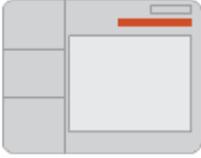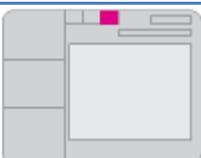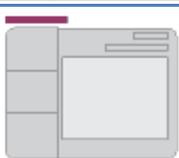# Blackboard Collaborate Basics/Set-up

The presenter would like to...		
Audio & Video		
Share their webcam video	Click "Video" in the "Audio and Video Panel" and wait for webcam video to appear.	
Switch between multiple webcam videos manually (required if using phone audio)	Click on ▾☰ in the "Audio and Video" panel, and then "Make video follow moderator focus"	
⭐ **Configure telephone audio (connect phone conference to webconference)**	After dialing in the room, click on ▾☰ in the "Audio and Video" panel, and then "Connect Session to Teleconference…". • If you hear the announcement, click "Confirm". If not, check the audio equipment and click "Reannounce". • When successfully connected, "Teleconference" will appear as a participant in the Participant Panel.	
Use phone audio	Click the blue telephone 📞 icon. Dial the number provided.	
Configure VoIP audio (use the Audio Setup Wizard)	Click on ⚙ in the "Audio and Video" panel, and then follow the instructions to configure computer speakers and microphone. ⚠ *Using the Audio Setup Wizard is recommended every time someone connects with VoIP or with new equipment.*	
Use VoIP audio	Click "Talk" to share audio, and then click again when finished speaker. ⚠ *Remind speaker to mute mic when not in use.*	

Blackboard Collaborate Basics/Set-up

Content		
Load a PowerPoint	Click "Load Content" and then select PPT or PPTX file. ⚠ *PowerPoint must be closed.*	
Load/share a non-PowerPoint file	Use application sharing to show non-PPT files and presentations, including Keynote and OpenOffice files.	
Advance slides	Click on the large ◀ ▶ arrows, or use the white drop-down menu to select particular slides.	
Share a link/webpage	1-Copy and paste the link into the chat box.	
	2- Use "Application Sharing" and open a browser window to show all participants a static website.	
	3- Use "Web Tour" to load a live website that participants can interact with.	
Draw/write notes on slides	Use the vertical toolbar beside the whiteboard to draw and annotate slides.	
Share a YouTube/internet video	⚠ Not recommended w/o practice beforehand. Can be done using Web Tour but prone to audio issues.	
Send a file	Window (top toolbar) > File Transfer Library > Open > select file to share.	

Blackboard Collaborate Basics/Set-up

Participants		
Promote a participant to a moderator	Hover next to the name of a participant in the Participants Panel until the ▾≡ menu appears. Click on ▾≡ and select "Give Moderator Privileges".	
Give/remove permissions for all participants (global permissions)	Click on the icons in the top row of the Participants Panel to give/remove global permissions: MAIN ROOM (2) • From left to right: VoIP/audio, webcam, chat, drawing tools, application sharing & web tour. • Application sharing and web tour are de-selected by default. (!) *Do not remove the Chat permissions; participants will not be able to troubleshoot audio problems.*	
Give/remove permissions for a particular participant	Hover next to the name of a participant in the Participants Panel until the ▾≡ menu appears. Click on ▾≡ and under "Permissions", select/deselect permissions as needed.	
Polling		
Create a poll/Answering poll questions	Presenters share the poll question by asking it verbally or including it on a PPT slide. Participants respond to a poll by selecting ☑ or a (icon varies based on poll configuration) in the participant menu and choosing from the response options.	
Change poll type (true/false, multiple choice]	Tools (top toolbar) > Polling > Polling Type > select type of poll.	

Blackboard Collaborate Basics/Set-up

Share poll results with participants	Tools (top toolbar) > Polling > Publish Responses to Whiteboard	
Recording		
Start/stop a recording	Click on the "Record" button to start/stop the recording.	
Access their recording	Presenter/coordinator receives email after last moderator leaves session with link to recording as a Java file.	
Edit their recording	ICS Event Management can convert recordings to an editable file.	
Keep/store their recording indefinitely or somewhere else (Youtube, etc.)	ICS Event Management can convert recordings to a file that can be posted elsewhere. We guarantee customers that files will be stored for 6 months.	