



Blackboard Collaborate

Hardware Requirements

- 256 MB RAM
- 20 MB free disc space
- Internet access 28.8 kbps or above (Broadband connection highly recommended)
- Soundcard with microphone and headphones (a headset with microphones/headphones is highly recommended)
- Webcam (optional)

How to use Blackboard Collaborate?

Blackboard Collaborate is teleconferencing tool which can be used by students and instructors alike for a list of tasks,

- To carry out class/ group discussions online
- To conduct live presentations
- To participate in one on one tutoring
- To participate in live web conferencing for online classes
- To hold office hours

The students can view the white board, power point presentations, view shared applications and desktop, communicate with the moderator through text, respond to multiple choice/polling questions, raise their virtual hand, use emotions to indicate their state of mind, view their names, polling responses etc.

Make a Profile

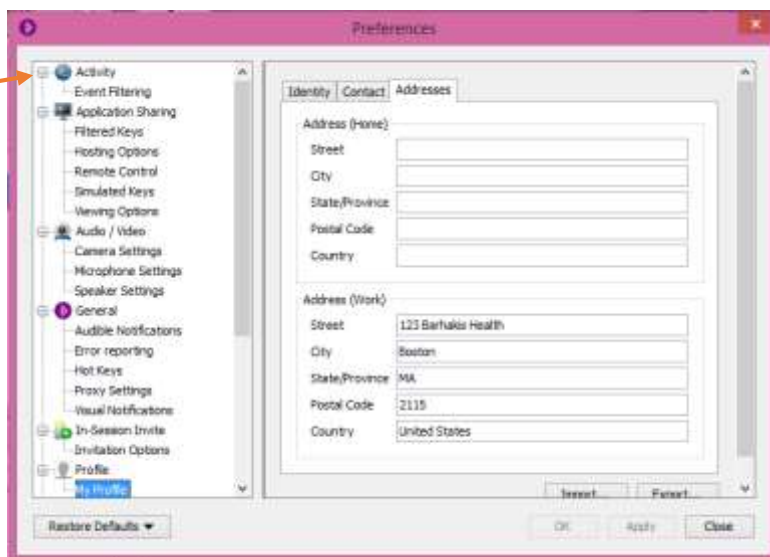
Edit your own profile so that the important information like contact address, work phone, email is visible to all those who are viewing your profile and joining the session with you in the Collaborate. Click on the note book icon in the participants' panel and choose to edit your profile. To view the profile of any participant who is in the room from the drop down, click on the participant name and choose view profile from the drop down.



Preferences

You could also set your preferences before starting the session from Edit profile option. For example,

- Set the options in the “Activity” window to “Always” to always show the event and “Never” to never display the event in the activity window.
- Set password security/permissions when someone requests for a remote control
- Change the image quality you wish to send onboard by changing the hosting Options in “Application Sharing”.



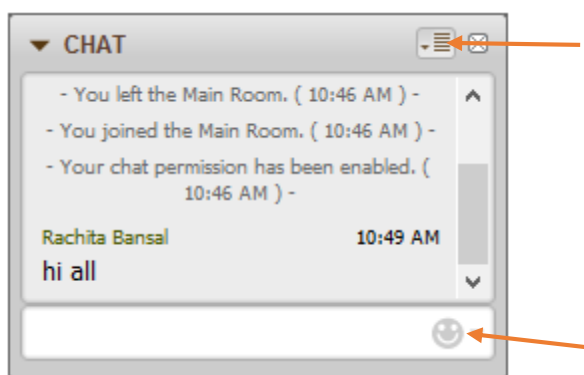
- Change the audio/video settings for example, you could select which camera to use, change the frame rate, add the participant name in the video frame and “Mute” the speakers when talking to prevent feedback etc. to make your online teaching experience better.
- Set audible notifications when an event occurs in “General Settings”, click on “Audible Notifications”.
- Send in-session email invites to join the session, click “In-session Invites” option.



Chat Window

Chat window is present in lower left corner. Detach and attach the panel from the pane by drag and drop or click on “Detach Panel” on the menu icon on the top right corner of the window.

The event notifications keep on appearing in your chat window. Type in the text in the text bar inside the chat window and Enter. The text font can be increased or decreased based on the requirement from the menu icon on the top right corner of the chat window.

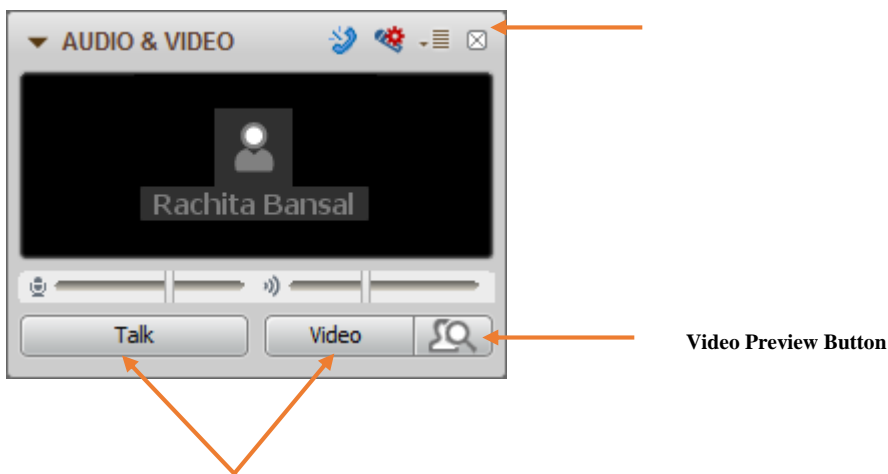


Audio/Video Panel

The participant can participate by the means of audio and video as well. There are four icons provide at the top right corner of the window to serve different purposes as listed below.




- Option to switch to telephone for the video conference. You will have the telephone number and a PIN on click of this icon. Dial in the numbers and get started with phone teleconferencing.



Click on audio and video buttons to talk and display video



You will see  icon in place of telephone. It will let you switch back to the speakers and microphones of the computer. This application lets you switch back and forth between the phone and computer system.

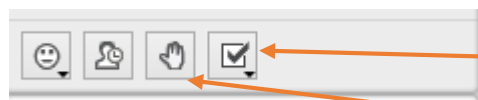
There is an option to adjust the audio, click on  to select the audio output device and adjust the speaker volumes.



Icon provides you direct links to control and adjust the audio and video settings.

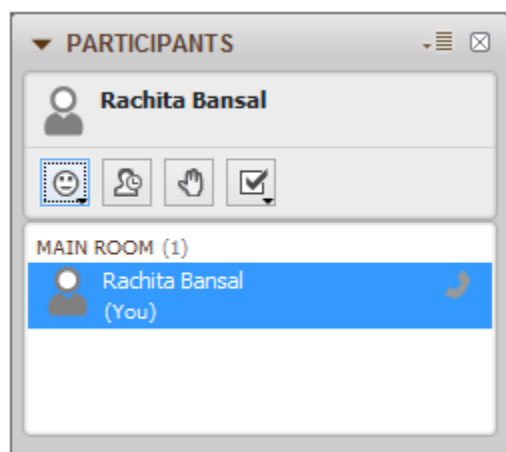
Participant's Panel

All participants participating in the session are displayed in the participant's panel. You can view a participant's profile, click on the participant name click on "view profile" on the menu list. If the participant has provided any personal information, it will be visible to you. This panel has a toolbar which allows you to raise a hand, use emotions, take part in polls set by the moderator and record your response.



Respond to polls

Raise a hand





Screen Preview

This is a screen view of the blackboard Collaborate when you first log in the session through the .collab file. Follow the arrows to know about the various windows in the pane.

