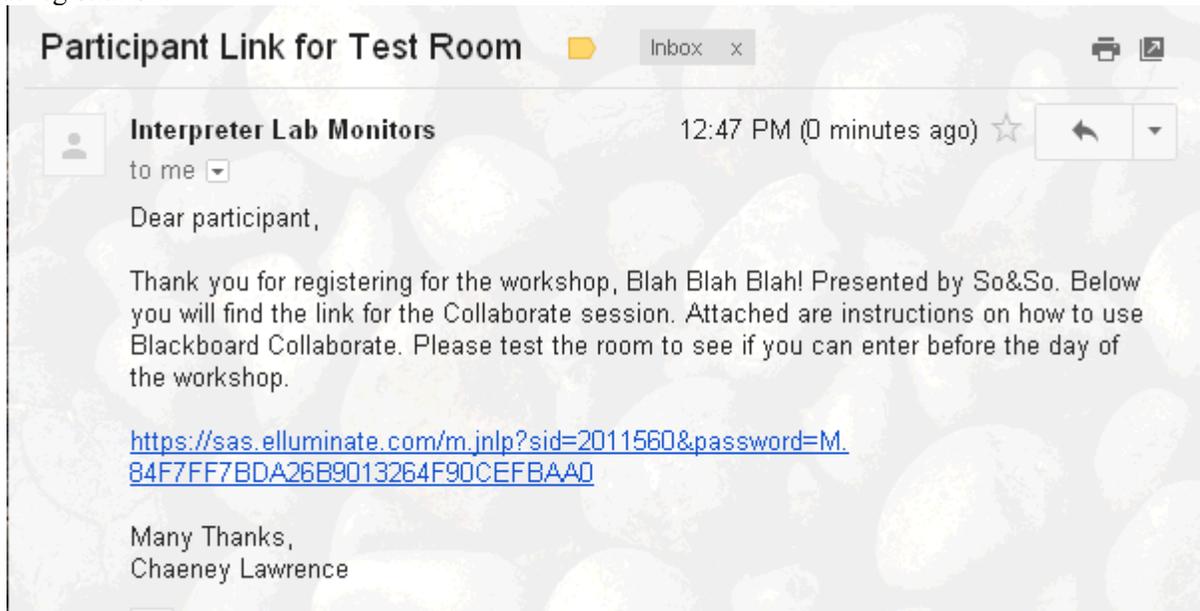


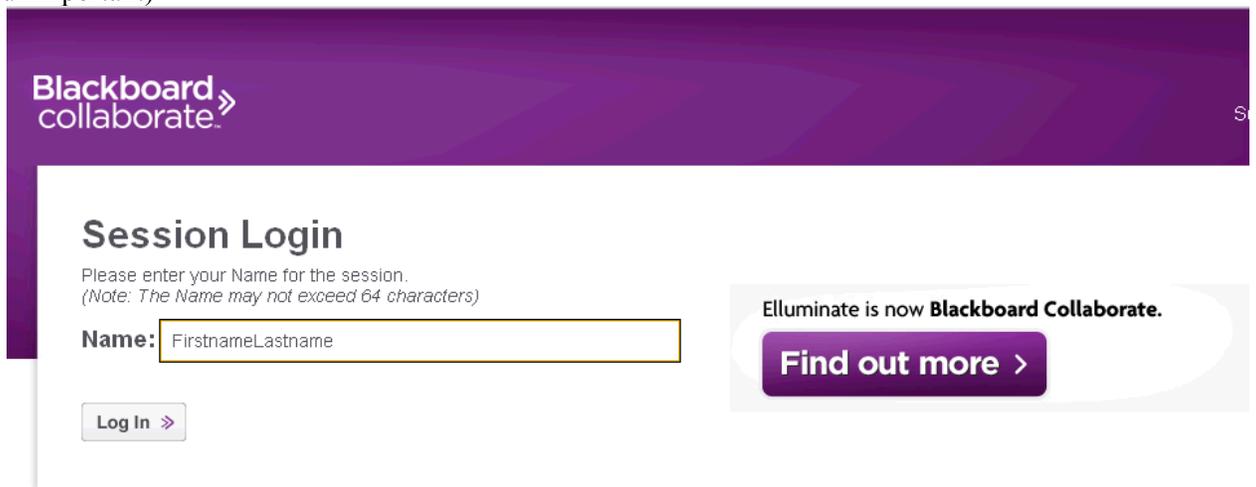
How to use Blackboard Collaborate for Troy University's ITP Workshops:

Signing Into Collaborate:

1. Click the link given to you for the event. This link should be emailed to you well before the event. If you have not received it, please check your spam folder before contacting itp@troy.edu or ilm@troy.edu. It is also very important that you provide an accurate and legible email address at registration.

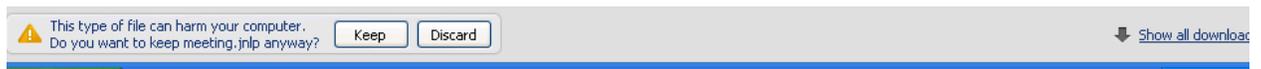
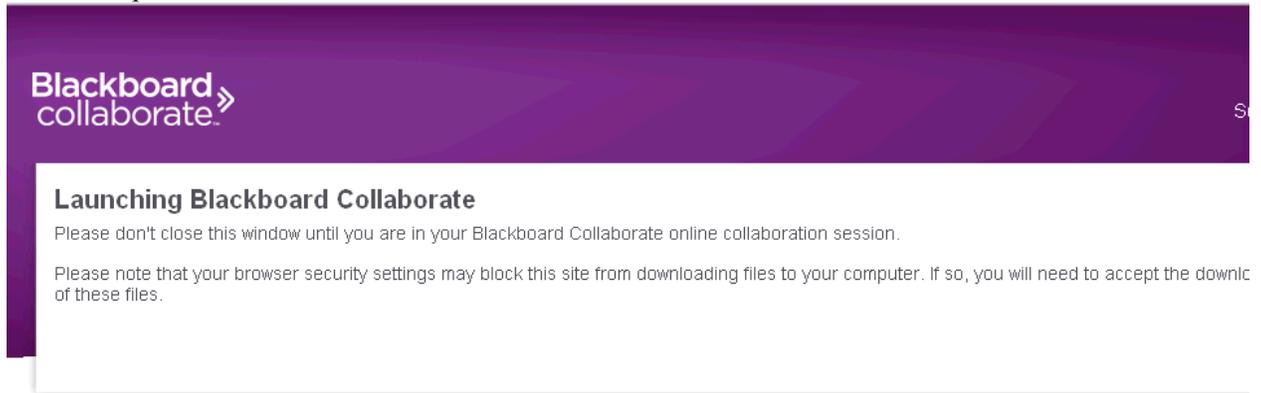


2. Click "Participant Login"
3. Enter a user name that reflects your own name in the top box that is simply titled "Name". (For instance for Jane Doe, you could use JaneD, JDoe, or JaneDoe. cutebunny55 or the like will not be conducive to the roll taking process. There is no password, therefore the bottom two boxes are unimportant)

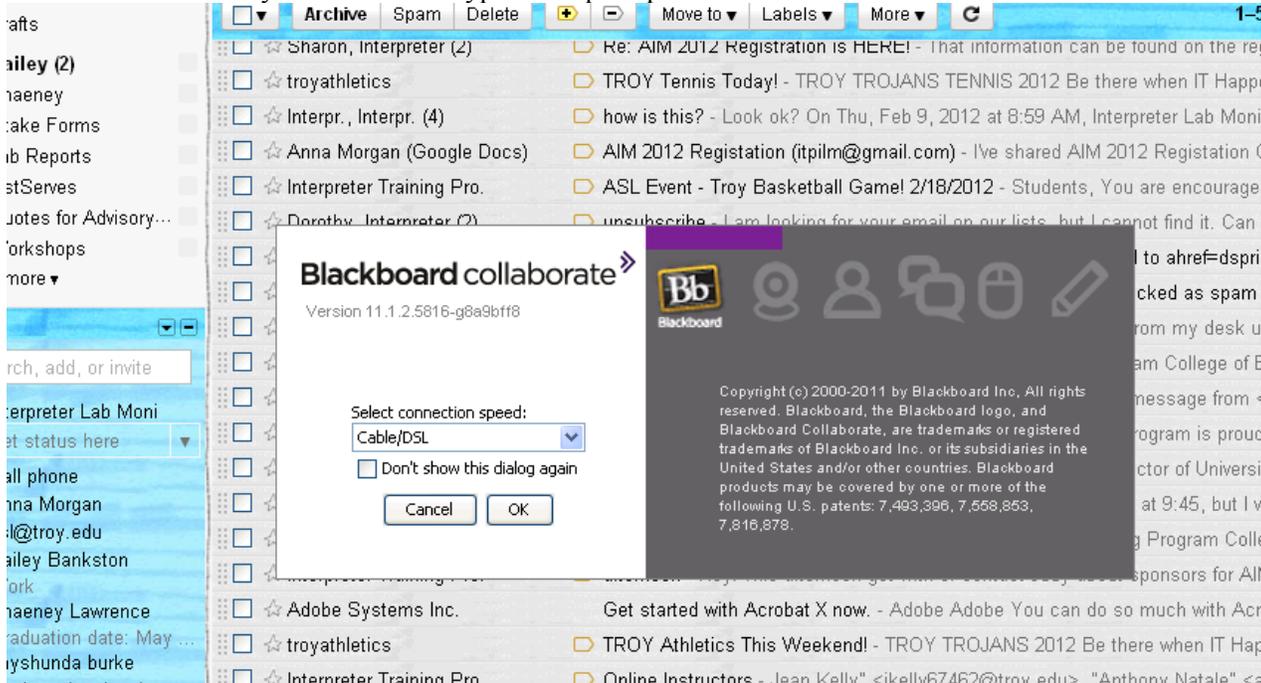


4. Click Log In.

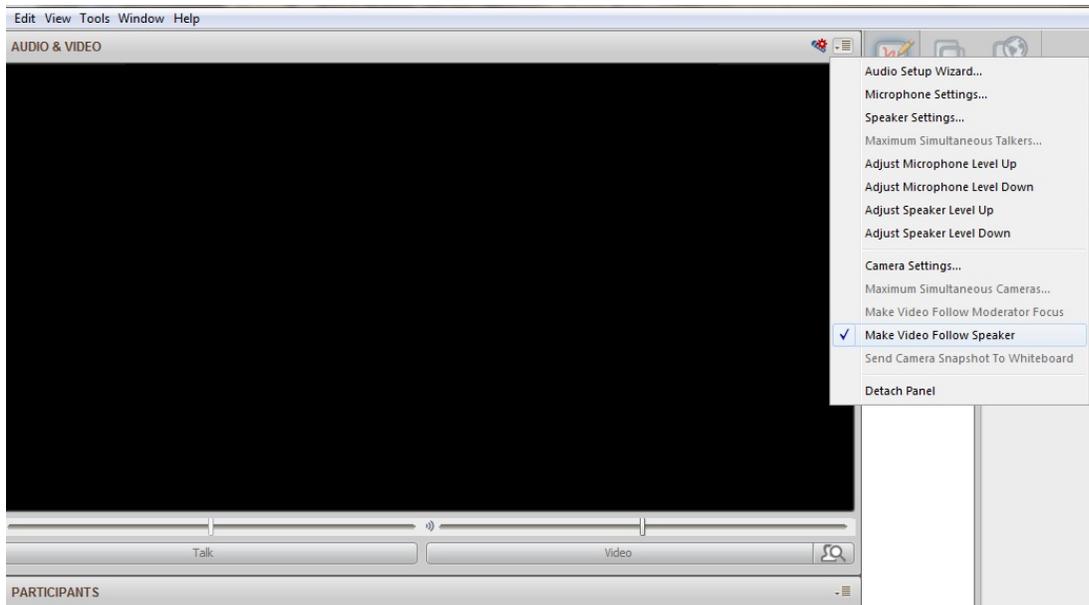
- A file will be downloaded to your computer. **This is not a virus.** The file is used to open the session. Click “Keep” if using Chrome or other similar browsers. Click “Run” when using Internet Explorer or similar browsers.



- Make sure to indicate your connection type when prompted.



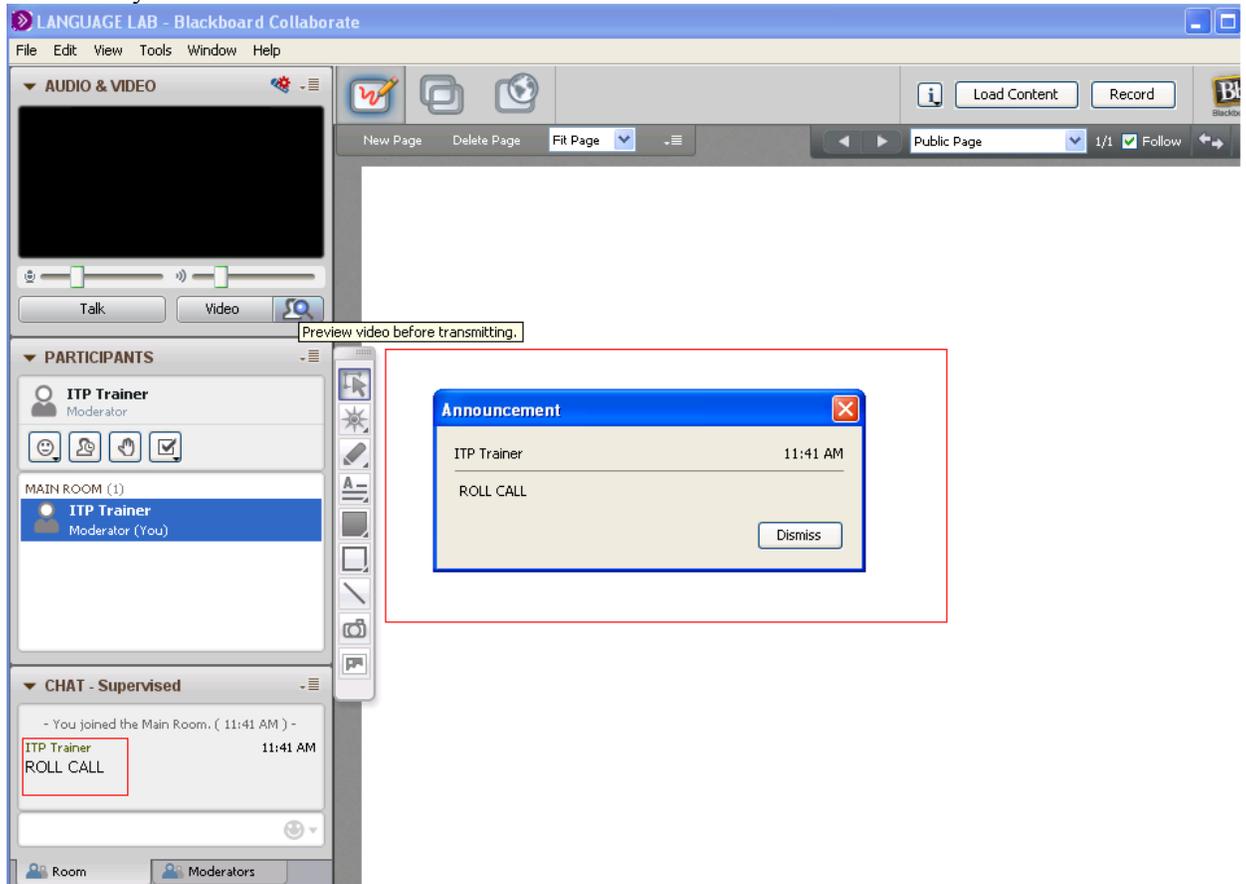
- Once in the room, please do **not** turn on your webcam or your microphone, as this may cause problems for the other attendees.
- For the ability to choose which video you are viewing, please de-select “Make Video Follow Speaker.” This will enable you to choose which camera angle/video feed you are viewing in the larger screen. Once the option is de-selected, you can simply click on the video feed you would like to be in the larger screen.



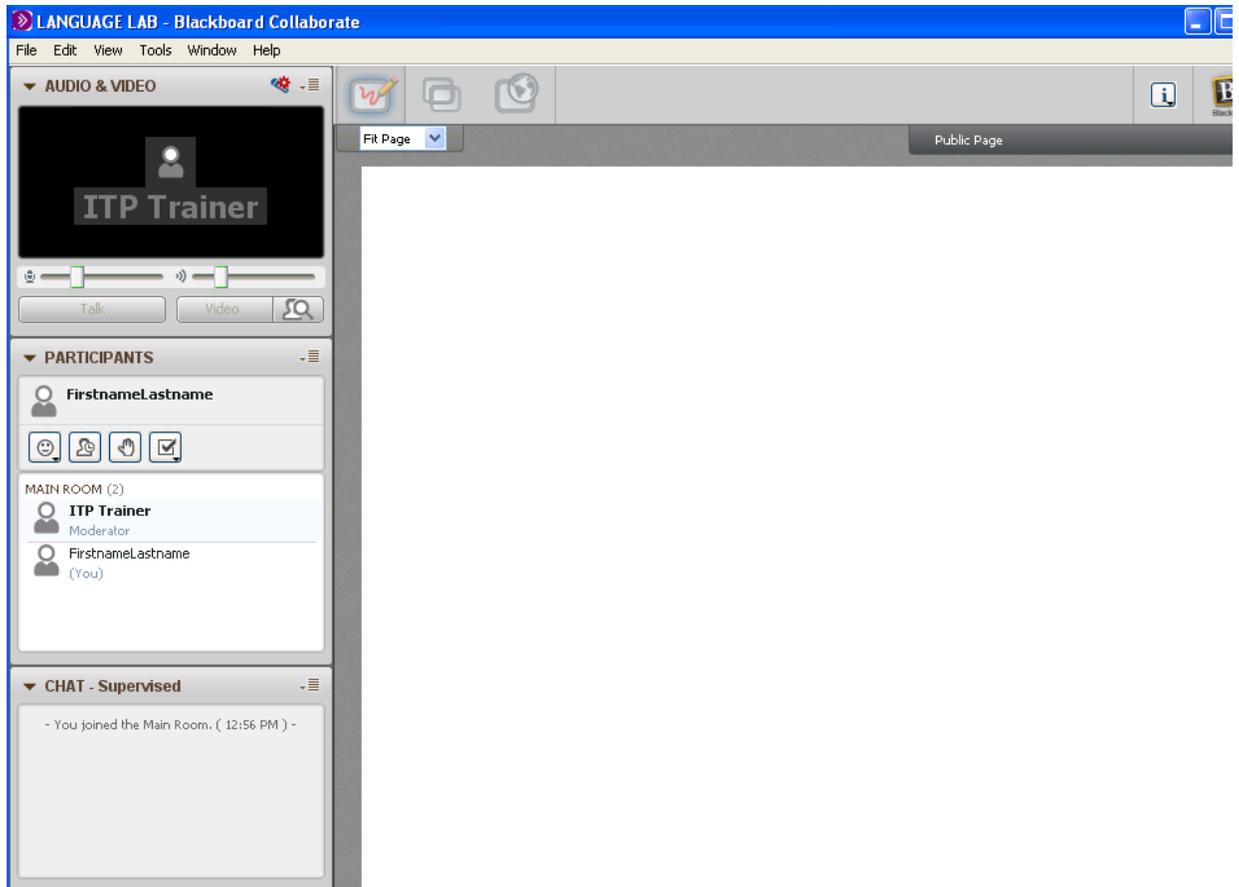
During the Workshop:

- Participation is encouraged during the workshop, as is discussion within the chatroom feature of the classroom. Because of this, a specific process must be followed for questions and comments.
 - If asking the presenter(s) a question please start with “Question for presenter:” so that it can be distinguished from the other discussion happening in the chatroom. If you have a comment, you can say “Comment for the presenter:”
 - If you are having a problem with Collaborate, for instance if your video is out, please send a private message to ITP Trainer. We will go over how to send private messages shortly.
- Throughout the workshop, a roll call will be conducted in order to count attendance for CEUs. ITP Trainer will say ROLL CALL. At that time, please click the Hand Raise within 5 minutes. ITP Trainer will state when to “lower your hand”. We will discuss how to raise and lower your

hand shortly.



Navigating the Collaborate Session Window:

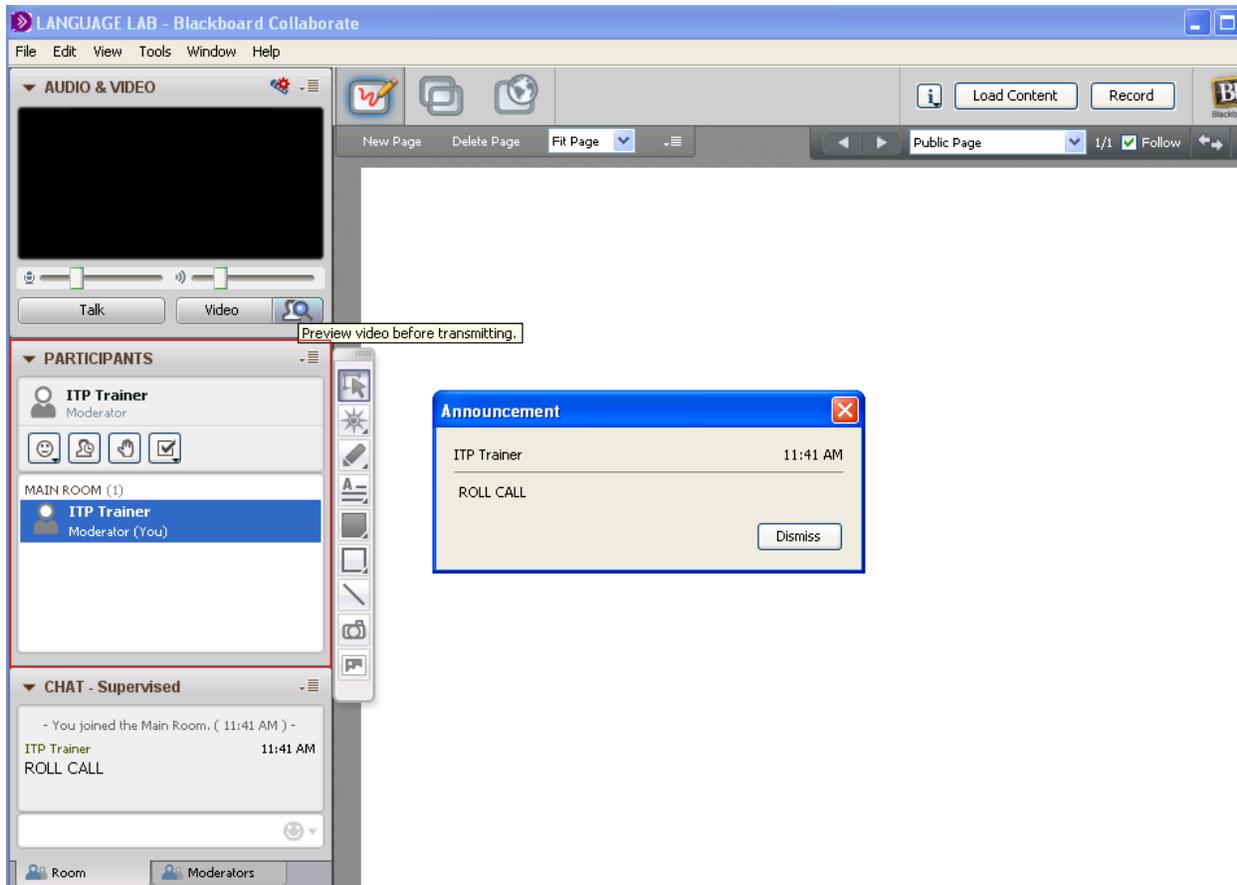


There are several important features in Collaborate that will be utilized during the event. These features may be used for attendance, discussion, and simply viewing the event. The first thing you should notice when you enter the room is the title of the event. If the title does not match the event you are trying to attend, you might have been sent the wrong link. The title is located in the top left corner on the title bar of the window.

Next, look at your chatbox.

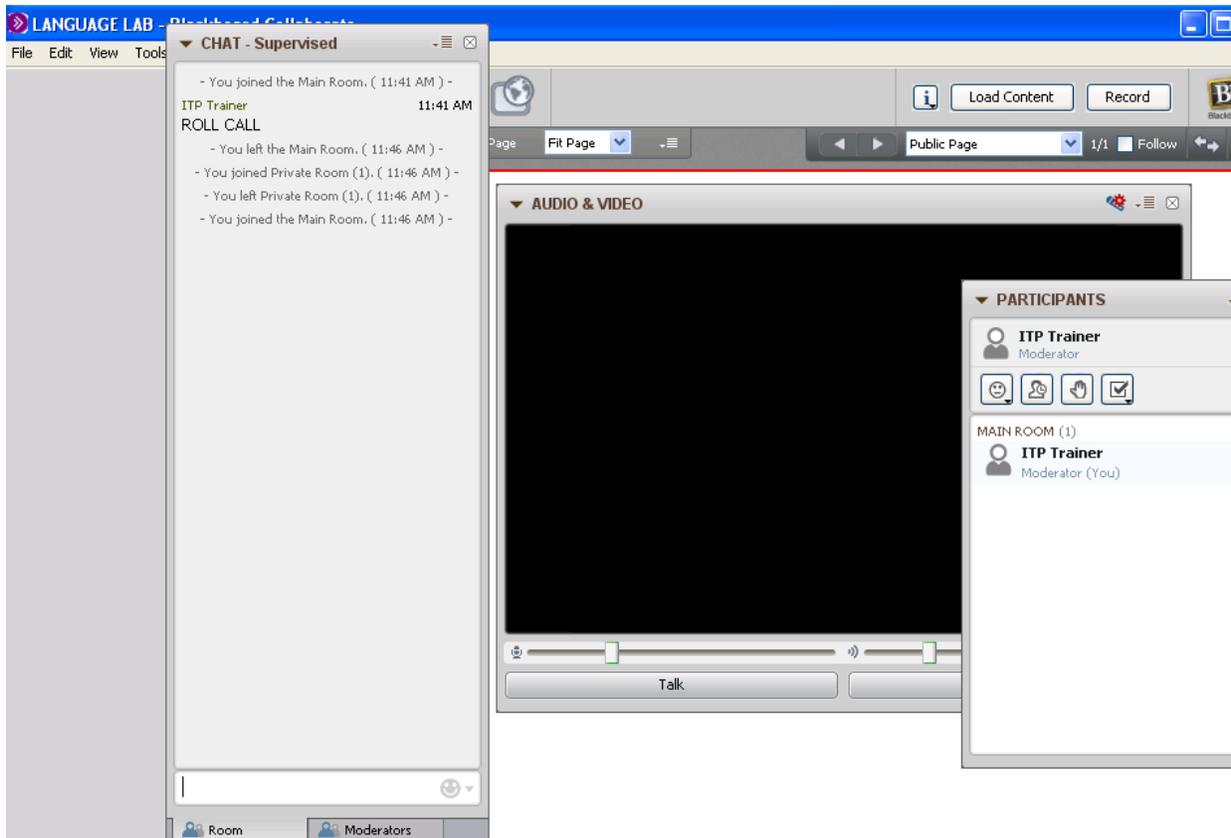
The chatbox is your means of communication to the ITP staff, and to the presenter(s). All chats received will have the participant name and then their message, and will be shown in the large box on the top. To send a chat, type your message into the input box and hit enter. With this new program, Collaborate, each participant has to be given permission to chat. We will try our bests to give all participants permission as they enter, but if the workshop is very popular and there are many attending, we may miss your name. If you realize you cannot chat in the main room, please send a private message to ITP Trainer by clicking on that name. Tell us that you cannot chat and we will grant you permission.

Let's move on to the participant name list.



The name list will have all of the participant usernames. You can enter a new private room with an individual user by clicking on their name. Also in this box you will see your name, and beneath it four buttons: Smiley face(or emoticons), Away, Hand Raise, and Check mark (you can actually vote yes or no with this button).

Lastly, everything in the left column of the screen can be removed and resized. This is a great feature if you want to pull out the video and resize it. Please understand that making the video larger might cause pixilation issues.



That is everything you need to know about Collaborate! Please email us if you have any issues prior to or during the workshop.