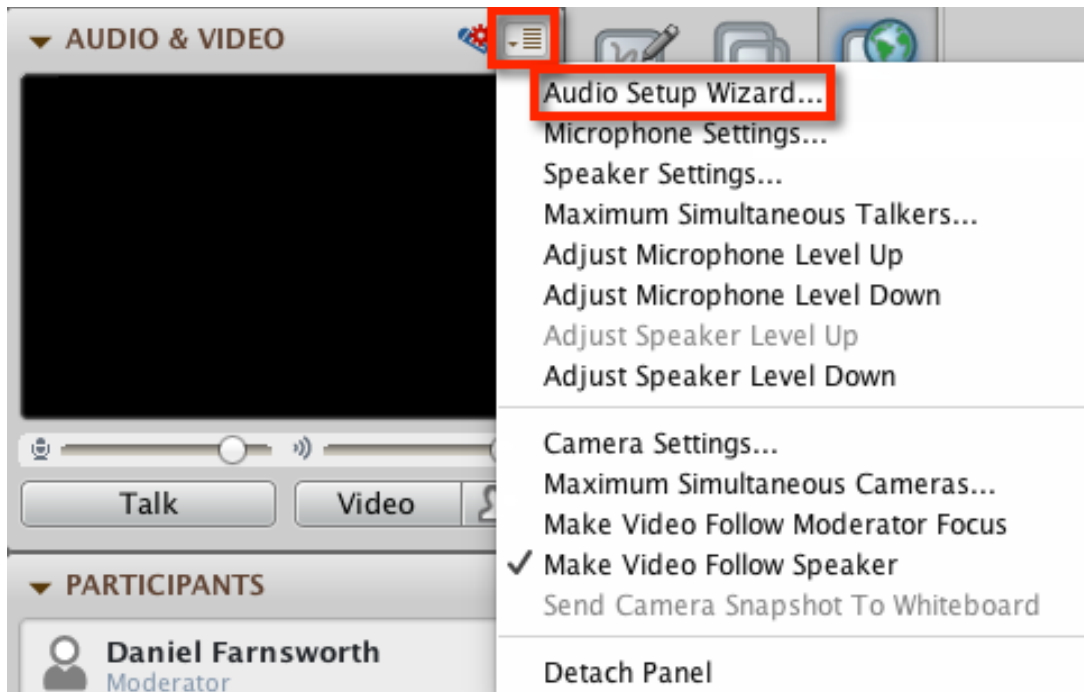


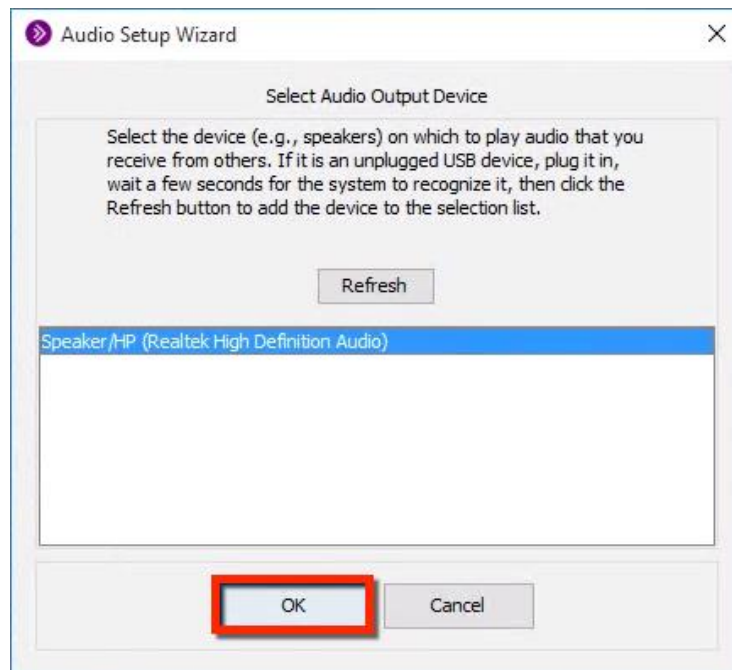
Audio and Video Setup PC

Audio:

Once you are in your Blackboard course, open a Collaborate session. Click the 4-lined icon to open the drop down menu. Click **Audio Setup Wizard...**



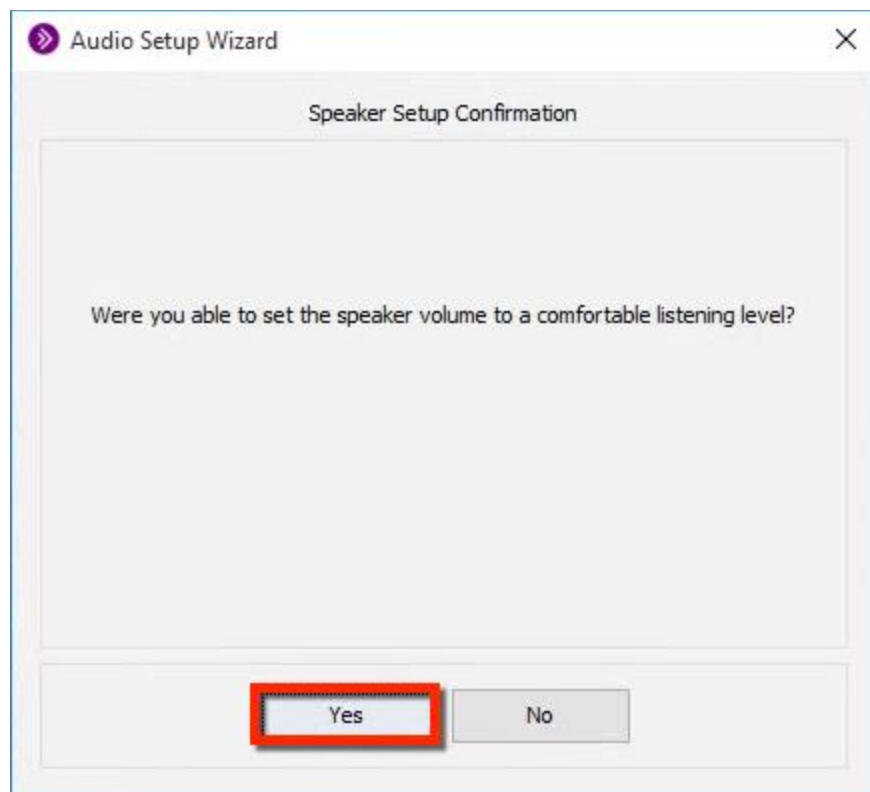
The **Audio Setup Wizard** will open. Click the button below to select a default audio output from your system settings. If you would like to skip this step, click **OK**.



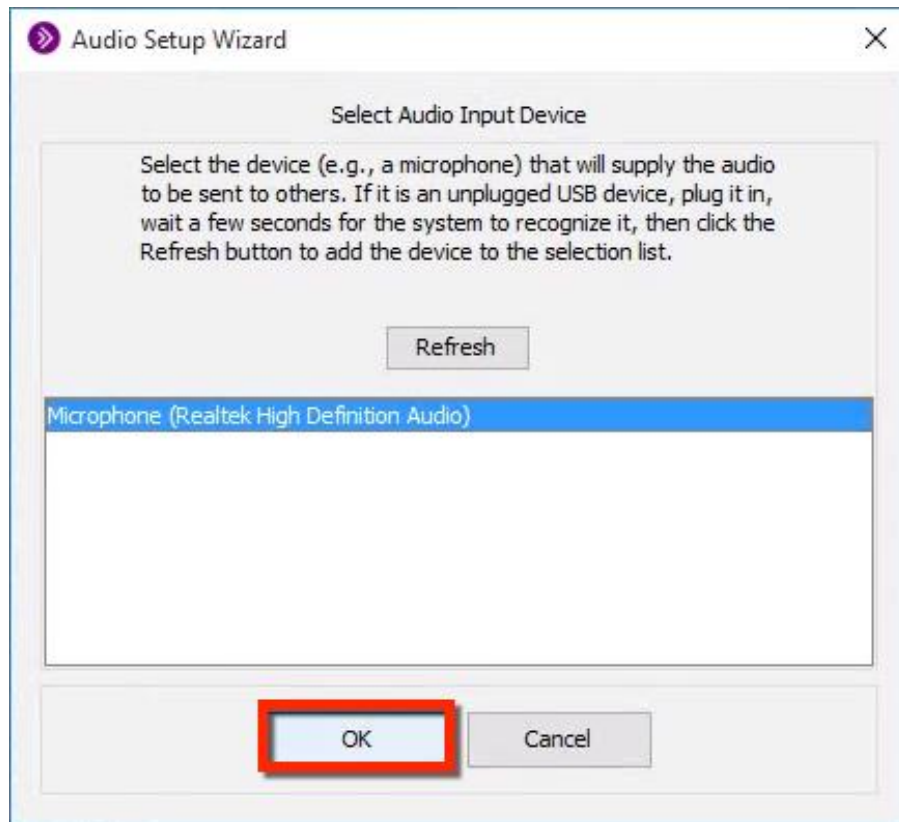
You should hear a woman giving you directions. You will also see the audio levels increasing/decreasing in green. You may click **Stop** or wait until the woman has finished speaking.



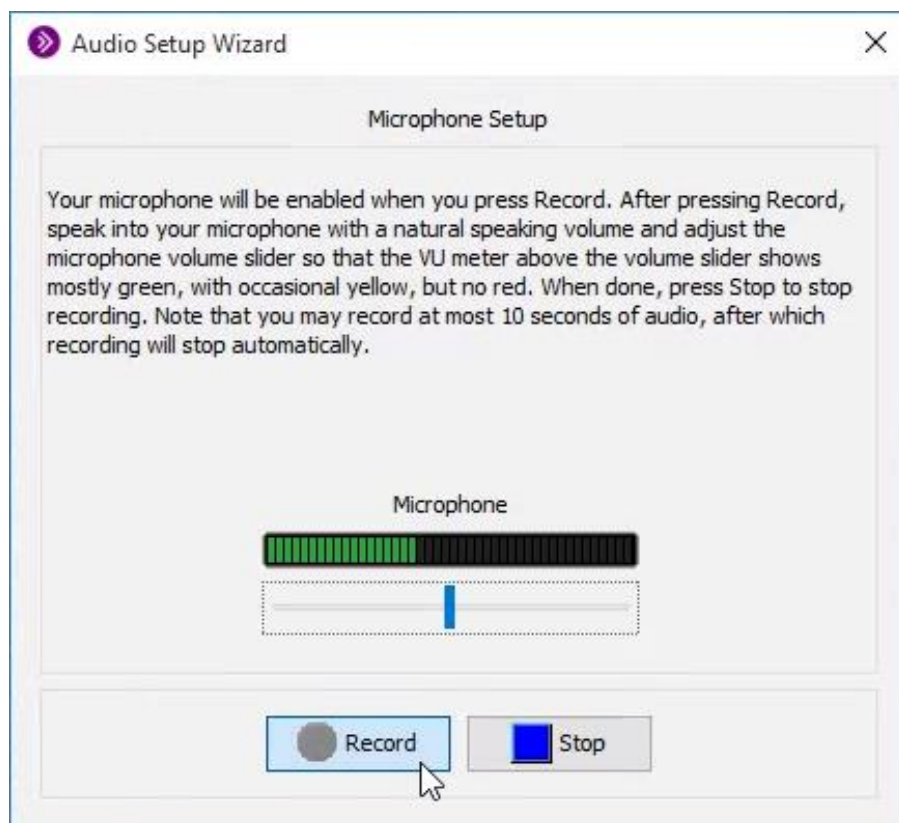
Were you able to set the speaker volume to a comfortable listening level. Click **Yes** to move forward.



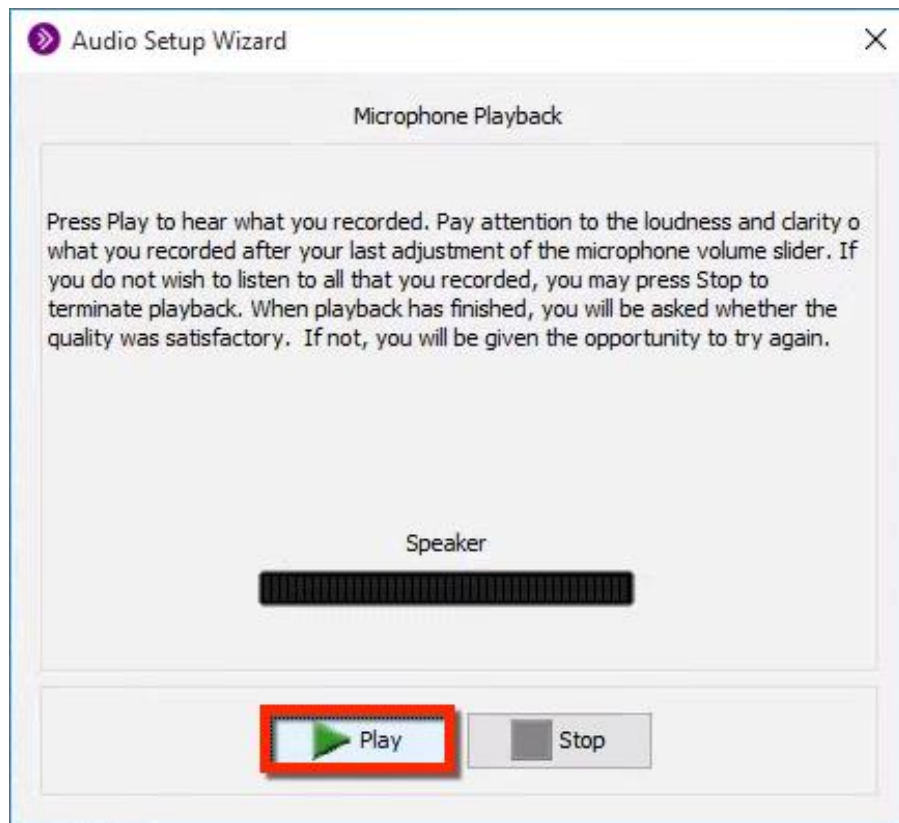
Select an audio input device unless you are using the computer system's default device. Once you are done, click **OK**.



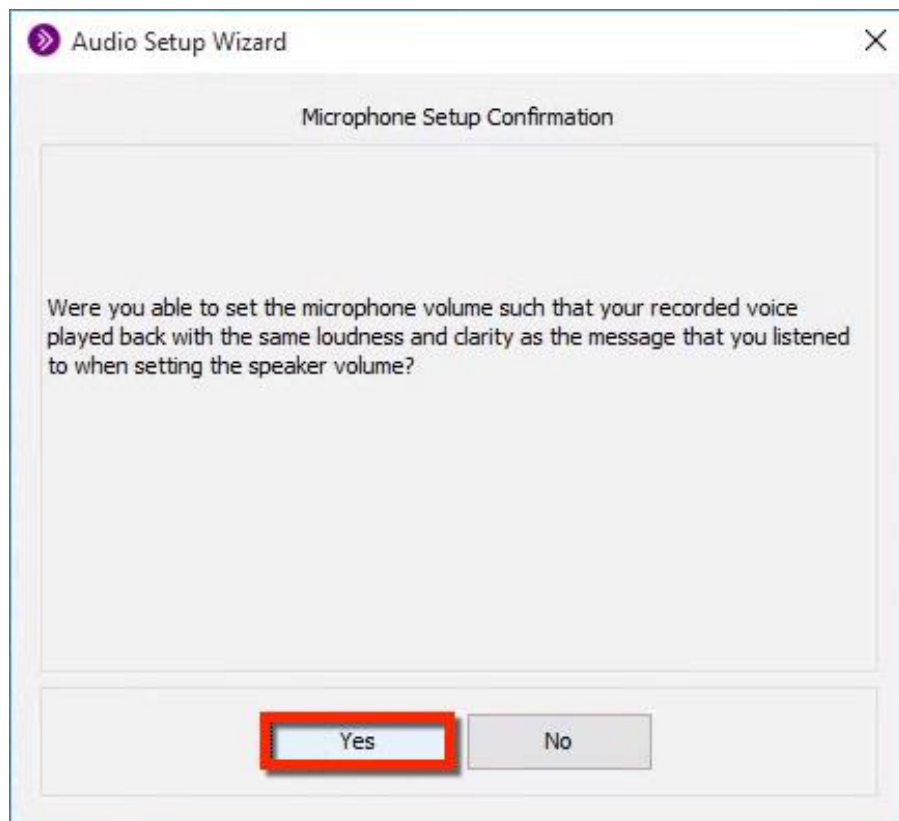
Click **Record** to make sure your audio input is picking up the noise.



When you are finished recording, click **Play**.



Were you able to listen to the audio that was recorded? If so, click **Yes**. If not, click **No** and make sure you select the right audio input and retry recording.

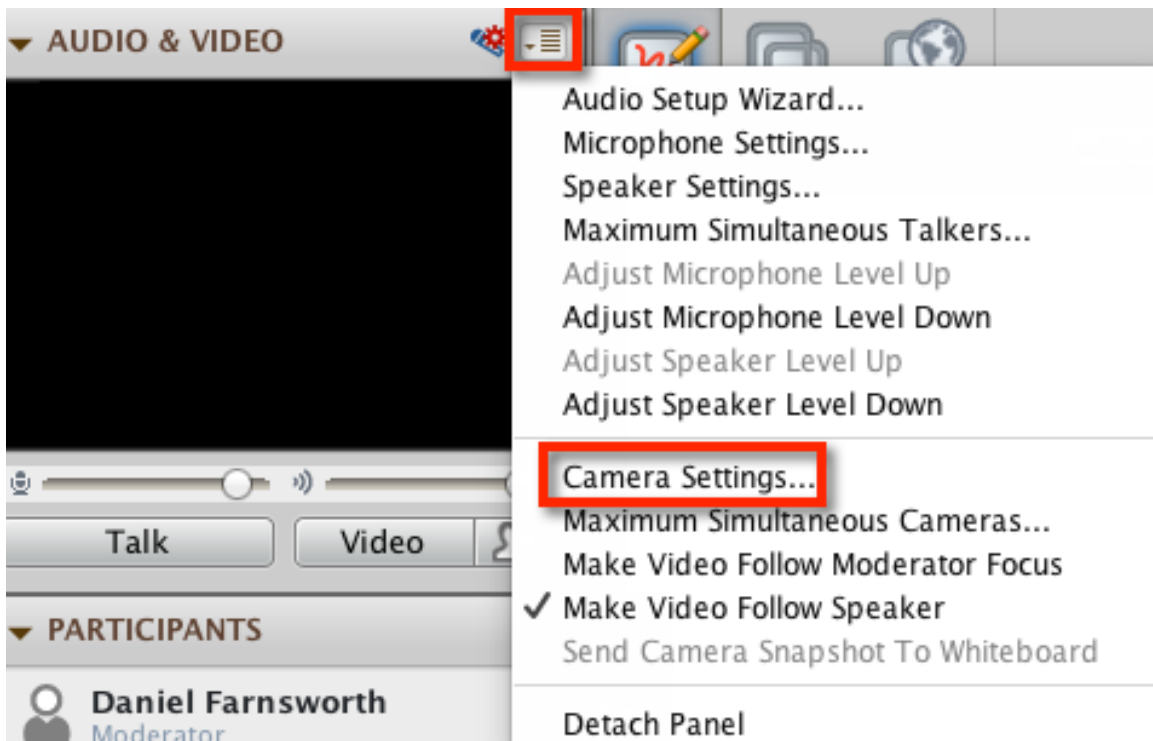


Your audio setup is complete. Click **OK** to close the wizard.

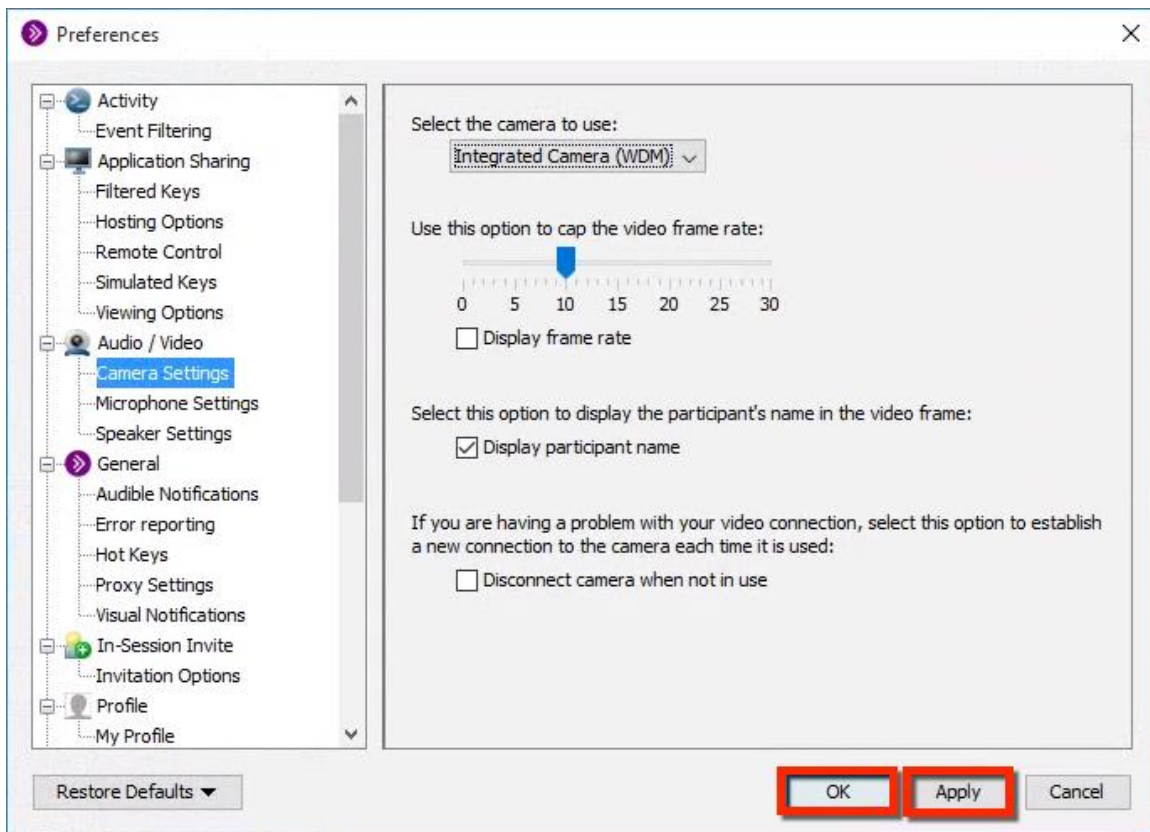


Video:

To make sure you are using the right webcam, click the 4-lined icon to open the drop down menu. Click **Camera Settings...**



Under **Select the camera to use:** make sure you select the correct webcam. If you are using an external webcam, look at the name that is on the webcam (for example Logitech). This may help determine the name in the drop down menu. If you are still unsure, you may have to guess and see if it will open when you press the **Video** button. When you are done, click **Apply**, then **OK**.



Test and make sure your **Video** and **Talk** function correctly.

