COLLABORATION TOOLS

Overview

Collaboration Tools allow users and Instructors to engage in synchronous communication.

In this chapter

This chapter includes information on the following topics:

<table>
<thead>
<tr>
<th>TOPIC</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collaboration Tools</td>
<td>Provides an overview of the Virtual Classroom and Chat features.</td>
</tr>
<tr>
<td>Collaboration Sessions</td>
<td>Explains how instances of each collaboration tool are organized.</td>
</tr>
<tr>
<td>Create/Modify Collaboration Session</td>
<td>Gives instructions for building a session.</td>
</tr>
<tr>
<td>Virtual Classroom</td>
<td>Provides an overview of the Virtual Classroom.</td>
</tr>
<tr>
<td>Menu Bar</td>
<td>Describes the functions available in the Menu Bar of the Virtual Classroom.</td>
</tr>
<tr>
<td>Classroom Tool Box</td>
<td>Describes the functions available in the Virtual Classroom tool box.</td>
</tr>
<tr>
<td>Whiteboard</td>
<td>Explains the Whiteboard function in the Virtual Classroom.</td>
</tr>
<tr>
<td>Group Browser</td>
<td>Describes how to view Web sites as a group during a session.</td>
</tr>
<tr>
<td>Content Map</td>
<td>Explains how to access course content from within the Virtual Classroom.</td>
</tr>
<tr>
<td>Ask Question</td>
<td>Describes how users pose a question to the session moderator.</td>
</tr>
<tr>
<td>Question Inbox</td>
<td>Describes how the moderator organizes and answers questions.</td>
</tr>
<tr>
<td>Chat</td>
<td>Explains the Chat tool.</td>
</tr>
<tr>
<td>Private Messages</td>
<td>Provides instructions for communicating with one other user in the chat without sharing the messages with the rest of the class.</td>
</tr>
<tr>
<td>User Information</td>
<td>Describes how to view details about another user in the chat.</td>
</tr>
<tr>
<td>Record Menu</td>
<td>Reviews the functions for Recording a session.</td>
</tr>
<tr>
<td>Session Recordings</td>
<td>Explains how users access the Recording of an earlier session.</td>
</tr>
<tr>
<td>Recording Properties</td>
<td>Describes the attributes of a session Recording.</td>
</tr>
</tbody>
</table>
COLLABORATION TOOLS

Overview

The Collaboration Tools allow users to participate in real-time lessons and discussions. Examples of these sessions include real-time, online classroom discussions, TA sessions, and live question-and-answer forums. Recording of previous sessions are also available for review. Guest speakers can also lead sessions using the Collaboration Tools. Users can search for and join Collaboration Sessions and view session archives.

Collaboration Tools

The following Collaboration Tools are available.

<table>
<thead>
<tr>
<th>TOOL</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Virtual Classroom</td>
<td>Users engage in a real-time discussion with other users, access the Web, and engage in question and answer sessions. Users may also access the Whiteboard to display text and images.</td>
</tr>
<tr>
<td>Chat</td>
<td>Chat is part of the Virtual Classroom. It can also be accessed separately. Chat allows users to open just the chat function.</td>
</tr>
</tbody>
</table>

Java Plug-in

The Java 2 Run Time Environment is required to use the Collaboration Tools. The plug-in may be downloaded from the page that appears when a user joins a Collaboration Session, or may be found at http://java.sun.com/products/plugin/index.html. Blackboard recommends using version 1.5 of the Java 2 Runtime Environment, however, the Collaboration Tools will also work with version 1.4.

Take care to uninstall any existing Java plug-ins before installing a new version.

Find this page

Follow the steps below to open the Collaboration Sessions page.

1. Click Communication on the Course Menu in a Course.
2. Select Collaboration.

Functions

The following table describes the functions available from this page.

<table>
<thead>
<tr>
<th>TO . . .</th>
<th>CLICK . . .</th>
</tr>
</thead>
<tbody>
<tr>
<td>filter the sessions</td>
<td>the arrow next to the drop-down list and select the type of session to display. Click Filter. The filters include:</td>
</tr>
<tr>
<td>listed on the page</td>
<td>• Show All – The default filter that displays all of the</td>
</tr>
</tbody>
</table>
### User Roles

There are two roles available for users in Collaboration Sessions: Passive and Active. The Session Admin controls user access and functionality during a Collaboration session by assigning Passive or Active roles. For example, Session Admins determine which users can chat, send private messages, or ask questions during a session by assigning specific Access Rights to the different roles. The Student icon will appear in the Role column next to those Students who are Active.

Student roles can change throughout the Collaboration Session. Users who are Passive, but would like Active rights, can signal the Session Admin by clicking the hand icon. The Session Admin then makes the user Active.

### Macintosh and the Collaboration Tool

Macintosh users running OS X and Netscape should run Netscape 7. When opening the Collaboration Tool, Netscape may put the tool in the background. If this happens, check under the Window menu for the Collaboration Tool. Netscape 6.2 does not work well with the Collaboration Tool and should be replaced with Netscape 7. For those users that wish to use Safari, be aware that Pop-Up Window Blocking must disabled.

### Accessible Collaboration Tool

An accessible version of the Collaboration Tool is available.

A link to this version appears when Join is selected on the Collaboration Sessions page. This link will open the Accessible version of the Collaboration Tool. Links to items that appear in the Virtual Classroom, such as items in the Course Map and Group Browser, will appear in this version. Documents created on the Whiteboard may be viewed if the Session Admin takes a snapshot. A link will be created to the snapshot for users to view.

The sound of a door opening or closing will be audible to all participants when a user enters or leaves a session through the accessible version.
COLLABORATION SESSIONS

Overview

The Collaboration Session page is used to manage the Collaboration Tools available in the Blackboard Learning System. From this page the Instructor can access all of the Collaboration Sessions for the course, including those that have already taken place and are archived and those that are scheduled for the future. Instructors can also schedule new Collaboration Sessions and make changes to those already scheduled from this page.

Find this page

Click Collaboration in the Course Tools area of the Control Panel.

Default Collaboration Sessions

Each course and organization begins with two default Collaboration Sessions. The Lecture Hall is the default Virtual Classroom, and Office Hours is the default Lightweight Chat. These default sessions can be removed. Removing a session is irreversible.

Functions

The following functions are available from the Collaboration Sessions page:

<table>
<thead>
<tr>
<th>To . . .</th>
<th>CLICK . . .</th>
</tr>
</thead>
<tbody>
<tr>
<td>create a new Collaboration Session</td>
<td>Create Collaboration Session. The Create Collaboration Session page will open.</td>
</tr>
<tr>
<td>filter the sessions listed on the page</td>
<td>the arrow next to the drop-down list and select the type of session to display. Click Filter. The filters include:</td>
</tr>
<tr>
<td>search for a session</td>
<td>the Session Name, Start Date or End Date option and then enter a value in the field. Click Search.</td>
</tr>
<tr>
<td>enter a session</td>
<td>Join next to the session. The Virtual Classroom or Chat for that session will open.</td>
</tr>
<tr>
<td>access the Recordings for a session</td>
<td>Recordings next to the session. The Session Recordings page will appear.</td>
</tr>
<tr>
<td>change the name, availability, or tools</td>
<td>Manage next to the session. The Modify Collaboration Session page will appear.</td>
</tr>
<tr>
<td>To . . .</td>
<td>CLICK . . .</td>
</tr>
<tr>
<td>------------------</td>
<td>--------------</td>
</tr>
<tr>
<td>used during the</td>
<td></td>
</tr>
<tr>
<td>session</td>
<td></td>
</tr>
<tr>
<td>delete a session</td>
<td>Remove next</td>
</tr>
<tr>
<td></td>
<td>to the</td>
</tr>
<tr>
<td></td>
<td>session. This</td>
</tr>
<tr>
<td></td>
<td>action is</td>
</tr>
<tr>
<td></td>
<td>irreversible.</td>
</tr>
</tbody>
</table>


CREATE/MODIFY COLLABORATION SESSION

Overview

Instructors create new Collaboration Sessions using the Virtual Classroom or the Chat from the Create Collaboration Session page. Instructors can schedule sessions for specific dates and times. The Create Collaboration Session page and Modify Collaboration Session page function in a similar manner. The Create Collaboration Session page opens with empty fields while the Modify Collaboration Session page opens with a session already populated.

Find this page

Follow the steps below to open the Create Collaboration Session page or the Modify Collaboration Session page.

1. Click Collaboration in Course Tools of the Control Panel.
2. Click Create Collaboration Session on the Collaboration Sessions page or click Manage next to a Collaboration Session.

Fields

The table below details the fields on the Create Collaboration Session page.

<table>
<thead>
<tr>
<th>FIELD</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name Your Session</td>
<td></td>
</tr>
<tr>
<td>Session Name</td>
<td>Enter the name of the new session.</td>
</tr>
<tr>
<td>Schedule Availability</td>
<td></td>
</tr>
<tr>
<td>Select Dates of Availability</td>
<td>A Start and End date and time for the Collaboration Session can be set but is not required. If these are not selected then the session is always open and available for users.</td>
</tr>
<tr>
<td>Available</td>
<td>Select Yes to make the session available.</td>
</tr>
<tr>
<td>Collaboration Tools</td>
<td></td>
</tr>
<tr>
<td>Choose a collaboration tool for this session</td>
<td>Select Virtual Classroom or Chat.</td>
</tr>
</tbody>
</table>
VIRTUAL CLASSROOM

Overview

Users can ask questions, draw on the whiteboard, and participate in breakout sessions from the Virtual Classroom. The Session Admin establishes which tools in the Virtual Classroom users can access.

Find this page

Follow the steps below to open the Virtual Classroom.

1. Click Communication on the Course Menu.
2. Select Collaboration Tools.
3. Click Join next to a Virtual Classroom session.

Virtual Classroom areas

The table below details the areas of the Virtual Classroom.

<table>
<thead>
<tr>
<th>PART</th>
<th>FUNCTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Menu Bar</td>
<td>Allows the Session Admin to control the Virtual Classroom. This includes managing participation, monitoring breakout sessions, and ending the session.</td>
</tr>
<tr>
<td>Classroom Tool box</td>
<td>Includes all of the tools used during the Virtual Classroom session. This includes searching for Web sites, asking and answering questions, utilizing the Whiteboard, and accessing the Course Map.</td>
</tr>
<tr>
<td>Chat</td>
<td>Allows users to compose messages, raise their hands to ask questions, and activate private messages.</td>
</tr>
</tbody>
</table>
**MENU BAR**

**Overview**

All users have access to the options on the Menu Bar. The functions available in the Menu Bar include:

- **View** - Choose an option for viewing Personal Messages in the Virtual Classroom.
- **Clear** - Clear the session display.
- **Breakouts** - Create a breakout room for a group of users.

**View**

Select **Show in-line** to view private messages within the chat area. Select **Show in separate frame** to view private messages in a separate window.

**Clear**

Clear erases the users chat display.

**Breakouts**

Select the checkboxes for the users who will participate in the Breakout session. Users may only join a Breakout session if they are selected by the creator of the Breakout session.

Users who enter a Breakout session are still active in the main Virtual Classroom Session. If a Breakout session is closed users are still active in the main session. Breakout sessions default to the same settings as the main session.
CLASSROOM TOOL BOX

Overview

If granted access to these tools by the Session Admin, users can use the Whiteboard, access Web sites, and view the course map.

The Classroom Tool box appears on the left side of the Virtual Classroom. To begin using items in the Tool box click the name of the tool.

Tools

The following tools are available in the Classroom Tool box.

<table>
<thead>
<tr>
<th>TOOL</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Whiteboard</td>
<td>Enables users to present different types of information as they would on a blackboard in a classroom.</td>
</tr>
<tr>
<td>Group Browser</td>
<td>Enables users to collaboratively browse the Web.</td>
</tr>
<tr>
<td>Course Map</td>
<td>Enables users to browse the Course Contents while they are in a Virtual Classroom.</td>
</tr>
<tr>
<td>Ask Question</td>
<td>Enables users to ask questions during the session.</td>
</tr>
<tr>
<td>Question Inbox</td>
<td>Enables users to answer questions submitted by other users during a session.</td>
</tr>
</tbody>
</table>
## Whiteboard

### Overview

The Whiteboard enables users in a Virtual Classroom to present different types of information as they would on a blackboard in a classroom. Using the tools in the Whiteboard Tools palette, users can draw images, type text, and present equations. The Session Admin determines whether or not this function is made available to users.

### Functions

The table below details the tools available for use on the Whiteboard.

<table>
<thead>
<tr>
<th>To . . .</th>
<th>Click . . .</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>select an item</strong></td>
<td>the <em>Arrow</em> tool. Then click on an item for selection. The following may be performed on selected items:</td>
</tr>
<tr>
<td></td>
<td>• Enlarge: Click one of the small black boxes that surround the item and drag it to the desired size.</td>
</tr>
<tr>
<td></td>
<td>• Move: Click the item and move it to the desired location.</td>
</tr>
<tr>
<td></td>
<td>• Cut: Click the Whiteboard item. Then click the Cut icon.</td>
</tr>
<tr>
<td></td>
<td>• Copy: Click the Whiteboard item. Then click the Copy icon.</td>
</tr>
<tr>
<td></td>
<td>• Paste: Click the Whiteboard item. Then click the Paste icon.</td>
</tr>
<tr>
<td></td>
<td>• Delete: Click the Whiteboard item. Click on the selected object. Then click the Delete icon.</td>
</tr>
<tr>
<td></td>
<td>• Group items: Click the Whiteboard items. Then click the Group icon.</td>
</tr>
<tr>
<td></td>
<td>• Ungroup: Click a Whiteboard item in a group. Then click the Ungroup icon.</td>
</tr>
<tr>
<td></td>
<td>• Bring front: Click the Whiteboard item. Click on selected object. Then click the Bring to front icon.</td>
</tr>
<tr>
<td></td>
<td>• Bring back: Click the Whiteboard item. Click on selected object. Then click the Send to back icon.</td>
</tr>
<tr>
<td></td>
<td>• Select all figures on the Whiteboard: Click the Selects all Figures icon.</td>
</tr>
<tr>
<td><strong>draw free hand</strong></td>
<td>the <em>Pen</em> tool. Choose the color of the pen in the <em>Fill Color</em> drop-down list.</td>
</tr>
<tr>
<td><strong>enter text using the keyboard</strong></td>
<td>the text tool (T) then the Whiteboard area. A Whiteboard Text Input box appears. Type the text in the box and click <em>Insert</em>. Use the options in the Tools palette to select color,</td>
</tr>
<tr>
<td><strong>To . . .</strong></td>
<td><strong>CLICK . . .</strong></td>
</tr>
<tr>
<td>-----------------</td>
<td>-------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>draw a straight line</td>
<td>font, and size.</td>
</tr>
<tr>
<td>highlight something with an arrow</td>
<td>the <strong>Slanted Line</strong> tool.</td>
</tr>
<tr>
<td>draw a square</td>
<td>the <strong>Square</strong> tool. Choose the color of the square from the Fill Color drop-down list.</td>
</tr>
<tr>
<td>draw a circle</td>
<td>the <strong>Oval</strong> tool. Choose the color of the circle from the Fill Color drop-down list.</td>
</tr>
<tr>
<td>input an equation</td>
<td>The Math and Science Equation Editor icon (∑). The Equation Editor will appear. Input the equation and click <strong>Insert Equation</strong>.</td>
</tr>
</tbody>
</table>
GROUP BROWSER

Overview

The Group Browser enables users to collaboratively browse the Web. This tool opens a URL that is viewable by all users. URLs used in the session will be recorded in the Recording if one is created. The Session Admin will determine whether or not this function is made available to users.

Functions

The table below details the available functions in the Group Browser.

<table>
<thead>
<tr>
<th>To . . .</th>
<th>CLICK . . .</th>
</tr>
</thead>
<tbody>
<tr>
<td>open a Web site</td>
<td>type the URL in the <strong>Enter Address</strong> field.</td>
</tr>
<tr>
<td>choose where to display the Web site</td>
<td><strong>Display To Class</strong> to display the window in the Whiteboard or click <strong>Preview in New Window</strong> to open the Web site in a new browser window. The preview window will only be displayed to the user that opened it.</td>
</tr>
</tbody>
</table>
CONTENT MAP

Overview

The Content Map enables users to browse the course while in a Virtual Classroom. By default, the Session Admin has access to operate the Content Map. Users must have Active privileges to use the Content Map in a Virtual Classroom.

Functions

The table below details the available functions in the Content Map.

<table>
<thead>
<tr>
<th>To . . .</th>
<th>CLICK . . .</th>
</tr>
</thead>
<tbody>
<tr>
<td>display an element on the map to all</td>
<td>the course area in the Content Map and select <strong>Display To Class</strong> in the</td>
</tr>
<tr>
<td>users</td>
<td>drop-down list.</td>
</tr>
<tr>
<td>display an element on the map in a</td>
<td>the course area in the Content Map and select <strong>Preview in New Window</strong> in</td>
</tr>
<tr>
<td>separate window</td>
<td>the drop-down list. The new window is only visible to the User who opens it.</td>
</tr>
<tr>
<td>refresh the Content Map during a</td>
<td><strong>Refresh Tree</strong> in the drop-down list. This will update the Content Map</td>
</tr>
<tr>
<td>Collaboration Session</td>
<td>to match the Course Menu.</td>
</tr>
</tbody>
</table>
ASK QUESTION

Overview

Users are able to ask questions during the session. As users submit questions during the session the Session Admin can view and respond to them.

Note: Only users who have an Active role can ask questions.

Ask a Question

To ask a question, select Compose in the Ask Question area. Enter the question in the text box and click Send.
QUESTION INBOX

Overview

Questions from users are sent to the Question Inbox during the Virtual Classroom session. The Question Inbox is used to manage and respond to questions during a Collaboration Session.

Function

The table below details the functions available in the Question Inbox Tool.

<table>
<thead>
<tr>
<th>To . . .</th>
<th>CLICK . . .</th>
</tr>
</thead>
<tbody>
<tr>
<td>respond to a question</td>
<td>the Username in the From list and click the Respond to Question icon. The Respond to Question pop-up window will appear.</td>
</tr>
<tr>
<td>delete a question</td>
<td>the Username in the From list and click the Delete icon.</td>
</tr>
<tr>
<td>view only questions that have not been answered</td>
<td>the checkbox next to Show unanswered only.</td>
</tr>
</tbody>
</table>

Respond to Question fields

The table below details the fields on the Respond to Question pop-up window.

<table>
<thead>
<tr>
<th>FIELD</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Question</td>
<td>Question that was submitted.</td>
</tr>
<tr>
<td>Response</td>
<td>Enter the response to the question.</td>
</tr>
<tr>
<td>Private</td>
<td>Select this check box to make the response to the question private. If marked private, the response will only be sent to the person who submitted the message.</td>
</tr>
</tbody>
</table>
**CHAT**

**Overview**

The Chat allows the users to interact with each other via a text-based chat. Chat is part of the Virtual Classroom. It can also be accessed separately.

**Find this page**

Follow the steps below to open a Chat:

1. Click **Communication** on the Course Menu.
2. Select **Collaboration Tools**.
3. Click **Join** to next to a Chat session.

**Functions**

The table below details the functions available in the Chat.

<table>
<thead>
<tr>
<th><strong>To . . .</strong></th>
<th><strong>THEN . . .</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>enter a message for the class to read</td>
<td>type the message in the <strong>Compose</strong> field. Click <strong>Send</strong>. The message will appear in the chat area. There 1000 character limit for chat messages.</td>
</tr>
<tr>
<td>become an Active user</td>
<td>click the hand symbol. A hand appears next to the Username. The Session Admin clicks on the hand to make the user Active.</td>
</tr>
<tr>
<td>view user information</td>
<td>Select a Username in the Participant list and then click <strong>User Info</strong>.</td>
</tr>
<tr>
<td>send a private message to a user</td>
<td>Select a Username in the Participant list and then click <strong>Private Message</strong>.</td>
</tr>
</tbody>
</table>
PRIVATE MESSAGES

Overview

Users can send private messages to each other if the Session Admin enables this tool in the Session Controls. Private messages are not recorded or archived.
USER INFORMATION

Overview

The User Information pop-up window displays personal information about a user such as name, email address, and any other information the user has chosen to add to their profile.

Click User Info in the Chat area and the User Information pop-up window will appear.

Send a Private Message

Click Private Message to send a message to the user. The Compose Private Message pop-up window will appear.
RECORD MENU

Overview

Virtual Classroom and Chat sessions can be recorded and archived. Recordings can be started and stopped, as well as paused and un-paused by the Instructor during the session. A session can have more than one Recording. If the Instructor selects End to stop a session then the recorder will automatically stop recording the session.

Record menu

The table below details the buttons that appear on the Record menu.

<table>
<thead>
<tr>
<th>BUTTON</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start</td>
<td>Click Start to begin recording a session. The user will be prompted to name the Recording.</td>
</tr>
<tr>
<td>Pause</td>
<td>Click Pause to pause a Recording once it has started. Click this button again to un-pause the Recording and begin recording again. Pause and un-pause will be marked and timestamped in the Recording.</td>
</tr>
<tr>
<td>Stop</td>
<td>Click Stop to end recording the session. When Stop is selected the Recording is completed and a stop marker and time/date stamp will be included at the end of the Recording.</td>
</tr>
<tr>
<td>Bookmark</td>
<td>Click Bookmark to insert a bookmark anywhere in the Recording of the session.</td>
</tr>
</tbody>
</table>

Recording the Whiteboard

The Snapshot button in the Whiteboard Tool bar is used to record the Whiteboard in the Recording. The Instructor clicks the Snapshot button to record an image of the Whiteboard. The image of the Whiteboard in the Recording corresponds with when it was recorded. The Snapshot button cannot be activated unless the session is being recorded.

Session Recordings

The Instructor must make a Recording available before Students can view it. For more information see Recording Properties.
SESSION RECORDINGS

Introduction

Session Recordings allow users to review Collaboration Sessions. Sessions are archived by date. Sessions will not appear until the leader of the session has stopped recording.

Note: If an Instructor does not stop the Recording and exit the Collaboration Session, the Recording will not end and no information will be recorded in the Recording Duration column. Only when the leader stops recording or ends the session will the Recording stop and the duration display.

Find this page

Follow the steps below to access the Session Recordings page.

1. Open Collaboration in Course Tools on the Control Panel
2. Click Recordings for a session.

Functions

The table below describes the functions available on this page.

<table>
<thead>
<tr>
<th>To . . .</th>
<th>CLICK . . .</th>
</tr>
</thead>
<tbody>
<tr>
<td>search for a Recording in the Collaboration Session</td>
<td>the Recording Name or Creation Date option in the Search by field. Enter the name of the Recording or the date it was created in the field and click Search.</td>
</tr>
<tr>
<td>open a Recording</td>
<td>the Recording under the Recording name column.</td>
</tr>
<tr>
<td>change the name or availability of a Recording</td>
<td>Manage. The Recording Properties page will appear.</td>
</tr>
<tr>
<td>remove a Recording</td>
<td>Remove. This action is irreversible.</td>
</tr>
</tbody>
</table>
**RECORDING PROPERTIES**

**Introduction**

The Recording Properties page allows the Instructor to change the name and availability of a Recording Session.

Note: Recordings are available to Students by default

**Find this page**

Follow the steps below to open the Recording Properties page.

1. Click **Collaboration** in the Course Tools section of the Control Panel.
2. Click **Recordings** for a session.
3. Click **Manage** for a Recording.

**Fields**

The table below describes the fields available on this page.

<table>
<thead>
<tr>
<th>FIELD</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edit Recording Name</td>
<td></td>
</tr>
<tr>
<td><strong>Recording Name</strong></td>
<td>Enter or modify the name of the Recording.</td>
</tr>
<tr>
<td><strong>Availability to Students</strong></td>
<td>Select <strong>Yes</strong> and Students will be able to view this Recording.</td>
</tr>
<tr>
<td><strong>Available</strong></td>
<td>Select <strong>No</strong> and this Recording will be unavailable to Students.</td>
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