

2020



MySchool IfE's Online Portal

SHARING AUDIO DURING A COLLABORATE SESSION
IT DEPARTMENT

How to share audio during a Blackboard Collaborate session.

It is important to note that if wishing to share audio from browser-based resources, on either Windows PC or Mac, you have to use the Google Chrome browser as it is currently the only one that has the functionality to share audio through Collaborate (except for microphone). If you are looking to share audio through an application or by sharing screens, you are only able to do this via a Windows PC.

Your attendees can use any browser they like, but it is recommended they use Chrome or Firefox.

1. **Open Google Chrome browser (essential)** as it will not work on other browsers).
2. **Enter** your Blackboard Collaborate room as a **Moderator**.
3. Click on the **“Open Collaborate Panel”** () button in the bottom right corner.
4. Click on the third, **“Share content”** icon () at the bottom of the panel to see options for sharing content.
5. Click on **“Share Application/Screen”**.
6. In the window that appears:
 - Select **“Your Entire Screen” (Windows only)** or **“Application Window” (Windows only)** or **“Chrome Tab” (Windows or Mac)**.
 - **Click on the thumbnail image you want to share**, e.g. screen, application or Chrome tab.
 - **Critical step:** Tick **“Share Audio”** box in the bottom left.
 - Click **“Share”** in the bottom right.
7. You will now be sharing your audio as desired, whether it is from a webpage, PowerPoint slideshow, local video file or application.

These steps are explained visually below.

