Quick Guide: BlackBoard Collaborate Ultra

Here is a short summary of actions you need to take.

· Login Blackboard, click on the course you are taking
  . At the left panel, navigate to **Tools** and then click on **BlackBoard Collaborate Ultra**.
· Choose the relevant session to join the session.
· Communication is taking place in the session which opens 15 min before the session starts. Once you **Join the Room**, you are identified by the system (via your login).
  o When you join the room, we recommend you **mute** your audio and **disable** video (see the traditional icons at the bottom of your screen) unless you were instructed by your professor so that you do not disturb other participants.
  o If you want to engage in the discussion or ask a question, **“raise your hand”** – click an icon at the bottom of your screen. When the instructor asks you to join the discussion, you unmute yourself by clicking on the mic icon and start talking. After you are finished, mute your audio again.
  o There is a purple arrow in the bottom right corner of the screen that opens the **collaboration panel** where you can write messages in chat and share your computer screen if instructors assign or ask you to share. For easier class management it is recommended that students participate in discussions by raising a hand (your requests will be queued). The instructor will call students from the queue.
  O At the upper left corner there is a menu icon. Students do not need it in a regular lecture session.

The instructor will share his or her screen, and will present slides or other documents that support the narrative. Instructors are recommended to record sessions so that students who could not attend the class could replay the lecture.

**You can find comprehensive information at:**

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

https://help.blackboard.com/Learn/Student/Interact/Blackboard_Collaborate/Blackboard_Collaborate_With_The_Ultra_Experience