How To: Use Blackboard Collaborate in a HyFlex Classroom

If you plan to use this style for your entire lecture series this semester then you will need to ask IT to remove your scheduled HyFlex sessions in Kaltura. If you are only planning to use this temporarily, then it is important to first quit the Kaltura Classroom window which pops up automatically when you log onto the computer. To quit, right click on the start menu and click Task Manager > Kaltura Classroom > End Task. For helpful documents and videos on Collaborate, visit the IDTRC Service Catalog.

1. Turn camera and projector on using the Crestron touchscreen panel
2. Open Blackboard Collaborate and join your session or course room. The browser should be opened on the primary (usually left) monitor so that Collaborate projects onto the classroom screen.
3. Your browser will ask for your permission to access your Microphone. Click Allow (Figure 1)

![Figure 1](image1)

4. Collaborate will present an audio test. Select Communications - Echo Cancelling Speakerphone (TesiraFORTE) from the dropdown box and click Yes. Audio is working (Figure 2)

![Figure 2](image2)

5. Your browser will ask for your permission to access your camera. Click Allow
6. Collaborate will present a video test. Select USB Capture SDI or Av.io SDI Video from the dropdown box and click Yes. Video is working. If the camera in your room has neither choice, then select the name containing “SDI”.
7. Your session has begun. To unmute your microphone and camera on Collaborate, click on the microphone and camera icons on the bottom of the window (Figure 3). For best image quality, turn your classroom lights off and use the Crestron functions to position the camera to zoom-in to the projector screen by selecting the Screen preset. To select the Screen preset tap on the Crestron Touchscreen Panel > Camera Controls > Screen

![Figure 3](image3)

*If you are presenting a PowerPoint with an imbedded YouTube link, it is best practice to share screen on Collaborate and open the YouTube link in a separate browser window.

*Do not forget to click the record button to record your lecture. Consult Blackboard Collaborate - Recording a Session for instructions and additional information on how to access the recording.