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.

- 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: Creating Engagement using Collaborate Web Conferencing

In this module, participants will build upon what they learned in the Essentials session. They will learn about the advanced Collaborate features and how to use them to support dynamic, interactive learning.

- Review essential Collaborate tools
- Discover the reasons for engaging the virtual learner
- Recognize how to use the timer and utilize it to facilitate sessions and breakout groups
- Understand breakout groups and how to facilitate small group collaboration
- Utilize the polling tool to engage participants
- Access session administration reporting tools
- Identify key accessibility features
- Identify best practices for engaging participants

Module 3: Collaborate Practice Makes Perfect

Great Collaborate sessions don’t just happen. Beyond having a relevant topic and good presenter skills, there are many factors that affect a successful end result. This workshop will
give attendees a good review of what was learned in previous workshops, and provide a facilitated practice to solidify Moderator skills.

- Review Collaborate features
- Practice moderator skills and content tools
- Identify best practices of moderator facilitation
- Explore the next steps and resources

**Module 4: 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 forum designed to answer your questions on how to accomplish specific activities in your Collaborate sessions.

- 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 5: Mobile Collaborate Learning**

The Blackboard app and the Blackboard Instructor app are mobile solutions, providing flexibility to meet the needs of our active instructors and learners. The Blackboard 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.” The Blackboard Instructor app allows the busy instructor the opportunity to facilitate a session from a mobile device.

- 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

**Module 6: Accessibility Imperative for Collaborate with the Ultra experience**

The Collaborate platform was built on the philosophy of “no user is left behind.” We are committed to this philosophy and as a result, this workshop was developed to help faculty and course developers understand the need for accessibility tools and to learn how to use the web conferencing accessibility features and functionality. In this hands-on workshop, you will learn how to use the tools, as well as learn tips to engage all types of learners in your sessions.

- Identify appropriate terminology
- Explore public perception of disabilities
- Describe etiquette guidelines for interacting with users with disabilities
- Examine accommodations needed for each disability
- Investigate assistive technology and its interpretation of content
- Identify design techniques used to accommodate all users

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• Identify Collaborate features that support the needs of users with disabilities

Module 7: Collaborate and the Exemplary Course Rubric – Coming Soon!

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.

Basic computer navigation and web browsing skills.
Email and high-speed Internet access