

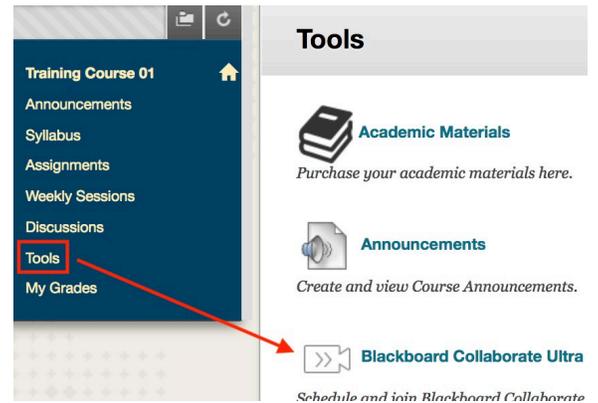
Get Started with Blackboard Collaborate Ultra – For Participants

Blackboard Collaborate is Blackboard’s real-time video conferencing tool. Collaborate with the Ultra experience opens right in your browser, so you do not need any additional software to join a session.

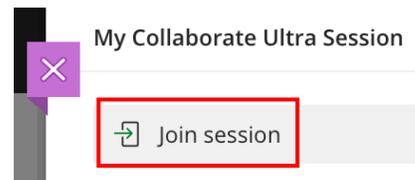
Join a Session

When joining a session, use the [Google Chrome or Firefox browsers](#) for the best experience.

1. From within your Blackboard course, click **Tools** on the course menu.
2. On the Tools page, click **Blackboard Collaborate Ultra**.
3. On the Collaborate page, click the name of the session you want to join to open the Session Details Panel.



4. In the session details panel, select **Join Session**.
The session will then launch in a new browser tab.



Use Audio and Video

Click the microphone and camera icons at the bottom of the screen to enable or disable your audio and video during a session.



Configure Audio and Video

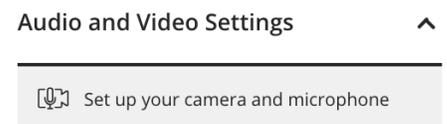
If you experience issues with your audio or video during a session:

1. Open the Collaborate panel using the purple icon at the bottom right of the screen.

2. Click the **My Settings** icon.



3. Select **Set up your camera and microphone** and follow the prompts to test your audio and video.



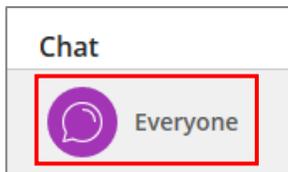
Chat with Other Attendees

1. Open the Collaborate Panel .

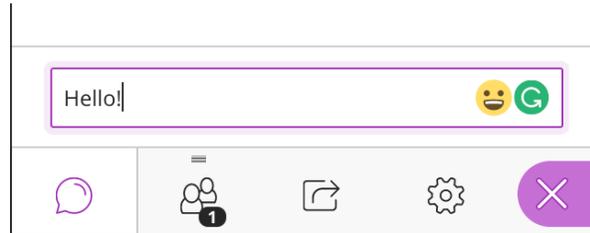
2. Click the icon for Chat.



3. Click Everyone to chat with all attendees simultaneously.



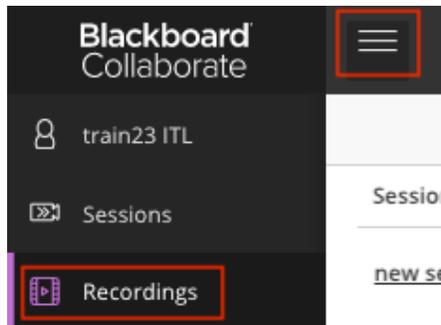
4. Type your message into the text box at the bottom of the panel and press Enter to send it.



Watch Recordings

If a moderator recorded a session, you will find it on the Collaborate Ultra page after the session ends.

1. In your Blackboard course, click **Tools** on the course menu.
2. On the *Tools* page, click **Blackboard Collaborate Ultra**.
3. Click the tool menu at the top left of the page and select Recordings.



4. Find the recording you'd like to play. (You can filter by a specific date range if necessary.)

5. Click the name of the recording and select **Watch now**.

