

# 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 purple button that says 'Find out more >'. Below the input field is a 'Log In >' button. At the bottom of the page, there is a copyright notice: '©2001-2011 Blackboard Inc. and its subsidiary companies. All rights reserved. (sas) Terms of Use | Privacy Policy | Rules of Conduct'.

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# Collaborate vClass webinars

The screenshot shows the Blackboard Collaborate vClass interface. On the left, there are panels for 'AUDIO & VIDEO', 'PARTICIPANTS', and 'CHAT - Supervised'. The main area displays a 'Welcome to your Blackboard Collaborate vClass!' message and a 'GET STARTED NOW' section with four numbered steps:

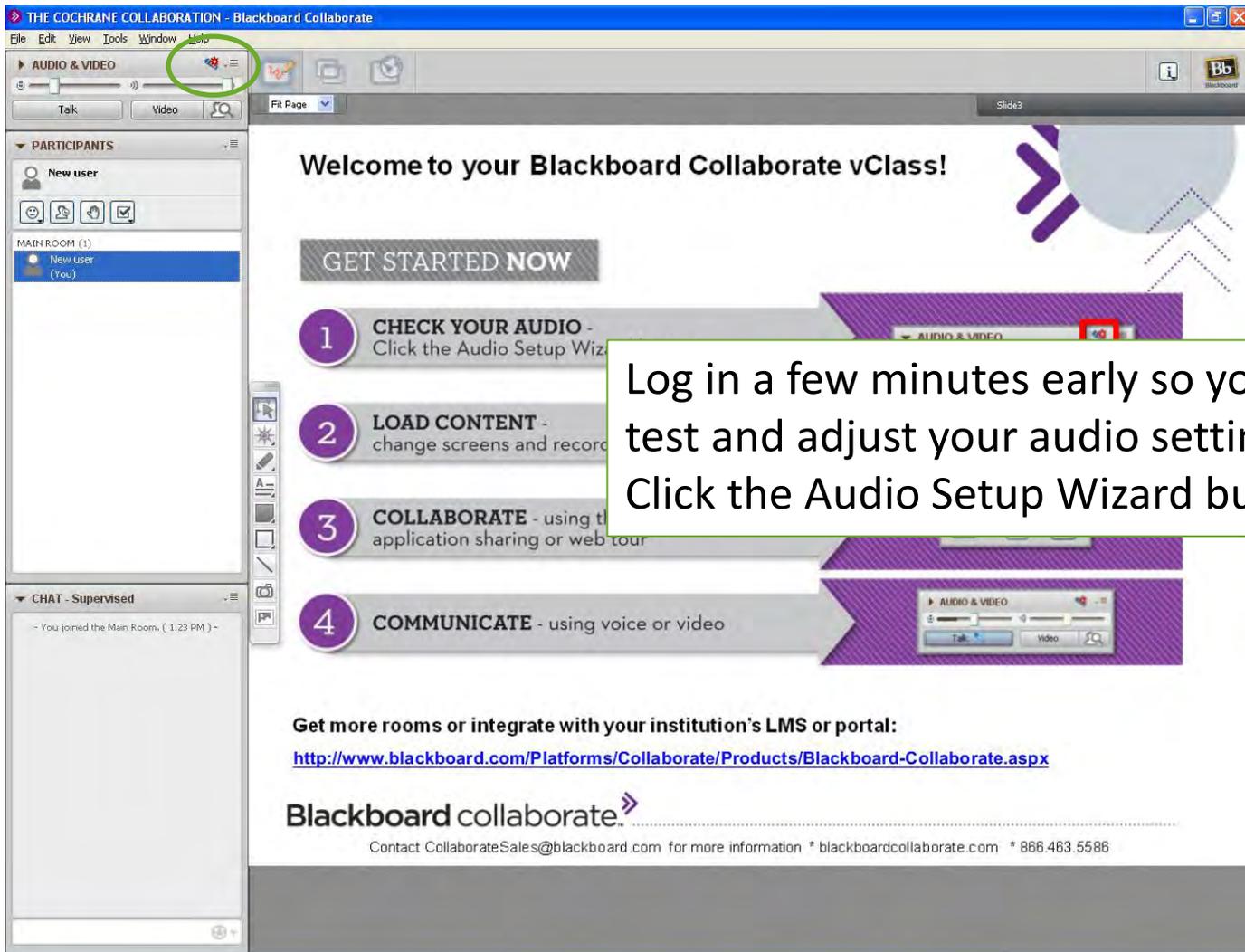
- 1 CHECK YOUR AUDIO** - Click the Audio Setup Wizard button. The screenshot shows a red box around the 'AUDIO & VIDEO' dropdown menu.
- 2 LOAD CONTENT** - change screens and record. The screenshot shows the 'Load Content' and 'Record' buttons.
- 3 COLLABORATE** - using the whiteboard, application sharing or web tour. The screenshot shows icons for whiteboard, application sharing, and web tour.
- 4 COMMUNICATE** - using voice or video. The screenshot shows the 'Talk' and 'Video' buttons.

Below the steps, it says: **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](mailto:CollaborateSales@blackboard.com) for more information \* [blackboardcollaborate.com](http://blackboardcollaborate.com) \* 866.483.5586

# Check your audio settings



The screenshot shows the Blackboard Collaborate vClass interface. The top menu bar includes 'File', 'Edit', 'View', 'Tools', 'Window', and 'Help'. The 'AUDIO & VIDEO' panel is visible, with a gear icon for settings circled in green. The main content 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
- 4 COMMUNICATE - using voice or video

A text box highlights the first step: 'Log in a few minutes early so you can test and adjust your audio settings. Click the Audio Setup Wizard button' with a gear icon. The interface also shows a 'PARTICIPANTS' list with 'New user' and a 'CHAT - Supervised' window.

Get more rooms or integrate with your institution's LMS or portal:  
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# Participants window

THE COCHRANE COLLABORATION - Blackboard Collaborate

File Edit View Tools Window Help

AUDIO & VIDEO

Talk Video

FR Page Slide3

PARTICIPANTS

New user

MAIN ROOM (1)

New User (You)

CHAT - Supervised

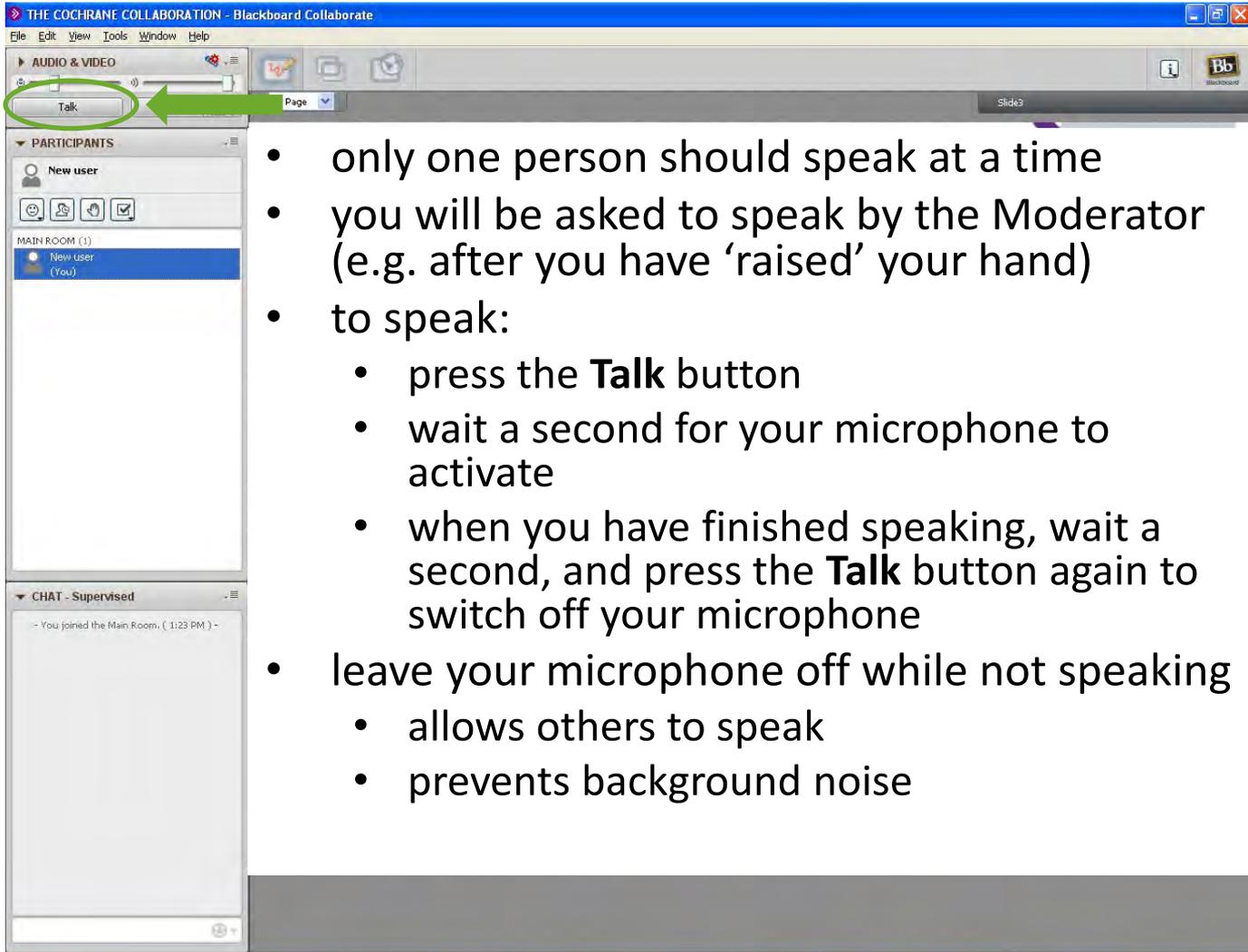
You joined the Main Room (1) (13:00)

List of participants will be here

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 'AUDIO & VIDEO' panel is at the top, with the 'Talk' button highlighted by a green circle and a green arrow pointing to it. Below this is the 'PARTICIPANTS' panel, which shows a 'New user' and a 'MAIN ROOM (1)' with a 'New User (You)'. At the bottom is the 'CHAT - Supervised' panel, which shows a message: '- You joined the Main Room, ( 1:23 PM ) -'. The interface also includes a menu bar (File, Edit, View, Tools, Window, Help) and a toolbar with various icons.

- 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

FR 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/r-platforms/collaborate/products/blackboard-collaborate.aspx>

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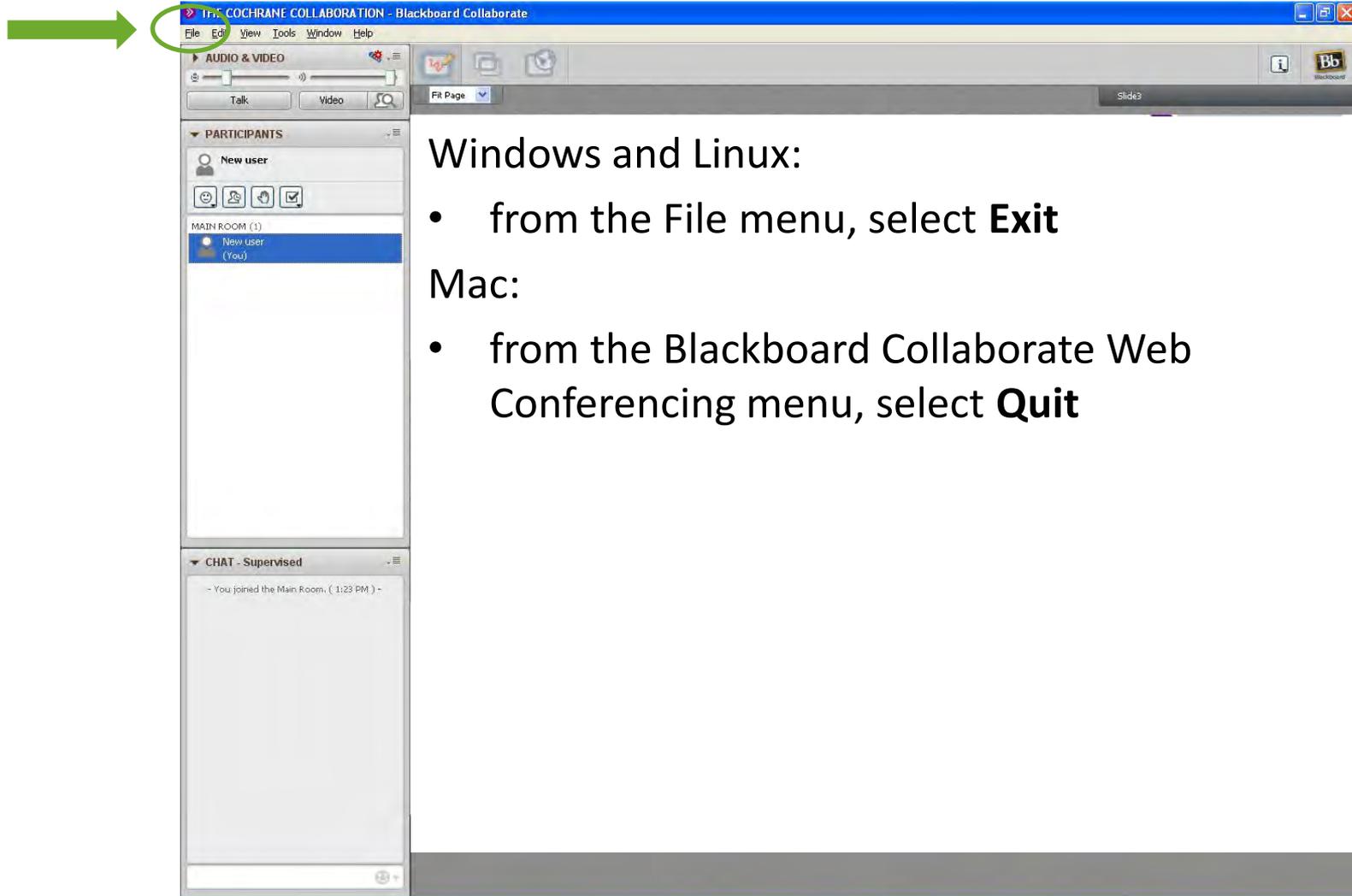
**CHAT - Supervised**

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

**Whiteboard area**

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](http://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