Wyoming Department of Education

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MEMORANDUM FROM THE DIRECTOR NO. 2013-009

TO: School District Superintendents
Curriculum Directors
Principals

FROM: Jim Rose, Ed.D, Interim Director
Wyoming Department of Education

DATE: February 6, 2013

SUBJECT: Introduction of new Director

The Wyoming Department of Education's Interim Director, Dr. Jim Rose, will present an update on staffing and other changes at the Wyoming Department of Education on Friday, February 8 from 10-11 a.m.

Dr. Rose will present this update through the Department of Education's online public meeting space, Blackboard Collaborate. Instructions for the Blackboard Collaborate system are listed below, including system requirements and an online tutorial.

Dr. Rose assumed duties as the interim director of the Wyoming Department of Education with the signing of Enrolled Act 1 on Tuesday, Jan. 29. Since that time, some duties and staff associated with the Wyoming Superintendent of Public Instruction have been relocated or changed. Dr. Rose will use this time with local district personnel to update the organization and vision of the Department of Education.

The meeting will be recorded and a link will be available at a later date for those unable to attend the presentation.

FOR MORE INFORMATION, CONTACT: Tom Lacock at tom.lacock@wyo.gov or 307-777-5399.

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The Link to join the Blackboard Collaborate is:
http://tiny.cc/WDE_Participant or
https://sas.elluminate.com/site/external/launch/dropin.jnlp?sid=vclass&password=0DG15IPQCRZU5XBHR15O

Please treat this link as you would any other public meeting space. 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.)

Webinars are collaborative and interactive online experiences. 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. These are simply one-time technical checks and, in the future, you will not need this process unless you switch computers. Once you've experienced the platform, Blackboard Collaborate is remarkable easy to use. Most issues that arise are generally technical in nature and running this system check will help you avoid any problems.

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.elluminate.com/site/external/jwsdetect/meeting.jnlp?sid=345&password=M.A2DE26587EB74583B59A0F8AAD0CC4&username=Test

Tutorial and Documentation:
• Online Orientation
    (Video): http://www.brainshark.com/blackboardinc/vu?pi=zGLzYw5XBz35Sgz0

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