Launching a Collaborate Session from Blackboard

1. First you should check to confirm you have the system requirements to run a Collaborate session. To do so run a systems check by clicking the following link: http://support.blackboardcollaborate.com/ics/support/default.asp?deptID=8336&task=knowledge&questionID=1473

2. Next locate the Collaborate session you want to launch. Your instructor may post the session to one of your content areas in Blackboard as shown below.

Or your instructor may have you access Collaborate through the scheduling manager under 'Tools'.

The scheduling manager looks like this:
3. Once you clicked on the name of the session you will see a green highlight, indicating that your session is launching. And you will be asked if you want to save or open the file. Select Open. Answer any questions affirmatively that the computer may ask (whether you trust the source, etc.) so your session can launch.

You may see something like this: click ‘Allow’

4. This image should appear and your session will open shortly.
5. Once your session is open, make sure your microphone is plugged in and run the audio set-up wizard by clicking on the blue microphone with red wheel icon.

If you have trouble launching the session contact Delayna Breckon dbreckon@cwu.edu or 509-963-1172.