

Preloading a whiteboard slide in your virtual room

1. Using Powerpoint, create the slide you want to pre-load. Save as a PNG file. You will then need to log into an Elluminate room and load it. Once loaded, save it as a whiteboard (WBD) file: File > Save > Whiteboard. Select current screen and make sure to set the file type as WBD.
2. Log out of the session and log into the SAS (using your username/password).
<https://sas.elluminate.com/site/external/login/user>
3. Click on Utilities > Meetings
4. You will need to click the green checkmark to Accept.
5. Once the list loads, select the room where you want to load the slide and click Advanced icon.

Blackboard collaborate

My Schedule Profile Utilities

Meeting Sessions

Close Sort/Filter All None New Edit Delete Meeting Defaults Email Templates Advanced Rooms Invitees Join

| Meeting Session | Start Time | End Time | Invitees | Mm: | Wbd | Rooms |
|----------------------|---------------------|---------------------|----------|-----|-----|-------|
| DOUG'S APRIL 18 TEST | 2011-06-27 09:30 PM | 2011-06-27 10:30 PM | 1 | 0 | 0 | 0 |
| DOUG'S APRIL 18 TEST | 2012-04-18 09:30 AM | 2013-04-18 10:30 AM | 1 | 0 | 0 | 0 |
| DOUG'S APRIL 18 TEST | 2012-04-09 03:00 PM | 2013-04-09 04:00 PM | 1 | 0 | 0 | 0 |

* Meeting Session
* Start Time:
* End Time:
* Host Name:
Access:
Session Type:
Min Level:
Max Level:

Highlight session
Click "Advanced"

6. In the new window, click the **Plan/Whiteboard** button.

Advanced Meeting Session Information

Previous Edit Plan/Whiteboard Plan/Whiteboard Plan/Whiteboard Multimedia Add Multimedia Remove Multimedia

Session Name: DOUG'S APRIL 18 TEST

Session UID: M.C105E228127AA78C64F67EC515465E

Add To Calendar

< LINKS >

Owner Link: <https://sas.elluminate.com/m.jnlp?miuid=9D09D284140E997EC394868F1B93E812&sid=1005>

Guest Link: <https://sas.elluminate.com/m.jnlp?password=M.9EAE7090BEE182D630478E6FA8E66E&sid=1005>

Playback Link: <https://sas.elluminate.com/mr.jnlp?suid=M.C105E228127AA78C64F67EC515465E&sid=1005>

Playback List: <https://sas.elluminate.com/mrlst?suid=M.C105E228127AA78C64F67EC515465E&sid=1005>

Playback Table: <https://sas.elluminate.com/mrtbl?suid=M.C105E228127AA78C64F67EC515465E&sid=1005>

Click on Plan/Whiteboard

7. In the new window, click **Upload New**, then browse your computer for the desired whiteboard file (.wbd)

Whiteboard/Plan Files

Previous Sort/Filter All None **Upload New** Replace Edit Delete Down-loads CSV Export Data

| File Name | Created | Size (MB) | Courses | Drop Ins | Meeting |
|-----------|---------|-----------|---------|----------|---------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Click on Upload New
Browse your computer
for whiteboard file (.wbd)

Once uploaded, the file will be listed in the table.

Whiteboard/Plan Files

Previous Sort/Filter All None **Upload New** Replace Edit Delete Down-loads CSV Export Data

| File Name | Created | Size (MB) | Courses | Drop Ins | Meeting |
|---------------|---------------------|-----------|---------|----------|---------|
| test_file.wbd | 2012-05-16 03:16 PM | 0.0023 | 0 | 0 | 0 |
| | | | | | |
| | | | | | |

File appears in list
after upload

Click Previous
for next step to have
this file preloaded

8. Click **Previous**.

9. Click the **Plan/Whiteboard** icon to right with green play button icon. The Add whiteboard window opens.

Advanced Meeting Session Information

Previous Edit Plan/Whiteboard **Plan/Whiteboard** Plan/Whiteboard Add Multimedia Remove Multimedia

Session Name: DOUG'S APRIL 18 TEST

Session UID: M.C105E228127AA78C64F67EC515465E

Add To Calendar

< LINKS >

Owner Link: https://sas.illuminate.com/m.jnlp?miuid=9D09D284140E997EC394868F1893E812&sid=1005

Guest Link: https://sas.illuminate.com/m.jnlp?password=M.9EAE70908EE182D630478E6FA8E66E&sid=1005

Playback Link: https://sas.illuminate.com/mr.jnlp?suid=M.C105E228127AA78C64F67EC515465E&sid=1005

Playback List: https://sas.illuminate.com/mrlst?suid=M.C105E228127AA78C64F67EC515465E&sid=1005

Playback Table: https://sas.illuminate.com/mrtbl?suid=M.C105E228127AA78C64F67EC515465E&sid=1005

Click on Plan/Whiteboard
w/green icon to preload
whiteboard previously
uploaded

10. Select the whiteboard file uploaded in previous step.

11. Click **Accept** to preload this whiteboard into the session.

Add Whiteboard/Plan Preload File To Session

Previous Accept Sort/Filter

Highlight whiteboard to preload
click accept
This whiteboard will now show up
in session each time (see next step to remove)

| | File Name | Created | Size (MB) |
|--------------------------|---------------|---------------------|-----------|
| <input type="checkbox"/> | test_file.wbd | 2012-05-16 03:16 PM | 0.0023 |

12. Now when you log into the session, you should see the screen preloaded.

13. If you want to change the whiteboard, you will first need to remove the current one. Click on the Plan/Whiteboard with the red play button icon, select/highlight the whiteboard that is currently preloaded, and click accept. You can now go back to Step 1 to load a new slide.

Advanced Meeting Session Information

Previous Edit Plan/Whiteboard Plan/Whiteboard Plan/Whiteboard with red play icon Add Multimedia Remove Multimedia

Session Name: DOUG'S APRIL 18 TEST

Session UID: M.C105E22B127AA78C64F67EC515465E

Add To Calendar

< LINKS >

Click Plan/Whiteboard with red icon to remove preloaded whiteboard

Remove Whiteboard/Plan Preload File From Session

Previous Accept

Remove whiteboard from preload, highlight file, click accept

| | File Name | Created | Size (MB) |
|--------------------------|---------------|---------------------|-----------|
| <input type="checkbox"/> | test_file.wbd | 2012-05-16 03:16 PM | 2384 |