Blackboard Collaborate Session Checklist

☐ If your computer is not pre-equipped with a microphone or camera, make sure to connect the external microphone and camera before turning on your computer or at least before you start Firefox, Safari or Chrome.

☐ If you are going to display files such as word or excel open those and make sure they are behind your web page and not minimized to the task bar.

☐ Login to Blackboard and enter the course you would like to launch a Collaborate session. Please make sure your Java is up to date!

☐ Once your Collaborate session has launched, a message will appear asking if you’d like to start recording your session. If you are not ready, or do not wish to record the session at this time, click close. You may start it later if desired.

☐ To load a PowerPoint for your lecture, click the Load Content button.

☐ Click the Talk button so your voice will be heard or recorded. It is a good idea to watch to see that the bar is moving when you talk.

☐ Click Video, to display your image.
If you have problems with sound run the audio set up wizard. The wizard will walk you through a few steps and make sure that your microphone and speakers are set up properly.

If you press the Video button and have problems connecting, you can check your camera settings. This will allow you to check that the right camera is being recognized.

Click Record and begin your session!

To stop recording your session, press the record button and a prompt will appear to have you stop recording.

All participants MUST leave the session for the recording to start to render.
If you want to create separate videos, you must exit Collaborate wait a minute and relaunch Collaborate to create your next video.