Blackboard Collaborate Ultra Guide for Students

- Blackboard Collaborate Ultra is entirely browser-based. No downloads are required.
- The required browsers for BB Collaborate is **Google Chrome**

In this guide you will learn the following:

- Best practices for web conferencing
- How to join a BB Collaborate Ultra Session
- Overview of the BB Collaborate Ultra Interface
- How to set up your audio and video
- How to see the participants list

Best Practices for BB Collaborate

- Use your built in laptop microphone/speakers for audio.
- Connect to the internet via wired connection (if avaialble, if not wireless should be fine)
- Close down all background programs that are not being used for the BB Collaborate Session (email, Skype, extra web browsers, and any other desktop applications)
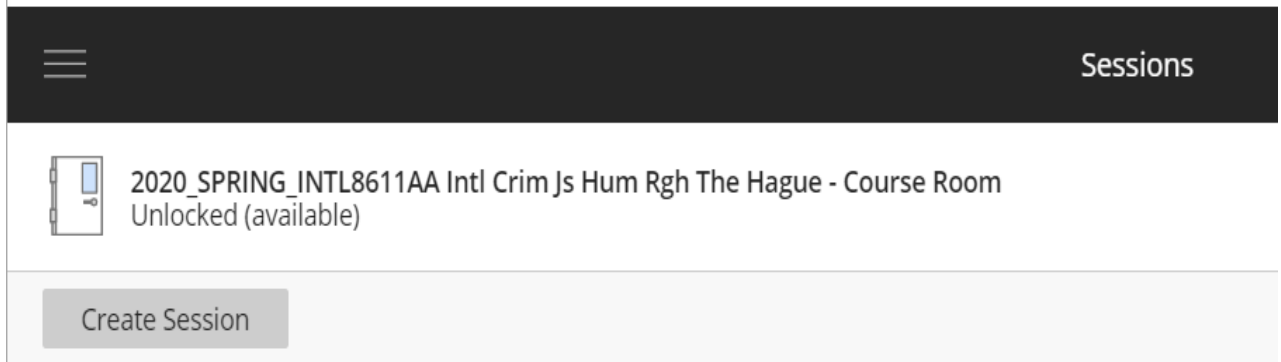
Join a Session

- Log into shu.okta.com using Google Chrome and select the course from your My Courses menu that will be hosting the BB Collaborate session
    - Once in your course, BB Collaborate Ultra can be accessed by clicking on "Tools" in the left hand navigation menu and then you should see the link to click on **BB Collaborate Ultra**
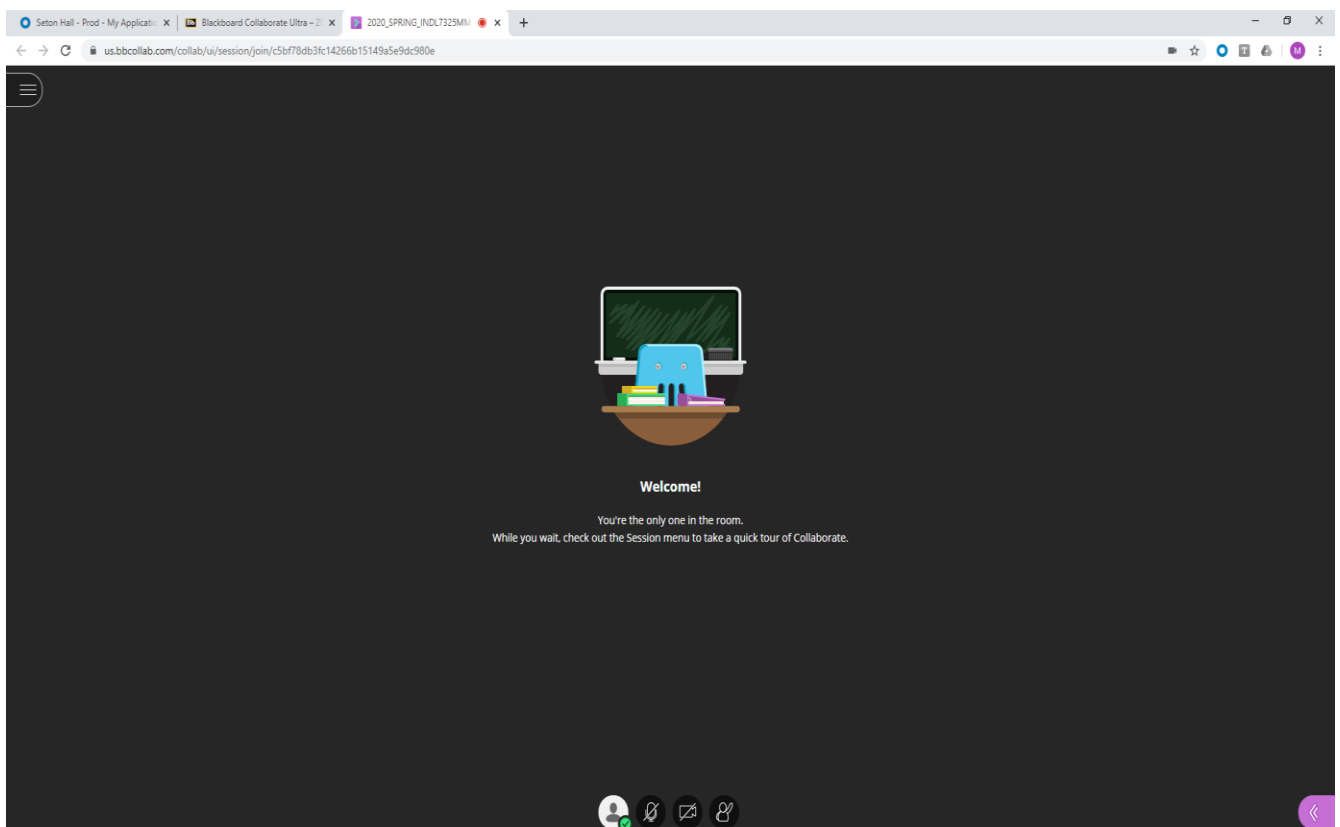
- This will take you to the BB Collaborate Ultra Sessions menu. Select the BB Collaborate Ultra Course Room for your course to enter the room. **(DO NOT CLICK ON CREATE SESSION)** and then click on Join Room.
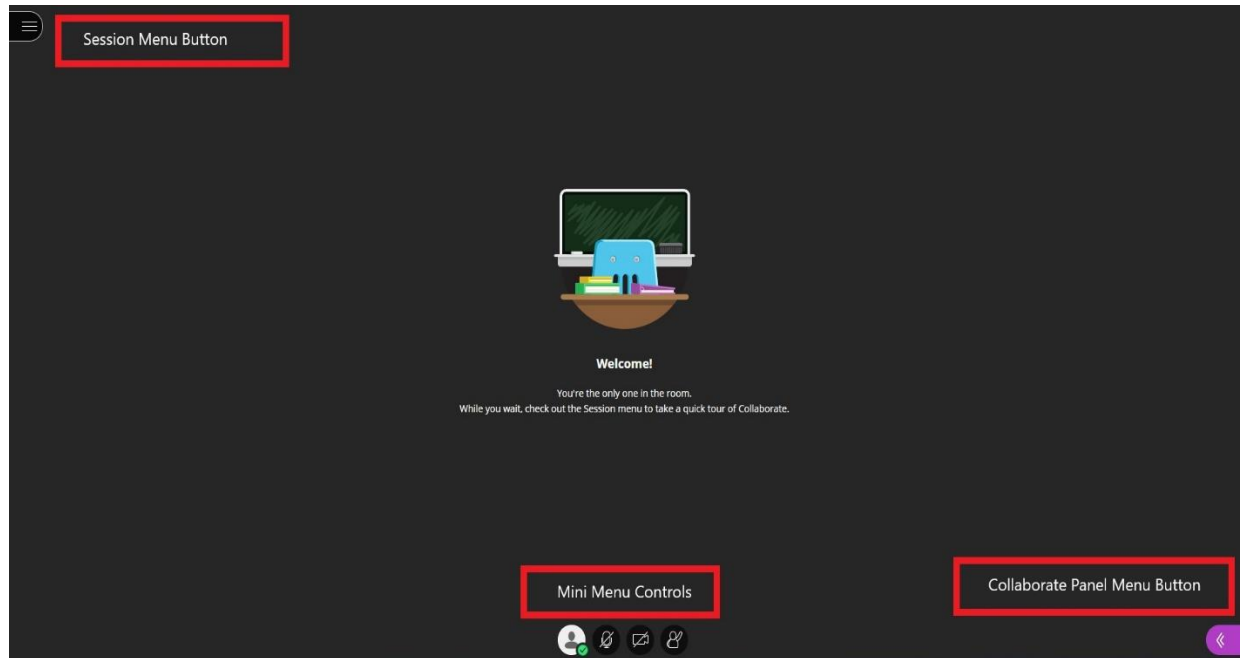

- BB Collaborate Ultra will open in a new tab within your browser. The first time you enter you may be prompted by Chrome to allow access to your microphone and camera. Click "Allow" on those dialog boxes.
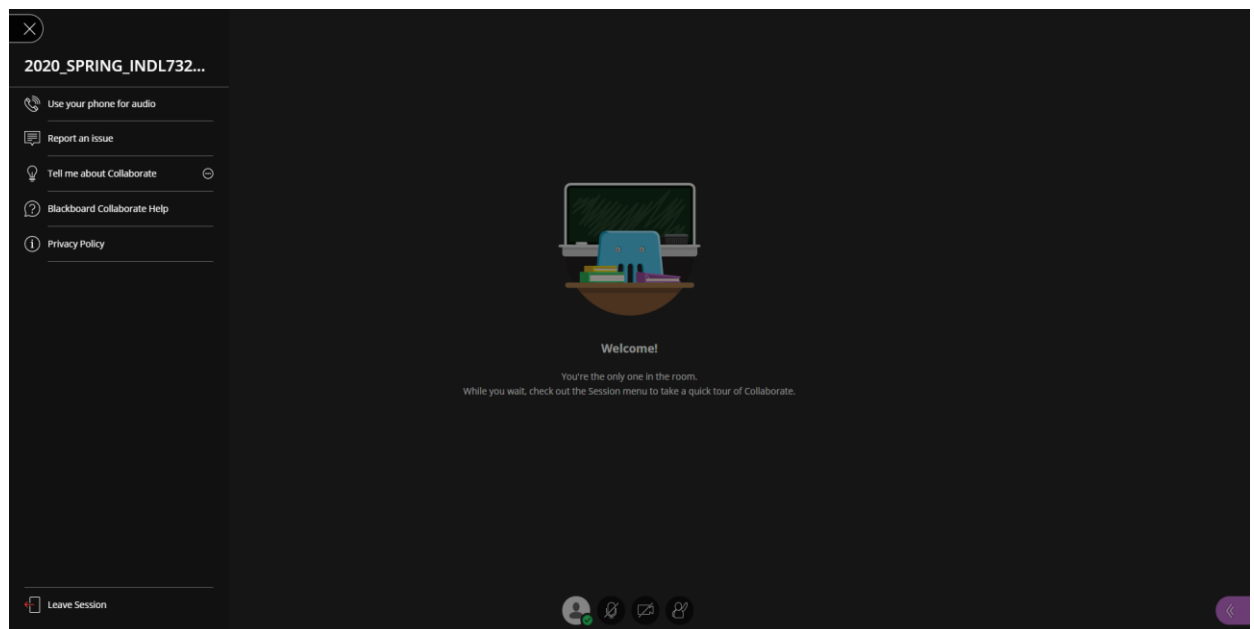
BB Collaborate Interface

- BB Collaborate has three menus: Sessions Menu, Mini Menu and the Collaborate Panel
- Mini menu at the bottom center of the screen includes quick controls for audio, video and raising your hand.
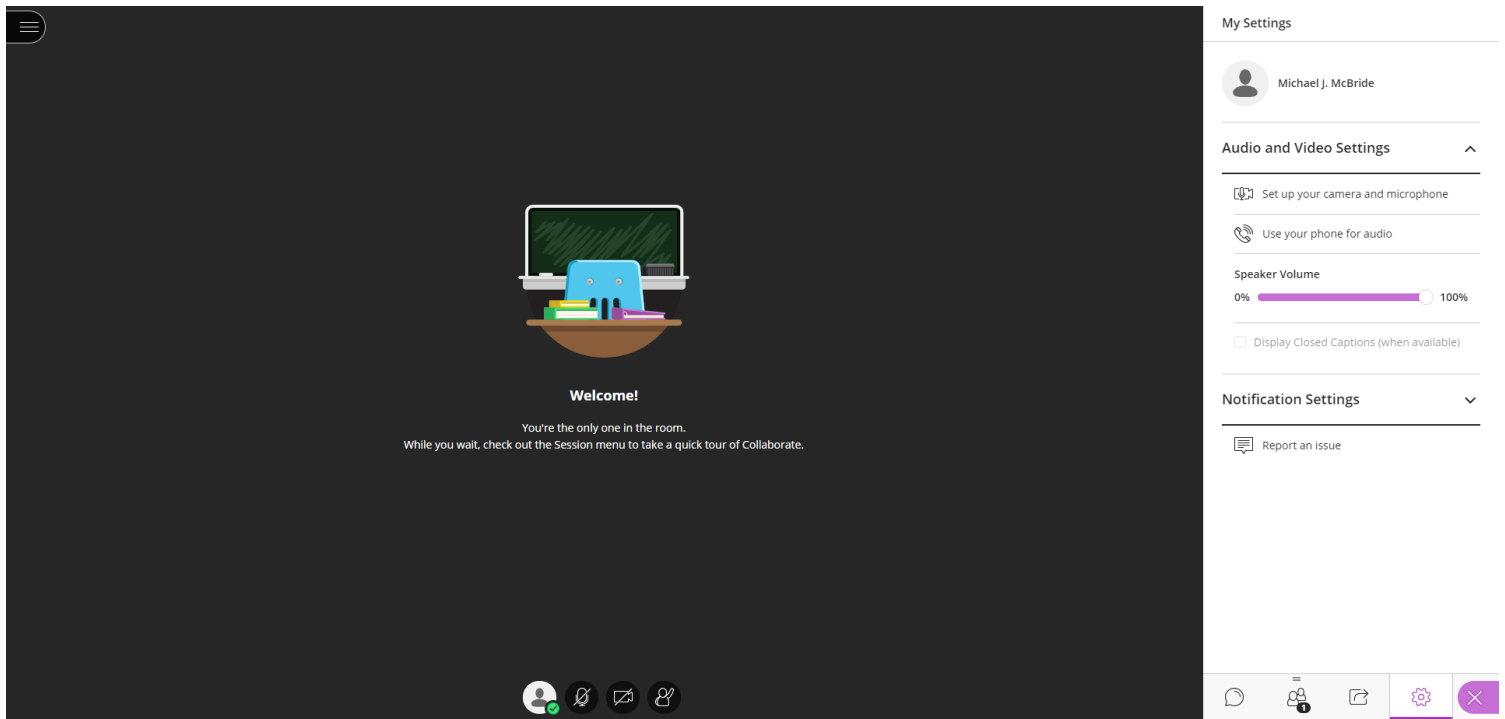

Session Menu

- The session menu includes links to
  - Navigate you through Collaborate through the "Tell me about Collaborate" link
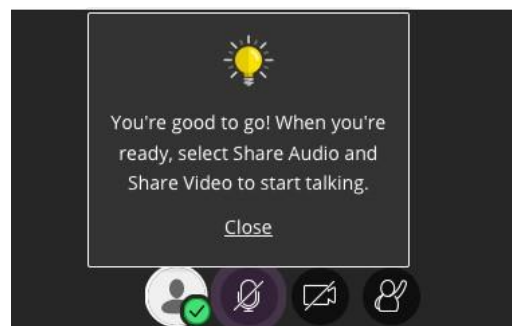 - Leave your session

Collaborate Panel

- The collaborate panel is where you will go to:
  - Control your settings
  - View the Participants List
  - View the Chat

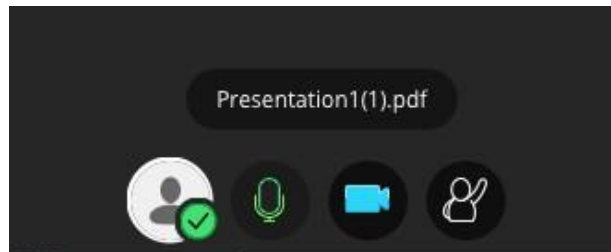# Audio and Video Setup

- **Set up your camera and microphone** is located under the My Settings menu in the Collaborate panel. My settings can be accessed by clicking this icon ⚙
  - This will take you through 2 easy steps to set up your audio and video

1. When you complete the audio/video setup, you will get a notification that your microphone and camera are ready to go but still turned off.
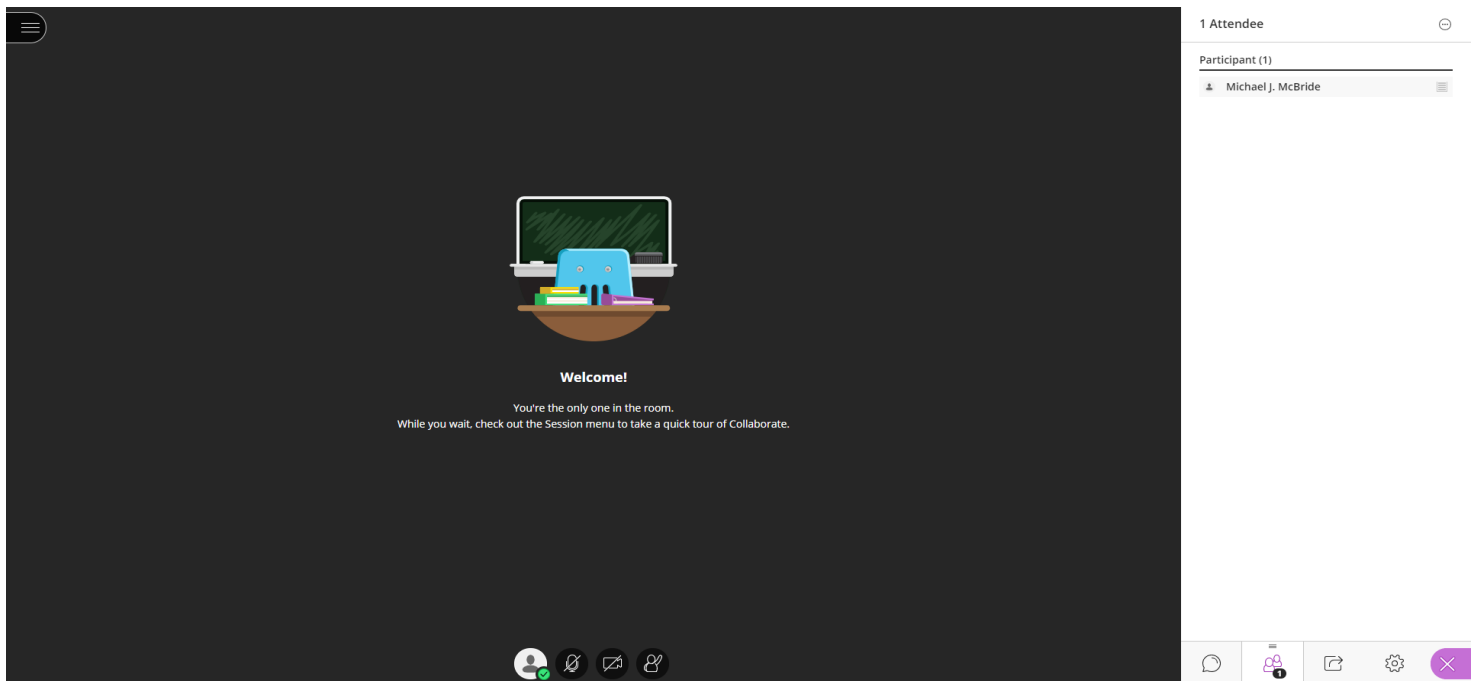
- When you are ready to turn your microphone and video on, use the mini menu controls. This is also where you can "raise and lower your hand" (icon on the far right) to signal to the professor that you have a question. **It is best practice to have your audio/video off until called upon by the professor to answer a question or if you have a question and the professor achknowledges you to ask your question. At that point turn it on and talk. Once finished, turn your microphone back off and "lower your hand" if raised.**

Participants List

- The participant list is located in the Collaborate panel by clicking this icon
- The participant list is a tool for you to see who else is in your session

Leaving BB Collaborate

- To leave the session, click Leave Session located in the Session menu or simply close your BB Collaborate Session tab in your browser window.