



University Information
Technology Services

Blackboard Collaborate for Students

Participants Guide

University Information Technology Services

Training, Outreach, Learning Technologies and Video Production

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University Information Technology Services

Blackboard Collaborate for Students – Participants Guide

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Introduction

Blackboard Collaborate is an online learning and collaboration platform that integrates into Desire2Learn. With Collaborate, you can have live, two-way interaction with your professor and classmates, share media, and give presentations.

Learning Objectives

After completing the instructions in this booklet, you will be able to:

- Perform a first time setup, and configure audio and video
- Understand the Blackboard Collaborate interface
- Access any Blackboard Collaborate sessions that have been archived by your professor
- Utilize the presenter tools

System Requirements

Windows

- **Windows XP, Windows Vista, Windows 7, or Windows 8**
- Current version of Internet Explorer, Firefox, or Chrome
- Speakers, microphone, headset, or (optional) webcam
- Internet connection

Mac OS X

- **Mac OS X 10.6** or higher with G4, G5 or Intel processor
- Current version of Safari, Firefox, or Chrome
- Speakers, microphone, headset, or (optional) webcam
- Internet connection

Other Requirements

- Most current Java plug-in needed from www.java.com.
- Pop-up blocker for your web browser must be disabled.
- You must allow Collaborate firewall access if prompted.
- You must allow the Java session when prompted.

Mobile Devices

Blackboard Collaborate supports mobile device use through its Mobile Web Conferencing feature and the Blackboard Collaborate Mobile app. Some features may not be supported on mobile devices.

Additional information on system requirements can be found on the Collaborate Support site at: <http://support.blackboardcollaborate.com/ics/support/default.asp?deptID=8336&task=knowledge&questionID=1443>

Accessing a Session

Blackboard Collaborate sessions are created by your instructor. The following explains how to access a session via the link to Blackboard Collaborate in the content browser.

Note: Firefox was used when creating this booklet. Other browsers may vary.

- 1) Log into Desire2Learn at d2l.kennesaw.edu and enter your course.
- 2) Click on **Content**. The *Content Browser* will display (see *Figure 1*).



Figure 1 - Content

- 3) Click on the **link** to the Live Classroom within your course module (see *Figure 2*).

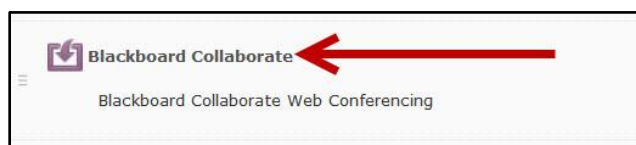


Figure 2 - Live Classroom Link

- 4) A list of available sessions will appear. Click on the **session** you wish to enter (see *Figure 3*).



Figure 3 - Entering Collaborate Session

- 5) Click the **Join** button (see *Figure 4*).

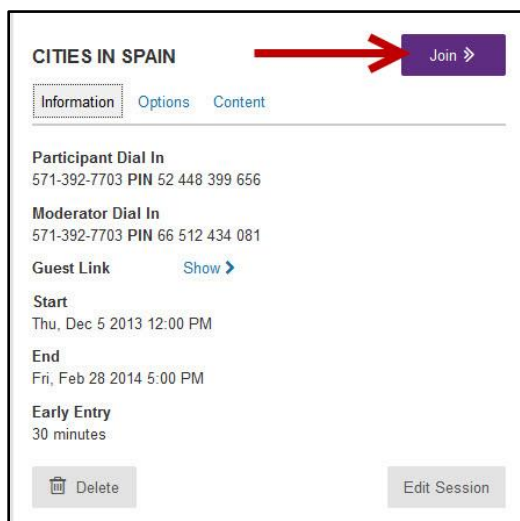


Figure 4 - Join Session

- 6) The *Launching Blackboard Collaborate* page will open and you will be prompted to open a file (see *Figure 5*).

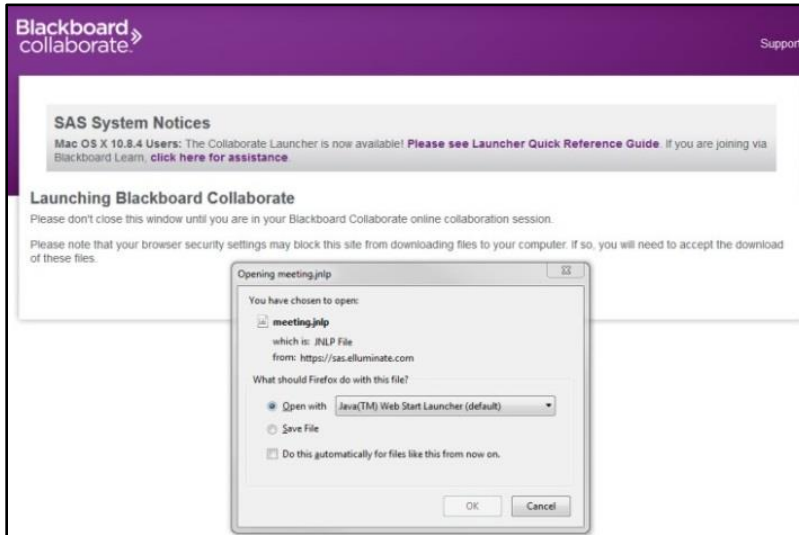


Figure 5 - Launching Blackboard Collaborate

Note: Firefox was used when creating this guide. Depending on your web browser's download settings, it may save the file to your computer. If so, access the downloads folder for your browser and open the *meeting.jnlp* file.

- 7) Select **Open with Java (TM) Web Start Launcher (default)** and click the **OK** button (see *Figure 6*).

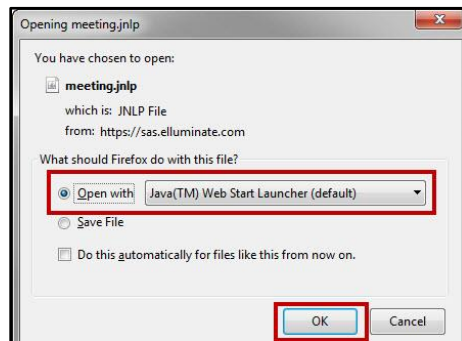


Figure 6 - Open Java Web Start File

- 8) A security warning will appear. Click the **Run** button (see *Figure 7*).

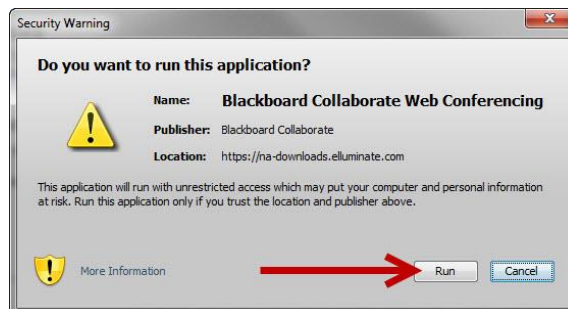


Figure 7 - Run Application

Note: If you receive a notification that your firewall is blocking the application, click on **Allow Access** to run (see Figure 8).



Figure 8 - Allow Firewall Access

9) The *Blackboard Collaborate Participant Agreement* will appear the first time you access a session from your computer. Click the **Accept** button (see Figure 9).

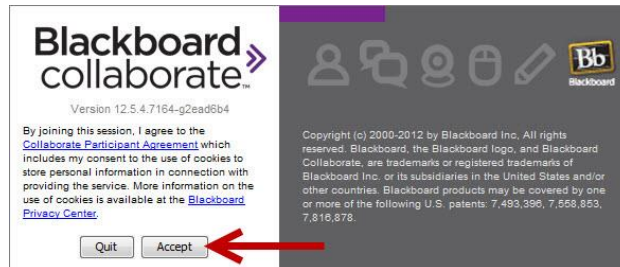


Figure 9 - Participant Agreement

10) The *Select Connection Speed* window will appear. Select your **connection speed** from the dropdown menu (see Figure 10).



Figure 10 - Select Connection Speed

Note: Check the **Don't show this dialog again** box to skip this step next time you log in from the same computer.

11) Click the **Ok** button.

12) The Blackboard Collaborate session will open and the *web conferencing room* will appear.

The Web Conferencing Room

The Blackboard Collaborate Web Conferencing Room is made up of four main areas: the [Audio & Video panel](#), the [Participants panel](#), the [Chat panel](#), and [the Whiteboard](#) (see *Figure 11*).

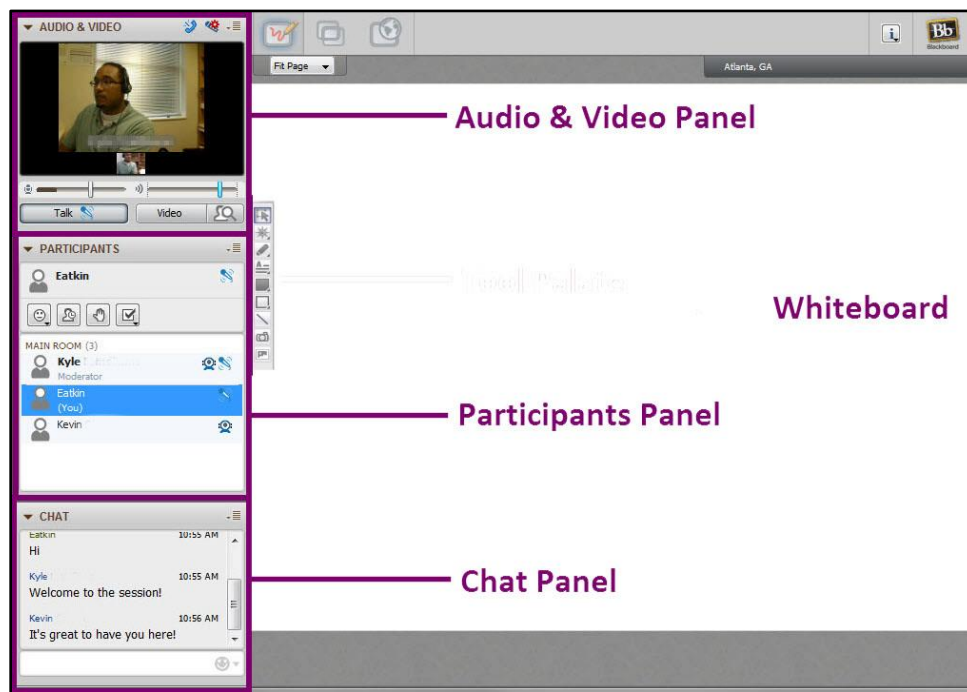


Figure 11 - Web Conferencing Room Overview

The Audio & Video Panel

The Audio & Video panel is where you will first come to setup your microphone, speakers, and (optional) webcam. It also holds the options for audio and video. This panel contains the following components (see *Figure 12*):



Figure 12 - Audio & Video Panel Overview

- 1) Expand/collapse panel
- 2) Access Teleconference, Audio Setup Wizard, and Options
- 3) Microphone and Volume controls
- 4) Talk button
- 5) Transmit video & preview video button

Setting Up Audio

Before your first Blackboard Collaborate session begins, you will want to access the session to run the Audio Setup Wizard.

- 1) Enter your Blackboard Collaborate session and click the **Audio Setup Wizard** button in the top-left corner of the *Audio & Video Panel* (see *Figure 13*).

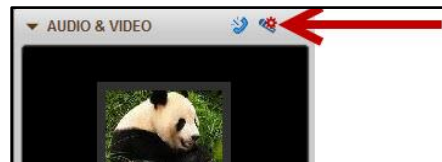


Figure 13 - Click Audio Setup Wizard

- 2) The *Select Audio Output Device* window will appear (see *Figure 14*).

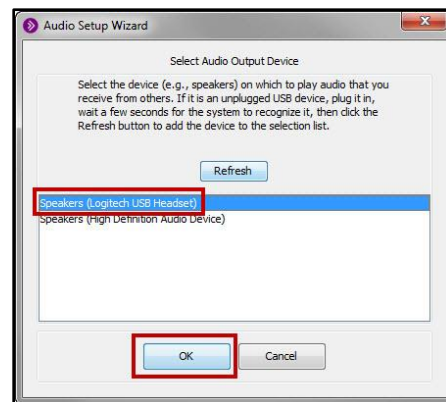


Figure 14 - Select Audio Output Device

- 3) Select the *Audio Device* that you want to use to listen to the web conference, and click the **OK** button.
- 4) The *Speaker Setup* window will appear. Click the **Play** button and move the slider to adjust the volume to a comfortable listening level (see *Figure 15*).



Figure 15 - Speaker Setup

- 5) The Audio Setup Wizard will play a short message to test your speakers. Once the message is finished, the Audio Setup Wizard will ask if you were able to hear sound (see *Figure 16*).



Figure 16 - Speaker Setup Confirmation

- 6) Click the **Yes** button if you could hear the message. If not, click the **No** button and the *Audio Setup Wizard* will give you additional steps to troubleshoot your audio problems and an option to try again.
- 7) The *Select Audio Input Device* window will appear (see *Figure 17*).



Figure 17 - Select Audio Input Device

- 8) Select the *Audio Device* that you want to use to talk during the web conference, and click the **OK** button.
- 9) The *Microphone Setup* window will appear with additional instructions to follow while setting up.

10) Click the **Record** button to begin testing your selected microphone (see *Figure 18*).



Figure 18 - Microphone Setup

11) Speak into your microphone and adjust the volume slider to adjust the recording volume. Click the **Stop** button to end recording.

12) The *Microphone Playback* window will appear. Click the **Play** button to listen to your test recording (see *Figure 19*).



Figure 19 - Microphone Playback

13) The Audio Setup Wizard will play your test recording. Once playback has finished, the *Audio Setup Confirmation* window will appear and will ask if you are comfortable with the recording volume (see *Figure 20*).

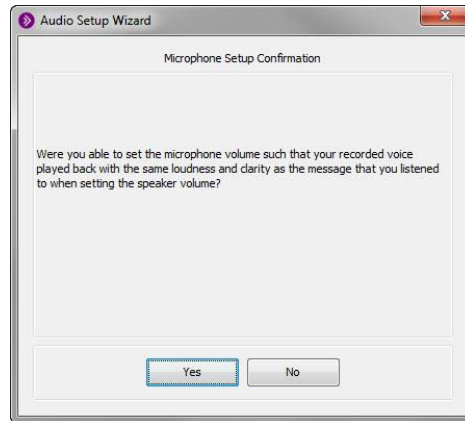



Figure 20 - Microphone Setup Confirmation

14) Click the **Yes** button if the recording volume is ok. If not, click the **No** button and the *Audio Setup Wizard* will give you additional steps to troubleshoot your audio problems and an option to try again.

15) Audio setup is now complete. Click the **OK** button to return to your active session (see *Figure 21*).



Figure 21 - Audio Setup Complete

Note: You can run the *Audio Setup Wizard* at any time by clicking on the **Audio Setup Wizard** button.  It is recommended that you run the *Audio Setup Wizard* the first time you access a Blackboard Collaborate session from a different computer.

Setup Video

If you would like to transmit video during the Collaborate session, and have already installed a webcam, you can set it up in the options under the *Audio & Video Panel*.

- 1) In the *Audio & Video Panel* in the upper-left corner, click on the options dropdown menu (see *Figure 22*).

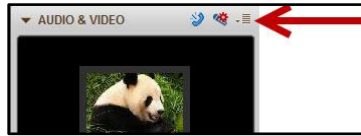


Figure 22 - Click Options

- 2) Click on **Camera Settings** in the dropdown menu (see *Figure 23*).



Figure 23 - Select Camera Settings

- 3) The *Preferences/Camera Settings* window will appear. Select your **webcam** from the dropdown menu (see *Figure 24*).

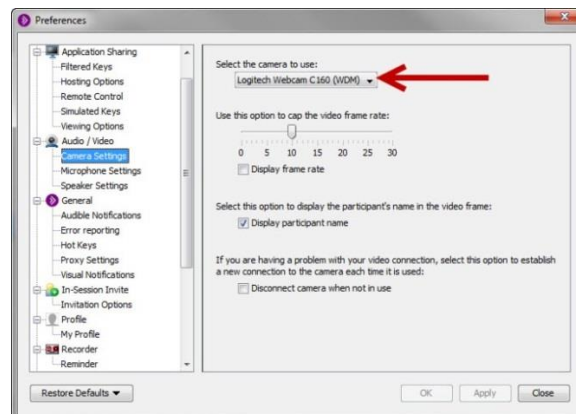




Figure 24 - Select Webcam

- 4) Click the **OK** button. You will be returned to your active session.
- 5) To test your video, click the **Preview Video** button  (video will not be transmitted to other participants in your session).
- 6) To transmit video, click the **Video** button. 

The Participants Panel

The Participants Panel contains information about you and other participants in the current Blackboard Collaborate Session. It also contains tools you can use to interact with the rest of the class (see *Figure 25*):

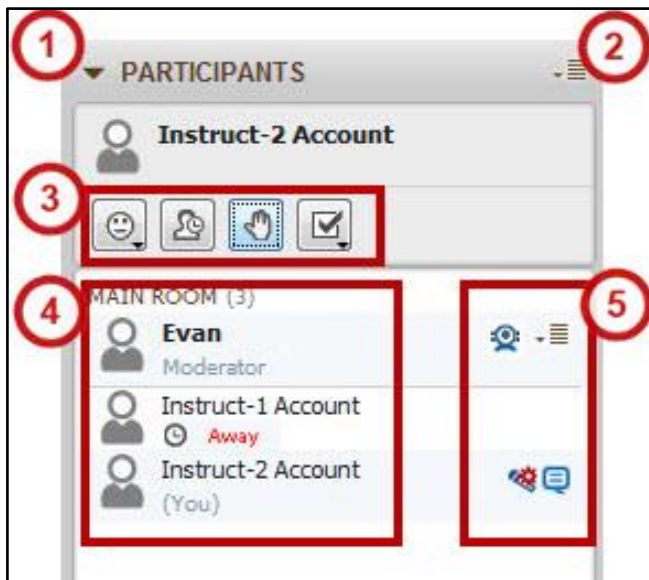


Figure 25 - Participants Panel Overview

- 1) Expand/Collapse panel
- 2) Options
- 3) Feedback Menu, Step Away, Raise Hand, and Polling Response Buttons
- 4) Participants List
- 5) Activity Indicators

Adding Feedback

Moderators and participants can select feedback to express a reaction to a presentation. The feedback will appear under your log-in name for a short time and then disappear.

- 1) On the *Participants Panel*, hover your mouse over the **Feedback Menu** button (see *Figure 26*).

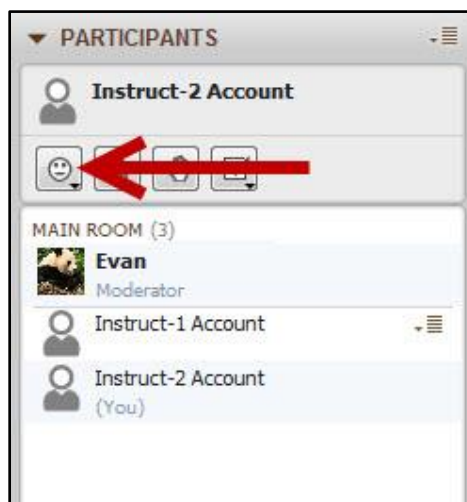


Figure 26 - Feedback Menu

2) The *Feedback Menu* dropdown will appear. Click on a **feedback icon** (see *Figure 27*).



Figure 27 - Feedback Icons

3) Your selection will display under your log-in name and disappear after a few seconds (see *Figure 28*).



Figure 28 - Feedback Selection

Note: The following keyboard shortcuts can also be used to make quick selections (see *Figure 29*):

Icon	Emotion	Windows Keyboard Shortcuts	Mac Keyboard Shortcuts
😊	Show Smiley Face	Alt+1	Option-1
😂	Show LOL	Alt+2	Option-2
👏	Show Applause	Alt+3	Option-3
😕	Show Confusion	Alt+4	Option-4
👍	Show Approval	Alt+5	Option-5
👎	Show Disapproval	Alt+6	Option-6
⏪	Show Slower (when you want the presenter to slow down)	Alt+7	Option-7
⏩	Show Faster (when you want the presenter to speed up)	Alt+8	Option-8
(blank square)	Show None (clears all displayed feedback icons)	Alt+0	Option-0

Figure 29 - Feedback Keyboard Shortcuts

Setting Status to Away

You can indicate to others in your current session that you are temporary unavailable, while still being able to see and hear what is going on.

- 1) On the *Participants Panel*, click the **Step Away** button (see *Figure 30*).

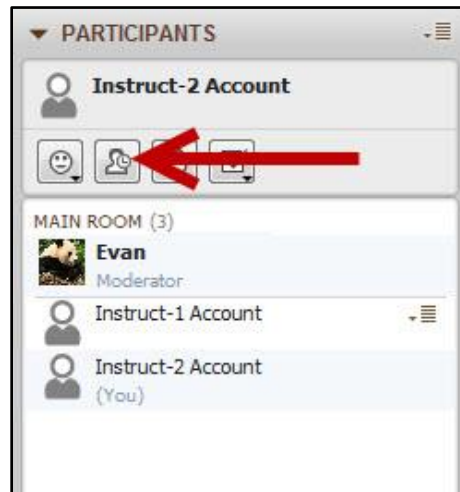


Figure 30 - Step Away Button

- 2) Your status will display as *Away* under your log-in name (see *Figure 31*).

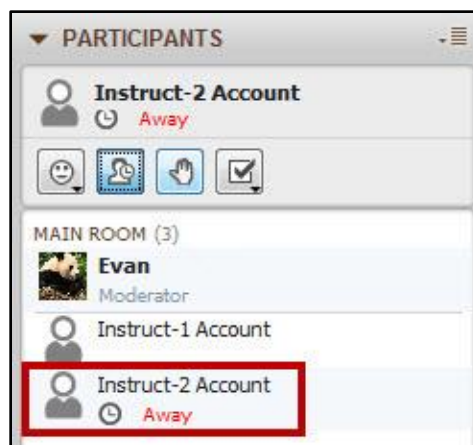


Figure 31 - Away Status

- 3) To clear your away status, click the **Step Away** button again (see *Figure 30*).

Note: The keyboard shortcut to set your away status is **Ctrl+Shift+A** on PC (**Shift-Command-A** on Mac).

Raise and Lower Your Hand

You can raise and lower your hand at any time during the session. When a participant raises their hand, their name will move to the top of the participant list under the moderator with a number to show the order their hand was raised.

- 1) On the *Participants Panel*, click the **Raise Hand** button (see *Figure 32*).

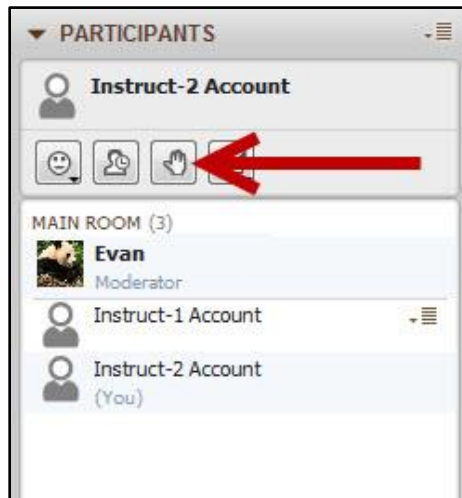


Figure 32 - Raise Hand Button

- 2) A raised hand icon will appear over your account picture, with a number representing the order your hand was raised in (see *Figure 33*).

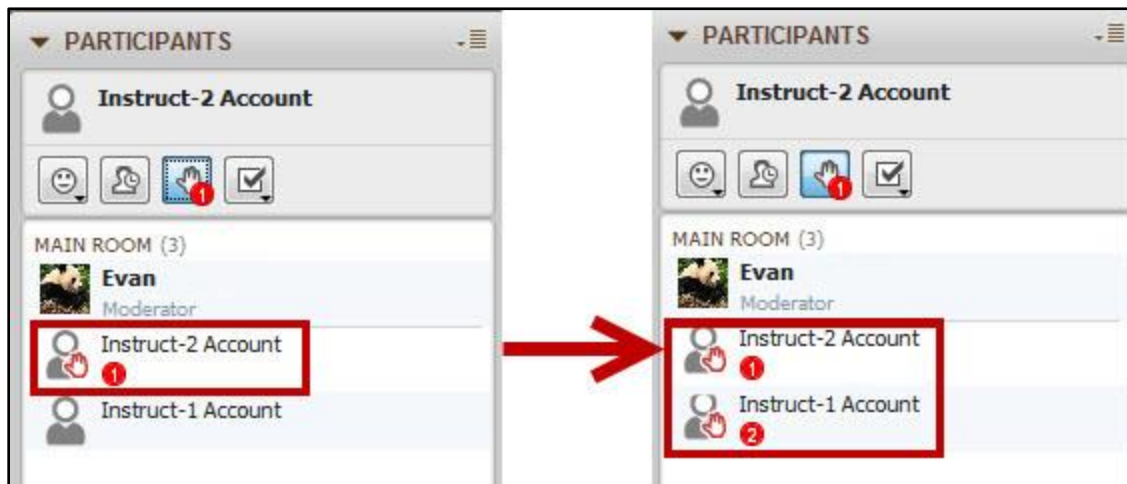


Figure 33 - Raise Hand Order

- 3) To lower your hand, click the **Raise Hand** button again (see *Figure 32*).

Note: The keyboard shortcut to raise your hand is **Ctrl+R** on PC (**Command-R** on Mac).

Participating in a Poll

At times, the moderator of the session may ask you to participate in a poll (either yes/no, or multiple-choice). When you select your response, it is displayed under your log-in name.

- 1) On the *Participants Panel*, hover your mouse over the **Polling Response** button (see *Figure 34*).



Figure 34 - Polling Response Button

- 2) The *Polling Response* menu will appear. Select your response from the dropdown menu (see *Figure 35*).

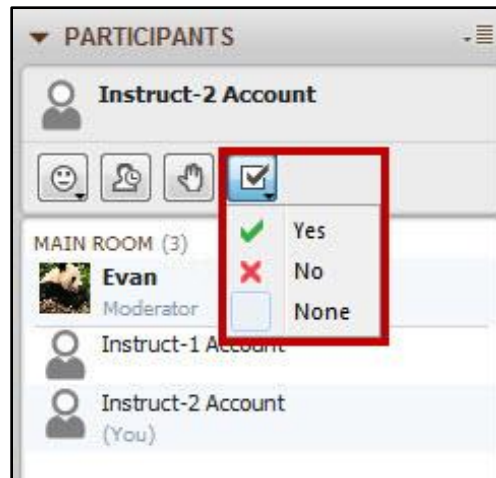


Figure 35 - Polling Response Menu

3) Your selection will appear to the right of your log-in name (see *Figure 36*).



Figure 36 - Polling Selection Displays

Note: The moderator has the option to lock the poll. The moderator will also see a summary of poll responses and will be able to publish this to the whiteboard. Once the results have been collected, the moderator can clear the results.

Understanding the Activity Indicators

There are a number of icons that can display next to a user's name in the *Participant Panel*. These icons indicate their current activity or status (see *Figure 37*).

Activity Indicator	Meaning
	User has turned on their microphone. (Using VoIP for Audio)
	The user has connected to the session via telephone.
	User is using Telephony mode for audio communications. (Using the phone for Audio.)
	User is running the Audio Setup Wizard.
	User is transmitting Video.
	User is entering a Chat message.
	Chat permission is set globally to "on" but Moderator has revoked Chat permission from this user.
	Chat permission is set globally to "off" but Moderator has granted Chat permission to this user.
	User is entering content into the Whiteboard with one of the Whiteboard drawing tools or, if the user is a Moderator, may be loading content into the Whiteboard.
	User is hosting an Application Sharing session.
	User is conducting a Web Tour or Web Push.
	User has stepped away from the session.

Figure 37 - Activity Indicators

Note: These icons will automatically display when you perform the corresponding action.

Checking Available Permissions

Certain features/tools for your Blackboard Collaborate session will either be enabled or disabled by your session moderator. To determine your level of access, check your available permissions.

- 1) On the *Participants Panel*, click on the **options** button (see *Figure 38*).

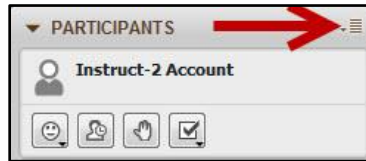


Figure 38 – Participant Options

- 2) From the dropdown menu, click on **Show My Permissions** (see *Figure 39*).

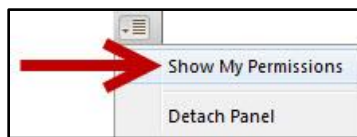


Figure 39 - Show My Permissions

- 3) Your current permissions will be displayed in the *Participants Panel* next to your session ID. Permissions that are not granted will have a *red X* over them (see *Figure 40*).

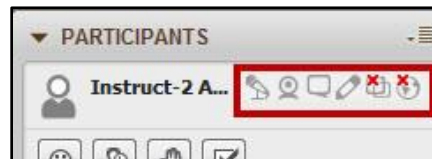


Figure 40 - Current Permissions

- 4) A list of permissions and what their icons mean is detailed below (see *Figure 41*):

Icon	Permissions
	The Audio permission allows Participants to talk in the session.
	The Video permission allows Participants to transmit video in the session.
	The Chat permission allows Participants to enter chat messages in the session. If the permission is not granted, they can still send private chat messages to Moderators and read the Chat messages.
	The Whiteboard permission allows Participants to use the drawing tools in the Whiteboard. If the permission is not granted, Participants can still view the Whiteboard content entered by Moderators.
	The Application Sharing permission allows Participants to host an Application Sharing session. If the Application Sharing permission is not granted, Participants can still view others' shared applications or desktops.
	The Web Tour permission allows Participants to host Web Tours. If the Web Tour permission is not granted, Participants can still view others' Web Tours.
	The Closed-Captioning permission allows Participants to enter text into the Closed-Captioning window. If this permission is not granted, Participants can still read the Closed-Captioning text of others.

Figure 41 - Granted Permissions

The Chat Panel

The *Chat Panel* allows you to exchange text messages with other participants in your session (see *Figure 42*):

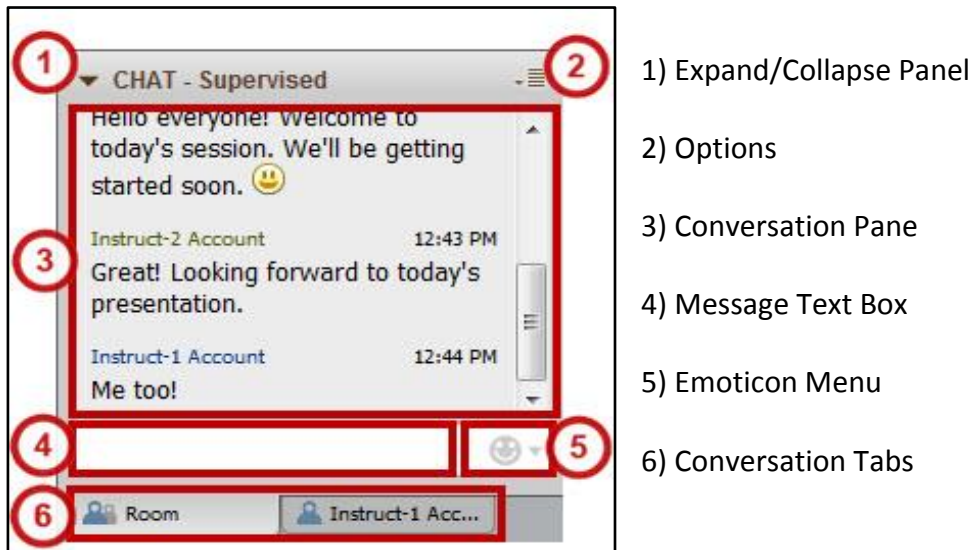


Figure 42 - Chat Panel Overview

Sending a Chat Message

You can use the *Message Text* box to send a chat message that will be seen by all session participants.

- 1) In the *Chat Panel*, click in the **Message Text Box** (see *Figure 43*).

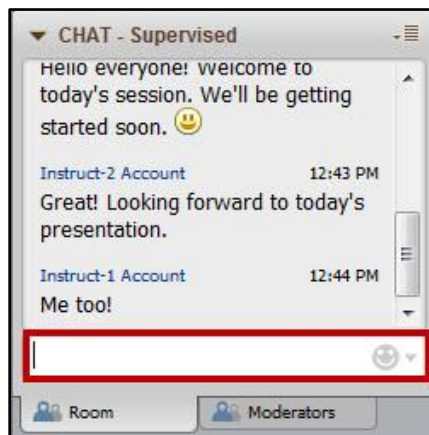


Figure 43 - Message Text Box

- 2) Type your message and press the **enter** key (see *Figure 44*).



Figure 44 - Typing Message in Message Text Box

Note: You can add emoticons to your message by clicking on the **Emoticon Menu** and selecting an emoticon.

- 3) Your message will display in the *conversation pane* and will be visible by all session participants (see *Figure 45*).

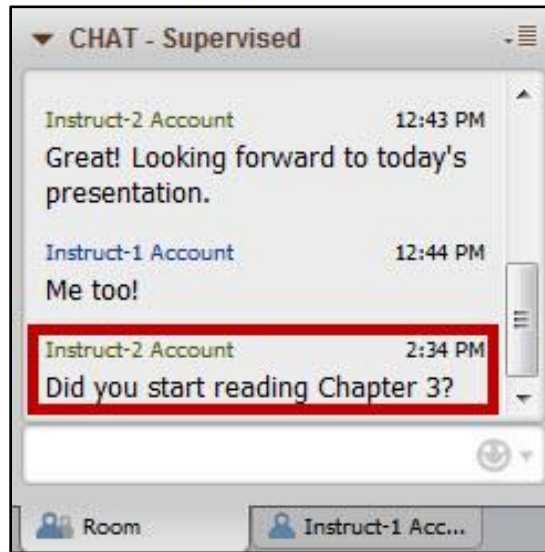


Figure 45 - Conversation Pane

Sending a Private Chat Message

You can send a chat message that will only appear to you and selected participants. However, if the session is supervised, then moderators will be able to see all private messages.

- 1) In the *Participants Panel*, right-click on the **participant's name** that you want to send a private message to.

Note: To select multiple participants, hold **CTRL** while **left-clicking** on participants you want to send a private message to, then **right-click** on a participant's name.

- 2) The options menu will appear. Click on **Send a Private Chat** (see *Figure 46*).

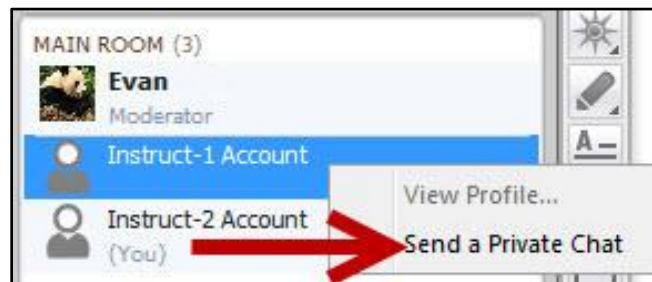


Figure 46 - Send a Private Chat

- 3) A new *conversation tab* will appear under the *message text box* with the name(s) of the participants selected for the private chat (see *Figure 47*).

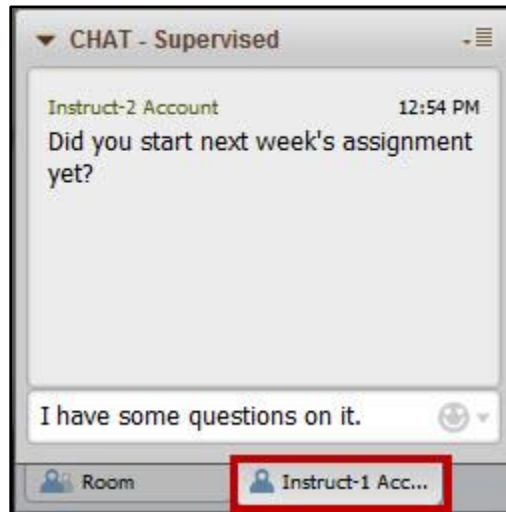


Figure 47 - Private Chat Added to Conversation Tabs

- 4) Type your message in the *message text box* and press the **enter** key (see *Figure 48*).

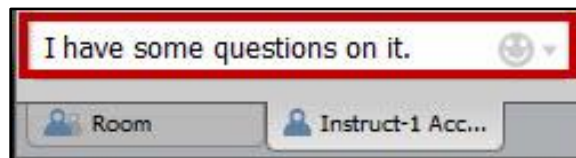


Figure 48 - Typing your Private Message

- 5) Your message will display in the *conversation pane* and will be visible to your selected participants.

Note: If your session is *supervised*, then Moderators will be able to see all “private” messages. If a session is supervised, the word “Supervised” will appear in the title of the *Chat Panel* (see *Figure 49*).

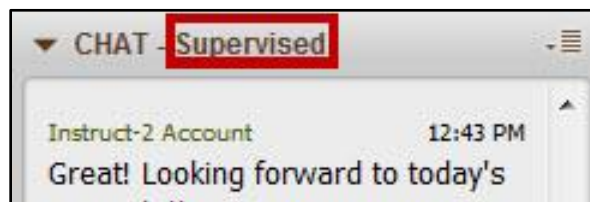


Figure 49 - Chat is Being Supervised

Saving a Chat Conversation

You can save a Chat conversation to a text file for reference. All chat files will be saved as text (.txt) files and will include all messages in your currently selected conversation tab.

- 1) Click on the **conversation tab** that you want to save (see *Figure 50*).

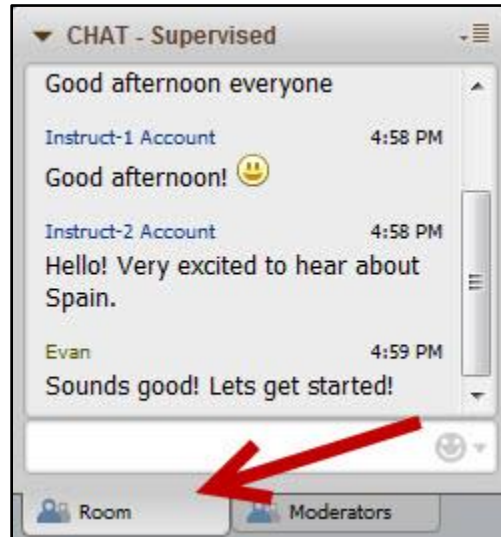


Figure 50 - Select the Conversation Tab

- 2) At the top of the Blackboard Collaborate window, click on **File** (see *Figure 51*).
- 3) Click on **Save**.
- 4) Click on **Chat**.

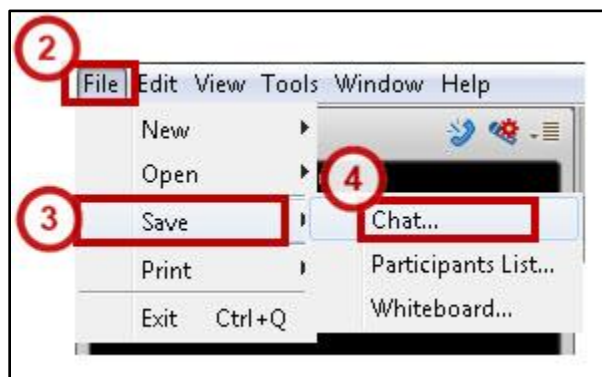


Figure 51 - Saving a Chat Conversation

- 5) Enter a file name for the text file and where you want to save it on your computer.
- 6) Click the **Save** button.

The Whiteboard

The whiteboard is where presentation material will be displayed (e.g. PowerPoint slides or websites) and where attendees can interact with the presentation by displaying images, writing, or drawing (if enabled by session moderator). The following selections are available:

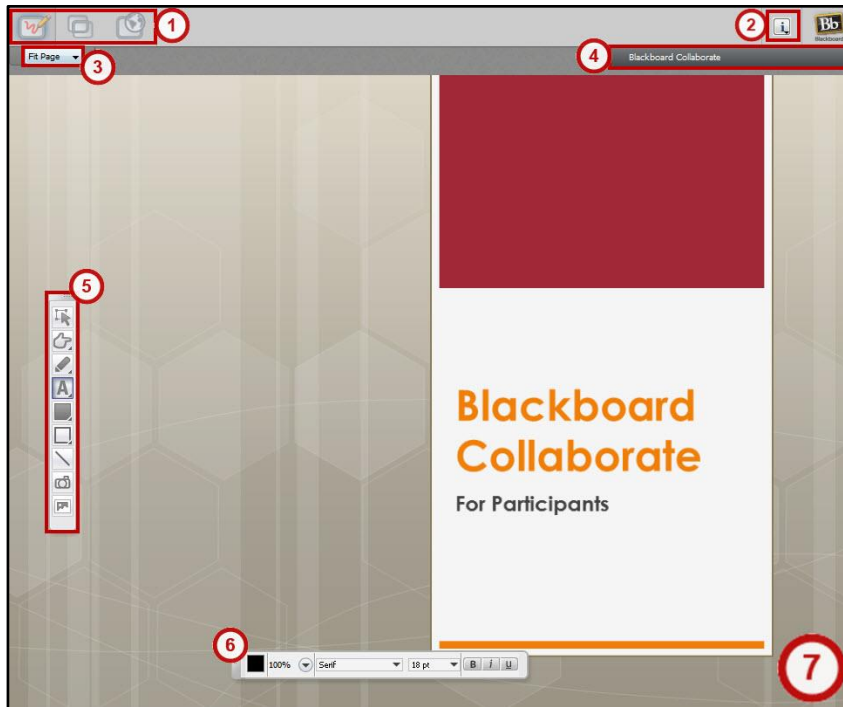


Figure 52 - Whiteboard Overview

- 1) Collaboration Tools (Whiteboard, Application Sharing, Webtour) [Note: Moderator enables];
- 2) Information Menu;
- 3) Zoom Level;
- 4) Current Page/Slide Name;
- 5) Whiteboard Tools;
- 6) Text Formatting Editor (if entering text); and
- 7) Whiteboard Page.

Whiteboard Tools

The Whiteboard Tools contain drawing and text tools that can be used to add notes, comments, or add and manipulate pictures/objects on the Whiteboard Page. The following tools can be selected from the *Whiteboard Toolbar* on the left side of the *Whiteboard Page* (see Figure 53). These must be enabled by your session moderator.

Note: Left-click on a **tool** to access additional features

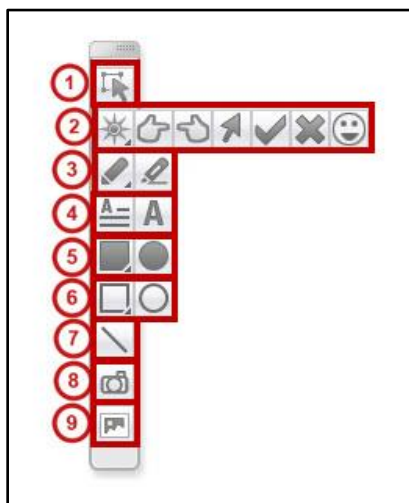


Figure 53 - Whiteboard Tools

- 1) **Selector Tool:** Select objects on the Whiteboard;
- 2) **Pointer Tools:** Draw attention to something on the Whiteboard;
- 3) **Pencil/Highlighter:** Draw or Highlight;
- 4) **Text Editor Tool:** Insert text;
- 5) **Filled Shape Tool:** Insert a filled shape;
- 6) **Empty Shape Tool:** Insert an empty shape;
- 7) **Line Tool:** Draw a line;
- 8) **Screen Capture Tool:** Take a picture of your screen; and
- 9) **Clip Art Tool:** Insert images

Saving the Whiteboard

You can save the current view of the whiteboard, select views, or save the entire presentation the instructor/moderator has uploaded to the whiteboard for later reference

- 1) At the top of the Blackboard Collaborate window, click on **File** (see *Figure 54*).
- 2) Click on **Save**.
- 3) Click on **Whiteboard**.

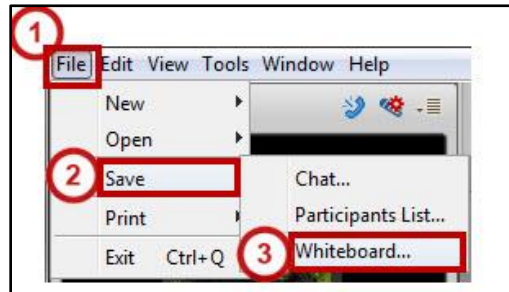


Figure 54 - Saving the Whiteboard

- 4) The *Select Pages* window will appear. Make a selection from the options provided (*Figure 55* shows current page selected).

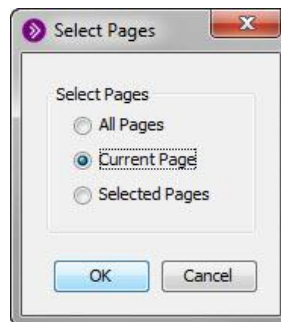


Figure 55 - Select Whiteboard Pages

- 5) Click the **Ok** button.
- 6) A window will appear asking where the file should be saved. Select a location on your computer and create a file name.
- 7) For *Files of Type*, select **Whiteboard PDF (*.pdf)** from the dropdown menu (see *Figure 56*).

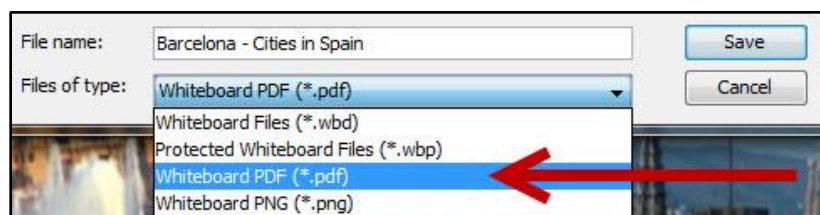


Figure 56 - Select PDF as File Type

- 8) Click the **Save** button.

About Uploading Presentations to the Whiteboard

The default permissions granted by the session moderator will not allow you to upload presentation materials on your own. In order to upload, you will either need to send your presentation materials to the moderator for upload, or the session moderator will need to grant you moderator privileges.

Uploading a PowerPoint to the Whiteboard with Moderator Privileges

The following will explain how to upload a PowerPoint with moderator privileges. Before you can upload presentation materials to a Collaborate session, the session moderator will have to have granted you moderator privileges.

- 1) In the upper-right corner, click on **Load Content** (see *Figure 57*).

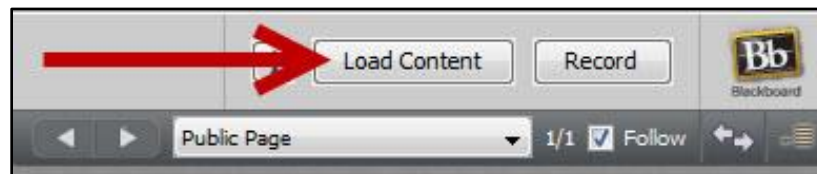


Figure 57 - Load Content

- 2) A *File Explorer* will open. Navigate to the PowerPoint you wish to upload on your computer.
- 3) Click the **Open** button.
- 4) Collaborate will begin to pull your slides from your selected PowerPoint and upload them to the Whiteboard (see *Figure 58*).

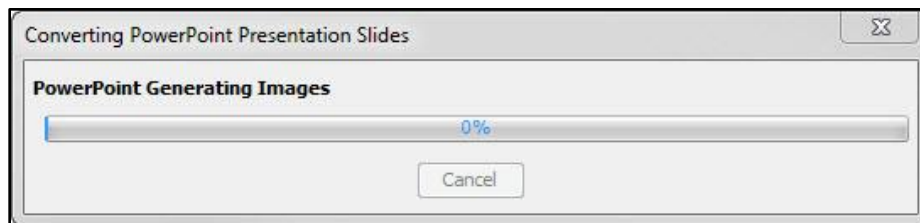


Figure 58 - Uploading PowerPoint

Note: Collaborate will not be able to upload your presentation if PowerPoint is open. Make sure the PowerPoint program is closed before attempting to upload a PowerPoint file.

- 5) The presentation will show the first slide in your PowerPoint, and the *Page Explorer* window will appear (see *Figure 59*).

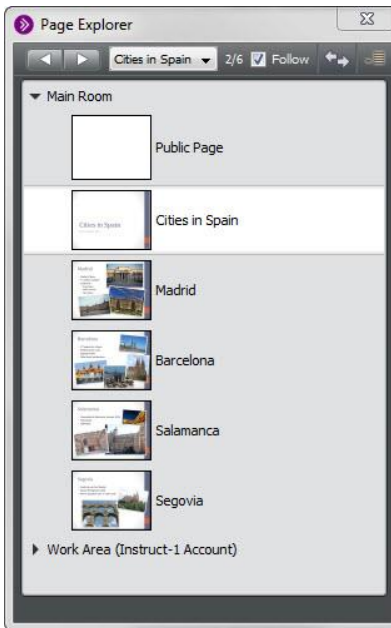


Figure 59 - Page Explorer

- 6) Use the arrow buttons at the top of the *Page Explorer* window to advance/go back in your presentation (see *Figure 60*).

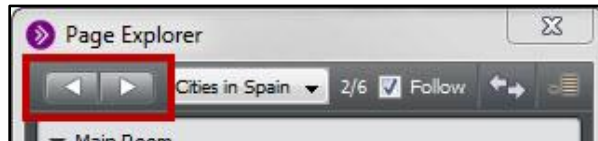


Figure 60 - Page Explorer Navigation

Application Sharing

If enabled by the session moderator, Application Sharing allows participants to share their programs or desktops with other participants in the session. Anything shared will appear in the Whiteboard Page.

- 1) Open the application that you wish to share and leave the window open.
- 2) In your Collaborate session, check your available permissions to confirm that you have access to the *Application Sharing* tool (see [Checking Available Permissions](#)).
- 3) Click on the **Application Sharing** button within the *Collaboration Tools* (see *Figure 61*).



Figure 61 - Application Sharing

- 4) A window will appear showing your available applications to be shared. Select an **application** from the list (see *Figure 62*).

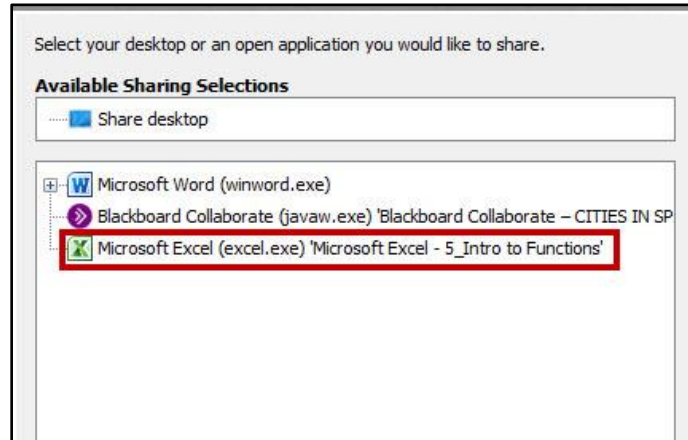


Figure 62 - Select Application to be Shared

- 5) Click the **Share** button (see *Figure 63*).



Figure 63 - Share Application

- 6) A hosting notification will display. Click the **OK** button (see *Figure 64*).

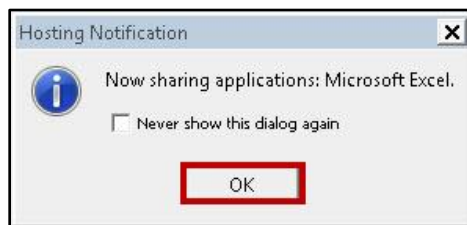


Figure 64 - Hosting Notification

- 7) Collaborate will now be sharing your application. The area contained within the yellow border is what is transmitted to other members in your session (see *Figure 65*).

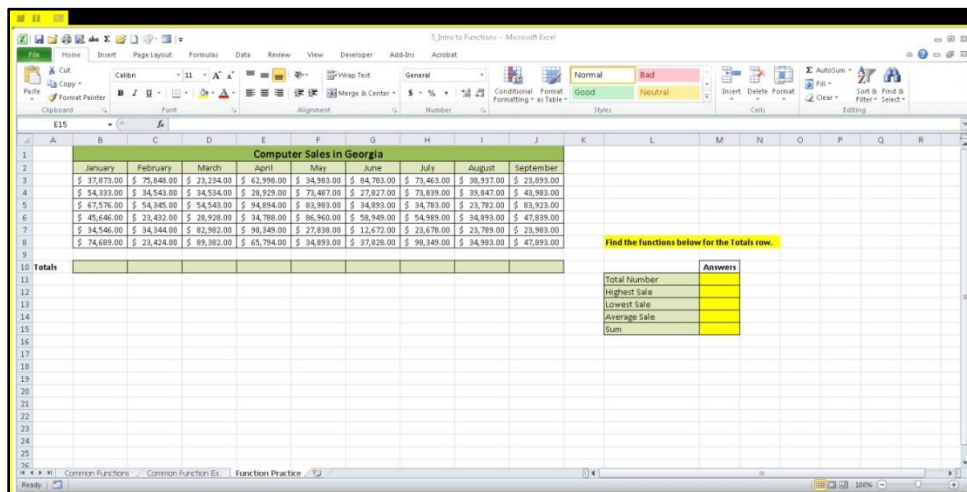


Figure 65 - Application Sharing Window

- 8) To pause application sharing, click the pause icon in the upper-left corner of your shared application (see *Figure 66*).



Figure 66 - Pause Application Sharing

Note: When application sharing is paused, session participants will still see the application, but no current actions you are taking.

- 9) To stop application sharing, click the stop icon in the upper-left corner of your shared application (see *Figure 67*).



Figure 67 – Stop Application Sharing

Web Tour

If enabled by the session moderator, the Web Tour tool allows participants to share web pages with other participants in the session. Anything shared will appear on the Whiteboard Page.

Participants will be able to freely browse to other pages in the Web Tour, independent of the pages to which the moderator browses, unless *Follow Me* is enabled. With *Follow Me* enabled, when the moderator moves to a new page, participants will be redirected to the new page.

- 1) In your Collaborate session, check your available permissions to confirm that you have access to the *Web Tour* tool (see [Checking Available Permissions](#)).
- 2) Click on the **Web Tour** button within the *Collaboration Tools* (see *Figure 68*).



Figure 68 - Web Tour

- 3) In the *address field*, type the web address you wish to visit and press the **Enter** key (see *Figure 69*).



Figure 69 - Enter Web Address

Note: With *Follow Me* enabled, when the moderator moves to a new page, participants will be redirected to the new page.

- 4) The webpage will open within the *Whiteboard* area of your session and you will be able to browse the webpage as usual (see *Figure 70*).



Figure 70 - Web Tour View

- 5) To stop the *Web Tour*, click on the **Whiteboard** button within the *Collaboration Tools* (see *Figure 71*).

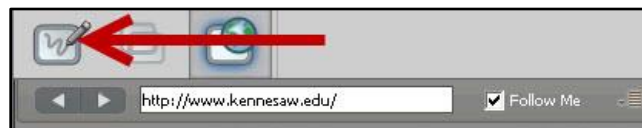


Figure 71 - Select Whiteboard

Teleconferencing into a Session

If enabled by the session moderator, the teleconferencing feature enables you to connect to the current Collaborate session via telephone/mobile phone and use your phone for audio communications. This is particularly helpful if you are experiencing problems with audio, or do not have access to a computer. While teleconferencing, you will be able to communicate with other users and your communications will be captured in any session recordings.

- 1) In the *Audio & Video* panel, click on the **Use Telephone for Audio** button (see *Figure 72*).



Figure 72 - Use Telephone for Audio

2) The *Use Telephone for Audio* window will appear with a phone number and PIN (see *Figure 73*).



Figure 73 – Unique Conference Connection Information

- 3) Use your phone to call the number. When prompted, enter the PIN using your phone.
- 4) After a pause, you will hear a confirmation tone followed by a message confirming your connection to the session.
- 5) Click the **Ok** button to close the *Use Telephone for Audio* window.
- 6) You are now teleconferencing into the Collaborate session. The following notifications will appear in the Audio/Video and Participants Panel (see *Figure 74*).

Note: It is recommended to mute your phone when not speaking, as your phone will continue to transmit audio to the Collaborate session.



Figure 74 - Teleconferencing Notifications

7) To end teleconferencing, hang up your phone.

Note: To switch back to using your computer's microphone and speakers for conference audio, click the **microphone** icon in the *audio & video* panel (see *Figure 75*).



Figure 75 - Microphone Icon

Exiting a Collaborate Session

The following explains how to exit your Collaborate session.

- 1) At the top of the Blackboard Collaborate window, click on **File** (see *Figure 76*).

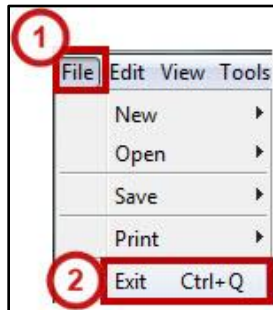


Figure 76 - Exiting a Session

- 2) Click on **Exit** (on Mac OS X, click on **Quit**).

Note: You can also click on the **red X** in the corner of your window, or use the keyboard shortcut **Ctrl-Q** to exit the Blackboard Collaborate Launcher (**Cmd-Q** on Mac).

Accessing Archived Collaborate Sessions

Your moderator has the capability of creating a recording of the current session, then saving these sessions for a later download. The moderator can save the session as an MP3 file (Audio), or MP4 file (Audio & Video) format.

- 1) Log into Desire2Learn at d2l.kennesaw.edu and enter your course.
- 2) Click on **Content**. The *Content Browser* will display (see *Figure 77*).



Figure 77 - Content

- 3) Click on the **link** to the *Blackboard Collaborate Live Classroom* within your course module (see *Figure 78*).



Figure 78 - Live Classroom Link

- 4) The list of available sessions will appear. Click on **Recordings** (see *Figure 79*).



Figure 79 - Access Session Recordings

5) A list of all session recordings will appear (see *Figure 80*).

NAME	DATE	SIZE
CITIES IN SPAIN	Yesterday at 5:29 PM	647.4 KB
CITIES IN SPAIN	Today at 11:24 AM	619.0 KB
CITIES IN SPAIN	Today at 12:46 PM	718.8 KB

Figure 80 - List of Recorded Sessions

6) The following icons indicate the type of recording available:

	Blackboard Collaborate Format: Will open an archived view of the entire collaborate session. This view shows the entire <i>web conferencing room</i> during the recorded session.
	MP3 (Audio) Format: Will open an audio only file in a separate window and give you the option to download the file.
	MP4 (Video) Format: Will open a video only file in a separate window and give you the option to download the file. This will only show the view of the whiteboard and will not show you the audio & video, participants, or chat panels from the archived session.

7) Click on an **icon** to open the archived session in a new window.

Note: You can also click on the title of the session to the right of the icons. A sidebar will open with additional information about the recorded session and access to the archived session in the Blackboard Collaborate Format, MP3 Audio Format (if available), or MP4 Video Format (if available) (see *Figure 81*).

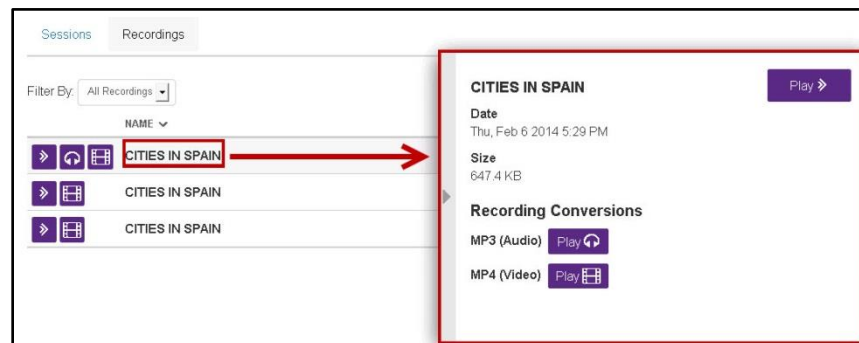


Figure 81 - Recording Sidebar

Additional Help

For additional help, please contact *the KSU Service Desk* in either of the following ways:

- **Phone:** 470-578-6999
- **Email:** service@kennesaw.edu

You can learn more about the *KSU Service Desk* by visiting their website: <http://uits.kennesaw.edu/servicedesk/index.html>