

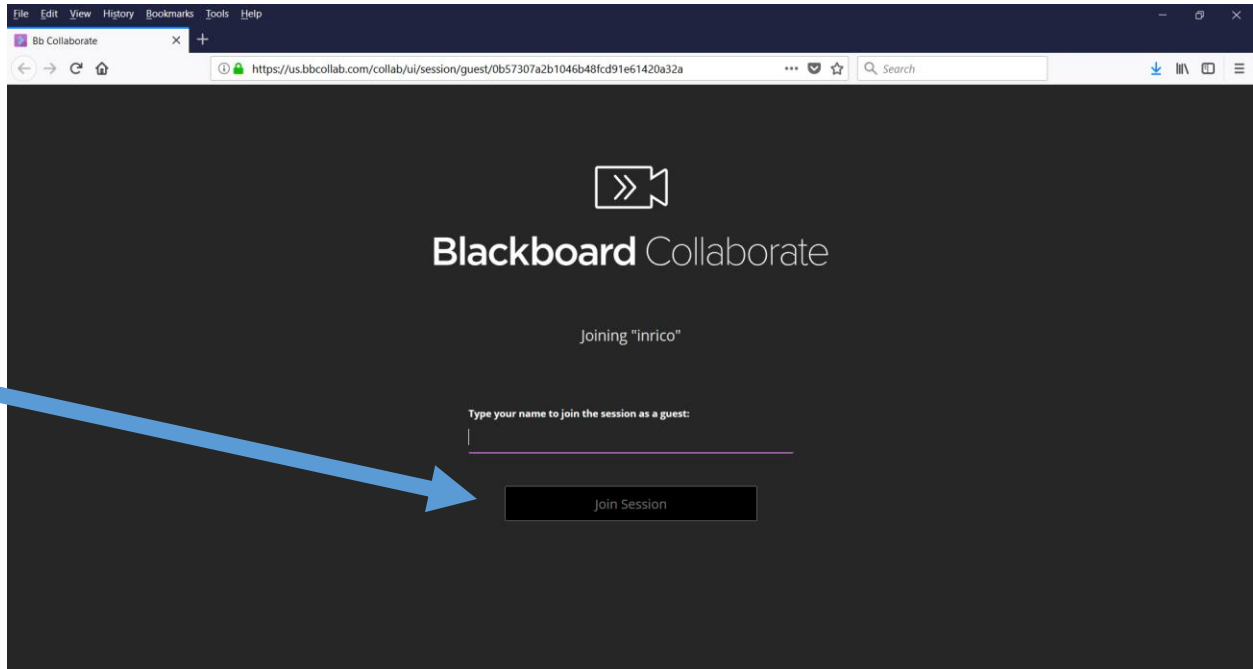
# NDSU Center for Writers

## Blackboard Collaborate Quick Start Guide

**Note: Blackboard Collaborate is only compatible with Google Chrome and Mozilla Firefox web browsers.**

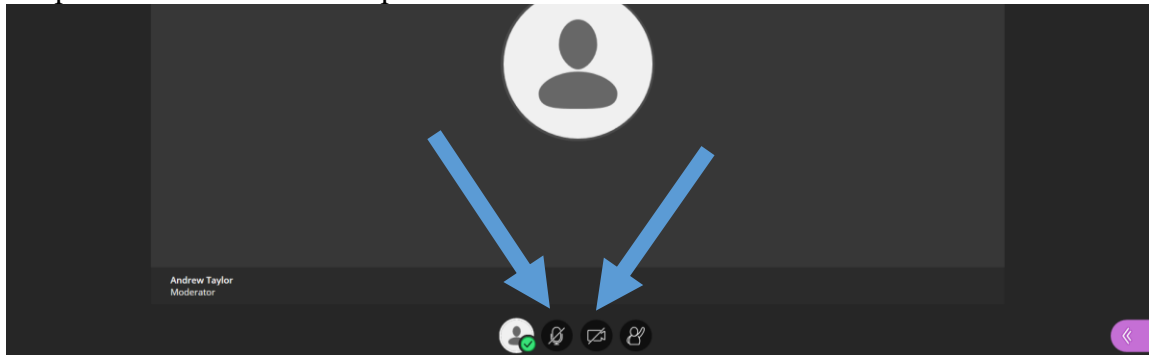
### Logging in

1. Click on the link that you received in your email
2. Type your name and then click “Join Session”
3. You should now be in the session.

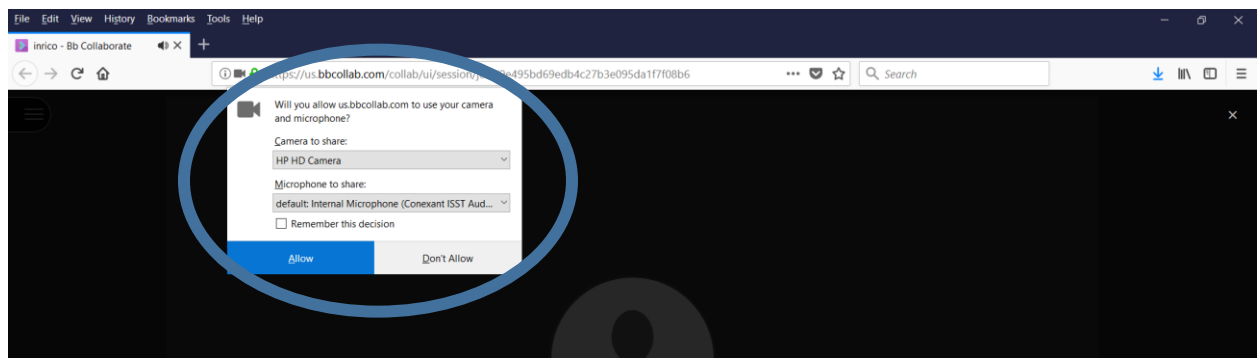


## Enable Microphone and Camera Sharing

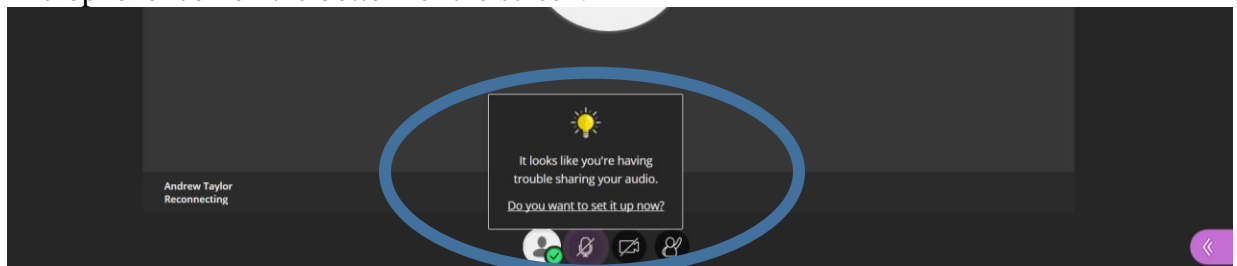
1. On the lower task bar click the microphone and video camera icons to enable both your computer's camera and microphone.



2. Your browser may pop-up with a notification in your task bar asking you to allow us.bbcollab.com to use your camera and microphone.



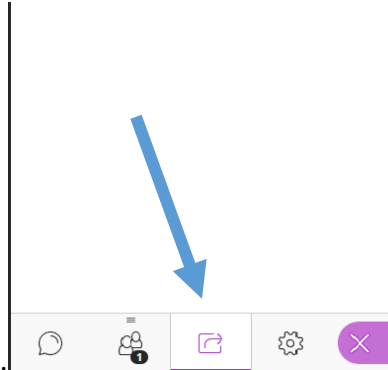
3. Make sure the correct camera and microphone are selected and click "allow".
4. Blackboard Collaborate may prompt you to set up your audio with a pop-up near the microphone icon on the bottom of the screen.



5. Click "Do you want to set it up now?" and follow the on-screen prompts.

## Sharing your Document

1. Before sharing your document you must make sure it is open on your computer.
2. On the lower right hand corner of the screen there is an icon with two arrows pointing to the left, click this to open up the panel.
3. On this panel there are four icons on the bottom.

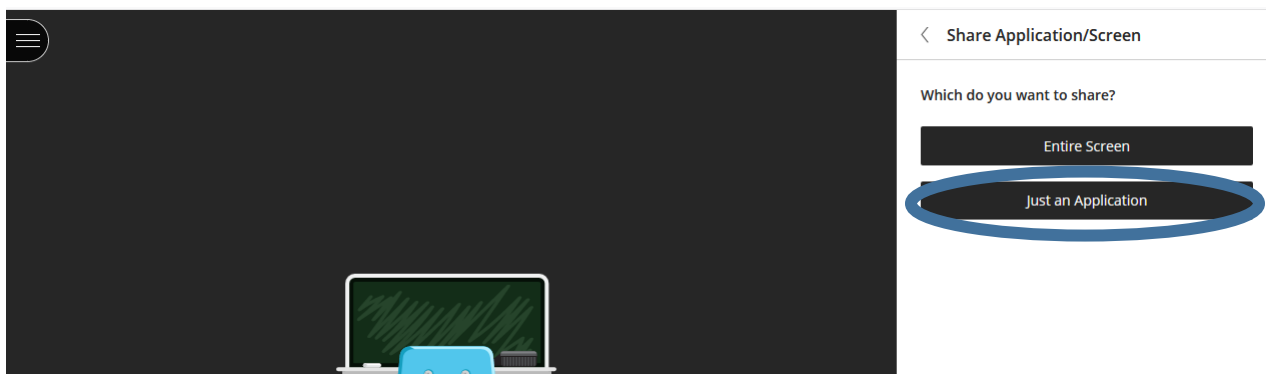


4. Click on the icon that shows a picture of an arrow.

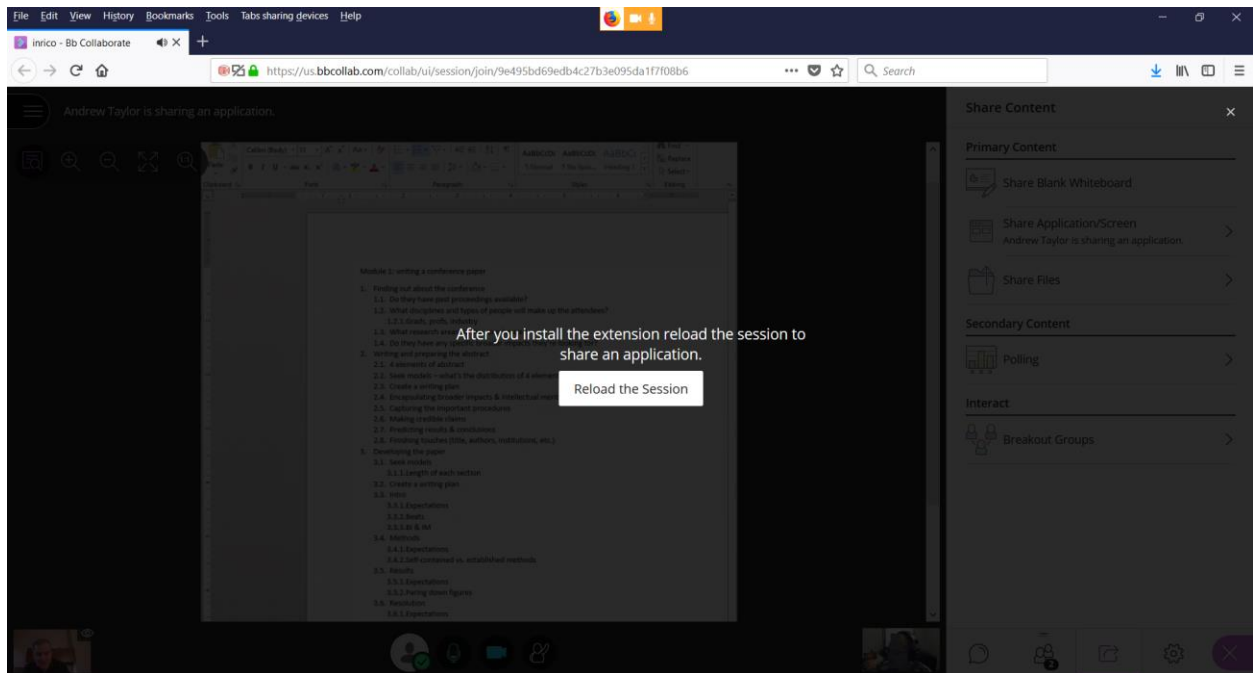
5. Then click “Share Application/Screen”.



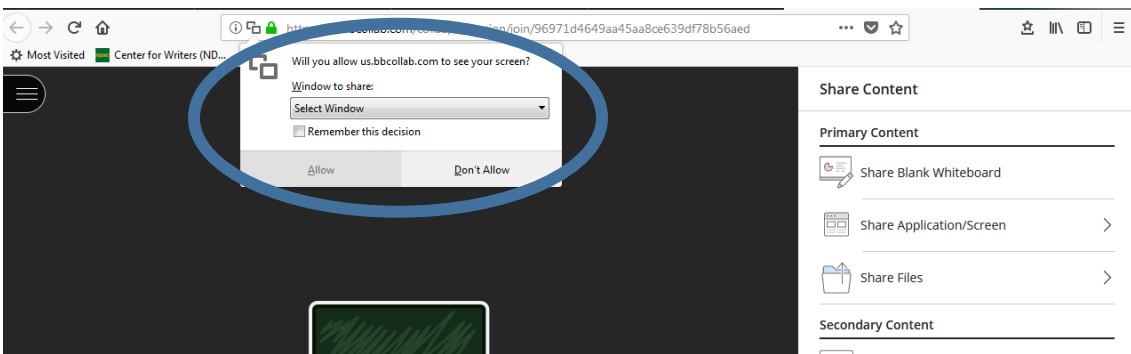
6. The next menu will give you two options, click the second “Just an application.”



7. This may prompt an extension called Screen Sharing to download, accept the extension to continue. You may need to restart the session after you install the extension.



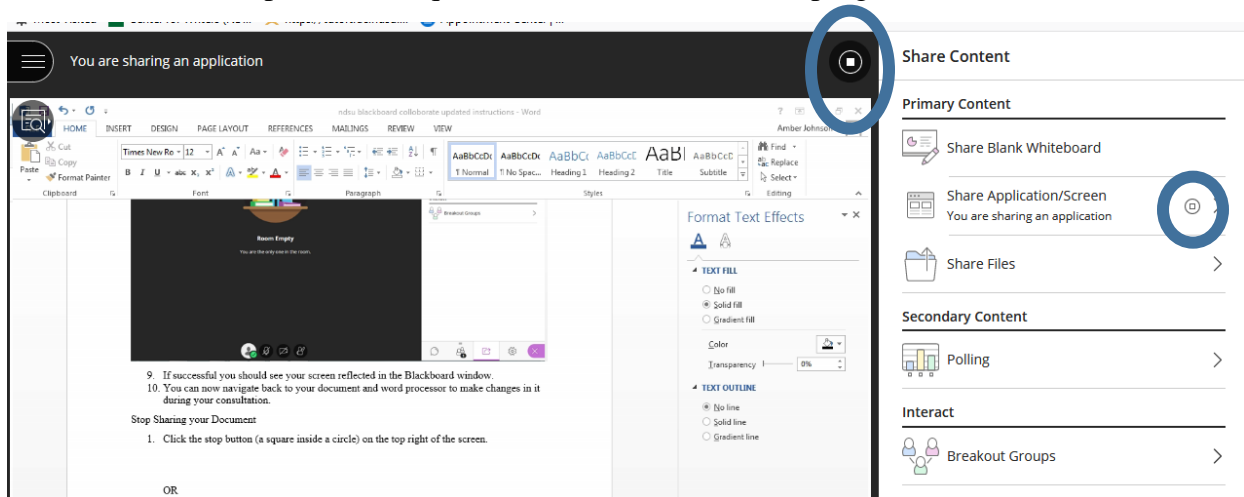
8. There may also be a pop-up in your browser to allow Blackboard to see your screen select the correct document from the window and click allow.



9. If successful, you should see your screen reflected in the Blackboard window.
10. You can now navigate back to your document and word processor to make changes in it during your consultation.

## **Stop Sharing your Document**

1. Click the stop button (a square inside a circle) on the top right of the screen.



OR

1. Open the Collaborate panel with the purple arrow icon on the bottom right.
2. Click the icon on the bottom of this panel that shows the arrow.
3. Look at the "Share Application/Screen Icon". There should be a stop icon (a square inside a circle). Click this to stop sharing your document.

## **Additional Help**

For default Blackboard Collaborate help:

1. Click the icon of the three horizontal lines in the top left of the screen.
2. Click Tell me about Collaborate.
3. This will introduce you to different elements on the page. It will also trigger camera/audio setup if you are experiencing difficulties with those.