

Blackboard Collaborate

Testing your audio connection

Before you use Blackboard Collaborate for the first time, it is recommended that you go to the Configuration Room to test your connection and configure your audio. You need to make sure you do this on any computer you are going to be using for Blackboard Collaborate.

Enter the test classroom at: <http://tinyurl.com/BBC-ConfigurationRoom-P>

(You may see a blue bar at the top of the screen, blocking a pop-up. If you see a blue line appear, click on it, then select 'Download File...'. Make sure you have enabled cookies and pop-ups on your browser. [Click here](#) to learn how. If you see any warnings or prompts asking "Do you want to allow this application?" Click 'Yes' or 'Run'.)

Once you are in the Configuration Room, test your audio by clicking on the microphone icon in the top-left corner.



Select which audio device you will be using (you may see the options 'headset' or 'speakers', depending on which you are using). Then, click 'OK'.

Follow the prompts to check your speakers and microphone.

For future classes with Blackboard Collaborate, we recommend that you always enter your classroom a few minutes early to quickly complete the Audio Setup Wizard.

If you need further assistance, please call the IT Help Desk on (02) 9964 6322 between the hours of 8am-7pm Monday-Friday, or email helpdesk@my.navitas-professional.edu.au

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Author: admin

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