




# Room Interface in Collaborate

## Room Interface

### Session Controls

You may access the main **Session controls** (Figure 1) by **clicking on the menu with 3 lines**  in the upper left of the Room.

- Start/Stop Recording** – this will record your session. Click on this at the beginning of the session and click on it to stop recording at any time.
- Use your phone for audio** – will display the phone number to call and the unique PIN to hear the session with your phone.
- Report an issue**- displays a checklist of problem items for you to fill out. When submitted, this will alert Blackboard to problems with your session.
- Tell me about Collaborate** – offers information cards and a walk-through of features in Collaborate. This is a good feature to use for familiarizing yourself with Collaborate.
- Blackboard Collaborate Help** – opens a link to Blackboard’s Collaborate knowledge base.
- Privacy Policy**- elaborates the Blackboard Privacy Statement.
- Leave Session** – allows you to exit the session.

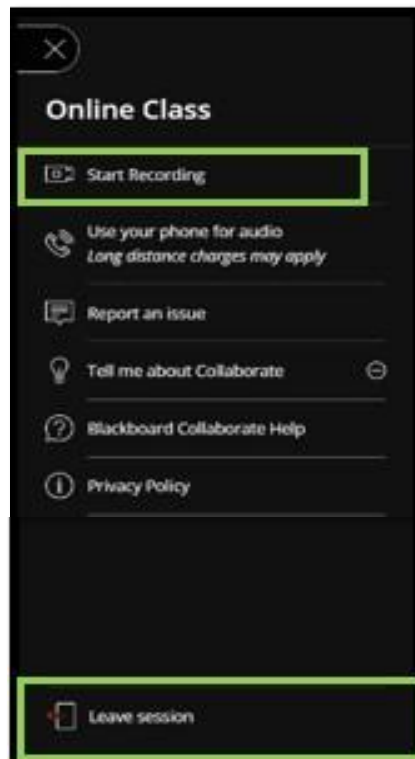


FIGURE 1

# Room Interface in Collaborate

## Room Controls


You can adjust features in your Collaborate room by clicking on the purple  chevron icon in the lower right of the room. This will open all your functions (Figure 2).



FIGURE 2

**Chat-** Chat messages can be exchanged between you and your participants. This is a useful feature if you have disabled audio and video for participants. Chat can be enabled or disabled in Session Settings (Figure 3). Click the chat **bubble icon** and click **Everyone** or **Moderators**. The chat window will then appear, and you may begin typing your chat message into the box that says “Say something”.

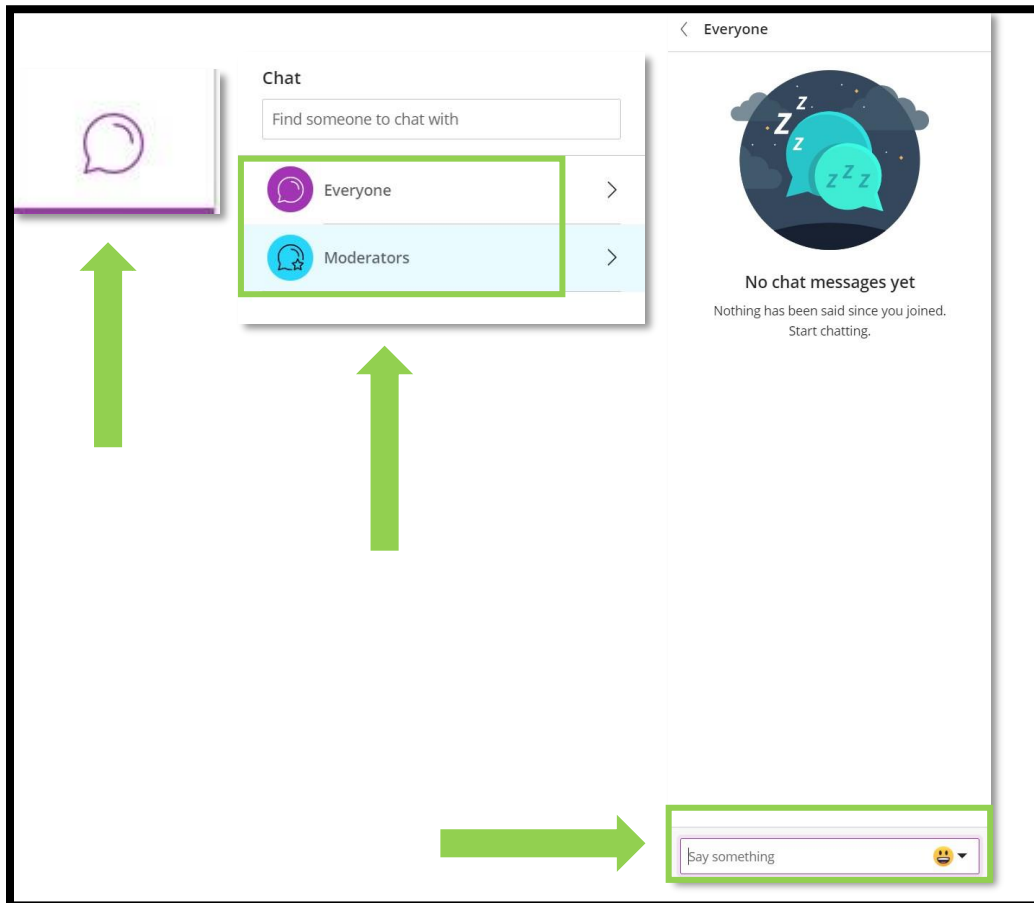
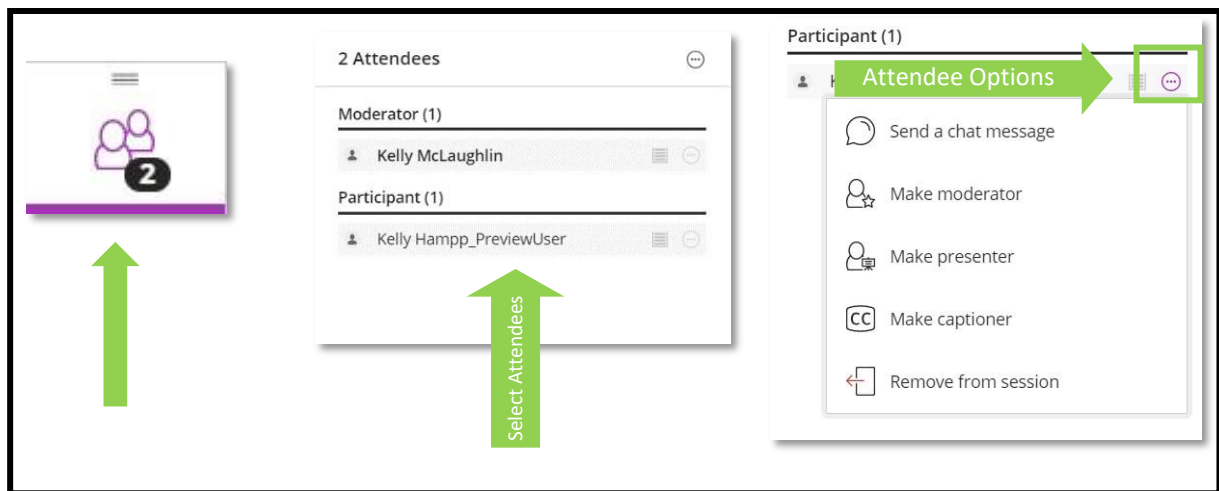


FIGURE 3

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**Attendees-** The Attendees feature allows you to see who is in the Collaborate session, and their role. The icon on the room control panel will display how many attendees are present with a number at the bottom. You can modify these attendee options (Figure 4):

- i. Send a direct chat message to the attendee
- ii. Promote to Moderator (full session control)
- iii. Promote to Presenter (audio, video and sharing)
- iv. Promote to Captioner (allows them to type in text for closed captioning of audio conversation)
- v. Remove the attendee from a session



**FIGURE 4**

**Share Content-** The Share Content button allows access to multiple sharing features in Collaborate: Whiteboarding, sharing your screen or individual applications, sharing, and displaying files (Figure 5).

- i. **Whiteboarding** – opens the whiteboard and drawing/text tools. For more information about the annotation tools, [Blackboard has a provided a helpful explanation.](#)
- ii. **Share Application/Screen** – Opens a selector to choose sharing an application or full screen on your computer. [Watch the video](#) for more information and details on sharing an application and sharing files. You may then run demonstrations with the app/screen displayed to participants.
- iii. **Share Files** – opens a drop window. You may drag and drop files into it, and they will be displayed in the session. You may also click on the area to open a file browser.
- iv. **Polling** – Collaborate allows you to set up and display a poll of multiple choice or Yes/No online polls to participants. By default, the moderator sees poll results. If you wish participants to view results, you can click “Show Responses”.

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**Breakout Groups-** Collaborate can provide you with the ability to set up groups for breakout sessions. Moderators may enter or leave breakout sessions to monitor activity and end the breakout sessions when necessary.

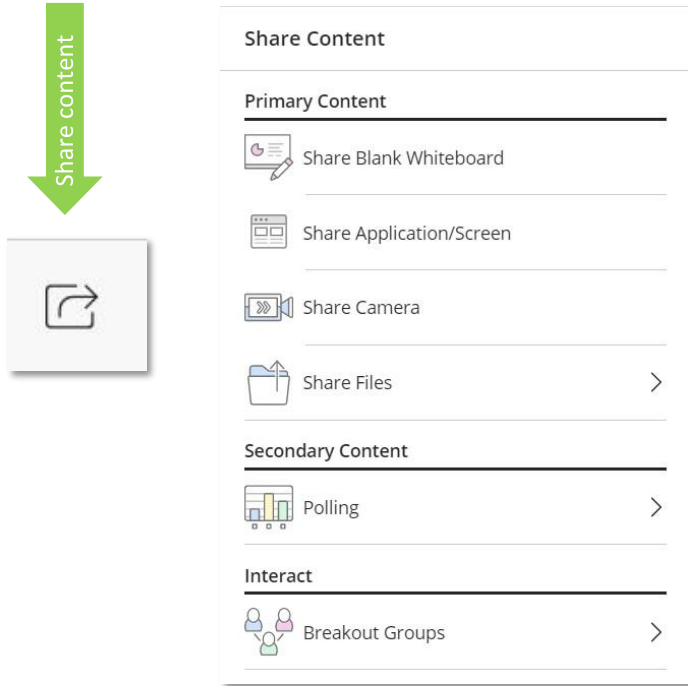


FIGURE 5

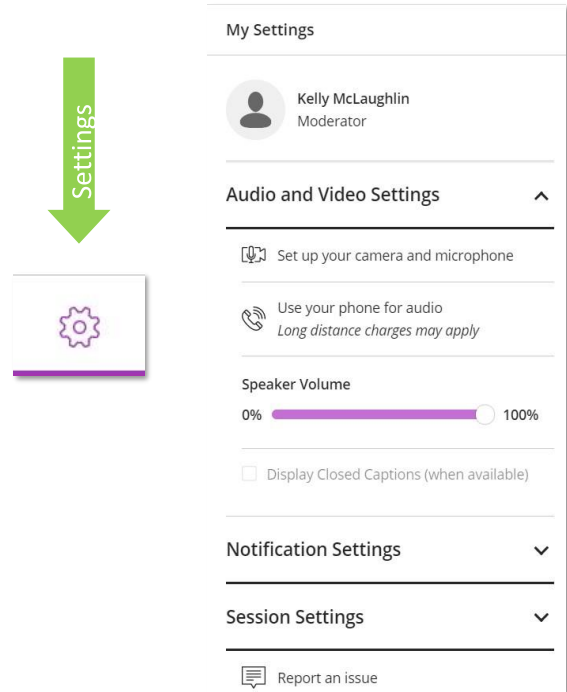


FIGURE 6

**Settings-** The room settings can be accessed by clicking on the Settings gear icon. There are several options in this feature (Figure 6).

- i. **Audio and Video Settings** – allows for adjusting your camera and microphone, use your phone for audio, and to set the speaker volume for the session.
- ii. **Notification Settings** – set alerts to be notified when someone joins the session, posts a chat, or raises their hand. Many of these settings are selected by default but are customizable.
- iii. **Session Settings** – (for Moderator only) allows the moderator to set participant features, such as sharing audio, video, chat, etc.
- iv. **Report an Issue** – a useful tool for reporting problems encountered during a Collaborate session. This will send valuable information directly to Blackboard for analysis.

Check out this [video](#) to understand your role as the Moderator.