

Texas Southern University

Student Guide to Blackboard Collaborate Web Conferencing

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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)
Windows® XP	Certified	Certified	Compatible	Compatible
Windows Vista®	Certified	Certified	Compatible	Compatible
Windows 7	Certified	Certified	Compatible	Compatible
	Safari 4.0	Safari 5.0	Safari 5.1	Firefox (Latest Stable Release)
Mac OS 10.5	Compatible	Certified	Compatible	Compatible
Mac OS 10.6	Compatible	Certified	Compatible	Compatible
Mac OS 10.6	Compatible	Certified	Compatible	Compatible
Mac OS 10.7	Unsupported	Unsupported	Compatible	Compatible
	Firefox (Latest Stable Release)			
Ubuntu 10.04	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)

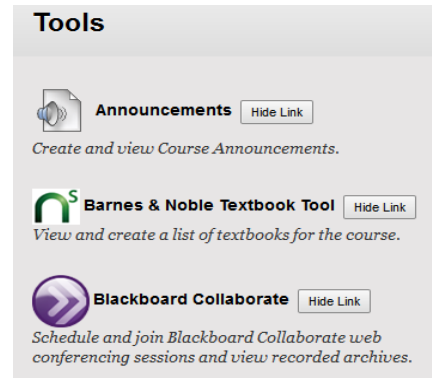
Additional Requirements:

- 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)

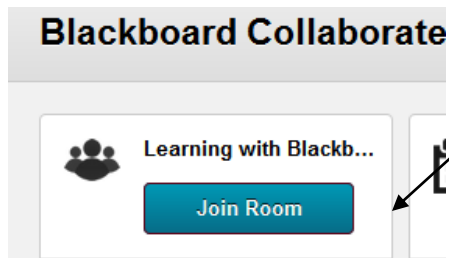
To Join a Blackboard Collaborate Session (Web Conferencing)

In your Blackboard course:

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



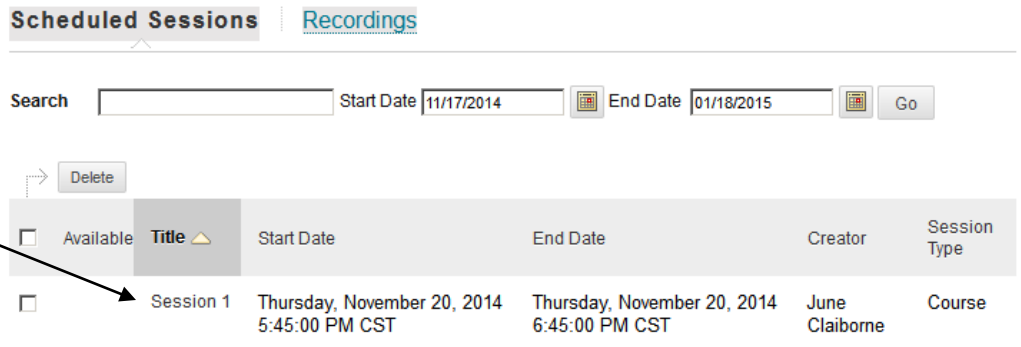
***Note:** Your instructor may also create a link in your Course Menu List or in other parts of the course where you can join for convenience.



You may click **Join Room** anytime

OR

2. If your instructor has scheduled a specific session time, click on the session **Title** name.

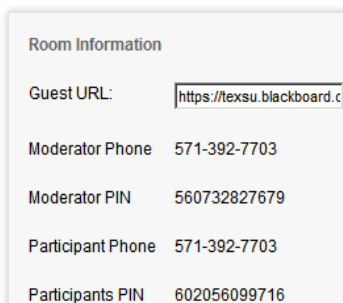


Learning with Blackboard Room



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

Still can't get into your session? Please read our [troubleshooting](#)

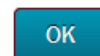


3. You will be taken to the **Learning with Blackboard Room Details** page. Click **Join Room**

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

Install the Launcher

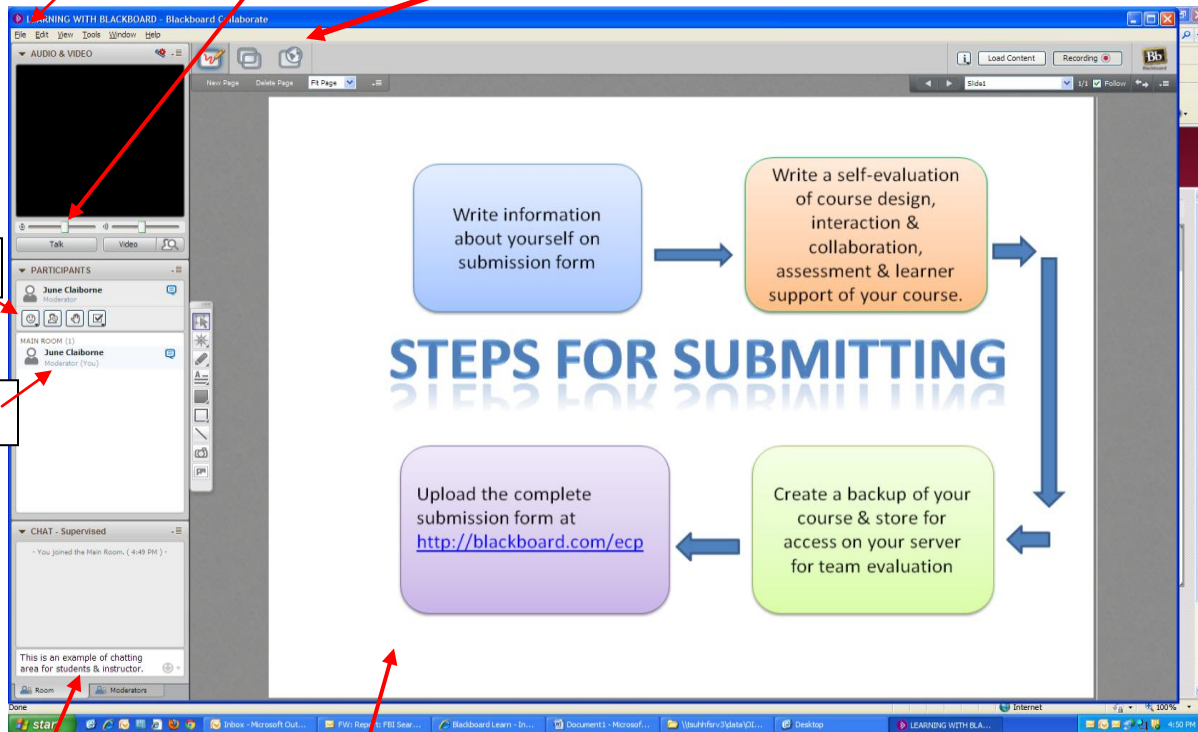
Run the installer (Windows) or unzip the download (Mac OS X).



Features in Blackboard Collaborate Web Conferencing Room

There are 6 main components to be familiar with:

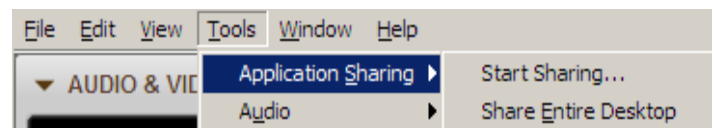
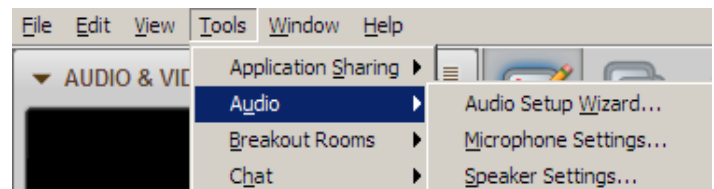
Menu Bar **Audio/ Video** **Collaboration toolbar**



Chat Panel

Content Area

1. Chat, voice, and video capability are available in each session.
2. 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
3. For **Video**, click the **Video** button.
4. **Web** access is also available in your course which the instructor controls unless permission is granted.
 - a. Web access is not supported on mobile devices.
5. Your instructor can give you permission to use **Application Sharing** for presentation & Moderator control.
 - a. If you are granted permission to use Application Sharing, you can select **Tools** in the **Menu Bar**, **Application Sharing**, then **Start Sharing**. All participants will be able to see your presentation.
6. **Breakout Rooms** can be entered if setup by the instructor.
7. **To End a Session**, click **File** in the **Menu Bar** and **Exit**



Attending Blackboard Collaborate Sessions on Mobile Devices

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.

If you are a presenter & have been given Moderator privileges:

- Moderators must join a session from a desktop or laptop computer
Mobile Devices are not supported for Moderator activity

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

<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

***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.