# NAUFlex Instructor Walkthrough Transcript

Thank you for learning about teaching in an NAUFlex-equipped classroom. This video will familiarize you with the technology available in the classroom to help you and your students be as flexible as possible. We’ll also give you some tips on teaching successfully.

 First, if the small lectern control panel is not on, just tap it to wake up the display. Then tap Power On. The projector screen will drop down automatically, and the system will default to the Instructor PC – this is the computer already installed at the lectern and connected to the projector. It might take a moment for everything to start up.

Next log into the lectern computer with your NAU credentials. This will ensure that your files and settings are available to you.

Then you can open a web browser, we recommend Google Chrome, to access your course content and start streaming your course. Type bblearn.nau.edu into the browser’s address bar to access Blackboard Learn. Then sign in with your NAU credentials. Find your course in BbLearn.

Next you will want to launch Collaborate in order to connect with your online students. While you, the instructor, can always find Collaborate under Course Tools, it’s a good idea to add a link to Collaborate in your course menu so that students will be able to find the tool easily. To do so, click the Add Menu Item button at the top of your Course Menu and select Tool Link. Name it Collaborate, select the Type Blackboard Collaborate Ultra, make sure to check Available to Users, then click Submit. You may then move the menu item anywhere in your course menu. Then click on the item you created to open Collaborate. If you have created Collaborate sessions for your specific class periods, you may join the appropriate one. Or you may simply use the default Course Room that is built into your course and is always available. Simply click on the session, then click Join Room.

 Once you are in the session, enable your microphone and camera to make sure they are selected and working. You may then turn them off and back on easily using the toolbar at the bottom of the Collaborate screen.

Open the Collaborate Panel in the lower-right hand corner to access Collaborate tools. You can use the Participants or Attendees window to see who is in the session online.

To share a file, click the Share Content icon in the Collaborate tools window, then click Share Files. If you had already shared a file in this session, it will still appear in the list of Main Room Files. If you need to share a new one, either drag-and-drop it from your drive, or click the Add Files area to browse your computer for the file. Once the file has uploaded, click on it then click Share Now to show it to your participants. Select a specific PowerPoint slide or PDF page to display it. Then you may use the navigation arrows to advance slides, or simply select one from the navigation window.

That’s it! You’re ready to start your class session. You may want to remind the students in your classroom that you are also live streaming to students who are working remotely.

While you are sharing a file in Collaborate, you can use the Collaborate Whiteboard tools to write or draw on the file. Or you may also use the Interactive Display annotation tools to annotate whatever is on the monitor. Please note, NAU will not provide a stylus, so you may want to purchase a cheap stylus and keep it in your pocket or backpack.

Use the Chat tool in Collaborate to type messages to your participants. If you have enabled Chat for participants, they may type here as well. If you are lecturing, you may want to ignore the chat while you are speaking, just so you can concentrate and stay on-track; then every 6-8 minutes you can take a break and read the chat.

And have your in-person students raise their hands to ask questions or participate in the discussion. When you do this, you may want to turn your webcam toward the classroom so that students working remotely can see who is participating. Because the microphone is attached to the webcam, this will also make it easier for online students to hear what is being said in the classroom. It’s also a good idea to repeat the questions or comments being made in the classroom so that your online students can hear them clearly.

Students on Collaborate can use the Raise Hand feature to let you know that they would like to ask a question. If you have audio and video enabled for your participants, they will be able to ask questions or make comments using their own microphones. You can change the Participant permissions when you set up your Collaborate session, but you can also change them back and forth anytime during the session. To do this, go to the My Settings tool in the Collaborate Tool Panel, click Session Settings, and check or un-check any of the Participant permissions.

When it’s time for in-class group work, use the Breakout Groups tool in Collaborate to divide your online students into small groups. Students in a group can raise their hands if they have questions, and you can pop into that group to give them help.

At the same time, you can have your in-person students break into small groups in the classroom, if you are able to maintain proper distancing.

If the classroom is too small to allow for group work you may want to have all of your group work take place online outside of regular meeting times. Students can use Collaborate within their course groups to get together synchronously, or Discussion Groups and other tools to work asynchronously.

When you’re finished with Breakout Groups, just click the End Breakout Groups button to bring everyone back to the Main Room.

And at the same time, have your face-to-face students come back to their original places.

Use the Attendance tool in your Bb Learn course to take attendance in the classroom. You can mark students as Present, Late, Absent or Excused. Blackboard will keep track of this for you and will even post a grade in the grade center.

You may also enable Attendance on your Collaborate sessions; Blackboard Learn will automatically track attendance from your online course meetings. You can set how long after the Start Time students are considered Late or Absent, and how much total time they must spend in the session in order to be considered Present.

If your classroom is equipped with the newer Lumen document camera, you may wish to use it to display materials in the classroom and online. Turn the camera on and place your materials on the display board.

Then in Collaborate, use the Share Camera tool in the Share Content window to select the document camera; it will then display in the main Collaborate window for all of your participants.

Those are the basics of staying connected to all of your students, whether they are with you in the physical classroom or are joining remotely. Our best recommendation to you is to practice with the technology so that you are comfortable; don’t let the technology get in the way of your teaching. More information about NAUFlex is available online at nau.edu/nauflex. And if you need help, you can always contact ITS Support at 928-523-3335. Thanks for watching!