This guide is for GSLIS students who participate in LEEP classes using Blackboard Collaborate v. 12.6 with participant privileges (see Moderator Quick Guide for moderator privileges and interface: http://groups.lis.illinois.edu/itdweb/bbcollaborate/Moderator_Quick_Reference_Guide.pdf). This guide will give an overview of how to be prepared for your LEEP classes and best practices for successfully participating.

Questions? E-mail help@support.lis.illinois.edu or call (800) 377-1892, Mon-Fri, 8am – 5pm CT.

### Headsets
Students who participate in LEEP classes are required to have a headset with a microphone. This will allow the student to best participate in class discussions. A USB headset is recommended and greatly improves the audio quality of the session. GSLIS ITD recommends the Logitech ClearChat Comfort/USB Headset: [http://www.tinyurl.com/pzwqkn](http://www.tinyurl.com/pzwqkn). These run around $30 on Amazon. The ITD staff and LEEP TAs use this particular headset with great results. For more recommendations view the Headset Examples List: [http://groups.lis.illinois.edu/itdweb/bbcollaborate/recommendations.php](http://groups.lis.illinois.edu/itdweb/bbcollaborate/recommendations.php)

### Hardware
Blackboard Collaborate is compatible with computers running Windows Vista, 7, and 8 and Mac OS 10.7+. To run Blackboard Collaborate requires at least 512 MB RAM and 20MB free disk space. Your computer will also need to have a soundcard. You will also need the Blackboard Collaborate Launcher, available on our tutorial: [http://groups.lis.illinois.edu/itdweb//bbcollaborate/launcher.php](http://groups.lis.illinois.edu/itdweb//bbcollaborate/launcher.php)

For a more in-depth guide for being a Participant in Blackboard Collaborate, see [http://groups.lis.illinois.edu/itdweb/bbcollaborate/participate.php](http://groups.lis.illinois.edu/itdweb/bbcollaborate/participate.php)

### Logging Into Your LEEP Class
You are able to log into the Blackboard Collaborate Live session through the GSLIS Moodle for each of your LEEP classes. In Moodle, click on your class > Blackboard Collaborate Live > Login.

Then, find your course listing, and click Join.

To ensure great sound during class, run the Audio Setup Wizard every class session. Click the button in the Audio & Video window as seen below (Audio Setup Wizard is also located in Tools > Audio > Audio Setup Wizard).
How to Participate!

Use Your Microphone
• Click “Talk” on the Audio & Video Panel to speak (remember to unclick “Talk” when you finish!)

Type in the Chat
• Discuss and ask questions. This includes Private Chats with fellow students and your instructors

Move to Breakout Rooms
Instructors may create “breakout rooms,” or private discussion rooms, to facilitate small group discussions.
• Work on group projects or have group discussions in private breakout rooms
• To move yourself to the breakout rooms, simply drag and drop your name from the Participant Window to the breakout room

Customize Your Interface
Detach each of your panels by dragging and dropping (chat panel, audio/video panel) and move them around your screen. If you lose track of your panels, relocate them by clicking View > Restore Default Layout.

Class Sessions Are Recorded
Your LEEP courses are automatically recorded and available for you to listen to through Blackboard. Information on how to access class recordings can be found here:
http://groups.lis.illinois.edu/itdweb/bbcollaborate/recordings.php