

STUDENT ACCESS

in Blackboard Collaborate

OVERVIEW

Blackboard Collaborate is a tool to schedule synchronous meetings for online courses. Below are steps on how to set up for a meeting session.

STEPS

Step 1 Click the session title (e.g., Test Session 1) (1a)

Click "Join Room" (1b)



Step 2 Click "Download Launcher" (2a)

- *Note: If you already have Blackboard Collaborate Launcher installed, click "Launch Blackboard Collaborate now" (2b) and install the meeting.collab file.
- Learn more about the Blackboard Collaborate Launcher.



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Step 3 Click on the downloaded file to install the launcher.

*Note: You can click the file directly from the browser (3a) or from your downloads folder (3b). Click "OK" on the pop-up window to also install the necessary file to enter the session (3c).



Install the Launcher

Run the installer (Windows) or unzip the download (Mac OS X).



Step 4 Once the launcher is downloaded, double-click to open it. Click
"Move to Applications Folder" and close the "About" pop-up window.



Move to Applications folder?

Do Not Move

Δ



Move to Applications Folder

- **Step 5** Click the "**meeting.collab**" file to open up the session.
- *Note: You can click directly from the browser (5a) or from your downloads folder (5b).





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Bb

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Step 6 Click "Run"

Do you want to run this application?



Publisher: Blackboard Inc.

Locations: https://na-downloads.elluminate.com Launched from downloaded JNLP file

This application will run with unrestricted access which may put your computer and personal information at risk. Run this application only if you trust the locations and publisher above.





Step 7 Click "Accept"

Version 12.0.5.764/92.081047 By joining this session, large to the <u>Colaborate</u> <u>Participant Agreement</u> which includes my consent to the use of cookies to store personal information in connection with providing the service. More information on the use of cookies is available at the <u>Blackboard Privacy Center</u>.

Blackboard collaborate.

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Step 8 Select your connection speed (most commonly used are Wireless (300 Kbps) or Cable/DSL) and click "OK"





BLACKBOARD JOB-AIDS

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AUDIO SET-UP

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

Step 9 Click the "Audio Setup Wizard Icon" in the Audio & Video box on the left.



Step 10 Audio is set to the default device, click "**OK**" (10a) to continue or click the **switch button** to change the device (10b).

Step 11 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.

AUDIO & VIDEO	* -
A Talk Video	20
▼ PARTICIPANTS	-≣
John Doe	
MAIN ROOM (1 Raise hand John Doe (You)	