

Blackboard Collaborate Setup Guide

Below are instructions for using *Blackboard Collaborate* to access our precode training.

Steps to test your computer prior to the meeting:

1. Go to <http://scde.mrooms.org/mod/page/view.php?id=168954>. Follow Steps One and Two under the heading “Before You Begin” on the left side of the screen. Step 2 is important as you may need to download software. The Blackboard Collaborate Launcher can be downloaded by going to the ‘Configuration Room’ in Step 2. You may also need to update your computer’s Java.
2. Step 3 contains useful tips for logging into the meeting.

Logging into the meeting:

1. Plug in any speakers, headphones, or other audio input/output devices before logging into the meeting. The system may not recognize devices that are plugged in after entering the meeting.
2. Click on the link which was provided by the memo alerting District Test Coordinators and Precode Coordinators about the live training.
I recommend that you log in at least 15 minutes before the meeting in case you have any difficulties.
3. Enter your name it as you wish it to be displayed for the meeting.
4. Some pop-ups will likely occur as the system loads. You may need to open a ‘collab’ file that automatically downloads. Hit ‘Open’, ‘Okay’, or ‘Run’, as appropriate. It may take a minute or two for the meeting to load.

If you run into problems logging on to the online session, and you already confirmed that your software is up-to-date via the steps above, you may need to contact your district technology staff to help with firewalls or other settings.

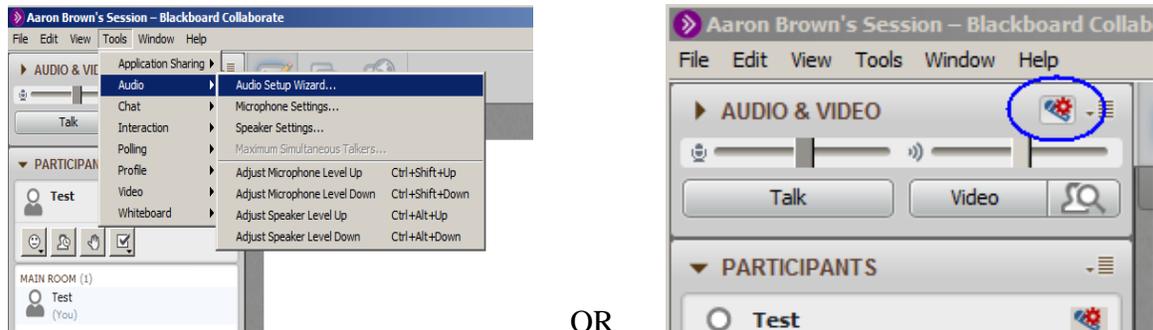
You may also contact Aaron Brown (ARBrown@ed.sc.gov; 803-734-0874); he will be available during the meeting to provide assistance with logging in and other technical issues.

The rest of this document contains instructions on using the webinar system.

Due to system updates, the screenshots below may differ slightly from what you see when you log-in. However, the basic functions of the system have not changed.

Once you log into the meeting, please check your audio settings.

Once in the session, check your audio. Go to the “Audio Setup Wizard” either through Tools→Audio→Audio Setup Wizard or by clicking the icon shown below:



OR

If audio is not working, you may need to unplug and re-plug your audio, exit the session, and enter again.

Using Blackboard Collaborate

Blackboard has three ways for you to communicate with the moderator and other users during the training meeting.

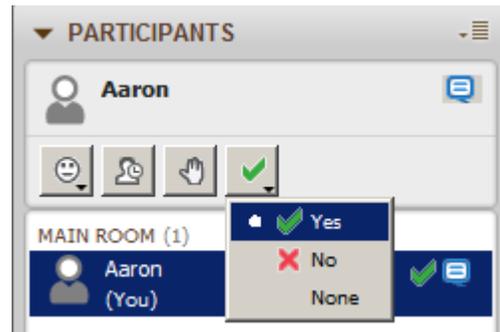
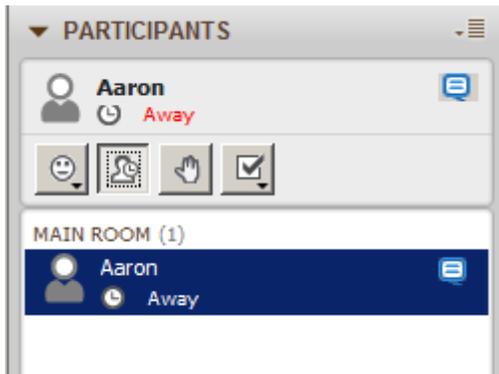
1. You may be given the ability by the moderator to speak to the other attendees. If you need to speak and the moderator has granted you microphone access, click the ‘Talk’ button.

Make sure to click the “Talk” button again when you have finished talking.



2. Below the “Audio & Video” section is the “Participants” window, which both lists all people in the meeting and gives you some basic interaction options. The four buttons listed above your name, from left to right, are emoticons (which display an emotion beside your name), the ‘away’ button (which tells others you are away at the moment), the raise hand button (which lets the moderator know if you have a question), and the polling button (which lets you respond to a poll or question).

The example on the left is indicating that the participant is away. The example on the right shows the participant answering a poll.



3. The third, and most useful, way to communicate is through the chat box, which is below the "Participants" window. Here you can type messages to everyone in the meeting or to individuals (either moderators or individual participants). Moderators see all messages, even private ones between other individuals. Also, if a session is recorded, all messages may show up on the recording.

