

## Blackboard Communication Tools – Collaboration

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### INTRODUCTION

The Collaboration Tools are used for synchronous teaching/learning using live chat and an online whiteboard.

The Virtual Classroom enables the instructor and the students to communicate using tools such as:



- the whiteboard for drawing diagrams and writing equations
- the group browser for viewing and discussing web sites
- the course map for viewing and discussing course materials
- the question inbox so students can submit questions to the instructor

### ACCESS THE VIRTUAL CLASSROOM

1. In the section of the Control Panel titled "Course Tools", click on Collaboration.

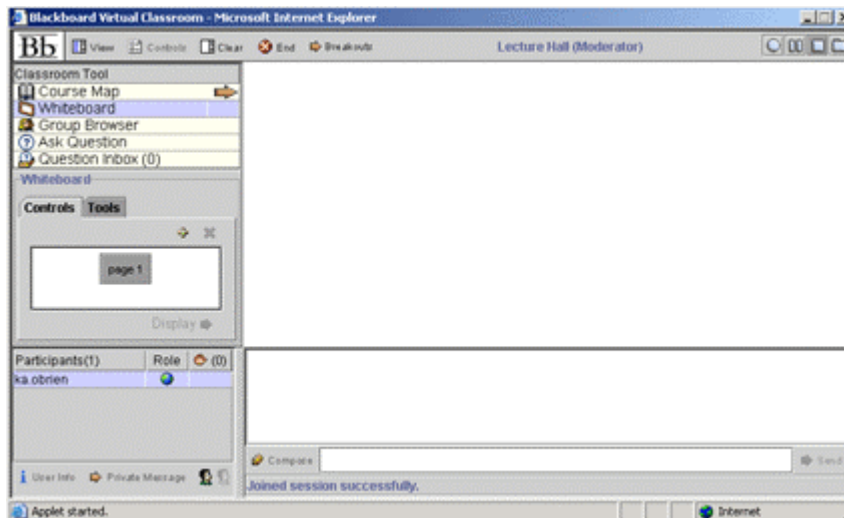


2. Click the Join button next to the Virtual Classroom title.

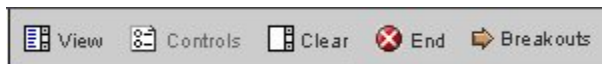
Session Name	Tool	Start Date	End Date			
 Lecture Hall	Virtual Classroom			<input type="button" value="Join"/>	<input type="button" value="Manage"/>	<input type="button" value="Remove"/>
 Office Hours	Chat			<input type="button" value="Join"/>	<input type="button" value="Manage"/>	<input type="button" value="Remove"/>

3. **Please Wait...** the Virtual Classroom will open in a new window.

## VIRTUAL CLASSROOM SESSION



## VIRTUAL CLASSROOM MENU BAR



### View

Choose an option for viewing Personal Messages in the Virtual Classroom. Select Show in-line to view private messages within the chat area. Select Show in separate frame to view private messages in a separate window.

### Controls

Select the tools that are accessible to users during a session. Session Controls allow the Instructor to select the level of access Passive and Active users have during a Collaboration Session. Access to session areas that is granted to Passive users is automatically also granted to Active users. All Access Rights are available to Instructors, even if they are turned off for users.

### Clear

Clear the session display. The Instructor can select Clear local display to clear the display on their personal chat window or Clear all users' display to clear the chat window for all of the participants. When everyone's chat display is cleared messages that were on the screen are still captured in the archive.

### End

End the session and expel all users. Click OK to end the session. This expels all users participating in the session. Click Cancel to return to the Virtual Classroom.

## Breakout

Create a breakout room for a group of participants. Breakout sessions are not available from the Lightweight Chat. This tool allows select users to participate in a separate session, while also participating in the main session. Users who enter a Breakout session are still active in the main Virtual Classroom Session. If a Breakout session is closed, users are still active in the main session. Breakout sessions default to the same settings as the main session.

## RECORD MENU



**Virtual Classroom** and **Chat** sessions can be recorded and archived. Archive recording can be started and stopped, as well as paused and un-paused by the Instructor during the session. A session can have more than one archive. If the Instructor selects **End** to stop a session then the recorder will automatically stop recording the session.



### Start Button

Click **Start** to begin recording a session. The user will be prompted to name the archive. A default name will pre-populate this box. Click **Submit** to keep the default name or makes changes then submit it.



### Pause Button

Click **Pause** to pause a recording once it has started. Click this button again to **Un-pause** the recording and begin recording again. Pause and un-pause will be marked and time stamped in the archive.



### Stop Button

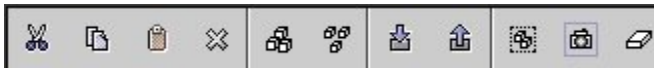
Click **Stop** to end recording the session. When **Stop** is selected the archive is completed and a stop marker and time/date stamp will be included at the end of the archive.



### Bookmark Button

Click **Bookmark** to insert a bookmark anywhere in the archive of the session. The Instructor can also include a name for the bookmark.

## WHITEBOARD MENU BAR



### **Cut Button**

Cuts the currently selected figure from the Whiteboard.



### **Copy Button**

Copies the currently selected figure from the Whiteboard.



### **Paste Button**

Pastes the currently selected figure onto the Clipboard.



### **Delete Button**

Deletes the currently selected figure.



### **Group Button**

Groups the currently selected figure(s).



### **Ungroup Button**

Ungroup the currently selected figure(s).



### **Send to Back Button**

Sends the currently selected figure to the back.



### **Bring to Front Button**

Brings the currently selected figures to the front.



### **Select all figures Button**

Selects all figures on the Whiteboard.



### **Snapshot Button**

Takes a snapshot of the Whiteboard for archiving. The Snapshot button can not be activated unless the session is being recorded.



### **Clear Button**

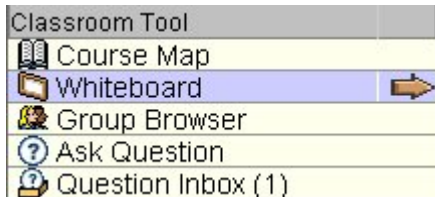
Clears the contents of the Whiteboard.

## VIRUTAL CLASSROOM ROLES

Instructors control user access and functionality during a Collaboration Session by assigning roles. There are two roles available for users, Passive and Active. All participants have a passive role as a default at the beginning of a session.

- To make a user Active, select a User Name from the Participant List, then click the Student icon.
  - The Student icon will appear in the Role column next to those Students who are Active.
- Instructors can change a Student's role at any time during a Collaboration Session.

### The Classroom Toolbox



#### Course Map

Displays the site map of the course. The menu from the main page of the course is accessible from here.

#### Whiteboard

The Whiteboard frame appears as a blank white space on the left side of the Virtual Classroom. Select Whiteboard in the Classroom Toolbox to view the tools available for the Whiteboard. Click the name of the tool to begin using it.

#### Group Browser

Displays a browser enabling all in the chatroom to view the same webpage.

#### Ask Question

Displays questions typed in by students.

#### Question Inbox

Displays the number of questions waiting for answers.

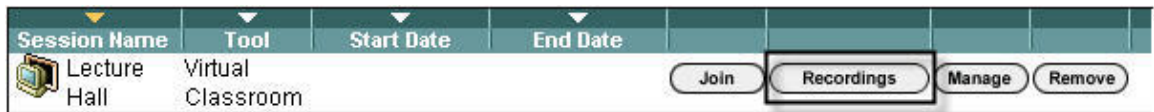
## ACCESSING VIRTUAL CLASSROOM ARCHIVES

Archives from recorded Virtual Classroom can be accessed from the Collaboration Sessions page.

1. In the section of the Control Panel titled "Course Tools", click on Collaboration.



2. Click on the Recordings button next to the Virtual Classroom title.



## LIGHTWEIGHT CHAT

The Lightweight Chat is a text-based chatroom. The Lightweight Chat enables the instructor and the students to communicate using a text-based chat tool, without using the tools listed above. These sessions can also be recorded and archived.

