Online Session Student Guide

Welcome to SI Online! Please use this guide as a resource to help you through each step of attending sessions.

FINDING A SESSION

We recommend two ways to find sessions:

- UNG SI Website
- UNG Connect

Option 1: UNG SI Website

1. Visit https://ung.edu/si > Services by Course.

2. SI supported courses are listed on this page. Click on the course name or "+" symbol to expand the box.

3. What is Supplemental Instruction (SI)?

   Supplemental Instruction Operations Logo

Spring 2020 Online Session Schedule

4. The link will take you to the session on Blackboard Collaborate. Enter your name to join!

Option 2: UNG Connect

1. Visit https://connect.ung.edu, and then click on the calendar icon on the banner at the top of the page.

   *Note: You will need to log in to UNG Connect with your student username and password. 2FA will be required to access UNG Connect.
2. To find a specific session, search for an identifying factor like a course number or facilitator’s name.

3. In the description, you will see a link to a Blackboard Collaborate session. Copy and paste this link into another window in your browser.
   *DO NOT click “Copy Link” – this will copy the event link.

4. The link will take you to the session on Blackboard Collaborate. Enter your name to join!
1. **General Blackboard Screen**
   - Once you log in, you'll see the main Blackboard Collaborate screen. From here, you'll be able to open multiple panels, switch between screens, control your audio and video functions, and even raise your hand.

2. **Raising Your Hand**
   - If you ever have an answer, question, or need to get your facilitator's attention, click the “raise hand” icon to notify your facilitator. It even shows who raised their hand first when there's a need to go in order.

3. **Chat Function**
   - To get to the chat feature, click on the purple widget on the bottom-right corner.
   - This opens the presentation features within Blackboard Collaborate. When you first join the session, you will need to click on the chat function and send your UNG email. This will help your facilitator check you into session.

   **Anything written in the chat will be available for the duration of session. Students can ask questions, leave comments or answers, etc. for the full group to see. Some things to note:**
   - You will not see messages in the chat prior to entering the session.
   - Chats are an excellent opportunity to engage with others in session, regardless of what is happening in session!
   - Sessions are a safe space for all students. Refrain from using inappropriate or derogatory language, gestures, links, etc. A facilitator can expel a student from session if they deem an action not conducive to a safe learning environment.
   - Use the Settings option to enable chat notifications. You'll be able to join in on discussions with your facilitator and peers!

   **The preferred browser for Blackboard Collaborate is Google Chrome**
   - If you experience trouble with features in session, close out and rejoin in Chrome.
3. **Whiteboard**

The whiteboard is one of the best features for collaboration in session! Those who attend session in person know the value of a whiteboard.

At the top of the screen, you will see toolbar features of the whiteboard. Most important to note are the draw and type features. Facilitators will often ask students to share answers/ideas in a session, and you can change the color of your notes to separate your answers from your peers in session.

4. **Polls**

Your facilitator can send polls to everyone in a session. When your facilitator shares a poll with your session you will see it pop up above your normal options bar at the bottom of your screen.

5. **Sharing Content**

Your facilitator can share content with you via PDF, PowerPoint, etc. You will have the same editing functions here as you normally would on a whiteboard.
6. **Small Groups**

Your facilitator can place you in groups within session. When this happens, you will only see your groups’ video and have a separate chat for your group. Your facilitator can pop in and out of groups, so don’t forget that if you need them you can “raise your hand”.

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By clicking the bottom right video box (pictured in the last screenshot) you can make your facilitator’s shared video full screen. You can switch back to the shared content in the same way by clicking the small icon at the bottom right corner.

Your facilitator also is able to share their screen with you. During this section of the session, you do not have the same editing tools that you had before, but you’ll be able to view what your facilitator is seeing and watch them edit documents in real time.

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**Asbestos Balancing:**

1. Magnesium solid and oxygen gas combine to form Magnesium Oxide
   - \( \text{Mg} + \text{O}_2 \rightarrow \text{MgO} \)
2. Aluminum solid and Lead (II) nitrate combine to form Aluminum nitrate and solid lead
   - \( \text{Al} + 3\text{Pb(NO}_3\text{)}_2 \rightarrow \text{Al(NO}_3\text{)}_3 + 3\text{Pb} \)
3. Calcium cyanide and water combine to form Calcium hydroxide and cyanic acid
   - \( \text{CaCN}_2 + \text{H}_2\text{O} \rightarrow \text{Ca(OH)}_2 + \text{HCN} \)
4. Nitrogen gas and hydrogen gas combine to form ammonia
   - \( \text{N}_2 + 3\text{H}_2 \rightarrow 2\text{NH}_3 \)

**Super Tic-Tac-Toe:**

1. \( \text{Li}_2\text{O} + 3\text{KCl} \rightarrow 2\text{LiCl} + \text{K}_2\text{O} \)
   - 5 moles of lithium oxide, how many grams of lithium chloride?
   - 40.39 g \( \text{KCl} \)
2. \( \text{NaCl} + \text{H}_2\text{O} \rightarrow \text{NaOH} + \text{HCl} \)
   - If you have 18 grams of NaCl and 17 grams of HCl, which is the limiting reagent?
   - NaCl
**Group Chat**
The chat function within the small group works the same as in the main room! If you click the arrow at the top of the chat it will take you back to select which chat you’d like to message in.

You can switch between the whole group and your small group at any time while the groups are still activated! Once your facilitator pulls you back to the main room your group chat will go away.

**Share Content Options**
While you are in your small group, you have the option to share your own content with your group. Access this by clicking the middle icon of your tool bar. You can also do this if your facilitator decides to let you be the “presenter” at any point during the session.

**Using the Whiteboard**
In your small groups, you will have the same controls as the facilitator. The tools remain the same, except you will also have the “Erase Content” function. This button will erase the entire board – DO NOT click this unless you intend to erase the entire board.

**Adding & Sharing Files**
By clicking share files within the share content option of your tool bar, you can upload any screenshots, notes, or other docs from your desktop to share with your small group!
Once you share files with your group, or if any other student does, they can be accessed from this tab at anytime.

Deleting Files
You can delete a file you uploaded at any time by clicking the "..." and "remove file".

7. Leaving Session

Removal from Session
Remember that SI holds itself to standards of being a safe learning environment that promotes encouragement and collaboration. If the facilitator finds your behavior or comments inappropriate for session, they can remove you and you will see this screen.

Leaving Session
When the session is over, you’ll find a widget at the bottom top corner of your screen. Once you click this, it will pull up a menu where you can leave the session. You’ll need to click this to shut everything off and close the browser.

A moderator removed you.
If you cannot rejoin the session, contact the moderator.

We look forward to learning with you!
For questions or concerns, contact si@ung.edu.