Preparing for a BlackBoard Collaborate Conference:

Feel free to use a computer or mobile device to attend the conference. Select the appropriate device below and follow the directions to prepare!

Computer   Mobile Device
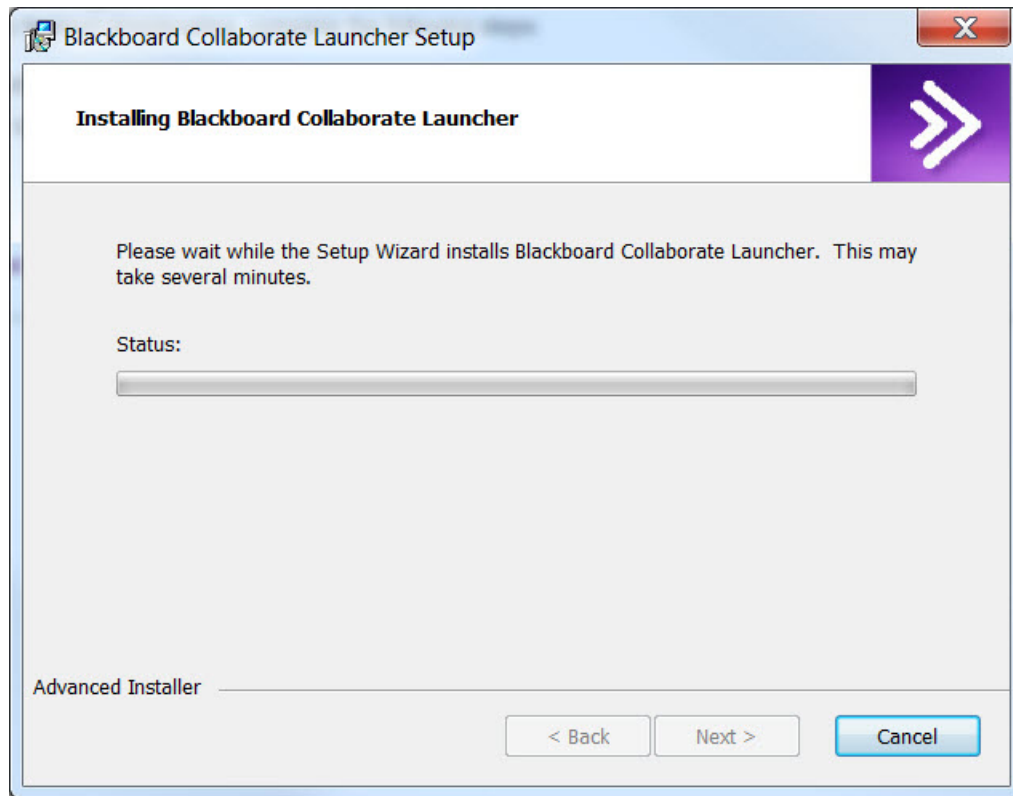

COMPUTER INSTRUCTIONS:

When you scheduled your appointment, you were emailed information regarding our meeting which included a link to join the Collaborate meeting. This is the link that you will follow on the day of the meeting. To ensure that your computer is configured correctly – use the link below for testing!

1. Click on the link below and select Join, you will be directed to the launcher page to select the computer system that you are using – either MAC or Windows. Select your system and click download.
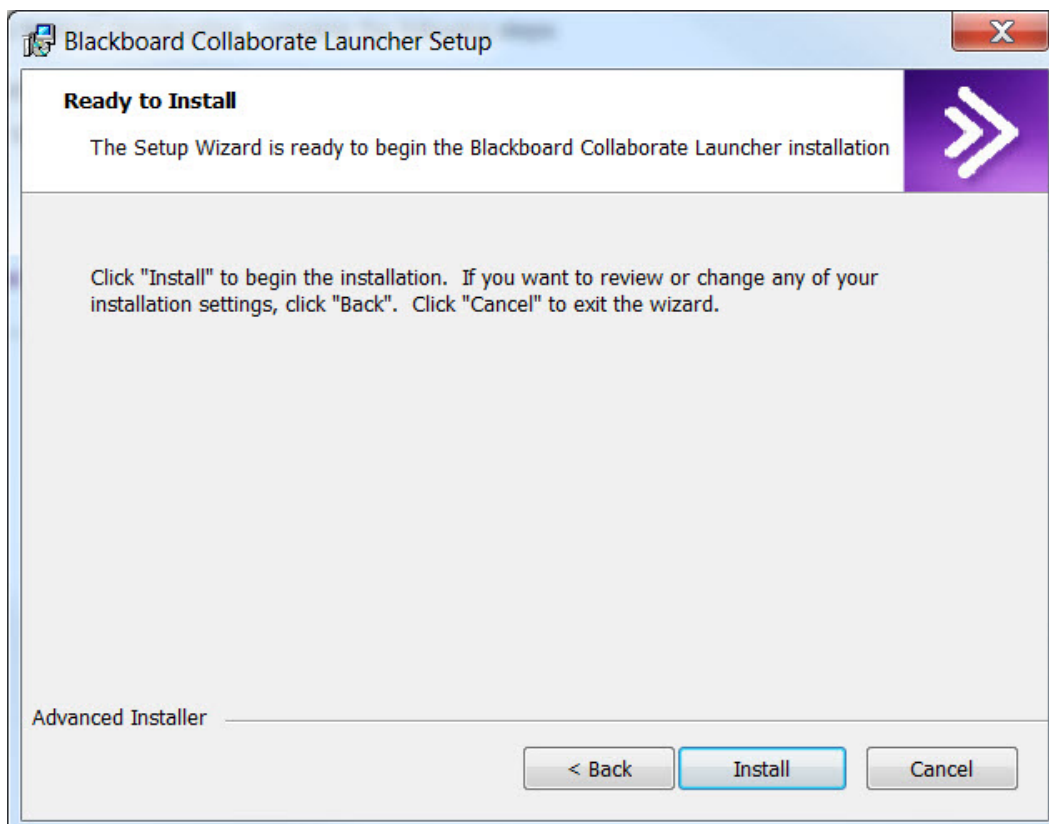
    TEST LINK

2. Once you click Download, the launcher file will download to your computer to the folder you have designated for download files – you may also see the file at the bottom of your browser window.
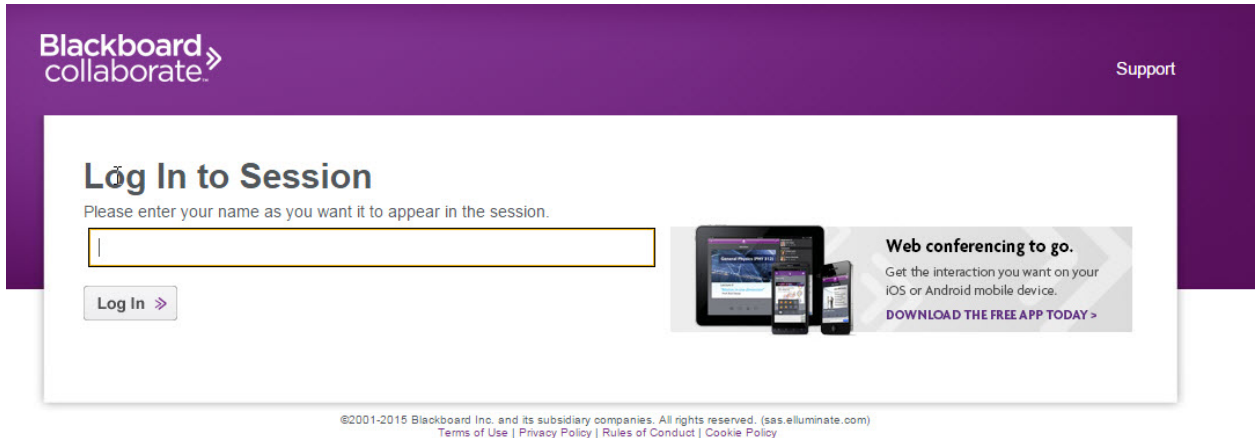

3. Double-click on the file and the installation will begin. This may take a few minutes and it may appear that nothing is happening – be patient.
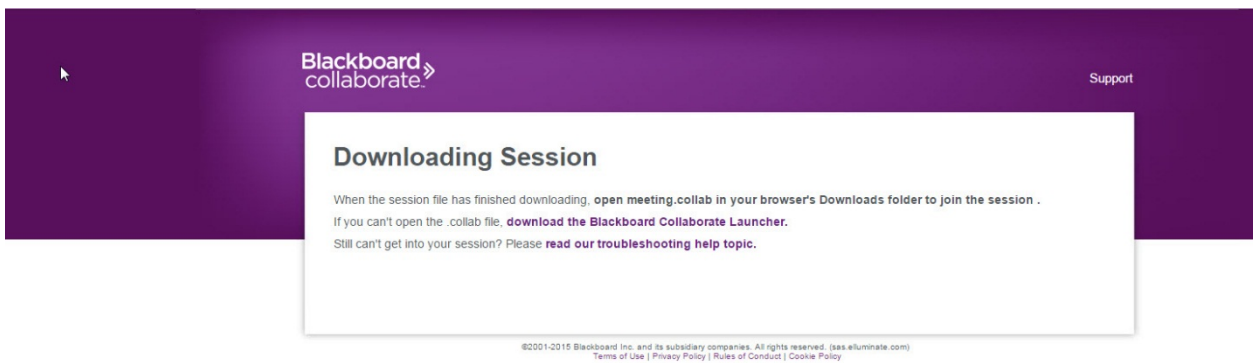

4. Follow any additional prompts

5. Click Join and enter your Name and click Log In to connect with the meeting –

6. The meeting file will download in the same manner that the launcher file did – double click this file to enter the meeting.
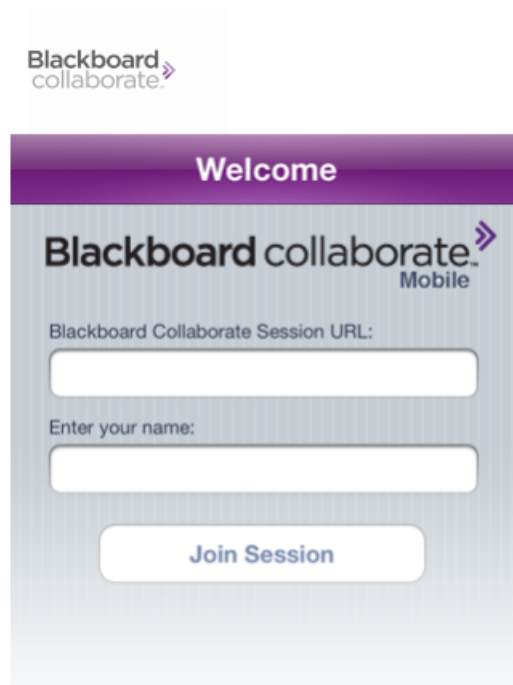

7. A Starting Application dialog box will appear – followed by a Collaborate dialogue box – and you will enter the meeting room.

MOBILE DEVICE INSTRUCTIONS

Download the Blackboard Collaborate mobile web conferencing app as you would any other app from the App store. The app is free to download. Once the app is installed on your device, the application icon will appear.
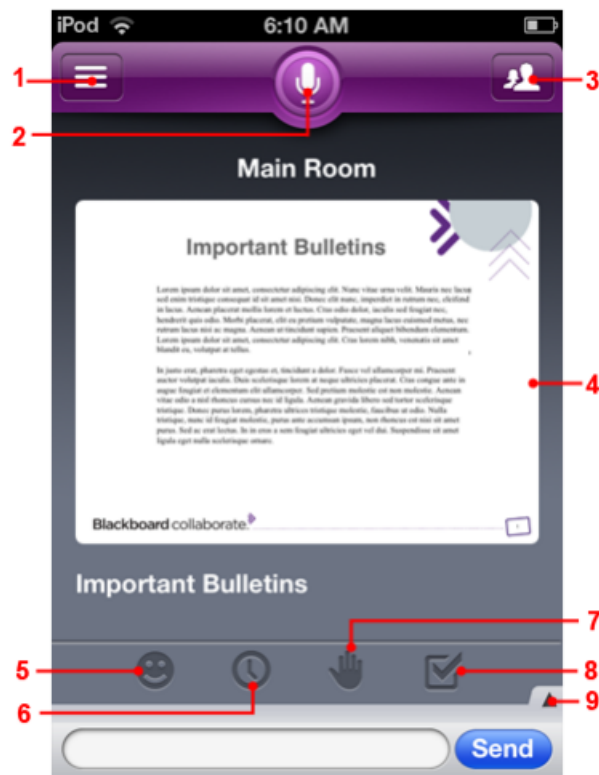

Tap the app to open the log-in screen:

Use this link: TEST LINK to join the session as a test. Clicking the link on your mobile device should automatically enter the appropriate information into the Blackboard Collaborate Session URL text box, or you may need to copy and paste the information.

Type in your First and Last Name in the "Enter Your Name" box.

Click Join Session to enter the room.

Understanding the Home Screen:

1. Room Options: Open the Room Options screen (use this to leave the session).
2. Talk Button: Tap the Talk Button to activate the microphone.
3. Participants List
4. Main Content Area
5. Emoticons
6. Away button
7. Raise Hand
8. Answer Poll Questions
9. Show Text Chat