

Here's a navigation cheat sheet for Engageli that can help you quickly access key features and functions:

1. **Joining a session:** To join a session in Engageli, log in to your account and click on the "Join" button next to the class you want to join. You will be taken to the lobby where you can participate in real-time after you click "Join Classroom".
2. **Navigating the interface:** Engageli's interface is divided into several areas, including the podium, the frame, right-side panel, and bottom toolbar. To navigate between different views within the frame, use the tabs at the top of the frame. To open the settings, Chat, or Q&A, use the icons within the bottom toolbar.
3. **Sharing content:** To share content in Engageli, click on the Present button in the middle of the bottom toolbar. From there, you can choose to share your screen, a PDF, a video, a whiteboard, etc.
4. **Using the chat area:** The chat area in Engageli can be used to communicate with other participants in real time. To send a message, type it into the text box at the bottom of the chat area and press "Enter" or click on the "Send" button. You can click the "To:" section in the Chat to choose different channels, to message individuals, tables or the whole room.
5. **Managing individual participants:** To manage individual participants in Engageli, hover over the learner's video feed in the Class Gallery. Click the three dots, and then select from the drop-down menu (mute, add to panel, send a message, etc.).
6. **Managing all participants:** To manage all participants, click the More Actions (three dots) menu in the left area of the bottom toolbar. You will find options such as mute all participants and ask all participants to turn on their cameras.
7. **Using the Tables tab:** Select the Tables tab at the top of the frame to view the individual tables. You can move participants to different tables or create random table arrangements for activities.
8. **Using Table Mode:** Engageli's tables allow you to easily enable smaller group discussions or collaboration without creating isolated breakout rooms. To change the audio mode to Table Mode so that participants will only hear others at their table, switch from Room Mode to Table Mode in the bottom right corner of the platform.

Overall, Engageli's interface is user-friendly and intuitive, allowing you to navigate easily between different features and functions.

Engageli Classroom Quick Overview

This screenshot shows the Engageli Classroom interface in Podium and Gallery view. The top right corner features a video feed of the instructor, labeled "Facilitator". The main area displays a grid of participant video feeds, labeled "Gallery". On the right side, a chat window is open, showing messages from participants like Liz, Henry, and Sara, labeled "Chat and Q&A will open on the right side". At the bottom, a toolbar contains various controls such as Room Mode, Camera, Mic, Settings, Direct, Scan, Record, React, Present, Notes, Q&A, Chat, and Gallery, labeled "Toolbar".

This screenshot shows the Engageli Classroom interface in Tables View. The top right corner features a video feed of the instructor. The main area displays a grid of ten tables, labeled "Tables View". Each table is represented by a circular diagram with a central number (1-10) and surrounding seats. The top left corner shows "Class gallery" and "Tables" tabs. The bottom toolbar is identical to the previous screenshot, labeled "Audio Modes".

