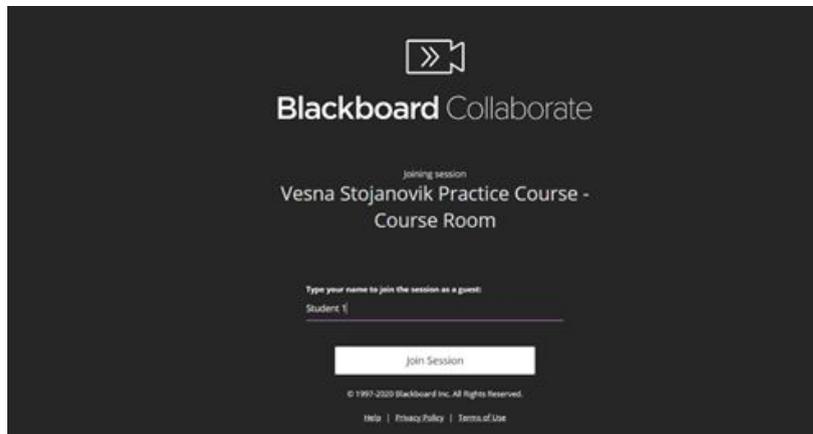# BLACKBOARD COLLABORATE

How-To and Top Tips

How to get to BB Collaborate - First click the link in the email you receive from the lecturer/moderator.

You will then be prompted to insert your name before joining the session.

**What to expect from an interactive live session**

Depending on how many are in the live session, you may be able to see others' screens or not. It often will not be asked that you turn on your camera particularly in a large group, but it may be encouraged in a smaller group setting.

Top tip - unfortunately Blackboard Collaborate does not yet have a function where you can blur or hide your background. Therefore it is completely up to you as to whether you choose to use it or not, so try and find a

space where you are comfortable sharing your video. Remember - even the lecturers are new to doing live sessions from home, so try to not feel uncomfortable with having your bedroom or kitchen on show behind you! Showing your face may encourage others to do the same, and help discussion feel more comfortable.
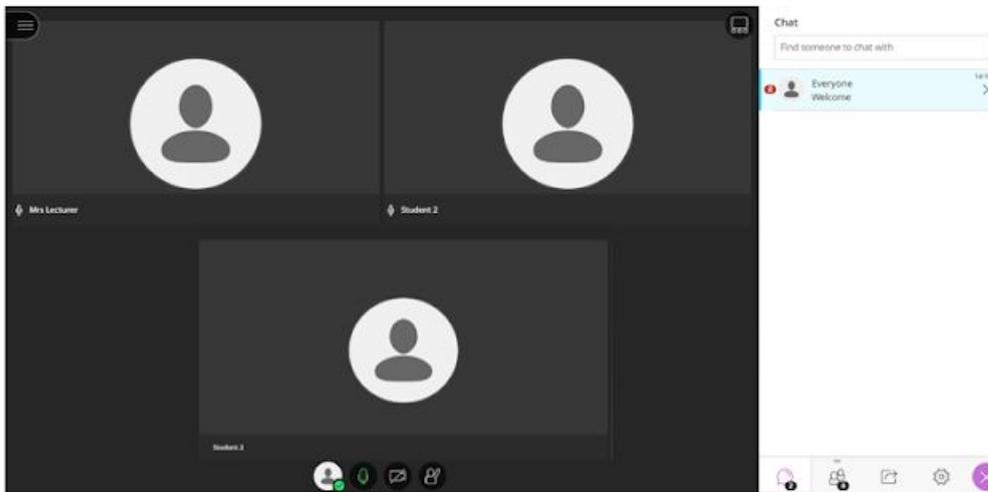
The lecturer will share their powerpoint/document, and their face or profile image can still be seen in the bottom right corner of the screen.
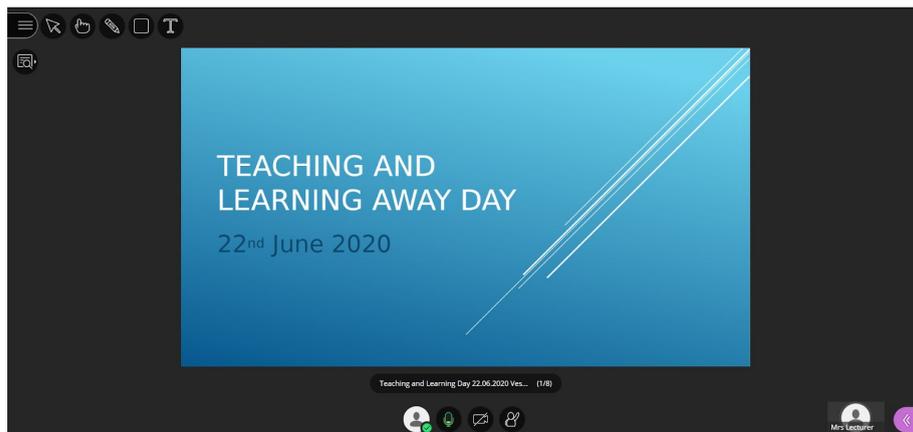

You can use the icons in the top left of the screen to zoom in/out to get a clearer picture if the document appears blurry.

Settings- If you find people aren't able to hear you, you may need to adjust your volume settings within BB. Do this under 'My Settings'/'Audio and Video Settings'/'Speaker Volume'.

You can also adjust notification settings as well /'My Settings'/'Notification.
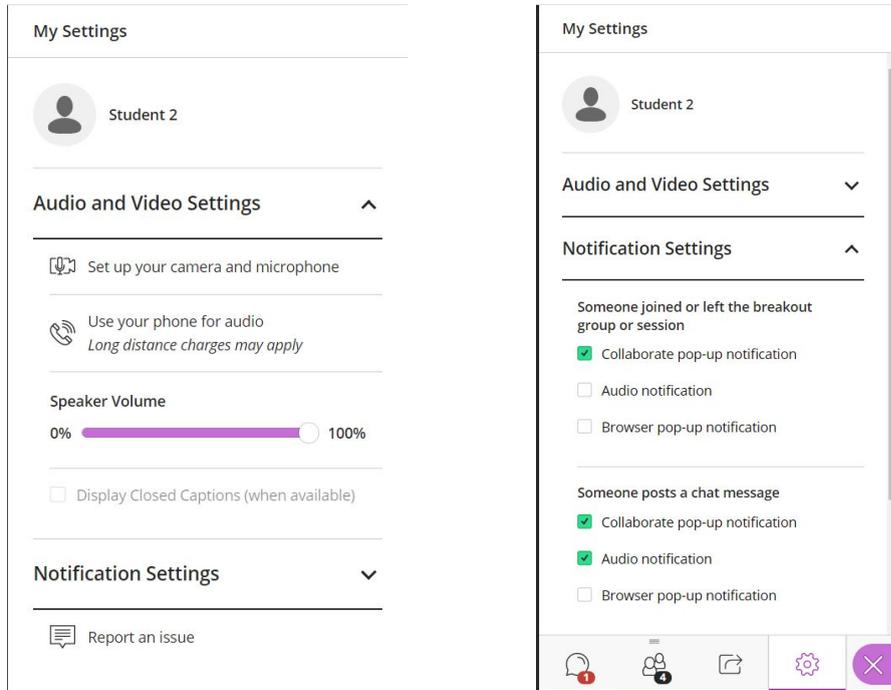
Top tip - if your microphone or camera are still not working you may also need to adjust notification settings as well /'My Settings'/'Notification on your web browser (i.e. Google).
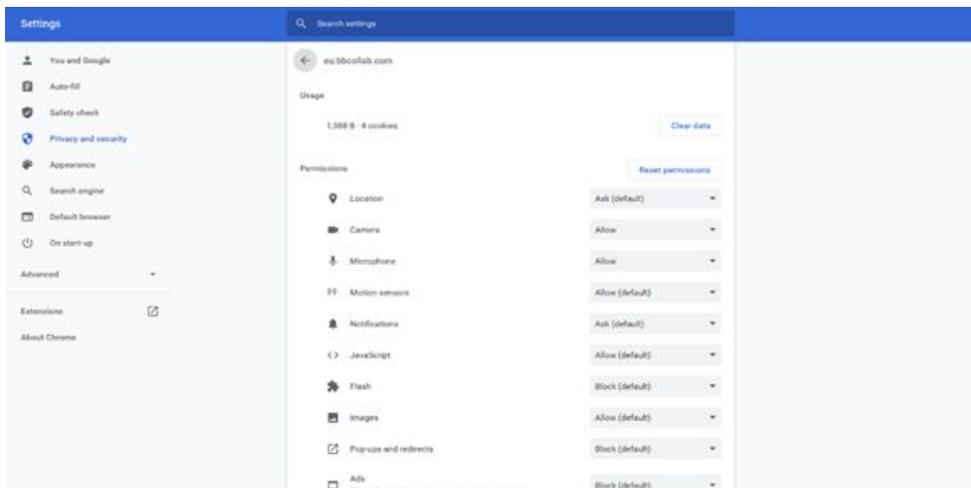
Breakout Rooms

The lecturer can either randomly or specifically assign you into breakout groups, and this will appear on your screen:


You are free to choose as to whether to keep your video off or turn it on in these breakout groups. It will generally be encouraged that everyone turns their camera on to facilitate more face-to-face discussion. On some occasions it may be necessary to have your camera on (i.e. placement meetings/clinical sessions etc.), but other sessions may be more flexible.
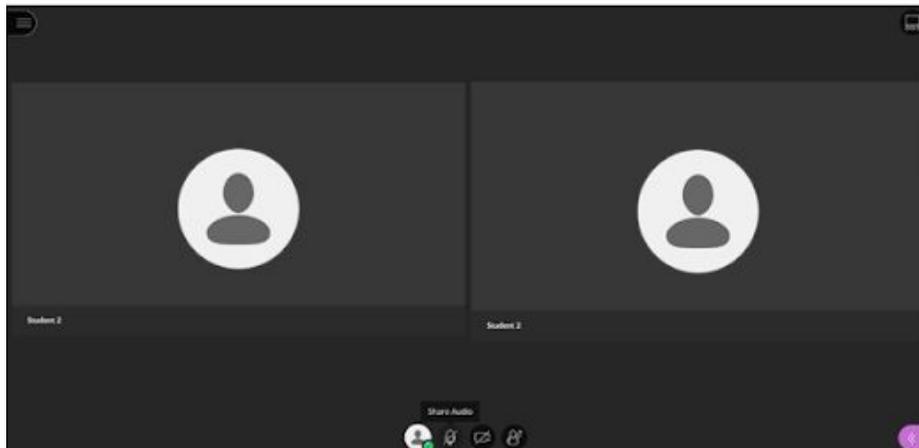
Chat- How to use the chat function

You are able to use the chat panel on the right hand side of the page to chat to everyone or to specific people.
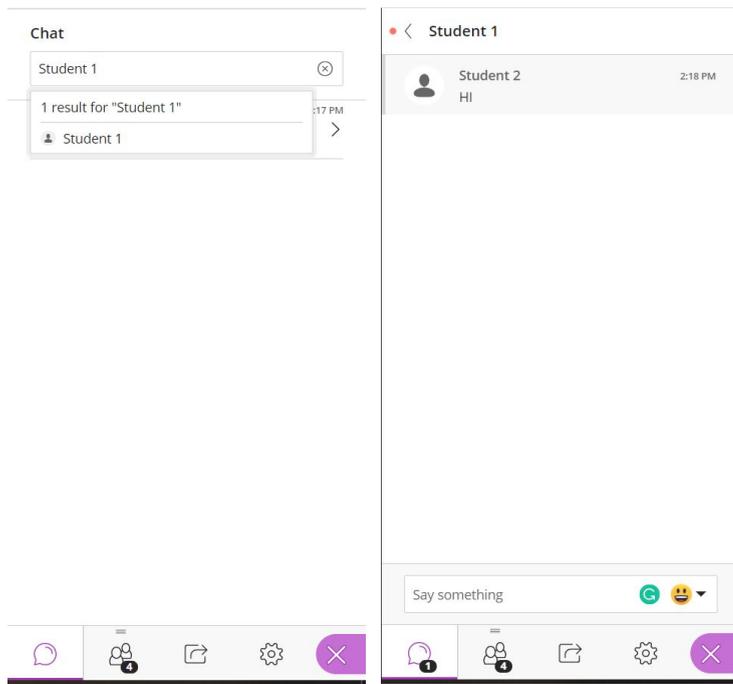
Top tip - when moving in and out of breakout groups and the main group, the chat function does not save previous chats within that group, so be mindful to take note of anything important mentioned in previous chats. The chat function can also be disabled by the lecturer if it is being used too much!
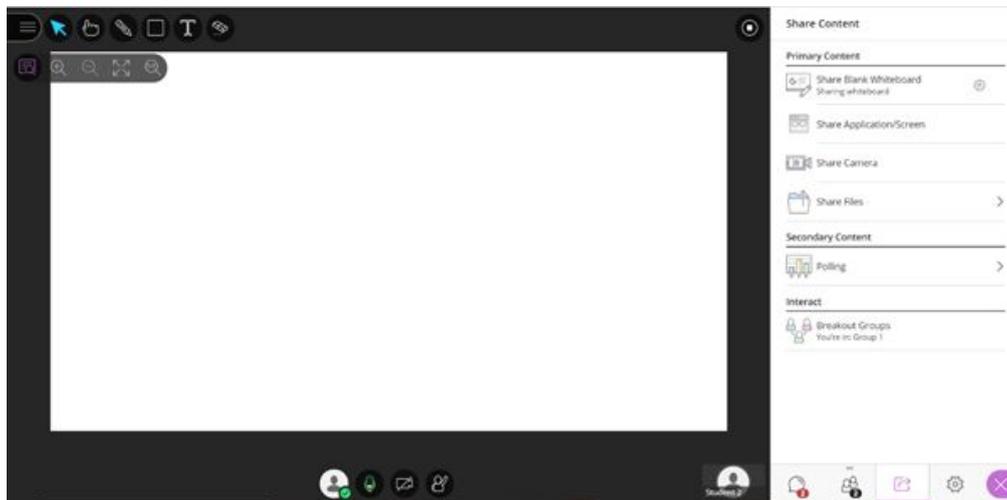
Attendance- How to see who else is in the meeting.
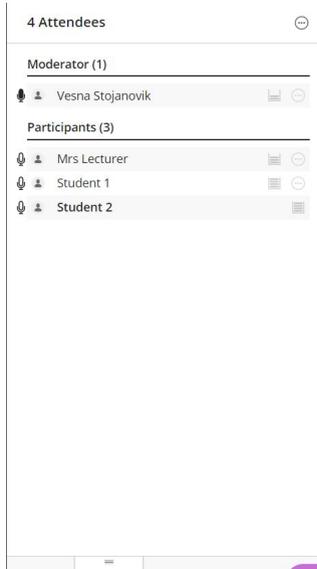
Additional functions

Whiteboard

During a live session the lecturer may use the whiteboard function to share ideas, you can also use it when in breakout rooms too. Everyone is able to type or draw onto the whiteboard if this function has been enabled.

Top tip - similarly to the chat function, when moving in and out of breakout groups and the main group the whiteboard function does not save previous drawings or text within that group, so be mindful to take note of anything important before exiting the group.

Polls

When the lecturer shares a poll it will appear at the bottom of the screen and you can vote as well as see the results by clicking the /'poll'/ button. Voting on all polls remains anonymous.
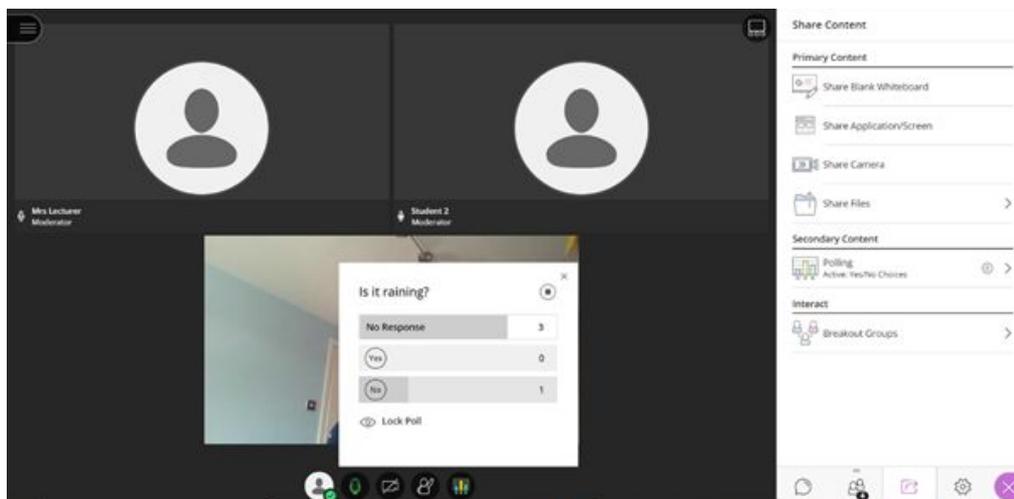
Leaving the session

You can leave the session by pressing the button in the top left corner, and then /'Exit session'/

Blackboard will then ask for audio and video feedback to end the session, by which point your camera will have been turned off and you can promptly leave the session.