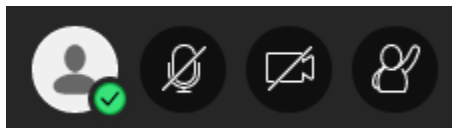


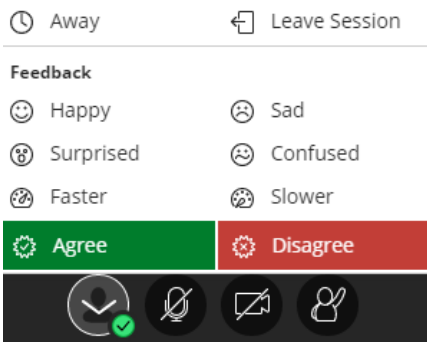
- 1) Log in to Blackboard and go to your course
- 2) On the left menu, select the link relating to “Collaborate”
- 3) There will be a list of sessions. Click on the appropriate session, then “Join Session”
- 4) If it’s your first time using Collaborate, you will go through camera and microphone testing.
- 5) When you enter the session, there are two main “areas” you need to use for course engagement and operation:

a) Status and Settings Menu

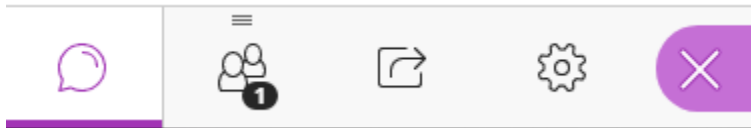


The Status and Settings Menu is at the bottom-center of the screen. Within this menu, users can:

- Enable or disable their cameras or microphones
- “Raise their hands” to alert the instructor of a question or comment
- Leave the session temporarily or permanently
- Provide feedback to the instructor (see examples below)



b) Collaborate Panel



To open the Collaborate panel, select the purple button at the bottom-right of the screen. When the panel opens, users can:

- Interact with all (or individual) course participants via the “Chat” menu
- View a list of all participants
- View content shared by the instructor
- Adjust various settings