



## 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](#), but Chrome is strongly recommended.


### In this guide, you will learn the following:

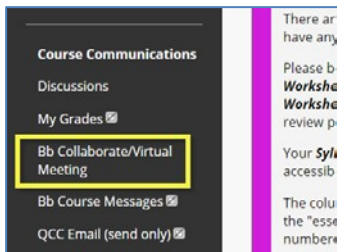
- Best practices for web conferencing
- How to join a Bb Collaborate Ultra Session
- Overview of the Bb Collaborate Ultra Interface
- How to set up your audio and video
- How to see the attendees list and use the chat tool

### Best Practices for Bb Collaborate

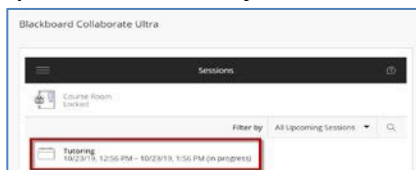
- Use headset/microphone for best audio quality
- Connect to the internet via wired connection, if possible
- Close down all background programs that are not being used for the BB Collaborate Session (email, Skype, extra web browsers, and any other desktop applications)

### 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)

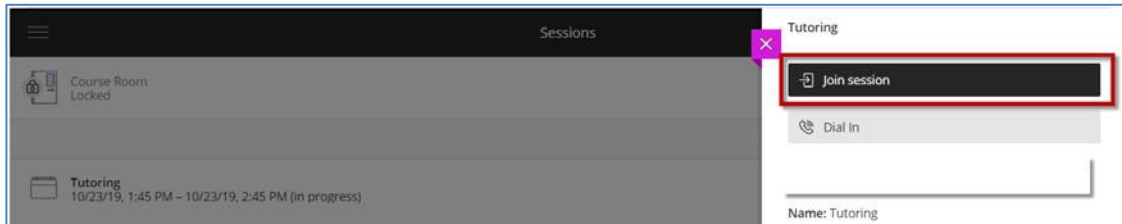


- This will take you to the Bb Collaborate Sessions menu. Select which Bb Collaborate session you would like to join.



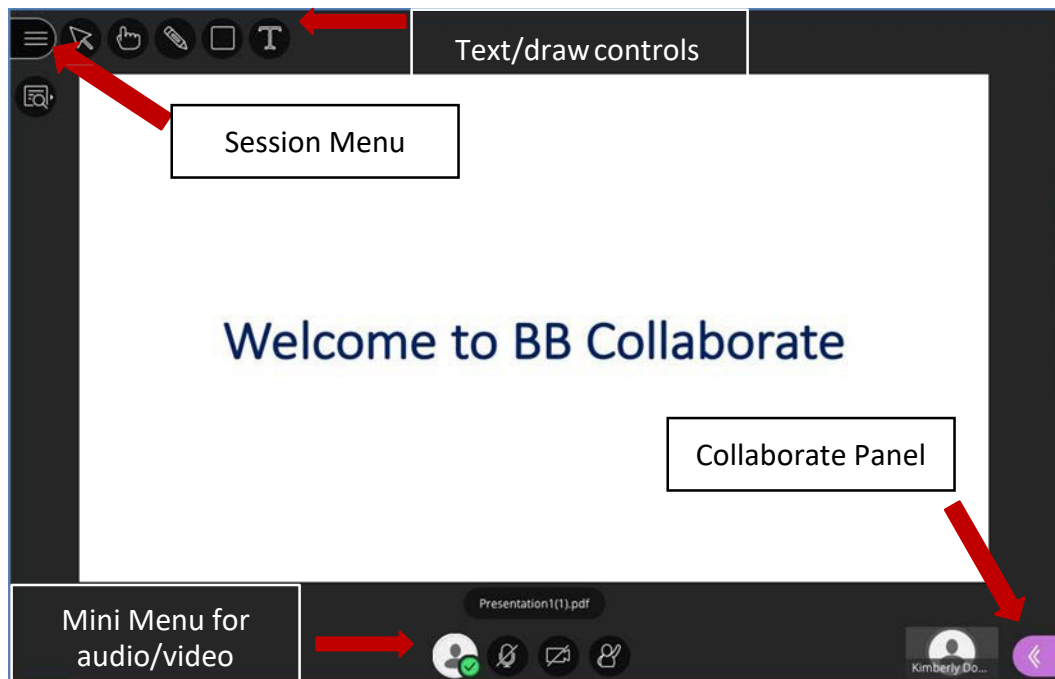


- A side navigation panel will open, click on Join Session to enter the virtual meeting. If “Join Session” is not available, verify the dates and times of the session.



## Bb Collaborate Interface

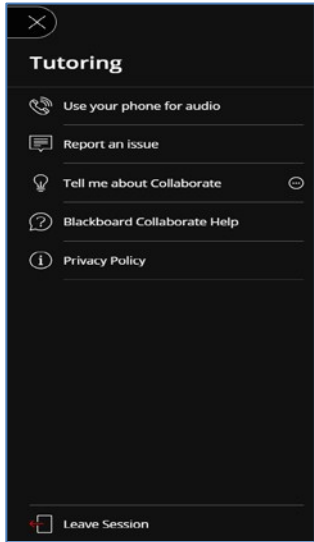
- Bb Collaborate has two menus: **Session Menu** and the **Collaborate Panel**.
- The Mini Menu, or Collaborate Panel, at the bottom right of the screen includes quick controls for audio, video, and raising your hand.
- Tools located at the top left of the screen, or Session Menu, are attendee controls 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, mic/camera setup, and more.





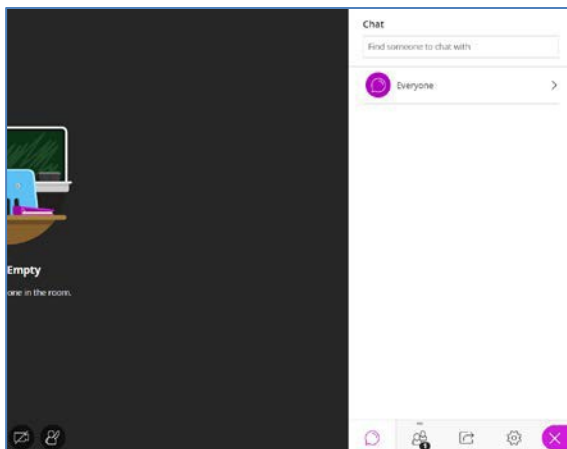
## Session Menu

- 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

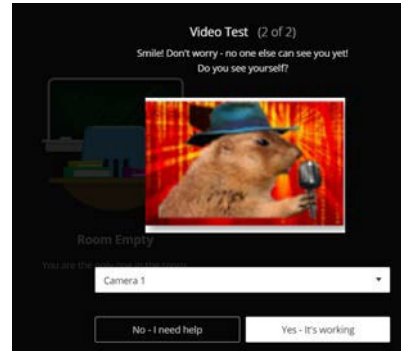
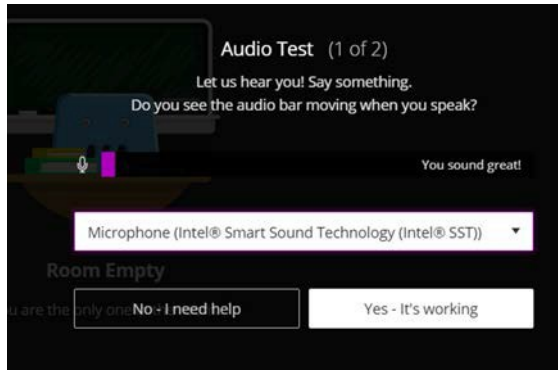
- The collaborate panel is where you will go to:
  - Control your settings
  - Share Content (if enable by your instructor)
  - View the Attendees List
  - View the Chat



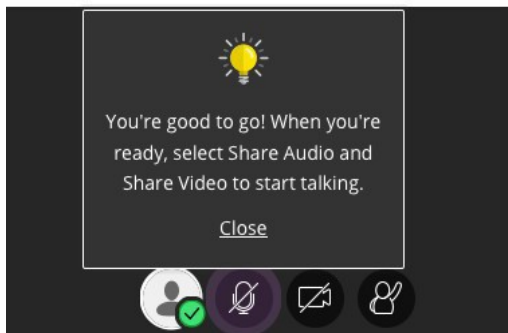


## Audio and Video Setup

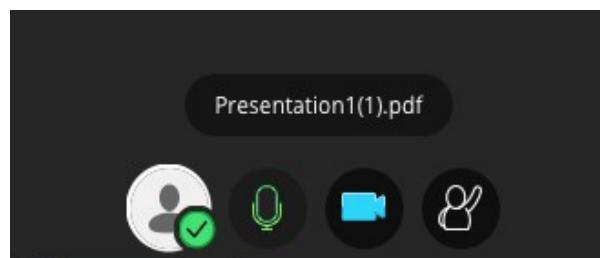
- **Set up your camera and microphone** is located under the My Settings menu in the Collaborate panel. My settings can be accessed by clicking this icon 
  - This will take you through 2 easy steps to set up your audio and video.



- 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. Just click on the device and the icon will turn green when enabled.

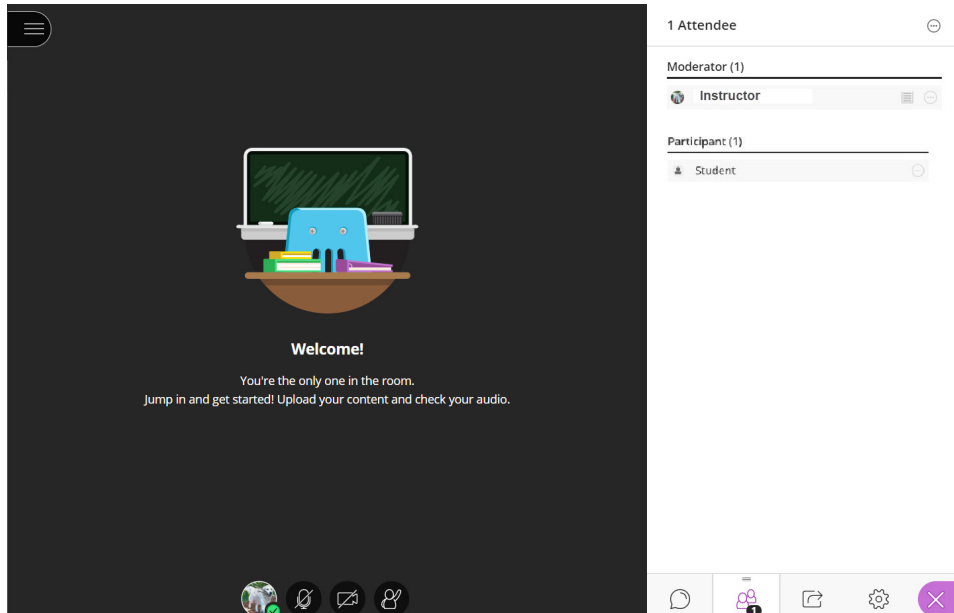


*For more troubleshooting tips, view the Blackboard Collaborate website:  
<https://help.blackboard.com/Collaborate/Ultra/Participant/Support>*




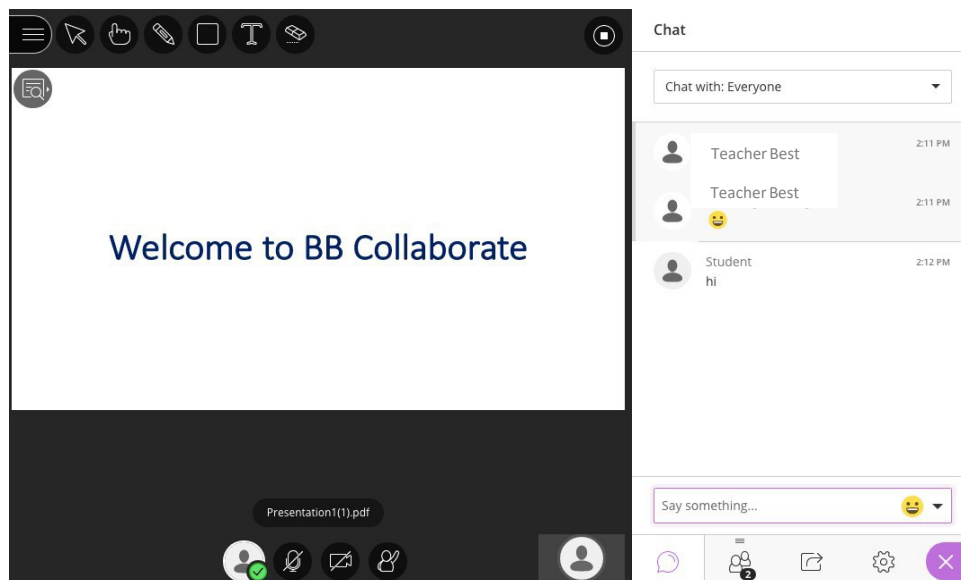
## Attendees List

- The attendee list is located in the Collaborate panel by clicking this icon 
- The attendee 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





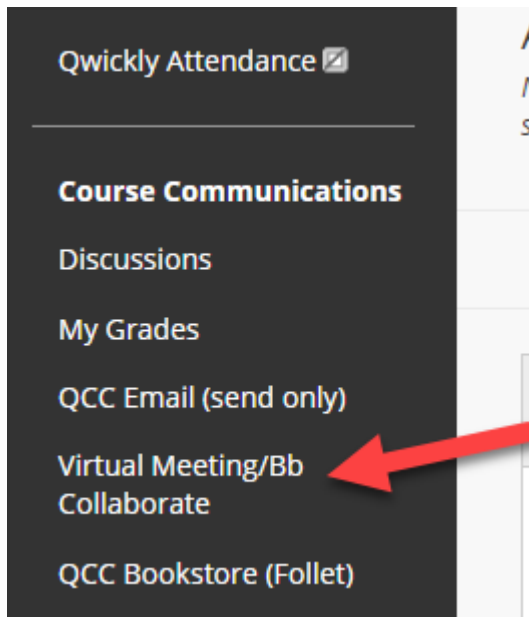
## Leaving BB Collaborate

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

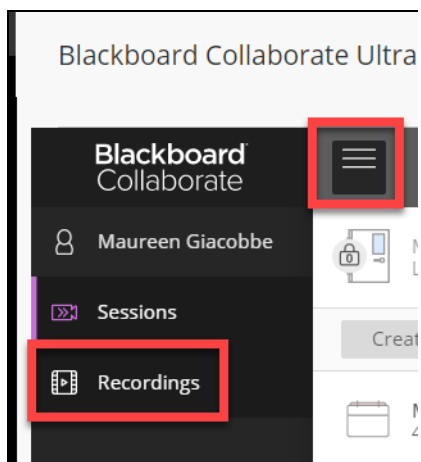
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## Finding a Recorded Session

- 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.

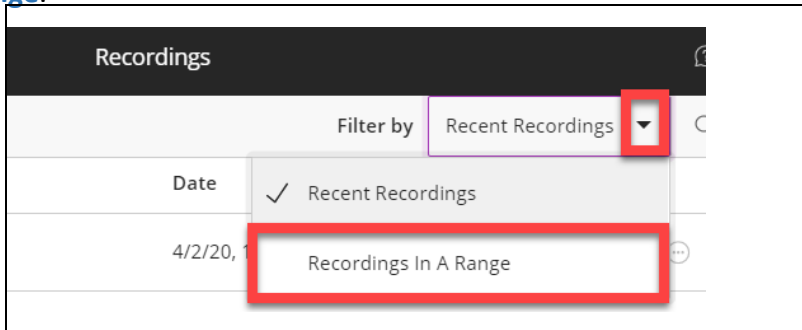


- In the main canvas area, click on the menu icon and then select **Recordings**.

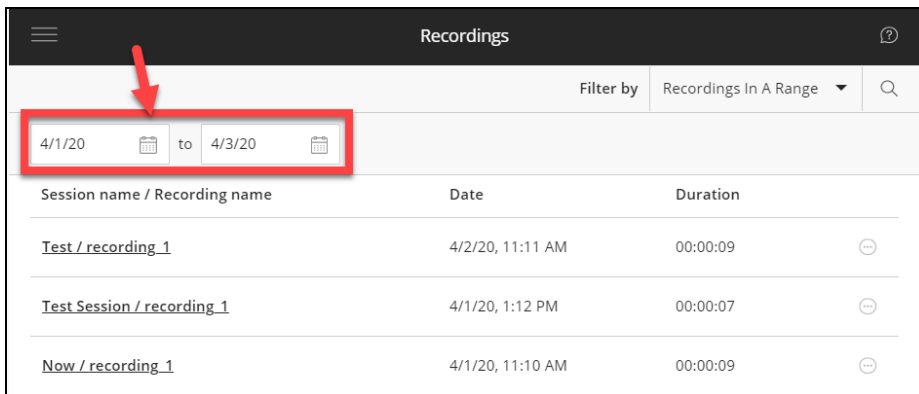




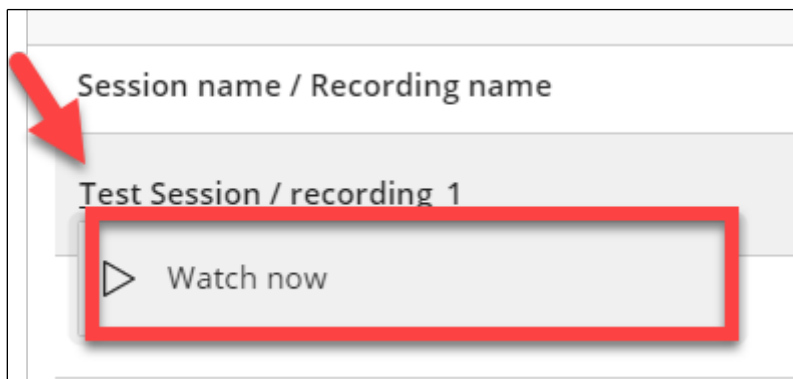
- You should see a list of recorded sessions.
- You can filter the sessions if desired by clicking the down arrow and selecting **Recordings in a Range**.



- 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>