



Wyoming Department of Education

Richard Crandall, Director

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MEMORANDUM FROM THE DIRECTOR NO. 2013-106

TO: School District Superintendents

FROM: Richard Crandall, Director
Wyoming Department of Education

DATE: August 26, 2013

SUBJECT: Introduction of New Director

INFORMATION TO SHARE

Wyoming Department of Education (WDE) Director, Richard Crandall, will introduce himself to school district superintendents Tuesday, August 27 from 10-11 a.m.

Crandall will present his vision for the Wyoming Department of Education and take questions 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.

Crandall took the helm of the WDE on Monday, Aug. 5 and has been in Cheyenne since. For more information on Crandall, see [this newsletter story](#).

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.

The Link to join the Blackboard Collaborate is: http://tiny.cc/WDE_Participant
or
<https://sas.illuminate.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

District Superintendents

August 6, 2012

Page 2

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.

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 webcam), 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/blackboardinc/vu?pi=zGLzYw5XBz35Sgz0>

On-Demand Learning

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