

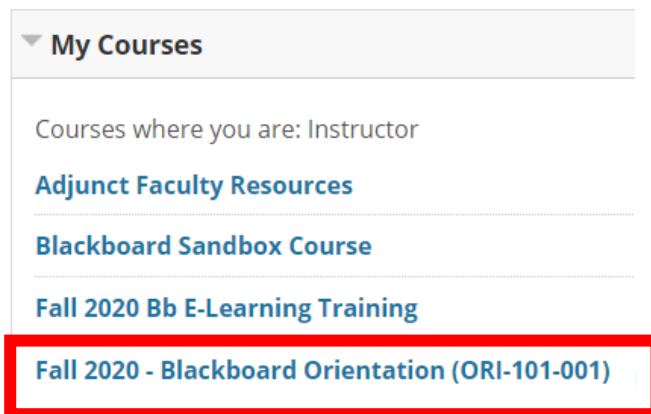
The following information will help you function as a Moderator for advising and registration sessions using basic features in Blackboard Collaborate.

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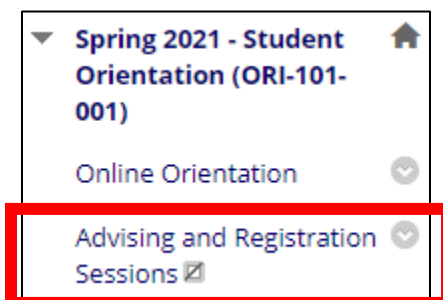
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Entering Your Session Room

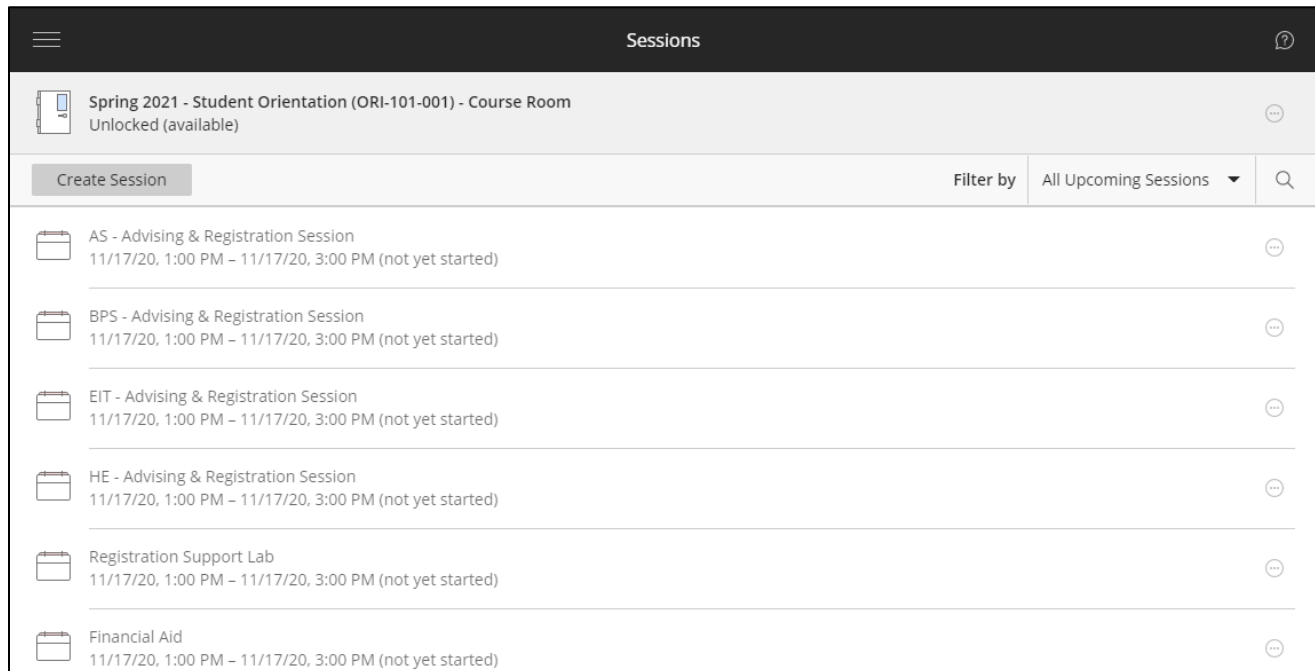
1. To enter your Advising Session Room, log in to Blackboard.
2. Under the My Courses block, click on the course Spring 2021 – Blackboard Orientation (ORI-101-001). NOTE: your course list may look different than the one pictured.



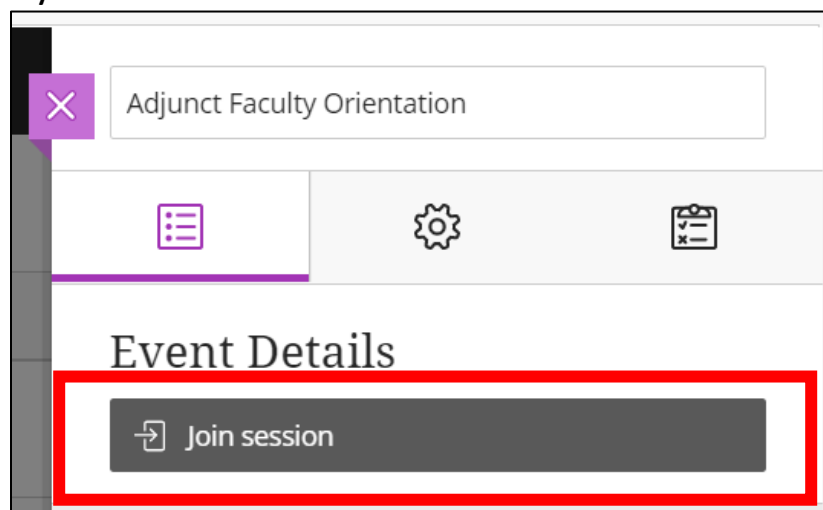
3. When you are in the course, on the left-hand side, click Advising and Registration Sessions.



4. You will see a list of all upcoming sessions within this course shell. Scroll through the list until you find your assigned session. Click on your session. NOTE: You can enter your session 15 minutes prior to the start time of the session.



5. A panel will appear on the right-hand side of your screen. Click Join Session. This will take you to the session room.

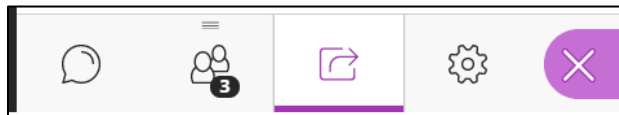


Creating Breakout Rooms

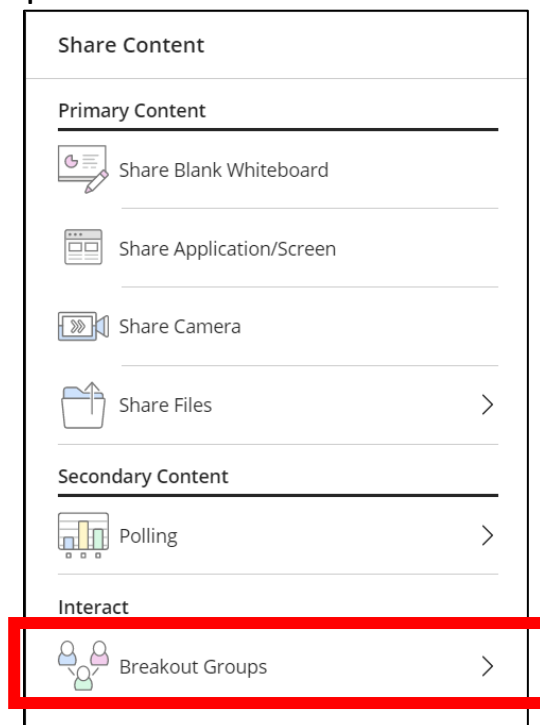
1. The first thing you will want to do is set up the breakout rooms. Click the purple arrows in the bottom right corner to open the Collaborate Panel.



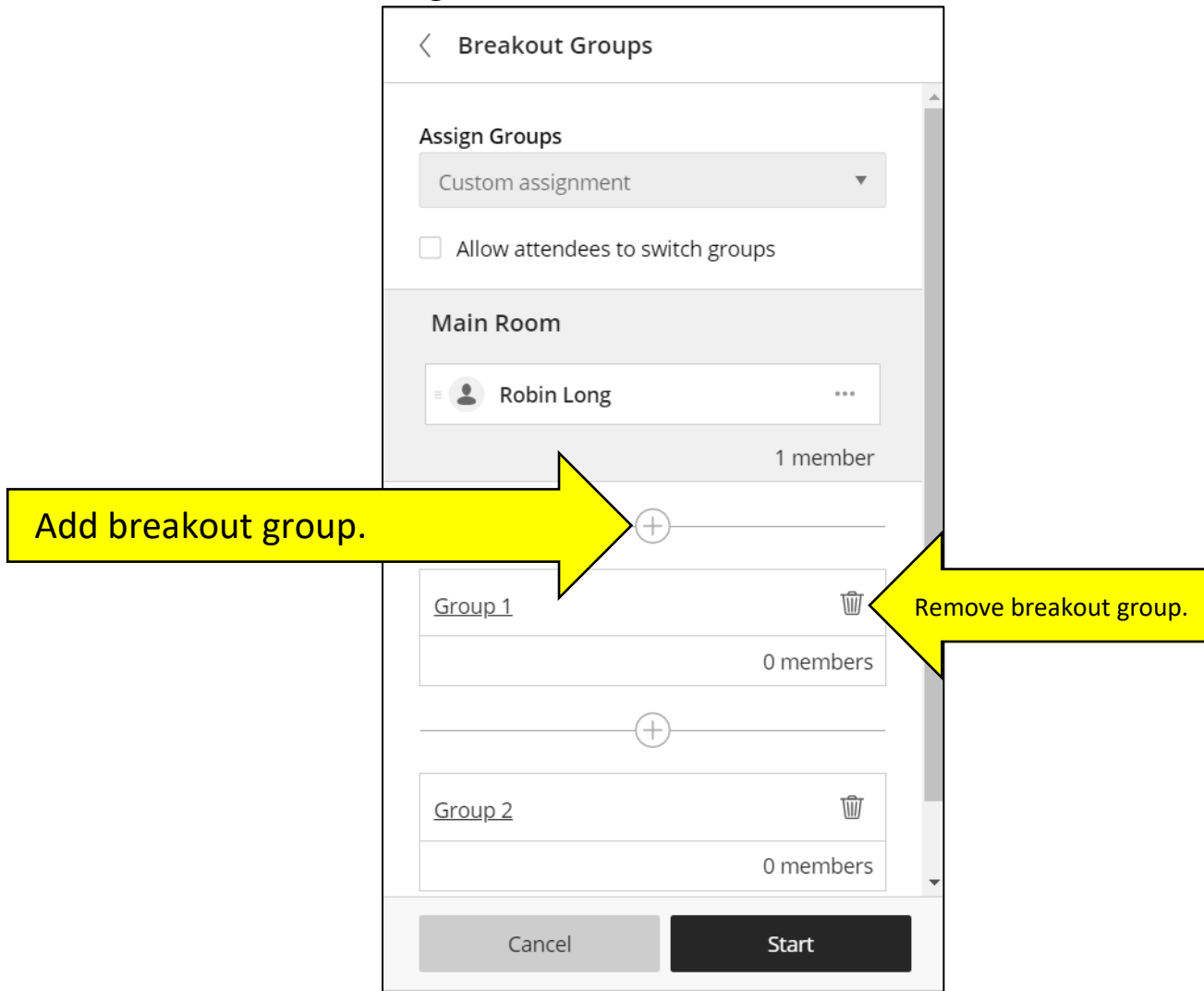
2. On the bottom of the Collaborate Panel, click the square with the arrow to open the Share Content menu.



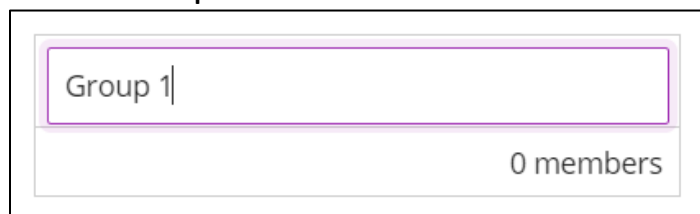
3. Click on Breakout Groups.



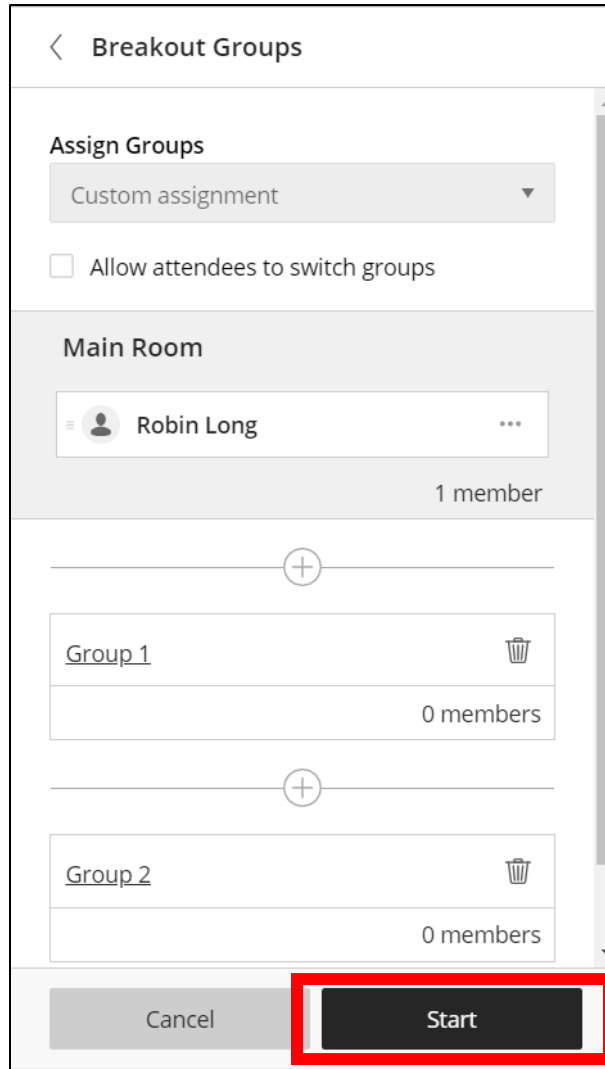
4. The breakout groups menu will open. There will automatically be some breakout groups set up. If you need more, simply click the plus sign. If you need less, simply click the trash can. NOTE: You can add or remove groups later as needed during the session.



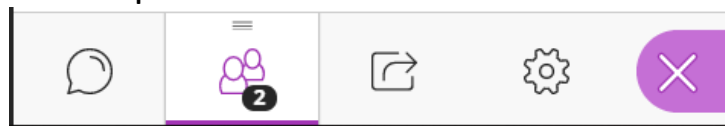
5. If it helps you stay organized, you can rename the groups. Click on the group name and a text box will open.



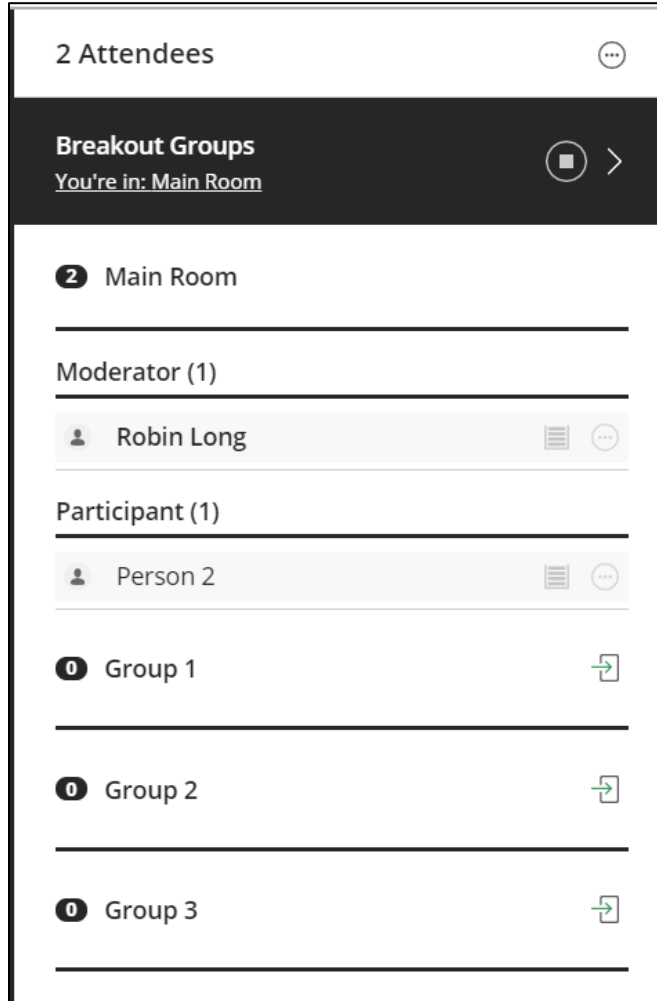
6. Once you have the groups ready, click Start.



7. Your breakout groups will then be set up and ready for you to begin moving people into them. You view the groups by clicking the people icon on the Collaborate Panel to open the Attendees Panel.



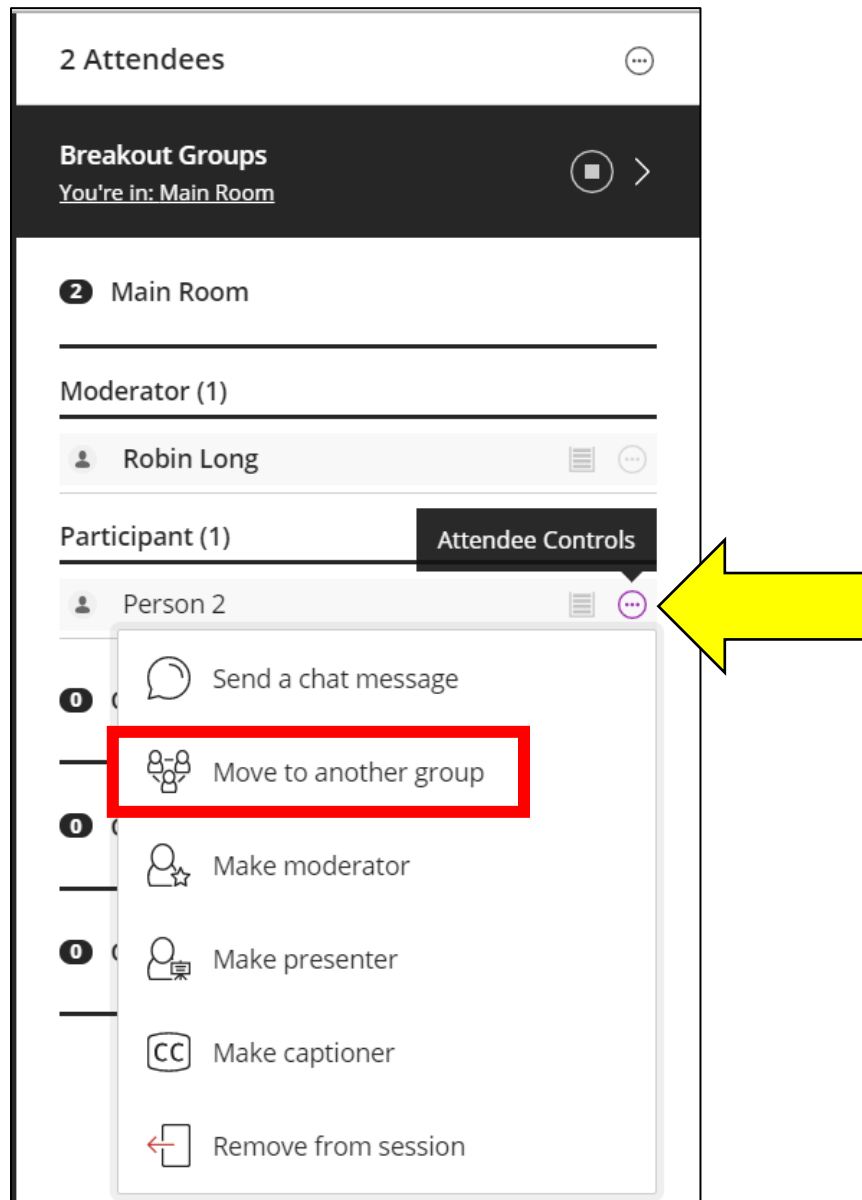
8. You will see a list of all the people in the room (as people join or leave the room, this list will update) and the breakout rooms.



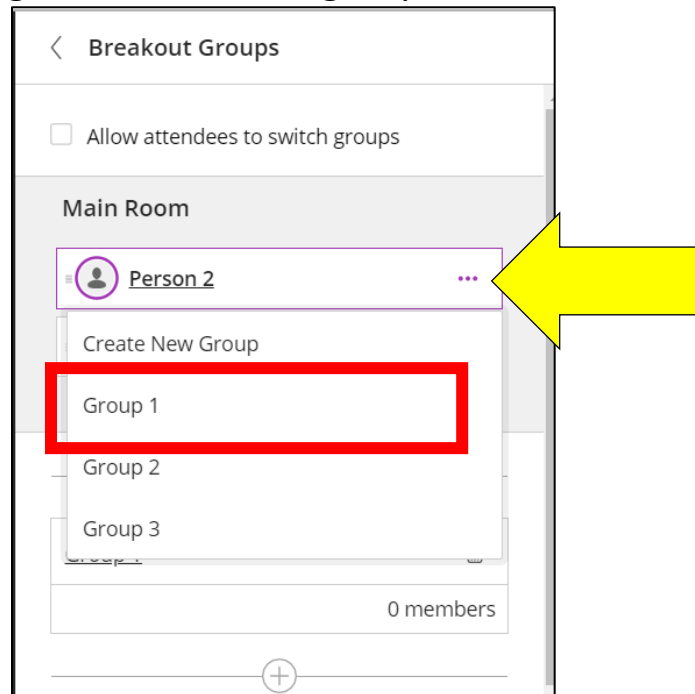
The screenshot displays the Blackboard Collaborate interface. At the top, it shows "2 Attendees" with a menu icon. Below this is a "Breakout Groups" section with a square icon and a right arrow, and a status indicator "You're in: Main Room". The main content area is divided into sections: "Main Room" with a count of 2, "Moderator (1)" listing "Robin Long" with a list icon and a menu icon, "Participant (1)" listing "Person 2" with a list icon and a menu icon, and three "Group" sections (Group 1, Group 2, Group 3), each with a count of 0 and a right arrow icon.

Moving People Between Groups

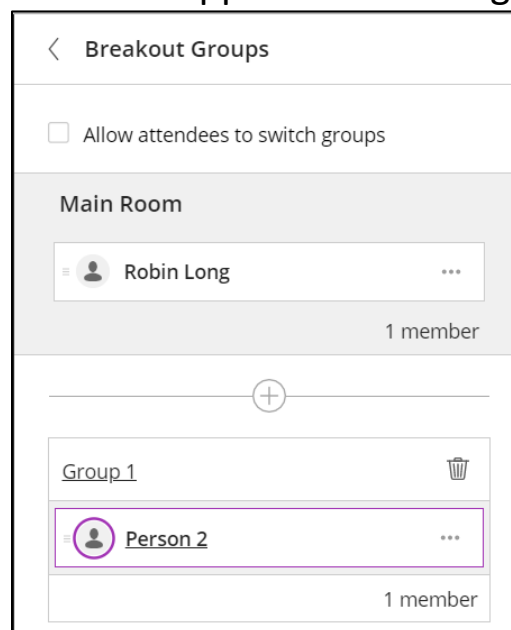
1. When you need to move someone to a breakout room, open the Attendee Controls by clicking the three dots to the right of a participant's name then selecting Move to another group.



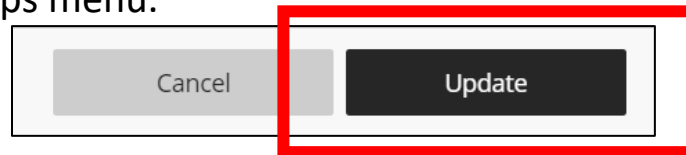
2. You will be taken to the breakout groups menu. Click the three dots next to the participant's name and select which group they need to go to. NOTE: You can also drag and drop by clicking and holding the person's name and dragging and dropping into the desired group.



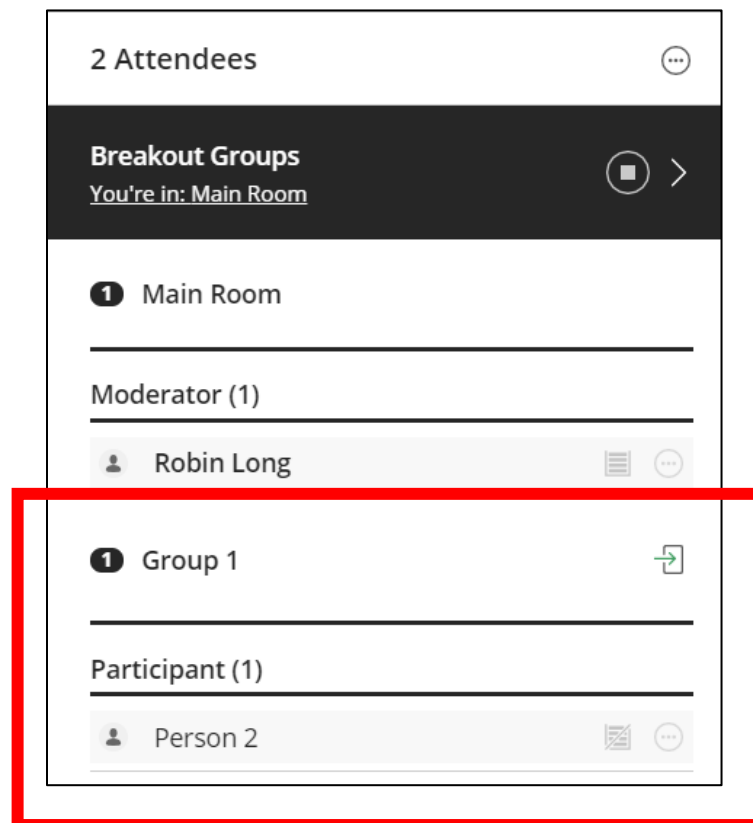
3. You will see that person's name appear under the group name.



4. Once you have the person in the right group, click Update at the bottom of the breakout groups menu.

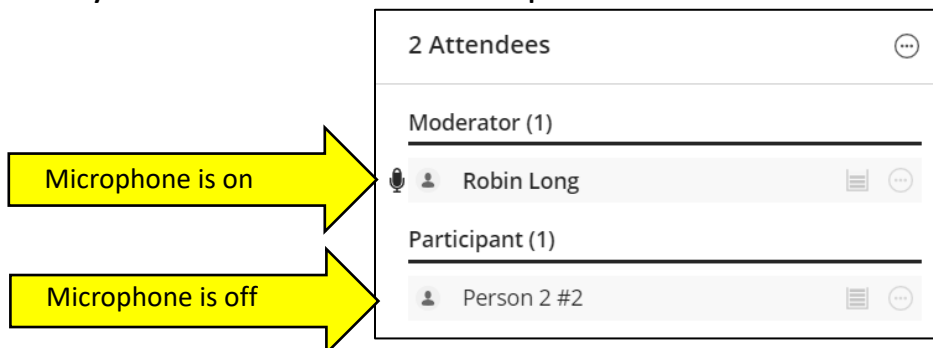


5. You will see the Attendees Panel updated with the person moved into the selected group.

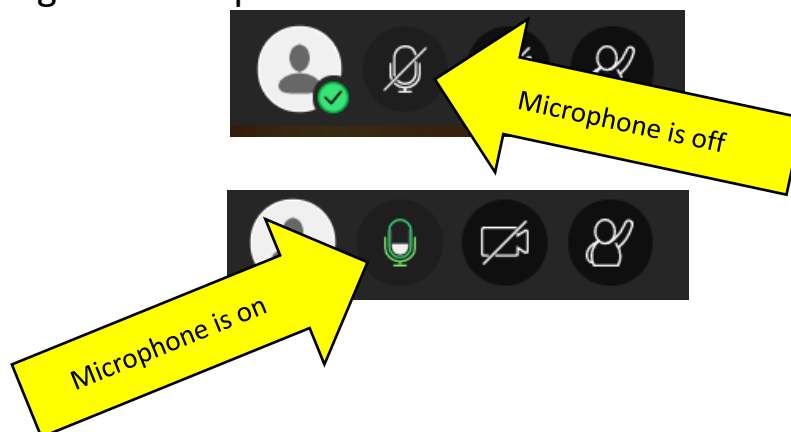


Tips and Troubleshooting

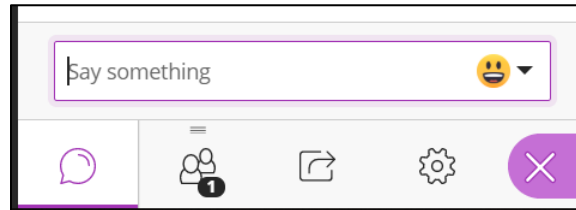
1. Google Chrome or Firefox are the preferred browsers for using Blackboard Collaborate. If anyone is having trouble with connectivity, video, or sound, ask them what browser they are using. Blackboard Collaborate does not get along with Internet Explorer. If they are using Internet Explorer, ask them to exit and reenter using Chrome or Firefox.
2. When anyone enters the room, the camera and microphone are automatically muted. Once someone has entered the room, if you don't hear them you can see if their microphone is on in the Attendees Panel.



- a. If their microphone is off, simply tell them they can turn on it on by clicking the microphone icon at the bottom of their screen.



- Instruct advisors to use the Chat feature in the Collaborate Panel to communicate with you in case they are having trouble. Just click the speech bubble icon on the Collaborate Panel and start typing in the Say Something text box.



- If you navigate away from your Collaborate screen, pop up notifications will appear if someone enters or leaves the room. This allows you to work on other things if no one is currently in your room.

