

Set-up the computer

1. Log-in to the computer

- » Use your university credentials
e.g. jblogs@dundee.ac.uk

2. Go to MyDundee

- » Open the default Edge browser and go to my.dundee.ac.uk

3. Find your module

- » In the left-hand menu, click on 'Modules' and select your module.

Set-up the Collaborate session

4. Start Collaborate session

- » Inside your module, look on the left-hand menu for 'Blackboard Collaborate'.
- » Click 'Join Session'.
- » Choose 'Course room' to open a Collaborate session.
- » Note, that you can also use specifically scheduled sessions, as well as, the always-open 'Course room'.
- » Once in your session you may be prompted to check your audio and video. If not, open 'Collaborate panel > My Settings > Set up your camera and microphone'.

5. Test your audio set-up

- » The browser may show a pop-up asking to 'Use your microphone' Click 'Allow'.
- » Position your microphone to roughly cover where you will speak from.
- » Ensure the round light on the microphone is green (if red, press it, to unmute).
- » In the Collaborate audio test/preview, select the correct microphone from the drop-down menu - this is typically 'Yeti Nano'.
- » Check your levels and when ready select 'Yes, Audio is working'.

6. Test your video set-up

- » The browser may show a pop-up asking to 'Use your camera' Click 'Allow'.
- » Select the correct camera from the dropdown list - this is usually 'Lifecam'.
- » Use the video test/preview window to check the camera is positioned to cover where you will be, e.g. the front of the teaching room.
- » Click 'Yes, Video is working'.

Set-up the sharing

7. Share audio and video

- » When the collaborate session starts click on the icons at the bottom for **Audio** and **Video** to make them active.
- » In Video Preview, Click on 'Share Video'.

8. Set-up sharing

- » Click on the 'purple tab' in bottom, right-hand corner to pop out menu.
- » From tabs at the bottom of the menu, Click on 'Share Content'.

9. Choose what to share

- » Click on 'Share Application/Screen' or 'Share Files'.
- » For further explanation on sharing options visit:
<https://help.blackboard.com/>

Start teaching

10. Turn on AV panel

- » Press 'Display On' to power up the room's presentation screen. It might take a couple of presses if the AV panel needs woken up first.
- » The panel will default to 'PC', so you shouldn't need to change this.

11. Check remote students

- » Make sure the students at home can hear and see you, and/or the presentation you want them to see.
- » If you are having problems, check the trouble-shooting guide.

12. Start recording

- » Click 'Start recording' if you are delivering a teaching session that you want to record.
- » Make sure all students are aware that the teaching is being recorded.
- » Have a great session!