

Blackboard Collaborate Web Conferencing

Participant Orientation



Checking your Speaker and Microphone Setup



- **Prior to Joining Your Session**

- Make sure all the cable connectors are securely plugged into the correct sockets.
- Are your speakers functioning? Check the speaker's indicator light. Check to make sure they are plugged into a power source? Are the batteries charged?
- Make sure that the power switch on your speaker is turned on and the volume is set.
- If your microphone has a switch, make sure that it is on.
- Do you have the correct drivers for your sound card?
- Still not working? Visit [Blackboard Collaborate Technical Support](#)

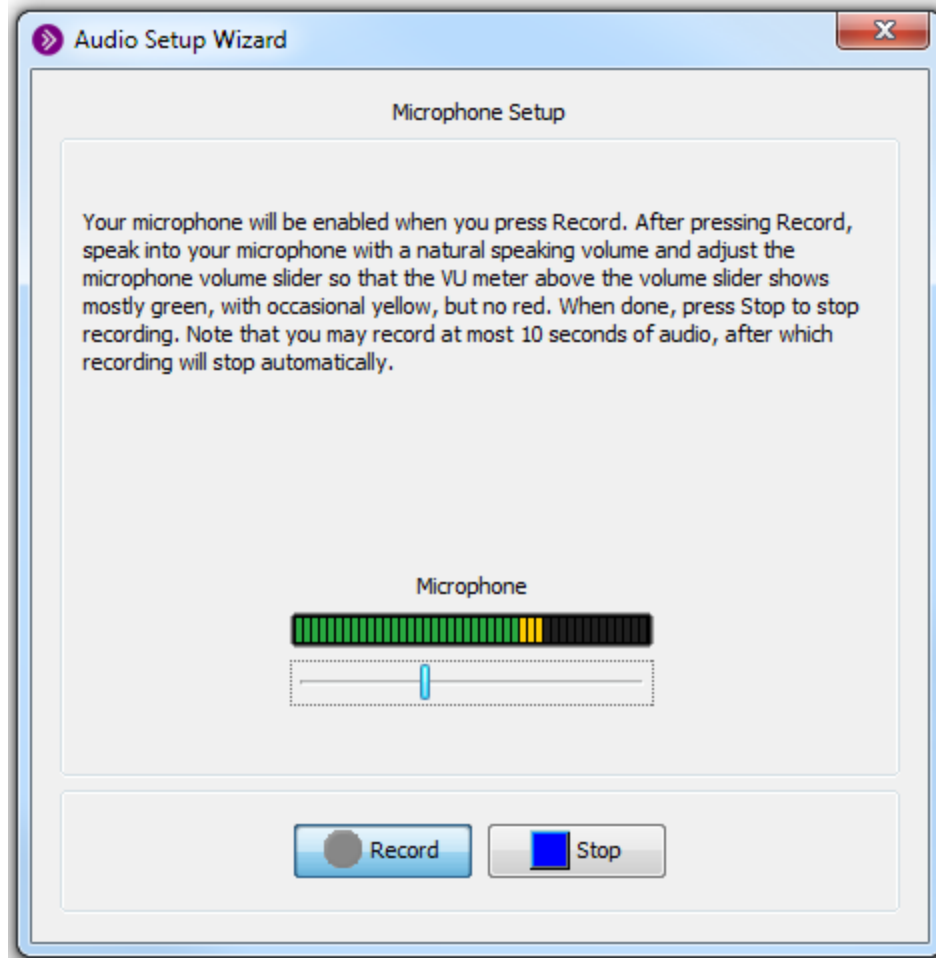
Audio Setup Wizard



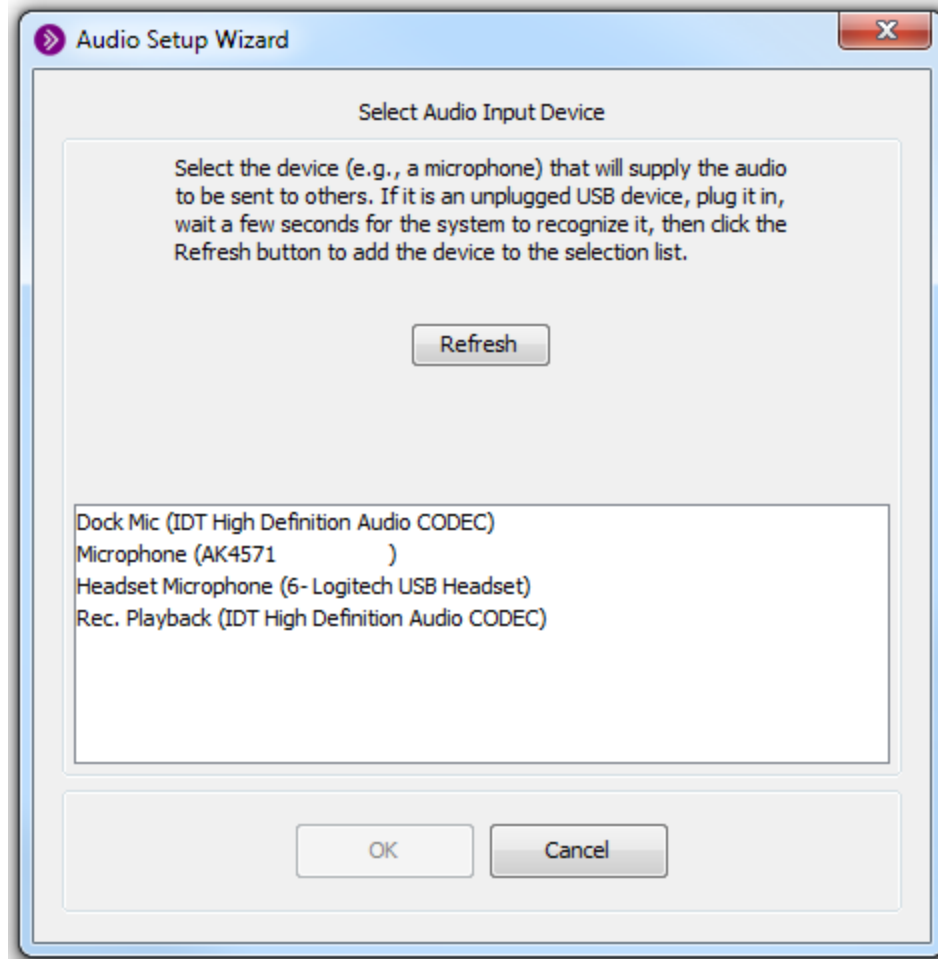
Configure your audio using the Audio Setup Wizard



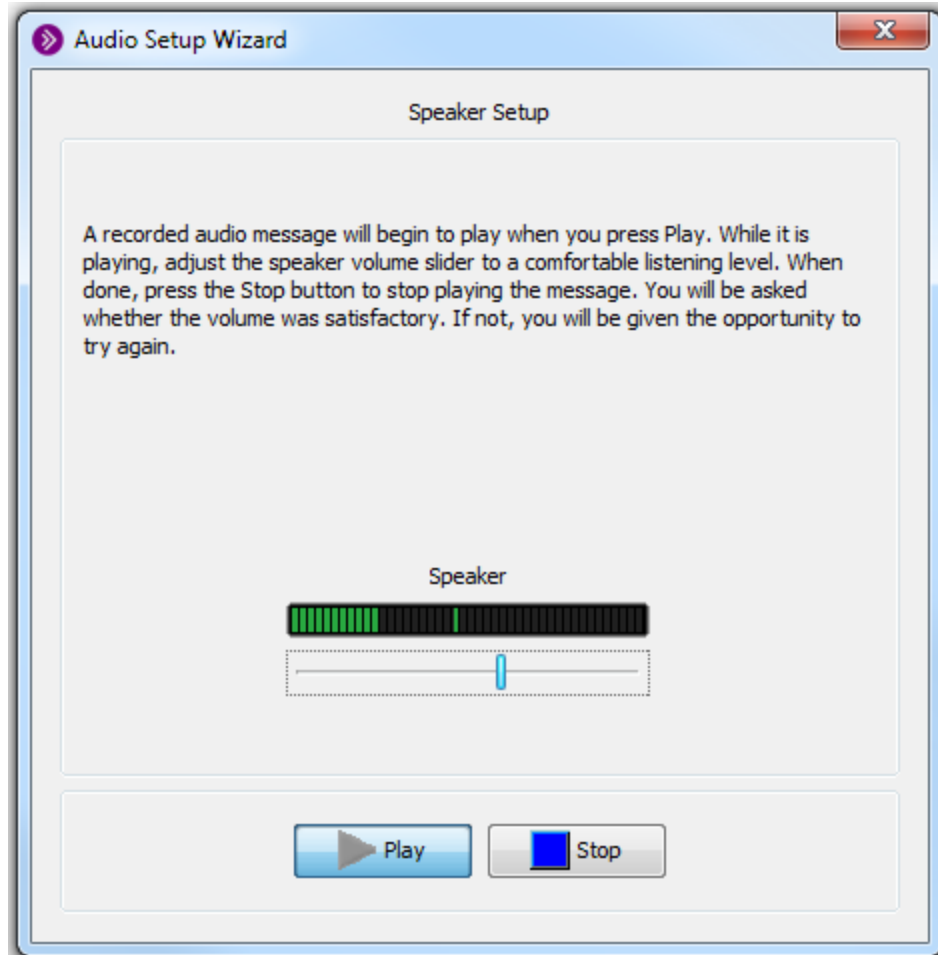
Audio Setup Wizard



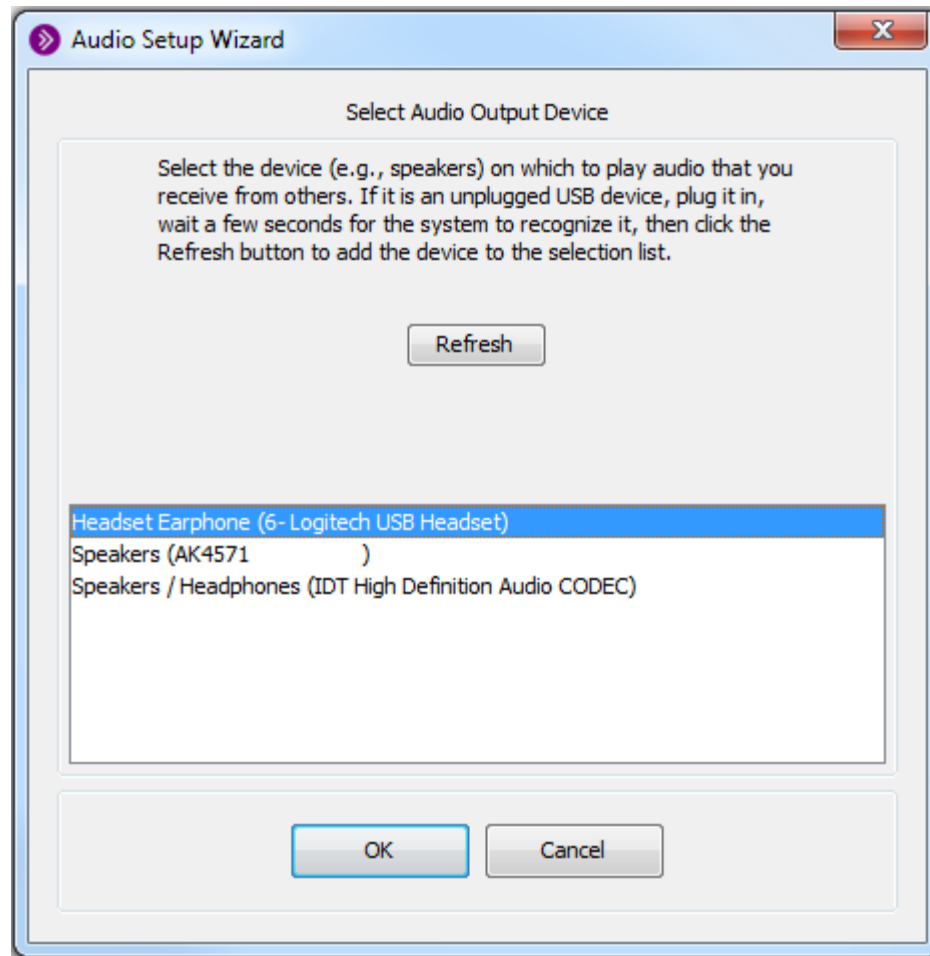
Audio Setup Wizard



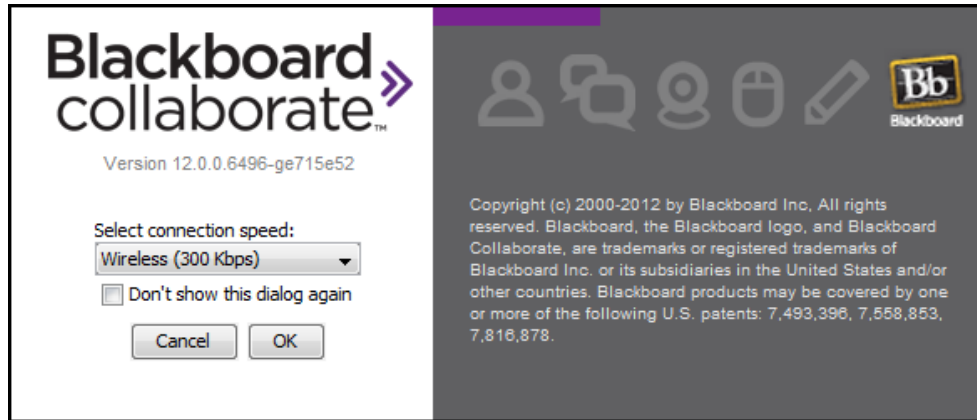
Audio Setup Wizard



Audio Setup Wizard

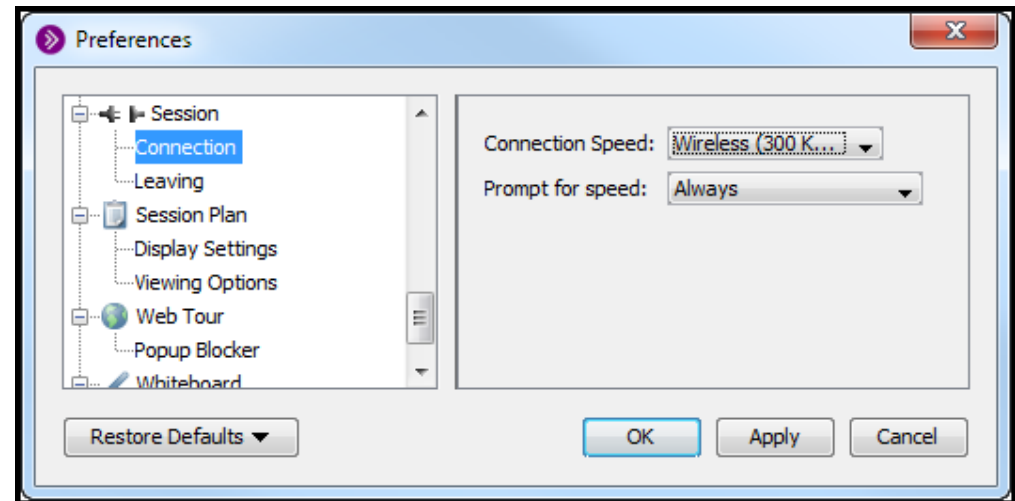


Setting Your Connection Speed



- Preferences

- PC – Edit Menu
- Mac – Blackboard Collaborate Menu



Blackboard Collaborate – STUDY GROUP ROOM

File Edit View Tools Window Help

AUDIO & VIDEO

Sophia

Talk Video

PARTICIPANTS

Sophia

MAIN ROOM (5)

Amanda Reed Moderator

Teleconference

Dominic

Jacob

Sophia

CHAT - Supervised

Welcome to the study group. Please check your audio using the Audio Setup Wizard if you want to talk during the session. You can also use the teleconference. 3:51 PM

Dominic 3:51 PM

Fit Page Public Page

← Audio & Video Panel

← Whiteboard and Tool Palette

← Participants Panel

← Chat Panel

The image shows a screenshot of the Blackboard Collaborate interface for a 'STUDY GROUP ROOM'. The interface is divided into several panels on the left side and a main whiteboard area on the right. The top panel is 'AUDIO & VIDEO', showing a video feed of a participant named 'Sophia' and controls for 'Talk' and 'Video'. Below it is the 'PARTICIPANTS' panel, which lists participants in the 'MAIN ROOM (5)'. The participants listed are Amanda Reed (Moderator), Teleconference, Dominic, Jacob, and Sophia. The 'CHAT - Supervised' panel at the bottom left shows a message from Amanda Reed: 'Welcome to the study group. Please check your audio using the Audio Setup Wizard if you want to talk during the session. You can also use the teleconference.' with a timestamp of 3:51 PM, and a response from Dominic at the same time. The main whiteboard area on the right is currently blank. Four purple arrows point from text labels to specific parts of the interface: 'Audio & Video Panel' points to the top-left panel, 'Whiteboard and Tool Palette' points to the vertical toolbar on the left side of the whiteboard, 'Participants Panel' points to the middle-left panel, and 'Chat Panel' points to the bottom-left panel.

Raising Your Hand



PARTICIPANTS

Dominic [Microphone] [Video] [Chat] [Whiteboard] [Screen Share]

[Hand with 2] [Person] [Hand with 1] [Checkmark]

MAIN ROOM (4)

- Sophia** [Smiley face] [Red X]
- Emma** [Hand icon] [Red 1] [Gear] [Blue Pen] [Green Checkmark]
- Dominic** [Hand icon] [Green Checkmark] [Applauding]
- Jacob** [Away] [Blue Pen] [Red X]

Feedback with Emoticons



The screenshot shows the 'PARTICIPANTS' panel in Blackboard Collaborate. At the top, the name 'Dominic' is displayed with icons for microphone, video, chat, and drawing. Below this, a row of icons includes a hand, a person, a blue square with a red '2', and a green checkmark. A purple arrow points from this row to a dropdown menu on the right. The dropdown menu lists the following emoticons and actions:

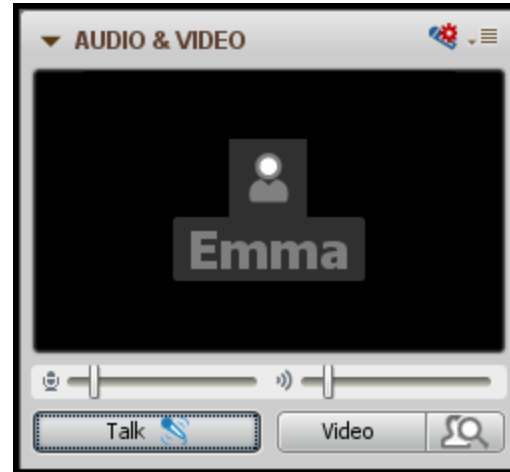
- Smiley Face
- LOL
- Applause
- Confusion
- Approval
- Disapproval
- Slower
- Faster
- None

The main room list below shows participants: Sophia (Smiley face), Emma (mute icon, red '1', gear icon, green checkmark), Dominic (mute icon, hand icon, Applauding, green checkmark), and Jacob (Away, blue speech bubble icon, red X).

Speaking



Click the **Talk** button



Microphone icon appears



Audio: Who is Talking



PARTICIPANTS

Emma [Microphone Off]

MAIN ROOM (5)

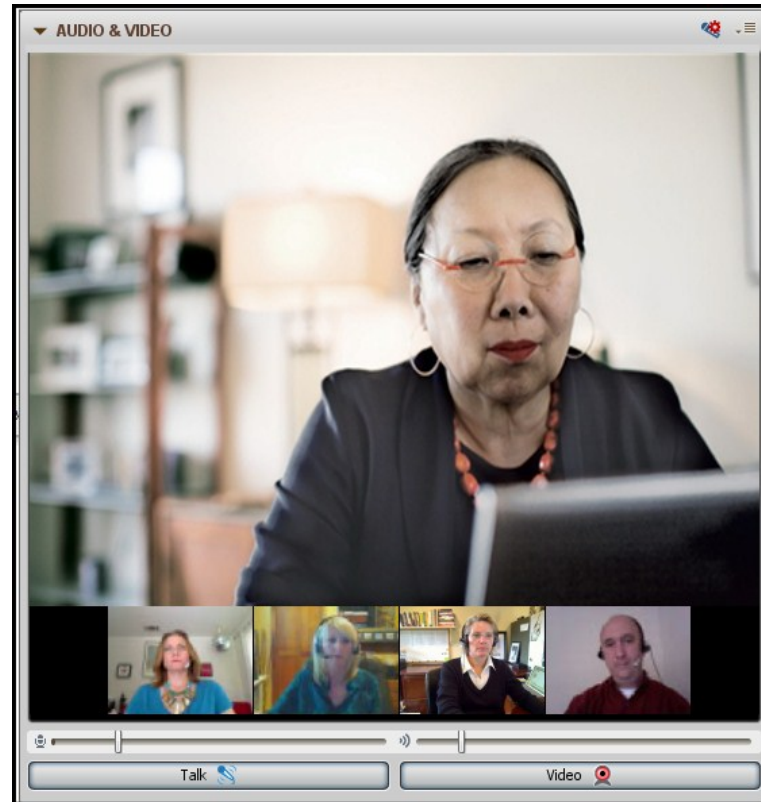
- Amanda [Microphone On] Smiley face
- Dominic [Microphone Off] 1
- Jacob [Microphone Off] 2
- Sophia [Microphone On] Away
- Emma [Microphone Off] Applauding

AUDIO & VIDEO

Emma

Talk [Microphone On] Video

Using Video



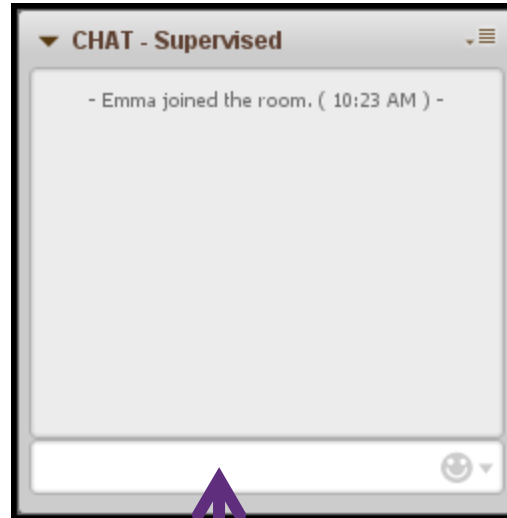
Preview



Transmit



Sending a Chat



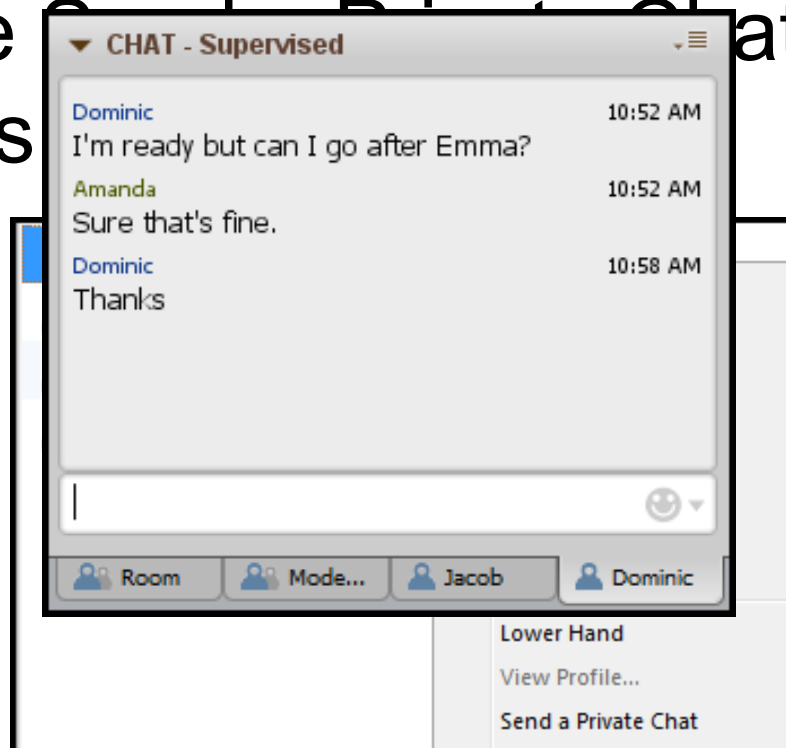
Type Message... hit Enter



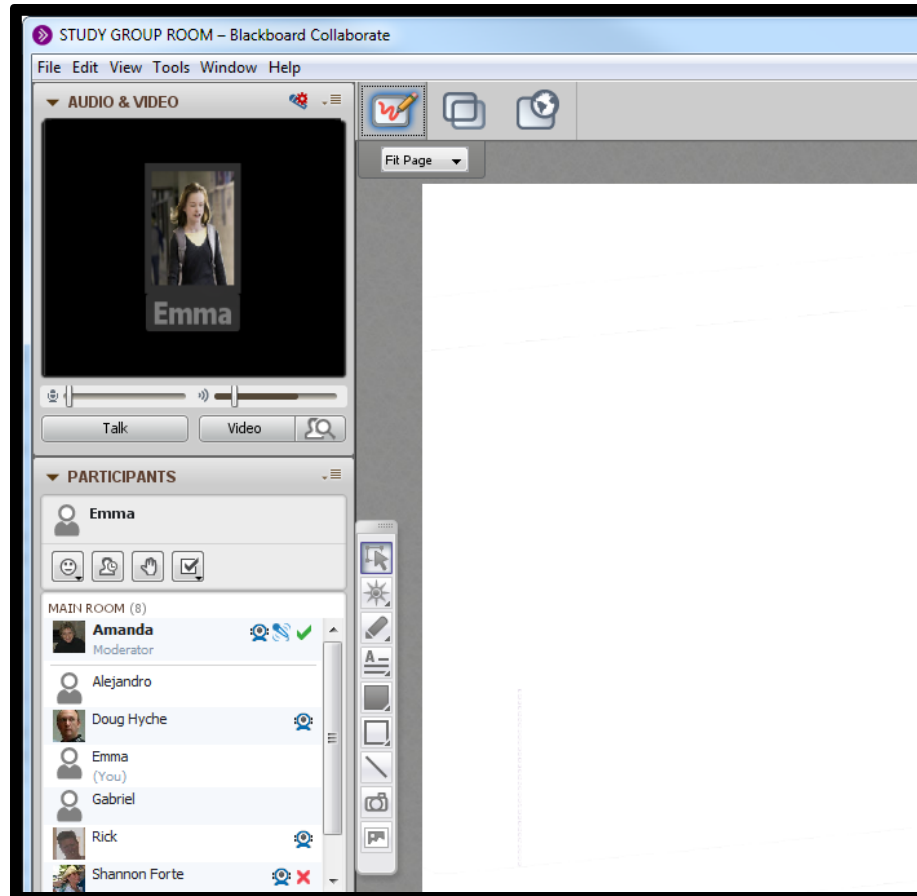
Private Chat



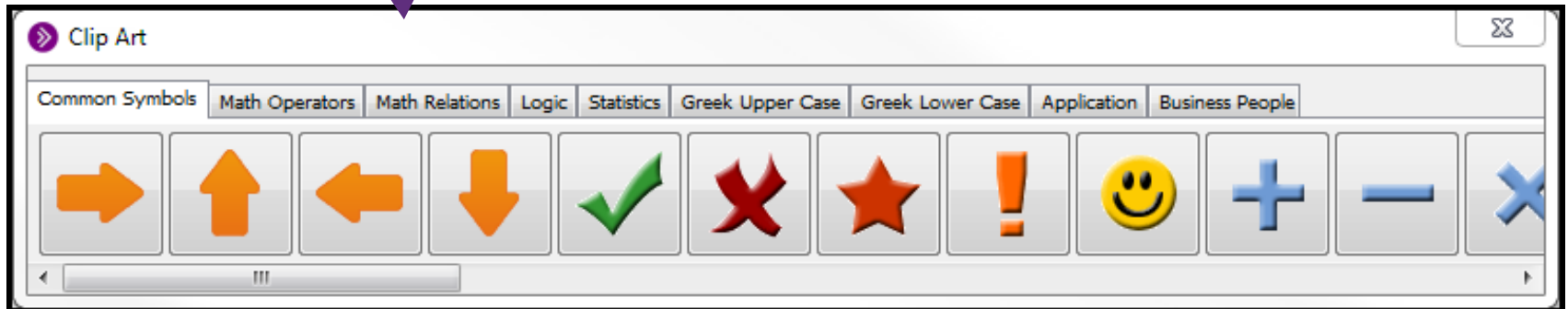
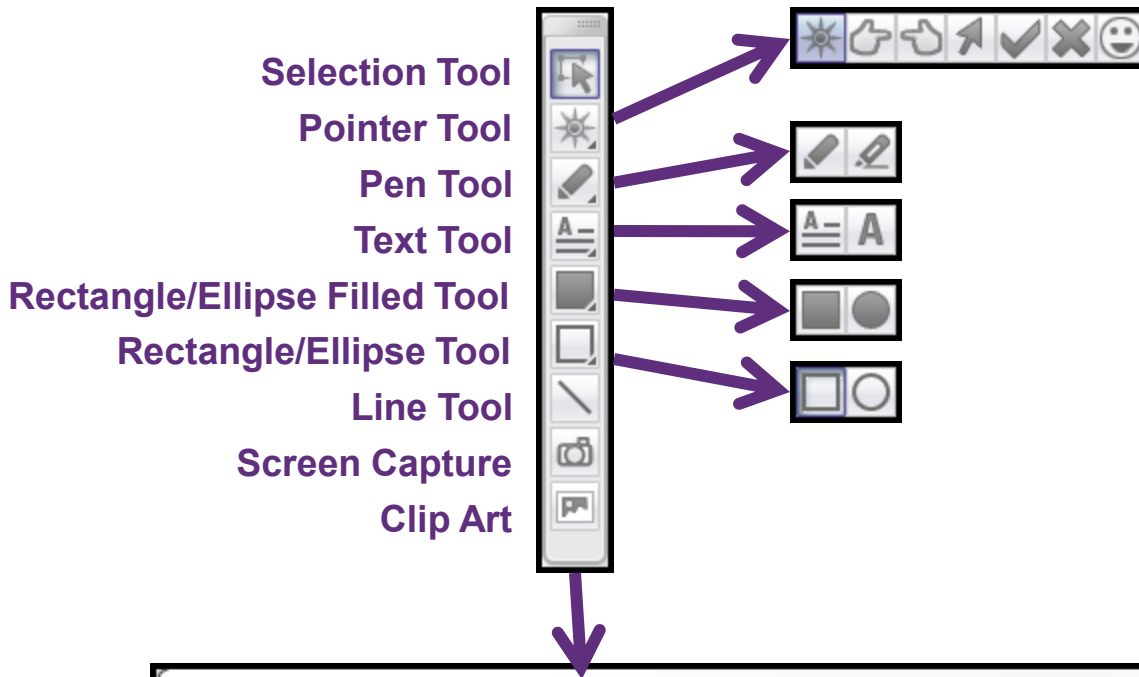
- Right-click on the Participant's name or choose **Send a Private Chat** from the **Options**



The Whiteboard



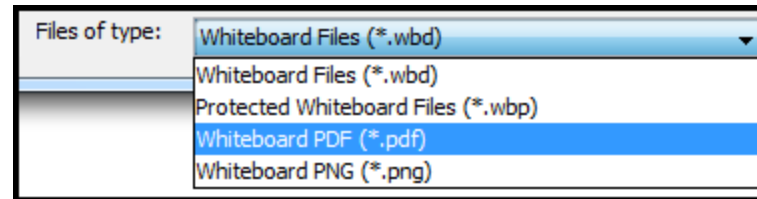
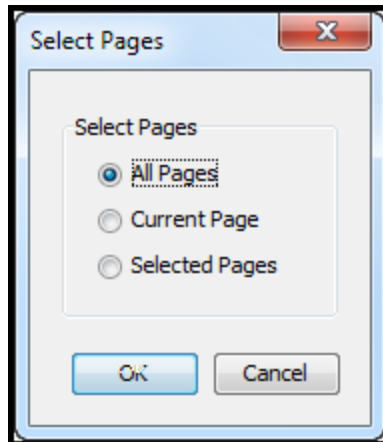
Whiteboard Tools



Saving the Whiteboard Pages



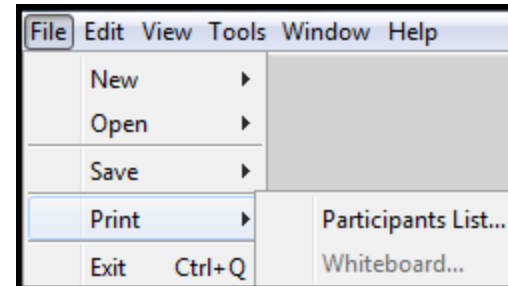
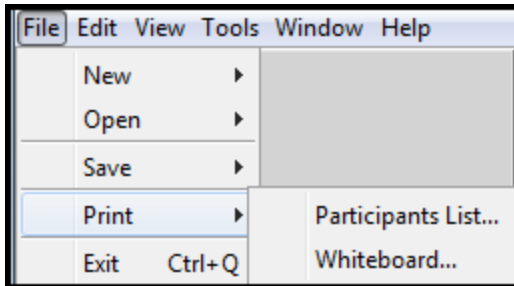
- File > Save > Whiteboard



Printing the Whiteboard Pages



- File > Print > Whiteboard

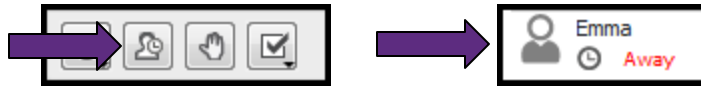


Moderator has disabled the ability to save and print

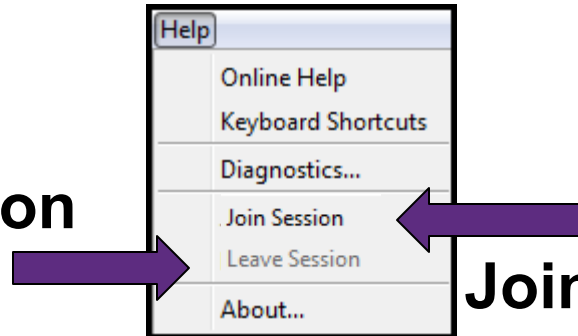
Step Away and Leave/Join



Step Away



Leave Session



Join Session



For More Information



Blackboard Collaborate™ On-Demand Learning Center



**SUPPORT FOR BLACKBOARD
COLLABORATE**

