



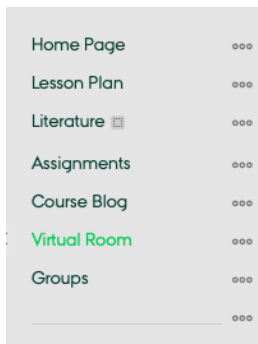
**Blackboard**  
collaborate™

## Use Collaborate via Virtual Room in Blackboard with external participants

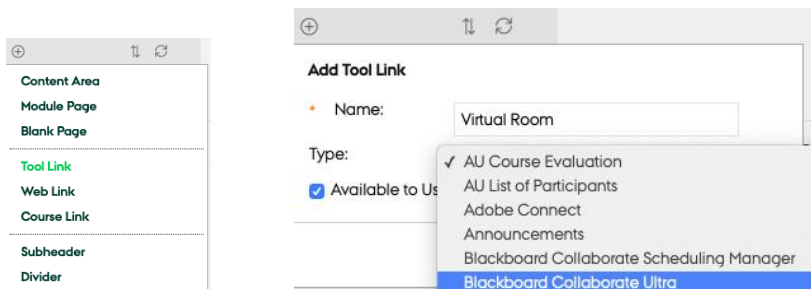
The Blackboard Collaborate is a video conferencing system and all teachers at Faculty of Arts can access through Blackboard. Chrome browser is preferable when you want to use Collaborate.

### THIS IS HOW TO DO:

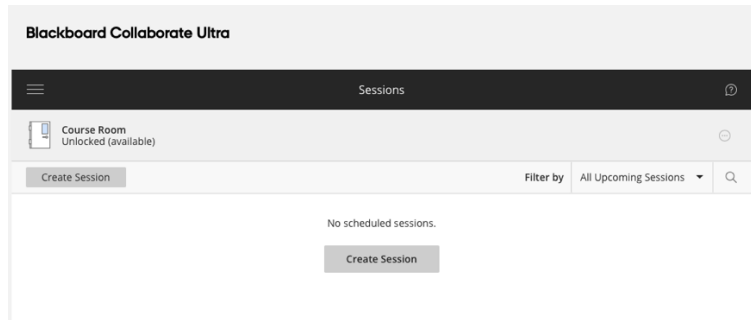
1. Access the Virtual Room menu item.



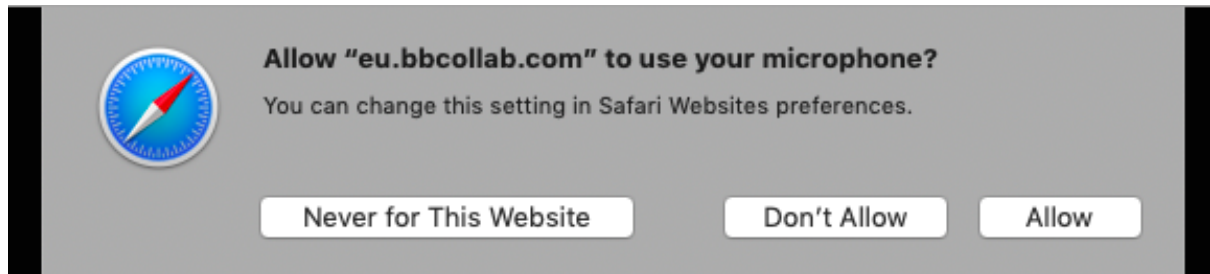
If you have previously deleted this menu item, you can add it again as a regular Tool Link (Tool Link can be found at the + just above the menu):




## 2. Open Course Room





3. You may be asked to authorize Collaborate's access to your PC's microphone.




4. You can change the Settings in the menu at the right. We recommend to change the student role from Participant to Presenter. Use Guest link. Copy and share with your participants.


 **Course Room**

 [Lock course room](#)

 **Get secure link**


**Anonymous dial in:**



 **Dial In**

**Guest access**

**Guest role** **Guest link**



**Session Settings**


**Default Attendee Role**

**Recording**

5. Remember to *Save* at the bottom of the Settings-menu.

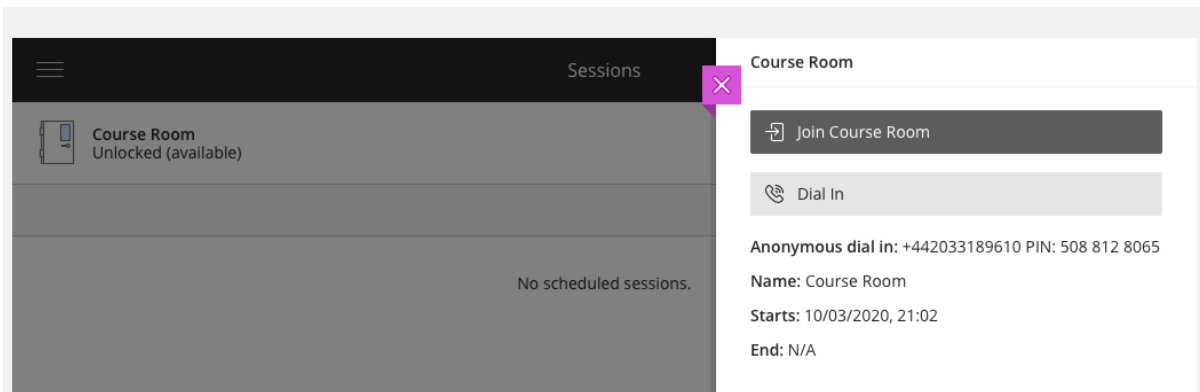
6. Select *Join Course Room*

 **Course Room**

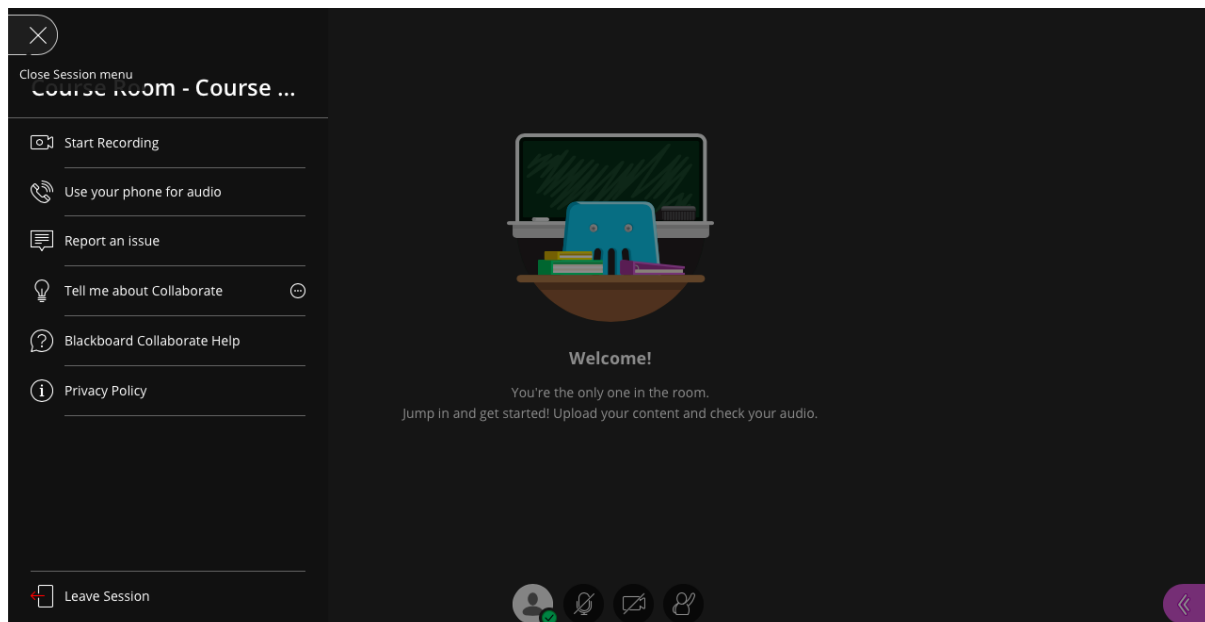
 [Lock course room](#)

 **Join Course Room**

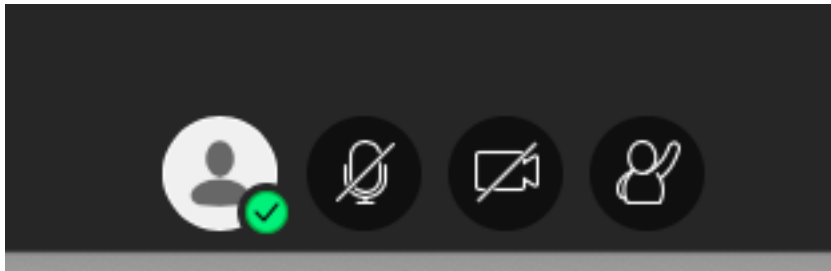
7. At the screendump below you see the student view. The students must go to Virtual Room > select Course Room > select Join Course Room



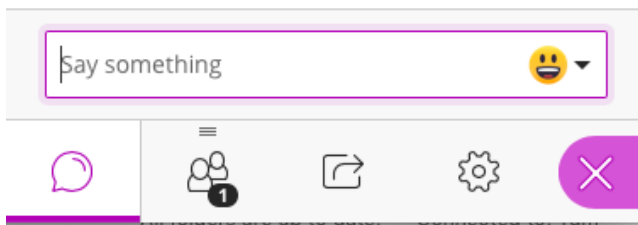
8. Now the video conference is open. From the menu (on the left) it is possible to record the meeting. Select Start Recording.



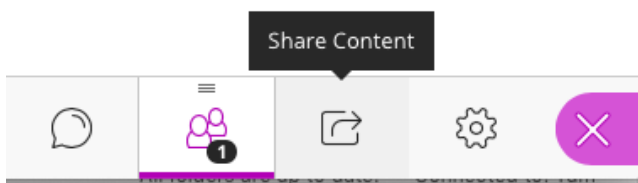
9. At the bottom of the screen it is possible to set microphone (on / off) and camera (on / off). It is also possible for students to *raise hands* and mark that they will ask a question. The person icon on the left can be replaced by a profile picture.



10. At the purple icon on the right you find a Chat.



11. Sharing is also possible. Select Share Content.



12. See below what types of content is possible to share with the students.

## Share Content

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### Primary Content

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Share Blank Whiteboard

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Share Application/Screen

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Share Files

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### Secondary Content

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Polling

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Timer

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### Interact

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Breakout Groups

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13. If the students has the Presenter-role (Session Settings), it is possible for them to share content as well.

## Share Content

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### Primary Content

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Share Blank Whiteboard

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Share Application/Screen

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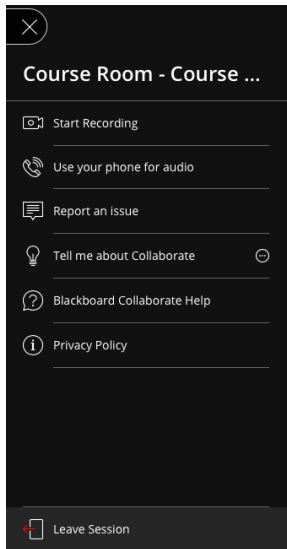


Share Files

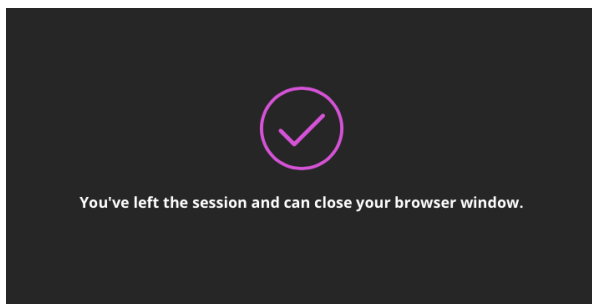
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14. Select Leave Session when the session it over.



15. You are notified as shown below and you can close the browser.



16. Have you recorded your session, you find the recording at this menu:



17. Select Recordings. The students find the recordings at the same place.

Blackboard Collaborate

Birthe Aagesen

Sessions

Recordings

Sessions

Course Room  
Unlocked (available)

Create Session

Filter by All Up

No scheduled sessions.

Create Session