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 seminar link becomes active on the day of the seminar.
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 **My Seminars** search tool consists of two main features:

a. The **Search for Seminar** area
b. The **calendar** or **table view** of available seminars
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.

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.
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**: 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.
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.

### 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 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.
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.

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.

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.
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.
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.

Choose an archive on the left and choose Load Class.
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.
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**.

The **Menu Bar at the top will change, depending on what is chosen on the left.**
<table>
<thead>
<tr>
<th>Primary Tool Icon</th>
<th>Primary Tool Name</th>
<th>Secondary Tools</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Selection Tool Icon" /></td>
<td>Selection Tool</td>
<td></td>
<td>Move or alter an object using the Tool Settings Menu Bar.</td>
</tr>
</tbody>
</table>
| ![Filled Object Creation Tool Icon](image) | Filled Object Creation Tool               | ![Square creation tool](image)
  ![Circle creation tool](image) | Draw a circle, oval, square, or rectangle.                                       |
| ![Line Creation Tool Icon](image) | Line Creation Tool                        | ![Straight line creation tool](image)
  ![Free hand creation tool](image)
  ![Bezier creation tool](image) | Draw a straight line, free hand, or a curved line.                              |
| ![Math Creation Tool Icon](image) | Math Creation Tool                        | ![Fraction creation tool](image)
  ![Square root creation tool](image)
  ![Nth root creation tool](image)
  ![Summation creation tool](image)
  ![X Y axis creation tool](image) | 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 Icon](image) | Text Tool                                 | ![Text](image)                                                                  | Add text.                                                               |
| ![Object Order Tool Icon](image) | Object Order Tool                         | ![Bring object to front](image)
  ![Bring object to back](image) | Move objects in front of or behind other objects on the whiteboard.        |
| ![Delete Tool Icon](image) | Delete Tool                               |                                                                                | Delete items on the whiteboard.                                         |
| ![Print Tool Icon](image) | 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>
<thead>
<tr>
<th>Primary Tool Icon</th>
<th>Primary Tool Name</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Line Color</td>
<td>Select a different line color.</td>
</tr>
<tr>
<td></td>
<td>Alpha (line)</td>
<td>Change the transparency of the lines bordering an object.</td>
</tr>
<tr>
<td></td>
<td>Weight (line thickness)</td>
<td>Increase or decrease the thickness of a line.</td>
</tr>
<tr>
<td></td>
<td>Fill Color</td>
<td>Display different colors on the inside of objects/shapes.</td>
</tr>
<tr>
<td></td>
<td>Alpha (object)</td>
<td>Change the transparency of an object on the whiteboard. (Filled objects only)</td>
</tr>
<tr>
<td></td>
<td>Arrows</td>
<td>Designate whether you want to add an arrow to one or both ends of a line. (Line Creation tool only)</td>
</tr>
<tr>
<td></td>
<td>Standard text editing tools</td>
<td>Change the color of the text, bold the text, italicize the text, or underline the text.</td>
</tr>
<tr>
<td></td>
<td>Standard text editing tools</td>
<td>Align the text left, center, or right.</td>
</tr>
<tr>
<td></td>
<td>Standard text editing tools</td>
<td>Indent left or right or apply bullets to the selected text.</td>
</tr>
<tr>
<td></td>
<td>Standard text editing tools</td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>Standard text editing tools</td>
<td>Change the font size.</td>
</tr>
<tr>
<td></td>
<td>Standard text editing tools</td>
<td>Select a different font.</td>
</tr>
<tr>
<td></td>
<td>Standard text editing tools</td>
<td>Alter the size of the grid boxes. (Grid tool only)</td>
</tr>
</tbody>
</table>
**Entering Text**

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

![Text tool with color customization option]

You can customize the color

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

![Tool Settings Menu Bar with color and font options]

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.

![Text box with expand and move options]

**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.

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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.

\[ \sqrt{n1} \text{ becomes } \sqrt{36} \]