

# Student's Guide to Blackboard Collaborate

## Joining a Blackboard Collaborate Session

Click on the Blackboard Collaborate Session link:

Table of Contents > Week 1.5 (For Training Activity) > Blackboard Collaborate

Blackboard Collaborate

Sessions Recordings

Filter By: Available Sessions

NAME	START	END
▶ TESTING 10/1	Wed, Oct 1 2014 10:15 AM	None

Click the Join button:

Table of Contents > Week 1.5 (For Training Activity) > Blackboard Collaborate

Blackboard Collaborate

Sessions Recordings

Filter By: Available Sessions

NAME	START	END
▶ TESTING 10/1	Wed, Oct 1 2014 10:15 AM	None

### TESTING 10/1

Join ▶

**Information**

**Participant Dial In**  
571-392-7703 PIN 891 896 710 412

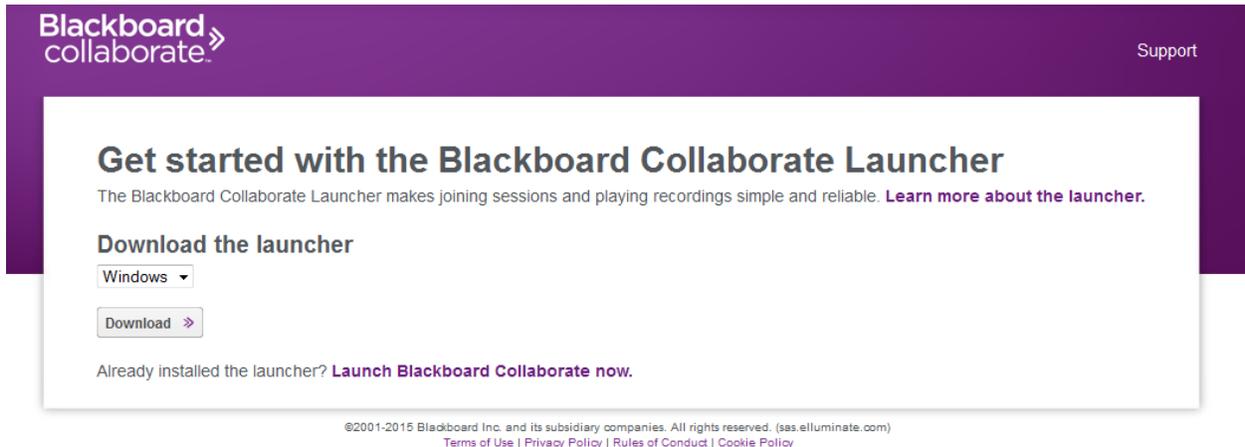
**Start**  
Wed, Oct 1 2014 10:15 AM

**End**  
None

**Early Entry**  
30 minutes

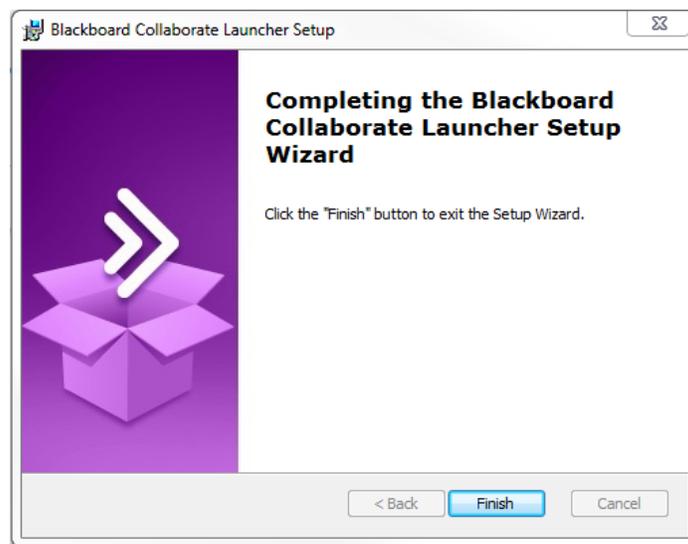
The session has been successfully launched in a new window

You will be prompted to download the Collaborate Launcher. The Launcher is 40.8MB so it may take a few minutes to download depending on your connection speed.



The screenshot shows a web page with a purple header. On the left, the Blackboard Collaborate logo is displayed. On the right, the word "Support" is visible. The main content area has a white background with a purple border. It features a heading "Get started with the Blackboard Collaborate Launcher" followed by a sub-heading "Download the launcher". Below this, there is a dropdown menu set to "Windows" and a "Download" button with a right-pointing arrow. A link "Launch Blackboard Collaborate now." is also present. At the bottom, there is a small copyright notice: "©2001-2015 Blackboard Inc. and its subsidiary companies. All rights reserved. (sas.illuminate.com) Terms of Use | Privacy Policy | Rules of Conduct | Cookie Policy".

Once the download has completed you will need to run the installer and follow the prompts until the installation has completed and then click the Finish button.



Click the Join button to launch the Blackboard Collaborate Session.

**Blackboard**  
collaborate

Support

## Downloading Installer

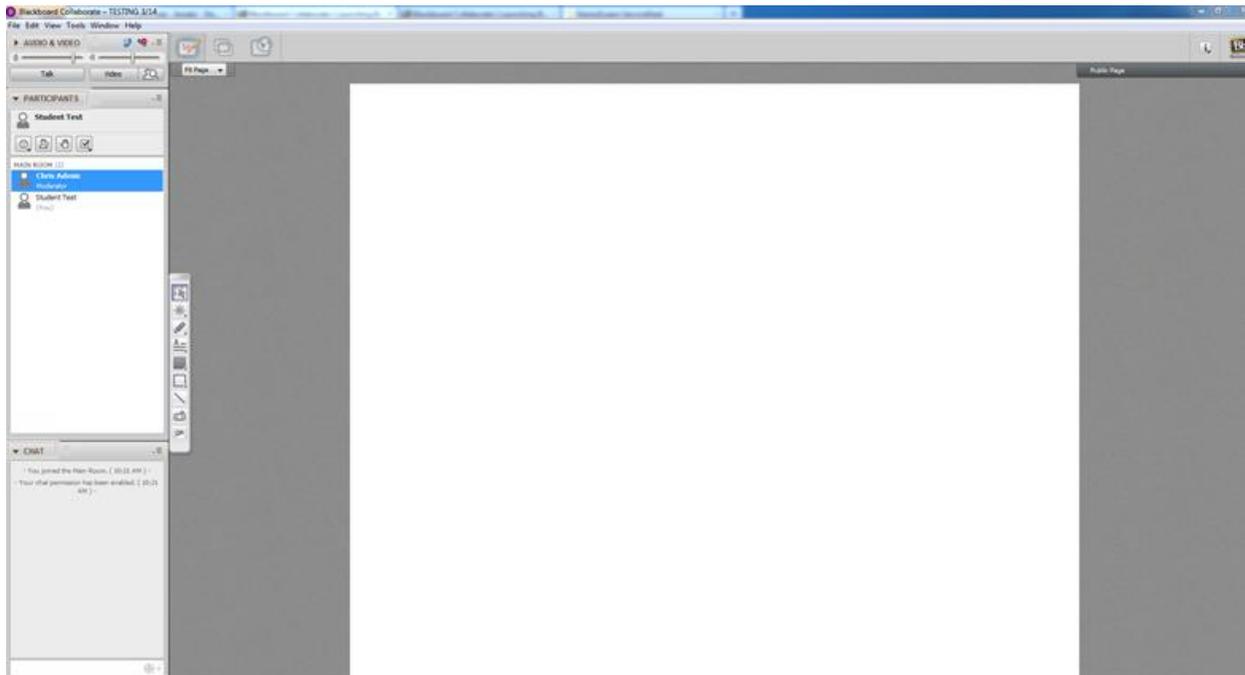
When the installer is finished downloading, complete the following steps:

1. Run the installer.
2. Click Join to launch your session.

[Join >](#)

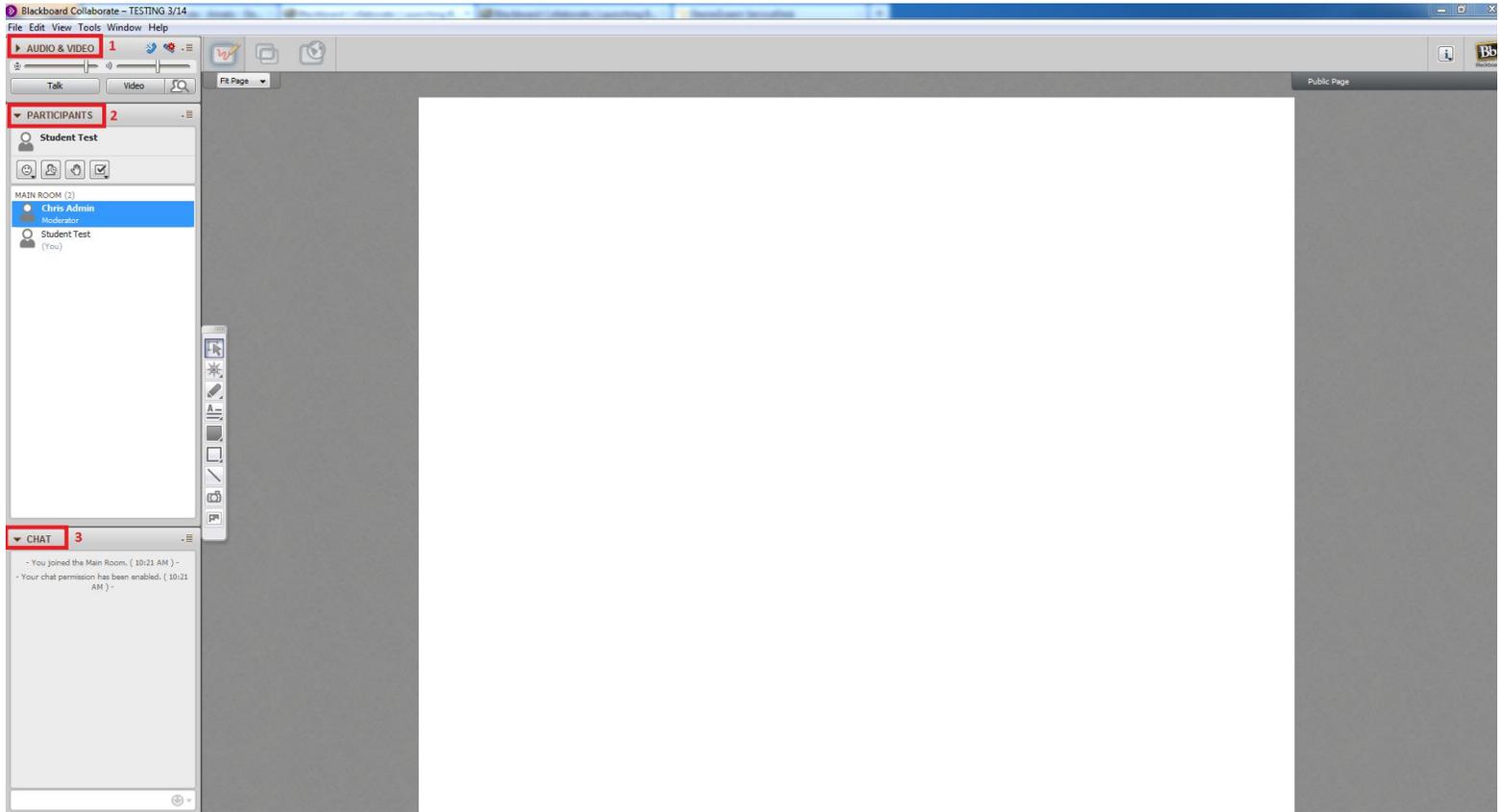
[Need help with this?](#)

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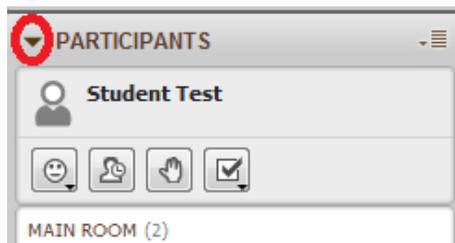


# Blackboard Collaborate

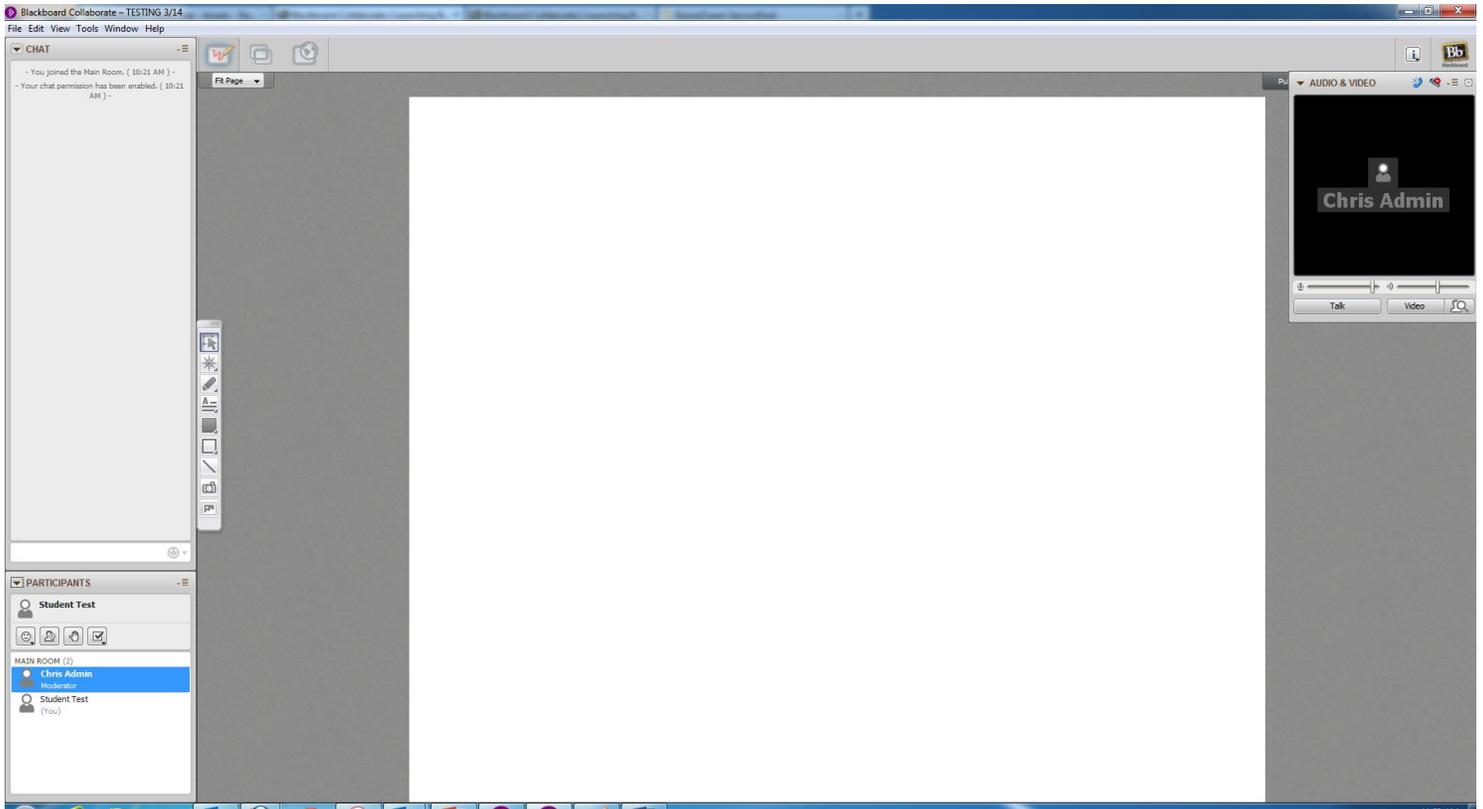
**Default Screen Layout/Orientation** – upon joining a Collaborate session, you will see the default screen layout below: (Please note: depending upon how the instructor has configured the Collaborate session, some of the menu options may or may not appear as pictured here.)



To the left of the screen are 3 customizable windows (pictured above) – the Audio & Video window (1), the Participants window (2) and the Chat window (3). Each of these windows can be expanded or collapsed by the toggle arrow located in the top left of the window title.



These windows can also be moved to a new location on the screen by clicking an empty spot in the gray area at the top of the window and dragging the window to a desired location. The windows can also be resized to display more or less information depending on your preference.

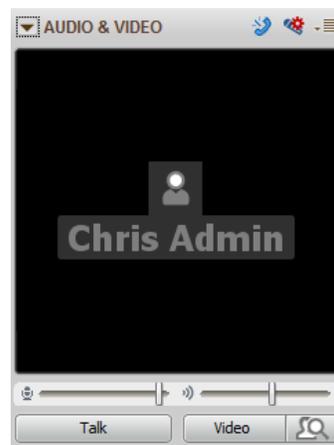


## Audio & Video

This window controls the options for your audio and video connection and interaction.

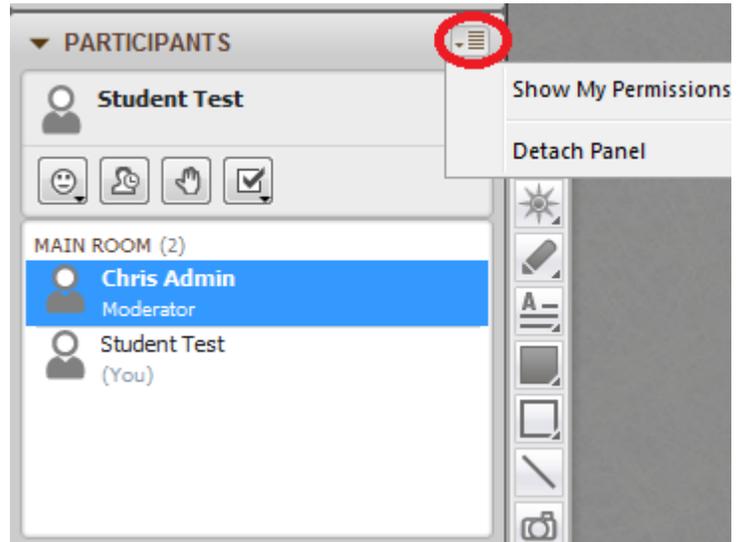
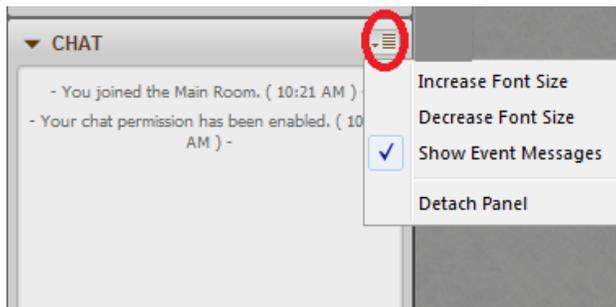
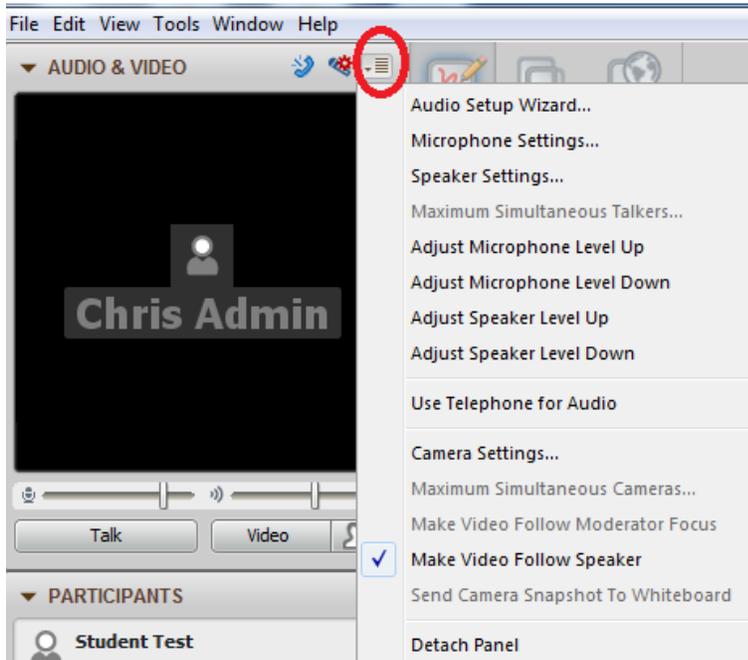


(Audio & Video window collapsed view)



(Audio & Video window expanded view with video preview)

You can access the menu options for any window by clicking the menu icon in the top right corner of the window.



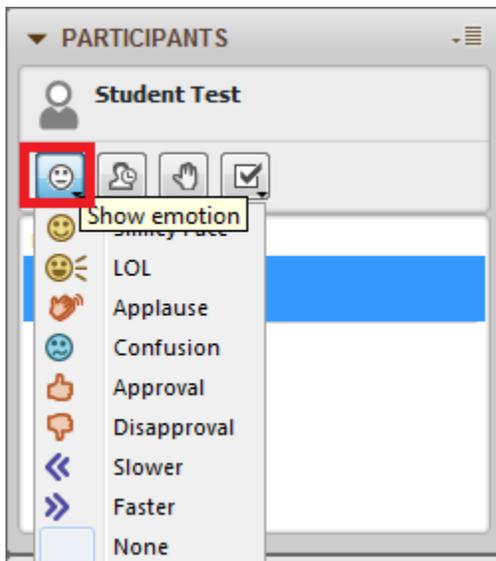
To enable/disable your computer's microphone simply click on the Talk button. To enable/disable your webcam click on the Video button. These two buttons can be toggled on/off as needed during the Collaborate session.



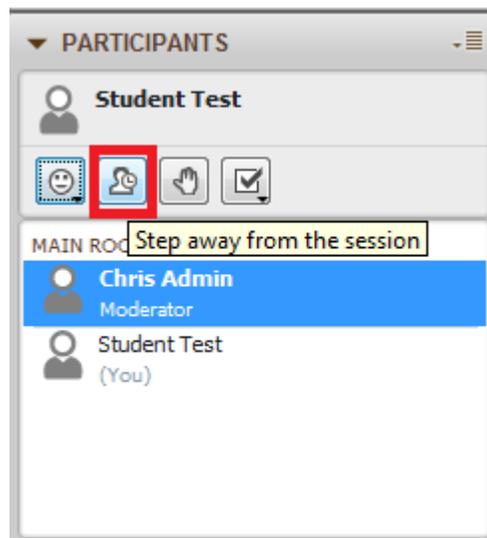
## Participants

The Participants window provides a listing of all participants in the Collaborate room as well as offering several methods for interaction and feedback with the instructor.

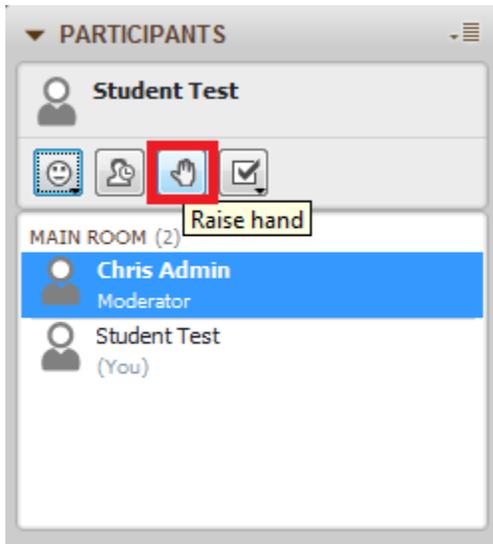
The first icon allows participants to show emotion by a variety of available emoticons.



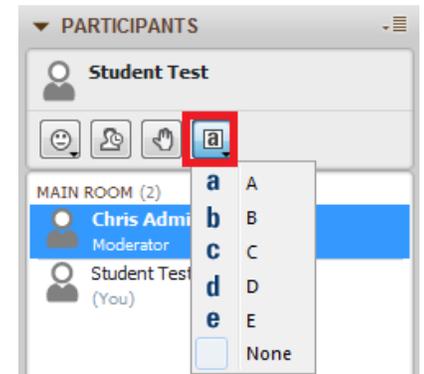
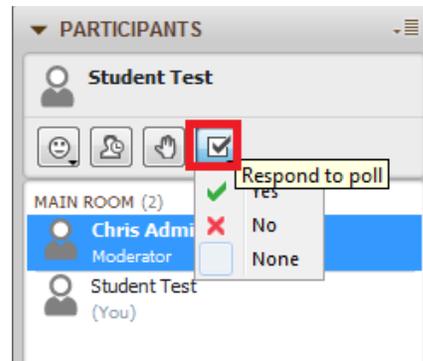
The second icon is used to notify the instructor a participant has temporarily stepped away from the session.



The third icon is used to virtually raise the hand of a participant which notifies the instructor that a participant has a question, a comment, or would like to use the microphone.

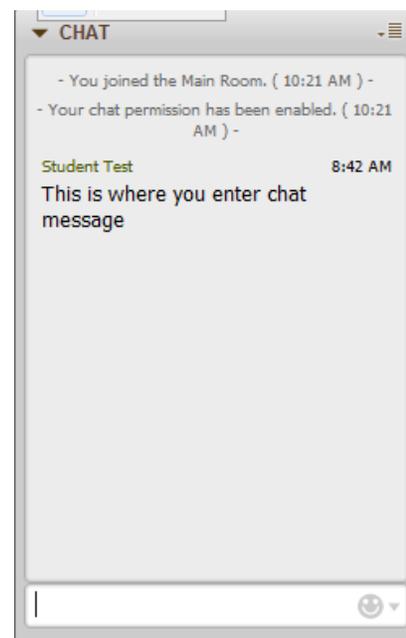
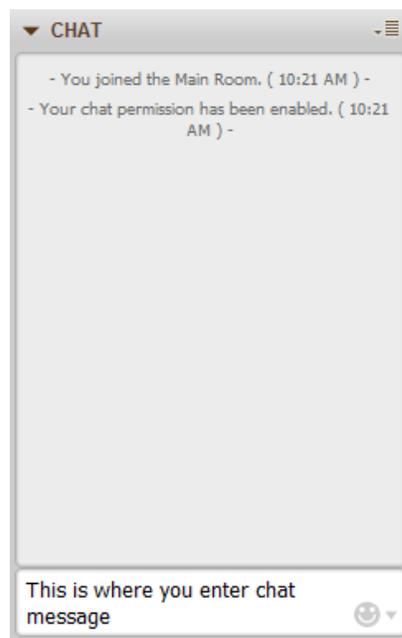


The fourth icon is used to answer polling questions and the response options may vary based on the question type

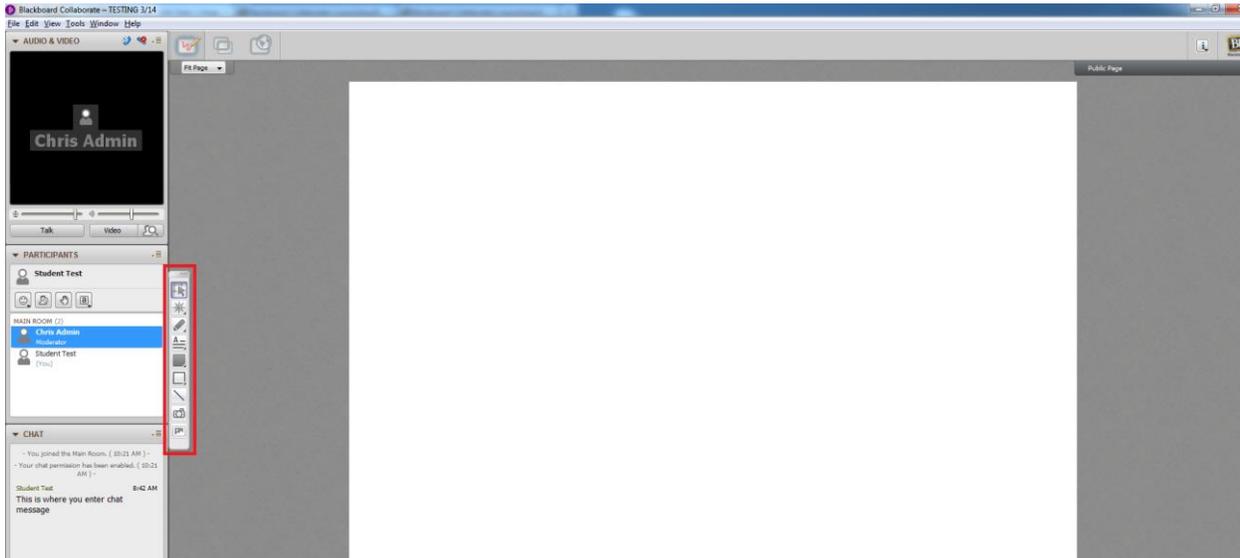


## Chat

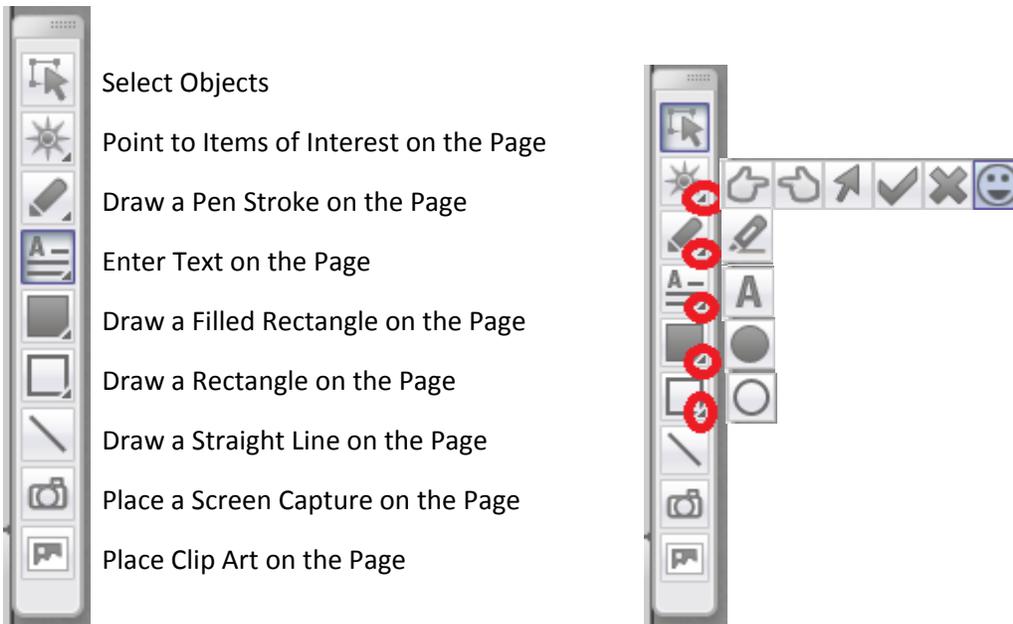
A participant may interact via the chat window by typing a message in the space at the bottom of the window and a running history of all chat will appear in the chat area above.



## Whiteboard Floating Toolbar



The whiteboard floating toolbar has several options for interacting with the whiteboard workspace. Several toolbar options have expanded options that can be accessed by clicking the arrow in the bottom right corner of the menu icon.



Select Objects

Point to Items of Interest on the Page

Draw a Pen Stroke on the Page

Enter Text on the Page

Draw a Filled Rectangle on the Page

Draw a Rectangle on the Page

Draw a Straight Line on the Page

Place a Screen Capture on the Page

Place Clip Art on the Page