

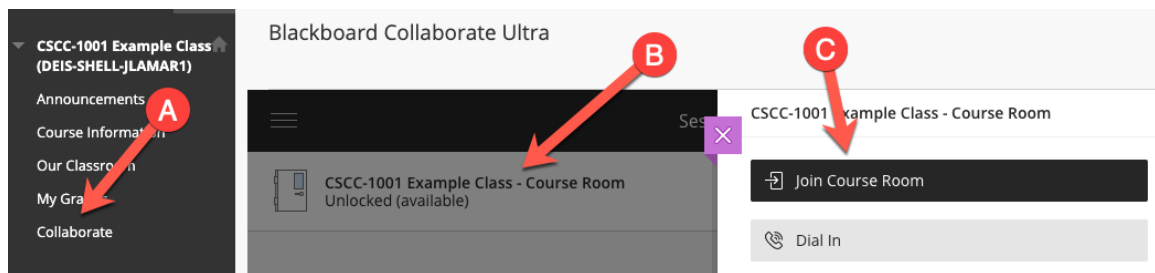
Blackboard Collaborate Student Guide

Welcome to Blackboard Collaborate! Your instructor is using Collaborate for synchronous (**real-time**) audio/video meetings via a computer with individual students or with the whole class. It is a remarkable tool that allows the instructor to share a computer screen, specific computer files, or a virtual whiteboard. Collaborate even allows students to work in small groups at the same time. Your instructor may also hold virtual office hours using Collaborate.

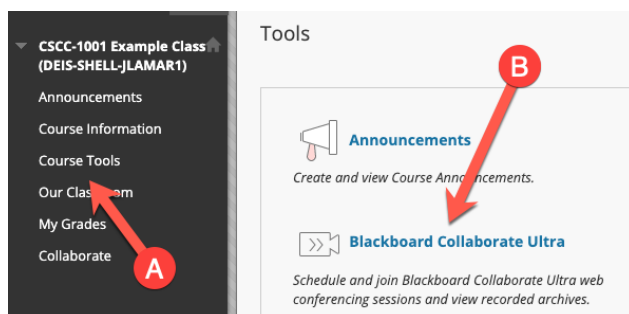
Part 1: Joining a Collaborate meeting (session)

1. If you are using a headset, connect your headset to your computer **before** joining a Collaborate meeting (session). Also, **Google Chrome is the preferred browser** for this.
2. There are several ways to join a Collaborate session, depending on how your instructor has set it up.

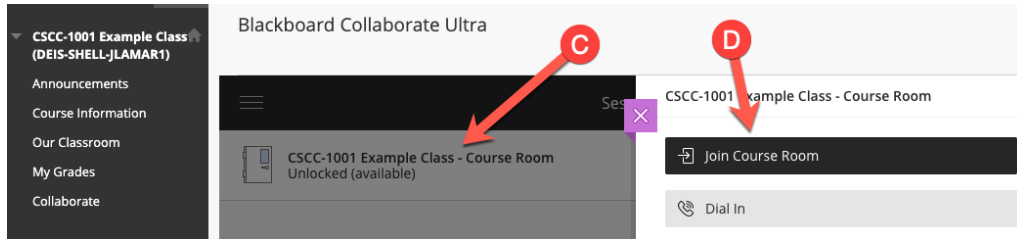
The first way is if you see a “Collaborate” button in the left-side menu of your course, in which case you can (A) click **Collaborate**, then in the “Blackboard Collaborate Ultra” area to the right, (B) click the **Course Room** listing, and finally (C) click **Join Course Room**. *Note: Do not click “Dial In” unless your instructor has directed you to do so.*



The second way is if you see a “Course Tools” button in the left-side menu of your course, in which case you can (A) click **Course Tools**, then (B) in “Tools” area to the right, click **Blackboard Collaborate Ultra**. Go to the next page to see this continued.

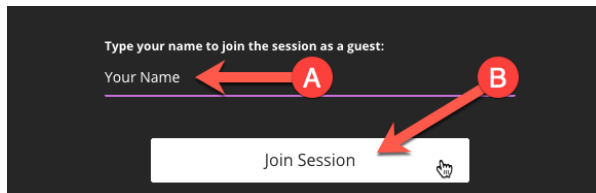


In the “Blackboard Collaborate Ultra” area to the right, (C) click the **Course Room** listing, and finally (D) click **Join Course Room**. *Note: Do not click “Dial In” unless your instructor has directed you to do so.*

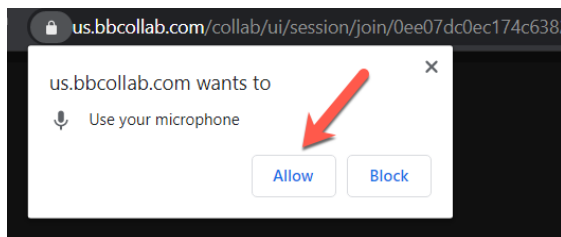


The third way is if your instructor shares a web link (URL) with you, in which case you can copy and paste that link directly into a web browser. This link usually starts with “us.bbcollab.com”

3. Your web browser will go through a series of screens, beginning with the name entry screen, where you should (A) type in your full name and then (B) click the **Join Session** button.

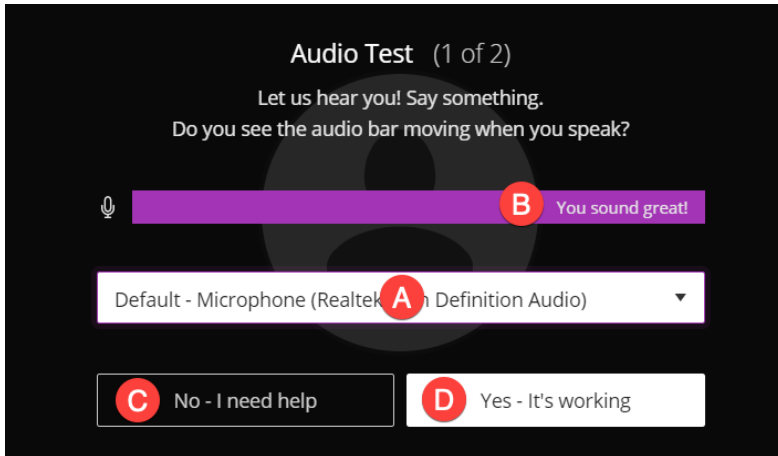


4. Your browser should prompt you to use your microphone. Click **Allow** to enable your mic.

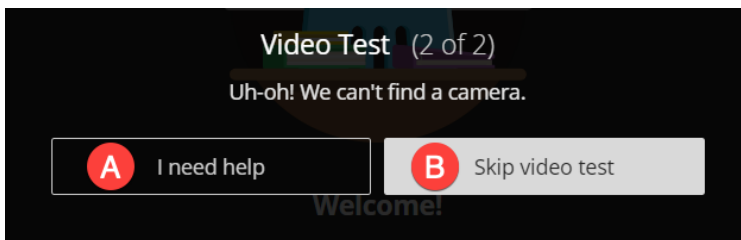


5. You should then be taken to the “Audio Test” screen. Go to the next page to learn more.

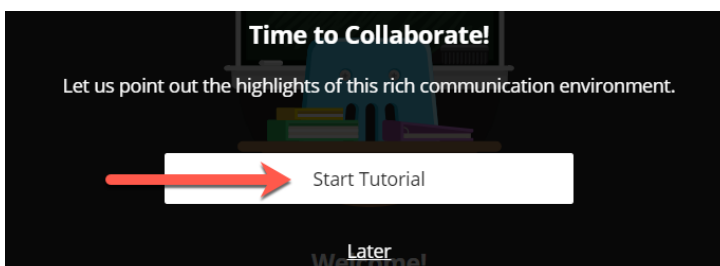
On the “Audio Test” screen, you can (A) select which audio/microphone input you want to use by clicking the drop-down menu, (B) check the volume level of your microphone — the longer the purple bar, the better — so that the bar goes into the “You sound great!” zone, then (C) if you are having mic problems, click **No – I need help**, and finally (D) click **Yes – It’s working**.



6. Your browser should then prompt you to use your camera. Click **Allow** to enable your camera, and you should then be taken to the “Video Test” screen, which works the same way as the “Audio Test” screen. If you don’t have a camera connected to your computer, or if your camera is not enabled, you will get an “Uh-oh! We can’t find a camera” alert. You can either (A) click **I need help** to try to fix the issue or (B) click **Skip video test** if you don’t want to use a camera. *Note: Unless your instructor requires it, a camera is not necessary to use Collaborate.*

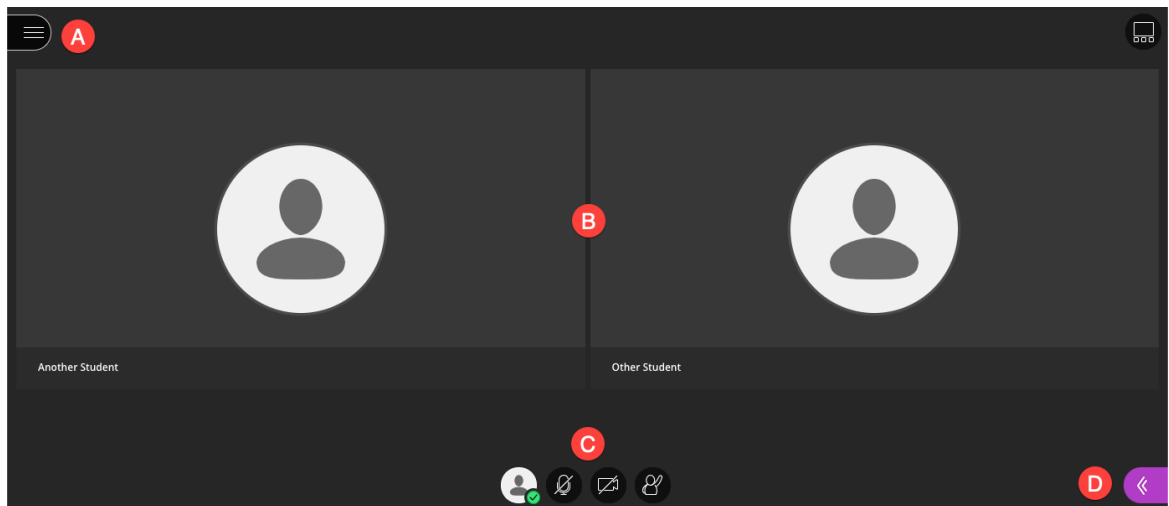


7. You should now be able to join the Collaborate session. A “Time to Collaborate!” alert may appear, and you should click **Start Tutorial** to quickly learn the basics of Collaborate.



Part 2: Using Collaborate

1. The Collaborate interface is divided into four areas: (A) the Session menu, (B) the presentation area, (C) your personal controls, and (D) the Collaborate panel. In the image below, there are two other people (participants) currently in the session — but since neither one of them has a camera turned on, they are shown as generic gray-and-white icons.



2. In the Session menu (click the three-line icon in the top-left corner of the window) ...

A — only click this if your instructor has directed you to do so

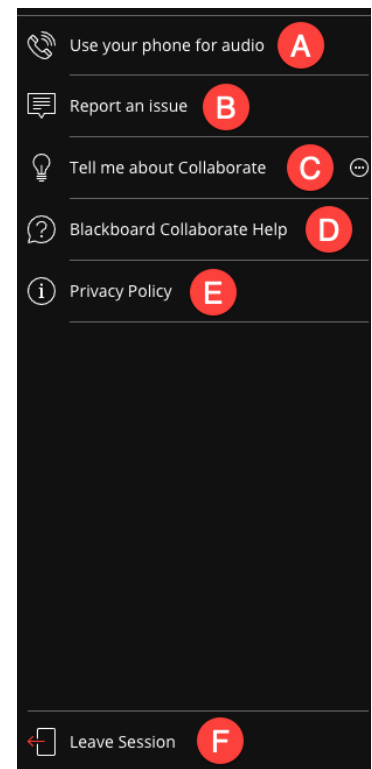
B — click this to report an issue to Blackboard (the report form you can fill out will appear on the opposite side of the browser window)

C — click this for interactive walkthroughs of Collaborate

D — click this to launch the Collaborate Ultra Help site in a different browser tab

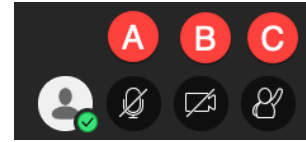
E — click this to read Blackboard's privacy statement in a different browser tab

F — click this to exit the Collaborate meeting

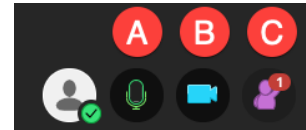


3. For your personal controls ...

A — Share audio — click this to mute (silence) or unmute (turn on) your microphone; it's muted in the top image and unmuted in the bottom image

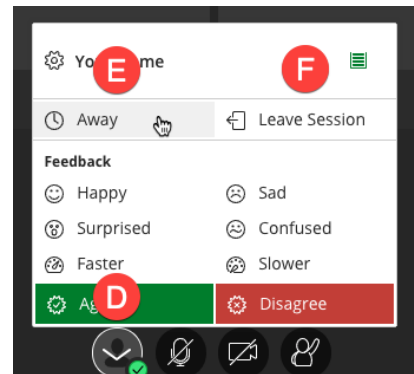


B — Share video — click this to disable or enable your camera; it's disabled in the top image and enabled in the bottom image



C — Raise hand — click this to raise and lower your virtual hand (as in a physical classroom, raising your hand is the best way to get your instructor's attention, and then lower your hand once your instructor has called on you); it's lowered in the top image and raised in the bottom image

D — My Status and Settings — click this to show a pop-up panel with several options, including Feedback "moods"

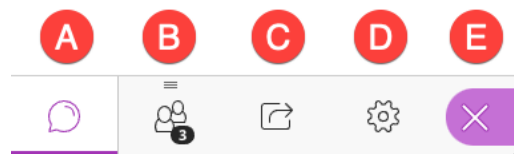


E — Away — click this to indicate you have temporarily stepped away from your device

F — Leave Session — click this to exit the Collaborate meeting

4. In the Collaborate panel (click the purple << icon in the bottom-right corner of the window) ...

A — Chat — click this to access the live text chat feed, then click **Everyone** near the top of the panel, then type into the **Say something** field and press the Return/Enter keyboard key to send a text message to everyone in the session



B — Attendees — click this to see the list of everyone who is currently in the session; your instructor should be listed as "Moderator," and students should be listed as "Participants"

C — Share Content — click this if your instructor asks you to present material in the session

D — My Settings — click this to adjust various preferences for your session experience

E — Close — click this to hide the Collaborate panel back under the << icon