

# Quick Start Guide



**ximbus**

[www.ximbus.com](http://www.ximbus.com)

# Getting Started

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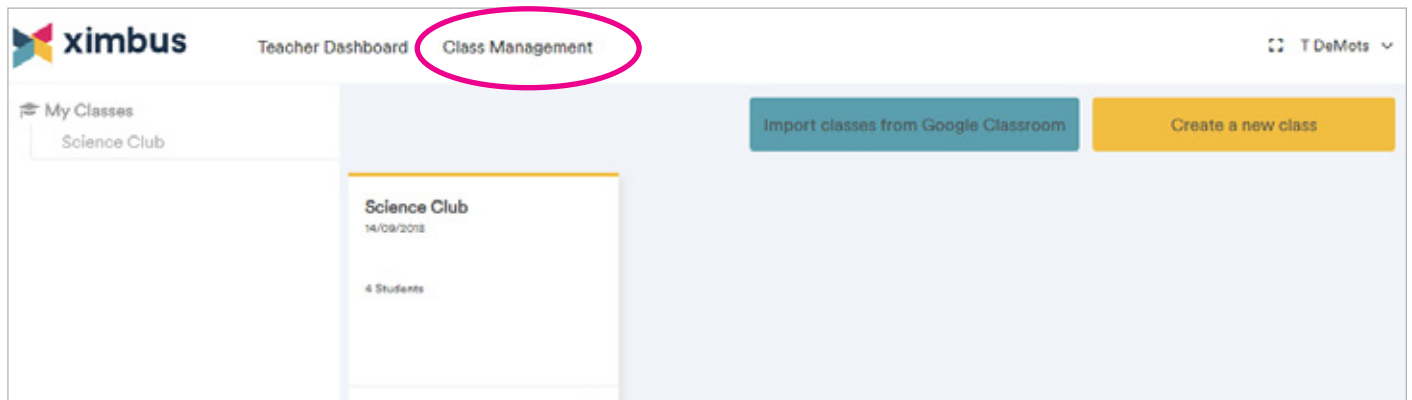
Register using your personal Gmail address.

1. Go to [app.ximbus.com](https://app.ximbus.com)
2. Tap 'Activate a License'.
3. Log in with Google credentials.

**Tip:** If you have a school email address or business email address, you will need to have your Tech Admin activate the Ximbus license. For details see [www.ximbus.com/quick-start/](https://www.ximbus.com/quick-start/).

# Create Classes

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Click on the Class Management tab

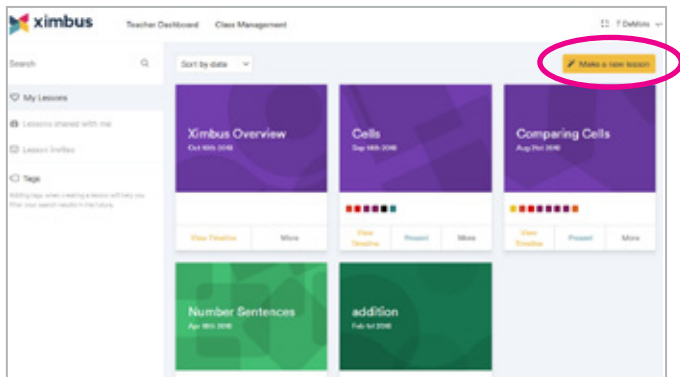
Import classes from Microsoft Teams / Google Classroom

1. Tap 'Import classes from Microsoft Teams / Google Classroom.'
2. Select the classes you would like to import and tap 'Import Classes.'

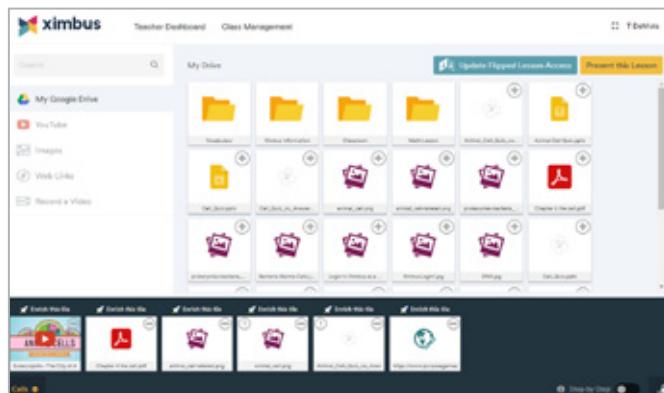
Creating a new class

1. Tap 'Create a new class'.
2. Input a class name at the top.
3. Input their first name, last name and email address and tap 'add'.
4. Once you have added all of your students tap 'Save Class'.

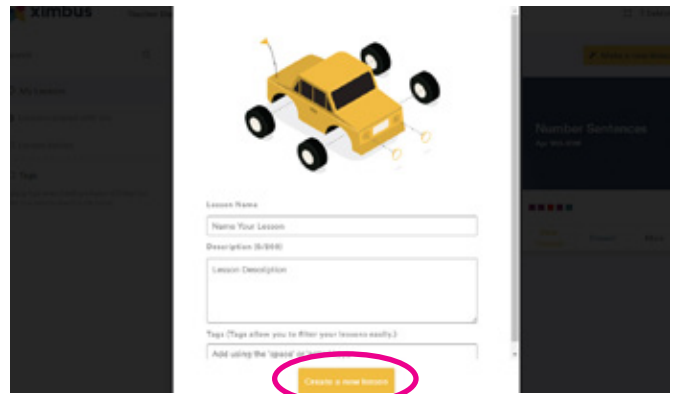
# Create a Lesson



1. When you first open Ximbus you will see the Teacher Dashboard. Click the 'Make a New Lesson' button at the top right.



**Tip:** Ximbus supports a wide-range of resource types.

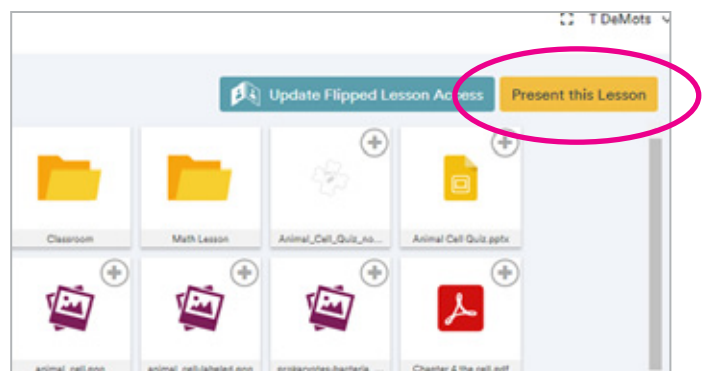


2. Name your lesson, enter a description (optional), add tags (optional) and click 'Create a New Lesson.'

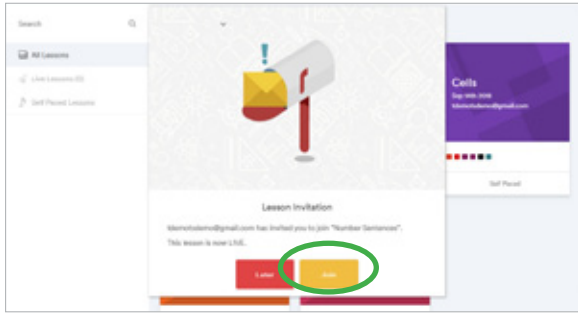
3. Select the OneDrive or Google Drive tab on the left.
4. Tap the ⊕ button beside the item you wish to add. The item is then added to the timeline at the bottom. To remove an item from the timeline tap ⊖.
5. In the YouTube and images tabs, use the Search field (top left) to find required items. Click ⊕ to add item to timeline.
6. Add a web link or video by clicking on the tabs in the left column.
7. If creating a self-paced lesson, click 'Enrich this Title' to add audio, questions or additional web links to an item in timeline.
8. To control the order students can access documents in a self-paced lesson, activate the 'Step by Step' feature in the bottom right-hand corner.
9. All adjustments are saved automatically.

# Start Live Classroom Lesson

1. To present a lesson live, tap 'Present This Lesson' and select the class/classes you would like to present to.
2. Alternatively you do not have to invite students to present your live lesson. Just tap 'Present This Lesson'.

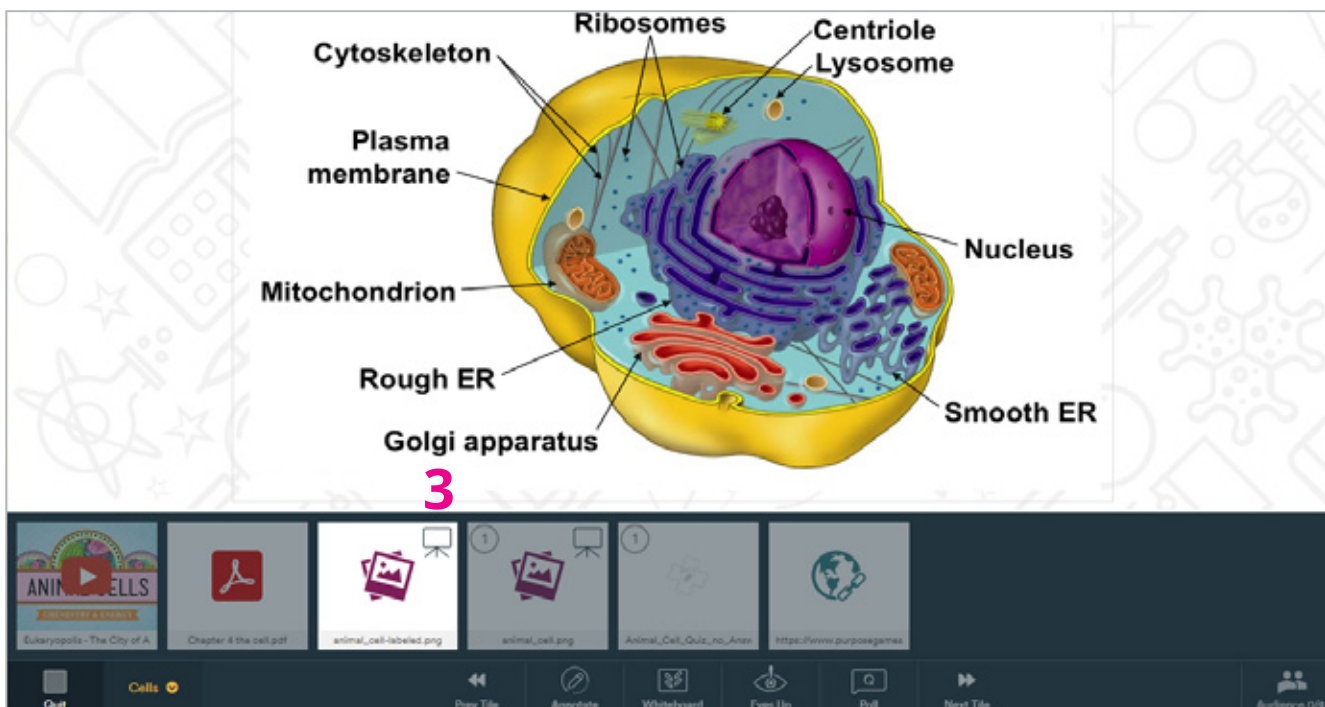


# Students Joining a Live Session



1. Direct students to login with their Google Classroom credentials at [app.ximbus.com](http://app.ximbus.com). The system will automatically identify them as students.
2. Students click join to connect to a live session.

# Teacher View: Presenting

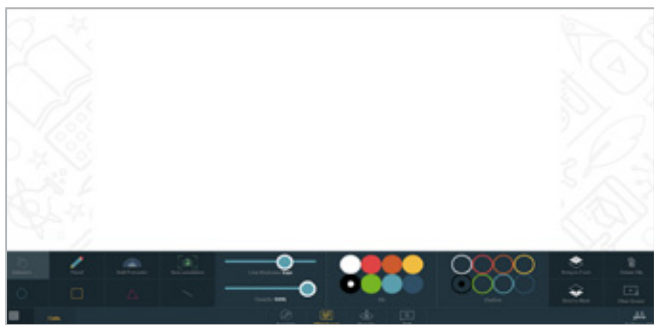



1 2 3 4 5 6 7 8 9

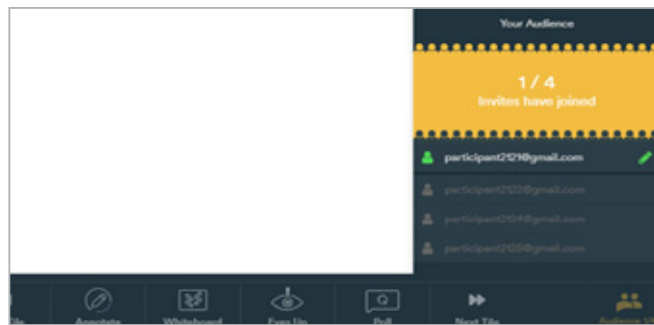
1. Click to end the live lesson.
2. Click to hide timeline for a full screen workspace.
3. Click to allow collaboration over the top of an image.
4. Use forward and back arrows to navigate through slides when timeline is hidden.
5. Teachers add annotations over images and other documents.
6. Click to move to the Whiteboarding Canvas. A fully collaborative work space for students and teachers. Click again to close.
7. Click the 'Eyes on Me' icon to get all students' attention up front. This hides the timeline from the student's screen.
8. Click to enable polling.
  - Ask your students a verbal question.
  - Choose the question type you would like to ask.
  - Click the ■ Stop icon to display the results to the group.
  - Click X close to hide the question panel.
9. View everyone that is logged in, who's on task and enable student collaboration.


# Collaboration / Whiteboarding

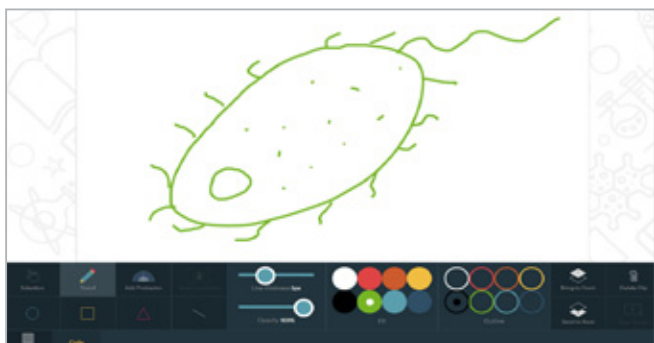
The whiteboarding and collaboration canvas is a great way to engage your students.



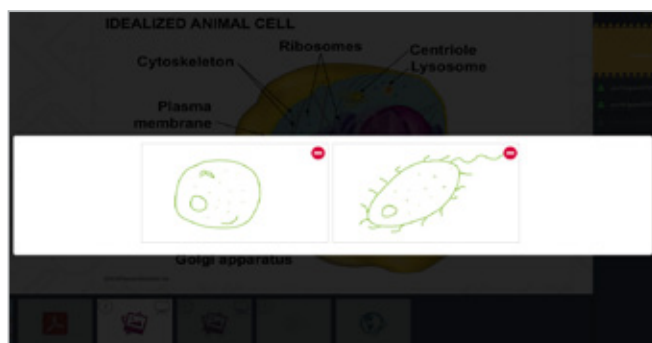
1. Click on the  Whiteboard Canvas icon. This will bring up a blank canvas.




2. Select student(s) to share their work with the class.
  - Click  Audience at the bottom right.
  - Click the pencil icon next to the email address. The icon changes to green.



3. Tools will appear in the student's window when collaboration is active.
  - Students can select line thickness and color, add shapes, protractor and layer objects.
  - Annotations are automatically sent to the main display.

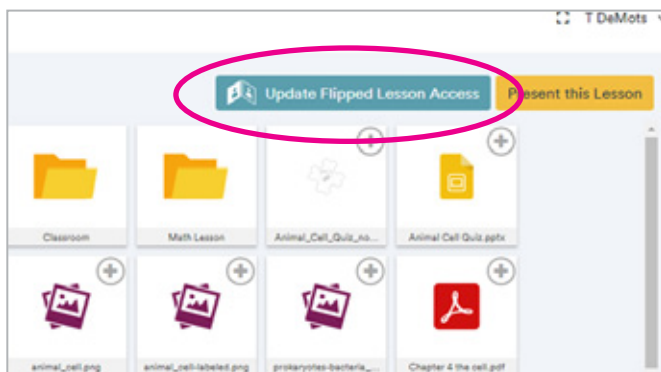


4. Teachers can save annotations.
  - Click  to save annotations.
  - A number will appear on the item with the associated annotations. Click on the item to view all saved annotations.
  - Review annotations post-session.

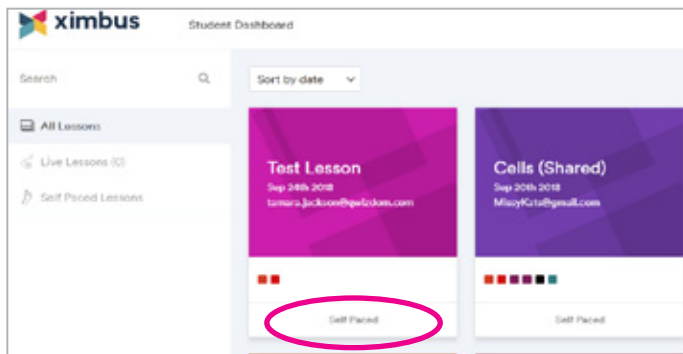
## Share Self-Paced Lesson

### In the Timeline View

1. Click 'Grant Flipped Lesson Access' to share a self-paced lesson with students.
2. Select the class you would like to share your lesson with and tap 'Save Audience'.



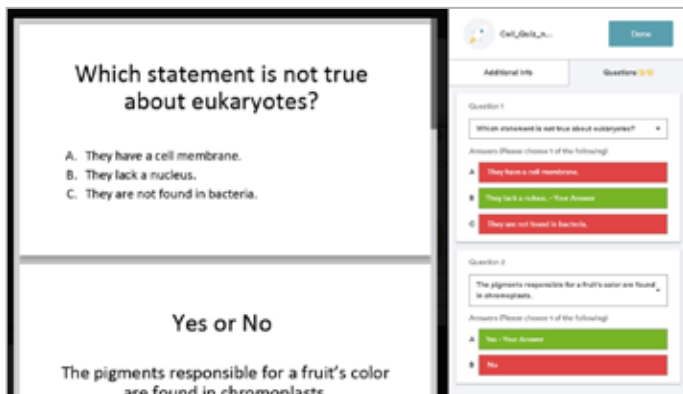
# Students Self-Paced Lesson



1. Direct students to login with their Google Classroom credentials at [app.ximbus.com](http://app.ximbus.com).
2. The student dashboard shows all the lessons that have been shared with the student.
3. Instruct students to tap 'Self Paced' to view the lesson.



4. Click on the thumbnail in the timeline to open each item.
5. When questions, audio or links have been added to an item, a side panel appears next to the opened document.



6. To view links and play audio click on the 'Additional Info' tab.
7. To answer questions, click on the 'Questions' tab and select your answer choice.
8. Students will see right/wrong feedback.

# Reviewing Results

Teachers can view time spent on each item and the order in which materials were accessed, as well as the number of questions answered correctly.

1. In the Teacher Dashboard, click More / Flipped Lesson Data.

Student	Total	Watching Ximbus - Multimedia	Watching Ximbus - Multimedia	Ximbus - Self Paced
paris@2004@gmail.com	1 min ✓ 1/3	0 min ✓ 0/0	0 min ✓ 0/0	0 min ✓ 0/0

2. To exit, click Back to My Lessons.

## Additional Support Resources

**Create Support Ticket:** [qwizdom.com/supportcenter](https://qwizdom.com/supportcenter)

**Quick Start Guide:** [ximbus.com/quick-start](https://ximbus.com/quick-start)

**Email:** [support@qwizdom.com](mailto:support@qwizdom.com)