CIEL CENTER FOR INNOVATION
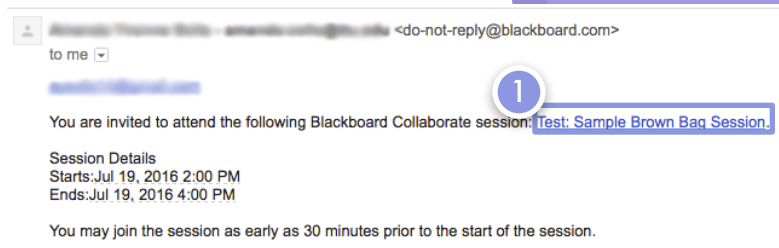IN E-LEARNING

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OVERVIEW

Blackboard Collaborate has an option for guest access if selected in the session settings. Below is a guide on how to set up and use Blackboard Collaborate as a guest.

STEPS

Step 1 Click session link in email (e.g., Test: Sample Brown Bag Session).
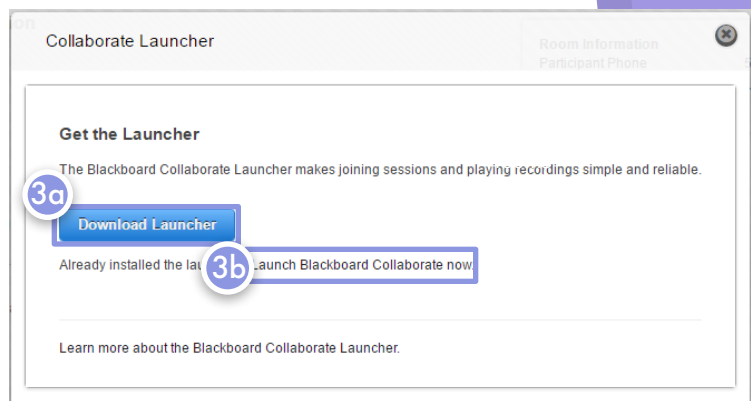

Step 2 Enter your name (e.g., Jane Doe) (2a) and click "**Submit**" (2b)

Step 3 Click "**Download Launcher**" (3a)

*Note:** If you already have Blackboard Collaborate Launcher installed, click "Launch Blackboard Collaborate now" (3b) and install the meeting.collab file.
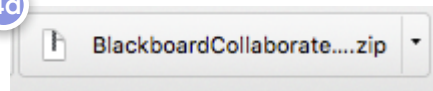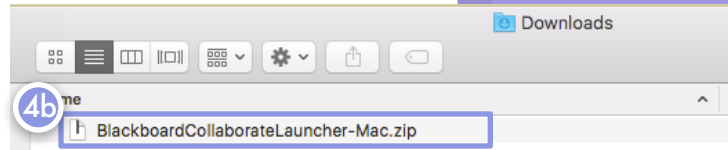
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Step 4 Click on the downloaded file to install the launcher.

*Note: You can click the file directly from the browser (4a) or from your downloads folder (4b). Click "OK" on the pop-up window to also install the necessary file to enter the session (4c).

Step 5 Once the launcher is downloaded, double-click to open it. Click "**Move to Applications Folder**" and close the "About" pop-up window.
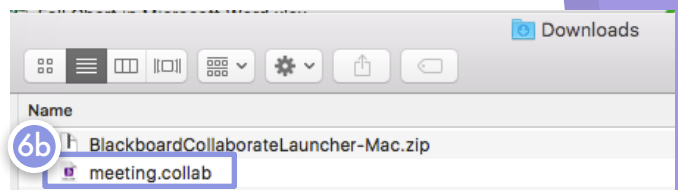

Step 6 Click the "**meeting.collab**" file to open up the session (6).
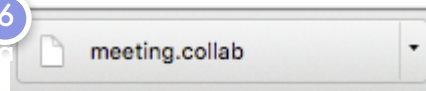
*Note: You can click directly from the browser (6a) or from your downloads folder (6b).
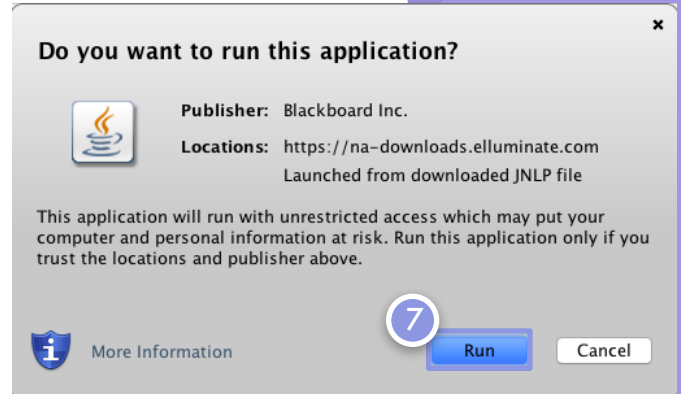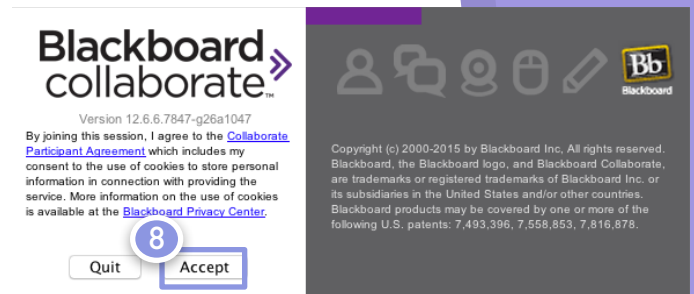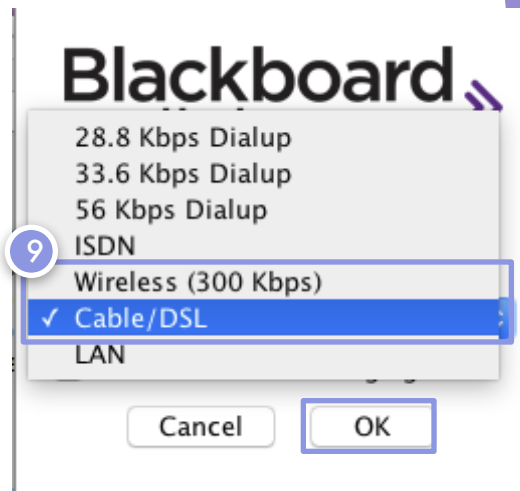
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Step 7 Click "Run"

Step 8 Click "Accept"

Step 9 Select your connection speed (most commonly used are Wireless (300 Kbps) or Cable/DSL) and click "OK"
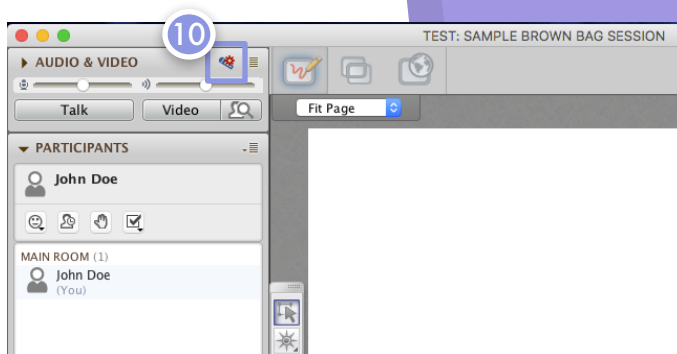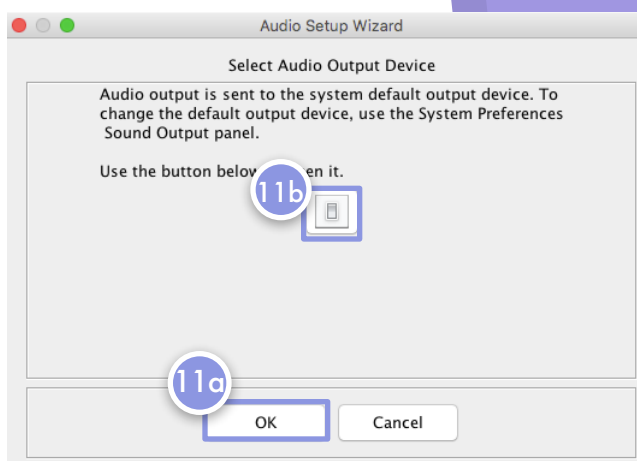
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AUDIO SET-UP

Now that you are in the session, you need to go through the audio setup wizard.

Step 10 Click the "**Audio Setup Wizard Icon**" in the *Audio & Video* box on the left.

Step 11 Audio is set to the default device, click "**OK**" (11a) to continue or click the **switch button** to change the device (11b).

Step 12 Complete the audio setup wizard (set up speaker and microphone settings). When finished, click "**OK**"
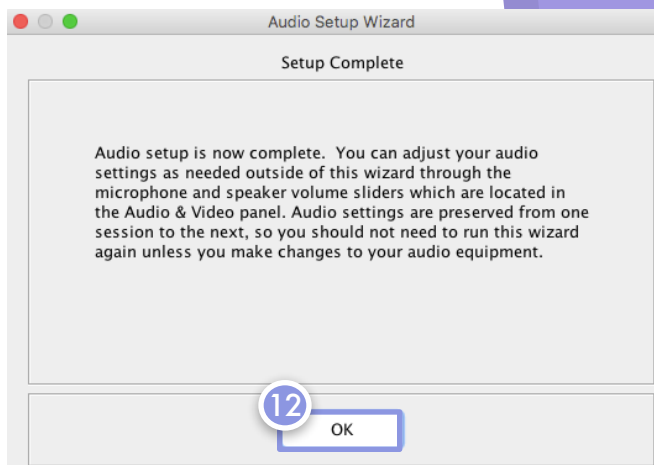
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Using Audio & Raise Hand functions:

A. To use your microphone, just click the "**Talk**" button under *Audio & Video*. To turn the microphone off, just click the "**Talk**" button again.

B. There is a *raise your hand* feature to signify you would like to speak. Click the "**Hand**" icon to raise your hand as needed throughout the session.