CI@L CENTER FOR INNOVATION IN E-LEARNING
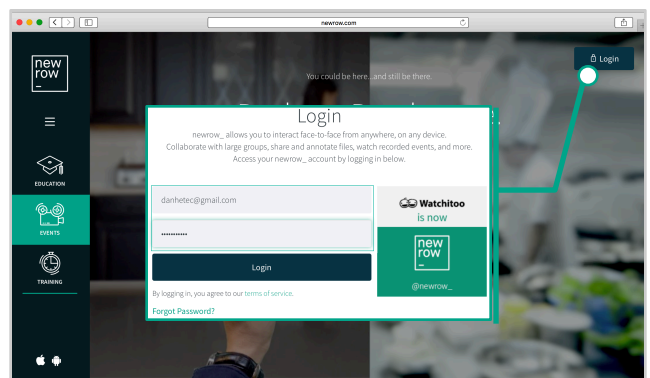
NewRow for Students

OVERVIEW

This tutorial provides students with information that helps them with procedures to study with NewRow.
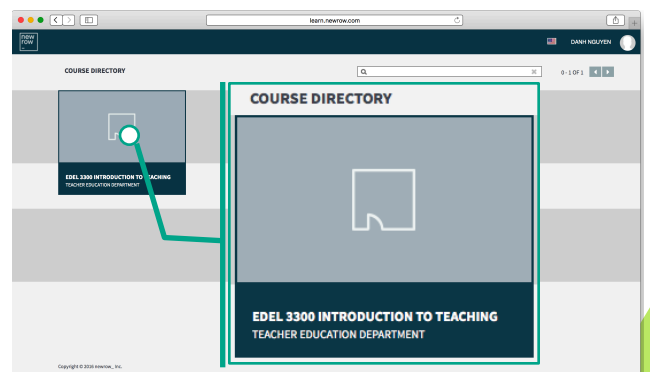
I. LOGIN & BASIC SETTINGS

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

Note: You will get an invitation email with a link from the instructor. Follow the link to activate your NewRow account. When your account is activated, you can log in anytime.
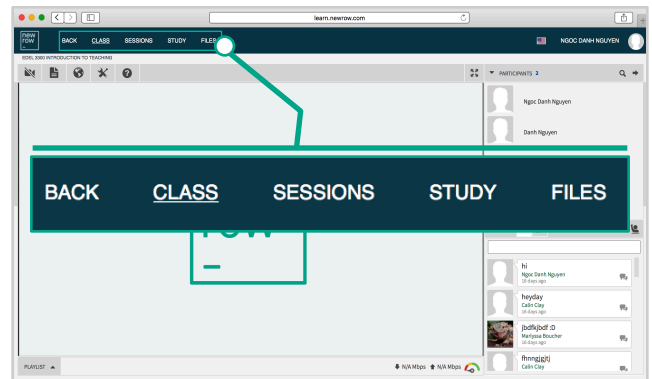

2. Select your course under "**Couse Directory**".

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I. LOGIN & BASIC SETTINGS

3. **Student Workplace/Stage**

a. A "**Menu Bar**" at the top includes Class, Sessions, Study, and Files.

b. A "**Toolbar**" along the top left of the Workplace includes tools and features that the instructor can allow students to use.
*Note: If the instructor does not permit these functions, you will not be able to use them.*
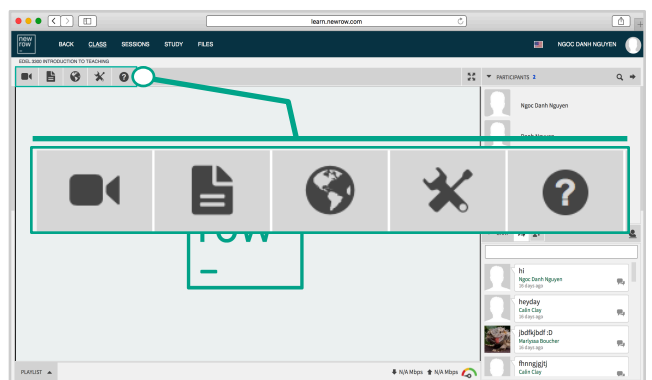
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I. LOGIN & BASIC SETTINGS

3. **Student 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 is where the instructor arranges and keeps track of files they plan to share during the class.
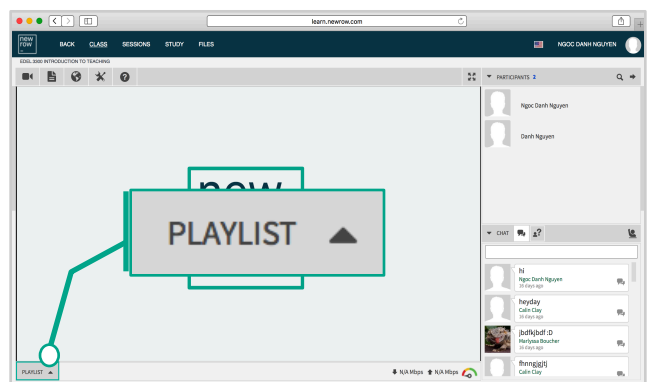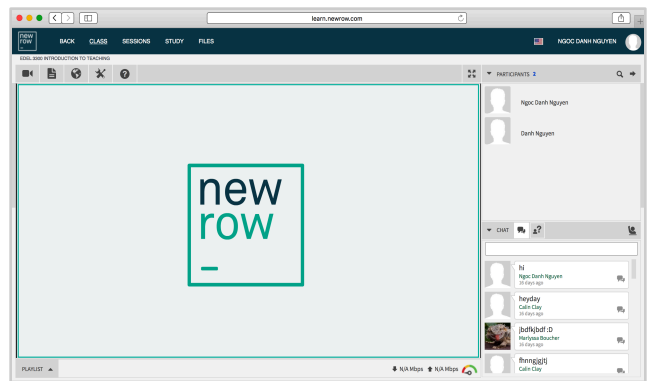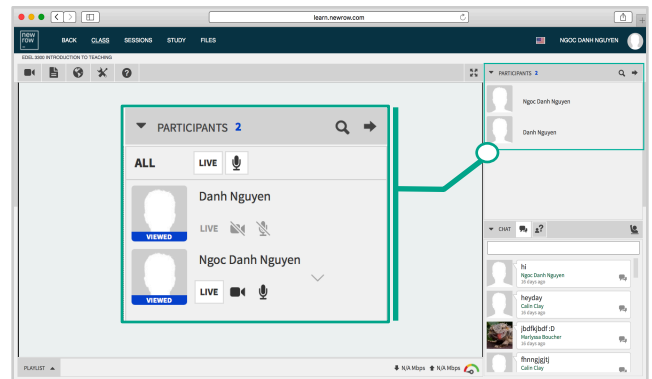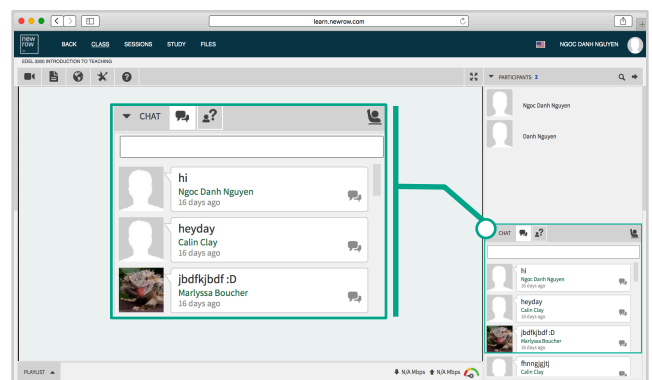
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I. LOGIN & BASIC SETTINGS

3. **Student Workplace/Stage**

e. A "**Participant List**" is located on the right of the workplace (this is where you can see your instructor and classmates)

f. A "**Chat portal**" is on the bottom left of the workplace where you can interact with your instructor and classmates.
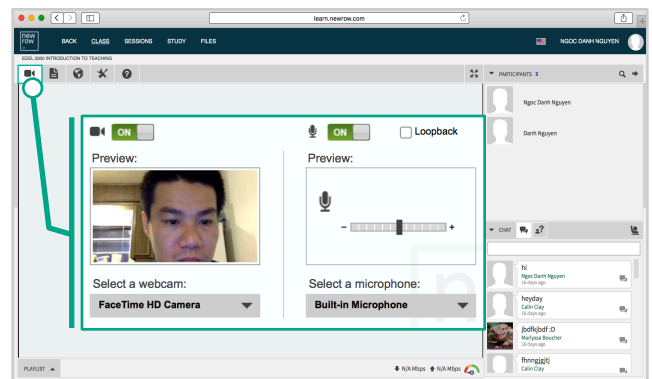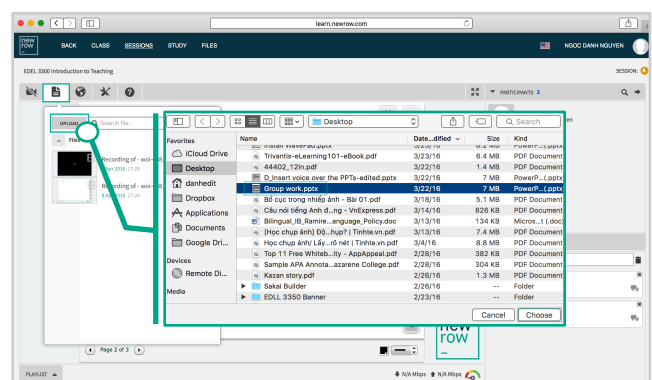
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II. CONTENT MANAGEMENT

1. **Activate your webcam.**
- Click the "**Webcam**" icon on the Toolbar.
- Turn Camera and Microphone "**ON**".

2. **Upload files for your session.**
- Click "**File**" on the toolbar.
- Click "**Upload**".
- Select files from your computer.
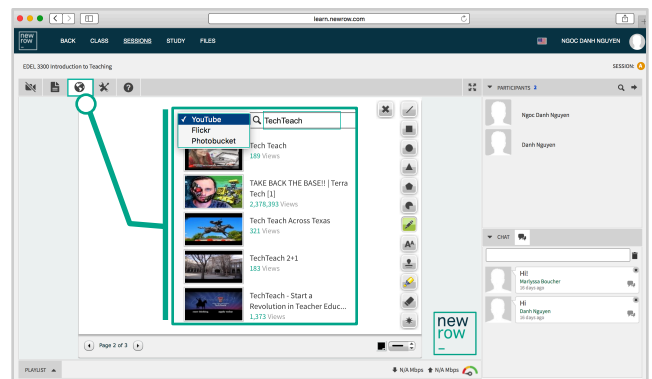- Click "**Choose**".

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II. CONTENT MANAGEMENT

3. **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.

4. **Record your session.**
- Click the "**Wrench**" icon on the toolbar.
- Select "**Record**".
- Manage settings (Duration, quality of video – High quality).
- Click "**Start**".

*Note: You can stop recording by clicking the "**Stop**" icon next the Participant list. The recording will automatically save into Files in the Menu.*
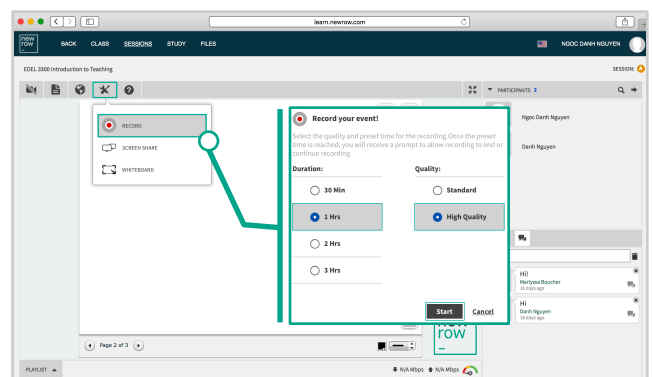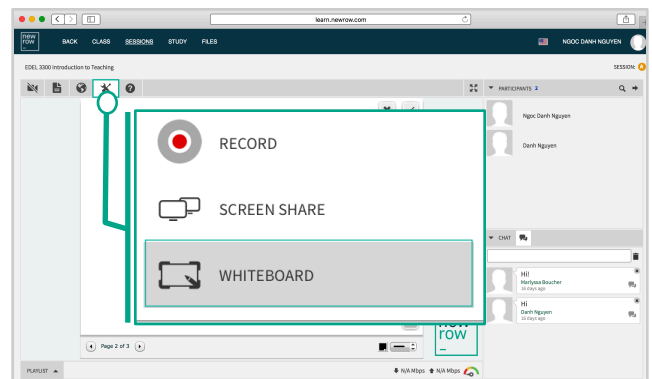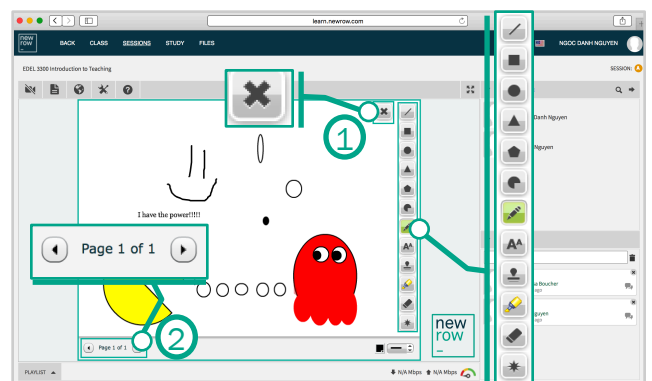
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II. CONTENT MANAGEMENT

5. **Use the Whiteboard in your session.**
a. Create a whiteboard.
- Click the "**Wrench**" icon on the Toolbar.
- Select "**Whiteboard**".

b. Work with the whiteboard by using its features such as drawing, writing, easer, clear the whiteboard, etc.
Note:
1. *You can create as many whiteboards as you want by clicking the "**Arrow**" at the bottom left of the whiteboard.*
2. *If you want to clean the Whiteboard, Click the "**X**" on the top right of the whiteboard.*
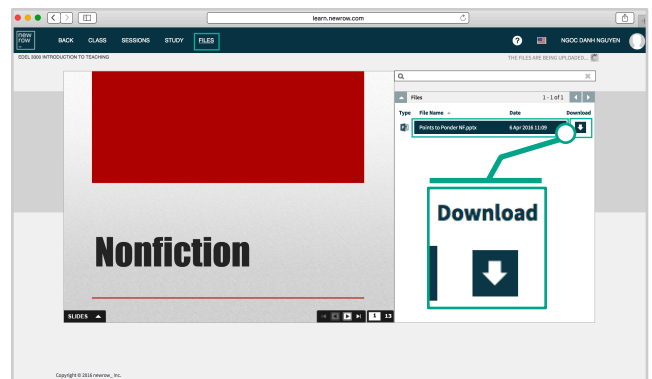
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II. CONTENT MANAGEMENT

6. Download sharing files.
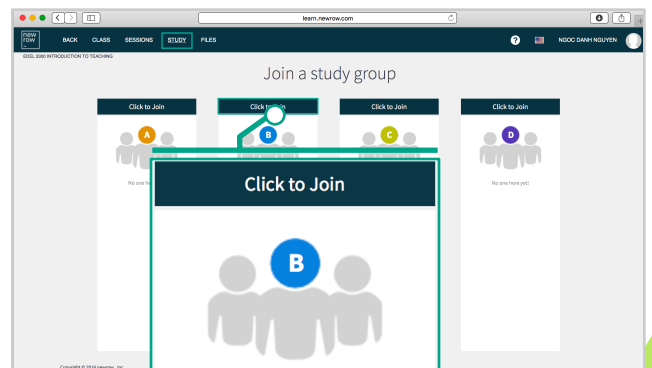- Click "**Files**" on the top menu.
- Select a file.
- Click "**Download**".

Note: The content management functions depend on the instructor's intentions. If the instructor does not allow you to use them, you cannot see them on the Toolbar.

III. SELF-STUDY WITH GROUP

1. Join a study group.
- Click "**Study**" on the top menu.
- Select the group you want to join.
- Click "**Click to Join**".

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IV. GROUP PARTICIPATION

1. **Work with group members in your session.**

- You can choose your own session to work with your peers or you will be assigned by the instructor.
- Session functions and features depend on the instructor's permissions.
- If you want to get back to the whole class, click "**Class**" on the Menu. You will be in the main room with your instructor.

2. **Interact with classmates through the Chat portal.**