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.

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.
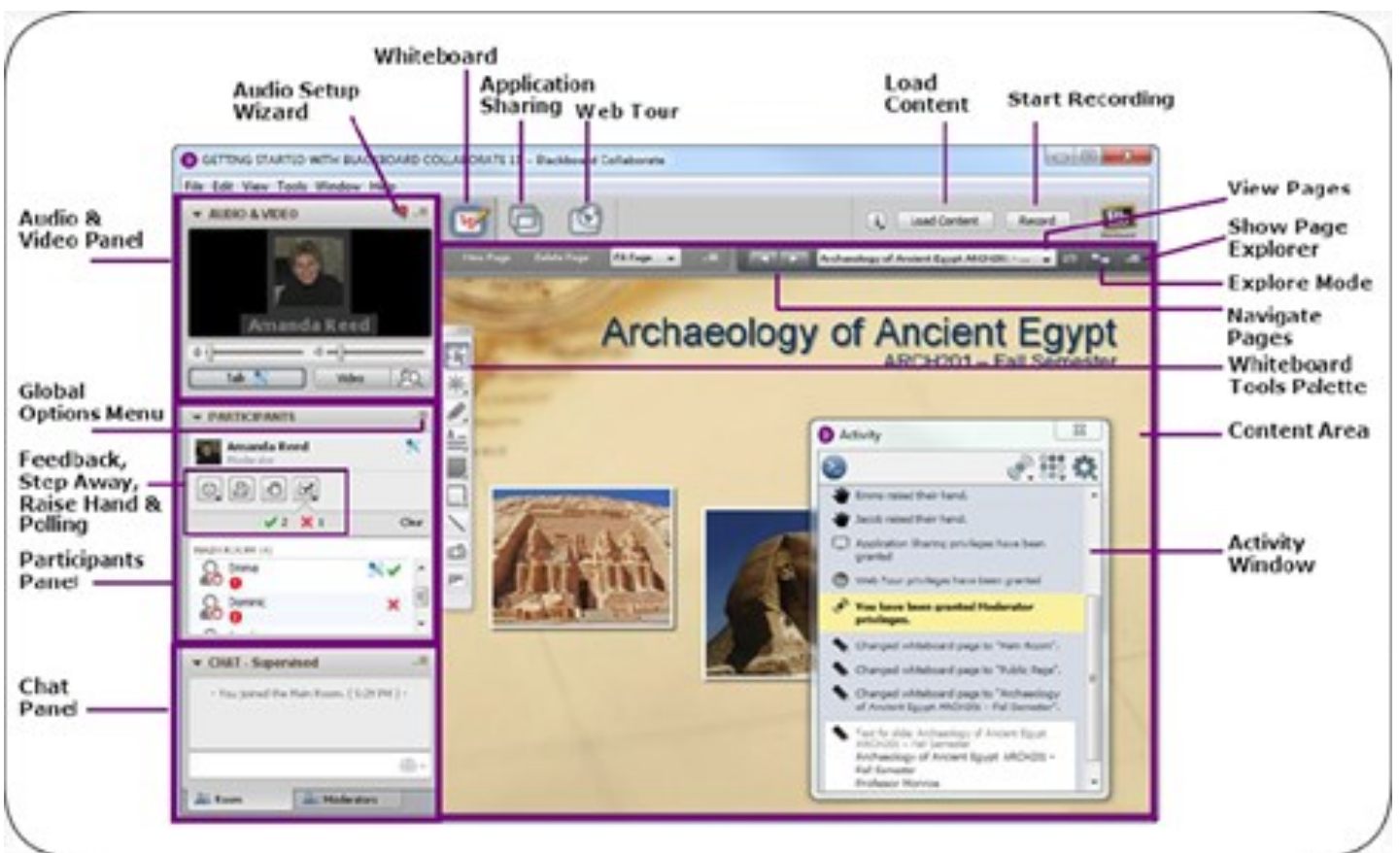
For Your Participants

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 applictions
- Use emoticons, hand raising, polls, breakout rooms
- Connect directly with Blackboard on your mobile device