

How to Join a Blackboard Collaborate Ultra Session

Use Google Chrome and a microphone headset for the best experience

While Collaborate supports all browsers, using Chrome™ gives you the best experience. A microphone headset helps to eliminate background noise and echo.

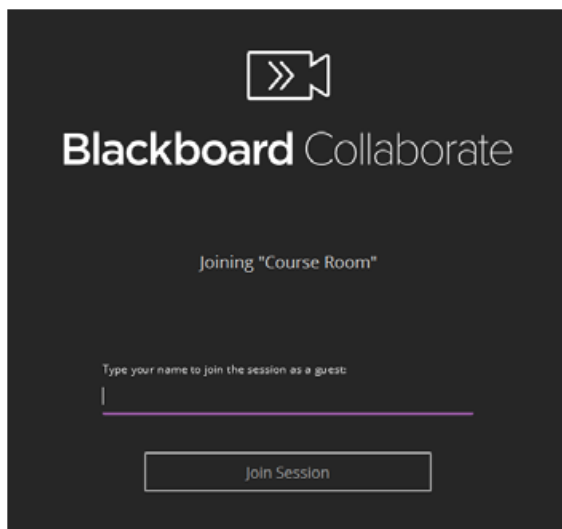
Joining a Session from your Blackboard Course

1. Click on the **Tools** link on the left course menu of your Blackboard course.
2. Click on **Blackboard Collaborate Ultra**.
3. A list of available sessions will appear. Click on the title of the session to join.



Joining a Session from an Email Invitation

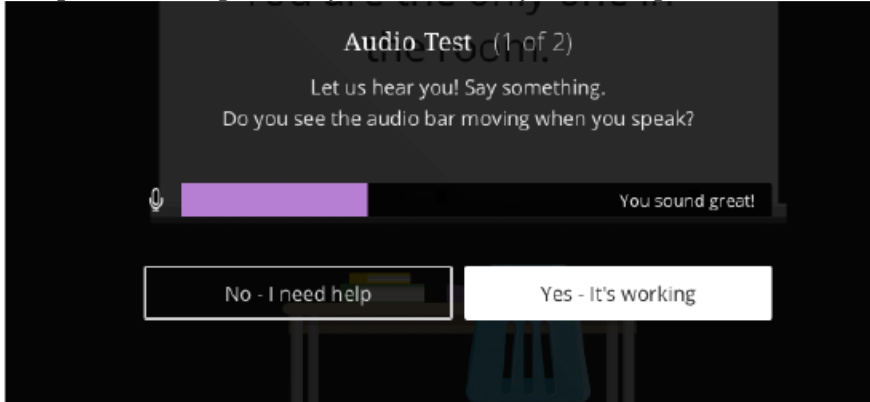
1. Click on the link that was provided in the email invitation or copy and paste the link into your Google Chrome browser.
2. Type in your first and last name.
3. Click on the **Join Session** button.



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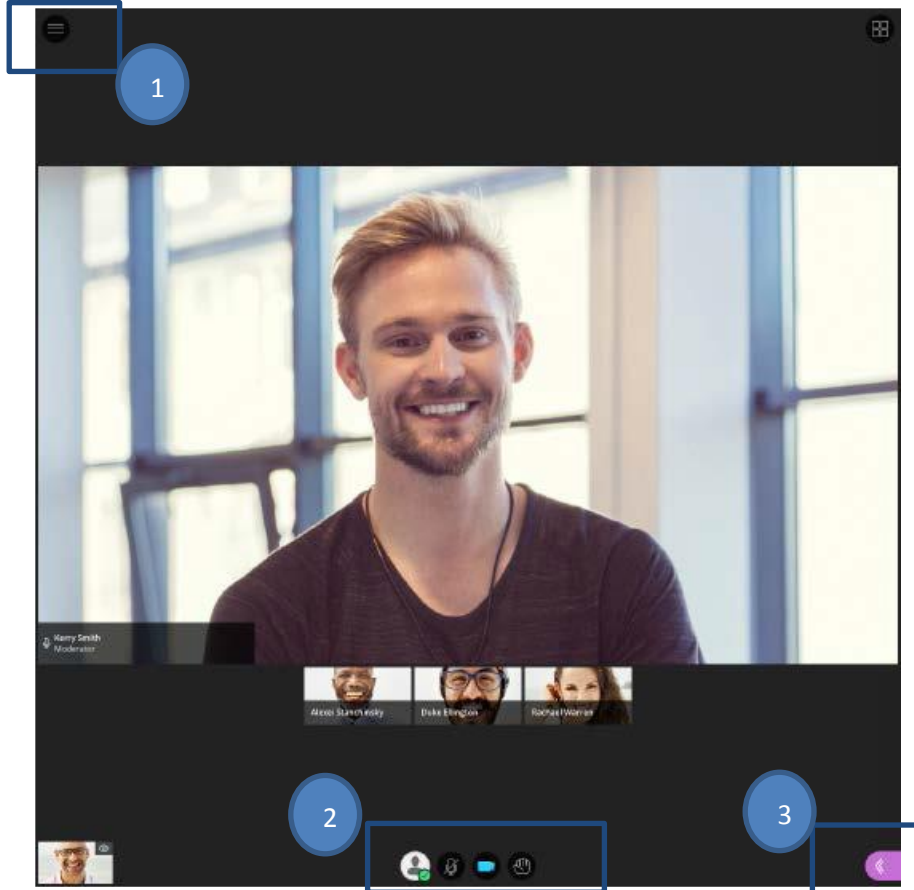
Set up your Audio and Video

After joining the session, you will be promoted to complete the audio and video setup. You must complete the setup before you can enable your microphone and webcam.



Find your Way Around the Session

The Collaborate session window is organized in three areas: (1) the Session menu (top, left), (2) the media space (bottom, center), and (3) the Collaborate panel (bottom, right). Take a few moments to explore your options in each area.



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After you have set up your audio and video, select the microphone and video camera icons at the bottom, center of the window any time during the session to turn them on or off.

With your keyboard, press Alt + M to turn your microphone on and off. Press Alt + C to turn your camera on and off.

Add a Profile Picture

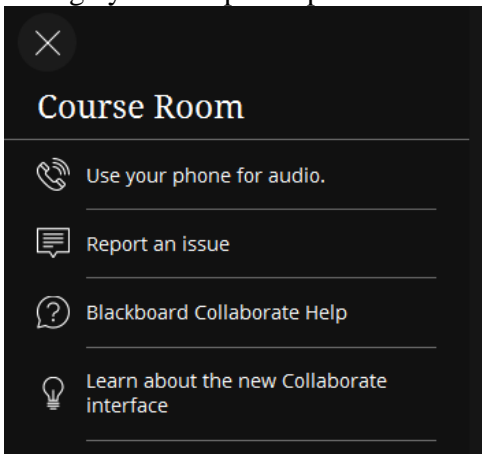
1. Open the Collaborate panel at the bottom, right of the window and select My Settings (gear icon).



2. Point to the blank avatar and select it.
 3. Upload any image or use your device camera to take a photo. You can choose to use this profile picture for every session.
 4. Adjust the image area.
 5. Select I Like it!
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Use your Telephone for Audio

1. Open the Session menu.
2. Select the option for Use your phone for audio.
3. A telephone number and pin will appear so that you can use your phone to hear the session audio and communicate during the session. This is a backup method if you are unable to hear the audio through your computer speakers.



Mobile device users cannot use teleconference for audio communications in a session at this time.