

# SEC Blackboard Collaborate Online Map

The major features of Blackboard Collaborate are identified in the Overview below.

## Blackboard Collaborate Overview\*

The screenshot shows the Blackboard Collaborate interface with various features labeled. The interface includes a top menu bar with 'File', 'Edit', 'View', 'Tools', 'Window', and 'Help'. Below the menu bar is a toolbar with icons for 'Audio Setup Wizard', 'Application Sharing', 'Web Tour', 'Load Content', and 'Start Recording'. The main content area displays a slide titled 'Archaeology of Ancient Egypt ARCH201 - Fall Semester'. On the left side, there is a vertical panel with sections for 'AUDIO & VIDEO' (showing a video of Amanda Reed), 'PARTICIPANTS' (listing Amanda Reed as Moderator, Emma, and Dominic), and 'CHAT - Supervised'. On the right side, there is an 'Activity' window showing a list of events such as 'Emma raised their hand', 'Jacob raised their hand', and 'You have been granted Moderator privileges'. The interface also includes a 'Whiteboard Tools Palette' and a 'Content Area'.

Labels on the left side of the interface:

- Audio & Video Panel
- Global Options Menu
- Feedback, Step Away, Raise Hand & Polling
- Participants Panel
- Chat Panel

Labels on the right side of the interface:

- View Pages
- Show Page Explorer
- Explore Mode
- Navigate Pages
- Whiteboard Tools Palette
- Content Area
- Activity Window

Labels at the top of the interface:

- Whiteboard
- Audio Setup Wizard
- Application Sharing
- Web Tour
- Load Content
- Start Recording

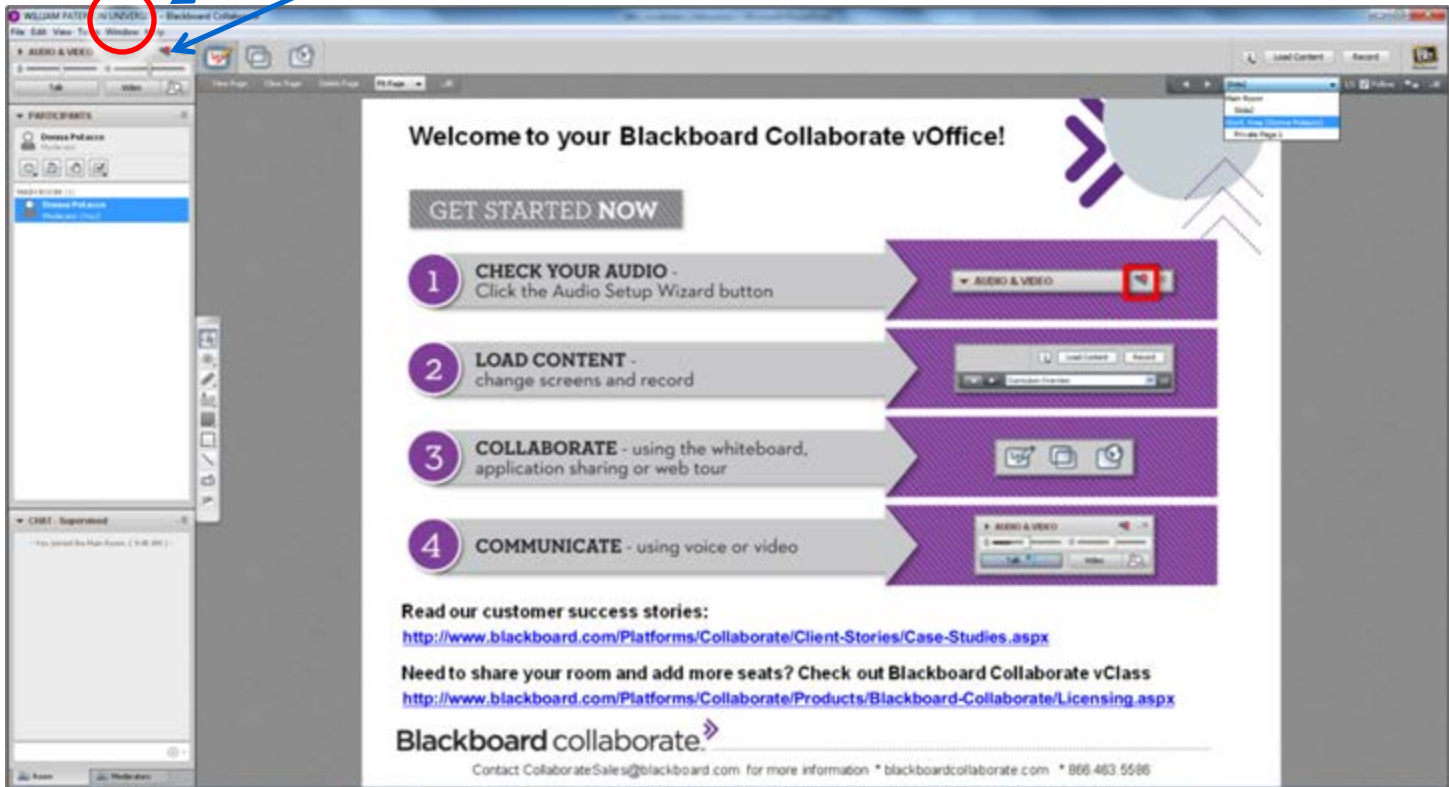
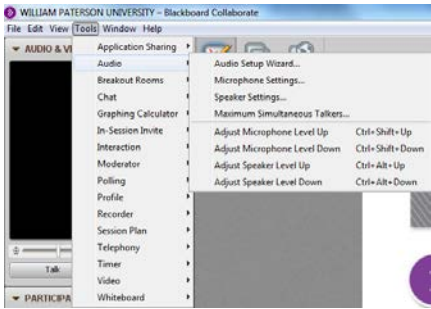
\*Picture retrieved from Blackboard Collaborate <http://www.blackboard.com/CMSPages/GetFile.aspx?guid=299e2a12-d3ec-4a17-8ba1-42d62db5f816>

# B. How Do I Set Up My Audio?

1. Plug-in your USB headset.

2 a. Go to Tools > Audio > Audio Setup Wizard

2 b. Go to starred microphone > Audio Setup Wizard



## How Do I Set Up My Audio? (continued)

If your microphone and/or headphones do not connect through a USB port, select “SoundMAX Audio”.

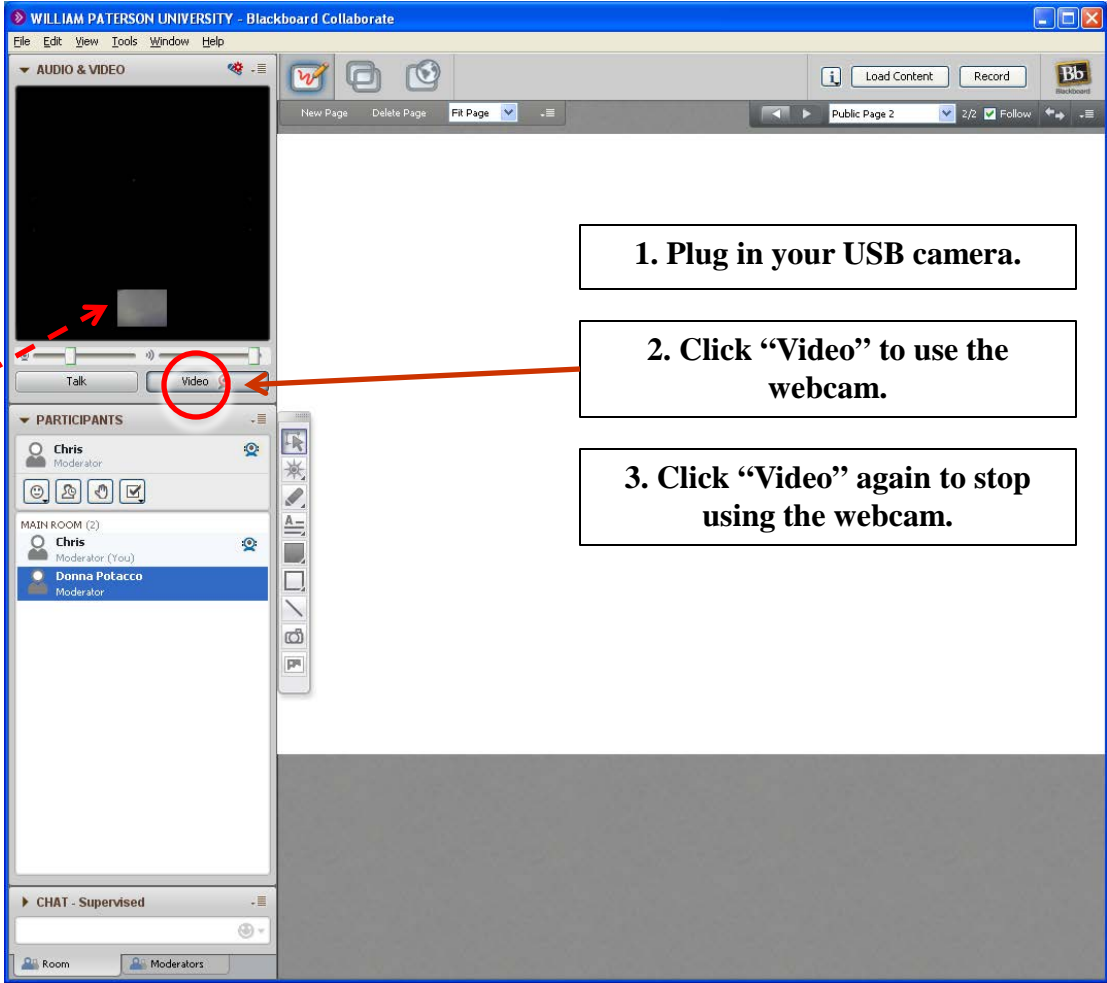
Control microphone by clicking the “Talk” Button.

The screenshot shows the Blackboard Collaborate interface with the Audio Setup Wizard open. The wizard has two windows: 'Select Audio Output Device' and 'Select Audio Input Device'. In the 'Select Audio Output Device' window, 'SoundMAX HD Audio USB Audio Device' is selected. In the 'Select Audio Input Device' window, 'USB Audio Device Microphone' is selected. A red dashed arrow points from the 'Talk' button in the interface to the first callout box. A blue arrow points from the 'Refresh' button in the 'Select Audio Output Device' window to the second callout box. Another blue arrow points from the 'Refresh' button in the 'Select Audio Input Device' window to the third callout box.

To Enable Hearing:  
3. Select USB Audio device when prompted > follow the Audio Setup Wizard’s directions to connect your audio input device

To Enable Speaking:  
4. Select USB Microphone when prompted > follow the Audio Setup Wizard’s directions to connect your microphone

# How Do I Use the Camera?



1. Plug in your USB camera.

2. Click “Video” to use the webcam.

3. Click “Video” again to stop using the webcam.

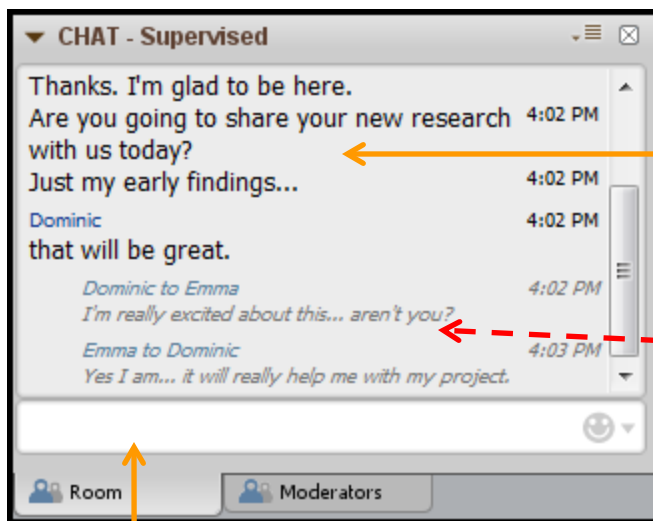
Video appears here.

# Chat

The chat can be used to send a text message to single or selected participants, or everyone in the room. This function is very useful when a participant is experiencing difficulty with their audio equipment.



1. Type message in message field



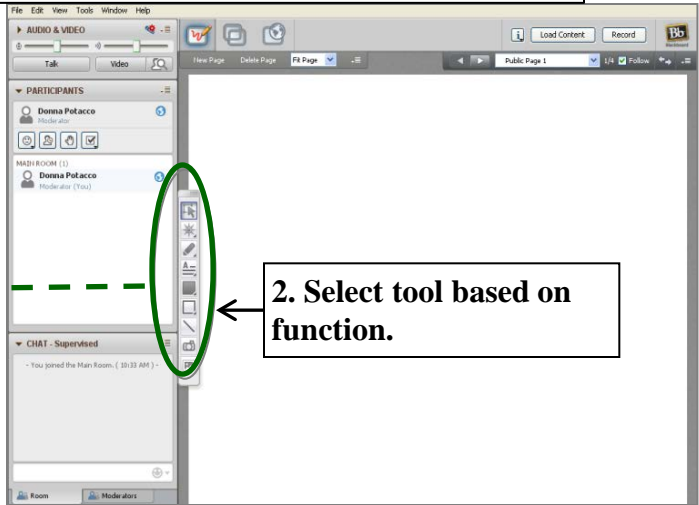
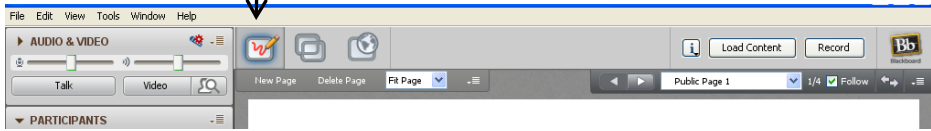
2. Press enter to see message in chat window.

Private messages to select individuals will be light grey, indented, and italicized.

# Use a Whiteboard

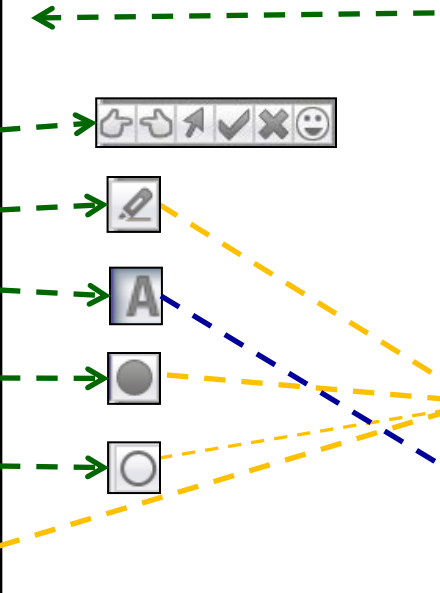
The whiteboard is an area upon which you can draw, write, diagram, or show PowerPoint presentations. The tool palette can be placed anywhere on the Whiteboard.

1. Click on the Whiteboard icon.



2. Select tool based on function.

- Select & Unselect tool** – selects and unselects objects.
- Pointer Tool** – points to item of interest on screen
- Pen/Highlighter Tool** – draws pen stroke on screen
- Text/Label Tool** – enters text on screen
- Filled Shape Tool** – draws filled rectangle or ellipse
- Outlined Shape Tool** – draws rectangle or ellipse on screen
- Line Tool** – draws straight line
- Screen Capture Tool** – captures screen shot and pastes
- Clip Art Tool** – places clip art on screen



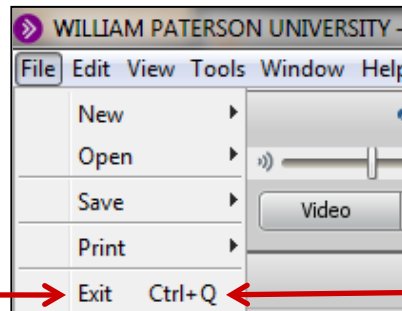
Appears when tool is chosen - changes color, line thickness, font size.



# How do I close my Blackboard Collaborate Session?

There are several ways to close Blackboard Collaborate

a. File > Exit



b. Enter Ctrl + Q