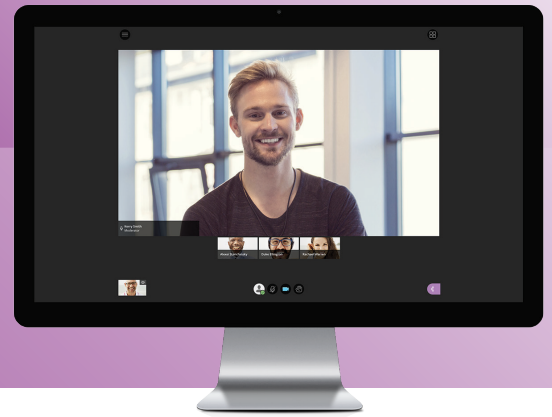


Facilitator Checklist for Blackboard Collaborate

A Virtual Classroom Quick Guide



★ Session preparation

Equipment

- An internet connection and a computer with Google Chrome (recommended browser) installed ([google.com/chrome](https://www.google.com/chrome))
- Headphones with microphone to ensure clear vocals and avoid audio feedback
- Webcam for video (highly recommended)

Create a new Collaborate Session on Blackboard or use your existing Course Room

tinyurl.com/CreateandEditSessions

Choose your session settings

Decide what features your participants will require for your session

tinyurl.com/SessionSettings

Send session details and instructions to participants & presenters

Use a Blackboard announcement or email and include the following:

- Session date and time
- Joining instructions including the room link and any resources for using Blackboard Collaborate
- Check if there are any accessibility needs

Send instructions to guest speakers (if applicable)

This is best done as a calendar invite including the room link (a dedicated Presenter link). Invite them to join the session at least 15-30 minutes prior to the start of the session to test their microphone/video and presentation. If you haven't sent to dedicated presenter link, you can promote your guest speakers to 'Presenters' on arrival to the session.

Practice using Blackboard Collaborate features in advance

★ Session preparation

Prepare your session materials including:

- A session plan include timings and moderator roles
- Resources such as slides, quizzes, graphics, links to videos etc
- Etiquette and session instruction information
- Check accessibility requirements as required
- Create any poll questions with accompanying slides

Assistance

Arrange for someone else to moderate chat and answer participant questions during the session.

Location

Be in a quiet space and let others know you are in a session.

★ At least 30 minutes before the session

Load your slides and resources into your Blackboard Collaborate Room

It is recommended that you convert your PowerPoint slides into a PDF before uploading via Share Files. Be aware of the image and file sizes of content you include in your PowerPoint presentation – large images etc. can impact the bandwidth needs of your students.

Set up Do Not Disturb on your computer apps and phone and clear your screen

of applications / private documents not needed for the sessions (especially important if sharing your screen).

Joining Time

Moderators and Presenters should join the session at least 20 minutes before the scheduled start time.

Settings checks – do this each time before a session!

- Check your microphone, video and audio are working (Mute your Mic until you are ready to talk live)
- Give moderator/presenter rights to any other moderators and/or guest speakers and check their video and audio
- Check participants can enter a scheduled session early to carry out their checks (the default setting is 15 minutes prior to the session starting)
- Set up any session settings such as participant permissions for audio, chat and video, drawing on the whiteboard etc.

Welcome message

Provide a slide with the session start time and participant instructions to check their settings and equipment.

★ Starting the session

Ask participants to test their microphone and speakers



Run through a brief overview

of the Blackboard Collaborate tool and how to use it during the session, including using to text chat and icons (i.e. raise hand).



Session Recording

Remind participants the session will be recorded (if applicable) and that the recording may be viewed by viewers who have not taken part in the session.



Start recording (if applicable)



★ Ending the session

Session Recording

Stop the recording and remind participants that a recording will be available and where to find it.



Feedback

Get participant feedback. Post a slide / poll / or survey link at the end of the session (if applicable).



Save a copy of the whiteboard pages and chat (if required)



Quick tips:



Breakout group

Create breakout groups that are separate from the main room and assign participants to them. You can move between groups and share resources with them just like you would in person!



Quick & easy file and application sharing

Share files with drag-and-drop ease. Share your entire screen or a specific application — for example, your web browser, a PowerPoint, a Word document, and more.