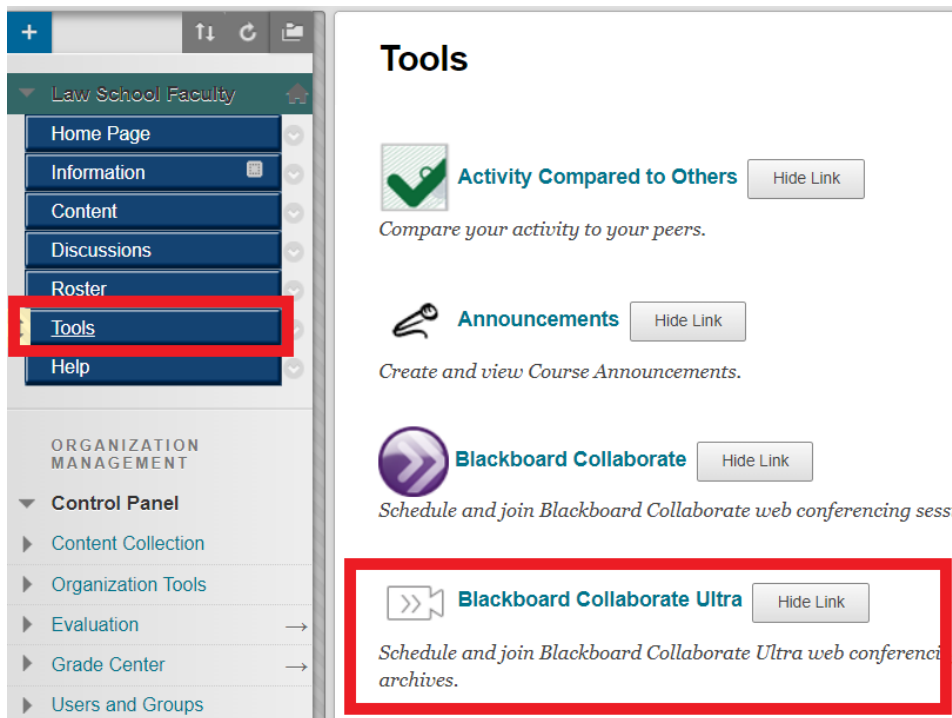


Since this is all done through Blackboard, please remember to bring your phone as you will have to accept the DUO authentication push/phone call when logging into the portal (shu.okta.com).





ALWAYS USE GOOGLE CHROME to access Collaborate Ultra (MAC or PC)

You'll find Collaborate Ultra within the "Tools" menu on the left side of your course homepage in Blackboard:



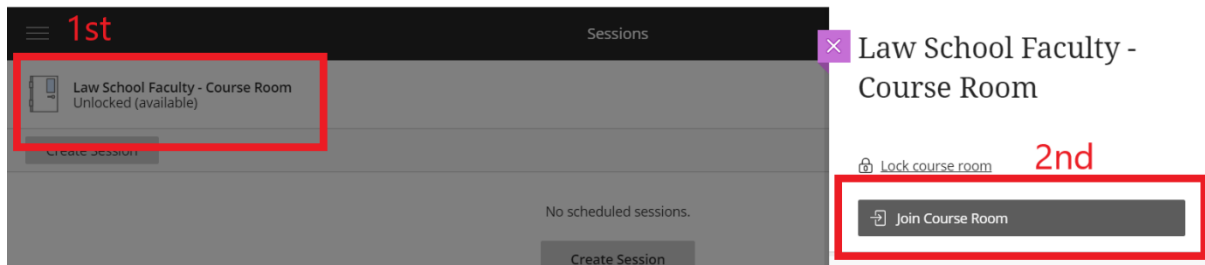
The screenshot displays the Blackboard course homepage. On the left, a vertical navigation menu is visible, with the 'Tools' option highlighted by a red rectangular box. The main content area on the right is titled 'Tools' and lists several available tools. The 'Blackboard Collaborate Ultra' tool is highlighted by a red rectangular box. The tool's description reads: 'Schedule and join Blackboard Collaborate Ultra web conferencing archives.'

Tools

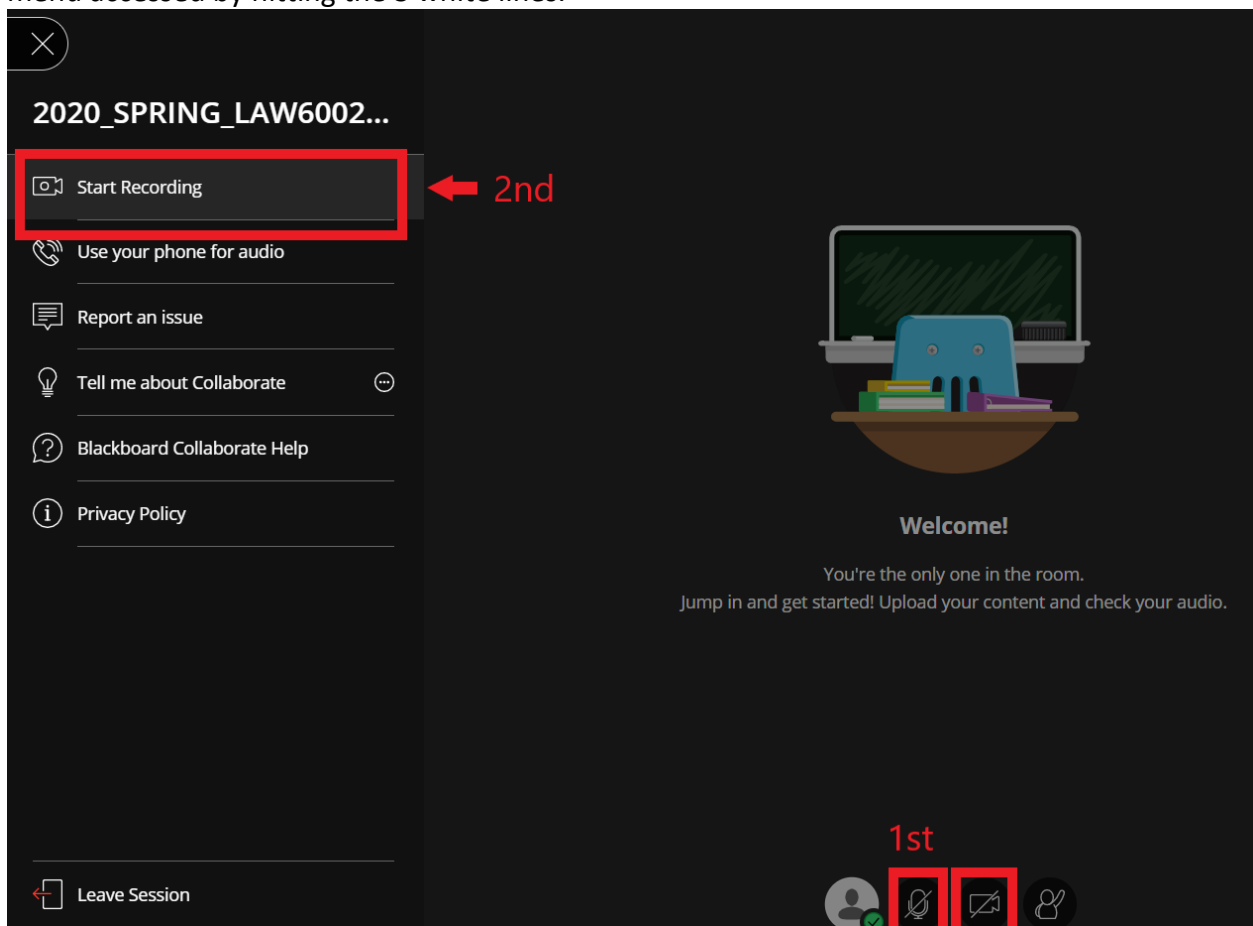
-  **Activity Compared to Others** [Hide Link](#)
Compare your activity to your peers.
-  **Announcements** [Hide Link](#)
Create and view Course Announcements.
-  **Blackboard Collaborate** [Hide Link](#)
Schedule and join Blackboard Collaborate web conferencing sessions.
-  **Blackboard Collaborate Ultra** [Hide Link](#)
Schedule and join Blackboard Collaborate Ultra web conferencing archives.

You'll then be able to enter your default Collaborate room that is within your course:

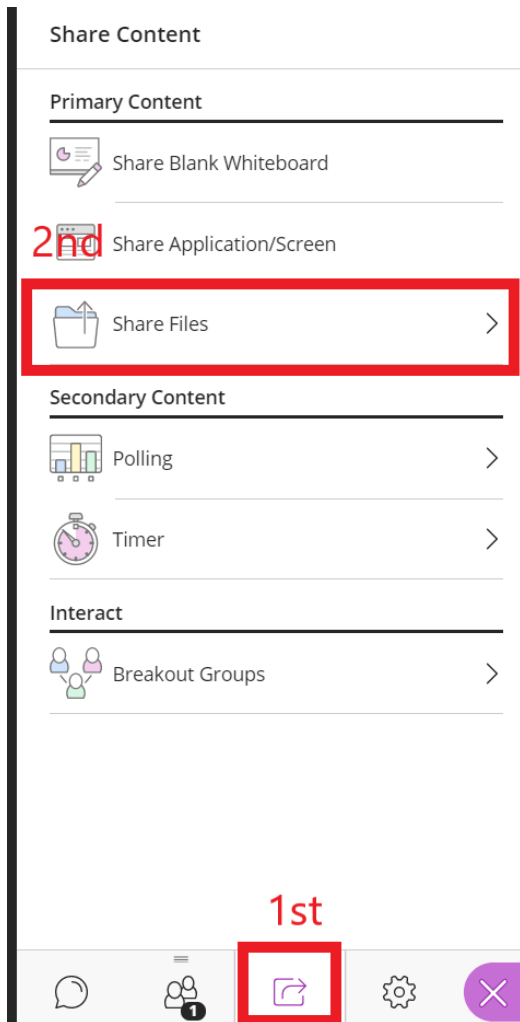
Blackboard Collaborate Ultra



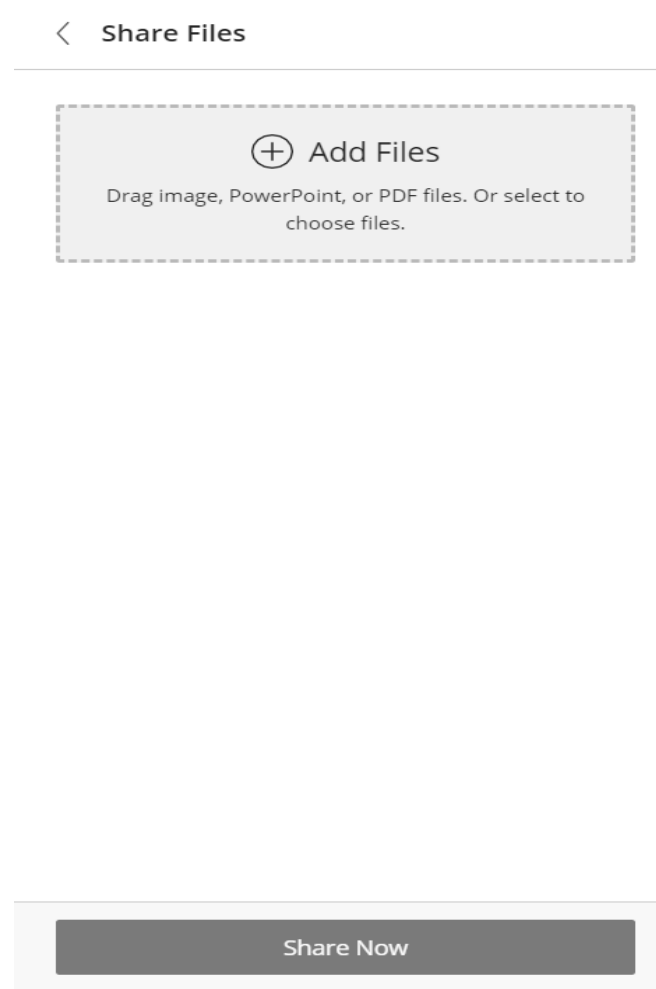
Once you confirm that your camera and microphone work (you might be prompted by the web-browser to allow your microphone - just hit "allow"), you should share your camera and microphone with the Collaborate session. Then hit "Start Recording" in the upper left pull-out menu accessed by hitting the 3 white lines.



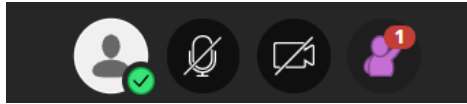
If you have a PowerPoint that you would like to share, you can do so by going to the sharing tab on the right-side pullout menu. This menu can be accessed by clicking on the purple button with 3 white lines in the lower right.



You can then add your PowerPoint into Collaborate and share when ready. Simply click on “Add Files” and dialog box will appear for you to browse to your PowerPoint and upload. It's recommended loading your PowerPoint into Collaborate in advance.



When a remote student has a question, a sound will be made and a pop up will appear on the screen indicating that a particular student has raised their hand. There are no buttons that you need to press, you can simply speak to the student and they can turn on their microphones and talk.



When you are finished with your class, go back into the upper left menu and hit "Stop Recording" where you earlier hit "Start Recording".

The video link previously sent out via email is also very helpful:

https://help.blackboard.com/Collaborate/Ultra/Participant/Get_Started