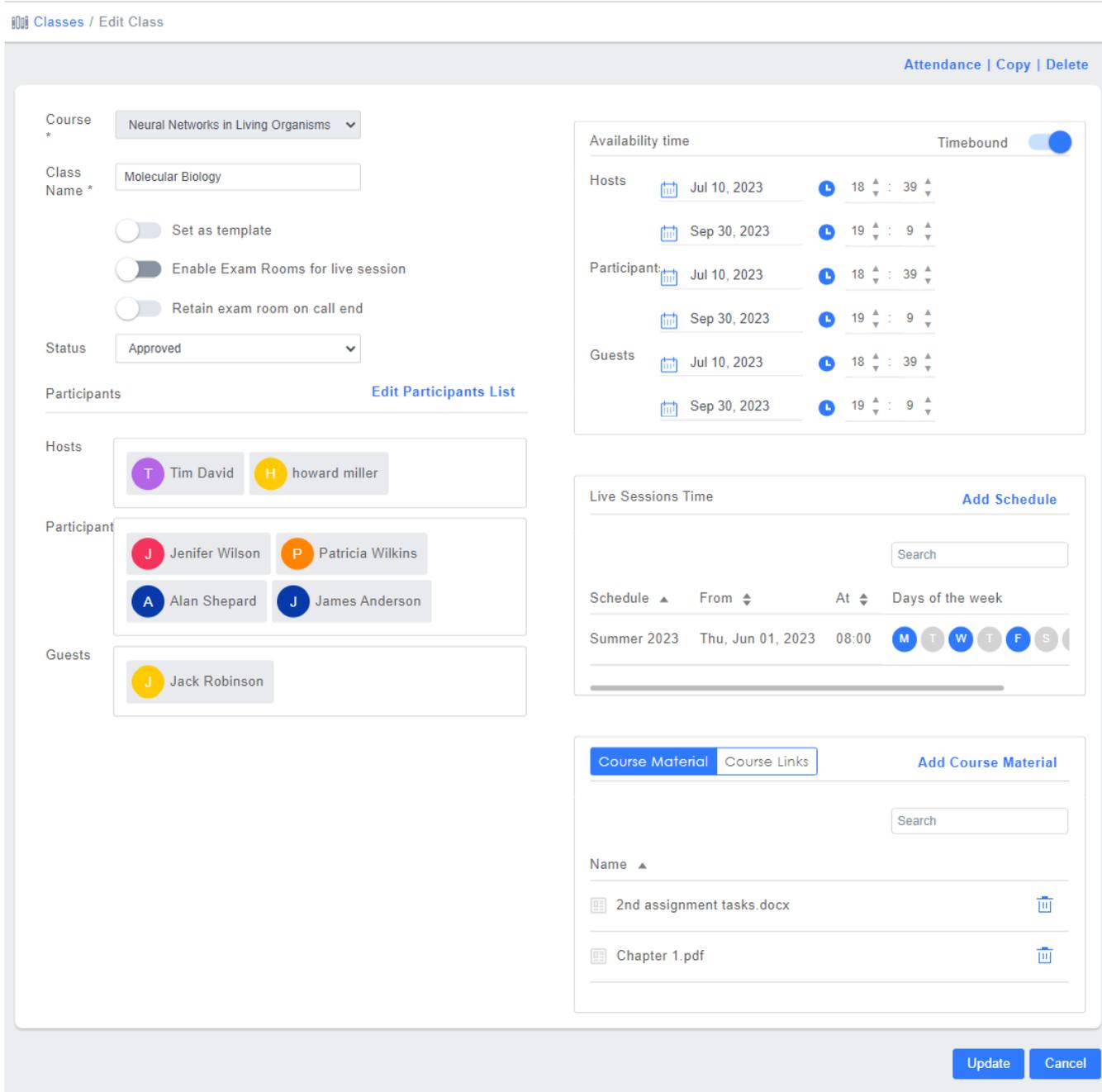
SCREENSHOT – Edit Class

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 📅 which appears beside each class, as shown below.
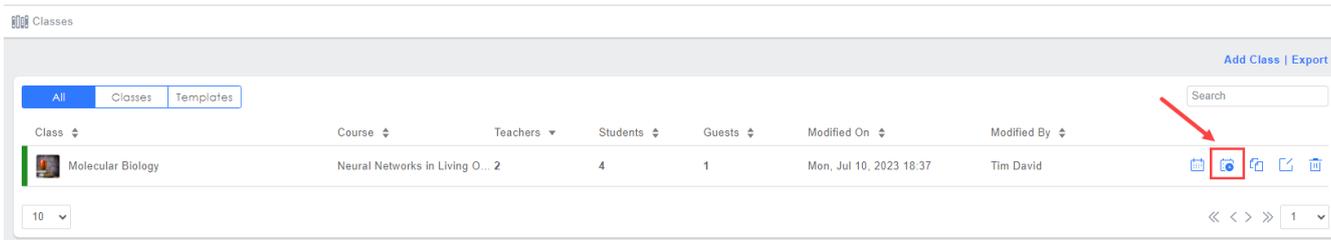
SCREENSHOT – Class Attendance

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.
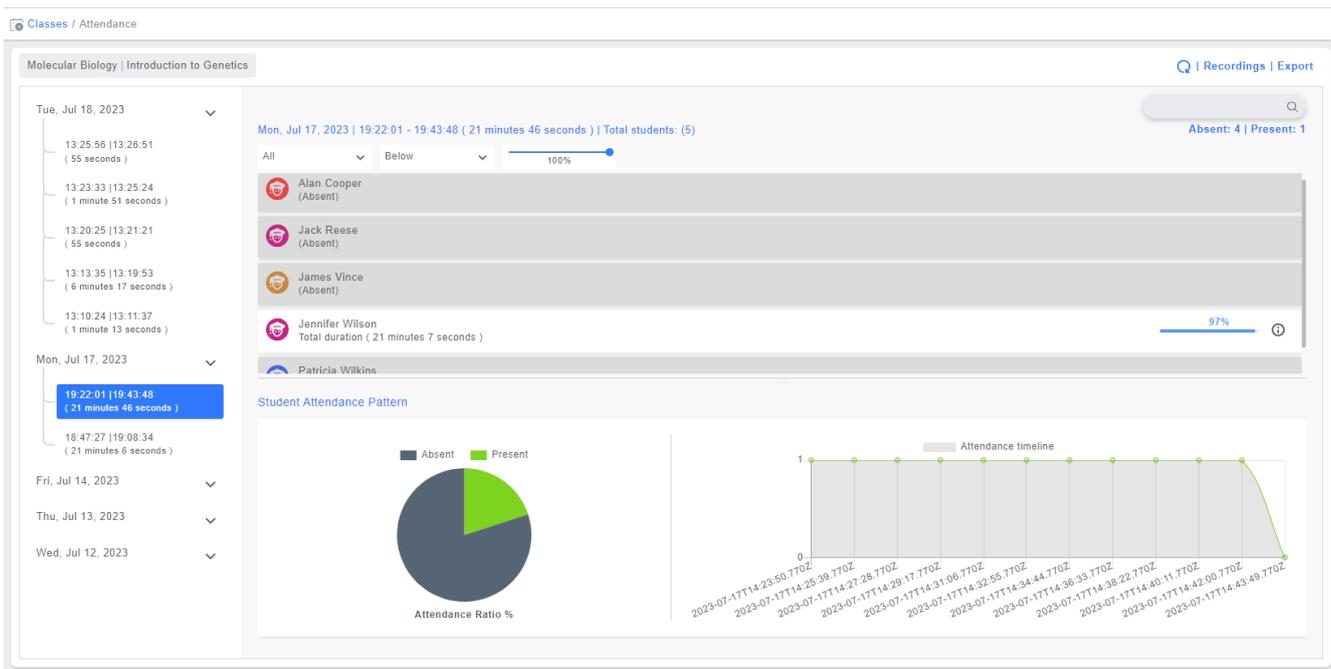
SCREENSHOT – Class Attendance

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.
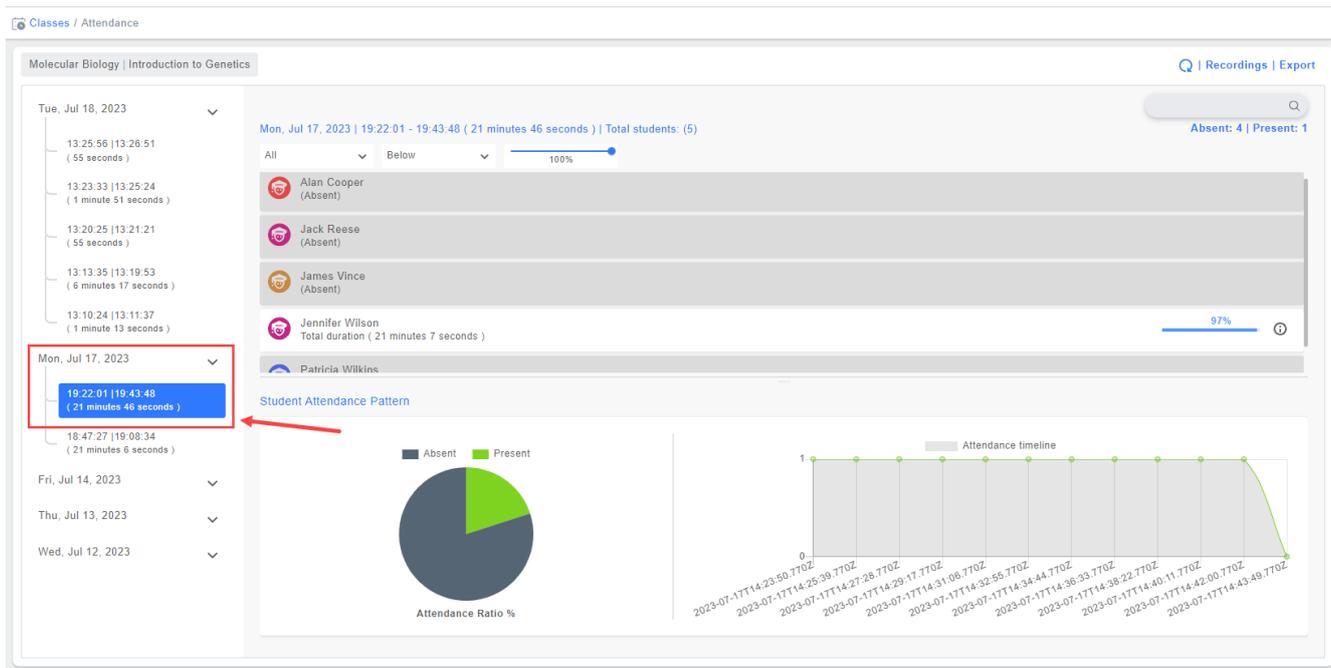
SCREENSHOT – Class Attendance

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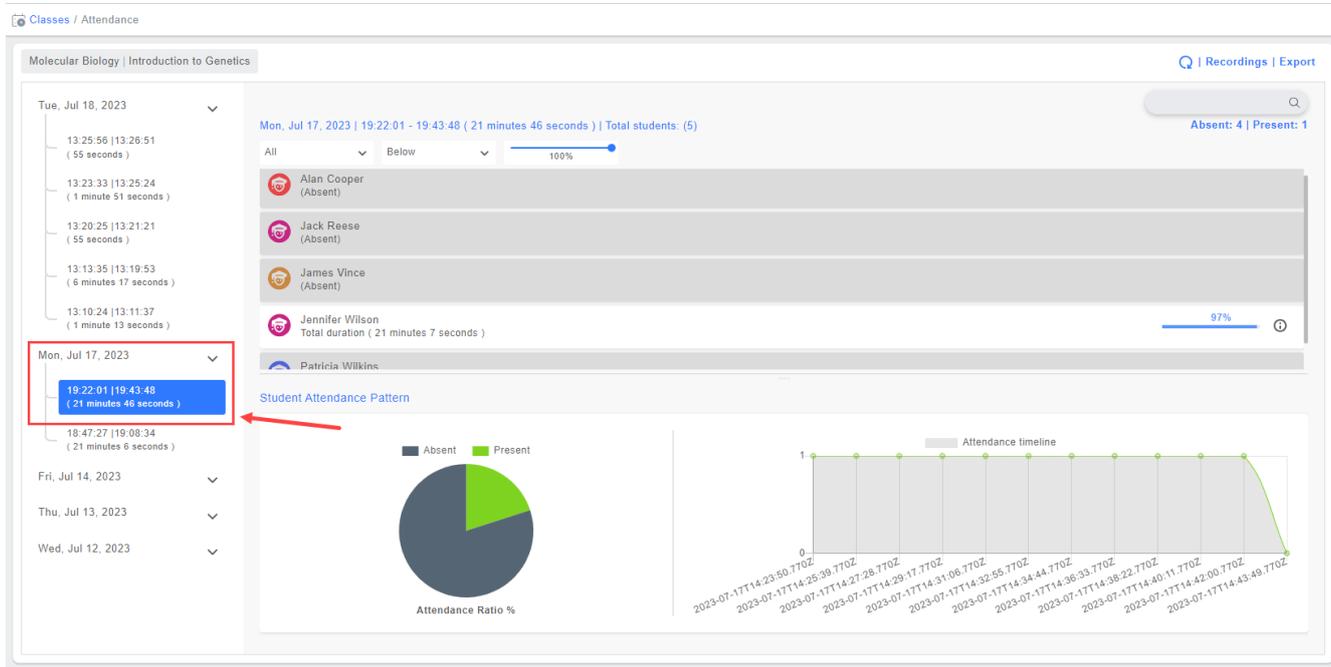
SCREENSHOT – Class Attendance

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.
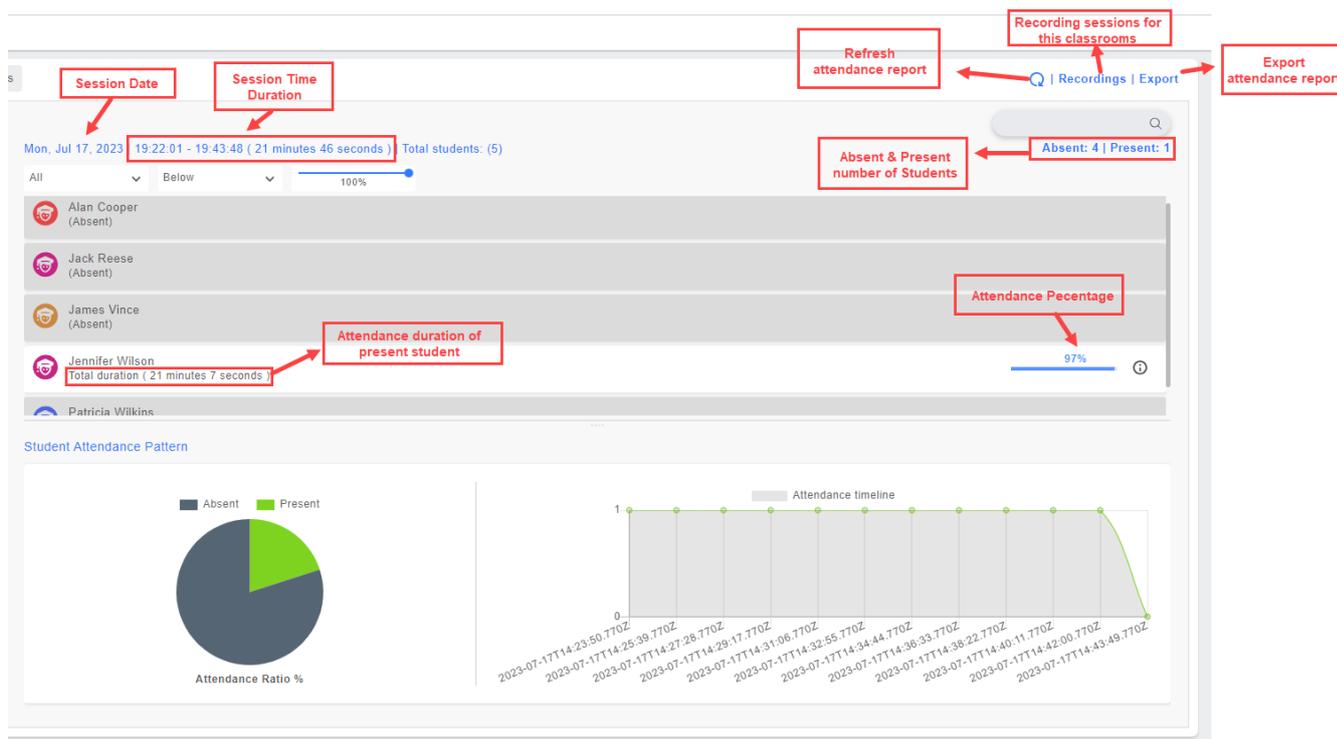
SCREENSHOT – Sample View of Attendance Details

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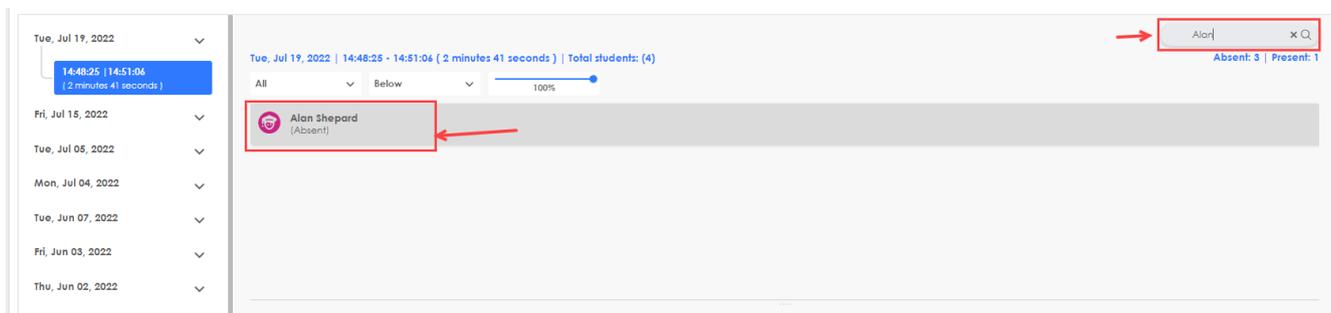
SCREENSHOT – Attendance

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.
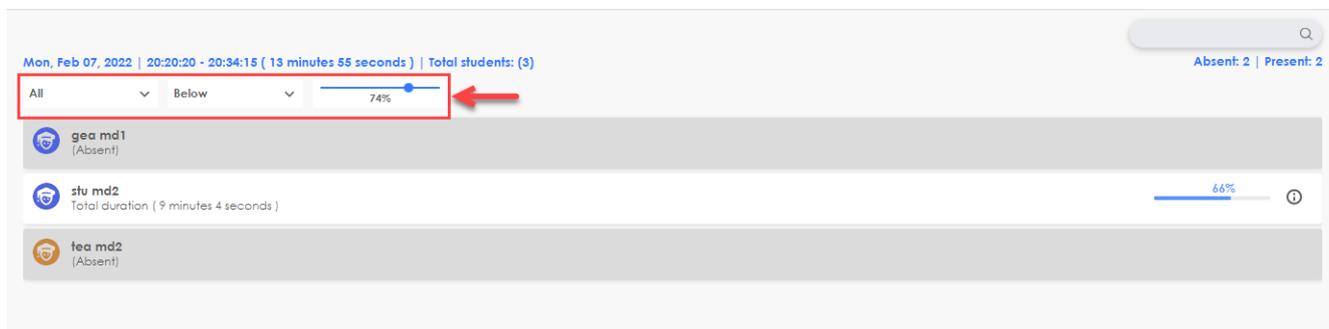
SCREENSHOT – Attendance

9.4.3   Student Attendance Pattern

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

SCREENSHOT – Attendance

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:
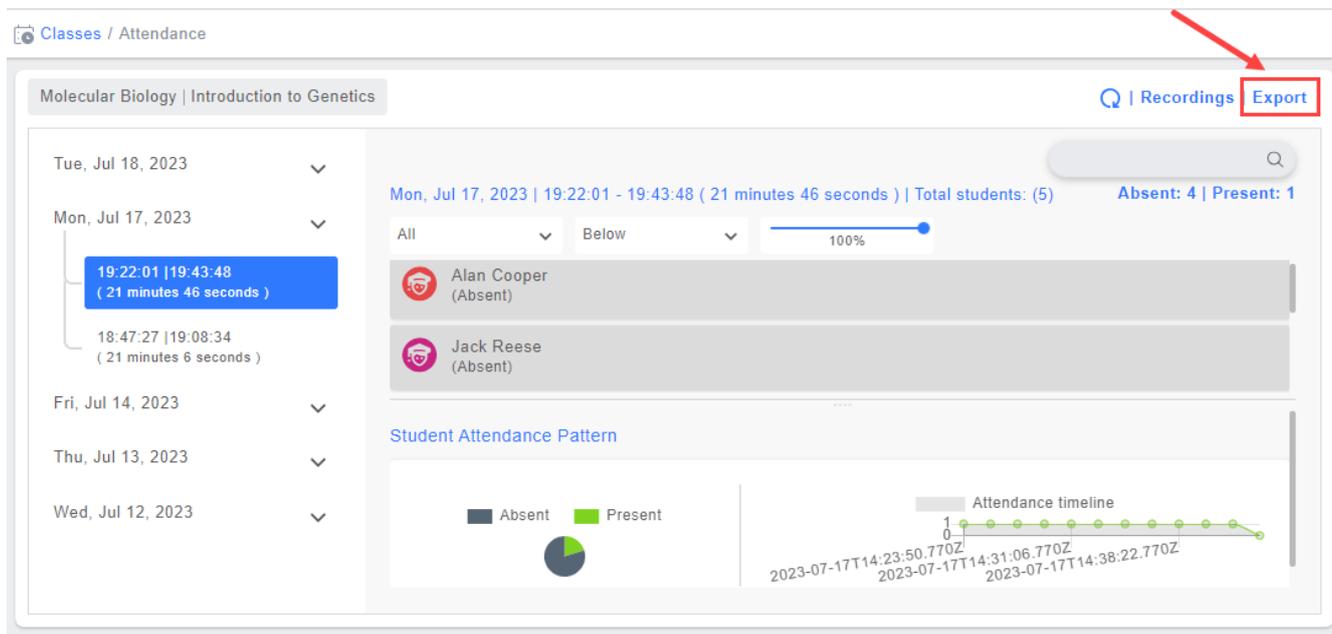
SCREENSHOT – Attendance

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.

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:
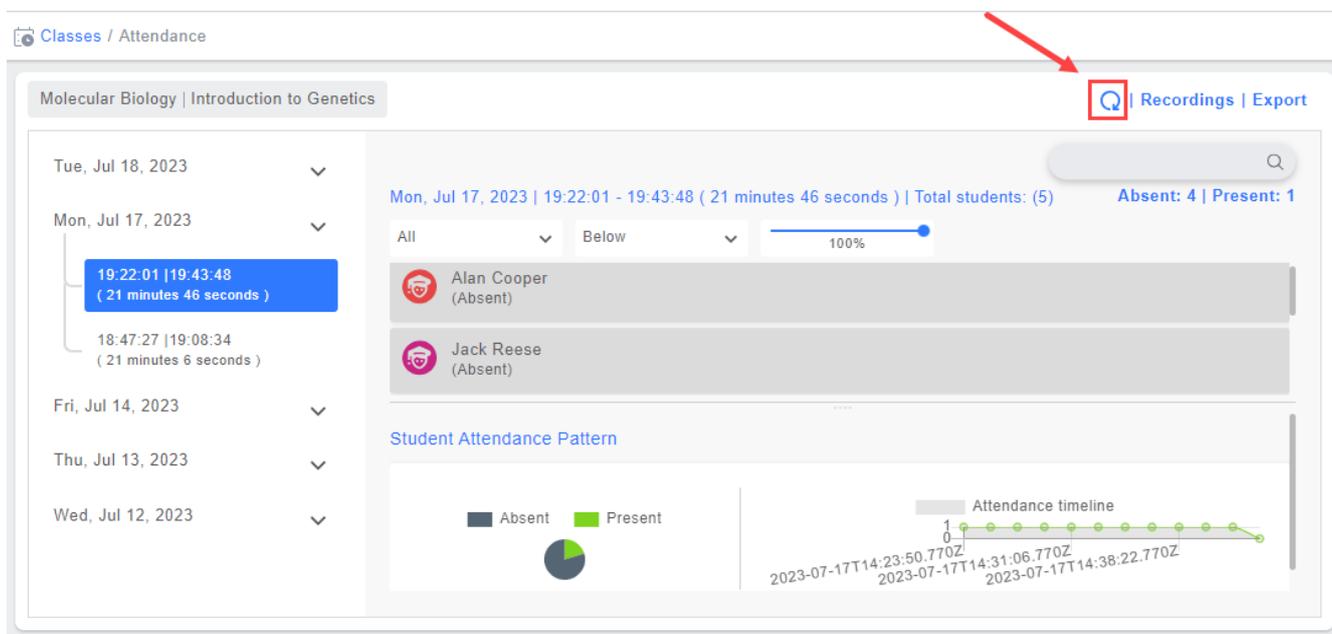
SCREENSHOT – Attendance

9.4.6 Recordings

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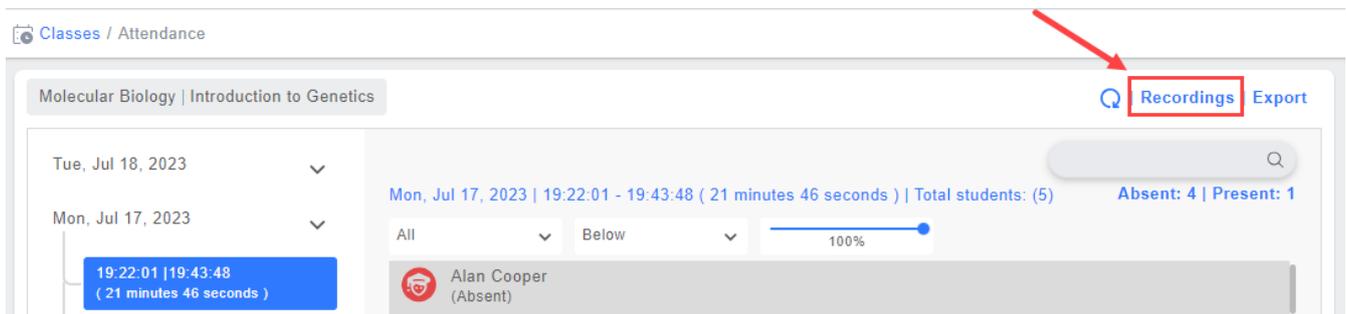
SCREENSHOT – Recordings

Following screen will be displayed:
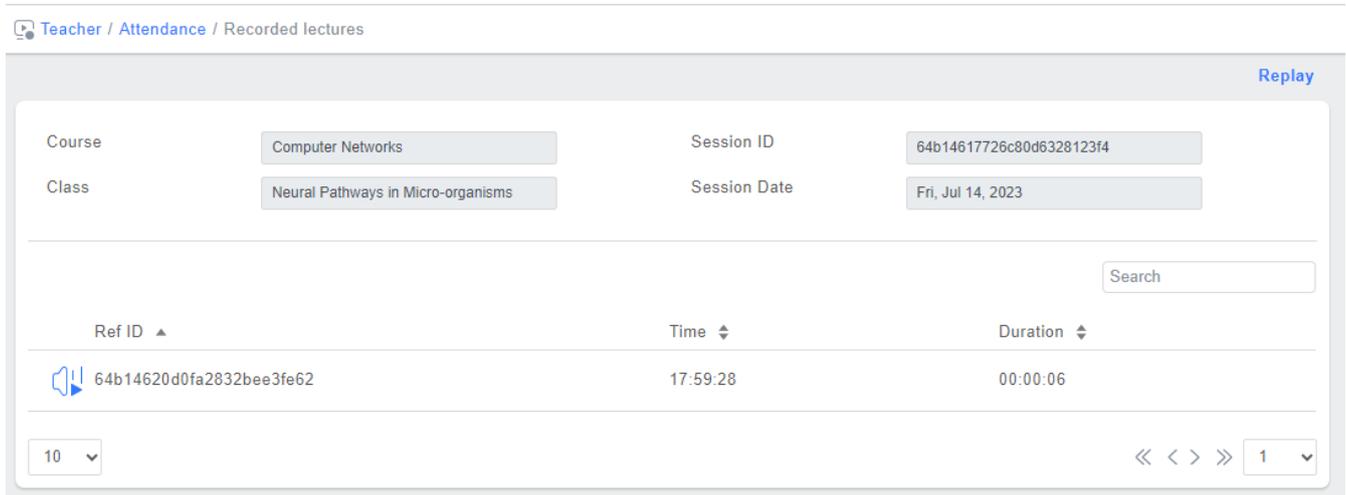
SCREENSHOT – Recordings

Click on the icon to play a Recording. Following player will be displayed:
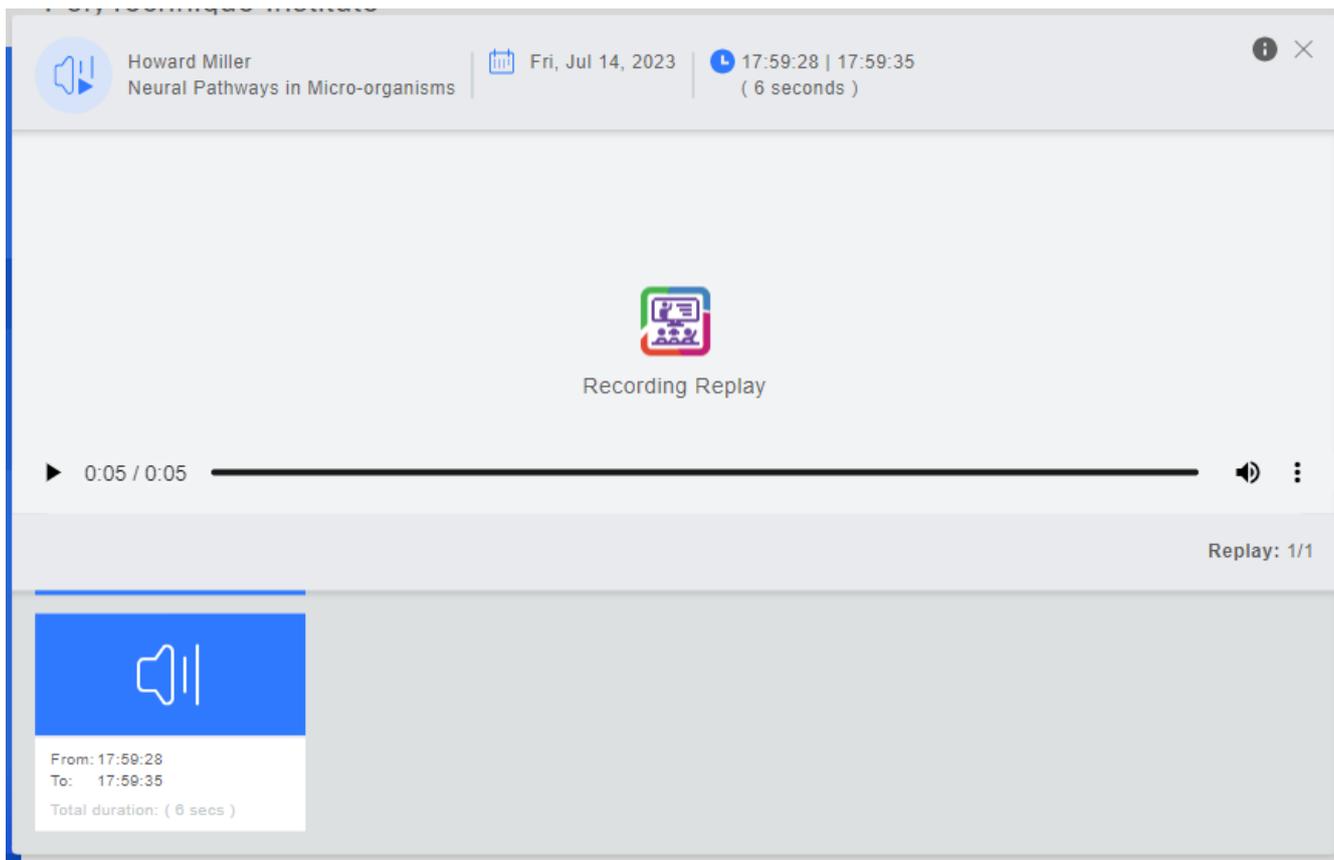
SCREENSHOT – Recordings

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:
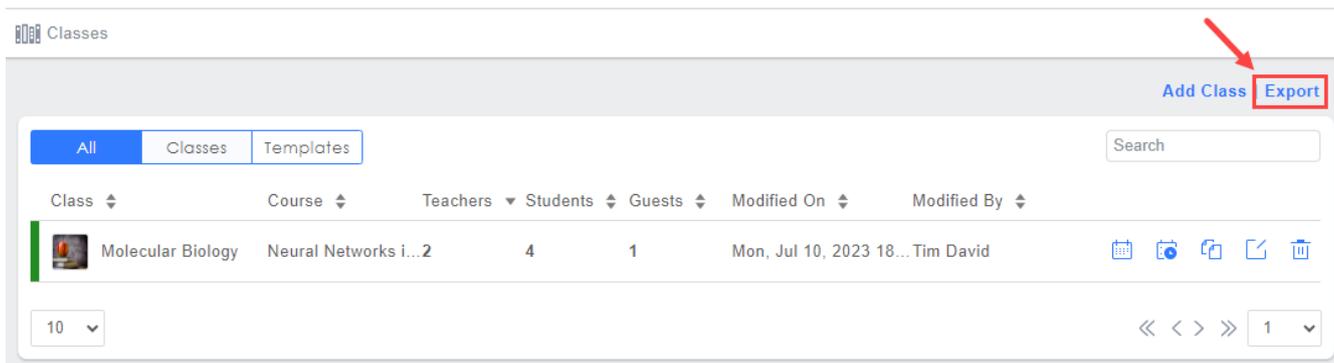
SCREENSHOT – Classes

An administrator can duplicate a class by clicking on copy icon . 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.
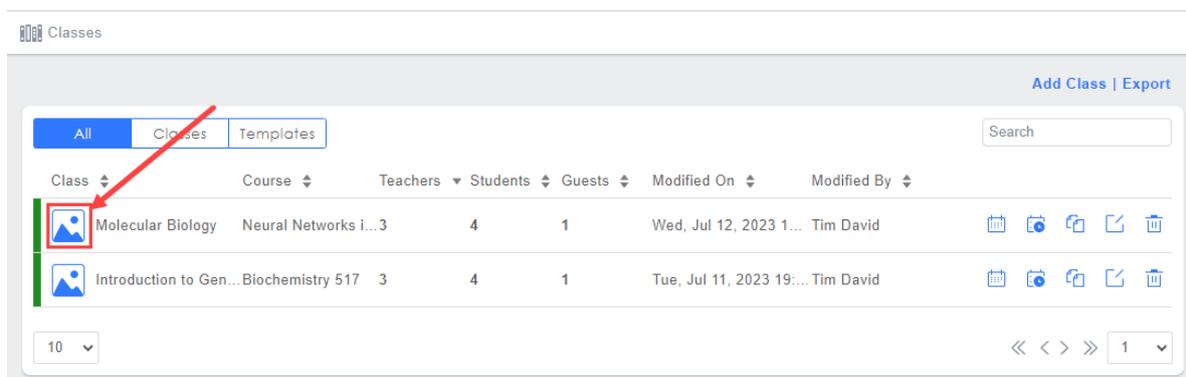
Screenshot- Set Avatar

You will be presented with the following screen.
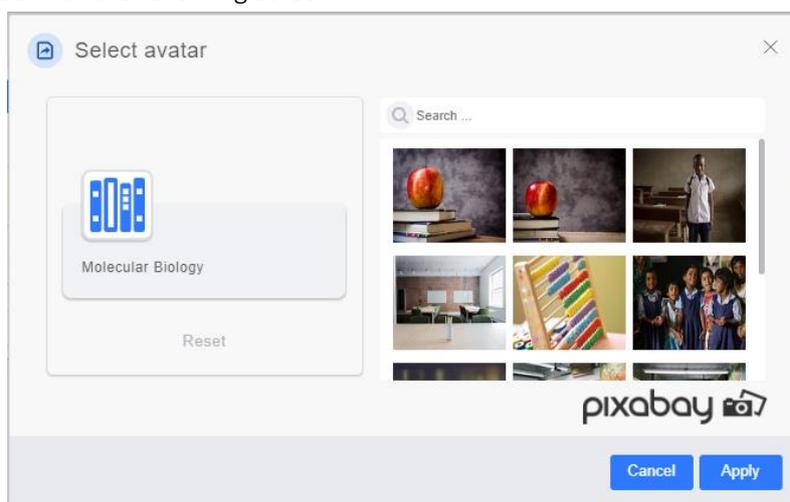
SCREENSHOT – Set Avatar

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.
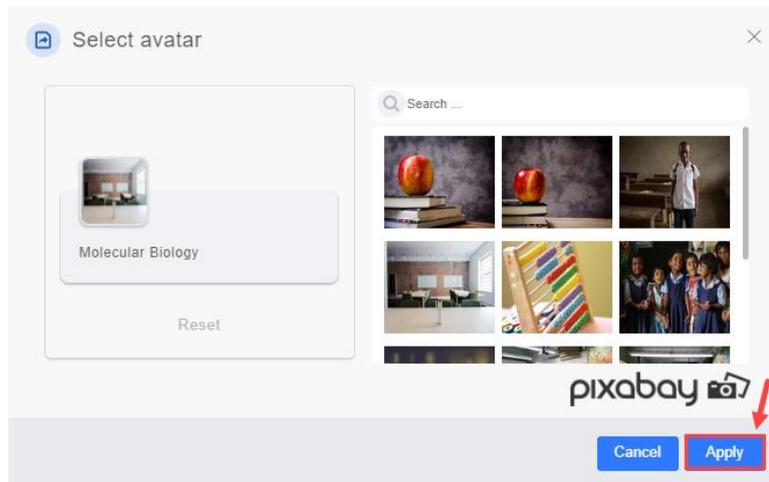
SCREENSHOT – Set Avatar

Once the changes are applied, you will be presented with the popup window, as shown below.
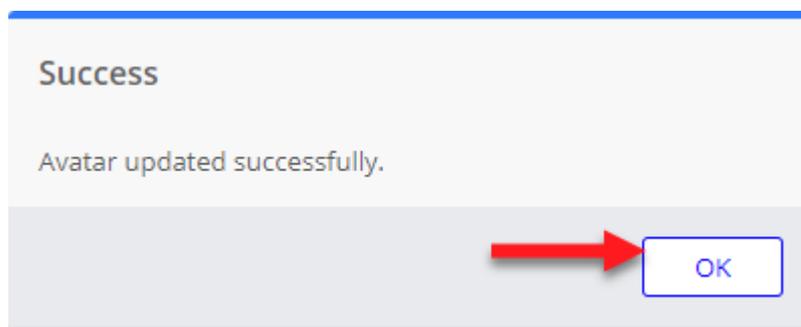
SCREENSHOT – Message from the Application

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:
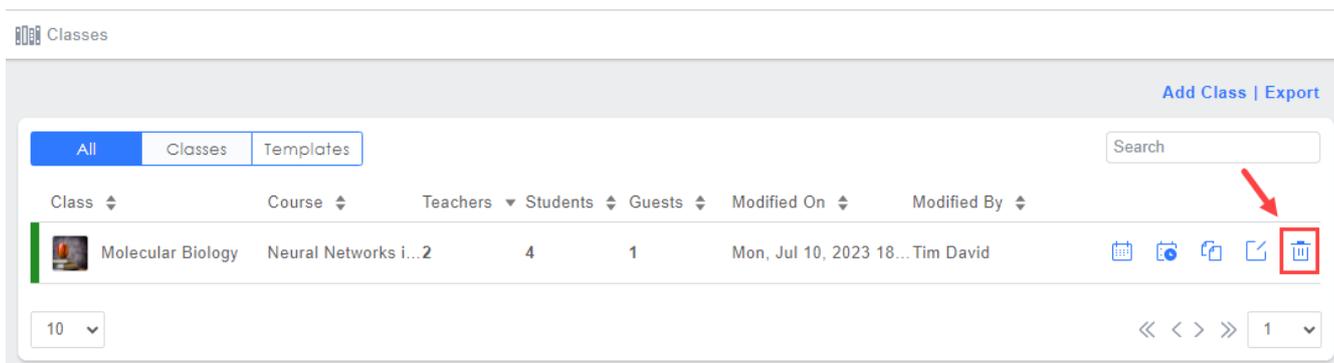
SCREENSHOT – Classes

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:
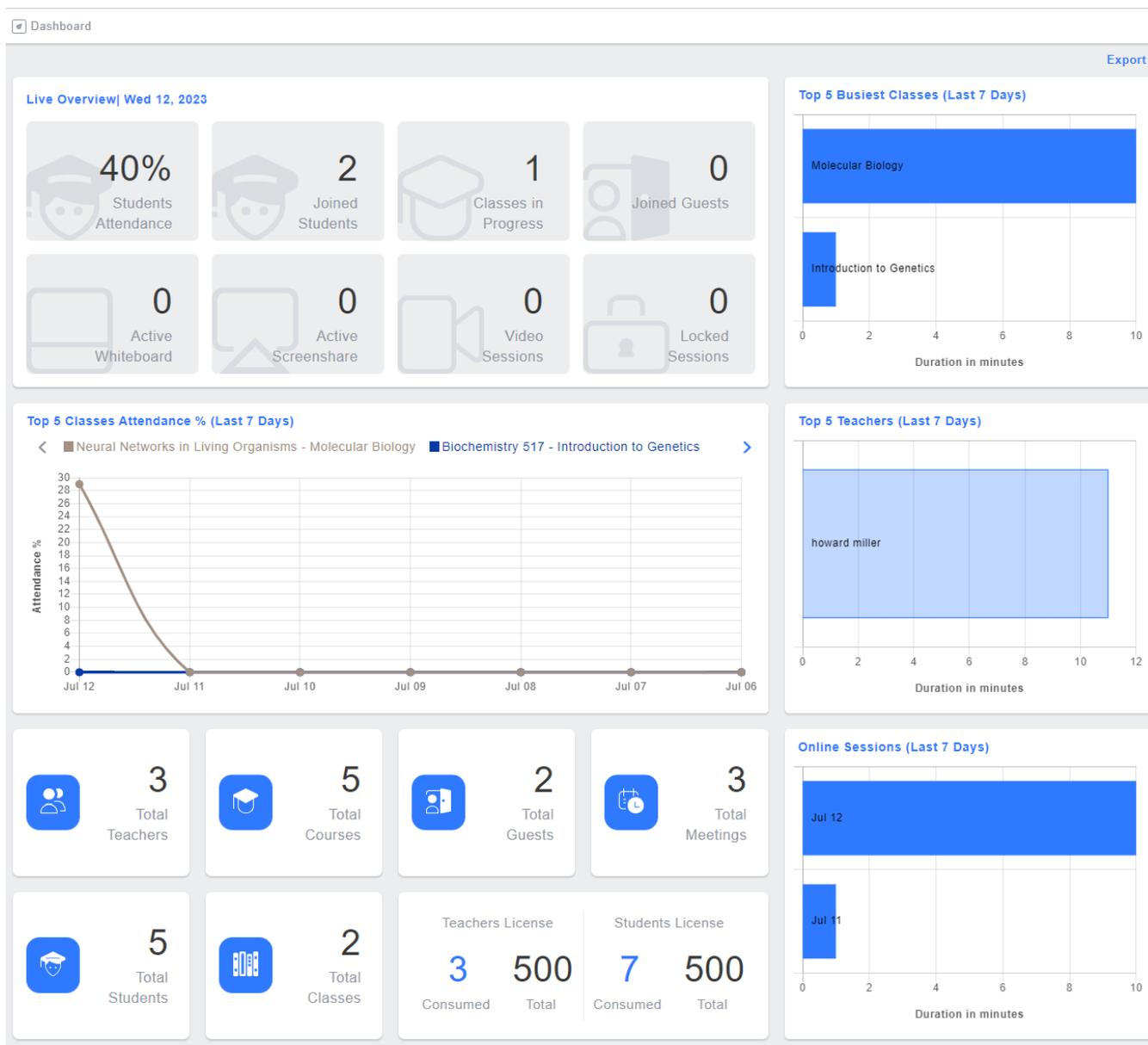
SCREENSHOT – Classroom Management Center Dashboard

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
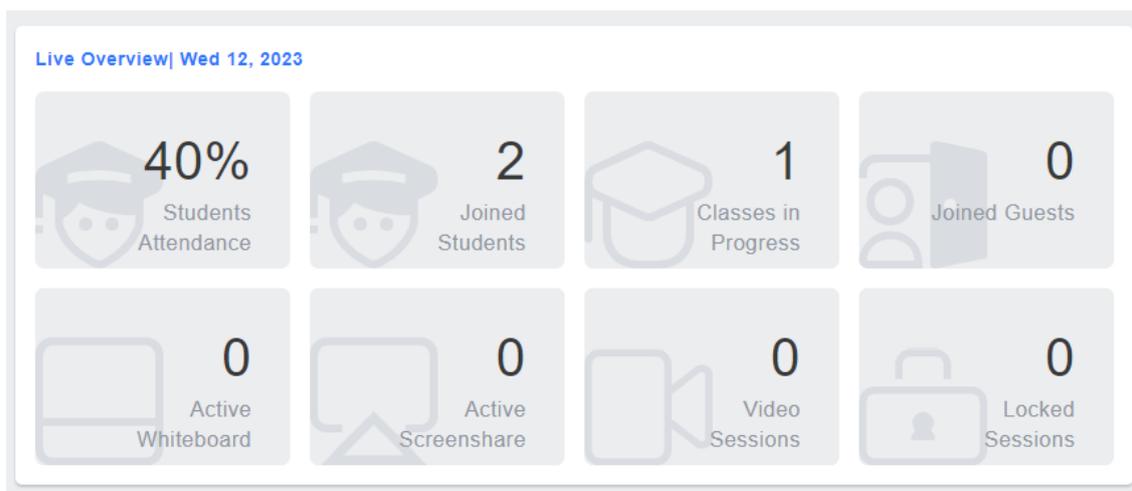
SCREENSHOT – Dashboard

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.
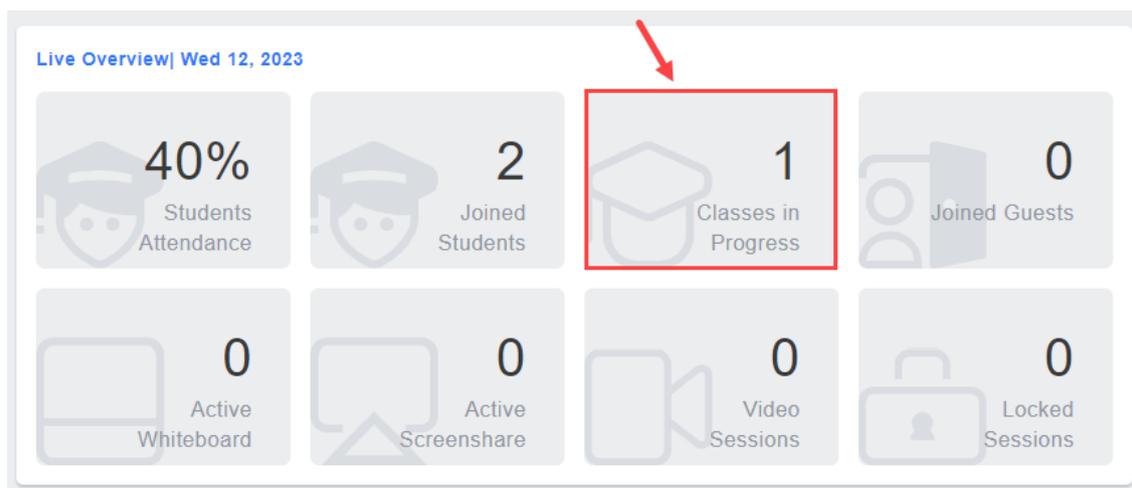
SCREENSHOT – Dashboard

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

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
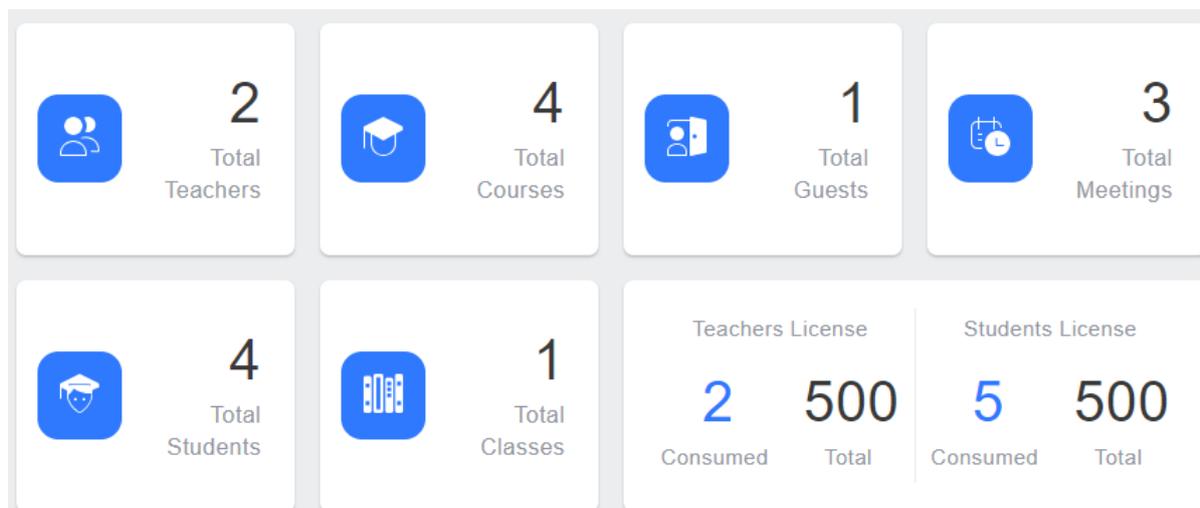
SCREENSHOT – Dashboard

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
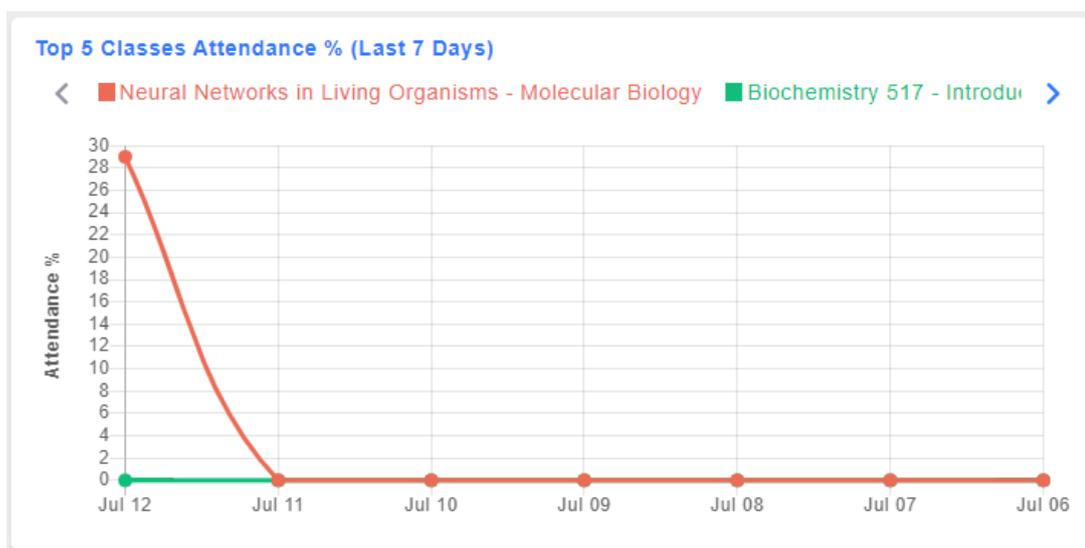
SCREENSHOT – Class Attendance

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.
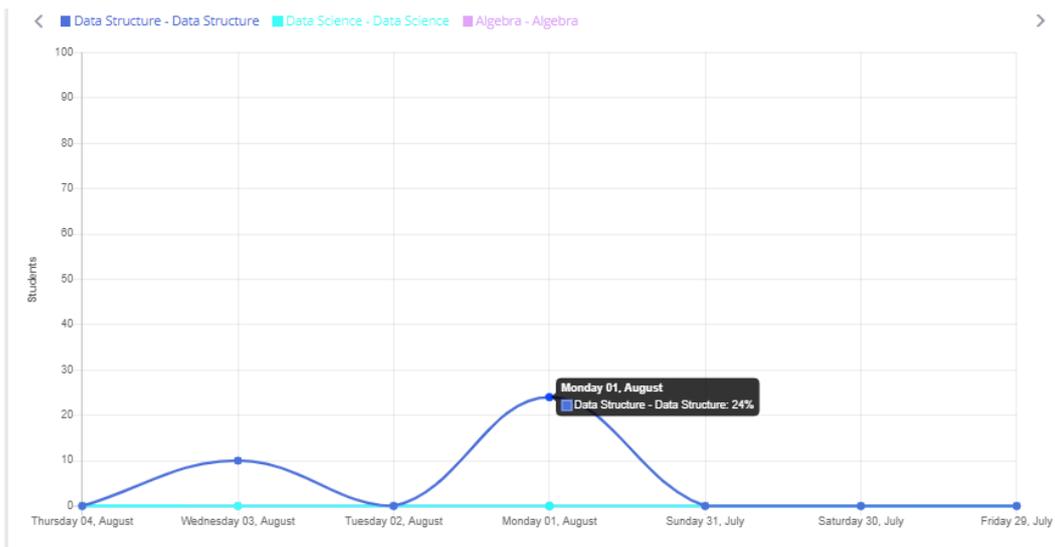
SCREENSHOT – Class Attendance

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.
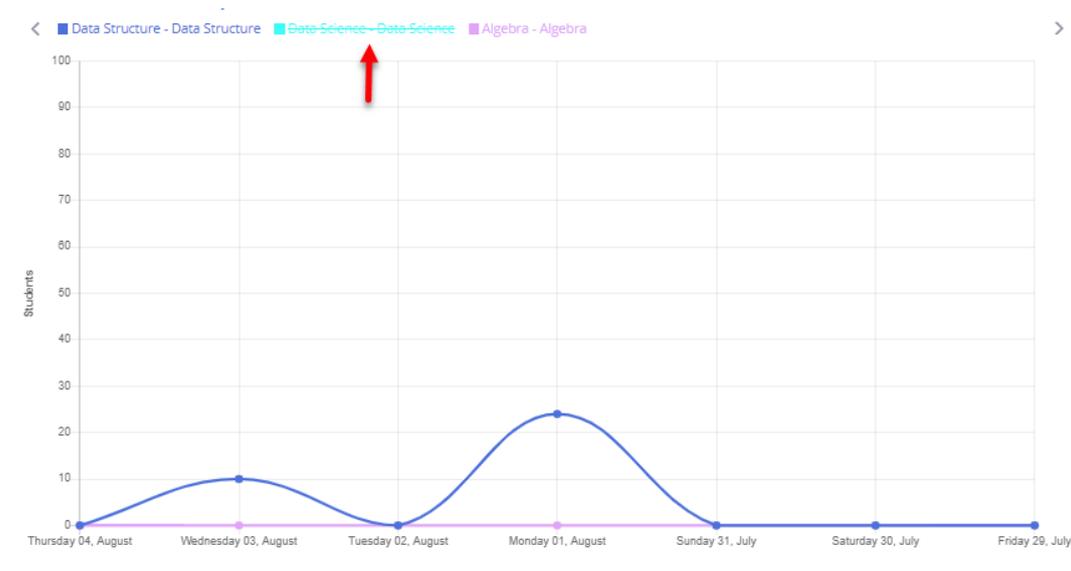
SCREENSHOT – Class Attendance

10.3.1 Sample View of Class Attendance
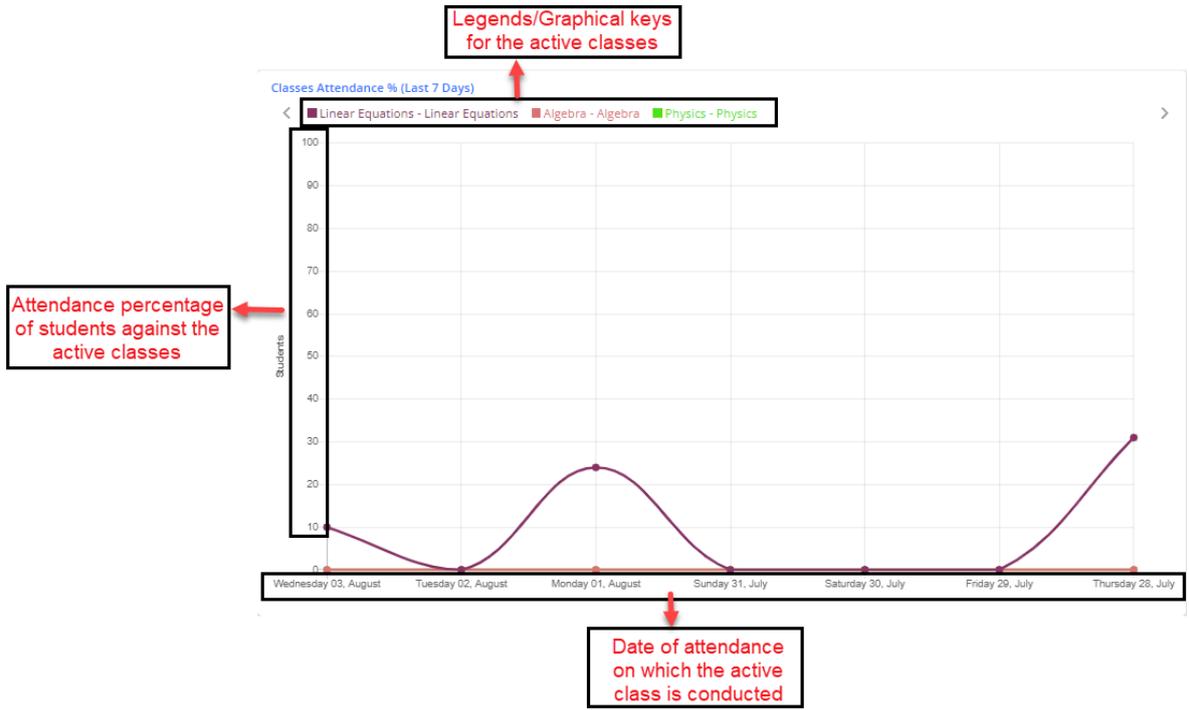
SCREENSHOT – Class Attendance

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10.4   Top 5 Busiest Classes
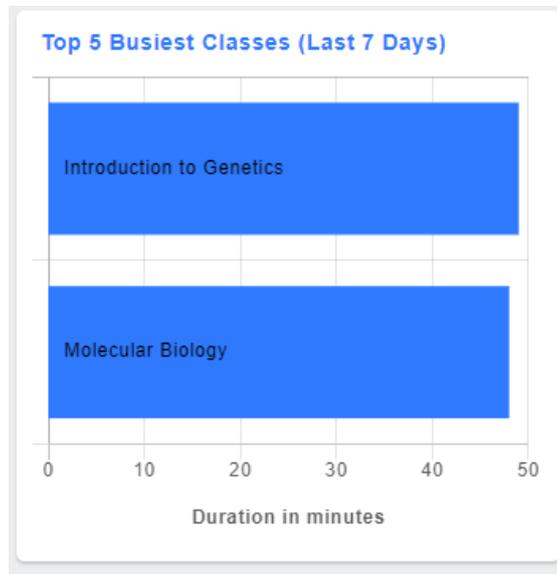
SCREENSHOT – Top 5 Busiest Classes

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.
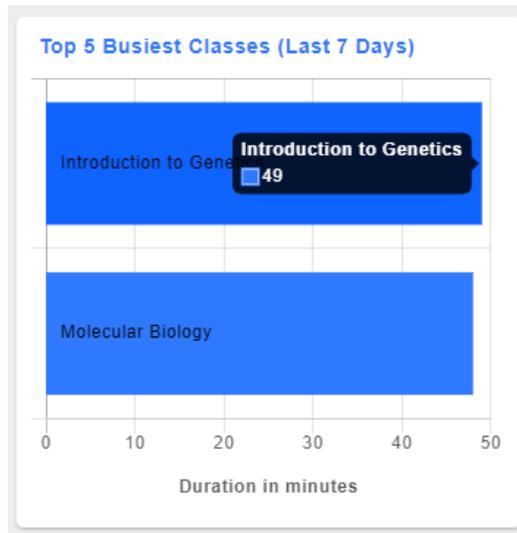
SCREENSHOT – Top 5 Busiest Classes

10.5 Top 5 teachers (Last 7 days)
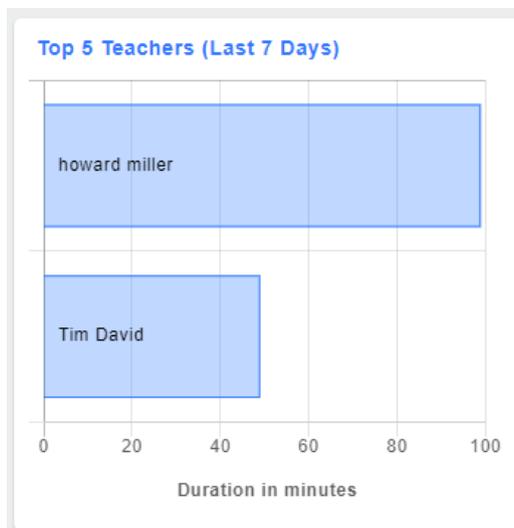
SCREENSHOT – Top 5 Teachers

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.

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Page **80**/150
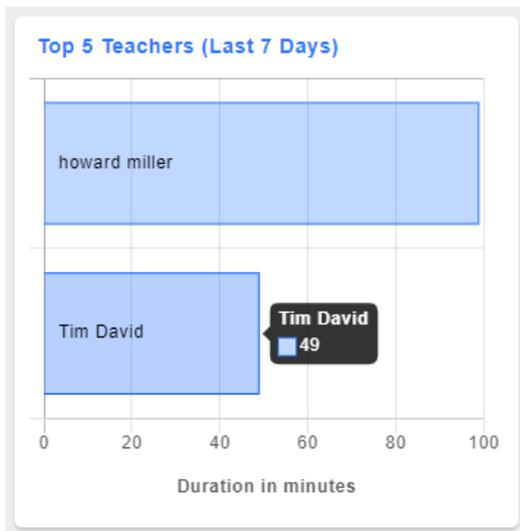
SCREENSHOT – Top 5 Teachers

10.6   Online Sessions (Last 7 Days)
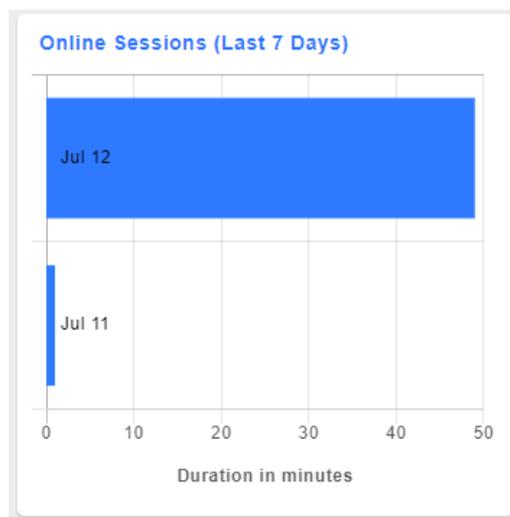
SCREENSHOT – Online Sessions

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.
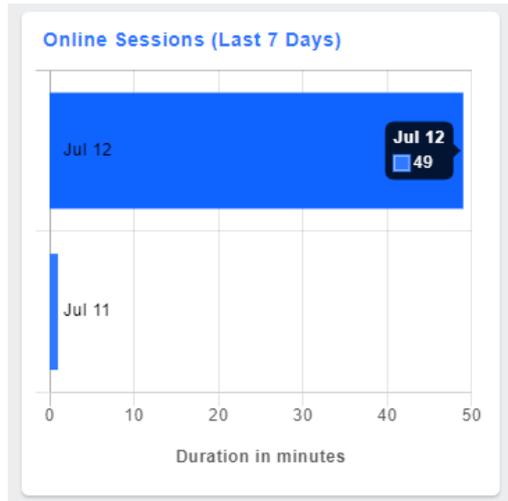
SCREENSHOT – Online Sessions

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:
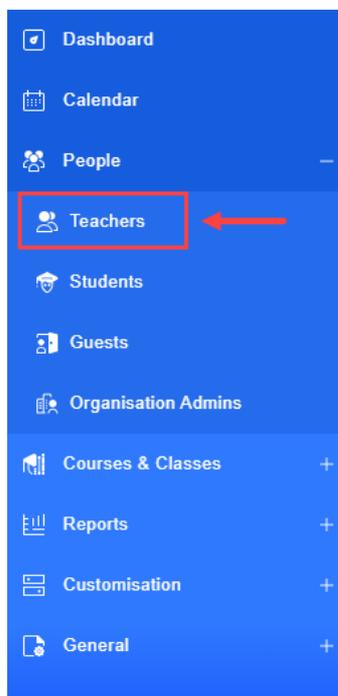
SCREENSHOT – Left Hand Panel

Following screen will be displayed:
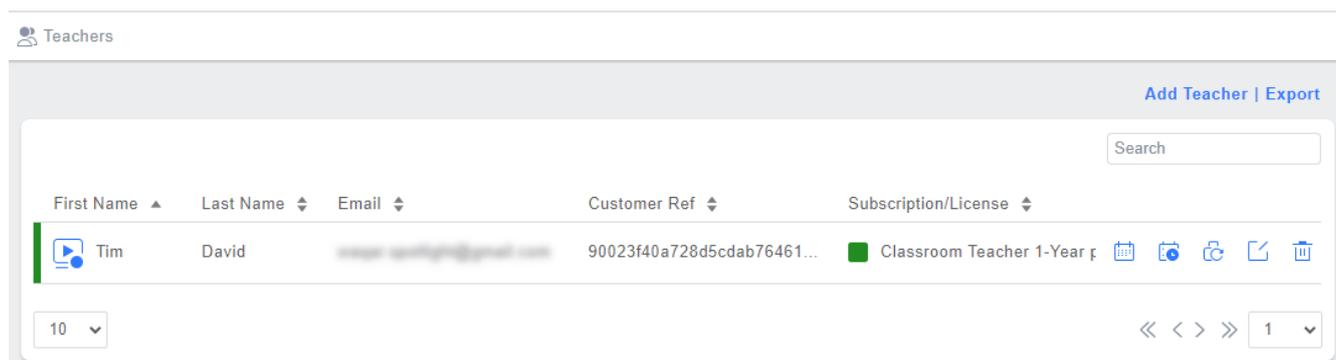
SCREENSHOT – Teachers

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:
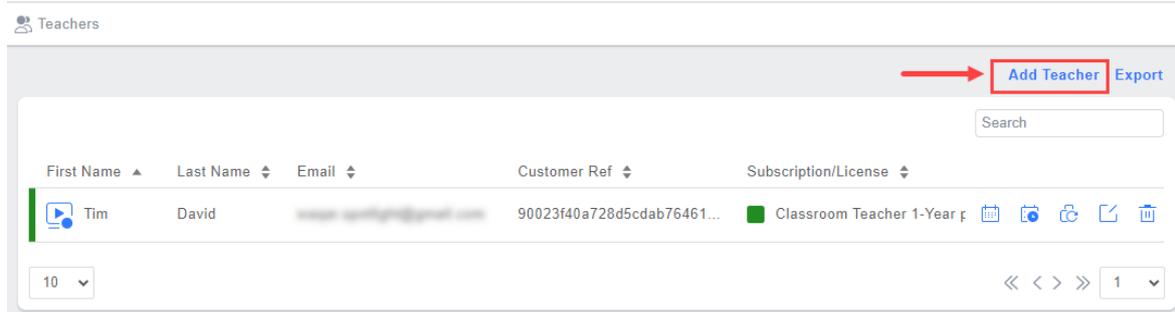
SCREENSHOT – Add Teacher

You will be presented with the screen, as shown below.
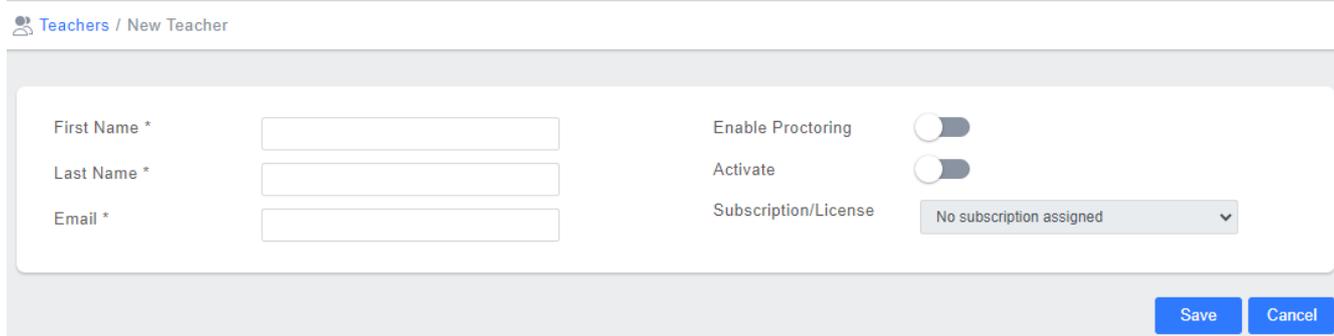
SCREENSHOT – Add Teacher

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.
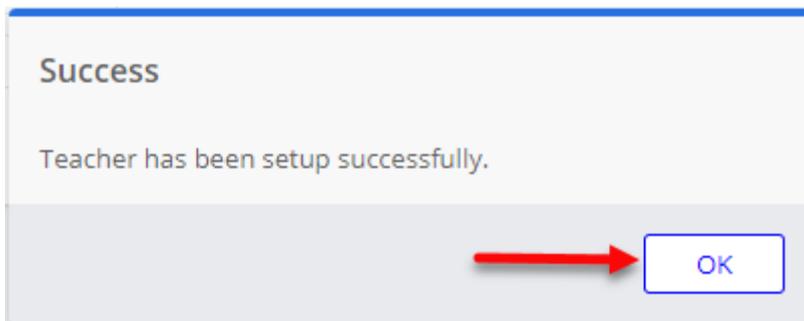
SCREENSHOT – Message from the Application

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.
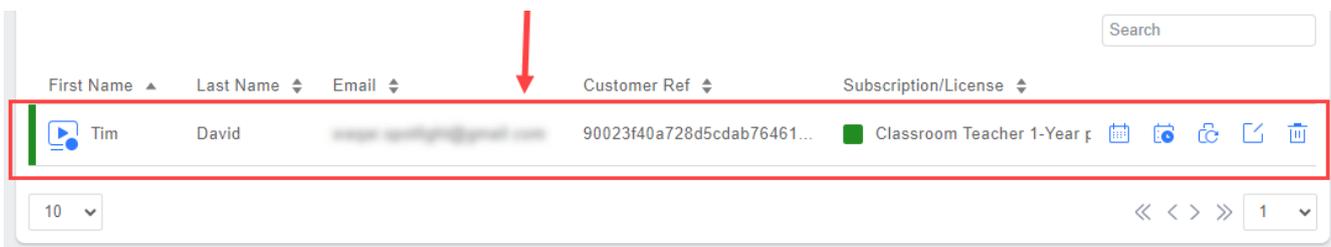
SCREENSHOT – Teachers

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.
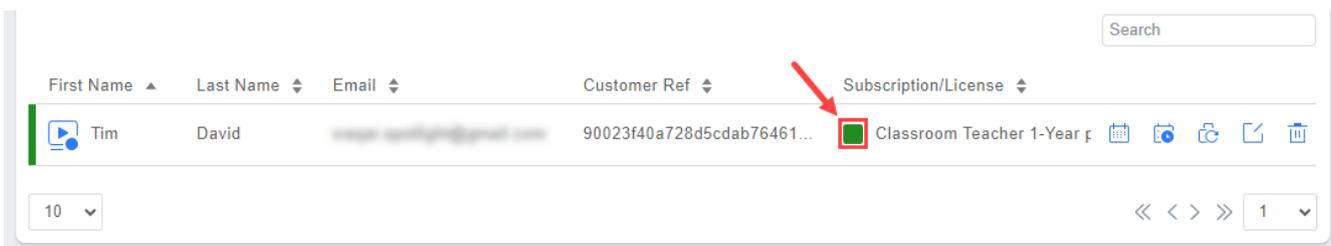
SCREENSHOT – Teachers

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 which appears beside each added teacher, as shown below.
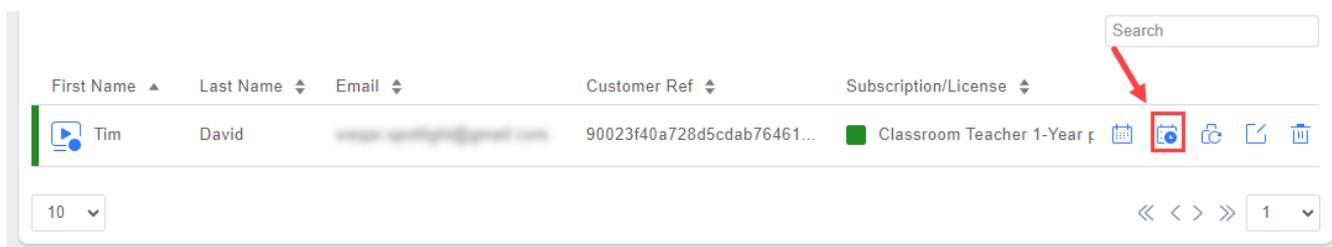
SCREENSHOT – Attendance

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.
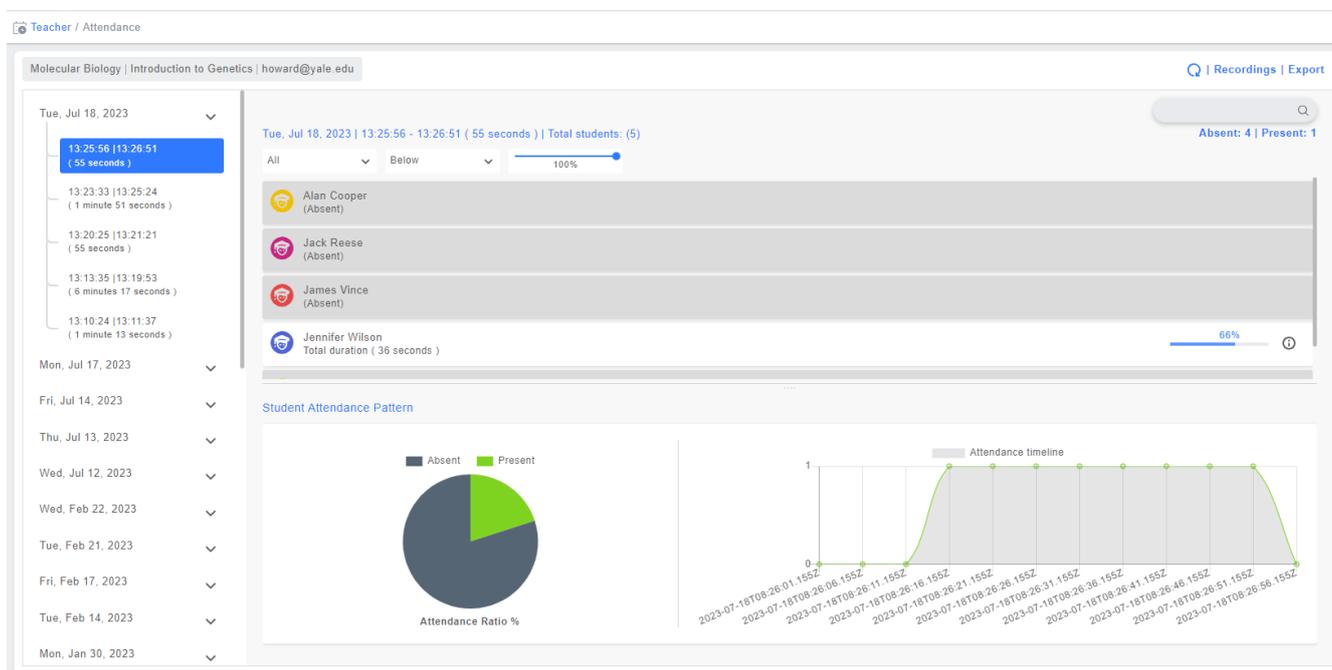
SCREENSHOT – Attendance

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.

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.
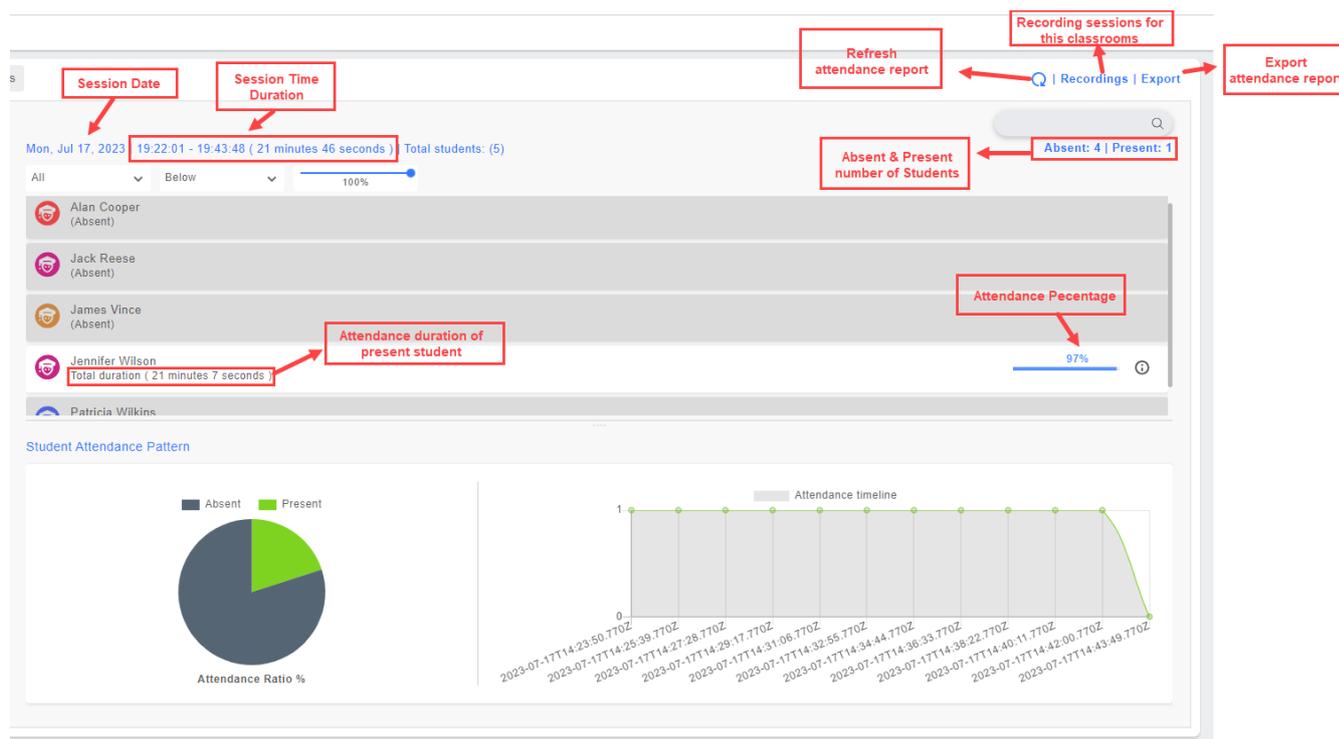
SCREENSHOT – Sample View of Attendance Details

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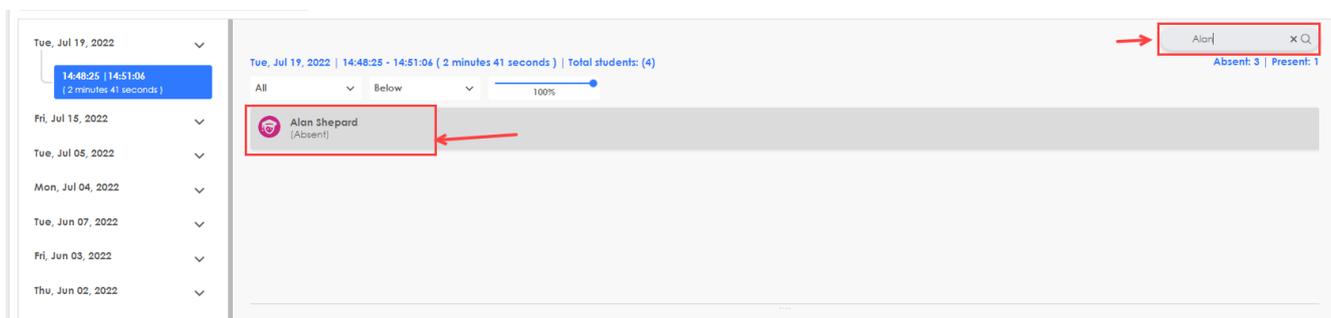
SCREENSHOT – Attendance

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.
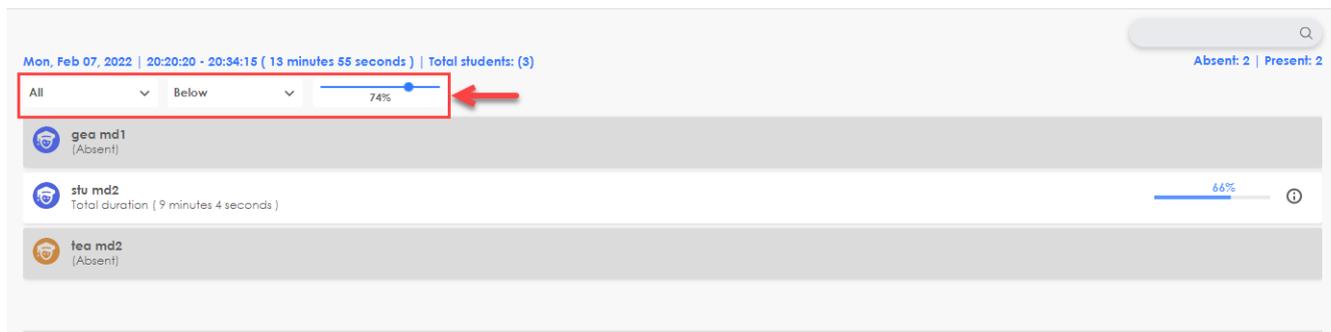
SCREENSHOT – Attendance

11.2.3 Student Attendance Pattern

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

SCREENSHOT – Attendance

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:
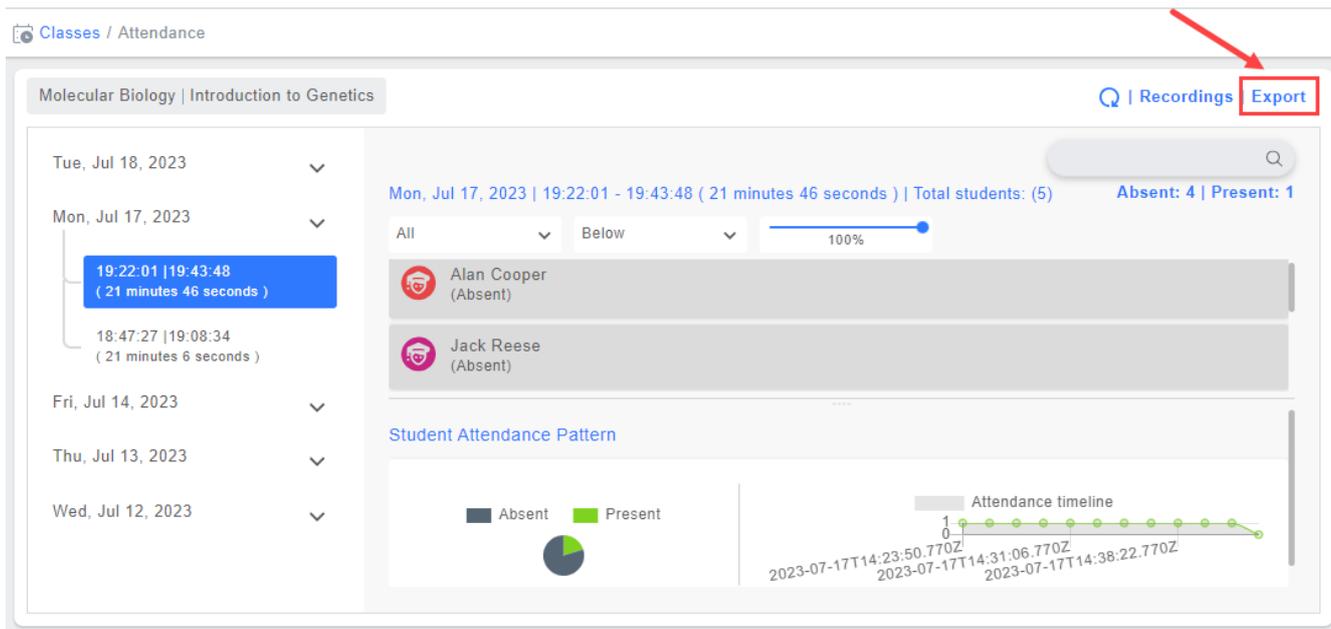
SCREENSHOT – Export Attendance

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:
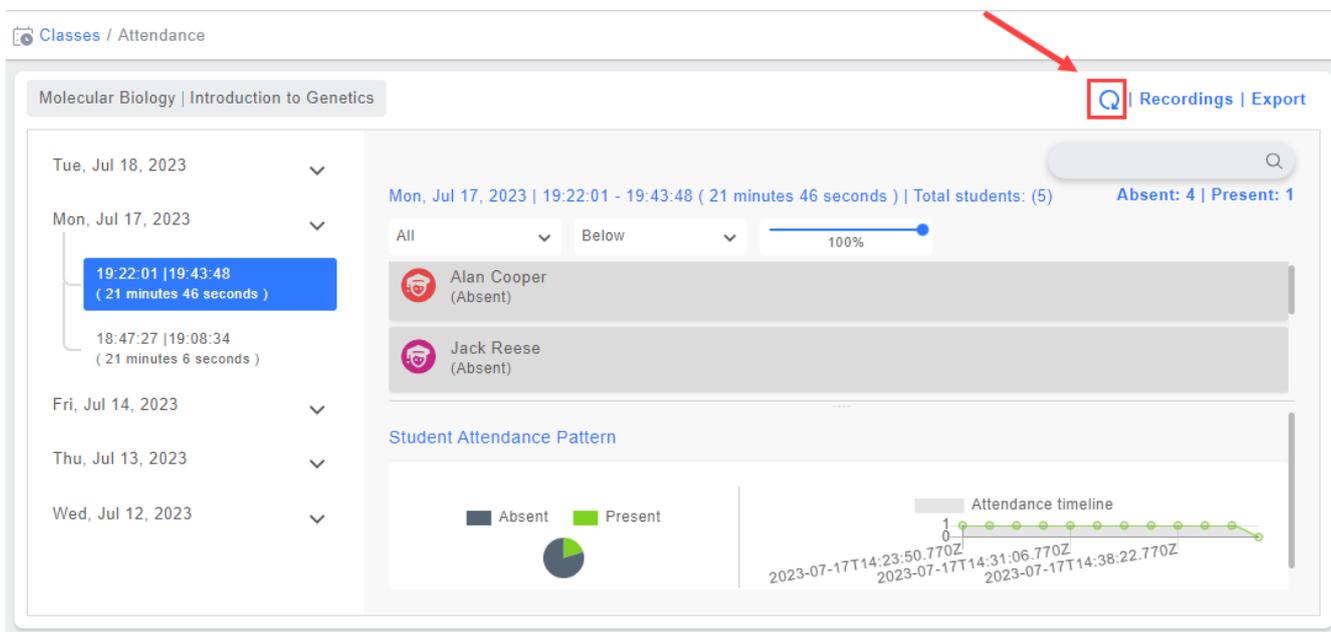
SCREENSHOT – Attendance

11.2.6 Recordings

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

Classes / Attendance

Molecular Biology | Introduction to Genetics

Recordings Export

Tue, Jul 18, 2023

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   Below   100%

SCREENSHOT – Recordings

Following screen will be displayed:

Teacher / Attendance / Recorded lectures

Replay

| Course | Computer Networks | Session ID | 64b14617726c80d6328123f4 |
| Class | Neural Pathways in Micro-organisms | Session Date | Fri, Jul 14, 2023 |

Search

Ref ID ▲	Time ⇕	Duration ⇕
🔊 64b14620d0fa2832bee3fe62	17:59:28	00:00:06

10   « ‹ › » 1

SCREENSHOT – Recordings

Click on the 🔊 icon to play a Recording. Following player will be displayed:

Howard Miller
Neural Pathways in Micro-organisms   Fri, Jul 14, 2023   17:59:28 | 17:59:35
(6 seconds)

Recording Replay

0:05 / 0:05

Replay: 1/1

From: 17:59:28
To: 17:59:35
Total duration: (6 secs)

SCREENSHOT – Recordings

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.
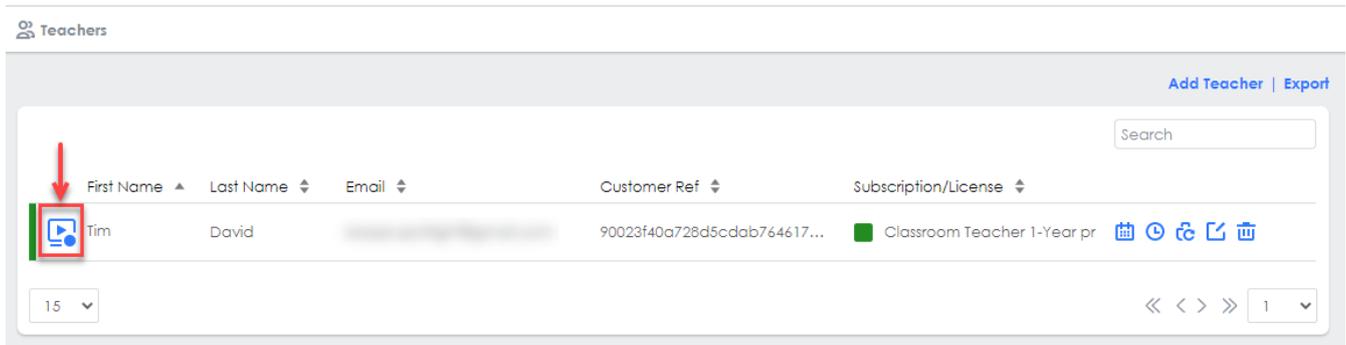
<div align="center">SCREENSHOT – Recordings</div>

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.
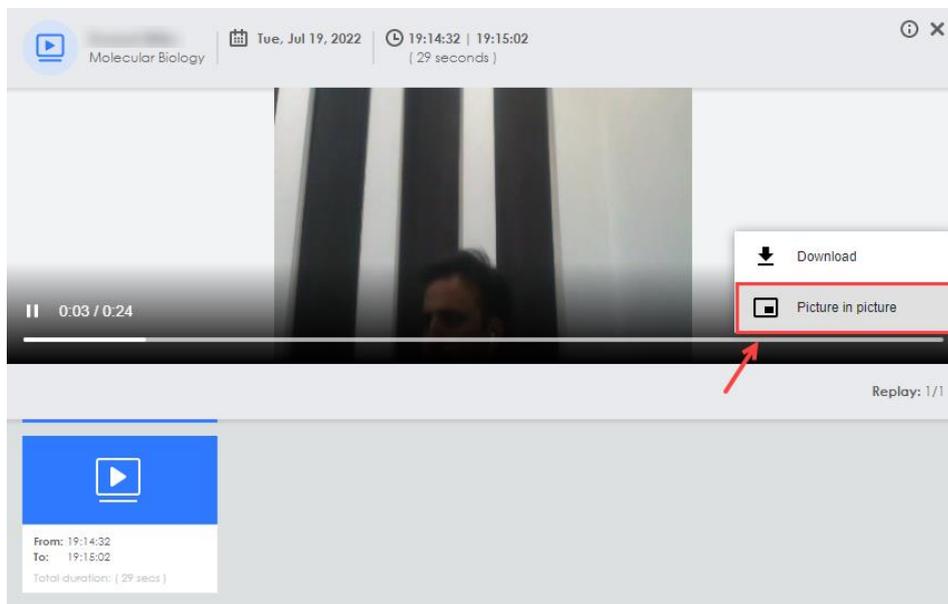
<div align="center">SCREENSHOT – Recordings</div>

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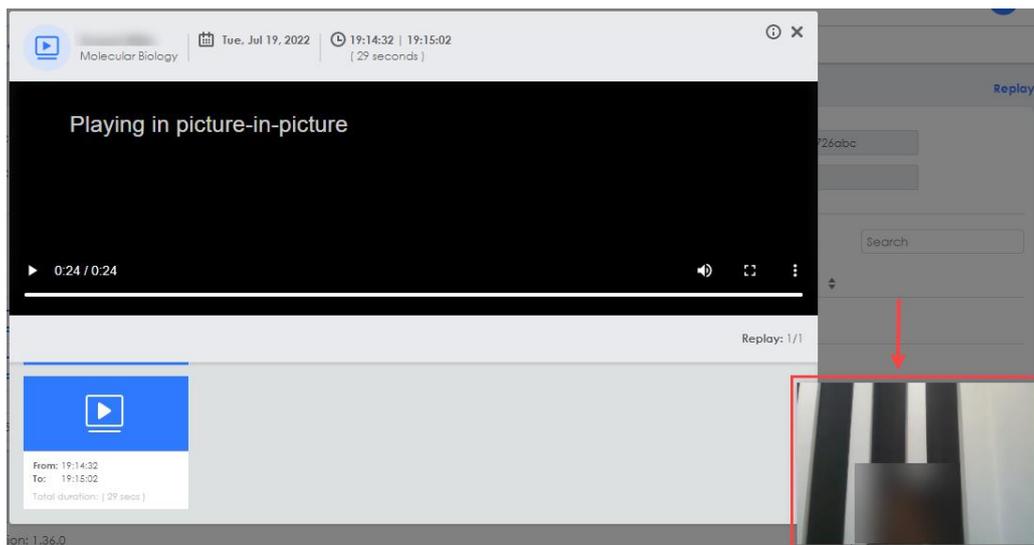
SCREENSHOT – Recordings

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.
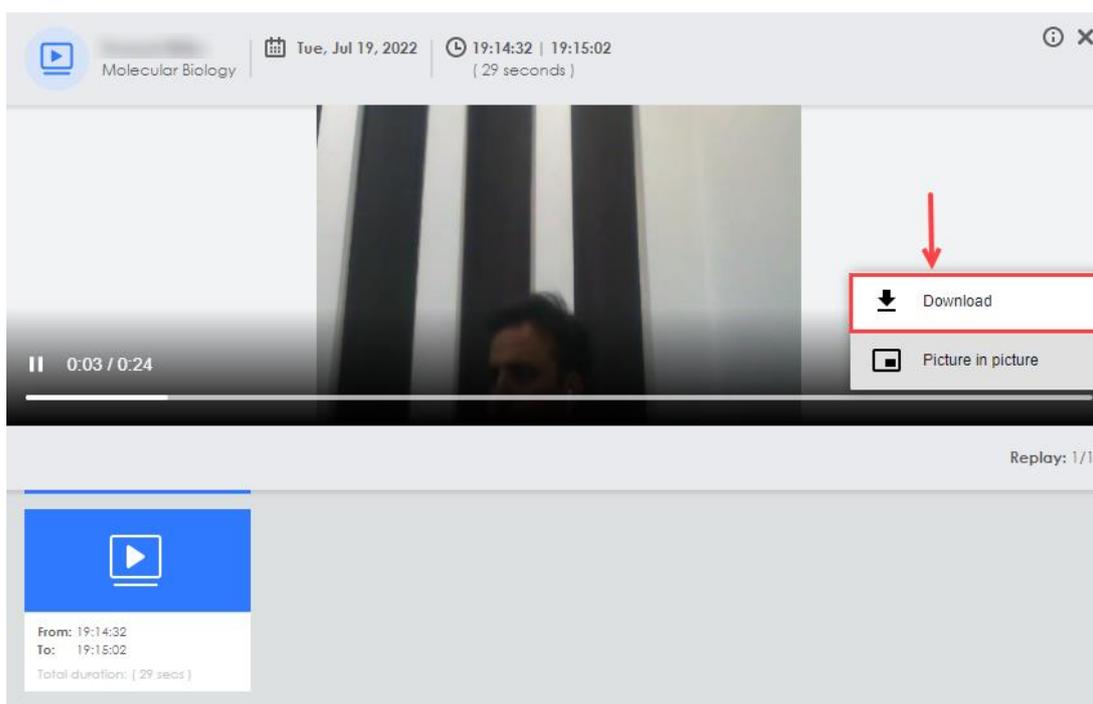
SCREENSHOT – Recordings

11.3   Reset Password

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

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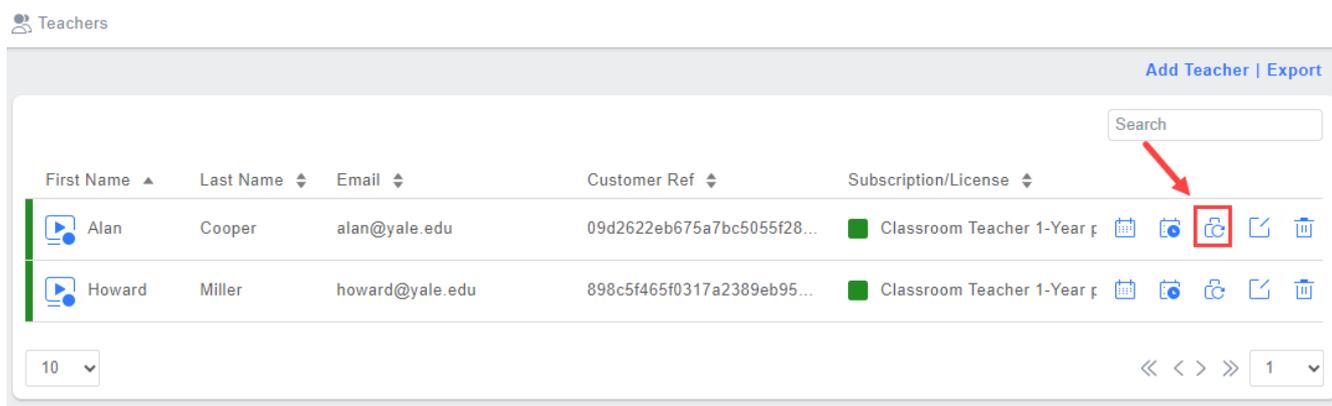
<div align="center">SCREENSHOT – Teachers</div>

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 which appears beside each teacher, as shown below.
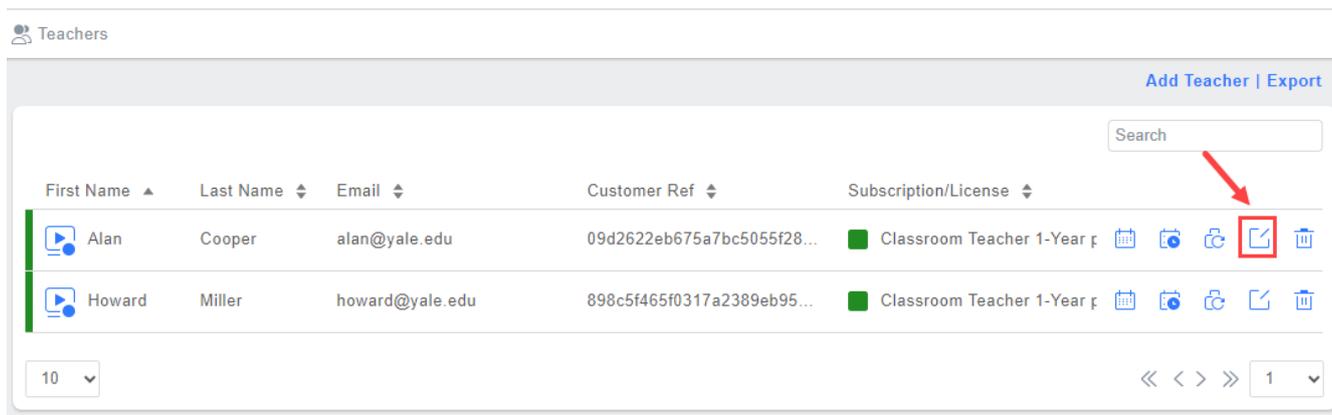
<div align="center">SCREENSHOT – Edit Teachers</div>

You will be presented with the following screen:
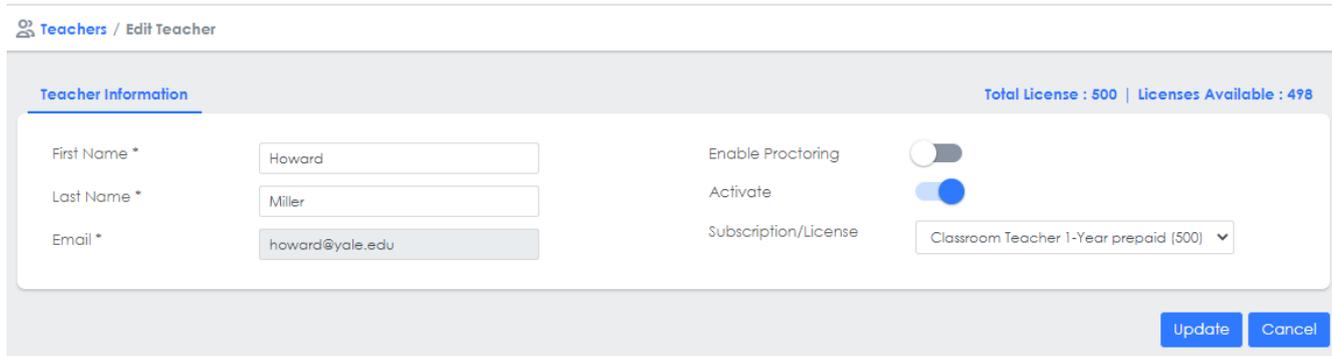
SCREENSHOT – Edit Teachers

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.
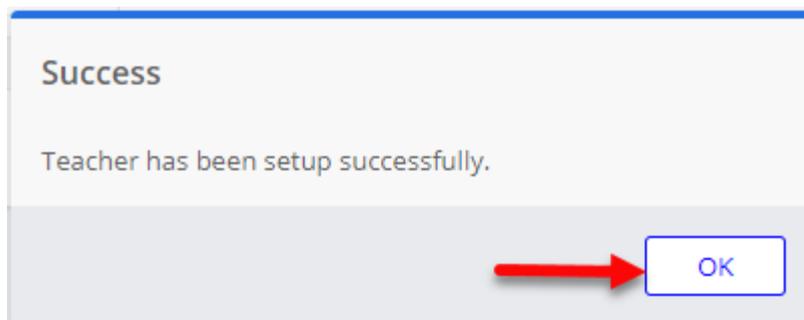
SCREENSHOT – Message from the Application

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:

SCREENSHOT – View Events

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

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:
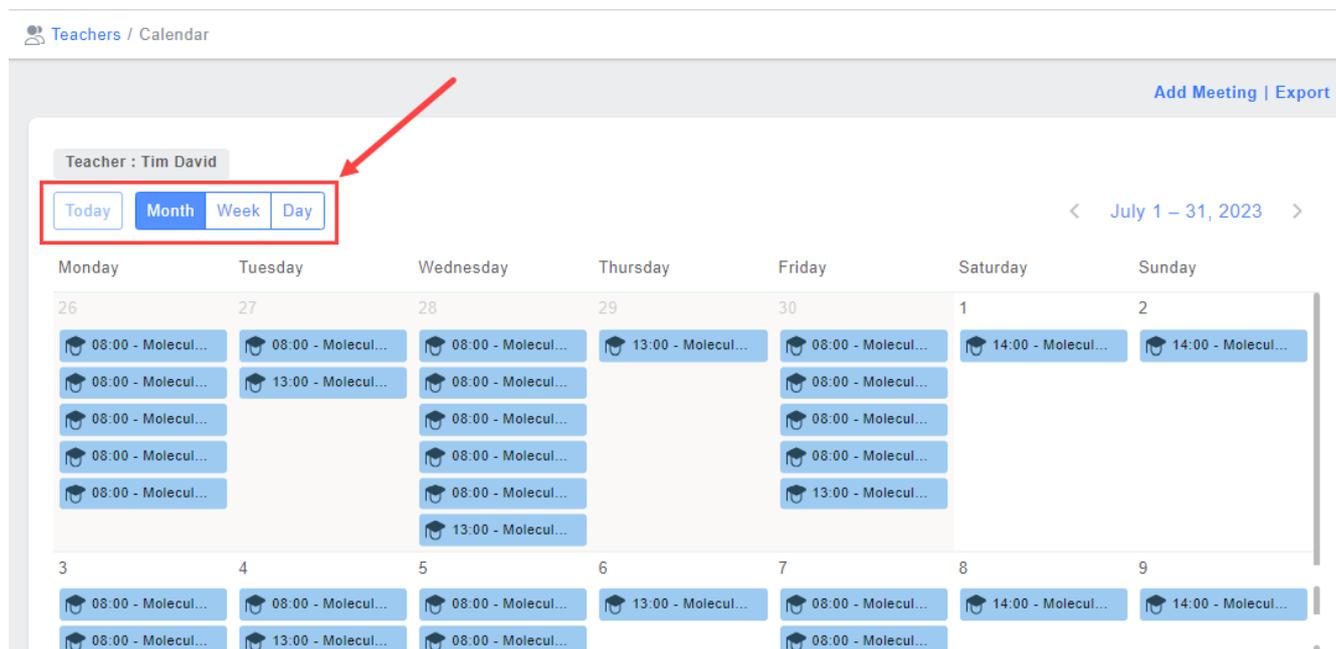
SCREENSHOT – Calendar

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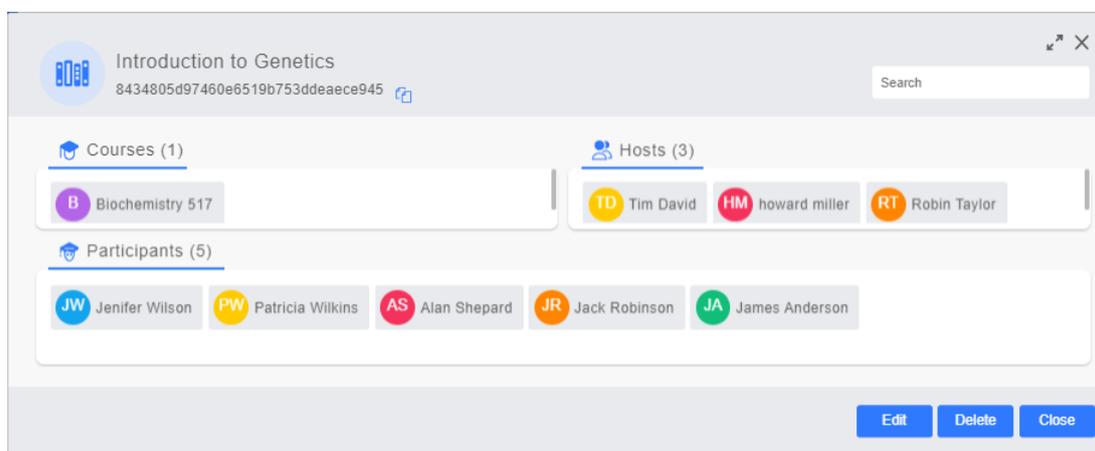
SCREENSHOT – Calendar Entry

11.6   Delete a Teacher

To delete a teacher, click on the delete icon 🗑 which appears beside each teacher, as shown below.
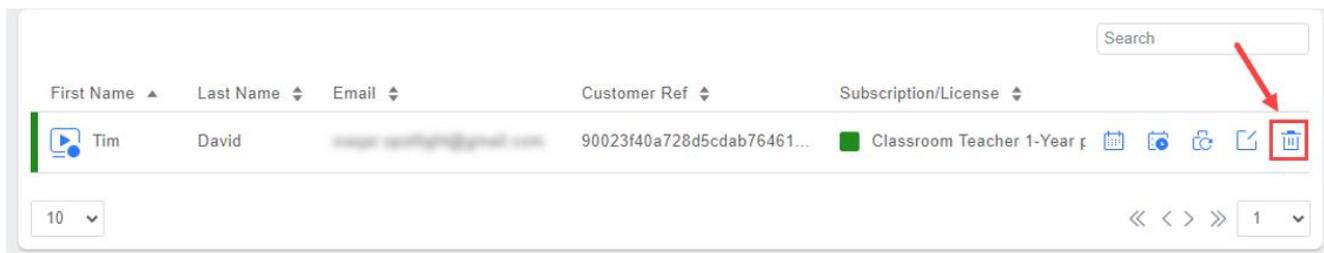
SCREENSHOT – Delete Teacher

You will be presented with the popup window, as shown below.
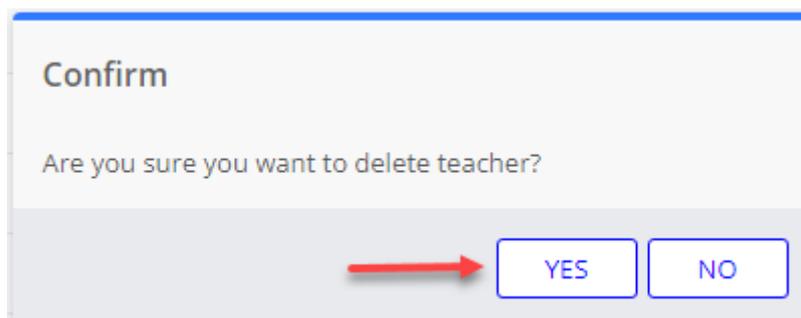
SCREENSHOT – Message from the Application

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:
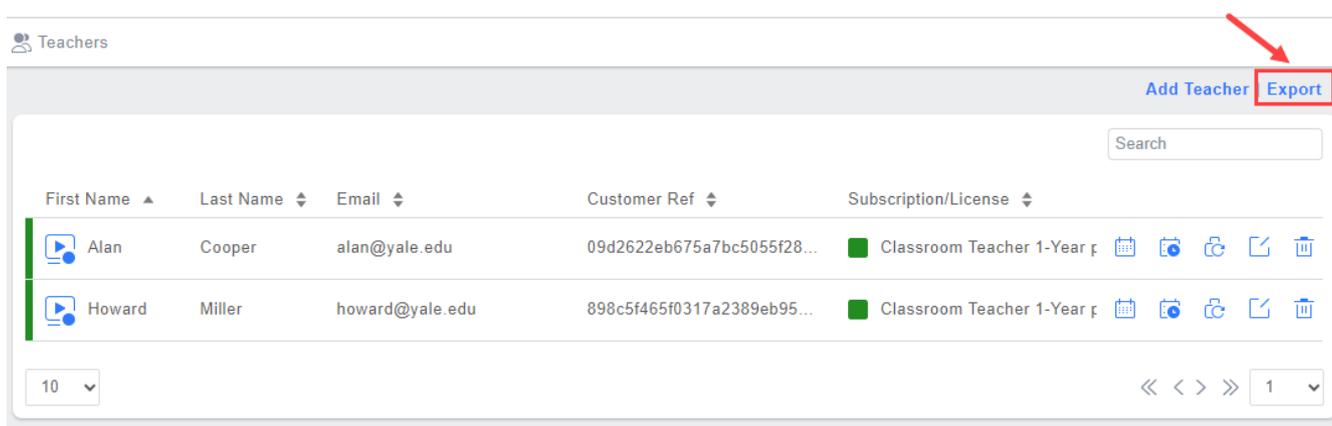
SCREENSHOT – Export Teachers Data

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:

SCREENSHOT – Left Hand Panel

Following page is displayed:

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.
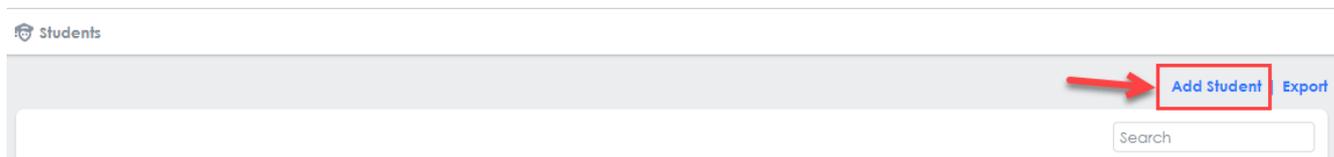
SCREENSHOT – Add Student

You will be presented with the screen, as shown below.
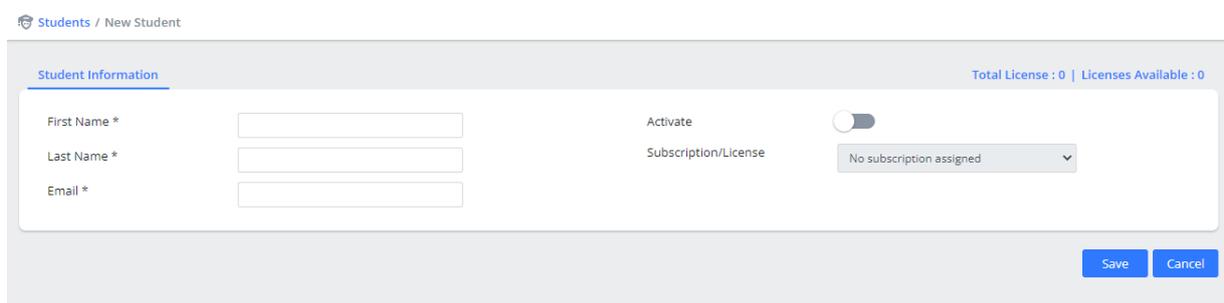
SCREENSHOT – Add Student

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.
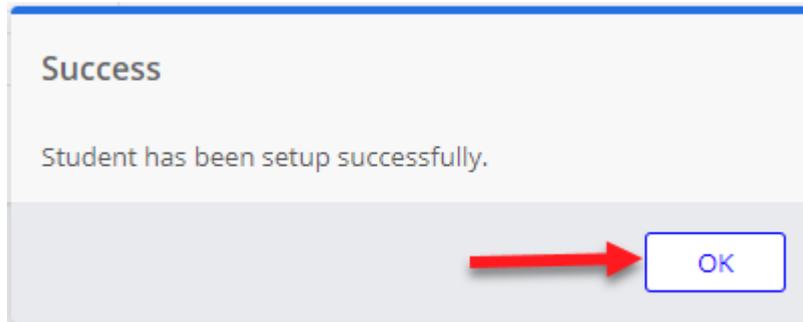
SCREENSHOT – Message from the Application

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:
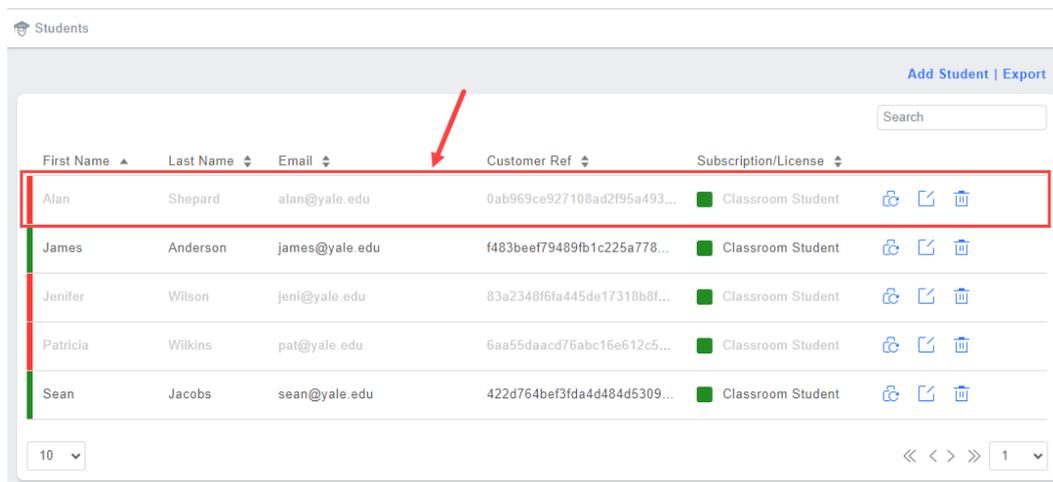
SCREENSHOT – Students

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:
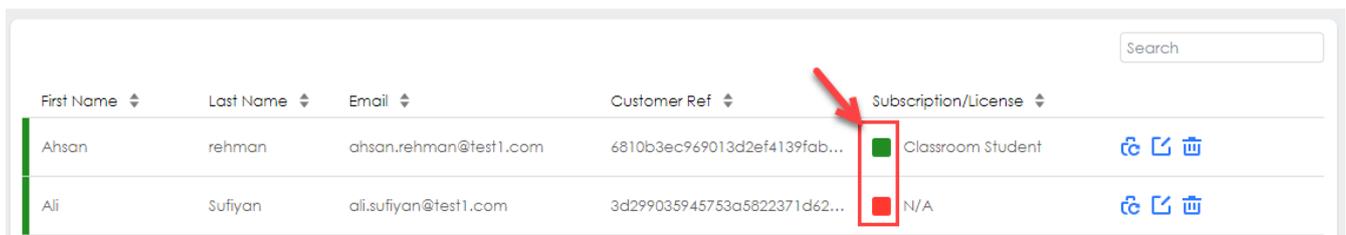
SCREENSHOT – Students

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:
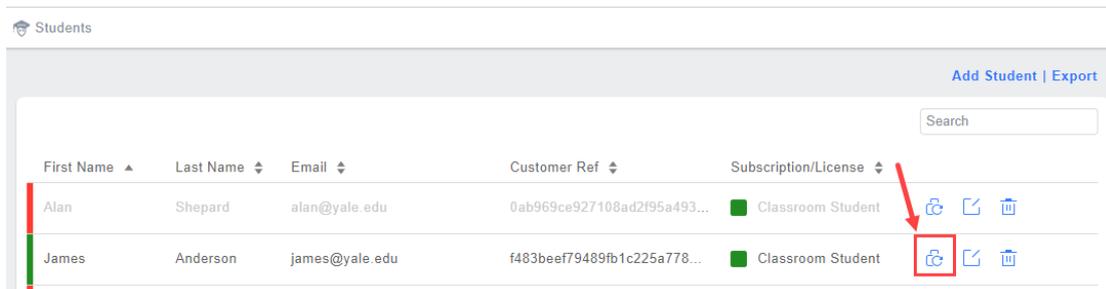
SCREENSHOT – Reset Password

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.
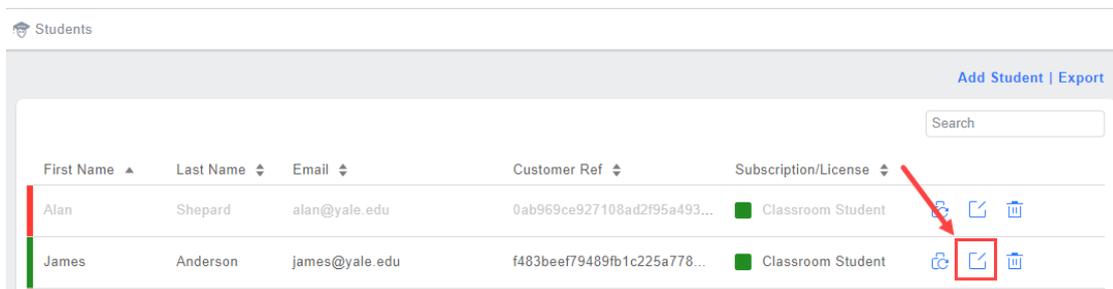
SCREENSHOT – Edit Student Details

You will be presented with the following screen.
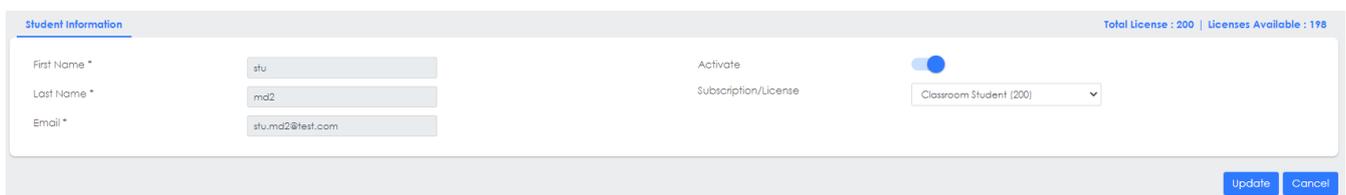
SCREENSHOT – Edit Student Details

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.
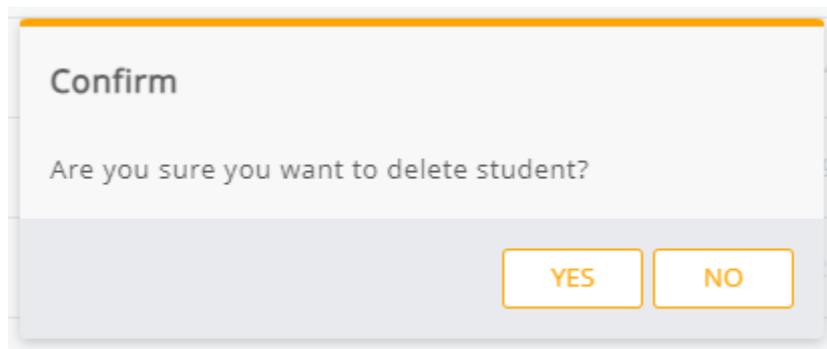
SCREENSHOT – Message from the Application

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.
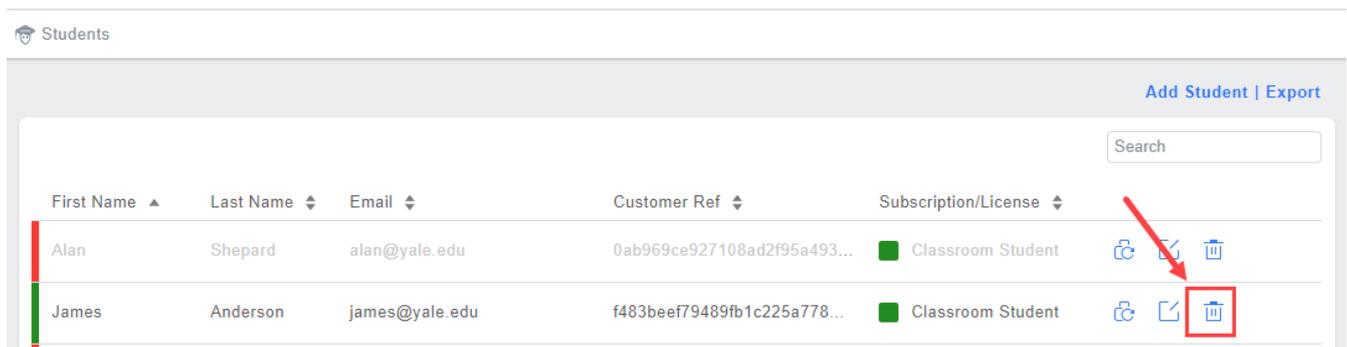
SCREENSHOT – Delete a Student

You will be presented with the popup window, as shown below.
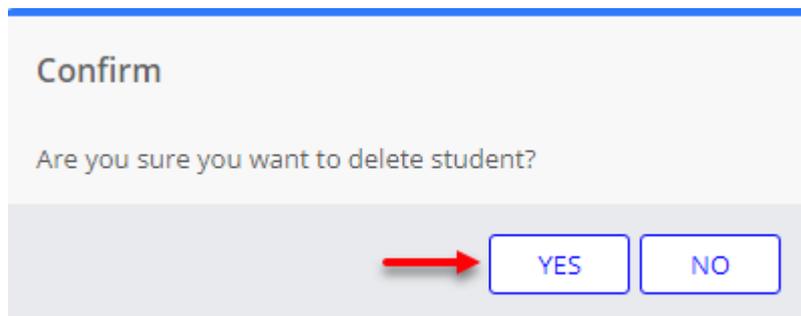
SCREENSHOT – Message from the Application

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:
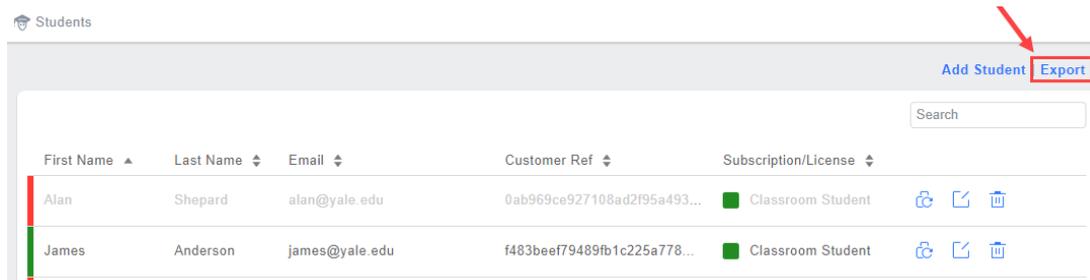
SCREENSHOT – Export Students Data

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.

1. **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:
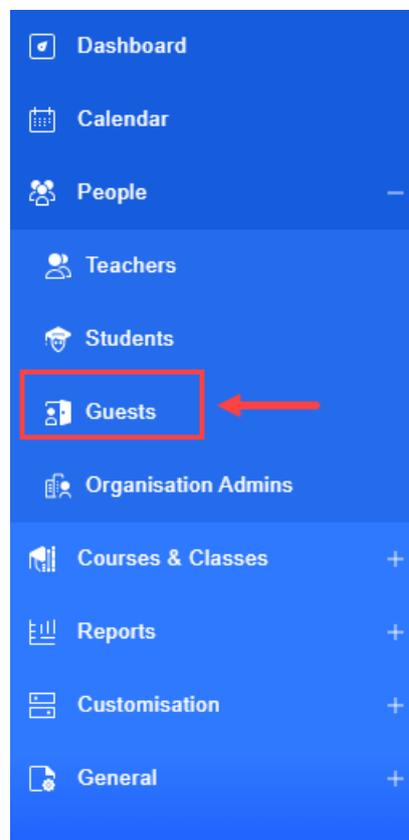
SCREENSHOT – Left Hand Panel

Following page is displayed:
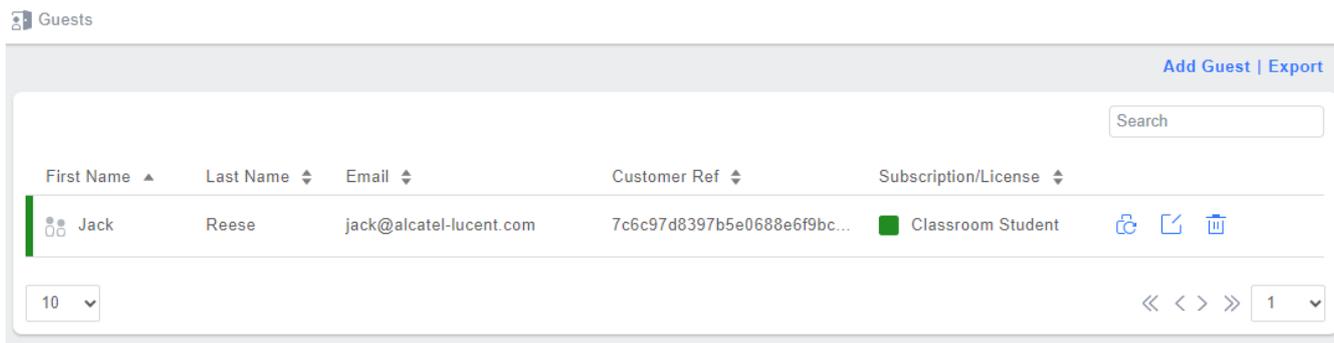
SCREENSHOT – Guests

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.
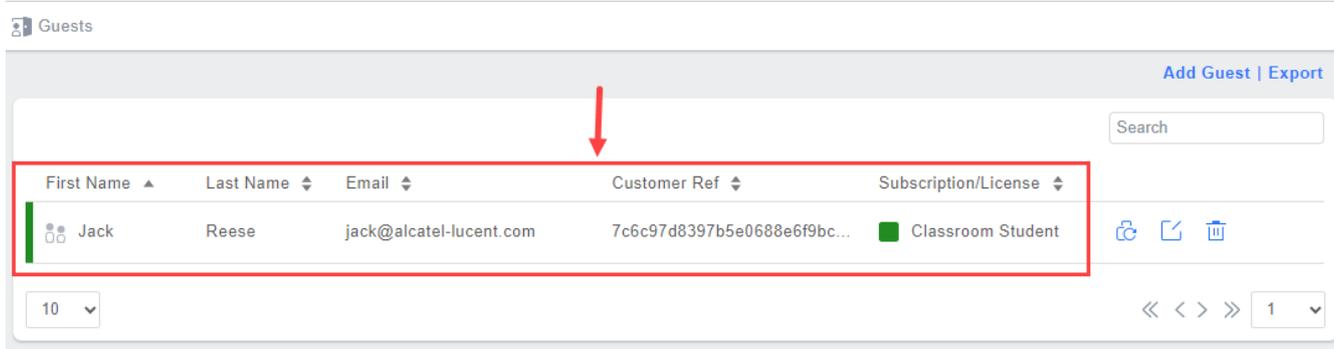
SCREENSHOT – Guests

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.
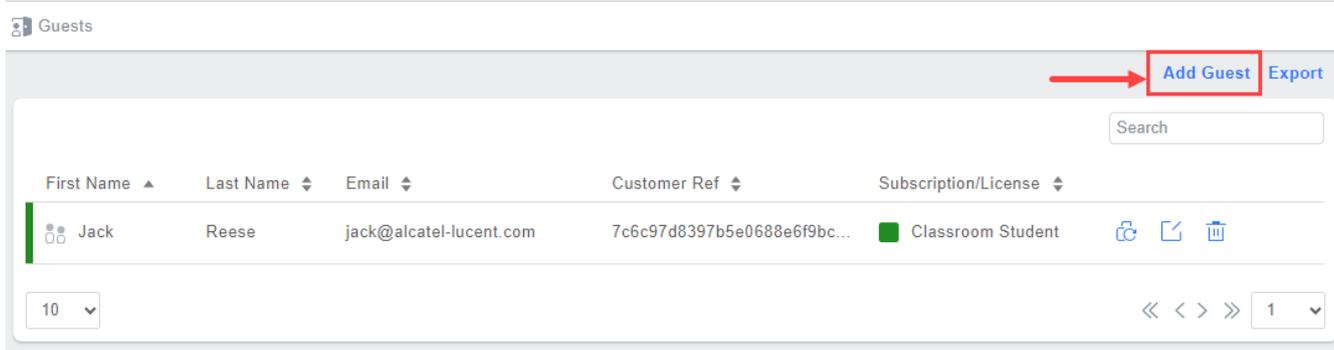
SCREENSHOT – Add Guest

You will be presented with the screen, as shown below.
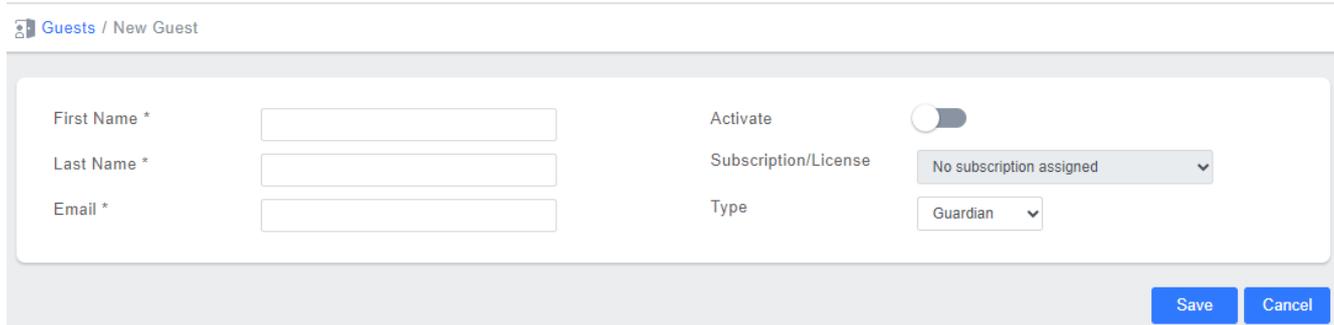
Screenshot- Add Guest

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.
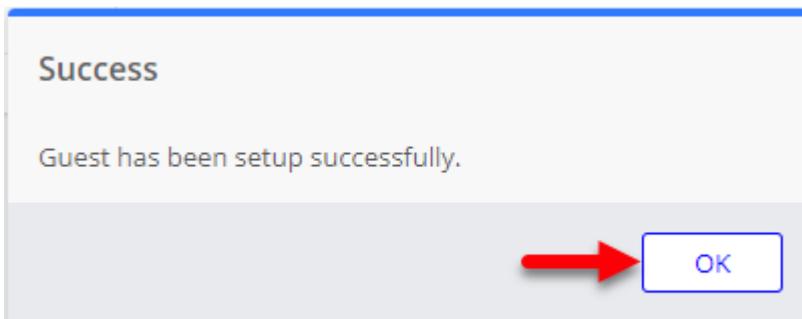
SCREENSHOT – Message from the Application

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 which appears next to each guest as shown below:
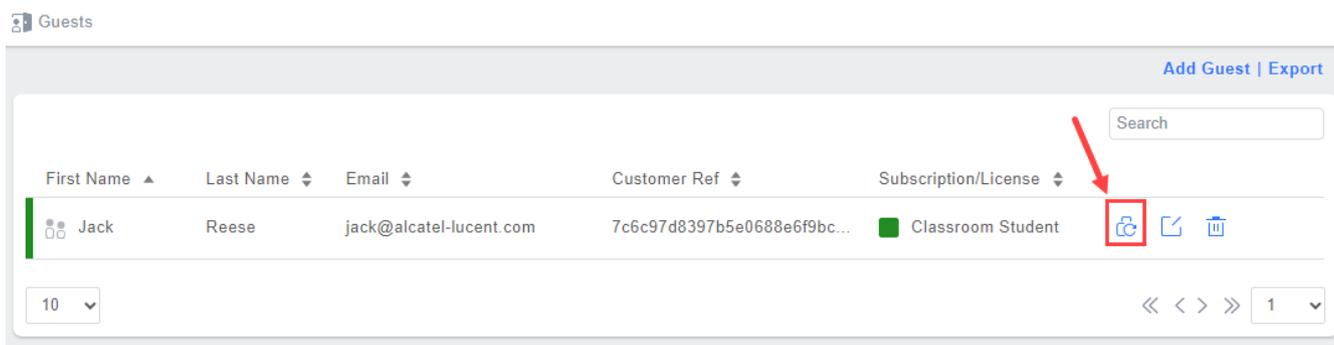
SCREENSHOT – Guests

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 which appears beside each guest, as shown below:
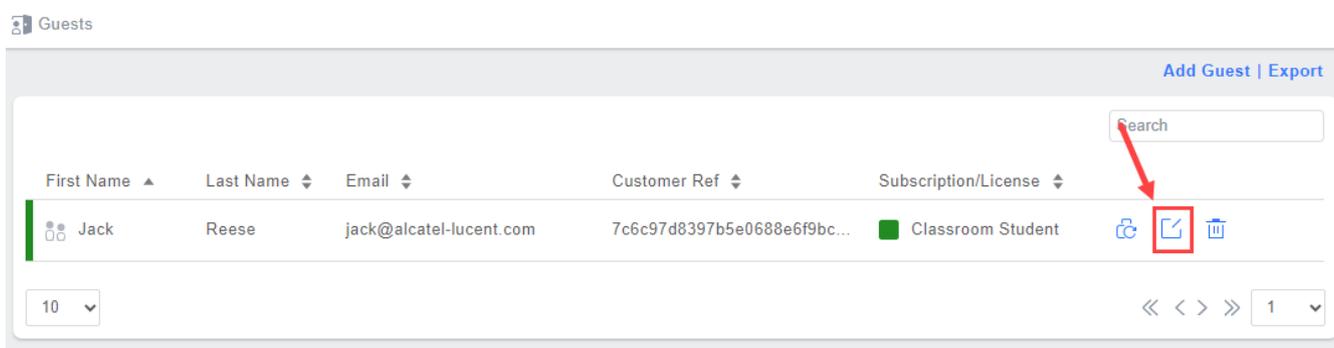
SCREENSHOT – Edit Guest

You will be presented with the following screen.
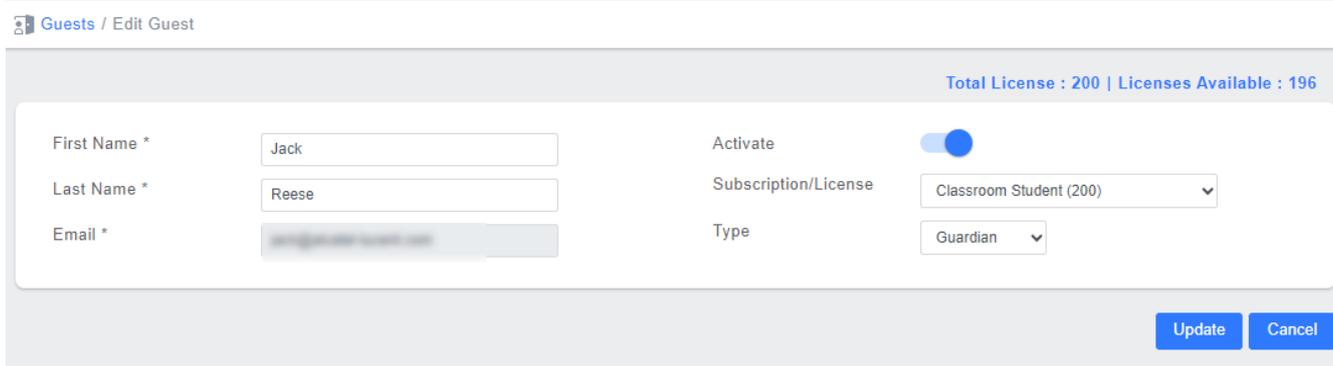
SCREENSHOT – Edit Guest

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.
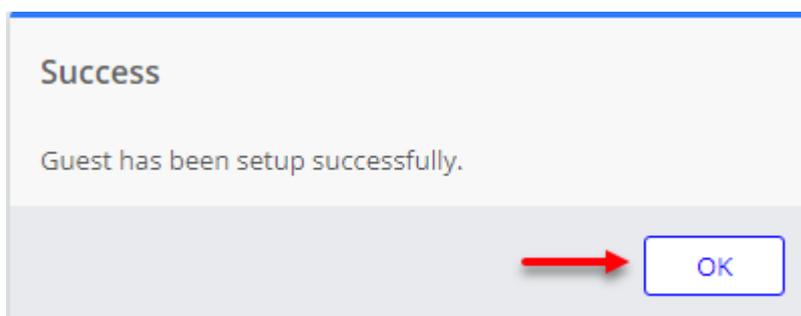
SCREENSHOT – Message from the Application

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 🗑 which appears beside each guest, as shown below.
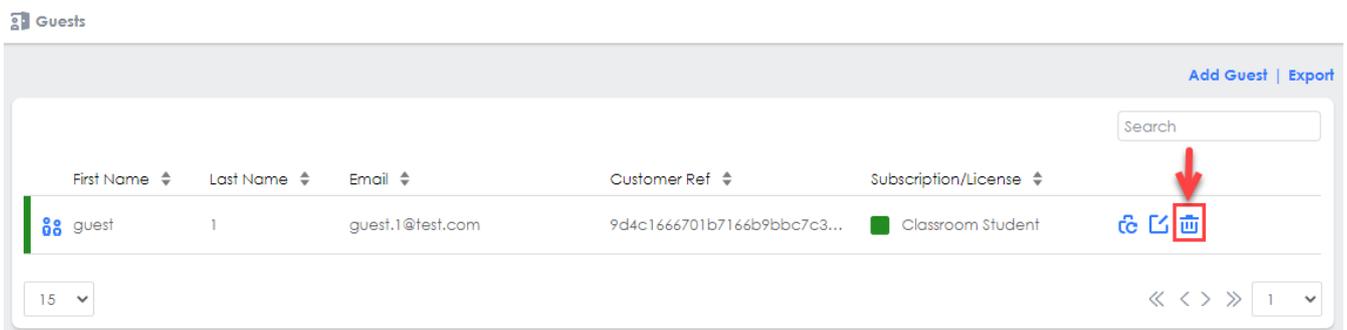
SCREENSHOT – Delete a Guest

You will be presented with the popup window, as shown below.
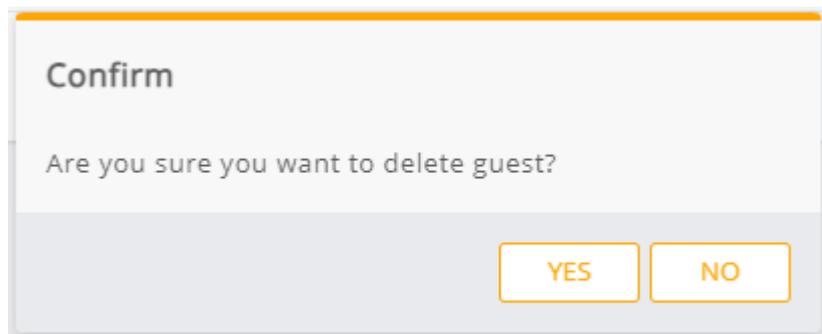
SCREENSHOT – Message from the Application

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:
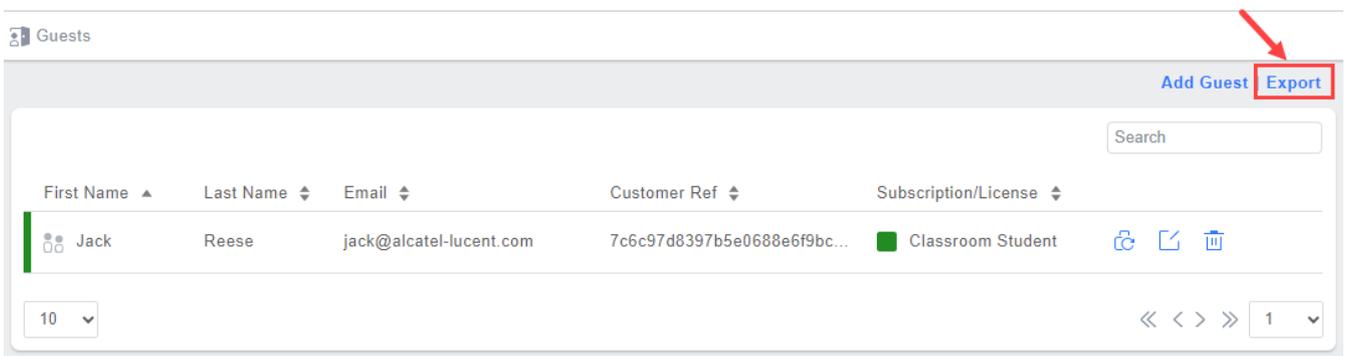
SCREENSHOT – Export Guest Data

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:
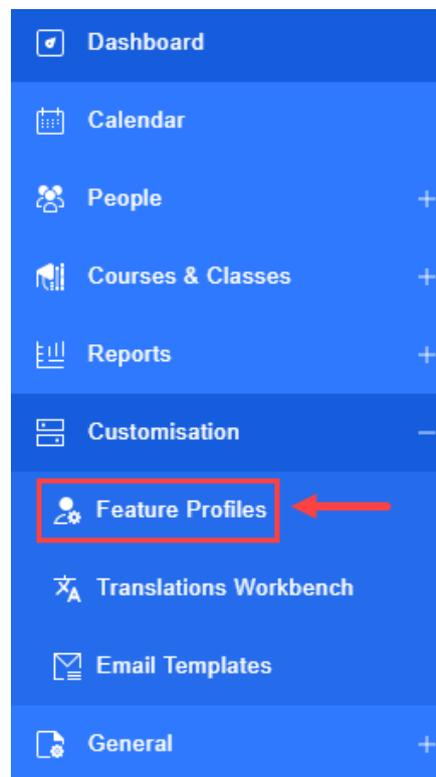
SCREENSHOT – Left Hand Panel

Following screen is displayed:
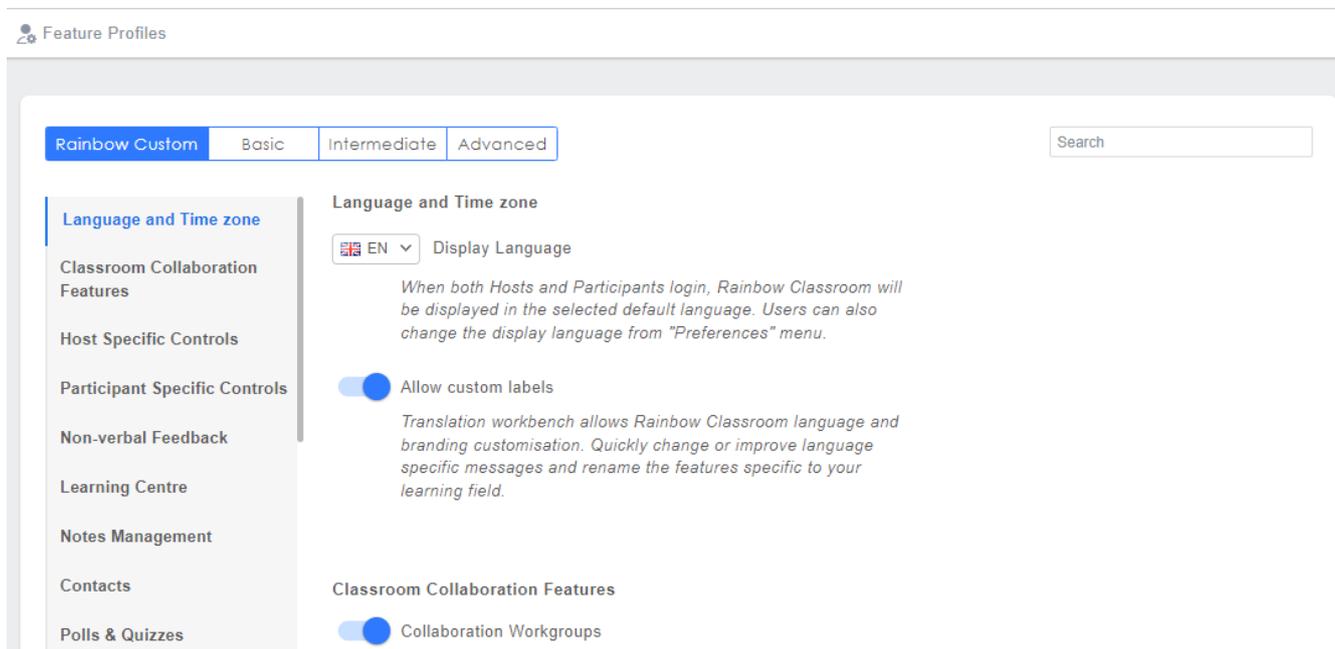
SCREENSHOT – Feature Profiles

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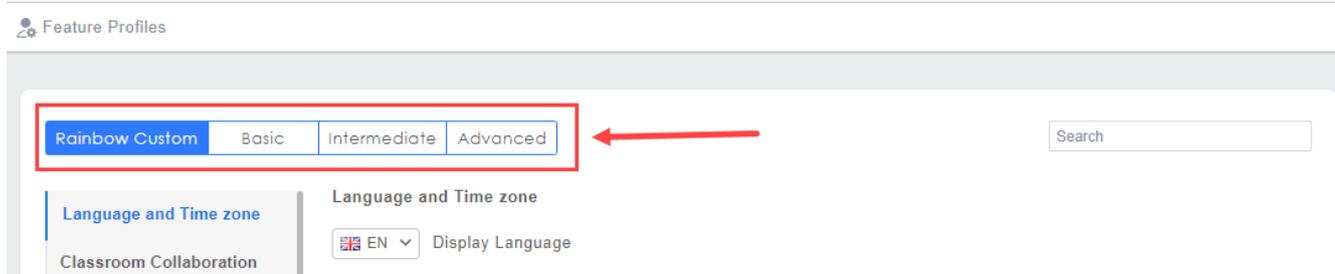
SCREENSHOT – Feature Profiles

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 pre-generated 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.
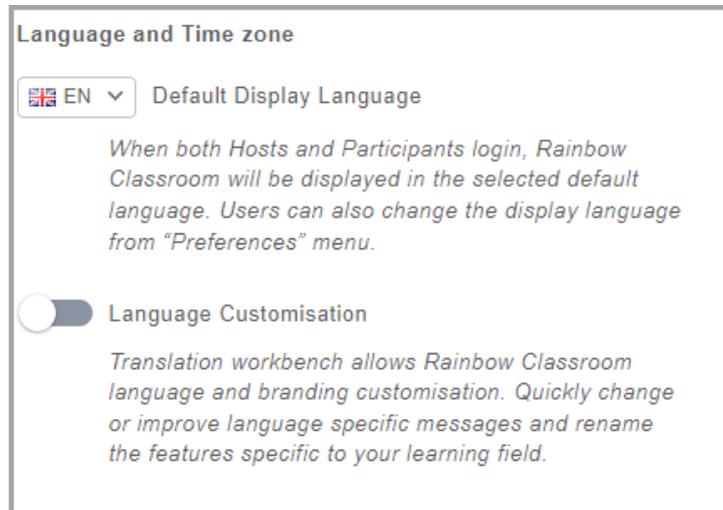
SCREENSHOT – Feature Profiles

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:
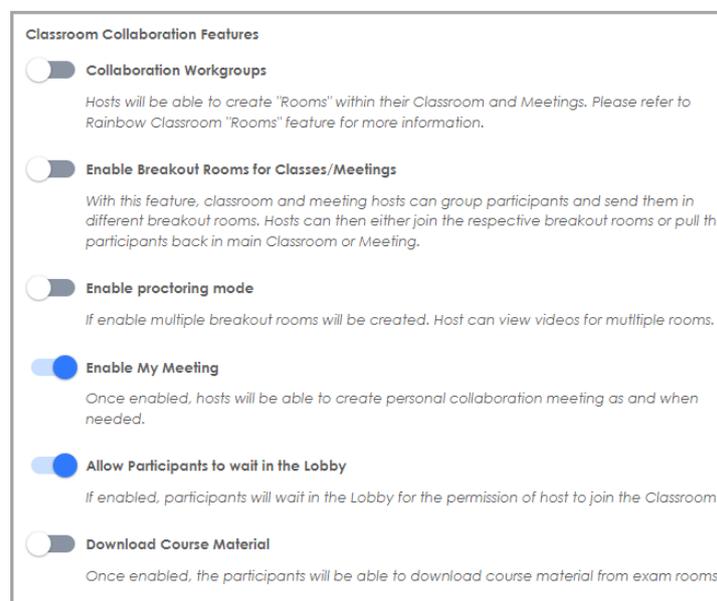
SCREENSHOT – Feature Profiles

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:

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:
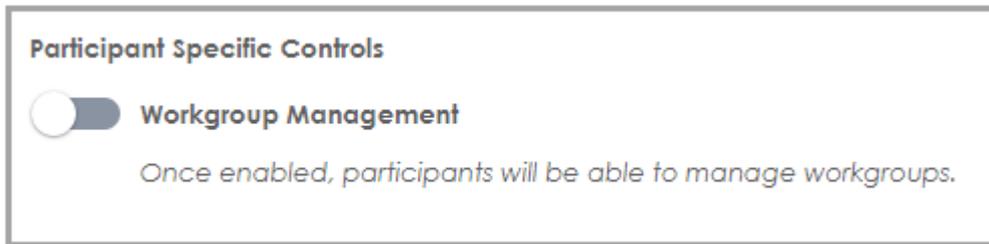
SCREENSHOT – Feature Profiles

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:
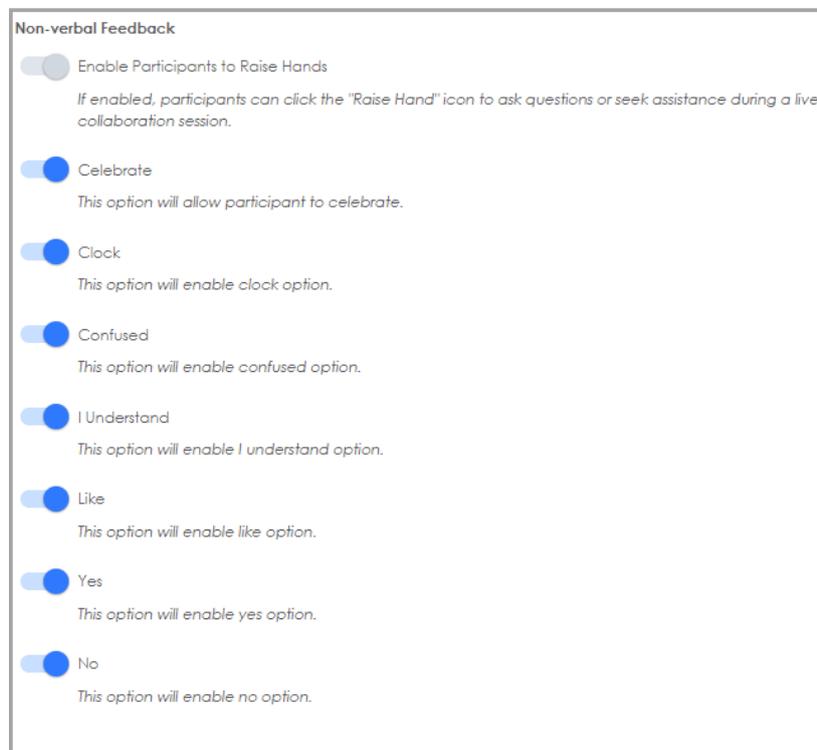
SCREENSHOT – Feature Profiles

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:

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:

SCREENSHOT – Feature Profiles

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:

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:

Polls & Quizzes

Poll

This option enable host to allow participants to take a poll.

Quiz

This option enable host to allow participants to take a quiz.

SCREENSHOT – Feature Profiles

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:

Security and Authentication

Single sign-on (SSO)

Hosts and Participants can directly open Rainbow Classroom from their respective Learning Management Systems (LMS) without the need to provide their credentials again.

This option is available for Moodle and Canvas LMS. Before you activate this feature, please refer to Rainbow Classroom Single Sign-on configuration documentation.
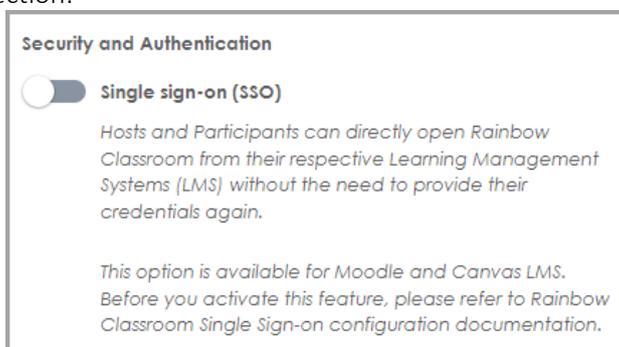
SCREENSHOT – Feature Profiles

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:
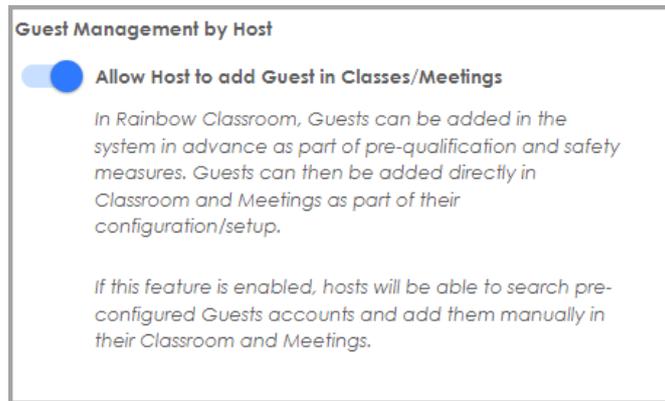
SCREENSHOT – Feature Profiles

Recording

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

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:
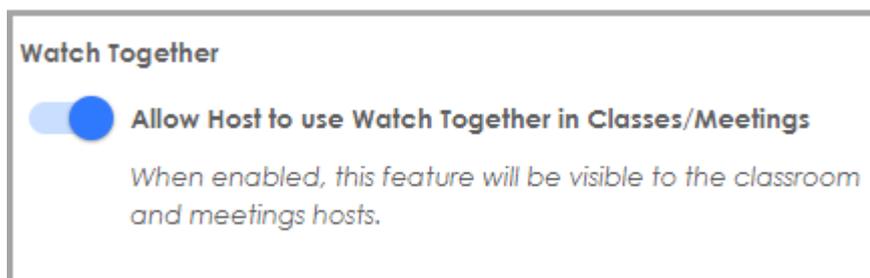
SCREENSHOT – Feature Profiles

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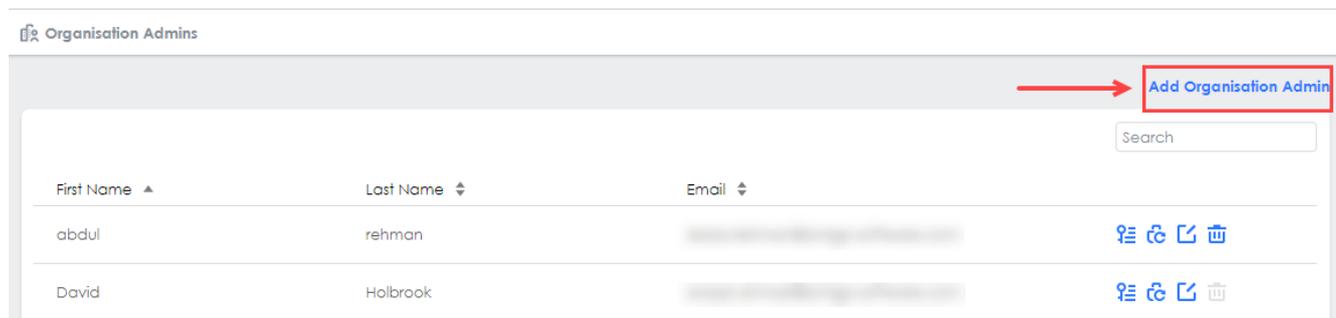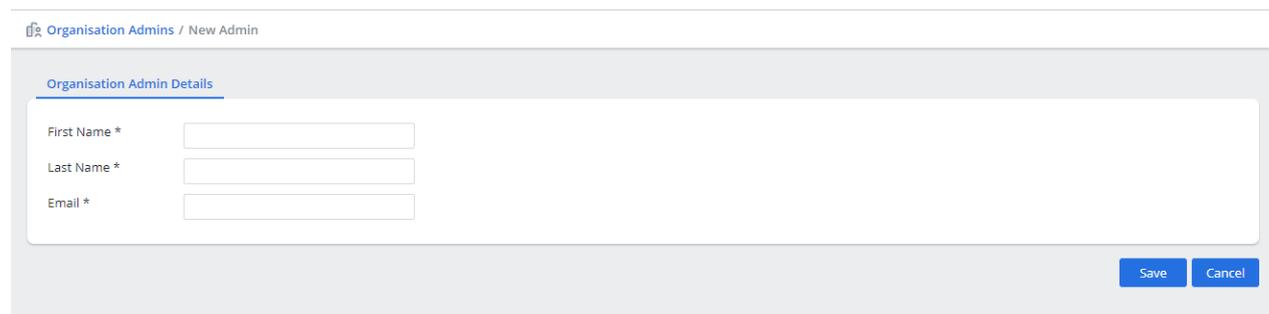
To view organisation admins, expand the **People** menu in left hand panel and click on the **Organisation Admins** as shown below:

SCREENSHOT – Left Hand Panel

Following screen will be displayed:

SCREENSHOT – Organisation Admins

SCREENSHOT – Organisation Admins

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.
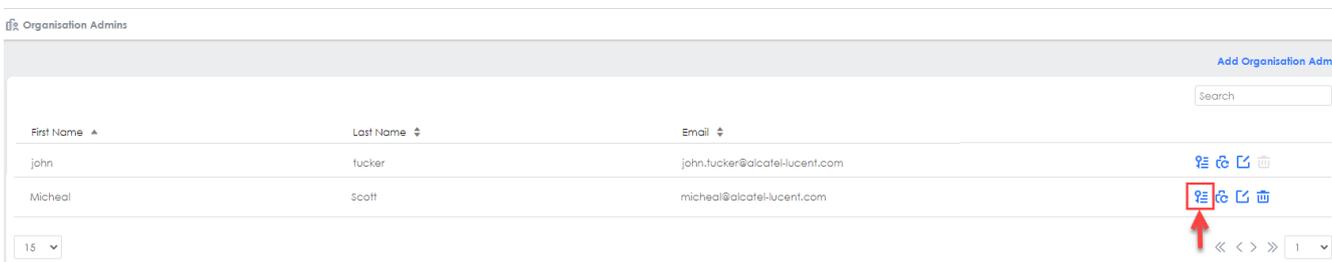
SCREENSHOT – Send Credentials

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 🔄 displayed beside each added organisation admin, as shown below.
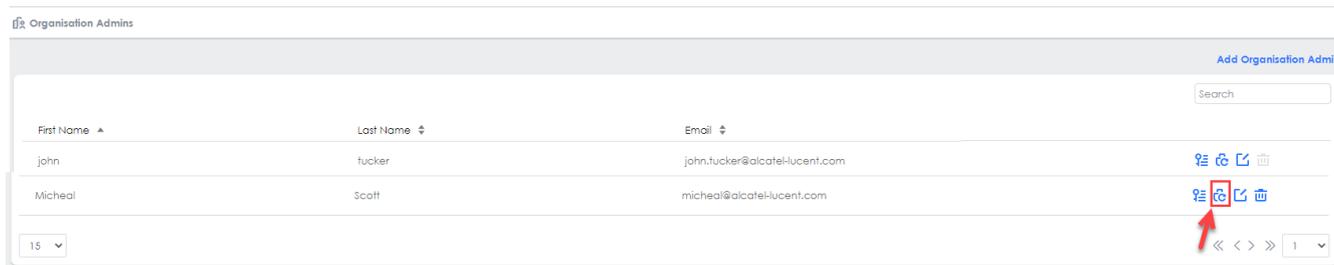
SCREENSHOT – Reset Password

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 which appears beside each added organisation admin, as shown below.
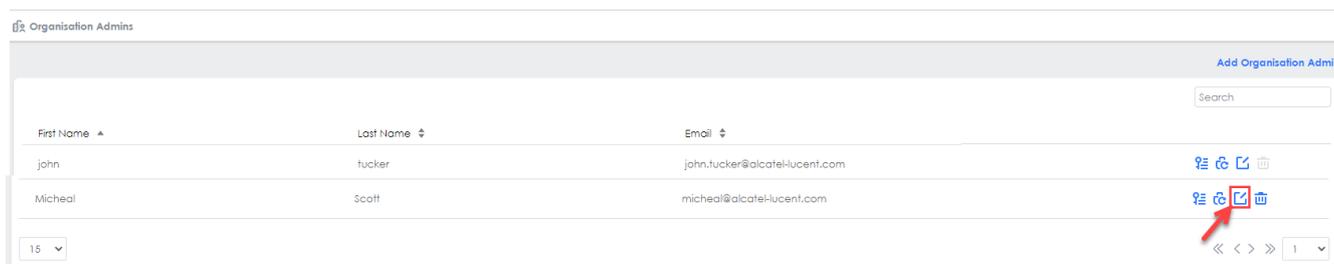
SCREENSHOT – Edit Organisation admin

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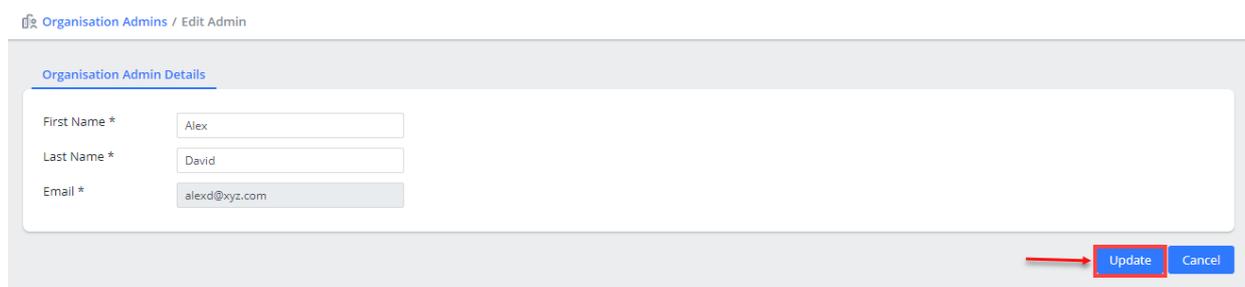
SCREENSHOT – Edit Organisation admin

You will be presented with the popup window, as shown below:
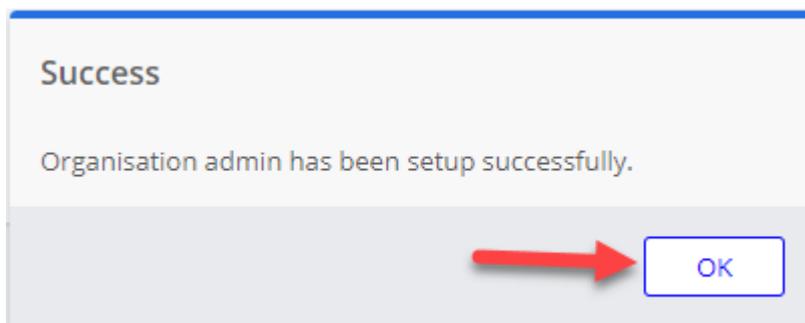
SCREENSHOT – Message from the Application

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

15.5   Delete Organisation Admin

To delete an organisation admin, click on the delete icon 🗑 which appears beside each added organisation admin, as shown below.
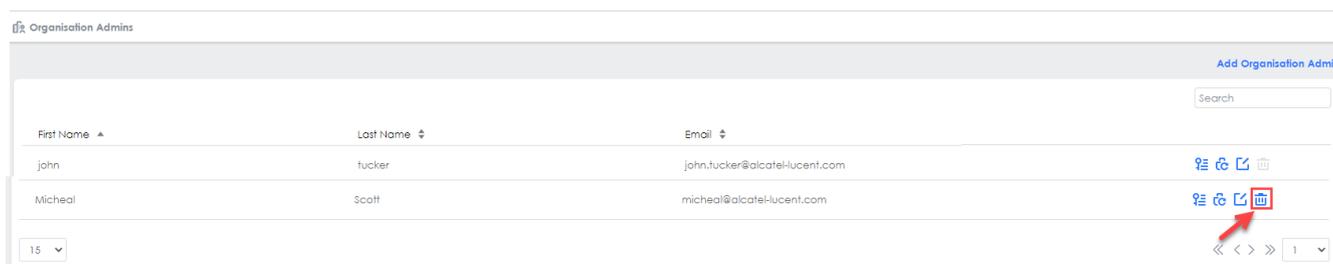
SCREENSHOT – Delete Organisation admin

You will be presented with the popup window, as shown below.
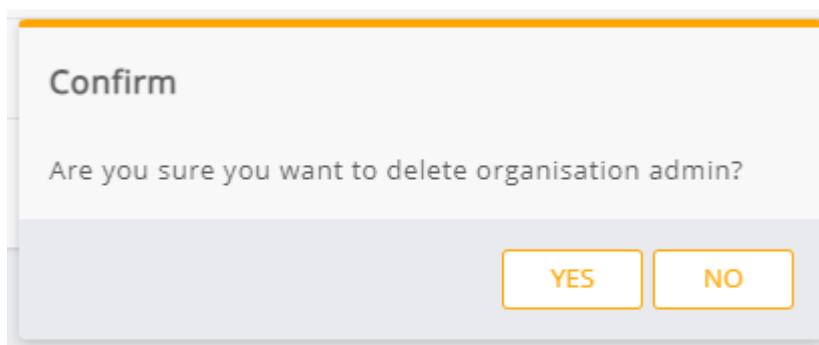
SCREENSHOT – Message from the Application

Click **YES**. You will be presented with another popup window, as shown below.
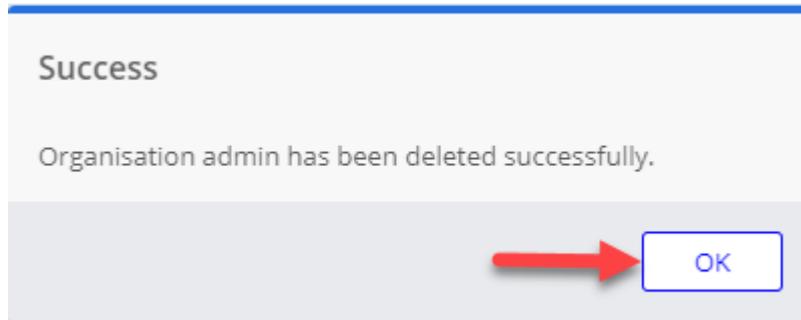
SCREENSHOT – Message from the Application

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.
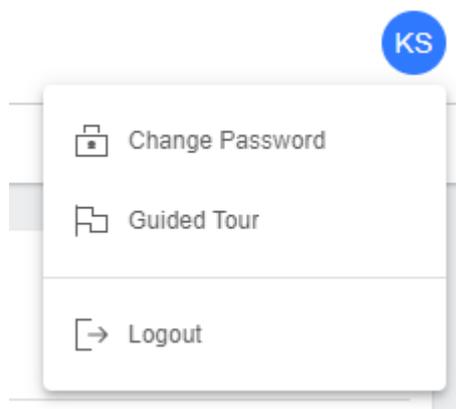
SCREENSHOT – Change Password

You will be presented with the following screen.
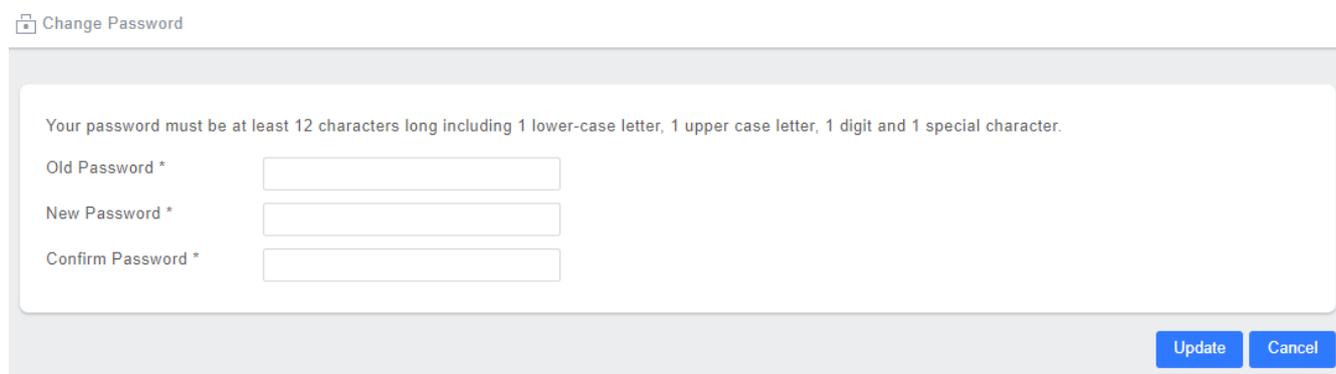
SCREENSHOT – Change Password

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:
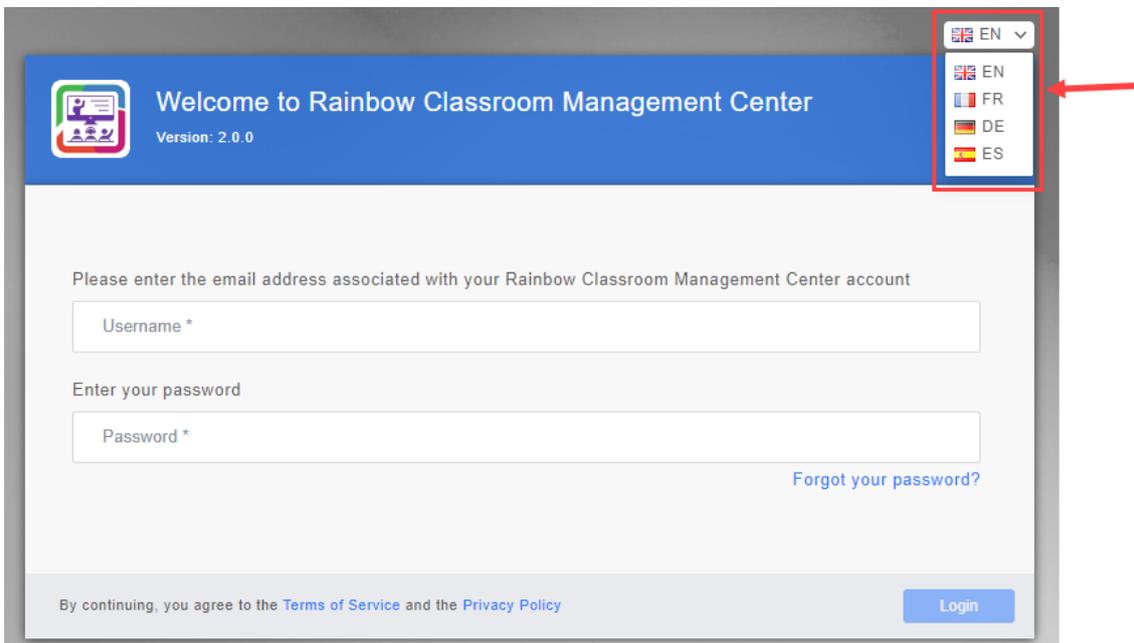
SCREENSHOT –Login Screen

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:

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:

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:
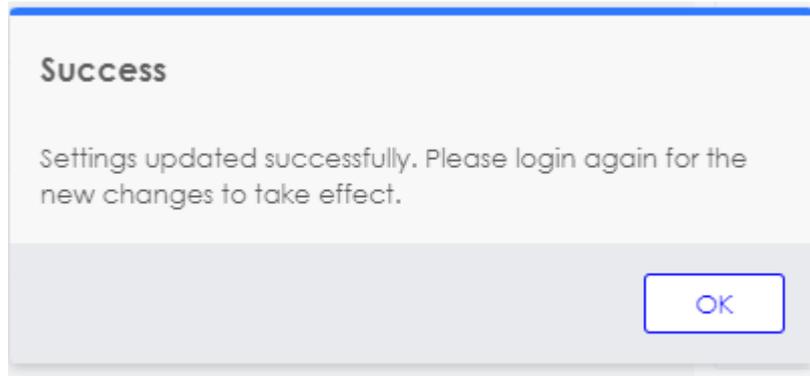
SCREENSHOT – Message from the Application

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

You can also use ↻ 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:

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:

SCREENSHOT – Translations Workbench

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:
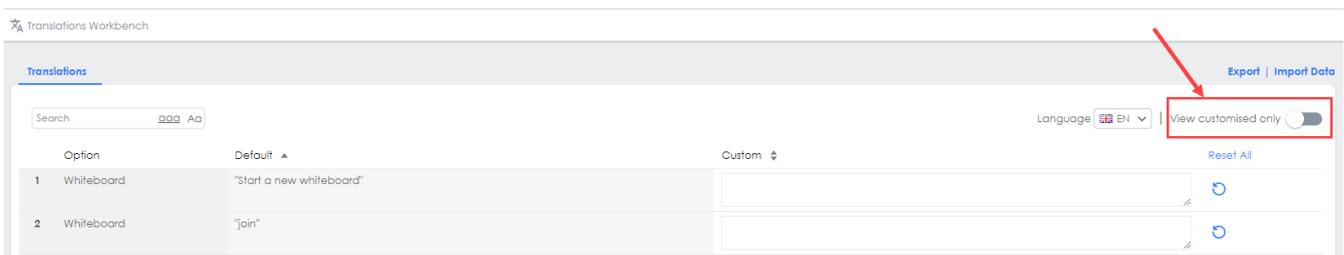
SCREENSHOT – Translations Workbench

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:
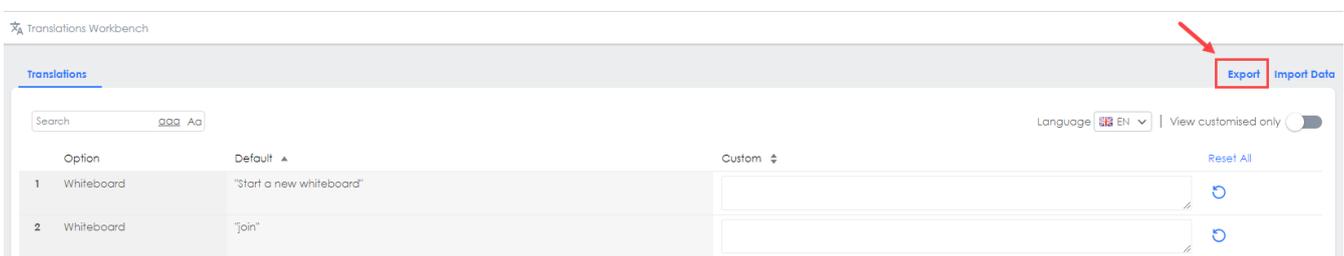
SCREENSHOT – Translations Workbench

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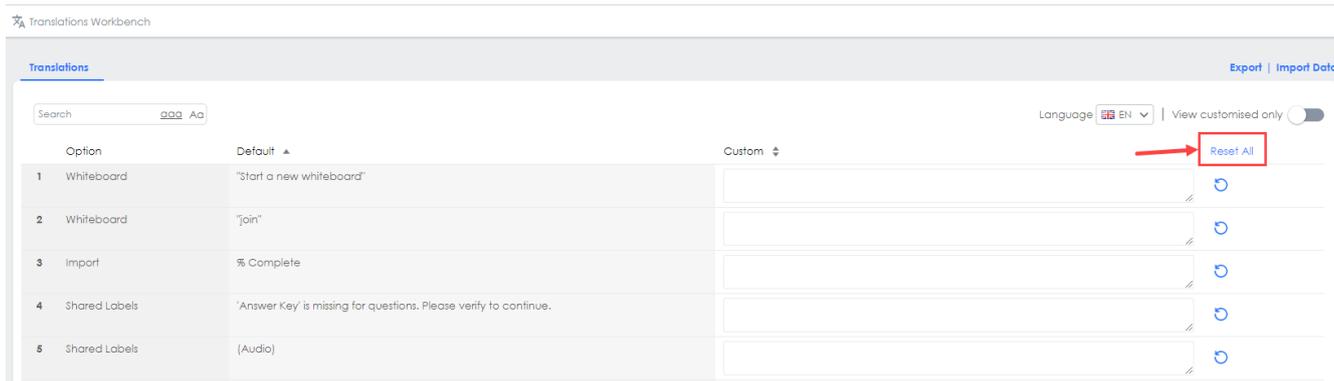
SCREENSHOT – Translations Workbench

17.5 Import Labels

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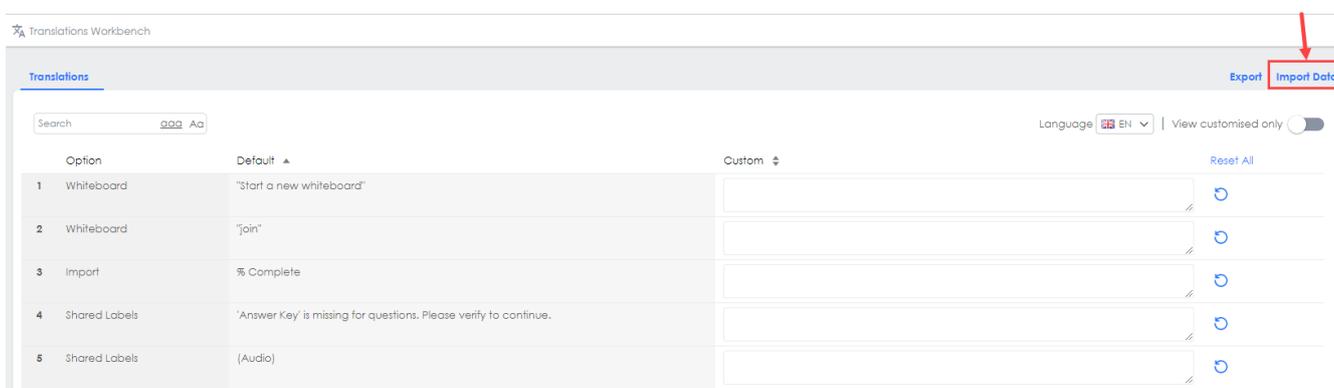
SCREENSHOT – Translations Workbench

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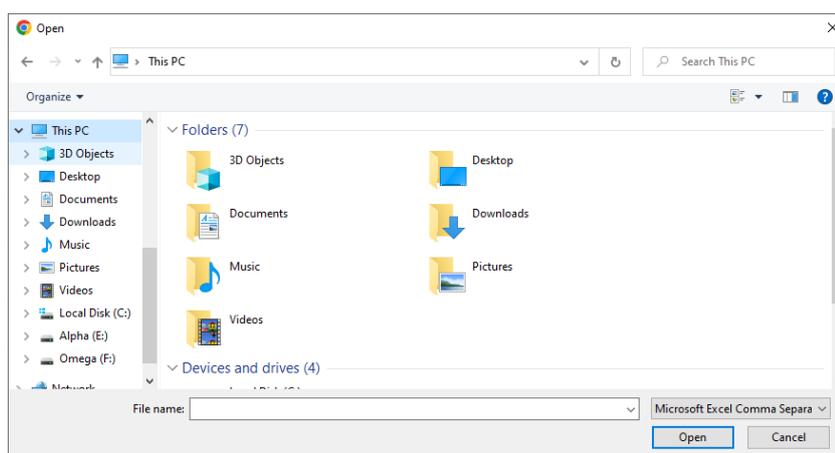
SCREENSHOT – Import CSV file

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:
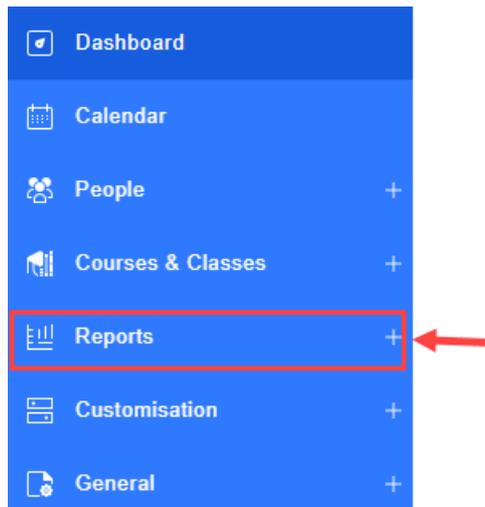
SCREENSHOT – Left Hand Panel

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:
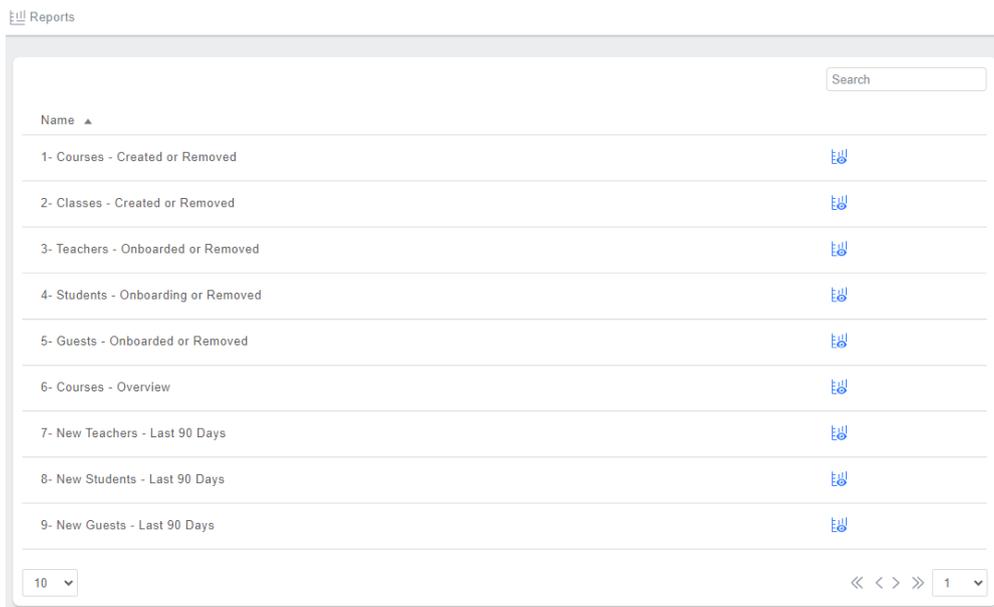
SCREENSHOT – Configuration Reports

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:
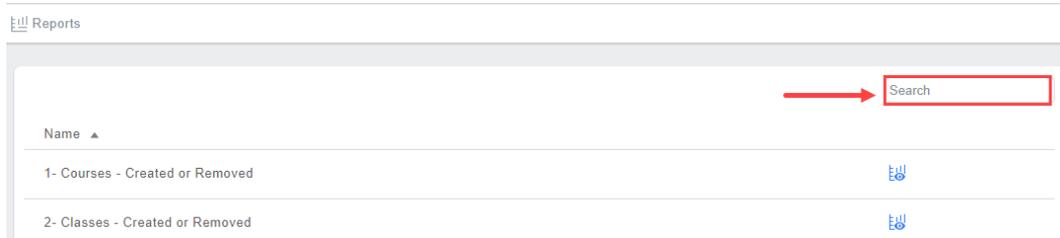
SCREENSHOT – Configuration Reports

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:
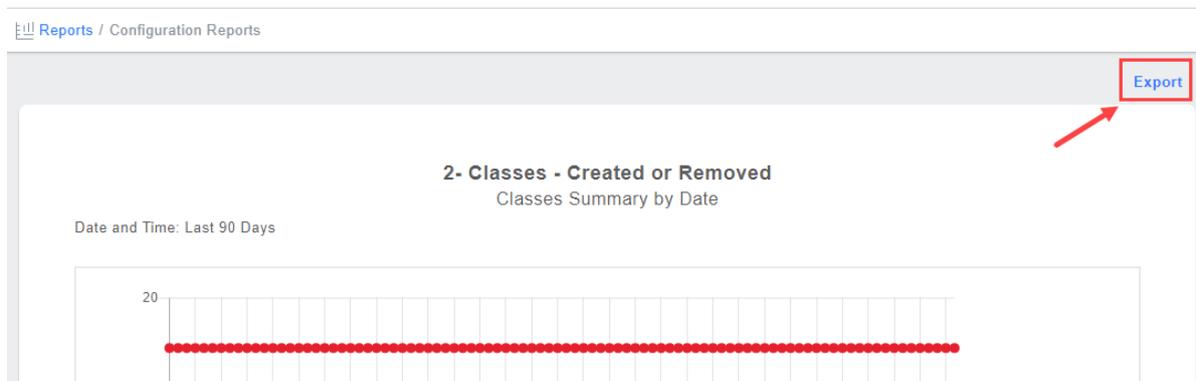
18.2   Activity Reports

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:
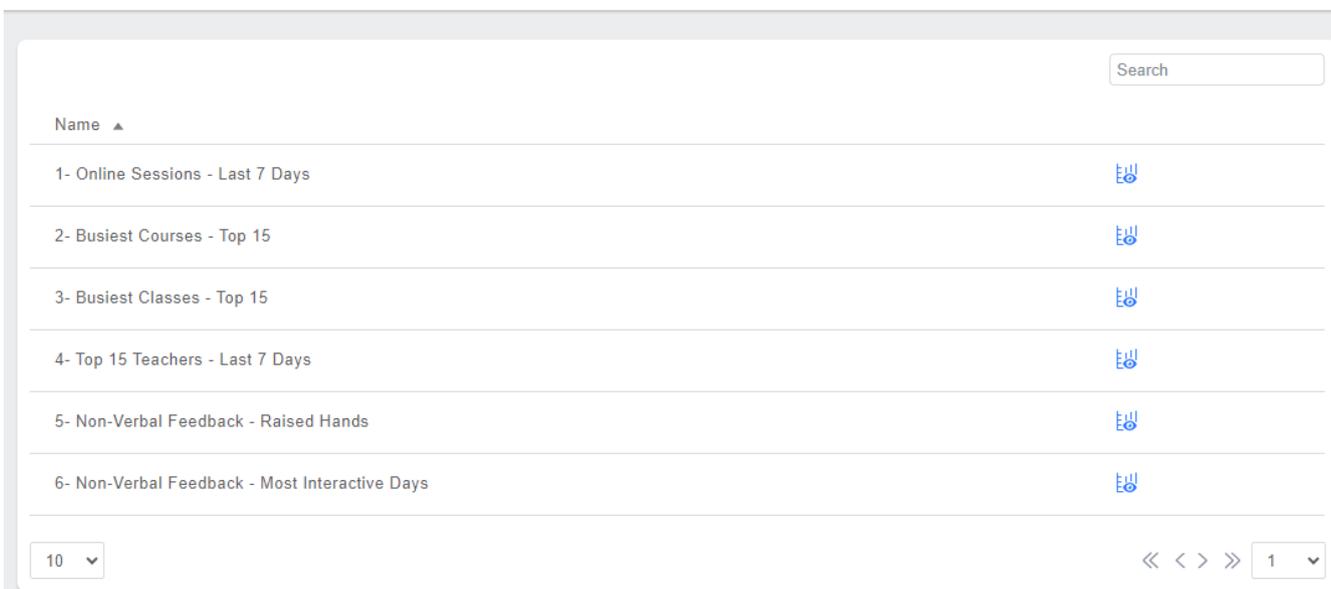
SCREENSHOT – Activity Reports

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:
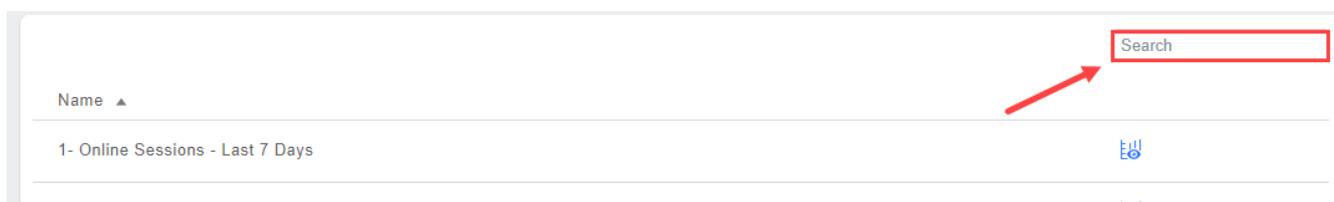
SCREENSHOT – Activity Reports

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 duraion 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:
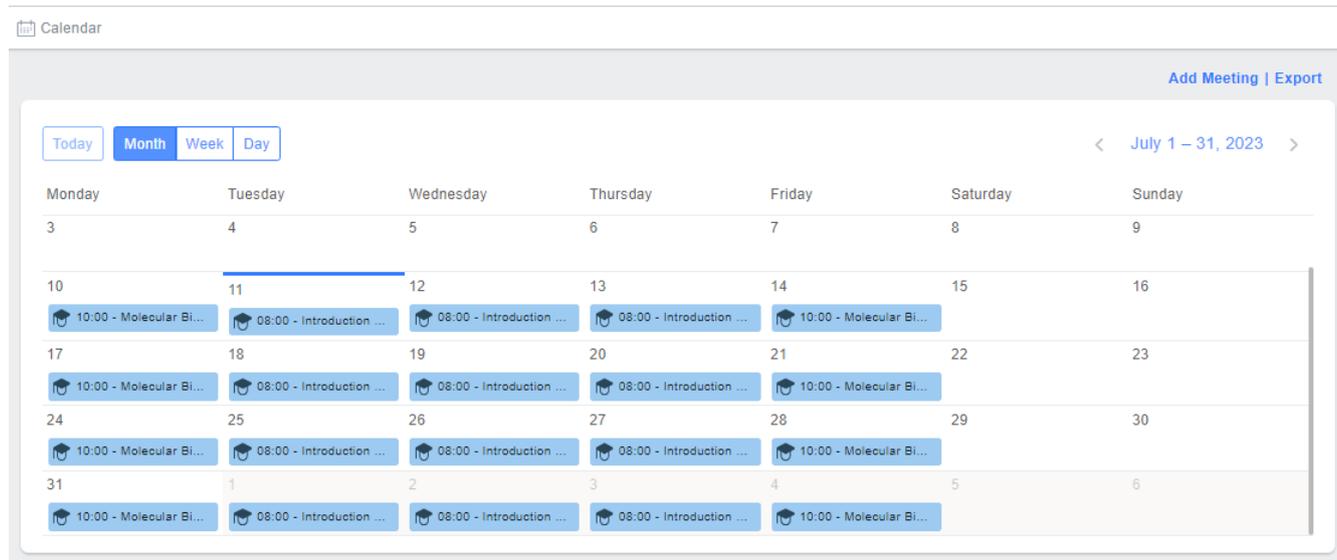
SCREENSHOT – Calendar

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:
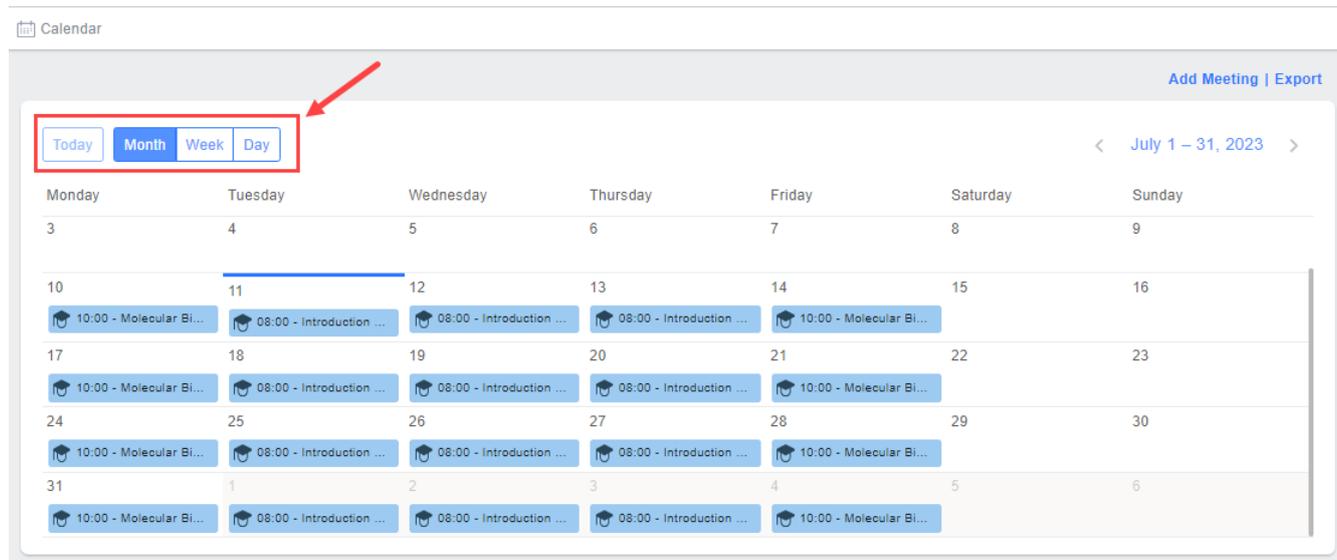
SCREENSHOT – Calendar

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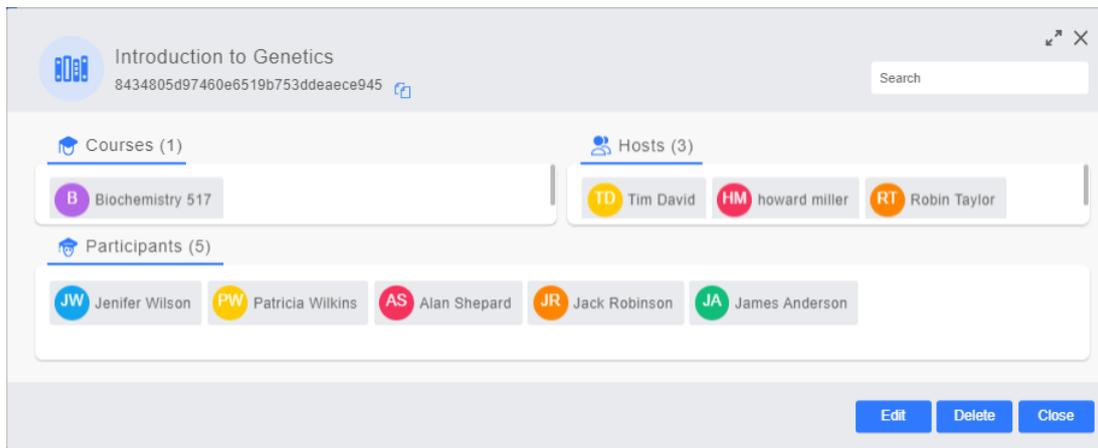
SCREENSHOT – Calendar Entry

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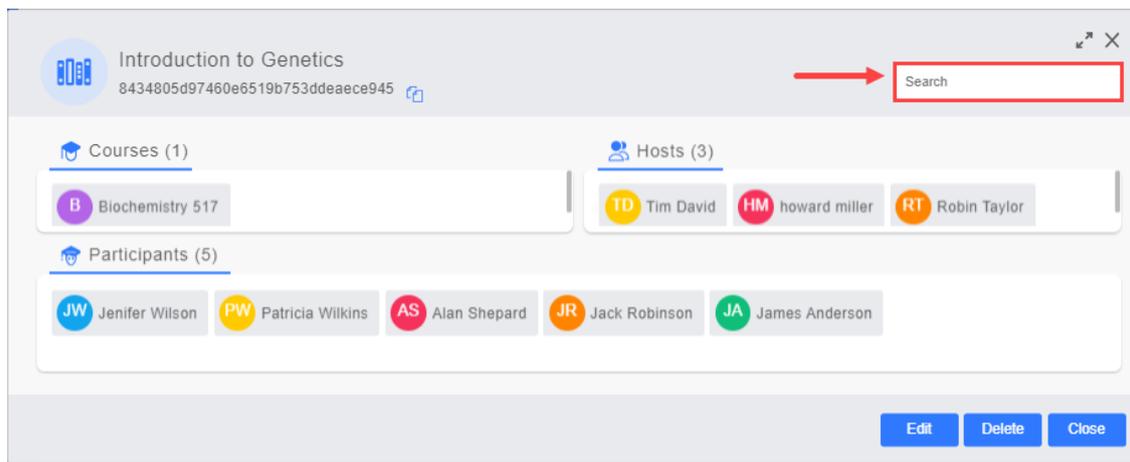
SCREENSHOT – Calendar Entry

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:
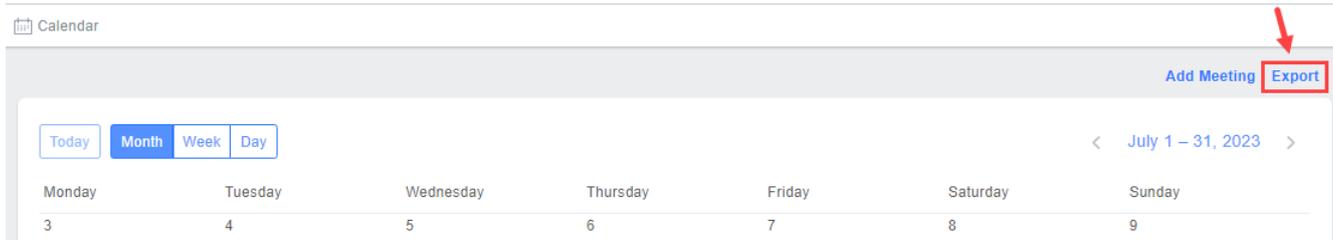
SCREENSHOT – Calendar

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:
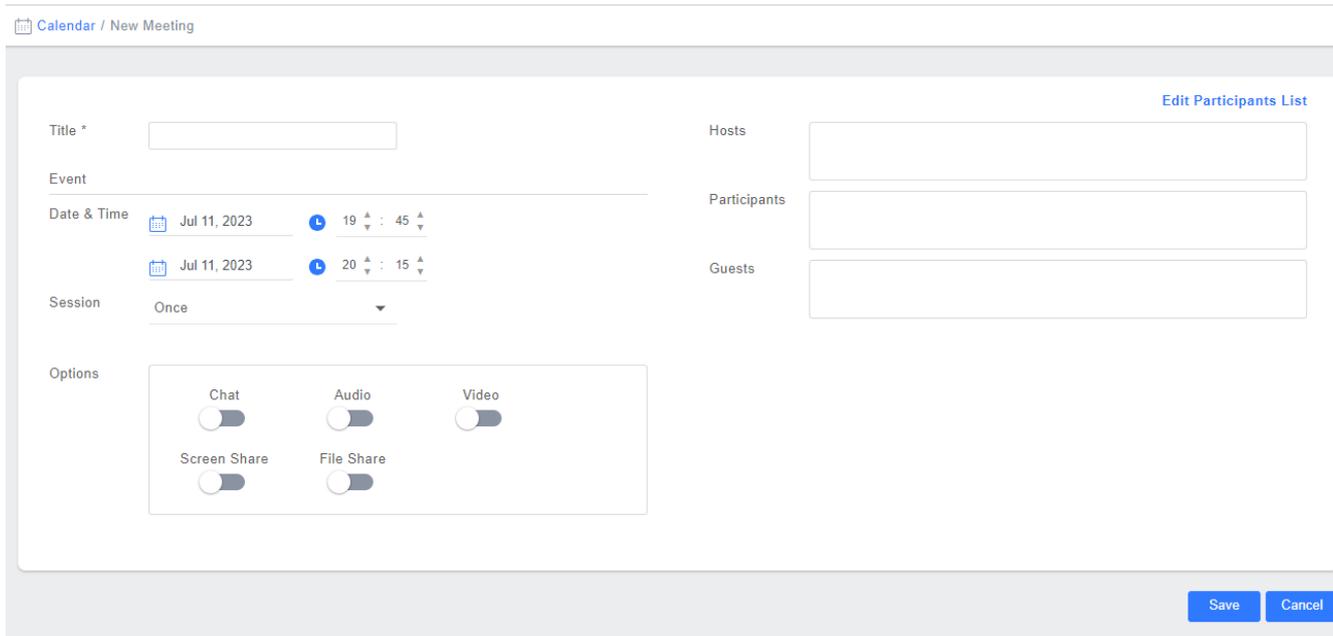
SCREENSHOT – Add Meeting

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:
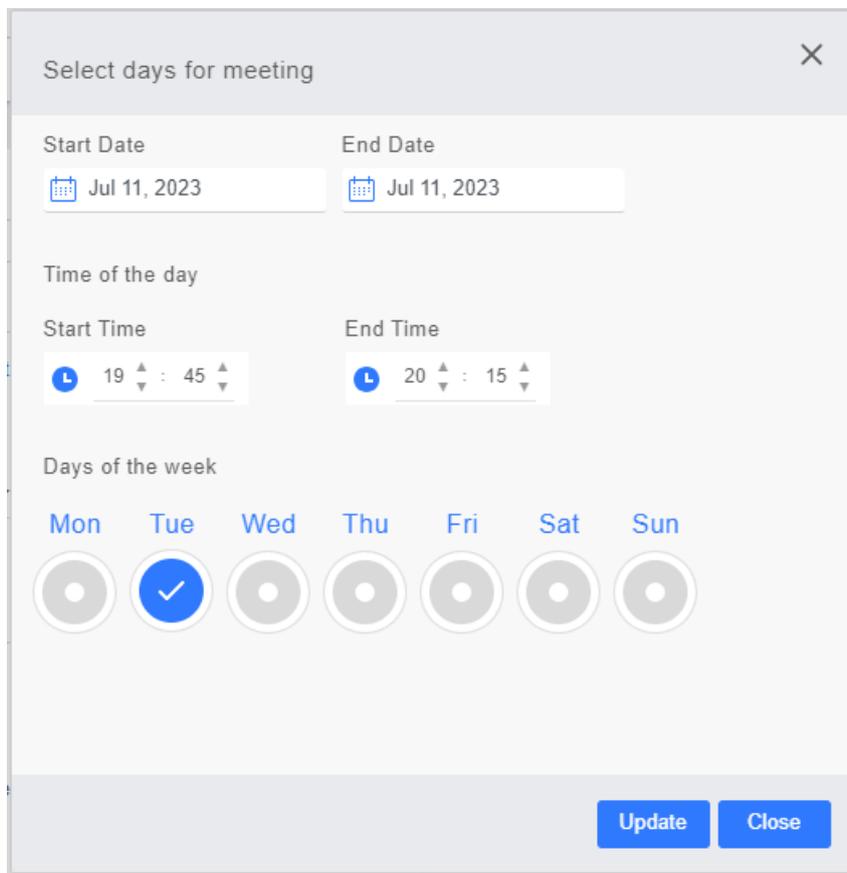
SCREENSHOT – Add Meeting

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.
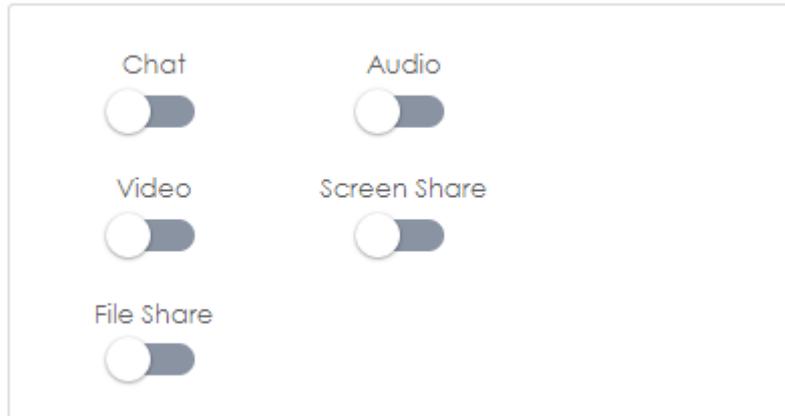
SCREENSHOT – Add Meeting

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:
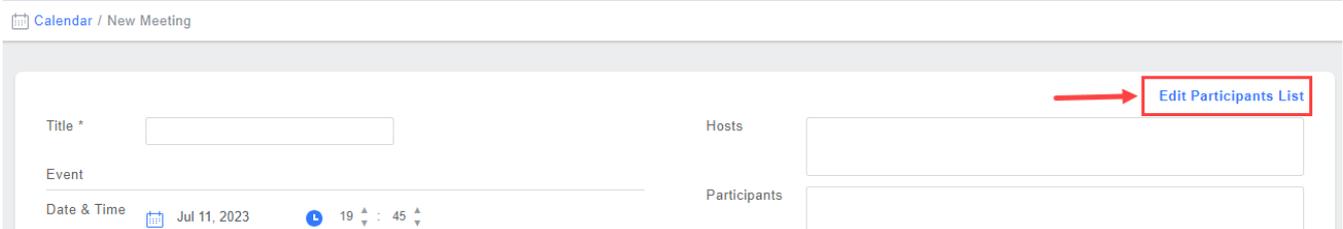
SCREENSHOT – Add Meeting

You will be presented with the following screen.
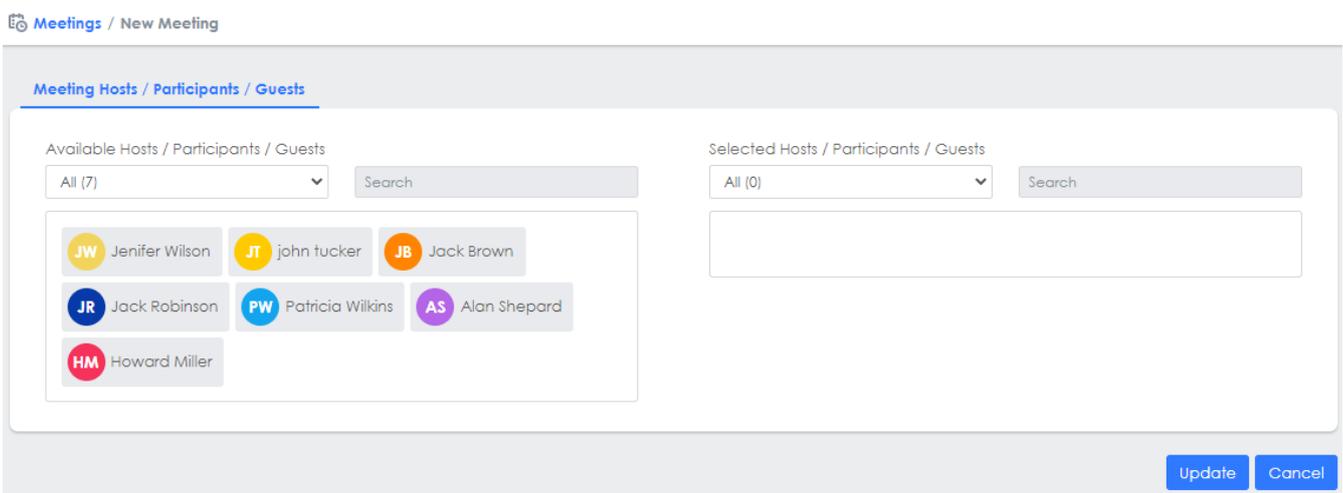
SCREENSHOT – Edit Participants List

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

SCREENSHOT – Edit Participants List

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

SCREENSHOT – Add Meeting

Click **Save**. You will be presented with the following popup window.
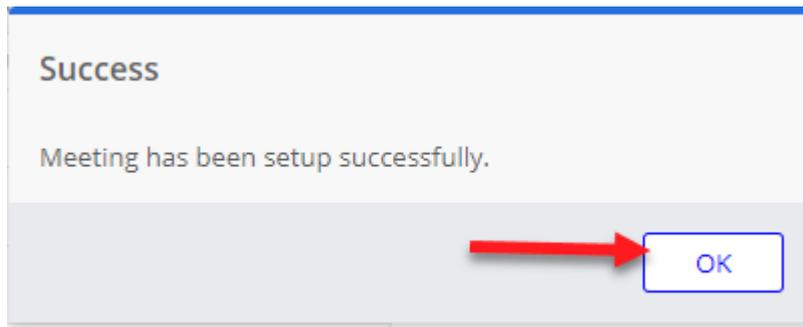
SCREENSHOT – Message from the Application

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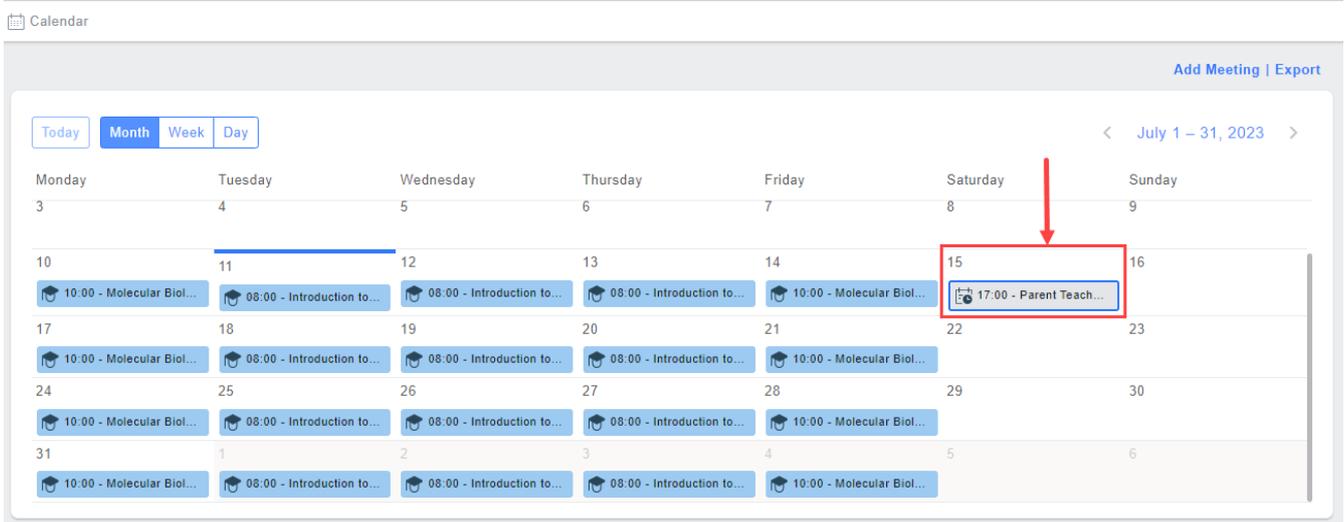
SCREENSHOT – Calendar

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:
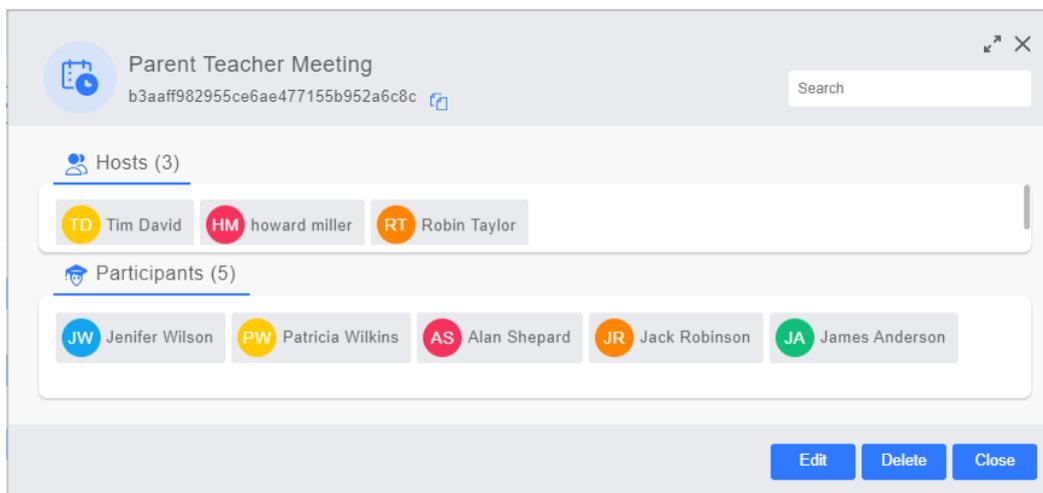
SCREENSHOT – Meeting Entry Details

When an organisation admin clicks on an Edit button, they will be taken to Edit Meeting screen as shown below:
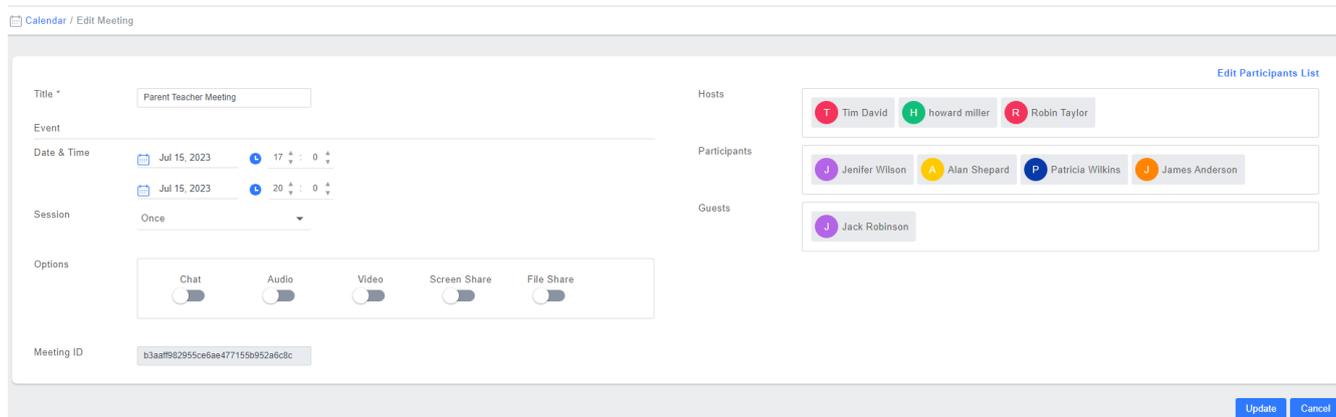
Once required changes are made, click on Update button.

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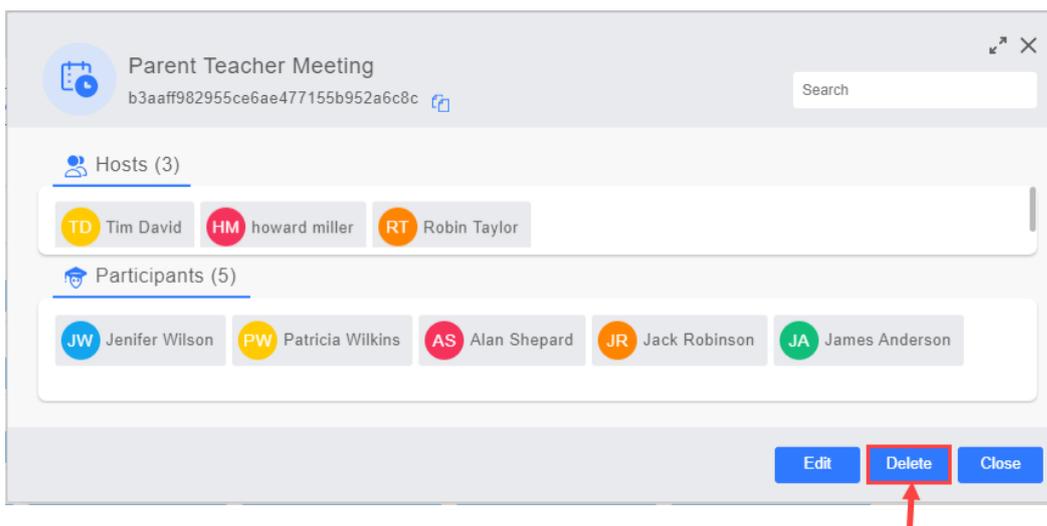
SCREENSHOT – Meeting Entry Details

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:

SCREENSHOT – Email Templates

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

Following screen is displayed:
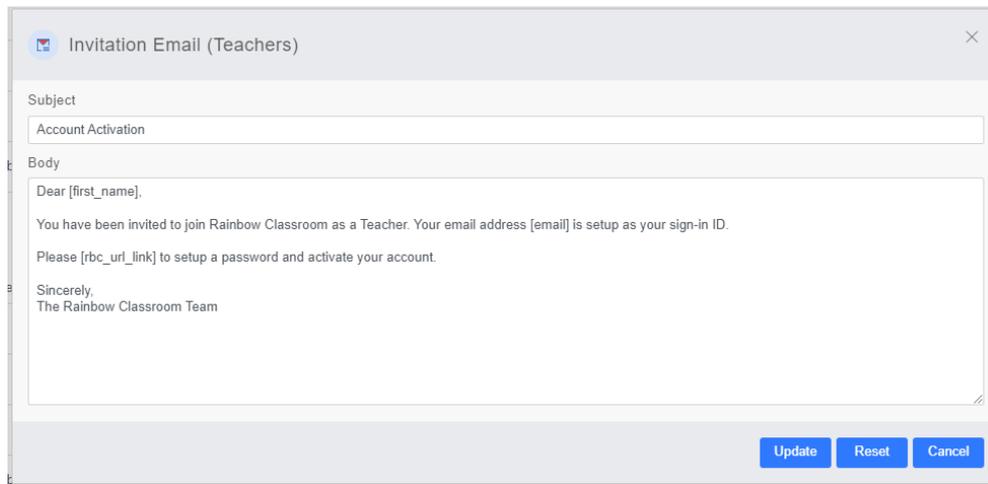
SCREENSHOT – Email Template

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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