

Blackboard Collaborate

Step1:

Hardware requirements - The user should have the following minimum system requirements,

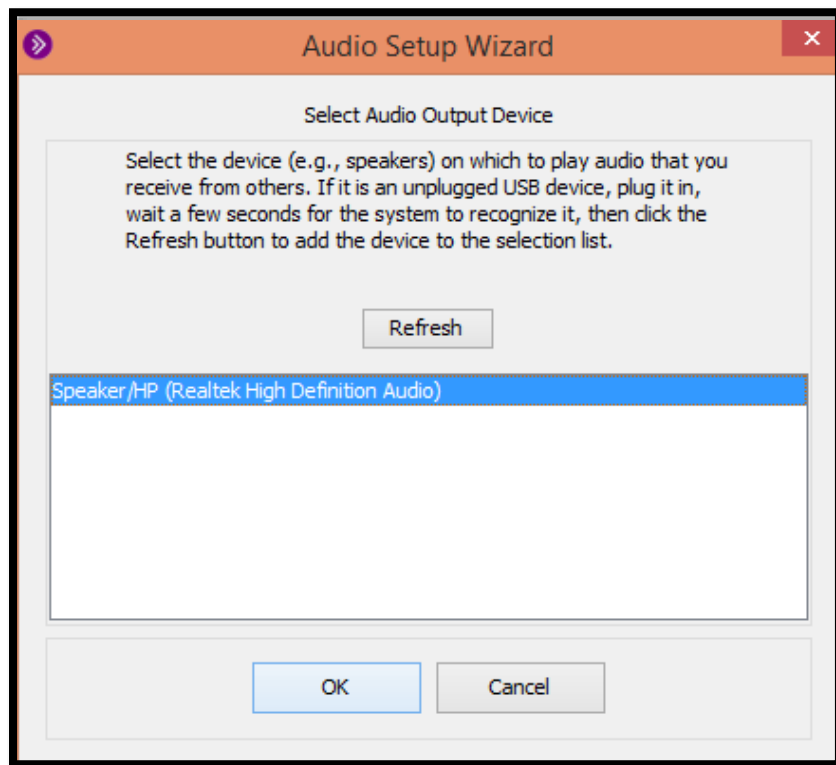
- 256 MB RAM
- 20 MB free disc space
- Internet access 28.8 kbps or above (Broadband connection highly recommended)
- Soundcard with microphone and headphones (a headset with microphones/headphones is highly recommended)
- Webcam (optional)

Step2:

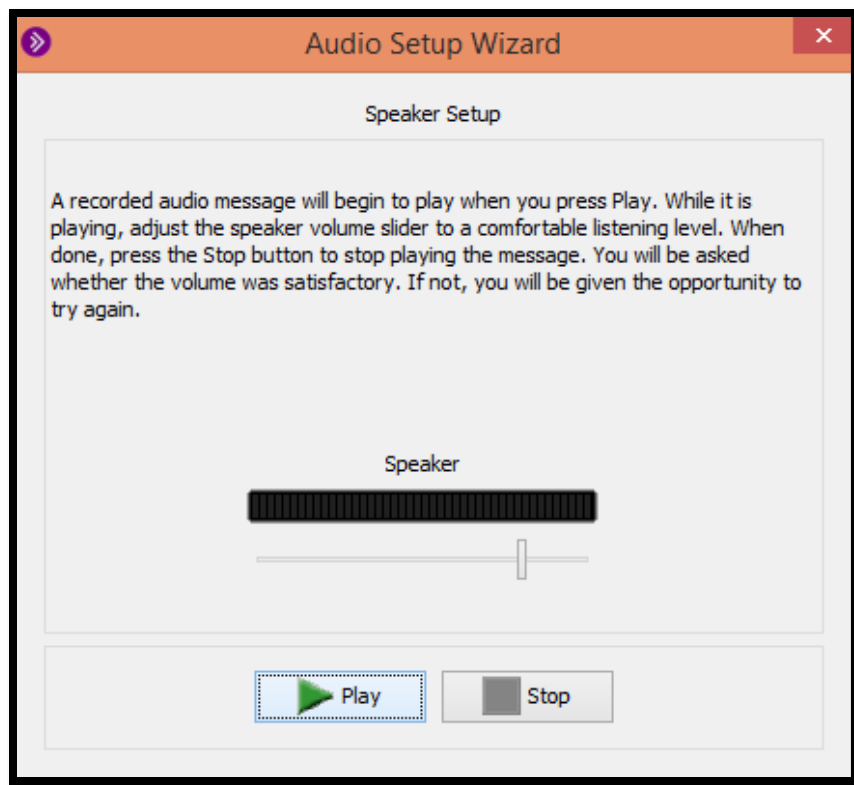
Login into the blackboard session with the moderator invite through email or through PIN as a participant/guest.

Step3:

Setup the Audio with the audio Setup Wizard. Click on tools in the menu bar. Click on audio and select Audio wizard from the drop down. Select the device you wish to choose for audio and click OK.

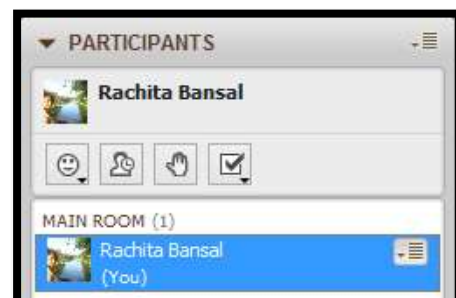
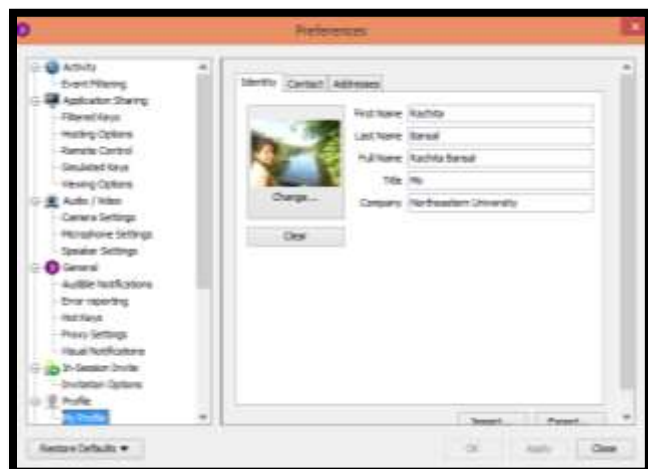


Click on play to configure the audio device as per your requirement and click on OK.



Step4:

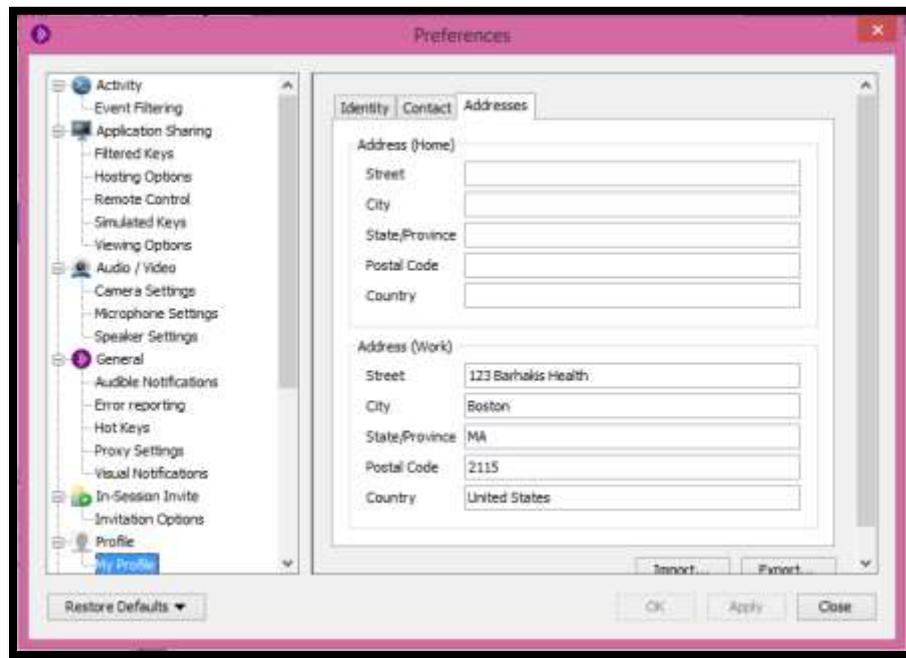
Make a profile using participant's panel. Edit your own profile to display important information like contact address, work phone, email to all those who are viewing your profile and joining the session with you in the Collaborate. Click on the menu book icon in the participants' panel, click edit profile. To view the profile of any participant who is in the room from the drop down, click on view profile.



Step5:

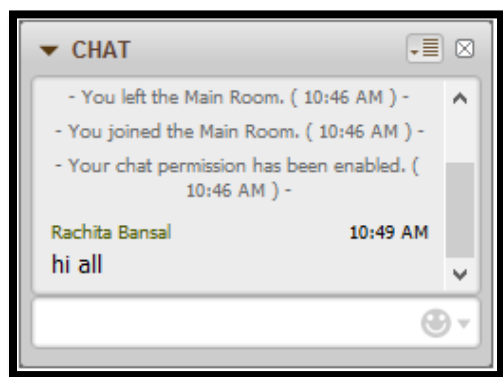
Set the preferences according to your needs. For example,

- 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”.



Step6:

Write your queries in the chat window. Utilize this live text messaging for discussions between the participants or raising questions.



This window also shows an activity log of what you are doing in the session. 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.


Step7:

Participate through 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 tele-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.



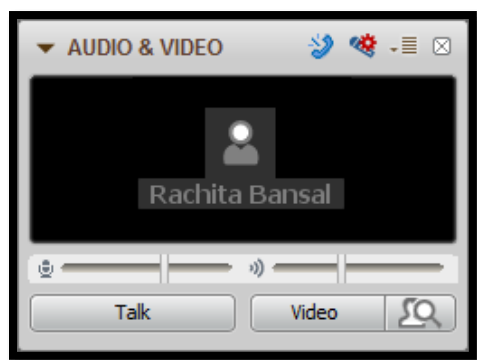
You will see  icon in place of telephone. It will let you switch back to the speakers and microphones of the computer. This application lets you switch back and forth between the phone and computer system.



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

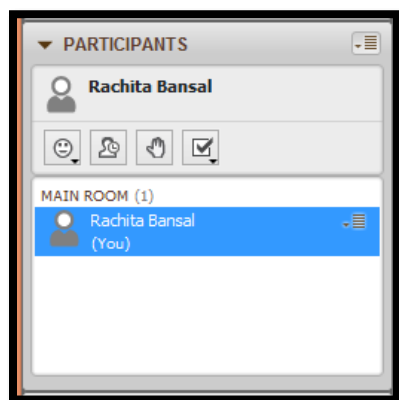


Icon provides you direct links to control and adjust the audio and video settings.



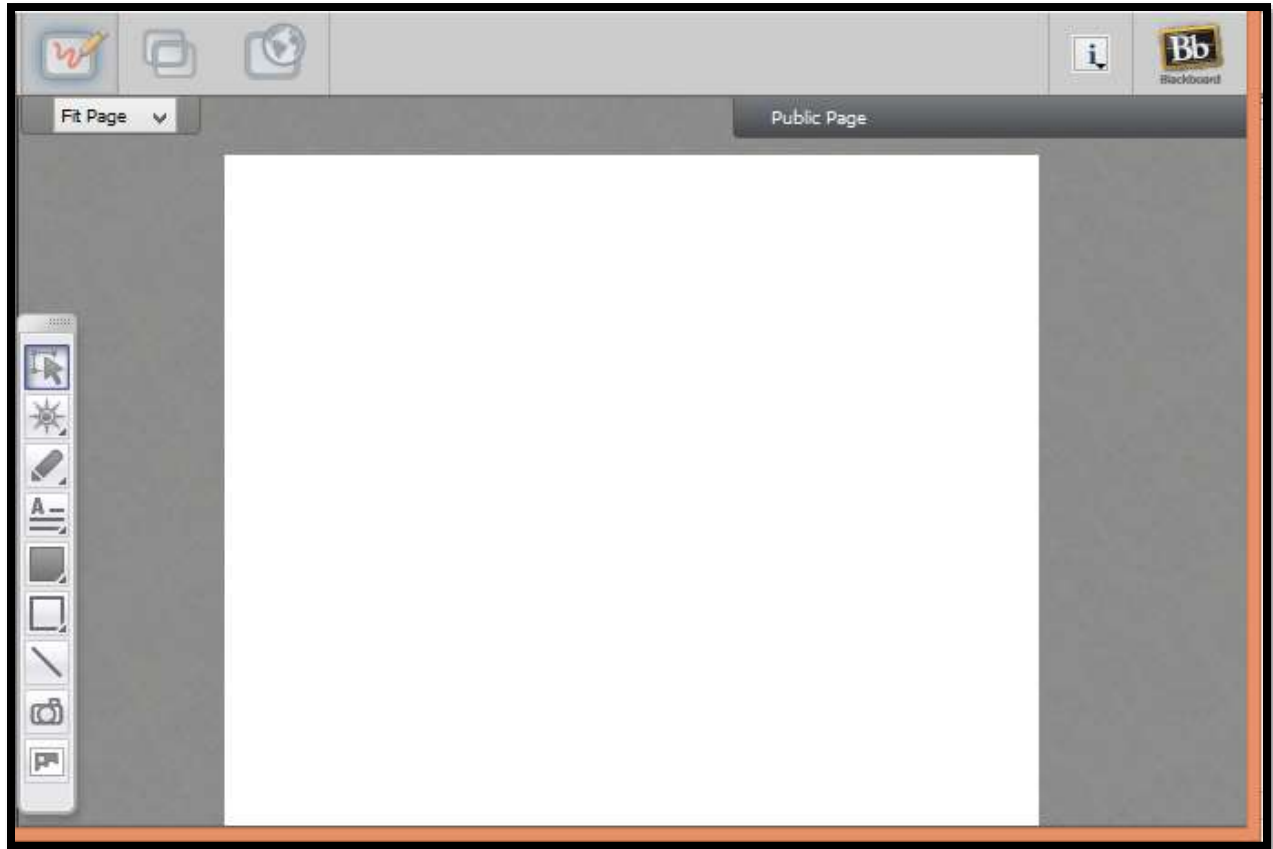
Step8:

Utilize the participants' panel to view all the participants and their profile in the session. An option to raise your hand, show your emotion, poll and 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.



Step9:

Click on the top left corner icon to access the white board. White board is visible to all the participants in the session. There is a toolbar given to work on the white board by which picture can be pasted on white board and screen captures can be added to the white board too.



Step10:

When the session is over/if you want to end the session, close the window and you will be logged out from the session. You can login again anytime when the session is going on live.