Using Blackboard Collaborate within your Assigned Group

## My Groups Access for Collaborate

To join a Collaborate session with your group inside of your Blackboard course, click on the link for Collaborate under your My Groups in the left-hand menu.

The Collaborate Group Room window will show the Join Room button and any available recorded sessions.

Click the Join Room button to enter the Group Room.

Your session will open in a new browser tab. At the bottom of the session window, audio and video are turned off by default. Click on the microphone to share your audio and click the video camera to share your camera. In the upper left, click the button to open the session menu. The lower right button is the Collaborate menu.
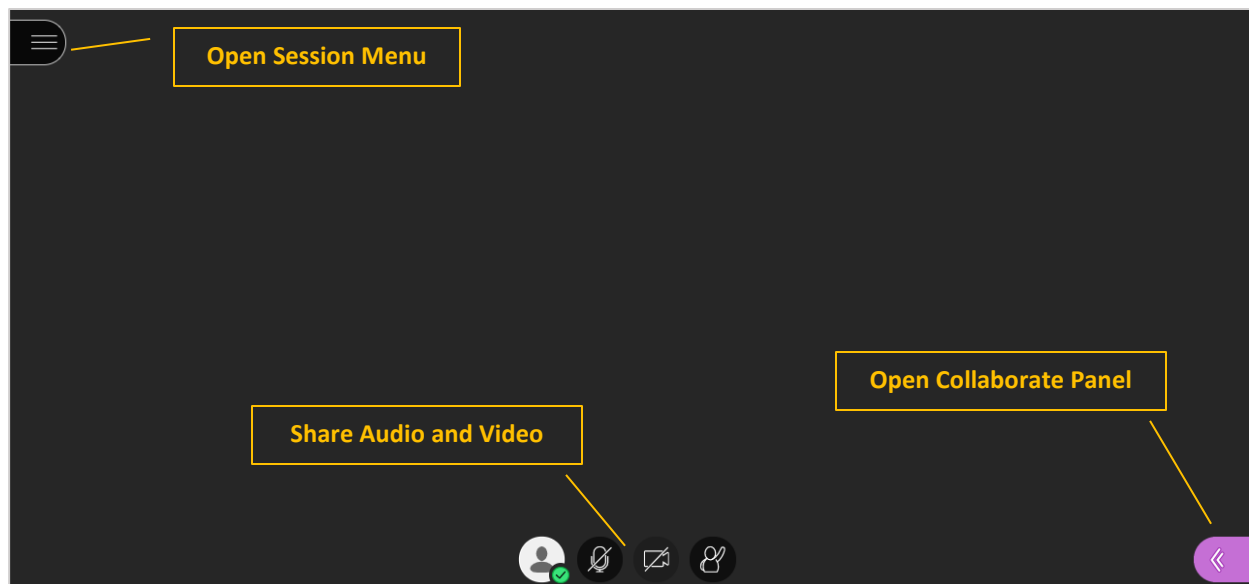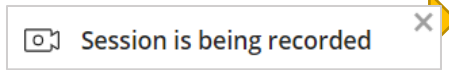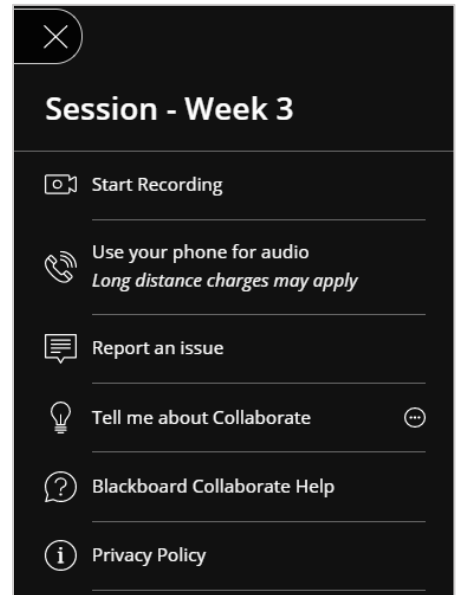
Session Menu – Recording (ONLY if allowed)

In the upper left you will find the Session menu button.

Open the session menu and If the recording option is available, then start recording your session. A flag will confirm that your session is being recorded. When you want to stop recording, open the session menu and select Stop Recording.
*Typically recording is not made available for small groups.*

Session - Week 3

Start Recording

Use your phone for audio
Long distance charges may apply

Report an issue

Tell me about Collaborate

Blackboard Collaborate Help

Privacy Policy

Collaborate   Menu

Chat Messaging

Chat messaging is automatically available to everyone in the group.

Select the option and enter a text comment in the field. Tap the enter key to post your comment.
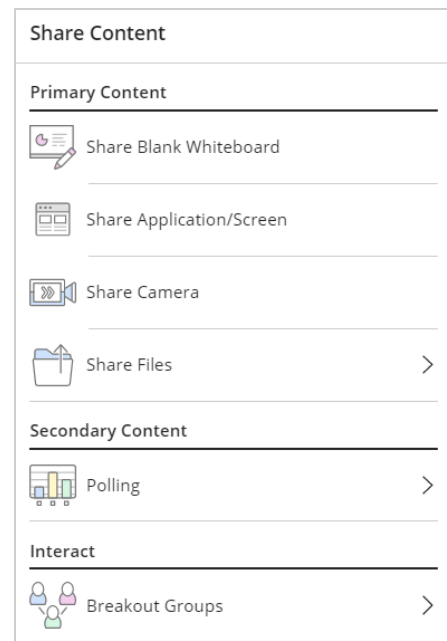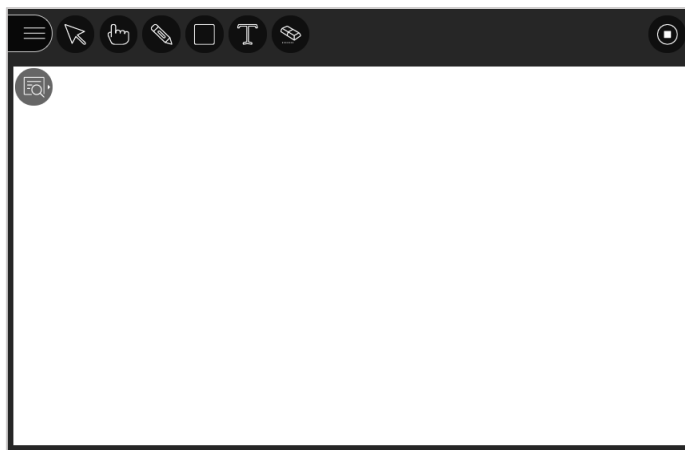
Say something
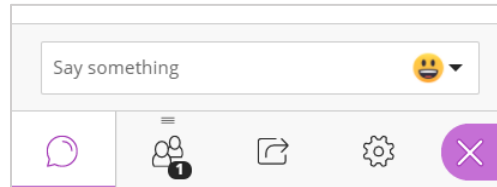
Attendees

This is a list   of your attendees. There is an option to mute all participants and a tool to search for a participant in your list.

Share Content

You can upload   content, including PowerPoint presentations, or share your desktop screen to show more details.

Share your Whiteboard option gives you the ability to draw a diagram, add text, use a pointer and erase. **IMPORTANT:** leaving the whiteboard for another option, such as sharing a file, will erase the contents of your whiteboard.

Share Content

Primary Content

Share Blank Whiteboard

Share Application/Screen

Share Camera

Share Files

Secondary Content

Polling

Interact

Breakout Groups

You can select to share your screen, similarly, to Zoom screen sharing. Select to share your entire screen, an application window, or a tab in Chrome browser. Check 'Share Audio' if you share a video or sound file.

Sharing your camera option gives you the ability to share more than one camera. Share your video and share another camera connected to your computer. Students can see you and anything else you want to show. You're only limited by the number of cameras and USB ports in your computer.

Sharing your files option, you can upload GIF, JPEG and PNG images, PDF files, or PowerPoint presentations of 60MB or lower to your session. You can upload multiple presentations, however the total size allowed is 125 MB or lower for any particular session. You can preload files before a session begins. The files will stay with the session until they are deleted by a moderator.
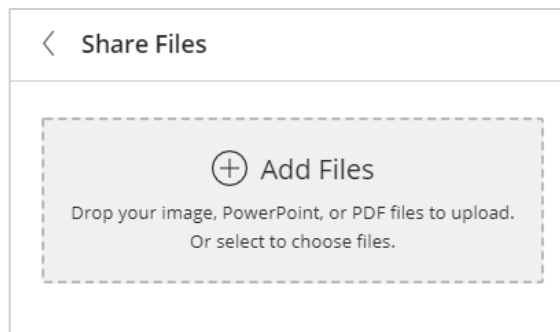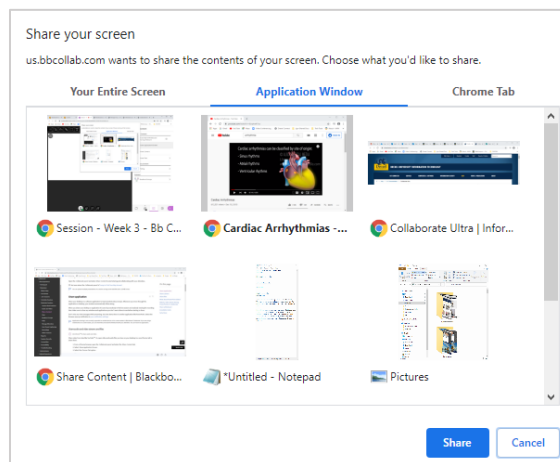
My Settings ⚙

Review your audio and video settings and test whether your camera and microphone are working properly. Notification settings are set to the default options to alert you if someone joined or left the session, posted a chat message, or someone raised their hand.

End Your Session

Select the Session menu button and select 'Leave Session' or you can close the browser tab.

Review Your Recorded Sessions

After closing your session, return to the Group Room pane in the main content area of your BB course. It may take a few minutes for your recorded session to appear in the list of recorded sessions. Recorded sessions are compressed and saved as MP4s. Recordings include activity in the live session. Everyone can view the recordings from any device as often as they want. Recorded sessions will play back in a new Collaborate window.

The recorded sessions appear in a list in the Group Room under the 'Recordings' bar. To watch or download the recording, select the recording options circle icon to the right of the recording and select your option.

Group Room   Join Room

Recordings   ⊙

                                      Filter by   Recent Recordings ▾   🔍

Session name / Recording name   Date   Duration

Demo Group 2 / recording_3   8/20/20, 10:58 PM   00:00:36   ⋯

Duration

00:00:36   ⋯

▷   Watch now