Blackboard Collaborate Ultra for Students

For the best experience, use the latest version of Google Chrome. https://www.google.com/chrome/
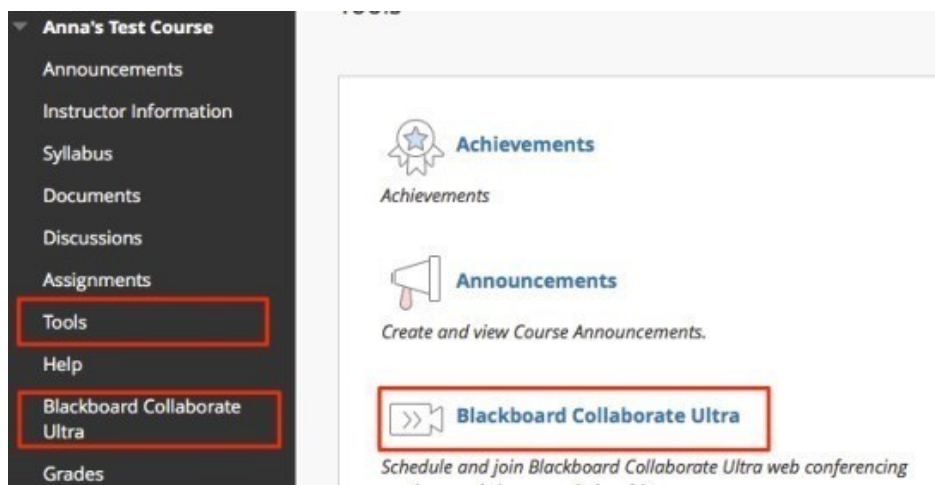
Note for Google Chrome: Collaborate Ultra needs to have the "Block third-party cookies" setting turned off in order to function properly.

Students may also use the Blackboard App on their phones and tablets but will not be able to participate in Polling or Breakout rooms. For full student functionality, use a computer and not a cell phone or tablet.

If Collaborate does not seem to be working, reboot your computer. Your connection might not be good or another program may be interfering. If rebooting doesn't help, carefully follow the directions for clearing your cache from the IT Clear Cache Page.
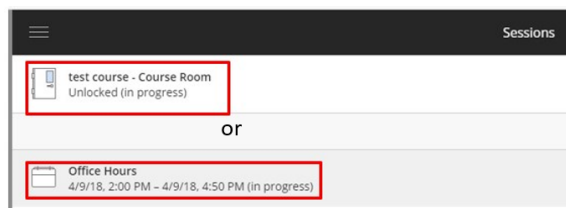
Access Collaborate Ultra in Blackboard

1. Click Tools in the left panel
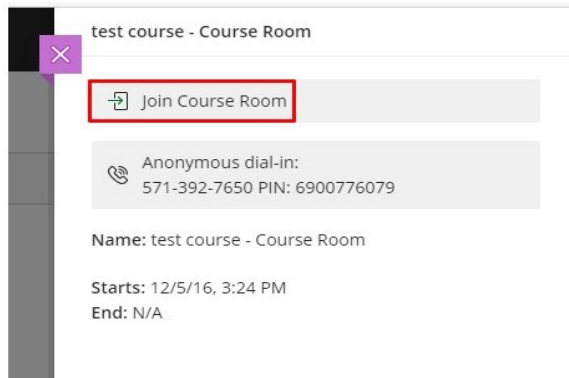2. Select Blackboard Collaborate Ultra

Note: Instructors may also add a link which takes students directly to Collaborate Ultra. If the instructor provides this option, that link may be clicked instead.

Enter a Collaborate Ultra Session

1. Access **Blackboard Collaborate Ultra**

2. Click on **Course Room**. The instructor may also schedule a particular session. If your instructor does this, select the session they assigned. **Ex: Office Hours.**

3. Click **Join Course Room**.

test course - Course Room

⊷ Join Course Room

📞 Anonymous dial-in:
571-392-7650 PIN: 6900776079

Name: test course - Course Room

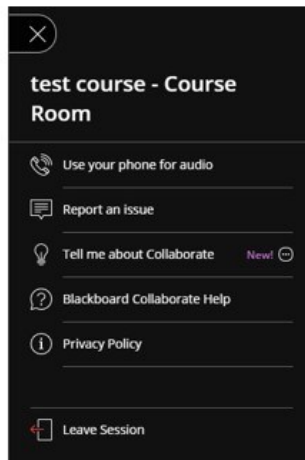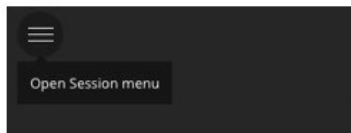Starts: 12/5/16, 3:24 PM
End: N/A

4.   The first time Collaborate is used on a computer, a message will appear asking to setup the computer's microphone and camera

5.   Click "Yes" and follow the on-screen steps to allow Collaborate to access the microphone and camera

ⓘ Jump in and get started! Set up your microphone and camera so you can start collaborating.
You can do this later. You need to do this at least once to use audio in future sessions.

No   Yes

Taking a Tour of the Collaborate Ultra Page

Session Menu
In the upper left corner, there is button to open the session menu.

Open Session menu

✕

test course - Course Room

📞 Use your phone for audio

💬 Report an issue

💡 Tell me about Collaborate   New! ⊖

❓ Blackboard Collaborate Help

ⓘ Privacy Policy

⬅ Leave Session

Phone for audio: This will provide the participant with a number to call and pin. This feature is excellent for poor connections. **Note**: The caller is responsible for any long-distance charges.
Blackboard Collaborate Help: This will direct you to the help website for Collaborate Ultra.

Controls
Controls for the Collaborate session can be found at the bottom of the screen.

My Settings:

- Set availability status to present or away
- Adjust Audio and Video Settings
- Adjust Notification Settings
- Report an issue
- An image can be added by clicking on the image to the left of your name

Audio and Video

Audio and Video can be controlled by clicking the icons. Lines through the microphone and camera icons mean that they are turned off. Click Share audio and Share Video to turn them on.

> *With your keyboard, press alt + M to turn your* microphone *on and off. Press alt + C for your camera.*

Hand Raise

The Raise Hand button can be used to get the instructor's attention with

> *your keyboard, press alt + H.*

Collaborate Panel

In the lower right corner, you will find the Collaborate Panel.

Chat: Chat with participants.

Participant's panel: View the list of participants.

Share Content: Can view shared content or share content if given permissions too.

My Settings: Set an avatar picture, report an issue, adjust audio and video settings, and adjust notification settings.

Finding Recordings

1. On the Blackboard Collaborate Ultra page, click the Menu button at the top of the Blackboard Collaborate Ultra screen.
2. Select Recordings.