

Instructions

Please take some time to familiarize yourself with Blackboard Collaborate before our meeting. CCDG meets between 11:30 a.m. to 12:35 p.m. but DSA will open May's CCDG at 11:00 a.m. for those of you wanting to test your device/audio connectivity.

1 Activate LINK for CCDG

<https://us.bbcollab.com/guest/c54f6c2ae5b141eca4018920d92f0fc>

BROWSER SUPPORT:

For the best experience use Google Chrome or Firefox
Also compatible: Safari, Microsoft Edge
Not supported: Explorer

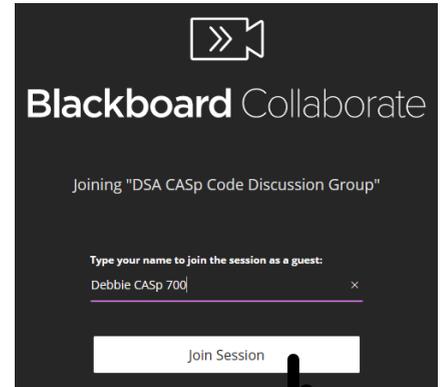
MOBILE DEVICES:

You can download Blackboard app, Blackboard Instructor OR use your mobile device browser



2 JOIN THE SESSION

Type in your name and include your CASp certification number if planning on applying your attendance as a CEU on your recertification renewal application.



3 There are 2 ways to access audio:

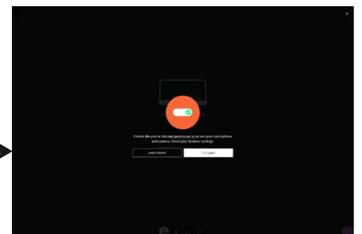


with **YOUR DEVICE** mic: You must give your browser permission to use audio to participate in a session. Even if you don't plan to speak, you will need audio to hear the session.



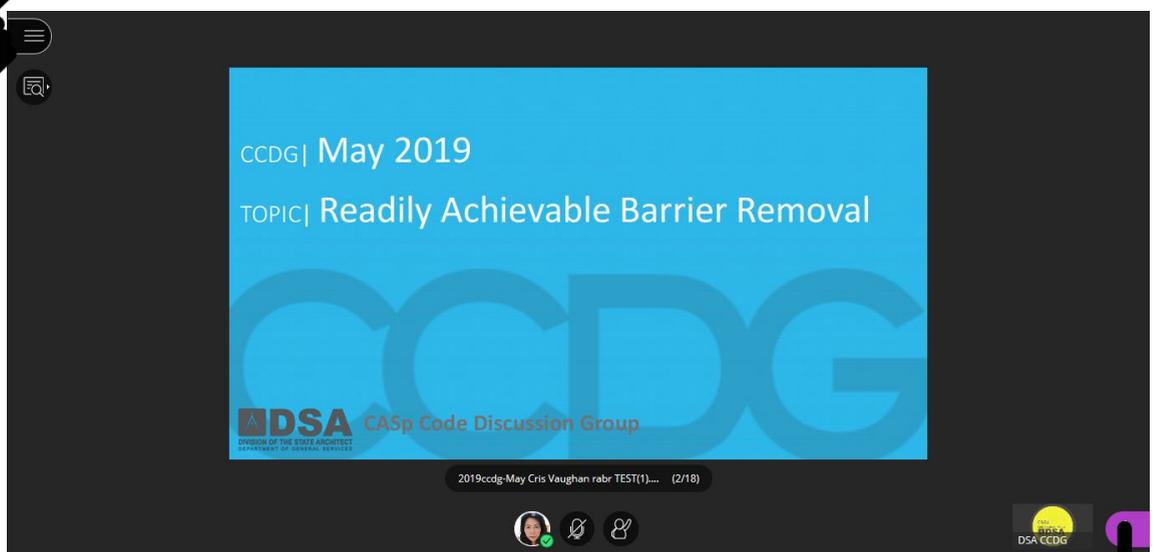
Or **USE YOUR PHONE:** Dial the toll-free phone number and enter your PIN number – see below.

This means that you have not permitted your browser to access your audio. You can cancel out of this and access audio through other settings in your Media Space



4 your MEDIA SPACE:

Open/Close Session menu

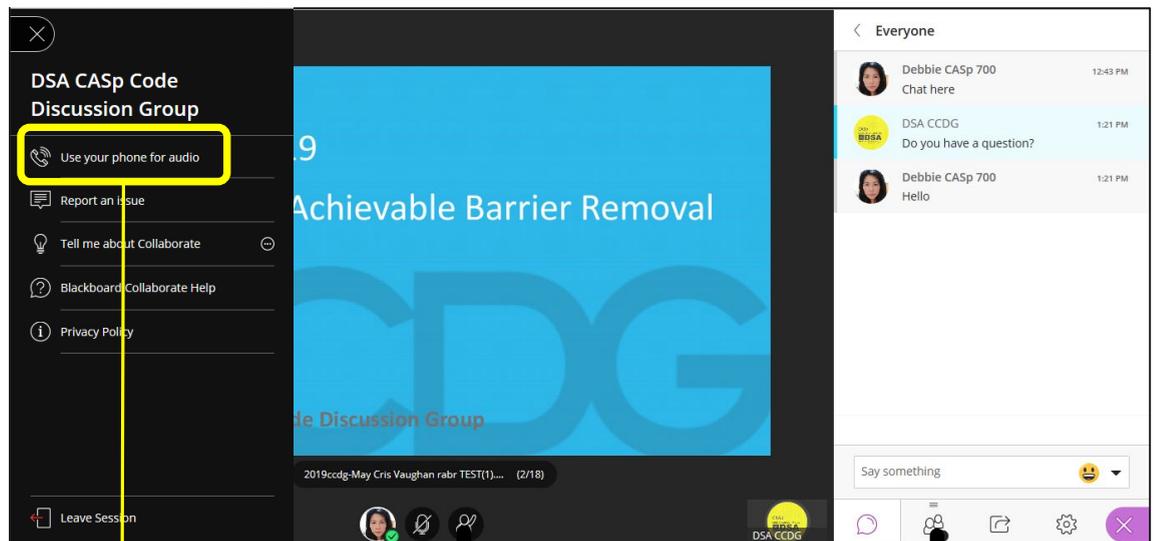


Open/Close Collaborate panel

5 Communication:



From Session Menu you can use your phone to access AUDIO



Raise hand to speak (no longer needed for attendance)

CHAT



571-392-7650

PIN: XXXXXXXX

To use your phone for AUDIO:
Call the toll-free phone number & your PIN