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
Agenda

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

How to Access and Setup Collaborate

Blackboard collaborate™
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.

How to Access and Setup Collaborate

(Create Session)

[Image of Blackboard Collaborate Ultra interface with options to create session]
How to Access and Setup Collaborate (Create Session)

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

Shareable guest link
How to Access and Setup Collaborate

*(Create Session – Scheduling Details and Repeat)*

Can have a repeating session for each class

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

Click Here
How to Use Collaborate
(Features and Tools)

Welcome Screen
Control Menu

Use Your Phone for Audio
(Click to activate and to provide dial-in number.)
Raise Hand
*(Can be used in this session and in your classes.)*

Microphone and Camera Controls
*(Mute and Unmute Microphone or Camera)*
Video Preview
(Unmuted Camera)

Video Active
(Unmuted Camera)
Open Collaborate Panel
*(Access Critical Controls)*

Chat
Attendees

Share

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

Click Here

Share Application/Screen

Click Here
Share Application/Screen

(\textit{PowerPoint})

Share File

\textbf{Click Here}
Share File
(Add File – Share Now)

Click Here to Add Files
Click Here and then Here to Share a Specific File

Share File
(PowerPoint – Converted)
Share Polling

(Multiple Choice or Yes/No Choices)
Share Polling
(Multiple Choice)

Share Polling
(Yes/No Choices)
Share Breakout Groups

[Image of a screen showing the Share Breakout Groups feature in a software interface.]

Click Here

Share Breakout Groups

[Image of a screen showing the Breakout Groups feature in a software interface.]

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Stop Share

Settings
Settings
(Audio and Video)

Settings
(Notification)
Settings
(Session)

Start/Stop Recording | Leave Session
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

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
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
My Contact Information

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• Feel free to call or text me