1. Once you have logged into Blackboard Collaborate, locate the Audio & Video panel (on the right side of your screen).

2. Then, click on the Audio Setup Wizard icon to begin. (The icon looks like a microphone topped by a red gear).

3. The Audio Setup Wizard start screen will appear. Click OK to begin.

4. The speaker setup window will appear. Click Play to begin. To adjust the volume, use the volume slider below the speaker level display.

Once you are comfortable with the volume level, click Stop.

Note: If after adjusting your speaker volume level you do not hear the recording, click Stop.

5. The Speaker Setup Confirmation window will appear. Click Yes, if you were able to hear the recording. Click No, if you were not able to hear the sample recording.

Note: If you were unable to hear the sample recording, clicking the No button will send you to an audio device selection window. Select the preferred audio device and you will be returned to the Speaker Setup window in the wizard.*

6. The Select Audio Input Device window will appear. Select the microphone (audio input device) you wish to use. Click OK.
7. Next, the Microphone Setup window will appear. Select either “Single Talker” or “Multiple Talkers”, then click the Record button to begin recording a test sound clip. (“Testing 1,2,3” usually works well for a mic check). Click Stop to end the test recording.

8. The Microphone Playback window will appear. Click on the Play button to hear your test recording. Once you hear the recording, click Stop.

9. On the Microphone Setup Confirmation window, click Yes if you were able to hear the recording. The setup is then complete.

If you did not hear the recording, click No and you will be returned to device selection window. Select another device and return to Step 7.

If you have questions, please contact the IT Services Helpdesk at 344.2518.