


Flexible Learning - Blackboard Collaborate

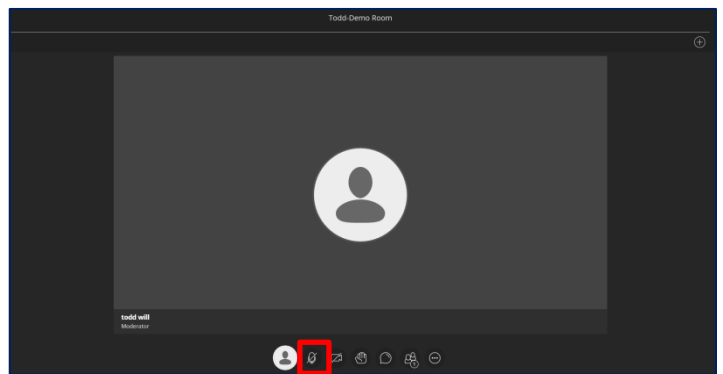
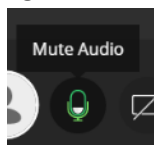
Sharing Audio

Instructors have a few options to share audio with their students. They can use Collaborate's own built in audio using the computer's microphone or utilize one of NTC's conference numbers available.

Collaborate Audio

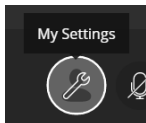
Follow the directions below to share your computer in a Collaborate session.

1. Once in a Collaborate session, click on the **Share Audio** () button.
2. The Share Audio button will display in green while sharing audio.
3. To mute the audio, click on the microphone button again.

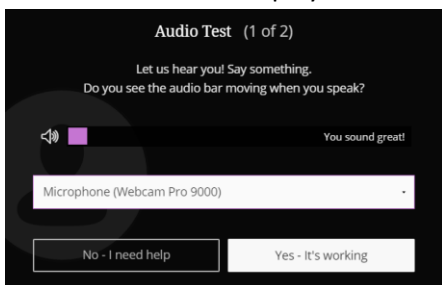
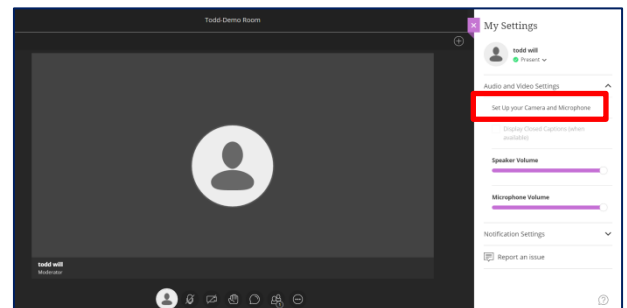


Collaborate Audio Isn't Working

1. If audio isn't working, click on the My Settings button. The **My Settings** options will display to the right of the screen.



2. Click on **Audio and Video Settings** and then **Set Up your Camera and Microphone**.
3. The Audio Test will display.



4. If the purple bar is moving, audio is being detected. If not try selecting a different microphone from the drop down.

NTC Conference Line

If you have previously been given an NTC conference number you can continue to use that. If you would like to use an NTC conference line contact Jon DeGroot at 715-803-1651 for more information.