

Student access to Blackboard Collaborate

Blackboard has an excellent help page for Collaborate:

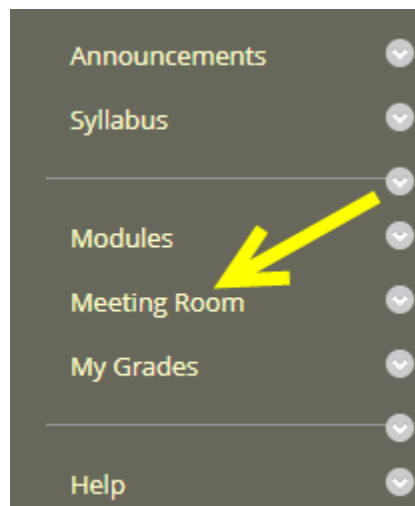
https://help.blackboard.com/Collaborate/Ultra/Participant/Get_Started

If clicking on this link does not take you to the website, try copying and pasting the link into your web browser. A guest may not be able to access that help page, so below are some basic instructions.

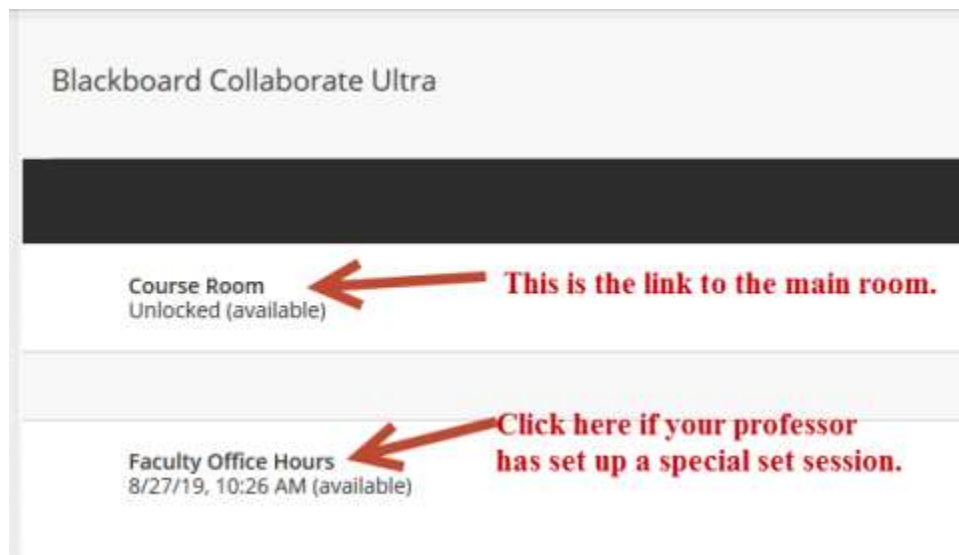
********Make sure you are using the Chrome web browser********



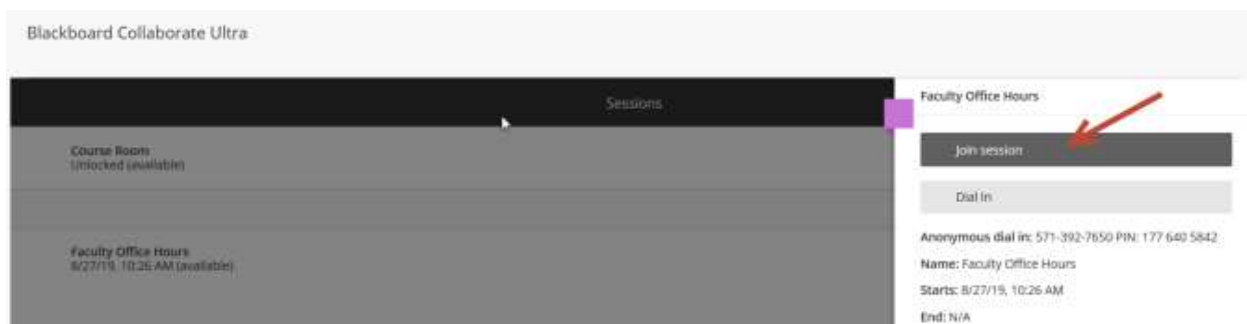
On the Course Menu click the “Meeting Room” link. The link may be named something else, like “Collaborate”. Check with your instructor for the exact name. (For guests, click the link you were sent by email.)



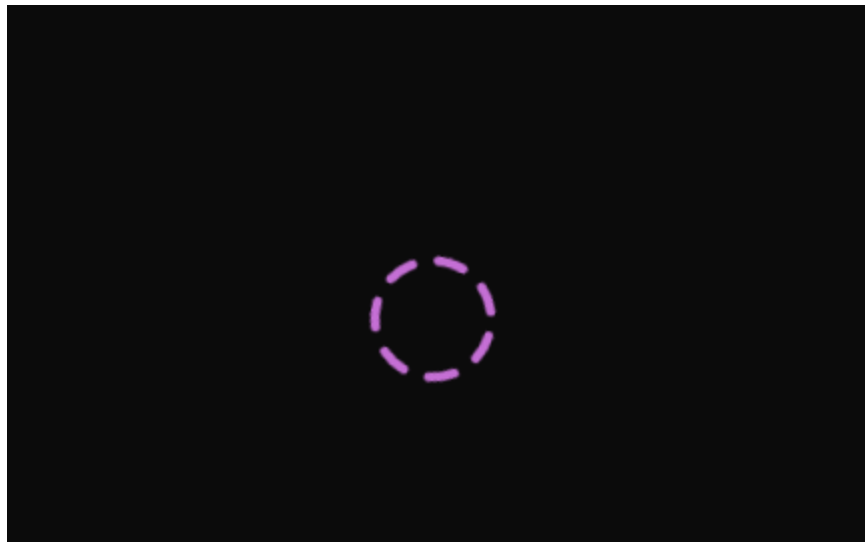
From the Collaborate Ultra window click the words “Course Room.”
Alternatively, your Instructor may have created a special session. If that is the case, click on the session link.



Then click “Join Session” on the right.



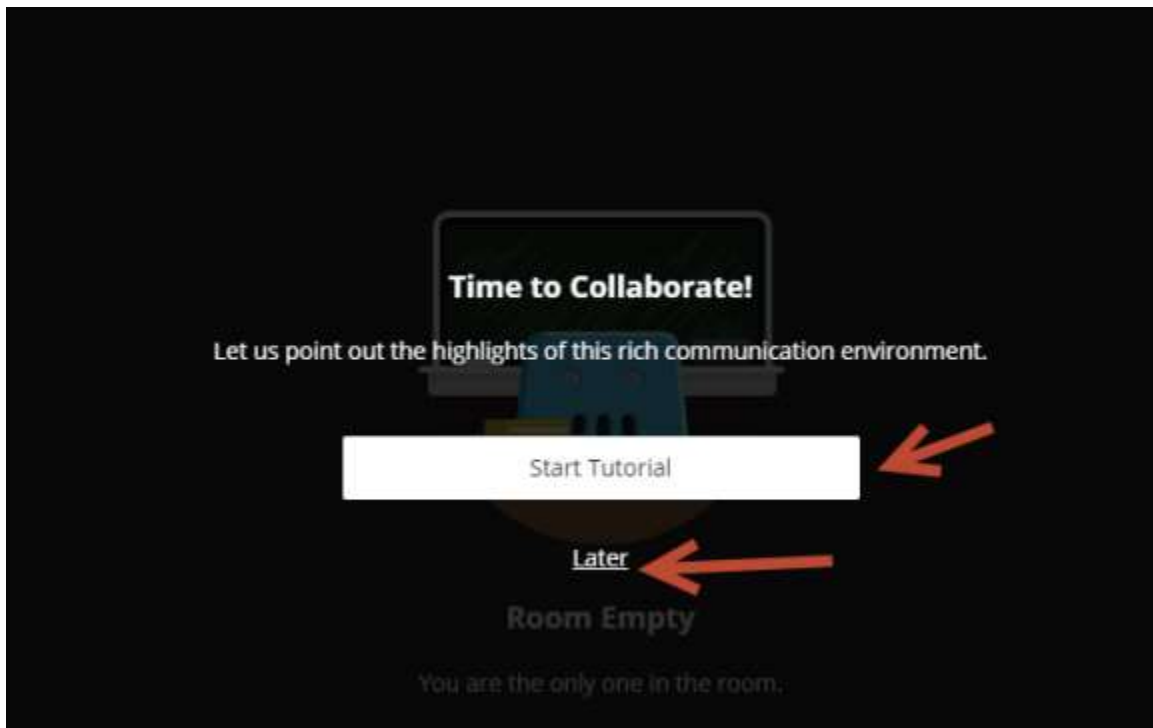
The purple circle may spin for a few moments.



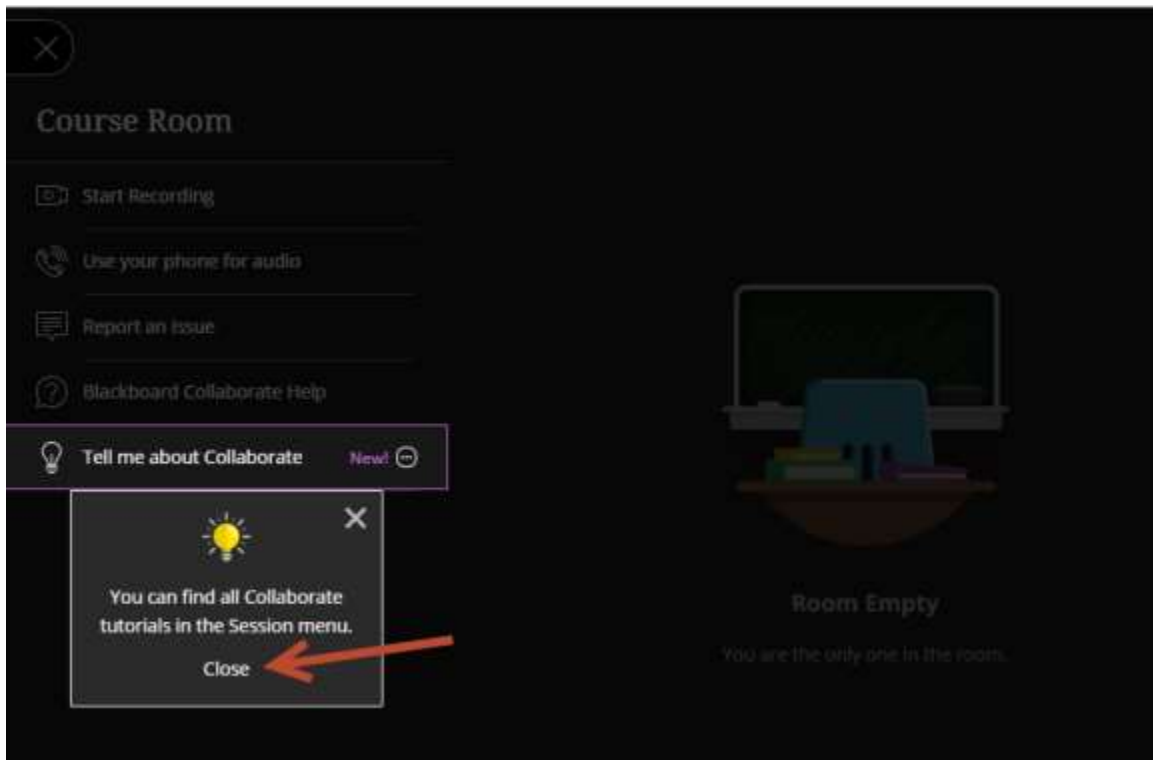
You will see the Collaborate screen.



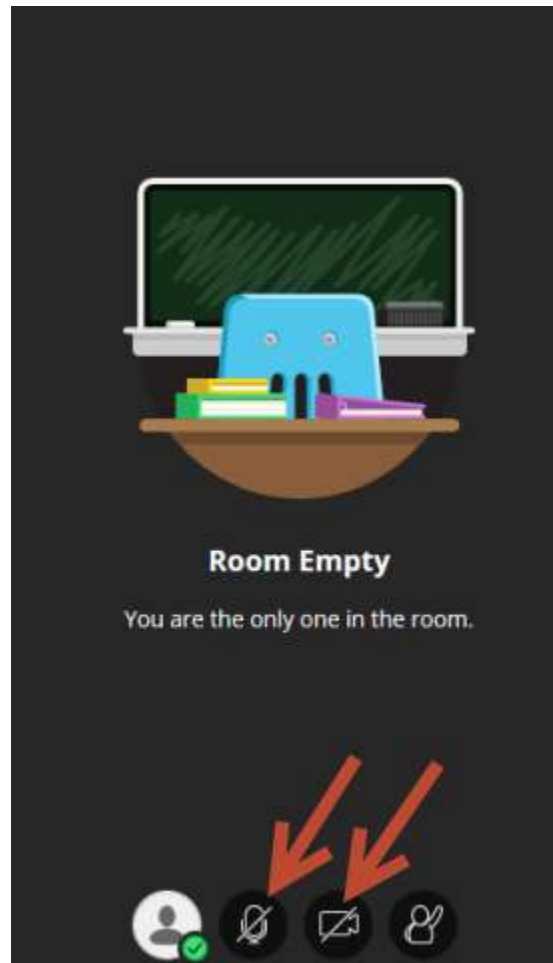
The first time you join a meeting room there is an option to view a tutorial. Click the “Start Tutorial” button or click “Later” if you want to view the tutorial at a later time.



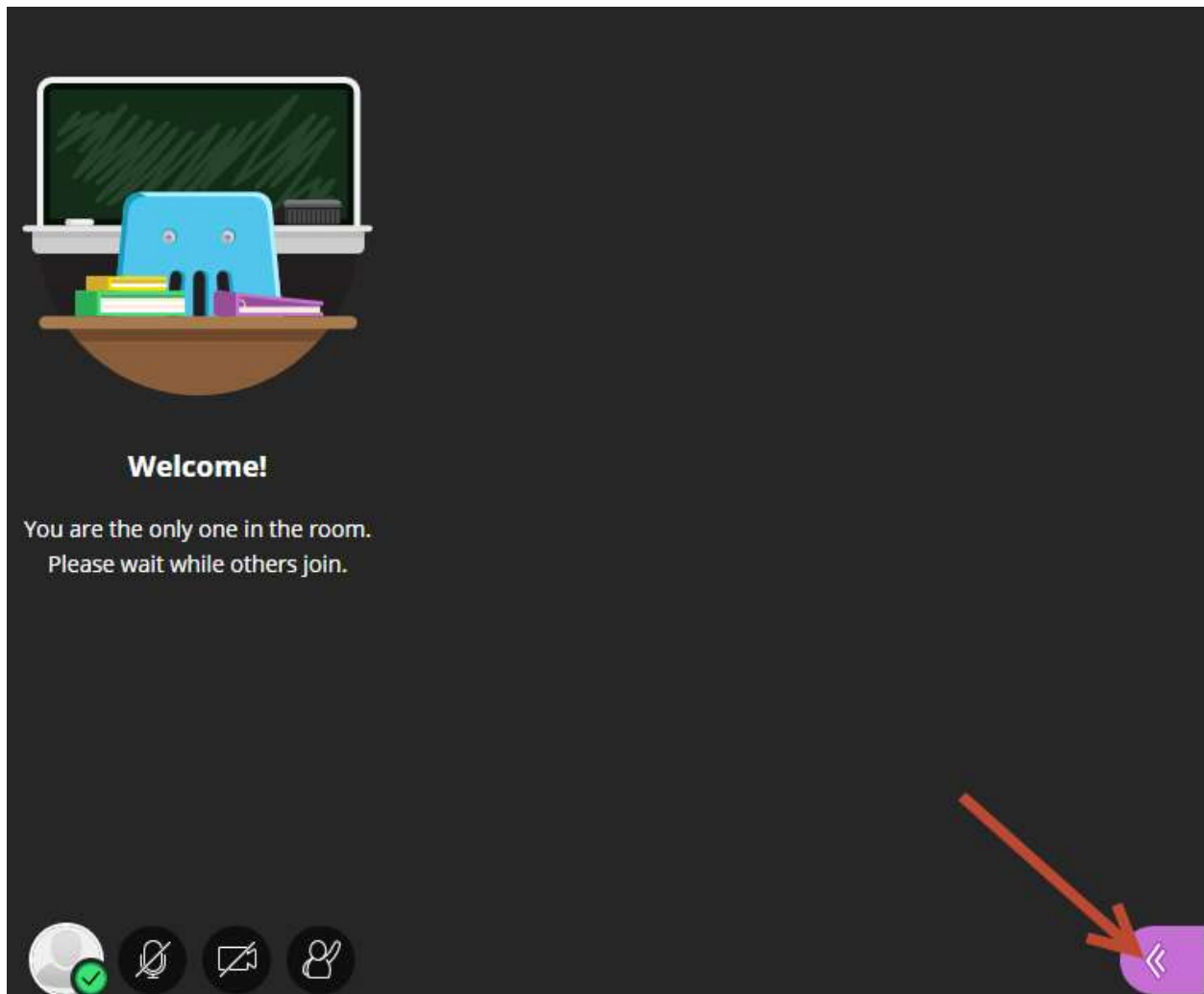
If you chose to view the tutorial “Later” the menu on the left side of the screen will open, showing you where to find the tutorial for future reference. You can close it and move on.



By default your microphone and camera are off. Click the microphone and camera icons to turn them on.



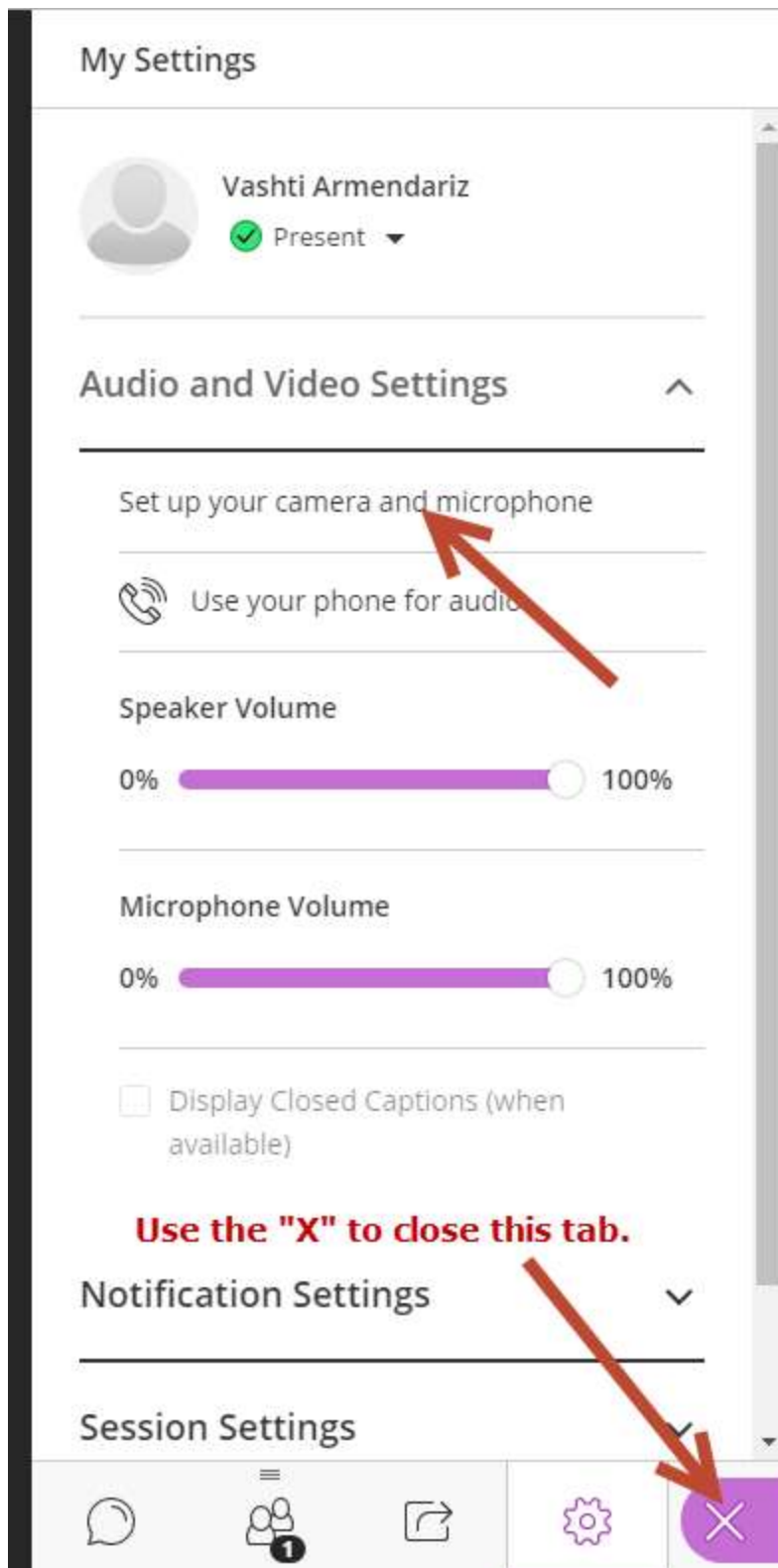
If you have more than one microphone or camera available on your computer or if they aren't working, you can test them through the "Settings" link. Click on the purple tab on the bottom right of the Collaborate screen.



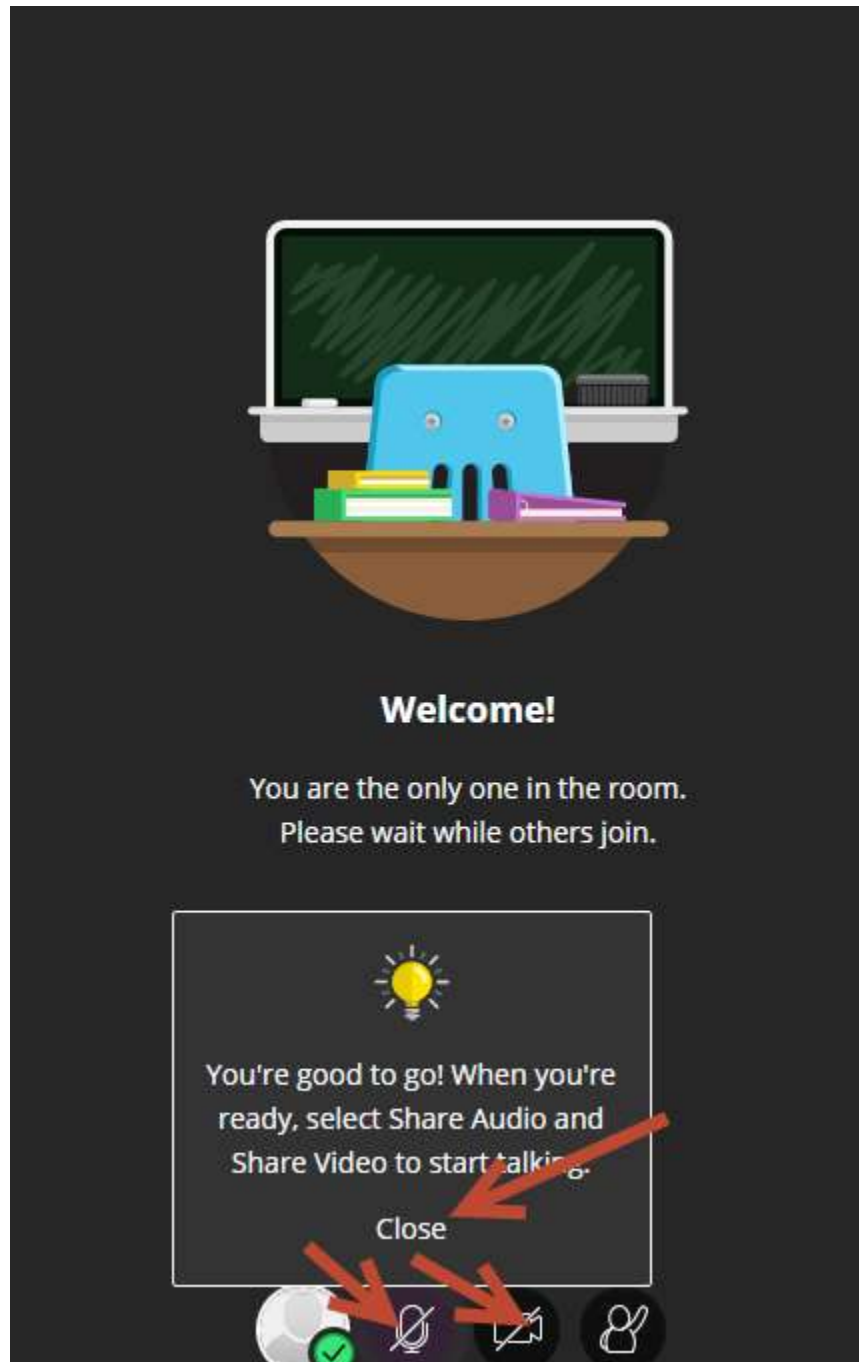
Click on the “Settings” icon (looks like a gear) on the bottom right. (The “Chat” area is where you can text each other if you can’t hear or see each other.)



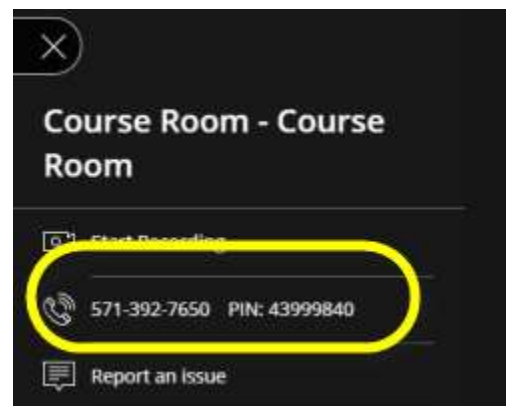
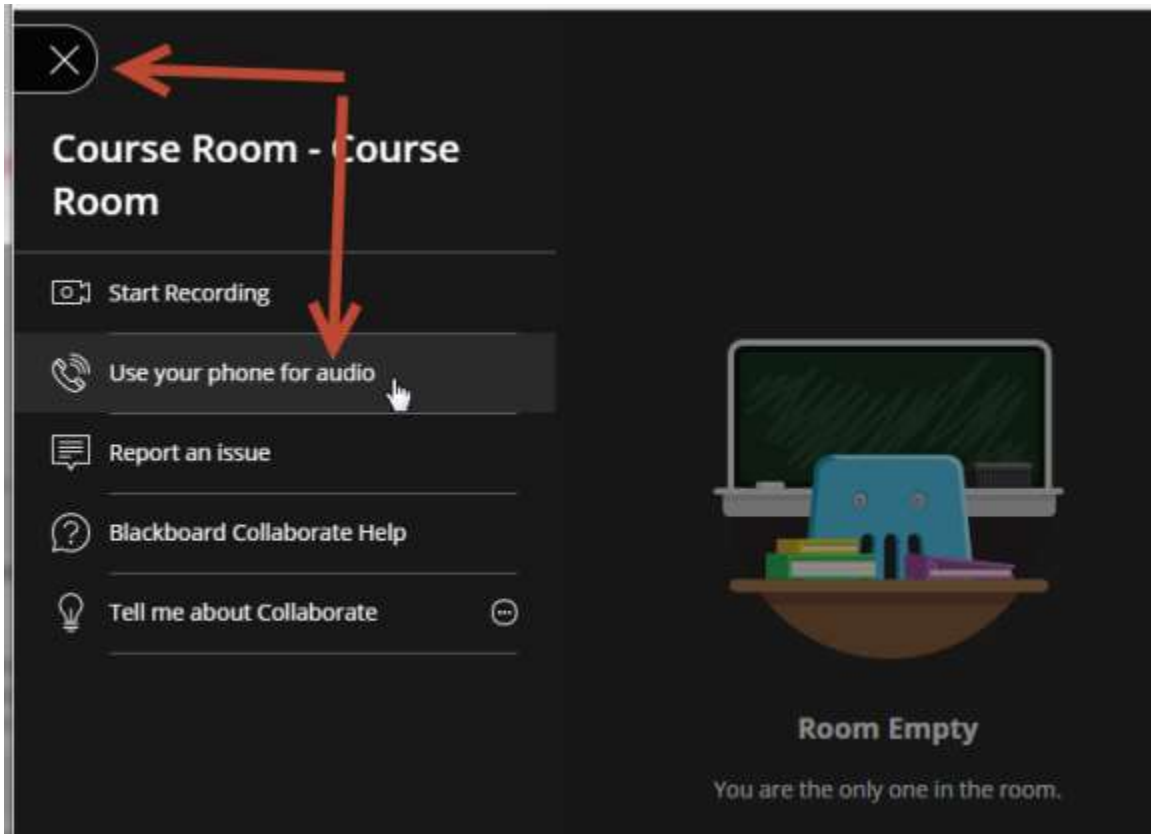
Click on "Set up your camera and microphone" to test your equipment.



When you exit the settings area, your microphone and camera will be turned off. You have to turn them on again by clicking the icons.

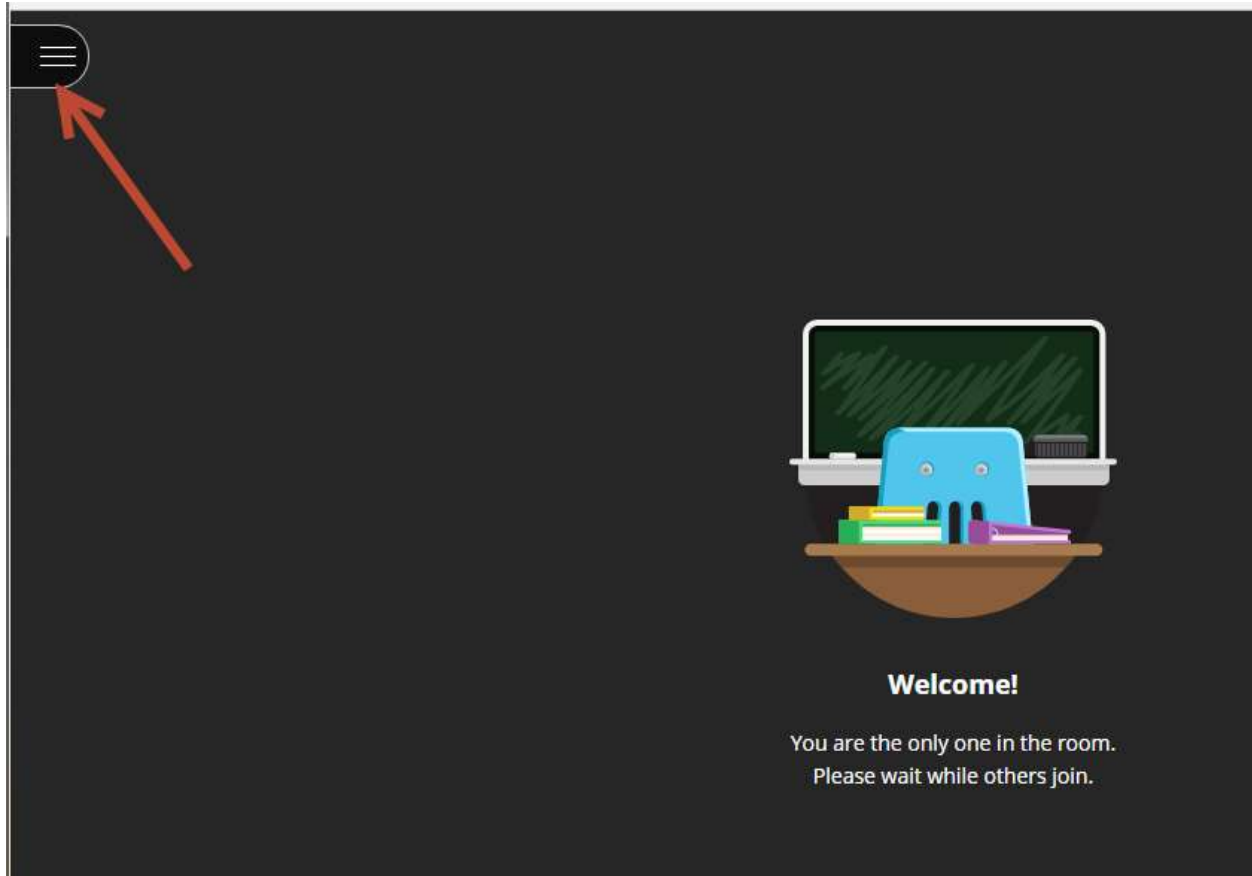


If you have no internet connection or a weak one, you can call into the Collaborate meeting on your phone.

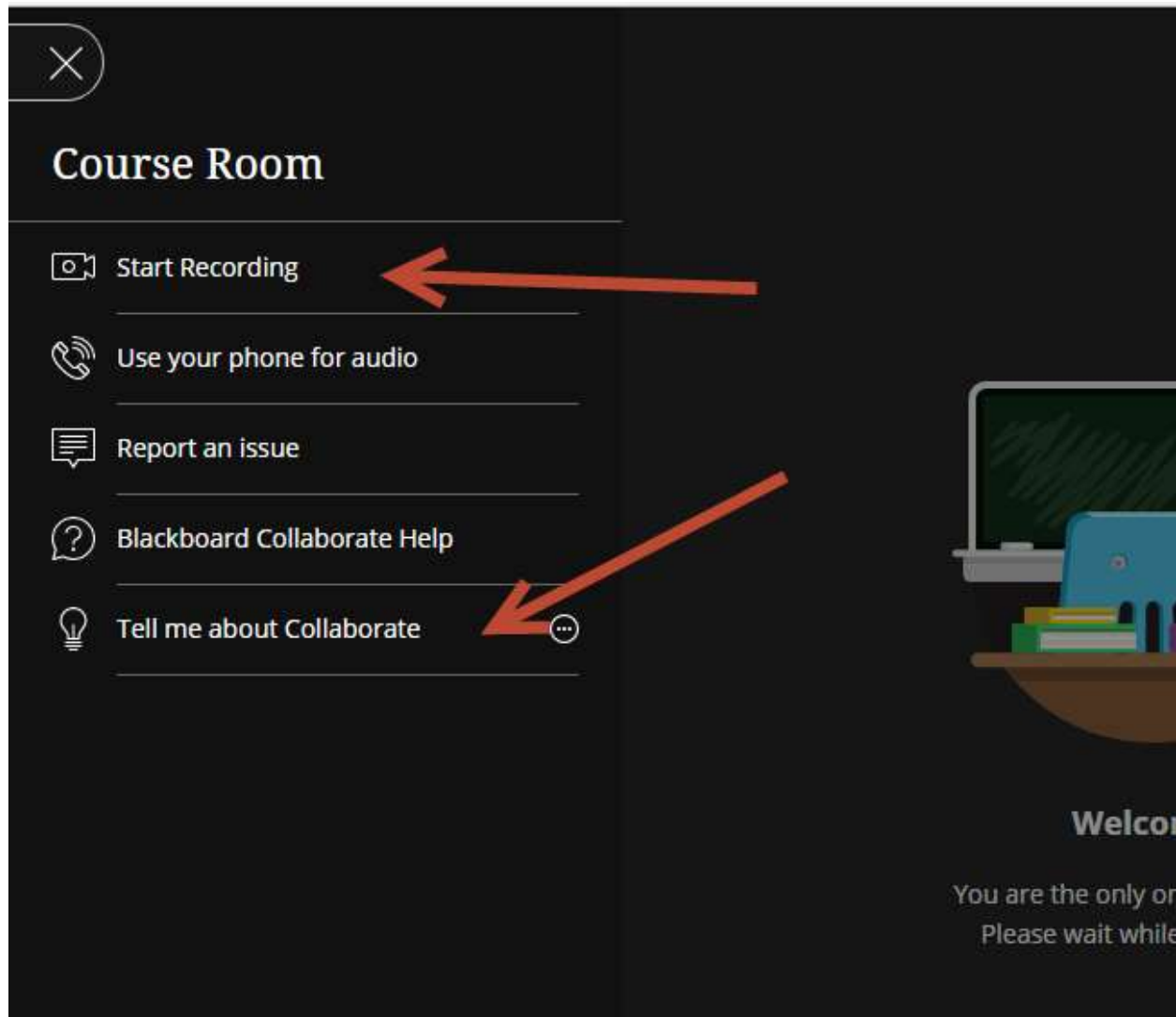


Recording a Collaborate Session

To record your session, click the black tab on the upper left corner of the Collaborate screen. (You can only record a session if your instructor has set the permissions to allow you to do so.)



Click the “Start Recording” link to begin recording. To stop recording come back to the same place and click “Stop Recording.”



If you want to walk through any of this or just practice before your actual session, give me a call.

Sandy

432-837-8523