

In this tutorial, you'll use Biolucida to:

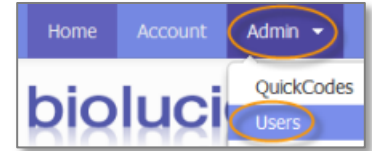
- Create a virtual lecture
- Share the lecture with students

**You will follow these steps:**

- A. Verify that a student account exists.
- B. Create a classroom to hold lecture slides.
- C. Copy slides to the classroom and order the slides.
- D. Create annotations and bookmarks.
- E. Create and assign a student workspace.
- F. Grant the students permission to view the classroom.
- G. Direct the students to the lecture.

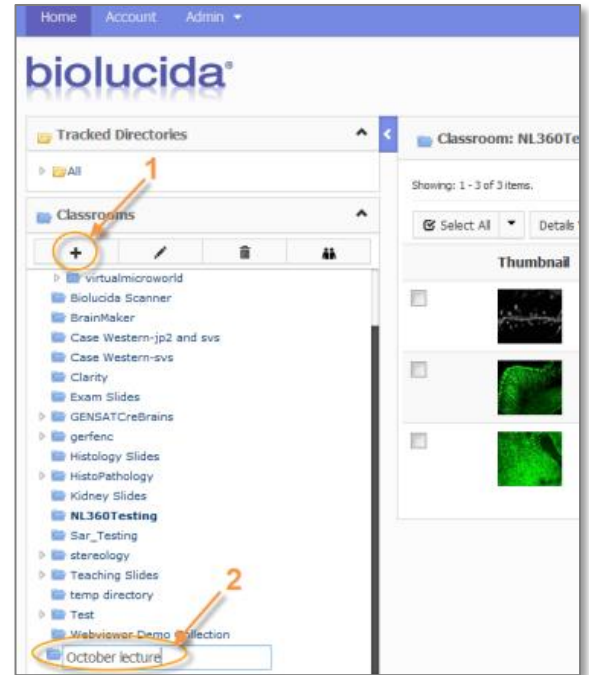
### A. Verify that a student account exists

1. If you're an administrator, select **Admin>Users** and browse the list of users.
2. If you're not an administrator, ask your **Biolucida** administrator.



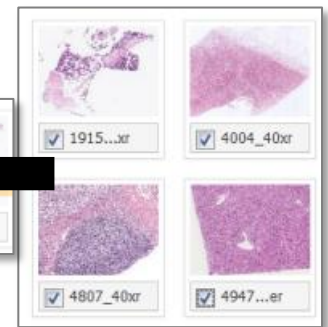
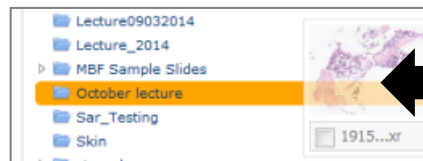
### B. Create a classroom to hold the lecture

1. Click the + button in the **Classrooms** toolbar.
2. Enter a name for the classroom and press **Enter**.



### C. Copy slides to the classroom and order the slides


1. Click the name of a classroom that contains slides to use for the new lecture.
2. Image thumbnails are displayed on the right.
  - To copy one slide, drag the thumbnail to the new classroom.
  - To copy several slides, check the boxes near the thumbnails to select the slides, then drag any one of the thumbnails selected to the new classroom.

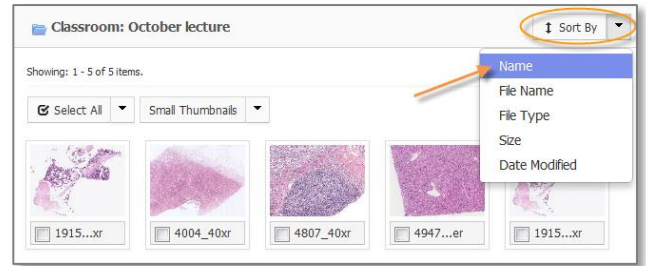


3. As you drop the slide(s), you have the opportunity to copy the bookmarks and annotations already associated with the slide(s).
4. Once you've copied all the slides, click the name of the new classroom to view its content.



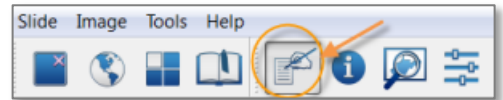
### C. Copy slides to the classroom and order the slides (cont'd)

5. Re-order the slides.
  - a. Drag image thumbnails to the classroom name OR use the **Sort By** tool to order (by **Name** for example).
  - b. Click this button: 

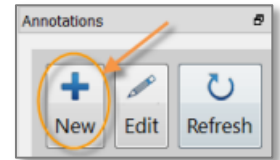


### D. Create annotations and bookmarks

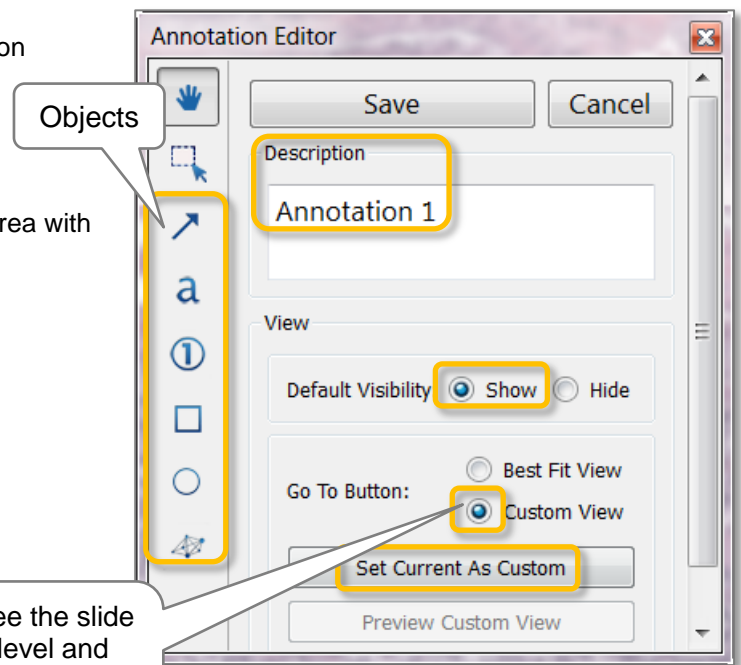
1. Open a slide by double-clicking an image thumbnail in the classroom.
2. Zoom in and pan as needed.
3. Create an annotation (i.e., a group of objects).
  - a. Click the icon to display the **Annotations** panel.



- b. Click the **New** button to display the **Annotations Editor**.



- c. In the **Annotations Editor**, enter a description (also used as the annotation name).
  - d. Set the visibility (Show/Hide) and the view (completely zoomed out with **Best Fit View**/zoomed in to specific area with **Custom View**).




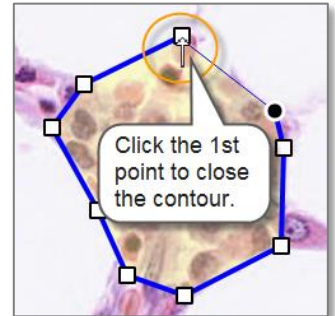
Viewers first see the slide at the zoom level and location you define with **Set Current as Custom**.

## D. Create annotations and bookmarks (cont'd)

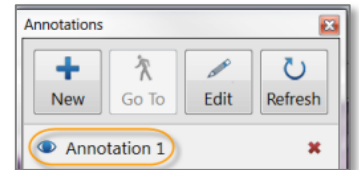
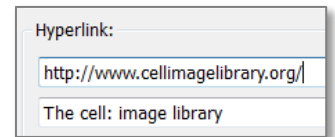
e. Add annotation objects.



- i. To select an object, click an icon in the toolbar.
- ii. To add a rectangle/circle, drag over the slide.
- iii. To add a freeform contour, click the icon  then click multiple times over the slide to draw the contour. To close the contour, click again the 1<sup>st</sup> point you added.



- iv. To turn a contour shape into a clickable area linking to another website, use the **Hyperlink** fields.  
You may have to scroll down or increase the size of **Annotations Editor** window to see the fields.
- v. Click **Save**. The new annotation description is displayed in the **Annotations** panel.



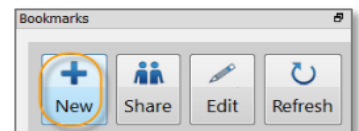
4. Open another slide and zoom and pan as needed.

5. Create a bookmark to have your viewers navigate to a specific XYZ location at a pre-determined zoom level.

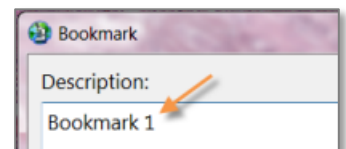


a. Click the icon to display the **Bookmarks** panel.

b. Click the **New** button.



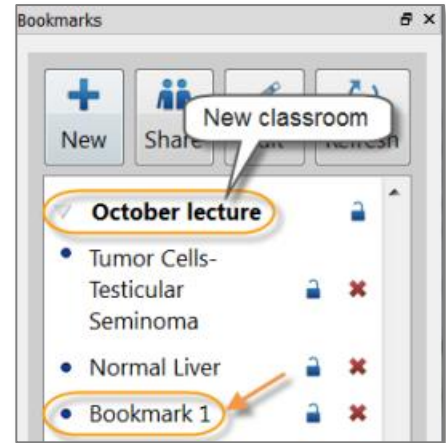
c. Enter a description in the window.



## D. Create annotations and bookmarks (cont'd)

- d. The bookmark is added under the new classroom (October lecture) in the **Bookmarks** panel.

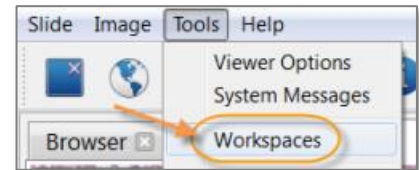
Double-clicking the bookmark opens the slide at the location and zoom level you defined in step 4.



## E. Create and assign a student workspace

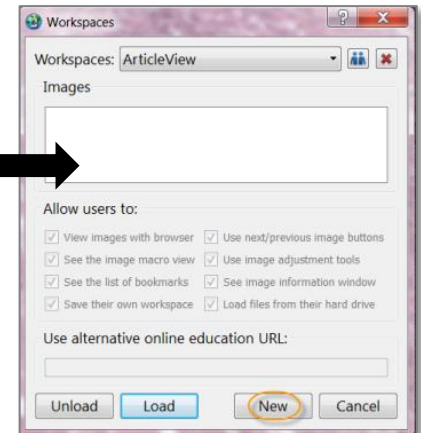
With a workspace, you can customize the student experience by limiting the functionalities available and/or using your institution's website as the portal instead of Biolucida.

1. If you want slides to open automatically when the viewer logs in, open these slides now.
2. Click **Tools>Workspaces** to open the **Workspaces** panel.



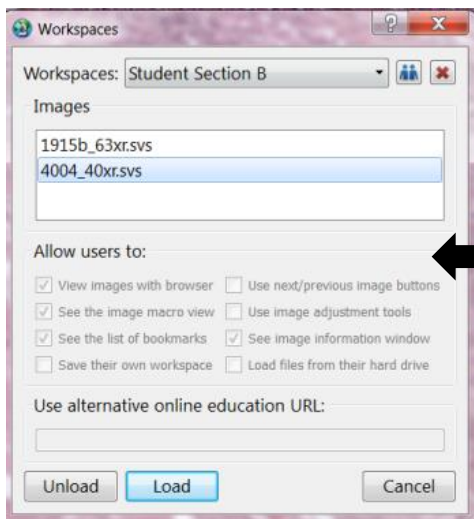
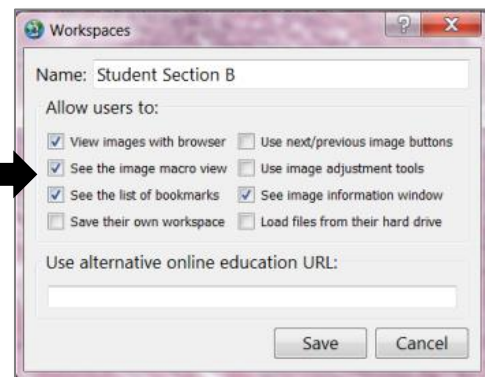
3. Click **New**.

The **Images** field will display the list of slides that open automatically once you save the new workspace and the students log into Biolucida.



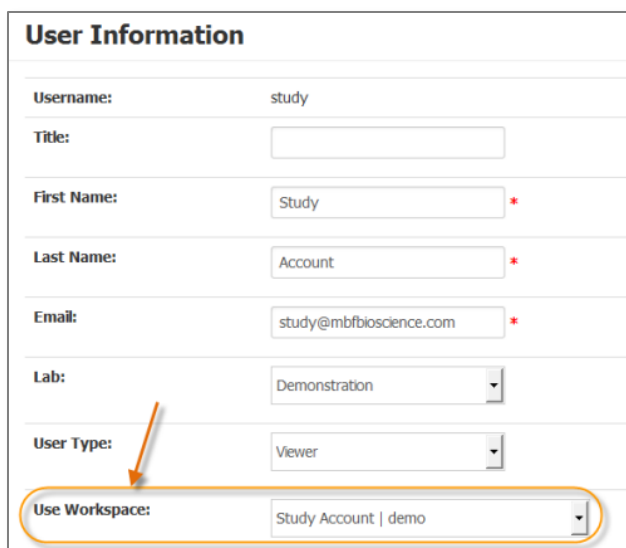
E. Create and assign a student workspace (cont'd)

4. Enter a name, un-check the functionalities you want to disable, enter a URL for your institution if necessary, and save.



5. The slides to open and the functionalities are now saved. Click the **X** to close the **Workspaces** window.

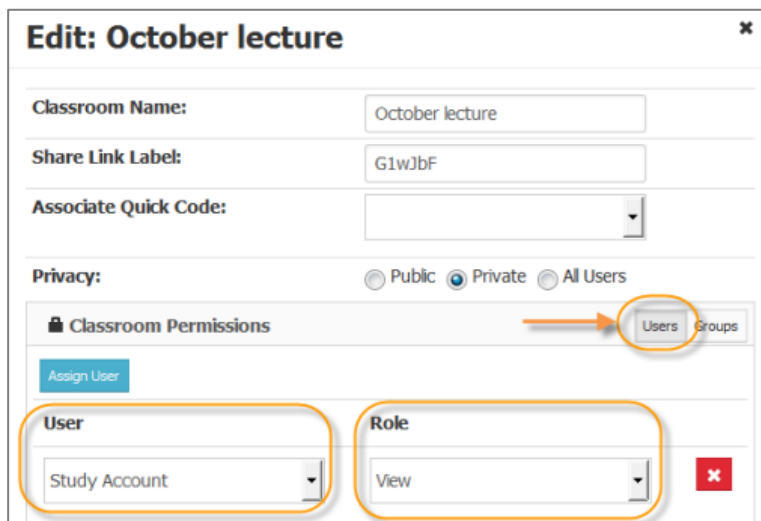
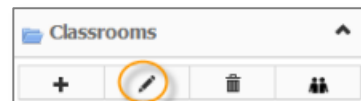
6. Go to **Admin>Users** to associate the workspace with the student account.
  - a. Click the username for the student account to open the **User Information** window.
  - b. Select the new workspace from the **Use Workspace** drop-down menu.



If you're not an administrator, ask your **Biolucida** administrator.

## F. Grant the students permission to view the classroom

1. Click the **Browser** tab to return to the browser.
2. Click the name of the new classroom to select it.
3. Click the **Edit** button in the toolbar.
4. In the **Edit** window, associate the student account with the new classroom.
  - a. Select the Student account from the **User** drop-down menu.
  - b. Select **View** from the Role drop-down menu.



## G. Direct the students to the lecture

1. Make sure that the new classroom is still selected in the browser.
2. Click the button in the toolbar to display the classroom's URL.
3. Paste the URL into an email message and/or the syllabus.

