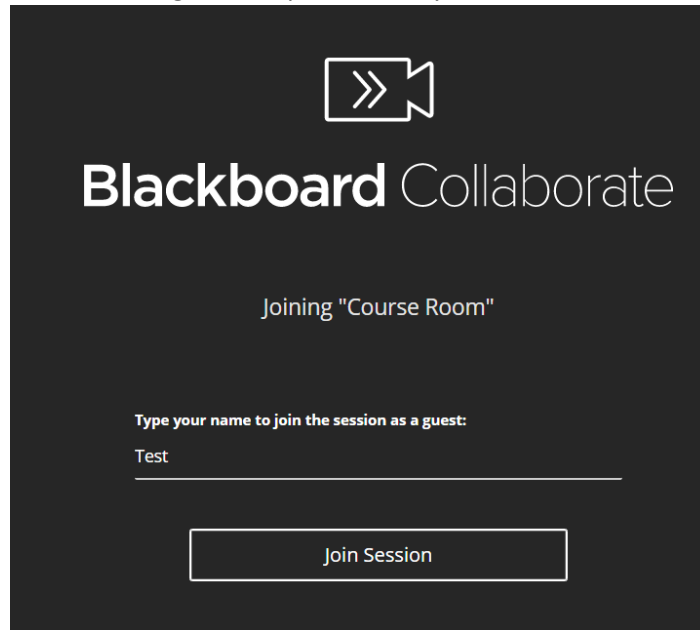
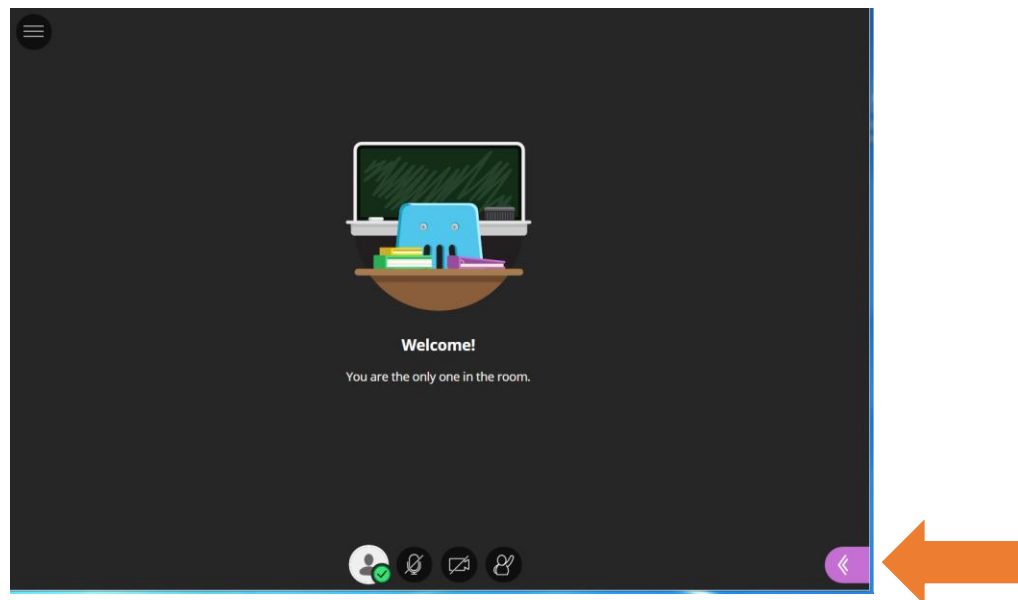


Instructions for Joining a Blackboard Collaborate Session

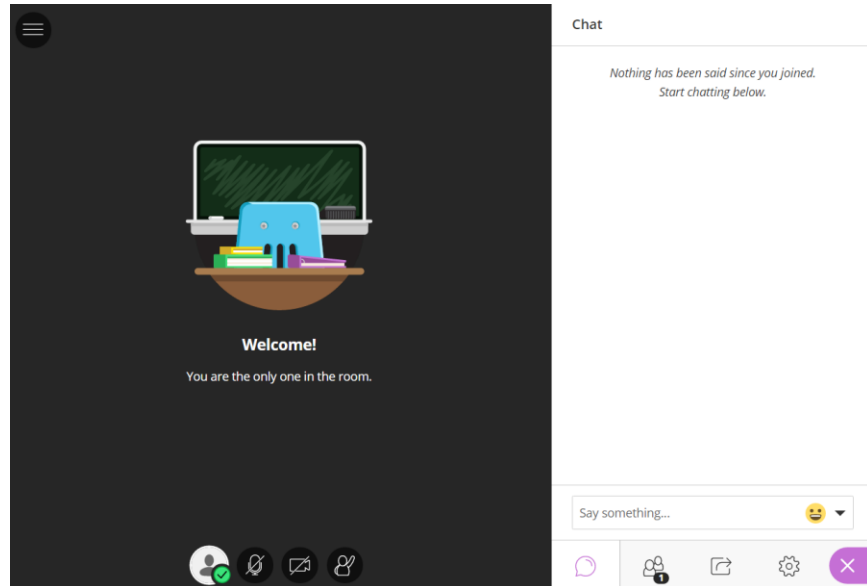
1. Use **Google Chrome** (internet browser) to join the Blackboard Collaborate session.
 - a. Join the session using the link provided to you.



2. Once in the session, click on the pink arrow on the bottom right corner of your screen. This opens the Collaborate Panel.

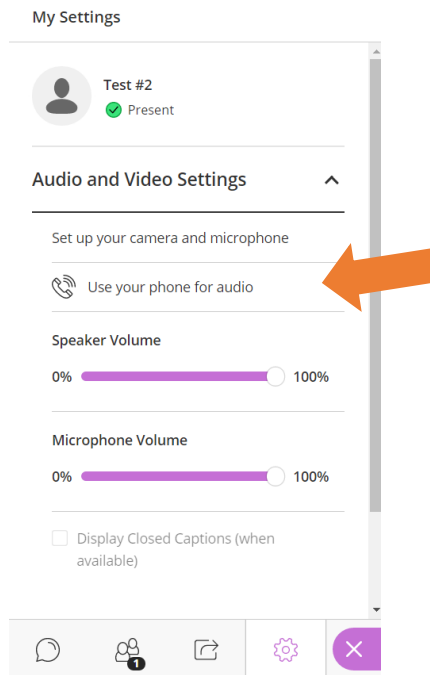


3. The first option you will see on the Collaborate Panel is the chat pane. Use the chat pane to type questions and comments to the moderator and the other participants.

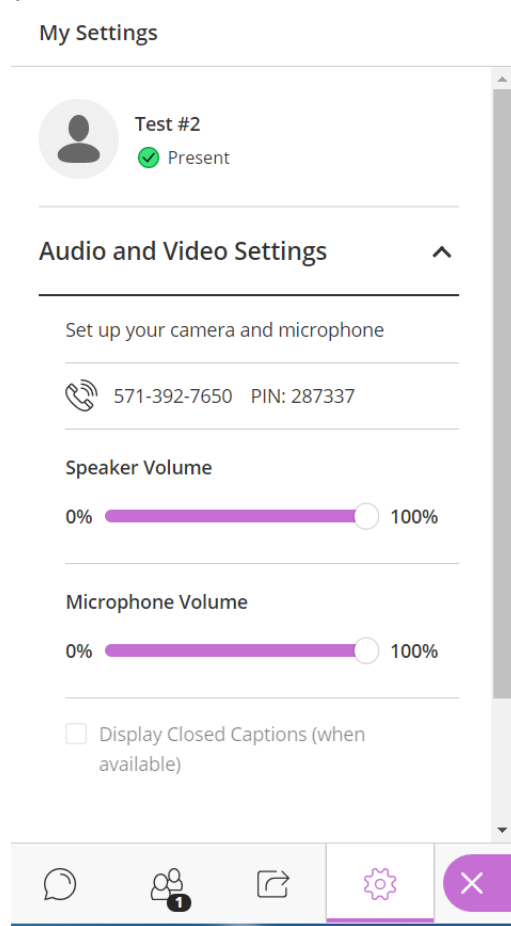


If you will be listening to the session moderator (then use the chat pane to communicate to the moderator), your computer speakers should be sufficient for audio.

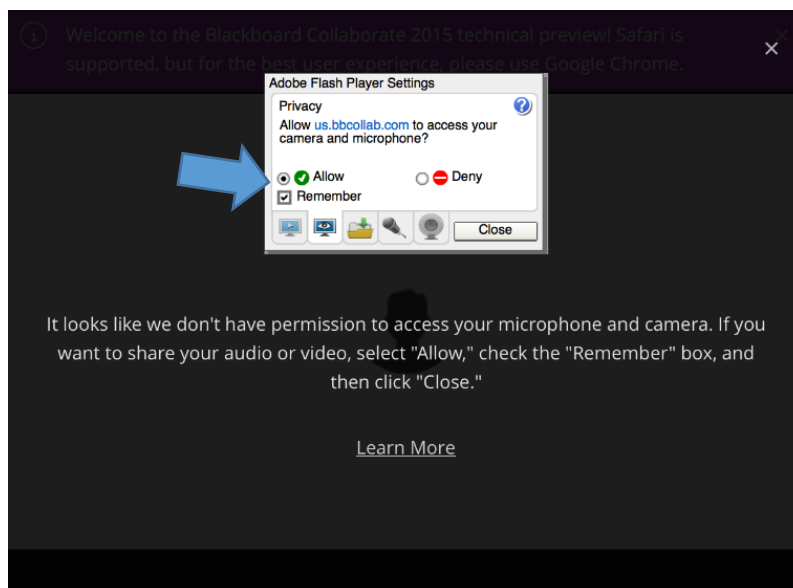
4. However, you also have the option of setting up your microphone and camera. If the moderator allows you to participate using your voice (instead of, or in addition to, the chat pane) you should set up your camera and microphone. It is recommended you use your phone for audio. From the Collaborate Panel, click on the Settings icon (a gear). Then click on Use your phone for audio.



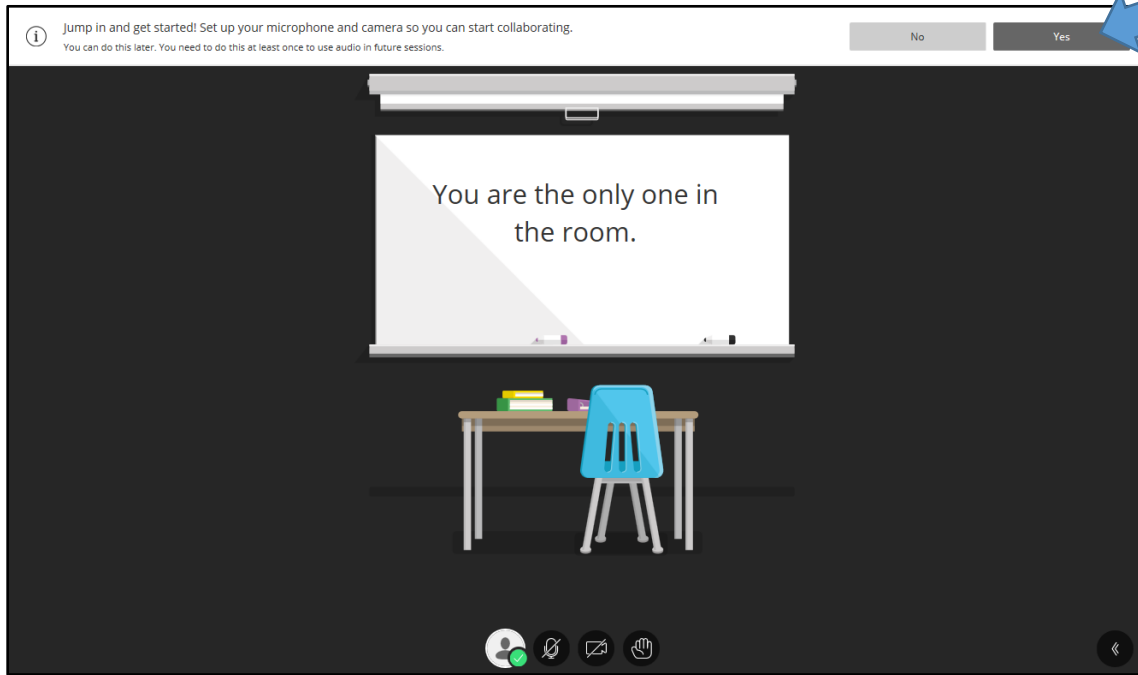
5. Dial the number that appears. When prompted, enter the PIN and the # sign. Then click Set up your camera and microphone.



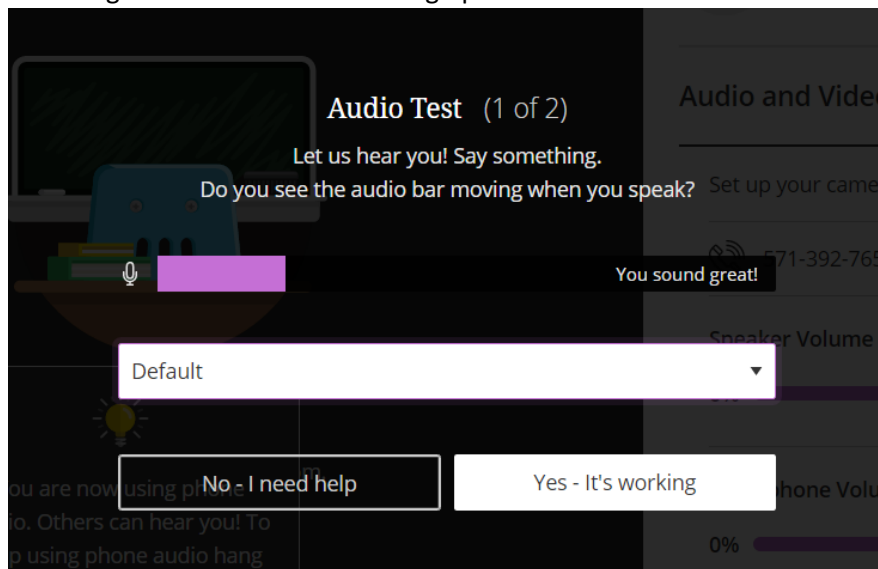
6. If you see this screen (typically the first time using), click the Allow button and check the Remember box. Then click Close.

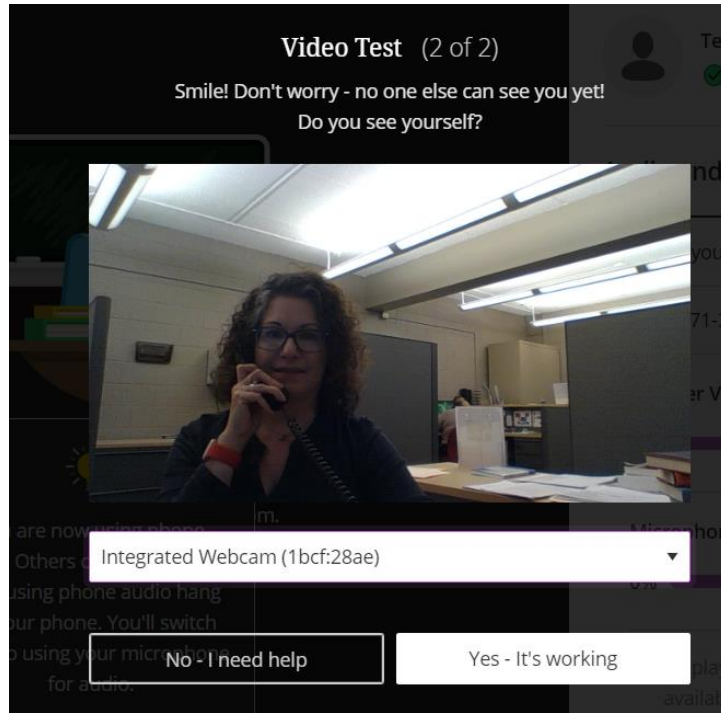


7. If you see this screen, click Yes.



8. Follow the prompts for the audio and video tests. If you need assistance click No – I need help, and you will be given some troubleshooting options.





9. When your audio and video are successfully set up, you will see the message below. Mute your audio from your phone. Click on the video camera to share (or hide) your video.

