Collaborate in HyFlex

How To: Use Blackboard Collaborate in a HyFlex Classroom

Visit the IDTRC Service Catalog to view helpful documents and videos on how to use Blackboard Collaborate Ultra.

After logging onto the computer, a Kaltura Classroom window may open automatically. You may just close the window by clicking on the X close icon on the upper right window and proceed with the steps below.

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.
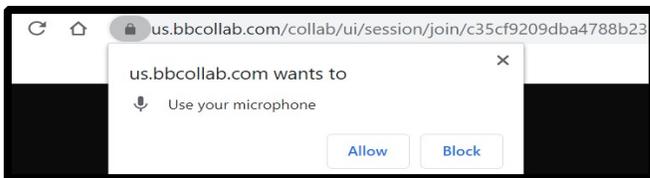3. Your browser may ask for your permission to access your Microphone and Camera. Click **Allow** (Figure 1)

Figure 1

4. Collaborate may present an audio test. Select **Communications- Echo Cancelling Speakerphone (TesiraFORTE)** from the dropdown box and click **Yes. Audio is working** (Figure 2)
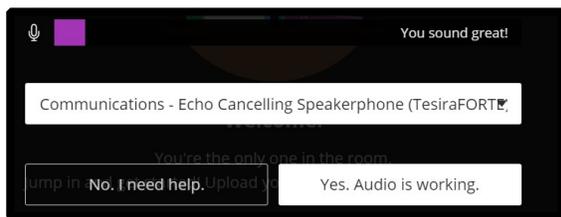
Figure2

5. Collaborate may present a video test. Select **USB Capture SDI** or **Av.io SDI Video** from the dropdown box and click **Yes. Video is working.**
6. The permissions check and audio/video check in steps 3,4 & 5 only appear when you are using a new browser. Once Collaborate recognizes your browser it may stop showing you these checks. If these checks do not appear then you can check your device settings by following this guide Blackboard Collaborate - Check Audio and Video Settings
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

*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. Check the box next to **share audio.**

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*Do not forget to click the record button to record your lecture. Consult [Blackboard Collaborate - Record a Session](#) for instructions and additional information on how to access the recording.

*When you have finished your class, please press the exit system button on the Crestron to power Off the Crestron before leaving the classroom.