

How to use Blackboard Collaborate

IN 6 EASY STEPS

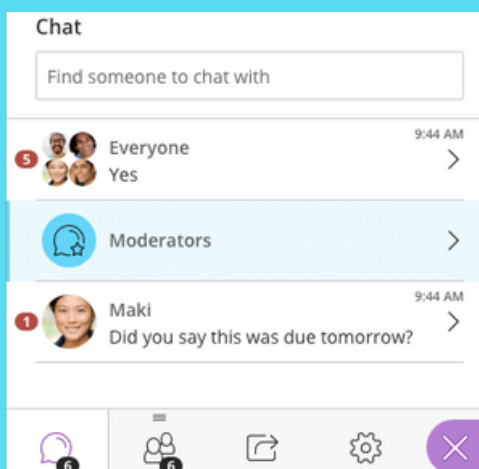


1. SET UP YOUR EQUIPMENT

Switch your computer on. Ensure your microphone/headset and webcam are plugged in.

2. TEST THE SOUND & VIDEO

Check that your microphone and camera are working.



3. OPEN THE CHAT

Open the chat feature in Collaborate and say hello.

4. LOOK AROUND

Familiarise yourself with the features of Collaborate so that you can find what you need to take part.



5. TAKE PART

Engage with the discussion. Add comments to the chat. Answer poles and questions.

6. WATCH THE RECORDING

Watch the recording if you missed a part or want to consolidate your understanding of a topic.

