

More information about using Blackboard Collaborate

Preparing to use Blackboard Collaborate

System requirements

Participants in a Collaborate session must use computers that meet Collaborate's system requirements. While Collaborate will work with most common operating system/web browser combinations, some will not work. If you encounter technical problems when preparing to use Collaborate for the first time, please contact bbhelp@scu.edu.au for assistance

The Collaborate Launcher

The use of Collaborate also requires a one-off installation of the Collaborate Launcher on your computer system. This installation is included as part of the process of joining a Collaborate room for the first time, however if you wish to avoid the small delay that this installation causes when entering the room for the first time, the Collaborate Launcher can be downloaded in either Mac or Windows version from the SCU website.

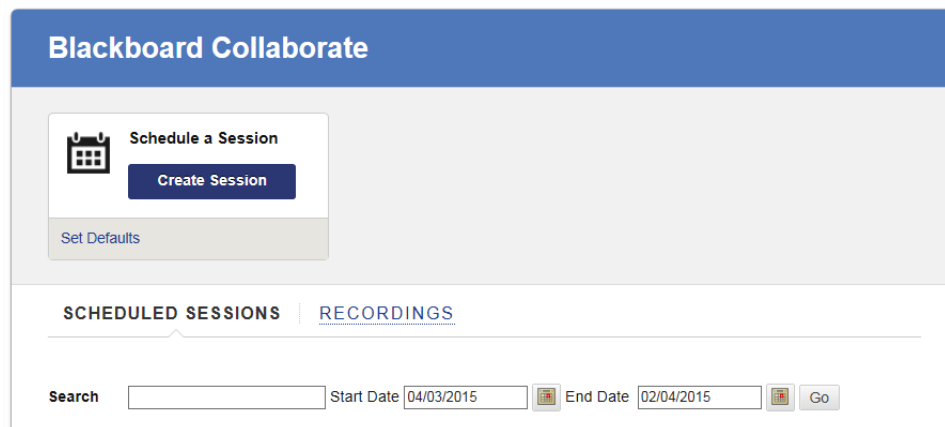
Use a headset if possible

It is recommended that you have a headset with a microphone. You can use the computer's built-in speakers and microphone but the audio quality may be less than ideal and it can be a cause of unwanted noise. If you use a laptop or have disconnected your headset ensure that you complete the audio setup wizard with Collaborate each time you start a new session (see below).

To test your system is set up properly, visit the [Blackboard Collaborate Configuration Room](#) which will give you the opportunity to access a test session and confirm that your audio setup is working correctly. If you do not access the session successfully, this page will also give you links to any required downloads.

Creating a Collaborate session

Collaborate sessions can be created on your Learning Site by selecting **Blackboard Collaborate** on the site menu. The Blackboard Collaborate page will display giving you the option to schedule a new Collaborate session. In addition, you can view, edit and access existing scheduled sessions as well as access recordings of past sessions.



A new Collaborate session can be scheduled by clicking on the **Create Session** button. This will display the **Create Session** page, where **Session Information** and **Room Options** can be set for the session. Required session information includes:

- the name of the session (make this name meaningful in terms of the function of the session)
- session start and end times
- whether (and how often) the session is to be repeated
- the early entry time, which specifies how early the room will accept participants prior to the session start times. An early entry time is useful as it provides an opportunity to make sure that all participants can perform the **Audio Setup Wizard**, and confirm correct operation prior to the session commencing.

Room options (pass mouse over the  icon for option details) that can be configured include:

- the type of session (whether session access is restricted to users of this site, or users of all of your sites)
- teleconferencing options (whether and how users can access the session by teleconference)
- room attributes (including **recording mode**, maximum simultaneous talkers and cameras, and preloaded content)
- Grade Centre integration (to allow participation in the session to be assessable in the Grade Centre)
- roles and access (where access and initial moderation rights are assigned).

By default, students will enter the room as participants, and lecturers as moderators. If desired, students can be given moderator permissions in advance of a session, or can be changed from participant to moderator (and back) by any moderator during a session.

Create Session

SESSION INFORMATION

Session Name:

Start Time: End Time:

Repeat:

Early session entry (i):

ROOM OPTIONS

Session Type

Site (i)
 Shared (i)

All users registered in sites that you teach can attend this session.

Room Attributes


Grade Centre Integration

Roles and Access

When this configuration is saved, the session appears in the **Blackboard Collaborate** page under **Scheduled Sessions**. It can be accessed by clicking on the Title of the session, which will open the **Room Details** page. Clicking in the **Join Room** button on this page will run the Collaborate Launcher, initiating the session.

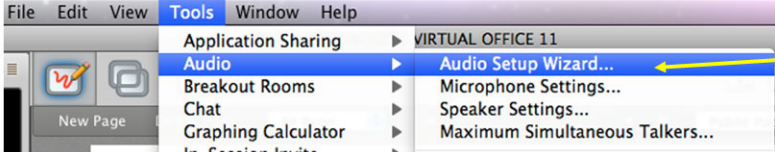
Recorded sessions can be accessed by selecting the **Recordings** tab on the **Blackboard Collaborate** page.

Audio Setup Wizard

It is recommended that all participants run the **Audio Setup Wizard** as soon as they access a Collaborate Session so that their microphone and speaker functions can be confirmed and volume levels optimised. This is performed by either clicking on the **Audio Setup Wizard** icon  in the Audio and Video panel, or by selecting **Tools > Audio > Audio Setup Wizard** from the pull-down menus at the top of the Collaborate screen.

Welcome to

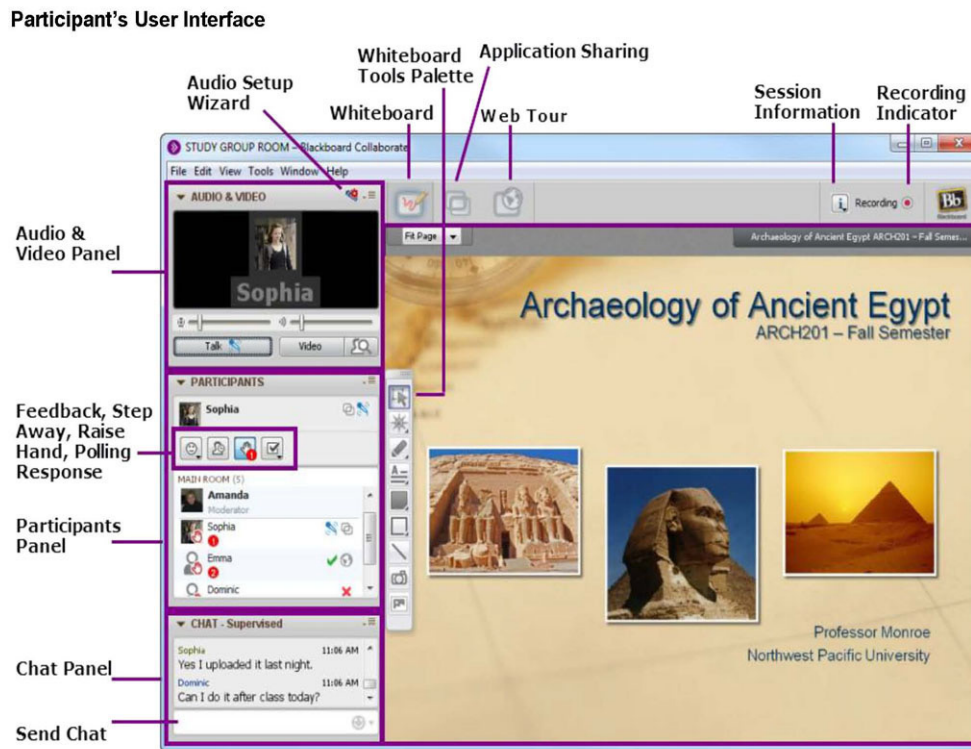
Please note: this session may be recorded
While you are waiting please check your audio set-up using the:
[Audio Set Up Utility](#)
(NB: use the menus at the top of your screen 😊)
Tools → Audio → Audio Setup Wizard



This is just
a picture, it
doesn't
work.

Having problems with Blackboard Collaborate?
please ring the Lismore TS Service Desk on 02 6620 3698

The Blackboard Collaborate interface



The best way to build your familiarity and skills with Blackboard Collaborate is to participate in a Collaborate session. Explore Blackboard workshops are run using Collaborate by the Digital Resources Centre and Technology Services prior to the commencement of each teaching session. These workshops include one covering how to use Collaborate and are designed for staff who wish to learn more about SCU's supported educational technologies.

In addition, drop-in Collaborate sessions are available every Friday at 12 noon during every teaching session, where any issues with Blackboard Collaborate or any of SCU's supported educational technologies can be raised and resolved. Access these sessions by visiting the [Blackboard Support for Staff Users](#) workgroup site, or contact [DRC](#) for further information. This site also has a Collaborate [practice room](#) that you can use to become more familiar with the virtual classroom environment.

Further information

Digital Resource Centre's [Collaborate Support](#).

SCU's [Blackboard Support for Staff Users](#) workgroup site.

[Introduction to Blackboard Collaborate](#) – recorded Collaborate session from [JISC](#).

[Collaborate Recording and Conversion Tool](#) – convert your Collaborate sessions into .mp4 or .mp3 files for easy playback by your students.

Blackboard Collaborate [System Requirements](#) from Blackboard.

[Blackboard Collaborate On-Demand Learning: Web Conferencing](#) includes:

- [Overview for Moderators](#) (Collaborate recording)
- [Getting Started for Moderators](#) – Quick Reference Guide (PDF)
- [Essentials Guide for Moderators](#)
- [Moderator's Guide](#)
- [Blackboard Collaborate Launcher](#) – Quick Reference Guide
- [Creating and Accessing Sessions and Recordings](#) – Bb Collaborate User's Guide
- [Introduction to the Participants Panel](#) – Quick Reference Guide(PDF)
- [Using the Audio & Video Panel](#) – Quick Reference Guide (PDF)
- [Using Chat](#) – Quick reference Guide (PDF)
- [Audio Setup Wizard](#) – Quick Reference Guide (PDF)
- [Loading a PowerPoint File](#) – Quick Reference Guide (PDF)
- [Using the Whiteboard](#) – Quick Reference Guide (Collaborate recording)
- [Using the Polling Feature](#) – Quick Reference Guide (PDF)
- [Using Application Sharing](#) – Quick Reference Guide (Collaborate recording)
- [Using Web Tour](#) – Quick Reference Guide (Collaborate recording)recording)
- [Getting Started with Recordings](#) – Quick Reference Guide (PDF)

[Top Ten Habits of Highly Effective Blackboard Collaborate Moderators](#) from Blackboard.

[Top Ten Ways of Using Blackboard Collaborate](#) from Blackboard.

[Blackboard Collaborate in Action](#) recorded demos from Blackboard.