

Joining a Blackboard Collaborate Webinar

This document offers a resource for joining a Blackboard Collaborate Webinar scheduled session. Please utilize the 24/7 Blackboard Support Line for technical questions or concerns **Blackboard Support Services at (844) 348-1608**. This support line is available 24/7 365 days a year.

Preparing for Webinar Attendance

Be sure you have a version of **Chrome or Firefox** installed on your desktop or laptop. These browsers work best and allow full use of all Collaborate tools.

Be prepared with headphones or ear buds with a microphone. Here are some examples:



Joining a Collaborate Webinar Session

You should have received an attendance link for the scheduled webinar. The link will be open 15 minutes prior to the session start time. To enter the webinar room, just click the link (or copy/paste in firefox or google web browser) – here is an example link:

<https://us.bbcollab.com/guest/9AA2E566BF6237FE8791337E5301642D>

You will be prompted to enter your name, then click on “join session” to access the room.

The image is a screenshot of a black dialog box titled "Joining 'Course Room'". Inside the box, there is a prompt: "Type your name to join the session as a guest:". Below this prompt, the name "Joann" is entered into a text field. At the bottom of the dialog box, there is a white rectangular button with the text "Join Session".

During the Webinar

The facilitator will guide you through some of the features in your room. However, there are two main areas to know about. The first is your audio visual controls. On the bottom of your screen, you will find your microphone, webcam and hand raising controls:

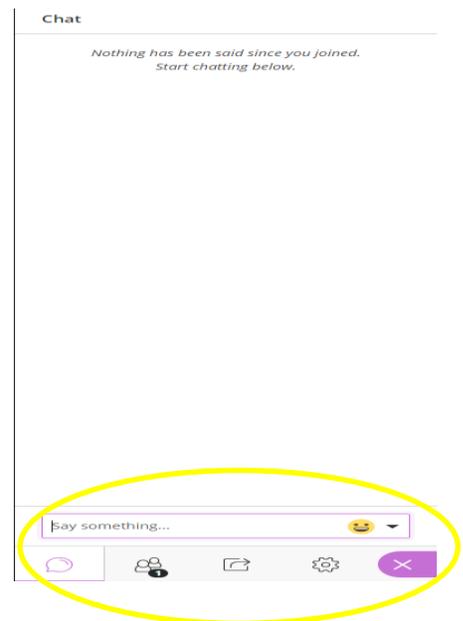


Note: Your facilitator might have all microphones on mute to control feedback and background noise. If not, you should be able to unmute here.

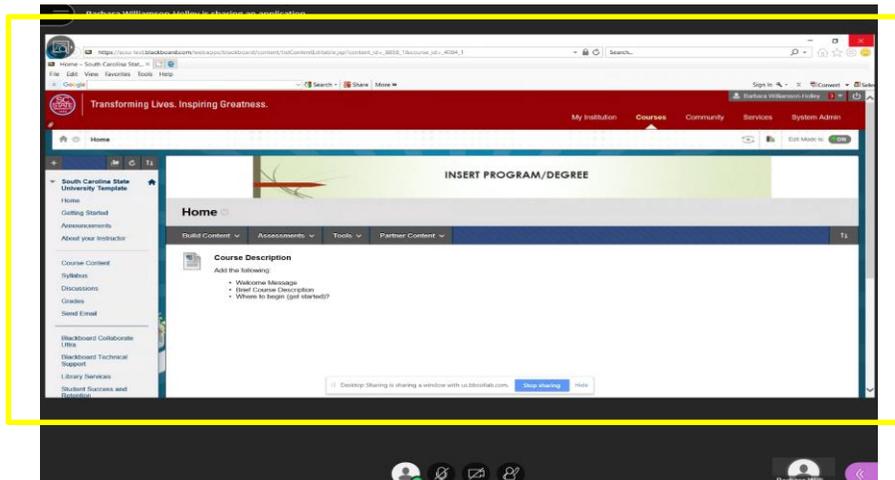
If the facilitator asks for webcams to be turned on, you would do so here. Also, if you have any questions during the session, you can click the raise hand button.

In the bottom right hand of your screen, you can open the **purple X** to expand the communication panel. The first speech bubble allows you to chat with the facilitator and group. The drop down menu will allow you to insert emojis – he/she may ask you to do this from time to time to read the room and gauge how learning is going.

Those are the main two areas that will concern you, the participant. If at any time the facilitator hands over the controls to you, he/she will explain that to you.



On the main part of the screen, you will see what the presenter is showing you on their screen.



You can leave the session by **clicking the X** at the top of the right screen, or you can open the menu on the top left and select “leave session” at the bottom.

