Blackboard Collaborate

Blackboard Collaborate is a real-time, virtual and live classroom that allows you and your teacher and other students in your class to interact in a virtual classroom space. It has a ‘whiteboard’ and has the capacity for recording sessions.
Contents

What you need to use Blackboard Collaborate .............................................................................................................. 3
Assistance ....................................................................................................................................................................... 3
Setting Up ....................................................................................................................................................................... 4
Using Blackboard Collaborate ......................................................................................................................................... 6
Checking your access to Blackboard Collaborate ........................................................................................................... 9
Blackboard Collaborate Screen Navigation .................................................................................................................. 10
WHAT YOU NEED TO USE BLACKBOARD COLLABORATE

To use Blackboard Collaborate for study at South West TAFE you need:

• Internet connection – preferably broadband.
• Internet Explorer 6.0 or later or Mozilla Firefox 2.0 or later. Other browsers may also work.
• Java 1.5 or later.

Web conferencing (talking over the internet) needs some or all of the following equipment:

• Headset with earphones and microphone.
• Webcam (optional or check if necessary with your teacher).
• A quiet space where you can talk and listen on the internet without being interrupted.

ASSISTANCE

If you are having any problems with Blackboard Collaborate, please contact your teacher or our helpdesk for assistance.

Email: icthelpdesk@swtafe.vic.edu.au
Phone: 03 55 64 8976  8.30am to 5pm - Monday to Friday
SETTING UP

When it is your first time using Blackboard Collaborate or using a different computer, please follow the process below. You only have to do this once if you use the same computer each time.

PRIVACY SETTINGS

1) From Internet Explorer, click on the **Tools** icon. You will find this to the right of the address bar.

2) Click on ‘**Internet Options**’

3) Click on the ‘**Privacy**’ tab, then click on **Sites**

4) Type `blackboardcollaborate.com` in the space in the middle, then click on the **Allow** button.

   (Make sure you type accurately, don’t put `www` at the start, and don’t click on ‘Block’ by mistake.)
5) The Blackboard Collaborate address will appear in the white area in the bottom half of the window with the words Always Allow in the setting.

Click the OK

Then OK again

POP UP SETTINGS

You also need to allow pop-ups. Depending on your location, you may choose to allow all pop-ups, or specifically allow pop-ups from www.Blackboard Collaborate.com. It is safer to limit pop-ups to sites that you trust.

1) In Tools Internet Options, click on the Privacy tab, then Settings
2) Add blackboardcollaborate to the list of allowed pop-ups in the same way you did for Privacy settings above. 
   Click **add**

   ![Image of Pop-up Blocker Settings]

   Click **close**

   ![Image of Pop-up Blocker Settings]

**USING BLACKBOARD COLLABORATE**

When using Blackboard Collaborate, students and teacher can converse to discuss workbook tasks, other relevant documents and current issues.

While participating in a Blackboard Collaborate session, you will need a headset with a microphone to be able to hear and to speak. Some laptop computers have built in speakers and microphones. Even with these, you may find it is better to use a headset and microphone to avoid creating feedback echoes.

It is also important to be in a quiet place where you can speak and listen without interruption for the duration of the class. You may need to advise your family or workmates that you will be busy talking to people online, even though you are alone in the room. They may not understand at first why you don’t want any interruptions. Spending a little time beforehand to explain what is happening can help everyone adjust to the situation.

**The following instructions may vary according to the versions of Internet Explorer and Java on your computer. If you are having any difficulty please phone the ICT helpdesk 5564 8976.**

To access Blackboard Collaborate sessions, you will receive an email containing a hyperlink from your teacher/administrator or the hyperlink will appear in your SW TAFE Online course.
Click on this hyperlink less than an hour before the starting time and follow the instructions carefully. The session is usually open about an hour before hand to allow everyone to get their microphone etc. working.

*When it is your first time connecting or using a different computer, please follow the next steps.*

Click on the link provided by your teacher. This will either be via email or SWTafe Online

1) Select **Download**

2) A security warning box will appear Click **Yes**.

3) Select **OK**

4) Select **RUN** (bottom of your screen). A download complete box will appear at the bottom of the screen.

   This may take a few minutes.

5) Click **next**
6) Click **install**

7) Click **finish**

8) Click **join**

_The following process will now occur each time you login to a session._

1) Click on the link provided to you by your teacher

   Type in your first name and surname. This name will appear in the participants list on the main page.

2) Select **open**

3) Select **accept**
4) Select
   - Cable/DSL if you are on a network at work or school
   - wireless if you are connecting via Wi-Fi
   - ‘56 Kbps dialup’ if you connect via a phone line

Click ‘apply’ then ‘OK’ after you have made your choice.

(It sometimes takes a guess as a default, try it)

5) To change the connection speed after you have logged in.

   Click:
   - Edit
   - Preferences
   - Connection (refer to step 4))
   - Prompt for Speed: leave at ‘When Location Changes’

Congratulations, you have made it through the login process. Next time you connect from this computer, it will be much quicker. Your computer will remember some of the settings and have some parts of the program already in its storage so you will be connected much faster.

CHECKING YOUR ACCESS TO BLACKBOARD COLLABORATE

How do I check if my computer and Blackboard Collaborate connection and audio settings are ready?

Click the “Configuration Room” link below and follow the message(s) on screen. This room will enable you to test your connection and configure your audio. Depending on your internet connection, the Configuration Room may take a moment to load.

Configuration Room link

You can test your microphone and head set speakers via Tools, Audio - Audio Setup Wizard in the Configuration Room also.

The Configuration Room is NOT the room your class will take place in. Please try and check your computer at least a day before your class if possible and contact your teacher or ICT Helpdesk if you have any problems.
BLACKBOARD COLLABORATE SCREEN NAVIGATION

Title Bar

Menu Bar

Click to talk or video (web cam)

Participants

Chat Panel

Click here to chat

Audio / Web Cam view

Response Tool Bar

Whiteboard Tool Bar

Whiteboard