

Blackboard Collaborate – iOS Mobile App for Participants

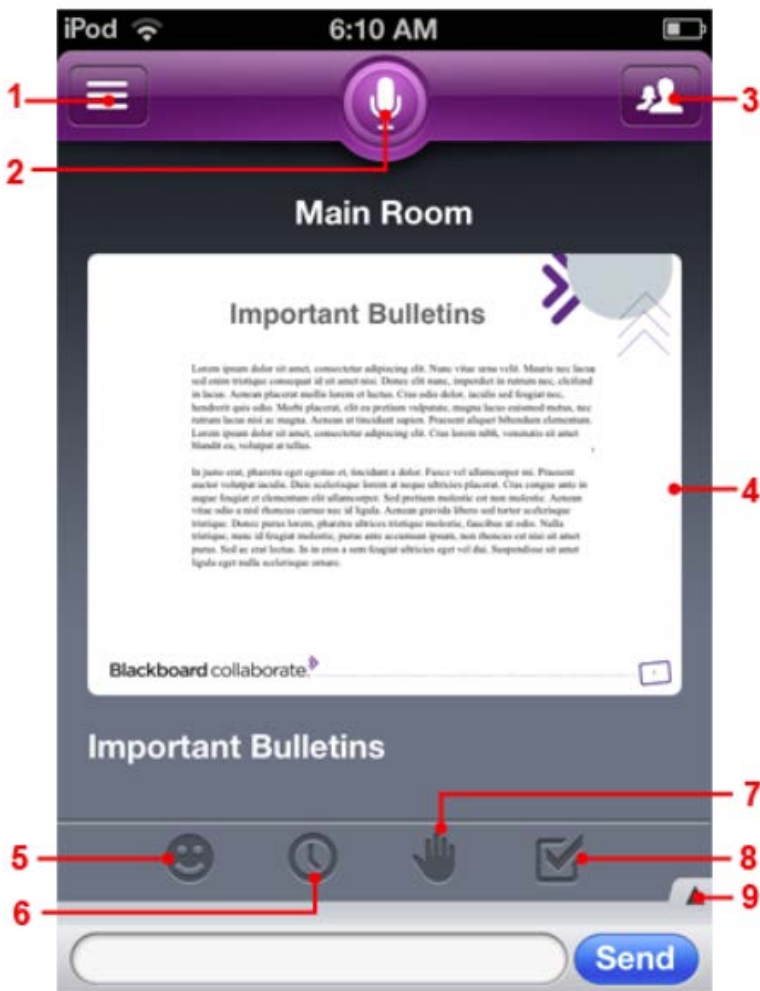
Blackboard Collaborate Mobile Web Conferencing is designed for active learners on the go. You can participate in Collaborate sessions using your mobile device. This tutorial is for iOS devices.

Available Web Conferencing Functions

- Viewing the Whiteboard
- Viewing a shared Application on another user's desktop
- Access to Breakout Rooms
- Sending and receiving Chat messages with the entire room
- Listening to the session audio and speaking in the room
- Responding to Polls

The Main Content Screen

Content Area Features



1. Room Options

Open the Room Options screen.

2. Talk Button

Tap the talk button to activate your microphone. The button will depress and show a timer for a short time. When the microphone icon reappears in a down state, you can speak.



If your microphone has been disabled, the Talk button will appear with a line through it.



3. Participants List

Open the Participants List. On the iPad, the Participants List is open by default. Tap the  recliner mode button to hide it.

4. Main Content Area

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

5. Emoticons

Tap the emoticon button to select a graphic to express yourself. The graphic will display on the Participant List.



6. Away Button

Tap the clock to place an (*away*) label beside your name in the Participant list. Tap the clock again to clear your away status.

Your status will also be set to Away if you put your phone to sleep, access another app, or return to your phone's home screen while your talk button is set to OFF.

7. Raise Hand

Tap the 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.



8. Answer Poll

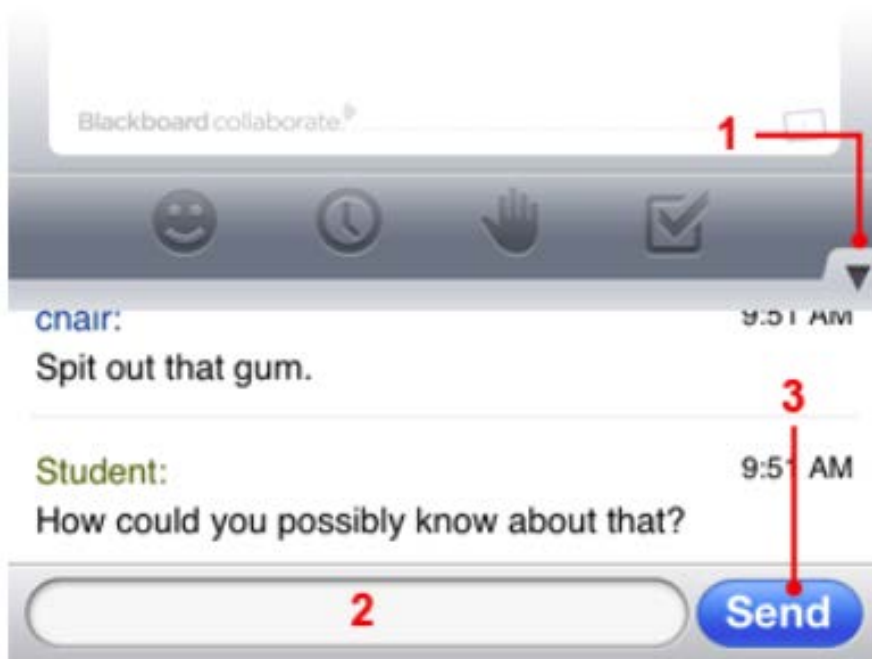
Tap the check mark to respond to a polling question with one of the allowed responses as determined by the moderator, or to clear your current answer. In the menu that opens, tap the desired response.



9. Show Text Chat History

Expands the text chat history of the session. On the iPad, the Text Chat history is always open.

Text Chat



1. Show Text Chat History (Mobile phones and iPods only)

To view chat messages that have been previously sent to the room, tap the up arrow in the lower right of the Main Content screen. The up arrow becomes a down arrow.

When another user sends a message for the first time in the session, the history will open automatically to show the message.

To hide the history, tap the down arrow that replaces the up arrow.

On the iPad, the chat history is available by default.

2. Text Field

To send a chat message, tap the text box at the bottom of the Main Content screen. Your device's software keyboard will open. Type your message.

3. Send


Tap to publish 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.




Recliner Mode

Turn a mobile phone or iPod sideways to enter Recliner Mode. The content area will enlarge to fill the entire screen, and all options will be hidden. Tap the screen to show the toolbars.


On the iPad, tap the recliner mode button  to enter this mode.



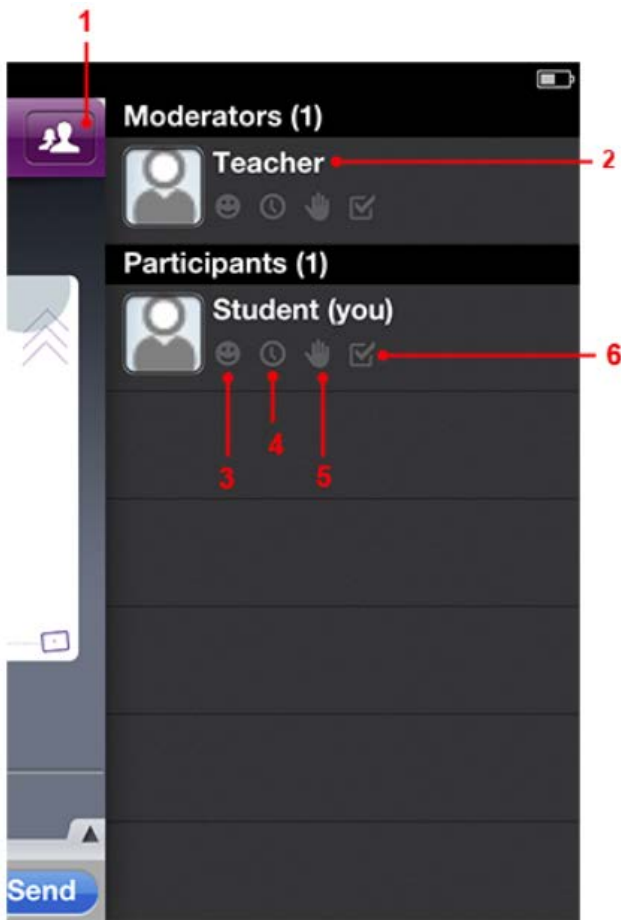
The Participants List

To open the Participants List on a mobile phone or an iPod Touch, tap the  button in the upper right corner of the Main Content screen.

To close it, tap the button again.

On the iPad, the Participants list is open by default. Tap the recliner mode button  to hide it.

Participant List Features



1. **Close the Participant's List**

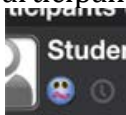
Tap to return to the Main Content screen.

2. **Moderators**

Moderators are usually instructors or presenters. They have additional capabilities within the web conferencing session, including the ability to control other Participants' permissions. Moderator capabilities are not supported on the mobile client.

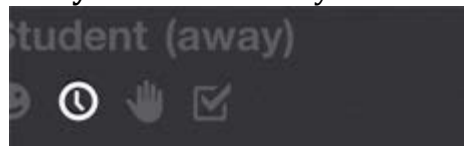
3. **Emoticons**

The emoticon you select on the Main Content screen will display here. Other Participants' emoticons will also appear here for you to see.



4. **Away Indicator**

Away indicators will appear here for you and other Participants.




5. **Hand Raised**

If Participants have their hands raised, it will be indicated here.

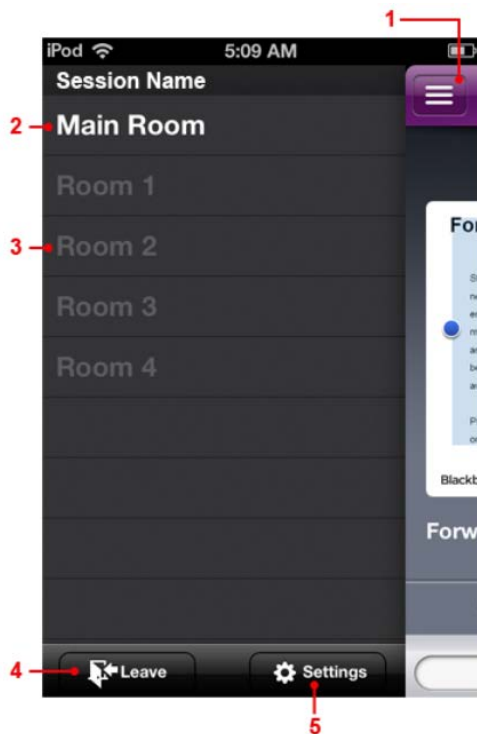
6. **Poll Response**

Indicates Participants' responses to the current poll.

The Rooms List

To open the Rooms screen, tap the  button in the upper left corner of the screen.

The Rooms List Features



- 1. Return to the Main Content Screen**

Tap to return to the Main Content Screen.

- 2. The Main Room**

All Participants enter the Main Room by default, and every session has a Main Room.

- 3. 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 by mobile conferencing. The room that you are currently in will be highlighted on this list.

- 4. Leave the Session**

Tap this button to exit the session and close the app. It is highly recommended that you use this button to 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. If the web conferencing app remains in the background or the device is put to sleep for more than two minutes with the talk button OFF, you will be automatically ejected from the session.

- 5. Settings**

Tap to open the app settings screen.

Tips

- If the mobile device is put to sleep or the web conferencing app is sent to the background, a red banner will appear on the screen to indicate that the session is still active.
- If the web conferencing app remains in the background or the device is put to sleep for more than five minutes with the talk button OFF, you will automatically be ejected from the session.
- If the talk button is ON when the device is put to sleep or sent to the background, the session is still active and the microphone is transmitting.
- Mobile participants cannot send Private Chat messages.
- You can zoom in on the content area by putting two fingers together on the screen where you want to zoom in, and make a spreading motion across the glass. To zoom out, pinch your fingers.
- Participating in a Mobile web conferencing session is for Participants and not for Moderators or session facilitators.

For more information, contact the Faculty Resource Center at 205.348.3532
or frc@ua.edu
or visit our website at <http://frc.ua.edu>.

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