Audio check
1. Make sure you increased the **Maximum Simultaneous Speakers**
2. Instruct students to go through the **Audio Setup Wizard**
   *Note*: the microphone icon will display to the right of the students’ names who are running the setup. They cannot hear you during the setup process.
3. When the student has the talk button enabled, you will see a microphone to the right of the student’s name.
4. Remind students to turn off the talk button when not speaking.

Start Recording
When you are ready to start your session, click **Record**. You can pause the recording at any time.

Whiteboard
Use the whiteboard tools to highlight various areas of your slides while presenting. Click the bottom right corner of a tool for more options such as color, shape, etc.

Application Sharing
1. Open the programs/files before the start of the session
2. Share the individual program/file, not your desktop for optimal viewing by students – programs/files must be open and up on the screen (if they are minimized, you will not have the option to select them)
3. When finished, stop sharing and go to the Whiteboard

Web Tour
If you have a video that is part of a website such as YouTube, a web tour is the best way to share it.

1. Enter the URL in the textbox and click Enter
2. The students may need to click play to start the video on the website
3. Allow a few extra seconds for everyone to watch the video
4. Push the website to the chat window
5. Click elsewhere on the website to take the students to another area – you must have ‘**Follow Me**’ checked
6. When finished with the web tour, click the whiteboard
Student Support
Students may contact BOLT Support during regular hours at bolthelp@bloomu.edu or 570-389-2888.

After hours support is Bb Collaborate at 877-382-2293.

Documentation for students can be found at http://departments.bloomu.edu/imdc/bbcollab.html.

First Time Users: http://support.blackboardcollaborate.com/ics/support/default.asp?deptID=8336