



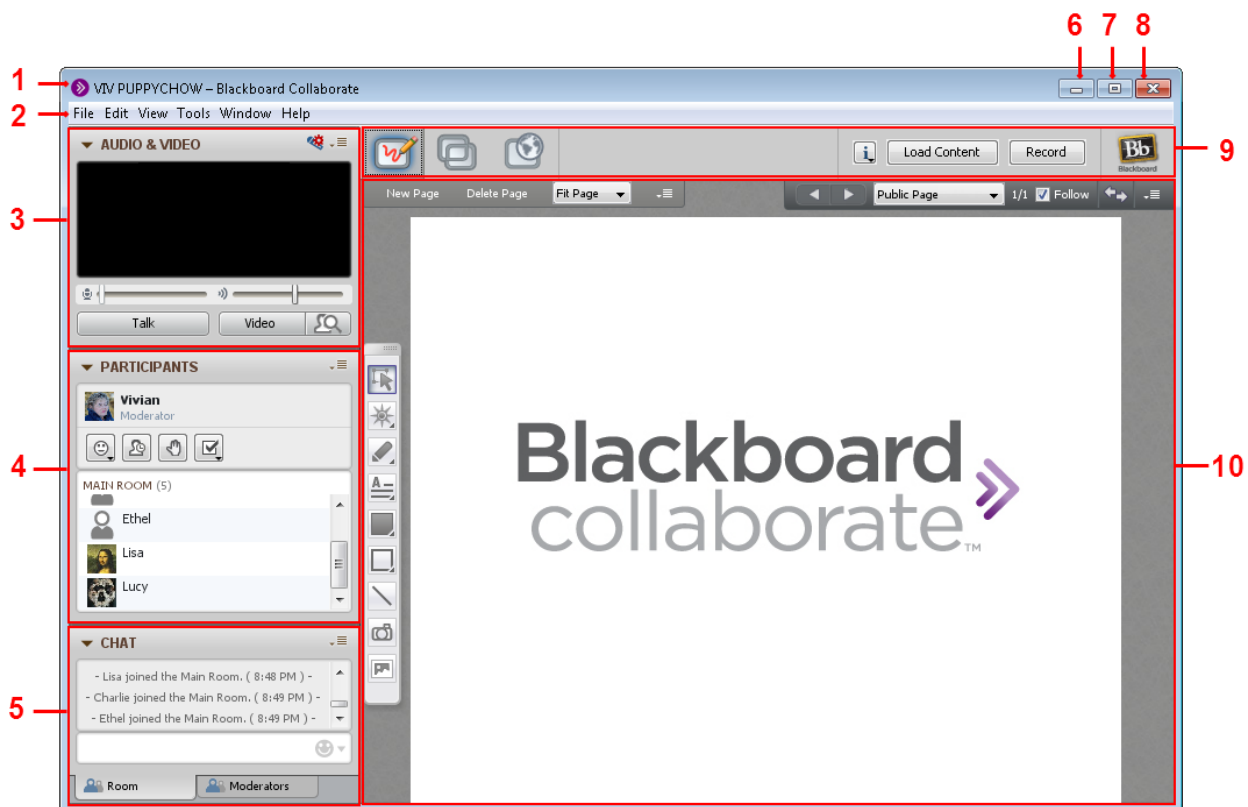
## ROOM LAYOUT VIEW

The CCC Confer interface consists of panels and windows. Panels can be collapsed, expanded, detached and reattached, resized and, in their detached state, can be moved.

The main application window can be minimized, maximized, moved, resized and closed. Other windows can be opened, moved, resized and closed.

The default setting when you initially join a session is for the panels to be expanded and attached. The side panels (Audio & Video, Participants and Chat) also can be hidden.

### DEFAULT VIEW:



1 Title bar

2 Menu bar

3 Audio & Video panel

4 Participants panel

5 Chat panel

6 Minimize button

7 Maximize button

8 Close button

9 Collaboration toolbar

10 Content area

The CCC Confer room is powered by BlackBoard Collaborate and consists of six main components:

- The **Menu bar** contains the File, Edit, View, Tools, Windows and Help menus.
- The **Audio & Video panel** enables you to participate in conversations either using a microphone and speakers (or headset) or via a teleconference. You also can transmit and receive Video during the session and preview your video before transmitting it.
- The **Participants panel** provides a list of all Participants and Moderators in the session and information about their current activities, such as talking (Audio), transmitting Video, sending a Chat message, using the Whiteboard drawing tools and conducting an Application Sharing session.

Above the Participants list is a small toolbar containing buttons for raising your hand and stepping away from the session and menus for selecting polling responses and feedback options.

- The **Chat panel** enables you to send Chat messages to everyone in the room or to Moderators only. By selecting names in the Participants list, you can send private Chat messages to individuals. Messages can be printed and saved to track session communication.
- The **Collaboration toolbar** contains three buttons for switching between the three content modes (Whiteboard, Application Sharing and Web Tour), an Information menu for obtaining session information (e.g., connection type) and starting the Timer, a Load Content button for loading content into the session and the Record button.
- The **Content area** is the main presentation window. Moderators use this region to load presentations. Everyone can use the tools on the Whiteboard to draw or write. All the objects and images on the Whiteboard are dynamic and can be modified. Everyone can print the Whiteboard pages or save them to a file to review later.

## Working with Panels

Below are the ways you can manage your panels:

- **Collapse and expand a panel:** By default, the panels are expanded. If you want to make more room for one of the panels, you can collapse the others.

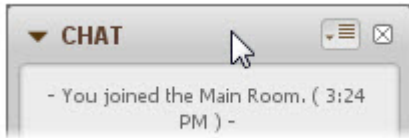
o To collapse a panel, click on the Collapse button in the panel's title bar:



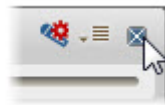
o To expand the panel back to its former state, click on the Expand button in the panel's title bar:



- **Move a panel:** Grab the panel (either attached or detached) by its title bar and, while holding down your mouse, drag it to the desired location and then drop it by releasing the mouse.



- **Detach and reattach a panel:** Panels can be detached so you can move them to a more convenient location.
- To detach a panel, do one of the following:
  - From the Options menu, select **Detach Panel**.
  - Drag and drop the panel out of the main application window.
- To reattach a panel, do one of the following:
  - From the Options menu, select **Attach Panel**.
  - Drag and drop the panel back into the main application window.
  - From the *View* menu, select *Restore Default Layout*.
  - Click on the panel's Close button:



- **Reorder an attached panel:** Drag and drop the panel up or down within the side bar area (left side) of the main application window.
- **Hide attached side panels:** You can make the Content area larger by hiding the side bar area (left side) of the main application window. To do so, in the *View* menu, unselect (uncheck) *Show Side Bar*. To bring the side bar back, reselect it.
- **Resize a panel:** Grab a panel border and drag it. Hold your mouse over any side (either attached or detached) or a corner (detached only) and, when the cursor changes to a two-headed arrow, click and drag the border of the panel to contract or expand it.



- **Un-obscure detached panels:** If part of the panel is obscured by another panel or window, click anywhere on the panel to bring it to the front of the other panel or window.

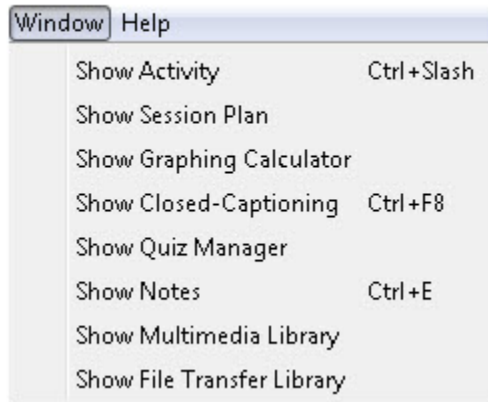
**Tip:** If you can't find a panel because it is hidden beneath other panels or windows, an easy way to find it is to select *Restore Default Layout* from the *View* menu and it will move the panels back to their default location making them visible on the main window.

## Working with Windows

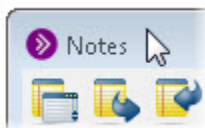
There are a number of different kinds of windows in Blackboard Collaborate Web Conferencing: the main application window, main module windows (such as the Notes window and the Multimedia Library), dialog boxes (such as the Preferences dialog and Create Breakout Rooms dialog) and utility windows (such as the Object Explorer and Page Explorer).

Below are the ways you can manage your windows:

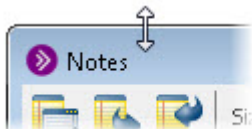
- **Open the main application window:** To open the window you need to join the session by clicking on a link.
- **Open a main module window:** To open the window of one of the main modules, select it from the Window menu or, if available, open it using its associated keyboard shortcut.



- **Move a window:** Grab the window by its title bar and, while holding down your mouse, drag it to the desired location and then drop it by releasing the mouse.



- **To resize a window:** Grab a window border and drag it. Hold your mouse over any side or a corner and, when the cursor changes to a two-headed arrow, click and drag the border of the window to contract or expand it.



- **Minimize or maximize the main application window:** Use the standard conventions of your operating system for minimizing and maximizing windows. For example, on Windows, use the Minimize and Maximize buttons in the window's title bar:



- **Un-obscure a window:** If part of a window is obscured by another window or panel, click on the window itself to bring it to the front of the other window or panel.
  - **Tip:** If you can't find a window because it is hidden beneath other windows, an easy way to find it is to select *Restore Default Layout* from the *View* menu and then open your window again.
- **Close a main module window:** To close a main module window, do one of the following:
  - Click on the window's **Close** button in the title bar of the window.
  - Enter Ctrl+W (Command-W on Mac)
  - Enter Alt+F4 (Windows and Linux only)
- **Close the main application window:** If you close the main application window you will leave the session.