

Blackboard Collaborate Participants Manual

Stark State College

Revised August 2016

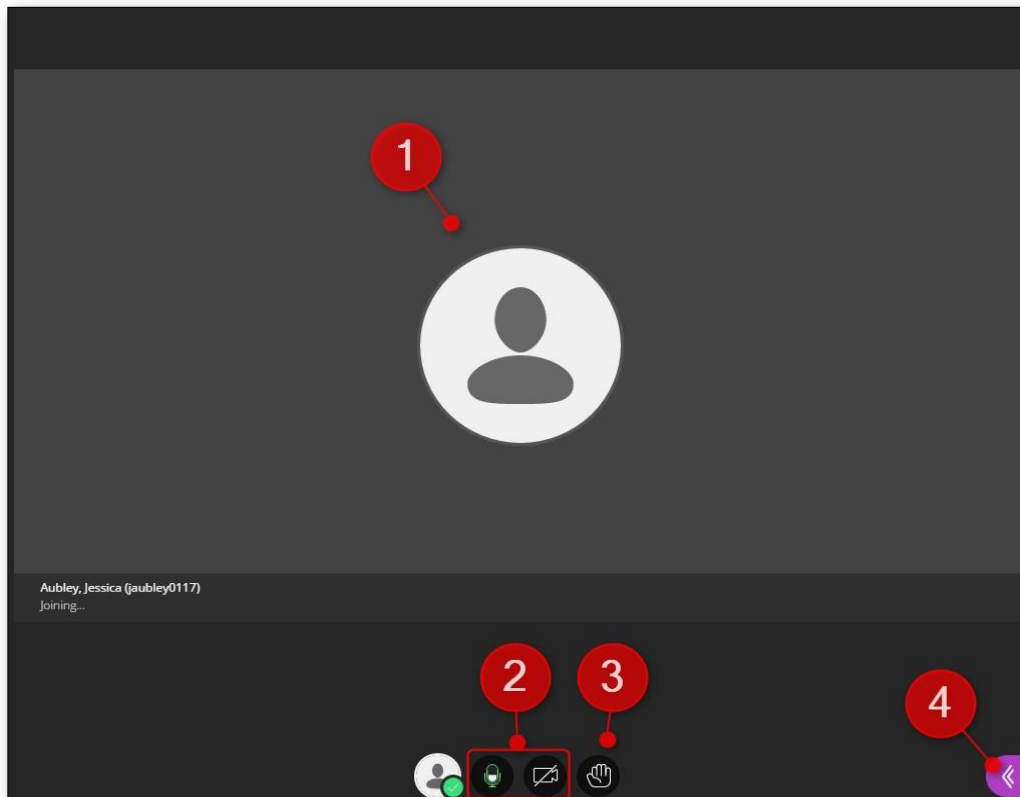
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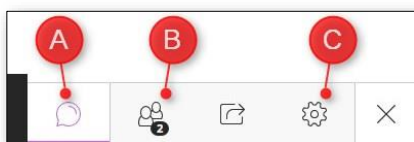
PLEASE NOTE: The preferred browser is Chrome

Introduction

The Web Conferencing Room





1. The **Content Area** is the main presentation window. Moderators use this region to load presentations or display a Whiteboard for group collaboration.
2. The **Audio/Video** icons enables you to participate in conversations. The video option allows participants to see each other during a session.
3. The **Raise Hand** icon allows you to get the attention of the moderator during the session. It can be used when you have a question or if the moderator asked you to vote on something.
4. The << icon opens the Collaborate panel. The tools you will use are called out below:



- A. The **Open Chat** icon allows you to send Chat messages to everyone in the room.
- B. The **Participants List** icon provides a list of all participants and moderators in the session.
- C. The **My Settings** icon allows you to upload a profile picture, adjust your camera and microphone settings, adjust volume settings and notifications.

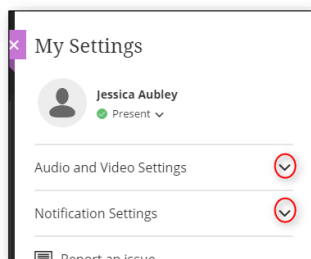
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How to Customize Your Settings

Collaborate allows you to customize your settings which includes your profile picture, media and notification settings. To customize your settings you need to click on the  icon on the bottom right and then click on the  icon.

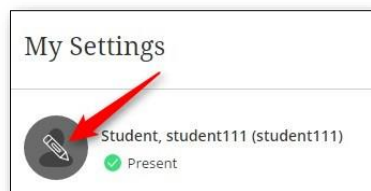
Adjusting Audio, Video and Notification Settings

The My Settings panel will open. Click on any of the down arrows to adjust your settings.



Add a Profile Picture

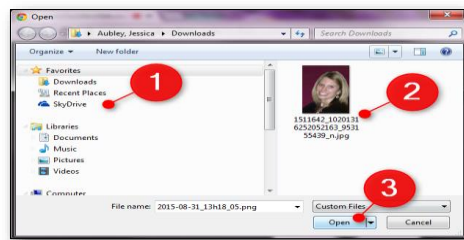
Move your mouse over the person icon until you see the pencil and then click on it.



Click on the Upload box.



Locate your image, click on the image and click on the Open box.



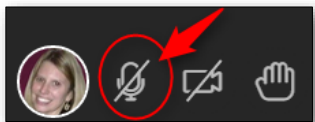
Crop and click on I Like It!

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How to Share Audio

The **Audio** icons enables you to participate in conversations using a microphone or video camera.

Click on the microphone icon on the bottom panel.



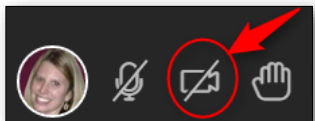
The icon will turn green indicating you are sharing audio.



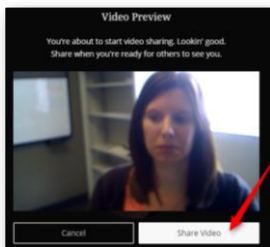
How to Share Video

The **Video** icons enables you to participate in the session through a video camera that is connected or built into your computer.

Click on the camera icon on the bottom panel.



Make sure you can see yourself in the camera, adjust if necessary and click on the Share Video button.



You will see your video on the screen and the icon will turn blue indicating you are sharing video.

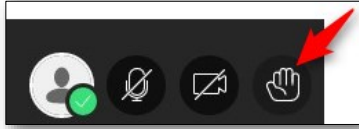


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How to Ask a Question

The **Raise Hand** icon allows you to get the attention of the moderator during the session. It can be used when you have a question or if the moderator asked you to vote on something.

You can raise your hand by clicking on the Hand icon on the bottom panel.





The icon will turn purple indicating that you have raised your hand.

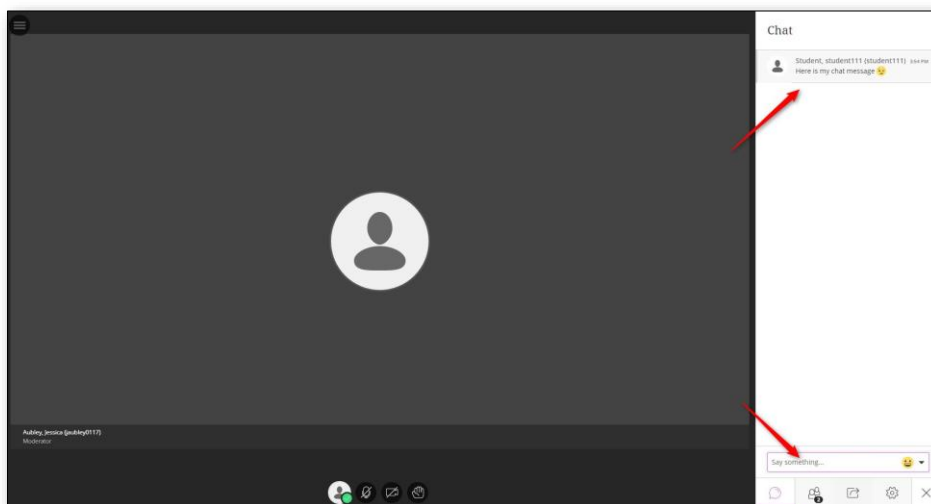


How to Create a Chat Message

The **Open Chat** icon enables you to send Chat messages to everyone in the room.

To open the chat click on the  icon on the bottom right and then click on the  icon.



Your Chat Box will open on the right side of the screen. Here you will be able to enter your message and read other people's entries.



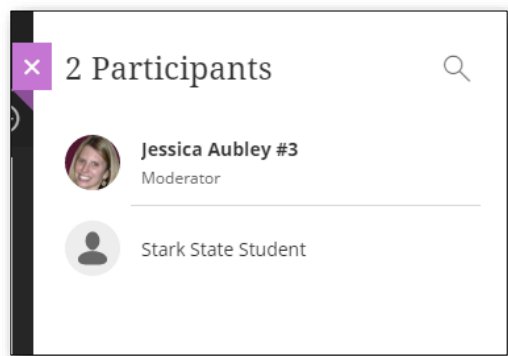
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How to View the Participant Panel

The **Participants List** icon provides a list of all participants and moderators in the session.

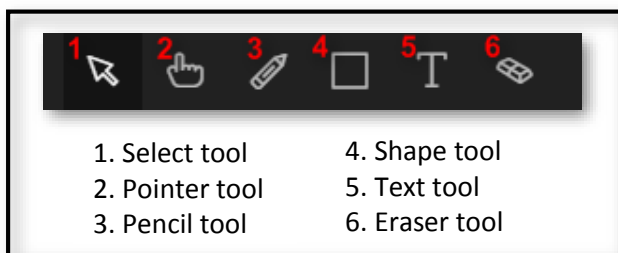
To view the participants list click on the  icon on the bottom right and then click on the  icon.

The participant's panel will open on the right side of the screen.




Editing Shared Content

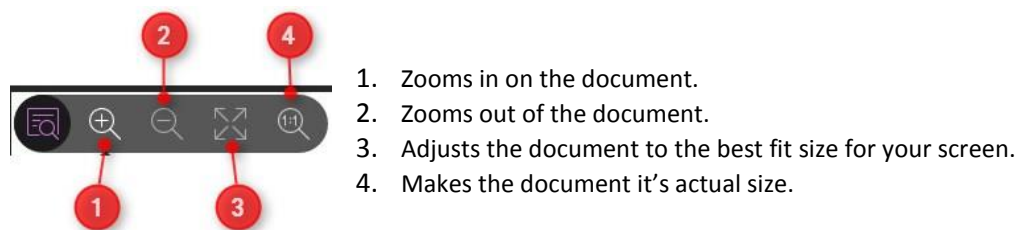
The moderator can give you permissions to edit documents or whiteboards during the session. If you have the permissions you will see the tools listed below.



Zooming in on Content

You can zoom in on a whiteboard or file that is being shared by clicking on the  icon.

Once you click on the icon you will see tools available for resizing your document.



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