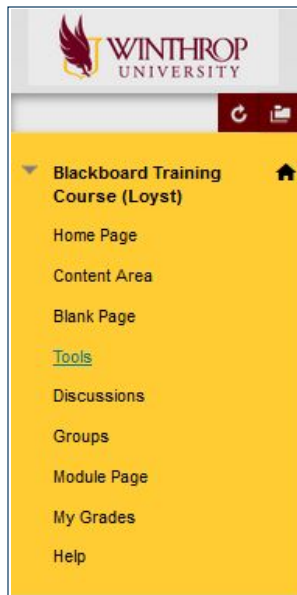# Join a Collaborate Ultra Session

Overview

This tutorial will explain how to **Join a Collaborate Ultra Session**. It will also explain how to participate in a Collaborate Ultra Session. Some Collaborate Ultra Sessions limit access during a set period of time, while others will be available at any time. If these steps do not work, you may need to wait until the session opens to join it.

Quick Steps

Chrome Browser > Course Homepage > Tools > Blackboard Collaborate Ultra > Active Session Title > Use Participation Tools

Step 1

Using Google Chrome 🌐, Log in to Blackboard and Access Your Blackboard Course. Navigate to the *Tools* page, and then select the "Blackboard Collaborate Ultra" tool.

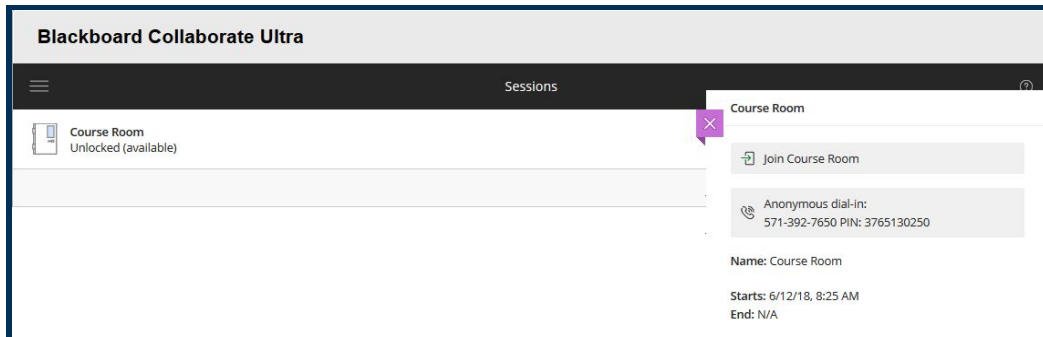Alternatively, if your instructor has emailed a direct link to the session, you can follow the link or copy and paste it into your browser to access the Blackboard Collaborate Ultra Session.
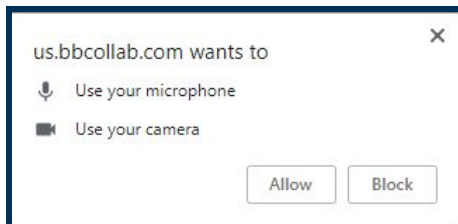
Step 2

From the Blackboard Collaborate Ultra page, click on the title of the Collaborate Ultra Session you want to join, and then click the *Join Course Room* button.
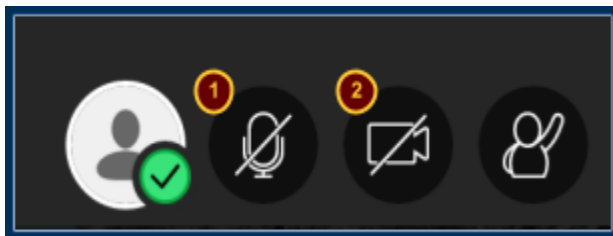

Step 3

If this is your first time using Blackboard Collaborate Ultra, you will need to click "Allow" in the pop-up dialogue box that prompts you for permission to access your microphone and camera.

As you join the room, your microphone and camera will be muted. Enable these features by clicking on the *Share audio* [1] or *Share video* [2] icons.
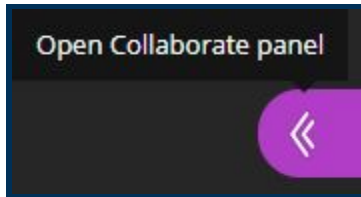

You may mute your microphone or camera at any time by clicking on these icons again. We recommend leaving them muted until prompted to speak, as microphones often pick up ambient noise and can distract participants.
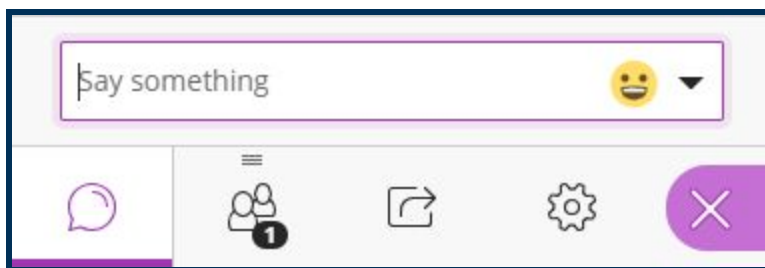
> ➢ Get help setting up your webcam and microphone.
> ➢ Learn how to use your phone as a microphone.
> ➢ Learn how to share video with your peers.
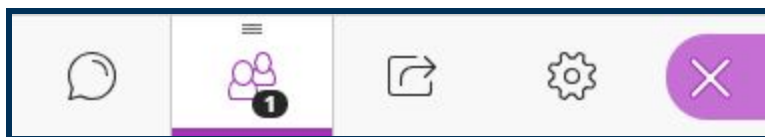
The Collaborate Panel

Use the *Open Collaborate panel* button in the right sidebar to find additional participation tools.
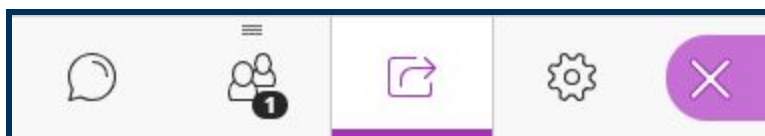

Use the *Chat Tool* icon to share links, type a message, drop an emoji, etc.

Use the *Attendees* icon to see who is in the room with you. You can create private chats from this menu, as well.
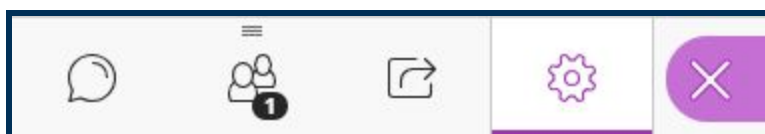

Use the *Share Content* icon to share your screen, write on the Whiteboard, or share a file with your group or class.
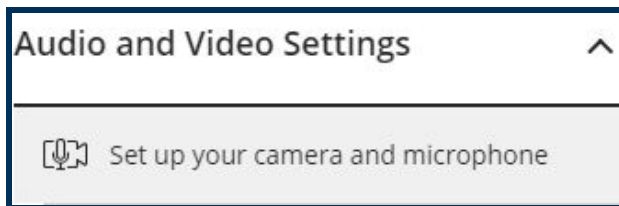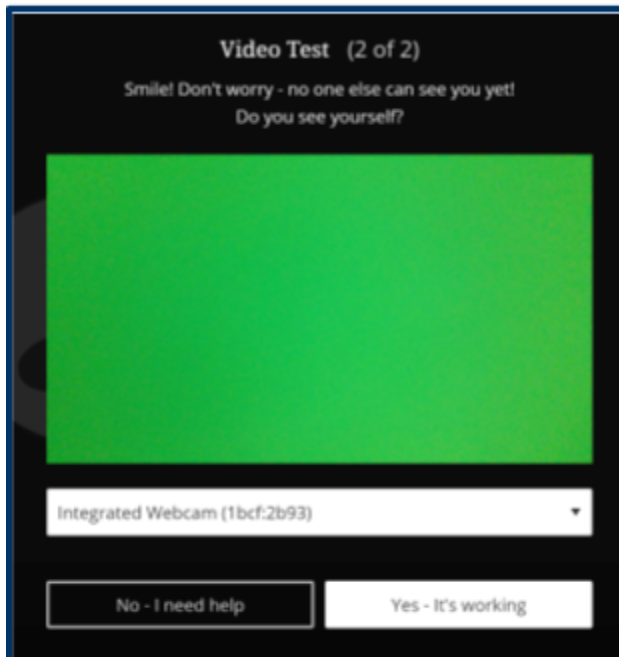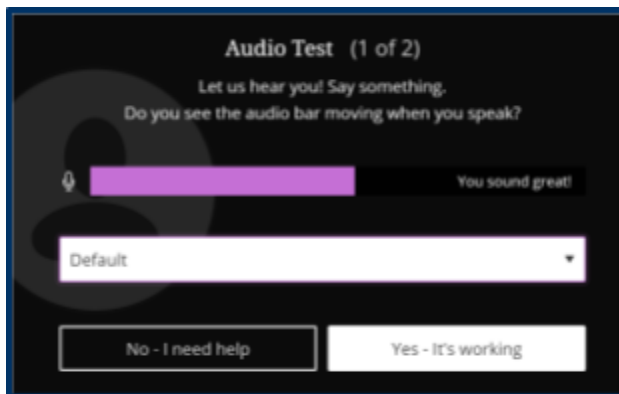

Audio and Video Setup

If you are having difficulty connecting your microphone or webcam, open the Collaborate panel and click the *Settings* icon.

From the Audio and Video Settings section, select "Set up your camera and microphone."

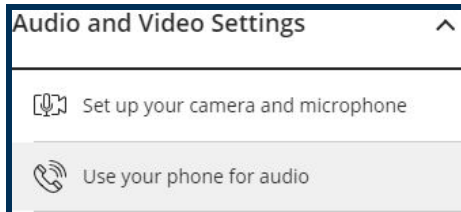Follow the instructions on the screen, choosing "No - I need help" when you encounter an issue.

Should these steps not resolve your issue, learn how to use your phone as a microphone.
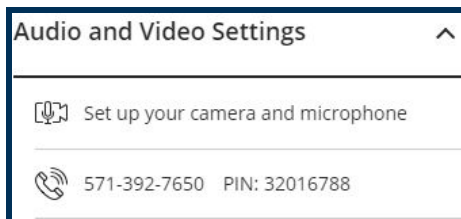
Phone Participation

If you are having issues with your microphone that you cannot solve, or if you do not have a microphone, you may join the Collaborate Ultra Session with a phone.

To do so, open the Collaborate panel and click the *Settings* icon. From the Audio and Video Settings section, select "Use your phone for audio".

Blackboard Collaborate Ultra will then provide you with a phone number to call and a pin number to enter.

This is a sample phone number and PIN. Each session generates a unique phone number and PIN. Do not use this phone number and PIN because no one will be there to greet you.

Share Video

When you click the *Share Video* icon, a Video Preview window opens. Only after clicking the *Share Video* button from this window will your webcam feed be visible to all session participants. So check your hair, teeth, nose, or clothes without fear.

Date Modified: July 12, 2018 | Version: 2