

Blackboard collaborate™
web conferencing
Version 12.5

Android User's Guide

May-02-13





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Chapter 1



Overview

The Blackboard Collaborate Mobile app enables users to connect to their sessions on mobile devices, whether phones or tablets. A complete list of supported devices is available on the [Blackboard Collaborate Support Portal](#).

This guide describes the use of the Blackboard Collaborate Mobile app on an Android device. Because of differences in devices, the screen captures in this guide may appear slightly different than the same screens on your device.



Note: Small tablets may use the phone layout rather than the tablet layout.



Tip for screen reader users: For a written description of the Blackboard Collaborate Mobile app user interface and a discussion of accessibility features, please refer to *Accessibility* on page 29.



Note: The focus of this guide is on using the mobile app on mobile phones. Substantial differences on tablets are noted.

Mobile users have access to a subset of the functions in Blackboard Collaborate, including the following:

- Viewing the Whiteboard.
- Viewing another user's shared application.
- Accessing breakout rooms.
- Sending and receiving chat messages with the entire room.
- Listening to other speakers and speaking to the room.
- Responding to polls.



Important Note: Do not attempt to moderate a session from a mobile device. **Moderator-only functions (such as loading content and session permissions) are currently not supported on mobile devices.** Moderators should join the session from a desktop or laptop computer.



Note: Accessing and participating in web conferencing sessions on mobile devices is not supported for all sessions. Contact your Blackboard Collaborate system administrator for details.

Getting Help

Online help for the Blackboard Collaborate mobile conferencing app is accessed from the Settings screen, which can be opened in the following ways:

- Via the Room List screen:
 1. Tap the  **Show Room List** button on the left side of the main toolbar in the Content Area screen.
 2. Tap the  **Open Settings** button above the Room list.
- On Android 4.0 or higher only, via the Participants List screen:
 1. (phones only) Tap the  **Show Participants List** button on the right side of the main toolbar in the Content Area screen.
 2. Tap the  **Open Options menu** button above the Participants list.
 3. From the pop-up menu, select *Settings*.
- On Android 2.3 only:
 1. Press the Menu hardware button on your device to open the Options menu.
 2. From the pop-up menu, select *Settings*.

Once in the Settings screen, scroll to the bottom and tap **Help**. The online help will open in your browser.

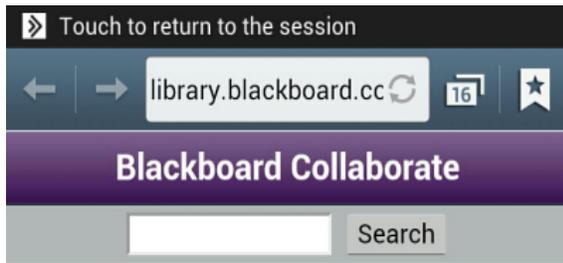


Table of Contents >

To see the available help topics, tap either **Table of Contents** or the > **Expand Topics** button. To move between topics, either tap a topic name in the Table of Contents or use the Previous Topic and Next Topic buttons at the bottom of the topic.

< Previous Topic Next Topic >



Tip: For instructions on getting back into your session after reading help, see *Returning to the Session* on page 7.

Other Resources

Documentation and Learning Resources

For information about functions of Blackboard Collaborate web conferencing that are not included in mobile conferencing, refer to the [*Blackboard Collaborate Web Conferencing Participant's Guide*](#) found on the [*Blackboard Collaborate On-Demand Learning Center*](#).

Additional documentation and learning resources for web conferencing and other Blackboard Collaborate products are available on the [On-Demand Learning Center](#).

Technical Support

Blackboard Collaborate technical support and the support Knowledge Base are available through the Support Portal:

<http://support.blackboardcollaborate.com>

Community

We encourage Blackboard Collaborate users of all levels (administrators, instructors and students) to submit questions to **Ask the Doctors**, a free question-and-answer forum moderated by an expert team of your fellow Blackboard Collaborate users. Their goal is to provide quality answers to your questions in a highly responsive manner, while building a global knowledge base for online teaching and learning.

You can find **Ask the Doctors** at the link below:

<http://discussions.blackboard.com/forums/default.aspx?GroupID=9>

Messages posted in the **Ask the Doctors** forum do not go to our Support Team. If you require technical support assistance to resolve a problem, please contact Technical Support (see the heading *Technical Support* in this section).

Blackboard Collaborate Product Feedback

Blackboard Collaborate welcomes your comments and suggestions. If you have an idea for a new feature or enhancement, or would like to send other feedback, please send an email to BBCollaborateFeedback@blackboard.com.

Your feedback will be sent directly to our Product Management Team.

Chapter 2



Joining and Leaving a Session



Note: Before attempting to join a session via a mobile device, it is imperative that you verify with the session organizer or facilitator that the session will be available for mobile devices.

Download and install the Blackboard Collaborate Mobile app as you would any other app. The app is free to download.

- If you are using an Android device, download the app from the [Google Play Store](#).
- If you are using a Kindle device, download the app from the [Amazon Appstore](#).

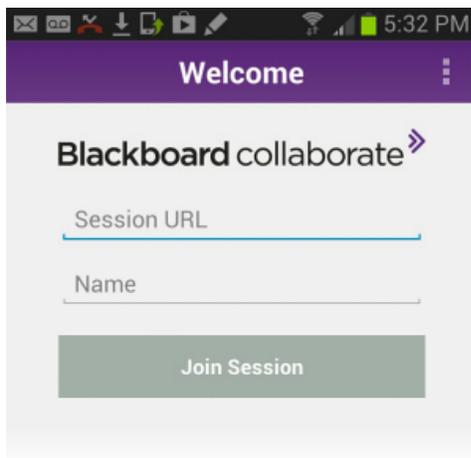
Once installed on your device, the application icon will appear in your application list of your device. Tap on it to open the Blackboard Collaborate Mobile app.



Joining a Session

Before you join a session, check that you have the appropriate network settings. To do so, select *Settings* from the Options menu. For further instructions, see *Selecting Network Settings* on page 26.

When you join a session, the mobile app needs two pieces of information from you: the session URL and your name.



This can be done in two ways:

- By clicking on a link provided to you:

If the session organizer or Moderator provided the session link to you (such as in an email invitation or on a web page), clicking that link will launch the mobile app. You will be presented with the Welcome screen. Because the session URL is automatically detected through the link, there is no Session URL field in the Welcome screen.

1. Enter your name.
2. Tap **Join Session** to join the session.

- By opening the app directly:

1. Obtain the session URL from the session organizer or Moderator.
2. Tap the app to open the Welcome screen.
3. Enter the session URL and your name.
4. Tap **Join Session** to join the session.

The first time you join a session, you will be prompted to read and agree to a Participant Agreement.

1. Click on the link *Collaborate Participant Agreement* to read the agreement.
2. Tap **Accept** to enter the session.

Returning to the Session

If you move away from the Blackboard Collaborate Mobile app, for example because you went to the Home screen or because you switched to another app, and you want to return to the mobile app, you can do so by tapping the mobile app icon in one of the following places:



Note: Your status will be automatically set to Away in the Participants list if you put your device to sleep, access another app or go to your device's Home screen – only if your Talk button is *off*.

- Home screen or application list
- notifications panel (opened from the status bar)
- recent applications list



Caution: If your device is asleep or you leave the mobile app in the background for more than five minutes, you may be ejected from the session. See *Rejoining a Session After Inactivity* on page 7.

Rejoining a Session After Inactivity

If the mobile app detects that you have been inactive for more than five minutes, you will be ejected from the session. There are two circumstances in which you become "inactive":

- your mobile app is running in the background for more than five minutes and your Talk button is *off*
- your device has been asleep for more than five minutes and your Talk button is *off*



Note: If your Talk button is *on* when the device is put to sleep or sent to the background, the session is still active (since the microphone is still transmitting).

If you are ejected from the session, you will have to log in again (as described in *Joining a Session* on previous page).

Leaving a Session

It is highly recommended that you explicitly exit the session when you are ready to leave, as neither switching to a different app nor putting your device to sleep will actually remove you from the session. (You may be removed after five minutes. For details, see *Rejoining a Session After Inactivity* on page 7.)

The simplest way to leave a session is to tap the **Back** button of your device while in the main Content Area screen. You will be prompted to confirm that you really want to leave. (You are given the option to cancel in case you tapped the Back button accidentally.)

Alternatively, you can select the Leave command, which can be found in the following ways:

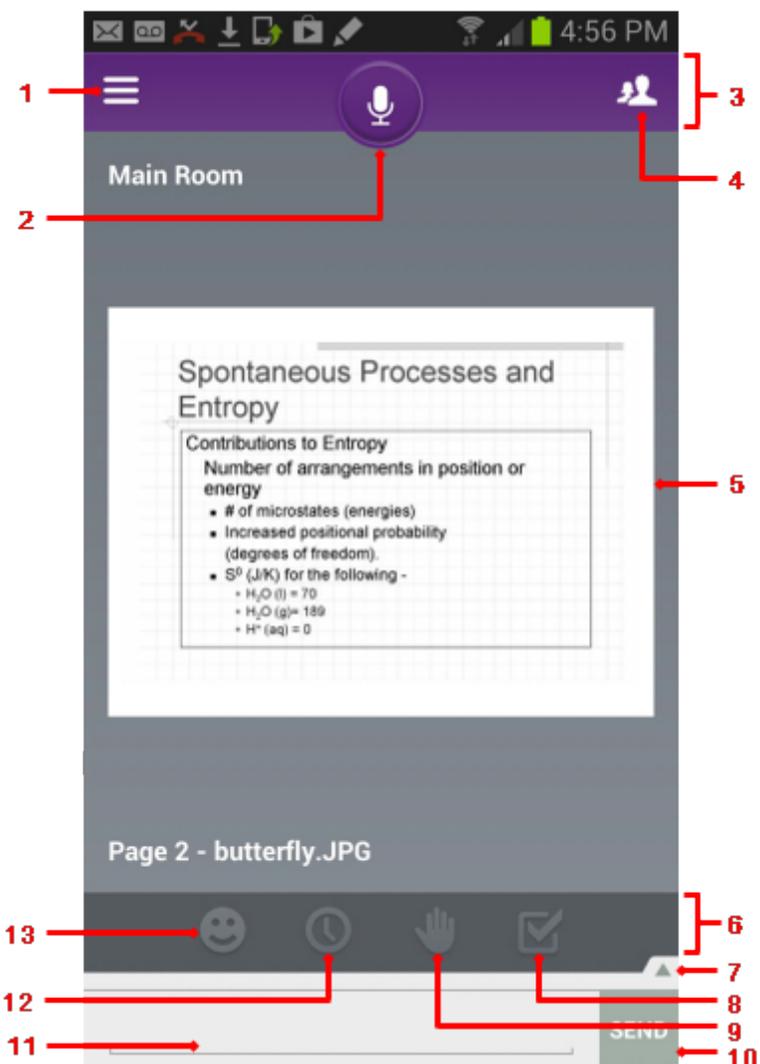
- The Room List screen:
 1. Tap the  **Show Room List** button on the left side of the main toolbar of the Content Area screen.
 2. Tap the  **Leave Session** button above the Room list.
- On Android 4.0 or higher only, via the Participants List screen:
 1. (phones only) Tap the  **Show Participants List** button on the right side of the main toolbar in the Content Area screen.
 2. Tap the  **Open Options Menu** button above the Participants list.
 3. From the pop-up menu, select *Leave*.
- On Android 2.3 only:
 1. Press the Menu hardware button on your device to open the Options menu.
 2. From the pop-up menu, select *Settings*.

Chapter 3



The Main Content Area Screen

When you enter a mobile conferencing session, the first screen that appears is the main Content Area screen showing the Main room. From this screen you can access two other screens: the Room List screen and the Participants List screen.



Note: If you are a visually impaired or blind user, a written description of the user interface is provided to you in *Chapter 8, Accessibility* at the end of this document.

1. Show Room List button

Tap to open the Room List screen. For more information, refer to *The Room List Screen* on page 23.

2. Talk button

Tap the **Talk** button to activate your microphone. The button will depress and show a progress wheel for a very short time. When the microphone icon reappears in a down state, you can speak.



If your microphone has been disabled (your Audio permission has been revoked), the **Talk** button microphone will have a line through it.



3. Main toolbar

This toolbar enables you to talk and navigate to the Room List screen and Participants List screen.

4. Show Participants List button (phones only)

Tap to open the Participants List screen. For more information, refer to *The Participants List Screen* on page 19.



On tablets, the Participants List pane is always open when in the default view. For more information, refer to *Viewing the Content Area* on page 13.

5. Content Area screen

The main Content Area screen displays the visual content in the session. In this case, there is a Whiteboard page. The Content Area can also display an Application Share.

You can change views and zoom in on the content to make it easier to read. For more information, refer to *Viewing the Content Area* on page 13.

6. Interaction toolbar

This toolbar enables you to interact with others in the session by inserting graphical indicators next to your name in the Participants list.

7. Expand/Collapse Chat Conversation button (phones only)

Tap the ▲ **Expand Chat Conversation** button (up arrow) to open the Chat conversation pane and view a history of the Chat conversation in the session. Tap the ▼ **Collapse Chat Conversation** button (down arrow) to minimize the Chat conversation pane. For more information, refer to *Sending Chat Messages* on page 17.



On tablets, the Chat conversation pane is always open when in the default view. For more information, refer to *Viewing the Content Area* on page 13.

8. Open Polling Response Menu button

Tap the  **Open Polling Response Menu** button (check mark) to respond to a polling question with one of the available responses (as determined by the Moderator), or to clear your current response by tapping the  **Clear Response** button.



9. Raise Hand button

Tap the  **Raise Hand** button (hand) to raise your hand and be placed into a queue.

The number beside your hand indicates your place in the order based on when you raised your hand. Tap the button again to clear the hand indicator.

10. Send Chat button

Tap to send your chat message. For more information, refer to *Sending Chat Messages* on page 17.

11. Chat Input field

Tap the Chat input field and begin entering your chat message. For more information, refer to *Sending Chat Messages* on page 17.

12. Step Away button

Tap the  **Step Away** button (clock) to place an (*away*) indicator beside your name in the Participants list. Tap the button again to clear your Away status.



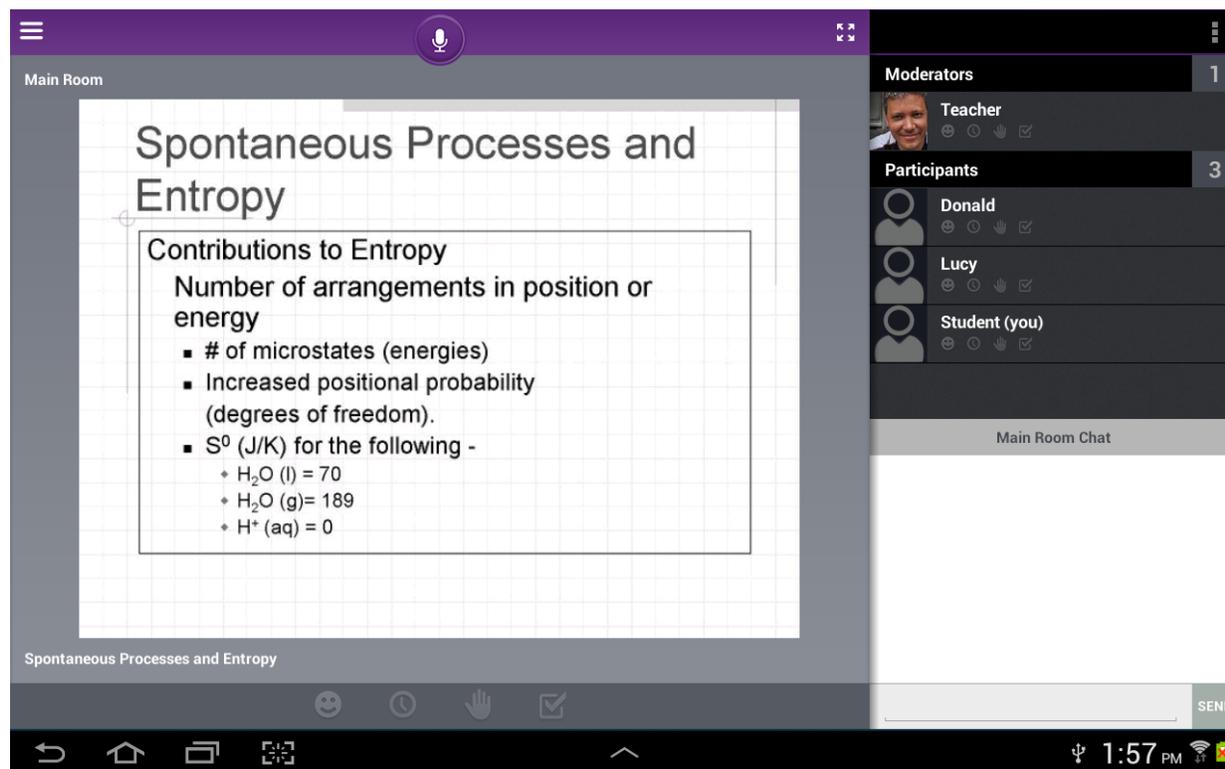
Note: Your status will be automatically set to Away if you put your device to sleep, access another app or return to your device's Home screen while your Talk button is *off*.

13. Open Emoticon Menu button

Tap the  **Open Emoticon Menu** button (happy face) to open the Emoticon pop-up menu to select a graphic to express yourself. The graphic will be displayed in the Participants list.



The tablet interface is largely the same as that of the phone, except that the Participants list and Chat conversation are open by default.



Viewing the Content Area

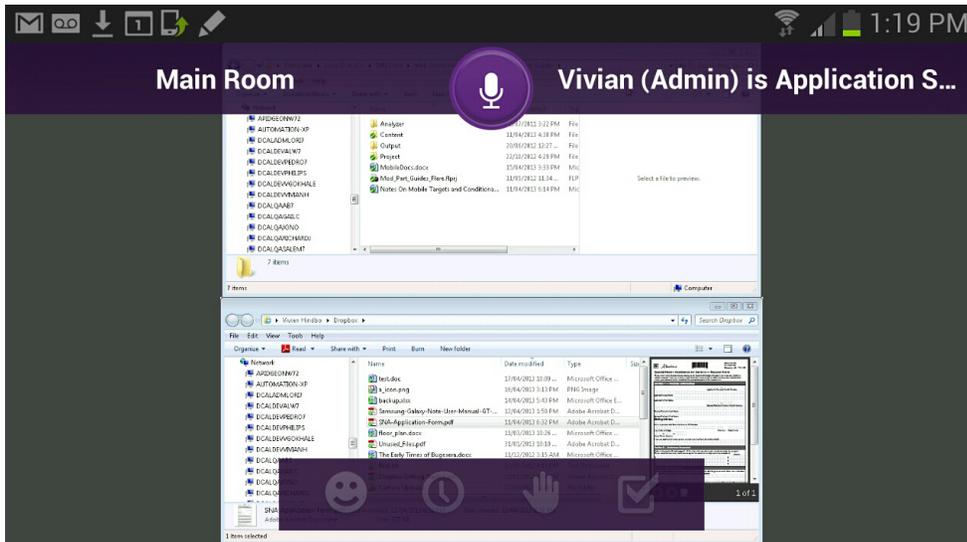
Gestures

To zoom in and out in the Content Area, use pinching gesture with two fingers. While zoomed in, you can pan the view with one finger, and you can return to the full zoom by double-tapping. These gestures are especially useful on a phone when the content is hard to read.

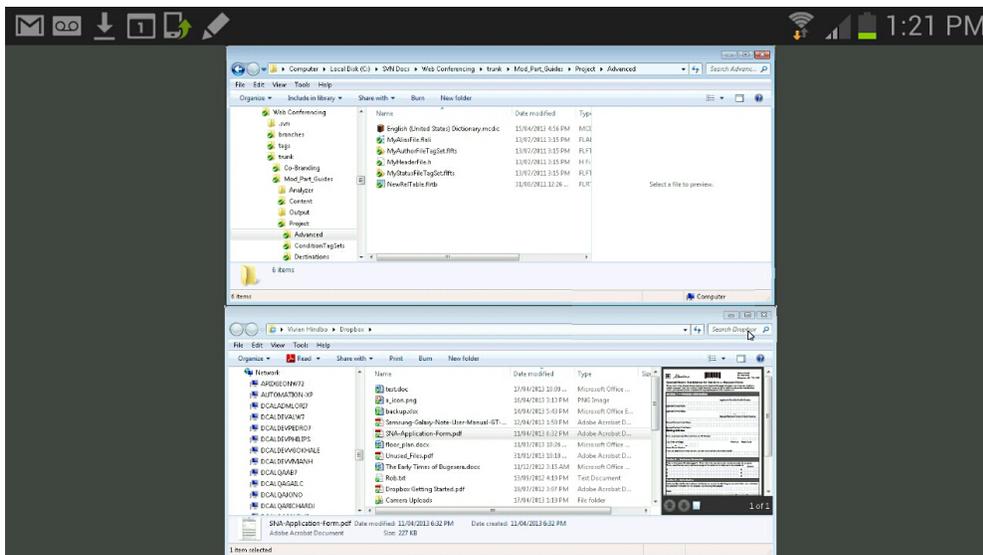
You also can swipe left or right on the Main toolbar (purple bar at the top) to move the view left or right.

Changing Views On a Phone

To better see the content in the Content Area, turn your phone to landscape view to get a larger view (full screen mode).



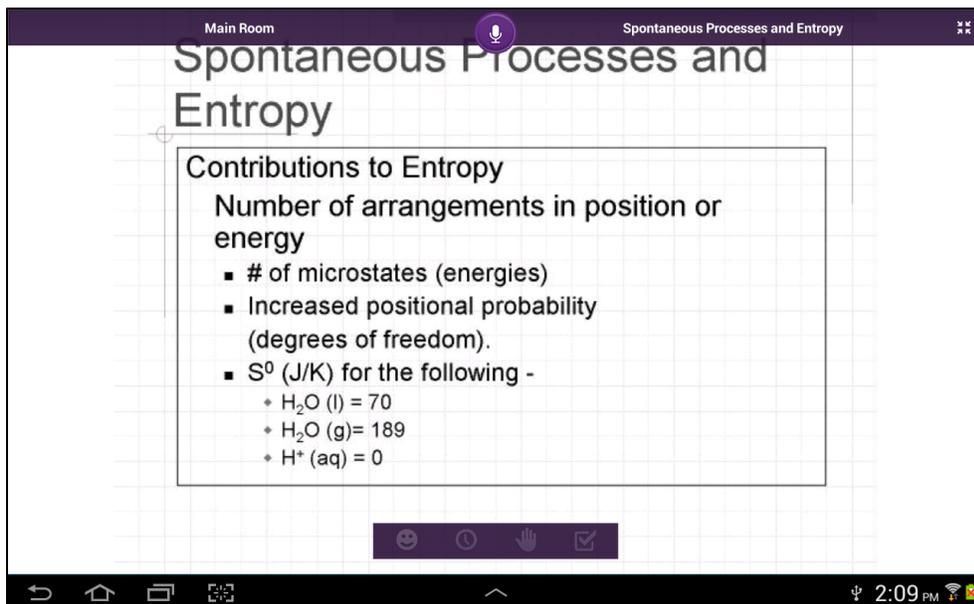
The toolbars will automatically fade after ten seconds to give you an unobstructed view. If you want them to hide them immediately, tap the screen.



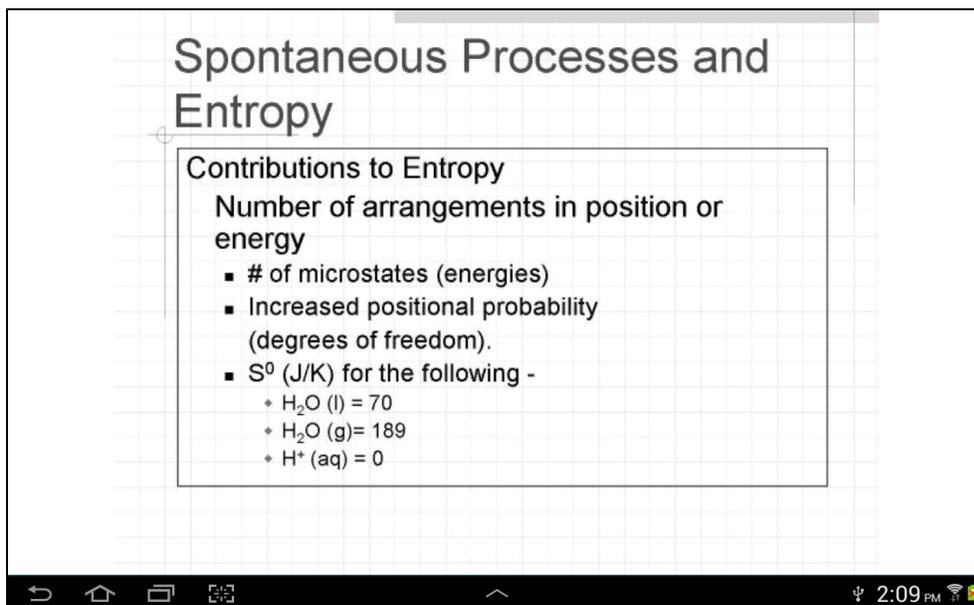
Tap the screen again to bring the toolbars back.

Changing Views On a Tablet

To better see the content in the Content Area, tap the  **Enter Full Screen** button to enter full screen mode and get a larger view.



The toolbars will automatically fade after ten seconds to give you an unobstructed view. If you want to hide them immediately, tap the screen.



Tap the screen again to bring the toolbars back.

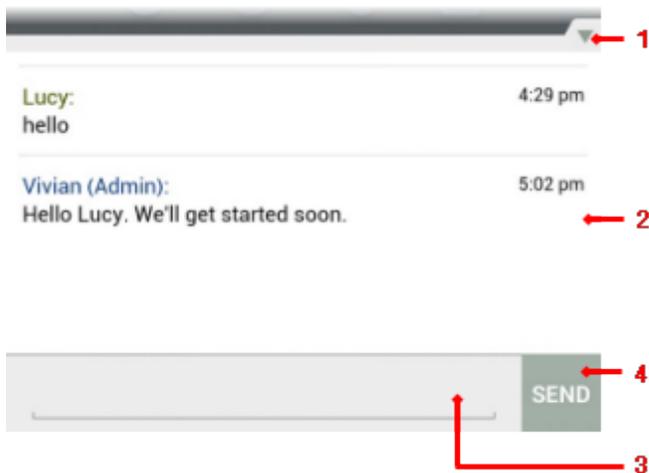
To return to the default view, tap the  **Exit Full Screen** button.

Chapter 4



Sending Chat Messages

To send a chat message to others in the session, you must be on the main Content Area screen. Enter your message in the Text Input Field and tap **Send**. See descriptions below for further details.



1. Expand/Collapse Chat Conversation toggle button (phones only)

By default, the Chat Conversation pane is closed. Tap the ▲ **Expand Chat Conversation** button (up arrow) to open the Chat conversation pane and view a history of the Chat conversation in the session. Tap the ▼ **Collapse Chat Conversation** button (down arrow) to minimize the Chat conversation pane.



Tip: The first time another user sends a message in the session, the Chat conversation pane will open automatically to show the message. If you want to see future messages from others as they are entered, leave the conversation pane open.



On tablets, the Chat conversation pane is always open when in the default view. See *Changing Views On a Tablet* on page 15.

2. Chat Conversation pane

This area displays all Chat message you are eligible to see. (Some Chat messages are private.) You can scroll through the conversation by swiping up and down and double-tap on the conversation pane to expand it to its full height (double-tap again to return to the previous size).

Links in Chat can be tapped to open up in another application, usually a browser.



Tip: On tablets, you can drag the gray Chat header bar (that contains the Expand/Collapse button) to resize the pane.

3. Chat Input Field

To send a chat message, tap the input field.

Type your message, then tap either the **Send** button to publish the message to the room and keep the keyboard open, or tap your keyboard's **Done** button to send the message to the room and close the keyboard.

The Chat conversation pane will expand, displaying your message.

4. Send button

Tap to send your text chat message to the room and keep the keyboard open. Alternatively, tap **Done** on the device keyboard to send the message to the room and close the keyboard.



Tip: If you change your mind and don't want to sent the message you just typed, dismiss the keyboard using your device's **Back** button.

After sending, the Chat conversation pane will expand, displaying your message (phones only).

Chapter 5

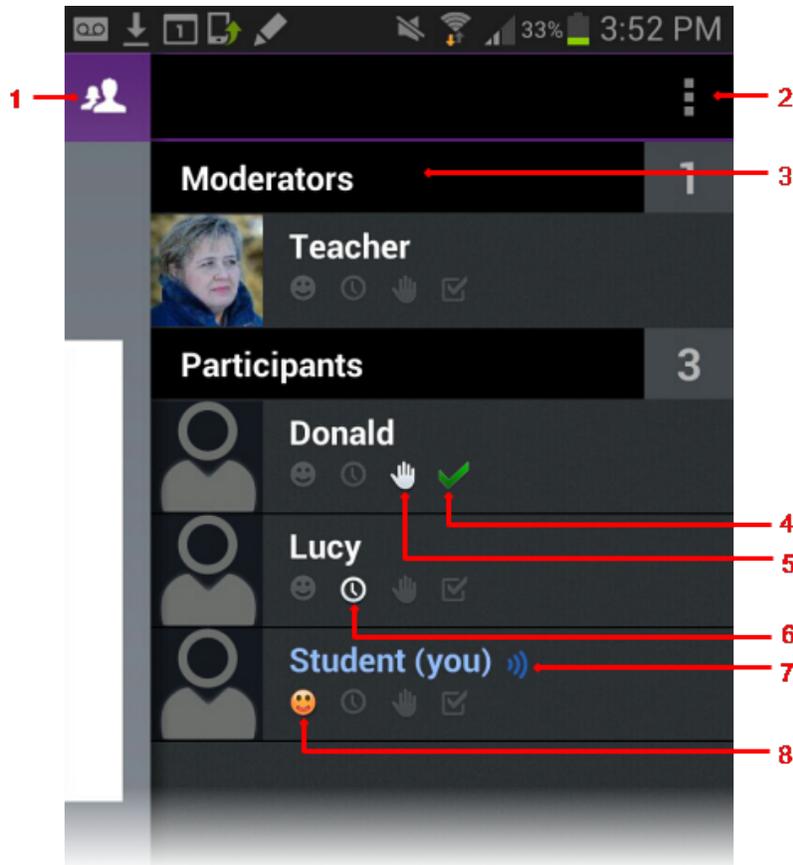


The Participants List Screen

To open the Participants List, tap the  **Show Participants List** button on the right side of the main toolbar of the main Content Area screen. To close it, tap the button again.



On tablets, the Participants List pane is always open when in the default view. See *Viewing the Content Area* on page 13.



Note: If you are a visually impaired or blind user, a written description of the user interface is provided to you in *Chapter 8, Accessibility* at the end of this document.

1. Hide Participants List button (phones only)

Tap to close the Participants List screen and return to the main Content Area screen.



Tip: On a phone, you also can use your device's **Back** button to return to the main Content Area screen.

2. Open Options Menu button (Android 4.0 or higher only)

Tap to open the menu from which you can select two options: Leave (see *Leaving a Session* on page 8) and Settings (see *Application Settings* on page 25).



On Android 2.3, press the Menu hardware button on your device to open the Options menu.

3. Moderators

Moderators are usually instructors or presenters. They have additional capabilities within the web conferencing session, including the ability to control other participant's permissions. Moderator capabilities are not supported on the mobile client. For more information about Moderators and their role, refer to the [*Blackboard Collaborate Web Conferencing Essentials for Moderators*](#).

4. Polling Response

This participant responded to a poll through the Interaction toolbar. (For details, see *The Main Content Area Screen* on page 9.)

5. Hand Raised indicator

This participant raised his hand through the Interaction toolbar. (For details, see *The Main Content Area Screen* on page 9.)

6. Stepped Away indicator

This participant marked herself away through the Interaction toolbar. (For details, see *The Main Content Area Screen* on page 9.)

7. Audio Activity indicator

This participant has her Talk button turned on.

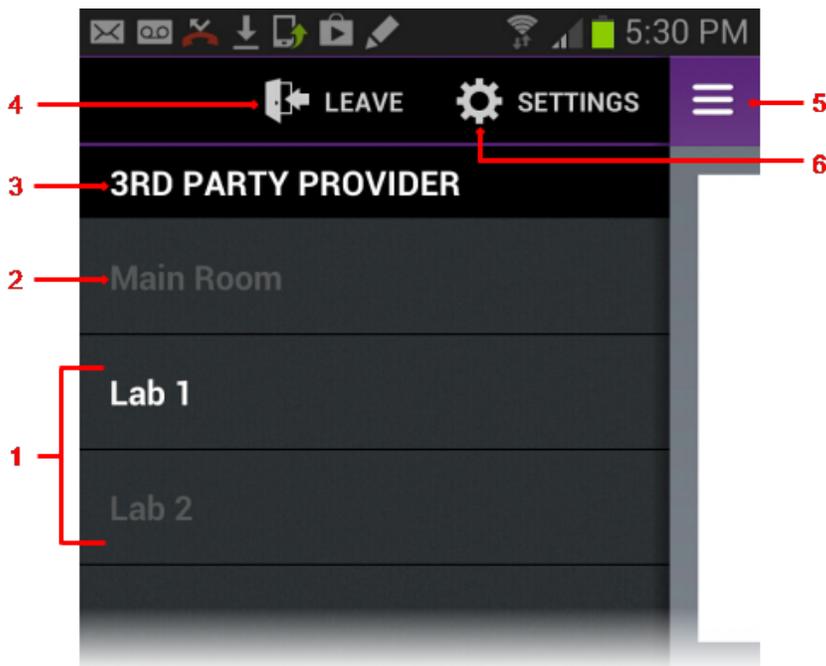
8. Emoticon

This participant entered an emoticon through the Interaction toolbar. (For details, see *The Main Content Area Screen* on page 9.)

Chapter 6

The Room List Screen

To open the Room List screen, tap the  **Show Room List** button on the left side of the main toolbar of the main Content Area screen. To close it, tap the button again.





Note: If you are a visually impaired or blind user, a written description of the user interface is provided to you in *Chapter 8, Accessibility* at the end of this document.

1. Breakout Rooms

Moderators may create breakout rooms so that Participants can be split into smaller groups within the same session. Other than the ability to see and be placed into breakout rooms by a Moderator, most features of breakout rooms are not supported in mobile conferencing.

The room that you are currently in will be highlighted on this list.

2. The Main Room

When you join a session, you will enter the Main room by default. Every session has a Main room.

3. Session Name

Name the session was given by the session creator.

4. Leave Session button

Tap to leave the session and return to the Welcome (login) screen. (For details, see *Leaving a Session* on page 8.)

5. Hide Room List button

Tap to close the Room List screen and return to the main Content Area screen.



Tip: You also can use your device's Back button to return to the main Content Area screen.

6. Open Settings button

Tap to open the app settings screen. (For details, see *Application Settings* on page 25.)

Chapter 7



Application Settings

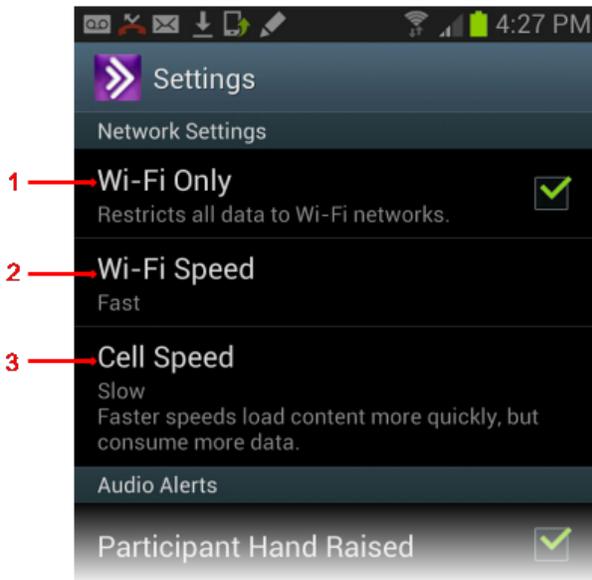
The Settings screen for the Blackboard Collaborate mobile conferencing app can be opened from two places:

- The Room List screen:
 1. Tap the  **Show Room List** button on the left side of the main toolbar in the Content Area screen.
 2. Tap the  **SETTINGS** **Open Settings** button above the Room list.
- On Android 4.0 or higher only, via Participants List screen:
 1. (phones only) Tap the  **Show Participants List** button on the right side of the main toolbar in the Content Area screen.
 2. Tap the  **Open Options Menu** button above the Participants list.
 3. From the pop-up menu, select *Settings*.
- On Android 2.3 only:
 1. Press the Menu hardware button on your device to open the Options menu.
 2. From the pop-up menu, select *Settings*.



Tip: To exit the Settings screen, tap the **Back** button on your device.

Selecting Network Settings



1. Wi-Fi Only

To turn this setting on, tap the checkbox so you see a green checkmark. Use this setting in order to restrict data downloading to Wi-Fi networks only.



Note: Devices that do not have a cellular connection will still see the option to turn off Wi-Fi Only, but changing the setting will have no effect.

2. Wi-Fi Speed

Use this setting to set your Wi-Fi data speed. Tapping the setting opens a dialog from which you can select *Slow*, *Medium* or *Fast*. In most cases, *Fast* is appropriate, but you can try slower speeds if you have frequent delays with audio or graphical content.

3. Cell Speed

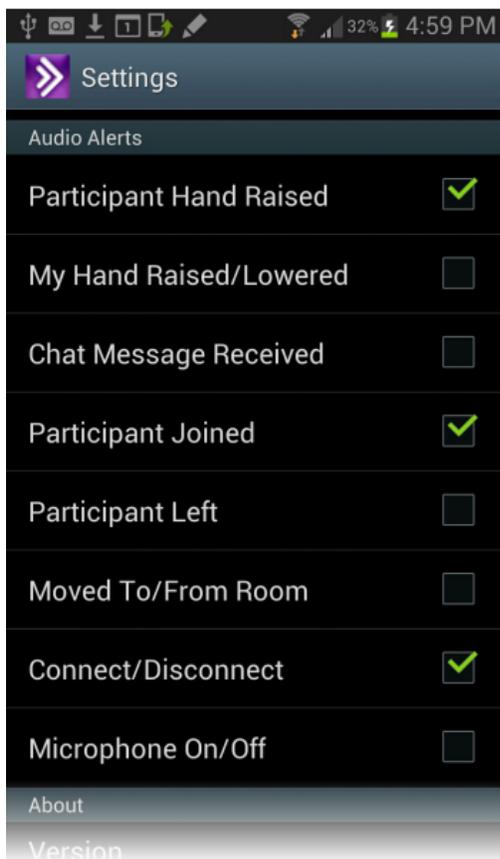
Use this setting to set your data speed over cellular lines. Tapping the setting opens a dialog from which you can select *Slow*, *Medium* or *Fast*. Slower speeds compress data to a greater degree, which can also help prevent you from going over your cellular plan's data restrictions.



Note: Devices that do not have a cellular connection will still see the option to select a cellular speed. However, changing the option will have no effect.

Selecting Audio Alert Settings

Audio Alerts are system messages sent as sounds by Blackboard Collaborate web conferencing to notify you when certain important events occur within the session. Turn alerts on when you want to be notified of these events.



To turn an Audio Alert on, tap the checkbox so you see a green checkmark. Tap again to disable the alert.



Note: *Participant Hand Raised* is the only audio alert that is enabled by default. However, although the option appears in the settings menu for all users, this alert will play only for Moderators.

Chapter 8



Accessibility

All of the visual elements of the Blackboard Collaborate Mobile app are accessible by using TalkBack. We support TalkBack for Android 4.1 or higher only. (It comes bundled with your operating system, so no need to download.)



Note: To learn how to use TalkBack, see the tutorials provided with the TalkBack app.

The Blackboard Collaborate Mobile App User Interface

To assist visually impaired and blind users, the elements within the Blackboard Collaborate Mobile app user interface are described below:

Layout of the Main Content Area Screen (phone)

On a phone, the default orientation is portrait, which is the layout described below. In the landscape orientation, you will see the content in full screen mode. (For details, see *Changing Views On a Phone* on page 14.)



Tip: If you switch from the default view to landscape (full screen mode), the Main toolbar and Interaction toolbar will fade away after ten seconds. Tap the screen to bring them back.

The default screen is the main Content Area screen, which has four main areas:

- At the top is the **Main toolbar**. It contains the **Show Room List** button on the left, the **Talk** button in the middle and the **Show Participants List** on the right.
- In the middle is the main **Content Area**. At the top is the name of the room and in the middle is the Whiteboard or Application Sharing content. What is displayed at the bottom depends on what type of content is being shared: the name of the current page (if in Whiteboard mode) or "Application Sharing" (if in Application Sharing mode) or "Web Tour" (if in Web Tour mode).
- Below the main Content Area is the **Interaction toolbar**. From left to right are the **Open Emoticon Menu** button, **Step Away** button, **Raise Hand** button and the **Open Polling Response Menu** button.
 - The Emoticon Menu contains the following emoticons: Smile, Laugh, Applaud, Confused, Approve, Disapprove, Speed Up and Slow Down.
 - The default Polling Response Menu contains the following choices: No Answer, Yes and No. The Moderator may change the poll type and the choices may be alphabetical.
- At the bottom is the **Chat panel**. On the left is the **Chat Input** field and at the right is the **Send** button. Above the Send button is the **Expand/Collapse Chat Conversation** toggle button used to view and hide incoming Chat messages and those messages you sent.

Layout of the Participants List Screen (phone)

This screen opens on the right side of the main Content Area screen and has three main areas:

- At the top is the **toolbar**, which contains the **Open Options Menu** button.



Tip: Use your device's Back button or Back gesture to return to the main Content Area screen.

- Below the toolbar is the **Moderators list**. At the top is a title bar containing the word "Moderators" and on the right is a number indicating how many Moderators are in the session. Below the title bar is a list of all Moderators logged in to the session. Interaction indicators (e.g., emoticons, stepped away indicator, etc.) entered by Moderators will be displayed directly beneath their names.

- Below the Moderators list is the **Participants list**. At the top is a title bar containing the word "Participants" and on the right is a number indicating how many Participants are in the session. Below the title bar is a list of all Participants logged in to the session. Interaction indicators (e.g., emoticons, stepped away indicator, etc.) entered by Participants will be displayed directly beneath their names.

Layout of the Room List Screen (phone)

This screen opens on the left side of the main Content Area screen and has three main areas:

- At the top is the **toolbar**, which contains the **Leave Session** button on the left and the **Open Settings Menu** button in the right.



Tip: Use your device's Back button or Back gesture to return to the main Content Area screen.

- Below the toolbar is the **session name**.
- Below the session name is the **Room List**, starting with the Main room and followed by the Breakout rooms, if any exist.

Layout on Tablets

On a tablet, the orientation is landscape. The default screen consists of three main panels: the **Content Area panel**, the **Participants List panel** and the **Chat panel**. The Content Area panel is on the left side, fully extended from the top to the bottom of the screen. The Participants List panel occupies the top portion of the right side and the **Chat panel** occupies the bottom portion of the right side.

If you open the **Room List**, the Participant List and Chat panels will be hidden and the Room List panel will appear to the left of the Content Area panel.

The Content Area Panel



Tip: If you switch from the default view to full screen mode, the Main toolbar and Interaction toolbar will fade away after ten seconds. Tap the screen to bring them back.

- At the top is the **Main toolbar**. It contains the **Show/Hide Room List** toggle button on the left, the **Talk** button in the middle and the **Enter Full Screen** button on the right.

- In the middle is the main **Content Area**. At the top is the name of the room and in the middle is the Whiteboard or Application Sharing content. What is displayed at the bottom depends on what type of content is being shared: the name of the current page (if in Whiteboard mode) or "Application Sharing" (if in Application Sharing mode) or "Web Tour" (if in Web Tour mode).
- Below the main Content Area is the **Interaction toolbar**. From left to right are the **Open Emoticon Menu** button, **Step Away** button, **Raise Hand** button and the **Open Polling Response Menu** button.
 - The Emoticon Menu contains the following emoticons: Smile, Laugh, Applaud, Confused, Approve, Disapprove, Speed Up and Slow Down.
 - The default Polling Response Menu contains the following choices: No Answer, Yes and No. The Moderator may change the poll type and the choices may be alphabetical.

The Participants List Panel

The Participants List panel has three main areas:

- At the top is the **toolbar**, with the **Open Options Menu** button on the right.
- Below the toolbar is the **Moderators list**. At the top is a title bar containing the word "Moderators" and on the right is a number indicating how many Moderators are in the session. Below the title bar is a list of all Moderators logged in to the session. Interaction indicators (e.g., emoticons, stepped away indicator, etc.) entered by Moderators will be displayed directly beneath their names.
- Below the Moderators list is the **Participants list**. At the top is a title bar containing the word "Participants" and on the right is a number indicating how many Participants are in the session. Below the title bar is a list of all Participants logged in to the session. Interaction indicators (e.g., emoticons, stepped away indicator, etc.) entered by Participants will be displayed directly beneath their names.

The Chat Panel

The Chat panel has three main areas:

- At the top is the **title bar**, which shows the name of the room in which you are chatting. The default is "Main Room Chat" but, if you were in a Breakout room called "Lab 1", the title would be "Lab 1 Chat".
- Below the title bar is the **Chat Conversation area**, which displays a history of all Chat messages sent and received in the room.
- At the bottom is the **Chat Input field** on the left and the **Send** button on the right.

Room List Panel

This panel opens on the left side of the main Content Area screen and has three main areas:

- At the top is the **toolbar**, which contains the **Leave Session** button on the left and the **Open Settings Menu** button on the right.



Tip: Use your device's Back button or Back gesture to return to the main Content Area screen.

- Below the toolbar is the **session name**.
- Below the session name is the **Room List**, starting with the Main room and followed by the Breakout rooms, if any exist.

Keyboard Navigation

As you swipe right (or left to go back), TalkBack will navigate through the user interface. Double-tap to select a command or option.

Focus begins on the main Content Area screen. You must tap a button to move to another screen. Generally speaking, the order of focus starts in the top left of each screen and works its way down and to the right.



Note: The order of focus depends on the device you are using.

Audio Alerts

Audio Alerts are system messages sent as sounds by Blackboard Collaborate web conferencing to notify you when certain important events occur within the session. Turn alerts on when you want to be notified of these events.

The alerts are set in the Settings screen and appear in the following order:

- Participant Hand Raised
- My Hand Raised/Lowered
- Chat Message Received
- Participant Joined
- Participant Left
- Moved To/From Room

- Connect/Disconnect
- Microphone On/Off

For instructions on setting Audio Alerts, refer to *Selecting Audio Alert Settings* on page 27.



Note: TalkBack also reads Visible Alert, which appear when the Moderator switches between Content modes (Application Sharing, Whiteboard and Web Tour (which is not supported on the mobile app)). You cannot turn these notifications off.

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