



FINPEDA

IMAILE LABS

INSTRUCTION MANUAL

This document contains all essential information needed by the user to make full use of the virtual environment. This manual includes a description of the functions and capabilities of the environment. This document includes how to access and use virtual school environment in a step-by-step procedure.<sup>1</sup>

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### <sup>1</sup> **Disclaimer**

This documentation is always under active development and as such there may be mistakes and omissions so please watch out for these. **FINPEDA** has made every effort to ensure that this Instruction Manual is accurate. **FINPEDA** disclaims liability for any inaccuracies or omissions may have occurred.

If you find information in this manual that is incorrect, misleading, or incomplete, we would appreciate your comments and suggestions.



## Table of contents

[1.1: Log in / Sign up to 3D Virtual Lab Portal](#)

[1.2 Choosing and editing an avatar](#)

[1.3 Joining video conference at login](#)

[1.5 Chat log and sending chat message](#)

[1.6 Video Conference Call from the Start Call bar](#)

[1.6.1 Screen sharing](#)

[2.1 Keys and Actions](#)

[3.1 Ask users to see current view](#)

[3.2 Remote control](#)

[3.3 Start Laser](#)

[3.4 Language selector](#)

[3.5 Return avatar to starting position](#)

[3.6 Changing camera](#)

[3.7 Share Link, Cave mode and Go fullscreen](#)

[3.8 Disconnect](#)

[4.1 Zooming in the virtual space](#)

[5.1 Create a link to Google document](#)

[5.2 Create web page document](#)

[5.3 Create library object](#)

[5.4 Create a custom text object](#)

[5.5 Editing content](#)

[6.1 + menu](#)

[6.2 Settings wheel menu](#)

[6.3 Teacher view, activity generator](#)

[6.4 Student view](#)

[6.5 Utilities menu](#)

[6.6 User profile](#)

[6.7 Learning activity in play mode](#)



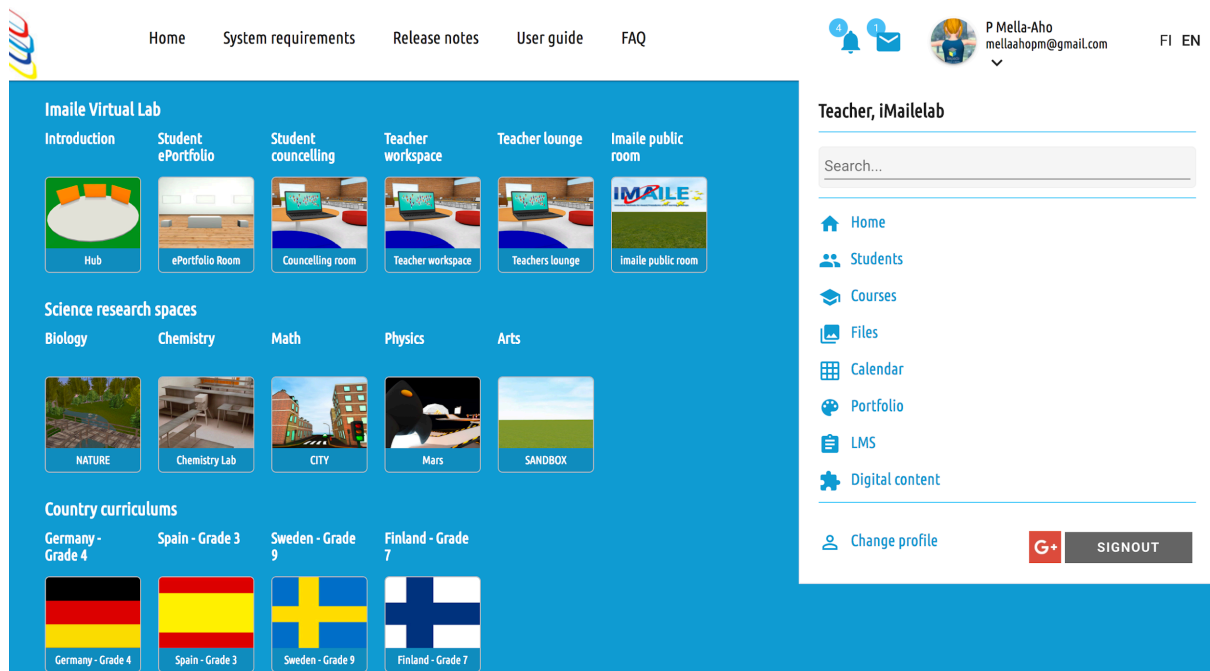
## 1. LOGIN PORTAL TO 3D VIRTUAL LAB

### 1.1: Log in / Sign up to 3D Virtual Lab Portal

Log in with your Social Network (Google or Facebook account) account to the 3D Finpeda Virtual Lab Portal <https://imailelab.meshmoon.com/>



To be able to access all the features you need to login with Google. When you are logged in you can see the portal and all of it's lab and research spaces. You can find quick links to release notes, User guide and FAQ information on the top.



Selecting the language of your choice happens from the right hand top corner (FI EN). Editing your profile information is possible from the right hand top menu Teacher, iMailelab and Change profile tab



at the bottom. When you selected the *Change profile* you can add a profile picture url or add an image, select your gender and language in the profile data.

P Mella Aho  
mellaaho@gmail.com FI EN

**G+** SIGNOUT >

Name  
P Mella Aho

Profile Picture URL  
prefer a square min. 116x116 px

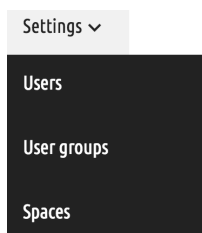
Choose file No file chosen

Gender  
☐ Male  
☐ Female

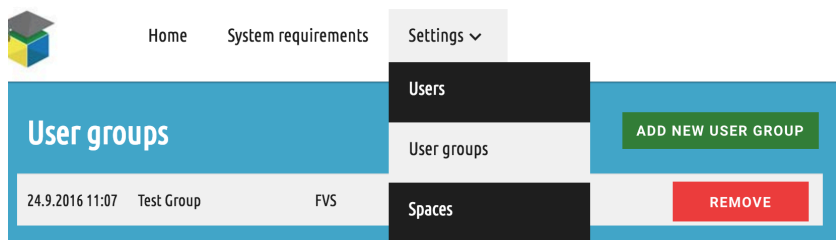
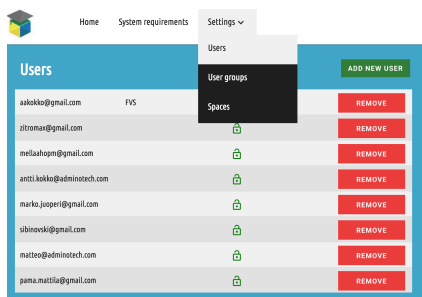
Language  
☐ Finnish  
☒ English

SAVE

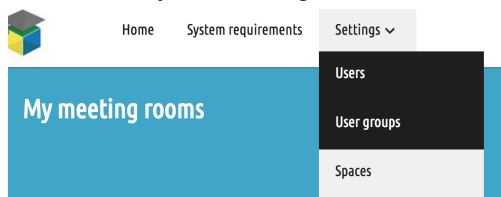
You can also access the settings for Users, User groups and Spaces settings from the portal page under the Settings tab.



Under Users and User groups you can add or remove new users or groups.

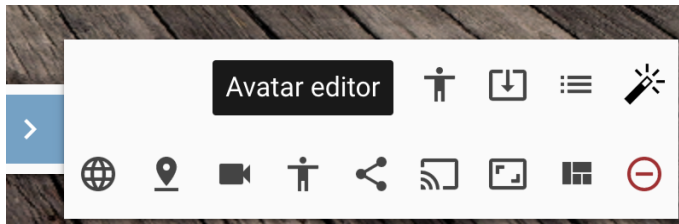


You can see your meeting rooms under the tab Spaces.





## 1.2 Choosing and editing an avatar



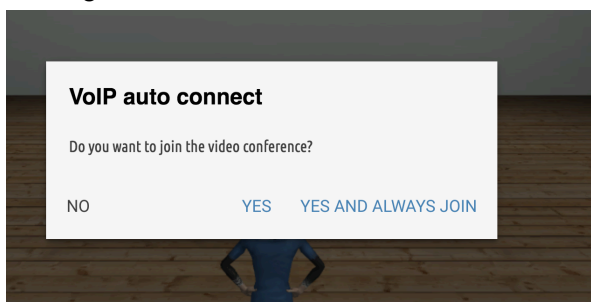
Other people visiting the same virtual space will be able to see each others avatars, either as anonymous avatars or as identifiable avatars for logged in users.

You can change the appearance of your avatar by accessing the Avatar editor in the toolbar in the right hand lower corner. With the editor you can select a male/female avatar, change the appearance of your avatar, select hair type and color, change the shirt, set your shirt image by upload (drag and drop), define and capture an area of the shirt image.



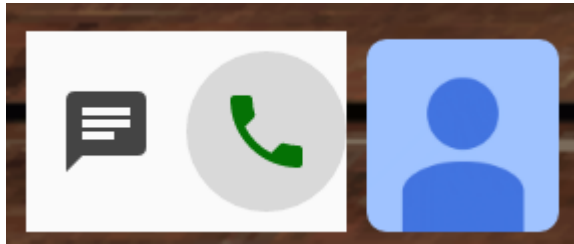
## 1.3 Joining video conference at login

You can join a video conference or give the system permission to always automatically have you join the video conference at login. You can do this by selecting either YES or YES AND ALWAYS JOIN. You can of course select not to (automatically) join a video conference by clicking NO.





If you are not connected to a video conference in the virtual space then pressing the green phone icon starts the video conference at any time.



You can now see that a video screen is visible, the microphone and the video camera icon are now green.

## 1.4 Chat



By clicking on the Chat icon you can activate and deactivate the chat.

## 1.5 Chat log and sending chat message

You can activate the full chat log by pressing the blue chat icon (see icon for chat above) and you can send a chat message by writing something in the field “Send chat message”

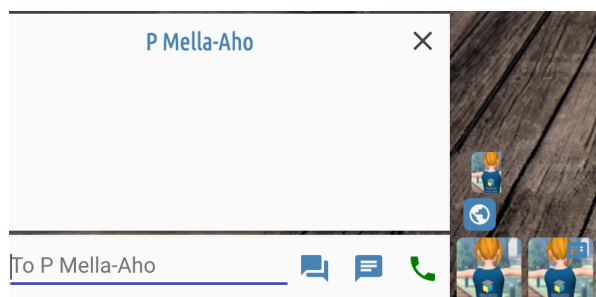


and clicking the send a chat message icon or just “enter”.

Send chat message



You can also send private chat messages. By clicking the blue icon inside the user icon. When the private chat is activated you see the text with the intended recipient on the chat message line as To xxx. You will also be able to filter both public and private chat messages in the list you see by clicking the blue globe.





## 1.6 Video Conference Call from the Start Call bar

By pressing the phone icon a video conference call starts and ends.



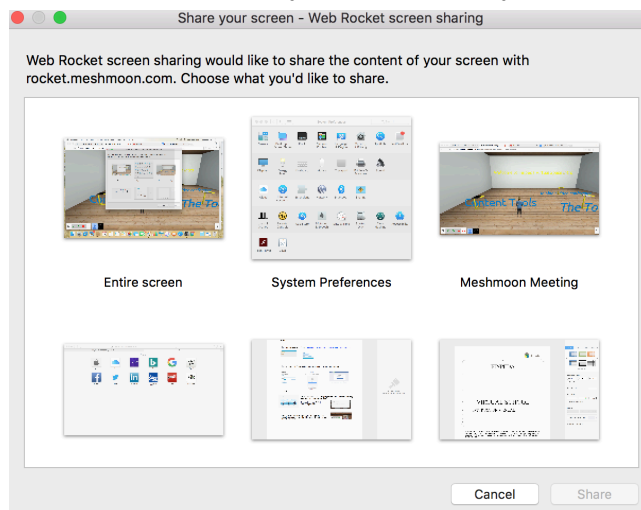
You can always

mute the audio or turn off the video camera.

### 1.6.1 Screen sharing



The screen can be shared by pressing the screen share icon in the video conference bar. The system will show you the following options:



You can pick the sharing options you like and press “Share”. After you have shared the screen anyone else participating in the same videoconference will be able to see what you are sharing.



## 2. Controls

### 2.1 Keys and Actions

There are some control keys that you can use in the virtual space to create actions. The controls are listed in the table below.

Key	Action
Up / Down arrow	Move forward / Move backward
Right arrow / Left arrow	Turns the avatar view Right / Left
A / D	Moves avatar left / Moves avatar right
F	Activate/Deactivate flying mode.(In fly mode you can penetrate through the 3D objects)
C	Sit on the ground/ Stand up in non-flying mode. Flies down in flying mode.
Space	Flies down in flying mode. Jumps up in non-flying mode.
Double Left click / Left click	Moves user to a new point in the virtual space. / Selects a button when content tools are visible.
Right click	Shows content tools. Selects the objects.
Scroll wheel	Zoom

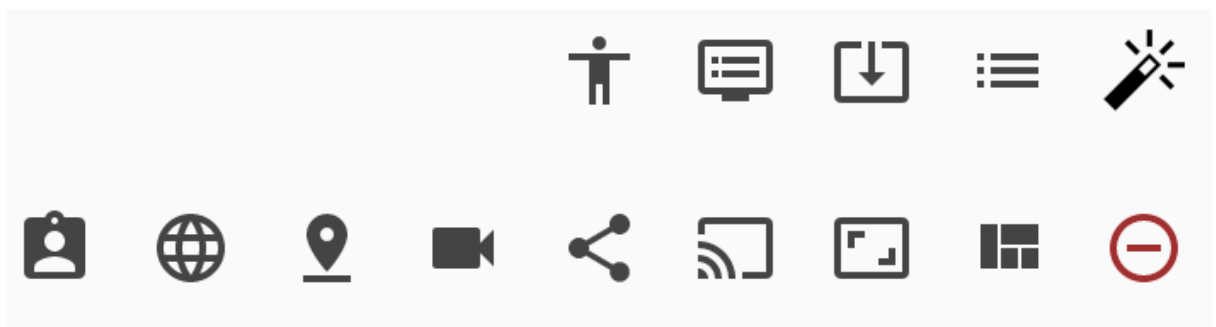


### 3. Toolbar




By clicking at the Toolbar icon displayed in the right hand lower corner you get to view all the toolbar functionalities that are available i Finpeda Virtual Space:

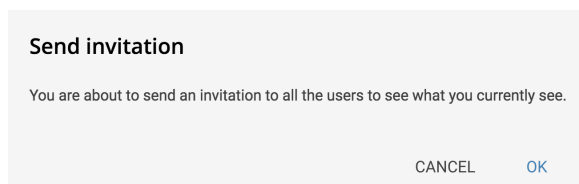
- Change avatar appearance
- Ask users to see current view
- Remote control
- Start laser
- Language selector
- Return avatar to start position
- Change camera
- Share link
- Cave mode
- Go fullscreen
- Exercise status
- Disconnect



## 3.1 Ask users to see current view

You can send an invitation to ask others to see your current view by clicking the icon for

sharing current view. 



If someone accepts your invite, they will then see the virtual space from the same perspective as you. If you accept an invitation to share someone's view it's possible to return



back to your own view with one click anywhere on the scene.

#### Request by P Mella-Aho

P Mella-Aho is asking you to check out something. Do you want to switch to that view?  
(You can get back to the current view by clicking anywhere on the scene)

NO

YES

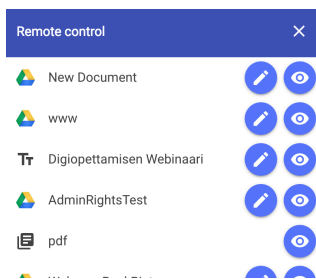
## 3.2 Remote control

Pressing the remote control icon gives you a list view to all the different content items



created in the space.

You can view, edit and delete the content items in the space through the list.



## 3.3 Start Laser

Clicking the Start Laser icon gives you access to a laser pointer. You can use the pointer to make others aware of objects or items requiring attention in the space.



## 3.4 Language selector

When pressing the language icon you can select the language of the user interface from the



currently available languages.



## 3.5 Return avatar to starting position

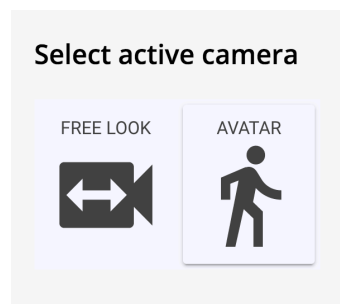
You can return the avatar back to the starting position with one click on the icon.



## 3.6 Changing camera

You can change the camera look view in the space with the Change camera -icon.

You have the option to select a free look over the room or the avatar camera view.



## 3.7 Share Link, Cave mode and Go fullscreen

When pressing the Share Link icon



you can get a link to the space that can be

shared with people you are collaborating with.

### Share Link

<https://rocket.meshmoon.com/nightly?id=2413b5>

[COPY TO CLIPBOARD](#)

[CLOSE](#)

You can select a Cave mode view



. The Cave mode view can be used when projecting the virtual space e.g. onto three different screens inside an actual room to create a virtual cave environment.

Going fullscreen in the virtual space is possible with one click from the icon





## 3.8 Disconnect

You can disconnect from the virtual space session by clicking the Disconnect icon or just by

closing the browser.



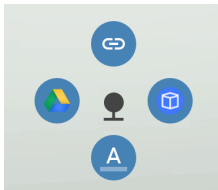
## 4. Zoom

### 4.1 Zooming in the virtual space

By scrolling the mouse wheel you can zoom in and zoom out in the virtual space.

## 5. CONTENT TOOLS

You can create links to content and create own content in the virtual space with different content tools. The content tools are available with a *Right click* anywhere in the space.




You have 4 main content linking and creation buttons at your disposal in the virtual space:

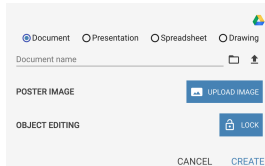
- Creating a link to a Google document (log in with Google to browse your Google drive)
- Creating a link to a web page or pdf or video
- Creating a library object
- Create a custom text object




## 5.1 Create a link to Google document

By clicking the icon Create a Google document  you can to create a link to:

- Documents
- Presentations
- Spreadsheets
- Drawings




You can Browse for a file from Google Drive  or upload it from your disk. You can create a *Poster Image* for your desired content item. The image is uploaded by dragging and dropping an image file to the upload window or by picking a file from your hard



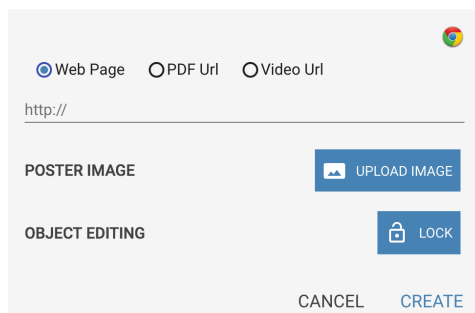
drive.

The editable content objects can be locked by an admin user. This prevents other people from undesired editing of objects, that were created in the virtual space.

## 5.2 Create web page document

By clicking the Create a Web page document icon  you can:

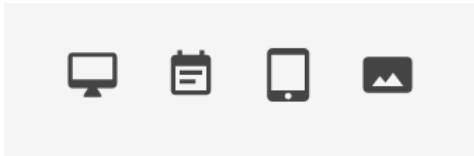
- Add a link to a Web-page
- Add a link to a PDF-url to a document
- Add a link to a Video Url






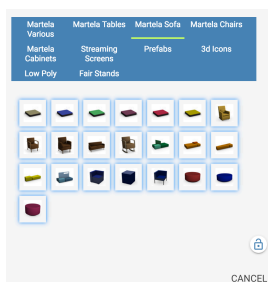
You can add a Poster Image for your content and the library objects can be locked by clicking the Lock icon. You can select how the image will be displayed in the space:

- PC
- Notepad
- Tablet
- Plain Image



## 5.3 Create library object

When pressing the Create library object icon  a library is displayed. You can select furniture, devices and objects to use to furnish your virtual space. The objects can be scaled, resized, rotated and moved in the space.




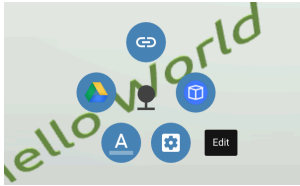
## 5.4 Create a custom text object

You can create a custom text object in the virtual space by clicking the Create custom text object icon. The text object can be scaled, resized, rotated and moved in the space.



## 5.5 Editing content

Right clicking on a content or text object displays the Edit icon  in blue, together with the rest of the content tools.



When pressing Edit the following content editing tools with icons in blue appear:



You can use the tools to modify the content already created in the virtual space:

- Move
- Scale
- Rotate
- Delete
- Advanced editing

The advanced editing selection opens up the following editor:

X	Y	Z	
2,91	-1,99	-0,79	<input checked="" type="checkbox"/> position
0,00	0,00	0,00	<input type="checkbox"/> rotation
0,77	0,77	0,08	<input type="checkbox"/> scale

RESET

☐ Snap position to grid 1

☐ Snap rotation to grid 45

☒ Lock scale to all axes

CANCEL SAVE

You can use the editor to further position, rotate and scale objects in the virtual space.



## 6.0 IMAILE VIRTUAL LAB GENERAL MENUS

### 6.1 + menu



Not implemented

### 6.2 Settings wheel menu



Not implemented

### 6.3 Teacher view, activity generator



The teacher view shows a list of content grouped into subjects that exist in the lab.  
As a teacher you can add a new

- subject
- course
- topic
- activity

You start with adding a subject, course or topic by pressing the plus-sign and adding the name and description of your subject/course/topic.

Subjects

Add new subject

Chemistry

Testing

Math

The first exercise

...show more

You can save or cancel your adding operation.

New subject

Name

Description

SAVE



CANCEL



If you have added a new subject or selected an existing one from the list you can view all the courses in the subject list.

Testing

---

 Add new course 

Testing



Technology

...show more

You can also add a new course to the subject in the same way as in adding a subject. You can also save and cancel this operation. When you select an existing course from the list or create a new one you will be able to see the topics that have already been created under the course. Or you can just add a new topic Activities are grouped under topics.

Testing

---

 Add new activity 

...show more

Creating a multiple choice activity requires giving the activity a title. It is then possible to save and publish the activity. You can add keywords, a difficulty level, triggers to the scene and select additional options as well as a suitable description. Creating a multiple choice activity is done by adding questions and answers. You can also add a position for the activity, and/or attach an image associated with the question(s).

When your question(s) is/are ready you can pick the right answer and provide feedback for the questions. Saving as draft is a good option unless you are ready to publish. When you want the activity to go live in the 3D digital lab you can tick Publish activity.

Activity teachers menu

Activity title:

Keyword:

Difficulty:

Trigger:

Options:

Required input:

Description:

☐ Publish activity

Activity teachers menu

Activity title: Hydrological cycle

Keyword:

Difficulty:

Trigger:

Options:

Description: Testing Activity for Hydrological Cycle Demo

Question 1: What are elements in the hydrological cycle?

Transpiration, Multiplication ☐ ☐ ☐

Presipitation, Condensation and Evaporation ☒ ☐ ☐

Carbonisation, Presipitation, Pressurisation ☐ ☐ ☐

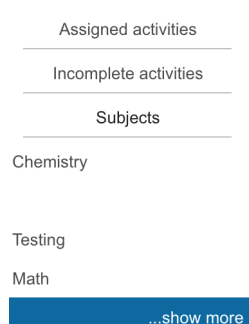
☒ Publish activity



## 6.4 Student view



As a student you can view your assigned and incompleted activities as well as a list of subjects in the options list.



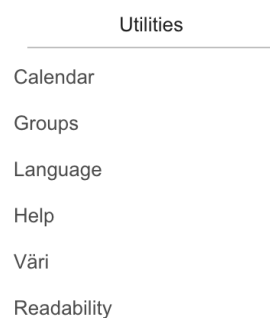
As a student you can also play through your assignments in the virtual environment and get feedback on your score. See 6.7

## 6.5 Utilities menu



From the utilities menu in the upper right hand corner you have access to view and edit the following functions:

- Calendar
- Groups
- Language
- Help
- Colours
- Readability






## 6.6 User profile

In the user profile menu you can view and edit important information you. You can add a


- profile image
- name
- age
- groups
- interests

In the user menu you can also find your Steam Passport, your Badges, exercise history and the Leaderboard.

P Mella-Aho



29 years, general worker  
History  
group1, group2  
Group

Your interests 

#hockey#math

Steam passport

Badges






Exercise history

Leaderboard

## 6.7 Learning activity in play mode

When an activity is launched you see an activity dialog window where you are asked if you want to start the activity.

Demo activity on click opossum

click opossum

Do you want to start **Demo activity on click opossum** ?

YES

NO

If you choose to do the activity you will receive the activity in question.

Demo activity on click opossum

Question demo





A: Answer demo

B: Answer demo

C: Answer correct



After answering you will have the option to see feedback (if the question has a feedback coonected to it).

Your score is 100 %			
Biology	Demo Course	Demo Topic	Demo activity on click opossum
		Time spent	Score
	56608932c1b53f59a4c4ee8171551144302daf03 	2m 39s	100
	210bfae284997f686819f38bb8ccc9f600eb6f34	0s	0
	5c0d4afe4d135a0cd6a285180476ee3d59c3a03a	0s	0