

# Blackboard Collaborate Cheat Sheet

## Joining a Session

### Students joining a session:

- Click the link provided to access bb collaborate
- Enter your name and click "join session"
  - For ASAP tutoring please enter you first and last name followed by your net ID (e.g. Allison Anderson, aander76)

### Test your mic and camera:

- click or unmute audio/video to be seen and heard (this may not be necessary for all sessions)



## Options During Session (items on right-hand side menu)

### Chat



Can be used to interact with others in session or ask a question if you cannot be heard.

### Share Content



Only available if the session leader gives you access. This will likely happen during tutoring sessions. (whiteboard, upload a file to review, share your computer screen)

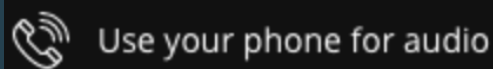
**Tech Tip:** If the image becomes distorted, stop sharing your screen

### My Settings



If you are having microphone or technical issues, click here.

**Tech Tip:** If you're having issues hearing or being heard, under "Audio and Video Settings", select "Use your phone for audio". This will provide a dial in and PIN number for you to call.



## Additional Options (on the center screen)

### Raise Hand



Can be used if you have a question or if you've been asked to take a vote

### Feedback



This allows you to provide feed back to your presenter such as happy, surprised, faster, agree, sad, confused, slower, and disagree

## End Your Session (left-hand side of screen)



- Select the menu in the upper left-hand corner and at the bottom select, "Leave Session".

