

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

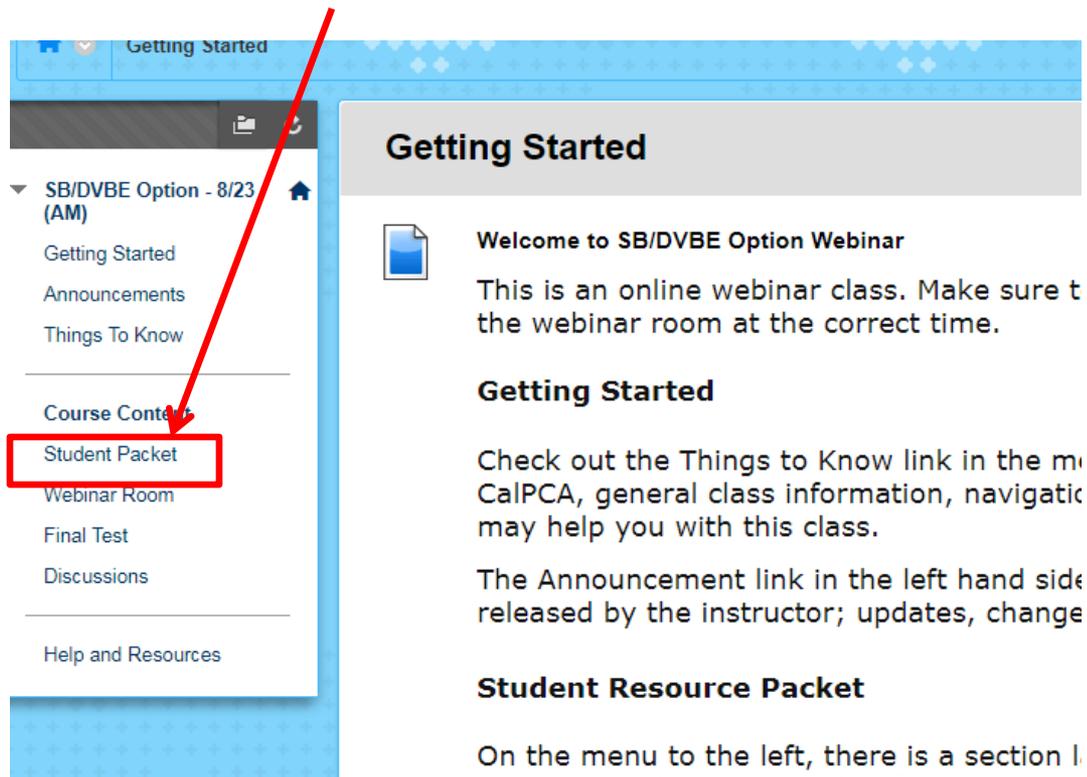
SB/DVBE Option Webinar
Posted on: Tuesday, August 22, 2017 4

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

- Student Packet
- Webinar Room

Student Packet Page

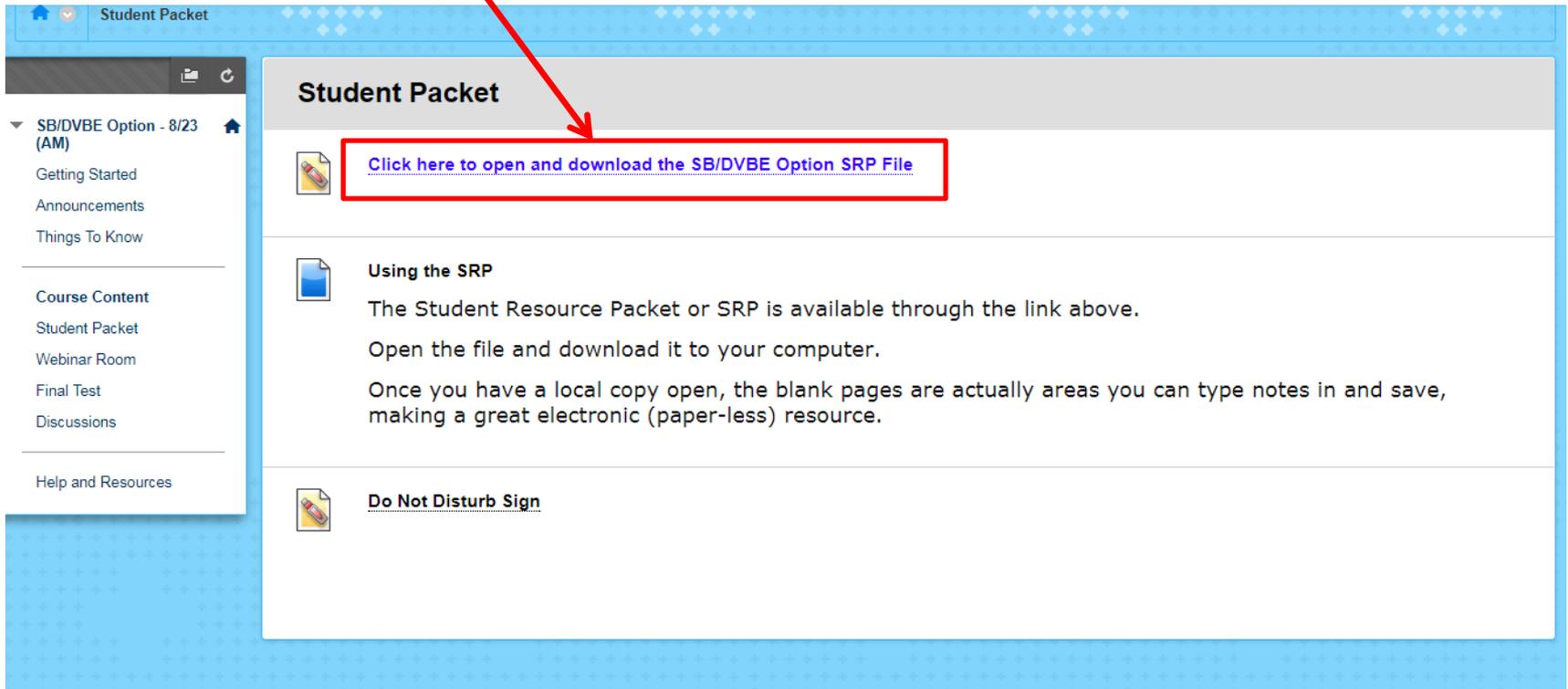
- Click the Student Packet Page to access the electronic workbook



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 slide towards this link. The main content area on the right is titled 'Getting Started' and contains a document icon, a welcome message for the 'SB/DVBE Option Webinar', and instructions about the online class. Below this, there is a section titled 'Getting Started' with further instructions, and another section titled 'Student Resource Packet' with a partial sentence.

Open the Student Resource Packet

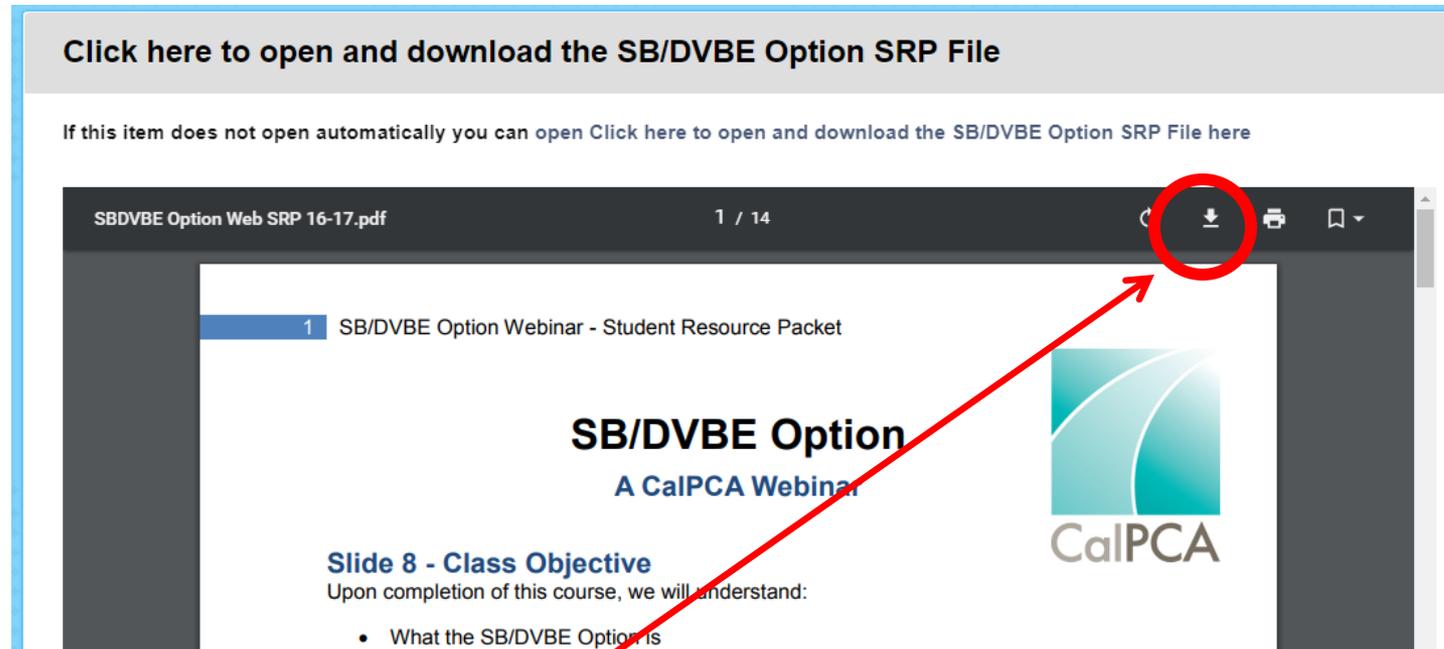
- Click on the Student Packet menu item
- Click the link to open the PDF file



The screenshot displays a Blackboard course page titled "Student Packet". On the left, a navigation menu lists various course items, including "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 "Student Packet" and contains three sections:

- A red arrow points from the text "Click the link to open the PDF file" to a blue hyperlink: [Click here to open and download the SB/DVBE Option SRP File](#).
- A section titled "Using the SRP" with a document icon, containing the text: "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.

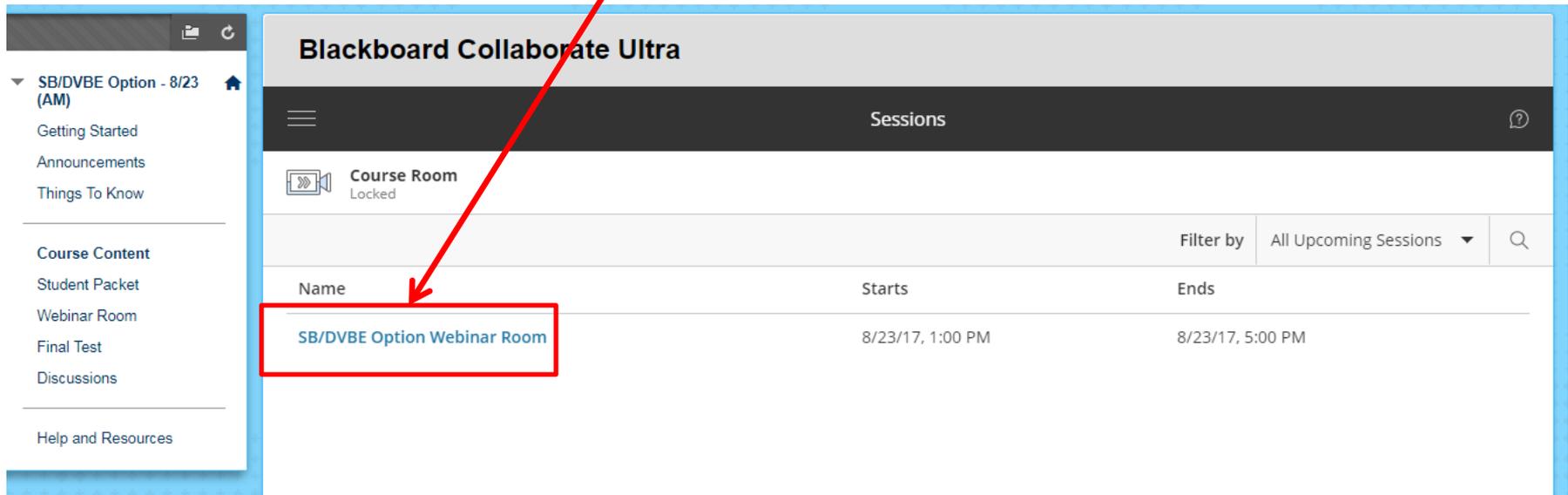
Save the Student Resource Packet



- 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

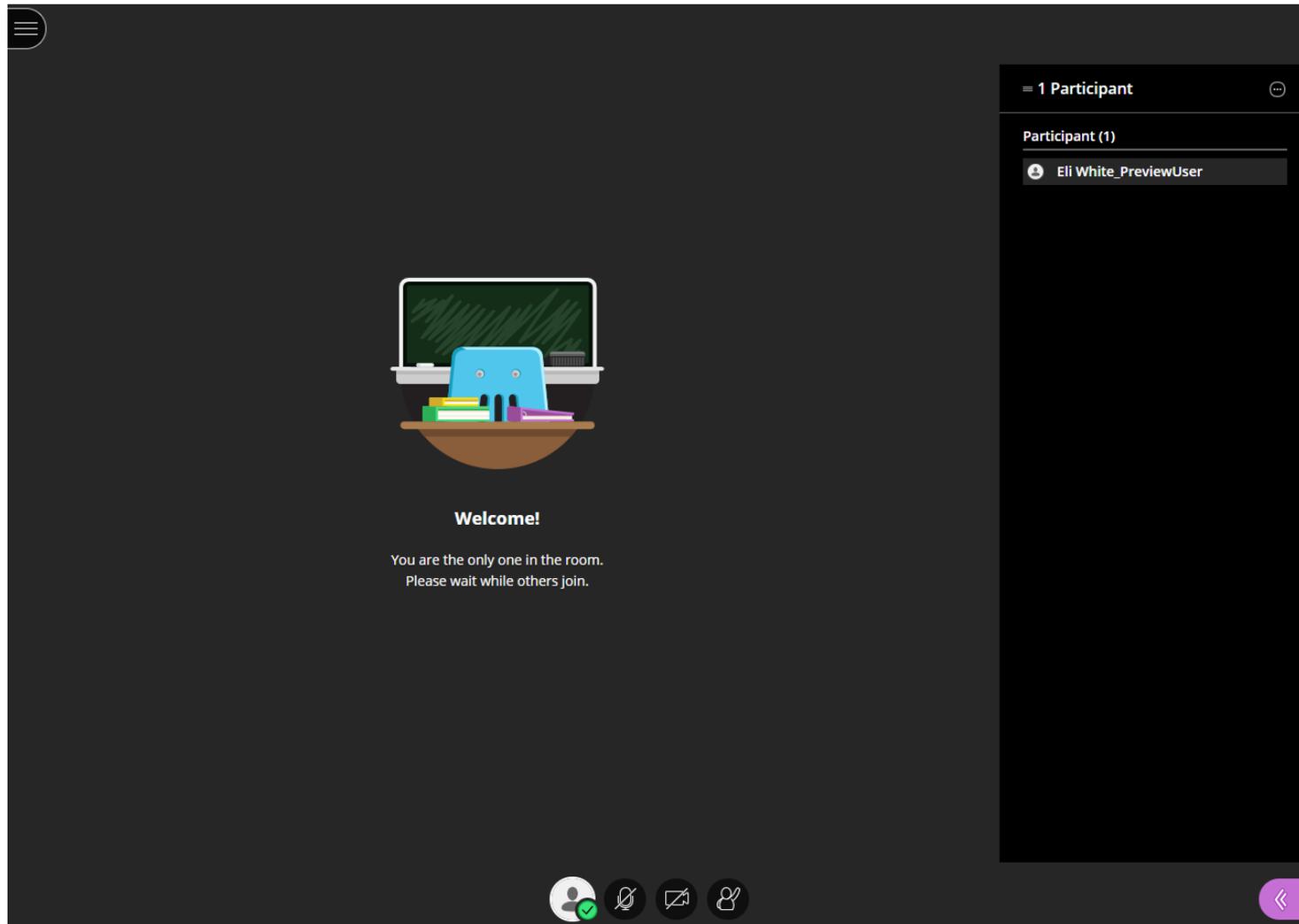
- When the webinar room is active the link will turn blue
- Click on the correct session
- Click on the session settings (circle with three dots) and join session.



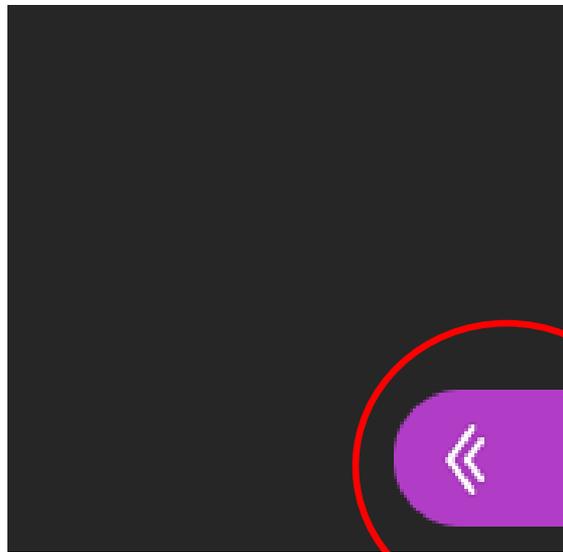
The screenshot displays the Blackboard Collaborate Ultra interface. On the left is a navigation menu with the following items: SB/DVBE Option - 8/23 (AM), Getting Started, Announcements, Things To Know, Course Content, Student Packet, Webinar Room, Final Test, Discussions, and Help and Resources. The main content area is titled "Blackboard Collaborate Ultra" and "Sessions". Below this, there is a "Course Room" section with a "Locked" status. A table lists the sessions, with the first row highlighted in blue and enclosed in a red box. A red arrow points from the top of the page down to the "SB/DVBE Option Webinar Room" link in the table. The table has columns for "Name", "Starts", and "Ends".

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

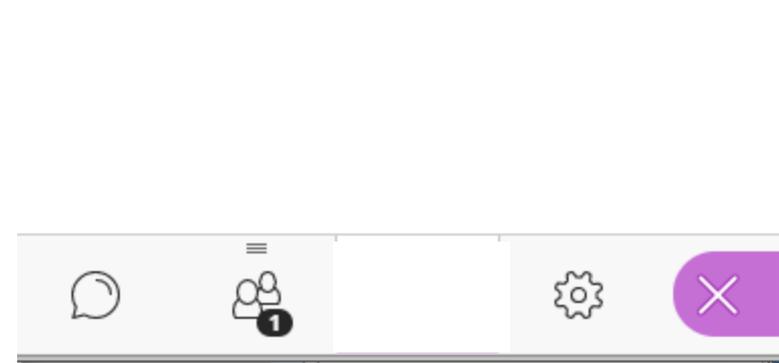
The Collaborate Webinar Room



Using the Webinar to Collaborate



Open Collaborate Panel



View Participants

Room Chat

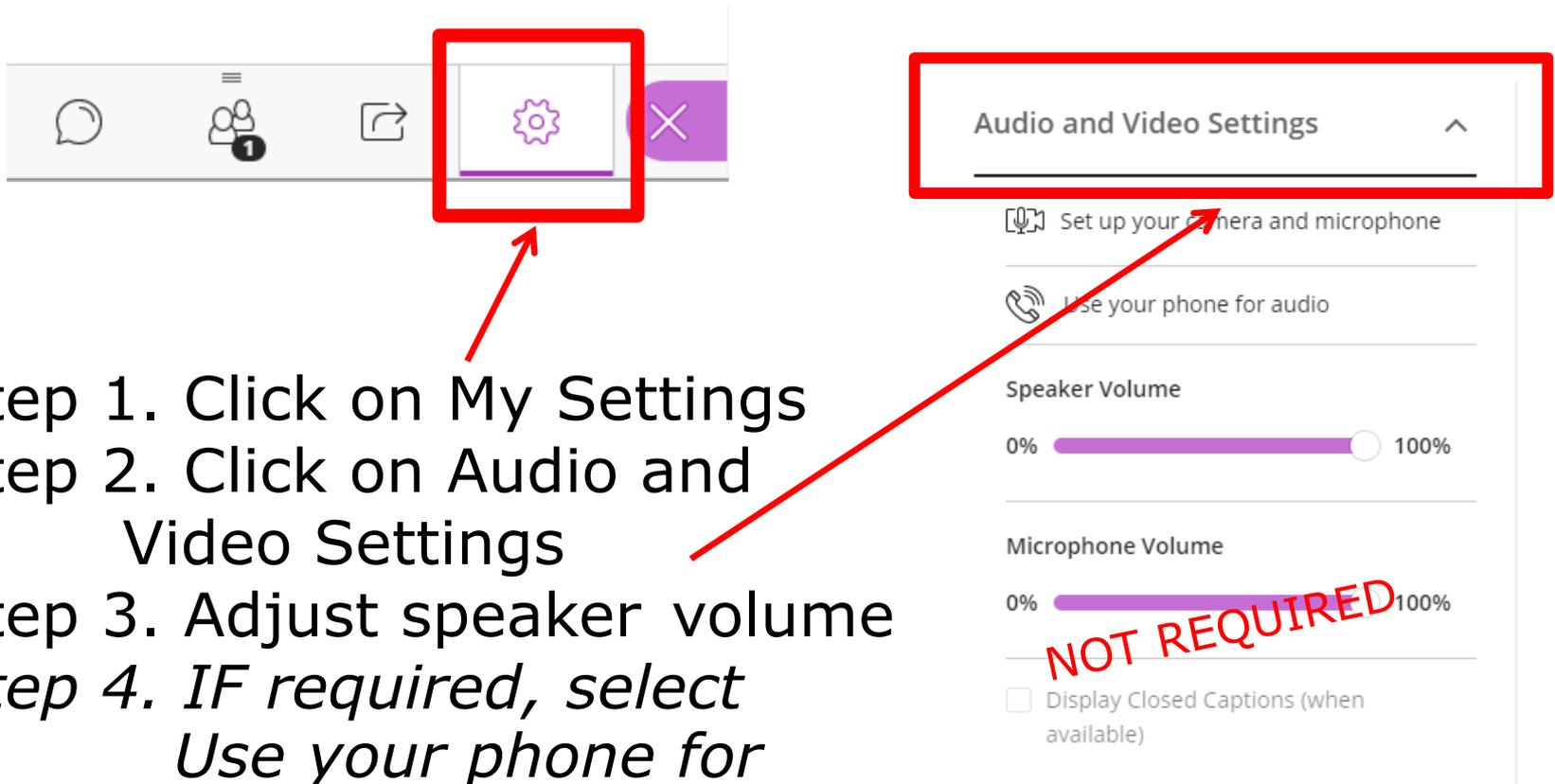
Want to send a text message?

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

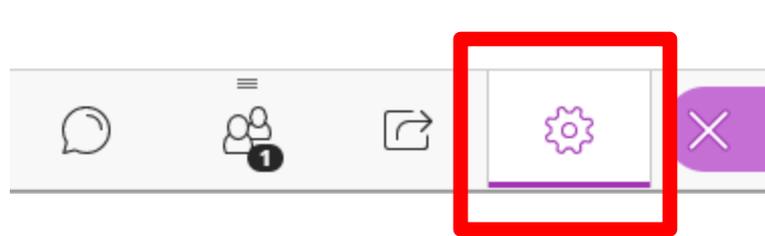
Step 2. Click on Audio and Video Settings

Step 3. Adjust speaker volume

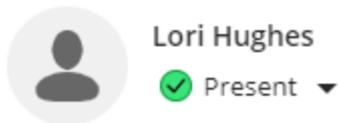
Step 4. *IF required, select Use your phone for audio (not recommended)*

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?