

## Wisdomwhere User Quick Start Guide

### How to Access GMU's Workshop Registration System:

1. Go to [www.solutionwhere.com/WW/GMU/default.aspx](http://www.solutionwhere.com/WW/GMU/default.aspx)
2. Login to the CAS portal using you GMU NetID and Patriot Pass Password

GEORGE MASON UNIVERSITY

### Central Authentication Service (CAS)

Enter your Mason NetID and Password

Mason NetID:

Password:

Warn me before logging me into other sites.

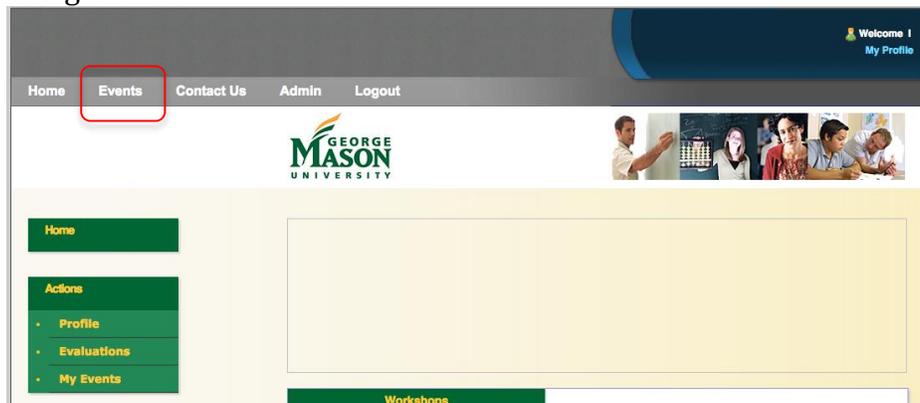
[clear](#)

For security reasons, please

**Languages:**  
[English](#) | [Spanish](#) | [French](#)  
[Czech](#) | [Slovenian](#) | [German](#)

### How to Register for Workshops

1. On the home page, click on the button that says “**Events**” at the top in the navigation bar



- Here you have the option to search by Event title, Department, Area of Interest, Location, or Month

**Search the GMU Catalog**

Enter a keyword and/or a date range to begin your search

If you leave the search fields empty, all events with active sessions will be displayed, which might take time to load.

Keyword:

Start Date: between  and

View By:

Event Title     Department     Area of Interest     Location     Month

Online Sessions Only

Turn On Advanced Search Options

- Choose the search option you would like and click the Search Button
- In the list of workshops (list will be alphabetical), click on the workshop name you wish to register for

**Search the GMU Catalog**

Active Sessions New Sessions Registration Restrictions in Effect Registration Key Required

Click the Event Name to view session details.

Normal View

Event Name	Description	Type	Info
<a href="#">3D Printing Demo</a>	Introducing 3D Printing for Educators Upcoming sessions starting on 8/26/2015. Additional dates available.	Event	<span>Active</span>
<a href="#">Banner/INB Navigation</a>	This course covers logging into Internet Native Banner (IN... Upcoming sessions starting on 8/20/2015. Additional dates available.	Event	<span>Active</span>
<a href="#">Basic eVA Purchasing</a>	eVA training is open to all George Mason University facult... Upcoming sessions starting on 8/25/2015	Event	<span>Active</span>
<a href="#">Blackboard Collaborate Basics</a>	Blackboard Collaborate, formerly Elluminate Live!, is now ava... Upcoming sessions starting on 8/26/2015. Additional dates available.	Event	<span>Active</span>
<a href="#">Blackboard Collaborate Basics - Webinar</a>	Upcoming sessions starting on 8/18/2015	Event	<span>Active</span>
<a href="#">Blackboard Courses 9.1 Basics</a>	The Courses 9.1: Basics workshop will introduce participants ... Upcoming sessions starting on 8/19/2015. Additional dates available.	Event	<span>Active</span>
<a href="#">Blackboard Courses 9.1 Basics - Webinar</a>	NOTE: This presentation will be held online via Black...	Event	<span>Active</span>

- On the next screen, there will be a list of sessions for the workshop you chose

Event Details

**Blackboard Collaborate Basics**

Blackboard Collaborate, formerly Elluminate Live!, is now available in all myMason Blackboard Courses and Organizations. Collaborate is an interactive web conferencing and virtual classroom environment designed for teaching and learning and real-time collaboration. Features include an interactive whiteboard that allows facilitators to display and write on PowerPoint slides, multi-person audio and video, screen sharing, chat, and breakout rooms. Via MyMason Courses and Organizations, instructors can currently use Collaborate to:

- \* Hold virtual office hours - Record lectures
- \* Student group collaboration - Hold study sessions
- \* Invite guest speakers
- \* Connect with internship or abroad students - Emergency proof courses

You will learn the basic functionalities available with Blackboard Collaborate and pick up the skills, tips, and tricks required to moderate successful online sessions.

Please note: If you are unable to attend this session, please contact [courses@gmu.edu](mailto:courses@gmu.edu) for a one-on-one training session for this or any Blackboard topic.

**Target Audience**  
Faculty & Staff

Instructor Led Sessions  
(To Register, or for more information, click on a start date.)

Start Date	Time	Days	Location	Session Title	Status
08/26/2015	11:00 AM-1:00 PM	1	Johnson Center, 311B	125	OPEN
08/27/2015	9:00 AM-11:00 AM	1	Johnson Center, 311B	136	OPEN
09/02/2015	1:00 PM-3:00 PM	1	Johnson Center, 311B	150	OPEN
09/08/2015	9:00 AM-11:00 AM	1	Johnson Center, 311B	156	OPEN
09/11/2015	12:00 PM-2:00 PM	1	Johnson Center, 311B	168	OPEN

1 Page size: 50 5 items in 1 pages

- In this list, click on the Start Date for the workshop you wish to attend
- On the next screen, there will be session details for the workshop that you chose. Click the **“Register”** button on the lower right hand side

Session Details

Event Information (Show ...)

**Event Session Information**

<b>Days</b>	1
<b>Scheduled Date/Time</b>	08/26/2015 11:00 AM-1:00 PM
<b>Session Contact</b>	<b>Courses Admin Staff</b> Email : <a href="mailto:courses@gmu.edu">courses@gmu.edu</a>
<b>Instructor(s)</b>	Marlys Shoup, Tamara Schweinsberg
<b>Units/Costs</b>	N/A
<b>Location</b>	<b>Johnson Center, 311B</b>  4400 University Drive Fairfax VA 22030

Please click the Register button to register for this session.

Register

8. On this screen, fill out the information if it is not already filled out and click the “Register” button at the bottom of the screen

**Event Registration Form**

If the Registrant ID and Information below is not yours, then please Logoff and Re-Logon.

**Course Name:** Blackboard Collaborate Basics  
**Instructor:** Marlys Shoup, Tamara Schweinsberg  
**Session Number:** 125  
**Start Date:** 8/26/2015  
**Maximum Participants:** 20

**Scheduled Date(s):**

Date (MM/DD/YYYY)	Start time (H:MM)	End time (H:MM)
08/26/2015	11:00 AM	1:00 PM

GMU Net ID  *Required*  
Password  *Required*  
Confirm Password  *Required*  
First Name  *Required*  
Middle Name   
Last Name  *Required*  
Status  *Required*  
GMU Department   
E-Mail Address  *Required*  
Confirm E-Mail Address  *Required*  
G Number   
Work Phone  -  -  Ext.   
Personal Phone  -  -

[Return to Search Results](#)

9. Once you have successfully registered, you should see a screen confirmation with the session details for the workshop

**Event Registration Form**

**Greetings Train3 Test,  
You have registered for:**

**Event Title: Blackboard Collaborate Basics  
Session Number: 125  
Start Date: 8/26/2015  
Start Time: 11:00 AM  
Registration Number: 424  
Location: Johnson Center, 311B**