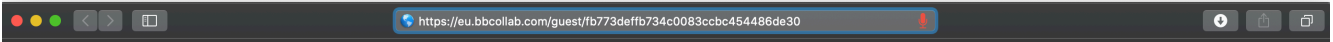# Introduction to BBCU Virtual Classrooms
Dr Beth Rogoyski, Dr TJ Moore, Dr Jo Rushworth

1 Joining a Virtual Classroom
There are two ways you might be asked to join a virtual classroom.

a. Via a link:

https://eu.bbcollab.com/guest/fb773deffb734c0083ccbc454486de30

If you have been sent a link either copy and paste the link into your browser (N.B. Edge is not currently compatible, ideally use Chrome). You will join as a Guest and will need to input your own name.
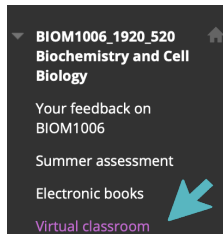
b. Through your Blackboard module shell

BIOM1006_1920_520
Announcements:
- Well done and thar
- Reminder - exam e
- Exam today - remir
- Password to Sectio
- Exam today - good

Click on your module shell

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Biochemistry and Cell Biology

Your feedback on BIOM1006

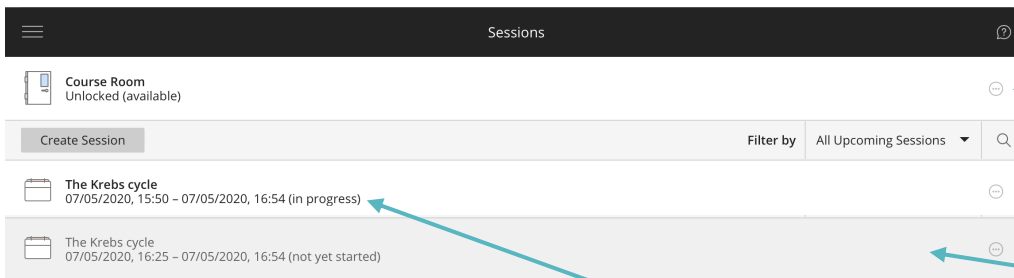Summer assessment

Electronic books

Virtual classroom

Find the link to your virtual classroom – it will likely be in the left hand sidebar AND in the body of the page

Virtual classroom for BIOM1006

Find the link with the camera icon and click to enter.

2 Joining a session
Depending on the classroom, there may be several sessions to choose from.

≡ Sessions ?

Course Room
Unlocked (available) ⋯

Create Session   Filter by   All Upcoming Sessions ▼   🔍

The Krebs cycle
07/05/2020, 15:50 – 07/05/2020, 16:54 (in progress) ⋯

The Krebs cycle
07/05/2020, 16:25 – 07/05/2020, 16:54 (not yet started) ⋯

Some classrooms may always be open for you to meet with other students

Alternatively classes will be scheduled: 'in progress' means you can enter now, or 'not yet started' means it is scheduled for later on and you'll need to come back then.
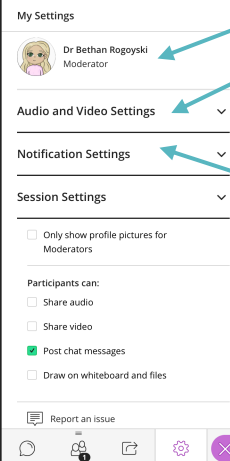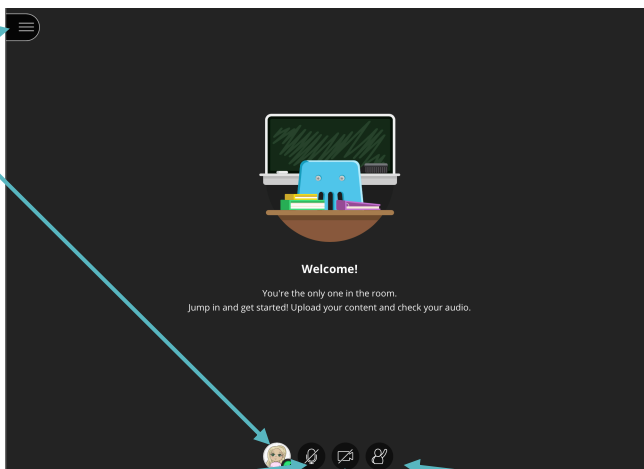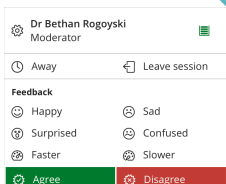
N.B. If you have joined from a link you will be sent to a specific session and won't have these same options, however you may also have to come back if you show up too early!

3 Welcome to your Virtual Classroom!
From here you can interact with other participants – controlled by moderators

Leave session

Status & settings

Dr Bethan Rogoyski
Moderator

⏲ Away   ⟶ Leave session

Feedback
- ☺ Happy   ☹ Sad
- ☺ Surprised   ☺ Confused
- ☺ Faster   ☺ Slower
- **Agree**   **Disagree**

Welcome!
You're the only one in the room.
Jump in and get started! Upload your content and check your audio.

My Settings

Dr Bethan Rogoyski
Moderator

Audio and Video Settings ⌄

Notification Settings ⌄

Session Settings ⌄

☐ Only show profile pictures for Moderators

Participants can:
☐ Share audio
☐ Share video
☑ Post chat messages
☐ Draw on whiteboard and files

▤ Report an issue

💬 👥 ⬈ ⚙ ✕

Add your icon

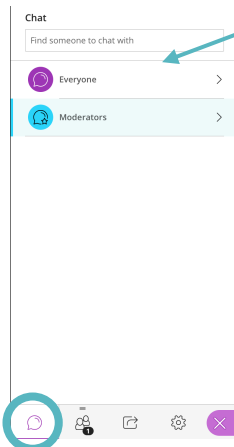**Turn speaker on and adjust volume**

Adjust notifications

Only some of these options may be available to you. The moderator will decide!
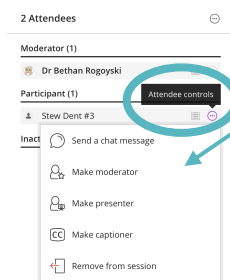
Mic on/off   Camera on/off   Raise hand

4 Interacting with attendees

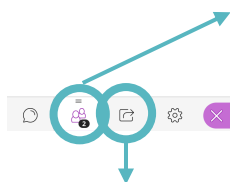Using the icons in the bottom right you can chat and (if enabled) share files, video, slides etc.

Here you can send messages to everyone, groups of attendees, or an individual – N.B. attendees can also chat with each other— chats may be moderated.

Chat
Find someone to chat with

Everyone >
Moderators >

2 Attendees

Moderator (1)
Dr Bethan Rogoyski

Participant (1)   Attendee controls
Stew Dent #3

Inact...
- Send a chat message
- Make moderator
- Make presenter
- Make captioner
- Remove from session

Here an individual attendee can be made a moderator or presenter etc. – e.g. if you want to share your mic to ask a question or present some work.
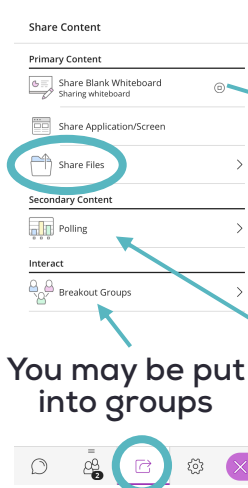
You can also be removed, muted, and see who the other attendees are! Remember sessions are often recorded, chats are moderated, and everything saved! However recordings can be anonymised so ask plenty of questions!
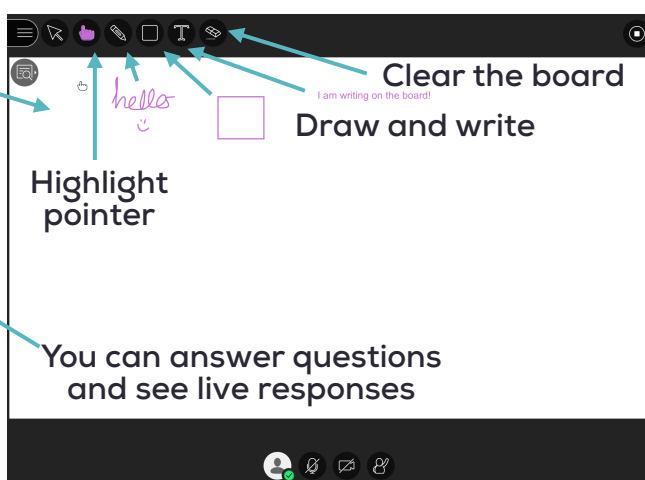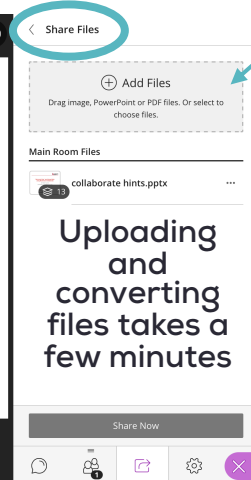
5 Sharing files

Draw/type on a whiteboard, screenshare, share files, or answer polls.

Share Content

Primary Content
- Share Blank Whiteboard — Sharing whiteboard
- Share Application/Screen
- Share Files >

Secondary Content
- Polling >

Interact
- Breakout Groups >

You may be put into groups

hello :)

I am writing on the board!

Clear the board

Draw and write

Highlight pointer

You can answer questions and see live responses

< Share Files

⊕ Add Files
Drag image, PowerPoint or PDF files. Or select to choose files.

Main Room Files
collaborate hints.pptx
13

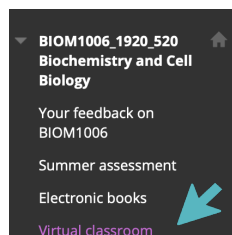**Uploading and converting files takes a few minutes**

Share Now

Upload and share any pre-prepared materials such as slides N.B. If using .pptx convert to .pdf to save your formatting (animations won't work on BBCU)

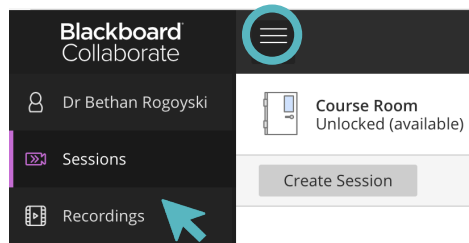**Don't worry if you don't see all of these options, they may not be enabled all the time.**
N.B. The eraser tool clears the whole whiteboard. Similarly sharing any other files/video will clear the board (for good)! It is worth saving (right click + Save Page As...) or screenshotting it regularly. To erase a single piece of text or doodle, don't use the eraser, instead select the pointer tool ⬚ and select what you want to delete – a blue box will appear around it – then press backspace or delete on your computer.

6 Accessing session recordings

If the session was recorded, you'll be able to watch it back.

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Biochemistry and Cell Biology

Your feedback on BIOM1006

Summer assessment

Electronic books

Virtual classroom

Go back to your Virtual Classroom

Blackboard Collaborate
- Dr Bethan Rogoyski
- Sessions
- Recordings

Course Room
Unlocked (available)

Create Session

Instead of joining a classroom, use the hamburger icon indicated in the top left to find any available recordings available for you to watch or download.

N.B. It can take a while for recordings to upload after a session has finished, so don't worry if its not there immediately after your session.

Introduction to BB Collaborate Ultra

See the full video <u>here</u>. Download a troubleshooting guide <u>here</u>.