Blackboard Collaborate Ultra for Students

For the best experience, use Google Chrome or Firefox. Collaborate Ultra can also be used with current versions of Safari and Microsoft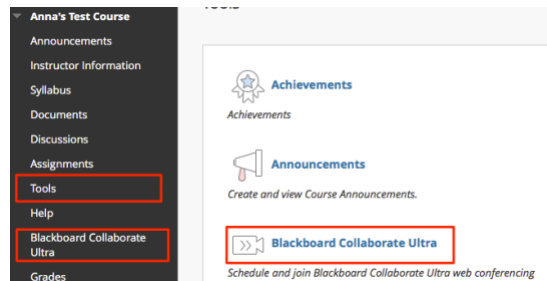 Edge but it is not recommended. **For Chrome: Collaborate Ultra needs to have the "Block third-party cookies" setting turned off.**

Students may also use the App Bb Student on their phones and tablets but they will not be able to participate in Polling or Breakout rooms as of 2/1/17
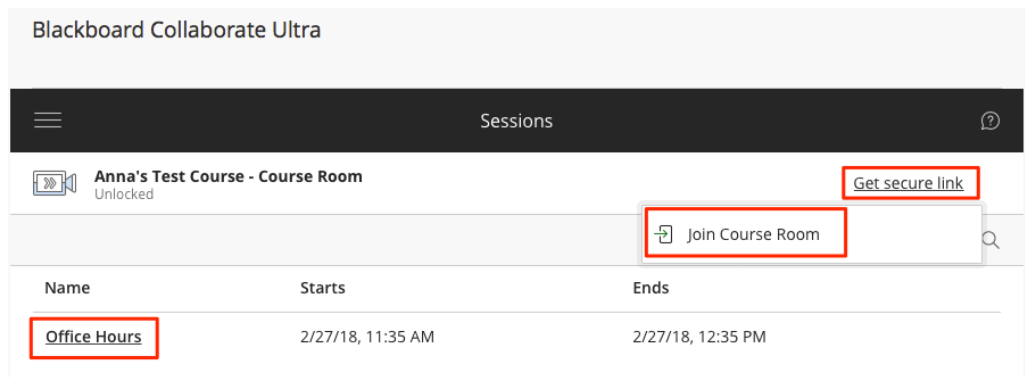
Access Collaborate Ultra in Blackboard

1. For full student functionality use a computer not your cell phones or tablets.
2. Click **Tools** in the left panel
3. Select **Blackboard Collaborate Ultra**

Note: Instructors can also add a link that takes students directly to Collaborate Ultra. If you instructor provides you with this option, you can click the link.

Enter a Collaborate Ultra Session

1. Access Blackboard Collaborate Ultra
2. Select **Join Room.** Your instructor may also schedule a particular session. If your instructor does this, select the session they assigned. Ex: Office Hours.
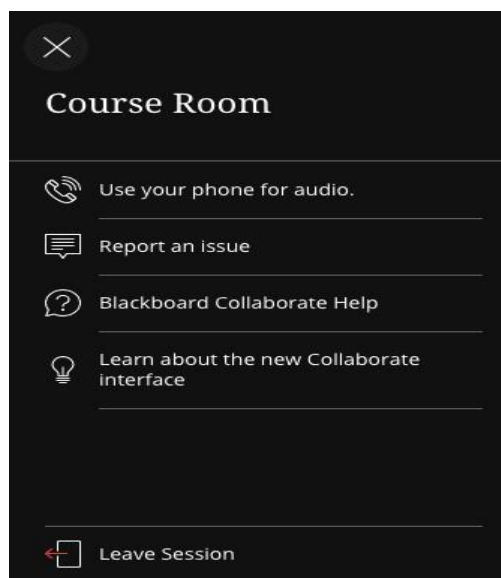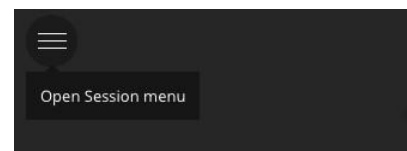
3. Make sure your Camera and Mic are working. The 1st time you log into Collaborate Ultra you will receive a message at the top of the screen. Click Yes.

Taking a Tour of your Collaborate Ultra Page

Open Session Menu
In the upper right corner, you will find the Open Session menu.

Phone for audio: This will provide the participant with a number to call and pin. This feature is excellent if you have a very poor connection. **Note:** The caller is responsible for any long distance charges.

Blackboard Collaborate Help: This will direct you to the help website for Collaborate Ultra.

Tools

My Settings:

Set your **status** to present or away by clicking your status under your name.

Adjust **Audio and Video Settings**

Adjust **Notification Settings**

Report an issue

If you click on the Avatar you may add in your image.

Turn your audio and video on. 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.*
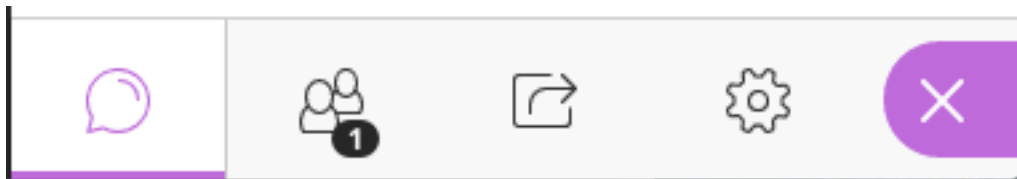
Hand Raise

Raise your hand by clicking the hand to ask a question or get your 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:** If instructor gives you privileges, you can share content.
- **My Settings:** Allows you to set your avatar picture, set your status, report an issue, adjust audio and video settings, and adjust notification settings.

Finding Recordings

Recordings are saved on the same page you joined your session from. In the Blackboard Collaborate Ultra page, click the three lines at the top of the Blackboard Collaborate Ultra screen.

Select **Recordings**
You will then see the recordings available to you.