Accessing a Public Blackboard Collaborate Web Conference

A (USB) headset with a microphone is an inexpensive way to make sure that the audio quality of a web conference—particularly the cancellation of audio echoes--is as good as possible. Turn your microphone off when you can, and turn your speakers off when you are using a headset.

If you are to be part of a Blackboard Collaborate web conference, the *moderator* of the conference should have sent you a URL through which you should access the conference. The URL looks like:

https://sas.elluminate.com/m.jnlp?sid=&password=M.1A2B3CDEFGHIJKLMNOPQRSRUV

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| Use your web browser to go to this web page and display the **Session Login** page. |  |
| Enter your name in the box to the right of **Name** to identify yourself during the conference and to display the **Launching Blackboard Collaborate** page. After a moment the **Opening meeting.jnlp** window is displayed. |  |
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| Select **OK** in the **Opening meeting.jnlp** window to display a **Warning – Security** window asking, “**Do you want to run the application?**” |  |
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| Select **Run** to display the **Blackboard Collaborate** window so that you can join the web conference. |  |
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| Select the *blue and red icon* at the top right of the **AUDIO & VIDEO** window to run an audio output and input check with the **Audio Wizard**.  The **Blackboard Collaborate** window displayed here shows all features available to the conference *moderator*. Those features available to other participants are selected by the *moderator*, and some features shown here might not be visible. |  |
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| Select the headphones or speakers that you have connected and want to use as your **Audio Output Device**.  Select **OK** to display the **Speaker Setup** window. |  |
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| Select **Play** to have your workstation send a voice to your headphones or speakers.  . |  |
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| Notice the *green blocks* that fill the *black box* below the word **Speaker** as the voice changes.  Move the *slider* below the *black box* to adjust the sound to an acceptable level  Select **Stop** once the sound is at an acceptable level and to display the **Speaker Setup Confirmation** window. |  |
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| Select **Yes** to confirm that the sound is at an acceptable level and to display the **Select Audio Input Device** window.  Select **No** to return to the **Speaker Setup** window and readjust the sound level. |  |
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| Select the microphone that is connected to your workstation and that you want to use during this conference.  Select **Cancel** to display the **Blackboard Collaborate** window if your moderator has decided not to allow audio input from the audience during the conference.  Select **OK** to display the **Microphone Setup** window. |  |
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| Select **Single Talker** when the microphone is expected to pick up a single voice.  Select **Multiple Talkers** when the microphone is expected to pick up multiple voices in the room.  Press **Record** and talk naturally into the microphone to get a sample of your voice.  Use the *slider* below the *black box* to adjust the level of your voice.  Press **Stop** to conclude the recording and display another Microphone Setup window. |  |
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| Select **Play** to hear the recording of your voice. |  |
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| Press **Stop** to turn off the recording of your voice and display the **Microphone Setup Confirmation** window. |  |
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| Select **Yes** to confirm that the sound is at an acceptable level and to display the **Setup Complete** window.  Select **No** to return to the **Microphone Setup** window and readjust the sound level. | C:\Users\ITLADM~1\AppData\Local\Temp\SNAGHTML4c89c9.PNG |
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| Select **OK** to display the **Blackboard Collaborate** window. |  |
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| Select the *triangle* to the left of **AUDIO & VIDEO** to display the *black video screen* and other parts of the **AUDIO & VIDEO** window.  Use the *slider* at the right of the **AUDIO & VIDEO** window (below the black box) to adjust the level the speaker’s voice in your ears.  Notice that the sound level of the speaker is illustrated with a *moving brown line* behind the slider.  Select **Talk** to allow your voice to be heard by other participants.  Use the *slider* at the left of the **AUDIO & VIDEO** window (below the black box) to adjust the level of your voice as heard by others. |  |
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| Notice the **CHAT** window at the bottom of the three windows at the left.  Place your cursor into the box at the bottom of the **CHAT** window and type questions and comments.  Your text contributions and those of other participants appear in a scrolling list in the **CHAT** window.  Use the **CHAT** window to communicate when your microphone does not appear to be working. |  |
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| Notice the list of participants in the **PARTICIPANTS** window.  Status of the features, such as microphone access, available to each participant is shown to the far right of each participant’s name.  The four *buttons* below your name at the top of the **PARTICIPANTS** window can be used to quickly communicate with the speaker.  Place your cursor above each button to identify its function. |  |
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| Select the **Video** button in the **AUDIO & VIDEO** window (if you have a working webcam) to display the **Camera** selection window.  Select your webcam from the list of cameras in the **Camera** window.  Select **OK** to broadcast the video from your webcam to participants. | C:\Users\ITLADM~1\AppData\Local\Temp\SNAGHTML5b57c1.PNG |
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| The video from your webcam appears in the **AUDIO & VIDEO** window in a manner determined by the moderator. Typically, when you are talking, your video fills the screen, and when someone else is talking, your video appears as a thumbnail at the bottom of the screen.  Select the **Video** button in the **AUDIO & VIDEO** window while your video is displayed to stop broadcasting the video from your webcam. | C:\Users\ITLADM~1\AppData\Local\Temp\SNAGHTML5a4d56.PNG |
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| Select the close (**x**) button at the top right of the Blackboard Collaborate window once the conference has finished. |  |
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