

# Main Course Page

CalPCA  
ONLINE

Announcements

SB/DVBE Option - 8/23 (AM)

- Getting Started
- Announcements
- Things To Know

Course Content

- Student Packet**
- Webinar Room**
- Final Test
- Discussions

Help and Resources

**Announcements**

**Class Date and Time**  
Posted on: Wednesday, August 16, 2017

**Class Date(s):**

- 8/23

**Class Times:**

- 9am - 12:30pm

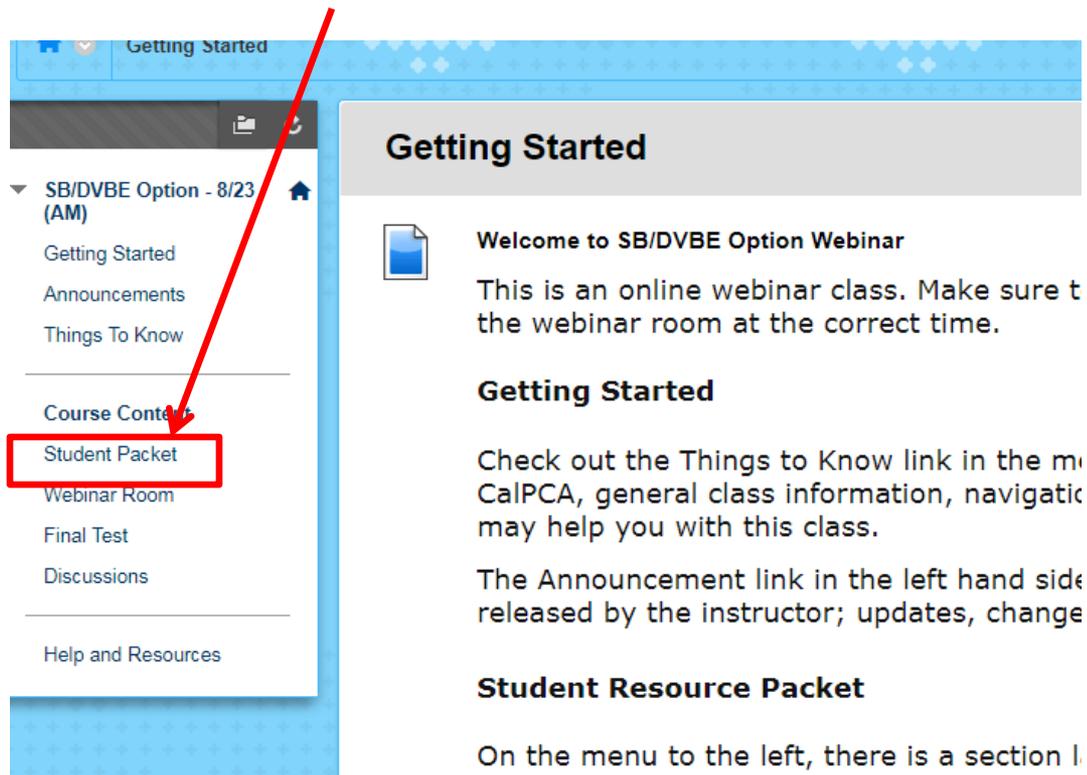
**SB/DVBE Option Webinar**  
Posted on: Tuesday, August 22, 2017 4

On the left hand side of the Main Course Page, there are two important menu options:

- Student Packet
- Webinar Room

# Student Packet Page

- Click the Student Packet Page to access the electronic workbook



The screenshot displays a Blackboard Collaborate interface. On the left, a navigation menu is visible under the heading 'Getting Started'. The menu items include 'Getting Started', 'Announcements', 'Things To Know', 'Course Content', 'Student Packet', 'Webinar Room', 'Final Test', 'Discussions', and 'Help and Resources'. The 'Student Packet' link is highlighted with a red rectangular box, and a red arrow points from the top of the page down to this link. The main content area on the right is titled 'Getting Started' and contains the following text:

**Welcome to SB/DVBE Option Webinar**

This is an online webinar class. Make sure to be in the webinar room at the correct time.

**Getting Started**

Check out the Things to Know link in the menu to the left. The CalPCA, general class information, navigation, and announcements may help you with this class.

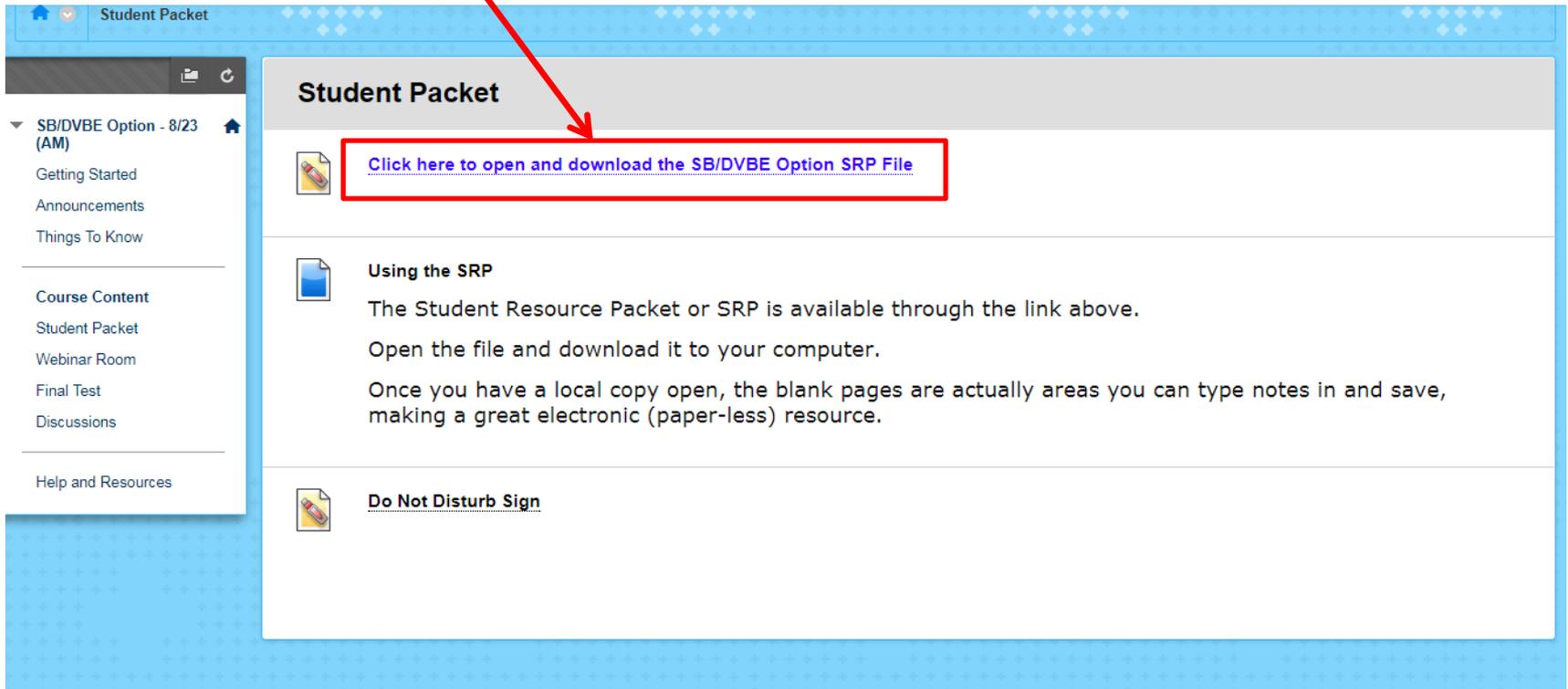
The Announcement link in the left hand side menu will be used to release updates, changes, and announcements by the instructor.

**Student Resource Packet**

On the menu to the left, there is a section labeled 'Student Packet' which contains the electronic workbook for this class.

# Open the Student Resource Packet

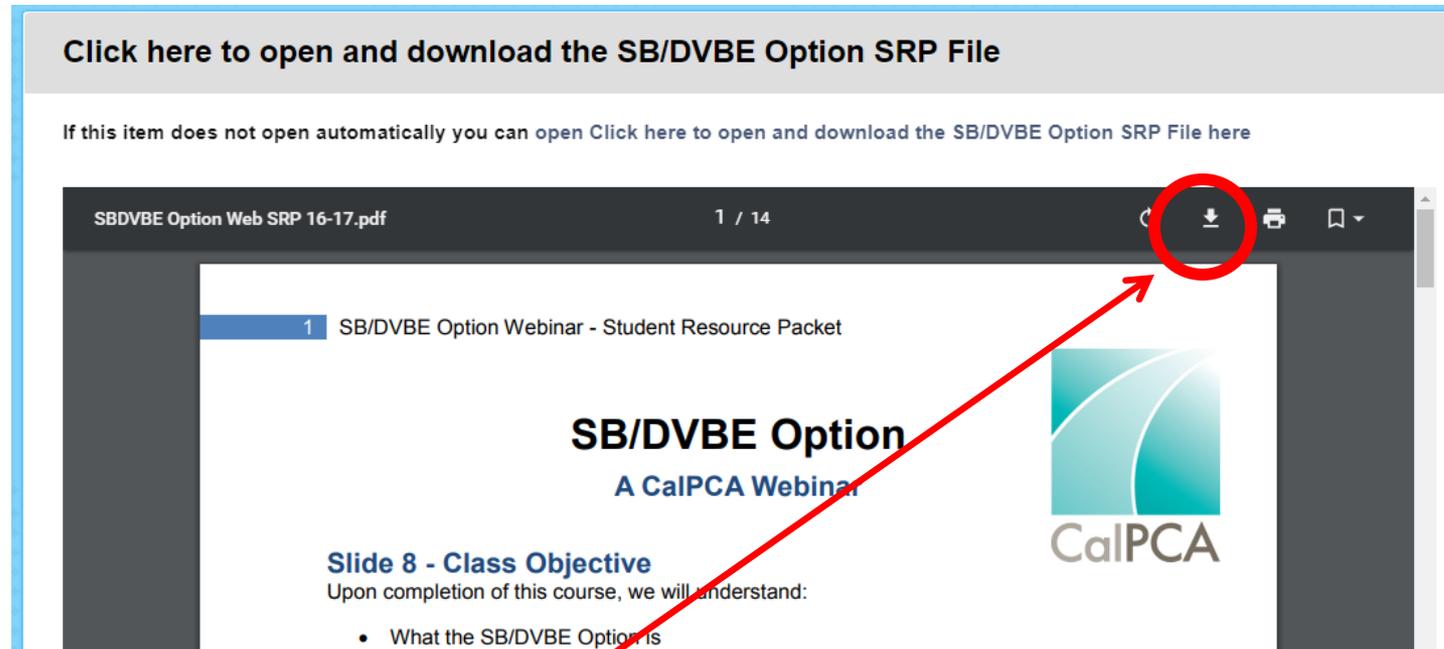
- Click on the Student Packet menu item
- Click the link to open the PDF file



The screenshot shows a Blackboard course page titled "Student Packet". On the left, a navigation menu lists "SB/DVBE Option - 8/23 (AM)" with sub-items: "Getting Started", "Announcements", "Things To Know", "Course Content", "Student Packet", "Webinar Room", "Final Test", "Discussions", and "Help and Resources". The main content area is titled "Student Packet" and contains three sections:

- A red arrow points to a blue underlined link: [Click here to open and download the SB/DVBE Option SRP File](#). This link is enclosed in a red rectangular box.
- A section titled "Using the SRP" with a document icon. The text reads: "The Student Resource Packet or SRP is available through the link above. Open the file and download it to your computer. Once you have a local copy open, the blank pages are actually areas you can type notes in and save, making a great electronic (paper-less) resource."
- A section titled "Do Not Disturb Sign" with a document icon.

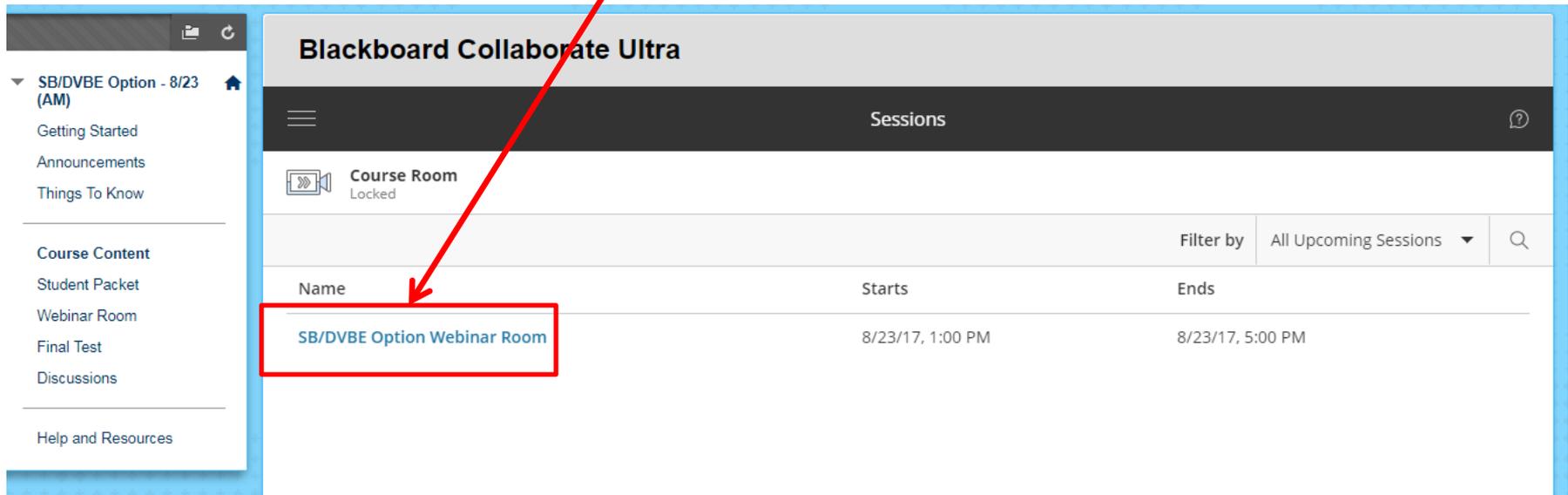
# Save the Student Resource Packet



- Save Student Resource Packet to desktop
- Open PDF from your desktop
- To take notes, click on view → page display → 2 page view
- Notes can be added to each blank page

# Webinar Room Page

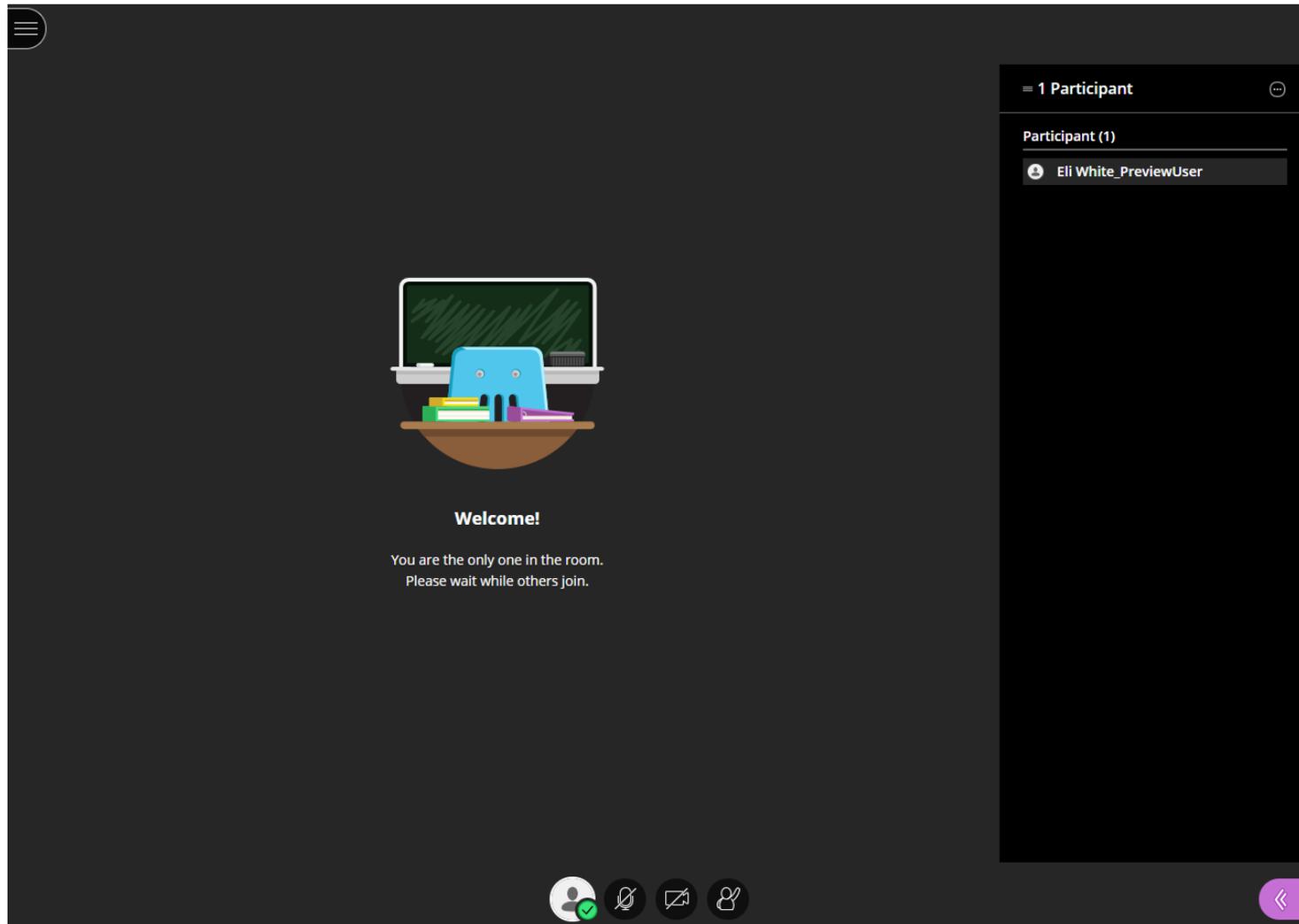
- When the webinar room is active the link will turn blue
- Click on the correct session
- Click on the session settings (circle with three dots) and join session.



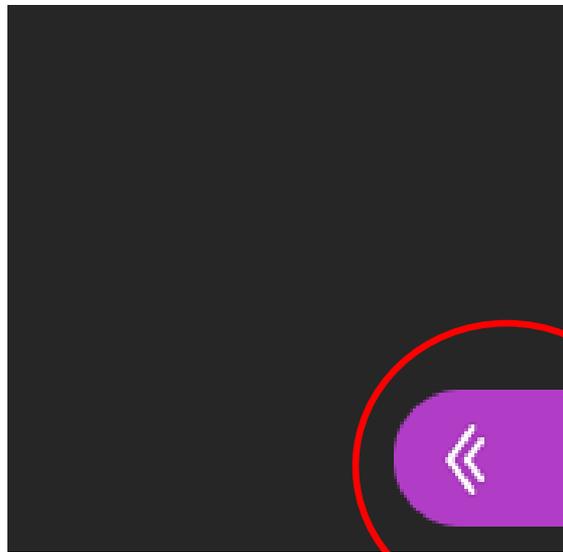
The screenshot displays the Blackboard Collaborate Ultra interface. On the left is a navigation menu with the following items: SB/DVBE Option - 8/23 (AM), Getting Started, Announcements, Things To Know, Course Content, Student Packet, Webinar Room, Final Test, Discussions, and Help and Resources. The main content area is titled "Blackboard Collaborate Ultra" and "Sessions". Below the title, there is a "Course Room" section with a "Locked" status. A table lists the sessions with columns for Name, Starts, and Ends. The session "SB/DVBE Option Webinar Room" is highlighted with a red box, and a red arrow points to it from above. The table also includes a "Filter by" dropdown set to "All Upcoming Sessions" and a search icon.

Name	Starts	Ends
SB/DVBE Option Webinar Room	8/23/17, 1:00 PM	8/23/17, 5:00 PM

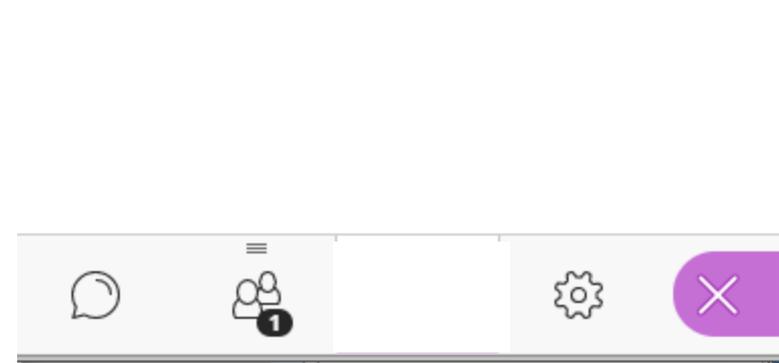
# The Collaborate Webinar Room



# Using the Webinar to Collaborate



Open Collaborate Panel



View Participants

Room Chat

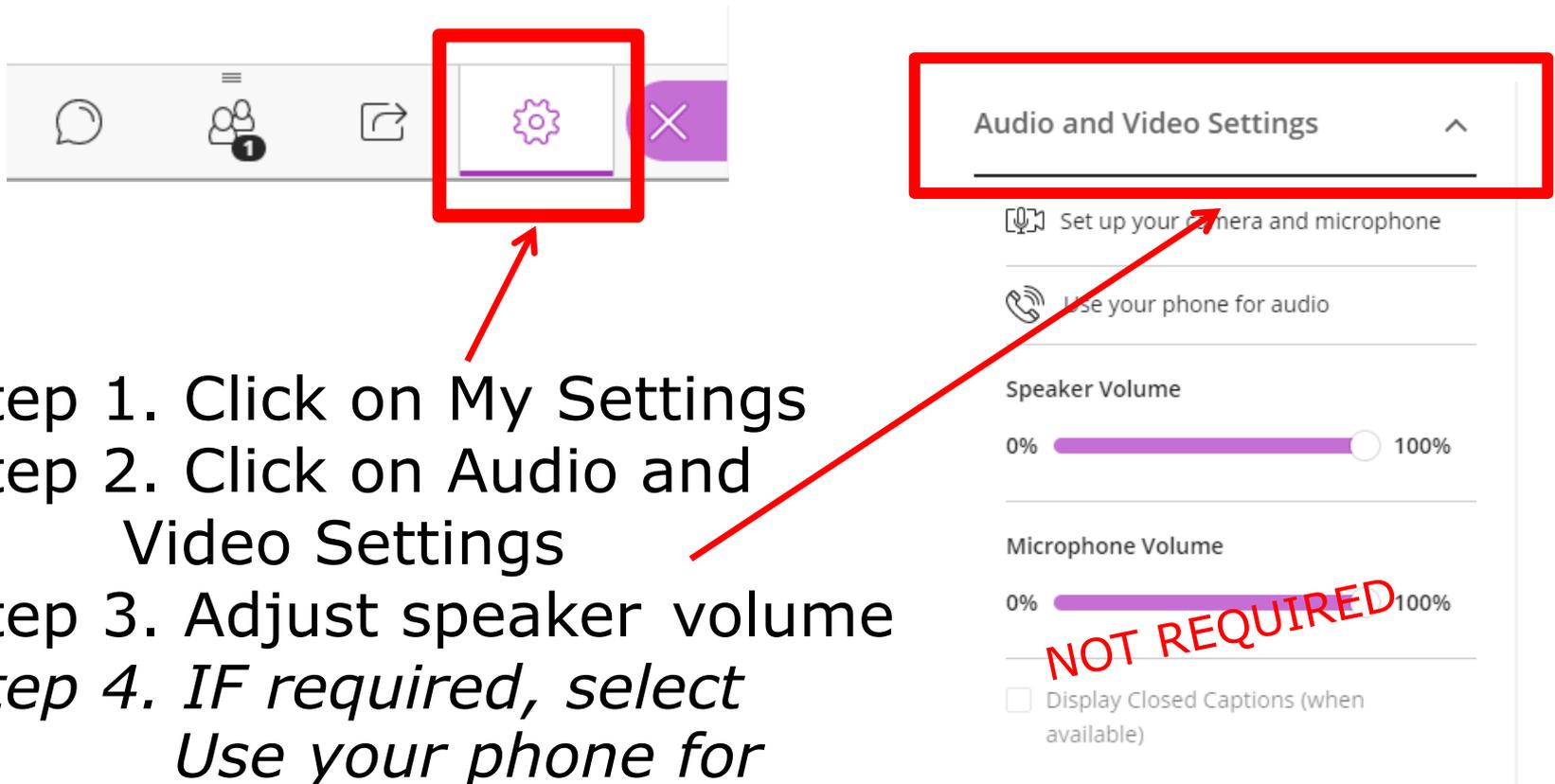
Want to send a text message?

Open this tab and type in the window.

Everyone will see it, so be polite!

My Settings

# My Settings – Audio & Video Settings



Step 1. Click on My Settings

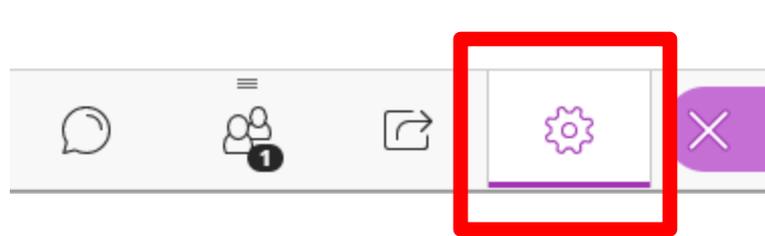
Step 2. Click on Audio and Video Settings

Step 3. Adjust speaker volume

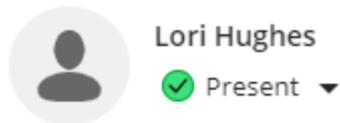
Step 4. *IF required, select Use your phone for audio (not recommended)*

**NOT REQUIRED**

# My Settings – Notification Settings



Step 1. Click on My Settings



Audio and Video Settings

Step 2. Click Notification Settings

## Notification Settings

Someone joined or left the breakout group or session

Visual notification

Audio notification

Someone posts a chat message

Visual notification

Audio notification

Closed captioning available

Visual notification

Step 3. Select preferred notification settings. *Recommended settings are as shown*

# Webinar Audio Tips

## Double Check

- Is the headset plugged in correctly?
- Is there a mute switch on the headset?
- Is the computer's audio muted or turned way down?
- Users may have more than one audio input device. Did you select the correct device?
- Hearing an echo? Are you sharing the same physical location with another participant?