Overview
The Teaching and Learning with Collaborate workshop is designed to help participants build a solid foundation and understanding of the Collaborate product. The workshop uses a modular training format that allows you to create a targeted experience for participants based on your training and implementation needs. Collaborate Ultra is being developed following a continuous release methodology. This means that new features and functionality are being added to the product. As such, new training modules will be added to this workshop to stay synchronized with the product. Clients will choose 4 modules. A Blackboard Consultant will work with your team to ensure that the learning objectives fit the needs of your institution.

Workshop Modules:

Module 1: Collaborate Essentials
This module is designed to give participants a solid foundation, enabling them to successfully deliver live, interactive Collaborate sessions. Participants will learn about the key features and core functions of the Collaborate user interface. They will learn about session roles and how to effectively manage the communication tools, understand audio indicators, manage session and participant interaction, display the whiteboard and PowerPoint content, and record a session.

Learning Outcomes:
• Identify key features and core functions of the user interface
• Understand the communication tools
• Utilize the whiteboard and display PowerPoint content
• Use the recording features
• Recognize best practices and use cases

Module 2: Engagement and Accessibility
In this module, participants will build upon what they learned in the Essentials session. They will go beyond the basics and learn how to identify, design, develop, organize, and prepare their content to support dynamic, interactive learning. They will also learn about the Accessibility features available in Blackboard Collaborate.

Learning Outcomes:
• Identify key session and participant management features
• Create breakout groups and facilitate small group collaboration
• Use the polling tool to engage participants
• Identify key accessibility features
• Access session administration reporting tools
• Identify best practices for engaging participants

Module 3: Increasing Web Conferencing Success
Ever wonder why some sessions seem to be effortless, while in others there are difficulties entering the session and getting participants to interact? In this session, moderators will learn best practices for creating interactive, problem-free Collaborate sessions. In addition, there will be an open Q&A
Teaching and Learning with Blackboard
Collaborate Web Conferencing
Ultra & Original
Remote/Onsite

forum designed to answer your questions on how to accomplish specific activities in your Collaborate sessions.

Learning Outcomes:
- Differentiate between the Collaborate Original and Ultra experiences and effectively switch between the two
- Understand the importance of using the best web browser to deliver successful sessions
- Access Collaborate from a LMS or from the Collaborate server
- Implement best practices for delivering problem free sessions
- Develop interactive sessions to engage participants into active learning
- Locate resources for moderators and participants

Module 4: Mobile Collaborate Learning
Bb Student is a mobile solution for all users of the Collaborate platform, providing flexibility to meet the needs of our active learners. The Bb Student app offers students a flexible and convenient way to join Collaborate sessions outside of a course, giving them the opportunity to learn “on the go”.

Learning Outcomes:
- Identify and install mobile app
- Understand the log in process
- Understand how to use the app’s tools and functionality
- Navigate the mobile Collaborate user interface

Who Should Attend
The workshops are appropriate for faculty, administrators, IT staff, support staff, project leads; and anyone who plans to use, or support the use of Collaborate.

Duration and Location
- The workshop is scheduled in four 2-hour sessions. Each session covers one of the modules described above.
- Maximum 15 participants.
- Workshops are sequential and should be attended by the same audience.
- Your Blackboard training consultant will provide a link to the Collaborate session. Ideally each participant should join the session from their own computer and not be co-located with other learners. Should you choose to have participants gather in a computer lab, you must consult with the Blackboard trainer prior to the workshop.
- Client may choose to have the workshop delivered onsite. Client must agree to a minimum of two days and will be responsible for all travel expenses.

Prerequisites
- Participants should join sessions using a Web RTC supported browser such as Chrome.
- Email and high speed Internet access
- Basic computer navigation and web browsing skills.

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