

## FPE Group Project Presentation

### *A Quick Guide to Using Blackboard Successfully*

- Groups will be provided with two room links. One is the moderator link and is to be used by the group leader only. Only one person can use the moderator link at one time so it is important that you use the correct link. The other link will be for the remainder of the students in the group.
- As the moderator you will not need to log in using your name, the link will take you straight into the room. Under participants you will be listed as *IDC Technologies-Moderator*.

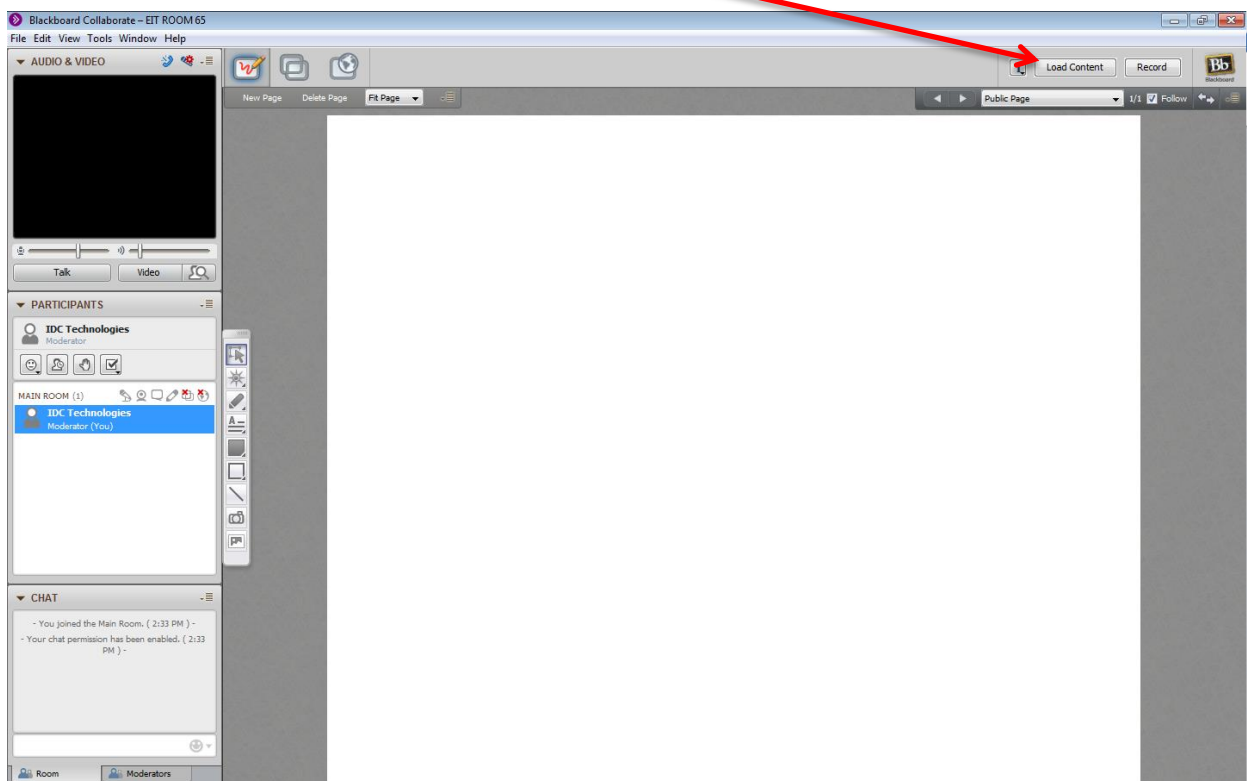
### Step 1- Test Audio

Tools > Audio > Audio Setup Wizard

### Step 2- Load Content (Moderator only)

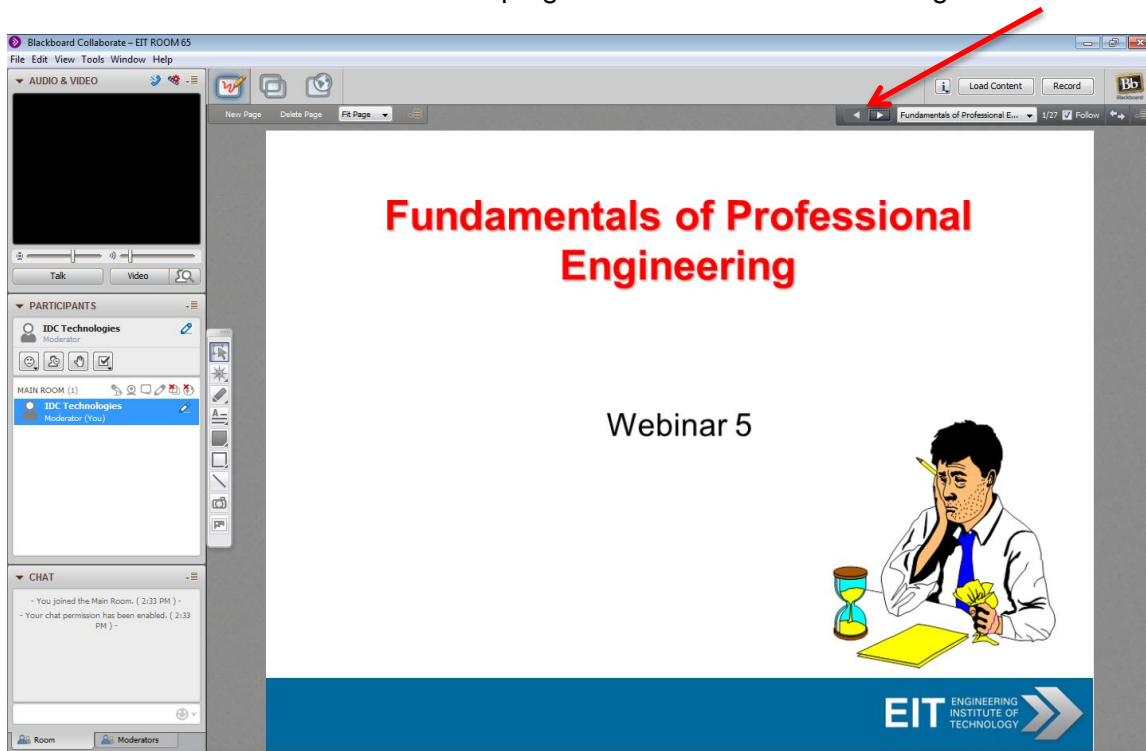
**All members are to take turn in presenting, however will need to request from the moderator to move over to the next slide**

To load your PowerPoint slides click “Load Content” and select your file.



- Your slides will initially open in PowerPoint and THEN Blackboard, it may take around 10 seconds so be patient.

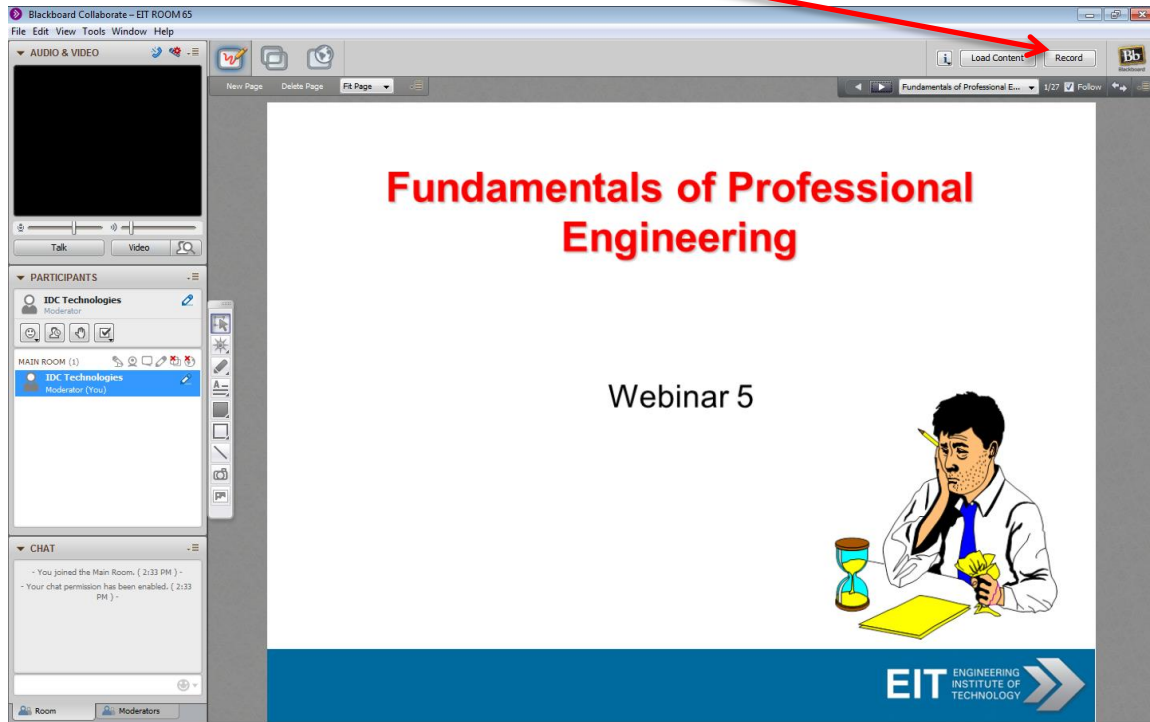
You will see a navigation pane in the middle of your slides called “Page Explorer”, you can close this and use the arrows at the top right hand corner to scroll through the slides.



### Step 3- Click Record (Moderator only)

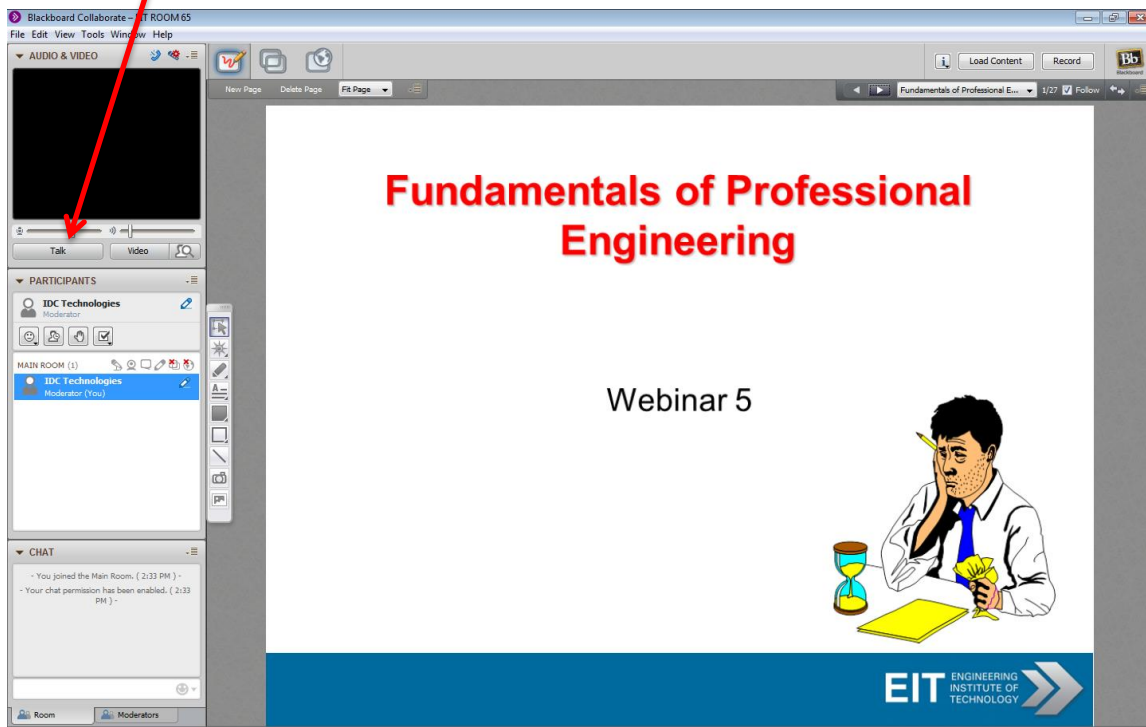
**THIS IS VERY IMPORTANT, IF YOU DON'T CLICK RECORD YOU WILL NEED TO REDO YOUR PRESENTATION**

Your session will need to be recorded so it can reviewed at a later time. The button can be found in the top right hand corner.



Once you have completed your presentation, click Record off and exit the room. All members must exit the room or the recording will not be sent through to EIT staff.

## Step 4- Talking



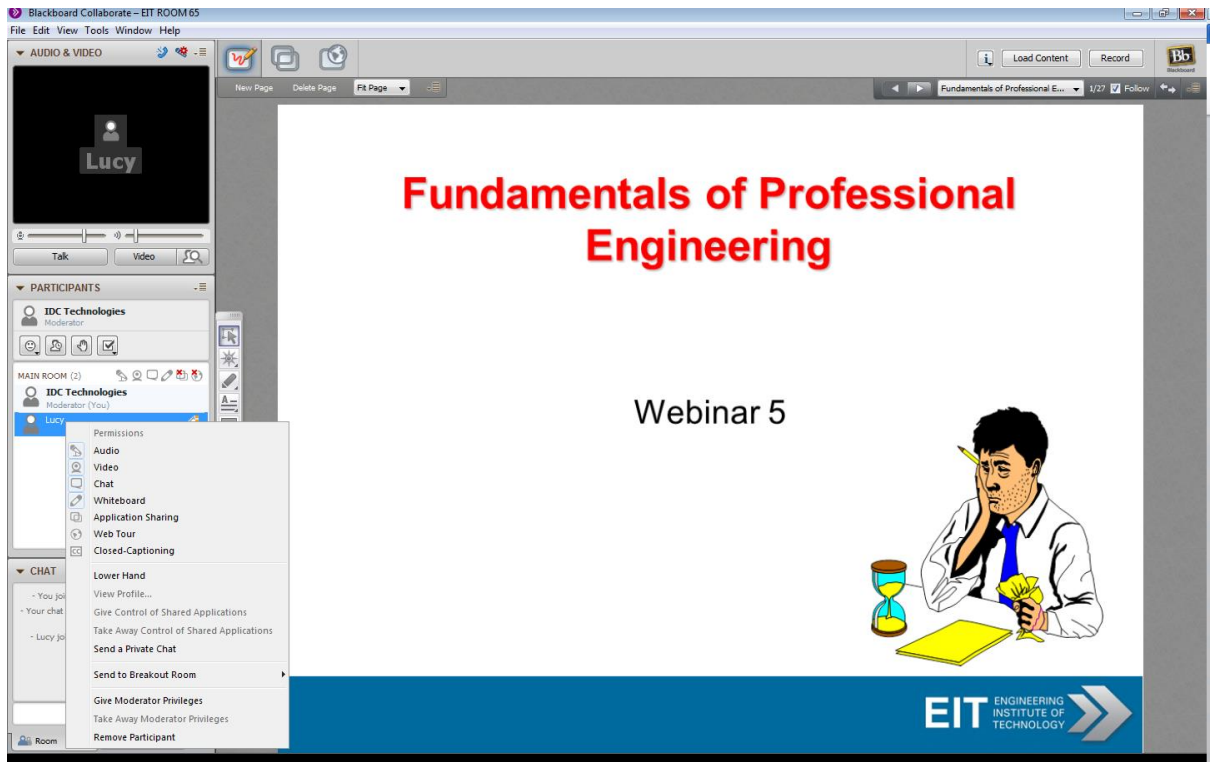
The number of simultaneous talkers can be set by the **moderator only** by going to Tools > Audio > Maximum Simultaneous Talkers. Set the number of talkers to the number of people participating in the presentation. All group members will now be able use the talk button at once.

If your group exceeds 6 members, change your maximum number of simultaneous talkers to 1. The group leader will then control the microphone and only when they release the talk button, will other group members be able to activate the talk button and speak.

When the maximum number of simultaneous talkers is set to one, **members must always remember to click off the talk button once they are done so other members can talk.**

The **moderator** has the ability to override any actions or permissions of the other participants. To do this right click on the participant's name.

This would be used mostly if the maximum number of simultaneous talkers was set to one and a group member had not clicked off the talk button. The moderator could simply right click on their name and turn off audio permissions.



The screenshot displays the Blackboard Collaborate interface for a webinar titled "Fundamentals of Professional Engineering". The main content area shows a slide with the title "Fundamentals of Professional Engineering" in red, "Webinar 5" in black, and an illustration of a man in a white shirt and blue tie sitting at a desk with a yellow notepad and a yellow hourglass. The bottom right corner of the slide features the EIT logo (Engineering Institute of Technology).

On the left side, the "PARTICIPANTS" panel shows a list of participants. The "MAIN ROOM (2)" section lists "IDC Technologies" (Moderator (You)) and "Lucy" (Moderator (You)). A context menu is open over the "Lucy" entry, showing the following options:

- Permissions
- Audio
- Video
- Chat
- Whiteboard
- Application Sharing
- Web Tour
- Closed-Captioning
- Lower Hand
- View Profile...
- Give Control of Shared Applications
- Take Away Control of Shared Applications
- Send a Private Chat
- Send to Breakout Room
- Give Moderator Privileges
- Take Away Moderator Privileges
- Remove Participant

The "AUDIO & VIDEO" panel at the top left shows a video feed for "Lucy" and controls for "Talk" and "Video". The "CHAT" panel at the bottom left shows a chat window with messages from "You", "Your chat", and "Lucy".