Student Guide: Blackboard Collaborate

Blackboard Collaborate is an in-built video conferencing tool within the TP LMS for **real-time, online engagement:**

- Real-time chat, audio & video conferencing
- Real-time collaboration with interactive whiteboard and file sharing capabilities
- Breakout rooms for more intense collaborative work
- Session recordings for lesson review

Ready to get started?

**Accessing Collaborate from the LMS**

**Method 1: Course Menu (more popular)**

Access Collaborate in one click. From the various sessions listed, just choose the right class to enter!

**Method 2: Lesson Unit**

The Collaborate link is included as part of the various lesson’s activities.
There’re just 3 menus/panels to take note of. Know what they can do and you’re ready to Collaborate!

1. **Session Menu (top left corner)**

   The main functions here are to Leave Session or get help.

2. **Bottom Panel**

   From left to right, this is what you’ll find.
   
   - Instant feedback and Away indicator
   - Audio on/off
   - Video on/off
   - Raise hands
   - Instant poll results (only shows up when a poll has been activated)
3. Collaborate Panel (bottom right corner)

From left to right, this is what you’ll find.

- Chat: We’re sure you don’t need help with this. 😊
- Attendees: You can see all your classmates & lecturers, and the roles you have. Students are automatically Participants, but your lecturers may change your role to Presenter to share content and do online presentations. Click here to learn more about session roles.
- Share content: You can access the Whiteboard, and the sharing of Applications, and Files here.
- My settings: Adjust your audio/video, and other notification settings.

Recordings

If your lecturer has recorded the lesson, the recordings are retrieved from the Collaborate session menu. Click the 3 horizontal lines to reveal the link to access the recordings.

Final tips

- Your lecturer may set up breakout groups for small group collaboration where all members have their own private chat & shared content. Read more here!
- What if you’re assigned a Presenter role? Also all breakout group members are automatically Presenters! Read more about presenting here.

*** That’s it! Have fun Collaborating! THE END ***