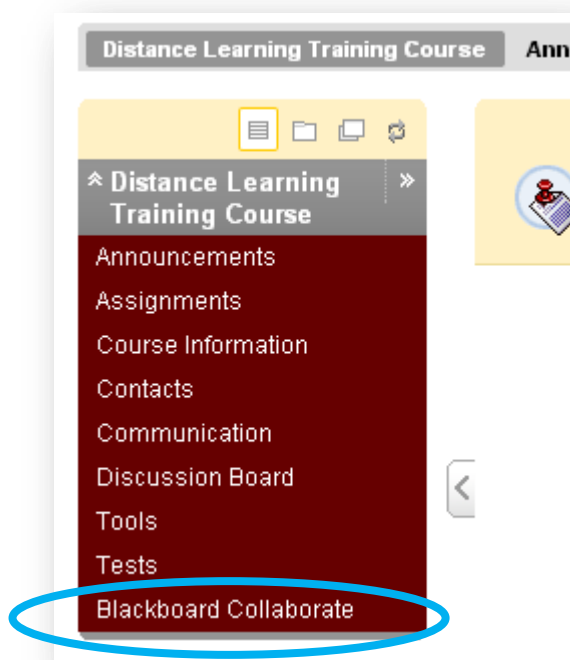


Blackboard Collaborate Basics

Blackboard Collaborate web conferencing is a real-time virtual classroom environment designed for distance learning education and collaboration. If instructors have made Blackboard Collaborate available, students may access it through Blackboard. Instructors may use Blackboard Collaborate to hold live, online classes, office hours, guest lectures, and meetings in Blackboard. They may also use Blackboard Collaborate to record online lectures for later viewing.

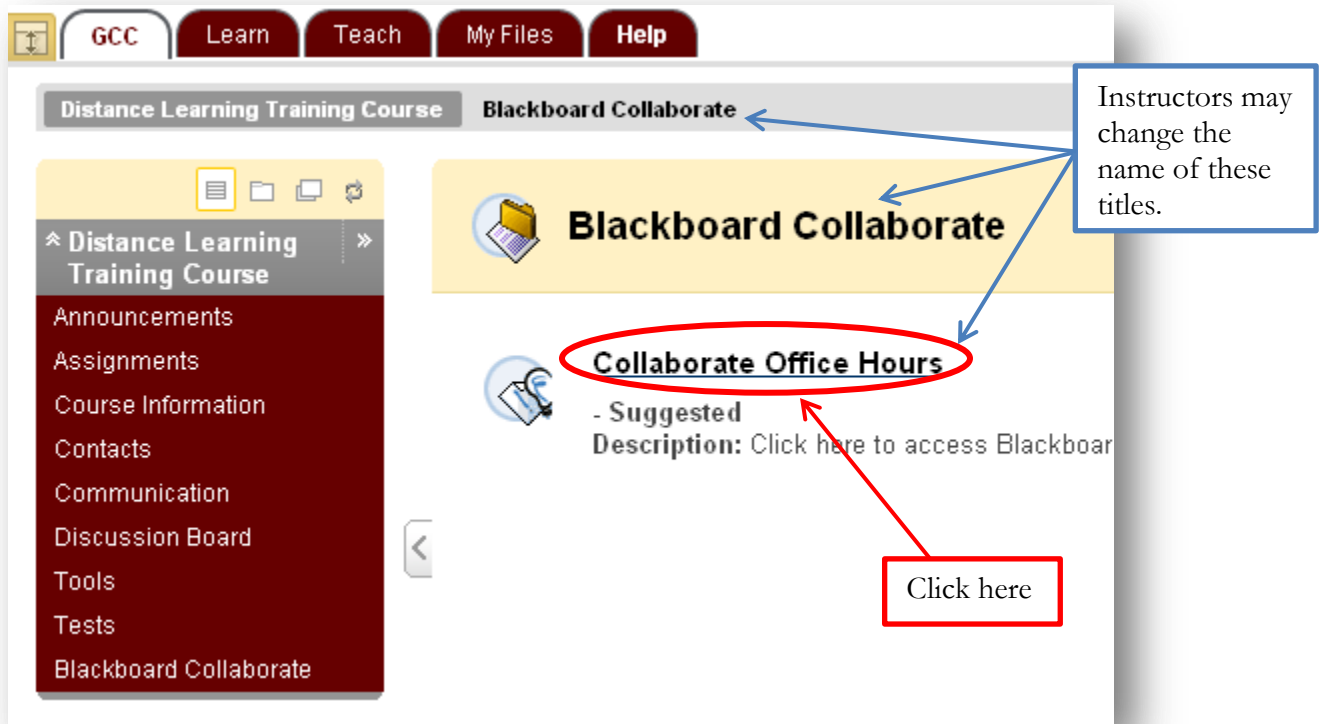
Instructors will most likely create a menu item (or menu button) where students may access Blackboard Collaborate. You can see within the illustration below that the instructor added a menu button entitled “Blackboard Collaborate.” However, instructors **may** include a Blackboard Collaborate within **any** menu button, and they may assign a different name to it. For example, your instructor might name his or her Blackboard Collaborate “Cyber Café.”



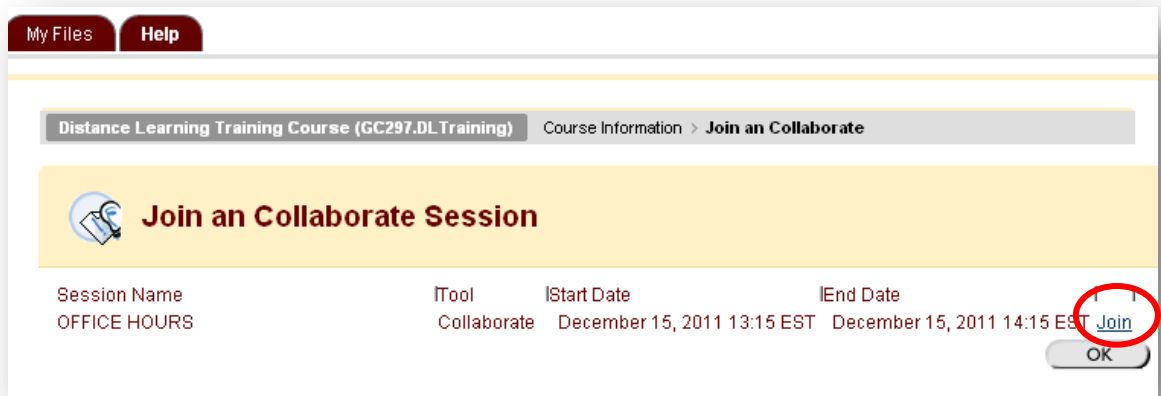
Accessing Blackboard Collaborate

1. Before you begin, check to make sure that your speakers are connected and turned on. If you are using a microphone, check to make sure it is connected and turned on as well.
2. Navigate to Blackboard Collaborate by clicking on the appropriate menu button. Check with your instructor for specific instructions on how to access Blackboard Collaborate within your Blackboard course.

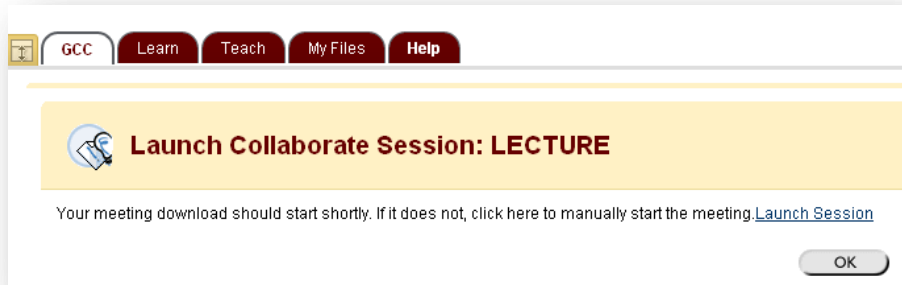
- Click on the title of the Blackboard Collaborate web conferencing link, which is named **Collaborate Office Hours** in the example pictured.



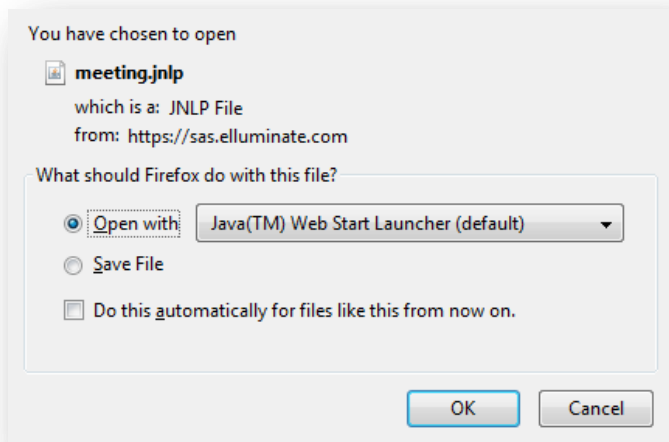
- Click on **Join**.



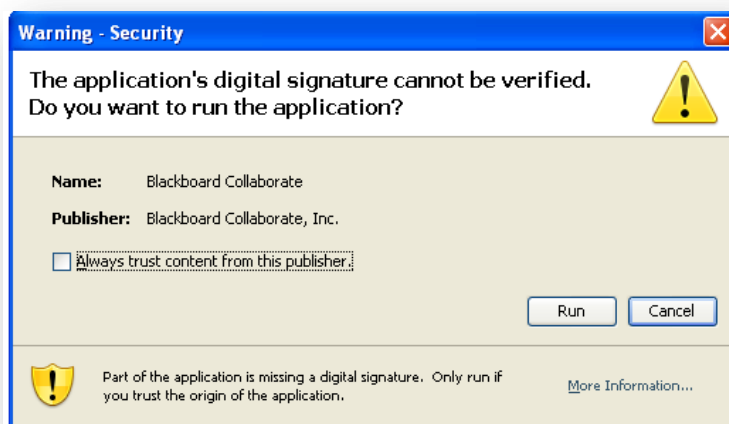
5. Wait for the meeting to download.



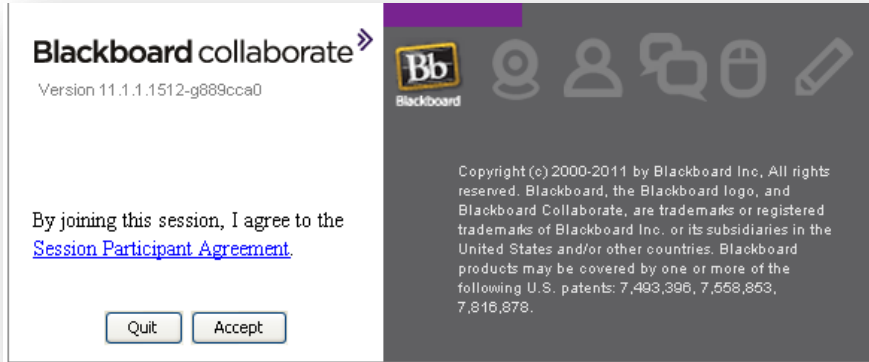
6. If prompted to download a meeting.jnlp file, click **OK**.



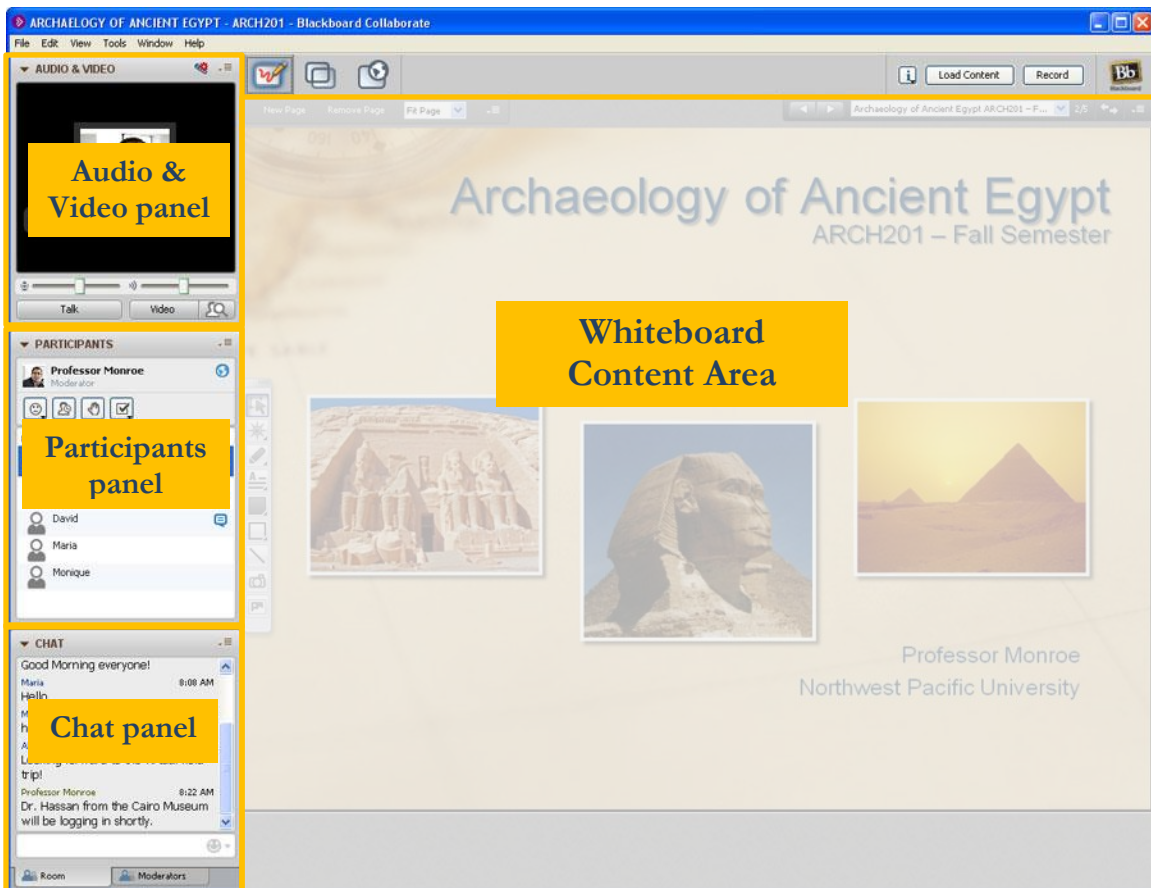
7. Click on **Run**.



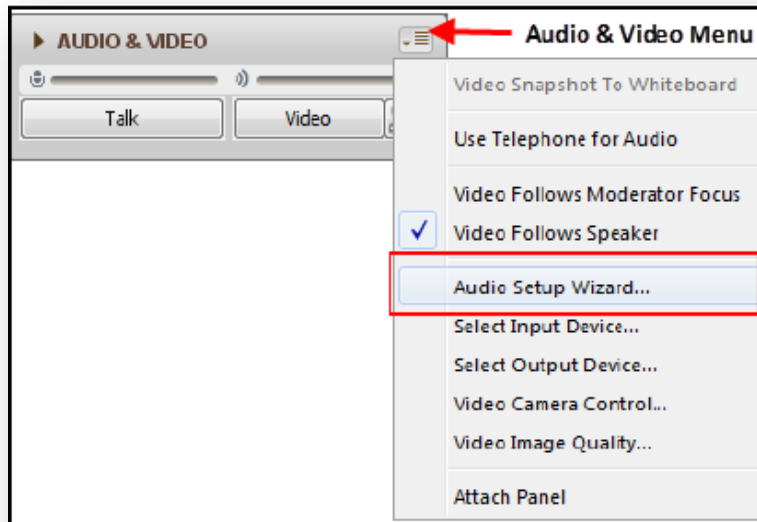
8. Click on **Accept** and then select a connection speed. Click **Ok**.



Once you have entered the session, you will see a screen similar to the one pictured below. Note: if you are viewing a recorded session, tool options are not available to you.



9. If it is your first time accessing Blackboard Collaborate on your personal computer, it is recommended to run the Audio Setup Wizard. To do so, locate the Audio & Video panel, click on the **Audio & Video Menu** icon, and select **Audio Setup Wizard**. Follow the directions in the wizard.



Required peripherals:
Speakers or headphones

Recommended:
Headphones with microphone

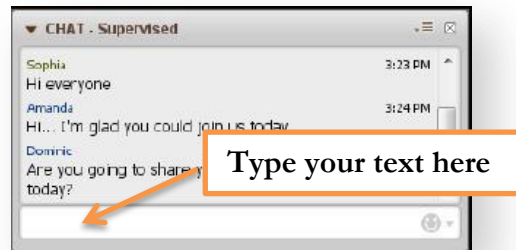
Quick Start Guide





Note: if you are viewing a recorded session, the following options may not be available to you. In addition, some tool options may be disabled by your instructor and may not be available to you.

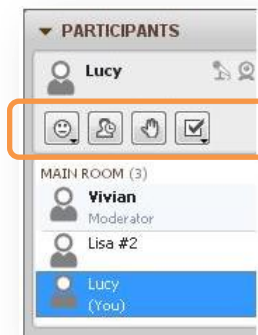
- ❖ To talk, click **Talk** and speak into your microphone. Click the Talk button again when done talking.
- ❖ Instructors have the ability to mute student microphones. If so, you may raise your hand or text chat in order to communicate.



- ❖ To chat, type a message and press **Enter** on your keyboard.



- ❖ Click on ...
 -  to express an emoticon
 -  to step away
 -  to raise your hand
 -  to answer a polling question

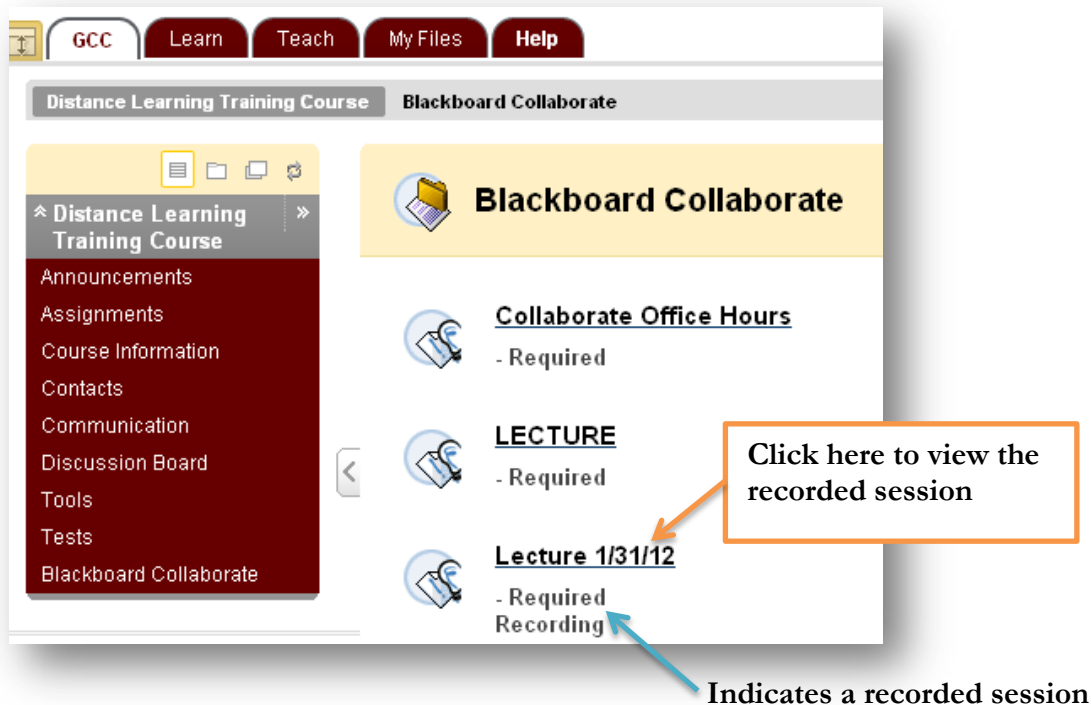


- ❖ To change volume, click the volume control.



Accessing a Recorded Blackboard Collaborate Session

1. Navigate to Blackboard Collaborate recordings by clicking on the appropriate menu button. Check with your instructor for specific instructions on how to access Blackboard Collaborate recordings within your Blackboard course.
2. Session recordings will be described with “Recording.” Click on the recorded session. In the example pictured, click on **Lecture 1/31/12**.



The screenshot shows the Blackboard Collaborate interface for a 'Distance Learning Training Course'. On the left is a navigation menu with options like Announcements, Assignments, and Tests. The main area displays a list of sessions:

- Collaborate Office Hours** - Required
- LECTURE** - Required
- Lecture 1/31/12** - Required Recording

An orange callout box points to the 'Lecture 1/31/12' session with the text 'Click here to view the recorded session'. A blue arrow points to the 'Recording' text below the session name with the text 'Indicates a recorded session'.

3. Click on **Play**.



The screenshot shows the 'Play an Collaborate Recording Session' dialog box. It contains the following information:

Session Name	Tool	Creation Date	Size (bytes)
OFFICE HOURS	Collaborate	December 19, 2011 10:27 EST	16153

At the bottom right, there is a 'Play' button circled in red and an 'OK' button below it.

The recorded session should begin to play automatically after you access it. Note: it may take a few seconds before it begins to play.