

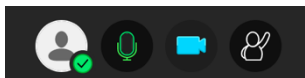
Bristol Medical School

Short guide to Blackboard Collaborate

Getting started

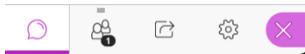
- Use either [Chrome](#) or [Firefox](#) as your web browser.
- You can join your Collaborate session either directly by using the guest link provided to you or from the Blackboard Collaborate section of your year Blackboard course. Your Admin Lead will direct you to the best way to join.
- When first joining, give your browser permission to let Collaborate access your microphone and camera. The Microphone/camera controls are located at the bottom centre of the screen. You will also need give permission when sharing your screen in the session room.
- Notifications – turn off your audio and pop-up notifications if they are distracting – click on the settings cog in the bottom right corner of the screen.

Menus



Bottom centre of the Collaborate screen.

From left to right: My Status and Settings, Share Audio, Share Video, Raise Hand.



Bottom right of the Collaborate screen.

From left to right: Chat, Attendees, Share Content, Settings, Close Panel

Running your session

- Sharing slides – if you are using slideshow animations, or sharing websites or apps, click on 'Share Content / Share Application / Screen' from the bottom right-hand menu and choose 'Your entire screen'. If not, save your slides as a PDF file and upload to 'Share Content / Share Files / Add Files'. Click on your uploaded file, followed by 'Share Now'. Start your presentation with a welcome slide and display this when your students begin to join your session. Click on the square 'Stop' icon to stop sharing your file.
- To begin recording your session, click on the options menu (three lines) in the top left corner of the screen, and then 'Start Recording'. Click on 'Stop Recording' in the same menu when the session has finished.
- To share a video clip, put a link in the chat. Playing video by sharing your screen may result in loss of quality.
- You can create an on-the-fly polling question in collaborate – click on Share Content / Polling. The polling is not captured in the recording so you will need to read out the results. For advice on polling and other interactive activities in your teaching, contact us at cfme-elearning@bristol.ac.uk.
- Try to ensure that only those presenting have their microphones switched on. To mute all attendees' microphones, click on the attendee icon in the bottom right-hand menu. Then, click on the top-right hand menu (three dots) and click on 'Mute all'.
- Keep an eye out for questions appearing from attendees in the chat, or ask a colleague to moderate the chat.
- Be mindful when talking before and after your session as students may be present in the Collaborate room.

Troubleshooting

- **My audio quality is poor** – leave and rejoin the session - click on the options menu (three lines) in the top left corner of the screen and click on 'Leave Session' at the bottom of the list. Rejoin using the link provided or via the Year Blackboard course. Clear your browser history and rejoin if you are still experiencing problems.
- **My stream is buffering** - Turn off your camera – this should improve the quality.
- [Blackboard Collaborate Support](#) includes troubleshooting tips and solutions for nearly every type of issue.

Contact us

- Learn more in our full [Collaborate guides from DEO](#)
- Contact us with any Blackboard training and support queries - cfme-elearning@bristol.ac.uk