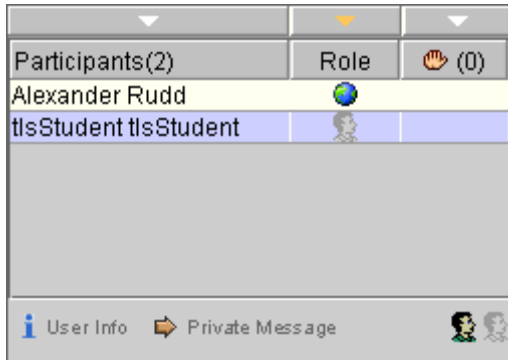


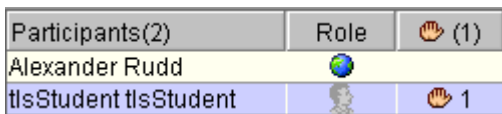
Communicating with Students

Raised Hands (Enabling/Disabling Students)

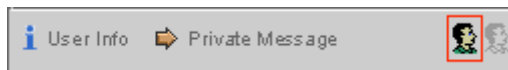
- The **Participants List** is in the lower left and contains all of the people currently participating in this Session.



- If a name has a small person next to it under the **Role** column, they are classified as a student.
- If that picture is grayed out, they are currently **Passive** and can't type messages.
- The students can request to be activated by **Raising their Hand**.



- A student with a **Raised hand** is requesting to be activated so they can speak.
- Select the student from the **Participants list** and **activate** them by clicking on the **Activate** button.

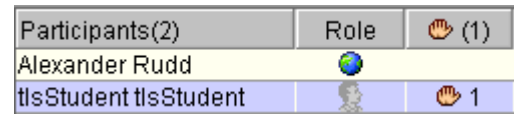


- Using the **Activate** and **Deactivate** buttons you can easily control who is allowed to type messages.

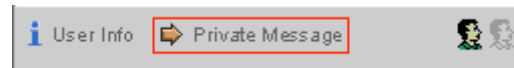
Sending Private Messages to Students

- Private messages show up only on the screen of the person they are sent to, and do not show up in the recorded archives.

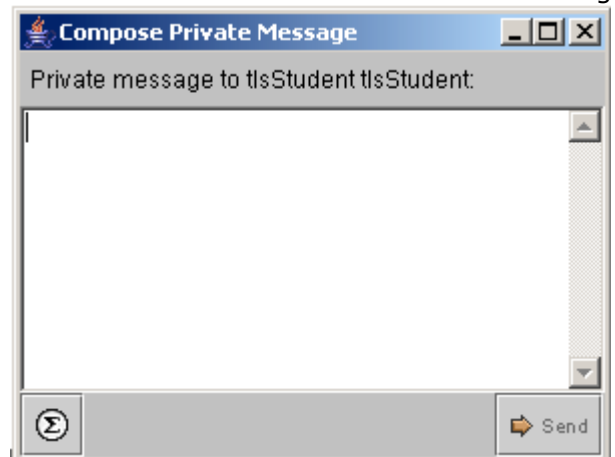
- To send a private message, select the Student from the **Participants** list.



- You can send a private message to multiple students by holding down the **Ctrl** key on your keyboard and clicking other names.
- All names highlighted in purple will receive the private message.
- Click on the **Private Message** button.



- Type your message in the window that pops up and click the **Send** button to send the message.



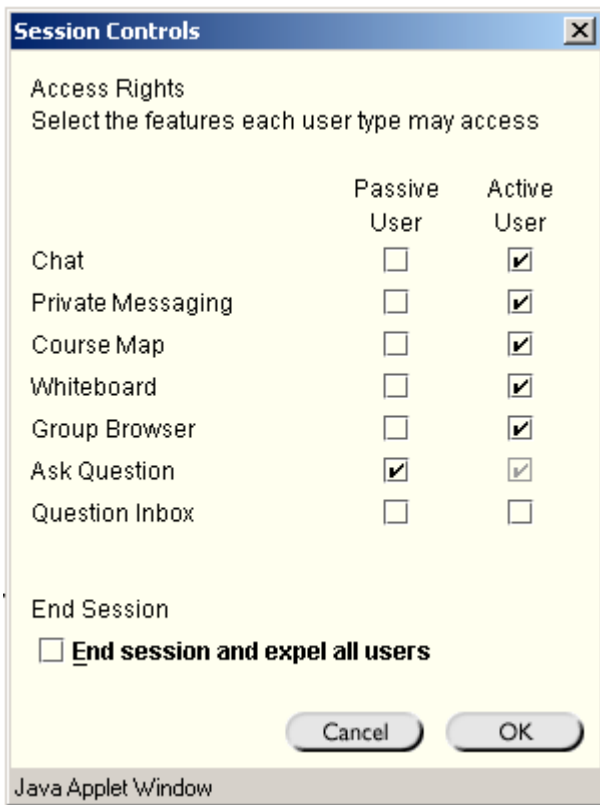
- Note that if you choose to record this conversation into an **Archive** these private messages will not show up in that archive.
- You can also send a private message to one person on the **Participants list** by double-clicking on their name.

Setting Options for Active/Passive Students

- You can choose which tools **Active/Passive** users have access to under the **Controls** menu at the top of the screen.



- A window will pop up with several checkboxes; you can choose which tools you want a student to be able to use when they are **Active** or **Passive**.



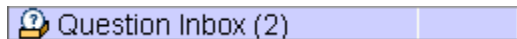
(Remember that a Student is **Active** if the person icon next to their name is colored in, and **Passive** if that icon is grayed out.)

- The **End Session** check box at the bottom will exit the current **Virtual Classroom** session and kick all other users out as well, this is the same as clicking the **End** button on the main menu bar.

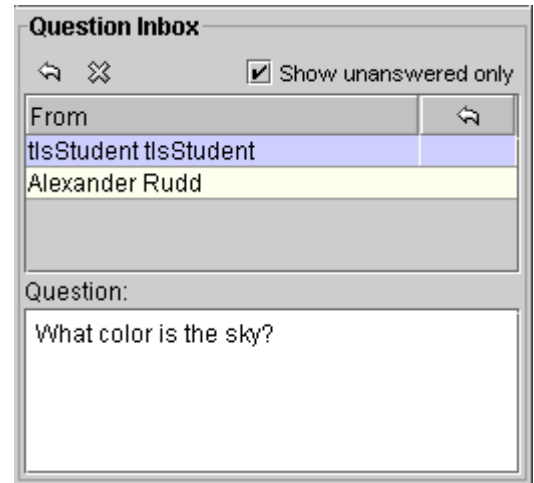


Answering Student Questions

- Students can ask questions that are like regular messages, but they don't show up until you choose to answer them.
- When a Student has asked a question the number next to **Question Inbox** will increase by one.



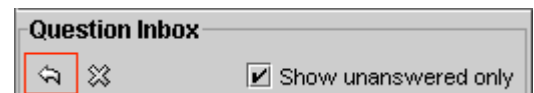
- This number represents the total number of unanswered questions that are currently in the question box.
- If you click on the **Question Inbox** it will be displayed below the link you clicked.
- Here you see the list of all questions and who asked them.



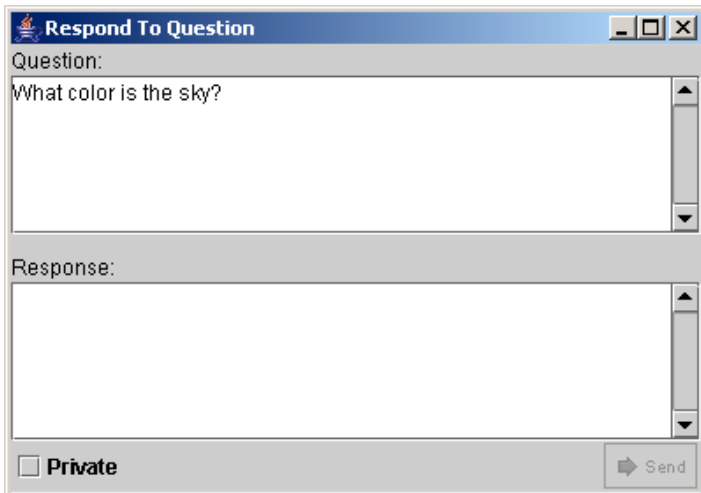
- Note:** The questions that are submitted to the **Question Inbox** are visible to all users in the **Virtual Classroom**. If a student wishes to ask a question with anonymity, instruct them to use the **Private Message** feature.
- You can set your window so that private messages are easy to see by clicking on the **View** option at the top of the screen, and selecting the **Show in separate Frame** radio button. Your chat window will then appear like this with private messages on the right:



- If you choose to enable the **Show unanswered only** checkbox then only questions you have yet to respond to will be visible.
- When you click on a question, it is highlighted in purple and you can read the question text in the box on the lower part of this window.
- To respond to a question, highlight it and click the **Respond** button.



- A new window will pop up where you can see the question text and you have a text box where you enter your response to the question.



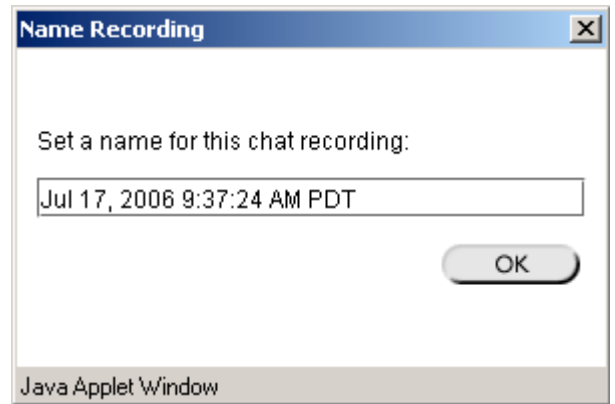
- In this window you can type your response to the question, choose whether or not the messages should be private, and click **Send** to answer the question.
- Remember that if you do not choose to allow **Passive** students to ask questions, only students that have been **Activated** can ask questions.

Recording Sessions for Later

- You can record chat sessions so that you can allow students to browse through them later to review questions that were asked and topics covered.
- Note that only the text of the message box will be recorded, images drawn on the **Whiteboard** and private messages will not be recorded.
- To begin recording, click on the **Record** button in the upper right-hand corner of the window.



- A new window will open where you can choose a name for the **Recording**. By default it will be named for the date and time that you begin recording. Click **OK** to begin recording.



- A message will be displayed in the **Message** area letting you know that the **Recording** has begun. (This message will not appear in the recording)
- You can **Pause** the recording if you do not want part of what is typed to show up in the **Recording**.
- If you **Stop** the **Recording**, it stores that recording in your **Archives** and pressing the **Record** button again will start a whole new **Recording**.

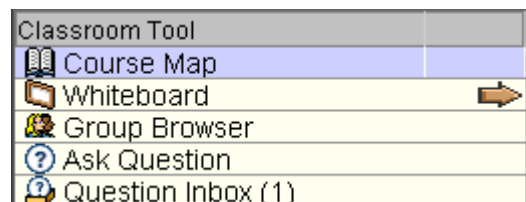


To review your **Recordings**, click on the **Recordings** button next to the **Join** button on the **Collaboration** page.

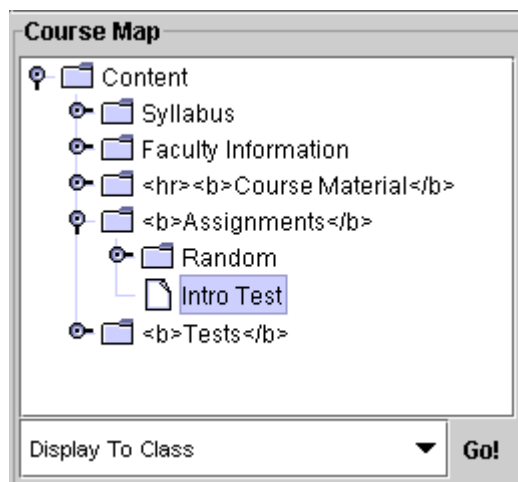


Displaying WebPages

- There are two different ways to display a webpage in the content window of all the students' screens.
- The first is limited to pages within your **Blackboard Course**.
- Click on the **Course Map** link under the main navigation bar.



- This will display a tree of your **Course**, select the page from your course that you want to display and make sure that **Display to Class** is selected from the drop down box, and click **Go!**



- The other way to display web pages on all of the Students' screens is through the **Group Browser** link, listed just underneath the **Course Map** link on the main navigation bar.
- Type your desired URL into the text field and click the **Go!** Button.



- **Note:** After you display a URL to the class, their screens will **not** be updated as you click on links or otherwise navigate through the website.
- It is not possible to copy and paste the URL of a site into the **Virtual Classroom**, so you cannot simply take the new URL and paste it in the **Enter Address:** field shown above.
- In order to have a series of web pages displayed synchronously with all your students, save each page in the series as pages in your Blackboard Course.
- Navigating through the **Course Map** will refresh the students' screens along with yours and achieve the desired effect.