

In regard to connectivity issues: Faculty will be connecting to Blackboard and to Collaborate via their own internet connection. The audio connection is the audio via their own device. I listed and attached a couple of tips below.

## **BLACKBOARD COLLABORATE HELP**

<https://help.blackboard.com/Collaborate/Ultra>

### **My AUDIO**

1. Some browsers need access to your microphone to play audio, even if you don't plan to speak. To hear others in the session, give the browser permission to access the microphone. ... Collaborate tells you that you sound great when it is receiving your audio. Select Yes, it's working to proceed.

### **How do I enable microphone on Blackboard Collaborate?**

2. Open the Collaborate panel and select My Settings. Select Set Up your Camera and Microphone. Choose the microphone you want to use. Collaborate tells you that you sound great when it is receiving your audio.

### **How do you chat/ talk on Blackboard Collaborate?**

3. Access the Collaborate Panel
4. To chat with session participants, you would need to open the Collaborate Panel. To open the Collaborate Panel, click on the purple button in the bottom right corner, and then click on the Chat button (indicated by the chat bubble icon) to initiate a chat.