
Training Center Integration with Blackboard Academic Suite 7.2

Student Guide

June 2008



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1 Introduction

This document describes the features available to a Student for accessing and joining a WebEx Training Center session. Students can join a course, which they have for, or they can join a public session.

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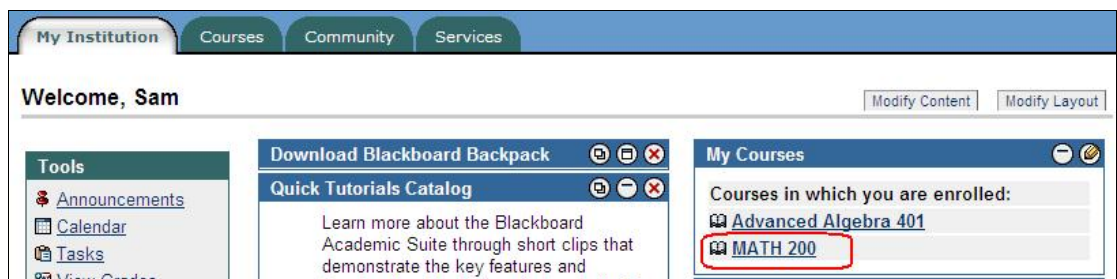
2 Joining WebEx Sessions

Joining WebEx sessions is a quick process of logging in as a student and selecting the course for which you have enrolled. Alternatively, you can join public sessions from your institution's Blackboard site.

A student can join a course-specific session, a public session, or a session from the Announcements page or the calendar.

To Join a Course Session:

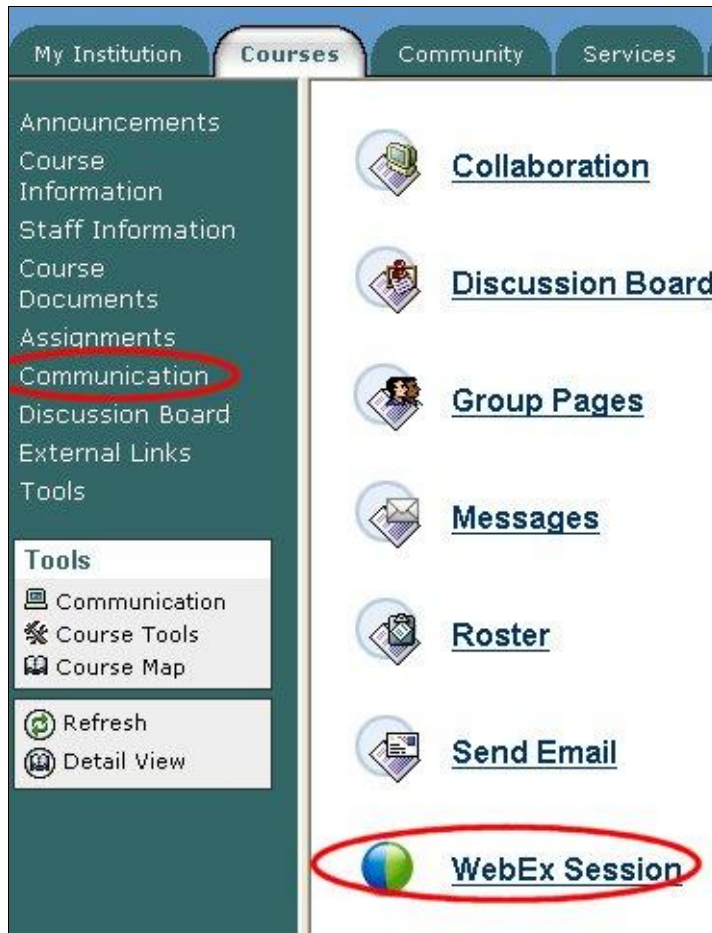
1. In the **My Institution** tab, select the course you are enrolled in, as shown in the following graphic.



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2. In the **Courses** tab, click **Communication**, and then click **WebEx Session** as shown in the following graphic.



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3. In the **WebEx Session List** page, click **Join** to join a course as shown in the following graphic.

Note:

*The **Join** button is displayed only within the “join before host” time range for a session.*

OBJECT-ORIENTED DATA STRUCTURES USING C++ (CSCI311) > COMMUNICATIONS > WEBEX SESSION

WebEx Session List

WebEx Sessions for 09/25/2007

September, 2007

| wk | Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|----|-----|-----|-----|-----|-----|-----|-----|
| 34 | | | | | | | 1 |
| 35 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 36 | 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 37 | 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 38 | 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 39 | 30 | | | | | | |

Select date

Today | Week | Month

All times displayed in GMT-07:00, Pacific (San Francisco)

| Topic | Date & Time | Duration (hh:mm) | Listing Type | |
|---|--------------------|------------------|--------------|------|
| CSCI311, course only, by staplenom | 09/25/2007 4:00 PM | 1:00 | course | Join |
| 0925 14:30 by admin (pub) * | 09/25/2007 2:30 PM | 1:00 | public | |
| 0921 14:45 by admin (pub) multi-session | 09/25/2007 2:45 PM | 1:00 | public | |
| 0920 14:30 by admin (pub) | 09/25/2007 2:30 PM | 1:00 | public | |

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To Join a Public Session:

4. Under the **My Institution** tab, click **WebEx Public Sessions** as shown in the following graphic. .

The screenshot displays the Blackboard user interface. At the top, there is a header for 'Your Institution UNIVERSITY' with navigation links for Home, Help, and Logout. Below this is a navigation bar with tabs for 'My Institution', 'Courses', 'Community', 'Services', and 'My Account'. The 'My Institution' tab is selected, and the user is greeted with 'Welcome, Melcon'. On the left, a 'Tools' menu lists various options: Announcements, Calendar, Tasks, View Grades, Send Email, User Directory, Address Book, Personal Information, **WebEx Public Sessions** (circled in red), WebEx Session, and Host Report. On the right, there is a 'Download Blackboard Backpack' section with a yellow banner that says 'BRING 451x511 Come prepared to class without a lot' and a 'Blackboard Backpack' logo. Below that is a 'Quick Tutorials Catalog' section with a small icon of a book and text encouraging users to learn more about Blackboard through short clips.

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5. In **WebEx Public Session List** page, click **Join** to join a public session.

Note:

*The **Join** button is displayed only within the “join before host” time range for a session.*

The screenshot shows the 'WebEx Public Session List' page. At the top, there are navigation tabs: 'My Institution', 'Courses', 'Community', and 'Services'. Below this is a header for 'WEBEX PUBLIC SESSION' and a sub-header 'WebEx Public Session List'. A calendar for June 2008 is displayed on the right, with the date 17th highlighted. Below the calendar, there are links for 'Today', 'Week', and 'Month'. A table of sessions is shown at the bottom, with columns for 'Topic', 'Date & Time', 'Duration (hh:mm)', and 'Listing Type'. The first row shows 'test public WebEx session' on '06/17/2008 4:45 PM' for '1:00' duration and 'public' listing type. A 'Join' button is visible at the end of this row, circled in red.

| Topic | Date & Time | Duration (hh:mm) | Listing Type | |
|---------------------------|--------------------|------------------|--------------|----------------------|
| test public WebEx session | 06/17/2008 4:45 PM | 1:00 | public | Join |

To Join a WebEx Session from the Calendar:

1. On the **WebEx Public Session List** page, click the date on the Calendar when your session is scheduled as shown in the following graphic.

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Your Institution UNIVERSITY
 Home Help Logout Developer Copy
 My Institution Courses Community Services System Admin
 CALENDAR
Calendar: View by Week
 Add Event Quick Jump All Events
 VIEW DAY VIEW WEEK VIEW MONTH VIEW YEAR
 May 25 - 31, 2008
Sunday, May 25
Monday, May 26
 10:00 AM [Advanced Data Analysis \(1 hour\)](#)
 10:00 PM [Advanced Data Analysis Techniques \(1 hour\)](#)
Tuesday, May 27
 4:00 PM [Campus Safety \(1 hour\)](#)

2. Click the session name to view the session details, or to join the session as shown in the following graphic.

Your Institution UNIVERSITY
 Home Help Logout Developer Copy
 My Institution Courses Community Services System Admin
 CALENDAR > VIEW EVENT
Calendar View Event
Advanced Data Analysis

| | |
|------------|----------------------|
| Date | Monday, May 26, 2008 |
| Start Time | 10:00 AM |
| End Time | 11:00 AM |
| Category | Course (CSCI276) |

[Enter the Session](#)

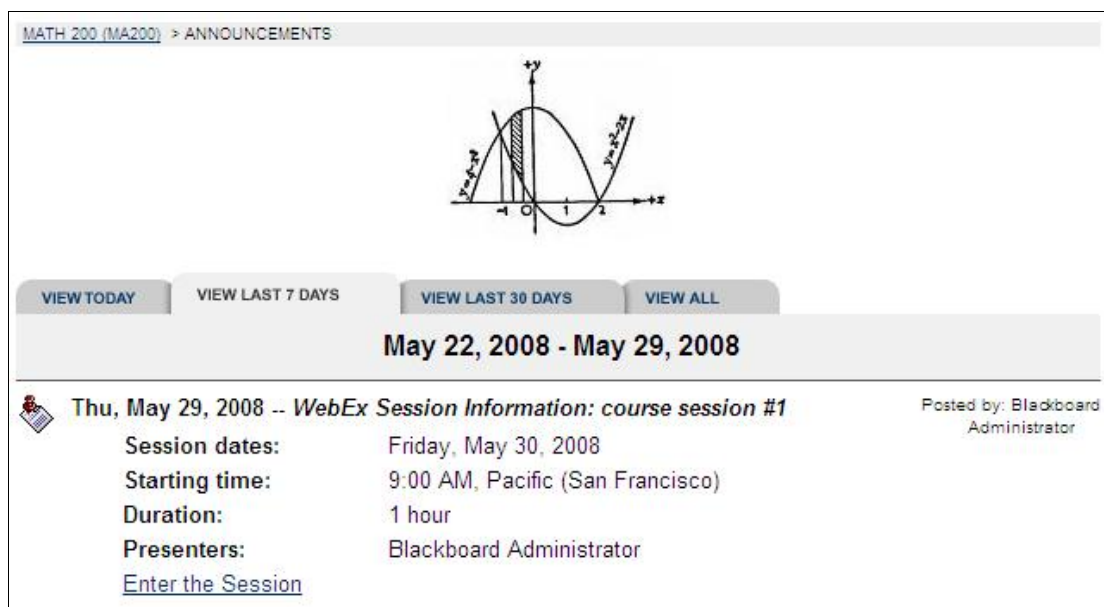
3. Click **Enter the Session** to join the session.

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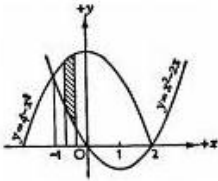
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Join a WebEx session from the Announcements page:

1. In the Course **Announcements** page, click the appropriate tab (**View Today**, **View Last 7 Days**, and so on) to view the list of sessions as shown in the following graphic.




MATH 200 (MA200) > ANNOUNCEMENTS



[VIEW TODAY](#) [VIEW LAST 7 DAYS](#) [VIEW LAST 30 DAYS](#) [VIEW ALL](#)

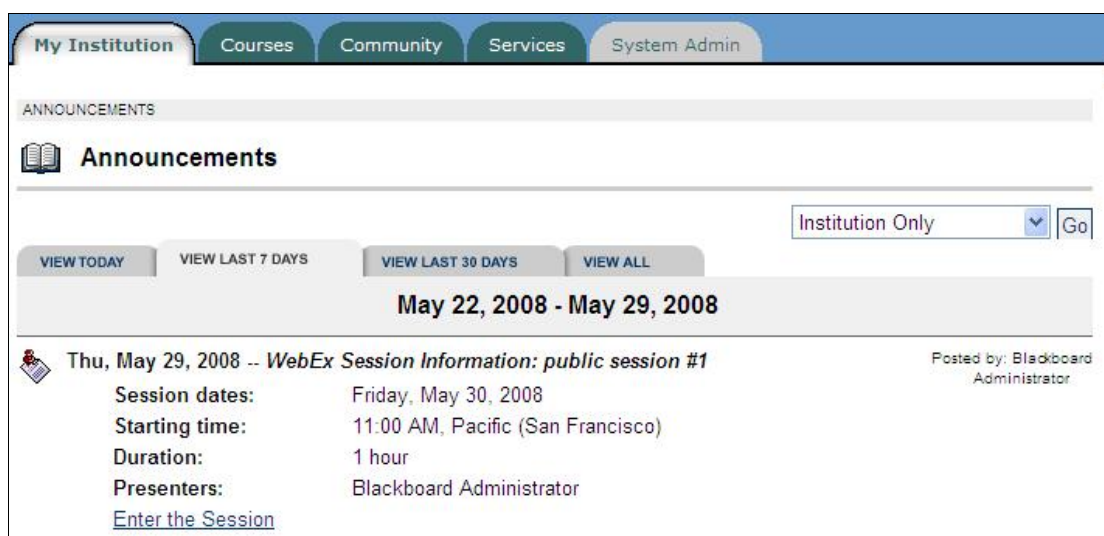
May 22, 2008 - May 29, 2008

 **Thu, May 29, 2008 -- WebEx Session Information: course session #1** Posted by: Blackboard Administrator

Session dates: Friday, May 30, 2008
Starting time: 9:00 AM, Pacific (San Francisco)
Duration: 1 hour
Presenters: Blackboard Administrator


[Enter the Session](#)

2. Alternatively, in the **My Institutions** page, click the appropriate tab (**View Today**, **View Last 7 Days**, and so on) to view the list of sessions as shown in the following graphic.




[My Institution](#) [Courses](#) [Community](#) [Services](#) [System Admin](#)

ANNOUNCEMENTS

 **Announcements**

[VIEW TODAY](#) [VIEW LAST 7 DAYS](#) [VIEW LAST 30 DAYS](#) [VIEW ALL](#)

May 22, 2008 - May 29, 2008

 **Thu, May 29, 2008 -- WebEx Session Information: public session #1** Posted by: Blackboard Administrator

Session dates: Friday, May 30, 2008
Starting time: 11:00 AM, Pacific (San Francisco)
Duration: 1 hour
Presenters: Blackboard Administrator

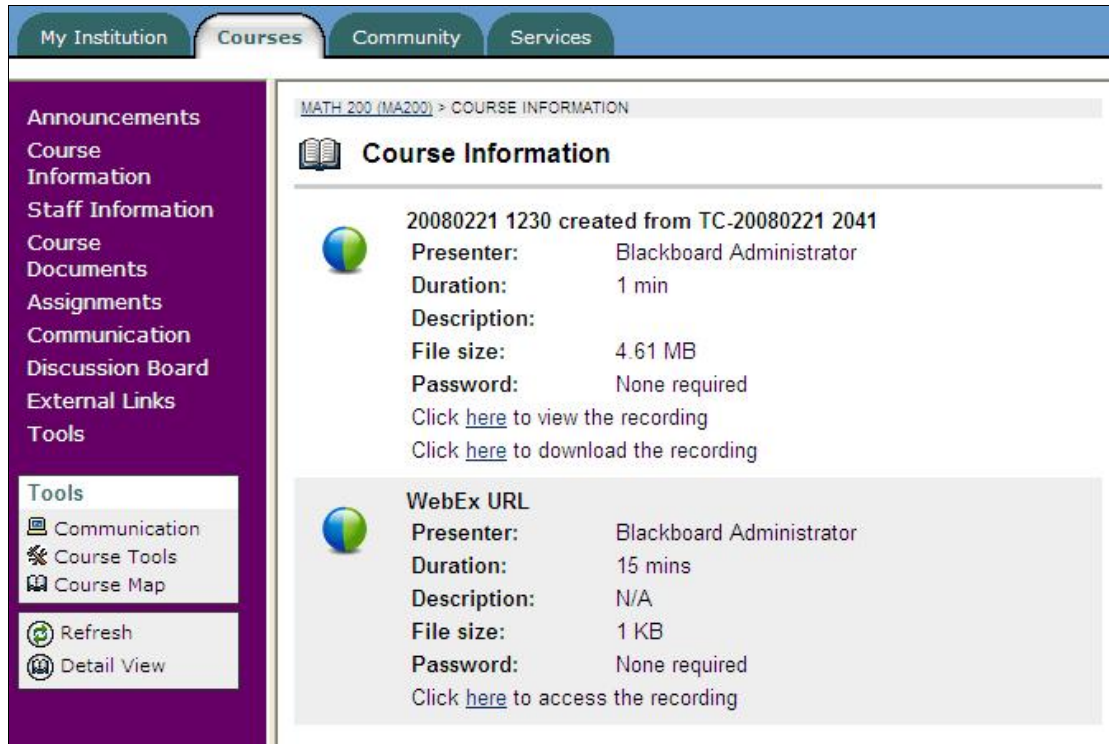
[Enter the Session](#)

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To View WebEx Recordings in a content folder:

You can view WebEx recordings in the **Course Information** page if your course instructor adds the recordings in the Content folder as shown in the following graphic.



The screenshot displays the Blackboard interface for a course. The top navigation bar includes 'My Institution', 'Courses', 'Community', and 'Services'. The left sidebar contains a menu with 'Announcements', 'Course Information', 'Staff Information', 'Course Documents', 'Assignments', 'Communication', 'Discussion Board', 'External Links', and 'Tools'. The 'Tools' section is expanded to show 'Communication', 'Course Tools', and 'Course Map'. Below this are 'Refresh' and 'Detail View' buttons. The main content area is titled 'MATH 200 (MA200) > COURSE INFORMATION' and 'Course Information'. It lists two WebEx recordings:

| Recording ID | Created From | Presenter | Duration | Description | File size | Password | Access Link |
|---------------|------------------|--------------------------|----------|-------------|-----------|---------------|--|
| 20080221 1230 | TC-20080221 2041 | Blackboard Administrator | 1 min | | 4.61 MB | None required | Click here to view the recording Click here to download the recording |
| | | Blackboard Administrator | 15 mins | N/A | 1 KB | None required | Click here to access the recording |

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