

BLACKBOARD COLLABORATE

Getting Started for Participants

Accessing a Bb Collaborate Session

You should be **provided with a link** that will allow you to access the live Blackboard Collaborate session. This link will either be sent to you in an email, or be embedded within a Blackboard site or another web page.

Basic Hardware Requirements

- To use Blackboard Collaborate, you must have a **COMPUTER** with reliable **internet access**. Tablet devices, such as the iPad, are not supported by the version of Bb Collaborate used by Illinois Central College.
- The participant must have a device to listen to audio: **speakers**, headphones, a headset, earbuds, etc.

Additional Hardware

A participant may use, but is not required to have, a **microphone** and **webcam**—you can listen to, and participate in, a Blackboard Collaborate session without this equipment.

- Depending on the type of session you are participating in, the moderator may decide to deactivate the Talk and Video features for participants.

Bb Collaborate Technical Support

The [Support link](#), in the upper-right-hand corner of the Bb Collaborate sign in screen gives you access to options for submitting a **support ticket** or **text chatting** live with a Bb Collaborate support representative.

Bb Collaborate Configuration Room

Test your computer in advance to make sure you won't have any issues with accessing Bb Collaborate at the time of your session.

[A link to the Configuration Room](#) should be made available to you by the session moderator. In addition to allowing you to confirm that the Bb Collaborate environment will load, it also allows you to test and make adjustments to your audio setup.

Steps for Signing in to a Bb Collaborate Session for the First Time

- From your computer, click the Bb Collaborate Session link that you have been provided.
- Log In to Session > **enter your name** as you want it to appear in the session > click **Log in**.
- You will be taken to the Downloading Session screen; a **meeting.collab** file will automatically begin to download.
- IMPORTANT**—You will not be able to run the meeting.collab file if you have not yet installed **Blackboard Collaborate Launcher**. (If you have already installed the Launcher on a previous occasion, skip to step 10.)
- Click the **download the Blackboard Collaborate Launcher** link.
- Select the version of the launcher that is appropriate for your computer (either **Windows** or **Mac**), and click **Download**.
- When the **BlackboardCollaborateLauncher.msi** file finishes downloading, double click on it to run the file.
- Follow the prompts in the **Setup Wizard** to install the software (Next > Install > Finish).
- You should now be able to run the **meeting.collab** file that automatically downloaded earlier. If you wish to download it again, repeat steps 1-3 above.
- Double click on the **meeting.collab** file that was downloaded. The Blackboard Collaborate session will take a moment to load.

Blackboard Collaborate Launcher

You will need to install Blackboard Collaborate's **Launcher software** onto your computer in order to participate in Blackboard Collaborate sessions.

- When you attempt to log in to a session, a **meeting.collab** session file will download to your computer. You will not be able to run the meeting.collab file if you have not previously installed the Blackboard Collaborate Launcher.
- A link for downloading the Launcher software will be presented to you on the session download screen.