Launch a session as Moderator

1) Once it is time to start the collaborate session that has been previously created, click on the name of the session (Chapter 1 Review in this example) from the list on the Blackboard Collaborate page. This will start a session with you as the moderator.

NOTE: If prompted, download and/or run java. Keep or Open the join.jnlp. Also, if prompted select your connection type (ex. On campus, select LAN).
2) Once the session launches and has been configured as manual recording, you will be prompted with a recording reminder. Click **Start** if you want to record the session.

NOTE: The record button in the top-right corner will have a red circle when recording is on.
In-Session Tips

At the beginning of a session, there are a few great tips to help set the tone for the session:

- Greet each student as they enter the room. You can do this by monitoring the **Participants** module and sending the newly arrived student a welcome **Chat** message.
- Remind students to use the **Audio Setup Wizard** to ensure their microphone and speakers are working correctly.
- Encourage students to **Raise Hand** with questions or comments.
- Periodically check the entire screen for activity (chats, new participants, whiteboard, etc.)
- Use the **Whiteboard Tools** to assist in your delivery.

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**Tips on Conducting a Session**

**Preparation**

Design sessions to include interactivity and include variety of content and interaction in your session. Provide opportunities for participants to interact and collaborate with each other.

**Practice**

Practice before leading your first session.

**In-Session Tips**

Greet participants as they join your session.

Remind your participants to use the Audio Setup Wizard in order to test their microphone and speakers.

Look at the whole screen, not just the whiteboard area. For example, watch the Chat window for text messages and the Participants window for new participants joining the session.

Encourage participants to respond and to raise their hands when they have a question or comment.

Use the whiteboard tools to assist you in your delivery. For example, use the pointer to call attention to specific regions on the screen.

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**White Board**

**Application Sharing**

**Web Tour**

**Recording**

**Audio Setup Wizard**

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Audio Setup Wizard

During the beginning of a Blackboard Collaborate session, it is good practice to run and advise attendees to run the **Audio Setup Wizard** to ensure microphone and speakers are working correctly.

1. Open the Audio Setup Wizard by clicking the **Audio Setup Wizard** icon in the top left panel.

2. From the **Select Audio Output Device** dialog, choose the device that will play the session audio (ex. Speakers).

3. Click **OK** and follow the wizard to test and setup the speakers.

4. Then, from the **Select Audio Input Device** dialog, choose the device that will send audio during the session (ex. Microphone).

5. Click **OK** and follow the wizard to test and setup the microphone.

For further details, see Blackboard Collaborate “Audio Setup Wizard Quick Reference Guide”:

http://www.blackboard.com/docs/documentation.htm?DocID=65001PDF
Audio/Video

Within Blackboard Collaborate, there is an option to share voice and/or video with the attendees in the session.

Click the **Talk** button to turn on the microphone. A microphone icon will appear in the Participants panel, the **Talk** button will display with a visual indicator and the microphone level slider will move up and down as the volume of your speech changes. Click the button again to turn off the microphone.

Click the **Video** button to begin transmitting live video. Alternatively, click the Preview button first then when you are satisfied with the preview image, click **Video**. To stop the video transmission, click the **Video**.

NOTE: To resize or expand the video window, select **Detach Panel** from the **Audio/Video Menu** and resize the now floating window.

For further details, see Blackboard Collaborate "Using Audio & Video Panel Quick Reference Guide":

Participants

People who run the session are Moderators and people that attend the session are Participants. The Participants panel will list out all the attendees of the session, allow setting of Global Permissions (microphone, webcam, chat, application sharing and whiteboard) and session Interactions (emotion icons, step away, raise hand and vote).

- When a Global Permission is ON, the icon in the dropdown list will be outlined in blue.
- When an Individual Permission is OFF, the icon will be displayed with a red X.

NOTE: When a student enters the room, the following notification will display at the bottom right corner of your screen.
Raise Hand

It is good practice to ask your attendees to raise their hand when they have questions or comments. Each attendee has a set of Interaction icons in the Participants panel and can click on the hand icon to raise their hand (click again to lower).

As the moderator of the session, an attendee’s raised hand will appear in the Participants panel next to the attendee’s name.

You can address the raised hand by double-clicking the attendee’s name in the Participants panel. This action will open a separate, private message in the Chat panel to the attendee.
Once the question or comment has been addressed, you can lower the raised hand by right-clicking the attendees name in the Participants panel and selecting **Lower Hand**.
Chat

By default, Participants have permissions to use the Chat. The Moderator can grant and remove the Chat permission by clicking the Global Permissions button in the Participants panel and selecting Chat. Participants can always send a private text message to the Moderator even if they do not have the Chat permission.

To send a chat message to the room members, type in the Message Field and press <ENTER> on your keyboard.

NOTE: The Moderator by default has two tabs – Room and Moderators. Room is public chat sent to everyone in the room and Moderators is reserved for private messages between session Moderators.

For further details, see Blackboard Collaborate “Using Chat Quick Reference Guide”:

Whiteboard

The Whiteboard is the primary area for displaying content in a session. Tools are available that allow all users to draw or write on the page. Multiple users can interact on a page simultaneously. The Moderator controls access to the Whiteboard.

A full set of mark-up tools are available:

- Selection Tool - unselect objects and enter selection/edit mode
- Pointer Tool - point to items of interest on the screen
- Pen Tool - draw a pen stroke on the screen
- Text Tool - enter text on the screen
- Filled Shape Tool - draw a filled rectangle or ellipse on the screen
- Shape Tool - draw a rectangle or ellipse on the screen
- Line Tool - draw a straight line on the screen
- Screen Capture Tool - capture a screen shot and paste it on the screen
- Clip Art Tool - place Clip Art on the screen

The whiteboard can also be managed, such as, add a new page, delete a page and clear a page.

For further details, see Blackboard Collaborate "Using the Whiteboard Quick Reference Guide":

http://www.blackboard.com/docs/documentation.htm?DocID=65013PDF
Desktop/Application Share

Application Sharing allows sharing any application or the entire desktop with other attendees. The host of the application share can grant remote control of his or her application(s) to others. This allows for true hands-on training, demonstrations, and support applications.

For further details, see Blackboard Collaborate “Using Application Sharing Quick Reference Guide”:
http://www.blackboard.com/CMSPages/GetFile.aspx?guid=65b945ca-c0a9-4a2e-aec9-b700ad104532