

English 320

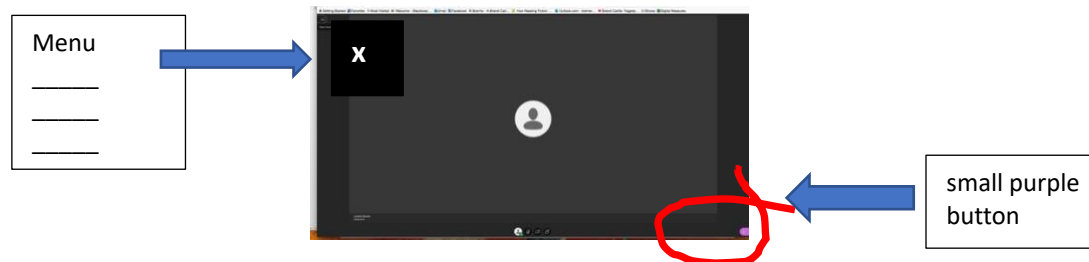
To Learn Collaborate Ultra in Blackboard

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. You will go into the Course Room for this.

(For class meetings, including our first meeting of the semester, you will normally go into what are called Sessions. Right now you are just exploring, and the Course Room is like an always open “session” where you can look around.)

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.
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. 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.)

10. At some point you will be asked to check your camera and audio. Again: explore and problem solve. You will see little camera and microphone icons down at the bottom of your screen (hover your mouse pointer there if you don't see anything).
11. Optionally contact ITS Help and/or the Technology and Media Learning Center for one-on-one assistance!