Blackboard Collaborate Ultra is Blackboard’s updated tool for synchronous online meetings. Below are steps to help session participants get started.

**Google Chrome** and **Mozilla Firefox** are the recommended browsers for best session experience.

1. Within your Blackboard course, navigate to the link that your instructor has provided for accessing Collaborate Ultra (e.g., course menu > Tools > Blackboard Collaborate Ultra)
2. Click the name of the session and then **Join Session**.

**Set Up Audio and Video**

1. Once you have joined the session, click the icon at the bottom-right corner to open the **Collaborate panel**.
2. Click the **My Settings** icon and then **Set up your camera and microphone** to set up audio and video. Follow the prompts to test audio and video.

**Control Audio and Video**

To control audio and video during the session, use the toggle icons to turn your own microphone and video on and off during the session.

**Chat with Other Participants**

1. Open the **Collaborate Panel**.
2. Click the icon for **Chat**.
3. Click **Everyone** to chat with all participants simultaneously.
4. Type your message into the text box at the bottom of the panel and press Enter to send.

For more information on using Blackboard Collaborate Ultra participant features, please consult these online resources.