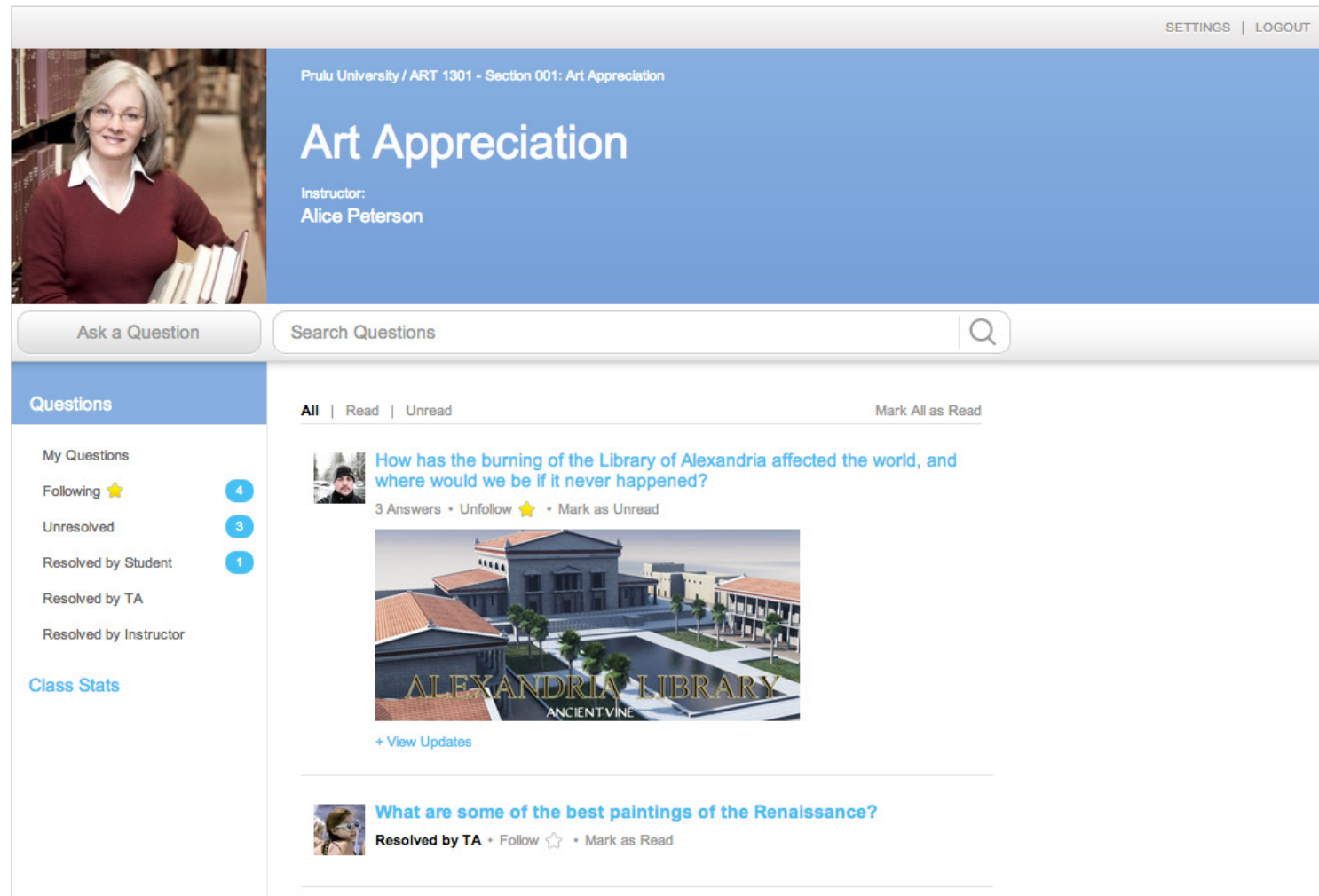


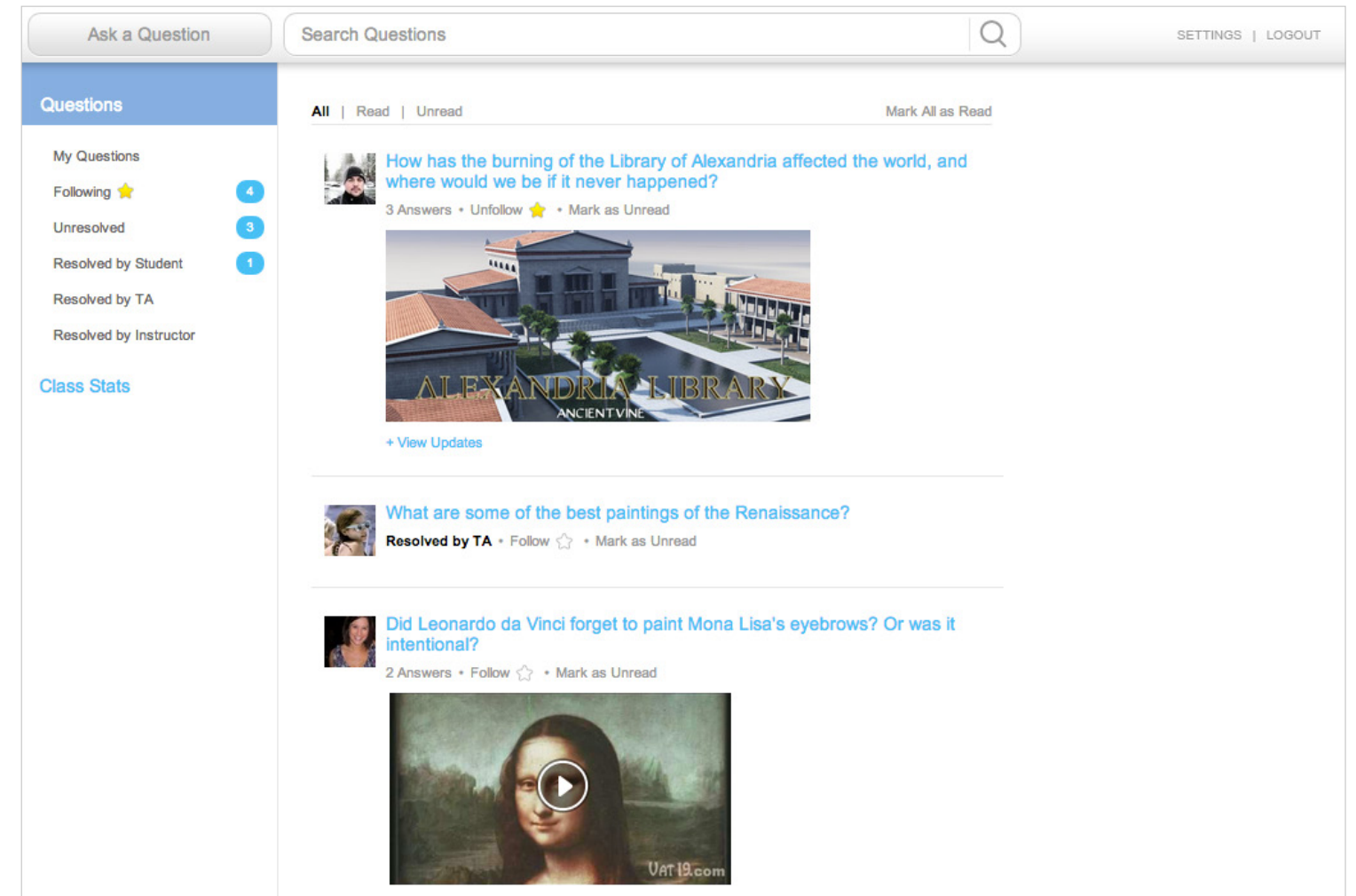
# Introduction to Prulu for Instructors & TAs

# Prulu may appear differently based on your LMS settings



## IF LMS OPENS PRULU IN A NEW WINDOW:

Prulu will display the basic info about your class, such as course number, course name, instructor name, and instructor's profile image, at the top of your class page.



## IF LMS OPENS PRULU IN A FRAME OF EXISTING WINDOW:

That means your existing window is already displaying the basic info about your class, so Prulu won't need to display the same info again on your class page inside the frame.

# Class Page

## 14. ASK A QUESTION

See details on page 4.

## 13. SEARCH QUESTIONS

See details on page 5.

## 12. LOGOUT

End your session on Prulu.

## 1. QUESTIONS TAB

Instructors and TAs have 6 sub tabs:

- My Questions
- Following
- Unresolved
- Resolved by Student
- Resolved by TA
- Resolved by Instructor

Each sub tab allows you to filter and display questions by their status.

## 2. NOTIFICATIONS

The number of unread questions and updates to questions appear in a blue bubble.

## 3. CLASS STATS

Instructors can monitor students and see who's participating in class discussions or activities.

## 4. QUESTIONS

Center column displays all questions by default. Unread questions are highlighted in bold.

## 5. QUESTION STATUS

It indicates the status of the question, such as number of views, answers, votes, or who resolved the question.

## 6. FOLLOW / UNFOLLOW

Click to follow or unfollow the question.

## 11. SETTINGS

See details on page 8 & 9.

## 10. MARK ALL AS READ

Mark all questions as read and clear the notifications.

## 9. ALL | READ | UNREAD

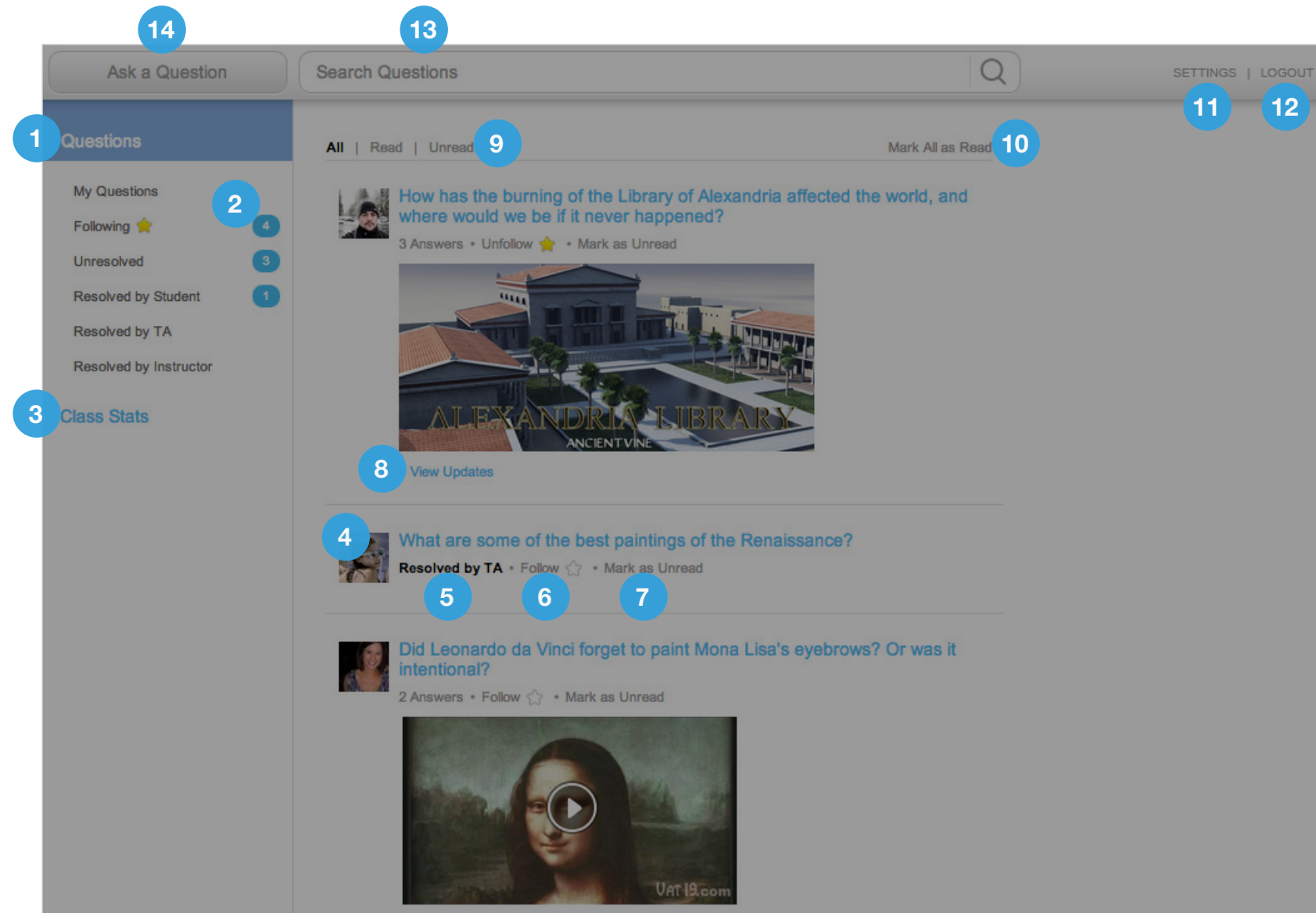
View all questions, only read questions, or only unread questions.

## 8. VIEW UPDATES

Click to expand and see all the updates to your questions or questions you are following.

## 7. MARK AS READ / UNREAD

Click to mark the question as read or unread.



# Ask a Question

## 1. ASK A QUESTION BUTTON

Click to reveal the dropdown where you can enter your question and question details.

## 2. QUESTION FIELD

Enter your question here. Keep it simple and to the point in 200 characters.

## 3. QUESTION DETAILS FIELD

You can provide all the details including images, videos, LaTeX, attachments, bullet points, numbered list, etc.

## 4. ASK QUESTION ANNONYMOUSLY

Check this box to ask your question anonymously.

The screenshot shows the 'Ask a Question' interface. At the top, there is a search bar with the text 'what are some' and a magnifying glass icon. To the right of the search bar are links for 'SETTINGS' and 'LOGOUT'. Below the search bar is a dropdown menu labeled 'Ask a Question' with a blue circle '1' next to it. The main form has a 'Question' field with a blue circle '2' next to it, containing the text 'what are some'. Below this is a 'Question Details (Optional)' field with a blue circle '3' next to it, containing a rich text editor with various icons (bold, italic, underline, list, link, image, math, etc.). Below the rich text editor is a checkbox labeled 'Ask the question anonymously.' with a blue circle '4' next to it. At the bottom of the form are three buttons: 'Cancel' (blue circle '5'), 'Save Draft' (blue circle '6'), and 'Submit' (blue circle '7'). Below the form, there is a '+ View Updates' link. The main content area shows two questions: 'What are some of the best paintings of the Renaissance?' (Resolved by TA) and 'Did Leonardo da Vinci forget to paint Mona Lisa's eyebrows? Or was it intentional?' (2 Answers). A video player showing the Mona Lisa painting is visible at the bottom.

## 5. CANCEL

Click to close the dropdown.

## 6. SAVE DRAFT

Click to temporarily save the content in the fields as a draft. The draft will remain in the fields until you erase it or ask a question from the Search Questions box. Just in case you forget to save, we will save it as a draft for you every 30 seconds.

## 7. SUBMIT

Click to submit the question.

# Search Questions

## 1. SEARCH QUESTIONS BOX

Top search results will appear instantly as you type in the search box.

## 2. SEARCH RESULTS

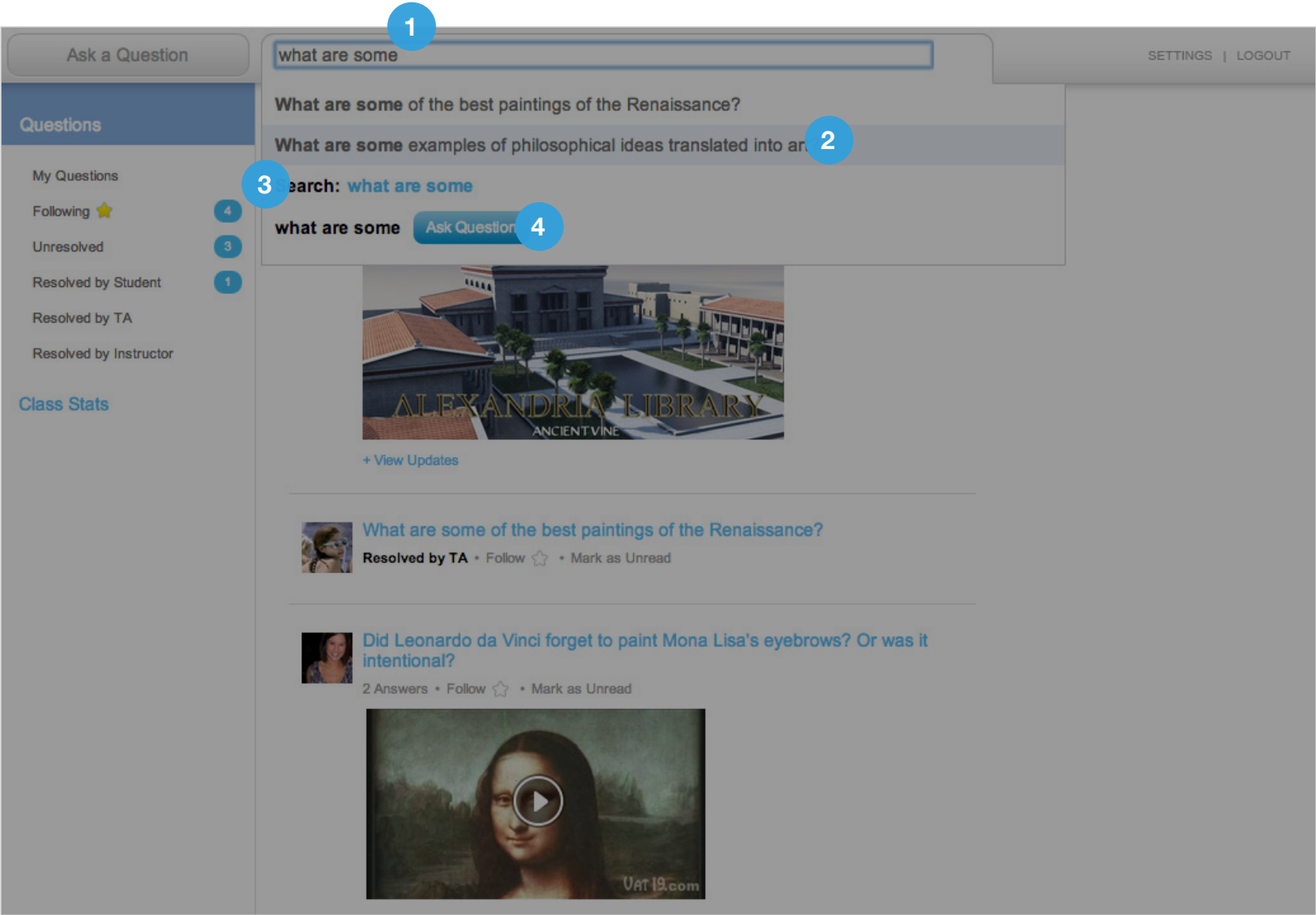
Clicking on the results will take you to the question page.

## 3. SEARCH: <SEARCH TERM>

Clicking on the search term will take you to search results where you can see all the results.

## 4. ASK QUESTION BUTTON

If you can't find the question you are looking for, post your search terms as a question.



# Question Page (1/2)

## 1. BACK TO CLASS PAGE BUTTON

Click to go back to your class page.

## 2. QUESTION STATUS

It indicates whether the question is resolved or not resolved and by whom.

## 3. QUESTION

## 4. EDIT QUESTION

Only the person who asked the question can edit it.

## 5. QUESTION DETAILS

## 6. EDIT QUESTION DETAILS

Only the person who asked the question can edit the question details.

The screenshot shows a question page interface with the following elements and callouts:

- 1:** BACK TO CLASS PAGE button at the top left.
- 2:** Not Yet Resolved status indicator at the top left.
- 3:** Question title: "When did humans first start depicting themselves in art?"
- 4:** Edit button next to the question title.
- 5:** Question body text: "It seems like prehistoric art is focused on animals and there existed some taboos on representing the human form in various civilizations. When and why did this change?"
- 6:** QUESTION DETAILS Edit button below the question text.
- 7:** Delete This Question button at the top right.
- 8:** Answer button (green).
- 9:** Follow button (blue).
- 10:** REPOST button (blue).
- 11:** Answer by Randall Howard: "Depictions of humans from the Upper Paleolithic era have been discovered. However, it's true that they are less common and tend to be less realistic than representations of animals. In cave paintings, depictions of humans are quite rare. Here are some of the few known:"
- 12:** Resolve checkbox next to the answer.

## 7. DELETE THIS QUESTION

Only Instructors, TAs, and the student who asked the question can delete the question. Once someone posts an answer, only instructors and TAs are allowed to delete the question.

## 8. ANSWER

Click to post an answer.

## 9. FOLLOW

Click to follow the question.

## 10. REPOST

Click to repost the question as a new question and make it rise back up to the top of the class page.

## 11. ANSWER

## 12. RESOLVE CHECKBOX

Instructors, TAs, and the student who asked the question can resolve the question by selecting an answer as the best answer.

# Question Page (2/2)

## 1. VOTE BUTTON

Click once to vote up an answer.  
Click again to cancel your vote.

## 2. # OF VOTES

## 3. # OF COMMENTS

Click to see the comments and post your comment.

## 4. DATE POSTED

## 6 EDIT ANSWER

Only the person who posted the answer can edit it. Once someone votes on it, the answer is locked, and no one is allowed to edit it.

## 6 DELETE ANSWER

Only instructors and TAs can delete answers.

The Tribute Money is his most famous work in the Chapel.

1 VOTE 0 Votes • 0 Comments • November 28 • Edit • Delete

2 3 4 5 6

**Gabe Mendez**  
Birth of Venus, Sandro Botticelli, is among my favorites of that period.

Year : 1486  
Type: tempera on canvas  
Dimensions: 172.5 cm x 278.5 cm (67.9 in x 109.6 in)  
Location Uffizi, Florence  
Analysis: [http://en.wikipedia.org/wiki/The\\_Birth\\_of\\_Venus\\_%28Botticelli%29](http://en.wikipedia.org/wiki/The_Birth_of_Venus_%28Botticelli%29)

# Class Stats

### 1. VIEW LOWEST TO HIGHEST

View the rankings from lowest to highest or from highest to lowest.

### 2. STUDENT NAME AND PROFILE IMAGE

### 3. VIEW DETAILS / HIDE DETAILS

Click to show or hide stats of each student.

### 4. STATS

See students' activities in the class at a glance

The screenshot shows a web interface for 'Class Stats'. At the top, there are buttons for 'Ask a Question' and a search bar for 'Search Questions'. On the left, a sidebar has 'Questions' (with a count of 7) and 'Class Stats' (selected). The main content area is titled 'Student Activity Ranking' and has a dropdown menu set to 'View Lowest to Highest'. Below this is a table of student activity data:

Rank	Student Name	Profile Image	Hide Details
1	Michael Lamb		Hide Details
2	Wendy Pepper		View Details
3	Bethany Currie		View Details
4	Sam Wilson		View Details
5	Taylor Sims		View Details
6	Peter Parker		View Details

For the first student, Michael Lamb, the following statistics are displayed:

- # of Best Answers the Student Has Provided: 1
- # of Answers the Student Has Provided: 4
- # of Questions the Student Has Asked: 2
- # of Times the Student Has Voted: 2



# Settings/General Page

## 1. YOUR NAME

## 2. PREFERRED EMAIL

By default, your email that's provided by your school is set as the preferred email. Prulu notification emails will be delivered to your preferred email.

## 3. ADD AN EMAIL BUTTON

You can add up to 3 emails and set one of them as the preferred email.

## 4. UPLOAD PROFILE PICTURE

Select any jpg, gif, or png file from your computer as your profile image.

## 5. CANCEL

Cancel your changes.

## 6. SAVE

Save your changes.

The screenshot shows the 'Settings' page with a left sidebar containing 'General' and 'Email Notifications'. The main content area is titled 'Account Info' and includes the following elements:

- 1:** 'Full Name: Peter Parker' text field.
- 2:** 'Preferred Email: Peterparker@smu.edu (Provided by Your School ?)' with a radio button.
- 3:** '+ Add an Email' button.
- 4:** 'Choose image to upload' section with a 'Choose a File' button.
- 5:** 'Cancel' button.
- 6:** 'Save' button.

At the top of the page, there are links for 'BACK TO CLASS PAGE' and 'SETTINGS | LOGOUT'.

# Settings/Email Notifications

## 1. NOTIFICATION CHECKBOXES

Each class has a list of checkboxes you can check or uncheck to determine which notification emails you'd like to receive.

## 2. CANCEL

Cancel your changes.

## 3. SAVE

Save your changes.

The screenshot shows a web interface for 'Settings'. At the top left, there is a link 'BACK TO CLASS PAGE'. At the top right, there are links 'SETTINGS' and 'LOGOUT'. The main heading is 'Settings'. Below this, there are two tabs: 'General' and 'Email Notifications', with 'Email Notifications' being the active tab. The page title is 'ART 1301 - Section 001: Art Appreciation'. Under the heading 'Email me:', there is a list of eight checkboxes, all of which are checked. A blue circle with the number '1' is positioned to the left of the first checkbox. At the bottom right of the settings area, there are two buttons: 'Cancel' and 'Save'. A blue circle with the number '2' is positioned below the 'Cancel' button, and a blue circle with the number '3' is positioned below the 'Save' button.

BACK TO CLASS PAGE

SETTINGS | LOGOUT

## Settings

General

Email Notifications

ART 1301 - Section 001: Art Appreciation

Email me:

- When the question I'm following is resolved
- When the question I'm following receives an answer
- When my question is resolved
- When my question receives an answer
- When there is a new question
- When answers to questions I'm following receive comments
- When answers to my questions receive comments
- When my answers receive comments

Cancel Save