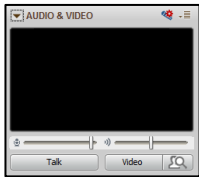


# BLACKBOARD COLLABORATE - PRESENTER QUICK GUIDE

**Blackboard Collaborate** is an interactive collaboration tool that integrates into Desire2Learn. With Collaborate, you can have live two-way interaction with your students, displaying and sharing your desktop or delivering learning content, such as a PowerPoint presentation, while you discuss with your students.

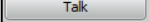
## Audio and Video Panel




The **Audio & Video panel** enables users to participate in a conversation using microphones, headphones, as well as web cameras. Note that you as a Moderator can enable up to 6 simultaneous talkers in a session.

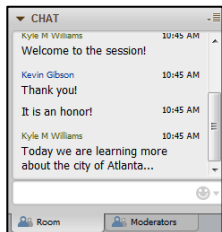
**Volume:** To Adjust the volume of your microphone or headphones, use the volume controls in the audio & video panel.



**Talk:** To talk, press the **Talk** button.  The button will display a blue microphone icon to indicate that you are transmitting audio. Press **Talk** again to stop talking.

**Video:** To turn on your camera and transmit video, press the **Video** button. After turning on the video, a red camera icon  will be displayed. This will indicate that you are transmitting video. Press the **Video** button again to turn off your camera.

## Chat Panel




The **Chat Panel** allows you to send and receive public and private messages. Public messages will go out to the entire room (main room or breakout room) while private messages can be sent to one or more selected individuals.

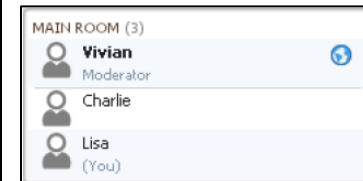
## The Content Area

Located on the right side of your Collaborate window, the **Content Area** allows you to exchange information and ideas with your class. Features include the **Whiteboard, Application Sharing, and Web tour.**



**Whiteboard Tools:** The main presentation area in which those in the session can add objects using the tools Palette and Moderators can load images, PowerPoint files and Whiteboard Files. If you have permission to use the Whiteboard drawing tools, the Tools palette will appear in the Whiteboard Content area.

**Application Sharing:** The application sharing enables session participants to share their desktop. To host an application sharing session, you must switch to Application Sharing Mode in  the content area.



**Web Tour:** This feature enables session participants to share web pages with other participants in the session. You will know when someone is hosting a Web Tour when the blue **Web Tour** activity indicator appears next to their name in the participant's panel. To host a web tour session, you must switch to the Web Tour Mode in the Content Area.

# BLACKBOARD COLLABORATE - PRESENTER QUICK GUIDE

The screenshot shows the Blackboard Collaborate Presenter interface. The central area is the **Content Area**, which displays a slide titled "ATLANTA, GA" with a bulleted list of facts: Capital of Georgia, Population: 443,775, Mayor: Kasim Reed, and Landmarks (Martin Luther King, Jr. National Historic Site, Turner Field, Centennial Olympic Park, The Georgia Aquarium, Piedmont Park, Zoo Atlanta, Georgia Institute of Technology). The slide also features images of the Atlanta skyline.

Surrounding the content area are several panels and toolbars:

- Whiteboard Tool**: Located at the top center, it includes icons for drawing and erasing.
- App Sharing**: Located at the top center, it includes icons for sharing applications.
- Web Tour**: Located at the top center, it includes an icon for creating a web tour.
- Navigate Content**: Located at the top right, it includes navigation arrows.
- Load Content**: Located at the top right, it includes a button to load new content.
- Record Button**: Located at the top right, it includes a button to record the session.
- Show Page Explorer**: Located at the top right, it includes a button to show the page explorer.
- Explorer Mode**: Located at the top right, it includes a button to toggle explorer mode.
- View Pages**: Located at the top right, it includes a button to view pages.
- Whiteboard Tools Palette**: Located on the right side, it includes a vertical toolbar with various drawing tools.
- The Activity Window**: Located at the bottom right, it displays a list of recent activities, such as "Changed whiteboard page to 'Slide 1'." and "Text for slide: Slide 1".
- Video & Audio Panel**: Located on the left side, it includes a video feed of the presenter (Kevin Gibson) and audio controls.
- Global Options Menu**: Located on the left side, it includes a menu for global settings.
- Feedback/Polling Options**: Located on the left side, it includes icons for feedback and polling.
- Participants Panel**: Located on the left side, it lists the participants in the session: Kyle M Williams (Moderator) and Kevin Gibson.
- Chat Panel**: Located at the bottom left, it displays the chat history, including messages like "Welcome to the session!" and "Thank you!".

# BLACKBOARD COLLABORATE - PRESENTER QUICK GUIDE

## Presenter System Requirements

### Windows:

- **Windows XP** (32 bit), **Windows Vista** (32 /64 bit), **Windows 7** (32/64 bit), **Windows 8** (64 bit)
- 256 MB RAM
- 20 MB free disk space
- Speakers and microphone headsets
- Dial-up or faster Internet connection

### Mac OS X

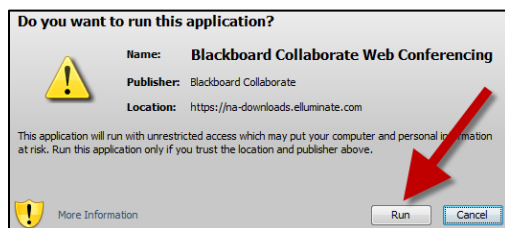
- **Mac OS X 10.5** (32 or 64 bit) or **Mac OS X 10.6** (32 or 64 bit)
- G4, G5 or Intel processor
- 256 MB RAM
- 20 MB free disk space
- Speakers and microphone headset
- Dial-up or faster Internet connection

### Mobile Devices

Blackboard Collaborate supports mobile device use through its Mobile Web Conferencing feature and the Blackboard Collaborate Mobile app.

### Other Requirements

- Free Java plug-in needed from <http://www.java.com/>.
- Pop-up blocker must be disabled.
- You must allow the Java session when prompted.



## Tips on Conducting a Session

### Preparation

- Design sessions to include interactivity and vary session content.
- Practice using Collaborate before leading your first session.
- For best audio, use a USB headset.
- Become familiar with the session content prior to the session.
- Verify that your equipment works before starting your session.
- Open web pages, files needed for sharing and before your session begins.
- Find a comfortable place with no distractions to deliver the session.
- Launch into a private Blackboard Collaborate session where you can familiarize yourself with the Whiteboard tools and create or review presentations or quizzes prior to joining the scheduled session.

### In-Session Tips

- Greet your participants as they join the session.
- Speak clearly and don't rush.
- Remind your participants to use the Audio Setup Wizard before starting.
- Pay attention to the entire screen and not just the whiteboard area. For example, the chat window may include important messages from your students regarding the session.
- Use the whiteboard tools to assist you in your delivery.
- Poll the participants to obtain feedback and view the polling summary.
- Participants should use headsets with microphones or an echo-cancelling audio device to avoid unwanted echoing of audio during a session.