BLACKBOARD COLLABORATE AUDIO SETUP

Tool

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Blackboard Collaborate – 2018YR-DEV1-NURS0000-ANITA DEVELOPMENTAL SHELL



1. Configure the audio and microphone settings every time you set up BB Collaborate. To do so, either go to Tools > Audio Setup Wizard or click on the dropdown arrow next to the microphone icon on the Audio & Video panel at the top of your BB Collaborate room.

s Window Help			
Application Sharing			
Audio	• [Audio Setup Wizard	
Breakout Rooms	•	Microphone Settings	
Chat	•	Speaker Settings	
Graphing Calculator		Maximum Simultaneous Talkers	
In-Session Invite	1	Adjust Microphone Level Up	Ctrl+Shift+Up
Interaction	•	Adjust Microphone Level Down	Ctrl+Shift+Down
Moderator	1	Adjust Speaker Level Up	Ctrl+Alt+Up
Polling		Adjust Speaker Level Down	Ctrl+Alt+Down
Profile	Ъ.		

📎 Audio Setup Wizard

Speaker

Stop

🕨 Plav

2. From the pop-up prompt, select the Speakers that you might be using (headset attached to the computer). If the attached speakers are not showing up, make sure they are correctly plugged in, and then click 'Refresh'. Click 'OK'.

3. In the next pop-up prompt, click the 'Play' button to hear a prerecorded audio message on the selected device. Click 'Stop' when you are done. The next box will ask if the speaker volume is at a comfortable level.

Audio Setup Wizard	×
Speaker Setup Confirmation	
Were you able to set the speaker volume to a comfortable listening leve	el?
Yes No	

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4. The next pop-up prompt, select a microphone device if you are going to use the Talk function. Select the attached microphone, and click 'OK'.

5. The next prompt will be to record an audio sample using the microphone. Click 'Record' and then 'Stop' once you are done.

6. Click the 'Play' button to hear your recorded audio and then 'Stop'.

7. The next prompt will ask if the microphone volume is acceptable.

8. This will be the end of the audio configuration setup and you can begin your Blackboard Collaborate session.

Audio Setup Wizard	×	Audio Setup Wizard	×
Microphone Setup		Microphone Setup Confirmation	
Your microphone will be enabled when you press Record. After pressing Record, speak into your microphone with a natural speaking volume and adjust the microphone volume slider so that the VU meter above the volume slider shows mostly green, with occasional yellow, but no red. When done, press Stop to stop recording. Note that you may record at most 10 seconds of audio, after which recording will stop automatically.		Were you able to set the microphone volume such that your recorded voice played back with the same loudness and clarity as the message that you listened to when setting the speaker volume?	
Microphone			
Record Stop		Yes No	