

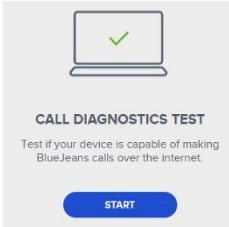


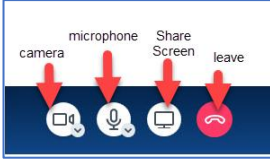

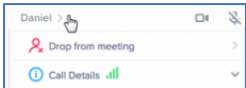
Note: Make sure you have the two other important checklists: **Part A: Hardware Checklist** and **Part B: Software Checklist**


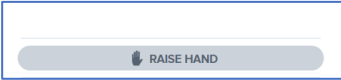
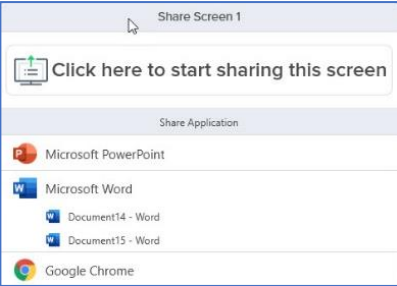
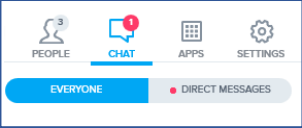
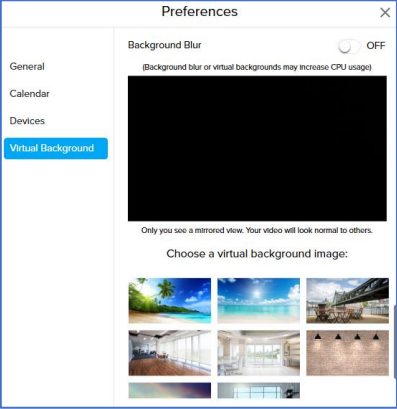
This technology checklist is for students to help them be prepared for learning via one or all of NIC’s core learning platforms: 1. **BlueJeans** (video conferencing); 2. **Blackboard Learn** (course learning) and 3. **NIC MediaSpace** (Kaltura - video streaming and storage)

1. BlueJeans: Video Conferencing Platform



We recommend you test and demonstrate you can log in, navigate, and undertake key activities in BlueJeans. BlueJeans will be the video conferencing platform used by instructors who are teaching Digital Learning Scheduled courses (DLS) for scheduled, live classes via the platform. Other instructors may use BlueJeans for office hours, review sessions, optional gatherings etc. It is important you are not joining BlueJeans via a cell phone and rather using a laptop or a desktop computer – along with a headset with microphone for optimal connectivity. You also require strong Wi-Fi or a decent network connection.

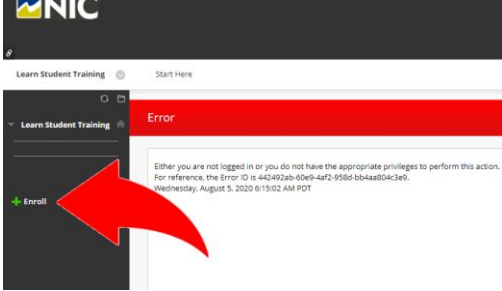
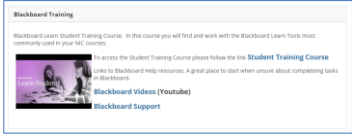
| Component | Description | ✓ | |
|--|--|---|--------------------------|
| Download App - Test Connection, Audio and Video |  <p>Via <u>BlueJeans App</u> go to https://diagnostics.bluejeans.com/ and then bluejeans.com/111 to test your connection, audio and video connectivity with Jean the Parrot (available 24 x 7). Using the BlueJeans App is preferred over the browser.</p>  <p>Tip: Ensure in Settings you have the video and audio inputs correctly pointing to your preferred and connected microphone, camera, and speaker.</p>  | <input type="checkbox"/> <input type="checkbox"/> | |
| Join Meeting | Via <u>BlueJeans App</u> go to a BlueJeans meeting link (e.g., https://bluejeans.com/XXXXXXXXX) and successfully join the meeting | <input type="checkbox"/> | |
| Microphone Working | During a BlueJeans practice meeting your speaker and microphone work and your voice is heard clearly to all participants in the meeting. You can also mute and unmute your microphone with success. |  | <input type="checkbox"/> |
| Video/Camera Working | During a BlueJeans practice meeting your camera works and you can be seen clearly to all participants in the meeting. You also need to be able to mute and unmute your camera with success. | <input type="checkbox"/> | |
| Good Quality Connection |  <p>During a BlueJeans practice meeting ensure you have three or four connection bars (visible below your name in People tab) that are green (not yellow or red) indicating a strong connection for audio and video. If that is not the case, ask household members to stop downloading content, pause viewing digital content or postpone gaming activities that use bandwidth. Also consider moving closer to your Wi-Fi modem to achieve a stronger Internet connection.</p>  | <input type="checkbox"/> | |

| | | |
|--|--|--|
| <p>Change Layout of Screen</p> | <p>Speaker View – (head icon) – shows the active speaker full screen</p> <p>People View – (head + small squares) – active speaker on top and thumbnails of recent speakers below</p> <p>Gallery View (3X3 video panel) – shows the 9 most recent speakers (coming August 2020 – 5X5 grid to show 25 participants at once)</p> |  <input type="checkbox"/> |
| <p>Can Raise Hand</p> | <p>In People Tab, at bottom click on “Raise Hand” button. Also, make sure you can lower hand.</p> |  <input type="checkbox"/> |
| <p>Share Screen</p> | <p>Ensure you can share your screen via both the following ways:</p> <ol style="list-style-type: none"> 1. Via “Share Screen” - by selecting “Click here to start sharing this screen” to show all windows and apps on screen 2. Via “Share Application” by selecting a specific open application (e.g. PowerPoint) and only able to share just that application or file |  <input type="checkbox"/> |
| <p>Post in Chat to Everyone</p> | <p>Able to post a professional note in the chat for “Everyone” to see and can demonstrate the ability to download the chat via the three dots on bottom right corner “...”</p> | <input type="checkbox"/> |
| <p>Send Direct Message in Chat</p> | <p>Able to send a “Direct Message” in chat to a specific person and that person replies with a message. Shown by a red dot in “Direct Messages” tab.</p> |  <input type="checkbox"/> |
| <p>Able to Move to Breakout Room and Back</p> | <p>When breakout rooms are created by the meeting host/moderator, able to click on the screen message and successfully go to the breakout room.</p> <p>When breakout room time is over you can successful return on your own (by leaving the meeting through “leave meeting” icon) or waiting for host/moderator to close breakout rooms. You return to the main meeting without dropping connection.</p> | <input type="checkbox"/> |
| <p>Preferences</p> | <p>Able to change preferences (hamburger icon at top left) with General, Calendar, Devices and Virtual Background sections.</p> <p>Note: blurring background or using virtual backgrounds takes up more bandwidth and can affect quality of meeting/call but does provide privacy features for attending with camera on</p> |  <input type="checkbox"/> |

2. Blackboard Learn: Course Learning Platform



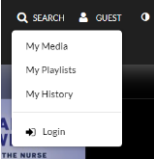
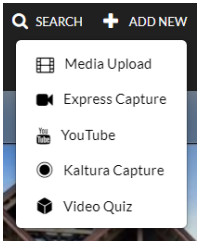
We recommend you test and demonstrate you can log in, navigate, and undertake key activities in Blackboard Learn. This is the platform where you will see course content, possibly upload assignments, take quizzes, communicate with your classmates and instructor along with the ability to see your grades.

| Component | Description | ✓ |
|---|--|--|
| Access | <p>Make sure you can access Blackboard Learn via two ways:</p> <ol style="list-style-type: none"> https://learn.nic.bc.ca/ - direct link to platform https://www.nic.bc.ca/ - link off main page of NIC website | <input type="checkbox"/> <input type="checkbox"/> |
| Successful Log in | Successfully log in to Blackboard Learn with your NIC credentials (e.g., 7-digit student number including the 'n' for example n0000000) and your password | <input type="checkbox"/> |
| Find Course | From "My Courses" on "My Institution" page or from "Courses" page under Course List or Courses: Quick View- find a course and enter it | <input type="checkbox"/> |
| Find and access Student Training Course | <p>Under Student Resources Tab, find "Student Training Course" and Enrol in the course by + Enrol</p>   | <input type="checkbox"/> |
| Successfully complete tasks found in Student Training Course | <ol style="list-style-type: none"> Read pages called "About: Course Menu" and "About Content" on left menu Read "How to: Discussion Forums" on left menu and then post a practice post in Discussion Read "How to: Assignments" on left menu and then practice uploading an assignment. Read "About: My Grades". Read "How To: Calendar" and practice with the calendar. Read "About: Course Communications". Read "How to: Wikis, Blogs, and Journals" and practice posting in a wiki. Read "About: Kaltura Media". Read "How To: Tests" and then take the Practice: Test (found on left menu item "Practice Test") based on all you have learned from # 1-7. | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| Blackboard Learn Resources for Students | <p>Access the YouTube playlist and learn a bit more about Blackboard Learn https://www.youtube.com/playlist?list=PLontYaReEU1seUE3ACG3sEc3zR7Br7URU and</p> <p>Access the Blackboard Learn website for "Help for College or University Students" https://help.blackboard.com/Filter/Student/College_or_University</p> | <input type="checkbox"/> <input type="checkbox"/> |

3. NIC MediaSpace (Kaltura)



We recommend you test and demonstrate you can log in, navigate, and undertake key activities in NIC MediaSpace powered by Kaltura.

| Component | Description | ✓ |
|--|---|--------------------------|
| Access NIC MediaSpace | Make sure you can access NIC MediaSpace by following URL: https://video.nic.bc.ca/ | <input type="checkbox"/> |
| Successful Log in | Choose “Guest” and then “Login”. You will be taken to a screen to provide your NIC credentials (e.g., 7-digit student number including the ‘n’ for example n0000000) and your password, to gain successful access.  | <input type="checkbox"/> |
| Find Learning Technologies Students) videos | Find the gallery called “Learning Technologies (Students)” in top menu system and in some of the menu items there are a few videos for students. Ensure you can view these videos. | <input type="checkbox"/> |
| Watch a Video | Find a video on NIC MediaSpace from any of the public-facing videos and ensure you can watch the full video with good quality video and audio. | <input type="checkbox"/> |
| Download Kaltura Capture |  <p>Under “+ ADD NEW” locate Kaltura Capture (2nd from bottom of list) and download this application to your computer.</p> <p>There are versions for both Windows and Mac computers.</p> <p>Here is a video to show you how to do this: https://video.nic.bc.ca/media/How+to+Install+the+Kaltura+Capture+Application/0_eh4gejeo</p> <p>This is a free recording tool for making videos, along with simple editing and enhancing. It may be a tool some instructors wish for you to use for creating assignments, making welcome videos, or working on group projects.</p> <p>Watch this video to learn more about Kaltura Capture. https://video.nic.bc.ca/media/Kaltura+Capture+Walkthrough+Video+/0_016kqqwp/140379</p> | <input type="checkbox"/> |
| Create a Video | <p>Try creating a video with Kaltura Capture.</p> <p>Here is a video to explain how to get started with Kaltura Capture: https://video.nic.bc.ca/media/Getting+Started+with+Kaltura+Capture+Application/0_d2wfteem</p> <p>This video shows how to set the Recording Options in Kaltura Capture: https://video.nic.bc.ca/media/How+to+Set+the+Recording+Options+in+Kaltura+Capture/0_7kektgor</p> | <input type="checkbox"/> |
| Upload Video to My Media | <p>Try uploading a video you created to your My Media folder. Follow the instructions in this video: How to Upload Media https://video.nic.bc.ca/media/How+to+Upload+Media/0_xc5zqzzy</p> | <input type="checkbox"/> |
| Edit Video | <p>Follow this video and see if you can do some editing on your recorded video: How to Chop and Splice Media: https://video.nic.bc.ca/media/How+To+Chop+and+Splice+Media/0_ezefkqx7</p> | <input type="checkbox"/> |