



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)

Setup your Audio and Mic

Run the Audio Set Up Wizard

Tools > Audio > Audio Set Up Wizard

If you are having problems, visit Blackboard Collaborate's Technical Support

<http://www.blackboard.com/Platforms/Collaborate/Support/Support-for-Blackboard-Collaborate.aspx>

Blackboard Collaborate Learning Outcomes

- Define Blackboard Collaborate
- Understand the Moderator's user interface
- Identify, describe, and apply web conferencing tools to increase engagement



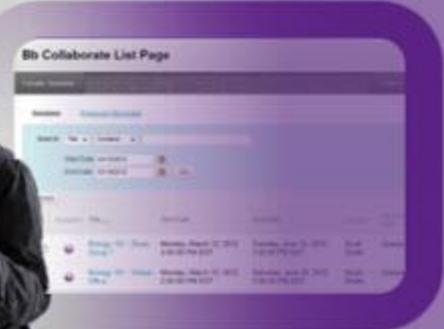
Establish Rules for Participation

- ✓ Turn off e-mail and cell phones
- ✓ Close applications and programs
- ✓ Raise your hand  to ask questions or make comments
- ✓ Click the **Talk** button to begin talking
- ✓ Release the microphone when done speaking.
- ✓ Click the **Step Away From the Session** button if you leave the session.
Click again to rejoin the Session 



Why Blackboard Collaborate?

- ▶ Web Conferencing System
 - Synchronous communication
 - Virtual classroom/meeting space
 - Bb Collaborate mobile app
- ▶ All-in-one set of tools for live communication, presentation, and collaboration
 - Whiteboard, Application Sharing, Web Tour, File Transfer, Breakout Rooms, and more...



Bb Collaborate app is:

- Free download from iTunes or Google Play
- For participants only

Blackboard Collaborate Mobile Participation



- 2-way audio
- Text chat
- Responding to polls
- Hand raising
- Indicating emotion



Audio

- ▶ One-way or two-way audio
- ▶ Up to 6 simultaneous talkers

Video

- 
- ▶ Up to 6 simultaneous cameras
 - ▶ Technology-intensive feature, which could limit its use to participants with a slow connection

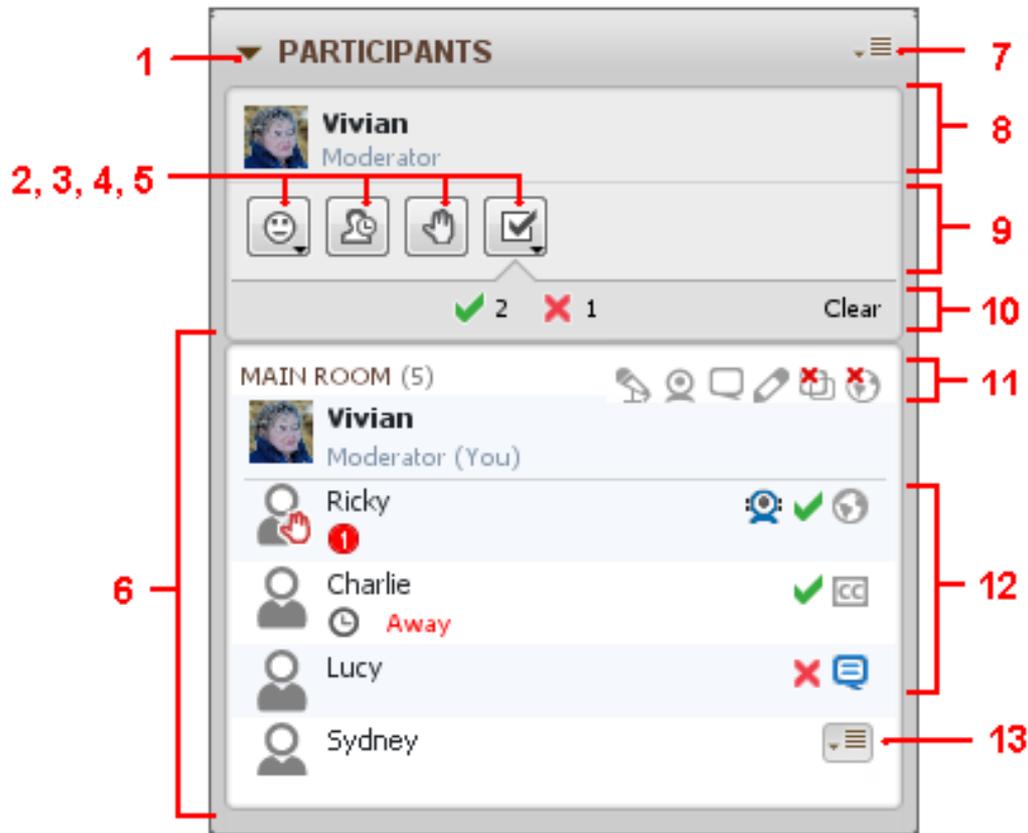
(Audio and Video settings available from the Tools menu)

Moderator Features: Collaboration and Whiteboard

The image shows a screenshot of a Blackboard interface with several callout boxes pointing to specific features. The callouts are:

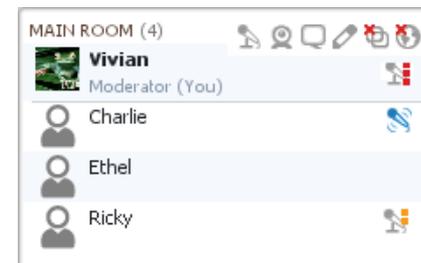
- Collaboration Tools**: Points to a red circle around icons for whiteboard, document, and video.
- Sizing controls (zoom)**: Points to a zoom slider in the top right.
- Page Menu**: Points to a menu icon in the top right.
- Record Session**: Points to a 'Record' button in the top right.
- Load Content**: Points to a 'Load Content' button in the top right.
- Follow**: Points to a 'Follow' button in the top right.
- Show Page Explorer**: Points to a button in the top right.
- Create new page and delete page**: Points to 'New Page' and 'Delete Page' buttons in the top center.
- Tools Palette**: Points to a vertical toolbar on the left side.
- Moderator's Tab**: Points to a 'Moderators' tab at the bottom.
- Control global permissions, polling type, invite participants**: Points to a large box on the left side of the interface.

The Participants Panel



1. Expand/Collapse list of participants
2. Feedback menu (emoticons)
3. Step Away button
4. Raise Hand button
5. Polling Response menu
6. Participants
7. **Global options menu**
8. Status area
9. Toolbar
10. Polling response bar
11. Permission indicators
12. Activity indicators
13. Participant options menu

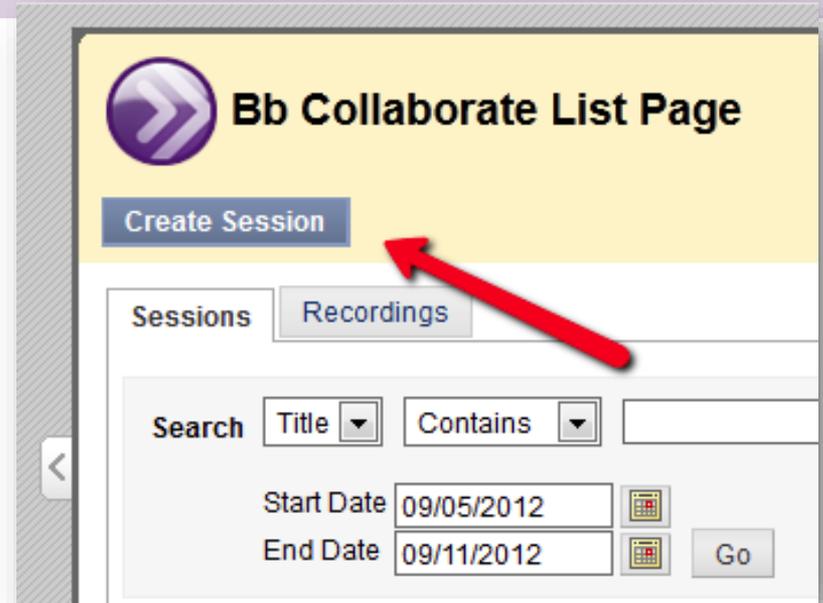
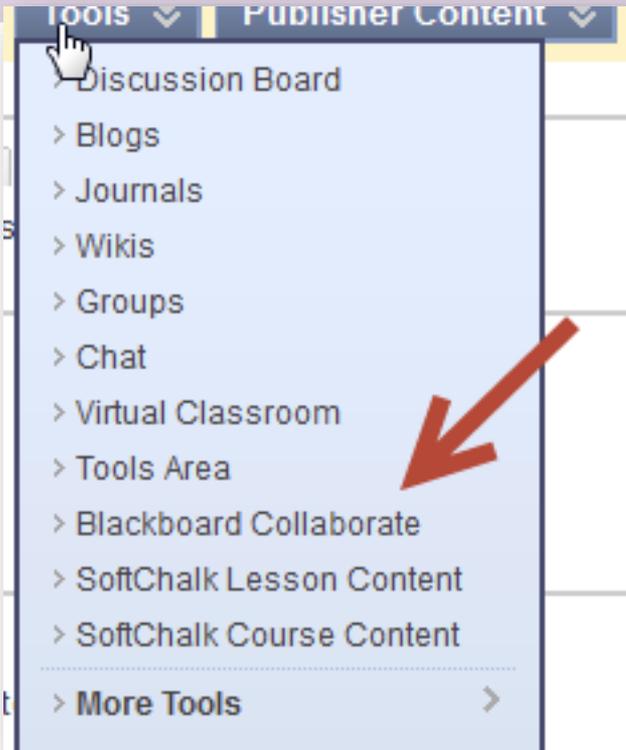
Status indicators and delays



Bb Collaborate Features and Uses:

1. Create a new session in your online course
2. Invite guest participants to join a session
3. Conduct a poll or multiple choice quiz
4. Communicate with chat, audio, or video
5. Load a PowerPoint to the whiteboard
6. Use whiteboard tools to make annotations
7. Share documents and handouts with file transfer
8. Conduct a web tour
9. Share your desktop with application sharing
10. Create breakout rooms for group work or virtual office hours

1. Faculty Only: Create a session in a course

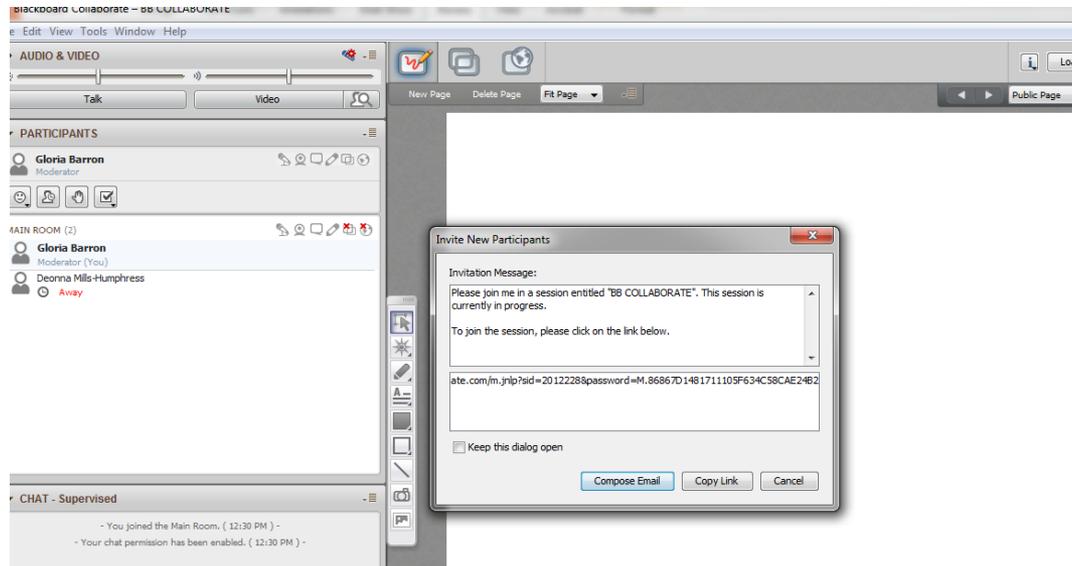


https://help.blackboard.com/en-us/Learn/9.1_SP_12_and_SP_13/Instructor/060_Course_Tools/Blackboard_Collaborate_Building_Block/010_Blackboard_Collaborate_Sessions

1. Session Information	
Session Title	Thursday Night Collaborate
Session Type	What type of session to create. <input checked="" type="radio"/> Course All users registered in this course can attend the session. <input type="radio"/> Shared All users registered in courses that you teach can attend this session.

2. Invite Participants to Join Your Collaborate Session

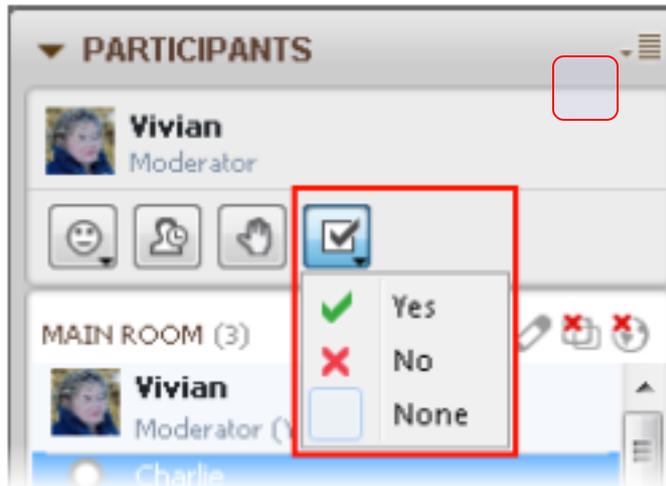
- ▶ Tools>In Session Invite>Invite New Participants
- ▶ Provides a link you can share by email



To print the Whiteboard select File/Print/Whiteboard from the Menu Bar at

3. Conduct a poll

Tools > Polling > Polling Type



Steps:

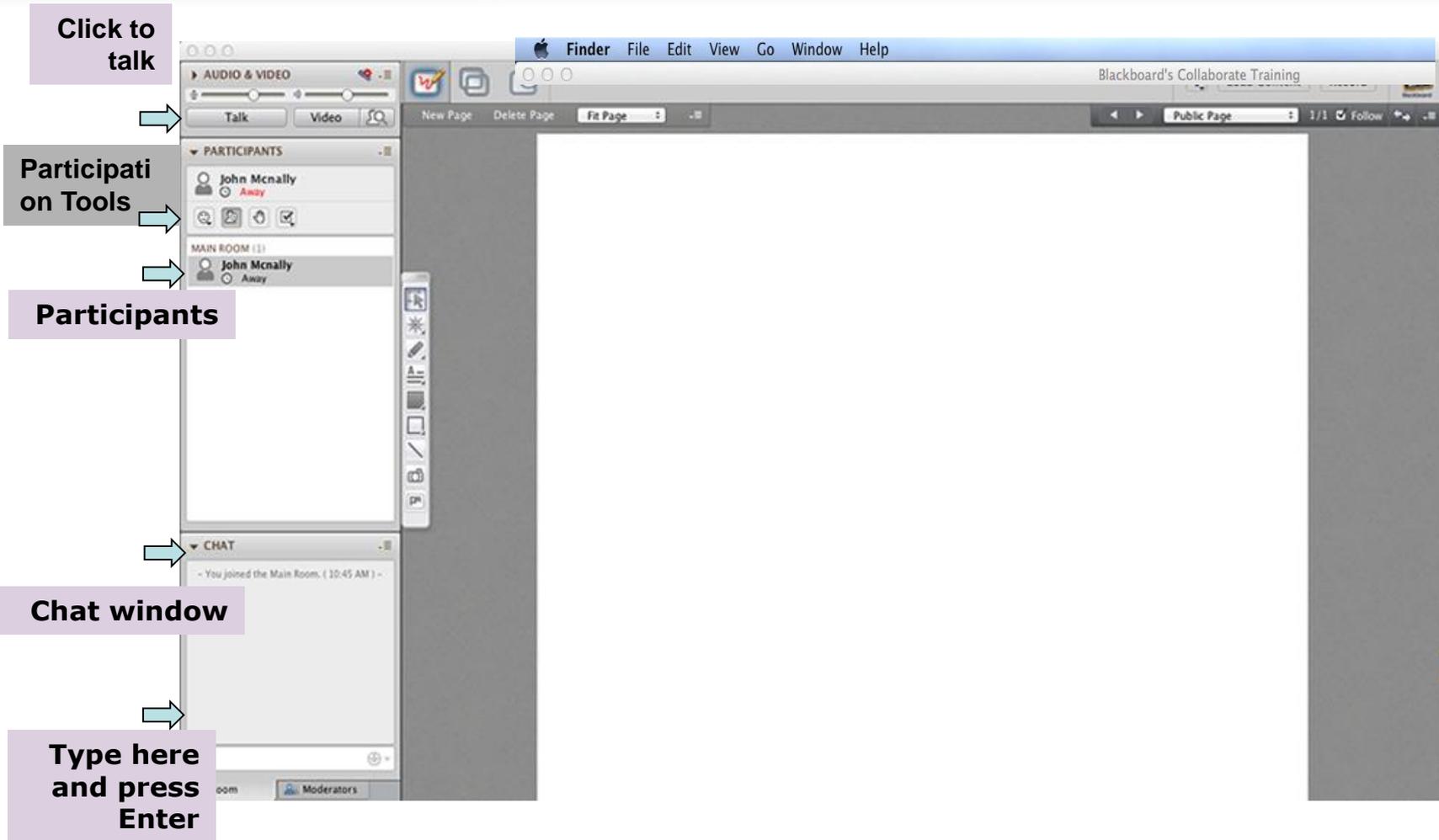
- Select a polling option
- Pose your question on the Whiteboard or simply ask verbally
- Lock responses (optional)
- Publish results to the Whiteboard (Participants Menu)

- Yes/No Options (the default)
- Multiple-Choice Responses A – C
- Multiple-Choice Responses A – D
- Multiple-Choice Responses A – E

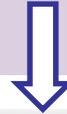
Multiple Choice

- ▶ How familiar are you with web conferencing systems?
- ▶ A. very familiar
- ▶ B. somewhat familiar
- ▶ C. not familiar at all

4. Chat, audio, and video communication



5. Load Content



Use the Load Content button to upload files to the Whiteboard.

Remember that:

- ✓ PowerPoint presentations will load as images on the Whiteboard page
 - Avoid animations, transitions, and links
 - Avoid embedded audio or video

6. Whiteboard Tools

Participants have access to the Whiteboard Tools unless the permission has been revoked by the session Moderator.



Selector tool	1	
Pointer tools	2	
Pencil tools/ 10. Highlighter tool	3	
Text box tool/ 11. Simple text tool	4	
Filled shape tools	5	
Empty shape tools	6	
Line tool	7	
Screen capture tool	8	
Clip art tool	9	

7. Share documents using File Transfer

File>Open>File for Transfer



- Permits files to be uploaded to the server to be shared with everyone in the session
- Uploaded files and URLs are pushed out to everyone in the session and must be explicitly saved by the receiving participants and moderators.
- Use File Transfer to distribute handouts before, during or at the end of a session.



8. Conduct a Web Tour

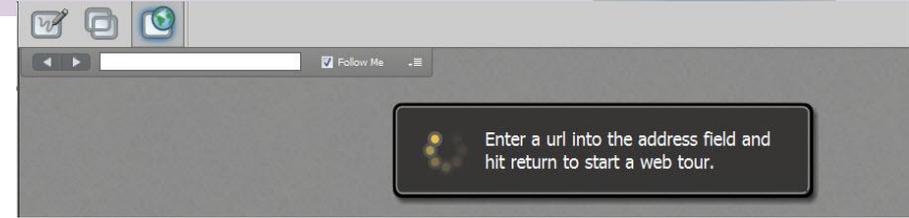


Web Tour

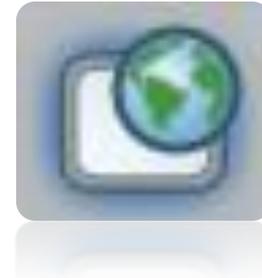
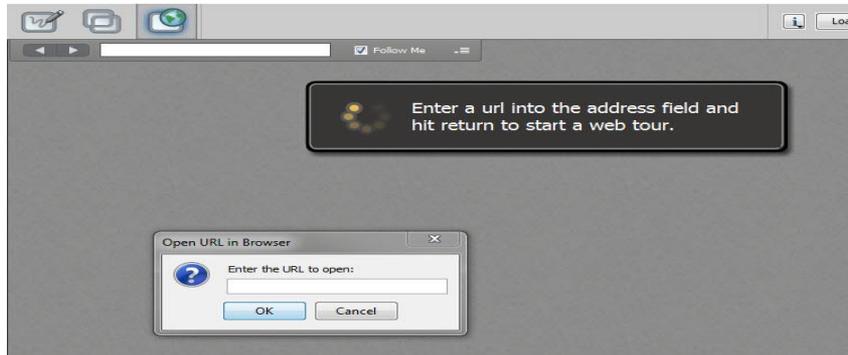
View>Web Tour>

Enter URL in the Address Field

- Opens a website within Bb Collaborate
- Website tour is controlled by the session moderator
- Participants are guided through the website
- A moderator is always in control but participants are able to browse a freely
- Participants cannot bookmark the site.



Web Push



Web Push

View>Web Tour>

Select Open URL in Browser from Web Tour menu

- ▶ Opens a new browser window for all participants and sends everyone to a selected website.
- ▶ Participants are free to browse at will and save the bookmark

9. Application Sharing for Demonstrations

Tools>Application Sharing>



- Share a region or the entire desktop
- Take control of user's applications
- Participants can use shared applications in breakout rooms



10. Breakout Rooms

- ▶ Moderator can create breakout rooms for group work or virtual office hours
- ▶ Automatically or manually place session attendees into these rooms.
- ▶ Breakout rooms have their own private Audio, Video, Whiteboard, Application Sharing, Polling, etc.,
- ▶ Moderators in other rooms are notified when anyone in the breakout needs assistant by using the hand raising tool
- ▶ Participants list displays the names of individuals in a room.

Save or Print whiteboard content

File>Save>Whiteboard

- All pages
- Current page
- Selected page

FORMATS:

Whiteboard files *.wbd

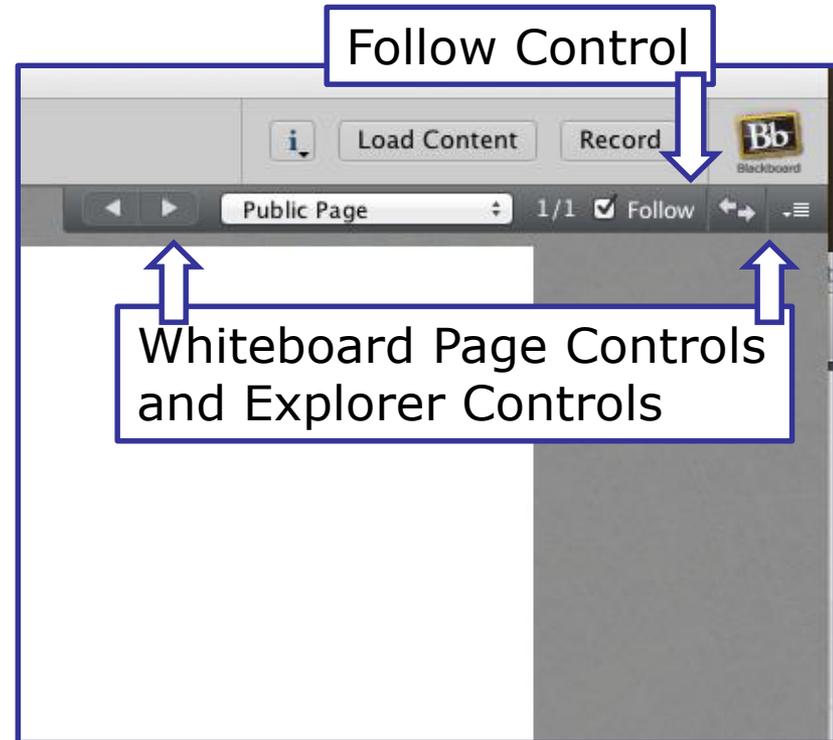
Protected Whiteboard Files *.wbp

Whiteboard PDF *.pdf

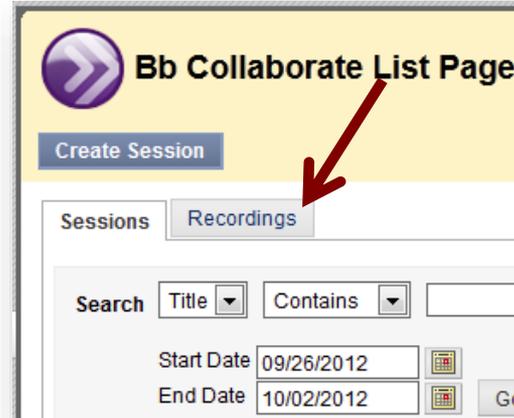
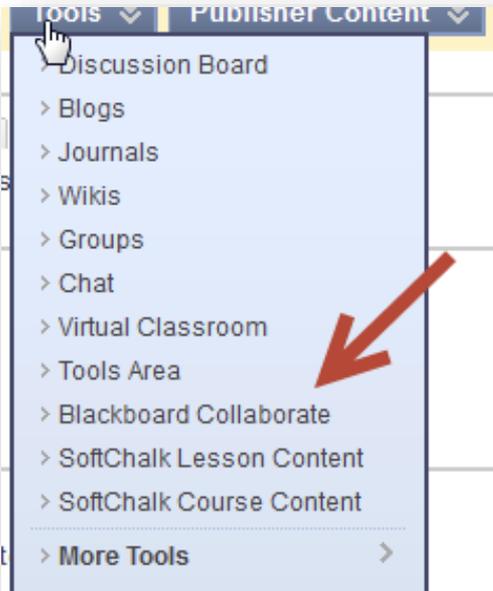
Whiteboard PNG *.png

Moderator Feature: Page Explorer

- Allows the moderator to explore other pages while leaving the participants on the current page
- Moderator only feature
- Moderator's button turns red when Explore mode is on
- Red boundary displays around the Whiteboard page for the Moderator



Recordings



My Recordings



My Recordings

Search Criteria

Title

Start Date

2013

Jan

25



End Date

2013

Jan

25



Session Owner

Mine



Sorting



By Time



By Name

Rows/page



15



25



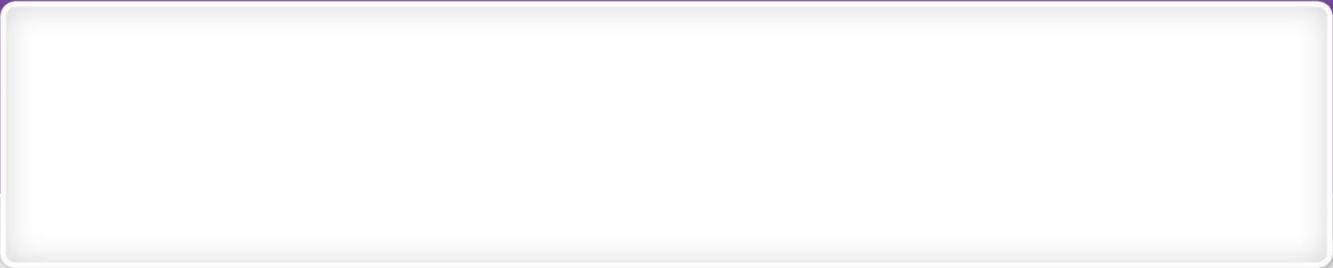
50



100

[View the Recordings](#)

	Title	Date/Time	Session Length	Attendees	Hosted by	Ver.	Format		
							Blackboard Collaborate	Audio (MP3)	Video (MP4)
1	WORKSHOP ROOM	2013-01-25 09:01 AM Mountain (MST, North America/Canada)	00:01:55	1	EI-PHILIPS	12.0		Convert	Convert
2	CLASS MEETING ROOM	2013-01-25 07:58 AM Mountain (MST, North America/Canada)	00:02:37	1	EI-PHILIPS	11.0		Convert	
3	OFFICE	2013-01-25 07:55 AM Mountain (MST, North America/Canada)	00:04:04	1	EI-PHILIPS	11.0		Convert	



Converting



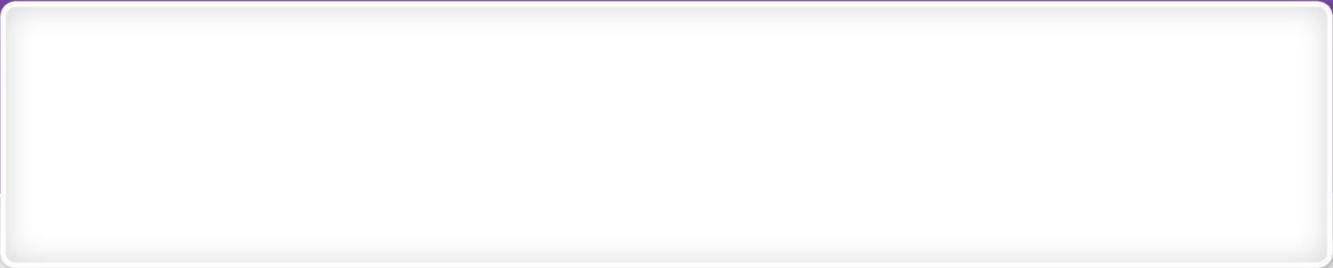
Format		
Blackboard Collaborate	Audio (MP3)	Video (MP4)
	Convert	Convert
	Convert	
	Convert	



Video (MP4)
Converting



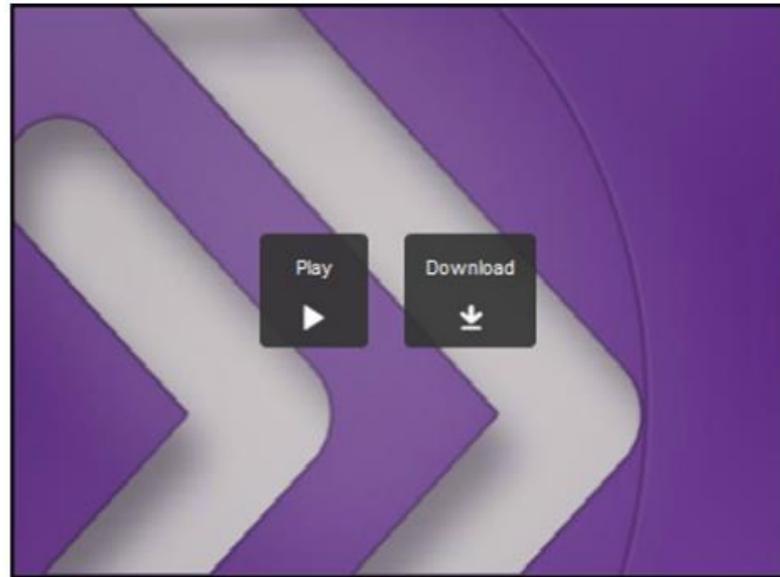
Request for conversion submitted.
When the processing is complete, you will receive an email notification.



Play or Download



Format		
Blackboard Collaborate	Audio (MP3)	Video (MP4)
	Convert	Convert
	Convert	
	Convert	



Your Collaborate Sessions Where are they?

Bb Collaborate Faculty Session Setup Page

https://help.blackboard.com/en-us/Learn/9.1_SP_12_and_SP_13/Instructor/060_Course_Tools/Blackboard_Collaborate_Building_Block/010_Blackboard_Collaborate_Sessions

Options to access:

Your Course Room- a room automatically generated for your course

My Room – accessible from any course where you are an instructor and lasts as long as you retain an account in the system

Create a Session – created for a multipurpose use and with time constraints

Blackboard Collaborate Sessions

Last Modified
17:00, 12 Jun 2014

You can read this page in its entirety, or click the Table of Contents icon  in the upper right and choose a topic that interests you.

Overview

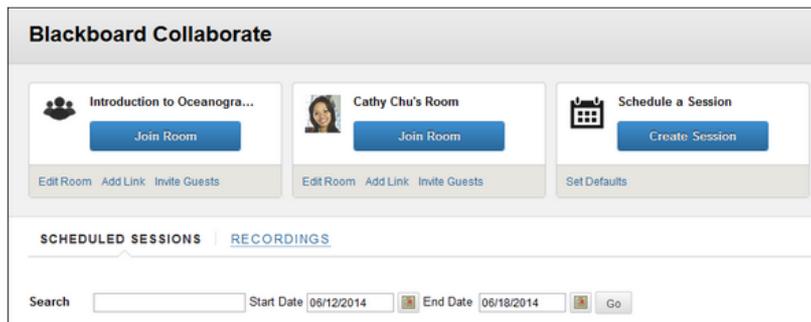
For every course, Blackboard Collaborate generates two types of rooms that require no scheduling.

Course Room: A default room provided for your course that lasts as long as the duration of your course. By default, the room is titled with your course name and is always available.

- By default, students enter your Course Room as participants. Instructors and administrators enter as moderators. You can allow all participants to join as moderators so that collaboration can start without your presence.
- If you have supervision concerns, you can completely turn off your Course Room at the course level.
- Use your Course Room to acclimate students to your course setup, introduce new concepts, host Q and A sessions, lead study sessions, and grade group presentations.

My Room: A default room provided for each instructor that lasts as long you retain an account on the system. By default, the room is titled with your name and is always available.

- **My Room** is accessible from any course where you have the instructor role.
- You can disallow participants from a certain course to enter your room.
- By default, students enter your room as participants. You can allow all students to join as moderators or only allow select users from a course you teach to join your room.
- Use My Room to provide office hours or help to users across all your courses. When privacy is a concern, create a new session and restrict access to only the user you need to discuss an issue with.



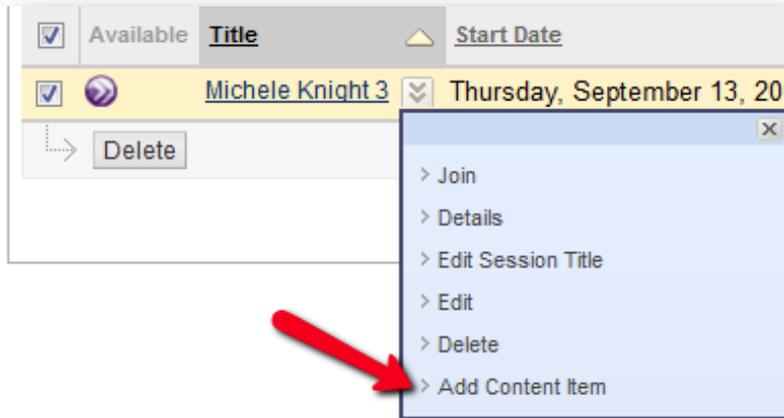
The screenshot shows the Blackboard Collaborate interface. At the top, it says "Blackboard Collaborate". Below this, there are three main sections:

- Introduction to Oceanogra...:** Includes a "Join Room" button and links for "Edit Room", "Add Link", and "Invite Guests".
- Cathy Chu's Room:** Includes a "Join Room" button and links for "Edit Room", "Add Link", and "Invite Guests".
- Schedule a Session:** Includes a "Create Session" button and a "Set Defaults" link.

Below these sections, there are tabs for "SCHEDULED SESSIONS" and "RECORDINGS". At the bottom, there is a search bar and date filters: "Start Date 06/12/2014", "End Date 06/18/2014", and a "Go" button.

The teaching assistant role does not have a default My Room, but can schedule a session and enter as a moderator.

Adding a Content Item to a Course Module



1. Content Area Details

* Content Item Name: Michele Knight 3

Content Area List: Select content area(s) where a link to the session should appear

- Syllabus
- Course Content
 - Start Here
 - Sample Learning Module
 - Unit 1- Word
 - Unit 2- Excel
 - Unit 3- PowerPoint
 - Unit 4- Access

2. Options

Date Restrictions

Display After: 09/13/2012 11:58 AM
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until: 09/14/2012 12:58 PM
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

E-Learning, Innovation, and Teaching Excellence

Resources:

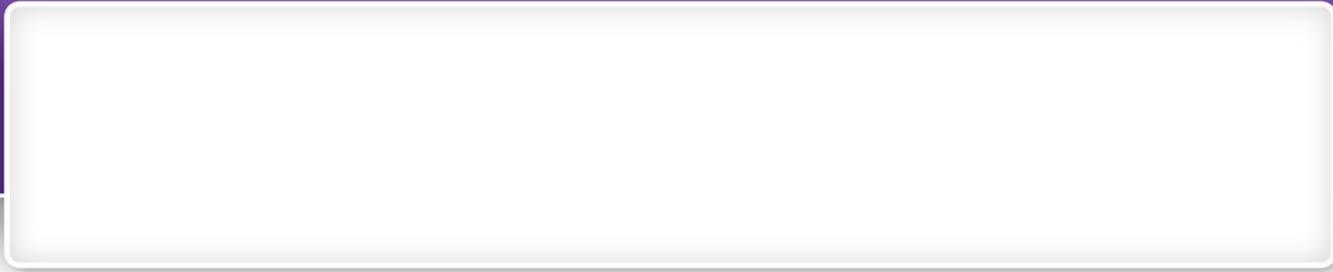
On Demand Learning:

<http://tinyurl.com/bblearningcenter>

 For Technical Support, contact

IT Help Desk : 240-567-7222

ITHELPDESK@Montgomerycollege.edu



*Thank
You*



For your participation today.

Please take a few minutes to complete the workshop evaluation

Practice



Demonstrate that you can:

- Upload a PowerPoint to the Whiteboard
- Use the Whiteboard Tools
- Use Application Sharing
- Conduct a Web Tour and Web Push
- Send files with File Transfer
- Invite a guest to join a session
- Assign and revoke user privileges
- Conduct a poll and post results to the whiteboard
- Change the poll type

