



Blackboard Collaborate Ultra Guide for Students

Blackboard (Bb) Collaborate Ultra is entirely browser-based. No downloads are required. The required browsers for Bb Collaborate are currently Google Chrome or Mozilla Firefox. To view the most current information on recommended browsers, go to their [site](#).


In this guide, you will learn the following:

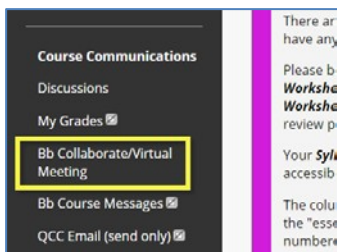
- Best practices for web conferencing
- How to join a Bb Collaborate Ultra Session
- Overview of the Bb Collaborate Ultra Interface
- How to set up your audio and video
- How to see the participants list and use the chat tool

Best Practices for Bb Collaborate

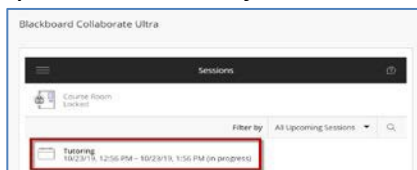
- Use headset/microphone for best audio quality
- Connect to the internet via wired connection
- Close down all background programs that are not being used for the BB Collaborate Session (email, Skype, extra web browsers, and any other desktop applications)

Join a Session

- Log into [The Q](#) and then click on the Blackboard Learn icon  with one of the supported [browsers \(currently Chrome, Firefox, or Edge\)](#) select the course from your My Courses menu that will be hosting the Bb Collaborate session
 - Once in your course, [Bb Collaborate/Virtual Meeting](#) can be located in the left-hand navigation menu. Click on the link (shown below)

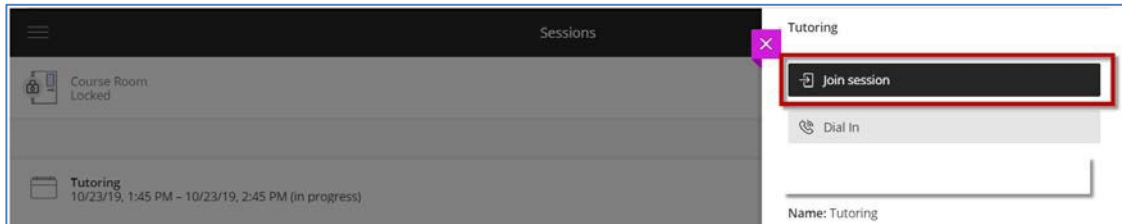


- This will take you to the Bb Collaborate Sessions menu. Select which Bb Collaborate session you would like to join.



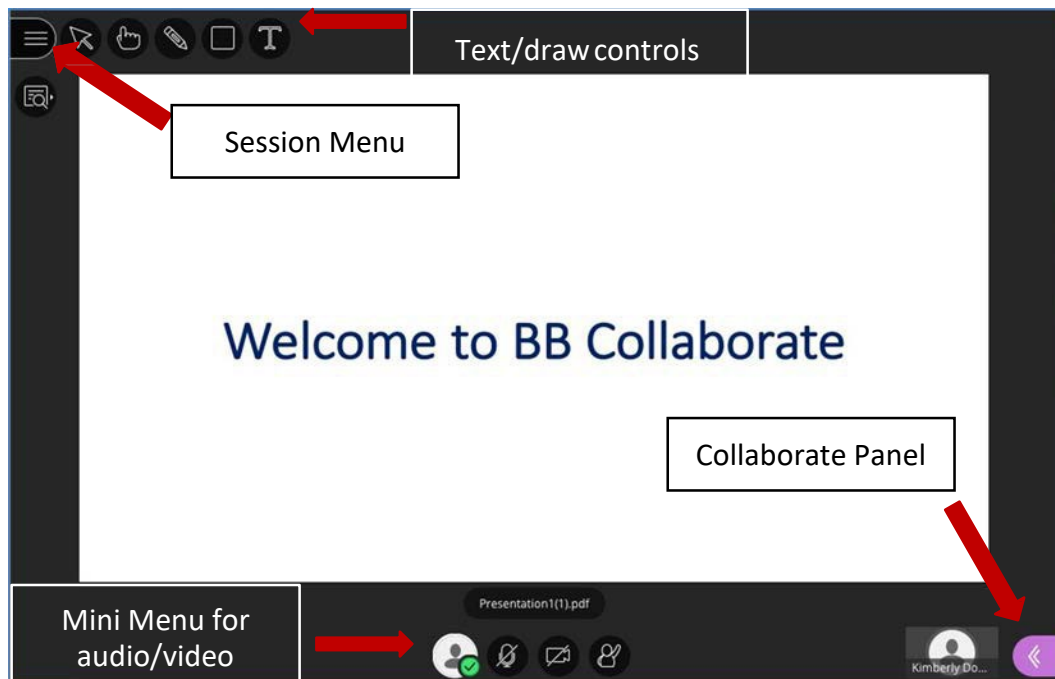


- A side navigation panel will open, click on Join Session to enter the virtual meeting. If “Join Session” is not available, verify the dates and times of the session.



Bb Collaborate Interface

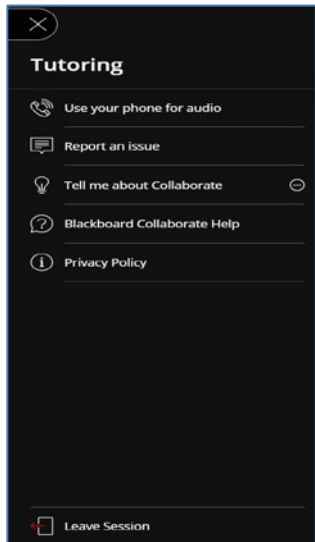
- Bb Collaborate has two menus: **Sessions Menu** and the **Collaborate Panel**.
- The Mini Menu, or Collaborate Panel, at the bottom right of the screen includes quick controls for audio, video and raising your hand.
- Tools located at the top left of the screen, or Session Menu, are participant controls to draw/write on whiteboards and/or files (if enabled by your instructor).
- Directly below this menu is the View Controls icon which will allow you to zoom in and out on anything being shared in the main canvas window.
- The Collaborate Panel contains chat, file sharing, and more.





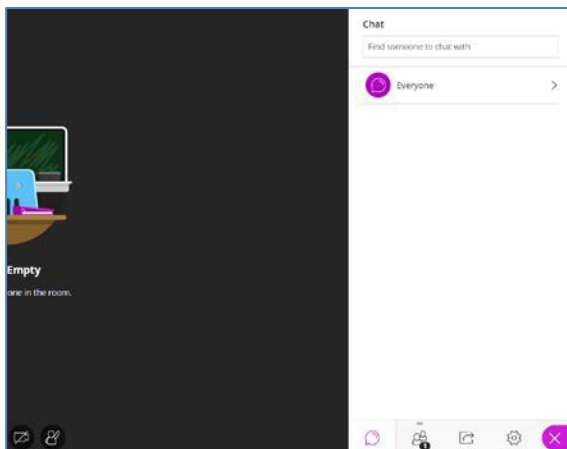
Session Menu

- The session menu includes links to:
 - Use your phone for Audio
 - Navigate you through Collaborate through the “Tell me about Collaborate” link, Help & Privacy Policy
 - Leave your session




Collaborate Panel

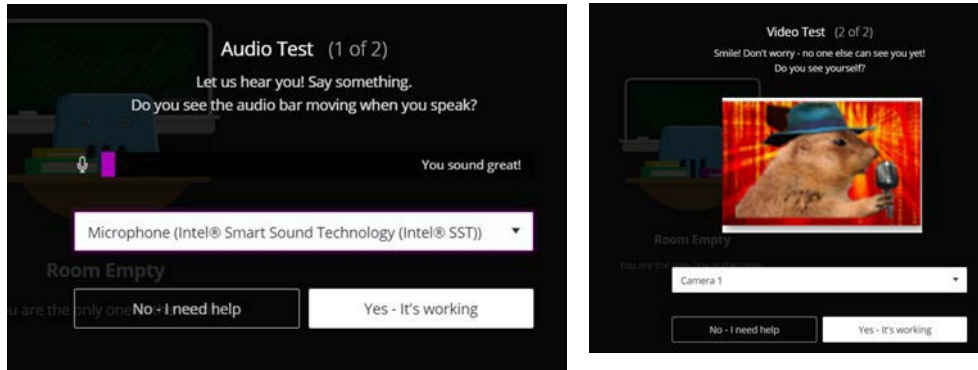
- The collaborate panel is where you will go to:
 - Control your settings
 - Share Content
 - View the Participants List
 - View the Chat



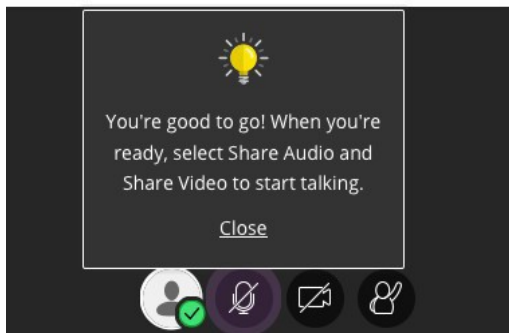


Audio and Video Setup

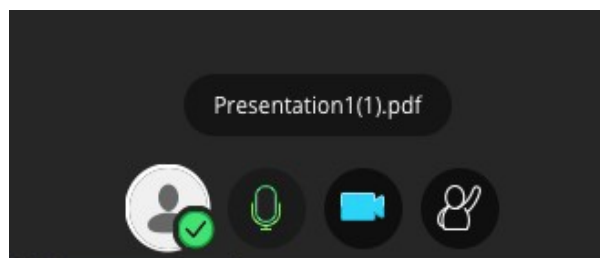
- **Set up your camera and microphone** is located under the My Settings menu in the Collaborate panel. My settings can be accessed by clicking this icon 
 - This will take you through 2 easy steps to set up your audio and video.



- When you complete the audio/video setup, you will get a notification that your microphone and camera are ready to go but still turned off (line through device).




- When you are ready to turn your microphone and video on, use the mini menu controls.

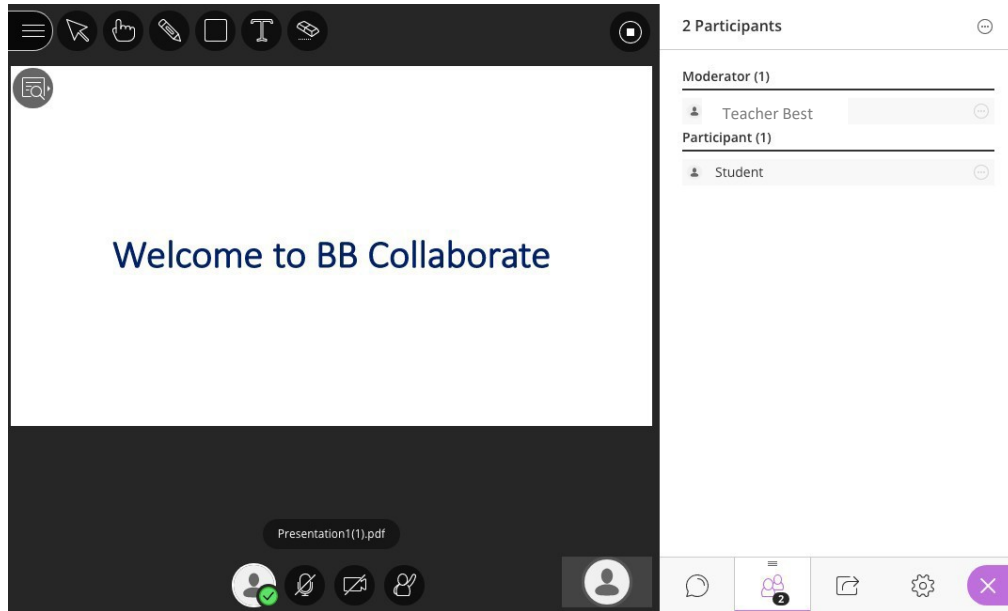


*For more troubleshooting tips, view online to the Blackboard Collaborate website:
<https://help.blackboard.com/Collaborate/Ultra/Participant/Support>*




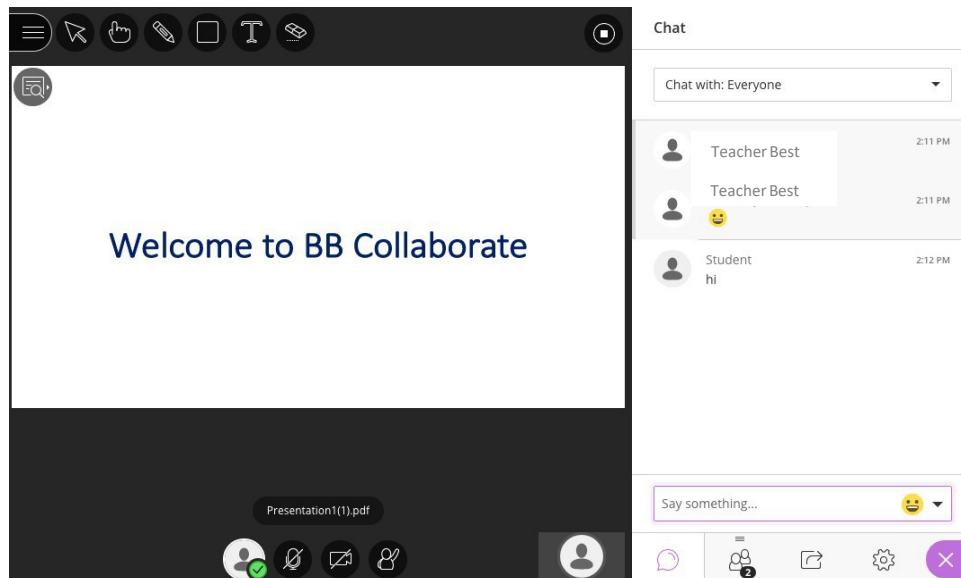
Participants List

- The participant list is located in the Collaborate panel by clicking this icon 
- The participant list is a tool for you to see who else is in your session



Chat

- The chat tool is located in the Collaborate Panel by clicking this icon 
- The chat tool allows you to participate with your instructors and peers via text



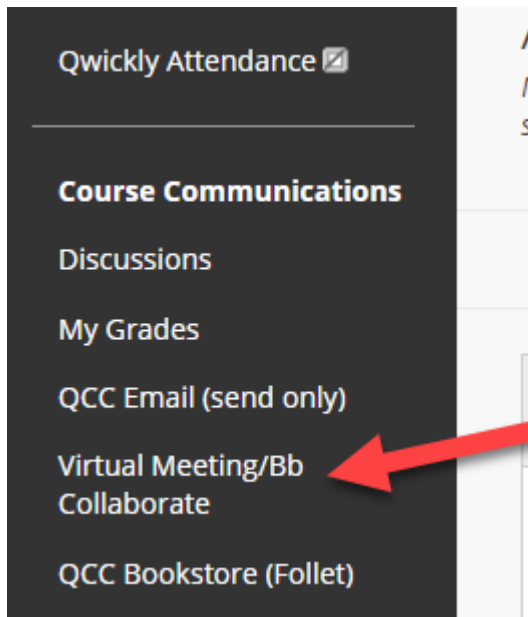


Leaving BB Collaborate

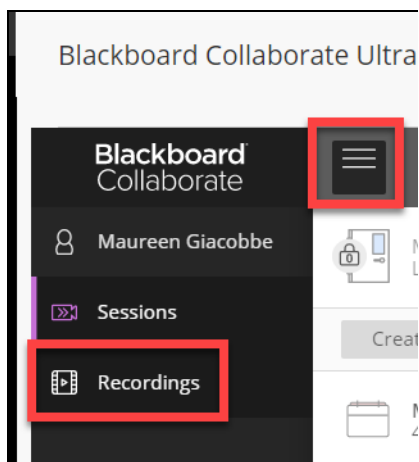
- To leave the session, click Leave Session located in the Session menu or simply close your Bb Collaborate Session tab in your browser window.

Finding a Recorded Session

- Go into the course where you want to access the recorded session and click on the Virtual Meeting/Collaborate link in the left side navigation panel.

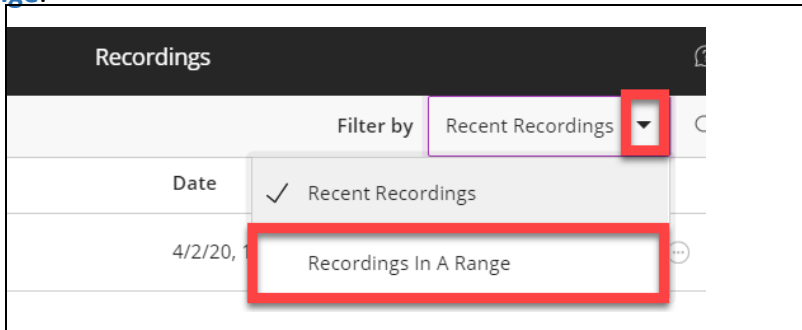


- In the main canvas area, click on the menu icon and then select **Recordings**.

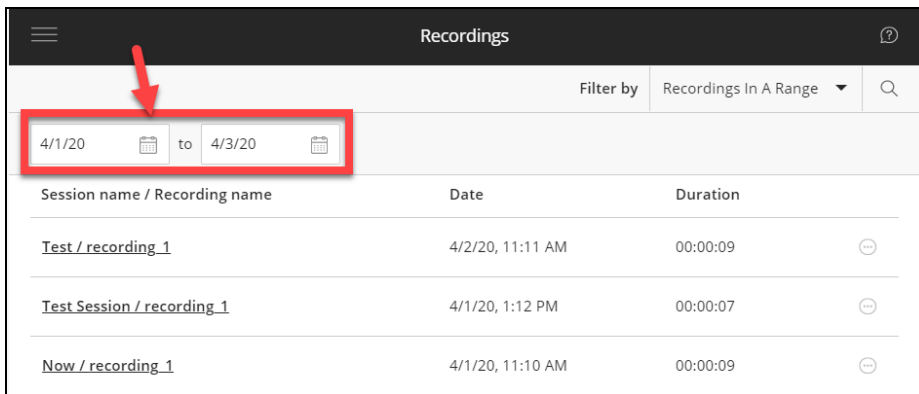




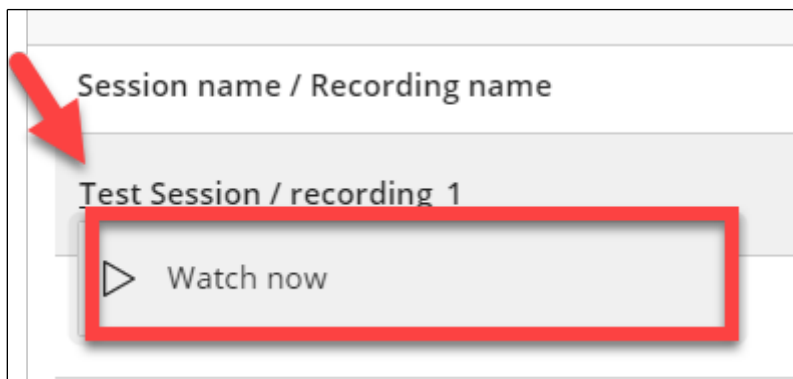
- You should see a list of recorded sessions.
- You can filter the sessions if desired by clicking the down arrow and selecting **Recordings in a Range**.



- You can click on the calendar icons for a pop-up calendar and select a range and the corresponding videos from that range will be listed.



- Click on the video you'd like to watch and then click the Play button.





Additional Information Online

- Collaborate Ultra Help for Participants_
<https://help.blackboard.com/Collaborate/Ultra/Participant>
- Troubleshooting Support
<https://help.blackboard.com/Collaborate/Ultra/Participant/Support>