

STUDENT ACCESS

in Blackboard Collaborate

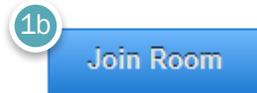
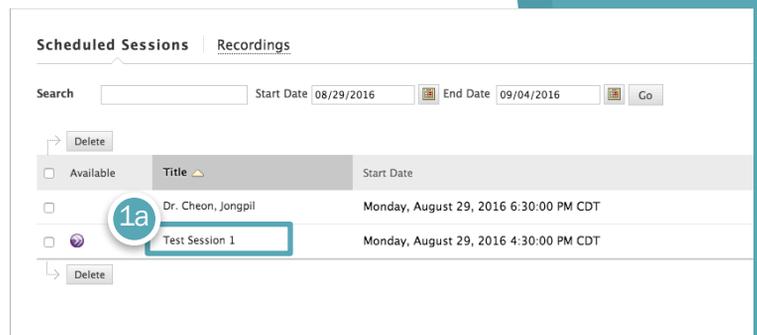
OVERVIEW

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

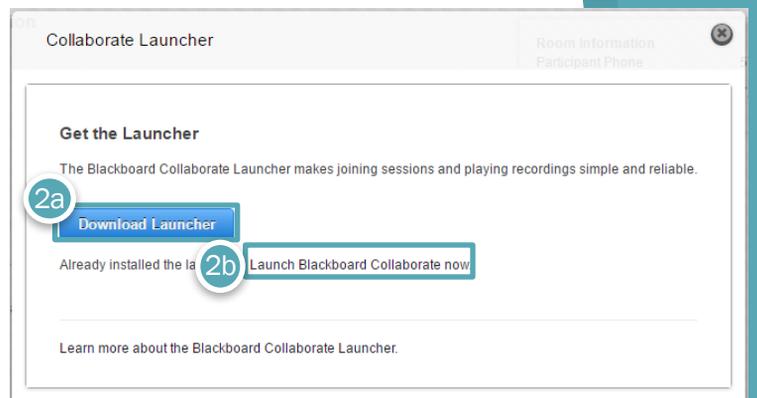
Step 1 Click the session title (e.g., Test Session 1) (1a)

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.

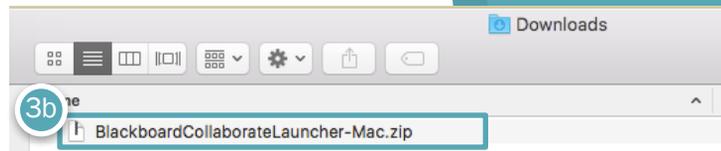
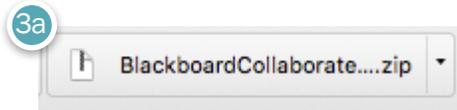


STUDENT ACCESS

in Blackboard Collaborate

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).

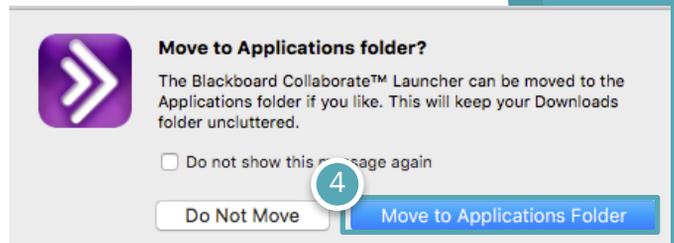


Install the Launcher

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

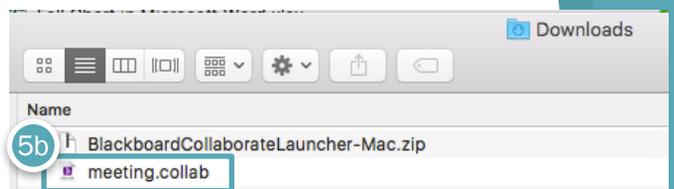
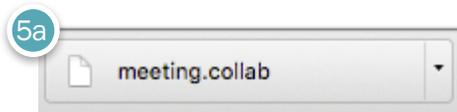


Step 4 Once the launcher is downloaded, double-click to open it. Click “Move to Applications Folder” and close the “About” pop-up window.



Step 5 Click the “meeting.collab” file to open up the session.

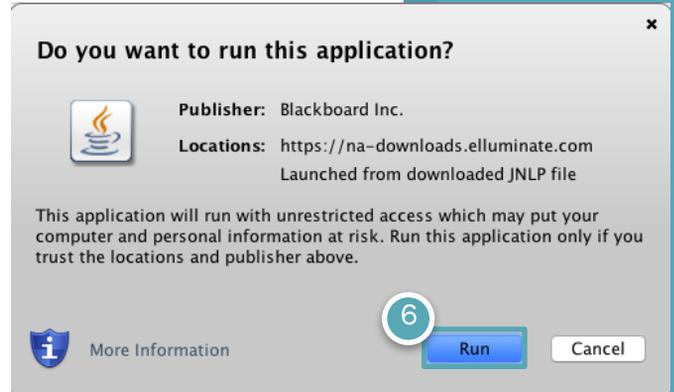
***Note:** You can click directly from the browser (5a) or from your downloads folder (5b).



STUDENT ACCESS

in Blackboard Collaborate

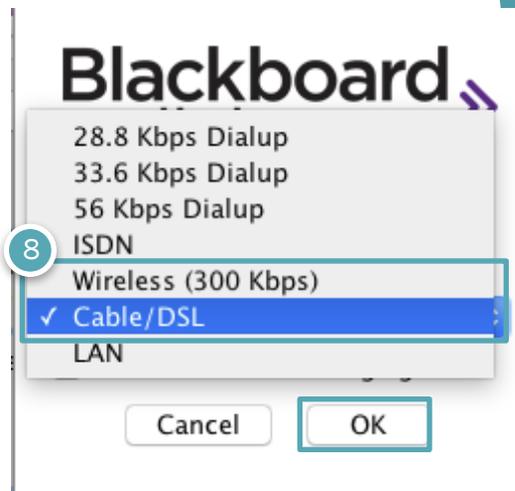
Step 6 Click “Run”



Step 7 Click “Accept”



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



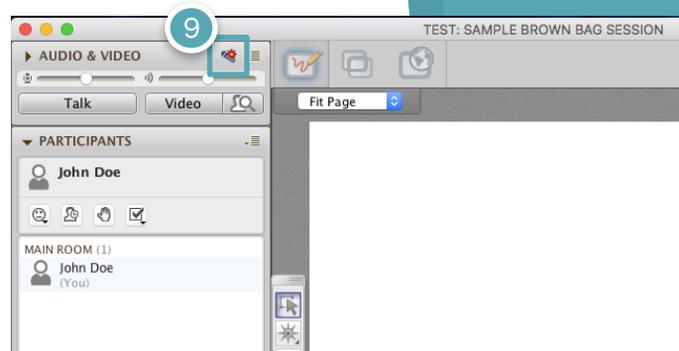
STUDENT ACCESS

in Blackboard Collaborate

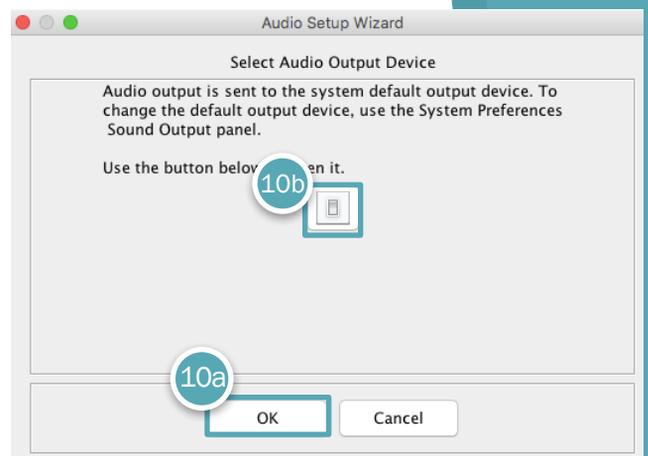
AUDIO SET-UP

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

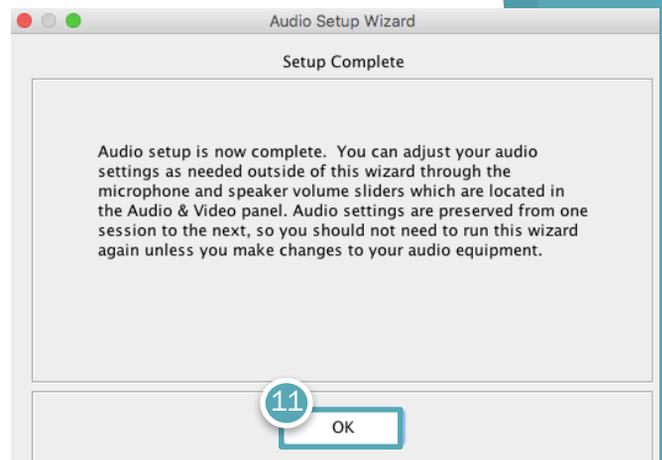
Step 9 Click the “Audio Setup Wizard Icon” in the *Audio & Video* box on the left.



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”



STUDENT ACCESS

in Blackboard Collaborate

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.

