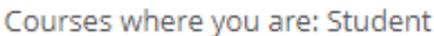
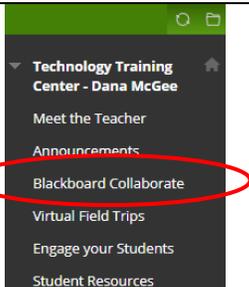
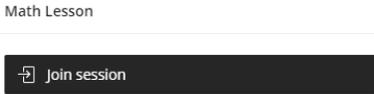
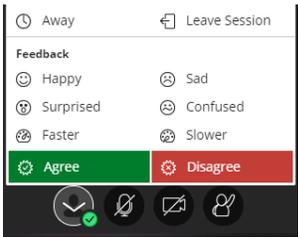
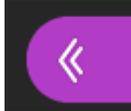




Blackboard Resources

Accessing & Joining a Collaborate Session

<p>1. To access a Blackboard Collaborate session, first log into Blackboard from the CPSB website or Launchpad using your CPSB username and password. This is the same as what is used to sign into computers at school. Click Login.</p>	
<p>2. Then, select your teacher's course under the Courses where you are a student list.</p>	
<p>3. From the course menu found on the left, click on the Blackboard Collaborate button. (If there's not a button listed with this name, the teacher may have named the button something else.)</p>	
<p>4. To join a Blackboard Collaborate session, first click on the session you want to join.</p>	
<p>5. Next, click Join session found on the right.</p>	
<p>6. Once in a session, you have access to different tools. When you click on the person icon, you can update your status, leave the session, and provide feedback for the teacher.</p>	
<p>7. If the teacher provides participants with the ability to use their microphones, click on the microphone icon to mute/unmute.</p>	

<p>8. If the teacher provides participants to use the camera, keep it OFF unless you have been given permission to turn it on.</p>	
<p>9. To raise/lower your hand, use the raised hand icon.</p>	
<p>10. To access additional tools, click on the purple button found in the lower-right corner to expand the Collaborate panel.</p>	
<p>11. Once expanded, you may be asked to contribute in the Chat. Emoji are available as well. Click the enter key on your keyboard to submit what you type.</p>	
<p>12. The person icon is to see a list of others in the session. The box with the arrow is available if a teacher asks a participant to share content from their screen or application window. The gear is to adjust audio and video settings and the speaker volume. To collapse the panel, click the purple X button.</p>	
<p>13. If your teacher does not dismiss you from the session, you can click Leave Session found in the tools as shown.</p>	