

Setting Up Audio Device's



There are two parts to configure for your audio settings to make it work for your best learning experience. First part is setting it up in Windows and then second part is inside of Blackboard Collaborate.

We recommend using a USB headset for Blackboard Collaborate sessions.

Windows Configuration:

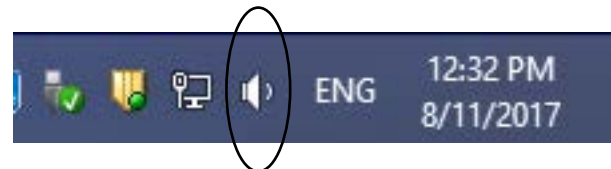
We need to make sure Windows detects your headset, is working, the volume level is set and lastly your headset is the default audio device.

Turn on your computer and log in to Windows.

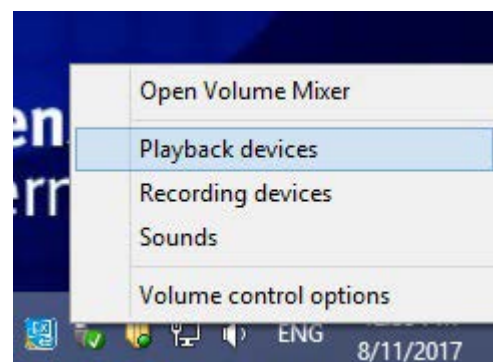
Plug in your headset into the USB port



Right click on the speaker icon in the bottom right of screen



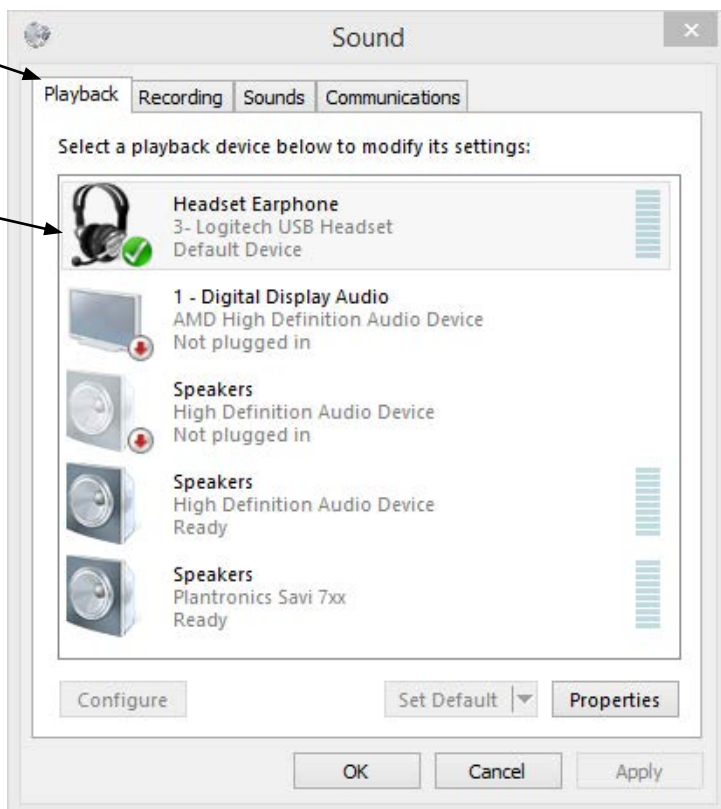
Select Playback devices



The Sound window will open on Playback tab

Select your headset

Click Set Default (If not default)

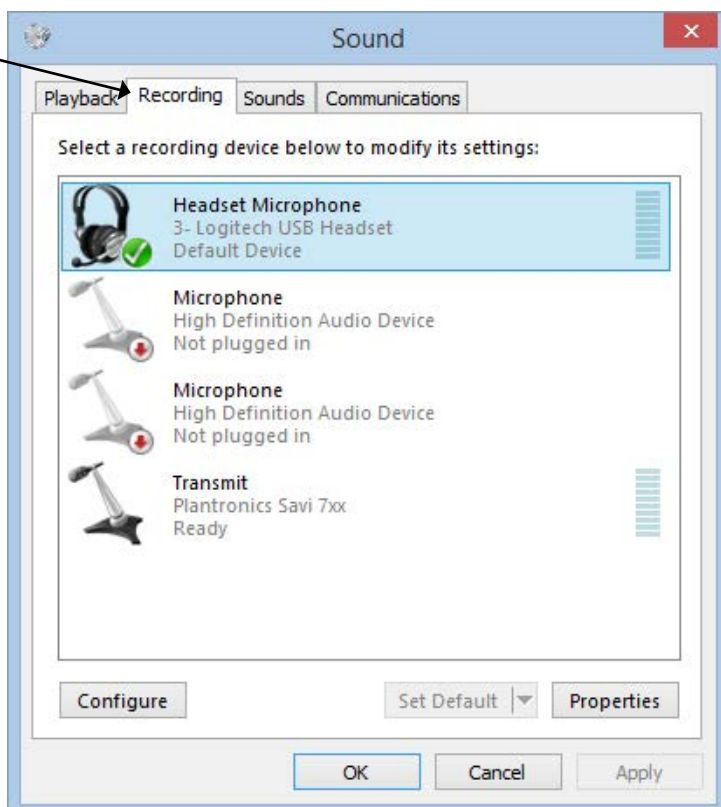


Select the Recording tab

Select your headset

Click Set Default (If not default)

Click OK to close the Sound window.



Your headset is now the default device for playing and recording sound.

Proceed to next step - Setting the volume level.

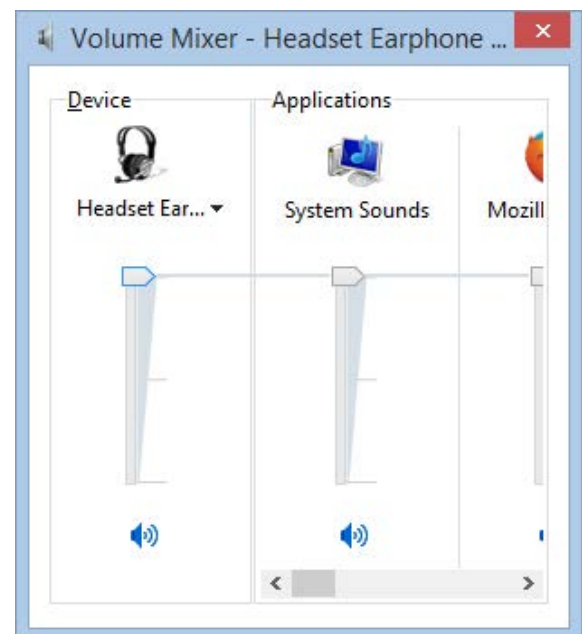
Right click on the speaker icon in the bottom right of screen



Select Open Volume Mixer



Drag the slider to the top for your headset



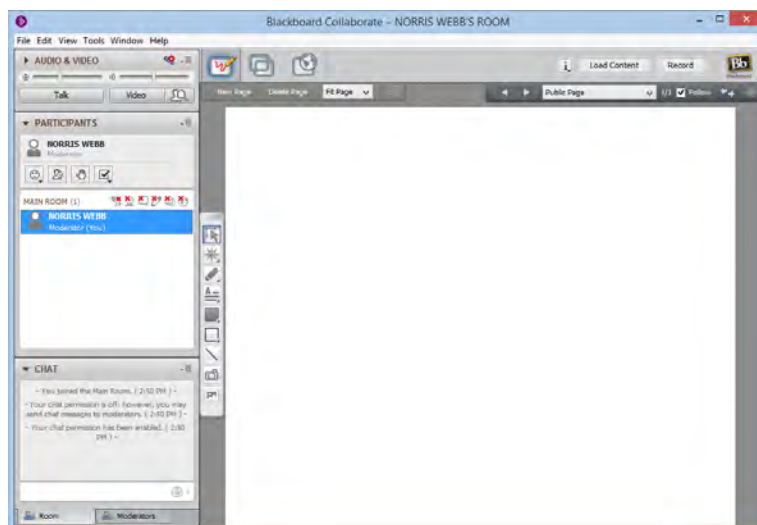
Close the Volume Mixer window.

You volume control is set and not muted so you will hear sound.

Proceed to Blackboard Collaborate Audio Setup Wizard

We need to test the audio setup in Blackboard Collaborate.
You need to open any Blackboard Collaborate session / class.
Does not have to be when a class is actually on or live.

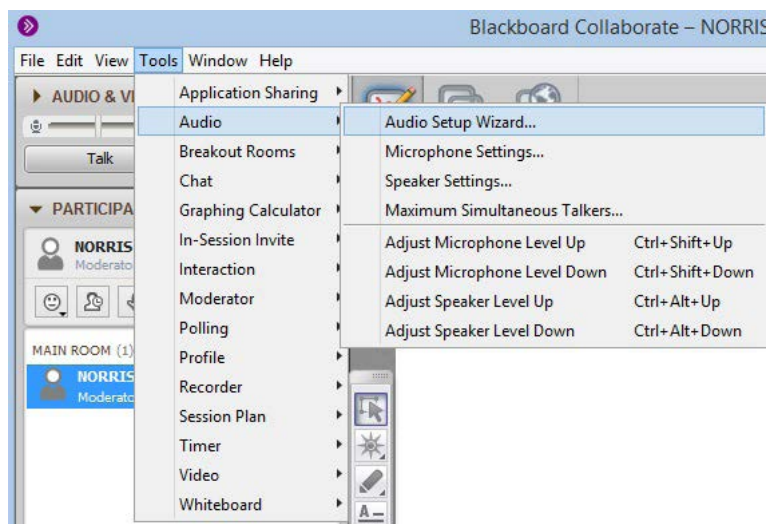
Open Blackboard Collaborate session



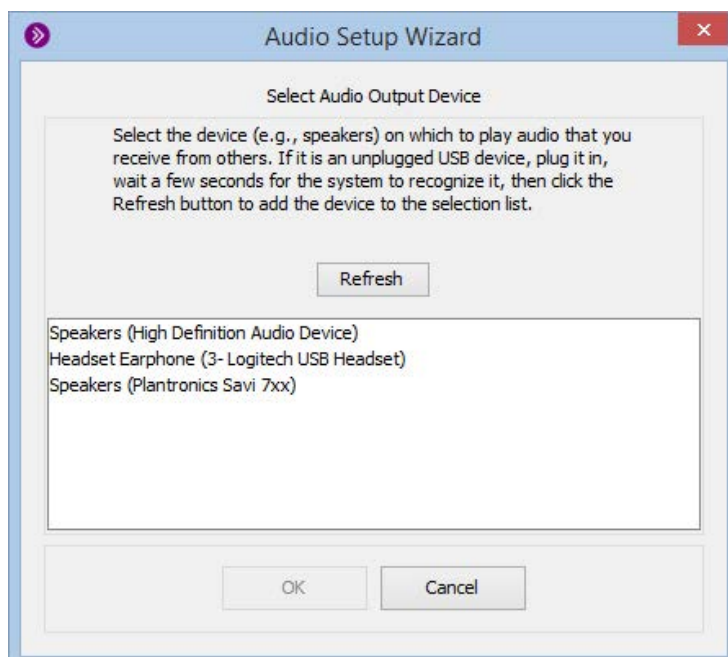
Click on the Tools menu

Select Audio

Select Audio Setup Wizard



Click on your headset in the list



Click OK

Click on Play

You should hear sound.

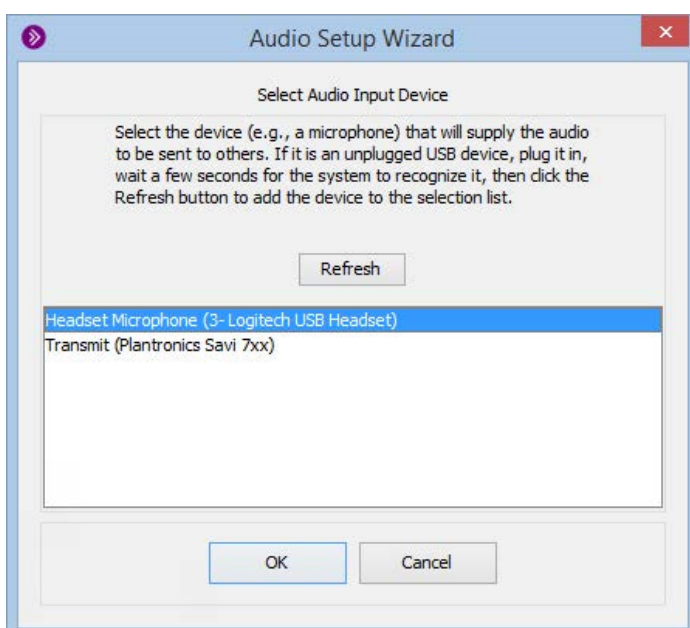
Click stop or wait until sound playback finishes



Click on Yes



Select your headset from the list



Click OK

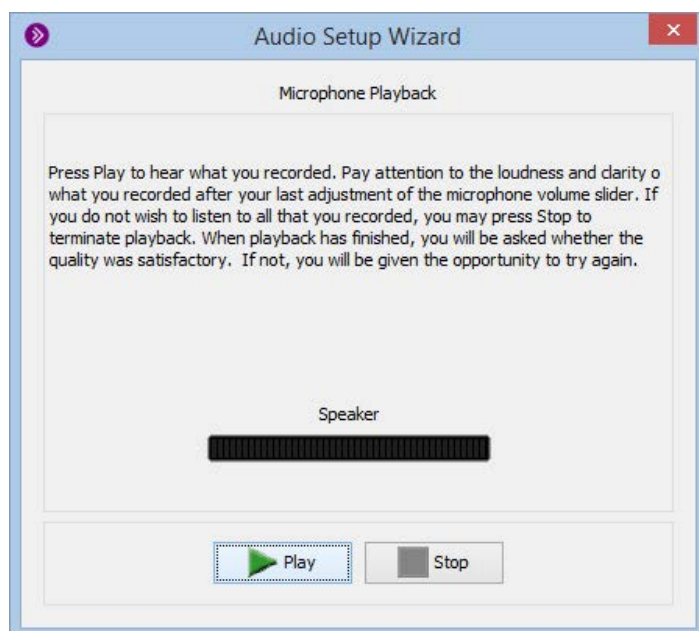
Click Record

Start talking into the headset microphone

Click stop when you are done



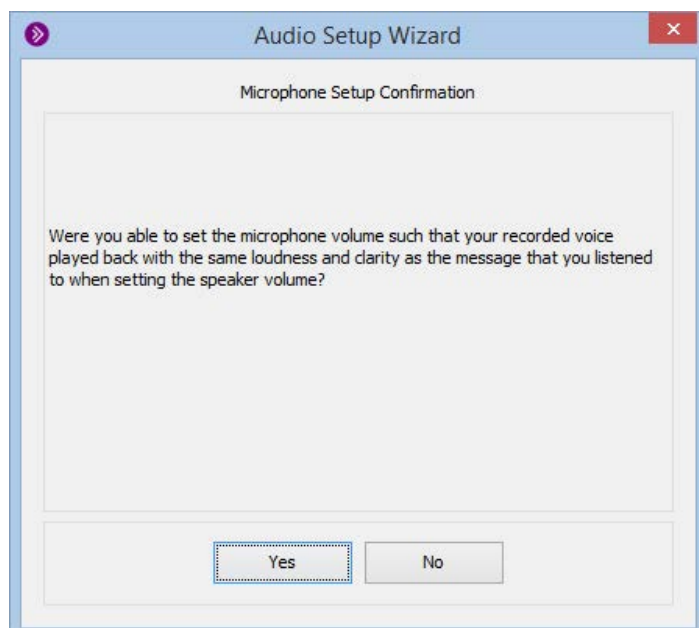
Click Play



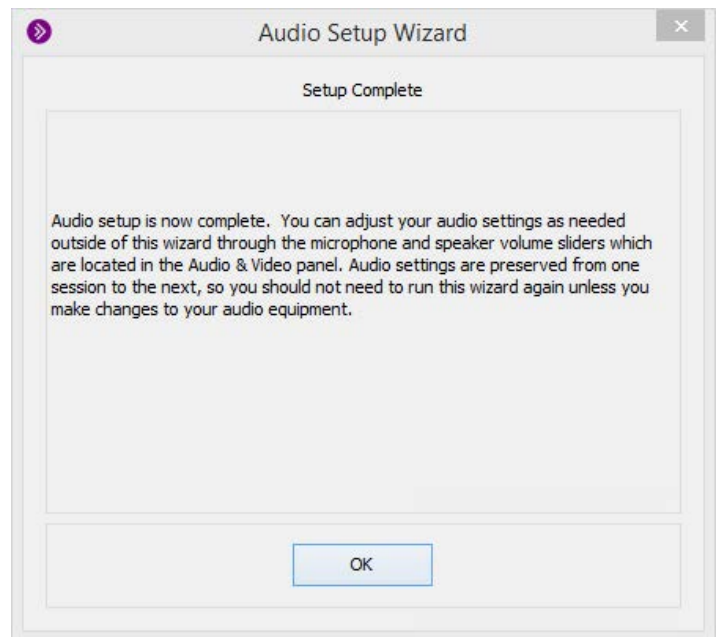
Listen to the headset speakers and you should hear what you just spoke into the microphone.

Click stop when you can hear it or wait until playback has completed.

Click Yes



Click OK to close the audio setup wizard



Keep an eye on the mic and speaker sliders in Blackboard
On the slider, left side is quiet and right side is louder



Your audio is setup for Windows and Blackboard Collaborate is complete.