Blackboard Collaborate Tips for Good Practice

Before the Session

- Send participants the meeting instructions and an outline of the activity schedule.
- Provide guidelines for student interaction and behaviour.
- Upload learning materials prior to delivery.
- Rehearse your presentation by briefly running through the resources and tools used.
- Provide a practice session to familiarise participants with the virtual learning environment.
- Keep it simple. Gradually introduce new elements over time as your confidence grows e.g. Polling and Breakout Groups.
- Plan for a question time.

Just prior to the session

- Provide an opening slide on entering the meeting room. This could be a title slide for the session or a guide for the audio setup.
- Mute all participant microphones to avoid distracting background noise.
- Have programs that you are screen sharing open in the appropriate window and ready to demonstrate - avoid launching and logging into programs while screen sharing.
- Turn off computer “sleep” mode if active.
- Conserve bandwidth and desktop clutter by closing applications not used in the session.
- Set a time before the session that you will be online to resolve technical issues and answer pre-session questions. Inform participants that individual technical issues are not attended to during the session time.

During the Session

- Acknowledge participants as they enter the meeting room and confirm they can see and hear you before you begin the session.
- Record the session for students that are unable to participate at the time of delivery.
- Look at the camera and not the session screen. Make eye contact if you share your video, to show engagement with the audience.
- Provide audio clues to what is happening behind the scene to avoid ‘dead air’ in your presentation.
- Don’t allow participants questions to go unanswered. If you are unable to answer the question immediately, acknowledge and reassure the participant that it will be addressed shortly.