

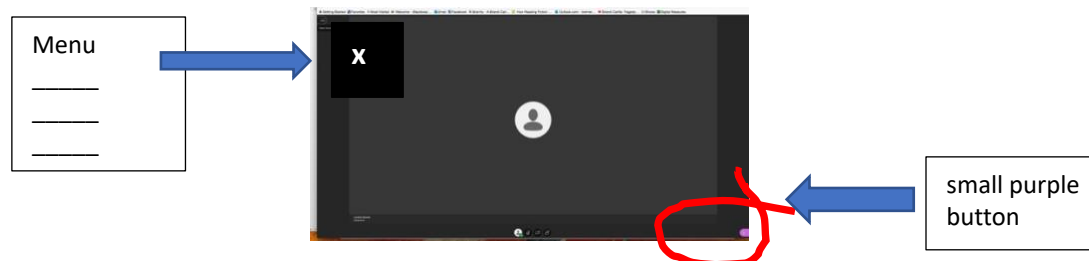
## English 320, ONLINE

### Introduction to Collaborate Ultra

Blackboard Collaborate is where we will meet ftf in real time. It is very similar to Zoom and other video conference apps.

Below are instructions for checking it out, giving it a try, exploring around. Please do this ASAP.

1. Go to Bb/Collaborate. The link is at the very top of our Bb menu.
2. Click on the link, and you will be in Collaborate.
3. Click on “Course Room.” The Course Room is always open, and is where I hold my electronic office hours. You can go in anytime and explore. (Below the Course Room, you will see scheduled sessions I’ll list for my various sections of 320 as the semester progresses. They happen in their own separate rooms.)
4. Click on Join Session (right side of screen).
5. You will now see a screen like this:



6. Click the menu in the upper left corner (you will see three lines).
7. Explore “Tell Me About Collaborate” and “Blackboard Collaborate Help.”
8. Click on the little purple thing in the very lower-right corner. Explore further—just look around!
9. At some point when entering any session, you may be asked select what camera and what microphone you want to use. Most desktops, laptops, iPads, and phones have these built-in.
10. Set up a profile pic—whatever you want us to see. When we are chatting in real-time, we will see either that pic (your avatar), or a live-feed of your face. (I don’t want you to go live visually if you are not comfortable with that, at least for now.)

11. If you hover your mouse pointer at the bottom of the screen, you will see icons for camera, microphone, etc. If there is a slash through one of these icons, it means it is turned off. You can simply click it to turn it on.
12. Optionally contact ITS Help and/or the Technology and Media Learning Center for one-on-one assistance!