Blackboard Collaborate Instructions

The following document will walk you through the necessary BB Collaborate functions.

Logging on:
1. Follow the link provided in the schedule
2. Type your name and select 'Join Session'
    a. You may choose to allow audio access in case you want to use your microphone to ask questions
    b. You may also be asked to allow video access, please feel free to have your camera on during the session! Make sure to do what you're comfortable with!
    c. If given the option to work through the BB Collaborate tutorial, you are welcome to do so just be aware that the session may begin before you're done!

Microphone & Camera:

Off: On:


1. To turn on/off the camera and microphone settings, simply click the icons shown at the bottom center of the screen. Above shows how the setting appears both on and off.
2. To see who has their microphone on, you can check the Participant tab (Instructions below).

Chat Feature:
1. To open the chat, go to the "Open Collaborate Panel" button located in the bottom right corner of the screen and select the "Chat" icon.
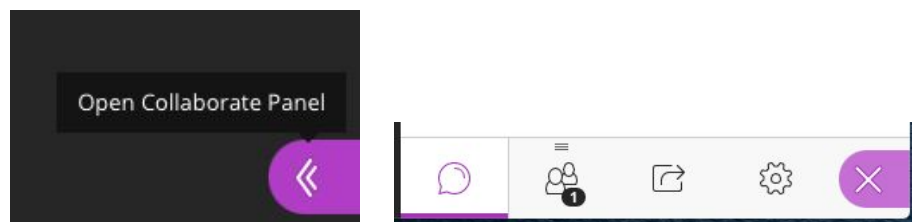
2. To message everyone in the session, click the "Everyone" chat window and begin typing your message.
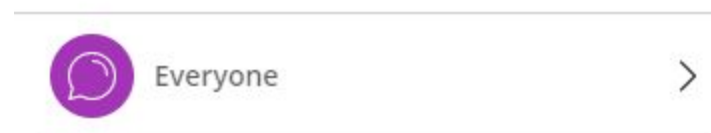
3. To privately message someone, click the arrow next to where it says "Everyone" then type the name of the person you want to chat with. (To see who the moderators of the session are, see below for instructions on checking the "Participant" tab.)
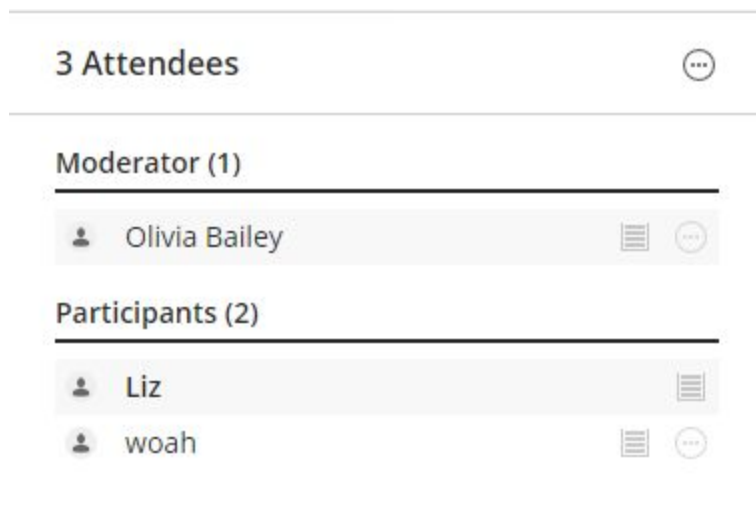

Participant Feature:

1. To see the names of the moderators and participants in the session, go to the "Participant" tab located icon adjacent to the chat bubble (the icon has two people).
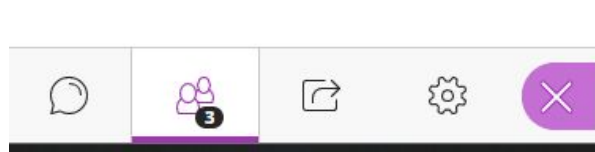
2. Moderators will appear at the top of the list, under the "Moderator" heading. Participants will appear next in the list, under the "Participants" heading.


3. To send someone a private message from here, click the circle with the three dots in it and select "Send a chat message"
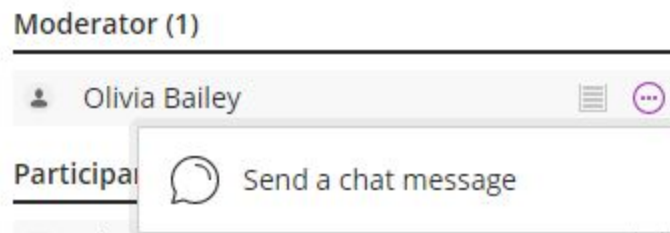
Raising Hand:

1. If you have a question you want to ask verbally (with your microphone), you can press the "Raise Hand" button located at the bottom of the screen next to the microphone and camera buttons.
   a. If you have questions you do not want to ask with your microphone, you can type them in the chat.
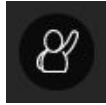
Breakout Rooms:

1. To join a Breakout Room, click the box with an arrow in it next to the room you want to join
   a. If you need to switch rooms or join the main room again, click the box with the arrow on the new room you wish to join
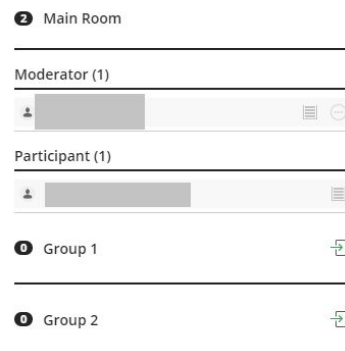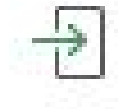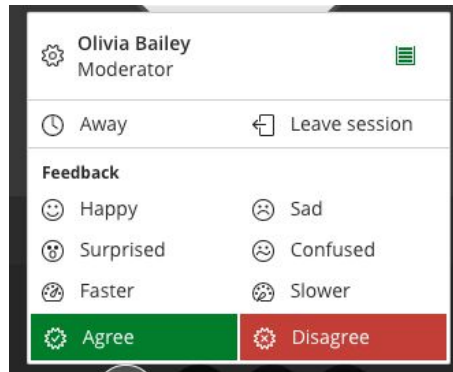

Leaving a session:

1. To leave a session, use of one the three methods below:
   a. Exit out of the window

   b. Go to the "Open Session Menu" button in the upper left hand corner of the screen. Select "Leave Session" (located at the bottom)

c. In the bottom center of the screen, click on your icon (next to the microphone) to pull up the options. From here, select "Leave Session"

Questions? Email Erica D'Eramo (deramo@umbc.edu)

BEST of luck!!