Collaborate Guide for Students at Northern Lakes College

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Introduction

What is Collaborate?

Blackboard Collaborate is your virtual/online classroom! It is where you go to attend class in real time, with your instructor and classmates. You can talk to each other using your microphones and the text chat. Your instructor will cover material in class using PowerPoint slides, and might also share websites and videos.

How do I Access Collaborate?

The very first time you access Collaborate, you might do it by clicking on a link that your instructor sent to you in an email. After that, you will access Collaborate from Moodle. If you want to log into Collaborate for your Math 10 class, you will find your Math 10 class in Moodle and then click on the launch Collaborate! button. Type your name in then click Log in. You don't need a password for Collaborate.

First Time Users Technical Support

Get started by following the steps below:

STEP 1 - Check System Requirements: Make sure that your computer will work with Blackboard Collaborate. Click on the link below to make sure your computer is compatible and has everything you need to get started!

<p align="center">System requirements for Blackboard Collaborate</p>

STEP 2 – Configure your system: Use the Collaborate Room below to test and set up your audio (speakers and headset). This step is optional but highly recommended.

<p align="center">Click here to enter Collaborate</p>

Note: When joining a Blackboard Collaborate class for the first time you may see a pop-up window, click "**RUN**" to continue.

STEP 3 – Help: Need more help using Blackboard Collaborate? Please visit the Student Help Site below to find the information you need.

<p align="center">Collaborate Student Help Site</p>

How do I use Collaborate?

Collaborate Online Orientation

The following link will take you to an interactive online orientation. Turn up your volume and learn how to set up your speaker and microphone, raise your hand, use emoticons, speak, use the chat and so much more!

http://www.brainshark.com/blackboardinc/vu?pi=zGLzYw5XBz35Sgz0

Quick Start Guide

Tips on Participating in a Collaborate Class

Before Class

- Find a comfortable place with no distractions.
- Before your first session visit First time users technical support section of this document (page 3)
- Use the Audio Setup Wizard to make sure that the audio is working correctly before your class.

In-Class

- Be sure to join the class 5 – 10 minutes prior to the start.
- Use the Audio Setup Wizard to test your microphone and speakers.
- Participate in the session by responding to polls and providing feedback to the instructor.
- Raise your hand when you have a question or a comment.
- Use Chat to send text messages to other participants and the instructor during the session.
- Remember that running other applications (email, word, etc.) on your computer can slow your connection down.

Student's View

Collaborate Tools

Audio & Video

Run the audio setup wizard:

1. Click the icon at the top right hand corner of the audio panel
2. From here, select your speakers and microphone

Click the word "Talk" to turn your microphone on. Talk to your instructor and classmates, then click the talk button once more to turn your microphone off.

Participants

- Participants and Moderator (Instructor) Names

- Emoticons/Emoji's
  - o Hover your mouse over the smiley face and choose the emoticon that best represents your emotion ☺
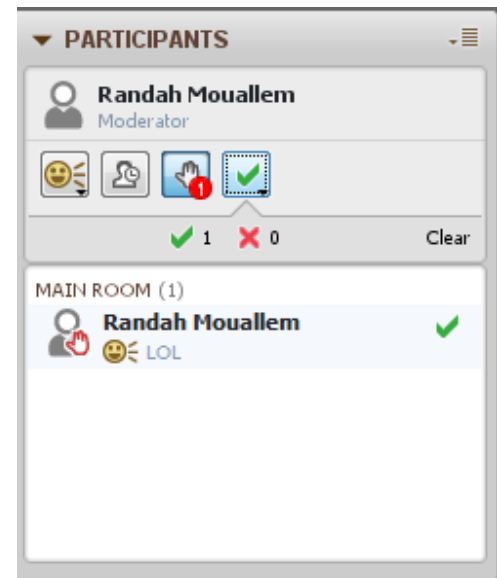

- Step Away
  - o Click the step away icon once to show your instructor that you are away from the computer
  - o Click the step away icon once more when you return

- Raise/Lower Hand
  - o Raise your hand when you have a question or comment
  - o Lower your hand when you are done
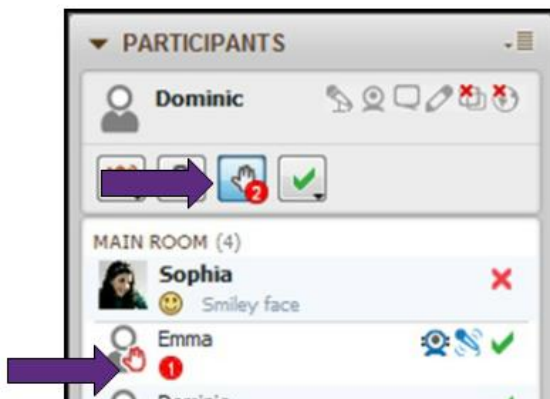
- Polling
  - o The polling could be a Yes/No or Multiple choice letters
  - o Hover your mouse over the polling menu then select the choice that best suits your needs
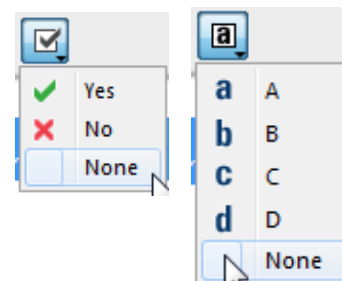
Chat

Collaborate allows you to send chat messages to everyone in the room, as well as private chats to individuals.

To send a message:

- Public- Type your message in the chat field then press Enter on your keyboard
- Private- Right click on a name in the Participants window and click Send a Private chat. Note: Text chat may be supervised (this means your instructor can read your private chat)

You can also add an emoji to your chat message. Click the smiley face in the chat window and then select the emoji you would like to add.
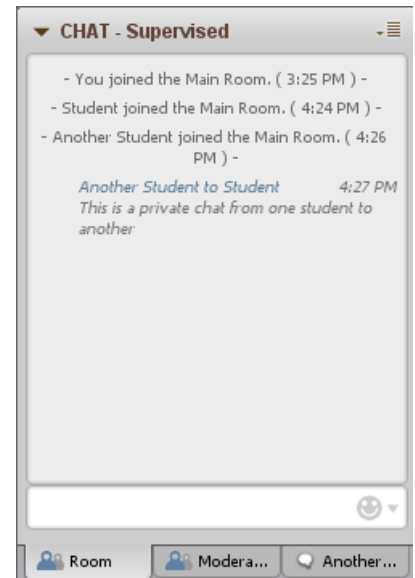
Whiteboard

The whiteboard is where the content lives. If your instructor uploaded a PowerPoint presentation, the slides will show up here. If they take you on a web tour to view a website together, it'll show up here. If the instructor is on a PowerPoint slide or a blank whiteboard page, you can use the whiteboard tools to mark it up.

The graphic below shows you all of the tools that are available to you. To use a tool, click on that tool then use it on the whiteboard. For example, click on the pen and then write on the whiteboard with it. You can also click on the rectangle tool, then draw a rectangle on the whiteboard.
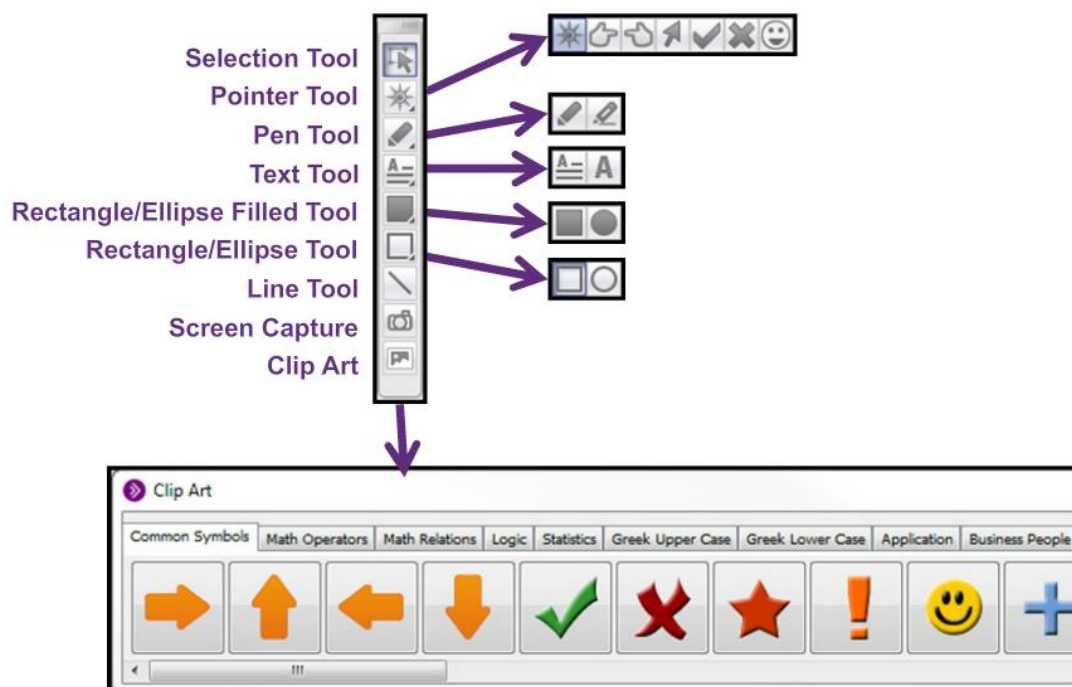
Mobile App

There is a Collaborate app that you can download and use on your mobile devices. Just know that you will be limited in what you can do while using the app. There is limited functionality. The app is a great backup plan – if your computer isn't letting you into your class, the app would work great!

You simply log into your Moodle course and click on the launch Collaborate button. You will be taken to the usual login page in your web browser. They type in your name and click login. Once you click log in the Collaborate app launches and takes you into the class!

Android app link - https://play.google.com/store/apps/details?id=com.bbcollaborate.collaborate&hl=en

Apple app link - https://itunes.apple.com/ca/app/blackboard-collaborate-mobile/id546742528?mt=8

Mobile app user guide - www.blackboard.com/docs/documentation.htm?DocID=611027PDF