Student Quick Guide
Blackboard Collaborate Ultra
Basic Steps to Participate in Collaborate

Blackboard Collaborate Ultra is a virtual meeting space that your professor may use to conduct live/real-time meetings. Follow the quick guide below for help accessing the tool. Be sure to use **Chrome or Firefox browsers**, iOS and Android devices are supported as well.
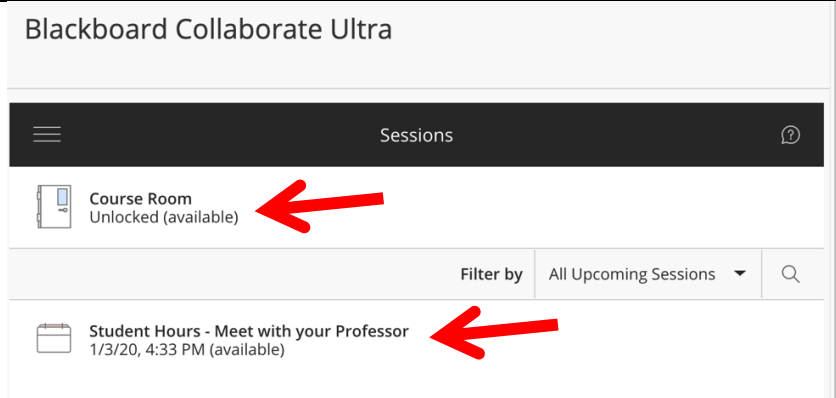
Step 1 – Get access.
There are a number of ways to access Collaborate Ultra.

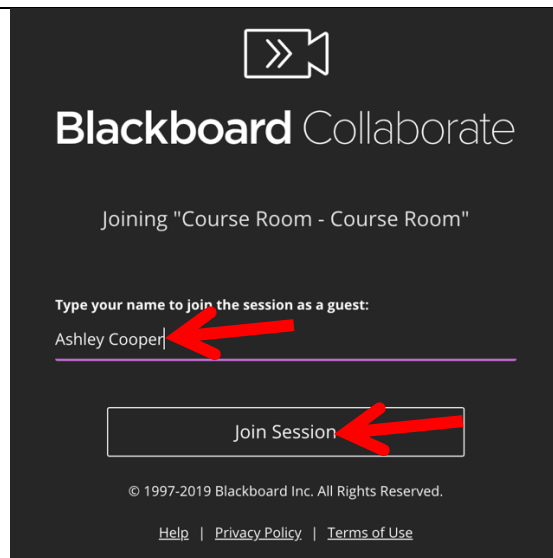**From Your Blackboard Course:**

Click on a room to join a session.

If there is more than one option, follow your professor's instructions on which room to join.
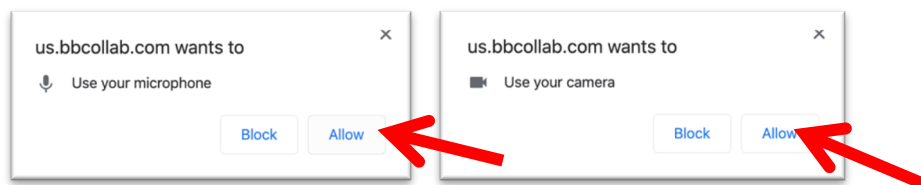

OR

From a Direct URL Link:

If your professor provided you a direct URL link after clicking the link, enter your name and click join session.

Step 2 – Allow Collaborate to access your microphone/camera (you can turn this off once logged in).

NOTE: Depending on your browser/computer/device these prompts will look differently.
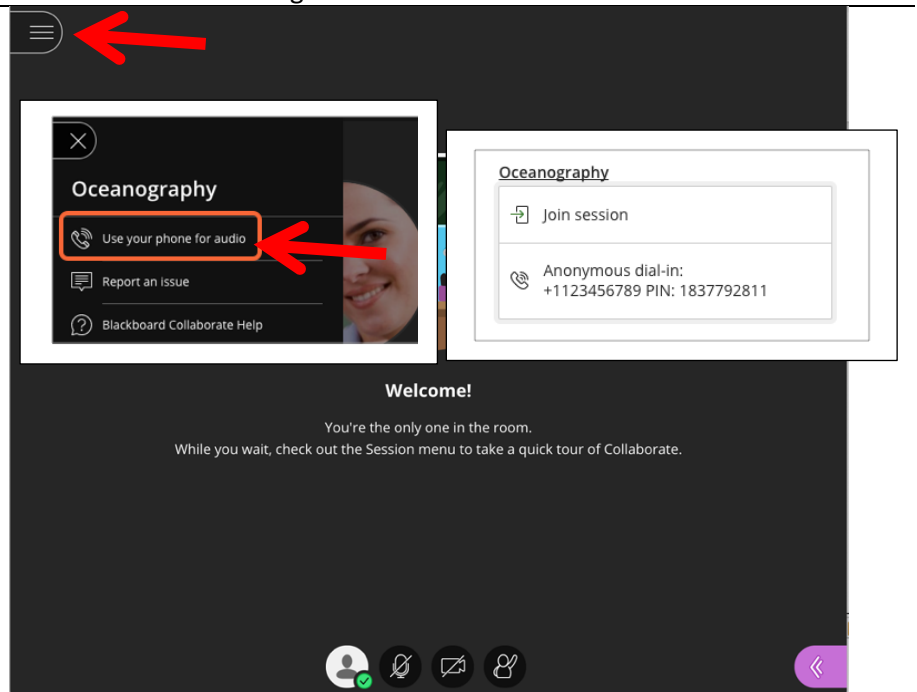
Step 2 (continued) – Optional phone/audio access
See below if your computer/device's audio is not functioning.

Once you've entered the Collaborate session, click the 3-bar menu in the top right.

Select "Use your phone for audio"

A unique phone/pin will be provided.

Step 3 – Participate in the session

You're now a participant in the session.

You can use the icons on the bottom of the screen to mute your audio or to share your video.

Click the tab on the bottom right to access additional tools.

Click the microphone to mute/unmute your audio.

Click the Camera to turn on/off your video.

Click the purple button to open extra features: Chat, Participant List, & Settings