
Seminar
Student User Guide

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Getting Started

The Purdue University Global Seminar is an online classroom designed to encourage dynamic communication and collaboration between students and their instructors. The seminar:

- Enables you to communicate with your instructors and classmates through synchronous chat in general or private modes.
- Facilitates classroom discussion through the use of PowerPoint presentations.
- Encourages collaboration through the whiteboard's drawing and mathematics tools.
- Allows you to view and participate in class polls.

The seminar also includes an archive feature that allows you to view and print archived seminar sessions.

Software Requirements

To participate in a seminar, you must have the latest version of Flash. Click on the following link to determine which version of Flash you are running on your computer:

<http://www.adobe.com/software/flash/about/>

The most recent version of Flash is available as a free download from the following link: get.adobe.com/flashplayer/. Click on the **Download** button to start the download process.

Seminar Types

- **Regular Seminar:** A scheduled, recurring class seminar. A regular seminar is held on a specific day and time that remains the same throughout the term. The scheduled day and time is visible prior to registration.
- **Supplemental Seminar:** An additional seminar that is created and scheduled by an instructor. The days and times are not visible prior to registration or the start of the term.
- **Flexible Seminar:** A seminar that participants are invited to attend. The days and times may change throughout the term. The instructor creates and schedules the actual instances of each seminar. In addition, a flexible seminar may be led by an instructor other than the original instructor assigned to the course. The days and times that a flexible seminar may occur are not visible prior to registration or the start of the term.
- **Open Seminar:** A seminar that is available 24 hours a day, 7 days a week, for the duration of a term. It can be used as a place for students to work in groups or for instructors to conduct ad-hoc class meetings. There are no archives available for open seminars.

Note: Not all courses have a scheduled seminar. If you have any questions about whether your course contains seminars, please contact your instructor or student advisor.

Accessing Seminars

There are two methods to access your seminars on Purdue Global Campus: you may access the seminars on your Purdue Global Campus homepage under Current Classes or using the My Seminars calendar tool.

Current Classes

In the **Current Classes** section (below), you will see the date and time of your next scheduled seminar under each course name. (For additional course information, hover over a course name and a window will display to the right.) The day of a scheduled seminar, the date and time will turn blue indicating a link to access your seminar. Scheduled seminar sessions will become active thirty (30) minutes prior to scheduled start time.

The screenshot displays the Purdue Global Campus user interface. At the top, there are navigation links for Gmail, Sitemap, Help, and Sign Out. The main header includes the Purdue Global University logo and the text 'Campus' and 'Welcome'. Below the header is a navigation menu with links for HOME, MY STUDIES, COMMUNITY CENTER, UNIVERSITY INFO, CAREER NETWORK, MY TOOLS, MY ACCOUNT, and UNIVERSITY CATALOG.

The main content area is divided into several sections:

- My Information:** A sidebar with links for My Information, My Degree Plan, My Grades, Library, and My Email.
- Message Stream:** A section with a 'STREAM' icon and an 'ANNOUNCEMENTS' tab. It contains a welcome message and a 'Contact Us' button.
- Current Classes:** A section with tabs for 'past', 'current', and 'future'. The 'current' tab is highlighted with a red box. It lists two classes:
 - CM107-16: College Composition I** with a next seminar on 4/25/2018 at 8:00:00 PM ET.
 - MM150-06: Survey of Mathematics** with a seminar on Unit 1 and a next seminar on 4/23/2018 at 8:00:00 PM ET.
- Class Details:** A tooltip for the '1802C April 2018 Term' class is shown, containing details about the instructor, seminar type (Online), and time (Monday 8:00 PM - 9:00 PM ET). The 'My Seminars' link is highlighted in blue and pointed to by a red arrow.
- Did You Know:** A section with a question mark icon and text asking if the user knows they can search for jobs at Purdue Global.
- Quick Links:** A section with buttons for Quick Links, Videos, and Documents & Forms.

A red box and arrow point to the 'My Seminars' link in the class details tooltip with the text: "The seminar link becomes active on the day of the seminar."

[k1][MD2]

My Seminars

The **My Seminars** calendar tool is where you are able to access all of your scheduled and archived seminars if your course includes them. To access the seminar area from the Purdue Global Campus homepage, select **My Seminars** from the **My Studies** menu.

The screenshot shows the Purdue Global Campus homepage. At the top right, there are links for Gmail, Sitemap, Help, and Sign Out. Below the logo, there is a navigation bar with links for HOME, MY STUDIES, COMMUNITY CENTER, UNIVERSITY INFO, CAREER NETWORK, MY TOOLS, MY ACCOUNT, and UNIVERSITY CATALOG. The MY STUDIES dropdown menu is open, showing options like My Grades, My Seminars (highlighted with a red box), Degree Plan, Schedule, Library, Competency Report, Academic Support Center, and Office of Student Support. Below the navigation bar, there is a message stream with a welcome message and a 'Contact Us' button. On the right, there is a 'Questions? Live Chat Support' button and a 'DID YOU KNOW' section with a question mark icon.

The **My Seminars** search tool consists of two main features:

- The **Search for Seminar** area
- The **calendar** or **table view** of available seminars

The screenshot shows the My Seminars search and calendar view. At the top, there is a heading 'My Seminars' and a message: 'You have been invited to the following seminars. Note: Seminar list is updated on weekly basis. Not all seminars are scheduled in advance.' Below this is a search area with a red border. The search area includes a 'Search for Seminar' input field, a 'Term' dropdown (1802C April 2018 Term), a 'Class' dropdown (All), a 'Seminar Type' dropdown (All), a 'Schedule' dropdown (Timed Seminar), and 'From' and 'To' date pickers (4/11/2018 and 5/23/2018). A 'View' button is also present. Below the search area is a 'To Table View' button with a red border and a red text instruction: 'Click on 'To Table View' to see a simple list.' Below this is a calendar view for the week of April 18-24, 2018. The calendar shows a grid of seminars for each day, with the 23rd of April highlighted in yellow. The calendar view includes a legend for seminar types: Primary Instructor (blue), Regular Seminar (light blue), Flexible Seminar (green), and Supplemental Seminar (yellow).

[k3][MD4]

Search for Seminars


In the **Search for Seminar** area, you can search for active and archived seminars using these filters:



- **Term:** Select the current term or the previous term (archived seminars are available until the end of the next term).
- **Course:** Select all of your courses or an individual course.
- **Seminar Type:** Select all seminar types or choose regular, flexible, or supplemental seminars.
- **Schedule:** Select timed or open seminars.
 - A **timed seminar** is a seminar that is scheduled for a particular time and date. All invited participants have access to archives of timed flexible seminars.
 - An **open seminar** is a seminar that is available 24 hours a day, 7 days a week for the duration of a term. It can be used as a place for students to work in groups or for instructors to conduct ad hoc class meetings. There are no archives available for open seminars.
- **From:** Enter the start date of the date range for your search.
- **To:** Enter the end date of the date range for your search.


You have been invited to the following seminars.

Note: Seminar list is updated on weekly basis. Not all seminars are scheduled in advance.

Search for Seminar

Term  1802C April 2018 Term ▾ Class All ▾

Seminar Type All ▾ Schedule Timed Seminar ▾ From 4/11/2018  To 5/23/2018  [View](#)

 [To Table View](#)

[k5][MD6]

Once you have selected your search criteria, click

[View](#)

Calendar View

Seminars that fall within the criteria selected in the **Search for Seminar** area appear in the calendar. The calendar runs from Wednesday to Tuesday, in parallel with the academic week. The default view is a week; however, you may change it to view today, a single day, or a month. You may also click the green arrows to view a previous or upcoming week.

The screenshot shows a calendar interface with a legend at the top right. The legend includes: Primary Instructor (person icon), Regular Seminar (blue square), Flexible Seminar (green square), and Supplemental Seminar (yellow square). The calendar displays dates from Wednesday, April 17 to Tuesday, April 23. A red box highlights the navigation controls: 'To Table View', 'v 2.0.36', 'Primary Instructor', 'Regular Seminar', 'Flexible Seminar', 'Supplemental Seminar', and a date range '18-24 April 2018'. A callout box points to the 'Today' column (April 23) and a horizontal red line, stating: 'The yellow column is todays date. The red line is the current time.'

Above the calendar in the upper-right corner is a legend that details the icon used to represent your primary instructor and which colors symbolize regular seminars, flexible seminars, and supplemental seminars.

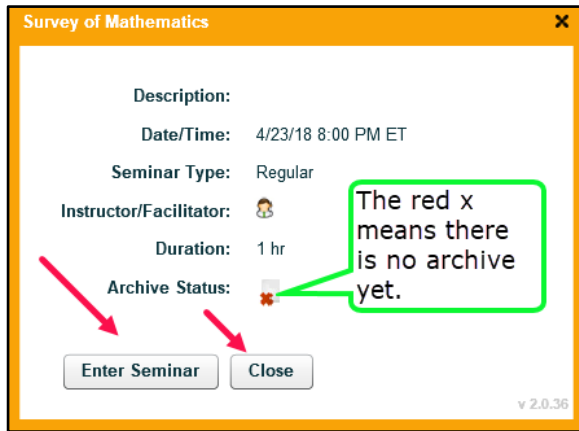
Primary Instructor Regular Seminar Flexible Seminar Supplemental Seminar

- **Primary Instructor:** The instructor for the section of the course in which you are registered.
- **Regular Seminar:** A scheduled, recurring class seminar. A regular seminar is held on a specific day and time that remains the same throughout the term. The scheduled day and time is visible prior to registration.
- **Flexible Seminar:** A seminar that students are invited to attend. The days and times may change throughout the term. The instructor creates and schedules the actual instances of each seminar. In addition, a flexible seminar may be led by an instructor other than the original instructor assigned to the course. The days and times that a flexible seminar may occur are not visible prior to registration or the start of the term.
- **Supplemental Seminar:** An additional seminar that is created and scheduled by an instructor. The days and times are not visible prior to registration or the start of the term.

Note: To view additional details about a specific seminar, double click the entry in the calendar.

From here you may have several options based on the date and time of the seminar.

- Enter Seminar:** This option appears 30 minutes before the seminar is scheduled to begin.
- Access Archive:** This option is available after the seminar has ended or if prior archived seminars are available.
- Close:** Selecting this option closes the pop-up window.



[k9][MD10]

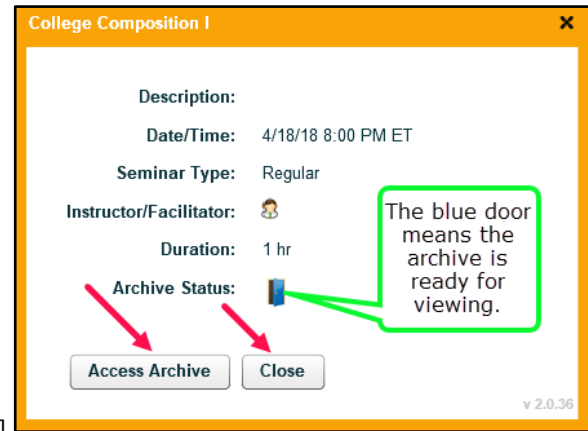


Table View

You can also view these additional details by selecting the **Table View** link located above the calendar. From this view, you also have the option to access a live or archived seminar. **Note:** to enter a seminar, click the seminar name, which turns into an active blue link 30 minutes before the seminar is scheduled to begin.

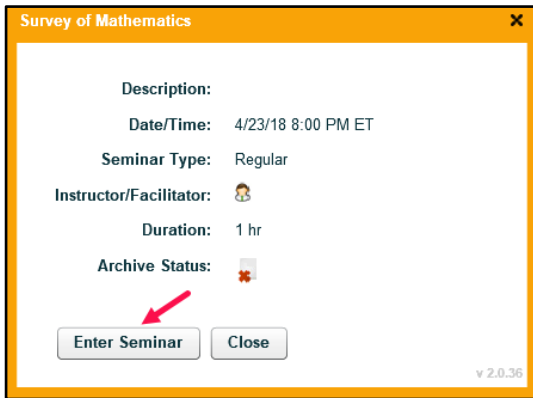
To Calendar View

v 2.0.36 👤 Primary Instructor ■ Regular Seminar ■ Flexible Seminar ■ Supplemental Seminar

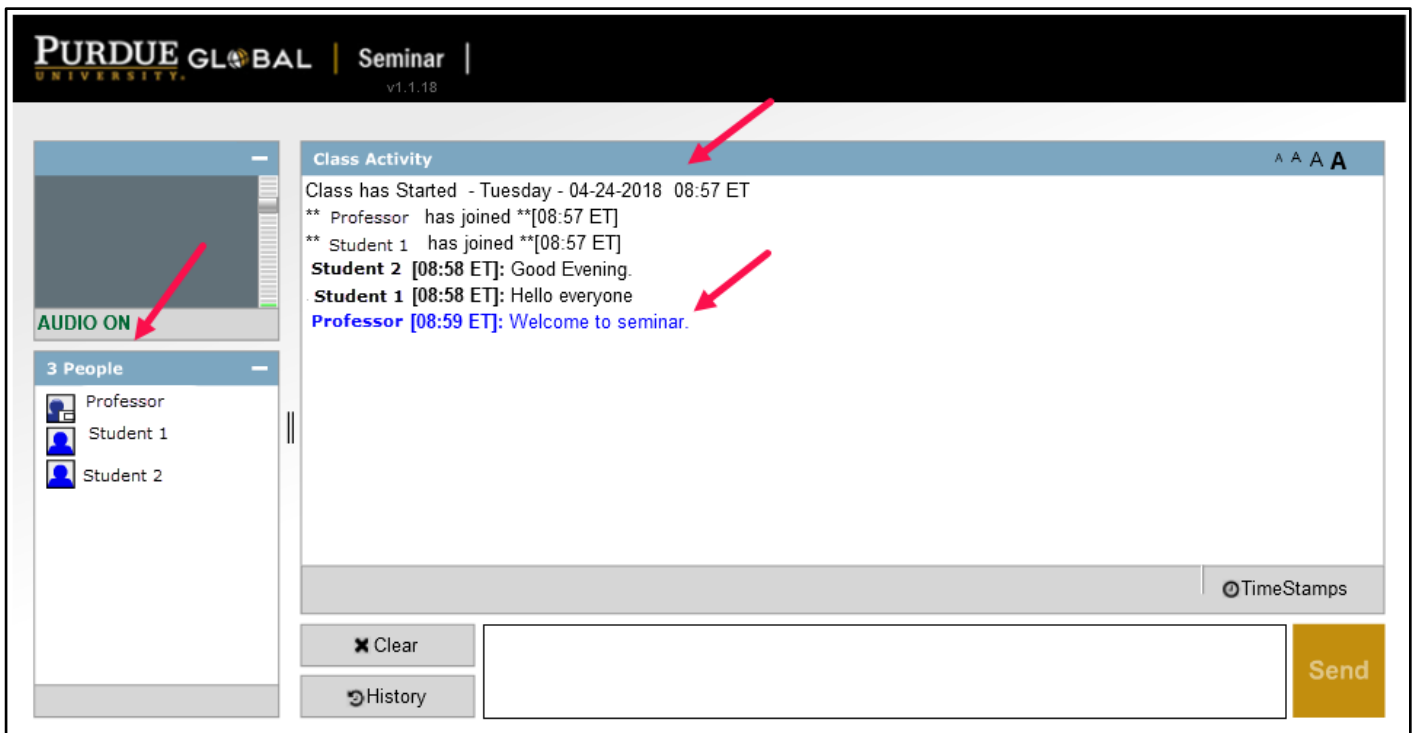
Date/Time (EST)	Seminar Name	Type	Faculty	Duration	Archive
5/23/18 8:00 PM ET	College Composition I	Regular	👤 Instructor	1 hr	🔴
5/21/18 8:00 PM ET	Survey of Mathematics	Regular	👤 Instructor	1 hr	🔴
5/16/18 8:00 PM ET	College Composition I	Regular	👤 Instructor	1 hr	🔴
5/14/18 8:00 PM ET	Survey of Mathematics	Regular	👤 Instructor	1 hr	🔴
5/9/18 8:00 PM ET	College Composition I	Regular	👤 Instructor	1 hr	🔴
5/7/18 8:00 PM ET	Survey of Mathematics	Regular	👤 Instructor	1 hr	🔴
5/2/18 8:00 PM ET	College Composition I	Regular	👤 Instructor	1 hr	🔴
4/30/18 8:00 PM ET	Survey of Mathematics	Regular	👤 Instructor	1 hr	🔴
4/25/18 8:00 PM ET	College Composition I	Regular	👤 Instructor	1 hr	🔴
4/23/18 8:00 PM ET	Survey of Mathematics	Regular	👤 Instructor	1 hr	🚪
4/18/18 8:00 PM ET	College Composition I	Regular	👤 Instructor	1 hr	🚪

Entering a Seminar

To enter a seminar, click on the **Enter Seminar** button in the seminar dialog box.



The **Seminar Window** contains the seminar activity, which can vary depending on which feature or function the instructor opens during the session.



Communicating During a Seminar

There are two ways to post messages during a seminar. The first is in the **Class Activity** area, the main chat area where most of the class communication takes place. The second is via instant messaging (IM).

During the seminar, messages are viewed by all participants in the **Class Activity** area.

If your instructor has enabled instant messaging, messages can be shared between instructors and students or between students in the IM popup window. For additional instructions, see the **Instant Messaging** section.

The screenshot shows the Purdue Global Seminar interface. On the left is a '3 People' participant list with 'Professor', 'Student 1', and 'Student 2'. The main area is titled 'Class Activity' and displays a log of events: 'Class has Started - Tuesday - 04-24-2018 08:57 FT', 'Professor has joined **[08:57 ET]', 'Student 1 has joined **[08:57 ET]', 'Student 2 [08:58 ET]: Good Evening.', 'Student 1 [08:58 ET]: Hello everyone', and 'Professor [08:59 ET]: Welcome to seminar.'. An 'Instant Messaging Window' is overlaid on the right, titled 'IM w/ Student 1', containing a text input field with the placeholder 'This text is seen privately.' and a 'Send' button. A red callout box points to the IM window with the text 'Instant Messaging Window.'.

[k11][MD12]

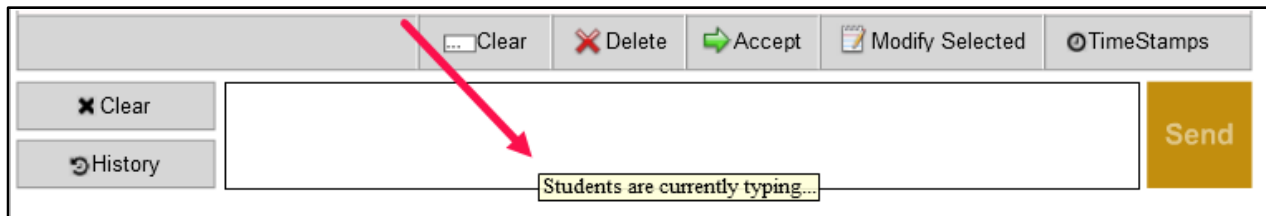
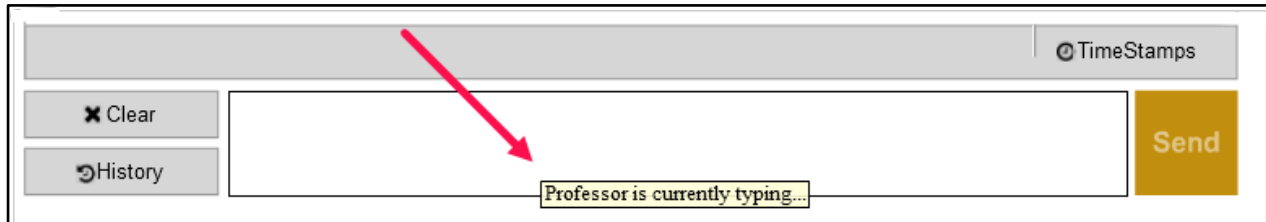
The following are some important things to note about user events and posts in the **Class Activity** area:

- A timestamp appears whenever someone enters the seminar, exits the seminar, or posts a message. All timestamps are recorded in Eastern Time. Timestamps are also visible in archived seminars.
- Student posts appear in black text, while the instructor's comments appear in blue.
- To see a participant's user name, use your mouse to hover over his or her name in the **Participant Window**.

This screenshot highlights specific features in the 'Class Activity' feed. A red callout box labeled 'Timestamp' points to the time '08:57 ET' in the event log. Another red callout box labeled 'Instructor comments are always in blue.' points to the blue text of the professor's message. A third red callout box labeled 'Participants' points to the participant list on the left side of the interface.

Chat Status Indicators

When the instructor begins typing, a small, yellow box appears near the text entry box that reads, "Professor is currently typing..." When you begin typing, your instructor sees a message that indicates a student is typing.

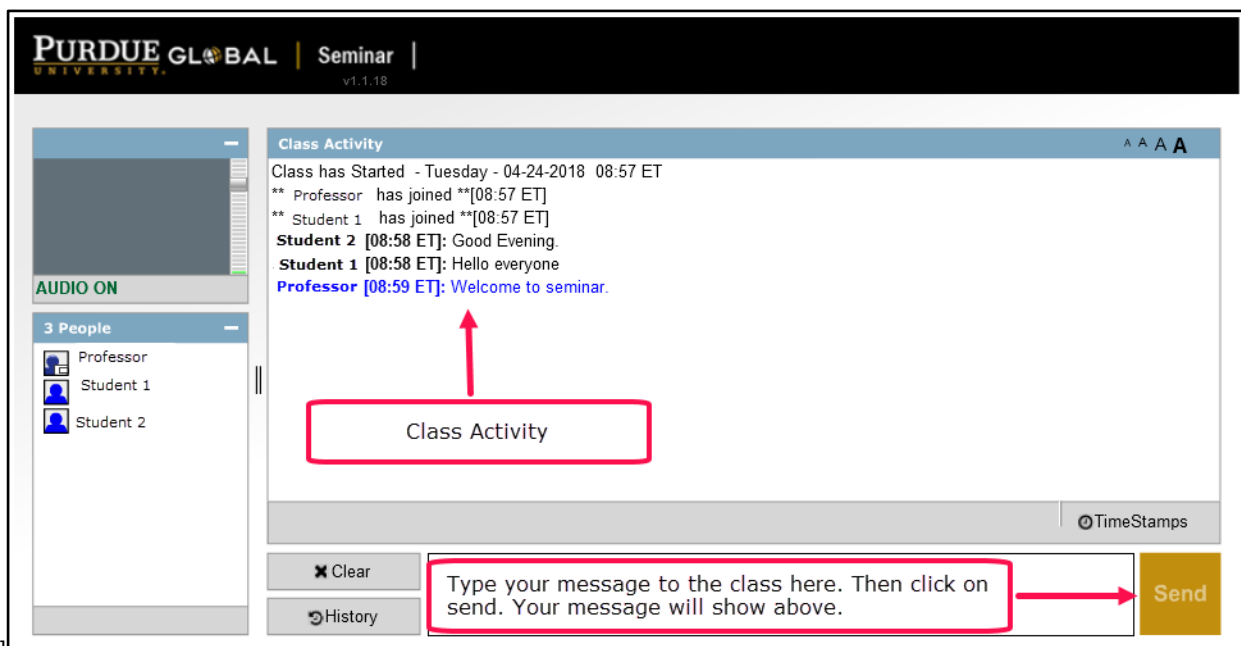


[k13][MD14]

Chat Modes

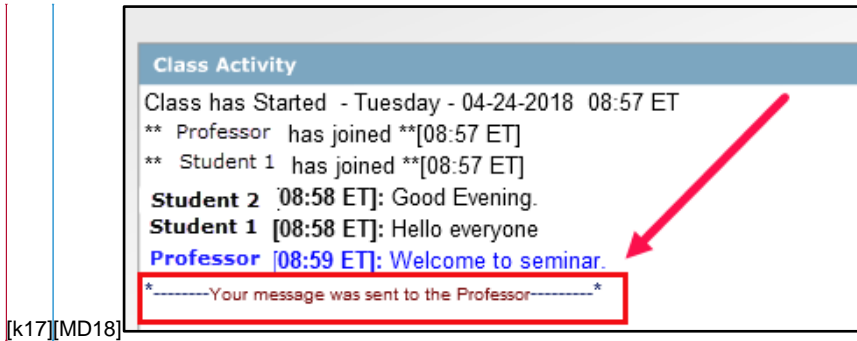
There are two chat modes within a seminar: open chat and moderated chat. Most instructors choose to conduct seminars using open chat.

To participate in a seminar, you type a message in the text entry box and click the **Send** button. If the instructor has selected the open chat mode, your text immediately becomes visible to all seminar participants in the **Class Activity** area.



[k15][MD16]

If your instructor has selected moderated chat, your instructor has the ability to edit a post before displaying it to the group. **Your message must be accepted by the instructor before it is visible to all participants; therefore, you do not see your text appear immediately in the Class Activity area.** Instead, you see the following message:

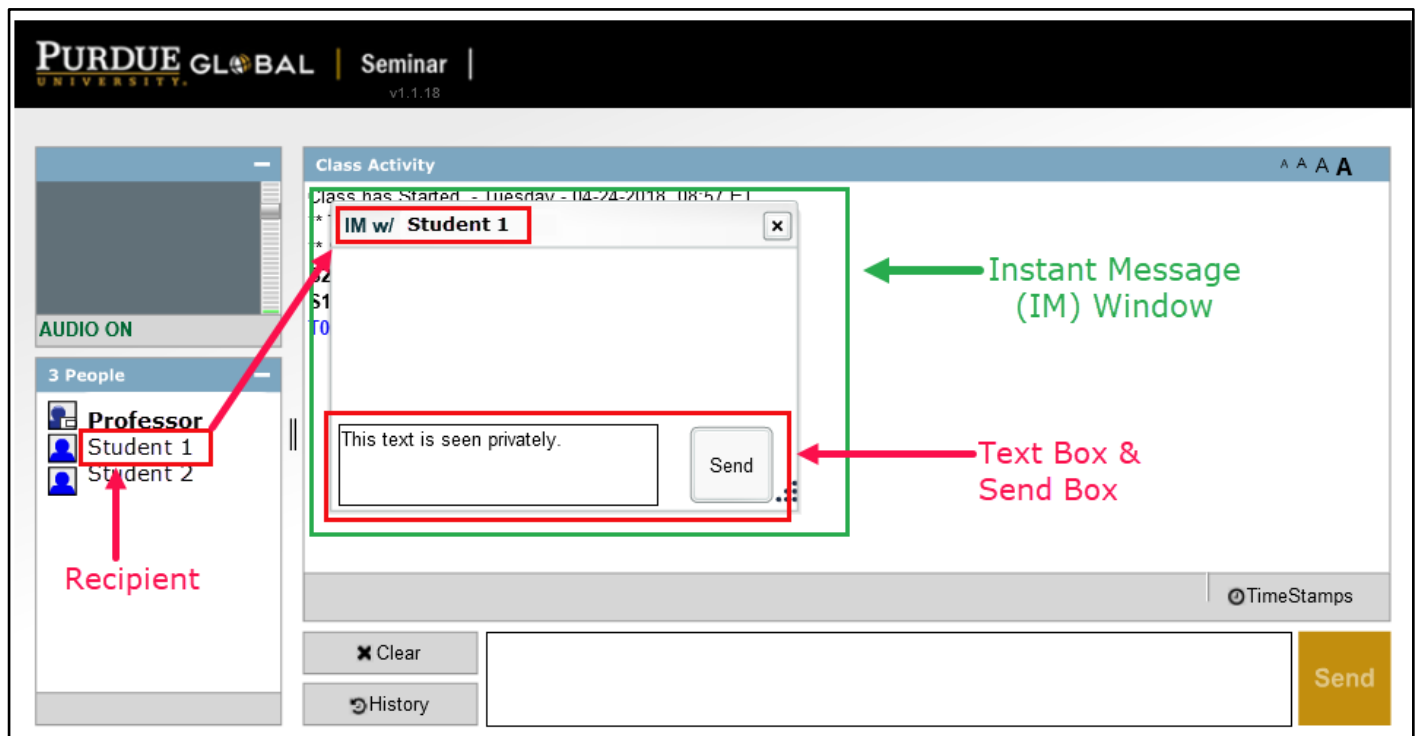


Instant Messaging

Instant messaging allows students and instructors to privately exchange messages.

To send an instant message:

- Click on the intended recipient in the Participant Window.
- An IM window opens with the individual's name on it.
- Type in the text entry box and click **Send** to deliver the instant message.



Audio Status Indicator

In audio-enabled seminars, there are status indicators that enable you to see if your professor has activated his or her microphone. If the instructor does not have his or her microphone turned on, you see a **No Audio** message in the audio area.

Once the microphone has been activated, you see an **Audio On** message.

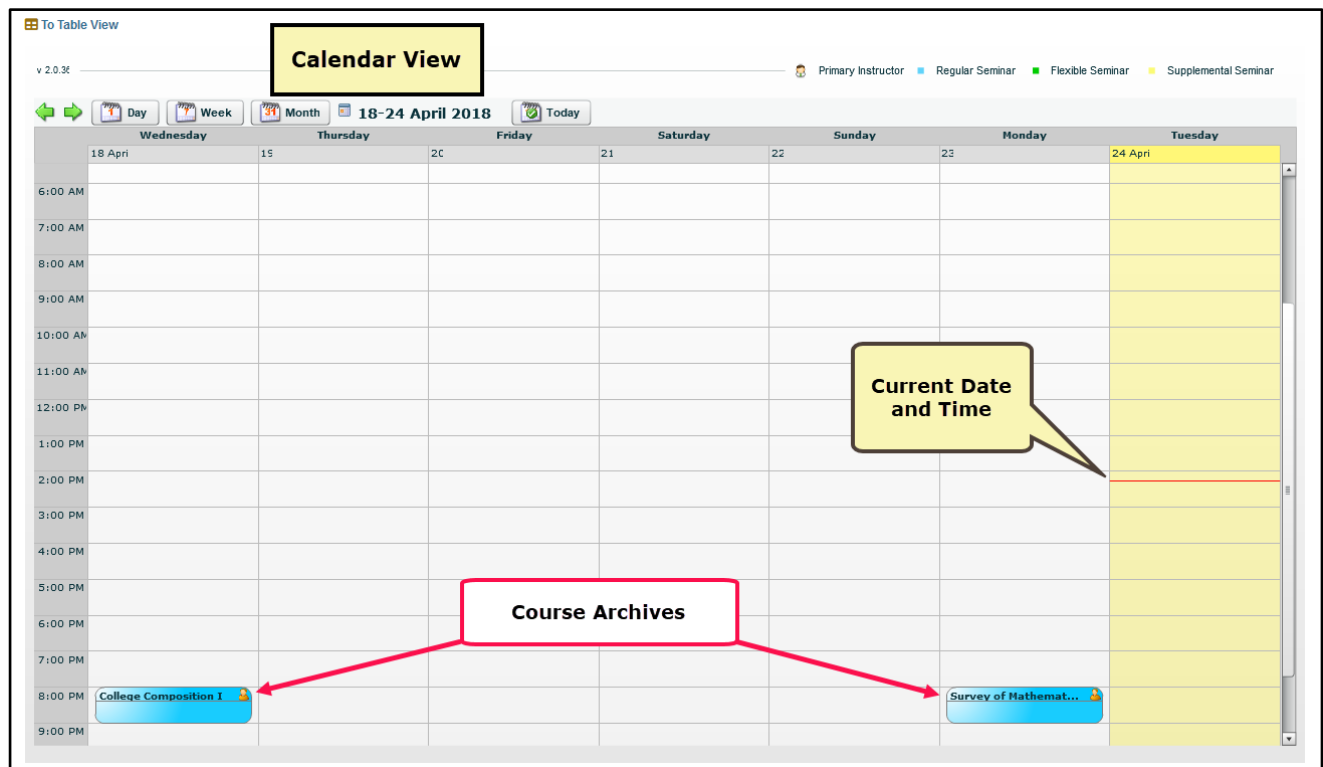
You can adjust the quality of the audio by using the slider bar on the right of the Instructor Window, when the window is expanded.

You can expand or collapse the Instructor Window by clicking the plus (+) or minus (-) sign next to the instructor's name. [k19][MD20]

Accessing an Archived Seminar

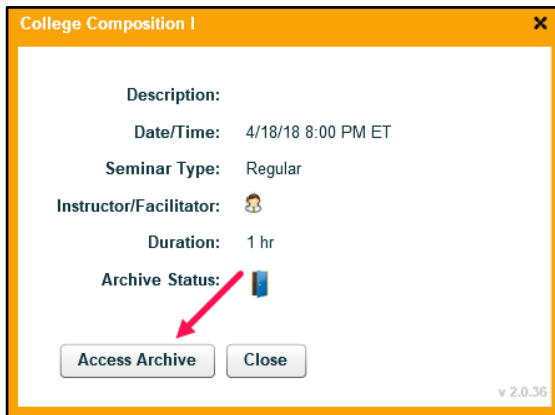
You may access an archived seminar 4 hours after the seminar has ended.

1. In the **Calendar View**, click on the seminar session you want to view in the calendar.
2. The seminar dialogue box displays details about the seminar session.

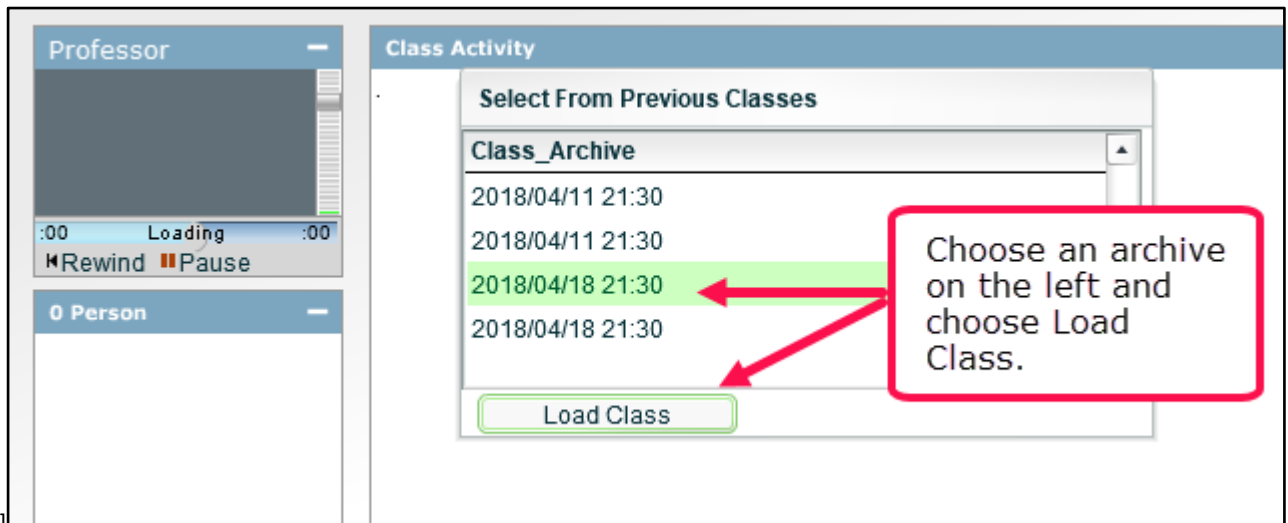


[k21][MD22]

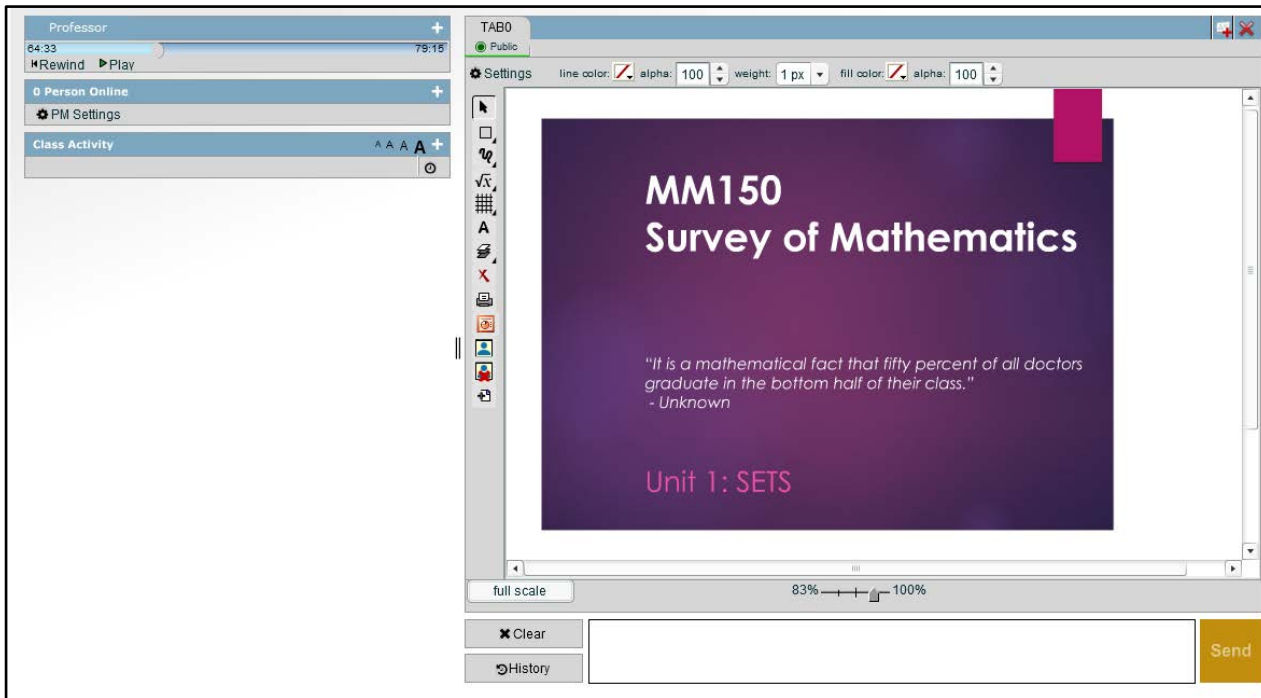
3. Check the status of the archive; a blue door icon indicates the archive is ready to view.



4. Click the **Access Archive** button.
5. Scroll through the list of classes (organized chronologically) and select one by clicking it.
6. Click the **Load Class** button.
7. The archived seminar loads.

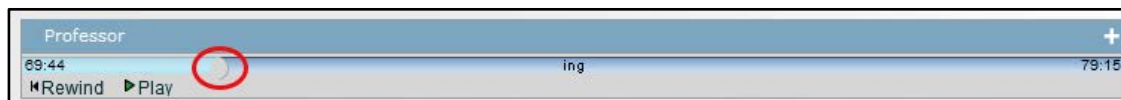


[k23][MD24]



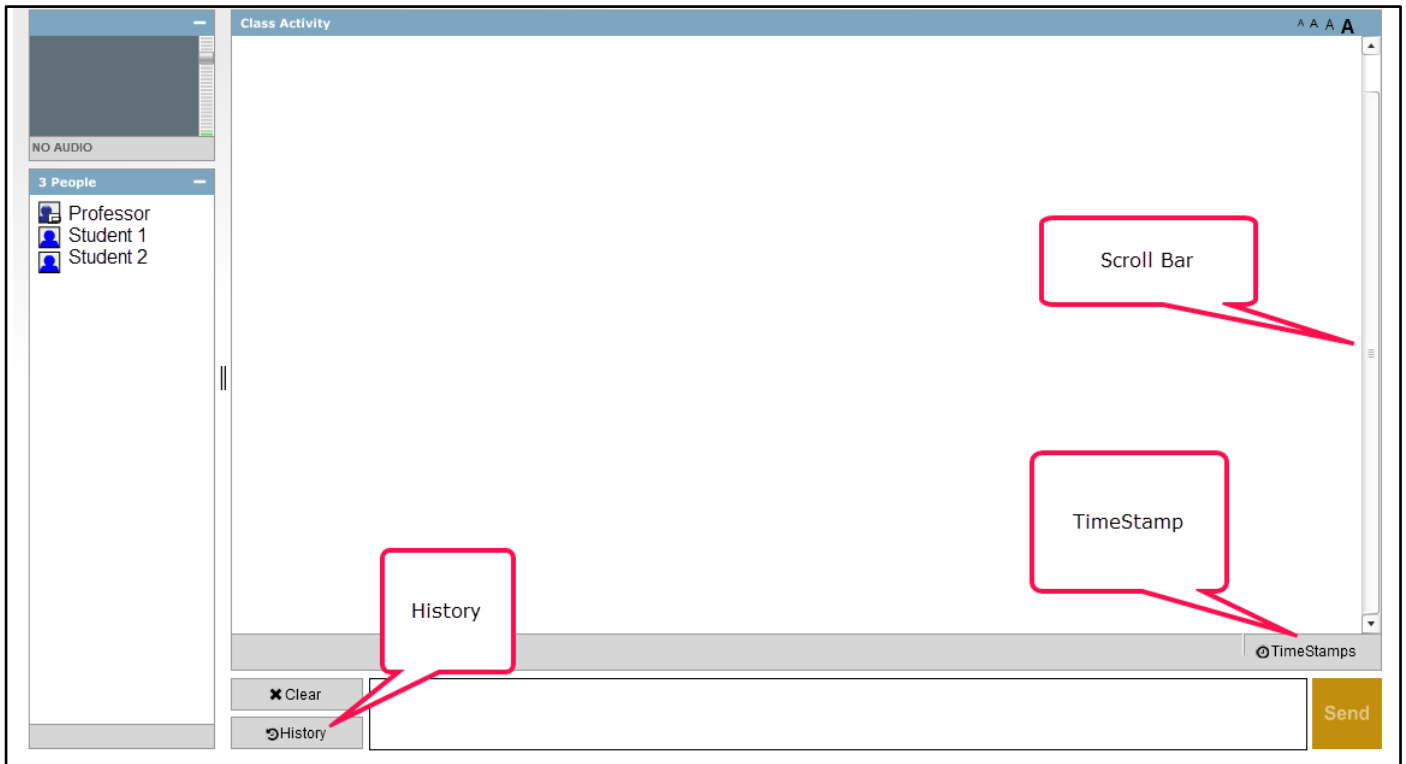
Viewing an Archived Seminar

The archive controls are located in the upper-left corner of the archived seminar. Archived seminars automatically start in **Play** mode; however, you can click **Pause** or **Rewind** as needed.

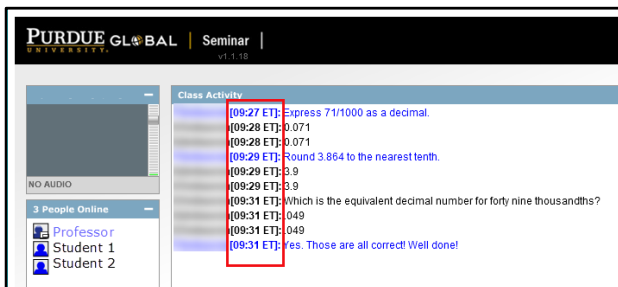


An archived seminar looks the same as a live seminar. The only difference is that it is recorded and you cannot participate in the archived seminar.

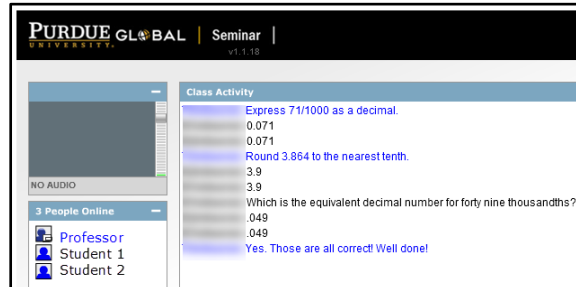
- While viewing the archived seminar, you can choose whether or not you would like the timestamps displayed. Clicking the **TimeStamps** button removes the timestamps. Clicking the button again restores the timestamps.
- Clicking the **History** button in the **Class Activity** area allows you to view the full transcript of the seminar.
- You can use the scroll bar to view the transcript of the seminar.
- To print the transcript, click the **History** button. In the window displaying a full transcript of the seminar, click the **Print** button.



Class Activity with Timestamp



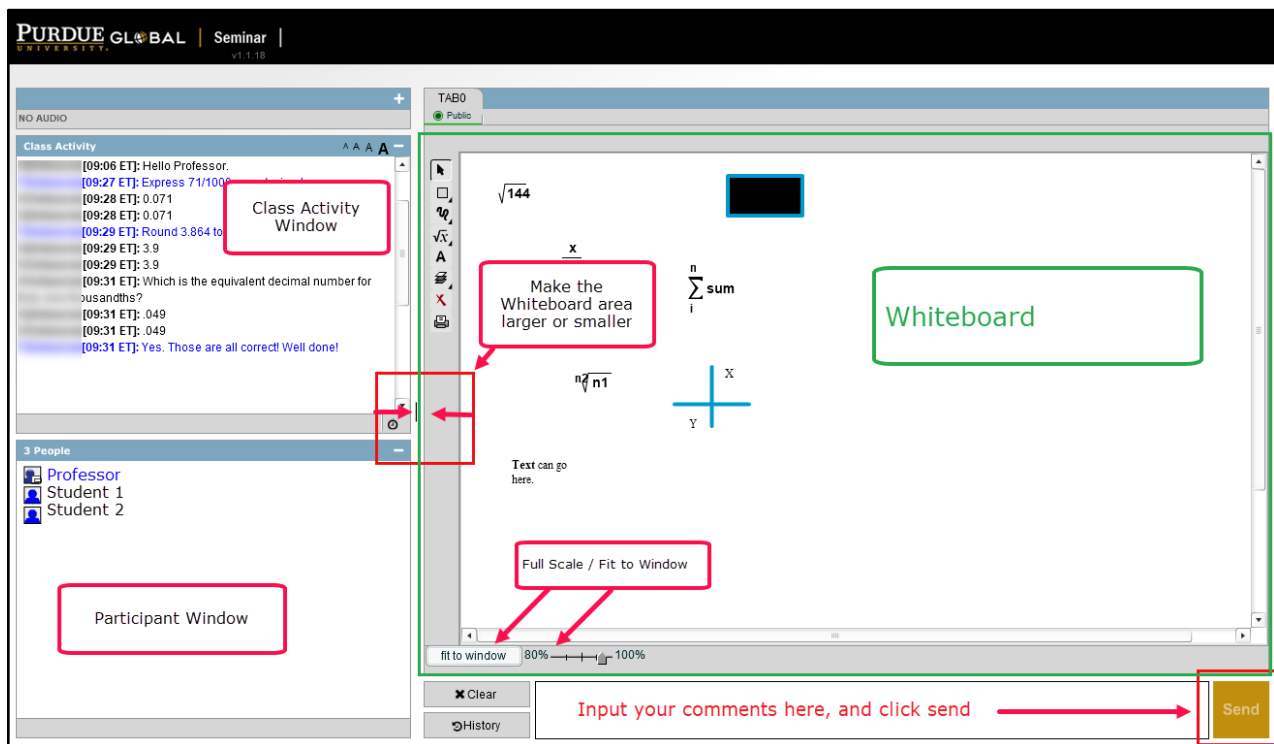
Class Activity without Timestamp



Using the Whiteboard

The **Whiteboard** area includes tools that can help enhance teaching and learning. The whiteboard:

- Enables you to view an instructor's PowerPoint presentation
 - Encourages collaboration with drawing and text tools
1. For a better view of an instructor's PowerPoint presentation, you may toggle the **Full Scale/Fit to Window** area and adjust the size using the scale bar as needed.
 2. The **Participant Window** is minimized when you open the whiteboard. To maximize the window and view the list of participants, click the **Plus (+)** button.
 3. When the whiteboard is active, the **Class Activity** area is automatically resized and moved to the left, as shown in. It remains in this position until the whiteboard is closed.
 4. To continue the discussion when the whiteboard is active, type your comments in the text entry box and click **Send**.
 5. If your instructor gives you permission to use the whiteboard, a cream-colored rectangle appears in the drawing space of the whiteboard.



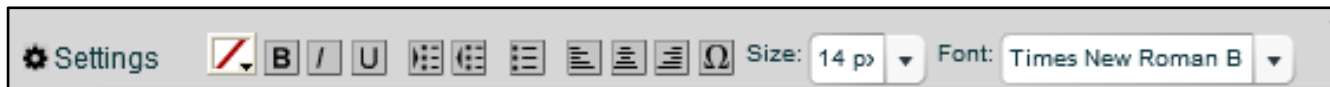
Using the Whiteboard's Text, Drawing, and Math Tools

If your instructor has given you permission, you can use the whiteboard's text, drawing, and math tools.

The **Tool Settings Menu Bar** at the top of the whiteboard has options that allow you to change the attributes of the tools you are using including line color, weight (line thickness), and the color of the fill.



These options change when a text tool is selected. Standard text editing options include color, bold, italic, underline, bullets, numbering, align left, center, or right, math symbols, font, and font size.



The left margin of the whiteboard contains the whiteboard editing tools. Some of the tools have a primary tool icon and a secondary tool menu. You can rollover each of the tools with your mouse for a popup reminder of how the tool can be used. The attributes for the tool you select display in the **Tool Settings Menu Bar** at the top. See Table 1 for a list of the tools and their functions. Examples of how each tool is used follow the table.

To use a tool, click on its icon and then click on the whiteboard. To adjust the attributes of the item, click on the item and then select an attribute from the **Tool Settings Menu Bar**.

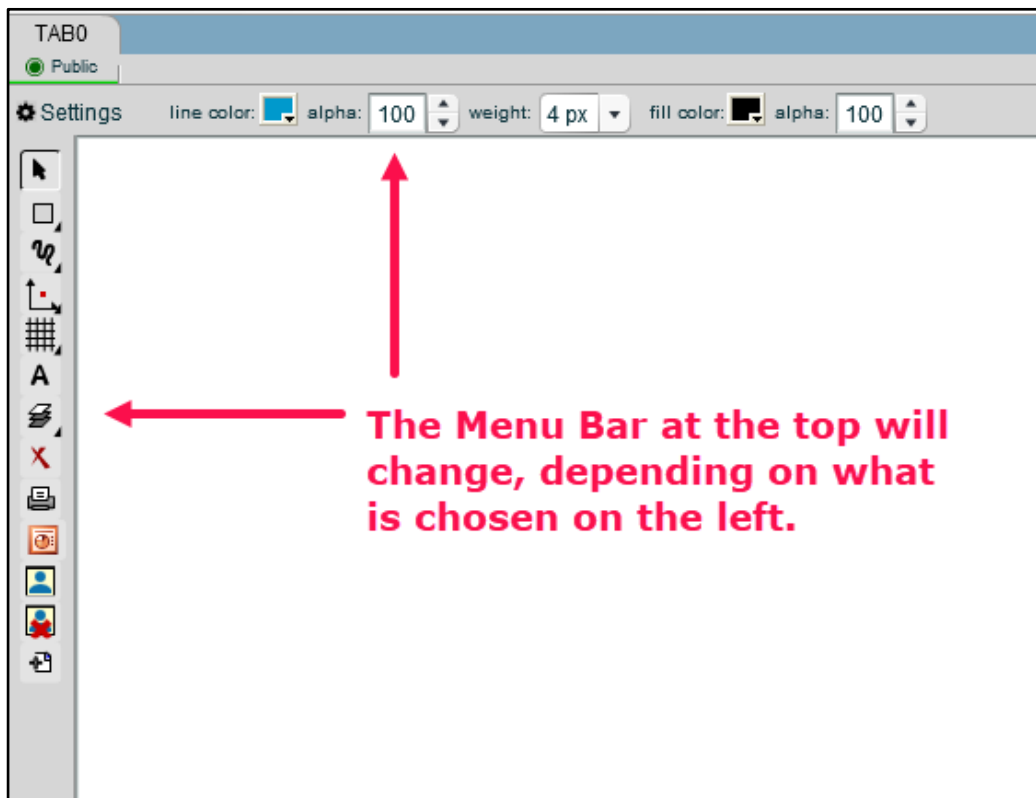


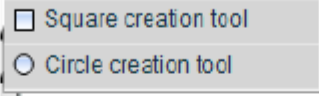

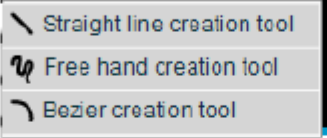

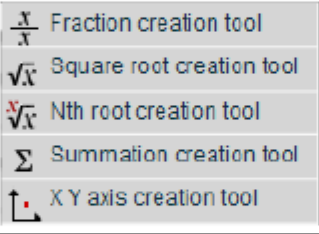

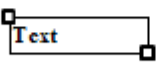

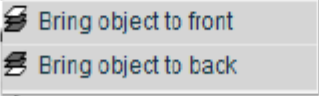




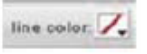




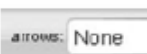


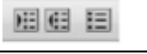




Table 1

Primary Tool Icon	Primary Tool Name	Secondary Tools	Function
	Selection Tool		Move or alter an object using the Tool Settings Menu Bar.
	Filled Object Creation Tool		Draw a circle, oval, square, or rectangle.
	Line Creation Tool		Draw a straight line, free hand, or a curved line.
	Math Creation Tool		Create fractions, square root equations, nth root equations, summation equations, or X and Y axes. The editable areas will be highlighted for you to enter numbers or text.
	Text Tool		Add text.
	Object Order Tool		Move objects in front of or behind other objects on the whiteboard.
	Delete Tool		Delete items on the whiteboard.
	Print Tool		Print the active whiteboard.

The Tool Settings Menu Bar

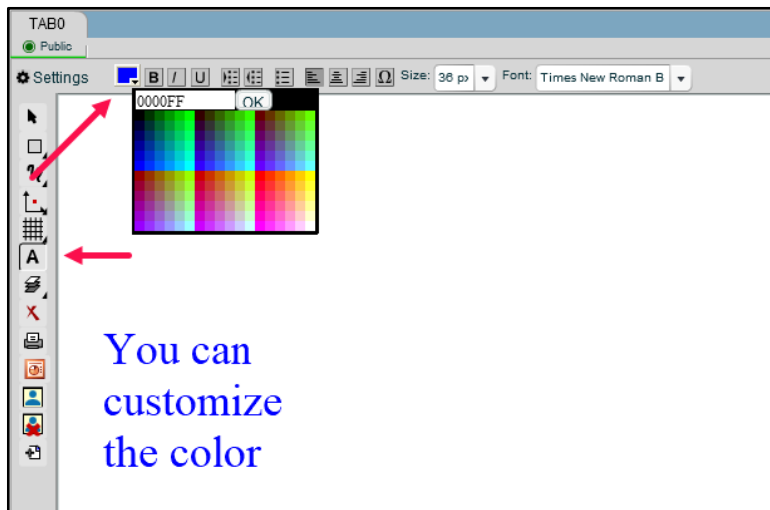
The **Tool Settings Menu Bar** stretches horizontally across the top of the whiteboard drawing space. This menu bar has different buttons that are activated once their corresponding editing tool is selected.

Table 2

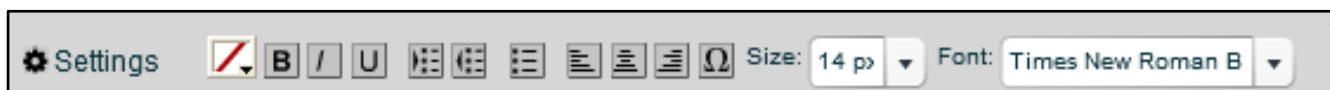
Primary Tool Icon	Primary Tool Name	Function
	Line Color	Select a different line color.
	Alpha (line)	Change the transparency of the lines bordering an object.
	Weight (line thickness)	Increase or decrease the thickness of a line.
	Fill Color	Display different colors on the inside of objects/shapes.
	Alpha (object)	Change the transparency of an object on the whiteboard. (Filled objects only)
	Arrows	Designate whether you want to add an arrow to one or both ends of a line. (Line Creation tool only)
	Standard text editing tools	Change the color of the text, bold the text, italicize the text, or underline the text.
	Standard text editing tools	Align the text left, center, or right.
	Standard text editing tools	Indent left or right or apply bullets to the selected text.
	Standard text editing tools	To insert any of these symbols into the text, position the cursor where you want the symbol in the text, select the Symbol tool, and then select the desired symbol.
	Standard text editing tools	Change the font size.
	Standard text editing tools	Select a different font.
	Standard text editing tools	Alter the size of the grid boxes. (Grid tool only)

Entering Text

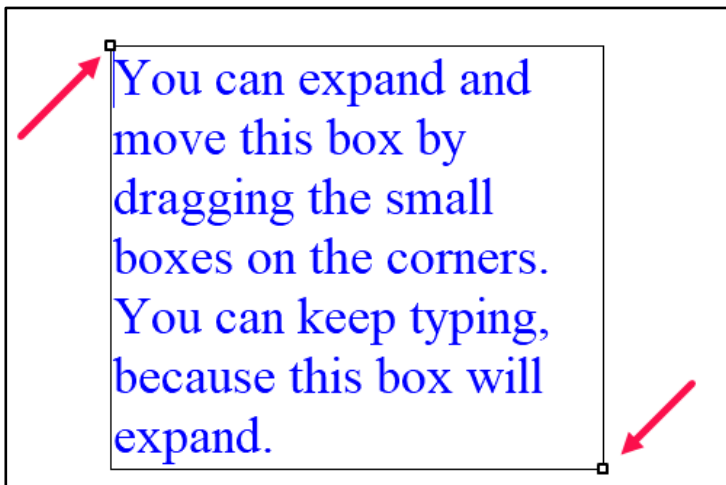
1. Select the **Text** tool then click on the whiteboard.



2. Make any desired modifications to the text attributes using the **Tool Settings Menu Bar**.

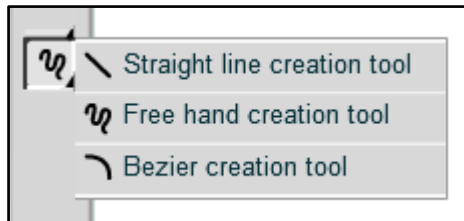


3. You can expand the text box by dragging the small boxes at the corners of the text box or by typing until all your text is entered.
4. Once you are done typing, click a tool on the vertical tool bar to indicate you are finished with the **Text** tool. The text you have entered then appears on the screen.

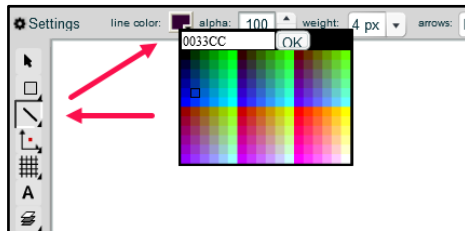


Drawing Tools

1. Click the **Line Creation** tool on the whiteboard's toolbar.
2. Select a **Line Creation** tool from the secondary options available.



3. Click **Line Color** and select the desired color for your line.



4. Click the arrows next to **Alpha** to change the transparency of the line (optional).



5. Click the **Weight** dropdown menu to change the thickness of the line (optional).



6. Click **Line Creation** tool again. Then, select the **Free Hand Creation** tool to begin drawing freehand, or select the tool used to create straight or curved lines.

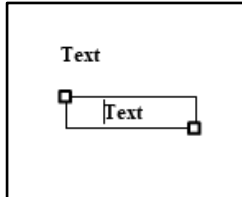


Inserting Math Symbols

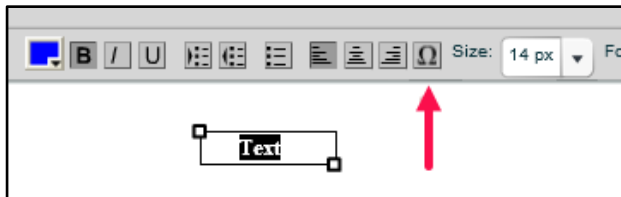
1. Click on the **Text** tool in the left menu bar.



2. Click on the main whiteboard drawing area to activate the text box.



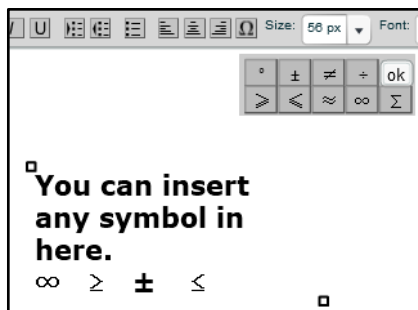
3. Select the **Insert Symbol** icon from the **Tool Settings Menu Bar**.



4. Select the math symbol to insert and click **OK**.



5. Type the rest of the sentence or equation. In this example, the infinity sign was selected from the symbol menu and inserted into the text.

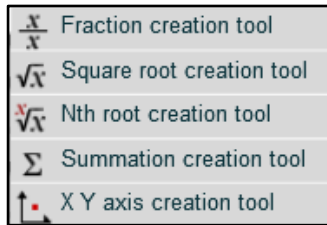


Creating Fractions

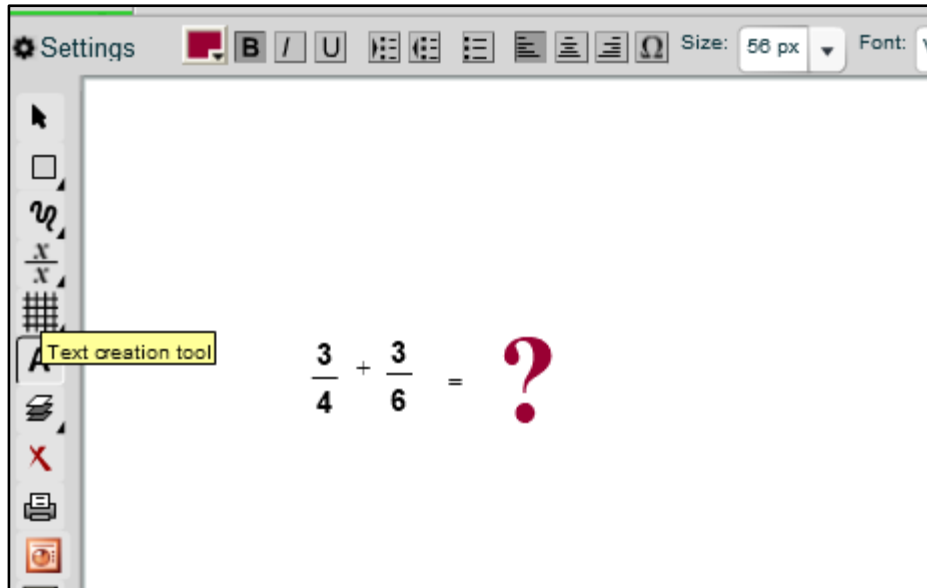
1. Click the **Math Creation** tool in the left menu bar.



Then select the **Fraction Creation** tool.

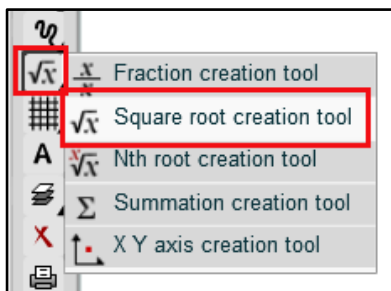


2. Enter numbers for each X in the fraction. You can also use the other tools to hand draw changes onto the entered fraction.



Creating Square Root Equations

1. Click the **Math Creation** tool in the left menu bar. Then select the **Square Root Creation** tool.



2. Enter numbers where there is an "n" in the equation.

$$\sqrt{n1} \text{ becomes } \sqrt{36}$$