



# Wyoming Department of Education

Richard Crandall, Director

Hathaway Building, 2<sup>nd</sup> Floor, 2300 Capitol Avenue

Cheyenne WY 82002-0050

Phone: 307-777-7675 | Fax: 307-777-6234 | Website: [edu.wyoming.gov](http://edu.wyoming.gov)

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## MEMORANDUM NO. 2013-139

**TO:** School District Superintendents

**FROM:** Richard Crandall  
Director

**DATE:** November 19, 2013

**SUBJECT:** Blackboard Collaborate Session with Director Richard Crandall

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### INFORMATION TO SHARE

Wyoming Department of Education Director Richard Crandall will update district superintendents on legislative committee work and activities at the WDE through the Department of Education's online public meeting space, Blackboard Collaborate on December 2 from 1:30-2:30.

Instructions for the Blackboard Collaborate system are listed below, including system requirements and an online tutorial.

Blackboard Collaborate is an online meeting room used in everything from presentations to superintendents across the state to distance learning programs, which allow students to take courses from instructors around the world. The following link will provide you access to all WDE sponsored events:

[http://tiny.cc/WDE\\_Participant](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 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.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/On-Demand-Learning-Center/Web-Conferencing.aspx>

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