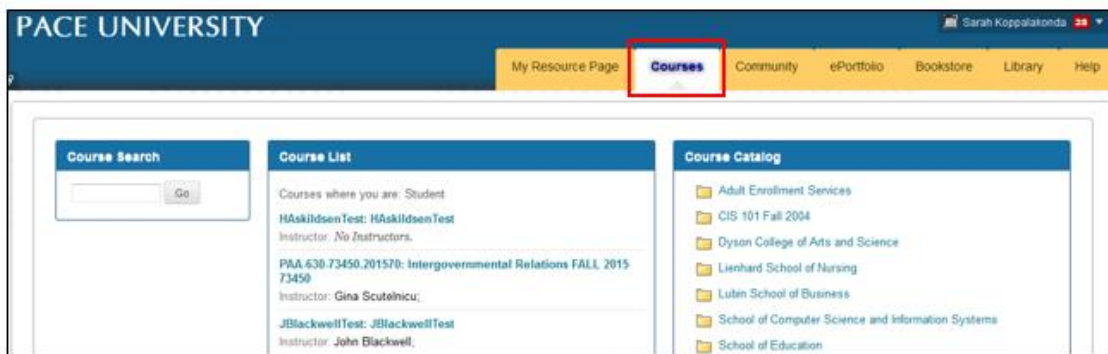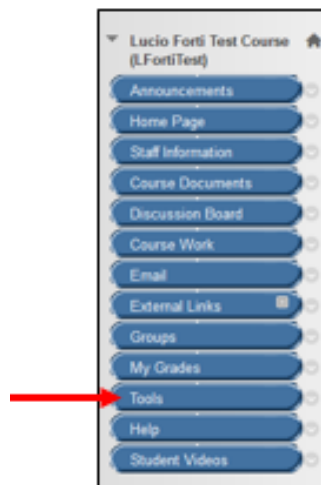# ACADEMIC TECHNOLOGIES (ITS)

TUTORIAL

ACCESSING A SESSION

This tutorial will guide you through the steps to access a Blackboard Collaborate Session

1. Log onto **Blackboard** https://blackboard.pace.edu/ using your Pace credentials.

2. Select the **Courses** tab. Choose the Course your session has been planned for.
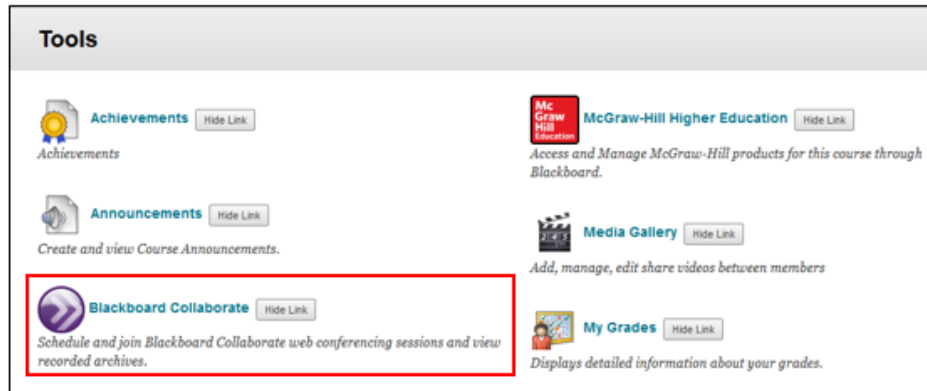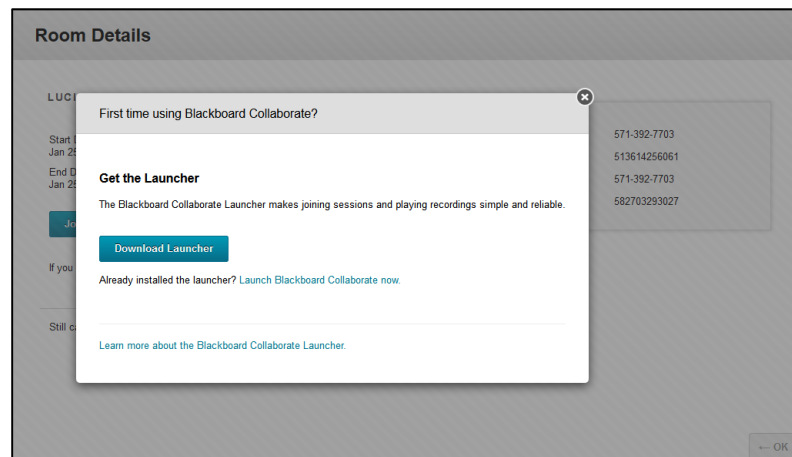

3. Go to **Tools**

4. Select **Blackboard Collaborate**

5. When your session is available it will be highlighted in **blue** and you will be able to connect under **Sessions** tab.
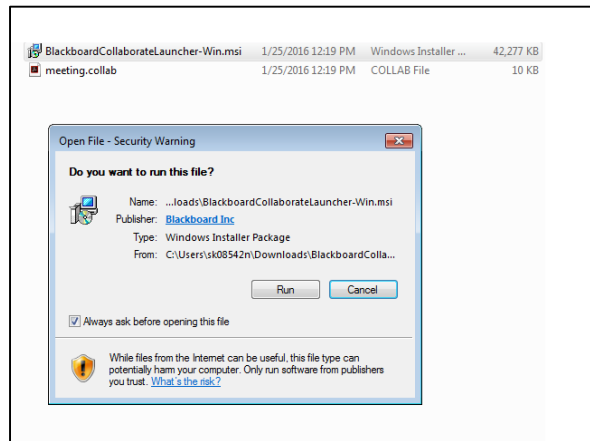

- When you **click the link,** it will prompt you to launch **Blackboard Collaborate Launcher** for first-time users.

help.pace.edu
Last Updated:
March 16, 2016

Acadtech@pace.edu
www.pace.edu/digitaltoolkit
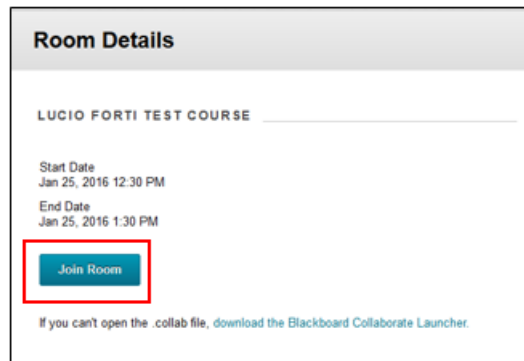914 773 3664 (PLV)
212 346 1661 (NYC)

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- For security reasons, your computer will ask you if want to run the file. You will **Run** the Blackboard Collaborate Launcher to start the session

6. At this point, you will be able to click on **Join Room**.

7. After your session is complete and has been recorded, the links to view and download the recordings will be available under the **previously recorded** tab.