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PERCULUS+

User Manual

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Perculus Plus is a virtual classroom platform that enables remote live training and meetings via computer and mobile devices. Video and audio calls can be made using the camera and microphone of your mobile and desktop device.

Using Perculus Plus's writing and drawing tools, you can collaborate on documents and whiteboards with your students. You can get feedback by asking questions to your students.

1. Overview

Perculus Plus is a virtual class platform that enables live training and meeting via computers and mobile devices. Using Perculus Plus, the following can be performed:

- Live video and audio streaming,
- Screen and application window sharing,
- Document and presentation sharing,
- Live annotation on documents,
- Video sharing,
- Public and private messaging,
- Questions to conduct mini polls and tests

The sessions are recorded and can be viewed by attendees later.

This document is a manual for instructors who want to conduct live sessions (courses, webinars) on Perculus Plus.
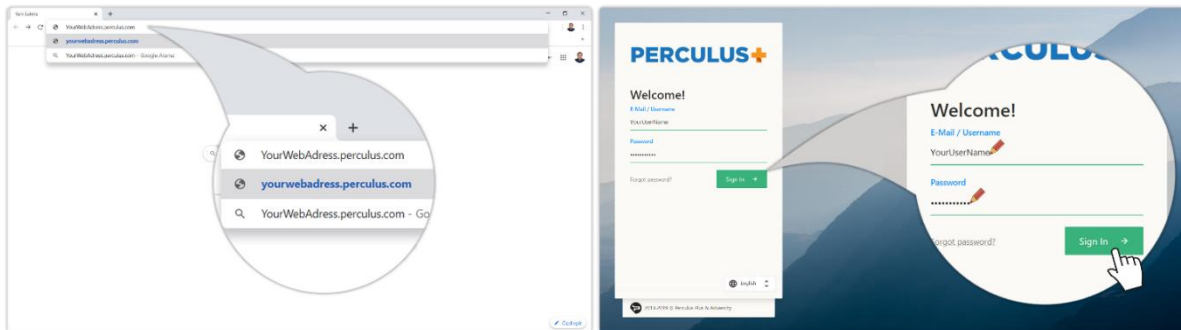
2. Prerequisities

The following are required to use Perculus Plus:

- An internet browser
  - For desktop and mobile devices with **Windows** operating system, **Google Chrome** and **Microsoft Edge** browsers provide the most compatible experience.
  - For desktop devices and mobile devices with **Linux** and **Android** operating systems, **Google Chrome** and **Chromium**-based browsers provide the most compatible experience.
  - You can use **Google Chrome** for **Apple desktop** devices with the **macOS** operating system.
  - You can use **Safari** for mobile devices (IPhone and IPad) with the operating system **IOS 12.0** and **above**.
  - You can also use other modern browsers. However, you may not be able to use functions that other browsers do not support.

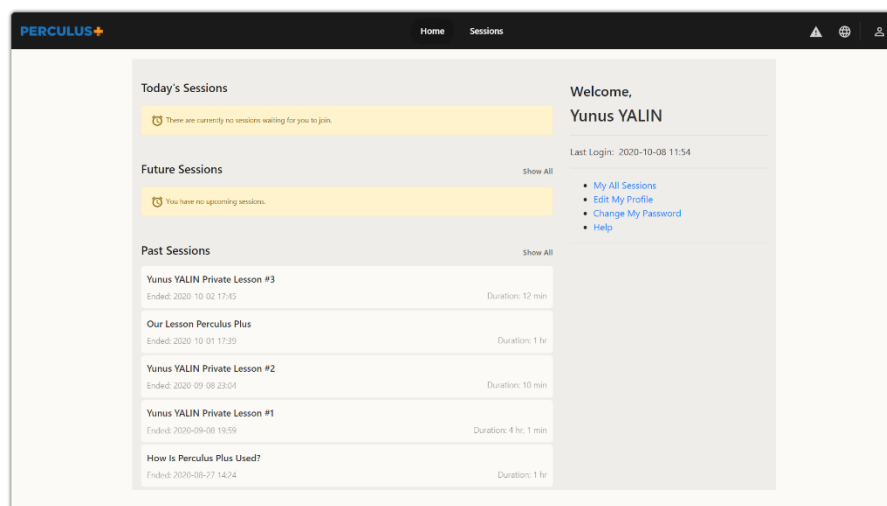- **Minimum bandwidth** of **1 Mbit/sec** (each for upload and download)

- An *average computer* or a *mobile device*
- For mobile devices, *Android* or *IOS* operating system
- *Web camera* for live video streaming
- *Microphone* for audio streaming
- No plugin is required to use Perculus Plus.

3. Login Page

Open to your perculus plus web address. E.G. "YourWebAddress.perculus.com" Enter your username and password and click the "Sign In" button.

4. Main Page

On the home page, you can see virtual classroom sessions that were finished in the past, will start in the future, and start today. If you click on past sessions, you can watch a replay of the completed virtual classrooms. If you click on the starting virtual classroom sessions, you can switch to the virtual classroom.

- You can switch to the sessions page by clicking the All Sessions link.
- You can edit your profile information by clicking the Edit my profile link.
- You can change your password by clicking the change password link.
- You can access the help documents by clicking the help link.

5. Top Right Menu

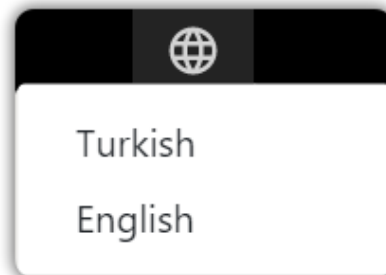You can access the feedback, language change, **profile button** > **log out** and profile settings.

5.1. Feedback Button

You can rate your Perculus Plus experience and make suggestions by clicking the feedback button.
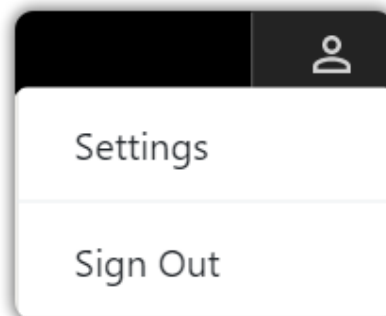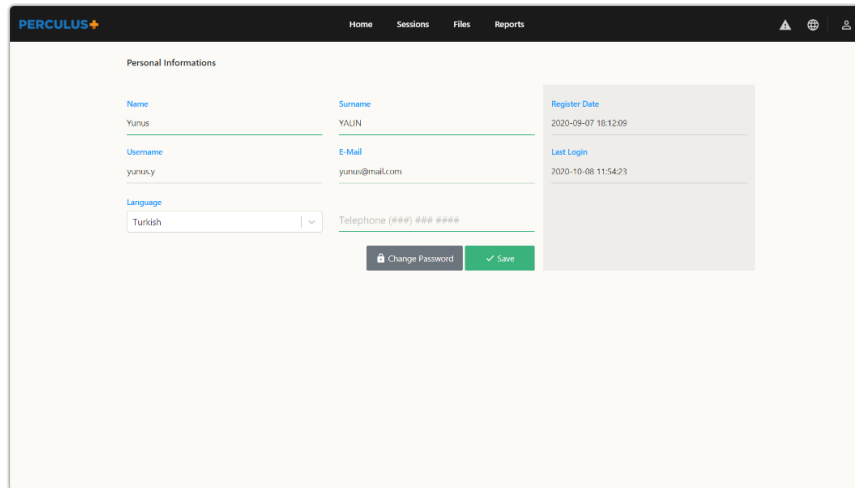

5.2. Language Selection Button

You can choose your Perculus Plus usage language as Turkish or English.
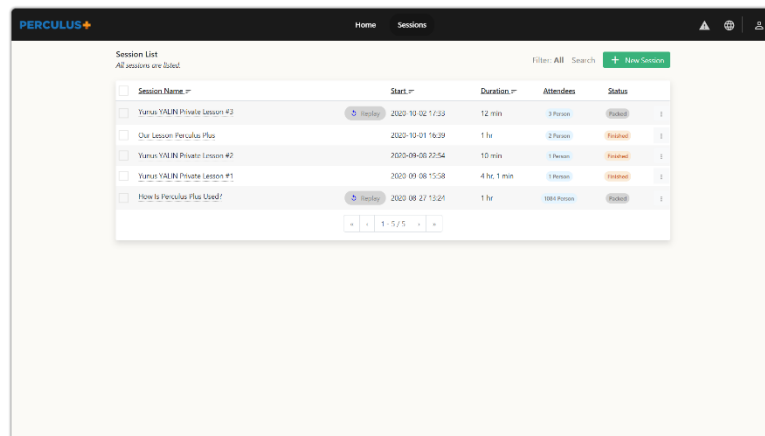

5.3. Profile Settings and Logout Button

Log out or click the settings button.

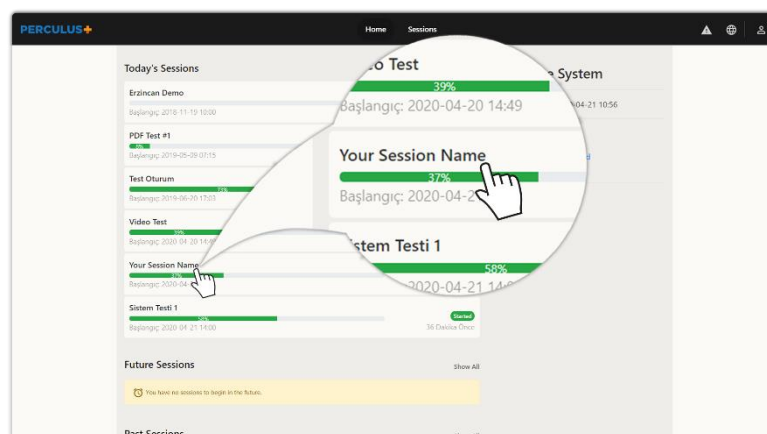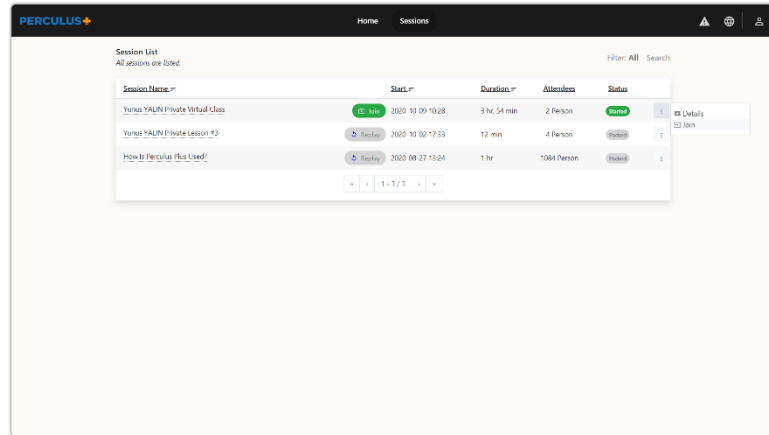You can edit your profile information and change your password.

6. Sessions Page

All your virtual classrooms are listed on the sessions page. You can join new virtual classroom sessions and watch past virtual classroom sessions again.

6.1. Let's join to the virtual classroom session

When the session begins, the session is displayed on the homepage of all users. You can join by clicking on the session name.

The ***join button*** appears above your starting session on the sessions page. You can join the virtual classroom session by clicking the Join button. Click on the three dots to the right of your session in the list. You can then click the join button and join the session.
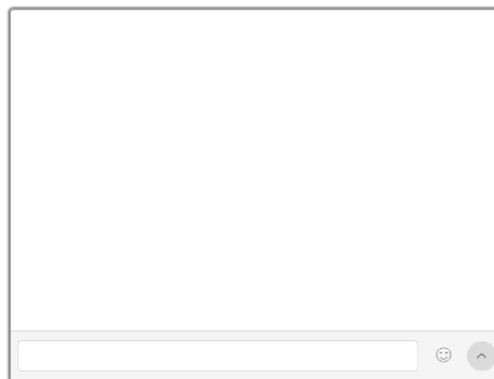

7. Lobby

The attendees (users except for administrators and instructors) wait in the lobby and can chat with other attendees here. Also, whenever the instructor gives a break, the attendees are taken here again.
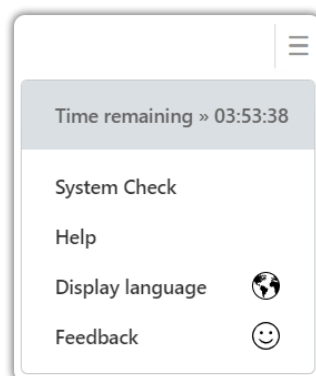

8. Session Menu

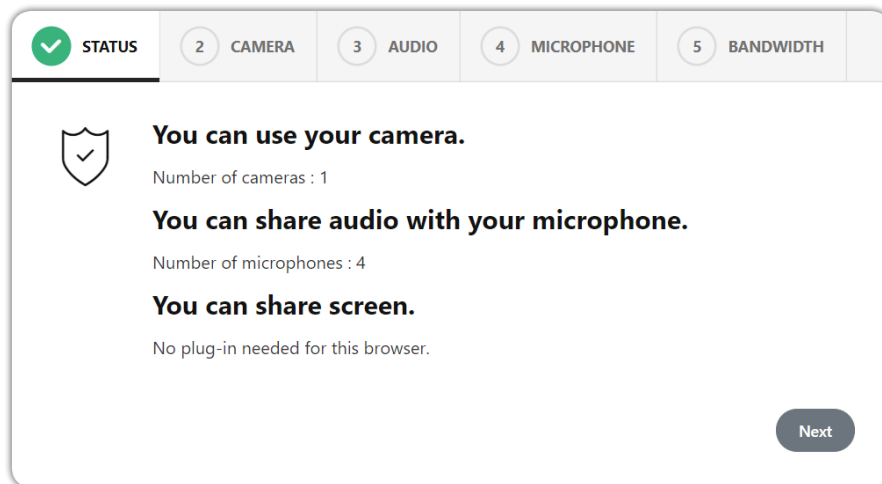Clicking the arrow next to the clock opens the following menu:

8.1. System Check

It's a good practice to test camera, microphone, and bandwidth capacity.

You can open up the system check dialog by clicking the System Check link in the session menu.
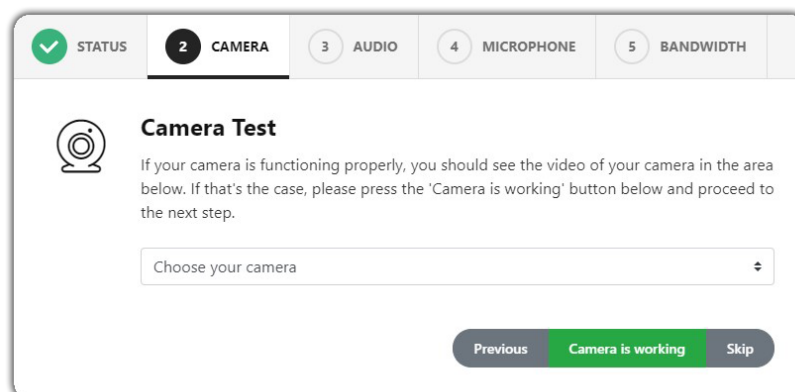
8.1.1. Status

In the first step of system testing pane, you can see the status of your computer capabilities.

If you want to use live video or audio streaming, you need to have a web camera and a microphone installed.
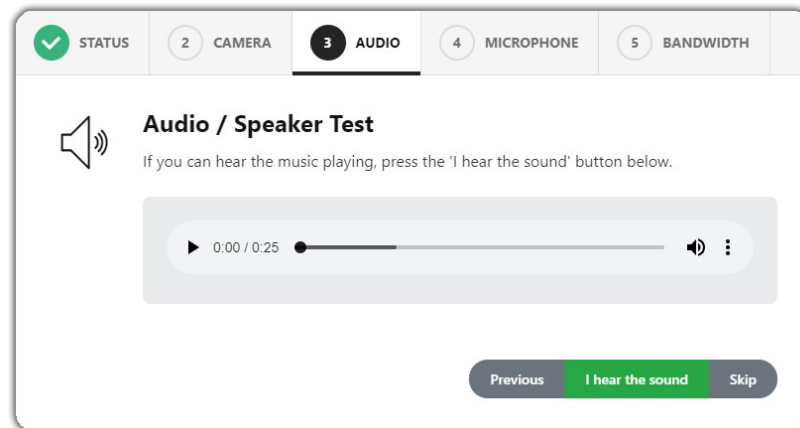
8.1.2. Camera

You can select one of the cameras installed on your system to make it your default camera. When you live stream, the selected camera is used. You can change your default camera in this pane whenever you want.

When you select a camera from the list, you should see the camera view. If you see it, you can click "**Camera is working**" and proceed to the next step.
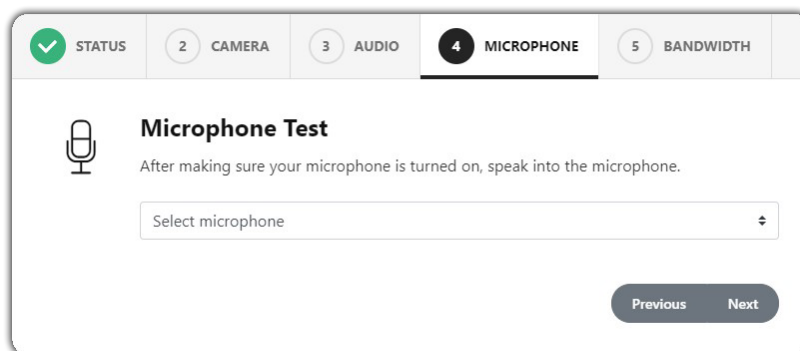
8.1.3.Audio

If you can hear the music being played from your speaker/headset, you can continue by pressing the "**I hear the sound**" button.

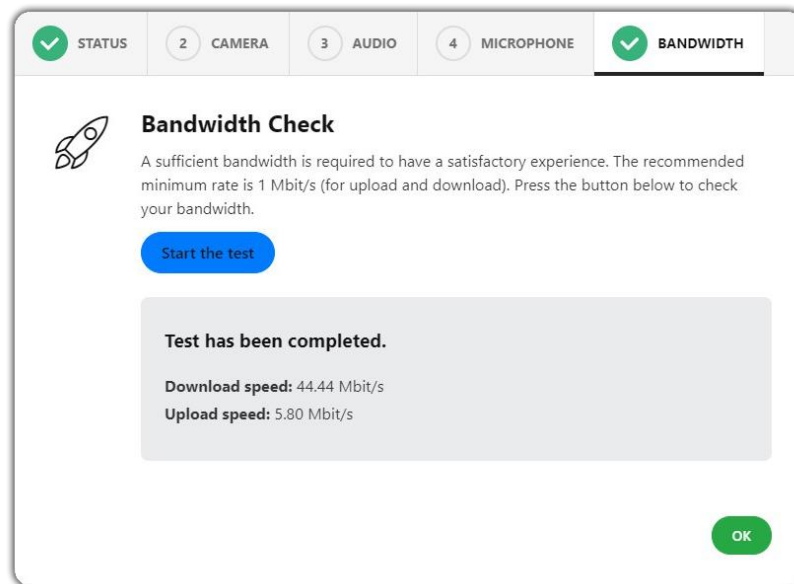If you cannot hear the sound, you need to make sure your speaker or headset is working properly.

8.1.4.Microphone

In the microphone step, the microphones available on your device are listed. When you select the microphone you want to use in the session, the microphone level bar is displayed, and as you speak, it will move accordingly. This indicates that your microphone is working. By clicking "**Next**", you can go to the next page.

If there is no microphone listed here, you need to make sure that there is a microphone connected to your device.

8.1.5.Bandwidth

Sufficient bandwidth is one of the most important requirements of a live session. If you live stream with your webcam, you need a minimum upload bandwidth of 250 Kb/s. For screen sharing, it is around 500 Kb/s. So, for good user experience, the recommended bandwidth rate is above 1 Mbit/s for upload and download.

The test results in this step show you your upload and download bandwidth rates.
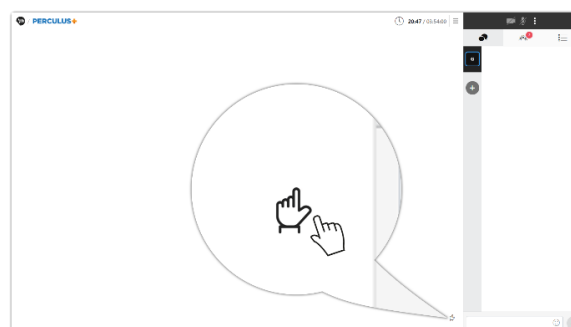
9. Change The Display Language

If you click this link, a language selection dialog gets opened where you can change the display language to one of the supported languages.
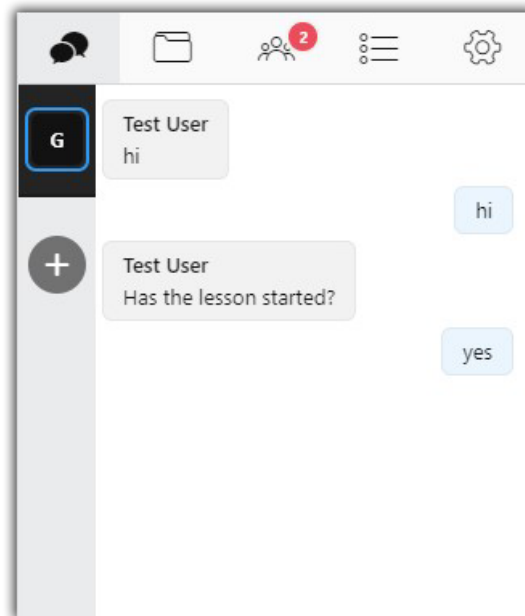
10. Content Area

The documents, the whiteboard and the screen that are shared by the instructor in the content area can be viewed from the user panel.

The current image of the whiteboard or the document that is open in the content area can be downloaded ☁ by clicking the icon at the bottom left. To request permission for sharing from the instructor, click the icon at the bottom right of the content area.

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11. Chat

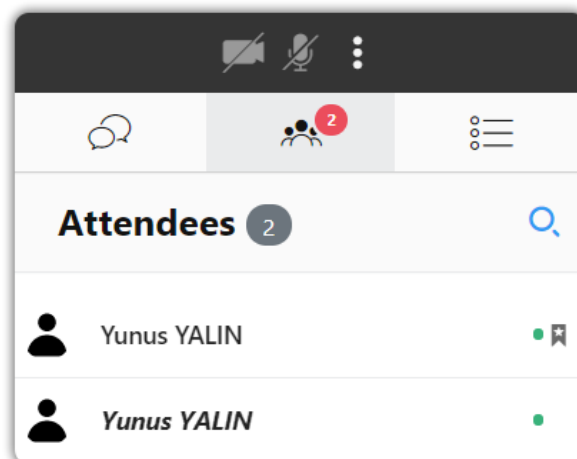The chat panel can be displayed by clicking the icon 💬 below the camera section.

All users can see the messages in the tab. **G**

New chat tabs can be added through this icon ➕ to message with other attendees privately.
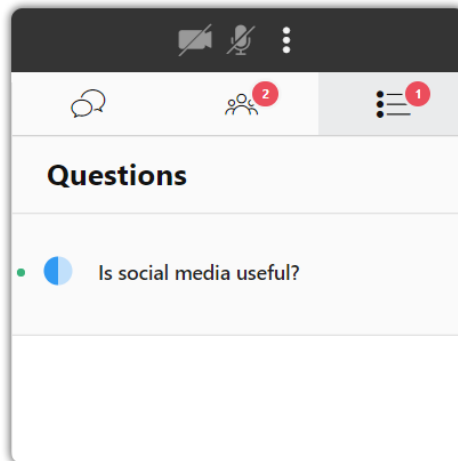
12. Attendees

The Attendees panel can be displayed by clicking the icon 👥² below the camera section.

13. Questions

To respond to questions asked by the instructor, click the ≣ icon below the Camera section.

At the time the question is published, the question will appear automatically on the screen of the attendees.

14. Permissions For Sharing

During the session, the instructor may want to open to turn your camera or microphone on. In this case, you are asked to allow or not. Your camera or microphone cannot be turned on automatically.

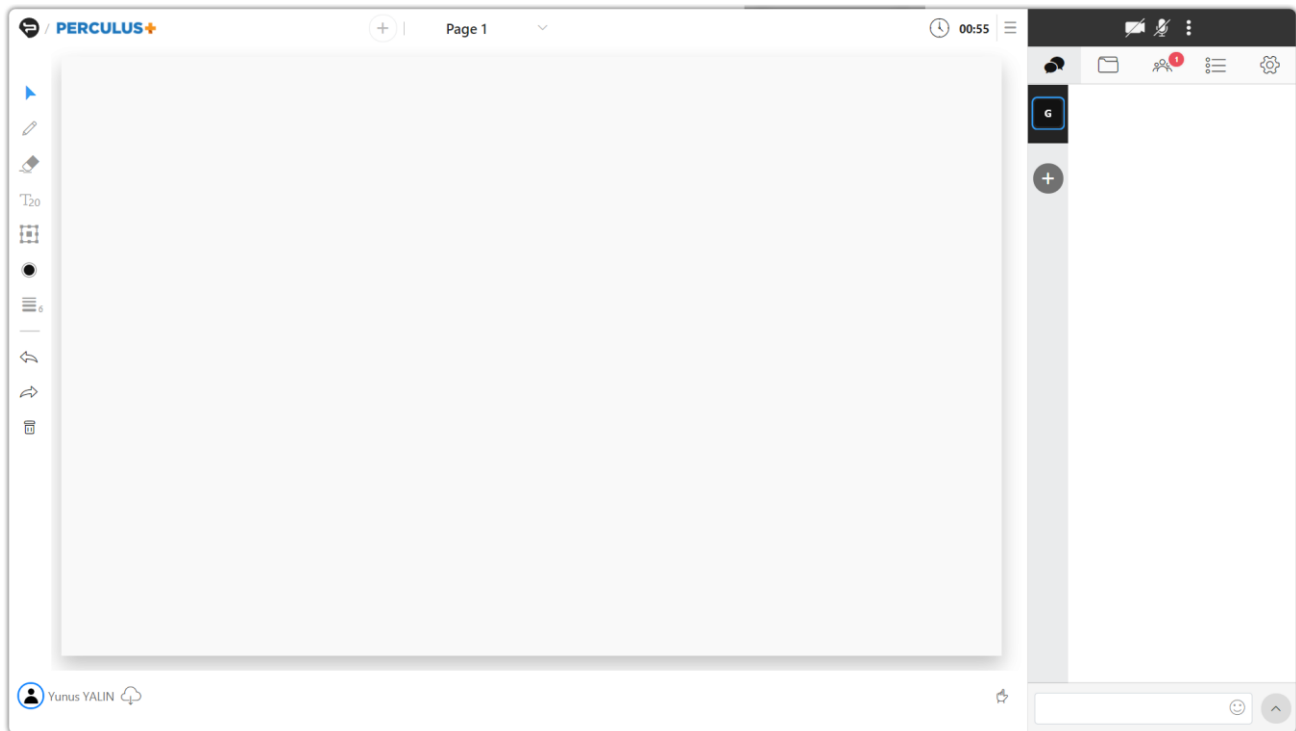The instructor can permit you to share content as well. Then, you are notified as follows and can share your content on whiteboard until your permission is revoked.

Now, you can start sharing!

Administrator allowed you to share content.

OK

14.1.   Whiteboard

Clicking the **+** button on the top centerof the screen and selecting the whiteboard tool, drawing and text tools appear on the left, and an area with a light grey background also appears.
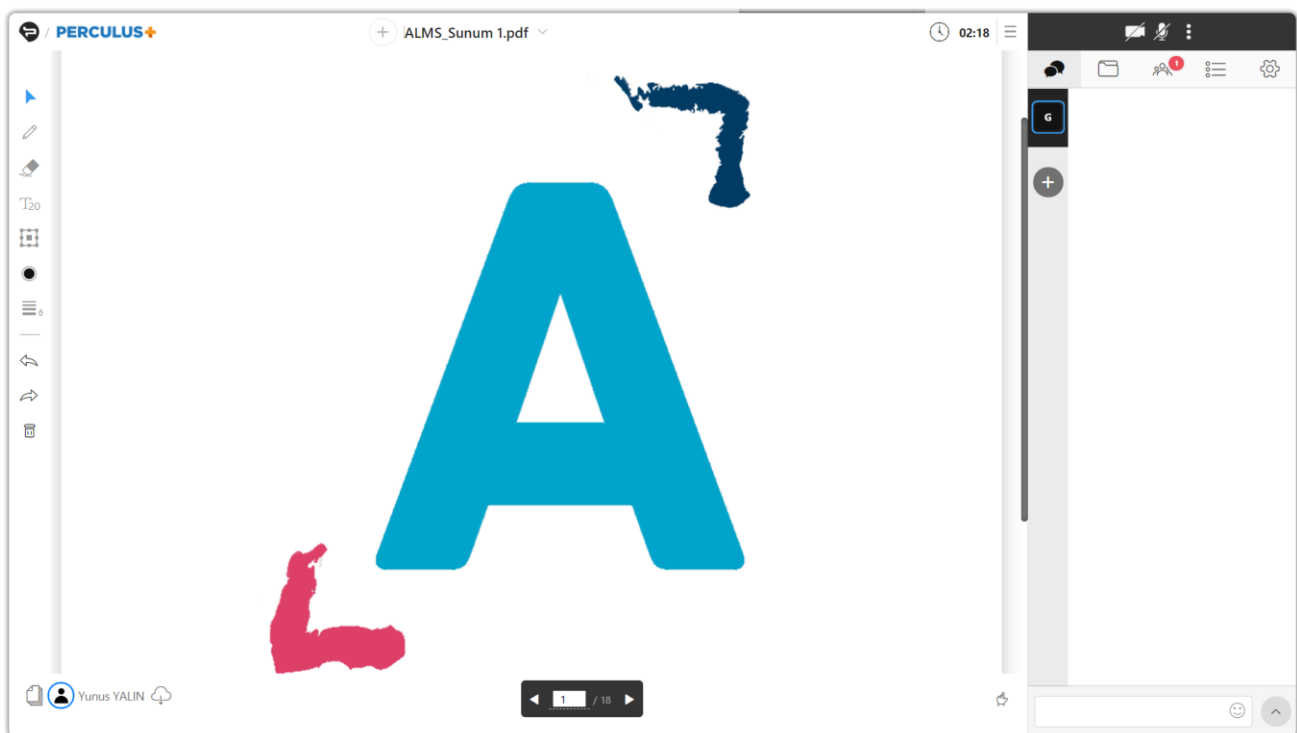

Pencil ✏, eraser ◆, text T20, shapes ▣, color selection ●, thickness ☰₆, undo ↩, redo ↪ and trash 🗑 tools appear in the left menu. These tools can be used on the whiteboard.

By clicking the button ⌂ located on the lower left corner of the page, the current whiteboard image can be downloaded. This is useful for saving the drawings and texts with the image or presentation displayed.

14.2.　　Document And Video Sharing

Clicking on the + button on the top centre of the screen and selecting "**Upload Document**" opens a window to upload documents and videos from your device. The upload status can be monitored on the bottom of the files section in the right panel. You can select a pre-uploaded document, video or image from the Files section which is under the camera/microphone area.
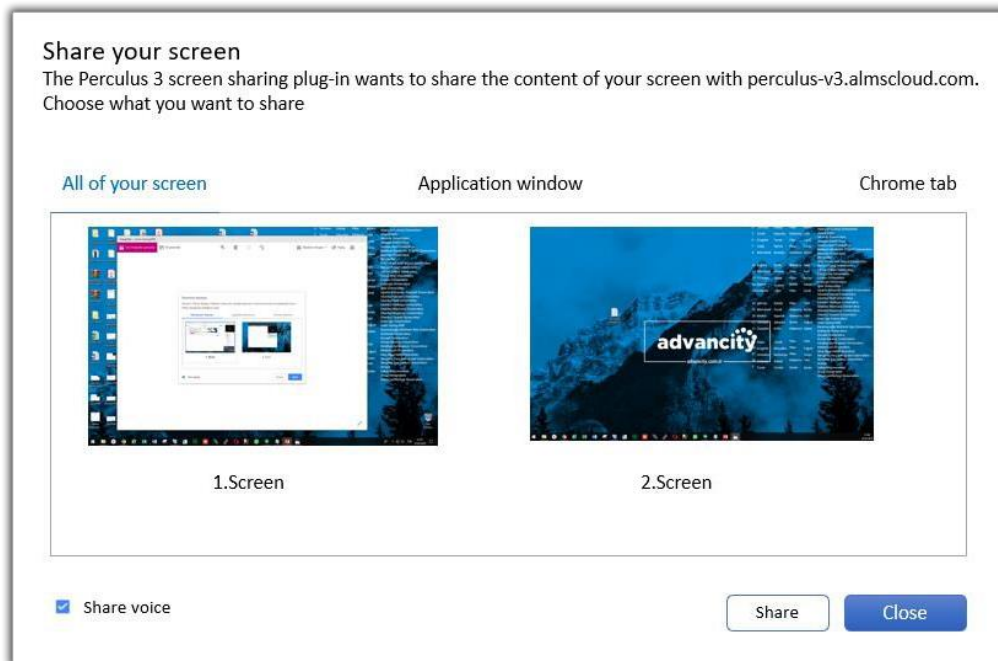
Only files in pdf, jpeg, png, mp4 (video) and mp3 (audio) formats can be uploaded. Therefore, if you want to share an MS Office document, first you need to convert it to PDF. Video and audio files are played or paused synchronously with other attendees. When a document or an image is open in the common area, drawing and text tools appear in the left panel.

The image of the document on the screen can be downloaded by clicking the button ⌄ located on the bottom left corner of the page. You can also display thumbnails of a shared document by clicking the icon 🗋 on the lower left corner. Then, you can jump to a specific page without navigating through all the pages of that document.

14.3.　　Screen Sharing

For screen sharing, Perculus 3 screen sharing plug-in must be installed to the Google Chrome browser. Clicking the **+** button on the top centre of the screen and selecting "**Screen Sharing**" item will bring up the screen sharing window.

The first tab in the window is for sharing the entire screen. If you have more than one screen, you can select one of them. The application window tab is used to select and share an application window of a running program.

When you minimize the application window, it's not shared until you open the window again. Also, even if you resize or move the window, sharing continues. If an open browser tab in Google Chrome is to be shared, it can be selected in the tab titled "Chrome tab". Opening other tabs during screen sharing does not stop sharing of this tab.

To stop screen sharing, click on the sharing section on the top and click on the trash icon on the right of the screen sharing tab as shown in the image below.