

**Texas Southern University**

# **Faculty Guide to Blackboard Collaborate Web Conferencing**

# Blackboard Collaborate Web Conferencing System Requirements

**Certified:** fully tested and supported.

**Compatible:** partially tested and supported.

**Provisional:** untested but supported.

**Unsupported:** impossible or not supported.

	Internet Explorer 8	Internet Explorer 9	Firefox (Latest Stable Release)	Chrome (Stable Channel)
<b>Windows® XP</b>	Certified	Certified	Compatible	Compatible
<b>Windows Vista®</b>	Certified	Certified	Compatible	Compatible
<b>Windows 7</b>	Certified	Certified	Compatible	Compatible
	Safari 4.0	Safari 5.0	Safari 5.1	Firefox (Latest Stable Release)
<b>Mac OS 10.5</b>	Compatible	Certified	Compatible	Compatible
<b>Mac OS 10.6</b>	Compatible	Certified	Compatible	Compatible
<b>Mac OS 10.6</b>	Compatible	Certified	Compatible	Compatible
<b>Mac OS 10.7</b>	Unsupported	Unsupported	Compatible	Compatible
	Firefox (Latest Stable Release)			
<b>Ubuntu 10.04</b>	Compatible			

## Supported Java

Operating System	Java Versions (JRE)
Windows XP, Vista, 7	1.6, 1.7 (Java SE 6 & Java SE 7)
Mac OS X	Apple Java 1.5.0_16 Apple Java 1.6.0_07
Linux	1.5, 1.6, 1.7 (Java SE 6 & Java SE 7)

## Getting Started with Blackboard Collaborate

**First Time Users** (Check System Blackboard Collaborate Web Conferencing Compatibility & run wizards)

<http://support.blackboardcollaborate.com>

Select **First Time Users** - Blackboard Collaborate Web Conferencing. Here you can check system requirements, configure your system, have access to training resources, and view the support portal)

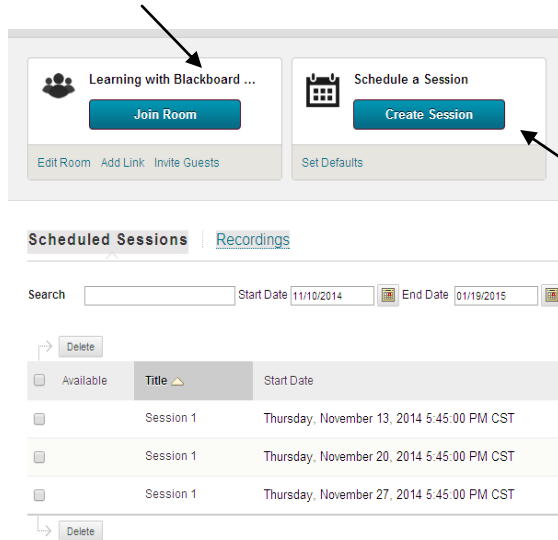
### Additional Requirements:

- 256 MB RAM
- 20 MB free disk space
- Internet Access - 28.8 kbps speed or above (Broadband connection is HIGHLY recommended)
- Soundcard with microphone and headphones (A headset containing microphone/headphones is highly recommended)

# To Set Up Blackboard Collaborate (Web Conferencing) Room

In your Blackboard course:

1. Click on **Tools** in the **Course Menu**
2. Select **Blackboard Collaborate**
3. You can choose to:
  - a. **Join Room** - go to your classroom where everyone meets at anytime (you can edit a session here, but will also have the capability while in a session).



**OR**

- b. **Create Session** - meet with specific participants at a designated time
  - Once a session is created, session details are listed under **Scheduled Sessions**
  - A **session link** is also generated to invite outside participants by email

- Type a **Name** for your Session
- Include **Session Information**
  - **Can Schedule Multiple Repeat sessions**
- Set **Room Options**
- Click **Save**

The screenshot shows the 'Session Information' and 'Room Options' configuration form. The 'Session Information' section includes:

- Session Name: MASTER\_eMAJ Demo Course
- Start Time: 11/20/2013 05:15 PM
- End Time: 11/20/2013 06:15 PM
- Repeat: OFF
- Early session entry: 15 minutes

The 'Room Options' section includes:

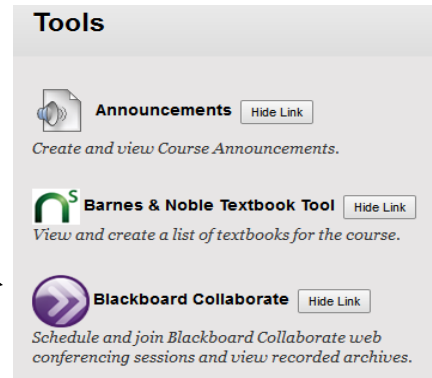
- Session Type
- Teleconference Options
- Room Attributes
- Grade Center Integration
- Assign Roles

At the bottom right, there are 'Cancel' and 'Save' buttons.

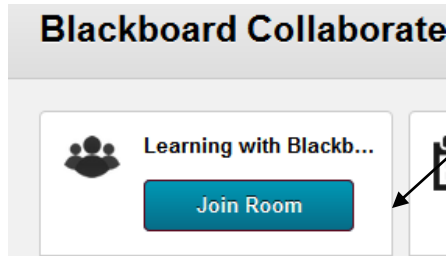
## To Join a Blackboard Collaborate Session (Web Conferencing)

In your Blackboard course:

- Click **Tools** in the **Course Menu List**, then select **Blackboard Collaborate**



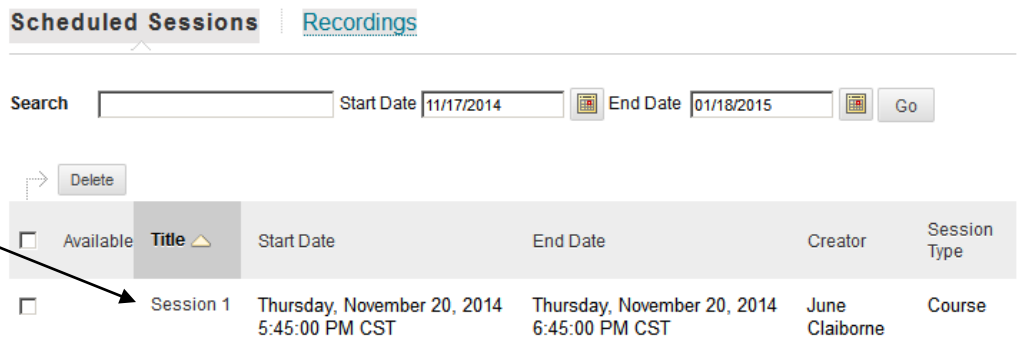
**\*Note:** You may also create a link in your Course Menu List or in other parts of the course where you can join for convenience.



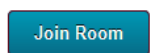
You may click **Join Room** anytime

**OR**

- Click on the session **Title** name to enter the session room.

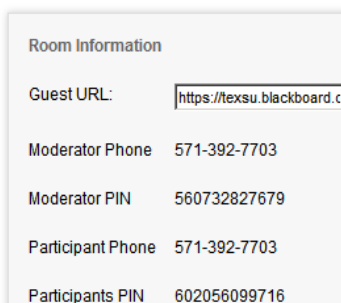


### Learning with Blackboard Room



If you can't open the .collab file, [download the Blackboard Collaborate Launcher](#).

Still can't get into your session? Please read our troubleshooting...



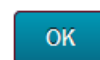
**6.** You will be taken to the **Room Details** page.

**7.** Click **Join Room**

**\*Note:** If you are a **First Time User** you will need to download the **Blackboard Collaborate Launcher** before the session, then you will be prompted to set your connection speed, which will be automatically saved for all future sessions.

#### Install the Launcher

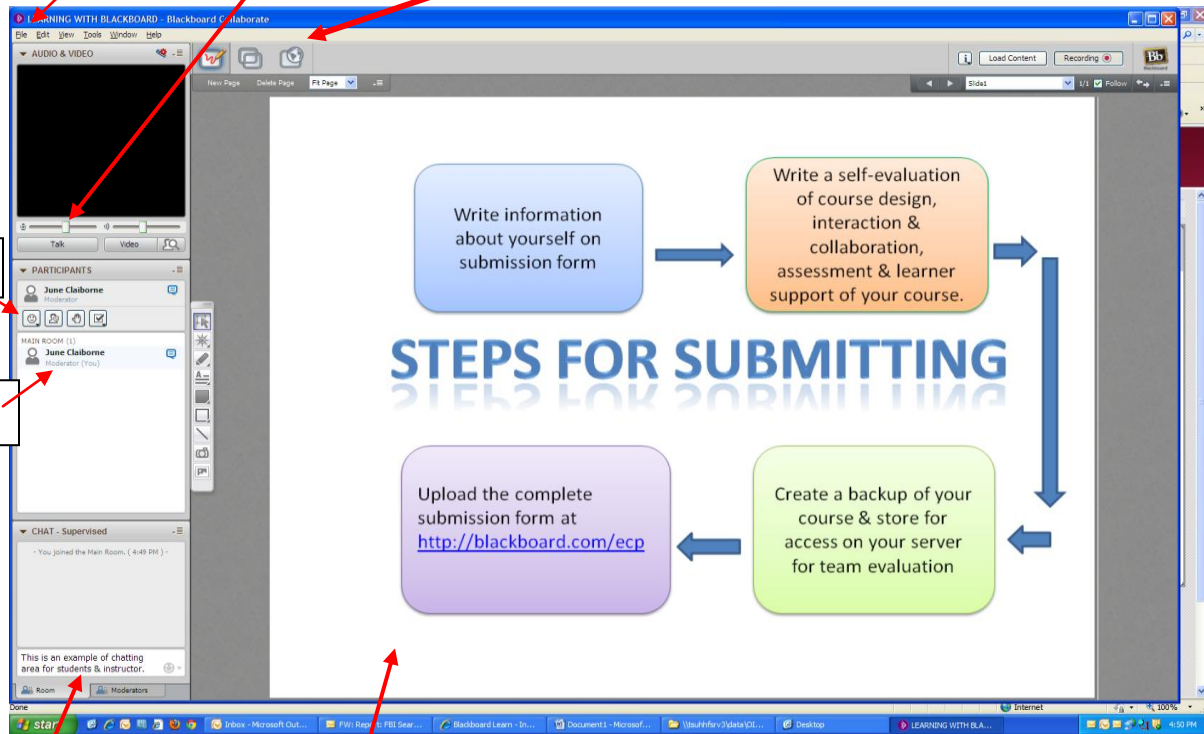
Run the installer (Windows) or unzip the download (Mac OS X).



# Features in Blackboard Collaborate Web Conferencing Room

There are 6 main components:

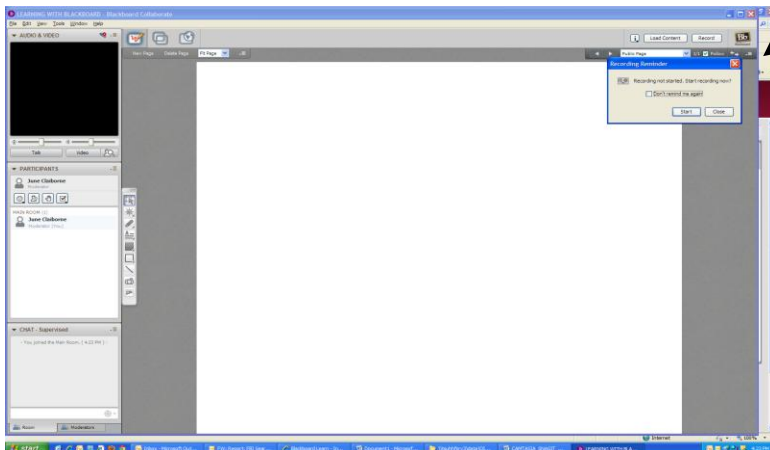
Menu Bar      Audio/ Video      Collaboration toolbar



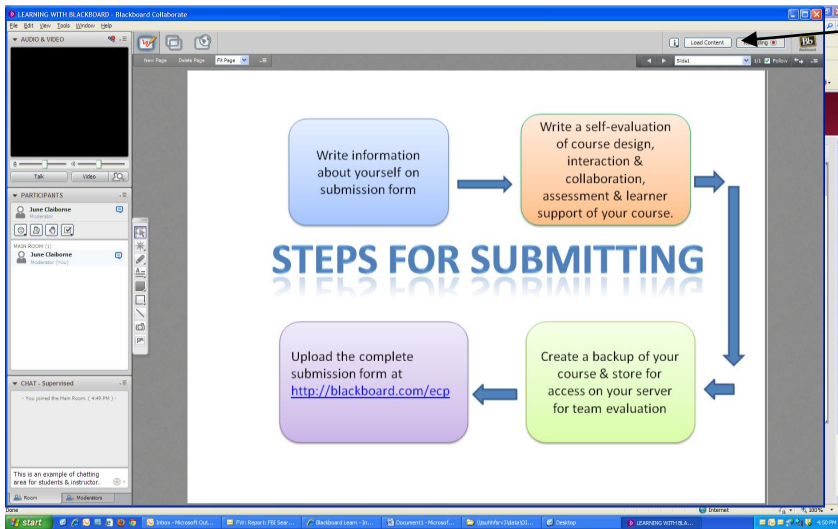
Chat Panel

Content Area

Chat, voice, and video capability are available in each session.

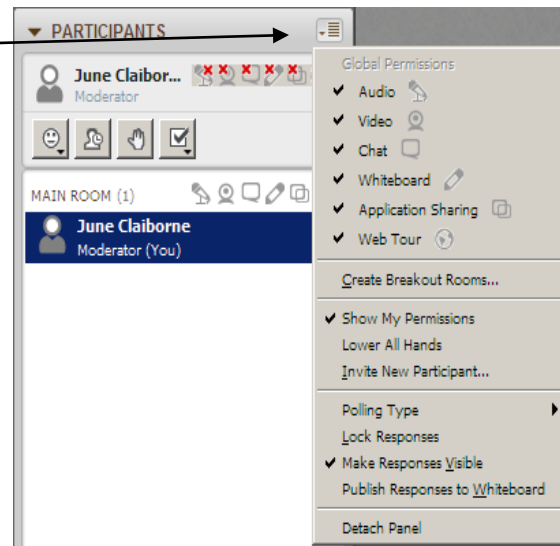


1. Once you start your session, you can choose to Record at any time. Click **Start** in the **Recording Reminder** box to start recording, or later by clicking on the **Record** button at the top of the screen.



2. Click **Load Content** to upload PowerPoint slides in your session.
3. Click the left or right arrow to advance from slide to slide.

Moderators can set participant permission at anytime during the session.



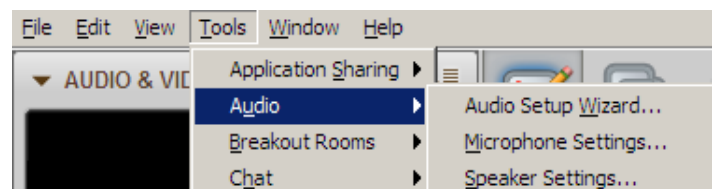
### Audio / Video:

1. **Audio:** To **talk**, just click once on the **Talk** button (no need to continue to hold).



**\*Note:** If your Audio feature is not working, you can use the **Audio Setup Wizard** (steps are found below)

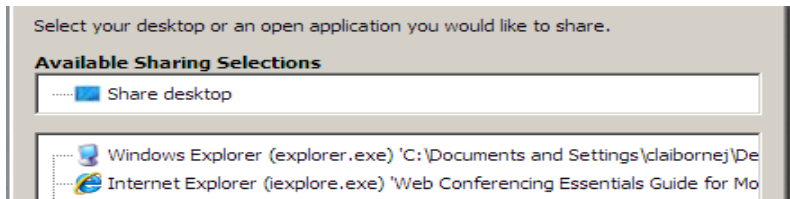
- a. From **Tools** in the **Menu Bar**, select **Audio**, then **Audio Setup Wizard**
- b. Follow the instructions to select microphone or speakers



2. **Video:** click the **Video** button.

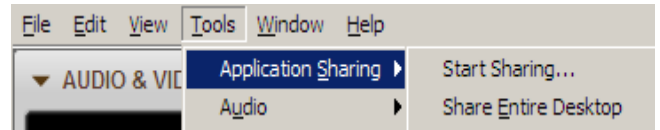
### 3. Application Sharing is available for presentation & Moderator control.

a. In the collaboration toolbar select second icon and share desktop. →



OR

b. Select **Tools** in the **Menu Bar, Application Sharing**, then **Start Sharing**. All participants will be able to see your presentation

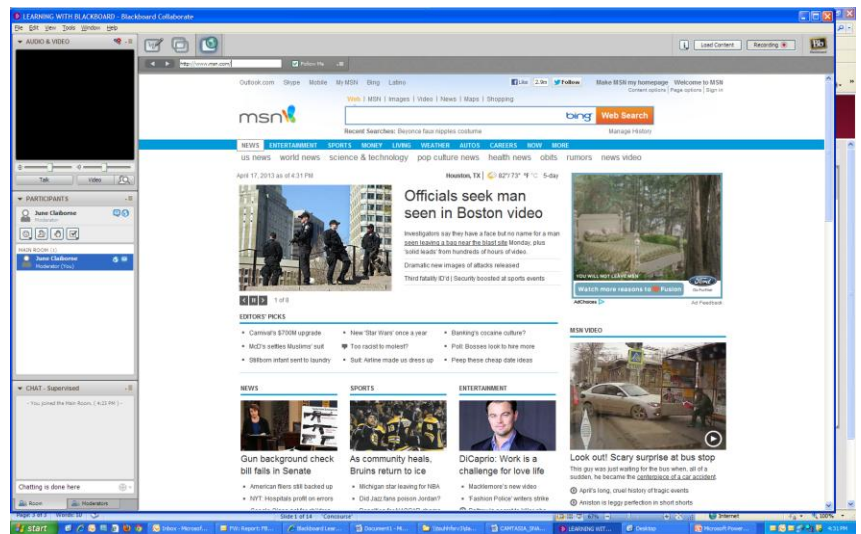


4. **Web** access is also available in your course through the **Collaboration Toolbar** or **Menu Bar**.



5. Click on **Record** button to end session recording.

6. Click **File** and **Exit** to **End the Session**.



## \*Attending Blackboard Collaborate Sessions on Mobile Devices

**Moderators must join a session from a desktop or laptop computer only**

Mobile Devices are not supported for Moderator activity

**Below are features supported on mobile devices (phones & tablets) while in a Web conferencing session:**

- Communicate by audio
- Participants panel (raise hand, stepped away, polling response, check who is in the room)
- Enter & read Chat messages
- View Application Sharing only. If hosting a session, must use a desktop or laptop.
- View Whiteboard only
- Attend Breakout Rooms
- The teleconference feature is not available on a mobile device once in a session. It is best to simply call in on your phone.

## To View Blackboard Collaborate Recordings

1. On the **Blackboard Collaborate** entry page, click **Recordings**

2. If recordings are not listed, you may need to search for a **title, start and end date**

3. Click on the Recording **Title** to view

Scheduled Sessions | Recordings

Search  Start Date  End Date  Go

Delete

<input type="checkbox"/>	Title ▲	Date & Time	Session Duration	Version	Blackboard Collaborate	Audio (MP3)	Video (MP4)
<input type="checkbox"/>	Learning with Blackboard Room	Monday, September 22, 2014 3:33:45 PM CDT	0:08:04	12.6		Convert	Convert
<input type="checkbox"/>	Learning with Blackboard Room	Tuesday, November 25, 2014 10:25:55 AM CST	0:29:47	12.6		Convert	Convert
<input type="checkbox"/>	Learning with Blackboard Room	Thursday, December 11, 2014 3:23:59 PM CST	0:15:17	12.6		Convert	Convert

Delete

Displaying 1 to 3 of 3 items | Show All Edit Paging...

**\*Note:** Recordings cannot be viewed on mobile devices unless converted to MP3 or MP4 formats. Only recordings from the Main room of the session will be recorded, except private Chat messages, the Timer, and personal notes.



## To Copy a Blackboard Collaborate Recording to Another Course

Blackboard Collaborate web conferencing sessions can be recorded and access to the recorded session is available from the course.

1. First you will click the Blackboard Collaborate tool link in the left menu below Course Tools.



2. You will then see a screen like the following. Click the Action button for your Session or Recording.

Scheduled Sessions | Recordings

Search [ ] Start Date 01/15/2014 End Date 01/21/2014

Title	Date & Time	Session Duration	Version	Blackboard Collaborate
14 Spring - SAP Applications in SCM-Section01 Room	Thursday, January 16, 2014 2:06:43 AM CST	1:39:12	12.5	[Action Icon]

Displaying 1 to 1 of 1 items Show All

- Play
- Edit Recording
- Delete Recording
- Add Link
- Convert to MP3
- Play MP4

3. Click the Edit Recording option.
4. You will then see the area to share with your other courses.

To share a Live Session you will see the following in Section 1:

1. Session Information

Session Title: test

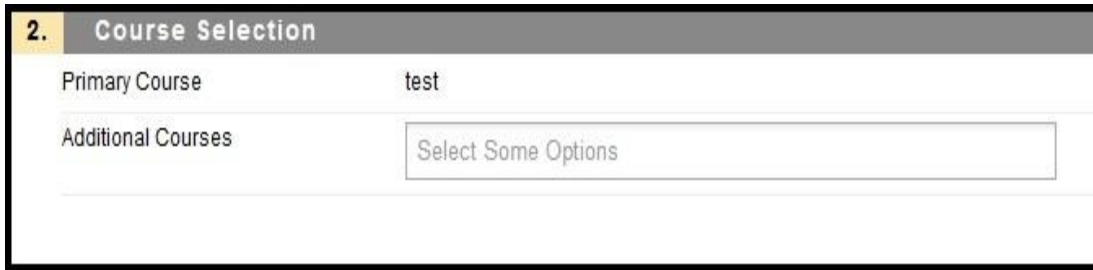
Session Type: What type of session to create.

- Public: All users registered in Blackboard Learn can attend the session.
- Course: All users registered in this course can attend the session.
- Shared: All users registered in courses that you teach can attend this session.

Primary Course: test(test)

Additional Courses: Select Some Options

To share a recorded session you will see the following in Section 2:



**2. Course Selection**

Primary Course      test

Additional Courses      Select Some Options

After you have shared your Session/Recording with your new course you can add links to the Content Area.

5. In the new course, navigate to the Blackboard Collaborate tool under Course Tools
6. You should see the Shared session listed to Play

