

Blackboard Collaborate (Classic)

Quick Guide for Moderators

For Further support or training please contact:

IT Help on ext. 3333 or e mail: ithelp@shu.ac.uk

You can get more detailed information about using Blackboard Collaborate at the following link:

Blackboard Collaborate [Web Conferencing Moderators Guide](#)

Other Guides:

[Participants User Guide](#)

Blackboard Collaborate (classic)- Getting Started

Planning your session

- Think about your session content, if you are new to Collaborate, start simple, but think about how you can engage participants by using interactive material such as quizzes and surveys and short polls.
- Practice your session and make yourself familiar with the content and how you want to deliver it.
- Consider the number of participants and whether you will need a second moderator who can support you in responding to questions posed during the session.
- If you want students to see a video it is best practice to put the link in the chat window or use the web tour. This does not work well in application sharing.

Before the session

- It is good practice to create a user profile with a photograph, this will display in the Audio/Video window. To do this click on the global options menu on the participant window and edit profile. Your profile will be saved locally so a new profile will be required for each PC you use to deliver a session.
- Customise the welcome screen (see example in this guide) so that participants have session details such as your name, session title and time.
- Make sure that you open any web pages, screen captures or applications that you might need during the session and upload any pre-prepared presentations.
- It is helpful to clear your desktop and resize application windows ahead of time if you are planning on doing application sharing. Failure to do so can result in a 'black box' appearing on the screen and covering part of your session window.
- Deliver the session from a place you feel comfortable and where there will be no distractions. Make sure your microphone and headphones/speakers are working, check your audio settings.
- As moderator you can disable participant access to the Tools Palette, this is advisable until you are ready for them to participate.
- Open your session at least half an hour before you are due to begin to ensure participants have the chance to join the session, familiarise themselves with the screen and can check their Audio settings.
- Make sure participants know to enter the room at least 10 minutes before the start of the session and that they have had access to the [participants user guide](#)
- Once all of your participants have joined the session minimise distractions by closing your e mail account

At the start of the session

- Greet participants when they join the session and remind them to test their audio visual equipment. Make sure participants can hear you when you speak and familiarise them with some of the basic functionality e.g. the chat window, the participant menu for feedback, poll responses etc.
- Provide some general guidance about how the session will run and how you would like them to interact with the session e.g. clicking the raised hand button if they have a query or want to speak.
- Consider recording your session for future use , you will find the record button in the top right of the web conferencing screen (see back page for details) If applicable, advise participants that the session will be recorded.
- Where practical, check that participants are happy with the speed of the session and whether people have any questions.
- Use the whiteboard tools to point to particular areas of the screen or to annotate with session comments. When selecting a pointer ensure that you have clicked somewhere on the screen, if this is not done, you will see the pointer but participants will not.
- Consider the use of web tours, application sharing and breakout rooms to get the most interaction and participant engagement from your session.
- Don't be put off if things don't go to plan, learn from mistakes, keep participants informed of any delays or problems where necessary.

Good practice during the session

- Provide opportunity for interaction and feedback e.g. ask questions throughout the sessions for participants to answer using the polling response button.
- Keep sessions to the allotted timescales where possible.

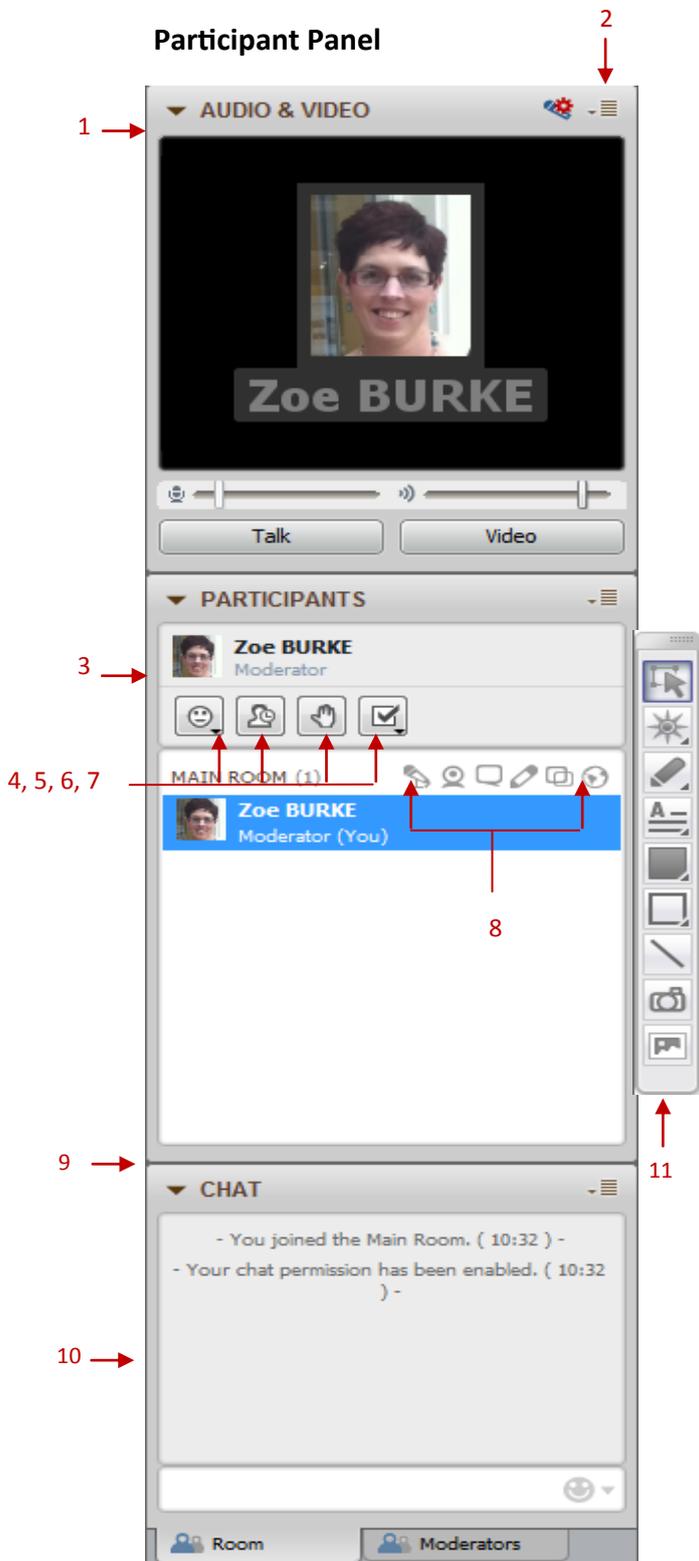
After the session

- If providing a recording of the session, you should tell students they may need to run the audio setup wizard to get audio.

- 1 →
- 2 →
- 3 →
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- 8 ←
- 9 ←
- 10 →
- 11 →

The screenshot shows a Blackboard video session interface. At the top left, there is an 'AUDIO & VIDEO' panel with a video player showing 'Stuart HEPPLESTONE'. Below it is a 'PARTICIPANTS' panel listing seven users: Brian IRWIN (Moderator), Stuart HEPPLESTONE (Moderator), Thomas JOLLEY (Smiley Face), Angelique Du Toit, Caroline Westwood SBS 1, Lynfa, and Lynfa Moses. At the bottom right is a 'CHAT' panel. The main content area features the Sheffield Hallam University logo, a welcome message, and a list of participants. A toolbar at the top right contains buttons for 'Load Content', 'Record', and 'Public Page'. A sidebar on the left contains 'Fit Page', 'Webcam', and 'Microphone' icons. Numbered callouts 1-11 point to these elements: 1 (video player), 2 (participants list), 3 (chat panel), 4 (Fit Page), 5 (Webcam), 6 (Microphone), 7 (Record), 8 (Public Page), 9 (Load Content), 10 (toolbar), and 11 (Load Content).

1. Audio & Video Panel
2. Participants Panel
3. Chat Panel
4. Webcam
5. Microphone
6. Application Sharing Mode Button
7. Web Tour Mode Button
8. Record Button
9. Collaboration toolbar
10. Content Area
11. Tools Palette (e.g. participant presentations)



1. Audio Video Window - This window allows the participant to see a live video of the moderator and other participants and also provides controls for the volume.

2. Global Options Menu - Each area of the participant panel has a global options menu, this provides further options related to that area of the panel

3. Participant Window - This provides information about the participants in the session and the moderator, it is also the area which displays participant interaction.

4. Feedback Menu - The feedback menu allows participants to use emoticons to feedback to the moderator, these will display in the participant window when used.

5. Step Away Button - A participant should be encouraged to use this button if for any reason they are unable to participate in the session for a few minutes e.g to answer a telephone call. It provides the moderator with an update on their status.

6. Raised Hand Button - This can be used by participants to alert the moderator that they want to ask a question or raise a query.

7. Polling Response Button - Participants can use this button to select a tick or cross to answer a question posed by the moderator or to select responses to polls or quizzes set during the session.

8. Permission Indicators - These indicate whether a participant has permission to do certain things e.g. speak, use their video, chat etc.

9. Expand/Collapse Button - These buttons are visible on each area of the participant panel, they allow each area to be minimised when required. You can also resize and move these windows by clicking and dragging them, or selecting options from the global options menu on the window.

10. Chat Window - Participants can use this window to interact with others in the session or to ask the moderator questions.

11. Tools Palette - Gives the moderator and participants tools to interact within the session.