



جامعة قطر  
QATAR UNIVERSITY

مكتب التنمية المهنية وتطوير عمليات التعليم  
Office Of Faculty & Instructional Development

# Start Using Blackboard Collaborate

## Preparing to use Blackboard Collaborate (on a computer or desktop with Blackboard access)

### Blackboard Collaborate

Blackboard Collaborate is a web conferencing tool that allows users to meet in a virtual class

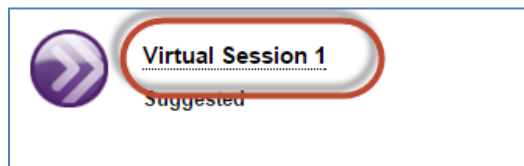
### Requirements:

To use Blackboard efficiently, you need to have the following:

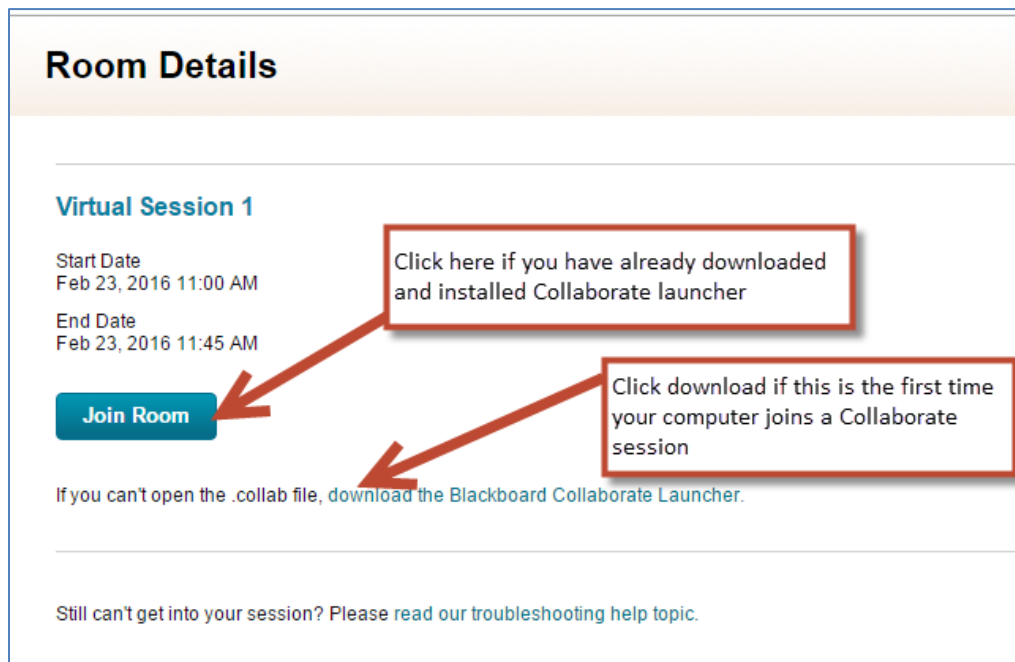
- A computer or laptop with a strong and reliable internet connection
- A Microphone and Speakers. You could use a headphone or the built in microphone and speakers
- Webcam (optional)– If you wish to allow other users in the room to see you.

### Before the session:

- Watch the [Blackboard Collaborate Participant Orientation video](#) (7 minutes long).
- If you received the invitation link by email, just click the link and follow the steps to download the Launcher
- Otherwise, if you are a student in a course, open your Blackboard Course and go to the link that your instructor specified to contain your Collaborate sessions. Click on the link of the session: For example:

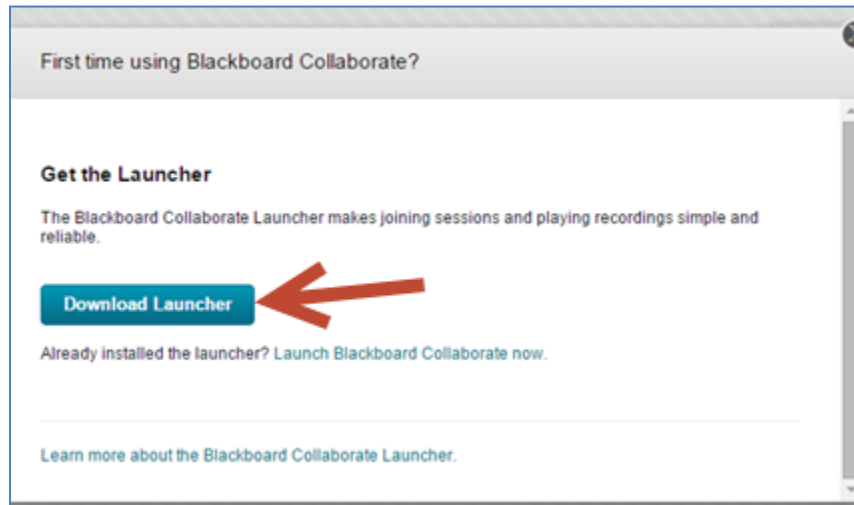


- A window similar to this will appear .....



## Install/Open BB collaborate Launcher

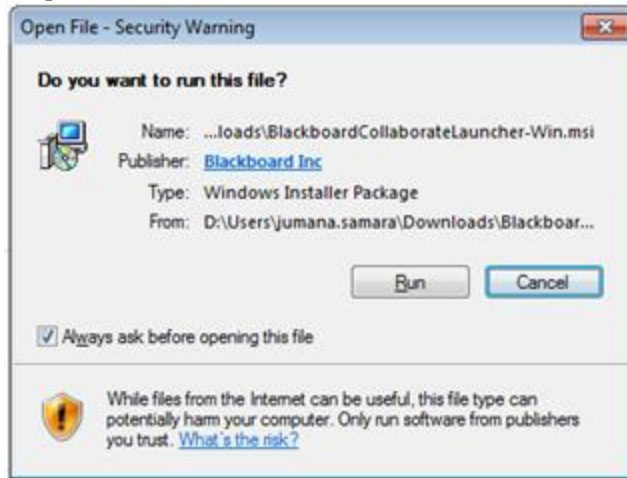
- If this is the first time your computer has joined a Collaborate session, you will be prompted to download the Collaborate Launcher which is a 'once-only' download and installation. (You should have administrator privileges to download software on your computer). Click “Download the Blackboard Collaborate launcher”



- The file will start to download and it may take few minutes. You will receive the following window. Don't click “OK” until the Launcher file completes downloading.



- When you get this screen, click “Run”. The setup wizard will start. Follow the steps to install the launcher.

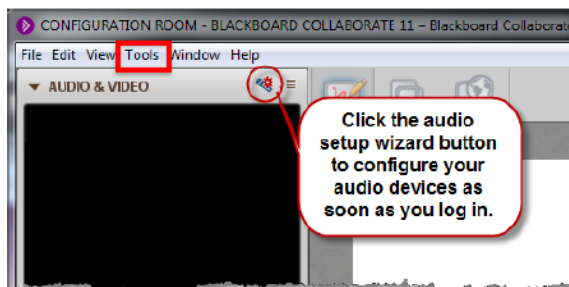


### Join the Collaborate room

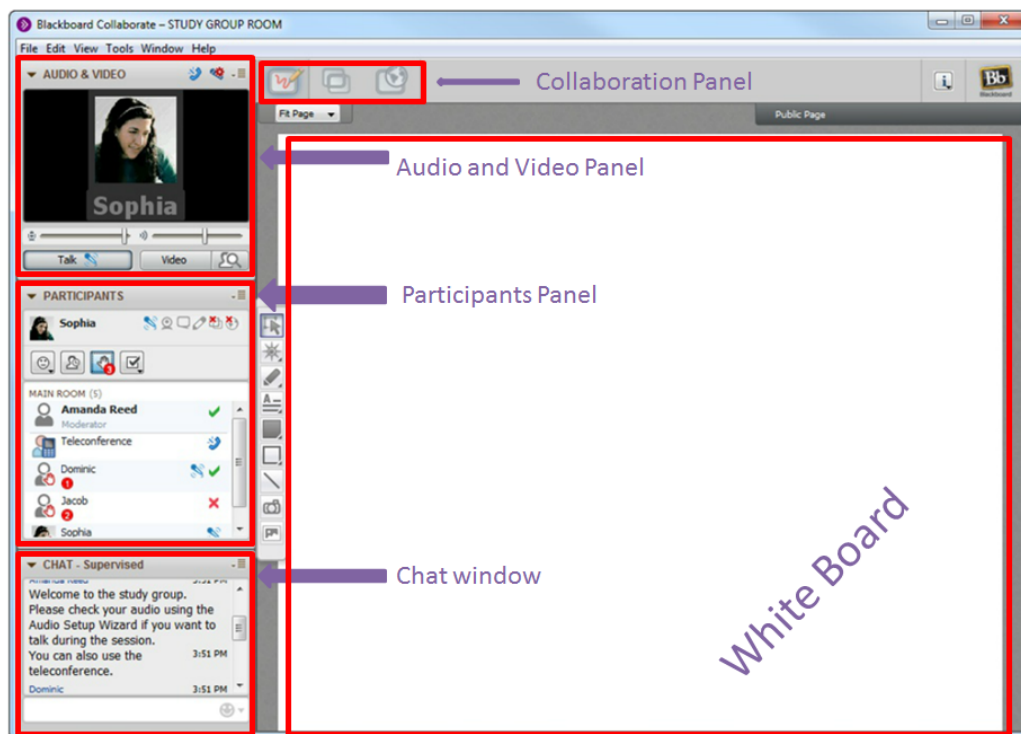
- When the setup is complete, click on the button “Join Room” again and open the file “meeting.collab”. If you don’t get the file, open it from the “Download folder”
- It may take few minutes to launch the set up wizard. Follow the steps until you are prompted to select the connection speed. Select the speed that matches your connection and click “OK”



- Once you enter the room, configure your audio using the audio setup wizard



- You can now participate in the virtual session with Blackboard Collaborate



## Online help and resources

<http://en-us.help.blackboard.com/collaborate/v12#documentation>

[Blackboard Collaborate Participant Orientation video](#) (7 minutes long).

More Videos:

<https://www.youtube.com/playlist?list=PLuEy05n5tIHQuPtGyBseEdvoIPNuqa0q9>