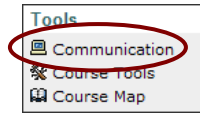


How do I Use the Tools Available in a Virtual Classroom?

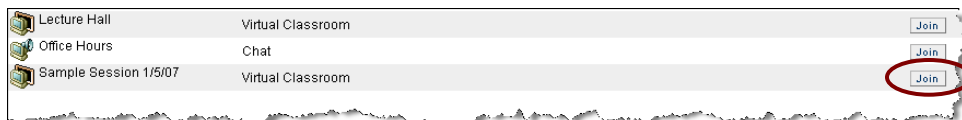
1. While in your Blackboard Course, click **Communication** in the tool box under the main menu (left of the page).



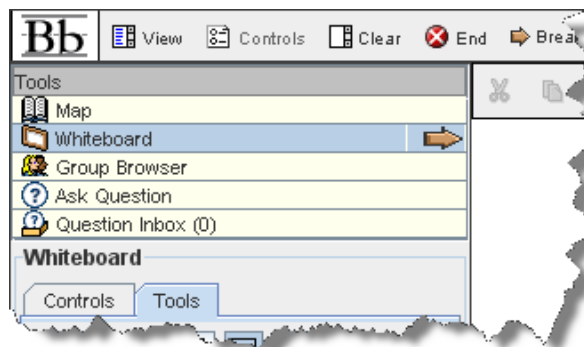
2. Click **Collaboration**.



3. Click **Join** to the right of the course tool you would like to access.



The resulting page will have the following list of tools. An explanation of each is presented below.



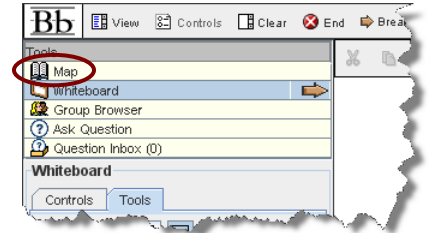
Blackboard

Virtual Classroom Tools Explained

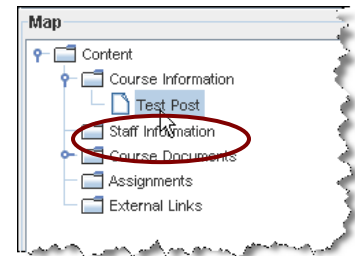
Map

View a map of your course shell so you can display areas from your course while in the Virtual Classroom Session.

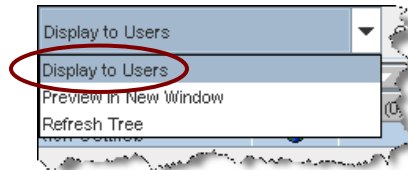
1. While in a Virtual Classroom Session, click  Map .



2. Select an item from your course map that you would like to display.



3. Choose a **location** to display your selected item from the drop-down menu under the visible map.




4. Click  Go .

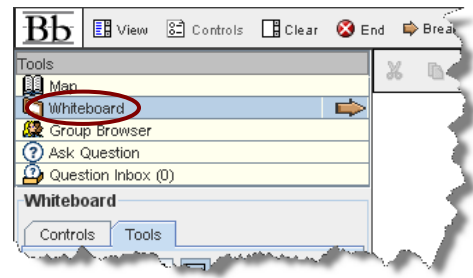
NOTE: It may take 5-10 seconds for all participants to see updates you have sent to the Virtual Classroom.

Whiteboard

Display information in a variety of ways; draw, post equations, and add text.

NOTE: Updates in real time on students' screens.

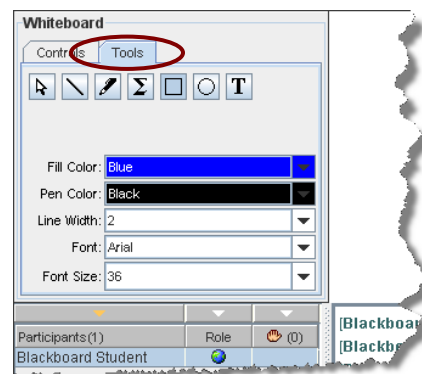
1. While in a Virtual Classroom Session, click  **Whiteboard**. The area under the tool buttons will be white with a page number displayed.



- Controls tab - Create new pages and post pages for you (and anyone else you have given permission) to alter

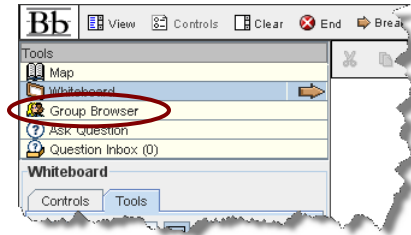


- Tools tab - Provides a variety of tools to use as you deliver your instruction. (ex. Text and Drawing Tools)



Group Browser

Display internet pages to users in the session. Simply put a URL into the Enter Address box and choose if you want to preview it in a separate window or allow all users to view it in the display area to the right.



Ask Question and Question Inbox

See the tip sheet called "Asking Questions in Virtual Classroom" for information on these tools.