Rainbow Classroom

(Management Center Guide - Moodle)

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1 Document History

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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 7** Secreenshots have been updated. **Section 8** Secreenshots have been updated. **Section 8.1** Secreenshots have been updated. **Section 8.2** Secreenshots have been updated. **Section 10** Screenshot has been added. **Section 11** Screenshot has been added. **Section 11.1** New section has been added. **Section 11.2** New section has been added. **Section 11.3** New section has been added. **Section 11.4** New section has been added. **Section 12** Secreenshots have been updated.

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08	01/07/2022	**Section 11.1** Details about time bound settings has been added. Screenshots have been updated. **Section 11.1.1** Screenshots have been updated. **Section 11.2** New section about View events has been added. Remaining sections have been renumbered. **Section 11.3** Screenshots have been updated.

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Edition	Date	Changes / Comments / Details
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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. This is

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.

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IMPORTANT!! *This guide assumes that an organisation has already been setup by a Business Partner administrator for the provision of Rainbow Classroom via industry standard LMS (Moodle).*

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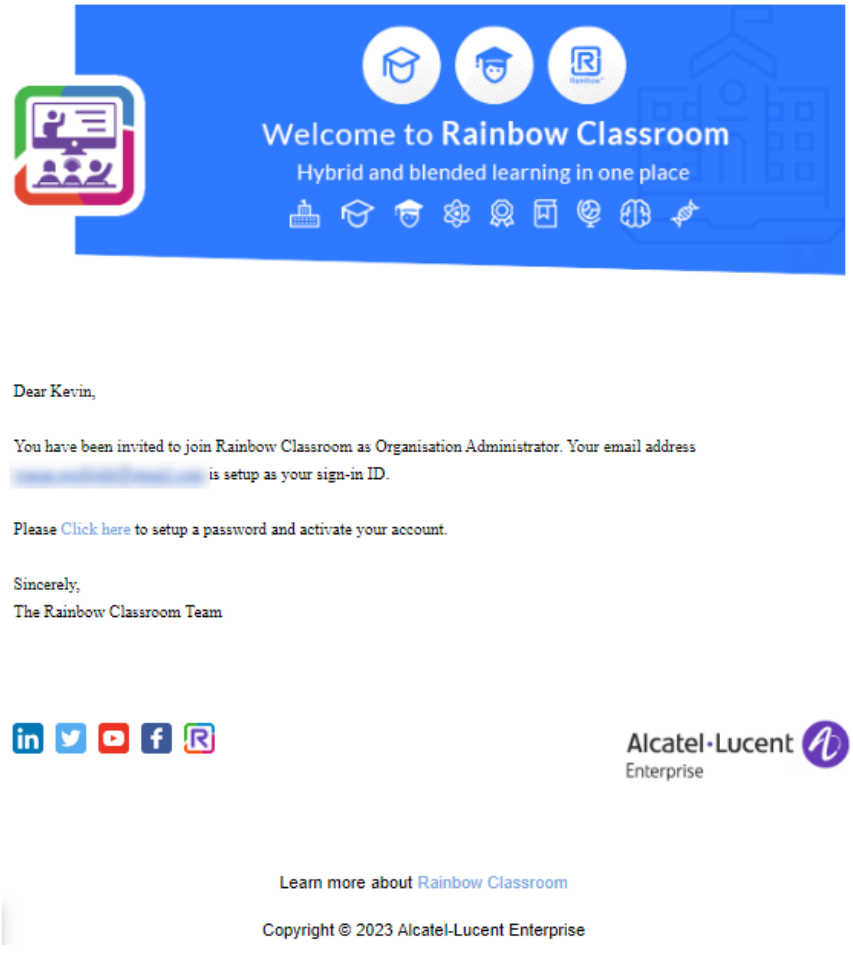
3 Activate Rainbow Classroom Management Center

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 Moodle LMS.

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.

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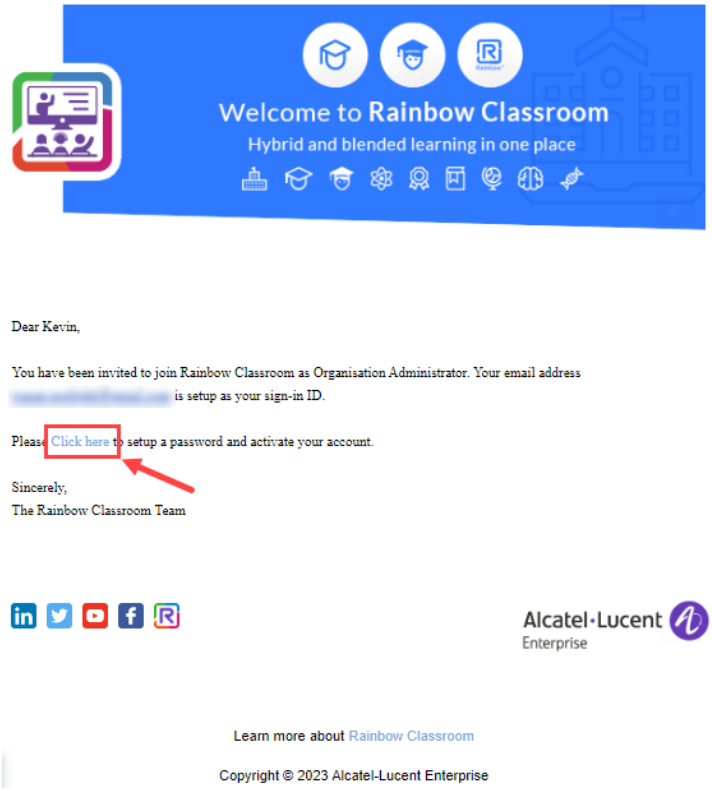
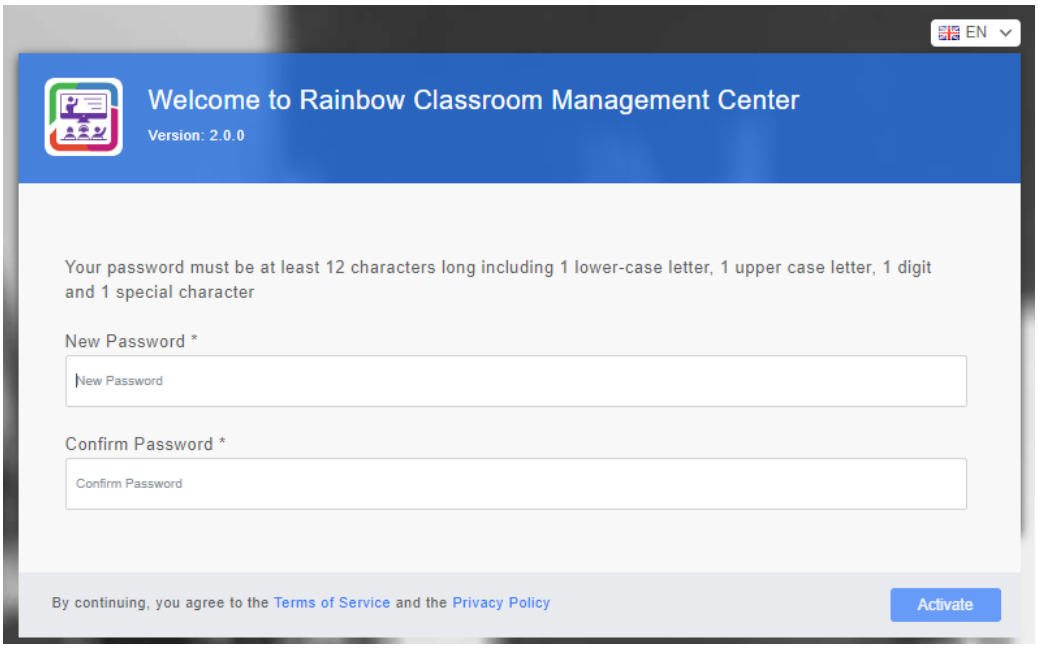


SCREENSHOT – Account Activation

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

You will be presented with the following screen.



SCREENSHOT – Account Activation

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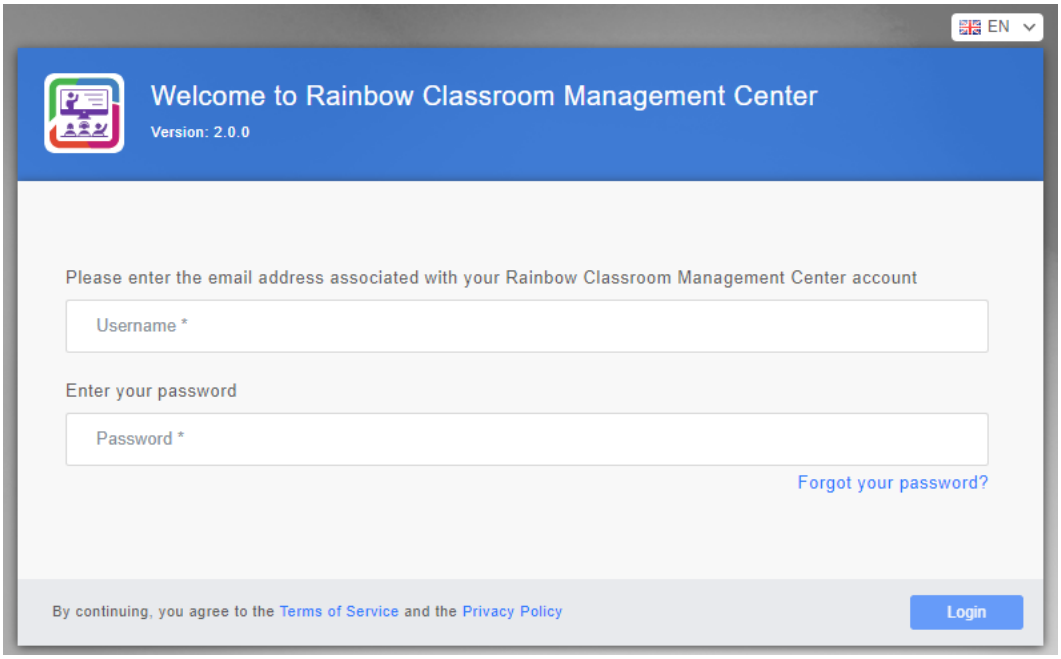
3. You need to set your password for the organisation admin account on the above screen. Please provide the following details.

   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. For more details on how to configure integration type, see the section titled Setup LMS Connectivity with Rainbow Classroom**integration_type**.

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, consumer key and shared secret for the provisioning of Rainbow Classroom via Moodle LMS. An example is shown below.

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SCREENSHOT – Integration Configuration

The organisation admin will use the provided consumer key, shared secret and token while creating the Moodle external app. For more details, please refer to 'Rainbow Classroom - Moodle Integration Guide' documentation.

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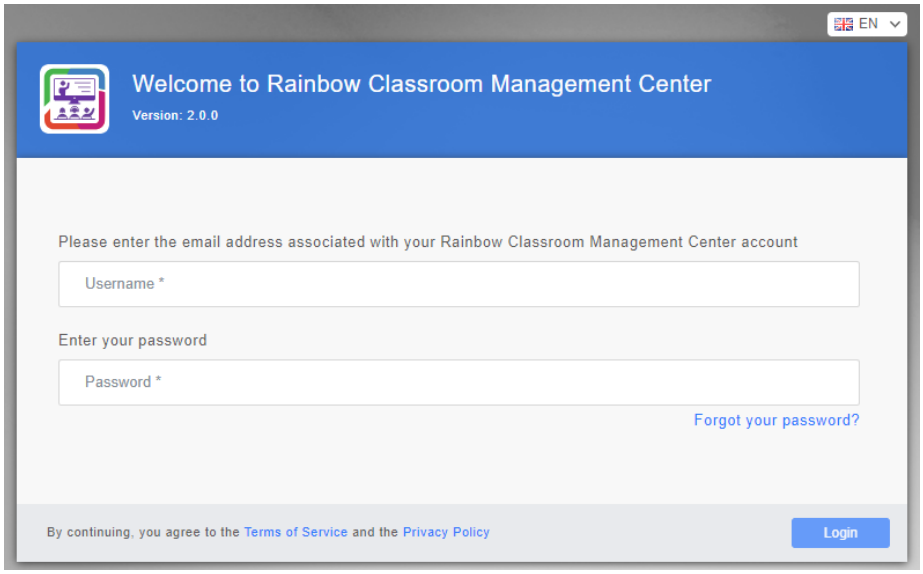
4 Rainbow Classroom Management Center – Start-up

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

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.

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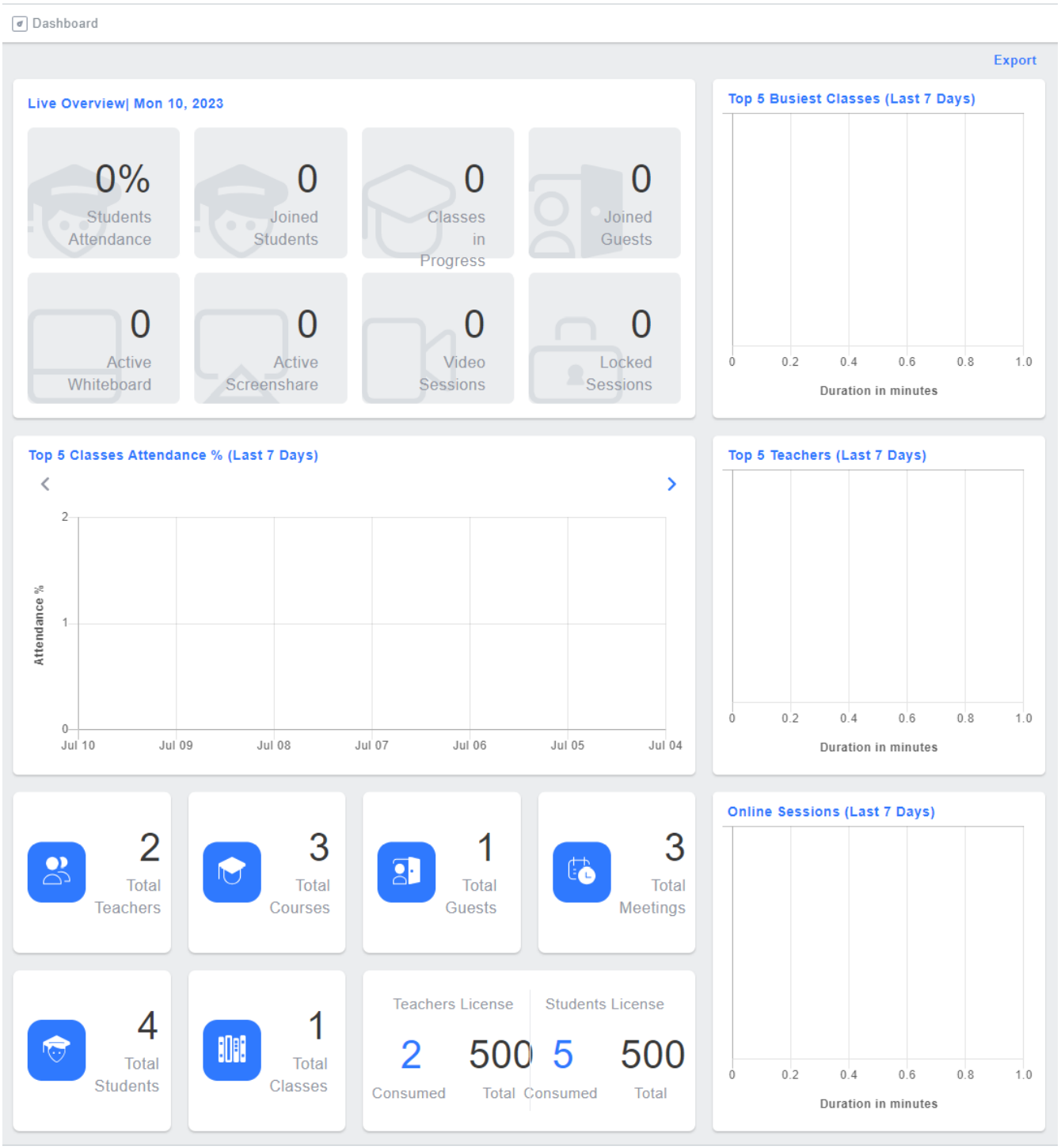

SCREENSHOT – Rainbow Classroom (Moodle) Dashboard

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.

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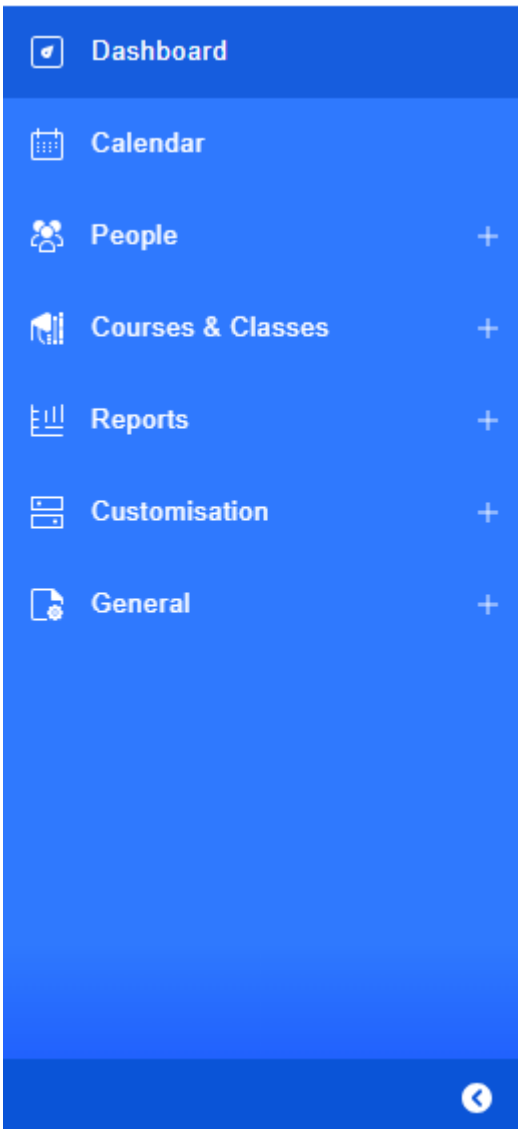

SCREENSHOT – Slider Control with Left Hand Panel Displayed

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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:

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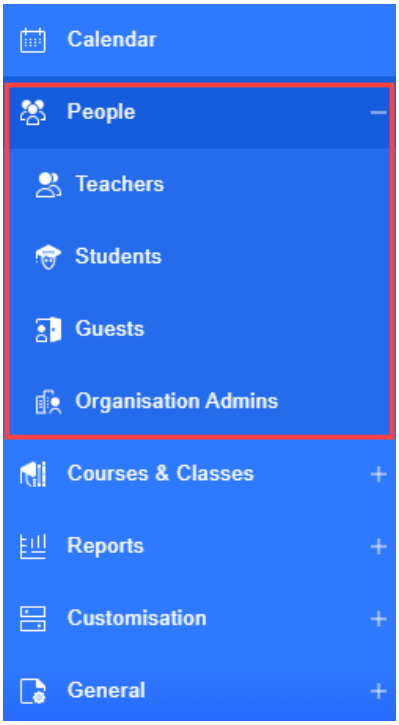

SCREENSHOT – Expanded Menu Options in left hand panel

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:

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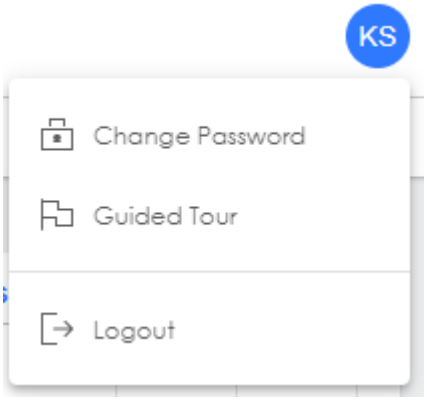
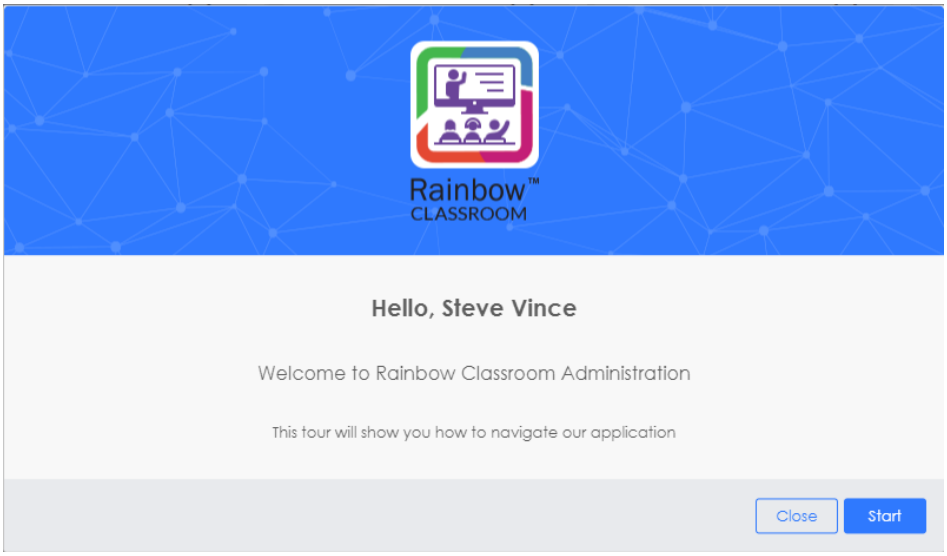


SCREENSHOT – Rainbow Classroom Interface

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:

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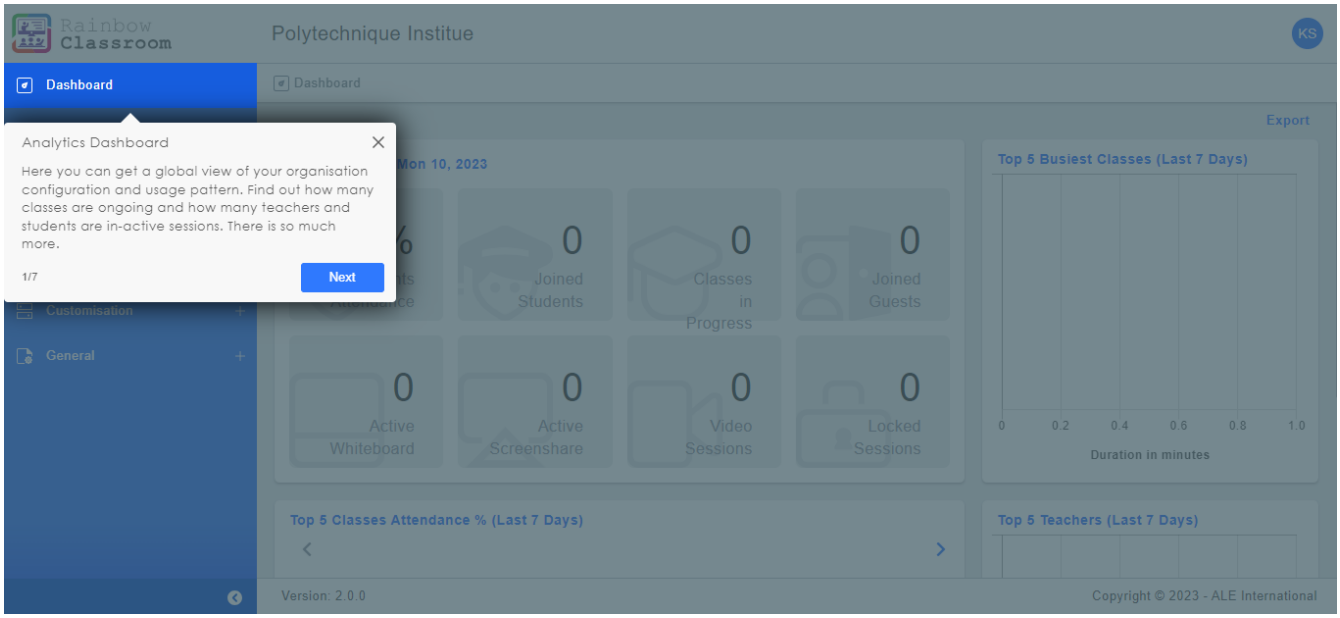

SCREENSHOT – Guided Tour

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.

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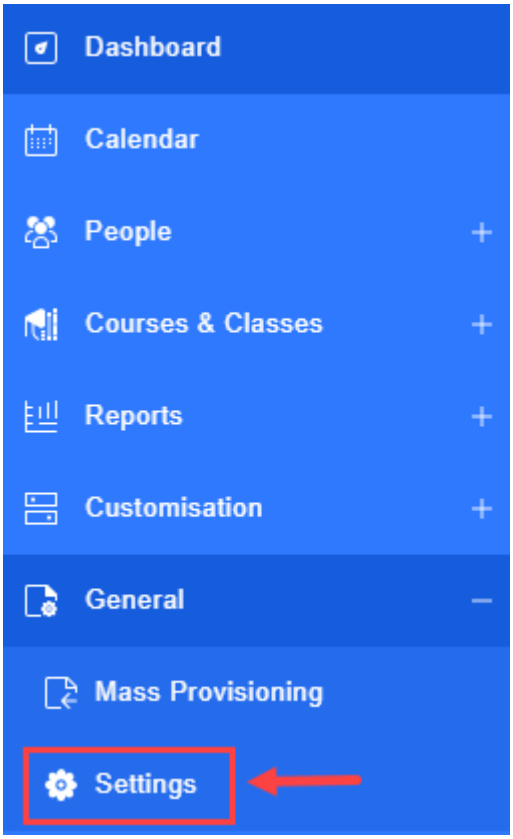
5 Setup LMS Connectivity with Rainbow Classroom

This section facilitates the organisation admin to setup LMS connectivity with Rainbow Classroom. The connectivity with LMS will enable the organisation admin to fetch the respective LMS user roles and map them with the roles of Rainbow Classroom i.e. teacher, student and guest. The section also allows the organisation admins to choose the LMS type (integration type with Rainbow Classroom) for their organisation admin account i.e. Moodle, Canvas, or Rainbow Classroom.

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 provide following LMS information for the connectivity of LMS with Rainbow Classroom.

LMS Type: Select **Moodle** from the dropdown menu of the respective field. This is the integration type with Rainbow Classroom for your organisation admin account.
Server URL: Enter the URL of domain server.
Server Port: Enter the port of domain server.
Moodle Service Token: Enter the API access token which is generated in the Moodle account for the Moodle API integration with Rainbow Classroom.

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Note: Please refer to "Rainbow Classroom - Moodle Integration Guide" to find out more about Moodle access token.

You can click on Test button to check whether the connectivity has been established successfully. Once done, click on Update button.

IMPORTANT!! *The LMS type can only be selected once. The organisation admin will not be able to update it later once the setting has already been applied to their account. However, organisation admin can update other options on the settings screen.*

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

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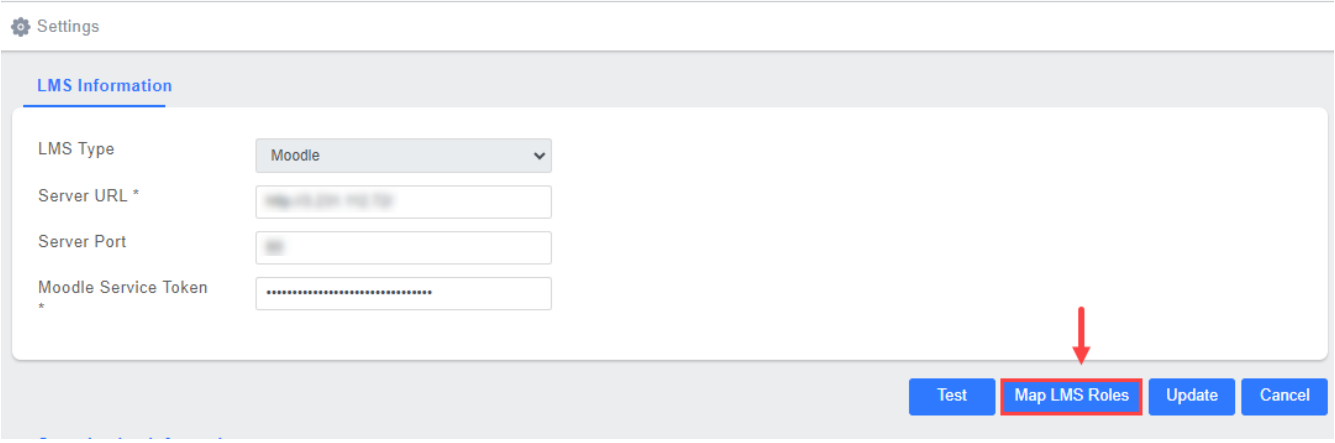
5.1 LMS Role Mapping

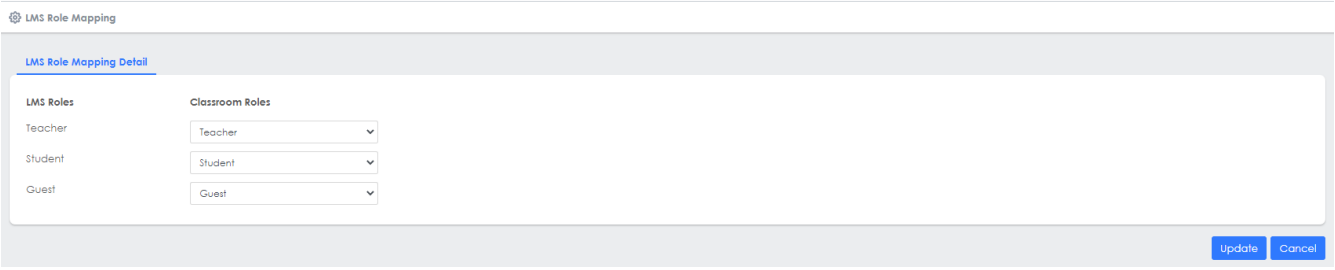
Rainbow Classroom has three user roles i.e. Teacher, Student and Guest. Each user role can be mapped with multiple LMS user roles. Rainbow Classroom uses role mapping to determine which user role is connected to the LMS role, allowing course provisioning to be processed using the same user roles defined in the LMS.

Once all the LMS information is updated on the **Settings** screen, the respective LMS details will be fetched which enables you to map the LMS roles with the roles defined in Rainbow Classroom. To do so, click on the newly appeared button **Map LMS Roles**, as shown below:



SCREENSHOT – LMS Role Mapping

You will be presented with the following screen.



SCREENSHOT – LMS Role Mapping

On this screen, all the LMS user roles are available beside the dropdown menu of Rainbow Classroom roles, as shown below. You can select a Rainbow Classroom role for each LMS role from the respective dropdown.

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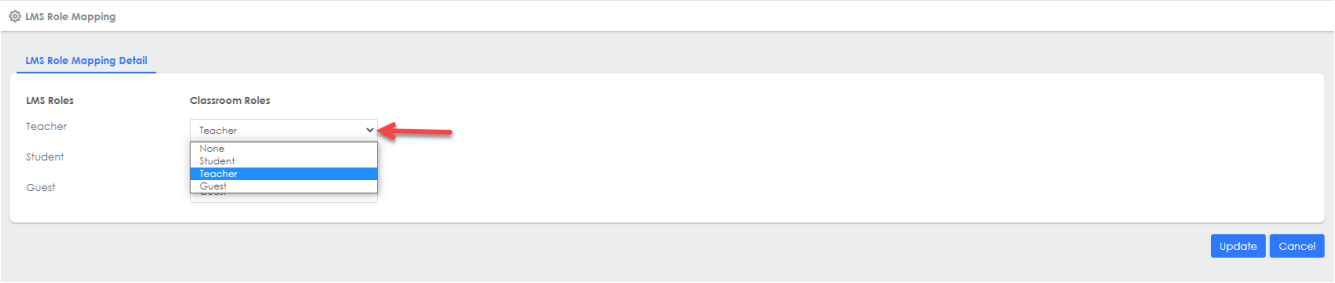
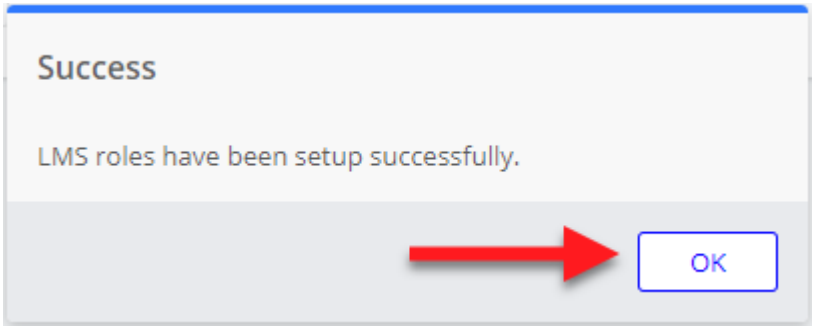


SCREENSHOT – LMS Role Mapping

Once done, click the **Update** button. You will be presented with the popup window, as shown below.

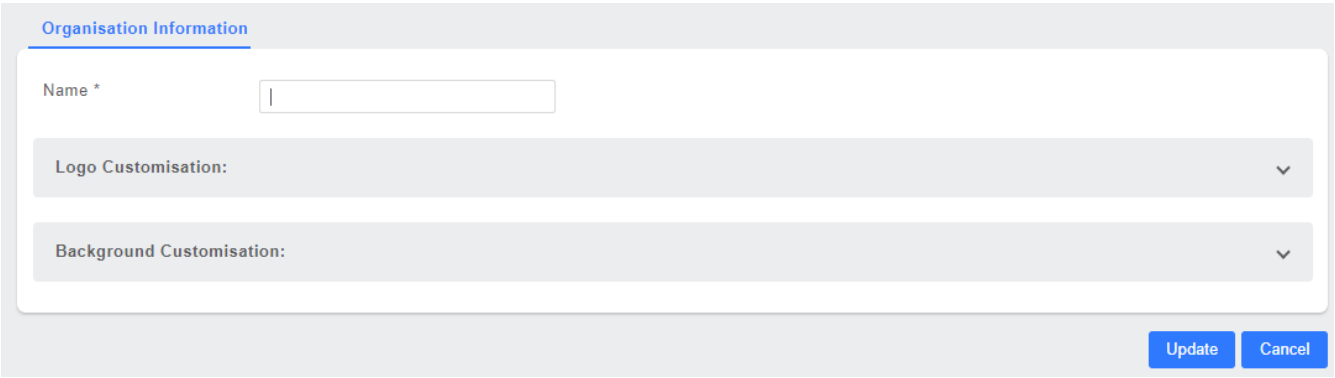


SCREENSHOT – Message from the Application

Click **OK** and your LMS roles will be setup.

5.2 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:

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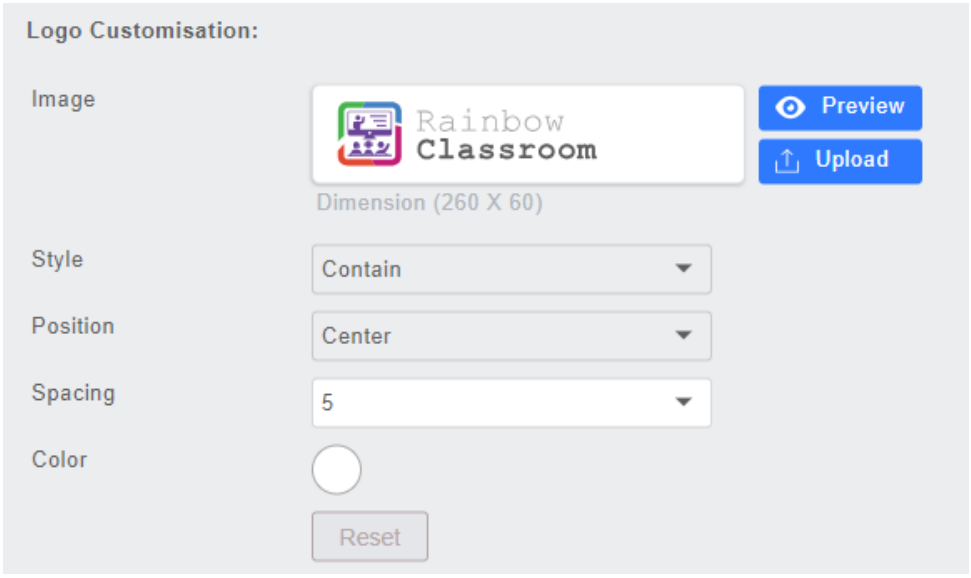

SCREENSHOT – Logo Customisation

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.

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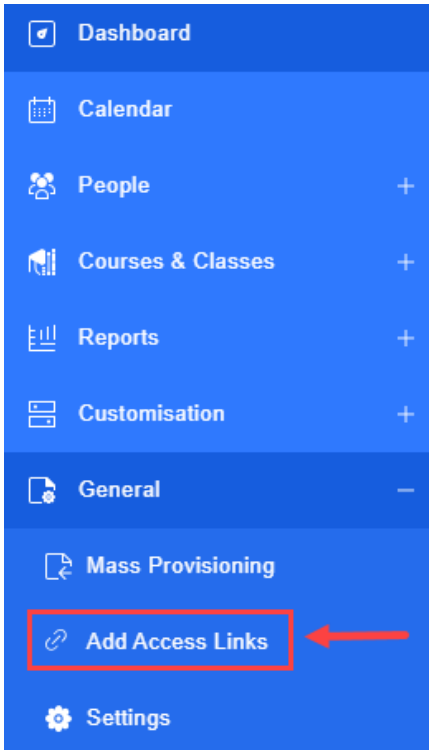
6 Add Access Links

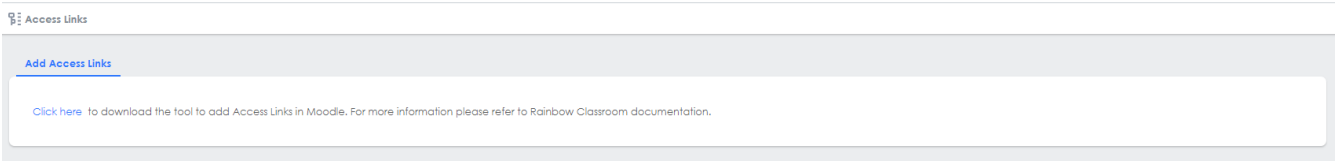
The organisation admin can add access links of Rainbow Classroom inside Moodle courses via the **'Rainbow Classroom Provisioning - Moodle Links'** application. The application will allow you to add the access links inside the courses screens for students, teachers and guests. Users who are already signed in to Moodle can simply click on Rainbow Classroom access links and instantly jump to the respective Rainbow Classroom.

To download this application, **Expand the General option in the left-hand panel and click on the Access Links as shown below:**



SCREENSHOT – Left Hand Menu

Following screen will be displayed:



SCREENSHOT – Add Access Links

Note: The external apps of Rainbow Classroom are created in Moodle account by an administrator. For more details of creating Rainbow Classroom as an external app, please see 'Rainbow Classroom - Moodle Integration Guide'.

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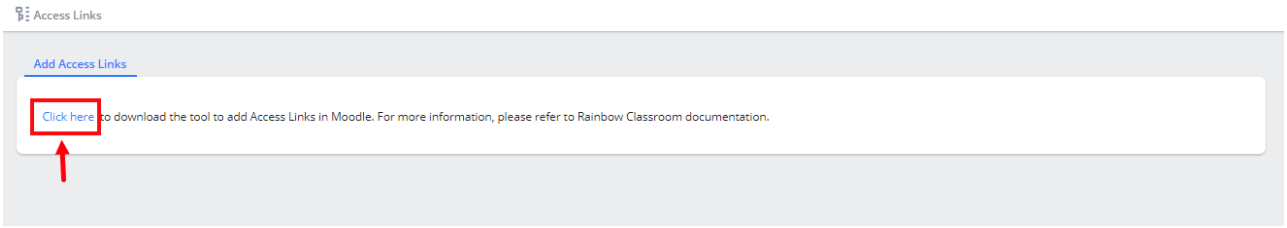
Click the provided link to download the **'Rainbow Classroom Provisioning - Moodle Links'** application, as shown below. For more details, please see 'Rainbow Classroom Provisioning – Moodle Links Admin Guide' documentation.



SCREENSHOT – Add Access Links

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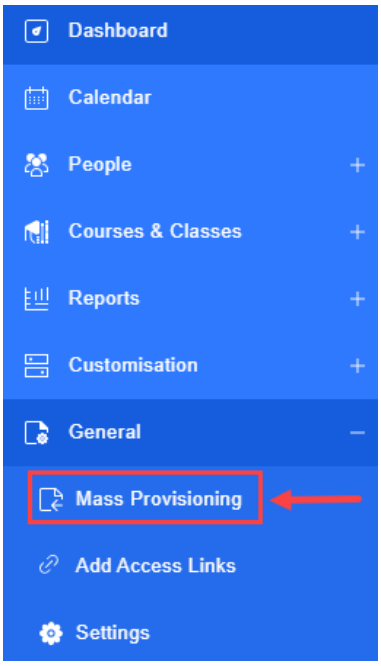
7 Mass Provisioning

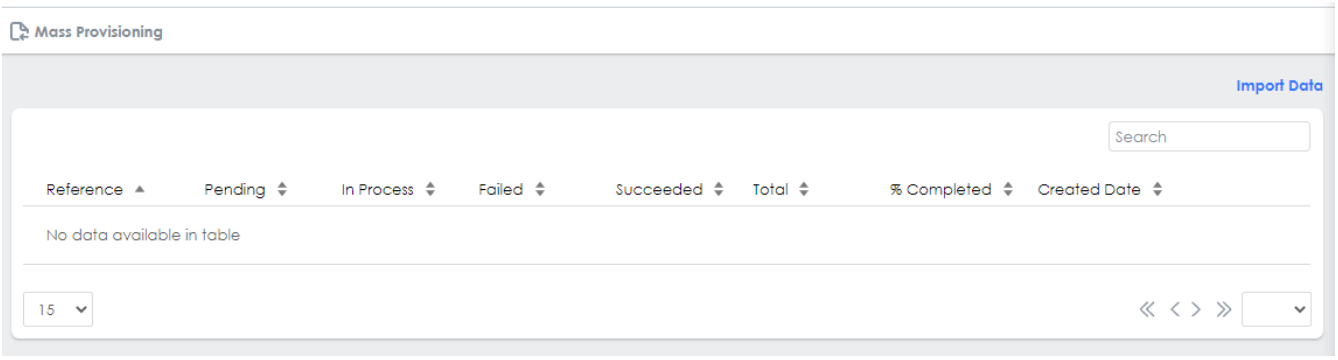
The organisation administrator can configure a Rainbow Classroom environment using mass provisioning, which allows them to automates the process of provisioning their bulk of LMS courses to the users. This will enable the users to access Rainbow Classroom with their associated courses. Provision of these courses can be done via an external app (Rainbow Classroom) created within your LMS account but that requires setup for each LMS course. This is where the need for mass provisioning of courses comes which allows an organisation admin to provision bulk of courses to students, teachers and guests in one go.

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 Menu

Following page is displayed:



SCREENSHOT – Mass Provisioning

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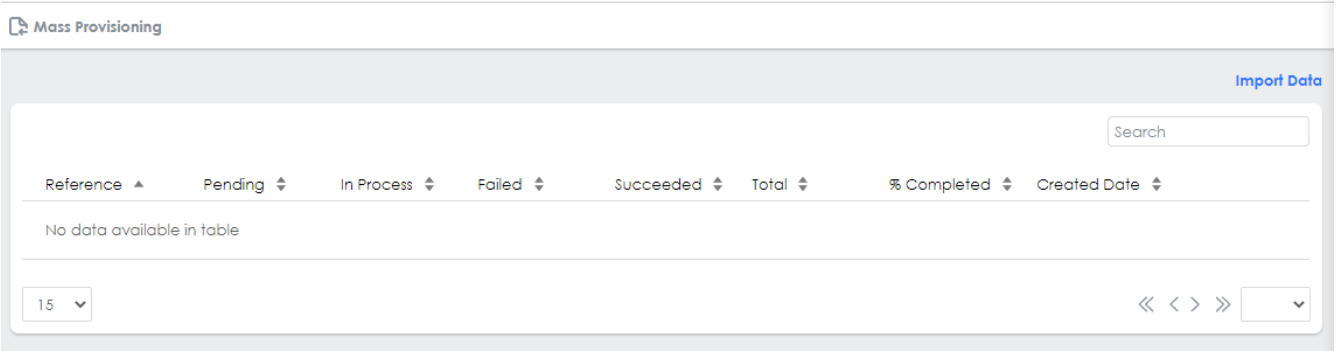
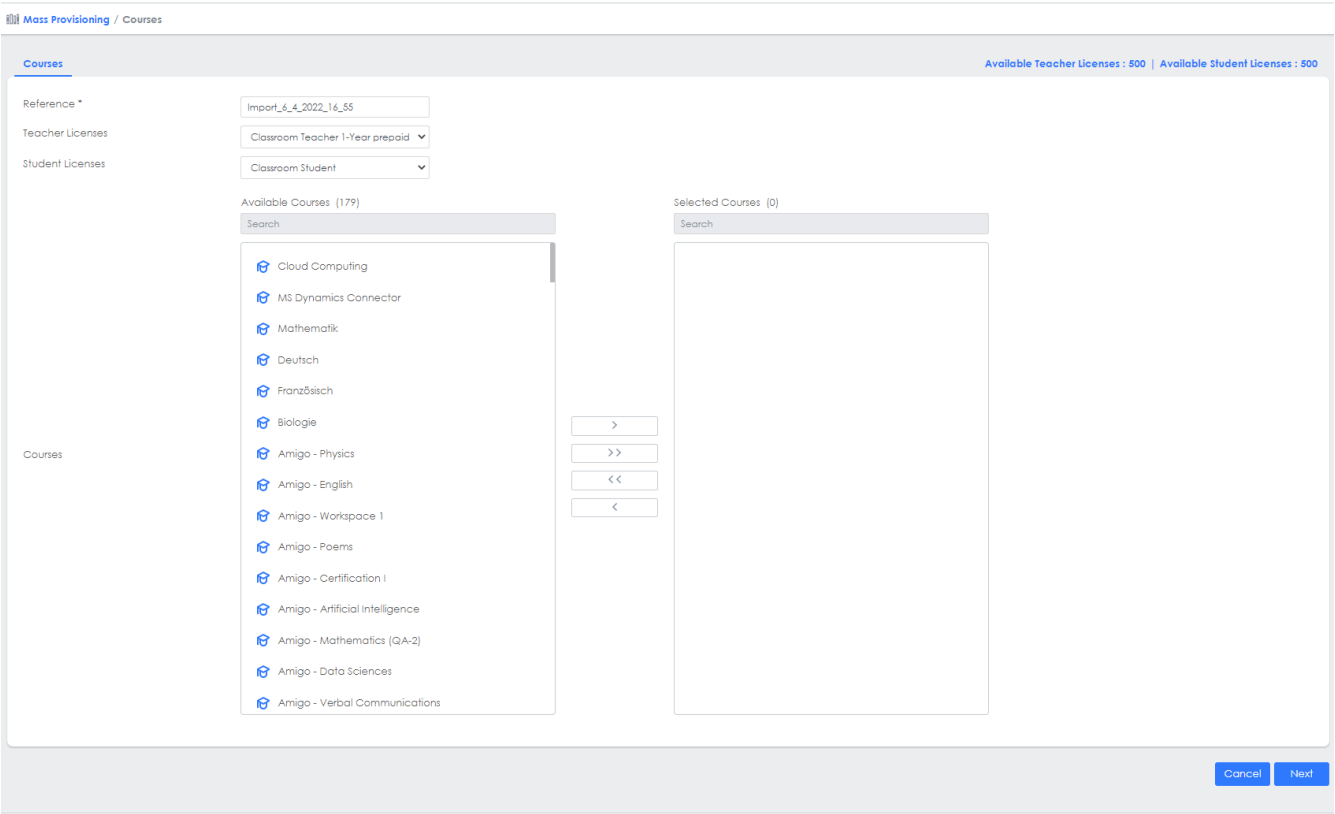
7.1 Import Data for Mass Provisioning

Once the LMS connectivity setup is done for Rainbow Classroom, the LMS data including courses and their associated participants can be imported for mass provisioning setup. To do so, click **Import Data** link displayed at the top right side of the screen, as shown below.



SCREENSHOT – Mass Provisioning

Upon clicking the link, all the LMS courses details will be retrieved and you will be presented with the following screen.



SCREENSHOT – Mass Provisioning

Reference: This is the system generated unique identifier number.

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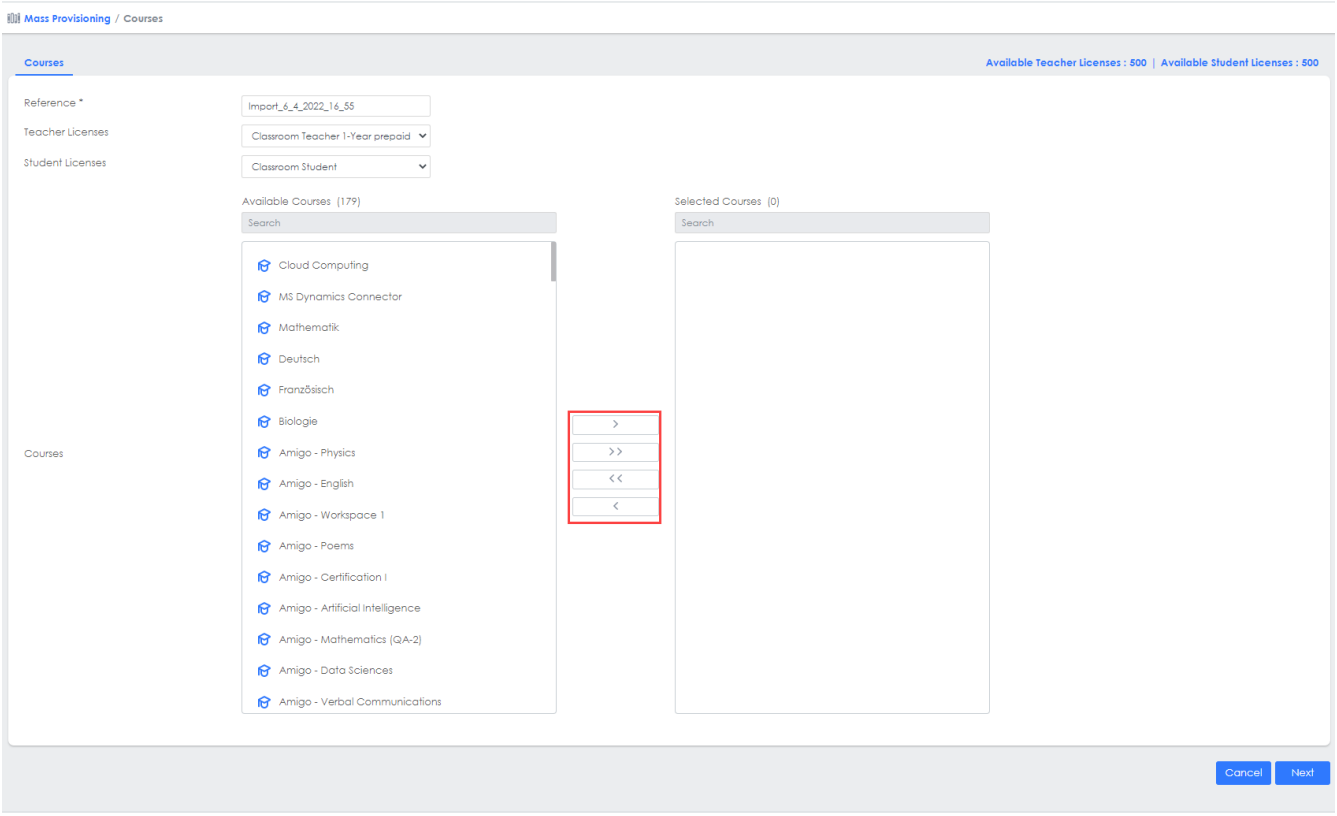
Teacher Licenses: Select a subscription plan for teachers from the dropdown menu of the respective field. This subscription plan will be assigned to all the teachers selected in the mass provisioning setup.

Student Licenses: Select a subscription plan for students from the dropdown menu of the respective field. This subscription plan will be assigned to all the students selected in the mass provisioning setup.

Courses: All the available LMS courses 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.

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



SCREENSHOT – Mass Provisioning

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

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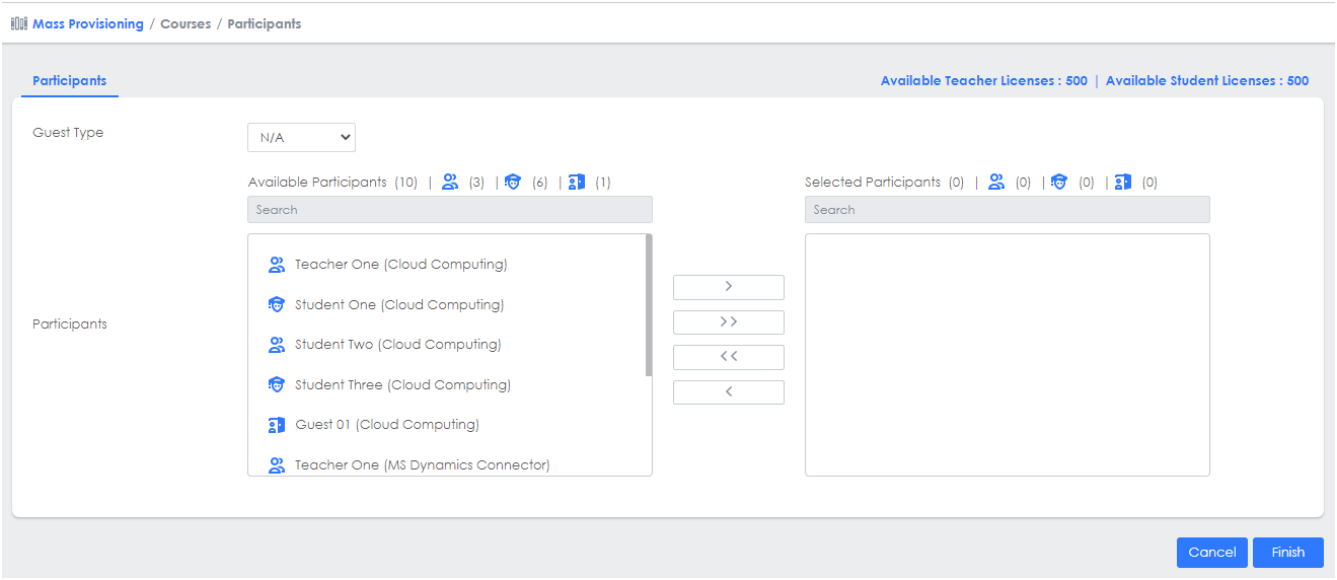
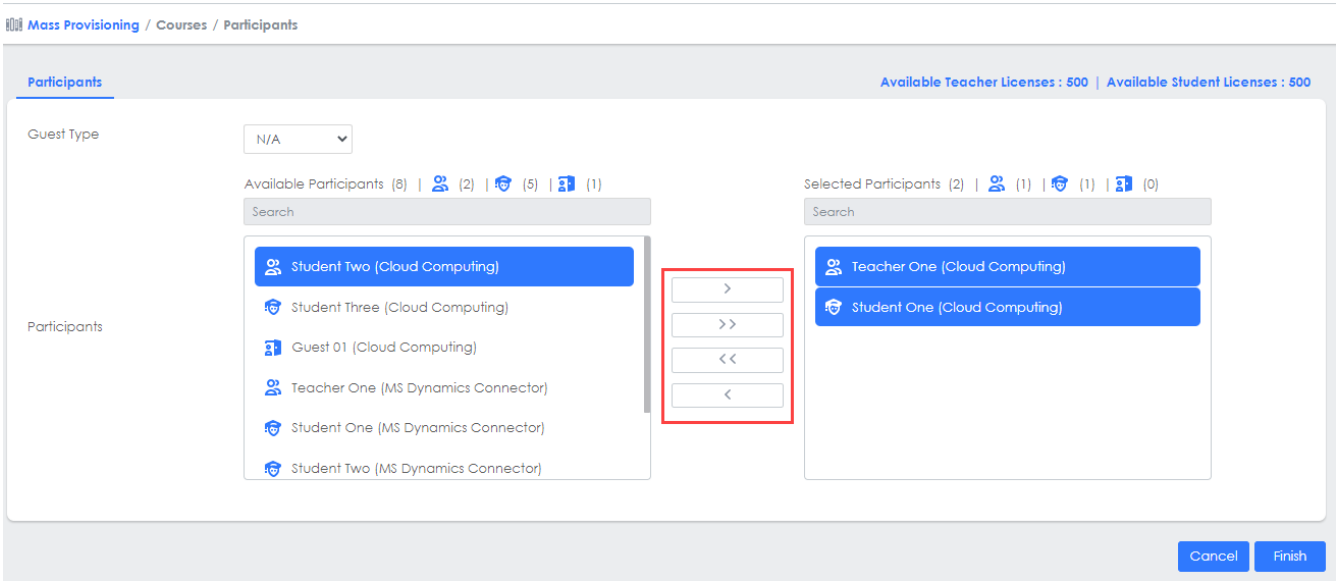


SCREENSHOT – Mass Provisioning

Note: Before proceeding with the participant's selection, please select the Guest Type from the respective dropdown displayed on the above screen. If you do not select any guest type from the dropdown menu, the type of the guest will be Guardian by default.

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



SCREENSHOT – Mass Provisioning

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

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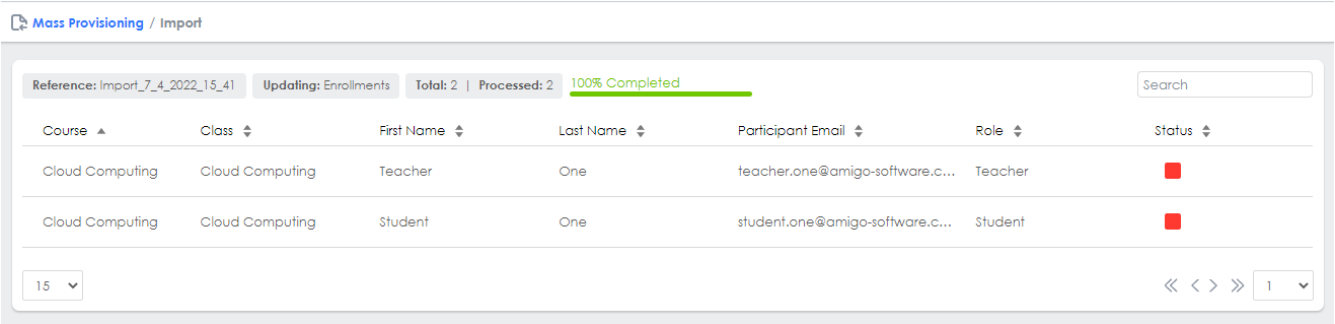
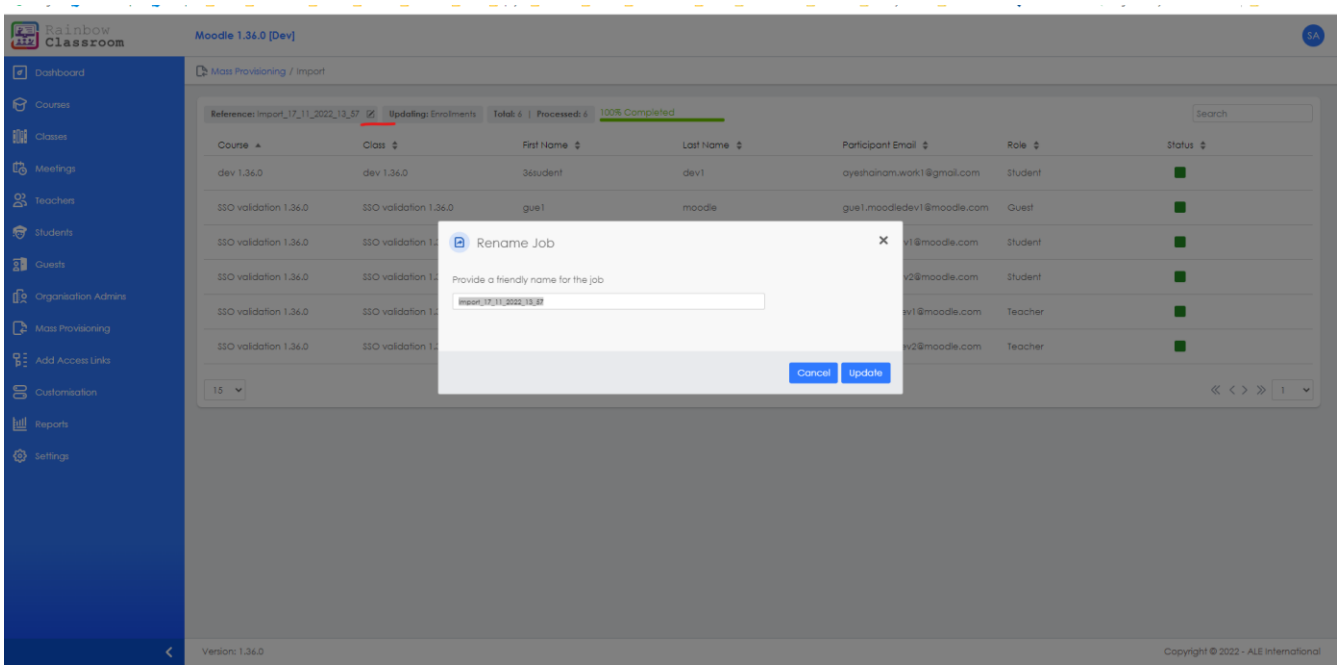


SCREENSHOT – Mass Provisioning

Note: Reference number can be edited by clicking on the EDIT icon displayed next to Reference number as highlighted below. Following screen is displayed:



SCREENSHOT – Mass Provisioning

Note: The organisation admin can setup mass provisioning again for new and existing courses by following the method that has been explained above. When doing so, the number of courses and that have already been provisioned will be displayed in their respective selected box. An example is shown below in which the courses that have been provisioned in the previous setup are displayed in the Selected Courses box.

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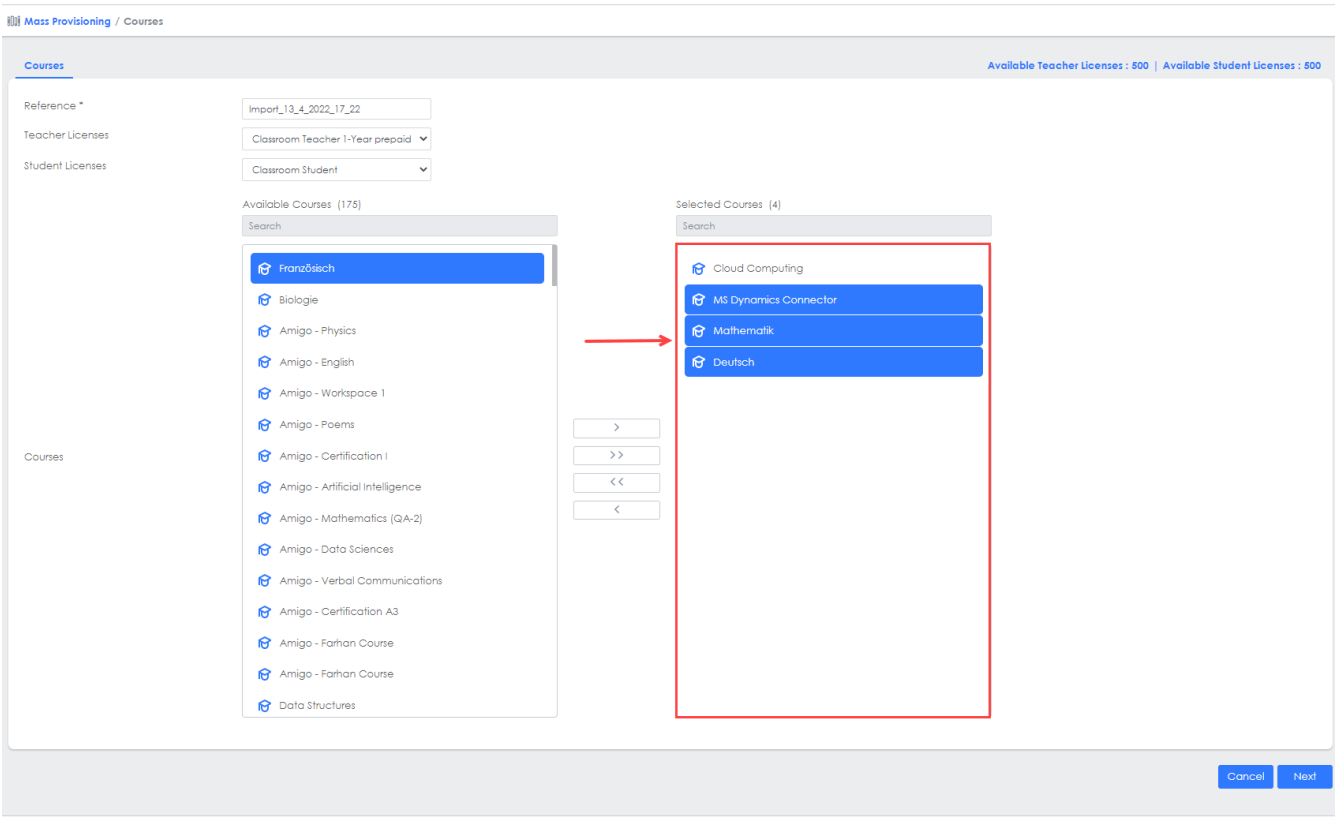
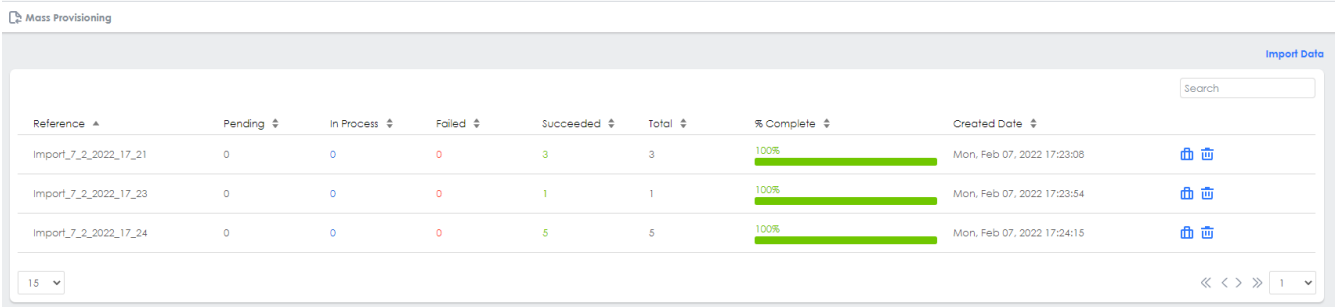


SCREENSHOT – Mass Provisioning

This helps organisation admin to add or remove participants from their respective courses that were provisioned in another mass provisioning setup. Click on the **Next** button in order to add or remove participants from their respective courses. The changes made in this new mass provisioning setup will be applied to all the courses that were provisioned before.
The organisation admin can also unselect the provisioned courses and select other courses that are required for this mass provisioning setup.

7.2 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

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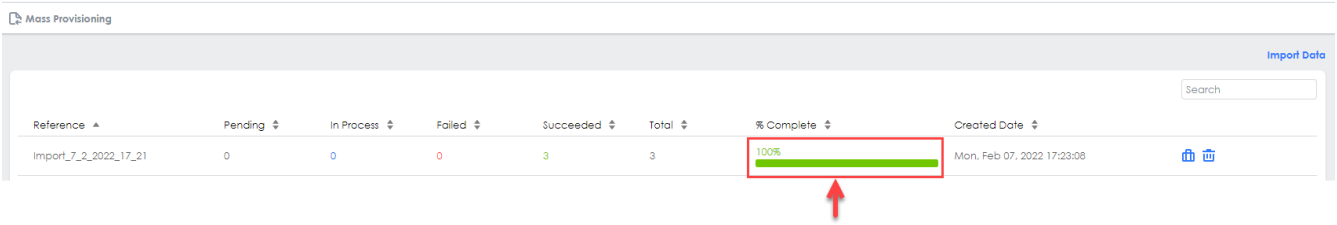
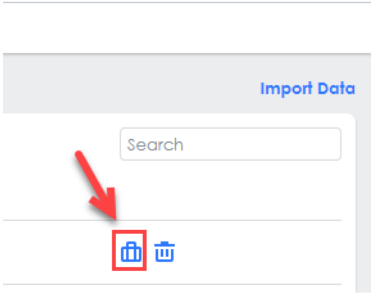
completed successfully and no pending or in-process users are left for the respective mass provisioning setup.



SCREENSHOT – Mass Provisioning

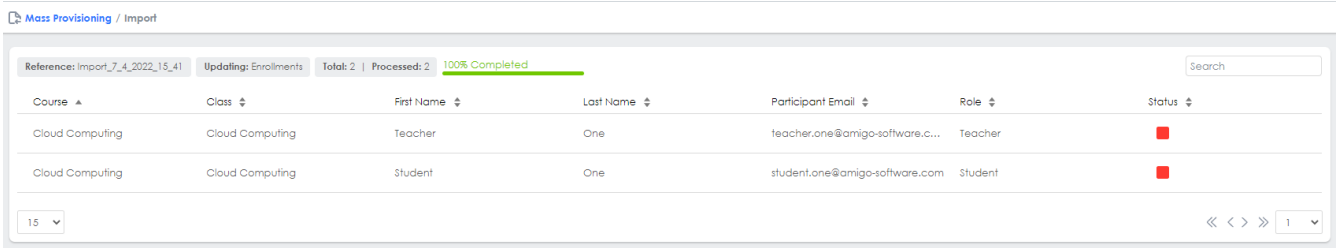
You can also check status details of Pending, In Process, Failed, Succeeded and Total items. An example is shown below in order to check these details.

The following screenshot displays number of items that are in 'In Process' state. Click on the icon beside the respective mass provisioning setup to view details about the 'In process' items.



SCREENSHOT – Mass Provisioning

You will be presented with the following screen.



SCREENSHOT – Mass Provisioning

On the above screen, the orange icons display that the participants' enrolments are in 'In Process' state while the green icons display that the participants' enrolments have been processed successfully. Red icons display that the participants' enrolments have been failed.

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

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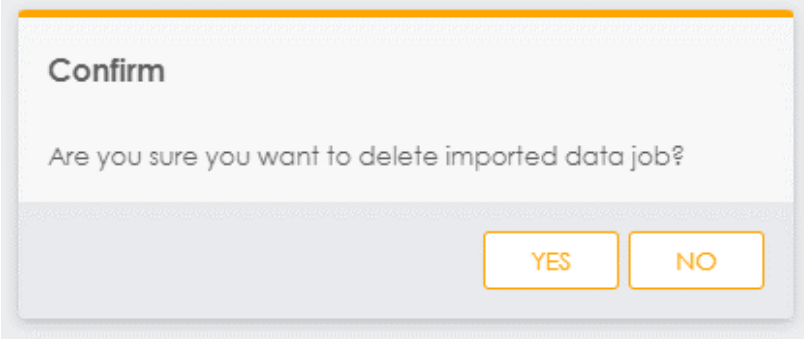
A confirmation message will be displayed in the form of pop-up as shown below:



SCREENSHOT – Message from the Application

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.

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8 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.

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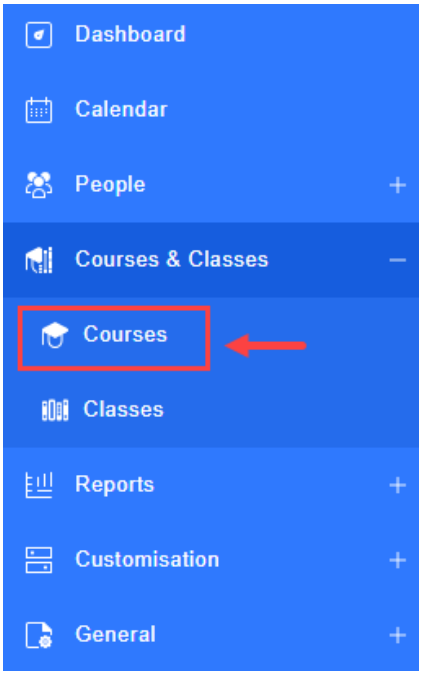
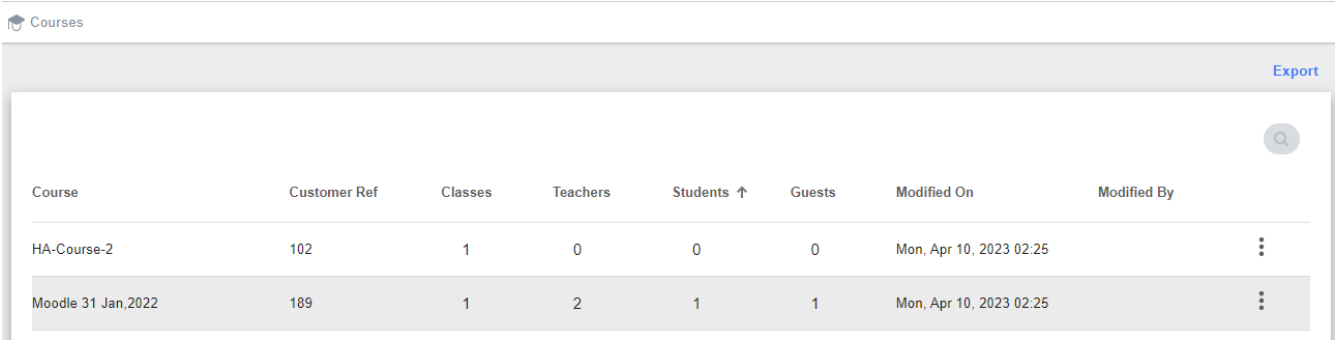
9 Courses

This section facilitates an administrator to view details of all the courses that have been provisioned to teachers, students and guests. 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 Panel

Following page is displayed:



SCREENSHOT – Courses

Note: The courses 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 **Courses** screen along with their associated details.

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

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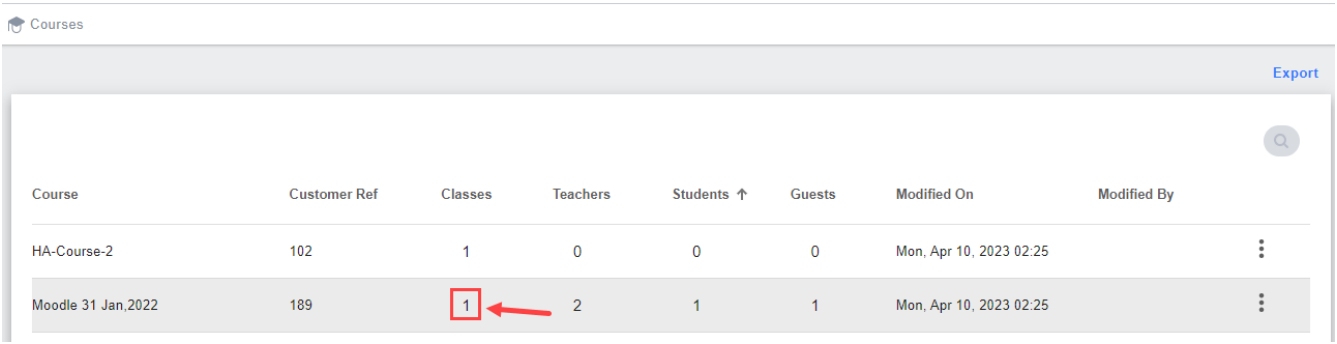
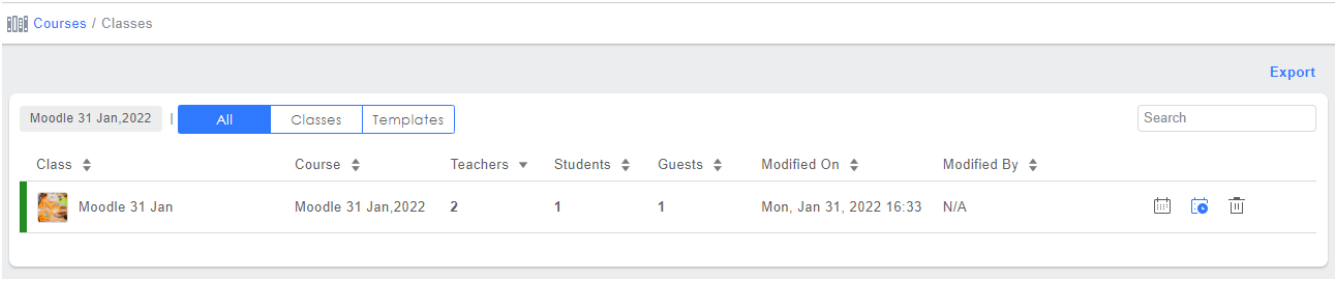
The administrator can also view in depth details of the classes, teachers, students and guests associated with each course by clicking on the number listed under each respective column. The following is an example.

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



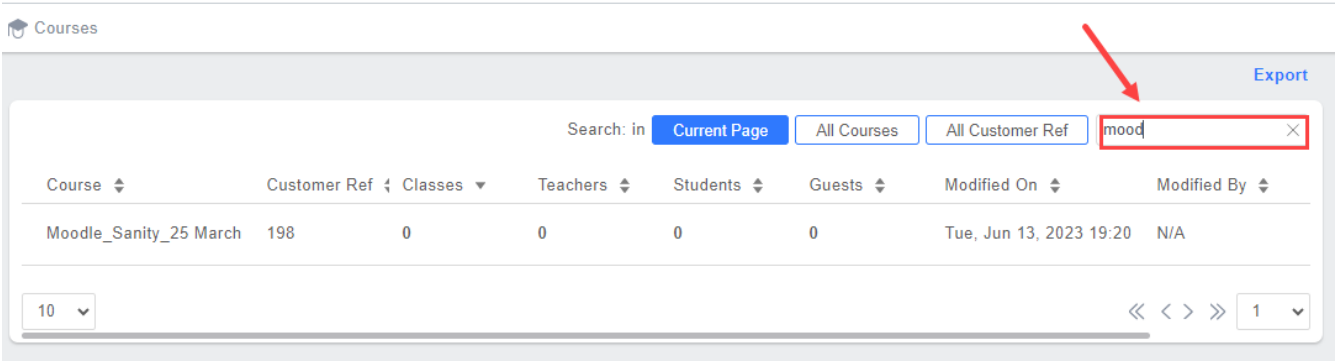
SCREENSHOT – Courses

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



SCREENSHOT – Classes

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



SCREENSHOT – Courses

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

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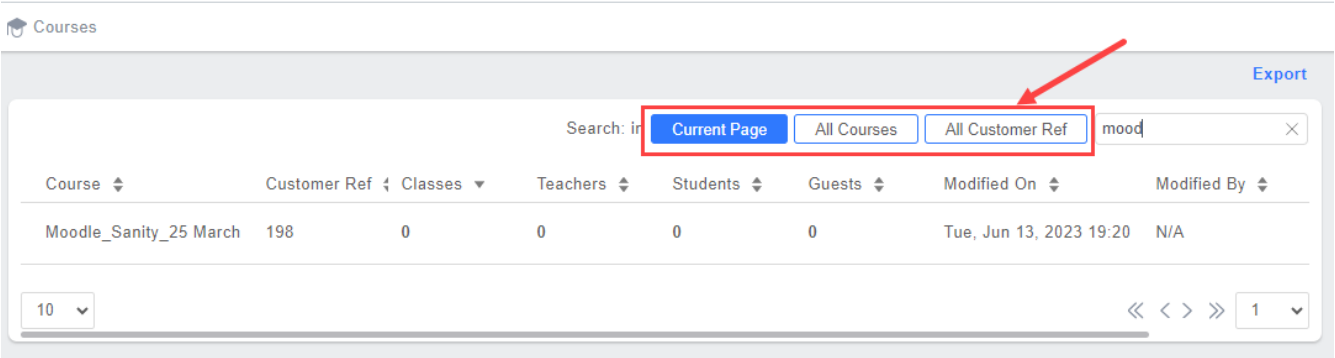
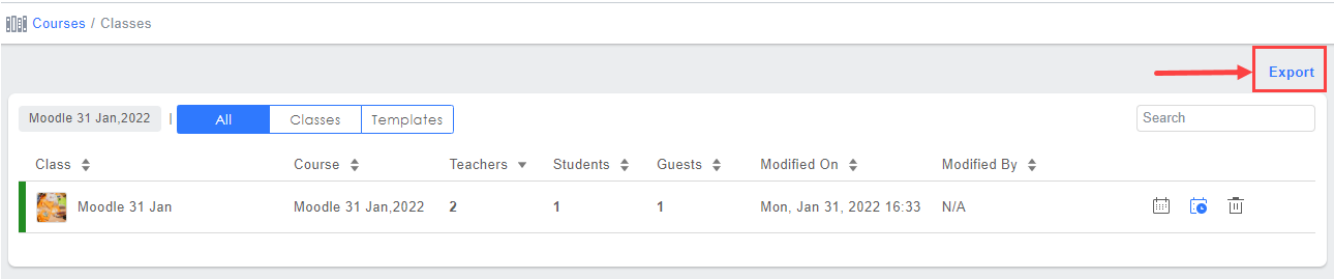


SCREENSHOT – Courses

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



SCREENSHOT – Courses

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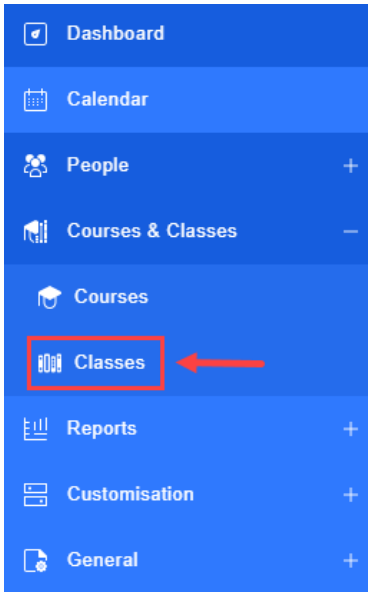
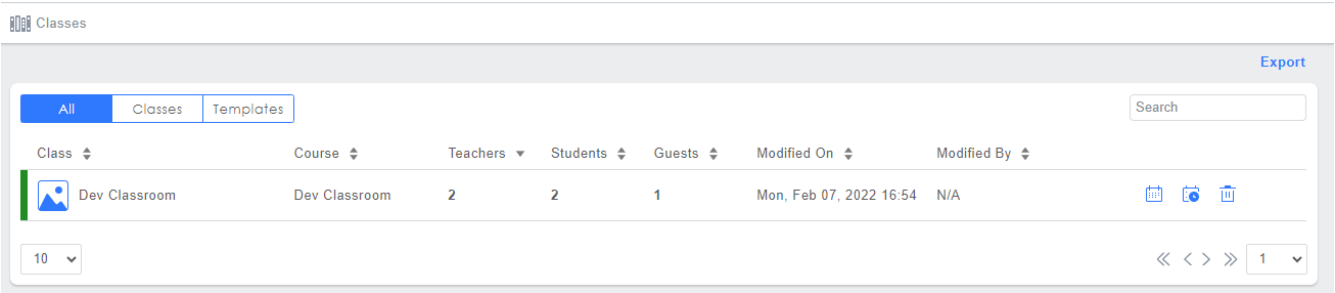
10 Classes

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, via the external app of Rainbow Classroom on LMS or via the LTI setup from LMS as well, 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.

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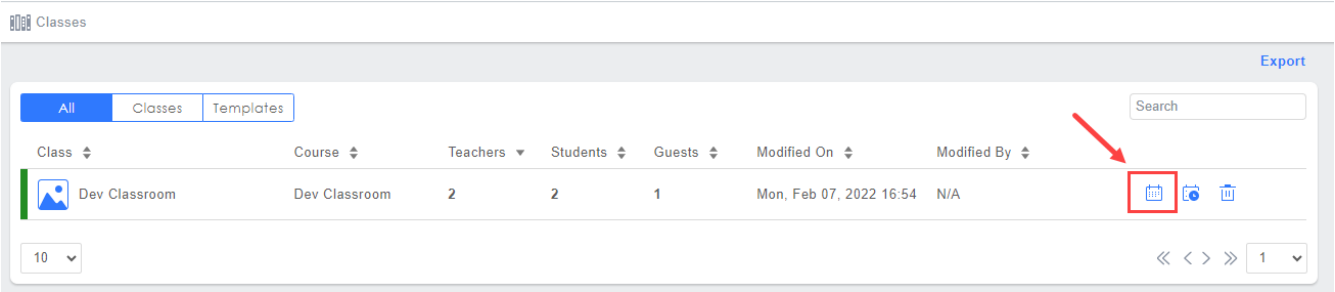
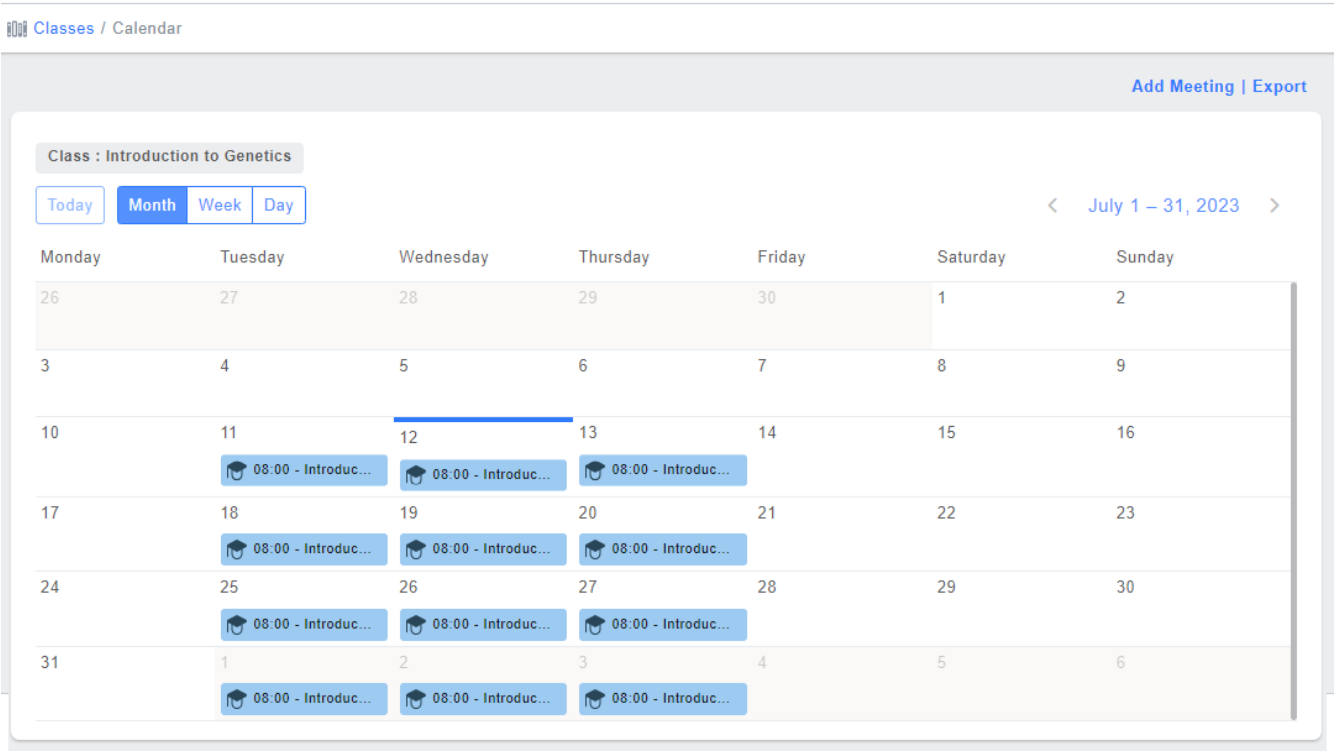
10.1 View Events

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:

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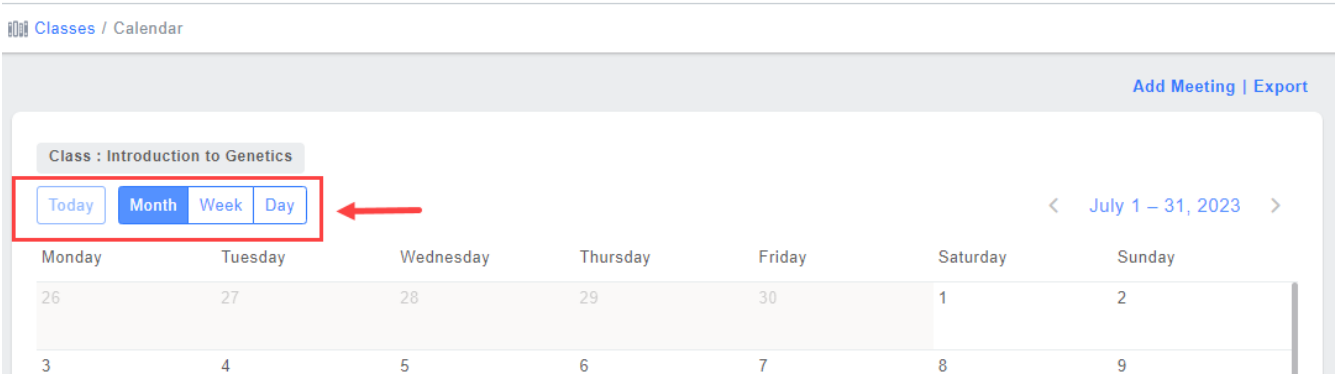
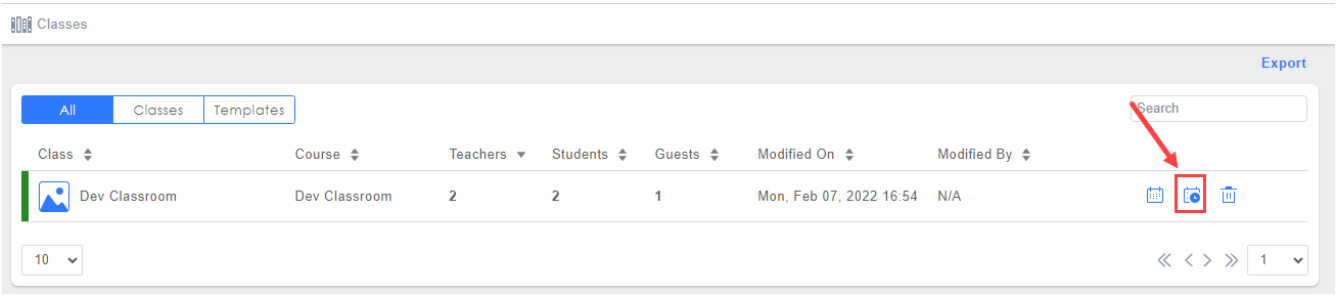


SCREENSHOT – Calendar

10.2 Class Attendance

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



SCREENSHOT – 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.

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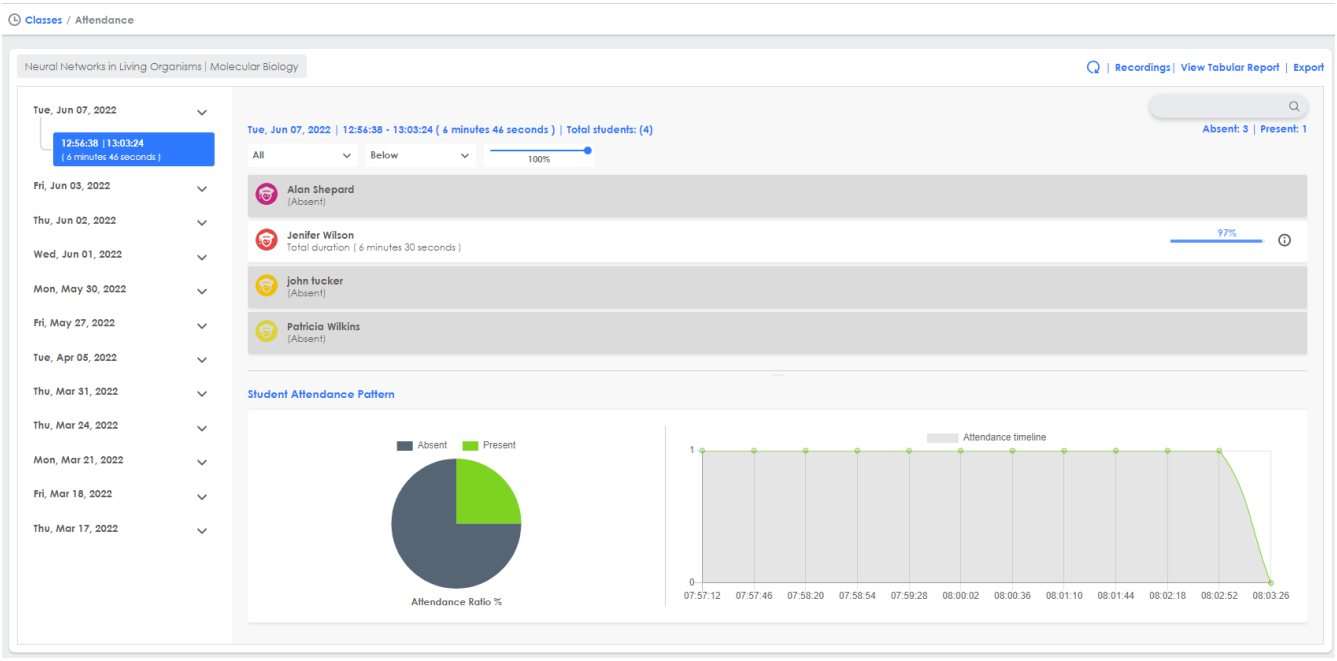
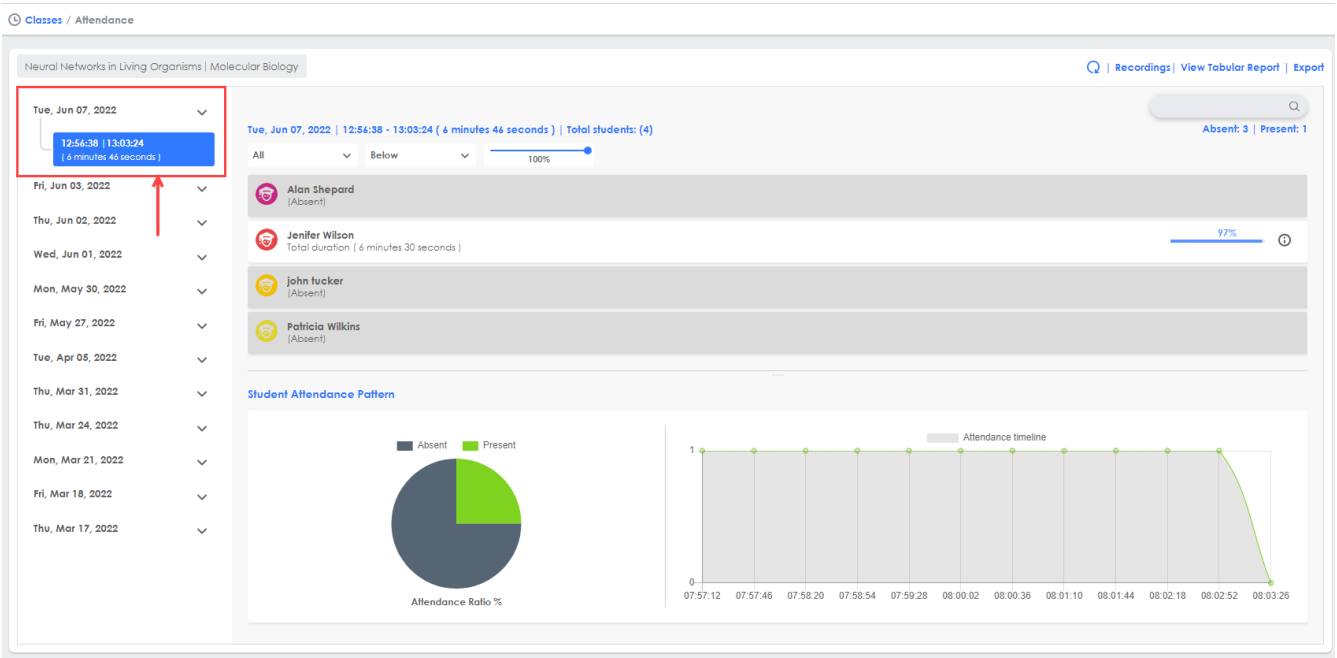


SCREENSHOT – Attendance

10.2.1 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 – Attendance

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

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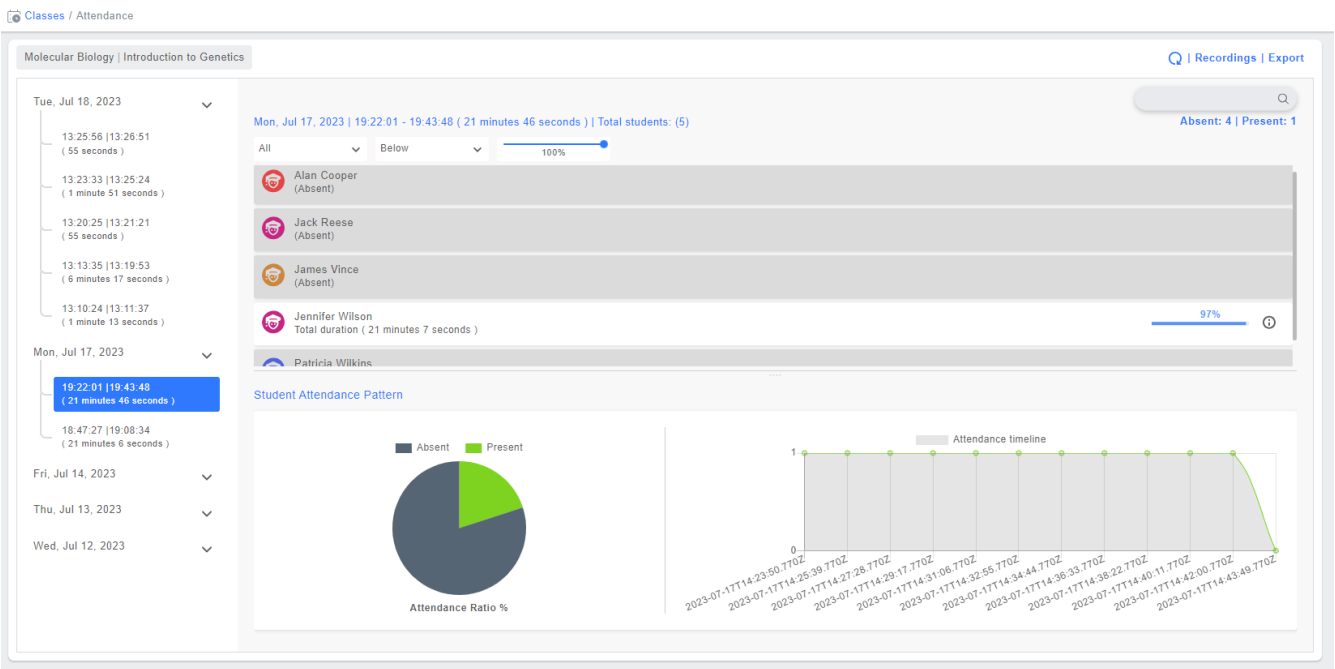

SCREENSHOT – Attendance

10.2.2 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 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.

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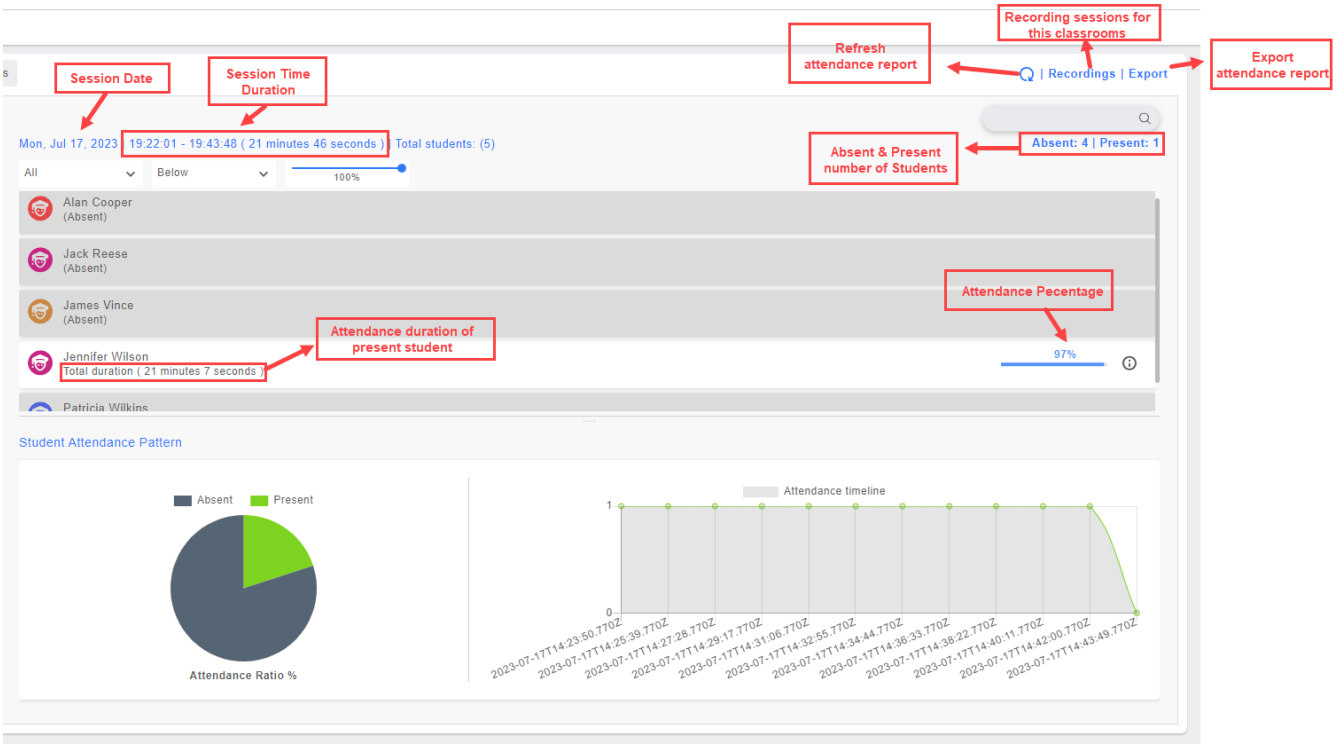
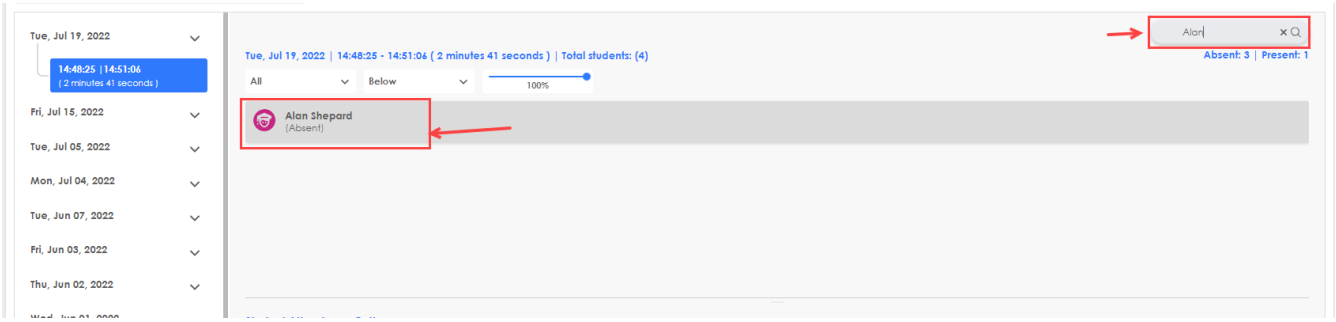


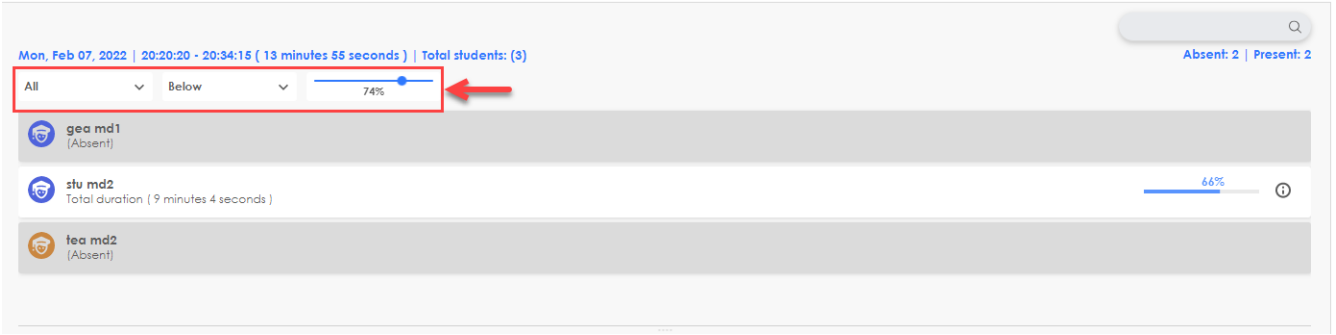
SCREENSHOT –Sample View of Attendance Details

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.



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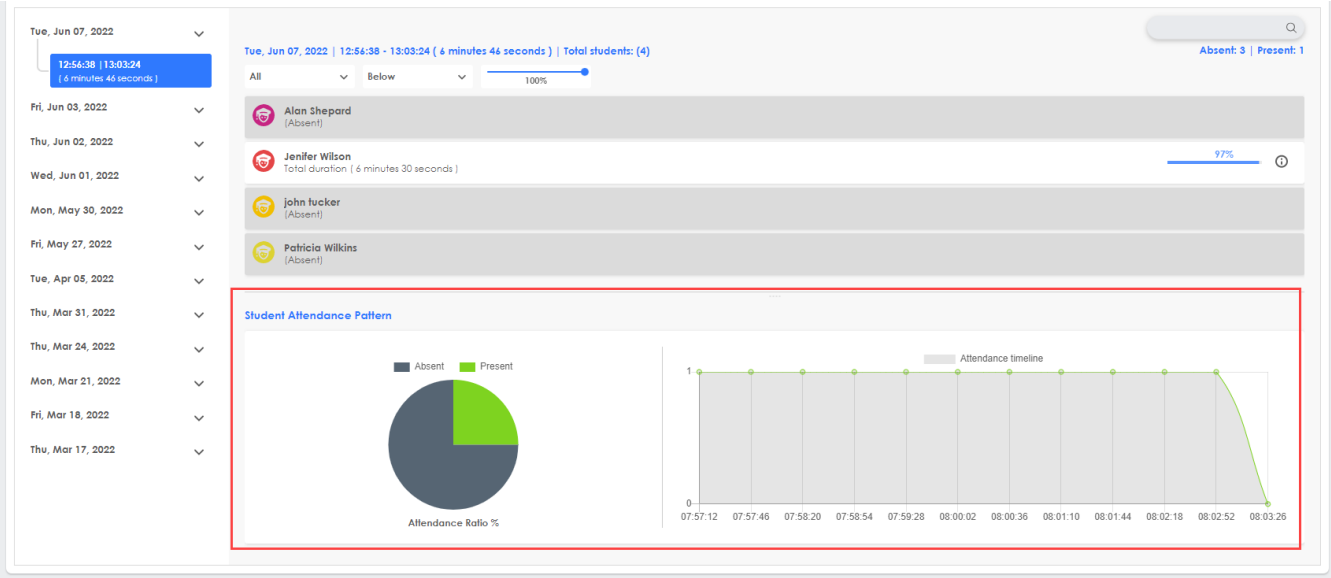
SCREENSHOT – Attendance

10.2.3 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 student's 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.

10.2.4 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:

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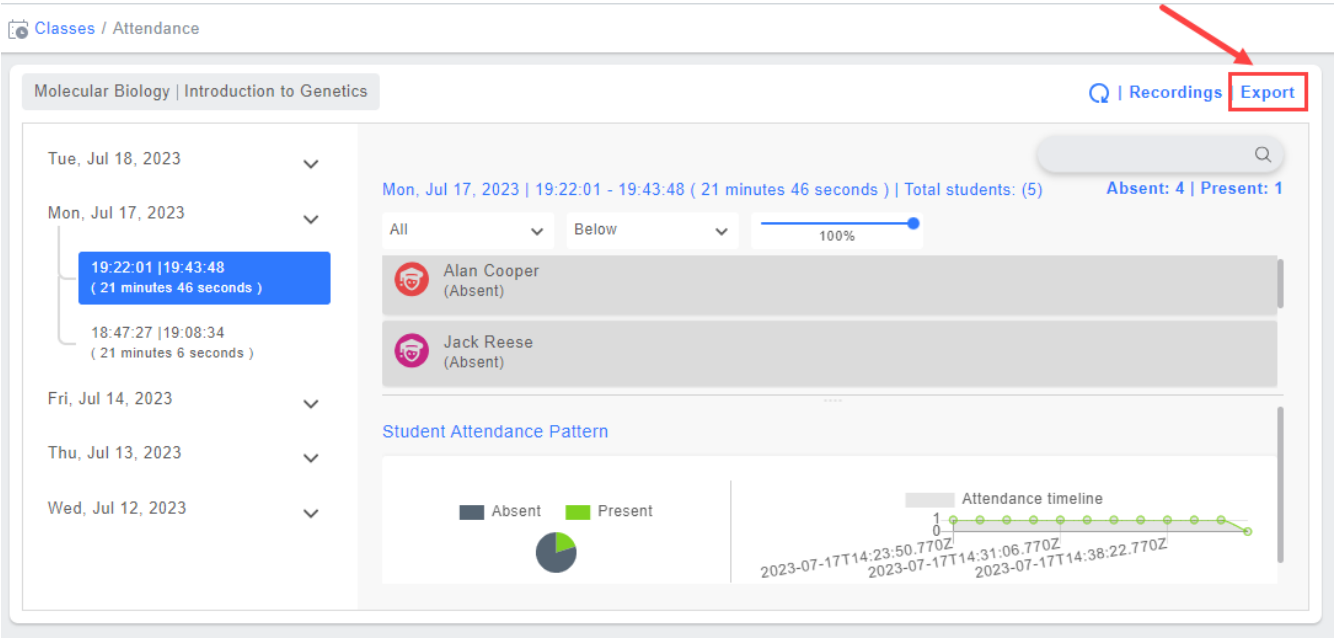
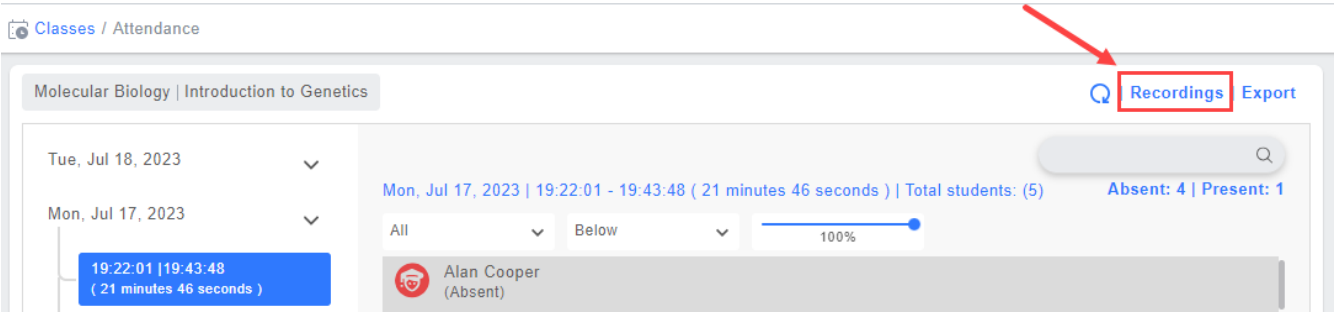


SCREENSHOT – Attendance

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.

10.2.5 Refresh the Attendance Report

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



SCREENSHOT – Attendance

10.2.6 Recordings

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

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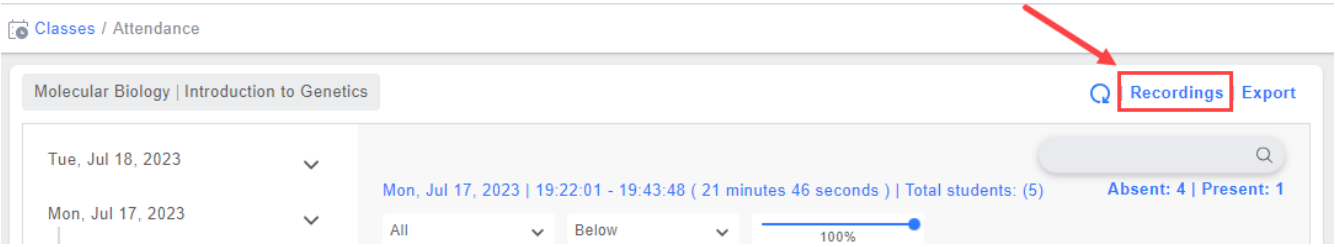
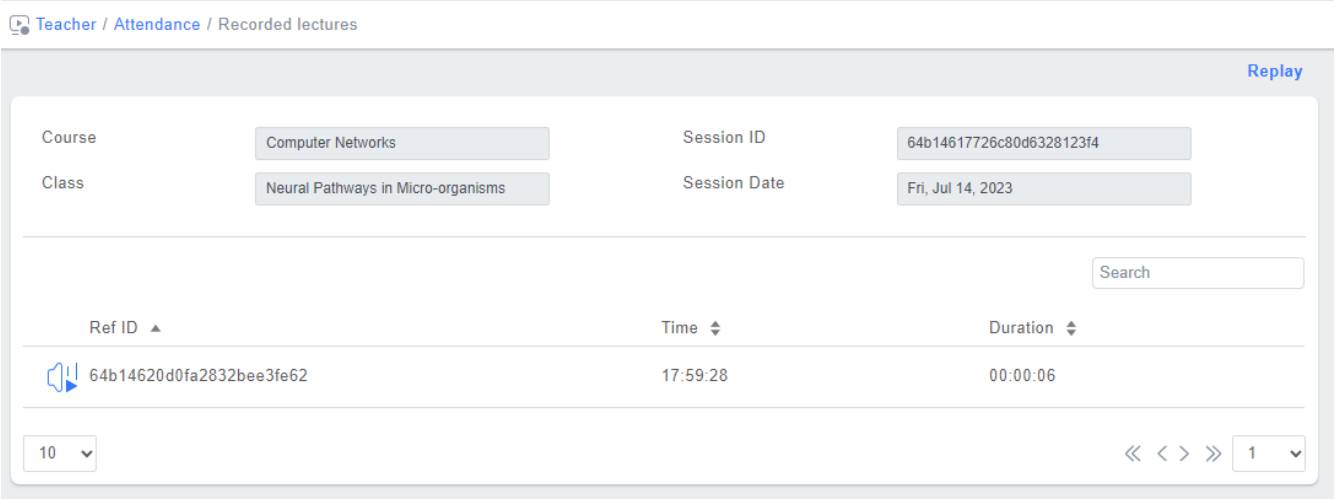


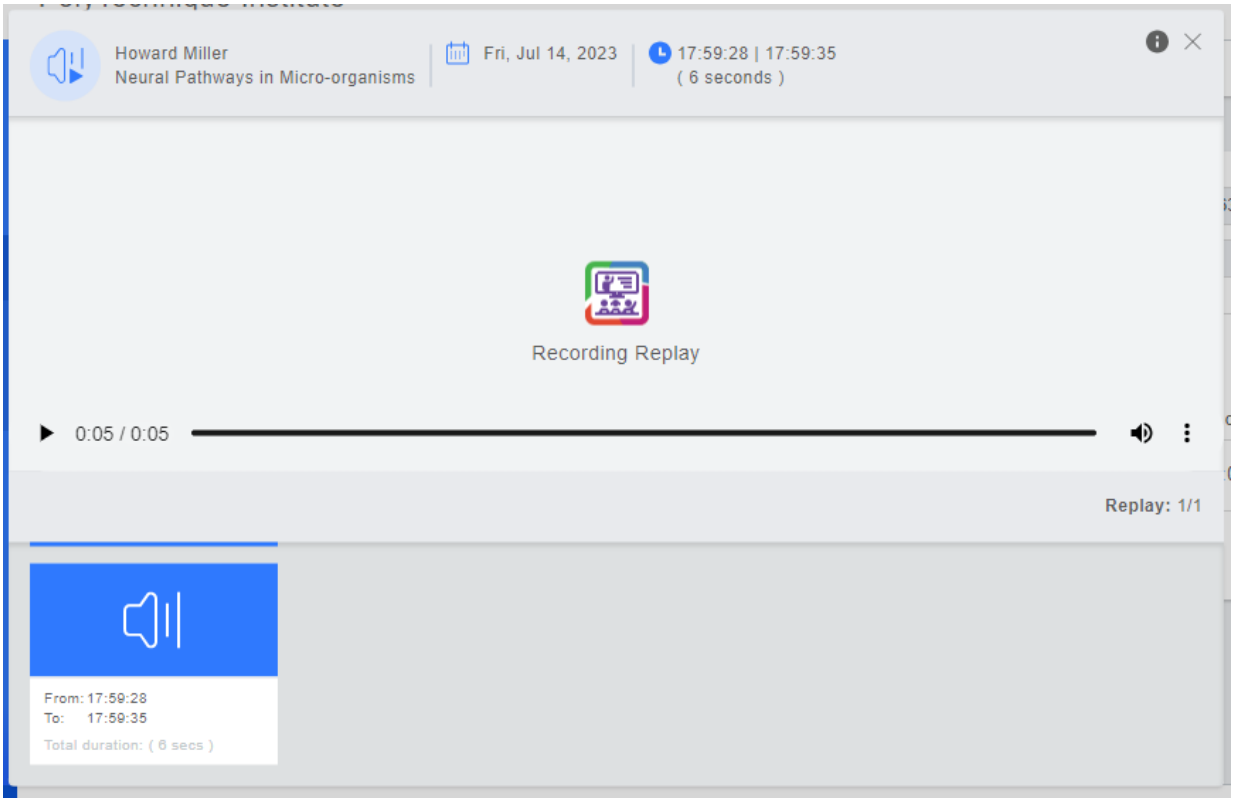
SCREENSHOT – Recordings

Following screen will be displayed:



SCREENSHOT – Recordings

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



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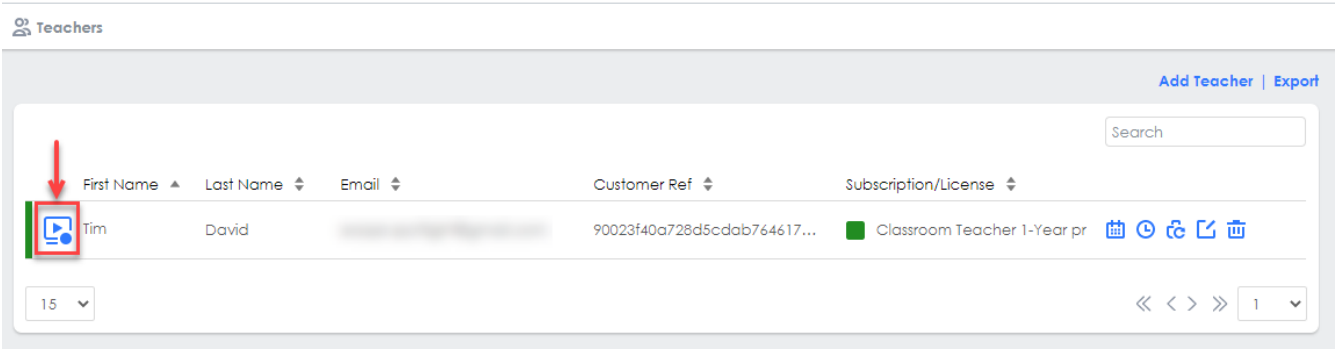
SCREENSHOT – Recordings

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

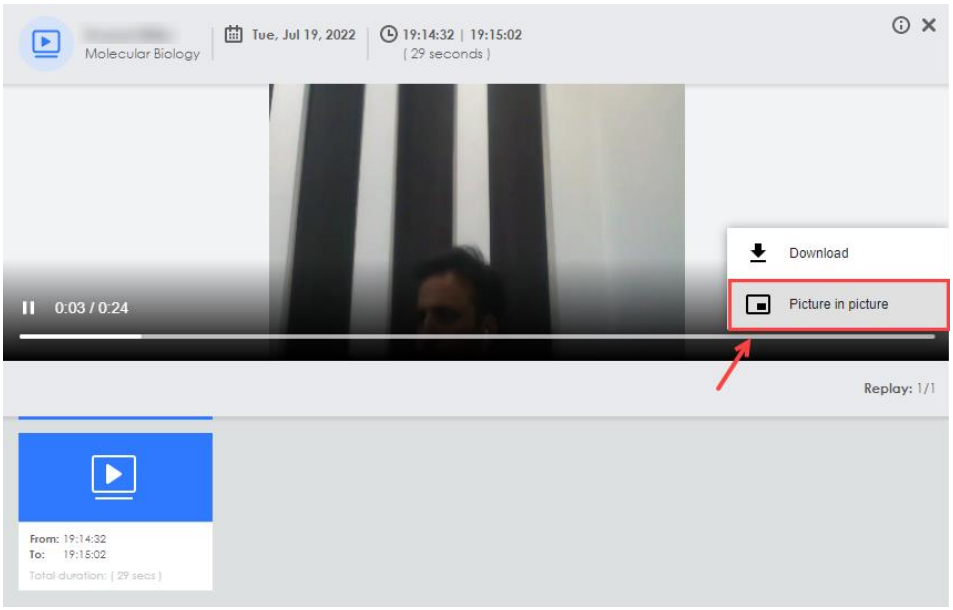
Note: The Recordings will only be available if the respective teacher has recorded any sessions on Rainbow Classroom.



SCREENSHOT – Recordings

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

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



SCREENSHOT – Recordings

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

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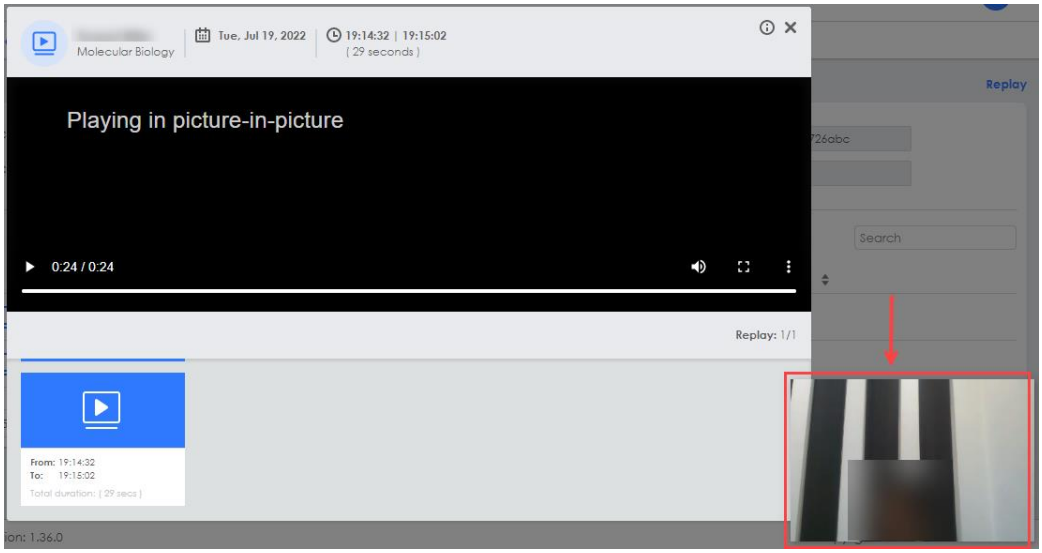
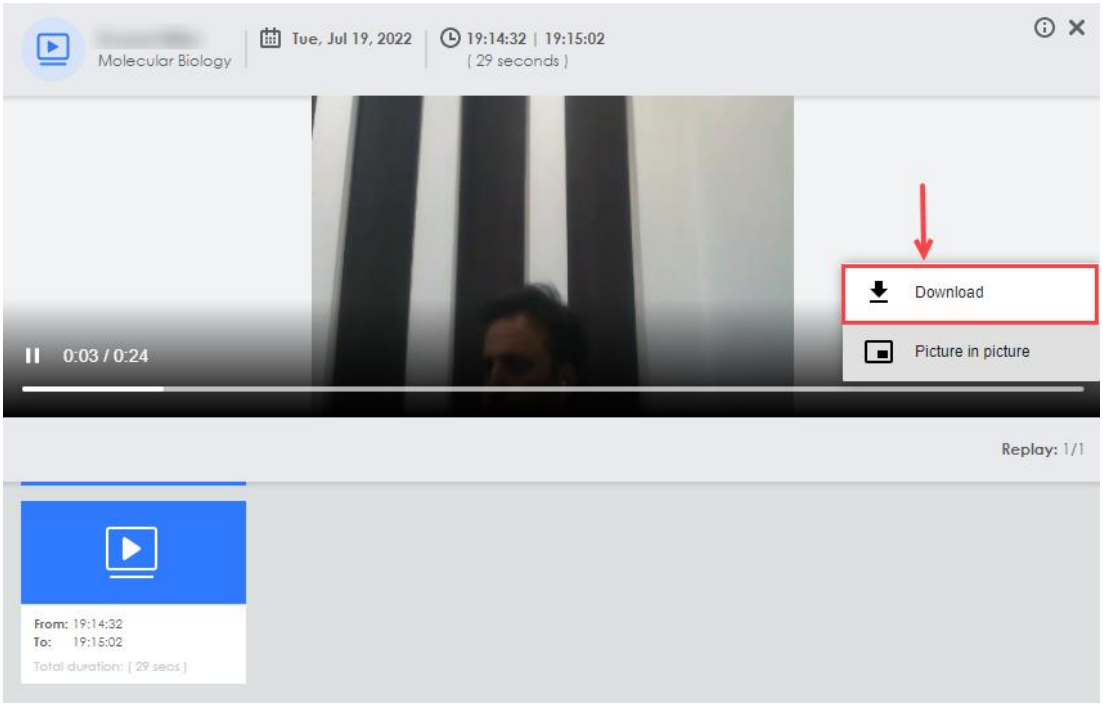


SCREENSHOT – Recordings

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 – Recording

10.3 Export Class

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

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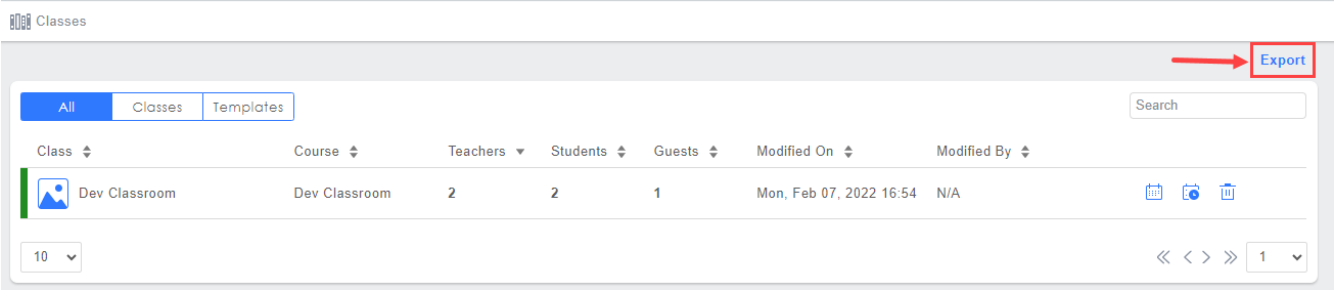
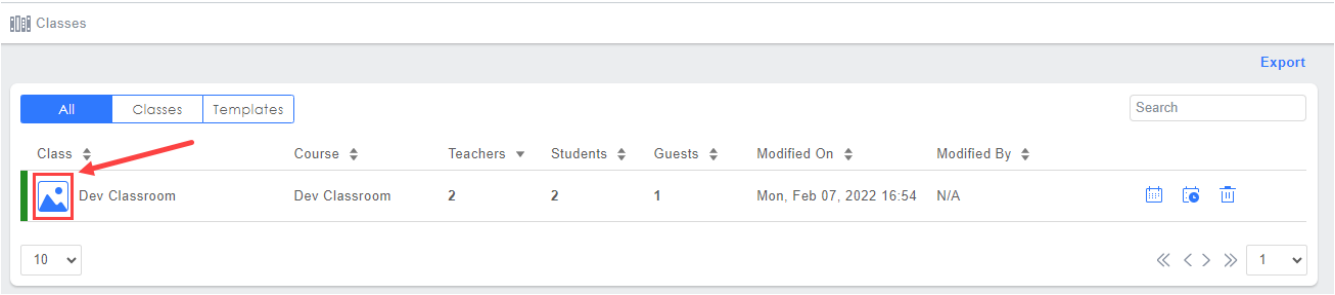


SCREENSHOT – Classes

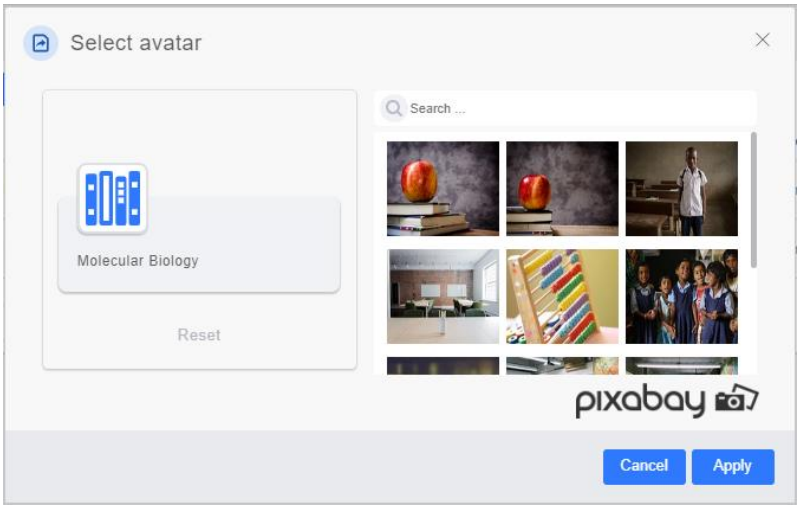
10.4 Set Avatar

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.

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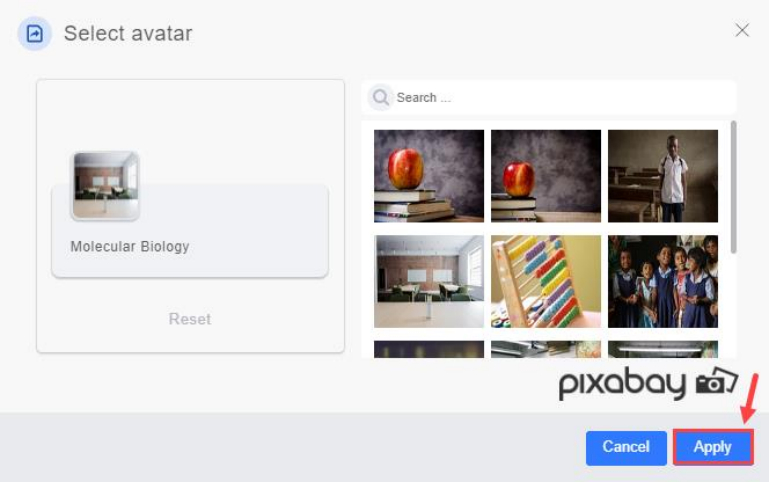
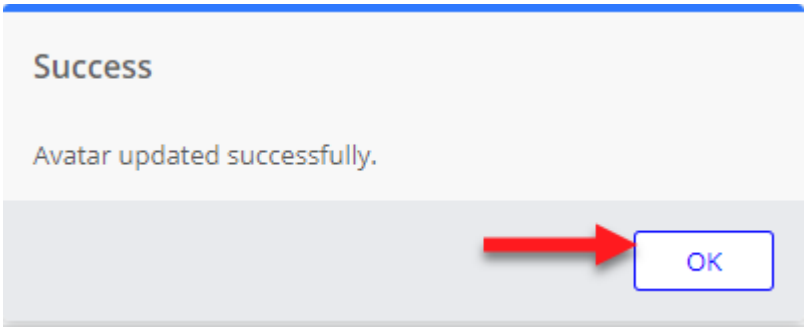
Select an avatar on this screen and click on the **Apply** button as shown below.



SCREENSHOT – Set Avatar

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

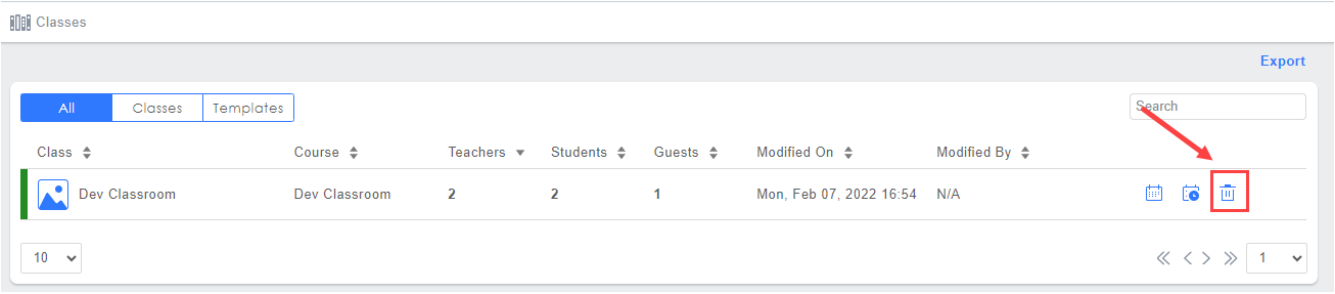


SCREENSHOT – Message from the Application

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

10.5 Delete Class

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



SCREENSHOT – Classes

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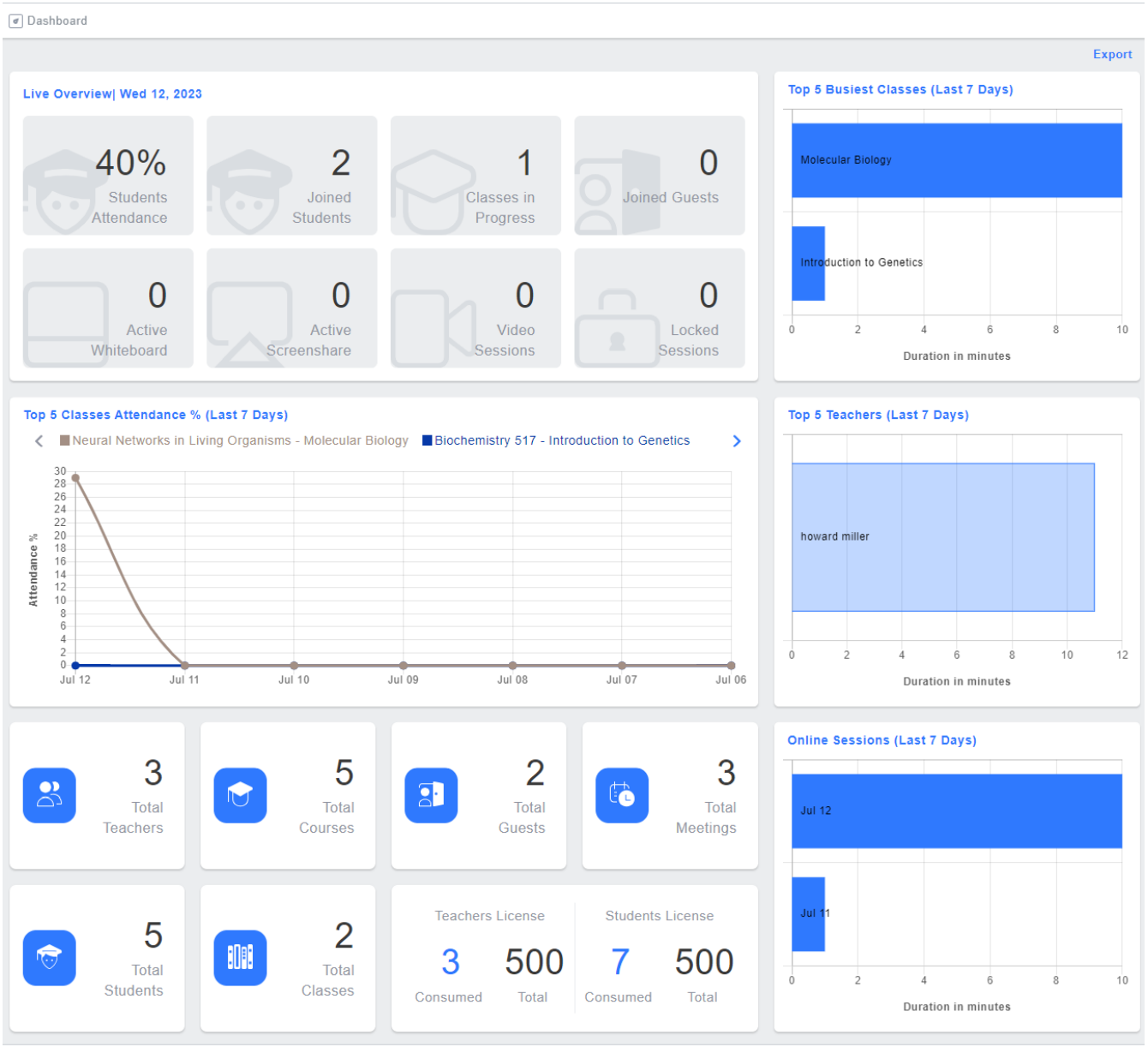
11 Dashboard

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 charts by default:

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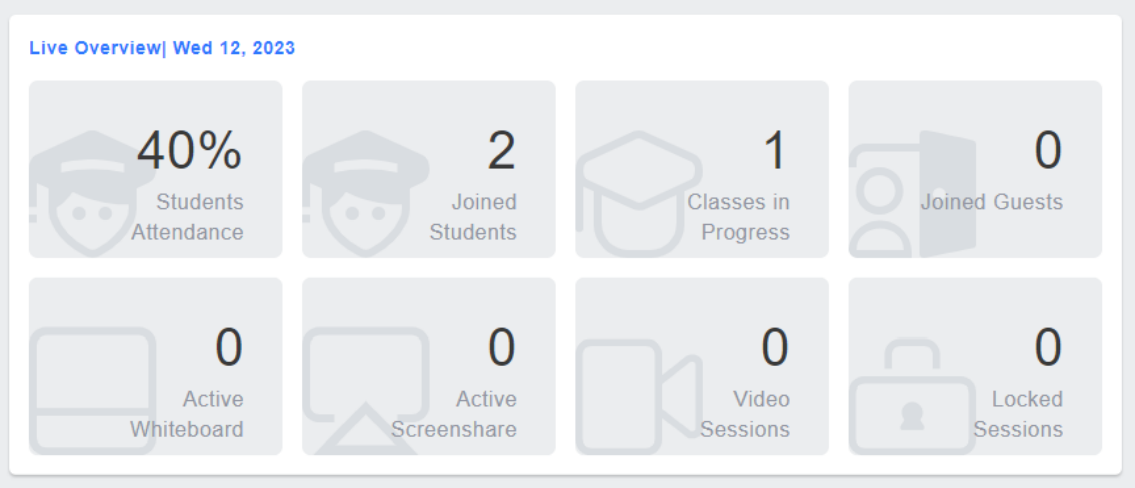
1) Live overview
2) Top 5 Busiest Classes
3) Top 5 Teachers
4) Online Sessions
5) Top 5 Classes Attendance

Note: Dashboard is supported for Google Chrome only.

11.1 Live Overview



SCREENSHOT – Live Overview

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.

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

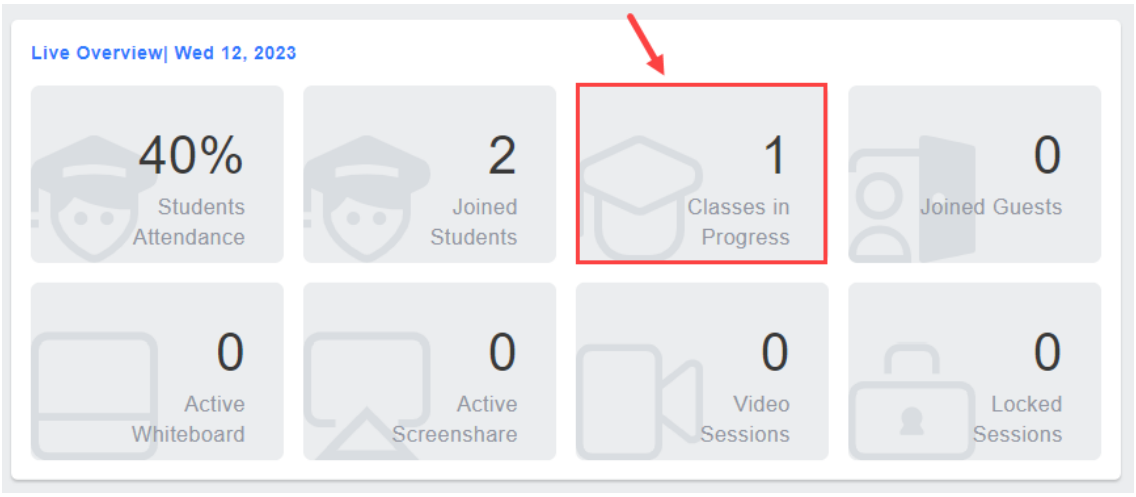
Active Whiteboard – Displays the total number of active whiteboard sessions.

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

Video Sessions – Displays the total number of video sessions.

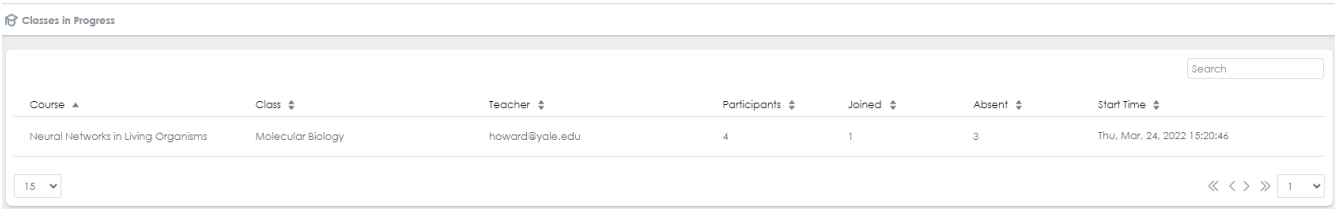
Locked Session – Displays the total number of active classrooms that are locked by the teacher.

Note: You can see the details of active classrooms by clicking on the **Classes in progress** tile. An example is shown below.



SCREENSHOT – Live Overview

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.

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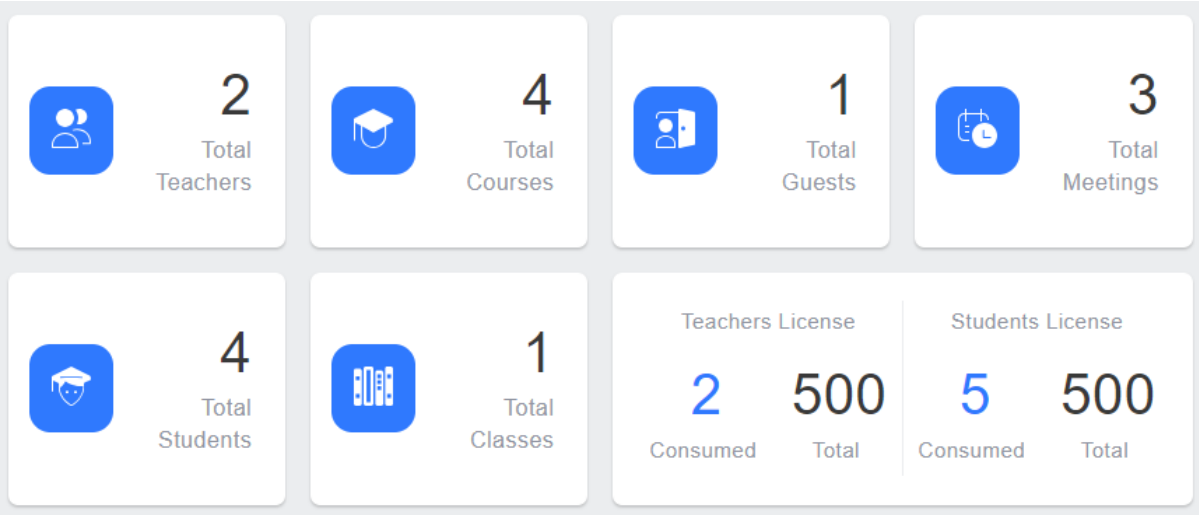
11.2 Summary

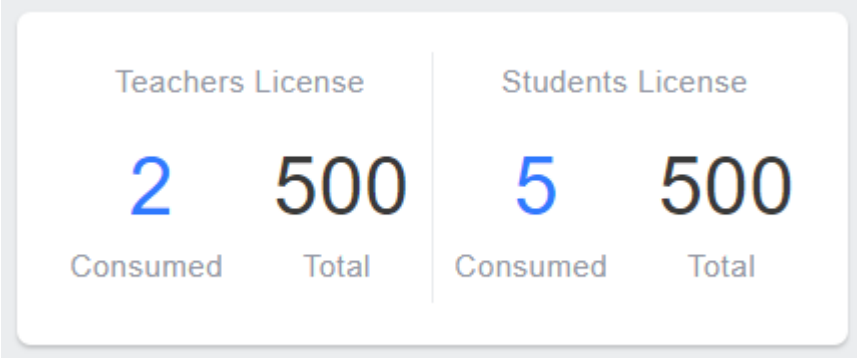


SCREENSHOT – Dashboard Summary

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

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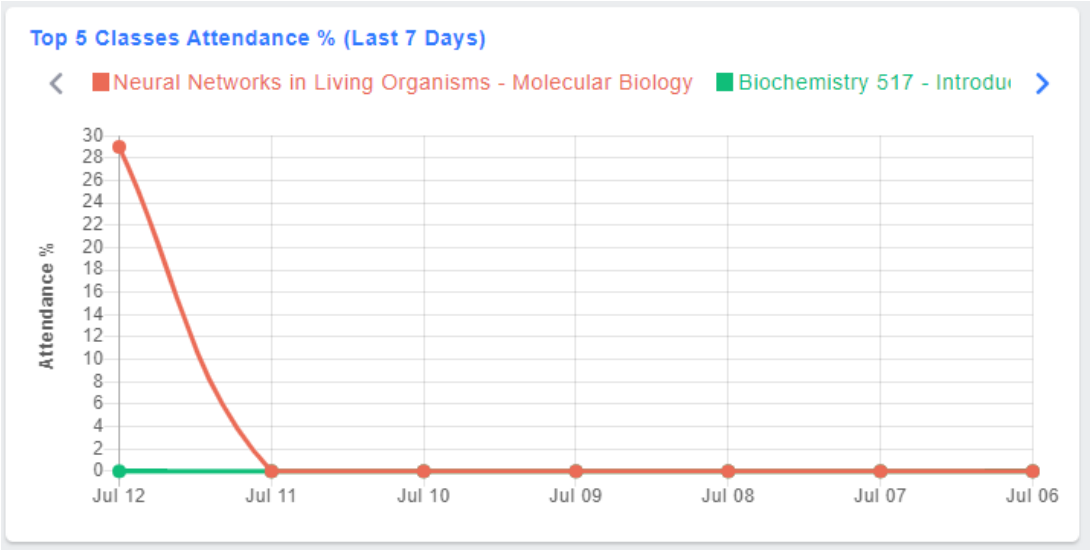
11.3 Top 5 Class Attendance



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.

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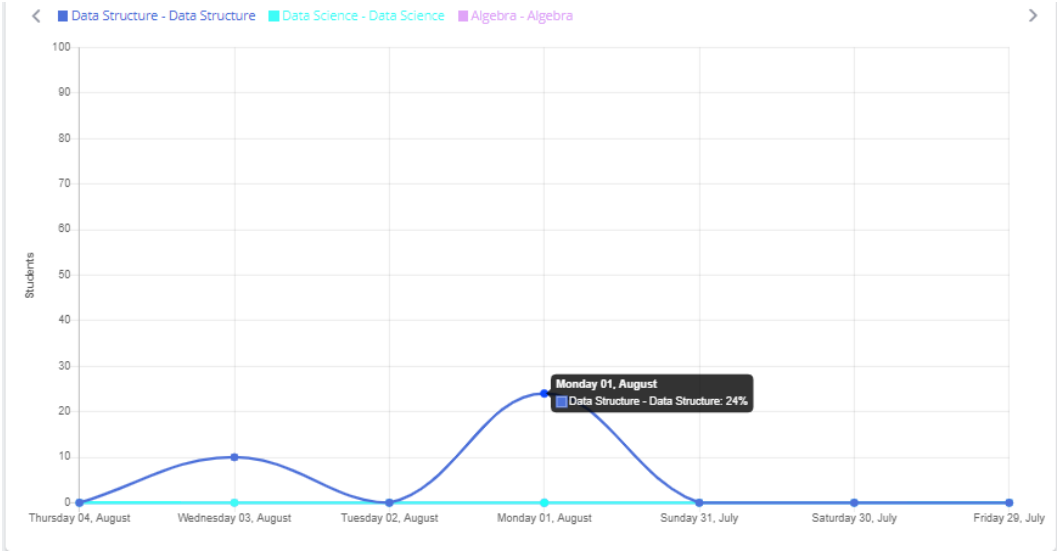
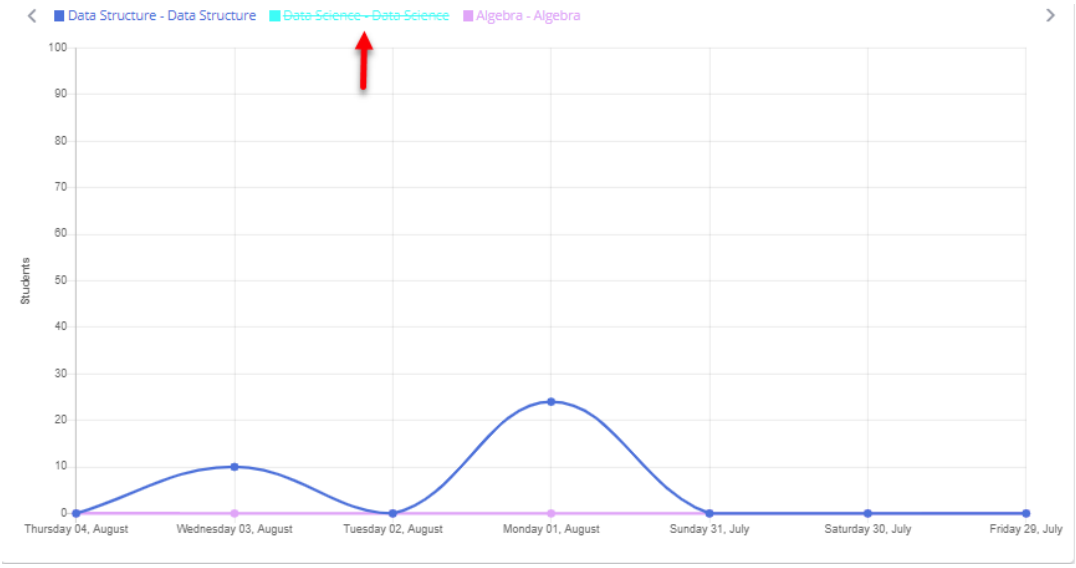


SCREENSHOT – Class Attendance

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

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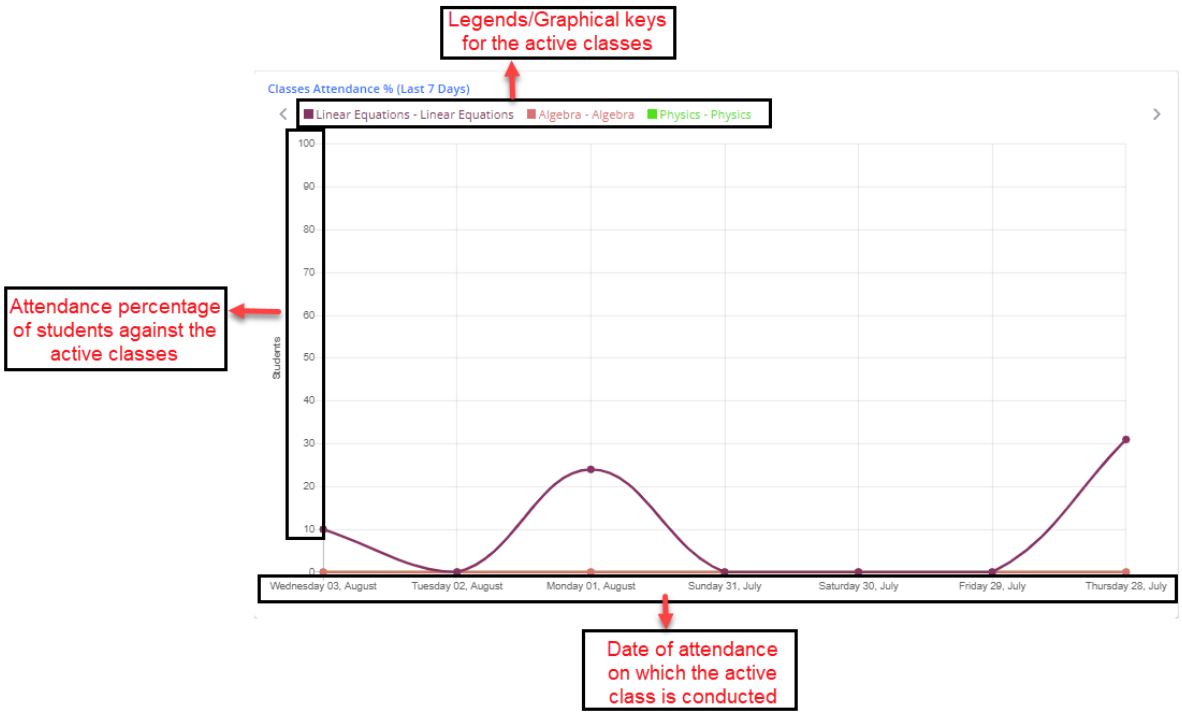
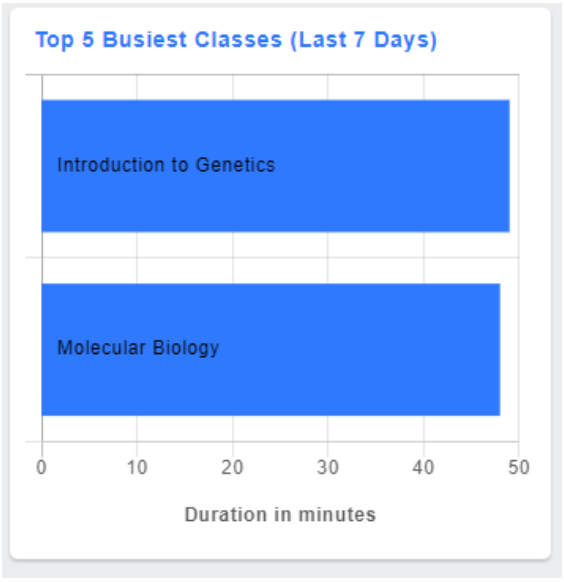
11.3.1 Sample View of Class Attendance



SCREENSHOT – Class Attendance

11.4 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.

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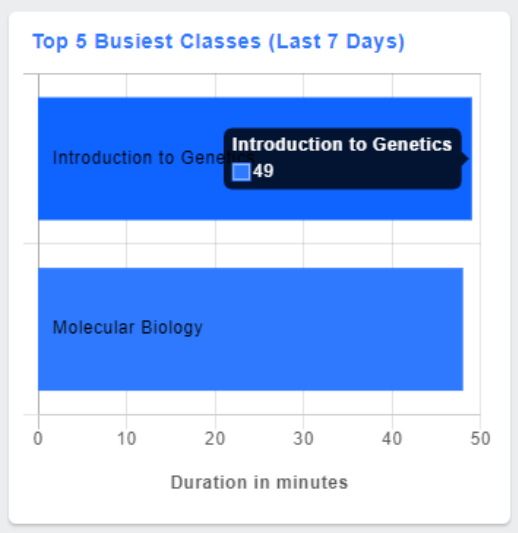
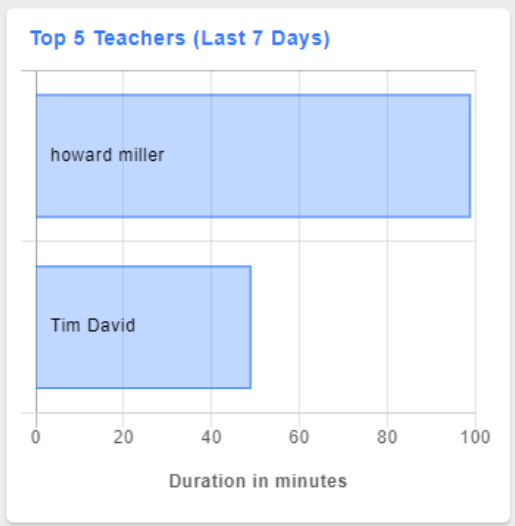


SCREENSHOT – Top 5 Busiest Classes

11.5 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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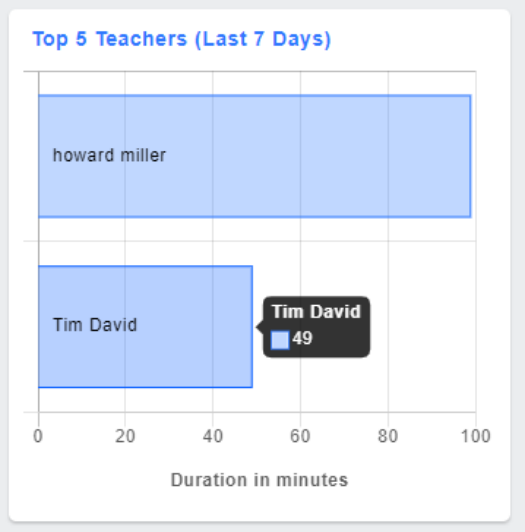
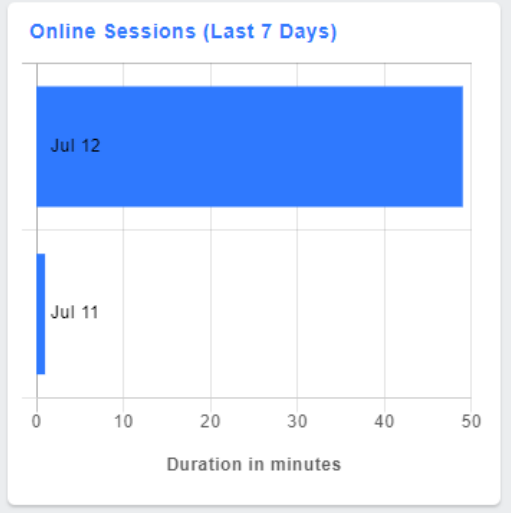


SCREENSHOT – Top 5 Teachers

11.6 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.

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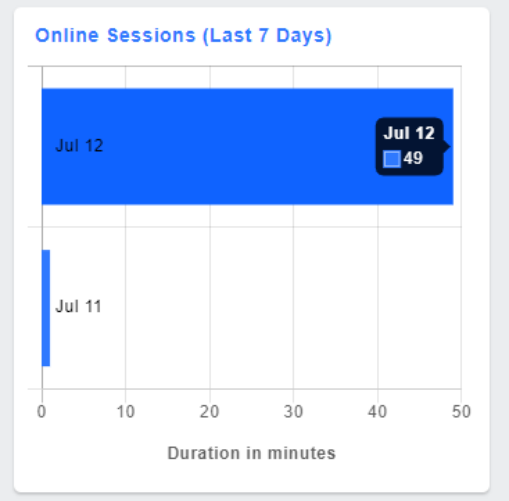

SCREENSHOT – Online sessions

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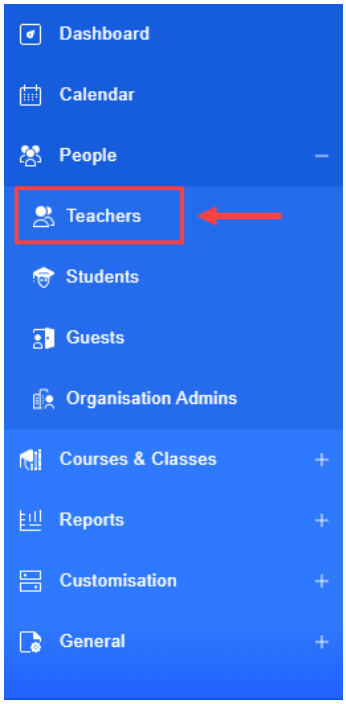
12 Teachers

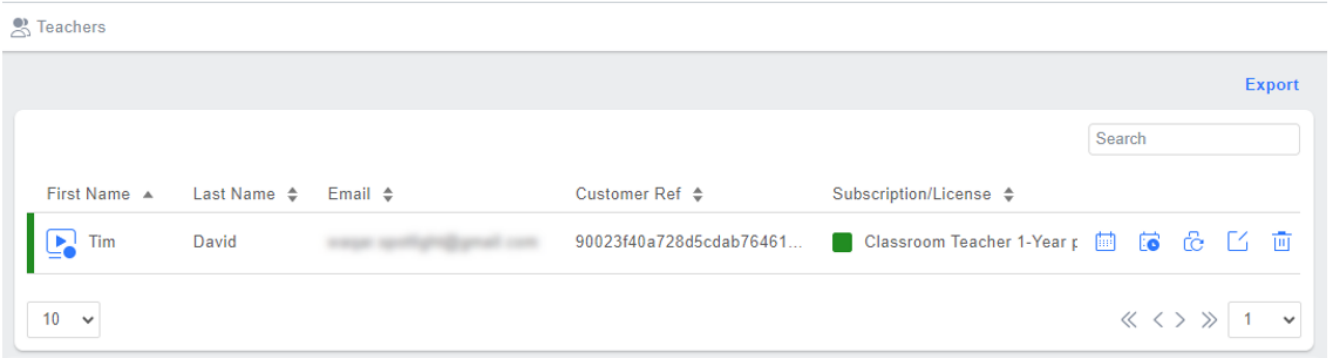
Teacher is one of the core user roles in Rainbow Classroom. A teacher has special privileges and control over a particular class only, which has been assigned to him by an organisation administrator. One or multiple users can be added to a particular class with the license of a teacher.

This section facilitates an administrator to view details of all the teachers 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 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

Note: It is important to note that we have used the 'Host' term for a teacher in Rainbow Classroom Web Client. The default term used outside the Rainbow Classroom Web Client is 'Teacher'.

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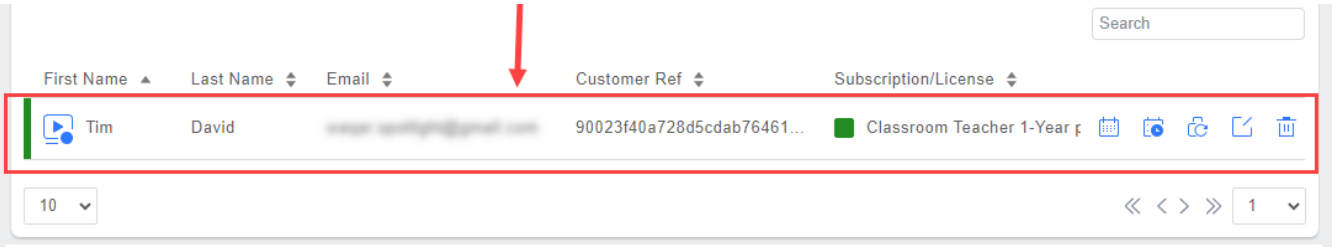
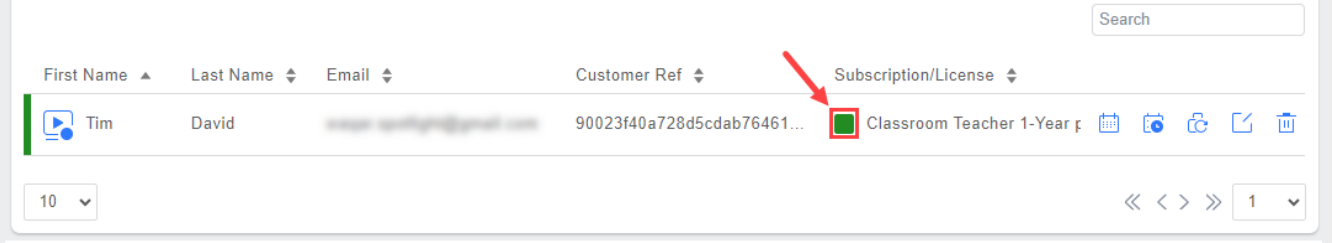
The administrator can view each teacher details on the above screen including the first name, last name, email, customer reference, subscription/licenses associated with the teacher and the attendance of sessions conducted by the respective teacher, as shown below.



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.

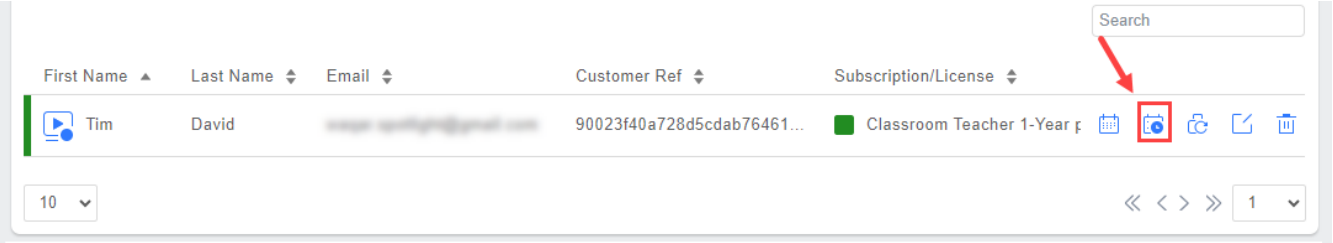


SCREENSHOT – Teachers

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

12.1 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.

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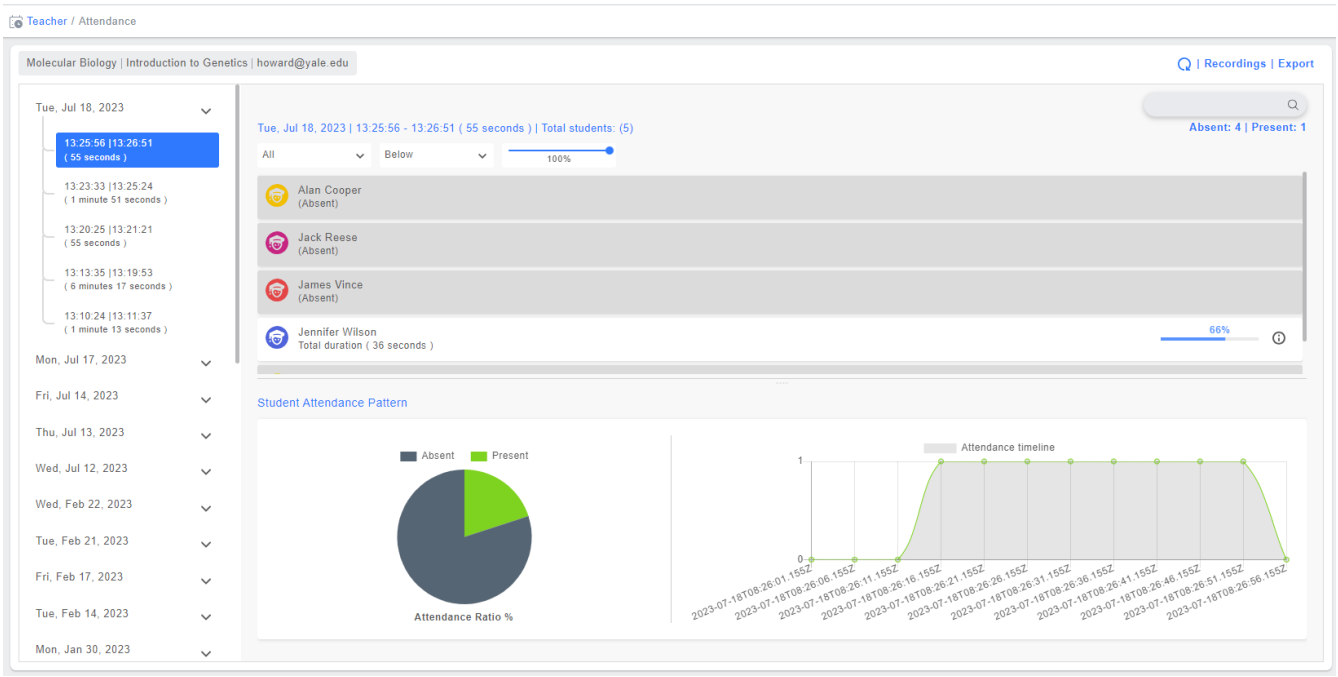
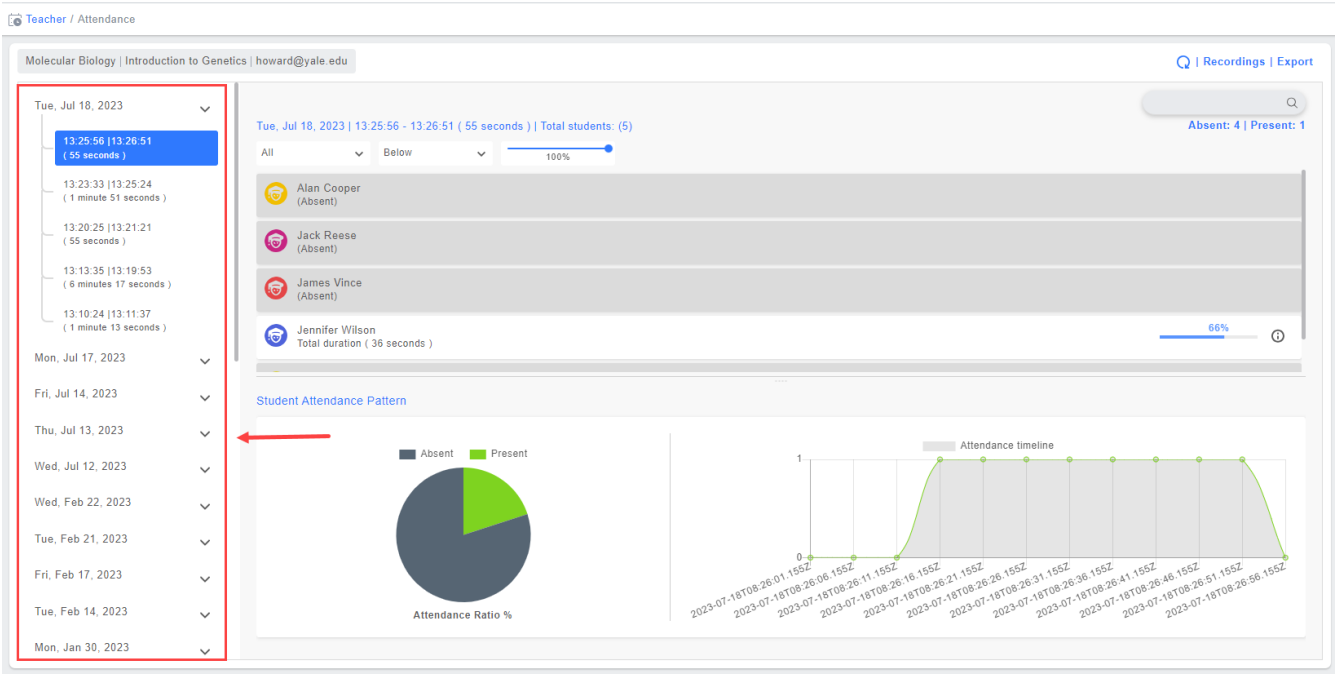


SCREENSHOT – Attendance

12.1.1 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:

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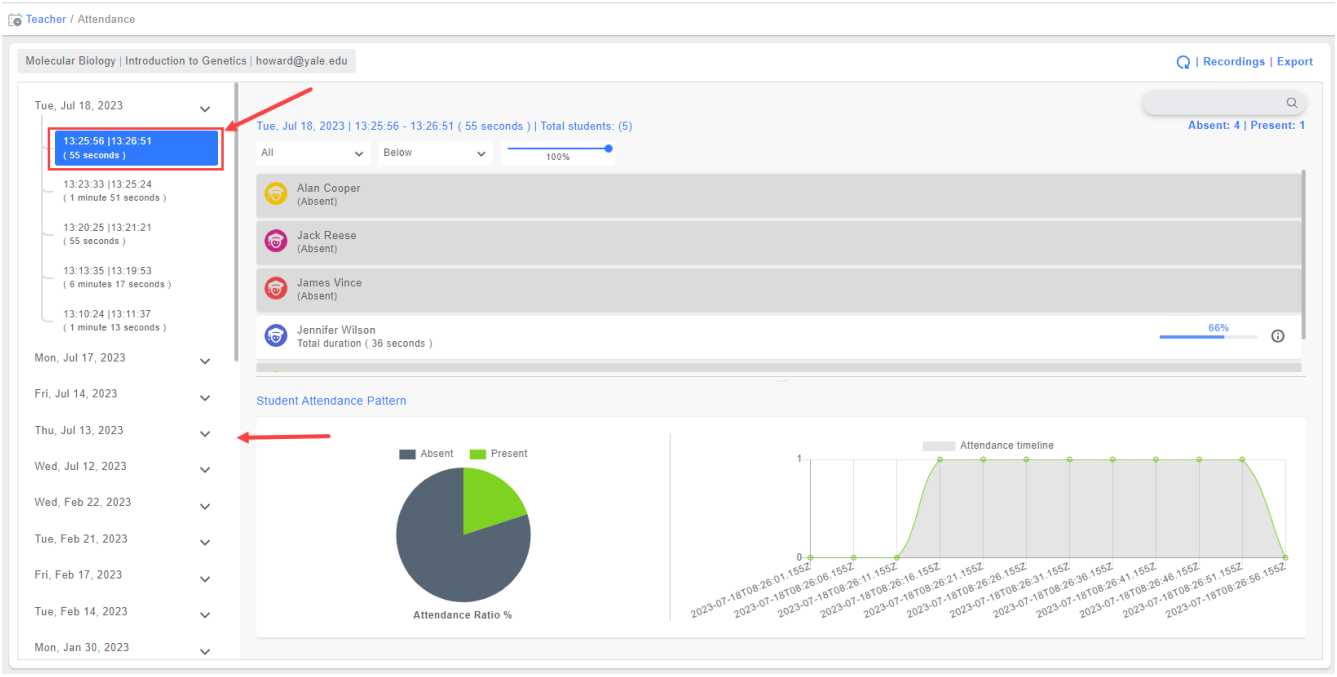

SCREENSHOT – Attendance

12.1.2 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.

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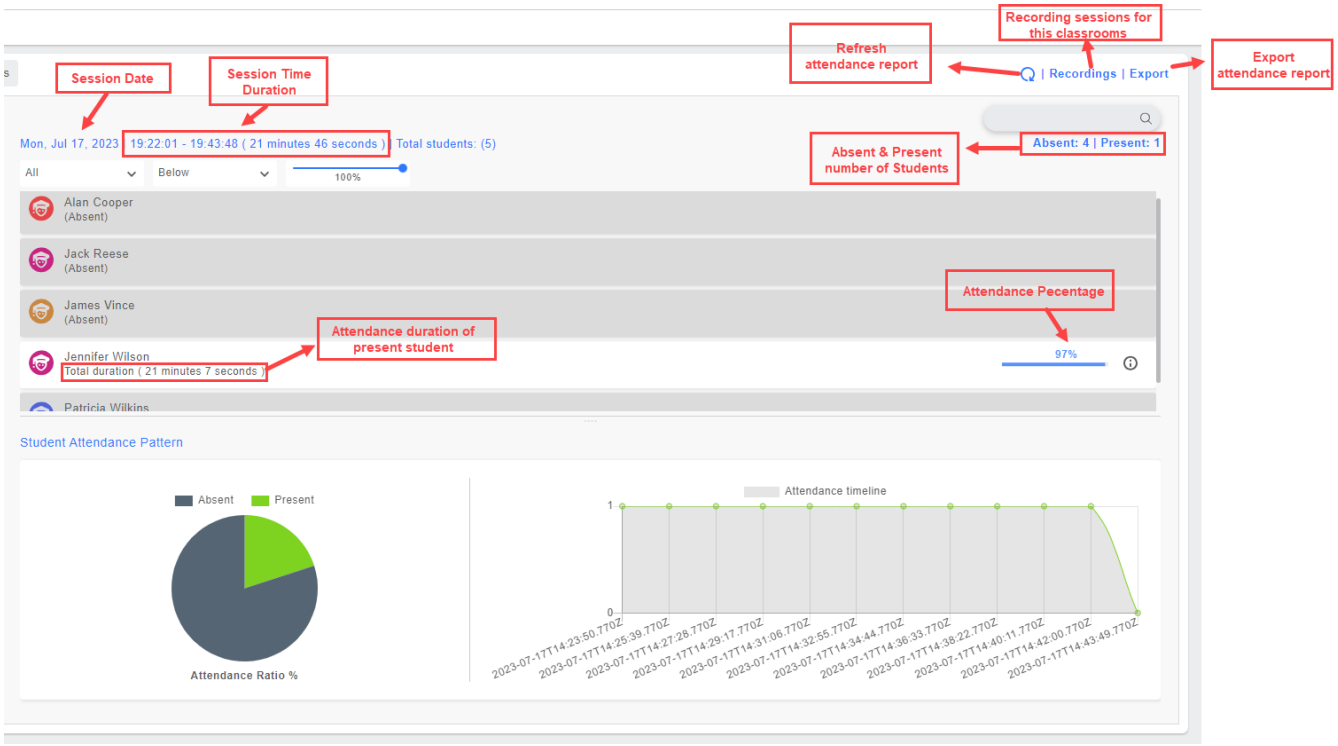
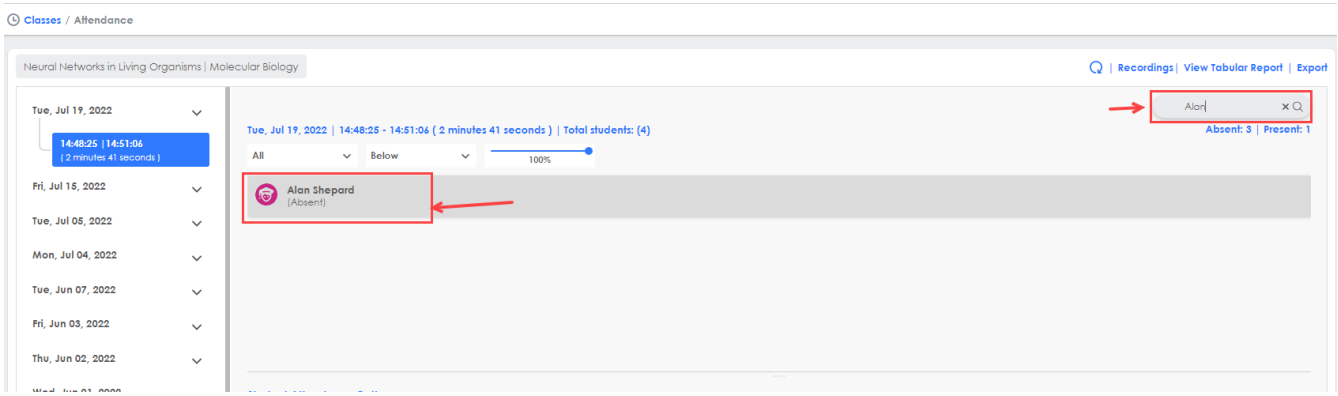


SCREENSHOT – Sample View of Attendance Report

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.

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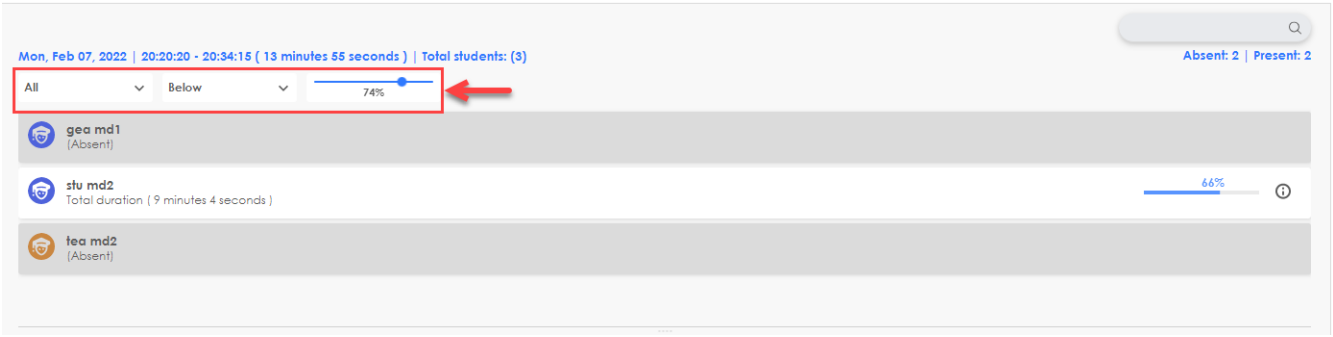
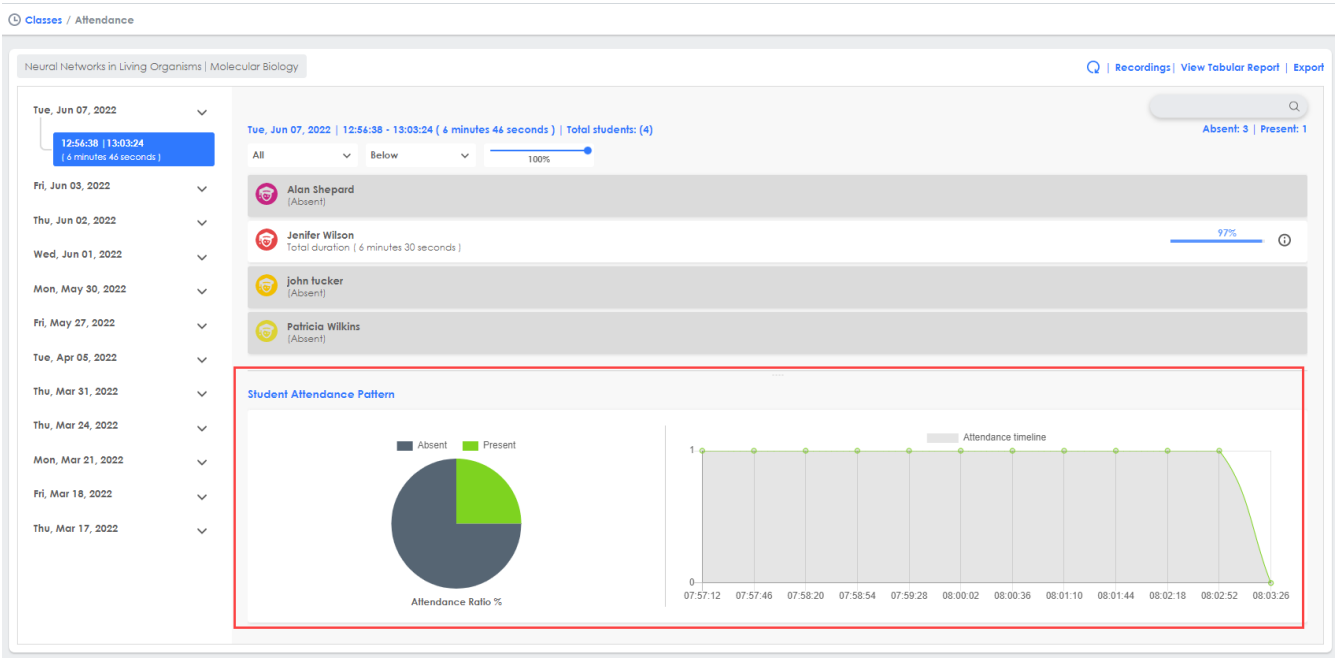


SCREENSHOT – Attendance

12.1.3 Student Attendance Pattern

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



SCREENSHOT – Student Attendance Pattern

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.

Apart from graphical format, attendance of students can be viewed in tabular format by clicking on the **View Tabular Report** as shown below:

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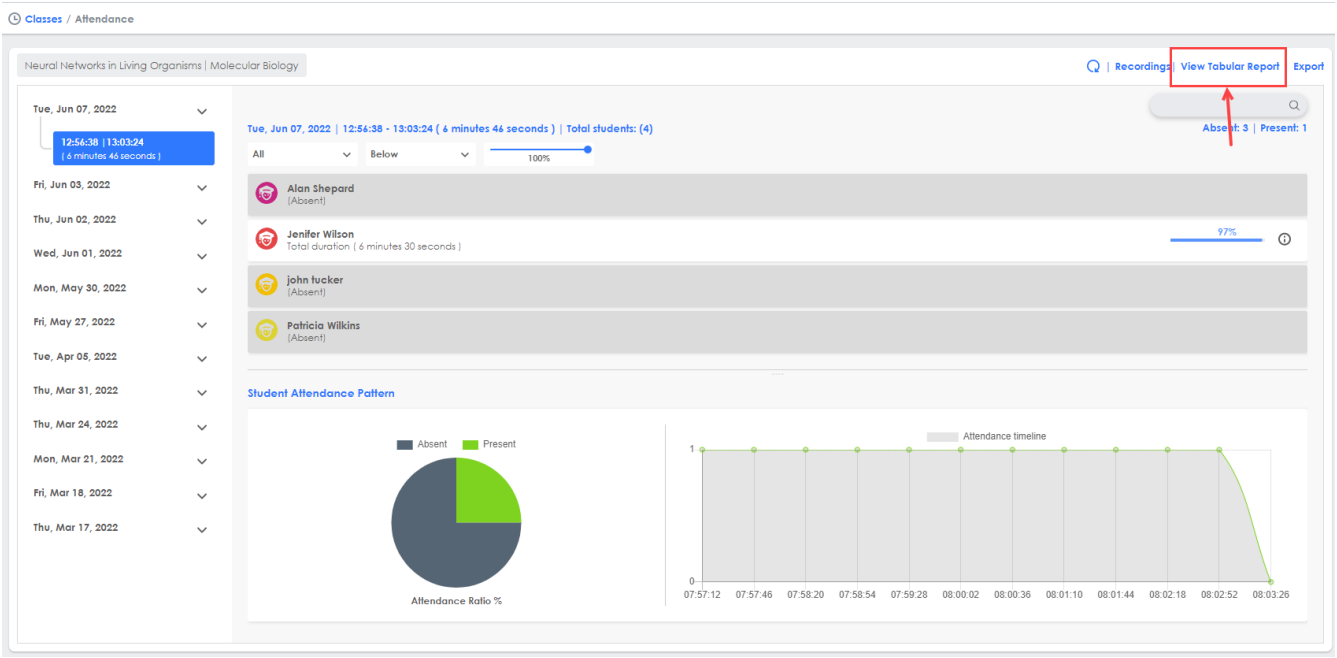
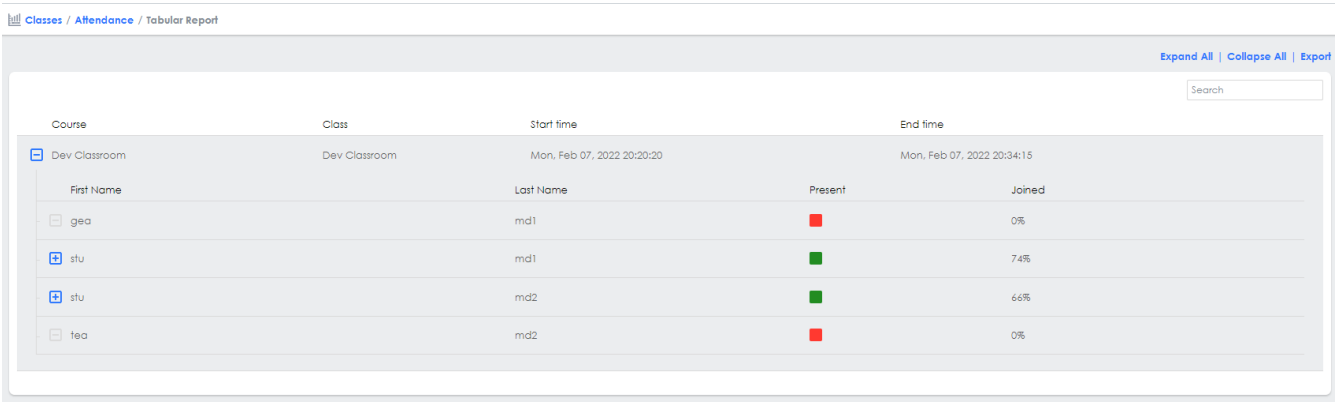


SCREENSHOT – Attendance

When you click on it, attendance of any particular session is displayed in the following pattern:



SCREENSHOT – Attendance

This format displays the Course, Class, Start & End time information for every session.

Following information related to students involved in that particular session is also displayed:

- **First Name –** First name of the student
- **Last Name** – Last name of the student
- **Present –** A red square if the student was absent in the session and a green square if the student was present in the session.
- **Joined -** The percentage of time a student spent in the session.

Further information is available for students that were present during the session

- **Joined –** Time when the student joined the session
- **Left –** Time when the student left the session

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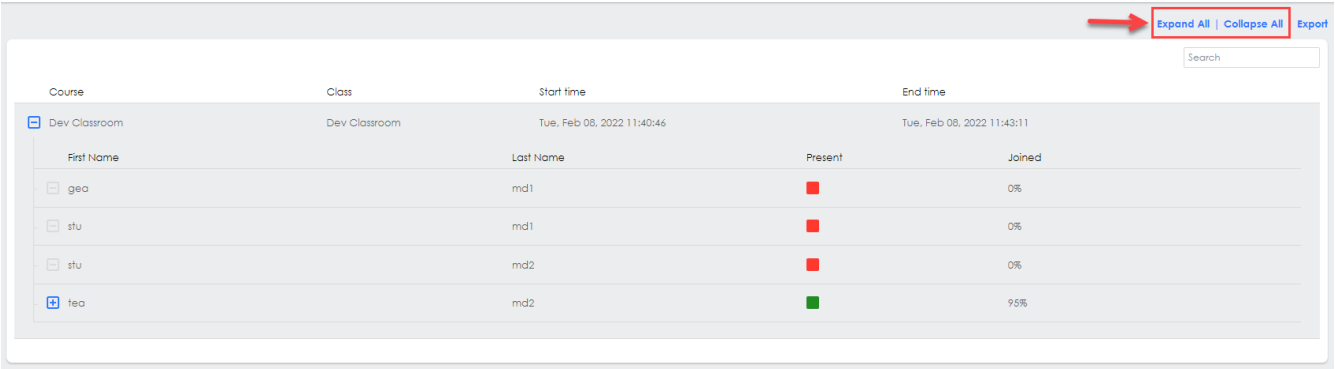
- **Duration –** Total time duration spent by the student in the session
- **Activities –** Details of activities performed by the student during the session

Organization admins can expand individual set of information by clicking on icon and collapse it by clicking on icon.

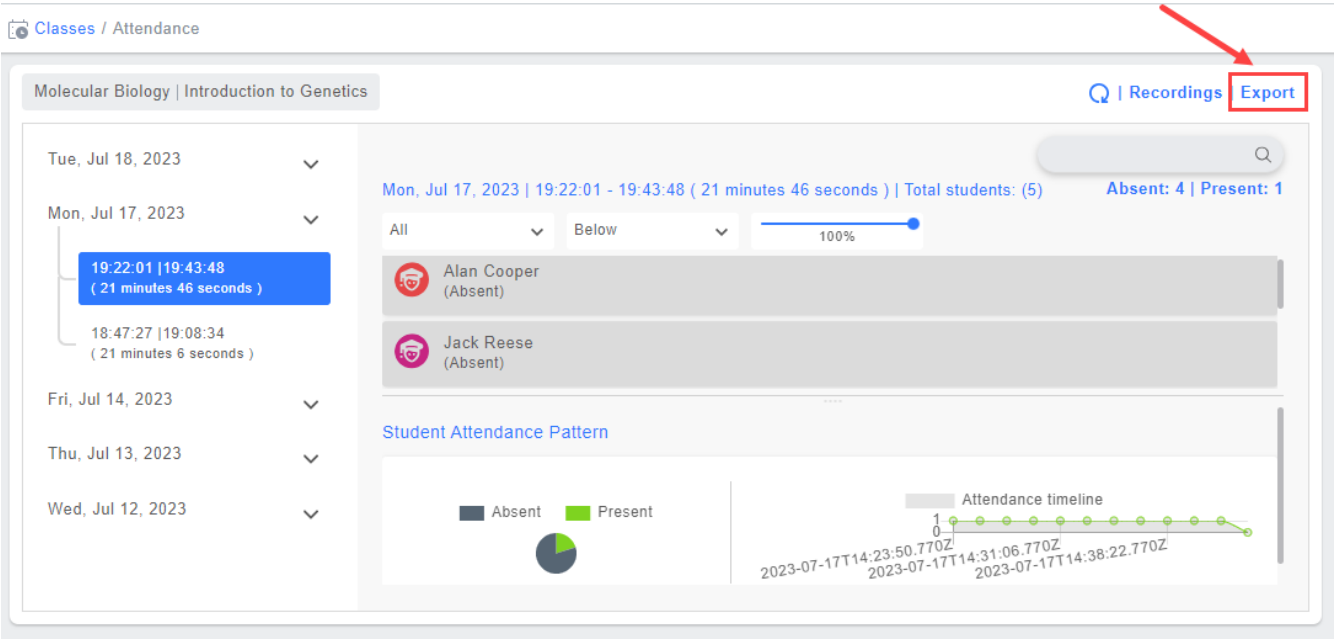
Expand all and collapse all options are also available at top right corner of the report as highlighted below:



SCREENSHOT – Attendance

12.1.4 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.

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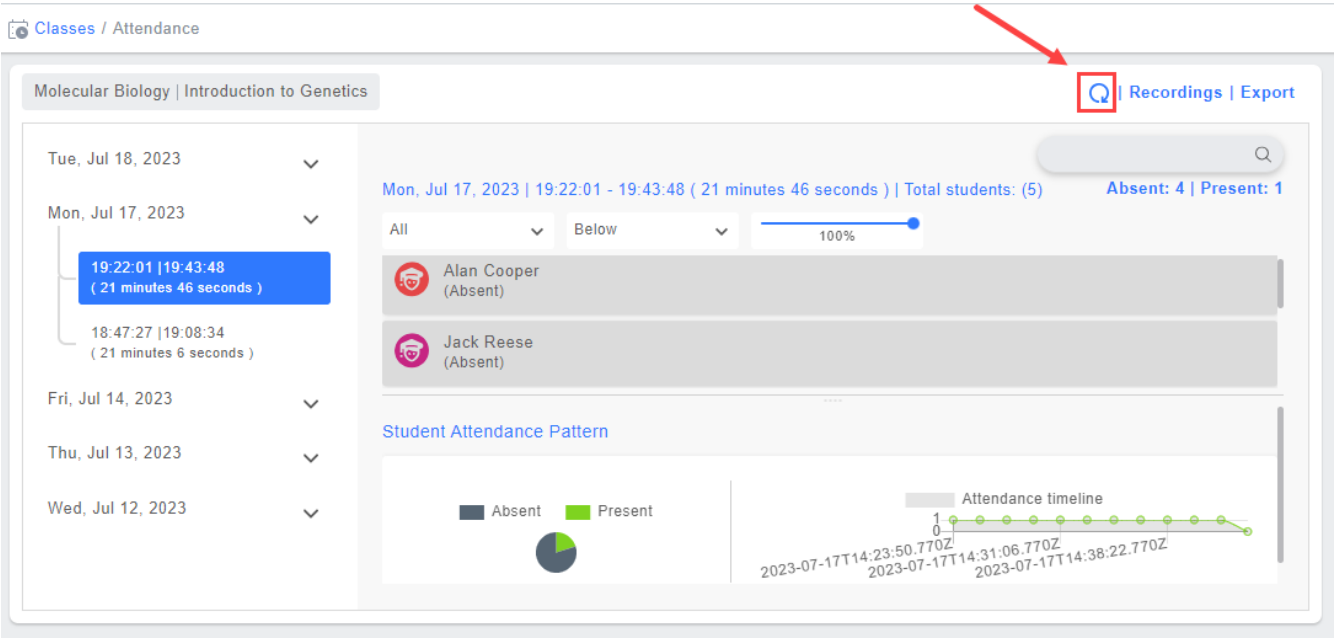
12.1.5 Refresh the Attendance Report

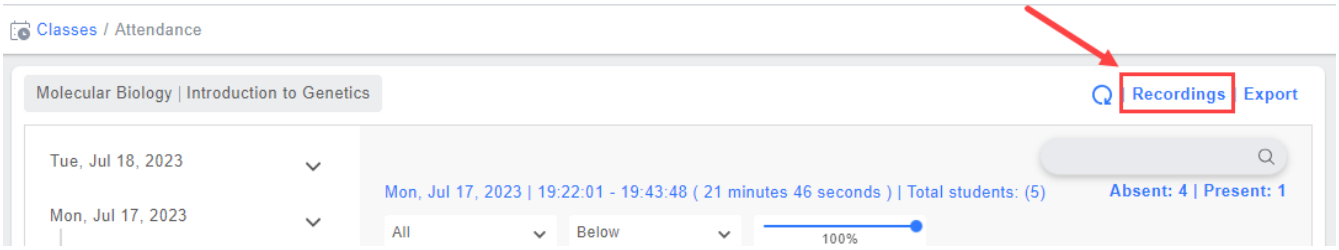
A refresh button is also available to update the attendance report of ongoing session(s) as highlighted below:



SCREENSHOT – Attendance

12.1.6 Recordings

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



SCREENSHOT – Recordings

Following screen will be displayed:

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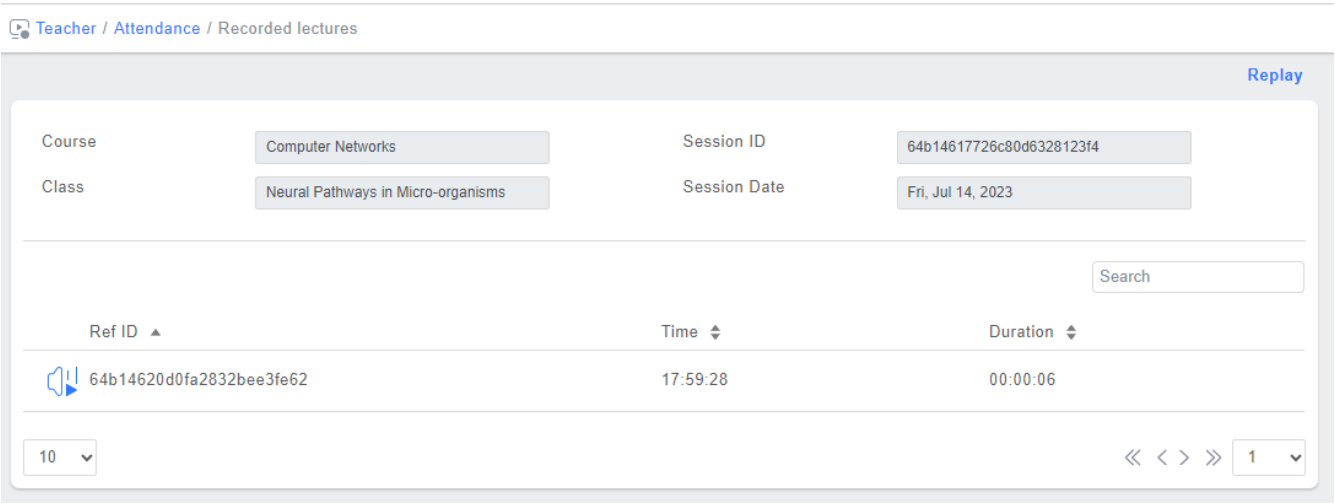
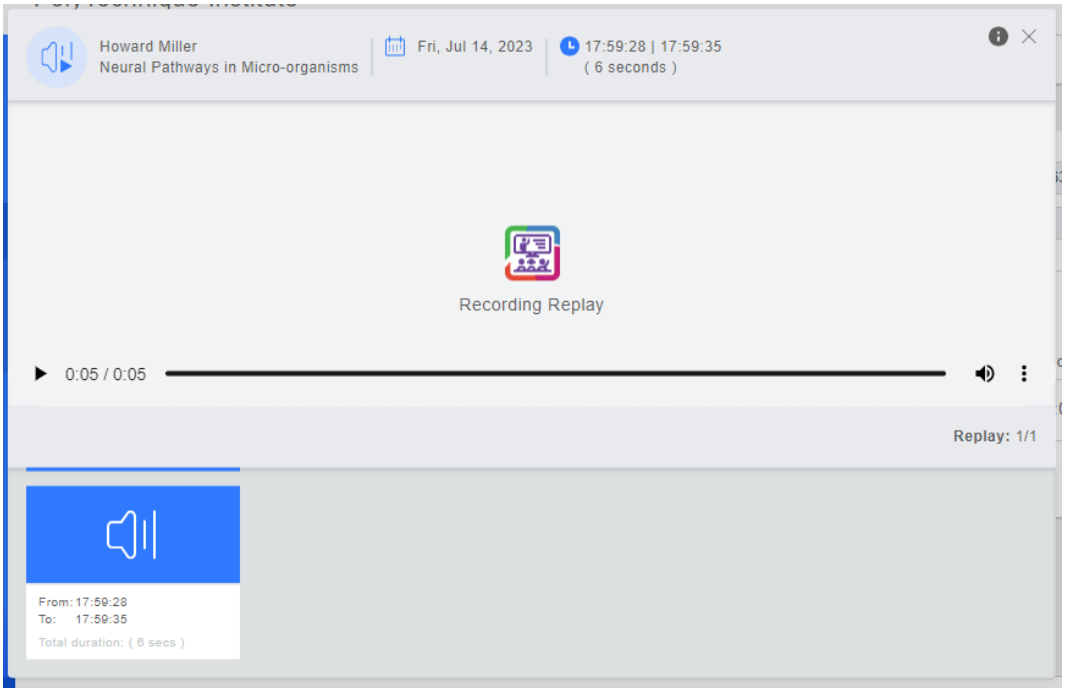


SCREENSHOT – Recordings

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



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.

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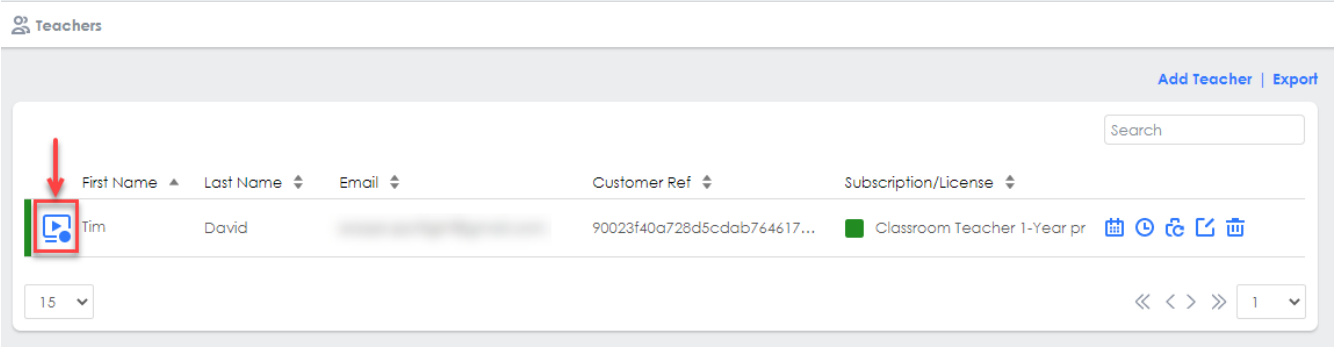
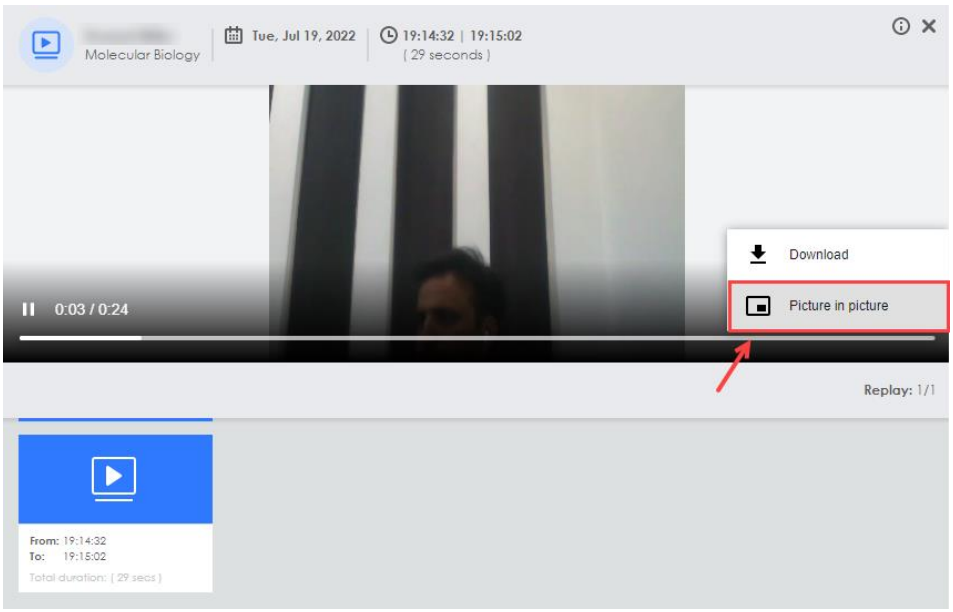


SCREENSHOT – Recordings

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

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



SCREENSHOT – Recordings

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

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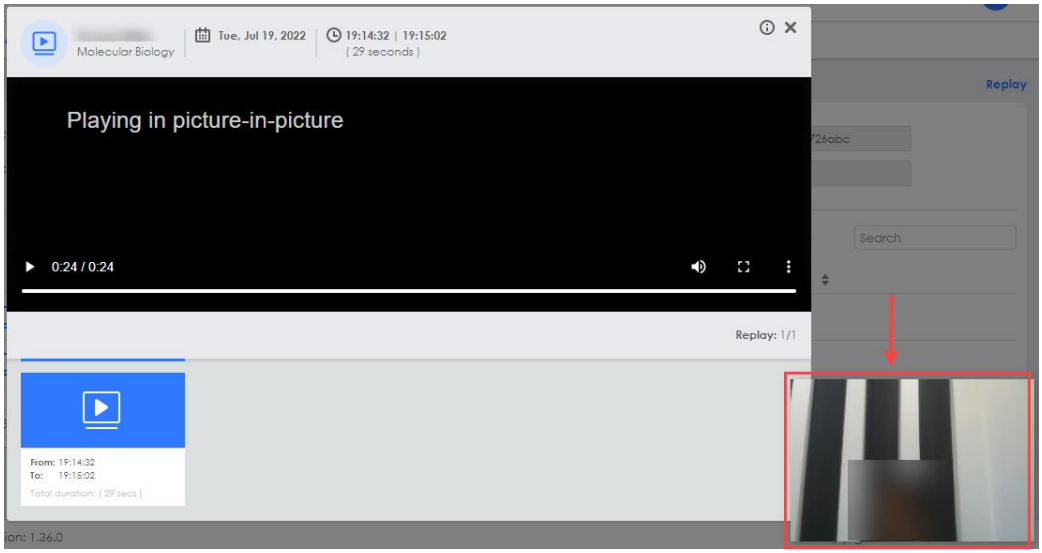
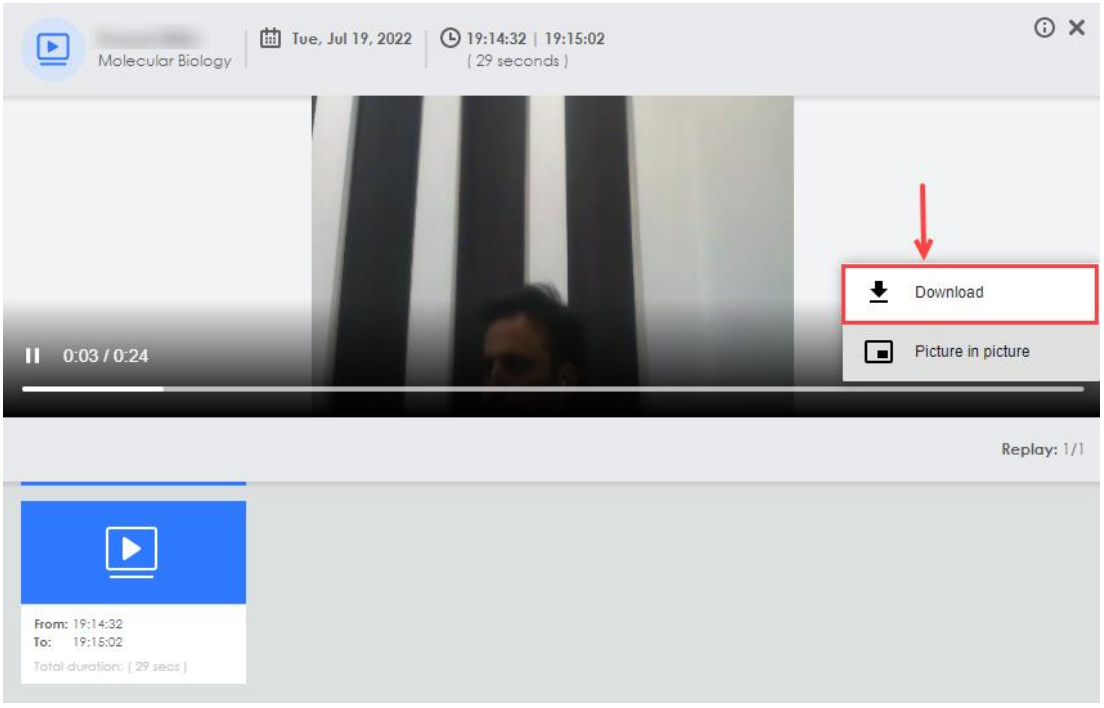


SCREENSHOT – Recordings

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

12.2 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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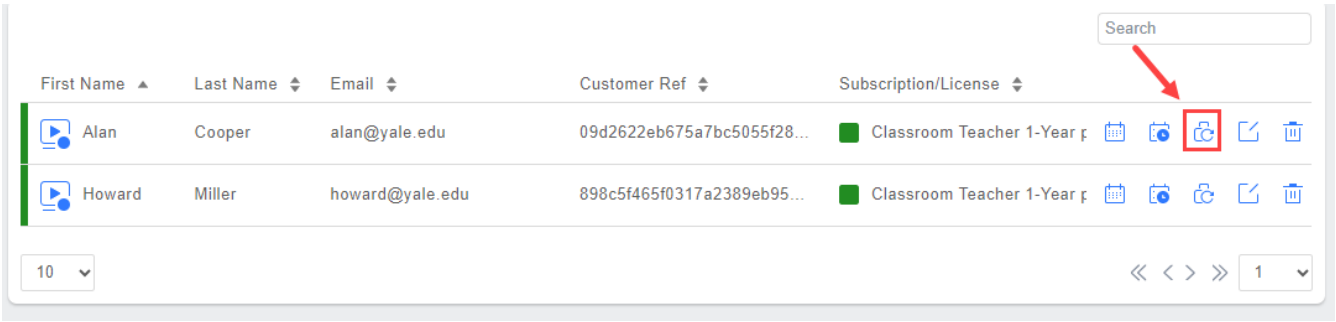
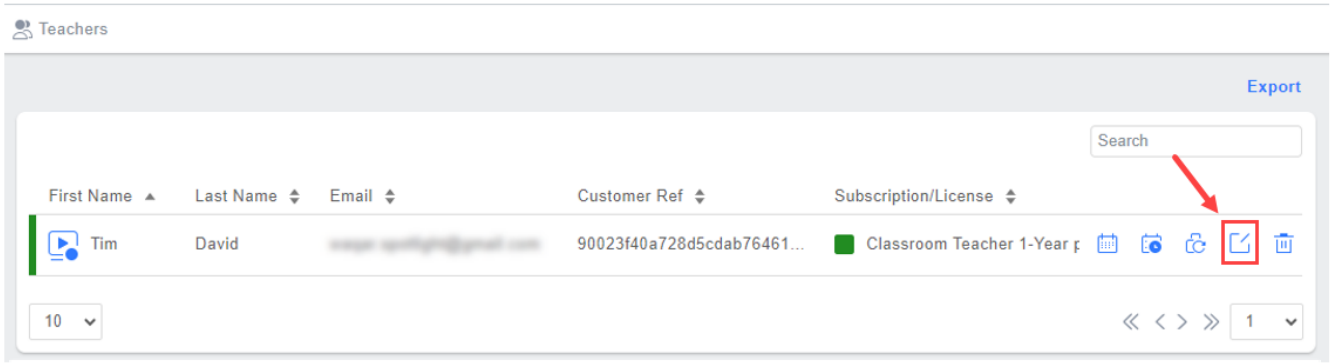


SCREENSHOT – Teachers

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.

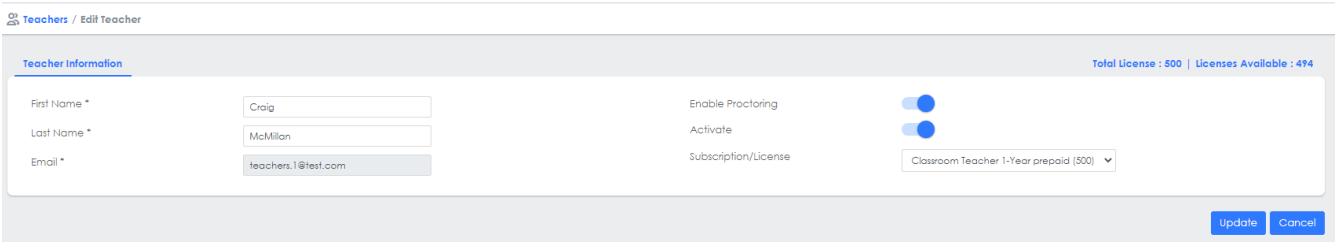
12.3 Update Teacher Details

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



SCREENSHOT – **Edit Teacher**

You will be presented with the following screen:



SCREENSHOT – **Edit Teacher**

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

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

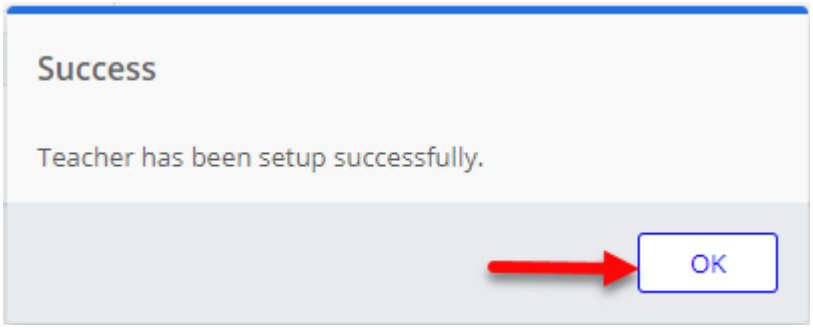
Subscription/License: Select the required subscription plan for the respective teacher from the dropdown menu of the respective field.

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.

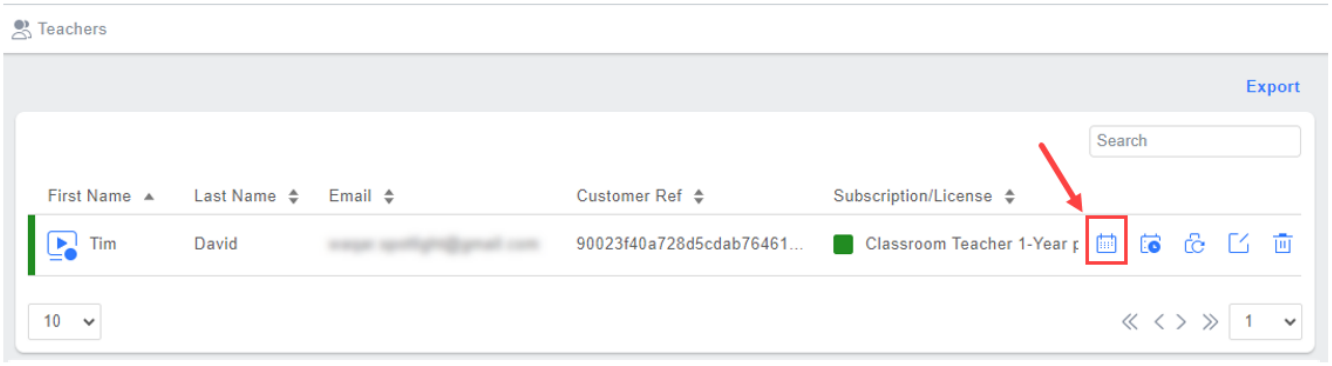


SCREENSHOT – **Message from the Application**

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

12.4 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

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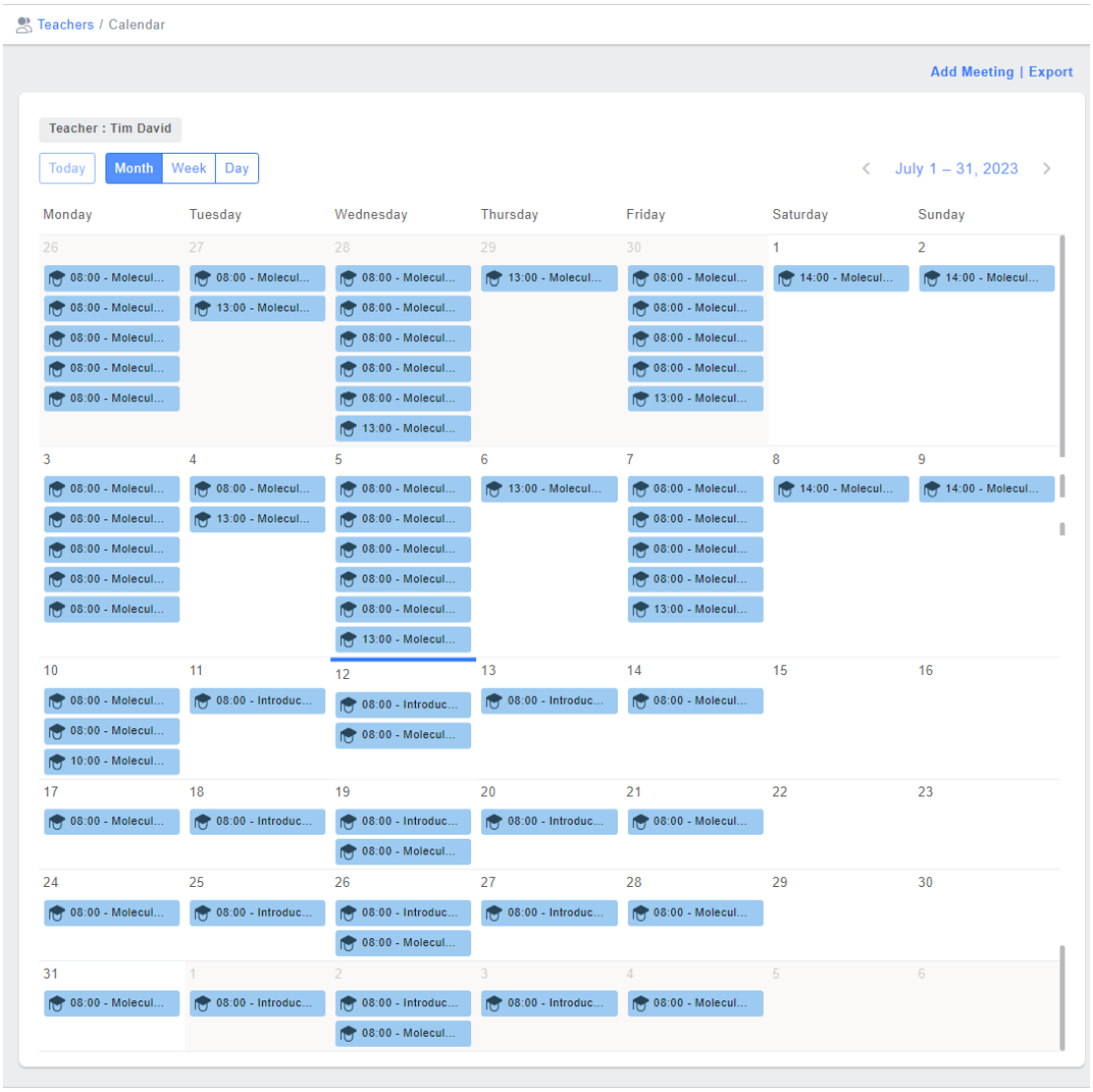
Following screen is displayed with detail of each meeting mapped on a calendar for each month.



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:

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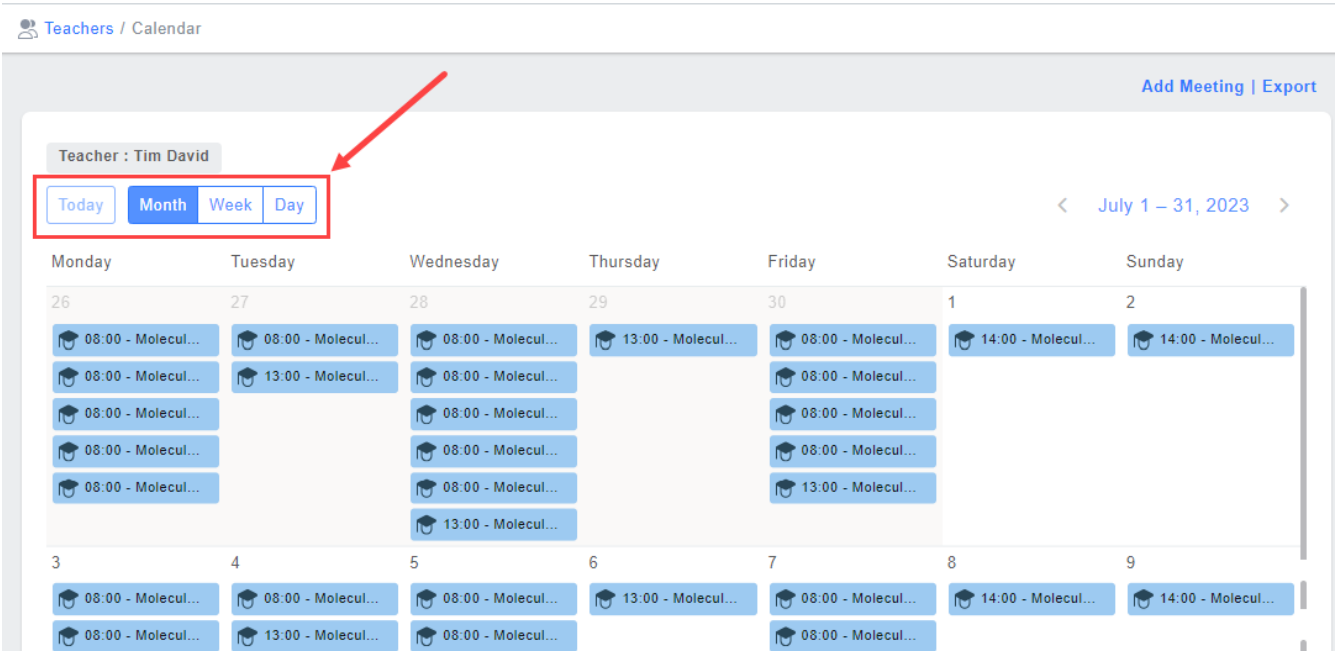
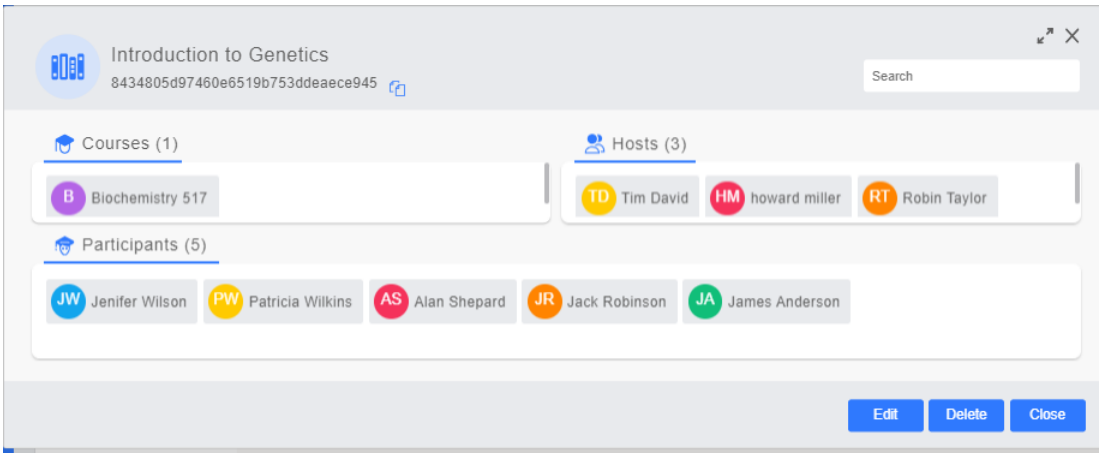


SCREENSHOT – Calendar

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



SCREENSHOT – Calendar Entry

12.5 Delete a Teacher

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

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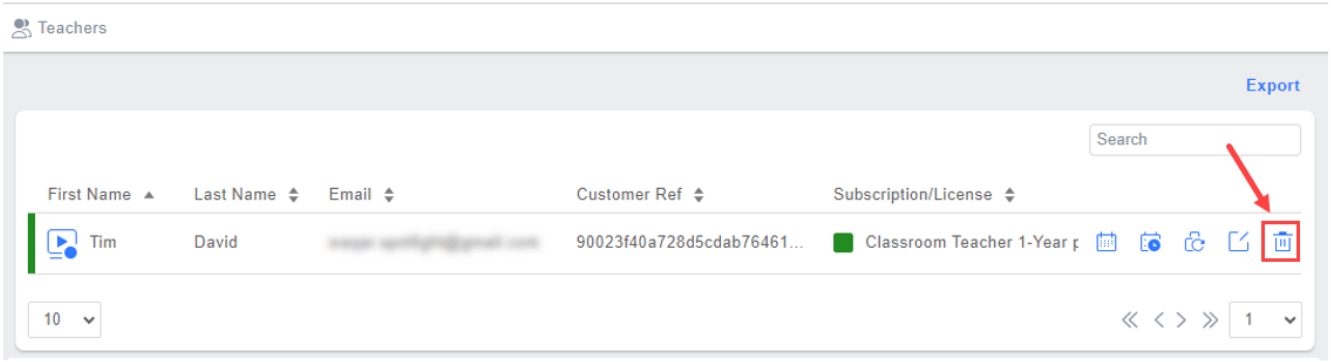
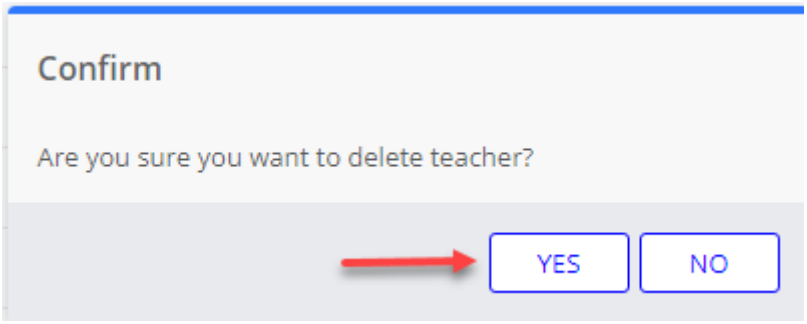


SCREENSHOT - **Delete a teacher**

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

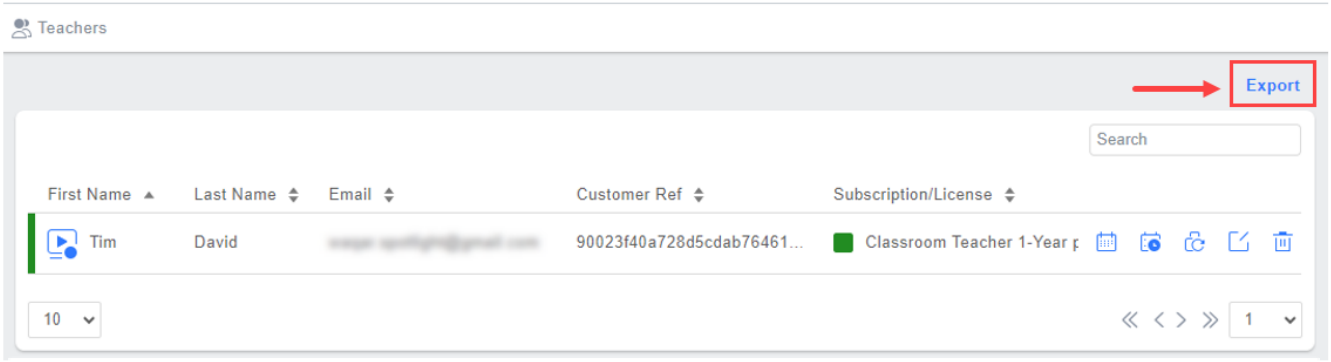


SCREENSHOT – **Message from the Application**

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

12.6 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 Teacher Data

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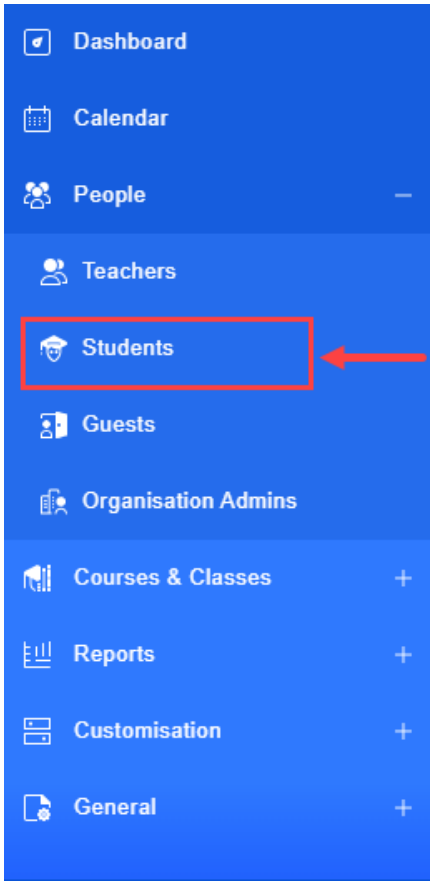
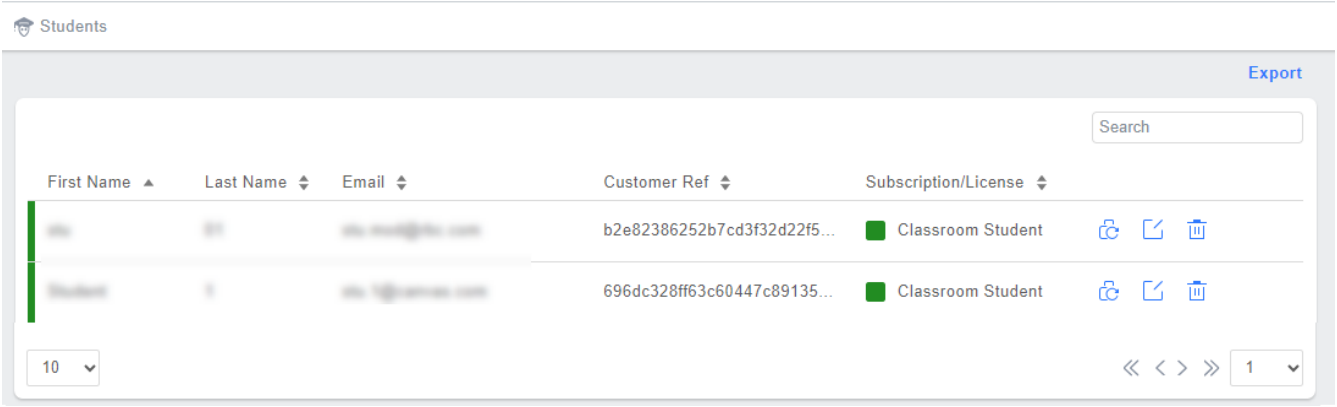
13 Students

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

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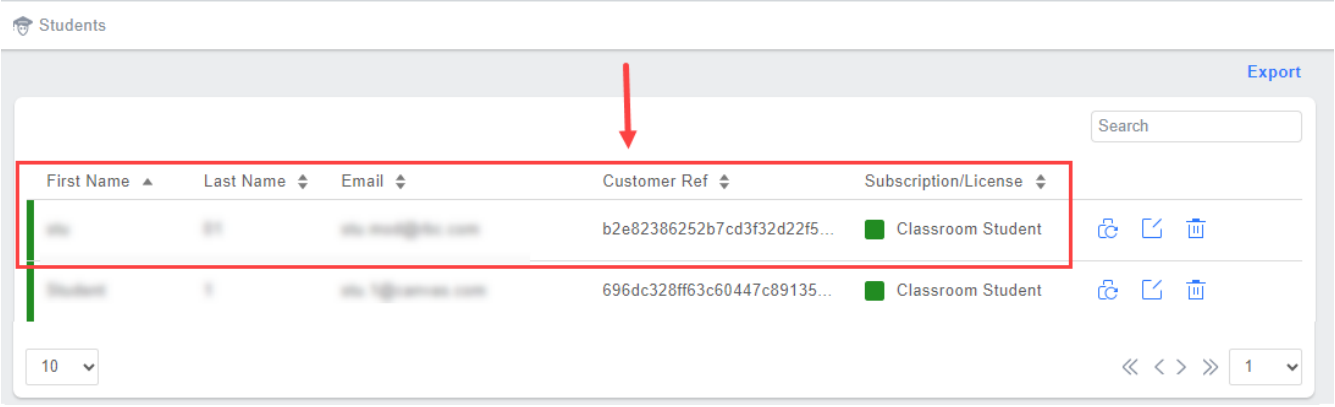
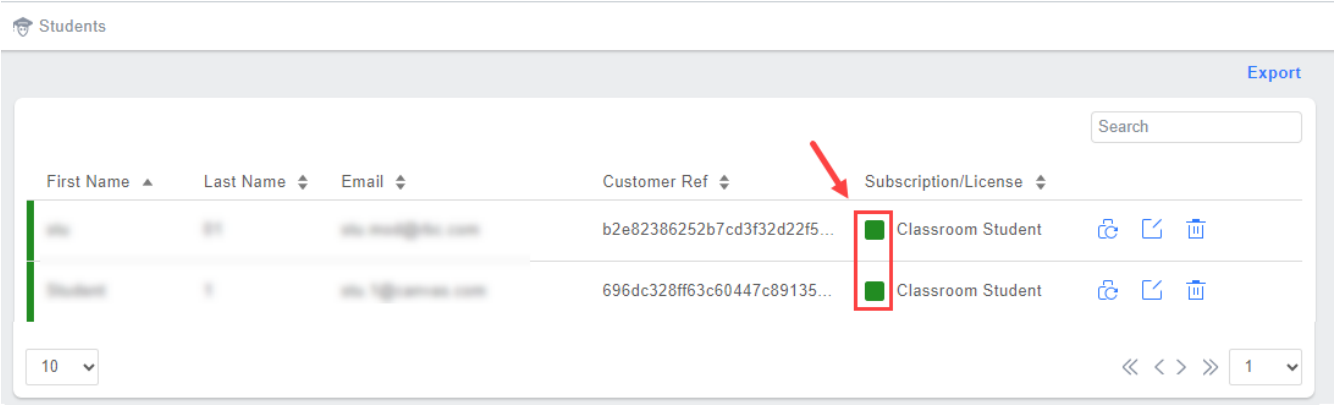
The administrator can view student details on the **Students** screen including the first name, last name, email, customer reference, subscription/licenses plan of the student along with status of subscription, as shown below.



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

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

13.1 Update Student Details

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

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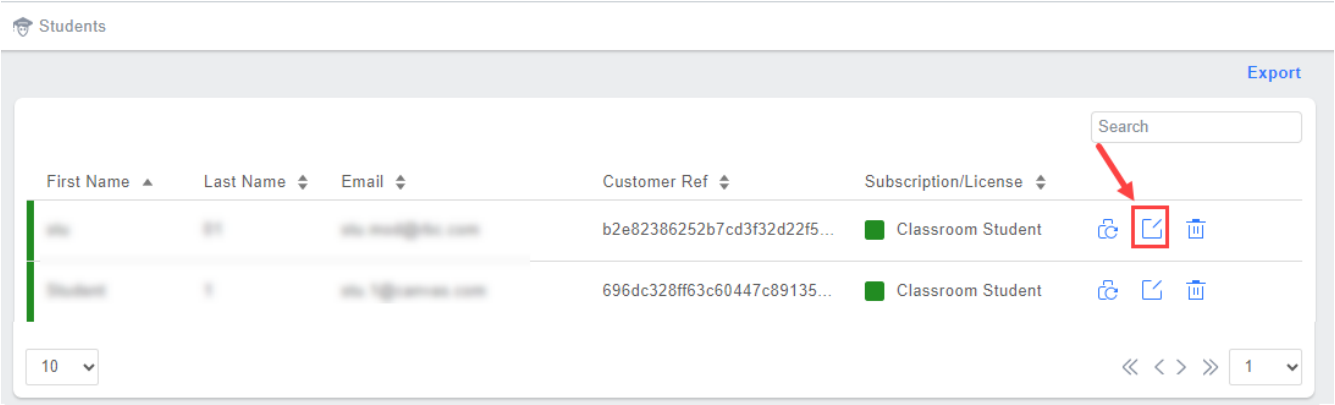
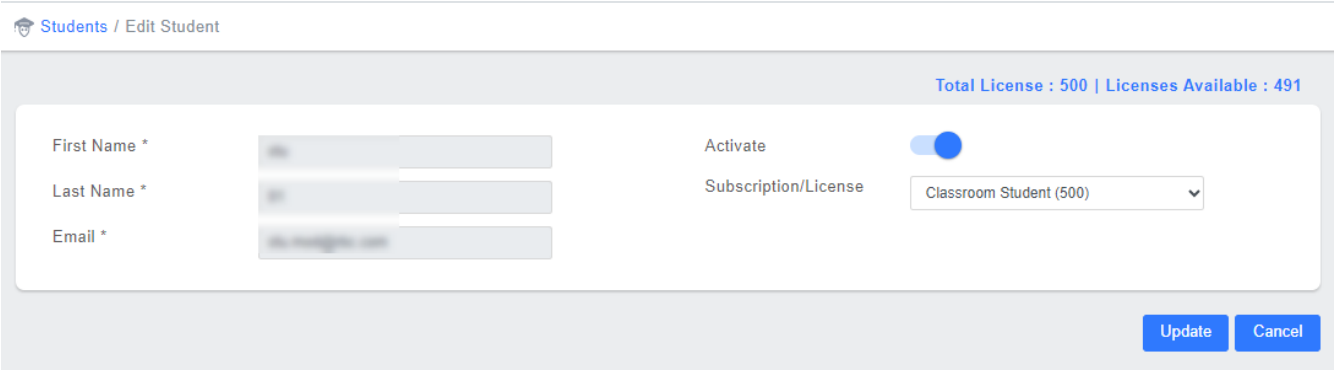


SCREENSHOT – Edit Student

You will be presented with the following screen.



SCREENSHOT – Edit Students

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.

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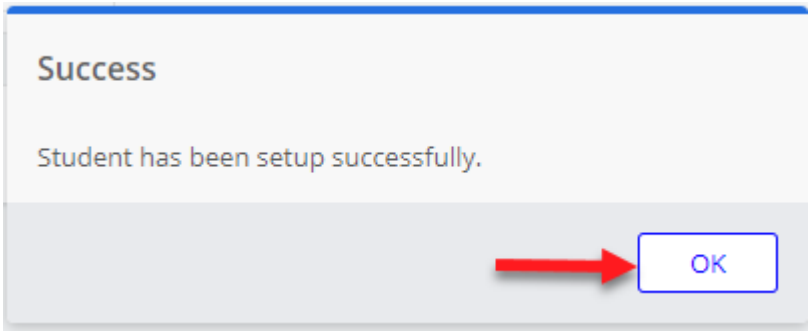
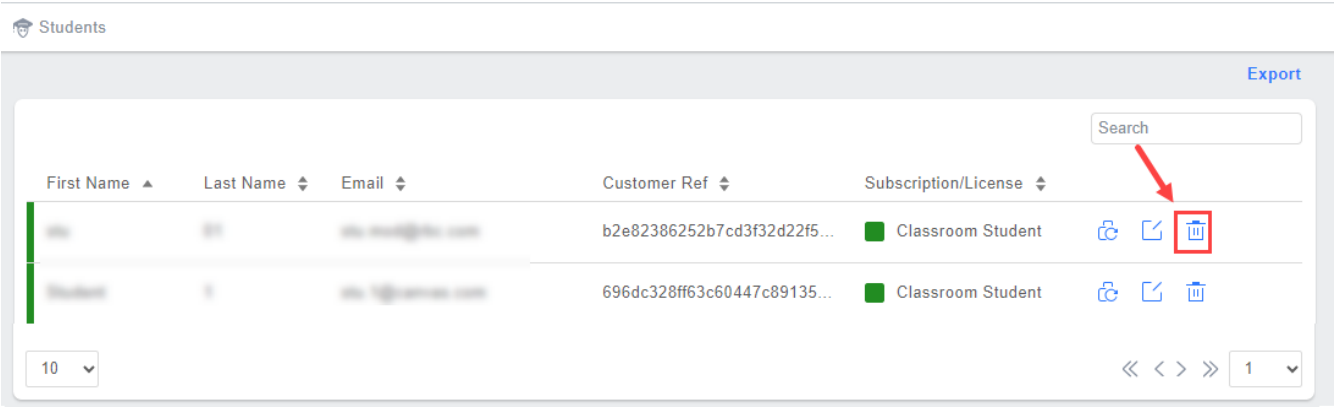


SCREENSHOT – Message from the Application

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

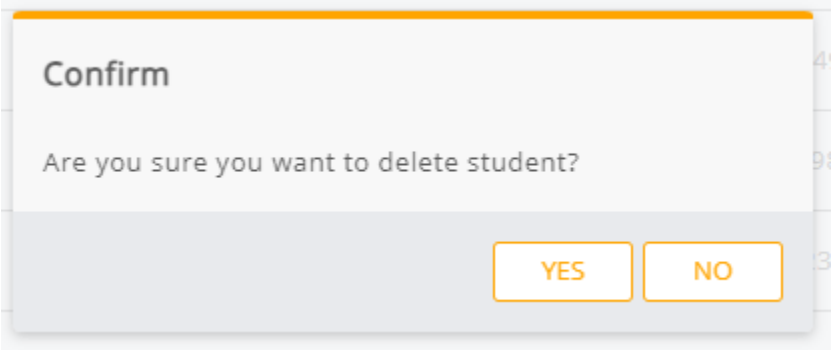
13.2 Delete a Student

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.

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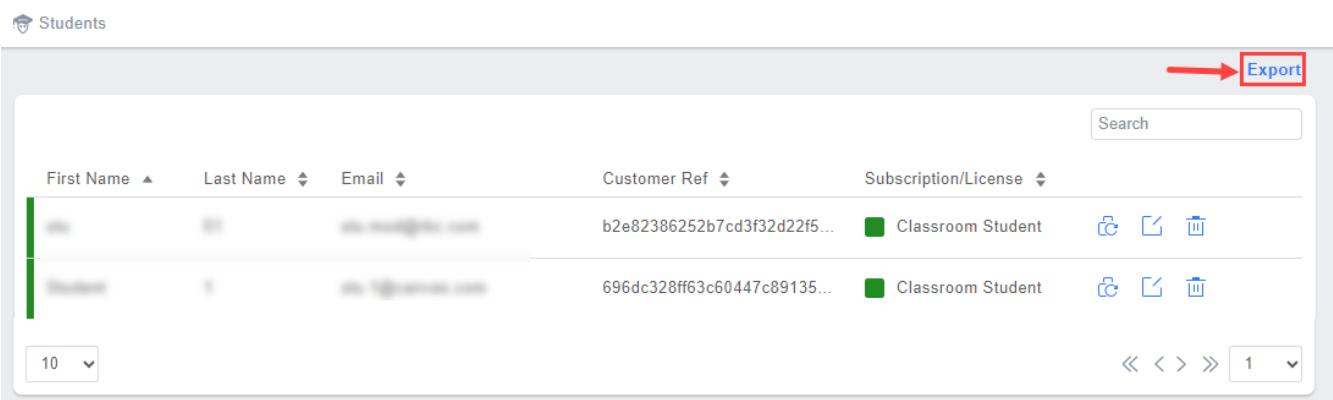
13.3 Export Students Data

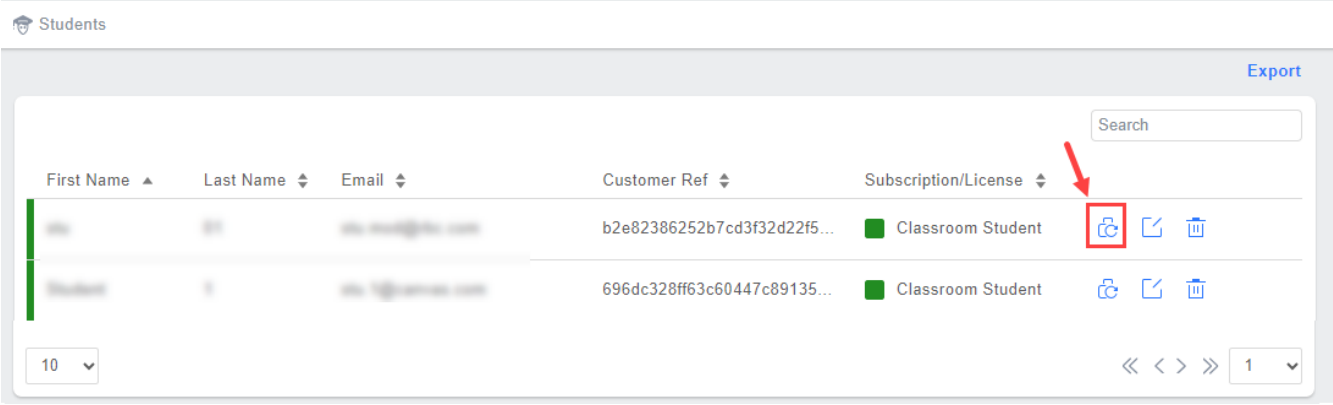
If you want to download all the information related to students in the form of an excel file, click on Export as highlighted below:



SCREENSHOT – Export Students

13.4 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.

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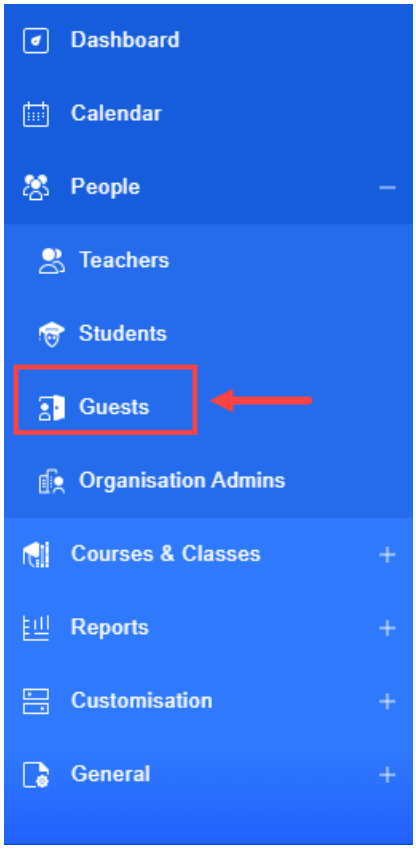
14 Guests

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 workgroup 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 or via the external app of Rainbow Classroom on LMS. 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:

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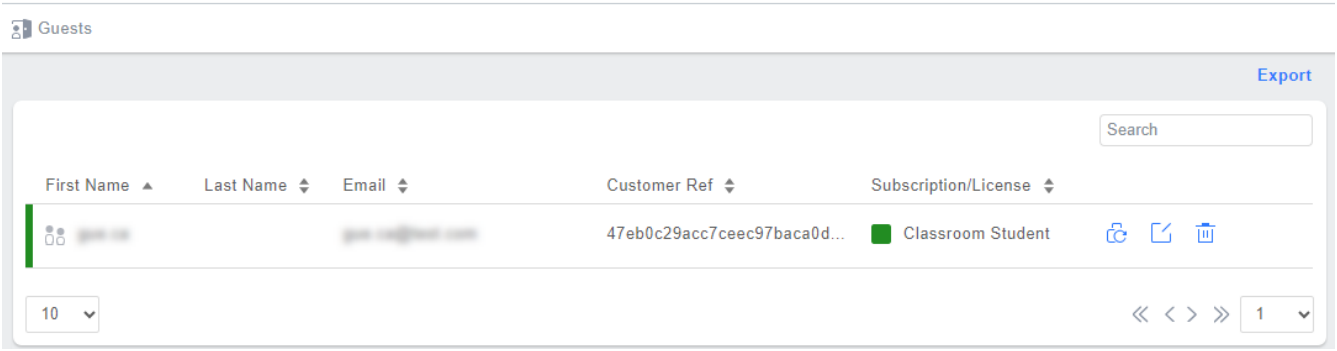
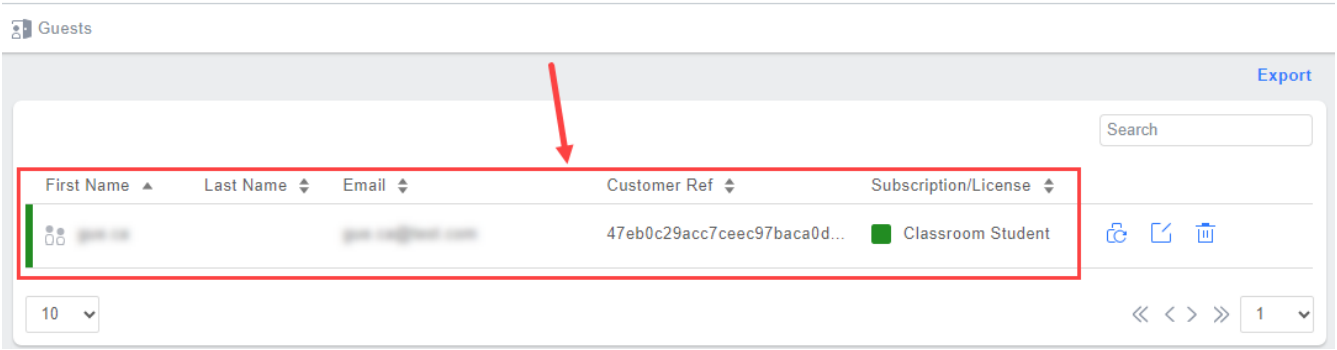


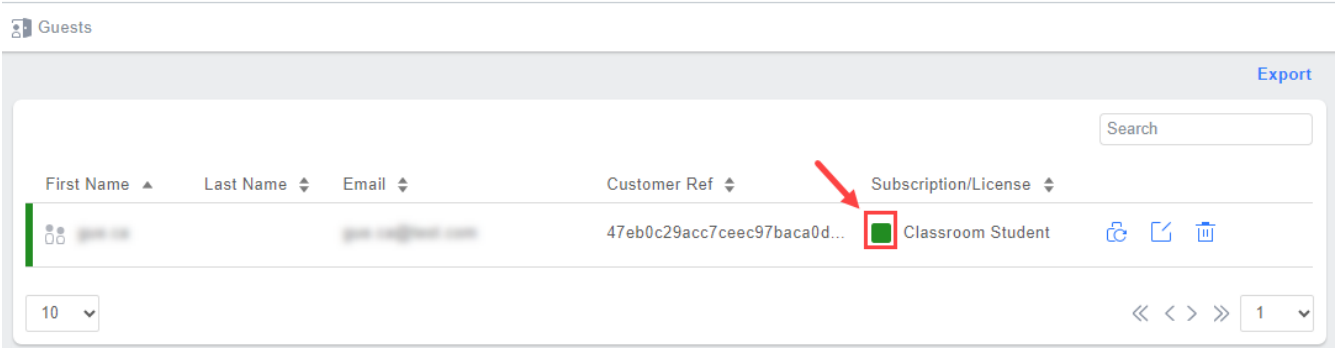
SCREENSHOT – Guests

The administrator can view guest's details on the **Guests** screen including the first name, last name, email, customer reference, subscription/licenses plan and status of the guest, as shown below:



SCREENSHOT – Guests

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



SCREENSHOT – Guests

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

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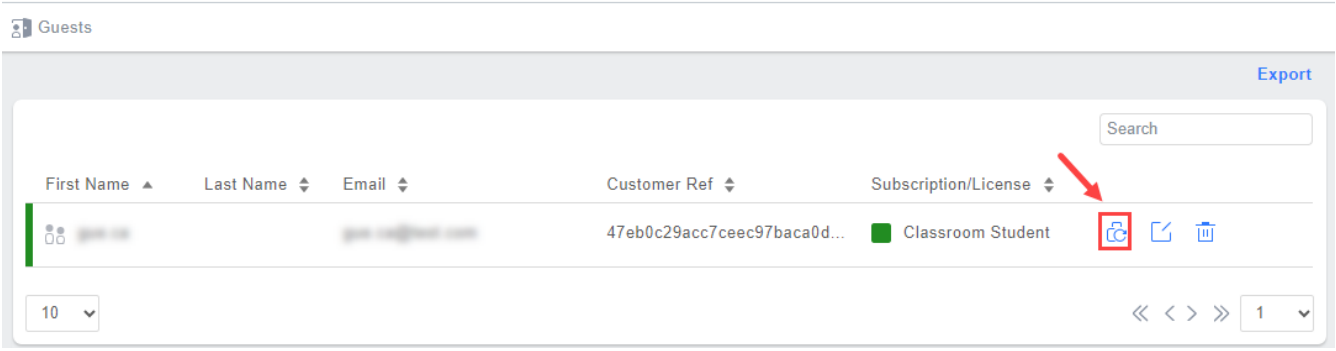
14.1 Reset Password

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:

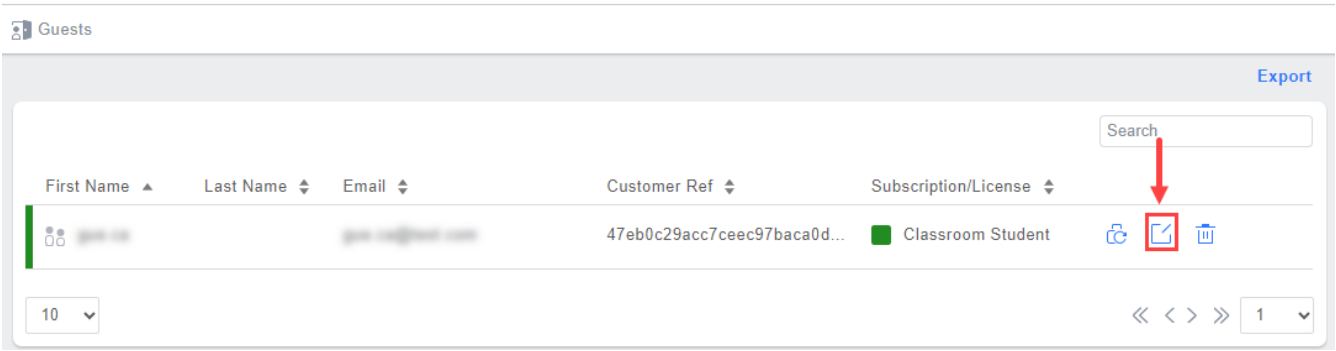


SCREENSHOT – Reset Password

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.

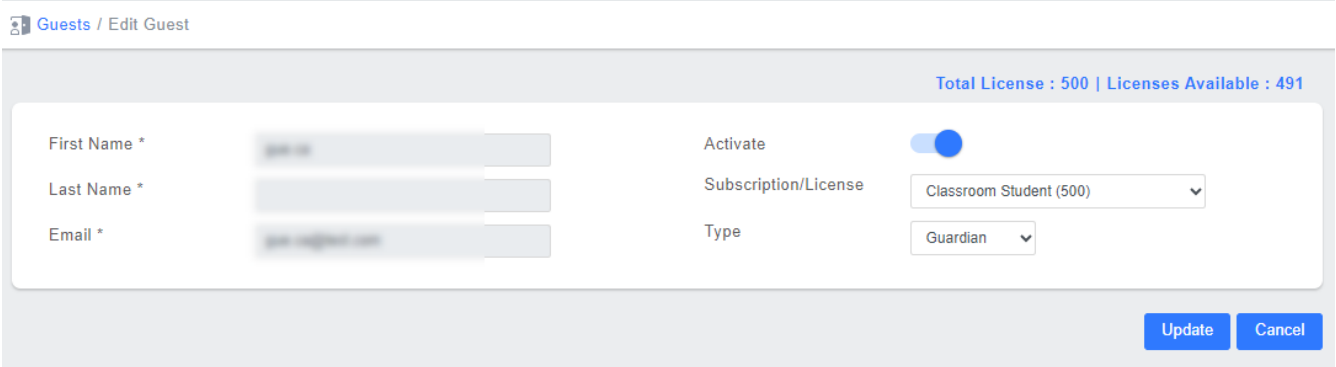
14.2 Update Guest Details

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



SCREENSHOT – Edit Guests

You will be presented with the following screen.



SCREENSHOT – Edit Guests

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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.

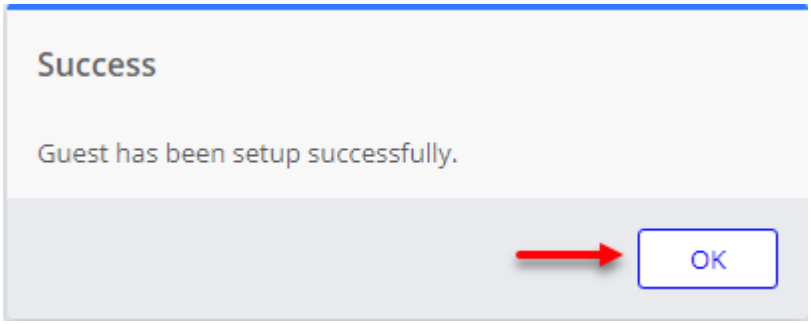
Activate: By default, the activate toggle button is enabled which means that the guest is allocated with the selected subscription plan. To remove any subscription from the respective guest, disable the activate toggle button and that guest will not be allocated with any subscription/student license.

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.

14.3 Delete a Guest

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

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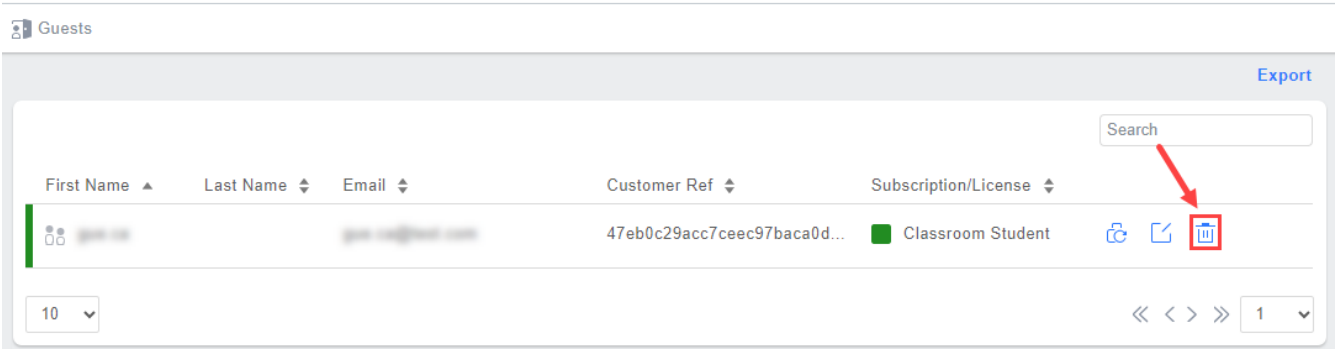
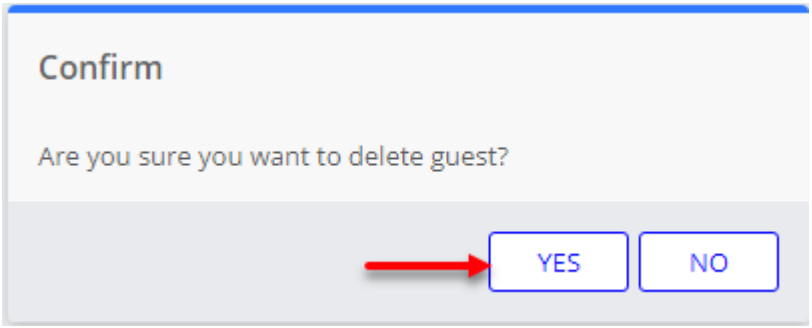


SCREENSHOT – Delete a Guest

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

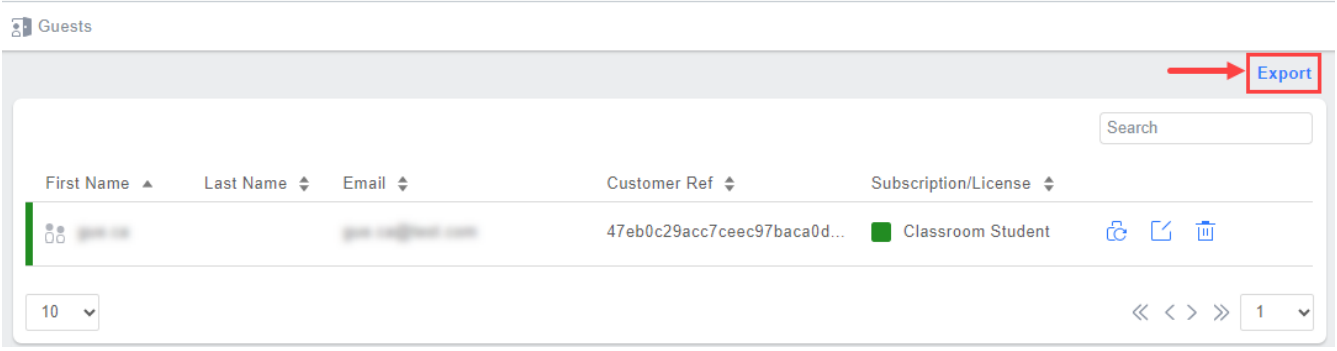


SCREENSHOT – Message from the Application

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

14.4 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 Guests

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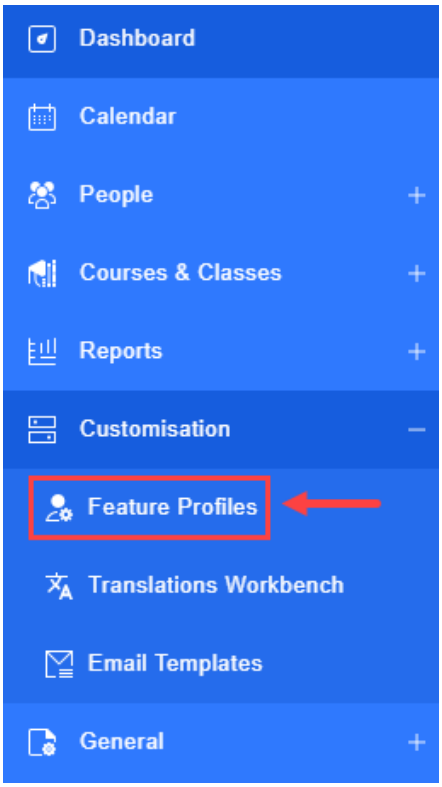
15 Feature Profiles

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

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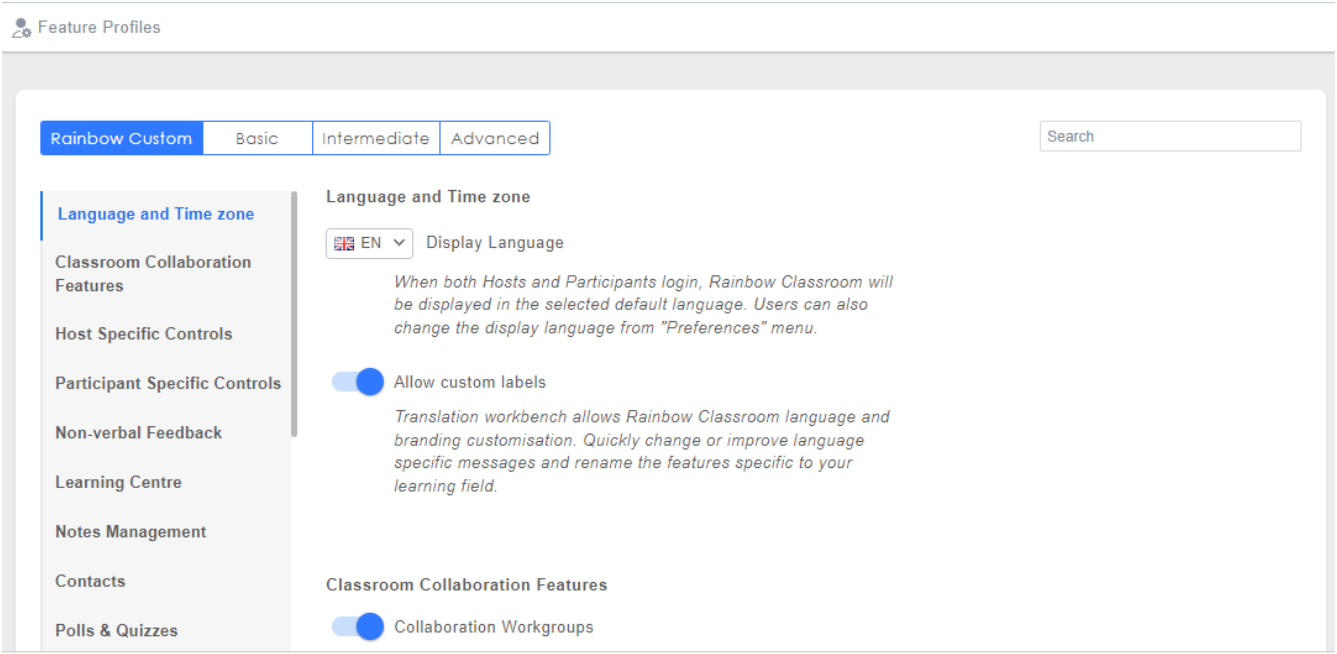
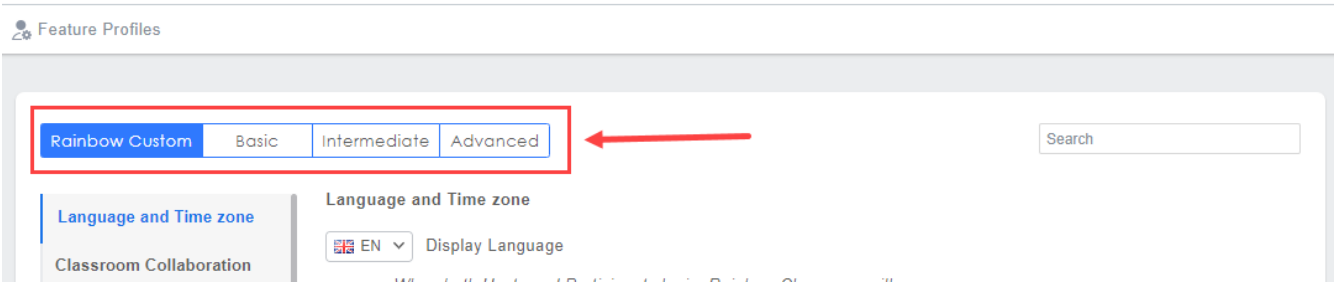
Following screen is displayed:



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

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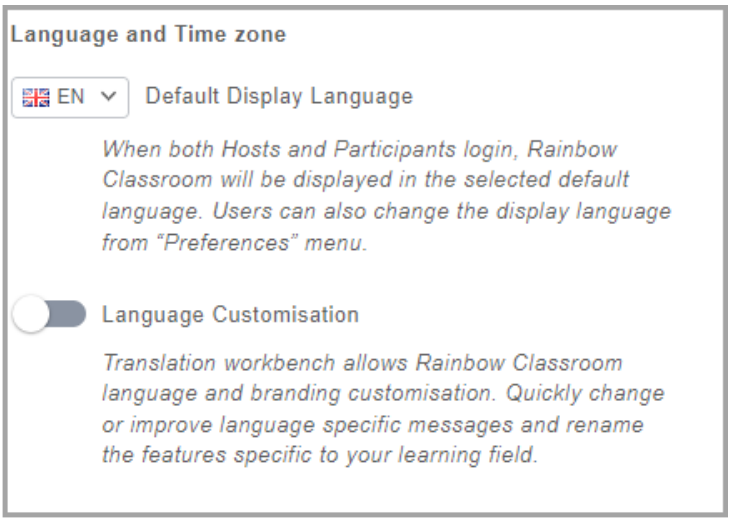
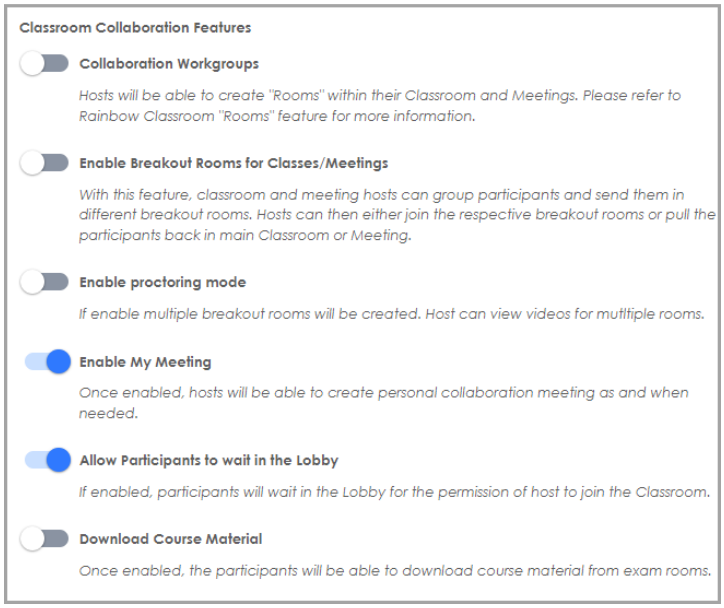
This section provides the ability to configure the specific display language on Rainbow Classroom depending on your specific time zone and geographical region. If you are not satisfied with translation of labels provided by Rainbow Classroom, you can choose to use your own customized labels from this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

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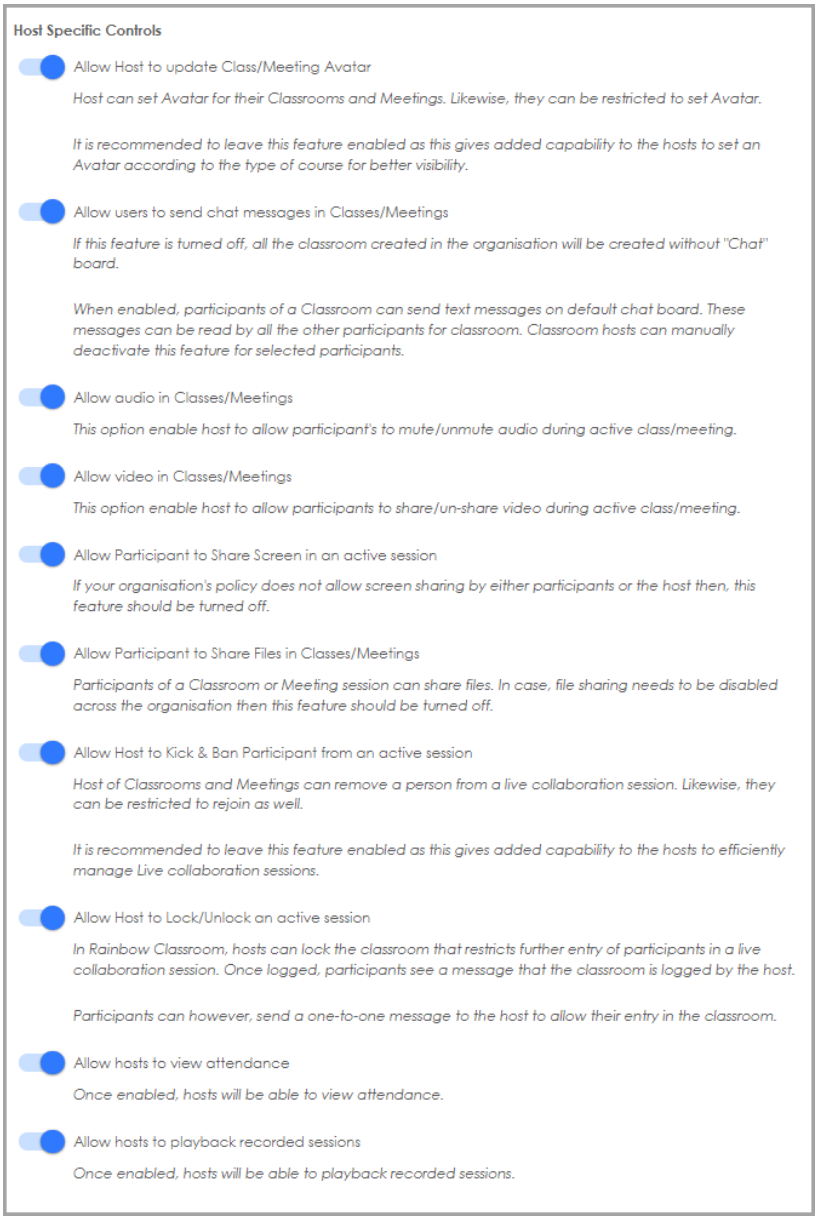
(live and otherwise) with much more effectiveness even in virtual environment. Following configuration options are available in this section:



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:

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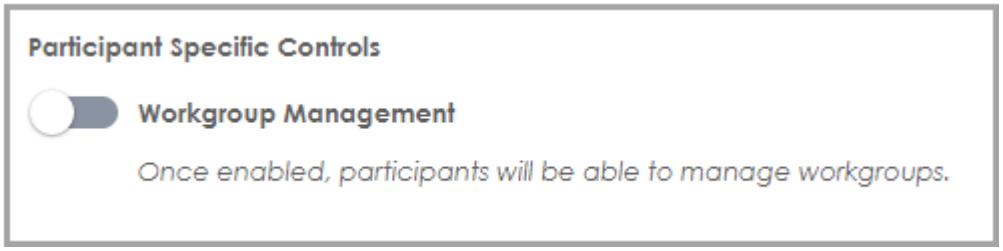
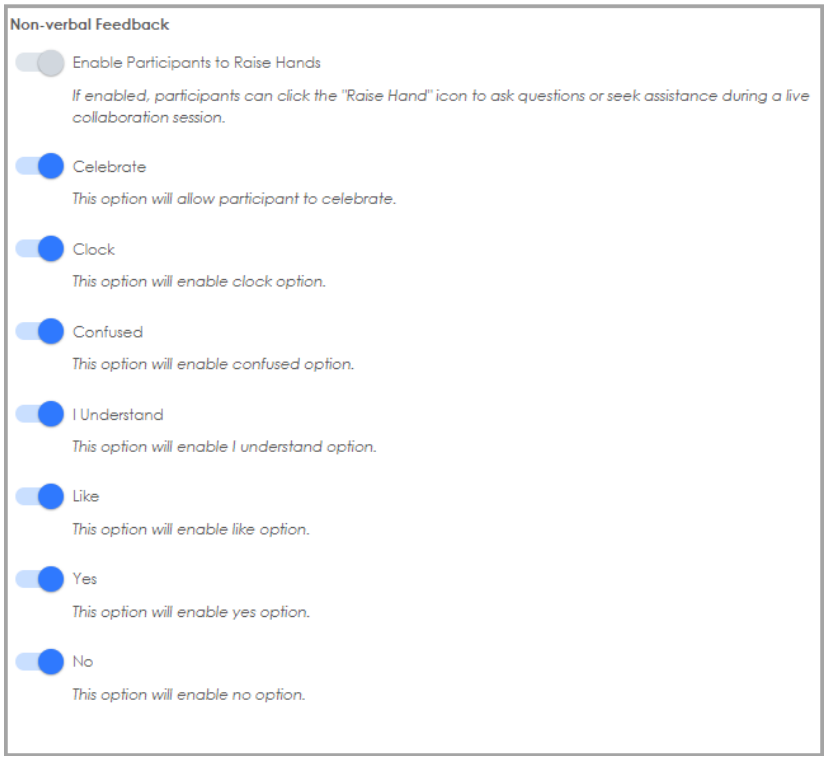


SCREENSHOT – Feature Profiles

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:

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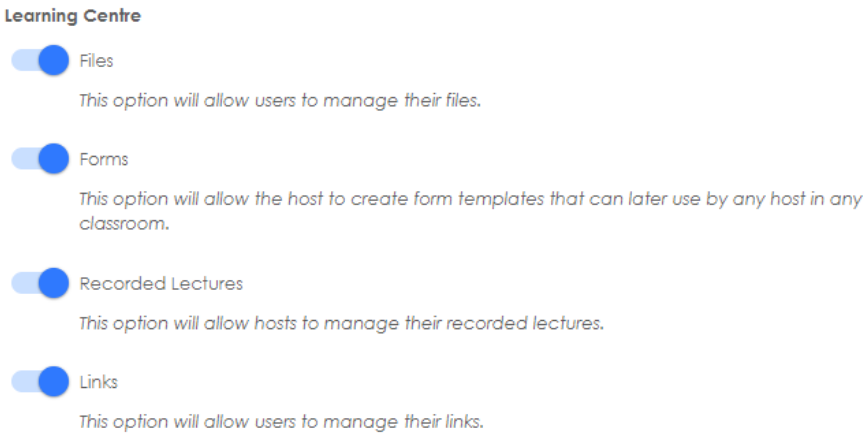
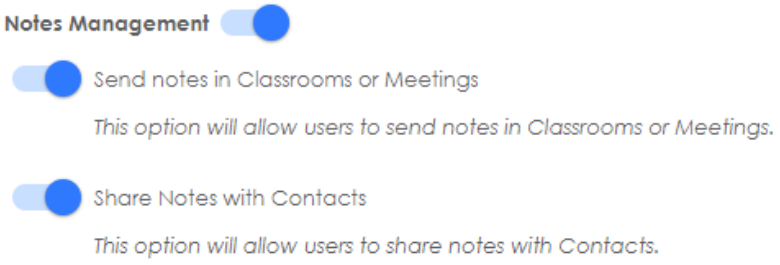


SCREENSHOT – Feature Profiles

Notes Management

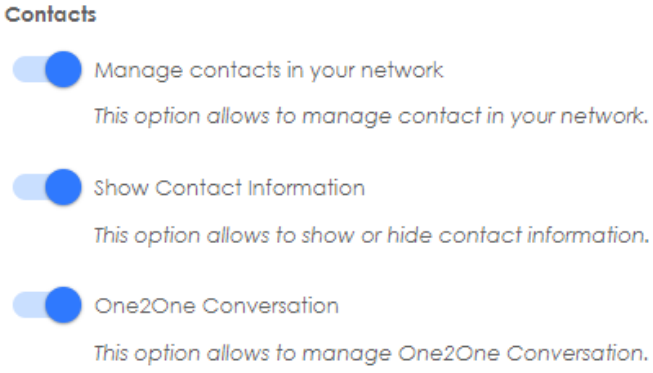
This section provides the ability to configure Notes Management for classroom & meeting participants. Sharing and sending of notes within a classroom/meeting and to a contact can be enabled and disabled via this section as shown below:



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

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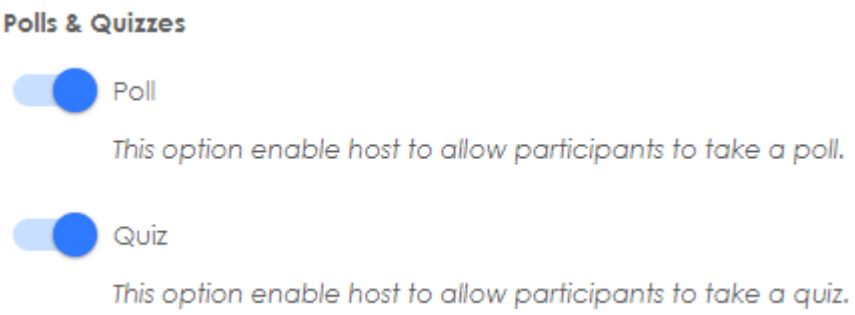
Polls & Quizzes

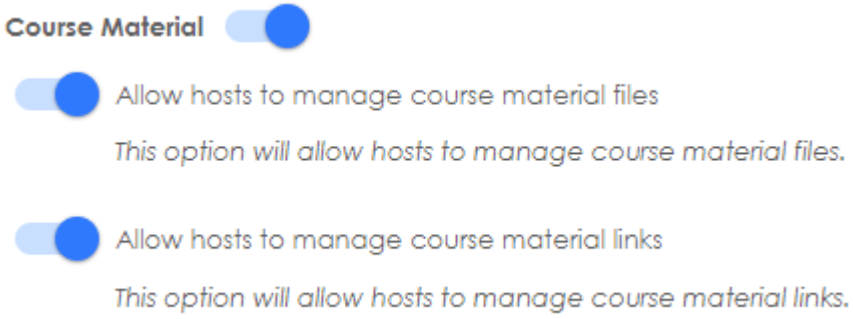
This section provides the ability to host to collect feedback from their students and participants of meetings. Ability to Quiz one's students is also enabled from this section as shown below:



SCREENSHOT – Feature Profiles

Course Material

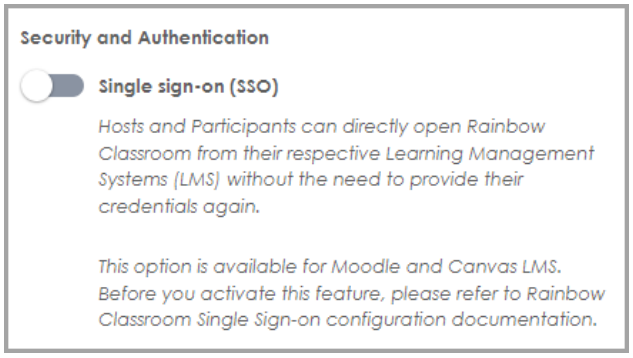
This section provides the ability to configure how a host can manage course material within a classroom.



SCREENSHOT – Feature Profiles

Security and Authentication

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



SCREENSHOT – Feature Profiles

Guest Management by Host

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

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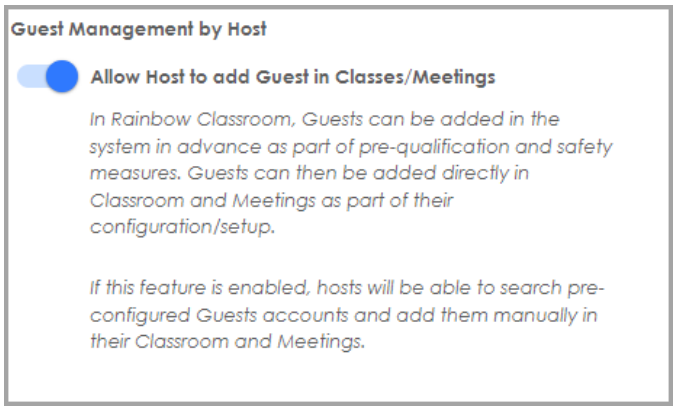
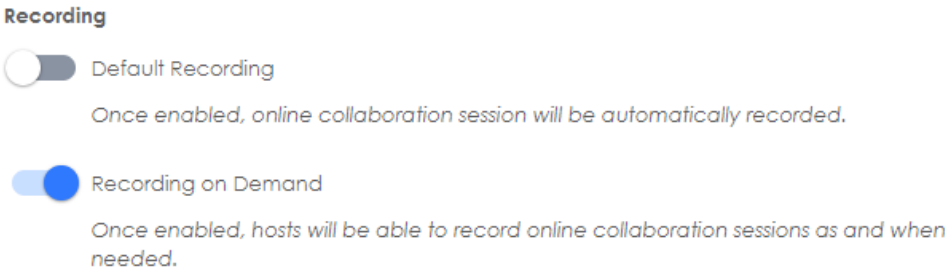
accessible to participants and how much control a host can have on these available features. Following configuration options are available in this section:



SCREENSHOT – Feature Profiles

Recording

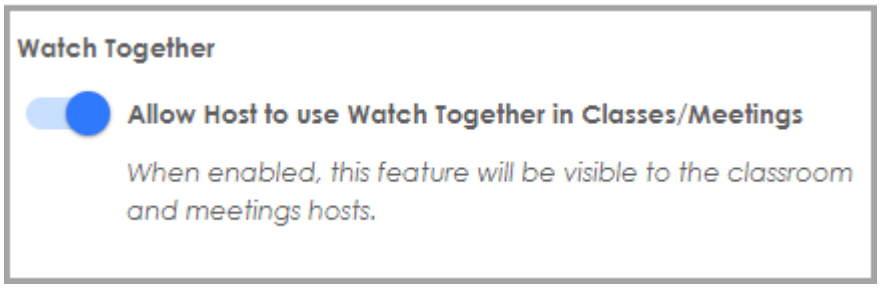
This section provides the ability to Hosts to control recording of online sessions. Following configuration option is available in this section:



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:

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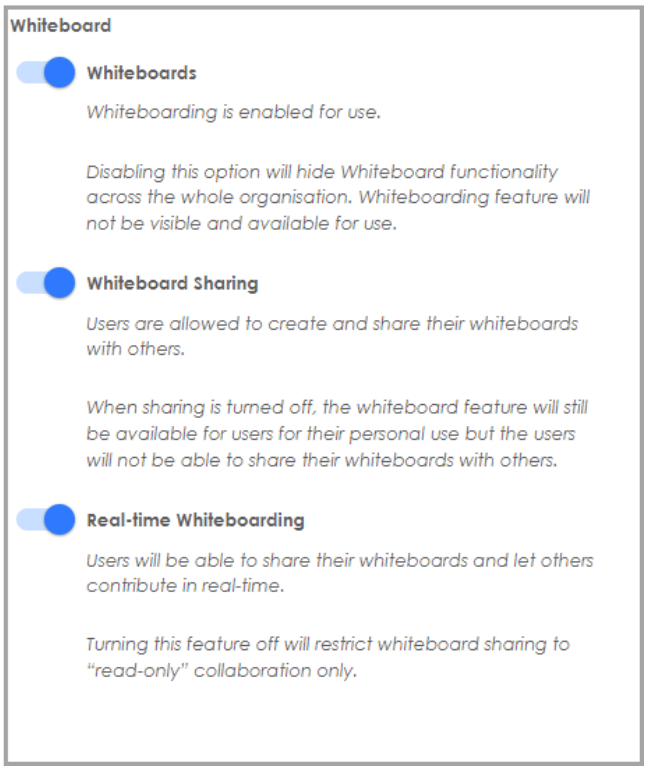

SCREENSHOT – Feature Profiles

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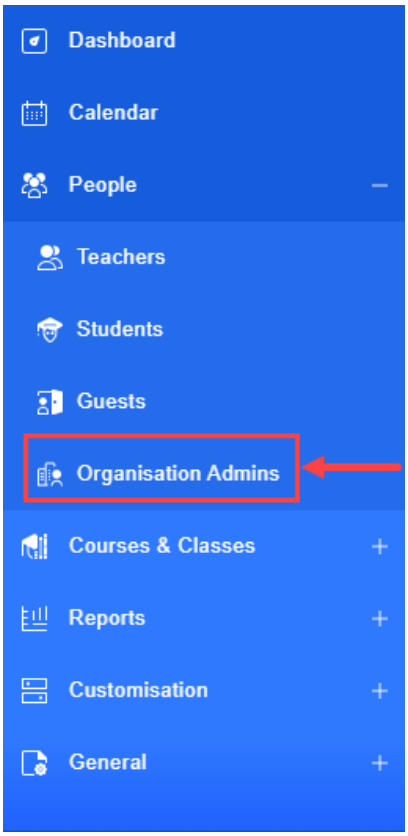
16 Organisation Admins

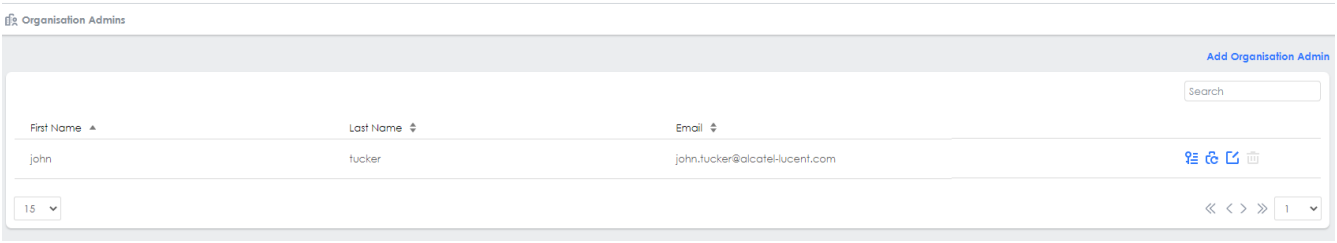
An organisation admin is responsible to manage the provisioning of courses, classes and meetings to teachers and students. This section facilitates an organisation admin to create new admin(s) for an organisation as well as to view details of all the admin accounts that have been created for the respective 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

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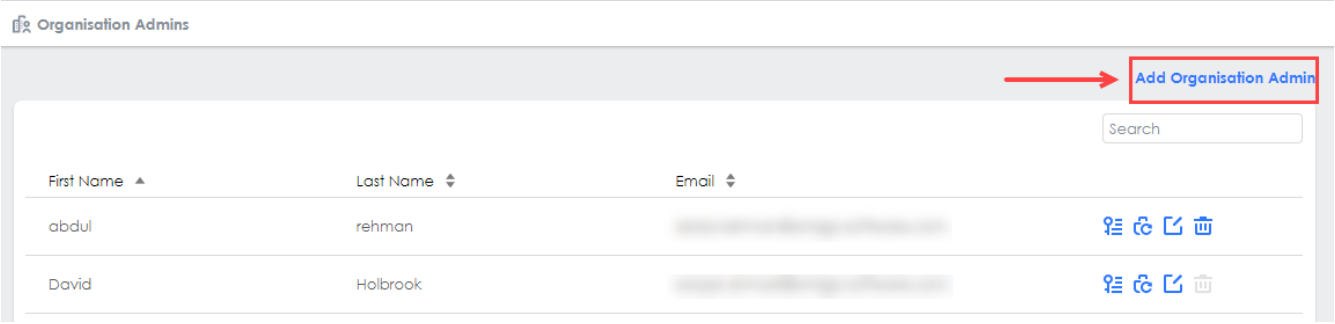
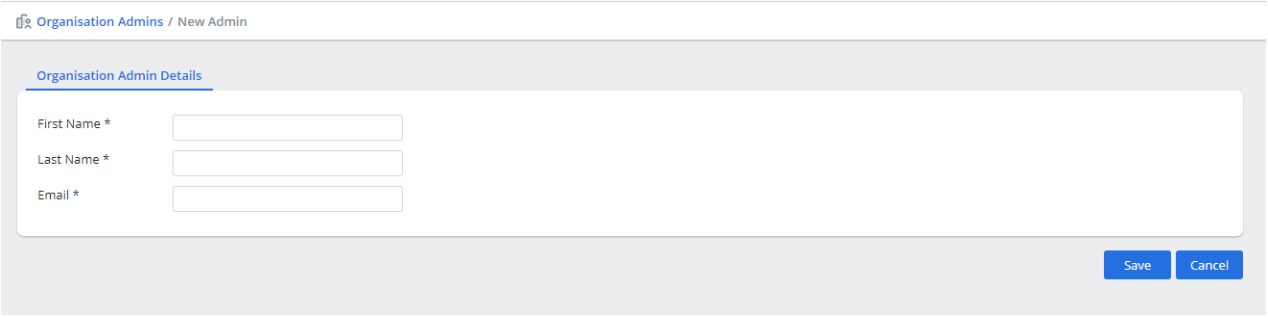
16.1 Create Organisation Admin

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



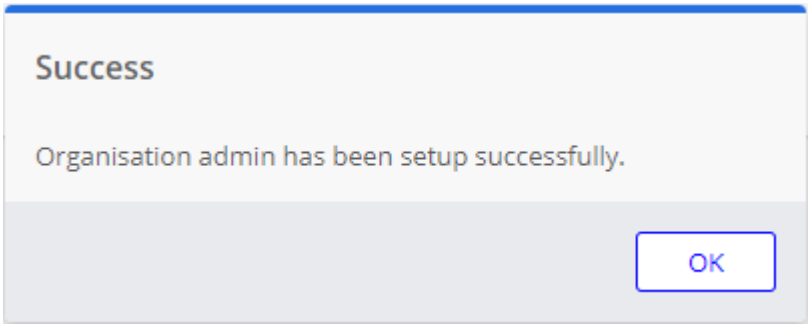
SCREENSHOT – Organisation Admins

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



SCREENSHOT – Add Organisation Admin

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



SCREENSHOT – Message from the Application

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

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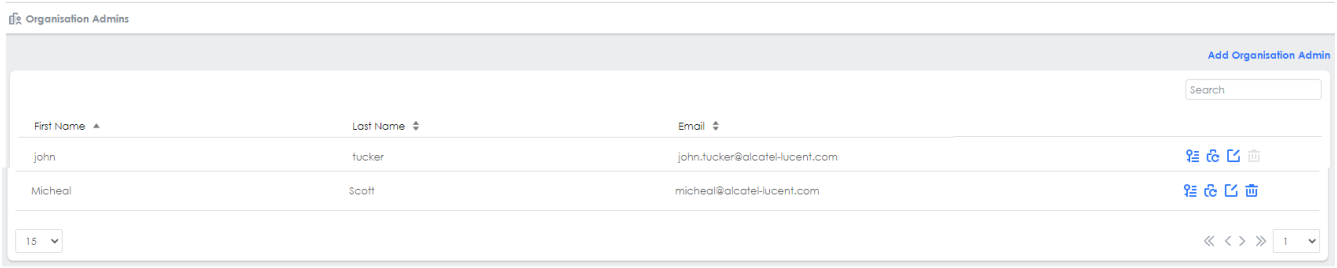


SCREENSHOT – Organisation Admins

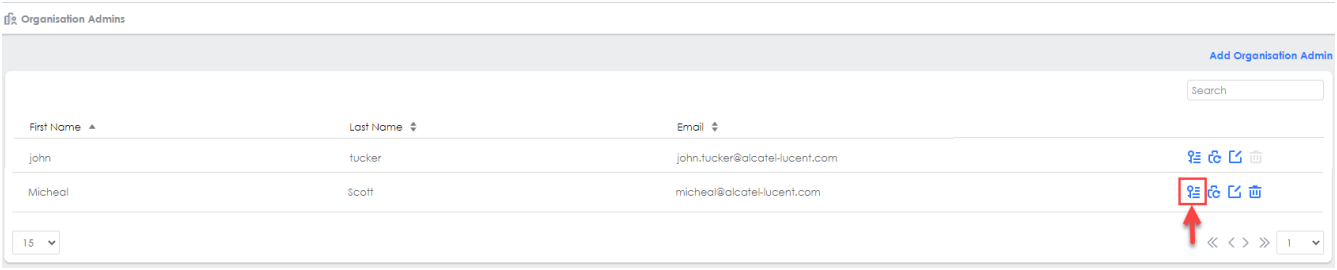
Note: Once the organisation admin is added, the account activation email will be sent to the email address of the respective user. The user must activate their Classroom Management Center account from that email.

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

16.2 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.

16.3 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.

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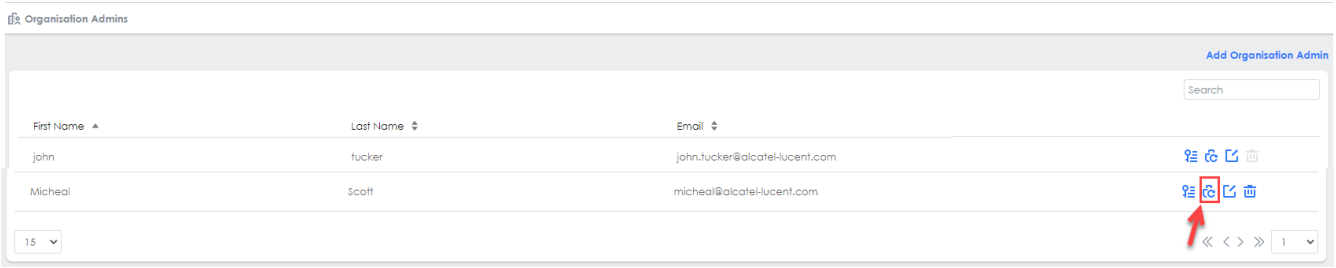
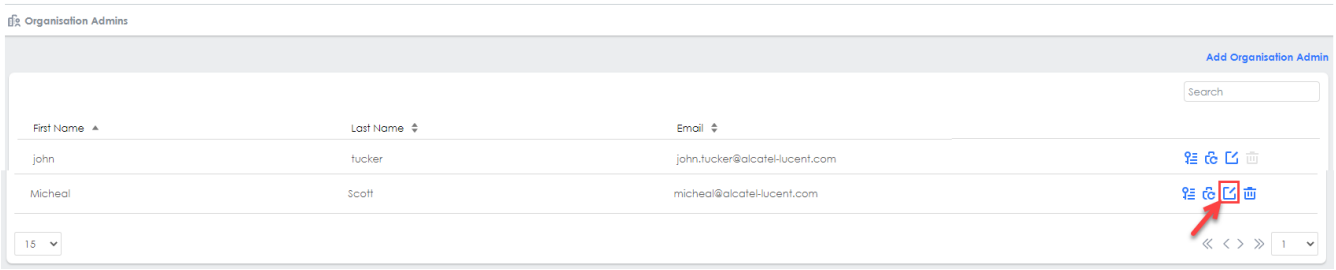


SCREENSHOT – Reset Password

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.

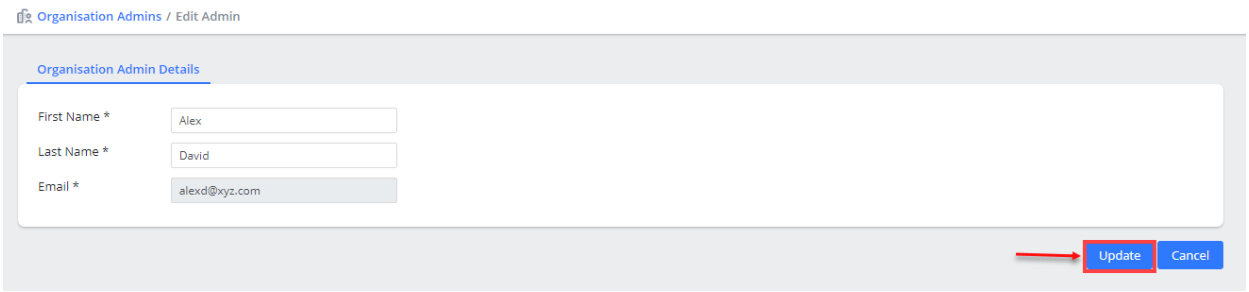
16.4 Edit Organisation Admin

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.

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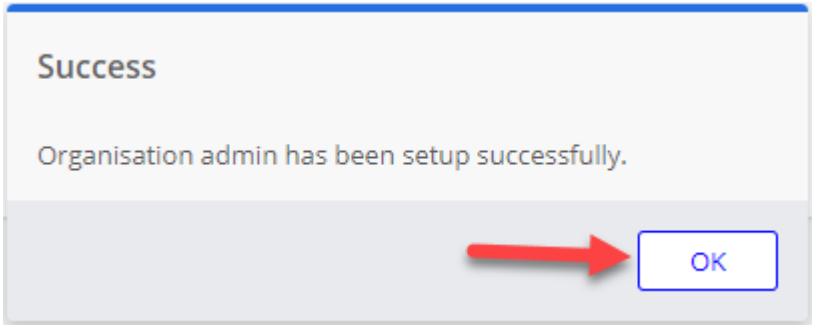
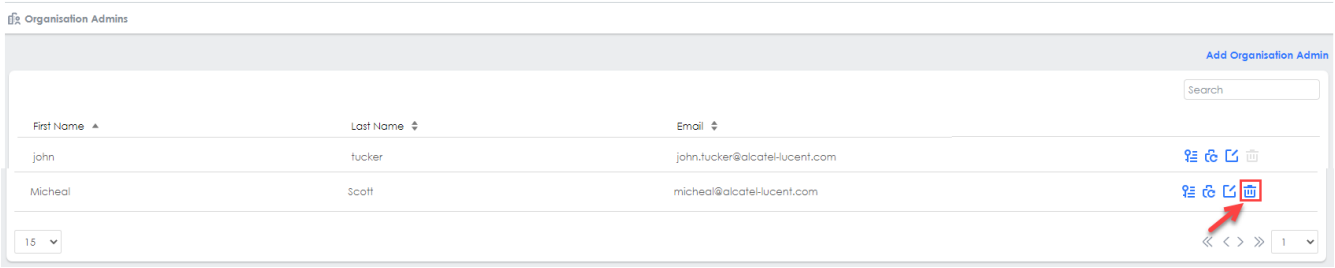


SCREENSHOT – Message from the Application

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

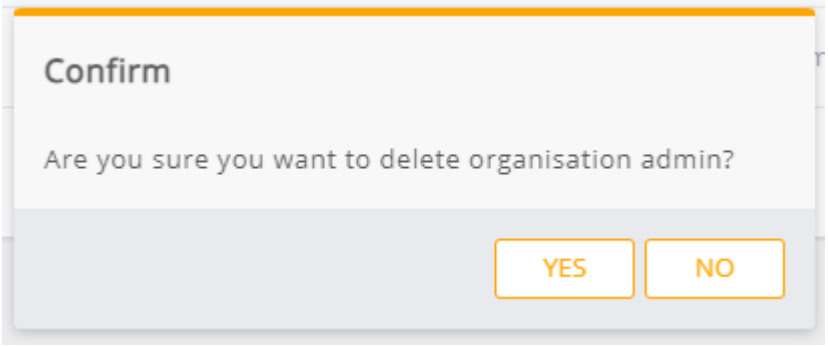
16.5 Delete Organisation Admin

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.

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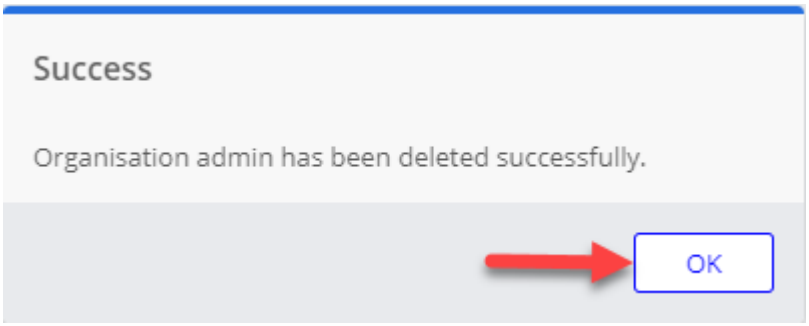

SCREENSHOT – Message from the Application

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

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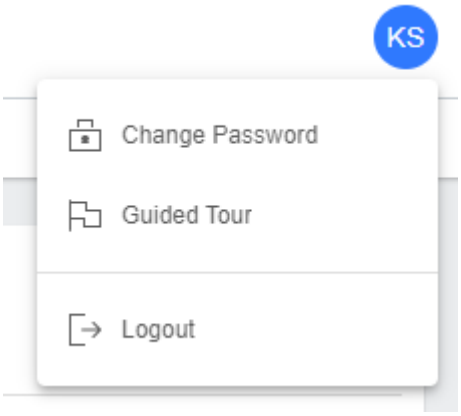
17 Profile Settings

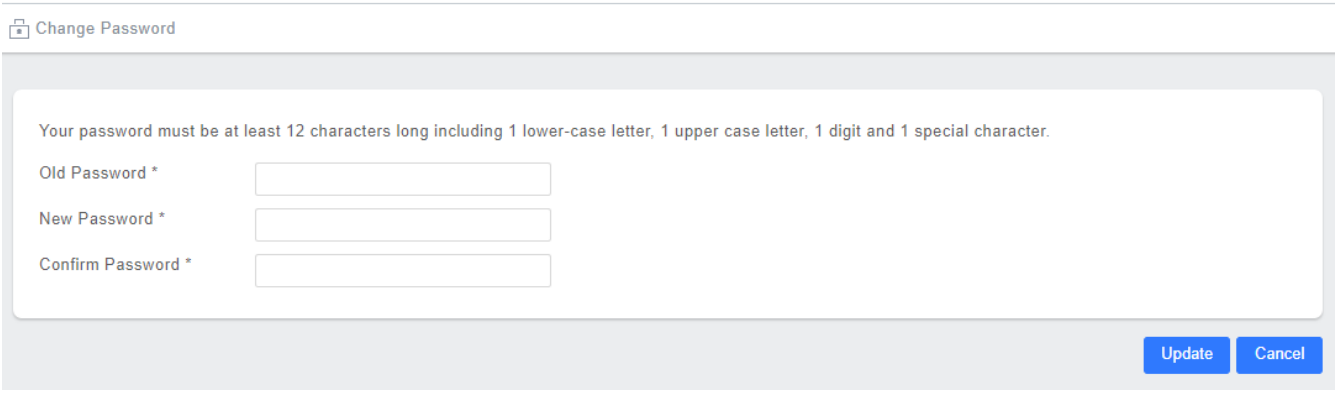
17.1 Change Password

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.

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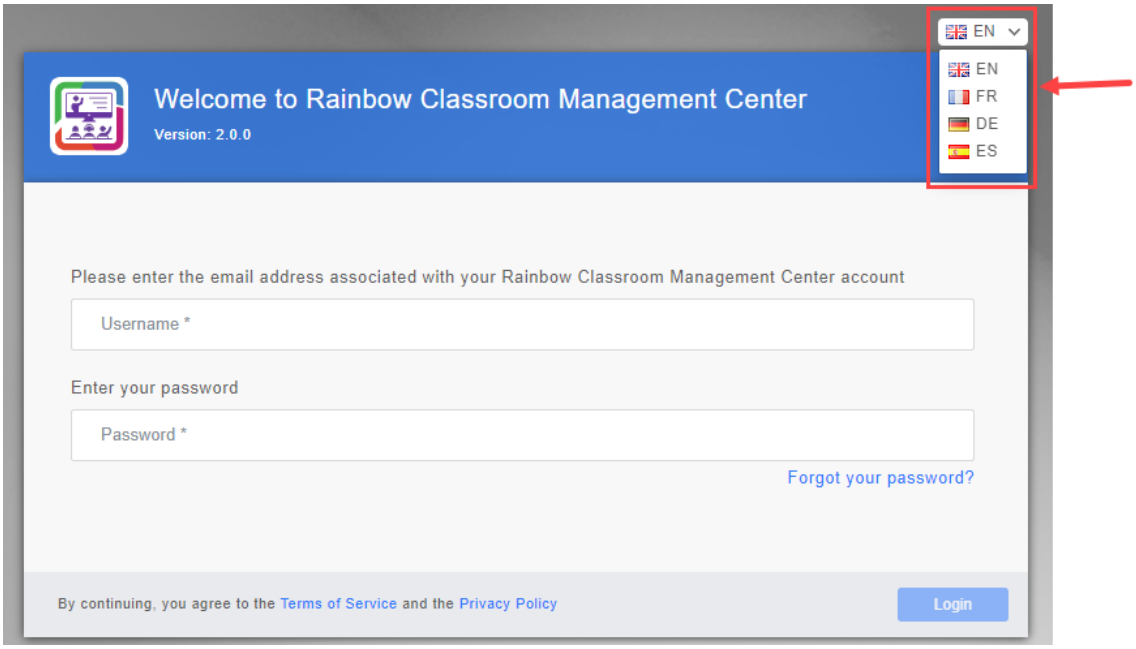
17.2 Modify User Language

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.

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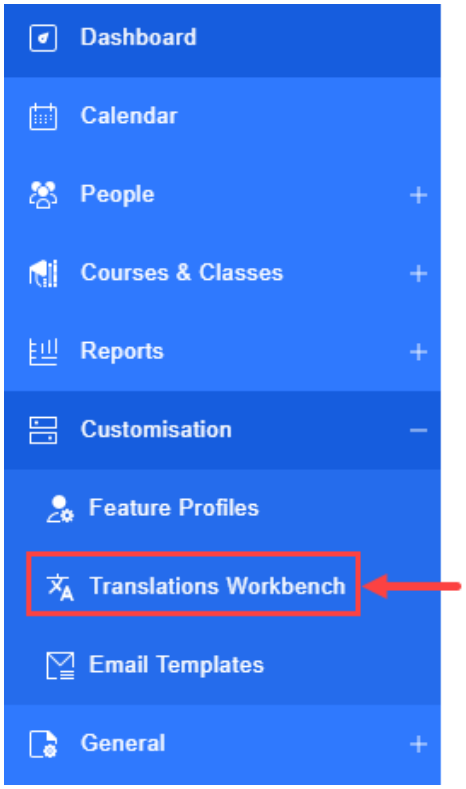
18 Translations Workbench

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:

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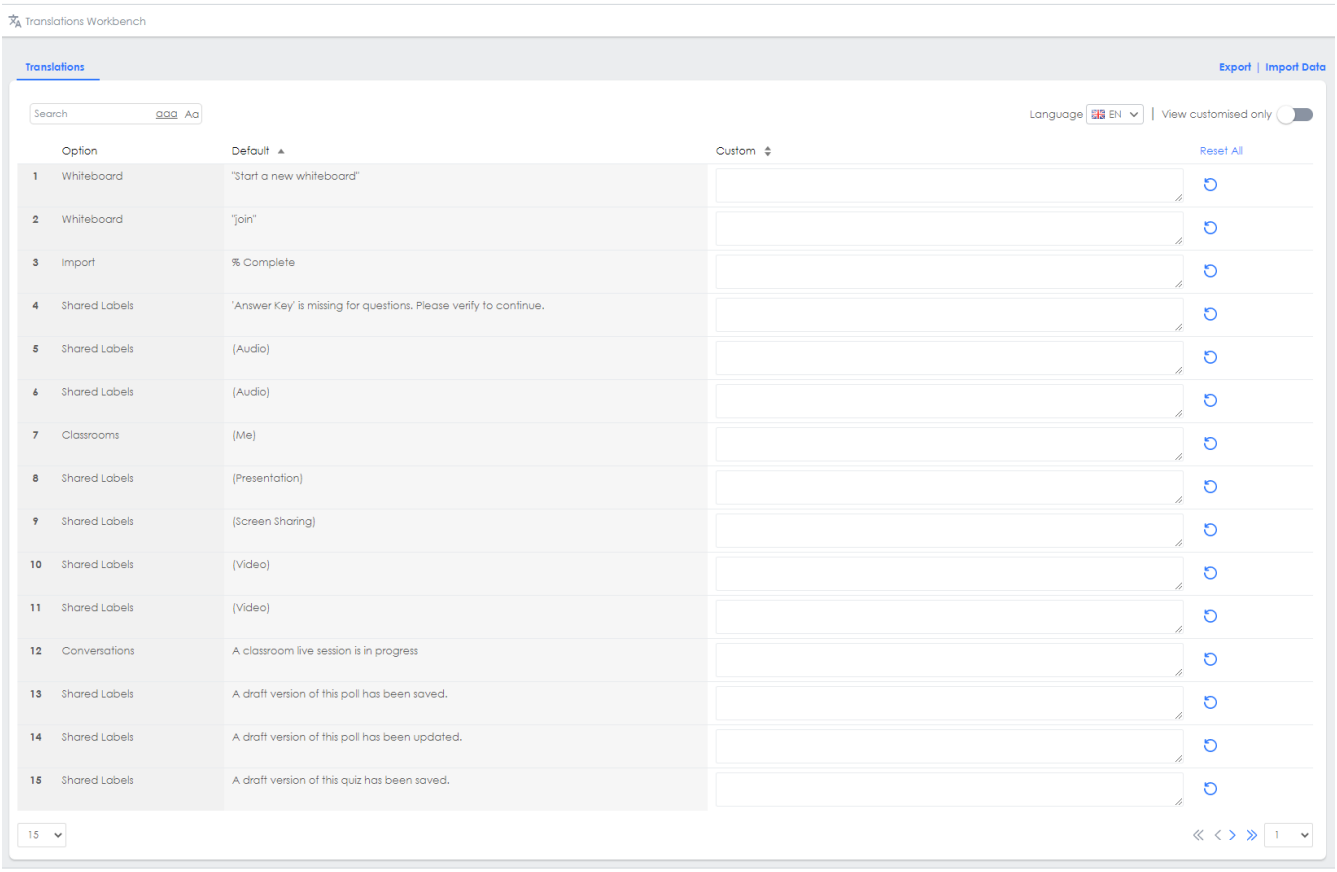
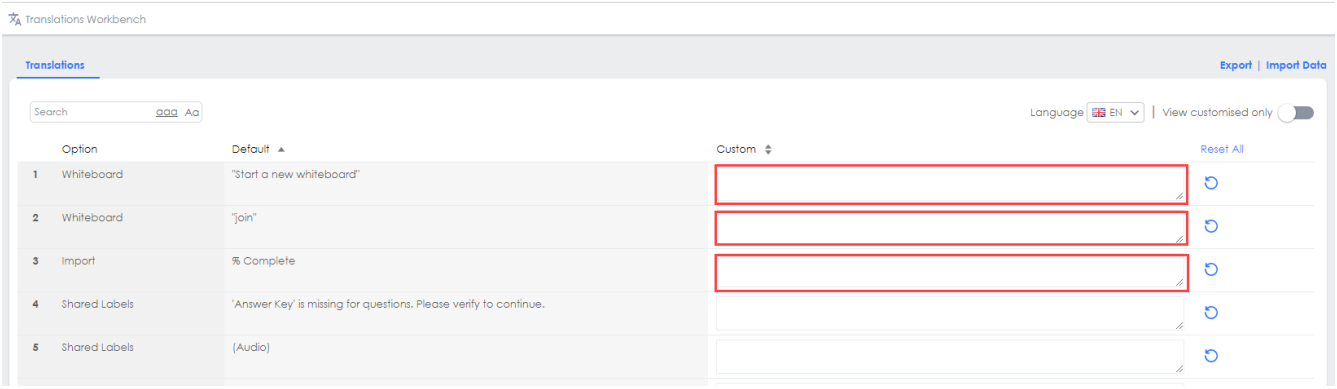


SCREENSHOT – Translations Workbench

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:

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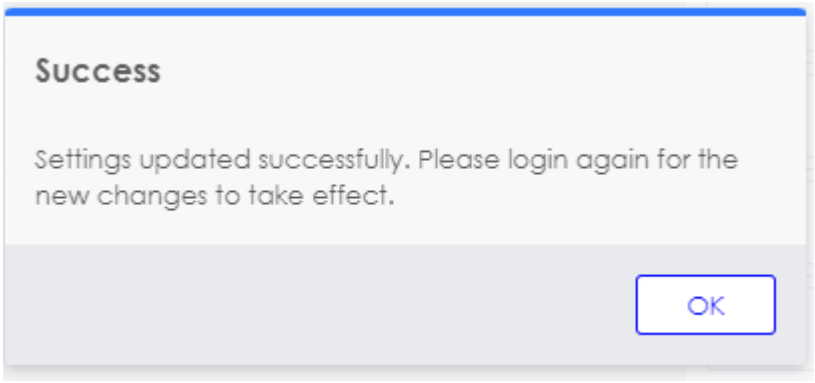


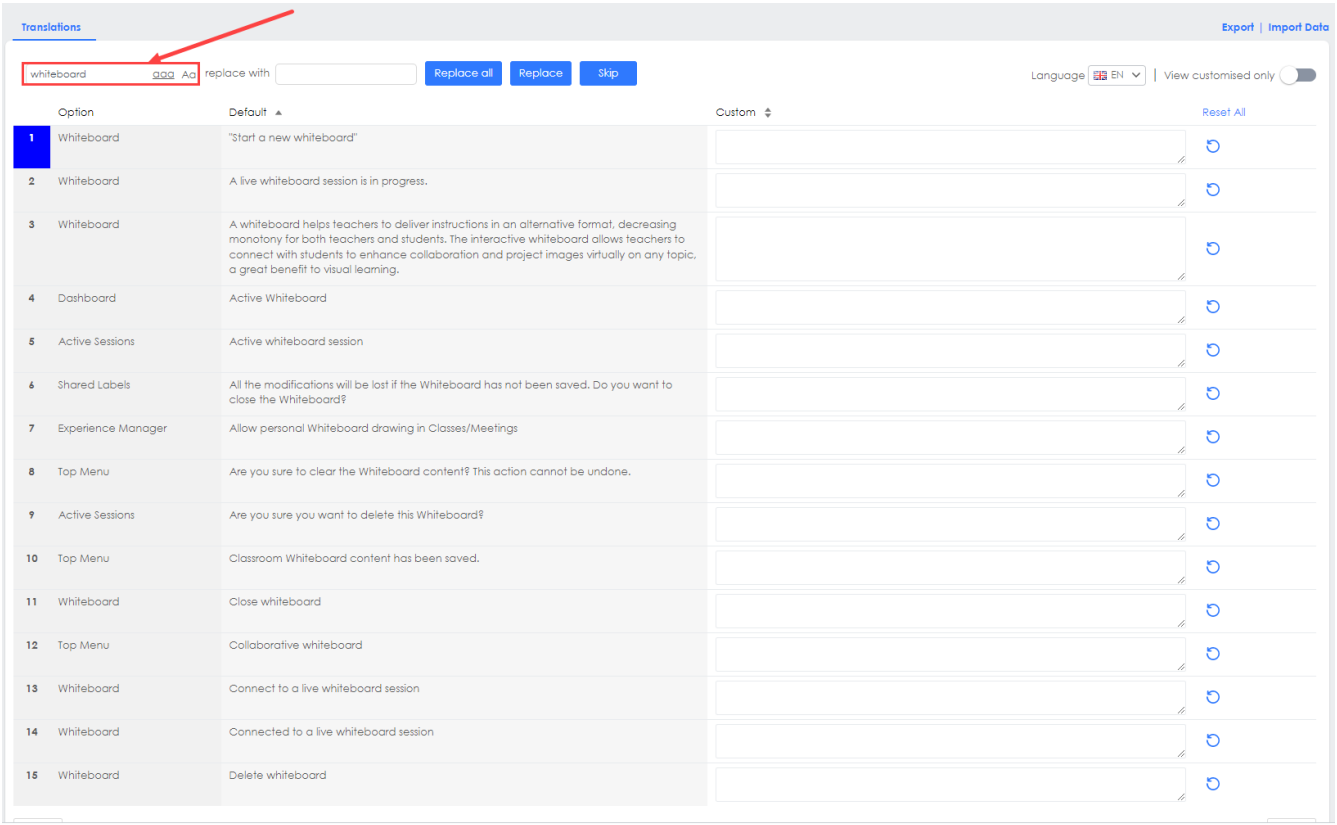
SCREENSHOT – Message from the Application

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.

18.1 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.

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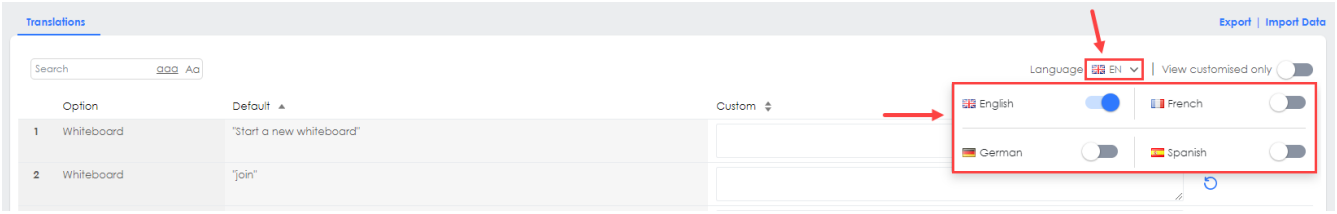
18.2 Language Settings

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

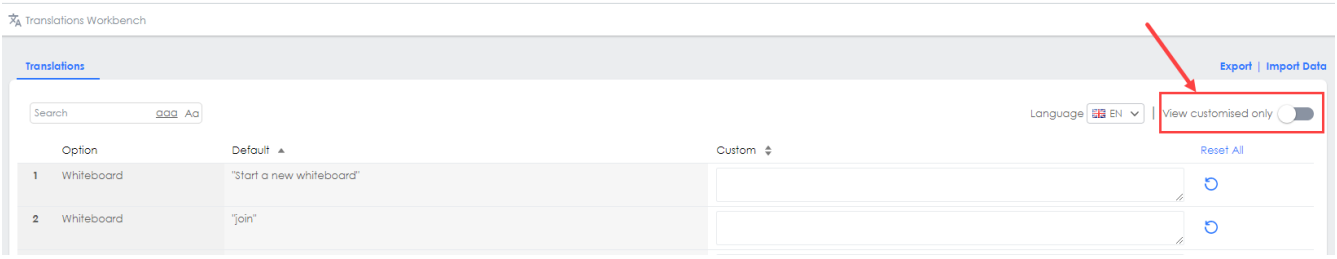


SCREENSHOT – Translations Workbench

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

18.3 Updating the Customized Labels

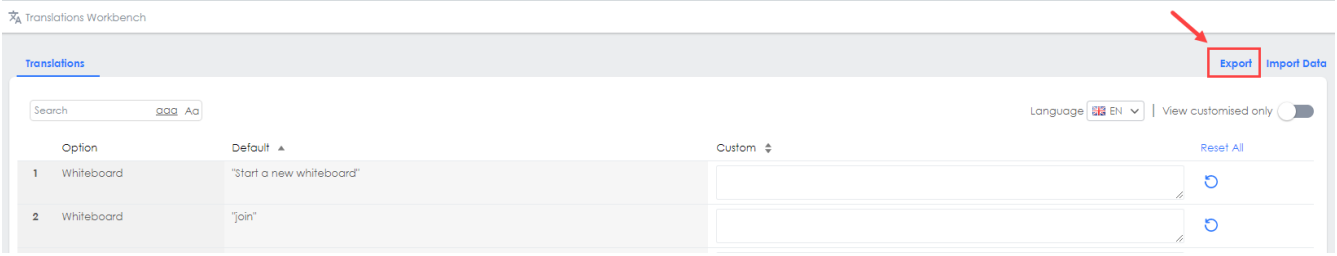
If you are looking to make changes in existing customizations only, then enable the View Customized Only button as highlighted below:



SCREENSHOT – Translations Workbench

18.4 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.

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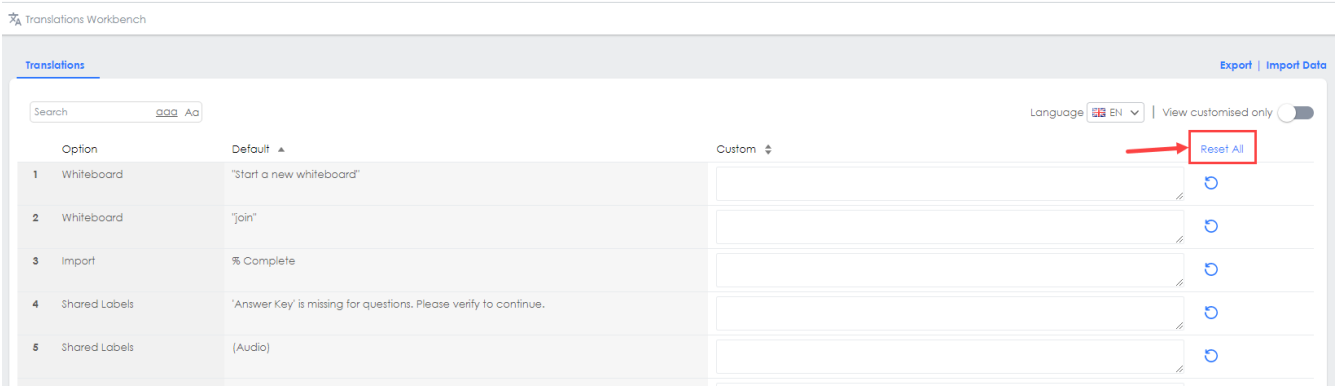
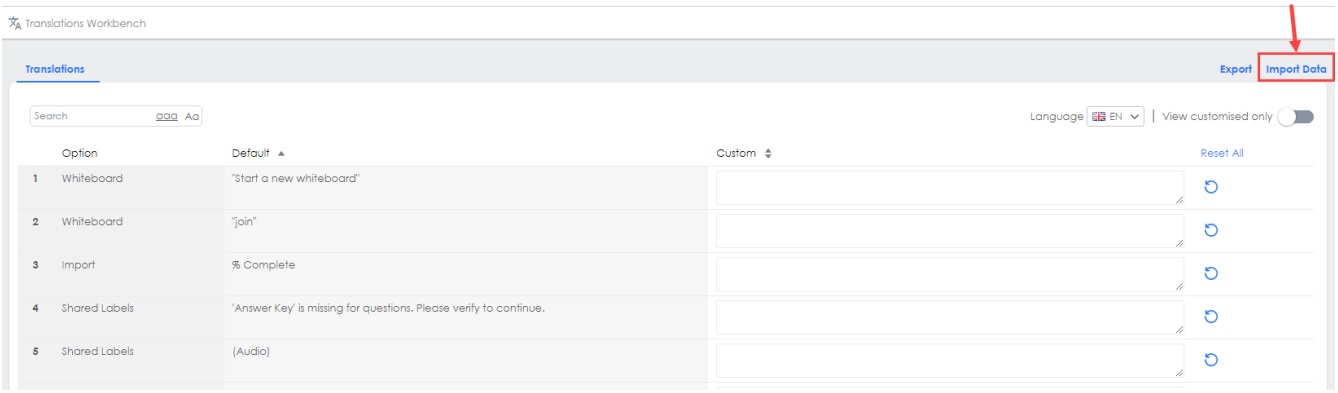


SCREENSHOT – Translations Workbench

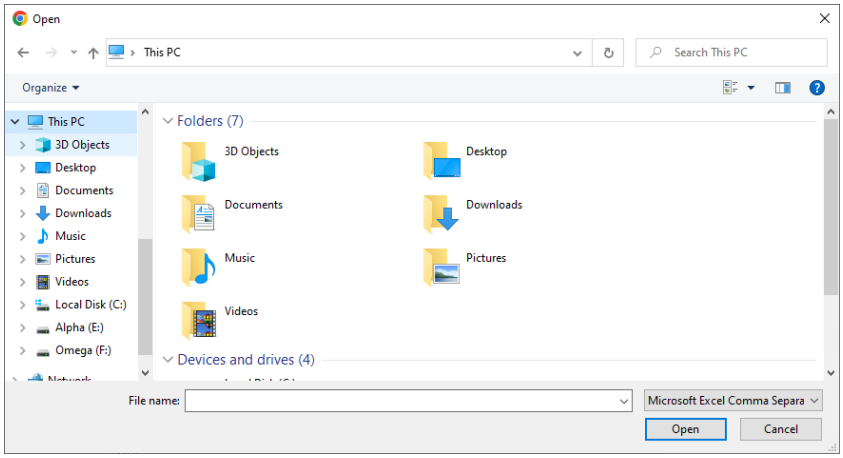
18.5 Import Labels

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

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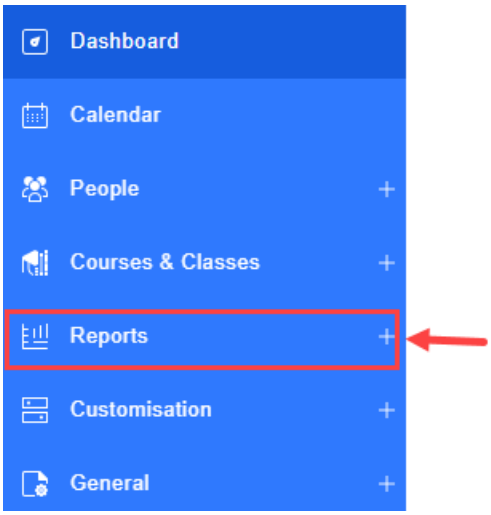
19 Reports

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:

19.1 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:

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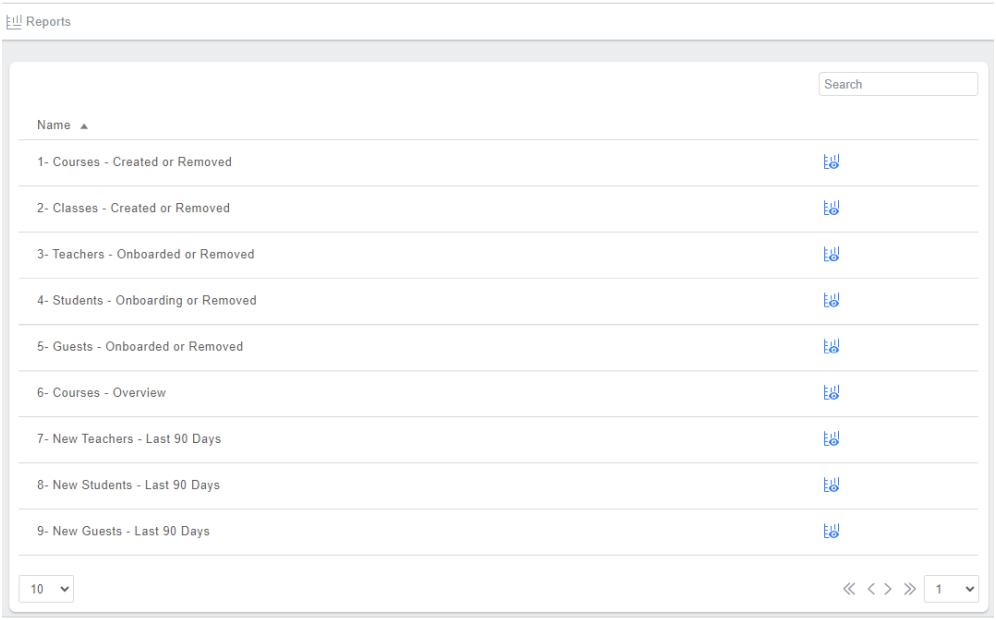
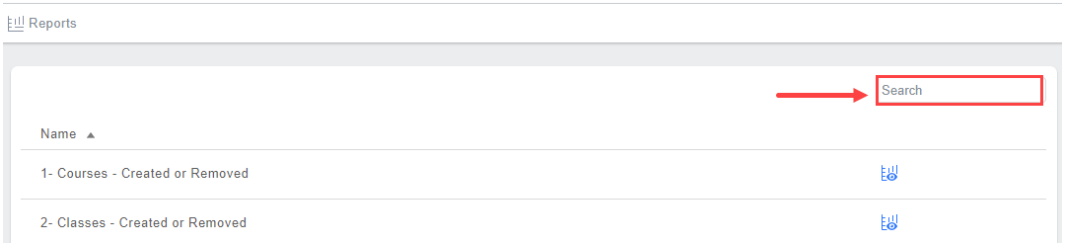


SCREENSHOT – Configuration Reports

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

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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

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

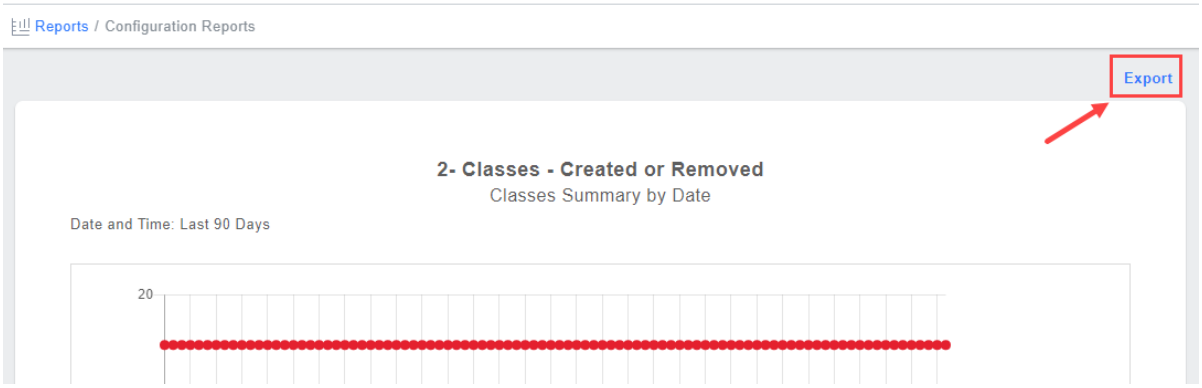
New Students– Last 90 Days: Provides a day-by-day history about the number of guests that were added and removed in a particular organisation during past 90 days. Details included are as follows:

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:



19.2 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:

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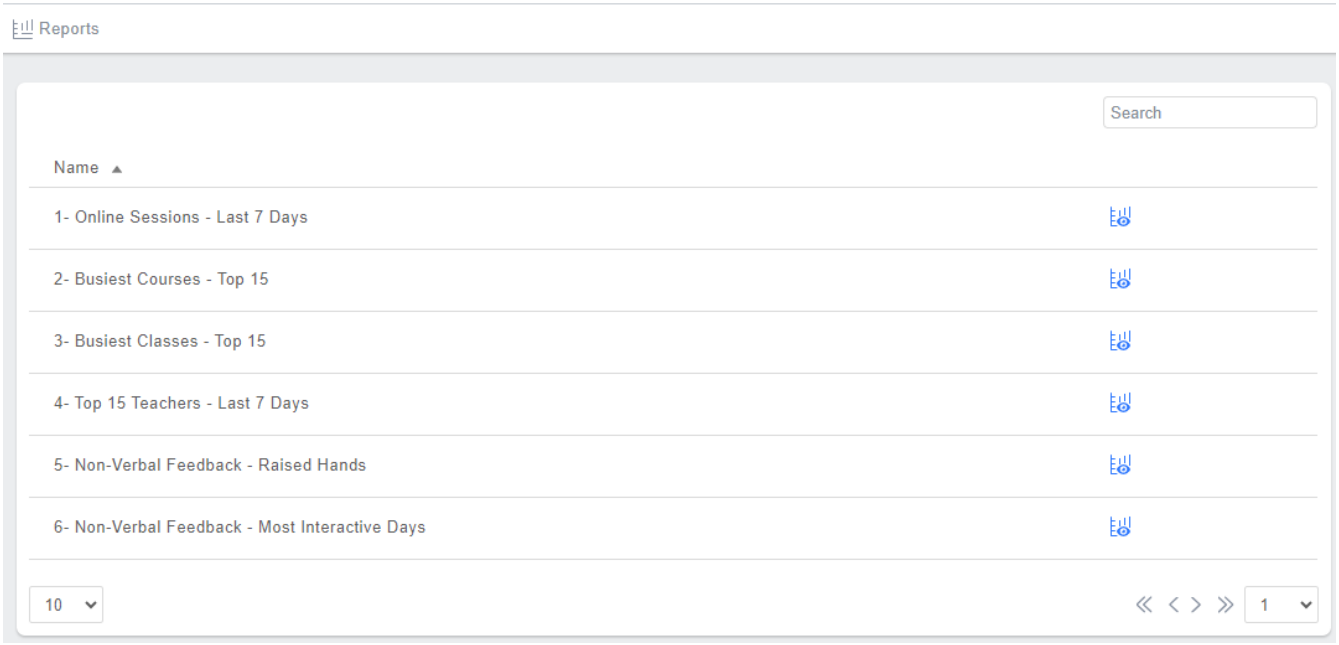
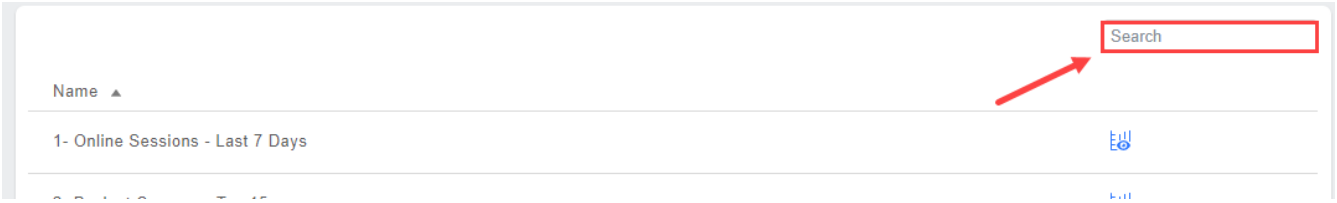


SCREENSHOT – Activity Reports

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 duration of live sessions conducted for a particular course

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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

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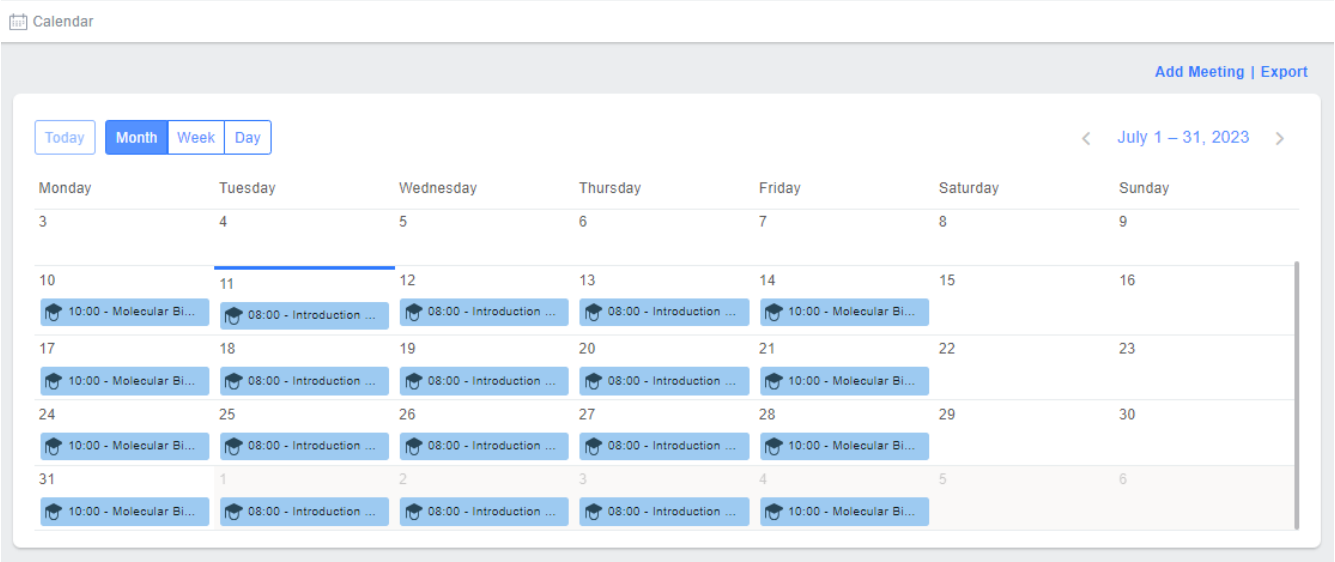
20 Calendar

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.

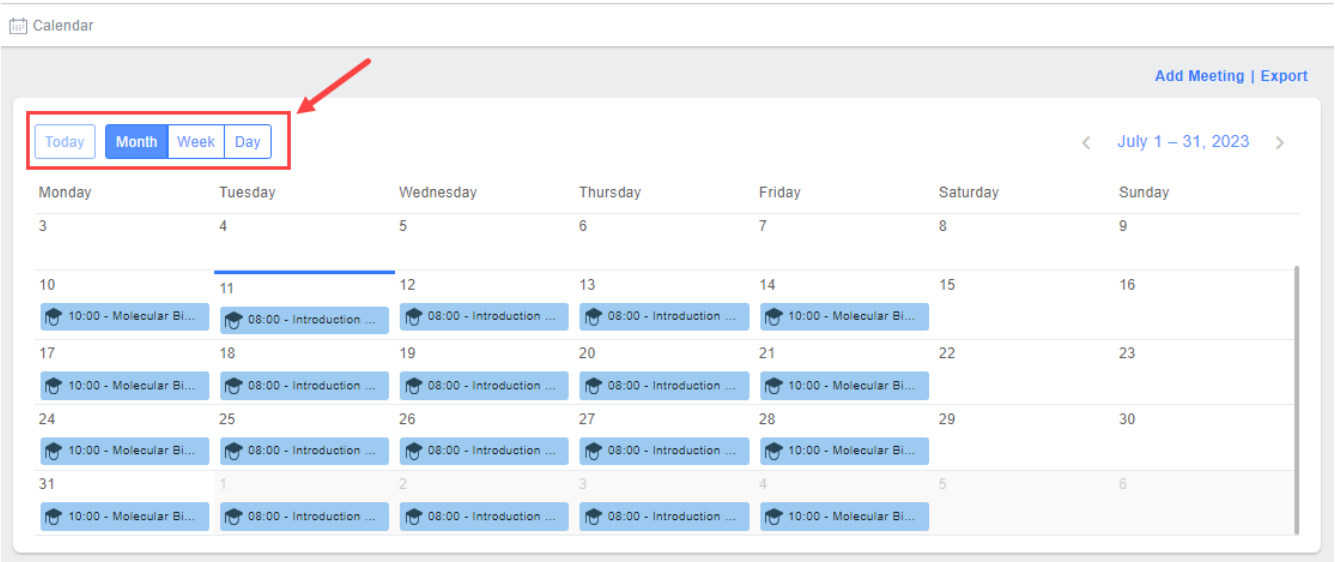
Click on Calendar option available in the left-hand panel and following screen is displayed:



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

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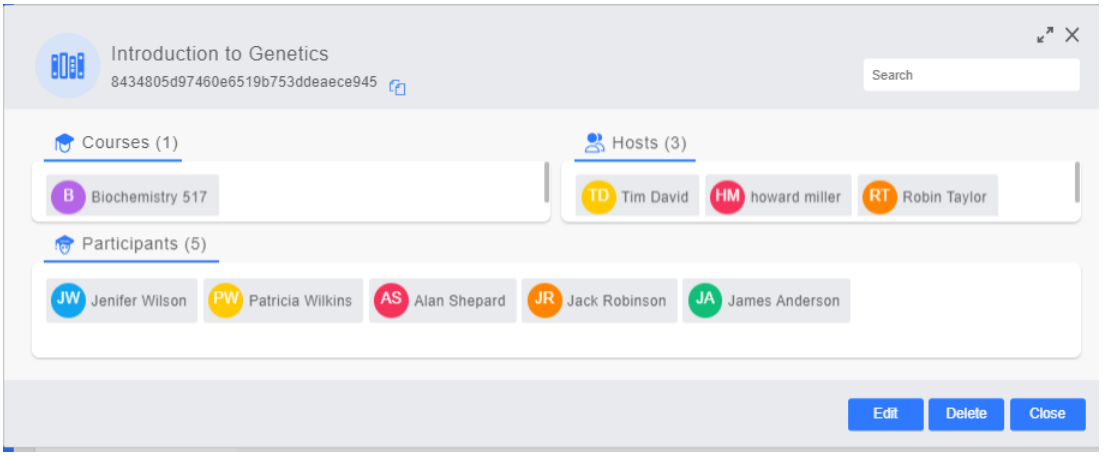
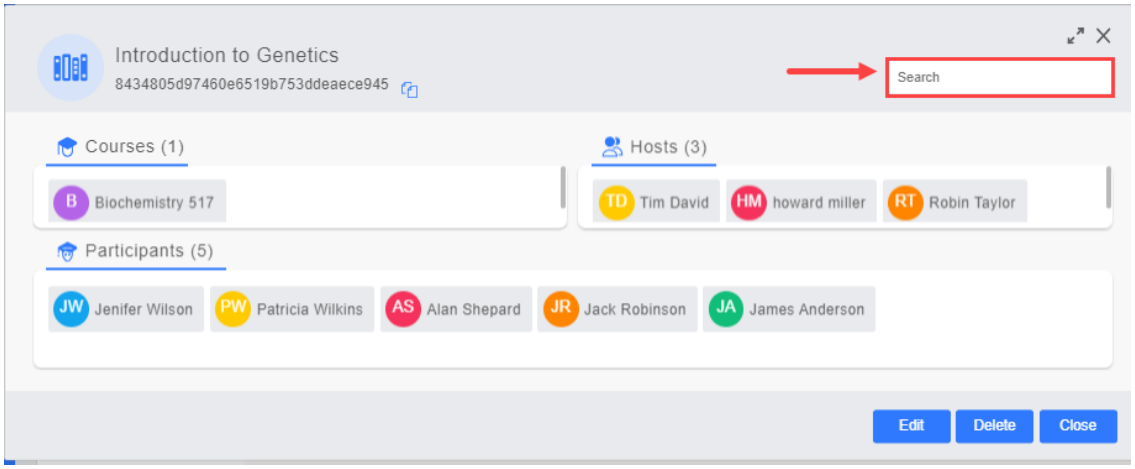
When an organisation admin clicks on any entry of live session on calendar, details of that session are displayed as below:



SCREENSHOT – Calendar Entry

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



SCREENSHOT – Calendar Entry

20.1 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.

20.2 Delete Classroom

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

20.3 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:

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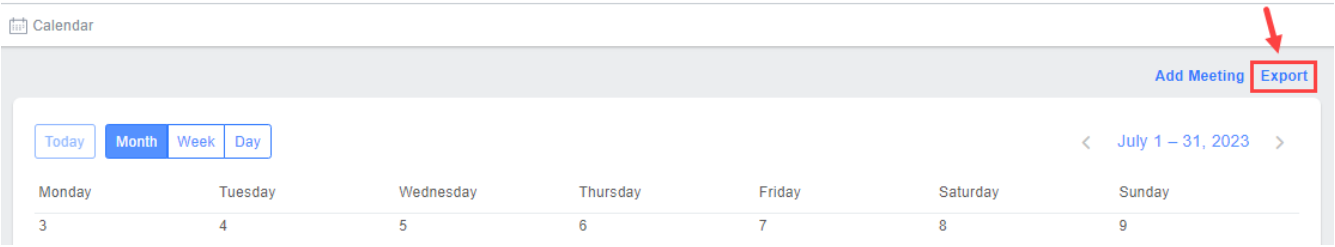


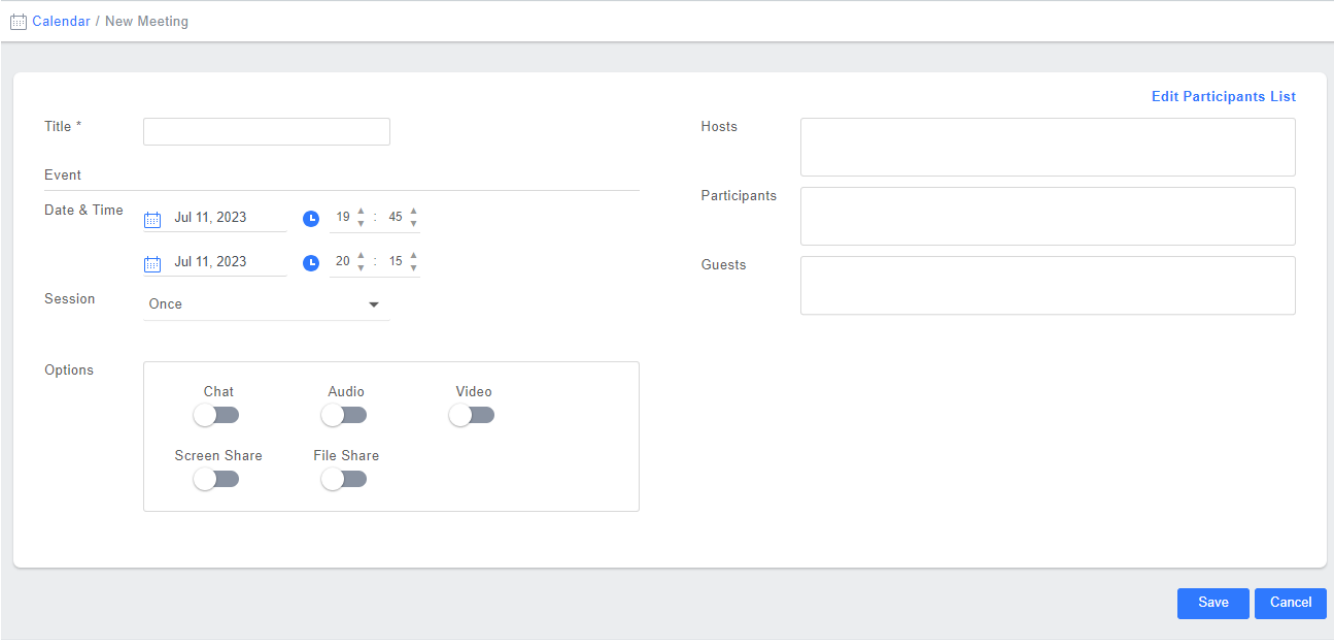
SCREENSHOT – Calendar

20.4 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.

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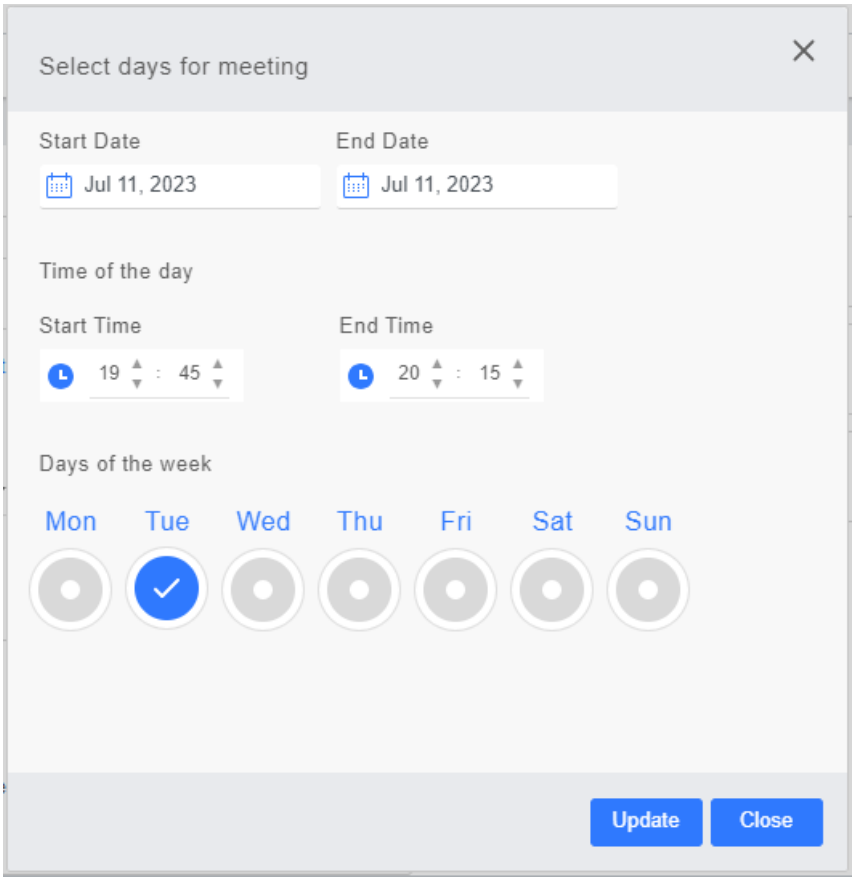
Date & Time: Use this field to set up time and day of the meeting. Click on the calendar icon to choose specific dates. Then enter the Start Time and End Time of the meeting.

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.

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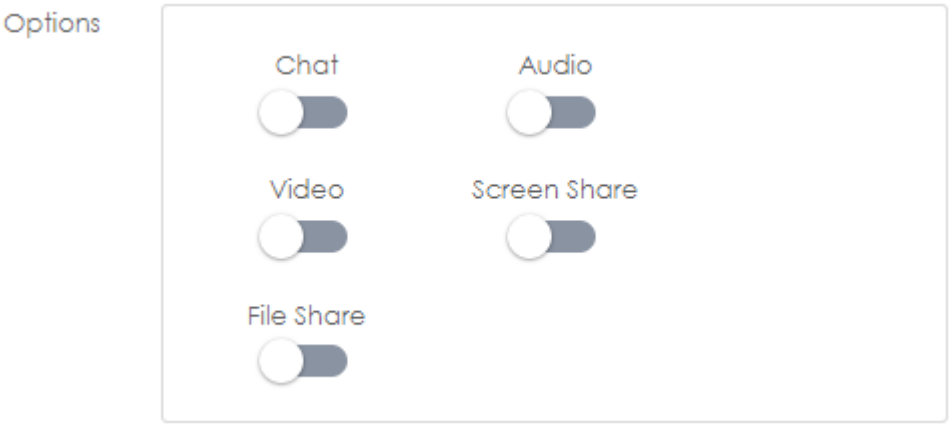
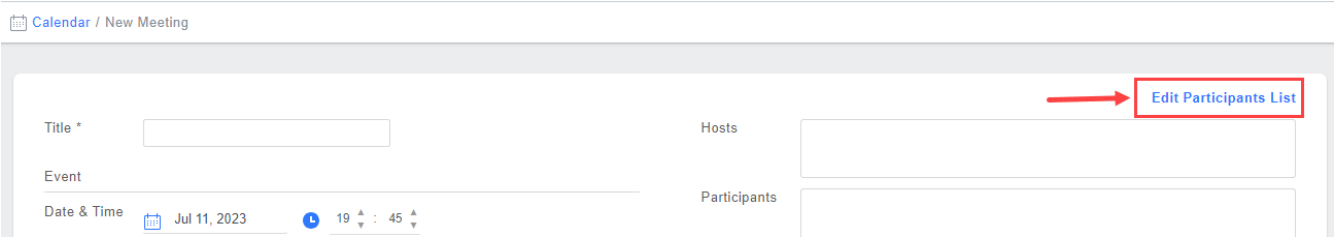


SCREENSHOT – Add Meeting

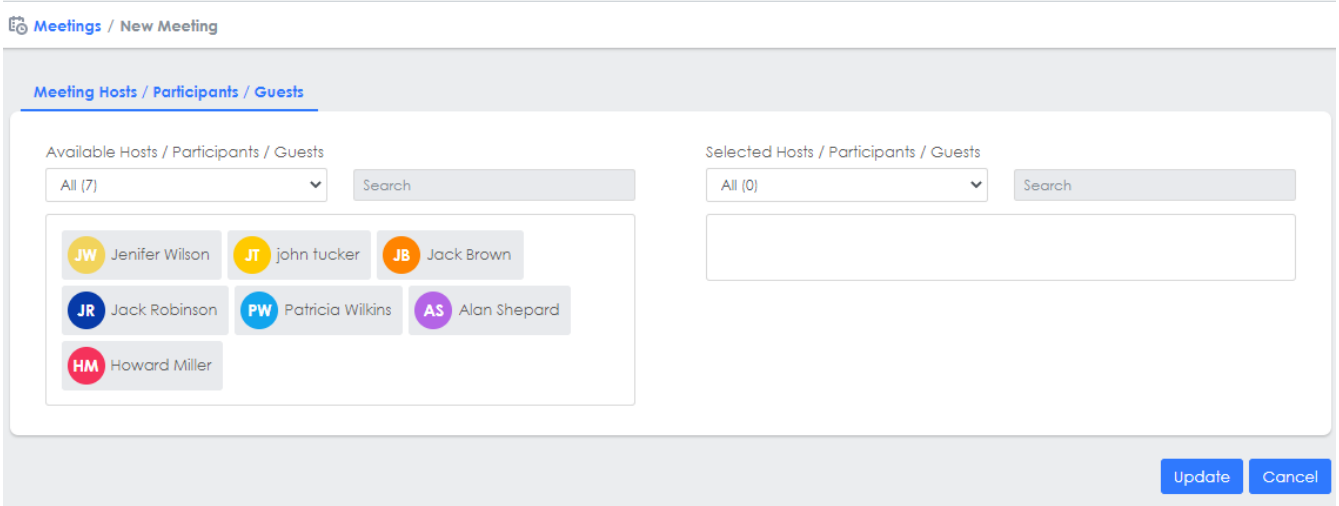
Use enable / disable switch icon for each option according to your requirements.

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.

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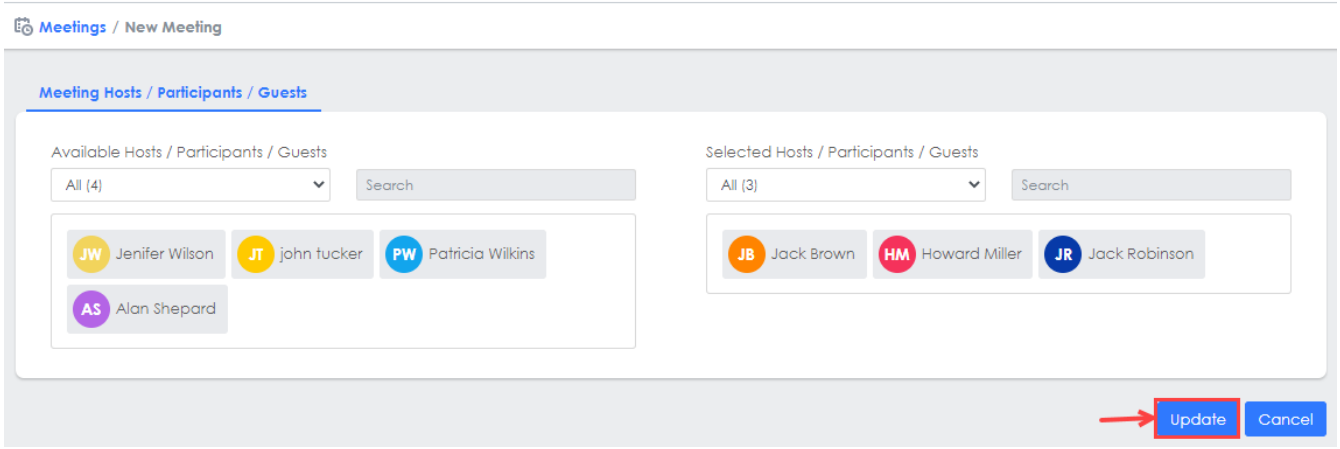
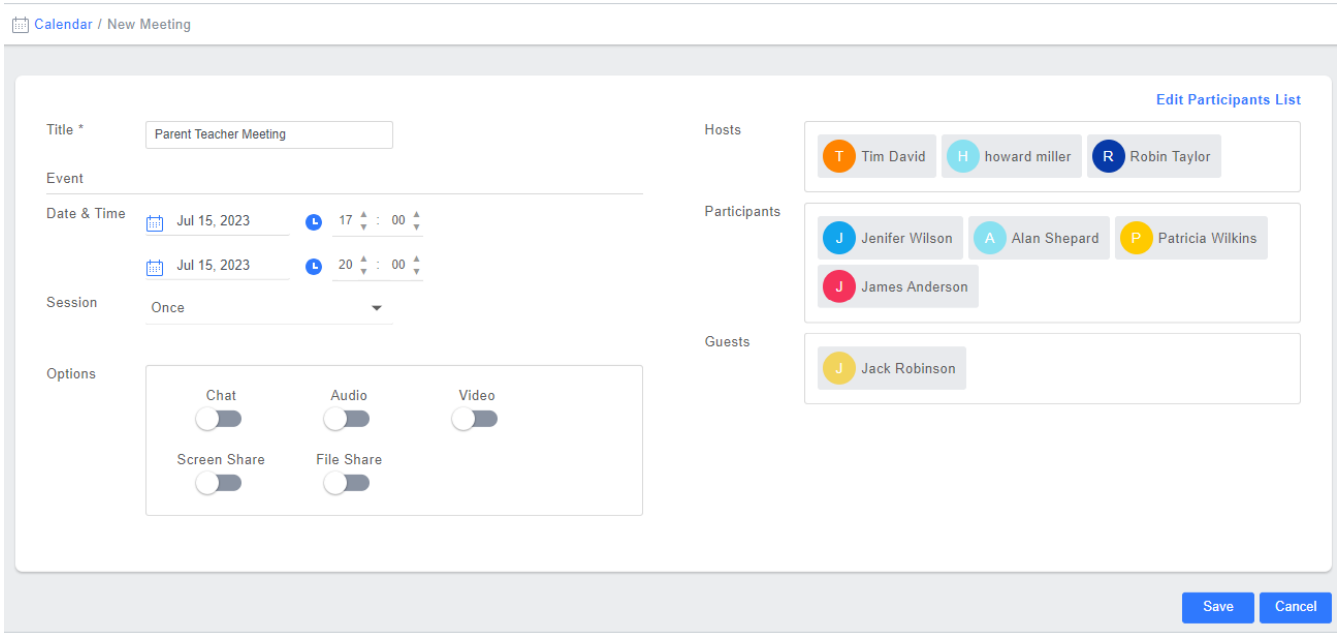


SCREENSHOT – Edit Participants List

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.

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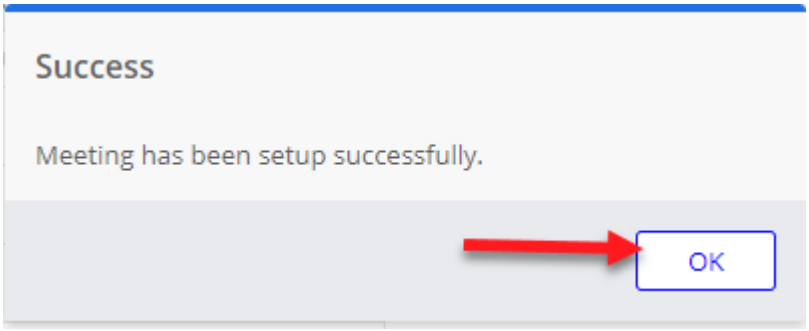
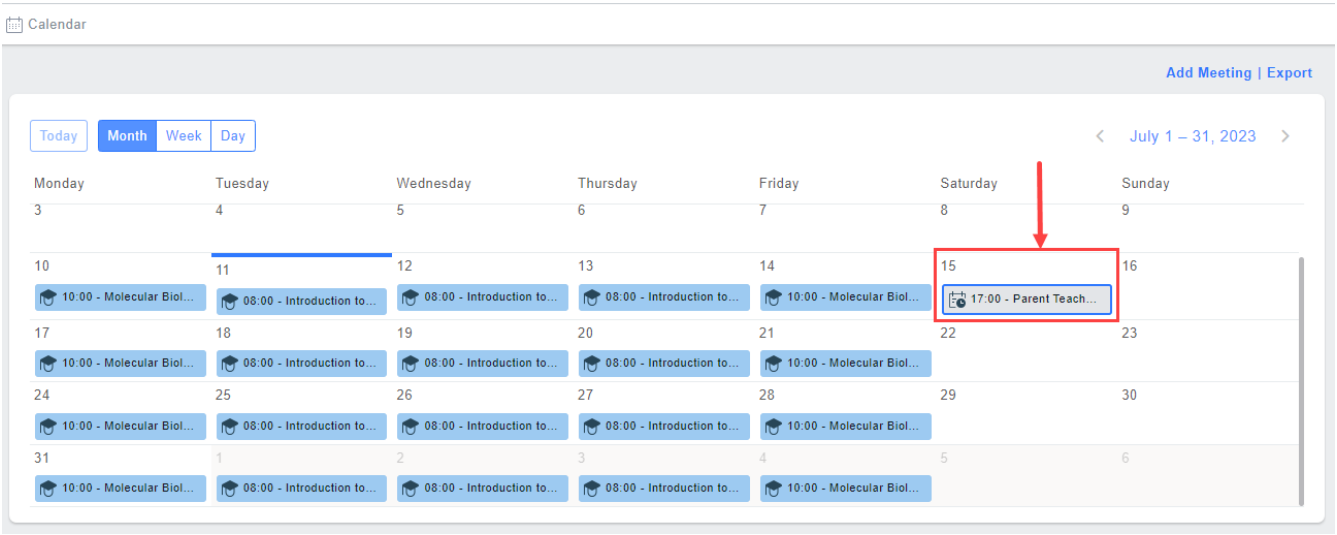


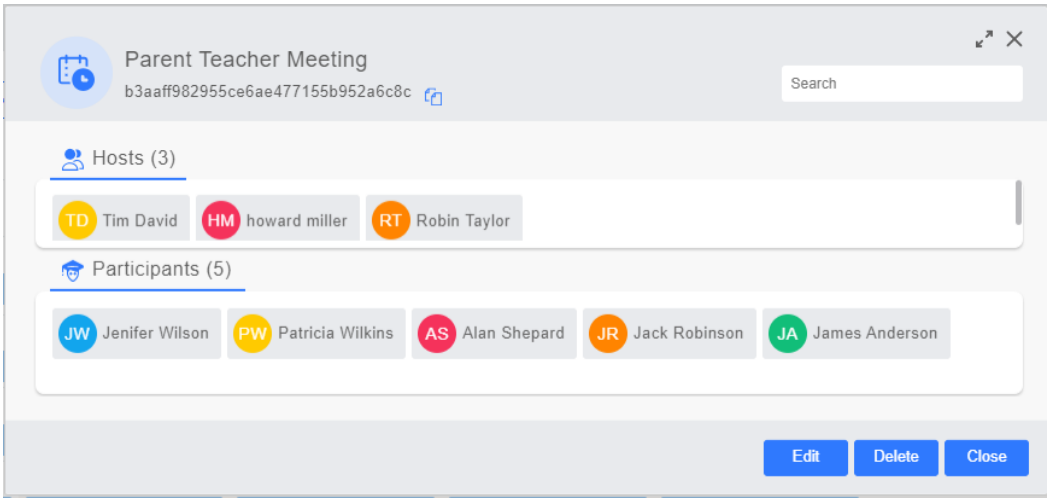
SCREENSHOT – Message from the Application

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

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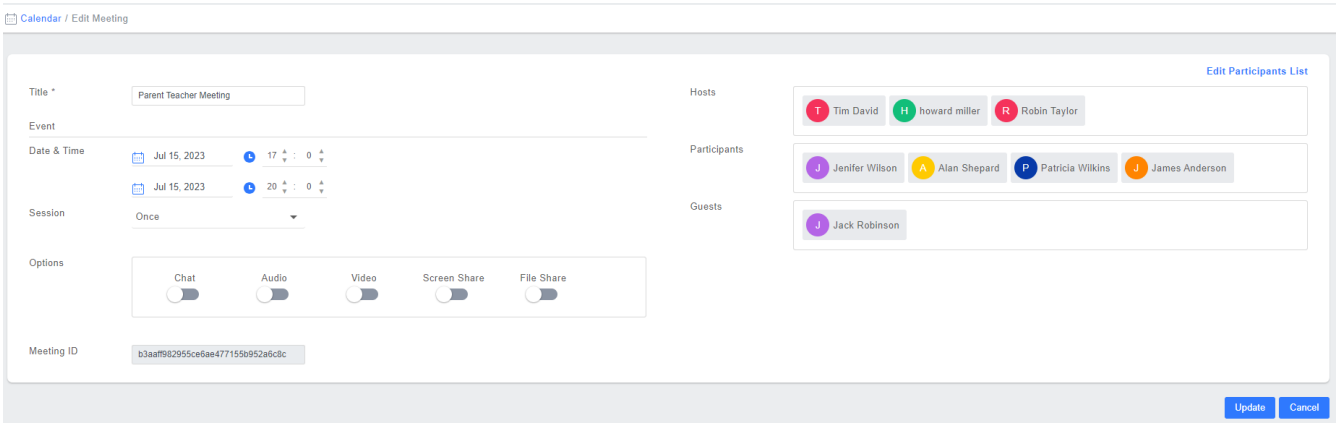
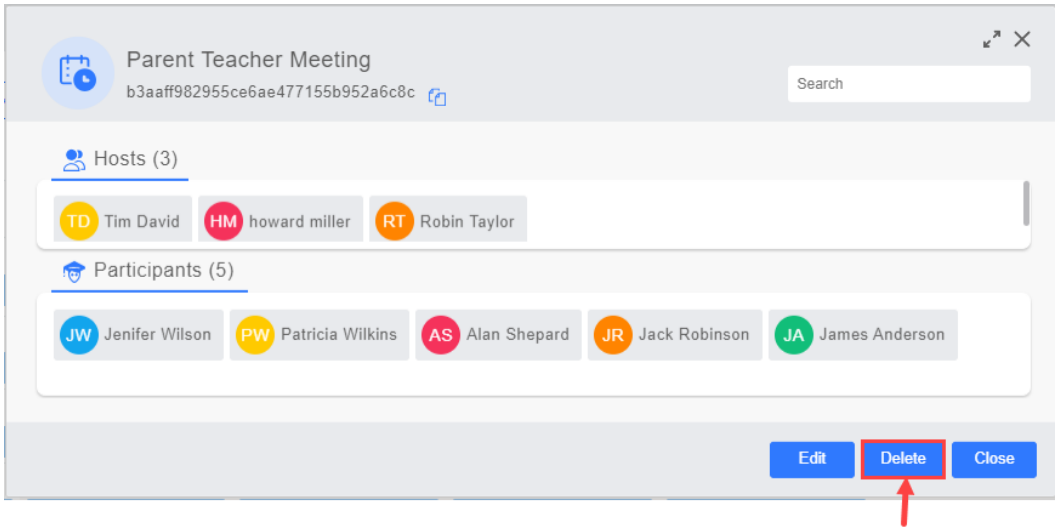
When an organisation admin clicks on an Edit button, they will be taken to Edit Meeting screen as shown below:



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

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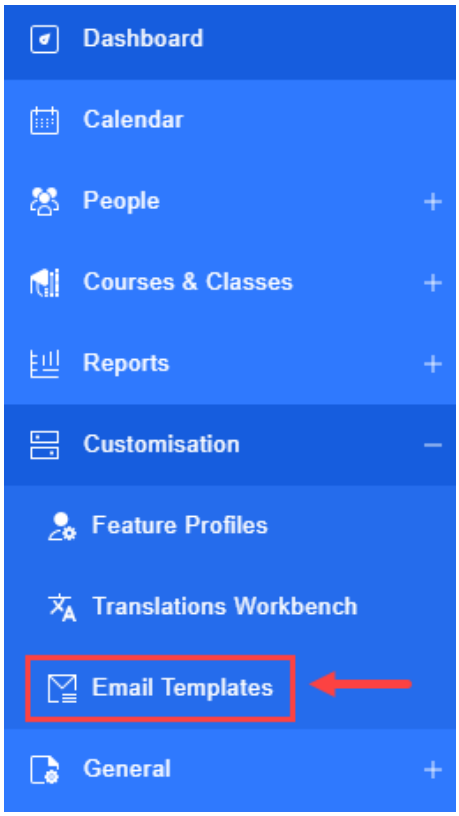
21 Email Templates

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:

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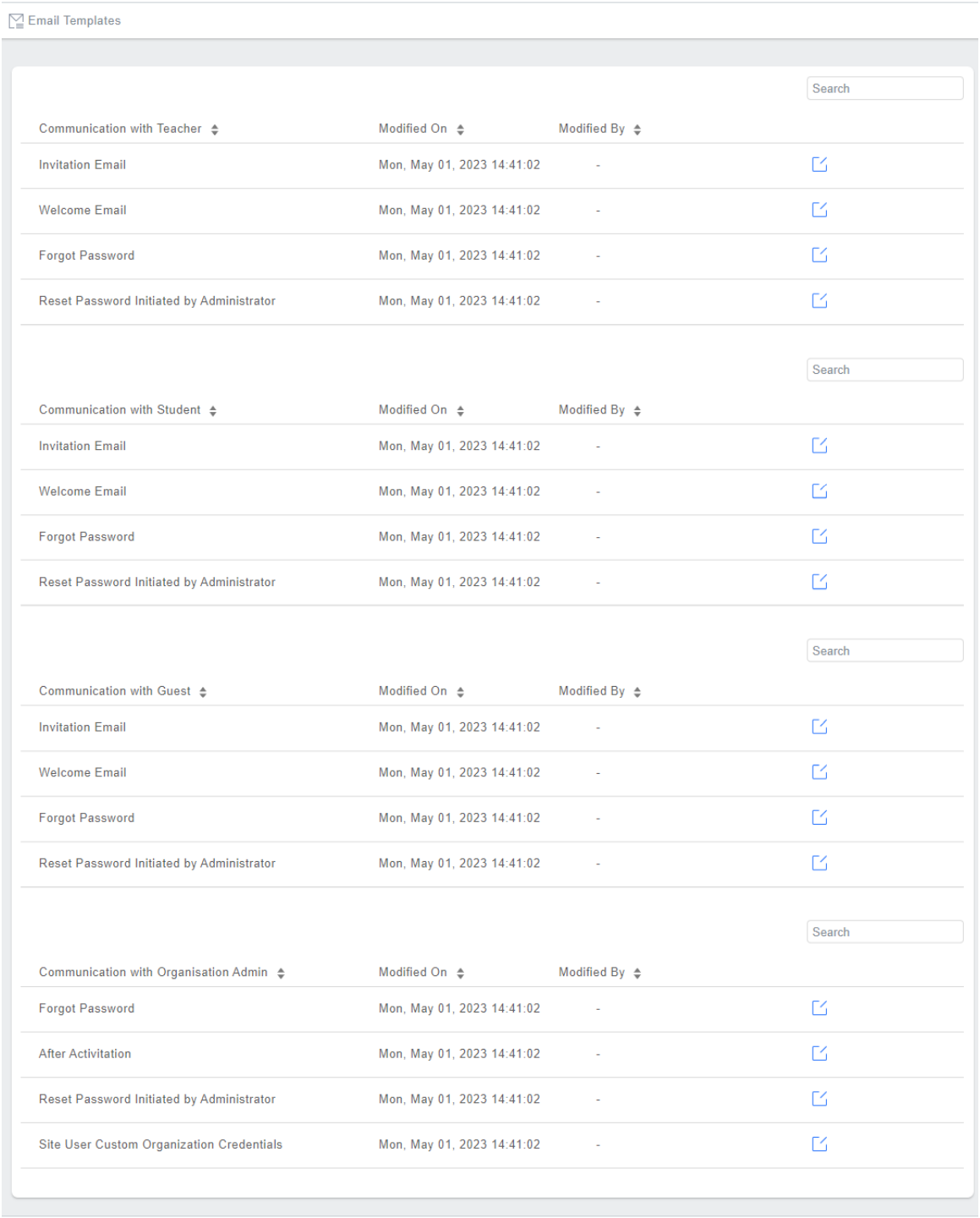

SCREENSHOT – Email Templates

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

Following screen is displayed:

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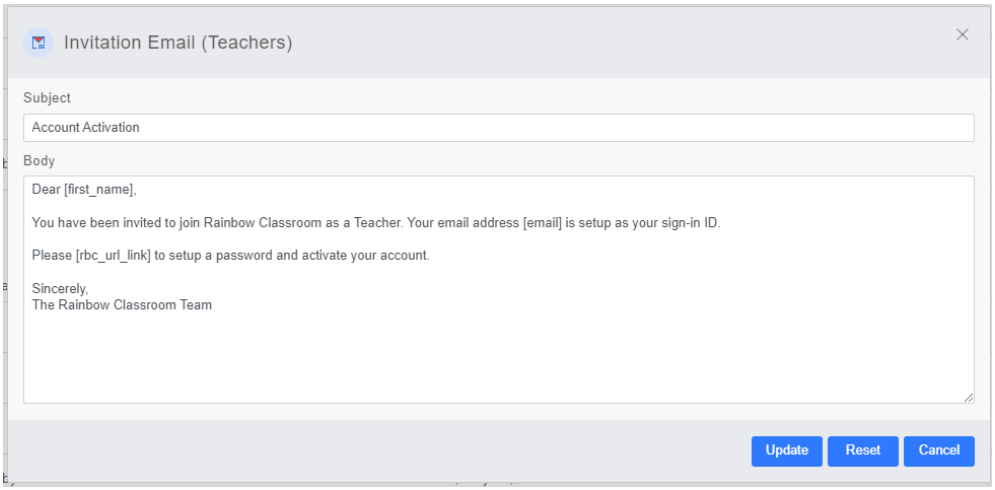

SCREENSHOT – Email Template

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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