



Blackboard Collaborate Guidelines and Tips Sheet

What is Blackboard Collaborate?

Blackboard Collaborate is a synchronous (real time) platform used to deliver instruction to an individual or class of students. This delivery model is quite multi-faceted, allowing participants to share resources, annotate documents, engage in breakout rooms and participate in discussions.

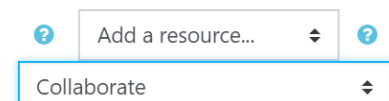
Tips to Get Started

Following a few proactive steps can help the experience go smoothly.

1. Ensure that the microphone and camera have been turned on in your **Settings**.
2. Enter the meeting through your **Chrome** browser, if available to you.
3. Ideally, wear a headset with a microphone. This is not mandatory, but it does enhance both sound quality and overall experience.
4. When experiencing technical difficulties, **Audio first**, video second. Best to turn the camera off.
5. During the session, feel free to turn off your microphone when you are not speaking to reduce background noise for the other participants.
6. If you are experiencing difficulty, call the college's IT helpdesk at 250-762-5445 local 4444.

Setting up a Collaborate Session

- Create your meeting in Moodle
- Select meeting duration (*Duration of Course* is recommended)
- Enter through "Join Session"



Once in the Session

1. Select the icon in the bottom right corner




Session Settings ▾

Only show profile pictures for Moderators

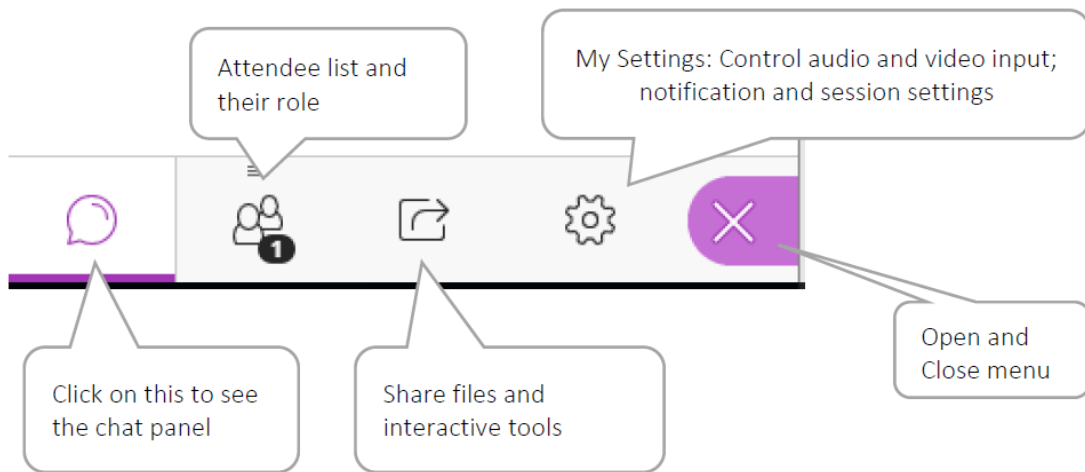
Participants can:

- Share audio
- Share video
- Post chat messages
- Draw on whiteboard and files

Report an issue

Select the  to then open Session Settings and identify the appropriate permissions for participants. The default is for these to be off.

Managing your Session



Share Content

Primary Content

- Share Blank Whiteboard
- Share Application/Screen
- Share Files >

Secondary Content

- Polling >
- Timer >

Interact

- Breakout Groups >

Select to share screens, websites and YouTube

Select to upload PowerPoint, PDF or JPEGs (not Word or Excel)

For further assistance and support please contact learningandappliedresearch@okanagan.bc.ca, edtech@okanagan.bc.ca or IT at 250-762-5445 local 4444