

Welcome to the Session!

-- Our webinar on using Collaborate for synchronous teaching will begin at 1 PM EST.

-- Please review the following suggestions to be sure that you are ready for this session:

- Given the potentially large size of the group, we kindly ask you to **turn off your videos and mute your microphones** on your computer.
- **Use a hard-wired Internet connection, if possible.**
 - Weak Wi-Fi will cause issues such as latency, choppy audio, and loss of connection.
- **Use Firefox or Chrome, if possible.**
- While many computers come with built-in mics and speakers, we **highly recommend that you use a USB-based headset with microphone**, if you have one.
- **We do NOT recommend that you use VPN** to access this session as the volume will be heard on your office computer not the one you have at home.
 - If the term VPN is not familiar to you, just ignore this warning! ☺

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Online Session (Also Recorded)

Using Blackboard Collaborate for Synchronous Teaching

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 March 26, 2020

Blackboard 
 collaborate™

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Agenda

- How to access Collaborate
- How to Use Collaborate (Features and Tools)
- Tips for Collaborate and Teaching
- Any Questions?
- My Contact Information



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Please Ask Questions!



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How to Access and Setup Collaborate

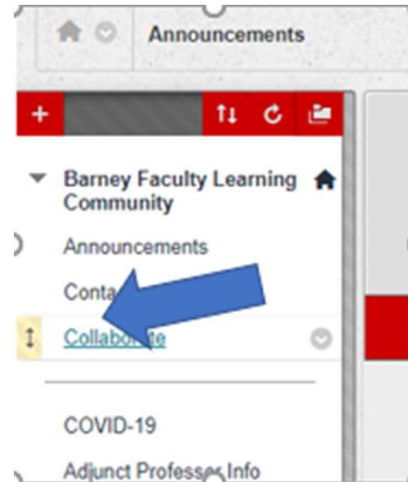


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How to Access and Setup Collaborate (Add Collaborate in Blackboard Menu)

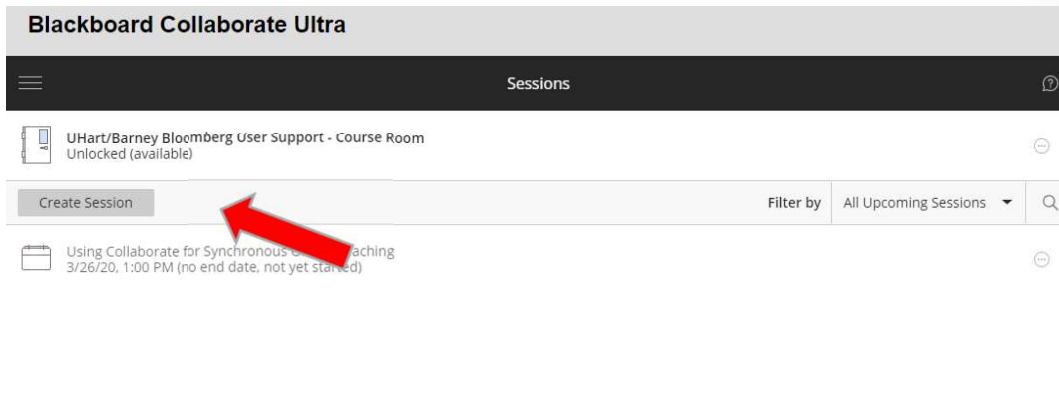
- For easier access, you might want to **add Collaborate as a new Blackboard menu item**
 - Click on the **plus sign** at the top left of your Blackboard course menu.
 - From the dropdown menu, **choose Tool Link.**
 - Type in Collaborate** for the Name.
 - Select Blackboard Collaborate Ultra** from the dropdown menu
 - Select **Available to Users**, then click Submit.
 - You will see it at the bottom of the course menu and can drag it up where you want it to appear on the course menu



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How to Access and Setup Collaborate (Create Session)



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How to Access and Setup Collaborate (Create Session)

The screenshot displays the Blackboard Collaborate Ultra interface. On the left, a sidebar shows the course name 'Uhart/Barney Bloomberg User Support - Course Room' and a 'Create Session' button. Below this, there are two session entries: 'Using Collaborate for Synchronous Online Teaching' and 'Test Session'. The main panel shows the 'Test Session' configuration details, including an 'Anonymous dial in' number, a checked 'Guest access' option, a 'Guest role' dropdown set to 'Participant', and a 'Guest link' field containing 'https://us.bbcollab.cc'. An 'Event Details' section is partially visible at the bottom.

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How to Access and Setup Collaborate (Create Session – Scheduling Details and Repeat)

**Allow guest access
if you want to
provide a link for a
session**



This screenshot provides a closer view of the session configuration form. It shows the 'Anonymous dial in' field with the number '+1-571-392-7650 PIN: 438 934 5064'. The 'Guest access' checkbox is checked. Below this, the 'Guest role' is set to 'Participant' and the 'Guest link' is 'https://us.bbcollab.cc'. The 'Event Details' section is expanded to show the 'Start' date and time as '3/26/20' at '10:00 PM' and the 'End' date and time as '3/26/20' at '11:00 PM'.

**Shareable guest
link**



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How to Access and Setup Collaborate (Create Session – Scheduling Details and Repeat)

Can have a repeating session for each class

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How to Access and Setup Collaborate (Session Menu)

- Open dropdown menu that includes:
- Editing settings
 - View reports
 - Delete session
 - Copy guest link

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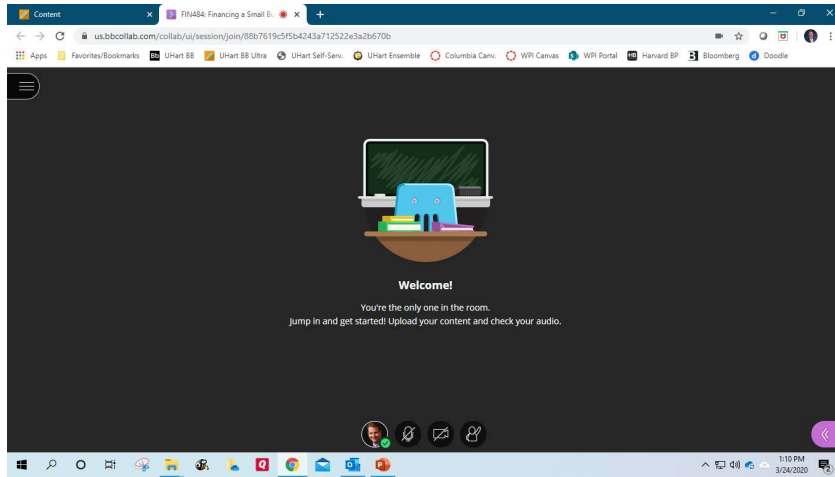
How to Use Collaborate (Features and Tools)



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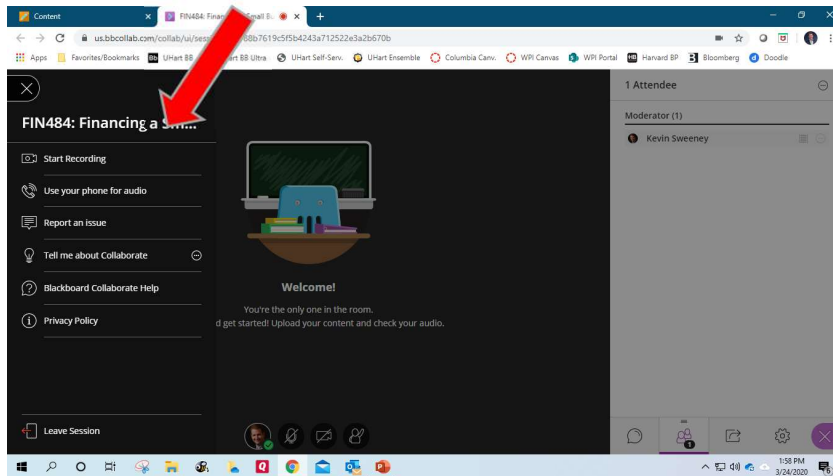
Welcome Screen



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Control Menu

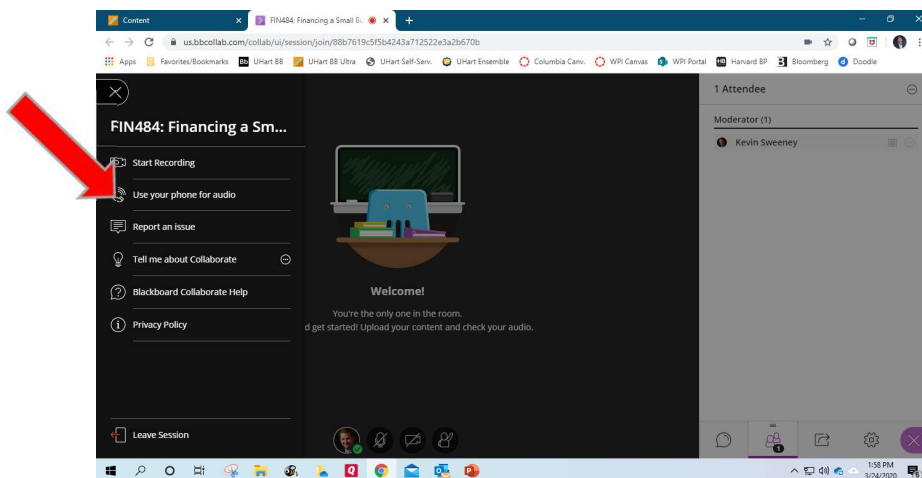


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Use Your Phone for Audio

(Click to activate and to provide dial-in number.)

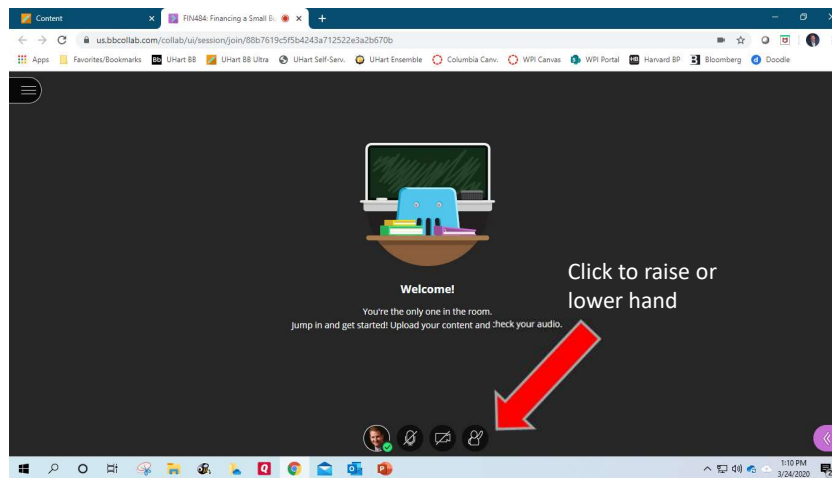


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Raise Hand

(Can be used in this session and in your classes.)

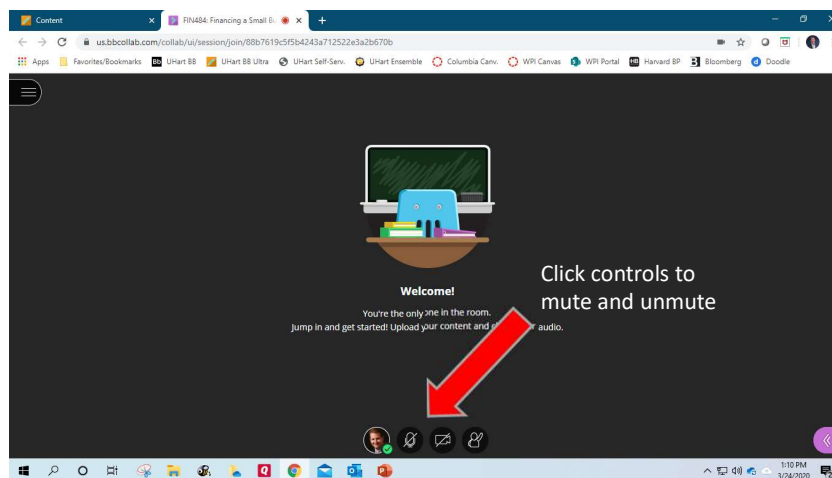


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Microphone and Camera Controls

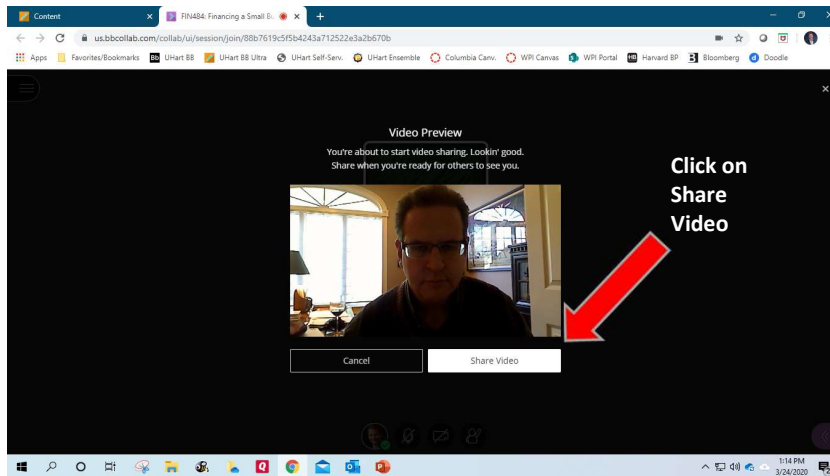
(Mute and Unmute Microphone or Camera)



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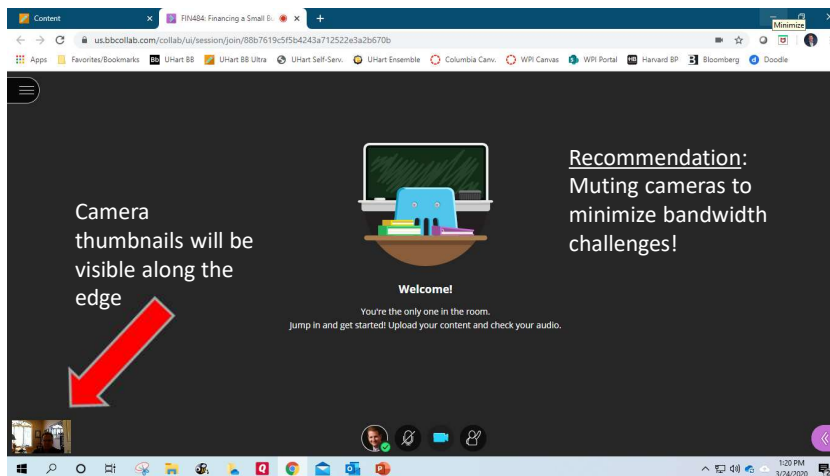
Video Preview (Unmuted Camera)



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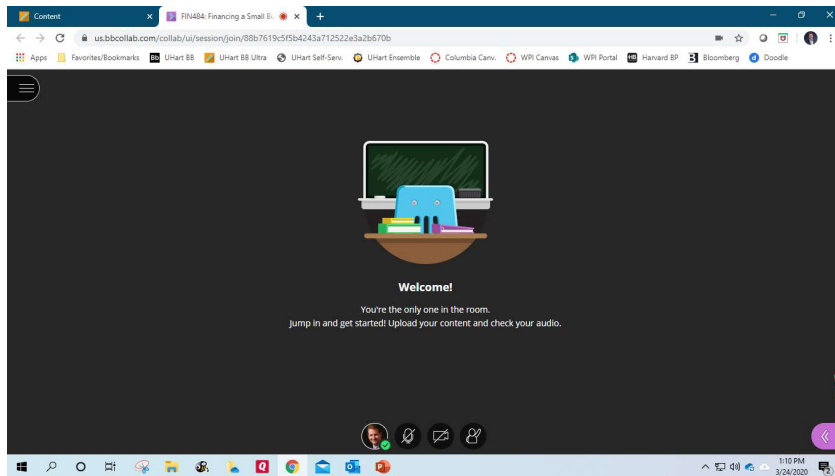
Video Active (Unmuted Camera)



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Open Collaborate Panel (Access Critical Controls)

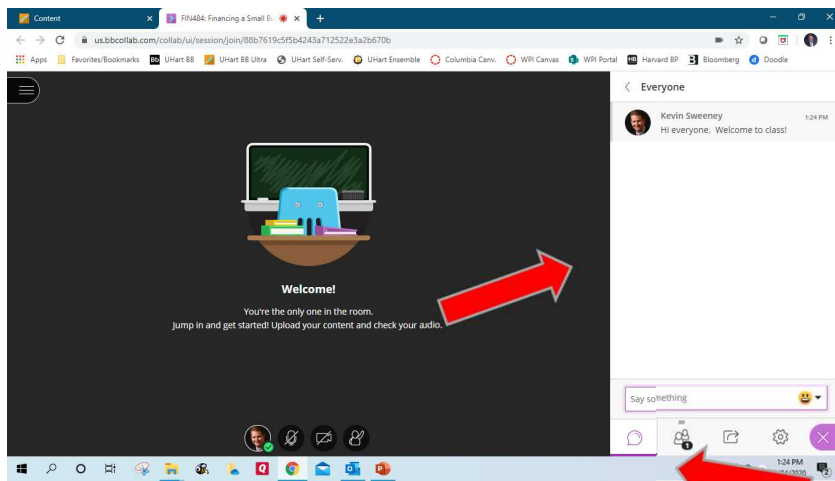


Click Here

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Chat

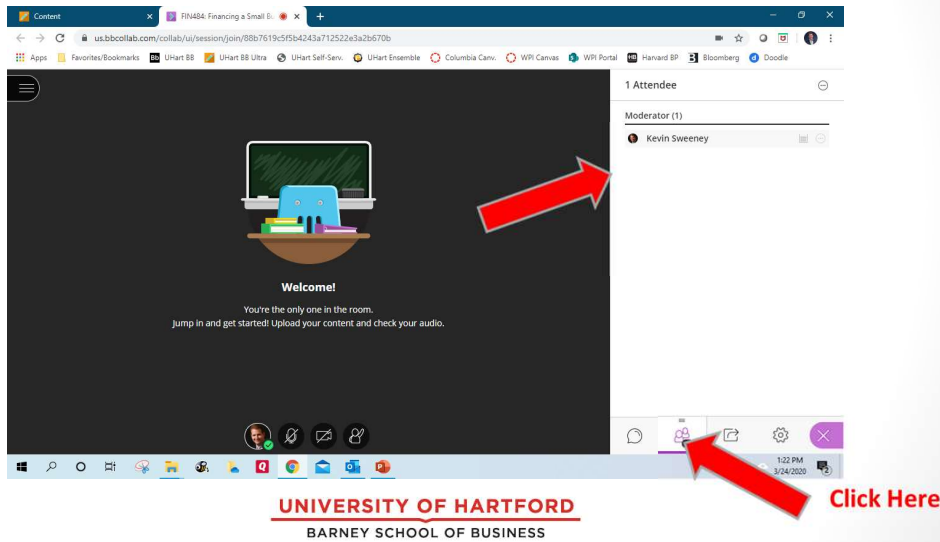


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Attendees



1 Attendee

Moderator (1)

- Kevin Sweeney

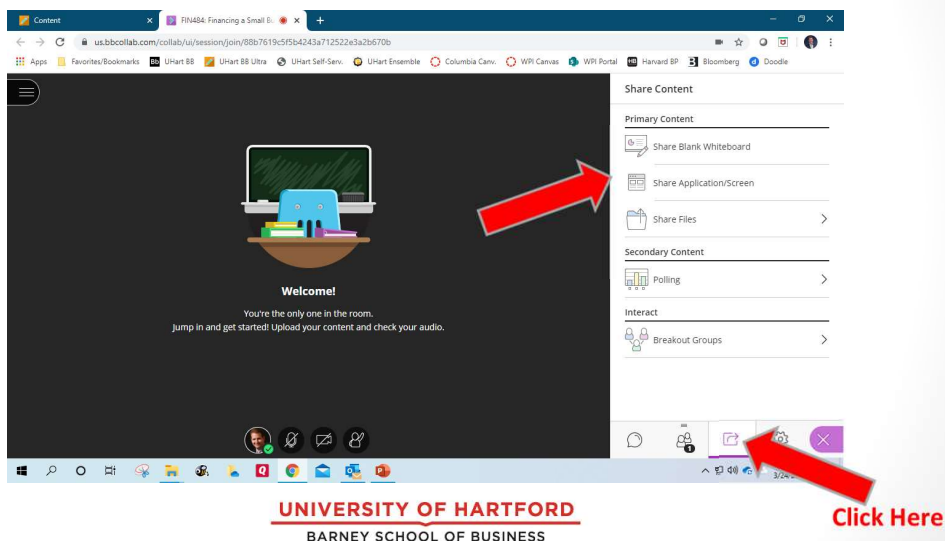
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[Click Here](#)

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Share

(Whiteboard, Application/Screen, Files, Polling, Breakout Groups)



Share Content

Primary Content

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

Secondary Content

- Polling >

Interact

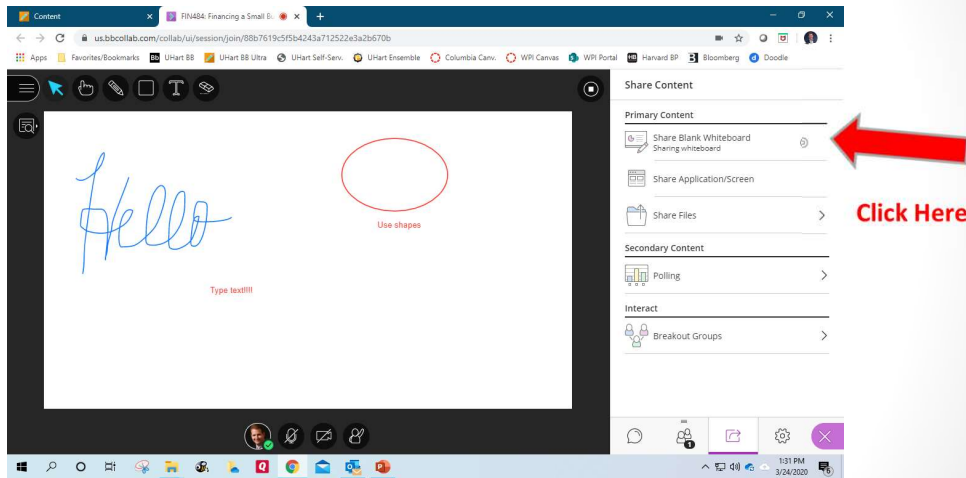
- Breakout Groups >

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[Click Here](#)

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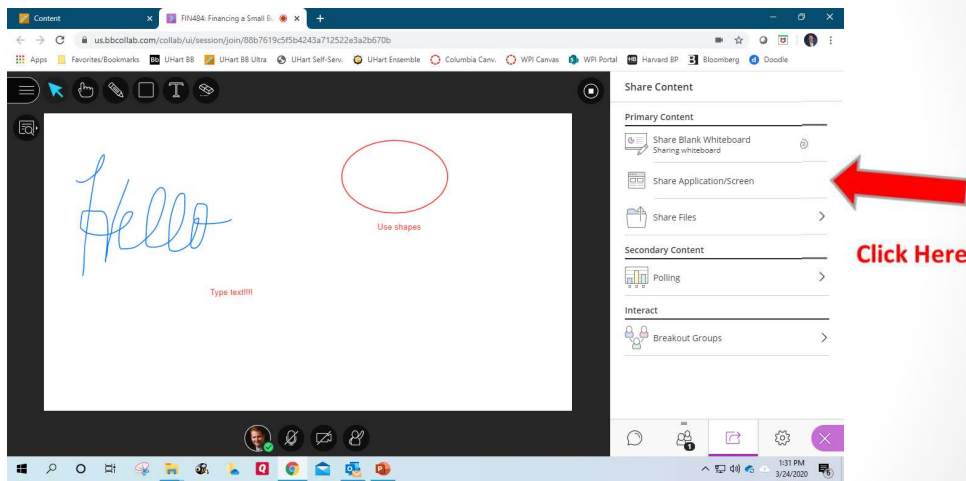
Share Whiteboard



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Share Application/Screen



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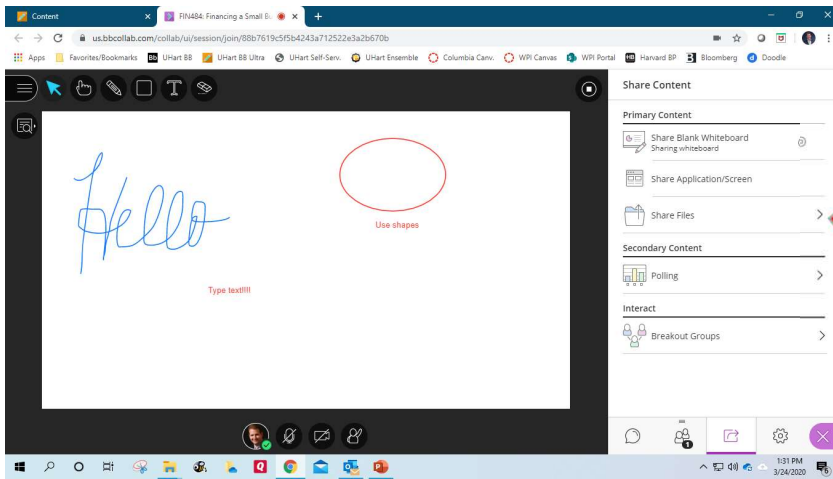
Share Application/Screen (PowerPoint)



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Share File



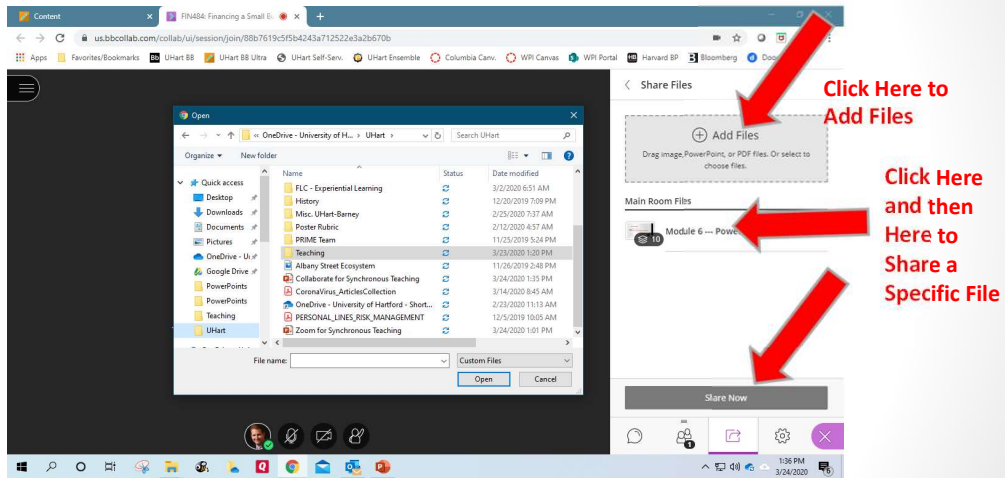
Click Here

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Share File

(Add File – Share Now)

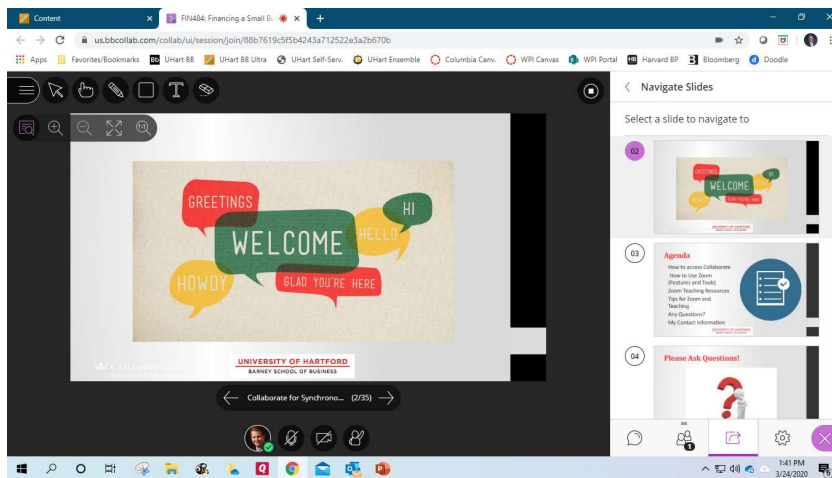


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Share File

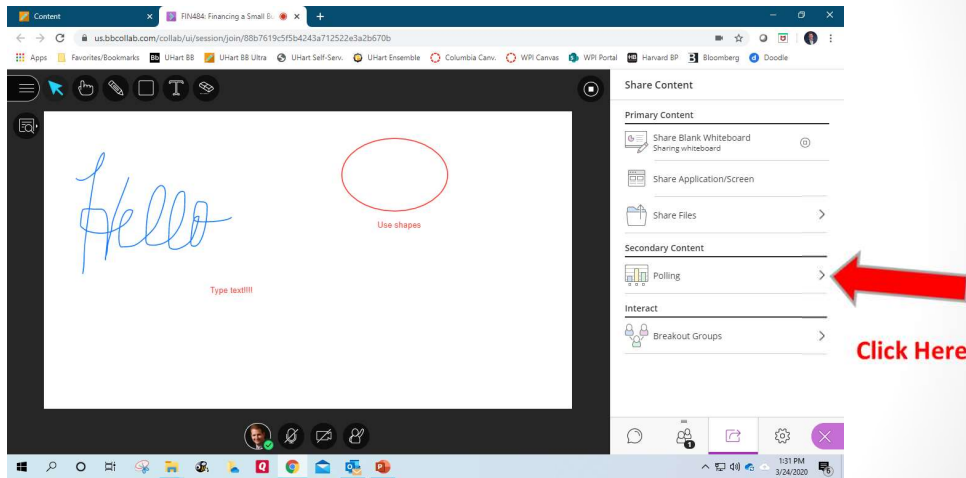
(PowerPoint – Converted)



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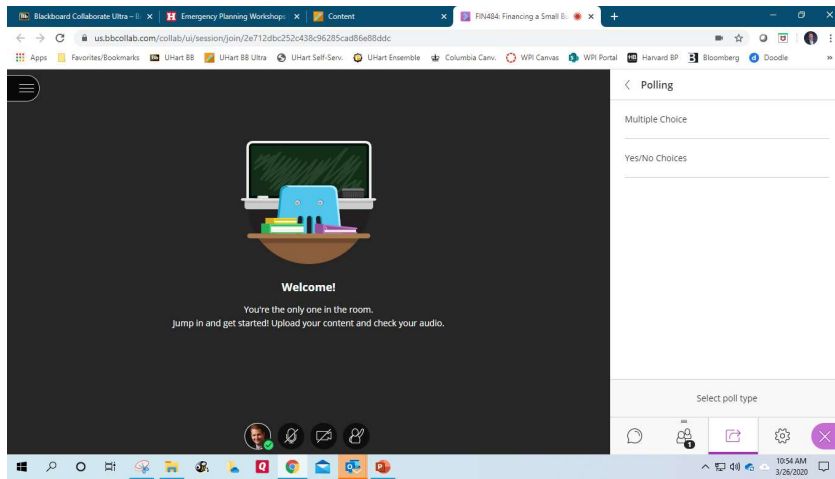
Share Polling



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Share Polling (Multiple Choice or Yes/No Choices)



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Share Polling (Multiple Choice)

The screenshot shows a Blackboard Collaborate Ultra session. The main window displays a 'Welcome!' message with a greenboard icon and the text: 'You're the only one in the room. Jump in and get started! Upload your content and check your audio.' The right-hand panel is titled 'Polling' and shows the configuration for a 'Multiple Choice' poll. Below the poll type, there are two empty text input fields for options. At the bottom of the poll configuration, there is a 'Select poll type' dropdown and a 'Start' button.

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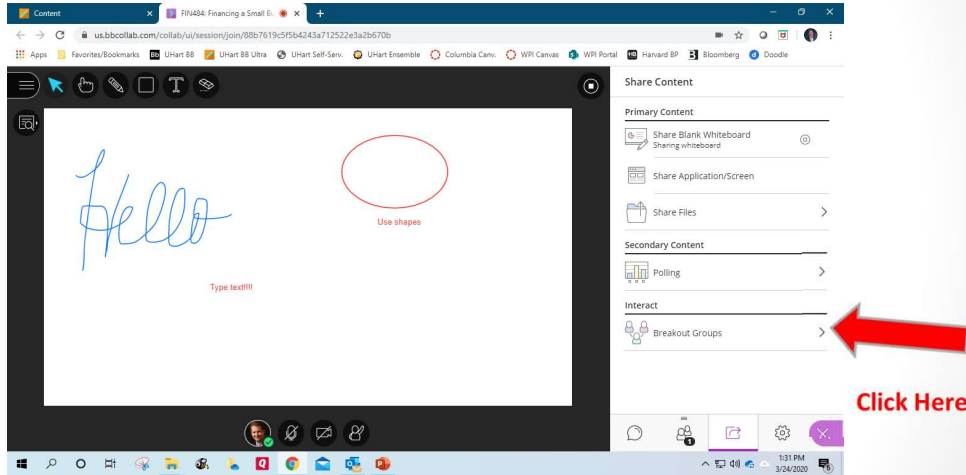
Share Polling (Yes/No Choices)

The screenshot shows a Blackboard Collaborate Ultra session. The main window displays a 'Welcome!' message with a greenboard icon and the text: 'You're the only one in the room. Jump in and get started! Upload your content and check your audio.' The right-hand panel is titled 'Polling' and shows the configuration for a 'Yes/No Choices' poll. A text input field contains 'Ask a question'. Below it, there are two radio button options: '1) Yes' and '2) No'. At the bottom of the poll configuration, there are 'Cancel' and 'Start' buttons.

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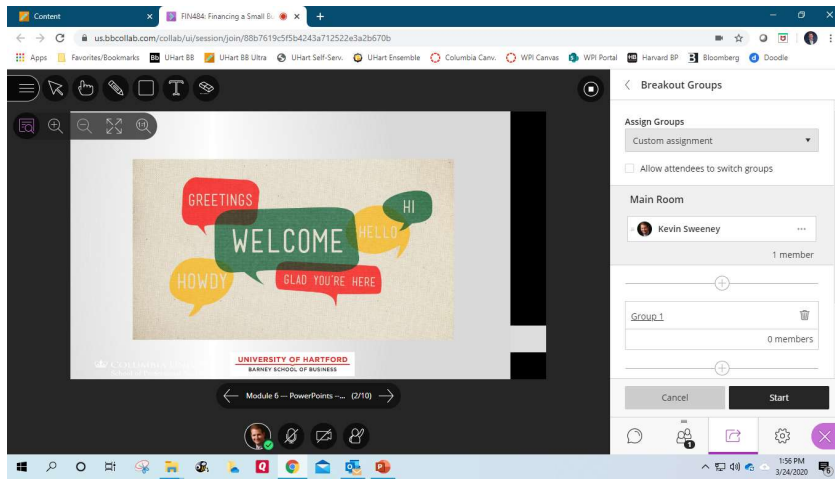
Share Breakout Groups



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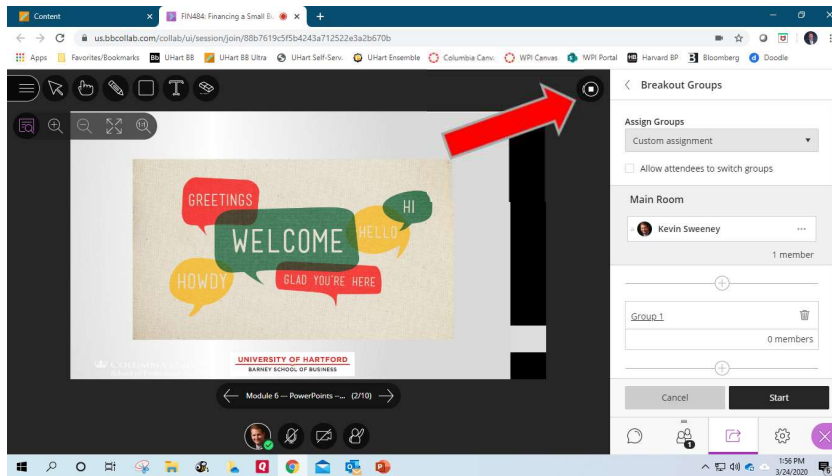
Share Breakout Groups



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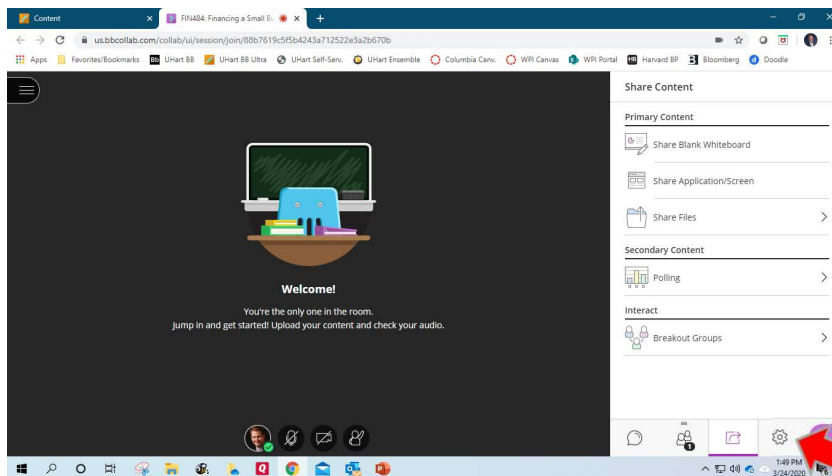
Stop Share



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Settings



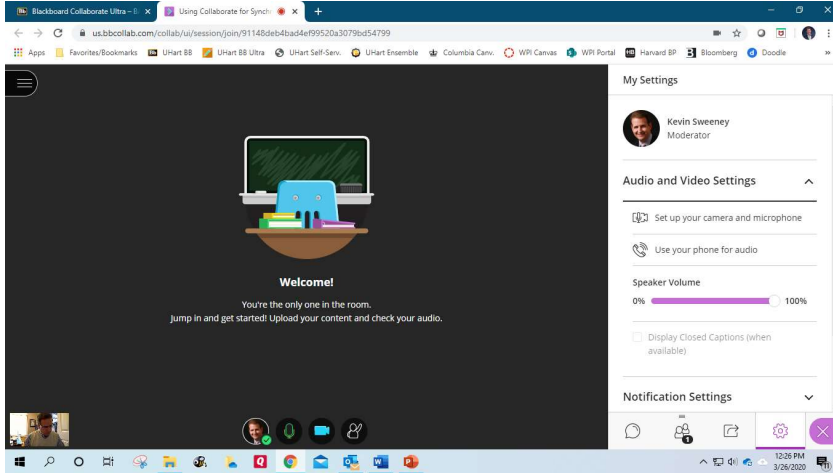
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Click Here

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Settings

(Audio and Video)

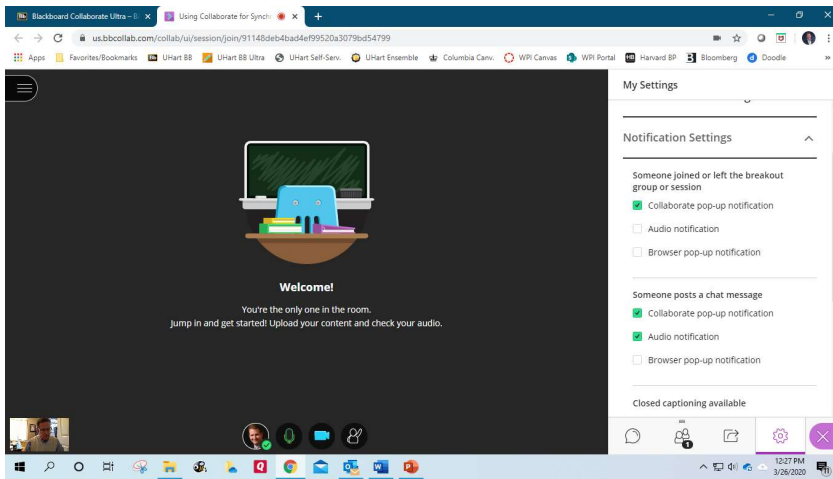


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Settings

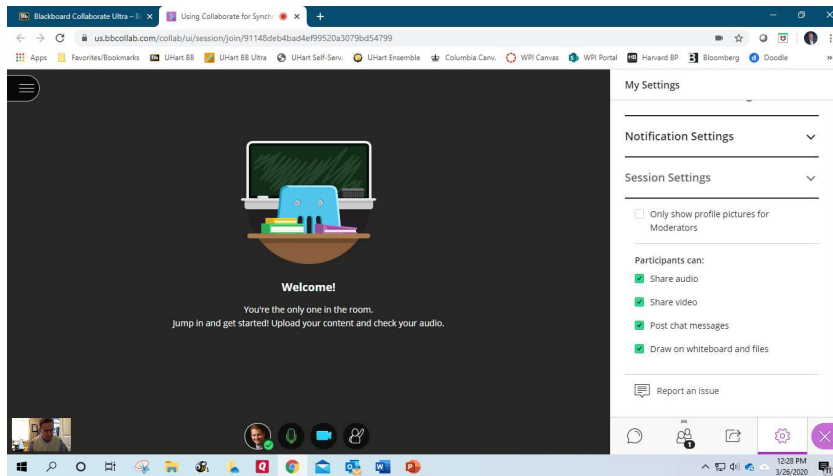
(Notification)



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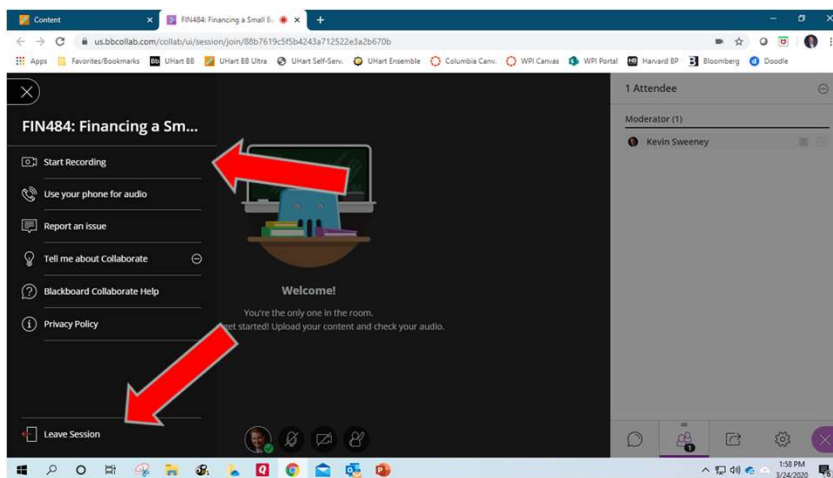
Settings (Session)



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Start/Stop Recording | Leave Session



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Tips for Collaborate and Teaching

- **Test your computer** well beforehand
 - Make sure it works on your computer
 - Set up everything to work for you
- **Prep Collaborate Session** shortly beforehand
 - 15 minutes before class
- **Use headphone set, if possible**
- **Record** your session
 - Post link in your course site
- **Demo Collaborate** in your first session
 - Answer questions
- Ask everyone to keep **microphones on mute** when they are not talking
- Decide on whether you want **cameras muted or not**

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Tips for Collaborate and Teaching

- **Provide a clear agenda**
- **Break, if you go longer than 60 minutes**
- **Decide how (or if) you want to use chat**
 - Monitor chat while you are talking and listening
 - Incorporate it into your discussion
 - Take attendance using the chat function at the beginning of class
 - Ask students to use the private chat function, if they are having technical or other challenges

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Tips for Zoom and Teaching

- **Some students have low quality Internet connections**
 - Can create unanticipated problems with synchronous teaching
 - Be flexible
 - Bandwidth will probably be a bigger issue with everyone staying home
- **Examples of techniques to engage conversation**
 - Mike
 - Chat
- **Be kind & flexible, have a sense of humor, and be prepared with backup options**
 - Be sensitive to the challenges that students must be experiencing
 - Children home, sick family, financial stress, new learning environment
 - Navigating Collaborate is new for your students too

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My Contact Information



- Email:
 - ksweeney@hartford.edu
- Mobile Number:
 - 413-427-7416
 - Feel free to call or text me

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**THANK
YOU!**

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