

Get Started with Blackboard Collaborate: For Participants

Before Your First Session

- Visit the [Blackboard Collaborate Help Site](#) for documentation and recorded trainings.
- Install the Blackboard Collaborate Launcher for [Mac](#) or [Windows](#). [More about the Launcher](#).

Joining a Session

Access scheduled and recorded sessions by clicking on **Tools** in the course menu and then on **Blackboard Collaborate**.

1. Click on the title of the session you wish to join.
2. Click **Join Room**. It will check if you have the launcher installed. If you do not, you will be prompted to do so. If you already installed the launcher, but it prompts you to download it, click Launch Blackboard Collaborate now.
3. A .collab file will be downloaded to your computer. Depending on your browser settings you may be prompted to open or save the file.
4. Open the file and follow the prompts to join the session.

Unable to launch a session? [Troubleshoot your issue](#).

In-Session Tips

- Find a comfortable place with no distractions.
- Be sure to join the session at least 5 – 10 minutes prior to the start time.
- Use the Audio Setup Wizard to test your microphone and speakers. After joining a session, click on **Tools > Audio > Audio Setup Wizard**. [More on the Audio Setup Wizard](#) (PDF).
- Limit the applications running on your computer as it can slow your connection to the session.
- Use Chat to send questions or comments to other participants and moderators during the session.

Get more information in the [Participants Guide](#) (PDF).

Reference Guides

[Getting Started for Participants](#) (PDF)

[Getting Started with Android Mobile for Participants](#) (PDF)

[Getting Started with iOS Mobile for Participants](#) (PDF)

For further assistance, contact the Division of IT at (202) 994-4948.