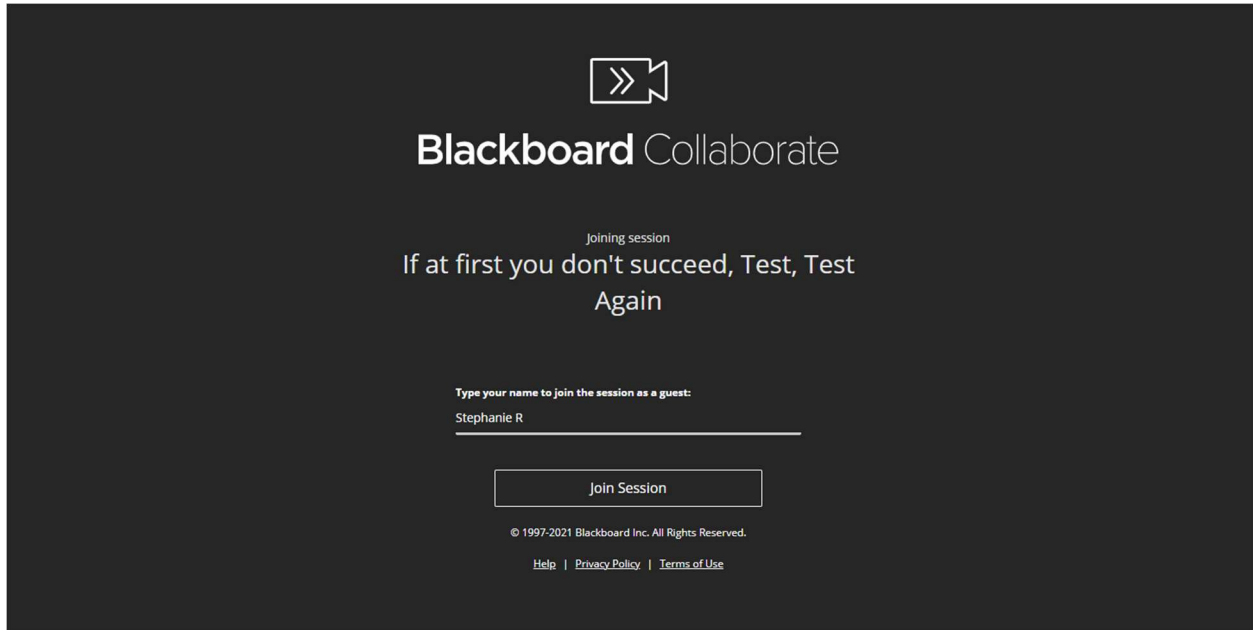


# A Brief Overview of Blackboard Collaborate

**IMPORTANT NOTE:** recommend browser is **Google Chrome (v. 79 or higher)**  
(MS Edge is also compatible, as well as some later versions of FireFox, but Chrome is optimal)

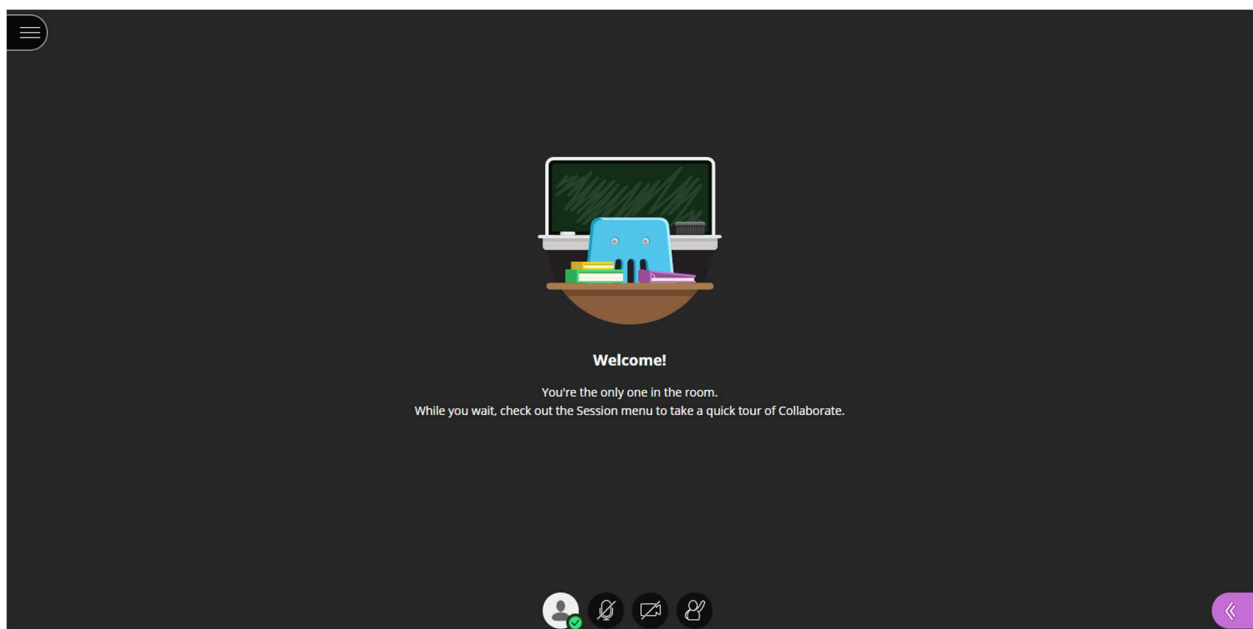
- 1.) **Click the link to the desired session.**

You should get this screen:



Please **type in your name** on the line above **Join Session** and then **click the Join Session button**.

- 1.) You may see a purple circle while the page loads and then you will see this screen (if people are already in the room, you will see them here, as well):

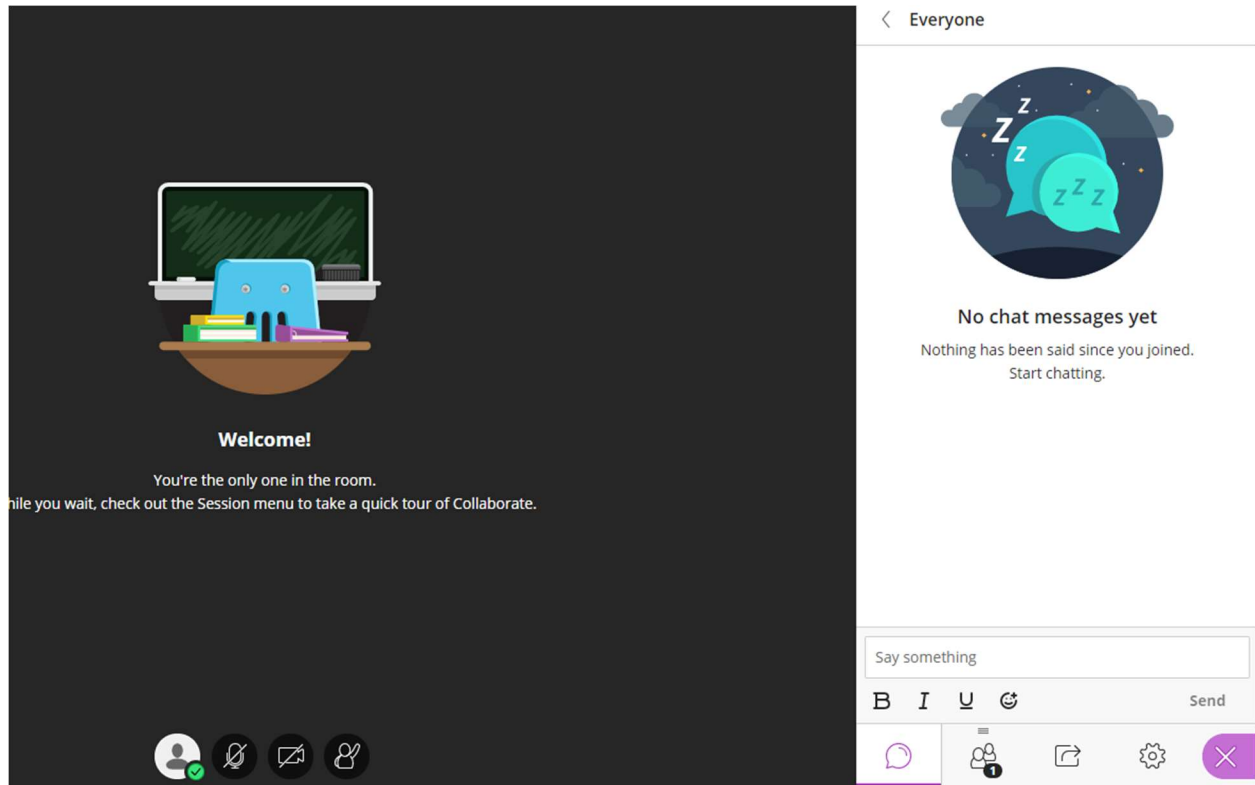


Across the bottom, you will see the controls for the **microphone** and **video**, as well as the **'raise hand'** button. When you first use Collaborate, it may have you test your microphone and video to make sure they are working properly. If not, there is help information available within the system to try to help you troubleshoot any issues.

2.) At the **bottom right** of the screen is a purple tab that is the **Collaborate Control Panel**.

When you click it, you'll see the panel pop up on the right side of your screen as shown below.

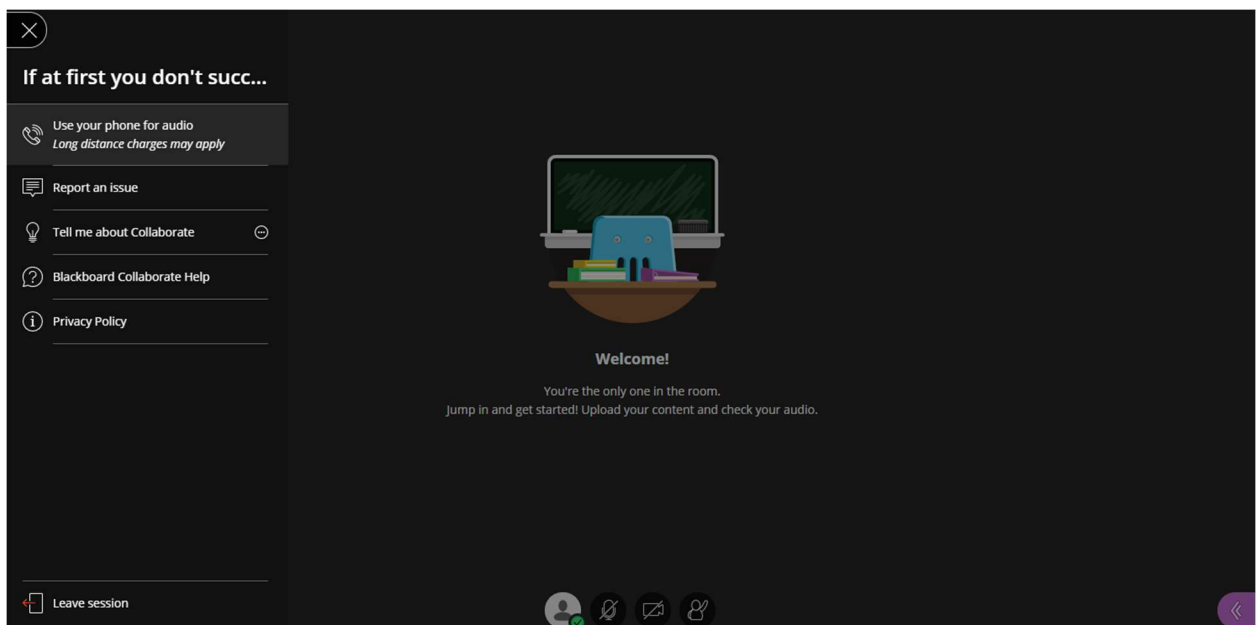
Here you can post a **chat message**, see the **attendees**, **share** information (*generally only used for UCH program presenters and moderators*) and **settings** (you can set up your microphone and camera here also).



3.) Finally, on the **upper left side** of the screen is the tab for the **Session Menu**.

At the bottom of this menu you will find the link to **Leave Session** (for example, when you are moving from the main rooms after the Program Overview to your interview room for your interviews).

You can always click back on the original link to re-enter the room (for example, after all your interviews are over, you would Leave Session for your interview room, then re-click on the main Course Room link for the Rapid Fire Research Talks (RFRT)).



We hope this brief overview will help you become familiar with the layout of the system prior to your Recruitment Day!