

Configuring Collaborate

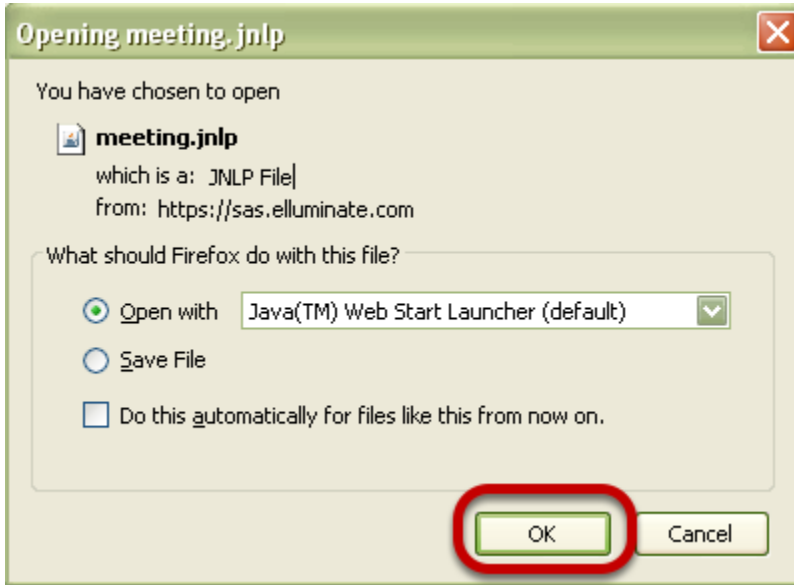
Before you participate in Collaborate sessions, you need to test your connection, settings, and configure your audio. This lesson will show you how to do that.

1. Enter the Configuration Room

Click on this link:**

<http://support.blackboardcollaborate.com/ics/support/default.asp?deptID=8336&task=knowledge&questionID=1473>

2. Open the Collaborate Testing Session



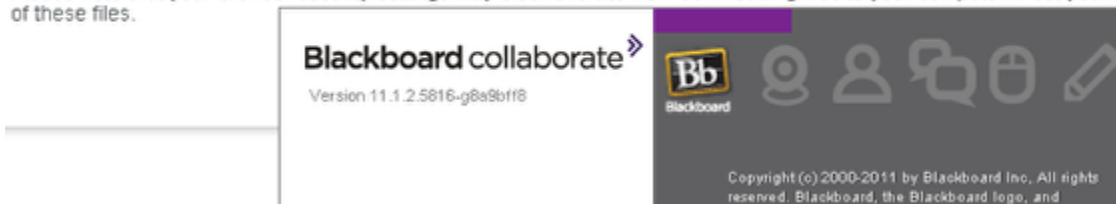
Click OK. You'll then see a Java pop-up window, followed by a Blackboard Collaborate window.

3. There will be a short delay while Collaborate launches

Launching Blackboard Collaborate

Please don't close this window until you are in your Blackboard Collaborate online collaboration session.

Please note that your browser security settings may block this site from downloading files to your computer. If so, you will not be able to download these files.



NOTE: Do not close the Collaborate window until the actual Configuration Room session opens

4. Follow the Configuration steps as indicated below

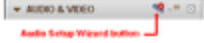
CONFIGURATION ROOM - BLACKBOARD COLLABORATE 11 - Blackboard Collaborate

File Edit View Tools Window Help

AUDIO & VIDEO

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Welcome to the Blackboard Collaborate Configuration Room

- 1** Configure your audio
From the Tools menu, click Audio → Audio Setup Wizard... and follow the directions

- 2** Set your connection speed
PC: Edit → Preferences → Session → Connection
Mac: Blackboard Collaborate → Preferences → Session → Connection
- 3** You have all of the necessary software to participate in your Blackboard Collaborate web conferencing session. For additional assistance, please review our On-Demand Learning Center:
<http://www.blackboard.com/Platforms/Collaborate/Services/On-Demand-Learning-Center/Web-Conferencing.aspx>
- 4** **Close this session as your web conference will not be held here.**
To join your web conference, follow the instructions provided to you by your organization. If you do not have this information, please contact your host organization.

Blackboard collaborate

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1. Configure your audio
2. Set your connection speed
3. View the On-Demand Learning Center if desired.
4. Close the session room.

You are now ready to enter your own Collaborate Session.