6 STEPS FOR USING BLACKBOARD COLLABORATE

This checklist informs you of the 6 checkpoints to get going with Blackboard Collaborate.

1. Confirm your computer is equipped to launch Collaborate by completing the Tech Check on the Pace ITS webpage.
2. You can create a session directly in your course by using the tool link feature and selecting Collaborate. After it has been added to your modules bar, select it, add a time, and done!
3. Once you’ve entered the session, you can select the talk button to address the participants and the video button to create more of a face-to-face environment.
4. Want students to work in separate groups during a session? Side-click a student’s name, and select Send to Breakout Room.
5. Need help moderating? Side-click your TA’s name to give him/her moderator privileges.
6. If you run into trouble, contact the 24/7 Blackboard Collaborate support line at 1 (877) 3822293.

My Notes: