

## **Blackboard Collaborate Participant Transcript**

Slide 1: Welcome to the Blackboard Collaborate web conferencing participant orientation. This orientation session is designed to introduce you to the basic web conferencing features that you'll need to participate in a session.

Slide 2: The first thing that you'll need to do is to check your speaker and microphone setup. Prior to joining your session make sure all the cable connectors are securely plugged into the correct sockets. Next, check to see if your speakers are functioning. For example, check the speaker's indicator light. Check to make sure they're plugged into a power source, and if you're using batteries, make sure they're 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 and not muted. Do you have the correct drivers for your sound card? If not, go ahead and get them before your session. Still not working? Then visit Blackboard Collaborate's Technical Support website.

Slide 3: Now let's check your speaker and microphone setup. During your session, Blackboard Collaborate provides a utility to configure your audio settings. You can access this utility at any time during your session, by clicking the audio setup wizard button, located in the audio and video panel.

Slide 4: Follow the steps to configure your audio. First select your audio output device. You may have more than one device that can play the session audio. Select the desired output device. If it is an unplugged USB device, plug it in! And wait for the system to recognize it. Click the refresh button to add the device to the list, and then click, "Okay." Now, set your speaker volume. Click the play button to hear a short recording. While this plays, adjust the speaker volume slider to a comfortable listening level. Then click "Stop" and confirm you're able to hear the recording. Now select your audio input device. This is the microphone you will use to send your audio to others during the session. If you are using a USB microphone, plug it in, wait a few seconds, and then click the refresh button. Select the device, and click "Okay." Next, test the microphone by recording your voice. Click the record button, and speak into the microphone. Adjust the slider so that it mostly shows green, click stop, listen to your recorded voice, and confirm that your microphone is working properly. Now, you've completed your audio setup.

Slide 5: Now, let's set your connection speed. When you join the session, the first thing you need to do is set your connection speed, so that Blackboard Collaborate can efficiently manage the data that it sends and receives. This only needs to be done one time, because Blackboard Collaborate will remember the setting the next time you join a session. If you want to change the setting on a PC, select Edit, Preferences, Session, and Connection. And on a Mac, select preferences, which are found under the Blackboard Collaborate menu.

Slide 6: This is the participant interface. There are four main areas of the interface. The audio and video panel, which is where you will turn on and off your microphone and your web cam. The participants panel, which is where you will see the moderator and all participants listed, this is where you'll do things like, raise your hand, respond to a polling question and see the indicators of which session tools are in use, and which permissions you may or may not have been given by the moderator. The chat panel, this is where you will send and receive text chat messages. The whiteboard is the main content area of the screen. And there is a set of whiteboard tools available for you to draw or write on the white board page.

Slide 7: Now, let's take a look at how you can raise your hand during the session. Click on the raise hand button, and the hand icon will appear in the participant panel, and a number indicating the order in which you raised your hand will appear.

Slide 8: Provide feedback using the emoticons. Click the feedback or the emoticon button to find feedback options, such as the smiley face, applause, and confusion. The emotion will appear next your name in the participants panel.

Slide 9: To speak during the session click on the talk button or use the hot key of control plus F2. The talk button will change to show a microphone icon, and the same icon will appear to the right of your name in the participants list. When you are done talking click the talk button again to turn off the microphone.

Slide 10 : There will be a clear indicator in the participants panel, which participants have their microphones turned on, and by opening the audio and video panel, you will be able to see who is actively speaking.

Slide 11 : The web conferencing session supports up to six live simultaneous video streams. Click the preview button to preview your video and then click the button to transmit.

Slide 12: Chat is available to send and receive text messages. Simply type your message and hit enter on your keyboard.

Slide 13: You may also send private chat messages. Right click on a participant's name, or from the Participants Options menu, select "send a private chat." Each private chat conversation will be in a separate tab with a participant's name.

Slide 14: The whiteboard is the main content area of the screen. This is where you can view a presentation or collaborate with other participants using the whiteboard tools.

Slide 15: The whiteboard tools are located in a palette that can be moved anywhere on the screen that you like. To use a tool, click on it to make it active, once the tool is selected, it can be changed to various properties, for example the pointer can become a hand or a smiley face. There is also a collection of Clipart images available.

Slide 16: Whiteboard pages can be saved by selecting, File, Save, and then select Whiteboard. Then, you'll need to select the pages you wish to save. All the pages, the current page being displayed or multiple specifically selected pages. Then click "Okay." Select the format you want, PDF is the most popular for saving content to be viewed outside of the session.

Slide 17: You can print the whiteboard pages by selecting File, Print, and Whiteboard. The moderator has the ability also to disable the save and print functionality.

Slide 18: You can step away for the session by clicking the step away button. The word away and the away icon, will appear next to your name in the participants list. You may leave the session from the Help menu. You may also rejoin from that menu.

Slide 19: Thanks for taking the time to view this orientation to Blackboard Collaborate web conferencing. Visit the On-Demand Learning Center to get more information. You can go there now by

clicking the word On-Demand Learning Center on your screen, and if you need technical assistance visit our support website. Thank you.