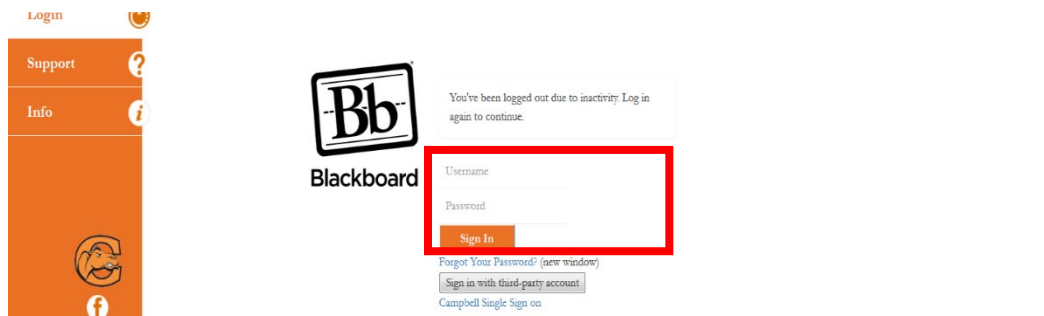
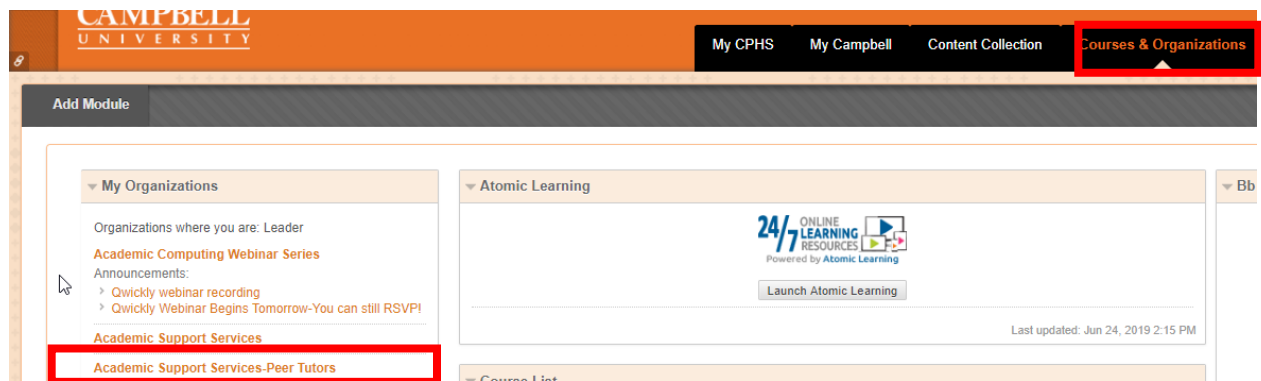


Blackboard Collaborate Student Help Guide: Academic Support Services-Peer Tutors

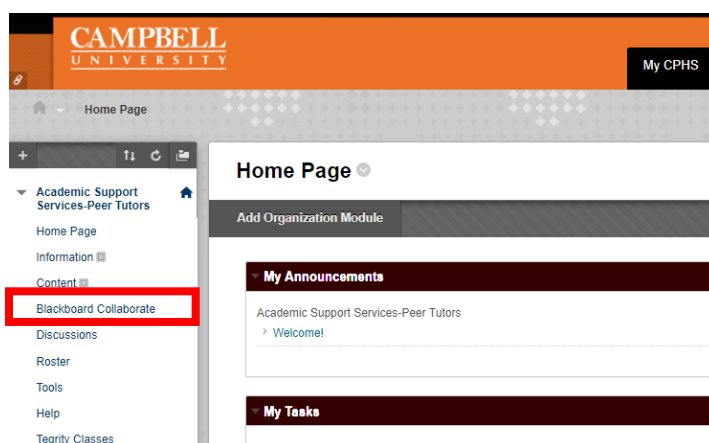
1. Use the Google Chrome web browser (recommended). Log into Blackboard:
<https://blackboard.campbell.edu/>



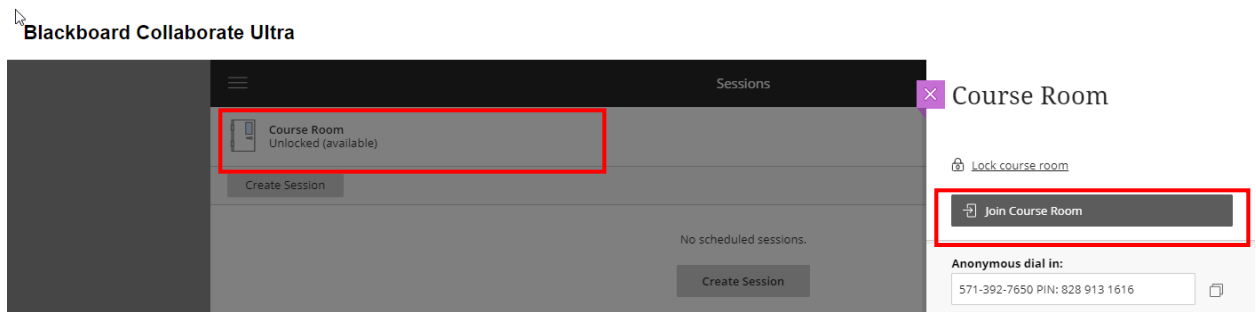
2. Click on “**Courses & Organizations**” and then click on the “**Academic Support Services-Peer Tutors**” course name.



3. Click on the “**Blackboard Collaborate**” icon in the menu panel.



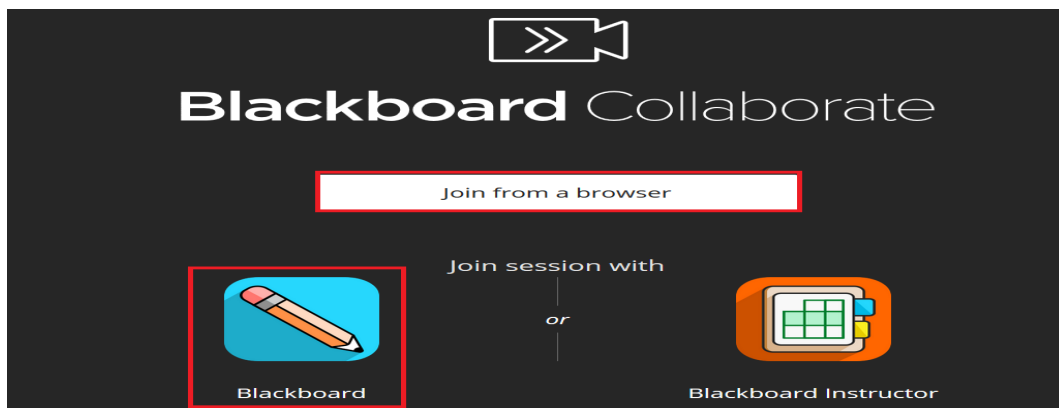
4. Click on “**Course Room**” and click on “**Join Course Room**” under course room.



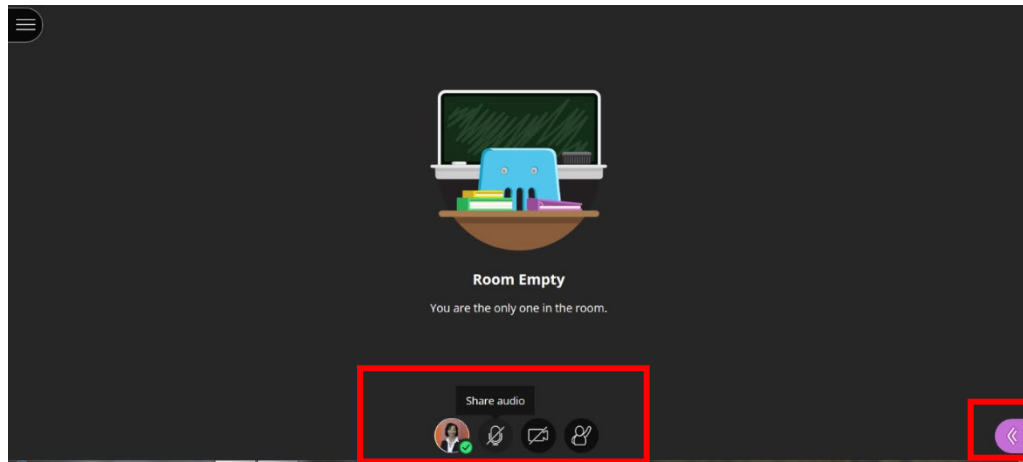
5. If you need to send another student a link to the virtual meeting room (please tell them to use the Google Chrome browser), copy and paste the following link in an email:

<https://us.bbcollab.com/guest/0827e5b613544dd78aa6e4f04cb76f24>

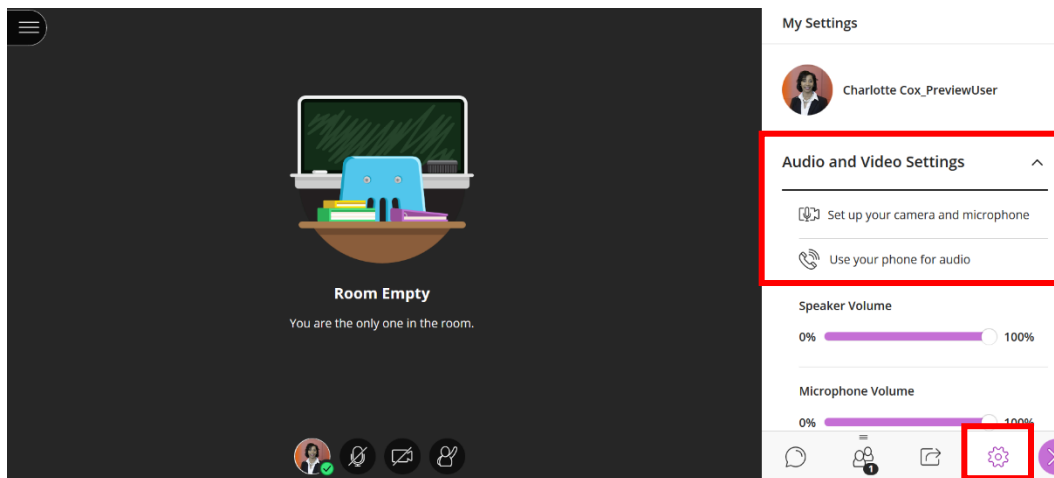
6. Click on “**Join from a browser**” if using a desktop or laptop (recommended). If using a mobile device, download the Blackboard app <http://www.blackboard.com/mobile-learning/blackboard-app.html> and log into Collaborate through the app.



7. At the bottom of the Blackboard Collaborate room, you will see several icons. Click on the **share audio icon**, **share video icon**, and/or **hand raise icon** (*remember to mute yourself when someone else is speaking by clicking on the audio icon*).

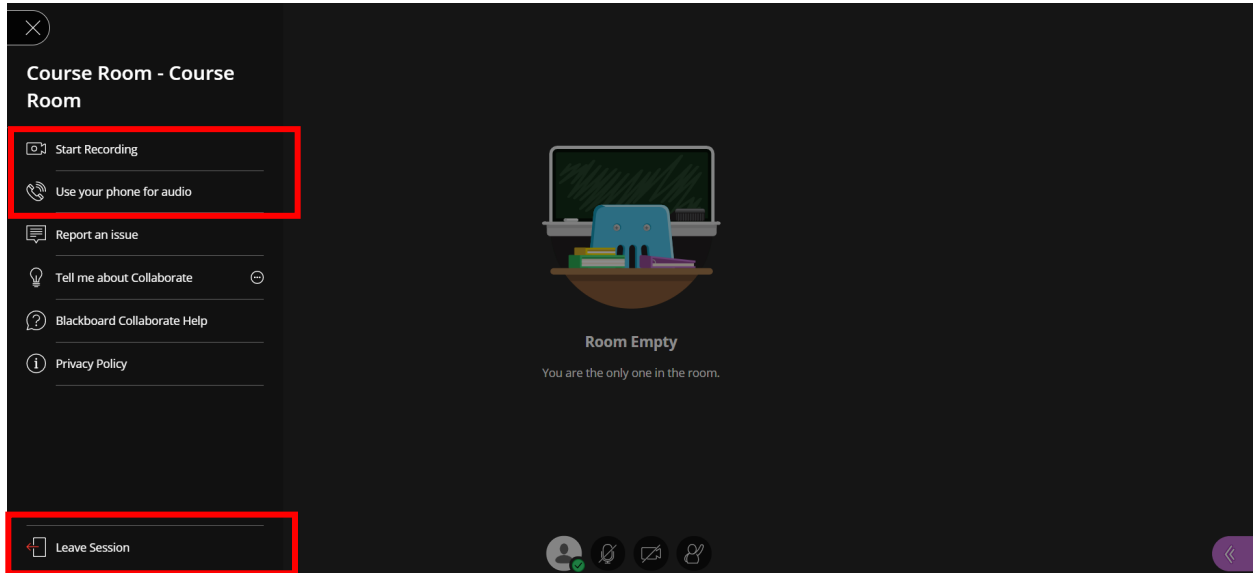


8. Click on the Collaborate panel  to open “My Settings”. Adjust the “Audio and Video Settings” if necessary.





9. Click on the “**Open Sessions Menu**”. In the sessions menu, you will be able to start and stop a recording by clicking on “**Start Recording**”. Also, in this menu area you (and other students) can use a telephone to dial into the session if there is a computer audio issue. Click on “**Use your phone for audio**” to find the phone number. When the session is over, click on “**Leave Session**” at the end of the Collaborate Session.



More Information:

YouTube Video: <https://youtu.be/KNCI7e0cAF8>

YouTube Video: <https://youtu.be/hVjl9pkomWY>

Blackboard Collaborate-Share Content (Files and Screen): <https://youtu.be/vktQFYiUZCk>

Help Documentation: <https://tinyurl.com/ya6gnxgs>