

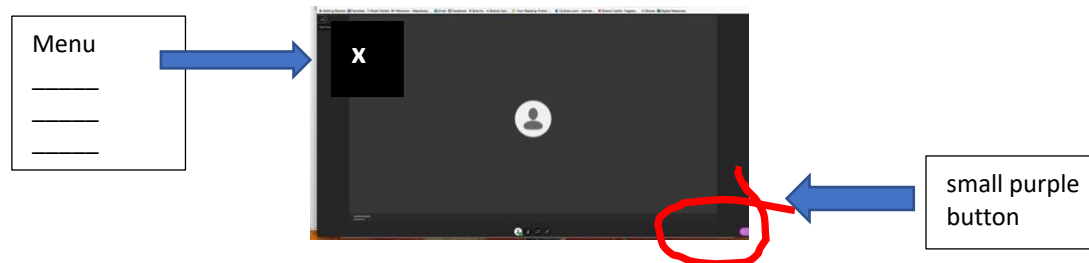
English 320

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, one-on-one conferences, and class sessions (when applicable). You can go in anytime and explore. (Below the Course Room, you will see scheduled sessions I list for my various sections of 320 as the semester progresses. They happen in their own separate rooms.)
4. On entering the waiting area of the Course Room, you will likely be prompted to check your microphone and camera, which are built into most devices. You can also use your own external mic and camera if you have them. They improve the quality of live meetings.
5. Now click on Join Meeting,
6. You will see a screen like this:



7. Click the menu in the upper left corner (you will see three lines).
8. Explore “Tell Me About Collaborate” and “Blackboard Collaborate Help.”
9. Click on the little purple thing in the very lower-right corner. Explore further—just look around!
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. (If your location is really noisy, you may need to mute your mic except for moments when you talk. That will help prevent unwanted noise in our session.)
12. Notice that there will likely be a chat window open to the side of our main screen. You can post questions there and also communicate with me in writing if audio isn't working.
13. If there are issues—if I suddenly vanish, or if the room shuts down or freezes, or if we lose audio, or if Martians invade—wait for a couple minutes to see if the situation resolves. If not, check the chat sidebar and/or your email for info from me. We may experience glitches; it sort of comes with the territory.
14. Feel free to contact ITS Help and/or the Technology and Media Learning Center for general one-on-one assistance!