

BLACKBOARD COLLABORATE SET UP

If a pop-up appears with “wants to use your microphone or camera”, **select Allow**.

START YOUR CLASS

In a Chrome or Firefox web browser, **login to Blackboard** (blackboard.uwindsor.ca) with your **UWindsor ID**

Select the desired course and select **Virtual Classroom** in the course menu (fig. 1)

Click **Join Course Room** (fig. 1)

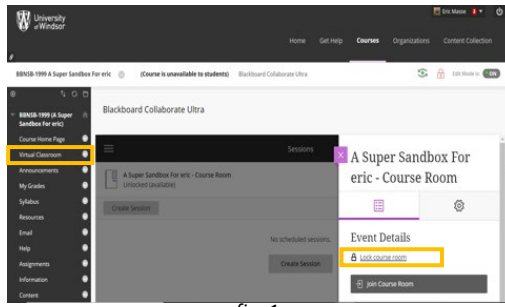


fig. 1

AUDIO SET UP

Click the **purple icon** on the main screen.

Select **Settings** (gear icon). Then click **Set up your camera and microphone** (fig. 2)

Select an option that contains **"Echo Cancelling Speakerphone"** from the dropdown list (fig. 3)

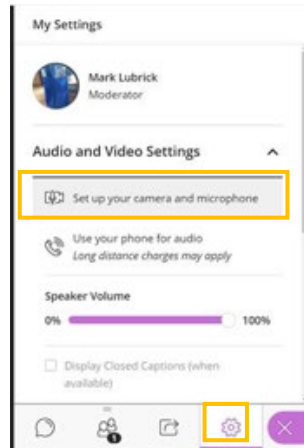


fig. 2

Then return to the main screen and **select the microphone**

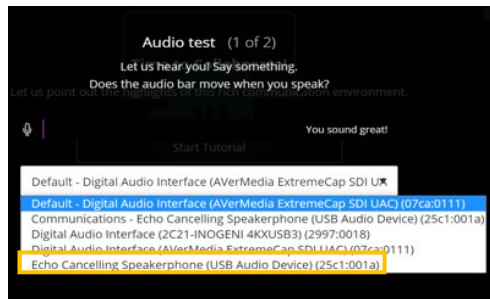


fig. 3

CAMERA SET UP

After completing audio set up, **select share camera** (fig. 4), then **select Streaming Video**. A preview screen will appear, **click share video**.

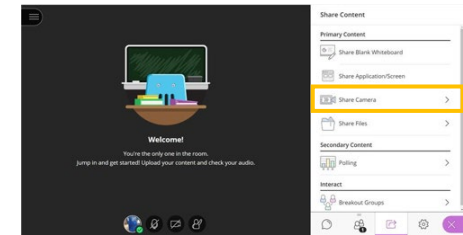


fig. 4

*Recording is optional. If you choose to record, click **Start** in the pop up (fig. 6) or find it the left menu on the main page (three horizontal lines in brackets and **select Start Recording**). If you choose to record from Collaborate, **select Start Recording**. (fig. 7)*

*It is recommended to download the recording, and upload to YuJa, and delete the original. Or, if you prefer to record from YuJa, see the **Set Up YuJa** handout.*

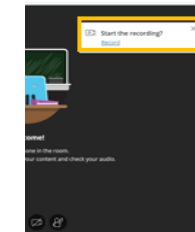


fig. 5

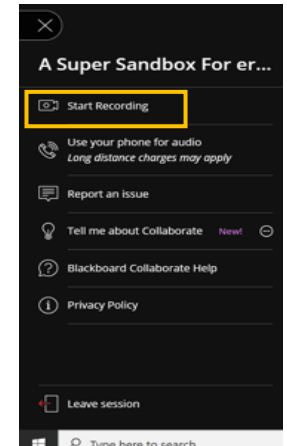


fig. 6