

For Students

Preparing for your Blackboard Collaborate Session

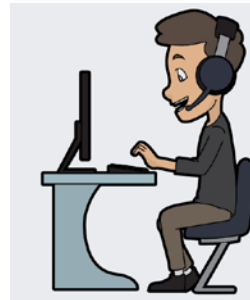
Welcome to Blackboard Collaborate; Montgomery College's web conferencing system for students.

Bb Collaborate is a synchronous meeting space where you can participate by attending a class virtually using your computer or mobile device. Blackboard Collaborate offers a virtual space that can be used to meet online with your professor or student workgroup at a predetermined time. As a student, you have access to an MC course in which you can find Bb Collaborate to connect.

Your professor will provide more information in regards to its location.

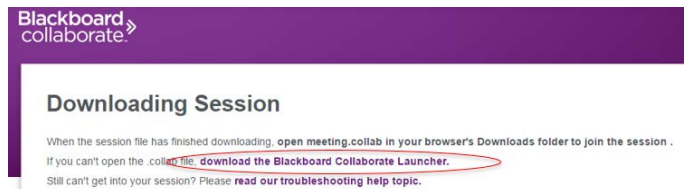
What will you need?

- A computer, speakers, and a microphone or mobile device with downloaded Bb Collaborate app.
- Internet access.



First time connecting to Collaborate?

First-time users will need to download and install the Bb Collaborate Launcher on their computer prior to joining the session.



Bb Collaborate Video Demo

Video: Windows Users. Using Blackboard Collaborate Launcher

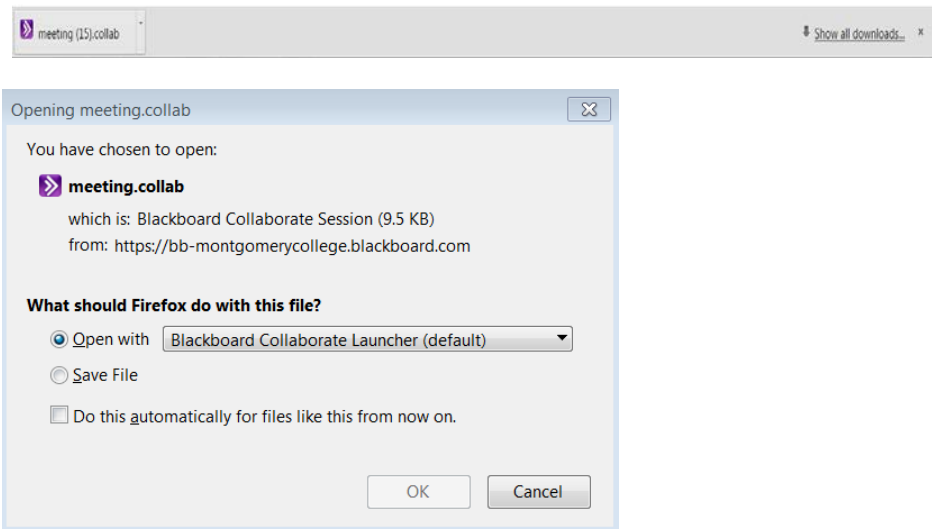
https://www.youtube.com/watch?time_continue=11&v=HQMvrteo4A8&feature=emb_logo

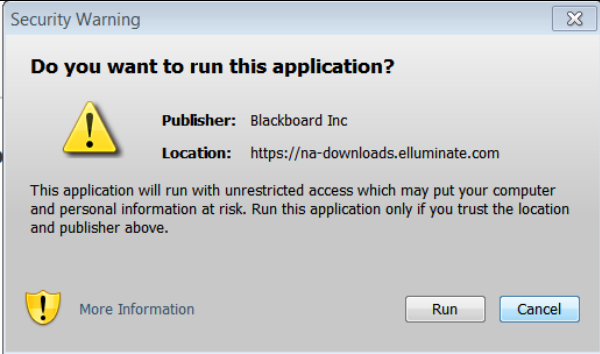
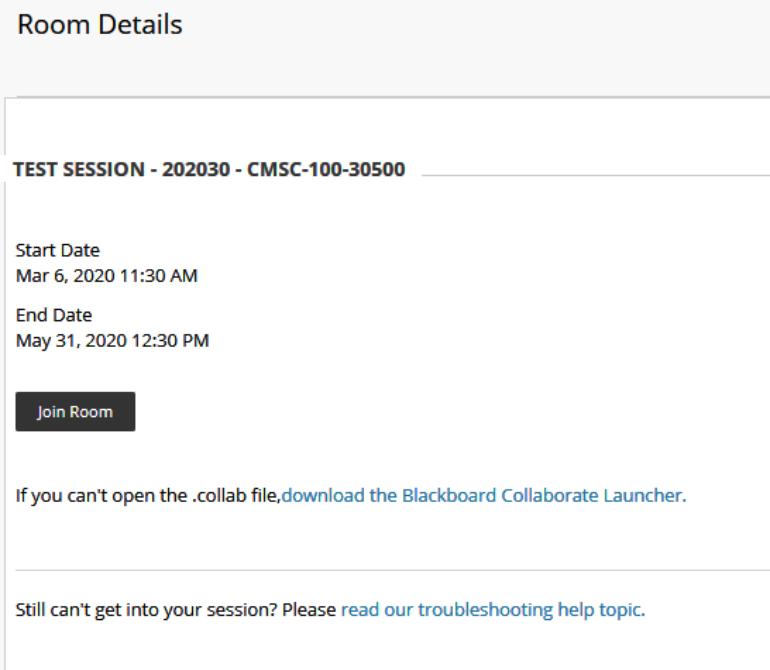
Video: Mac Users.

Using Blackboard Collaborate Launcher

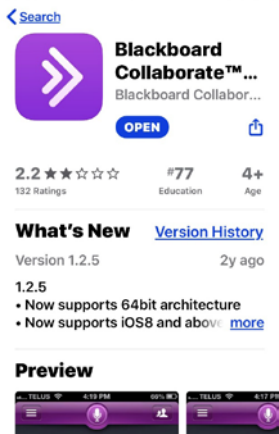
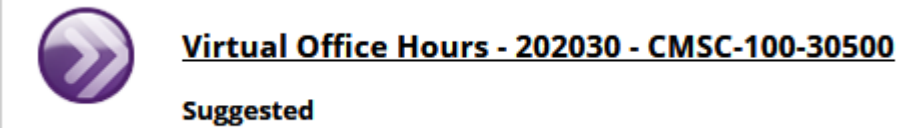
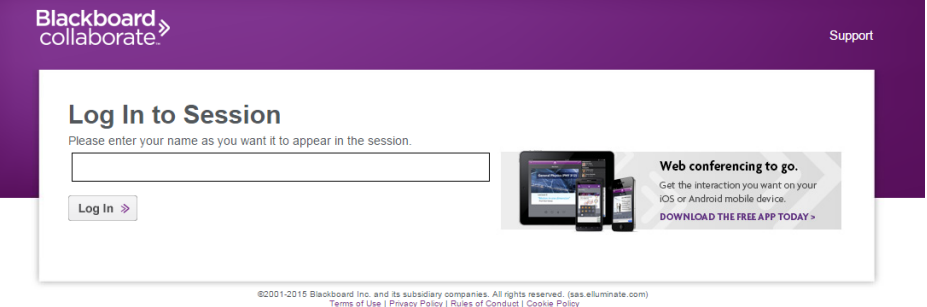
https://help.blackboard.com/Learn/Administrator/Hosting/Tools_Management/Blackboard_Collaborate/Collaborate_Original/Collaborate_Launcher/Launch_Mac

Steps for Students to join a Collaborate session

1. Log in to your course, and open the Bb Collaborate link provided by your professor	 <u>Virtual Office Hours - 202030 - CMSC-100-30500</u> Suggested
2. If it is your first time running Collaborate, download and install the Collaborate Launcher.	Room Details TEST SESSION - 202030 - CMSC-100-30500 Start Date Mar 6, 2020 11:30 AM End Date May 31, 2020 12:30 PM Join Room If you can't open the .collab file, download the Blackboard Collaborate Launcher. Still can't get into your session? Please read our troubleshooting help topic.
3. Click Join Room to open the session. Blackboard Collaborate will then download the file meeting.collab to your computer. Click to open.	

4. Run the application	 A security warning dialog box titled "Security Warning" with a close button (X). It asks "Do you want to run this application?". It shows a yellow warning icon, the publisher "Blackboard Inc", and the location "https://na-downloads.elluminate.com". A message states: "This application will run with unrestricted access which may put your computer and personal information at risk. Run this application only if you trust the location and publisher above." At the bottom, there is a "More Information" link with a shield icon, and "Run" and "Cancel" buttons.
5. When the download is complete, click to open the file and load the session. Follow the prompts.	 The Blackboard Collaborate splash screen. On the left, it says "Blackboard collaborate" with a double arrow icon, followed by "Version 12.6.3.7647-g71891ea". Below this are five circles (two yellow, three grey) and the text "Loading...". On the right, there is a dark grey panel with icons for people, chat, help, mouse, and a pencil, along with the Blackboard logo. Copyright text at the bottom right reads: "Copyright (c) 2000-2014 by Blackboard Inc. All rights reserved. Blackboard, the Blackboard logo, and Blackboard Collaborate, are trademarks or registered trademarks of Blackboard Inc. or its subsidiaries in the United States and/or other countries. Blackboard products may be covered by one or more of the following U.S. patents: 7,493,396, 7,558,853, 7,816,878."
6. Next time you join the session, just click Join Room and open the meeting.collab file. No need to download the launcher a second time if you are using the same computer.	 The "Room Details" page. It has a header "Room Details" and a sub-header "TEST SESSION - 202030 - CMSC-100-30500". Below this, it shows the "Start Date" as "Mar 6, 2020 11:30 AM" and the "End Date" as "May 31, 2020 12:30 PM". There is a "Join Room" button. At the bottom, there are two links: "If you can't open the .collab file, download the Blackboard Collaborate Launcher." and "Still can't get into your session? Please read our troubleshooting help topic."

Steps to join a session using a mobile device

1. Download and Open Bb Collaborate Mobile from the app store.	
2. Go to your Bb course and locate the Bb link provided by your professor	
3. Click to Join Room	Room Details TEST SESSION - 202030 - CMSC-100-30500 Start Date Mar 6, 2020 11:30 AM End Date May 31, 2020 12:30 PM Join Room If you can't open the .collab file, download the Blackboard Collaborate Launcher. Still can't get into your session? Please read our troubleshooting help topic.
4. Important: Mobile devices do not need to download the Bb Collaborate Launcher	

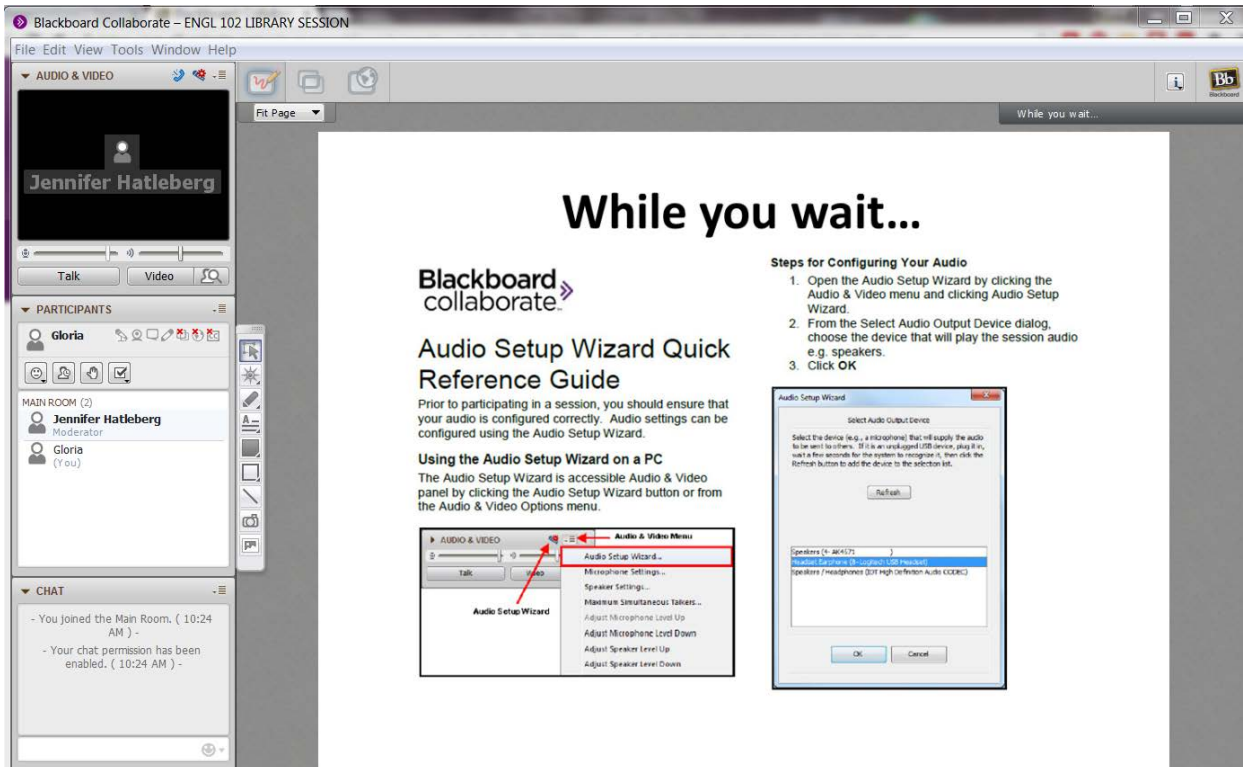
Congratulations! You did it.

What is next? Set up your audio with the Audio Setup Wizard.

Do you have a microphone?

Do you have computer speakers?

1. Once you have entered the session, run the Audio Setup Wizard to test your microphone and speakers.
 - a. From the top menu, select **Tools>Audio Setup Wizard** or select from the Audio & Video menu as referenced below.



Things to remember

- Be sure to join the session 5 – 10 minutes prior to the start.
- Set your Connection Speed to the Internet.
- Use the Audio Setup Wizard to test your microphone and speakers.
- Participate in the session by responding to polls and providing feedback to your professor.
- Raise your hand when you have a question or a comment.
- Use Chat to send text messages to other participants and the moderator during the session.
- Running other applications on your computer can slow down your connectivity.