Virtual Classroom

Virtual Classroom features extra tools such as a whiteboard and links to content areas on your course site. 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.

Enabling Virtual Classroom:

1. Login to Blackboard.
2. Enter the course in which you wish to work.
3. From the “Course Menu,” select the Tools option.
5. On the “Collaboration” page, click the Create Collaboration Session button.

6. The default session name is the Course ID, the current date, and the current time. If you wish to enter another name for the session, feel free to do so now.
7. Next enter the dates of availability for the session and make sure to click the radio button for “Yes” to make the session available during those dates, or to make it available without date restrictions leave the dates blank.
8. In section 3, choose which “Collaboration Tool” you wish to use for the session. For these purposes, choose Virtual Classroom.
9. Scroll down and click the Submit button.
10. Your newly created session will not appear in the Collaboration Sessions list. To enter it, click on the session’s name link.

To Use Course Content Areas in Collaboration Tool:

1. Login to Blackboard.
2. Enter the course within which you wish to work.
3. From the “Course Menu,” select the Tools option.
5. On the “Collaboration” page, select the “Virtual Classroom” session in which you wish to work.
6. Once the session opens, you should see a sub-window that looks like the following:

7. Within the “Virtual Classroom” sub-window, find the “Tools” area and click the **Map** selection:

8. You should see the course's content area folders displayed below the “Tools” menu:

9. Select the content item you wish to display in the “Virtual Classroom” window. The portion of your course site you wish to display will appear in the largest window of the “Virtual Classroom” window, and it will be available to the instruction and students.

**To Use the Whiteboard:**

1. Login to Blackboard.
2. Enter the course in 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** in which you wish to work.
6. Within the “Virtual Classroom” sub-window, find the “Tools” area and click the **Whiteboard** selection, then click **Display**.

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7. You should see the "Whiteboard" menu displayed below the "Tools" menu:

![Whiteboard menu]

8. To draw on the whiteboard, click **Tools** in the "Whiteboard" menu; then select your **tool** (Select Arrow, Draw Line, Free Draw Pen, Insert Equation, Draw Square, Draw Circle, Insert Text).
9. If you want to add a page to the whiteboard, click the **Controls** button in the "Whiteboard" menu, and then click the **Add Page** button.

**To Use the Built-in Chat Feature:**

1. Login to Blackboard.
2. Enter the course in 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. Under the classroom window, you will see a chat area. In the “Compose Box,” type a message to display to the collaborative group. Press **Enter** on your keyboard or click **Send** to display the message.
7. To send a private message to another member of the collaborative group, click the **Private Message icon** located under the Participants list:

![Private Message icon]

**To Use the Ask Question Feature:**

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, find the "Tools" area and click the **Ask Question** selection.
7. In the “Enter Questions” area, type your question; then click Send. Questions are sent in the form of messages to all users.
8. To respond to a question, click the Respond to Question button. In the provided window, type your response; then click Send.
9. Questions will appear in the chat log. Answers will also appear unless the instructor checks the Private option while typing responses.

To Record a Virtual Classroom Session:

1. Login to Blackboard.
2. Enter the course in which you wish to work.
3. From the “Course Menu,” select the Tools option.
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):

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 in which you wish to work.
3. From the “Course Menu,” select the Tools option.
5. On the “Collaboration” page, click the gray circle icon with a down arrow next to the “Virtual Classroom” session for which you wish to view a recorded session, then select Recordings from the drop-down menu:

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