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Part One: Interactive Whiteboards

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 to add text, objects and highlights to the page. That was just the beginning of what you can do with the web conferencing Whiteboard. The Whiteboard is a robust object oriented tool that supports static and animated images, standard and customized Clip Art, interactive objects and tools for managing pages and page content. Let’s put all those pieces together to create interactive Whiteboards for ice-breaker and knowledge checks.

Creating 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 Whiteboard. 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.

Practice – Create an Interactive Whiteboard

1. Create a new Whiteboard page

2. Add images, Clip Art or content created using the whiteboard tools to the Whiteboard. Alternatively, create simple drag and drop exercise matching text labels to graphics picked from the Clip Art Library.

3. Organize the content. Move objects to the background if needed. Group objects as needed.

4. Save the page in the WBD or the WBP format. These files can be loaded into any web conferencing session. The interactive quality of the page will be preserved.
Part Two: Application Sharing

Application Sharing allows a Moderator or any Participant with Application Sharing permission, to display an application or their desktop to all participants in the session. As you navigate through the application(s), the other participants will see your mouse move and the changes as they are being made. Application Sharing can be used during a meeting to collaborate with colleagues on documents and spreadsheets or in a training session, you can train participants on a new application or product. In an academic setting, students can share their work/assignments with you and you can make comments and changes directly on the document.

There are two ways to Application Share:

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

Note: A Participant can share providing the Moderator gives Application Sharing permission and switches to the Application Share mode.

Practice: Application Sharing

The best way to practice Application Sharing is with two computers or two people. It is important to see what happens on the Participants screen with each action taken by the Moderator. Practice steps:

1. Share an application such as a Word document.
2. Make changes to the application and observe on the Moderator’s and the Participant’s screen.
3. Give control of the application to the Participant (Tools > Application Sharing > Give Control of Shared Applications”). Take back control by using the short cut -- CTRL + Space bar.
4. Use the Application Sharing Preview tool to get visual confirmation of exactly what is being shared. It is located under Tools > Application Sharing > Show Preview Window.
5. Click the Pause button. Make a change to the application and observe what happens on the Participant’s computer. Resume sharing and notice how the Participant’s screen will update.
6. Click on the Snapshot button. Notice you are now on the Whiteboard. Use the tools to mark-up the page. Resume Application Sharing by clicking the Application Sharing button and selecting Resume Sharing.
7. Stop sharing.
Part Three: Web Tour
There are three ways for a Moderator to show session attendees a webpage during a web conferencing session:

1. Application Sharing
2. Web Tour

In this section we will focus on Web Tour and Web Push. Using Web Tour, the Moderator can display a webpage in the content area. The page will be live and the Participants will independently have the ability to click the links. By default, the Moderator will have **Follow Me** selected which means that each time the Moderator clicks a link or loads a new page the Participants will be resynchronized to that page.

With a Web Push, the URL opens up in the session attendee’s own web browser. This window is outside the web conferencing session and the session attendees have full control – they can type URLs into the browser, use their own bookmarks and close the window.

Practice: Web Tour

1. Click the Web Tour button.
2. Enter URL and hit <ENTER> on your keyboard.
3. Click on a link and notice what happens on the Participants screen (or if you as your Participant to describe their experience).
4. Deselect “Follow Me” and click on a link and notice what happens on the Participants screen.
5. Enter a URL that requires a Username and Password. Log into that site and notice what happens on the Participants computer.
6. Enter a YouTube movie URL and notice what happens.
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 so desired.

Practice: Breakout Rooms

For the Breakout Room practice you will need at least two Participants and a Moderator. If possible, go to a computer lab and log onto several computers at the same time.

1. Create at least two rooms
2. Practice moving from room to room.
3. Practice moving Participants from room to room.
4. Move Whiteboard screens from the Main room into the rooms.
5. Move the pages from the Breakout Rooms back to the Main Room.

Things to keep in mind:

1. What is needed to Application Share in a Breakout Room? (Answer: a Moderator)
2. How can you synchronize Whiteboard pages in a Breakout Room so all Participants are seeing the same page? (Answer: Give a Participant Moderator permission.)
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. It is important to understand the Server and Progress indicators when transferring a file. Watch for the Server indicator to be “Complete” and for the Progress indicator to turn all green. That is your confirmation that the file has been made available for saving on each Participants computer. It is always important to note that there is a 10 MB file size limitation for the File Transfer Library.

![File Transfer Library](image)

A file that has been saved will have a green “Save” indicator to the right of the Progress bar. Participants can open the File Transfer Library, select an unsaved file and click the Save button.

![File Transfer Library](image)
Practice: File Transfer

1. Practice uploading a document to the File Transfer Library using the default settings
2. Upload another document, this time deselecting the default “Prompt recipients”, now use the Prompt Recipients button in the File Transfer Library.

My Notes
Part Six: The Blackboard Collaborate Experience
Congratulations you have now completed the Essentials and Beyond the Basics workshops. You should have a strong foundation in using Blackboard Collaborate web conferencing for you teaching, training, and meetings needs. Now you need to practice and practice some more. With a bit of practice, facilitating a web conferencing session will be just as easy if not easier than a face to face class or meeting. Best of luck!

Thank you for your participation in this Blackboard Collaborate Workshop.