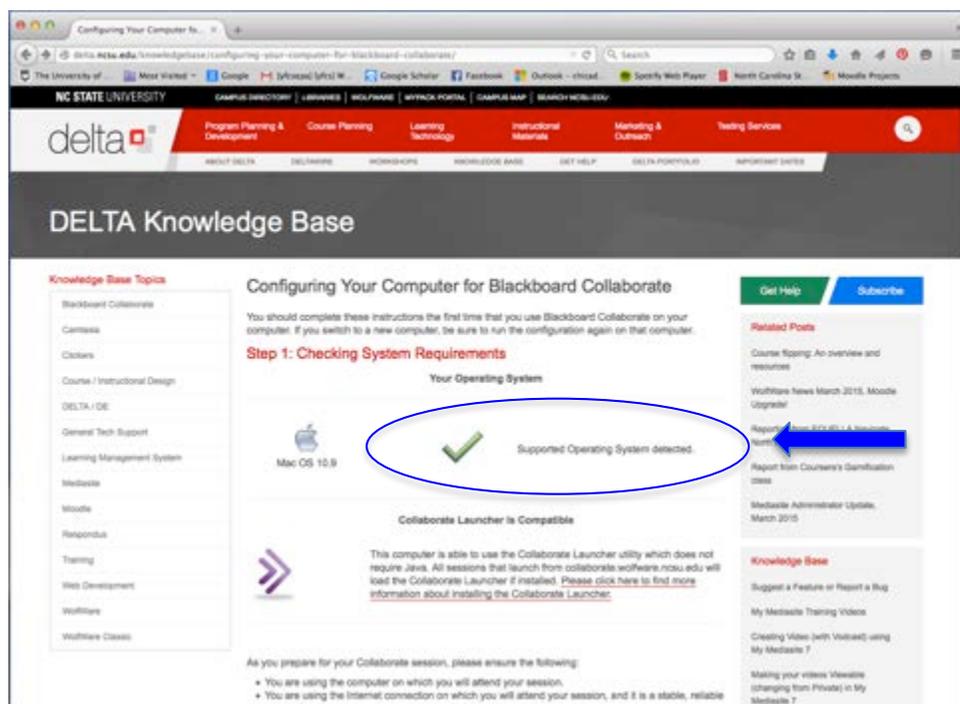


Configuring Your Computer for Blackboard Collaborate

The training webinars can be accessed through the NC State University Blackboard Collaborate website at <https://collaborate.wolfware.ncsu.edu/search/>. To begin participating in live webinar sessions, you will need to configure your computer before joining your first session.

1. Go to <http://delta.ncsu.edu/knowledgebase/configuring-your-computer-for-blackboard-collaborate/> for First Time Users instructions. The first step is checking your system requirements. Read the notes below **Step 1: Checking System Requirements** and look to see that there is a green check mark, indicating that your system can support the Blackboard Collaborate program.

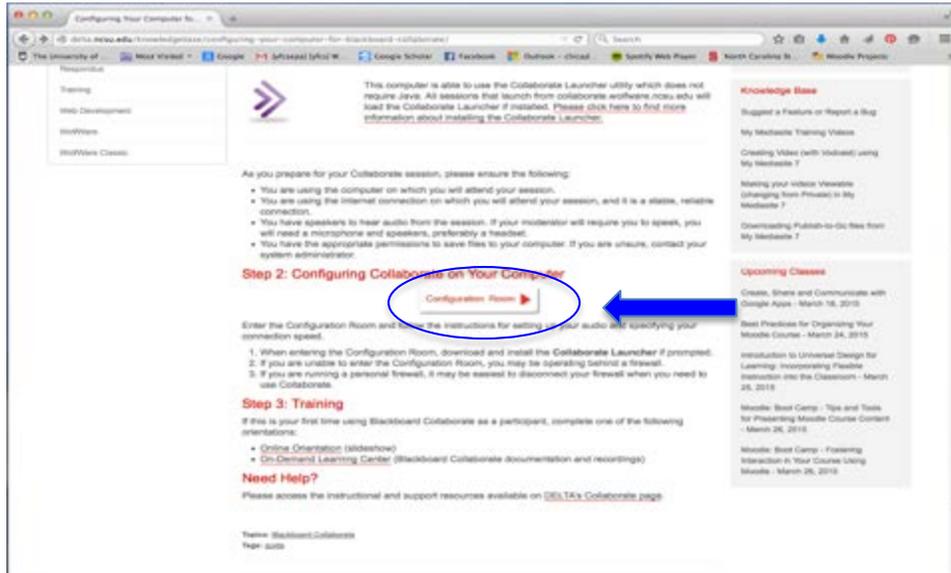


***Before you start the configuration process:

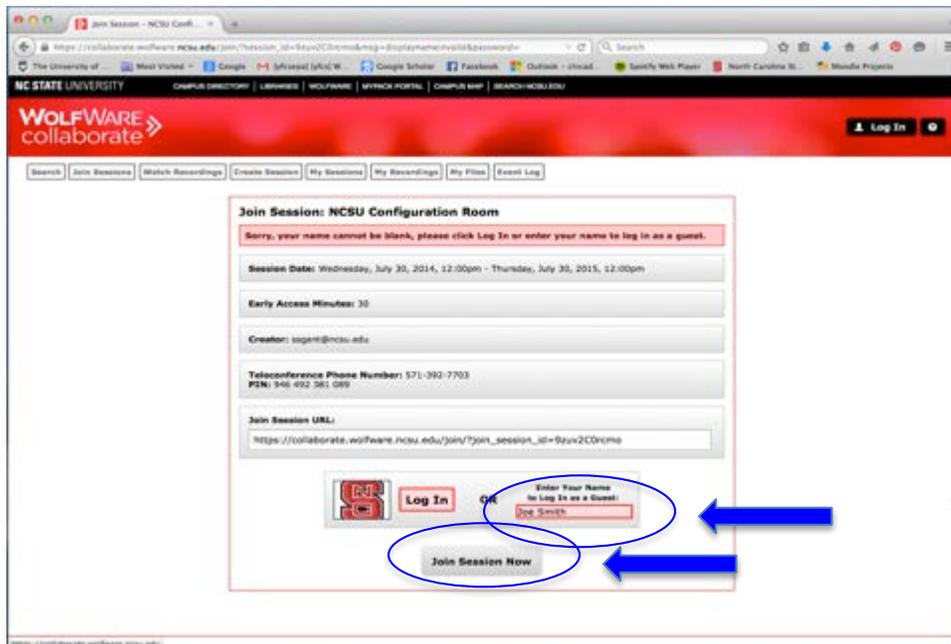
- **Use the computer and equipment that you will be using to participate in live webinar sessions.** The Blackboard Collaborate program will only work on computers you have configured through this process.
- **Make sure that you have disabled pop-ups.** They can prevent the session from loading properly.
- **Make sure you have the most recent Java plug-in update.** The Blackboard Collaborate program needs Java to work. If you don't have Java, you can download it for free here: <https://java.com/en/download/>. If you already have Java, your computer may prompt you to update it during the set-up process. You can skip the update and do it later, but do the update as soon as you are able.

PART 1: Configuring Your Computer

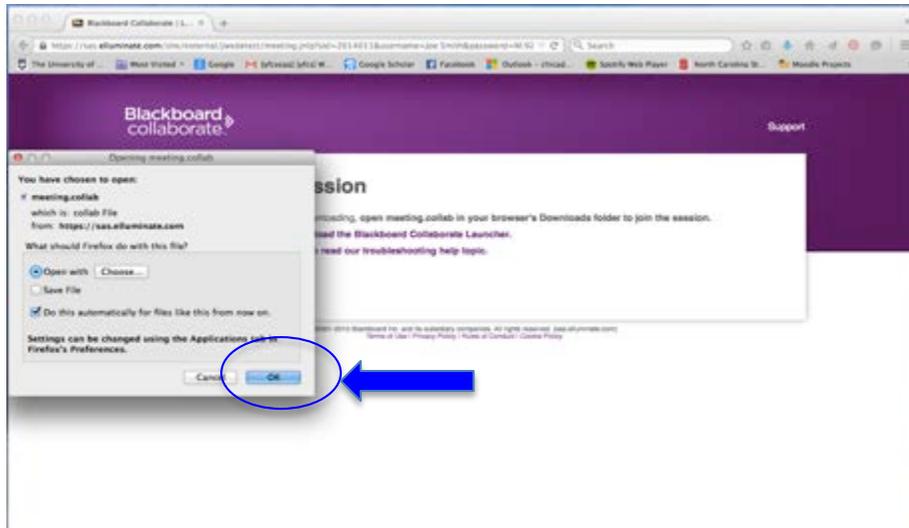
- Step 2: Configuring Collaborate on Your Computer** gives further instructions on configuring your computer. Read the directions, then click on **Configuration Room** to get started.



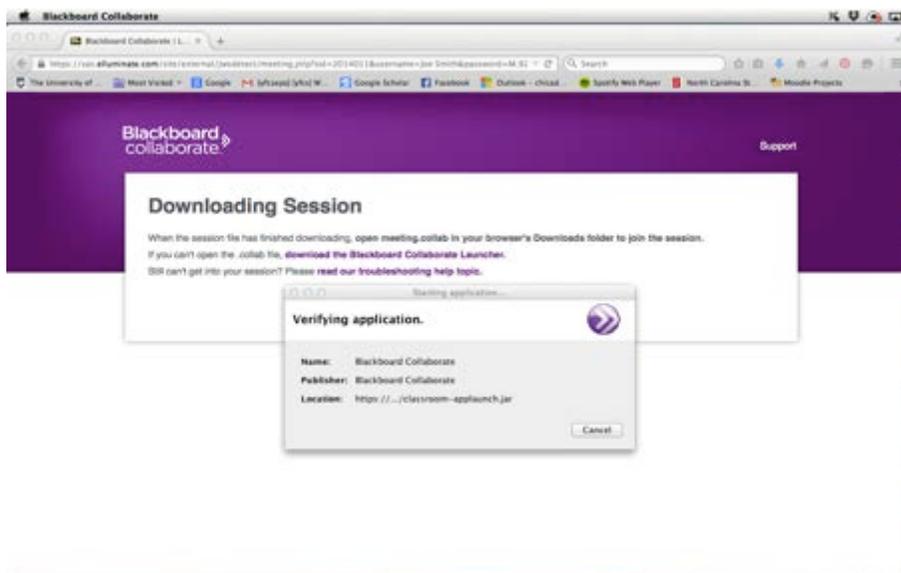
- In the **Enter Your Name to Log In as a Guest** box on the bottom right hand corner of the page, enter your name. Click **Join Session Now**. Make sure that your browser will not block any pop-ups from this webpage before clicking **Join Session Now**.

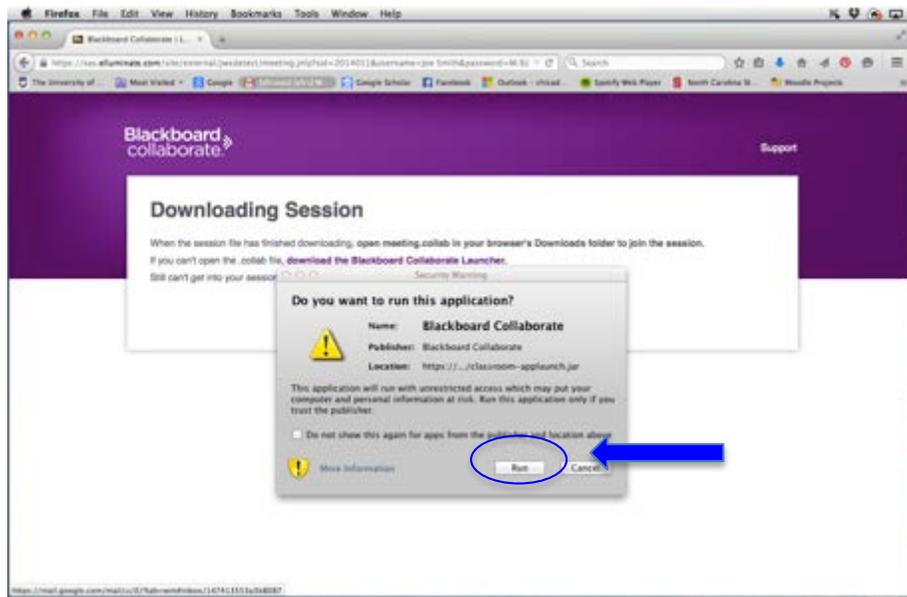


- This example was done on a Mac computer using the Mozilla Firefox browser. The next few steps may look slightly different depending on your computer and browser (i.e., Internet Explorer, Chrome, Safari, etc.). A dialogue box will appear asking you to download the file. Click **OK** to download the file. If you have selected “Open with”, the file will open automatically after the download is finished.

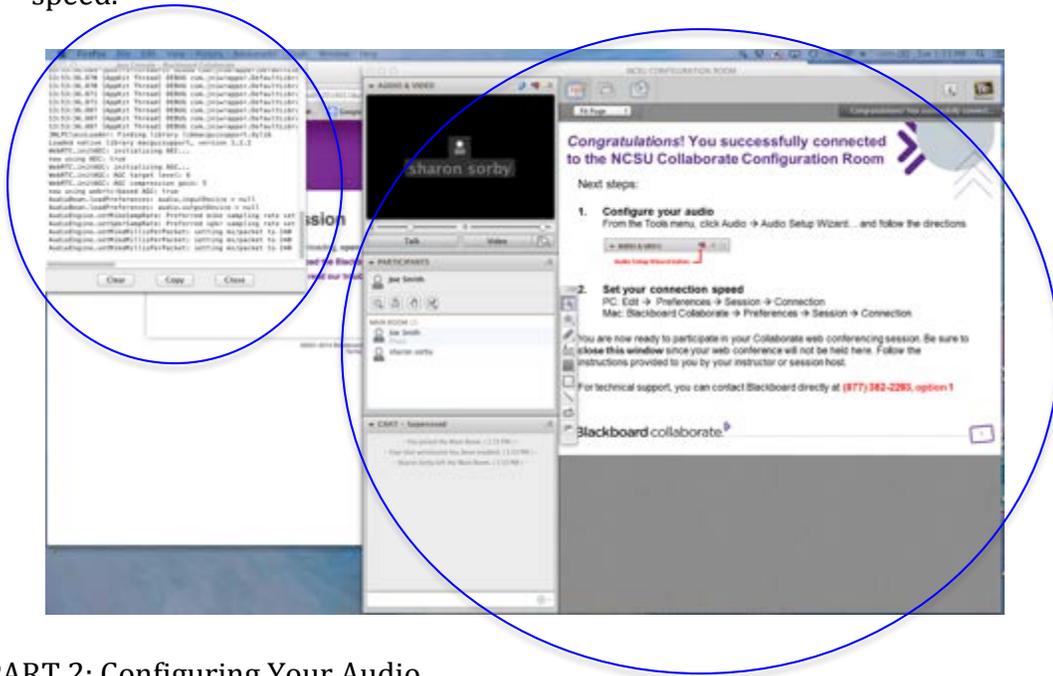


- After the file has been downloaded, another window will appear telling you that your computer is verifying the application. Several seconds later, depending on the speed of your computer and Internet connection, a new window may open over this one and ask if you want to run the Blackboard Collaborate application. Click **Run** to continue.



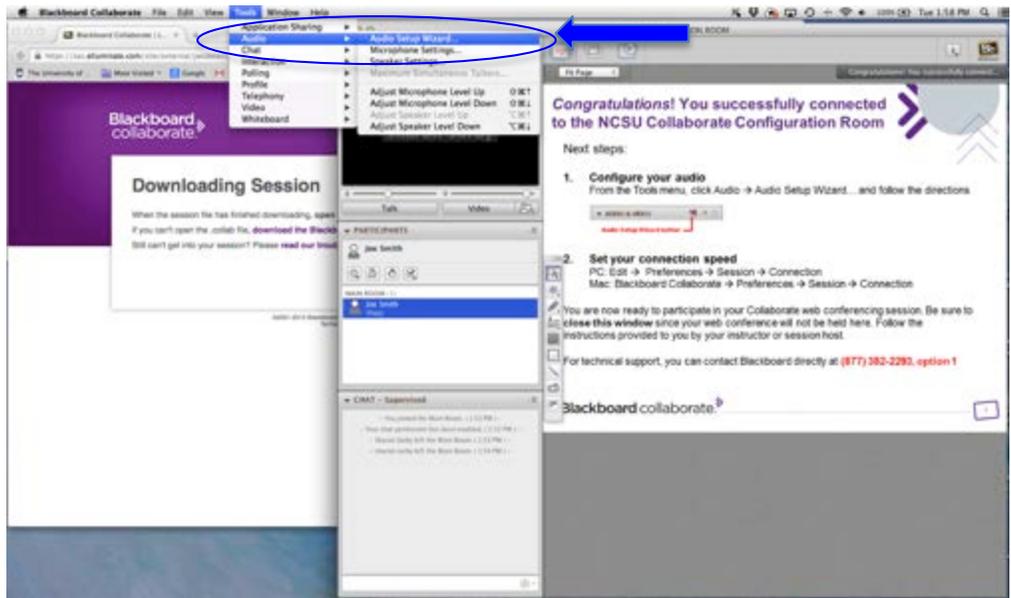
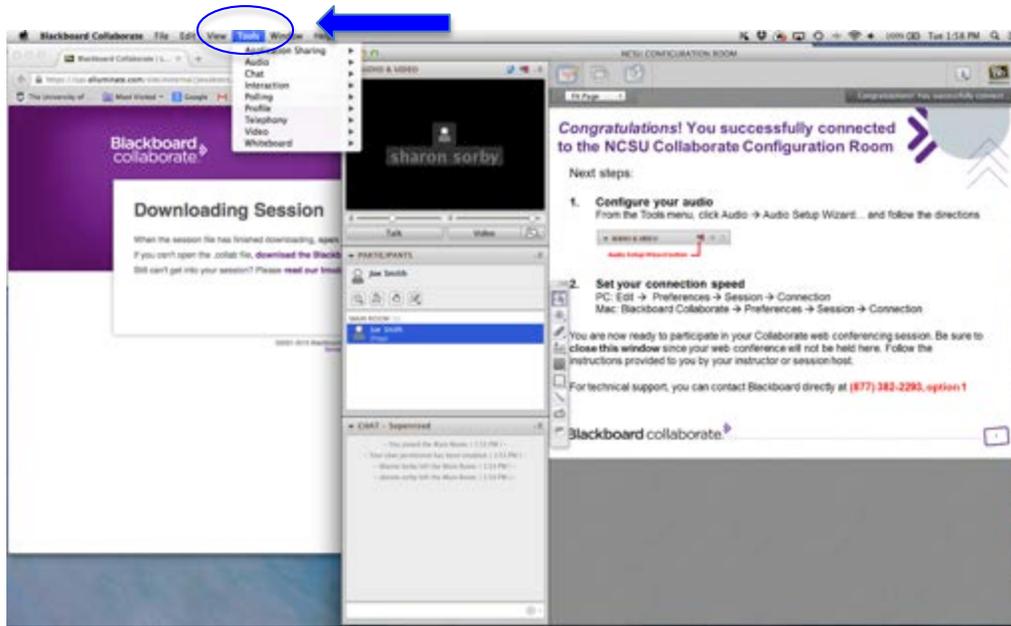


6. A text window will open as the program loads – do NOT close out of this window. A mock Blackboard Collaborate session will begin that provides further instructions for configuring your computer’s audio and connection speed.

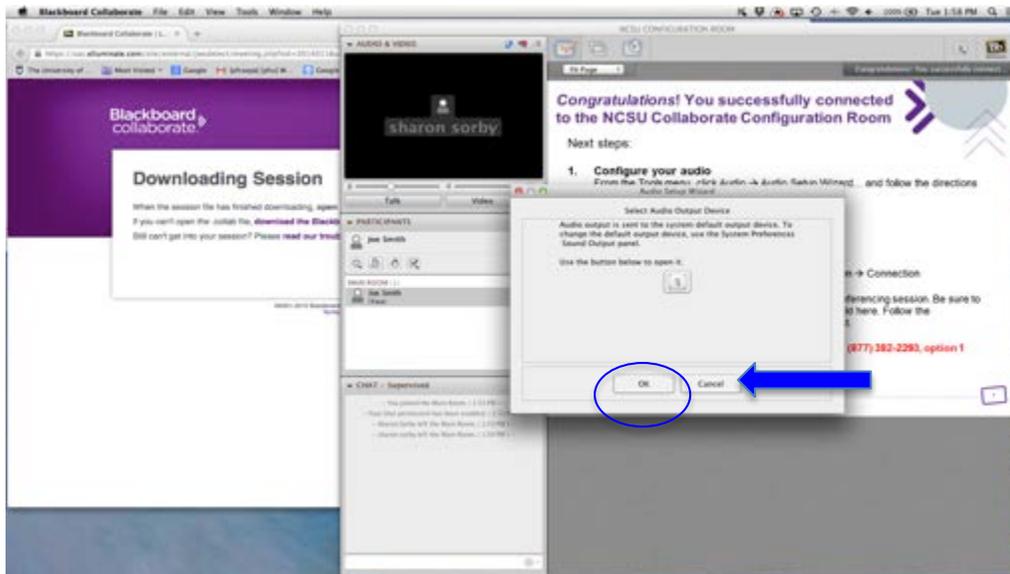


PART 2: Configuring Your Audio

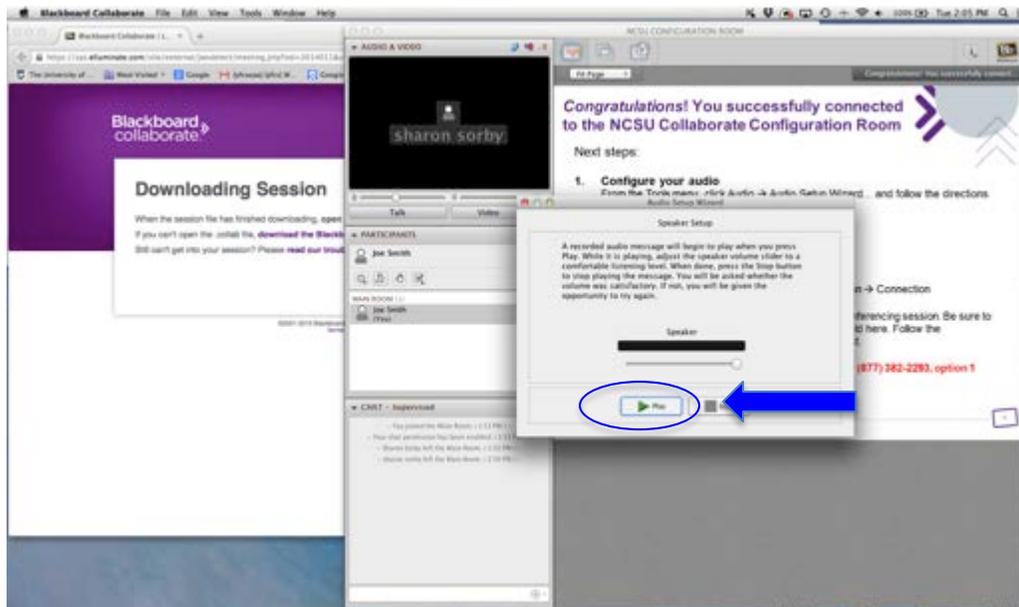
7. The first step is to configure your audio. From the drop down menu at the top of your screen, go to **Tools → Audio → Audio Setup Wizard**.

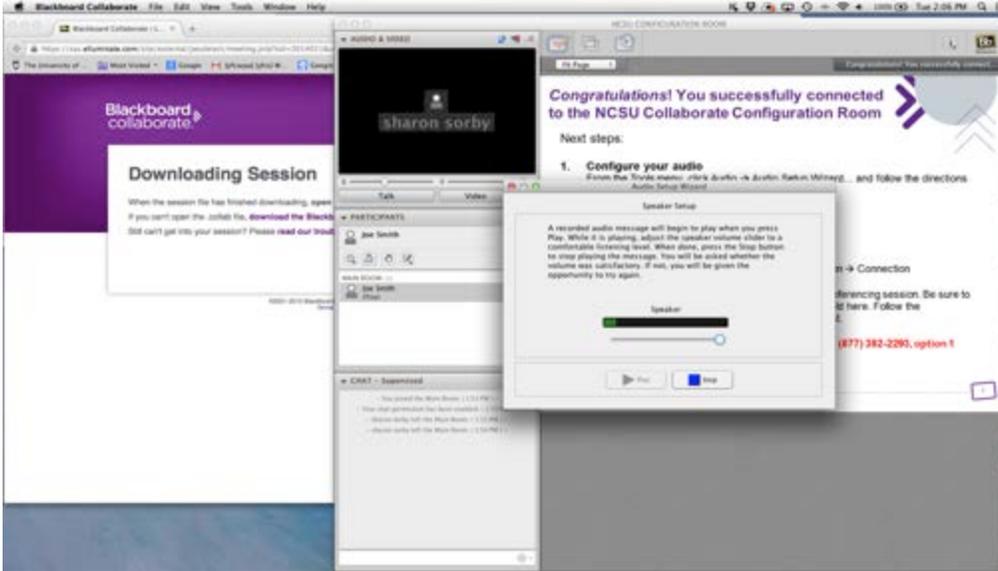


8. When the Audio Setup Wizard box opens, read the instructions and click **OK**.

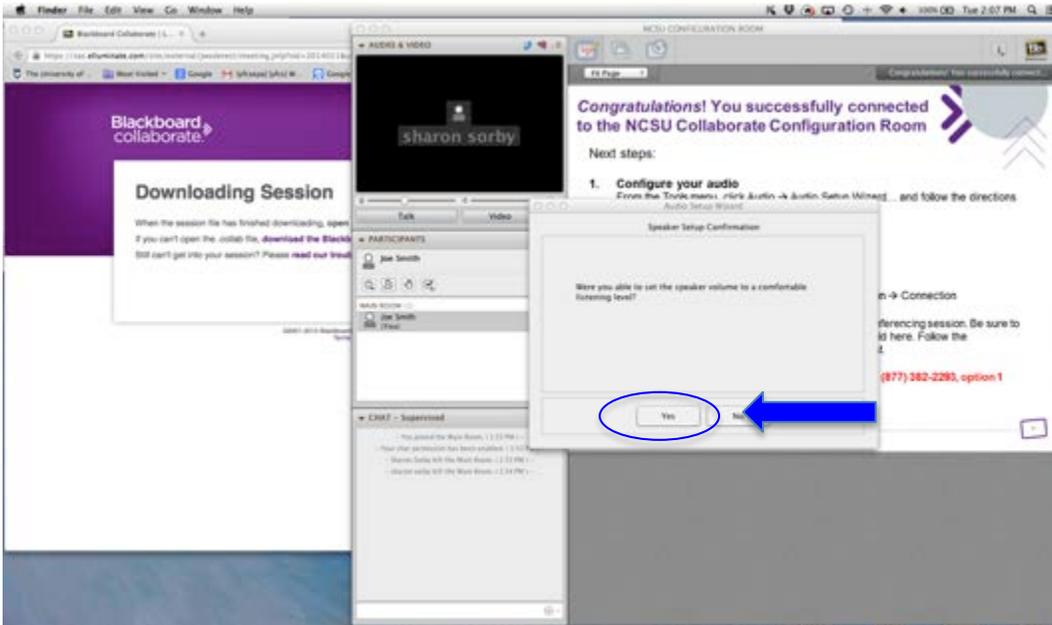


9. Click **Play** to hear the message and test your audio. Adjust the volume as needed according to the instructions.

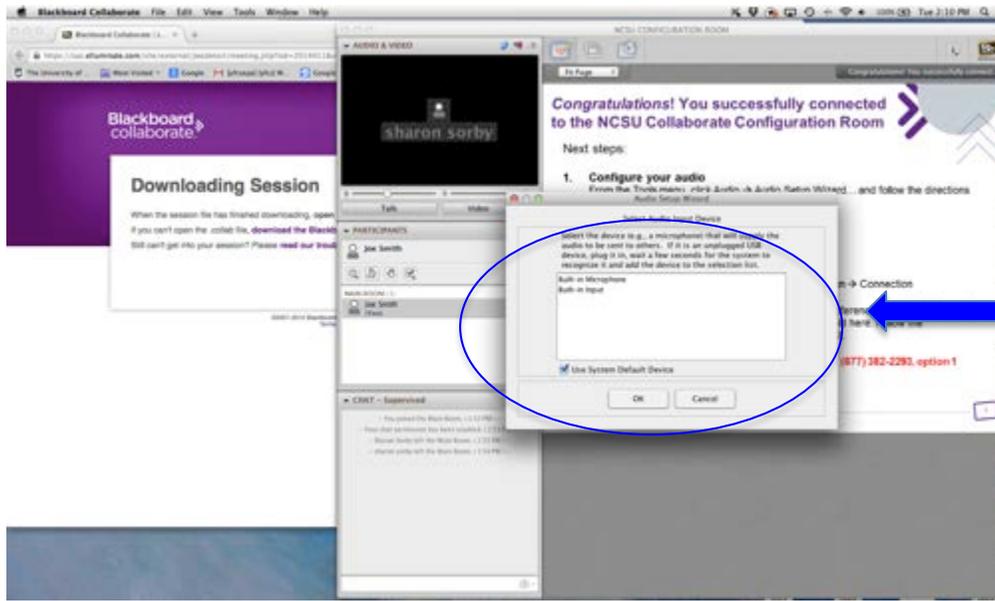




10. When you are satisfied with the volume, wait until the message finishes playing. When asked if the volume has been set to a comfortable listening level, click **Yes** to continue.

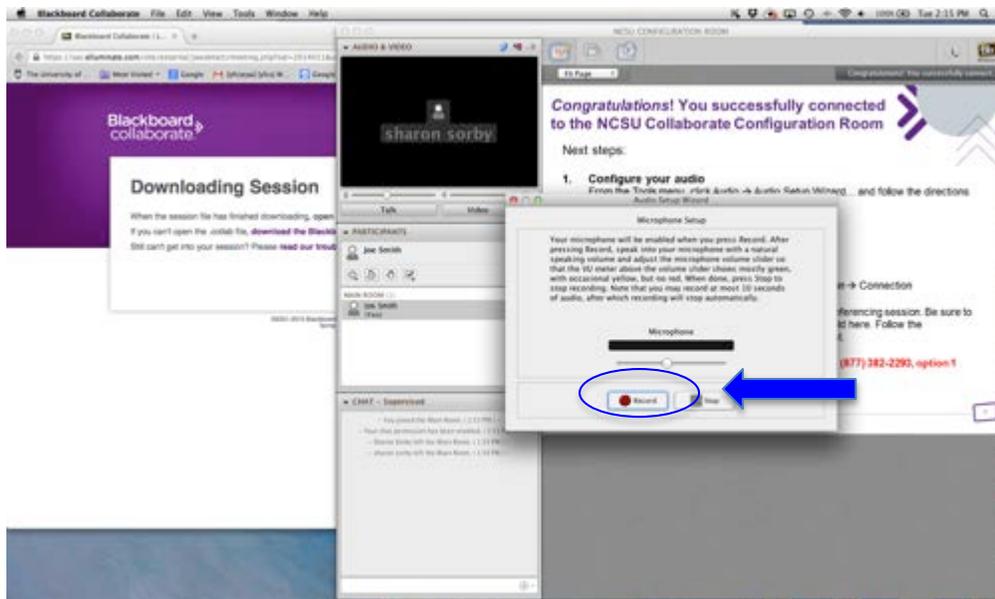


11. Select your audio input device from the choices given. You can also allow your computer to select your default device for you by checking the box next to "Use System Default Device" (you do not need to select anything else if choosing this option). Click **OK** to continue.

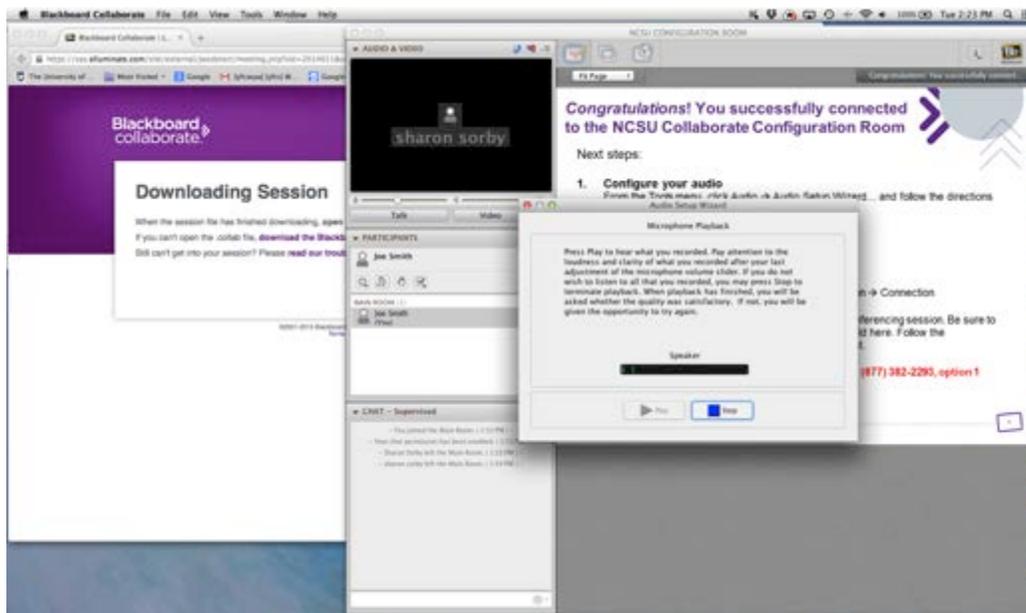
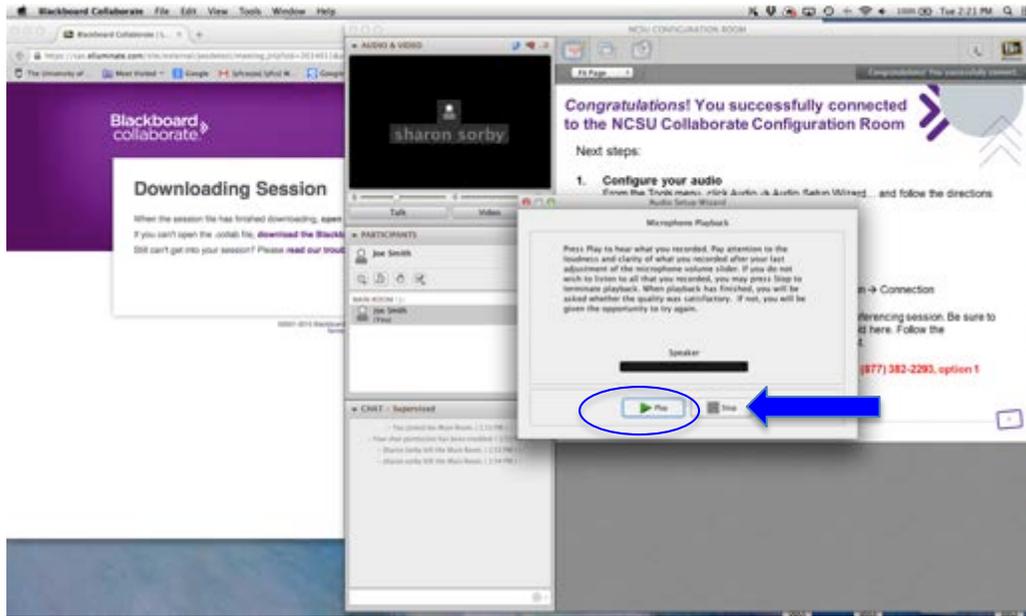


PART 3: Configuring Your Microphone

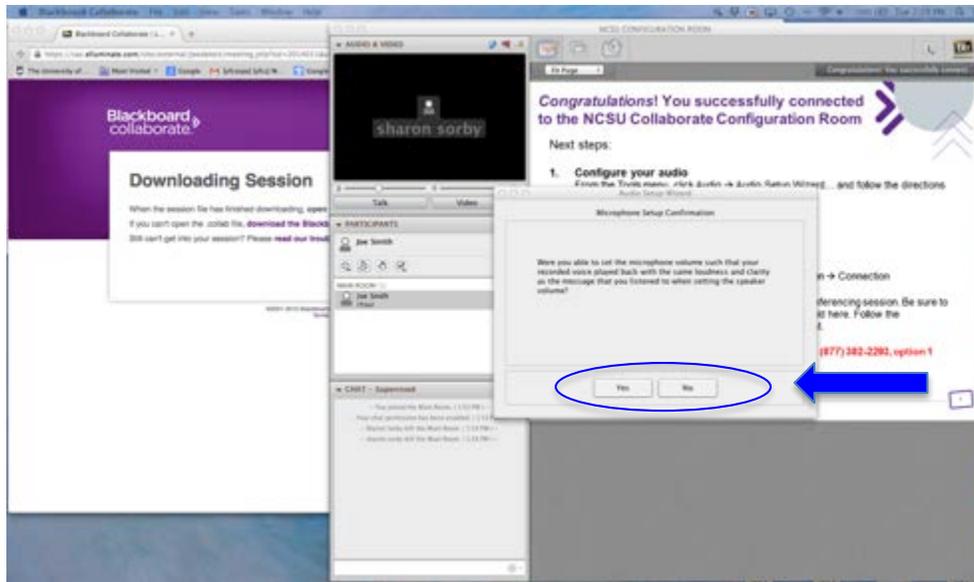
12. The next step is to configure your microphone. Press **Record** and speak with a natural speaking volume. Adjust the volume as needed according to the instructions.



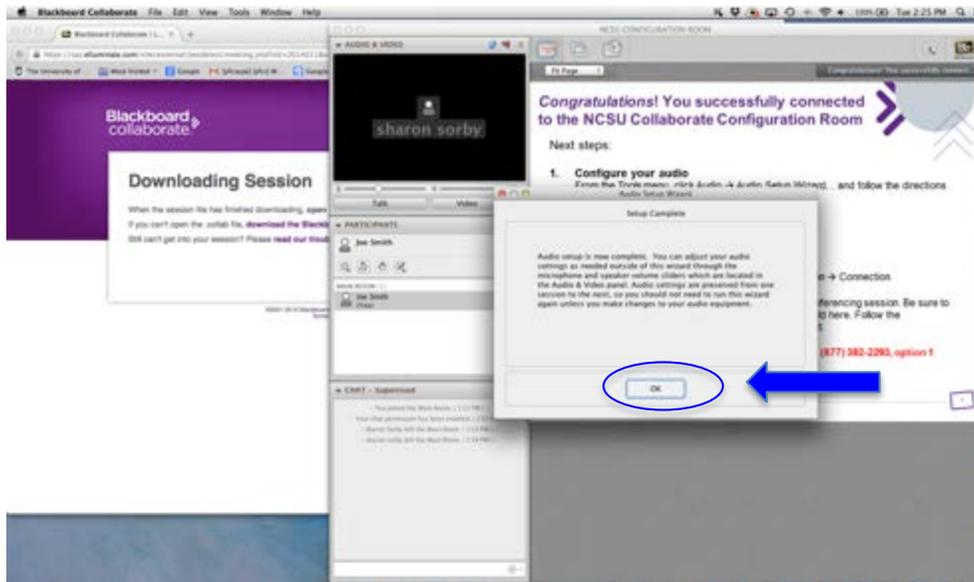
13. The recording will end automatically. You will be prompted to play back the recording. Click **Play** to do so.



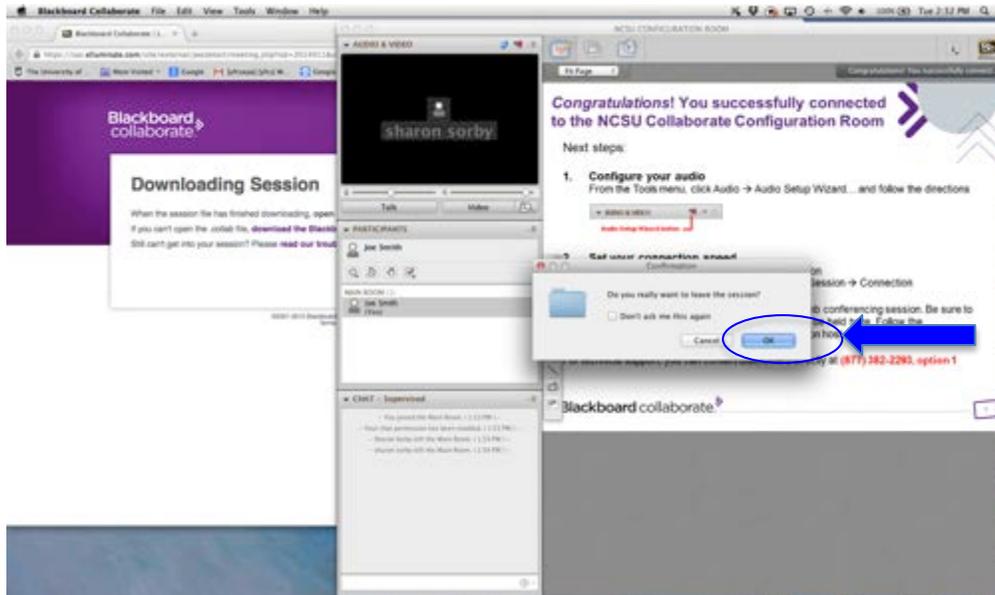
14. If the volume was satisfactory, click **Yes** to continue. If not, click **No** to record again. If clicking **No**, go back to Step 12 of this document.



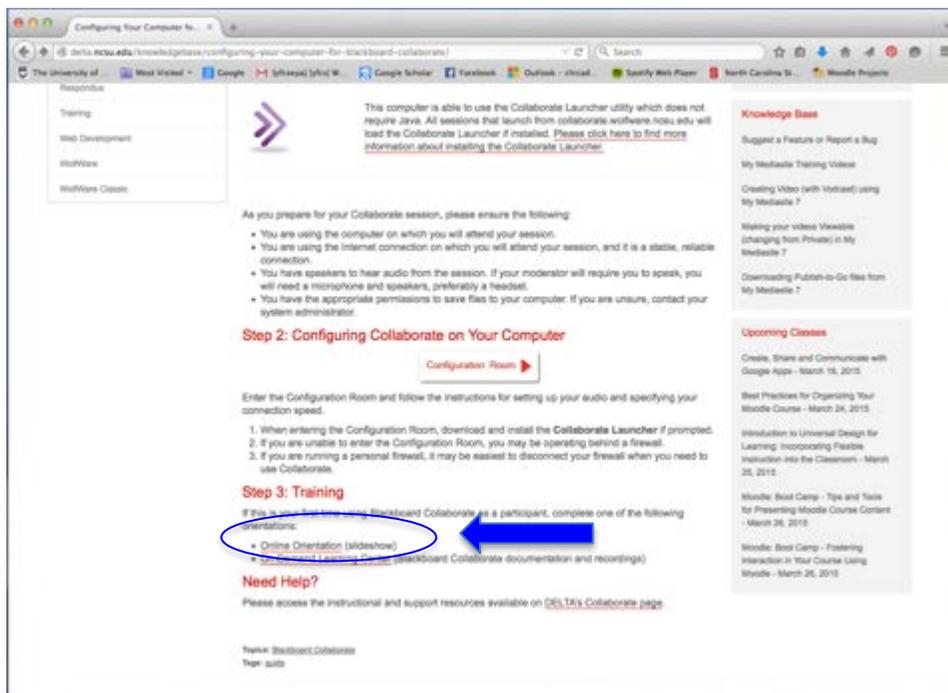
15. Clicking **Yes** will complete the set-up. Click **OK** to end the set-up wizard. Your computer has now been configured for the Blackboard Collaborate program.



16. You may now close out of any windows that were created during this process. Closing out of the NCSU Configuration Room window will ask you to confirm that you want to leave the session. Click **OK** to close the window.



17. We highly recommend that first time users view an online tutorial on how to participate in Blackboard Collaborate session, which includes descriptions of the different features. This tutorial can be found at <http://delta.ncsu.edu/knowledgebase/configuring-your-computer-for-blackboard-collaborate/>. Go to **Step 3: Training**, and select the **Online Orientation (slideshow)**.



18. When it is time for a live Blackboard Collaborate session, you will receive an email with a link to the session. Click on the link and download the session.

You can also manually search for the session at <http://delta.ncsu.edu/knowledgebase/configuring-your-computer-for-blackboard-collaborate/>. You may be asked to log in first to download the session. Allow it to download and follow the prompts as you did during the configuration set-up process. Remember to:

- use the computer that you configured,
- allow pop-ups on your browser,
- do NOT close the text box window that opens while opening the Blackboard Collaborate session

19. If you have any trouble or have further questions about using Blackboard Collaborate, you can contact Technical Support from <http://delta.ncsu.edu/knowledgebase/configuring-your-computer-for-blackboard-collaborate/>.

