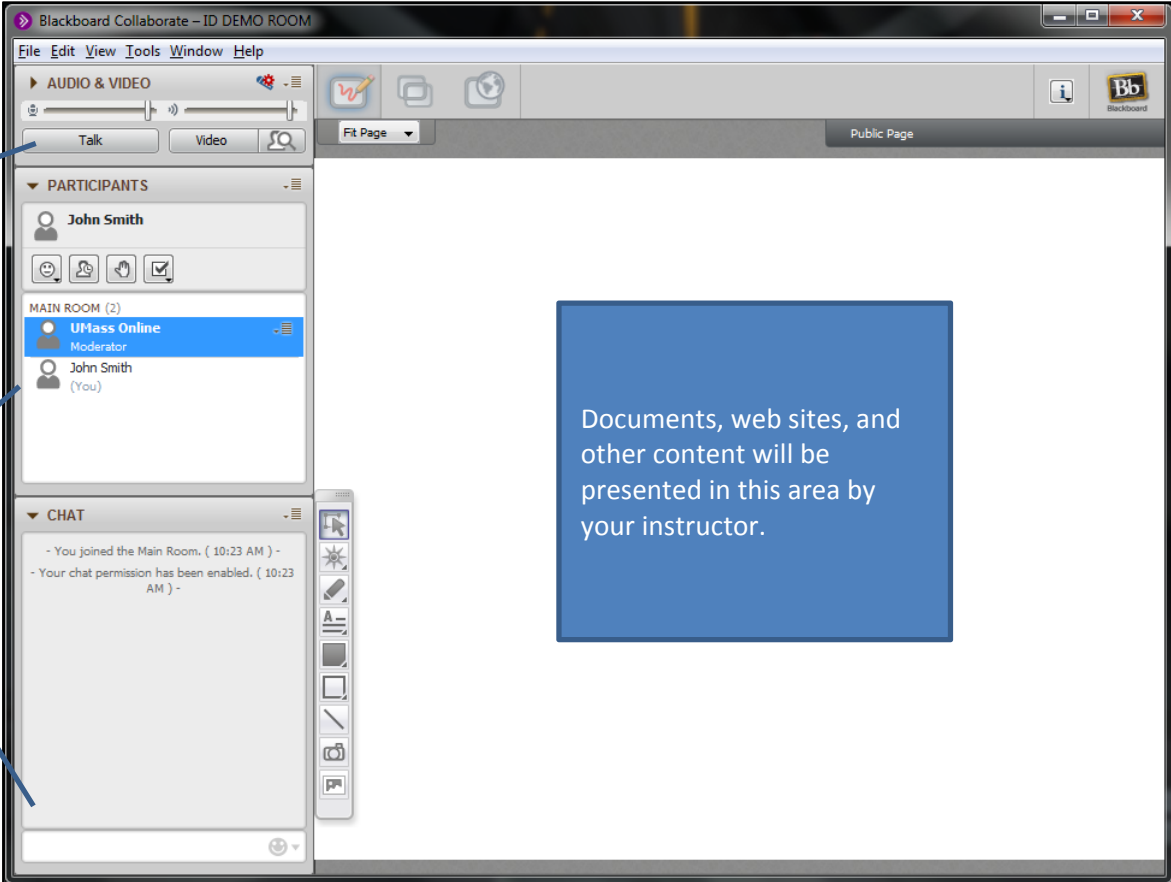


Blackboard Collaborate Quick-Start Guide

This guide provides students with the basics of getting started using Blackboard Collaborate with audio.

Interface Overview:



Press the "Talk" button and start talking into your microphone to speak to the class. Press "Talk" again to stop talking.

List of all users in the chat.

Enter text here and hit the enter key to chat.

Documents, web sites, and other content will be presented in this area by your instructor.

The screenshot shows the Blackboard Collaborate interface for an "ID DEMO ROOM". The top menu includes File, Edit, View, Tools, Window, and Help. Below the menu is the "AUDIO & VIDEO" section with a volume slider and "Talk" and "Video" buttons. The "PARTICIPANTS" section shows a list of users: John Smith, UMass Online (Moderator), and John Smith (You). The "CHAT" section shows a list of messages: "You joined the Main Room. (10:23 AM)", "Your chat permission has been enabled. (10:23 AM)", and "You". A large blue box in the center of the main content area contains the text: "Documents, web sites, and other content will be presented in this area by your instructor." Three blue callout boxes point to the "Talk" button, the participants list, and the chat input field.

Using Audio/Talk:

If you have trouble using the audio "Talk" feature running the "Audio Setup Wizard" may help.

1. At the top of the Blackboard Collaborate window click "Tools > Audio > Audio Setup Wizard".
2. Follow the on screen steps to select the appropriate speaker output and microphone input for your computer.

