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.
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
## 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**
- 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.