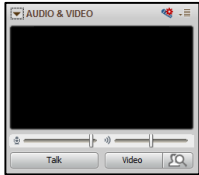


BLACKBOARD COLLABORATE - PRESENTER QUICK GUIDE

Blackboard Collaborate is an interactive collaboration tool that integrates into D2L Brightspace. 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.

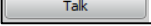
Audio and Video Panel




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.

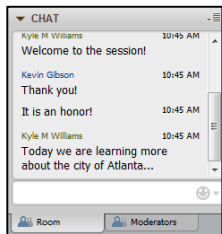
Volume: To Adjust the volume of your microphone or headphones, use the volume controls in the audio & video panel.



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.

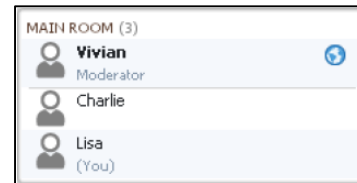
The Content Area

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 displays the Blackboard Collaborate Presenter interface. On the left side, there are several panels: the Video & Audio Panel showing a presenter, the Global Options Menu, Feedback/Polling Options, the Participants Panel listing users like Kyle M Williams and Kevin Gibson, and the Chat Panel with a message history. The main Content Area in the center shows a slide titled 'ATLANTA, GA' with a bulleted list of facts and landmarks. On the right side, there is an Explorer Mode window showing a list of slides, and an Activity Window at the bottom right showing a log of actions like 'Changed whiteboard page to "Slide 1"'. Various toolbars and buttons are labeled at the top, including Whiteboard Tool, App Sharing, Web Tour, Navigate Content, Load Content, Record Button, Show Page Explorer, and Whiteboard Tools Palette.

Whiteboard Tool

App Sharing

Web Tour

Navigate Content

Load Content

Record Button

Show Page Explorer

Video & Audio Panel

Global Options Menu

Feedback/Polling Options

Participants Panel

Chat Panel

ATLANTA, GA

- Capital of Georgia
- Population: 443,775
- Mayor: Kasim Reed
- Landmarks:
 - Martin Luther King, Jr. National Historic Site
 - Turner Field
 - Centennial Olympic Park
 - The Georgia Aquarium
 - Piedmont Park
 - Zoo Atlanta
 - Georgia Institute of Technology

Explorer Mode

View Pages

Whiteboard Tools Palette

The Activity Window

Content Area

Kennesaw State University | University Information Technology Services
KSU Service Desk: Phone 470-578-6999 | Email service@kennesaw.edu

Training, Outreach, Learning Technologies & Video Production | <http://uits.kennesaw.edu/techoutreach/>

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

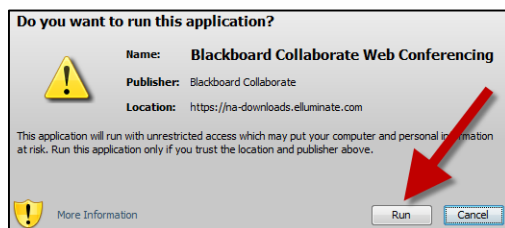
- **Mac OS X 10.5** (32 or 64 bit) or **Mac OS X 10.6** (32 or 64 bit)
- G4, G5 or Intel processor
- 256 MB RAM
- 20 MB free disk space
- Speakers and microphone headset
- Dial-up or faster Internet connection

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.