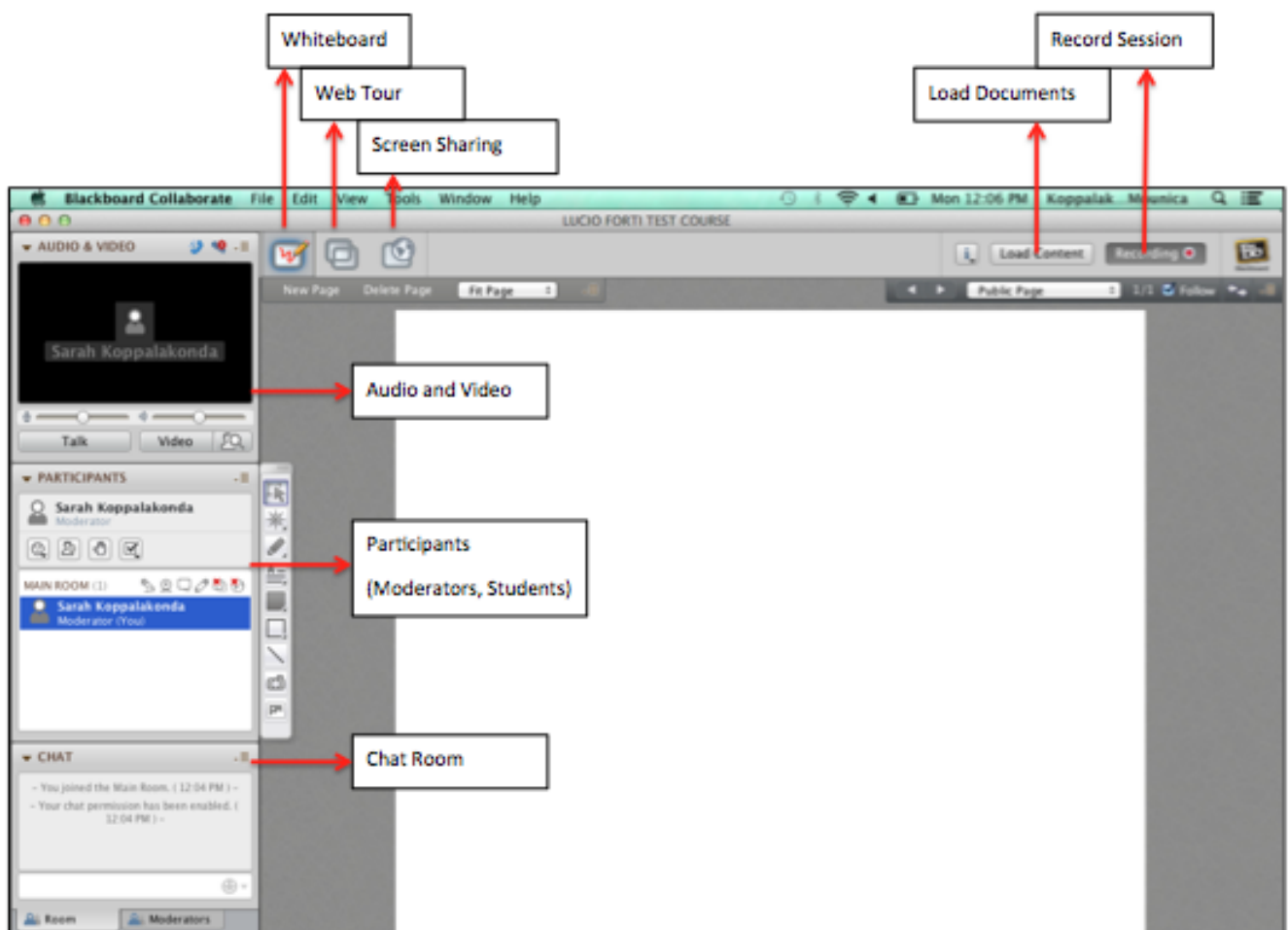





TUTORIAL

BLACKBOARD COLLABORATE INTERFACE

This guide describes tools and functions available through the Blackboard Collaborate interface when you are in a session.



TUTORIAL

Tool	Description
Audio and Video	Click on the Talk button to turn on your microphone. Click on the Video button to turn on your webcam.
Chat	Send chat messages to participants.
 White Board Feature	Create text boxes, draw and insert clip art. When using the the Load Content option, documents will appear in the Whiteboard.
 Web Tour Feature	Allows you to visit webpages and display them on participant's screens.
 Screen Sharing Feature	Allows you to share your desktop with others in the session. To stop sharing, click the Stop button in the right corner of the screen.
Load Content	Upload documents, Powerpoints, and PDFs to share with participants in the Whiteboard.
Breakout Rooms	Moderators can Create Breakout Rooms in order to create separate discussions, polls, sharing of ideas, etc. with people in the session. Click on Tools → Breakout Rooms → Create Breakout Rooms