

Basic Accessibility of CCC Confer's Blackboard Collaborate

Elluminate is the web and teleconferencing application used by CCC Confer to provide a communications option for faculty and staff within the California Community College System. Elluminate boasts powerful tools for online and telephone meetings, and accessibility is included. Elluminate supports operating system-specific settings related to accessibility, as well as popular assistive technology products. In addition, Elluminate also provides a means for displaying closed captions when available, and allows each user to configure their workspace as best suits their needs. By using the built-in features of Elluminate in conjunction with the best practices for designing and delivering web based instruction, you have the ability to provide effective and accessible synchronous instruction.

Site: [MoodleONE](#)

Course: Creating Accessible Online Courses (SU151 07/06/15)

Book: Basic Accessibility of CCC Confer's Blackboard Collaborate

Printed by: Kim Ellis (Staff)

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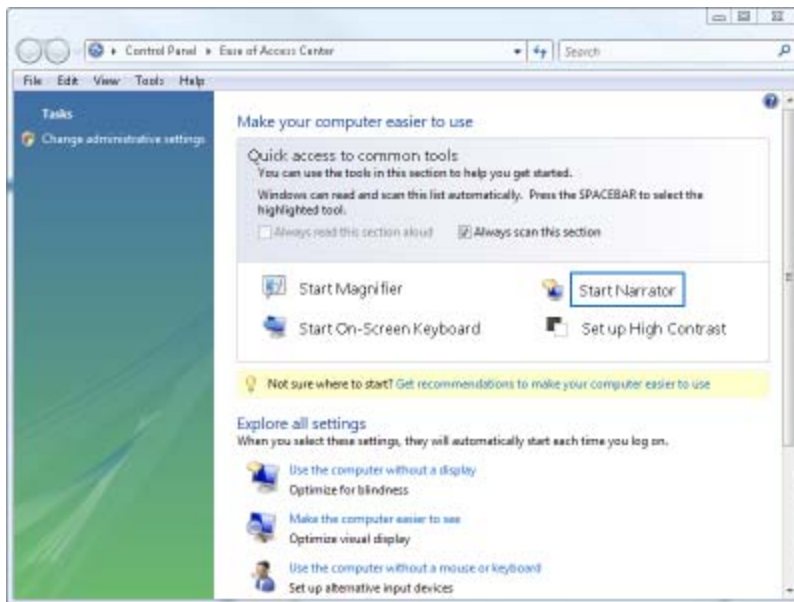
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Visual Access

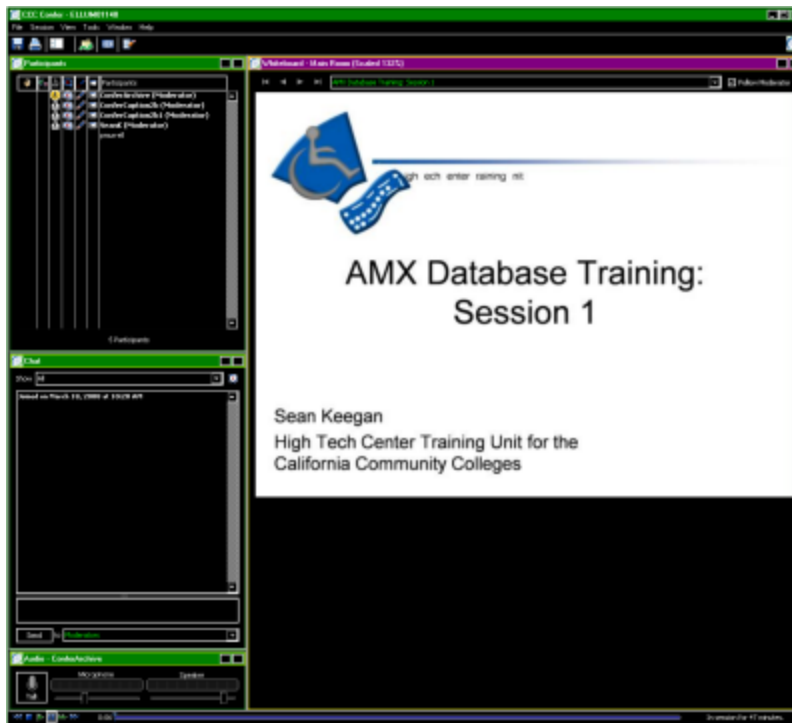
There are several ways to enhance the visual presentation of information within CCC Confer's Blackboard Collaborate, both on the transmitting and on the receiving side of the experience.

For students with visual impairments who are using CCC Confer's version of Blackboard Collaborate, it is important to recognize the availability of the built-in assistive technology of their operating system. Windows and Mac OS X both provide basic tools that can be used to make the computer environment more accessible. Blackboard Collaborate takes advantage of these capabilities and allows for the operating system to determine what the visual scheme will be.



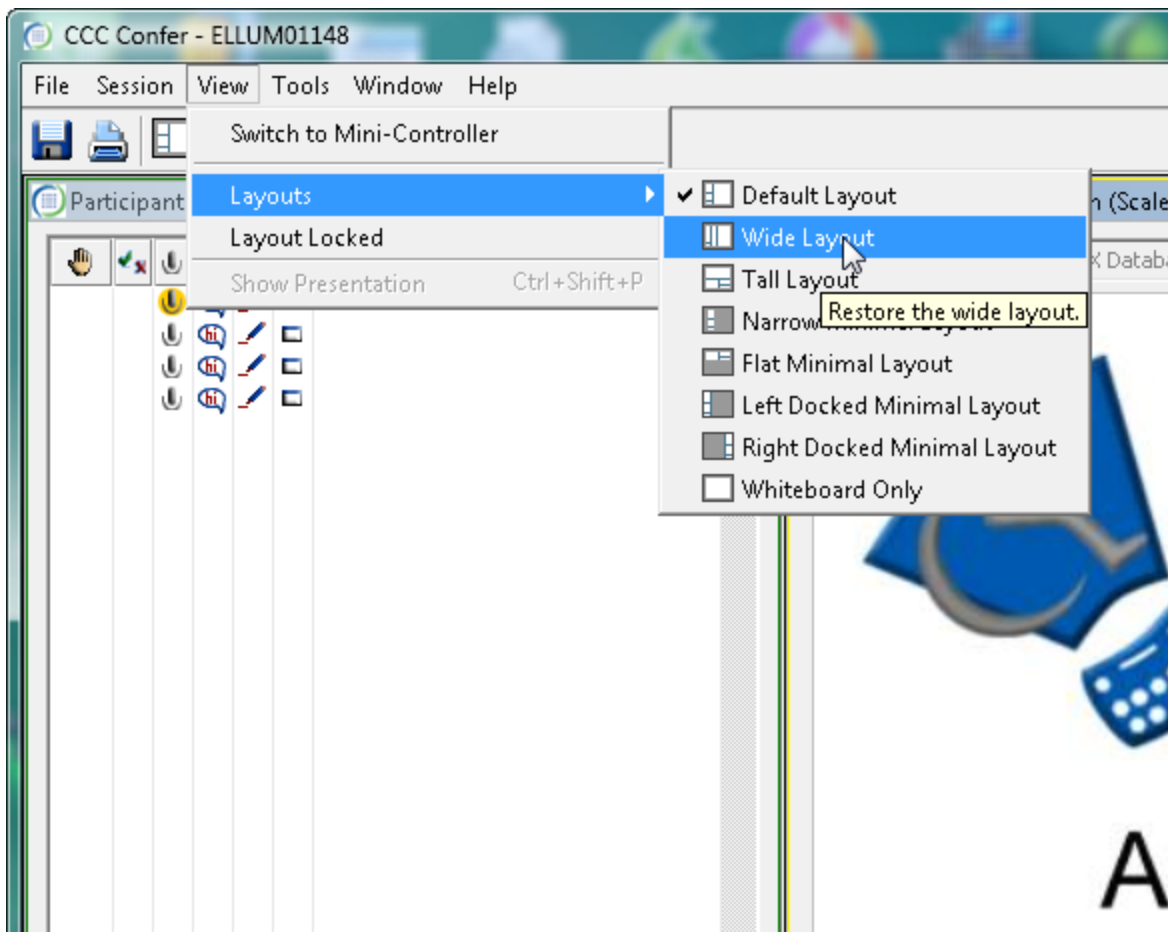
Microsoft Windows Ease of Access Control Panel

When students with visual impairment utilize screen magnifiers to enlarge or change the color scheme of the computer display, Blackboard Collaborate will continue to provide interactive text chat, video, whiteboard, and desktop sharing. Changing the system's visual settings or starting assistive technology applications while Blackboard Collaborate is in mid session can produce undesirable results. It is advised (and expected) that students will have their assistive technologies and system configuration settings in place before launching Blackboard Collaborate. When students are using assistive technology or custom display configurations, they can safely launch and use Blackboard Collaborate.

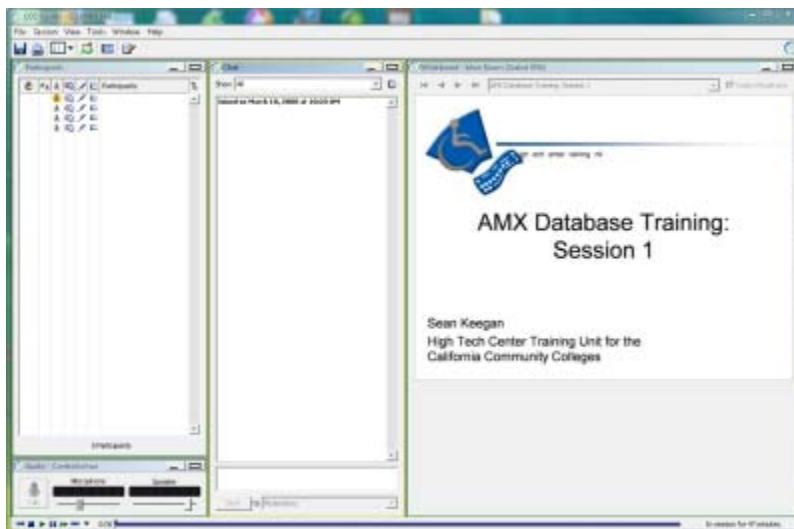


Example of Blackboard Collaborate running under a High-Contrast system setting.

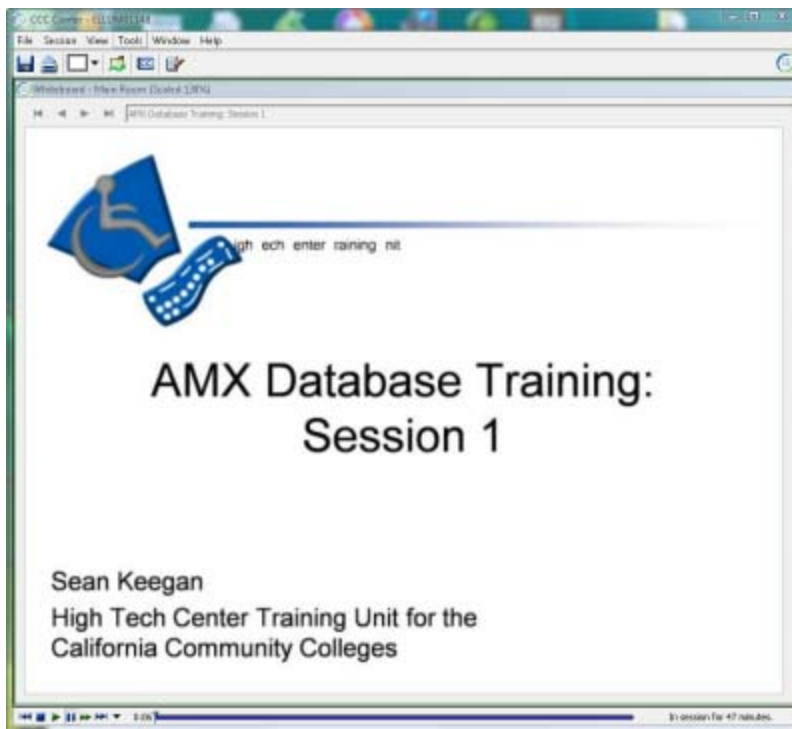
The Blackboard Collaborate interface itself is configurable to several pre-defined settings, or the end-user can customize which components to view and what size they want them to be. When a user creates a custom interface layout, Blackboard Collaborate will remember this layout the next time they logon to the system. This allows each user to specify the type of interface they will have, according to their needs and desires. To access the pre-defined layout options within Blackboard Collaborate, start with the "View" menu, and then select "Layouts", and choose from the following options: Default Layout, Wide Layout, Tall Layout, Narrow Minimal Layout, Flat Minimal Layout, Left Docked Minimal Layout, Right Docked Minimal Layout, and Whiteboard Only.



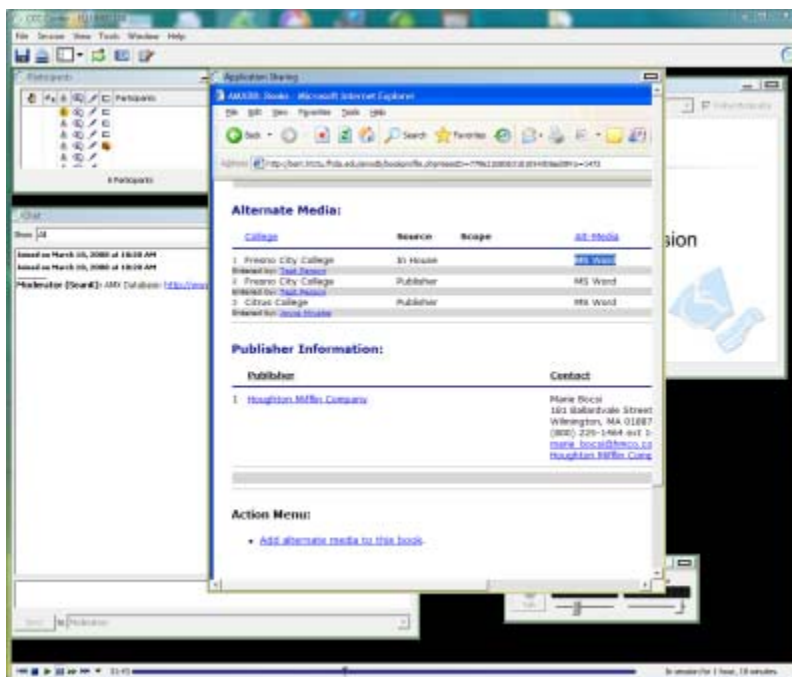
Blackboard Collaborate Interface View Configuration Options



Blackboard Collaborate Wide Layout Interface Example



Blackboard Collaborate Whiteboard Layout Interface Example



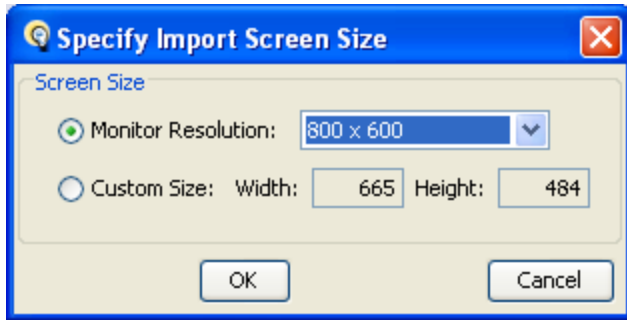
Blackboard Collaborate Custom Layout Interface Example

It is important to note that in order to be able to resize the individual component windows for a custom layout in Blackboard Collaborate, one must first ensure that the Layouts are not locked. From within the "View" menu of the Blackboard Collaborate interface, check to see that the "**Layouts Locked**" option is not checked to ensure the layouts are not locked.

Finally, it is important to note that for students who are blind and using a screen reader to access Blackboard Collaborate, they will have to first install the Java Accessibility Bridge. Once this has been installed Blackboard

Collaborate can be used with modern screen reading applications. Check the Resources section on CCC Confer for more information on Accessibility and Screen Readers.

On the other end of things is the ability and need to provide the largest and easiest to see presentations possible, so as to give everyone a decent chance at seeing what is going on. Blackboard Collaborate allows you to specify a custom presentation size, called "Screen Size" for your presentations. You can select from a variety of pre-defined resolutions, or you can choose your own custom settings. In addition to specifying screen sizes for your presentations, Blackboard Collaborate allows you to enlarge images placed on the whiteboard by selecting them and using the resizing tools to enlarge the image.



Blackboard Collaborate Specify Import Screen Size Dialog

Audio Access

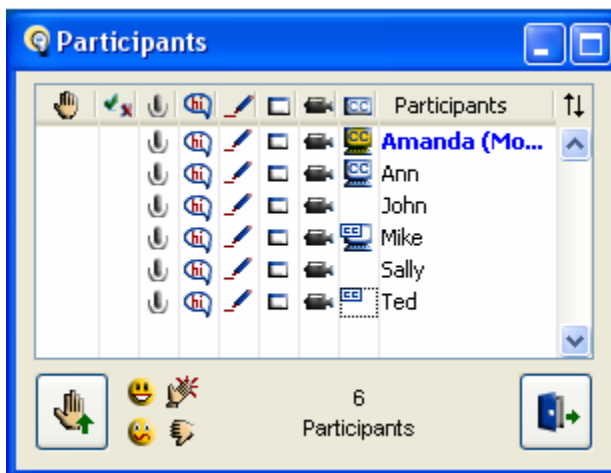


CCC Confer's Blackboard Collaborate System provides a Closed Captioning icon in the top menu bar that allows for deaf and hearing impaired users to receive captions when they are available.

It is important to remember that captions must be specifically requested when you request your Blackboard Collaborate session. A captioner will be provided for your session and all participants in the session will have the option to display the captions or not. Closed Captioning will be retained in archived sessions so that students can always have access to the information. Additionally, the captions can be saved as text files for later use and review outside the Blackboard Collaborate session. The Closed Captions in Blackboard Collaborate can be enlarged as well, up to 32 points.

In addition to the Closed Caption capability, students who are deaf or hard of hearing can utilize the text chat area to participate in conversations and ask the instructor questions.

The "Participants" dialog provides an overview of the Blackboard Collaborate session participants, and will provide a visual indication when someone is using audio, and can be used to communicate other standard crowd responses.



Blackboard Collaborate Participants Window

Keyboard Access

As a modern electronic information and communications system, Blackboard Collaborate meets the 508 criteria for accessibility including keyboard operability. Keyboard operability allows for students who can't use a mouse to operate and interact with the Blackboard Collaborate system. These keyboard commands are useful for everyone, regardless of disability.

Application Sharing

When using application sharing, take snapshots of the application and send it to the whiteboard pressing Ctrl + Print Screen from time to time.

If you are sharing moderator privileges, you can take back control of the presentation by pressing Ctrl + Space Bar.

To terminate application control, press Ctrl + Pause.

Audio and Video Communication

Press & Release the Talk button = Ctrl + F2

Start & Stop video transmission = Ctrl + F3

Chat Commands

Chat = Ctrl + m

Laughter emoticon = Alt + 1

Applause emoticon = Alt + 3

Confusion emoticon = Alt + 4

Disapproval emoticon = Alt + 6

Hand Raise = Ctrl + R

Poll Response Yes = Ctrl + 1

Poll Response No = Ctrl + 2

(Note: These key commands will lend themselves nicely to a table layout once inside Moodle)

Complete Keyboard Command List

CCCConfer Keyboard Commands

Function	Windows, Linux Keystroke	Mac Keystroke
Quit Blackboard Collaborate	Alt+F4 Ctrl+Q	Command-Q
Hide Blackboard Collaborate		Command-H
Hide other applications		Command-Option-H
Close window (Notes, File Transfer, Activity, Closed-Captioning, Session Plan, Quiz, Multimedia, Calculator)	Alt+F4 Ctrl+W	Command-W
Switch to Whiteboard Mode	Ctrl+Alt+W	Command-Option-W
Switch to Application Sharing Mode	Ctrl+Alt+A	Command-Option-A
Switch to Web Tour Mode	Ctrl+Alt+U	Command-Option-U
Move to the next main module in the user interface. The default order is Audio/Video panel, Participants panel, Chat panel and Collaboration toolbar. (If you change the order of the panels, the order will change.)	F6	F6
Open the Action bars of Whiteboard Mode and Web Tour mode	F6	F6
Move to the previous main module in the user interface. (See F6 above for the order of modules)	Shift+F6	Shift-F6
Move to the next user interface element (e.g., button, field, option) in a main module or UI element. (For example, if focus is in the Collaboration toolbar, Tab and Shift-Tab can be used to move between the three modes (Whiteboard, Application Sharing and Web Tour), the Information menu, the Load Content button and the Record button)	Tab	Tab
Move to the previous user interface element (e.g., button, field, option) in a main module (see example for Tab above)	Shift+Tab	Shift-Tab
Activate the currently selected function	Space	Space
Enable tabbing in toolbars of secondary windows (Closed Captioning, Notes, Activity Window, File Transfer, Session Plan, Quiz, Multimedia)	Alt+F8	Option-F8
Move keyboard focus between open windows (Notes, File Transfer, Activity, Closed-Captioning, Session Plan, Quiz, Multimedia, Calculator) (For Windows machines, Alt+F6 only works on Windows XP)	Alt+F6	Command-`

Function	Windows, Linux Keystroke	Mac Keystroke
Open Options menu of the panel or toolbar in focus (Audio/Video, Chat, Participants, Whiteboard action bar, Whiteboard navigation bar or Web Tour)	Ctrl+Shift+O	Command-Shift-O
Open Preferences dialog box	Ctrl+Comma	Command-Comma
Create new Quiz, Whiteboard page or Whiteboard page group	Ctrl+N	Command-N
Open Multimedia file, Quiz, Session Plan, file for transfer or Whiteboard presentation	Ctrl+O	Command-O
Save Participants List, Chat conversation, Quiz, Session Plan or Whiteboard	Ctrl+S	Command-S
Print Participants List, Session Plan or Whiteboard	Ctrl+P	Command-P

Activity Window Functions

Open Activity Window	Ctrl+/ Ctrl+/ Alt+F4 Ctrl+W	Command-/ Command-W
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Audio Functions

Press the Talk button (Note: this is a Hot Key)	Ctrl+F2	Control-F2
Release the Talk button (Note: this is a Hot Key)	Ctrl+F2	Control-F2
Adjust microphone level down	Ctrl+Shift+Down Arrow	Command- Shift-Down Arrow
Adjust microphone level up	Ctrl+Shift+Up Arrow	Command-Shift-Up Arrow
Adjust speaker level down	Ctrl+Alt+Down Arrow	Command- Option-Down Arrow
Adjust speaker level up	Ctrl+Alt+Up Arrow	Command- Option-Up Arrow

Video Functions

Start Video transmission (Note: this is a Hot Key)	Ctrl+F3	Control-F3
Stop Video transmission (Note: this is a Hot Key)	Ctrl+F3	Control-F3

Whiteboard Functions

Function	Windows, Linux Keystroke	Mac Keystroke
Switch to Whiteboard Mode	Ctrl+Alt+W	Command-Option-W
Select all objects in Whiteboard	Ctrl+A	Command-A
Open Page Explorer window	Ctrl+Shift+P	Command-Shift-P
Open Object Explorer window	Ctrl+Shift+T	Command-Shift-T
Copy selected object(s) or text in Whiteboard	Ctrl+C	Command-C
Cut selected object(s) or text in Whiteboard	Ctrl+X	Command-X
Paste copied or cut object(s) or text to Whiteboard	Ctrl+V	Command-V
Group selected objects	Ctrl+G	Command-G
Group selected objects and send to background	Ctrl+B	Command-B
Ungroup selected objects	Ctrl+U	Command-U
Delete selected object(s) or text in Whiteboard	Delete Backspace	Delete Backspace
Go to next page	Alt+Page Down	Option-Page Down
Go to previous page	Alt+Page Up	Option-Page Up
Move to first page at this topic level	Alt+Home	Option-Home
Move to last page at this topic level	Alt+End	Option-End

Application Sharing Functions

Send Application Sharing snapshot to Whiteboard (Note: this is a Hot Key)	Ctrl+Print Screen	Control-F13
Take back control of Application Sharing (Note: this is a Hot Key)	Ctrl+Space	Control-Space
Stop Application Sharing (Note: this is a Hot Key)	Ctrl+Shift+S	Control-Shift+S

Chat Functions

Move cursor to the Message text box of the Chat panel	Ctrl+M	Command-M
Select all Chat text in conversation pane	Ctrl+A	Command-A
Copy selected Chat text in conversation pane	Ctrl+C	Command-C
Paste copied Chat text to Chat Message text box, Whiteboard or external application	Ctrl+V	Command-V

Function	Windows, Linux Keystroke	Mac Keystroke
Participant List Functions		
Raise or lower your hand	Ctrl+R	Command-R
Show that you have stepped away or come back	Ctrl+Shift+A	Command-Shift-A
Show smiley face	Alt+1	Option-1
Show LOL	Alt+2	Option-2
Show applause	Alt+3	Option-3
Show confusion	Alt+4	Option-4
Show approval	Alt+5	Option-5
Show disapproval	Alt+6	Option-6
Show Slower (when you want the presenter to slow down)	Alt+7	Option-7
Show Faster (when you want the presenter to speed up)	Alt+8	Option-8
Show None (when you want to clear all displayed emoticons)	Alt+0	Option-0

Notes Functions

Open Notes window	Ctrl+E	Command-E
Close Notes window	Alt+F4 Ctrl+W	Command-W

Session Plans Functions

Go to the next item	Ctrl+]	Command-]
Go to the previous item	Ctrl+[Command-[
Close Session Plan window	Alt+F4 Ctrl+W	Command-W

Recording Functions

Start or stop recording	Ctrl+Shift+R	Command-Shift-R
Add recording index entry	Ctrl+Shift+I	Command-Shift-I

Closed-Captioning Functions

Open Closed-Captioning window	Ctrl+F8	Command-F8
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Function	Windows, Linux Keystroke	Mac Keystroke
Close Closed-Captioning window	Alt+F4 Ctrl+W	Command-W

Polling Functions

Yes - polling response	Ctrl+1	Command-1
No - polling response	Ctrl+2	Command-2
A - polling response	Ctrl+1	Command-1
B - polling response	Ctrl+2	Command-2
C - polling response	Ctrl+3	Command-3
D - polling response	Ctrl+4	Command-4
E - polling response	Ctrl+5	Command-5
None	Ctrl+0	Command-0