LectureTools

Getting Started Guide for Instructors

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Getting Started

LectureTools is an interactive online presentation platform that allows you to showcase PowerPoint slideshows online with interactive activities. The presentations are launched on a browser and allows students to take notes, submit questions, and receive responses from instructors. It also allows for assessment with detailed analytics to assess student performance.

Creating an Instructor Account

To sign up for Lecture Tools visit my.lecturetools.com and register with an existing Virginia Tech email address. The tool is FREE for Virginia Tech Students, Faculty, and Staff.

To create an account:

1. Go to my.lecturetools.com and select
2. Select ’GET STARTED NOW’
3. Complete the form (first and last name, your email address, create a password, and confirm the password) then select ’Next’
4. Select to create an instructor account then select ’Next’
5. Complete the form using the drop down menus and select the “Higher Education” radio button (Region, Country, Time Zone, State, and School). A confirmation page will appear to show your school purchased LectureTools.
6. Select ’Next’ and you will be shown a window to review your information.
7. Read and agree with the Terms of Use then select ‘CREATE YOUR ACCOUNT’ to finish.

Logging into your LectureTools Account

1. Go to my.lecturetools.com
2. Enter your email address and password
3. Select the ‘Americas and Asia’ radio button
4. Select ‘Submit’
Please Note: The first time you log on to your account, you will be prompted to set up a course. To set up a course, please refer to “Setup a Course” section in this tutorial.

**Resetting your Password**

1. Go to [my.lecturetools.com](http://my.lecturetools.com)
2. Select on the ‘Forgot Password?’ link
3. Enter your email address associated with the forgotten password and select ‘Submit Query’

Please Note: A verification email with a unique reset URL will be sent to your email account.

4. Select the unique verification link contained in the email.
5. Enter your new password in the Password field, and re-type your new password in the Confirm Password field.
6. Select ‘Submit Query’

**Editing your Account Settings**

LectureTools allows you to change your Name, Phone Number, Time zone or Password.

1. Select your name on the top right corner of the screen
2. Select “Manage Account” window
3. Use the pop-up form to change your name, phone number, time zone and/or password.

Please note: Your email address & school are tied to your account and cannot be changed.

**Setting up a Course**

You will be prompted to create a course the first time you log on to your account. To create your first course, choose ‘Create Course’ from the welcome page. Then skip to step ‘Course Details’ section below.
To create an additional course:

1. Select your name on the top right corner of the screen
2. Select "Manage Courses"
3. Select "Add Course"

### Course Details

1. Complete the "Course Details" form

   **Please Note:** If you have multiple sections of the same course, you can identify them by adding a "Section Number"

2. Under "Payment Method" select the "Existing License" radio button
3. Select "Continue" to proceed to the "Invite Secondary Instructors" page

### Inviting Secondary Instructors

Allow other instructors to access and modify a course by adding their email as an additional instructor. Additional instructors will receive an email with a verification code granting them full access.

To invite other instructors, you may:

a. Copy and paste the URL provided and email the URL to the other instructors OR
b. Select "Set up additional instructors now" to email instructors through the LectureTools site OR
   1. Select "Set up additional instructors now"
   2. Select "Next"
   3. Fill in the instructor’s email addresses or upload a CSV file
c. Select "Skip Instructor roster upload"

Select "Next" to proceed to the "Add Roster" page
Adding a Roster

To add a roster, you may:

a. Copy and paste the URL provided to and email the URL to the students OR
b. Select ‘Upload Class Roster Now’ to email students through the LectureTools site OR
   1. Select ‘Upload Class Roster Now’
   2. Select ‘Upload Roster’
   3. Follow the prompts
c. Select ‘Skip Roster Upload’

Select ‘Finish’ to complete the course set up and proceed and setup a lecture

Setting up a Lecture

To setup a lecture:

1. Enter the lecture title
2. Select ‘Import slides from file’ or ‘Import slides from prior lecture’
3. Select ‘Choose File’ to browse and locate the file
4. Select ‘Add to lecture’

Please note: LectureTools allows you to import ppt, pptx, pps, ppsx, or pdf files

5. An extra top slide will be added to your imported slides if you choose to ‘Add learning objectives’
6. Select ‘Set Up’ to finish

Inviting additional instructors/students

To invite other instructors or students to join your course:

1. Select your name on the top right corner of the screen
2. Select ‘Manage Courses’
3. In the Manage Courses window, select the course from the left side panel
   (This is assuming you have a number of other courses)
4. Select the Instructor Access or Student Access tabs and fill in the information.
   a. You may upload a CSV file with the instructor details by selecting the Choose File button or type in the emails in the table provided
   b. Select save when done

Please Note: The Course Link can be used to invite students to your course. This link will automatically add a student to your course once they register for an account or login.

5. Select the Student Access tabs and fill in the student information
6. When finished, select **Upload Roster** at the bottom.

c. Student rosters must be a comma-separated CSV file with three columns in the following order: Email address (required), Last name (optional), First name (optional). Please ensure that there is no column headers and no more than one student record exists per line.

   ![Choose File]
   - Book1 eLecture tools CSV.csv 0.1kB

   d. When the roster upload is successful, select continue at the bottom of the page.
7. After selecting the file, select continue to send the invitation

8. You may go back or select finish when done

**Blocking/Allowing/Deleting Student Access**

1. Go to your account by selecting on the dropdown arrow under your account name.
2. Select "Manage Courses"
3. In the Manage Courses window, select the course from the list
   This is assuming you have a number of other courses
4. Select the "Student Access" tab
5. Place a check mark next to the student’s name and select the ‘Block’ or ‘Allow’ or ‘Delete’ button.

Prepared Lecture

Log on to LectureTools to view your home screen. In your home screen window, you may do any of the following activities: ‘Import Slides’, ‘Create Interactive Slides’, and ‘Edit Slides’. 
Importing Slides

When you import slides from your home screen, it will allow you to append them to a specific location within your existing slides or add slides if they do not exist.

1. Ensure that the ‘Prepare’ tab is selected.

2. Select ‘Import slides from file’ or ‘Import slides from prior lecture’

3. Select the slide number where you want to insert the file from the drop down menu

4. Select ‘Choose File’ to browse and locate the file

5. Select ‘Import’

Please Note: LectureTools allows you to import ppt, pptx, pps, ppsx, pdf files

Creating Interactive Slides

1. Ensure that the ‘Prepare’ tab is selected

2. Select the ‘Create Interactive Slides’ drop down menu or hover your mouse pointer in between your slides and select the arrow between slides to insert an interactive slide

3. Select the type of interactive slide you will like to create (The activities available include Multiple Choice, Short Answer, Ordered List, Image Quiz, Numerical Response, and Multimedia Slide)
4. Complete the designated form for the selected activity
   a. **Multiple Choice:** Multiple choice questions allow several configurations. You can provide as little as 2 answer choices (for example, a true false question) or provide as many as 10 answer choices.
   b. **Short Answer:** Write the question that you would like students to answer.
   c. **Ordered List:** Ask students to order various elements with an ordered list activity. Enter the answers in the correct order and LectureTools will randomize the order when the question is presented in lecture.
   d. **Image Quiz:** Allows you to ask students to locate a position on an image. Upload an image from a file on your computer, mark the solution, and type in your question.
   e. **Numerical Response:** Allows you to ask a question where the answer is a numeric value or a range of values.
   f. **Multimedia Slide:** Allows you to add a website, online video, or other web content to your presentation from the Internet or your computer.

5. Select ‘Preview’ to preview the slide
6. Select ‘Submit’

**Editing Slides**

You can edit slides from the LectureTools home screen. To select a different course to edit, select the current course on the top right corner of the screen, on the menu bar, and select a different course. Please note that you cannot modify the content of imported slides, only interactive slides.
To use basic editing functionality:

1. Select the slide you want to edit
2. Go to the ‘Edit Slides’ drop down menu
3. Choose to Select All Slides, Cut, Paste, Delete, or Modify Interactive Slide in the Edit Slides drop-down.

To rearrange the order of slides:

1. Hover the mouse on the slide you want to move
2. Wait a second until your mouse pointer turns into a four-arrow icon
3. Select and drag the slide to a new position, and release your cursor

Hiding and Unhiding your Slides

When you import slides to your lecture, they are visible by default. Activity slides are hidden by default.

To hide or unhide a slide, select the square button at the top right corner of each slide. The red square indicates that the slide is hidden.

Please note: Once a hidden slide is presented in lecture, students will have access to that slide until you hide it again.

Publishing your Lectures

1. You may publish your lectures at any time. To do this, you need to be on the ‘Prepare’ tab.
2. Select ‘Publish Lecture’ then confirm by selecting ‘Publish’ in the pop up box.

Unpublishing your Lectures

You may unpublish lectures that are already published at any time.

1. To do this, you need to be on the ‘Prepare’ tab.

2. Select ‘Unpublish Lecture’ then confirm by selecting ‘Unpublish’ in the pop up box

Please note: Unpublishing a lecture hides an entire lecture from students. When a lecture is unpublished, students will not be able to view lecture slides but can still access lecture notes taken in class.

Sending a lecture invitation link to students

You can invite students to access a specific lecture rather than inviting them to have access to your entire course.

1. Select the green icon found in the ‘Prepare’ section of LectureTools. (It is located next to your lecture title.)
2. After selecting the green icon, a new window will open. Please be sure to select the ‘Students’ tab in the upper left hand corner, and then copy and paste the invitation link to a delivery method of your choosing (e.g. email, message board, LMS, website, blog, Twitter/Facebook etc.)

3. Upon receiving the invitation link, the students can select it and have access to your lecture.

Presenting

Launching Presentation

To launch a presentation, navigate to the ‘Present’ tab and select ‘Launch Presentation’. A ‘Presents’ window will appear with your lecture presentation.

You can present using the extended or duplicate display mode. Extended mode allows you to open the dashboard without displaying it to students, while duplicate mode shows whatever is on your screen to students.
To present in extended mode:

1. Press `+P` on your keyboard and select ‘Extend’
2. Drag the ‘Presents’ window to the projector (or extended monitor) screen
3. Navigate slides using the arrows on the ‘Professor’ window

To present in duplicate mode:

1. Press `+P` on your keyboard and select ‘Duplicate’
2. Expand the ‘Presents’ window to fill the screen
3. Navigate slides using the arrows on the ‘Presents’ window

Presents Window

![Presents Window](image-url)
The Navigation, Inking and the Dashboard tools

Navigating Slides

To navigate through slides during lecture, select the arrows in the presentation toolbox.

Inking

- Select the pen tool and select a color on the color palette to ink on slides
- To erase annotations from the current slide, select the trashcan.
Dashboard

The dashboard allows you to answer student questions, view Q&A, monitor slide comprehension, preview student activity responses, and preview slides on the timeline. To access the dashboard, select "Dashboard" in the presentation toolbox.

Polling Students

1. Make sure an interactive slide has been created (see ‘Creating Interactive Slides’ section of this document)

2. Navigate to the slide and select Start Activity

Once you start the interactive activity, you will have a panel with polling tools.

![Polling Activity Example]
The tool will provide a number for students to submit their responses through text messaging as an alternative to their web browser. It also allows you to either display the **Polling, Results, and/or the Answers** to the students by selecting each of the respective icons. Selecting **Finish** ends the poll and displays the polling, results, and answers.

Resetting the poll would discard all the answers and resend the poll to students.

All the answers and questions students ask will be aggregated in the ‘**Assess**’ tab. (See the ‘**Assessment**’ section below.)

**Viewing and Exporting Assessment Data**

1. Ensure that the ‘Assess’ tab is selected
2. Under the Individual Student Performance heading, select the dropdown menu to view **Activity Answers, Questions Submitted, Comprehension Problems, and Attendance**

3. Export the data to LMS by selecting **Send total to LMS**, or export to CVS by selecting **Export as CSV**

4. Select the lecture you would like to export from the dropdown menu

5. Select **Download**