

## Where to Find the Dial-In Number for a Blackboard Collaborate Ultra Session

*Students and Faculty are able to join a Blackboard Collaborate Ultra session in multiple ways:*

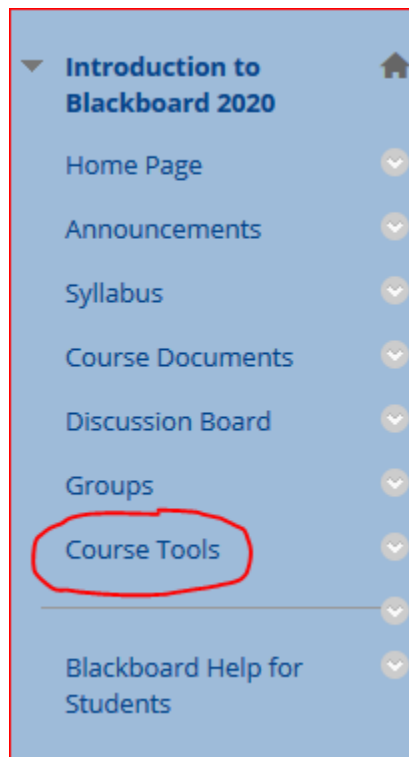
*1) Using the Google Chrome Browser.*

*2) Using your Cell Phone to Dial-In to the session.*

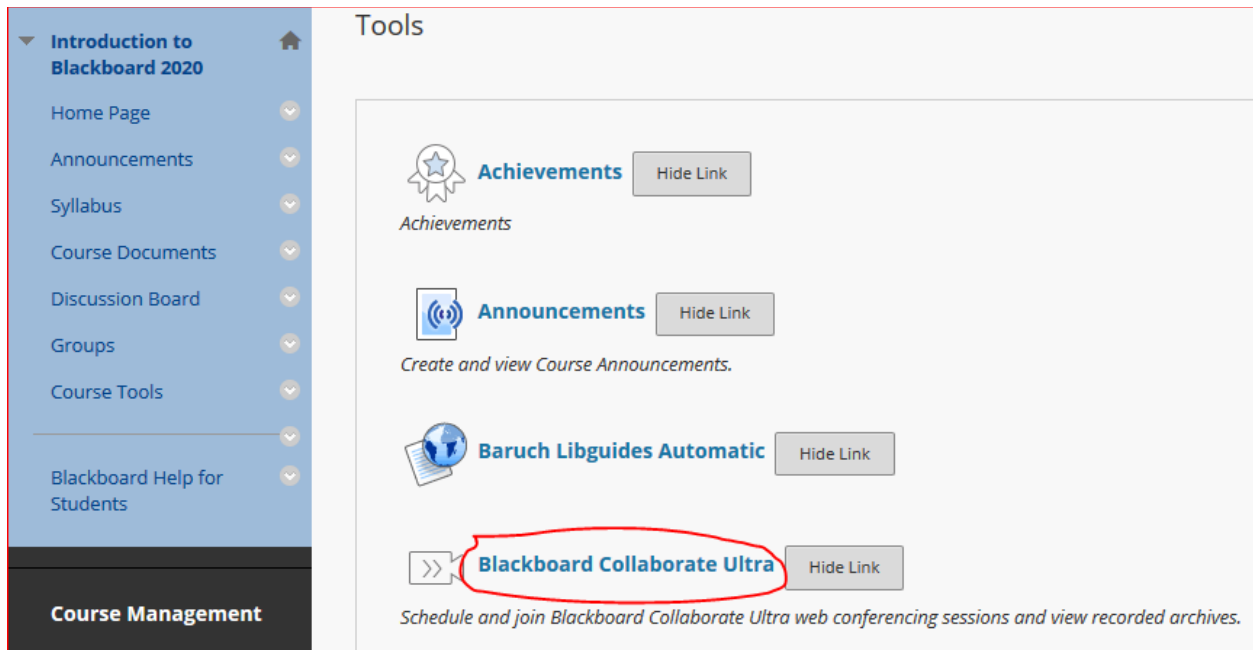
*The steps below show you where to find the Dial-In number to join a Collaborate Ultra Session*

**Step 1)** Enter your Course on Blackboard

**Step 2)** Click on “Course Tools” on the course menu:

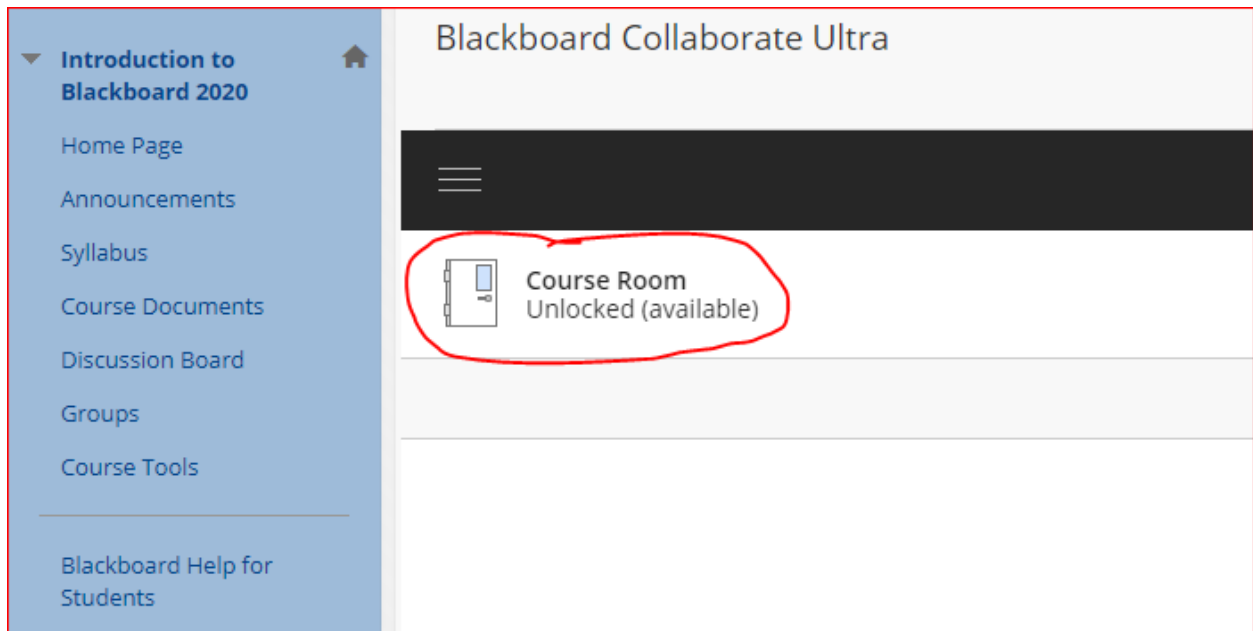


**Step 3)** Click on “Blackboard Collaborate Ultra”



The screenshot shows the Blackboard interface with a left-hand navigation menu and a main content area titled "Tools". The navigation menu includes "Introduction to Blackboard 2020", "Home Page", "Announcements", "Syllabus", "Course Documents", "Discussion Board", "Groups", "Course Tools", and "Blackboard Help for Students". The "Tools" section lists several items: "Achievements", "Announcements", "Baruch Libguides Automatic", and "Blackboard Collaborate Ultra". The "Blackboard Collaborate Ultra" item is circled in red. Below it, the text reads: "Schedule and join Blackboard Collaborate Ultra web conferencing sessions and view recorded archives."

**Step 4)** Click on the “Course Room” circled in red below:



The screenshot shows the Blackboard Collaborate Ultra interface. The left-hand navigation menu is the same as in the previous screenshot. The main content area is titled "Blackboard Collaborate Ultra" and features a black header bar with a hamburger menu icon. Below the header, the text "Course Room Unlocked (available)" is displayed next to a small icon of a room, and this entire area is circled in red.

**Step 5)** You will see the “Anonymous dial in” number and related PIN to the right. **PLEASE NOTE THE NUMBER YOU SEE IN THE SCREENSHOT BELOW IS JUST AN EXAMPLE – EACH COURSE HAS THEIR OWN DIAL IN AND PIN CODE.** You can use your phone to dial in to the session, followed by entering the related PIN number followed by the # key to enter the session. After that you will be able to join in on the conversation!

