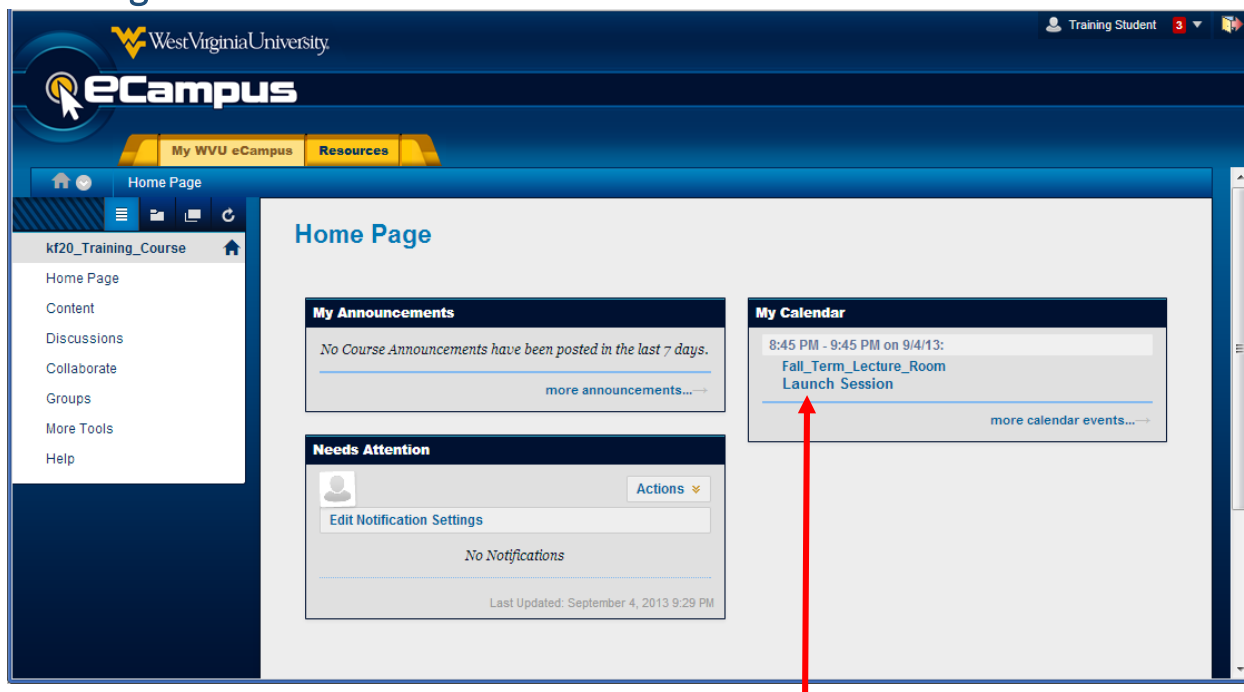


Blackboard Collaborate: Student Point of View

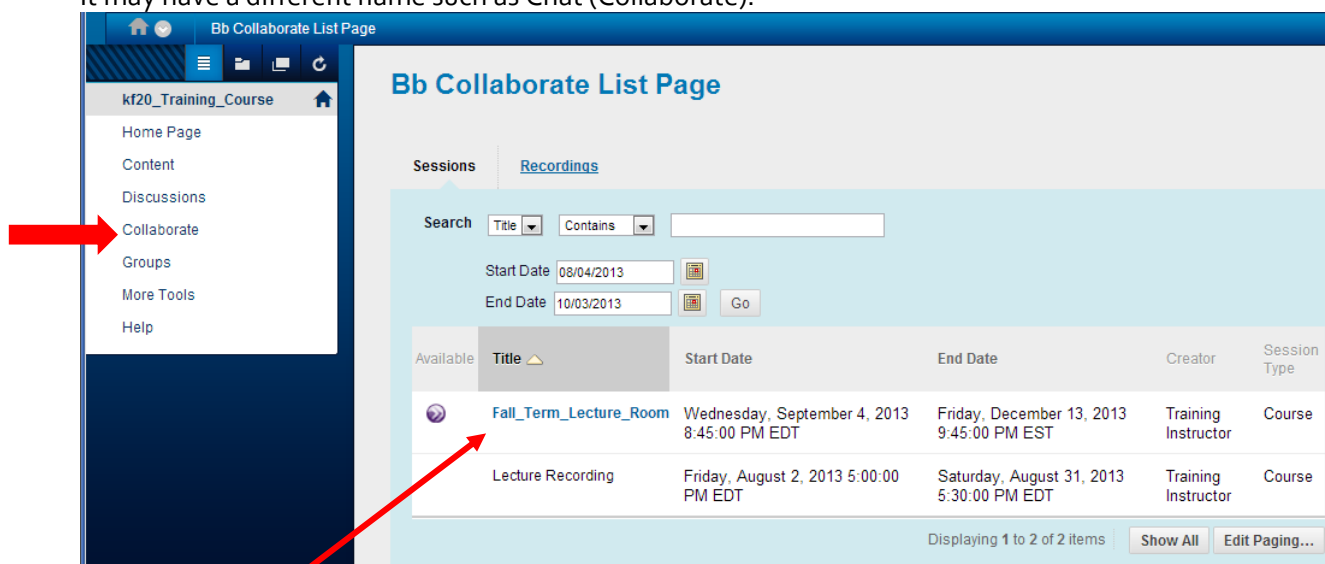
This assumes the instructor put the Collaborate dashboard tool on the Course Menu. The example has the original module page as a home page with a My Calendar module included.

Entering a Session



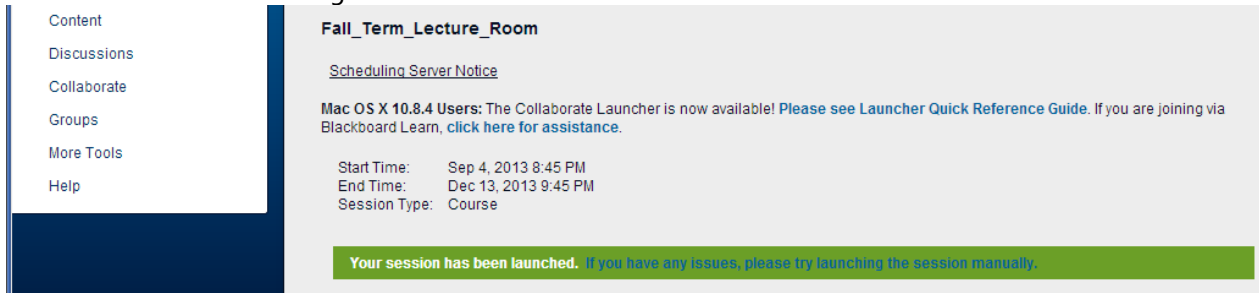
You can enter the session from the My Calendar Launch Session link.

Alternatively, you can launch the session from the Collaborate tool in the Course Menu. It may have a different name such as Chat (Collaborate).



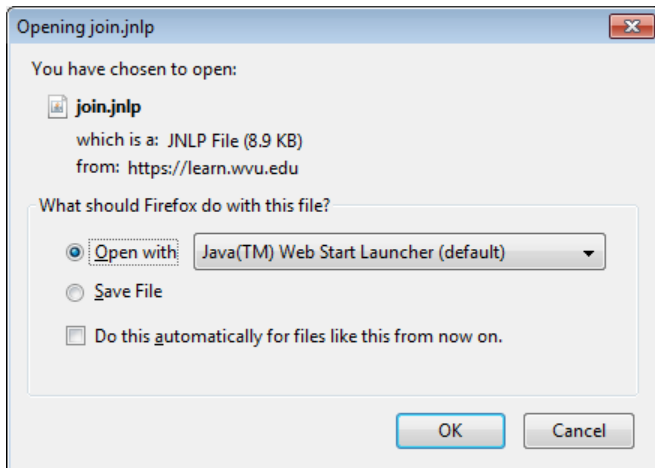
Click on the name of the available session or the purple button on the left. If there is no purple button and the link is not blue, the session is not available. Check the Start and End dates.

You will then see something like:



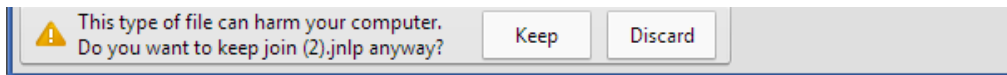
Depending on your browser and your browser's security settings, you may need to allow a file to be downloaded or allow a file to be kept. You will need to open or run the downloaded file.

Firefox

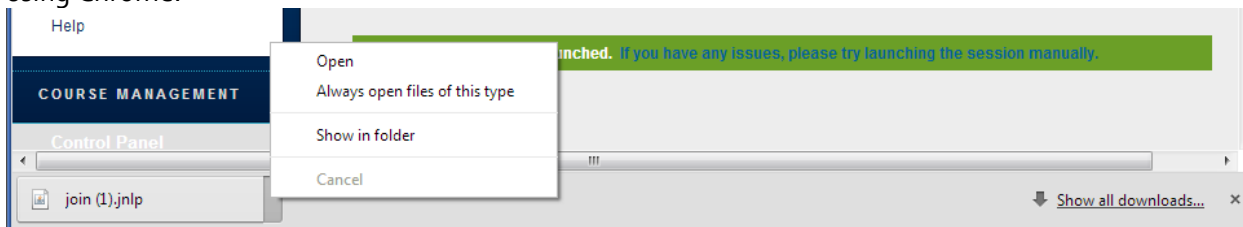


Make sure Open is selected and click on OK.

Chrome



You might click on the **Keep** button for the downloaded join.jnlp file in the bottom left corner if you are using Chrome.



Then click on the small button next to the downloaded file in the bottom left corner and choose Open from the menu.

If you run into any issues, click on the Show All Downloads link and open the jnlp file from there.

Internet Explorer

Sometimes in Internet Explorer, you might need to launch it once, permit the file to download, then click on the launch button a second time.

Program Starts Up Slowly

Then you need to wait, longer than you usually wait for a computer program to load. It might seem as if nothing is happening.

When you see this, you are almost there:

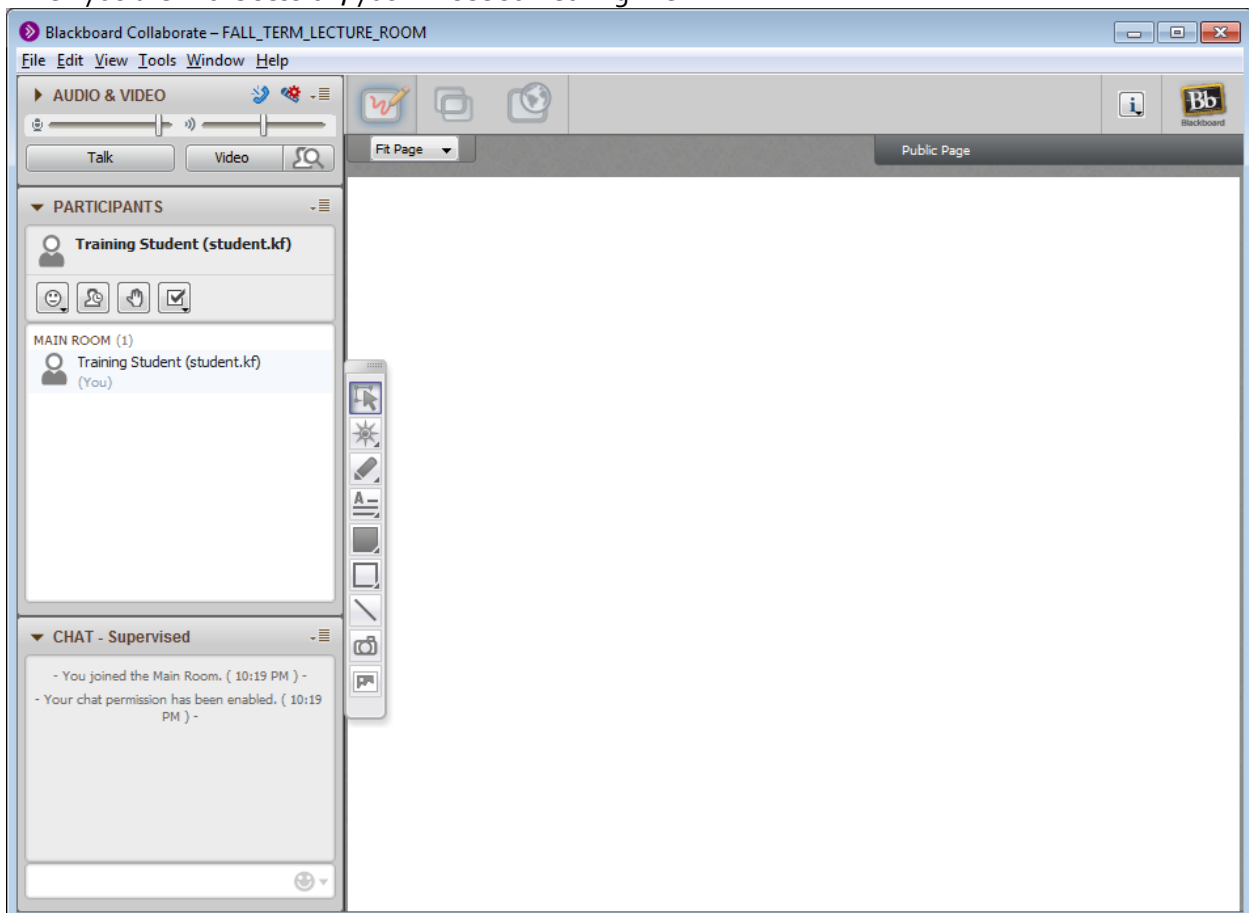


There will be a purple program icon on your task bar

If you switch to a different application during your session, you can always click on the purple icon to make the session window active.

In the Session

When you are in the session, you will see something like:



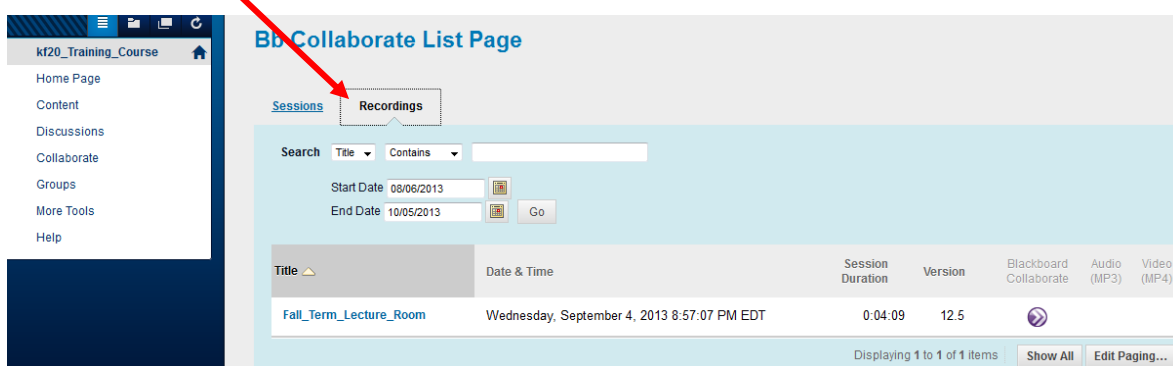
Click on the audio set up wizard button (it has a red star on it) if you have not gone thru it yet for this session.

You can enter text chat messages in the bottom left corner. You can raise your hand. Whoever is speaking will have a microphone icon next to their name.

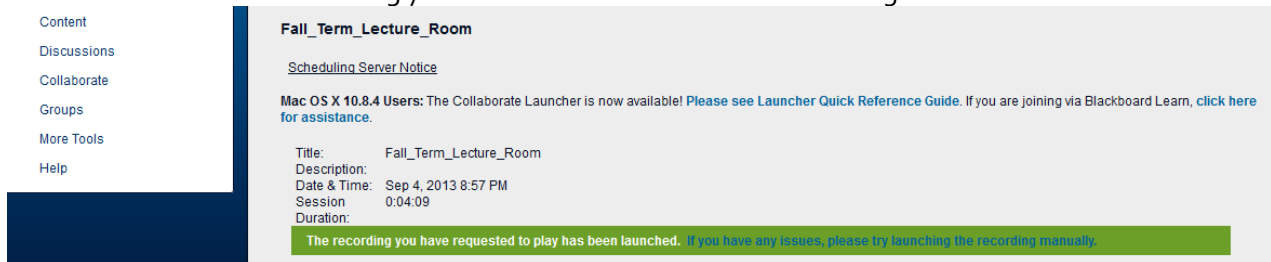
View a Recording

Click on the Collaborate link on the Course Menu.

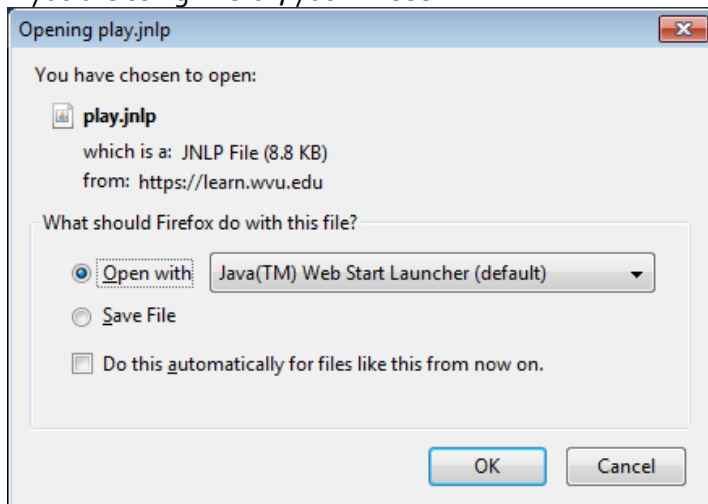
Click on the **Recordings** subtab (to the right of "Sessions")



Click on the title of the recording you wish to view. You will see something like:

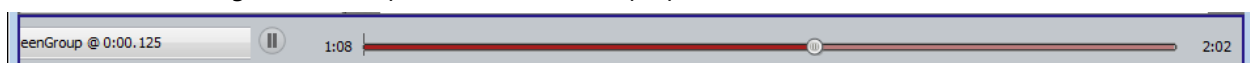


If you are using Firefox, you will see



Make sure "Open" is chosen and click on OK.

You will see a replay of the presentation and will be able to hear the audio. There is a control bar at the bottom. You can pause the recording – if it is paused, you can click on the play button to continue. When the recording is finished, you can click on the play button to start over.



Pause button



Play button