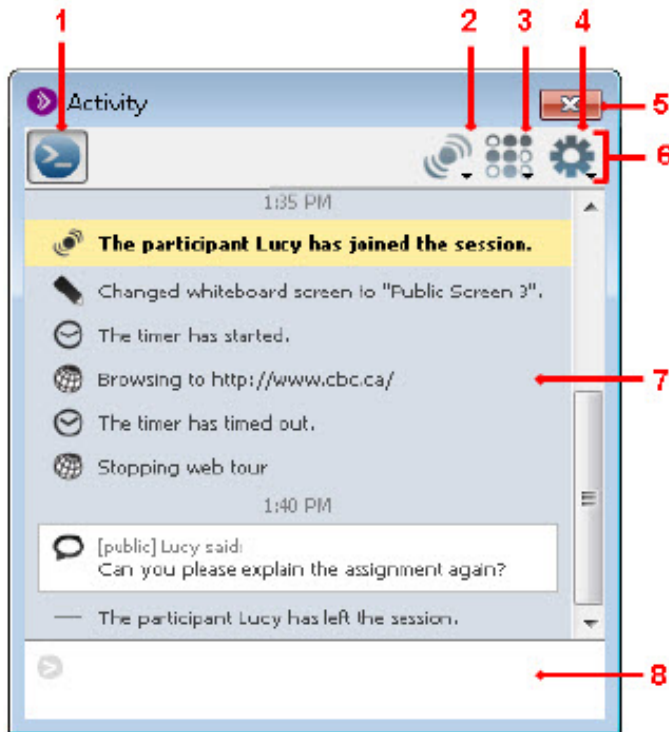


ACTIVITY WINDOW

The Activity Window is a stand-alone window in Blackboard Collaborate Web Conferencing that reports various events that take place in Blackboard Collaborate through the duration of a session. The window has a simple design so you can use a screen reader to navigate through the user interface and read the events as they occur. The Activity Window also enables you to perform simple functions through a command line interface. The window consists of the following main components:



- | | |
|---------------------------------|-----------------------|
| 1 Show/Hide Command Input field | 5 Close button |
| 2 Audible Notification Filter | 6 Tool Bar |
| 3 Module Event Filter | 7 Event panel |
| 4 Importance Event Filter | 8 Command Input field |

- The **Tool Bar**, at the top of the window, contains the **Show/Hide Command Input Field** button, the Audible Notifications Filter, the Module Event Filter and the Importance Event Filter. (These are described a little later.)
- The **Event Panel**, in the middle of the window, reports the events that have occurred in the session.
- The **Command Input Field**, at the bottom of the window, enables you to type commands to perform some basic tasks in Blackboard Collaborate.

• **Note:** A screen reader will not automatically read an event as it appears in the Activity Window. To be notified that an event has just been added to the Activity Window, turn on the Audible Notification *Activity Event Occurred*. (see **Audible & Visual Notifications** document under **FEATURES**)

When a new event is reported, keyboard focus stays at the place you last had it (the last cursor position is maintained and the window will not scroll to the new message at the bottom). You need to manually move focus to the new event using your arrow keys so your screen reader can read the new text.

Open and Close the Activity Window

Opening and closing the Activity Window is simple so you can access it without your attention being diverted from the session in progress. If you move to a different window in Blackboard Collaborate Web Conferencing, you easily can bring the Activity Window back into focus (activate it).

You also can move, resize or close the Activity Window so it is not obtrusive.

Note: On Windows, Linux and Mac OS X platforms, the Activity Window always remains in front of the Blackboard Collaborate main window.

To **open** or activate (bring into focus) the Activity Window, do one of the following:

- Enter the keyboard shortcut Ctrl+/ (Command- / on Mac)
- From the *Window* menu, select *Show Activity* (on Windows or Linux, you can use the mnemonic Alt+W+A to select it)

To **close** the Activity Window, do one of the following:

- Enter the keyboard shortcut Ctrl+W or Alt+F4 (Command-W on Mac)
- From the *Window* menu, select *Show Activity* (on Windows or Linux, you can use the mnemonic Alt+W+A to select it)
- Click on the **Close** button in the top-right corner of the window

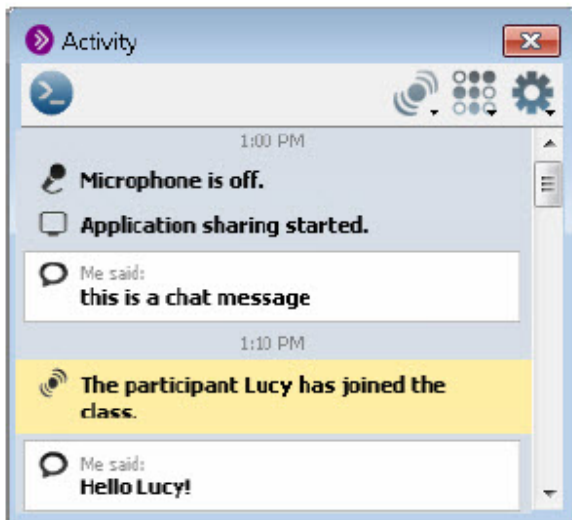
Resize the Activity Window Text

By default, the text in the Activity Window is determined by your operating system (typically 10 or 11 points).

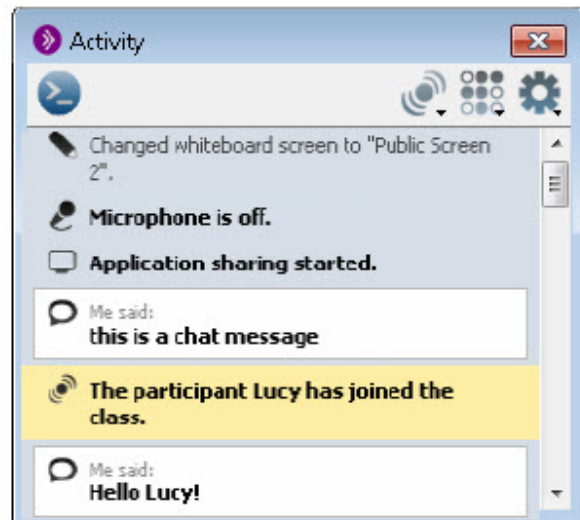
- To make the text larger, right-click (Control-Click on Mac) anywhere in the Activity Window to open the context menu and select *Make Text Bigger*.
- To make the text smaller, right-click (Control-Click on Mac) anywhere in the Activity Window to open the context menu and select *Make Text Smaller*.
- To return the text to the default size, right-click (Control-Click on Mac) anywhere in the Activity Window to open the context menu and select *Default Size*.

Show/Hide Time Stamp

By default, the Event panel displays a time stamp every 5 minutes. Any events that occur in the next five minute period will appear beneath that time stamp in the Event panel. For example, a time stamp will be reported at 1:00 PM and any events that occur between 1:00 PM and 1:05 PM will be listed beneath the 1:00 PM time stamp. If there is no activity in a 5 minute period, (for example, between 1:05 PM and 1:10 PM), no time stamp will be reported for that period (for example, 1:05 PM will not be reported). The next time stamp displayed will be for the next five minute period in which events occurred.



Time Stamps On



Time Stamps Off

If you want to hide the time stamps in the Event panel, select *Hide Time* from the Importance Event Filter. The menu item will change to *Show Times*; select this to turn the display of times back on.

Enter Commands in the Activity Window

To enter a command, do the following:

- Open the Command Input field in one of the following ways:
 - Click on the **Show/Hide Command Input field** button in the tool bar.
 - Note:** The field will remain open until you click on the **Show/Hide Command Input field** button again.
 - Type / (forward slash). The /, which is the first character required to enter a command, will be entered into the Command Input field.
 - Note:** The field will close after you have entered your command and pressed Enter or Return.
 - Enter a / (if not already there) followed by your command. For a list of the commands and their syntax, review below.
- Press Enter or Return to process the command.

If the command is unknown, has an unknown or invalid parameter or an error occurs while processing the command, a message to that effect will be displayed in the Event panel. If the command is successful, nothing is displayed.

- **Note:** After the command has been processed, focus returns to the Event panel.
- **Tip:** The Command Input field can be resized, if desired, by dragging the divider between it and the Event panel with your mouse.

Live Session Commands

These commands can be used only in a live session, not while listening to a recording.

Each command starts with a / (forward slash) and is followed by parameters. Where there is more than one available parameter, they are listed together and separated by a | (pipe). Enter only one parameter.

Raise or Lower Hand

Syntax: /hand up|down

Set Audio Mode

Syntax: /audio computer|phone

Talk or Stop Talking

Syntax: /talk on|off

Send Chat Message

Syntax: /chat <message>

where

- <message> is the text of your message

Note: use this syntax to send a public message to only the room you are currently in.

or

/chat [@<recipient> | @all_rooms | @announcement | @moderators] <message>

where

- <recipient> sends a private message to the specified Moderator or Participant
- all_rooms sends a public chat to all rooms (Main room and breakout rooms)
- announcement sends a public message as an Announcement
- moderators sends a message to Moderators only (under the Moderators conversation tab)

These options are **not** case-sensitive.

Tip: Enclose <recipient> in quotation marks if it contains an ambiguous term. For example, let's say there are two Participants, one named Mary and one named Mary Hansen. If you want to send Mary Hansen the message "Hello Mary", enclose her name in quotation marks: /chat @"Mary Hansen" Hello Mary If you enter /chat @Mary Hansen Hello Mary you will send the other Mary the message "Hansen Hello Mary".

<message> is the text of your message.

Display Video

Syntax: /video preview|on|off

React (show emotion)

Syntax: /react laughter|applause|confusion|disapproval|approval|faster|slower

Enter Polling Response

Syntax: /answer none|yes|no|a|b|c|d|e

Step Away or Come Back

Syntax: /status away|back

Recording Playback Command

This command can be used only while listening to a recording. It starts with a / and is followed by one of three parameters, listed together and separated by a | (pipe). Enter only one parameter.

Syntax: /playback start|pause|stop