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.

Use your phone for audio

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 feedback 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".