

How to join your remote lecture via Blackboard Collaborate



Northumbria
University
NEWCASTLE

Please use the Google Chrome browser when accessing Blackboard.

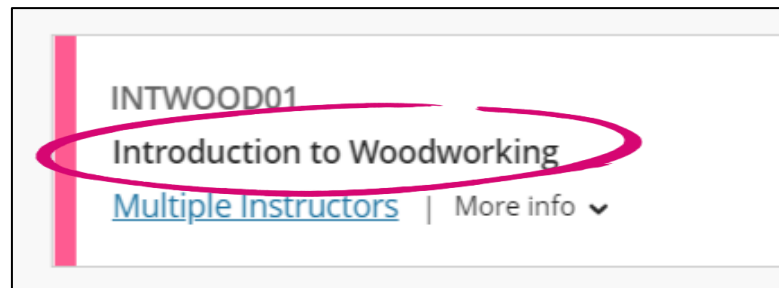
Your tutor may wish to deliver a lecture, seminar or workshop remotely. You can join a remote session via your Blackboard module(s) online from any device as long as you have an active internet connection. This will be done using Blackboard Collaborate, you may also know this as your “Virtual Classroom.”

Note: For the best audio quality, please use headphones where possible to listen in, especially in public spaces.

The below steps demonstrate how to access your remote lecture, seminar or workshop via your Blackboard modules.

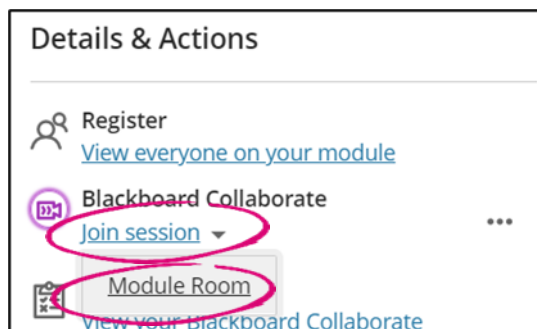
Join your remote lecture

- 1 Login into Blackboard <https://elp.northumbria.ac.uk> and navigate to the module shortly before the stated time for your session.



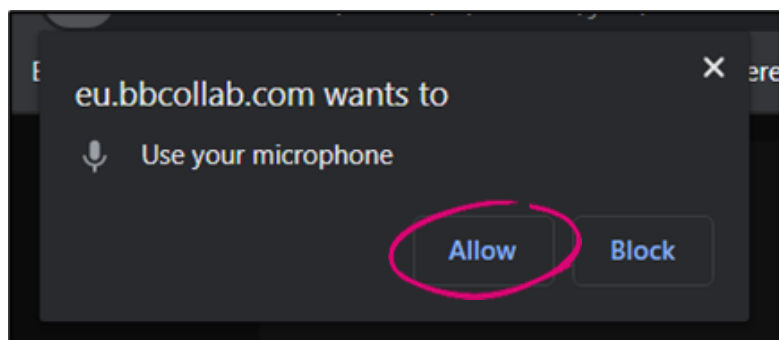
- 2 From the **Details & Actions** menu on the left of your module, click **Join Session**, then select **Module Room**.

If there are people in the room the icon next to Blackboard Collaborate should be pulsating. If not, it is still okay to join the room.



- 3 This will now begin to load you into your Blackboard Collaborate session.

Google Chrome may ask for permission to use your microphone and/or webcam, if you do not wish to speak or turn on your webcam, select **Block**. If you want to share your webcam and microphone you will need to **Allow** the Chrome browser access to this.



- 4 You may be asked to setup your Microphone and Webcam after you allow Google Chrome to access this. Click the down arrow to see any options.

Please note: at this point your Microphone is not switched on, you are only testing that it is working at this moment.

Choose your audio device ensure that you can see the audio test bar jumping from left to right. This will ensure you are able to display your audio.

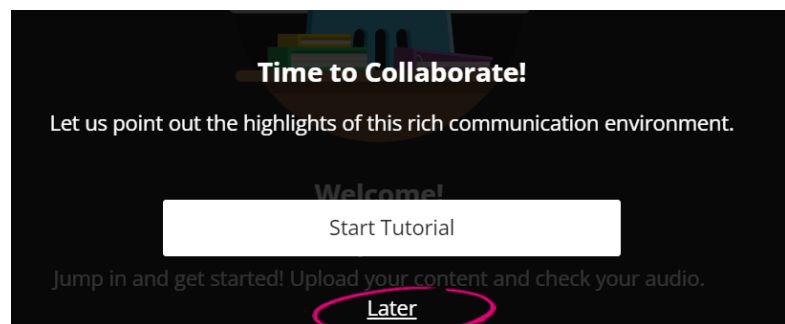
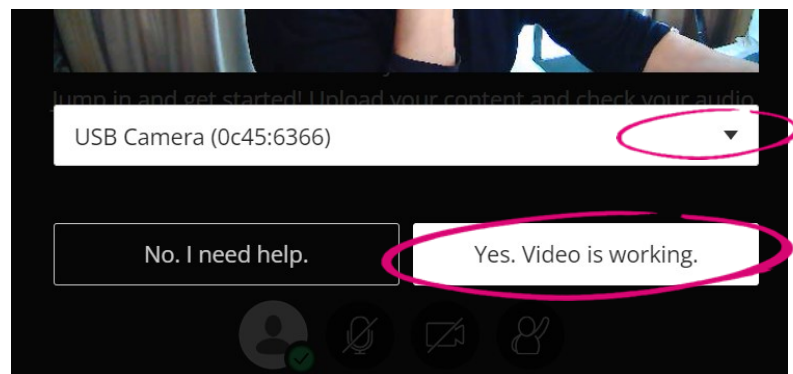
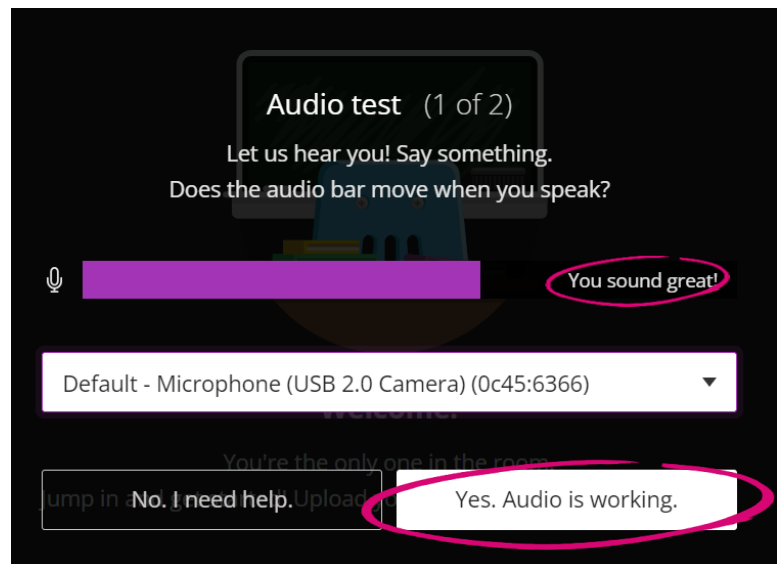
Once you have confirmed it's working, click, Yes – **It's working.**

- 5 After this you may be asked to setup your camera. Click the down arrow to see any options.

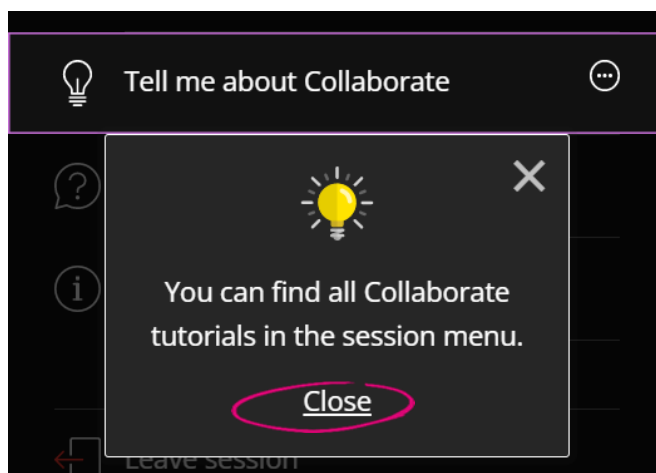
Please note: You are not showing your webcam to anyone else at this stage, this is just a test to ensure your webcam works before your join the session.

If you can see yourself on screen, click **Yes - it's working.**

- 6 You may see a tutorial open up if this is your first time accessing Blackboard Collaborate. If you want to skip this tutorial, click the X in the top right of your screen to close it or select Later.

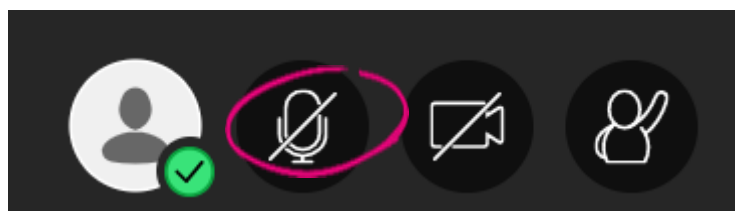


- 7 You may also be shown where to find all Collaborate tutorials in the session menu. Just Click Close.

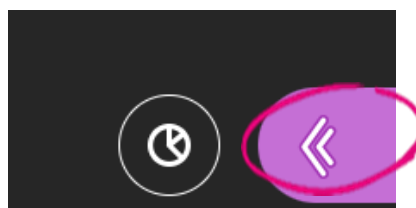


- 8 You should now be in your remote session.

Your tutor may wish to moderate the session, so please DO NOT turn on your microphone straight away. Please wait for instructions from your tutor.

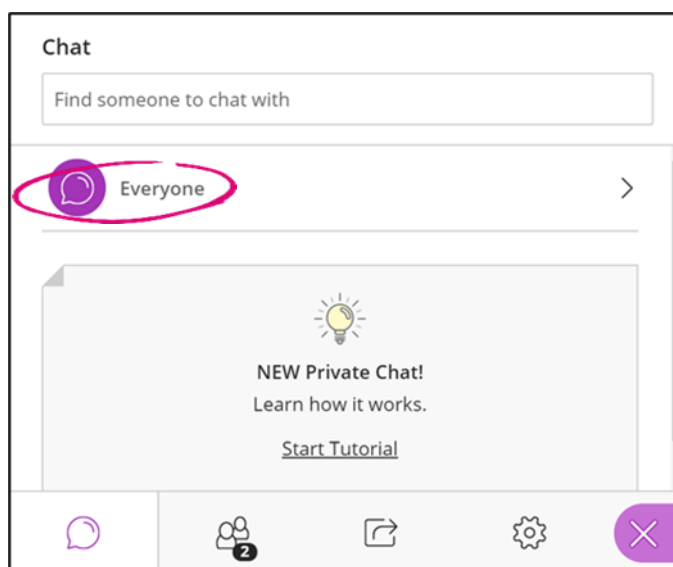


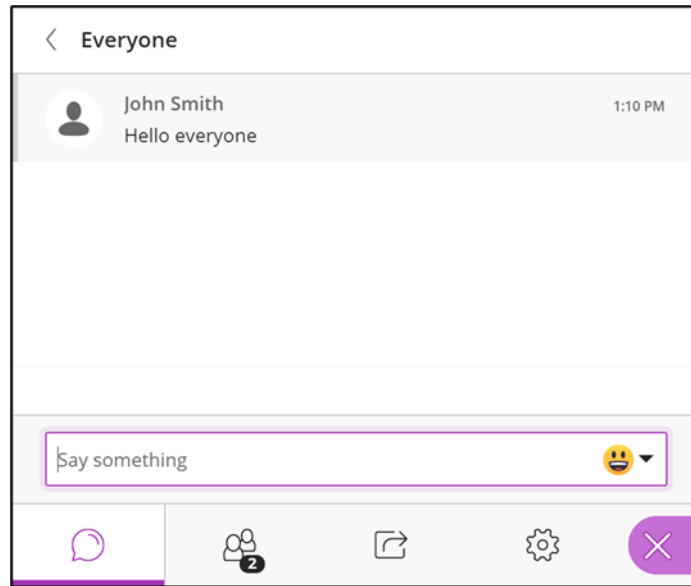
If you wish to talk to other people in the session, there is a chat feature within Blackboard Collaborate which will allow you to speak to other people in the room.



All comments in the “Everyone” channel are public so please conduct yourselves in line with **Northumbria Universities Student Conduct Expectations.**

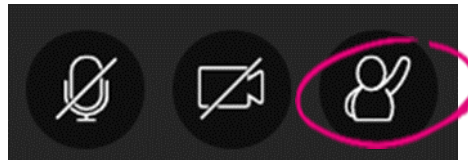
- 9 Click on **Everyone**, this will open up the chat and you can begin to communicate with everyone in the session.



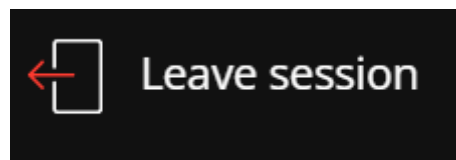


- 1 You can also raise your hand in
- 0 the session to alert your tutor that you have a question.

Please await instructions from your tutor as to how they want to run the session.



- 1 When the session is finished, click
- 1 on the menu icon in the top left hand corner and then select **Leave session**.



24
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