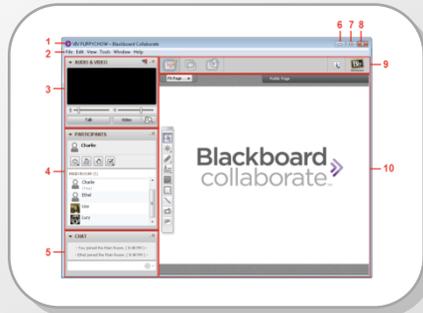


Blackboard Collaborate for Your VA HR Academy Virtual Course



Robust User Interface

1. Title Bar
2. Menu Bar for Accessing User Options and Tools
3. Audio & Video Panel for enhanced virtual collaboration
4. Participants Panel to see course participants and interact with instructor
5. Chat Panel for interacting with course participants and instructor
6. Minimize Button
7. Maximize Button
8. Close Button
9. Collaboration Toolbar for collaborating with course content, instructor, and fellow participants
10. Content Area for viewing content



Properties Editor

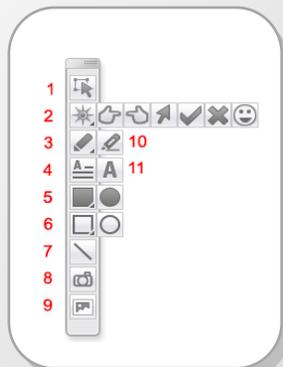
- Appears at the bottom of the Whiteboard
- Format your text or graphic by specifying various properties.
- Adjust color, font, size and style properties to your liking.



Don't like the default color of your text? Change it, make it fun, there are 275+ colors to choose from!

Participant Tools Palette for Maximizing the Virtual Experience

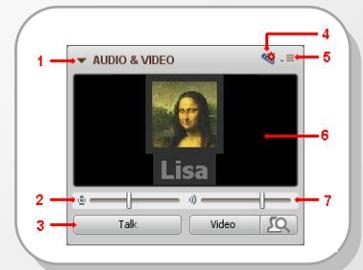
1. Selector tool for selecting information
2. Pointer tools for participants to engage with the course content and confirm learning
3. Pencil tool for writing
4. Text box tool
5. Filled shape tools for creating shapes
6. Empty shape tools for creating shapes
7. Line tool for making lines
8. Screenshot tool
9. Clip art tool
10. Highlighter tool for highlighting
11. Simple text tool



*Want to make a point? Use the **pointer tools!***

Audio & Video Panel

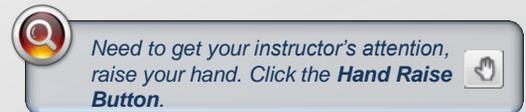
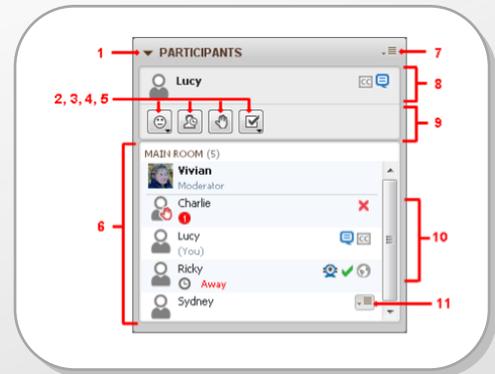
1. Expanding & collapsing capability
2. Microphone Level indicator and slider to increase/decrease volume
3. Talk and video buttons are used for speaking and sharing yourself via video
4. Audio Setup Wizard button
5. Options menu
6. Primary video display showcases the person speaking and/or sharing video
7. Speaker Level indicator and slider to increase/decrease volume



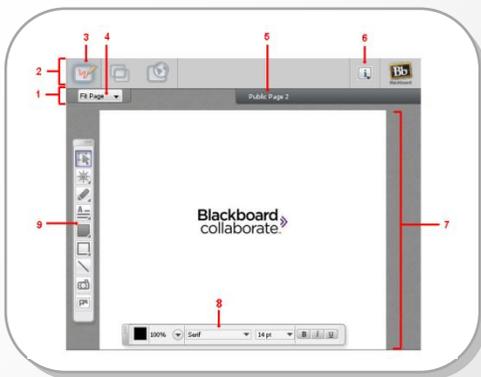
*Think you've lost a box? Not So! Go to **View > Restore Default View***

Participants Panel

1. Expand/Collapse button to minimize or maximize this module
2. Feedback menu – options for participants to provide feedback to the instructor throughout the course
3. Step Away Button to alert that a participant has stepped away
4. Raise Hand Button to alert that a participant has a question
5. Polling Response Menu for answering poll questions
6. Participants List lists the participants in the course with you
7. Global Options Menu
8. Status Area
9. Toolbar
10. Activity Indicators highlight participants' activities
11. Participants Options Menu



Course Content Area



- Main presentation area featuring:
 - Presentations
 - Whiteboard
 - Application sharing
 - Web tours
- Tools palette for interacting with course content, instructor, and participants
- Properties Editor palette for adjusting font size, color, and format of your text writing



Chat Panel for Interaction with Participants and Instructor

1. Expand/Collapse Button
2. Message Text Box for typing your message
3. Conversation Tabs for each of your active conversations
4. Options Menu
5. Conversation Pane displaying history of class conversation
6. Emoticon menu for adding emotions to your conversation

