Wyoming Department of Education

Jim Rose, Interim Director
Hathaway Building, 2nd Floor, 2300 Capitol Avenue
Cheyenne WY 82002-0050
Phone: 307-777-7675   Fax: 307-777-6234   Website: edu.wyoming.gov

MEMORANDUM NO. 2013 – 025

TO: School District Superintendents

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

DATE: March 11, 2013

SUBJECT: Blackboard Collaborate Session with Dr. Jim Rose

The Wyoming Department of Education's Interim Director, Dr. Jim Rose, will offer an update to district superintendents throughout Wyoming at 10 a.m. on Friday, March 15. The update will offer a look at the state of professional development through the department, an overview of the ESEA waiver process and discussion on the 16:1 waiver process.

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.

The meeting will be recorded and a link 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.

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