

Blackboard Collaborate in the SIG 10/21/25 Online Conference: Manual for Presenters

Before your presentation

Tryout session

We have created a tryout session, which you can access via this [link](#). The tryout is already open and will expire on July 4, 00:00 hours CEST. You can access it freely, so you can:

- Test your presentation using the share files function (instructions below). For this, we have uploaded a sample PowerPoint presentation, with some instructions for you to explore the environment and its functionality.
- In case you plan to share an application screen during your presentation, please test this as well (find instructions below).

We highly recommend that you join this tryout session before your presentation, as that will allow you to **configure your audio and video settings in advance** (see below for instructions) and do some troubleshooting if necessary.

Please also make sure that you check that your PowerPoint (or similar) presentation is **well visible for people with small laptop screens**. That means that you might want to use a larger font-size than when presenting at a regular conference, and not to add too much information in your slides.

In case you experience **technical difficulties accessing or during the tryout session**, please send an email to nestorsupport@rug.nl. Please make sure that the subject line starts with SIG CONFERENCE *topic of your question*.

On Monday June 29, between 15:00 and 16:00 hours CEST and on Tuesday June 30th, between 14:00 and 15:00 hours CEST there will also be moderators joining the tryout session. That is an opportunity for you to ask questions about your participation in the conference using the platform.

Technical recommendations

- We recommend using **Google Chrome or Firefox** as your browser to access the sessions. Only these browsers are compatible with the application sharing function (see below). You can also use Safari or Microsoft Edge as your browser if you are not planning to share an application with the audience.
- It is also recommended to wear a **headset** (headphone with a microphone) during your presentation.
- Please check the **strength of your Internet connection**. It is recommended that you use a cable connection to the Internet, or that you are as close as possible to the WiFi router.

Accessing your session

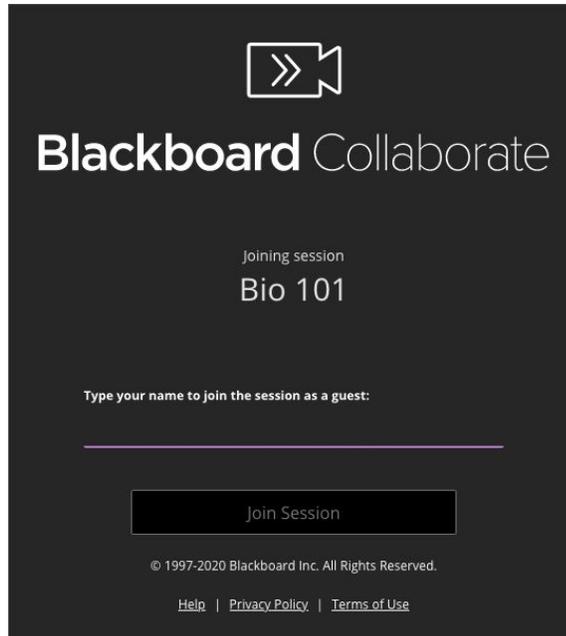
Your Session

N.B. We have had to change the session numbering of paper sessions. **We kindly ask you to re-check your session number before your presentation** and make sure you enter the correct session. Times of individual presentations have not been changed, apart from those presenters who specifically asked for re-scheduling.

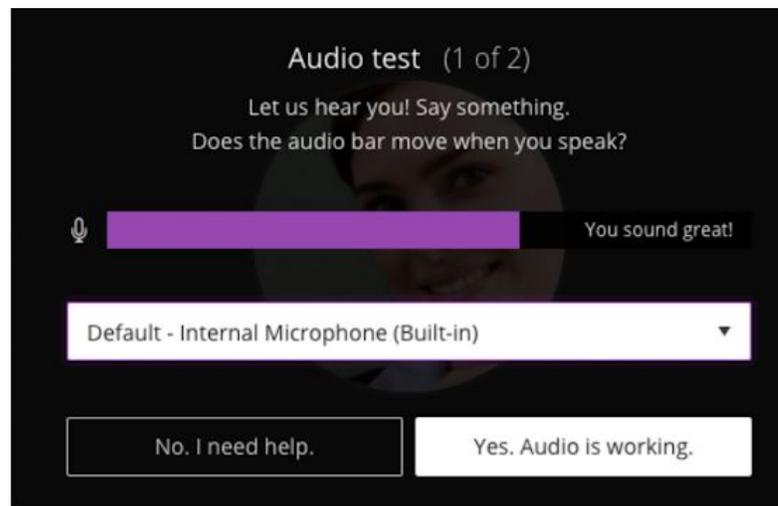
On the day of your presentation, we ask you to connect and **join the session 15 minutes prior to the start of the session**. This will allow you to test your microphone and camera before the presentation and to communicate with the chair and moderator of the session, in case questions about your presentation arise. Specific instructions on testing your microphone and camera can be found later in this manual. In case you encounter any technical problems, please contact the moderator of your session.

Follow these steps to join your session:

- 1) Access your session by following a link provided in this [Google Calendar](#) or in this [Google Doc with the full program](#).
- 2) Enter your name before joining the session. To help the session moderator give you presenter rights, we kindly ask you to identify yourself as a presenter in the following way: PRESENTER Firstname Lastname. After giving your name, click on 'Join Session'.



- 3) When you enter a session for the first time, you must complete audio and video setup. Collaborate remembers your choice. You don't have to do this again from the

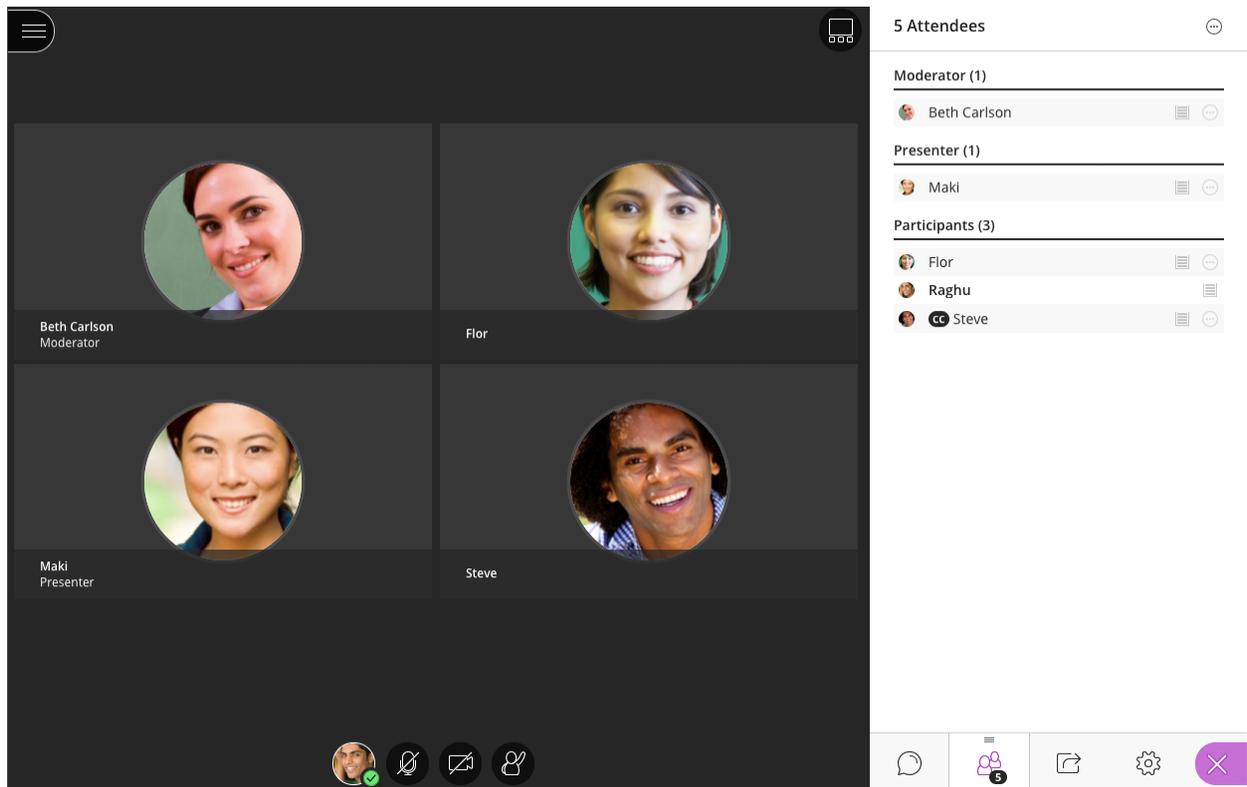


same device and browser. The setup will look like this:

- 4) After the setup, Blackboard Collaborate offers you a 'tutorial' that shows you around with text boxes. This might be helpful, but the most important things are also addressed in the manual for participants.

During your presentation

The session moderator (recognizable by MODERATOR First Name Last Name) will give you presenter rights. After this your name should appear under the title 'Presenter'. NOTE: in the tryout session, presenter rights are given to you by default, but during the conference, the moderator will do this manually.



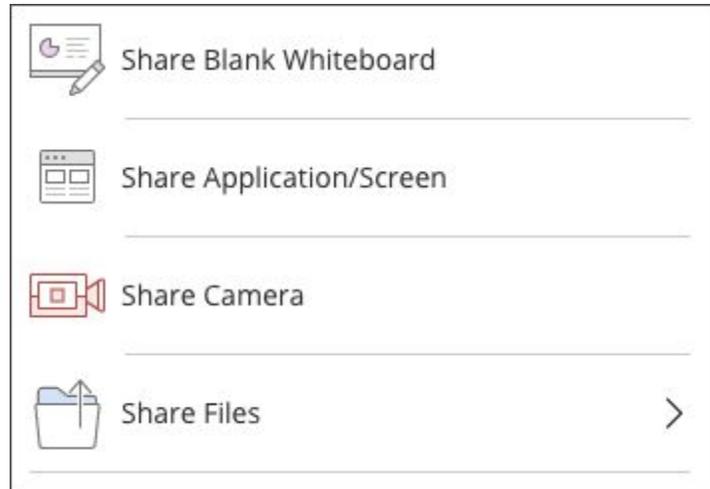
Sharing your presentation

There are two options in order to show your presentation:

- Option 1: The Moderator opens your presentation, you can focus on presenting. This is the case in which you have sent your presentation to us beforehand.
- Option 2: Share Application or Screen

Please make sure you **inform the moderator** of your session what option you will use.

Both options can be found by opening the Collaborate panel and selecting 'Share Content'. This menu will appear:



Option 1: Present a previously uploaded presentation

This option works very well if you do not have animations in your PowerPoint presentation, as they do not show in the Share file option. This option also allows you to use tools to edit and mark up the file, e.g. use a pointer or draw on the presentation. The tools are listed below.

- 1) Select *Share files* from share options above.
- 2) If you sent your presentation in advance – as requested in the email sent in early June – your presentation will be uploaded by the moderator prior to your session. In most cases, the moderator will open your presentation, but you can also do it yourself by selecting it and press the **Share Now** button.

Option 2: Share PowerPoint application (share application/screen option)

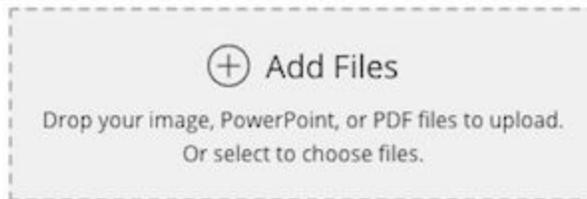
This option is preferred if you have animations in your presentation. However, please note that using tools such as the pointer or pencil (listed below) is not possible when sharing your screen/application. Follow these steps:

- 1) Open the PowerPoint presentation file in the application, do not yet start the presentation. In PowerPoint open the Slide Show menu and select *Set Up Show*.
- 2) Select *Browsed by individual (window)* and select *Ok*.

- 3) Start your presentation on your computer.
- 4) Resize the presentation window to the size you want. You're now ready to share your slides in Collaborate.
- 5) In Blackboard Collaborate, select *Share application* and look under *Application window* for the PowerPoint application or screen you want to share

Sharing other files

In case you need to show an additional file during your presentation (e.g., an image), you can upload it by simply dragging it to the *Add files* area. We recommend that only workshop leaders and presenters in data sessions use this option and that they upload their files well in advance before the start of the session.

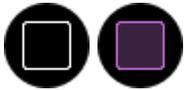


Start your presentation

- Make sure you select the microphone  and video camera  icons to turn them on.
- During your presentation (while using share content), there are several options you might want to use. There is for instance a pointer, a pencil to draw on the presentation or a text option to type on it.

Use these tools to edit and mark up shared files and the whiteboard (e.g. during data sessions). Note: You cannot mark up a shared application/screen.

Tool	Description
Select 	Use the arrow to select an object on the whiteboard. After you select it you can resize, move, and delete it.

<p>Pointer</p> 	<p>Use the hand to point to different areas of the visible slide. Attendees see wherever you are pointing on the slide.</p>
<p>Pencil</p> 	<p>Use the pencil to draw free hand on the slide.</p>
<p>Shapes</p> 	<p>Use the Shapes icon to draw a rectangle, ellipse, or a straight line. Your choice.</p>
<p>Text</p> 	<p>Type text on the slide with the "T".</p>
<p>Clear</p> 	<p>Use Clear to undo everything.</p>
<p>View controls</p> 	<p>Show or hide your zoom, fit, and size controls.</p>

<p>View controls opened</p> 	<p>Zoom in, Zoom out, Best Fit, Actual size</p> <p>Best fit takes advantage of your screen real estate. Content adjusts to be completely viewable in the available area. It displays as large as possible while keeping the aspect ratio intact. These actions are visible only to you. For example, others won't see you zoom the content in or out and you won't see what others zoom.</p>
<p>Slide navigation controls</p> 	<p>Move to the previous our next slide.</p> <p><i>With your keyboard, press Alt + Page Down to move back a slide and Alt + Page Up to move forward a slide. On a Mac, press Alt + Fn + Down Arrow or Alt + Fn + Up Arrow.</i></p> <p>Select the slide name to view all slides.</p>
<p>Stop</p> 	<p>Stop sharing content.</p>

Presenting in different session types

Paper presentations

Each paper session will contain two paper presentations and is scheduled for one hour. Each presenter will have a maximum of 15 minutes to present their paper. 10 minutes of open discussion will follow the presentation. Your session chair will monitor time. They will tinkle a coffee cup with a spoon when you have 5 minutes and 1 minute remaining. The chair will start the discussion after your 15 minutes of presenting time is up. An additional 10 minutes of discussion on both papers will take place at the end of the session. Your session chair will take care of monitoring the chat for questions and will read them aloud for you. The chair will also be responsible for giving speaking turns to those who have raised their hands.

Poster session

The poster session will run in two parallel virtual rooms of which both will be open for one hour. Three presenters will be appointed to each room. The presenters will present a one-slide poster using PowerPoint (or similar). You will have 2 minutes to pitch your poster. Your session chair will tinkle a coffee cup with a spoon when your 2 minutes of pitching time is up, after which they will start the discussion. Your session chair will also take care of monitoring the chat for questions and will read them aloud for you. The chair will also be responsible for giving speaking turns to those who have raised their hands.

The sessions will be structured as follows:

- Chair's introduction to the poster session (2min)
- Pitch for poster A (2min)
- Discussion of poster A (7min)
- Pitch for poster B (2min)
- Discussion of poster B (7min)
- Pitch for poster C (2min)
- Discussion of poster C (7min)

The attendees can then switch between rooms.

Symposia

Symposium sessions are scheduled for 1h45 minutes with a 15 minute break in the middle of the session (45min+15min break+45min). Each presenter in the symposium will have a maximum of 15 minutes to present their paper. The discussant will have 10 minutes to present. The remaining time (20–35 minutes, depending on the amount of papers) will be used for open discussion. The session chair will communicate time using a coffee cup and a spoon. They will tinkle the cup when each presenter has 5 minutes and 1 minute remaining in their presentation. Your session chair will also take care of monitoring the chat for questions and will read them aloud. The chair will be responsible for giving speaking turns to those who have raised their hands.

Data sessions

Data sessions are scheduled for 1 hour. The session will follow the format most suitable for your needs. There will not be a chair appointed for your session, and hence you will be responsible for monitoring time during the session. However, there will be a technical moderator to take care of any technical issues that may arise during your session. To structure your session and present your data, you will be able to use:

- An interactive whiteboard
- Share applications (e.g. PowerPoint, Data analysis software) from your computer

- Share camera
- Share files, including audio and video (please note, that the files need to be uploaded before the session starts. Contact the organizers for assistance in uploading your files).

Please follow [this link](#) to learn more about sharing on Blackboard Collaborate. You can also use breakout groups if you wish to do so. Please use [this link](#) to learn more.

Workshops

Workshops are scheduled for two hours with a 15 minute break in the middle (1h + 15min break + 1 hour). The session will follow the format most suitable for your needs. There will not be a chair appointed for your session, and hence you will be responsible for monitoring time during the session. However, there will be a technical moderator to take care of any technical issues that may arise during your session. To structure your session and present your data, you will be able to use:

- An interactive whiteboard
- Share applications (e.g. PowerPoint, Data analysis software) from your computer
- Share camera
- Share files, including audio and video (please note, that the files need to be uploaded before the session starts. Contact the organizers for assistance in uploading your files).

Please follow [this link](#) to learn more about sharing on Blackboard Collaborate. You can also use breakout groups if you wish to do so. Please use [this link](#) to learn more.

Technical support

- General technical support during the sessions will be provided by the moderator of the session. This role becomes visible when looking at the list of people in the session and is also displayed in the programme.
- In case you experience technical problems with accessing the Blackboard Collaborate sessions, please send an email to the support team of the University of Groningen nestorsupport@rug.nl with your support request. Please make sure the subject line starts with 'SIG CONFERENCE *topic of your question*'.
- Note that this technical support is available during working hours, that is from 09:00 to 17:00 hours CEST.

- For organization related questions, please send an e-mail to sig102125-groningen@rug.nl. In case you need assistance right away please start the subject line with URGENT.
- Blackboard Collaborate also has a complete [troubleshooting](#) section that you can explore.

Blackboard Collaborate knowledge base

For the Blackboard Collaborate knowledge base, follow this [link](#). This manual is largely based on information contained there.