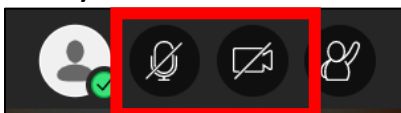


The following information will help you with basic features in Blackboard Collaborate you may need during your advising sessions.

Sharing Your Screen

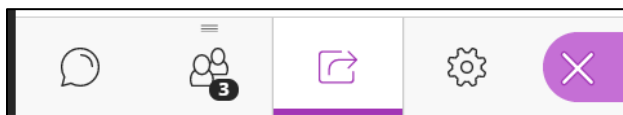
1. When a student enters your room, make sure you unmute your microphone and preferably share your camera so your advisee feels more welcome and you can provide that sense of connection. Simply click the microphone and camera icon at the bottom of your screen.



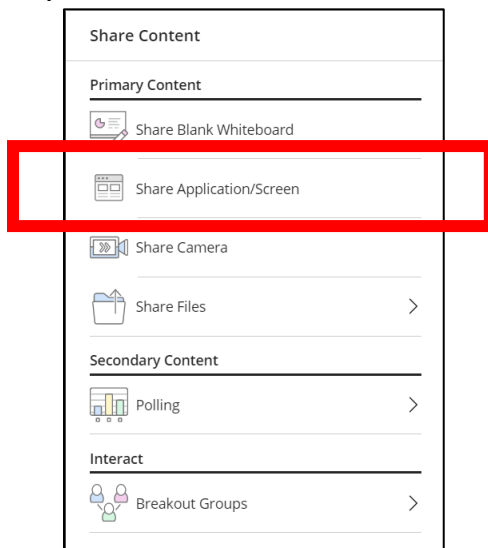
2. When working with your advisee, you will most likely need to share your screen. Click the purple arrows in the bottom right corner to open the Collaborate Panel.



3. On the bottom of the Collaborate Panel, click the square with the arrow to open the Share Content menu.



4. Select Share Application/Screen.

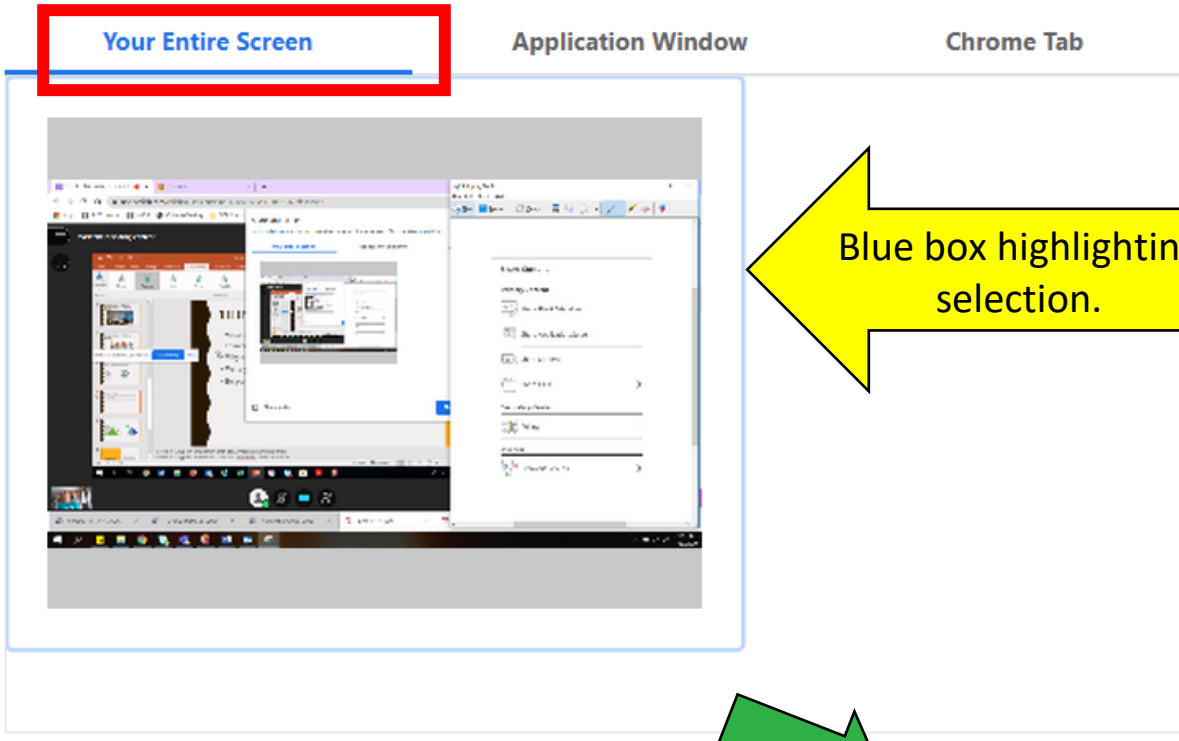


5. A menu will open. It would probably be best to select Your Entire Screen so that if you have to navigate to multiple applications or windows you won't have to repeat the sharing process. Make sure to click on the picture of the screen so that it is highlighted with a blue box. Then click Share.

Share your screen

us.bbcollab.com wants to share the contents of your screen. Choose what you'd like to share.

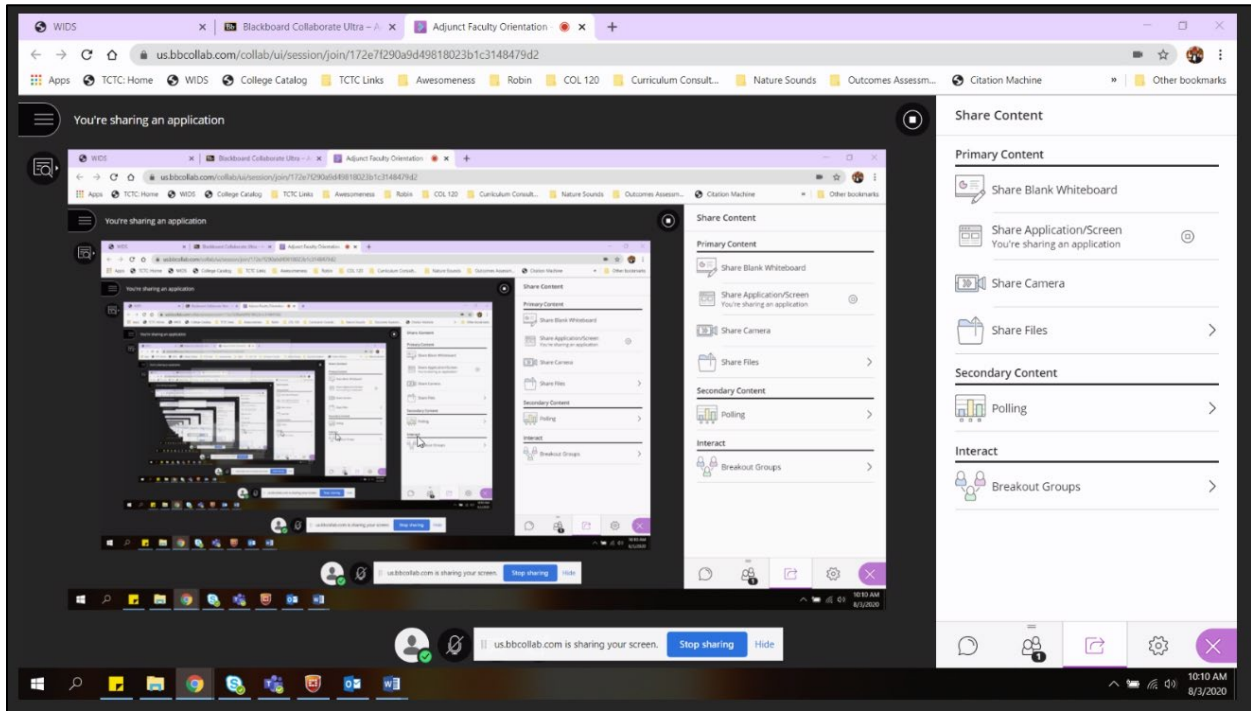
Your Entire Screen Application Window Chrome Tab



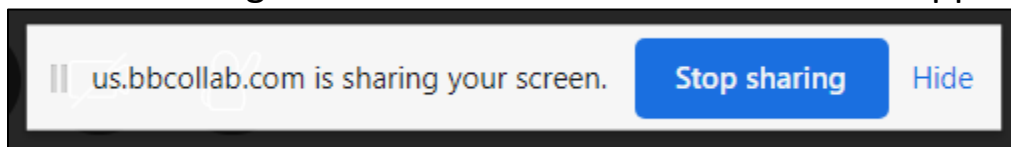
Share audio

Share Cancel

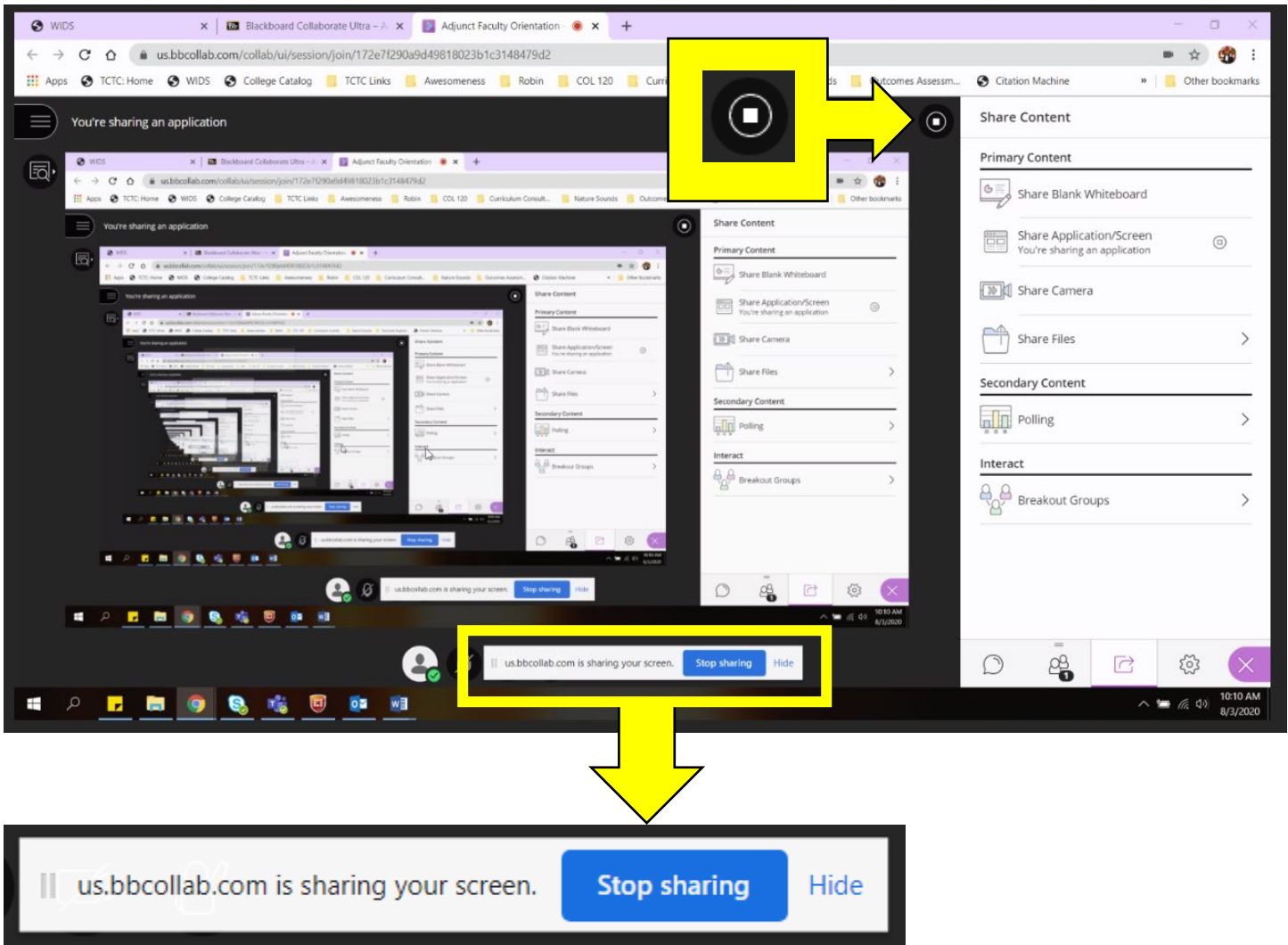
- Once you click share, it might take a moment for your screen to show. You'll know when you're sharing when you see the "infinity screen" seen here. It's a good idea to ask if your advisee if they can see your screen to confirm. Then you can navigate as needed to continue advising.



- At the bottom of your screen you will see this box. If it is in the way you can either click and drag to move it or click Hide and it will disappear.



- You can stop sharing your screen by either clicking Stop sharing in the box at the bottom or by clicking the Stop icon in the upper right corner of the session screen.



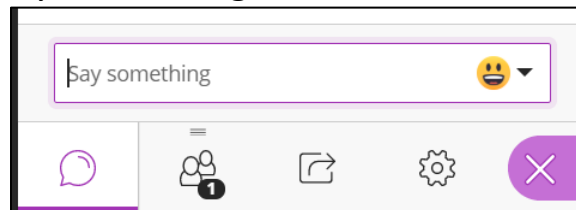
- If your advisee needs to share their screen for you to view something, the steps above would be the same for them. You would just need to talk them through each step.

Technical Difficulties

1. If you are having technical difficulties, contact your session moderator by using the chat feature in the Collaborate Panel. Click the purple arrows in the bottom right-hand corner to open the Collaborate Panel, if not already open.



2. Click on the speech bubble icon in the bottom of the Collaborate Panel. Then start typing in the Say Something box.



3. Your session moderator should respond or enter your room to help you troubleshoot.