Blackboard Collaborate – Instructions for Faculty

Description

Blackboard Collaborate is a web conferencing platform designed for online teaching. With Collaborate you can set up virtual classrooms, conduct virtual lectures, share PowerPoint slides and communicate with your participants (students) through synchronous audio, video, and chat tools.

Getting started

How do I find my Bb Collaborate session?

How do I create a Bb Collaborate session?

What equipment do I need for presenting a Collaborate session?

What is the Blackboard Collaborate Launcher?

What is a meeting.collab file?

How can I set up my audio and microphone?

How can I share my content with students?

How can I share my PowerPoint with students?

Helping your students join your Bb Collaborate session

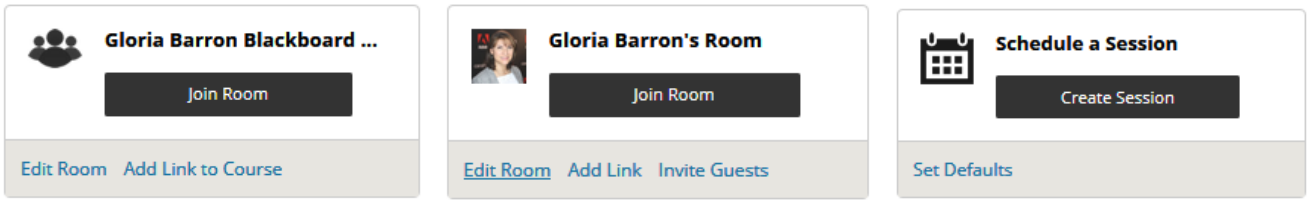
How do students join a session?

Can students call in?

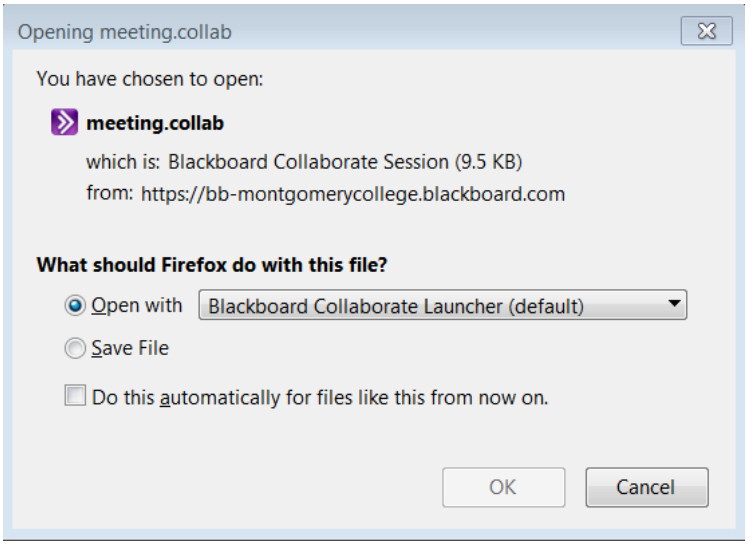
Can students participate using their mobile devices?

How do I find my Bb Collaborate session?

1. Go to the **Control Panel** of your Blackboard course.
2. Click **Course Tools** and select **Blackboard Collaborate**.

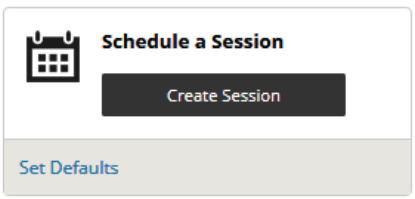


3. You will see two options: The first room is dedicated to your course; the second room, with your name on it, is shared with all of the courses that you teach.
4. Click **Join Room**
5. If this is your first time opening Collaborate on your computer, you must **download the Blackboard Collaborate Launcher**. Install.
6. Go back to Join Room and open **meeting.collab.**
7. Follow the prompts to join the session.



How do I create a new Bb Collaborate session?

1. Go to the **Control Panel** of your Blackboard course.
2. Click **Course Tools** and select **Blackboard Collaborate**.
3. Click **Create Session**.

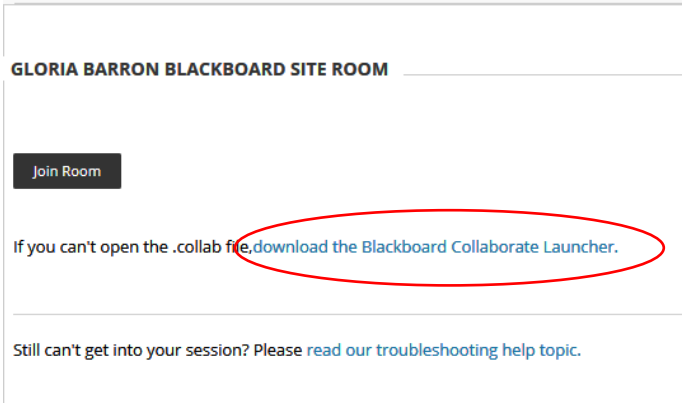


4. Enter a title and the scheduled start and end dates for your session.
5. Click **Submit**.

What equipment do I need for presenting a Collaborate session?

To moderate a Blackboard Collaborate session you will need:

A computer with the Collaborate Launcher installed.
Demo for installing Collaborate Launcher: http://bit.ly/2Wbs5sT



- A strong Internet connection.
- A microphone to capture audio. (A headset/microphone or built-in microphone and speakers)
- A webcam if you plan to share video.

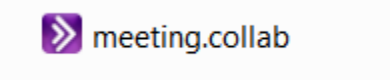
What is the Blackboard Collaborate Launcher?

The Blackboard Collaborate Launcher is a utility that provides a reliable way for users to launch Blackboard Collaborate sessions and recordings without requiring a system version of Java.

Follow the links below for further information:

- *Install the Launcher for Windows*
- *Install the Launcher for Mac*
- *About the Blackboard Collaborate Launcher*

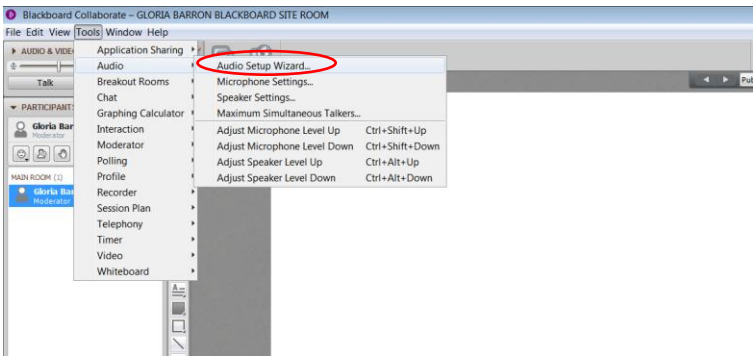
What is a meeting.collab file?



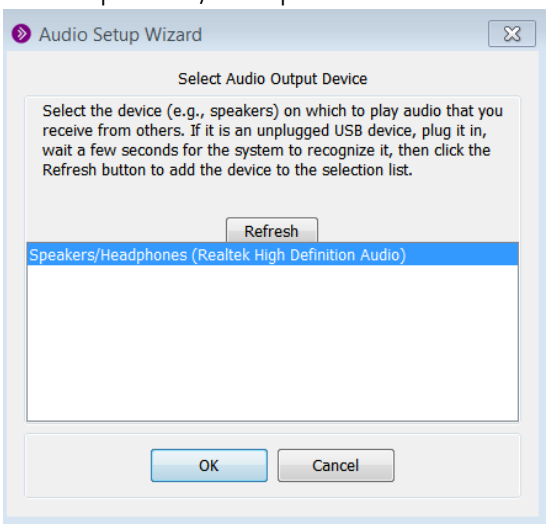
A **meeting.collab** is a session file used by Blackboard Collaborate Launcher, a utility that allows users to launch Blackboard Collaborate web conferencing sessions and recordings.

How can I set up my audio and microphone?

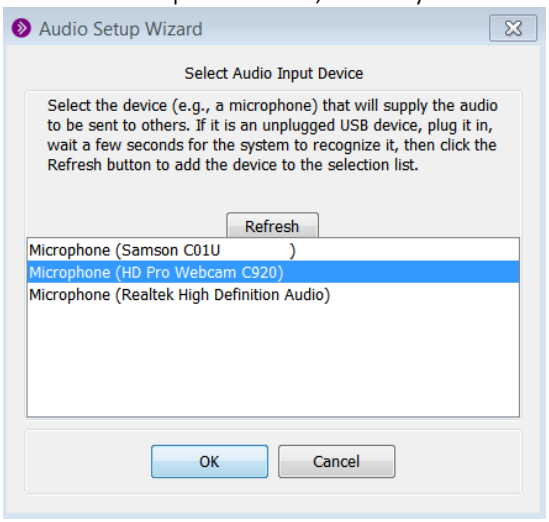
1. Open your Bb Collaborate Room session
2. Connect a microphone/headset to your computer and then run the Audio Setup Wizard.
3. Go to **Tools > Audio > Audio Set Up Wizard**



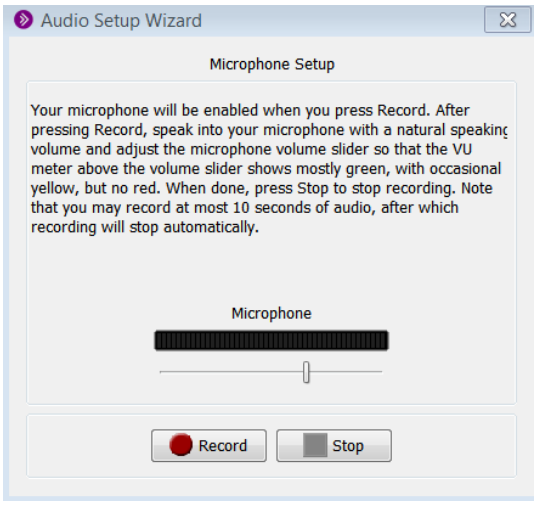
4. Select speakers/Headphones from the list. Press OK.



5. Click Play to listen to an audio-recorded message. Adjust the speaker volume.
6. When done listening, press Stop.
7. Confirm that sound and volume are satisfactory and that your headset and/or speakers are working correctly. Click Yes to continue. If you do not hear anything, check your connections for your speakers/headset.
8. From the drop-down list, select your microphone. Press OK.



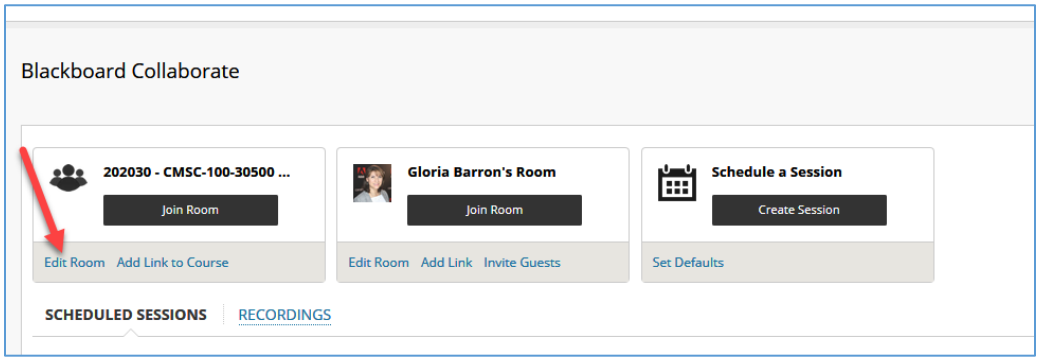
9. Click Record. Speak into the microphone.

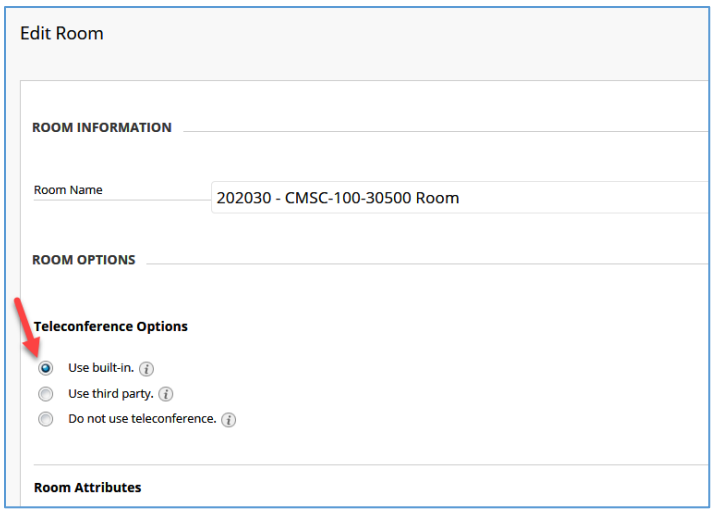


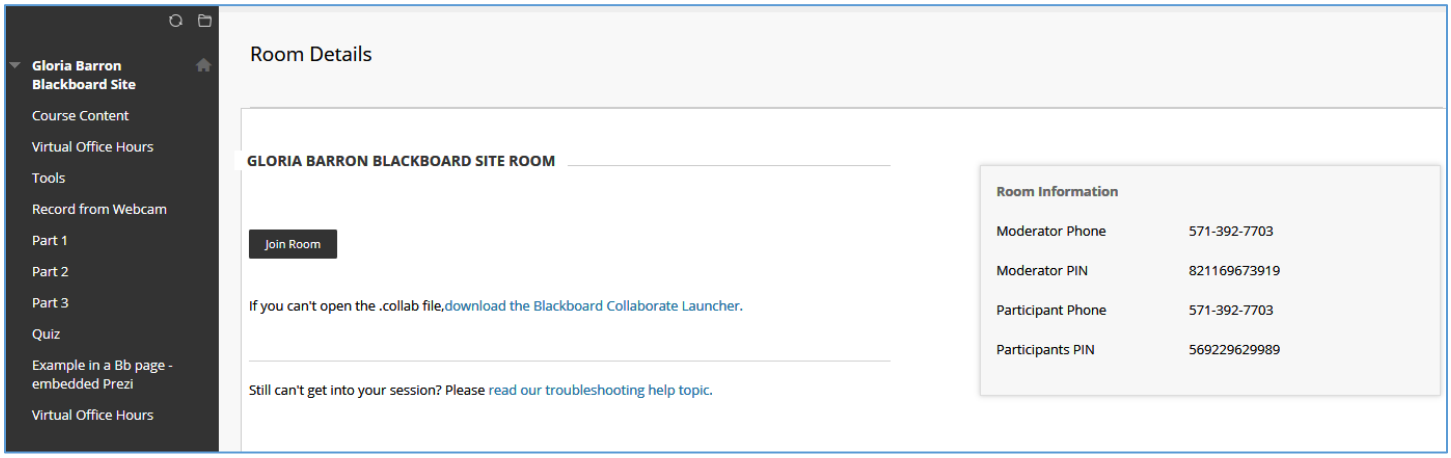
10. Click **Stop**. Then, click **Play** to hear the recording. Stop and click **Yes** to continue. If you do not hear anything, you will need to check the connections for your microphone.
11. Click **OK** to finish and close **Audio Setup Wizard**.

How can my students join my session without a microphone or speakers?

1. To use built-in Teleconference Options, change the settings of your Collaborate session.
2. Click Edit
3. Click User built-in
4. The next time you or your students join the session, Room Information Participant Phone and PIN will be available.

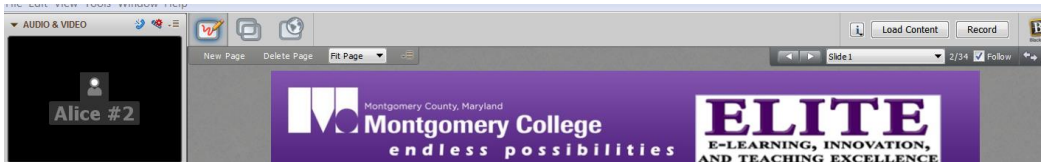




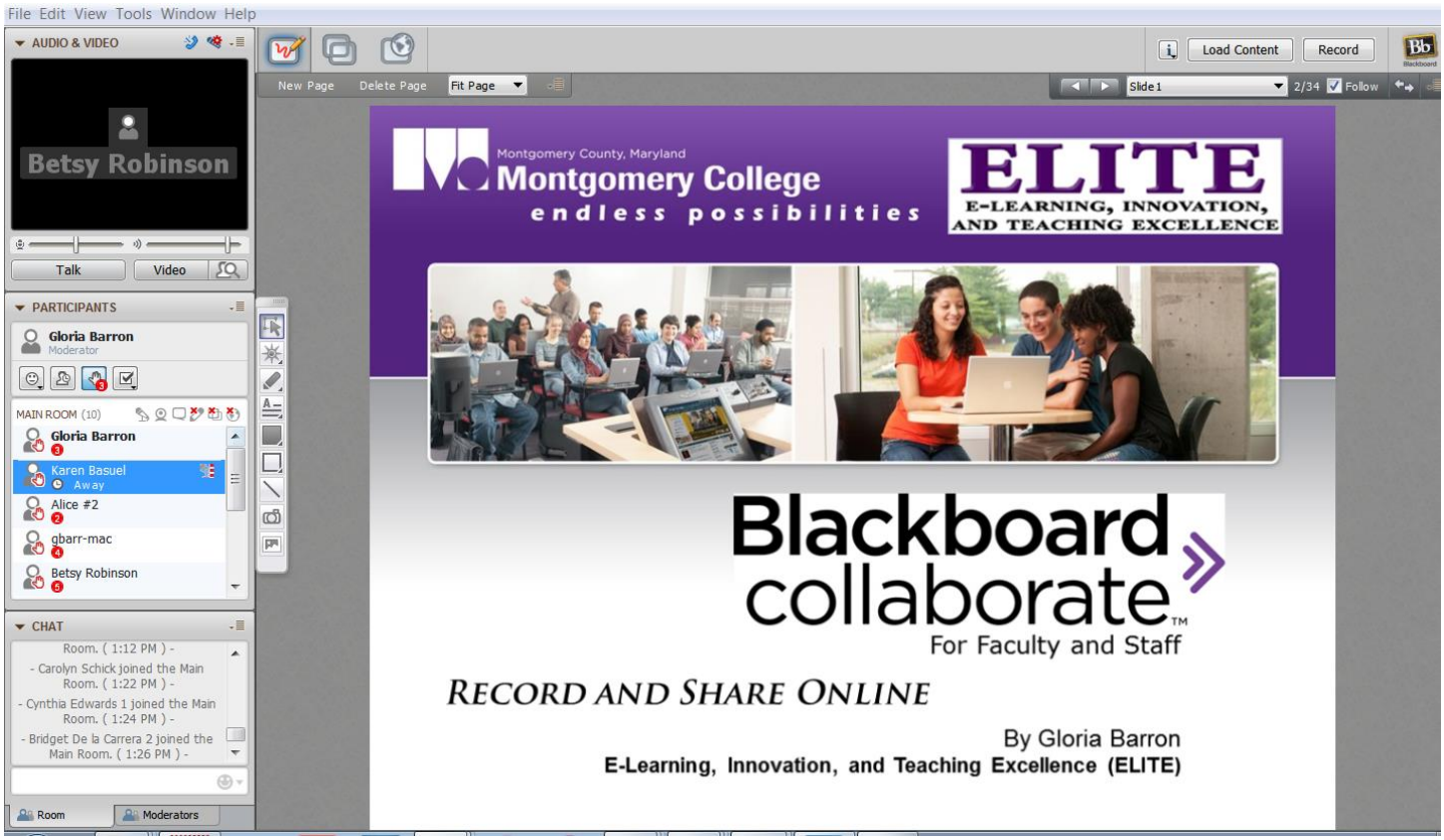


How can I share my PowerPoint content with students?

1. Click **Load Content** near the top right corner of the session window.



2. Select the desired PowerPoint file and click **Open**. (Make sure your PowerPoint is closed.)
3. Wait for the PowerPoint file to be converted to the Whiteboard format.
4. The Page Explorer will open automatically. Close it and use the page navigation found at the top of the Whiteboard.
5. PowerPoint links, narration and animation features will not transfer to the Collaborate Whiteboard format.


File Edit View Tools Window Help
AUDIO & VIDEO
Betsy Robinson
Talk
Video
PARTICIPANTS
Gloria Barron
Moderator
MAIN ROOM (10)
Gloria Barron
Karen Basuel
Away
Alice #2
gbarr-mac
Betsy Robinson
CHAT
Room. (1:12 PM) -
- Carolyn Schick joined the Main Room. (1:22 PM) -
- Cynthia Edwards 1 joined the Main Room. (1:24 PM) -
- Bridget De la Carrera 2 joined the Main Room. (1:26 PM) -
Room
Moderators
New Page
Delete Page
Fit Page
Load Content
Record
Slide 1
2/34
Follow
Montgomery County, Maryland
Montgomery College
endless possibilities
ELITE
E-LEARNING, INNOVATION, AND TEACHING EXCELLENCE
Blackboard collaborate
For Faculty and Staff
RECORD AND SHARE ONLINE
By Gloria Barron
E-Learning, Innovation, and Teaching Excellence (ELITE)