# NAUFlex Student Walkthrough Transcript

NAUFlex lets you be in the classroom, even when you’re not in the room. With NAUFlex, students and faculty can gather for class in person, or virtually, through a simultaneous digital streaming experience. This is our way of keeping our community connected, even when we can’t be in the same room together due to our need for social distancing. NAUFlex allows all students to be a part of the classroom experience, ask questions, and interact in real time.

Your instructor will work with your class to figure out what particular days you will be attending in-person and what days you will attend remotely. In some cases, full-remote participation through NAUFlex is possible, but that will depend on a student’s program of study and specific course schedule. Be sure to read through the FAQs online at nau.edu/nauflex for more information about requesting an exception to face-to-face attendance.

When you attend in-person, it will be much like you’re used to, but with a few differences:

* You need to wear a mask;
* You need to sit farther apart from other students than you might otherwise;
* And remember that in many of your classes, fellow students will be participating online while you are in the classroom, so be sure to speak loudly and clearly when asking questions or participating in full-class discussion.

When you are attending class remotely, your instructor will most likely use Blackboard Learn to post course content and activities, and will use either Blackboard Collaborate or Zoom for videoconferencing. Be sure to check your syllabus and look for information from your instructor to see how remote sessions will be conducted.

For synchronous remote learning, you’ll need access to a computer with a stable Internet connection, and either speakers and a microphone, or a headset. You may also want to have a webcam. Many modern computers come with all this built-in, but you should check your own system.

A typical remote session might look like this: you open Bb Learn on your computer. Log into your course, and locate the Collaborate session for that day’s class period. Try to join a few minutes early to give yourself plenty of time to address any technical issues.

Once in the correct Collaborate session, make sure your microphone and camera are working by checking the icons at the bottom of the Collaborate screen; you can also check your devices in the Collaborate Settings area to the right. Your instructor may have disabled your microphone and camera for the start of the session but may plan to enable them during the session for questions and discussion.

You can always get a quick tour of Collaborate from the Session Menu in the upper-left hand corner; Click “Tell me about Collaborate” then choose an option. But we’ll give you a quick tour as well!

Along the bottom of the Collaborate window are four icons:

Click on “My Status and Settings” to:

* See your Internet connection status
* Quickly jump to your Session Settings from the gear icon next to your name
* Mark yourself as “Away” if you need to step away from the computer for a moment
* Leave the session
* Provide feedback to your instructor and others, who will see the corresponding symbol next to your name in the Attendees window. For example, your instructor might ask whether you agree with a certain stance; you can click “Agree” or “Disagree” to quickly and easily show your opinion.

The next icon is Share Audio. This is where you may enable or disable your microphone, though remember your instructor may have students’ microphones disabled. When enabled, if you speak you should see the sound level go up and down, indicating that your microphone is working.

The Share Video button enables or disables your webcam or other connected camera. When you enable video, Collaborate will give you a video preview to make sure the correct camera is selected and pointed in the right direction; when it looks good, click “Share Video” to start sharing your video. You should see your image in the corner of the Collaborate screen.

Finally, the Raise Hand icon lets you raise your hand when you have a question or comment. Your instructor and others can see in the Attendees window who has their hands raised. Just as in a face-to-face class, raising your hand will help keep discussion orderly and manageable. Click the icon again to lower your hand if you no longer need to speak.

Now let’s take a look at the Collaborate Panel, where you’ll access most of the Collaborate tools. It’s always in the lower-right hand corner, and can be expanded to access the tools, or collapsed to make more room on your screen. Open the Collaborate Panel by clicking the arrows.

The first tool is Chat. This is where you, your classmates and your instructors can type messages to each other. Simply click in the box and start typing; hit your Enter or Return key to send. You may also use emojis using your keyboard, or the drop-down menu. To chat privately with a specific person, go to the previous panel and find somebody to chat with. Or go to the attendees panel to see a list of people in the course.

The second icon is the Attendees window. This area will show who is in the Collaborate session with you, as well as their role. Instructors will usually show up as Moderators while students will show up as Participants; you might also see Presenters. Moderators have the most privileges; Presenters may share content; and Participants have the least control of the session. Your instructor may choose to make you a Presenter or even Moderator if they wish. Also, in the Attendees window, you can see if somebody has their hand raised, and you can use the ellipses menu next to an attendee’s name to send a private chat.

The third icon is the Share Content tool. If you are a Participant you won’t see anything to do here, but if a Moderator makes you a Presenter or Moderator, you will be able to share content, such as the Whiteboard, another screen or application on your computer, your computer’s camera, or files. Let’s look at the Share Files option. This will allow for sharing images, PDFs or PowerPoint files. Just drag-and-drop a file from your computer or drive into the Add Files area or click Add Files to navigate to a file on your computer or drive. Once the file is uploaded, click on it then click “Share Now” to share it with others. Everyone in the Collaborate room will see the file you are sharing. You may annotate it with the whiteboard tools available along the top.

Your instructor may also use the Polling feature in Share Content, which will simply present a poll for you to take.

Breakout Groups are smaller rooms within the Collaborate session. Your instructor may divide you into breakout groups for discussions or other work with a subset of the class. Once your instructor ends the breakout groups you will automatically re-connect with everyone back in the main Collaborate room.

The last icon in the Collaborate Panel is “My Settings”. This is where you can check to make sure your camera and microphone are set up correctly. If you are having trouble with audio, you can also get a dial-in number here to connect via telephone.

Notification Settings will let you set when you get pop-up and audible notifications; set this to your own preferences.

Finally, you may see “Session Settings” here, but only if you are a Moderator in the session; Participants and Presenters will not have to worry about Session Settings.

That’s it for the Collaborate tour! If your instructor has recorded the Collaborate sessions, those will be available from the main Collaborate tool. Use the menu in the upper-left hand corner to select Recordings. If you don’t see the recording you’re looking for it could be one of two reasons: if the session just ended, the recording might still be processing up in the cloud; check back in an hour or so to see if it is appearing. Or you may be looking only at recent recordings; try changing the Filter to look at Recordings in a Range, then change the date range to find your recording.

Remember that things are changing every day, so come back and visit the NAUFlex website often to look for updates. And make sure to keep in touch with your instructors as the semester approaches so that you can work together to be safe, be smart, and be Lumberjack strong!