


Effective Date: 26 Feb 2018	No. of Revisions: 1	 The logo of Singapore Management University (SMU) features a stylized blue and gold emblem to the left of the text "SMU" in a large, bold, serif font. Below "SMU" are the words "SINGAPORE MANAGEMENT UNIVERSITY" in a smaller, all-caps, sans-serif font.
Document Catalog No: SMU/IITS/LMS/User Guide/2018/233		
Author: Lim Tee Seng		
Last Date of Revision: 16 Aug 2018		
Last Revision Done by: Lim Tee Seng		
<hr/> <h1><i>In-Class Sensing User Guide</i></h1> <hr/> <h2><i>Faculty</i></h2> <hr/>		
IITS Main Office SINGAPORE MANAGEMENT UNIVERSITY Administration Building, Level 11 81, Victoria Street Singapore 188065 Phone: 65-6828 1930 Email: iits@smu.edu.sg		Please visit the Helpdesk website for more information: http://www.smu.edu.sg/IITS/helpdesk_support/index.asp

Table of Contents

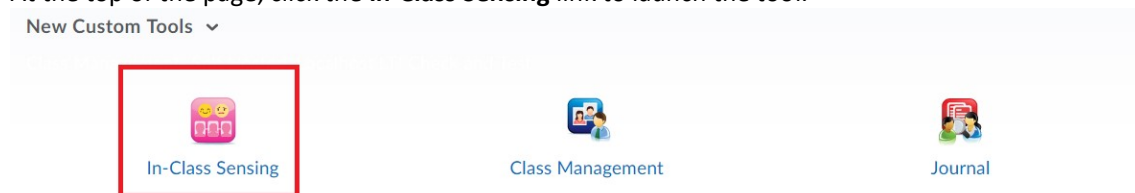
1. INTRODUCTION	3
2. ACCESSING THE IN-CLASS SENSING TOOL.....	3
3. SWITCHING BETWEEN COURSES AND SECTIONS	4
4. CREATING SESSION(S)	4
5. UPDATING SESSION.....	6
6. DELETING SESSION	6
7. LIVE FEEDBACK.....	7
8. LEARNING POINTS.....	8
9. FEEDBACK	11

1. Introduction

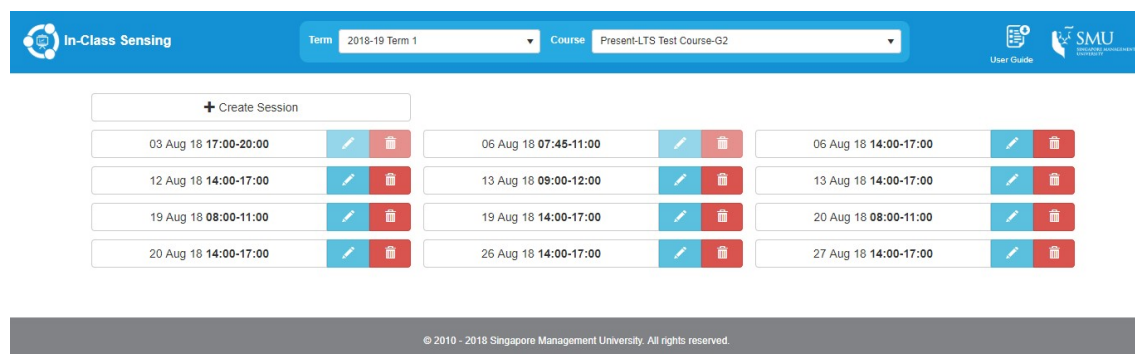
The *in-class sensing* tool allows instructors to collect live feedback from students during class/lesson. It also allows the instructors to set up learning points for each class/lesson to collate questions that students may have for each learning point as well as the number of students who have achieved each learning point set.

2. Accessing the In-Class Sensing Tool

At the top of the page, click the **In-Class Sensing** link to launch the tool.



The *In-Class Sensing* tool will open in a new window for your viewing.



You will see a list of the sessions/classes in your course that have been set up by you. There will be no session available if you have not set up any session.

Your students' access to the in-class sensing tool are determined by the date and time the sessions are being set up.



For example:

The date/time set up in the above session is 06 Aug 2018, 7:45 AM to 11 AM. Your students will be able to access the application meant for this session only on 06 Aug after 7:45 AM and will not be able to access the application after 11 AM on 06 Aug.

You will be able to receive live feedback from the students on 06 Aug from 7:45 AM to 11 AM for this session.

3. Switching between Courses and Sections

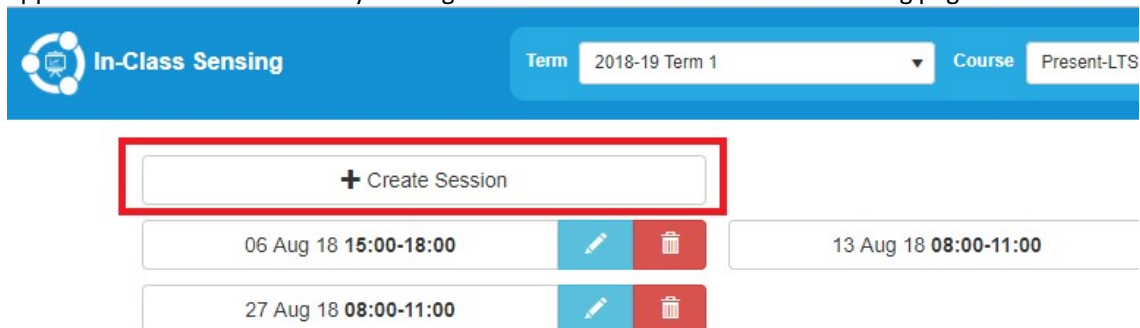
You can switch between courses and sections without closing the tool by using the **Term** and **Course** dropdown lists at the top of the screen.



The screenshot shows the top navigation bar of the In-Class Sensing tool. It features two dropdown menus: 'Term' with '2018-19 Term 1' selected, and 'Course' with 'Present-LTS Test Course-G2' selected. Both dropdown labels are highlighted with red boxes.

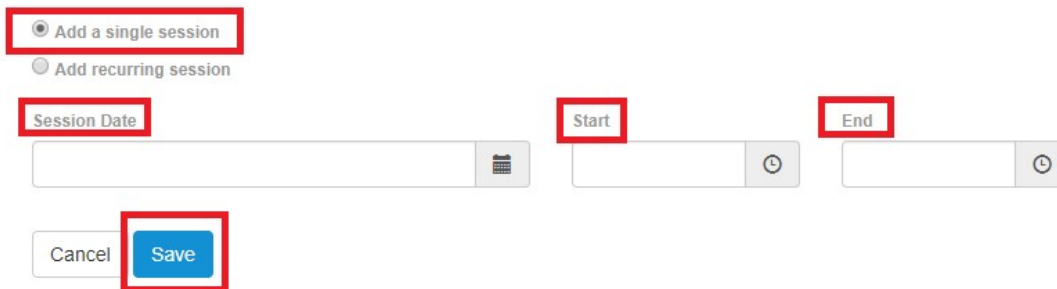
4. Creating Session(s)

You can create a single session or recurring sessions for the course to use in-class sensing application. This can be done by clicking on the **Create Session** link in the landing page.



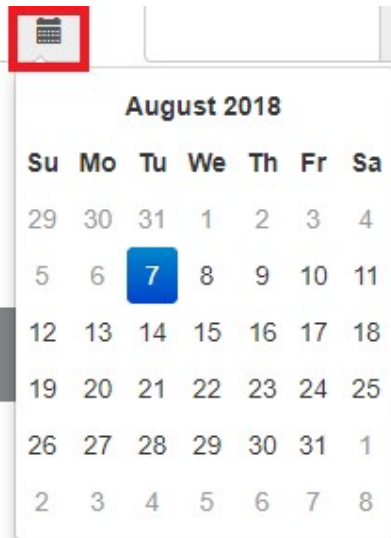
The screenshot shows the In-Class Sensing landing page. At the top, there is a blue header with the 'In-Class Sensing' logo and the same Term and Course dropdowns. Below the header, a '+ Create Session' button is highlighted with a red box. Underneath, there is a list of existing sessions. Two sessions are visible: one on '06 Aug 18 15:00-18:00' and another on '27 Aug 18 08:00-11:00'. Each session entry has a blue edit icon and a red delete icon. A third session entry for '13 Aug 18 08:00-11:00' is partially visible on the right.

To create a single session, you would just need to specify the **Session Date**, the **Start** time and the **End** time.



The screenshot shows the 'Add a single session' form. It has two radio buttons: 'Add a single session' (selected) and 'Add recurring session'. Below these are three input fields: 'Session Date' with a calendar icon, 'Start' with a clock icon, and 'End' with a clock icon. At the bottom, there are 'Cancel' and 'Save' buttons. The 'Add a single session' radio button, the 'Session Date' label, the 'Start' label, the 'End' label, and the 'Save' button are all highlighted with red boxes.

Clicking on the calendar icon opens the **Calendar** pop-up, allowing you to set the session date.





Clicking on the clock icon opens the **Time** pop-up, allowing you to set the session time.

















However, if you would like to set up recurring sessions, you would need to:

- set the **Start Date** and **End Date** (using the Calendar pop-up)
- set session **Start** and **End** times (using the Time pop-up) of any day-of-week

Add recurring session

Start Date  **End Date** 



























Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Start <input type="text"/> 	Start <input type="text"/> 	Start <input type="text"/> 	Start <input type="text"/> 	Start <input type="text"/> 	Start <input type="text"/> 	Start <input type="text"/> 
End <input type="text"/> 	End <input type="text"/> 	End <input type="text"/> 	End <input type="text"/> 	End <input type="text"/> 	End <input type="text"/> 	End <input type="text"/> 

Cancel **Save**

Click the **Save** button to save the entries.

5. Updating Session

The sessions that you have set up will be displayed under the **Create Session** link.

+ Create Session		
03 Aug 18 17:00-20:00		
07 Aug 18 14:05-17:05		
13 Aug 18 14:00-17:00		
20 Aug 18 08:00-11:00		
27 Aug 18 14:00-17:00		
06 Aug 18 07:45-12:00		
12 Aug 18 14:00-17:00		
19 Aug 18 08:00-11:00		
20 Aug 18 14:00-17:00		
06 Aug 18 14:00-17:00		
13 Aug 18 09:00-12:00		
19 Aug 18 14:00-17:00		
26 Aug 18 14:00-17:00		

Each session will have the following information:

- the session date
- the session start and end time
- an option to edit the session
- an option to delete the session



You will not be able to update any past session which has already collected some data (e.g. feedback from students, questions posted by students, etc.)

To update a session, click on the **Edit** icon beside the session. The update session page will be loaded.

Session Date
07 August 2018

Start
14:05

End
17:05

Cancel
Save

Update the session date and/or session start and/or end time and click on the **Save** button to save the changes.

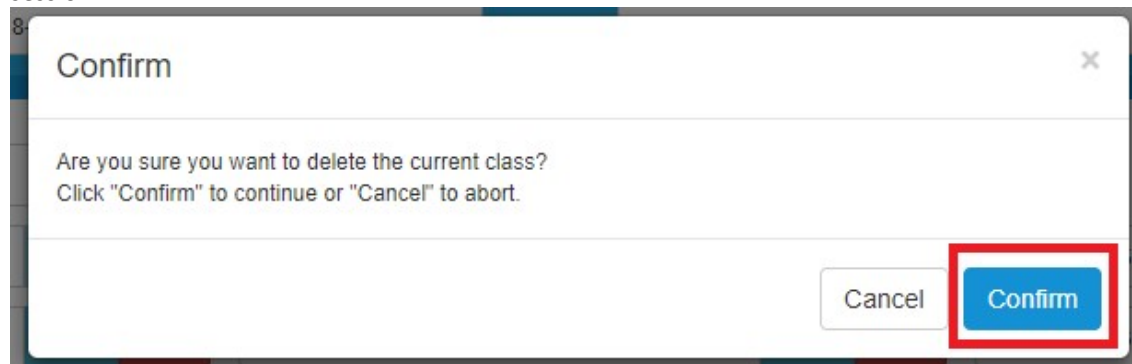
6. Deleting Session

You will not be able to delete any past session which has already collected some data (e.g. feedback from students, questions posted by students, etc.)

To delete a session, click on the **Delete** icon beside the session.



A pop-up confirmation window will appear. Click the **Confirm** button to confirm the deletion of the session.



7. Live Feedback

To access the live feedback page of any session, go into the session by clicking on that session.

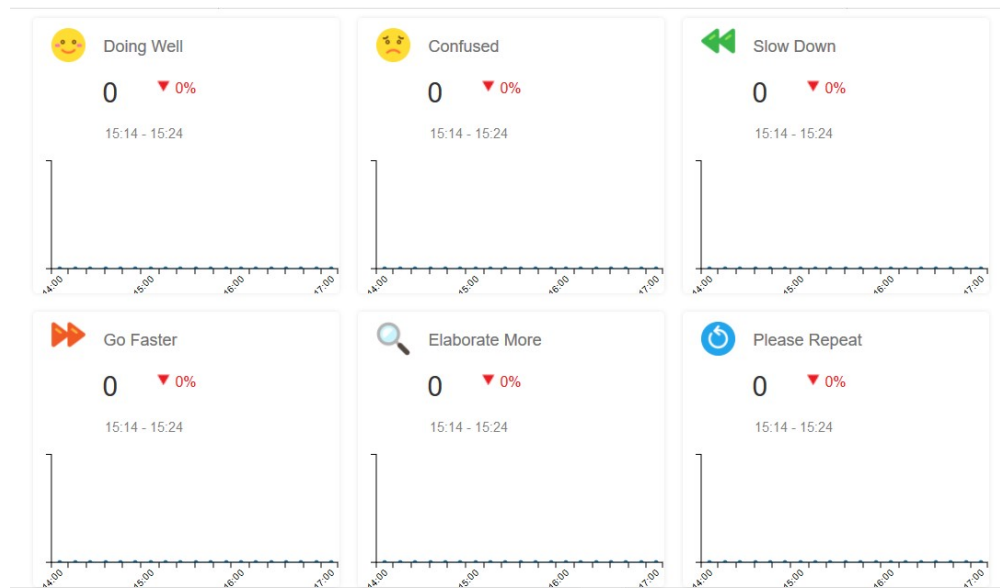


The session detail page will be loaded. Click on the Live Feedback link to access the live feedback page.







[+ Add New Learning Point](#)

The live feedback screen will be loaded.




This page will refresh automatically to reflect in real-time all the feedback received from the students. You can also manually refresh the page by clicking on the **Refresh** icon.

Cancel Live Feedback 03 August 2018 17:00 - 20:00 

 Doing Well 0 ▼ 0%	 Confused 0 ▼ 0%	 Slow Down 0 ▼ 0%
--------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------

The live feedback is tabulated in 10-minute interval and the percentage on display will calculate the percentage difference in the number of feedback received within current 10-minute time slot as compared with the previous 10-minute time slot.

 Doing Well
 0 ▼ 0%
 16:58 - 17:08

8. Learning Points

You can add learning point to the session by clicking on the **Add New Learning Point** link in the session detail page. You are able to add learning points to each session in advance.

Live Feedback (17:00 - 20:00)

Session Date	Start	End
03 August 2018	17:00	20:00

+Add New Learning Point

Learning Points

Title

Name of learning point

Description

Type learning point description here...





Cancel **Save**

In the learning point set up page, enter the learning point and click on the **Save** button.




PS: HTML tags content cannot be entered in the title and description.

Your students will then be able to post any question/feedback/comment to each learning point and they are also able to indicate whether they have achieved the learning point during the class/lesson.

You can see the number of questions posted by the students and the number of students who have indicated that they have achieved this learning point.

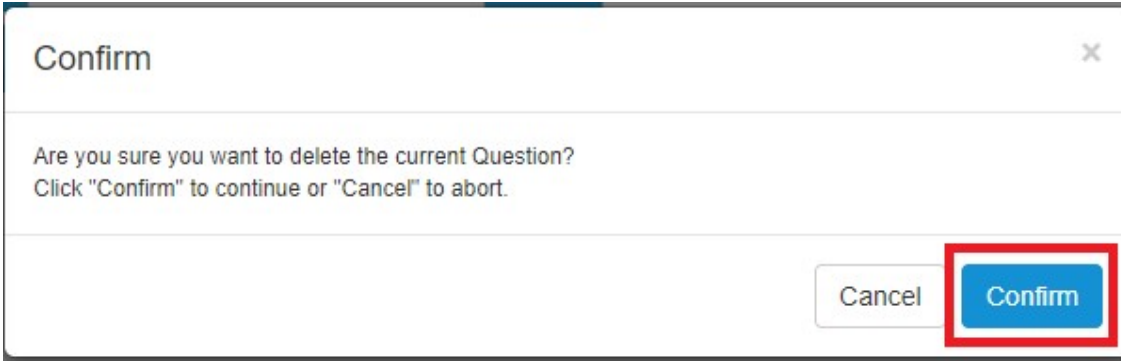
Learning Points	Achieved	Question		
Key Learning Point 1	0	0		
Key Learning Point 2	0	0		

You can see the actual questions posted for each learning point by clicking on each learning point.

Title	
Understand the Objectives of S3	
Description	
Questions from Students	Time Stamp
If one understands the objective but never practices it, is this considered as achievement?	16 Aug 18 15:46
How do you measure objective?	16 Aug 18 15:46
Question 1: What is the meaning of objective?	16 Aug 18 15:46
	
	
	
Cancel	

You can delete any question posted by the students by clicking on the **Delete** icon beside each question.

A pop-up confirmation window will appear. Click the **Confirm** button to confirm the deletion of the question.






Confirm ✕

Are you sure you want to delete the current Question?
Click "Confirm" to continue or "Cancel" to abort.

Cancel **Confirm**

You can update or delete each learning point by clicking on the **Edit** or **Delete** icon (respectively) beside the learning point.

Learning Points	Achieved	Question	
Key Learning Point 1	0	0	 
Key Learning Point 2	0	0	 

You will not be able to update or delete any learning point if the session has already collected some data (e.g. feedback from students, questions posted by students, etc.).

To edit the learning point, update the **Title** and **Description** of the learning point and click on the **Save** button.

Title

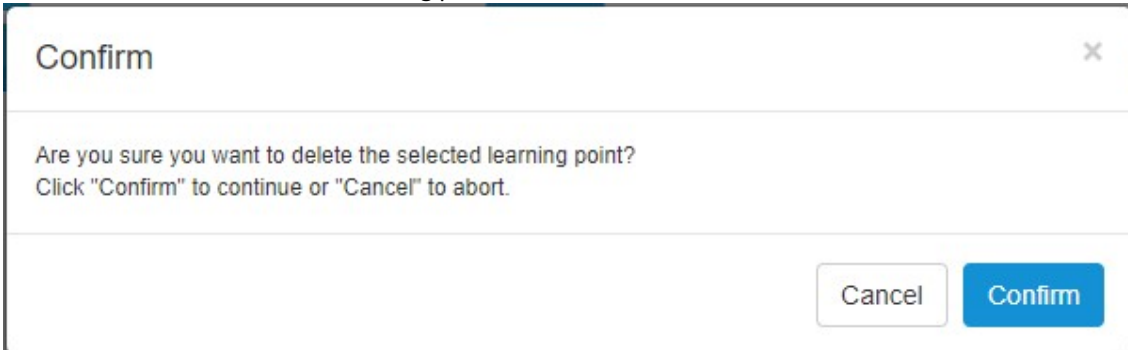
Key Learning Point 1

Description

Type learning point description here...

Cancel **Save**

When deleting a learning point, a pop-up confirmation window will appear. Click the **Confirm** button to confirm the deletion of the learning point.



Confirm ✕

Are you sure you want to delete the selected learning point?
Click "Confirm" to continue or "Cancel" to abort.

Cancel **Confirm**

9. Feedback

If you have any suggestions/feedback about this tool, please email us at: ellearn@smu.edu.sg.