Getting Started with Blackboard Collaborate – In Person Workshop
Tuesday, June 4, 1:00 – 2:00 pm ET
Olney 101

Description
During this online workshop, we will create a Blackboard Collaborate session and explore the tools necessary to successfully moderate a session. You’ll have plenty of time to play with some of the tools and ask questions.

Topics
A. Tour of Collaborate (Participant’s Tools)
   a. Audio setup wizard
   b. Audio/Video
      i. Turn audio on/off
      ii. Raise volume on mic
      iii. Raise volume on speakers
      iv. Turn video on/off
   c. Participant panel
      i. Participation options (emoticons, away icon, raise hand, vote yes/no) – Try now
      ii. How to clear your own hand raises and votes
   d. Chat window – Try now
   e. Slide display area
      i. Whiteboard
      ii. Point out App Share and Web Tour buttons (not on for participants by default but you can give them permission to use)

B. How to Create a Session
   a. Create menu link to Collaborate
   b. Create session
   c. Briefly review important sections of each tab

C. Moderator Tools
   a. Record on/off
   b. How to upload slides
c. Global permissions menu: for any participant management you need to do
   i. Change your students’ permissions
   ii. Breakout rooms
   iii. Lower all hands
   iv. Polling options and tools
d. Participant options: Manage an individual student
e. How to clear all poll votes

D. You Be The Moderator - Activity
   a. Template download and update
   b. Take turns uploading slides, asking a question, publishing results, and clearing results

E. Q&A

F. Resources on Collaborate - Slides
   a. http://wp.lasalle.edu/collaborate/
   b. Meet one-on-one with an ID in Collaborate