



# Blackboard Quick Reference Guide

## Using Virtual Classroom


Blackboard provides a feature whereby synchronous (same-time) discussions can occur between you and your students. Besides being a group chat tool, Virtual Classroom also lets you draw on whiteboard, link to an item in your course or to a URL. A student can also ask a private question.



You and the students need to use a Java-enabled web browser to make this feature work. If the browser is not enabled, then a message displays indicating how to install. Also, pop-blocker software may prevent you from displaying Virtual Classroom.

### Creating a Virtual Classroom Session

**Step 1:** From the Control Panel, click **Collaboration**.

**Step 2:** Click  Collaboration Session.

**Step 3:** Enter the *Session Name* and determine date and student availability.

**Step 5:** Select *Virtual Classroom* from the Choose tool for this session drop-down menu.

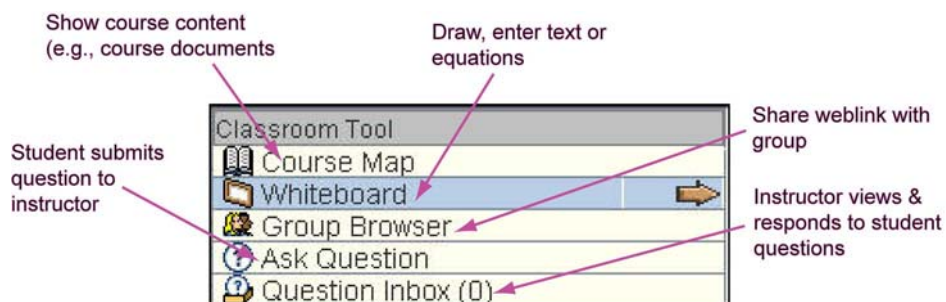
**Step 6:** Click .

### Joining a Virtual Classroom Session

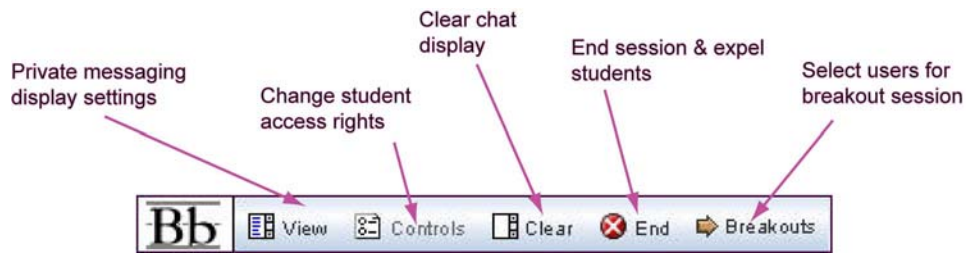
**Step 1:** From the Collaboration Sessions page, click **Join** next to the desired session. The Chat area appears at the bottom of a new window:



The following tools are available:



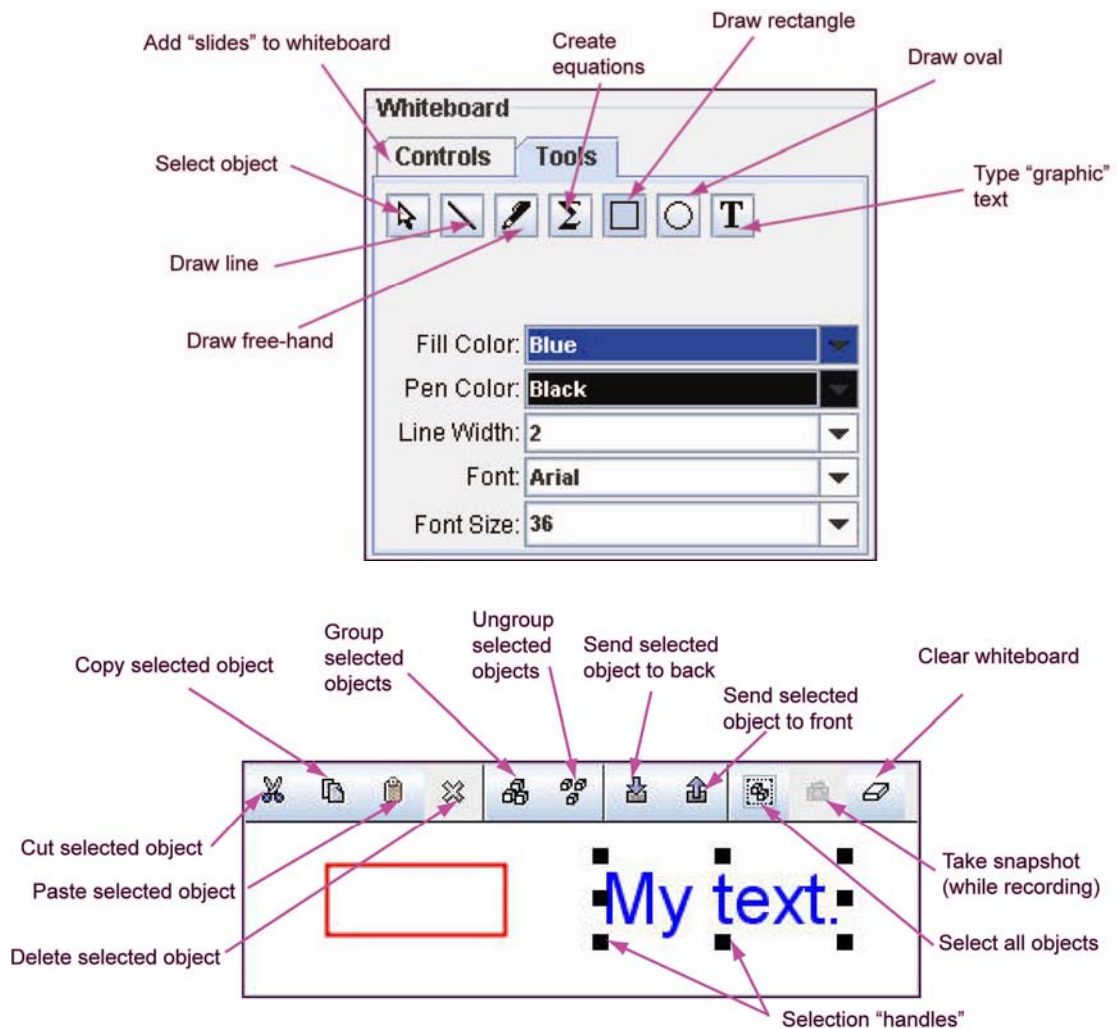
The menu bar provides the following options:



Clicking the Close button (X) at the upper right of the chat window does not actually end the chat session. Use the **End** button on the Chat menu bar instead.

## Whiteboard

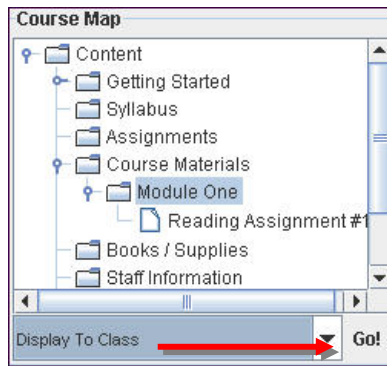
When you first join a Classroom session, the Whiteboard tool is selected by default.



## Course Map

**Step 1:** From the Classroom Toolbox, click **Course Map** and choose the desired content.

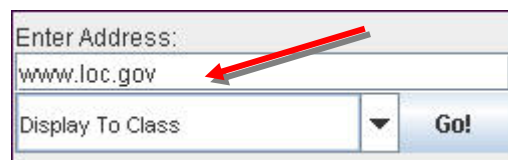
**Step 2:** Click **Go!** next to *Display to Class* item from the drop-down menu:



## Group Browser

**Step 1:** From the Classroom Toolbox, click **Group Browser**.

**Step 2:** As indicated, type the URL (web address), as in the following example:



**Step 3:** Click **Go!** to display to class.

## Ask Question

**Step 1:** From the Classroom Toolbox, the student clicks **Ask Question**, enters the question and clicks **Send**.

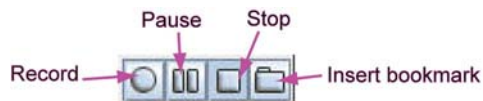
## Question Inbox

**Step 1:** From the Classroom Toolbox, click **Question Inbox** and select the student name.

**Step 3:** To answer, click the **Respond to Question** button, enter the text, then click **Send**.

## Recording the Session

**Step 1:** Use the following button bar to record the chat session:



From the Collaboration Sessions page, click **Recordings** to view the session archive.