



Getting Started with Blackboard Collaborate Ultra

Blackboard Collaborate is a simple web conferencing solution built for education and training. Engage with the material, your instructor, and your classmates from any device!

- To watch a video of Blackboard Collaborate with the Ultra experience in action, please select: <https://youtu.be/1W4sGpVmJaY>
- We've organized everything into three convenient areas: a media space, the Session menu, and a Collaborate panel. [Get to know your way around Collaborate](#)
- For further assistance, please visit: https://help.blackboard.com/Collaborate/Ultra/Participant/Get_Started

Connecting to a Blackboard Collaborate session

You must complete audio and video set up at least once before you can use them. *Some browsers need access to your microphone to play audio, even if you don't plan to speak. To hear others in the session, give the browser permission to access the microphone.* After you are set up, select the microphone and video camera icons any time during a meeting to turn them on or off (see *Additional Tools* section, below). [More on using your audio and video](#)

Once you have selected the session link provided by your instructor, you will be asked to:

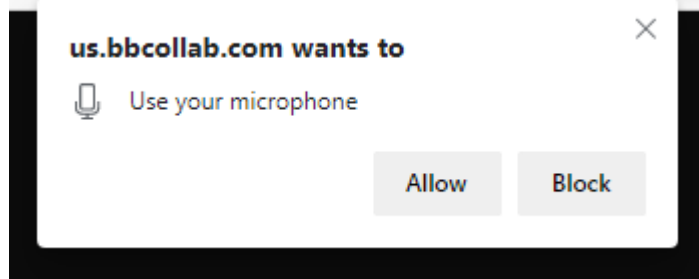
1. Provide your name for the session

Type your name to join the session as a guest:

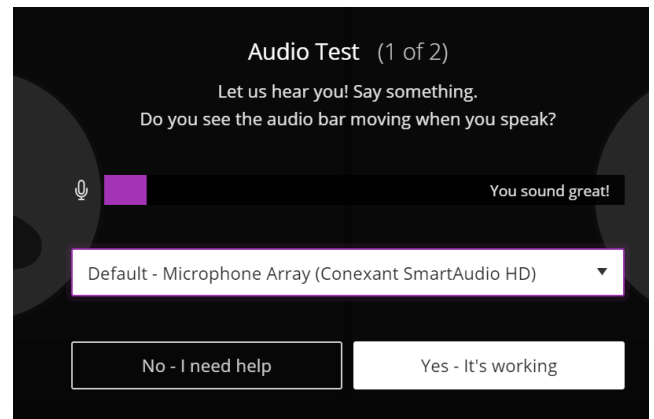
Demo

Join Session

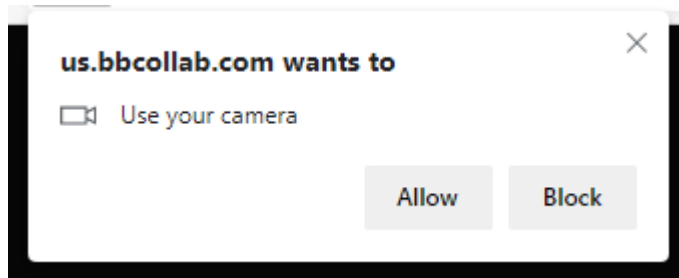
2. Allow Collaborate to use your microphone by selecting "Allow"



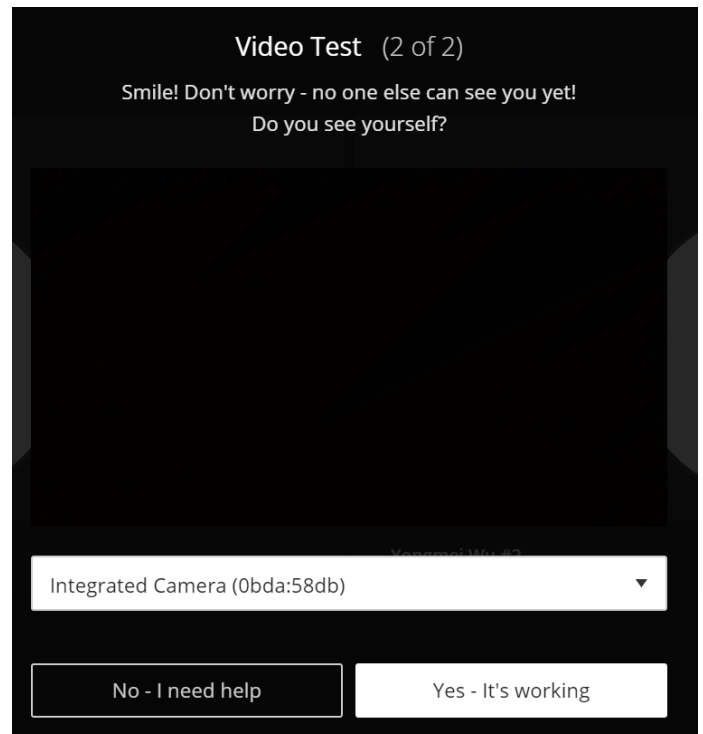
3. Test your microphone on the Audio Test. Talk at normal volume to test your microphone. If you see a purple bar move across the screen next to the microphone icon and “You sound great!” select “Yes – it’s working.” Otherwise, try choosing a different microphone from the dropdown menu where a microphone is listed, or select “No – I need help”



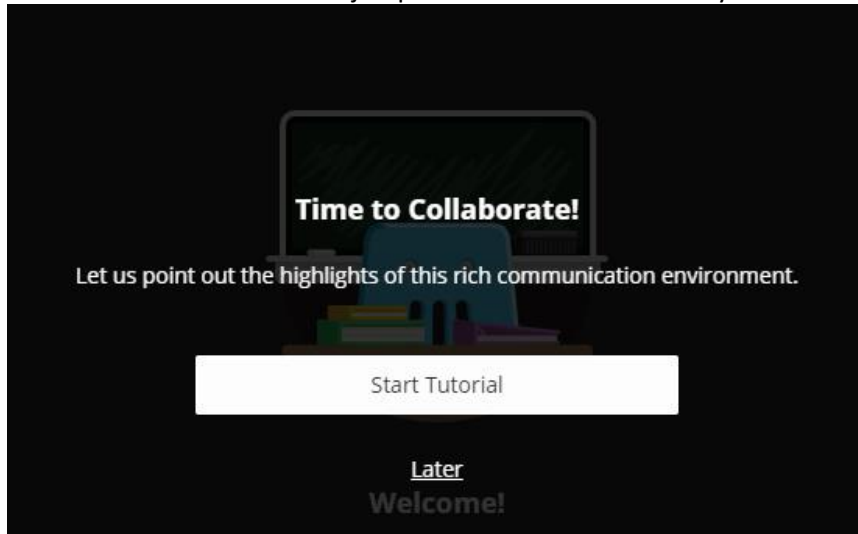
4. Allow Collaborate to use your camera by selecting “Allow”



5. Test your camera during the Video Test. Can you see yourself? If yes, select “Yes – it’s working.” If not, try selecting a different camera in the dropdown menu where a camera is listed, or select “No – I need help”



- Once you've confirmed both the camera and microphone are working, you can view a tutorial by selecting "Start Tutorial" or select "Later" to jump into the session. You may see hints displayed in the session window



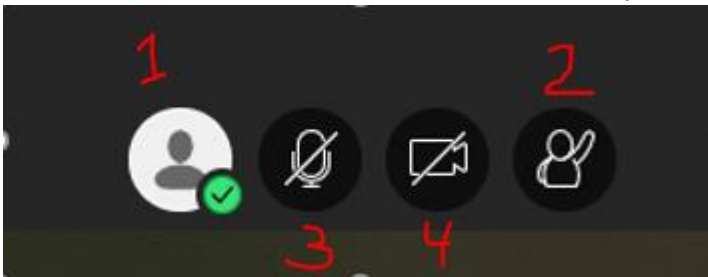
Additional Tools

At the bottom right, you will see a purple double arrow icon. You can click/tap to view the chat area.



In the top left, you will see a Session menu. Click/tap to see options for your active session.

Centered at the bottom of the Collaborate window, you will see (some of) the following icons:



1. A profile button where you can access provide feedback or responses, mark yourself as away, or leave the session
2. A icon for a person raising a hand to alert the instructor/host that you have something to share
3. A button to mute/unmute the microphone
4. A button to enable/disable video
For 3 and 4, the meeting host can choose to disable all participant microphones and/or cameras, in which case you will not see those icons