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:

   - **Search the web**
   - **Record Session**
   - **Load documents such as PowerPoints**
   - **Whiteboard**
   - **Screen Sharing**
   - **Participants** (Moderators, Students)
   - **Chat room**

   This Audio Video section has been explained in the next step.
2. **Audio and Video Function**

![Audio and Video](image)

Video and audio capabilities

3. **Chat Function**

![Chat](image)

This is an example of classroom chat and discussion

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

![Load Content Window]

8. 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

![Create Breakout Rooms Window]
9. Upload Session Plans from your computer. Go To **Window → Show Session Plan**

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