

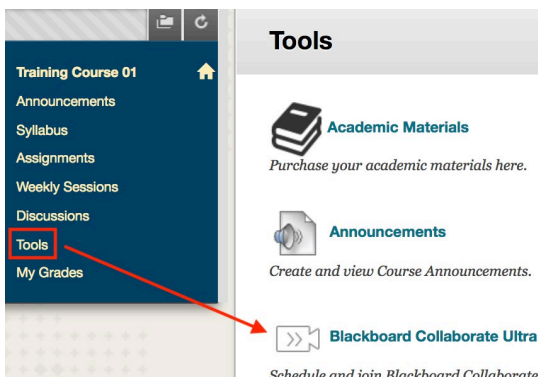
Get Started with Blackboard Collaborate Ultra – For Participants

Blackboard Collaborate is Blackboard’s real-time video conferencing tool. Collaborate with the Ultra experience opens right in your browser, so you do not need any additional software to join a session.

Join a Session

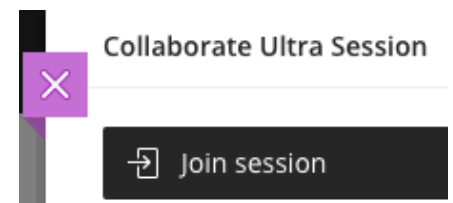
When joining a session, use the Google Chrome or Firefox browsers for the best experience.

1. Open your Blackboard course, click **Tools** on the course menu, and then **Blackboard Collaborate Ultra**.



2. On the Collaborate page, click the name of the session you want to join and then click **Join Session** in the session details panel.

The session will then launch in a new browser tab.



Use Audio and Video

Click the microphone and camera icons at the bottom of the screen to enable or disable your audio and video during a session.



Configure Audio and Video

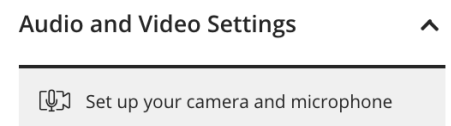
If you experience issues with your audio or video during a session:

1. Open the Collaborate panel using the purple icon at the bottom right of the session.

2. Click the **My Settings** icon.

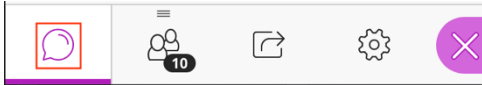


3. Select **Set up your camera and microphone** and follow the prompts to test your audio and video.



Chat with Other Attendees

1. Open the Collaborate Panel  and click the **Chat** icon.

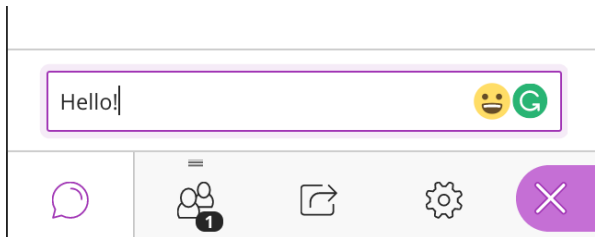


2. Click **Everyone** to chat with all attendees simultaneously or search to chat with a specific attendee.

Chat



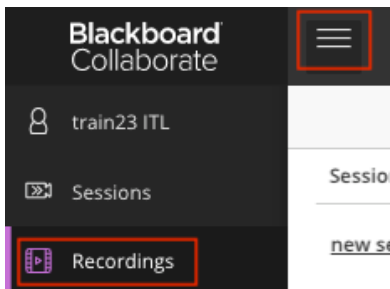
3. Type your **message** into the text box at the bottom of the panel and press Return/Enter to send it.



Watch Recordings

If the session was recorded, you could find it on the Collaborate Ultra page after the session ends.

1. In your Blackboard course, click **Tools** on the course menu and then **Blackboard Collaborate Ultra**.
2. Click the tool menu at the top left of the page and select **Recordings**.



3. Find the recording you'd like to view, click on the name of the recording, and select **Watch now**.

Note: You can filter by a specific date range if necessary.

Session name / Recording name

session / My Collaborate Ultra Session

 Watch now