



# Blackboard Collaborate Web Conferencing

Beyond the Basics

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## Beyond the Basics Workshop... At-a-Glance

### Part One: Advanced Whiteboards

- Develop Interactive Whiteboards.
  - Add still and animated images to the Whiteboard
  - Demonstrate the steps to group/ungroup and move objects to the background of a screen
  - Save and reuse Whiteboards
- Customized Clip Art
  - Create and manage custom Clip Art collections

### Part Two: Application Sharing

- Deliver a session using Application Sharing.
  - Distinguish between the Application Sharing options of sharing the Desktop vs. Application
  - Share an application with the session participants and pass control of the application to other participants
  - Utilize the advanced tools such as pause, preview and snapshot

### Part Three: Web Tour

- Deliver a session using Web Tour.
  - Display a website to session participants
  - Publish the URL to the Chat panel

### Part Four: Breakout Rooms

- Deliver a session using Breakout Rooms.
  - Create Breakout Rooms
  - Move participants into and out of the rooms
  - Load Whiteboard pages into a room
  - Move pages from individual Breakout Rooms to the Main Room

### Part Five: File Transfer

- Load and distribute a file using the File Transfer tool
- Identify File Transfer notifications
- Save the transferred file

### Part Six: The Blackboard Collaborate Experience

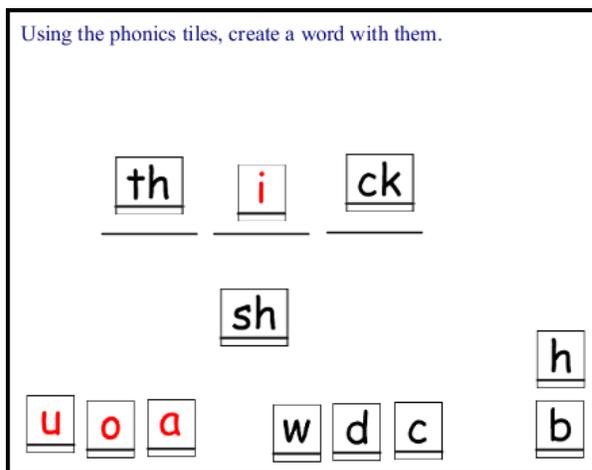
- Additional Resources
- Answer Keys

## Part One: Advanced Whiteboard

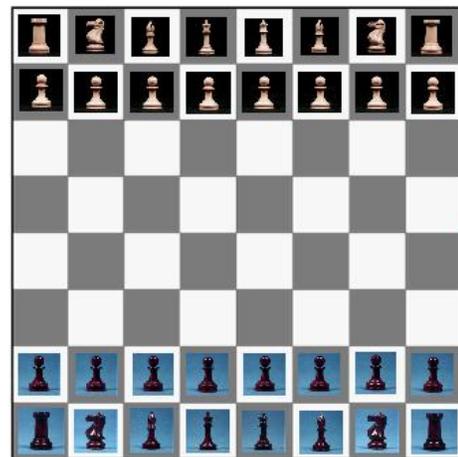
In the Essentials workshop, you learned how to load PowerPoint content to the Whiteboard and to use the tools located in the Whiteboard Tools palette. That was just the beginning of what you can do with the Whiteboard. The Whiteboard is a robust object-oriented page that supports customized Clip Art, interactive activities, and advanced tools for managing pages and page content.

### Interactive Whiteboards

Whiteboards can be created and reused from session to session. Images, Clip Art, text and content created using the tools from the Whiteboard Tools palette can be added to a page. Fill-in-the-blank, drag and drop, matching, and labeling type games and activities can be created. Ice-breakers and knowledge checks can be created, saved and reused. The key to creating an interactive Whiteboard is to save it in the correct format which is either WBD or WBP.



Drag & Drop Phonics Game

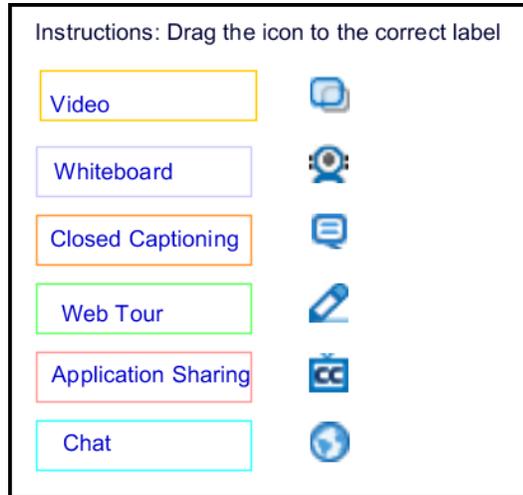


Drag & Drop Chess Game



## Practice: Create an Interactive Whiteboard

Using the Whiteboard tools, create an interactive Whiteboard that is a simple matching exercise. The screen shot below is what your finished page should look like.



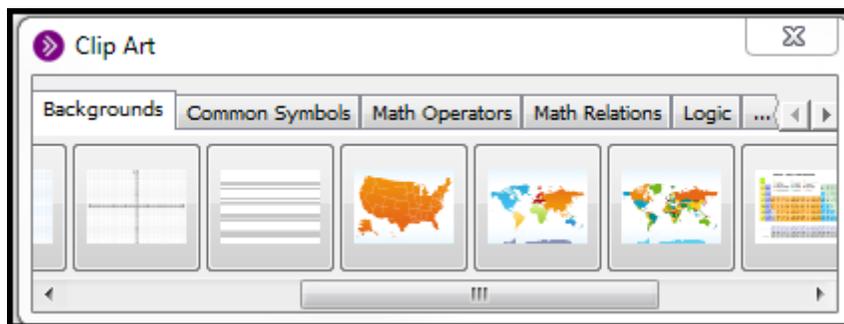
1. Create a new page or load a PowerPoint slide if you want a border, background or image such as a company logo on your page.
2. Use the Text tool and color palette to create the labels on the left.
3. Use the rectangle tool and color palette to draw a border around the labels.
4. Use Clip Art > Applications to locate the web conferencing icons. Place each one on the page.
5. Select the labels and rectangle borders by holding down the shift key and clicking the objects. Right click and Align Objects.
6. Select again and right-click, select Group as Background.
7. Add instructions for the activity at the top of the page and move the text to the background.
8. Save the page as a Whiteboard/WBD file.
9. Load the file into another web conferencing session to test.

## Customizing Your Clip Art Collection

The default Clip Art Collections can be disabled and new customized collections can be created and loaded into the library. The collections can also be shared simply by giving the JAR file associated with the collection to a colleague. Anyone with Moderator privileges can load a Clip Art JAR file into their own library. Follow the steps outlined in the practice below to create your own Clip Art collection.



**Clip Art Button**



**Clip Art Library**



**Custom Collection Called Business People**



## Test Your Knowledge – Interactive Whiteboards

**Test your knowledge by circling True or False to answer the statement:**

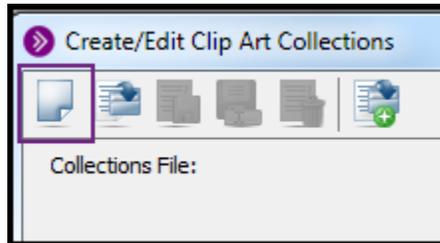
True      False	A Whiteboard file (.wbd) can be opened using a tool other than web conferencing or Plan.
True      False	A Whiteboard file (.wbd) can be reused an unlimited number of times.
True      False	The object-oriented quality of the Whiteboard will be lost if a Whiteboard is saved as a PDF file.
True      False	When using an interactive Whiteboard activity, there is no way to keep participants from moving objects around on the screen.
True      False	When creating an interactive Whiteboard you will start with a PowerPoint or a new Whiteboard.
Write your answer here:	What must the Moderator do to limit access to an interactive Whiteboard exercise to one participant at a time?
Write your answer here:	How can a clickable URL be added to the Whiteboard?
True      False	An animated GIF can be added to a Whiteboard; however it cannot be added to a Clip Art collection.
A. Object Explorer B. Page Explorer C. Whiteboard Explorer	Which tool allows a Moderator to cut, copy, paste, and reorganize pages?
True      False	You can use the Object Explorer to monitor contributions to the Whiteboard, but the objects cannot be edited using this tool.



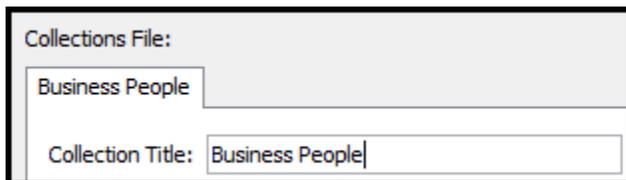
## Practice: Create a Custom Clip Art Collection

Follow the instruction below and create a new Clip Art collection.

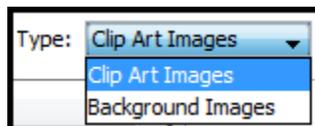
1. Click Tools > Whiteboard > Create/edit Clip Art Collections...
2. Click the button to create a new collection.



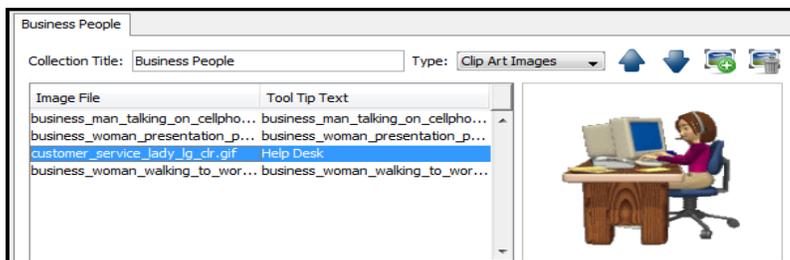
3. Complete the Collection Title field. This is the name that will appear in the tab when you open the Clip Art collections.



4. From the Type drop-down select Clip Art Images. Note that background collections can also be created.



5. Now let's start adding images to the collection. Click the Add an image button. Repeat until all images have been loaded.
6. A thumbnail of the image will appear with the image file name. Complete the Tool Tip Text for a more descriptive name. Keep adding images as desired.



7. Click OK when all images have been loaded and tool tips have been edited.
8. Give the collection a name and note the file extension is .jar.
9. Click the Clip Art button and locate the tab with your new Clip Art collection.



## Part Two: Application Sharing

Application Sharing allows a Moderator and any Participant with Application Sharing permission, to display an application(s) or desktop with all participants in the session. As you navigate through the application(s), all participants will see your mouse move and the changes as they are being made to the displayed content.

There are two ways to share:

1. Application – share a single application such as Word or multiple applications Word and Excel together.
2. Desktop – share the entire desktop.

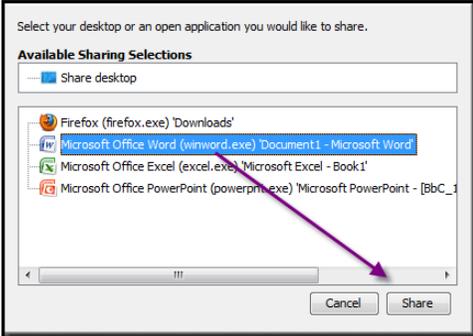
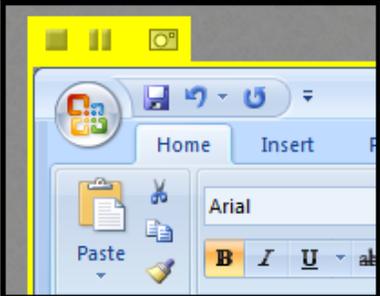
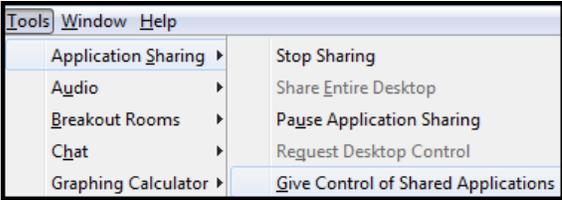
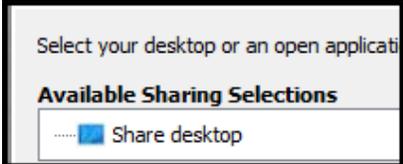
After starting Application Sharing there are several tools that will help you facilitate a sharing session. The first tool is Preview. Use Preview to see a thumbnail of exactly what your participants are seeing. Preview is located under Tools > Application Sharing > Show Preview Window. Another set of useful tools are found in the Application Sharing toolbar that will appear once you have started sharing.

The tools are Stop, Pause and Snap Shot - . Snap shot will take a picture of the application and paste it onto a Whiteboard page. Use Pause to freeze the sharing so you can move a window or scroll down the page. And, Stop is just that it stops the sharing session.

The best way to be able to view the web conferencing Audio & Video, Participants and Chat panels while sharing is to roughly size the application you want to share to the size of the Content window then click the Application Sharing button. Once you start sharing you can change the size of the application or area that is being shared.



## Practice: Application Sharing

	<ol style="list-style-type: none"> <li>1. Open a document that you wish to share and size it to match the size of your content window.</li> </ol>
	<ol style="list-style-type: none"> <li>2. Click the Application Sharing button.</li> </ol>
	<ol style="list-style-type: none"> <li>3. Select the application you want to share and click <b>Share</b>.</li> </ol>
	<ol style="list-style-type: none"> <li>4. Practice using the Pause and Snap Shot tools.</li> <li>5. Click Stop when you want to stop sharing and then click the Whiteboard button to change modes.</li> </ol>
	<ol style="list-style-type: none"> <li>6. Give a participant control of the application by       <ul style="list-style-type: none"> <li>• First giving the participant Application Sharing permission</li> <li>• Second select from Tools &gt; Application Sharing &gt; Give Control of Shared Application</li> </ul> </li> </ol>
	<ol style="list-style-type: none"> <li>7. Repeat steps and practice <b>Share desktop</b>.</li> </ol>



## Test Your Knowledge: Application Sharing

1. Dr. Jones is conducting a virtual college fair and is planning to display several documents showcasing different universities. Which Application Sharing method, single application or desktop, do you feel would be most effective and why?

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2. Dr. Jones was privately chatting with a student before the class began. Now she is about to start sharing her entire desktop. Is there a tip you can share with her about desktop sharing and private chat messages?

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3. When Professor White takes his students to a university website, which Application Sharing tool should he use for pages that require a significant amount of scrolling?
- a) Snapshot
  - b) Pause
  - c) Preview

4. How can Professor White toggle between the shared application and the Whiteboard?

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5. Professor White can share his desktop and show multiple documents without having to stop and share again with each new document.
- a) True
  - b) False



## Part Three: Web Tour

The Web Tour feature enables session participants to share web pages with others in the session. Web Tour is a type of content that, like the Whiteboard and Application Sharing, appears in the Content area. It is accessed through the Collaboration toolbar. Once the Moderator starts the Web Tour each Participant can interact with the content individually. The Moderator also has the ability to publish the URL to the Chat panel thereby giving participants the ability to save the website for future reference. Key features of the Web Tour:

1. Follow Me – when selected all participants will have synchronized viewing controlled by the Moderator.
2. The forward and back navigation allows the Moderator to easily move between previously viewed websites.
3. The Options menu gives the Moderator the ability to publish the URL to the Chat panel.



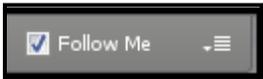
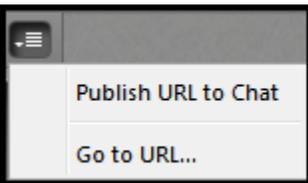
### Considerations:

1. Do not use Web Tour for password protected websites. Participants will not follow the Moderator past the log in screen.
2. All links are live i.e. clickable for Participants. Moderators must keep this in mind.



## Practice: Web Tour

For practice, you will need a partner or to log into the session twice so that you can practice as a Moderator and as a Participant.

	1. As the Moderator, click the Web Tour button.
	2. Enter a URL and hit <Enter> on your keyboard.
	3. The website will display in the Content area. Click on a link. What has happened for the Participant?  4. As a Participant click on a link. Did anything happen on the Moderator's screen?
	5. De-select Follow Me and repeat steps 3 and 4. Note the differences.
	6. From the Web Tour Options menu select Publish URL to Chat. What happened?  7. From the Participants screen, click the Chat link and open the web page outside of the session.
	8. Bonus activity: Practice Go to URL... note the differences.



## Test Your Knowledge: Web Tour

<b>True      False</b>	During a Web Tour, Participants must be given permission to interact with the webpage.
<b>a) Moderator b) Participant c) Both if given permission.</b>	Who can start a Web Tour?
<b>True      False</b>	Participants can bookmark pages as they are being displayed in Web Tour.
<b>True      False</b>	Web Tour is the best tool to use if you need to demonstrate a web-based application that requires a username/password.
<b>True      False</b>	When using the Open URL in Browser option, a website will open in the Participant's default web browser.
<b>Application Share      Web Tour</b>	Mrs. Jones would like to share an online quiz with her student and observe comprehension as the student completes the quiz. Which tool should she use and why?
<b>Application Share      Web Tour</b>	Instructor Jones would like to show her students a YouTube video. Which tool should she use and why?

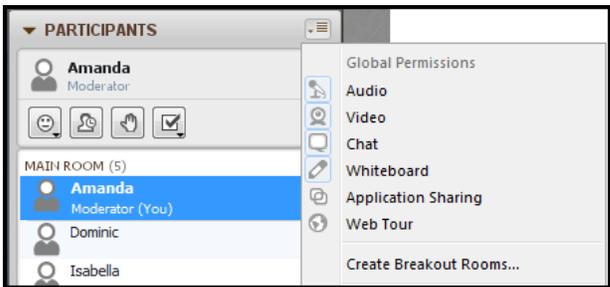
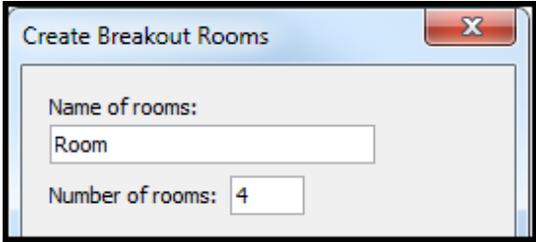
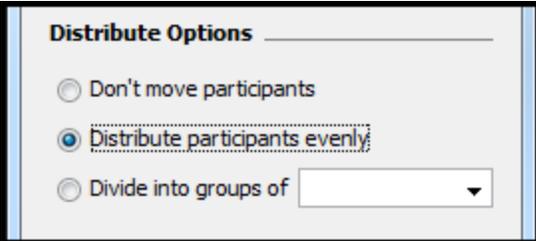


## Part Four: Breakout Rooms

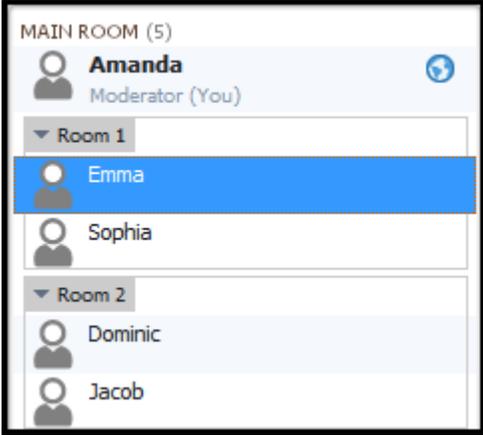
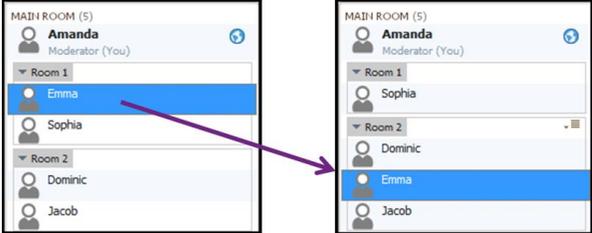
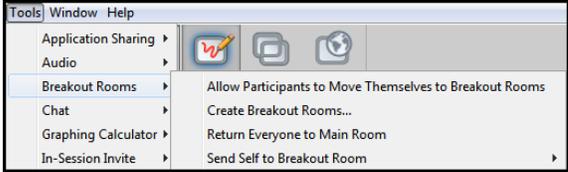
A Breakout Room has the same features as the Main Room and can be used to facilitate small group activities or private meetings. The Participants in a Breakout Room can only hear the audio in that room. Breakout Rooms can be created at any time during a session and they can be reused throughout the session. The Moderator can allow Participants to move themselves from room to room if desired. Let's practice creating rooms and working with Whiteboards in the rooms.



### Practice: Breakout Rooms

	<ol style="list-style-type: none"><li>1. Create a Breakout room by:<ol style="list-style-type: none"><li>a) Selecting <b>Create Breakout Rooms...</b> from the Global Options menu.</li><li>b) Or Tools &gt; Breakout Rooms</li></ol></li></ol>
	<ol style="list-style-type: none"><li>2. The Create Breakout Rooms box will open. Now decide how you want your rooms to be set-up.<ul style="list-style-type: none"><li>• Name of rooms: Accept the default "Room" or provide a custom room name.</li><li>• Number of rooms: Input the number of rooms you wish to create.</li></ul></li></ol>
	<ol style="list-style-type: none"><li>3. Distribute Options – for this exercise accept "Distribute participants evenly" this will evenly distribute the participants across the number of rooms you have chosen to create.</li></ol>

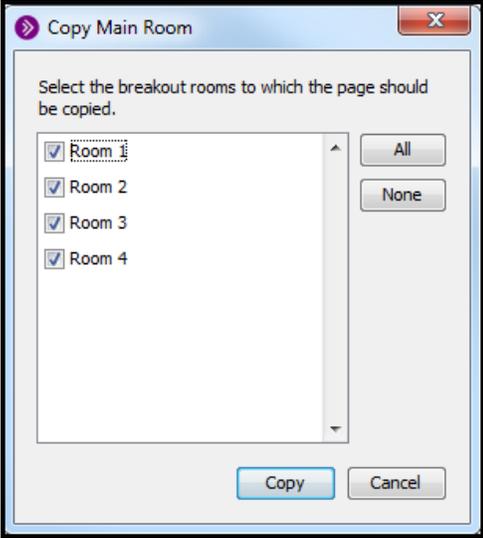
## Breakout Room Practice continued...

	<p>4. The participant's names will appear in the room to which they have been assigned. Practice Opening and Closing the room by clicking the button to the left of the room name.</p>
	<p>5. Practice moving participants to different rooms. This is done by a) Drag and drop or b) Click the Participant Options menu and <b>Send to Breakout Room</b></p>
	<p>6. Now let's move the participants back into the main room. <b>Tools &gt; Breakout Rooms &gt; Return Everyone to Main Room.</b></p>



## Working with Whiteboard Pages in Breakout Rooms

Let's practice moving Whiteboard Pages into and out of Breakout Rooms.

 <p>Copy Page to Breakout Rooms... Copy Breakout Rooms to Main Room... Copy All Whiteboards to Main Room</p>	<ol style="list-style-type: none"> <li>1. In the main room, as a Moderator, create a blank whiteboard and type, “<b>Add your name here</b>”</li> <li>2. Now move the Whiteboard to the Breakout Rooms by selecting <b>Tools &gt; Whiteboard &gt; Copy Page to Breakout Rooms...</b></li> </ol>
 <p>Copy Main Room</p> <p>Select the breakout rooms to which the page should be copied.</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Room 1</li> <li><input checked="" type="checkbox"/> Room 2</li> <li><input checked="" type="checkbox"/> Room 3</li> <li><input checked="" type="checkbox"/> Room 4</li> </ul> <p>Buttons: All, None, Copy, Cancel</p>	<ol style="list-style-type: none"> <li>3. By default all rooms are selected and that is what we want for this exercise, click <b>Copy</b>.</li> <li>4. Move to each room and notice the Whiteboard with “Add your name here” has been moved to the room.</li> </ol>
<p><b>Write your answer here.</b></p>	<ol style="list-style-type: none"> <li>5. <b>Challenge:</b> using the Simple text tool, add a different name to each Breakout Room page and then move the pages back to the Main Room. What are the steps you took?</li> </ol>



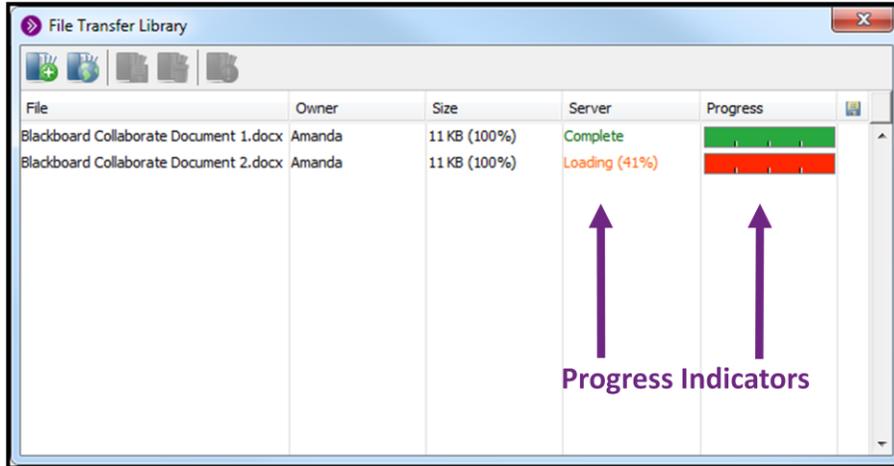
## Test Your Knowledge: Breakout Rooms

<b>True</b> <b>False</b>	As a default, Participants can move themselves to a Breakout Room
<b>Write your answer here:</b>	There are several ways to move pages from a Breakout Room to the Main Room. Name one.
<b>True</b> <b>False</b>	Breakout Room activity cannot be recorded.
<b>True</b> <b>False</b>	Whiteboard tools must be enabled in a Breakout Room before they can be used.
<b>Write your answer here:</b>	Name two ways to distribute Participants to a Breakout Room.
<b>True</b> <b>False</b>	When Whiteboard content is loaded into a Breakout Room, as a default, Participants will be synchronized with the Moderator as the slides are advanced.
<b>Write your answer here:</b>	Managing students working in Breakout Rooms is possible even if the Moderator is not in the same room by using which feature(s)?

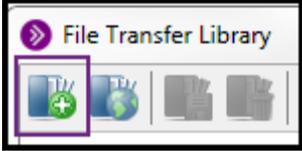
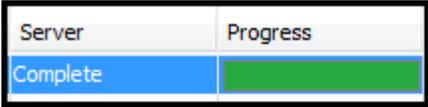


## Part Five: File Transfer

The File Transfer feature permits Moderators to upload files into the File Transfer library in order to share them with everyone in the session. Uploaded files can be pushed out to everyone in the session and explicitly saved by the receiving Participants and Moderators. Everyone has permission to save the files but the Moderator is the only one who can upload and delete files. There is a 10 MB file size limit for the library.



### Practice: File Transfer

	<ol style="list-style-type: none"> <li>1. From the Window menu select Show File Transfer Library</li> </ol>
	<ol style="list-style-type: none"> <li>2. Click the Select a file button</li> <li>3. Locate a simple Word document and load it into the library</li> </ol>
	<ol style="list-style-type: none"> <li>4. Monitor the Server (Complete) and Progress (all green) indicators to know when the file is fully uploaded and available for participants to save.</li> </ol>
	<p><b>Bonus:</b> Log a Participant into the session. From that view open the File Transfer Library and select the file then click Save. It is important to know the Participant can save the file at any time.</p>



## Test Your Knowledge: File Transfer

<b>True</b>	<b>False</b>	Files of any size can be transferred to Participants using File Transfer.
<b>True</b>	<b>False</b>	If a Participant fails to save the file when the Moderator loads it, the Moderator will have to load it again for that Participant.
<b>True</b>	<b>False</b>	The Moderator can prompt Participants to save a file at any time.
<b>Write Your Answer Here</b>		Dr. Heller wishes to send participants their lab assignment using the File Transfer tool. He would like to load the files before class starts and notify students to save the assignment at the end of class. Describe the steps to do this:



## My Notes

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## Part Six: The Blackboard Collaborate Experience

Below you will find the answer key to the Test Your Knowledge activities located throughout this guide.

Thank you for your participation in this **Blackboard Collaborate Workshop**.

### Answer Key to the Test Your Knowledge Quizzes



#### Test Your Knowledge – Interactive Whiteboards – Answer Key

True	<b>False</b>	A Whiteboard file (.wbd) can be opened using a tool other than web conferencing or Plan.
<b>True</b>	False	A Whiteboard file (.wbd) can be reused an unlimited number of times.
<b>True</b>	False	The object-oriented quality of the Whiteboard will be lost if a Whiteboard is saved as a PDF file.
True	<b>False</b>	When using an interactive Whiteboard activity, there is no way to keep participants from moving objects around on the screen.
<b>True</b>	False	When creating an interactive Whiteboard you either have to start with a PowerPoint or a new Whiteboard.
<b>Write your answer here:</b> Remove the Whiteboard permission from all but one participant.		What must the Moderator do to limit access to an interactive Whiteboard exercise to one participant at a time?
<b>Write your answer here:</b> Using the Whiteboard text tool and the syntax of http://. Type the URL and place it on the page.		How can a clickable URL be added to the Whiteboard?
True	<b>False</b>	An animated GIF can be added to a Whiteboard; however it cannot be added to a Clip Art collection.
<del>A. Object Explorer</del> <b>B. Page Explorer</b> C. Whiteboard Explorer		Which tool allows a Moderator to cut, copy, paste, and reorganize Whiteboard pages?
<b>True</b>	False	You can use the Object Explorer to monitor contributions to the Whiteboard, but the objects cannot be edited using this tool.



## Test Your Knowledge: Application Sharing – Answer Key

1. Dr. Jones is conducting a virtual college fair and is planning to display several documents showcasing different universities. Which Application Sharing method, single application or desktop, do you feel would be most effective and why?

Application would be the easiest and most effective method because you can multi-select several documents from the list of available documents. As you go between documents, each will be visible and you will not have to individually share each document. Desktop would also work but may confuse participants since they would see everything on the desktop including the web conferencing interface.

2. Dr. Jones was privately chatting with a student before the class began. Now she is about to start sharing her entire desktop. Is there a tip you can share with her about desktop sharing and private chat messages?

She needs to keep in mind that when sharing the desktop the web conferencing interface will be visible to participants therefore if she is privately chatting that will be visible to all. She should close the private chat tabs during desktop sharing.

3. When Professor White takes his students to a university website, which Application Sharing tool should he use for pages that require a significant amount of scrolling?

- a) Snapshot
- b) Pause**
- c) Preview

4. How can Professor White to toggle between the shared application and the Whiteboard?

Professor White can click the Whiteboard mode button to move from Application Sharing to the Whiteboard and click the Application Sharing button to move back to that mode. Once he is back in the Application Sharing mode, he will need to click Resume Sharing.

5. Professor White can share his desktop and show multiple documents without having to stop and share again with each new document.

- a) True**
- b) False



## Test Your Knowledge: Web Tour – Answer Key

True <b>False</b>	During a Web Tour, Participants must be given permission to interact with the webpage.
<b>a) Moderator</b> b) Participant c) Both if given permission.	Who can start a Web Tour?
True <b>False</b>	Participants can bookmark pages as they are being displayed in Web Tour.
True <b>False</b>	Web Tour is the best tool to use if you need to demonstrate a web-based application that requires a username/password.
<b>True</b> False	When using the Open URL in Browser option, a website will open in the Participant's default web browser.
<b>Application Share</b> Web Tour Using Application Sharing will allow Mrs. Jones to see exactly what the student is doing.	Mrs. Jones would like to share an online quiz with her student and observe comprehension as the student completes the quiz. Which tool should she use and why?
Application Share <b>Web Tour</b> Web Tour will transmit the audio. Application Sharing does not transmit audio and it not designed to refresh as quickly as the video will be playing.	Instructor Jones would like to show her students a YouTube video. Which tool should she use and why?



## Test Your Knowledge: Breakout Rooms – Answer Key

<p>True <b>False</b></p>	<p>As a default, Participants can move themselves to a Breakout Room</p>
<p><b>Write your answer here:</b>          Drag and drop or copy and paste using the Page Explorer. Or select Tools &gt; Whiteboard and</p> <p>Copy Breakout Rooms to Main Room...          Copy All Whiteboards to Main Room</p>	<p>There are several ways to move pages from a Breakout Room to the Main Room. Name one.</p>
<p><b>True</b> False</p>	<p>Breakout Room activity cannot be recorded.</p>
<p>True <b>False</b></p>	<p>Whiteboard tools must be enabled in a Breakout Room before they can be used.</p>
<p><b>Write your answer here:</b>          Drag and drop or right-click on the Participant's name and move them or select the Participants name and then Tools &gt; Breakout Rooms &gt; Send to Breakout Room</p>	<p>Name two ways to distribute Participants to a Breakout Room.</p>
<p><b>True</b> False</p>	<p>When Whiteboard content is loaded into a Breakout Room, as a default, Participants will not be synchronized with the Moderator as the slides are advanced.</p>
<p><b>Write your answer here:</b>          The Moderator can use the Page Explorer to monitor Whiteboard activity and use the Activity indicators to monitor participant interaction.</p>	<p>Managing students working in Breakout Rooms is possible even if the Moderator is not in the same room by using which feature(s)?</p>



## Test Your Knowledge: File Transfer – Answer Key

True <b>False</b>	Files of any size can be transferred to Participants using File Transfer.
True <b>False</b>	If a Participant fails to save the file when the Moderator loads it, the Moderator will have to load it again for that Participant.
<b>True</b> False	The Moderator can prompt Participants to save a file at any time.
<b>Write Your Answer Here</b> Dr. Heller will use the File Transfer tool to load the document prior to class start time. While loading the document, he will deselect prompt recipients so that the document will be in the library and ready for when he wants to send it to participants. When he is ready to send it, he will click the document, and then click the Prompt Recipient button found within the file transfer library.	Dr. Heller wishes to send participants their lab assignment using the File Transfer tool. He would like to load the files before class starts and notify students to save the assignment at the end of class. Describe the steps to do this:

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