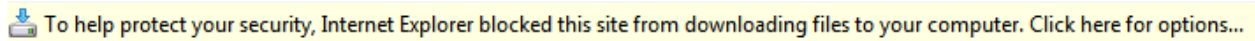


# Blackboard Collaborate

Blackboard Collaborate is an online collaboration system that allows students and faculty to hold live class sessions. Members of the class can use the chat space to type messages and receive responses from others. They can also use a microphone to speak to others.

**If your online instructor is using Blackboard Collaborate you will find it when you login to MACC Online. Under Course Home you will find the link to virtual room.** After you select your vRoom, you may see this bar at the top of the page:

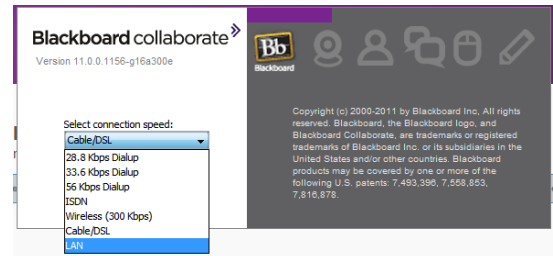


You will click here and choose download files, then choose run in the next box that pops up. Your virtual room will then come on.

Prior to joining an Blackboard Collaborate session you will need a headset or microphone and speakers. Check your speaker and microphone setup. Make sure all the cable connectors are plugged in, the speakers are functioning, and that your microphone is on. This should be done every time you log in.

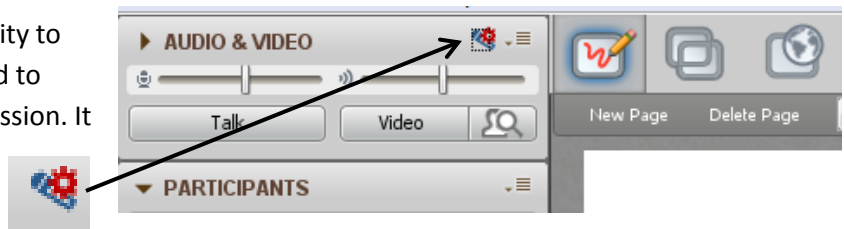
## Set the Connection Speed

When you first join the Blackboard Collaborate session set your connection speed. Blackboard Collaborate manages the data that it sends and receives. Once you set your speed, Blackboard Collaborate will remember it the next time you join a session.



## Check you speaker and microphone setup during your session

Blackboard Collaborate provides a utility to configure you audio settings. You need to access prior to the beginning of the session. It will guide you through the steps for the setup. You will select the Tool for Audio Wizard



## Blackboard Collaborate Environment

### Interface Panel

Audio/Video →

Participant Panel →

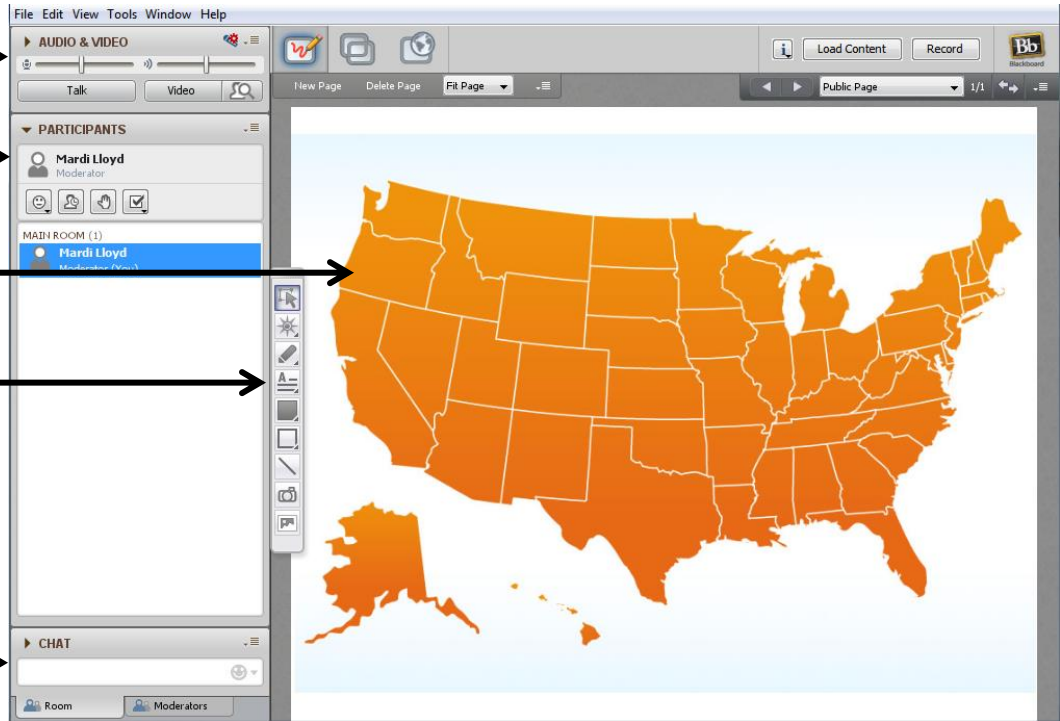
White Board

Main Content

area and white

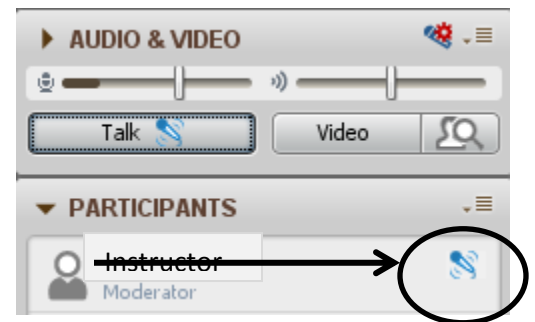
board tools →

Chat Panel →



### Audio: Using the Microphone

To use the microphone you click the Talk button when you want to speak, then click again when you are finished speaking. The microphone will be turned on next to your name. When you turn it off, the icon is removed. The moderator can increase it up to six simultaneous speakers. It works the same way with video.

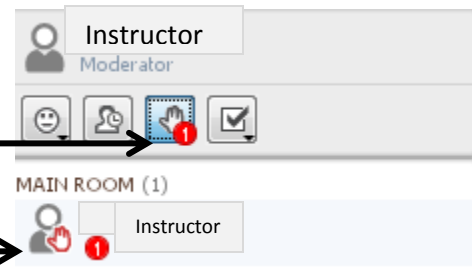


### Raising Your Hand

To ask a question during a session, you raise your hand using the button in the Participant's window.

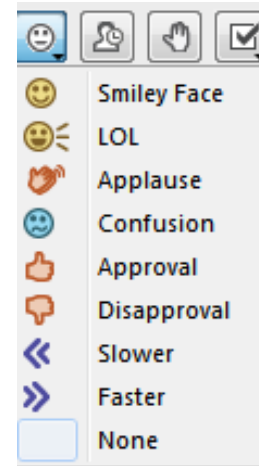
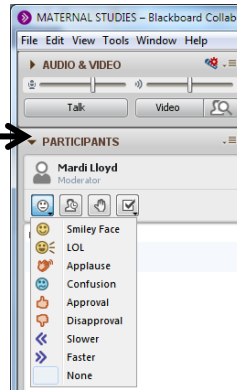
Click here to raise and lower your hand. →

The number indicates the order in which hands have been raised. →



## Using Emoticons

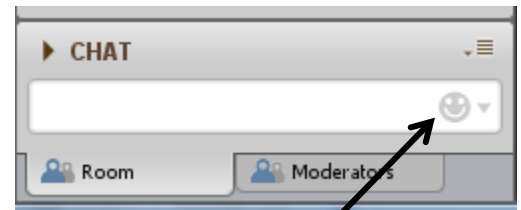
You can click on any one of the emotion indicators to provide feedback to the moderator.



## Using Chat

Type your message in the text box and then hit enter. This message goes to everyone because **This Room** is selected.

If you want a private chat with an individual, you right click on that person's name. The moderator may see all of the messages sent on chat, including private chats.



Emoticons to be used during chat can be found by clicking here on the drop down menu.

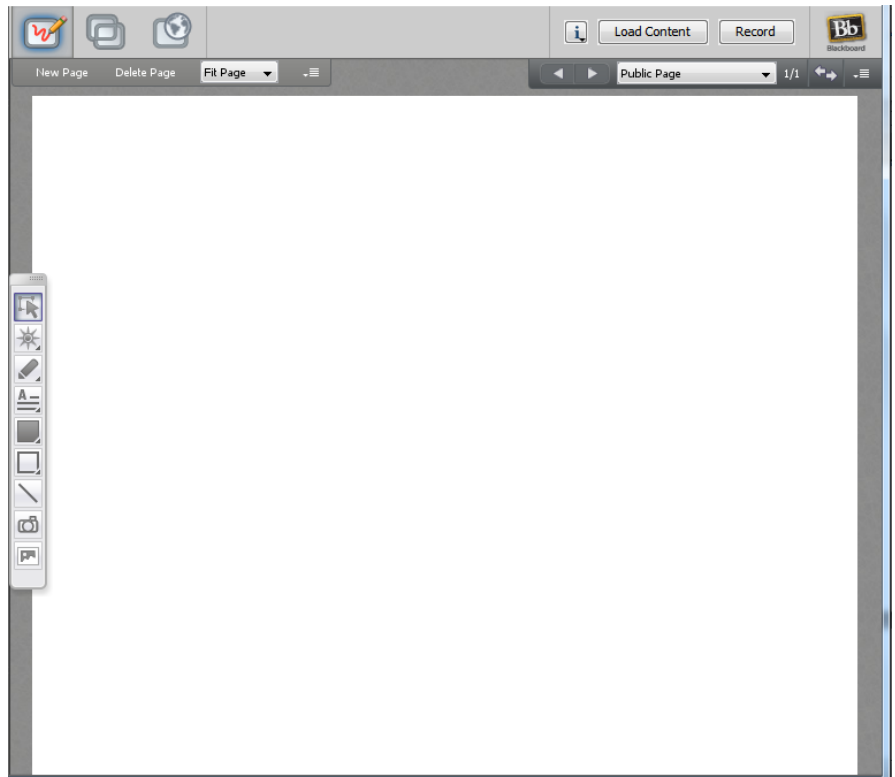
## Using the Whiteboard

The whiteboard is where you can view a presentation or collaborate using the whiteboard tools.

### Whiteboard Tools →

The whiteboard tools are on the side of the whiteboard. To use a tool, click to make it active.

Once a tool is selected, you can change the various properties using the color palette and menus.



## Using Tools

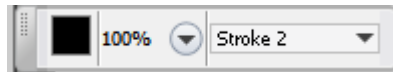
Select item



Point to items of interest on the page.  
Click on item to change pointer



Pen tool to draw on the page, click other choice for highlighter. The below box appears below to select color and stroke size



Enter text on the page



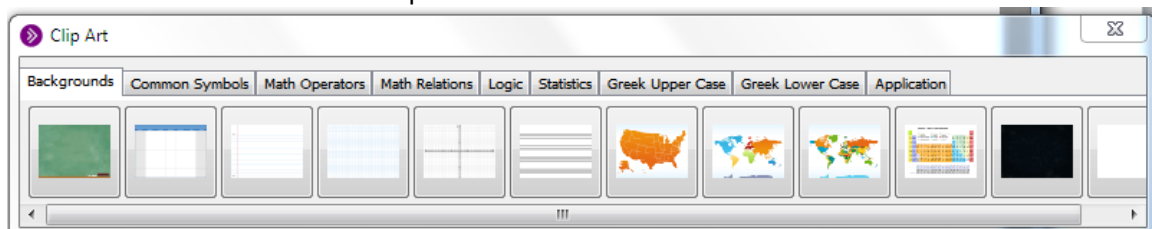
Draw rectangle or ellipse with fill on the page



Place a screen capture on the page



The box below appears when you click this icon. Choose and place clip art on the page.  
Click arrow for more clip art



## Printing the Whiteboard

You can print the whiteboard screens directly from Blackboard Collaborate. The moderator can protect the whiteboard content.

## Saving the Whiteboard

You can save the whiteboard screens to a file that you can review later. The screens can be saved if the moderator allows it.