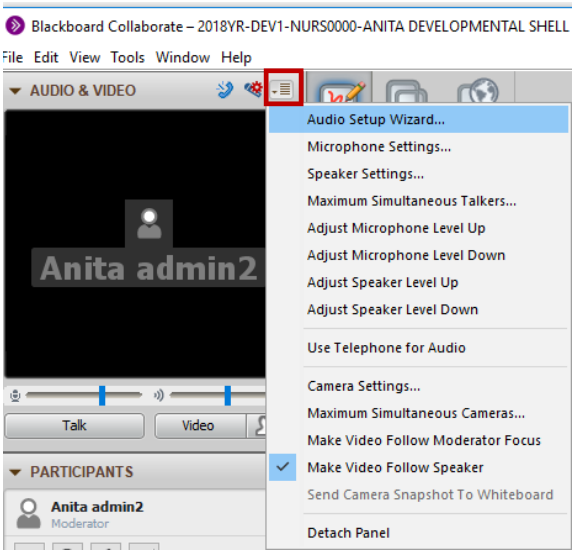
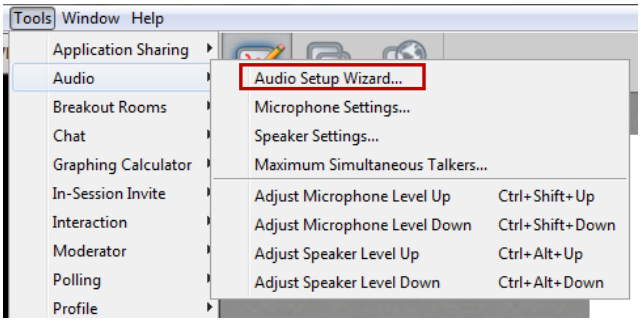
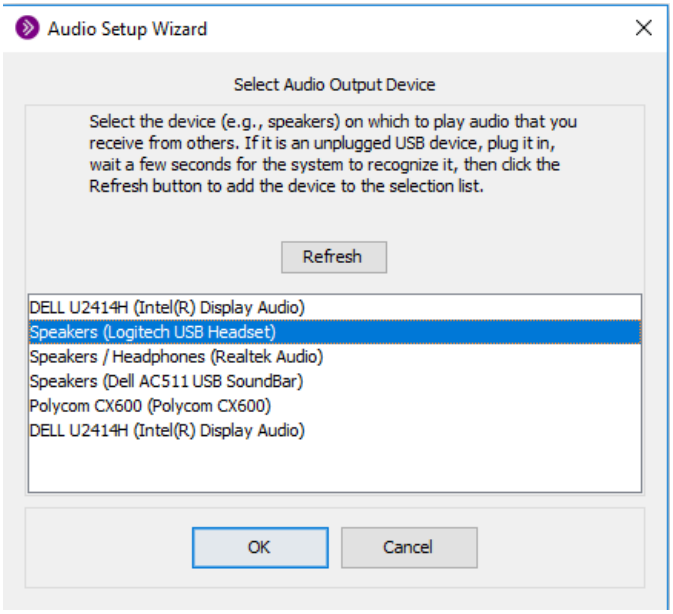
BLACKBOARD COLLABORATE AUDIO SETUP



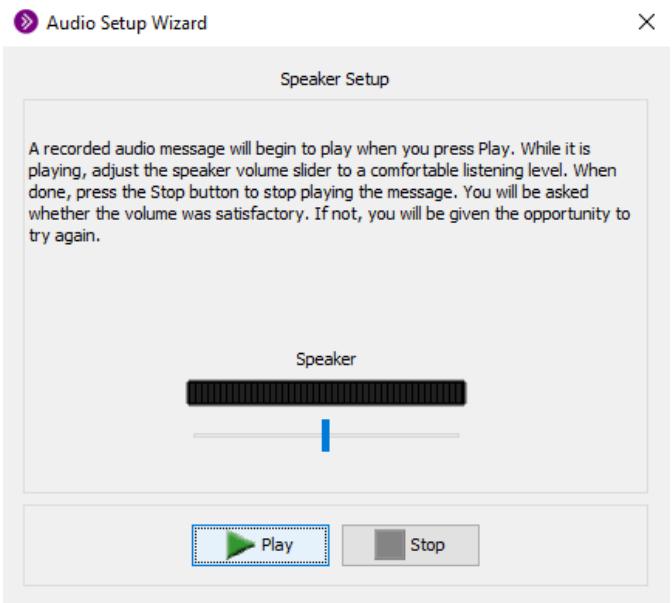
1. Configure the audio and microphone settings every time you set up BB Collaborate. To do so, either go to Tools > Audio Setup Wizard or click on the dropdown arrow next to the microphone icon on the Audio & Video panel at the top of your BB Collaborate room.

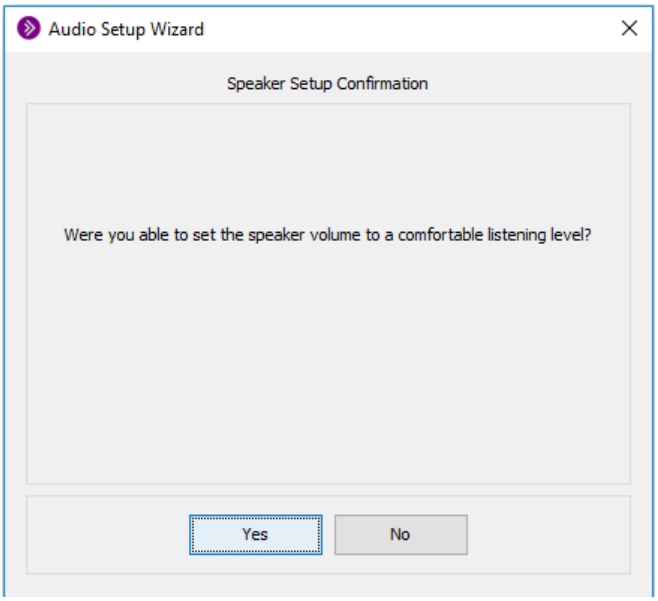


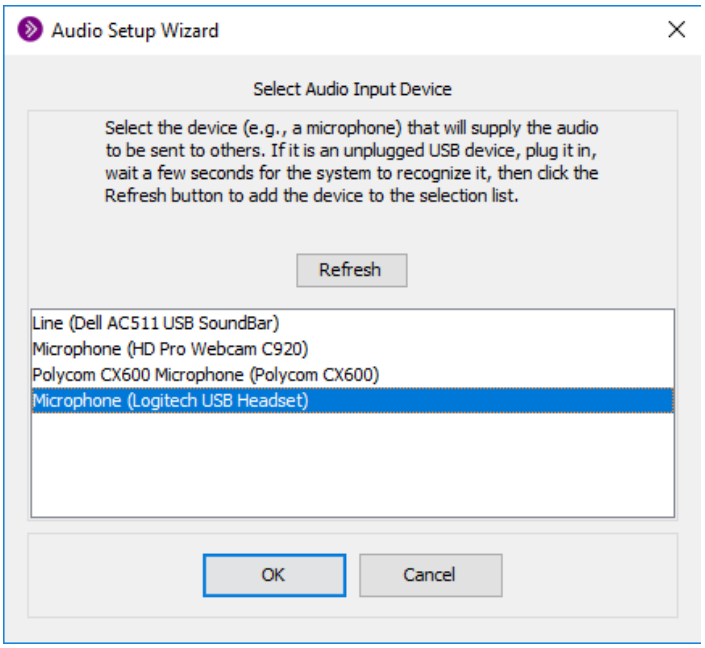


2. From the pop-up prompt, select the Speakers that you might be using (headset attached to the computer). If the attached speakers are not showing up, make sure they are correctly plugged in, and then click ‘Refresh’. Click ‘OK’.

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.



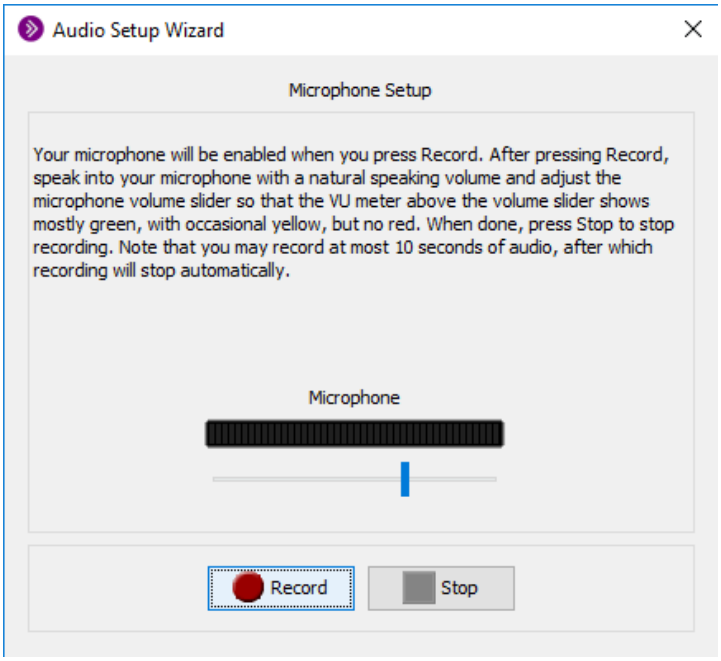
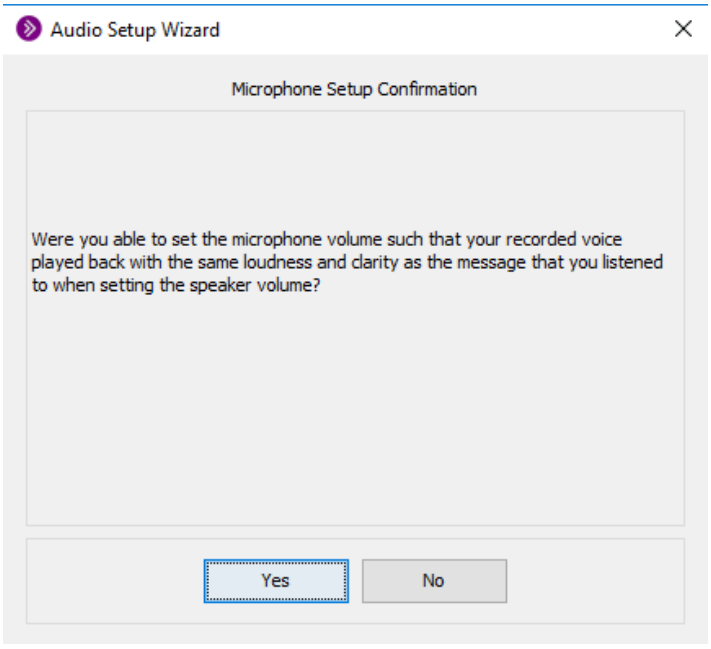




4. The next pop-up prompt, select a microphone device if you are going to use the Talk function. Select the attached microphone, and click ‘OK’.

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.