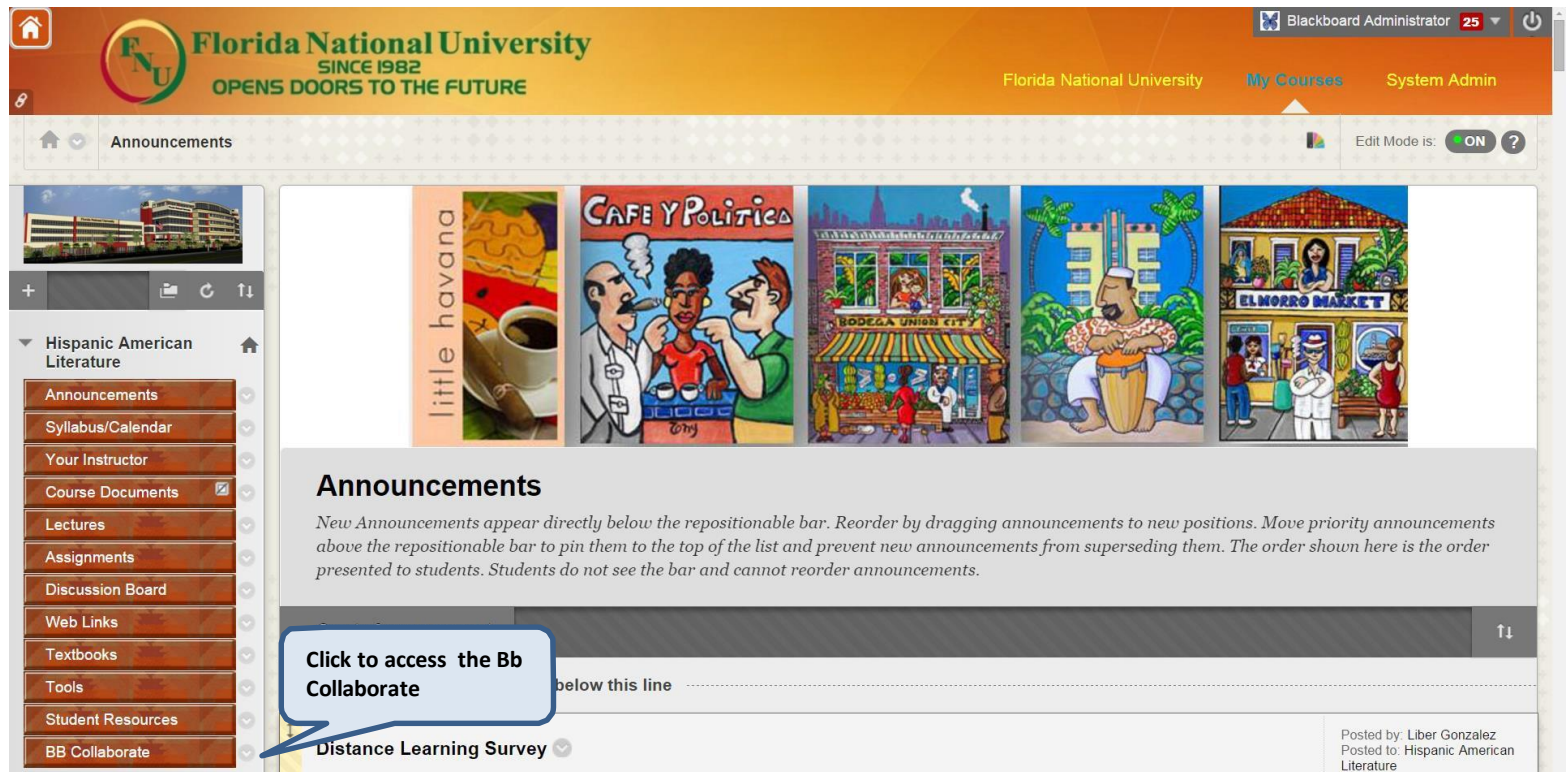


Bb Collaborate

Meet with your instructor or classmates online using a completely web-based interface called Bb Collaborate Ultra:



The screenshot shows the Blackboard Ultra interface for a course. At the top, there is a navigation bar with the Florida National University logo and the text "Florida National University SINCE 1982 OPENS DOORS TO THE FUTURE". To the right of the logo, there are links for "Florida National University", "My Courses", and "System Admin". Below the navigation bar, there is a "Home" button and a "Announcements" section. The main content area displays a row of five colorful illustrations: "little havana", "CAFE Y POLITICA", "BOHEMIA UNION CITY", a man playing a conga, and "EL MORRO MARKET". Below these illustrations, there is an "Announcements" section with a title and a paragraph of text. At the bottom of the page, there is a "Distance Learning Survey" link. A blue callout box with a white border and a pointer to the "BB Collaborate" link in the left-hand navigation menu contains the text "Click to access the Bb Collaborate".

Blackboard Administrator 25

Florida National University My Courses System Admin

Announcements Edit Mode is: ON ?

little havana

CAFE Y POLITICA

BOHEMIA UNION CITY

EL MORRO MARKET

Announcements

New Announcements appear directly below the repositionable bar. Reorder by dragging announcements to new positions. Move priority announcements above the repositionable bar to pin them to the top of the list and prevent new announcements from superseding them. The order shown here is the order presented to students. Students do not see the bar and cannot reorder announcements.

below this line

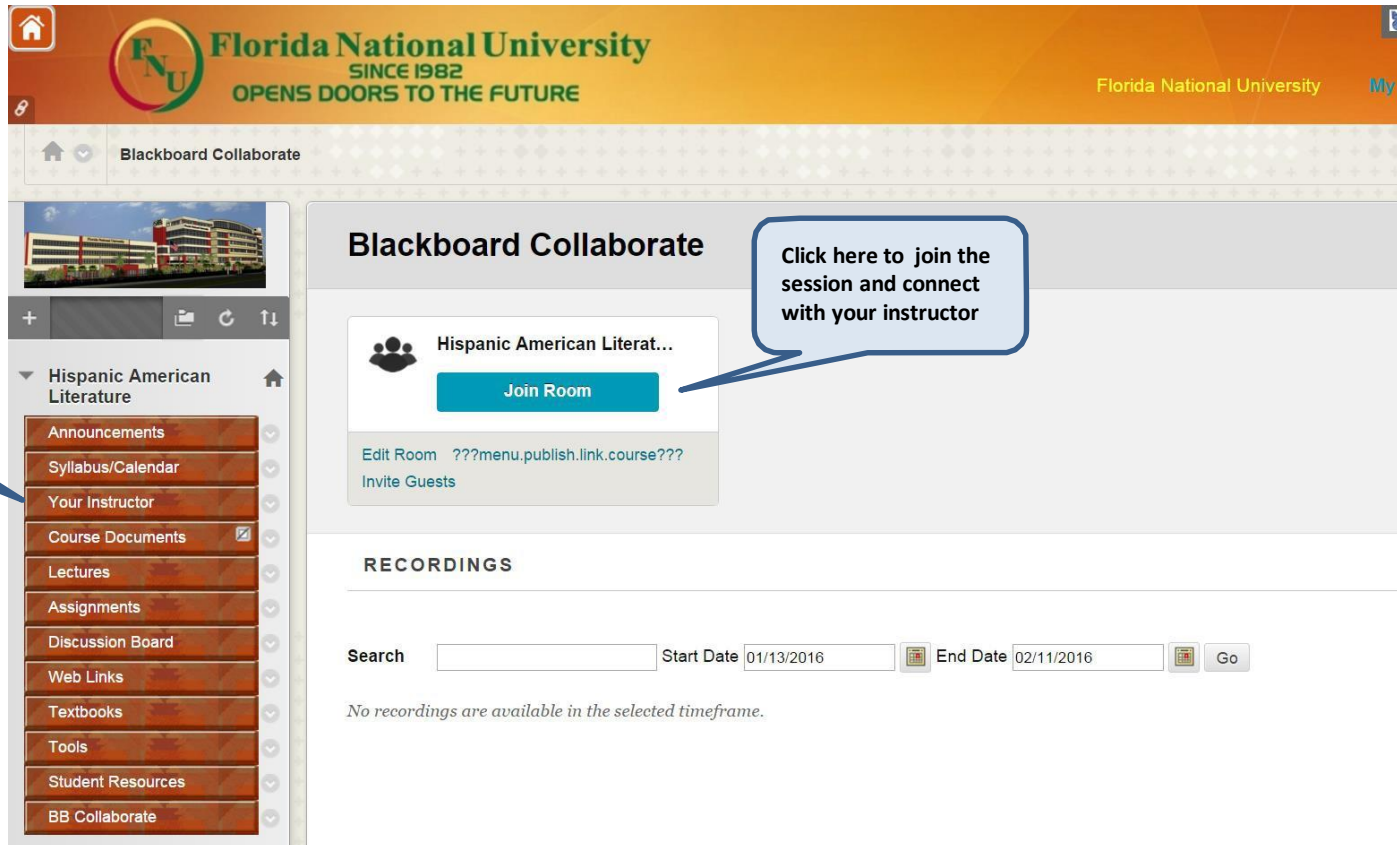
Distance Learning Survey

Posted by: Liber Gonzalez
Posted to: Hispanic American Literature

Click to access the Bb Collaborate

Bb Collaborate

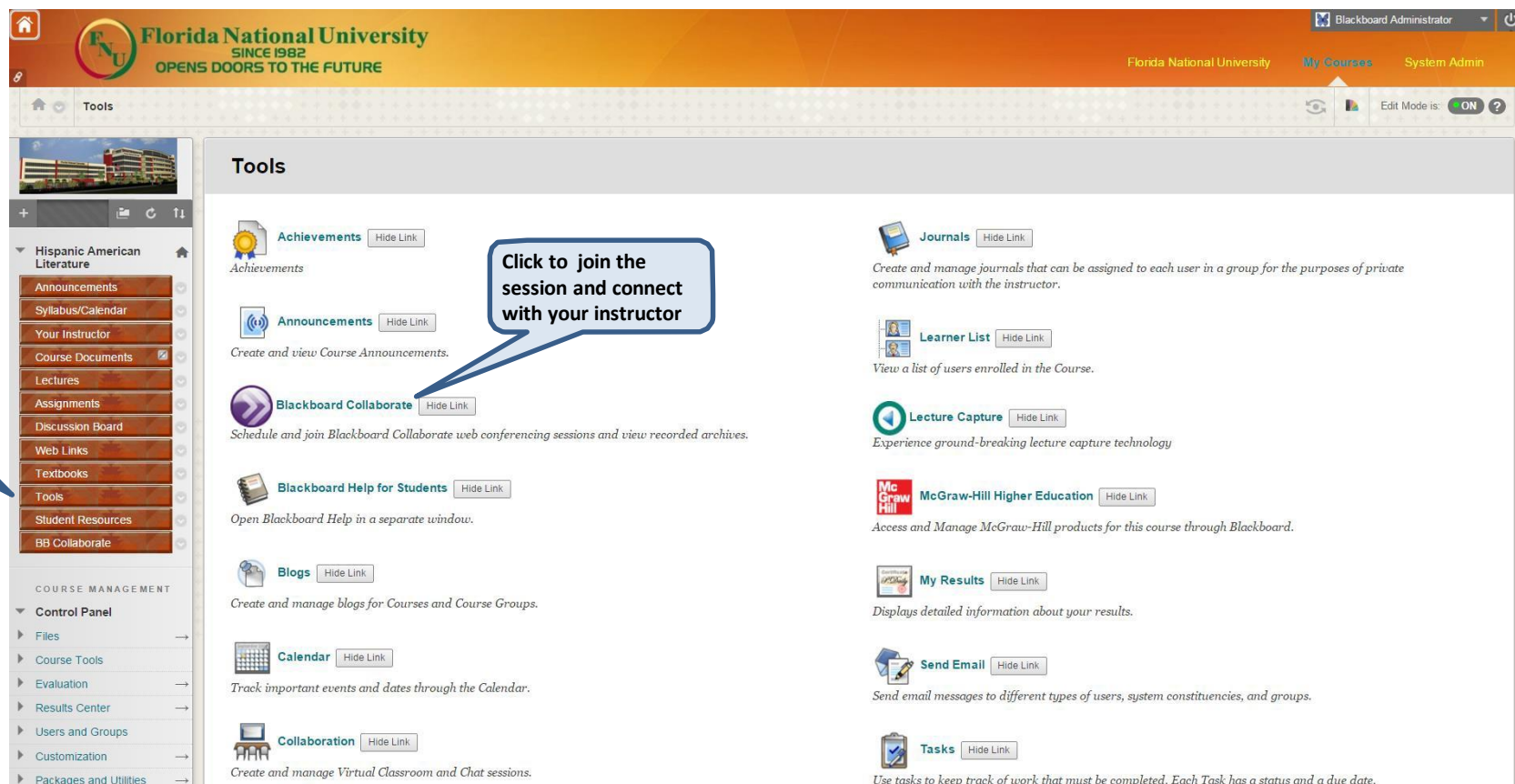
In order to meet with your instructor you will need to check his virtual office hours posted in **“Your Instructor”** section:



The screenshot shows the Blackboard Collaborate interface for a course titled "Hispanic American Literature". The top navigation bar includes the Florida National University logo and the text "SINCE 1982 OPENS DOORS TO THE FUTURE". The main content area is titled "Blackboard Collaborate" and features a "Join Room" button. A callout box points to this button with the text "Click here to join the session and connect with your instructor". On the left sidebar, a menu lists various course resources, with a callout box pointing to the "Your Instructor" option and the text "Click here to check virtual office hours". Below the "Join Room" button, there are links for "Edit Room" and "Invite Guests". The "RECORDINGS" section is visible, showing a search bar and date filters for "Start Date" (01/13/2016) and "End Date" (02/11/2016). A message below the search bar states "No recordings are available in the selected timeframe."

Bb Collaborate

Another way to join a session is through the “Tools” section



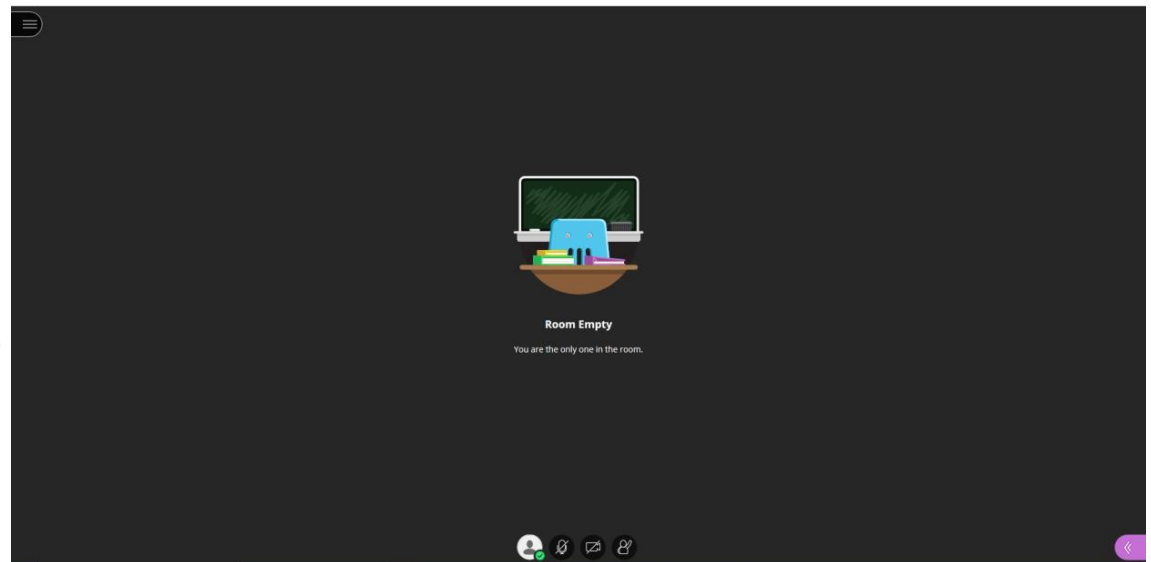
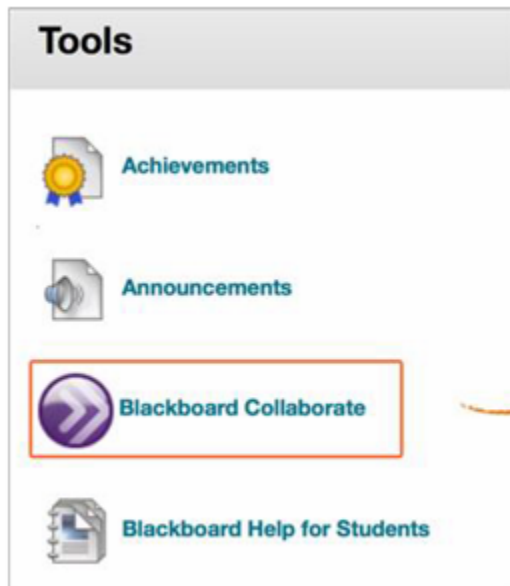
The screenshot shows the Blackboard interface for a course. The top navigation bar includes the Florida National University logo and the text "Florida National University SINCE 1982 OPENS DOORS TO THE FUTURE". On the right, there are links for "Florida National University", "My Courses", and "System Admin". Below the navigation bar, the "Tools" section is displayed. A left-hand sidebar contains a list of course management options, with "Tools" highlighted. A callout bubble points to the "Tools" link in the sidebar with the text "Click here". The main content area, titled "Tools", lists various tools with icons and descriptions. A callout bubble points to the "Blackboard Collaborate" tool with the text "Click to join the session and connect with your instructor".

Tools

- Achievements** [Hide Link](#)
Achievements
- Announcements** [Hide Link](#)
Create and view Course Announcements.
- Blackboard Collaborate** [Hide Link](#)
Schedule and join Blackboard Collaborate web conferencing sessions and view recorded archives.
- Blackboard Help for Students** [Hide Link](#)
Open Blackboard Help in a separate window.
- Blogs** [Hide Link](#)
Create and manage blogs for Courses and Course Groups.
- Calendar** [Hide Link](#)
Track important events and dates through the Calendar.
- Collaboration** [Hide Link](#)
Create and manage Virtual Classroom and Chat sessions.
- Journals** [Hide Link](#)
Create and manage journals that can be assigned to each user in a group for the purposes of private communication with the instructor.
- Learner List** [Hide Link](#)
View a list of users enrolled in the Course.
- Lecture Capture** [Hide Link](#)
Experience ground-breaking lecture capture technology
- McGraw-Hill Higher Education** [Hide Link](#)
Access and Manage McGraw-Hill products for this course through Blackboard.
- My Results** [Hide Link](#)
Displays detailed information about your results.
- Send Email** [Hide Link](#)
Send email messages to different types of users, system constituencies, and groups.
- Tasks** [Hide Link](#)
Use tasks to keep track of work that must be completed. Each Task has a status and a due date.

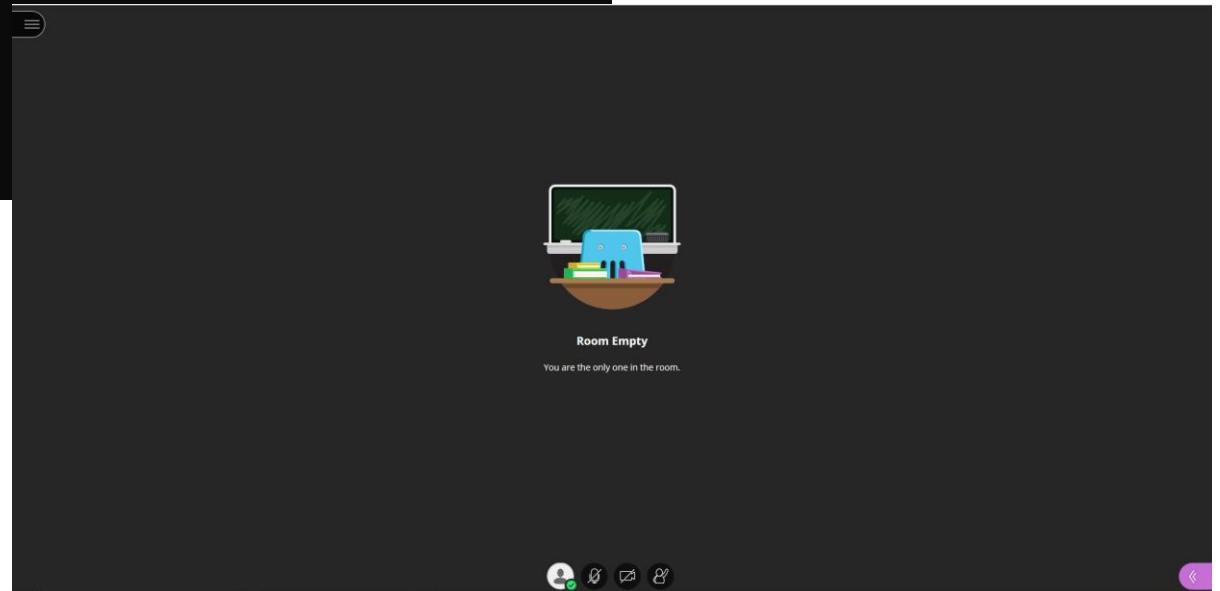
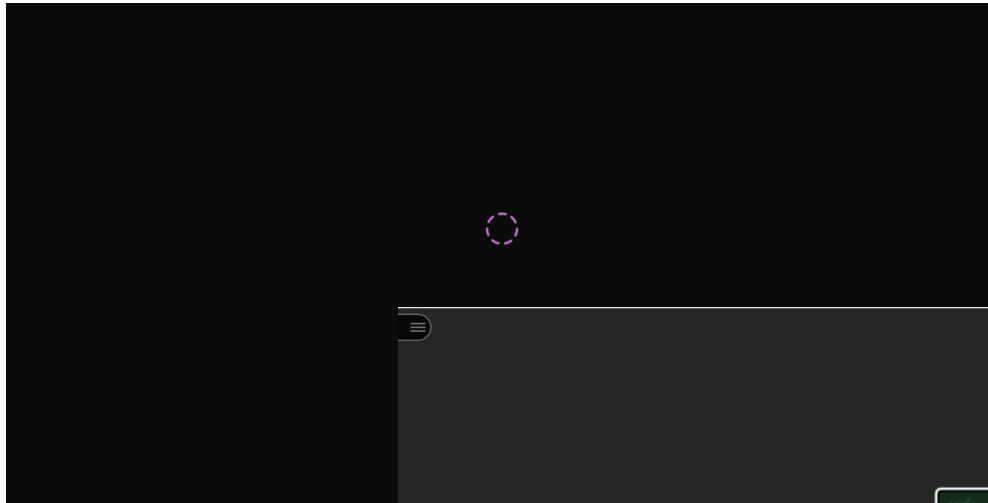
Bb Collaborate

When you join a room it opens in a new window or browser, depending on your browser settings



Bb Collaborate

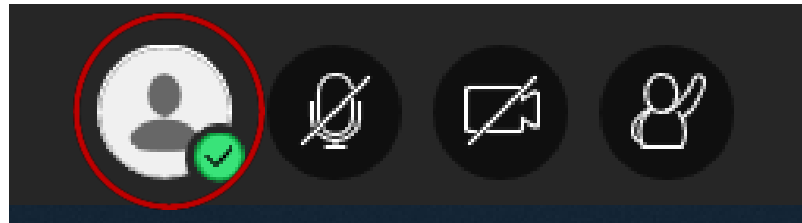
While you're getting connected:



Bb Collaborate

Tools available:

My Settings: Add a profile image, set up your audio and video, set your notifications, and get help. Point to your avatar to open My Settings.



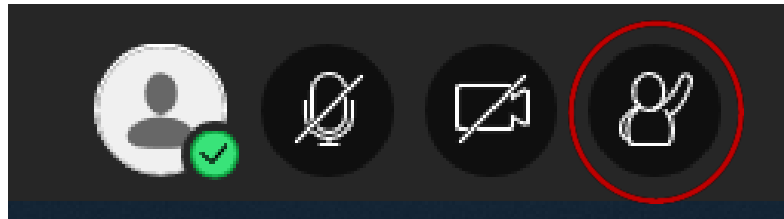
Audio and Video: Turn your audio and video on. A line through the microphone or camera icon means that they are off. Click Share Audio and Share Video to turn them on. It's up to the moderator if audio and video are available.



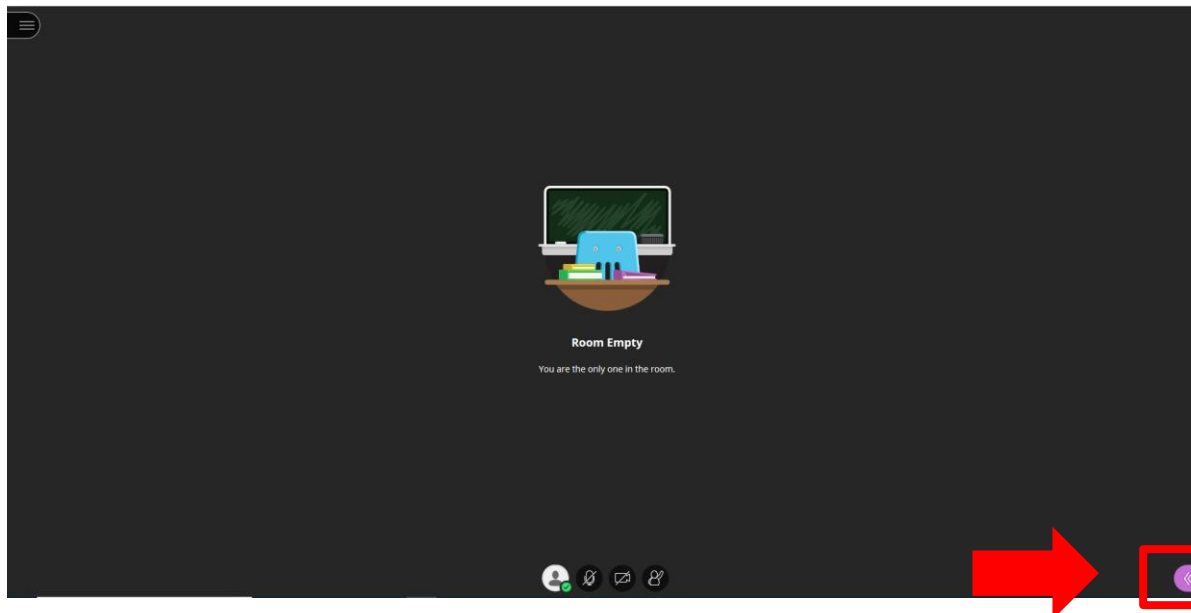
With your keyboard, press Alt + M to turn your microphone on and off. Press Alt + C for your camera.

Bb Collaborate

Hand raise: Raise your hand to answer a question or get the moderator's attention. Click Raise Hand

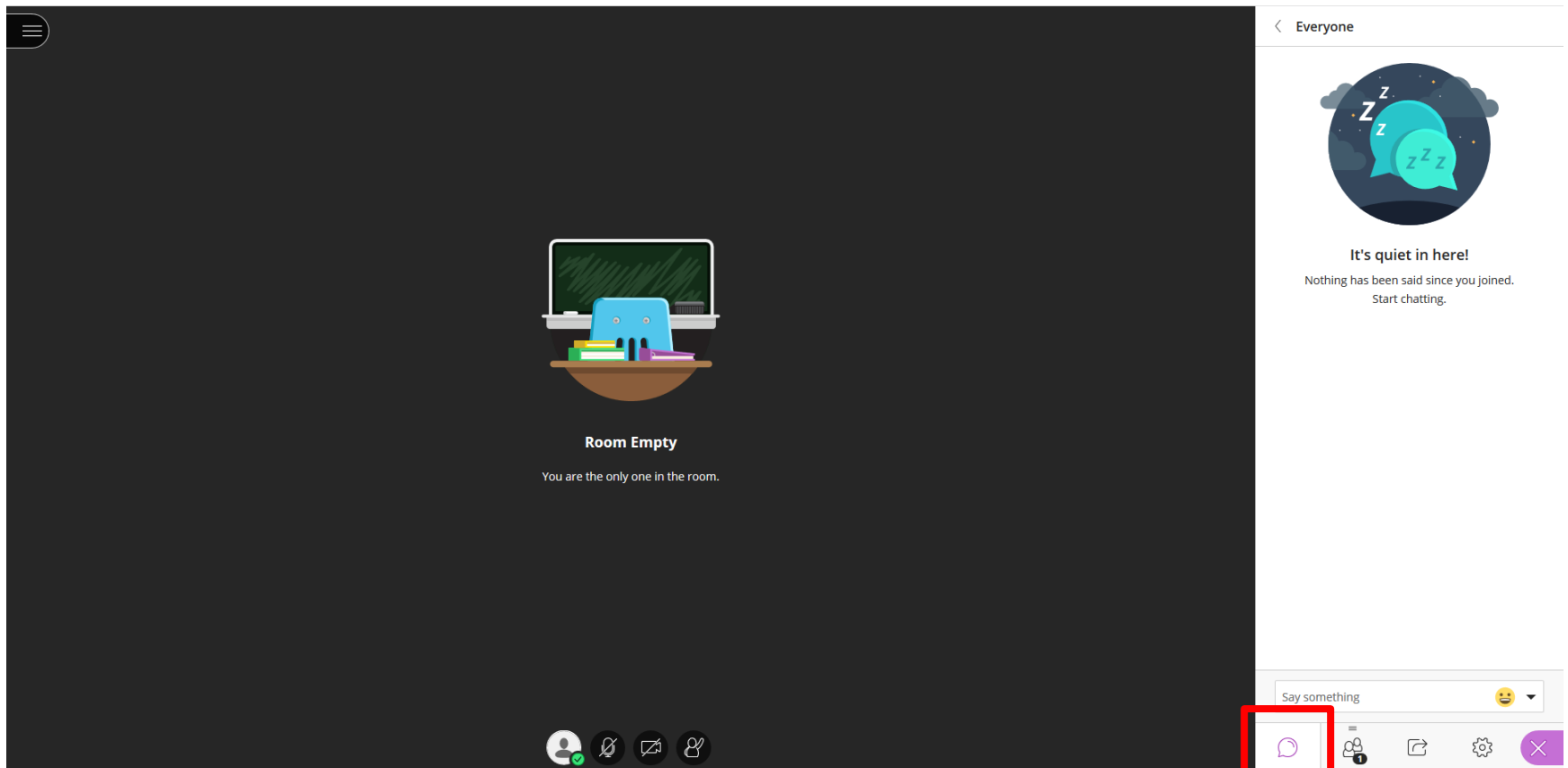


To access the Collaborate Panel:



Bb Collaborate

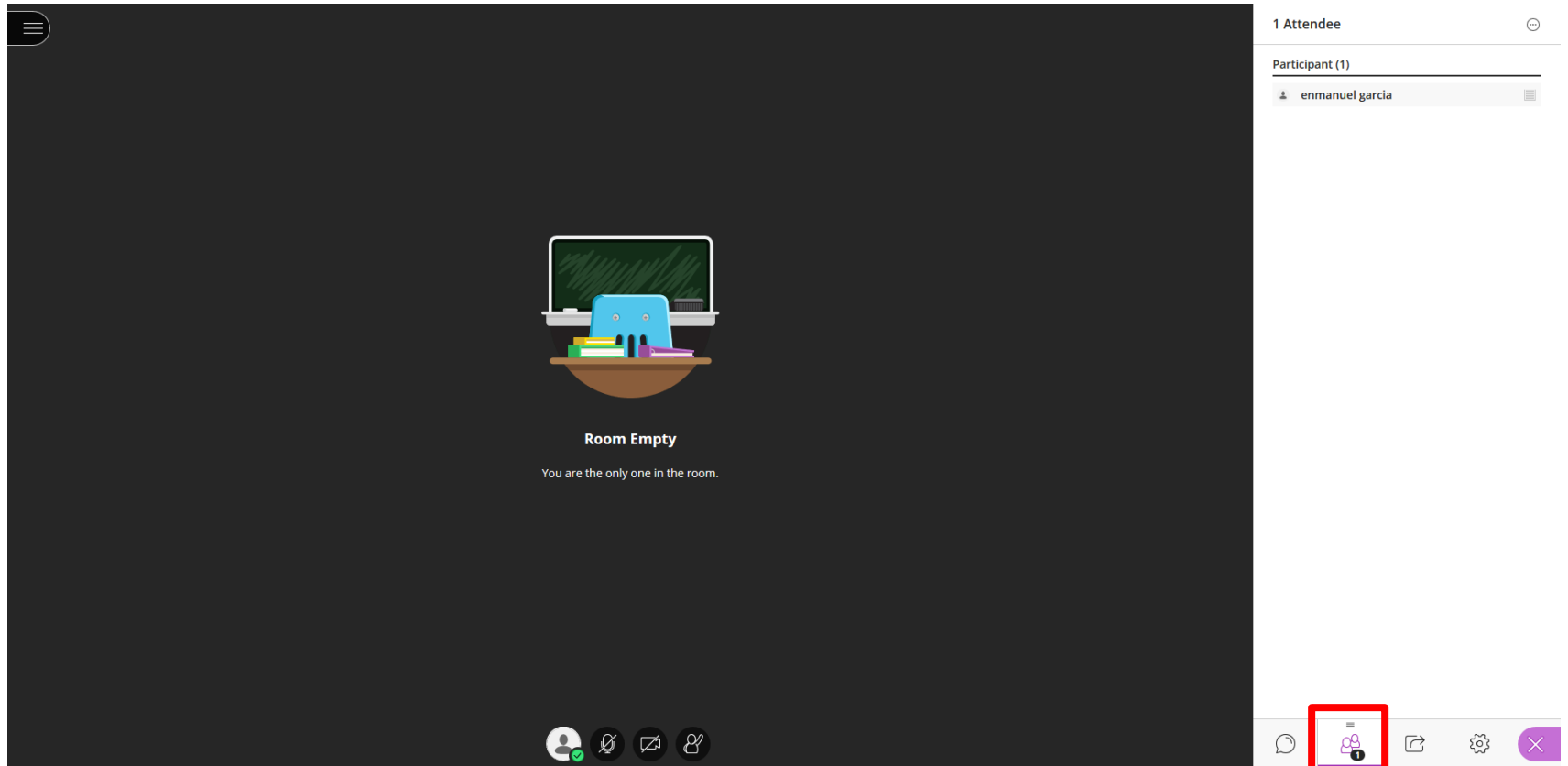
Once the Collaborate Panel is opened, the first option is the **Chat**: where you can communicate with the instructor and/or your classmates



The screenshot displays the Bb Collaborate interface. The main area is dark and shows a 'Room Empty' message with an illustration of a desk and a greenboard. The text reads: 'Room Empty' and 'You are the only one in the room.' On the right side, there is a chat panel with a header 'Everyone' and a message: 'It's quiet in here! Nothing has been said since you joined. Start chatting.' At the bottom, there is a chat input field with the placeholder text 'Say something' and a red box highlighting the chat icon.

Bb Collaborate

Attendees: This is where you will see everyone that is connected in the current session



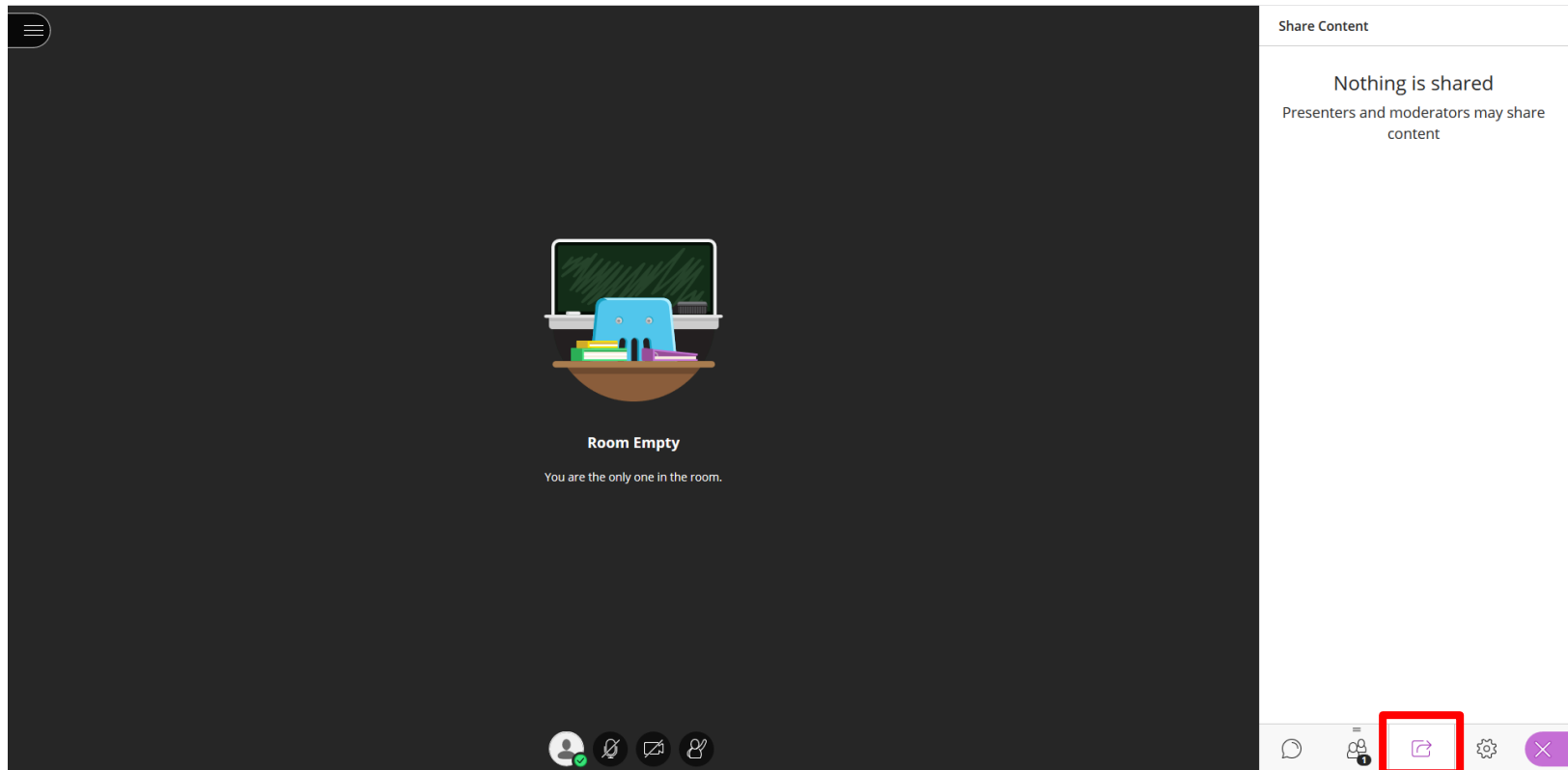
The screenshot displays the Bb Collaborate interface. The main area is dark gray and features a central illustration of a desk with a blue chair, a green chalkboard, and books. Below the illustration, the text reads "Room Empty" and "You are the only one in the room." On the right side, there is a white sidebar with the following content:

- 1 Attendee
- Participant (1)
- enmanuel garcia

At the bottom of the interface, there is a toolbar with several icons. The icon representing the participant list (a group of people) is highlighted with a red square.

Bb Collaborate

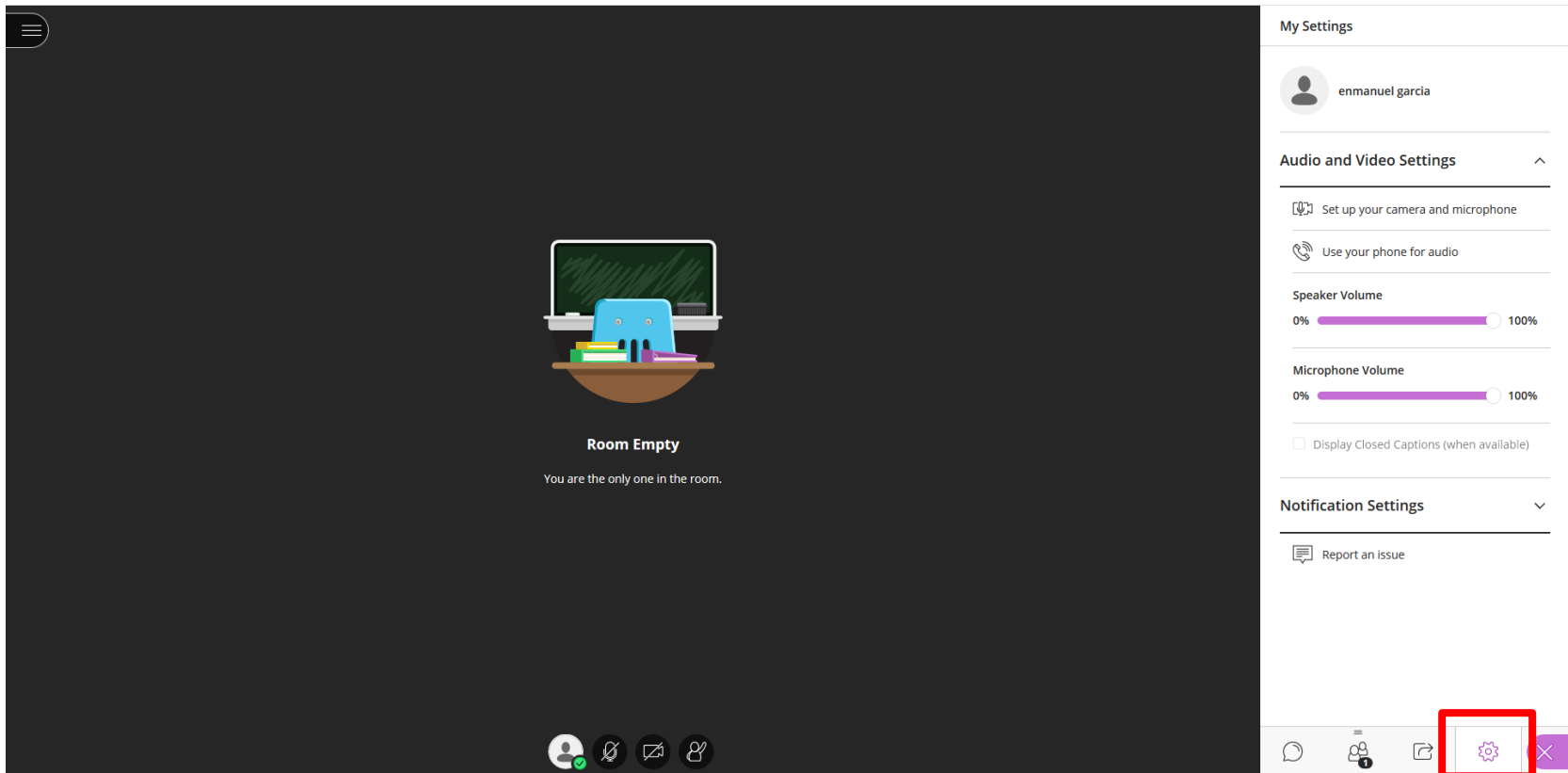
Share Content: This is where the instructor will share documents (Word, Excel, PowerPoint, etc.), share his/her screen and much more. (*Instructors can give you access to share content as well, if necessary*)



The screenshot displays the Bb Collaborate interface. The main area is dark with a central illustration of a desk with a laptop, books, and a blue chair. Below the illustration, it says "Room Empty" and "You are the only one in the room." On the right side, there is a "Share Content" sidebar. The sidebar contains the text "Nothing is shared" and "Presenters and moderators may share content". At the bottom of the interface, there is a toolbar with several icons. The icon for sharing content, which is a document with a plus sign, is highlighted with a red box.

Bb Collaborate

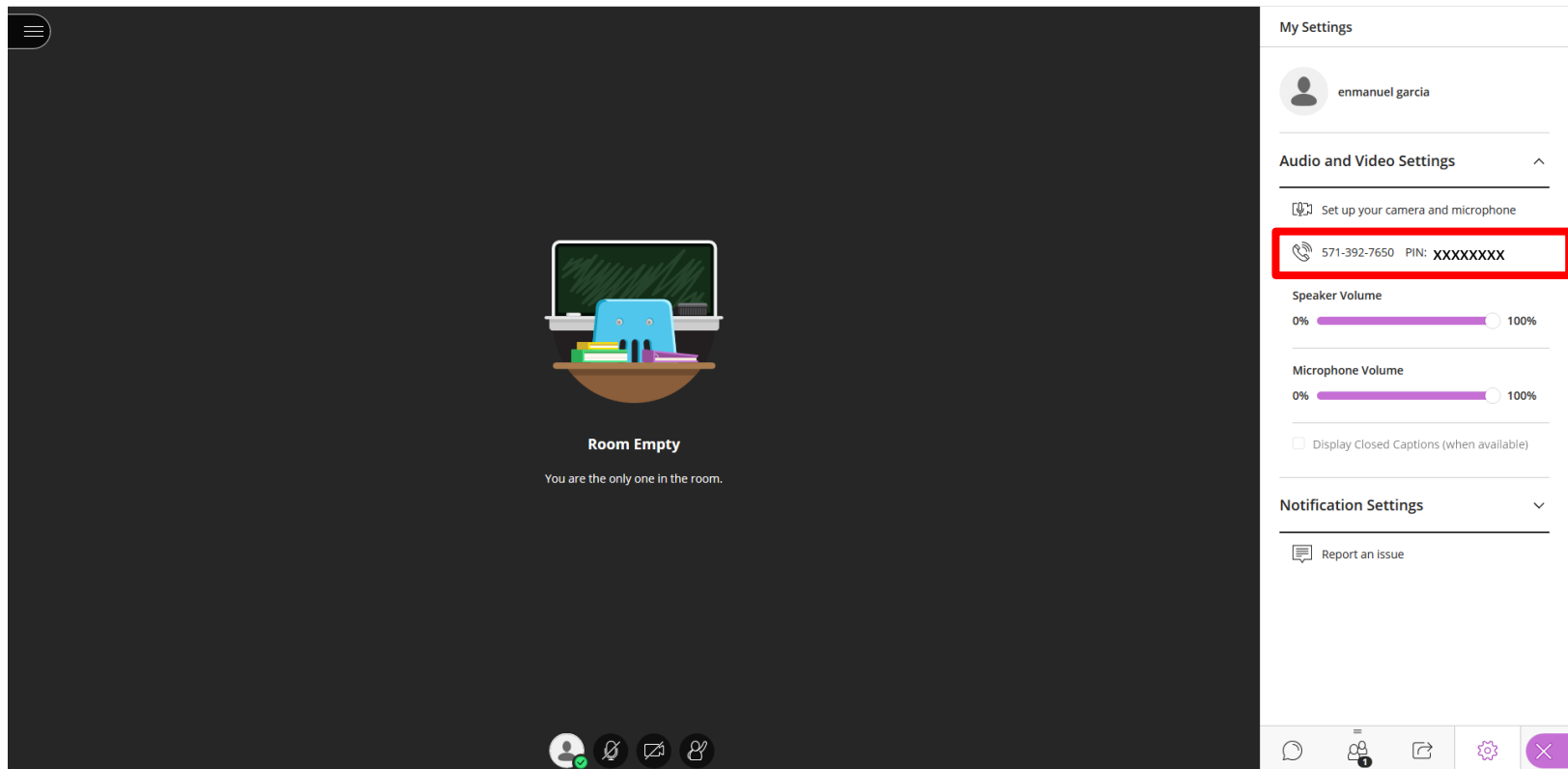
My Settings: In here you will be able to also set up your camera/microphone, manage volume, and “Report an issue.”



The screenshot displays the Bb Collaborate interface. The main area is dark with a central illustration of a desk with a laptop, a blue robot-like character, and books. Below the illustration, it says "Room Empty" and "You are the only one in the room." On the right side, there is a "My Settings" panel. This panel includes a user profile for "enmanuel garcia", an expandable "Audio and Video Settings" section with options for "Set up your camera and microphone", "Use your phone for audio", "Speaker Volume" (set to 100%), "Microphone Volume" (set to 100%), and "Display Closed Captions (when available)", and a "Notification Settings" section with a "Report an issue" option. At the bottom right, a red box highlights the gear icon in the meeting control bar, which is used to access these settings.

Bb Collaborate

My Settings: Under this option you can use your phone for audio in case you do not have a microphone. You can do so by clicking on “Use your phone for audio,” call the number provided and put the pin you have been given. This will connect your call to the session. (*Do not share this pin with anyone*)



The screenshot shows the Bb Collaborate interface. The main area is dark with a central illustration of a desk with a laptop, books, and a chalkboard. Below the illustration, it says "Room Empty" and "You are the only one in the room." The right sidebar is titled "My Settings" and contains the following sections:

- My Settings**: Profile picture and name "enmanuel garcia".
- Audio and Video Settings**:
 - Set up your camera and microphone (with a camera icon).
 - A red box highlights the phone icon, the number "571-392-7650", and the PIN "XXXXXXX".
 - Speaker Volume: 0% to 100% slider.
 - Microphone Volume: 0% to 100% slider.
 - Display Closed Captions (when available).
- Notification Settings**:
 - Report an issue.

At the bottom of the screen, there is a navigation bar with icons for profile, mute, chat, and settings.

Bb Collaborate

Leave Session: To leave the session, click on the top left-hand corner and then click on “Leave Session.” Exit the session and complete a quick survey to tell us about your experience.

