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:

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ACADEMIC TECHNOLOGIES

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