

Delaware Technical and  
Community College  
E-learning Presents:

Collaboration: It's Not Just  
For Online Courses

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# What Is Collaboration?

Collaboration is the Blackboard feature that allows you to communicate in real-time with your students. There are two forms of Collaboration:

Virtual Classroom  
Virtual Office Hours (Chat)

Java-Plug in is Required

# Virtual Classroom

- ◆ Users engage in a real-time discussion with other users, access the Web, and engage in question and answer sessions. Users may also access the Whiteboard to display text and images.



# Virtual Classroom

- ◆ Click **Communication** on the Course Menu.
- ◆ Select **Collaboration Tools**.
- ◆ Click **Join** next to a Virtual Classroom session.



## Collaboration Sessions

Collaboration Session

Filter Search by  Session Name  Start Date  End Date (MM/DD/YY)

Show All

GO

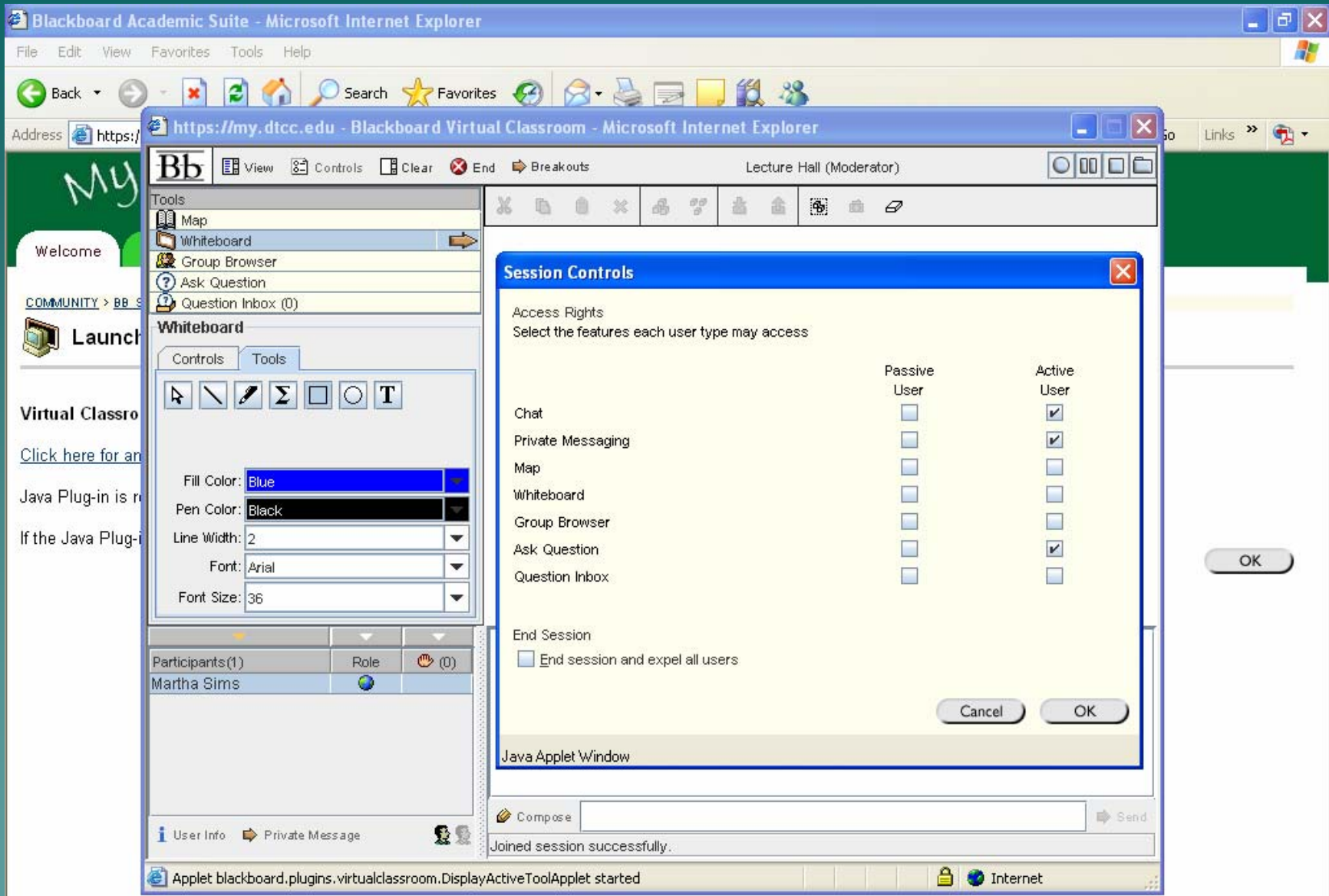
Search

Session Name	Tool	Start Date	End Date			
Lecture Hall	Virtual Classroom			Join	Manage	Remove
Office Hours	Chat			Join	Manage	Remove

OK

# Virtual Classroom

- ◆ The first step in using the Virtual Classroom, is setting the controls. The instructor determines what access to grant.
- ◆ Blackboard defaults to allow students to control the Whiteboard, Course Map and Group Browser.
  - ◆ To change this, click on Controls on the top menu bar.
  - ◆ Make sure that to at least the following areas have a check mark in the Active User column:
    - ◆ Chat
    - ◆ Private Messaging
    - ◆ Ask Question



# Virtual Classroom

- ◆ Works essentially like any other chat room or Instant Messaging program.
  - In the Compose area type your message and click on send.
  - To send a private message, click on Private Message and highlight the name of the person you would like to send the message to. A new window opens that says Private Message to *Name* on the menu bar. Type message and click send. Private messages appear in purple font.

# Virtual Classroom

- ◆ Students can type questions and place them in the question box for instructor to answer during the session.
- ◆ The Group Browser enables users to collaboratively browse the Web. This tool opens a URL that is viewable by all users. URLs used in the session will be recorded in the archive if one is created. (Note: This is one of the controls that the Instructor determines whether or not to grant access)

# Whiteboard

- ◆ Similar to a blackboard in the classroom.
  - ◆ Users can draw images
  - ◆ Type text
  - ◆ Present equations
- ◆ Course map allows the display of course content on the whiteboard (i.e. lecture notes or PowerPoint presentations)

# Recording Sessions

- ◆ Sessions can be recorded for future use and reference.
  - ◆ Click the **Record button** to begin recording a session. The user will be prompted to name the archive.
  - ◆ Click **Pause** to pause a recording once it has started. Click this button again to un-pause the recording and begin recording again. Pause and un-pause will be marked and time-stamped in the archive.
  - ◆ Click **Stop** to end recording the session. When **Stop** is selected the archive is completed and a stop marker and time/date stamp will be included at the end of the archive.
  - ◆ Click **Bookmark** to insert a bookmark anywhere in the archive of the session.

# Chat –Virtual Office Hours

- ◆ Same as Virtual Classroom, without the Whiteboard

The screenshot shows a Microsoft Internet Explorer browser window displaying the Blackboard Academic Suite interface. The address bar shows the URL: [https://my.dtcc.edu/webapps/portal/frameset.jsp?tab=community&url=%2Fbin%2Fcommon%2Fcourse.pl%3Fcourse\\_id%3D\\_140123\\_1](https://my.dtcc.edu/webapps/portal/frameset.jsp?tab=community&url=%2Fbin%2Fcommon%2Fcourse.pl%3Fcourse_id%3D_140123_1). The page header includes the DTCC logo and navigation links: Home, Help, Logout. Below the header are tabs for Welcome, My Terry, My OOP, My Courses, My Organizations, Employee Services, and Help Center. The main content area is titled 'COMMUNITY > BB SUPPORT' and 'Launching C'. A 'Blackboard Chat' window is overlaid on the page, titled 'Office Hours (Moderator)'. The chat window shows a list of participants with 'Martha Sims' listed. The chat history displays a series of messages: 'Martha Sims joined the session' and 'Martha Sims left the session' with timestamps. At the bottom of the chat window, there is a 'Compose' field and a 'Send' button. A status bar at the bottom of the chat window indicates 'Joined session successfully.' and 'Java Applet Window'. The background page shows a 'Chat Loading' message and a 'Java Plug-in is required' warning. An 'OK' button is visible in the bottom right corner of the screenshot.

# Thank You For Your Attention!

Questions & Answers

