

LTC LIVE – COLLABORATE STUDENT GUIDE

- Blackboard Collaborate Ultra is entirely browser-based. No downloads are required.
- The required browsers for BB Collaborate are Google Chrome or Mozilla Firefox. **Chrome** has proven to be more compatible and is thus recommended for use by LTC.

In this guide, you will learn the following:

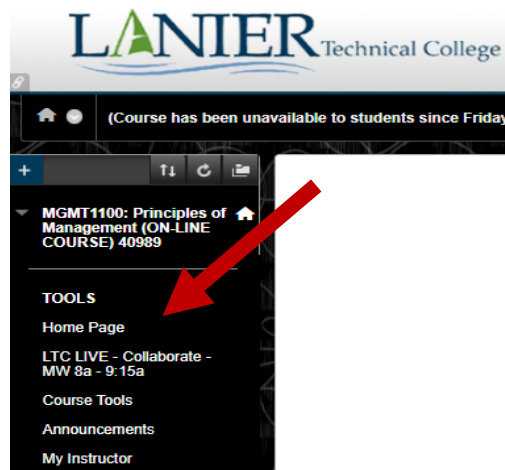
1. Best practices for web conferencing
2. How to join an LTC LIVE - Collaborate Session
3. Overview of the BB Collaborate Ultra Interface
4. How to set up your Audio and video
5. How to see the participants list and use the chat tool
6. Leaving the Session and How to view Recorded Sessions

1. Best Practices for BB Collaborate

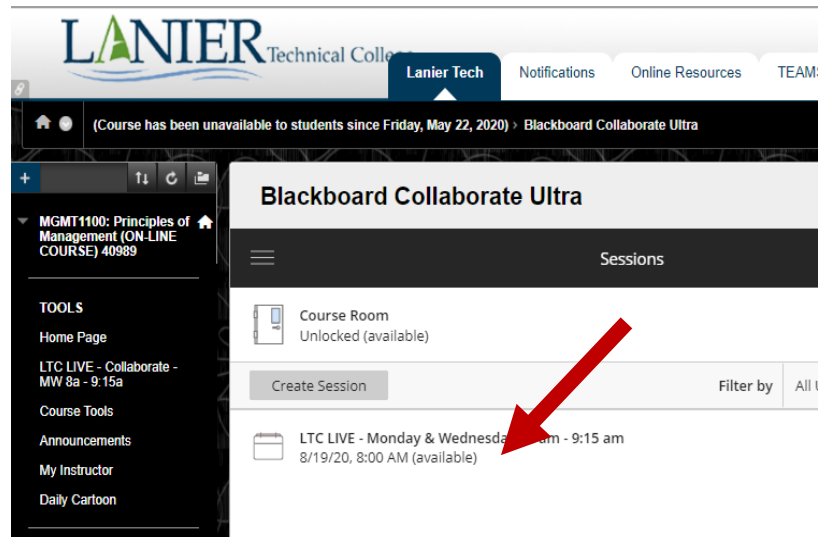
- Use headset/microphone for best audio quality
- You can typically join a session 15 minutes early. Do so the first time to make sure you have not technical difficulties.
- Keep your microphone turned off unless you are speaking to prevent sound feedback.
- Connect to the internet via a wired connection, if possible
- Close down all background programs that are not being used for the BB Collaborate Session (email, Skype, extra web browsers, and any other desktop applications)
- If you are using your mobile device, download the Blackboard Student app from the app store.
- Try using an incognito window if you have issues accessing the Session.

2. Join a Session

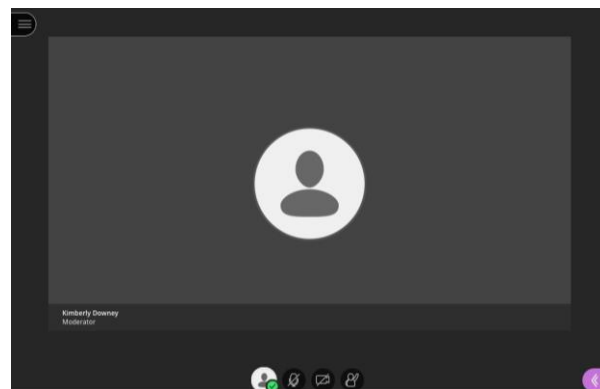
- Log in to laniertech.blackboard.com with Chrome, select the course from your My Courses menu that will be hosting the LTC LIVE - Collaborate session
- Once in your course, LTC LIVE - Collaborate, can be located in the left-hand navigation menu. Select **LTC LIVE – Collaborate**.



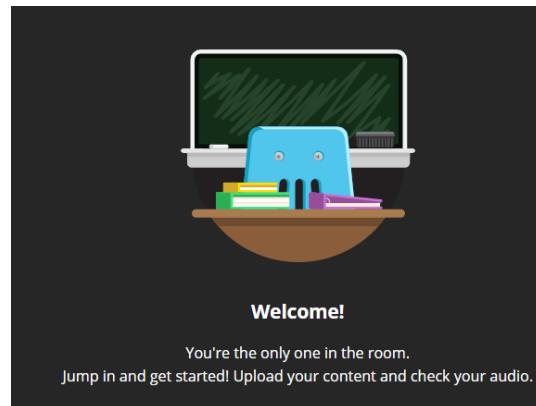
- This will take you to the **LTC LIVE - Collaborate Sessions menu**. Here you will find the available sessions, which may include a Course Room as well as class sessions. Select which LTC LIVE - Collaborate Session you would like to join. Please read your instructor's directions regarding the Session you should attend.



- **LTC LIVE - Collaborate** Will open in a new tab within your browser

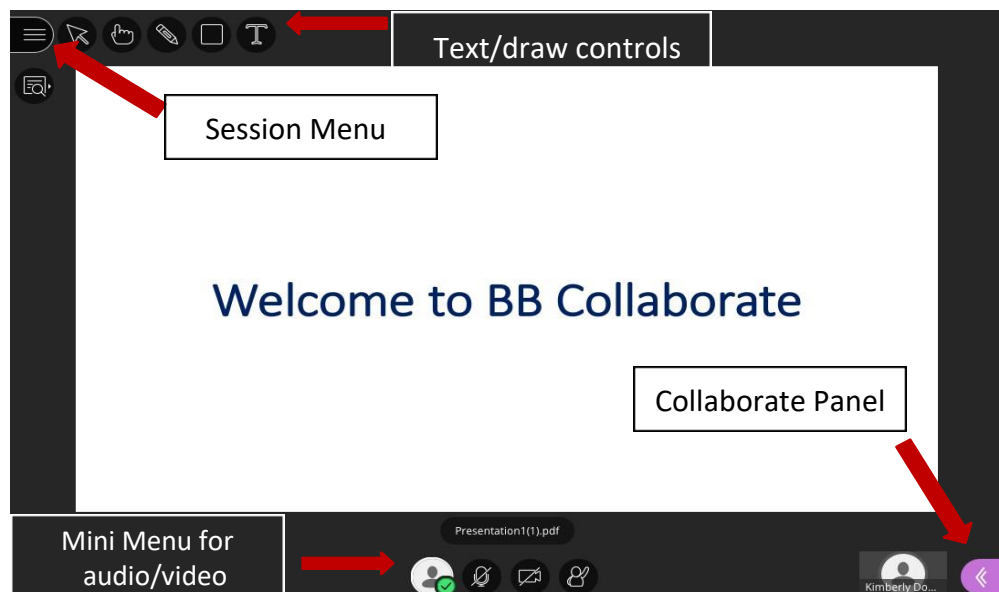


- Instructors are only in sessions during the scheduled times. If you arrive in an **empty room**, check your class times and dates. Next, go back to Blackboard and make sure you chose the correct Session. Also, check announcements and emails to make sure you didn't miss something. Contact your instructor with details about the situation.



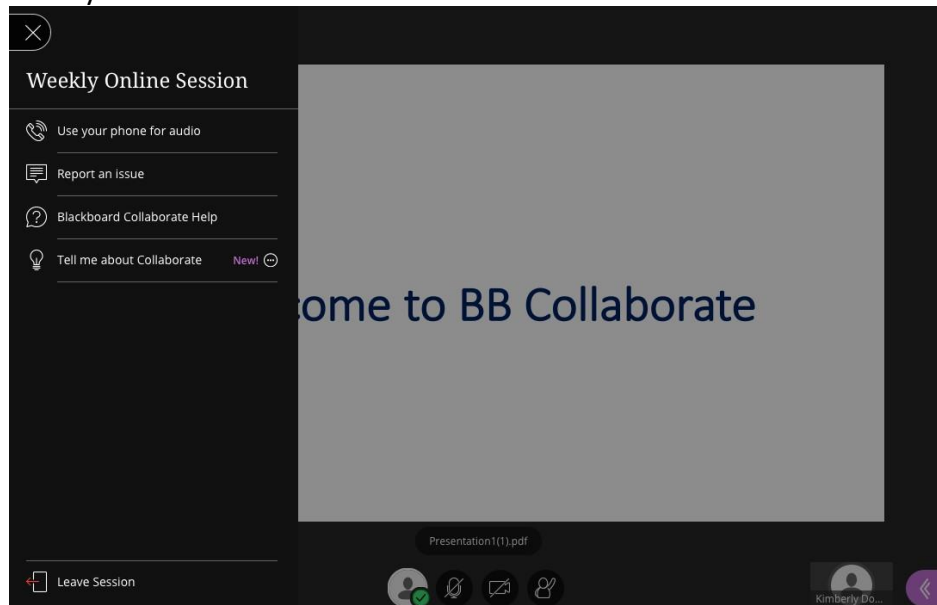
3. LTC LIVE – Collaborate Screen

- BB Collaborate has two menus: Sessions Menu and the Collaborate Panel
- The mini-menu at the bottom of the screen includes quick controls for Audio, video, and raising your hand.
- Tools located at the top of the screen are participant controls to draw/write on whiteboards and files



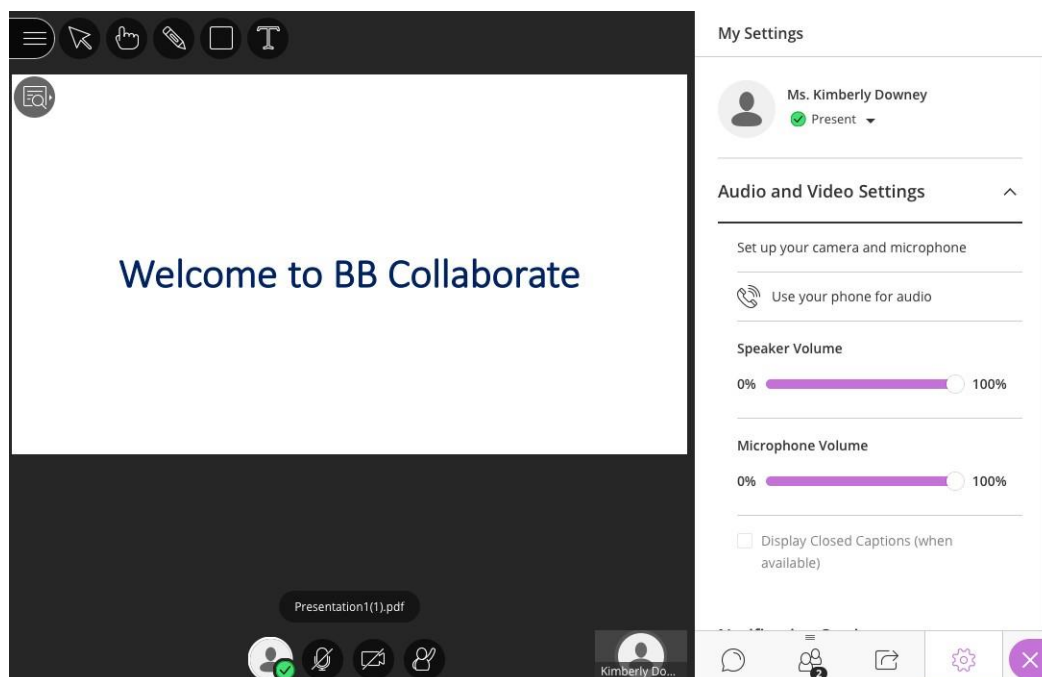
Session Menu

- The session menu includes links to
 - Use your phone for Audio
 - Navigate you through Collaborate through the “Tell me about Collaborate” link
 - Leave your session



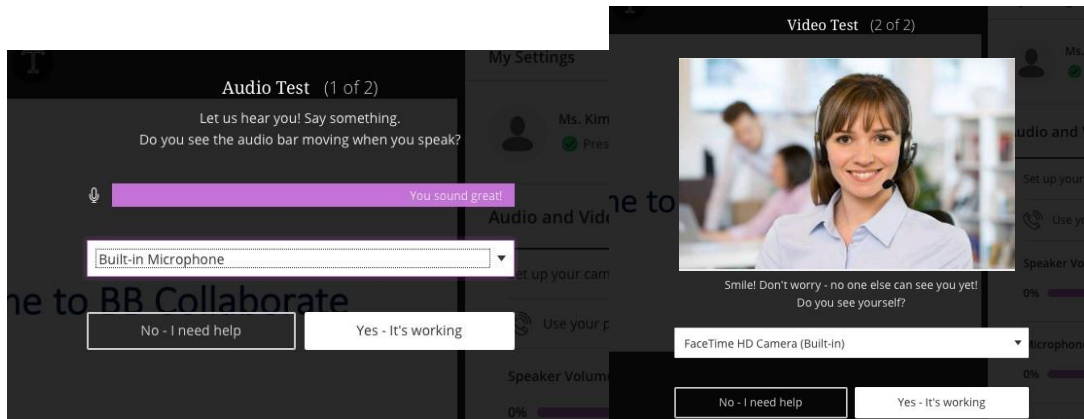
Collaborate Panel

- The collaborate panel is where you will go to:
 - Control your settings
 - Share Content
 - View the Participants List
 - View the Chat

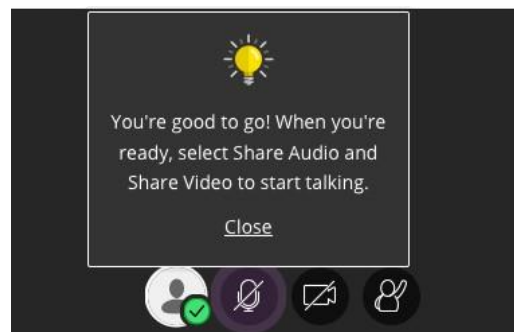


4. Audio and Video Setup

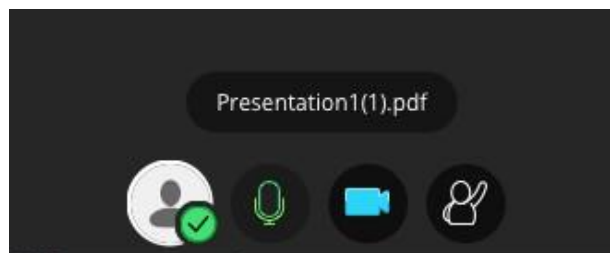
- **Set up your camera and microphone** is located under the My Settings menu in the Collaborate panel.
- **My settings can be accessed by selecting this icon**
- **This** will take you through 2 easy steps to set up your Audio and video.



- When you complete the audio/video setup, you will get a notification that your microphone and camera are ready to go but still turned off

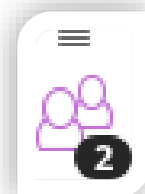


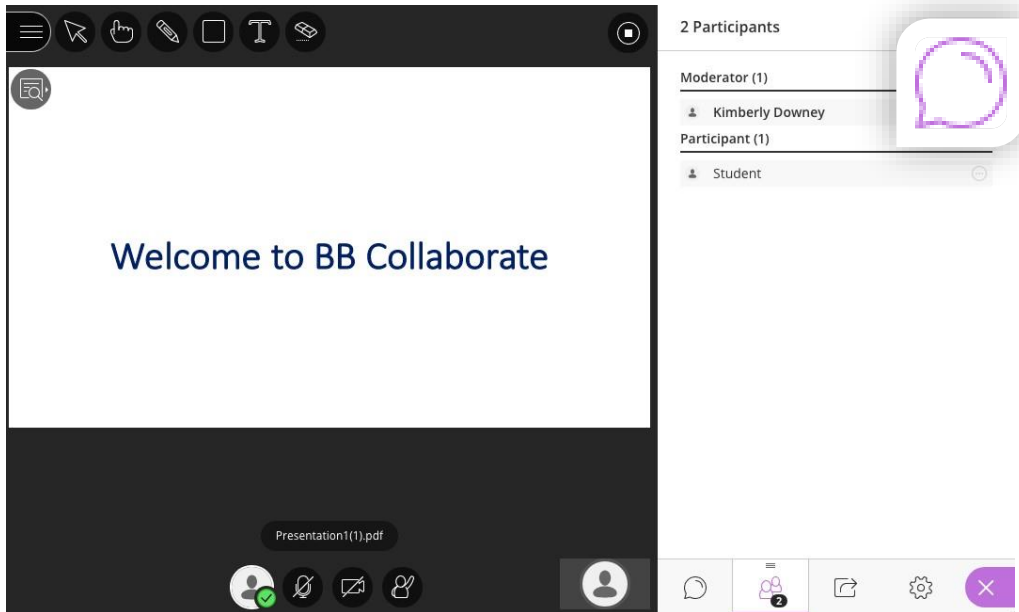
- When you are ready to turn your microphone and video on, use the mini menu controls.



5. Participants List

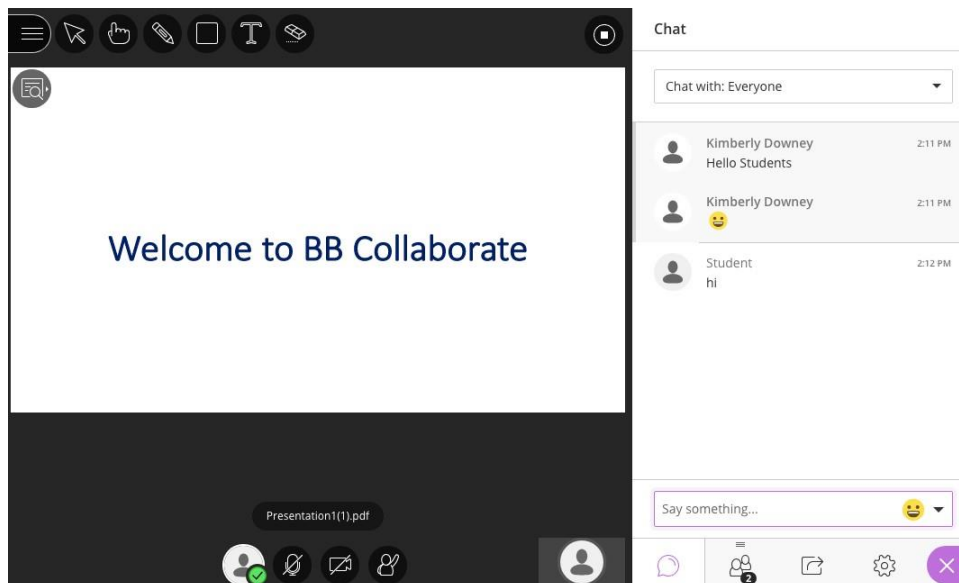
- The participant list is located in the Collaborate panel by selecting this icon
- The participant list is a tool for you to see who else is in your Session





Chat

- The chat tool is located in the Collaborate Panel by selecting this icon
- The chat tool allows you to participate with your instructors and peers via text



6. Leaving BB Collaborate

- To leave the Session, select **Leave Session** located in the Session menu or close your LTC LIVE - Collaborate Session tab in your browser window.

Viewing Recorded Sessions

- If your instructor records a session, the recording should be available for viewing within 24 hours.
- Some instructors choose to provide links to the recorded sessions.
- Another way to access the recordings is from the Collaborate Menu in Blackboard.
- Select the three rows at the top left corner and then select Recordings.

