# Table of Contents

- Getting Started.................................................................................................................. 2
  - Creating a Student Account.................................................................................................. 2
  - Logging into your LectureTools Account........................................................................... 3
  - Resetting your Password..................................................................................................... 3
  - Editing your Account Settings............................................................................................ 3
- Presentations .......................................................................................................................... 4
  - Viewing Course Presentations.............................................................................................. 4
  - Navigating Slides................................................................................................................. 5
- Interactive Tools .................................................................................................................... 5
  - Flagging and Bookmarking Slides....................................................................................... 5
  - Inking.................................................................................................................................... 6
  - Asking a Question.................................................................................................................. 6
- Taking Notes ........................................................................................................................... 6
- Interactive Slides .................................................................................................................... 7
- Saving and Printing Presentations ......................................................................................... 7
Getting Started

LectureTools is an interactive online presentation platform that allows you to view 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 a Student 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 a student account then select ‘Next’
5. Enter a cell phone number (optional).

   This will allow you to text responses for in-class activities once your cell phone number is registered with your account.

6. Complete the form using the drop down menus (Region, Country, Time Zone, State, and School) and select the “Higher Education” radio button. A confirmation page will appear to show your school purchased LectureTools.

7. Select ‘Next’ and you will be shown a window to review your information.

8. 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 shown the number of courses you are subscribed to.

5. Select the course you would like to access

Resetting your Password

1. Go to 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, Timezone 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 permanently tied to your account and cannot be changed.

Presentations

Viewing Course Presentations

1. Log on to LectureTools to view your home screen
2. Select a course that you are subscribed to from the course drop down menu (if a presentation is in session, the slides will appear on the screen)
3. Old lectures for a particular course can be viewed by selecting a lecture from the ‘Lecture’ drop down menu to the right side of the course drop down menu
Navigating Slides
To navigate through the slides during lecture, click on the forward or back arrows located at the bottom of the slide viewer.

Interactive Tools
The interactive tools are located at the top left of the presentation screen. The ‘Slides’ tab at the top left of the screen must be selected to access it. It supports slide flagging, bookmarking, inking, and asking questions.

Flagging and Bookmarking Slides
- Flag slides as confusing by selecting the flag icon (A red flag indicates that the slide is confusing)
- Bookmark slides using the star icon (A green start indicates that the slide has been bookmarked)
Inking

The inking tools are at the top-left corner of the slide viewer. The Pen Tool allows inking directly on lecture slides.

Click on the Pen Tool and select the color palette to choose a color.

To erase annotations from the current slide, select the trashcan.

Asking a Question

1. You may ask a question anytime by selecting the ‘Ask a Question’ button.

2. Type the question inside the box provided then select ‘Submit’.

To view the status of your questions:

1. Select the ‘Questions’ tab at the right-hand corner of the slides viewer. The tab displays all answered and pending questions that have been submitted.

Taking Notes

The right panel can be used to type notes for each slide. Notes can be saved by selecting the save button.
Interactive Slides
There will be interactive slides that the instructor can use to assess students. The various modes of interactive slides include: Multiple Choice, Short Answer, Ordered List, Image Quiz, Numerical Response, and Multimedia Slide.

When you encounter an interactive slide that has not been released by your professor, it will appear as hidden.

Please note: You are still able to browse other available slides past the “hidden” activity slide.

Once the activity has been released to the class, you may answer in two ways:

- Text answer using your cell phone to the number provided on the slide
  
  [To text in your answer, send '626852 A,B,etc' to (734) 666-0004]

- Select your response in your web browser and click ‘Submit’

Once you have selected your response, a confirmation screen will display. You may change your answer before the instructor ends the quiz by selecting the ‘Change your answer’ hyperlink on the confirmation screen.

Saving and Printing Presentations
The sub-menu above the note-taking section allows you to save, print, and edit your notes.

To save your work, select the save button . The notes are automatically saved on the LectureTools server.

To print your notes along with the lecture slides:

1. Select the print button 

2. Select the ‘Print’ button at the top of the preview page to get the general printer options window where you can select the settings for your printer.

Please note: Inked notes on the slides are not printable, but are viewable on the saved slides.