

Blackboard Collaborate help guide for participants

Blackboard Collaborate is a web conferencing tool for online meetings, similar to Skype.

- This [video overview](#) gives a detailed explanation of its features. If this is too much, the Features Overview on the next page covers all the basics.

You will need...

- **Internet**-connected computer with **sound** (a **microphone** if you want to speak and a **webcam** if you want to be seen). We strongly recommend using a desktop/laptop for these webinars. For information on access using a mobile device, go to [Bb Collaborate using a mobile device](#).
- We recommend using a **headset or earbuds** to avoid feedback noise.
- Use a **wired internet connection**, where possible. (Or a constant, strong Wi-Fi connection.)

Joining instructions



1. Use the **Google Chrome** browser.
(Other browsers can be used but require Flash player. e.g. Firefox & Microsoft Edge.)
2. **Before joining the session:**
 - **Connect any external headset, microphone or speakers** before clicking the link.
 - **Check your audio and video works** in Bb Collaborate well ahead of the session. (Click the webinar link and the first time you open it, you will be asked to check this.)
 - **Allow a few minutes** before the start of the session to launch the webinar and login.
3. **Click the link to join the webinar.**

<https://eu.bbcollab.com/guest/4d9d11f47e414ea3b7866493f224f2e4>

Access using a mobile device

We strongly recommend using a desktop for these webinars.

If you need to use your mobile device to join the session:

1. **Open the link** provided in your mobile device.
2. This will prompt you to **download the 'Bb Student app'**.
3. **Once the app has installed, click on the link again.**
4. Follow any on-screen instructions on your device. The Bb Student App will launch and allow you to join the webinar.
5. Type your name and Join as a Guest.

Further information on joining [Bb Collaborate using a mobile device](#).

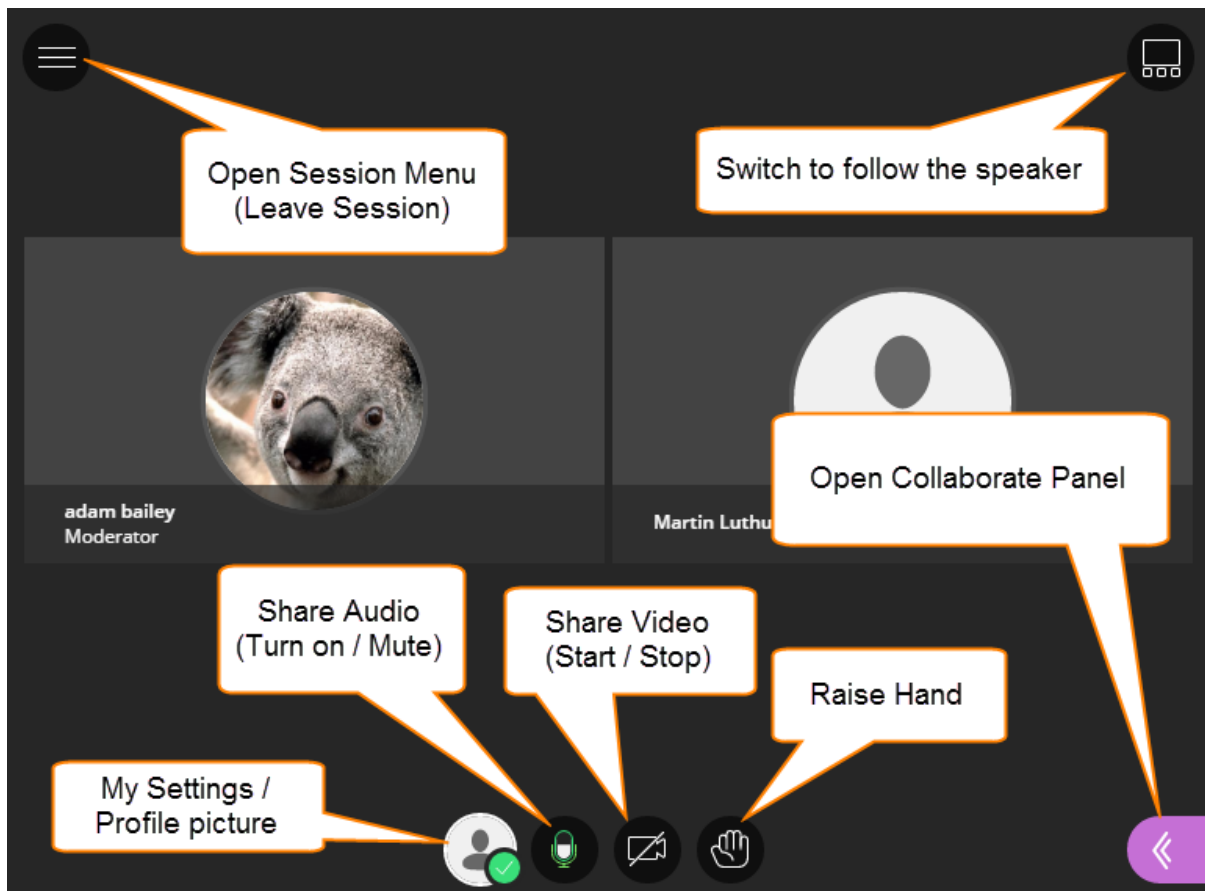
Note: **You will need a reliable and strong Wi-Fi signal**, (be aware of your mobile data allowance if you use a 3G or 4G connection) and make sure your device is fully charged.

Read the Feature Overview on the next page...

Features overview

On entering the room, you will see the following buttons. (Audio and/or Video may not show if the session moderator has not made them available).

You will either see a video / image of others who have joined the session or a slide presentation in the main window.



Top Tip: Mute Audio when you are not speaking to prevent feedback loop noise.

Click the **Audio** and **Video** buttons to enable them.

Raise Hand – Click to indicate you want to speak or have a question, when directed to.

Open the **Collaborate Panel** to see:



Chat – Post questions or comments to everyone in room. Use the emoticons to give feedback.

Participant List – See who else is in the session. Check the quality of your Network Connection by hovering your mouse over your name.

My Settings – Check your Audio and Video Settings, add a profile picture and set yourself as Present or Away.

