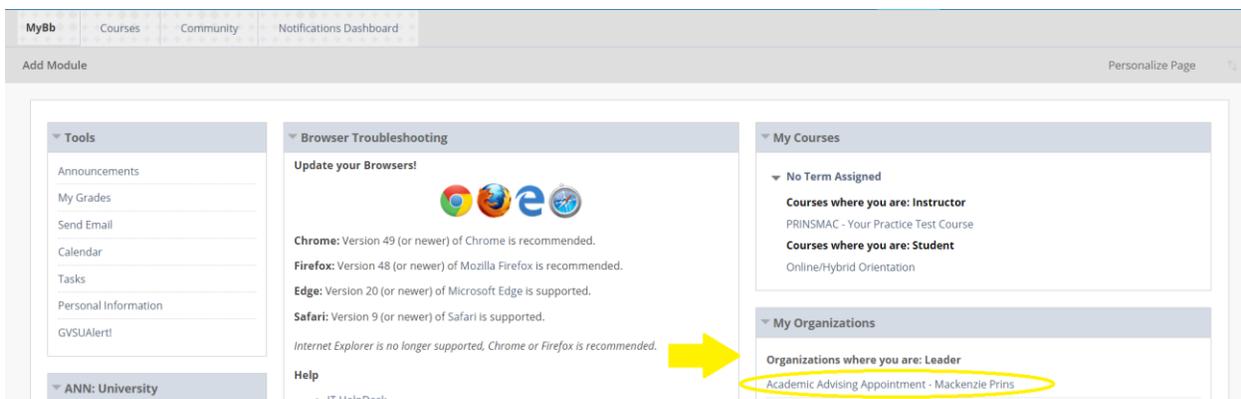


# Blackboard Collaborate Ultra

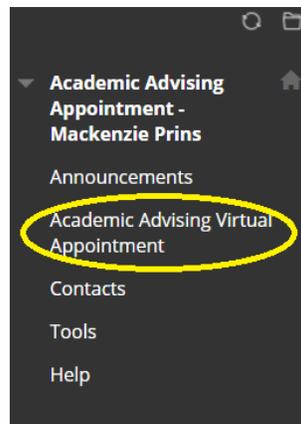
Blackboard Collaborate Ultra provides a virtual online meeting room for you to meet with your academic advisor.

*Please follow these step-by-step instructions to access your Blackboard Collaborate virtual session.*

1. You have automatically been added to an organization in Blackboard titled: **Academic Advising Appointment – Advisor Name**. This can be found in your **My Organizations** panel (under My Courses on the right-hand side):



2. Blackboard Collaborate Ultra **REQUIRES** that you use the latest version of Chrome Browser to access the available features.
3. Once you enter the organization, the virtual appointment can be found on the left-hand control panel: **Academic Advising Virtual Appointment**.



4. A series of “sessions” that you can enter will appear:

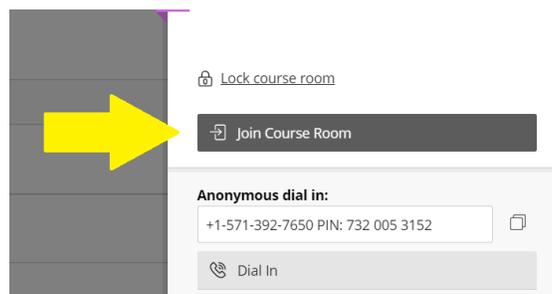


5. **You will choose your session based on the TIME of your appointment (the date listed under the appointment time will not change, so make sure you are entering the session on the right day!) Please, ONLY enter the session that corresponds to your academic advising appointment previously scheduled through appointment manager.**

6. Can't find your session time? **Check page two!**



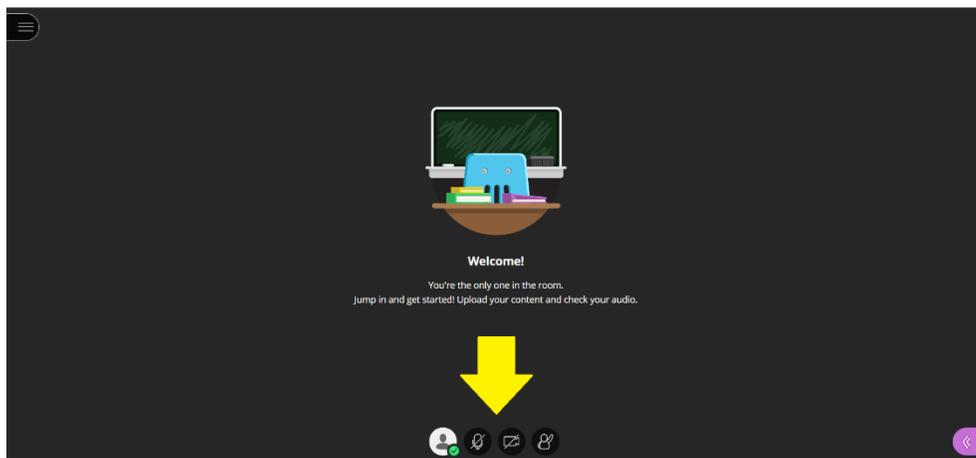
7. Once you click on the appropriate session time, you will choose to **Join Course Room**



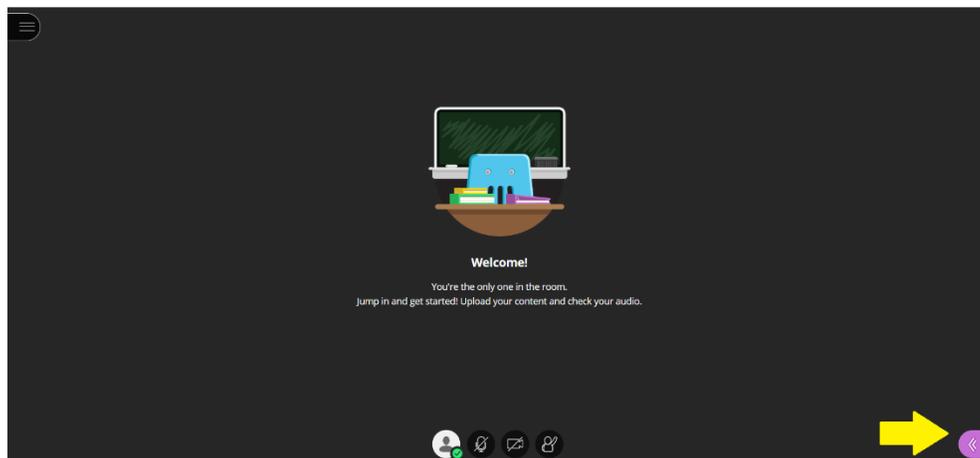
8. Blackboard Collaborate Ultra will allow you to speak with your advisor, use video chat, share documents, and share your computer screen during the appointment. When you first join, Blackboard will check your video, audio, etc. You will need to click through and “agree” to these functions (*you do not need to go through the prompted tutorials*). Once you agree that these functions are working, **you may choose to enable or disable them during the session.**

- ***You are not required to use video chat or screen sharing***
- *During your appointment, your advisor will instruct you further on how to use these tools if needed*

9. To enable your webcam, audio, etc. you will click on the icons at the bottom of the screen.



10. The purple arrow button on the side will open up more tools.



11. This is where you can text chat with your advisor, share screens, share documents, etc. If your advisor asks you to do these things, they will walk you through it step by step.

