Audio Best Practices

For All Session Attendees

1. Try all new equipment prior to joining a live session.

2. Run the “Audio Setup Wizard” prior to all live sessions to ensure optimal microphone and headset volume.

3. Use a good quality, USB headset with a noise cancelling microphone when interacting in a live session.

4. Use a good quality headset or speakers when reviewing recordings.

For Moderators

1. Make a test recording with your equipment to ensure your voice is recorded and plays back with optimal clarity and volume.

2. If an echo is present in the room, do the following:
   
a. Request anyone using a microphone with speakers to disable their “Talk” button while not speaking.
   
b. Remove the “Audio” permission from all Participants, re-enabling the feature as needed until you are able to determine the source of the echo.
   
c. Reduce “Maximum Simultaneous Talkers” to “1” from the “Audio” menu.
   
d. Ensure you do not have your speakers turned on while using a headset.

For Conference Rooms

1. Ensure equipment has adequate pickup range for the conference room.

2. Read and follow the manual included with your conference room device when configuring the product. Some conference room equipment requires special consideration for Participant placement to provide optimal microphone pickup.

3. Ensure other conference room equipment is turned off or does not interfere with the device. External speakers, laptop speakers, and other audio devices are all possible sources of feedback in a conference room setting.

Video Best Practices

1. Ensure adequate lighting.

2. Try all new equipment prior to a live session.

3. Use a good quality camera.

4. Ensure the camera is mounted securely.

5. Use the “Preview” button to ensure your camera is focused correctly.

6. If you experience lag while using your webcam try lowering the quality to “Fine Grays” or “Medium Color”.

Source: Blackboard Collaborate Audio and Video Equipment Device Guide
http://www.blackboard.com/Platforms/Collaborate/Services/On-Demand-Learning-Center/Web-Conferencing.aspx