

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.

Opening meeting.collab				
You have chosen to open:				
🔊 meeting.collab				
which is: Blackboard Collaborate Session (9.5 KB)				
from: https://bb-montgomerycollege.blackboard.com				
What should Firefox do with this file?				
Open with Blackboard Collaborate Launcher (default)				
Do this <u>a</u> utomatically for files like this from now on.				
OK Cancel				

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.

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	Create Session
Set Defa	ults

- 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 <u>Collaborate Launcher</u> installed. Demo for installing Collaborate Launcher: <u>http://bit.ly/2Wbs5sT</u>

GLORIA BARRON BLACKBOARD SITE ROOM
Join Room
If you can't open the .collab file,download the Blackboard Collaborate Launcher.
Still can't get into your session? Please read our troubleshooting help topic.

- 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?

🔊 meeting.collab

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

AUDIO & VIDE	Application Sharing	1		
	Audio	Audio Setup Wizard		
Talk	Breakout Rooms	Microphone Settings		< > P
PARTICIPANT	Chat	Speaker Settings		
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Gloria Bar Moderator	Interaction	Adjust Microphone Level Up	Ctrl+Shift+Up	
0 2 0	Moderator	Adjust Microphone Level Down	Ctrl+Shift+Down	
	Polling Profile	Adjust Speaker Level Up	Ctrl+Alt+Up	
MAIN ROOM (1)	Recorder	Adjust Speaker Level Down	Ctrl+Alt+Down	
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	Video	·		
	Whiteboard			
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		Number of Concession, and		

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

Audio Setup Wizard S				
Select Audio Output Device				
Select the device (e.g., speakers) on which to play audio that you receive from others. If it is an unplugged USB device, plug it in, wait a few seconds for the system to recognize it, then click the Refresh button to add the device to the selection list.				
Refresh				
Speakers/Headphones (Realtek High Definition Audio)				
OK Cancel				

- 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.

Audio Setup Wizard	×			
Select Audio Input Device				
Select the device (e.g., a microphone) that will supply the audio to be sent to others. If it is an unplugged USB device, plug it in, wait a few seconds for the system to recognize it, then click the Refresh button to add the device to the selection list.				
Refresh				
Microphone (Samson C01U) Microphone (HD Pro Webcam C920)				
			Microphone (Realtek High Definition Audio)	
OK Cancel				

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.



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Do not use teleco	merence. 🕧	
Room Attributes		
Course and the second		

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-	Gloria Barron 🔶 🏫 Blackboard Site	Room Details		
	Course Content			
	Virtual Office Hours	GLORIA BARRON BLACKBOARD SITE ROOM		
	Tools		Room Information	
	Record from Webcam			
	Part 1	Join Room	Moderator Phone	571-392-7703
	Part 2		Moderator PIN	821169673919
	Part 3		Participant Phone	571-392-7703
	Quiz		Participants PIN	569229629989
	Example in a Bb page - embedded Prezi	Still can't get into your session? Please read our troubleshooting help topic.	Participants PIN	202552052222
	Virtual Office Hours			

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.

