



# Vclass in Blackboard Collaborate



Vclass is EBUS's virtual classroom. It's an exciting and interactive virtual room where teachers and students can get together to learn, review and discuss. This tutorial will guide you through getting into a Vclass and using the tools available there.

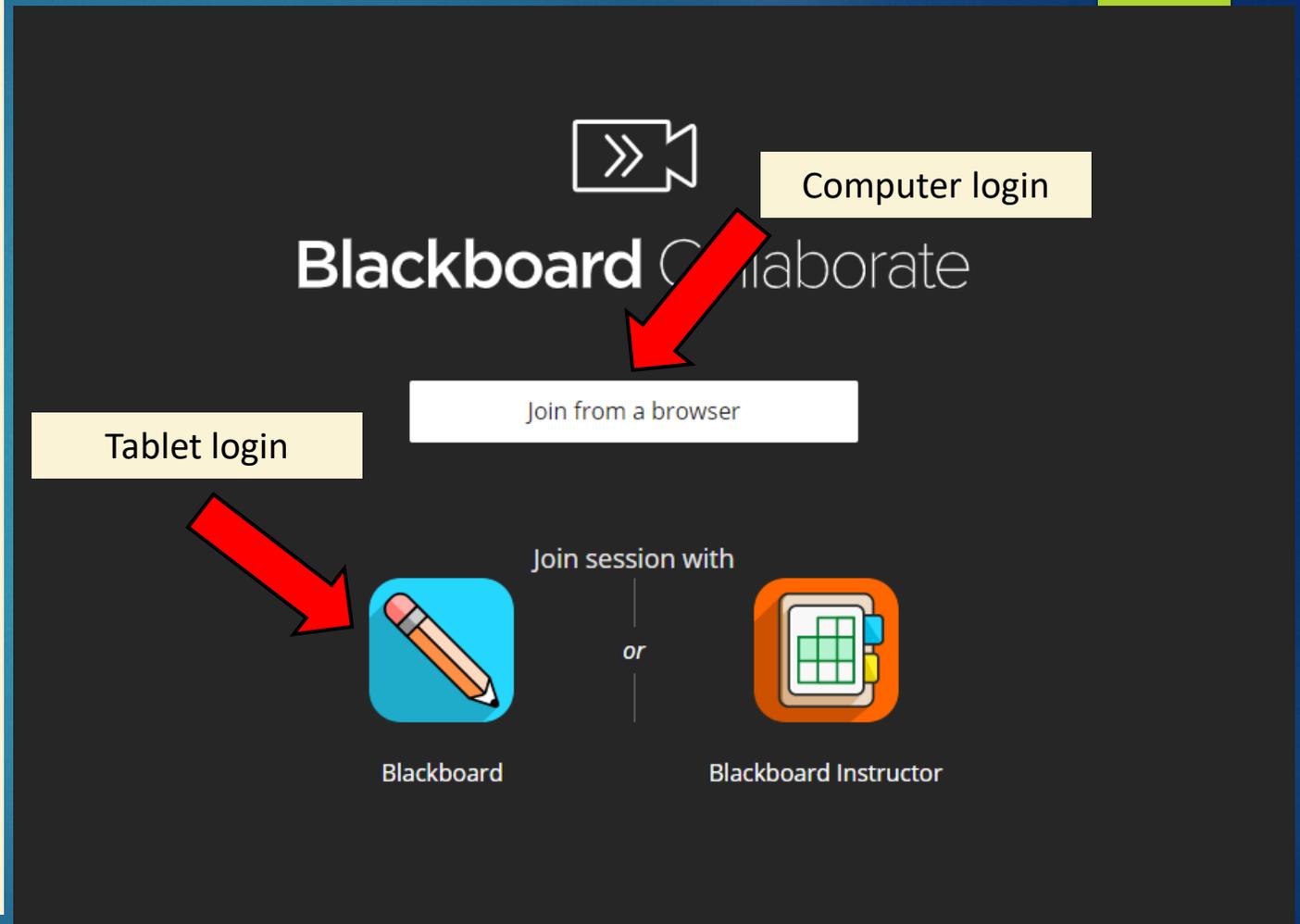
To participate in a Vclass, all you need is the link – and a working computer/device and internet, of course! A microphone headset is also handy if you'll want to use the microphone to speak in class, but is not required.

Your teacher will provide a link to a v-class.

Click on that button/link and you'll see a page like this.

Click the **'Join from a browser' button if on a computer.**

**If on a tablet, click the pencil;** you will need to download the Blackboard app in order to continue on into the class.



Type student first name (and last name or last name initial if you like), then click the 'Join Session' button.

If students want, they can also include a nickname, we just ask that they **always type their real name first** (being in an online environment where we can't really put faces to names, it's important for teachers to know exactly who they are addressing in a class). Also, nicknames should always be appropriate for a school/public setting.

The screenshot shows the Blackboard Collaborate interface for joining a session. At the top, there is a video camera icon with a double arrow pointing right. Below it, the text "Blackboard Collaborate" is displayed. The main heading is "Joining 'Geneva Test'". Below this, there is a text input field with the prompt "Type your name to join the session as a guest:" and the text "Geneva S" entered. A red arrow points from a callout box to this input field. Below the input field is a "Join Session" button, with another red arrow pointing to it from a callout box. A third red arrow points from a callout box to the text "Joining 'Geneva Test'".

Blackboard Collaborate

Joining "Geneva Test"

Type your name to join the session as a guest:  
Geneva S

Join Session

Vclass Name

Type first name (and last name or last name initial if you like)

When your Vclass loads on a computer, it will look like this. **Please note things may be in slightly different locations on a phone/tablet, but basic functions will mostly be the same.** On the next pages we'll explore the different areas more closely.



Whiteboard tools  
(for typing,  
drawing,  
interacting on  
the whiteboard)

## Let's find out about the author, Cressida Cowell!

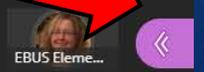


Whiteboard  
(where the  
lesson/activities  
will be)

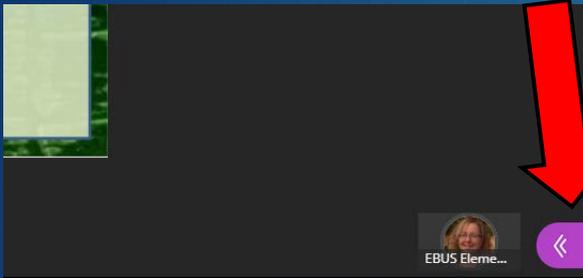
Audio, video,  
hand up buttons



Collaborate Panel  
(chat,  
participants,  
settings)

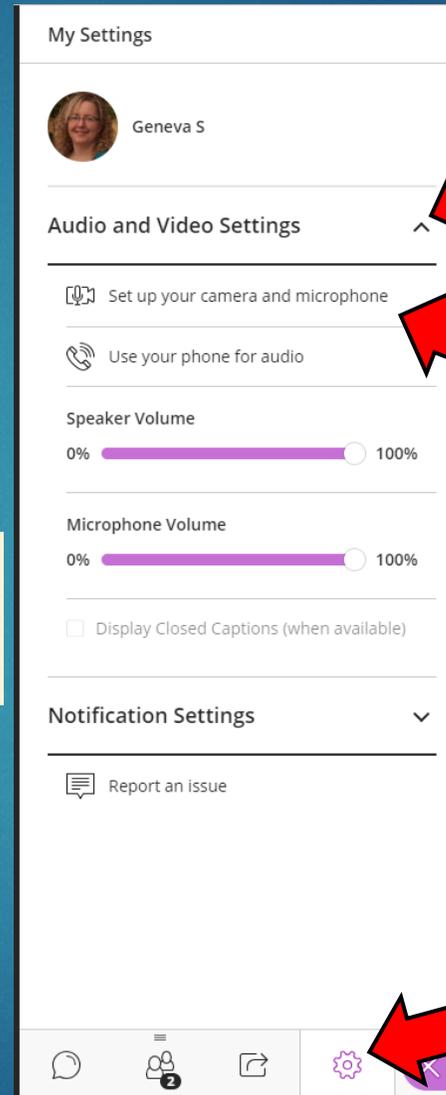


On the bottom right of your screen, click on the purple 'Collaborate Panel' button.

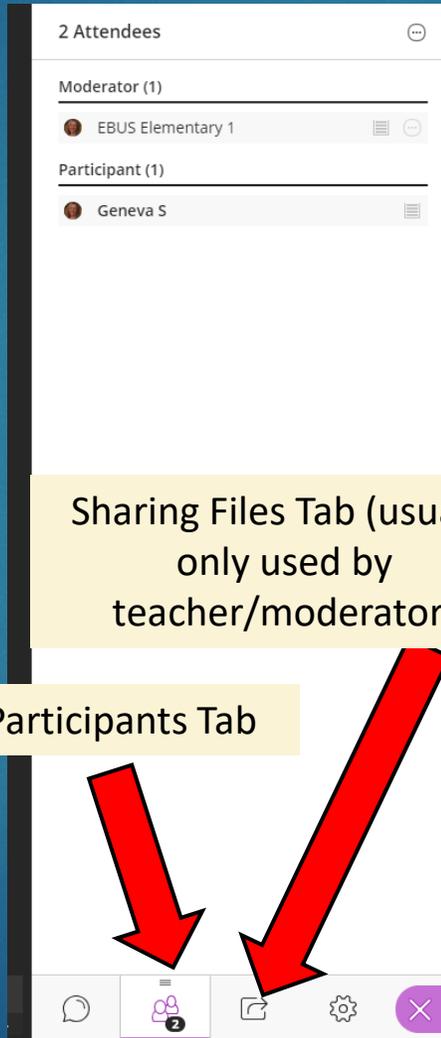


Click to toggle settings open/closed

Set up/adjust camera/microphone settings



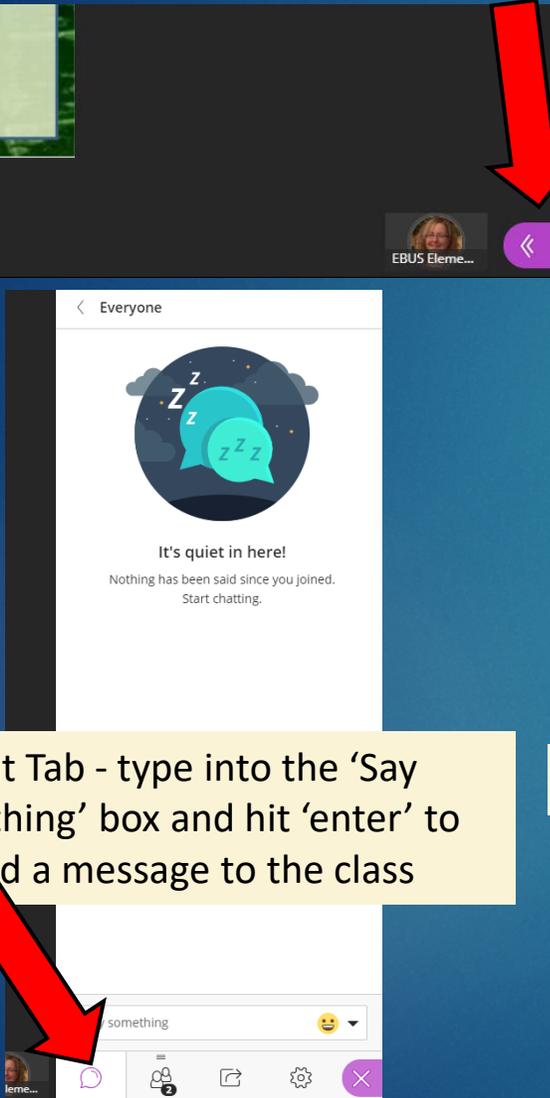
Settings Tab



Sharing Files Tab (usually only used by teacher/moderator)

Participants Tab

Chat Tab - type into the 'Say something' box and hit 'enter' to send a message to the class



On the bottom center of your screen are the audio/video and Feedback tools.



**You're away**

Others in the session will see that you've stepped away.

I'm back!

If you have to step away from the computer for a few minutes, click on 'Away' to let the teacher/class know you are not at your keyboard; click the 'I'm back!' button when you return

Geneva S

Away

Feedback

😊 Happy	😞 Sad
😮 Surprised	😕 Confused
🚀 Faster	🐢 Slower
✅ Agree	❌ Disagree

Clicking on the Feedback icons will make them show in the participant window for a short time.

This is where students may be prompted to respond to teacher questions e.g. "Click on the smiley face if you can hear me" or "Click Agree for Yes or Disagree for No"

3 Attendees

😊 1

Moderator (1)

EBUS Elementary 1

Participants (2)

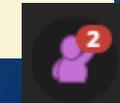
😊 Geneva S

Geneva Test Student 2

Click to access Feedback tools

Click to toggle microphone and camera on/off

Click to raise hand (you will see a number here to indicate your order if more than one student has their hand up)



On the top left of your screen are the whiteboard tools. Please note that not all of these whiteboard functions are fully available on the phone/tablet app; in the app, students can draw with the pencil and use shapes, but not the text typing or pointer tools.

The image shows a screenshot of the Blackboard Collaborate whiteboard interface. At the top left, there is a 'Geneva Test' session menu with options: 'Use your phone for audio', 'Report an issue', 'Tell me about Collaborate', 'Blackboard Collaborate Help', and 'Privacy Policy'. The main toolbar contains several icons: a hamburger menu, a pointer, a hand (select), a pencil, a square (shape), a text 'T' icon, and an eraser. Red arrows point from text boxes to these icons. A separate text box explains the eraser tool's function.

Pointer tool

Pencil tool

Shape tool

Text typing tool

Select tool

Eraser tool – please note that **using this will clear ALL items on the screen, not just yours**, so as a general rule students should not be using this tool. Other students get upset when their work is suddenly deleted!

Clicking this 'Open Session Menu' tab at the top left will get you a Collaborate help panel