

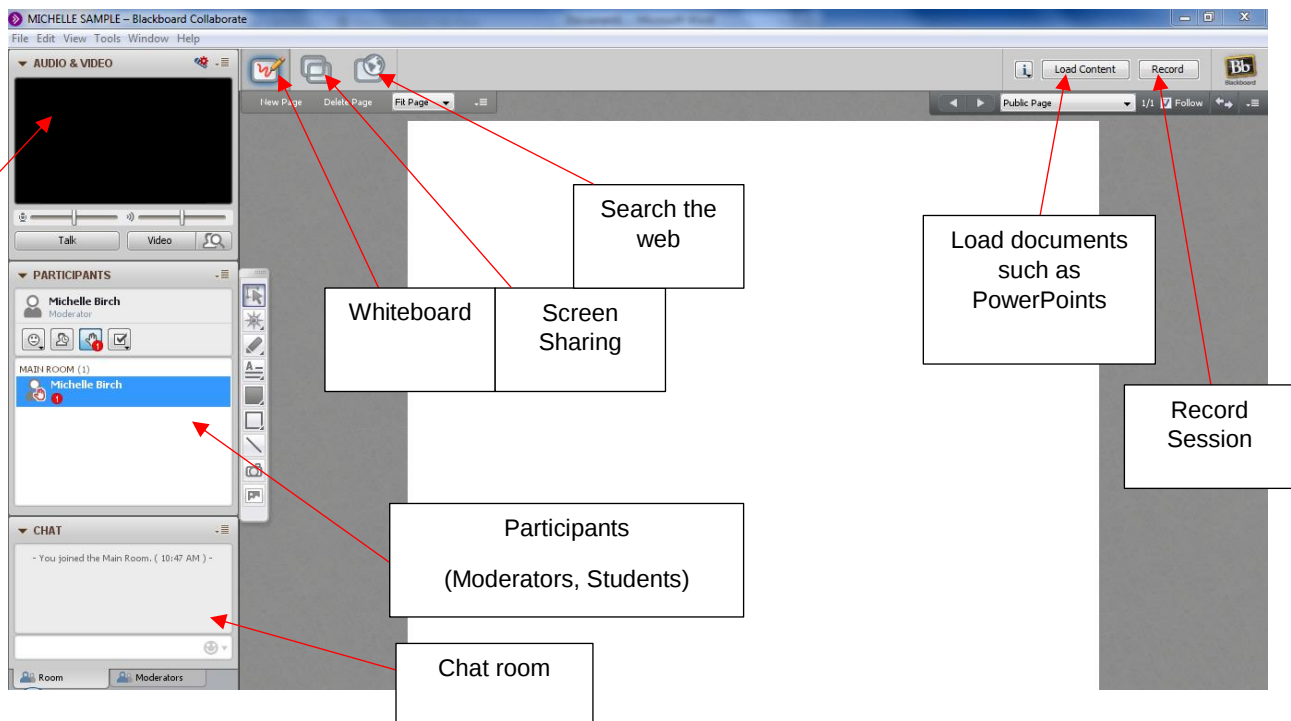


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BLACKBOARD COLLABORATE-IN SESSION TUTORIALS

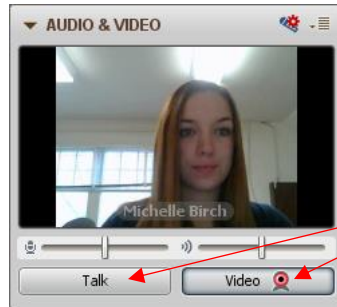
This tutorial would guide you on how to navigate through Blackboard Collaborate and also explains a few key features that can be used when in session.

1. Interface of Blackboard Collaborate:



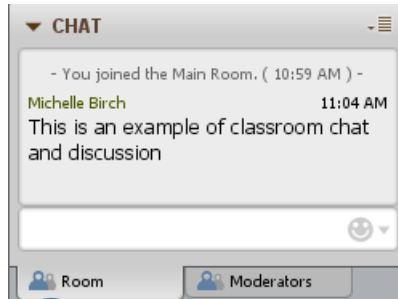
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2. Audio and Video Function



Video and audio
capabilities

3. Chat Function



4. Whiteboard Feature



- ◆ Create text boxes, draw as well as insert clip art.
- ◆ Through the **Load Content** option, documents will appear on this page as well.



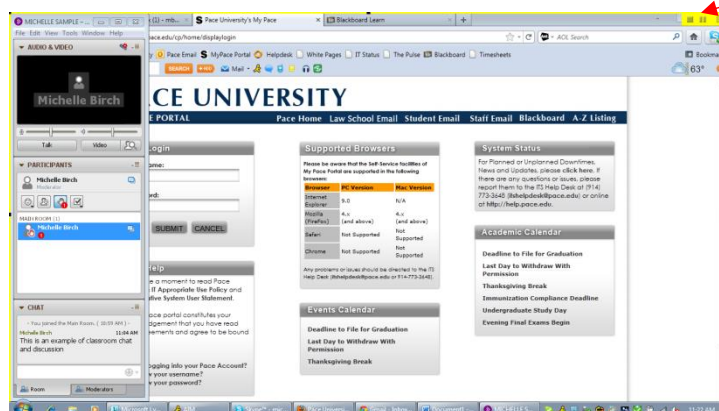


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5. Screen Sharing Feature



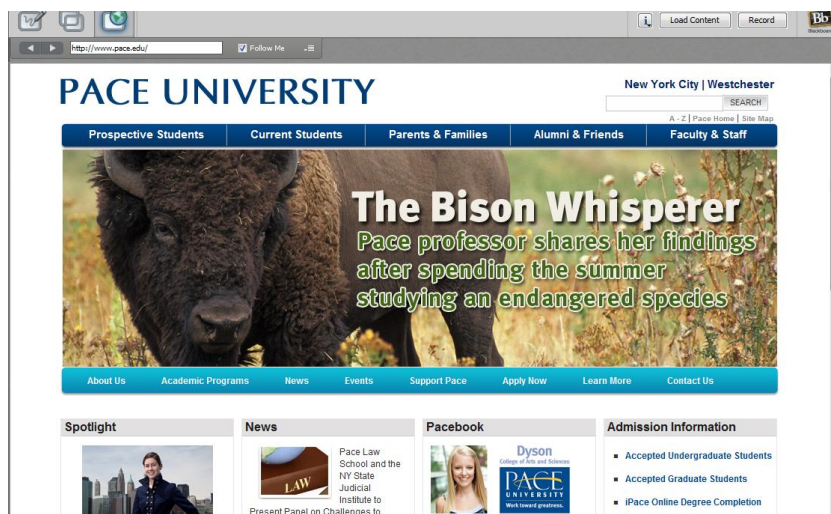
- ◆ Allows you to share your desktop with others in the session.
- ◆ To stop sharing, simply click the stop button in the top right corner of the screen.



6. Web Tour Feature

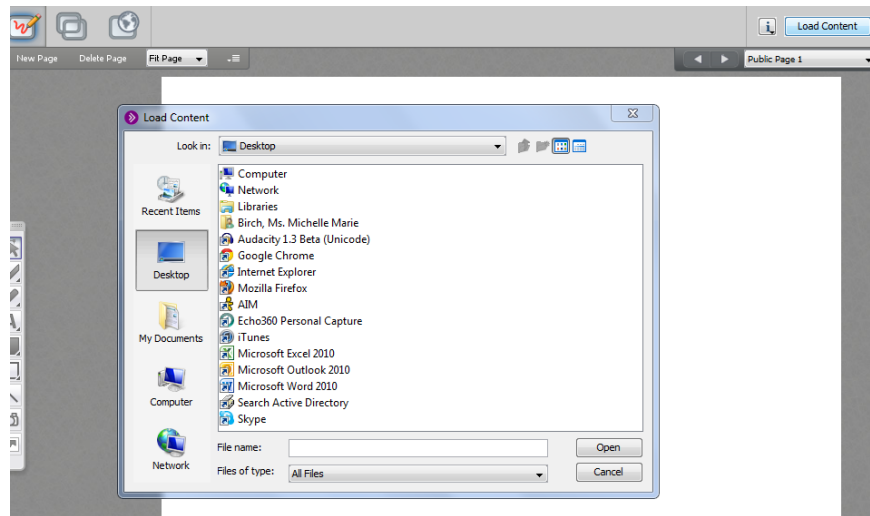


- ◆ Allows you to search any site on the web.

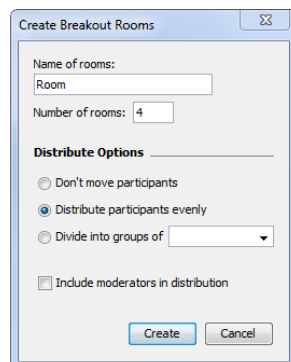


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- The **Load Content** section enables you to upload documents, PowerPoints, PDFs, and other files to share among the session.

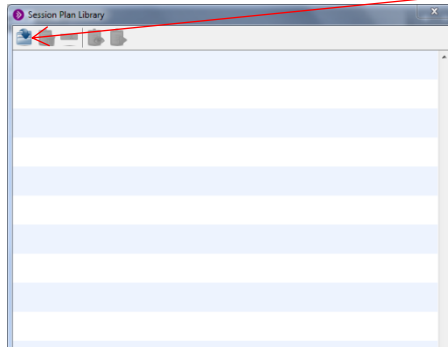


- Moderators can **Create Breakout Rooms** in order to create separate discussions, polls, sharing of ideas, etc. with people in the session. Go To Tools: → Breakout Rooms → Create Breakout Rooms

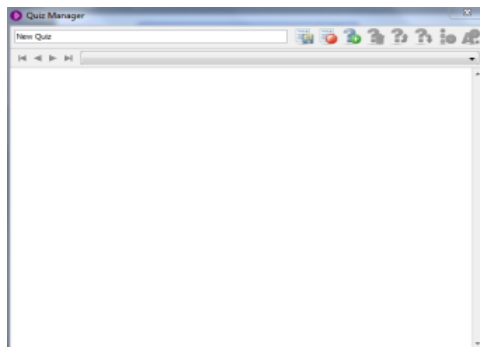


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9. Upload Session Plans from your computer. Go To **Window** → **Show Session Plan**



10. Create **Quizzes**. Go to **File**: → **New** → **Quiz**



My Notes: