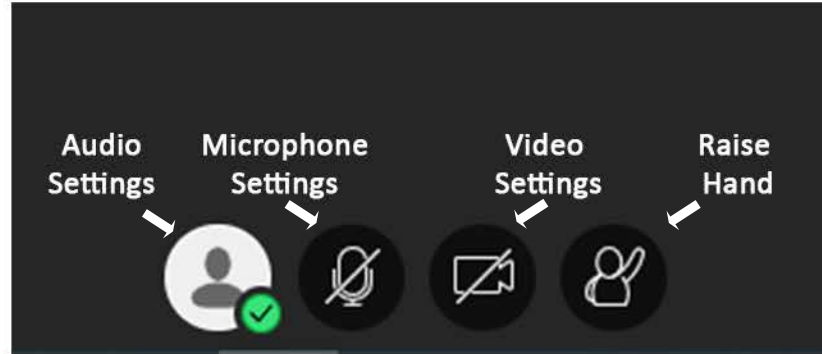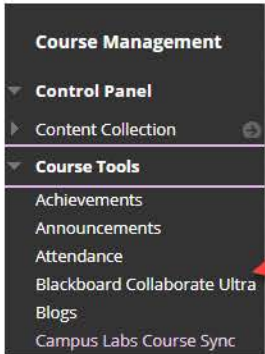# COMPUTER

1. Log onto the computer with your JU ID
2. Turn the projector on (B rooms remote / A rooms touch screen)
3. Navigate to your Blackboard Course using Google Chrome
4. Begin the Blackboard Collaborate session through Blackboard (Tool, Blackboard Collaborate Ultra)
5. Share your video and mic.

6. For A rooms ensure you have chosen which mic you want to use (DM8000 for ceiling & lapel mic, HoverCam for the HoverCam mic). Then choose which camera you want (Cam520 for camera at back of room or HoverCam for HoverCam camera sitting on lectern). For B rooms you do not need to do this as you only have the HoverCam to choose from.
7. Position the camera.

B Rooms - move the hovercam

A Rooms - click the presets
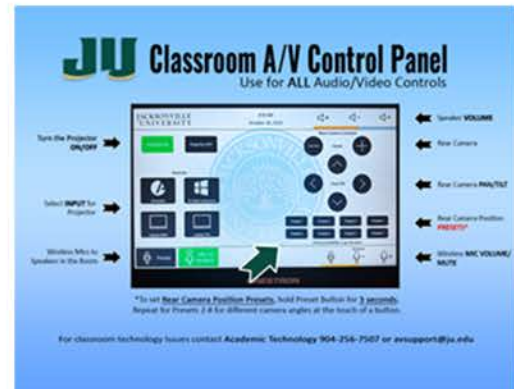
AUDIO VIDEO ISSUES

1. Open the Collaborate panel (bottom right)
2. Choose the My Settings Option
3. Run the "Setup your camera and microphone" option if you have issues or want to change which Mic or Camera in A rooms

COLLABORATE REMINDERS

1. You can share Images, PDF, and PowerPoints (with no video or weblinks) through the Collaborate Panel – Share Content.
2. You can share all applications through the Collaborate Panel – Share Content – Share Application / Screen. The tunnel effect means you have done it correctly.
3. To write on the SMART monitor – Share your Entire Screen with the Share Application /Screen option. Minimize windows until you see the blue desktop. Pick up the pen and write.

Need Help? Call 256-7507 - There will also be staff and work-study students available in the common areas of buildings.