

Audio and Video Moderator Set up guide

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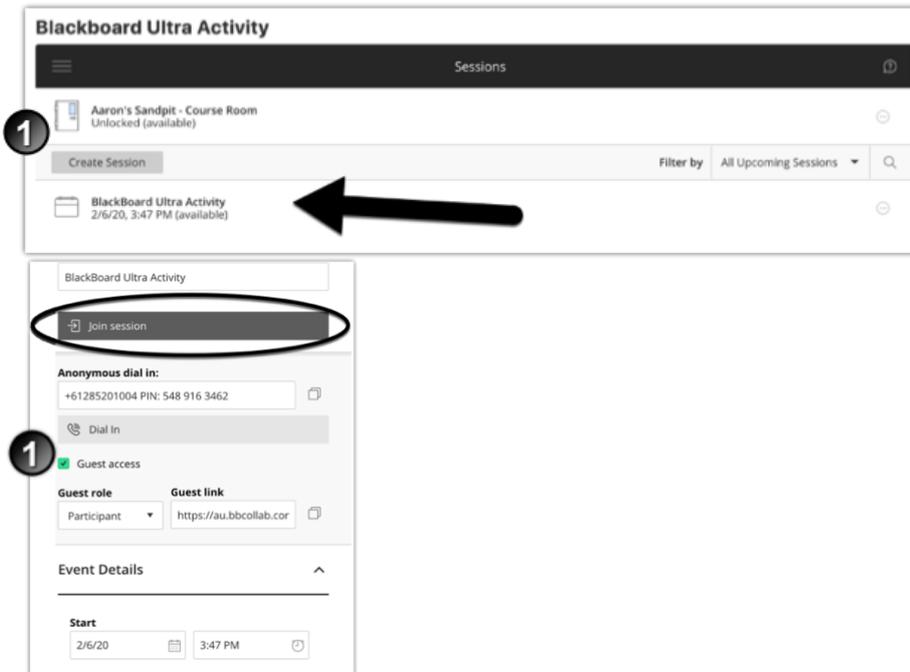
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Providing Permissions

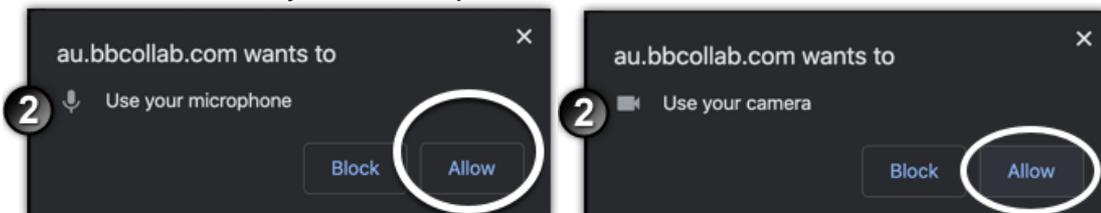
The first time you join a Collaborate session, you are asked to provide permission to access your microphone and camera.

You need to allow both Blackboard Collaborate Ultra and if prompted, your browser, to access your microphone and/or camera in order to use the voice chat and video sharing features.

1. Join a session for the first time



2. Select Allow when Chrome/Firefox prompts you to give permission for access to use your microphone and camera



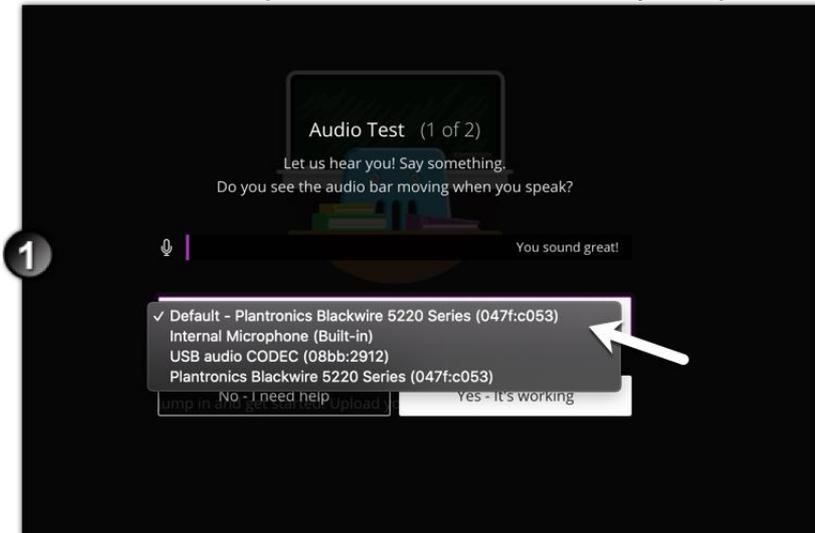
If you have denied Blackboard Collaborate Ultra access to your microphone or camera, you can enable it by exiting, re-entering the session and selecting allow for the permission prompts.

In case you have permanently blocked Blackboard Collaborate Ultra from accessing your camera/microphone, you can update the permissions in the permissions page of your browser's settings/preferences menu.

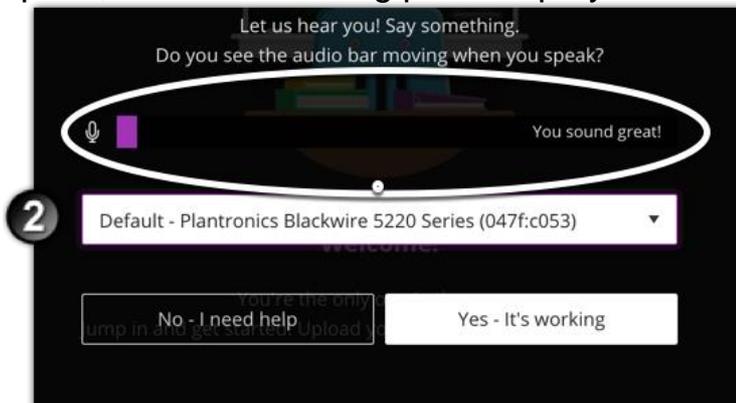
Setting up Audio

The first time you enter a Collaborate session, you will be prompted to test your audio and video sources. If you do not wish to use a microphone or camera, you can skip this step by clicking on the “X” towards the top right of the audio overlay.

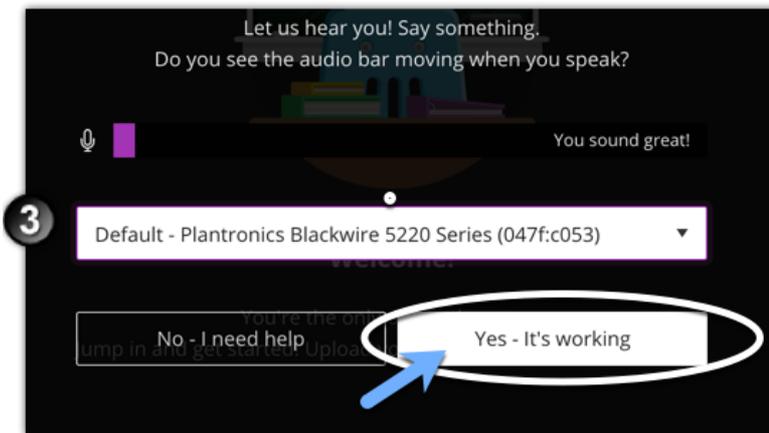
1. Click on the drop-down box and select your preferred microphone



2. You can test whether the selected microphone is working by speaking into it. If the purple audio bar does not move when you speak, no audio is being picked up by the microphone.



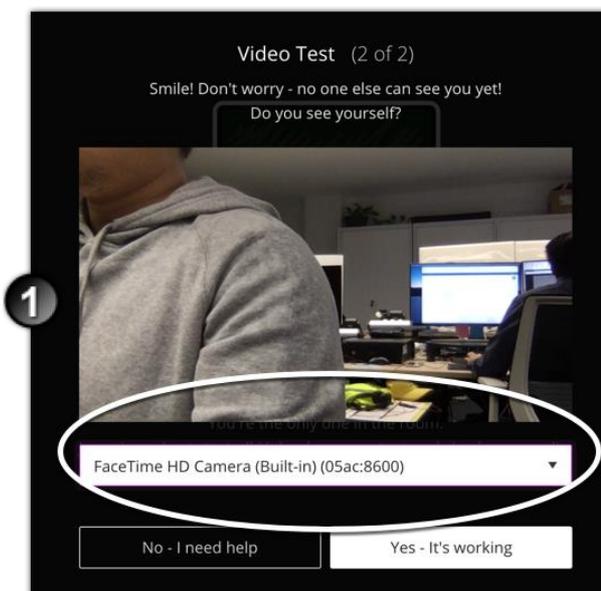
3. Click "Yes - its working"



Setting up Video

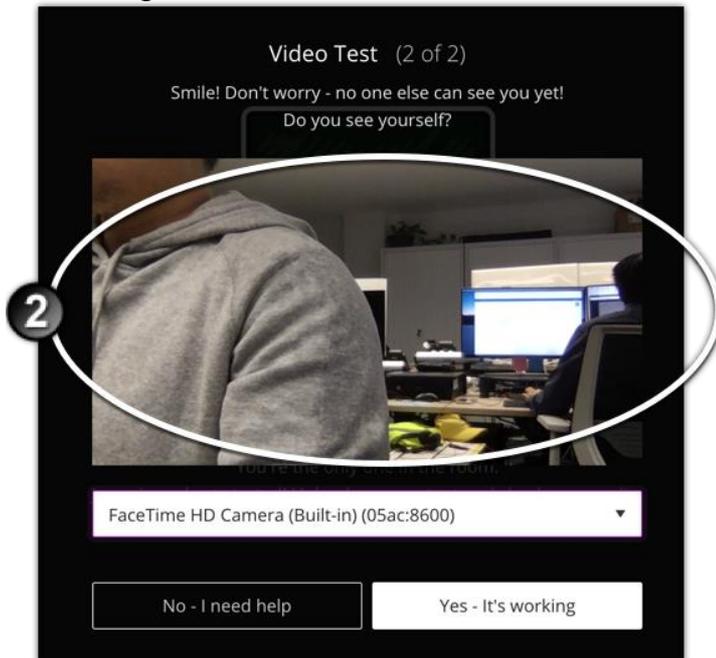
After you confirm your audio source, you will be prompted to set up your video source. If you do not wish to use your camera, you can skip this step by clicking on the "X" icon towards the top right of the video overlay.

1. Click on the drop-down box and select your preferred camera

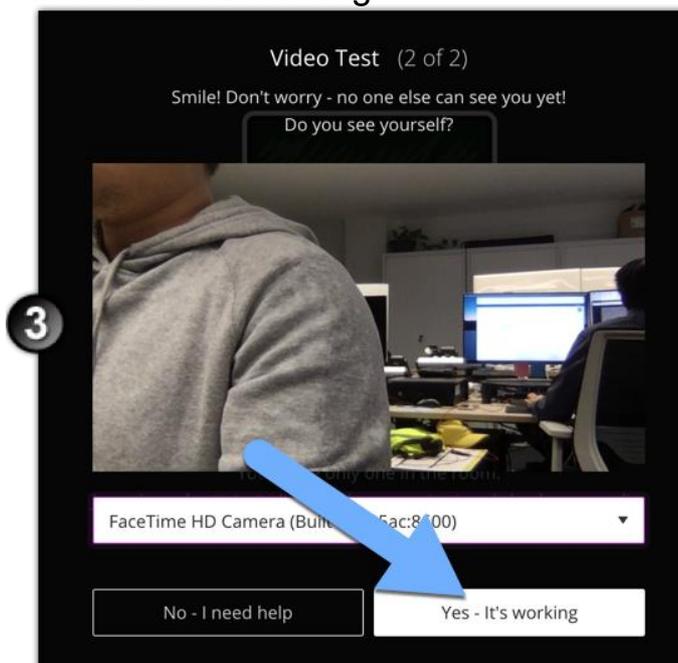


Note: if you blocked permission for the browser to gain access to your camera, no cameras can be used, and no video playback will be shown

2. Test whether the camera is working by checking if the camera recording is visible on the screen.

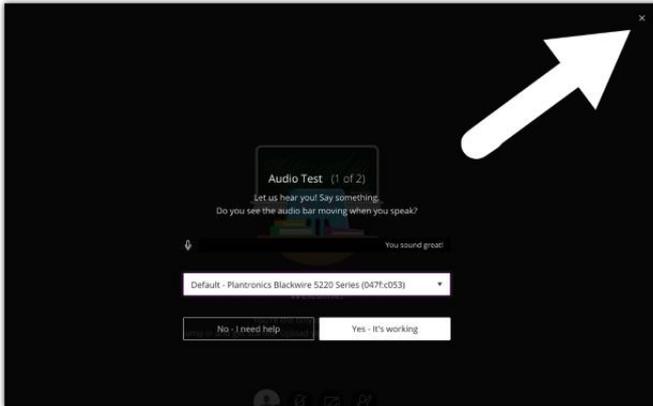


3. Click "Yes - its working"



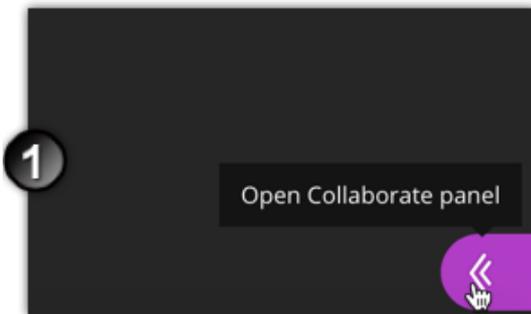
Setting up audio and video later

You can choose to skip your audio and video setup by clicking the “X” icon on the top right of the Microphone or Video Test pop up.



You can setup your microphone and camera later by clicking on the Collaborate Panel in the bottom right corner of the session screen.

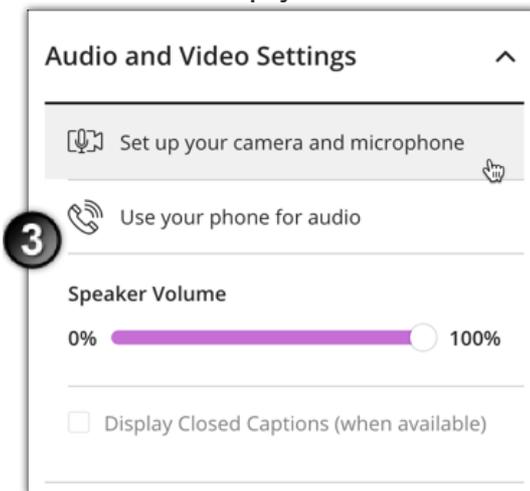
1. In a session, click on the bottom right “Open Collaborate panel” button



2. Click on the Gear Icon to open the “My Settings” tab



3. Click the "Set up your camera and microphone" option



This will allow you to change your audio and video source devices. For more information, visit the set-up audio and video options described above.

Share Audio/video during a session

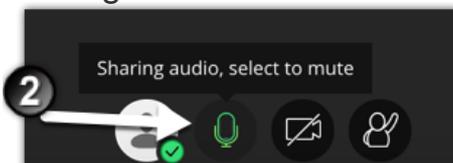
During a session to start sharing audio/video on the bottom of the screen there is 4 icons.

Sharing Audio

1. Select the microphone icon/share audio.



2. The microphone icon is highlighted green to show that you are sharing audio to others



3. When speaking the icon will have a white bar that increases to show if audio is being shared. If this bar is not moving, no audio is currently being shared.



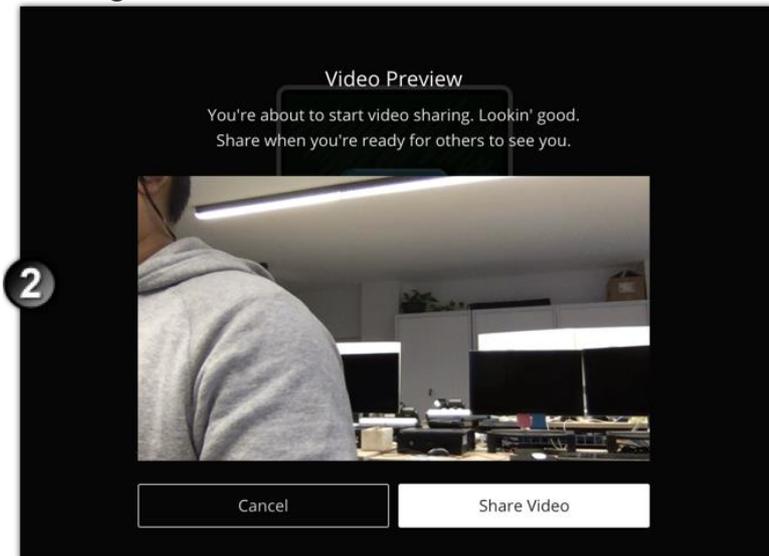
4. Click the microphone icon again to stop sharing audio

Sharing Video

1. Click the camera icon to share video



2. A video preview pop-up will appear; you can test if your camera is working as intended.



3. Click share video if the camera is working. The camera is highlighted blue when video sharing is on.



4. You can see your shared video on the bottom left of the screen.



5. Click the camera icon again to stop sharing video