Blackboard Collaborate

A quick guide for participants

Contents

Before your session

Location:

Try and use a quiet room or space. Minimise distractions and potential interruptions around you.

Equipment

You will need a *headset* (headphones and microphone) to participate in the session.

Please *don't* use built-in laptop/webcam microphones or speakers. They create echo and feedback, which can spoil the session for others.

> Get into the habit of turning your microphone off when you're finished talking to help reduce feedback

If you will be using your camera to appear in the session make sure you are well lit – don't sit with your back to the window!

Test your connection and communication settings

You may have access to a Jisc test room or sessions space to test your connection in advance of the session.

You can also check your connection settings at any time, using one of the test rooms available from:

http://bit.ly/bbcollab-test

Arriving at the session

Try and arrive at the session at least 15 minutes before the start in order to check your equipment is hooked up correctly.

Signing in and joining session

Follow the link you have been given for the session, where you will; be prompted to sign-in.

> If this is the first time you have used Blackboard Collaborate, you will be prompted to download and install the Collaborate launcher.
>
> Once you have installed the launcher you will be able to sign in to the session.

Enter your name and you will be offered a file called **meeting.collab**.

Either run the file directly, or save it and then double click on it to open the session

Configure your headphones and microphone

Whenever you join a new session, run the **Audio Setup Wizard** (*Tools>Audio>Audio Setup Wizard*).

This lets you double-check and set the levels for your headphones and microphone. You can also run this at any time during the session.

Troubleshooting:

Microphone/Audio problems

Have you got anything muted on your PC or headset?

Check audio connections and preferences on your PC & go through the Audio Setup Wizard again.

Breakup in sound, video or whiteboard

Check that your connection speed is set correctly (*Edit>Preferences>Session>Connection*). Also check for local network problems/bandwidth

Session Etiquette

Before the session starts, a moderator will explain how the session will be managed, which tools are being used and how to ask questions using chat/raise hand/mic etc.

They will also tell you who to contact if you have any technical problems.

During the session

Once the session is underway, presentation activity (slides, demos etc.) will take place in the main panel.

On the left hand side of the window are the tools will need in order to participate fully in the session.

Each of the panels is detachable and you can resize, drag and dock them in more convenient locations if you wish.

To return to original layout, use *View > Restore Default Layout*
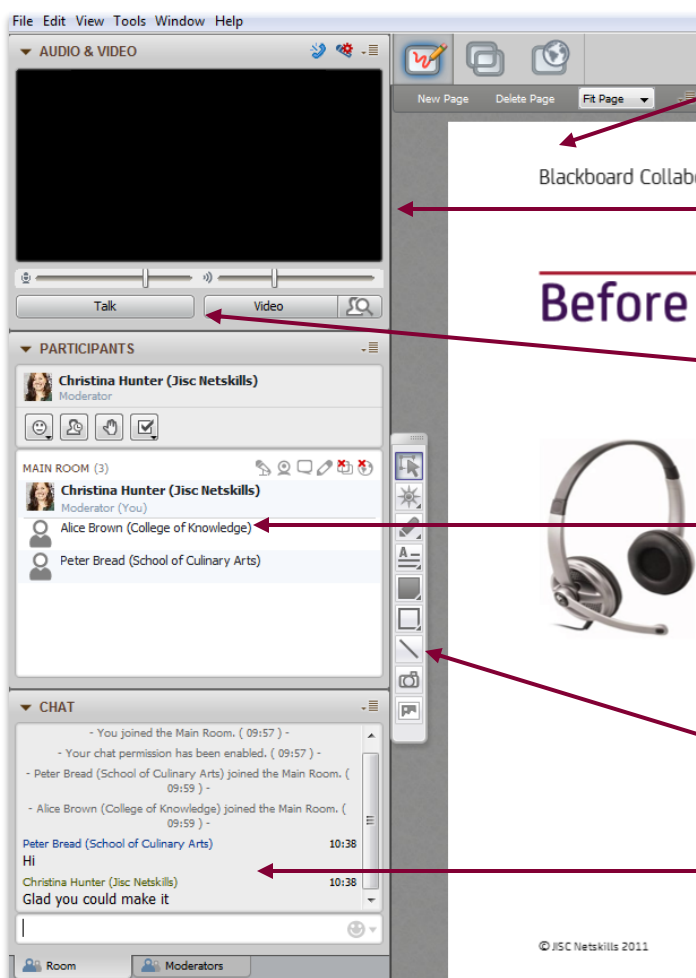
Main (presentation panel) Slides, whiteboards and shared applications are displayed here

Video panel If a presenter is using their web cam you will see them here

Talk and Video buttons Toggle your mic and camera on/off

Participant panel You appear at the top, alongside your interaction tools. Other attendees will appear below and you can interact with them there

Whiteboard tools

Chat window Defaults to whole room (careful!). Double clicking on a fellow participant or moderator to start a private chat with them

Sign out at the end of the session

To leave the session completely use *File > Exit*

Steps to active participation

Who's here and what can I do?

1. People who run the session are *Moderators* and people who attend the session are *Participants*.

2. If you use the microphone, webcam, chat, application sharing, whiteboard – an icon will appear next to your name (visible to all).

3. You may not have access to all the tools - some permissions may have been switched off by the Moderator.

4. The buttons next to your name in the **Participant Window** allow you to interact:

   › Using **emoticons**
   › **Step away** from the session – without leaving the session completely
   › **Raise hand** (to ask a question)
   › **Vote** – your facilitator may set specific polling options and ask you to use them

Comment and ask questions (via text chat)

5. To send a message to everyone, type in the box and press return.

6. To send a *private* message to an individual: double-click their name in the participant list, and text-chat through the new tab at the bottom of the chat panel.

Settings for listening in and talking out loud

7. Click **Talk** to switch your microphone on, when you have finished, click again to switch off.

8. Adjust the microphone and speaker levels by using the controls above the **Talk** button.

Whiteboard

9. If you are invited to contribute to the whiteboard, use the tools to the left. Remember your annotations can be seen by everyone!

Save a copy of the presentation/whiteboard

10. You can save your own PDF or PNG copy of the mail panel content via *File > Save > Whiteboard > All Pages*