How to Attend a Class Meeting with Blackboard Collaborate

What is Collaborate?

Blackboard Collaborate (Ultra) is a videoconference tool that is fully integrated in Blackboard.

Note: You will need a webcam to broadcast video and a microphone to broadcast audio. Most laptops have them built in, but many desktop computers will need separate devices connected.
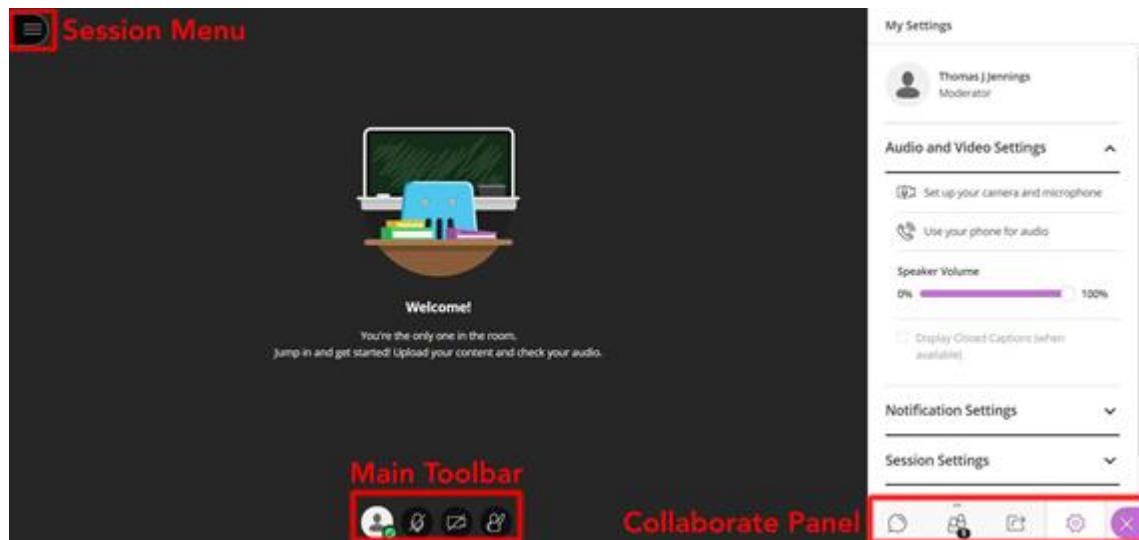
How to attend a live class session

- Log in to Blackboard and navigate to your course.
- From the left menu, scroll down to the link titled *Collaborate Ultra*.
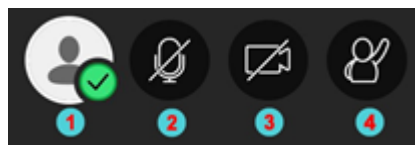- Click the **Course Room icon**. This will open a panel on the right.

Course Room
Unlocked (available)

- Click the black **Join Course Room** button to enter.

Join Course Room
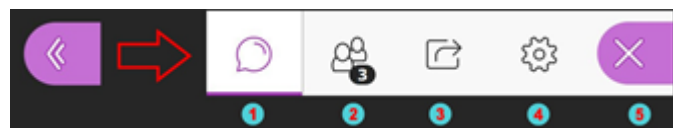
Using the Collaborate Interface

Main Toolbar (bottom center of screen)

1. **My Status and Settings** - Opens the Collaborate settings window, which has options for using emoticons, agreeing/disagreeing, and accessing the My Settings panel.
2. **Share/Mute Audio** - Allows you to enable or disable your microphone.
3. **Share/Stop Video** - Allows you to toggle your camera off and on.
4. **Raise Hand/Lower Hand** - Allows you to signal with a hand raise icon.

Collaborate Panel (right side, click the magenta button to show/hide)

1. **Chat** - Allows you to chat with all or specific participants in the meeting.
2. **Attendees** - Shows you a list of all participants in the meeting.
3. **Share Content** - Allows presenters or moderators to share content (screen,applications, files, etc.). By default, only the instructor is a presenter. The instructor can make any participant a presenter or moderator.
4. **My Settings** - Allows you to change Audio/Video and Notification settings. Moderators can also set Session settings for Participants.
5. **Open/Close Collaborate Panel** - Closes the collaborate panel.

Session Menu (hamburger icon near the top left)

- Contains additional options and settings.