Using Blackboard Collaborate Ultra – Student Instructions

<mark>PLEASE NOTE, VERY IMPORTANT: Google Chrome is the recommended browser.</mark>

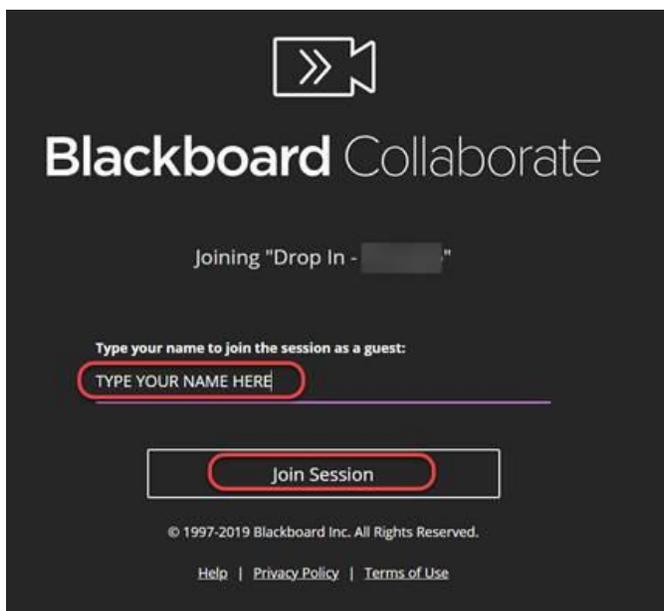**Brief instructions overview for participants:**
1. Click on the link provided above
2. Type in your name
3. Click "Join Session"
4. Click on the Microphone and Camera on the bottom of your screen to enable your Audio and Video

Blackboard Collaborate Ultra – Participant Instructions

STEP 1: Click on the Blackboard Collaborate Ultra link provided in your Blackboard course or by your Instructor.

STEP 2: Type in your first and last name and click "Join Session".

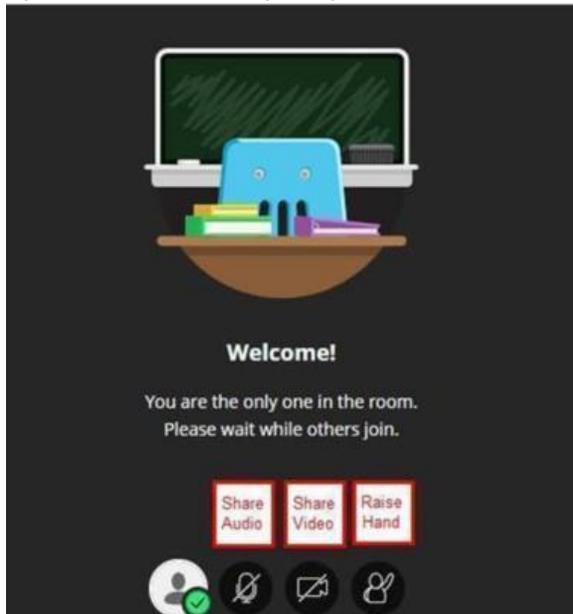You will see a message: Course Room – Joining session as "First Name, Last Name"
You will then see a Welcome message telling you that you are in the room.
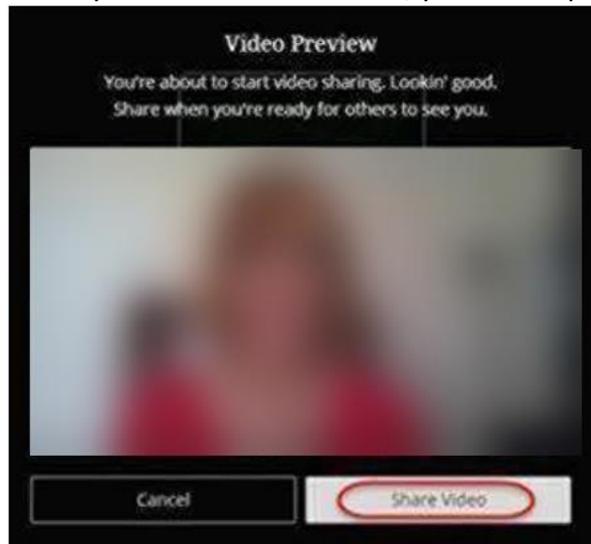
STEP 3: Turn on Audio and Video by clicking on the Microphone and Camera icons located at the bottom of your screen:

When you click on Share Audio, the line will be removed and you should see a green color rise up and down when you speak.

When you click on Share Video, you will be prompted to Share Video (optional):
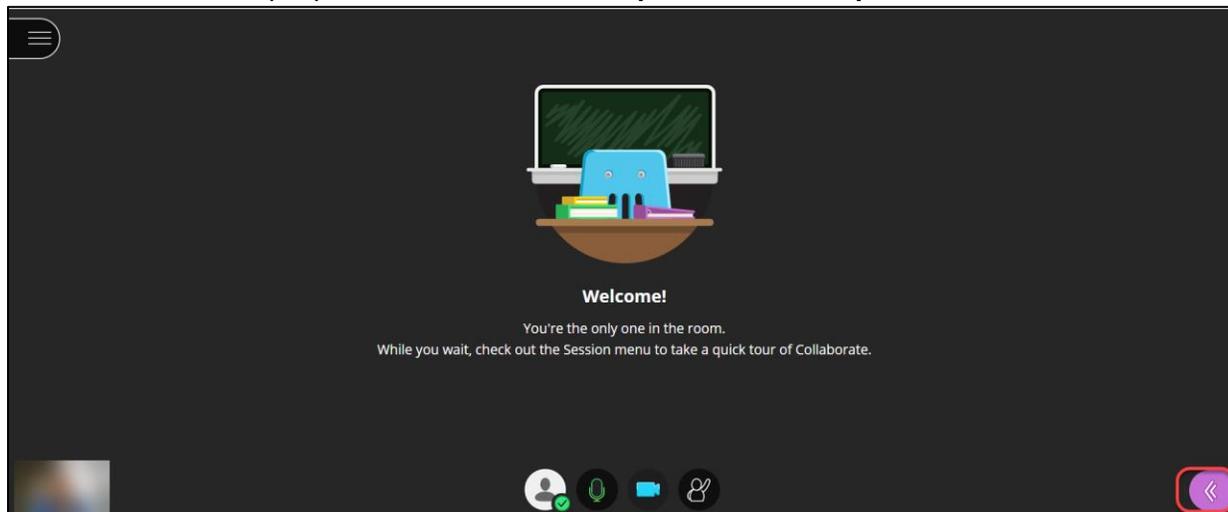

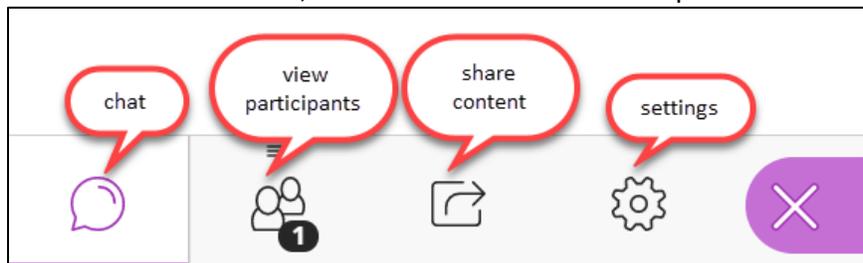Your picture will appear in the corner of the screen.

Collaborating:

You can click on the purple and white arrow to **Open Collaborate panel**

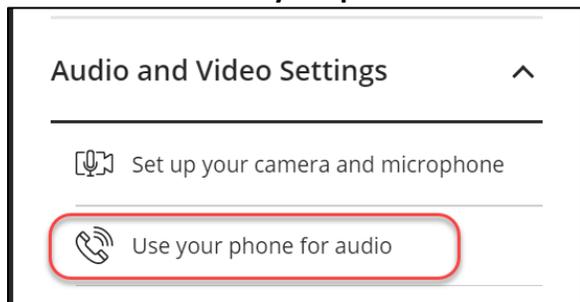Use the callout to Chat, the next icon to view Participants and the next Icon to see Content.

Using your phone for audio:

If you have audio technical difficulties, you can use your phone for audio.

STEP 1: Click on the **Settings** button (wheel)

STEP 2: Click on **Use your phone for audio**

Call the Dial in phone number and enter your personalized session PIN