



Participant Guide

Participant User Interface

Three Modes
 1. Whiteboard
 2. Application Sharing
 3. Web Tour
 When the Moderator chooses one of these modes during a session it will appear highlighted.

Session Information
 Click here for details about the current session.

Recording Indicator
 When the session is being recorded, this red "button" is visible.

Run the Audio Setup Wizard before the session begins:
 Click here to ensure that audio input/output devices are working. (example: USB Headset). Detailed settings: Tools > Audio

Audio & Video (webcam) Panel
 View others' webcam streams, adjust Audio & Video settings.

Participants Panel
 View Moderators and Participants currently in the Web Conferencing session and use feedback controls.
 A. Emoticons
 B. Step-away
 C. Raised hand
 D. Polling Answers (checkmark, "x", etc.)

Whiteboard Tools Palette
 Use pointers & drawing tools. Add text boxes, shapes, lines & images to whiteboard

Chat Panel
 Communicate with instructor and/or other students within the Chat panel. NOTE: Moderator can see all chats.

Technical Support Issues?
 Contact UNM Web Conferencing Support (505) 277-0857 / 877-688-8817 Email: media@unm.edu

Web-Conferencing Best Practices:
 * Recommendation: USB Headset. Simple setup with least echo/noise.
 * Click Talk to speak into the Web Conferencing Session, then click Talk again to mute your mic to avoid transmitting echo, feedback or noise into the session.
 * Keep chat messages on topic. Moderators can see all chats, even person-to-person messages.
 * Do not draw on whiteboard unless prompted by the instructor.

Click Talk to turn Mic on and off.

Connection Speed: Cable/DSL
 Signal Strength: Excellent
 Encryption: —
 Session Time: 16 minutes

Web Conferencing Session – Blackboard Collaborate

File Edit View Tools Window Help

AUDIO & VIDEO

Talk Video

PARTICIPANTS

Student 15

A B C D

MAIN ROOM (2)

Moderator Moderator

Student 15 (You)

CHAT - Supervised

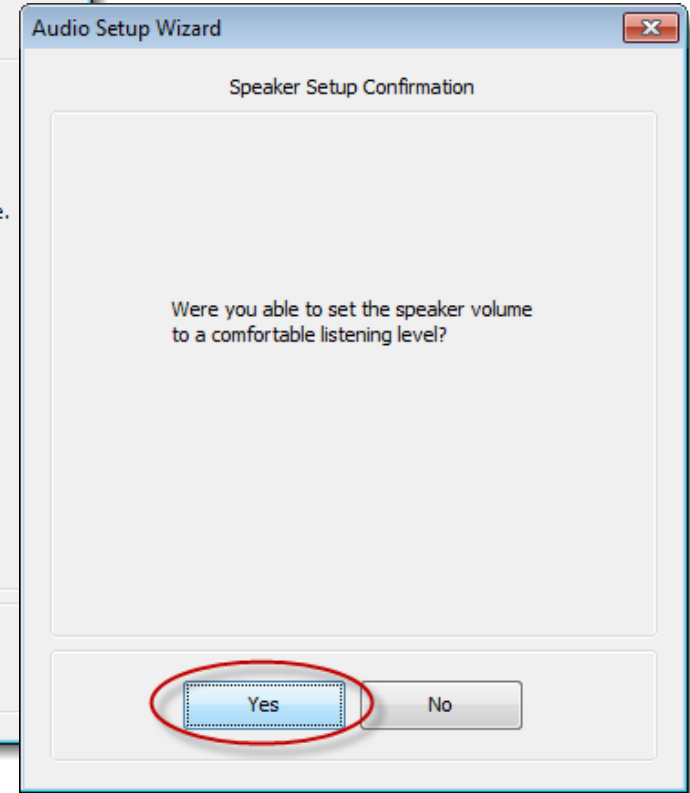
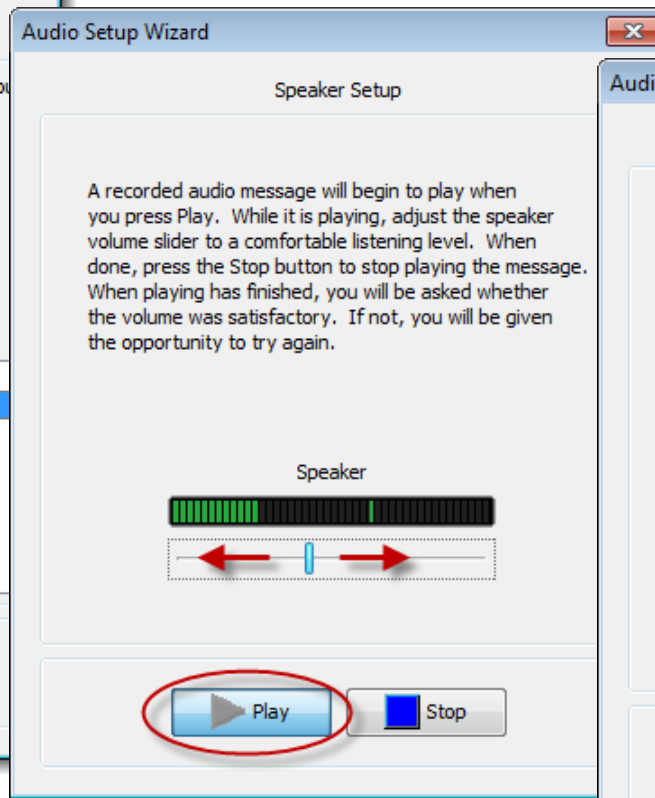
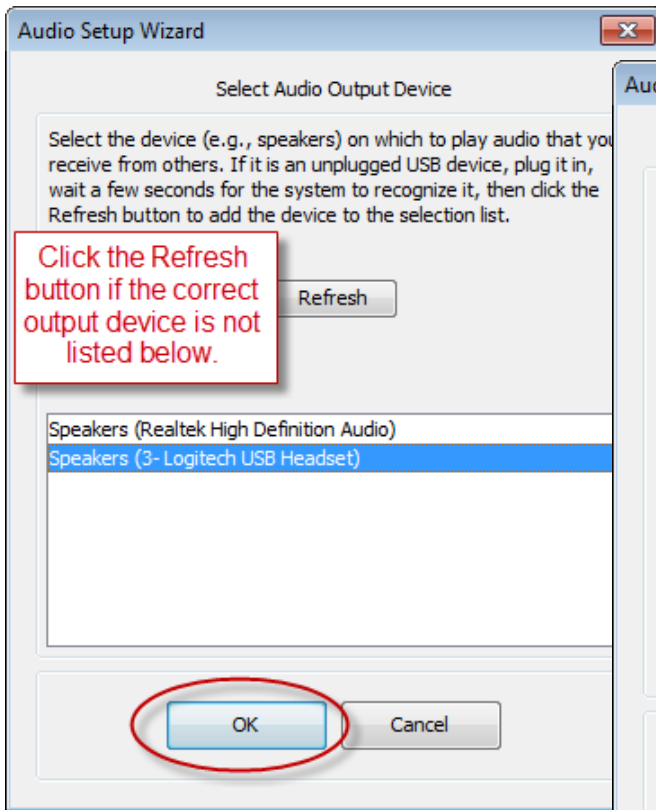
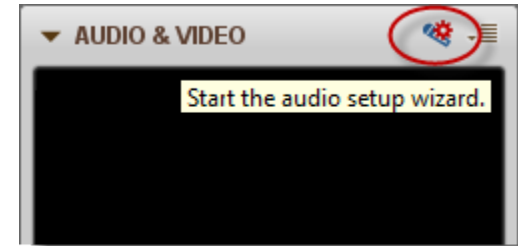
- You joined the Main Room. (2:09 PM) -

Type here to send chat



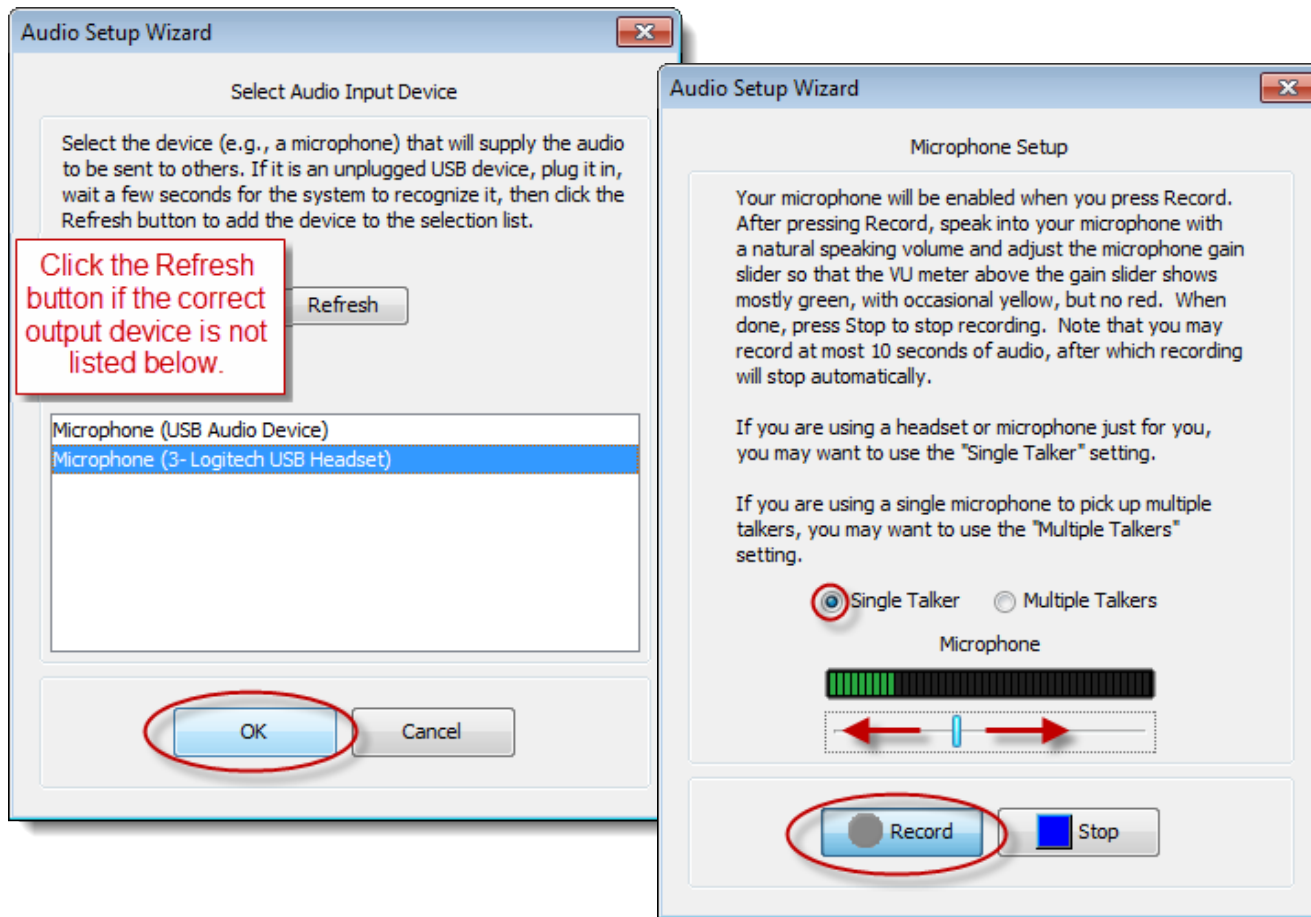
Audio Setup Wizard Instructions

1. Connect the input and output device, for example – USB headset or speakers.
2. Click the icon at the upper right corner of the **Audio & Video** panel to open the **Audio Setup Wizard**.
3. The first few screens allow you to set up the Audio Output Device.
4. Select the correct output device and click **OK**.
5. Click **Play** to hear the pre-recorded message and use the slider bar to adjust volume as needed.
6. Click **Stop** to move on to the next screen and confirm the speaker setup.



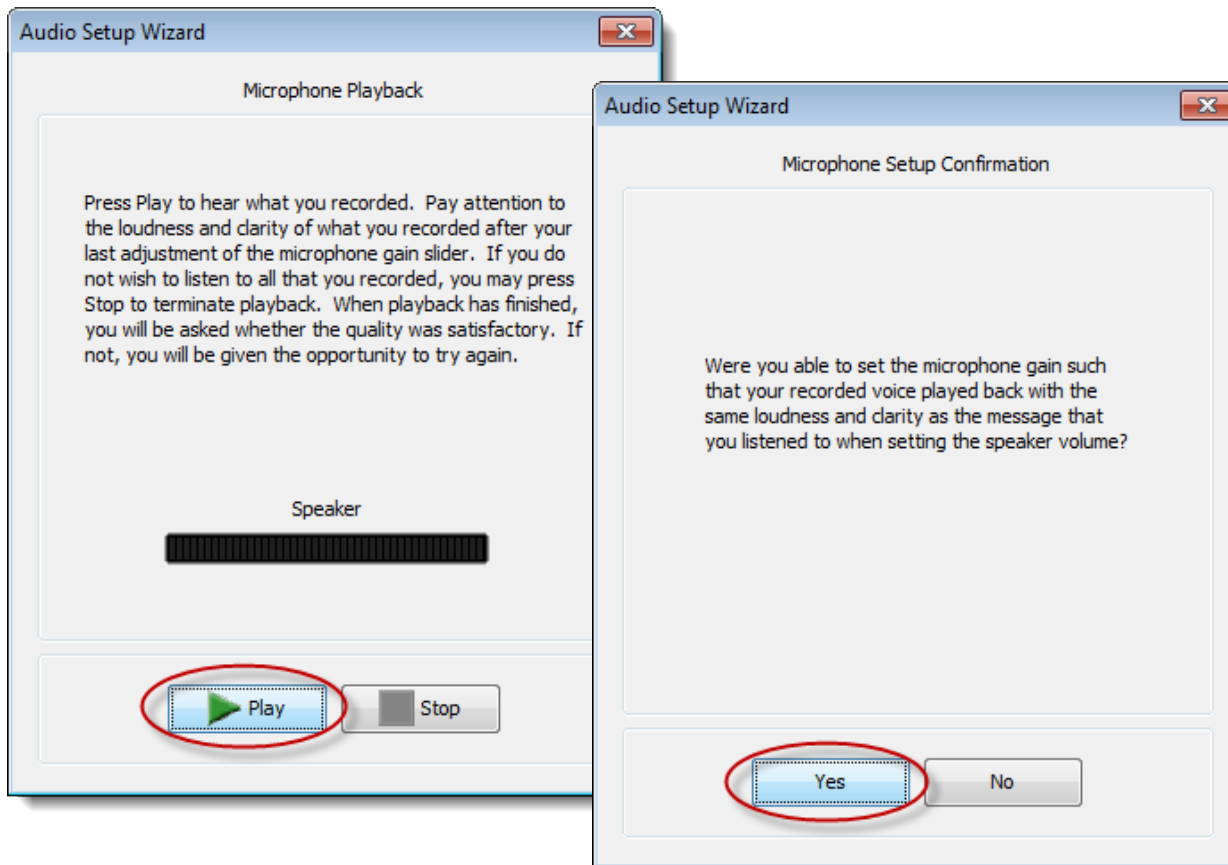


7. The next few screens guide you through setting up the audio input device such as USB headset or microphone.
8. Select the correct input device and click **OK**.
9. Select **Single Talker**, click the **Record** button, and then speak at normal volume into the microphone.
10. Click **Stop** to move on to the next screen.



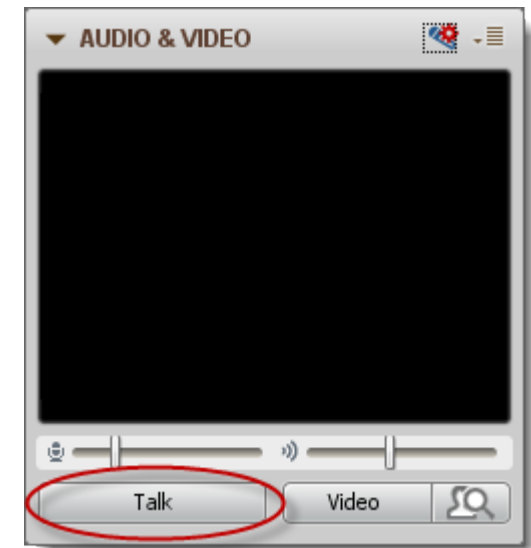
11. Click **Play** to listen to your recorded voice, and then **Stop** to move to the next screen.

12. If the playback volume was audible and comfortable click **Yes** to complete the **Audio Setup Wizard**.



NOTE: While running the **Audio Setup Wizard** you will not be able to hear anything going on in the session or speak into the conference. After the final screen your audio will be enabled.

Use the **Talk** button to activate your microphone when you want to speak into the session. Click **Talk** again to turn your mic off when not speaking. This helps to avoid echo or noise in the session while others are speaking.

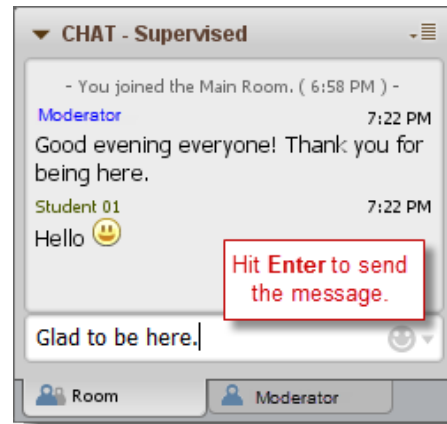


Chat Panel – Room Chat and Private Chat Messages

The Chat Panel in Collaborate allows Moderators and Participants to send public chat messages to all attendees in the “Room”. Moderators and Participants can also send private chats to individuals. If the private chat is between two students, the other students will not be able to see that conversation. However, Moderators can see all messages, even those from person to person. This is a default configuration used by most instructors (Moderators).

To send a chat to the entire room, click on the area near the bottom of the Chat panel and type the message. Hit **Enter** to send the message to the room.

Public chats will be displayed on the Room tab where everyone attending the Web Conferencing session can read and respond interactively.



To send a private chat to a specific individual, student or instructor, double-click on that person’s name in the Participants panel. A new tab with the name of that person will appear.

Click that new tab to view the private conversation.

