### Task

Send a chat message to the main room and include an emoticon.

**Reminder:** Use the chat feature if sending audio and/or video problems occur.

### Proof

**Chat - Supervised**

- You joined the Main Room. (5:47 PM) -
- education admin

  Hello Everyone! 😊

**Audio & Video**

- education admin

**Talk**

**Video**
<table>
<thead>
<tr>
<th>Turn off the “video” and “talk” button.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reminder: Turn off the talk and video buttons if not actively replying to a question or comment.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Select the “Raise hand” option.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reminder: Using the raise hand option will notify the presenter that someone has question or comment.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Use the “Respond to Poll” tool and select the ‘yes’ option.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reminder: Polls make it easy for the presenter to quickly receive an overview of response statistics. Use poll options to notify the presenter if you agree, disagree, etc.</td>
</tr>
</tbody>
</table>
Blackboard Collaborate Scavenger Hunt
- ANSWER SHEET -

Show emotion from the “Participants” panel.

*Reminder: It is important to send the presenter general feelings of how the lecture is going. Show emotion to applaud a comment, to slow down the lecture, to send a smile, etc.*

<table>
<thead>
<tr>
<th>PARTICIPANTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>education admin</td>
</tr>
<tr>
<td>Moderator</td>
</tr>
</tbody>
</table>

.Main Room (1)

- education admin
- Applauding

Write your name using the “pen” tool on the whiteboard:
- Pen color: red
- Stroke: 14

*Reminder: It is recommended that participants take turns to write on the whiteboard. Too many annotations may cause lag.*

![Whiteboard with name written: Velvette]

Highlight your name using the “highlighter” tool on the whiteboard:
- Highlight color: green
- Opacity: 50%
- Stroke: 24
### Blackboard Collaborate Scavenger Hunt - ANSWER SHEET -

<table>
<thead>
<tr>
<th>Task Description</th>
<th>Instructions</th>
</tr>
</thead>
</table>
| Type the word ‘HOUSTON’ using the “text label” tool on the whiteboard. | - Font color: blue  
- Font type: dialogInput  
- Font size: 72pt  
- Font style: all caps, bold, and underline |
| Move the word ‘HOUSTON’ to another corner of the whiteboard. | |
| Draw a shape on the whiteboard: | - Shape: Filled Square  
- Color: Black  
- Opacity: 100% |
| Draw a shape on the whiteboard: | - Shape: Outlined Circle  
- Color: Purple  
- Opacity: 100%  
- Stroke: 14 |
# Blackboard Collaborate Scavenger Hunt

## - ANSWER SHEET -

**Draw a straight line on the whiteboard:**
- Shape: Line
- Color: Yellow
- Opacity: 100%
- Stroke: 24

**Select the already created black square from the whiteboard, right-click, and choose to “Move to Front.”**

**Clear all foreground objects from the whiteboard using the “Clear Page” link.**

*Reminder: Be careful when clearing all foreground objects preemptively. Foreground objects cannot be returned after clearing.*

**Upload a PowerPoint presentation using the “Load Content” button.**

*Reminder: PowerPoint animations do not transfer into the whiteboard. All PowerPoint slides are loaded as images. Larger presentations may take time to load.*
Use the “Web Tour” tool and enter your school’s website address and check the “follow me” option.

Reminder: The presenter cannot pause or control the volume of videos using the Web Tour tool.