

How To: Login to a Blackboard Collaborate Training

Minimum Requirements:

In order to participate in a Blackboard Collaborate training, you will need:

1. An **internet** connection,
2. The latest version of **Java** installed on your computer (click [here](#) to download or verify that you have the latest version), and
3. Computer **speakers**, headphones, or a head set in order to listen to the moderator.

1. Before your scheduled training, you will be emailed a Blackboard Collaborate participant link. When the time comes for your training, **login to your email and click the link.**

To: Karla Kir
Cc:
Subject: RE: Collaborate instructions

You are confirmed for the Desire2Learn (D2L) training on (date/time). We will conduct the training using Blackboard Collaborate, our virtual classroom. Please click on the following link to access the classroom: [Blackboard Collaborate Log In](#). Once you've accessed the link, you will be prompted to type in your name and click the login button.

Please note, you may be asked to download a version of Java if your computer does not have the required software. You may click [here](#) to get the required software and test your connection.

Requirements for training

- Computer with internet connection
- Headset or computer speakers
- Java- download the latest version: <http://www.java.com/en/download/index.jsp>

During the Desire2Learn Training

You will have the opportunity to see and hear the Program Chair, the Hybrid Learning Technologist, and myself, as we provide you with a live orientation to the online environment you will soon be using. You will also have the ability to chat live with other members of your cohort to ask questions about the Desire2Learn system.

I look forward to meeting you soon!

Log In to Session

Please enter your name as you want it to appear in the session.

Log In »

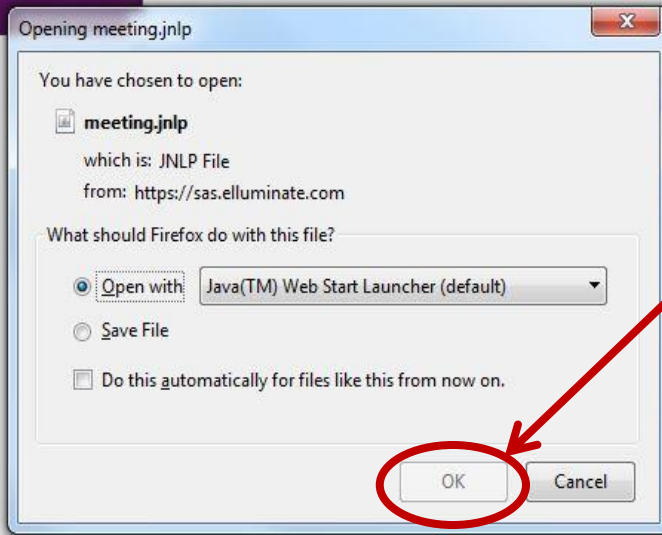


2. Blackboard Collaborate will open in a new browser window. **Type in your name and click the Log In button.**

Launching Blackboard Collaborate

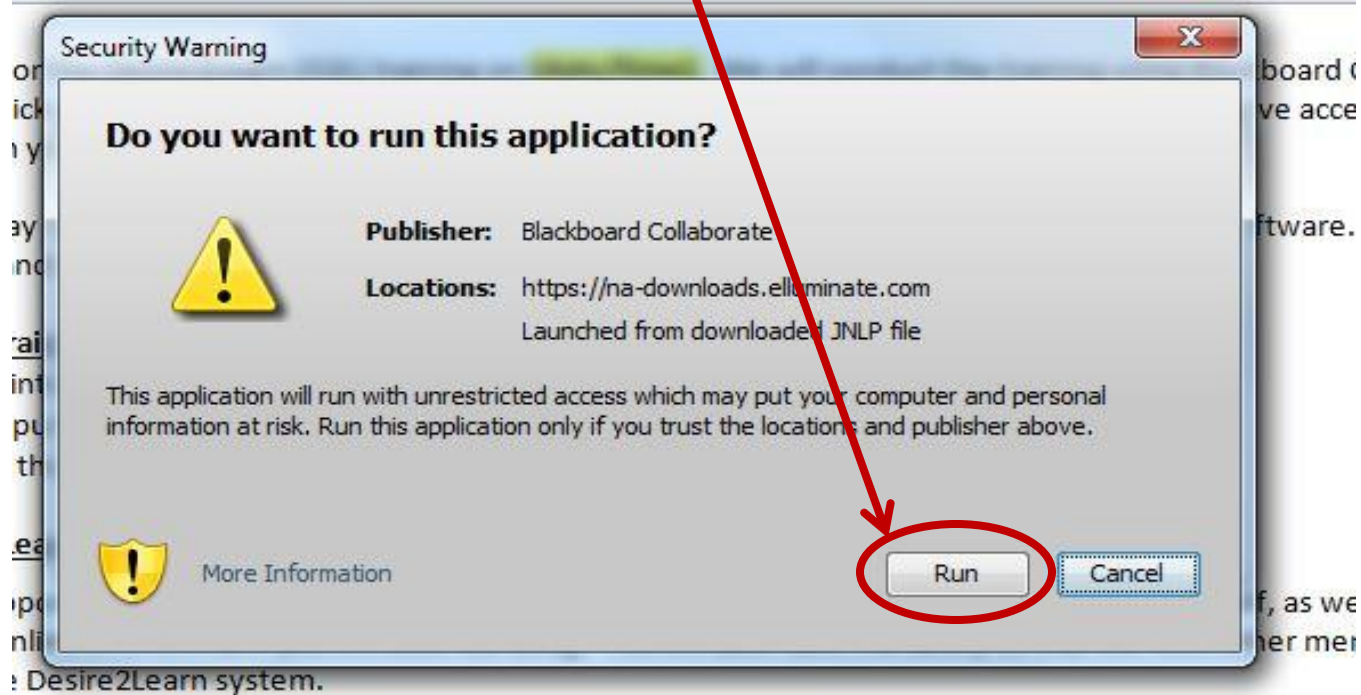
Please don't close this window until you are in your Blackboard Collaborate web conferencing session.

Please note that your browser security settings may block this site from downloading files to your computer. If so, you will need to accept the download of these files.



3. A small window will pop up, **click OK** to continue.

4. Another small window will pop up, **click Run** to continue.



5a. You may be prompted to select your connection speed. Do so, and **click OK**.

Blackboard collaborate™

Version 12.6.2.7629-gb521877

Select connection speed:

Cable/DSL

Don't show this dialog again

Cancel

OK



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5b. You will see this window as the training loads. It may take a minute or so to connect.



The image shows a screenshot of the Blackboard Collaborate meeting interface. The window title is "Blackboard Collaborate - USER 1 MEETING". The interface includes a menu bar (File, Edit, View, Tools, Window, Help), a toolbar with icons for audio and video, and a main content area. On the left side, there are three panels: "AUDIO & VIDEO" (with a black video feed and "Talk" and "Video" buttons), "PARTICIPANTS" (showing a list of participants with "Karla (You)" selected), and "CHAT" (showing system messages). A red arrow points from the "PARTICIPANTS" panel to a text box, and another red arrow points from the "CHAT" panel to the same text box. The text box contains the following text:

6. When you are fully connected to the training, this window will appear. On the left, you will see a list of **participants**, and below that, a **chat area**. To the right, this large white area is where you will see the moderator's **training materials**.