



**Blackboard Collaborate** is a real-time e-learning environment which allows users to communicate via audio, chat, application sharing and a shared whiteboard. It also allows users to navigate websites and share files.

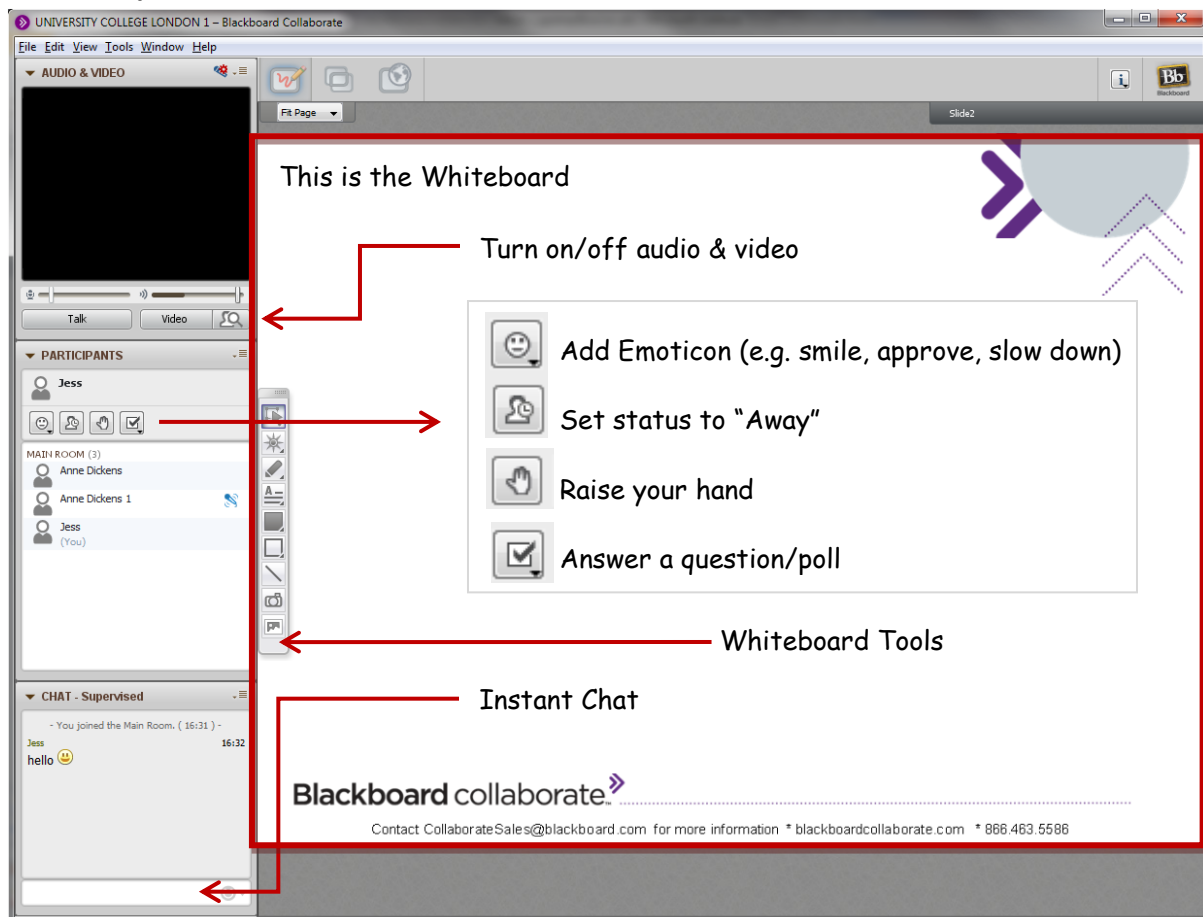
**Access to Blackboard Collaborate is via a link to a virtual room** that will be provided by the person running the session.

**Test you can connect well in advance of the session and join at least 5 minutes before the start.** Go to the link provided by the even organiser, enter your name and click join. You must run the dropin.jsp file to start Blackboard Collaborate.

### Use a headset if you want to speak in the session

Built in computer microphones and speakers cannot be used as they will cause audio interference. Once you have joined the session check your Audio setup using **Tools > Audio > Audio Setup Wizard**

### The Participant Interface



**Java needs to be installed** – check you have a compatible version of Java installed here: <http://bit.ly/BlackboardCollaborateSystemCheck> (Note: may require computer restart)

**Check your settings** using the Blackboard Collaborate configuration room: <http://bit.ly/BlackboardCollaborateConfigurationRoom> (Note: the chat is disabled in this room)

**Get more help here:** <http://bit.ly/BlackboardCollaborateOnlineOrientation>