

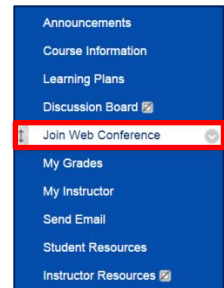
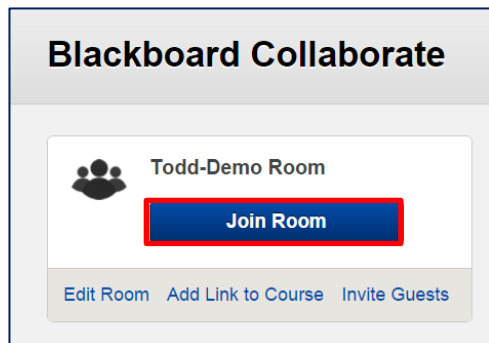
Flexible Learning - Blackboard Collaborate

Joining a Blackboard Collaborate Session/Audio & Video Setup

After the **Join Web Conference** menu item is placed in a course, users can easily access a Blackboard Collaborate session by following the directions below.

****Make sure you are using Google Chrome when accessing Blackboard Collaborate.****

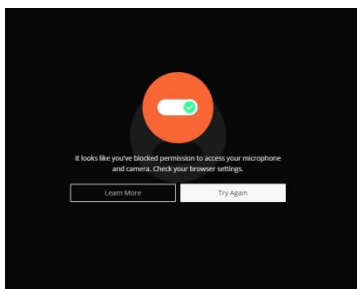
1. After entering a course, click on the **Join Web Conference** menu item. (If the Join Web Conference menu item is not present see the Adding Collaborate Menu Item tutorial.)
2. Click on the **Join Room** link to access the Collaborate session.



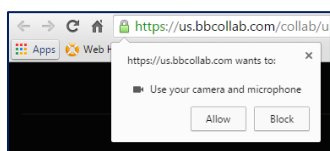
3. Instructors of the course will be taken to the Collaborate session and will be asked to complete the following microphone and camera set up. If the computer has been used with Collaborate in the past you will not have to complete all of the following steps.
 - a. The following message will appear near the top of Google Chrome asking if you would like to start the setup, click Yes.



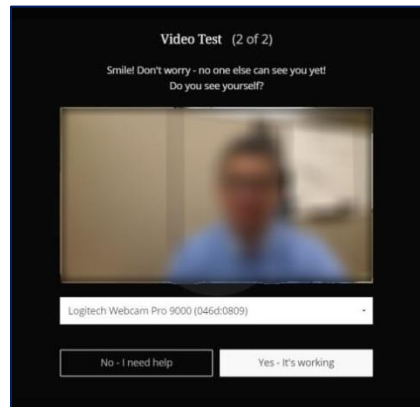
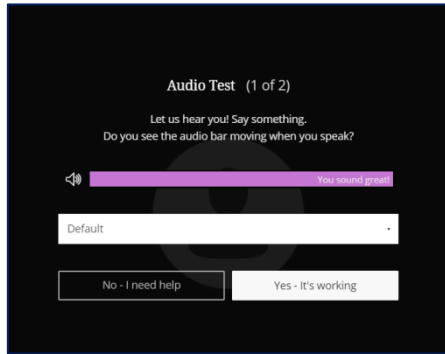
- b. If this is the first time the computer has been used with Collaborate you may get the following message:



- c. Instructors then will need to click on allow on the message below that will appear.



- d. An audio test will display. If the purple bar is moving your audio is working. Click Yes – It's working.
- e. Next a video test will display. If a webcam image displays, click Yes – It's working.



4. Blackboard Collaborate is now ready to display audio and video to students.

