How to Participate in Collaborate

Blackboard Collaborate is a comprehensive online learning and collaboration tool designed specifically for education.

Initial Setup

1. Plug in your USB headset (or webcam) to your computer if you will be using one.
2. Log in to Blackboard and go in the course.
3. Click on the Collaborate Session title.

4. Make sure it has **Open with** selected and then click **OK** when asked *What should Firefox do with this File?*

5. Click **Run** when asked *Do you want to run this application?*

*Note: If this does not appear than make sure your Java is up to date.*
Audio Setup Wizard

1. Click 🎧 which will be in the upper left hand corner in the Audio & Video area as seen below.

2. Select the audio output device and click OK. Follow the rest of the steps as instructed.

*Note: This must be done each time you enter the Collaborate Session to ensure that your audio works properly.
Communicating within Collaborate

1. There are two main ways to communicate within Collaborate.
   a. The first one is to use the chat box, click in the text box (where the arrow is), type what you want to say and hit the **Enter** key on your keyboard.

   ![Chat Box](image1)

   b. To utilize your microphone and speak, click the **Talk** button (or the “CTRL” & “F2” keys on the keyboard) to speak. Once finished talking, click the **TALK** button (or the “CTRL” & “F2” key) again.

   *Note: You do not have to hold the TALK button or CTRL & F2 keys down as you speak.*

   ![Microphone](image2)

   c. There is ✅ for yes or ❌ for no when the teacher asks a question.

   If you have a question, click 🖐️ to raise your hand.

   Click on 😊 for other emoticons.

   ![Emoticons](image3)