Facilitating a Collaborate Session: Step-by-Step for Moderators (Faculty)

For sharing your PowerPoint in “Share Application”: (does show full screen)

1. Open your PowerPoint file and have it available in the background.
2. Click on the Collaborate link on the course menu
3. Click on the Collaborate Room and and click Join Session.
4. Once your Collaborate room opens, click the purple chevrons on the bottom right of your screen, called the Collaborate Panel.
5. Click on the Share Content icon.
6. Click Share Files and click Share Application/Screen. Click Just an Application.
7. Choose the PowerPoint application on your screen and click Share.
8. Start running your PowerPoint presentation on the screen.
9. If you need to navigate to a different window (back to the made room), click and hold down Control + Tab.

For sharing your PowerPoint in “Share Files”: (won’t show your full screen PPT)

1. Click on the Collaborate link on the course menu
2. Click on the Collaborate Room and click Join Session
3. Once your Collaborate room opens, click the purple chevrons on the bottom right of your screen, called the Collaborate Panel.
4. Click on the Share Content icon.
5. Click Share File and click Add File. Choose the file from your computer and click Open.
6. Your file will load under the “Add File” area. Click on the name of the file and click Share Now (bottom of screen).
7. Click on the name of your file again and the Slide Navigator will open. Click on each slide thumbnail to navigate from slide to slide.

To start the recording or lecture:

1. After you have uploaded your file, click on the audio and the camera icon on the bottom of the Collaborate session. When your mic is on it will light up green. When your camera is running, you will see your video on the screen and the camera icon will be green.
2. Click “Open Session Menu” on the top left and click Start Recording.
3. To return to the slide navigator, click on Share Content again (bottom right) and click on the name of the file.
4. You will see thumbnails of the slides that are loaded. Click on the slide to navigate TO that slide.
5. **Important:**click Open Session Menu and Stop Recording **before**you exit the Collaborate room.

Accessing Recorded Lectures:

1. Click Collaborate on your Blackboard course menu.
2. Above your Course Name, you will see three horizontal lines, scroll over it and you will see that is the Collaborate Menu.
3. Click the Collaborate menu and click Recordings.
4. All of the recordings you have created will load here when they have finished compressing. Your students can access recordings the same way.

Sharing a pre-recorded lecture link with students:

1. Open the Collaborate menu and Recordings (see above Accessing Recorded Lectures).
2. To the far right of the name of your recording link, scroll over the Recording options (circle with three dots), and click.
3. Click copy link. The link is now copied to your clipboard.
4. Navigate to Course Content on the course menu.
5. If you have already set up content folders, navigate to the content folder where you would like students to click to listen to your recording. If you have not created Content Folders, please consider creating a content folder for your Recordings or Weekly lesson by scrolling over Build Content (on the page), and clicking Content Folder.
6. Once you are on the content area where you would like to share your link to the recording, scroll over Build Content and click Weblink.
7. You can paste the recording weblink on your clipboard into the URL area on your screen. Make sure to give your recording link a name.
8. Click Submit.