

## Deliver Lectures with Blackboard Collaborate

Blackboard Collaborate gives you the functionality you need to support a 21st century teaching and learning environment, such as two-way audio, multi-point video, interactive whiteboard, application sharing, polling, breakout rooms, and session recording. Educators and students can engage as if they were in a face-to-face classroom, with as good as, or even better, outcomes.

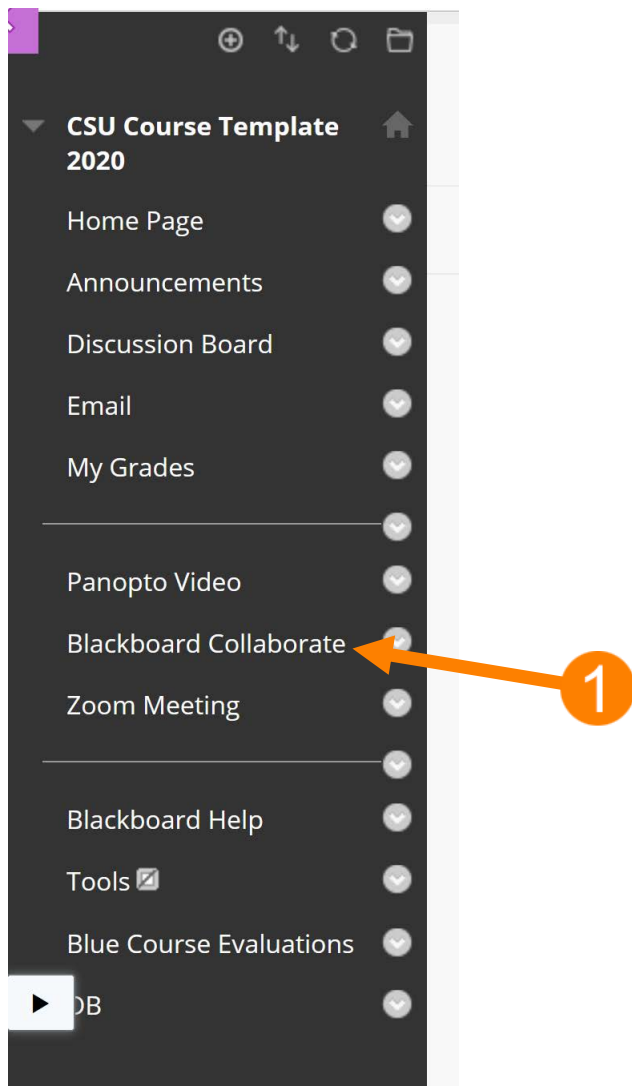
## Best Practices for Conducting Sessions

### Preparation

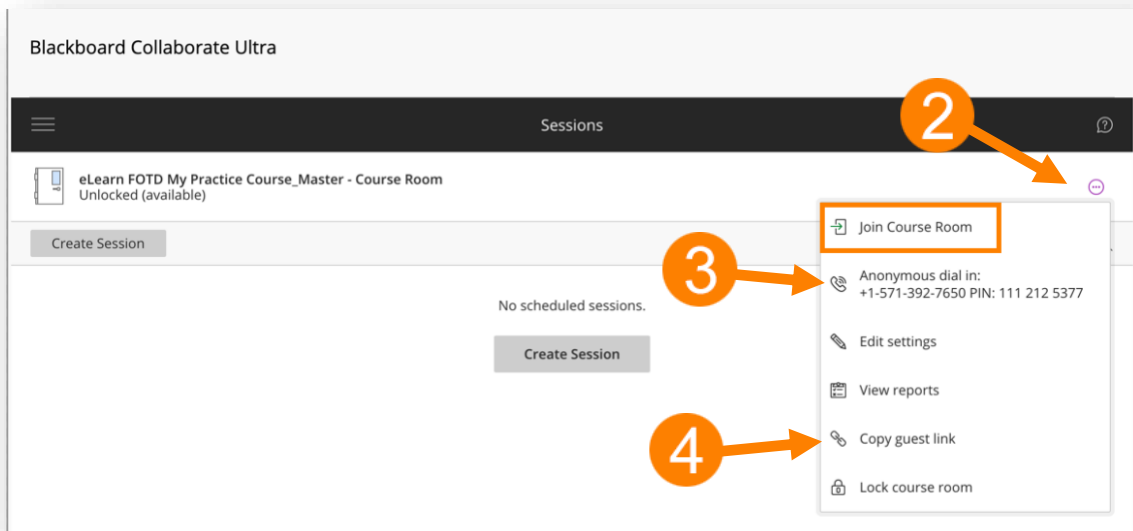
- Design sessions to include interactivity and include variety of content and interaction in your session. Provide opportunities for participants to interact and collaborate with each other.
- Practice before leading your first session.
- Develop familiarity with the session content.
- Open applications needed for application sharing before the session begins.
- Load files for sharing before the session begins.
- Find a comfortable place with no distractions to deliver the session.

## To Launch a Blackboard Collaborate Session

1. Log into Blackboard and click into your course. Click on the “Blackboard Collaborate” link on your course menu.

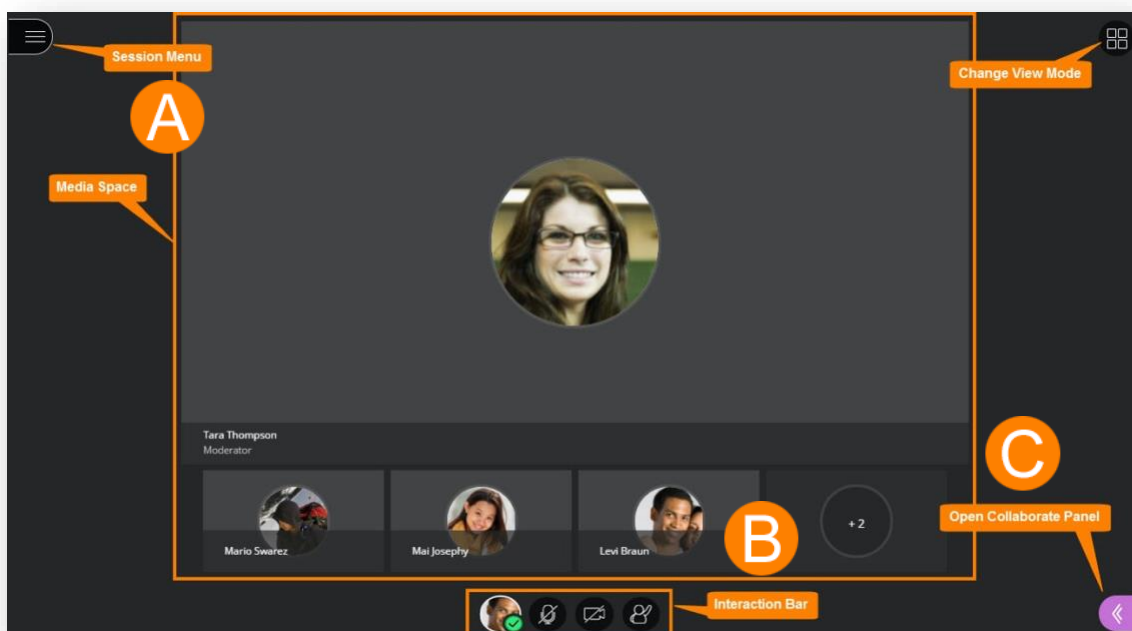


- Each course in Blackboard contains a default Collaborate course room. To enter the room, click on the three dots on the right and select "Join Course Room". Collaborate will open in a new tab. (Note: Students will follow this same workflow to access Collaborate)



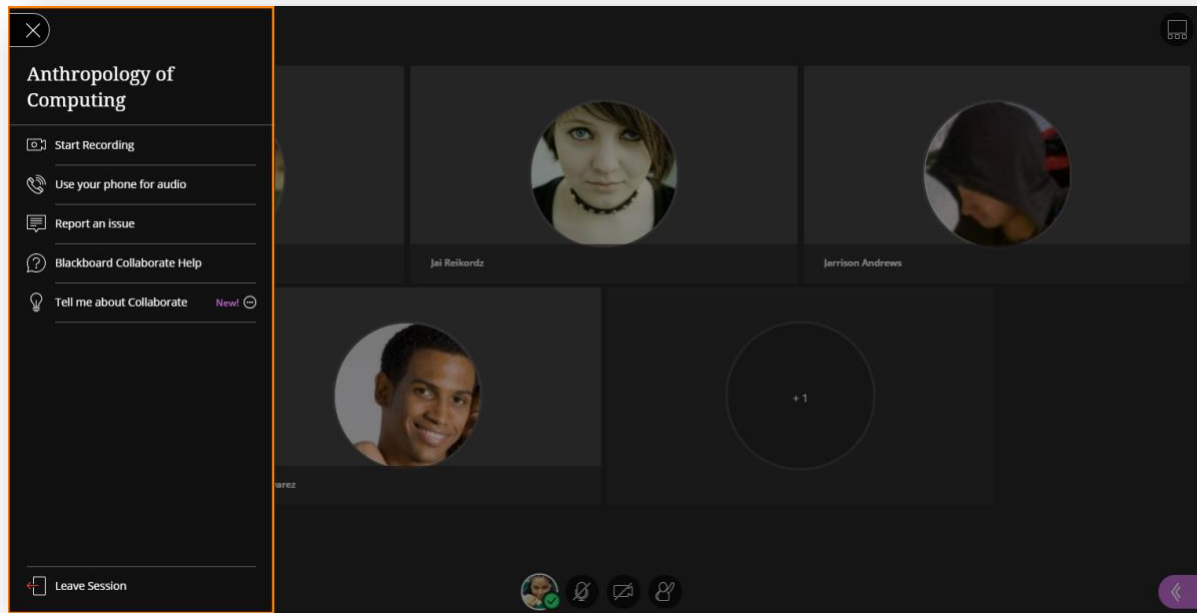
- If you have students who cannot attend the session by using a computer, you can provide them with a phone number and PIN so that they can call into the session and participate. (Note: users can mute and unmute themselves by pressing \*6)
- If you wish to have someone join the session outside of CSU (guest speaker for example), you can provide the guest link to grant access.
- The first time you open Collaborate, you will be presented with self-guided tutorials of the menu system. You can follow the prompts or dismiss them.

## User Interface



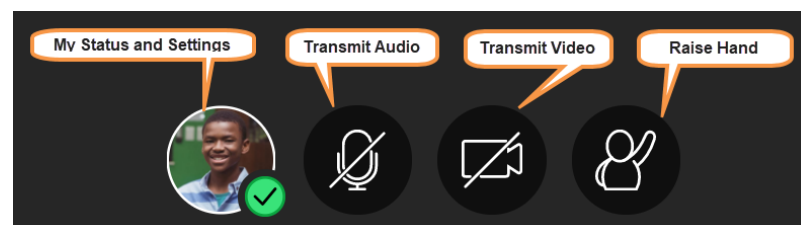
## A. Session Menu

- The Session Menu opens a collection of high-level session actions and information. Open it using the Session menu button at the top left of the screen.
- Tools and features you use only once or twice during a session are conveniently grouped here.
- From this menu you can turn recordings on/off, access the use of your telephone to use as audio, report an issue and access help.



## B. Interaction Bar

- Located below the Media Space, the Interaction bar provides a variety of features session attendees can use to interact within the web conferencing session.
- Users can click on their Profile Image to access the My settings panel as well access status and feedback options.
- The Audio Indicator allows you to turn your audio transmission on and off as well as monitor your microphone levels. When broadcasting, the Audio Indicator will change and animate, to indicate live broadcast activity.
- Similarly, the Video Indicator allows you to turn your video transmission on and off. When broadcasting, the Video Indicator will fill to indicate live broadcast activity.
- Participants can raise their hand at any time during the session by clicking the Raise Hand button. When active, the icon fills to remind users that they have engaged this tool.



## C. Collaborate Panel

The Collaborate Panel icon, located in the lower right-hand corner of the window, opens the Collaborate panel, providing users with a single space to engage other participants with all the great collaborate tools.

