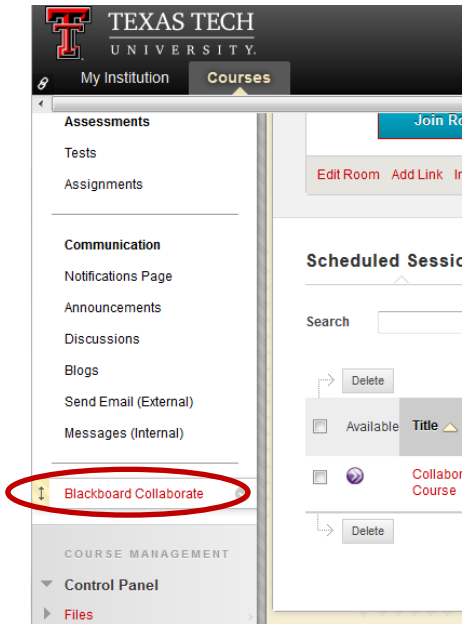
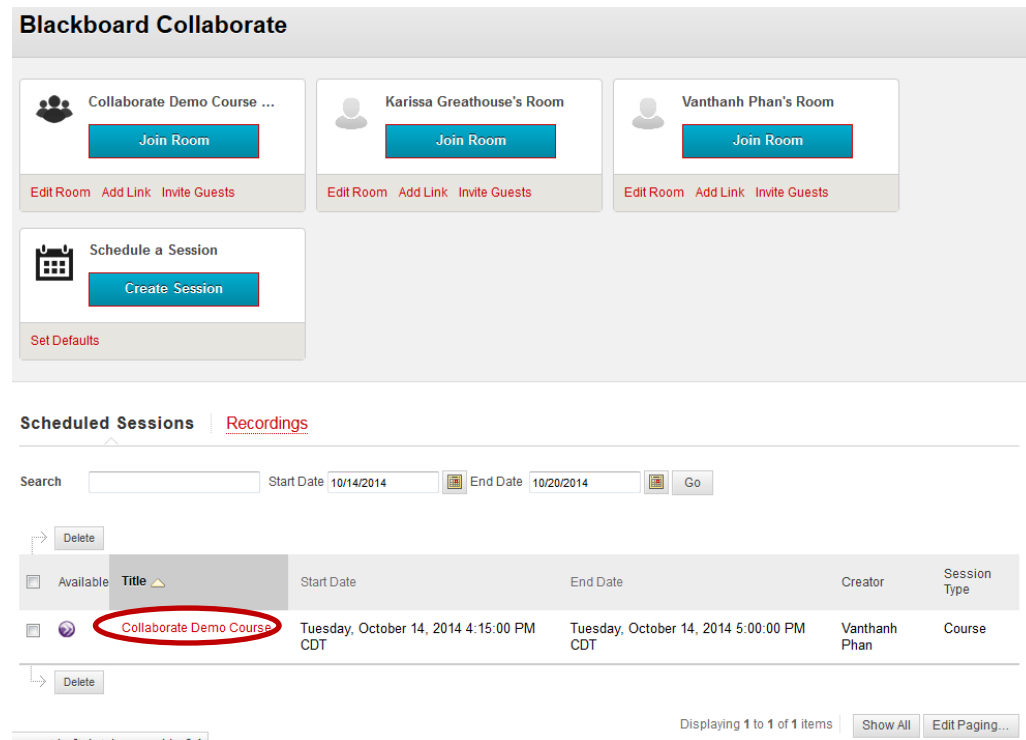


HOW TO ACCESS A BLACKBOARD COLLABORATE SESSION

Step 1: Click on Blackboard Collaborate in the Course Menu.



Step 2: Select the session that you want to join under Schedule Sessions. You can choose to join a “live” Scheduled Session or view a pre-recorded session linked under the Recordings link. If you want students to view a session at a later time, you must record the session.



Step 3: Click on the button to Join Room.

Room Details

Collaborate Demo Course

Start Date
Oct 14, 2014 4:15 PM

End Date
Oct 14, 2014 5:00 PM

Join Room

If you can't open the .collab file, [download the Blackboard Collaborate Launcher](#).

Still can't get into your session? Please [read our troubleshooting help topic](#).

Room Information

Guest URL: <https://ttu.blackboard.com/webapps>

← OK

Step 4: Save File. Sometimes, the file is automatically saved to your computer and you need to go to where your file is downloaded (usually in Downloads) to open the file. Also, your computer can automatically launch Collaborate once you click “Join Room” (as in step 3). If your computer does this, you can ignore step 5. Otherwise, proceed to step 5.

Opening meeting.collab

You have chosen to open:

meeting.collab
which is: Blackboard Collaborate Session (1.8 KB)
from: <https://ttu.blackboard.com>

What should Firefox do with this file?

☐ Open with [Blackboard Collaborate Launcher \(default\)](#)

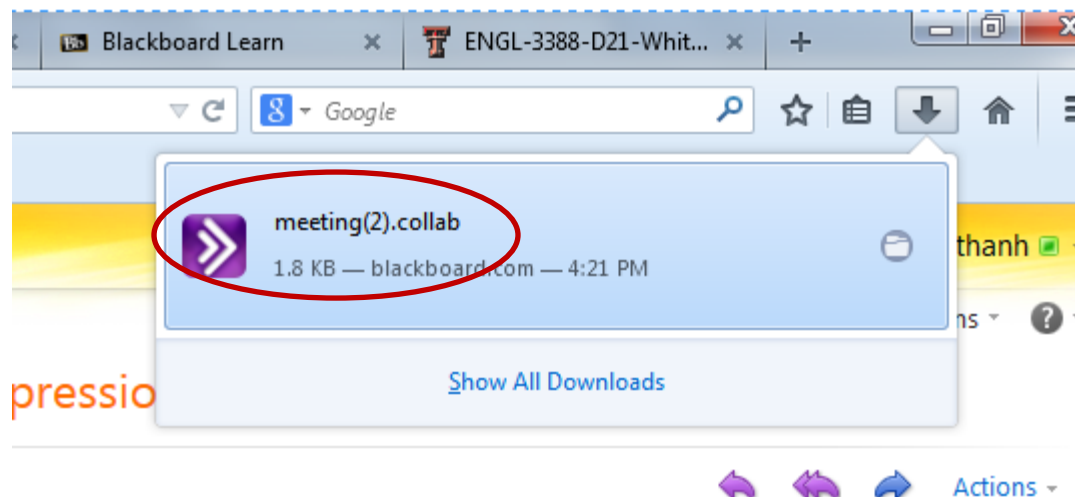
☒ **Save File**

☒ Do this automatically for files like this from now on.

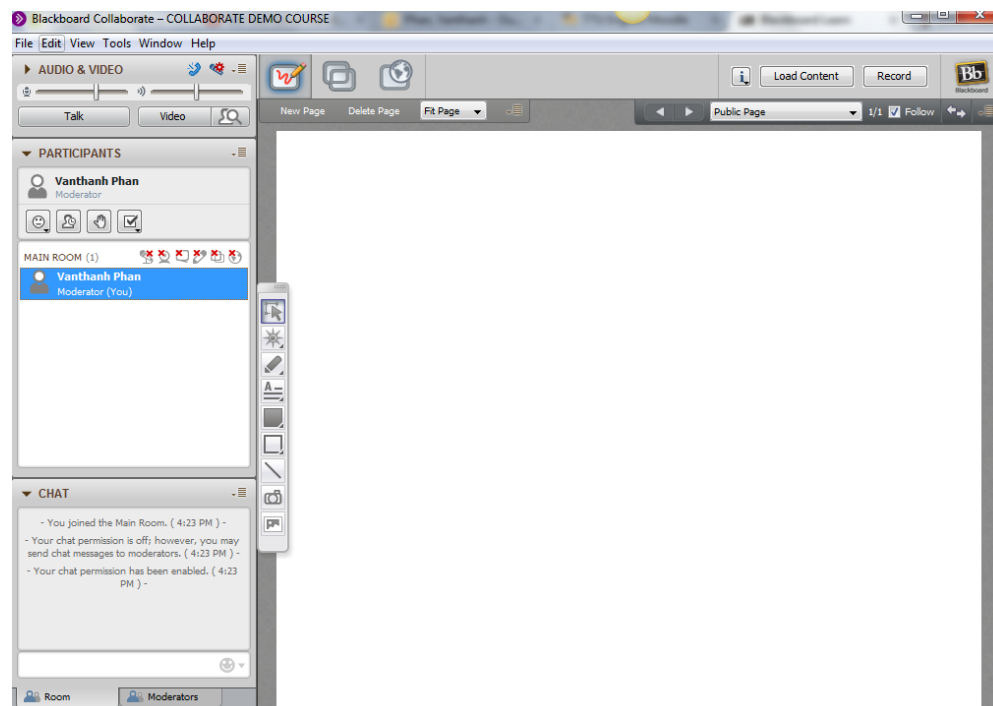
Settings can be changed using the Applications tab in Firefox's Options.

OK Cancel

Step 5: Open the file you just saved. Depending on your computer the interface may be different from this sample screenshot. You just need to go to where you save your file and open it.



Step 7: Once you click Open the meeting.collab file, Blackboard Collaborate will start loading. This process may be fast or slow depending on your internet speed. Sometimes, you have to minimize all the windows on your screen to see the Blackboard Collaborate window. The final interface will look like this:



Note that sometimes you may get authentication messages. You only need to click OK and proceed.