

Delegate User Guide

Blackboard Collaborate
Version 1 (December 2021)



Health Education England

Health Education England Delegate User Guide



This User Guide is designed to be a quick, simple, and visual guide on how to access Blackboard Collaborate and attend a webinar.



Health Education England

Getting Started

Use

Please use Google Chrome or Safari.

Note

Note: There is no personal Login for Collaborate, you will receive a link via email.

Close

Shut any other applications.
Do not have music playing on another application.

Log in

Log in to Blackboard.

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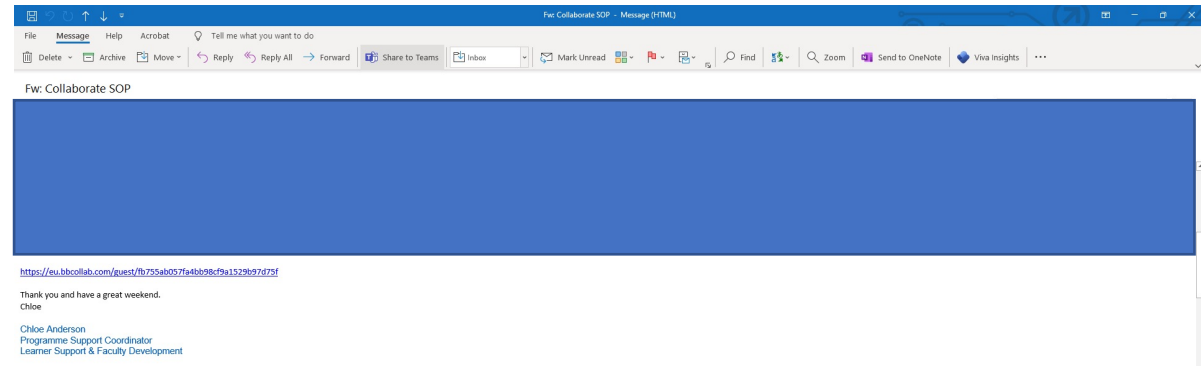
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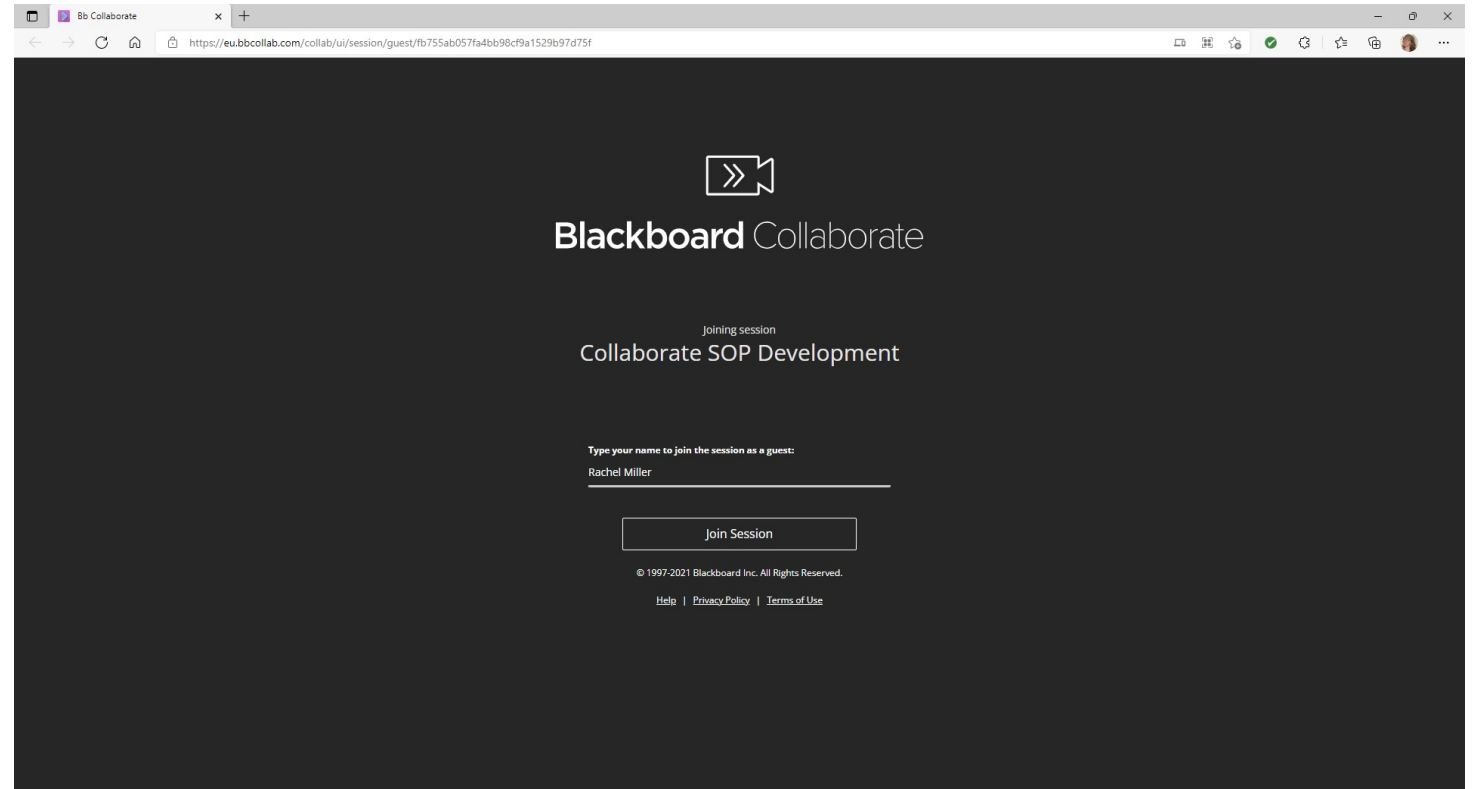
1. Access Blackboard Collaborate.

- HEE will have sent you an email with a link to the designated webinar room on Blackboard Collaborate.
- Click this link to access the webinar platform.



2. Access webinar room.

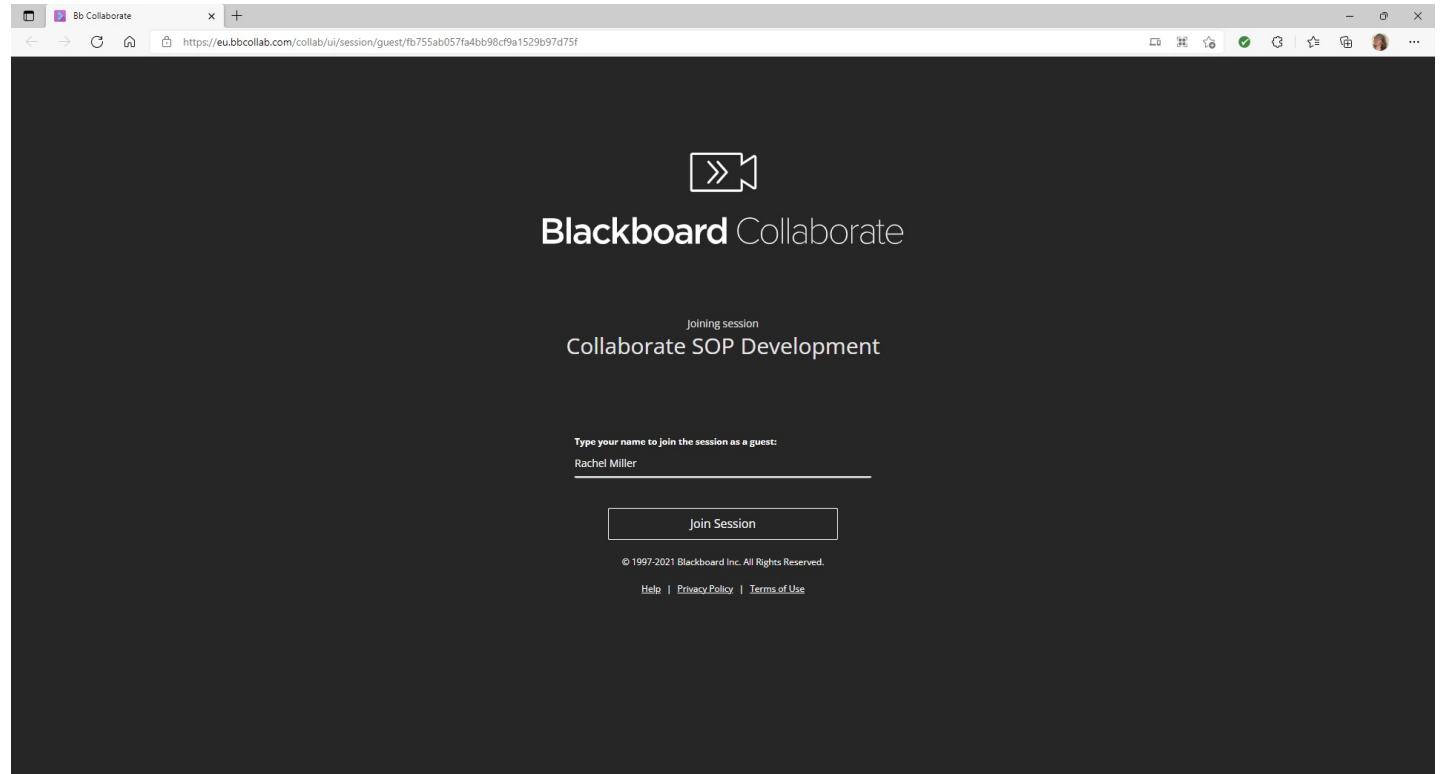
- Click **Join Session** to enter the webinar room.
- The Tutor will let you into the room when they are logged on.
- If you log on before the Tutor, don't worry – once they have set up the room they will let you in.



2 a)

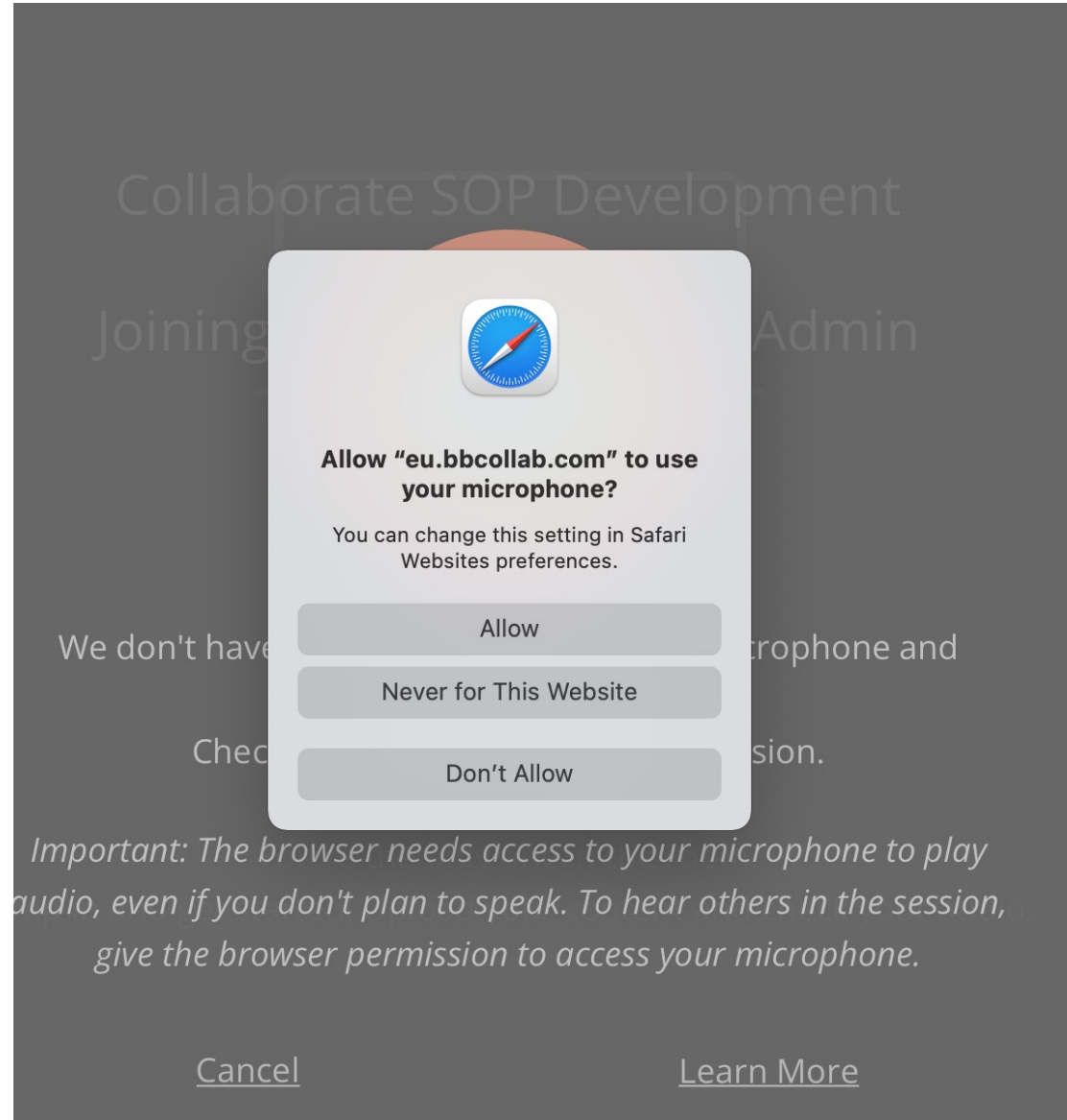
Access webinar room.

Enter your **full name**
when joining as a guest.



The screenshot shows a web browser window with the address bar displaying the URL: <https://eu.bbcollab.com/collab/ui/session/guest/fb755ab057fa4bb98cf9a1529b97d75f>. The page features the Blackboard Collaborate logo at the top center, which consists of a white icon of two overlapping rectangles with arrows pointing right, followed by the text "Blackboard Collaborate". Below the logo, the text "Joining session" is displayed in a smaller font, followed by "Collaborate SOP Development" in a larger font. A prompt reads "Type your name to join the session as a guest:" above a text input field containing the name "Rachel Miller". A "Join Session" button is positioned below the input field. At the bottom of the page, there is a copyright notice: "© 1997-2021 Blackboard Inc. All Rights Reserved." and three links: "Help", "Privacy Policy", and "Terms of Use".

3.
Allow use of
microphone
- *Allow*



The image shows a Safari browser interface with a modal dialog box for microphone permissions. The dialog box features the Safari logo at the top, followed by the title "Allow 'eu.bbcollab.com' to use your microphone?". Below the title is a subtitle: "You can change this setting in Safari Websites preferences." There are three buttons: "Allow", "Never for This Website", and "Don't Allow". At the bottom of the dialog, there are links for "Cancel" and "Learn More". The background shows a blurred webpage with the text "Collaborate SOP Development" and "Joining Admin".

Collaborate SOP Development
Joining Admin

Allow "eu.bbcollab.com" to use your microphone?

You can change this setting in Safari Websites preferences.

Allow
Never for This Website
Don't Allow

Important: The browser needs access to your microphone to play audio, even if you don't plan to speak. To hear others in the session, give the browser permission to access your microphone.

[Cancel](#) [Learn More](#)

4. Audio Test

Audio test (1 of 2)
Let us hear you! Say something.
Does the audio bar move when you speak?

Time to collaborate!
Let us point out the highlights of this rich, communicative environment.

Start tutorial

You sound great!

iMac Microphone

Welcome!

You're the only


Yes. Audio is working.

5. Video Test

Video test (2 of 2)

Smile! Don't worry - no one else can see you yet!

Can you see yourself?



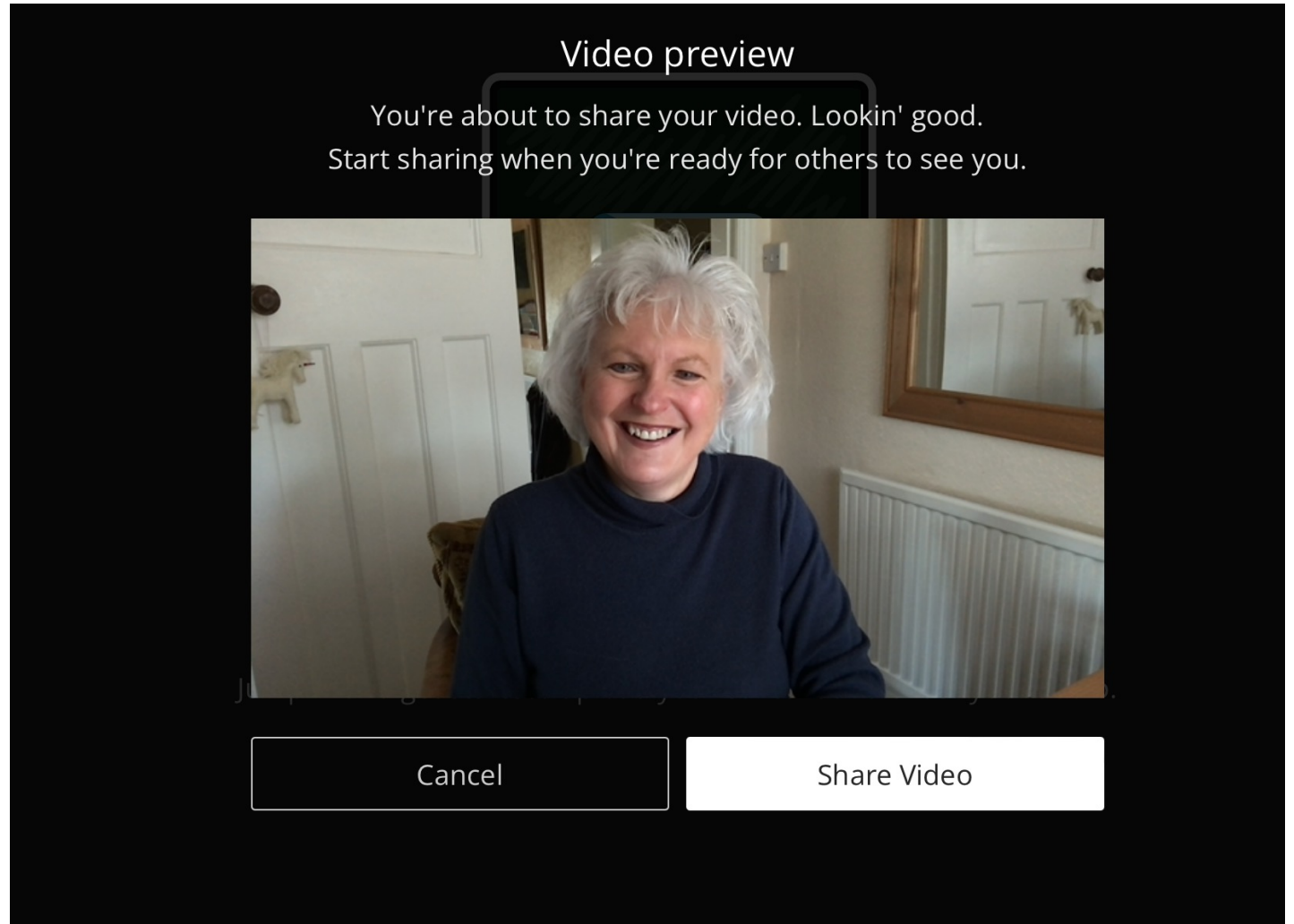
You're the only one in the room.

FaceTime HD Camera (Built-in) ▼

No, I need help.

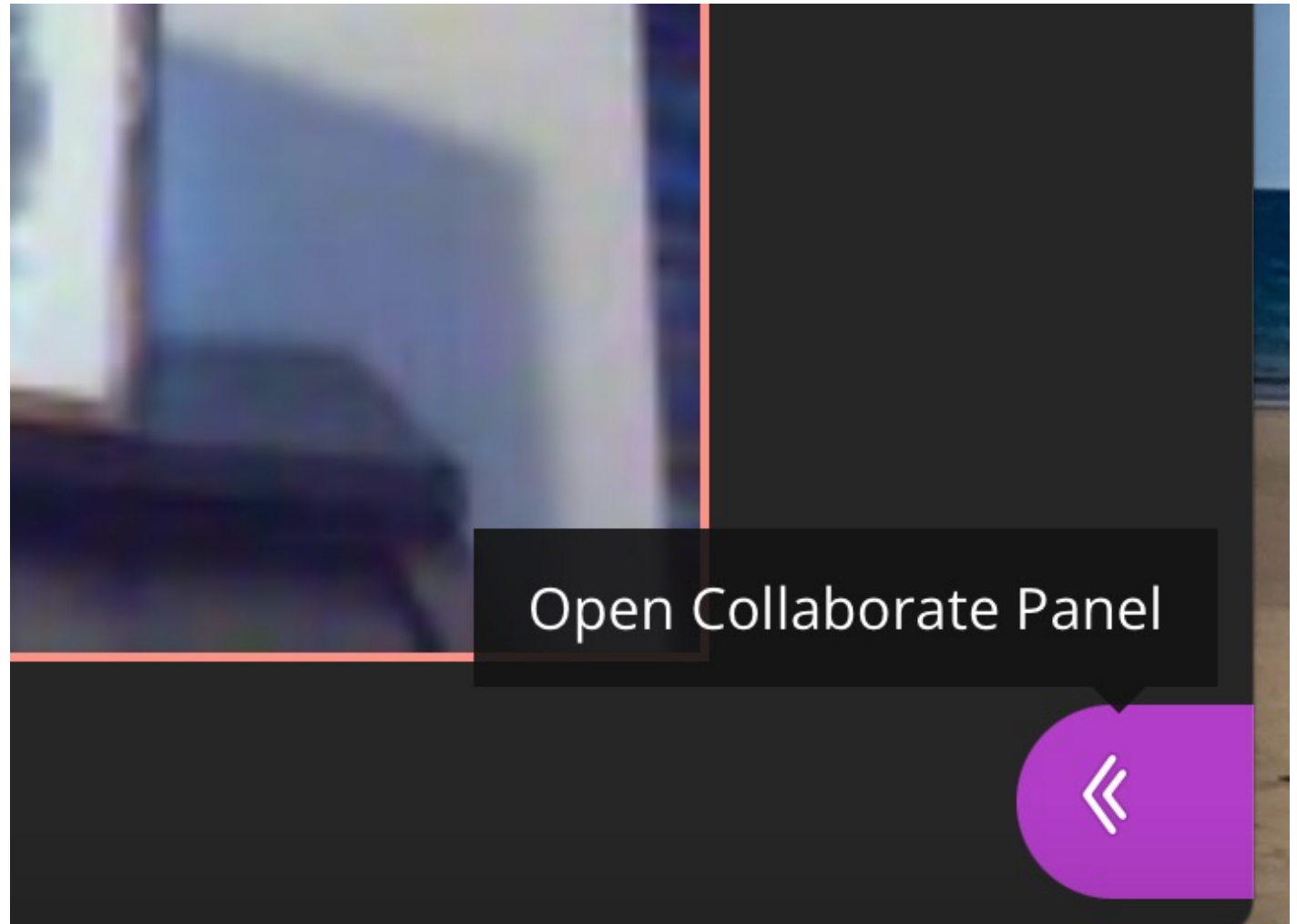
Yes. Video is working.

6.
Click –
Share video



7.
Expand functionality
using the *Collaborate*
Panel.

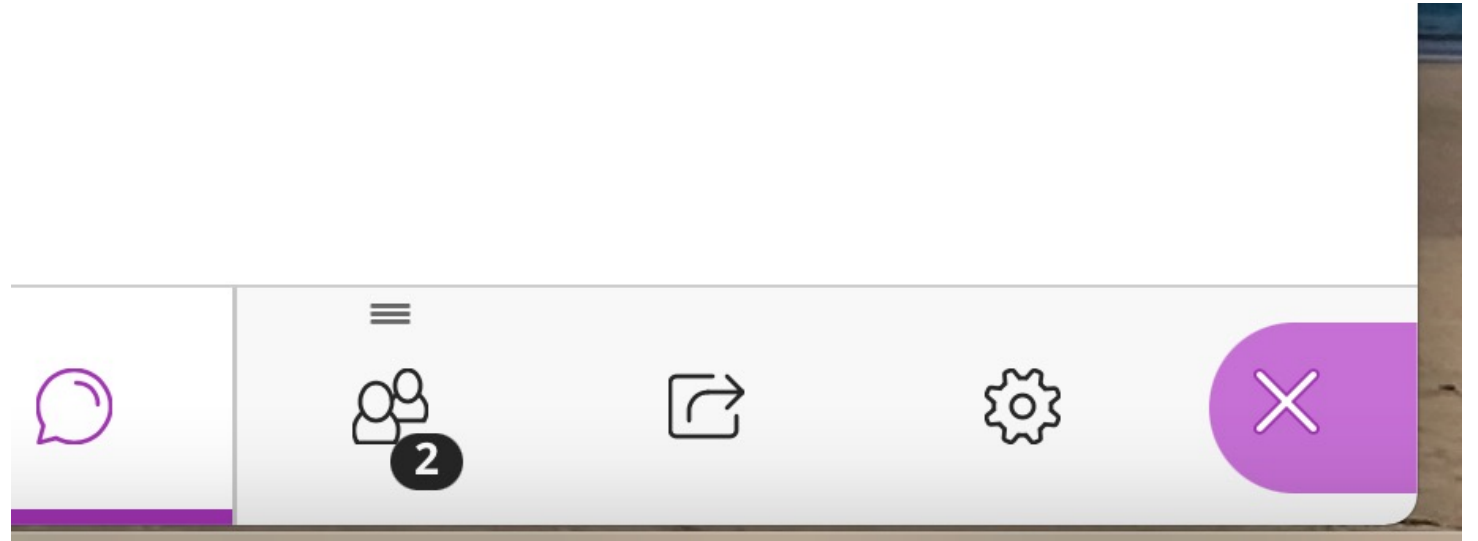
- This is needed to allow you to interact with delegates, the Speaker and the Tutor.



Open Collaborate Panel

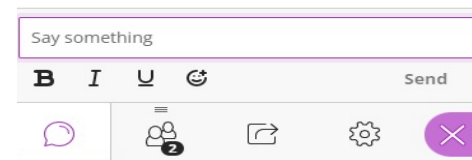
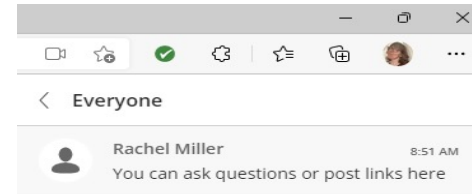
8. Chat icon

- Click the speech bubble to access the Chat function.



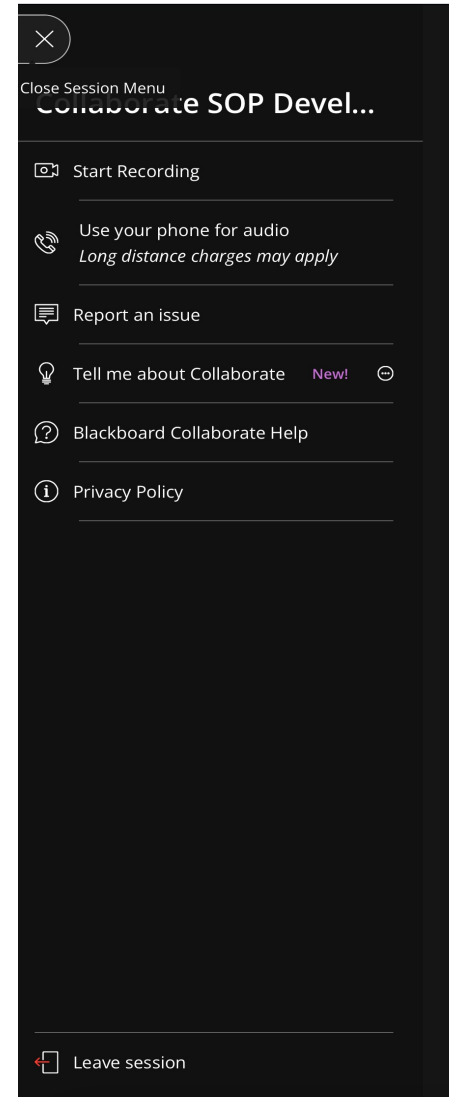
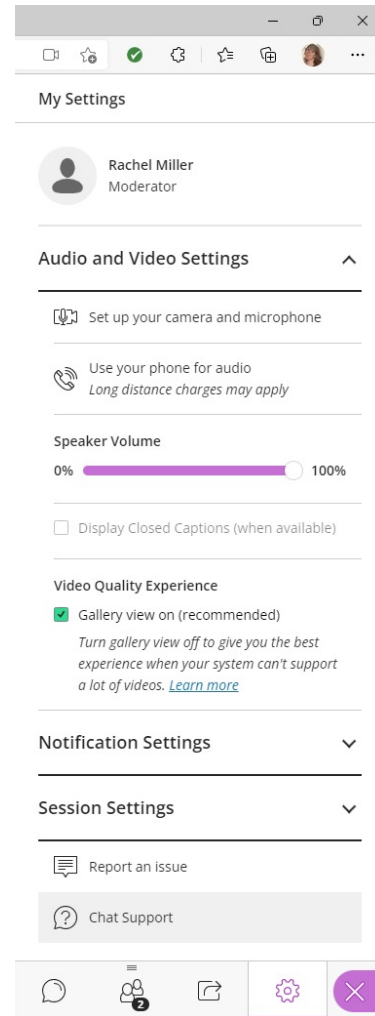
8. a) Chat function

- Use the text box marked ***Say something*** to send a message to all delegates and Moderators.
- You can use this to ask questions to the Speaker or Tutor or engage with other delegates.



9. To leave the session.

- Click the cogwheel in the bottom right hand corner of Blackboard Collaborate, then click **Leave Session**.



10. Feedback to finish

How were the audio and video during your session?

● ——— ● ——— ● ——— ● ——— ●

Welcome!
You're the only one in the room.
Jump in and get started! Upload your content and check your audio.

Poor Fair Good Very Good Excellent

Submit And Exit Skip