Tips for Blackboard Collaborate

1. Log on to the following Moderator link:
https://sas.elluminate.com/d.jnlp?sid=vclass&password=7JZI3RMM7K5KZJLKGF03

2. Be sure to log in 5-10 minutes early to adequately prepare for your class.

3. Double check your audio and video to make certain the system is working properly.

4. Go to Tools; Audio; Audio Set Up Wizard. Select the Audio Output Device and click ok. Follow remaining instructions to complete the setup process.

5. Click on the Load Content button in the top right corner. Select the CCC Power Point slide or chapter Power Point presentation from your files. This will take a few minutes to load.

6. Be sure this step is complete prior to your students logging in to the virtual classroom.

7. If you have more than one Power Point to load, follow the same steps in #5. You can toggle between the Power Points by clicking on the slide button on the top right or by using the arrows beside the slide button.

8. Be sure that your video area is free of clutter.

9. Click on the Talk and Video buttons to address your class and make sure you are connected properly. Check the camera to ensure it is not too low so it does not look like you are staring down at your students.

10. Inform your students that you are about to click Record and begin your presentation.

11. Stop the recording by clicking on the Record button when you are finished recording the class.

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12. Everyone must log out of the class and allow 2-3 minutes for the classroom to reset for the next recording.

13. To remove a student, you will right click on the student's name from the list of students on the left side of the screen. Click remove participant if the student has forgotten to log out, is being profane, or is rude to other students.

14. To view the recording, click on the link below. Scroll to the bottom of the recordings list. Click on the last recording. Copy link from URL and paste in course.
https://sas.elluminate.com/drtbl?suid=D.607AD5D1CC3E79536EA83E9916165F

• To share the desktop – click on Tools, then Application Sharing, and then click on the file you want to share.

• When you choose "Share Entire Desktop," your entire desktop will be shown to the students. Be sure there is no private information that the students should not see.

• On the top left corner of the screen, you will see three boxes. The one with a pencil is where you will find the Power Point slides. The one with the globe is where you will type in the URL to take your class to an internet link.

• To send a private message to a student – Right click on the student's name then click on "Send Message"

• To add multiple moderators – Click on the Tools button at the top of the screen, then click on Audio Settings, then Multiple Moderators. Do the same for multiple speakers.

If you have any other questions or need any more advice please contact dist_mcc_support@communitycarecollege.edu or call 918-610-0027.