Introduction: Blackboard Collaborate is a remote conference tool used for conducting lectures and holding classroom sessions remotely.

Opening a Blackboard Collaboration Session:
Note: In order to launch a Blackboard Collaborate session, your device must have the latest Java version installed.

- Click on the link provided to you either via Blackboard or by email
- Click on run
- Select your network connection type (i.e. Cable, Wi-Fi, DSL)

Participant’s Interface:

Image source: http://www.blackboard.com/CMSPages/GetFile.aspx?guid=8e4e8c28-de07-4bb0-a26f-8c1a28f335cd
1. The **Audio & Video Panel** allows the participants to talk or share their video as well as see who is currently talking. In order to use the talk and video feature, a mic and webcam must be connected to the computer.

2. The **Feedback, Step Away, Raise Hand, and Polling Response** icons allow participants to provide feedback, polling response, or raise hand if they have any questions. It also allows participants to notify the presenter if they have stepped away using the step away option.

3. The **Participants Panel** displays a list of all participants and their responses (i.e. raised hand, polling response etc.) if any.

4. The **Chat Panel** allows you to chat with the presenter as well as other participants.

**Configuring the Mic and Speakers:**

- Verify that the speakers/earphones and mic are connected to the computer
- Click on *Audio Setup Wizard*
- Follow the instructions in the setup wizard to test that the speakers and the mic are working properly
- You may also use the video feature if a webcam is connected to your computer

**Speaking and Using Video:**

- In order to speak during a session, click on talk button to activate the feature and start speaking
- A microphone icon appears next to your name indicating that you are talking

Image source: [http://www.brainshark.com/blackboardinc/vu/?pi=pGLzYw5XBrz35Sg20](http://www.brainshark.com/blackboardinc/vu/?pi=pGLzYw5XBrz35Sg20)
• Similarly, to use the video feature, click on video button to activate it

Recording:

The recording signal on the screen indicates that the session is being recorded

![Recording Signal](http://www.brainshark.com/blackboardinc/vu?pi=zGLzYw5XBr35Sgz0)

White Board, Application Sharing, and Online Modes:

![Whiteboard Panel](https://www.pcc.edu/resources/instructional-support/tools/collaborate/documents/is-collaborate_student_getting_started.pdf)

**Whiteboard:** This mode is similar to a virtual white board where the instructor can write, draw, and sketch diagrams. Instructor may also use it to display the lecture slides.

![Whiteboard Tools](http://www.brainshark.com/blackboardinc/vu?pi=zGLzYw5XBr35Sgz0)
**Application Sharing:** This mode is used by the instructor to share his/her desktop screen and open applications to participants.

**Online:** This mode is used by the instructor to share a website to the participants. Participants can click on the links and interact with the website as they would do using a web browser. However, using the *follow me* feature, the presenter can take the participants back to the webpage that s/he has currently open.

**More Tutorials:**

- http://www.brainshark.com/blackboardinc/vu?pi=zGLzYw5XBz35Sgz0
References

"Blackboard Collaborate web conferencing online orientation." (n.d.). Retrieved from Brainshark:

http://www.brainshark.com/blackboardinc/vu?pi=zGLzYw5XBz35Sgz0