

Help

JSU Educational Technology and Support: dlhelp@jsu.edu or 256-782-8172

Blackboard 24/7/365 Help: <http://www.jsubbsupport.com> or 877.216.7064

Resources

Bb Collaborate Launcher- [Bb Collaborate Launcher Download](#)

Bb Collaborate Test Room for checking technology prior to a session- [Bb Collaborate Test Room](#)

Participant Interface Help Image (Place as your first slide. See below.)- [Participant Interface Help Image](#)

Participant Guides- [Desktop Guide](#) [Android Guide](#) [iOS Guide](#)

Moderator Guides- [Desktop Guide](#) [Android Guide](#) [iOS Guide](#)

Highlighted Moderator Tutorials-

- [Introduction to the Participants Panel](#)
- [Using the Audio & Video Panel](#)
- [Using Chat](#)
- [Audio Setup Wizard](#)
- [Loading a PowerPoint File](#)
- [Using the Whiteboard](#)
- [Using the Polling Feature Wizard](#)
- [Using Application Sharing](#)
- [Using Web Tour](#)
- [Using Telephony](#)
- [Getting Started with Recordings](#)

Technology Requirements

Equipment

Speakers, earbuds, headset- required; a student may be able to do without these items, but the experience will be very limited

Webcam (usually includes a microphone)- optional; a webcam is needed for video; a webcam with a microphone or a separate microphone is needed for student to speak.

Note- for best results and quality of audio, a headset with a built-in boom microphone works best.

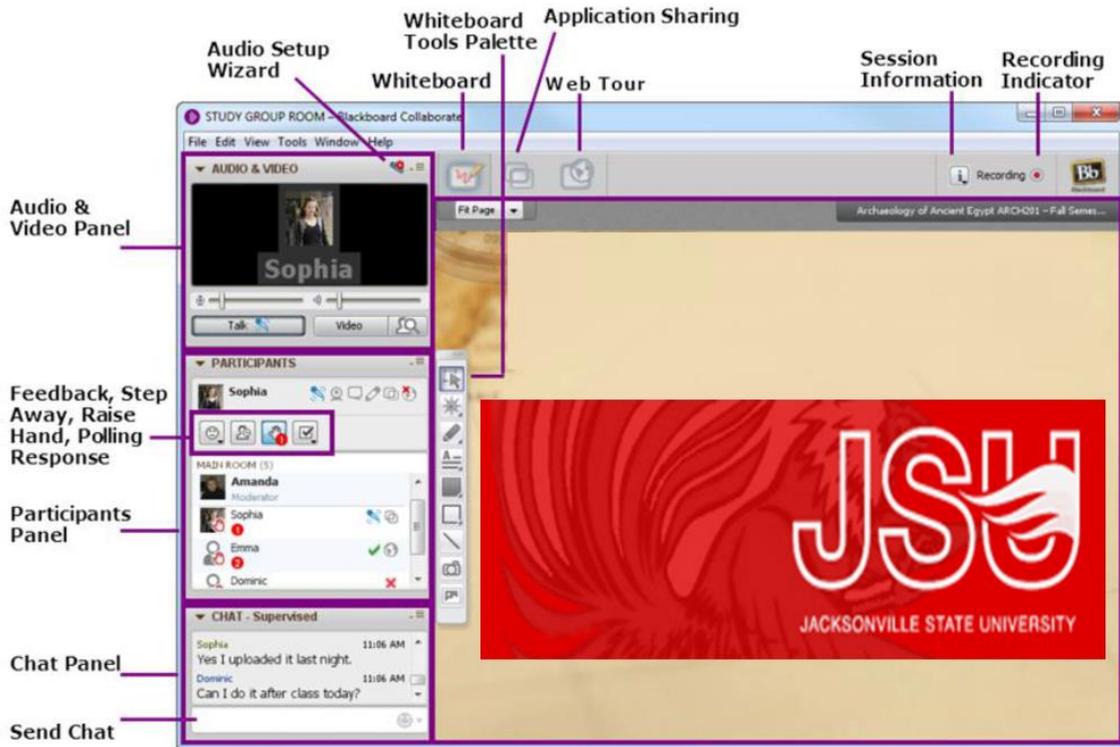
Software

Bb Collaborate Launcher- solves many Java related issues and ensures the correct Java software is available. Participants will be prompted to download the launcher when accessing a session link or download at- [Bb Collaborate Launcher Download](#)

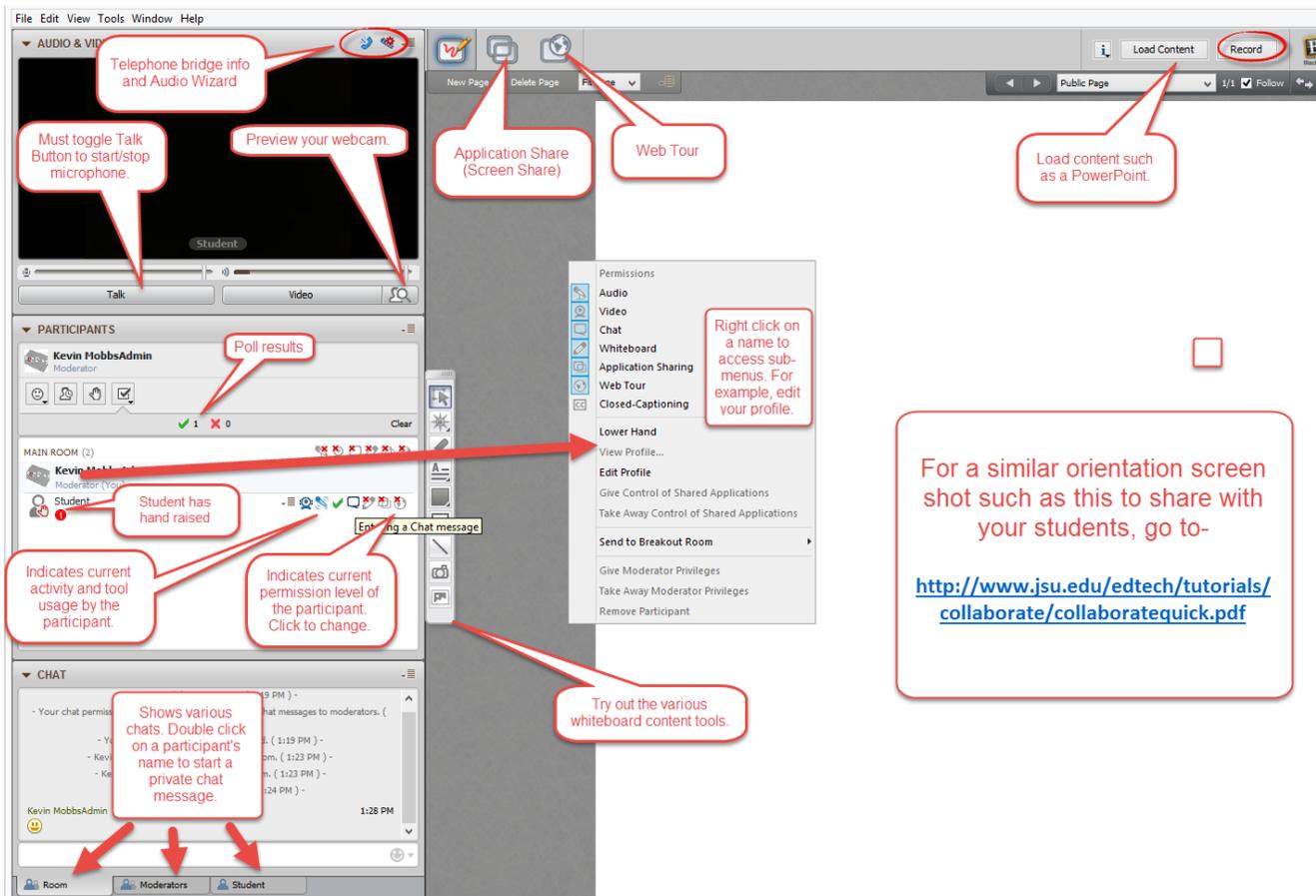
Browsers- Windows 7/8: IE11- latest versions of Firefox, Chrome; Mac OS (10.9): Safari 8.0 or latest version of Firefox

Bb Collaborate Interface (Participant)

Participant's User Interface



Bb Collaborate Interface (Moderator)



Creating a Room in Blackboard

(Course is unavailable to students) > Tools

Live Support 24/7
1-877-216-7064
jsubbsupport.com

Tools

- Announcements [Hide Link](#)
Create and view Course Announcements.
- Blackboard Bookshelf [Hide Link](#)
Blackboard Bookshelf Modu
- Blackboard Collaborate [Hide Link](#)
Blackboard Collaborate web conf
- Blackboard Help for Students [Hide Link](#)
Open Blackboard Help in a separate window.

Teaching Online Course (TeachingOnline_km)

- Bb Collaborate Room
- Teaching Online
- Home Page
- Syllabus and Course Information
- Your Instructor(s)

Assignments

Course Documents

Tools

Exams

Navigate to the Collaborate set-up screen via Tools.

Blackboard Collaborate

You may already have a default room. If so, edit settings as needed.

Create a new session here, and select default settings.

Teaching Online Course R...
Join Room
Edit Room Add Link Invite Guests

Schedule a Session
Create Session
Set Defaults

SCHEDULED SESSIONS | RECORDINGS

Search [] Start Date 07/30/2015 [] [] Go

Available	Title	Start Date
<input checked="" type="checkbox"/>	Bb Collaborate Workshops Series	Wednesday, July 29, 2015 7:00:00 P

If you recorded a session, it will be available here. Note-everyone must leave a room for the recording to start compiling.

Sessions you create will appear for future editing and access.

- Edit Session
- Delete Session
- Invite Guests
- Add Link
- View Session Attendance

Edit Room

ROOM INFORMATION

Room Name

ROOM OPTIONS

Teleconference Options

- Use built-in. (i)
- Use third party. (i)
- Do not use teleconference. (i)

Teleconference can really help with technical issues and/or bandwidth slowness.

Room Attributes

- Recording Mode (i)
- Max Simultaneous Talkers (i)
- Max Cameras (i)
- View Private Messages (i)
- All Permissions (i)
- Raise Hand on Entry (i)
- Allow In-Session Invitations (i)
- Allow Guests (i)
- Hide Names in Recordings (i)
- Preload Content (i)

Click on the grey buttons to activate.

Choosing this option will generate a URL link for anyone to access your room outside of

Blackboard Collaborate

 Teaching Online Course R...

Join Room

Edit Room Add Link Invite Guests

This link will provide you with the public URL for participants to access your room outside of Blackboard.

SCHEDULED SESSIONS | RECORDINGS

Search Start

Available	Title	Start Date
<input type="checkbox"/>	Bb Collaborate Workshops Series	Wednesday, Ju

Find the public link and telephone conference info for created sessions by clicking on the title.

Quick Tips and Notes

- For your first session, expect delays. Don't plan too much activity. Allow plenty of time for orientation and maintain a relaxed environment. Invite one of the good folks at ETS dlhelp@jsu.edu or 256-782-8172 to attend your first session to aid in troubleshooting.
- Practice your session! Use two computers (or two different browsers) to open a room in moderator and participant views (see cause/effect).
- Encourage your students to download Bb Collaborate Launcher and use the test room well before the session.
- Accept Java prompts (Bb Launcher should make Java issues smoother).
- Use the audio and video wizard to help with media issues. As a back-up, inform participants to use the telephone interface.
- Use video only when useful- save bandwidth.
- If participants experience Internet speed issues (or other technical problems), use telephone interface which will lessen bandwidth demands (long distance charges or cell minutes apply). Wired connections recommended when possible.
- Mobile apps for iOS and Android work quite well, but some functionality is not available.
- You may create links in various places in Blackboard to your Collaborate room in order to make it easier for students to find the room. For example, create a Tool Link in the left hand course menu.
- When sharing the public URL to access rooms, BE CAREFUL that you do not mix-up URLs. You might all end up in different rooms. Remember- students in your course may access your room via Blackboard. No public URL is needed in this case.
- Technology
 - Windows- Latest version of Firefox and Chrome recommended; Java 7-8
 - Mac- Safari 8 or latest version of Firefox; Java 8
 - Speakers, earbuds, or headset (required- or use telephone bridge)
 - Webcam and/or microphone (optional)

Serving Suggestion

You might use Bb Collaborate for-

- Online class sessions
- Office hours
- Guest speakers
- Lecture capture
- Conferences
- Job interviews
- Office and faculty meetings
- College orientation
- Tutoring