

An Introduction to Blackboard Collaborate

By Julie Dais

Blackboard Collaborate

- Benefits
- Key Considerations for Use
- Setting up a Bb Collaborate Session
- Features of Bb Collaborate
 - Student feedback
 - Sharing content
 - Interactions
- Additional Help

Learning Outcomes

- By the conclusion of today's presentation participants will be able to
 - Set up a Blackboard Collaborate Session for their Moodle course
 - Navigate the Blackboard Collaborate site
 - Identify ways that students can provide feedback within a session
 - Share a variety of types of content (in addition to PowerPoint slides)
 - Discuss the types of training and supports available.

Benefits of Blackboard Collaborate

Engagement

Collaboration

Real Time
Delivery

Examine case studies	Solve problems	Dialogue
Brainstorm	Work in small groups	Present

Faculty and Instructors use Collaborate

- To host virtual office hours
- To teach remotely and face-to-face at the same time
- To enable students to meet outside of class
- To teach a synchronous course online

Faculty and Instructors use Collaborate

- To provide an orientation to an asynchronous course
- To host meetings with colleagues
- To bring in guest speakers
- To record lectures to then post in Moodle

Key Considerations for Use











- Technology can be unpredictable
 - Login early in case there are any issues
 - Access to the Bb collaborate session available 15 minutes prior
 - Test your microphone
 - Hardwire is better than wireless for connectivity
- Plan your session
 - Upload any files to the site at this time
- Educate participants about Blackboard Collaborate in advance

Setting Up a Collaborate Session


Add an activity or resource



ACTIVITIES


-  Assignment
-  Attendance
-  Chat
-  Choice
-  Collaborate
-  Database
-  External tool
-  Feedback
-  Forum
-  Glossary

Select an activity or resource to view its help. Double-click on an activity or resource name to quickly add it.



Single Session of Set Duration

Start (Timezone:
America/Vancouver)

12 ▾ March ▾ 2020 ▾ 11 ▾ 00 ▾ 

Participants can join the session 15 minutes before it starts

Duration

1 Hour and 30 Minutes ▾



Allow Collaborate guest access

Collaborate guest role

Presenter ▾

Continuously Open Session

Start (Timezone:
America/Vancouver)

12 ▾

March ▾

2020 ▾

11 ▾

00 ▾



Participants can join the session 15 minutes before it starts

Duration

Duration of course ▾



Allow Collaborate guest access

Collaborate guest role

Presenter ▾

- Easy access method
- For student use outside of class – but make them all Moderators so they access without instructor

Guest Access Option

Start (Timezone:
America/Vancouver)

12

March

2020

11

00



Participants can join the session 15 minutes before it starts

Duration

Duration of course

Allow Collaborate guest access



Collaborate guest role

Presenter

Selecting “allow Collaborate guest access” allows students to access the session with a link, bypassing entering Moodle

Appearance in Moodle

5



Julie's Blackboard Collaborate Stuff - Toggle

Topic
5

Blackboard Collaborate Introduction Salmon Arm - March 19

Thursday, 19 March 2:30 PM - 4:00 PM



Continuous Blackboard Collaborate Session

Today 11:30 AM (Duration of course)

Access through Moodle is only available 15 minutes prior

Guest Link for Early Access and Sharing with Participants



Blackboard Collaborate Introduction Salmon
Arm - March 19

Session

Guest links

Main session

[https://ca.bbcollab.com,](https://ca.bbcollab.com)



Blackboard Collaborate Introduction Salmon Arm - Salmon Arm Campus N

Jump to...

Copy and paste into your browser or email to students

Recording Available After the Session

Blackboard Collaborate Introduction - Salmon Arm Campus March 12

Session

Guest links

Today 9:30 AM - 11:00 AM

Session ended

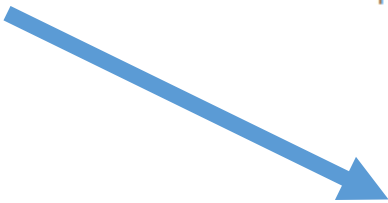
Recordings

Blackboard Collaborate Introduction - Salmon Arm Campus March 12

Recording 1 [24 mins 1 sec] ✕

Thursday, 12 March 2020, 9:31 AM

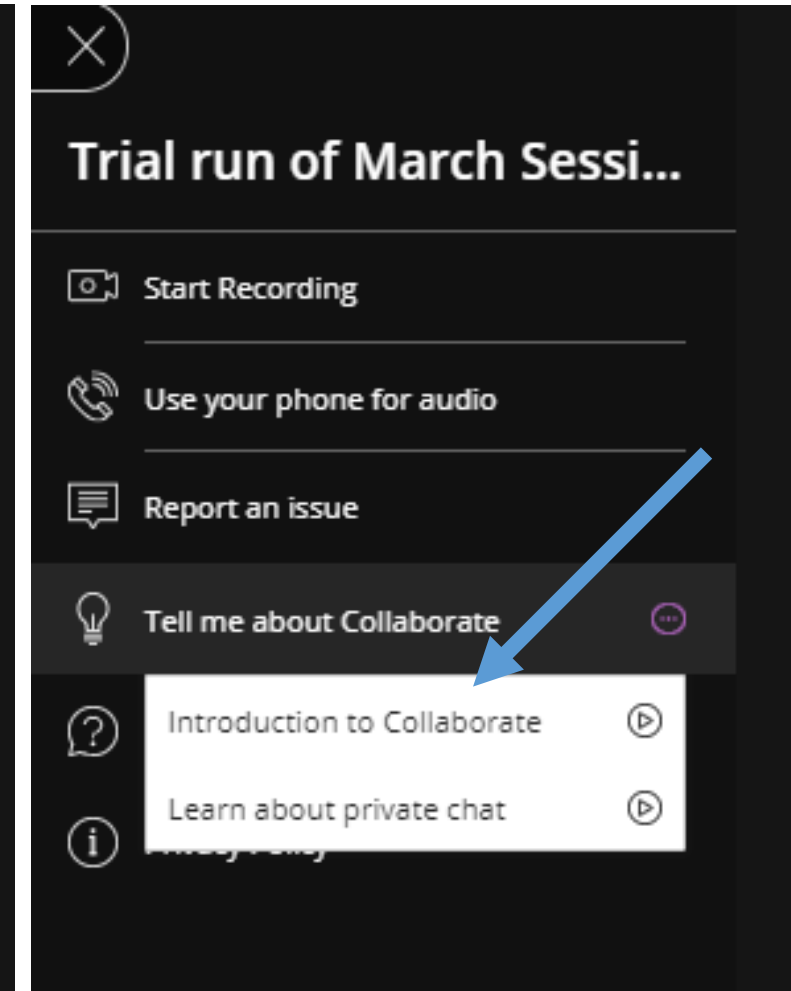
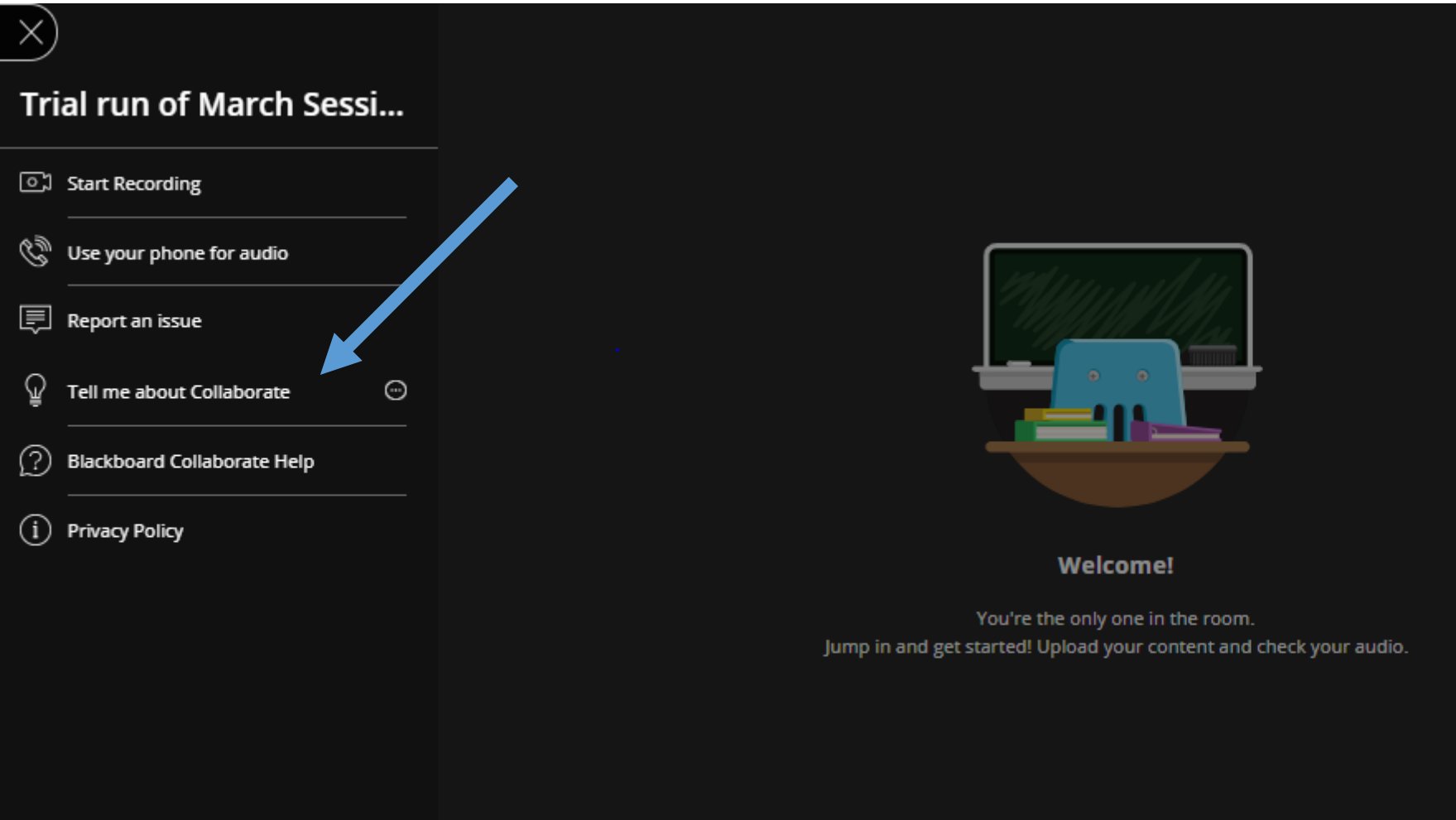
0 view(s)



Educating Participants – email or introductory slide

1. Enter the meeting through the Chrome browser, if available to you.
2. Take the tour (next slide)
3. Ensure that your microphone works (follow tutorial provided for first time users).
4. A headset with a microphone offers better sound quality than the laptop built-in microphone.
5. Turn off your microphone when you are not speaking to reduce background noise for the other participants.
6. If you are experiencing difficulty, call local 4444

Take the Tour of Bb Collaborate



Feedback in Blackboard Collaborate

- Chat

Chat

Find someone to chat with

My Chat Channels (2)



Everyone



Moderators



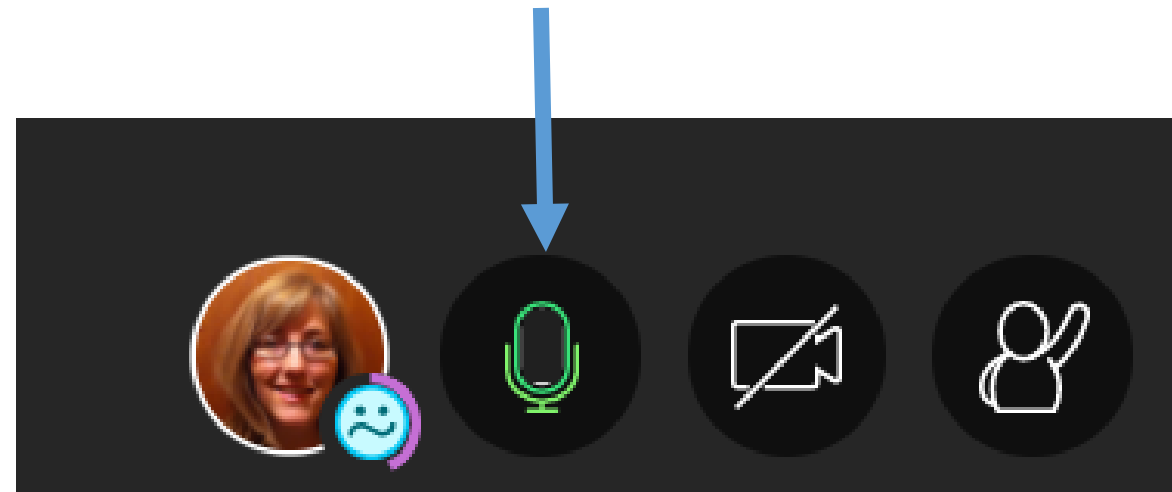
Supervised Channels (0)

There are currently no channels to supervise



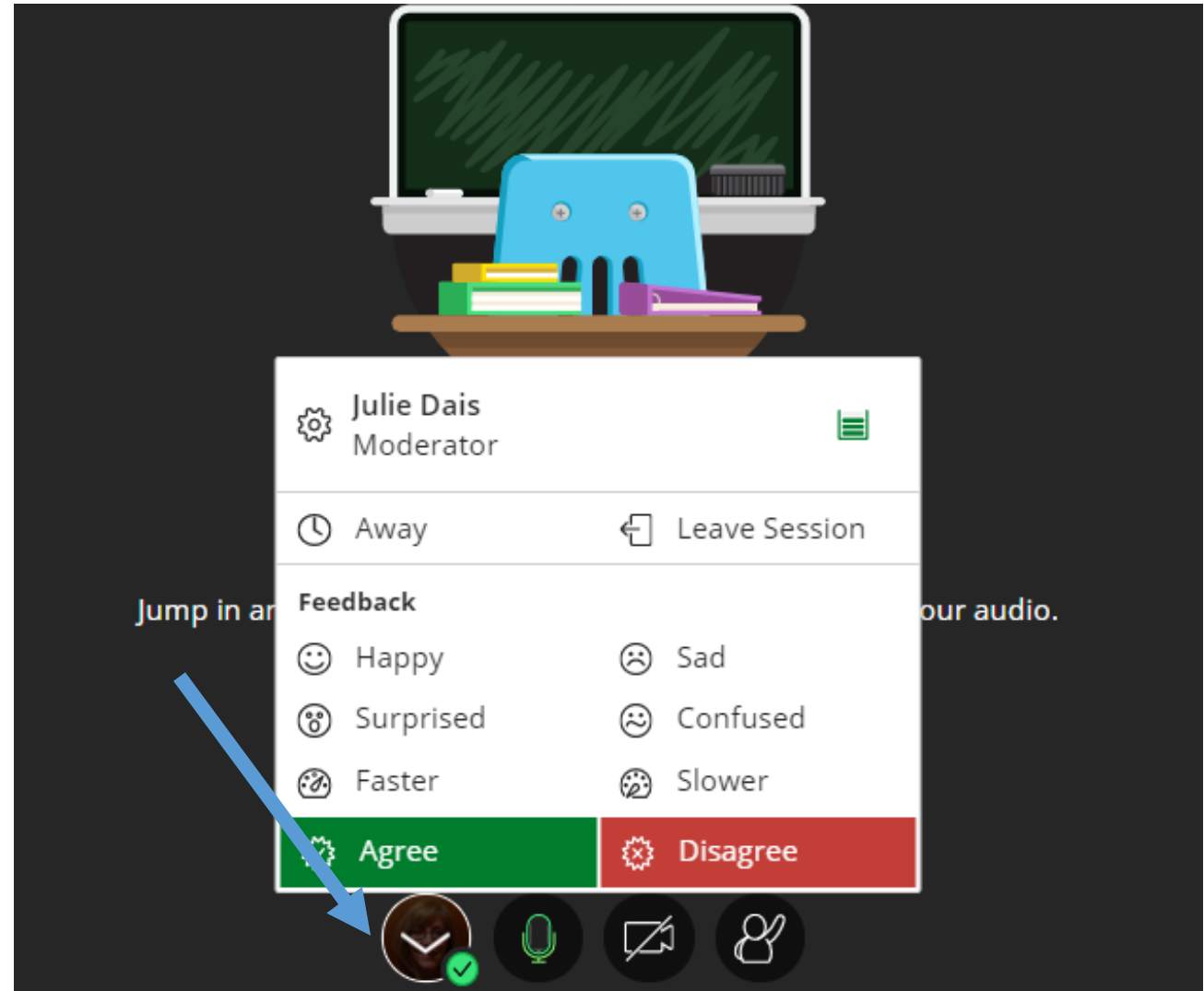
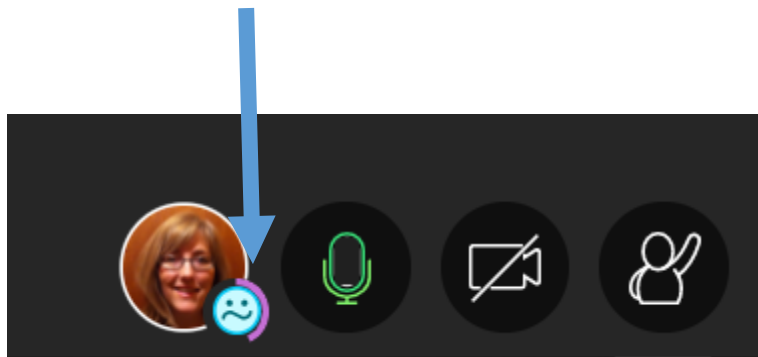
Feedback in Blackboard Collaborate

- Microphone
 - students can click to turn on their microphone to speak, but should leave it off otherwise



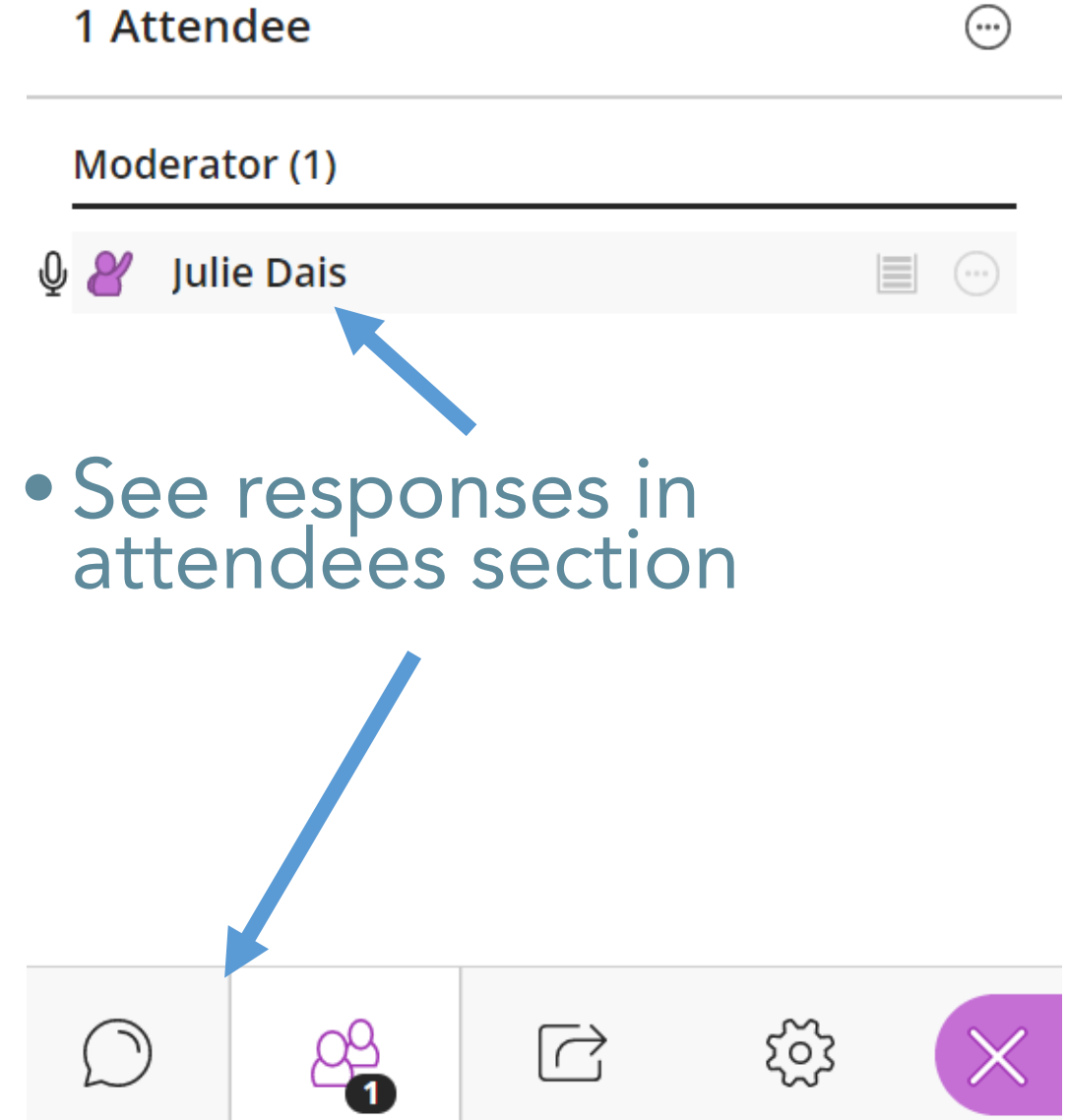
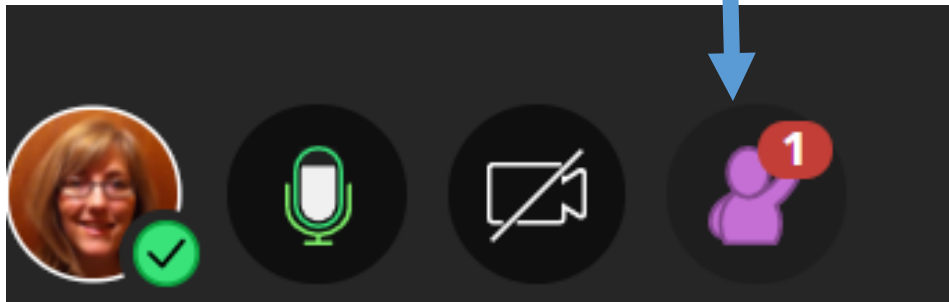
Feedback in Bb Collaborate

- Status
 - Students can report their status



Feedback in Bb Collaborate

- Raising hand
 - Ask participants to raise hands for feedback to a question



A screenshot of the Bb Collaborate interface showing the attendee list. At the top, it says '1 Attendee' with a three-dot menu icon. Below that, a section for 'Moderator (1)' is shown. The attendee list includes a microphone icon, a hand-raising icon, and the name 'Julie Dais'. A blue arrow points from the text 'See responses in attendees section' in the list above to the hand-raising icon. At the bottom, a navigation bar contains icons for chat, attendees (with a red circle containing '1'), share, settings, and close. A blue arrow points from the text 'See responses in attendees section' to the attendees icon in the navigation bar.

- See responses in attendees section

Feedback In Blackboard Collaborate

- Polls in Collaborate
 - Short polls for quick feedback
 - Multiple choice or Yes/No

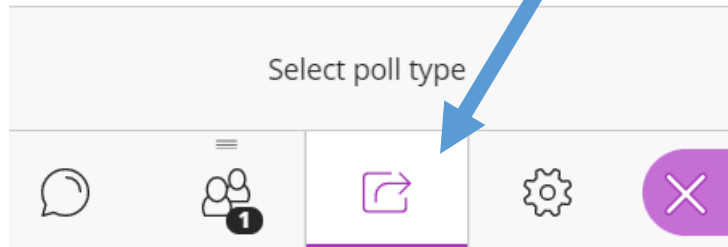
Polls

< Polling

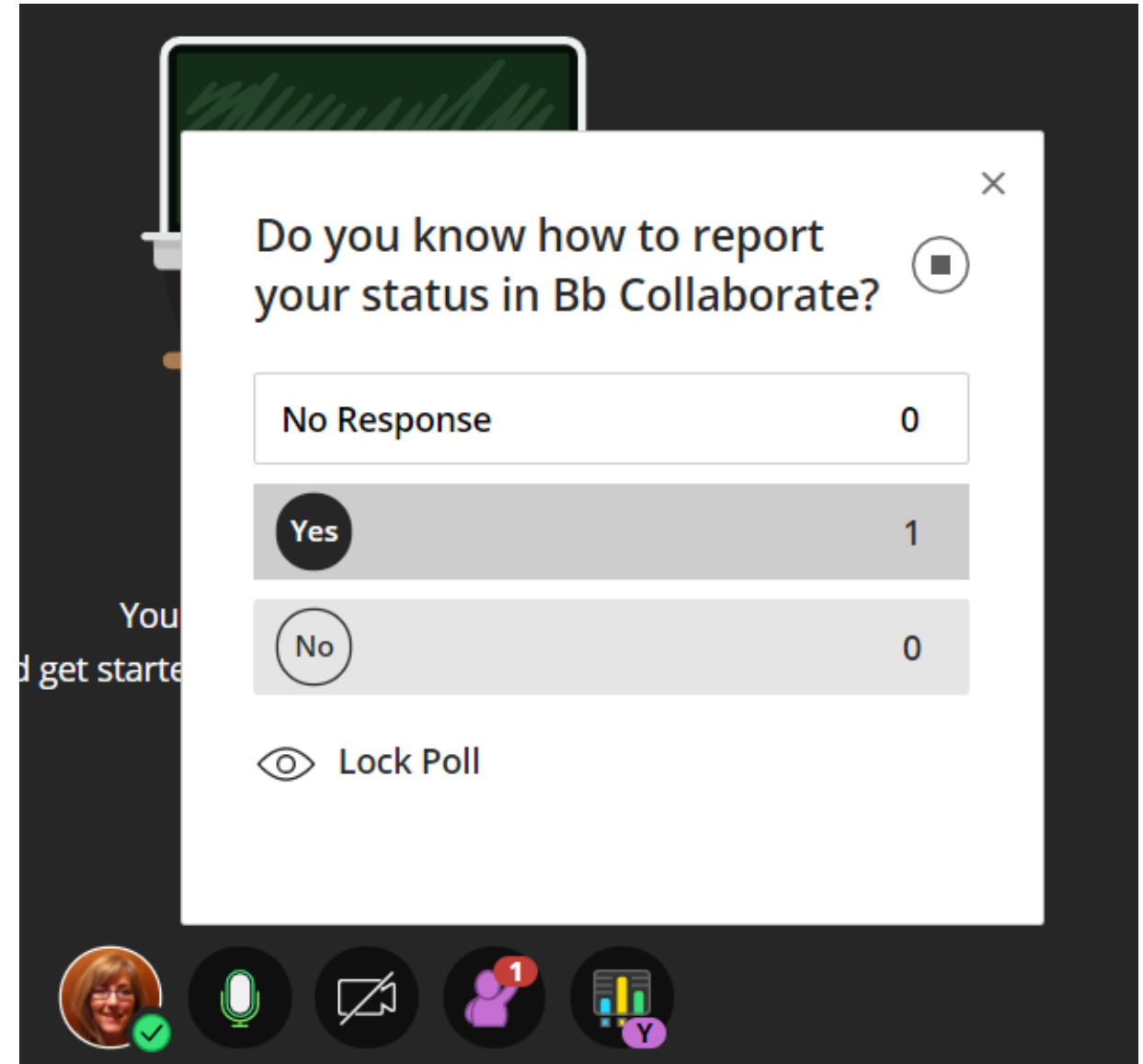
Multiple Choice

Yes/No Choices

Select poll type



A blue arrow points from the 'Poll' icon in the navigation bar to the 'Multiple Choice' option in the poll creation menu.



Do you know how to report your status in Bb Collaborate?

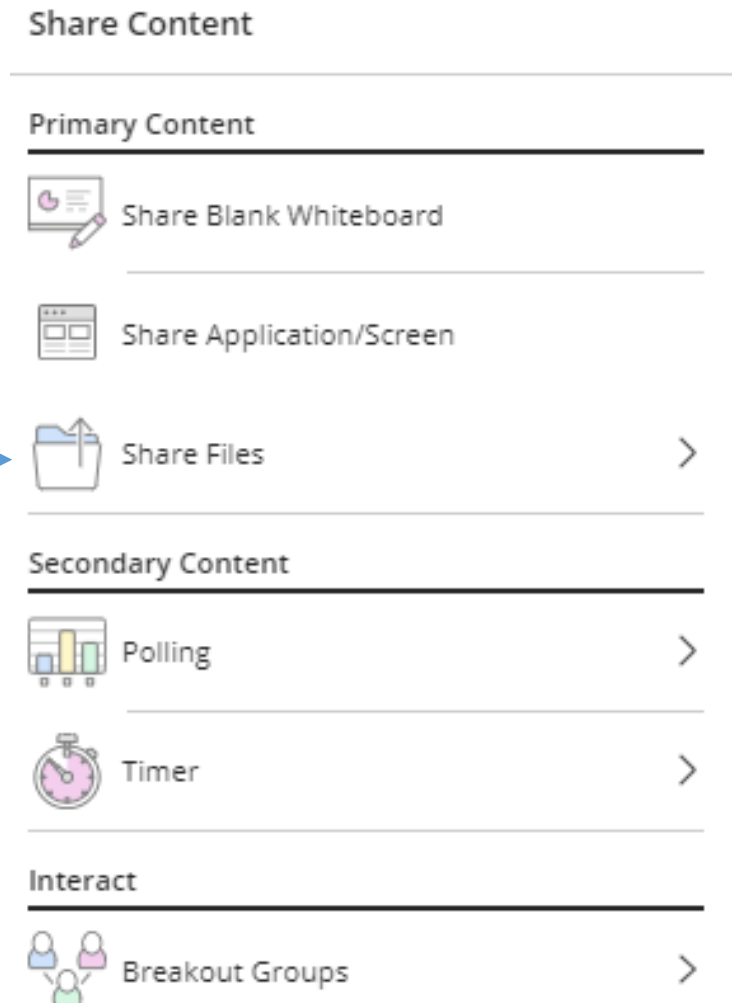
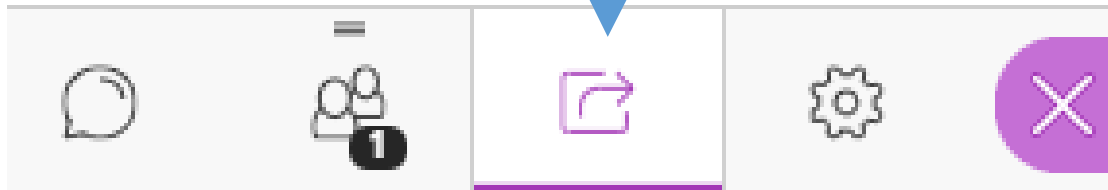
No Response	0
Yes	1
No	0

Lock Poll

The screenshot shows a poll window in a virtual meeting. The poll question is 'Do you know how to report your status in Bb Collaborate?'. The results show 1 'Yes' response and 0 'No' or 'No Response' responses. The 'Yes' option is highlighted. At the bottom of the meeting interface, there are icons for a video camera (on), microphone (on), chat (off), participants (1), and a poll icon (Y).

Sharing Content with Blackboard Collaborate

- You can share files:
 1. PowerPoint slides
 2. PDFs
 3. Images



Sharing Content with Bb Collaborate

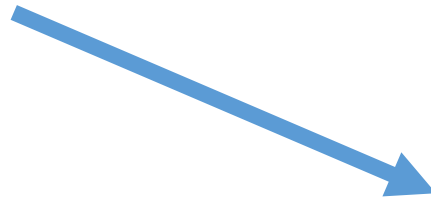
- PowerPoint Slides
 - Upload slides in advance of session and check
 - You can access anytime with the guest link
 - But recognize, there is so much more to Blackboard Collaborate than just presenting a slide show
 - This will be demonstrated in today's session

Sharing Content with Bb Collaborate

- Videos
 - You can watch a video through the collaborate session, but the quality is poor
 - A way to work around this is to post the link on your Moodle course page
 - Then, at the point in your collaborate session you wish participants to view the video, direct them to open their Moodle course in Chrome, watch the video, and rejoin the session in a set period of time
 - A Timer can be set

Using a Timer

- If you ask students to leave Collaborate to do an activity, you can set a timer



Share Content

Primary Content



Secondary Content



Interact



Sharing Content with Bb Collaborate

- Interactive Worksheets
 - These can be worked on as a class or breakout groups can be created
 - Must be image, PPT slide or PDF
 - Does not support Word files

Interactive Worksheets

Students can draw, add shapes, and type on to the document

< Share Files

⊕ Add Files

Drag image, PowerPoint, or PDF files. Or select to choose files.

Main Room Files

Pronouns worksheet for Bb coll... ⋮

Share Now

🗨️
👤 1
📄
⚙️
✕

☰
🖱️
👉
✍️
◻️
T
📄
🔴

🗨️

12. PRONOUNS

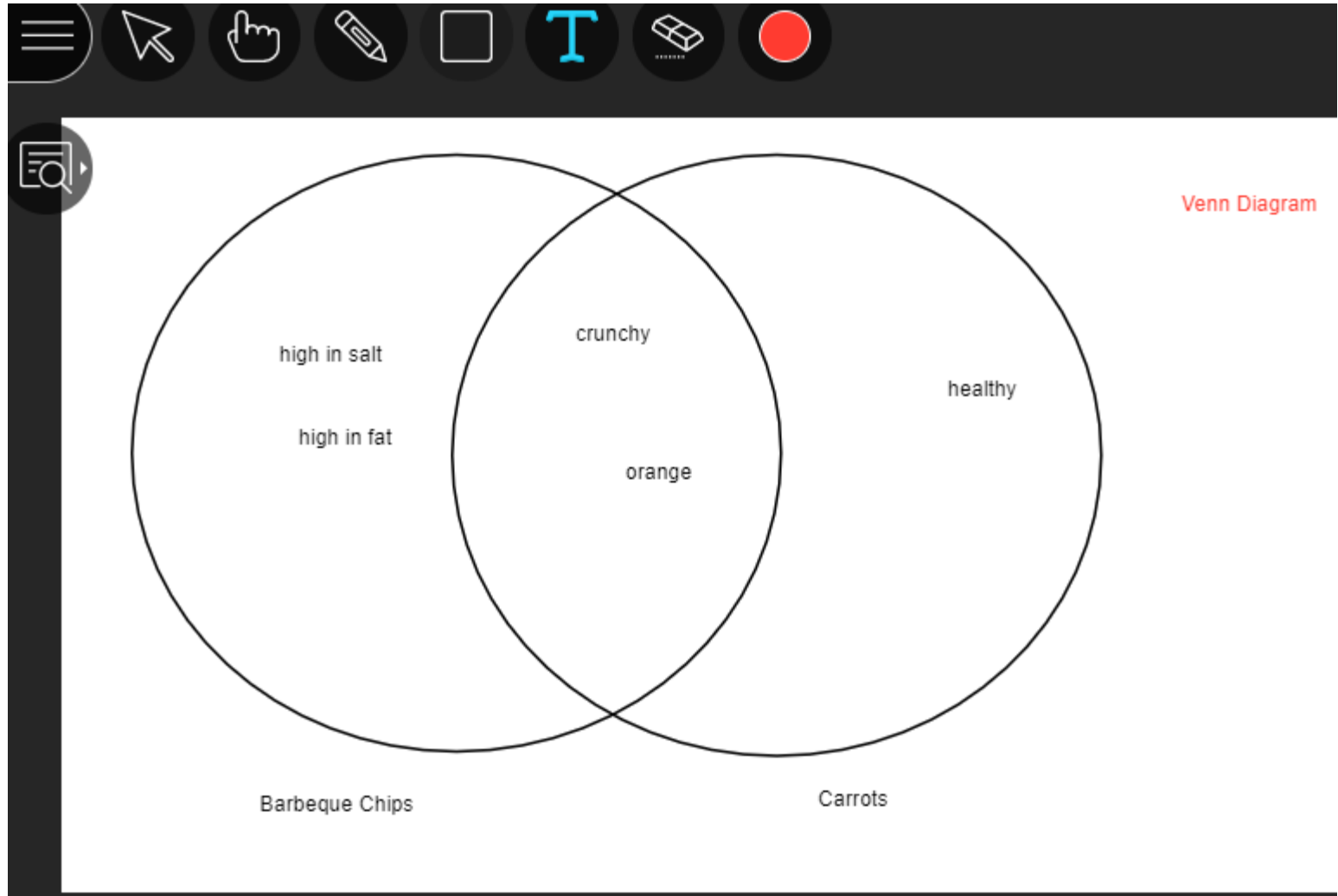
Circle the correct pronoun in parentheses.

1. Let's keep that secret between you and (I, me).
2. Lucy is tall; however, Tamara is taller than (~~she~~, her).
3. The financial aid office awarded scholarships to my sister and (I, me).
4. The firefighters rescued both Alice and (him, he) from the burning house.
5. (He and I, Him and me,) have been chess rivals since junior high school.

Why is this she? and not her?

Sharing Content with Bb Collaborate

- Whiteboard




Share Screen from Chrome Browser

Share Content

Primary Content

 Share Blank Whiteboard

 Share Application/Screen


 Share Files >

Secondary Content

 Polling >

 Timer >

Interact

 Breakout Groups >

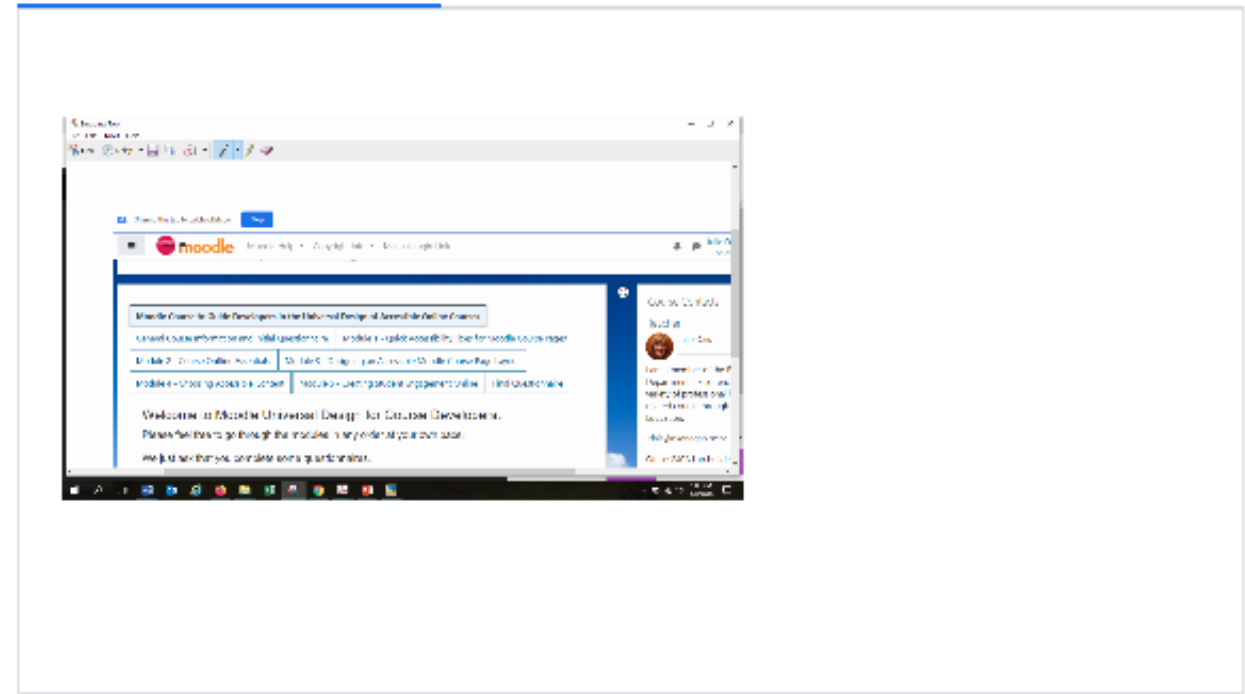
Share your screen

ca.bbcollab.com wants to share the contents of your screen. Choose what you'd like to share.

Your Entire Screen

Application Window

Chrome Tab

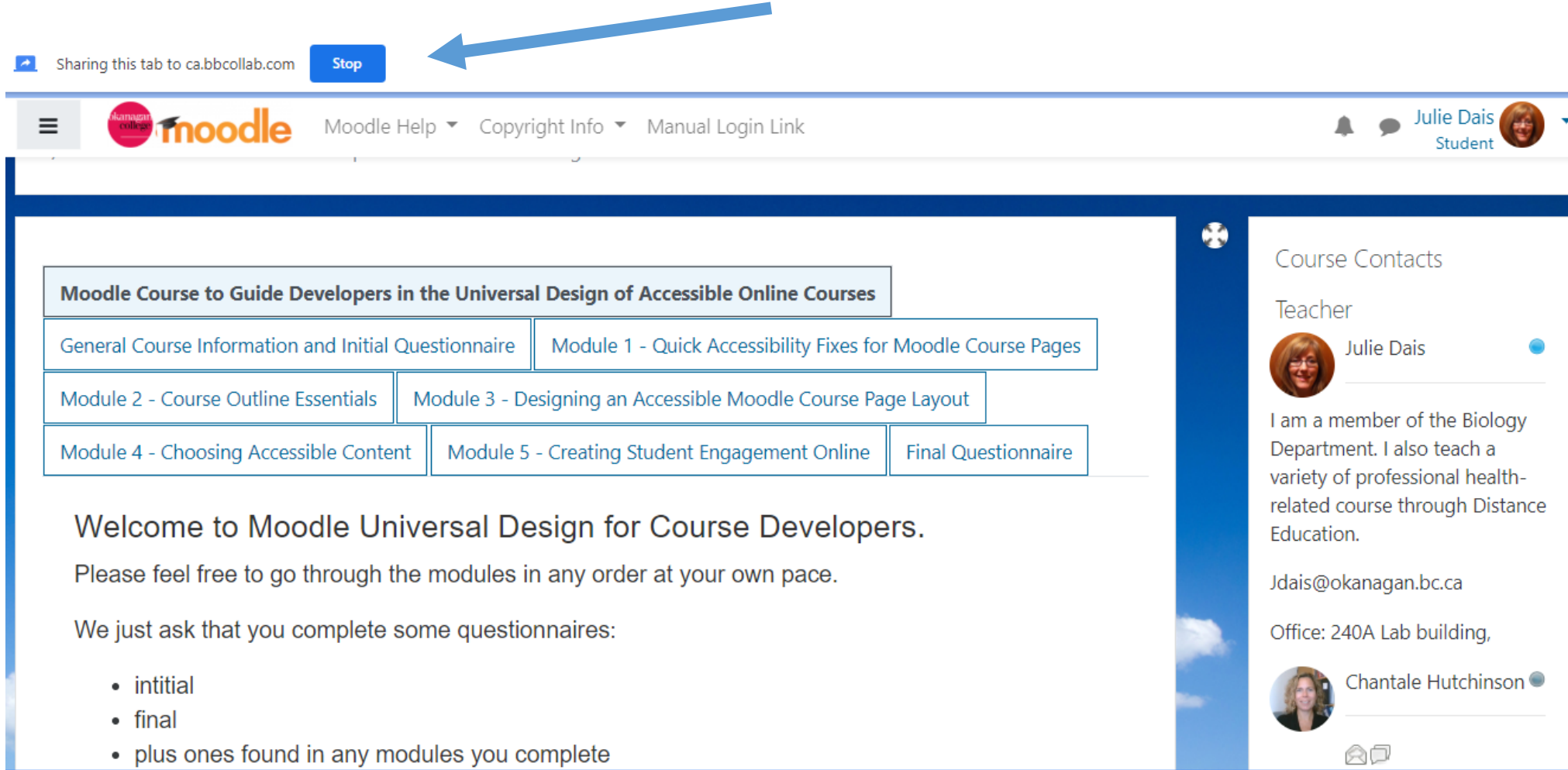


Share audio

Share

Cancel

Share Screen from Chrome Browser



Sharing this tab to ca.bbcollab.com **Stop**

moodle Moodle Help Copyright Info Manual Login Link Julie Dais Student

Moodle Course to Guide Developers in the Universal Design of Accessible Online Courses


General Course Information and Initial Questionnaire	Module 1 - Quick Accessibility Fixes for Moodle Course Pages	
Module 2 - Course Outline Essentials	Module 3 - Designing an Accessible Moodle Course Page Layout	
Module 4 - Choosing Accessible Content	Module 5 - Creating Student Engagement Online	Final Questionnaire

Welcome to Moodle Universal Design for Course Developers.
Please feel free to go through the modules in any order at your own pace.
We just ask that you complete some questionnaires:

- intitial
- final
- plus ones found in any modules you complete

Course Contacts


Teacher

 Julie Dais

I am a member of the Biology Department. I also teach a variety of professional health-related course through Distance Education.

Jdais@okanagan.bc.ca

Office: 240A Lab building,

 Chantale Hutchinson

Sharing Content with Bb Collaborate

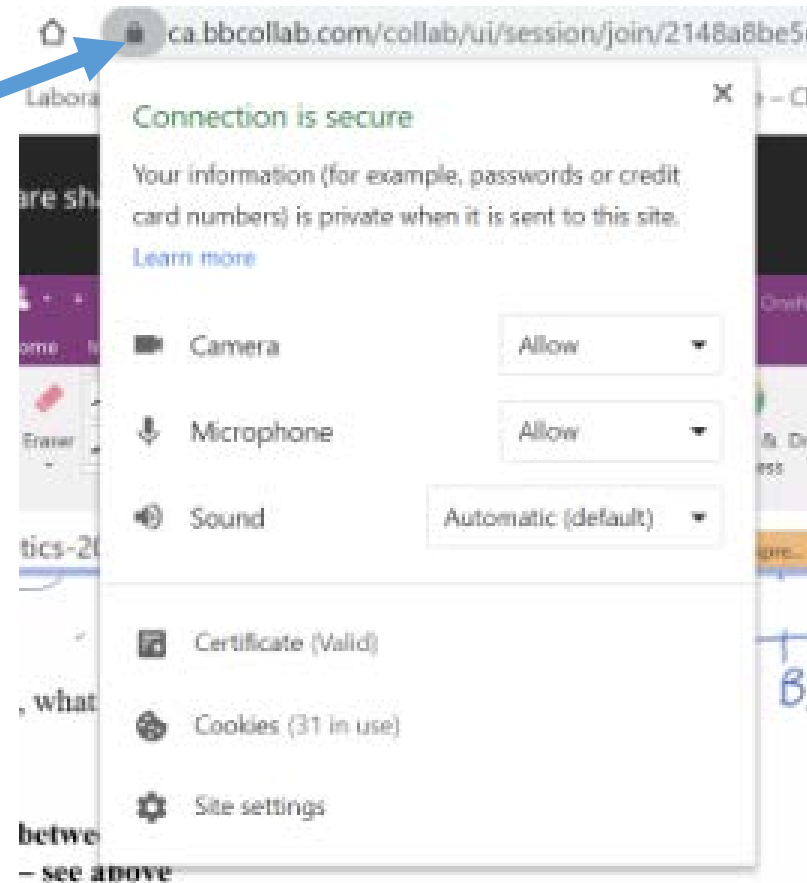
- Web-Based Participatory Activities
- share screen
 - Polleverywhere
 - Google Docs
 - Quizlet

Sharing Content with Bb Collaborate

- Break-out Groups
 - Easy to set up
 - Randomly assign, or create custom groups
 - Upload files to the groups to work on or use the white board
 - Moderator can check in

Technical Issues Faced by Students

- If students see this “lock” next to the web address, they should click on it and allow the microphone (and camera is they wish to use it)



Technical Issues Faced by Students, cont.



1

- Students should also test their microphone
- They are asked to do this when the log in, but it helps to tell them as they join the session

Audio and Video Settings

2

Set up your camera and microphone

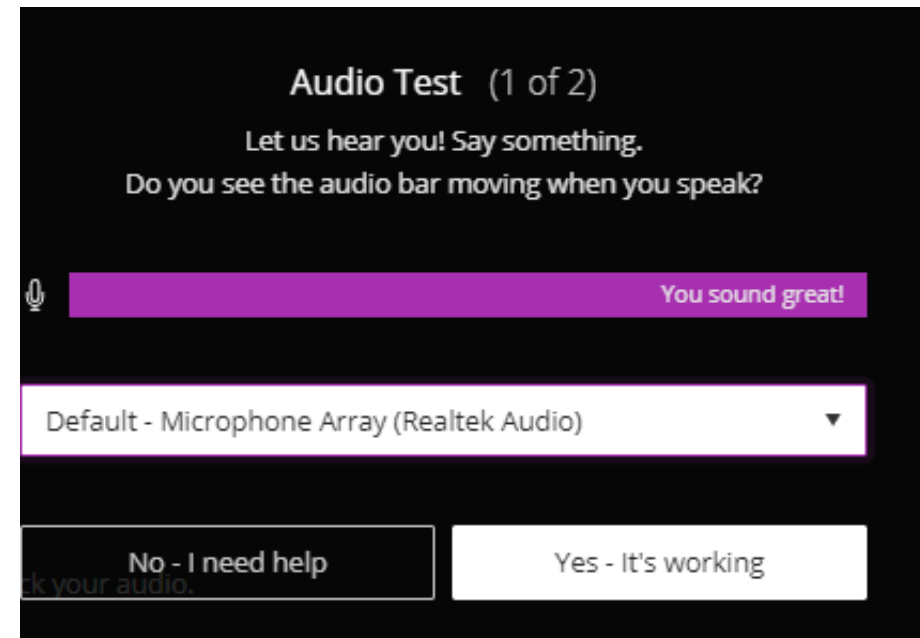
Use your phone for audio

Speaker Volume

0% 100%

Display Closed Captions (when available)

3



Meet our Learning and Applied Research Team

Learning and Applied
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Supporting Business and
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Supporting Science and
Health Programs

Director of Information Technology
Jordan Perrey
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More Questions?

- Contact a member of the Learning and Applied Research or Ed Tech Teams.

