

END-USER DOCUMENTATION FOR ICE-MC² VER. 1

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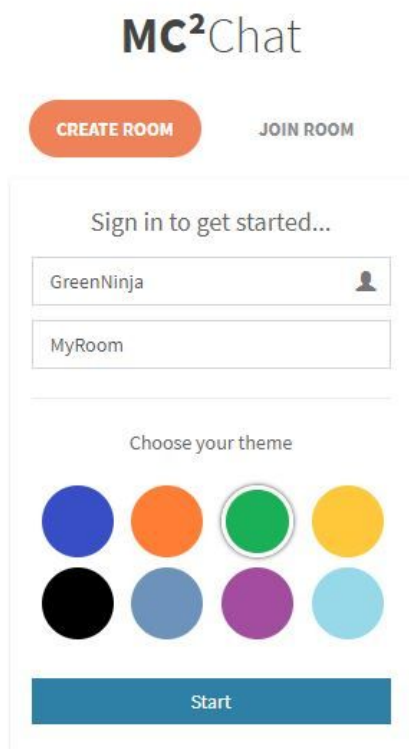
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MC² Chat

Login

How to Create a New Room

1. Select **Create Room**.
2. Enter a username and a room name.
3. Choose an avatar from the set of themes.
4. Click **Start** to create and join the room.



The image shows a web form for MC²Chat. At the top is the logo "MC²Chat". Below it are two buttons: "CREATE ROOM" (orange) and "JOIN ROOM" (grey). The form itself is a white box with a light grey border. Inside, it says "Sign in to get started...". There are two input fields: the first contains "GreenNinja" and has a small person icon to its right; the second contains "MyRoom". Below these is a section titled "Choose your theme" with eight colored circles in a 2x4 grid. The green circle in the top row is selected, indicated by a white border. At the bottom of the form is a blue button labeled "Start".

MC²Chat

CREATE ROOM JOIN ROOM

Sign in to get started...

GreenNinja

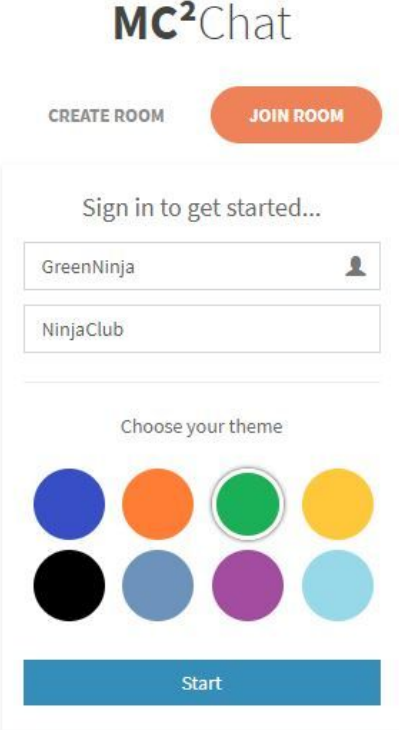
MyRoom

Choose your theme

Start

How to Join an Existing Room

1. Select **Join Room**.
2. Enter a username and an existing room name.
3. Choose an avatar from the set of themes.
4. Click **Start** to join the room.

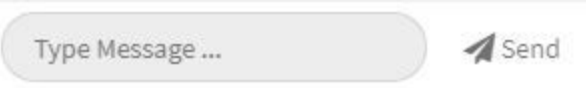


The image shows the 'MC²Chat' interface for joining a room. At the top, there are two buttons: 'CREATE ROOM' and 'JOIN ROOM'. Below these, a sign-in prompt 'Sign in to get started...' is followed by two input fields. The first field contains the username 'GreenNinja' and has a small person icon to its right. The second field contains the room name 'NinjaClub'. Below the input fields, there is a section titled 'Choose your theme' with eight colored circles: blue, orange, green (which is selected with a white border), yellow, black, grey, purple, and light blue. At the bottom of this section is a blue button labeled 'Start'.

Chat Room


How to Send Text Messages

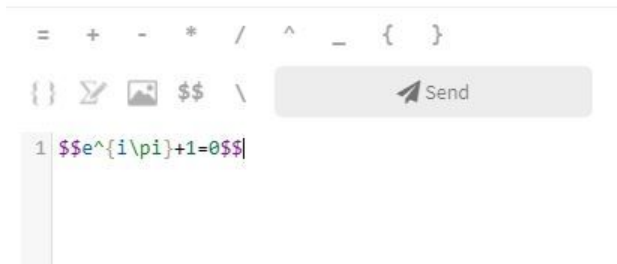
1. Enter text into the message box.
2. Click **Send**.




The image shows a chat room interface with a message input area. It consists of a rounded rectangular box with the placeholder text 'Type Message ...' on the left and a 'Send' button on the right. The 'Send' button features a paper plane icon and the word 'Send'.

How to Send LaTeX Messages

1. Click the  icon to access the LaTeX Editor.
2. Enter your LaTeX expression.
3. Prepend and append **\$\$** to your LaTeX.
4. Click **Send**.



How to Import Images to Chat

1. Click the **Image** icon .
2. Select the file you wish to upload.

Chat Menu Options

How to Display All Online Users

1. Click the **Chat Options** tab to expand the options
2. Click the **Online Users** button

How to Logout

1. Click the **Chat Options** tab to expand the options
2. Click the **Logout** button



Message Options

Hide Chat Message Options

1. Click on the user's **Initials Bubble** to hide the options.

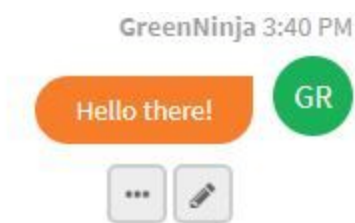
Regular Text Messages

How to Copy a Message to the Chat

1. Click on a message that has been sent to chat
2. Click the **Pencil** icon to copy the contents to the message textbox

How to View Message Details

1. Click on a message that has been sent to chat.
2. Click the **Ellipsis** to open a window containing message details



LaTeX Messages

How to View LaTeX Details

1. Click on an equation that has been sent to chat.
2. Click the **Ellipsis** to open a window containing equation details

How to Copy LaTeX

1. Click on an equation that has been sent to chat.
2. Click the **Pencil** icon.
3. The equation will now appear in your math editor or chat textbox (depending on the origin of the equation).

How to View the LaTeX Source

1. Click on an equation that has been sent to chat.
2. Click the **</>** icon.
3. A window containing the source will appear



Images

How to Change Magnification of Images

1. Click on an image that has been sent to chat
2. Click the **Magnification Glass** icon
3. Click either the **Magnification Glass** with the plus symbol to zoom in or the **Magnification Glass** with the minus symbol to zoom out

How to View Image Details

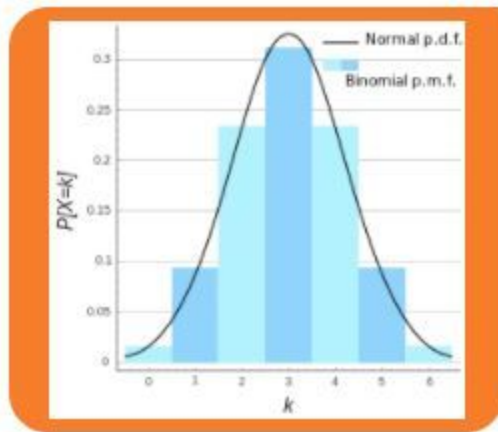
1. Click on an image that has been sent to chat.
2. Click the **Ellipsis** to open a window containing image details

How to Copy an Image from the Chat to the Math Editor

1. Click on a image that has been sent to chat.

2. Click the **Pencil** icon.
3. The image will now appear in the math editor and can be annotated

GreenNinja 3:42 PM




GR



Math Editor

File/Edit/Object Menu*


How to Select Items

1. Select the **Select Tool** 
2. Click and drag to select an area

How to Draw Freehand on the Canvas

1. Select the **Pencil Tool** 
2. Click on the canvas to start drawing


How to Zoom In on the Canvas (Desktop)

1. Select the **Zoom In Tool** 
2. Click the canvas to zoom in

How to Zoom Out on the Canvas (Desktop)

1. Select the **Zoom Out Tool** 
2. Click the canvas to zoom out

How to Input Symbols (Desktop)

1. Select the **Shape Library Tool** 
2. A keyboard with mathematical symbols and general characters will now be available
3. Click a symbol to add it to the canvas

How to Undo*



How to Delete Items on the Canvas

1. Use the **Select Tool** to highlight the area to delete. The highlighted area will be coloured red.

2. Click the **Delete** icon



How to Convert Symbols into LaTeX (Desktop)

1. Select the **Convert Tool**
2. Check the preview to ensure that the correct expression is created.
3. Click **Send to Chat** if you want to send the expression to the chat



How to Convert Symbols into LaTeX (Mobile)

1. Click **Convert and Send** icon
2. Then click **Send as Equation**
3. This will send its contents to the chat




How to Send LaTeX Expressions (Desktop)*

1. Navigate to the math editor.
2. Write LaTeX into the text space.
3. Prepend and append **\$\$** symbols to the LaTeX
4. Check the preview to verify the contents.
5. Click **Send to Chat** to send the equation to the chat.

How to Send LaTeX Expressions (Mobile)*

1. Click the **{ }** icon.
2. Write LaTeX into the text space.
3. Prepend and append **\$\$** symbols to the LaTeX
4. Click **Send** to send the equation to the chat.

How to Send Contents on the Canvas as an Image to Chat (Desktop)

1. Click the **Send as Image** icon 
2. The current state of your canvas will be automatically sent to the chat.



How to Send Contents on the Canvas as an Image to Chat (Mobile)

1. Click **Convert and Send** icon
2. Then click **Send as Image**

How to Resize the Interface (Desktop)

1. Click and drag the vertical bar partitioning the math editor and the chat.
2. Drag the vertical bar to partition the math editor space to your preference

How to go into Editor Only View (Desktop)

1. Click the **Left Arrow**  to make the math editor take up the entire view.
2. Use the **Right Arrow**  to reset the partitioning to its default to include the chat.

Administration

How to Access the Instructor Page

1. Navigate to the admin login page
2. Enter your username and password
3. Click the **Login** button

Instructor Login

Username:

Password:

Login

Classroom Management

How to Create a Classroom

1. After logging in, click the **Create Classroom** button
2. Enter a label for the class and the classroom name
3. Choose whether this room will require an invite
4. Click **Submit**

How to Delete a Classroom

1. Select a classroom
2. Click **Delete**

How to Connect to a Classroom

1. Click on an existing classroom
2. Click **Connect**

How to View Classroom Details

1. Click on an existing classroom
2. Click **Details**

How to View All Classrooms

1. Click on the **Classrooms** tab.

How to Change Classroom Name

1. Click on an existing classroom
2. Click **Details**
3. Click **Change** on the room name
4. Click **Save**

How to Change Classroom Invite Settings

1. Click on an existing classroom
2. Click **Details**
3. Toggle the **Invite Only** slider
4. Click **Save**

How to Add Individual Students to the Classroom

1. Click on an existing classroom
2. Click **Details**
3. Click the **Students** tab
4. Click **Add Item**
5. Enter their utorid and email
6. Click **Submit**

How to Add Students using CSV

1. Click on an existing classroom
2. Click **Details**
3. Click the **Students** tab
4. Click **Import**
5. Follow the instructions to upload a CSV file
6. Click **Submit**

How to Export Student Details as CSV

1. Click on an existing classroom
2. Click **Details**
3. Click the **Students** tab
4. Click **Export** to download the CSV file

How to Search for a Classroom

1. Enter the classroom into the search bar

How to Search for a Student

1. Click **Classrooms** tab
2. Click on an existing classroom
3. Click **Details**
4. Click **Students** tab
5. Enter the student's name into the search bar

How to Reset Student Tokens

1. Click on the **Classrooms** tab
2. Click on an existing classroom
3. Click **Details**
4. Click on the **Students** tab
5. Click **Reset**

How to Generate a Transcript of the Chat History (in progress)

1. Click on an existing classroom
2. Click History
3. Click **Export**

Chatroom Management

How to Delete a Message

1. Join an existing classroom if not already in one
2. Click on the message you want to remove
3. Click the **Trash** icon

How to Pin a Message (in progress)

1. Join an existing classroom if not already in one

2. Click on the message you want to pin
3. Click the **Pin** icon

TA Management*

How to Add a TA

1. Click **TAs** menu item
2. Click **Create TA**
3. Enter the name of the TA
4. Click **Submit**

How to Login in as a TA*

1. Navigate to the namespace instance URL
2. Click **Login as TA**
3. Enter the secret.