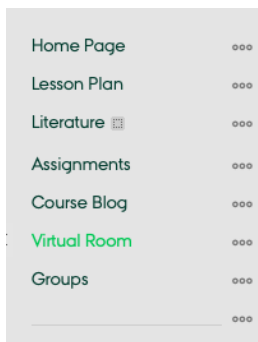# Use Collaborate via Virtual Room in Blackboard

The Blackboard Collaborate is a video conferencing system and all teachers at Faculty of Arts can access through Blackboard. Chrome browser is preferable when you want to use Collaborate.
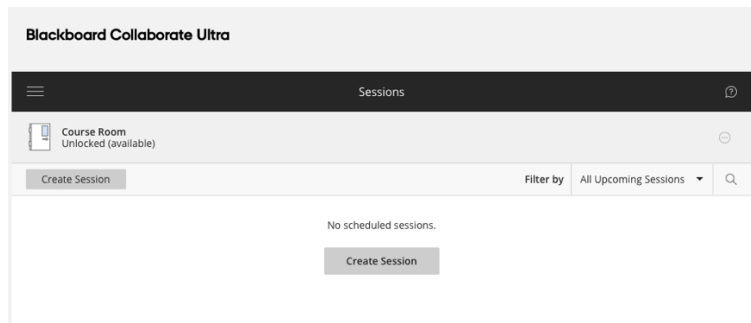
THIS IS HOW TO DO:
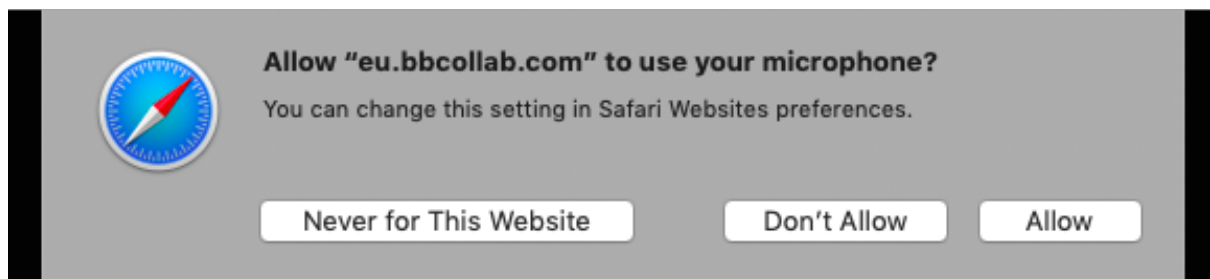
1. Access the Virtual Room menu item.

If you have previously deleted this menu item, you can add it again as a regular Tool Link (Tool Link can be found at the + just above the menu):
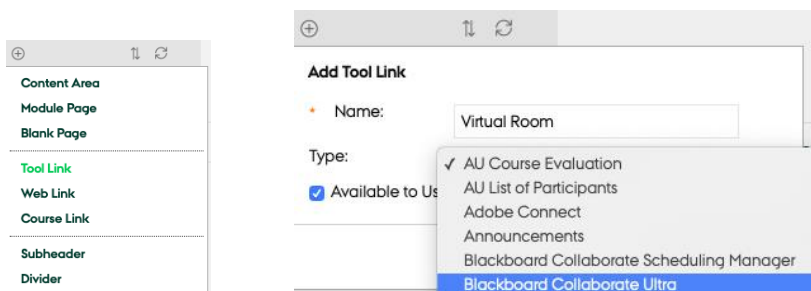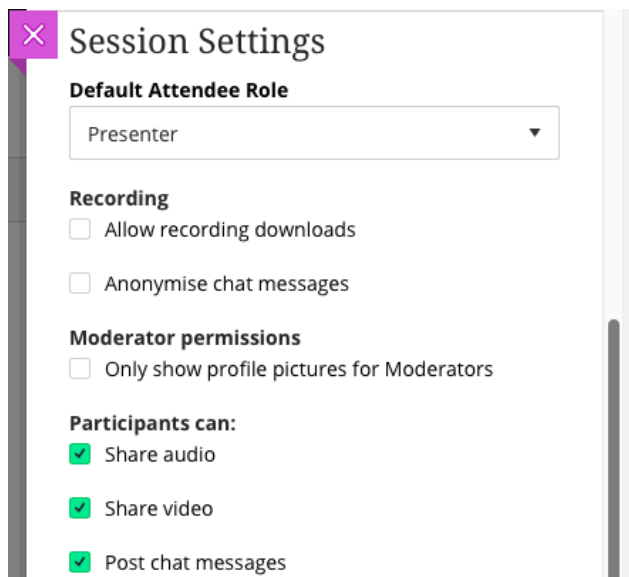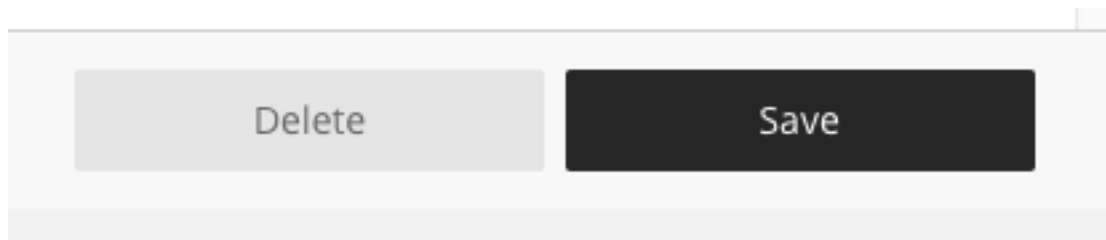
2. **Open** Course Room

3. You may be asked to authorize Collaborate's access to your PC's microphone.

4. You can change the Settings in the menu at the right. We recommend to change the student role from Participant to Presenter.
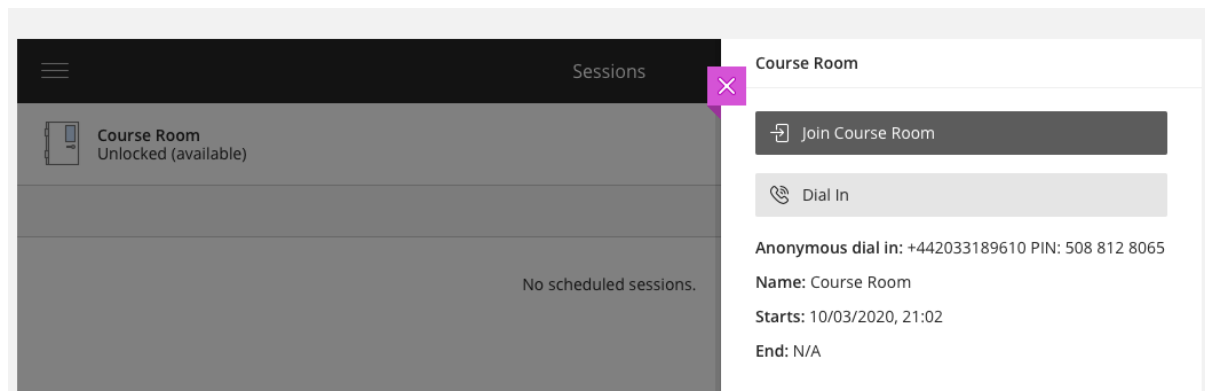
5. Remenber to *Save* at the bottom of the Settings-menu.


6. **Select** Join Course Room

7. At the screendump below you see the student view. The students must go to *Virtual Room* **> select** Course Room **> select** Join Course Room

8. Now the video conference is open. From the menu (on the left) it is possible to record the meeting. Select Start Recording. **Participants with the role of participant or presenter (which we recommend) cannot download recordings from Collaborate unless they are allowed through the teacher's selection in the** Allow recording Downloads **box (see image under item 4 of this guide)**
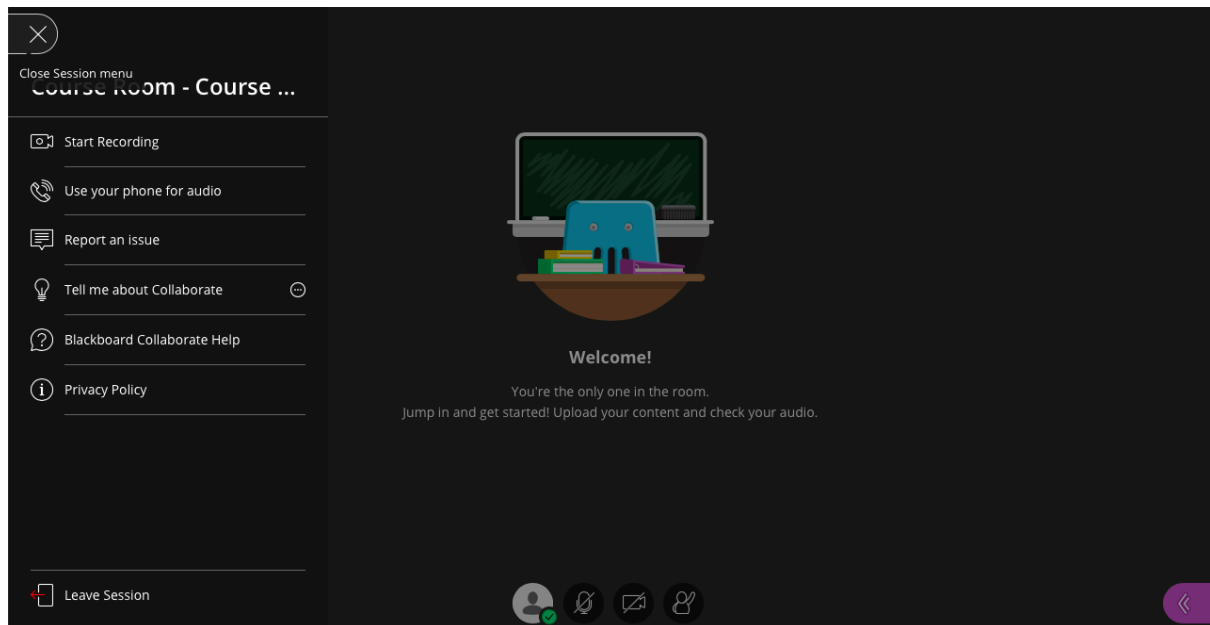
9. At the bottom of the screen it is possible to set microphone (on / off) and camera (on / off). It is also possible for students to *raise hands* and mark that they will ask a question. The person icon on the left can be replaced by a profile picture.
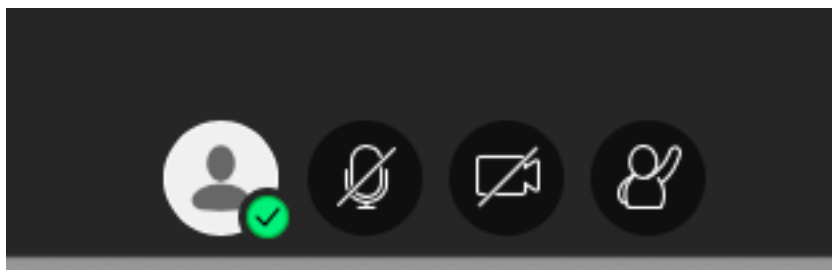
10. At the purple icon on the right you find a Chat.
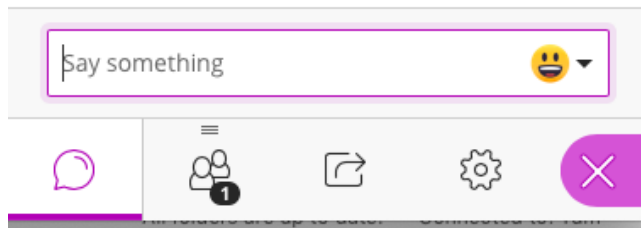
11. **Sharing is also possible. Select** Share Content.
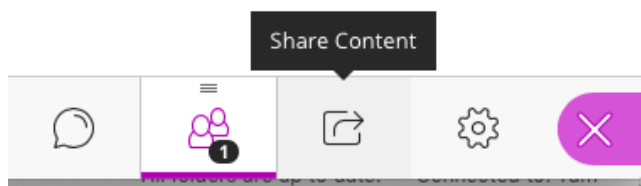
12. See below what types of content is possible to share with the students.

Share Content

Primary Content

 Share Blank Whiteboard

 Share Application/Screen

 Share Files >

Secondary Content

 Polling >

 Timer >

Interact

 Breakout Groups >

13. If the students has the Presenter-role (Session Settings), it is possible for them to share content as well.

Share Content

Primary Content

Share Blank Whiteboard

Share Application/Screen

Share Files   >

14. Select Leave Session when the session it over.

Course Room - Course ...

Start Recording

Use your phone for audio

Report an issue

Tell me about Collaborate   ⊖

Blackboard Collaborate Help

Privacy Policy

Leave Session
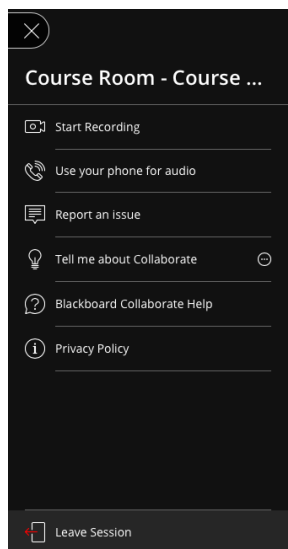
15. You are notified as shown below and you can close the browser.

You've left the session and can close your browser window.
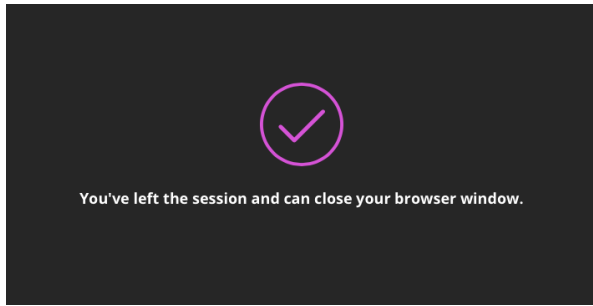
16. Have you recorded your session, you find the recording at this menu:

17. Select Recordings. The students find the recordings at the same place.

Blackboard Collaborate Ultra

Blackboard
Collaborate

Sessions

Birthe Aagesen

Course Room
Unlocked (available)

Sessions

Recordings

Create Session   Filter by   All Up

No scheduled sessions.

Create Session