

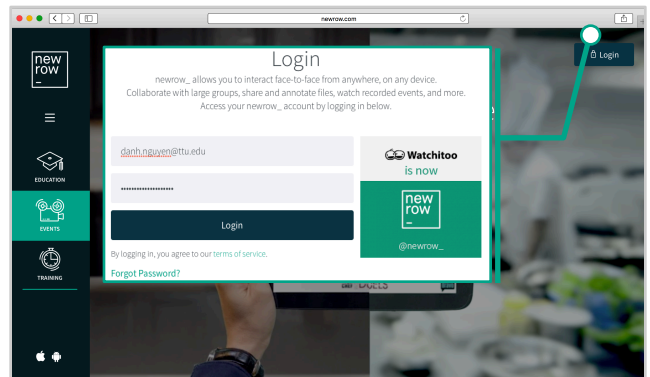
# NewRow for Instructors

## OVERVIEW

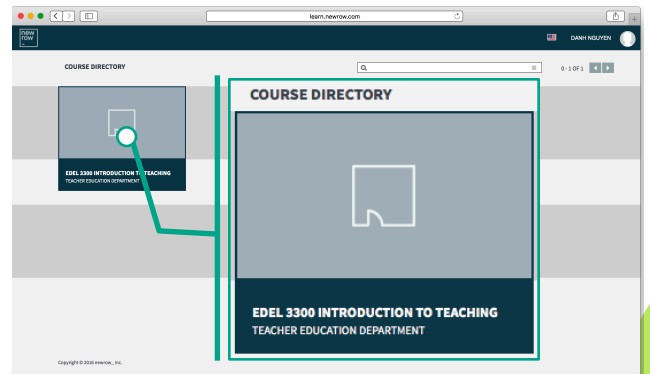
This tutorial provides information that helps instructors with procedures to create and manage classes on NewRow.

### I. LOGIN & BASIC SETTINGS

1. Access your NewRow classroom.
  - Click **“Login”** in the right corner of NewRow website.
  - Use your email and password to login.



2. Select your course under **“Course Directory”**.



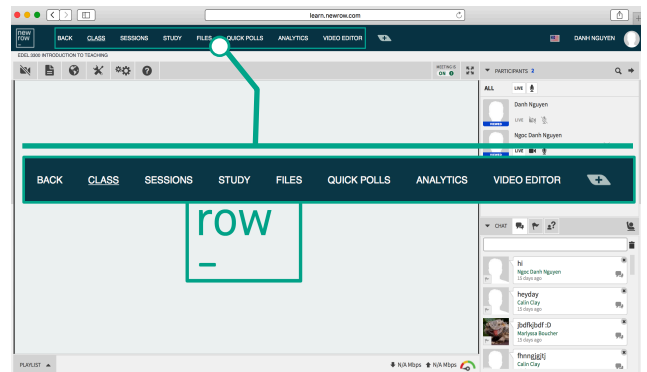
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## I. LOGIN & BASIC SETTINGS

### 3. Instructor Workplace/ Stage

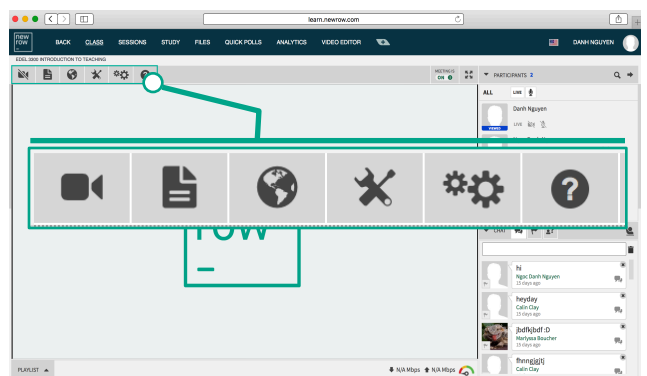
- a. The **“Menu Bar”** on the top includes: Class, Sessions, Study, Files, Quick Polls, Analytics, and Video Editor.

*\*Note: It is additional space outside the virtual classroom.*



- b. The **“Toolbar”** along the top left of the workplace allows the instructor to upload and search content, access tools like screen share and whiteboard, change classroom settings, etc.

*\*Note: These are only available to the instructor.*

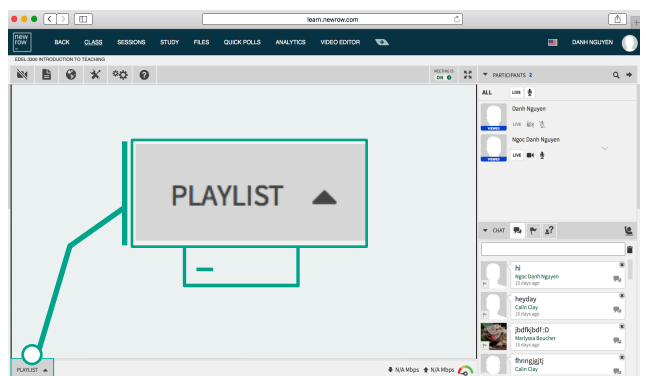
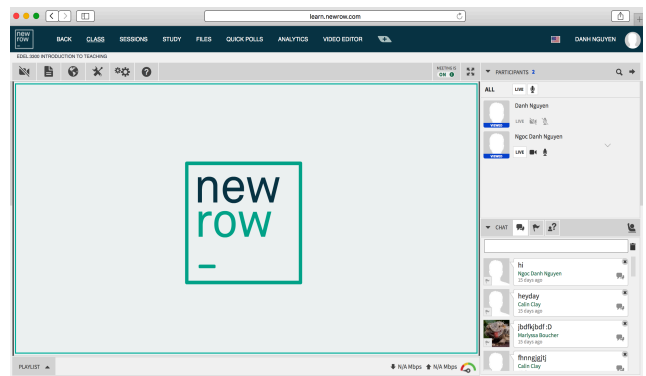


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## I. LOGIN & BASIC SETTINGS

### 3. Instructor Workplace/ Stage

- c. A **“Workplace”** is the display section used for content, video presentations, or as a whiteboard. Similar to a physical stage, this is a synchronous presentation space, where all webcams and content appear when the instructor puts them live.
- d. A **“Playlist”** on the bottom left of the workplace allows the instructor to arrange and keep track of files they plan to share during class.



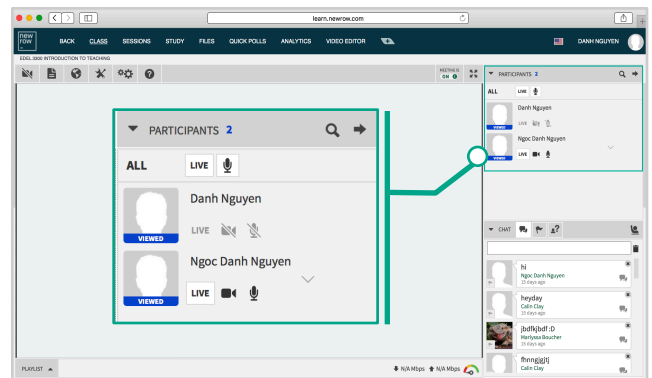
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## I. LOGIN & BASIC SETTINGS

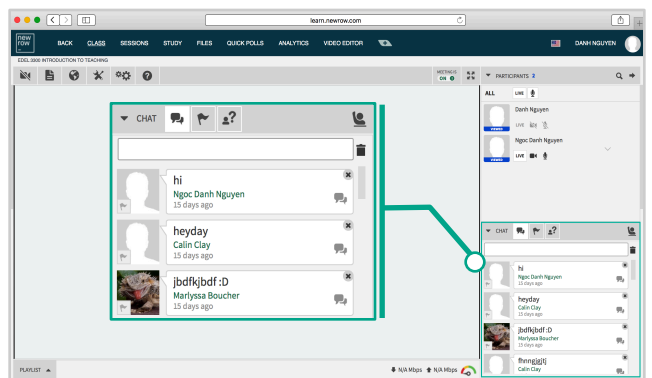
### 3. Instructor Workplace/ Stage

- e. A “Participants List” is located on the right of the workplace.

*\*Note: By default, this is only visible to instructors, but can be changed in the classroom settings.*



- f. A “Chat portal” on the bottom left of the workplace allows students to interact with the instructor and their classmates.



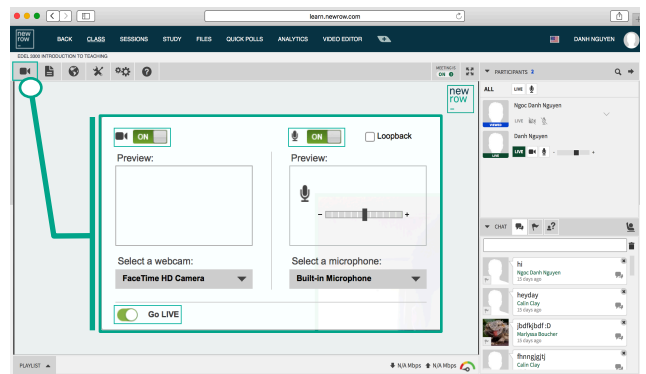


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## II. CONTENT MANAGEMENT

### 1. Activate your webcam.

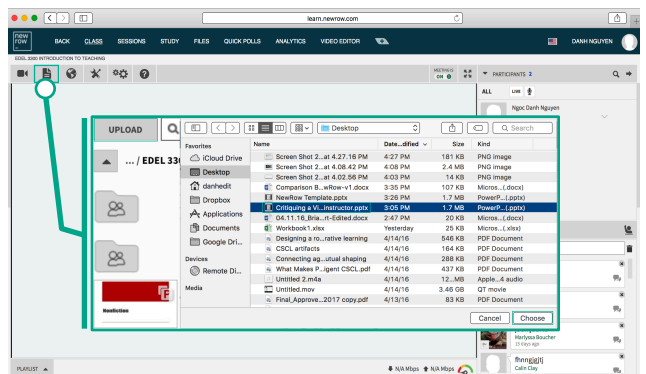
- Click the **“Webcam”** icon on the Toolbar.
- Turn Camera, Microphone, and Go Live **“ON”**.



### 2. Upload your content files for the class.

- Click the **“File”** icon on the Toolbar.
- Click **“Upload”**.
- Select the file.
- Click **“Choose”**.

*\*Note: If you want to upload the content files for Sessions, choose **“Session”** and click **“Upload”**.*

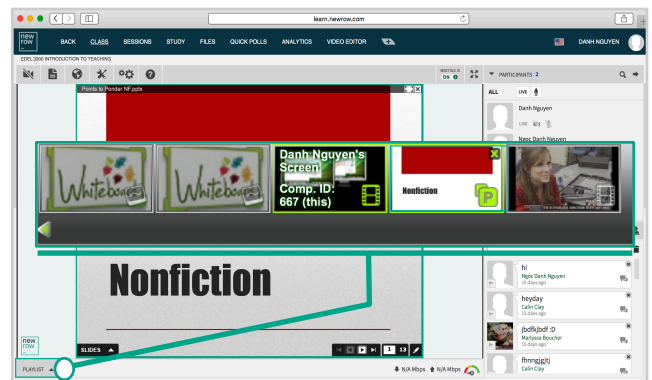


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## II. CONTENT MANAGEMENT

### 3. Present content for your class.

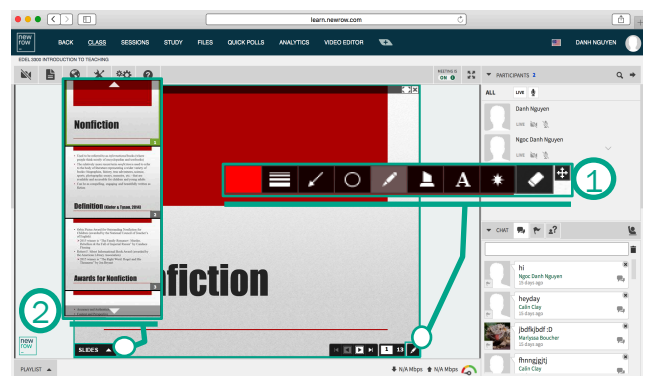
- a. Click “**Playlist**” at the bottom left of the workplace and select the file.



- b. Present content.

*\*Note:*

1. You can use some of the presentation features by using presentation tools. These features include Highlighter, Pencil, Text, Laser Pointer, and Eraser.
2. You can navigate your presentation by using the navigation bar at the bottom.

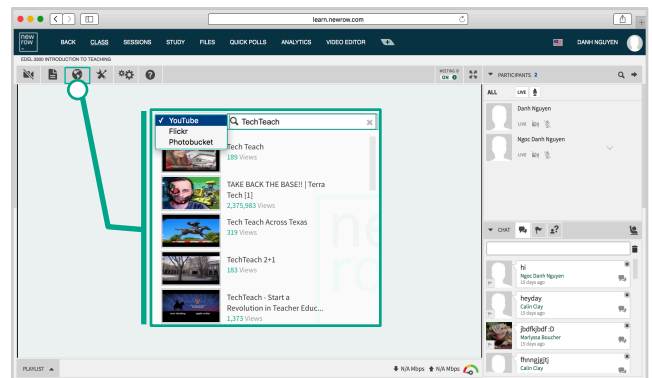


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## II. CONTENT MANAGEMENT

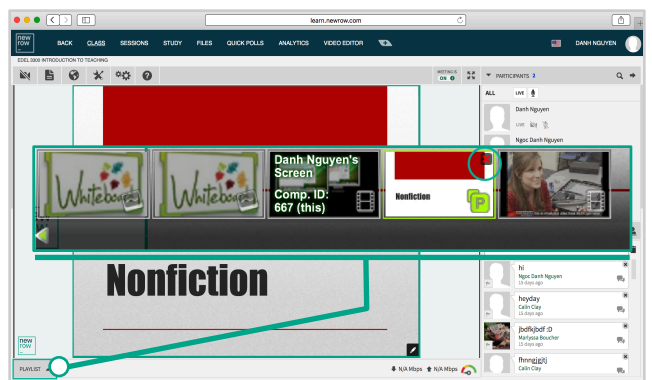
### 4. Search for images or videos from YouTube, Flickr, and Photobucket.

- Click the “Globe” icon on the toolbar.
- Enter your search term.
- Select the desired one.



### 5. Deleting content (Whiteboards, Presentations, Videos, etc.)

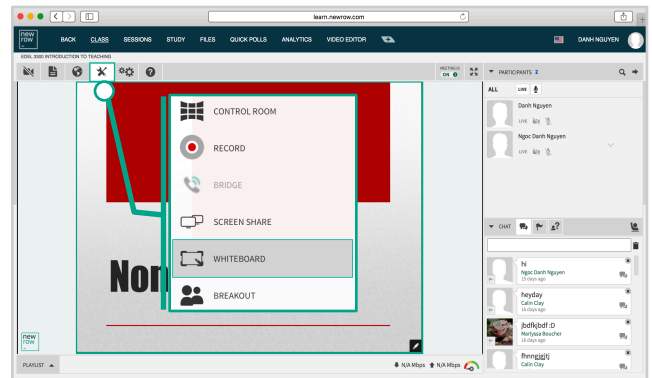
- Click “Playlist” on the bottom left of the workplace.
- Select the content you want to delete.
- Click “X” to delete.



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## III. WHITEBOARD

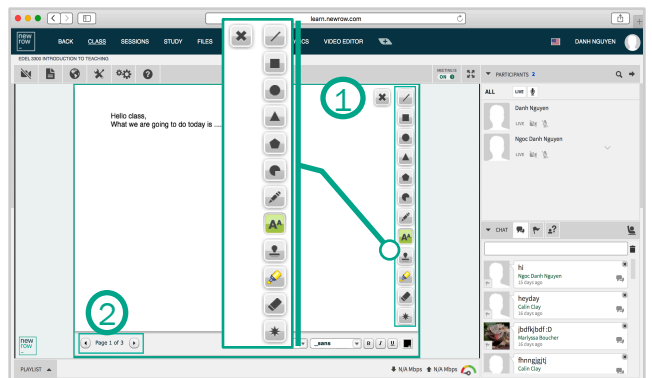
1. Use the whiteboard.
  - a. Create a Whiteboard.
    - Click the **“Wrench”** icon on the toolbar.
    - Select **“Whiteboard”**.



- b. Work with Whiteboard by using its features including drawing, writing, some basic shapes, entering text, eraser, clear the whiteboard, etc.
 

*\*Note:*

    1. You can create as many whiteboards as you want by clicking the **“Arrow”** at the left bottom of the whiteboard.
    2. If you want to clean the whiteboard, click the **“X”** on the top right of the whiteboard.



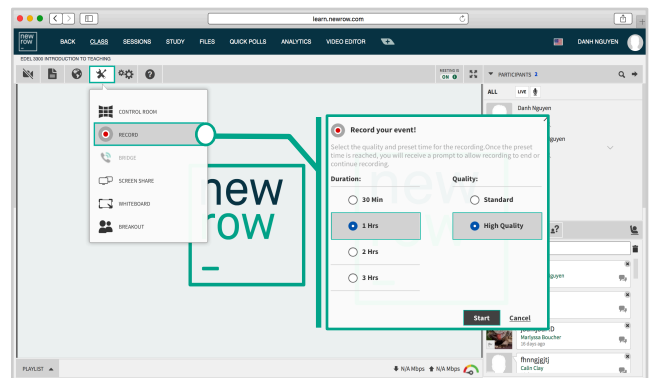
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## IV. RECORD A SESSION & EDIT RECORDED VIDEO

### 1. Record your session.

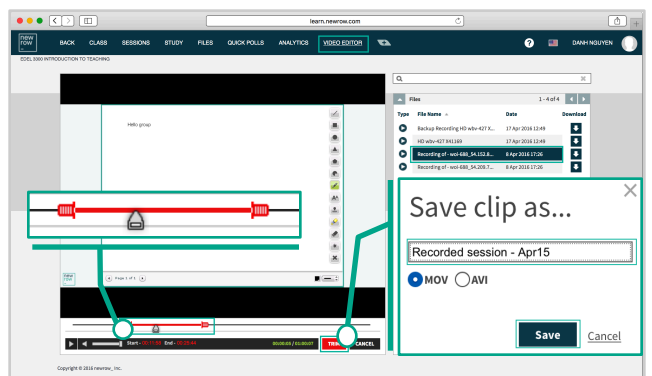
- Click the **“Wrench”** icon on the toolbar.
- Select **“Record”**.
- Manage setting (duration, quality of video – High quality).
- Click **“Start”**.

*\*Note: When you are done recording, click **“Stop”**. The recording will automatically save into Files in the Menu.*



### 2. Work with Video Editor tool (trim video recording).

- Click **“Video Editor”** on the top Menu.
- Select video you want to trim.
- Adjust two sliders to position of the video that you want to trim.
- Click **“Trim”**.
- Provide a clip name and click **“Save”**.



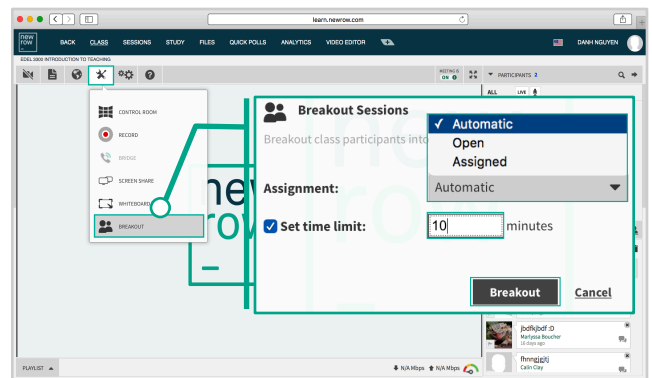
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## V. GROUPS/SESSION MANAGEMENT

### 1. Facilitate group work.

#### a. Breakout sessions.

- Click the **“Wrench”** icon on the toolbar.
- Select **“Breakout”**.
- Manage settings:
  - + *Automatic*: randomly assigns students to groups.
  - + *Open*: allows students to choose which breakout room to enter.
  - + *Assigned*: sends students to groups you’ve pre-selected from the “Sessions” page.
- Set up time limit (e.g., 10 minutes).
- Click **“Breakout”**.



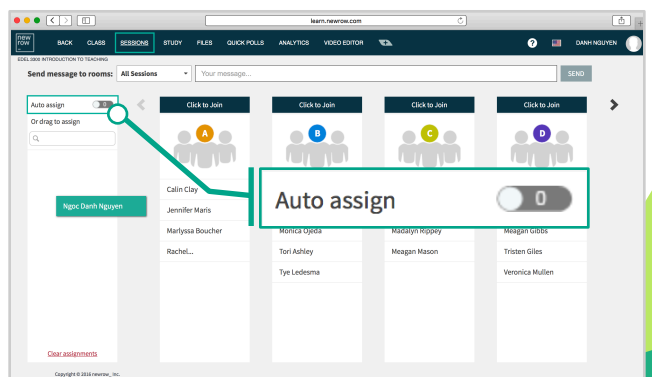
#### b. Another way to breakout sessions.

- Click **“Sessions”** in the Menu.
- Drag and drop participants into sessions from the list on the left.

*\*Note:*

1. Make sure you turn **“Auto Assign”** **“OFF”**.

2. You can remove a participant from a session by dragging and dropping them out of a session.

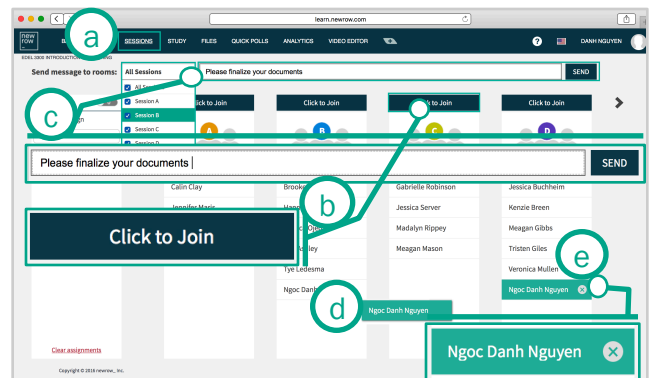


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## V. GROUPS/SESSION MANAGEMENT

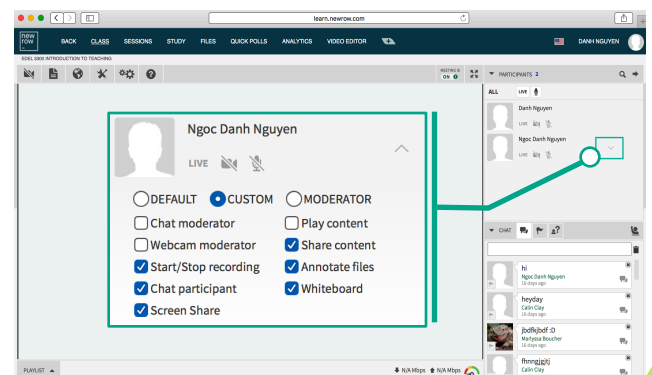
### 2. Manage breakout sessions.

- Click **"Sessions"** in the Menu to see all sessions in your class.
- You can join to each session to monitor student activity.
- You can send messages to each session or all sessions.
- You can drag and drop participants from one session to another.
- You can remove all participants out of a session or all sessions.



### 3. Modify the participant role (Default, Custom, and Moderator)

- Click the **"Arrow"** icon next to the participant.
- Define the participant's role.

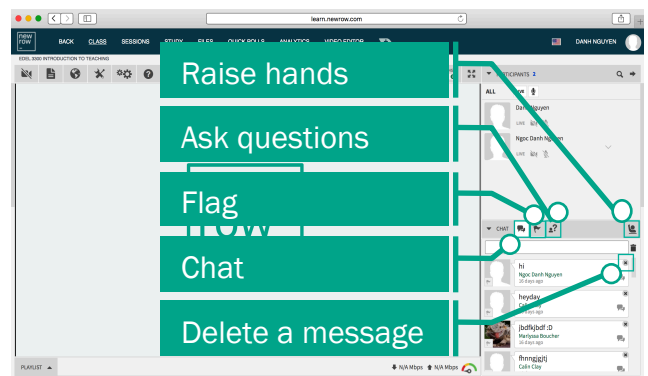


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## V. GROUPS/SESSION MANAGEMENT

### 4. Manage the Chat portal.

- Raise hands
- Ask questions
- Flag
- Chat
- Delete a message



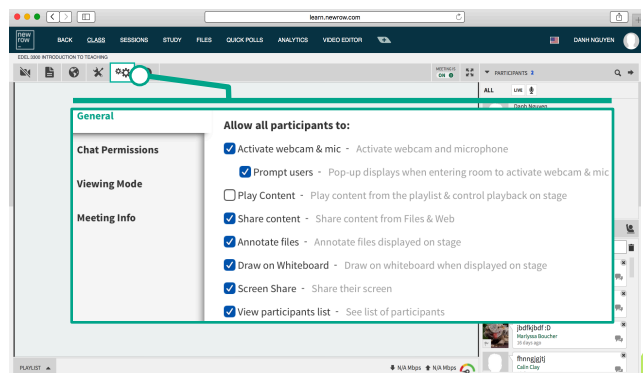
## VI. CLASS SETTING CONFIGURATION

### 1. Configure the class settings.

- Click the **“Settings”** icon on the toolbar.
- Under **“General”** check or uncheck features for the class.

*\*Note: The configured settings can:*

- Make all students moderators to manage **“Play Content”** (whiteboard, presentation), **“View Participant List”**, etc.
- Allow or do not allow students to use the Hand-raising function.
- Allow or do not allow student to use chat portal, etc.



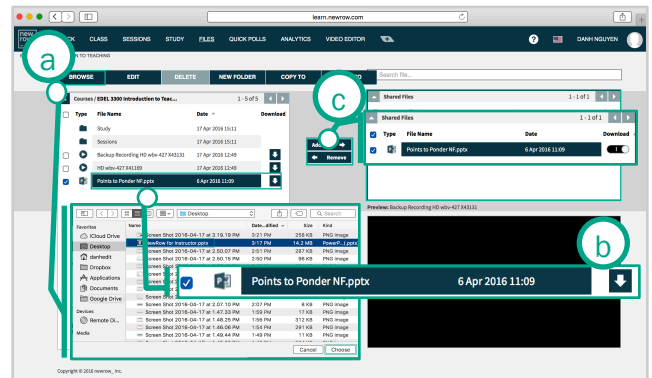


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## VII. UPLOAD, DOWNLOAD, & SHARE CONTENT

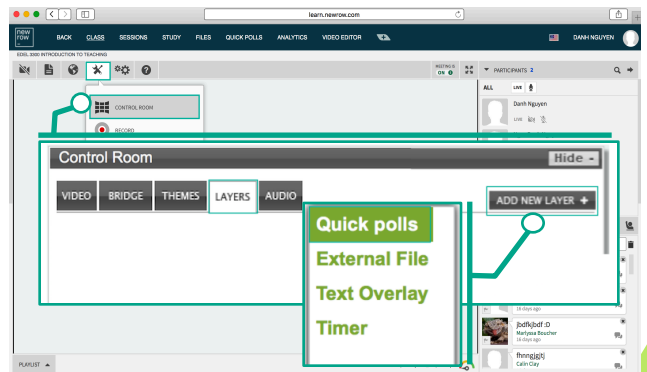
1. Click **"Files"** on the Menu (this is where you can manage your files such as uploading, downloading, and sharing).

- a. Upload files
- b. Download files
- c. Share files



## VIII. POLL

1. Create a quick poll.
  - Click the **"Wrench"** icon on the toolbar.
  - Select **"Control Room"**.
  - Select **"Layers"**.
  - Click **"Add New Layer"**.
  - Select **"Quick Polls"**.

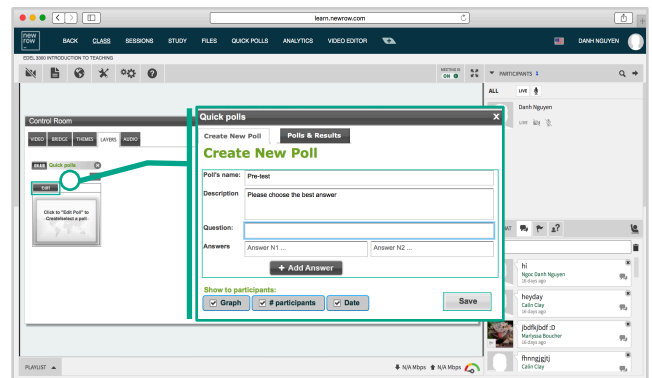


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## VIII. POLL

### 2. Edit a poll.

- Click **"Edit"**.
- Create a New Poll.
- Provide information for your poll (such as poll name, description, Poll questions, answers, etc.)
- Click **"Save"**.



## IX. CLASS ANALYTICS

### 1. View class analytics

- The **"Analytics"** space includes an attendance list that shows when each student entered and left the classroom, as well as statistics like average viewing time and a full log of chat/questions posts.
- You can also see a graphical representation of attendance and student questions to see when engagement spiked and dropped.

