

# BLACKBOARD COLLABORATE – PARTICIPANT QUICK GUIDE

**Blackboard Collaborate** is an online learning and collaboration platform that integrates into D2L Brightspace. With Collaborate, you can have live, two-way interaction with your professor and classmates, share media, and give presentations.

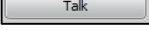
## Audio and Video Panel





The **Audio & Video panel** enables users to participate in a conversation using microphones, headsets, and web cams.



**Volume:** To adjust the volume levels, 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. Press the **Video** button again to turn off your camera. Click the **preview video** button  to preview your video before transmitting.

## Chat Panel



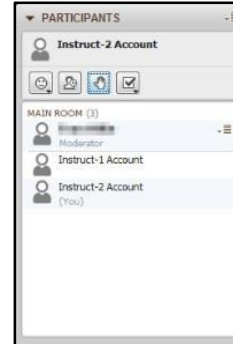
The **Chat Panel** allows you to send and receive public and private messages. Public messages will go out to the entire room, while private messages can be sent to one or more selected individuals.

To send a message, type your message and press Enter on your keyboard.

*Note:* Your instructor can still see private messages sent between individuals.

## Participants Panel

The **Participants Panel** provides information about yourself and others in the session. Here you can see what permissions are granted. You can also see the status of users, who has raised their hand, the order hands were raised in, and a user's response to a poll.



Within the participants panel are the **Participant Tools**, which provide options for showing an emotion, setting your status to away, raising/lowering your hand, and responding yes/no to a poll.

## 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** (if enabled by the presenter).



**Whiteboard Tools:** If you have permission to use the Whiteboard drawing tools, the Tools palette will appear on the left side in the Whiteboard Content area. The tool palette contains drawing, pointer, clip art and text tools you can use to create and manipulate objects in the Content area.

# BLACKBOARD COLLABORATE - PRESENTER QUICK GUIDE

Telephone for Audio, Audio Setup Wizard, and Options

Whiteboard Tool, App Sharing, and Web Tour (when enabled by Presenter)

Audio & Video Panel



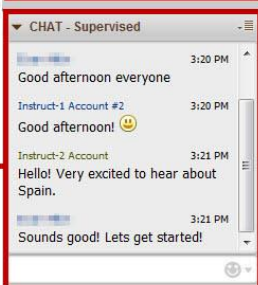
Participants Tools



Participants Panel



Chat Panel



- Capital of Spain
- 3.3 million residents
- Landmarks
  - Royal Palace
  - Prado museum
  - Plaza Mayor

Content Area

Whiteboard Tools

# BLACKBOARD COLLABORATE - PARTICIPANT QUICK GUIDE

## System Requirements

### Windows

- **Windows XP, Windows Vista, Windows 7, or Windows 8**
- 256 MB RAM and 20 MB free disk space
- Speakers, microphone, and/or headset
- Dial-up or faster Internet connection

### Mac OS X

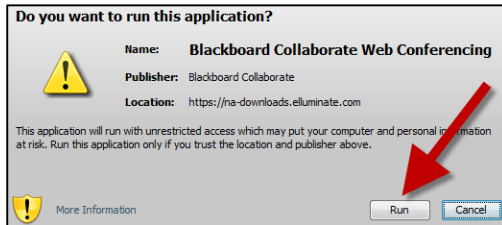
- **Mac OS X 10.6** or higher with G4, G5 or Intel processor
- 256 MB RAM and 20 MB free disk space
- Speakers, microphone, and/or headset
- Dial-up or faster Internet connection

### Mobile Devices


Blackboard Collaborate supports mobile device use through its Mobile Web Conferencing feature and the Blackboard Collaborate Mobile app. Some features may not be supported on mobile devices.

### Other Requirements



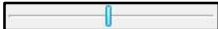


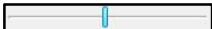



- Free Java plug-in needed from <http://www.java.com/>.
- Pop-up blocker must be disabled.
- You must allow the Java session when prompted.



## First Time Setup

- 1) Log into Desire2Learn and click on the link to the Live Classroom.
- 2) Click on the purple icon. You will automatically be redirected to Blackboard Collaborate's website to download the **Blackboard Collaborate Launcher**.
- 3) Click the **download** button to download the **Blackboard Collaborate Launcher**. 
- 4) When the download is finished, open and run the Blackboard Collaborate Launcher.
- 5) If asked if you want to run the application, confirm and run.
- 6) Once the Blackboard Collaborate Launcher loads, click **Accept**.
- 7) Select your connection speed from the dropdown menu and click **don't show this dialog again**.
- 8) The Blackboard Collaborate session will open.
- 9) To configure your audio settings, run the **Audio Setup Wizard**.

## Using the Audio Setup Wizard

- 1) Click the **Audio Setup Wizard** button. 
- 2) Select the **Audio Device** that your sound will output from and click **OK**.
- 3) Click **Play** to test your selected *Audio Output Device*. 
  - a. Use the **volume slider** to adjust your volume. 
  - b. Click **Stop** to stop playback. 
- 4) If you were able to hear sound, click **Yes**.  
If you were unable to hear sound, click **No** (troubleshooting tips will appear and you can **try again**).
- 5) Select the **Audio Device** that you want to use to input sound and click **OK**.
- 6) Click **Record** to test your selected *Audio Input Device*. 
  - a. Use the **volume slider** to adjust your recording volume. 
  - b. Click **Stop** to stop playback. 
- 7) Click **Play** to playback your recording. 
  - a. If you were able to hear your recording, click **Yes**
  - b. If you were unable to hear your recording, click **No** (The system will provide some troubleshooting tips and allow you to **try again**).
- 8) Audio setup is now complete. Click **OK** to return to the Live Classroom.
- 9) Click the **Audio Setup Wizard** at any time to retry the setup process. 

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