



Archipelago

Connecting the little islands

Documentation for V1.2.0

Overview

- What is **Archipelago**?
- How does it work?
- How do I use **Archipelago**?
 - Create / Synchronize Course
 - Setup a session
 - Open the session for live usage
 - Wrap-up & Generate Report
- Advance features (new!)
- Frequently Asked Questions

What is Archipelago?

- Archipelago is:
 - **A web based system** - Participants only need a device with internet browsing capability (i.e. smart phones, tablets, laptops, PCs, etc)
 - **An interaction platform** – Instructor can interact with all students in the class and collect real-time responses
 - **Hassle free for students** – No need to register/login, no additional installation needed
 - **Powerful for instructors** – Support many question types and voting boards. Provides powerful collation features.

How does it **work**?

1. Instructor setup an **interaction session**
2. Each student receive **an email**:
 - Contains an **unique web link** which opens up in web browser
 - Use the webpage to interact with the instructor
3. Instructor launches **control dashboard** to:
 - Control opening/closing of questions
 - View the real time responses
4. Instructor closes the session

Terminology

- **Course:** A class with one or more students.
- **Session:** A live interaction session with a set of questions to interact with students. This commonly corresponds to a single lecture, a tutorial session etc. Hence, a **course** usually has **multiple sessions** in a typical semester.
- **Group:** Any form of student grouping, e.g. tutorial group, lab group, project group. Grouping is needed only if you intend to interact with **subset of your students** in the course.
- **Team:** You can allow multiple students to attempt question as a single unit (i.e. they submit one answer). This is known as a **team**.

How do I **use** Archipelago?

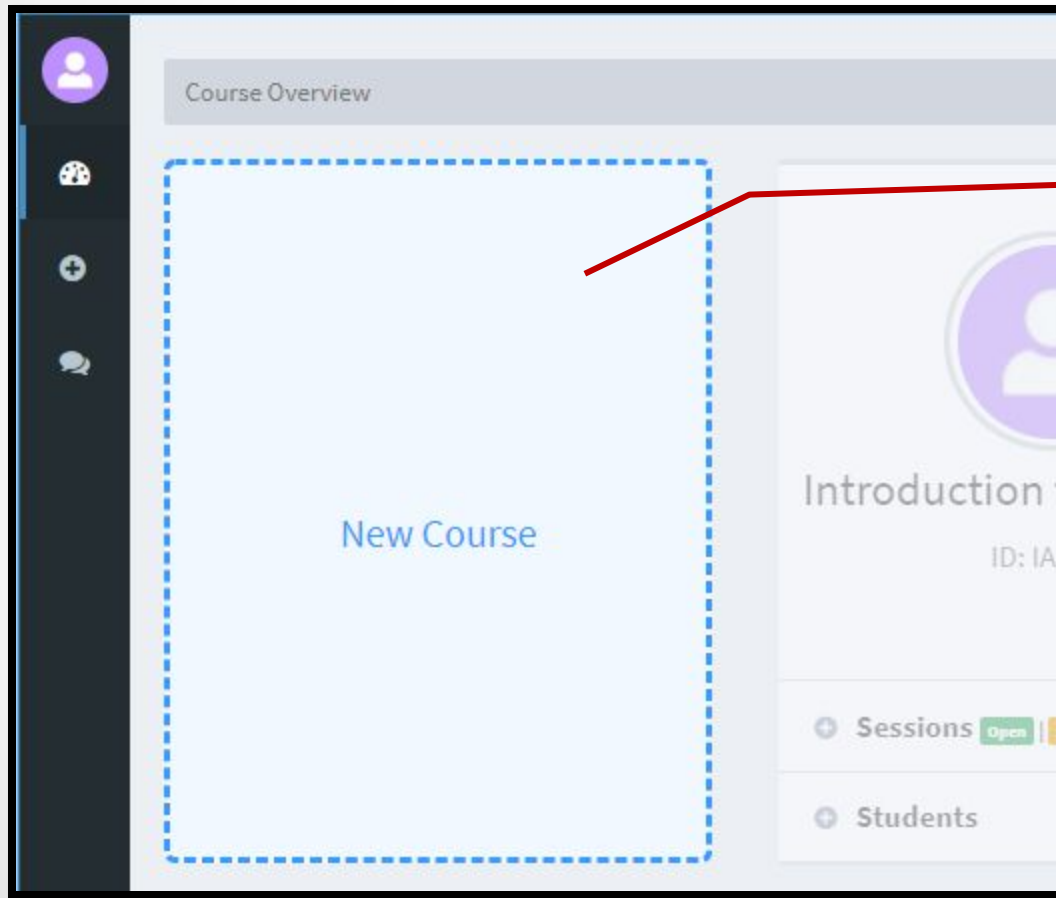
- Go to <http://archipelago.comp.nus.edu.sg/>



If you have
previously
registered

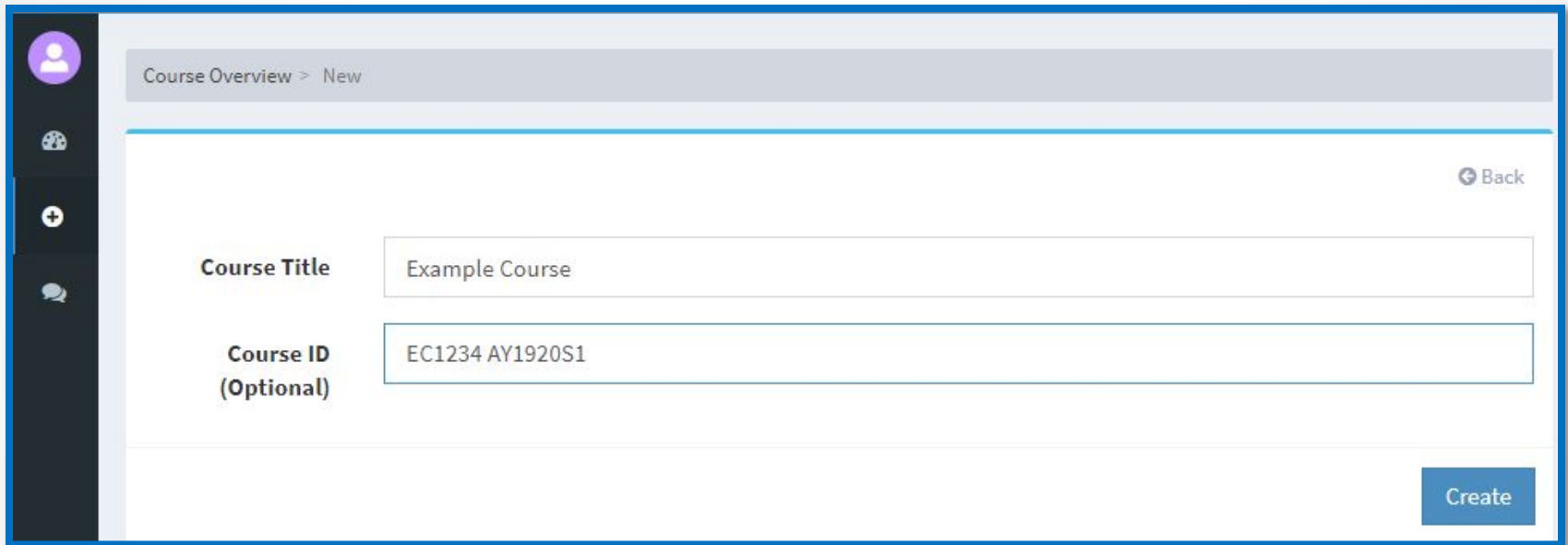
Create a new
account

Create a Course



Create a new Course.

Example: Create Course



The screenshot shows a web interface for creating a new course. On the left is a dark sidebar with four icons: a person, a globe, a plus sign, and a speech bubble. The main content area has a light gray header bar with the text 'Course Overview > New'. Below this is a white form with two input fields. The first field is labeled 'Course Title' and contains the text 'Example Course'. The second field is labeled 'Course ID (Optional)' and contains the text 'EC1234 AY1920S1'. In the top right corner of the form area is a 'Back' button with a left-pointing arrow. In the bottom right corner is a blue 'Create' button.

Course Overview > New

Back

Course Title Example Course

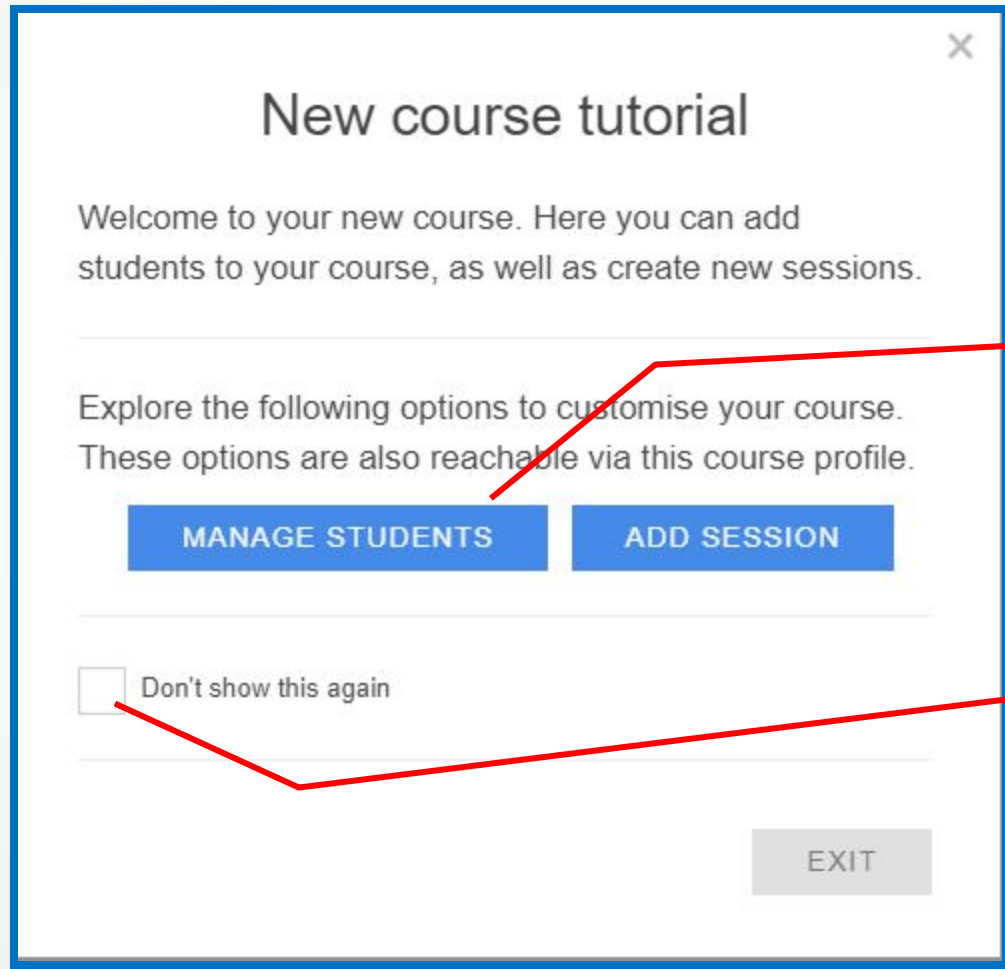
Course ID (Optional) EC1234 AY1920S1

Create

Add Students (Overview)

- You need to add students to a new course for Archipelago to work properly
 - Session emails are sent using the class list
- There are 3 ways to add students
 1. Via a direct click if the "tutorial mode" is on
 2. From the **Course Overview** screen
 3. From the **Course Session** screen
- The 3 ways are equivalent and will lead you to the same screen

Add Students (Tutorial Mode)



The screenshot shows a 'New course tutorial' dialog box with a blue border and a close button (X) in the top right corner. The text inside reads: 'Welcome to your new course. Here you can add students to your course, as well as create new sessions.' followed by a horizontal line. Below the line, it says: 'Explore the following options to customise your course. These options are also reachable via this course profile.' Below this text are two blue buttons: 'MANAGE STUDENTS' and 'ADD SESSION'. At the bottom left, there is a checkbox labeled 'Don't show this again'. At the bottom right, there is a grey 'EXIT' button. Two red lines are drawn on the image: one starts from the 'MANAGE STUDENTS' button and points to the first green callout box on the right; the other starts from the 'Don't show this again' checkbox and points to the second green callout box on the right.

New course tutorial

Welcome to your new course. Here you can add students to your course, as well as create new sessions.

Explore the following options to customise your course. These options are also reachable via this course profile.

MANAGE STUDENTS ADD SESSION

☐ Don't show this again

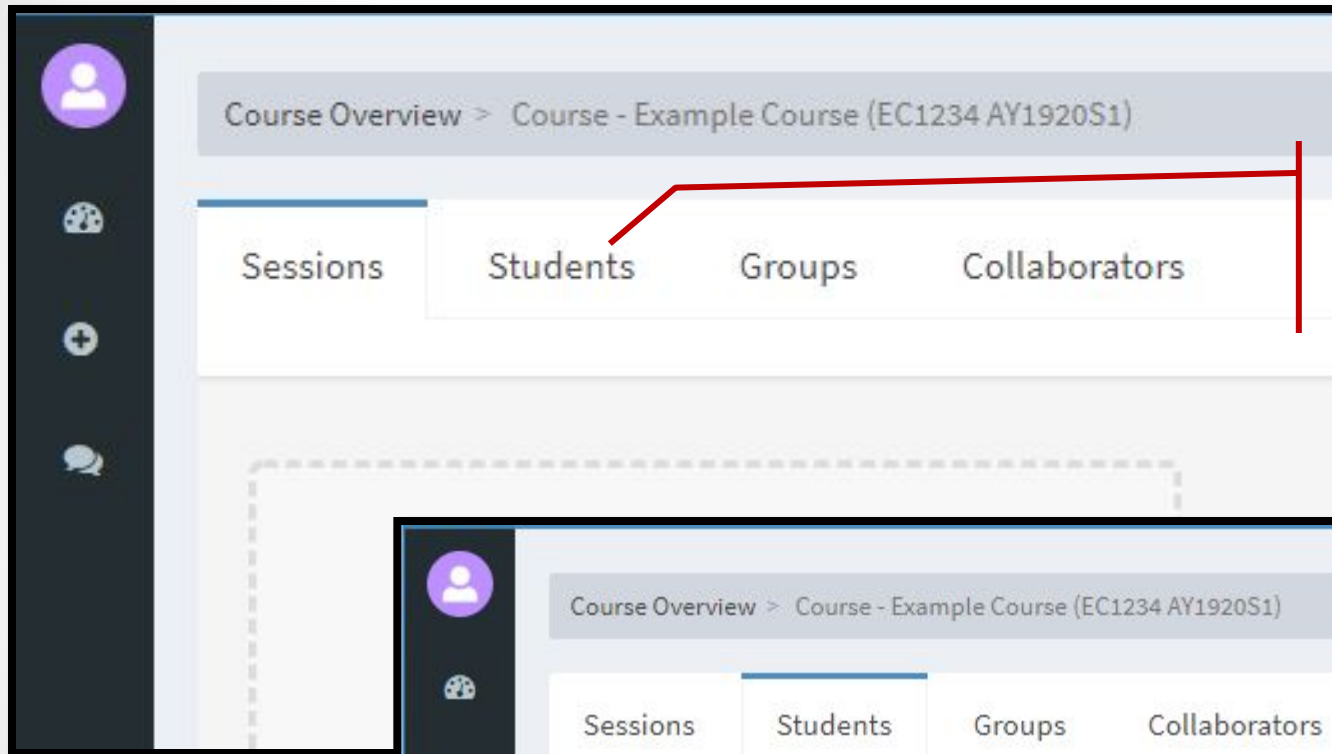
EXIT

You can add students via "Manage Students" if the tutorial mode is still **ON**

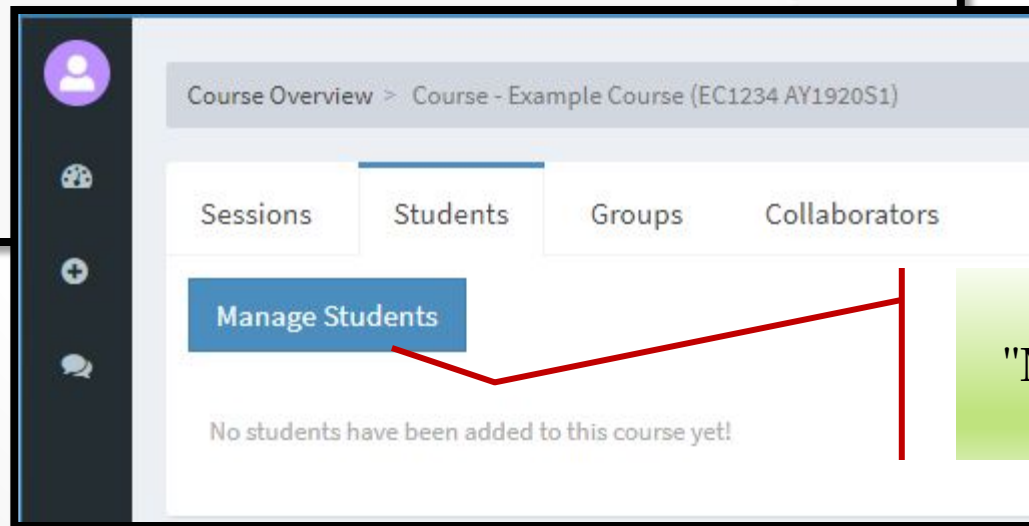
Clicking this will turn off tutorial mode for all future courses

Add Students

(Course Session View)



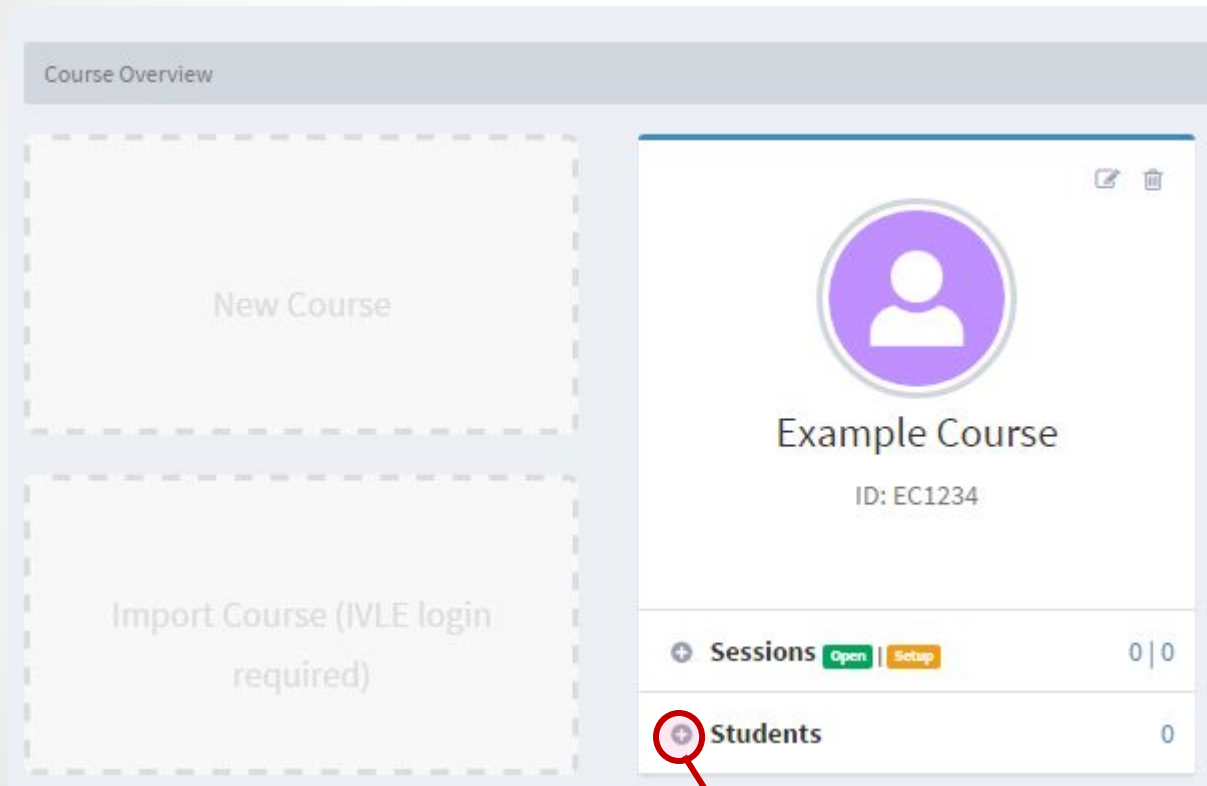
1. Click on the "Students" tab



2. Click on the "Manage Students" button

Add Students

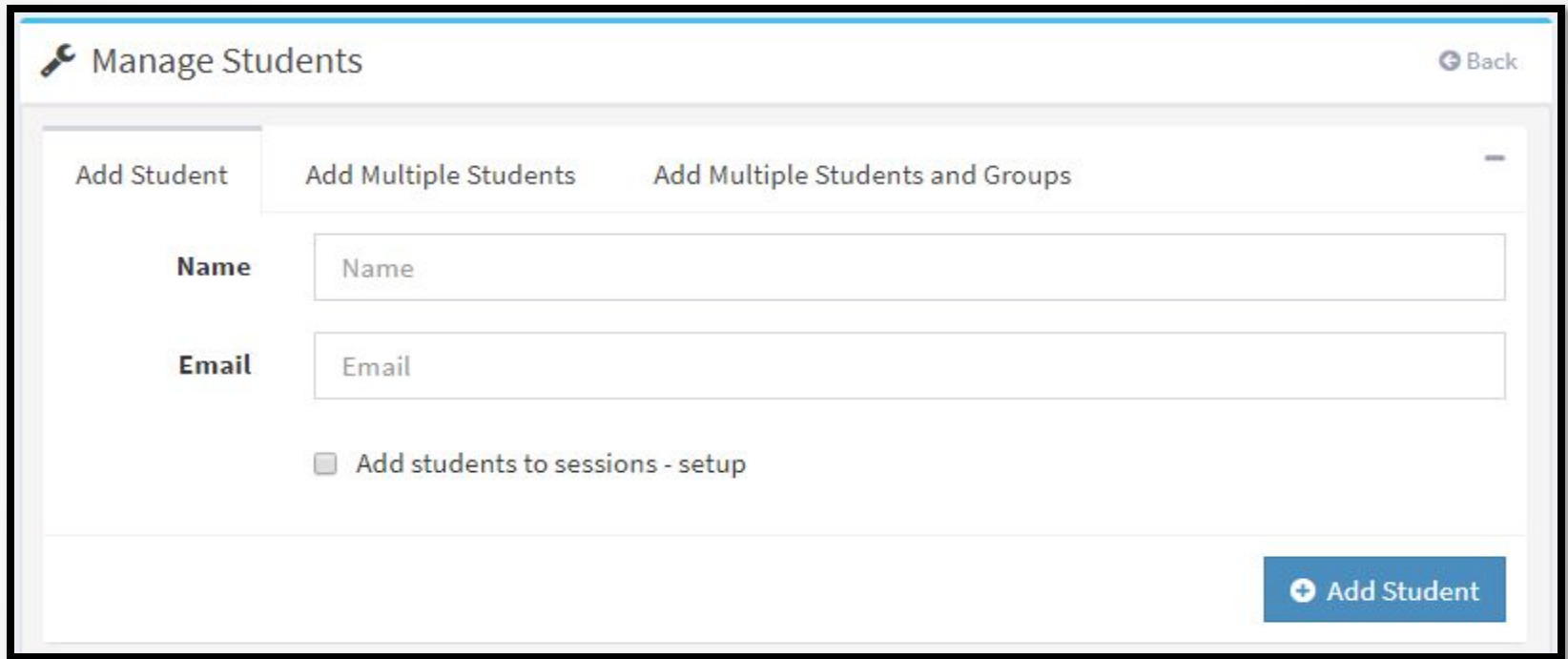
(Course Overview)



Click on the "+" sign
to
"Manage Students"

Manage Students

(Add One Student)

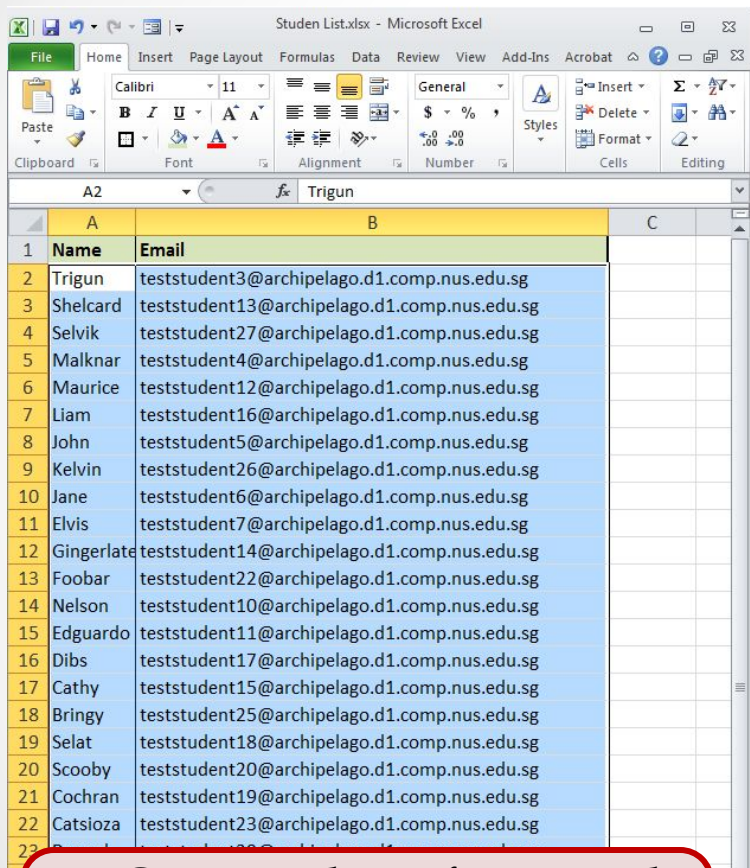


The screenshot shows a web interface titled "Manage Students" with a wrench icon on the left and a "Back" button on the right. Below the title bar, there are three tabs: "Add Student" (selected), "Add Multiple Students", and "Add Multiple Students and Groups". Under the "Add Student" tab, there are two input fields: "Name" and "Email", each with a placeholder text of the same name. Below these fields is a checkbox labeled "Add students to sessions - setup". At the bottom right of the form is a blue button with a plus icon and the text "Add Student".

- The option "Add Students to sessions – Setup" will include this new students to all sessions currently in setup stage
 - This is only useful if you add students **after you have created session(s)**

Manage Students

(Add Multiple Students)



Studen List.xlsx - Microsoft Excel

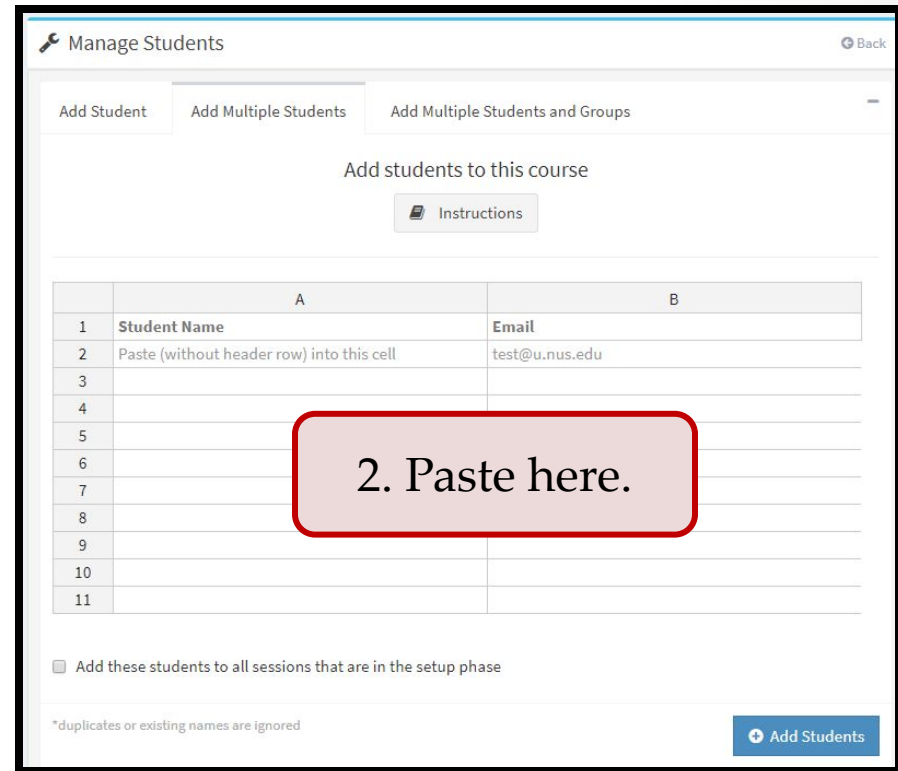
File Home Insert Page Layout Formulas Data Review View Add-Ins Acrobat ?

Clipboard Font Alignment Number Cells Editing

A2 Trigon

	A	B
1	Name	Email
2	Trigun	teststudent3@archipelago.d1.comp.nus.edu.sg
3	Shelcard	teststudent13@archipelago.d1.comp.nus.edu.sg
4	Selvik	teststudent27@archipelago.d1.comp.nus.edu.sg
5	Malknar	teststudent4@archipelago.d1.comp.nus.edu.sg
6	Maurice	teststudent12@archipelago.d1.comp.nus.edu.sg
7	Liam	teststudent16@archipelago.d1.comp.nus.edu.sg
8	John	teststudent5@archipelago.d1.comp.nus.edu.sg
9	Kelvin	teststudent26@archipelago.d1.comp.nus.edu.sg
10	Jane	teststudent6@archipelago.d1.comp.nus.edu.sg
11	Elvis	teststudent7@archipelago.d1.comp.nus.edu.sg
12	Gingerlate	teststudent14@archipelago.d1.comp.nus.edu.sg
13	Foobar	teststudent22@archipelago.d1.comp.nus.edu.sg
14	Nelson	teststudent10@archipelago.d1.comp.nus.edu.sg
15	Edgardo	teststudent11@archipelago.d1.comp.nus.edu.sg
16	Dibs	teststudent17@archipelago.d1.comp.nus.edu.sg
17	Cathy	teststudent15@archipelago.d1.comp.nus.edu.sg
18	Briny	teststudent25@archipelago.d1.comp.nus.edu.sg
19	Selat	teststudent18@archipelago.d1.comp.nus.edu.sg
20	Scooby	teststudent20@archipelago.d1.comp.nus.edu.sg
21	Cochran	teststudent19@archipelago.d1.comp.nus.edu.sg
22	Catsioza	teststudent23@archipelago.d1.comp.nus.edu.sg
23		

1. Copy students from excel file. Only need "name" and "email" columns.



Manage Students

Back

Add Student Add Multiple Students Add Multiple Students and Groups

Add students to this course

Instructions

	A	B
1	Student Name	Email
2	Paste (without header row) into this cell	test@u.nus.edu
3		
4		
5		
6		
7		
8		
9		
10		
11		

☐ Add these students to all sessions that are in the setup phase

*duplicates or existing names are ignored

Add Students

2. Paste here.

3. Add!

Manage Students

NEW!

(Add Students & Groups)

- This feature is useful only **if** you need to **run the same interaction session** for different subset of students
 - e.g. Ask students in **different tutorial groups** to attempt the **same set of questions**
- You can define multiple grouping for students, e.g. a student can belong to different lecture group, tutorial group, project group etc
- If you always interact with all students in the course, you can safely ignore the **grouping mechanism** in Archipelago [Skip over to the "Setup a session" slide]

Manage Students

(Add Students & Groups)

NEW!

	A	B	C	D
1	Name	Email	Lecture	Tutorial
2	Trigun	teststudent3@archipelago.d1.comp.nus.edu.sg	1	1
3	Shelcard	teststudent13@archipelago.d1.comp.nus.edu.sg	1	2
4	Selvik	teststudent27@archipelago.d1.comp.nus.edu.sg	1	3
5	Malknar	teststudent4@archipelago.d1.comp.nus.edu.sg	1	4
6	Maurice	teststudent12@archipelago.d1.comp.nus.edu.sg	2	1
7	Liam	teststudent16@archipelago.d1.comp.nus.edu.sg	2	2
8	John	teststudent5@archipelago.d1.comp.nus.edu.sg	2	3
9	Kelvin	teststudent26@archipelago.d1.comp.nus.edu.sg	2	4

1. Copy students from excel file. You can have additional grouping column.

Add Student Add Multiple Students Add Multiple Students and Groups

Add students and groups to this course

Instructions

	A	B	C	D
1	Student Name	Email	Lecture Group	Tutorial Group
2	Trigun	teststudent3@archipelago	1	1
3	Shelcard	teststudent13@archipelag	1	2
4	Selvik	teststudent27@archipelag	1	3
5	Malknar	teststudent4@archipelago	1	4
6	Maurice	teststudent12@archipelag	2	1
7	Liam	teststudent16@archipelag	2	2
8	John	teststudent5@archipelago	2	3
9	Kelvin	teststudent26@archipelag	2	4

2. Add / Remove grouping column (by right clicking) if needed.
3. Paste the copied students with grouping information here.
4. Click "Add" Button!

Manage Group (Configure Groups)


NEW!

	A	B	C	D
1	Name	Email	Lecture	Tutorial
2	Trigun	teststudent3@archipelago.d1.comp.nus.edu.sg	1	1
3	Shelcard	teststudent13@archipelago.d1.comp.nus.edu.sg	1	2
4	Selvik	teststudent27@archipelago.d1.comp.nus.edu.sg	1	3
5	Malknar	teststudent4@archipelago.d1.comp.nus.edu.sg	1	4
6	Maurice	teststudent12@archipelago.d1.comp.nus.edu.sg	2	1
7	Liam	teststudent16@archipelago.d1.comp.nus.edu.sg	2	2
8	John	teststudent5@archipelago.d1.comp.nus.edu.sg	2	3
9	Kelvin	teststudent26@archipelago.d1.comp.nus.edu.sg	2	4

1. Copy students from excel file. You can have additional grouping column.

Add Student Add Multiple Students Add Multiple Students and Groups

Add students and groups to this course

 Instructions

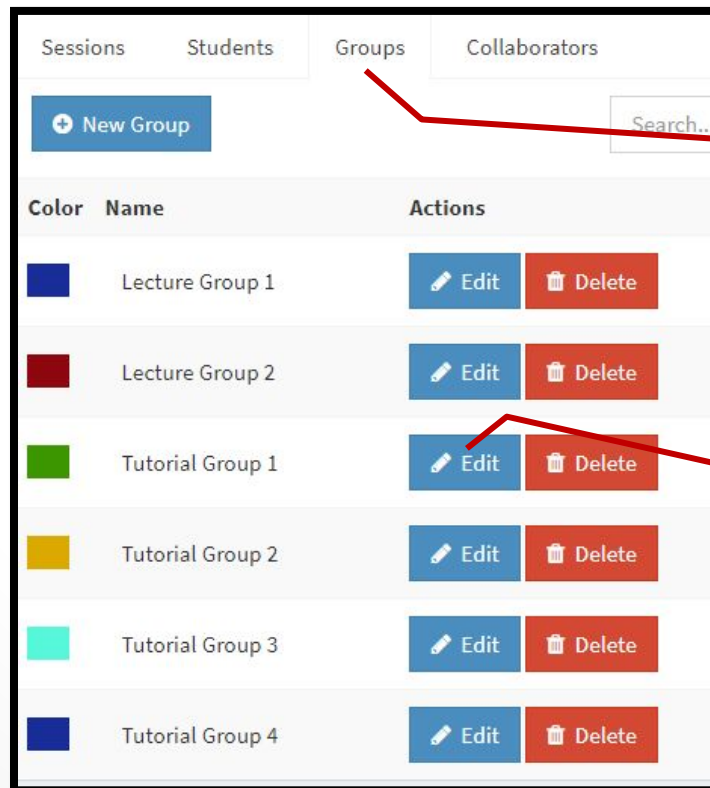
	A	B	C	D
1	Student Name	Email	Lecture Group	Tutorial Group
2	Trigun	teststudent3@archipelago	1	1
3	Shelcard	teststudent13@archipelag	1	2
4	Selvik	teststudent27@archipelag	1	3
5	Malknar	teststudent4@archipelago	1	4
6	Maurice	teststudent12@archipelag	2	1
7	Liam	teststudent16@archipelag	2	2
8	John	teststudent5@archipelago	2	3
9	Kelvin	teststudent26@archipelag	2	4

2. Add / Remove grouping column (by right clicking) if needed.
3. Paste the copied students with grouping information here.
4. Click "Add" Button!

Manage Group (Configure Groups)

NEW!

- You can:
 - Add / Remove students in a group
 - Change the Colour Tag of a group (for easy visual identification)



The screenshot shows a web interface with four tabs: 'Sessions', 'Students', 'Groups', and 'Collaborators'. The 'Groups' tab is selected. Below the tabs is a 'New Group' button and a search bar. A table lists existing groups with columns for 'Color', 'Name', and 'Actions'. The 'Actions' column contains 'Edit' and 'Delete' buttons for each group. Red arrows point from the 'Groups' tab and one of the 'Edit' buttons to external text boxes on the right.

Color	Name	Actions
Blue	Lecture Group 1	Edit Delete
Red	Lecture Group 2	Edit Delete
Green	Tutorial Group 1	Edit Delete
Yellow	Tutorial Group 2	Edit Delete
Cyan	Tutorial Group 3	Edit Delete
Blue	Tutorial Group 4	Edit Delete

1. Click on the
"Groups" tab

2. Edit a particular
Group

Manage Group (Configure Groups)

NEW!

The screenshot displays the 'Manage Group' interface. At the top, there are tabs for 'Sessions', 'Students', 'Groups', and 'Collaborators'. Below the tabs is a header bar with a '+ New Group' button and a 'Back' link. The main form contains three sections: 'Group Name' with a text input field containing 'Tutorial Group 1'; 'Group Color' with a green 'Change Group Color' button; and 'Number of Students in Group' with a text input field containing '2'. Below these is a section titled 'Add Students to Group' with a 'Search...' input field. Underneath is a table with two tabs: 'Students in Group' and 'Students not in Group'. The 'Students in Group' tab is active, showing a list of students. At the top of this list is a red button labeled 'Remove Selected Students from Group'. The list has two columns: 'Name' and 'Email'. Two students are listed: 'Maurice' with email 'teststudent12@archipelago.d1.comp.nus.edu.sg' and 'Trigun' with email 'teststudent3@archipelago.d1.comp.nus.edu.sg'. Each student has a checkbox to its right. At the bottom right of the form is a blue 'Update Group' button.

Name	Email	
Maurice	teststudent12@archipelago.d1.comp.nus.edu.sg	<input type="checkbox"/>
Trigun	teststudent3@archipelago.d1.comp.nus.edu.sg	<input type="checkbox"/>

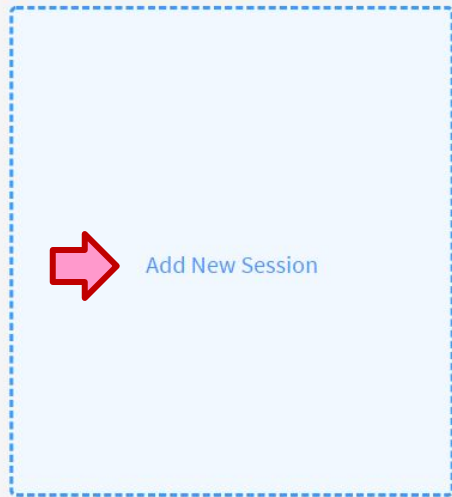
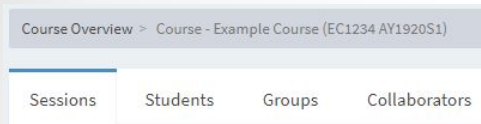
You can change color, name of this group

Add / Remove student to this group

Setup a session

- Course and Students setup is required **only once**
 - Student management is only needed when there is any changes in the class list (e.g. new enrollment, students dropped out, etc).
- You are now ready to create an **interaction session**:
 - A session captures the questions / voting board you want to use in a live delivery (e.g. lecture, tutorial, etc)

Session Information



Course Overview > Course - Example Course (EC1234 AY1920S1) > New Session

+ Add Session Back

Title	Sample Session		
Min. Students in Team	1	}	Allow students to form team. Control team size here.
Max. Students in Team	3		
Attach Group of Students to Session	All Students (session will have all students in course)		
Schedule Open At (Optional)	Aug 19, 2019 9:00:00 AM		
Automated Emails	Aug 19, 2019 5:00:00 AM		

Student email notifications will be sent out 4 hours before session is opened.

Create

Can schedule session opening time. Emails to students will be automated.

Choose which group of students will attempt this session. Use "All Students" if you have no grouping in your course.

Session Information (Grouping)

NEW!

Course Overview > Course - Example Course (EC1234 AY1920S1) > New Session

+ Add Session Back

Title	<input type="text" value="Sample Session"/>
Min. Students in Team	<input type="text" value="1"/>
Max. Students in Team	<input type="text" value="3"/>
Attach Group of Students to Session	<input type="text" value="Tutorial Group 1"/>
Schedule Open At (Optional)	<input type="text" value="Aug 19, 2019 9:00:00 AM"/>
Automated Emails	<input type="text" value="Aug 19, 2019 5:00:00 AM"/>

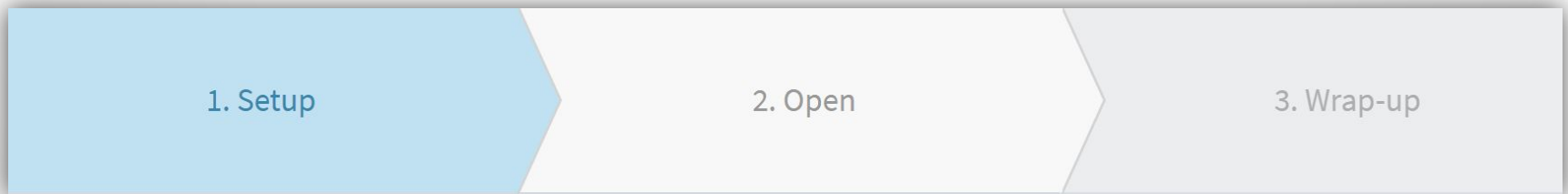
Student email notifications will be sent out 4 hours before session is opened.

Create

Example: Create the session only for "*Tutorial Group 1*" students

1. Setup Stage

...



Session – An overview

Stages of a session. This session is in the setup stage.

Manage Questions

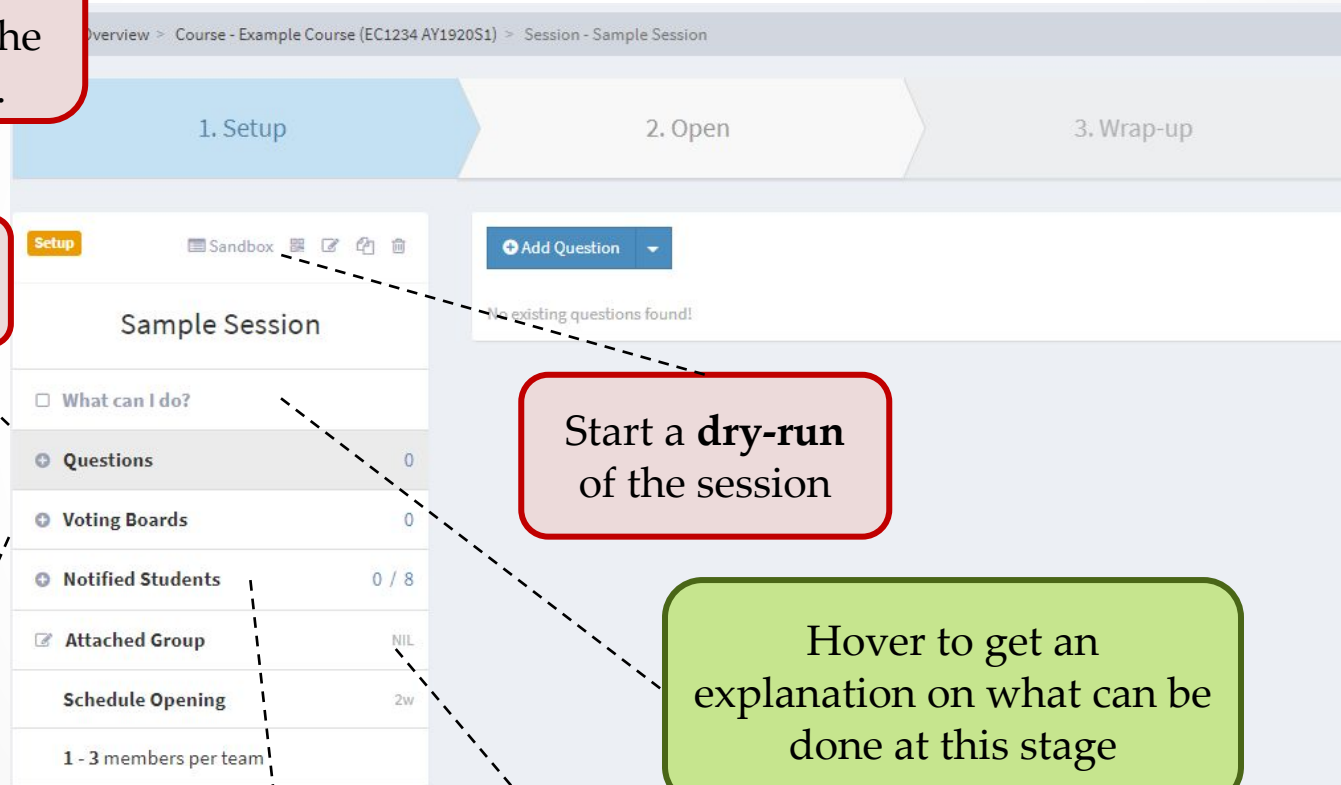
Manage Voting Boards

Handle Student Links for the session

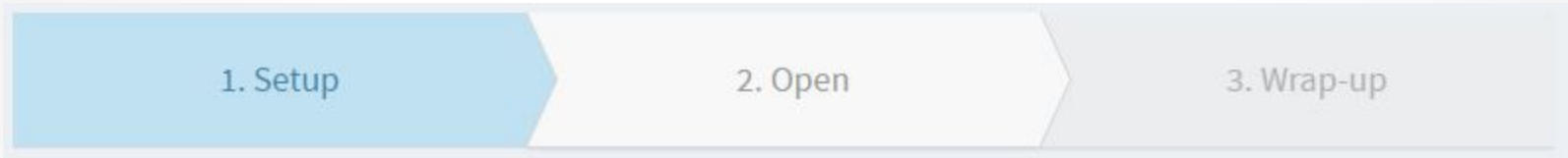
[Grouping Only] Change the student group attached to this session

Start a **dry-run** of the session

Hover to get an explanation on what can be done at this stage



Stages of a Session



- Setup Stage – Prepare for the live session
 - Add / Edit / Remove questions
 - Add / Edit / Remove voting boards
 - Test the session (**optional**)
- Open Stage – Goes Live!
 - Interact with the class using the prepared questions
 - Show real time collated responses from students
- Wrap-up Stage – End the session
 - Generate response report for the instructor

Setup Stage - Questions

Setup Sandbox

Sample Session

- ☐ What can I do?
- + Questions 0**
- + Voting Boards 0
- + Notified Students 0 / 8
- ☐ Attached Group NIL
- Schedule Opening 2w
- 1 - 3 members per team

Adding Question

**Six Main
Question
Types**

**Go back to
Session Info
Page**

**Question
type specific
settings.**

**You can use a
more advanced
editor for
question
statement**

Course Overview > Course - Example Course (EC1234 AY1920S1) > Session - Sample Session > New Open-Ended Question

Open Ended MCQ Ordering Line Point-Picture Drawing Copy Past Questions Back

Question Statement

Statement

Display Title

Title

☒ Team Question?

☐ Anonymous?

☐ Phrases Only?

Letter Limit

250

Create

Open-Ended Question

The image shows a configuration interface for an 'Open-Ended' question. The interface includes a top navigation bar with tabs for 'Open Ended', 'MCQ', 'Ordering', 'Line', 'Point-Picture', and 'Drawing'. Below this, there are several input fields and checkboxes, each with a callout box explaining its function:

- Question Statement:** A text area for the question statement. Callout: "Question here".
- Display Title:** A text area for the question title. Callout: "Question title. For display in dashboard during live session."
- Team Question?:** A checked checkbox. Callout: "Team question allows only **one answer** from a group of students. Disabling this allow each individual student in a group to answer."
- Anonymous?:** An unchecked checkbox. Callout: "Select to hide student(s) name during live session".
- Phrases Only?:** An unchecked checkbox. Callout: "Restricts the students to key in short phrases."
- Letter Limit:** A text area containing the value '250'. Callout: "Maximum number of letters in answer."

Open-Ended Question

- As we can only use **word cloud** to collate result for open-ended question, it may not be very useful for long reply.
- If you are interested only gather free opinion from students, **voting board** may be a better tool for you (see [Voting Boards](#) slide)

Multiple Choice Question

Open Ended MCQ Ordering Line Point-Picture Drawing Copy Past Questions Back

Question Statement

Statement

Display Title

Title

☒ Team Question?

☐ Anonymous?

☐ Multiselect?

Options

1. MCQ Option

2. MCQ Option

3. MCQ Option

4. MCQ Option

+ Add new option

Create

Allow students to select more than 1 option.

Answer options here. Can add more / delete as needed.

Ordering Question

Open Ended MCQ **Ordering** Line Point-Picture Drawing [Copy Past Question](#)

Question Statement
What is the correct steps for cooking instant noodle?

Display Title
Instant Noodle

☒ **Team Question?**

☐ **Anonymous?**

Ranking Options

- ⋮ Add seasoning
- ⋮ Boil water
- ⋮ Add noodle

+ Add new option

Create

Tips: You can do a ranking question with this question type too.

Options for the students to re-arrange.
Add more / delete as needed.

NEW!

Line Question

Open Ended MCQ Ordering **Line** Point-Picture Drawing Copy Past Questions Back

Question Statement
Statement

Display Title
Title

☒ Team Question?
☐ Anonymous?
☐ Multiple connections?

First Group Options

1. Option Description

2. Option Description

Add new option

Second Group Options

1. Option Description

2. Option Description

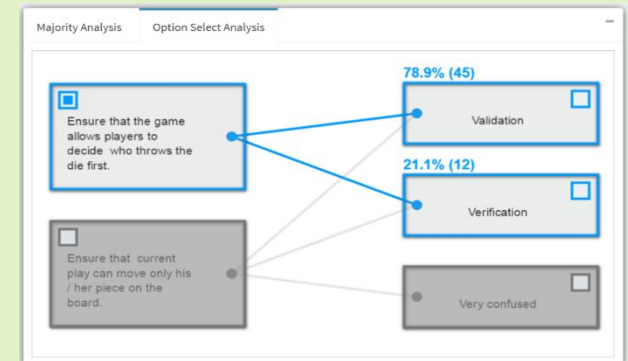
Add new option

Create

Options on the "left"

Options on the "right"

Line question allows students to freely associate options on the "left" to the options on the "right".




Point-Picture Question

Open Ended MCQ Ordering **Point-Picture** Drawing

[View Questions](#) [Back](#)

Question Statement

Statement 

Display Title

Title

☒ **Team Question?**

☐ **Anonymous?**

☐ **Multipoint?**

Image (< 5MB)

Drop images here or [click to set image](#)

Allow students to click more than one place on the picture.

Drag-and-Drop a picture here or click to browse for pictures.

Point-Picture Question

Open Ended MCQ Ordering **Point-Picture** Drawing [View Questions](#) [Back](#)

Question Statement

Click on all living things in the picture.

Display Title

Living Things

☒ Team Question?

☐ Anonymous?

☒ Multipoint?


Min points

1

Max points

3

Image (< 5MB)



A more elaborated example.

Students can click between 1 to 3 points in the picture.

After the picture is added.

Drawing Question

Open Ended MCQ Ordering Point-Picture **Drawing** View Questions Back

Question Statement

Circle the lung area with lesion (suspected pneumonia cases).

Display Title


Pnuemonia

☒ Team Question?

☐ Anonymous?

Optional background image (< 5MB)

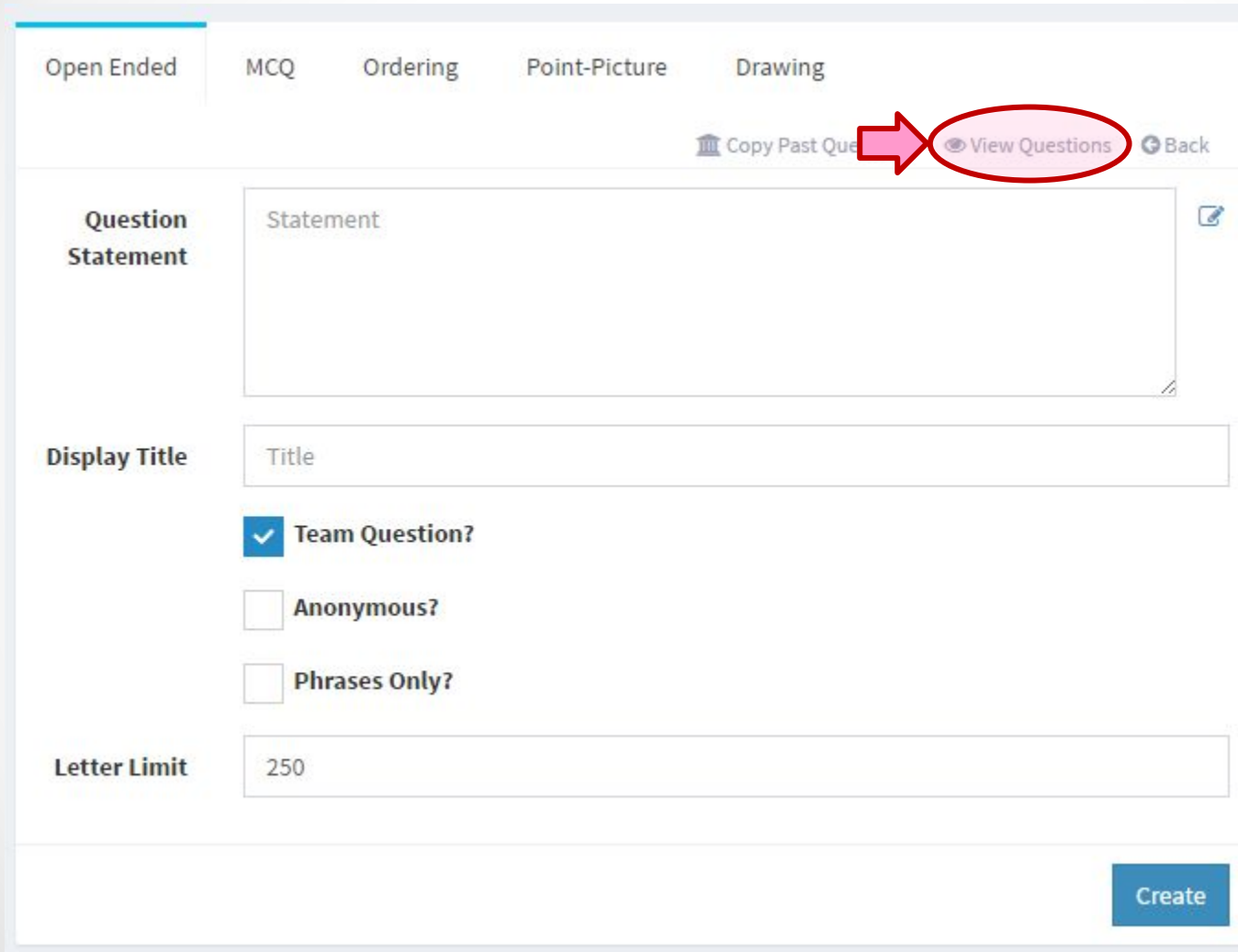
The student's drawing will be overlayed on top of this image



Drawing question allow students to draw any pattern on the picture.

Similar to Point-Picture question, you can add your own picture here.

Reviewing Questions



The screenshot shows a web interface for creating questions. At the top, there are tabs for 'Open Ended', 'MCQ', 'Ordering', 'Point-Picture', and 'Drawing'. Below these tabs, there are three buttons: 'Copy Past Que', 'View Questions', and 'Back'. A red arrow points from the 'Copy Past Que' button to the 'View Questions' button, which is also circled in red. The main form area has several sections: 'Question Statement' with a large text input field containing the word 'Statement'; 'Display Title' with a text input field containing the word 'Title'; a section with three checkboxes: 'Team Question?' (checked), 'Anonymous?' (unchecked), and 'Phrases Only?' (unchecked); and 'Letter Limit' with a text input field containing the number '250'. At the bottom right of the form is a blue 'Create' button. A red dashed arrow points downwards from the 'View Questions' button towards the bottom of the page.

Open Ended MCQ Ordering Point-Picture Drawing

Copy Past Que View Questions Back

Question Statement

Statement

Display Title

Title

☒ Team Question?

☐ Anonymous?

☐ Phrases Only?

Letter Limit

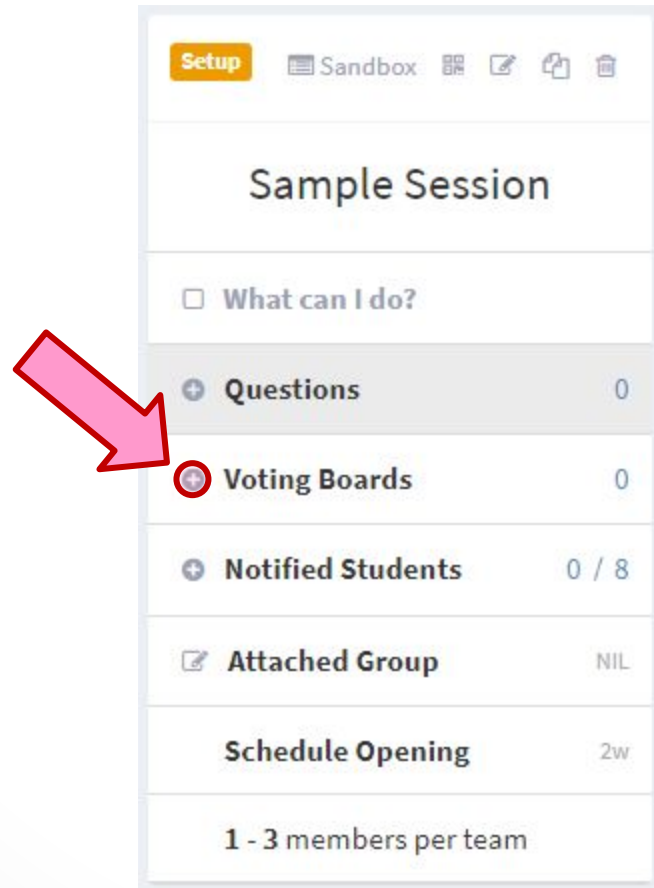
250

Create

Edit / Reorder the questions you have entered.

You can also scroll to the bottom of the page to do the same thing!

Setup Stage – Voting Boards



Voting Boards

Edit Voting Board

Back

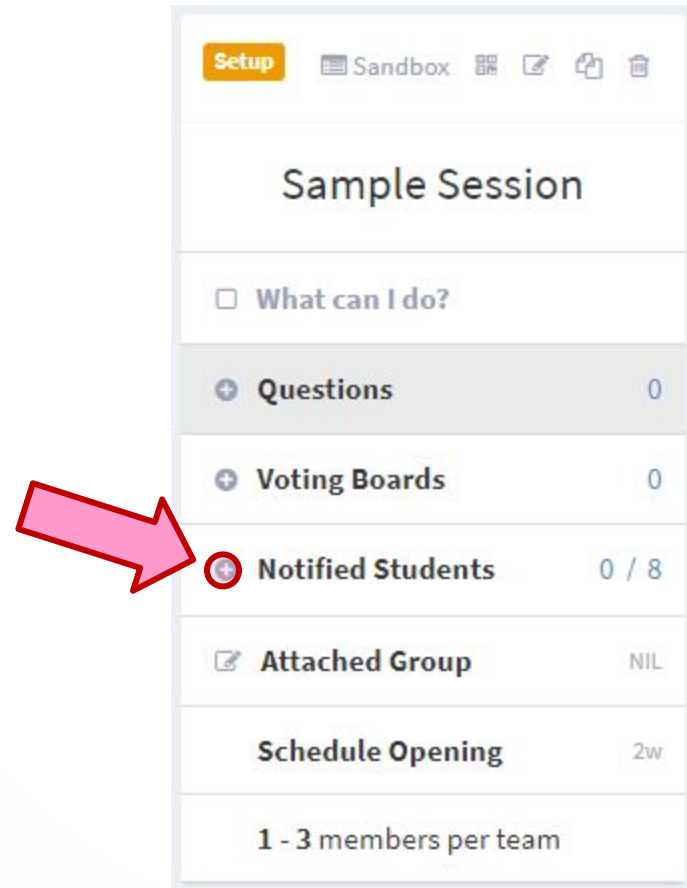
Theme	<div>Burning Question</div>
Description	<div>Do you have any question about the lecture covered so far?</div> <div>192 letters left.</div>
Questions per student	<div>3</div>

- Voting board is similar to a real time forum
- Students can:
 - Post their own message
 - **Upvote** their peer's message

Your Session is Ready

- Once you setup the questions + voting boards needed for a session, you are ready to go!
- The next few slides are only useful if:
 - You prefer to **manually open the session instead of the automatic schedule**
 - You want to **test** a particular session before going "live"
- Otherwise, you can skip over to the "[2. Open Stage](#)" slide



Setup Stage – Student Links



Students Link

Students In Session

[Email Invitation \(32 Unsent Students\)](#)[Delete](#)

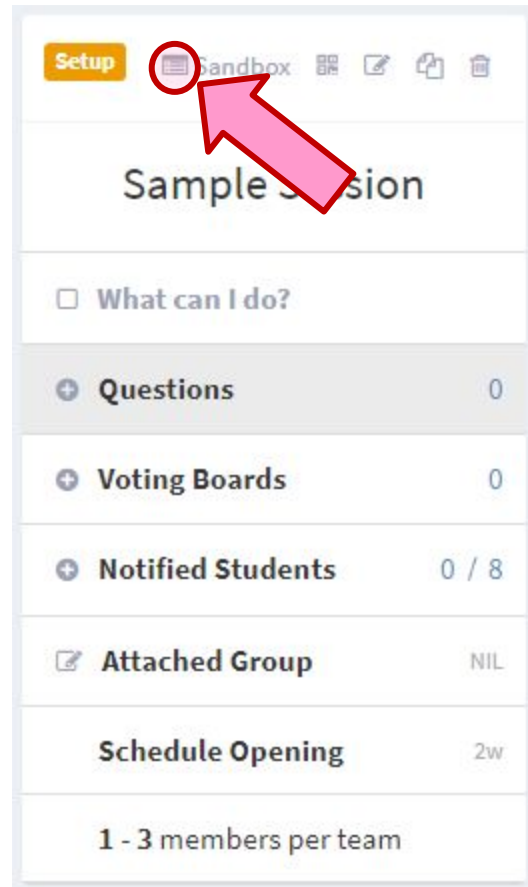
<input type="checkbox"/>	
<input type="checkbox"/>	<div><div><div><div>Abigail</div><div>teststudent@archipelago.d1.comp.nus.edu.sg</div></div></div><div><div>Invitation Link</div><div>Not Sent</div></div></div>
<input type="checkbox"/>	<div><div><div><div>Alicia</div><div>teststudent1@archipelago.d1.comp.nus.edu.sg</div></div></div><div><div>Invitation Link</div><div>Not Sent</div></div></div>

- Click anywhere in the student entry to open link

Students Link – What is it?

- The link listed in the "students" tab are the unique web link that they will use to connect to the system
- What do you need to do?
 - **Nothing** if the session is scheduled to open automatically. The link will be sent out automatically **4 hours** before the session is due to start.
 - If the session is not scheduled, just remember to **use the "Email invitation"** to all students before the actual session.
- How is the link useful for an instructor?
 - You can use any student's link to test the session before actually running it.
 - Simply click on any of the link listed and a new page will be opened.

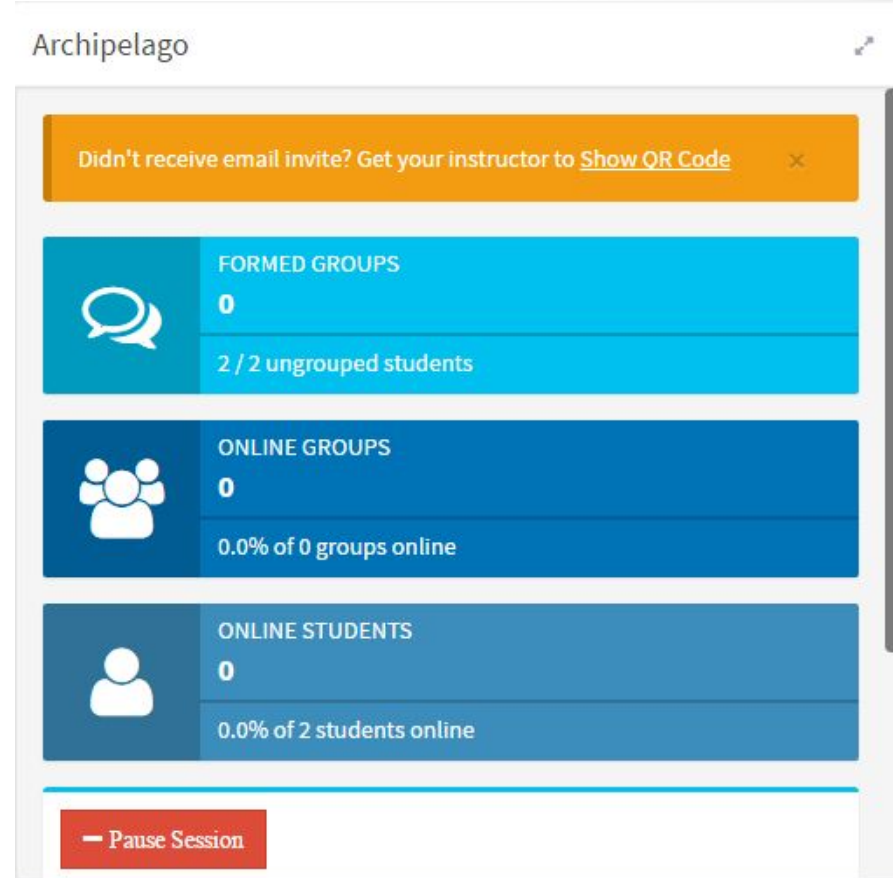
Setup Stage – Sandbox Mode



Sandbox Mode – What is it?




- The sandbox mode allows you to test the session before running it live
- This mode is optional and only useful for:
 - Learning your way around the system (Recommended for **new users**)
 - Checking how the question looks like from **student's view**
- All responses received in this mode will be cleared when you move on to the "2. Open" stage later

Sandbox Mode - Overview

- To try out a session in this mode:
1. Click "Launch Sandbox"
 2. You will see a pop-up webpage as 
 3. We will call this page the "Control Dashboard"

Archipelago

Didn't receive email invite? Get your instructor to [Show QR Code](#) ✕

	FORMED GROUPS 0 2 / 2 ungrouped students
	ONLINE GROUPS 0 0.0% of 0 groups online
	ONLINE STUDENTS 0 0.0% of 2 students online

— Pause Session

Sandbox Mode – Student Link

1. Open the "students" tab from the session info page (it is now in the other browser window)

2. Click on any student's "individual link"

The screenshot shows a web interface for a session. At the top, it says 'Session - Example Session' with a link to 'View details of the session'. Below this is a breadcrumb trail: 'Home > Course Profile > Session Profile'. A progress bar shows three steps: '1. Setup' (active), '2. Open', and '3. Close and Generate ...'. Below the progress bar are tabs for 'Questions', 'Voting Boards', 'Students' (selected), and 'Applications'. There is a 'Launch Sandbox' button. The 'Students In Session' section has a search bar and buttons for 'Email Invitation (All Unsent Students)', 'Delete', and 'Email Invitation'. A table lists students with columns for 'Name', 'Email', and 'Link sent?'. The first student is 'Abigail' with email 'teststudent@archipelago.d1.comp.nus.edu.sg'. Below her name is an 'Invitation Link' field, which is circled in red with a red arrow pointing to it. A 'Not Sent' status is shown next to the link.

Name	Email	Link sent?
Abigail	teststudent@archipelago.d1.comp.nus.edu.sg	Not Sent

Sandbox Mode – Student Link

3. The student link open up another web page, as ☐

- This page shows the student's view when they connect to the system

4. Click "Form Group"

- You can optionally add a few teammates to see how grouping is handled on the system

Overview Form your team and attempt questions!

Overview

Session: Example Session

 **Course**

Example Course

EC1234

 **Team Requirements:** 1 - 2 members



Abigail (Me)

teststudent@archipelago.d1.comp.nus.edu.sg




Search for more teammates

 **Form Group** - 0 more member(s) required

The Two Web Pages

Archipelago

Didn't receive email invite? Get your instructor to [Show QR Code](#)

	FORMED GROUPS 0 2 / 2 ungrouped students
	ONLINE GROUPS 0 0.0% of 0 groups online
	ONLINE STUDENTS 0 0.0% of 2 students online


— Pause Session


Control Dashboard
Instructor view


Overview Form your team and attempt questions!

Overview


Session: Example Session

 **Course**
Example Course
EC1234

 **Team Requirements:** 1 - 2 members

 **Abigail (Me)**
teststudent@archipelago.d1.comp.nus.edu.sg

Search for more teammates

 Form Group - 0 more member(s) required

Student Link
Student view

Don't Panic 😊

- In actual live session, you only need to use the "Instructor View" (Control Dashboard)
- The student view is only for you to mimic student responses in sandbox mode
- For ease of testing, you should consider placing the two windows side-by-side
- We will indicate

Instructor
view

 or

Student
view

 for the next few slides to avoid confusion

Basic Information



FORMED GROUPS

1

29 / 31 ungrouped students

Number of student groups formed at this moment



ONLINE GROUPS

1

100.0% of 1 groups online

How many student groups are online (connected to the system)



ONLINE STUDENTS

1

3.2% of 31 students online

How many individual student are online

— Pause Session

Temporary pause the session (i.e. student cannot response to any question)

Groups



Expand to see detailed online status for all groups and students

Opening a Question

List of questions prepared for this session. Note the display title is used here.

The screenshot shows the instructor interface. On the left is a dark sidebar menu with the following items: 'SESSION' (header), 'Session Overview' (with a toggle switch), 'Questions' (with a dropdown arrow), 'Open Ended' (with a toggle switch), 'First Lecture...' (with a toggle switch), 'MCQ' (with a toggle switch), 'MCQ...' (with a toggle switch), 'Ordering' (with a toggle switch), 'Instant Noodle...' (with a toggle switch), 'Voting Boards' (with a left arrow), 'Make Announcement' (with a megaphone icon), 'Pending Applications' (with a bell icon), 'CONFIGURATION' (header), and 'Pin Menu' (with a pin icon). A red circle highlights the 'Questions' menu item. To the right of the sidebar is the main content area. At the top, there is a red box with the text '1. Hover to open side bar'. Below this, there is a yellow banner with the text 'Didn't receive email invite? Get your instructor to Sh'. Below the banner, there is a blue box with a speech bubble icon, the number '0', and the text '2 / 2 ungrouped...'. To the right of this box is a blue square with a white icon of three people. Below these elements, there is a red button with the text '— Pause Session'. At the bottom, there are two white boxes with the text 'Groups' and 'Ungrouped Students'.

1. Hover to open side bar

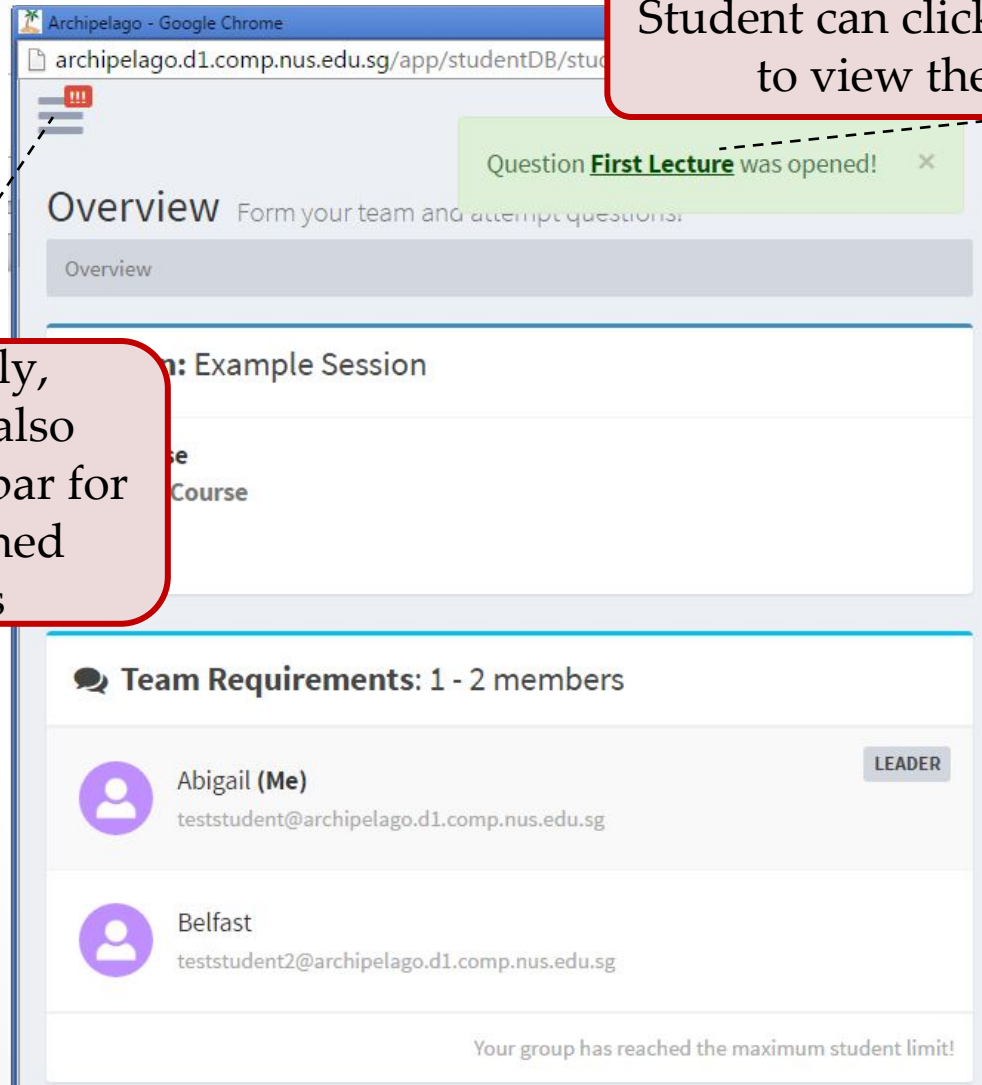
2. Switch on a question

Student view

Question Opened

Student can click on this notification to view the new question

Alternatively,
student can also
access the sidebar for
a list of opened
questions



Student
view

Attempting Question

The screenshot shows a web browser window with the title 'Archipelago - Google Chrome'. The address bar displays the URL 'archipelago.d1.comp.nus.edu.sg/app/studentDB/student/574d357d2976b11215a11dfb/'. The page content includes a hamburger menu icon, the title 'Question' with the subtitle 'Open ended question view', and a breadcrumb trail 'Overview > Open Ended Question'. Below this is a tabbed interface with 'Open Ended' selected, 'Team', and 'First Lecture'. The 'Question' section contains the text 'How do you feel about the first lecture?'. The 'Answer' section features a text input field with the text 'Excited to know more!' and a character count '29 letters left.'. A 'Submit Answer' button is located at the bottom right.

Archipelago - Google Chrome

archipelago.d1.comp.nus.edu.sg/app/studentDB/student/574d357d2976b11215a11dfb/

Question Open ended question view

Overview > Open Ended Question

Open Ended Team First Lecture

Question

How do you feel about the first lecture?

Answer

Excited to know more!

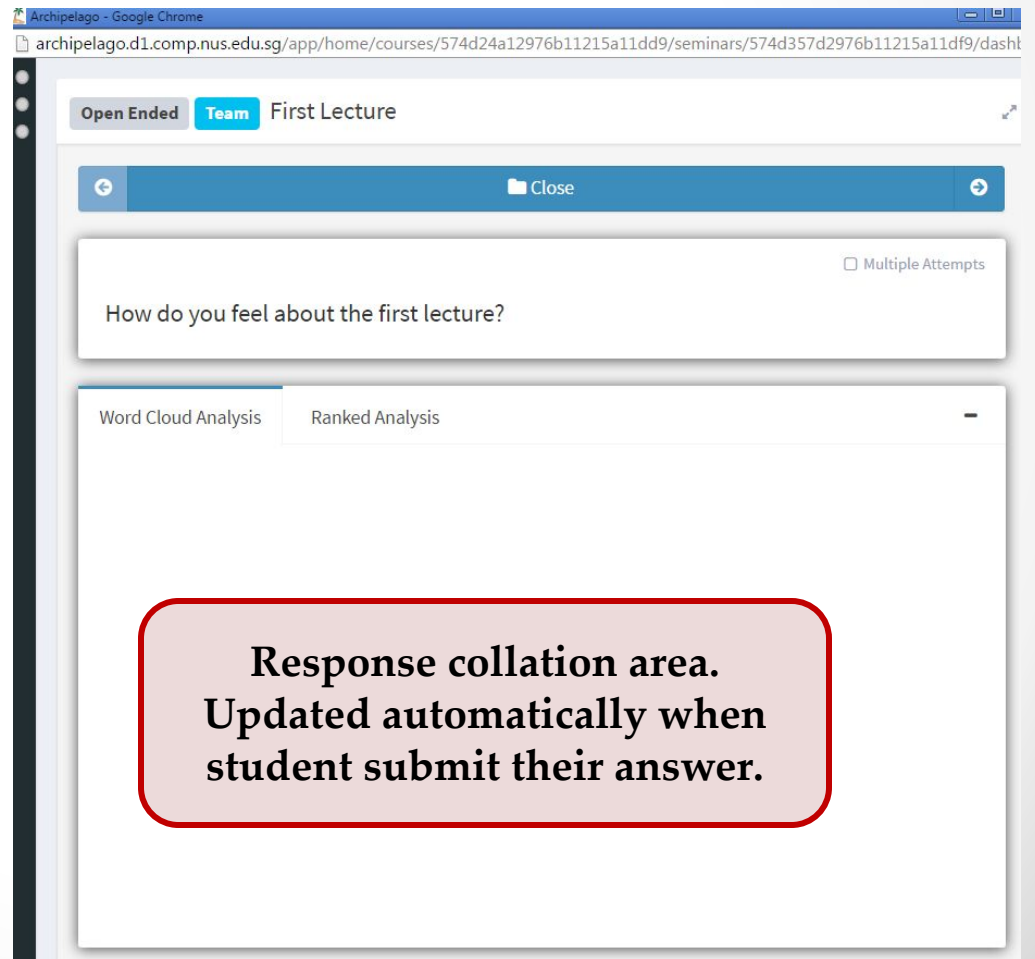
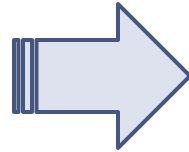
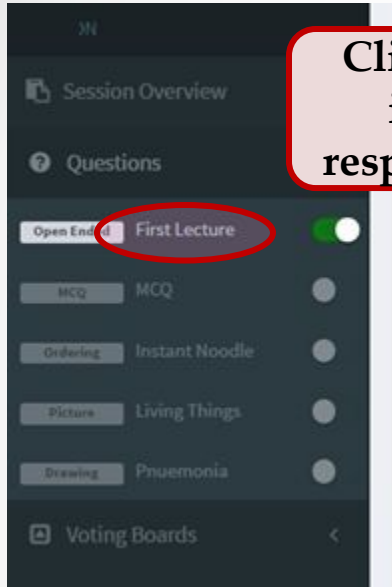
29 letters left.

Submit Answer

Question description

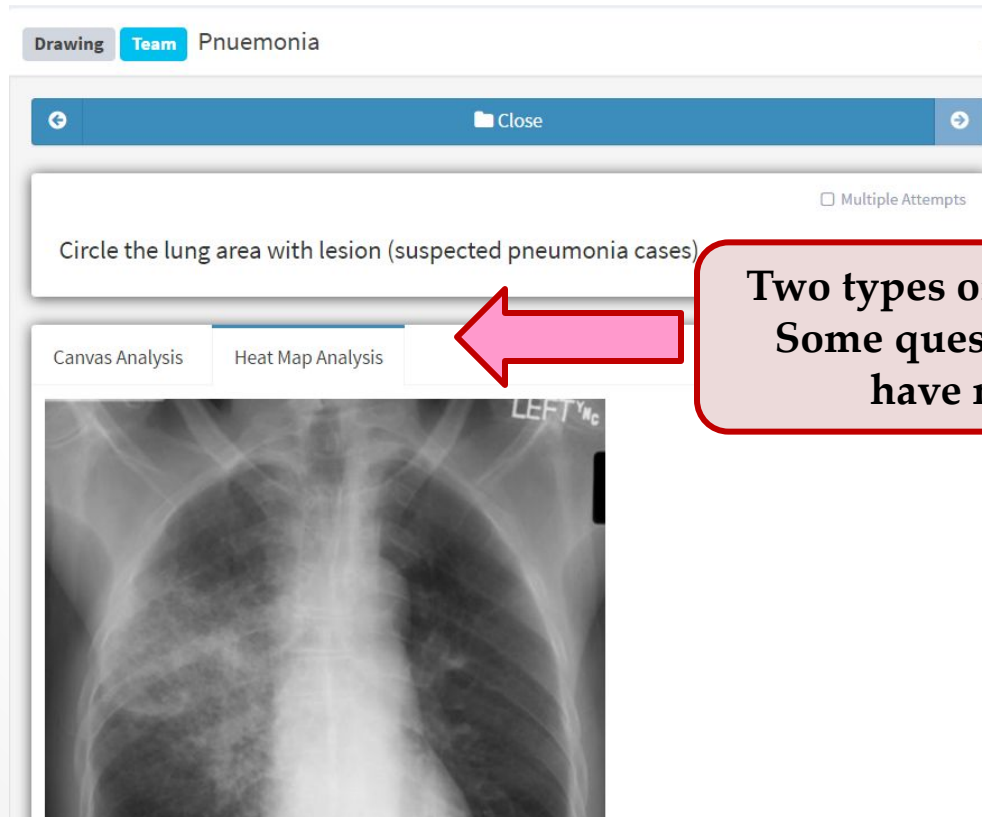
Student
responses here

Question Responses



Question Responses

- Each question type collates the student responses differently
 - There are even multiple collations possibilities for each question type.
 - For example, for the drawing question:



**Two types of collations.
Some question types
have more!**

Closing a Question

The screenshot shows the Archipelago instructor interface in a Google Chrome browser. The URL is archipelago.d1.comp.nus.edu.sg/app/home/courses/574d24a12976b11215a11dd9/seminar. The interface has a dark sidebar on the left with a 'SESSION' header and a 'Questions' section. In the 'Questions' section, there is a list of questions: 'Open Ended First Lecture' (which is currently 'on' with a green toggle), 'MCQ MCQ', 'Ordering Instant Noodle', 'Picture Living Things', and 'Drawing Pnuemonia' (which is also 'on'). Below these is a 'Voting Boards' section. The main content area on the right shows the 'Open Ended Team First Lecture' question. At the top of this question's interface is a blue bar with a 'Close' button. A red callout box points to this button with the text: 'Click here to close a question. Student can no longer response to a question afterwards.' Below the 'Close' button is a white box containing the question text: '...out the first lecture?'. To the left of this box, a red callout box points to the 'Open Ended First Lecture' toggle in the sidebar with the text: 'Alternatively, slide this button to the "off" side'. At the bottom of the main content area, there are two tabs: 'Word Cloud Analysis' and 'Ranked Analysis'.

Archipelago - Google Chrome

archipelago.d1.comp.nus.edu.sg/app/home/courses/574d24a12976b11215a11dd9/seminar

SESSION

Session Overview

Questions

Open Ended First Lecture

MCQ MCQ

Ordering Instant Noodle

Picture Living Things

Drawing Pnuemonia

Voting Boards

Open Ended Team First Lecture

Close

Multiple Attempts

...out the first lecture?

Word Cloud Analysis

Ranked Analysis

Click here to close a question. Student can no longer response to a question afterwards.

Alternatively, slide this button to the "off" side

Voting Board

- Voting Boards can be controlled in similar fashion

The screenshot shows the Archipelago web application in Google Chrome. The browser address bar displays the URL: `archipelago.d1.comp.nus.edu.sg/app/home/courses/574d24a12976b11215a11dd9/seminars/574d357d2976b11215a11df9/dashbc`. The interface is divided into a left sidebar and a main content area.

Left Sidebar:

- SESSION** header.
- Session Overview** with a green toggle switch.
- Questions** section with a dropdown arrow.
- Question types and topics with toggle switches:
 - Open Ended** / **First Lecture**
 - MCQ** / **MCQ**
 - Ordering** / **Instant Noodle**
 - Picture** / **Living Things**
 - Quemonia**
- Burning Question** with a green toggle switch.
- Make Announcement** at the bottom.

Main Content Area:

- Burning Question** header.
- Close** (red button) and **+ Add Voting Entry** (blue button) buttons.
- Question text: "Do you have any question about the lecture covered so far?"
- A voting entry card:
 - Orange background with a white thumbs-up icon and the number "0".
 - Text: "I dont understand the solution to the first question."
 - Resolved?** checkbox with a blue plus icon.

Click to view
the board

Burning Question

Switch on a voting
board

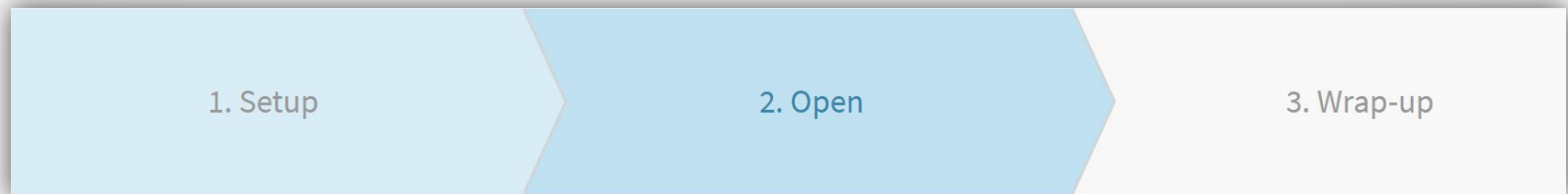
Student's
posting here

Sandbox Mode - Done

- Once you have tested enough, you can safely close the windows containing instructor control dashboard and the student link
- The responses will be removed when we move on to the "Open" stage
- Continue to refine your questions / voting boards until you are satisfied

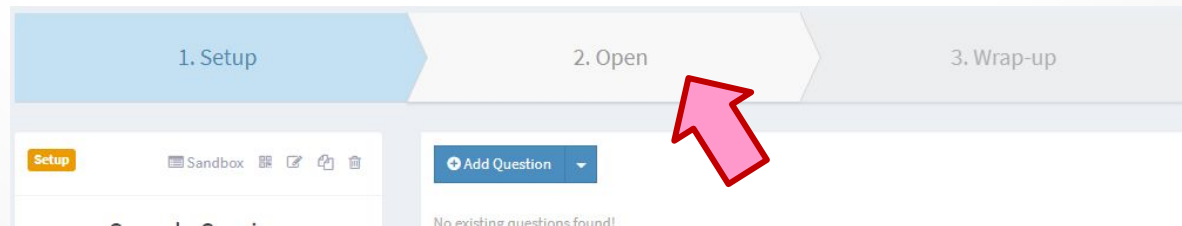
2. Open Stage

...



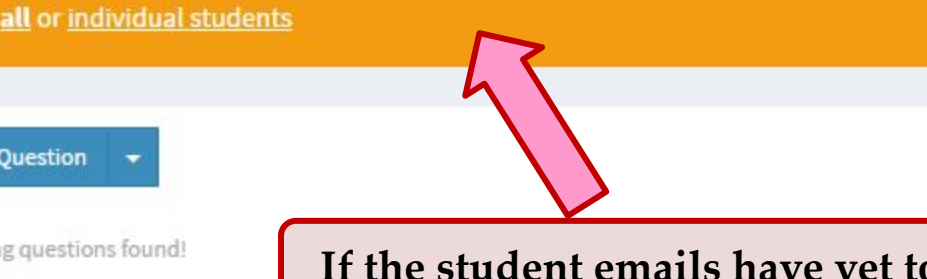
Reaching "2. Open Stage"

- A session will be opened for live interaction once you promote it to the "2.Open Stage"
- This can happen in 2 ways:
 - a. [**Automatically**] If you have scheduled your session, the session will move into "2.Open Stage" by the indicated date and time
 - [Tips] You should schedule the session to open 15 minutes before your actual lecture / tutorial, so the students who arrive early can start responding.
 - b. [**Manually**] If you prefer to open the session yourself, you can click on the "Stage progression bar" above the session overview to promote your session:



Launch the Dashboard

- The open stage is for you to actually conduct the interactive session
- Hence, the only thing you need to do is to launch the **Dashboard**



2 students' email invitations have not been sent.
Notify all or individual students

+ Add Question ▼

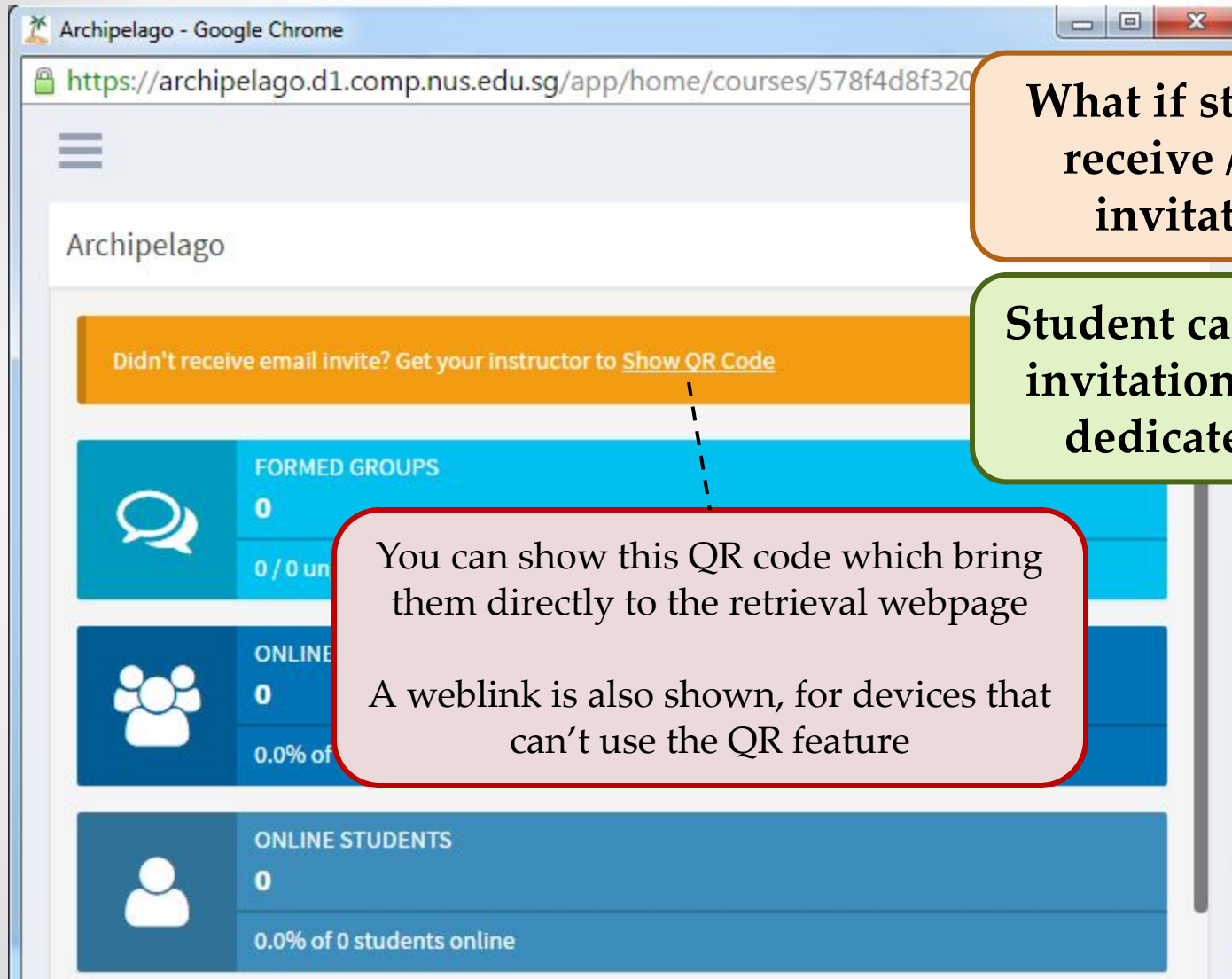
No existing questions found!

If the student emails have yet to be sent, you will receive this warning. [Quick remedy] Click on the "notify all" to send out email immediately.

Control Dashboard

- The dashboard looks and works the same as the one in the sandbox mode
 - e.g. how to open/close question and voting boards, how to view student responses etc.
- The only difference is that now you will be expecting responses from real students
- We will point out a few useful features in the next few slides

Student Invitation



What if student did not receive / deleted the invitation email?

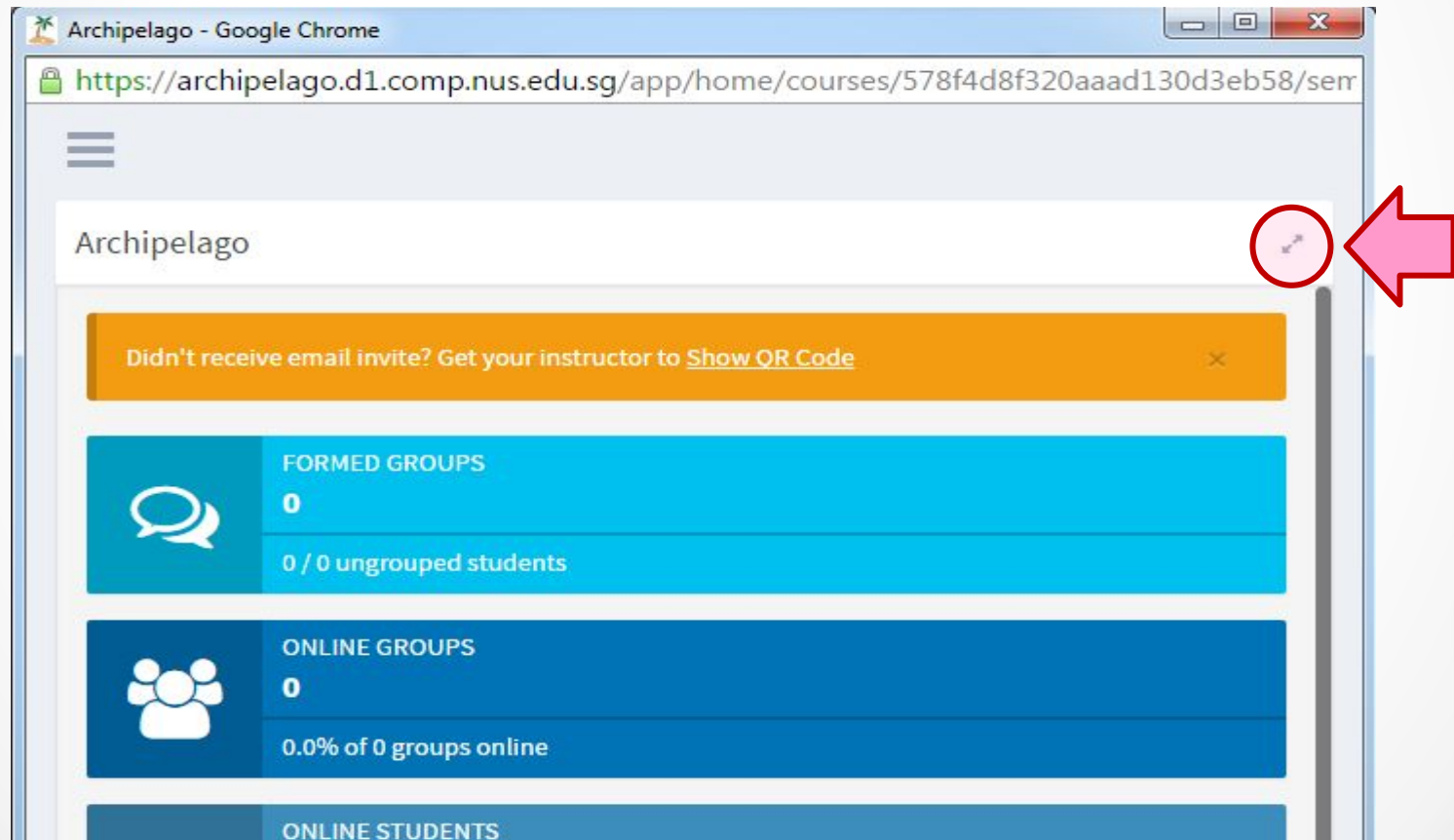
Student can retrieve their invitation by going to a dedicated web page

You can show this QR code which bring them directly to the retrieval webpage

A weblink is also shown, for devices that can't use the QR feature

Full Screen Mode

- A beautiful full screen mode to run your session!



Full Screen Mode

The screenshot shows the Archipelago interface in Full Screen Mode. At the top is a blue header bar with the text "Archipelago" on the left and "Questions", "Votings", and two icons on the right. Below the header is an orange banner with the text "Didn't receive email invite? Get your instructor to [Show QR Code](#)" and a close button. Below the banner are three blue panels: "FORMED GROUPS" with a speech bubble icon, "ONLINE GROUPS" with a group of people icon, and "ONLINE STUDENTS" with a single person icon. Each panel shows a count of 0 and a status message. Below these panels is a white box with a red "Pause Session" button and two expandable sections: "Groups" and "Ungrouped Students", each with a plus icon.

Archipelago

Questions Votings

Didn't receive email invite? Get your instructor to [Show QR Code](#)

FORMED GROUPS
0
0 / 0 ungrouped students

ONLINE GROUPS
0
0.0% of 0 groups online

ONLINE STUDENTS
0
0.0% of 0 students online

— Pause Session

Groups +

Ungrouped Students +

- The controls are similar to the windowed mode.
- A few differences highlighted in the next few slides.

Questions

Click here to access the list of questions

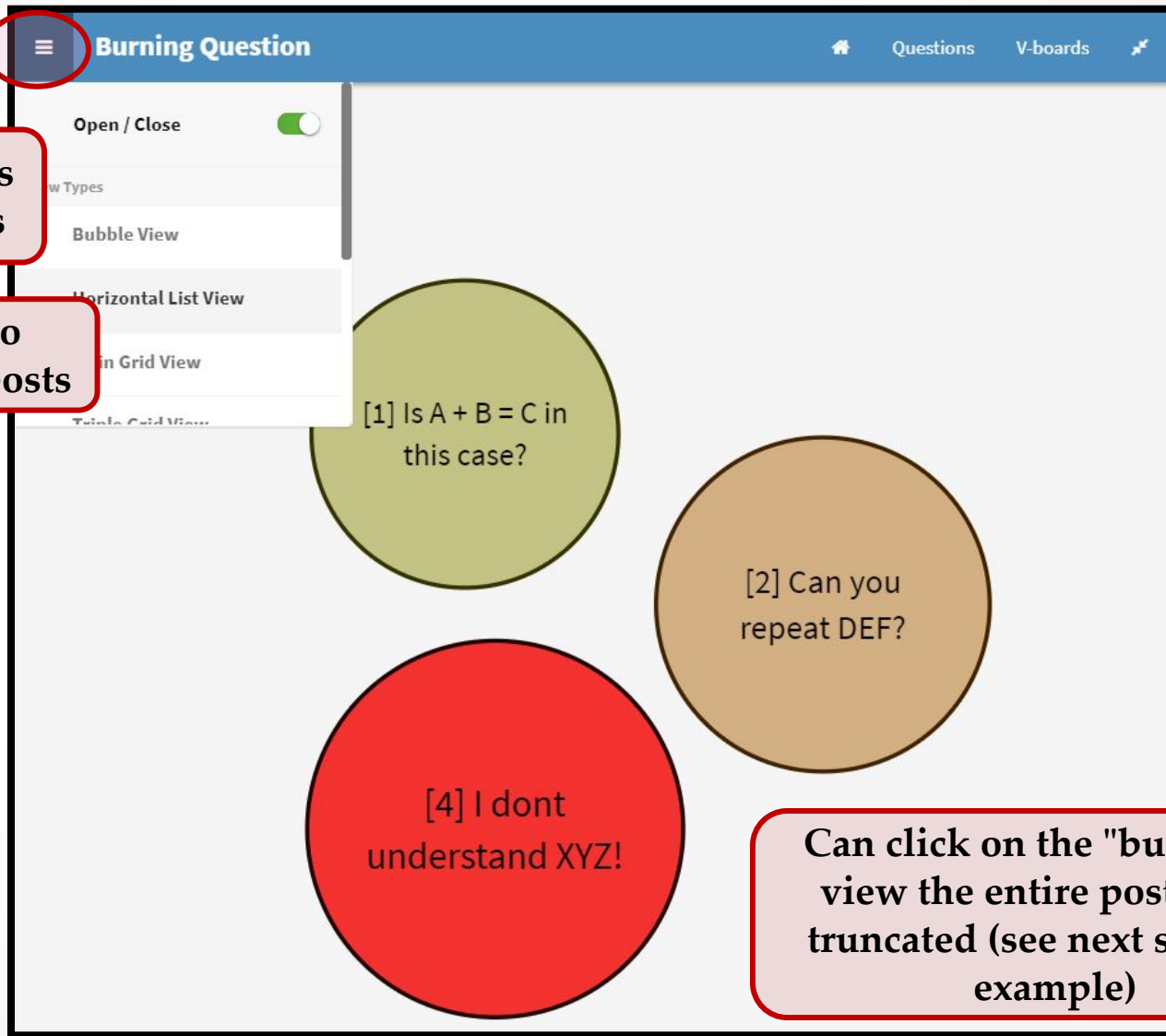
The screenshot displays a software interface with a blue header bar containing 'MCQ', 'Team', and 'MCQ'. On the right side of the header, there are buttons for 'Questions' and 'Notings', with 'Questions' circled in red. Below the header, the interface is split into two main sections. The left section contains a question editor with the text 'Which option is correct?' and four multiple-choice options: '1. A', '2. B', '3. C', and '4. D'. A 'Close' button is visible at the top of this section. The right section features a 'Bar Chart Analysis' chart with a y-axis from 0 to 2 and an x-axis with labels 1, 2, 3, and 4. A blue bar is present at x=2 with a height of 1. To the right of the chart is a settings panel with several toggle switches. The 'Open Ended' switch is circled in red. Below it, the 'MCQ' switch is also circled in red. A red dashed line connects the 'Click on the entire bar to see collation result' callout to the bar at x=2. Another red dashed line connects the 'Slide to turn on / off a question' callout to the 'Open Ended' switch. At the bottom of the interface, the words 'Weight' and 'Updated' are visible.

Click on the entire bar to see collation result

Slide to turn on / off a question

Question statement and collation are shown side by side.

Voting Boards



Click here to access additional options

Different ways to visualize student posts

Can click on the "bubble" to view the entire post if it is truncated (see next slide for example)

Voting Boards

The screenshot shows a web interface titled "Burning Question" with navigation links for "Questions" and "V-boards". A modal dialog is open, displaying a thumbs-up icon with a count of 4, the text "I dont understand XYZ!", and three buttons: "ADD QUESTION", "CANCEL", and "RESOLVE".

E.g. Click on the "I don't understand XYZ" will bring up this message box

Click on the "Add Question" button will immediately add this post as a question to gather response from the students. [Useful when you want to see how students answer this question themselves]

Click on the "Resolve" button will "remove" this post from the overall view. [Useful when you have answered a question and want to move to the next highest voted question]

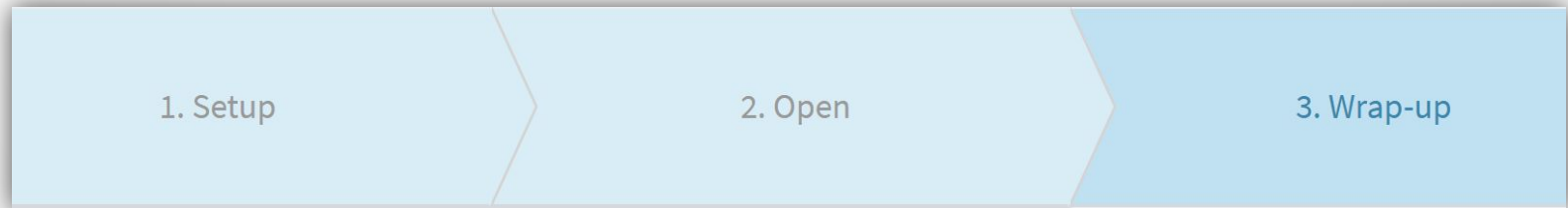
End of a Live Session

- At the end of a live session, you only need to:
 - Close the Control Dashboard
 - Move the session stage to "Close and Generate Report"



3. Wrap-up Stage

...



The Final Stage

- In this final stage, you can:
 1. Add feedback to any of the questions
 2. Generate a consolidated pdf report and CSV file

Adding Feedback

MCQ Team MCQ

Added Jun 3, 2016

Which option is correct?

- 1. A
- 2. B
- 3. C
- 4. D

**Directly key in your
feedback for this
question**

No feedback entered yet!

 Edit  From Dashboard

Directly Feedback

MCQ Team MCQ

Added Jun 3, 2016

Which option is correct?

1. A
2. B
3. C
4. D

Surprisingly, (C) is rather popular among you even though it is incorrect. I think you may have missed the fact that |

**Write your feedback
here**

Cancel

Save

Adding Feedback

MCQ

Team

MCQ

Added Jun 3, 2016

Which option is correct?

1. A

2. B

3. C

4. D

No feedback entered yet!

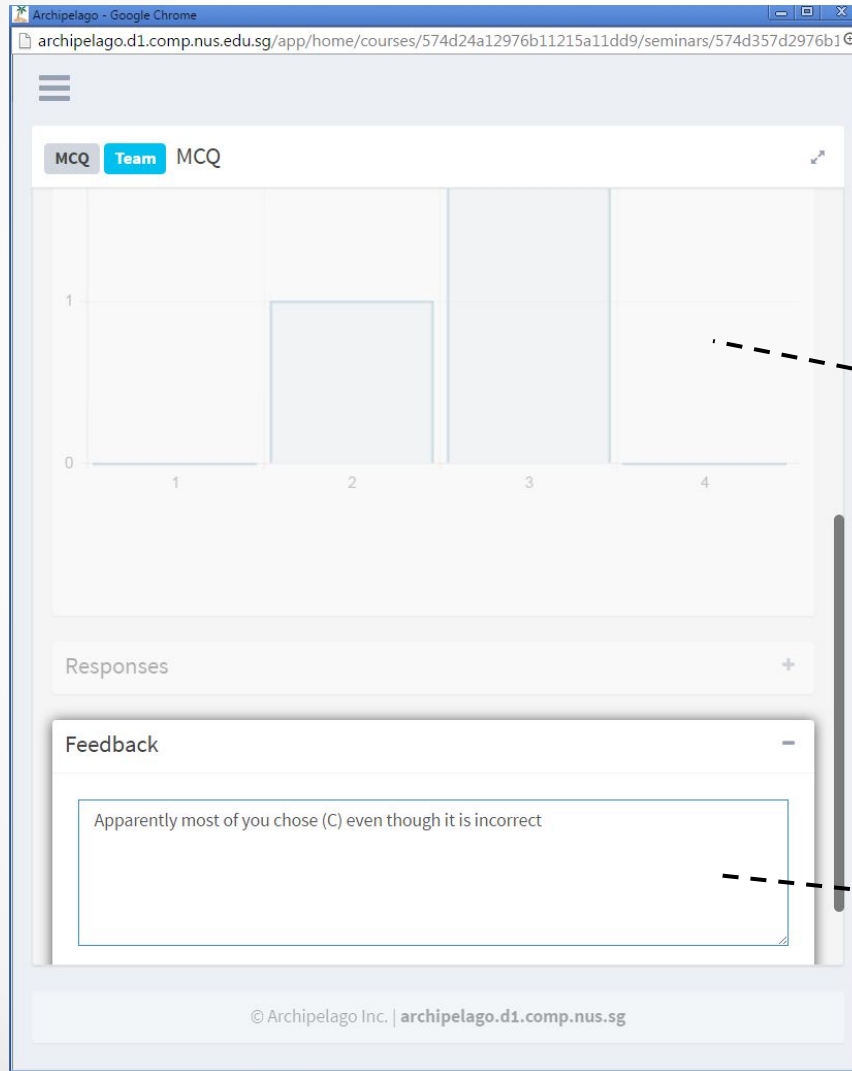
Edit

From Dashboard

Use the control dashboard view to key in your feedback

From Dashboard

Using the Dashboard View



You can refer to the actual student responses in order to write the feedback in this view

Write your feedback here

Generating Report and CSV

- Once you are satisfied with the feedback for each question, you can generate the report:

1. Setup

2. Open

3. Wrap-up


Wrap-up



Example Session

☐ What can I do?

Report Generation - Questions Feedback

 Generate Report

Search...

Open Ended Team First Lecture...

Added Jul 20, 2016

No feedback entered yet!

 Edit  From Dashboard

Report and CSV

- A PDF report containing questions, student responses and feedbacks will be emailed to you after a 15-20 minutes delay
- A CSV file containing the raw student responses, grouping information will also be attached in the same email
 - TIPS: You can use it for marking

The Extra Incentive

- The generated PDF report can be cc'ed to students
 - All students OR
 - Students participated in this session (Extra incentive for student to take part!)

×

Generate Report

You will receive an overall report and a CSV overview.

You can only generate this report once

The PDF report will be sent to the instructor's email address and:

☒ CC to none

☐ CC to all students

☐ CC to only participating students

Options to send to
(all/some/zero) students

CANCEL

GENERATE

NEW!

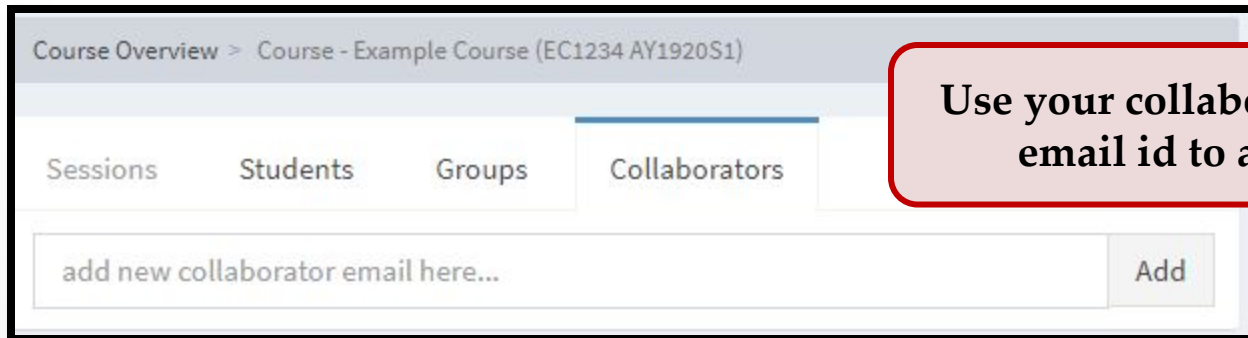
Advance Features

...

Powerful but niche features

Collaborators

- **Collaborators** can be added to your course for:
 - Setting up, running and closing session for you
 - e.g. Your co-teacher / teaching assistant
- **Collaborators** must be:
 - **Registered** user (i.e. instructor) on Archipelago
- **Add** collaborators via:



The screenshot shows a web interface for course management. At the top, a breadcrumb trail reads 'Course Overview > Course - Example Course (EC1234 AY1920S1)'. Below this is a navigation bar with four tabs: 'Sessions', 'Students', 'Groups', and 'Collaborators'. The 'Collaborators' tab is currently selected and highlighted with a blue underline. Below the tabs is a text input field with the placeholder text 'add new collaborator email here...'. To the right of the input field is a button labeled 'Add'.

Use your collaborator's
email id to add

Grouping Support

- **Archipelago** support student grouping by:
 - Allowing a session to be attached to a specific student group:

The screenshot shows a 'Setup' window for a 'Sample Session'. It features a list of session components with expandable icons and counts. The 'Attached Group' field is highlighted with a green box containing the text 'Tutorial Group 1'. Below this, it specifies '1 - 3 members per team' and the session was 'Added Jul 31, 2019'.

Component	Count
Questions	0
Voting Boards	1
Notified Students	0 / 2

Attached Group: Tutorial Group 1

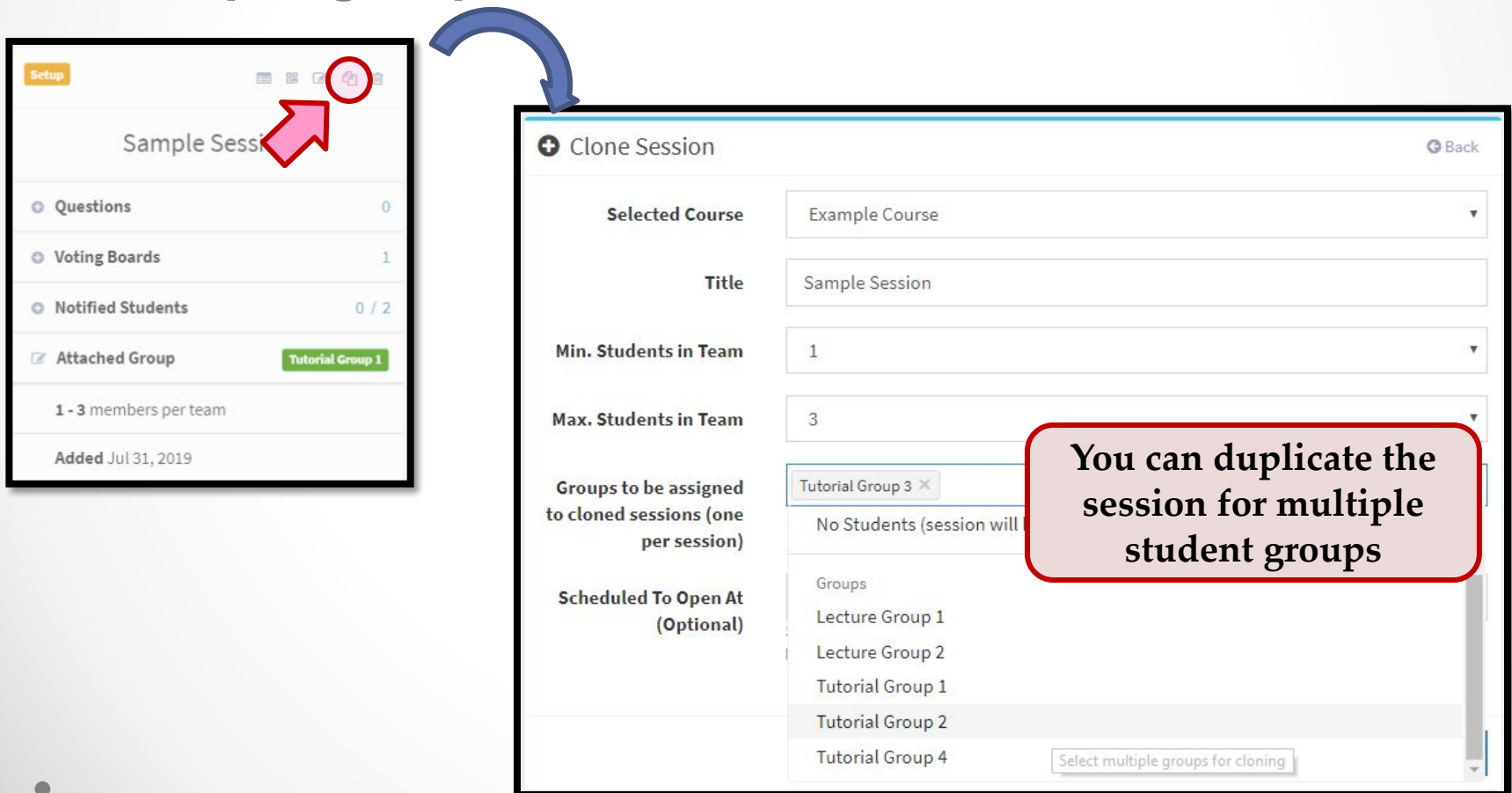
1 - 3 members per team

Added Jul 31, 2019

Only students in
"Tutorial Group 1" will
access this session

Grouping Support

- Most importantly, you can clone the session for **multiple groups**:



The image shows a transition from a session overview to a cloning interface. On the left, the 'Sample Session' overview includes a 'Setup' button, a 'Clone' icon (circled in red), and session details: Questions (0), Voting Boards (1), Notified Students (0 / 2), Attached Group (Tutorial Group 1), 1 - 3 members per team, and Added Jul 31, 2019. A blue arrow points from the 'Clone' icon to the 'Clone Session' form on the right.

Clone Session Back

Selected Course Example Course

Title Sample Session

Min. Students in Team 1

Max. Students in Team 3

Groups to be assigned to cloned sessions (one per session)

Tutorial Group 3 ×

No Students (session will)

Scheduled To Open At (Optional)

Groups

- Lecture Group 1
- Lecture Group 2
- Tutorial Group 1
- Tutorial Group 2
- Tutorial Group 4

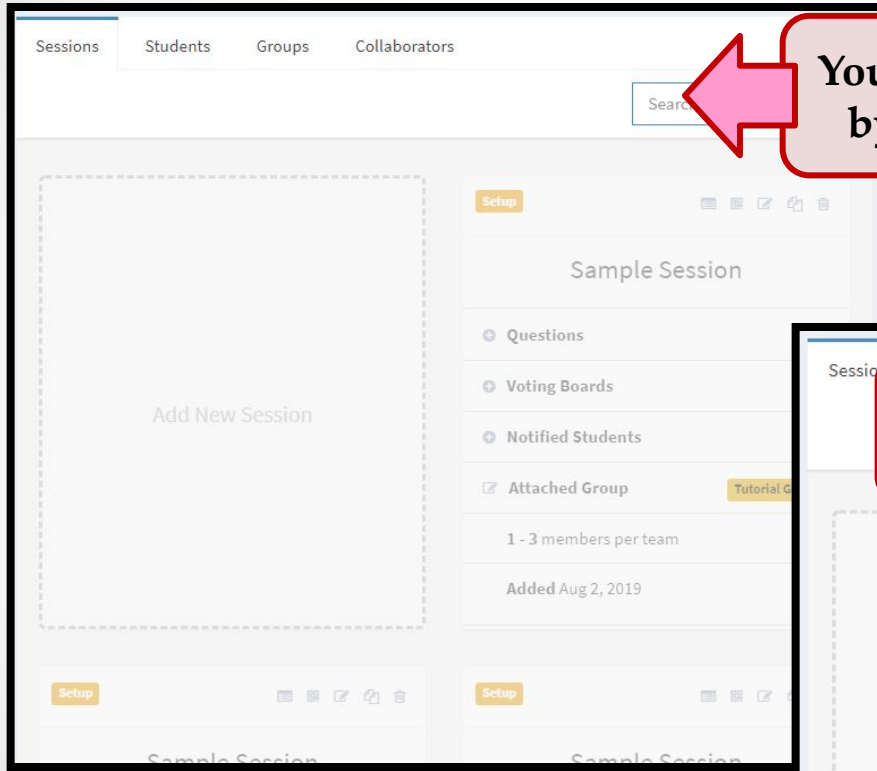
Select multiple groups for cloning

You can duplicate the session for multiple student groups

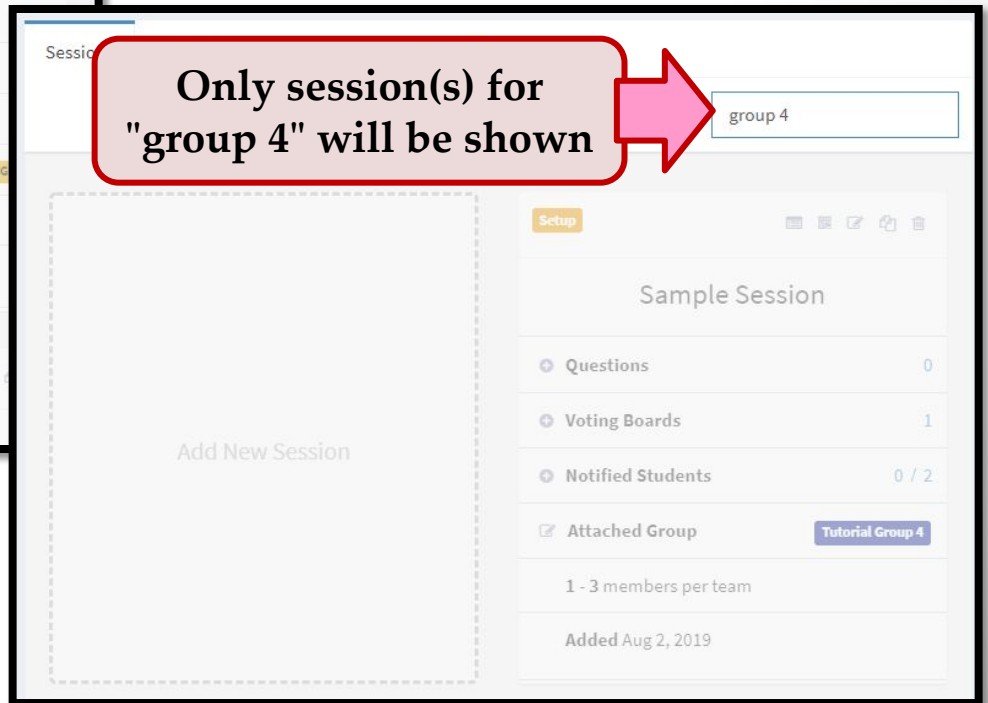
Grouping Support

- Notes:
 - Upon setup, each clone session will have **the same opening date / time**, you may need to adjust them accordingly if the sessions open at different time (e.g. one tutorial on Monday 9am, the other Friday 4pm, etc).
 - Only students in that specific group can access the session.
 - The session overview screen can get very crowded (e.g. if your course has 12 tutorial groups, then you have 12 sessions shown on the screen!). We added a simple filtering mechanism to keep your sanity 😊, see next slide)

Grouping Support



**You can filter sessions
by the group name**



**Only session(s) for
"group 4" will be shown**

Frequently Asked Questions

...

FAQ

Do the students need to register on Archipelago?

- **Nope.** They access Archipelago **via the invitation email (sent out every session)**. The email contains a web link that directly brings them to the session page.

Can Archipelago be used for survey?

- Although it is not designed for such purpose, Archipelago can be used for "offline" survey. You can open the session + questions for the students to attempt at their leisure.

Does Archipelago "marks" student response?

- Nope. It is designed for the instructor to discuss the student response during a live class, so there is no mechanism to show the "correct answer" otherwise.

Archipelago

**Web-based Interaction Platform
for Large Class Interaction**