

# Blackboard Collaborate Student Guide

## Contents

Joining Sessions on Collaborate .....	2
Setting Up Collaborate .....	3
Find Session Recordings .....	5
Collaborate Quick Summary .....	6
Blackboard Collaborate FAQ. ....	8

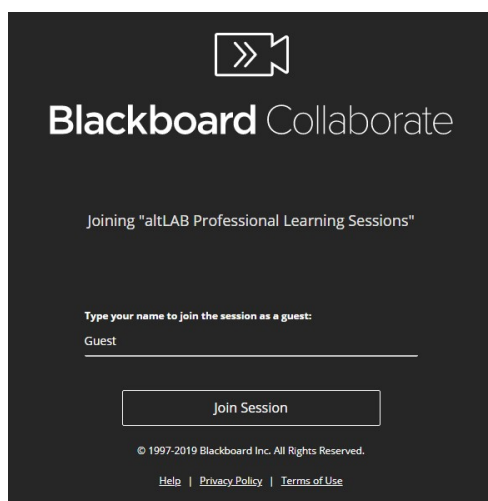
## Joining Sessions on Collaborate

### How can I join a Session on Collaborate?

Depending on the session and moderator, you can join a session directly from a web link, from your course in Blackboard and from the Blackboard mobile app.

#### From a weblink:

Students can access the session links from the course content area, or a link sent via email to join the session. Open the link in your computer or mobile browser. The Blackboard Collaborate logo and name of the session you are joining will appear. Enter your name and click on **Join Session**.



#### From your course:

Go to Collaborate in your course. Select the session name and click **Join session**. If there is more than one session, you can select the one you want to join from the menu.

#### From the Blackboard app:

Collaborate Ultra sessions are listed within courses in the app. First access a course, then tap **Collaborate** under **Course Materials** and select a session to launch it in your device's browser.

## Setting Up Collaborate

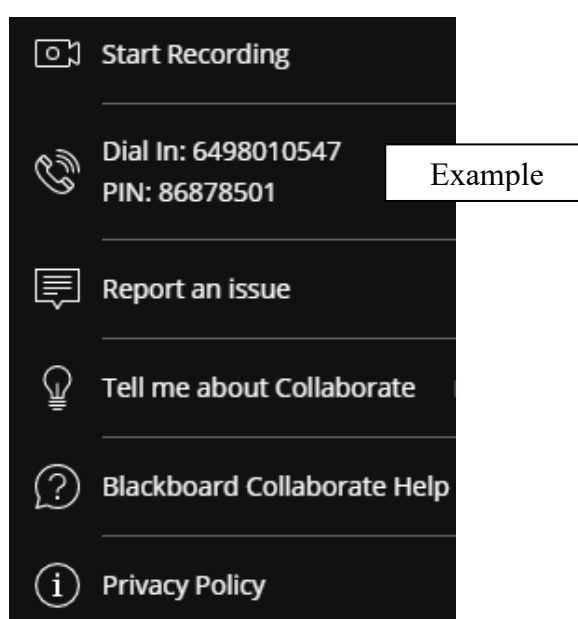
Following are recommended requirements to participate in Blackboard Collaborate sessions.

- Computer or Laptop
- Browser with current available version: Chrome(recommended), Firefox or Safari
- A headset (with microphone)

## A camera (not essential)


### Use your mobile phone's mic for audio (optional):

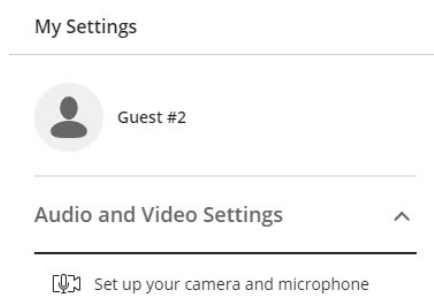
If you don't have access or having issues with your microphone on your computer, you can use the dial in option. To do this, open **Session menu** on top left-corner > **Use your phone for audio** and dial in phone number and PIN.



Note this option is only available if enabled by the lecturer/moderator.

### Setup audio and video:

Complete audio and video setup by selecting the Collaborate Panel  . Then **Audio and Video Settings > Set up your camera and microphone**.



**Note 1:** Some browsers need access to your microphone to play audio, even if you don't plan to speak. To hear others in the session, give the browser permission to access the microphone.

**Note 2:** Test that microphone, camera and sound are working prior to connecting to a collaborate session. You can test in control panel or settings on a computer. This will help clarify whether an issue is with the Blackboard session or the hardware/device.

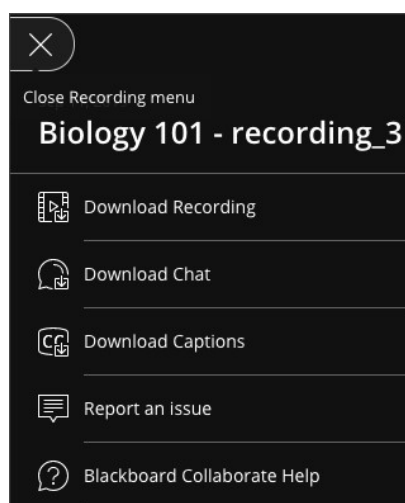
### Troubleshooting:

Try leaving the session and re-joining the session.

Check Settings in the Collaborate panel to ensure the volume, mic and camera settings are correct.

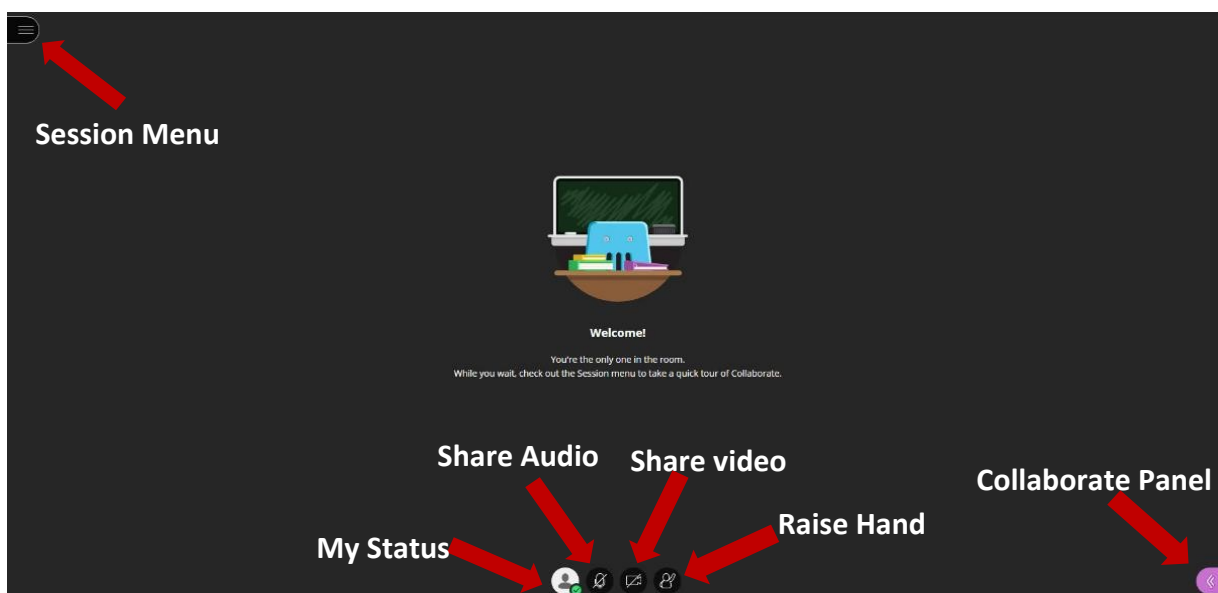
## Find Session Recordings

Recorded sessions include activity from the live session. You can view recordings under the courses you are enrolled in. Go to **Collaborate** > open the menu > **Recordings**. If the moderator has allowed you, you may be able to download recordings from the **Recording menu**.



# Collaborate Quick Summary

After you join a session you will be presented with the screen as below:



Open **Collaborate Panel** to access more tools like **Chat, Attendees, Share Content** and **My Settings**.



**My Settings** allows you to add a profile image, setup audio and video settings and change your notifications.

## Audio and Video Settings

Set up your camera and microphone

Use your phone for audio

Speaker Volume  
0% 100%

Display Closed Captions (when available)

## Notification Settings

Someone joined or left the breakout group or session

Collaborate pop-up notification

Audio notification

Browser pop-up notification

Someone posts a chat message

Collaborate pop-up notification

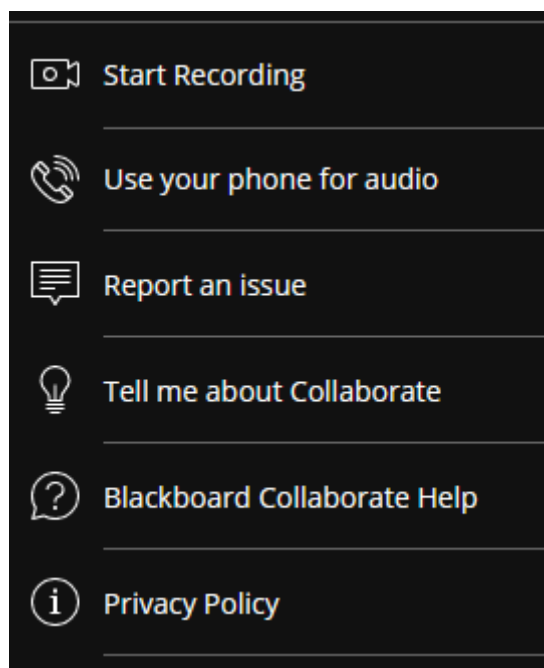
Audio notification

Browser pop-up notification

Closed captioning available

Collaborate pop-up notification

Open **Session Menu** for various options like **Use your phone for audio**, **Report an issue**, access **Blackboard Collaborate Help** or even **Leave Session**.



## Blackboard Collaborate FAQs

### What is Collaborate?

Blackboard Collaborate Ultra is a web conferencing tool built for education and training where you can meet with your instructor and classmates online. It can be used for class meetings, student workgroups, presentations and virtual whiteboard, etc.

### Where can I find Collaborate?

The link to Blackboard Collaborate Ultra depends on where your lecturer places it within the course. However, it usually can be found on the left-hand side menu of the course.

### What can a presenter do?

A presenter can share documents and screen etc.

### How do I show my presentation?

When your instructor gives you a room to present your project to the class, confirm that your instructor gave you presenter privileges to the room. As a presenter use **Share Content** to share a blank whiteboard, an application, or a file. If you are showing a PowerPoint presentation, select **Share Files** for the best experience.

### Can I zoom in if I'm having trouble seeing what is on the screen?

Yes. You can zoom in on a whiteboard or file that is being shared. You can also enlarge captions if you are viewing them. Double-click on the item to make it bigger.

### How can I change the volume?

Adjust your microphone and speaker volume under **My Settings > Audio and Video Settings**.

### Why do I not have any audio?

The moderator may have turned off your audio in their session. Moderators can turn off audio, video, chat, and edit tools in their sessions.

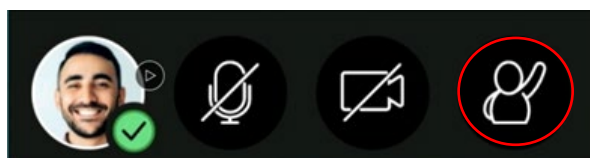
### How do I change my name and email address?

If you join from a course, your institution administrator provides your name and email address. You can't change it. If you join from a link, the name you join with is the name that appears.



### How can I ask questions?

1. Use chat window at the right side of the screen under the Collaborate panel OR
2. Raise hand by clicking on the person icon at the bottom of the screen.  
To lower your hand, click the icon once more.



### What can be shared?

Collaborate can share your:

- Screen
- Application
- Desktop
- Or Browser tab (chrome only)

### What Browsers can I use for Collaborate?

- Google Chrome (preferred)
- Firefox
- Safari (least preferred)

### What can Collaborate be used for?

- Class meetings
- Guest Speakers/Lecturers
- Student work groups
- Student Presentations
- Virtual office hours (student to lecture meeting)

### Where is the session menu?

At the Top left of screen



### How can I turn off audio notifications?

Access this setting from **My Settings** in the Collaborate panel.

#### Notification Settings

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Someone joined or left the breakout group or session

- Collaborate pop-up notification
  - Audio notification
  - Browser pop-up notification
- 

Someone posts a chat message

- Collaborate pop-up notification
- Audio notification
- Browser pop-up notification

### Where is the whiteboard located?

It is located under the Collaborate panel > Share Content. Note only presenters and moderators have access to the Share Content tab.

### What tools are available on the whiteboard?

The whiteboard tools are located on the top left-hand corner of the screen. There are 5 tools available.

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

**Pointer:** Use the hand to point to different areas of the visible slide. Participants see wherever you are pointing on the slide.

**Pencil:** Use the pencil to draw free hand on the slide.

**Square:** Use the square tool to draw a rectangle, ellipse, or a straight line.

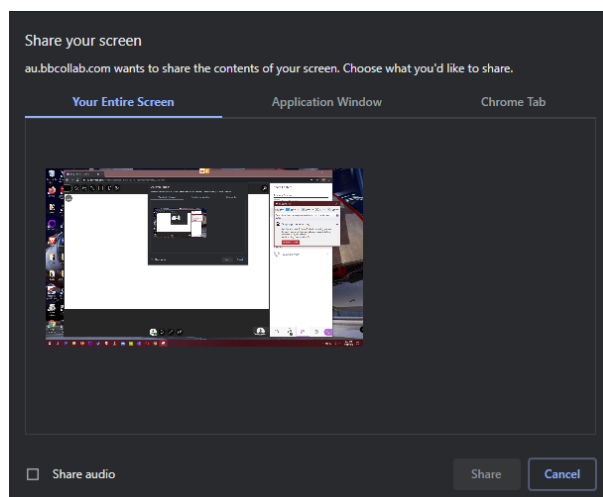
**Text:** Type text on the slide with the "T".

**Erase:** Use the eraser to undo everything you or another moderator has added to the slide with one click.



### Can I share a browser tab or a YouTube video?

You can share a browser tab and its' multimedia content but only from Google Chrome.



**For more info, visit:**

<https://help.blackboard.com/Collaborate/Ultra/Participant>