

AT A GLANCE: BLACKBOARD COLLABORATE

WHAT IS BLACKBOARD COLLABORATE?

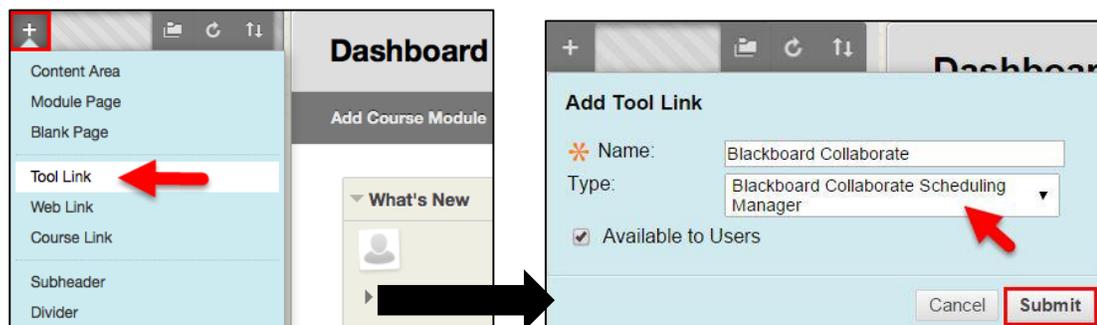
Blackboard Collaborate is a virtual classroom application developed by Blackboard and integrated within Connect. Within Collaborate, you can facilitate classes, meetings, presentations and discussion groups. Sessions can be part of your course in Connect, where instructors and students can have opportunities for synchronous communications. External sessions can also be created, independently of Connect, making Collaborate ideal for meetings and seminars that may include participants outside of UBC.

KEY FEATURES

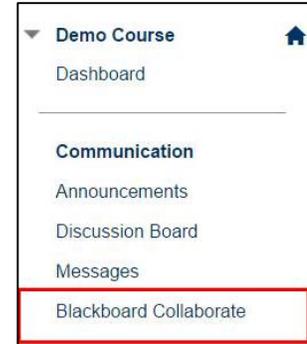
- **Chat panel:** enables you to send chat messages to everyone in the room or to Moderators only. By selecting names in the Participants list, you can send private chat messages to individual participants.
- **Participant indicators:** built-in emoticons, hand-raising, and polling can be used to check student understanding and engagement with the material.
- **Content area:** the main presentation window, often used by Moderators to load PowerPoint presentations. Everyone with permission can use the tools on the Whiteboard to draw or write.
- **Collaboration Toolbar:** allows you to switch between three content modes (Whiteboard, Application sharing and Web Tour).
- **Moderator privileges:** can grant moderator privileges to students and guests in the session, which can be useful for presentations and to allow participants to move themselves between breakout rooms.

GETTING STARTED

1. **Add Collaborate as a Tool Link.** Collaborate is not part of the Connect template in new Faculty of Education shells, but it can be added as a tool link on your course menu. Click on the plus (+) icon on the top left of the screen and select Tool Link. In the pop-up menu, write Blackboard Collaborate. In the Type section, select Blackboard Collaborate Scheduling Manager.

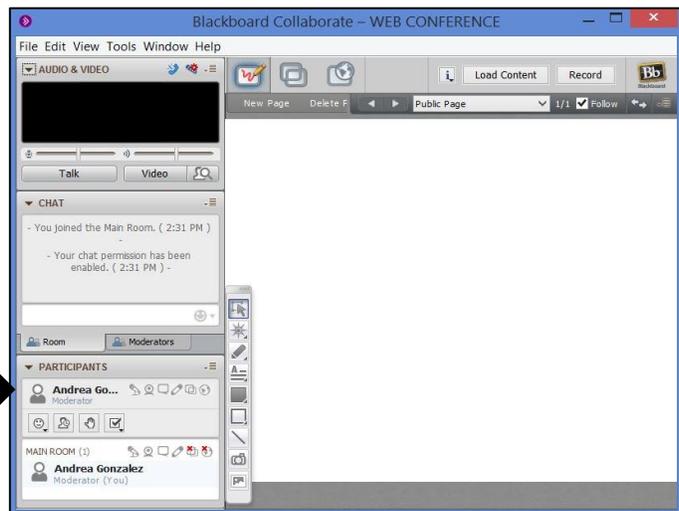
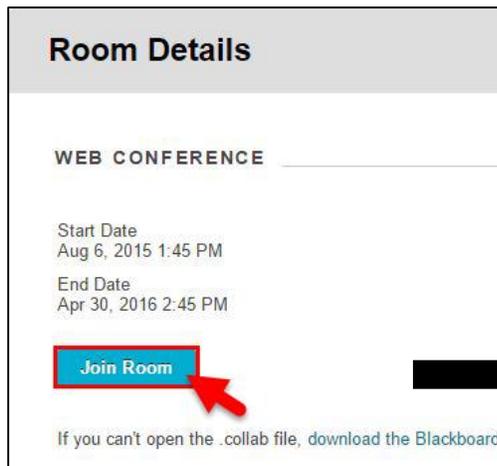
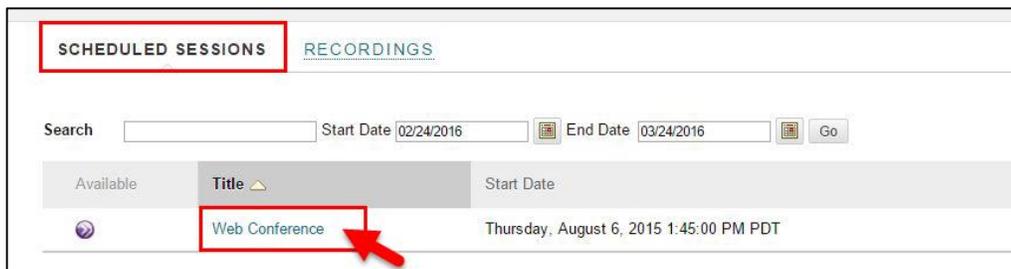


2. Check the "Available to Users" box to make the tool link visible to students. Click Submit to save your changes. You should now be able to see Blackboard Collaborate listed under your left-hand course menu.



There are a few ways to attend a session. You can participate from your computer, as a group in Scarfe 308A, or using a mobile device.

3. **Attend the session:** On the day of the session, log into your Connect course or use the session URL (included in the confirmation email) to attend the session. From within the Blackboard Collaborate page, click on the Scheduled Sessions tab and select the session you would like to join from the list.



If you experience any technical difficulties, please contact Collaborate Tech support:
<http://www.blackboard.com/support-for-blackboard-collaborate.aspx>