
MEMORANDUM No. 2014-012

TO: District Superintendents
FROM: Tom Lacock, Public Information Officer
DATE: February 5, 2014
SUBJECT: Updates from the Director of the Wyoming Department of Education

DIRECTOR OF THE WDE SCHEDULES UPDATES FOR SUPERINTENDENTS OF LOCAL DISTRICTS

Three updates will be delivered through Blackboard Collaborate

As the Wyoming Department of Education (WDE) strives to maintain open communication with local school districts, the agency has scheduled three updates to Wyoming superintendents from WDE Director Richard Crandall.

The updates will be delivered via the WDE's online meeting room, Blackboard Collaborate, and are scheduled for the following times:

- Thursday, February 6 10:30-11 a.m.
- Thursday, March 6 9-10 a.m.
- Tuesday, April 1 9-10 a.m.

In order to join the updates through Blackboard, click on either of the following links:

http://tiny.cc/WDE_Participant or <https://sas.illuminate.com/site/external/launch/dropin.jnlp?sid=vclass&password=0DG15IPQCRZU5XBHR150>

This webinar platform should be accessed only at the scheduled time and date of the event. (Blackboard does offer a public platform that can be accessed at any time. A link to this Demo Room is provided below.)

If you are new to Blackboard Collaborate, please visit the "Tutorial and Documentation" links

below. Prior to attending any sessions, we strongly suggest that you use the “System Check” links below to confirm that your system is properly configured.

System Check:

Configuration - Verification that your computer’s operating system and Java are supported through Blackboard Collaborate’s Configuration page: <http://support.blackboardcollaborate.com/ics/support/default.asp?deptID=8336&task=knowledge&questionID=1473>.

Demo Room - If you will be using a microphone (or web-cam), Blackboard Collaborate has a demo room that can be used to verify the connection to these devices through the “Audio Setup Wizard”:
<https://sas.illuminate.com/site/external/jwsdetect/meeting.jnlp?sid=345&password=M.A2DE26587EB74583B59A0F8AAD0CC4&username=Test>.

Tutorial and Documentation - Online Orientation (Video): <http://www.brainshark.com/blackboard-inc/vu?pi=zGLzYw5XBz35Sgz0>.

On-Demand Learning (Documentation): <http://www.blackboard.com/Platforms/Collaborate/Services/On-Demand-Learning-Center/Web-Conferencing.aspx>.

For more information on updates to superintendents, contact Tom Lacock at (307) 777-5399 or tom.lacock@wyo.gov.