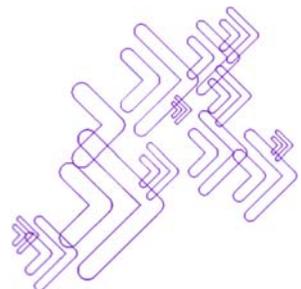


# Blackboard collaborate™

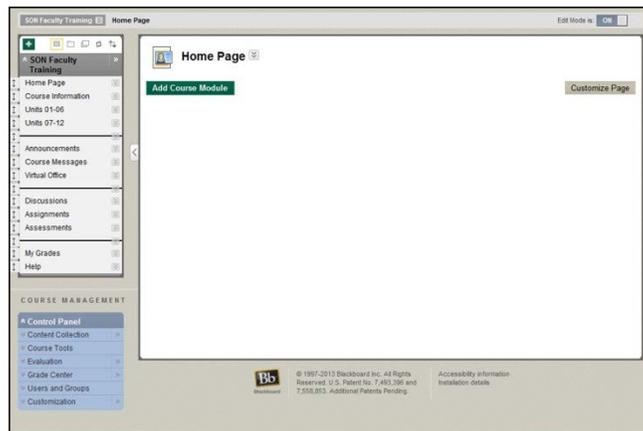
## Quick Steps

1. Login to Blackboard and locate your course. [page 2 : step 1]
2. Select “Virtual Office” from the Course Menu. [page 2 : step 2]
3. Select “Tools” then “More Tools” and choose *Blackboard Collaborate Scheduling Manager*. [page 2 : step 3]
4. Insert a description of the tool in the text editor (optional) and click “Submit” to proceed. [page 3 : step 4]
5. Click on the title of the tool “Blackboard Collaborate” to enter the List Page tool. [page 3 : step 5]
6. Create a name for your session, and select the dates for the session to remain available. You can also edit the “Session Attributes” here and create a grade center column if you wish to grade the session. Click “Submit” to proceed. [pages 4-5 : steps 6-10]
7. Click on the session title to initiate the setup and enter the session, when prompted “Do you want to run this program”, click Yes. [page 5 : steps 11-12]
8. Accept the license agreement and select your connection speed. [page 6 : step 13]
9. You have now entered the Collaborate Session. [page 6 : step 14]
10. You can choose whether or not to record the session at this point. [page 7 : step 15]
11. Click on the microphone and red gear icon to select the audio setup guide and follow the instructions. [pages 7-9 : steps 16-19]

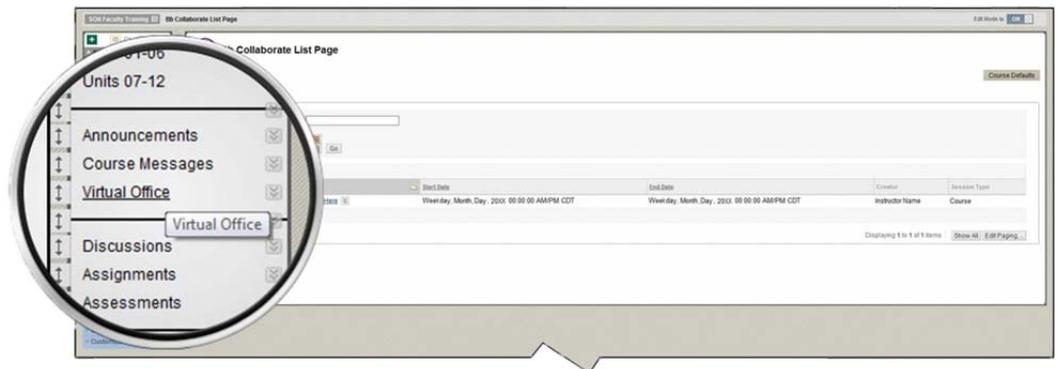


# Detailed Steps

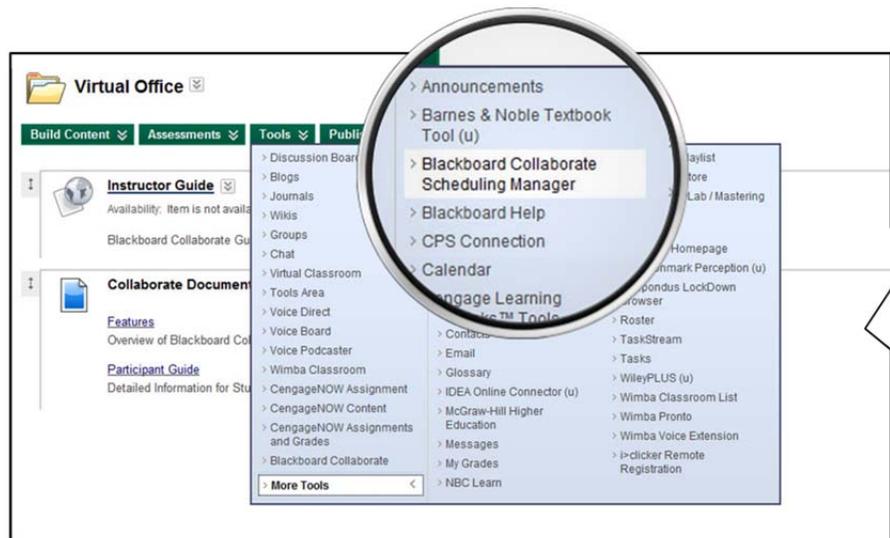
1. Log in to Blackboard and locate your course. This is an empty training course. Your course may have some noticeable differences.



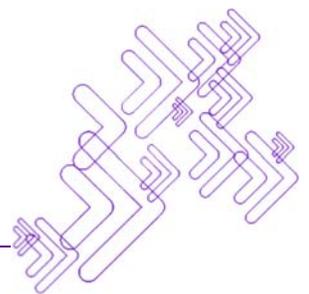
2. Locate and select the *Virtual Office* (or equivalent) menu item.



3. Under *Tools*, click on *More Tools* and locate the *Blackboard Collaborate Scheduling Manager*. Click on this and it will bring you to the *Create link: Blackboard Collaborate* page.



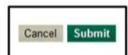
In the event that this tool does not appear in your course, please contact: Dan Murphy, 205-975-8448 or [dmurphy@uab.edu](mailto:dmurphy@uab.edu)



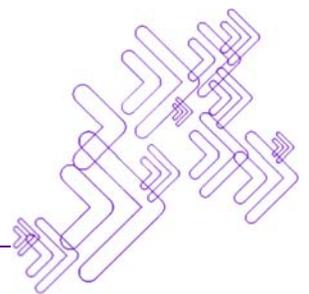
4. You now see the *Create Link: Blackboard Collaborate* page. The title auto-fills with the text “Blackboard Collaborate”. It is recommended to retain this name rather than replacing it. We also suggest adding the following text into the text editor “Click here to join your Collaborate Session”.

There is no need to set dates of availability since this is a general link to the repository for your Collaborate sessions and therefore should remain active for the life of the course.

Click on the submit button to return to the Virtual Office.



5. Your link will appear like this on the virtual office page. Click on the title to advance to the *Blackboard Collaborate List Page*.

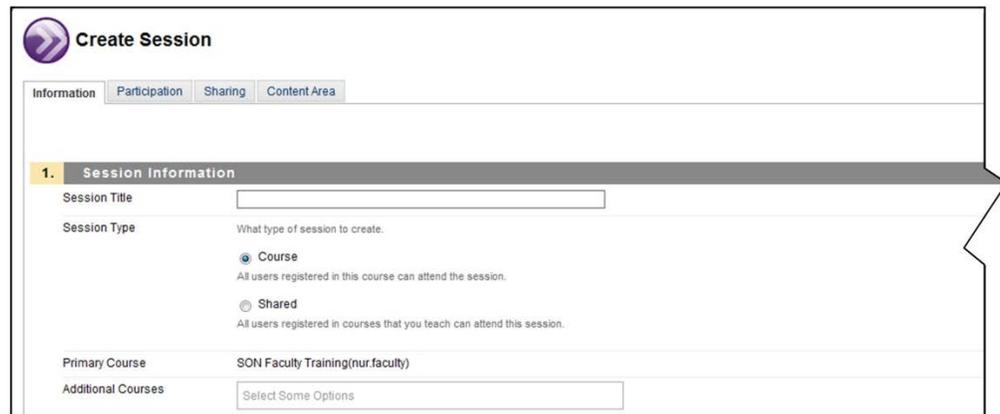


6. This is the *List Page*. Since there is not an available Collaborate Session you will need to create one by clicking on the “Create Session” button.



7. Once you are in the *Create Session* page, you will be able to select your first set of options for your session.

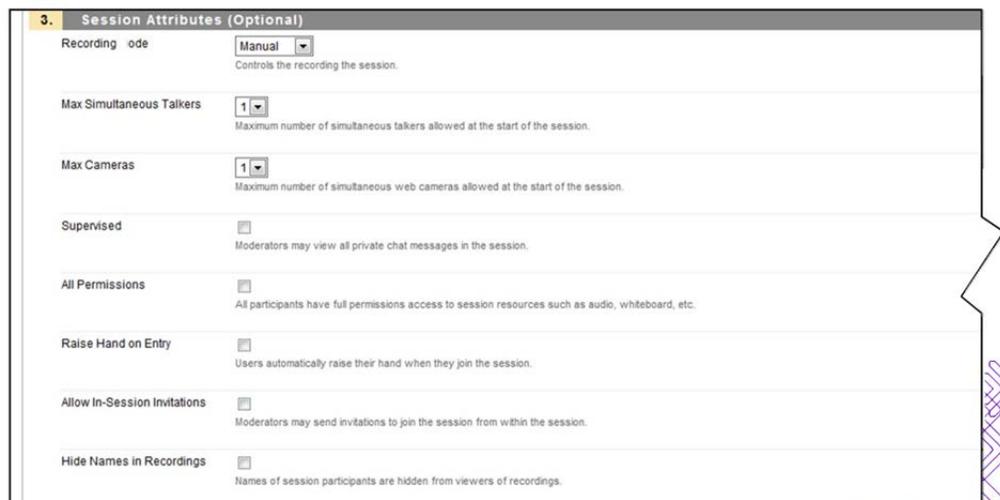
In Section 1 you should name your session.



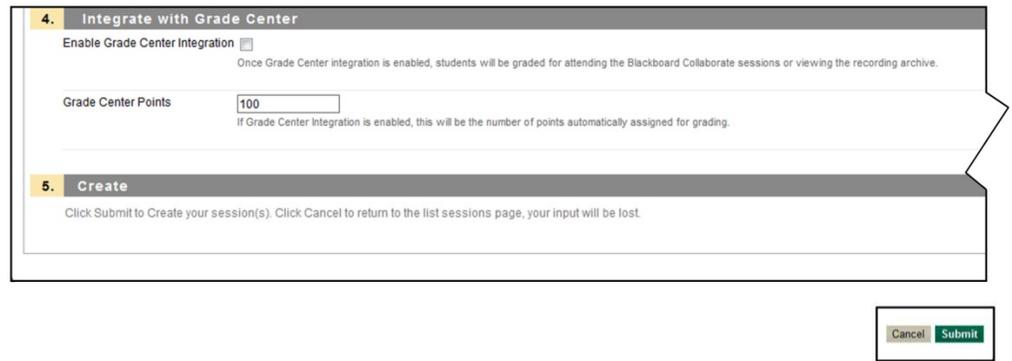
8. In Section 2 you can set the dates for the session availability. This is the availability for instructors. Dates for students are entered later.



9. Section 3 allows for more detailed session attributes to be set. Manual recording mode is recommended. You can set the number of simultaneous talkers and cameras here to avoid auditory and visual clutter, select options for in-session invitations, and set the ability to hide usernames in the recordings, if they are to be used later.



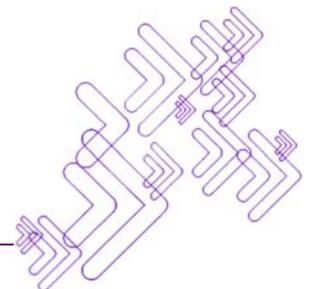
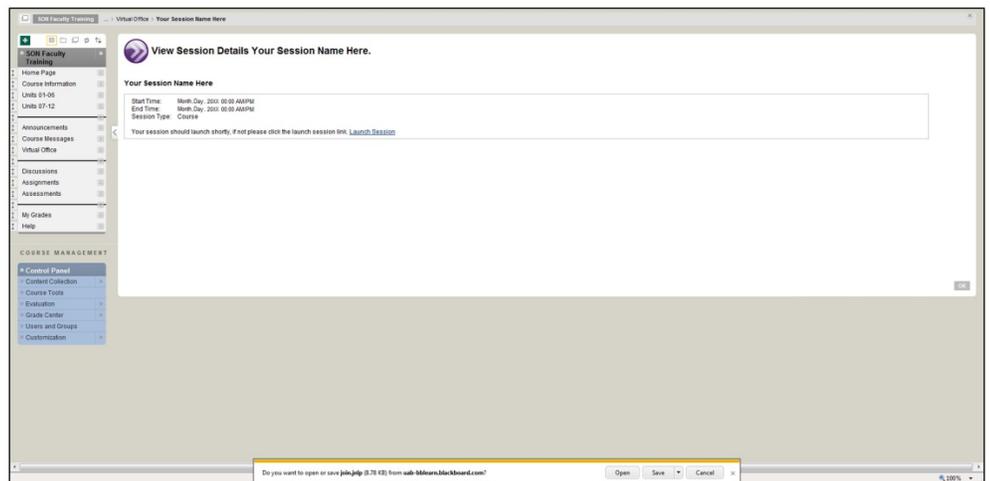
10. Section 4 contains the options for Grade Center integration. If your session is to be graded enter that information here. After entering this information, click on the “Submit” button.



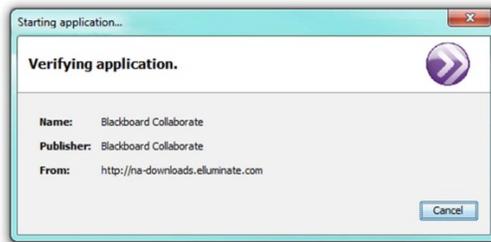
11. Once you have clicked the “Submit” button you will be redirected to the *Blackboard Collaborate List Page*, where you now will see the session you just created. Click on the session title to enter collaborate.



12. You will not however, be immediately entered into the session. There are a few dialog boxes and initial set-up pages that you may have to navigate through. Due to the wide array of operating systems, your options may appear differently. You may also see more or less of these dialog boxes than shown here. You will however want to select “open” when prompted as pictured in the windows 7 style bar (shown here down and to the right). Some users may also get a “Security Information” box asking “Do you want to run this application?”. Click “Run” or “Accept”



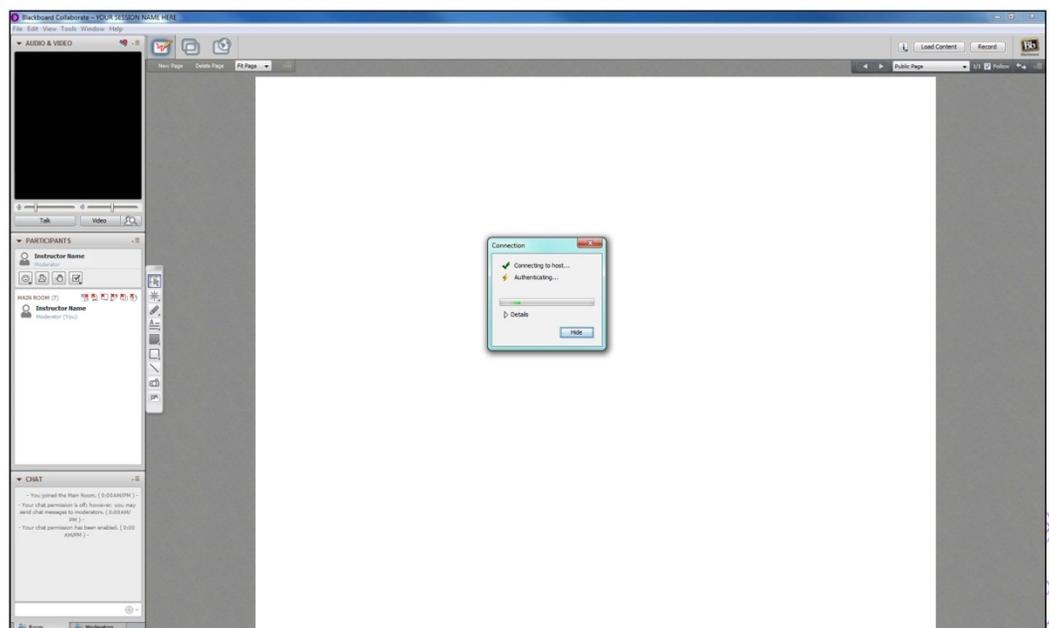
13. There will also be a number of these boxes that will appear, run and close automatically (such as those pictured to the right)



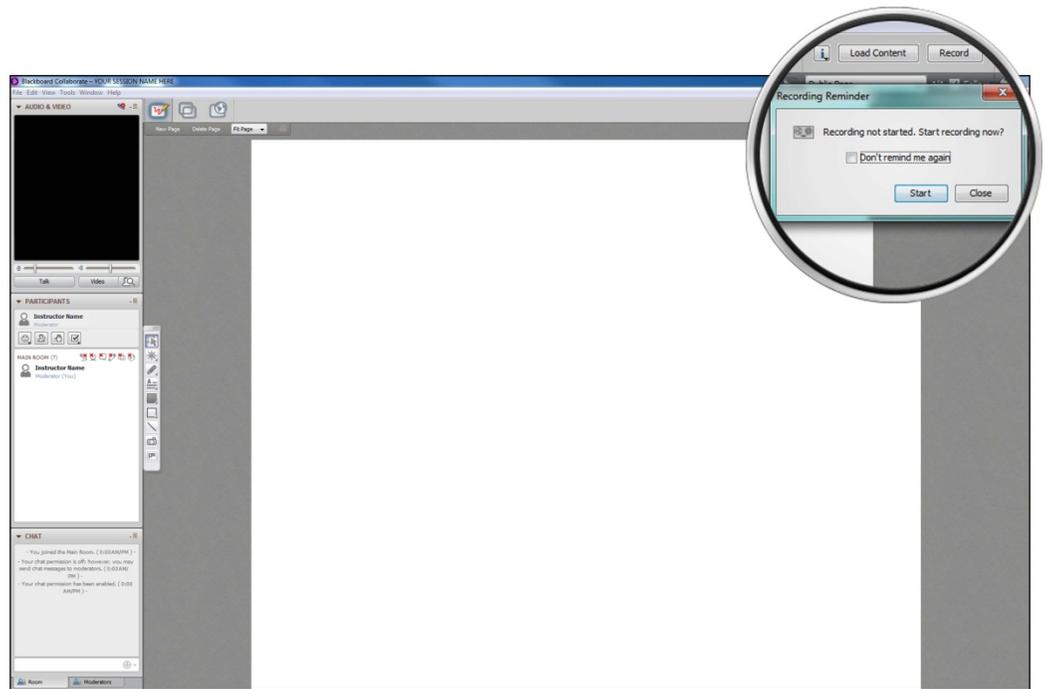
You will now be prompted to accept the license agreement. Click "Accept". You may see the next option for internet connection speed. If so select your appropriate internet speed, and click "OK". The session will now load.



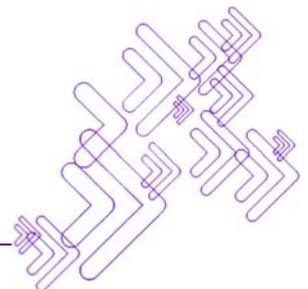
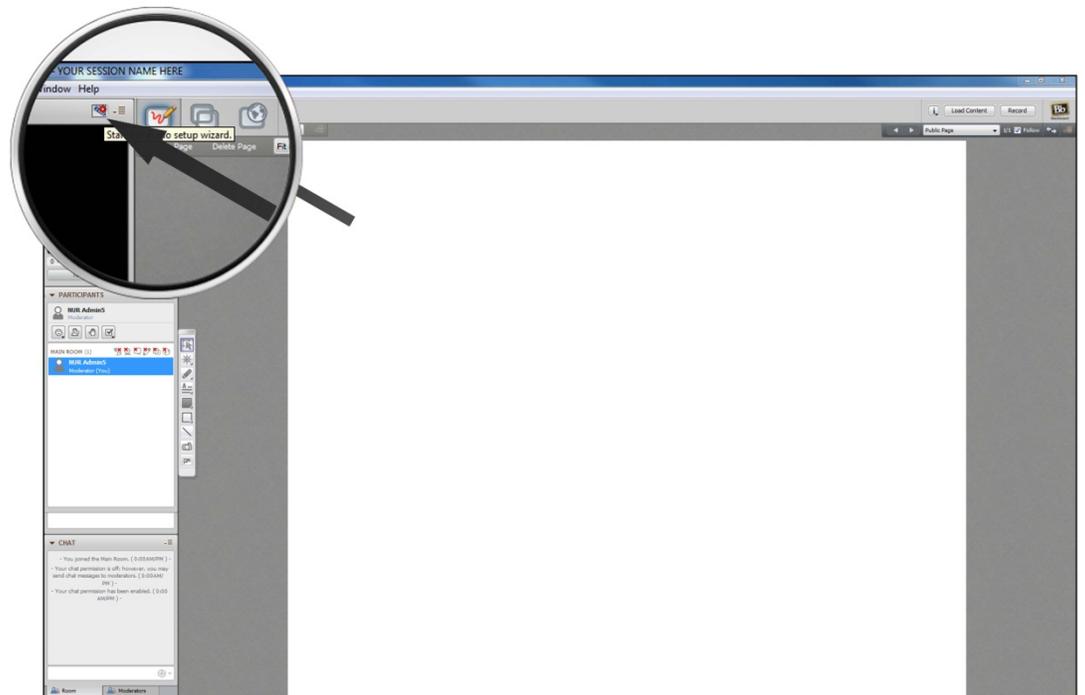
14. You are now able to see the Blackboard Collaborate Moderator Interface.



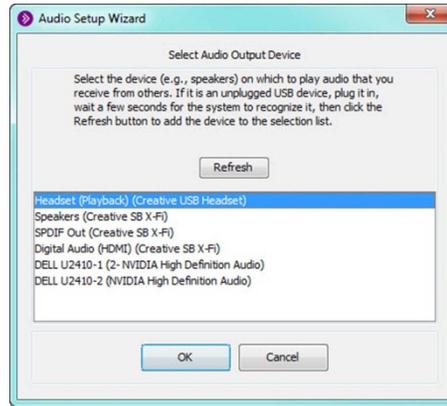
15. Once the session has completed loading a “Recording Reminder” box appears. You may select to record now or select that option from the drop down menus at another time.



16. You will need to now configure your audio. This will ensure that you are able to clearly communicate with the participants. This can be done with the help of the convenient “Audio Setup Wizard”. It is located directly above the video display (shown here as a large black rectangle) in the right corner. It displays a small picture of a microphone and a red gear. Click on this icon to launch the setup wizard.

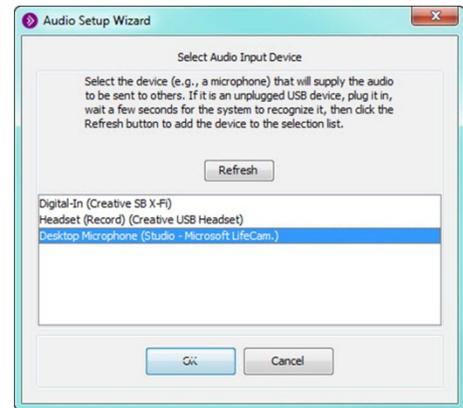


17. Select the output device from the list provided. (your list will have different options than the one shown here). It is strongly recommended that you use a headset which will decrease the possibility of feedback through the system causing unwanted noise. If your device is not displayed simply plug it in and click “Refresh”. It should now appear.

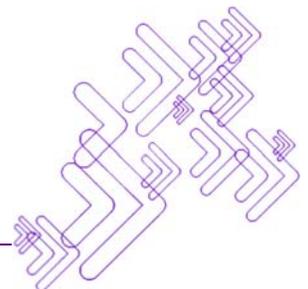


Now click on the “play” button to hear a recorded message. You may make adjustments to the volume with the slider directly below the volume indicator.

18. If the output level is correct at the end of the message click on the “Yes” button, If not simply click on the “No” button to repeat the previous step.



Select the input device (microphone) you will be using from the provided list. Again if it is not available check your connections and click “Refresh”. Once you have selected your device click “OK”



19. You are now in the microphone setup area. Click on the “Record” button to make a sample recording. Again a slider underneath the volume indicator adjusts for playback. After 10 seconds the playback test will appear. Click “Play” to listen to the recording you just made. You are now going to be asked if the recording was sufficient. If so, click “Yes”, if not click “No” and return to the record page. Adjust the volume and placement of the recording device until satisfactory results are obtained. Click “OK” to complete the “Audio Setup Wizard”

