

Blackboard Collaborate Ultra

Joining Instructions

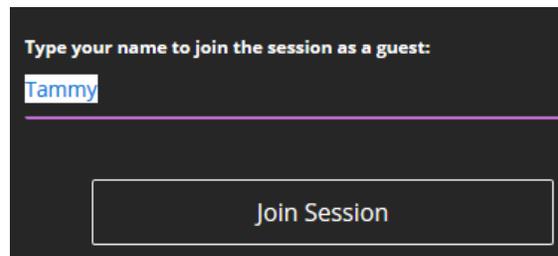
STEP 1. Open either Chrome or Firefox web browser (you can use Safari on a Mac if it's up-to-date).

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.

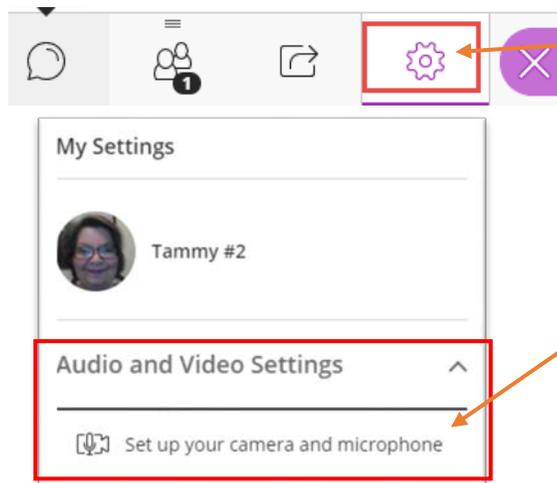


Collaborate Room

The diagram shows the Collaborate Room interface with four callout boxes:

- Session Menu:** Collaborate, Help, Report an issue, Phone for Audio, Leave Session
- Main Speaker/Display area:** A large central area containing a welcome message and a "Welcome!" text.
- 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

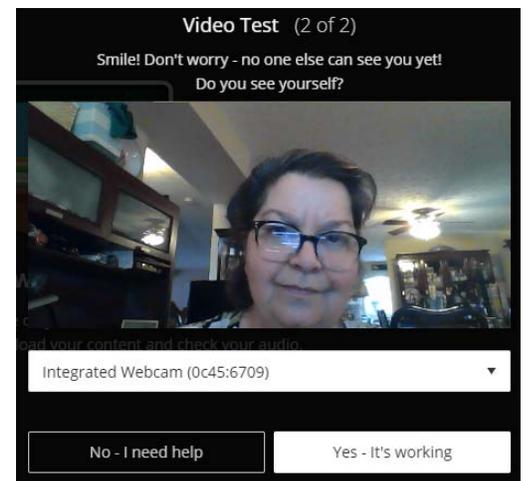
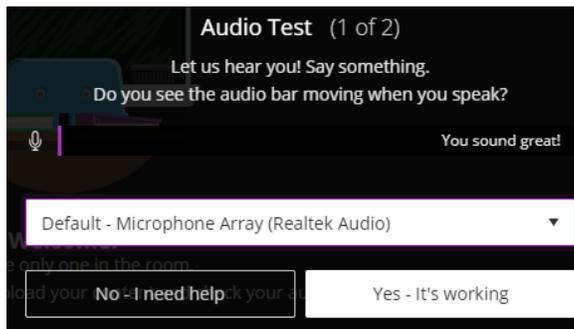


Step 1. Select this icon to check or adjust your settings, including audio and video

Step 2. Click here to check that your audio and video are working properly

Step 4. Follow the prompts (video)

Step 3. Follow the prompts (audio)



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.