Blackboard Collaborate Ultra
Joining Instructions

**STEP 1.** Open either Chrome or Firefox web browser (you can use Safari on a Mac if it’s up-to-date).

**STEP 2.** Copy the Link to the session from your email into the address bar of your browser. Select “Paste and Go ...”

**STEP 3.** Type your first and last name (you can also include additional identifying information).

**STEP 4.** Select “Join Session” to enter the room.

Collaborate Room

**Session Menu:**
- Collaborate
- Help, Report an issue, Phone for Audio, Leave Session

**Main Speaker/Display area**

**Collaborate Panel:**
- Chat, Attendees, Share Content, Settings

**User’s control panel:**
- Status, audio (on/off), video (on/off), raise your hand
Microphone and Camera Check Instructions

Best Practices when using Blackboard Collaborate Ultra

- Join using Chrome or Mozilla Firefox web browser. (Do not use Internet Explorer or Microsoft Edge.)
- Close other applications that may degrade your viewing and audio (YouTube, music streaming services, etc.) in the Collaborate session.
- If you are faculty or staff, disconnect from VPN (but stay connected to your Wi-Fi or internet) while in the Collaborate session.
- Keep video off and audio muted unless you are presenting.
- Use the “raise your hand” icon when you would like to be acknowledged to ask a question or make a comment. Once the moderator has spoken your name, unmute your microphone and speak. Mute your microphone again once you’re done speaking.