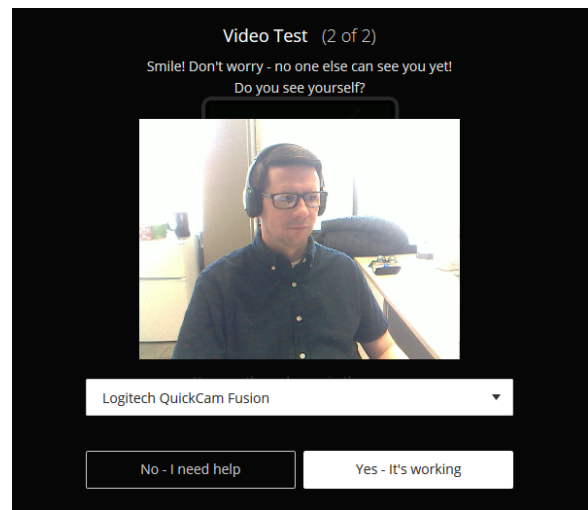
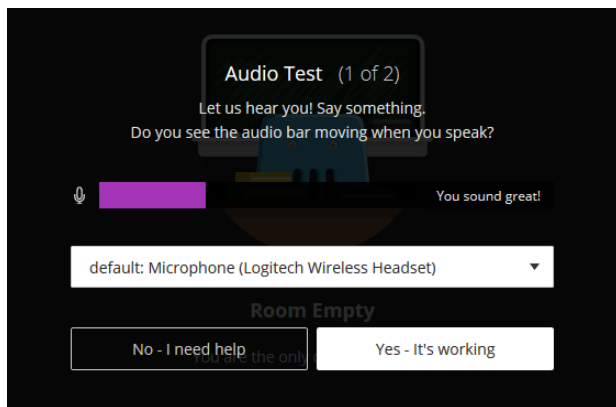


# Blackboard Collaborate Quick Start Guide for Participants

For students that are enrolled in a course that uses Blackboard Collaborate, the course’s Collaborate sessions can be joined by navigating to the course homepage and clicking on the Collaborate/Web Conferencing link on the left side of the page. It should be noted that this link may not exist for some courses. If the Collaborate/Web Conferencing link does not exist in your course or you are a participant that is not part of a Blackboard course, a weblink to the meeting is required to join.

## Joining A Meeting:

Before participants can join a meeting, they must first test their microphone and web camera, even if they will not be used. This ensures a participant’s equipment will work if they are given permission to use them.

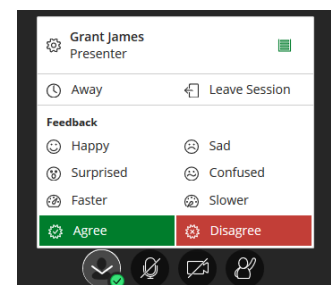


1. Once you enter the meeting, you will need to choose a microphone. If you have more than one microphone connected choose the one that will sound the best. A headset will always sound better than a built-in laptop microphone.
2. Watch the pink bar move back and forth as you speak to ensure your microphone is working. If it is, click “Yes - It’s working”
3. Next, check that your webcam is working. Don’t worry, you won’t share your webcam until the next step. If it is working, click “Yes - It’s working”
4. If you know you will be using your camera or microphone, now you will have to enable them for the meeting. Click on related icons at the bottom of the meeting screen to enable them.



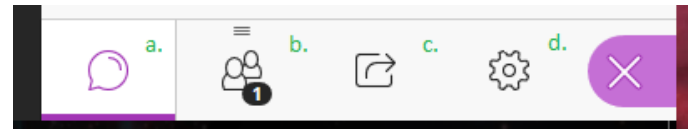
## Status and Settings:

1. Participants will see a person icon at the bottom of the meeting screen. Real time feedback can be provided by clicking on this icon and selecting the appropriate status or response.
2. A participant’s meeting settings can also be adjusted by clicking on the person icon and then clicking on the gear icon.



### Access Collaboration Panel:

1. The Collaboration Panel can be opened by clicking on the pink arrows in the bottom right corner of the meeting screen. Here you will have access to:



- a. Chat Room - allows users to communicate with other participants via text
- b. The Attendees Panel - allows users to view every attendee in the meeting
- c. Share Content - if promoted to Presenter status, users can share their desktop screen, documents, and a whiteboard
- d. My Settings – Adjust Audio and Video Settings and Notification Settings