

Blackboard Collaborate Guide

Blackboard Collaborate is a virtual classroom and online collaboration tool. It allows your teachers to provide you with daily, real-time instruction. It also allows you to interact through a virtual whiteboard, participate in class discussions and share ideas.

Select the link below for instructions on how to use Blackboard tools to interact with teachers and classmates during live sessions. [Using Blackboard Collaborate Tools to Interact During Live Sessions](#)

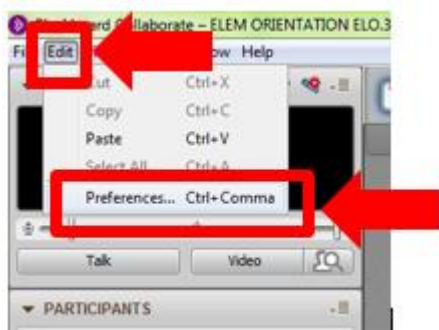
There are additional tools and features within Blackboard Collaborate which can improve your experience during live sessions. This guide includes directions to:

- A. Create a Profile in Blackboard Collaborate
- B. Detach the Audio & Video Panel
- C. Move to a Breakout Room
- D. Scroll through Whiteboard Pages
- E. Share Desktop
- F. Save Whiteboard Pages

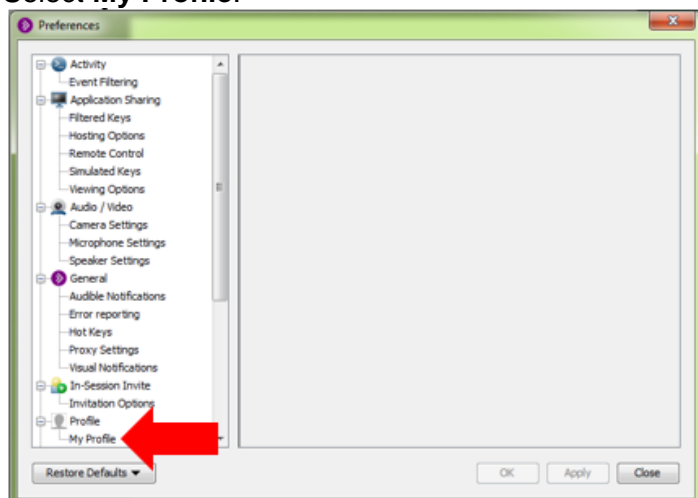
A. Create a Profile in Blackboard Collaborate

*Note: It is optional to create a profile in Blackboard Collaborate. **If created, students must upload a school appropriate picture.** The classroom teacher will decide when to make student profiles public during live sessions. A profile picture must be saved to the laptop prior to completing the steps below.*

1. Log into the student's OLS and select the appropriate Class Connect session link to join the Blackboard Collaborate virtual classroom.
2. Select **Edit** in the top-left corner.
3. Select **Preferences** in the dropdown menu.



4. Select **My Profile**.



5. Enter the student's **First Name**, **Last Name**, and **Full Name**. Then, select **Change...** to upload a picture already saved to your laptop.

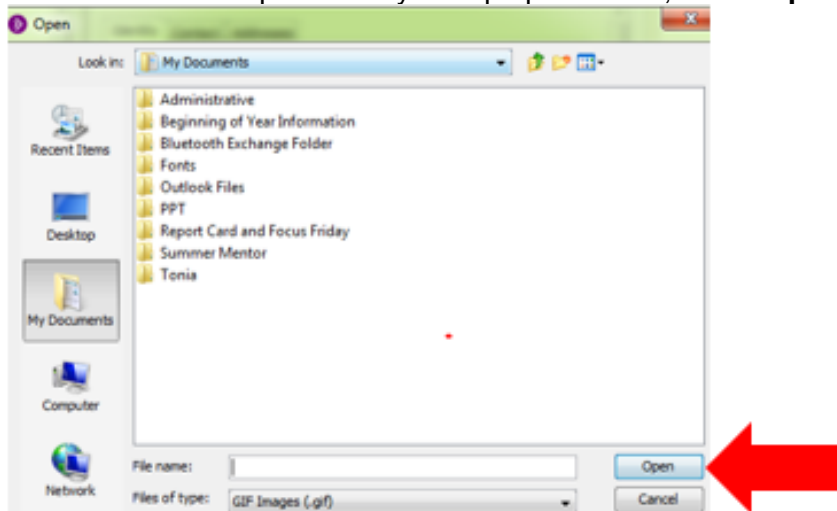


Identity Contact Addresses

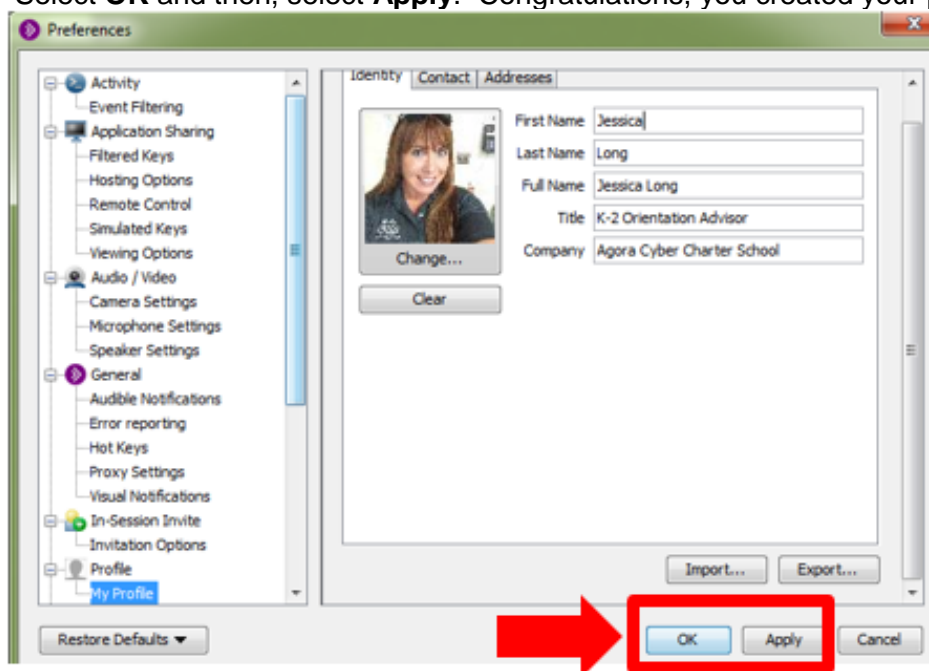
First Name: Jessica
Last Name: Long
Full Name: Jessica Long
Title: K-2 Orientation Advisor
Company: Agora Cyber Charter School

Change...
Clear

6. Locate the desired picture on your laptop and then, select **Open**.



7. Select **OK** and then, select **Apply**. Congratulations, you created your profile!

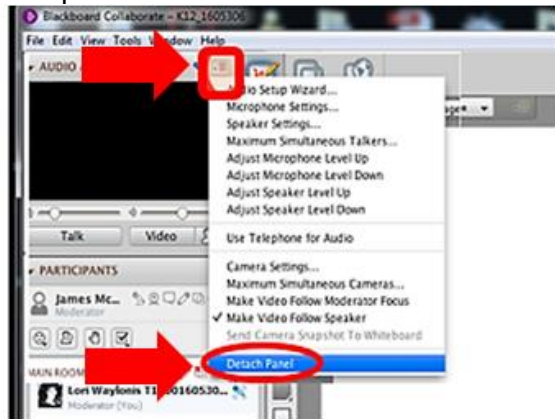




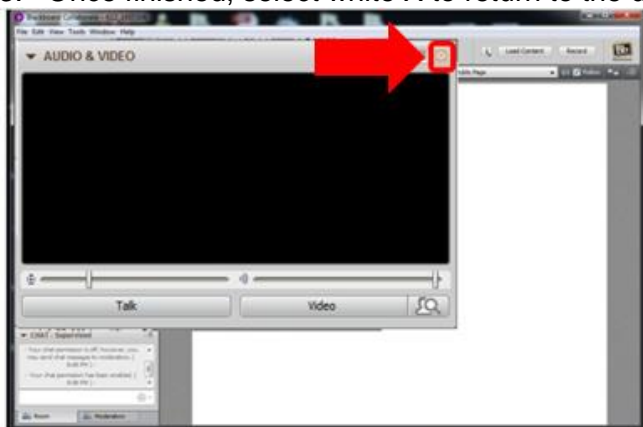
B. Detach the Audio & Video Panel

Sometimes you need to detach the video panel for an expanded or larger view, such as when your teacher is using a document camera.

1. Select the options button and a drop-down menu will appear.
2. Select **Detach Panel** and re-size the panel until it is a good size for you. Be sure to leave some space to view the chat.



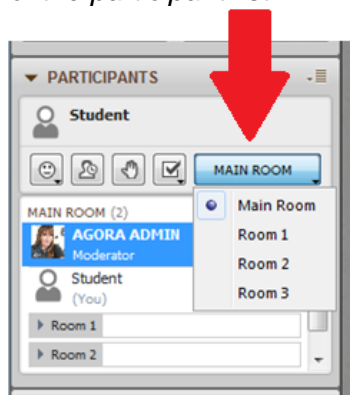
3. Once finished, select white X to return to the default view.



C. Move to a Breakout Room

Your teacher may permit you to move into a break out room for support or when completing independent and group assignments. Complete the following steps if granted permission to move into a breakout room.

1. Select on the tab titled **Main Room** and a drop-down menu will appear.
 2. Select the Breakout Room you want to move to.
- Another option is to select your name and drag your name to the appropriate breakout room at the bottom of the participant list.*



D. Scroll Through the Whiteboard Pages

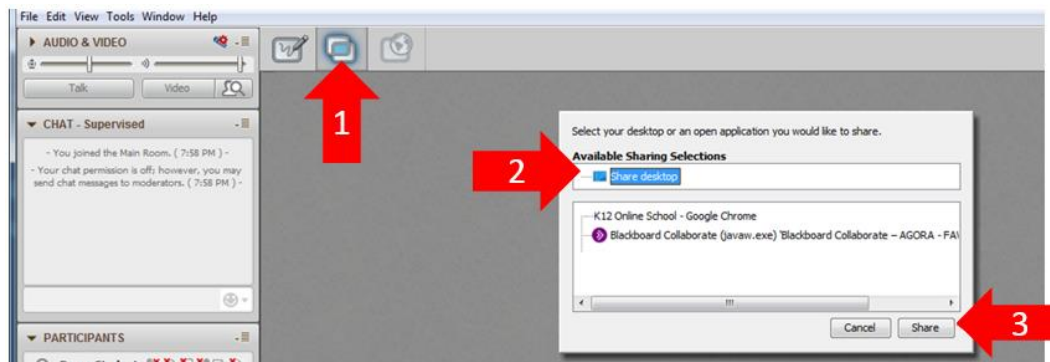
You may be permitted to scroll through the whiteboard screens during some live sessions. When permitted, use the white arrows in the top-right of the screen to scroll and review information.



E. Share Your Desktop

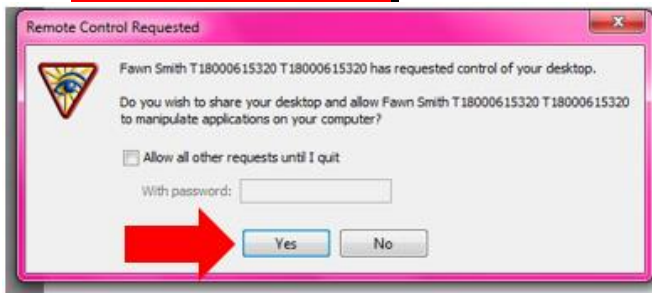
Your teacher may grant you permission to share your desktop during live sessions. If requested,

1. Select the application sharing button.
2. Select **Share desktop**
3. Select **Share**.



Your teacher may also request control of your desktop to support you with daily assignments or to troubleshoot a technical issue. Select **Yes** when you see the **Remote Control Requested** window.

Note: Do not enter a password.



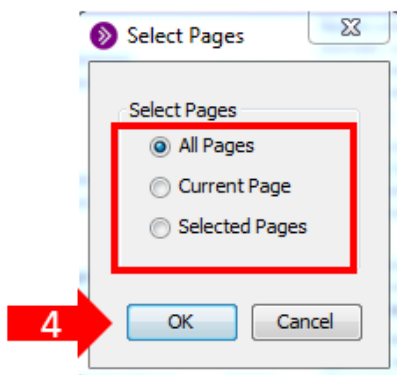
F. Save Whiteboard Pages

You have the option to save the instruction presented on whiteboard pages as a PDF file. Follow the steps below to do so.

1. Select File and a drop-down menu will appear.
2. Select Save.
3. Select Whiteboard.



4. You can choose to save all pages, the current page or select pages. Then, select **OK**.



5. Choose where to save the file, such as in My Documents or a folder on your Desktop.
6. Name the file.
7. Select **Whiteboard PDF** in the **Files of type:** drop-down menu.
8. Select Save.

