Virtual Classroom

The virtual classroom is useful in online classes, hybrid classes, and even in the case of inclement weather. Users have the ability to use a Course Map, a Whiteboard and Group Features. Transcripts are saved and can be visited later by anyone in the class, whether or not they participated in the actual collaboration session.

To Record a Virtual Classroom Session:

1. Login to Blackboard.
2. Enter the course within which you wish to work.
3. From the Course Menu, select the **Tools** option.
4. On the Tools page, click the **Collaboration** selection.
5. On the Collaboration page, select the **Virtual Classroom session** within which you wish to work.
6. Within the Virtual Classroom sub-window’s top toolbar, there are Recording Tools in the top right corner (Record, Pause, Stop, & Bookmark):

   ![Recording Tools](image)

7. At the beginning of your Virtual Classroom session, click the **Record** icon. You will need to name the recording session.
8. Go on with your session as normal, but when the session is finished, click the **Stop** icon. The recording will save automatically and can be accessed from the Collaboration page.

To Access a Recording:

1. Login to Blackboard.
2. Enter the course within which you wish to work.
3. From the Course Menu, select the **Tools** option.
4. On the Tools page, click the **Collaboration** selection.
5. On the Collaboration page, click the **gray square icon** next to the Virtual Classroom session for which you wish to view a recorded session, then select **Recordings** from the drop-down menu:

   ![Recordings Menu](image)

6. On the Session Recordings page, click the session you wish to view. Students can easily access your recordings in the same manner.