

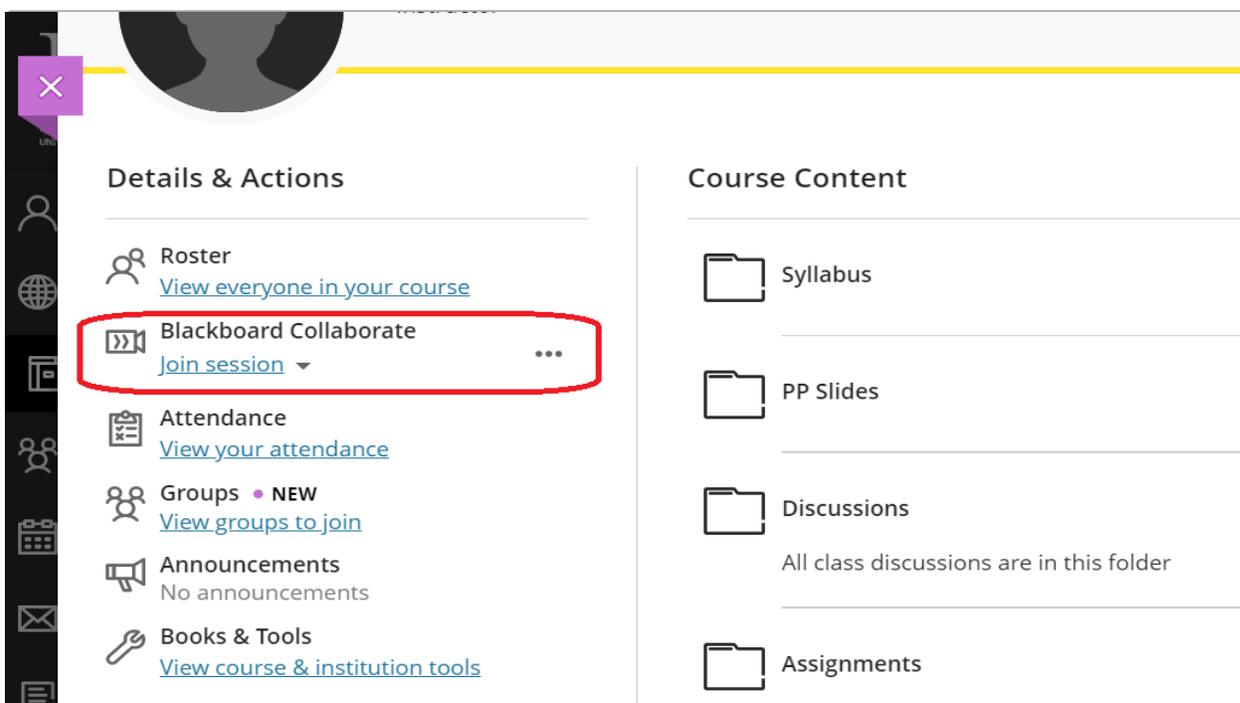
Blackboard Collaborate Ultra Student Quick Start Guide

Getting Started with Blackboard Collaborate Ultra

Blackboard Collaborate Ultra is a full-featured web conferencing tool built into the Blackboard learning management system.

NOTE: To use Collaborate Ultra effectively you will need a laptop with built-in webcam and microphone or a USB webcam that includes a video camera and microphone that you can use with your computer. If your webcam is video only, you'll need a USB headset that includes headphones and a microphone.

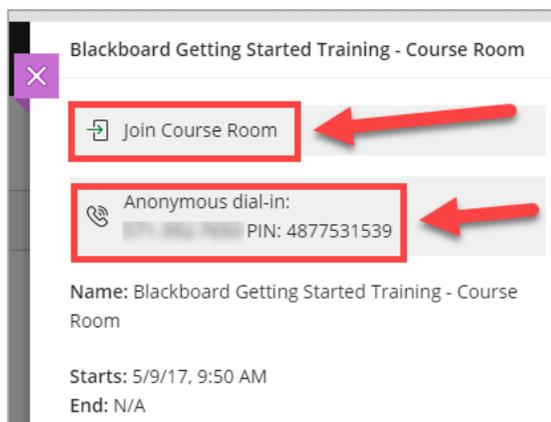
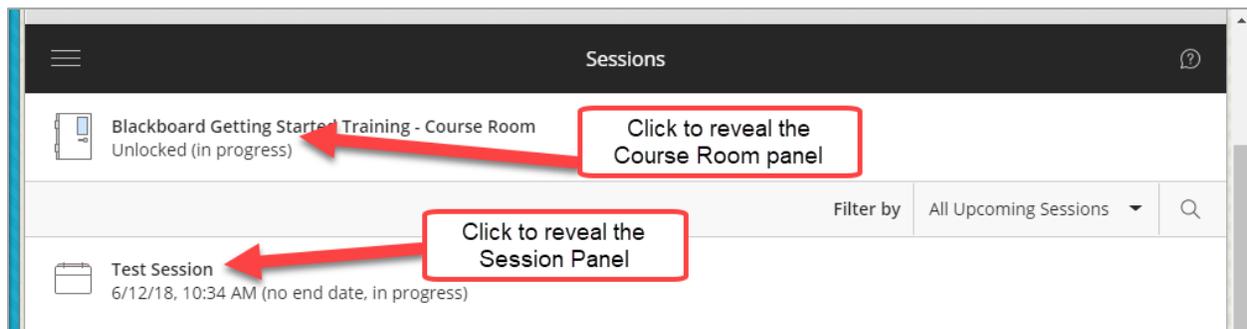
Use **Google Chrome** or **Mozilla Firefox** to log into your Western Blackboard account and open the course where you want to use Blackboard Collaborate Ultra. Once logged in, you can open Blackboard Collaborate Ultra by clicking on Tools > Blackboard Collaborate Ultra. See the illustration below:



When you click on the Collaborate Ultra link, you will see a dotted, rotating circle on a black screen while you connect to Ultra.

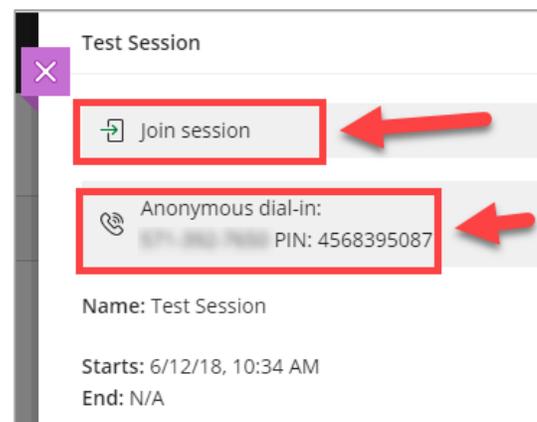
The next window gives you the option to click on the “Join room” link or click on a session link if your instructor has created a specific Collaborate Ultra session for you to join.

NOTE: Clicking on the “Join Course Room” button and the “Join session” button **DO NOT** take you to the same Collaborate Ultra session. Each session is unique. Make sure you know which one your instructor wants you to use.



Course Room panel

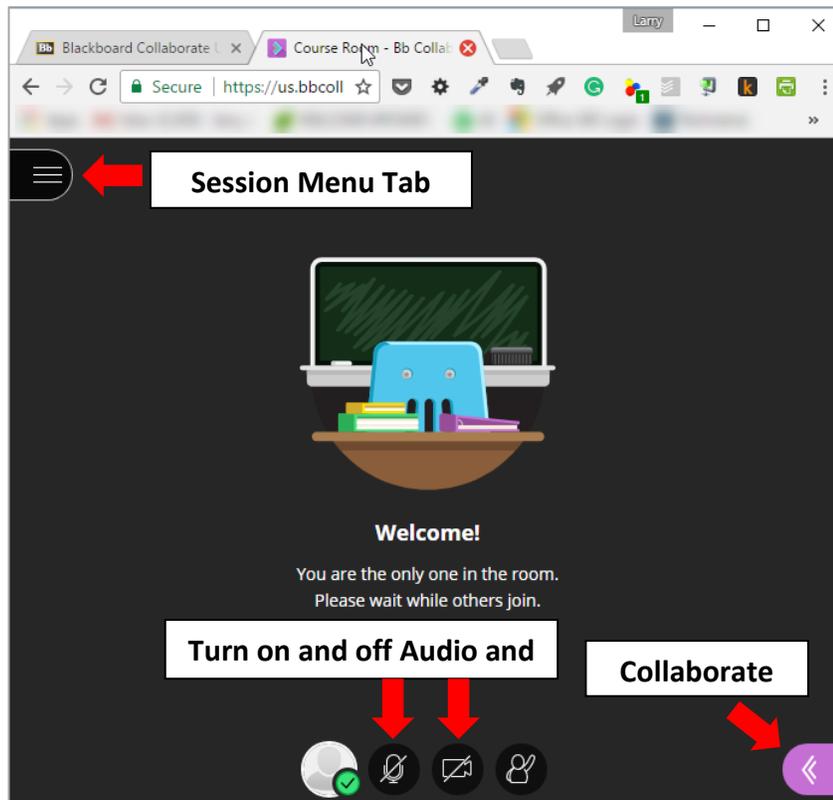
Click the “Joint Course Room” to join others in the course room. If you need to use a phone to call into the webinar, a dial-in phone number and PIN are supplied for that purpose.



Session panel

Click the “Joint session” to join others in a particular scheduled session. If you need to use a phone to call into the webinar, a dial-in phone number and PIN are supplied for that purpose.

As you connect to Collaborate Ultra, there will be a message that you are joining the Course Room or session. When you enter the session, you will see the window below. Note the location of the **Session Menu Tab**, **Collaborate Panel Tab**, and the buttons to share and mute your **Audio and Video**.



The **Collaborate Panel** has five areas: **Chat**, **Participants**, **Share Content**, **Settings** and **Close Panel**. You can find these options at the bottom of the Collaborate Panel window.

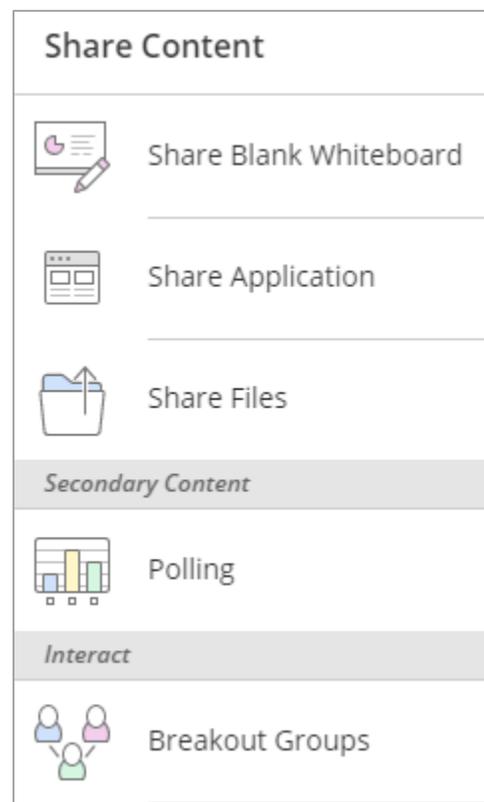


By clicking on the **Chat** button, you open up chat within the Collaborate Panel. You can send chat messages to the others in your session and they can chat with you.

By clicking on the **Participants** button, you can see all of the people participating in your Collaborate Ultra session. As a student, you will be a participant in the session along with all of the other students who have joined the session. Your instructor will be listed as the Moderator.

NOTE: As a participant, you will not be able to **Share Content** during a session unless the moderator gives you that permission. If the instructor gives you presenter privileges, you will then see the options below:

- You can **Share a Blank Whiteboard** and use the whiteboard tools menu to draw, point, add text, and add shapes to the whiteboard.
- You can **Share an Application** such as Microsoft Word, Excel or PowerPoint or share your entire screen. **NOTE:** If you plan to share an application, it's a good idea to have it open before you start your Collaborate session.
- You can **Share Files** which can include PDFs, PowerPoint presentations, and images in GIF, JPEG and PNG formats.
- You can use the **Polling** option to poll session participants.
- Collaborate Ultra allows presenters and moderators to divide participants into **Breakout Groups** during the session so they can collaborate in smaller groups.
- Clicking the **Settings** button opens the Settings panel where you can setup your webcam and microphone and adjust your audio and video settings.



THINGS TO REMEMBER

- Blackboard Collaborate Ultra is a web conferencing application. **You will need a webcam, microphone and speakers or headphones** to fully utilize the software.
- Use **Google Chrome or Mozilla Firefox** to log into Blackboard when using Bb Collaborate Ultra.
- You will need a **relatively fast Internet connection** to use both the video and audio portions of the web conference. If your network connection is slow, you can try turning off your webcam. You will still see what the moderator is presenting.
- Participants should **mute their microphones when not speaking** to minimize background noise during the session.
- There is a **Blackboard Student mobile app** for iOS (App Store) and Android (Google Play) that students can use to connect to Blackboard Collaborate Ultra sessions without a computer.
- Blackboard has an “Introduction to Bb Collaborate Ultra” video on YouTube. It’s only three minutes long and worth viewing: <https://youtu.be/1W4sGpVmJaY>
- You can view Bb Collaborate Ultra’s extensive Participant Help website at: <https://help.blackboard.com/Collaborate/Ultra/Participant>