

Setting up for Success: Bb Collaborate

#1 tip – Be patient. Give yourself plenty of time PRIOR to the start of the session to set up (approx. 30 minutes). It is possible that there are several updates to install, files to download, and/or the need to re-start your computer.

Sources for Help:

[Bb Collaborate Support Portal](#)

[Bb Collaborate Help Desk](#) OR 1 (877) 382-2293

USF IT 1.866.974.1222 OR help@usf.edu

On the computer you will be accessing the session on:

Recommended Browser: Firefox, download here: <http://www.mozilla.org/en-US/firefox/new/>



Ensure you have the most recent version of JAVA – check here: <https://www.java.com/verify>

If you are using a MAC, download the Bb Collaborate Launcher App: (1 time only)

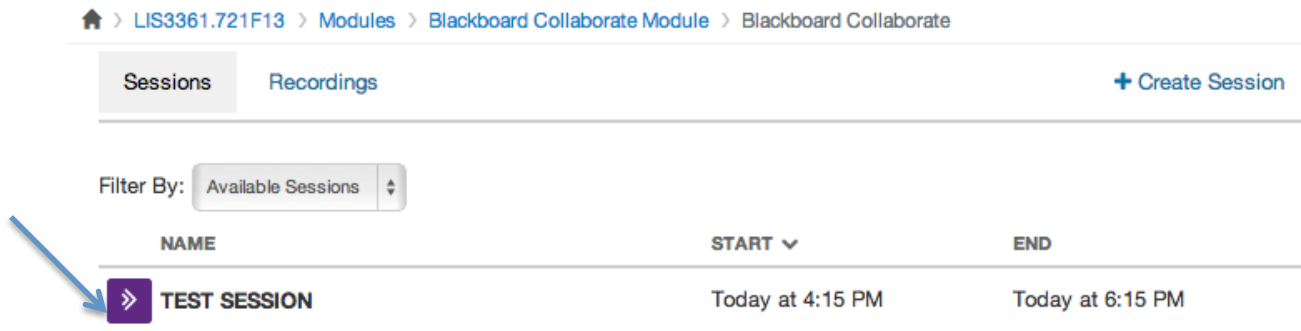
<https://na-downloads.elluminate.com/bcl/BlackboardCollaborateLauncher>

Accessing the session in canvas:

You may find the Bb Collaborate link in your Canvas course in 1 of 2 places:

Main Course Menu	Modules
LIS3361.721F13 <i>Fall 13</i>	Course Modules
Home	Blackboard Collaborate Module
Announcements	 Blackboard Collaborate
Grades	
Modules	
People	
Blackboard Collaborate	

In Canvas, click the purple icon to join the session:



Home > LIS3361.721F13 > Modules > Blackboard Collaborate Module > Blackboard Collaborate

Sessions Recordings + Create Session

Filter By: Available Sessions

NAME	START	END
TEST SESSION	Today at 4:15 PM	Today at 6:15 PM

First time users:

STEP 1: Checking System Requirements

You will be taken to a web page, to re-check your system requirements, including JAVA (as mentioned above). Follow the instructions if it is indicated you lack a requirement or need an update

STEP 2: Configuring your system

We provide a **Configuration Room** that you can use to test your connection, settings, and configure your audio. This step is optional and is intended for sessions hosted on Blackboard Collaborate servers. To test your configuration for sessions hosted at your Organization's site, please contact your Administrator.

[v12.5 Configuration Room](#) (North America)

[v12.5 Configuration Room](#) (Europe)

Note: When joining a Blackboard Collaborate web conferencing session for the first time you may see a security dialog box asking to confirm the application's digital signature. Click "Run" to continue.

STEP 3: Training and Resources

[Online Orientation](#)

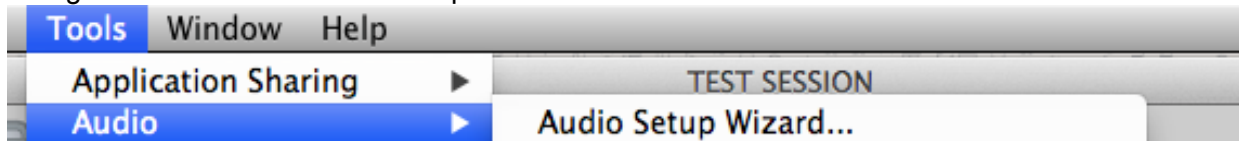
STEP 4: View our Support Portal

Additional information is available through our [Support Portal](#).

Once in the session:

Check your audio:

Navigate to "Tools" > "Audio Set-up Wizard"



Tools Window Help

Application Sharing TEST SESSION

Audio Audio Setup Wizard...