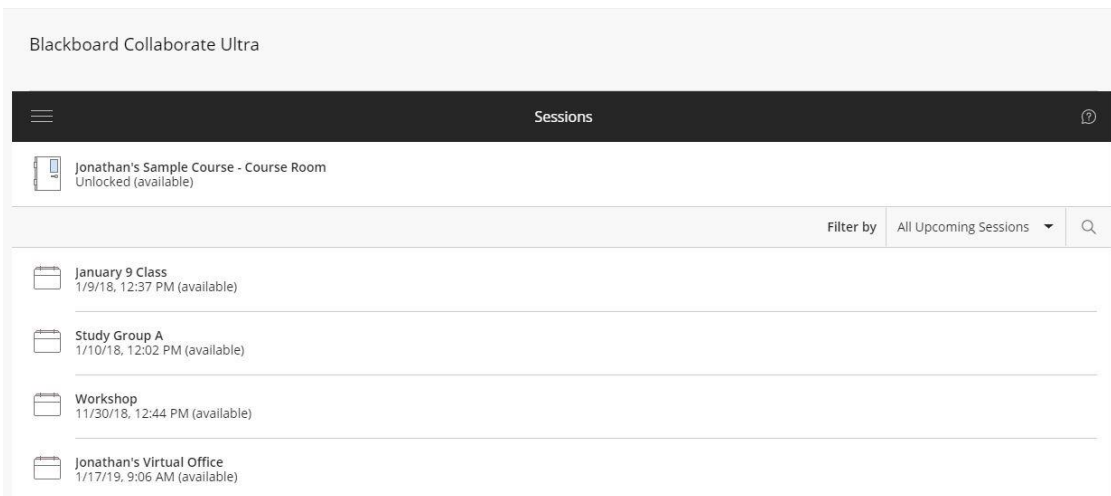# Getting Started in Collaborate for Students

Joining your course session

- The location of Collaborate may vary in each of your classes. Your instructor may have a Collaborate link in the menu, you may be working in collaborate through your groups under my groups, or you may be able to access through the Tools link in the menu. If you are having trouble, ask your instructor where to go to enter the Collaborate space. If you are having technical issues with Collaborate, please all the IT Service Desk at 859-622-3000.
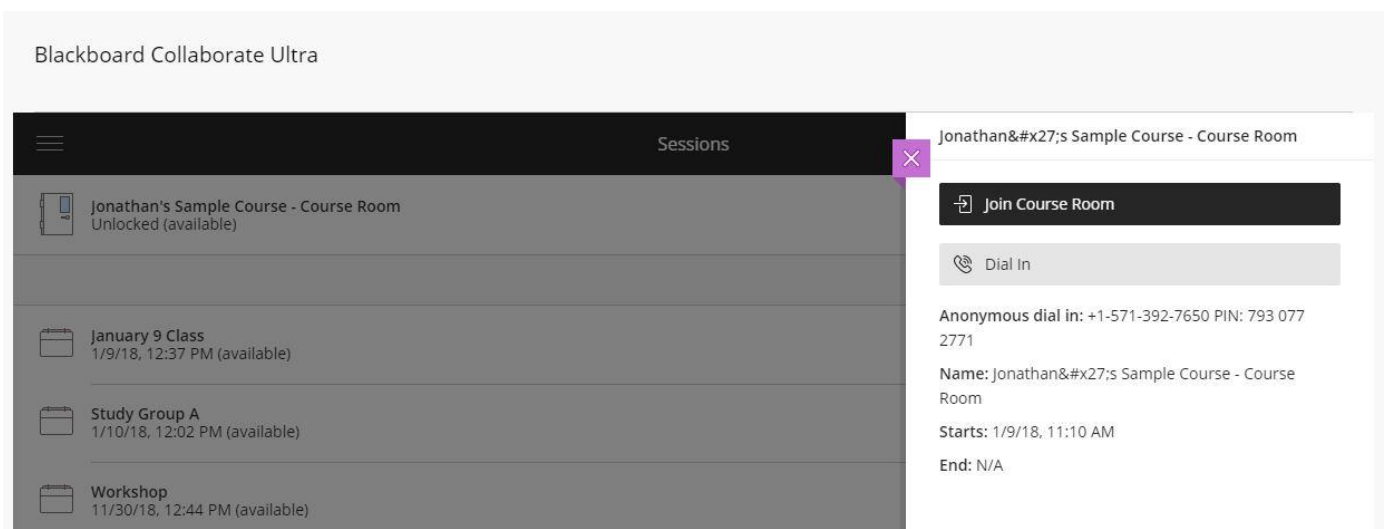- When Blackboard Collaborate launches you should see a screen like the one below:

- In this example, you would click on the Course Room and it will pop up a menu like the one shown below. Click Join Course Room in black to join.

- During the application launch, you may be prompted to allow access to your computer microphone and webcam. Click **Allow** to participate in the session using video and audio from your computer.
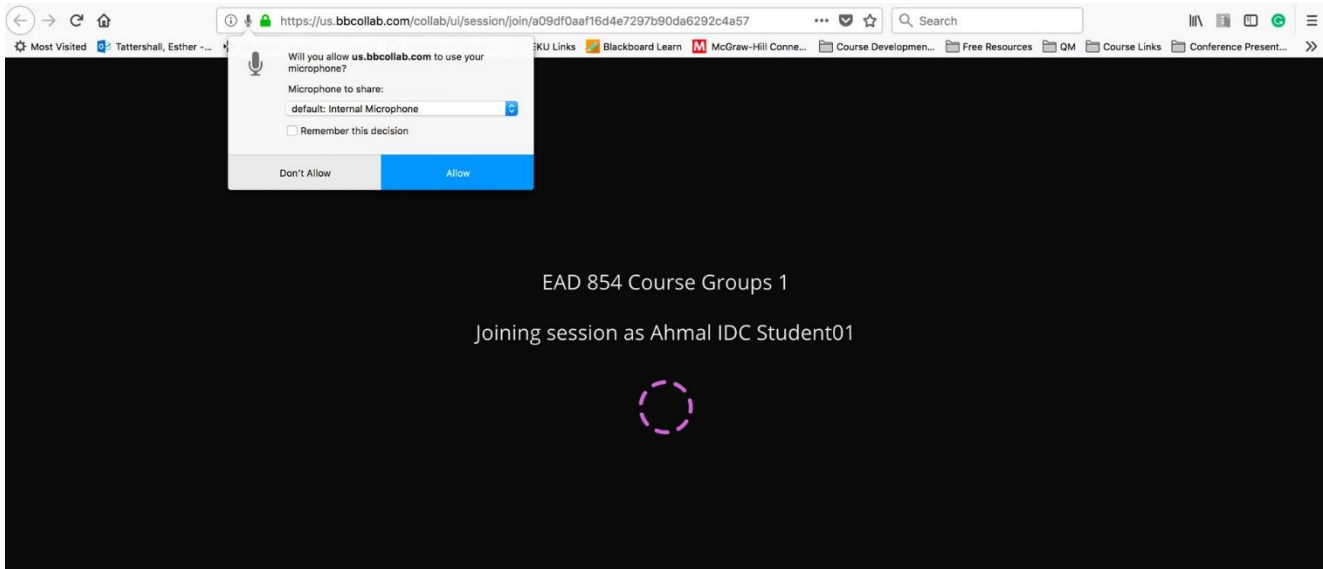
Audio and Video Tests

Collaborate will first test your audio connection.
1. Select the desired input device from the drop-down menu.
2. Say something in to the microphone you've selected.
   a. If you see the audio bar moving when you speak, select **Yes-It's working** to continue your progress through the Tech Check.
   b. Selecting **No-I need help** will take you to Blackboard Help for more information.

Likewise, for the video test:

1. Select the desired input device from the drop-down list. Don't worry; no one can see you.
   a. If you see yourself selecting **Yes-it's working** will complete the tech check process.
   b. Clicking **No-I need help** will automatically redirect you to Blackboard Help for more assistance.
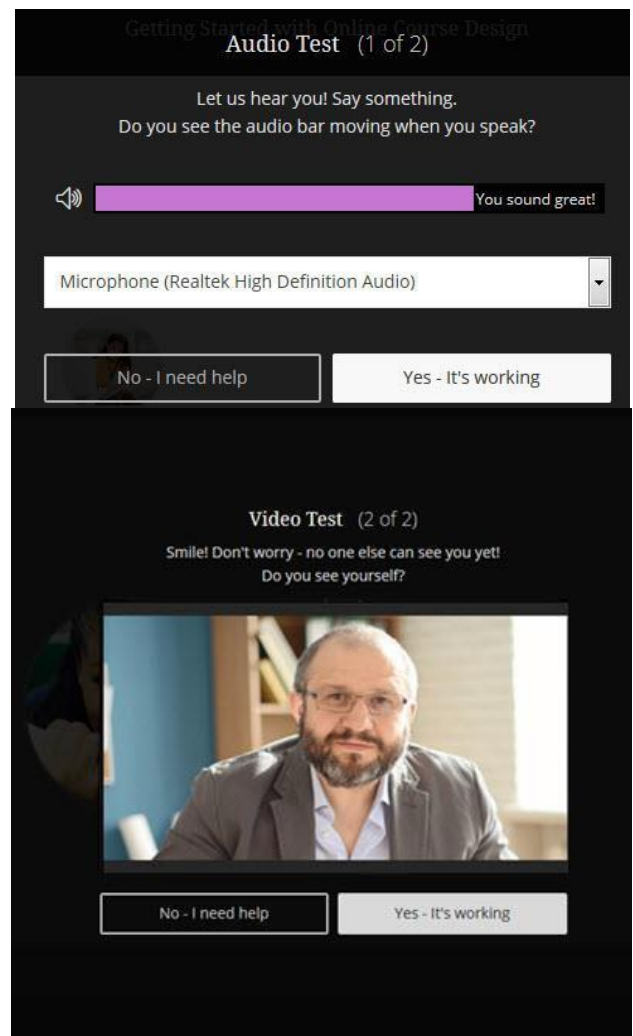
Users that have already completed the initial permissions check can access the audio and video check again from the Collaborate Panel > My Settings > Audio and Video Settings> Set up your Camera and Microphone.

User Interface

Take some time to explore the user interface. There are multiple menu locations but most things you will need will be in the session menu, the collaborate panel or at the bottom such as turning on and off your microphone.
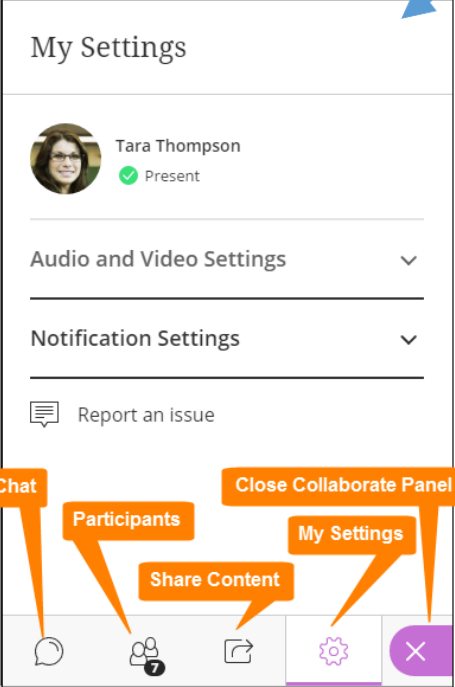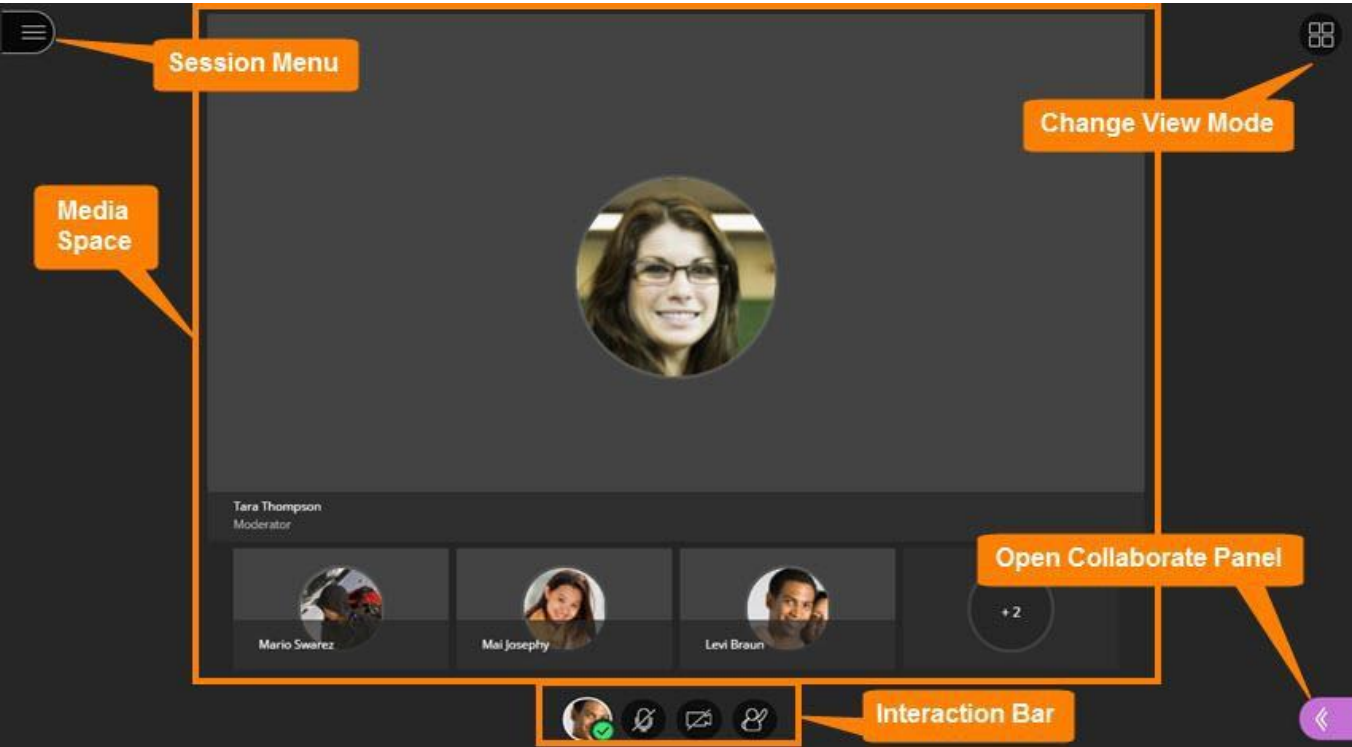
Sharing Content

The **Share Content** menu option allows you to share several different types of media during your presentation. Your instructor will need to make you a presenter in order to be able to share content so check your role when you try to share your content.

- You can share an **Interactive Whiteboard** using the first option in the list
- **Share Application/Screen:** You can share documents from applications on your computer. *(The option to share your Entire Screen is not yet functional.)* Select the option to share **Just an Application** and select the application window you want to share from the applications that are open on your computer. Your application window will display in the Collaborate session window.
- **Share Files:** You can select the option to *Share Files*. With this option, you can upload PowerPoint, PDF, and JPEG files from your computer to share in your presentation by selecting the *Add Files* option and locating the files on your computer. The files will load in the menu window. You can navigate through the slides using the right menu, or the arrows underneath the presentation. All of the individual files you upload will be available in the right menu. Simply choose the file you want to share and choose the *Share Now* option below the files
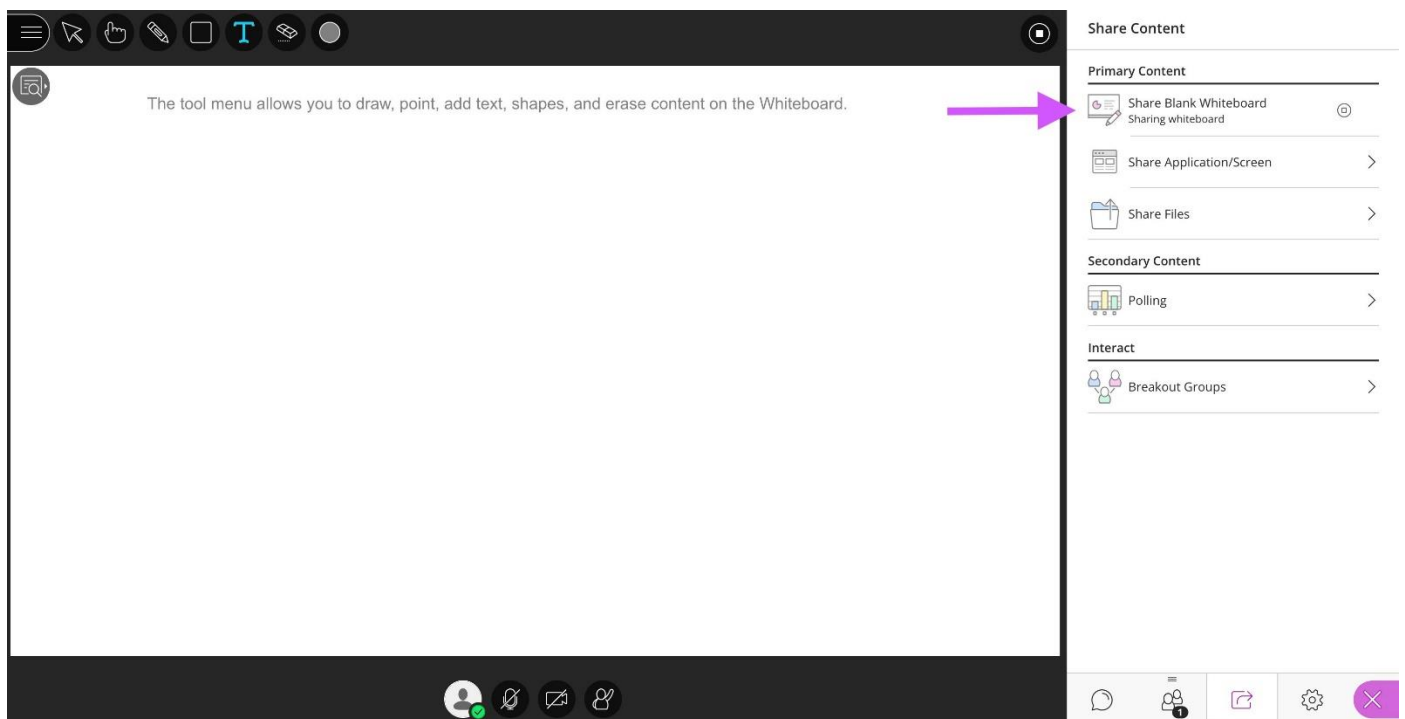
Accessing Recordings

Your instructor may have made some recordings they want you to watch. To watch these recordings you will still want to open Blackboard collaborate. To the left of Sessions is a three bar menu. Click that to open a side menu where you will see recordings. This should bring up all of the course recordings. Click to play.