



Welcome!

To 2nd Grade Blackboard Tools Orientation

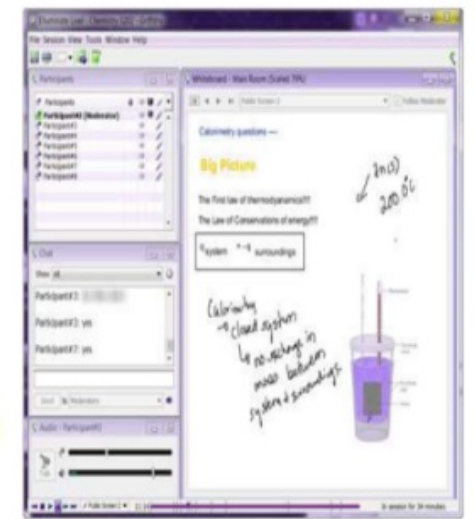
Agenda

The screenshot shows a virtual meeting interface with several key areas highlighted by red boxes and red arrows pointing to descriptive text:

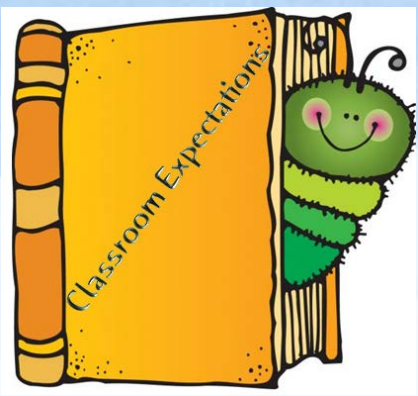
- Talk**: A red box highlights the 'Talk' button in the top-left 'AUDIO & VIDEO' section.
- Whiteboard**: A red arrow points from the 'Whiteboard' icon in the top toolbar to the text 'Whiteboard'.
- Application sharing**: A red arrow points from the 'Application sharing' icon in the top toolbar to the text 'Application sharing'.
- Load a PowerPoint etc.**: A red arrow points from the 'Load Content' button in the top toolbar to the text 'Load a PowerPoint etc.'.
- Record your session**: A red arrow points from the 'Record' button in the top toolbar to the text 'Record your session'.
- Feedback icons**: A red dashed box highlights four icons (smiley face, applause, confusion, and checkmark) in the 'PARTICIPANTS' list. Red arrows point from these icons to a list of descriptions: 'Feedback (smiley face, applause, confusion etc.)', 'Stepped away (indicate you have left the session temporarily)', 'Raise hand (indicate you have a quest)', and 'Polling (e.g. Yes/No or A/B/C/D)'.
- Whiteboard Tools Palette**: A red arrow points from the vertical toolbar on the left to the text 'Whiteboard Tools Palette'.
- Chat panel**: A red dashed box highlights the chat input area at the bottom left. A red arrow points from this area to the text 'Chat panel'.

WRITING ON WHITEBOARD

-
- 1. Selection tool
 - 2. Pointer tool
 - 3. Pen/highlighter tool
 - 4. Text tool
 - 5. Filled Shape tool
 - 6. Empty Shape tool
 - 7. Line tool
 - 8. Screen Capture tool
 - 9. Clip Art tool



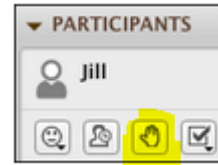
Whiteboard Tools



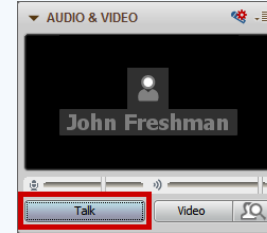
1. Be on time to class.



2. Raise your hand to speak:
once!



3. Participate in class: **take turns.**



You will see these expectations for every class!

4. When you use the microphone be sure to **press talk button again** to turn it off so the next person can speak.

5. **Use the tools only** when the teacher asks or you have a question about something we are working on. This includes chat!!

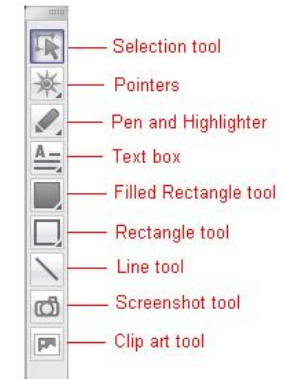
*No websites, phone numbers or inappropriate words in the chat. Chat is focused on the subject!

6. If you are drawing on the board make sure it is **on task and school appropriate.**



7. When you are working with classmates in a breakout room: include everyone, get to work right away, be kind and helpful, and stay on task.

8. **Have working tools.** Go to the Blackboard tools orientation to try your tools and webcams out. ★



**There are consequences for not following the rules.*

Who Ya Going To Call?



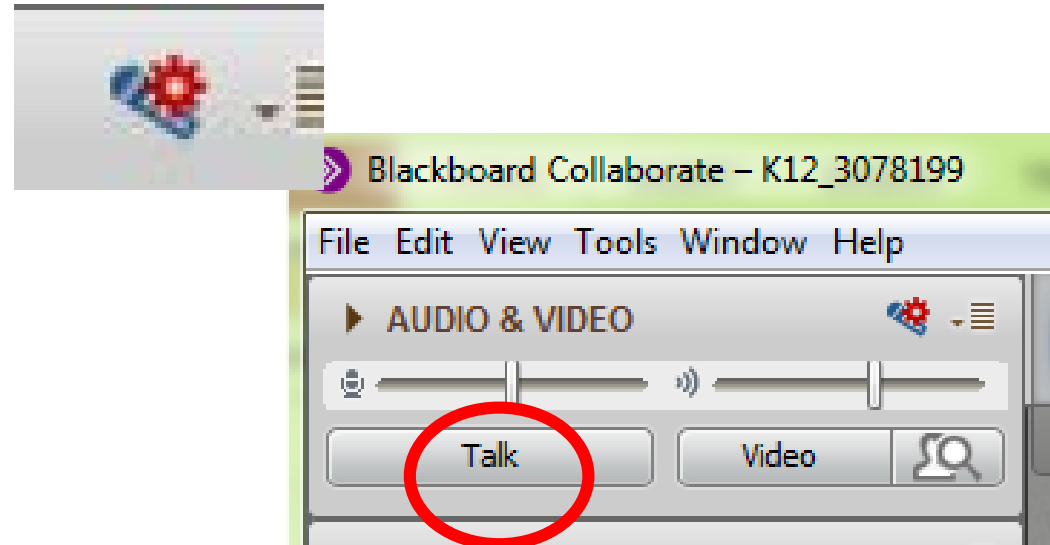
**If you have technology or computer issues throughout the year you must contact K12 Tech Support.*

1.866.512.2273 or click this link



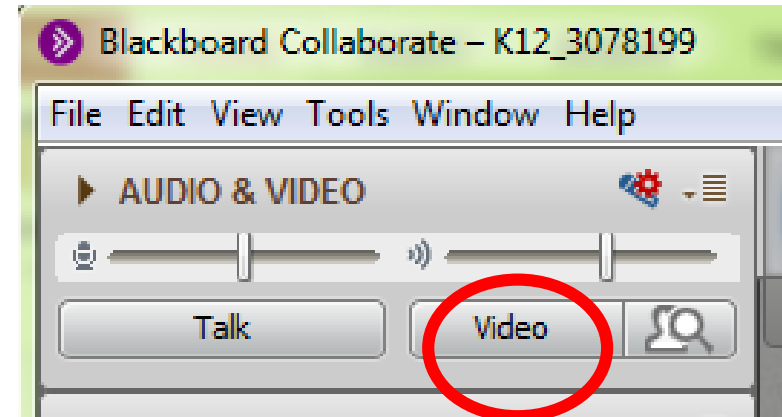
Microphone

- Set up your microphone using the "Audio Set Up Wizard"
 - You must have a working microphone for classes.
- Raise your hand if you do not have a microphone.
- Let us hear you 😊
 - I will call on each one of you
 - Turn your microphone OFF when you are done
 - Use appropriate school language

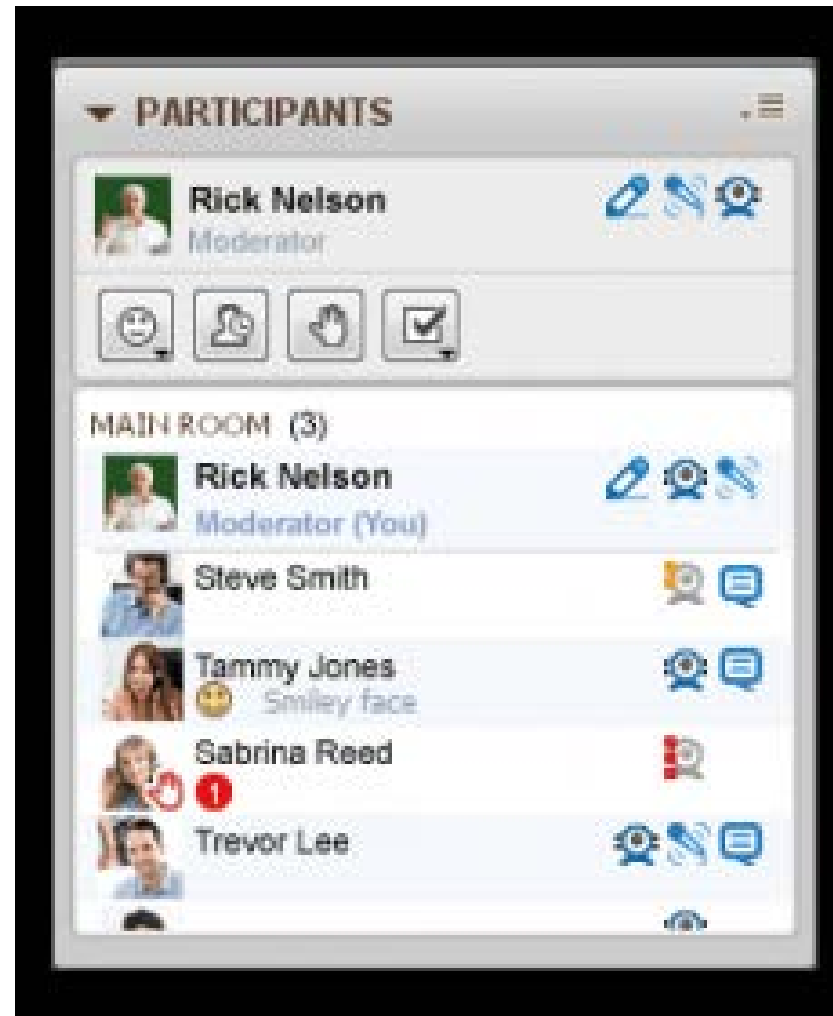
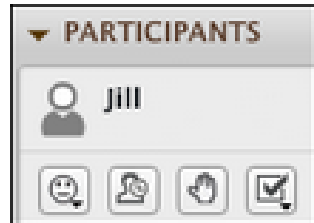


Webcam

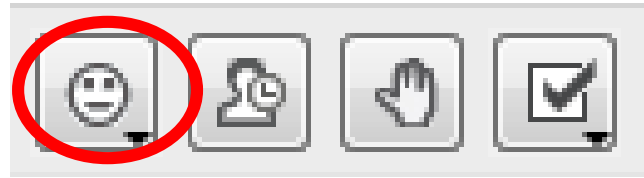
- *By pressing the video button you will be able to test your webcam.*
- *If your webcam does not work or you think you don't have one you can contact K12 tech support.*



In the *Participants* panel, use the toolbar functions to interact with others, such as providing feedback, asking a question, and answering a poll question.



Whiteboard Tools

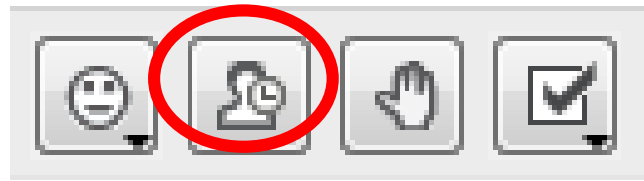


Using Emoticons


During a presentation, you can provide visual feedback. Point to *Show emotion* to select an icon from the drop-down list. In the participants list, the icon you choose appears next to your name for a short time.




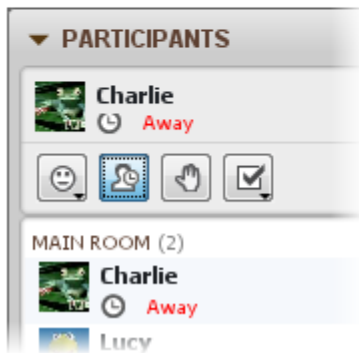
Whiteboard Tools



Step Away

Click *Step away from the session* () to alert others that you are temporarily unavailable. You can see and hear everything that occurs.

The step away indicator () and *Away* appear next to your name in two areas of the *Participants* panel.



Whiteboard Tools



Raise Hand

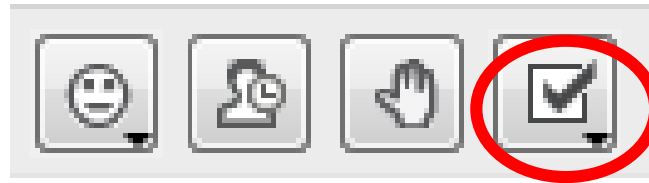
Click *Raise hand* to ask a question. A hand icon and number appear with your name.



To lower your hand, click *Lower Hand*.

Participants with raised hands appear first in the participants list. When multiple participants raise hands, the numbers indicate the order.

Whiteboard Tools

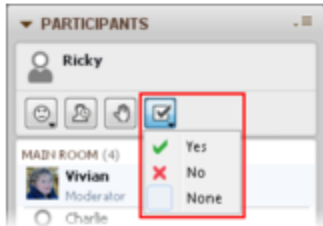


Polling

During a session, a moderator may ask you to participate in a poll for quick knowledge checks or surveys. Depending on the type of poll, you can choose from the following answers:

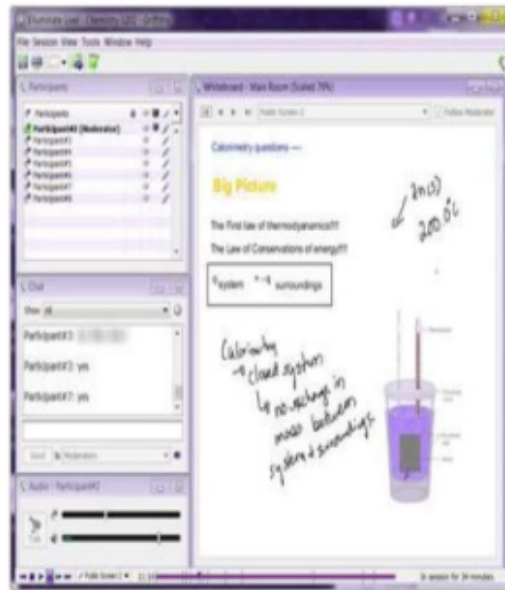
- Yes and No options—the default
- Multiple choice responses, A - C
- Multiple choice responses, A - D
- Multiple choice responses, A - E

Point to *Respond to poll* to select a response from the drop-down list.



Whiteboard Tools

WRITING ON WHITEBOARD

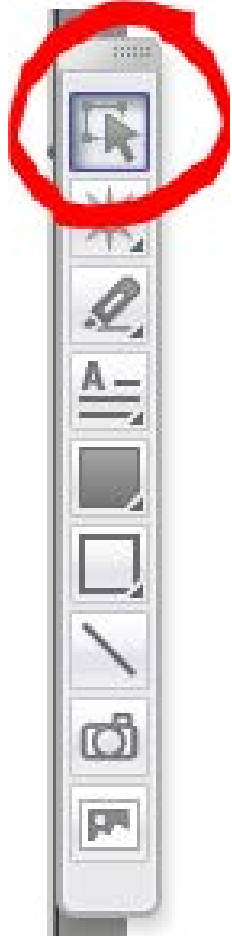


[Whiteboard Tools](#)



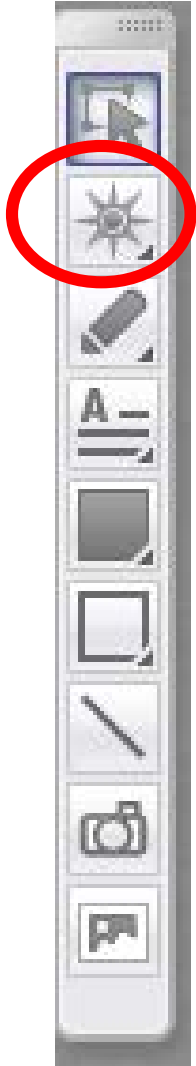
- Arrow Selecting Tools
- Pointer
- Pen or Highlighter Tools
- Typing Tools
- Shapes
- Lines

Arrow Selecting Tool



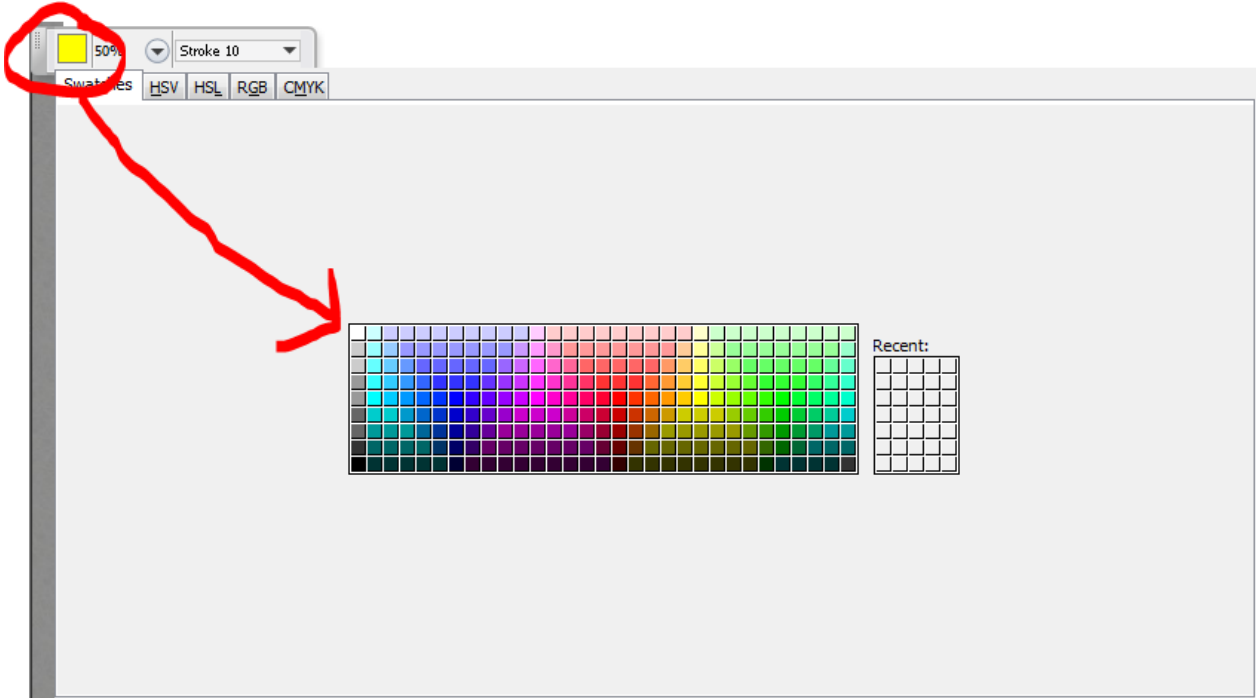
- Allows you to select objects and move or delete them.

Whiteboard Tools



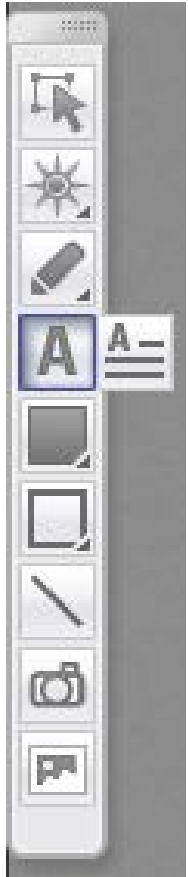
- *Pointers*

Pen or Highlighter Tool

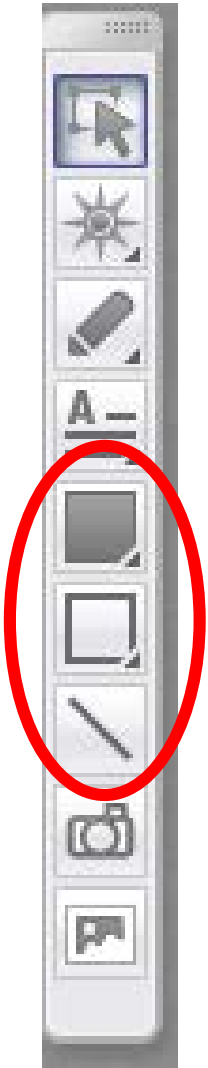


Typing Tool

- Select the “A” to start typing
- You can “A with lines” too

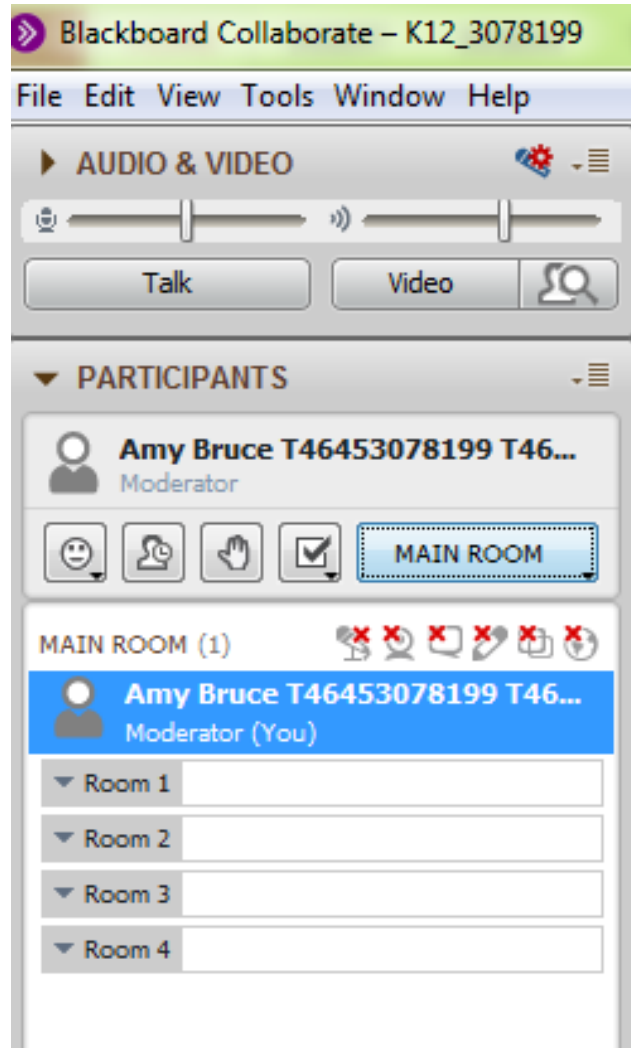


Whiteboard Tools



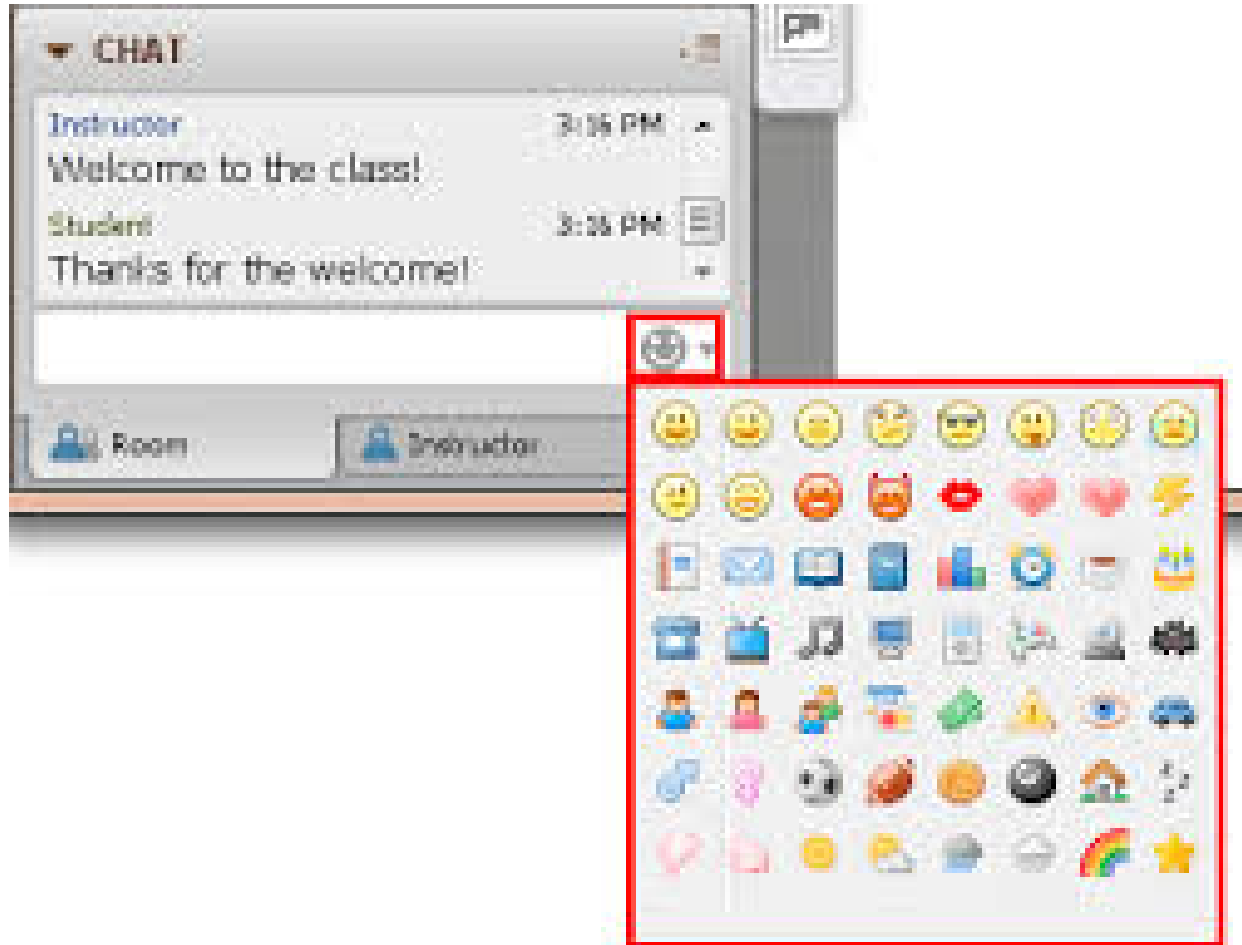
- *Shapes: these 2 options allow you to put a shape on the screen.*
- *The 1st one will be a solid color.*
- *The 2nd button outlines. So if you want to make the red circle like I did here you would use this button.*
- *The 3rd button with a line does just that...it makes lines*

Breakout Rooms



- *Smaller rooms within the classroom, like centers.*
- *Once you have permission, you can move yourself to the correct breakout room.*

Chat Box



-The teacher can see everything you Write in the chat box.

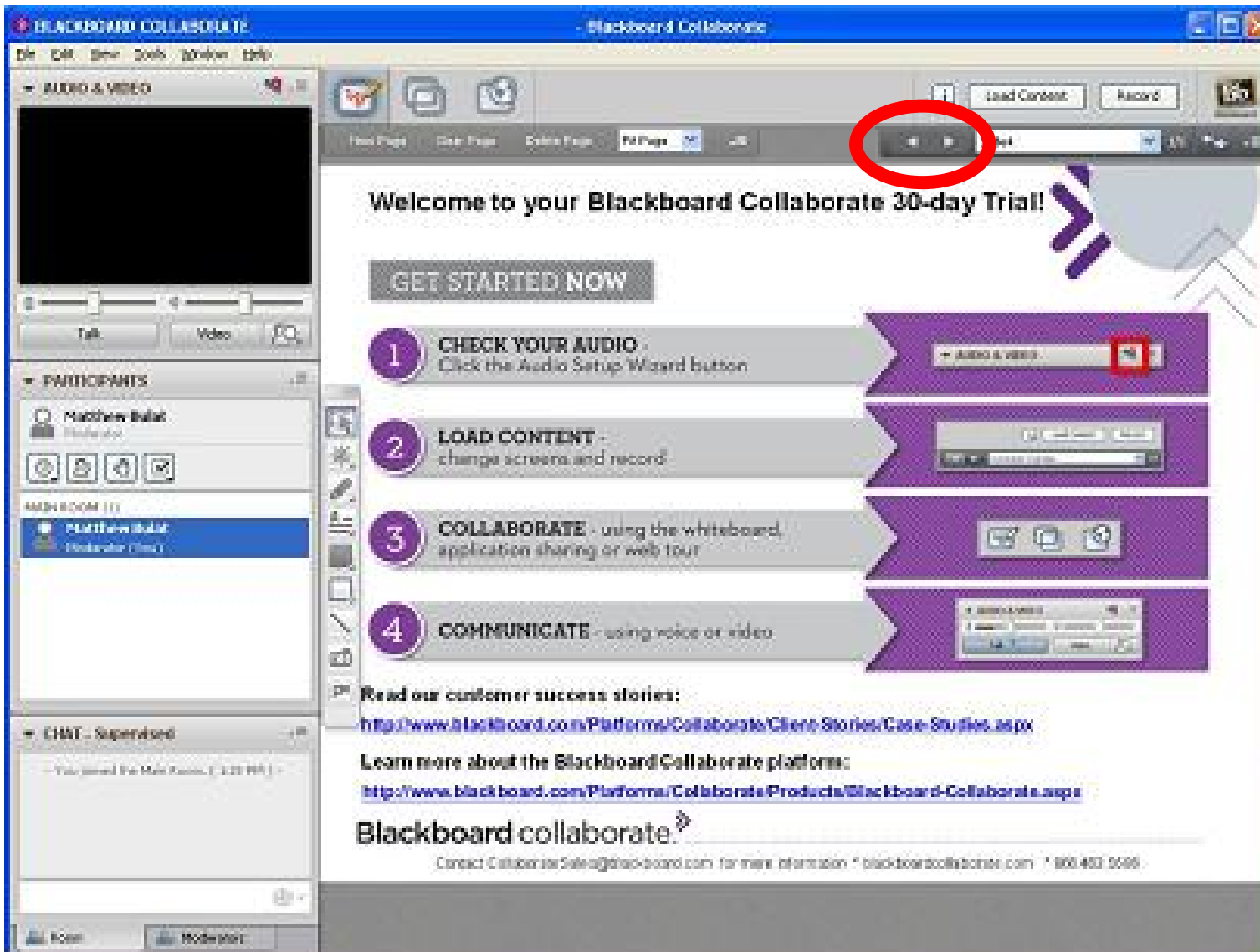
-Even if you think you are sending a Private message; the teacher can see it!

-It should be focused On class.

Moving slides

-Sometimes you may be Asked to use your over Arrow keys to go to the Next slide.

-These keys are at the Very top of your page.



The screenshot displays the Blackboard Collaborate interface. At the top, there is a navigation bar with buttons for 'Full Page', 'Close Page', 'Extra Page', and 'Full Page'. A red circle highlights the navigation controls, including a left arrow, a right arrow, and a 'Next' button. Below the navigation bar, the main content area features a 'Welcome to your Blackboard Collaborate 30-day Trial!' message and a 'GET STARTED NOW' button. A list of four steps is provided: 1. CHECK YOUR AUDIO (Click the Audio Setup Wizard button), 2. LOAD CONTENT (change screens and record), 3. COLLABORATE (using the whiteboard, application sharing or web tour), and 4. COMMUNICATE (using voice or video). A red box highlights the 'AUDIO & VIDEO' button in the first step. The interface also includes a sidebar with 'AUDIO & VIDEO' and 'PARTICIPANTS' sections, and a 'CHAT' section at the bottom.

Thanks for coming!

Join us for our next orientation

Here are some links to helpful videos that goes over this material.

<http://safeshare.tv/v/ss56901bcedd17d>

<https://sas.illuminate.com/site/external/launch/nativeplayback.jnlp?sid=559&psid=2016-01-14.1047.M.31C3394786BD3B2C9E878207F8CC79.vcr>

Blackboard website with more help:

<https://en-us.help.blackboard.com/Collaborate/v12/Participant>

***REMINDER: if you have technology or computer issues**
Throughout the year you must contact K12 Tech Support [1.866.512.2273](tel:18665122273).