

Quick Start Guide

LearnLinc Instructors



About this Guide

This Quick Start Guide is designed to help LearnLinc instructors become familiar with creating activities, scheduling classes, adding content, inviting students, and leading sessions.

Training with LearnLinc

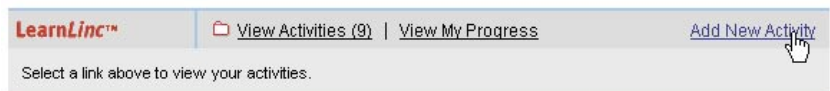
LearnLinc is a comprehensive eLearning application that provides a highly secure and reliable platform for online training. LearnLinc's easy-to-use, flexible feature set is perfect for online training, eLearning, virtual classrooms and assessment testing.

Getting Started

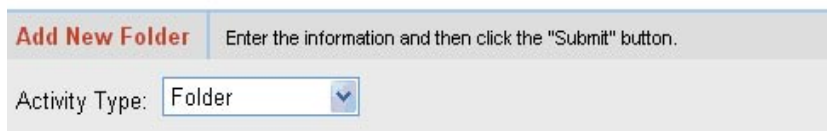
To get started using LearnLinc, you'll need to add a new folder in the iLinc Communications Center. To access the iLinc Communications Center, open a Web browser, type in your dedicated URL (typically, <http://yourcompany.ilinc.com>) which will direct you to a login page and at the prompt, type in your user name and password. If you do not have this information, please contact your iLinc system administrator.

1.0 > Create a Folder

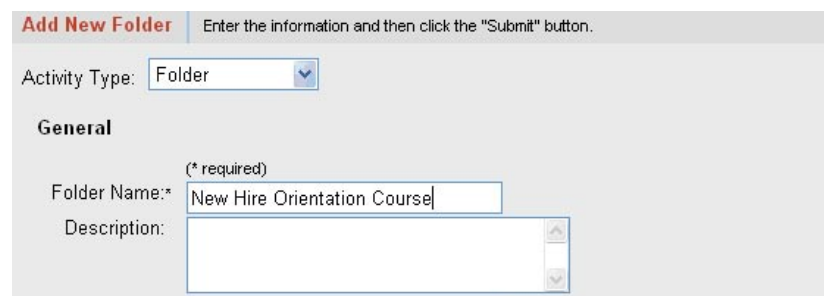
On the iLinc Communications Center home page, under the LearnLinc section, click **Add New Activity**. Please note: You must be a LearnLinc Administrator to create folders.



Before you can select a **Class** under the **Activity Type**, you must first create a folder to contain the class. Under the **Activity Type**, select **Folder** which is the default in the drop-down list.



The **Add New Folder** page will open and prompt you to type the Folder Name and then click **Submit**.



2.0 > Schedule a Live Class

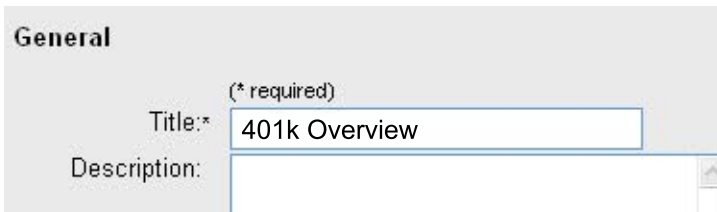
Next, you will need to add a class. On the iLinc Communications Center home page, under the LearnLinc section, click **Add New Activity**. In the **Activity Type** drop-down list, select **Class**. The page will refresh and the **Add New Class** form will appear.



Next, you will be prompted to enter six sections of your class information:

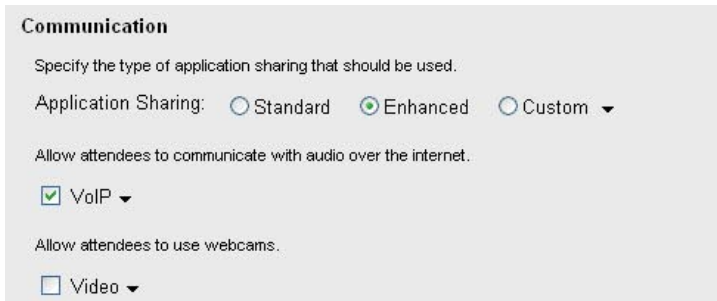
Section 1: General

Type in the name of your class in the **Title** field.



Section 2: Communication

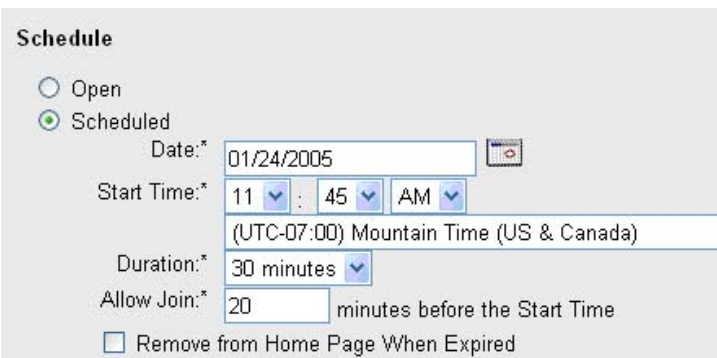
Select the type of **Application Sharing** needed for the class – **Standard**, **Enhanced**, or **Custom**. Select the type of communication for the class, such as **VoIP** (over the Internet), or **Video** (using a Web camera).



Section 3: Schedule

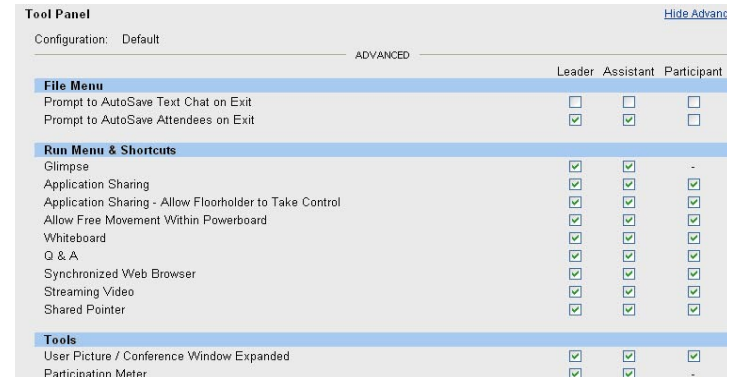
Select **Scheduled** and then select the **Date**, **Start Time**, and **Duration**.

Type in the appropriate number of minutes each student is allowed to join before the scheduled start time in the **Allow Join** field.



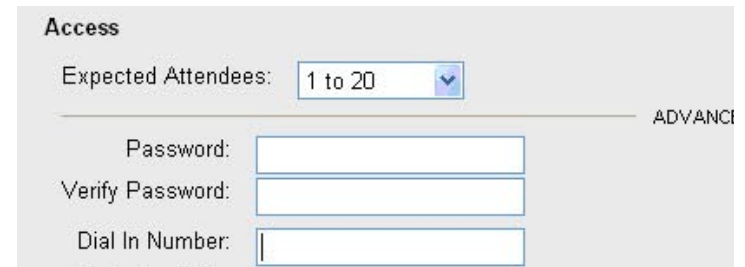
Section 4: Tool Panel

If you would like to customize how the **Leader**, **Assistant**, and **Participant** each view the **Tool Panel**, click **Show Advanced** and choose which features you would like on or off.



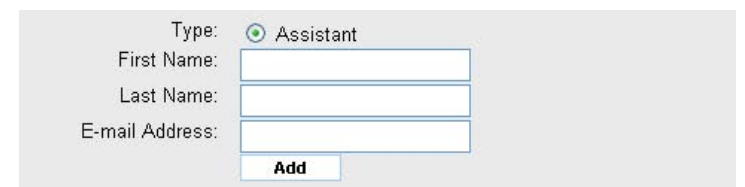
Section 5: Access

Select the number of students you wish to participate in the **Expected Attendees** drop-down list. To add a **Password** or a **Dial In Number** that will appear when a student joins the class, click **Show Advanced**. Both **Password** and **Dial In Number** are optional.



Section 6: Attendees

Select a **Primary Instructor** who will become the **Floor Holder** and will control content and initiate interactivity with students. You can also add **Assistants**, who have the same capabilities as **Instructors** and can help manage the class. To add a **Primary Instructor** and **Assistants**, click **Replace** or **Add** next to the **Primary Instructor** and **Assistant** boxes and then browse to select your attendees accordingly.



2.0 > Schedule a Live Class (continued)

Section 6: Attendees (Continued)

To add **Participants/Students** to the class, Choose **All Users** or **Specify Recipients**. Click **Add** next to the **Participants** box, then browse and select your users.

Section 7: Content

Agenda Items are displayed in the **Agenda** window of the **Tool Panel** in your LearnLinc class. To add an **Agenda Item**, select the type of **Content** (PowerPoint presentations, video clips, URL's, whiteboards, etc.), you wish to add and click the **Go** button. Complete the required information and click **Submit**.

Material Items are available from your iLinc Communications Center or Public Events page outside of the session. To add **Material Items**, click on the **Show Advanced** link and select the type of **Material Items** (Word documents, Excel spreadsheets, PowerPoint Presentations, and Whiteboards) you wish to add in the drop-down list and click the **Go** button.

Section 8: E-mail

If you would like to send a custom text email inviting your assistants and students, type in a message in the **Custom Text** field. Participants will receive an email invitation with class details and a custom link to join the class.

Section 9: Location

Select the folder in which you would like the class to appear and click **Submit**. Classes will be grouped under the folder on the iLinc Communications Center home page.

3.0 > Invite Students to your Class

To create a generic email invitation, click the **Send Invite** link that appears next to the class name in your iLinc Communications Center home page. Students who receive this email will be able to click a link in the email and automatically join the class. Use **Send Invite** if you think participants will forward the link to others.

If you would like students to register for your class, point them to your public events registration page where they can register for one or multiple classes. The public registration page is typically located at: <http://yourcompany.ilinc.com/events>.



4.0 > Start your Class

To join your class, click the **Join Link** next to the class on your iLinc Communications Center home page. When you enter the LearnLinc classroom, you'll see the **Tool Panel** on the left.

5.0 > In-Session Features

Your classroom is equipped with a variety of collaborative tools that make your online class interactive and enjoyable. The **Agenda** area of your **Tool Panel** holds your class content and key features, including whiteboard, polling, Web share, and application share.

Present with PowerBoard

PowerBoard is a presentation viewer for PowerPoint that contains a full set of markup tools for highlighting items while you present. To launch **PowerBoard**, double-click on your presentation in the **Agenda** window of your **Tool Panel**. Use the navigation buttons on the **PowerBoard** to move through your presentation and use the markup tools to emphasize points. **Pass the Floor** to give a student access to the markup tools.

Share Applications with AppShare

AppShare allows you to share an application or desktop with students. To start, open and maximize the application you want to share, click the **AppShare** icon in the **Agenda** window. Select the application you want to share, and click **Start. Pass the Floor** to give a student the ability to interact with the application. Applications can be shared from your PC or from the PC of any student in class.

Agenda Tool Panel

