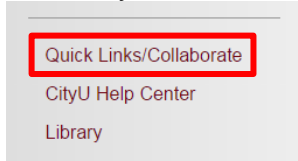


OVERVIEW:

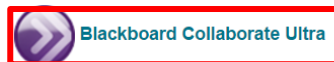
Collaborate Ultra is a browser-based web conferencing tool within Blackboard that allows you to meet synchronously with your instructor and/or your peers. This tool allows you to share your webcam, audio, files, desktop, and contribute to a shared whiteboard screen as well as record the meeting. These tools can be used for presenting, discussion, or collaboration. For the best experience and to share your desktop use [Google Chrome browser](#). Review [online session etiquette](#) and the [collaborate tools](#) before joining any room.

HOW TO JOIN:

1. Access your course and from the Course Menu click on **Quick Links/Collaborate**.

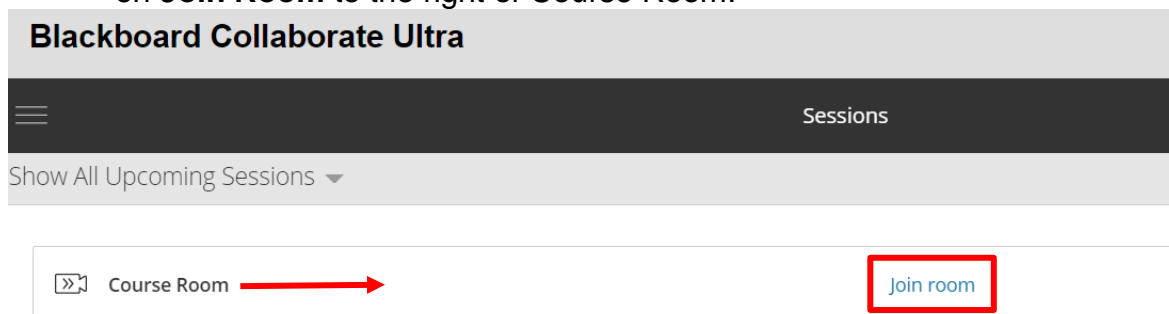


2. Then click on **Blackboard Collaborate Ultra**.



Schedule and join Blackboard Collaborate Ultra web conferencing sessions and view recorded archives.

3. There are different ways you can join. You may have a course room, a session room, or a guest link from outside the course.
 - a. *Course Room:* This is the most common room used in Blackboard courses. If your instructor has not set up a session for peer groups to use, use the course room. If there are no sessions and you are joining the class, this is the room you want to join. The course room may or may not be there as it can be disabled by your instructor; if so, contact your instructor. The course room should allow everyone in the class to enter as a moderator (if this is not the case contact your instructor). A moderator is someone in the Collaborate Room that can use all of the Collaborate tools. To join the Course Room, click on **Join Room** to the right of Course Room.



- b. *Course Session:* Course sessions are created by your instructor for specific times to meet, record, or for groups; therefore, there may or may not be sessions listed. Contact your instructor if you need one created.

Scheduled sessions are listed below the Course Room. You will most likely join the course session as a participant (limited tool permissions). Below the Course Room **click on the name of the session you need to join**. If you cannot click on it, it means that the room has closed or has not opened yet. Look at the time and dates to the right of the session name to see when the session is open. It may be for a few hours, days, or the length of the term.

Blackboard Collaborate Ultra

Sessions

Show All Upcoming Sessions

Course Room

Join room

Name	Starts	Ends
Course Orientation	9/6/16, 11:17 AM	9/6/16, 12:17 PM
<u>Evaluation Theory</u>	9/6/16, 3:53 PM	9/6/16, 5:53 PM

You can change the list of which sessions are showing by clicking on Show All Upcoming Sessions, then choose from the list.


- c. *Guest Link:* Your instructor may want you to join a Collaborate room that is not available from your course. You will be provided with the room URL (link). Click the link (or copy and paste it into your browser) to open the room. You will be prompted to enter your name then click **Join Session**.

Type your name to join the session as a guest:

Join Session

For issues with connecting, [see the troubleshooting section](#).

4. Once in the session, to set up audio and video (*this does not turn them on, just sets them up to work when you do turn them on*):
- a. if you see this at the top of your screen click on **Yes**.

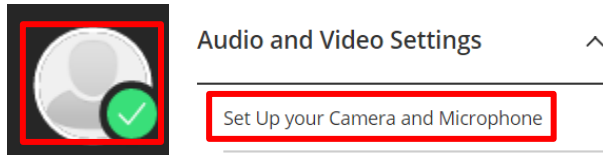
 Jump in and get started! Set up your microphone and camera so you can start collaborating. You can do this later. You need to do this at least once to use audio in future sessions.

No

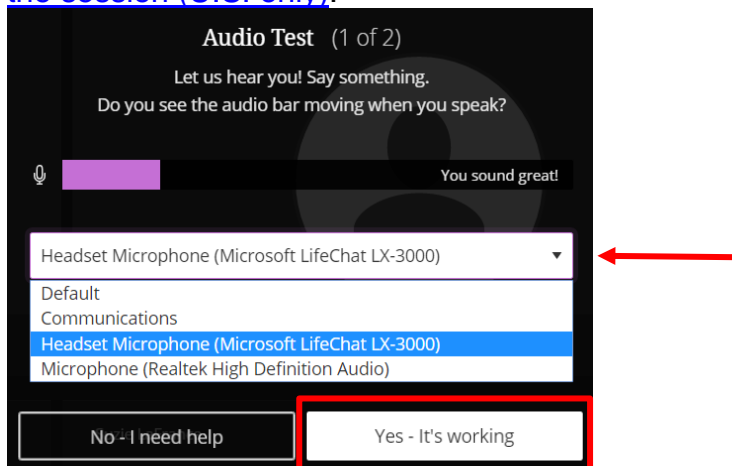
Yes

BLACKBOARD TUTORIAL for STUDENTS Getting Started with Collaborate Ultra

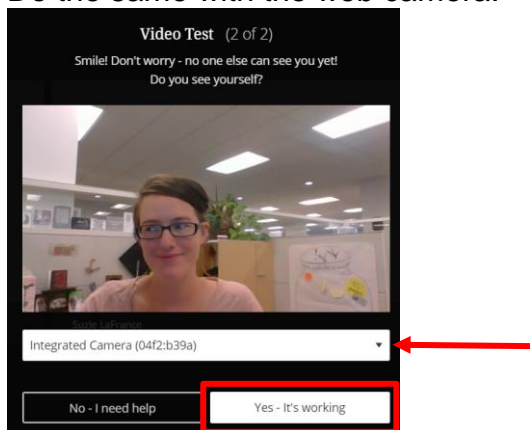
- b. if you do not see the message above, click on the silhouette icon near the bottom of the screen and then click on **Set Up your Camera and Microphone** under Audio and Video Settings from the menu that appears on the right.



- c. In the dropdown menu for audio, choose your best microphone option. Then start talking, if you see the purple bar moving – it means it is working. Then click **Yes – it's working**. If it isn't working for any of your microphones, try closing your browser and trying again or [try using your phone to calling in to the session \(U.S. only\)](#).



- d. Do the same with the web camera.



5. Finally, review the how to use the [Collaborate Ultra tools](#) and [etiquette](#).

TROUBLESHOOTING:

If you have issues connecting, try these three things:

1. Refresh your browser.
2. Close your browser entirely, re-open, and re-join the session.
3. [Clear your cache on your browser.](#)

If you have a poor internet connection, do not use your webcam and [call in using your phone.](#)

If these things do not work, contact 877.382.2293 (Toll Free North America), 1.606.274.2370 (International), or [Chat.](#)

HOW TO MEET WITH OTHER STUDENTS:

1. To set up a Collaborate Ultra session to meet with your classmates, first email them using the [Contact Course Members email](#). Depending on who you would like to connect with, you might choose to email “All Student Users” or “Select Groups” in your course. Through this email discourse, decide on a date and time to meet.
2. Once you’ve settled on a time and date, then you can either:
 - a. email your instructor to set up a specific session (this is best for course groups; send your instructor this information: end date/time or no end date, a name for the session, and that participants for the session should join as moderators) OR
 - b. use the course room (if you don’t enter as moderator or presenter, contact your instructor; you may want to confirm with your instructor that the course room is available for use)
3. Email those who will be joining the Collaborate session with the details. For example: (you would fill in the bracket areas)

Hey classmates!

As we discussed, we’re going to get together using Collaborate Ultra on [DATE] at [TIME/ZONE]. Please [use this document](#) to get started and use the [NAME OF ROOM/SESSION TO JOIN]. We will be discussing [ITEM(S) YOU WILL BE DISCUSSING].

Email me if you have any questions. If you have trouble joining, contact the 24/7 Chat (link).

See you then!