

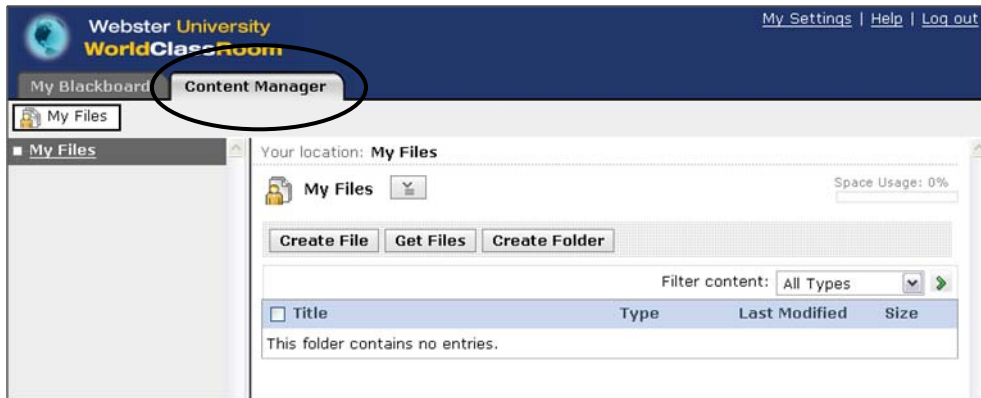
USING THE MY BLACKBOARD PAGE

The My Blackboard page is the first page that opens once logged into WorldClassRoom. Becoming familiar with this first page will help in navigating, gaining announcements and bookmarks as well as chatting and logging into the class itself.

TABS

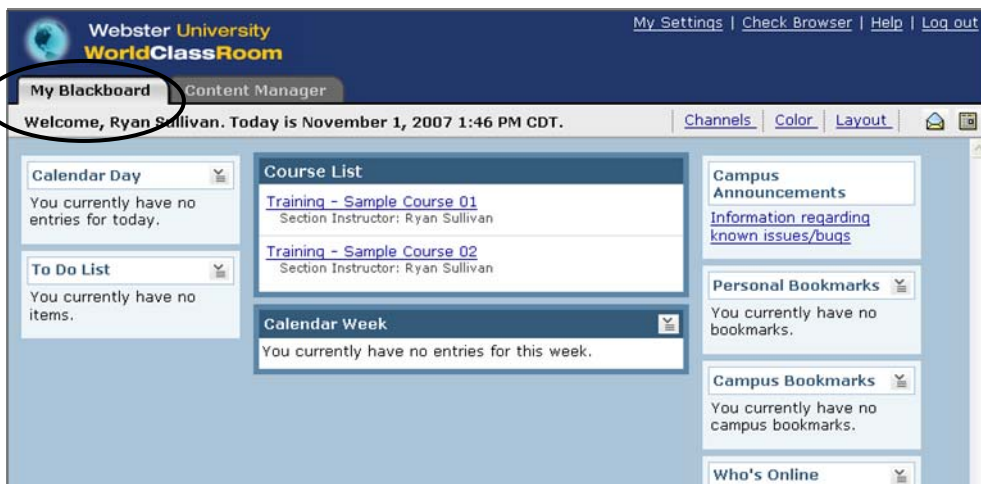
The tabs located on the top left, under the WorldClassRoom logo, allow you to switch between the My Blackboard page and the Content Manager.

- To open the Content Manager page, click the **Content Manager** tab.



Note: The Content Manager tab is where files can be created, uploaded and downloaded from. This is explained in future training.

- To open the My Blackboard page, click the **My Blackboard** tab.



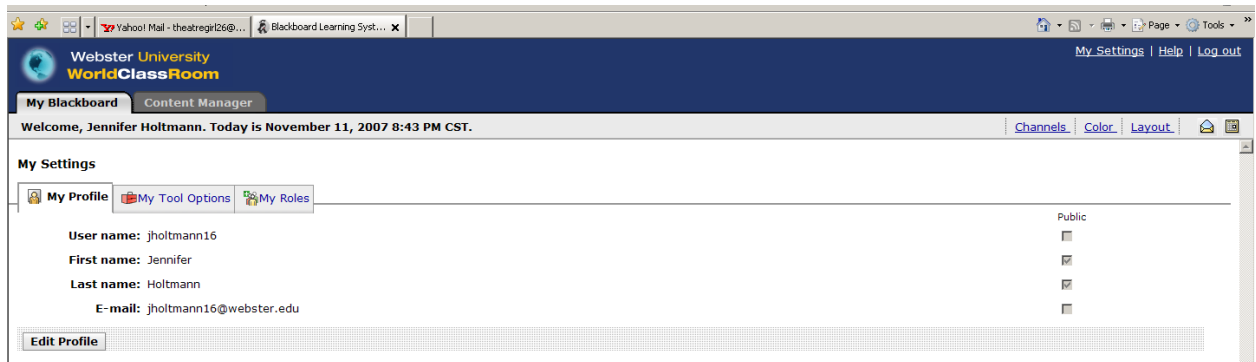
LINKS

The links in the upper right hand corner of the screen gives access to items such as My Settings, Browser Check, Help, and Log Out



MY SETTINGS

1. Click **My Settings**.
2. Make changes as needed.



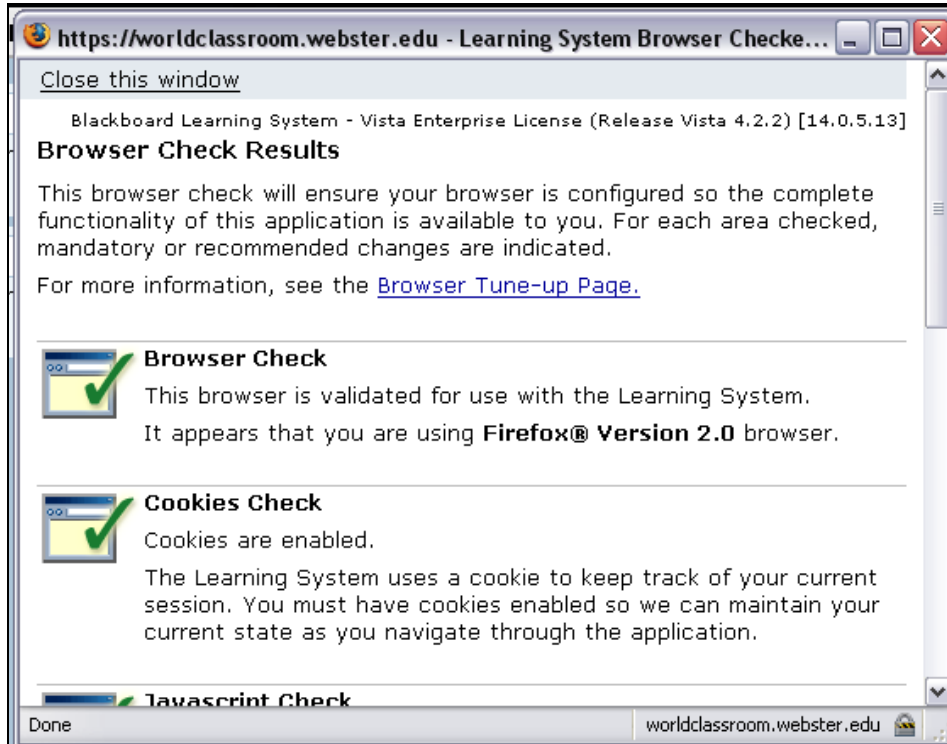
3. When complete, click the **My Blackboard** tab.

CHECK BROWSER

The Check Browser link will run a test to make sure your web browser has all the necessary components for all the features of WorldClassRoom to run properly.

1. Click the **Check Browser** link.

2. If any come up with a red **X**, update or make changes as needed.



3. Close the window when complete by clicking on the **X** in the right corner or the **Close this window** link.

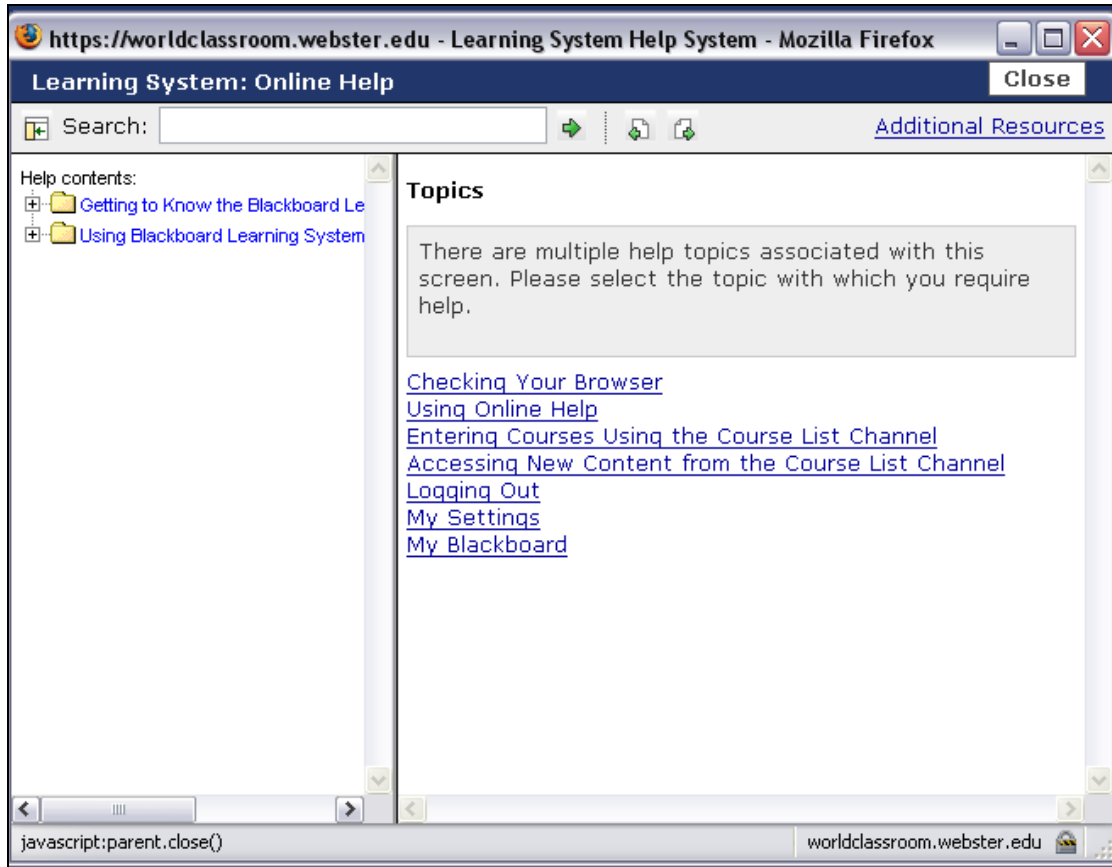
HELP

The Help link can be selected at any time to find out more about the page or tool you are trying to use.

1. Click the **Help** link.

IN01

2. In the *Search* section, type the search criteria.



3. When complete, close the window.

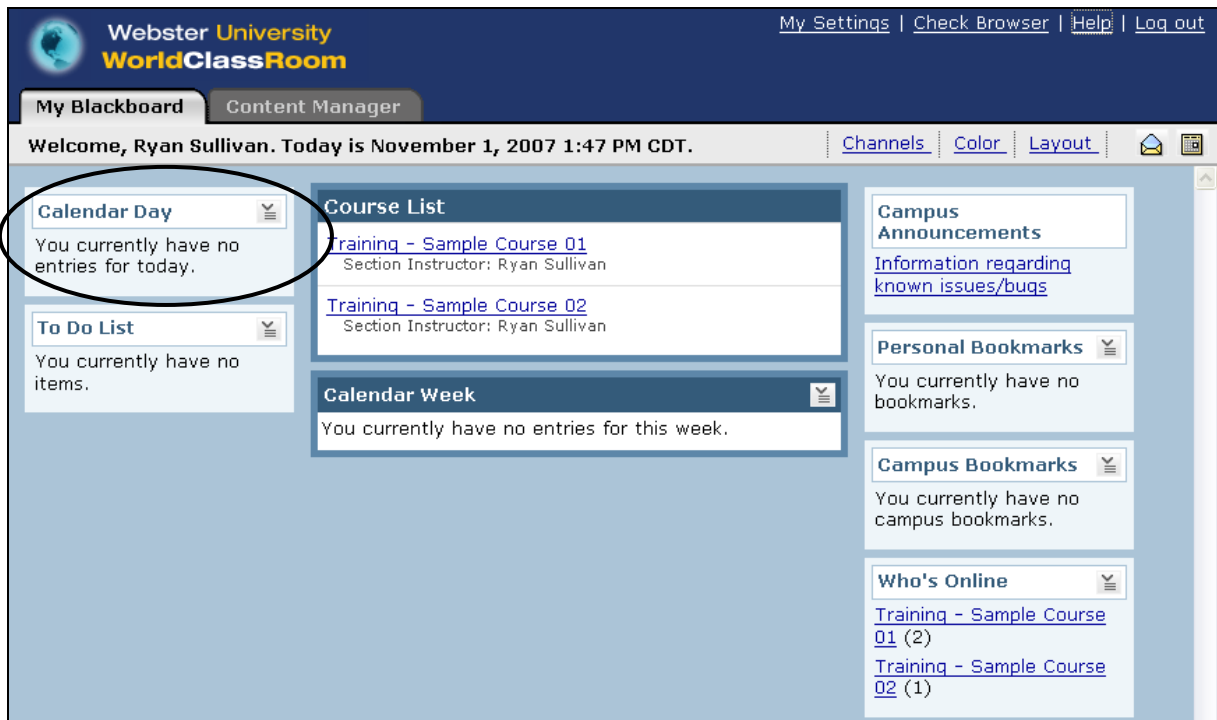
LOG OUT

When the time comes, the Log Out link should be clicked to end your WorldClassRoom session.

MY BLACKBOARD PAGE

The body of the My Blackboard page contains individual boxes, also known as channels. By default there are eight different channels. To access each channel, click on the link or the title of the Channel.

- **Calendar Day:** See what is on the calendar for today.



The screenshot displays the My Blackboard page for Webster University WorldClassRoom. The page is personalized for Ryan Sullivan, with a welcome message and the current date and time (November 1, 2007, 1:47 PM CDT). The interface features several channels:

- Calendar Day:** A channel showing "You currently have no entries for today." This channel is circled in red.
- To Do List:** A channel showing "You currently have no items."
- Course List:** A channel listing two courses: "Training - Sample Course 01" and "Training - Sample Course 02", both with Ryan Sullivan as the Section Instructor.
- Calendar Week:** A channel showing "You currently have no entries for this week."
- Campus Announcements:** A channel with a link to "Information regarding known issues/bugs".
- Personal Bookmarks:** A channel showing "You currently have no bookmarks."
- Campus Bookmarks:** A channel showing "You currently have no campus bookmarks."
- Who's Online:** A channel listing "Training - Sample Course 01 (2)" and "Training - Sample Course 02 (1)".

The top navigation bar includes links for "My Settings", "Check Browser", "Help", and "Log out". The main navigation bar shows "My Blackboard" and "Content Manager". The right side of the page has links for "Channels", "Color", and "Layout".

- **To Do List:** See what is on the To Do list for today.

The screenshot displays the Blackboard WorldClassRoom interface for a user named Ryan Sullivan. The top navigation bar includes the Webster University logo, the text 'WorldClassRoom', and links for 'My Settings', 'Check Browser', 'Help', and 'Log out'. Below this, the user's name and the current date and time are shown: 'Welcome, Ryan Sullivan. Today is November 1, 2007 1:47 PM CDT.' The main content area is divided into several widgets: 'Calendar Day' (no entries), 'To Do List' (no items, circled in red), 'Course List' (listing 'Training - Sample Course 01' and 'Training - Sample Course 02'), 'Calendar Week' (no entries), 'Campus Announcements' (with a link to 'Information regarding known issues/bugs'), 'Personal Bookmarks' (no bookmarks), 'Campus Bookmarks' (no campus bookmarks), and 'Who's Online' (listing 'Training - Sample Course 01 (2)' and 'Training - Sample Course 02 (1)').

- **Campus Announcements:** Read any campus wide announcements.

The screenshot shows the 'My Blackboard' interface for Ryan Sullivan. The top navigation bar includes 'My Settings', 'Check Browser', 'Help', and 'Log out'. Below the navigation bar, the user is greeted with 'Welcome, Ryan Sullivan. Today is November 1, 2007 1:47 PM CDT.' The main content area is divided into several sections: 'Calendar Day' (no entries), 'To Do List' (no items), 'Course List' (listing 'Training - Sample Course 01' and 'Training - Sample Course 02'), 'Calendar Week' (no entries), 'Campus Announcements' (with a link to 'Information regarding known issues/bugs' circled in red), 'Personal Bookmarks' (no bookmarks), 'Campus Bookmarks' (no campus bookmarks), and 'Who's Online' (listing 'Training - Sample Course 01 (2)' and 'Training - Sample Course 02 (1)').

The screenshot shows a web browser window titled 'https://worldclassroom.webster.edu - View Announcement - M...'. The page content is as follows:

View Announcement

Information regarding known issues/bugs
October 25, 2007 8:00 AM

Nearly two weeks ago WorldClassroom was updated to the most current release of the Blackboard Vista system.

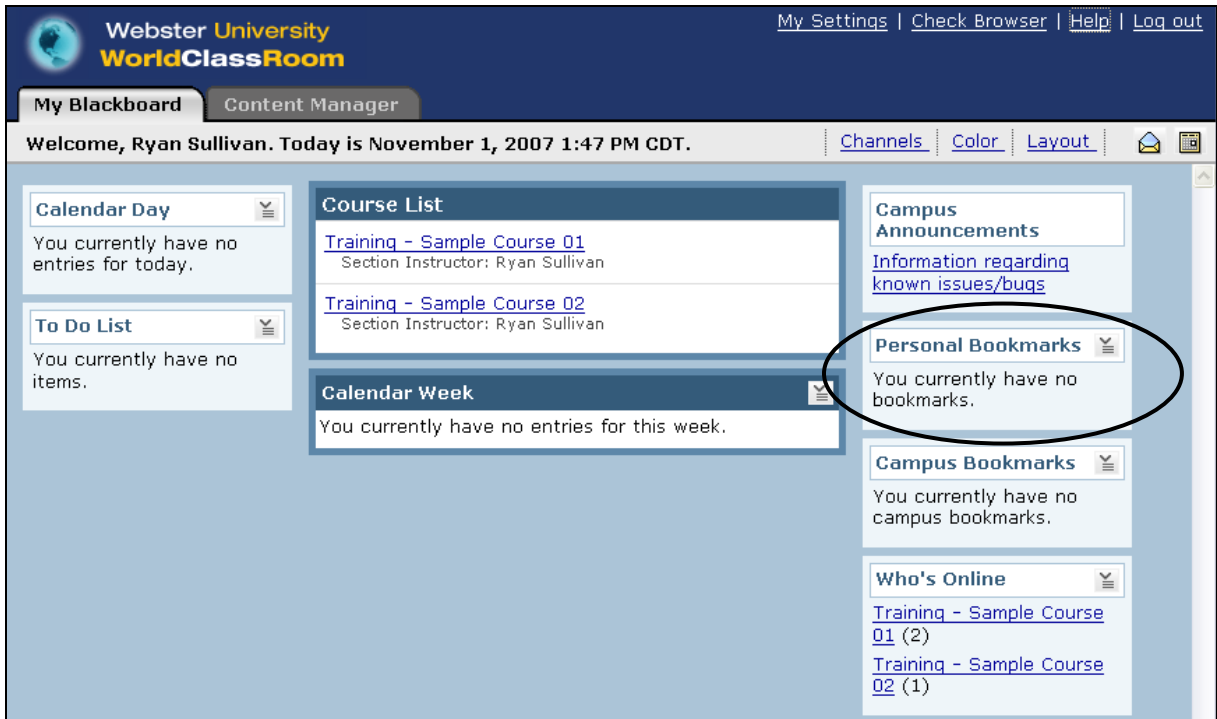
Many issues have been resolved with this release and new functionality to the system has also been added. One of the most prominent resolutions has been full support for **Java version 1.6**.

Instructors are encouraged to review the "**Known Bugs and Issues**" discussion topic in the **Blackboard Vista - Faculty Information Center** for more information on any bugs or issues that may have been identified following the upgrade.

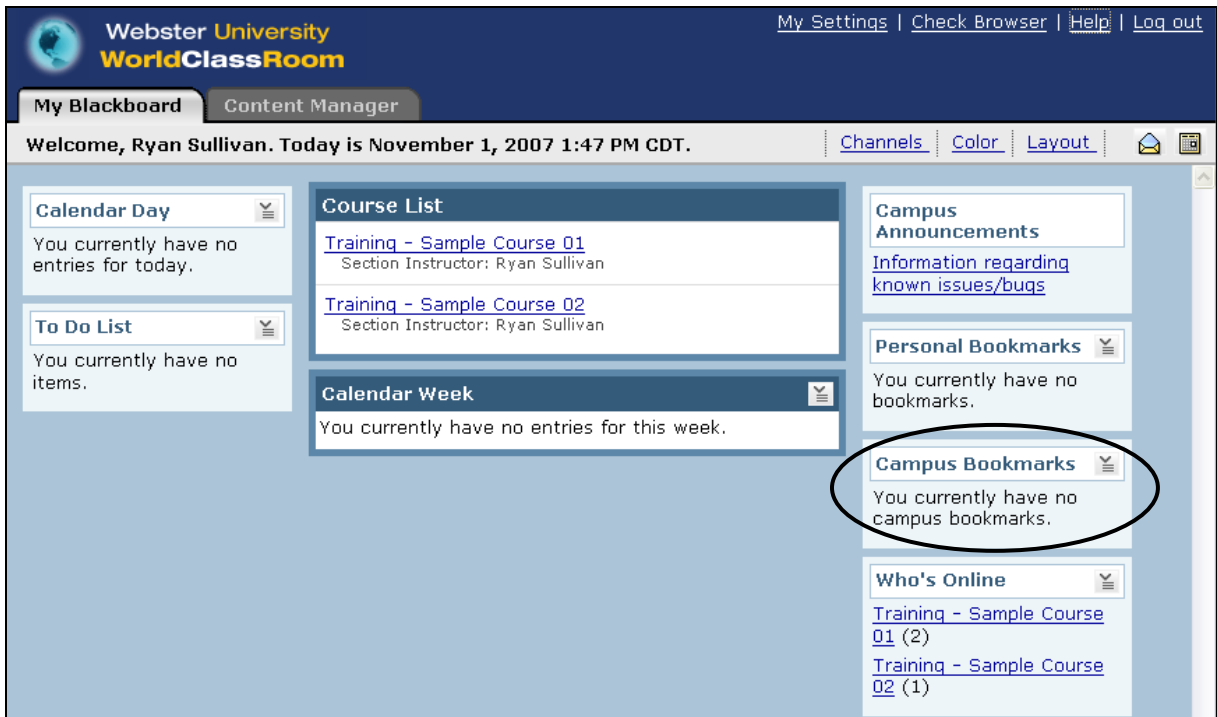
*The **Blackboard Vista - Faculty Information Center** is a special course made available to all instructors, and is accessible from the "Course List" channel on the "My Blackboard" page. If you are an instructor who is unable to access this special course, please [contact the Help Desk](#).

The browser status bar shows 'Done' and the URL 'worldclassroom.webster.edu'.

- **Personal Bookmarks:** Any personal links that may be beneficial for the class.



- **Campus Bookmarks:** Bookmarks having to do with a specific campus.



- **Who's Online:** Shows who is online and in the class. Within Who's Online, chat is available.

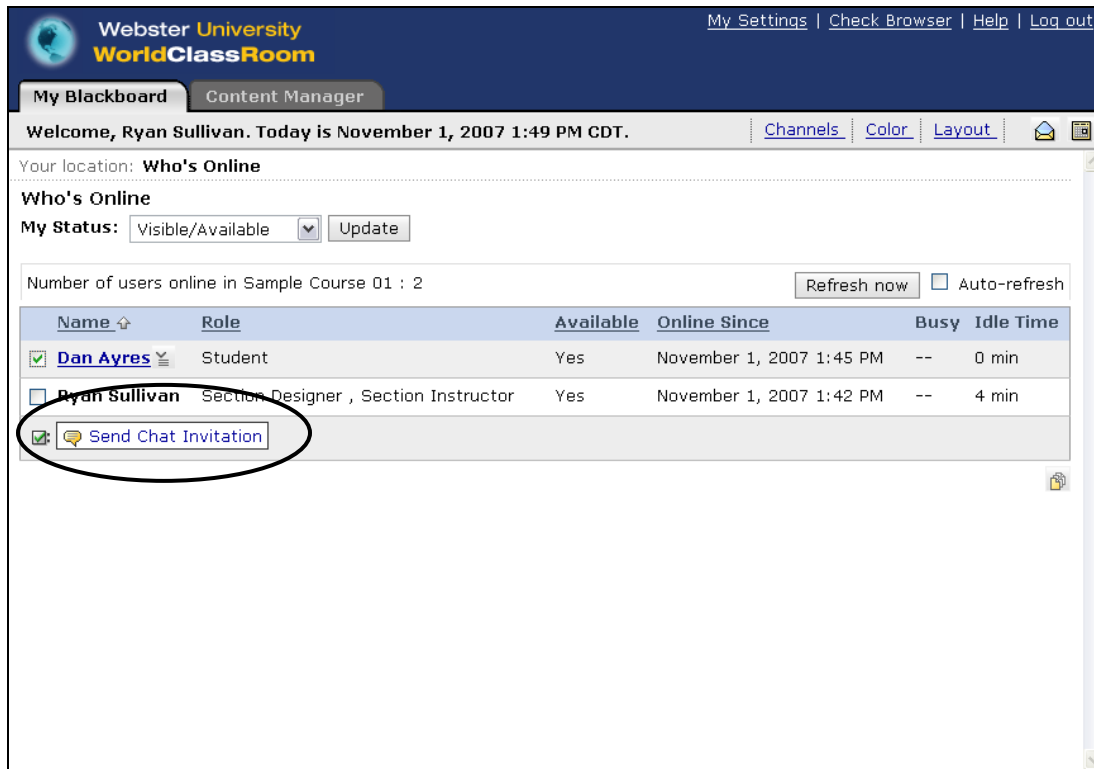
The screenshot displays the Blackboard WorldClassRoom interface for a user named Ryan Sullivan. The top navigation bar includes the Webster University logo, the text "WorldClassRoom", and links for "My Settings", "Check Browser", "Help", and "Log out". Below the navigation bar, there are tabs for "My Blackboard" and "Content Manager". A welcome message reads: "Welcome, Ryan Sullivan. Today is November 1, 2007 1:47 PM CDT." To the right of the welcome message are links for "Channels", "Color", and "Layout", along with icons for a home page and a calendar. The main content area is divided into several widgets:

- Calendar Day:** A dropdown menu with a downward arrow. Below it, the text reads: "You currently have no entries for today."
- To Do List:** A dropdown menu with a downward arrow. Below it, the text reads: "You currently have no items."
- Course List:** A list of two course entries:
 - [Training - Sample Course 01](#)
Section Instructor: Ryan Sullivan
 - [Training - Sample Course 02](#)
Section Instructor: Ryan Sullivan
- Calendar Week:** A dropdown menu with a downward arrow. Below it, the text reads: "You currently have no entries for this week."
- Campus Announcements:** A section with the heading "Campus Announcements" and a link: [Information regarding known issues/bugs](#)
- Personal Bookmarks:** A section with the heading "Personal Bookmarks" and the text: "You currently have no bookmarks."
- Campus Bookmarks:** A section with the heading "Campus Bookmarks" and the text: "You currently have no campus bookmarks."
- Who's Online:** A section with the heading "Who's Online" and two entries:
 - [Training - Sample Course 01](#) (2)
 - [Training - Sample Course 02](#) (1)

The "Who's Online" widget is circled in red in the original image.

CHAT

1. Click the check box next to the person to whom you want to chat.
2. Click **Send Chat Invite**.



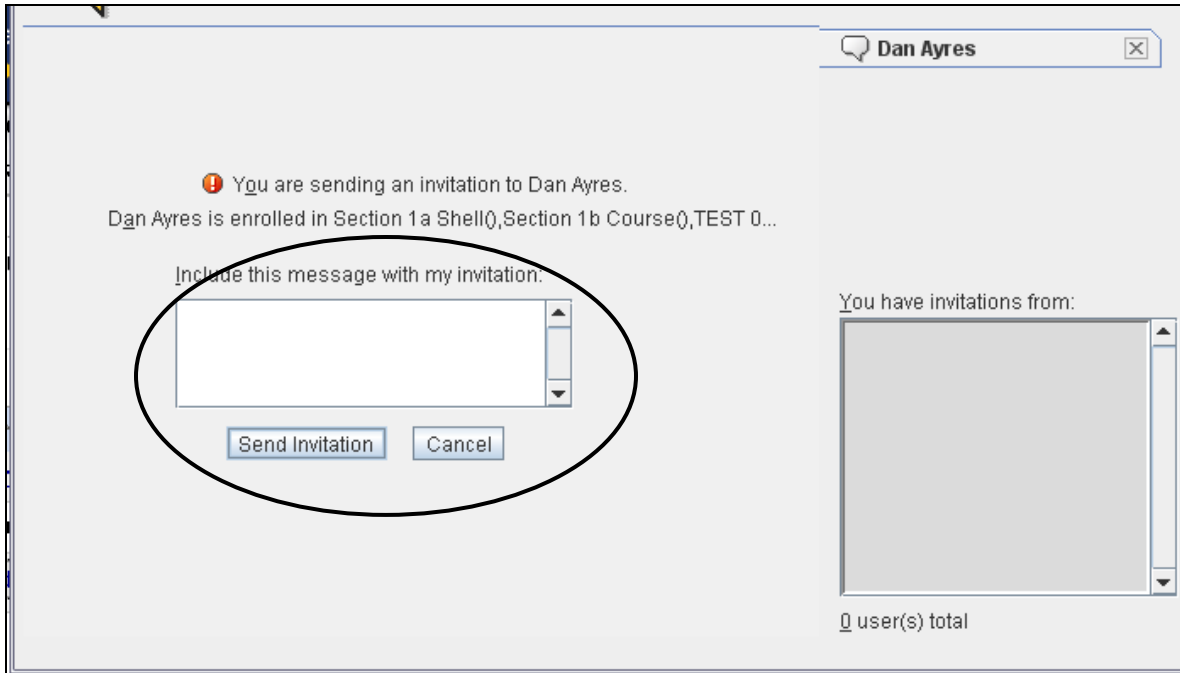
The screenshot shows the Blackboard interface for a course. At the top, it says "Webster University WorldClassRoom" and "My Settings | Check Browser | Help | Log out". Below that, it says "My Blackboard Content Manager" and "Welcome, Ryan Sullivan. Today is November 1, 2007 1:49 PM CDT." There are links for "Channels", "Color", and "Layout".

The main section is titled "Who's Online" and shows "Your location: Who's Online". Below this, there is a "My Status" dropdown menu set to "Visible/Available" and an "Update" button. It also shows "Number of users online in Sample Course 01 : 2" with a "Refresh now" button and an "Auto-refresh" checkbox.

Name	Role	Available	Online Since	Busy	Idle Time
<input checked="" type="checkbox"/> Dan Ayres	Student	Yes	November 1, 2007 1:45 PM	--	0 min
<input type="checkbox"/> Ryan Sullivan	Section Designer , Section Instructor	Yes	November 1, 2007 1:42 PM	--	4 min

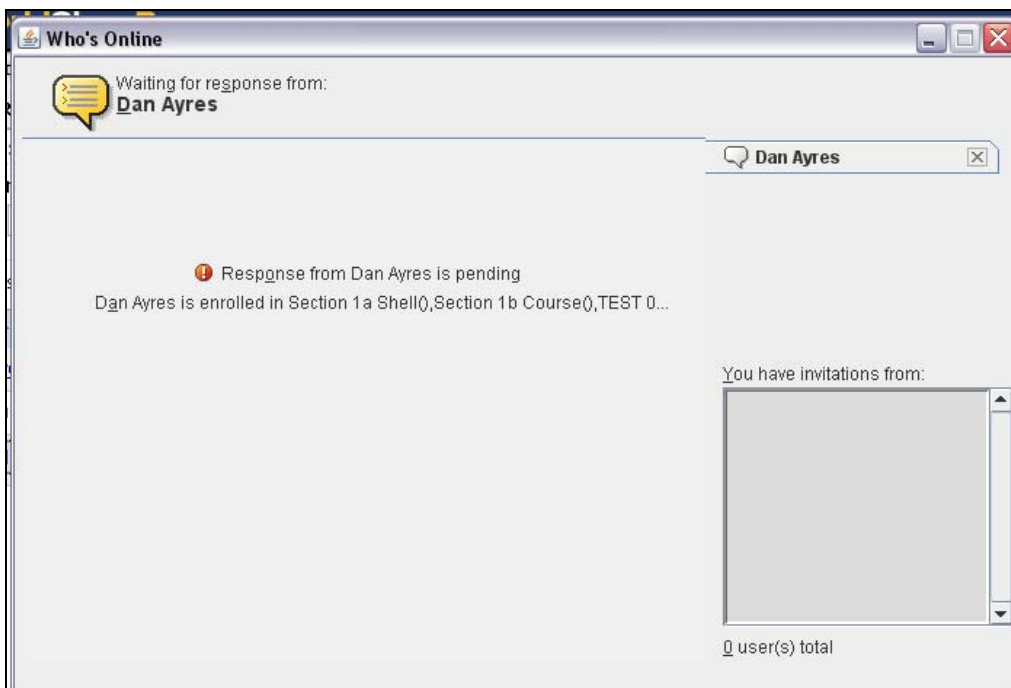
Below the table, there is a "Send Chat Invitation" button with a speech bubble icon, which is circled in red in the original image.

3. Type the message.

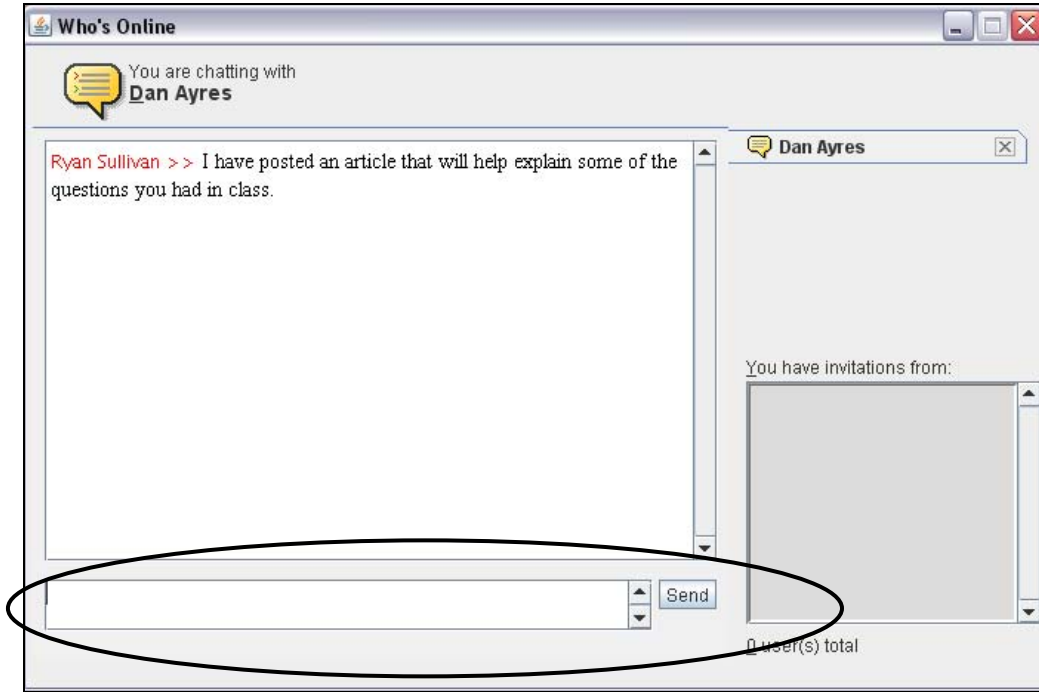


4. Click **Send Invitation**.

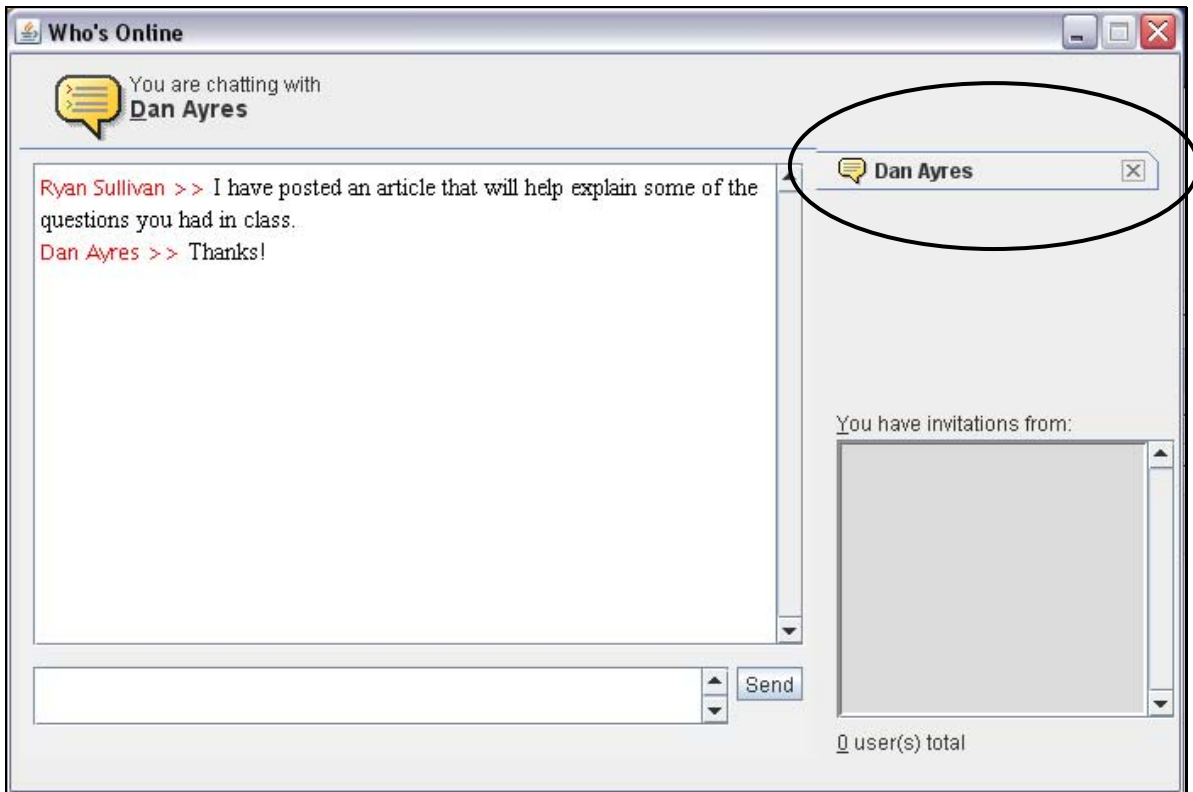
5. Wait for a response.



6. Continue chat as desired.

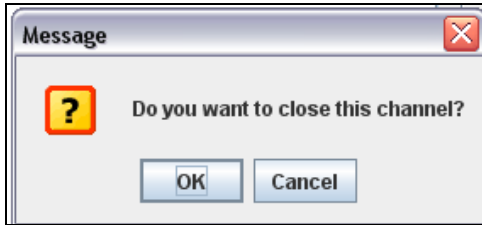


7. To end chat, click the X next to the person's name.



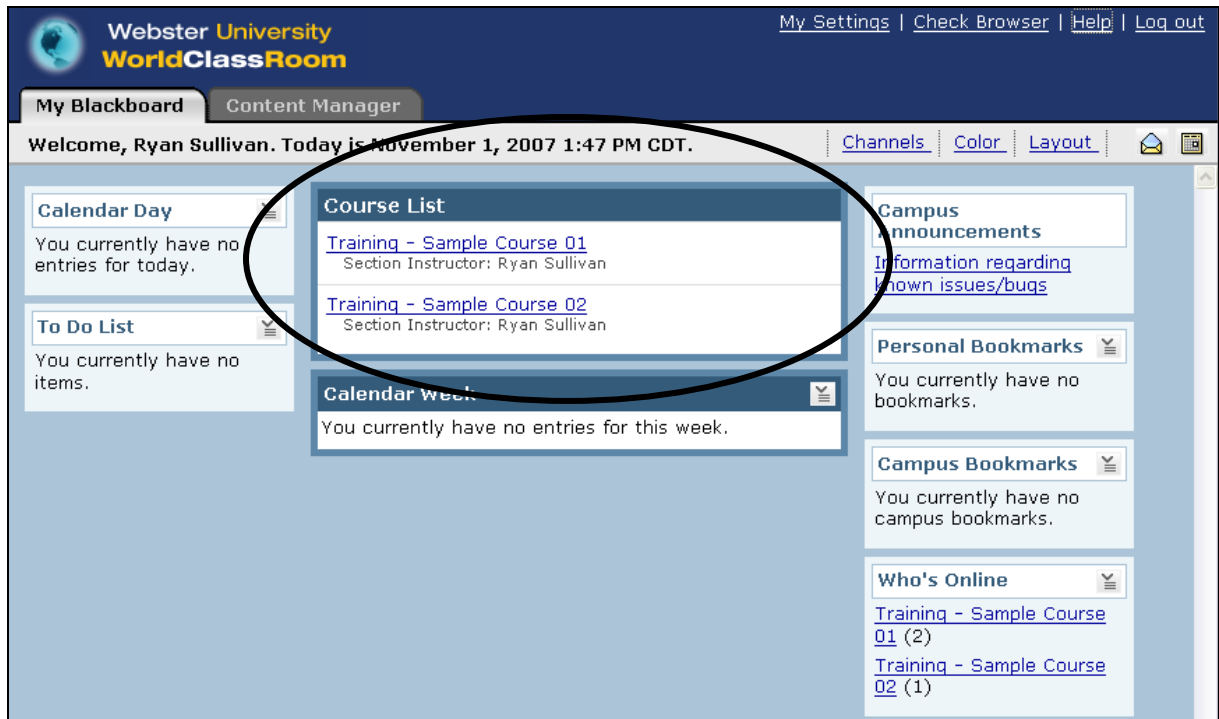
IN01

8. Click **OK**.



COURSE LIST CHANNEL

1. To open the home page of the course, click the name of the course.



Webster University
WorldClassRoom

My Settings | Check Browser | Help | Log out

My Blackboard | Content Manager

Welcome, Ryan Sullivan. Today is November 1, 2007 1:47 PM CDT.

Channels | Color | Layout

Course List

- [Training - Sample Course 01](#)
Section Instructor: Ryan Sullivan
- [Training - Sample Course 02](#)
Section Instructor: Ryan Sullivan

Calendar Day
You currently have no entries for today.

To Do List
You currently have no items.

Calendar week
You currently have no entries for this week.

Campus Announcements
[Information regarding known issues/bugs](#)


Personal Bookmarks
You currently have no bookmarks.

Campus Bookmarks
You currently have no campus bookmarks.

Who's Online

- [Training - Sample Course 01](#) (2)
- [Training - Sample Course 02](#) (1)

2. Work as needed.

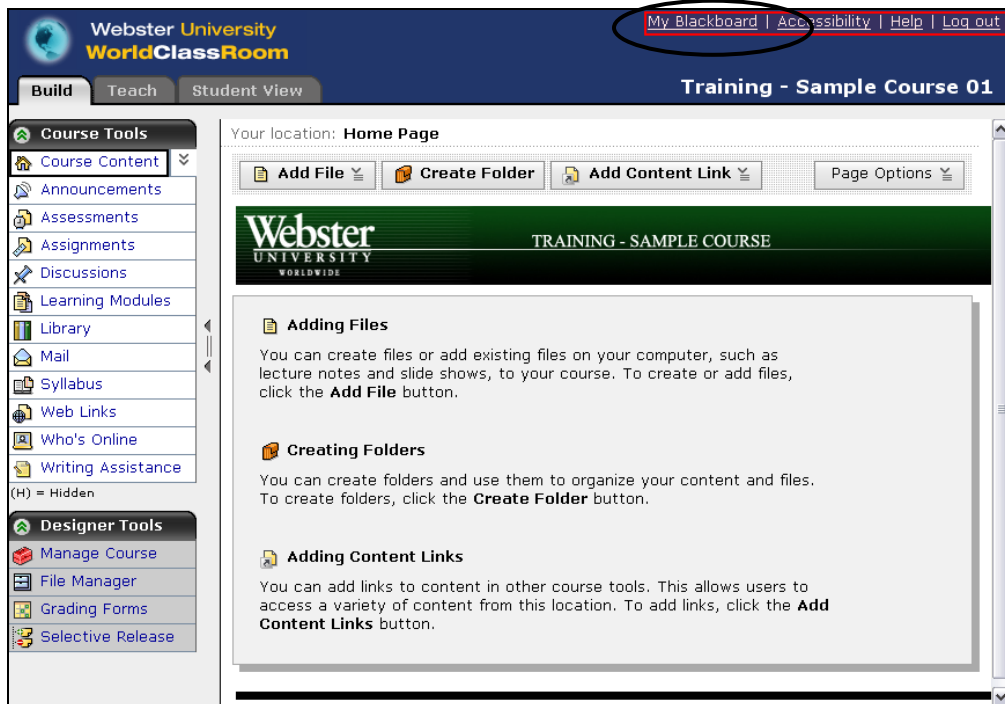


The screenshot shows the Blackboard interface for a course titled "Training - Sample Course 01". The top navigation bar includes "My Blackboard", "Accessibility", "Help", and "Log out". The left sidebar contains "Course Tools" and "Designer Tools". The main content area is titled "Your location: Home Page" and features buttons for "Add File", "Create Folder", "Add Content Link", and "Page Options". Below these buttons is a green banner with the Webster University logo and the text "TRAINING - SAMPLE COURSE". The main content area is divided into three sections: "Adding Files", "Creating Folders", and "Adding Content Links".

Adding Files
You can create files or add existing files on your computer, such as lecture notes and slide shows, to your course. To create or add files, click the **Add File** button.

Creating Folders
You can create folders and use them to organize your content and files. To create folders, click the **Create Folder** button.

Adding Content Links
You can add links to content in other course tools. This allows users to access a variety of content from this location. To add links, click the **Add Content Links** button.

3. Move back to the My Blackboard page by clicking the **My Blackboard** link in the upper right corner.

This screenshot is identical to the previous one, but with the "My Blackboard" link in the top right corner of the navigation bar circled in red, indicating the action to be taken.