

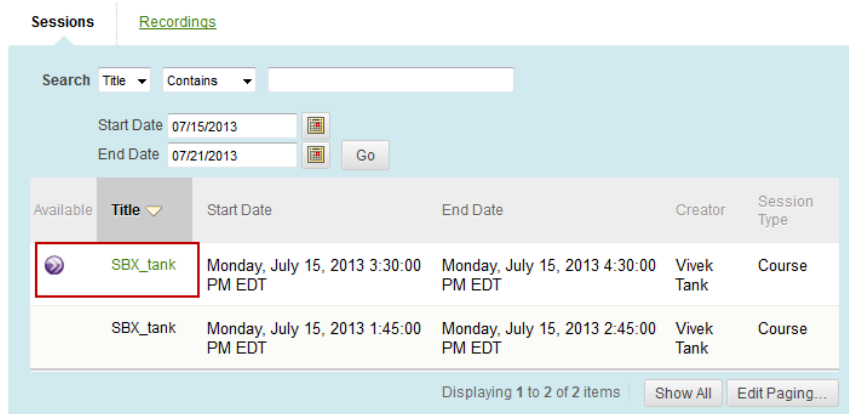
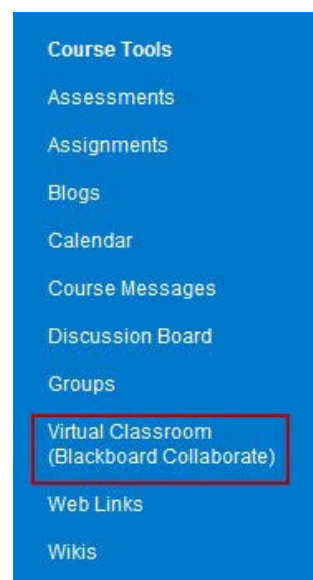
How to Access a Virtual Classroom/BB Collaborate

The Chat tool allows you to interact with other users using a text-based chat. Chat is part of the Virtual Classroom. It can also be accessed separately. Some of the functions in the Chat are limited to those users with an active role.

Please note that your instructor controls which tools are available. If this tool is not available, your instructor may have disabled it.

How to Join a Virtual Class Room:

1. On the **Course Menu** under **Course Tools** click on **Virtual Classroom (Blackboard Collaborate)** or as advised by your instructor.
2. On the **Blackboard Collaborate** page, click on the title of a session (as advised by your instructor).



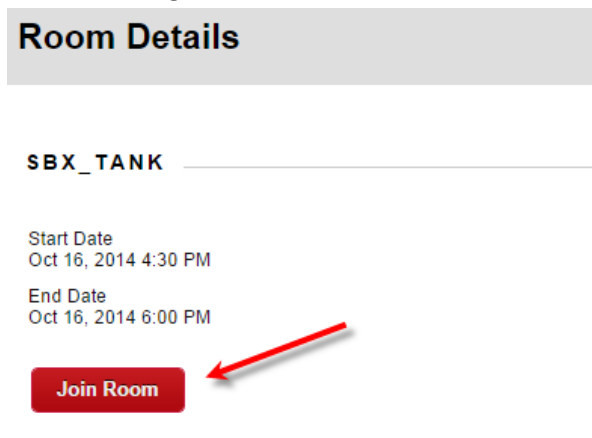
3. If this is the first time you are joining a webinar, you will need to download and install "Blackboard Collaborate Launcher" on your computer. Click on download the "Blackboard Collaborate Launcher" link as shown below and install it on your computer.



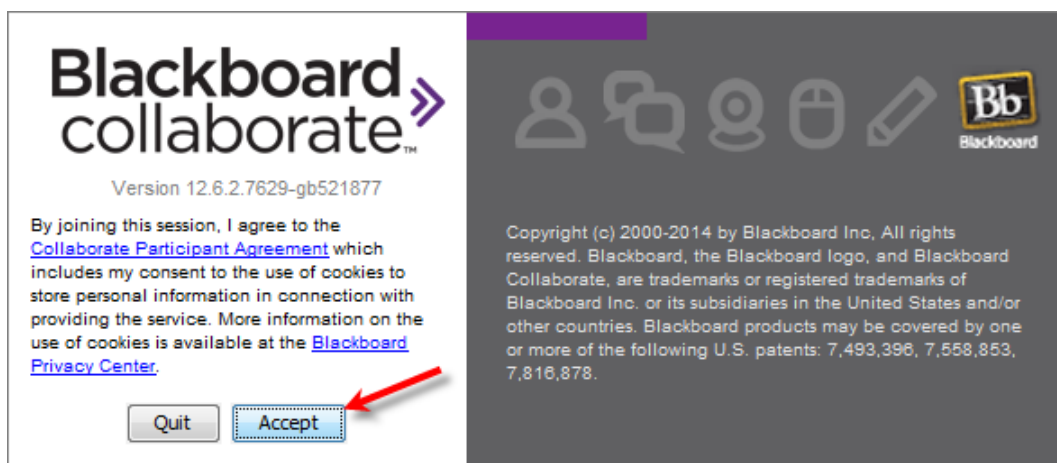
For more help documentation on Blackboard Learn 9.1 or other e-learning pieces of software, please select the Technology Strategies tab on the Centre for Teaching and Learning website at:

humber.ca/centreforteachingandlearning

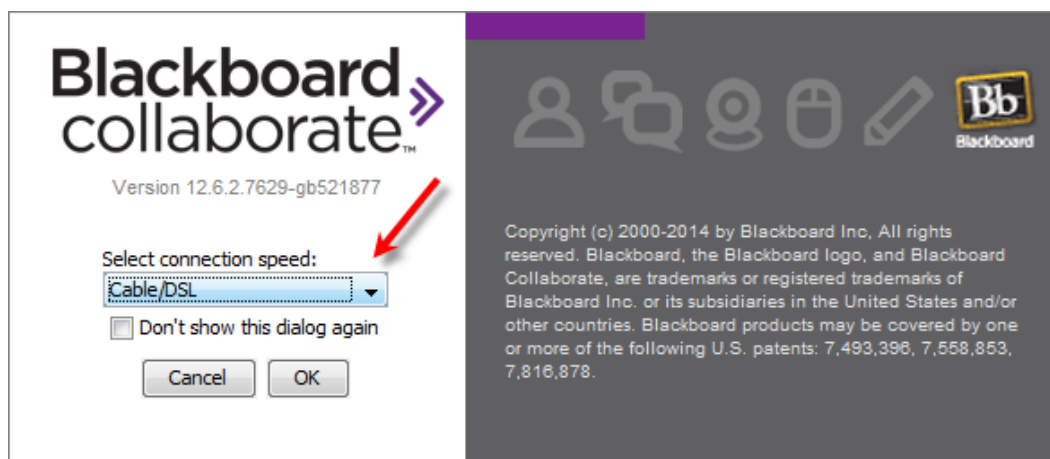
- After installing Collaborate launcher, click on the **Join Room** button.



- You will be prompted to open or save the "**meeting.collab**" file (if using Internet Explorer). In other browsers such as Google Chrome or Firefox, the "meeting.collab" file may automatically download to your computer.
- Open or run the "**meeting.collab**" file from the previous step to join the Blackboard Collaborate chat/webinar.
- Click on the **Accept** button if you see the Collaborate Participant Agreement as shown below:



8. Choose your Internet connection speed in the next prompt.



9. You will now join the Virtual Classroom/Chat for your course.

How to Send a Chat Message in Blackboard Collaborate:

1. In the Chat panel at the bottom left corner, type your message and press Enter key on your keyboard.

