

Blackboard Collaborate Participant Instructions

Blackboard Collaborate is an online meeting tool included with CNU's Blackboard (Scholar) system. If you've been invited to attend a Collaborate session, these instructions should give you what you need in order to connect to and participate in the session.

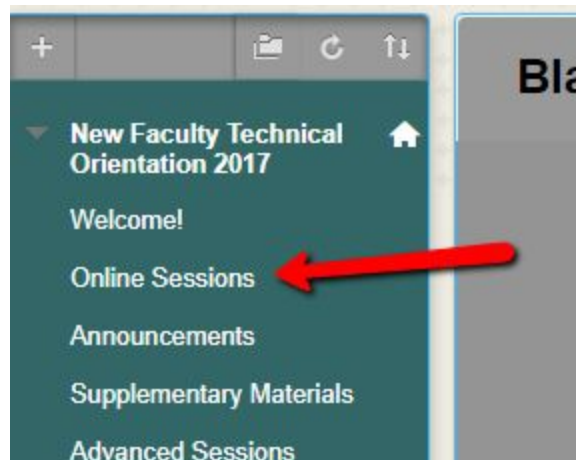
System Requirements

To use Collaborate you need the following things:

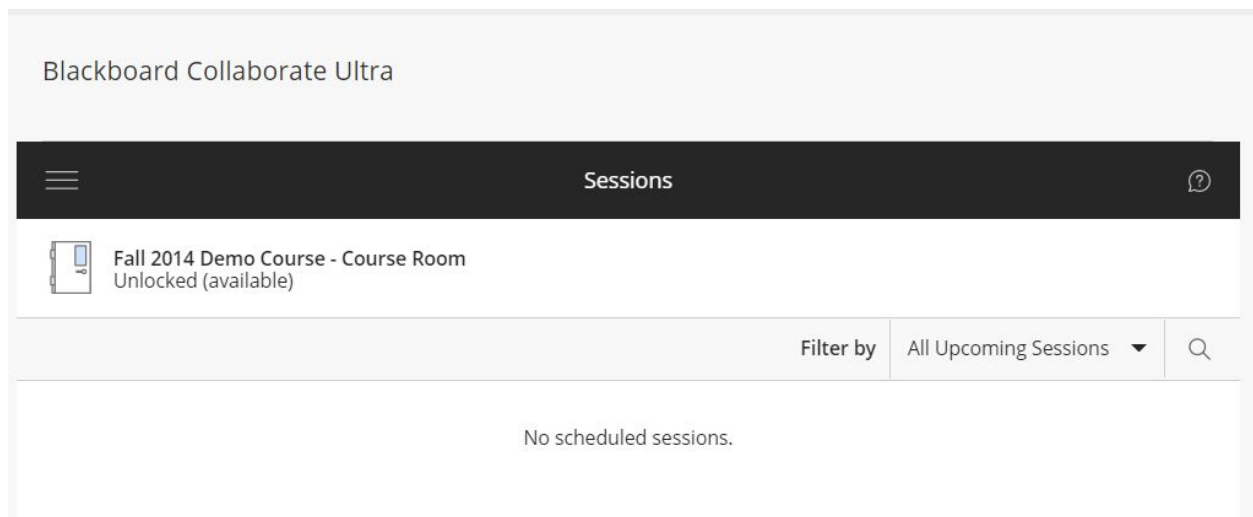
- Google Chrome: other browsers may work, but Chrome works with no additional downloads or software installs. Firefox mostly works, but you are currently unable to use your computer microphone to speak to other attendees.
 - If you prefer to use a mobile device, you can use the Blackboard app to access Collaborate sessions
- If you want to share video, you'll need a webcam.
- You have several choices for audio:
 - A computer headset with a USB connection is best
 - You can also use the microphone and speakers that came on your computer (if you have a laptop). This may be acceptable if you don't plan on talking much, but you may have poor audio quality if you do a lot of talking.
 - If you don't want to use your computer for audio, you can call in and use your phone.

Joining a Session

Your instructor will have set up the Collaborate space as part of your Scholar course. Once they do, click on the link they provide to access the tool (it may be called Online Meetings, Collaborate or something similar. If you're not sure which link it is, ask your instructor).

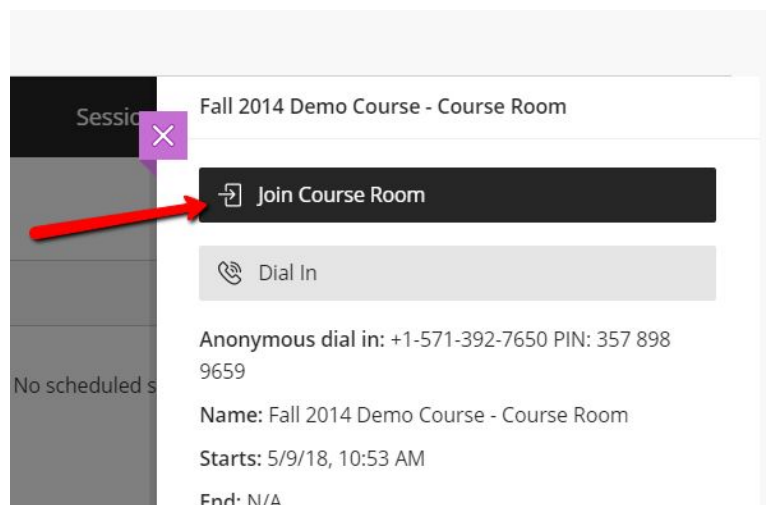


Once there, you'll see the following screen.



There are two types of Collaborate meeting room that the owner may have created: the Course Room and individual sessions.

If you've not been informed of a specific session, click on the name of the course room. This will open up a sidebar with a button that will allow you to join the general Course Room.



If you have been invited to a specific session, click the name of the session in the list below the course room.

Create Session		
Name	Starts	Ends
CNU Scholar Basics Session 2	8/10/17, 10:00 AM	8/10/17, 11:00 AM

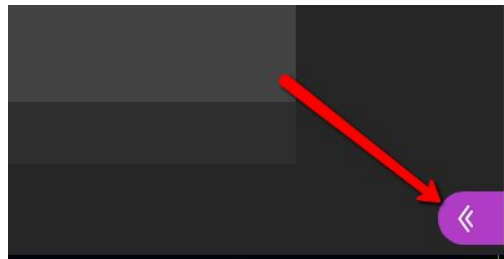
Participating in a Session

Either way, you'll be taken into a session in a new tab on your browser. Because you joined through Scholar, your displayed name will be identical to what it's listed as in Scholar. If that name or title is incorrect, please contact the Registrar's Office at 594-7155 and let them know your name is incorrect in **BANNER** (all of your information in Scholar is drawn directly from Banner, so Academic Technologies cannot reset it).

Setting up your Camera and Microphone

Initial Setup

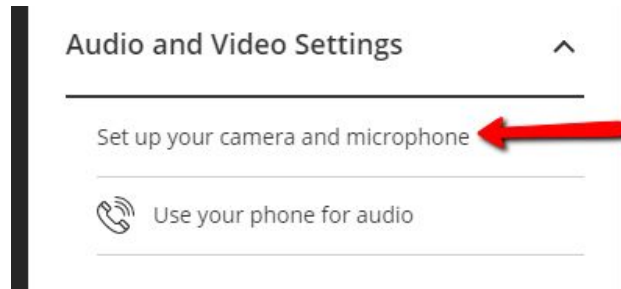
The first time you sign in to Collaborate, you'll need to set up your webcam and microphone. This will only need to be done once on each computer/web browser that you use to access Collaborate. To do so, click the purple area with the arrow at the bottom-right of your screen.



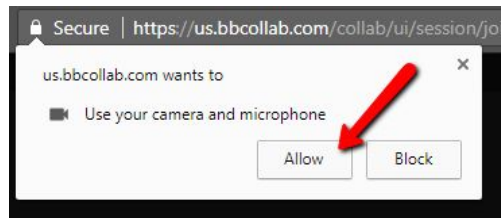
This will bring up the Collaborate Panel. Click the gear icon on the panel to open the settings menu.



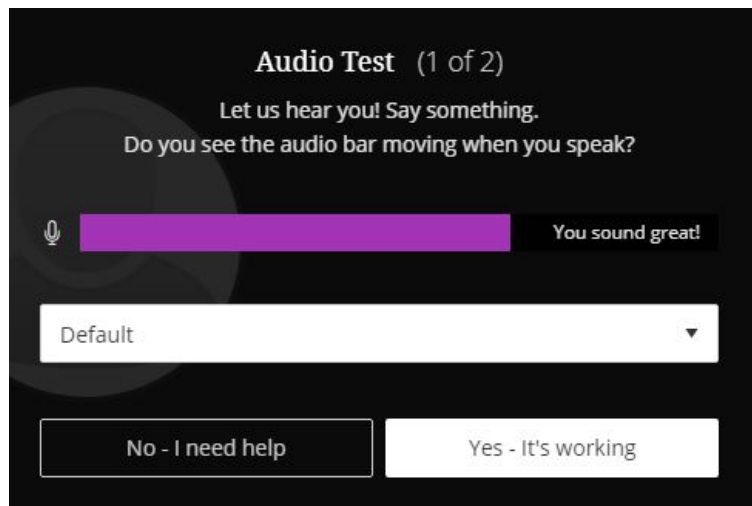
From there, click "Set up your camera and microphone".



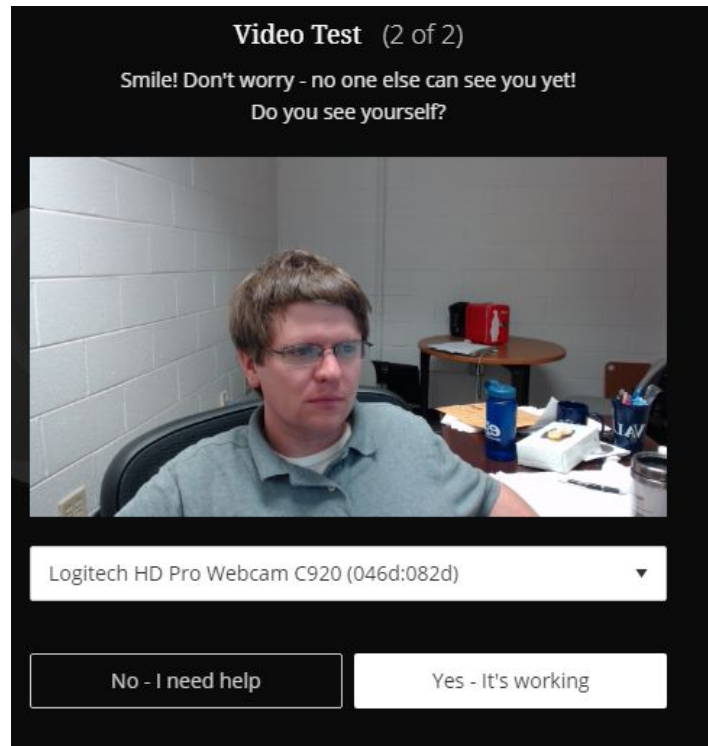
If you're using Chrome or Firefox, a box will pop up asking whether you want to allow Collaborate to use your camera and microphone. Choose Yes or Allow.



You'll then see the audio test. You can select the microphone to use with the drop down menu under the purple bar. If you see the purple bar moving, the microphone is picking up sound. Once you've got your microphone set properly, click "Yes - It's working" to continue.



You'll then be able to access your webcam. Choose the proper camera from the dropdown, and click "Yes - It's working".



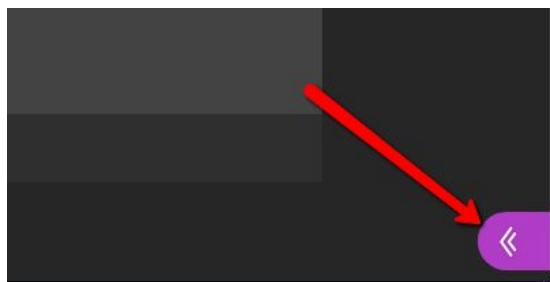
Your camera and microphone will be set up and ready for you to use if/when you need them.

Communicating through Collaborate

When you sign in to Collaborate, you start muted and with your video off. To turn your mic and/or video on, you can use the links at the bottom of the window.



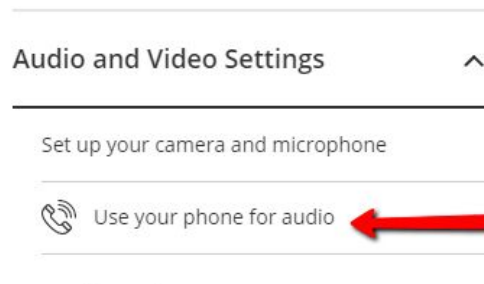
If you prefer to use your phone for audio, you can do so as well. Open the Collaborate Panel.



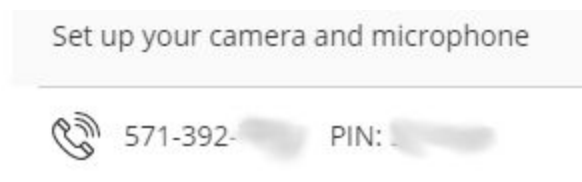
Then, click on the settings icon.



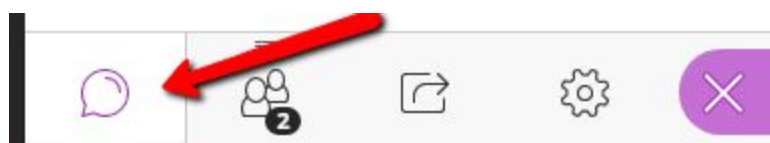
From there, click on Use Your Phone for Audio.



A phone number and PIN will appear so that you can call in.



You may also want to communicate with the presenter or your fellow attendees by chat. To do so, open the Collaborate Panel. Then, click on the chat icon.

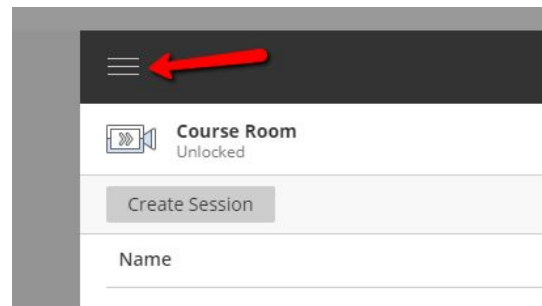


You'll see a chatbox. The main chat is accessible to everyone, and will be visible on the recordings.

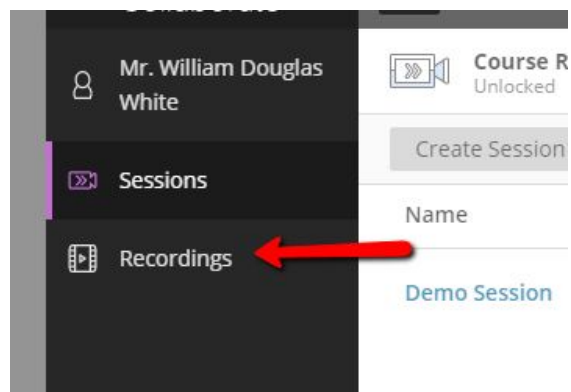
Viewing Recordings

The presenter may have recorded the session. These recording links can be e-mailed to you, or if you have continued access to the Scholar shell in which they were created, you can access them yourself.

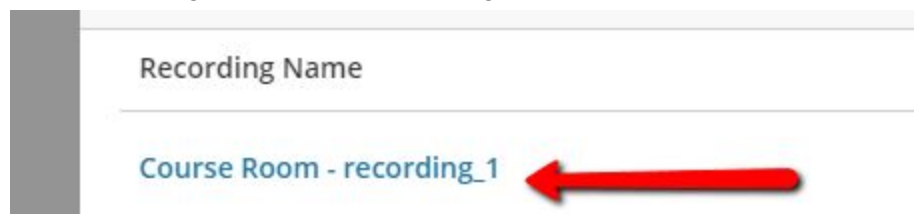
To view recordings, access the Collaborate tool and click the menu button at the top left.



Choose Recordings.

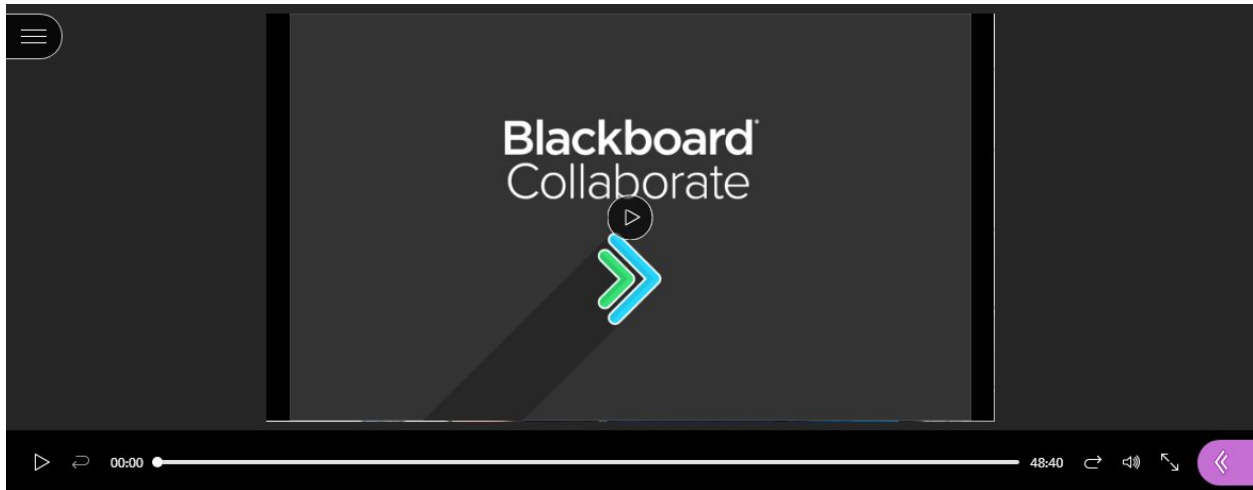


You'll see a list of recordings. To view a recording, click on the name.



The player will launch. If this is the first time anyone's viewed the recording, it may take a few minutes to start.

You'll then be brought to the player.



Clicking the purple arrow at the bottom right opens the chat window.



Clicking a chat message advances the playback to the point at which the chat message was added.

You can download the recording or the chat log by clicking on the menu at the top left and choosing the appropriate link.

