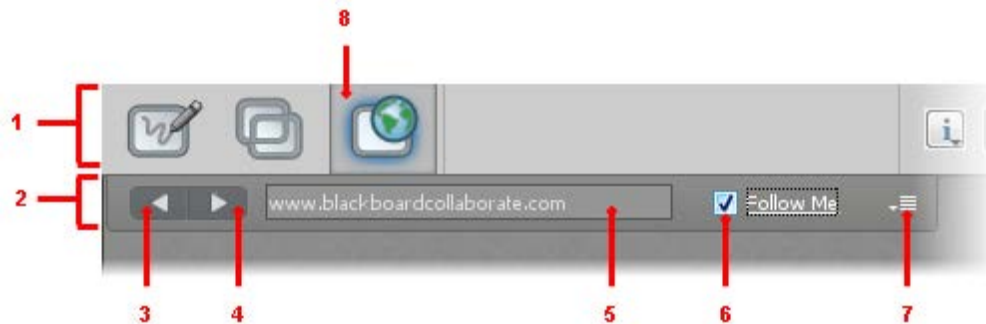


WEB TOUR

The **Web Tour** feature enables session participants to share web pages with others in the session. Web Tour is a type of content that, like the Whiteboard and Application Sharing, appears in the Content area. It is accessed through the Collaboration toolbar.

A **Web Tour** also can be opened up in an external browser: this is called a **Web Push**. (See **Web Push** below.)

The Web Tour interface has the following components:



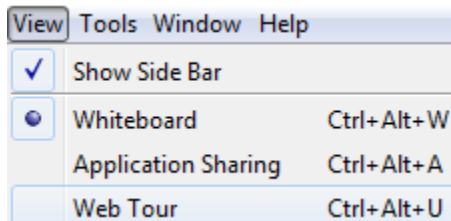
- | | |
|-------------------------|------------------------|
| 1 Collaboration toolbar | 5 Address text box |
| 2 Navigation bar | 6 Follow Me option |
| 3 Back button | 7 Options menu |
| 4 Forward button | 8 Web Tour Mode button |

Use Web Tour

Before you can conduct a Web Tour, you must switch to Web Tour mode in the Content area.

Switch to Web Tour Mode in one of the following ways:

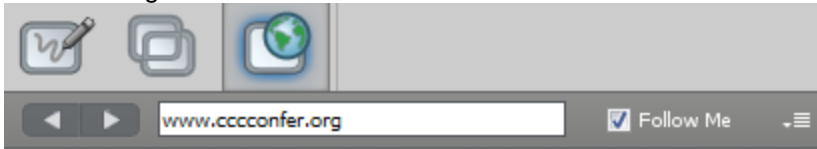
- In the Collaboration toolbar, click the  Web Tour Mode button.
- In the *View* menu select *Web Tour*.



- Enter the keyboard shortcut Ctrl+Alt+U (Command-Option-U on Mac).

Start a Web Tour

1. After switching to Web Tour mode, enter the URL of the desired web site in the Address text box of the Web Tour navigation bar.



- 2. Press **Enter**.
- 3. (Optional) Uncheck the Follow Me option if you want others to be able to freely browse the web site, independent of the pages to which you browse.

Conduct a Web Tour

Within the Web Tour, you can navigate through the current web site by clicking on links or can move to a different web site by entering a new URL in the Address text box. As you move between web pages, Web Tour maintains a history of where you have been. You can use the Back and Forward buttons to move between the pages kept in the history.

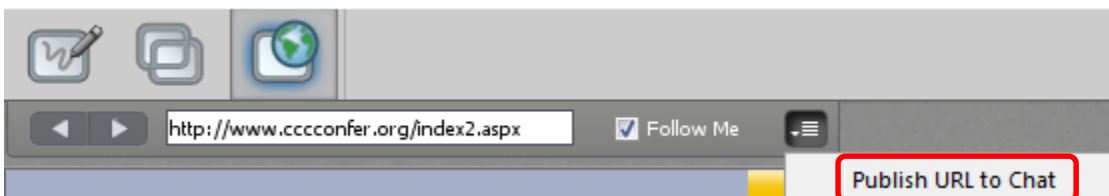
The Follow Me Option

By default, your *Follow Me* option is selected when you switch to Web Tour mode. With *Follow Me* selected, session attendees will be able to freely browse to other pages in the Web Tour, independent of the pages to which you browse. However, when you move to a new page, they will be redirected to your new page. If you don't want to push them to your new pages, unselect the *Follow Me* option.

When you start a Web Tour, you are automatically the "tour guide". However, a Moderator, or Participant with the Web Tour permission, can take control of the Web Tour by selecting **their** *Follow Me* option. Your *Follow Me* option will be unselected. You can take back control by selecting it again.

Publish URL to Chat Panel

Moderators, and Participants with the Web Tour permission, can publish the URL of the current web page to the Chat Conversation pane so it is accessible to (clickable by) everyone. To do so, select *Publish URL to Chat* from the Web Tour Options menu.



Stop the Web Tour

To stop the Web Tour, do one of the following:

- Unselect the Follow Me option.
- Switch to Whiteboard or Application Sharing mode.

View a Web Tour

A Web Tour is a type of content, and appears in the Content area like the Whiteboard and Application Sharing.

Once someone starts a Web Tour, you can freely navigate to other pages within the website by clicking on links or using the Back and Forward buttons. However, if the Host of the Web Tour has selected the *Follow Me* option, you will be redirected to the Host's current page whenever the Host moves to a new page. For more information on Follow Me, see *The Follow Me Option* on previous page.

Optimize the Content Area

The Web Tour content often may not fit into your Content area so you will have to use the scroll bars to view web pages.

You can optimize the space available in the Content area in two ways; for maximum space, do both:

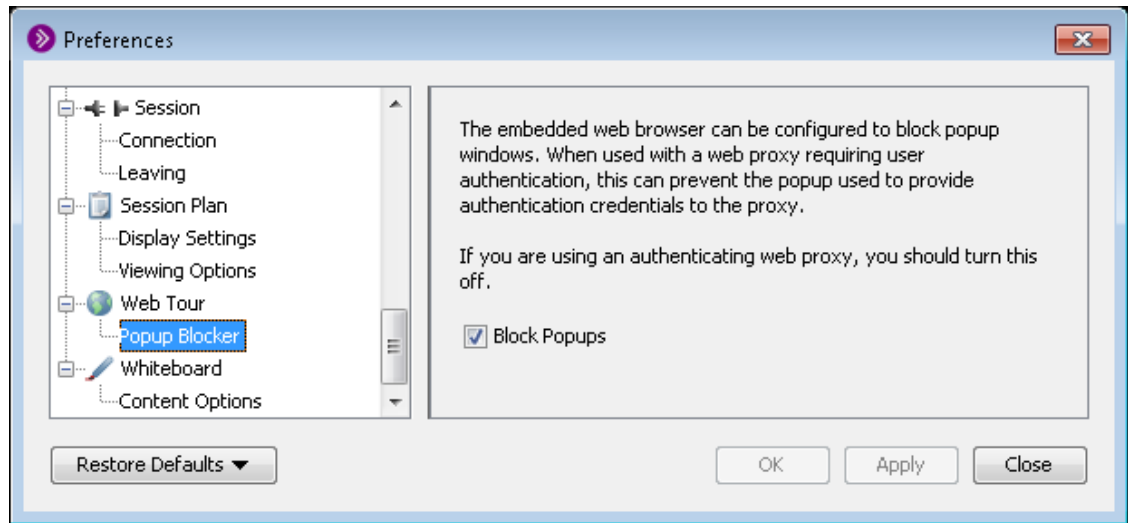
- Maximize your Blackboard Collaborate Web Conferencing window.
- Hide the side bar (Audio & Video, Participants and Chat panels) by unselecting *Show Side Bar* in the *View* menu or by grabbing the border of any one of the panels and dragging it all the way to the left.

To restore the side bar, reselect *Show Side Bar* or drag the panel border back to the right.

Enable Pop-ups in a Web Tour (Windows only)

The web browser embedded in the CCC Confer Content area is, by default, configured to block popup windows during web tours. When you are connected to CCC Confer through a proxy server that requires you to enter authentication information, the Popup Blocker will prevent the authentication dialog from "popping up" and you will not be able to provide authentication credentials to the proxy server. (You will get an error something like, "This program cannot display the web page.") In this case, you need to disable the Popup Blocker the Preferences dialog.

1. Open the Preferences dialog in one of the following ways:
 - From the *Edit* menu, select *Preferences...* (Windows & Linux)
 - From the Blackboard Collaborate Web Conferencing menu, select *Preferences* (Mac OS X)
 - Enter Ctrl+Comma (Windows & Linux)
Enter Command-Comma (Mac OS X)
2. In the left pane of the Preferences dialog, select *Popup Blocker* under *Web Tour*. The Popup Blocker preferences panel appears.



3. Unselect *Block Popups*.
4. Click on **OK** to save your preferences and close the Preferences dialog, **Apply** to save your preferences and leave the Preferences dialog open or **Cancel** to close the Preference dialog without saving any of your changes.

When you configure preferences, CCC Confer will remember the settings each time you join another session on the same computer.

WEB PUSH

With a Web Push, the specified web page opens up in the default web browser of each session attendee (including you) – outside of the CCC Confer application. Session attendees will see the web page to which you initially directed (pushed) them and after that then are free to browse to other pages, work with bookmarks, close the window, etc. When you move to another web page, it will have no effect on what others see in their web browsers.



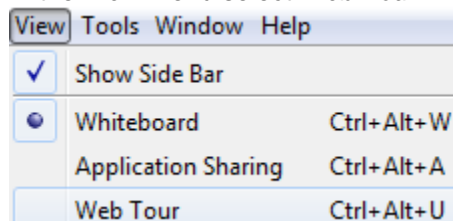
If you are on a Linux (Ubuntu) system, you will be able to perform or view a Web Push only. Therefore, when a Moderator starts a Web Tour, you will see the specified web page open in your default web browsers (a Web Push) instead of in the Content area.

Use Web Push

Before you can start a Web Push, you must switch to Web Tour mode in the Content area.

Switch to Web Tour Mode in one of the following ways:

- In the Collaboration toolbar, click the  Web Tour Mode button.
- In the *View* menu select *Web Tour*.

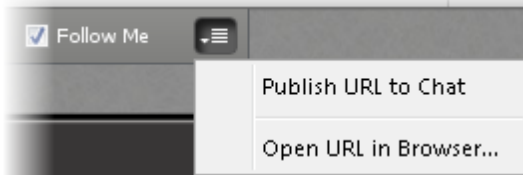


- Enter the keyboard shortcut Ctrl+Alt+U (Command-Option-U on Mac).

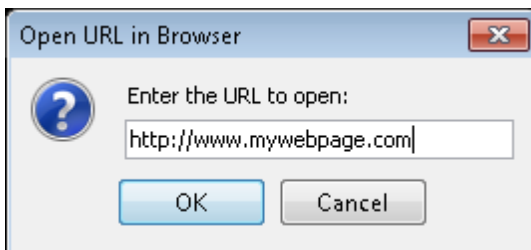
Start Web Push

To start a Web Push, do the following:

1. Select *Open URL in Browser...* from the Options menu of the Web Tour navigation bar.



The Open URL in Browser dialog opens.



2. Enter the desired URL and click **OK**.


The web page will open up in everyone's default web browser.

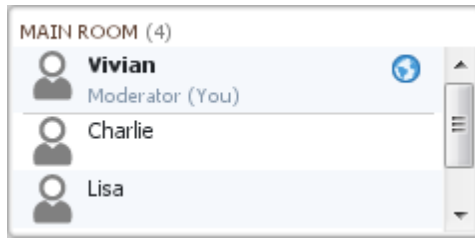
There is no way to stop a Web Push (since it exists outside of CCC Confer). However, when you are done presenting a web site in a Web Push, you may want to ask the session attendees to close their web browsers and redirect their attention back to your CCC Confer session.

Web Tour Activity and Permission Indicators

You can monitor the state of Web Tour activity and permissions through indicators displayed in the Participants list of the Participants panel. These indicators are described in the table below.

Activity Indicator	Meaning
	User is conducting a Web Tour (or Web Push).
	Web Tour permission is set globally to "on" but the Moderator has revoked Web Tour permission from this user.
	Web Tour permission is set globally to "off" but the Moderator has granted Web Tour permission to this user.

You will know someone is hosting a Web Tour when the blue Web Tour activity indicator  appears next to their name in the Participants list. In the example below, Vivian is hosting a Web Tour.



Moderators can use all the available Web Tour features and Participants a subset of those features. In the table below, a checkmark indicates which functions can be performed by Moderators and which can be performed by Participants with the Web Tour permission enabled.

Feature	Moderators	Participants
Conduct a Web Tour	✓	✓
Open a URL in an external web browser (Web Push)	✓	✓
Publish a URL to the Chat conversation pane	✓	✓
Enable pop-ups in the embedded browser	✓	✓
Switch to Web Tour mode	✓	✓
Grant Participants the Web Tour permission	✓	

Set the Web Tour Permission for Participants

The Web Tour permission is not included in the default set of Global permissions. Before Participants can conduct a Web Tour, you must explicitly grant them the Web Tour permission.

Note: Participants do not need the Web Tour permission to view another person's Web Tour.

To grant the Web Tour permission to all Participants at once, select Web Tour in the Global Options menu. To grant the Web Tour permission to an individual Participant, select Web Tour in their Participant Options menu.

When Participants have the Web Tour permission, their Web Tour Action bar in the Collaboration toolbar will be enabled.

