

# STUDENT ACCESS

in Blackboard Collaborate

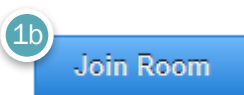
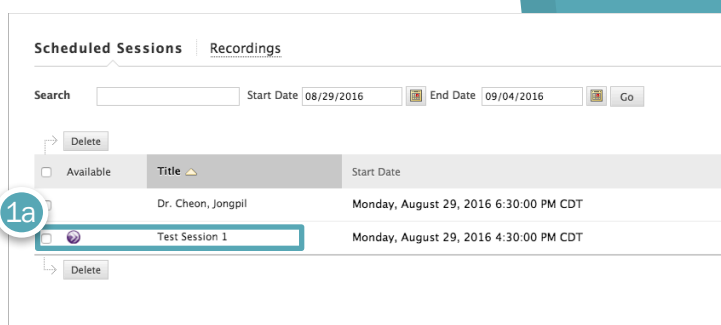
## OVERVIEW

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

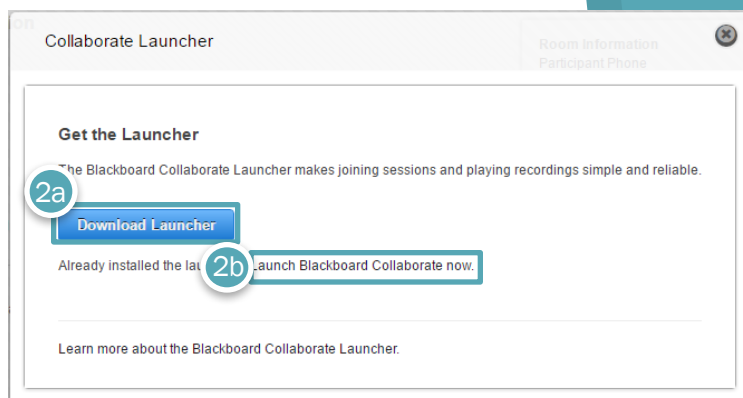
**Step 1** Click the session title (e.g., Test Session 1) (1a)

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.

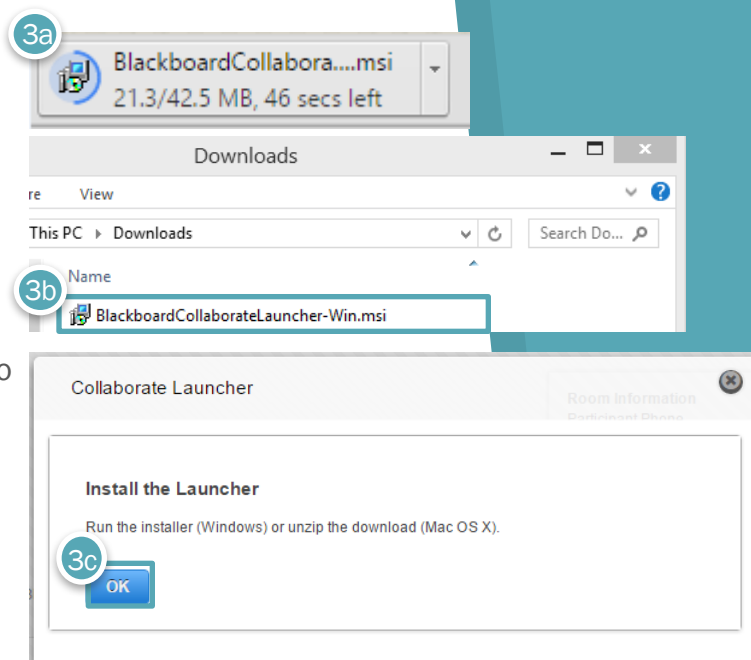


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**Step 3** Click on the downloaded file to install the launcher.

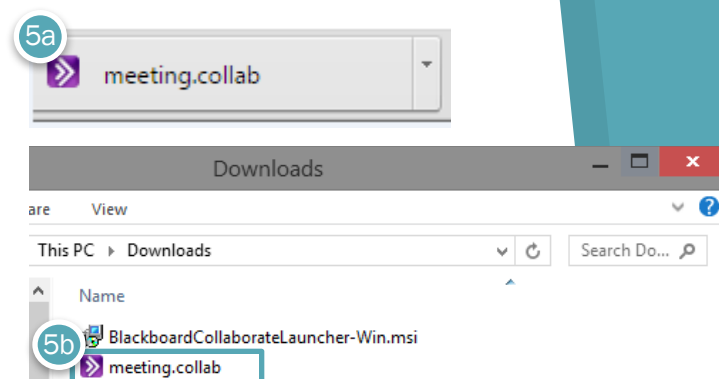
**\*Note:** You can click the file directly from the browser (3a) or from your downloads folder (3b). Click “OK” on the pop-up window to also install the necessary file to enter the session (3c).



**Step 4** Once the launcher is downloaded, double-click to open it.

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

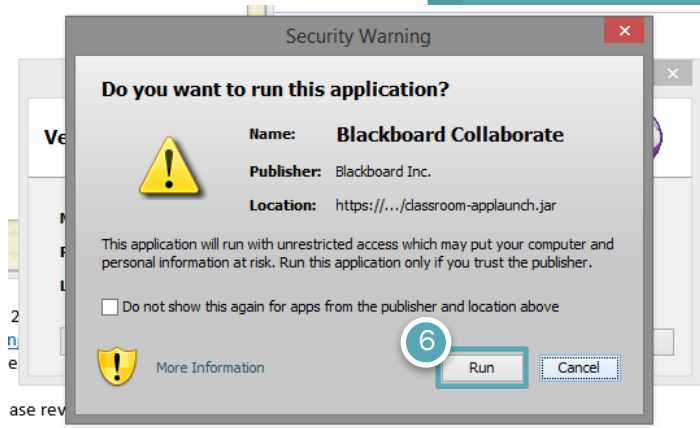
**\*Note:** You can click directly from the browser (5a) or from your downloads folder (5b).



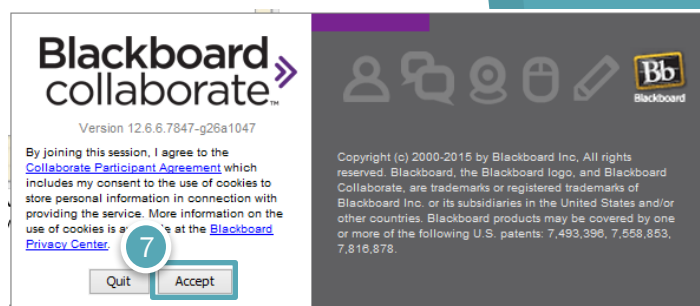
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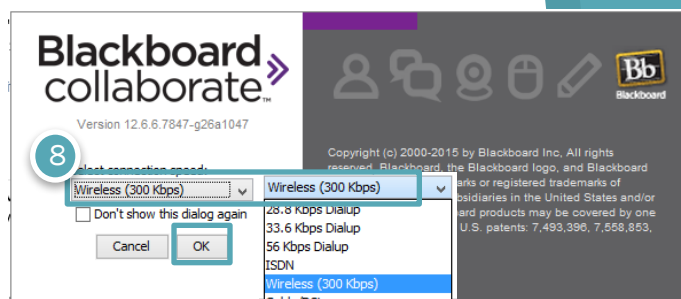
**Step 6** Click “Run”



**Step 7** Click “Accept”



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



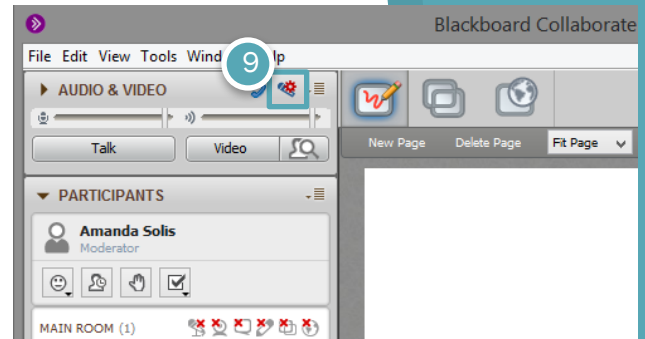
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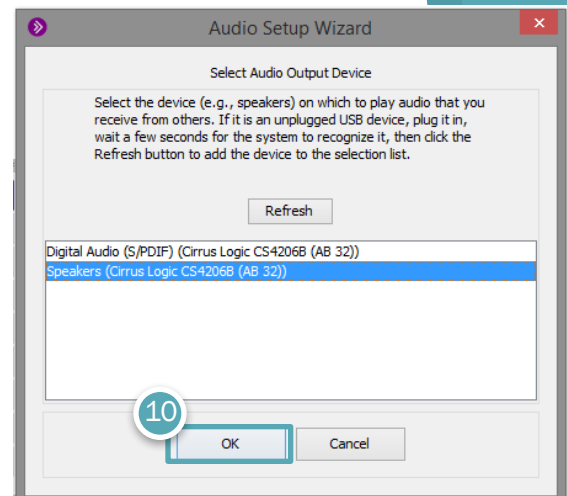
## AUDIO SET-UP

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

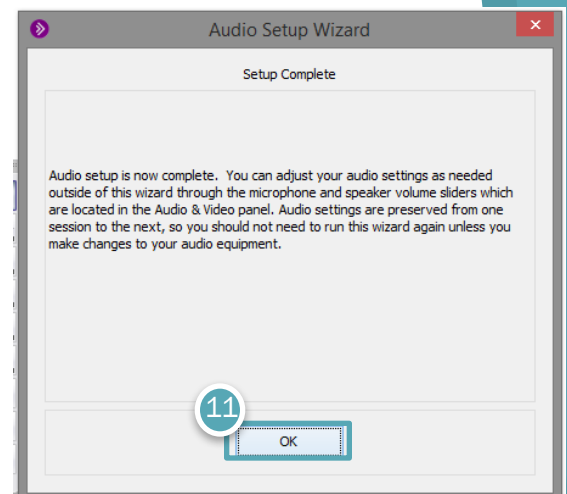
**Step 9** Click the “Audio Setup Wizard Icon” in the *Audio & Video* box on the left.



**Step 10** Select the device you would like to use and click “OK”



**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.

