Classroom Camera and Blackboard Collaborate Tutorial

I. Log in to the classroom computer with your network credentials.

II. Turn the classroom on via the Crestron touch panel by pressing ‘Begin’.

III. Launch Google Chrome from the classroom computer.

IV. Go to blackboard.uscb.edu.

V. Click “Log In”.
VI.  Log in using USCB network credentials.

VII.  Go to Courses.
VIII. Click on the appropriate Course Name.

IX. Click on Course Tools.

X. Go to Blackboard Ultra.
XI. Create or click on a Session in the Course.

XII. Click “Join Session”.

XIII. Click on the Collapse Menu in the top left corner.

XIV. Click “Start Recording”.

XV. If you wish to share audio, click on the microphone on the bottom of the screen (Make sure the microphone for “Logitech Meetup” is selected).

XVI. Click “Yes – It’s working” when you can see the audio bar move.
XVII. If you wish to share video, click on the camera on the bottom of the screen (Make sure the camera for “Logitech Meetup” is selected”).

XVIII. Click “Yes – It’s working” when you can see yourself.

XIX. To share your screen, click on the double purple arrows on the lower right-hand corner of the screen and then select “Share Content”.

XX. Click “Share Application/Screen”.

XXI. Click on “Screen 1”.
XXII. Click “Share”. You can then drag anything you want to share to that screen.

XXIII. To stop sharing, click “Stop Sharing”.

XXIV. When you are finished with your session and want to stop recording, go back to the collapse menu and click “Stop Recording”

XXV. To leave the session, click “Leave Session”