Open the ImmerseU website:

https://immerseu.class2class.com/login

S ImmerseU	
	Login
	New to ImmerseU? Sign up now
	Email
	enter your institutional email
	Password
	Enter your password
	Forgot password?
	LOGIN
	Connecting the world. Brought to you by <u>BGE & Class2Class</u>
English A	

*Note: If you have an account, enter your login credentials (Email and Password) and click LOGIN (scroll down to <u>step 6</u>). If you want to create an account, follow <u>steps 1-5</u>:

Step 1: Click on Sign Up

Already registered? Sign in	
Register as:	
Select user type	\sim
lser type is required	
I have read and agree to the Terms of Service and I	Privacy Policy
SIGN UP	
we read and agree to the Terms of Service and I	Privacy Policy

<u>Step 2</u>: Choose to Register as an Instructor.

When you choose the instructor option you will be prompted to insert more information as per the below:

	* indicates a required field
First Name*	Last Name*
Jane	Smith
Email*	
me@example.com	
Invalid email	
Password*	Confirm Password*
Invalid Password, must contain 8 Characters: 1 Uppercase or Lowercase, 1 Number	
Organization Code	
0000000	
Optional. Can be added later.	
I have read and agree to the Ter	ms of Service and Privacy Policy

Enter your: First Name, Last Name, Sheridan Email, and a password of your choice.

For the organization code enter: H7R84U9436 (This code is the Sheridan Institution Code)

After that, check the "I have read and agree to the Terms of Service and Privacy Policy" box.

Click sign up.

<u>Step 3:</u> you will receive a prompt that you have a verification link sent to your email.

Step 4: Verify your email.

Hooray! You're almost done.

Thank you for registering with Class2Class. To confirm your email address, please visit the following link:

http://api.class2class.com/auth/account/confirmemail/MzY5Mw:1IEcdT:1Rm2zfjfUy8ZTJ3OozIVWjb9Rp4/

If the above URL does not work, please copy and paste it into your browser's address bar.

Welcome aboard.

<u>Step 5:</u> Now go back to the webpage and log in with your credentials. You will be prompted to answer some questions regarding your interests and background:

Welcome to ImmerseU! ——	
What brought you here? Feel free to select all that apply.	
Virtual exchange	
University partnerships	
Professional development	
Start typing	+
	BACK NEXT

t's get started on your profile. Please te ndicates a required field.	ll us a little bit about yourse	elf! You can e	edit this later from yo	ur profile po
	First Name *		Last Name *	
	Long			
	Location *		Country *	
	Location		Country	\sim
	Timezone *			
	UTC	\sim		
Add a profile photo!				

Note: for Time zone, select America/Toronto.

Some backgrou	und	
Let's get started on your profile • Indicates a required field.	e. Please tell us a little bit a	bout yourself! You can edit this later from your profile page.
Institution *		
Select institution		
Don't see your institution? Hit th every institution, we'll just need	ne "+" button to the right to a to verify after you're on the	add it. At C2C we welcome people from any and platform.
Role at Institution *		Discipline *
Role at Institution		Discipline
Your Languages *		
Select Language	Select Proficiency	
Select Language 🗸 🗸	Basic	×
(+ L		
		BACK
Some interests		
Select at least 3 topics that are in to you. You can add to this later.	nteresting	
21st Century Skills	Sustainability	Critical Thinking
Entrepreneurship	PBL	Real World Application
SDGs	Interdisciplinary	Internships
Global citizenship	Intercultural awar	eness Social responsibility
_	_	_
		BACK NEXT

Congratulations!		
	Now let's get started!	
		BACK

*When you reach this page click on the "Complete" button.

Step 6: This is how your Dashboard will look like:



Click on your name at the top left side of your Dashboard then select "My Profile".

	 Change basies (India) Edit india
Brendom Callege Brendom Callege Brendom Callege Sector all Social Education and Internationalization Control and Social Education Vector Social Education Vector Social Education Vector Social Education Trapples - Fuent Trapples - Connectational	No video greeting available.
About Lana AlRifai Introduction - Topice that Lana cares ebout: - Structure for functional and the func	
Courses S	

Your Dashboard is the most important page. It is your Faculty Profile page, what other members would view when they search your name therefore it is very important to keep it up-to-date, interactive, and informative. You can edit you profile page, link your social media accounts, add research interests ... etc.

Step 7: You will notice on your Dashboard under your name "Sheridan College" is displayed. That is because you are in the Sheridan College network. In the Sheridan network you will only view profiles of people within Sheridan College who have created profiles within ImmerseU. To change that and enter the SUNY COIL network you will need to follow the steps below:

Step 7a: Click on the settings icon on the top right





<u>Step 7c:</u> You will get the following box. Click on "Join Organization by Code":

Select your default organization	\times
Currently selected organization Sheridan College External Access: Disabled	
Select organization Select JOIN ORGANIZATION BY CODE SELECT	

<u>Step 7d:</u> Enter the SUNY COIL Center code: **GBKSGQ9353** and click JOIN.



<u>Step 7e:</u> You should now have "SUNY COIL Global..." under your name in your Dashboard

Lana	
SUNY COIL Global	
Dashboard	
Collaborations 🗸	
Network	
Professional Development	

You are now in the SUNY COIL Global network.

<u>Step 8</u>: If you click on the SUNY COIL Global network, you will view their main page which includes information, announcements ... etc.

Step 9: To search for profiles or to network click on "Network" on the far left



Step 10: In this page you can search for different profiles. You can modify your search by using the filters to the right side of the page. You can filter by country, institution, discipline and/or language.



Step 11: you can also select one or more profiles and share them with your coordinator, another faculty member... etc.

To do that: check the box to the left of each profile. Once you are done selecting the profiles that you want to share, click on the following message that appears on top

	You have selected (1) colleague to compare profiles. <u>Click here</u> when you are ready to compare.
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<u>Step 12:</u> Once you "click here", you will view the following page:



- 1- Those are a list of the information being compared
- 2- this column is your profile
- 3- this column is the profile of the person you have chosen
- 4- if you have chosen more than one profile, they will appear next to each other just like the column in number 3
- 5- you can view the full profile or click on the "Discuss Collaboration" button. If you click on the "Discus Collaboration" button the following box will appear:

Attach your intro video				Record	or upload video	0
Sans Serif 🛊 Normal	≑ В.	ΣU	e			
Introduction message						

Fill out the information the way you like and click SEND. Your request will be sent to the person you have selected.

- 6- Click on this icon to copy the profile comparison link. You can share it directly with whoever you want. Alternatively,
- 7- Click on the share icon to share it with other members within the ImmerseU platform.

Share profile	comparison to	other instruct	ors	×
Search for Instructor				
			Shar	e

Step 13: return to the Dashboard. On the left-hand side there are the following sections: "Collaborations" and "Professional Development".



Collaborations: all your collaborations can be viewed in this section.

Professional Development: you can view your collaborations and courses that you have completed and may want to add.

<u>Step 14</u>: the icon bar on the top right-hand side of the page:



- 1- Information page: click on it to choose between a "contact us" and a "Learning Center" option. The Learning Center has information including video tutorials.
- 2- Chat icon: you can chat (or view your chat history) with other people within the network.
- 3- Notifications: view all your notifications. Mark them as read/unread ... etc.
- 4- Settings icon gives you the following options to choose from:

Language	
Privacy Policy	
Terms & Conditio	ns
Disclaimer	
Switch Organizati	on

You can choose the language of your choice from what is available, read the Privacy Policy, Terms & Conditions, and Disclaimer. You can also Switch Organization; here you can switch between your networks (Sheridan or SUNY COIL or others if you decide to have more)

5- This button takes you back to the main SUNY COIL page, if you were on your Sheridan network then you would have the Sheridan logo and it would take you to the Sheridan main page on ImmerseU.

Other useful information:

• <u>https://coil.suny.edu/</u>

if we have news, we can contact SUNY and they will post it on their webpage under "News and Events". In this page we can also view all their upcoming meetings and events (such as: the first Tuesday and Wednesday of the month they have the coordinator meeting.) the events are color coded. The blue for example is the professional development workshops.

3rd Wednesday of the month they conduct a community webinar that members can share with their community.

• Important codes:

SUNY COIL Center code - GBKSGQ9353 Sheridan institution code - H7R84U9436

- Use chrome or Firefox when accessing ImmerseU and not safari
- Profile setup tips:

Add your image to create a personal touch to your profile. Include all information on your school, language, courses that you teach, put a background image... Make your profile as robust as possible.

- They are working on adding a coordinator option when signing up for an account. Currently the only two available options are instructor and student.
- Important note: Always make you account available and visible (go to account settings and check the boxes to make the profile Available and Visible (see example below)

Account Visibility Vour account is visible from Search. Website Language English •
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