

Blackboard Collaborate Advising Hub Student Guide

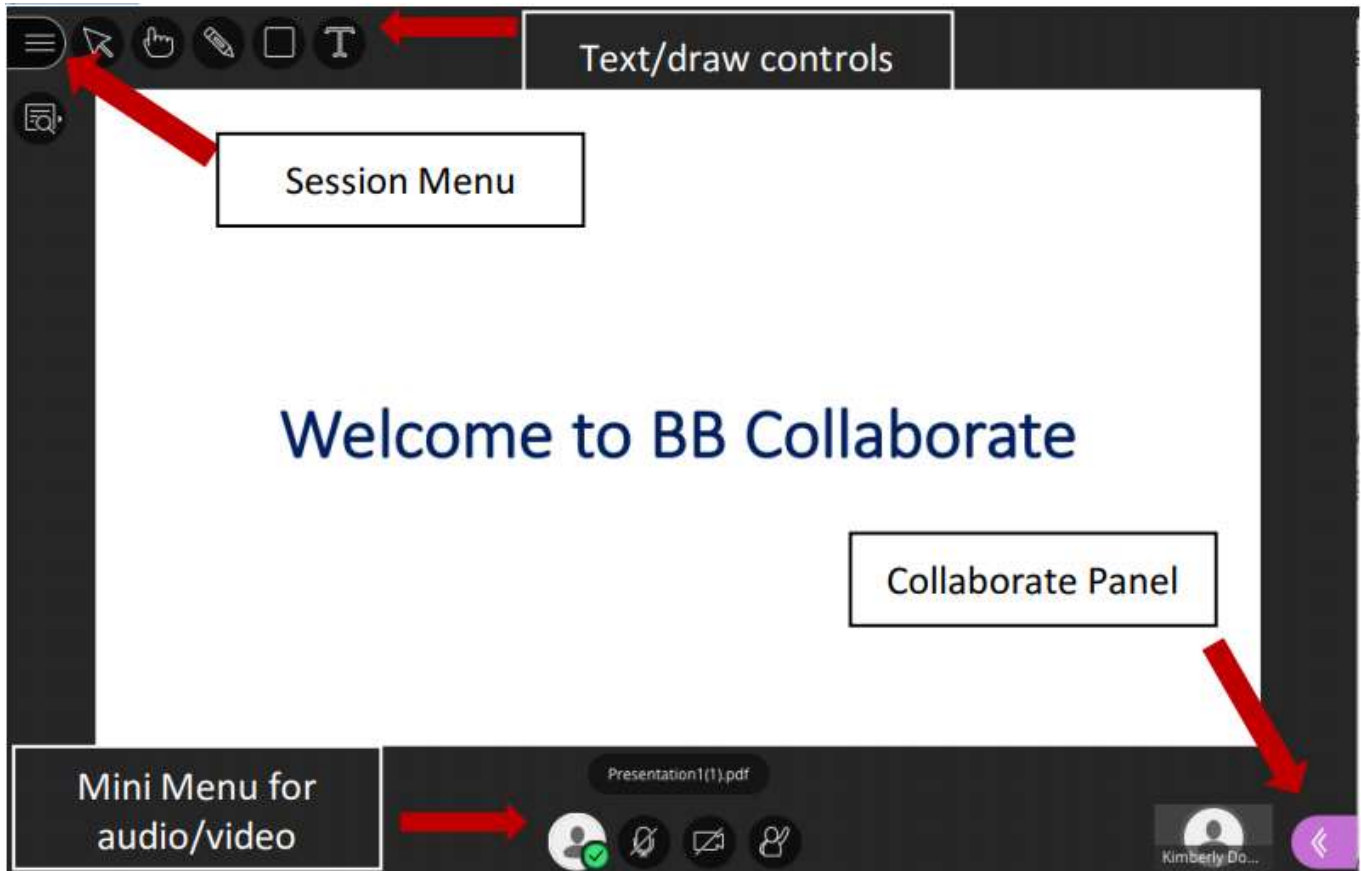
To Join the Advising Hub

(Use Google Chrome or Mozilla Firefox for best results)

Collaborate Options

Once in Blackboard Collaborate, click to open the Collaborate Panel (purple arrow button) in the bottom right-hand corner of the screen

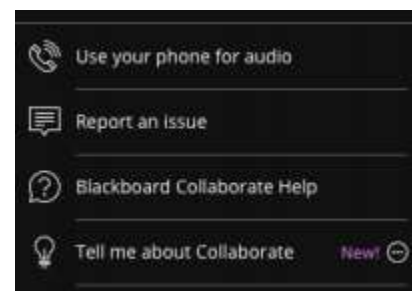
- Bb Collaborate has two menus: Sessions Menu and the Collaborate Panel
- Mini menu at the bottom of the screen includes quick controls for audio, video and raising your hand.
- Tools located at the top of the screen are participant controls to draw/write on whiteboards and/or files.



Sessions Panel

The **session** menu includes links to:

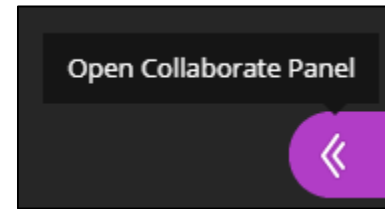
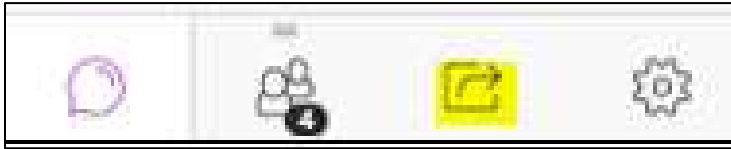
- Use your phone for Audio
- Navigate you through Collaborate through the "Tell me about Collaborate" link
- Leave your session



Collaborate Panel


On the collaborate panel, you will have four (4) menu options:

- View the Chat
- View the Participants List
- Share Content
- Control your settings



Audio and Video Setup

- Set up your camera and microphone is located under the My Settings menu in the Collaborate panel.

My settings can be accessed by clicking the My Settings icon 

- This will take you through 2 easy steps to set up your audio and video.
- You can also click the Use Phone option and get a phone number and PIN and call in.


When you are ready to turn your microphone and video on, use the mini menu controls.



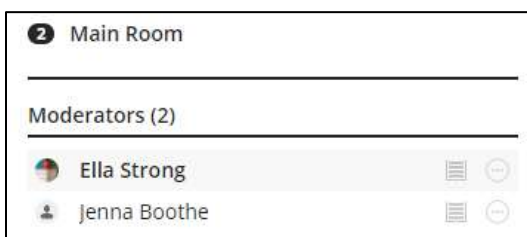
If you have a mic, make sure to unmute so you can talk (using the mini menu control).

If you do not have a mic, click the Chat option on the Collaborate Panel and type your question or request.

Participants List

The participant list is located in the Collaborate panel by clicking the participant icon .

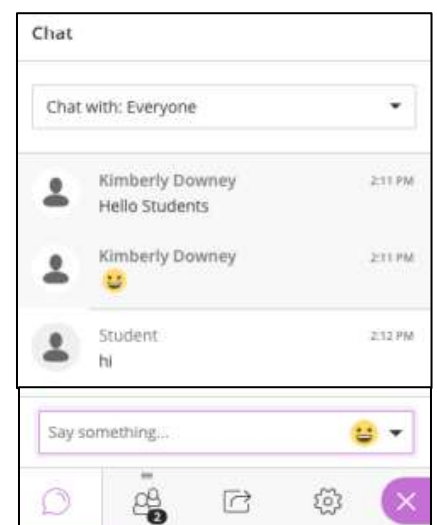
The participant list is a tool for you to see who else is in the advising hub. You will also see yourself on the list.



Chat

The chat tool is located in the Collaborate Panel by clicking the Chat icon .

The chat tool allows you to participate with your instructors and peers via text.



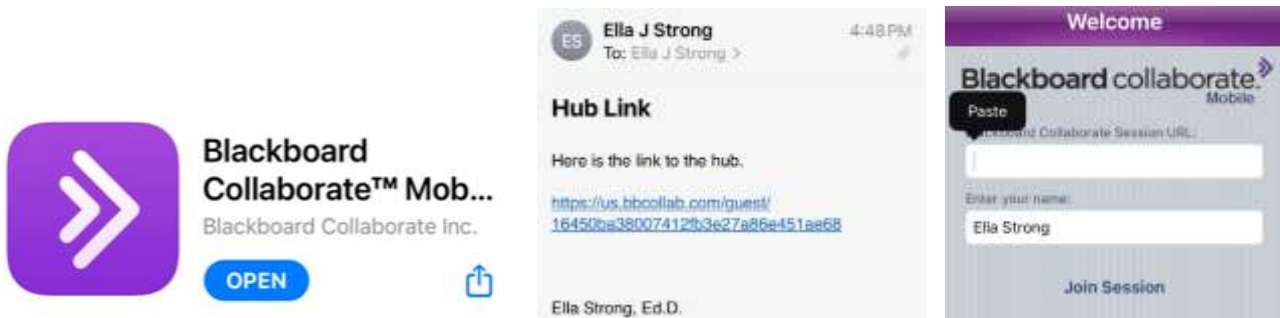
Leaving BB Collaborate

To leave the session, click Leave Session located in the Session menu or simply close your BB Collaborate Session tab in your browser window.

Mobile Device Instructions

You can join a Bb Collaborate session on your phone two ways:

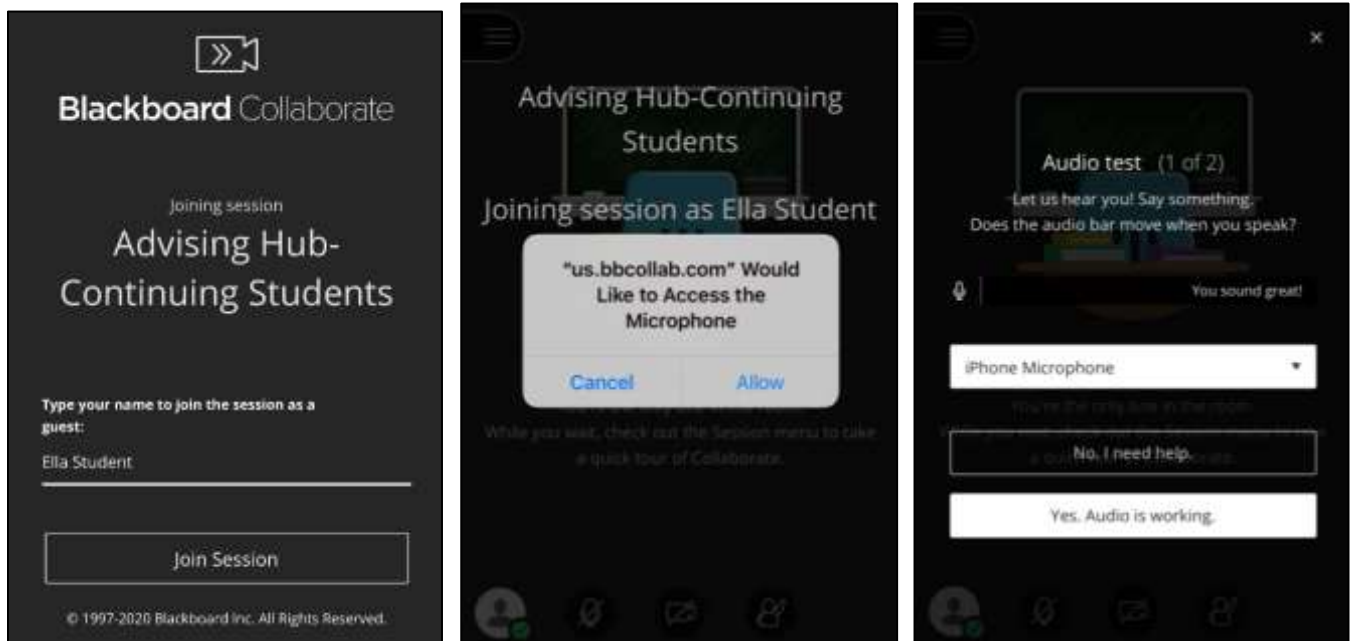
1. You can download the Bb Collaborate App and join your session. Just copy and paste the session.



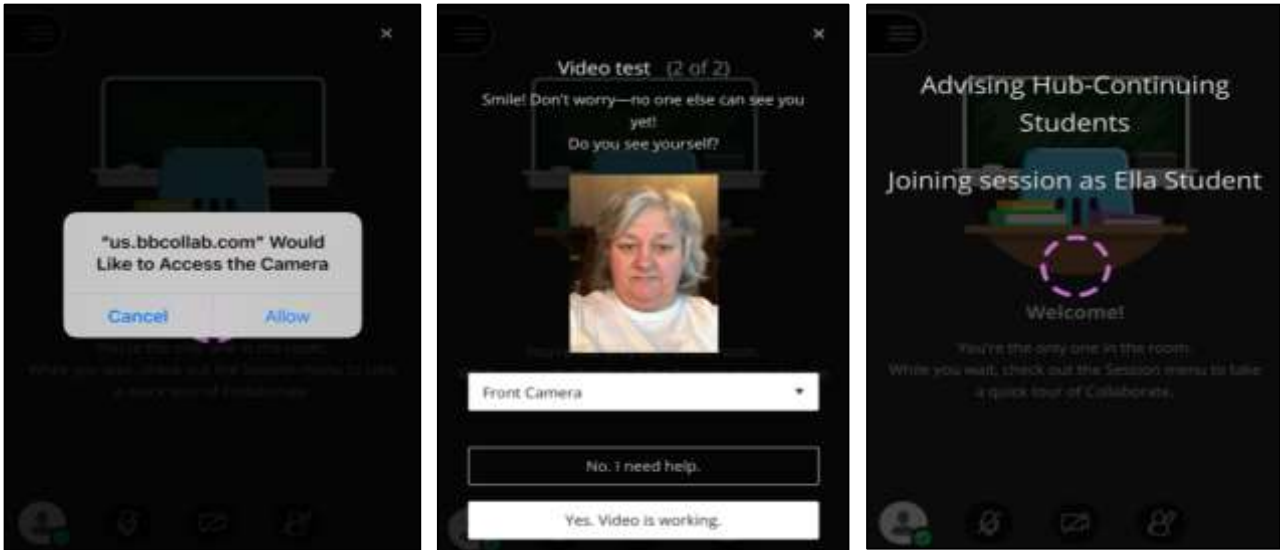
2. You can click on a link sent to you via email.



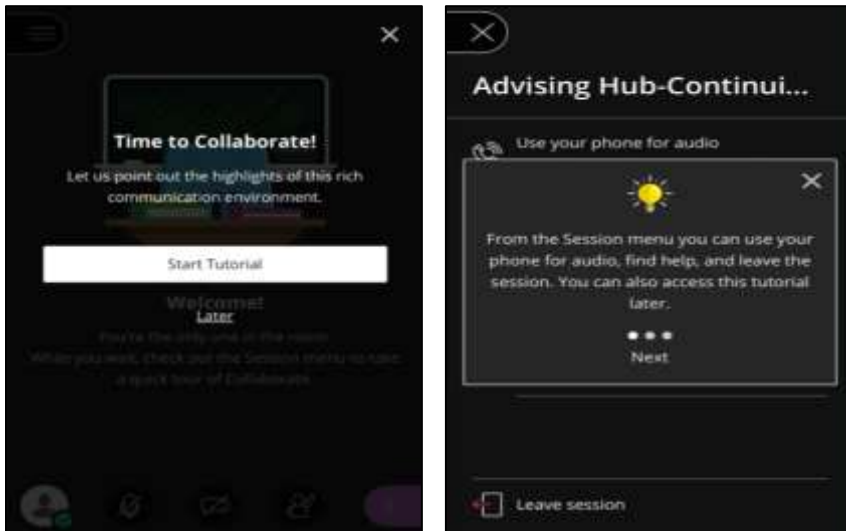
From the guest link you will come to the landing page for Bb Collaborate, you will enter your name. You will go through a series of screen to allow/verify your mic and camera settings. You will want to allow access to your mic and camera. This will allow you to use these devices once in your session. Below are the series of screen you may see.



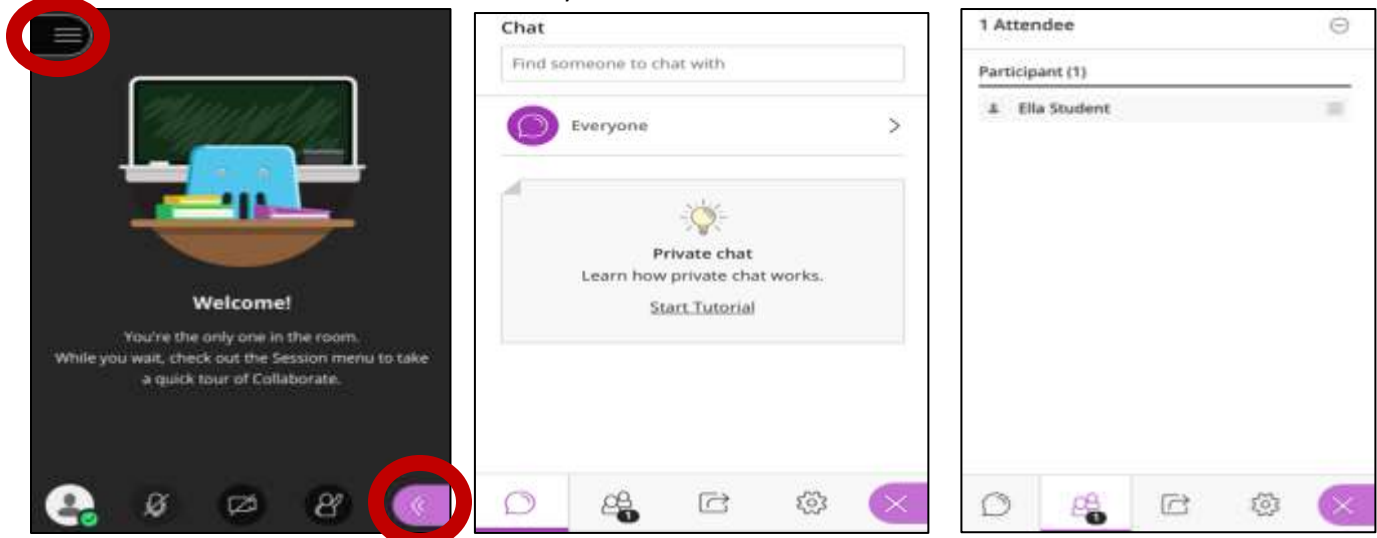
These screens pertain to access to your camera.



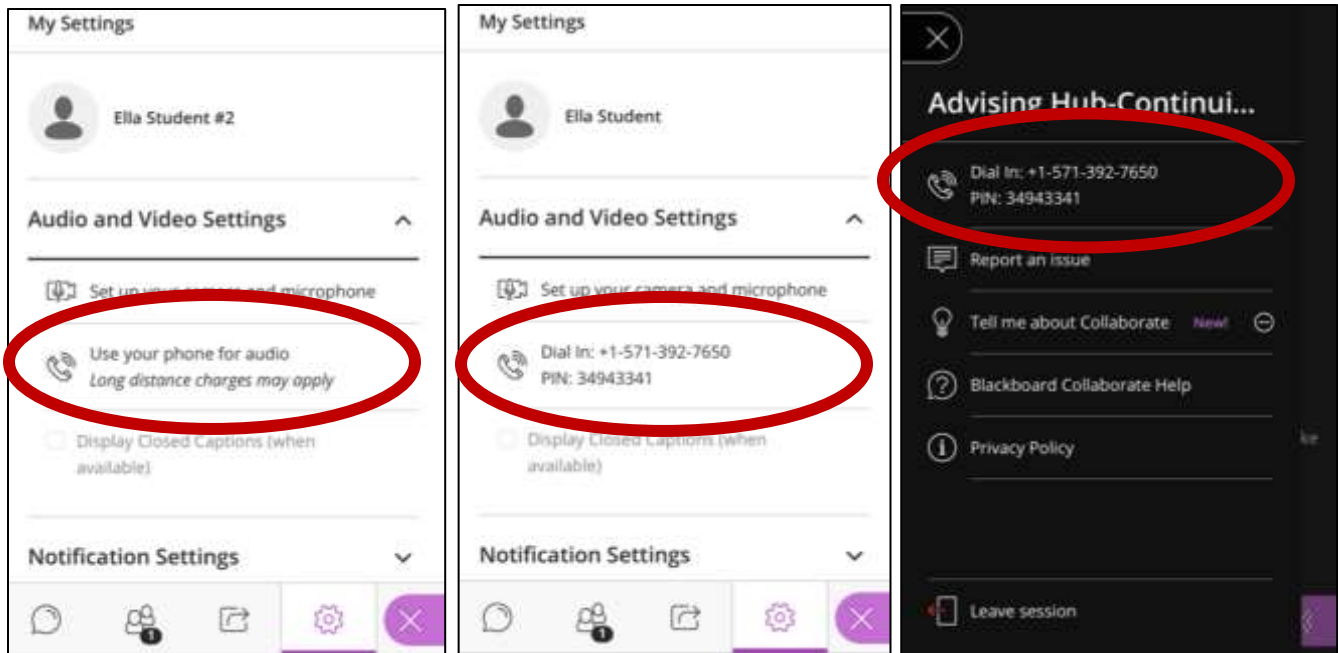
Once in the Bb Collaborate Session, you can start the tutorial to get acquainted with the features.



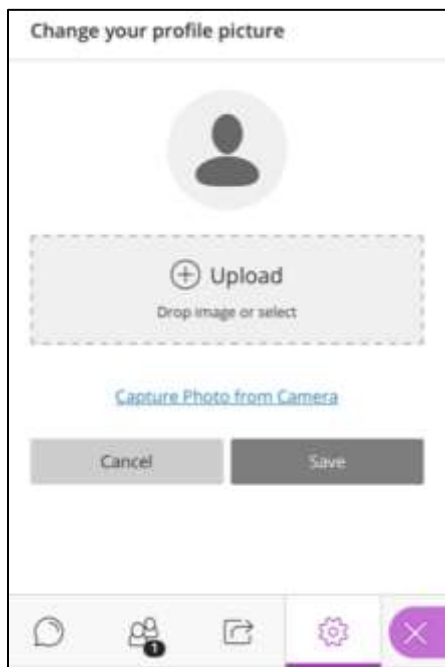
You will eventually land on the Welcome Screen. From here you can click on the Session Menu (upper left) or the Collaborate Panel (lower right). The first two options are the Chat and Participant options. Your mic, camera, and raise hand features are available at the bottom of your screen. Just click to mute or unmute.



The fourth option is the settings options. Here you can get a phone number to dial in. This is also located on the sessions menu. You can also set up your camera and mic if you didn't allow the setup on sign-in.



You can also load an image from My Settings, just click the + Upload to upload a picture. On a desktop you can drag an image to the location and drop.



Then to leave, just close or click the sessions menu and choose to leave.

