

Adding a Teleconference to Your Blackboard Collaborate WebMeeting (2015)

You can add a teleconference (audioconference) to your WebMeeting. When you enable the teleconference participants (other than the moderator) will be able to use the phone for their audio. This can be helpful to students in locations with slower internet connections because the audio will not be taking up bandwidth, thus leaving more bandwidth for visuals. A single web-meeting can combine participants using the phone with people using the computer for audio – both will be in the recording of the session. **WARNING** – the “built in” teleconference numbers are NOT toll-free.

UAS faculty will need to obtain a toll-free teleconference number from their campus or department.

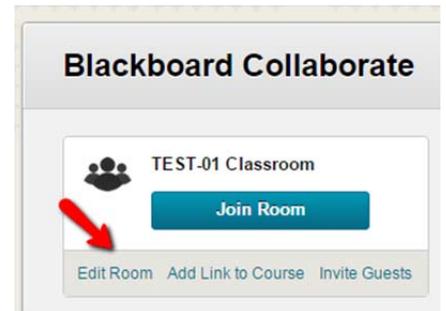
Step 1: Obtain a toll-free teleconference number and associated PINs from your campus or department.

Step 2: Add those numbers to the settings for your Blackboard Collaborate room.

In your UAS Blackboard class click on the Blackboard Collaborate (Webmeeting) link to access the Blackboard Collaborate Session Manager

Click **Edit Room** under the link to your class session

(Note for Fall 2015 – if you are not seeing the image to the right then you may be using the older version of Collaborate - see <http://www.uas.alaska.edu/idc/webmeeting> for updates)



In the settings look for Teleconference Options

Check the circle next to “Use Third Party”

Enter

- the moderator phone # and PIN
- the participant phone# and PIN (should be same phone but different PIN)
- for “session” Phone and PIN enter the moderator phone # and PIN

Do NOT use built-in – it is NOT toll-free!! Save.

Teleconference Options

- Use built-in. (i)
- Use third party. (i)

Use Third Party

Choose which option to use for the teleconference

- Use Phone (i)
- Use SIP (i)

Moderator Phone (i)

1-800-XXX-XXXX

Moderator

Moderator PIN (i)

XXXXXXX

Participant

Participant Phone (i)

1-800-XXX-XXXX

Participant PIN (i)

YYYYYY

Session Phone (i)

1-800-XXX-XXXX

Session PIN (i)

XXXXXXX

Moderator

- Use SIP (i)

Step 3: Once you are in the meeting, connect the Blackboard Collaborate session to the teleconference

Save the settings and click “Join Room”

“Room Details” will now show you the phone numbers and PINs associated with this session. For students only the participant phone number and PIN will be displayed.

Click “Join Room” again. Join your webmeeting as usual.

Room Details

TEST-01 CLASSROOM

Join Room

If you can't open the .collab file, download the Blackboard Collaborate Launcher.

Still can't get into your session? Please read our troubleshooting help topic.

Room Information

Moderator Phone 1-800-555-5555

Moderator PIN 999999999

Participant Phone 1-800-555-5555

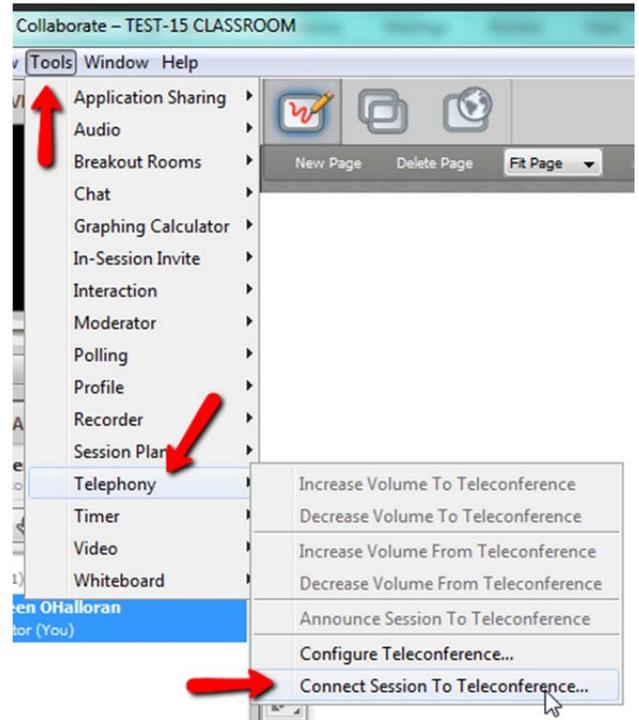
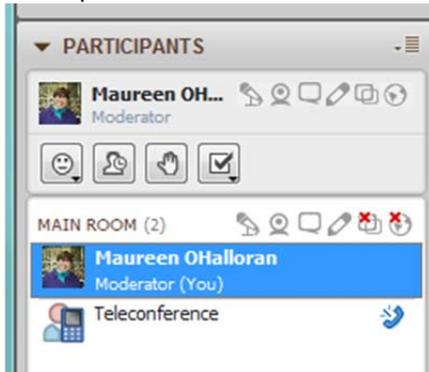
Participants PIN 8888888

Enabling the teleconference

When you are in your Collaborate meeting room and ready to join the teleconference:

Go to the **Tools** menu and choose **Telephony** and then **“Connect Session to Teleconference”**

When you are connected to the Teleconference you will see it appear in the Participant List.



Step 4: Participants may now join the teleconference

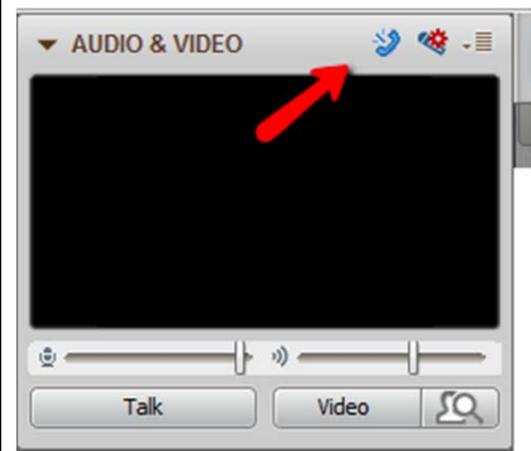
Participants may join by teleconference only – they will not see the whiteboard, chat etc. They may also enter the collaborate room and use the teleconference for audio instead of the “talk” button. Any audio in the teleconference channel will appear in the recording of the webmeeting.

Joining the teleconference from the Collaborate Room

If the teleconference is enabled participants will see a telephone symbol at the top of the audio/video box.

Click on the telephone and they will be prompted to dial into the teleconference – the phone number and participant PIN will be displayed. (They dial in separately using a normal phone.)

After they have dialed in and clicked “OK” their talk button will be disabled – all their audio will now be over the phone. On the participant list a phone will appear by their name. Audio on the phone will go into the recording along with any audio coming through the “Talk” channel.



Tips for using the teleconference

- Participants should mute their phone when not speaking in order to reduce background noise
- The participant list will not show who is talking – it is a good practice to announce your name when you are speaking.