Blackboard Collaborate: What You Need To Know Before You Start.

Privacy considerations in Collaborate

Be aware that Collaborate session chat room messages (even 'private' messages) are always visible to moderators, and that all your sessions may be recorded and accessible to your instructor, eLearning support staff, Collaborate administrators, as well as the other students in your course. You should not enter any chat room messages, make any verbal statements (into the microphone), or share any materials that you are not comfortable sharing with others or having archived as a permanent record.

Confidentiality statement

Learning in the Collaborate environment requires that you know the extent to which your confidentiality is respected. It also requires that you respect the confidentiality of others. Only your instructor, eLearning support staff, Collaborate administrators, and the students registered in your course should have access to your Collaborate sessions. No one else should be given access to the sessions without the approval of the participants; you should not share your login information with anyone! Communication and materials from your Collaborate session should not be forwarded to people not registered in your course."

Recommendations for your best Collaborate experience

All attendees

- Only use up-to-date browsers. Chrome is the preferred browser for both hosting and accessing Collaborate sessions.

- Restart your computer before a sessions AND exit any programs such as Teams or Skype that may be running in the background. In addition, close any streaming services such as YouTube, Netflix, P2P, Spotify, Pandora, or other web-conferencing software before accessing the session.

- Don't run your Collaborate session over VPN as the quality of the session will suffer.

- Open ONLY the programs you need for the session.

- Use a hard-wired (Ethernet) connection if available. If not available, use a Wifi connection, and move your router as close to your computer as possible. If on Wifi, also try to limit who else in your household is using the Wifi, and don't run the microwave!

- For sessions where bandwidth is a concern (most sessions), we recommend that no participants share their webcam video unless required for instruction.

- We also recommend that the moderator/presenter use file-sharing and whiteboard for content instead of application sharing unless required for instruction.

Moderators

If you are concerned about attendees missing something because of poor network connections, you also can try these things:

- Record sessions so attendees can review what they may have missed.

- Upload presentations and scripts where attendees can find them.

- Mute attendees in large sessions. If you need to, you can also stop participants from sharing their video from **Session Settings**.

- Monitor connection status of attendees to see if anyone may be missing anything. Keep the **Attendees panel** open to make this easier.

Recording in Collaborate

While you don't need students' consent or permission to record, you should inform them before beginning your session that the session will be recorded. Here is what we recommend telling your students:

Video classes will be recorded. This allows us to accommodate

- Learners who can't attend
- Learners who experience technical issues during a live session
- Learners who wish to review the class later

Link(s) to the recording(s) will be made available afterward the live session.

You may want to know that:

- Recordings are stored on a Canadian server
- There is an expectation that recordings are not shared with anyone who is not in the class
- You are free to participate using audio/microphones or just via the chat room