

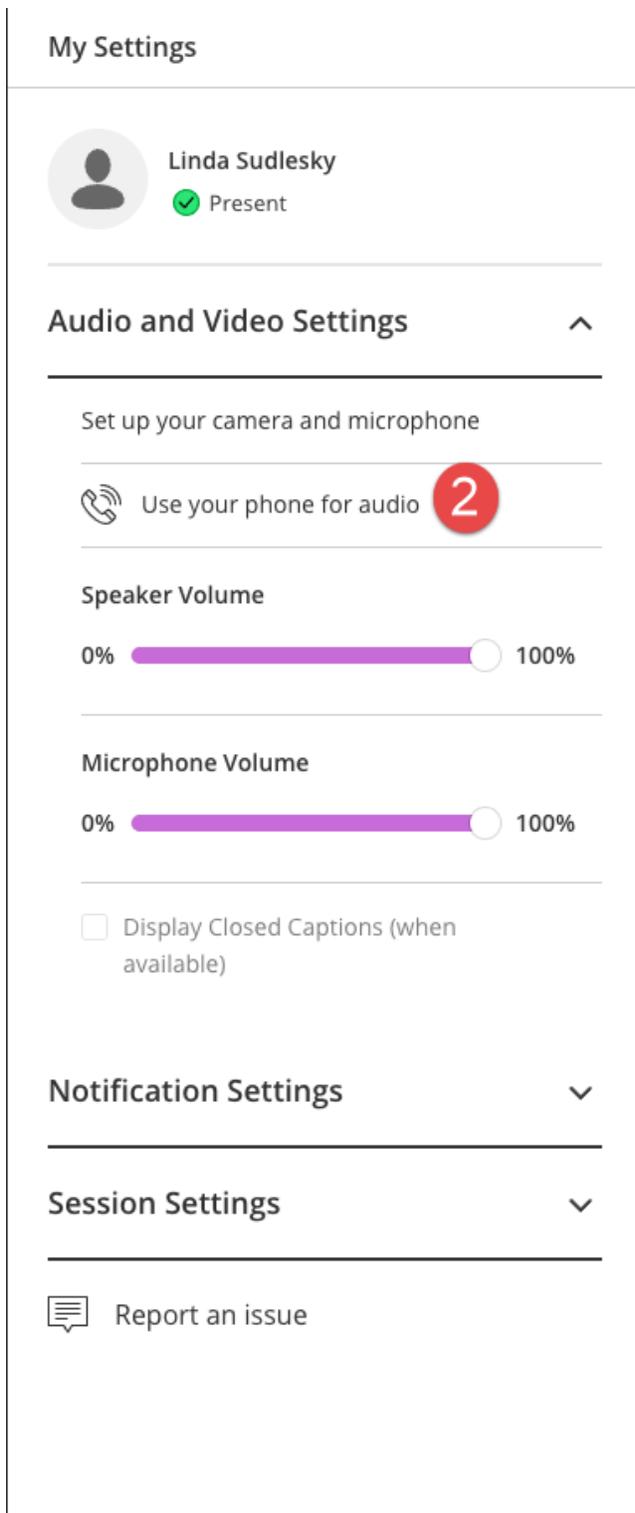
Using Your Phone for Audio

Using your phone for audio is an option when logged into a Collaborate room and your audio isn't working right. If you are in a classroom and need to call in for audio please follow these instructions:

1. Click on the My Settings icon located at the bottom of your screen.



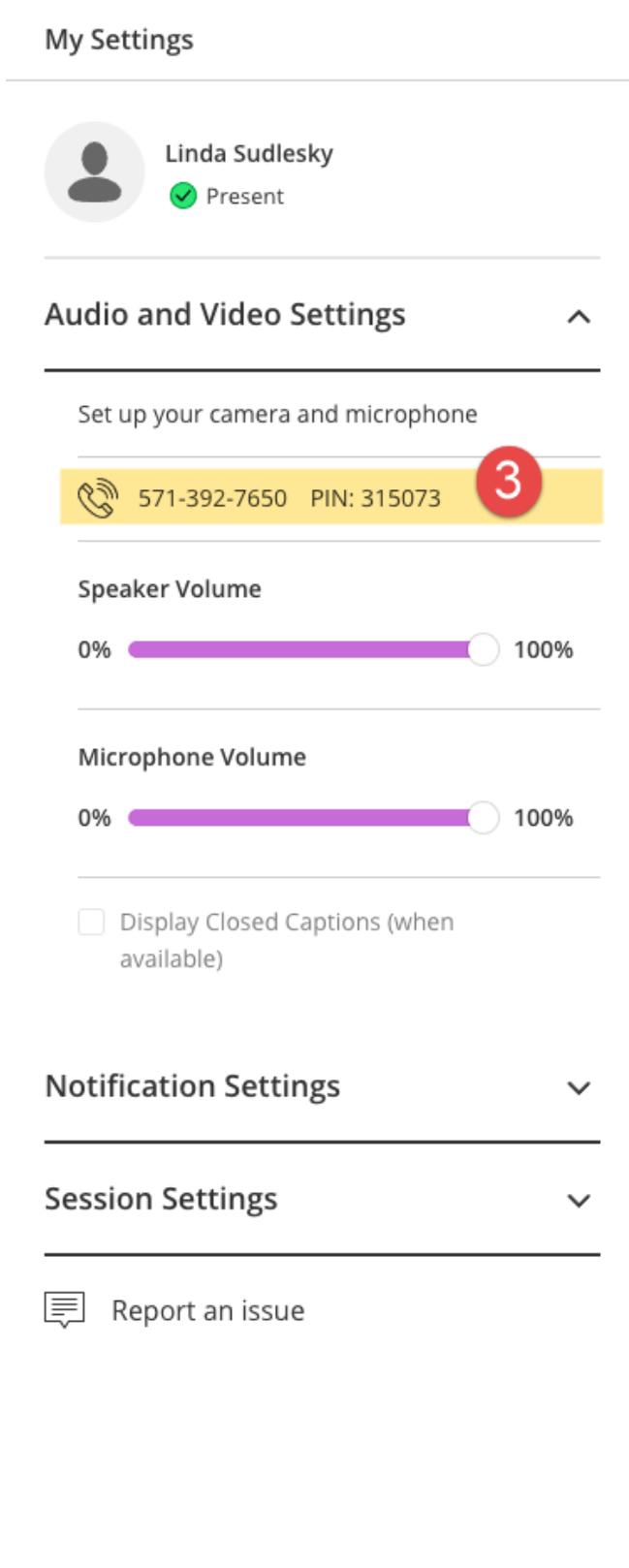
2. Click Use your phone for audio.



A phone number and PIN will appear.

There are important things to remember. The PIN should only be used by the person who generated it. If the person who displayed the number and PIN is logged out of the classroom, the PIN will be invalid.

3. Call the phone number and use the PIN as prompted.



Note: If you want to use your phone to access your Collaborate session INSTEAD of logging in on a computer, Students can use the Bb Student app. Information on downloading the Bb Student app can be found at https://en-us.help.blackboard.com/Bb_Student/Quick_Start.

Bb will be releasing a Bb Instructor app in July 2017. Meanwhile, instructors can do the following to have mobile access to their Collaborate sessions:

1. In Bb Collaborate landing page, go to option menu and select Edit Settings
2. Change Guest Link to Moderator
3. Copy Guest Link
4. Email Guest Link to yourself
5. Download Bb Student on your mobile device
6. Paste link in browser on mobile device (this will open Bb Student and allow guest login as moderator)

However, in order to have full functionality as a Moderator in Collaborate Ultra, it is recommended Instructors use a computer and Chrome browser whenever possible.