

# Distance Learning Instructional Transition Guide

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## Transitioning Your Course, Explained

As you transition your course to a new format, the Office of Distance Learning hopes to ease your transition with this simple guide. This guide will explain:

- What should be contained in a Revised Syllabus and what students need to know before March 20<sup>th</sup>.
- How to set up your Blackboard shell both as a common source of information and as a place to run your course.
- How to use video conferencing to run synchronous and asynchronous courses (or portions of courses) in Zoom or Collaborate Ultra.

Starting March 20<sup>th</sup>, most courses at the College will move to a distance learning format. This can mean several things, as will be discussed in a moment, but regardless of the format you choose to use, **all courses at the College should have a Blackboard shell**. This serves two purposes. First, students will know that there is one central platform through which they can find information about anything going on in their courses. Second, if it becomes necessary at a later date to make additional changes, the shell will make it easier for faculty and students.

## Distance Learning Formats

Although there are many ways to transition your face-to-face course to a distance learning format, the Office of Distance Learning recommends using a synchronous option. In a synchronous option, you meet with your course at the same day and time as normal, but, instead of meeting in the classroom with your students, you use a video conferencing tool to run your course. This 1) maintains the consistency of schedule for the students and 2) eases the changes that must be made to the course in both a technological and pedagogical sense. The College offers two synchronous options, using two different video conferencing systems.

- **Teach On Campus:** If you prefer to teach on campus, in your normal classroom, then you will be using Zoom video conferencing. Please see the Zoom section below for tutorials.
- **Teach Fully Online:** If you prefer to teach from your home, office, or other location, then you will be using Blackboard Collaborate Ultra directly through Blackboard. Please note that you should test your connection at home before using this option to make sure that your internet speed is fast enough to support a good video conferencing experience. See the Collaborate Ultra section below for tutorials.

## Introduction to the Transition Template

In order to help ease the transition, the Office of Distance Learning has prepared a template that can be loaded into the Blackboard shell for your course. If you have not used your Blackboard shell this semester or wish to use the template regardless, please continue on to the next section. Otherwise, skip to the Revised Syllabus section.

## Loading the Transition Template into Your Blackboard Shell

### Download the Course Template

To download the course template in Blackboard,

1. Click the Faculty Resources tab. This will take you to a new screen. Look for the box labeled “How-Tos for Blackboard” and the section labelled “Distance Learning Transition Resources.”
2. Click “Transition Template.” This should open a window asking you to Open or Save the file.
3. **Save** the file. It will usually save in your Downloads folder.

You are now ready to import the Course Template into your new course.

### Import the Course Template

To import a course into the new shell:

4. Go into the course into which you want to load the template.
5. Go to Control Panel, click on Package and Utilities, and select Import Package/View Logs.
6. Click Import Package. This will take you to the Import Package page.
7. Click Browse My Computer next to Select a Package. This will open a pop up. Find the Template file. It should be named Transition Template.
8. Select the file and click Open.
9. Scroll down to Select Course Materials and click Select All. Leave all other options as they are.
10. Click Submit at the top or bottom of the page.

You will receive an email when the Import has finished. The email is typically sent within five minutes.

After import, you may need to drag the Help menu link to the bottom of the menu.

**IMPORTANT:** In some rare cases, a glitch may cause your course to be renamed “Transition Template.”

If this happens, it should be corrected the next time files are synced to Blackboard. If it does not fix itself, please contact the Office of Distance Learning.

### Editing the Template

After loading the template, review the menu to make sure it lines up with needs. If you do not plan on using a link, like Course Messages or Video Conferencing, please delete the unused link by hovering over the link, clicking the gray circle to the right and clicking delete. You will then be prompted on the choice. Confirm your desire to delete the menu item.

## The Revised Syllabus: What to Include, What You Need to Know

Just as with the syllabus at the start of the semester, the Revised Syllabus is your students' guide to what your course will look like at the start of the semester. In it, you should provide an updated schedule, any changes to policies that you must make in order to accommodate the new format, and a complete breakdown of how the course will be run going forward, including any instructions students will need to access the course.

Key pieces of information that you should include are:

- New schedule
- Updated Policies and Expectations
- How assignments will be submitted
- Walkthrough of any technology you will be using (preferably done in class), like Blackboard, Zoom, Collaborate Ultra, etc.
- How office hours will be conducted
- A communication plan for the class

## Office Hours

It is suggested that Office Hours be conducted at the same day and time as they have been held throughout the semester. This may be done on campus or through video conferencing, like Blackboard Collaborate Ultra, which is available through all Blackboard shells. These can also be supplemented with email conversations, etc.

## Proctored Exams

The College is currently investigating alternative methods for proctored exams. More information will be forthcoming.

## Support Services

- **Blackboard Tutorial:** A tutorial course called, Online Student Orientation, is available in Blackboard in each student's course list. Encourage students to review this orientation.
- **OpenSUNY Help Desk:** The OpenSUNY Help Desk is available to help students better understand Blackboard and work through any problems. They can be contacted at 1-844-673-6786 or by opening a ticket at <https://online.suny.edu/help/>

## Library

The library on both campuses will remain open with normal hours, which are posted on the [library web site](#). The library will continue to be open to the public in addition to the college community.

All services normally provided by the library will continue. This includes:

- Access to print and media research materials, including reserves and textbooks. Materials that normally circulate outside of the library will still circulate.
- Access to electronic resources, such as journal articles, newspapers, online encyclopedias and eBooks will be available through the [library web site](#).

- Access to library technology, including computers, printers, and scanners are available.
- Access to resources from other libraries via resource sharing and interlibrary loan services
- Librarians will be available to assist with research in both campus libraries
- Access to information literacy instruction. Faculty who would like a librarian to provide information literacy instruction should contact Holly Kuhl, Instruction and Assessment Librarian at [hkuhl@cayuga-cc.edu](mailto:hkuhl@cayuga-cc.edu).
- Beginning on Monday March 24<sup>th</sup>, Cayuga librarians will also be monitoring the library's **Live Chat** service during open library hours. This will allow students to have direct assistance from a Cayuga librarian.

Library staff will be available to assist you, so please reach out to us.

### *Center for Academic Success*

The Center for Academic Success (CAS) on both campuses will remain open with regularly scheduled hours which are posted on the CAS website <https://www.cayuga-cc.edu/cas/>.

All CAS services will continue to be provided, although some modifications are being considered to ensure students can access CAS supports whether they are on campus or studying at home. These services include:

- Access meetings and accommodations for students with disabilities;
- Tutoring with our Writing and Math Specialists;
- Content area peer tutoring arranged by our Tutorial Coordinator;
- NetTutor online tutoring (in Blackboard tools); and
- Testing services.

The CAS will be updating CAS webpages to reflect any changes and help students navigate supports while they are taking their courses online. Please reach out to CAS staff with your questions about your specific course and student needs.

### *Computer Labs*

For students who do not have computers or internet at home or do not have safe or stable access to these things during certain times of the day, the Library is providing space for them to work within the limits of keeping them separated and distanced from one another. You may direct students who need assistance in this way to both the Auburn and Fulton Libraries. Please note that while headphones can be checked out, no webcams are available, so students will have limited interaction during video conferencing sessions if they have to use this option.

## Using Blackboard: The Basics

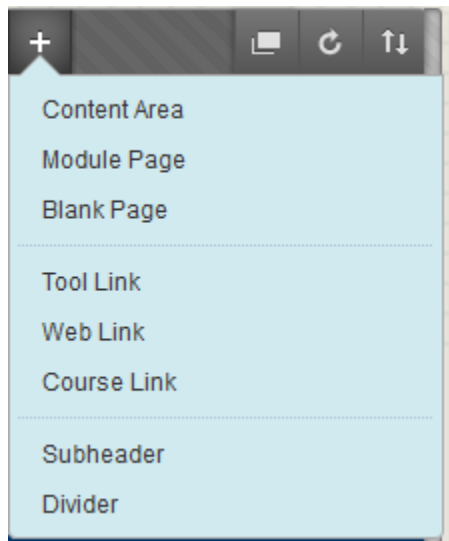
If you are using Blackboard for the first time or just need a refresher on how certain features or tools work, please consult the following tutorials.

### Creating Menu Items

If you are using the Transition Template, you may not need to add anything to the menu of the course. However, if you wish to build your course from scratch or modify the template. Follow these directions.

A rundown of each menu item type. All options can be found by hovering over the + in the top left of the menu bar. Click on the option to begin creating it.

#### Item Types:



**Content Area:** An area where multiple items/sections can be created, such as files, tests, discussion boards.

**Module Page:** Similar to the Blackboard homepage, with different sections that tell grades, shows important dates, etc. Pulls info from all the student's courses.

**Blank Page:** A page for putting a single block of text.

**Tool Link:** A link to an individual tool in Blackboard. Includes links to My Grades, Email, NetTutor, Course Messages, etc.

**Web Link:** A link to an outside website. The website will, by default, open in a new tab or window in most cases.

**Course Link:** Link to a content page or other area within your Blackboard site.

**Subheader:** Create a text-only header to break up and organize your menu.

**Divider:** Create a horizontal line that can be used to break up and organize your menu.

**Note:** When creating a new item, be sure to check the box next to "Available to Users." This makes the item visible to students.

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### Deleting Menu Items

1. Hover over the name of the menu item. A down arrow should appear to the right of the name.
2. Click the down arrow. A menu will appear.
3. Click Delete. A pop up will appear.
4. Click "Delete this menu item" on the left of the popup. A new popup will appear.
5. Click the Delete button on the right.

The menu item should be deleted.

## Uploading an File

To upload a file to Blackboard,

1. Go to the area where you want to put the file.
2. At the top of the page, hover over “Add Content.”
3. Click “File.”
4. Give the file a Name.
5. Next to Find File, click “Browse My Computer.” A window will pop up.
6. Navigate to the file and, select it, and click Open.
7. Click Submit.

**IMPORTANT:** If students do not need to edit the file, it is recommended that it be uploaded as a PDF.

## Setting up an Assignment

An Assignment is a place for students to find instructions for activities and assignments and submit their work.

In this tutorial you will learn how to:

- Create an Assignment.
  - Set a Due Date.
  - Change the Submission Details, Grading Options, Display of Grades, and Availability of an Assignment.
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In a Content Area,

1. Hover over **Assessments** and Click **Assignment**.
2. In the **Assignment Information** section, enter a Name and Instructions. Instructions are displayed with the link to the assignment and on the submission page.
3. Under **Assignment Files**, attach any files the student might need for the assignment by clicking **Browse My Computer**. Files that are commonly attached here are long, in depth instructions, templates, or sample work.
4. In the **Due Dates** section, you can check the box and set a due date. Submissions after this date will be marked as late on the grading screen.
5. In the **Grading** section, set the **Points Possible**. Setting up the Assignment will automatically generate a column in Grade Center.
6. You can also attach a **Rubric** to an assignment. *How-to coming soon.*
7. Click **Submission Details** to reveal three more options:
  - *Assignment Type*: Individual Submission is the standard submission type. It allows each student to submit the assignment. Group Submission lets you connect the assignment to groups and allows only one submission per group.
  - *Number of Attempts*: You can allow students to submit the assignment once, multiple times, or as many times as they like.
  - *Plagiarism Tools*: SafeAssign is Blackboard's built in plagiarism checker. You can use this to check your students' submissions against an online database.
8. **Grading Options**: You can set up Anonymous or Delegated grading for your assignments. Neither option is currently recommended.
9. **Display of Grades**: Options in this section apply to the Grade Center column created when the Assignment is created.
  - *Primary Display*: This is how students will see their grade under My Grades.
  - *Secondary Display*: This format is only seen in the Grade Center by you, the instructor.
  - By default, Include in Grade Center grading calculations and Show to students in My Grades are checked. This is recommended.
10. In the **Availability** section, leave the box next to "Make the Assignment Available" checked. If you want to make the assignment unavailable, use "Limit Availability" to control the availability by specific dates.
11. Click **Submit** to create the Assignment.



## Setting up a Test

Tests are used to measure student knowledge, gauge progress, and gather information from students. You can create tests and then deploy them in a course area. You assign points to test questions for grading evaluation.

In this tutorial you will learn how to:

- Create a Test Canvas.
  - Choose a Question Type to create.
  - Create a Multiple Choice question.
  - Link to the test.
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### Create the Test Canvas

Before building the test questions, you must create the Test Canvas.

1. In a Content area, hover your cursor over Assessment and click **Test**. This will bring you to the “Create Test” page.
2. On the “Create Test” page, you have two options:
  - **Create a New Test:** Click Create to build an entirely new test.
  - **Add an Existing Test:** Select a test from the list to link to an existing test.
3. Click **Create**. This will bring you to the “Test Information” page.
4. On “Test Information,” you can give the test a Name, Description, and Instructions. You must fill in a Name. When you are done, click **Submit**. This will bring you to the Test Canvas.

### Build the Test Questions

The Test Canvas is where you create all of your questions. You can create new questions or link to existing questions, set the number of points each question is worth, and write feedback for students.

1. Hover over Create Question to see a full list of possible questions. Click the question type you want. For this tutorial, click **Multiple Choice**. This will bring you to the “Create/Edit Question” page.
2. On the “Create/Edit Question” page, type the question in the “Question Text” box. You may also choose to give the question a title for easy reference later.
3. Under options, you have four options:
  - **Answer Numbering:** Let’s you customize how the answers are numerated (Arabic, Roman, Uppercase, and lowercase).
  - **Answer Orientation:** Let’s you customize the display of the answers on the screen. You can display them vertically or horizontally.
  - **Allow Partial Credit:** Let’s you choose to award partial credit for certain answers.
    - **Allow Negative Scores:** Let’s you choose to deduct additional points for certain answers.
  - **Show Answers in Random Order:** Randomizes the answer order. This is recommended.
4. Under Answers, you can add or remove answer options:
  - **To add answers:** Click the dropdown menu next to Number of Answers and select the desired number.
  - **To remove answers:** Click Remove next to the answer you want to delete.
5. For each answer, type a possible answer. If you selected
6. Click the radio button under “Correct” for the answer that is correct.

7. Under the feedback section, you may provide general feedback on the question.
8. When you are done, click **Submit** to return to the Test Canvas or click **Submit and Create Another** to save your work and automatically create a question of the same type.
9. When you are completely finished click **OK** at the bottom right hand corner of the Test Canvas screen. This will return you to the "Create Test" page.
  - **NOTE:** If you leave the Test Canvas without clicking OK, you can edit the test by going to **Course Tools > Tests, Surveys, and Pools > Tests**.

### Create Test Link

1. If it isn't automatically selected, click the desired test in the list next to Add an Existing Test. Then click **Submit**. This will take you to the "Test Options" page.
2. The link is automatically filled in with the test name and description. You can choose to edit either.
  - **NOTE:** The description on the link and on the test do not affect each other. If you change one, the other will remain the same.
3. Select Test Options:
  - **Make the link available:** Always click **Yes**. Availability can be limited in other ways.
  - **Add a new announcement for this test:** Sends an automatically generated announcement about the test. Recommended to leave as **No**.
  - **Multiple Attempts:** Check to give students the opportunity to take the test more than once.
    - **Allow Unlimited Attempts:** Leave selected to let students take the test as many times as they want.
    - **Number of Attempts:** Select and type desired number to limit students to a certain number of attempts.
    - **Score attempts using:** Impacts what grades are displayed in the Grade Center.
  - **Force Complete:** **NEVER** use this option. If you want to force students to take a test in one sitting, use a combination of Set Timer and Auto-Submit.
  - **Set Timer:** Check this box and fill in the desired number of minutes to set a timer for the test.
    - **Auto-Submit:** Set to **On** to automatically submit the test when the timer runs out.
  - **Display After/Display Until:** Fill in these dates to limit when the test is viewable.
  - **Password:** Requires students to type in a password to access the test.
4. If you need to give individual students or a group of students extended time or later access to the course, add a Test Availability Exception. See **Bb Adv: Test Availability Exceptions** for full instructions.
5. If desired, set a Due Date. Test submitted after this date will appear as late in the Grade Center.
  - Check **Do not allow students to start the test if the due date has passed** to do exactly what it says.
6. If desired, set when and what results and feedback students can see:
  - **When:** Sets when students can see the feedback. The options are *After Submission, One-time View, On Specific Date, After Due Date, After Availability End Date, and After Attempts are Graded*.
  - **Answers:** Sets what results and feedback students are shown. The options are *All Answers, Correct, and Submitted*. You can also check the box under Show Incorrect Questions to indicate what questions the students answered incorrectly.
7. Set Test Presentation options:

- **All at Once:** Keep selected to show all questions on the test at one time.
- **One at a Time:** Show only one question at a time.
  - **Prohibit Backtracking:** Prevents students from returning to questions they have already submitted.
- **Randomize Questions:** Sets the order of questions randomly for every attempt.

Click **Submit** when you are done.

## Setting up a Discussion

The Discussion Board tool provides a place for discussion and the submission of public work and questions.

In this tutorial, you will learn how to:

- Create a Discussion Board.
  - Link to that Discussion Board from a Content Area.
  - Use recommended options.
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### Getting Started

In a Content Area,

1. Hover over Tools and Click Discussion Board. This should bring you to the Create Link: Discussion Board page.
2. There are three types of links you can create:
  - a. **Link to Discussion Board Page.** This will create a link to a full list of all discussion boards in the course.
  - b. **Select a Discussion Board Forum.** This will create a link to the specific, existing discussion board you choose from the list.
  - c. **Create New Forum.** This will let you create a new discussion board and then link directly to it.
3. Click **Create New Forum** to create a new discussion board and link it. This will take you to the Create Forum page.

### Create a New Discussion Board

- In the **Forum Information** section, enter a Name and Description. The Description functions as the instructions and is displayed to students when they create a new thread.
- Under **Forum Availability**, you can make the Discussion Board available or unavailable to students or use Date and Time Restrictions to show and hide the board to the students only at certain times.
- **Forum Settings** provides the most options:
  - **Viewing Threads/Replies:** Sets what the forum looks like when students first enter. For most assignments, **“Participants must create a thread in order to view other threads in this forum”** is recommended, as it shows the students the instructions and a clear Create Thread button when they enter. **Standard View** is recommended for open question threads and other assignments where students need to see each other’s work before submitting their contribution.
  - **Grade:** If you plan on grading the discussion board, select **Grade Discussion Forum** and set the number of points possible. This will automatically create a column in the Grade Center.
  - It is recommended that all other options be left as is.
- When finished, **Click Submit.** you will be returned to the Create Link: Discussion Board page.

### Link to the Discussion Board

1. The new discussion board will already be selected from the Select a Discussion Board Forum list.
2. **Click Next.** This will continue to a new Create Link: Discussion Board page. This is where you enter the information that students will see in the Content Area.

3. The **Link Name** will automatically be filled in with the Discussion Board Name. You can change the name if needed.
4. Fill in the **Text** box. It is recommended that you do not replicate the description of the forum, but instead briefly summarize what they will find or need to do in the discussion board.
5. Leave all other options as is. **NOTE:** The availability of the Discussion Board the Link to the Discussion Board are set separately. The Link can be available, while the discussion board itself is unavailable. This will cause an error.
6. Click **Submit**. This will take you back to the Content Area

## Video Conferencing: Zoom and Collaborate Ultra

### Zoom

If you are running synchronous video sessions in your classroom, please follow the directions below for setting up and entering a Zoom meeting. If you have any questions about Zoom or need assistance setting up Zoom in your classroom, contact the Cayuga Help Desk at 315-294-8568 or by email at [helpdesk@cayuga-cc.edu](mailto:helpdesk@cayuga-cc.edu).

To try Zoom, please use this link:

<https://zoom.us/test>

Once you are connected to the test meeting, in the lower left next to the microphone icon is an arrow pointing up. Click that and choose test your mic and speakers. Confirm that you hear sound and that your voice was recorded. You are all set!!

### Collaborate Ultra

Collaborate Ultra is built into Blackboard. If you use the Transition Template, it will automatically be present in the main menu of your course as "Video Conferencing." If you do not, then you will need to add it by hovering over the + sign, clicking Tool Link, and selecting "Blackboard Collaborate Ultra" from the drop down list.

#### *How to Schedule a Collaborate Session*

Blackboard Collaborate Ultra is similar to Zoom but is connected inside Blackboard and has some additional features Zoom does not have. This guide explains how to setup a Blackboard Collaborate Ultra Session.

Before you begin, make sure you are using Google Chrome!

- Locate Blackboard Collaborate Ultra in your course
- Create Your Session
- Share the Session with Students (Required if not using Blackboard)

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1. After signing into Blackboard with Google Chrome, click on your course.
  2. Click on **Course Tools** and a lot of options will appear. Click on **Blackboard Collaborate Ultra**. You will temporarily see a black screen and spinning purple circle. You will now see a **Sessions** window.
  3. Click on the gray **Create Session** window and a small window will open on the right side of your screen. We will now create your session.

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1. While on the same screen, navigate to **Event Details**. Type the name of your class in the **New Session** box.
  2. Under **Start** and **End** click on the start date and end time of your session. Choose your dates and times.

3. (This Step is Optional) Under the **Start** and **End** dates and times, click on the box next to **Repeat Session**. Several circles will appear. A circle with the current day will appear in green. To repeat your session, click on an additional circle to add an additional day.
  4. In the box beneath that, select **End After Occurrences** or **End on Date** from the drop-down menu. Then type a number in the box.
  5. Navigate down. No changes are recommended in **Session Settings**.
  6. Click on **Save**. You will now return to the **Sessions** screen. If you are not using Blackboard, you will need to share this link with your students. (If you are using Blackboard, there is no link to share. Your students will click on **Video Conferencing** and select the session to join.)
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1. On the **Sessions** page, you will see a list of sessions. You need to share the session link with your students. To retrieve the session link, click on the name of the session. A new window will open.
2. A phone number will appear at the top of the page with a pin number. Your students can join class on their phone with this phone number and pin. Beneath that, copy the link next to **Participant**. Your students will use this address to join with a computer or with the Blackboard Collaborate app. You can now share this information through email if you are not using Blackboard.
3. Click on the purple X in the upper left hand corner to close the window.

#### *How to Teach with Blackboard Collaborate Ultra*

Once inside Blackboard Collaborate Ultra, you can interact with your students in a lot of ways.

#### **Your Audio and Video Settings**

##### Setup your Camera and Microphone

1. To setup your audio and video, click on the cog in the lower right hand corner of your screen.
2. Click on the drop-down arrow next to **Audio and Video Settings**.
3. If using Blackboard Collaborate Ultra for the first time or with a new camera, click on **Set up your camera and microphone**.
4. Blackboard Collaborate Ultra will automatically detect any cameras plugged in. Follow the onscreen prompts to setup your computer's camera.

##### Join with your Phone

1. If you are having audio issues you can always use your phone. To do this, you need the phone number and pin for the session.
2. To get this information, click on the cog in the lower right hand corner of your screen.
3. Click on the drop-down arrow next to **Audio and Video Settings**.
4. Under **Audio and Video Settings**, locate the phone icon. The phone number begins with a + sign. After dialing this number, enter the pin when prompted. After a short message you will be able to hear your students on your phone.

##### Toggle your Computer Audio or Video On or Off During the Session

1. Click on the microphone button at the bottom of your screen to turn your computer audio on or off. A line through your microphone notes you are muted. If your microphone is green, your audio is on.

2. Click on the video button at the bottom of your screen to turn your computer's video camera on or off. A little line through your video camera notes that images from your video camera are turned off. When turning on the video, you will need to click **Share Video** after clicking on the video camera button.

### Recording a Session

1. Blackboard can record your session and students can watch it at a later time. To start the recording, click on the three bars in the upper left hand corner.
2. Locate the video camera icon and then click on **Start Recording**. A little popup will appear in the upper right hand corner that reads **Session is being recorded**.
3. While your session is being recorded, a little red camera icon will appear in the upper left hand corner of your screen.
4. To stop the recording, click on the three lines in the upper left hand corner. Then click on **Stop Recording**. A little popup will appear in the upper right hand corner that reads **Recording has stopped**.

### Seeing Your Students

1. When students join your session, you will see a little popup window with their name.
2. Locate the two person icon at the bottom of your screen. You will see a number. This is how many total people are in the session. If you see **1**, only you are in the session. If you see a **3**, you and 2 students are in the session.
3. To see which students have joined, click on the two person icon and then you'll see a list of attendees.

### Chatting with Your Students

1. Click on the little bubble icon in the lower right hand corner of your screen. A new window with Attendees and Moderators will open.
2. Click on the bottom of the screen to send all of your students a message.

### Sharing Your Screen

1. To share your screen, click on the square icon with the arrow in the lower right hand corner of your screen.
2. Under **Primary Content**, select **Share Application/Screen**. A **Share your screen** window will open.
3. If you have two monitors connected, under **Your Entire Screen**, select **Screen 1** or **Screen 2**. If not, click on **Application Window**.
4. You will now see thumbnail images of what you can show your students. Click on the box you want to show them, and then click on the **Share** box. A small gray box will now appear at the bottom of your page that reads **us.bbcollab.com is sharing a window**. Click **Stop Sharing** to showing students that screen. You will need to stop sharing this before you can share something else.

### Sharing a Blank Whiteboard (Virtual Blackboard or Whiteboard)



1. To write on a whiteboard your students will see, begin by clicking on the box and arrow icon in the lower right hand corner.
2. A new window will open. Under **Primary Content**, select **Share Blank Whiteboard**.
3. On the top of the window you will see several icons. To write on the screen, click on the pencil icon, click on the color circle to choose your color, and then you can draw.
4. To type on screen, click on the **T** button. Move to the place you want to type, and then start typing.
5. To draw a shape, click on the box icon. Choose your shape, and then draw it on your screen.
6. You can then click on the hand tool to point to different objects or the cursor icon to select your object or item on screen.
7. To erase anything, click on the eraser icon and then wipe the part of your screen you'd like erased.

### Sharing Files

1. To share files, click on the square and arrow button. Then under **Primary Content**, locate **Share Files**.
2. Click on the **+** sign to find the file on your computer. Alternatively, drag the file to the **+** sign.

### Polling Your Students (Always Happens During the Session...Can't Make Questions in Advance)

1. To ask your class a question, and get student input, click on the square and arrow button. Then under **Secondary Content**, locate **Polling**. You will now go to a new window.
2. Select the type of poll you'd like to create. Click on either **Multiple Choice** or **Yes/No Choices**.
3. In the next window, type your question, your choices and then click the black **Start** button to ask your students. The poll will show up on the bottom of the screen. The total number of responses will be at the top. Individual responses will be listed next to each option.

### Timer (Your Class Clock)

1. To add a clock to your classroom, click on the square and arrow button. Then under **Secondary Content**, select **Timer**.
2. Under **Start Timer**, enter the number of **Minutes** and **Seconds** in the boxes.
3. Next, add a description such as **Class Clock** in the **Timer description** box.
4. Under **Timer counts**, select **Down** or **Up** from the drop-down menu.
5. Finally, under **Timer viewable by**, select **Everyone** if you want the students to see the clock. Or, select **Moderators** if you only want to see it.
6. Finally, click **Start**.

### *How to Enter a Blackboard Collaborate Session*

Once your Blackboard Collaborate Session has been setup, open Blackboard in Google Chrome. (Note: It is very important to use Blackboard with Google Chrome.)

1. Click on **Video Conferencing** on your Blackboard Course Menu. You'll see a black window and then a purple circle and then all of your sessions will appear.

2. Click on the three dots next to the session you want to join. A small window will appear in the lower right hand corner of your screen.
3. Click on **Join session** and then you will land inside Blackboard Collaborate Ultra.

#### *How to View Recorded Blackboard Collaborate Ultra Sessions.*

Blackboard Collaborate will record your sessions if you choose. These sessions will be available to you and your students until the end of the semester.

1. From your Blackboard course menu, select **Video Conferencing**. You'll see a black screen and then a spinning purple wheel for awhile and then you will see a list of all your Blackboard sessions.
2. Click on the three lines in the upper left hand corner of the screen. Then select **Recordings**. You will now see a list of all your recorded sessions, their times, and dates.
3. To view the sessions, click on the three dots. Then select **Watch now**. The session will load.