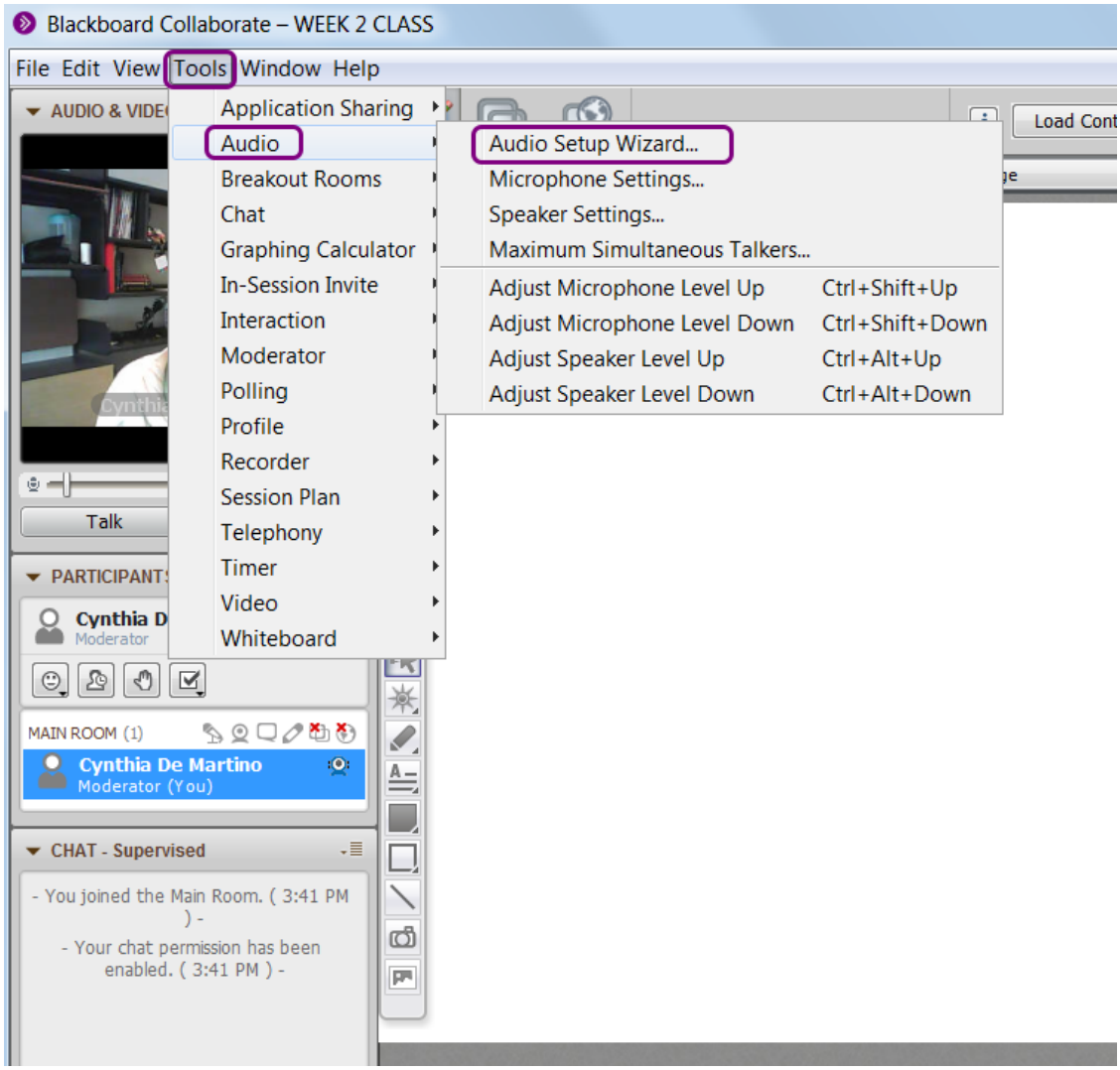
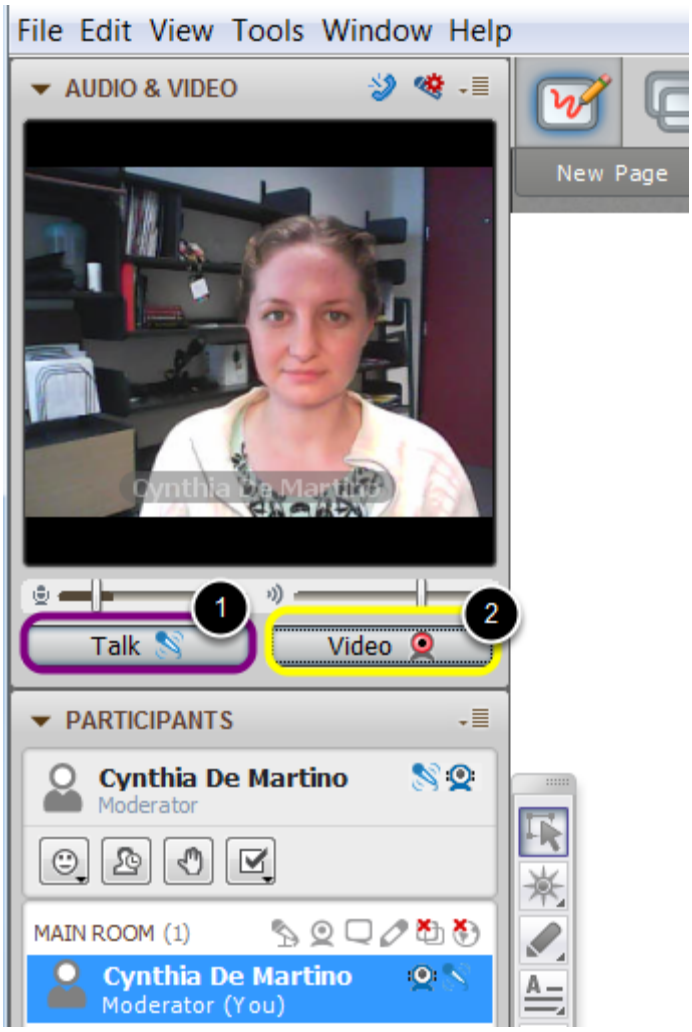
Bb Collaborate: The Logistics of Running a Session

Step 1



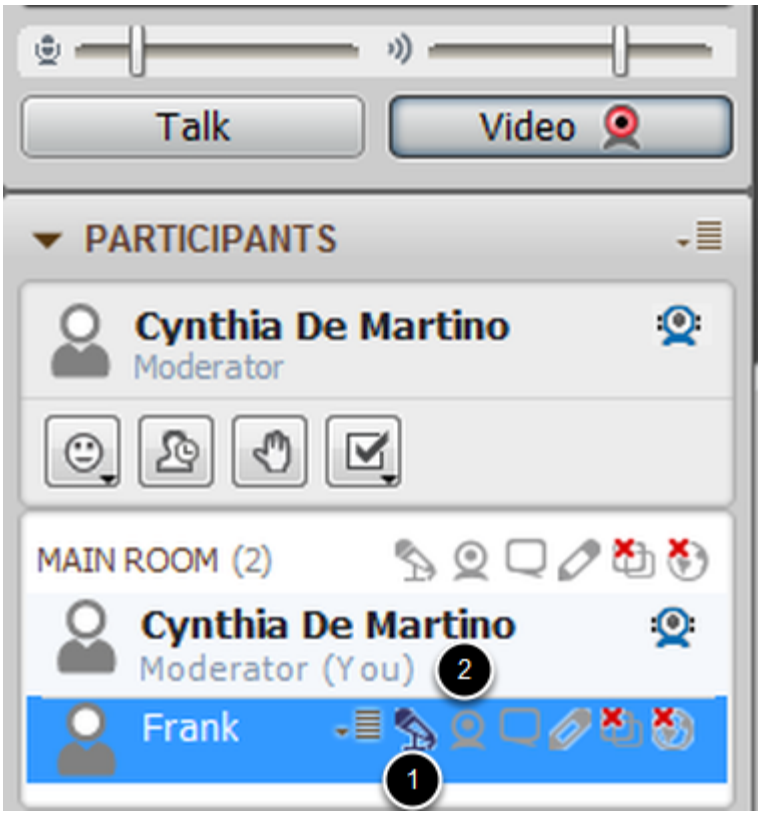
Run the Audio Setup Wizard to make sure your microphone and speakers are working.

Step 2



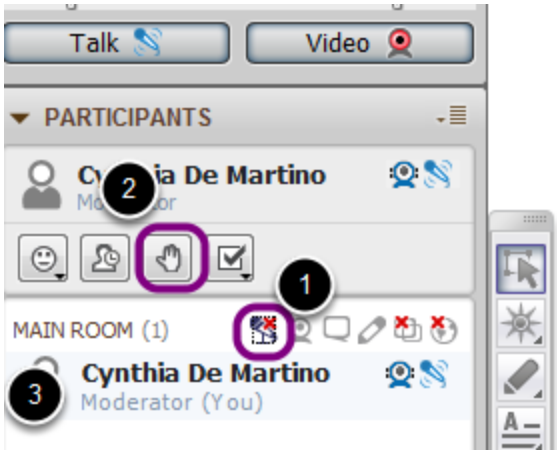
1. Press your Talk button to turn on your microphone: Now everyone in the room should be able to hear you.
2. Press your Video button to turn on your camera: Now everyone should be able to see you.

Step 3



All Moderators can control turn off or on participant's individual microphones (1) or cameras (2), and other abilities. However, the student still has to press his or her Talk button (and will have to press it every time after you take away their Talk.

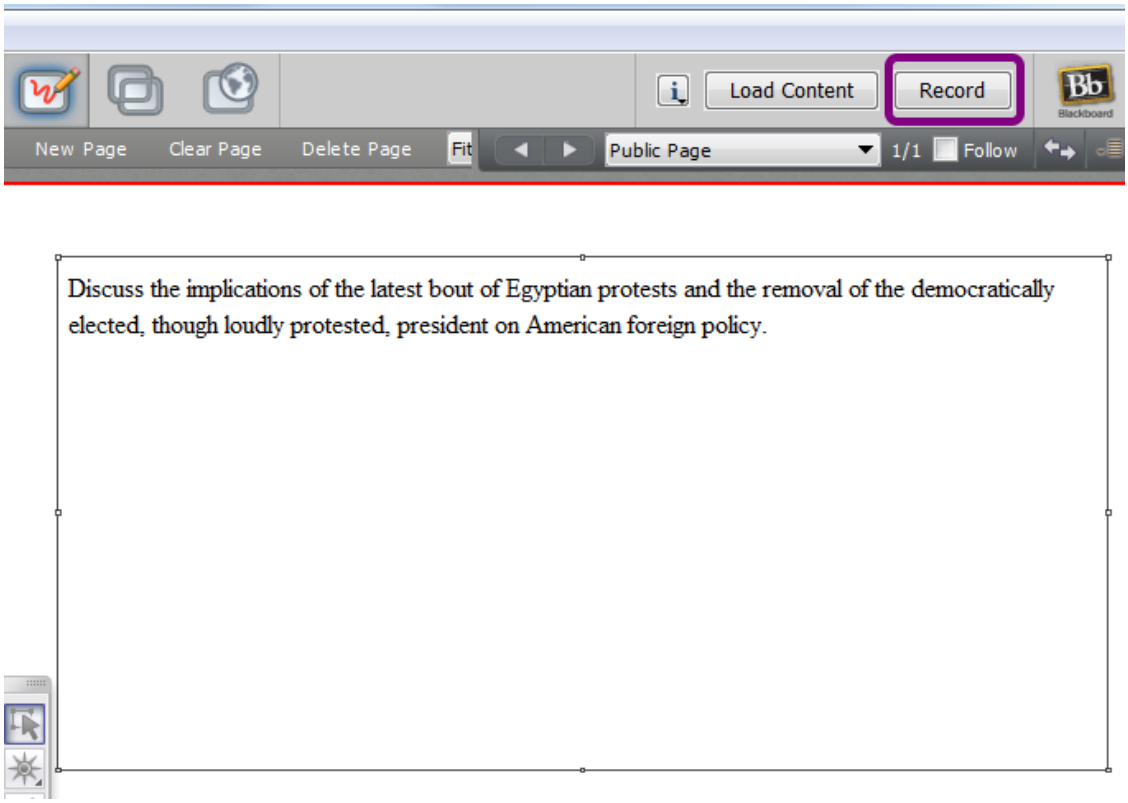
Step 4



Note: Because two people talking at once causes choppiness, interference, and an echo effect; you and your students will have to get used to taking turns. One tactic is to mute everyone (1), then have student raise their hands (2) when they want to speak. You can then turn on their

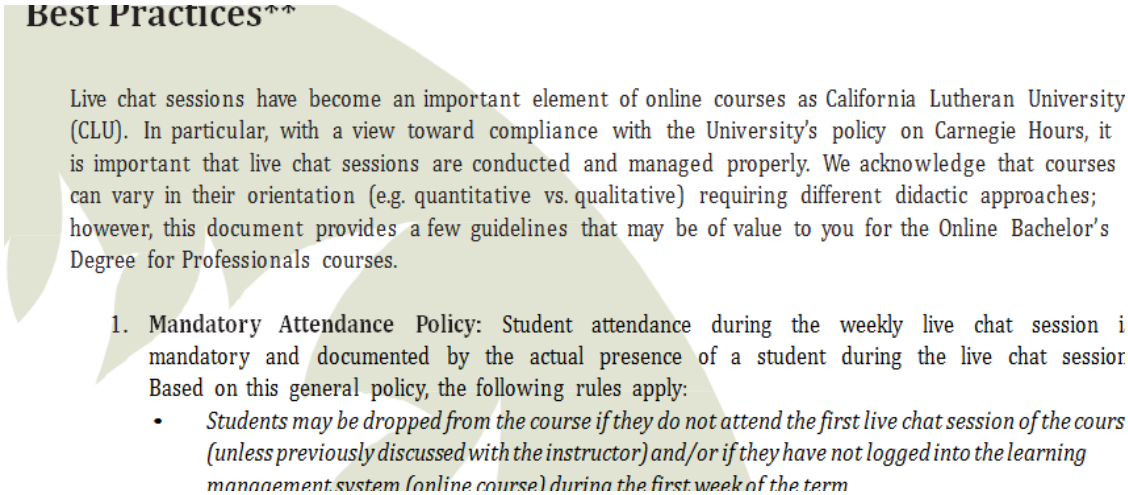
individual microphones then turn them off again when they are done.

Step 5



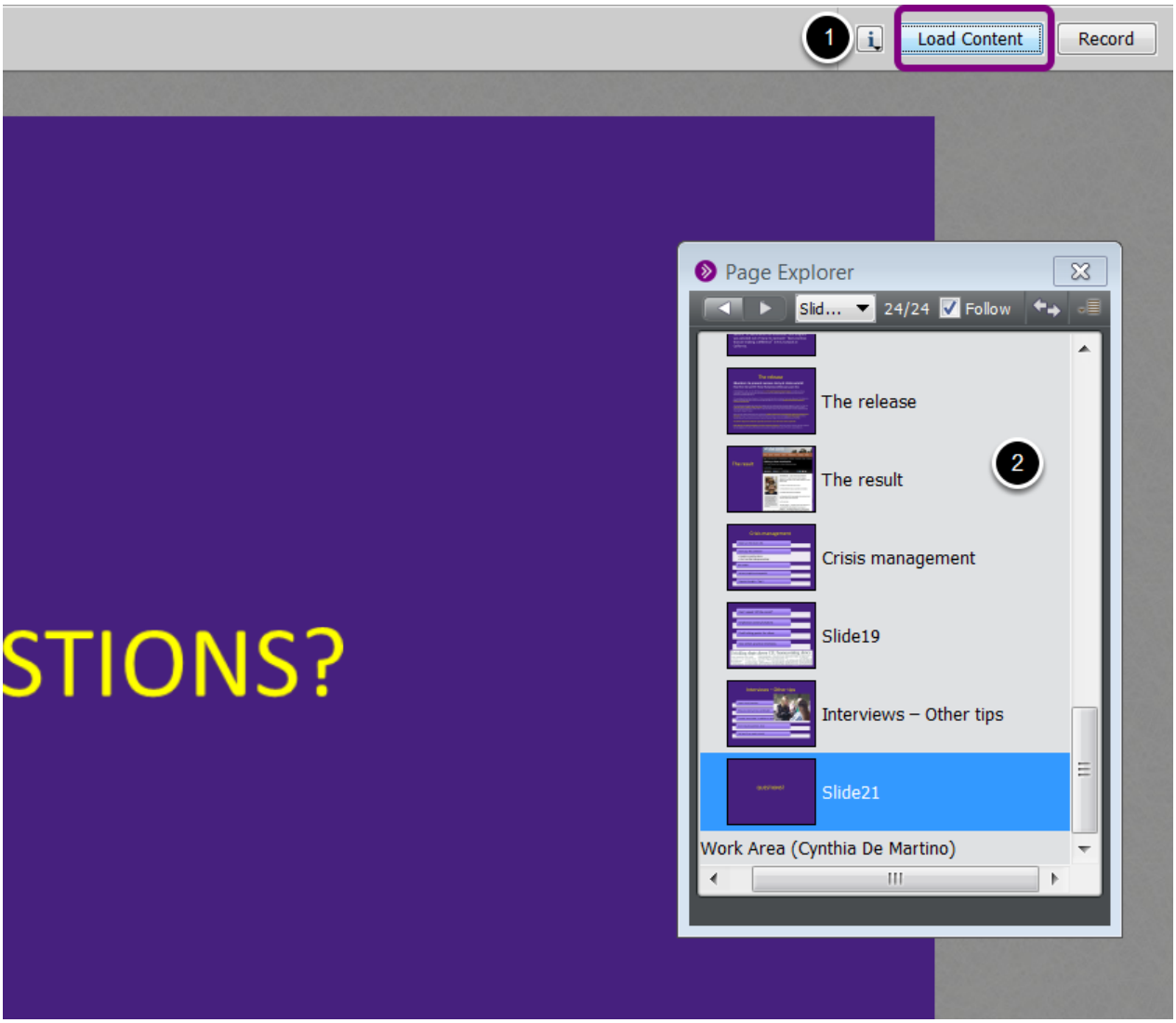
Once everyone is logged in and the audio and video is sorted out, start recording.

Step 6



Discuss proper online etiquette, what counts as participation, how the discussion will be managed, and what the class agenda is.

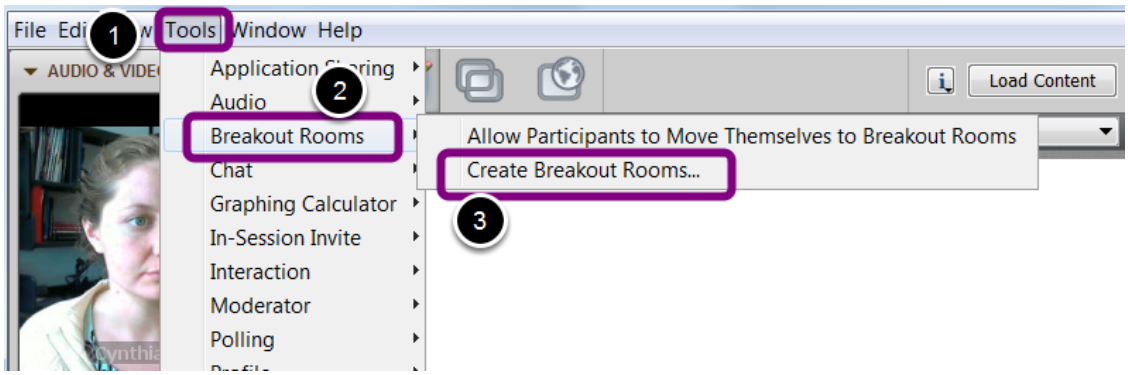
Optional Step 7



If you want to include a ppt lecture...

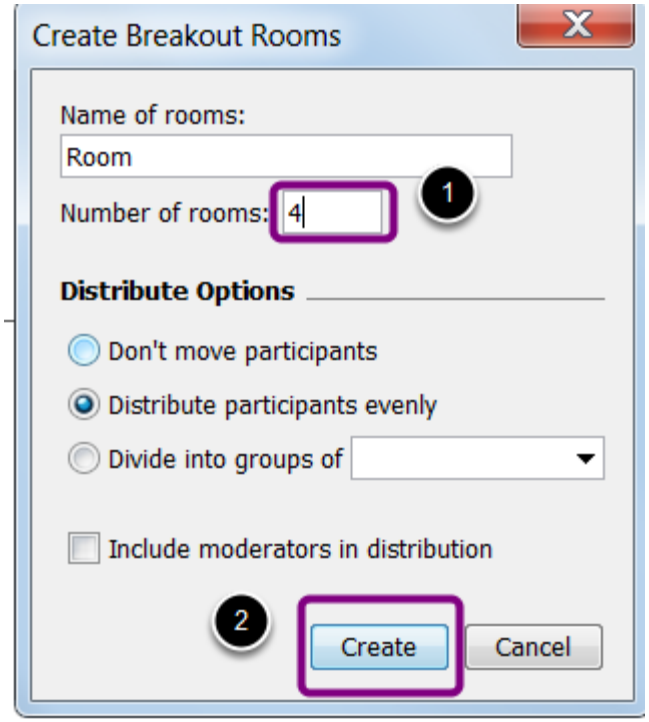
1. Click Load Content to add a powerpoint slide show.
2. After it converts the ppt slide show, it gives you a pop out page explorer. This way you can easily naviate among slides, screen captures, student work areas, etc.

Optional Step 8.1



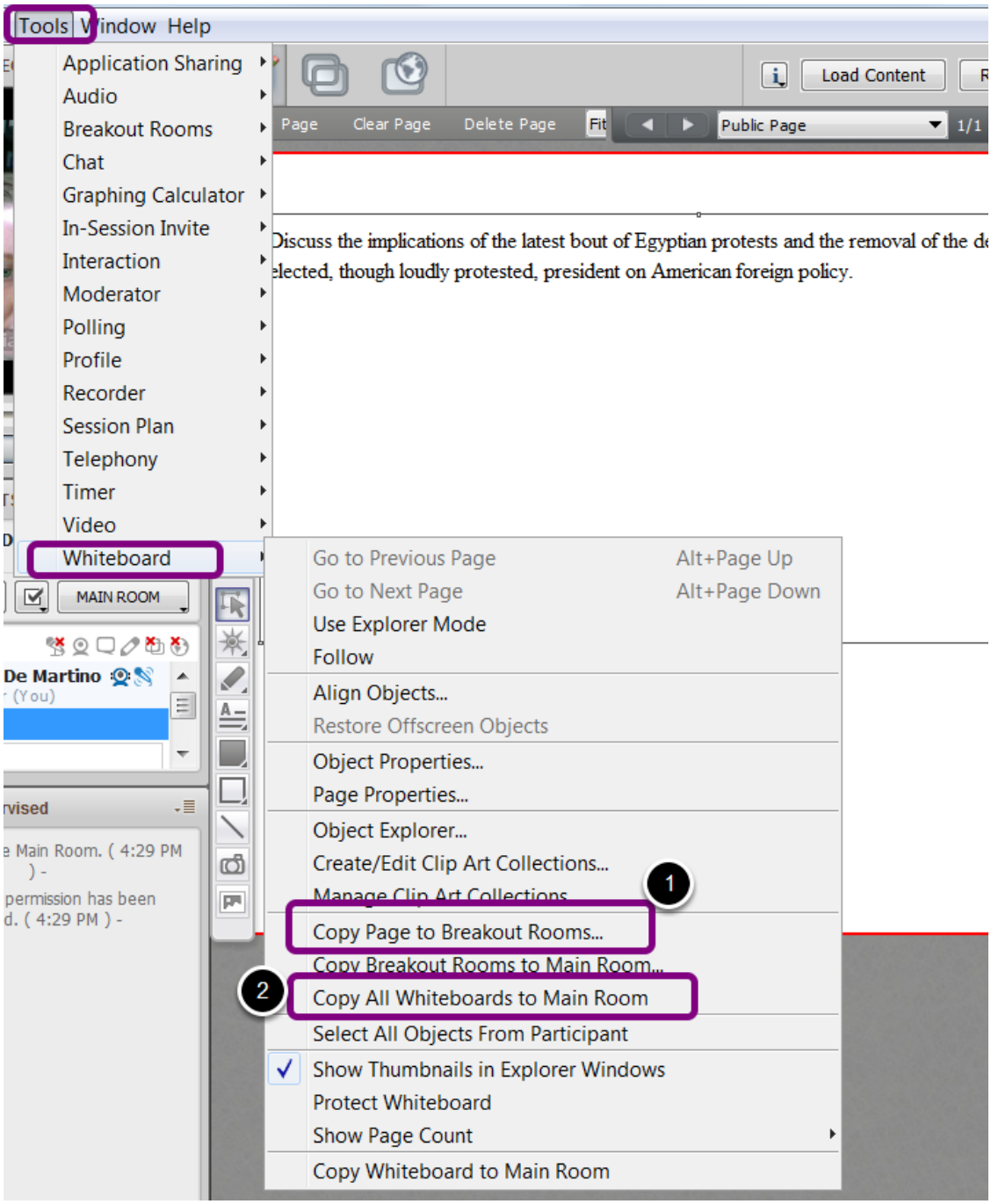
Breakout rooms are one of the most powerful tools Bb Collaborate has. They allow students to collaborate in small groups; working on a test together, discussing a case study you gave them, etc.

Optional Step 8.2



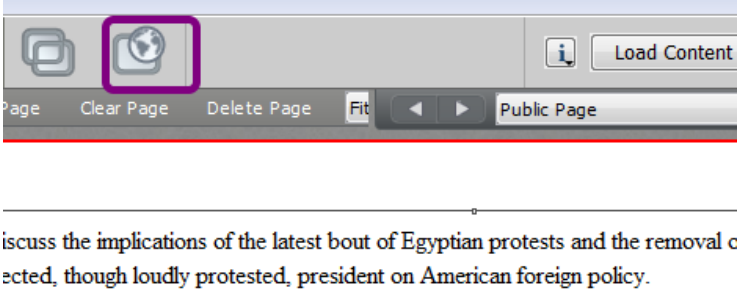
Select the number of rooms then click Create.

Optional Step 8.3



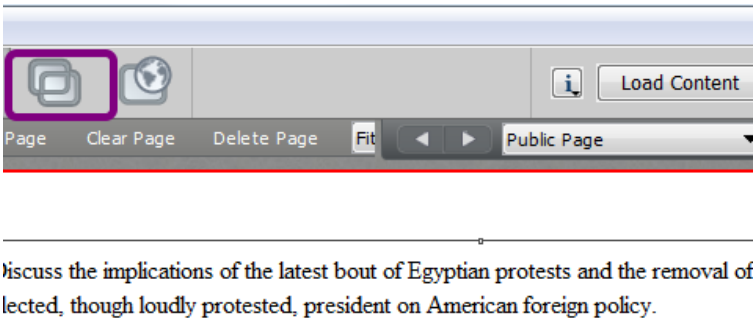
1. You can then push your Whiteboard to each of the rooms, have them talk about it, come to a concensus, and type in their group answer.
2. When they are done, you can pull on their answers back to the Public pages

Step 9



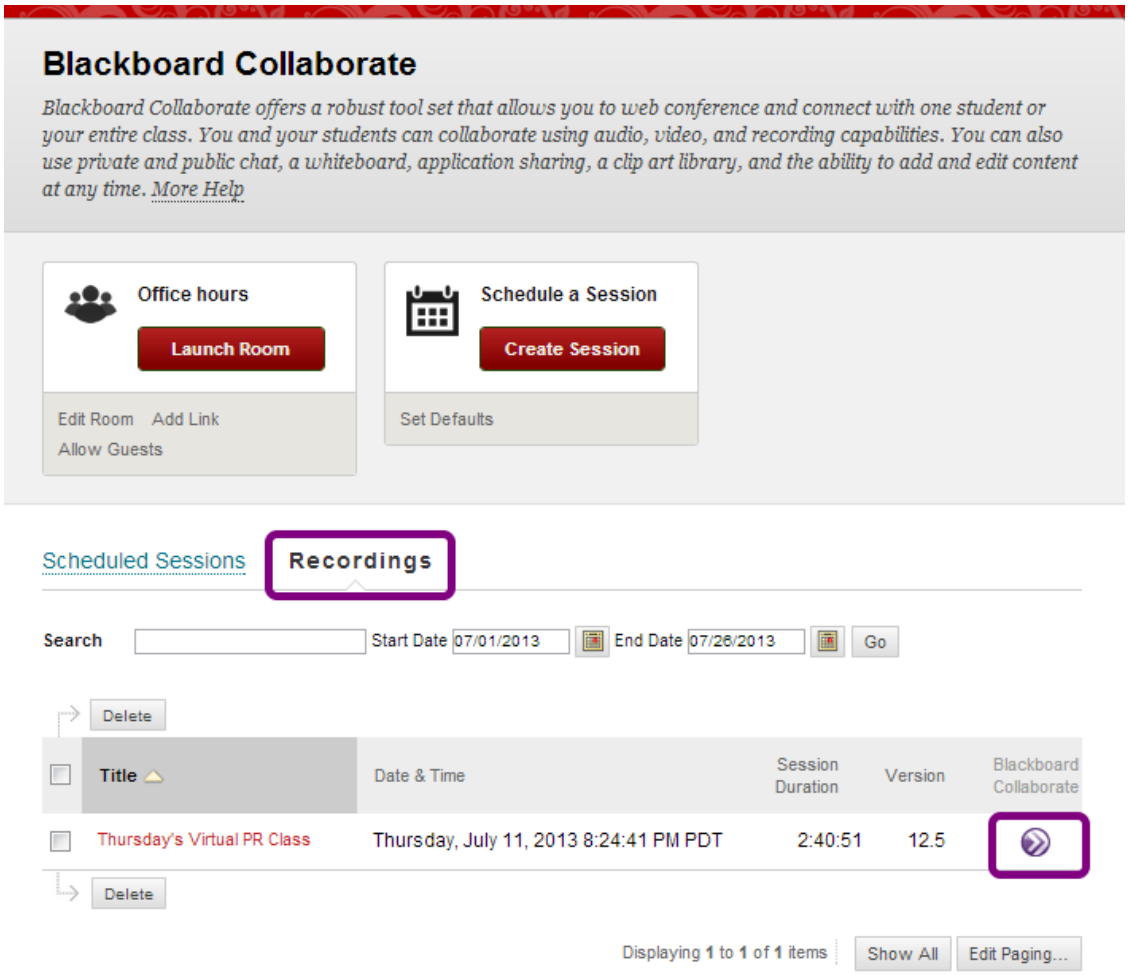
Click on this icon at the top to type in a URL and take your students on a tour of a website.

Step 10



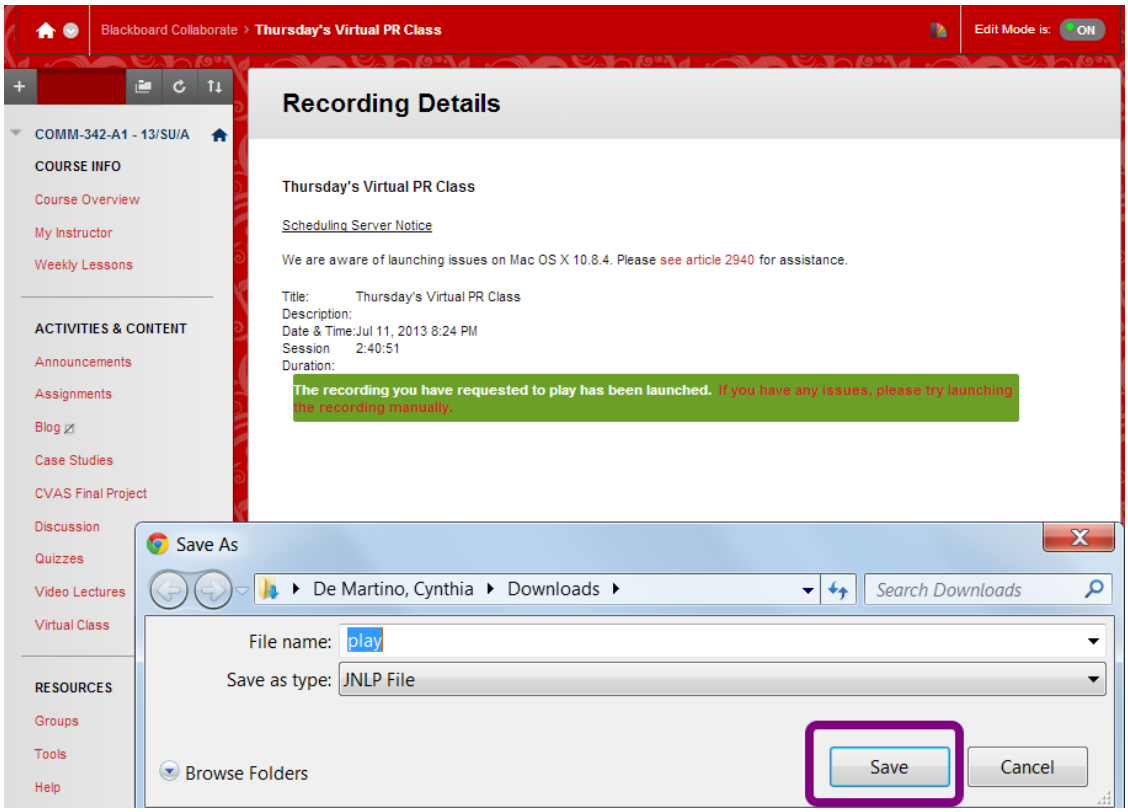
Click this icon at the top to share an application with your students; like a Excel or Panopto.

Step 11.1



Once the session is done, it will automatically be saved in the Recordings tab of your Bb course site. Press the play button to start viewing.

Step 11.2



Apop-up will ask you to save the file; press save, and open the file to watch the recorded lecture.