

BLACKBOARD COLLABORATE

RECOMMENDED PRACTICES

As an instructor of a live webinar, you play a key role in creating a space that facilitates engagement, discussion, and interaction for your students. Here are our top tips to ensuring a successful session.

LEADING UP TO THE SESSION

- Read through the Collaborate Preparation Checklist and familiarize yourself with the environment by watching the orientation video.
- Do a practice run in the sandbox Collaborate session. Be sure to run the Audio Set up Wizard, check that your webcam functions properly, and upload your slides to ensure everything shows up correctly.
- Ask students to go through the Collaborate Preparation Checklist to minimize the class time spent on IT troubleshooting.

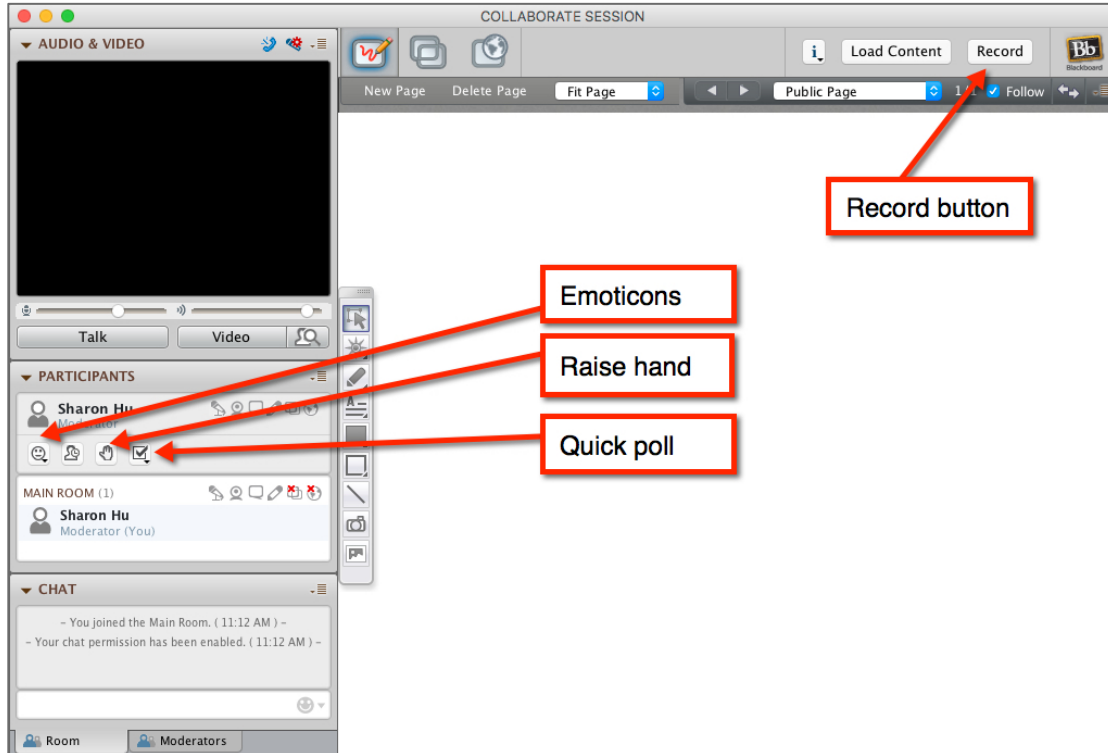
PRIOR TO THE SESSION

- Prepare your physical space. Close the door, plug in the laptop charger, turn off the phone ringer, etc.
- Avoid connecting via Wi-Fi. Hardwired Internet connection is faster and more reliable.
- Join early. Give yourself at least 15 minutes to run the Audio Setup Wizard, upload your slides, create breakout rooms. It also gives you the chance to welcome the students as they join.
- Minimize distractions on your desktop by closing all unnecessary applications, such as Skype or Outlook.

AT THE START OF THE SESSION

- Make sure everyone can see and hear everyone else by doing a “roll call”, where students take turns switching on their microphone and webcam.
- Establish a webinar norm so students know how they can interact with each other and with you – Should students type questions in the text box or ask using the microphone? Should they keep their webcam turned on at all times?

DURING THE SESSION



- Pause and check for student understanding frequently. The Quick Poll can be used for yes/no questions ("does anyone have any questions before we move on?") or multiple choice questions ("select A, B, or C, to this question on this slide").
- Encourage students to use emoticons to increase their social presence during the webinar. Sending a smiley face or applauding hands at the right time can really connect the audience with the speaker.
- Record the session so students can review the content at a later time. Be sure to let everyone know the session is being recorded.