Using WisLine Anytime audio in Blackboard Collaborate webconferences

Part 1: Configure WisLine Anytime

Summary:
To use a WisLine Anytime telephone conference with Blackboard Collaborate, turn off WL Anytime’s Name Record, Entry Options, and Exit Options features, and turn on Conference Continuation.

The steps:
1a) Log in to [https://www.yourconferencecenter.com/uwex](https://www.yourconferencecenter.com/uwex) with your WisLine Anytime account information.

1b) Select from your list of telephone conferences. Click the plus sign next to the conference phone number.
1c) Select Edit on the drop-down menu.

1d) Change the following settings:
- **Name Record** = No
- **Entry Options** = None
- **Conference Continuation** = Yes
Part 2: Configure Blackboard Collaborate

Summary:
Enter the telephone conference information into your Blackboard Collaborate session. Enter both the telephone Participant Passcode and Moderator Passcode in the Bb Collaborate Session Information field. Enter only the telephone Participant Passcode in the Bb Collaborate Participant and Moderator fields.

The steps:
2a) In your Blackboard Collaborate meeting, click on the dropdown menu to the right of the Audio & Video panel, then select Configure Telephone Conference.

2b) In the Telephone Connection form which pops up, enter the telephone Participant Passcode in the Bb Collaborate Participant and Moderator fields. Enter the telephone Participant Passcode, then three commas, an asterisk, and Moderator Passcode in the Bb Collaborate Session Information field. Leave out any spaces in the Participant and Moderator Passcode.
Explanation of the illustration: take this string as an example: “9752592#,,*2173416#”.

- “9752592#” is the participant passcode
- “,,,” inserts a brief pause
- “*” indicates that Session Information will act as the WisLine Anytime Moderator (as distinct from the Bb Collaborate moderator)
- “2173416#” is the moderator passcode for this conference

For instructions on permanently connecting your telephone conference to your Blackboard Collaborate meeting room, see Blackboard Collaborate’s Scheduling a Meeting Quick Reference Guide: http://www.blackboard.com/getdoc/39fcff54-1108-4491-95f4-b3382a786d0b/Scheduling-a-Meeting-Using-SAS-QRG.aspx
Part 3: Start the teleconference

Summary:
During each session, you must connect the telephone conference to webconference. This step makes sure that the telephone users can hear the VOIP users, and vice versa.

The steps:
3a) In your Blackboard Collaborate meeting, click on the dropdown menu to the right of the Audio & Video panel, then select Connect Session to Telephone Conference.

3b) In the Confirm Connection dialog box which pops up, click Confirm or Reannouce.
3c) If the connection was made properly, you’ll see a **participant named Teleconference** in the Bb Collaborate participant list.

![Participant List]

3d) Instruct your participants who are using telephone audio to click on the **blue telephone icon** in Bb Collaborate’s Audio & Video panel. This will signal to Bb Collaborate that those users are using telephone audio instead of VOIP.

![Audio & Video Panel]

For further instructions on connecting your telephone conference to your Blackboard Collaborate session, see Blackboard Collaborate’s Using Telephony Guide: [http://www.blackboard.com/getdoc/7effb730-5391-493f-b154-56de28c1d80e/Bb-Collab-11-Telephony-QRG.aspx](http://www.blackboard.com/getdoc/7effb730-5391-493f-b154-56de28c1d80e/Bb-Collab-11-Telephony-QRG.aspx)