

# Blackboard Collaborate 12

## Getting Started for Blackboard Collaborate Participants

### Overview

Blackboard Collaborate™ provides an online environment with chat, audio and video for interactive sharing between desktops or whiteboards for rich media, breakout rooms, and session recordings. Therefore students and instructors can engage as if they were in a traditional classroom.

### Preparing for a Blackboard Collaborate Session

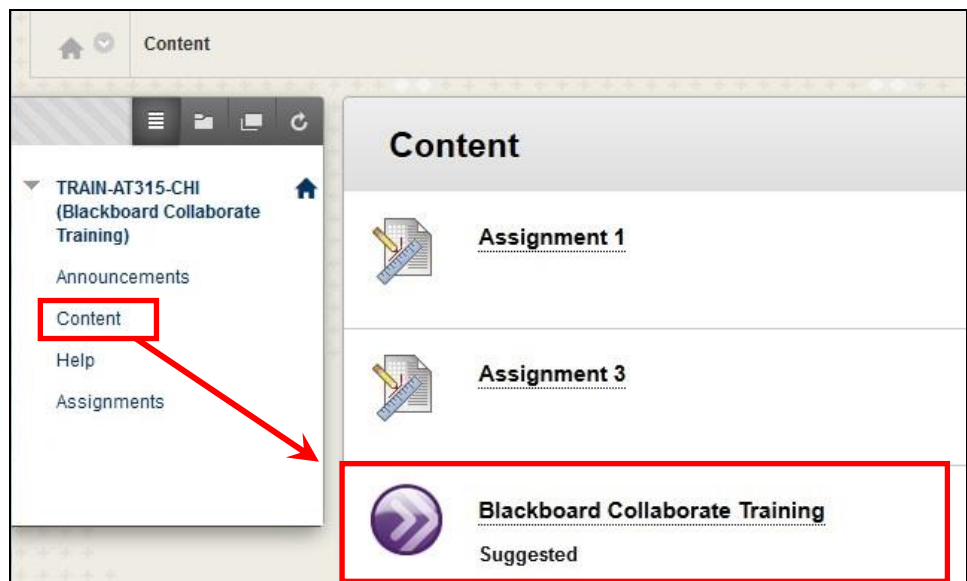
1. Find a comfortable place with no distractions.
2. Be sure to join the session 5 – 10 minutes prior to the start.

### Accessing a Blackboard Collaborate Session

When you are inside your eCampus course, click on the link to the Blackboard Collaborate Session the instructor has provided in an eCampus course or organization, or by e-mail.

Example of a Session link inside a course.

The instructor has placed a Blackboard Collaborate link in the Content folder.



If the Tools link is available, it allows access to all Blackboard Collaborate sessions.




### Bb Collaborate List Page

Sessions | [Recordings](#)

Search: Title [v] Contains [v] [input type="text"]

Start Date: 08/29/2013 [calendar icon]

End Date: 09/04/2013 [calendar icon] [Go]

Available	Title ▲	Start Date	End Date	Creator	Session Type
	Blackboard Collaborate Dell Laptop Test	Thursday, August 29, 2013 12:45:00 PM CDT	Thursday, August 29, 2013 1:45:00 PM CDT	Joo Eun Chi	Course
	 Blackboard Collaborate Training	Thursday, August 29, 2013 4:45:00 PM CDT	Thursday, August 29, 2013 5:45:00 PM CDT	Joo Eun Chi	Course

Displaying 1 to 2 of 2 items | [Show All](#) | [Edit Paging...](#)

**Note:** An active session has an icon.

Example of an email with a Blackboard Collaborate link.

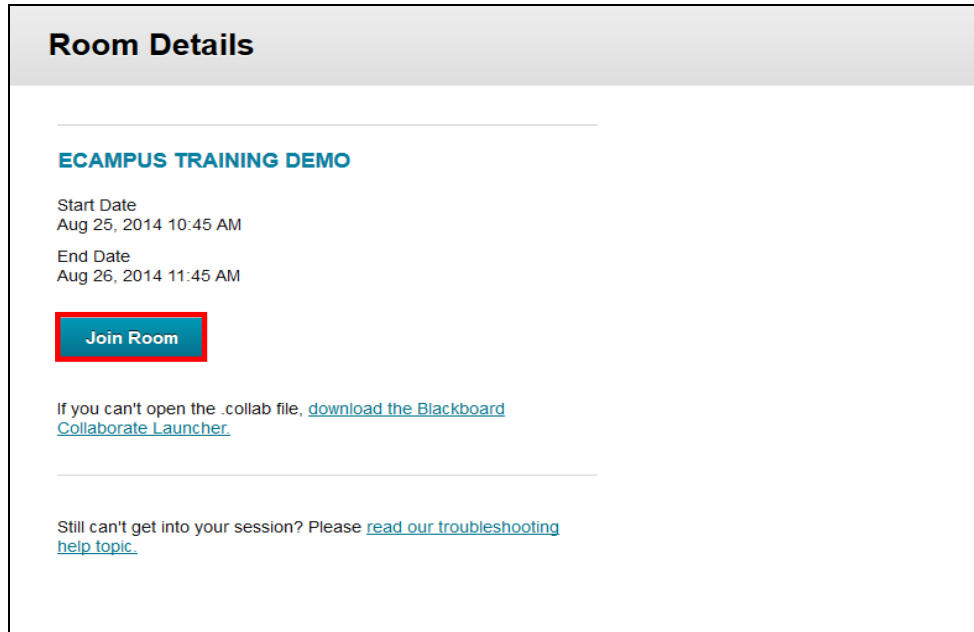
**Session Details**  
 Starts: Aug 29, 2013 12:45 PM  
 Ends: Aug 29, 2013 1:45 PM

To join the session, click on the following link: <https://dccc.blackboard.com/webapps/bb-collaborate-BBLEARN/external.guest.session.launch.event?uid=8fa6d999-0e9f-4556-bed8-685909d5b89a>

You may join the session as early as 15 minutes prior to the start session.

## Launching a Session

1. When you click on the session's link, select **Join Room** in the Blackboard Collaborate page



**Room Details**

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**ECAMPUS TRAINING DEMO**

Start Date  
Aug 25, 2014 10:45 AM

End Date  
Aug 26, 2014 11:45 AM

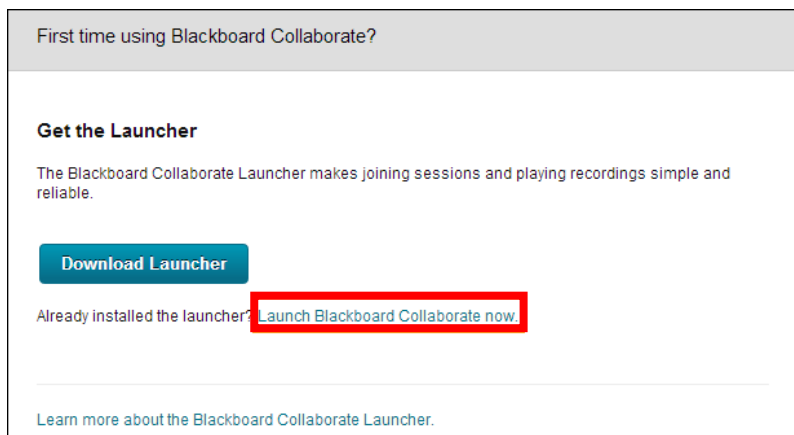
[Join Room](#)

If you can't open the .collab file, [download the Blackboard Collaborate Launcher](#)

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Still can't get into your session? Please [read our troubleshooting help topic](#).

- **Important:** Even if you already installed the launcher, you may be treated as a first time user and be prompted to download the launcher. This can happen if you cleared your cache and cookies last time you exited your browser, use secure or private browsing, or use a different browser.
- If this is the case, you do not need to re-download the installer. In the First time using Blackboard Collaborate? Pop-up window, select Launch Blackboard Collaborate now to bypass the download and then open your collaborate file.



First time using Blackboard Collaborate?

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**Get the Launcher**

The Blackboard Collaborate Launcher makes joining sessions and playing recordings simple and reliable.

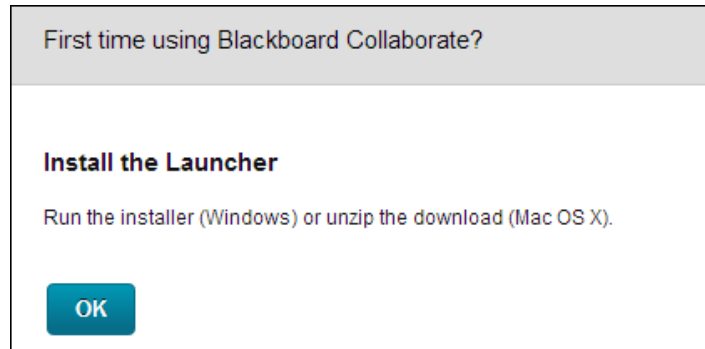
[Download Launcher](#)

Already installed the launcher? [Launch Blackboard Collaborate now.](#)

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[Learn more about the Blackboard Collaborate Launcher.](#)

2. A pop-up window reminds you to install the launcher. Do not select **OK** until **after** you have installed the launcher.



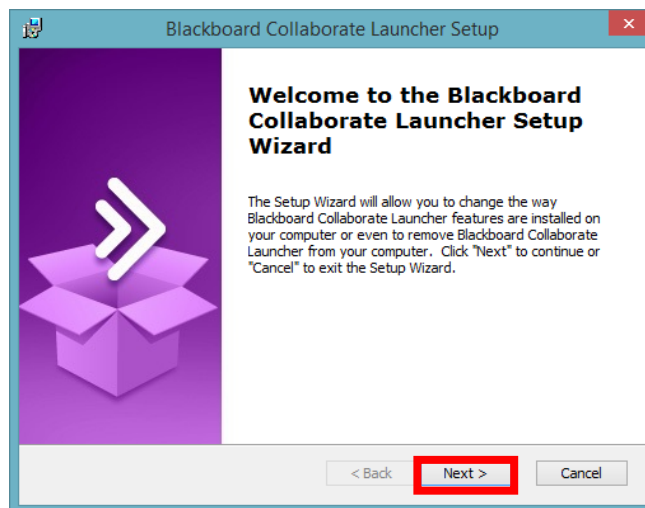
Internet Explorer and Firefox users, if you do select **OK** now, your prompt to open and run the installer file will be hidden behind a prompt to open the meeting.collab file.

3. Open the Blackboard Collaborate setup wizard. Different browsers handle this scenario differently and the behavior of each browser may vary depending on how you configured your browser settings.

If your browser also prompts you to open the collaborate file, **do not** do so until you have installed the launcher.

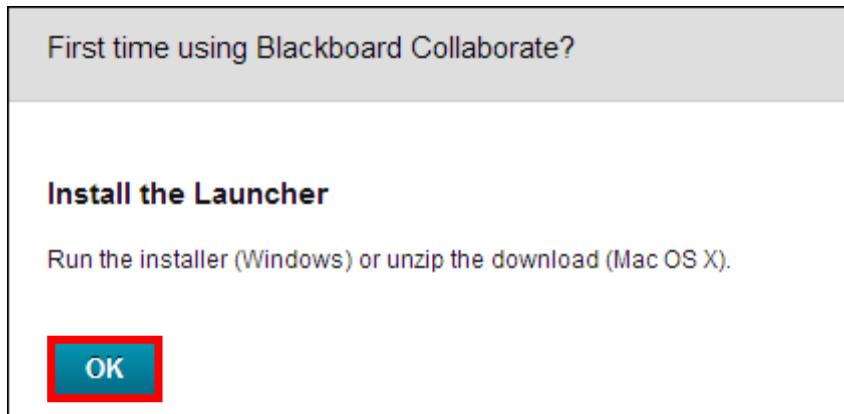
When you run the installer, you may possibly see an Installer Information dialog box that says "the cabinet file is corrupt and cannot be used." It means the download of the installer was incomplete. This will happen if you lost connection during download. In which case you will need to download the installer again.

4. Select **Next** to start the setup wizard and select **Finish** when complete.



The setup wizard installs the Windows launcher and adds it to the Start menu.

5. In the pop-up window reminder, select **OK** to confirm you installed the launcher.



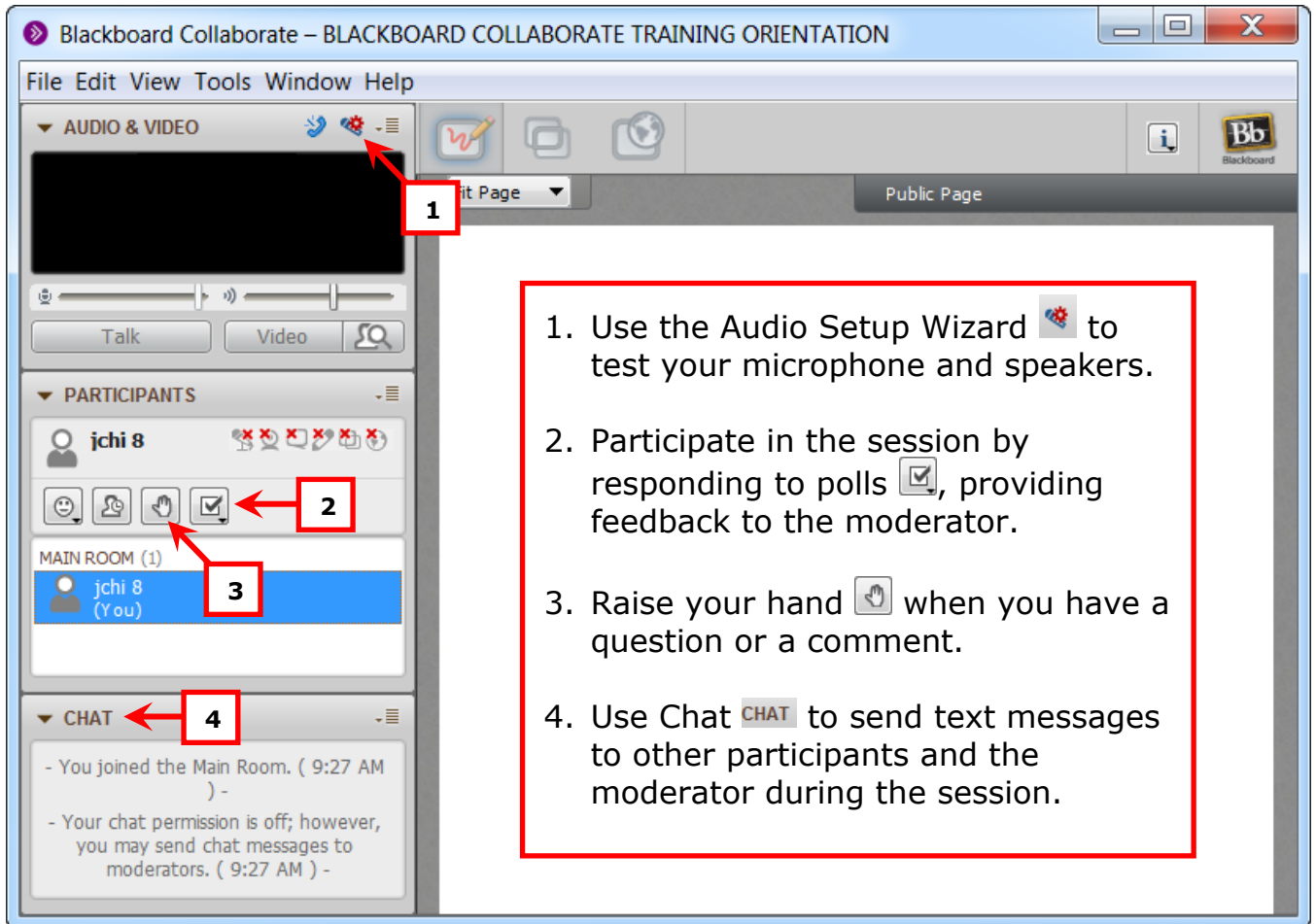
6. Open meeting.collab to join your session or play.collab to play your recording. If you don't see a prompt to do so, open the file in your Downloads folder.

### Joining a Session

Set your Connection Speed to the Internet, the drop box will offer options. Select your speed and then click **OK**.






**In Session**



The screenshot shows the Blackboard Collaborate interface for a session titled "BLACKBOARD COLLABORATE TRAINING ORIENTATION". The interface is divided into several sections: "AUDIO & VIDEO", "PARTICIPANTS", and "CHAT".

- 1**: Points to the Audio Setup Wizard icon (a gear with a red lightning bolt) in the top right of the AUDIO & VIDEO section.
- 2**: Points to the Polls icon (a checkmark in a box) in the PARTICIPANTS section.
- 3**: Points to the Hand icon (a hand with fingers spread) in the PARTICIPANTS section.
- 4**: Points to the Chat icon (a speech bubble) in the CHAT section.

The right side of the screenshot contains a list of instructions:

1. Use the Audio Setup Wizard  to test your microphone and speakers.
2. Participate in the session by responding to polls , providing feedback to the moderator.
3. Raise your hand  when you have a question or a comment.
4. Use Chat **CHAT** to send text messages to other participants and the moderator during the session.

**Important:** Remember that running other applications on your computer can slow your connection to the session.