

# **Blackboard Collaborate For Students**

# 1. Understanding How to Use BBCU

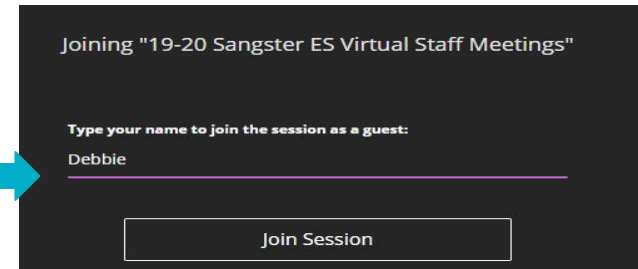
## What is Blackboard Collaborate Ultra?

- Blackboard Collaborate is a real-time video conferencing tool.
- The moderator (teacher) can share files, applications windows, and a virtual whiteboard to interact with participants.
- Collaborate Ultra opens right in your browser, so you don't have to install any software to join a session.
- You should use the Chrome browser on a computer. If it is not your default browser you can copy/paste the URL into a Chrome browser address bar.
- Blackboard Collaborate will also work on a phone or tablet.
- Teachers will share the “classroom” link with students.

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## Getting started:

- Open the Collaborate session link from your teacher in **Google Chrome**
- Enter your name and **Join Session**
- Mute your microphone
- Mute your video

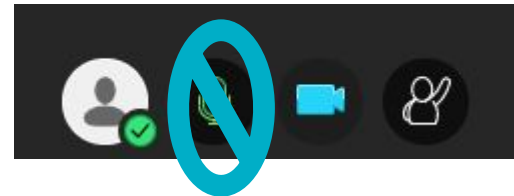


Joining "19-20 Sangster ES Virtual Staff Meetings"

Type your name to join the session as a guest:

Debbie

Join Session



Mute

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## Uh—Oh!!! We're unable to connect!

If you see this screen, press **F5 (Refresh)** and you will be able to logon.



**Uh-oh! We're unable to connect you to the session.**

Try reconnecting or contacting the session administrator.

Failure Code: J10

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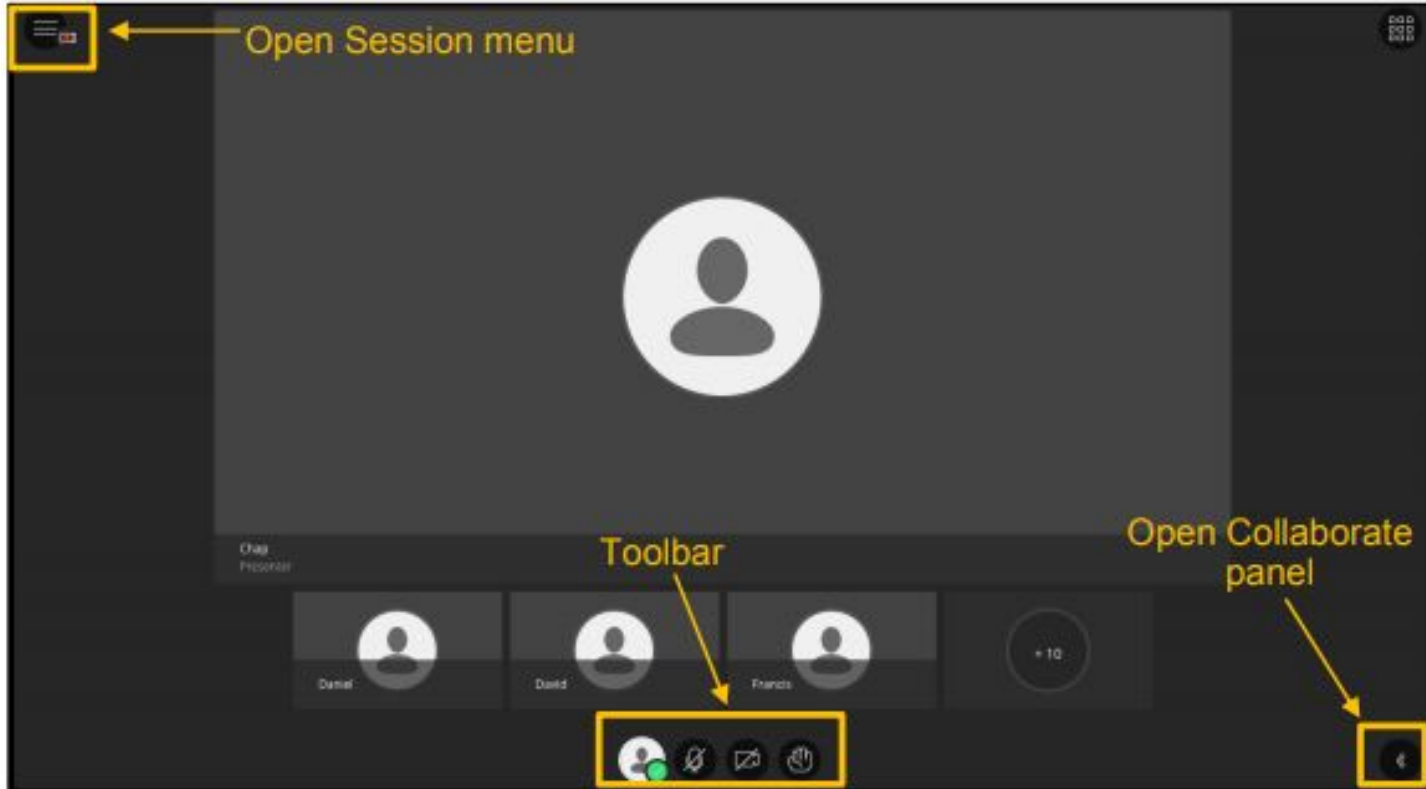
Be patient... others will join.

## Only one in the room:












The screenshot displays a Zoom meeting interface. At the top left, an information icon (i) is followed by the text: "Jump in and get started! Set up your microphone and camera so you can start collaborating. You can do this later. You need to do this at least once to use audio in future sessions." In the top right corner, there are two buttons: "No" and "Yes", with the "Yes" button highlighted by a red rectangular box. The main area of the screen shows a virtual classroom scene with a whiteboard that reads "You are the only one in the room." Below the whiteboard is a desk with a blue chair. At the bottom of the screen, there is a toolbar with icons for video, mute, chat, and hand raise. On the right side, there is a chat area with the text: "Nothing has been said since you joined. Start chatting below." At the bottom right of the chat area, there is a text input field with the placeholder "Say something..." and a smiley face emoji icon.

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## What the screen looks like.



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Tool	Description
<p>Audio</p>  	<p>Turn your audio on. Lines through the microphone icon means that it is turned off. Select <i>Share Audio</i> to turn it on.</p> <p> <i>With your keyboard, press Alt + M to turn your microphone on and off.</i></p> <p><b>Please mute your microphone unless you are asking a question.</b></p>
<p>Video</p>  	<p>Turn your video on. Lines through the camera icon means that it is turned off. Select <i>Share Video</i> to turn it on.</p> <p> <i>With your keyboard, press Alt + C to turn your camera on and off.</i></p> <p><b>*Video is optional*</b></p>
<p>Hand raise</p>  	<p>Raise your hand to answer a question or get another moderator's attention. Select <i>Raise Hand</i>.</p> <p> <i>With your keyboard, press Alt + H.</i></p> <p><b>If you have a question, raise your hand and wait for your teacher to call on you.</b></p>
<p>Collaborate panel</p> 	<p>Open the Collaborate panel.</p> <p><b>Located at the bottom right of your screen.</b> <b>Click on these arrows to see the session chat.</b></p>
<p>Session menu</p> 	<p>Open the Session menu.</p> <p><b>Located at the top left of your screen.</b> <b>Click here to leave a session</b></p>

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## Audio & Video:

### Audio



Click on the microphone to share audio, the microphone will turn green to show microphone is active. Click the microphone again to turn off the audio

### Video



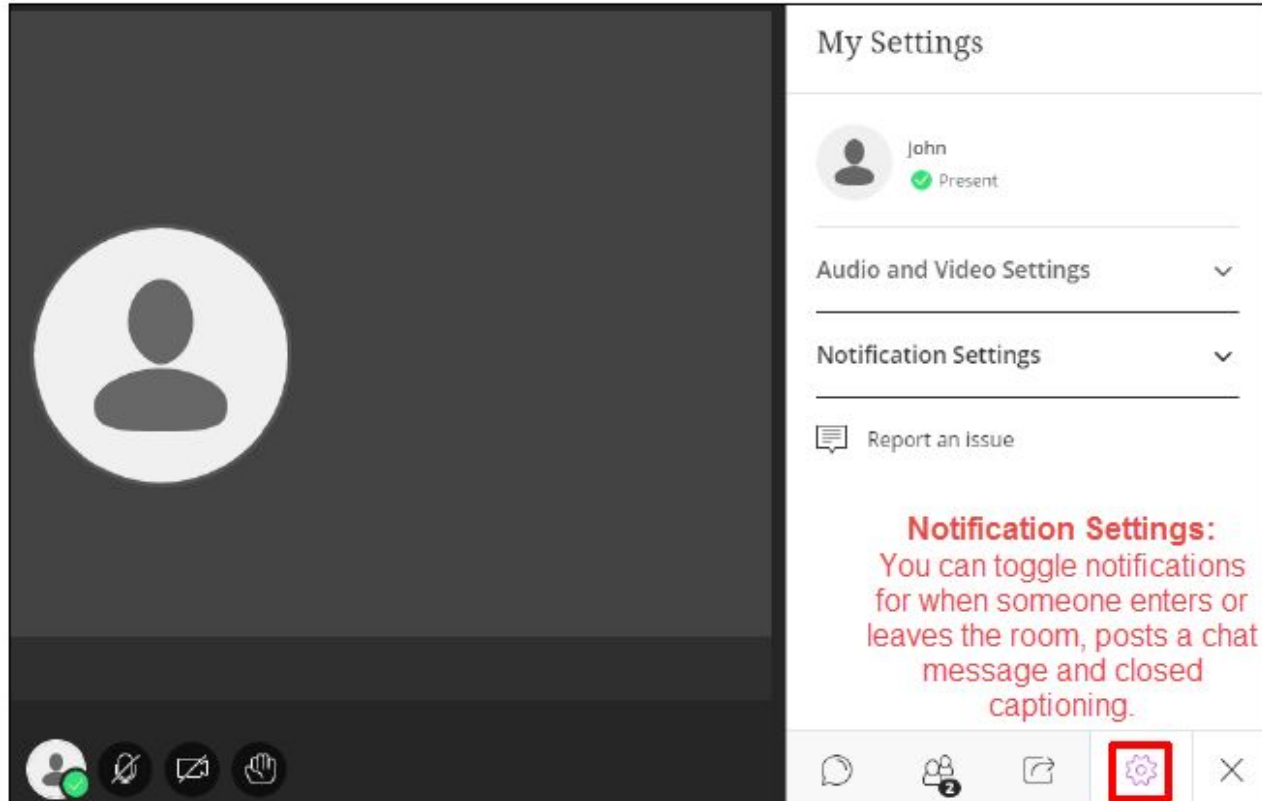
Click on the camcorder to share video. The share video button will turn blue when active.

Click on the camcorder again to turn off video sharing.

**You should begin every session with your microphone and video muted! Wait for the moderator to give instructions for when it is appropriate to turn these features on.**



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My Settings

John  
Present

Audio and Video Settings

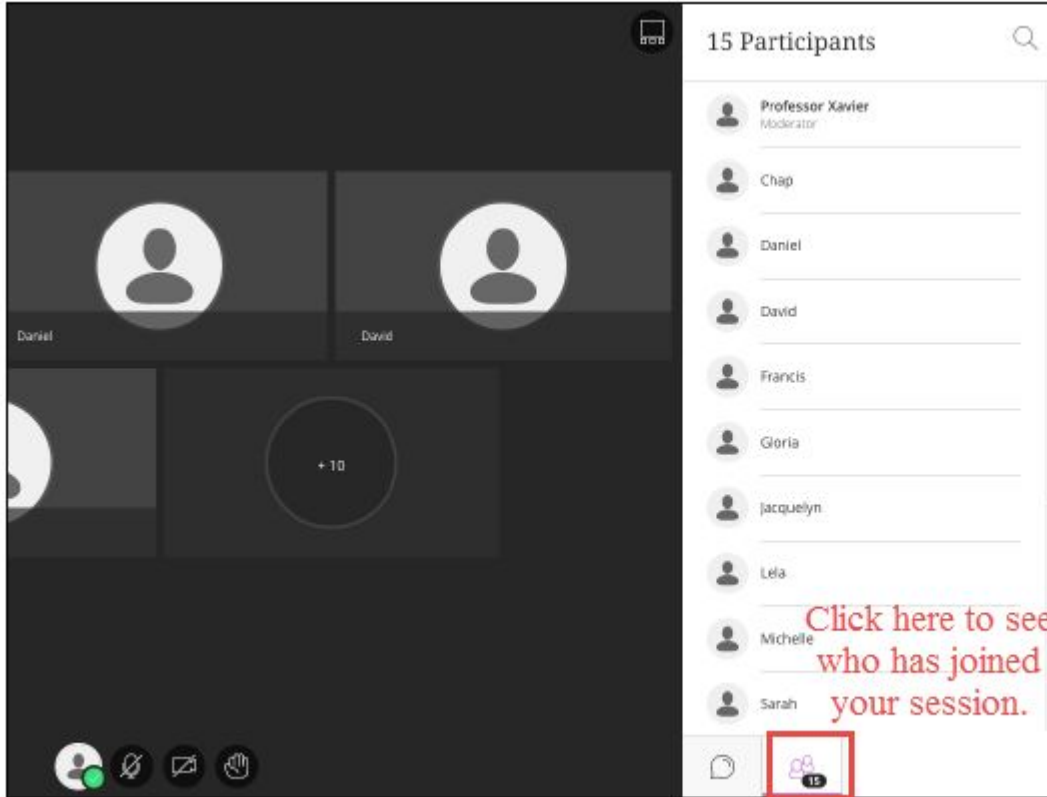
Notification Settings

Report an Issue

**Notification Settings:**  
You can toggle notifications for when someone enters or leaves the room, posts a chat message and closed captioning.

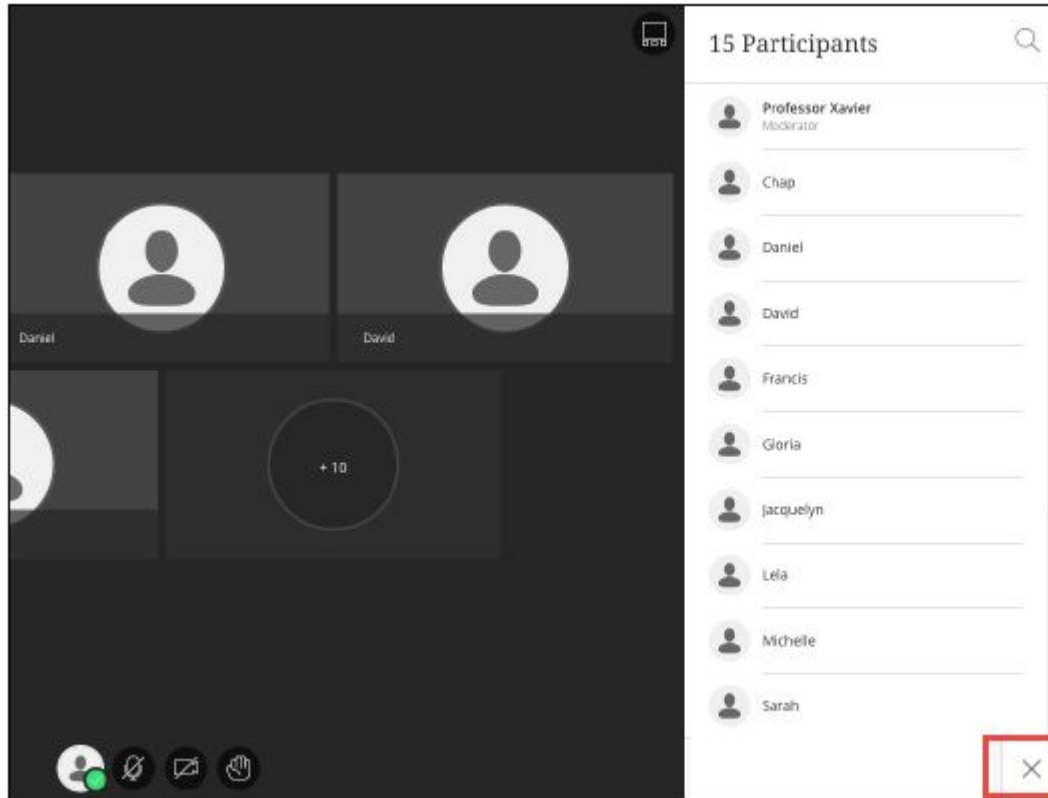
In the Settings menu (gear icon) you can choose to change your Notification Settings.

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**Open the Collaborate panel and click the people icon to see the participant list.**

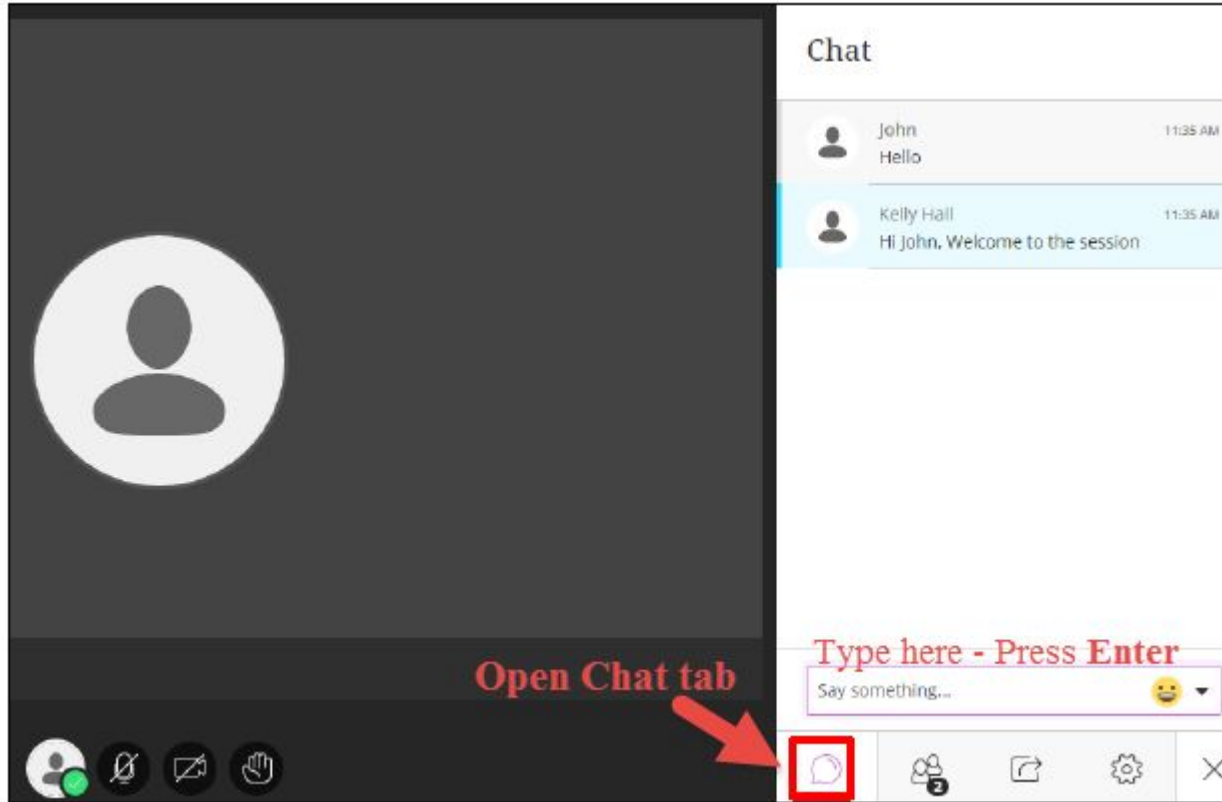
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**You can close the Collaborate panel by clicking the X.**

**Click on the "X" to close the Collaborate Panel**

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**If Chat is available you can say hello to other participants.**

**Tip:**

If your Chat tab is not open a **red number** appears on the Open Chat button at the bottom of the Collaborate panel when a new message arrives.

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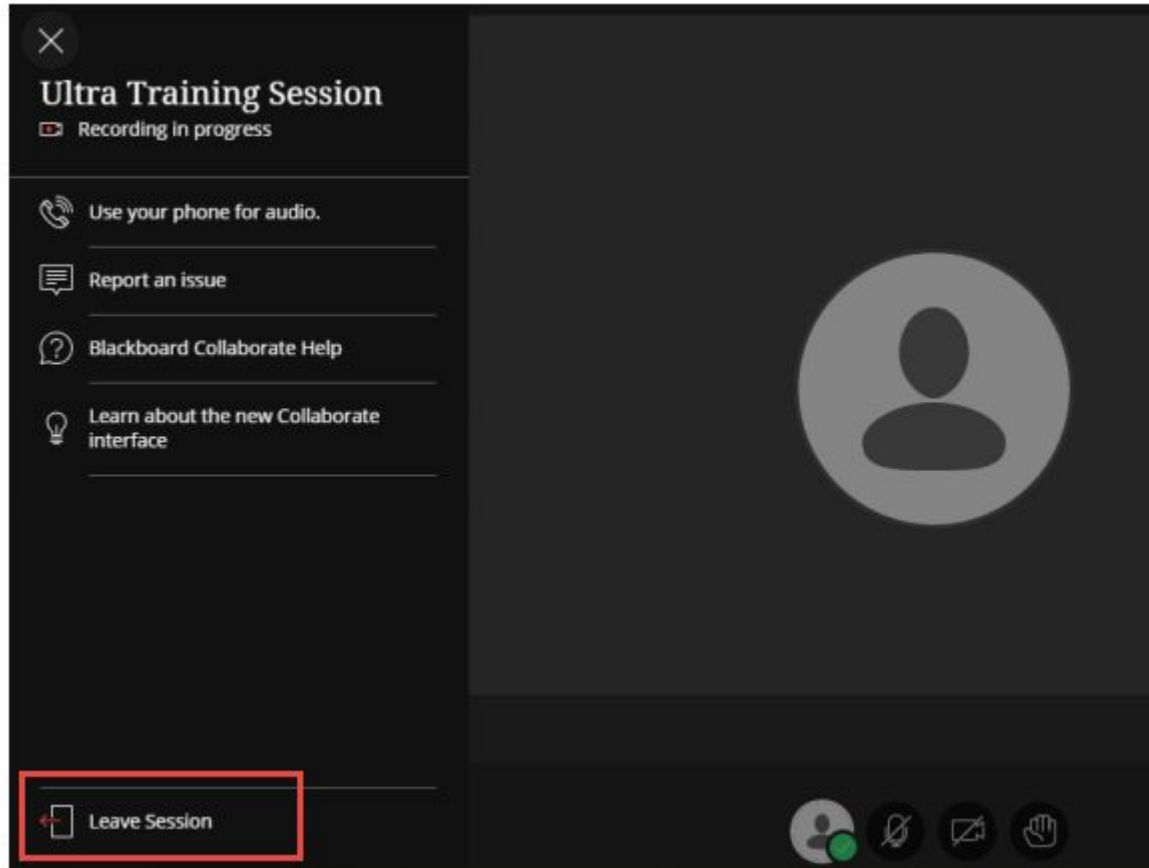
## Raise your hand:



Click on the hand to 'raise' your hand, click on it again to lower your hand.

Wait for the moderator to call on you before un-muting your microphone to ask your question.

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**Click the Session Menu and choose Leave Session to leave. Close your browser tab.**