How to Set-up an Online Interview

Blackboard Collaborate is a comprehensive online learning and collaboration tool designed specifically for education. Any NIU department can request a special organization portal which can launch Blackboard Collaborate, as a web-conferencing tool. Faculty, staff and students can create live sessions easily and free of charge, and engage and interact for teaching, learning and other purposes such as online interviews.

Advantages

- Cost and environmental savings with no travel. Both for candidate and search committee members.
- Interviews can be recorded for future viewing.
- Web-conferencing tools offer multiple ways to interact with candidate.
- Private chat option for search committee.
- 24/7 Technical Support: 877-382-2293 or online support portal.

Getting Started by Requesting a Portal

A portal is the easiest way to create and manage all your Blackboard Collaborate online sessions. To request a Blackboard Collaborate Portal, the department designee should complete the Computer Access form at https://ssl.niu.edu/app/itsforms. The designee can follow these simple steps outlined below.

1. Click on the Computing Access Resources (CAR) link.
2. Select your account type (Faculty / Staff Account)
3. Select Blackboard and then click the Continue button
4. Select "Collaborate" to request creation of a new Blackboard Collaborate Community. (Note: One Community per Department. Contact the Department Community Leader to be added to an existing Department Community.)
5. Click the Continue button.
6. Follow the remaining prompts to enter the community leader’s Account ID, college / department, and requestor's Account ID. Then, click the Continue button to submit your request.

Creating a Bb Collaborate Session and Inviting a Guest Participant

You can invite participants who are not members of your department, say for example, an interview. However, it is recommended that you create a Course session type and then invite additional guests.

1. Select Blackboard Collaborate from Course Tools.
2. Select Create Session > Session Information, select the Course button
3. At the top of the page, click the Participation tab
4. In Section 2, enter a Display Name and Add Email Address for the guest participants, then click the Add button
5. Repeat Step 4 to add any additional guests
6. Click the Submit button to create the session and invite the guests.

NOTE: You can also generate a generic link that can be shared with anyone to allow them to join the session. To do so, follow steps 1-3 above. Then, in Section 2 click the checkbox to Allow Unregistered Guests. When you click the Submit button, you will see a green banner with the Guest Link. Copy the guest link and send it to your guests or post it on a website for your guests to use.

More Blackboard Collaborate Info: www.niu.edu/blackboard
**Preparation**

- Practice or rehearse before leading your first session.
- Open web pages, applications needed for application sharing and screen captures before session begins.
- Load multimedia content and File Transfer content.
- Find a comfortable place with no distractions to deliver the session.
- To learn more about using Blackboard Collaborate, access the Teaching with Blackboard site.

**In-Session Tips**

- Greet participants as they join the session.
- Remind your participants to run the Audio Setup Wizard to test their microphones and speakers.
- Don’t forget to Record the Session.
- Speak clearly and don’t rush.
- Encourage participants to respond and to raise their hands when they have a question or comment.
- Monitor whole screen, not just whiteboard, there may be interaction in the chat window and Participant window which needs your attention.
- Be prepared to grant or modify privileges, such as audio, video and application sharing.

**For Your Participants**

Your participants may be unfamiliar with web-conferencing such as Blackboard Collaborate. Put them at ease by suggesting a quick visit to Participating in a Blackboard Collaborate Session in the NIU Teaching with Blackboard site at http://www.blackboard.niu.edu/blackboard/students/collaborate.shtml before the scheduled session time. There they will find tips in preparing and participating in Blackboard Collaborate.

**Don’t forget Mobile**

- Join live sessions from mobile devices.
- Interact via text chat and two-way audio.
- View whiteboard content and shared applications.
- Use emoticons, hand raising, polls, breakout rooms.
- Connect directly with Blackboard on your mobile device.