



FORT HAYS STATE UNIVERSITY

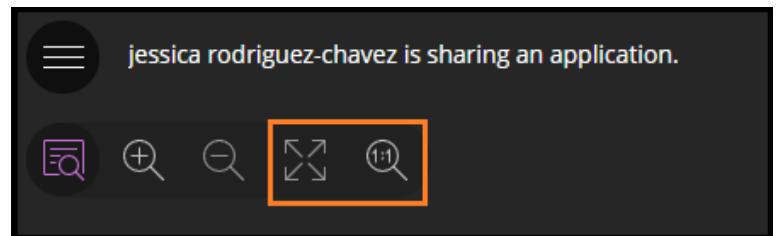
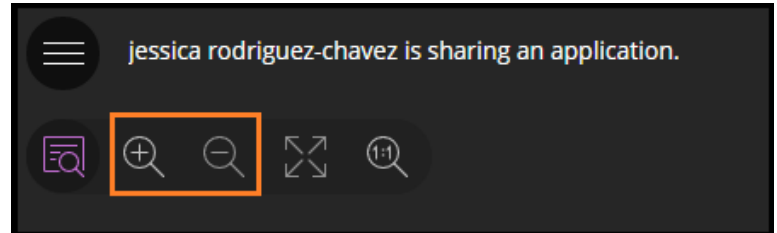
LEARNING TECHNOLOGIES

Forward thinking. World ready.

Student FAQs

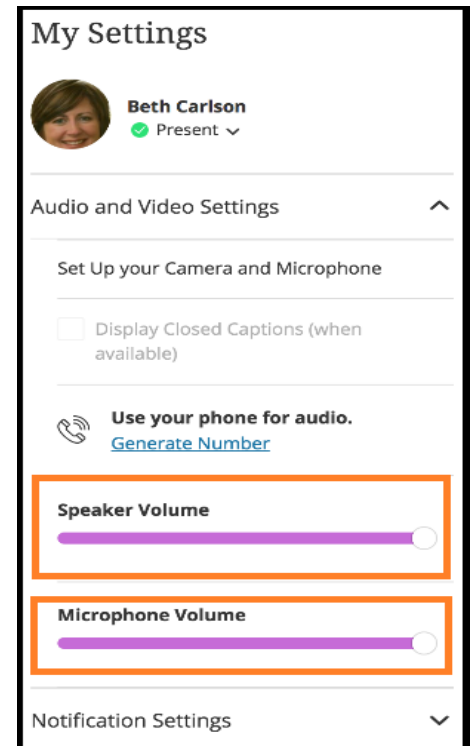
How to make your screen bigger:

1. To make your screen bigger you will click on the zoom in button repeatedly until you have reached the size of the screen you would like.
2. To make your screen smaller you will click on the zoom out button repeatedly until you have reached the size of the screen you would like.
3. To get the best fit for your screen just click on the best fit button once.
4. To return to the actual size just click on the 1:1 ratio button.



How to change the volume:

1. It is necessary to give the browser permission to use audio and video so that you are seen and heard.
2. If you do not do this right away you can always change it at any time in "My settings". To open "My settings" just point to your avatar.
3. To change the volume, in "My settings", you will adjust the speaker and microphone volumes.





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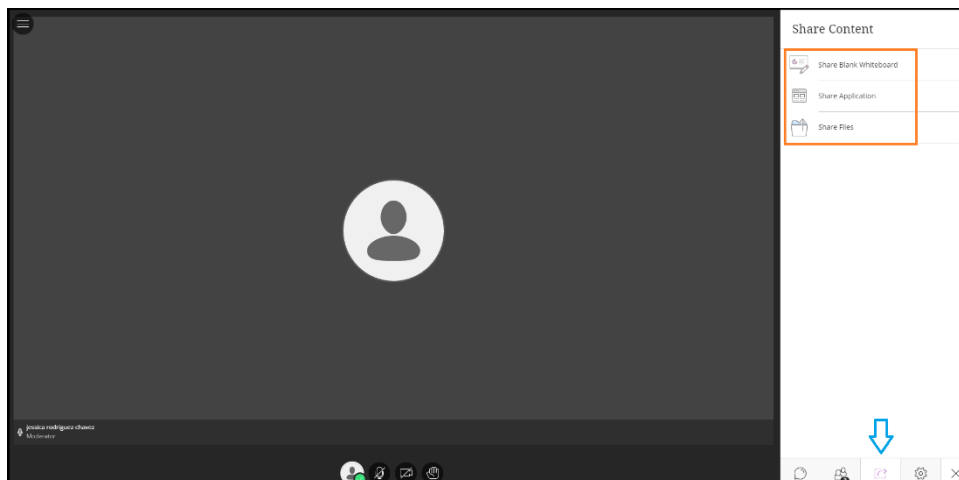
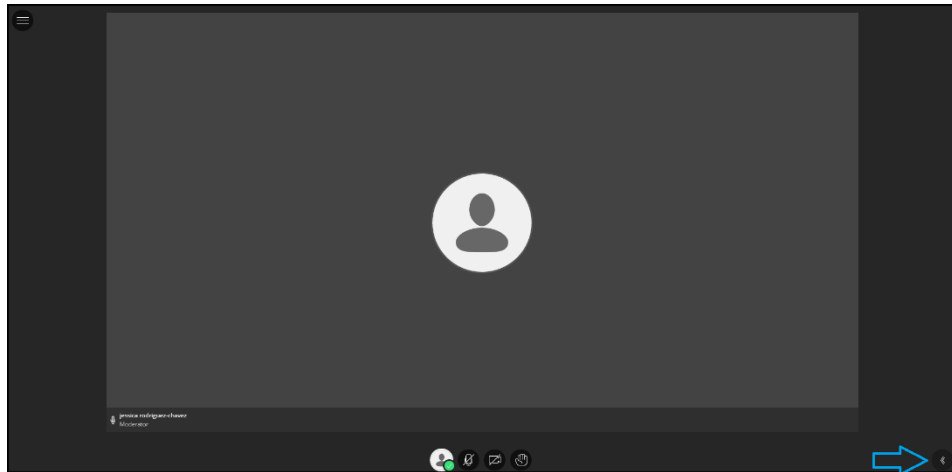
How to turn your audio on:

1. A line through the microphone icon means that it is off. Click on the microphone icon to turn it on. If it is on the icon will turn green. It's up to the moderator if audio is available.



How to show your presentation:

1. Moderators can allow you to present in the blackboard collaborate room. Once you become a presenter, you can upload, share, edit, and stop sharing content.
2. To present and share your content you will click on the + button on the far right corner.
3. A share content tab will open. You then will click on the share files tab.



Questions? Contact TigerTech at 785-628-3478. FACULTY ONLY email bbsupport@fhsu.edu.

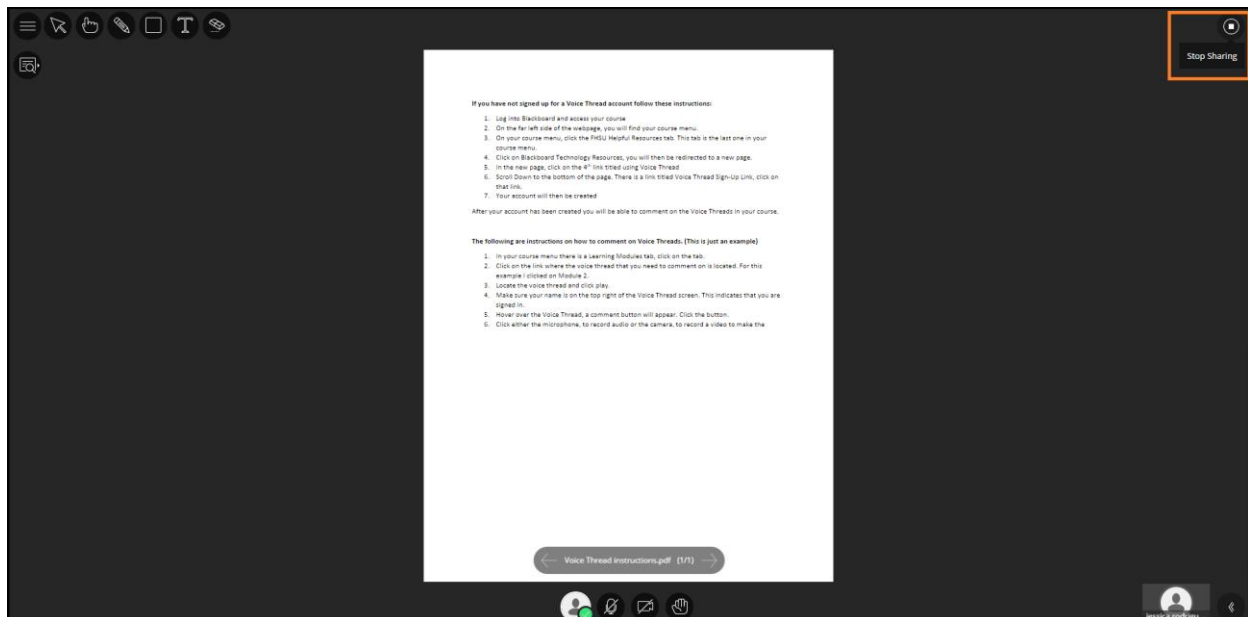
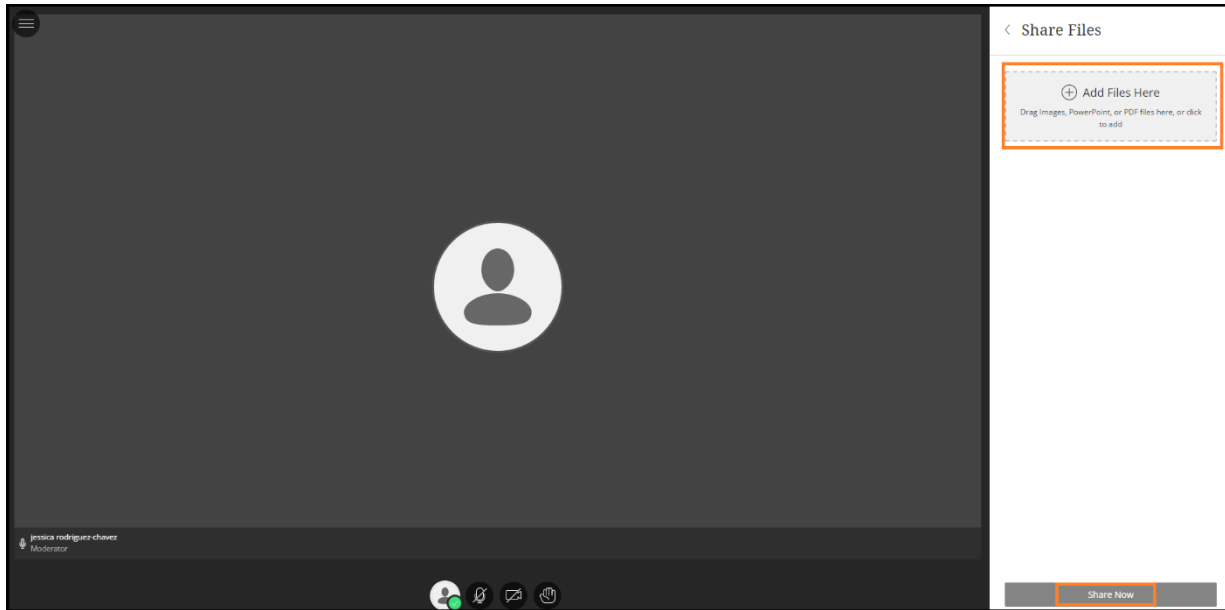


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4. Under the share files you can click on the + button to add or drag a file to present.
5. To stop sharing your presentation, you will click on the stop sharing button.



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