



Educate. Innovate. Inspire. »

Allan Berg
Interim VP/CAO
Director, Critical Infrastructures
and
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Online Programs

- **Our online classes include regularly scheduled synchronous live-audio lectures and asynchronous learning sessions**
- **Synchronous learning: This is real-time, instructor-led, online learning. All participants log on at the same time and communicate with each other via two-way audio and chat**
- **Asynchronous learning: Students access and study course material at their convenience. They communicate with the instructor and classmates via email and discussion boards**
- **Undergraduate online class is semester-long (16 weeks)**
- **Every online class has eight live meetings and 8 asynchronous meetings.**
- **Graduate courses comprised of eight week and sixteen week courses and are all online**

Distance Learning Platforms

- Centra
 - Synchronous “Live” Lectures
 - Student Group Sessions
- Blackboard
 - Announcements
 - Reading and Homework Assignments
 - Asynchronous Discussions

My Schedule

- My Schedule Page
- Tabs
 - Upcoming
 - Ongoing
 - Past
- Event Details

Powered by Centra

CAPITOL COLLEGE 1927 online learning >>

Help Tutorial System Check Blackboard Online Resource Center

Help desk
main

► My Schedule

Enrollment
My Profile
Downloads
Tools
Log Out

My Schedule

(GMT -04:00) Eastern Time (US & Canada)

Upcoming Ongoing Past

Program	Event	Start Time ▼	Duration
CS-507-L21_SU07 Database Systems	CS-507-L21_SU07 Session 2 (DPP304781)	7/4/07 6:30 PM	3h 15m
		Attend Browse Content	
EE-665-L01_SU07 Microwave Circuit Theory	EE-665-L01_SU07 Session 10 (PPN805406)	7/4/07 7:15 PM	3h 15m
		Attend Browse Content	
CS-507-L21_SU07 Database Systems	CS-507-L21_SU07 Session 3 (DLN306171)	7/11/07 6:30 PM	3h 15m
		Attend Browse Content	
EE-665-L01_SU07 Microwave Circuit Theory	EE-665-L01_SU07 Session 11 (PSP806734)	7/11/07 7:15 PM	3h 15m
		Attend Browse Content	

Centra Interface

The screenshot shows the Centra interface for a session titled "Centra 7 - Faculty Blackboard Training (000000268cc600000fe3265ffaa8ab7)". The interface is divided into several sections:

- Action Panel:** Located at the top, it contains icons for "Hand", "Yes", "No", "Laugh", "Applaud", "Step Out", "Text Chat", "Feedback", "Audio", and "Full Screen".
- Participants Panel:** Located on the left side, it shows a list of participants. The first participant is "André @ helpdesk" with a microphone icon. Below the list are icons for "Hand", "Yes", "No", and "Step Out".
- Agenda:** Located at the bottom left, it shows a list of topics for the session, including "Faculty Blackboard Training", "Welcome!", "What is Blackboard?", "Blackboard Welcome Page", "Login Page", "Capitol Online Tab", "Capitol Online Standard Course Menu", "Course Syllabus", "Standard Course Template", "Faculty Information", "Communication", "External Links", "Log into Centra", "Tools", "Student Resources", "Writing Guide", "Policies and Guidelines", "Proctored Exams", and "Help Desk".
- Main Viewer Window:** The central area, titled "Getting Started", contains information about "Voice over the Internet (VoIP)" and "Telephone Conference Calls".

Voice over the Internet (VoIP)

If you are using VoIP for the event audio, you must have speakers or headphones to listen and a microphone connected to your computer to speak.

- To test your audio, select **Audio Wizard...** from the **Tools** menu.
- A presenter must give you a microphone before you can speak.
- Raise your hand to request a microphone.
- To speak, hold down the **CTRL** or **F12** key on your keyboard. (**Option** or **` (Left Quote)** key on the Macintosh)

Telephone Conference Calls

If you are using a conference call for the event audio, the telephone numbers and access codes can be viewed during the session.

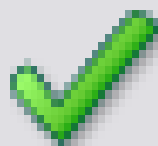
- Select **Audio Wizard...** from the **Tools** menu.

At the bottom of the interface, there is a status bar showing "Paused 0:00:00", "Pre-Session", and "Currently speaking:". The Centra logo is visible in the bottom right corner of the main viewer window.

Centra Action Panel



Hand



Yes



No



Laugh

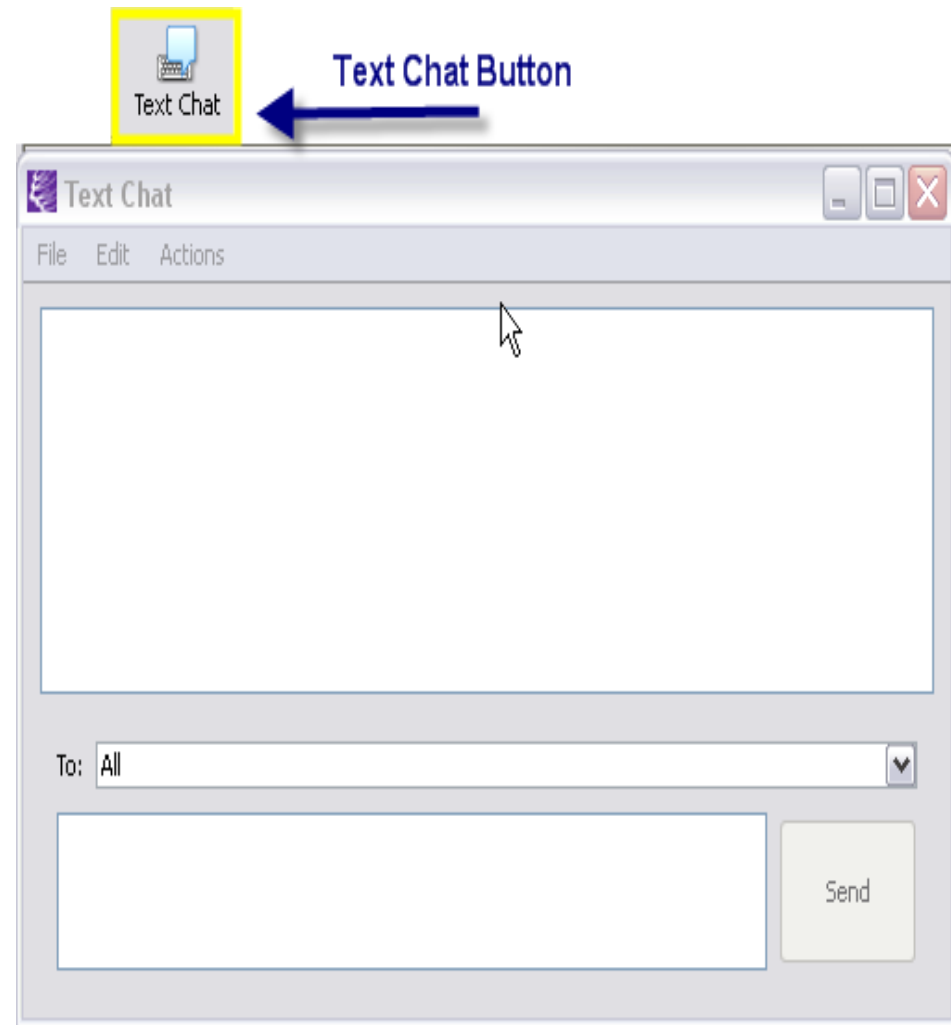


Applaud

- Raise Hand
- Say "yes"
- Say "no"
- Indicate Laughter
- Indicate Applause

Modes of Communication

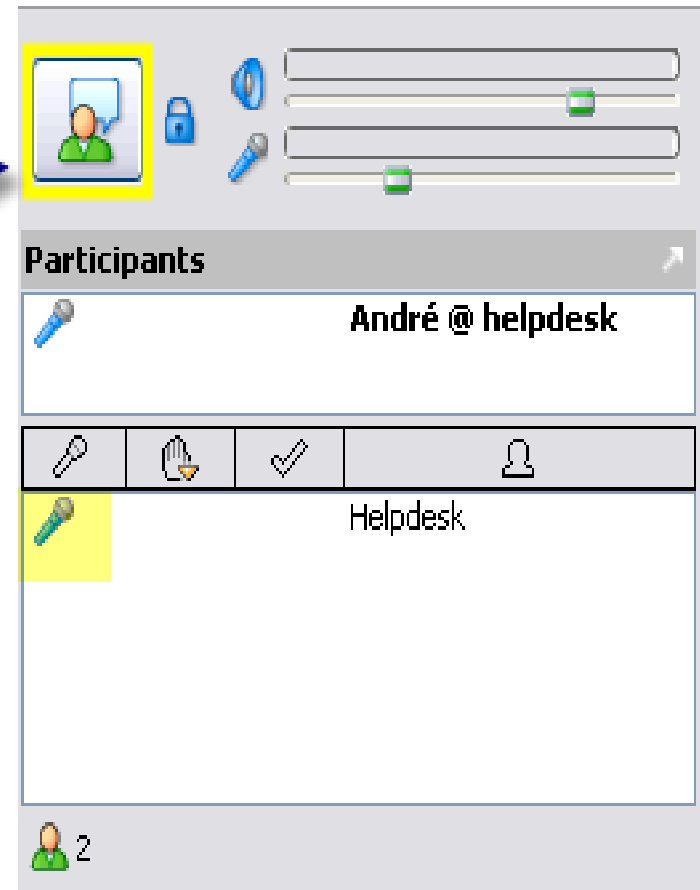
- Use the text chat button to open the text chat window
- Text chat features:
 - Public messages to the classroom
 - Private messages to instructors




Modes of Communication

- To speak you must have a microphone icon next to your name
- To begin speaking use the “Press to Talk” button or hold the “Ctrl” key

Press to
Talk



Viewing Recorded Session



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1927

online learning »

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Centra

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Playback: Faculty Blackboard Training

Playback from the Server

Streaming file will play from the server.

Duration: 01:30:09

[Playback](#)


Download the Playback File

The file is a self-extracting executable which includes the recording and the software necessary to view the recording. Some event features such as Evaluations are not supported when viewing recordings offline.

Instructions:

1. Download the file to your computer.
2. Find and run the file.

Duration: 01:30:09
File size: 5578 KB

Recommended  [Download](#)

Blackboard Welcome Screen

CAPITOL COLLEGE

Home Help Logout

Capitol Online **Courses**

Welcome, Help

Tools

- [Announcements](#)
- [Calendar](#)
- [Tasks](#)
- [View Grades](#)
- [Send Email](#)
- [User Directory](#)

Course and System Announcements

Quick Tutorials Catalog

Current Courses

Learn more about Academic Suite demonstrate the functionality. To the quick tutorials available for download, visit the [Quick Tutorials Catalog](#).

My Announcements

No system announcements have been posted in the last 7 days.

Blackboard Enterprise Demo

- [Welcome Announcement](#)

[more.....](#)

My Calendar

No calendar events have been posted in the last 7 days.

[more...](#)

My Courses

Courses in which you are enrolled:

- [Blackboard Enterprise Demo](#)

Announcements

- [Welcome Announcement](#)

Quick Tutorials - New Product Enhancements

Click on the links below to learn more about some of the newer product enhancements offered through our latest Application Packs for the Blackboard Academic Suite™:

Application Pack 1, Release 7.0

- [Discussion Board Overview](#)
- [Discussion Board Rating and Grading Statistics](#)
- [Discussion Board User Management & Moderation](#)
- [Domain Management](#)
- [Flexible Roles](#)
- [Multiple Attempts & Self Assessments](#)
- [Admin Panel](#)

Course View



[Home](#) [Help](#) [Logout](#)

Capitol Online

Courses

- Announcements
- Staff Information
- Course Syllabus
- Course Documents
- Assignments
- Student Resources
- Log into Centra

Tools

- Communication
- Course Tools
- Course Map

- Refresh
- Detail View

[BLACKBOARD ENTERPRISE DEMO](#) > [ANNOUNCEMENTS](#)

Current Location within
a Course

VIEW TODAY

VIEW LAST 7 DAYS

VIEW LAST 30 DAYS

VIEW ALL

June 26, 2007 - July 03, 2007



Tue, Jul 03, 2007 -- *Welcome Announcement*

Posted by: André Alexander

Hello Everyone,

Enjoy the Blackboard Demonstration.

André

Course Navigation
Menu



Blackboard

Blackboard Academic Suite™ (7.1.467.15)
Blackboard Learning System™ - Enterprise License

© 1997-2007 Blackboard Inc. All Rights Reserved. U.S. Patent No. 6,988,138
Accessibility information can be found at <http://access.blackboard.com>.

Course Documents and Assignments

SES

[BLACKBOARD ENTERPRISE DEMO](#) > COURSE DOCUMENTS

Course Documents



Blackboard Instructor Manual

[Blackboard_Academic_Suite_Instructor_Manual_\(Release_7\[1\].1\).pdf](#) (1.323 Mb)



Capitol College Powerpoint Template

[CC template.ppt](#) (49 Kb)

Please download and use Capitol College Power Point template for your "Live" Centra sessions.



[Quick Start Guides](#)



[Capitol College](#)

SES

[BLACKBOARD ENTERPRISE DEMO](#) > ASSIGNMENTS

Assignments



Reading Assignment 1

Read the "Keeping Students Informed" document located in "Course Documents/Quick Start Guides".



Reading Assignment 2

Read "Organizing Your Course" and find ways to incorporate the ideas into your Blackboard course.



[Discussion 1: Keeping Students Informed](#)

Provide your Blackboard best practices for keeping students informed.



[Blackboard Quick Tutorials](#)

Review the "Teaching and Learning" tools quick tutorial. This content is provided in flash content without audio.



[Online Resource Center](#)

Check out the Online Resource Center to submit support requests or to review Instructor manuals, FAQs, etc.



[Graded Assignment 1](#)

Create a welcome announcement for your Summer 2007 course.

>> [View/Complete Assignment: Graded Assignment 1](#)



[Assignment 4](#)

Course Tools and Communication

ses

[BLACKBOARD ENTERPRISE DEMO](#) > TOOLS



[Calendar](#)



[Digital Dropbox](#)



[My Grades](#)



[Personal Information](#)



[Tasks](#)



[The Electric Blackboard®](#)



[User Manual](#)

ses

[BLACKBOARD ENTERPRISE DEMO](#) > COMMUNICATIONS



[Announcements](#)



[Collaboration](#)



[Discussion Board](#)



[Group Pages](#)



[Messages](#)



[Roster](#)



[Send Email](#)

Asynchronous Student Participation

- Students will log into Blackboard to:
 - view class announcements
 - participate in class discussions
 - complete homework assignments
- Students may log into Centra to review recorded lectures

Technical Specifications



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CONTACT INFO

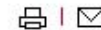
888-522-7486 ext. 2011

301-369-2800 ext. 2011

helpdesk@capitol-college.edu

offices »

Online System Requirements



Minimum	Recommended
Windows 2000 (SP4), or XP (SP1)	Windows XP (SP2) (Vista not supported at this time)
Internet Explorer 5.x, 6.x, Netscape 4.5x, 4.7x, 7.x	Internet Explorer 6.x
CPU: P350 MHz	CPU: P500+ MHz
Memory: 128 MB	Memory: 256+ MB RAM
Disk: 40 MB free space	Disk: 200+ MB free (for content & recordings)
Network: 28.8 kbps	Network: 128+ kbps
Monitor: 16 bit colors (high color)	
Sound card (Full-Duplex Soundblaster compatible)	
Headset with microphone	



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→ [Centra System Requirements](#)

Contact Information

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