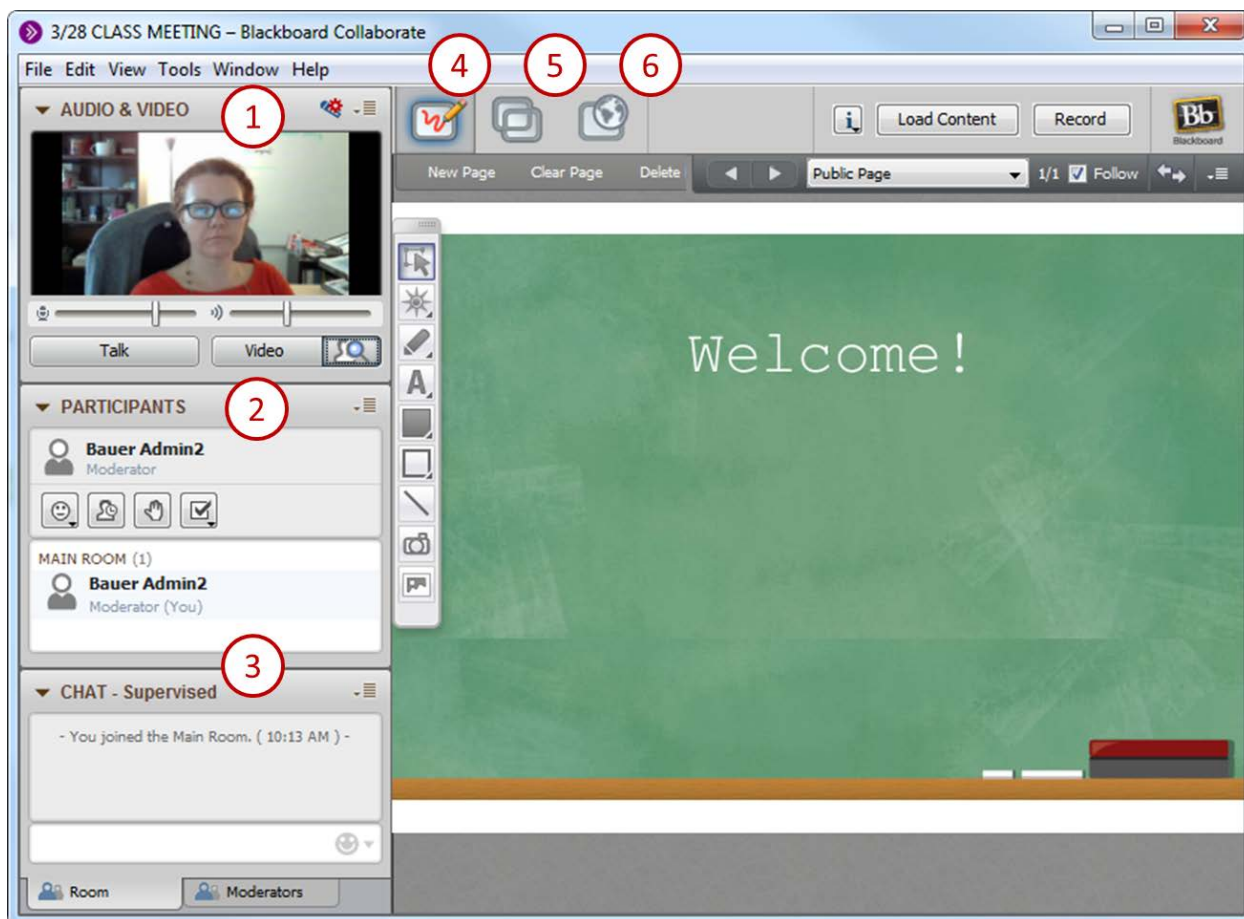


About Bb Collaborate

This document provides a general overview of the features of Blackboard Collaborate. The image below shows the entire Bb Collaborate interface. Sections of the interface are explained further throughout the document.



1

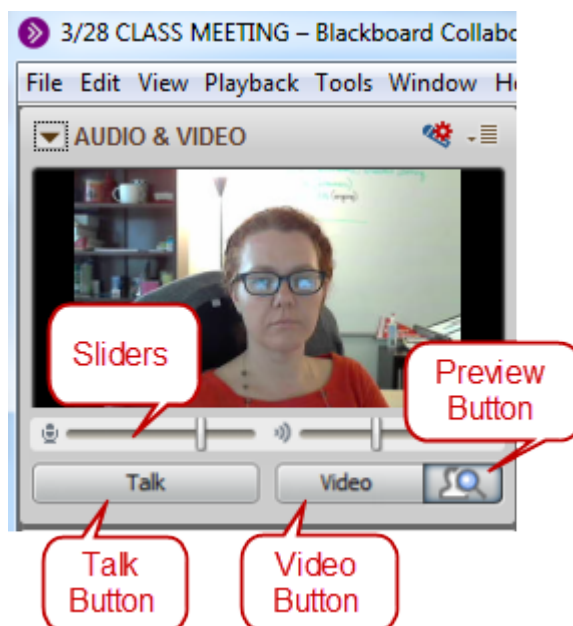
Audio and Video Panel

Audio Setup Wizard (Required) – Running the Audio Setup Wizard will ensure the microphone you are using is configured to work with Collaborate. You will only need to run the Audio Setup Wizard one time.

- Select Tools > Audio > Audio Setup Wizard or click on the Options menu within the Audio Video panel > Audio Setup Wizard.

Follow the steps below to set up the Number of People Who Can Talk or Video at the Same Time:

- Select Tools > Audio/Video > Maximum Simultaneous Talkers or Cameras.
- Or click on the Options menu within the Audio Video panel and select “Maximum Simultaneous Talkers” and “Maximum Simultaneous Cameras.”



Talk Button

- Click once to broadcast audio (see the microphone icon). Click again to stop the audio broadcasting.
- Use Sliders to adjust the volume.
- NOTE: If someone has left their microphone on and it is causing an echo, the moderator can turn it off by temporarily removing the audio permission and then immediately giving the permission back.

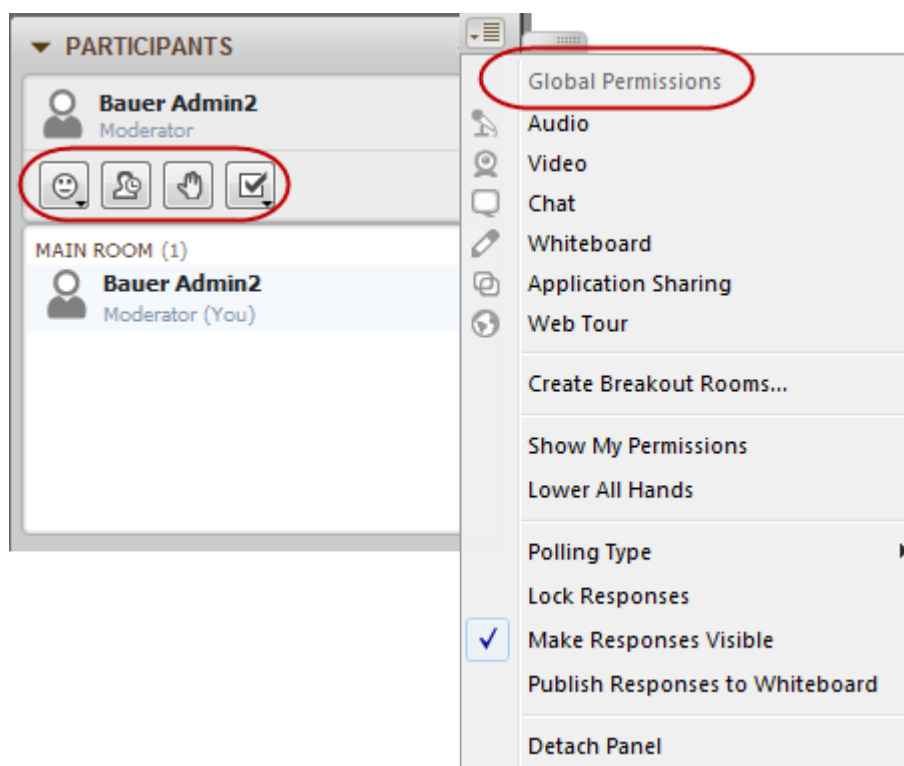
Video and Preview Video Buttons.

- Use Preview Video button to check your video quality.
- Click once to broadcast video (see the video icon). Click again to stop the video broadcasting.
NOTE: Don't use broadcast video unless it is necessary. Create your Profile with a static picture instead (Recommended).


2

Participants Panel

The Participants panel is the control center where you can manage participants by granting and revoking permissions, inviting or removing participants to or from the session, sending them to breakout rooms, and acquiring their input through polling.



Global Permissions versus Individual Permissions

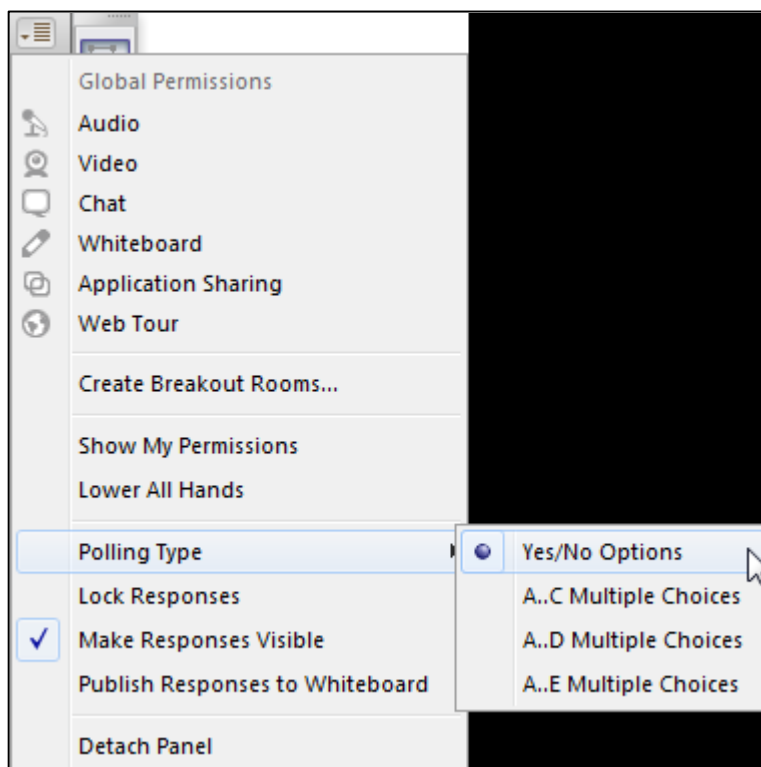
- Global Options menu (found by clicking the options menu icon  found in the top right corner of the Participate panel), grants global permission to all participants with one action.
- To manage individual permissions, select a participant's name and click on the Options menu next to the name.

Non-Verbal Communication Features – These buttons are available to moderators and students and allow the audience to communicate with the speaker without using the other communication options.

- Emotion Feedback: Emoticons that express a variety of things including confusion, applause, and laughter.
- Step Away from the Session: Used by students when they need to step away from the session for a period of time.
- Raise Hand: Used by students to alert the instructor they have a question. The instructors will hear a DING sound.
- Polling Response: From this icon, students will select their answers to any polling questions. NOTE: The option to Lock Responses on the Global Permissions menu must be deselected to enable this icon.

Polling

Polling can be used to solicit responses throughout the class session. Polling Types include Yes/No and Multiple-Choice.

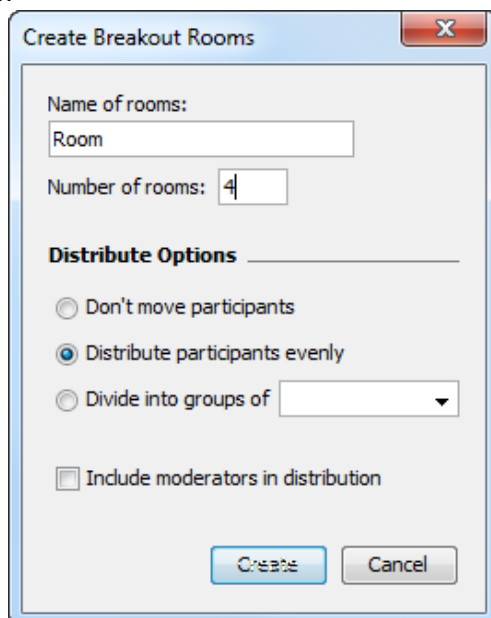


- To set up a poll:
 - Click the global Options Menu and select Polling Type > one of the polling types.
 - Present the question to the participants either verbally or by writing it on the Whiteboard.
- To View and Clear Polling Results:
 - Instructor sees the polling responses under the Polling Response menu.
 - Click the Clear button to delete the responses.
- Manage Polling - Go to Tools > Polling to:
 - Make Responses Visible: Allow the entire class to see how many responses have been entered.
 - Lock Responses: Stops the system from accepting responses and removed the Polling Response icon.
 - Publish Responses to Whiteboard: Allow the entire class to see how others responded.

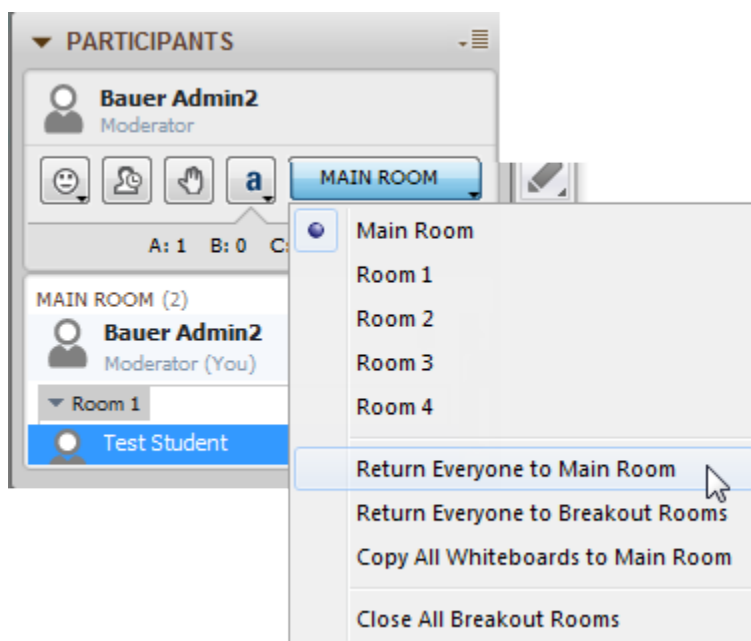
Breakout Rooms:

Breakout rooms provide spaces for students to work in small groups. You can determine the number of rooms to create and divide groups by number of participants or number of rooms. In Breakout Rooms, students are completely disconnected from the main room and breakout room activities are not part of the recording. The instructor can access each breakout room and observe or contribute to the activities that occur in each breakout room.

- To create breakout rooms, click on the Options Menu in the Participant panel and select Create Breakout Rooms.
- Enter desired options.

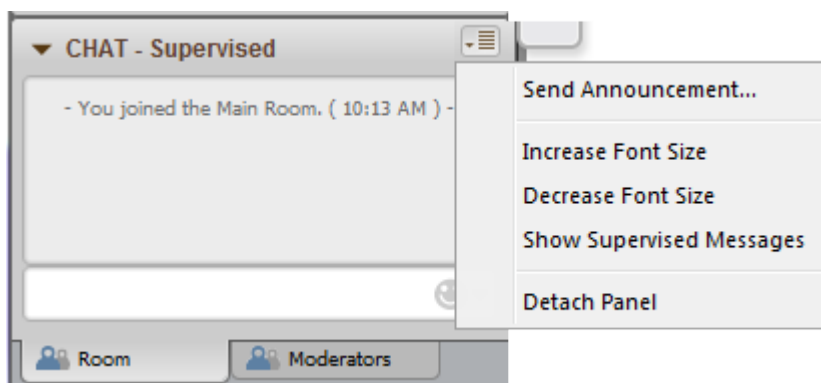



After the students finish working in groups, you can bring everyone back into the Main meeting room and copy any material they have placed on their Whiteboards.



3 Chat Panel

In the chat panel, students will be able to chat with the instructor and each other. By default, the chat option is set to Supervised and turned off for all participants. You can turn on the chat feature through the Global Permissions Options Menu.

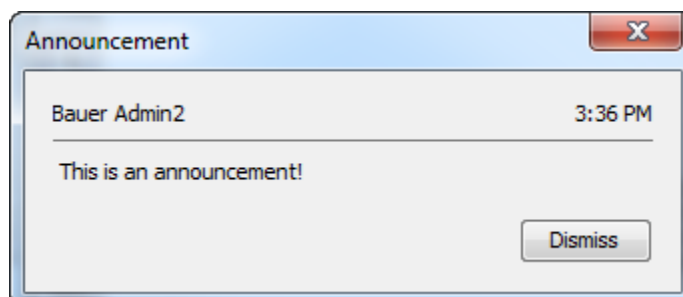


- **Supervised Chat:** This option is selected when creating a new session. If selected, the instructor is able to view all chats including private chats.
- **Private Chat:** If Supervised Chat is selected, private messages are not really private. The instructor is still able to view the private chat.
 - To send a Private Chat:
 - Right-click on a participant's name and select Send a Private Chat
 - Or double click a participant's name and type the private message.
 - NOTE: To view private messages, click the whisper icon next to a student's name.
- NOTE: When someone is chatting/typing, a blue speech bubble  appears next to the person's name in Participants panel.

Announcements

When you select Send Announcement, you not only enter the message in the chat window, you also create a pop-up of the message. To send an announcement:

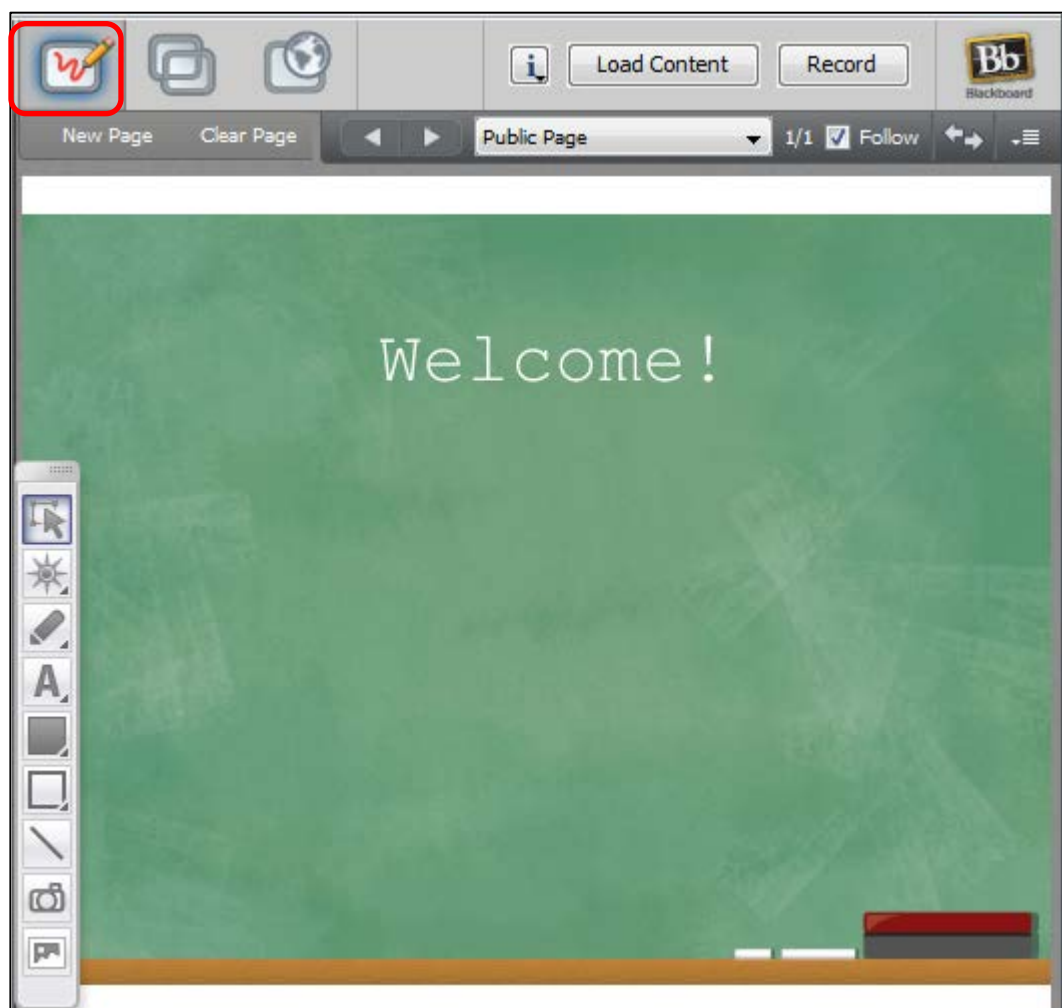
- Click on the Options menu in the Chat Panel and select Send Announcement.
- The announcement message will pop up on student's screen and also show up within the Chat Panel.



4

Whiteboard

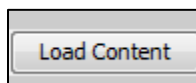
The Whiteboard provides a space for you to add content. You can also allow students to contribute to the whiteboard and create a collaborative workspace.



You can grant participants the access permission to Whiteboard tools all at once by clicking the Options button and selecting Whiteboard. Once granted, students can use the whiteboard tools to draw, write, add images, etc. to the whiteboard.

- To determine who created an object on the whiteboard, use the Pointer button and right click on the object. The first line displays the name of the creator.
- To lock an object on whiteboard, right click on an object and select Group object as Background. The object is not editable and is locked into this grouping. NOTE: This action cannot be undone.

Loading Content



You can load PowerPoint and other files into your Collaborate session and present them as you would in a face-to-face classroom. To load content:

1. Click Load Content button.
2. Locate the desired file and upload. The content displays in the session display area.

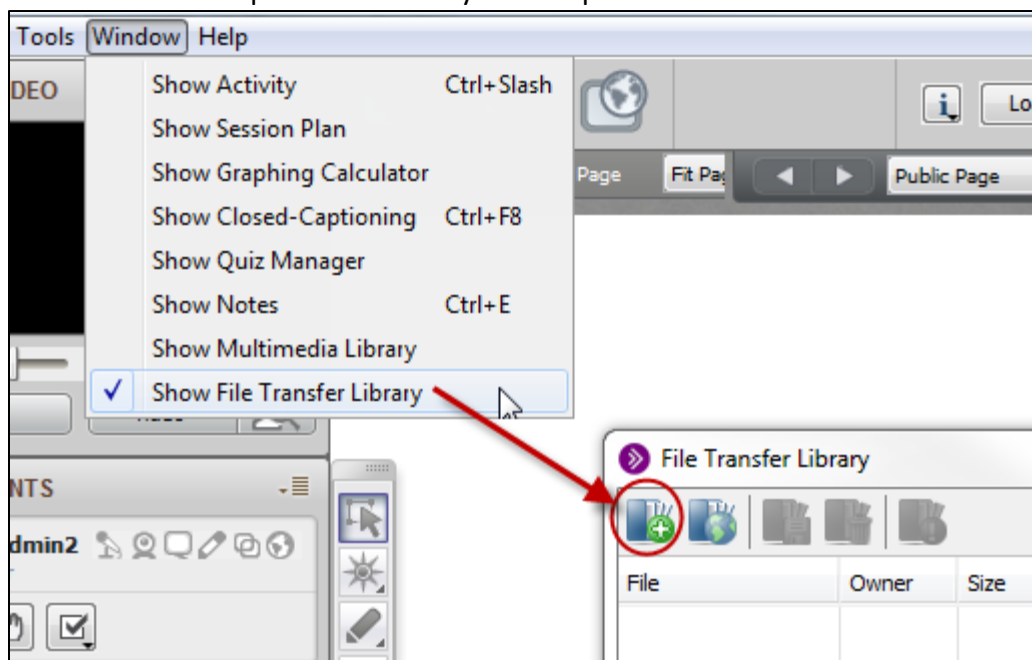
Supported Content Types:

- Image Files: .bmp, .gif, .jpg, .jpeg, and .png files (These files can be dragged and dropped directly into Whiteboard area).
- Whiteboard File: .wbd files
- PowerPoint (PPT, PPTX) and OpenOffice (odt) Files

File Transfer

Unsupported file formats, (such as PDF and .docx), can be transferred directly to students using the File Transfer option. To use this option:

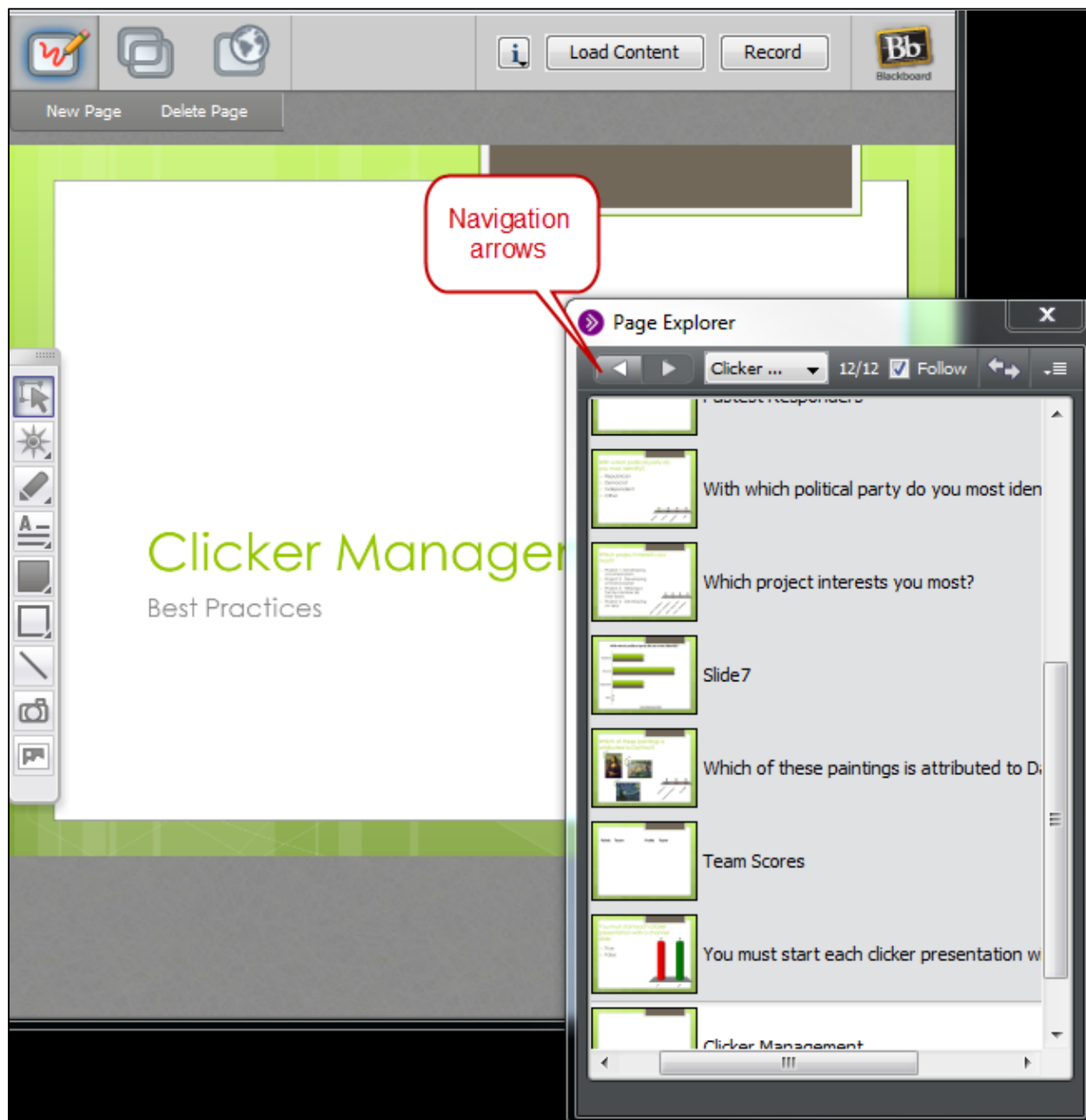
1. Click Window > Show File Transfer Library.
2. Click the + icon to upload files from your computer.



Students cannot add files but they can use the Save File button to save the file on their computer. The files in file transfer library will be available during the session and available in the recording. File Transfer Library storage limit is 100mb.

PowerPoint File

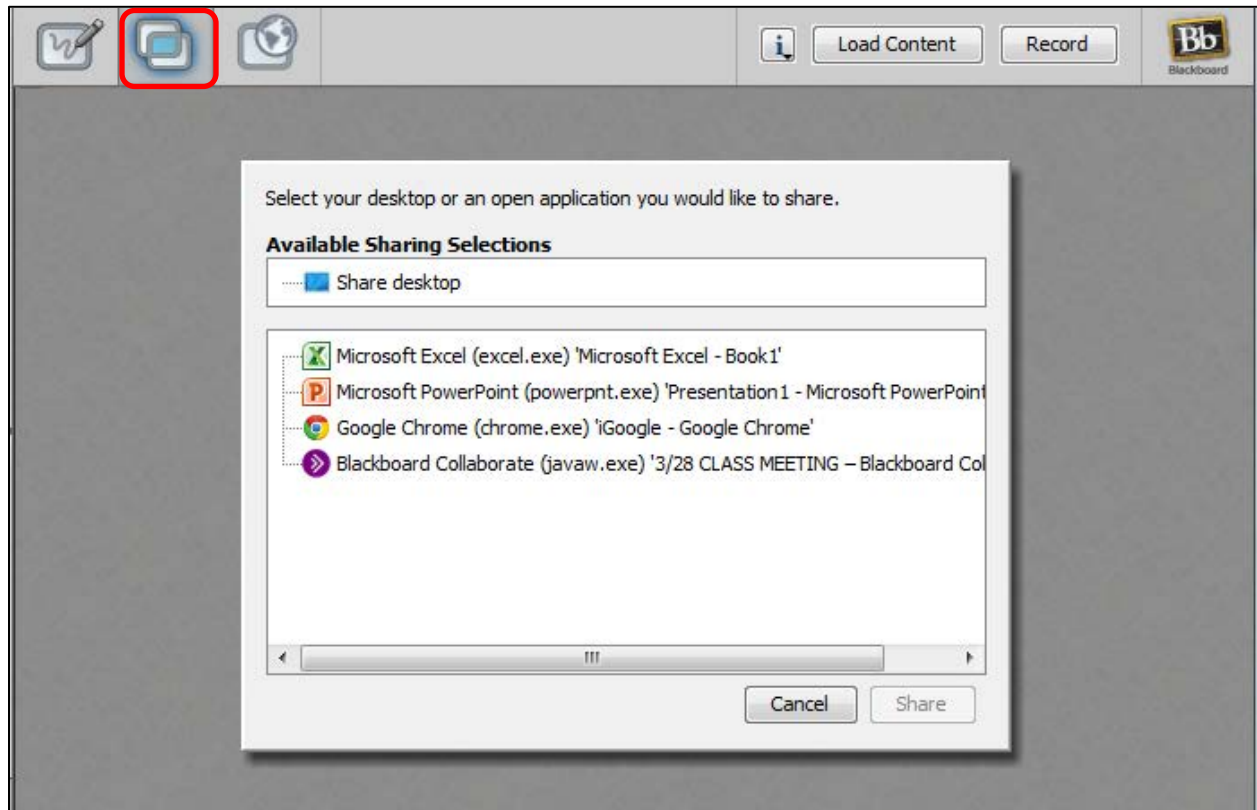
When you upload a PowerPoint file, it will be converted to the whiteboard format (i.e. a series on non-editable images) and loaded. You can navigate through the slides as you would in a classroom using the Page Explorer window.



5

Application Sharing

Application Sharing allows you to share your computer desktop. Through this view, you can share documents, websites, and other tools.



To use Application Sharing:

- Select your either desktop or an open application (or multiple open applications) that you would like to share.
- Use the buttons in the yellow frame to pause or stop application sharing. Pause feature is very helpful if you want to scroll without having participants see delay in screen display.

Some things to keep in mind when using Application Sharing:

- Sharing your entire desktop requires a high bandwidth rate.
- Make the shared screen smaller by using the yellow frame to grab only part of screen.
- Direct students to click Scale to Fit to make the shared screen larger.
- Do not use Application Sharing to share Multimedia (with Video/Audio). The best way to share multimedia is to use Web Tour.
- Anything requiring a password to login cannot use Application Sharing.

6 Web Tour

Web tour allows you and your students to visit and interact with the web. You can watch videos, explore a website, etc. Participants can independently interact with Web materials or you can check the Follow Me box to keep everyone together or collect students back to the Web Tour if they navigate away.

