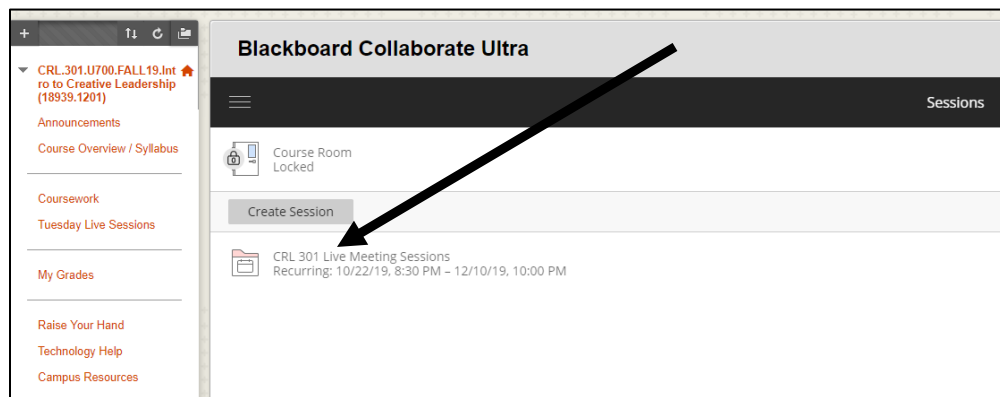


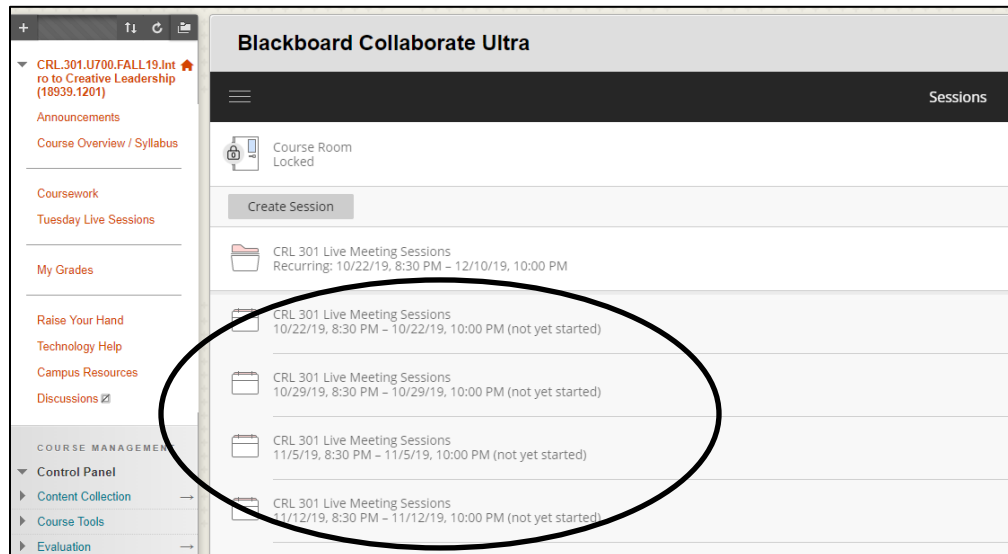
Blackboard Collaborate Live Session Checklist

Start the session:

- If using an external microphone and camera, connect them to your computer before you start your browser.
- Open **Chrome** browser, login to Blackboard and enter your course.
(**Note:** Blackboard Collaborate does not work in Internet Explorer. Google Chrome is the preferred browser on both Apple and PC computers)
 - Select the link for Online Meetings in the navigation on the left
 - Click the Live Sessions folder to display a link for each week.



- Select the Live Session **for the current week** from the Weekly list.




- Select the **Join session** button



- Select **Join from a browser**

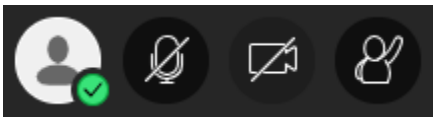
Your audio and video settings will be evaluated as you enter the session. If you are unsure of your connection, check your audio and video settings

Note: Your browser may ask you to allow it to use the computer’s camera and audio. Please allow it.

- Open the Collaborate panel (see screen shot below)
- Select the My Settings icon 
- Under Audio and Video Setting, select “Set up your camera and microphone”

Have any files you will be using during the session in an easily accessible location on your computer.

Click on the microphone and video icons at the bottom of the page to turn them on



OFF



ON

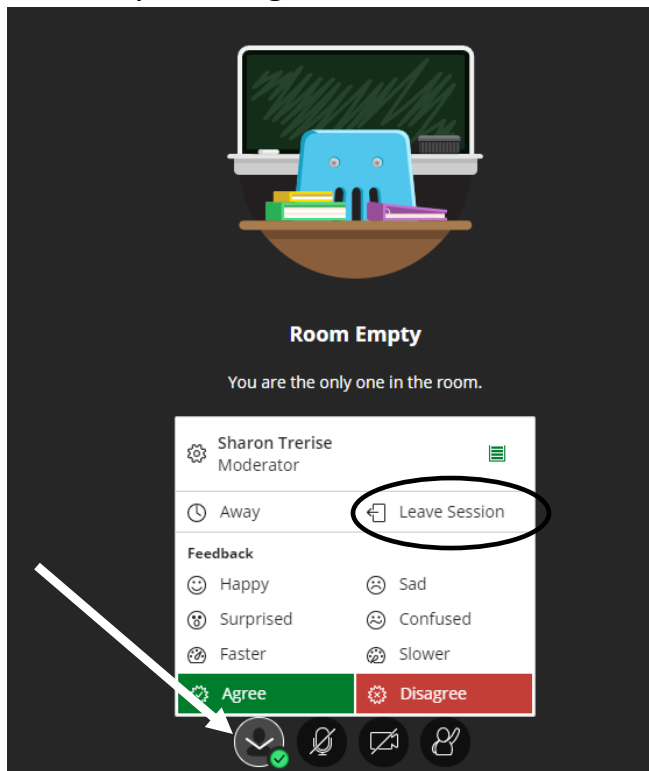
Session Etiquette

- Log into the session a few minutes early to make sure your technology is ready to go when the session starts.
- To reduce background noise, mute your microphone when you are not speaking
- Be attentive and respectful.
- “Raise your hand” to signal you would like to comment or ask a question.



Leave the Session

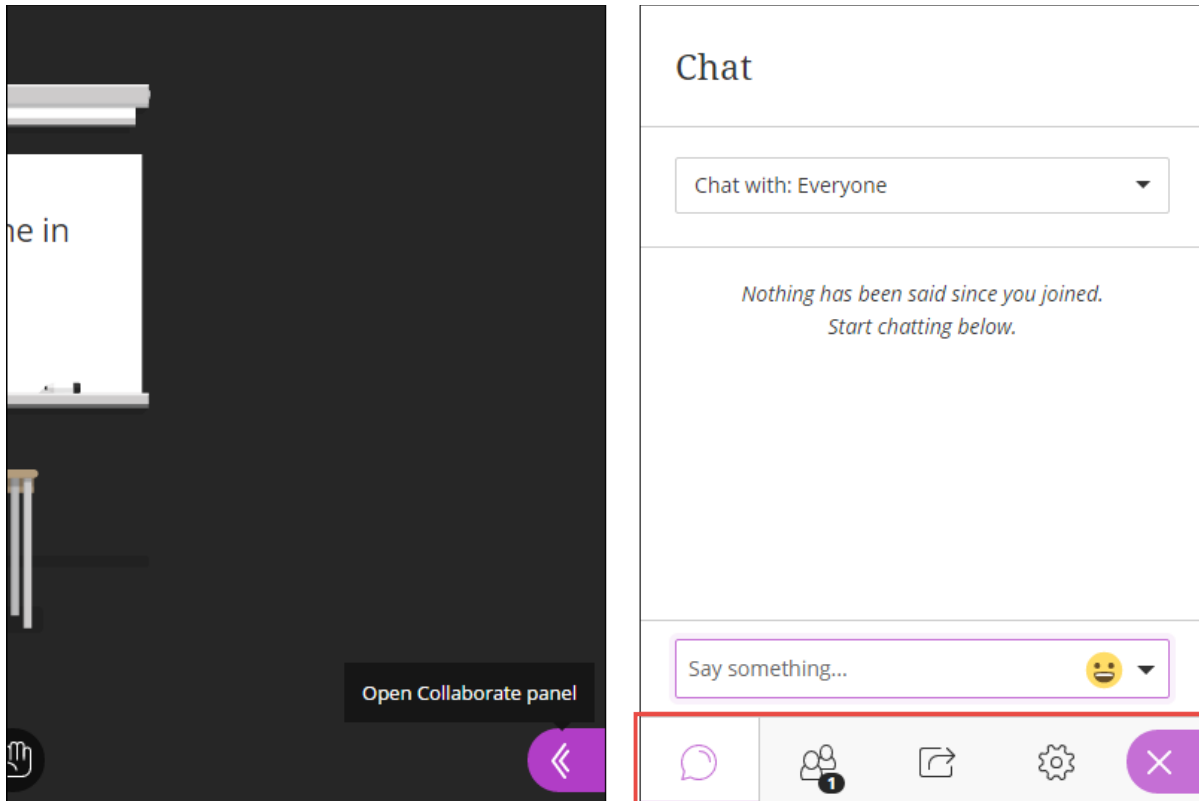
- ☐ Click on your image icon at the bottom of the page, select “Leave Session”



- ☐ Close the browser window.

Collaboration Panel Tools

These tools are found in the Collaboration Panel, by opening the menu from purple tab in the bottom-right corner of the screen.



Allows you to communicate via text with other participants in the session.



Shows all other participants in the session. You may choose to leave the *Attendees* panel open during the session. This can be done in two ways:

- Open the Collaborate panel and drag-and-drop the *Participants* icon to the main stage.
- Open the Collaborate panel and select *Participants*. Select *More options* at the top of the panel. Select *Detach Panel*.

You can close the panel by selecting *Merge panel* from the *More Options* link, or by simply dragging and dropping the Participants panel back to the Collaborate panel.



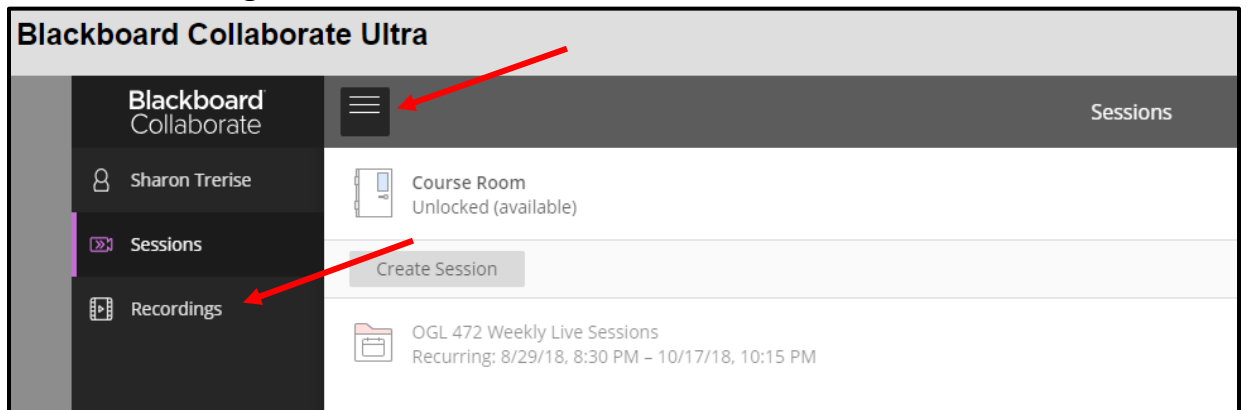
Allows you to view content moderators and presenters have shared with the session.



Change audio/video settings, or notification options. **Get the phone number and PIN for participating in the audio portion of the session on your phone.**

View Live Session Recordings

- Open your course in Blackboard
- Select the link for Online Meetings in the menu on the left
- Click on the menu icon in the upper left corner.
- Select Recordings from the menu



- Select the recording for the date of the session you wish to view and click the “Watch Now” button.

For more information, see [Collaborate Ultra Help for Participants](#)

Notes

- If participating by phone instead of using the microphone on your computer, mute your phone by clicking on the phone icon next to your name in the Attendee list.
 - Attendees can only dial-in to a session on their phone if there is at least one attendee in the session already.
- Keystrokes for turning audio and video on and off
 - Alt + M = turn on & off microphone
 - Alt + C = turn on and off camera
- Sharing files: maximum file size = 60 MB, maximum total uploads = 125 MB
- To keep the attendees panel open at all times:
 - Open the Collaborate Panel
 - Drag & drop the *Attendees* icon onto the main stage.
 - To close the Attendees panel, select the Options icon then Merge panel
- Students can participate in Collaborate sessions from the Blackboard Student mobile app.
 - On a mobile device, to mute and unmute use *6