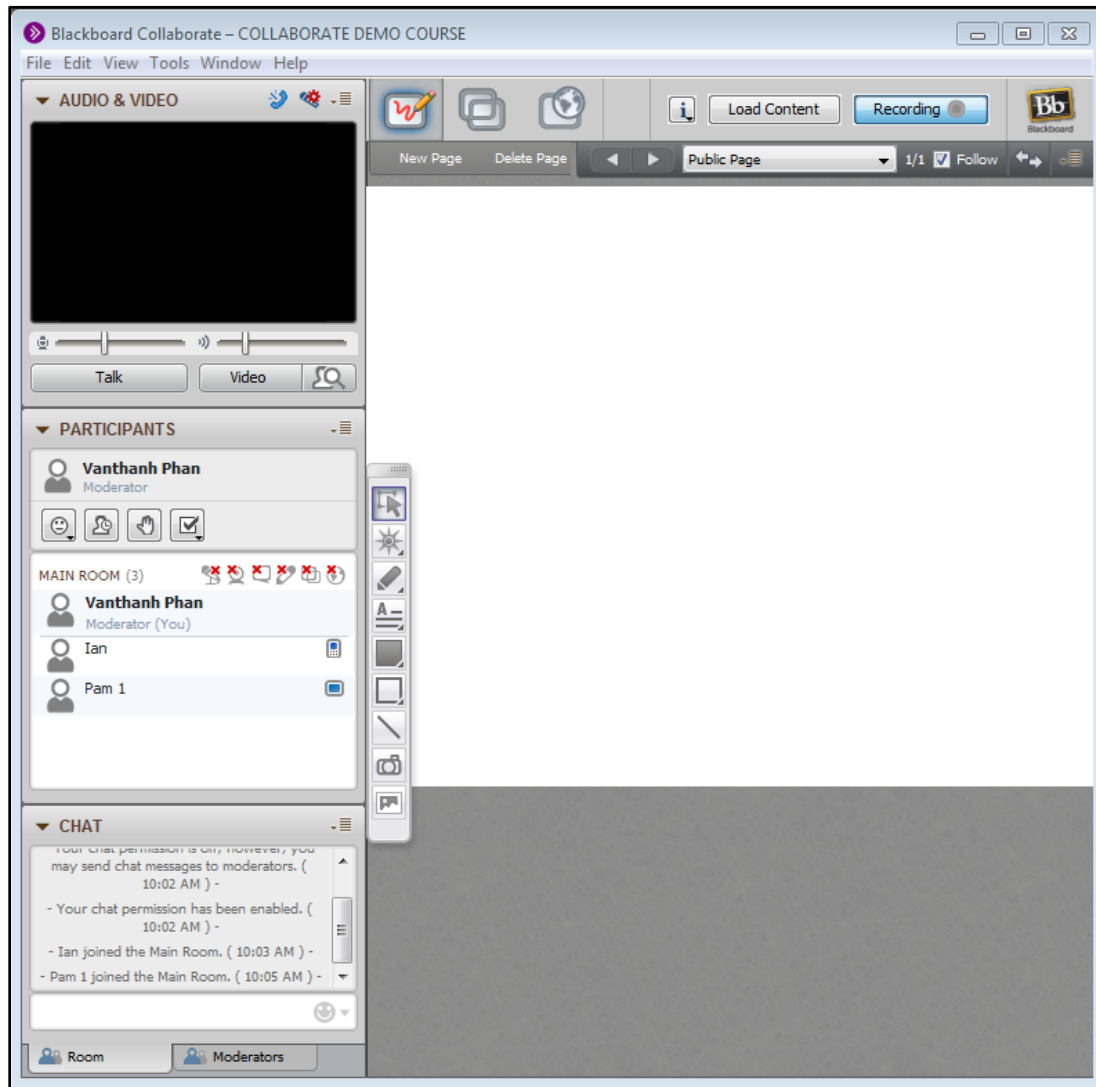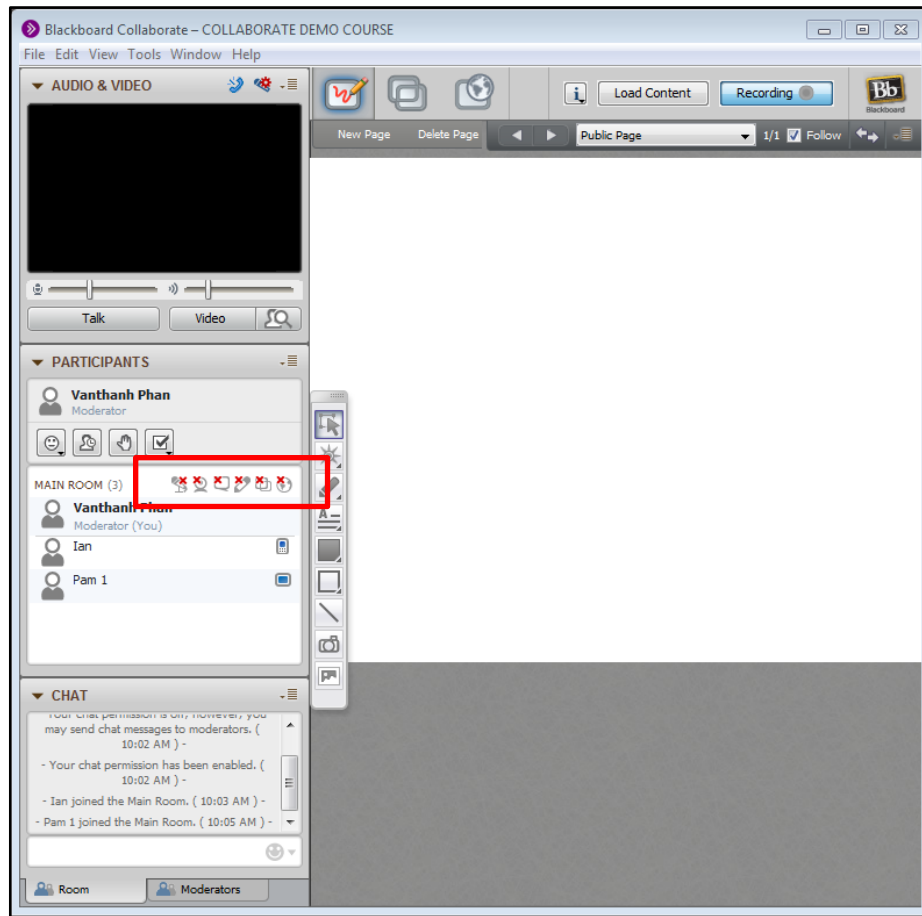# How to Navigate a Live Blackboard Collaborate Session

When you are in a Blackboard Collaborate live session, the interface should look like this:
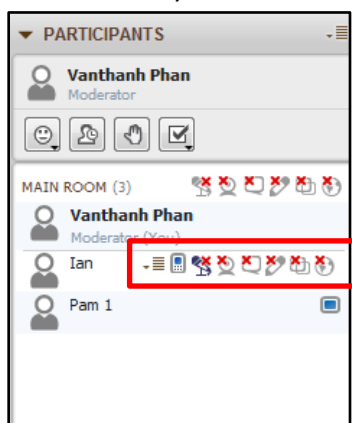
Step 1: Depending on how much access you want your students to have, you need to enable/disable the communication functions. You need to remove/have the red "x" on the icons: microphone, camera, text chat, whiteboard access, application sharing, and web tour by clicking on the respective icon. This action will take effects on the whole main room.
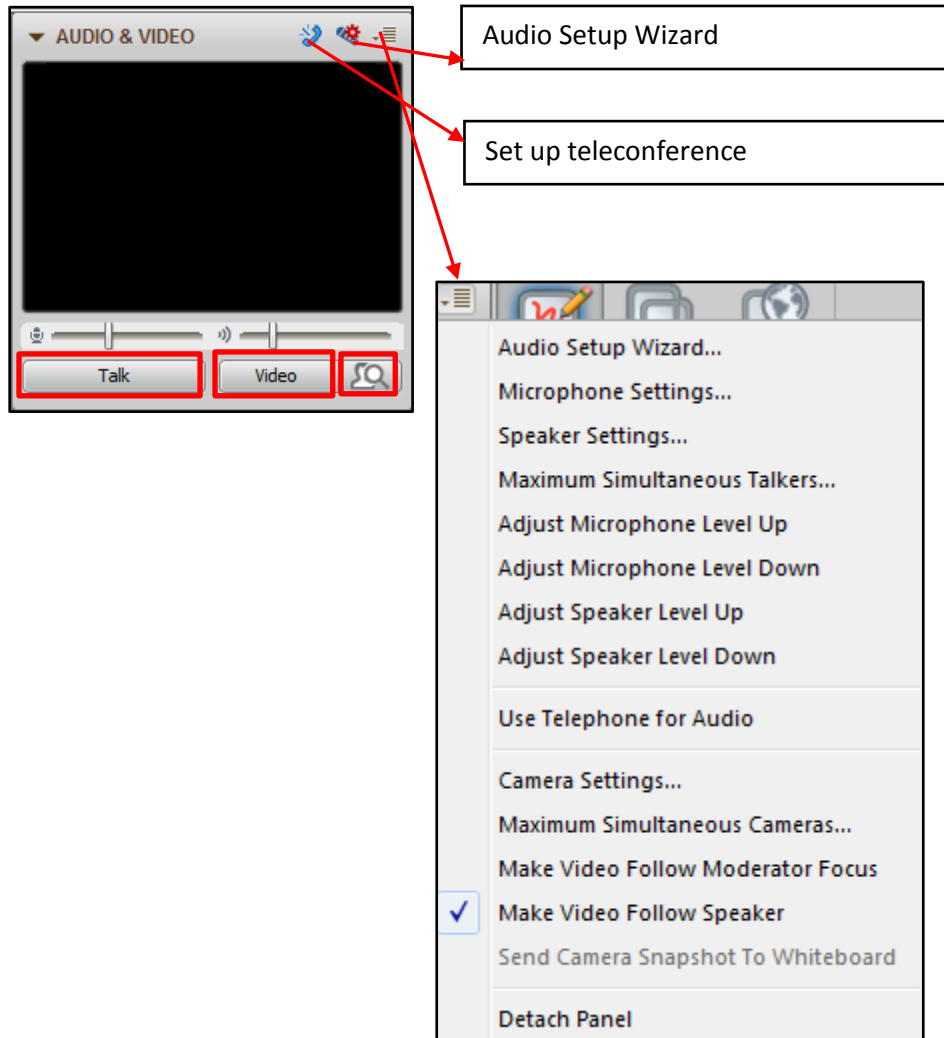

Notice: You can enable/disable those functions by clicking on the icons beside students' names. This action will only take effect on the selected individuals not for the whole main room.
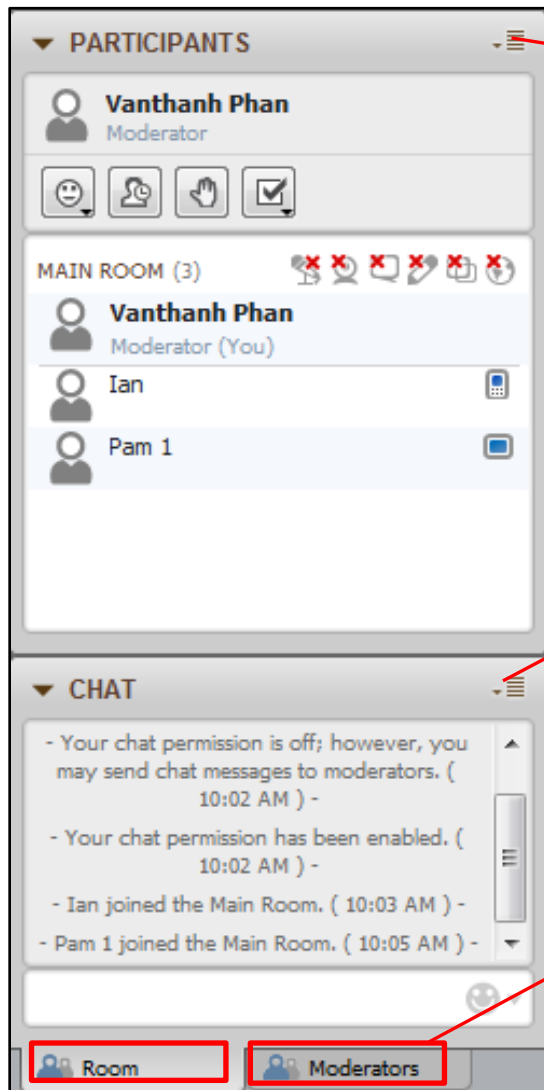
Step 2: How to navigate the Audio & Video Window

Once you set up your microphone and earphones/headphones correctly, you can click on the "Talk" button to talk, and the "Video" button to start the webcam. You can also click on the ⬛ button to preview your video before really showing your image to the audience.

Audio Setup Wizard

Set up teleconference

Audio Setup Wizard...

Microphone Settings...

Speaker Settings...

Maximum Simultaneous Talkers...

Adjust Microphone Level Up

Adjust Microphone Level Down

Adjust Speaker Level Up

Adjust Speaker Level Down

Use Telephone for Audio

Camera Settings...

Maximum Simultaneous Cameras...

Make Video Follow Moderator Focus

✓ Make Video Follow Speaker

Send Camera Snapshot To Whiteboard

Detach Panel

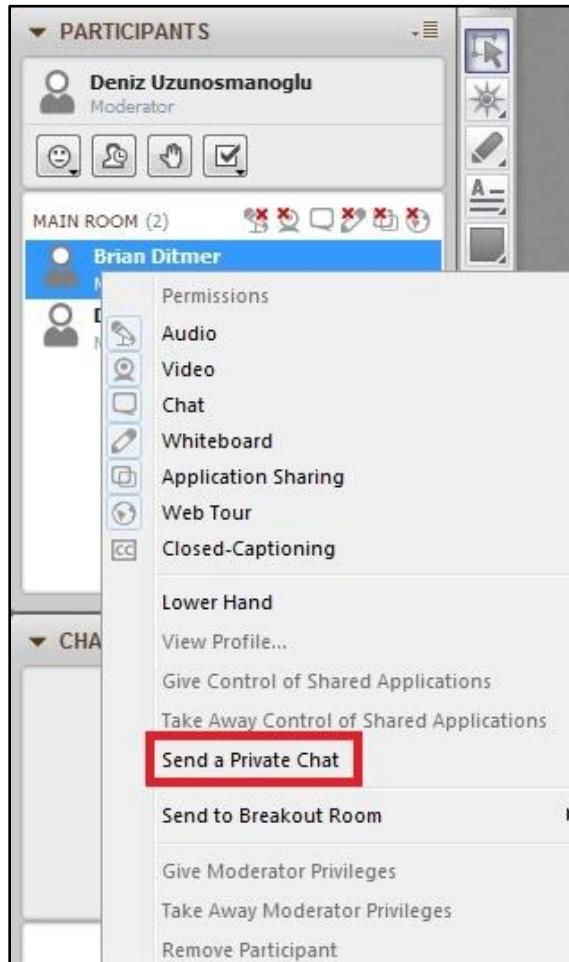**Step 3:** Participants window and Chat window

This drop down menu will allow you to set up accessibility to audio, video, chat, whiteboard, application sharing, web tour; create breakout rooms, polling types, etc. A rule of thumb would be you click on it and explore what you can do with it in more details.

This drop down menu will allow you to send announcement, set up font size, show event messages, enable emoticons, etc.
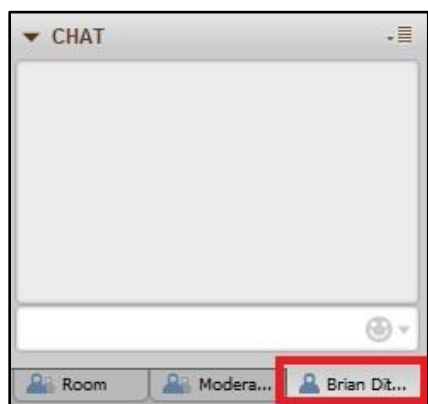
You have an option to have two rooms here: Main room is the room where everyone in the course would be able to access. Moderator's room is only accessible by moderators.

You can also send private messages to a specific participant by double clicking on his/her name. Or you can right click on student's name, and then click *"Send a Private Chat"*.

After double clicking on the student's name, you will see an extra chat tab in the chat panel on the bottom of the screen.

Step 4: How to navigate the white board, application sharing, web tour, loading content, recording.

- White Board is where you could load the content, normally a PowerPoint Presentation.
- Application Sharing allows you to share you applications such as desktop, PDF reader, Firefox Browser, etc.
- Web Tour allows you to show students a website.

White Board

Application Sharing

Web Tour

Load Content   Recording

New Page   Delete Page   Fit Page   Public Page   1/1 ☑ Follow

This drop down menu allows you to create a new page or delete a current page

This drop down menu allows you to show page explorer.

This drop down menu allows you to quickly go to the page you want to get to.

These are the tools that you can use when you open the white board.