Blackboard Collaborate Audio Setup Guide for Faculty and Staff

Blackboard Collaborate Home Screen

The figure below shows the “Home Screen” of Blackboard Collaborate when you enter a meeting or a Web Conference by clicking on a link. The left hand side of this Home Screen is divided into three sub windows which give you controls for Audio/Video, Participants and Chats.
Checking your Audio

1. In order to start checking your audio, you need to click on the highlighted icon in the image below:

The icon is located on the left hand side of the Home screen, on the title bar of the “Audio/Video” window.
2. The following popup window appears and you can choose from the devices that you want to configure while you attend web conferences. Usually if you have a microphone attached to your computer you will get an additional entry in the list where in one of the devices will be the inbuilt speakers of the system.

Preferably choose your microphone.
3. After you choose your device and press “OK”, the next screen which pops up is as follows:

![Audio Setup Wizard](image)

Clicking on “Play” will play a test audio and the green bars should be moving as the audio is being played. This will test audio[speaker volume] with that particular device.
4. After you have successfully tested output audio, the following screen will come up to confirm if speaker volume was tested properly,
5. Depending on your choice in the previous window, If “no” is selected you will be redirected to the screen on step 2 and in case of “yes” the following screen will popup which will start checking the input device for audio input that is your microphone:

![Audio Setup Wizard]

Select Audio Input Device

Select the device (e.g., a microphone) that will supply the audio to be sent to others. If it is an unplugged USB device, plug it in, wait a few seconds for the system to recognize it, then click the Refresh button to add the device to the selection list.

- Refresh
- OK
- Cancel
6. After clicking on “OK”, you will be getting the following popup screen wherein you can click on “Record”, and the green bars should be showing up when you speak something to test the microphone.
7. After you have tested the microphone and clicked on “Stop” or after 10 seconds the following screen will come up so that you can play and test if your voice was recorded successfully:
8. In order to confirm the above steps about microphone audio testing, the following screen gives you the options:

![Audio Setup Wizard]

Microphone Setup Confirmation

Were you able to set the microphone volume such that your recorded voice played back with the same loudness and clarity as the message that you listened to when setting the speaker volume?

[Yes] [No]

9. By clicking “Yes”, you will get a popup which would show you that the Audio Setup is complete, if “No” is selected it will take you back to the screen in step 5.