

Collaborate Live!™ Presenter's Guide



Read. Write. Act
Virtual Conference 2014
November 7-8

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Please read this guide thoroughly before the start of the webinar. If you have any questions, please email readwriteact@unc.edu or call 919.962.1542.

For a more in-depth guide to Collaborate Live!

Please visit: <http://www.blackboard.com/Platforms/Collaborate/Resources/Webinars-and-Demos.aspx> for video demos on Collaborate.

Presentation Day

System Requirements

Windows:

- Windows XP (32 bit) or Vista (32 or 64 bit)
- Pentium III 1 GHz processor
- 256 MB RAM
- Collaborate works with Firefox and Internet Explorer, but not with Chrome

Macintosh:

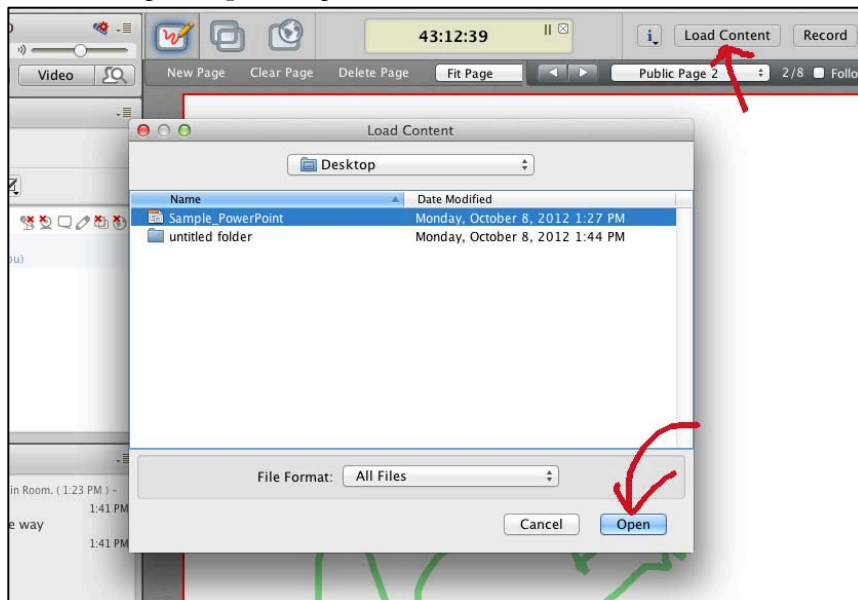
- Mac OS X 10.5
- G4, G5 or Intel processor
- 256 MB RAM
- Collaborate works with Safari or Firefox for Mac, but not the Beta 4 version.
- Mac users should use USB microphones.

Additional Requirements

- Java version 1.5 or higher
Free Download: <http://java.com/en/download/index.jsp>
- 20 MB free disk space
- 28.8 KBps Internet connection

Uploading a PowerPoint to Collaborate

Please note that this document should be in a .ppt file format, and you will need moderator privileges to upload to Collaborate.



1. Select 'Load Content' in the upper right-hand corner.

2. Locate your file in your hard drive, and click 'Open'.
3. Wait for the file to load (this may take a minute or two).
 - a. There will be a small window with corresponding information.

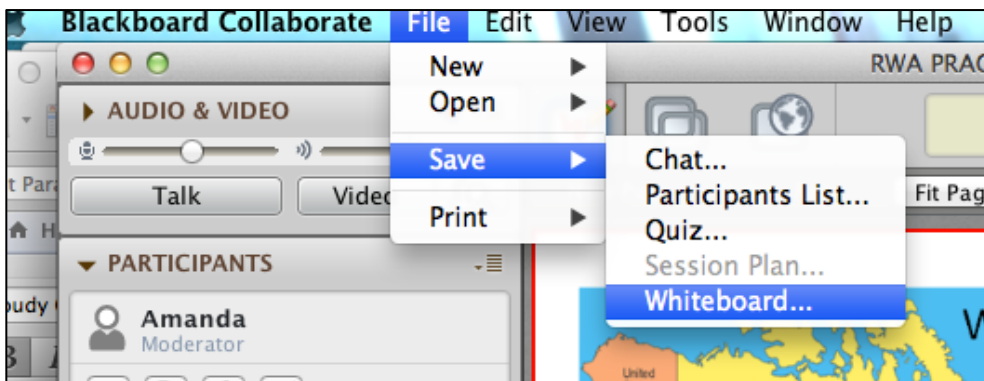


4. Be sure to activate 'Follow Moderator' (in the top right of the white board. This allows all participants to see what you see.

Important Information

If you need to use the presentation again at Collaborate, before you exit the session, save it as whiteboard (.wbd) in your hard drive

1. File > Save > Whiteboard (be sure 'All Pages' is selected)



2. Choose the folder in your hard drive > Save.
 - This will make loading much faster on the day of your presentation.
 - A presentation is deleted when you exit the session.

Before Starting the Webinar

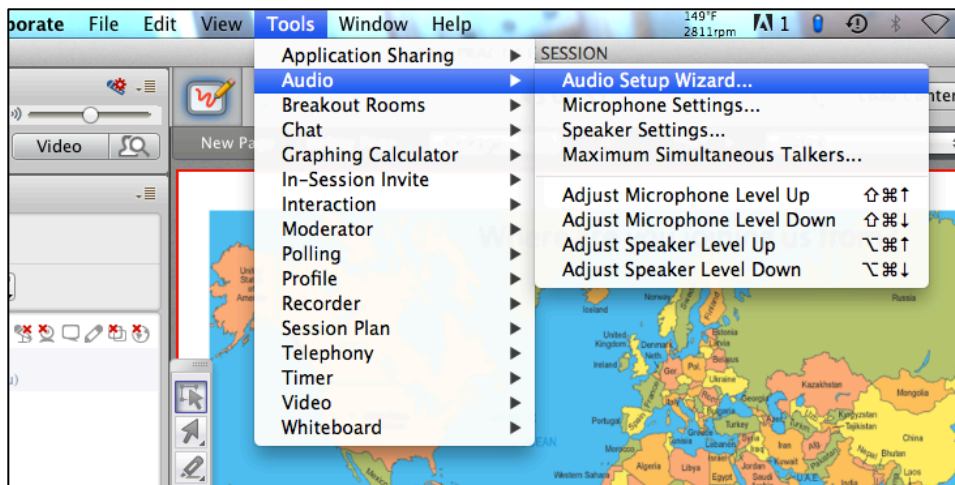
Connection

- SCALE recommends connecting through a **wired Internet connection** rather than wireless, especially for presenters. The connection is generally faster and more reliable than wireless connection.

- Please close all other browser windows. Running other applications on your computer (such as an Internet browser) will slow your connection to Collaborate Live!
- Open Collaborate and upload your presentation in advance
- That a new window opens independent of Collaborate
 - Be sure that your pop-up blocker doesn't block it.

Preparation

- Approximately 5-10 minutes before the start of the first session, click on the room link to access the webinar.
 - You may need to download and install the free Java Web Start Launcher before the room loads.
- The room will be made available a few minutes before the presentation begins. You may enter at that time.
- Type your first name and organization into the text box.
 - Please refrain from using the chat or tools until the host comes on.
- Turn on your speakers or headphones (check to make sure they aren't muted).
- Run the Audio Setup Wizard to ensure that your speakers are functioning by clicking on **Tools > Audio > Audio Setup Wizard**.



- If you experience errors that do not allow you to fully enter the room, simply close the application and browser window (you may need to restart your browser) and try again.
- Check audio with participants
- Ask participants to check connection speed in **Session > Connection Speed**
- If you need technical assistance please call the SCALE offices at 919.962.1542 or 919.962.4570

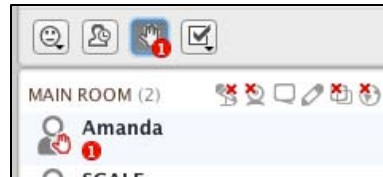
During the Webinar

Answering Questions

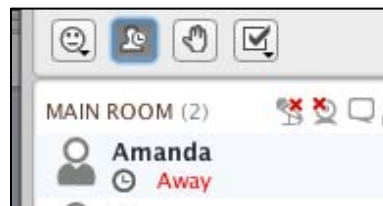
- You (the presenter) will be giving instructions at the beginning of the presentation about how you will respond to questions. Participants can submit questions by typing into the chat box at anytime.
- Don't feel obligated to stop the presentation to answer any questions. The participants are aware that you will answer them at the appropriate time.

Feedback Icons

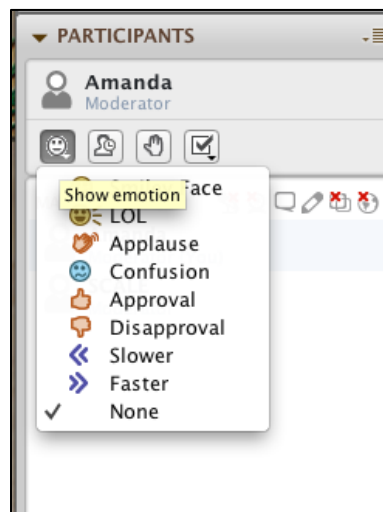
- **Hand/Arrow Icon:** when this is clicked, it means that a participant is virtually raising their hand.
- **Away Icon:** this indicates that a participant has stepped away from the Webinar.
- **Show Emotion:** These are used to communicate simple information to you using emoticons.
- **Polls:** you are able to poll/ask questions to your audience using either an 'A, B, C, D, E' question or a yes/no question.



Hand Raised



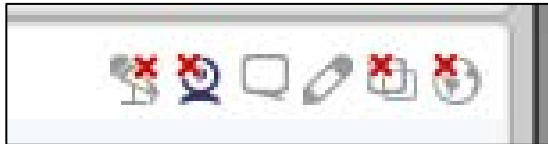
Away Icon



Show Emotions

Permissions

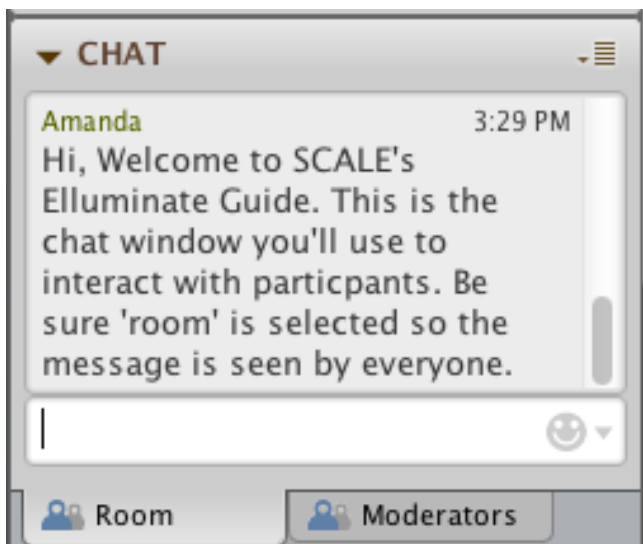
Above the list of participants, notice each column headed by an icon. These icons indicate the permissions that a moderator has granted the participants to interact in different ways. The icons presented are **Polling Responses**, **Microphone Permissions**, **Chat Permissions**, **Whiteboard Permissions**, **Application Sharing**, and **Video Permissions**. Yellow highlighted icons indicate that the participant is engaging in the activity represented in that icon. For example, if the chat icon is yellow, the participant is typing into the chat box. Red X's indicate that the participant does not have those features enabled. Generally SCALE event participants are allowed chat, whiteboard, and/or microphone privileges.



Chat

Should a participant wish to ask a question or comment during the presentation, he/she may type into the chat box, which is the long white box in the “Chat” section.

- Moderators can see all chat communication, including private messages.

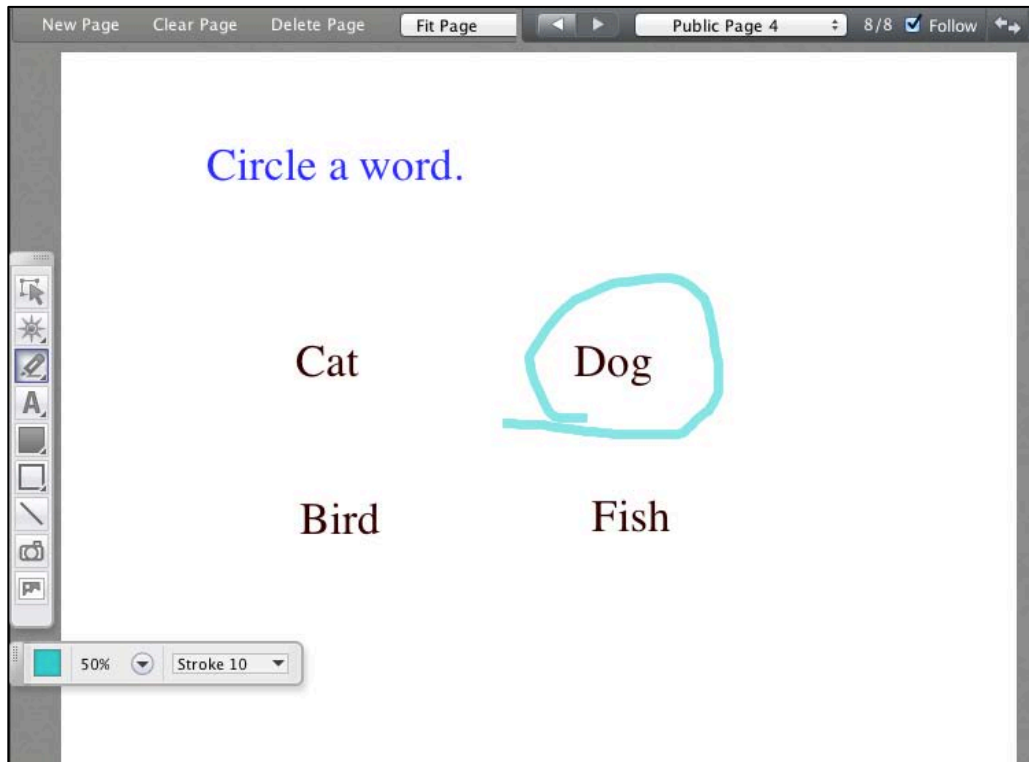


Microphone

Depending on the structure of the webinar, you may be able to verbally interact with the other participants by clicking on the microphone icon in the “Audio” pane and speaking. Some presenters prefer that you click on the “raise hand” icon and wait to be acknowledged. If you are unsure, raise your hand and/or type into the chat box. Bear in mind that your microphone is on when the icon is highlighted in yellow.

Writing on the whiteboard

You may interact during the webinar by writing on the whiteboard. You may wish to type onto the whiteboard, to point to something, or to highlight or circle content. Select one of the icons to the left of the **'Whiteboard'** pane. Below the **'White board pane,'** there are options for customizing whiteboard tools. If you wish to delete all of your objects from the whiteboard, select the pink eraser icon and click on **'My Objects.'** To delete a single object, click on the blue arrow icon, select the item you wish to delete, and hit "delete."



Whiteboard

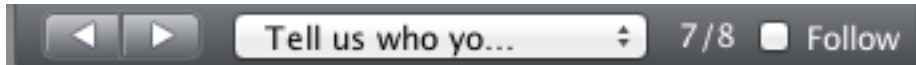
General Hints/Tips For Presenting

- Your presentation is deleted when you exit the session
- Have your links ready in another window or application to Copy - Paste
- Links/URLs can be posted in the text chat area, and they are interactive
- Talk no more than 5 minutes at a time
 - (Check the participants area and text chat area now and then for relevant info)
- Intersperse with questions, polls, etc
- Check the chat area for questions and/or comments
- Check the icons next to the participants' names for relevant info

Managing Your Presentation

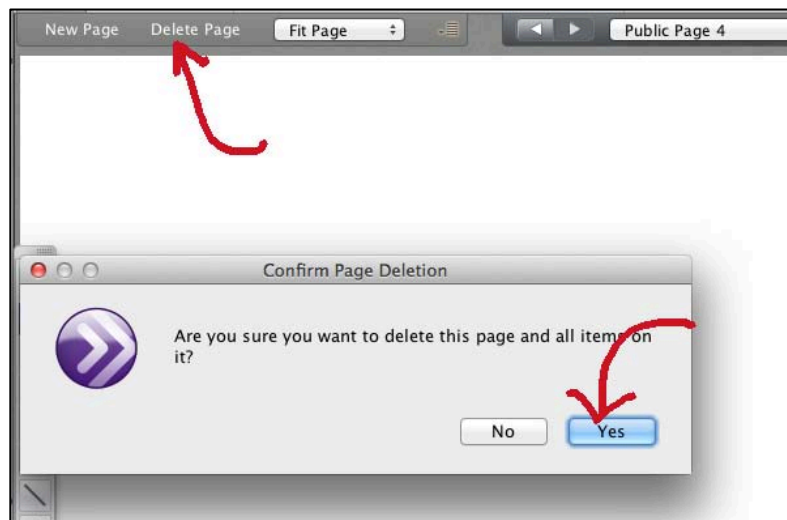
Navigation

- You can use the forward and backward arrows above the whiteboard to navigate.
- To locate a specific slide, click menu next to the navigation arrows, look for it (by slide number or title), and click the slide you want.



Deleting Individual Slides

1. Select the slide you wish to delete then press 'Delete Page'
2. Select 'Yes' in the pop-up window to confirm deletion.



Deleting Individual Objects on the Whiteboard

1. Select with the arrow (top left in the icons) + Delete
 - DO NOT use the **Eraser** icon (top left of the whiteboard), because it deletes everything in the whiteboard.

Creating Blank screens

Collaborate creates an interactive blank whiteboard by default (Public Screen 1): click in the slide area and it shows. To create additional blank screens, follow the step below.

1. **File > New > Whiteboard > Screen**
 - By default, the Public Screens are at the top of the list of slides

Showing Web pages

1. Select 'Web Tour' from the top menu.
2. Enter the URL you wish to visit in the search box.



Moderator privileges

In the 'Webheads Room,' the first person to get in through the 'Session Moderator Login' (bottom left) will be the 'MeetingLeader' (ML) and will have moderator privileges. All others entering the room need to click the green 'Enter Now' button to go in as participants. The ML can then give moderator privileges to others.

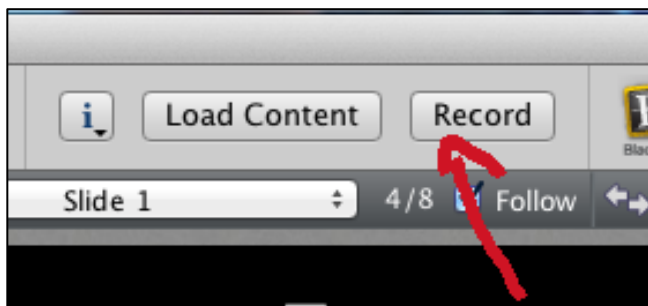
Moderating a Presentation

Before the a presentation the moderator must click/activate start of **Synchronized Browsing** in the **Moderator menu** so that everybody can see the pages being presented and/or the Web pages that are pushed

- If two moderators have 'Synchronized Browsing' on, only the moderator pushing the web pages sees them, (as well as the participants,) but not the other moderator; so it's best to **deactivate Synchronized Browsing** when it's not your part of the presentation

Recording a Session

- Click on the 'Record' button next to 'Load Content'
- To stop/pause the recording, just press 'Record' again.



- Once you exit the session or the recording is stopped, you will find 2 files: a sound file and an .htm file.
- You need to click on the .htm file to access the whole session (voice, text-chat and pages projected during the session). For the recording to be successful you need to have WMP version 9 or higher.

- Download:
- <http://windows.microsoft.com/en-us/windows/windows-media-player>