This guide is for GSLIS faculty and students presenting in Blackboard Collaborate v. 12.6 with moderator privileges (see Participant Guide for participant privileges and interface). This guide will give an overview of common tools used in Blackboard Collaborate and best practices for sharing specific types of content.

Blackboard Collaborate, also known as BBC, is a virtual meeting space that allows GSLISers and guests to interact and communicate using audio, chat, and video. Blackboard Collaborate enables users to share and view content simultaneously using several tools such as the whiteboard, application sharing, and web touring.

GSLIS provides several Blackboard Collaborate spaces, with most users interacting during LEEP live sessions. Moderators should have a microphone headset and compatible software installed for Blackboard sessions.

**Moderator View**

For more tips for operating as Moderator in Blackboard Collaborate, see http://groups.lis.illinois.edu/itdweb/bbcollaborate/
**Entering the Blackboard Collaborate Session**
To run the session, users of Win Vista/7/8 and Mac 10.7+, download the Blackboard Collaborate Launcher: [http://groups.lis.illinois.edu/itdweb//bbcollaborate/launcher.php](http://groups.lis.illinois.edu/itdweb//bbcollaborate/launcher.php)

Students and Faculty: Links for LEEP live sessions are available in the Moodle (These are located on the course page > Live Sessions Login).

Guest speakers: Copy and paste the guest link for access before the start of the live session (30 min before CT).

**In the Session**
Once you enter the session, run the **Audio Setup Wizard** (microphone with red asterisk) in the Audio & Video window as seen below (Audio Setup Wizard is also located in Tools > Audio Setup Wizard). This will configure your audio input and output for the session.

![Audio Setup Wizard](image)

**Loading Content**
Moderators can load **Powerpoint and Open Office format slides** into the whiteboard using the **Load Content** button in the upper right corner of the Blackboard Collaborate window. Normally, the course's Teaching Assistant will have slides prepared for the LEEP live session and can coordinate with guest speakers and student presentations for all content loaded for a session through email at itd@support.lis.illinois.edu.

**Common Tools Used in Blackboard Sessions**

**Whiteboard**
Every Blackboard Collaborate session will have a whiteboard area, located in the center of the Blackboard Collaborate window. **Powerpoint or Open Office slides less than 20 MB in size** loaded for a session will appear here and can be controlled using the arrows at the top of the whiteboard area. A horizontal bar of whiteboard tools is also located in the whiteboard area. These tools enable everyone to write, draw or point to items on the whiteboard (see [http://groups.lis.illinois.edu/itdweb/bbcollaborate/presenters.php#whiteboard](http://groups.lis.illinois.edu/itdweb/bbcollaborate/presenters.php#whiteboard) for tool). Moderators can control whiteboard settings for the room and can create a **New Page** in the current presentation for writing on the whiteboard. You can select the whiteboard from other tools by choosing the icon as seen on the left or in the Blackboard menu > Tools > Whiteboard.

**Chat**
Every Blackboard Collaborate session has chat capabilities. The Chat window is one of 3 default windows in every session and lists when users arrive to the session, any comments they may enter in to the chat box and can be used to share links. Chats in the breakout rooms are not saved to the Main Room chat.

**Application Share**
Moderators are able to share specific programs or their desktop using this function. By choosing the icon on the left, moderators can switch to the Application Share mode, with a list of possible programs to be display to the session in the whiteboard area. By choosing the Entire Desktop or program the clicking Share, moderators can display pdfs, websites, and other programs that may require passwords or have restricted access to the entire session.
Web Tour
Moderators can share websites with audio using this function by clicking on the icon (as seen to the left), typing a URL in the text box and pressing Enter. The Follow Me checkbox must be selected for users to be taken to the website. Moderators can also open websites in the user’s preferred browser by choosing the Web Tour icon as seen to the left, clicking on the Drop Down next to the URL box and choosing Open URL in Browser. Users may have to press play on their individual whiteboard spaces to view the website.

Breakout Rooms
Moderators use breakout rooms for small group activities and special interest groups. Moderators can create breakout rooms by using the Blackboard menu, Tools > Breakout Rooms > Create Breakout Rooms and choosing the number of rooms, the name of the rooms and checking how participants will be moved to the rooms. During LEEP live sessions, the course’s Teaching Assistant can create breakout rooms needed for the session.

Granting/Taking Moderator Privileges
Participants may need additional privileges to fully present in Blackboard Collaborate. These participants may include guest speakers, student presenters, or content TAs. To grant moderator rights to a participant:
1. Select a single or multiple Participants in the Participants list.
   a. Do one of the following:
      i. Drag and drop the selected Participant(s) to the Moderator section at the top of the Participants list.
      ii. Right-click (Control-Click on Mac) on the selected Participants to open the Participants Option menu and select “Give Moderator Privileges.”
2. The Give Moderator Privilege confirmation dialog opens. Click “Yes” to give the selected Participants the Moderator privilege.
3. The Participants will receive a confirmation message indicating that they are now a

   Note: Moderator and the Participants list is updated for everyone in the class to see the change

To take privileges away, right-click on the Moderator and click “Take Away Moderator Privileges” from the menu. The user should revert back to the bottom of the participants’ panel.

For more information on BBC Functions, see http://groups.lis.illinois.edu/itdweb/bbcollaborate/presenters.php

Best Practices in Blackboard Collaborate
• Use a microphone headset if possible for best audio quality
• Always run the Audio Setup Wizard and select audio devices
• Find a comfortable, low noise space to run class
• Use a wired Ethernet connection or private wireless connection for best bandwidth results during live sessions
• Speak clearly and animate your delivery
• Greet participants as they enter the room and let them know when the session will begin
• Ask which tools can be used for file formats and specific content:
  o Whiteboard: Powerpoint or Open Office formats less than 20 MB in size (images can be added by drag and drop)
  o Application Share: PDFs and non-web documents, Multiple Programs, Non-animated Slide Presentations, Websites that require passwords
  o Web Tour: Dynamic or Flash based websites (like Prezi), Websites that require audio
• Keep an eye on all Blackboard windows including the whiteboard and chat
• Encourage students to raise their hands and use microphones to respond
• Notify course Teaching Assistant about guest speakers and class content before class time by email, subject line: Course title and TA name at help@support.lis.illinois.edu