

# Using Blackboard – How to for PC

## Before Blackboard day:

### 1. Use the PowerPoint Outline given to you

Each module has a module-specific PowerPoint outline. The outline details what to cover in each slide in your presentation. This outline includes specific places for pictures, but feel free to intersperse more throughout your presentation. You can expand on these templates, but make sure you cover the required information and keep your presentation under 10 minutes.

### 2. Keep your PowerPoint under 5MB.

Shrink the images/photos in your PowerPoint to keep it under 5MB. Here are some suggestions for decreasing the size of pictures:

- Save images as a smaller file size
- Compress pictures
- Delete cropped areas of pictures

### 3. Use PowerPoint only.

Do not send Keynote, PDFs, or any other format for your presentation.

## Necessary tools on Blackboard day:

### 1. A computer.

The computer should have enough power to be online for two hours.

### 2. A quiet location where you can speak freely.

No Starbucks, library or children's play date venues, please.

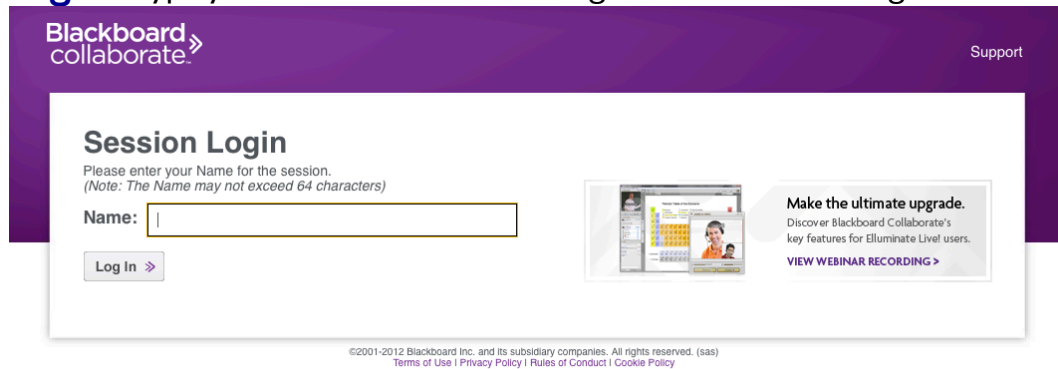
### 3. Reliable Internet access for your computer in your quiet location.

### 4. Headset. TSI program has loaned one to you for the duration of the PD.

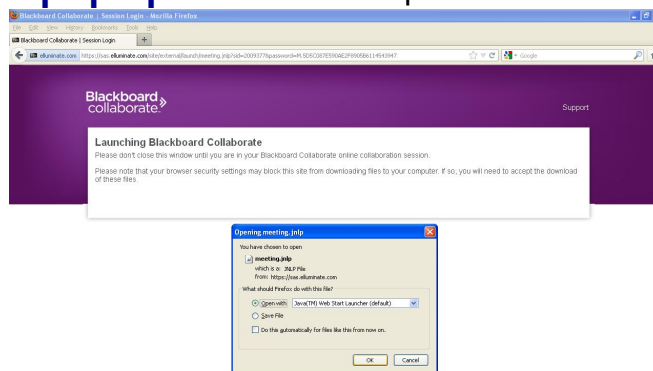
Plug in the headset *before* you login to the Blackboard website.

## Launch Blackboard:

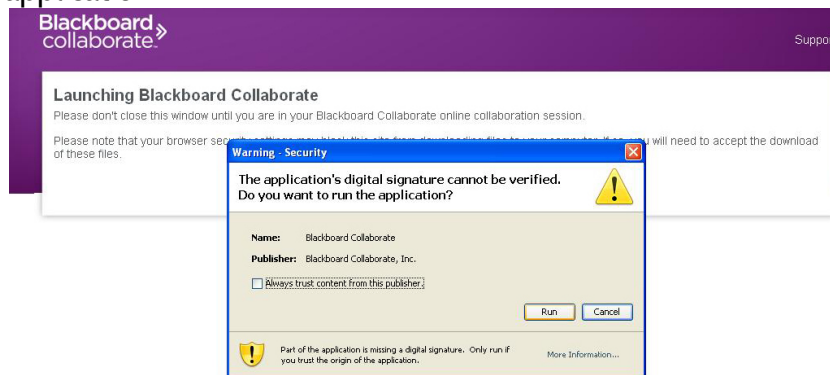
1. At 4:45PM, Go to <http://tinyurl.com/KanesaV-Office>
2. Log In. Type your name in the Session Login box. Then click “Log In”



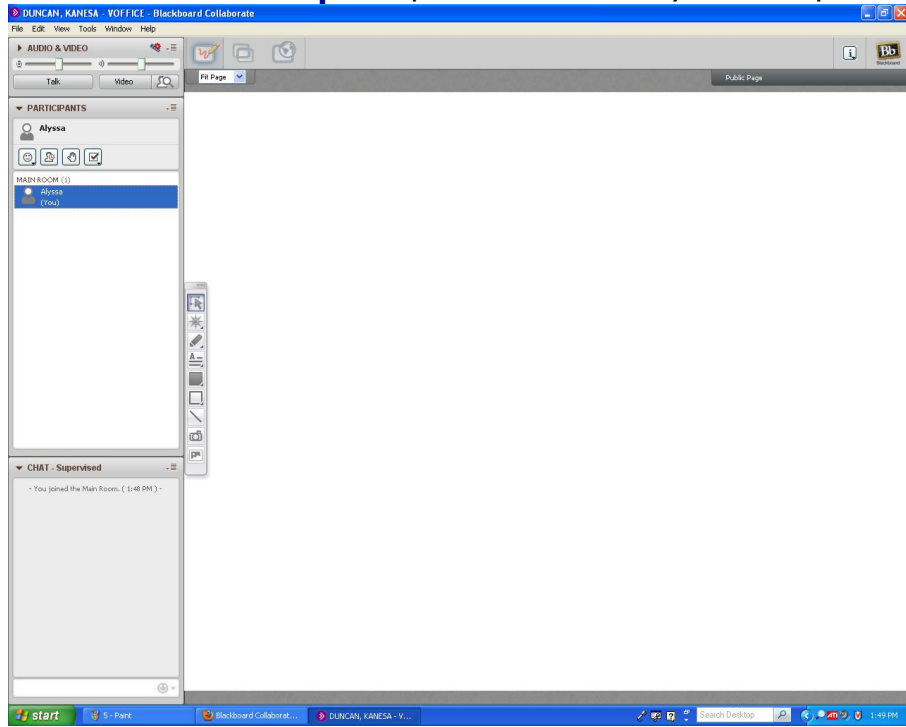
3. A pop up box will show up with a file. Click “OK” to open it up.



4. Click “Run” on the next pop up box asking if you want to run the application.

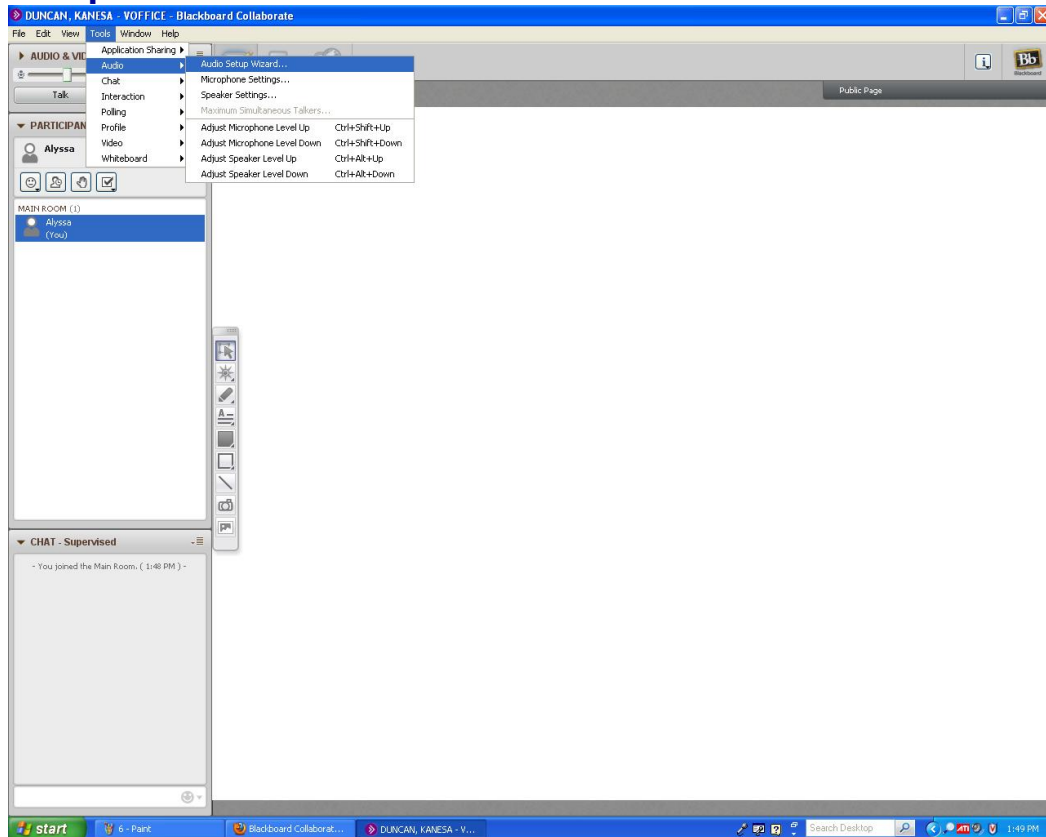


5. **Blackboard will open** up next automatically. Here's a picture:



## Set up your Audio Tools:

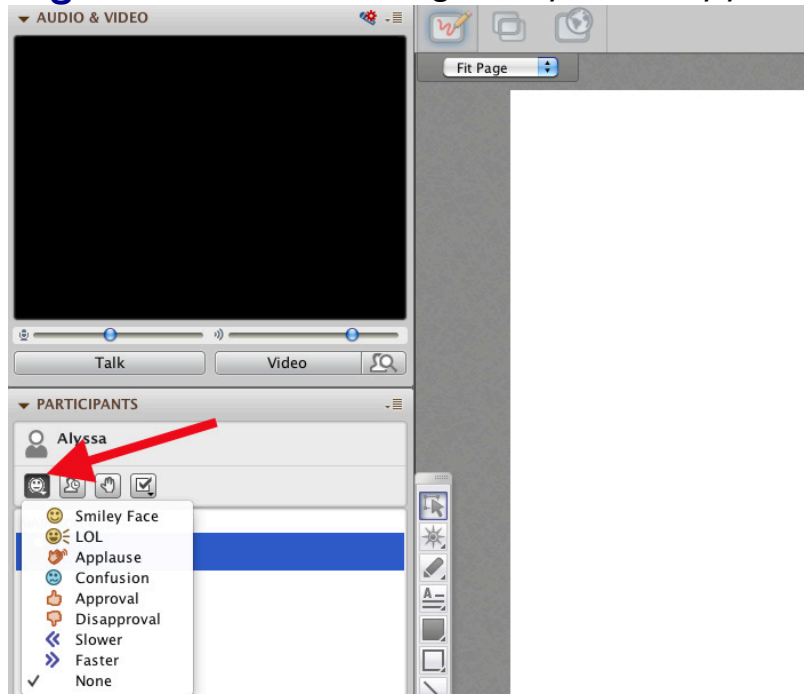
6. Click on **Tools** in the top bar. Choose **Audio** then choose **Audio Setup Wizard**



7. **Follow the Prompts..**  
Choose the **Logitech** headset when given the option

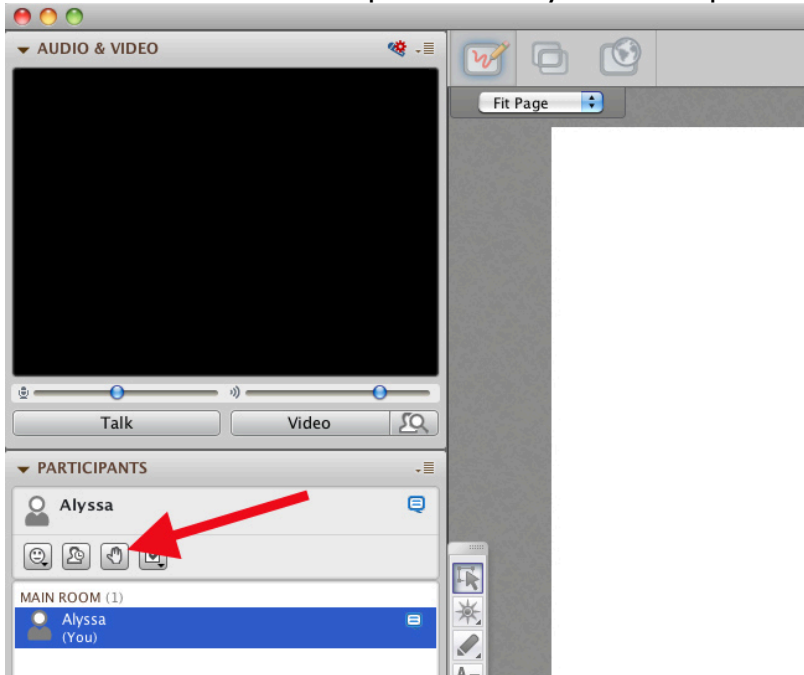
## Test your Communication boxes:

8. **Try using Emoticons.** These are good ways to convey your reactions.



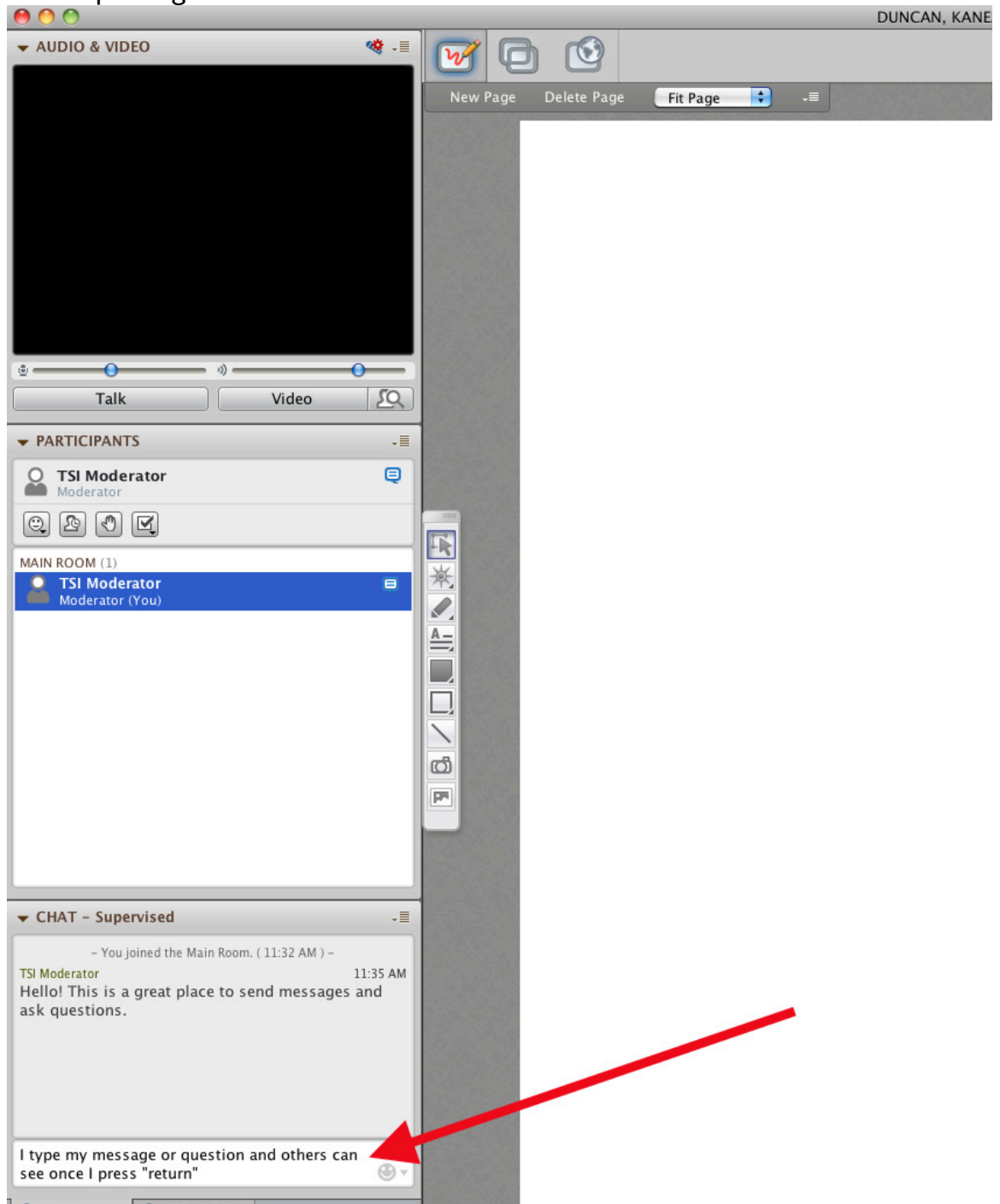
9. **Try Raising your Hand.**

This lets the moderator or speaker know you have a question



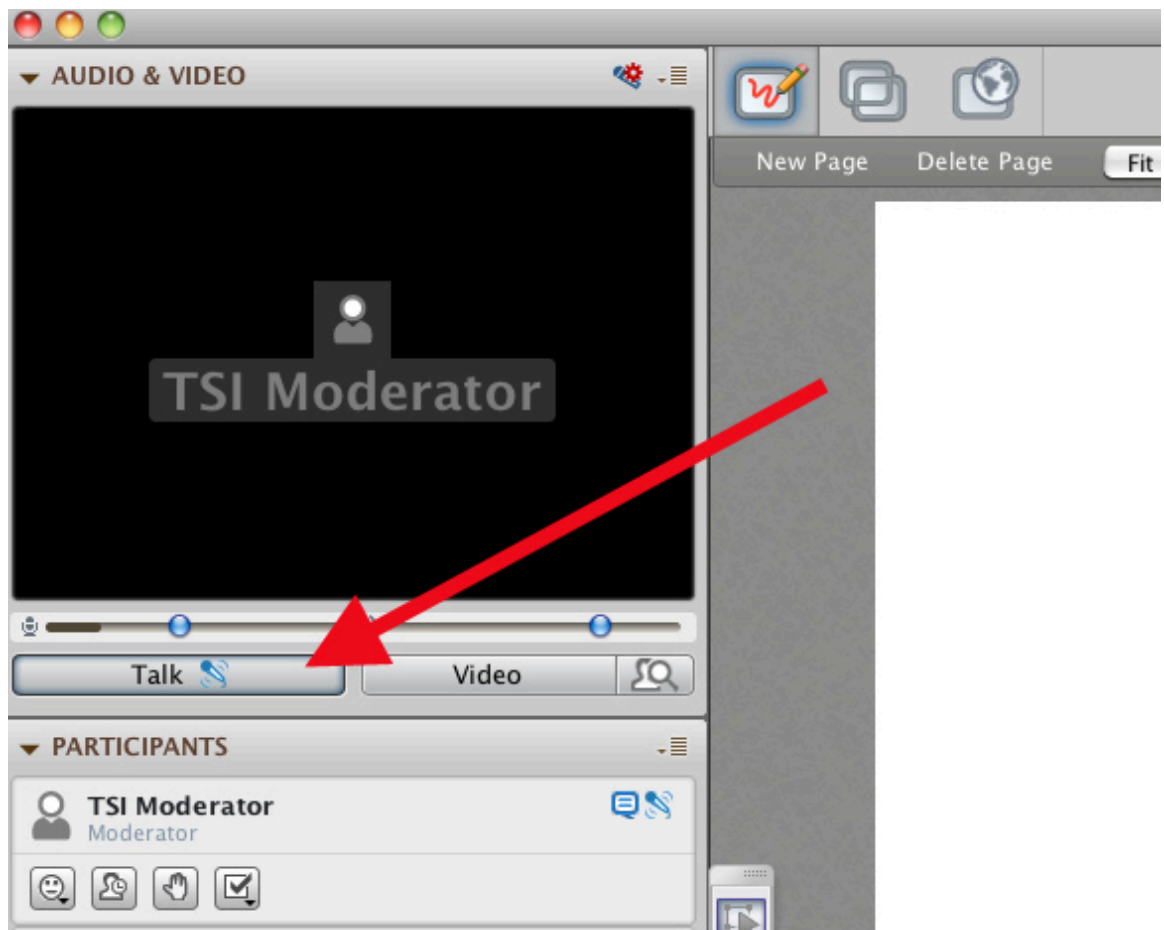
## 10. Try using Chat. Say Hello.

Click in the text box and type your message. Hit **Enter/Return** on your keyboard to display your message to the group. You may ask your question or make your comment as the moderator or presenter is speaking.



## Test your microphone

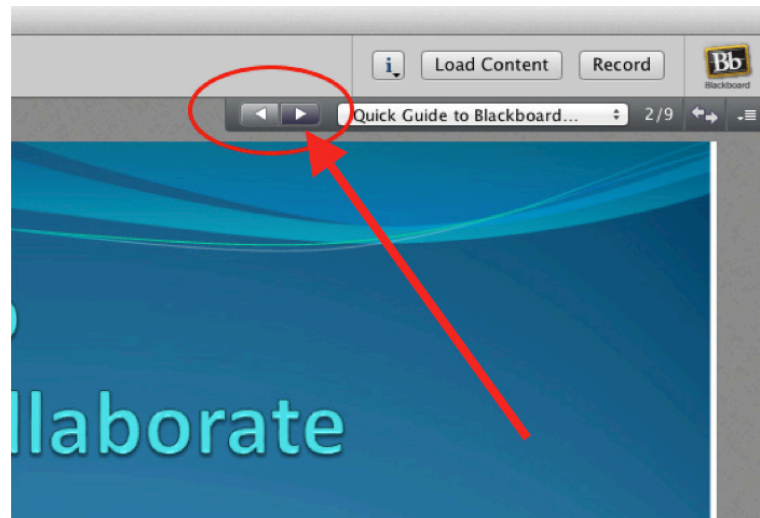
11. **Click the “talk” button to turn ON your microphone.** Only one person may speak at a time. You can tell your microphone is on because a microphone icon will appear in your talk button and next to your name.
12. **Say “Hello” and ask if others can hear you.** They can reply with emoticons or in the chat box.
13. **Click the “talk” button again to turn OFF your microphone.**
14. **BE SURE TO CLICK ON THE MIC BEFORE SPEAKING AND CLICK IT OFF WHEN YOU ARE DONE SPEAKING.**



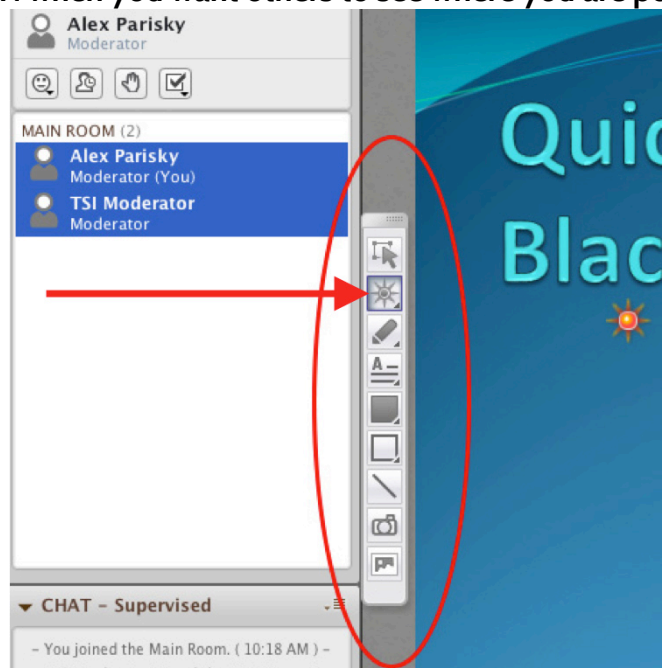
## When it's your turn to run your presentation

### 15. Turn on your mic and start using the presentation tools.

The main TSI Moderator will have already uploaded your PowerPoint and will give you moderator permission when it's your turn. Start talking and **advance through your slides** using these buttons on the top right part of the Blackboard screen:



### 16. Use the laser pointer in your presenter tools (circled below) if you would like to point out something specific on your presentation. Be sure to click to select the pointer and again **CLICK AND HOLD DOWN THE BUTTON** when you want others to see where you are pointing.





17. **Check the Chat Box occasionally** during your presentation.  
Others may ask questions in real-time and it's good to respond as they ask.
18. **Turn off your microphone when done presenting.**  
Others may have questions to ask verbally and can only do so if the microphone is open.