

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.

Home Page	000
Lesson Plan	000
Literature 🔳	000
Assignments	000
Course Blog	000
Virtual Room	000
Groups	000
	000

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):

	\oplus	1 C
⊕ 1↓ C Content Area	Add Tool Link	
Module Page Blank Page	 Name: 	Virtual Room
Tool Link Web Link	Type:	AU Course Evaluation AU List of Participants
Course Link		Adobe Connect Announcements
Subheader		Blackboard Collaborate Scheduling Manager
Divider		Blackboard Collaborate Ultra

2. Open Course Room

Blackboard Collaborate Ultra				
Course Room Unlocked (available)				
Create Session Filte	by All Upcoming Sessions 👻 🔍			
No scheduled sessions. Create Session				

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

Allow "eu.bbcollab.com" to use your microphone? You can change this setting in Safari Websites preferences.	
Never for This Website Don't Allow Allow	

4. You can change the Settings in the menu at the right. We recommend to change the student role from Participant to Presenter.



5. Remember to Save at the bottom of the Settings-menu.



→ 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

	Sessions	Course Room
Course Room Unlocked (available)		윤 Join Course Room 양 Dial In
No sch	eduled sessions.	Anonymous dial in: +442033189610 PIN: 508 812 8065 Name: Course Room Starts: 10/03/2020, 21:02 End: N/A

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)

X		
Close S	ession menu urse Room - Course	
୍ର	Start Recording	
Ċ	Use your phone for audio	
Ę	Report an issue	
Ŷ	Tell me about Collaborate 💮	
?	Blackboard Collaborate Help	Welcome!
í	Privacy Policy	You're the only one in the room. Jump in and get started! Upload your content and check your audio.
(Leave Session	

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.

Say sor		(<mark>₩</mark> •	
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11. Sharing is also possible. Select Share Content.



12. See below what types of content is possible to share with the students.

Primary Content			
Share Blank Whiteboard			
Share Application/Screen			
Share Files	>		
Secondary Content			
Polling	>		
Timer	>		
Interact			
Breakout Groups	>		

Share Content

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.

\mathbf{X}	
Co	urse Room - Course
o ;	Start Recording
Ċ	Use your phone for audio
Ę	Report an issue
Ŷ	Tell me about Collaborate 💮
?	Blackboard Collaborate Help
í	Privacy Policy
	Leave Session

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



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	
8 Birthe Aagesen	Course Room Unlocked (available)		
Sessions	Create Session	Filter by All Up	
Recordings		No scheduled sessions. Create Session	