Sheffield Hallam University

Blackboard collaborate™

Audio and video

Allows the participants to see a live video of the moderator and other participants and provides controls for the volume.

Participants

Provides information about the participants and the moderator in the session and displays participant interaction

1. **Emoticons** - feedback to the moderator
2. **Step-away** - provide moderator with an update on your participant status
3. **Raise hand** - alert moderator that you want to ask a question or raise a query
4. **Polling** - answer a question or respond to a poll set by the moderator
5. **Permission indictors** - the tools available globally or to individual participants (audio, video, chat, tools palette, desktop sharing or web tour)
6. **Tools palette** - whiteboard editing tools (e.g drawing, text, pointing, screen grab, clip art)

Chat

Participants can post text chat messages to interact with others in the session or ask the moderator questions

What is **Blackboard Collaborate**?

Blackboard Collaborate can be described as a *Virtual Classroom* or *Web Conferencing Tool*

Blackboard Collaborate supports *synchronous communication* (i.e. real-time and simultaneous) through:

- streaming audio and video
- chat messaging
- polling (i.e. yes/no, voting, multiple choice)
- whiteboard (i.e. this part of the screen)
- breakout rooms - for group work or delivering differentiated tasks

Blackboard Collaborate also provides

- session recording
- users without University accounts an opportunity to participate
- whiteboard editing tools
- application and desktop sharing
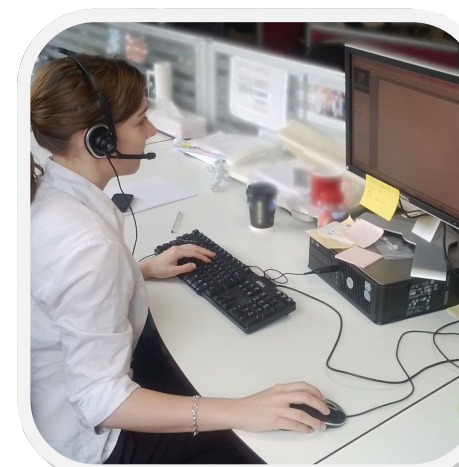- multimedia and file sharing/transfer

Equipment needed

Moderator - delivering a session:

- At a minimum need to be able to stream voice (audio), hence need plug-in microphone, headset with mic, or other such device
- Most likely need to hear audio from participants as well. This requires speakers or headphones

Participant—accessing a session:

- At a minimum need to be able to hear audio, hence need speakers, headphones or other such device
- May need to interact using voice (audio) as well. This requires a plug-in microphone, a headset with mic or other such device

Getting started

Blackboard Collaborate can be set up inside any Blackboard site or, for non-Blackboard users, can be requested via IT Help

Download the **guide for moderators**
http://goo.gl/kEiVu

Watch an **Introduction to Collaborate** recorded session
http://goo.gl/7dlBS

Download the **guide for participants**
http://goo.gl/ZAlAL

Check the **SHU e-learning blog** for upcoming staff development
http://elearningatshu.wordpress.com/

How Blackboard Collaborate is being used at SHU

Collaborative group activities:

- Teaching distance learning or just students at a distance
- Group work for students in different locations
- Staff development workshops
- Collaborative partner business meetings
- Panels involving externals
- Partnerships with schools

One-to-one ideas:

- Study skills sessions
- Peer mentoring
- Placement support
- Academic advisers meetings with students at a distance
- Supporting users with software issues
- Training sessions for IT or e-learning

One-to-many ideas:

- Lectures for students at a distance
- Recording lectures
- Lectures with guest speakers who are located remotely
- External speakers for conferences and staff development
- Student support sessions on employability, well-being or study skills
- Virtual open days

How will *you* use Collaborate?

Stick Your ideas here!