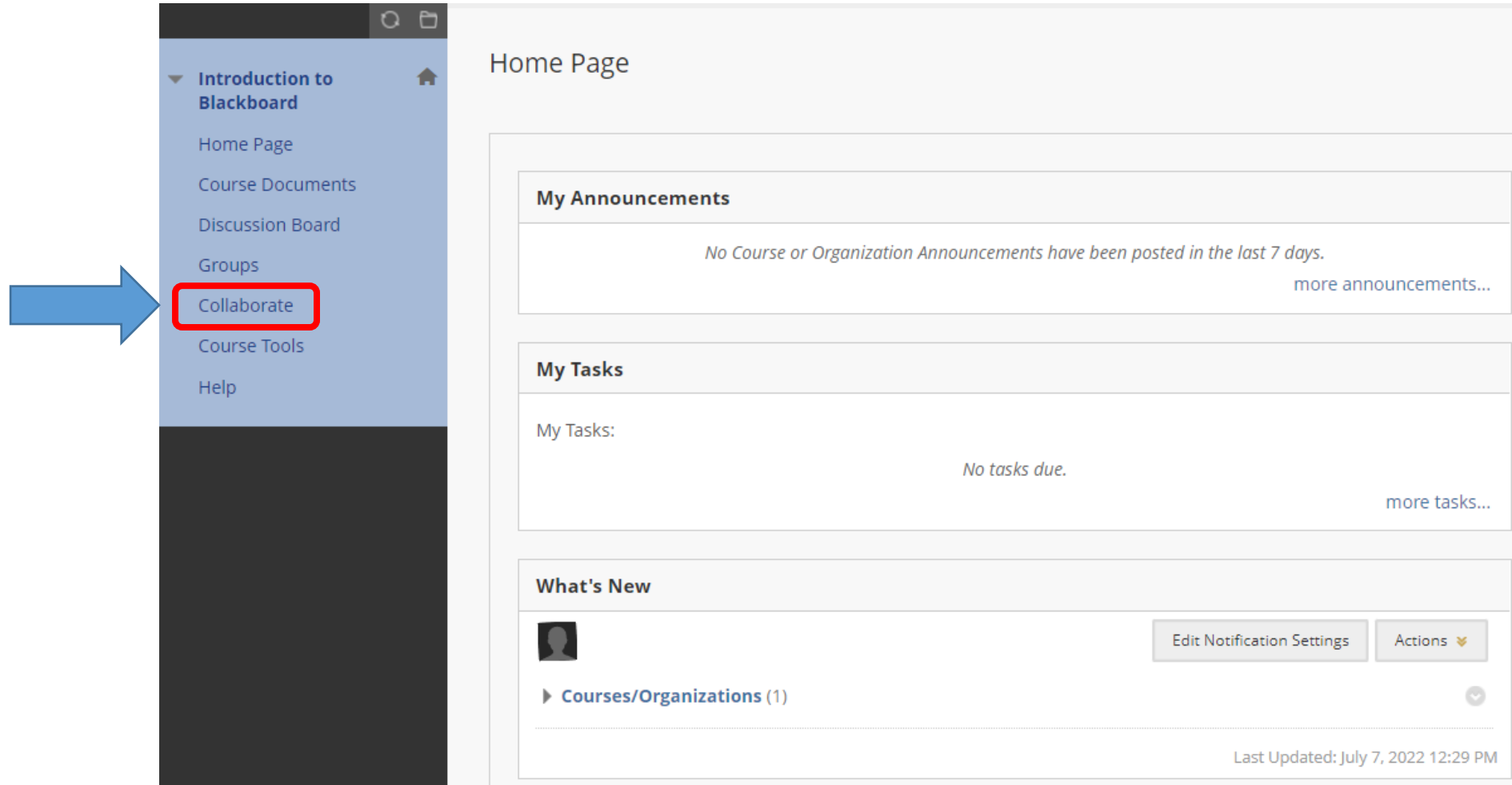




How to Access Blackboard Collaborate Ultra

****It is strongly recommended to use the Google Chrome or Mozilla Firefox web browser when using Blackboard Collaborate Ultra**

1. Log in to the Course on Blackboard. By default, the Blackboard Collaborate Ultra tool can be accessed by clicking **Collaborate** on the **Course Menu**.

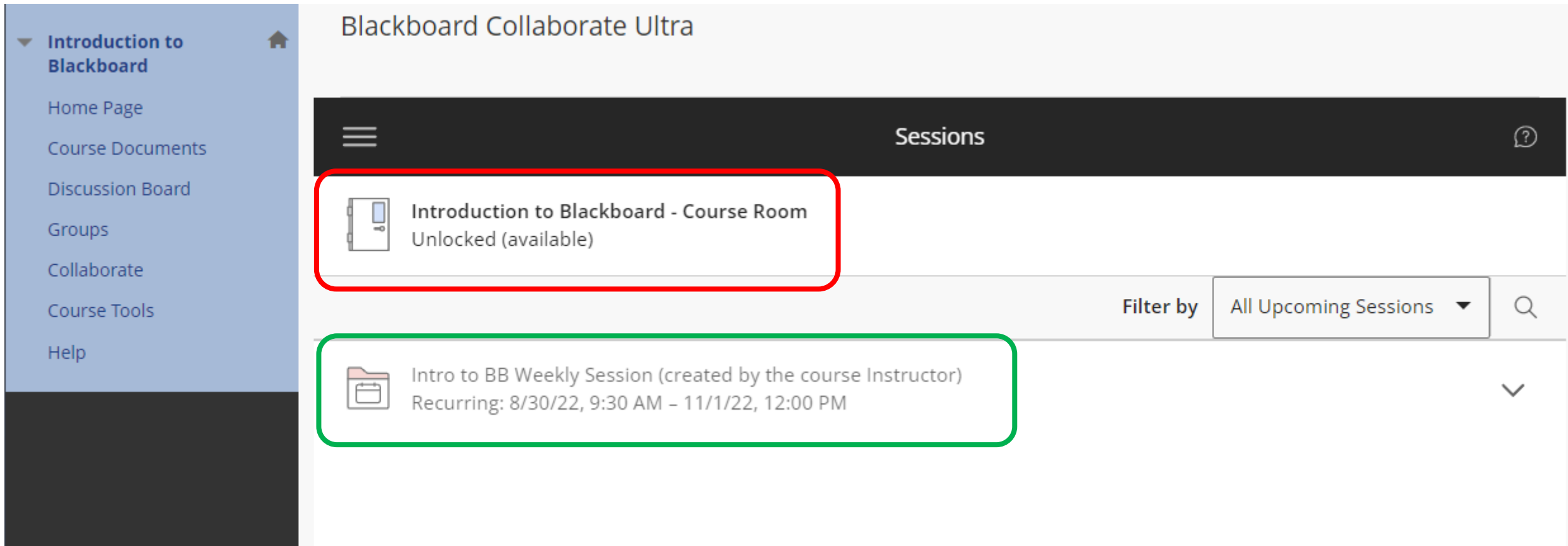


The screenshot displays the Blackboard interface. On the left is the 'Course Menu' for 'Introduction to Blackboard', which includes options like Home Page, Course Documents, Discussion Board, Groups, Collaborate, Course Tools, and Help. A blue arrow points to the 'Collaborate' option, which is also enclosed in a red rectangular box. The main area of the page is the 'Home Page', featuring three primary sections: 'My Announcements' (with a message that no announcements have been posted in the last 7 days), 'My Tasks' (with a message that no tasks are due), and 'What's New' (showing a notification for 'Courses/Organizations (1)' with options to edit notification settings and view actions). The page is timestamped as 'Last Updated: July 7, 2022 12:29 PM'.

2. This is Collaborate Ultra's main menu. **By default there is "Course Room" in each course on Blackboard.** (marked in red below)

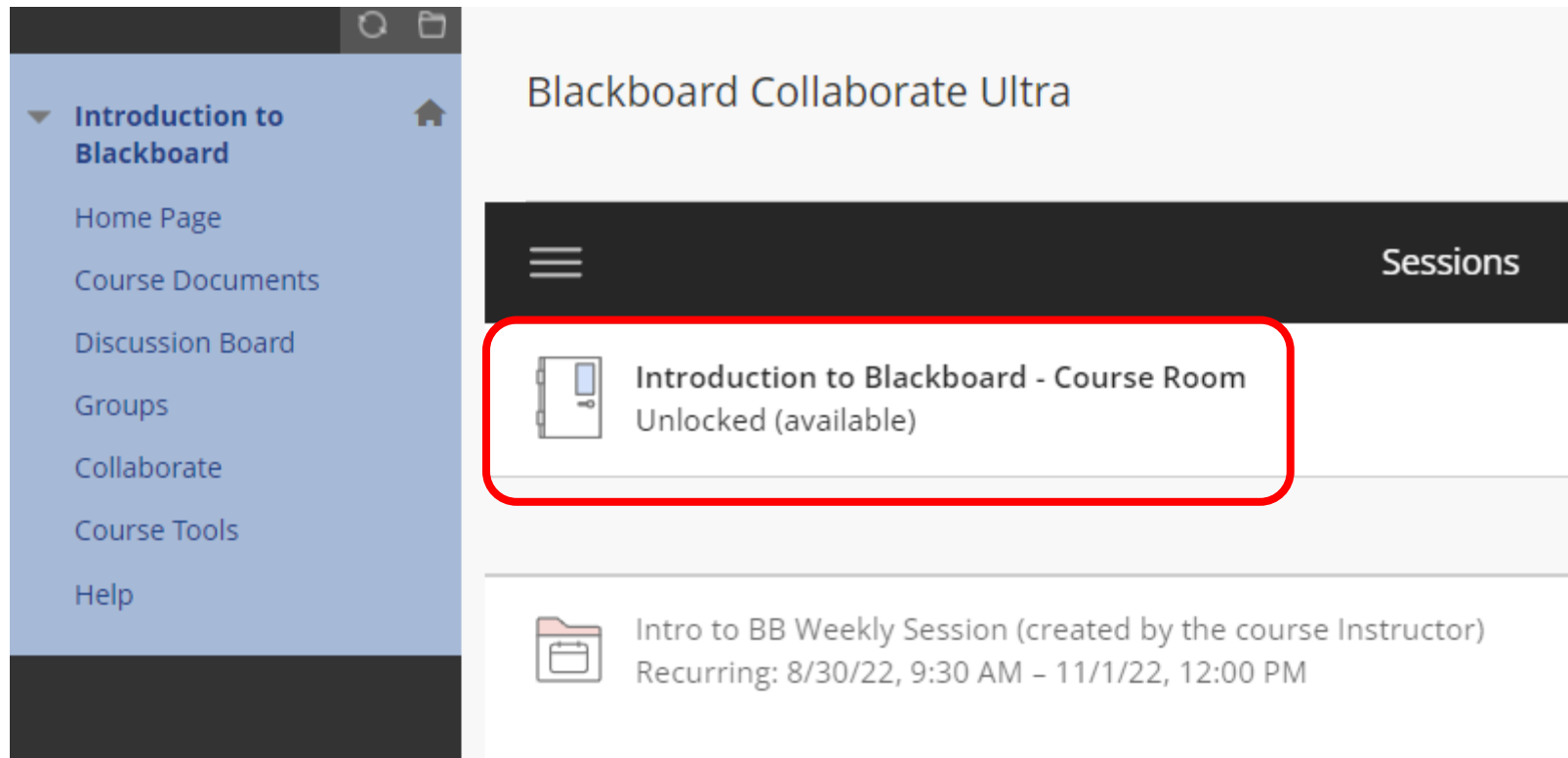
Your instructors can also make **custom Collaborate sessions.** (marked in green below)

Please work with your instructor to learn which room to join. Go to the next step to learn how to join a session.



The screenshot shows the Blackboard Collaborate Ultra interface. On the left is a navigation menu with items: Introduction to Blackboard (with a home icon), Home Page, Course Documents, Discussion Board, Groups, Collaborate, Course Tools, and Help. The main content area is titled "Blackboard Collaborate Ultra" and "Sessions". A red box highlights the first session: "Introduction to Blackboard - Course Room" with a door icon and the status "Unlocked (available)". A green box highlights the second session: "Intro to BB Weekly Session (created by the course Instructor)" with a calendar icon and the status "Recurring: 8/30/22, 9:30 AM - 11/1/22, 12:00 PM". At the bottom right, there is a "Filter by" dropdown menu set to "All Upcoming Sessions" and a search icon.

3. In this example, we will join the default course room for this course. Click on the Course Room marked in red below:

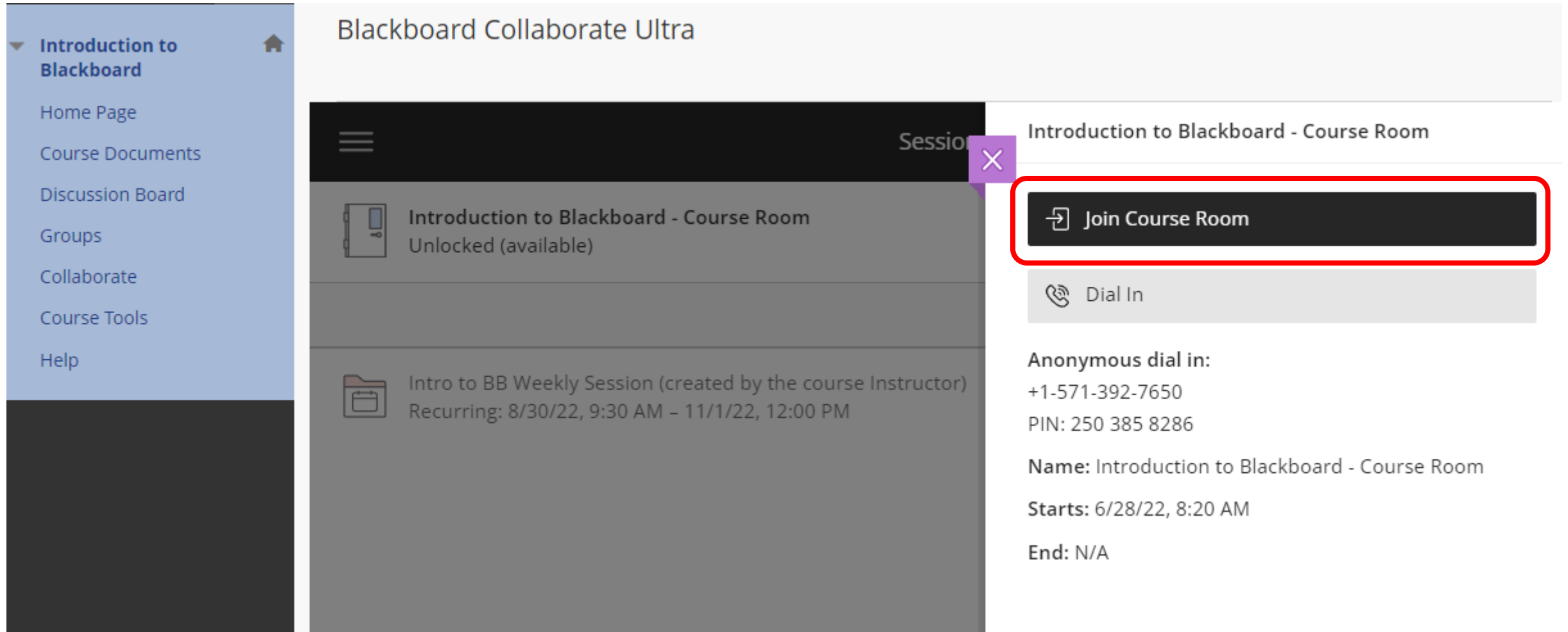


The screenshot displays the Blackboard Collaborate Ultra interface. On the left is a navigation menu with the following items: Introduction to Blackboard (with a home icon), Home Page, Course Documents, Discussion Board, Groups, Collaborate, Course Tools, and Help. The main content area is titled "Blackboard Collaborate Ultra" and features a "Sessions" header. Below the header, a session card is highlighted with a red border. This card contains a door icon, the text "Introduction to Blackboard - Course Room", and "Unlocked (available)". Below this card, another session card is visible, titled "Intro to BB Weekly Session (created by the course Instructor)" with a recurring schedule of "8/30/22, 9:30 AM - 11/1/22, 12:00 PM".

4. Click **Join Course Room** on the right to begin joining the session.

You can also **Dial In with your phone** using the information and phone number listed below.

IMPORTANT NOTE: This dial-in number is unique to each course room.

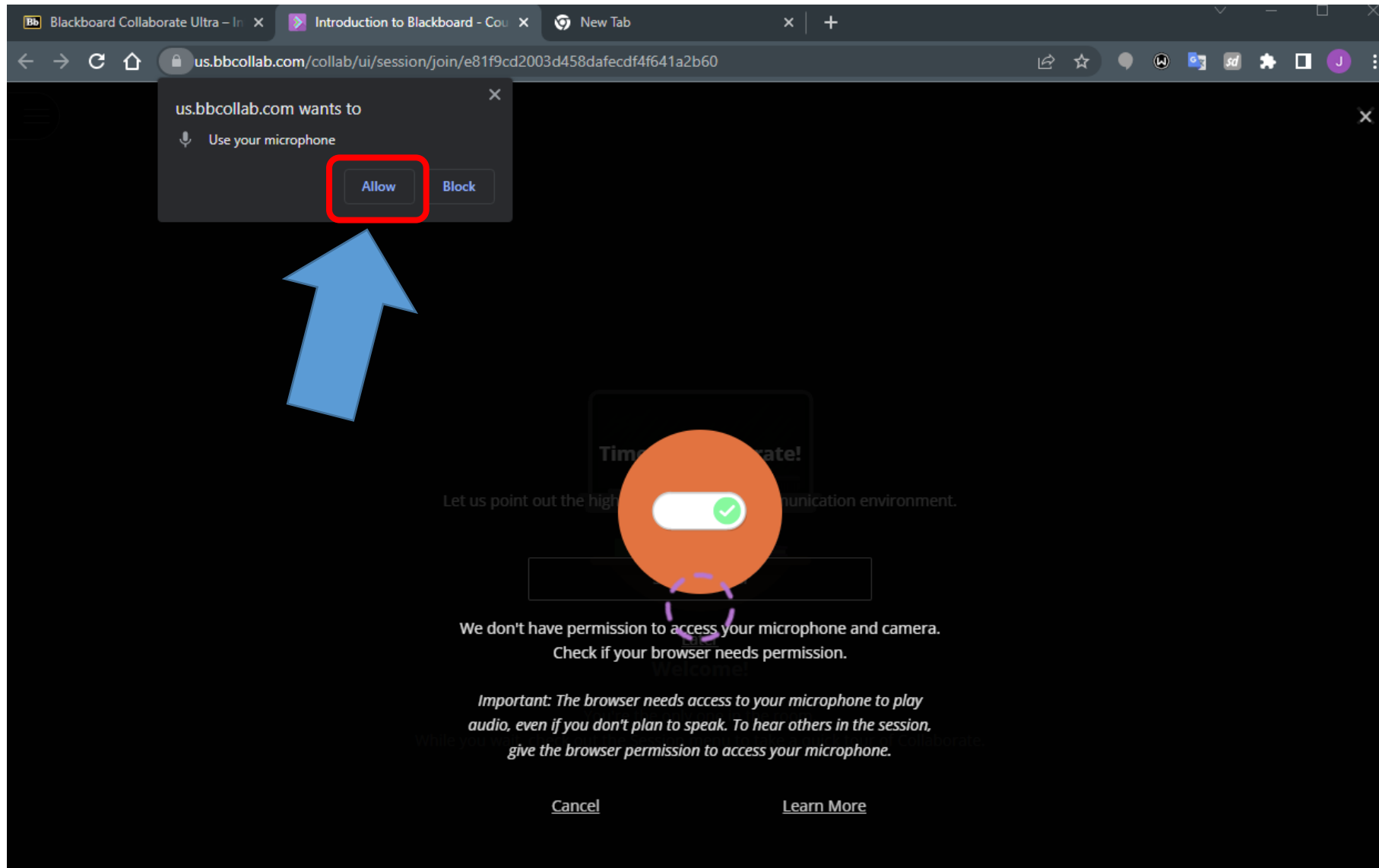


The screenshot displays the Blackboard Collaborate Ultra interface. On the left is a navigation menu with options: Introduction to Blackboard, Home Page, Course Documents, Discussion Board, Groups, Collaborate, Course Tools, and Help. The main content area is titled 'Blackboard Collaborate Ultra' and shows a list of sessions. The first session, 'Introduction to Blackboard - Course Room', is 'Unlocked (available)'. A red box highlights the 'Join Course Room' button for this session. Below the session list, there is a 'Dial In' section with the following information:

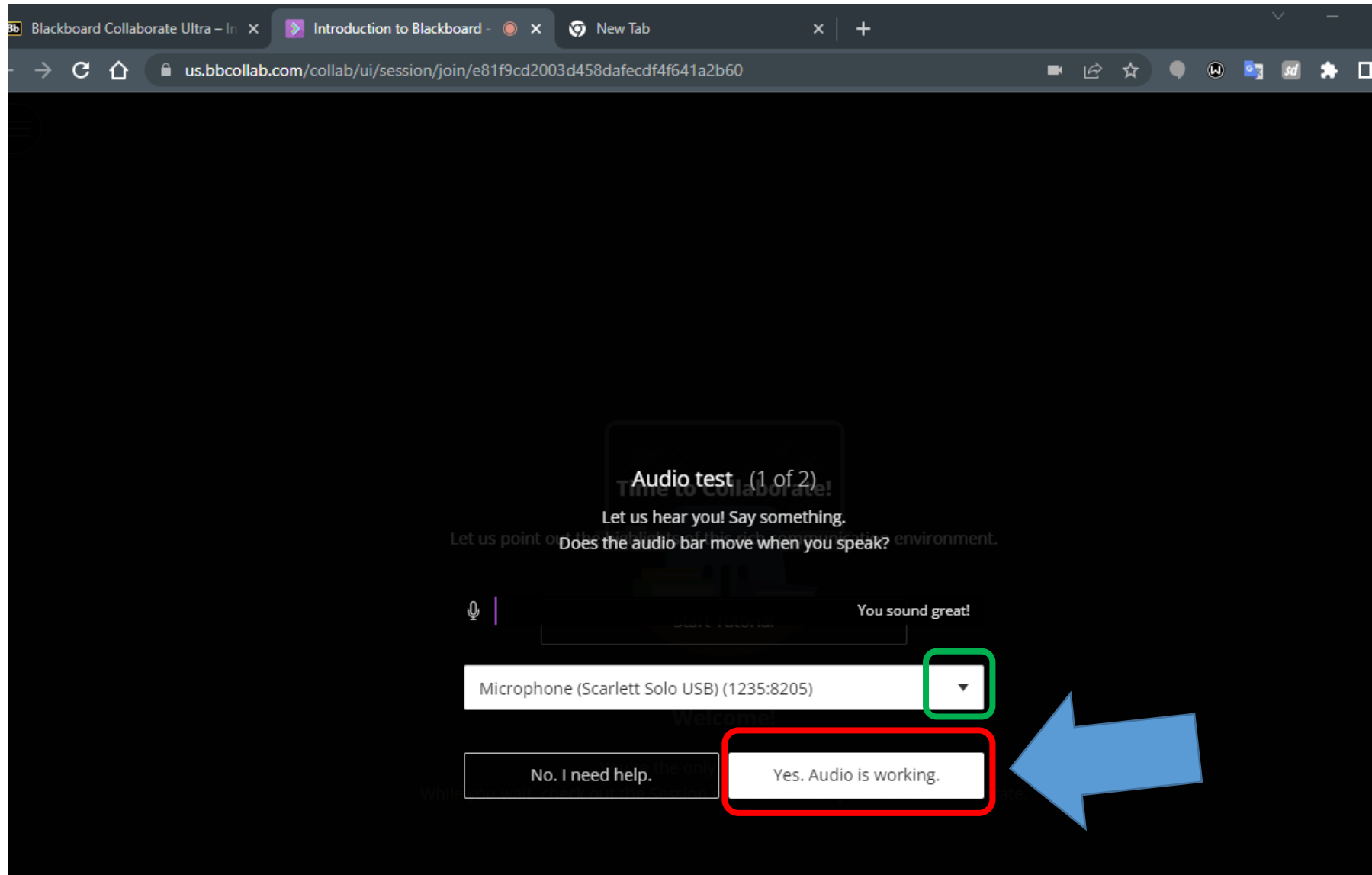
- Anonymous dial in:**
 - +1-571-392-7650
 - PIN: 250 385 8286
- Name:** Introduction to Blackboard - Course Room
- Starts:** 6/28/22, 8:20 AM
- End:** N/A

5. You will be prompted to ***allow Collaborate Ultra to access your computer's microphone.***

Click ***Allow.***



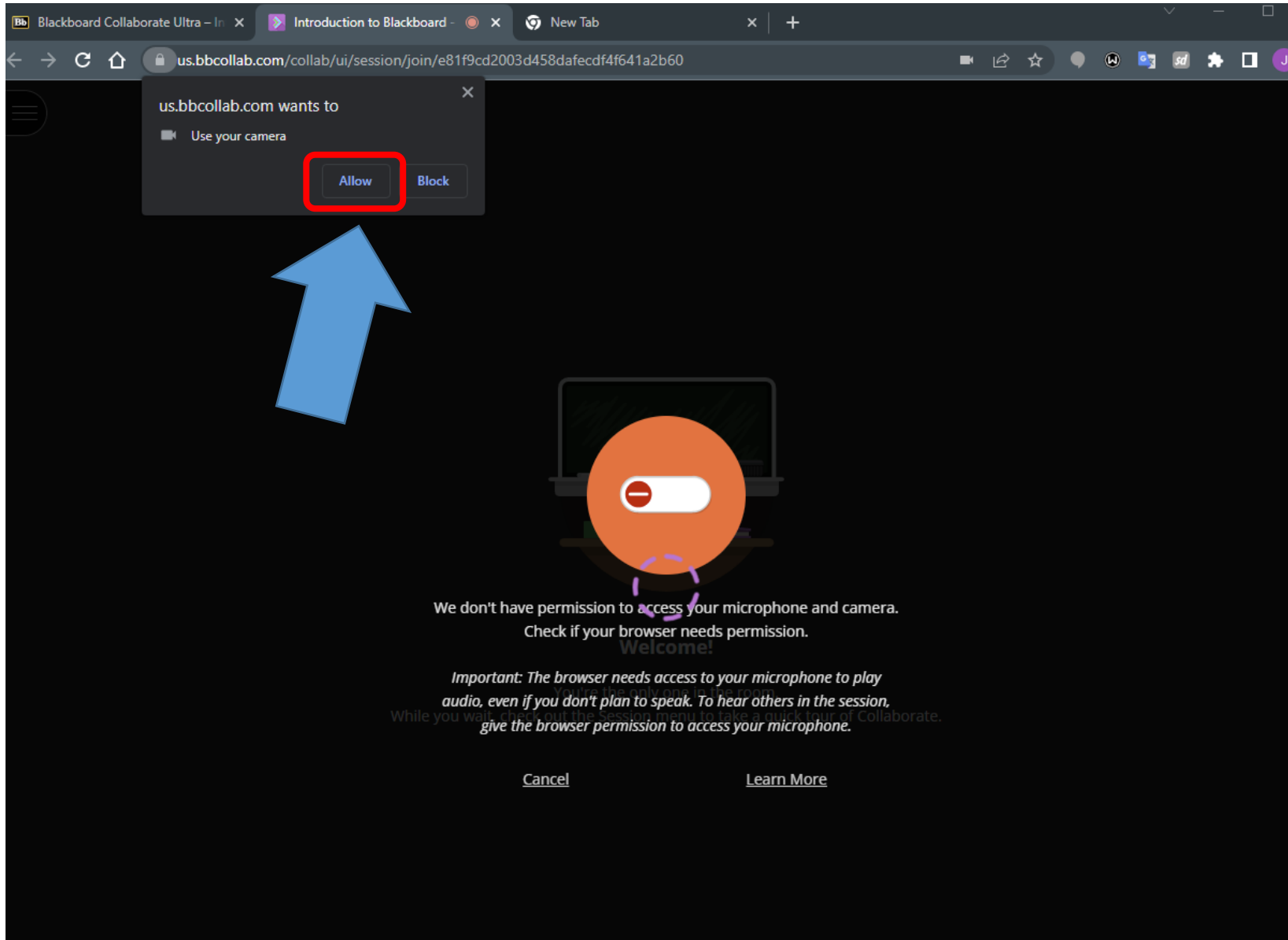
6. **Select the microphone attached to your computer** that you will use for the session. (marked in green below). Then click **Yes, Audio is working**.



The screenshot shows a web browser window with the address bar displaying `us.bbcollab.com/collab/ui/session/join/e81f9cd2003d458dafecdf4f641a2b60`. The main content area is dark with white text. At the top, it says "Audio test (1 of 2)" and "Let us hear you! Say something." Below this is a question: "Does the audio bar move when you speak?". There is a microphone icon and a vertical bar. Below the question, it says "You sound great!". A dropdown menu is open, showing "Microphone (Scarlett Solo USB) (1235:8205)" with a green square highlighting the dropdown arrow. Below the dropdown are two buttons: "No. I need help." and "Yes. Audio is working.", with a red rectangle highlighting the "Yes. Audio is working." button. A large blue arrow points from the right towards the "Yes. Audio is working." button.

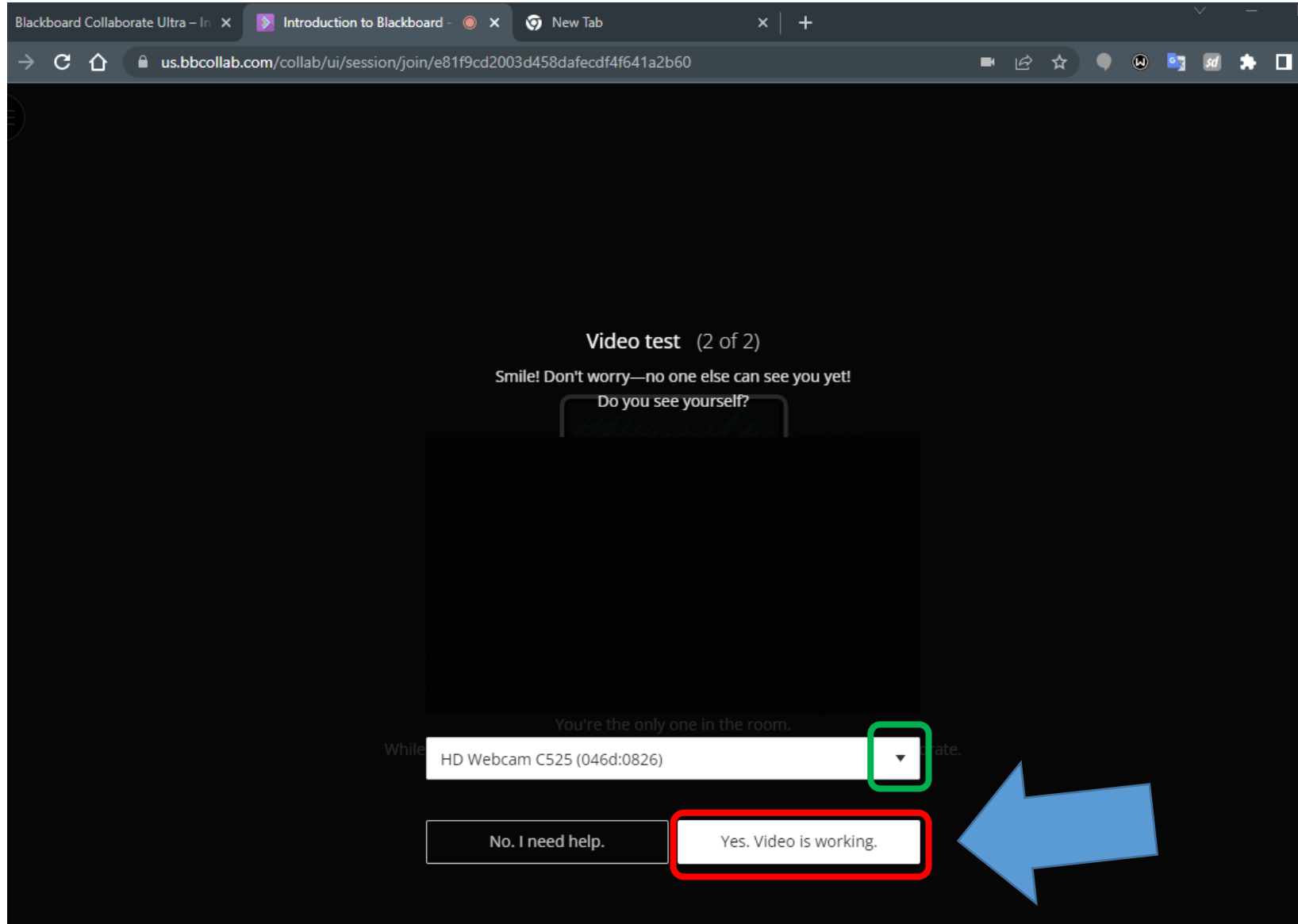
7. You will be prompted to ***allow Collaborate Ultra to access your computer's web camera.***

Click ***Allow.***



8. **Select the web camera attached to your computer** that you will use for the session. (marked in green below)

Then click **Yes, Video is working.**



8. **Success!** You are in the session. *If it is your first time using Collaborate Ultra, it is recommended to click **Start Tutorial** to learn your way around the tool.* If you are experienced, or need to jump into the session right away, click **Later**.

