Using the Camera and Microphone with Blackboard Collaborate Ultra

Make sure the camera and microphone are plugged into computer. Both the camera and microphone use simple USB-A connections. If their USB cables are plugged in, the computer will recognize them.

Launch Blackboard Collaborate Ultra
Collaborate Ultra should recognize the camera and microphone automatically. If it does not or you are using your own computer with this equipment for the first time, you will need to follow these instructions.

Camera
Lumens DC-125 HD Portable Camera
Document Camera Position

Webcam Position

Microphone
Audio-Technica Boundary Microphone

Microphone allows for hands free operation at a distance up to 20 feet.

Complete the audio/video check when prompted or select the settings gear icon.

Under Audio and Video Settings choose “Set up your camera and microphone”

In the dropdown box, choose...
Mic: “ATR4650”
Cam: “Lumens Document Camera”

Need Assistance?
Find information regarding the classroom equipment at www.kent.edu/KeepOnTeaching
For tech support: contact your local IT support professional or the help desk at x24357
Recording and Helpful Hints for Blackboard Collaborate Ultra
From the Center for Teaching and Learning

Recording

1. After opening your Collaborate Session, Click on the three lines in the top left
2. Select “Start Recording"
3. Verify the recording has started (a camera with a red light appears in the top left)
4. Stop recording by clicking the same menu and select “Stop Recording”

Helpful Hints

Maximize your Screen Real Estate
• Stop sharing files, screens, or applications in Collaborate
• Close the menus in Collaborate Ultra (chat, settings, sharing tabs)
• Verify with your students that items projected are clearly visible to remote attendees
• Mute all attendees, making the Lumens camera the only view
• Students and Instructors switch to Presenter View

Additional Tips
• Use the Lumens camera as a document camera (i.e. write on paper rather than the board)
• If you must use the board, use a thick marker with highly contrasting colors (blue or black markers on a white board)
• Share files, screens, or applications thru Collaborate Ultra instead of trying to capture a presentation projected through a separate device
• Do not use the freeze or capture buttons on the Lumens camera

Caution
Collaborate Ultra attendees can send private messages thru chat. To ensure privacy of messages, avoid reading these when projecting. Additionally, remember to turn off notifications from email, chat, and other possible pop ups.