1. **Adding Blackboard Collaborate Room to Course Material**

   1. Click on **Course Tools** in the **Course Menu**.
2. Click **Blackboard Collaborate** on the menu that pops up.

3. Click **Add Link to Course**.

4. Change the **Course Link Name** to **Virtual Classroom**.

5. Select **Course Material** if you want to add the **Blackboard Collaborate Link** to the **Course Material Page**.

6. In the **Details** section, you can give students specific instructions. Make sure to tell them to access **Blackboard Collaborate** using the **Google Chrome Browser**.

7. Click **Save** on the bottom of your screen.
8. Go to the **Course Material** page.

![Course Material]

9. You should see the **Virtual Classroom** link at the bottom of the page.

![Virtual Classroom]

**Suggested Description:** Please make sure you are logged into the Blackboard Session via the Google Chrome Browser.

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### 2. Setting up a Blackboard Collaborate Session

#### Joining the session

1. Go to the Blackboard Collaborate page by clicking on **Course Tools** in the **Course Menu**.

![Course Management]

2. Click **Blackboard Collaborate** on the menu that pops up.

![Course Tools]

3. Click **Join Room**.

![Join Room]
4. You will get to the **Blackboard Collaborate Page**.

5. If this is your first time using **Blackboard Collaborate**, the following screen will appear. Click **Later**.

6. Click **Close**.

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**Turning on the Microphone**

1. At the bottom of the screen, click the **Microphone Icon** to turn on your microphone.
2. Check the **volume** on your computer to make sure the computer **speakers** are not muted.

![Volume setting](image)

**Turning on the Camera**

1. Click on the **Camera Icon**.

![Camera icon](image)

2. Click **Share Video** on the window that opens up.

![Share Video](image)

3. A video conferencing window opens. You will see yourself at the **Bottom-Left Corner** of the screen.

![Video conferencing](image)
4. When your students join the session and turn on their microphones and cameras, you will see them on the screen and will be able to communicate.

Using the Collaborate Panel

1. The **Collaborate Panel** is used for facilitating the session. Click on the **Purple Chevron** at the bottom right corner of the screen to open the Collaborate Panel.

![Open Collaborate panel](image)

2. There are four **tabs** located at the bottom of the **Panel**. They allow you to chat with the students, see the participant list, share content, and modify the session settings.

![Collaborate Panel Tabs](image)

Adding a Profile Picture

1. Open **My Settings**.

![My Settings](image)

2. To make your students more comfortable with participating in the session, you can add a picture that will appear when you are not sharing the video. If you don’t add a picture, then the students will see a default profile image:

![Profile Picture](image)

3. Point to the profile picture and select it.
4. **Upload** any image or click on **Capture Photo from Camera** to use your device camera to take a photo. You can choose to use this profile picture for every session.

5. Adjust the image area and click **I Like It!** to save the image.

6. Click **Save**.
7. Your image will be updated. Collaborate remembers your choice. You don’t have to do this again from the same device or browser, unless you clear your cache.

You can ask your students to do the same to add a social presence to your virtual meetings.

3. Conducting a Blackboard Collaborate Session

Using the Chat Tool

1. **Chat Room** is the first tab on the Collaborate Panel. It opens by default when you open the Collaborate Panel.

2. Select **Everyone** to start messaging the students.

3. A new window will open. You can type your message in the **Say Something** area.
Managing Attendees

1. Click on the 2nd tab to pull up the Attendee List.

2. Attendee Control Panel to the right of the Student Name will allow you to change the student role from Participant to Presenter, if needed.

Sharing Content

The third tab allows you to Share Content with the participants.

Sharing a PowerPoint Presentation

1. If you want to show the students a PowerPoint Presentation, click Share Files.
2. Click **Add Files** and browse your computer to select the desired PowerPoint File.

3. After the file has uploaded, click on the presentation to select it.

4. Click **Share Now**.
5. Once the slides are displayed, click on the **slide** you want to start with.

6. As soon as the slide appears on your **main screen**, the students can view it.

7. Use the **Arrows** to advance the slides.

8. You can use **Interactive Tools** to make your presentation more dynamic.
9. Having completed the presentation, hit the Stop Button to stop sharing the PowerPoint.

10. Click on the arrow next to Navigate Slides to return to the main Content Sharing menu.

11. When you stop sharing the presentation, the students will see you on the screen.

Sharing Your Screen with the Students

1. If you need to show your students material through various applications, you can share your screen. This will allow your participants to see everything displayed on your screen.

2. Click Share Application/Screen to start sharing your desktop.

3. A new window appears.
   1) Click on the picture of your screen to select it
   2) Click Share
4. Either go to another Tab to view your course or another webpage or minimize the Browser Window to display a presentation or another application you want to share with your students.

![Browser Window](image)

5. A notification appears at the bottom of your screen. You can Hide it during your session.

![Desktop Sharing](image)

6. Click Stop Sharing when you are done displaying the content via Blackboard Collaborate. You will return to the video session.

![Desktop Sharing](image)

7. When your session is complete, close the Browser Tab.

**Using Phone for Audio**

1. If you have audio issues, you can use your phone instead of the computer speakers. Click on the Session Menu at the top left corner of your screen.

![Session Menu](image)

2. Click Use your phone for audio.

![Use your phone for audio](image)

3. Blackboard will display the phone number that is unique to your course and the PIN that is unique to you. This will allow you to join a conference call for your course.

![Dial In: +1-571-392-7650 PIN: 18343973](image)

Your students can do the same to improve their audio experience.
4. **Recording a Session**

1. If you want to record your live session, click on the **Session Menu** at the top left corner of your screen.

2. Click **Start Recording**.

3. A notification will pop up to alert you that the session is being recorded.

4. When you are ready to stop recording, open the **Session Menu Panel**.

5. Click **Stop Recording**.

6. When your session is complete, close the **Browser Tab**.
Adding the Recorded Session to the Course Material

1. Within 24 hours of making the recording, your recording will appear on the Blackboard Collaborate Page under Recordings.

2. Click the **Action Link** to add the recording to the **Course Material**.

3. Click **Add Link**.

4. Rename the **Course Link** and select where you want the recording to be displayed.
5. Click **Save**.

6. Your **Recorded Session** will appear in the location you selected.