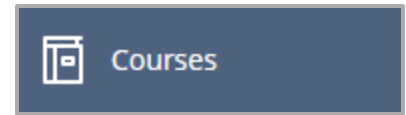


To access Class Collaborate from a Blackboard (Anthology Learn) Ultra Course Shell

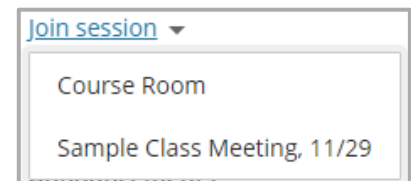
- 1) Log into Blackboard and click “Courses” on the left-side menu



- 2) Click on the course name to open the course
- 3) On the left-side menu, locate “Class Collaborate”



- 4) Click on “Join Session”
- 5) Click on “Course Room” or other specific class meeting
- 6) Class Collaborate course room will open
- 7) Follow the prompts to “Allow” and choose your microphone and camera



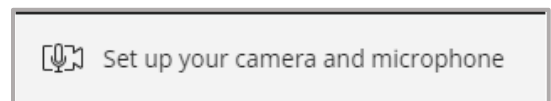
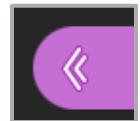
Microphone & Camera

To MUTE and UNMUTE the microphone or camera, click on the microphone and camera icons at the bottom of your screen



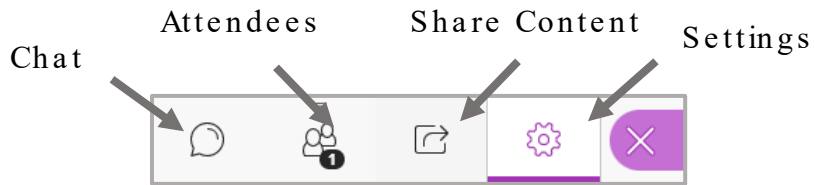
To change your microphone or camera...

- 1) Click on the double arrow (in the lower right corner) and open the Collaborate Panel
- 2) Click on the “Settings” wheel
- 3) Choose “Set up your camera and Microphone” and follow the prompts



The Collaborate Panel

From the Collaborate Panel you can access:

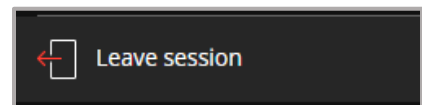


The Session Menu

Click on the three lines (in the upper left corner) to open the Session Menu

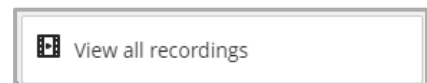


From the Session Menu you can access: Phone-in Information, Collaborate Help, Privacy Policies, and “Leave Session”



To access recorded sessions...

- 1) Open the course in Blackboard
- 2) On the left-side menu, locate “Class Collaborate”
- 3) Click on the ellipsis (...)
- 4) Click on “View All Recordings”
- 5) Look over the list of recordings and click on the one you need to watch



For Additional Support

Visit: <https://www.class.com/support/collaborate>

If the link does not work, copy and paste it into the web browser