

Get Started with Blackboard Collaborate: For Moderators

Create a Session

1. Go to the **Control Panel** of your Blackboard course.
2. Click **Course Tools** and select **Blackboard Collaborate**.
3. Click **Create Session**.
4. Enter a title and the scheduled start and end dates for your session.
5. Click **Submit**.

Note: You can also access Blackboard Collaborate by clicking on **Tools** in the course menu and then clicking on **Blackboard Collaborate**.

Before Your First Session

- Visit the [Blackboard Collaborate Help Site](#) for documentation and recorded trainings.
- Install the Collaborate Launcher for [Mac](#) or [Windows](#). [Click here to learn more about the Launcher](#).

Join a session

1. Click on the title of the session you wish to join and click **Join Room**.
2. Blackboard Collaborate will check if you have the launcher installed. If you do not, you will be prompted to do so. If you already installed the launcher, but it prompts you to download it, click Launch Blackboard Collaborate now.
3. A **.collab** file will be downloaded to your computer. Depending on your browser settings you might be prompted to open or save the file.
4. Open the file and follow the prompts to join the session.
5. Use the Audio Setup Wizard to test your microphone and speakers. After joining a session, click on **Tools** → **Audio** → **Audio Setup Wizard**. Remember to click the Talk button to turn on your microphone.

Unable to launch your session? [Click here to troubleshoot your issue](#).

Present a PowerPoint in a Session

1. Click **Load Content** near the top right corner of the session window.
2. Select the desired PowerPoint file and click **Open**.
3. Wait for the PowerPoint file to be converted to the Whiteboard format.
4. The Page Explorer will open. Use it to navigate through your slides or click the 'X' in the upper-right corner to close. Page navigation can then be found at the top of the Whiteboard. (**Note:** PowerPoint narration and animation features will not function in Whiteboard format.)

Learn more about using the Whiteboard. ([PDF](#) | [Collaborate Recording](#))

Good Practices for Blackboard Collaborate Moderators

1. Find a comfortable place with no distractions to deliver the session.
2. Consider using a hardwired Internet connection, which is faster and more reliable than wireless.
3. Join early, at least 15-20 minutes prior to the start time. That way, you can greet students and allow yourself ample time to load content, test your equipment, and assist with any technical issues.
4. Open any web pages and applications needed for sharing before the session begins.
5. Remind students to use the Audio Setup Wizard to ensure their computer speakers, headphones, and microphones are working correctly. Headsets work best for presenters.
6. To avoid slowing your connection to the session, close any programs running in the background.
7. At the beginning of a session, familiarize students with the Collaborate interface and how you would like them to interact during the session.
8. Regularly scan the whole Collaborate interface, not just the Whiteboard area, as to not miss questions or feedback.
9. If you want students to watch a video that is hosted on the web, such as a YouTube video, give them the URL (you can take students there using a web-tour) and tell them that you will set the timer for a given amount of time and then call them back to continue the session.
10. If you are recording, confirm that all participants have left the session when it is complete. The recording cannot be processed and made available until all participants have exited. If someone has left without closing the session, right click on their name to remove them.

Online Support

Blackboard Quick Reference Guides

- [Getting Started for Moderators](#) (PDF)
- [Audio & Video Panel](#) (PDF)
- [Using the Chat Feature](#) (PDF)
- [Using Application Sharing](#) (PDF)

Blackboard Best Practice Briefs

- [Top Ten Habits of Highly Effective Blackboard Collaborate Moderators](#) (PDF)
- [Top Ten Benefits of Using Blackboard Collaborate](#) (PDF)