

# TUTORIAL

## BLACKBOARD COLLABORATE QUICKSTART GUIDE

**This guide describes how to get going with Blackboard Collaborate in 6 steps.**

1. Confirm your computer is equipped to launch Collaborate by running the **Tech Check** in your browser:
  - [Blackboard Collaborate Tech Check](#)
2. You can create a session directly in your course by opening **Course Tools** in the bottom left and then clicking on **Blackboard Collaborate**.

You can also add a quick link to Collaborate in your course modules bar by clicking on the plus + button, selecting **Tool Link**, and choosing **Blackboard Collaborate Scheduling Manager**.

Once you click on Blackboard Collaborate, select **Create Session**, add a time, and done!

3. Enter the session by clicking on the **Session Title** under **Scheduled Sessions**. You will need to download and install the Collaborate Launcher app on your computer from here.

Once you are in the session, you can click on the **talk** button to turn on your microphone and the **video** button to create a more personal more of a face-to-face environment.

4. Want students to work in separate groups during a session? **Right-click on a student's name**, and select **Send to Breakout Room**.
5. Need help moderating? **Right-click your TA's name** to give him/her **moderator privileges**.
6. If you need assistance with a Blackboard Collaborate issue, you can access help through:
  - Blackboard 24/7 support line at **1(877) 382 2293**
  - You can also reach the Academic Technologies team during regular business hours at **(914)773-3664** or email **acadtech@pace.edu**