

Hello, students!

In this video I'm going to demonstrate some basic BB Collaborate tasks from the instructor's perspective:

Setting up a BB Collaborate session

Sharing a website

Sharing a set of slides

1. To set up a BB Collaborate session, I navigate to BB Collaborate from within our Quercus site. I select "create session." Then I configure the settings.
 - a. Enabling Guest Access allows us to share our lecture with people from outside our classroom, such as guest lecturers. I can give guests powers, such as (in the Presenter role) the ability to share their screen.
 - b. I set the session time and whether we can access the session before class
 - c. I decide if students are stuck with just listening to lecture and using chat; if they can have Presenter powers and share their own screen; and if they can write on the whiteboard. (I leave these options checked to keep our classes interactive.)
 - d. I always have to remember to disable access by telephone to make sure students don't access the session by telephone and don't get hit with surprise long-distance charges on their phone bill
 - e. If I'm feeling very propah and polite that day, I can even turn on the profanity filter, so if anyone types the f-word into chat, it'll get blanked out
 - f. Once I've set up the session, I have to save it and close it in order to be able to get in.
2. Within the session, I can turn on my mic and webcam, so you can hear my voice and see my face. I can also see what you say within chat and respond—by voice or by typing. And (in Chrome, but NOT in Firefox) I can share content.
 - a. I can share a website. To navigate, I have to be on the website and I am not able to see the course chat. (I can hear pings when you say

things; but I have to leave my website and return to BB Collaborate to see what you've said. With more than one tab open, it gets tricky fast.)

- b. I can share slides. One way is by uploading slides to BB Collaborate. When I do so, I can advance slides from inside BB Collaborate, and I can see the chat and control my slides at the same time. But BB Collaborate often messes up the graphic formatting of my slides.
- c. Another way to share slides is share my powerpoint window. When I do so, there are advantages and disadvantages. Disadvantage: I can NOT advance slides from inside BB Collaborate, and I can NOT see the chat and control my slides at the same time. Advantage: my slide formatting stays intact, and more importantly, I can use powerpoint's close captioning to provide automated close captioning of my lecture.

Finally, one feature I discovered here is what happens when I turn off my lecture microphone during break. Let's pretend it's break and I'm turning off my mic. Students can no longer hear my voice, but the close captioning continues. If I'm teaching from home, as we often have to do during this pandemic, you suddenly get more information about my family than you wanted to. "Honey, do you want a grilled cheese sandwich?" You've now seen me sharing content – and also inadvertently oversharing content.

Thanks for viewing the usability video, and see you in class!

And that's all, folks!