Blackboard Collaborate for Particpants

Introduction

This guide walks users through the different tools and features available to participants in a Blackboard Collaborate Session.

Topics Covered:

- Interface Overview (Quick Start)
- Audio Setup Wizard
- Dialing into a Session (Telephony)

For additional information or support contact the Instructional Development team by phone at 508-999-8501 or by email at myCoursesHelp@umassd.edu.

Blackboard collaborate™

Getting Started for Participants Quick Reference Guide

Blackboard Collaborate™ gives you the functionality you need to support a 21st century teaching and learning environment, such as two-way audio, multi-point video, interactive whiteboard, application and desktop sharing, rich media, breakout rooms, and session recording. Educators and students can engage as if they were in a traditional classroom, with as good as, or even better, outcomes.

Tips on Participating in Session

Preparation

- Find a comfortable place with no distractions.
- Before your first session visit the Blackboard Collaborate Support Center and click on "For First-Time Users: Getting Started"

- Use the Audio Setup Wizard to ensure that the audio is working correctly prior to your session.
- Take the Online Orientation or refer to the Participant Guide for information on all the features prior to your first session. This information and more is available from the On Demand Center located on our website – http://www.blackboard.com/Platforms/Collaborate/Services/On-Demand-Learning-Center.aspx

In-Session

- Be sure to join the session 5 – 10 minutes prior to the start.
- Set your Connection Speed to the Internet.
- Use the Audio Setup Wizard to test your microphone and speakers.
- Participate in the session by responding to polls and providing feedback to the moderator.
- Raise your hand when you have a question or a comment.
- Use Chat to send text messages to other participants and the moderator during the session.
- Remember that running other applications on your computer can slow your connection to the session.

Participant's User Interface

Audio Setup Wizard

Whiteboard Tools Palette

Whiteboard

Application Sharing

Web Tour

Session Information

Recording Indicator

Audio & Video Panel

Feedback, Step Away, Raise Hand, Polling Response

Participants Panel

Chat Panel

Send Chat

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Audio Setup Wizard Quick Reference Guide

Prior to participating in a session, you should ensure that your audio is configured correctly. Audio settings can be configured using the Audio Setup Wizard.

Using the Audio Setup Wizard on a PC

The Audio Setup Wizard is accessible Audio & Video panel by clicking the Audio Setup Wizard button or from the Audio & Video Options menu.
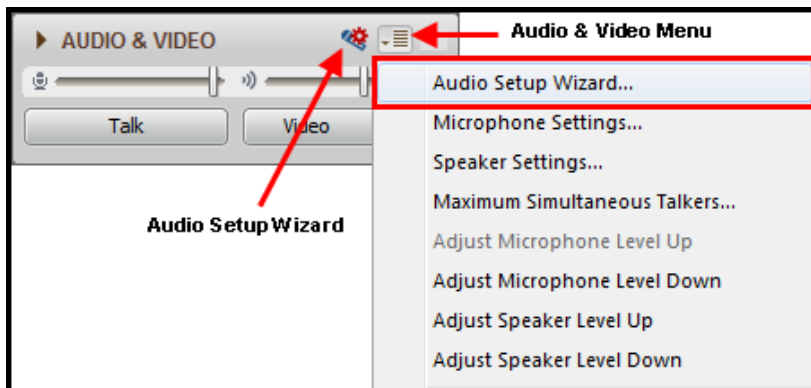


Steps for Configuring Your Audio

1. Open the Audio Setup Wizard by clicking the Audio & Video menu and clicking Audio Setup Wizard.
2. From the Select Audio Output Device dialog, choose the device that will play the session audio e.g. speakers.
3. Click **OK**
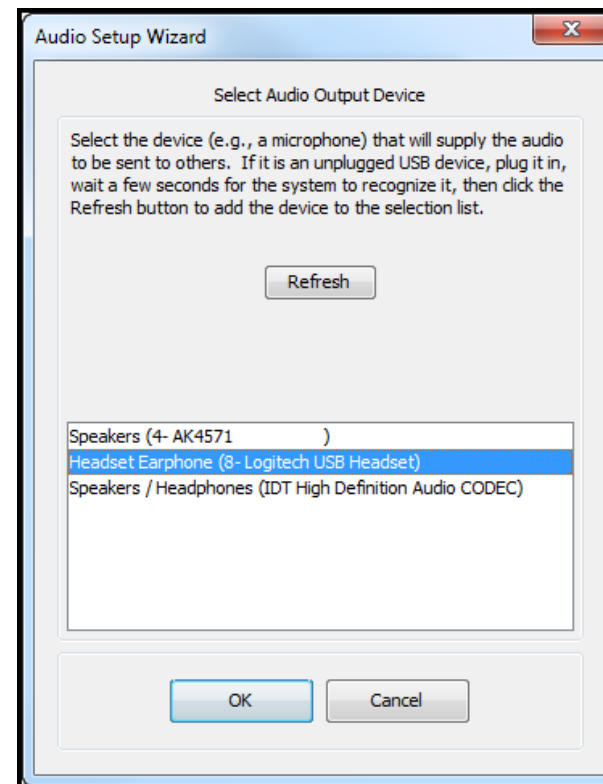
4. Click the **Play** button and adjust the volume slider so that you can clearly hear the pre-recorded message. Click **Stop** and then **Yes** to confirm you were able to hear the audio. If you were not able to hear the audio, click **No** and repeat the previous step.
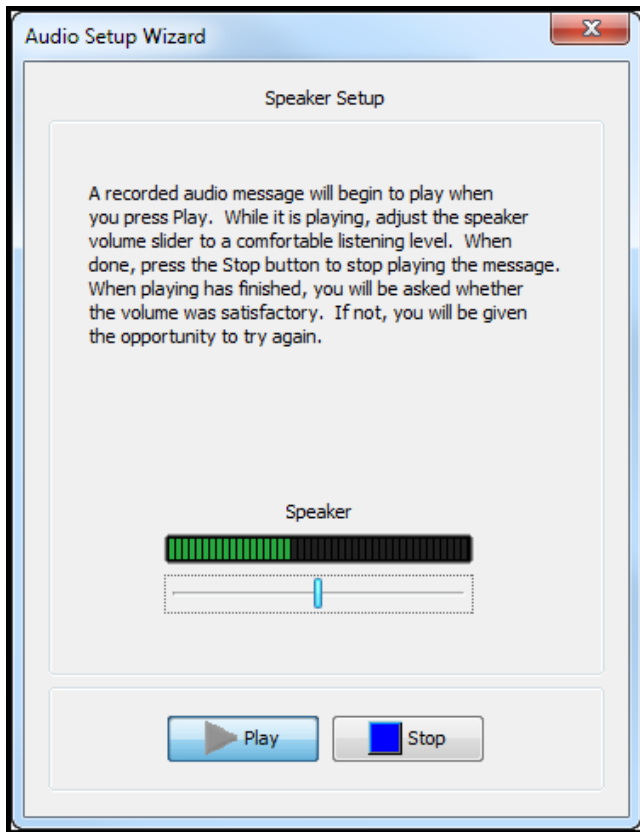
5. Select the device you will use to send your audio during the session e.g. microphone.
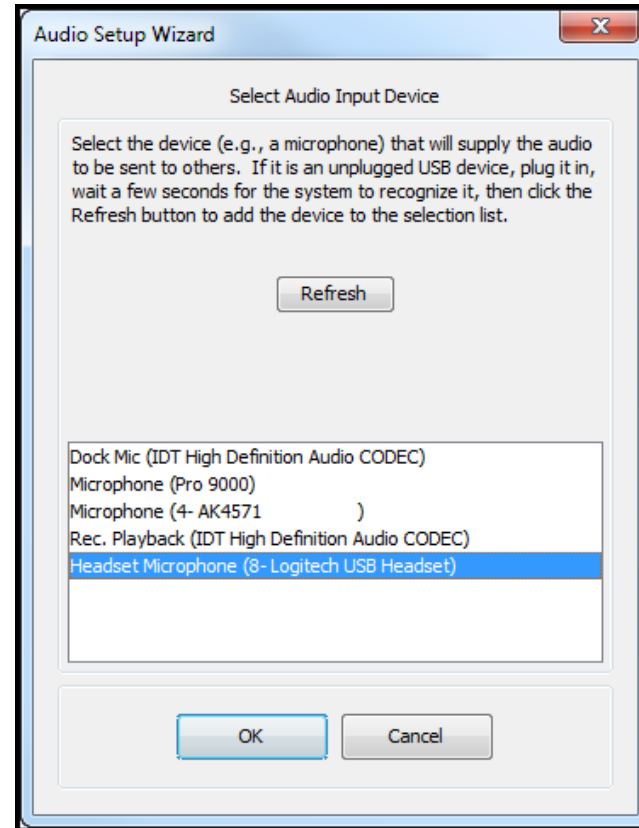
6. Click **OK**
7. Click **Record** and speak into the microphone using your normal speaking voice. Adjust the microphone slide bar so that it displays green bars with an occasional yellow bar. Red indicates that your audio is too loud or you microphone is too close to your mouth.

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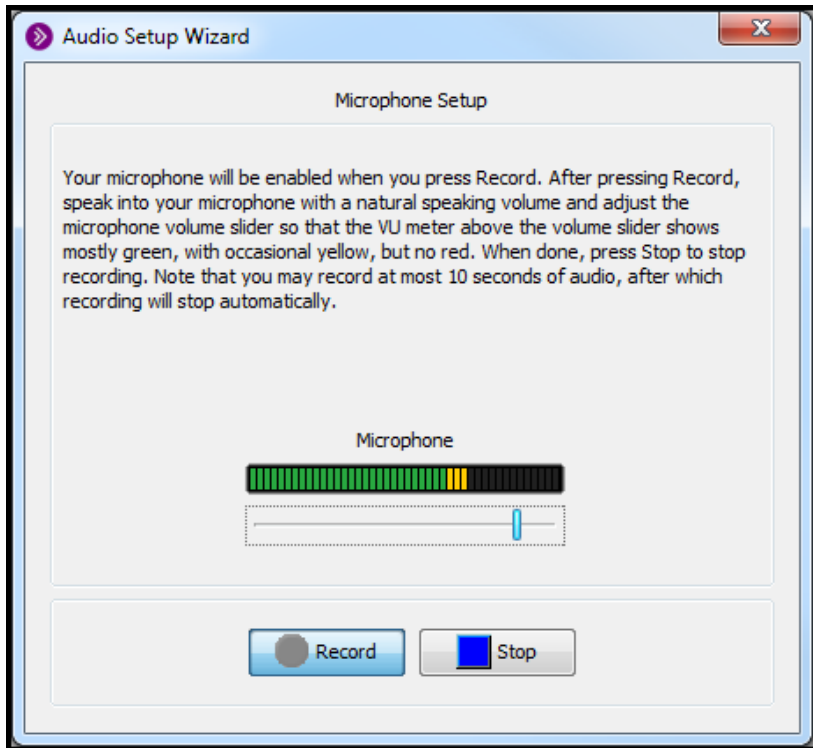
8. Click **Play** and confirm you can hear your recorded voice. You are now ready to participate in the audio portion of the session.

Using the Audio Setup Wizard on a Mac

The Audio Setup Wizard on a Mac computer is slightly different than that of a PC. Open the Audio Setup Wizard in the same manner by clicking the Audio & Video Options menu located in the Audio & Video panel. Proceed as described above if you wish to use the

default microphone and speakers on your Mac. If you want to use a different device, click the to Open the Sound Preferences panel.
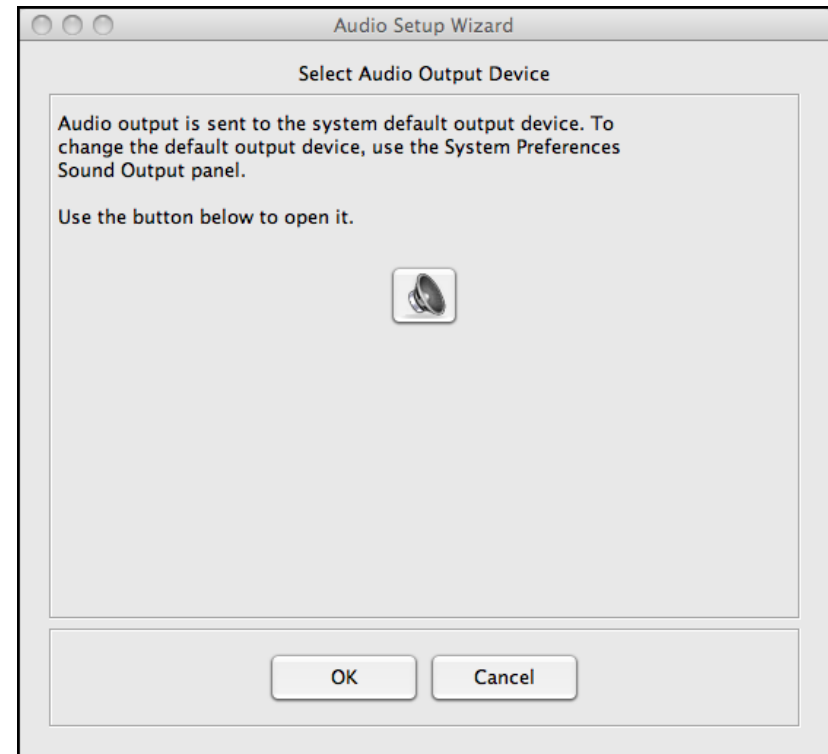
The Sound preferences panel has a screen for audio output or how you will hear the session audio and a screen for input or microphone for sending audio.
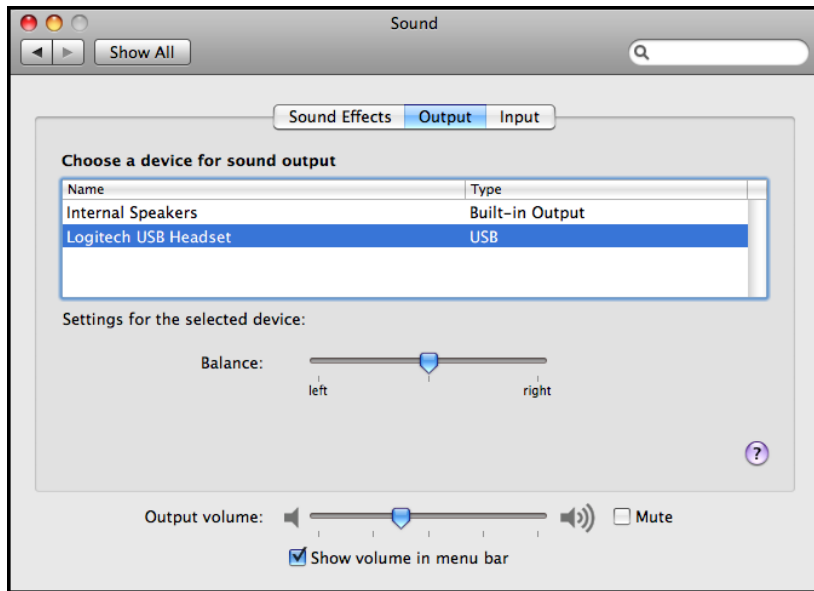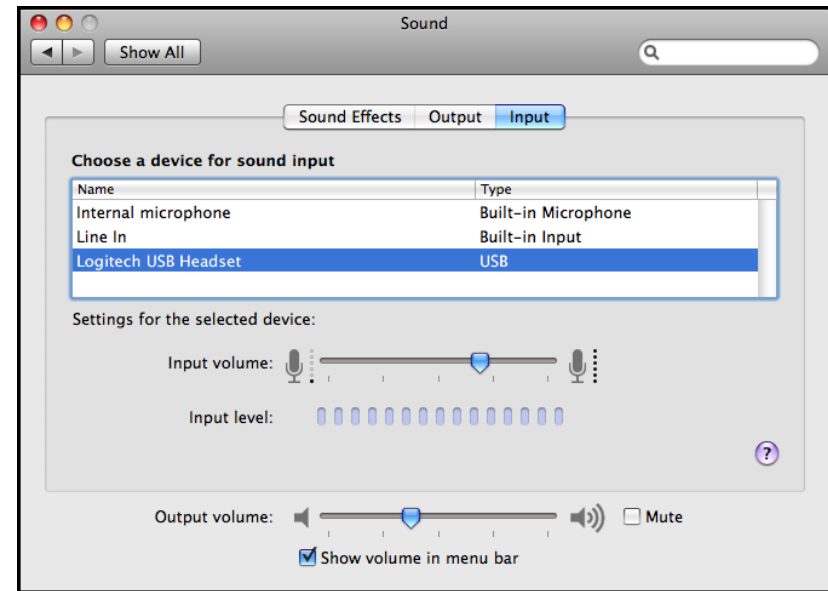
Figure 1 Output

Figure 2 Input

Select the desired device for both Output and Input.
Then close Sound preferences.

Using Telephony – Quick Reference Guide for Participants

The Telephony feature in Blackboard Collaborate enables you to conduct your audio communications with other session attendees via a combination of VoIP (microphone and speakers) or telephone conferencing, while continuing to use your computer for all other session features or to just participate in the audio portion of the meeting. As a telephone conference user, you will be fully integrated into the session. You can communicate with users not connected via teleconference (the traditional microphone and speaker users) and your communications will be captured in session recordings.

There are two types of teleconferencing services available in Blackboard Collaborate: one lets you join a teleconference only if the Moderator has connected the session to the teleconference and the other lets you join the teleconference at any time. You will know that you can join the teleconference when you see the 🦴 **Use Telephone for Audio** button in the Audio & Video panel.

Joining a Teleconference

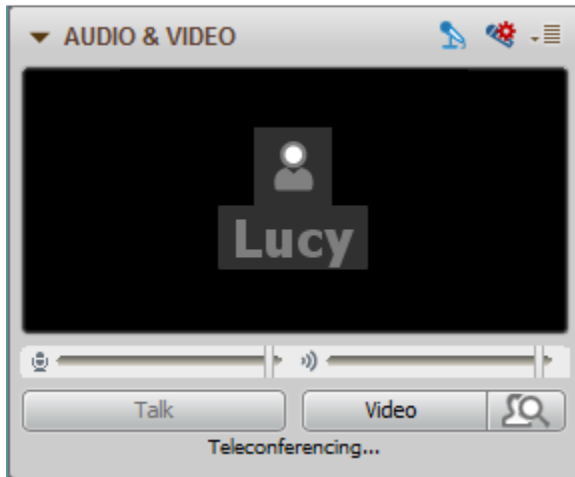To join a teleconference, follow the steps below:

1. Click the 🦴 **Use Telephone for Audio** button in the Audio & Video panel to access the conference number and PIN.

2. Using your telephone, dial the teleconference telephone number displayed in the Use Telephone for Audio dialog.

3. Enter the teleconference PIN when prompted to do so by the teleconference (if required). If your teleconference, prompts you to enter your conference number followed by the # key, enter your PIN as the "conference number".

4. When you've successfully connected to the teleconference, click on **OK** in the Use Telephone for Audio dialog. The 🔈 **Use Telephone for Audio** button will change to the 🔈 **Use Microphone and Speakers for Audio** button and the word **Teleconferencing…** will appear in the Audio & Video window to confirm you are communicating via the call.

Leaving a Teleconference

To leave a teleconference and once again be able to use your microphone and speakers for audio, follow the steps below:

1. Click the 🔈 **Use Microphone and Speakers for Audio** button. The Use Microphone & Speakers for Audio dialog will open.
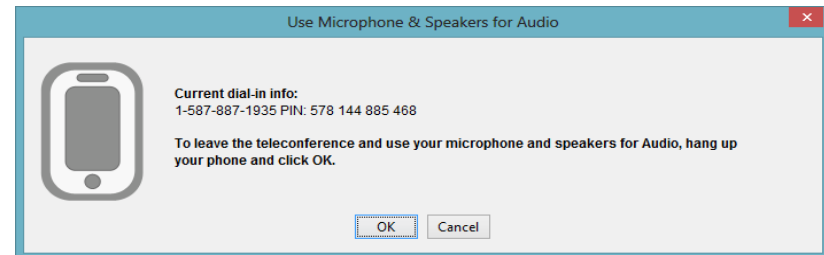
2. Click **OK** to leave the teleconference.

3. Hang up your phone.

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