

# 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.

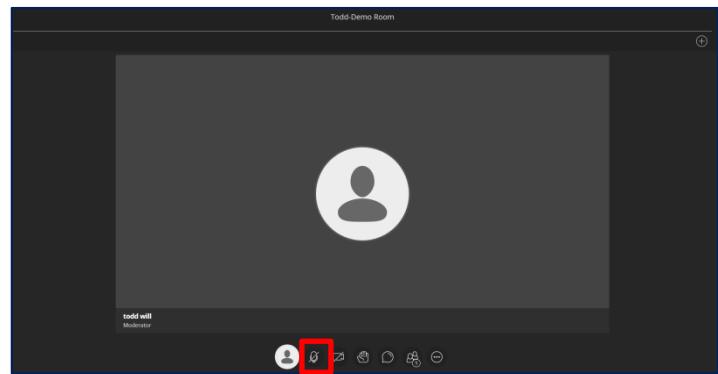
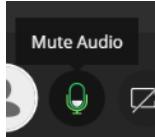
### Collaborate Audio

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

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

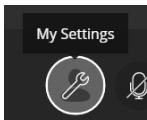


3. To mute the audio, click on the microphone button again.

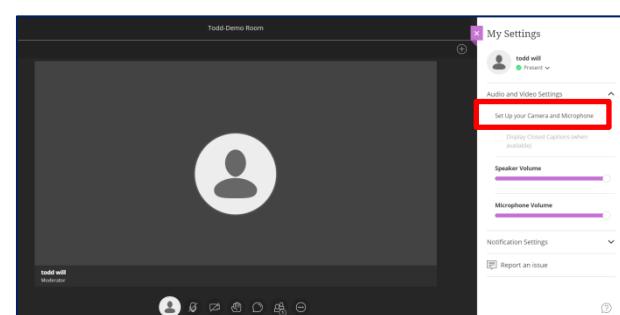
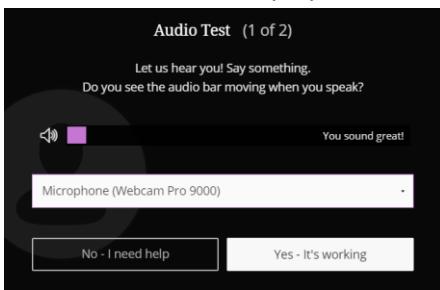


### Collaborate Audio Isn't Working

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.