

Participating in Conference Sessions via Blackboard Collaborate (formerly Elluminate): Some Basic How To's for Presenters

First and foremost, Elluminate isn't Elluminate anymore! In the midst of our conference planning, Elluminate was bought by Blackboard, and it is now called Blackboard Collaborate. How dare they . . .

The good news is that participating in the conference through Bb Collaborate should be easy:

1. You will not need to set up an account. A link appears on the conference program for each *day* of the conference. The program is available in two places:

On the IWCA website: <http://writingcenters.org/2012/01/cfp-writing-centers-in-the-2-year-college-a-free-on-line-talk-time-conference/>

On the conference presentations wiki page:
<http://wc2ycwiki.pbworks.com/w/page/40396958/February%202012%20Talk%20Time%20Home>

Simply click the link to enter the Collaborate "room."

2. Rooms will be open 30 minutes prior to the start of each session.

3. Once you have entered the room:

- Please go to your "view" menu and choose "layouts" and then "default layout"
- Please run your audio wizard under the "tools" menu to make sure you can hear and speak.
- If you want to talk to the group, raise your hand (hand icon with green arrow in the participant dialog box), and the moderator will call on you or respond with a message in the chat box.
- To speak, click on the microphone in the lower left of the screen.
- When you are done speaking, please turn off your microphone (click again) so others can speak.
- If you don't have a mike, please use the chat box and the moderator will respond to you.
- *If you don't see any of these options, please click on the small arrow in the upper right corner, and then on the screen icon that appears.*

4. A few problems that might occur:

If two people have their microphones on at the same time, feedback (in the form of loud screeching) will occur. Please remember to turn off your microphone when you are not speaking.

Each room will have video access via one camera for presenters. Enabling more than one camera slows down communication and can cause the program to shut down. Participants will have audio access, or, if you do not have a microphone, chat access.

5. Finally . . . A moderator will also be available in each session to assist you, should you have any questions about how to navigate.