

# Blackboard Collaborate – GETTING STARTED

## 1. CHECK YOU HAVE THE CORRECT SOFTWARE

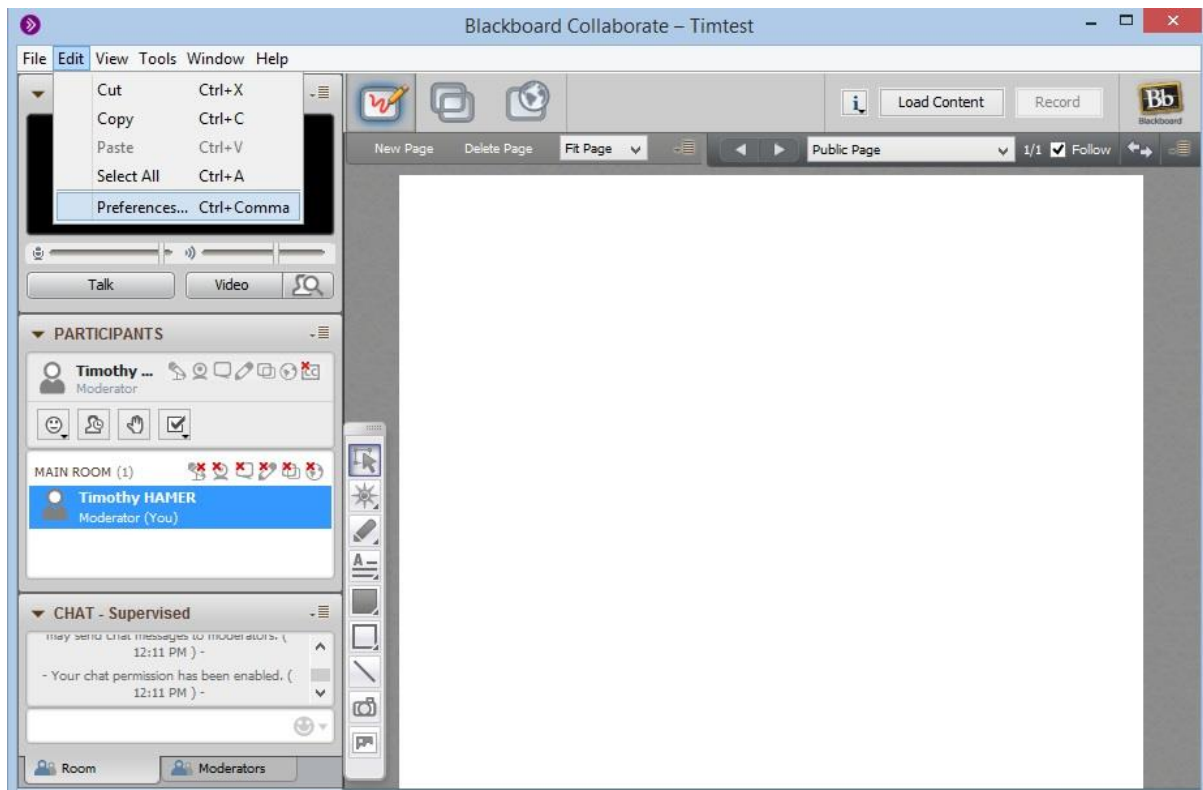
For Windows and Mac users, make sure you have downloaded and installed Blackboard Collaborate Launcher for your operating system . Details on getting these programs are listed in step 8 & 9 of the New Students guide under the Students tab on the CSDE website.

## 2. SET YOUR CONNECTION SPEED

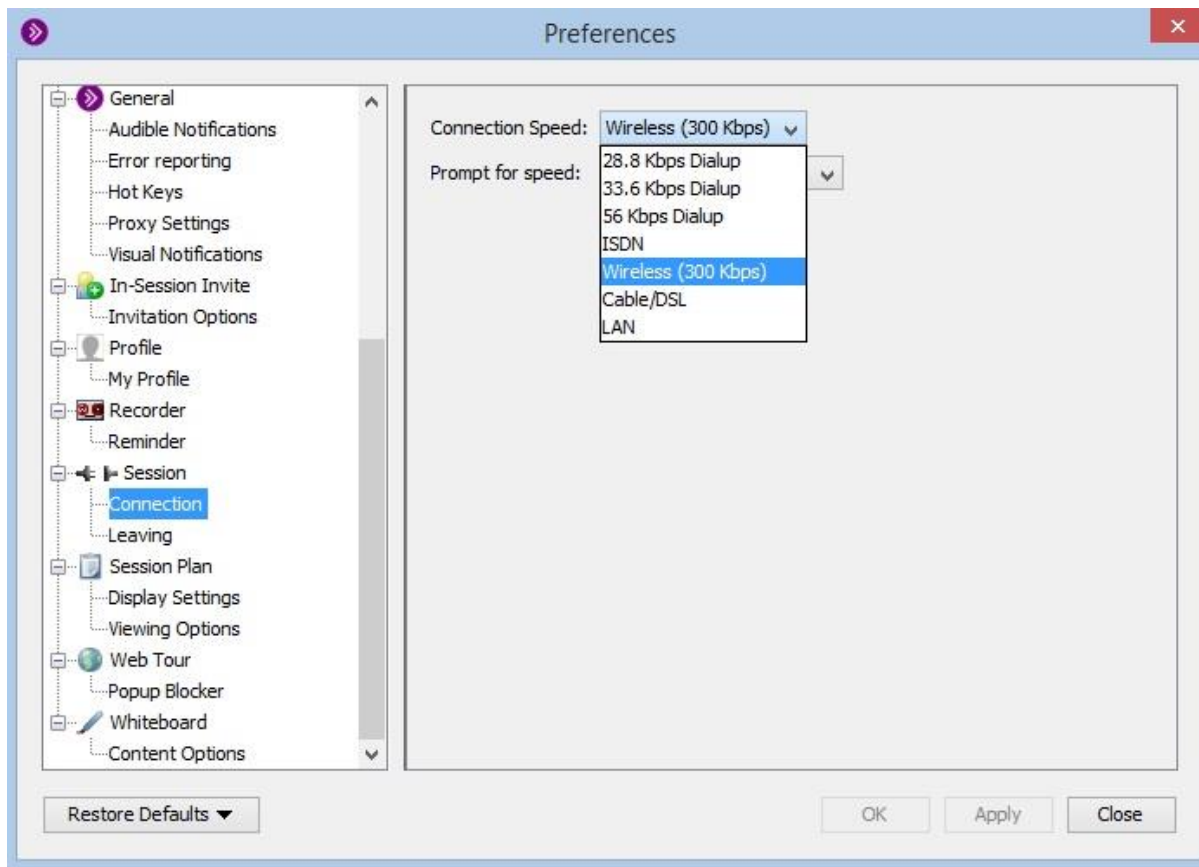
When you first open a Blackboard Collaborate session, you will be asked to choose a connection speed. Always select **Wireless (300kbps)**. If this is not selected you will likely experience audio and video delay, and connection drop-outs.

The connection speed can be changed at any time in a session.

Click **Edit -> Preferences**

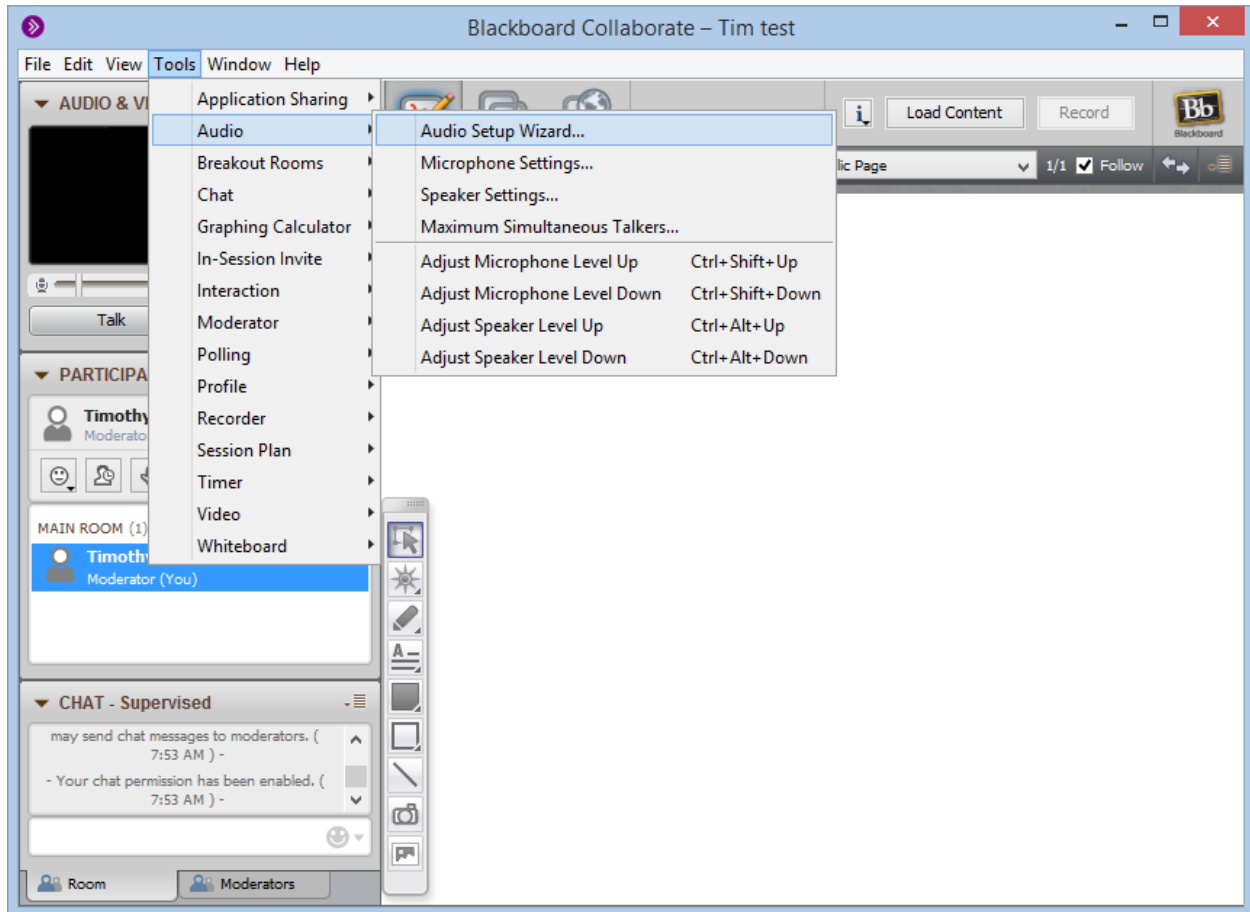


Find **Connection** in the list and change **Connection Speed** to **Wireless (300kpbs)**.

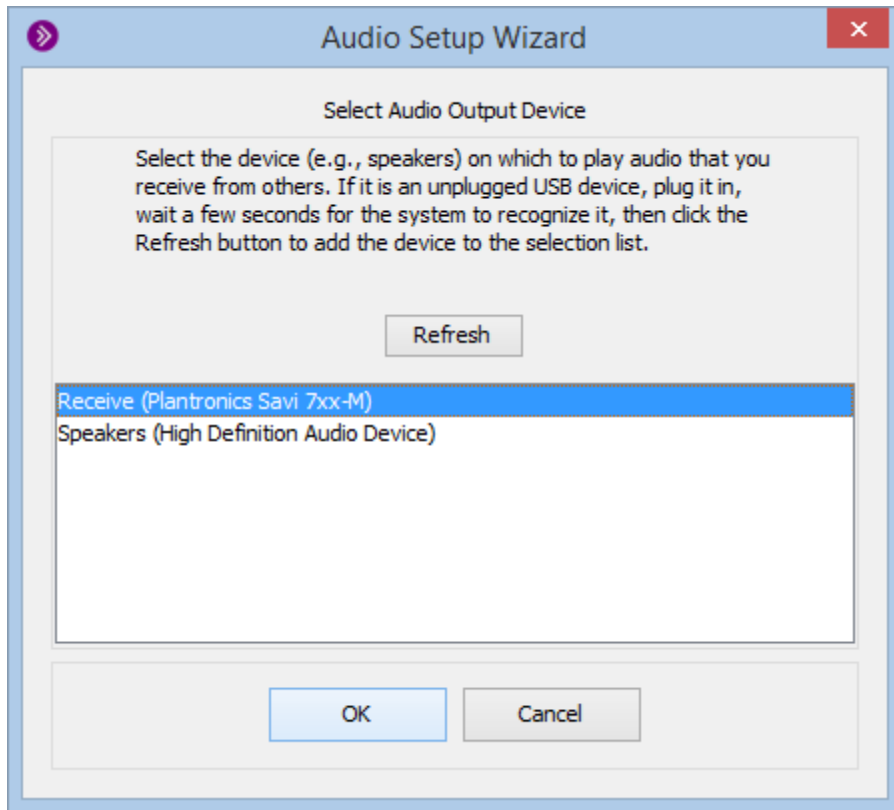


### 3. SET UP YOUR SPEAKERS AND MICROPHONE

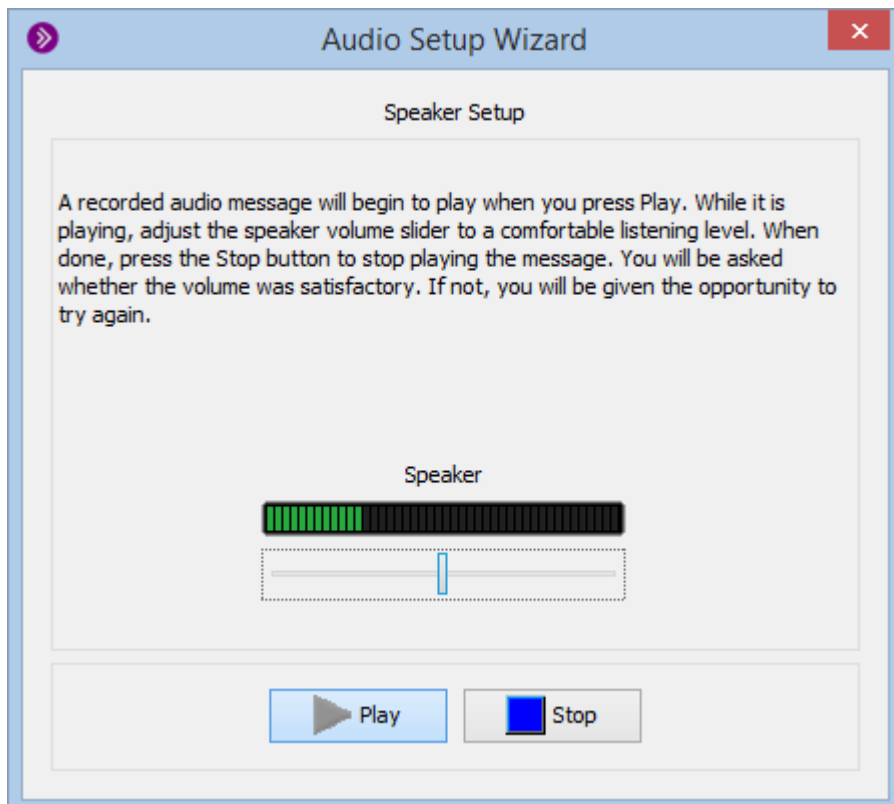
Blackboard Collaborate requires you to select which set of speakers and microphone you wish to use. The easiest way to get started is to use the **Audio Setup Wizard**.



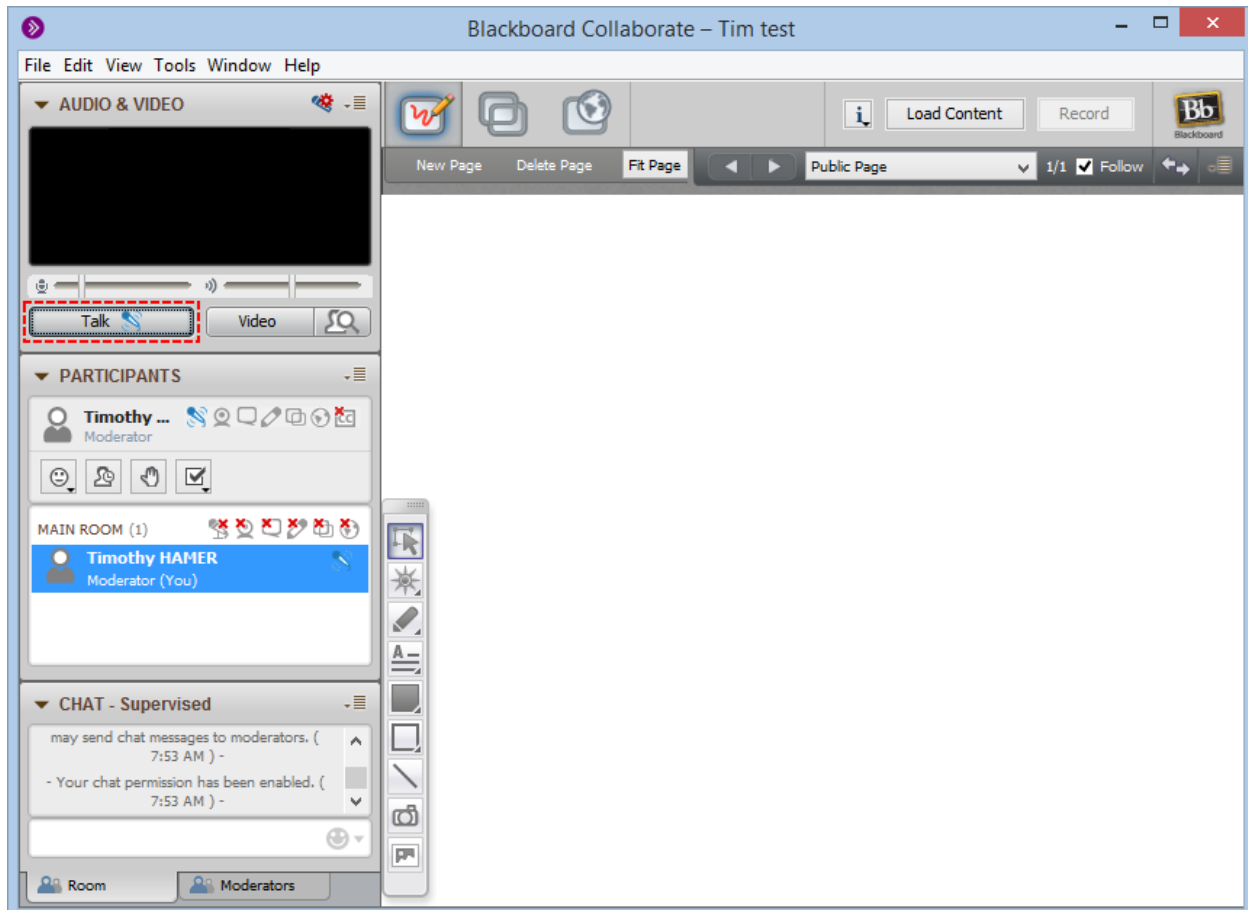
The wizard will ask you to select a set of speakers and a microphone and test them to ensure they work. Follow the instructions on screen and make sure sound is coming out of the correct set of speakers.



Speaker Selection (Your options will be slightly different)



The process will then repeat for your microphone selection and it will ask you to record a quick message to test that it works. Once this is done you are ready to use VoIP. Press the **Talk** button to be heard by the others in the session.



The button will display a blue microphone when it is active. You can adjust the microphone or speaker volume using the two sliders above the **Talk** button.

**NOTE:** Blackboard Collaborate can remember your settings, but sometimes it will discard them. If you are having any audio difficulties run the **Audio Setup Wizard** and reset your speaker and microphone settings to see if this fixes the issue.