

Orientation to Blackboard Collaborate



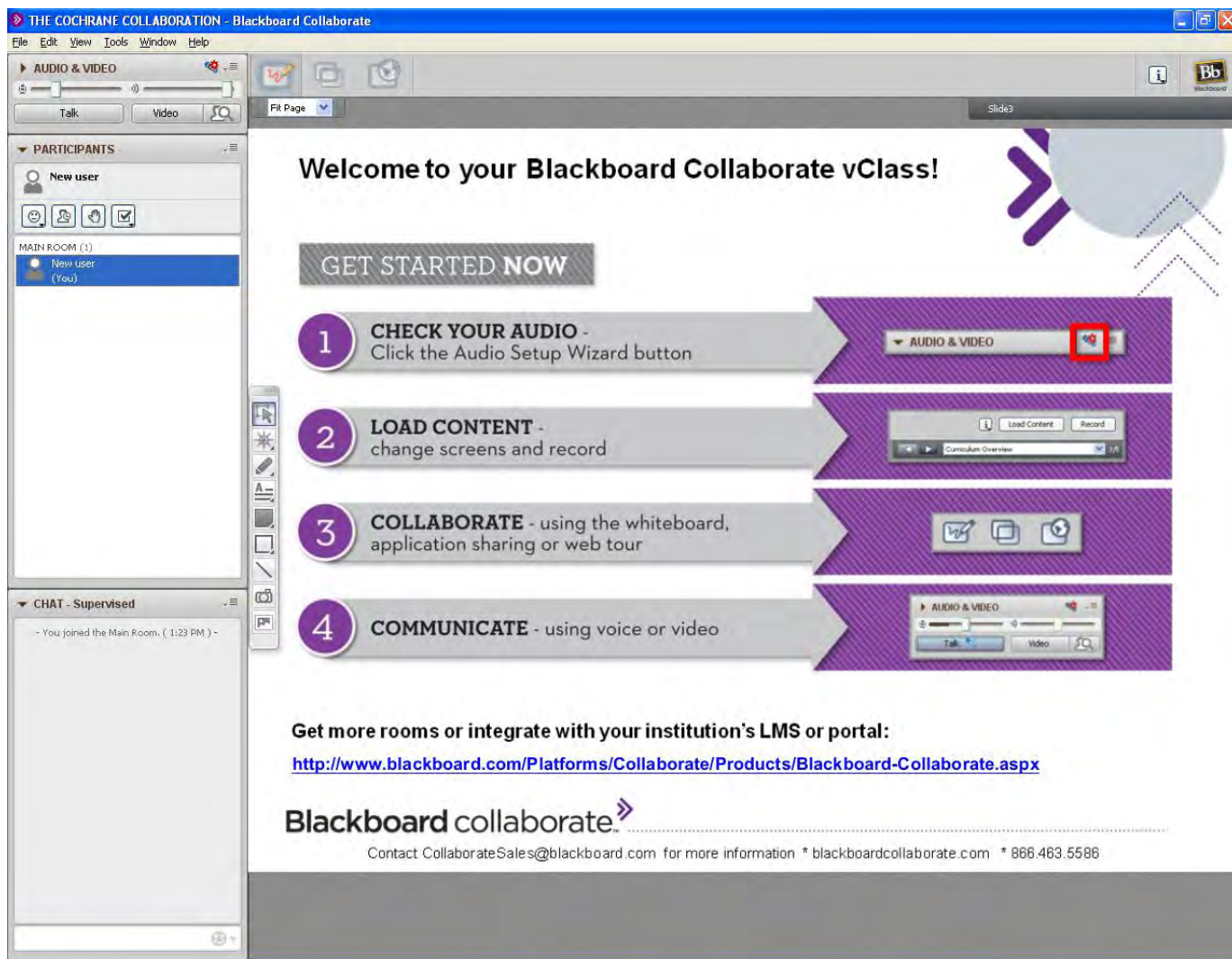
Logging in

- Click on the link provided when you registered for the webinar, or copy the link into your web browser
- Enter your name and click the Log In button.
- Blackboard Collaborate will open in a new window

The screenshot shows the Blackboard Collaborate login interface. At the top left is the 'Blackboard collaborate' logo, and at the top right is a 'Support' link. The main heading is 'Session Login', followed by the instruction 'Please enter your Name for the session. (Note: The Name may not exceed 64 characters)'. Below this is a text input field labeled 'Name:' with a cursor inside. To the right of the input field is a promotional banner for 'Elluminate is now Blackboard Collaborate.' with a 'Find out more >' button. At the bottom left of the form is a 'Log In >' button.

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Collaborate vClass webinars



THE COCHRANE COLLABORATION - Blackboard Collaborate

File Edit View Tools Window Help

AUDIO & VIDEO

Talk Video

PARTICIPANTS

New user

MAIN ROOM (1)

New User (You)

CHAT - Supervised

- You joined the Main Room. (1:23 PM) -

Welcome to your Blackboard Collaborate vClass!

GET STARTED NOW

- 1 CHECK YOUR AUDIO** - Click the Audio Setup Wizard button
- 2 LOAD CONTENT** - change screens and record
- 3 COLLABORATE** - using the whiteboard, application sharing or web tour
- 4 COMMUNICATE** - using voice or video

Get more rooms or integrate with your institution's LMS or portal:
<http://www.blackboard.com/Platforms/Collaborate/Products/Blackboard-Collaborate.aspx>

Blackboard collaborate »

Contact CollaborateSales@blackboard.com for more information * blackboardcollaborate.com * 866.463.5586

Check your audio settings

The screenshot shows the Blackboard Collaborate vClass interface. On the left, there is a sidebar with sections for 'AUDIO & VIDEO', 'PARTICIPANTS', and 'CHAT - Supervised'. The 'AUDIO & VIDEO' section is highlighted with a green circle around the 'Audio Setup Wizard' button (a gear icon). The 'PARTICIPANTS' section shows a 'New user' button and a list of participants. The 'CHAT' section shows a message: 'You joined the Main Room. (1:23 PM)'. The main area displays a 'Welcome to your Blackboard Collaborate vClass!' message and a 'GET STARTED NOW' section with four steps: 1. CHECK YOUR AUDIO - Click the Audio Setup Wizard, 2. LOAD CONTENT - change screens and record, 3. COLLABORATE - using the application sharing or web tour, and 4. COMMUNICATE - using voice or video. A green box highlights the first step, and a text box explains: 'Log in a few minutes early so you can test and adjust your audio settings. Click the Audio Setup Wizard button'. Below the steps, there is a link to 'Get more rooms or integrate with your institution's LMS or portal:' and a URL: <http://www.blackboard.com/Platforms/Collaborate/Products/Blackboard-Collaborate.aspx>. At the bottom, the Blackboard Collaborate logo is shown, along with contact information: 'Contact CollaborateSales@blackboard.com for more information * blackboardcollaborate.com * 866.463.5586'.

THE COCHRANE COLLABORATION - Blackboard Collaborate

File Edit View Tools Window Help

AUDIO & VIDEO

Talk Video

Fit Page

Slide3

WELCOME TO YOUR BLACKBOARD COLLABORATE vCLASS!

GET STARTED NOW

- 1 CHECK YOUR AUDIO - Click the Audio Setup Wizard
- 2 LOAD CONTENT - change screens and record
- 3 COLLABORATE - using the application sharing or web tour
- 4 COMMUNICATE - using voice or video

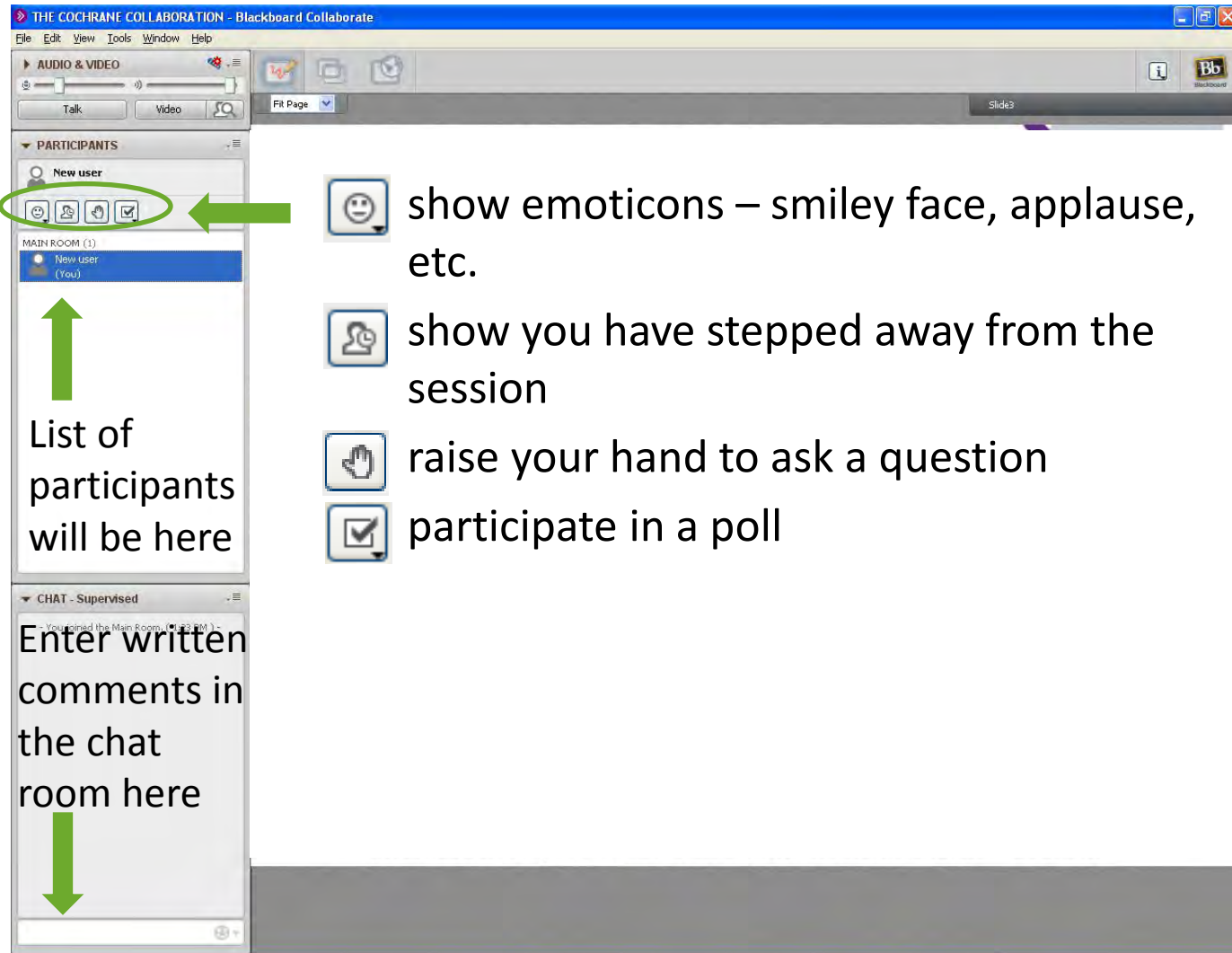
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Blackboard collaborate»

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Log in a few minutes early so you can test and adjust your audio settings. Click the Audio Setup Wizard button

Participants window



THE COCHRANE COLLABORATION - Blackboard Collaborate

File Edit View Tools Window Help

AUDIO & VIDEO

Talk Video

PARTICIPANTS

New user





MAIN ROOM (1)

New User (You)

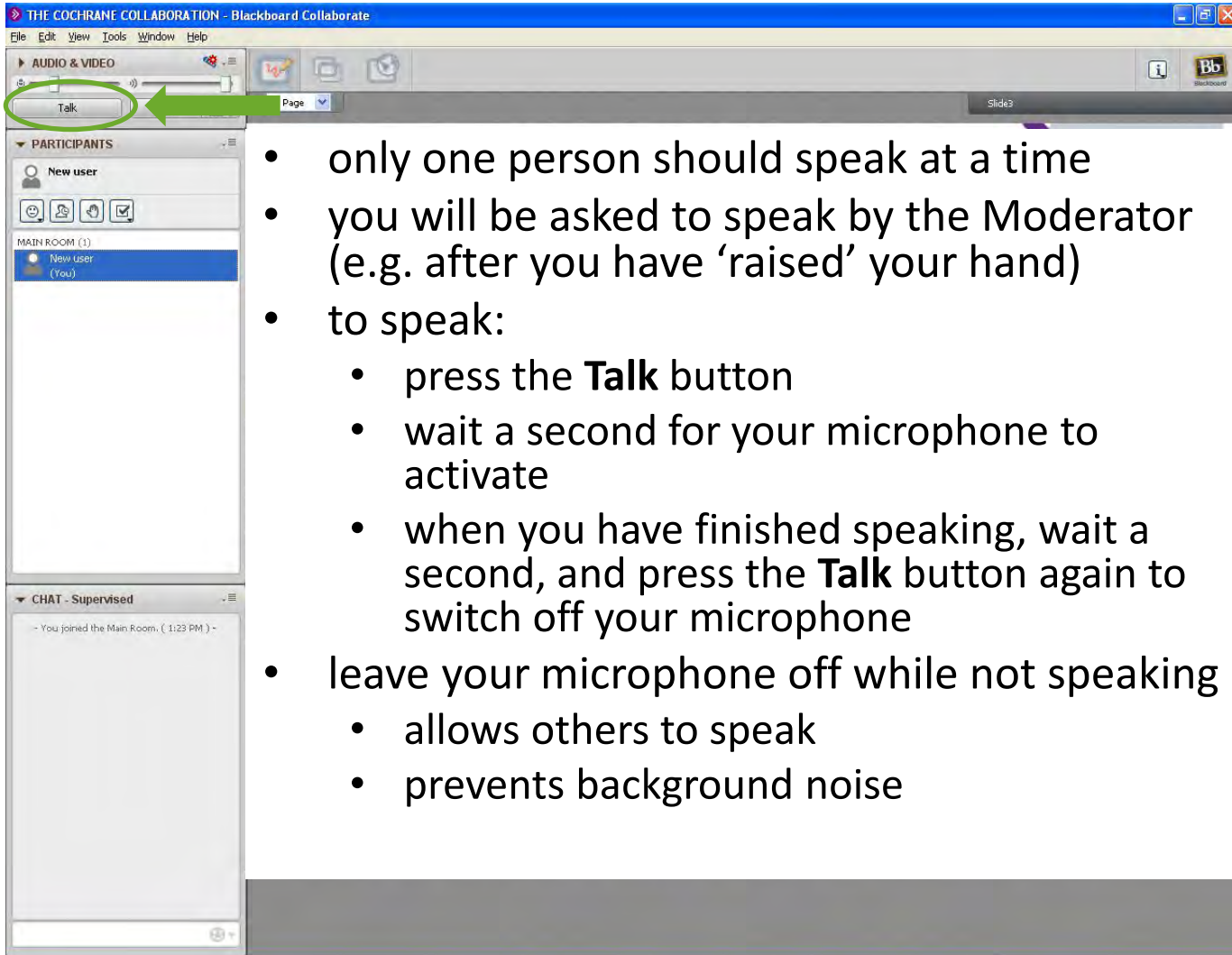
CHAT - Supervised

You joined the Main Room (09:23 AM)

Enter written comments in the chat room here

-  show emoticons – smiley face, applause, etc.
-  show you have stepped away from the session
-  raise your hand to ask a question
-  participate in a poll

Speaking during the webinar



The screenshot shows the Blackboard Collaborate interface. The top menu bar includes 'File', 'Edit', 'View', 'Tools', 'Window', and 'Help'. Below this is the 'AUDIO & VIDEO' section, which contains a 'Talk' button highlighted with a green circle and a green arrow pointing to it. To the right of the 'Talk' button is a 'Page' dropdown menu. Below the 'AUDIO & VIDEO' section is the 'PARTICIPANTS' section, which shows a list of users in the 'MAIN ROOM (1)'. The first user is 'New User (You)'. Below the 'PARTICIPANTS' section is the 'CHAT - Supervised' section, which shows a message: 'You joined the Main Room. (1:23 PM)'. The bottom of the interface is a grey bar.

- only one person should speak at a time
- you will be asked to speak by the Moderator (e.g. after you have 'raised' your hand)
- to speak:
 - press the **Talk** button
 - wait a second for your microphone to activate
 - when you have finished speaking, wait a second, and press the **Talk** button again to switch off your microphone
- leave your microphone off while not speaking
 - allows others to speak
 - prevents background noise



Whiteboard area

THE COCHRANE COLLABORATION - Blackboard Collaborate

File Edit View Tools Window Help

AUDIO & VIDEO

Talk Video

Fit Page Slide3

WELCOME TO YOUR BLACKBOARD COLLABORATE vCLASS!

GET STARTED NOW

- 1 CHECK YOUR AUDIO - Click the Audio Setup Wizard button
- 2 LOAD change
- 3 COLL applic
- 4 COMI

Get more room

<http://www.blackboard.com/platforms/Blackboard-Products/Blackboard-Collaborate.aspx>

Blackboard collaborate»

Contact CollaborateSales@blackboard.com for more information * blackboardcollaborate.com * 866.463.5586

CHAT - Supervised

- You joined the Main Room, (1:23 PM) -

Participants: New user

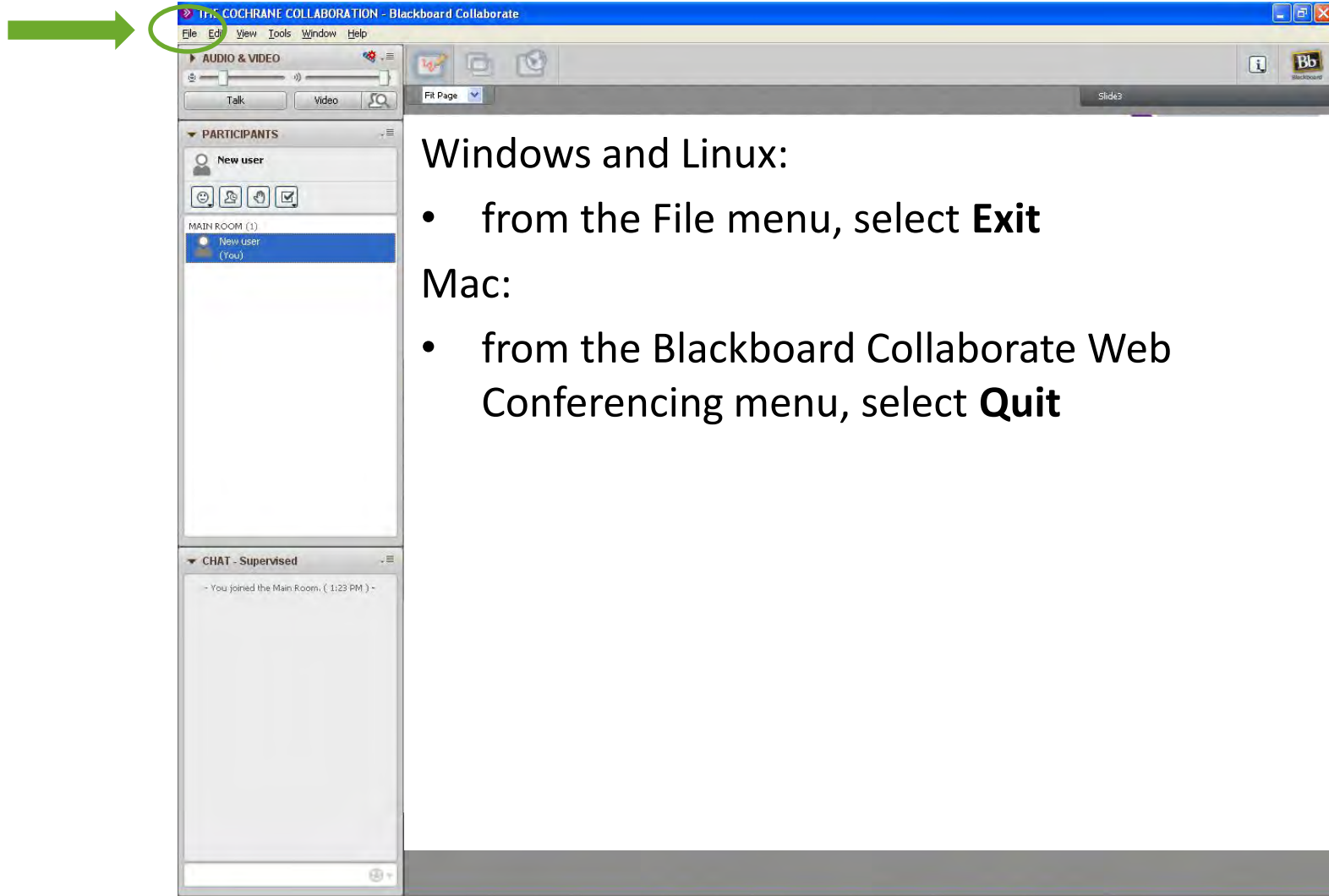
MAIN ROOM (1)

New User (You)

This is where the speakers' slides or demonstration will appear.

Depending on the webinar, you may be asked to participate on the whiteboard using these buttons.

To exit the webinar



Windows and Linux:

- from the File menu, select **Exit**

Mac:

- from the Blackboard Collaborate Web Conferencing menu, select **Quit**



References

- Blackboard Collaborate On-Demand Learning Centre
www.blackboard.com/Platforms/Collaborate/Services/On-Demand-Learning-Center/Web-Conferencing.aspx

Acknowledgements

- Compiled by Miranda Cumpston
- Based on materials by the Canadian Cochrane Centre