BLACKBOARD COLLABORATE, a Web conferencing tool, facilitates a variety of synchronous and asynchronous instructional activities in Blackboard Learn courses. Participants in a Collaborate session can:

- have discussions using voice or text chat
- write, draw, and paste images on a shared whiteboard
- present materials imported from PowerPoint
- conduct polls and give quizzes
- simultaneously view web pages, video, and other multimedia
- use breakout rooms to work in smaller groups
- view or share documents or software running on any participant’s computer
- record sessions for later viewing or review

Recording note: Collaborate recordings are available until the start of the next semester. If you need access to your recordings beyond this date, please make a request to extend the time. Otherwise, older recordings will be deleted.

The only equipment required to participate in a Collaborate session is a computer with a connection to the Internet. For audio discussions, speakers will need a microphone, preferably a USB headset with noise cancellation. Web cameras are optional.

Closed Captioning is available: The Closed Captioning feature in Collaborate provides a mechanism to view a transcript of a session while the session is in progress. A moderator in the session may give any attendee the privilege to enter closed captioning text. After which, anyone in the session can view the closed captioning text.

Below are a few ways faculty and students might employ Collaborate tools for teaching and learning.

- **Collaborative Case Study**
  - Faculty can schedule sessions for each group using the Blackboard Collaborate link and restrict access based on group membership and dates for sessions.
  - Each group meets at a convenient time and uses application sharing to work on researching the individual/group/event under study, to prepare and collaborate on documents, and practice presentations.
  - Breakout rooms can be utilized for group work; assign and sort by the team name.
  - Session recording is available either automatically or manually.
Course Orientation and Welcome
- Faculty can record a welcome message and post the link in Blackboard Learn.
- Use Collaborate’s audio, video, text chat, user profiles, Web camera, and whiteboard for introductions and to discuss the class schedule.
- Show students the layout of the course by opening Blackboard Learn using application sharing.

Debates
- Debates can be conducted in real time using Collaborate. Students or teams of students can have microphone access in order to present their side of the debate using the Collaborate timer to control the equal flow. Assign a questioner role to select students. Students become familiar with the debate format in a non-threatening environment, while also solving the problem of not being together in-person.
- Using the Notes window, students can take notes during the debate.

Demonstrations
- Web tours show students the Internet resources available on a topic.
- Share computer desktop applications using desktop sharing.
- Files can be sent instantly to students using the File Transfer feature.
- Video files can be sent to students through the Multimedia File feature for students to watch on their own computers.

Foreign Language Practice or Role Play
- Breakout rooms can be utilized for group work; faculty can assign and sort by rooms by group names.
- Faculty can post a scenario or questions for the pair or teams on whiteboard.
- To examine students’ sentence structure and vocabulary choices, faculty can view students’ Collaborate chat area exchanges, where they have been communicating in the target language of study.
- Students can use headsets and microphones (or Web camera) for role play and other communication practice scenarios.
- Session recording is available either automatically or manually.
➢ Group Presentations

- Group presentations can be recorded. Links to the recordings are found in the Collaborate nugget by date.
- Presentations can be conducted during a live session in Collaborate and still be recorded as needed.
- Student groups can use the whiteboard for PowerPoint presentations and other content, use of a microphone, Web camera, web tour, and/or application sharing if given the appropriate privileges.

➢ Group Project Workspace

- Instructors can schedule sessions for each group using the Blackboard Learn Collaborate link using group name and date for session.
- Each group can meet at a convenient time and use application sharing to work on projects, collaborate on documents, and practice presentations.
- Breakout rooms can be utilized for group work while in a Collaborate session sorting by the team name.
- Session recording is available either automatically or manually.
- Files can be transferred between students with moderator privileges using the File Transfer feature.

➢ Guest Speaker

- Invitations can be sent directly to guests outside of a class. Bring in a subject matter expert or a speaker with a unique perspective to create authentic learning experiences. Continue discussions started in the session by creating Blackboard Learn discussion forums. Contact DEIT to create a Blackboard account for the guest speaker.
- Using the Notes window, students can take notes during the session.

➢ Moderated Films on Demand Discussion

- A link to a Films on Demand video can be sent to students by just typing the URL into text chat. Using the timer, the instructor can give students enough time to watch the video and then discuss as a class with the instructor leading the discussion.
- Microphone and text chat can be used for communication. Setting the audio “simultaneous talkers” to more than one (up to 6) will allow for free flowing conversation.
Online Lecture

- Faculty can conduct synchronous lectures with students scheduled through the Blackboard Learn link. Complementary tools are PowerPoint slides uploaded in the whiteboard, audio, video, text chat, and Web tour.
- Faculty can record asynchronous lectures using PowerPoint in the whiteboard, audio, video, application sharing to show a program on the instructor’s computer, or Web tour.
- Using the Notes window, students can take notes during the lecture.

Panel Discussions

- Student groups or multiple guest presenters can field questions from students in a class using a microphone or text chat.
- Web camera can be used to snap pictures and post to whiteboard with panelists’ names, credentials and contact information.

PowerPoint Presentations

- Anyone with moderator privileges can share a presentation with other meeting participants. Requires a microphone for narration (Web camera optional).
- Faculty can record asynchronously and post link in Blackboard Learn for students to view.

Tests/Assessments

- Proctor a session by having students share their desktop or turn on Web camera while they complete a quiz or test. The Collaborate timer keeps students on task.
- Faculty can allow groups of students to complete an assessment as a team by having one student share his/her desktop while the team members discuss the questions using text chat or microphones.

Tutoring/Help Sessions

- Faculty can offer exam or project help sessions by creating sessions. Common tools include the whiteboard/desktop sharing to review key concepts, a graphics tablet for math formulas, and the Collaborate Quizzing feature for on-the-spot review questions. Wacom graphics tablets available from DEIT.
- Students can get instructor/tutor assistance with a paper using desktop sharing.

Virtual Office Hours

- No office? No problem. Faculty can schedule regular Collaborate sessions to simulate an open door policy for students.
- Giving the students moderator privileges, students can share a file with the instructor to get feedback.