Wisdomwhere User Quick Start Guide

How to Access GMU's Workshop Registration System:
1. Go to www.solutionwhere.com/WW/GMU/defualt.aspx
2. Login to the CAS portal using you GMU NetID and Patriot Pass Password

How to Register for Workshops
1. On the home page, click on the button that says "**Events**" at the top in the navigation bar
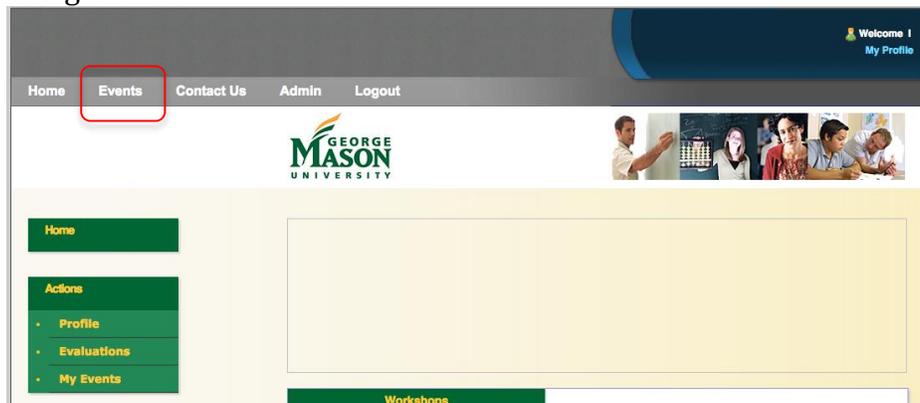
2. Here you have the option to search by Event title, Department, Area of Interest, Location, or Month

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

5. 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 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

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6. In this list, click on the Start Date for the workshop you wish to attend
7. 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

Days	1
Scheduled Date/Time	08/26/2015 11:00 AM-1:00 PM
Session Contact	**Courses Admin Staff** Email : courses@gmu.edu
Instructor(s)	Marlys Shoup, Tamara Schweinsberg
Units/Costs	N/A
Location	**Johnson Center, 311B** 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	train3	Required
Password	••••••••••	Required
Confirm Password	••••••••••	Required
First Name		Required
Middle Name		
Last Name		Required
Status	Please Select	
GMU Department		
E-Mail Address		Required
Confirm E-Mail Address		Required
G Number		
Work Phone	- - Ext.	
Personal Phone	- -	

Register

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