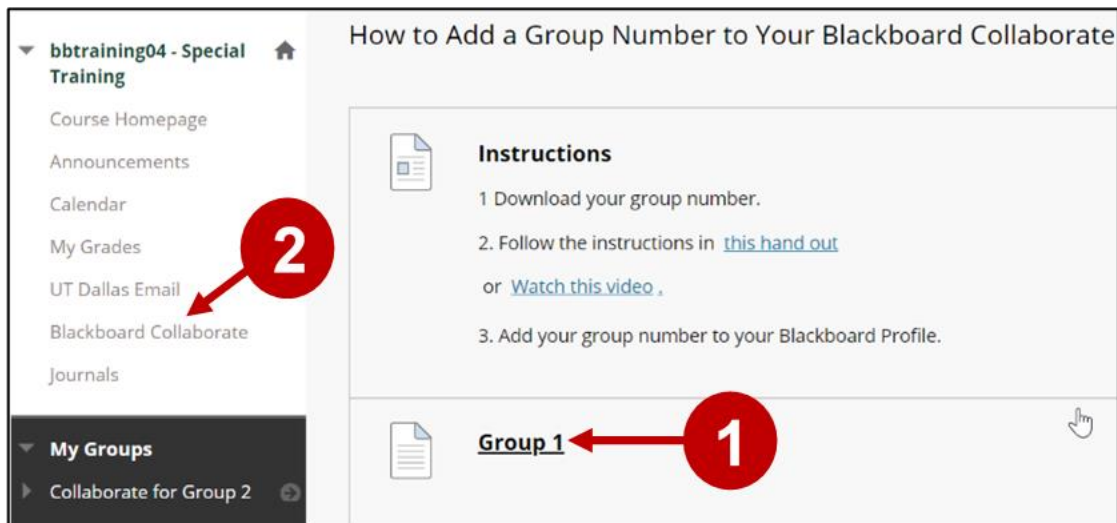


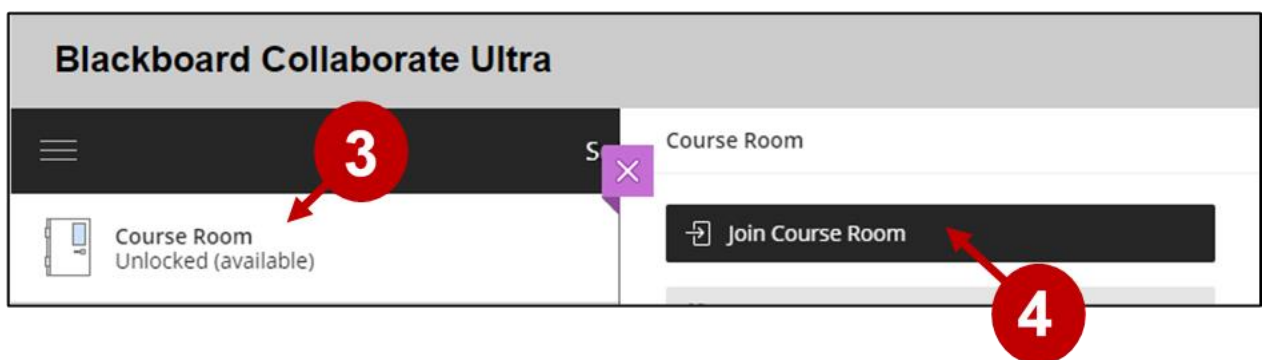
How to Add a Group Number to Your Profile

To display your group number in a Blackboard Collaborate Ultra session, you need to add the group number image to your Blackboard Collaborate account with the following steps.

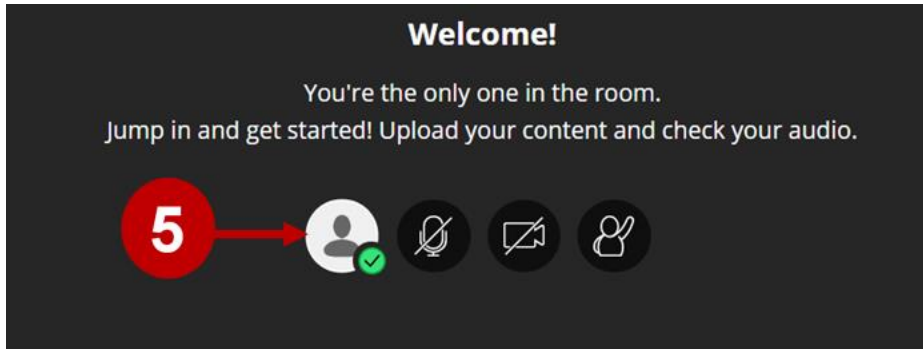
Steps 1 and 2: Inside of your eLearning course, download your group number and, from the direction below, then select the link **Join the Open Course Room** in the **Web Conference** link.



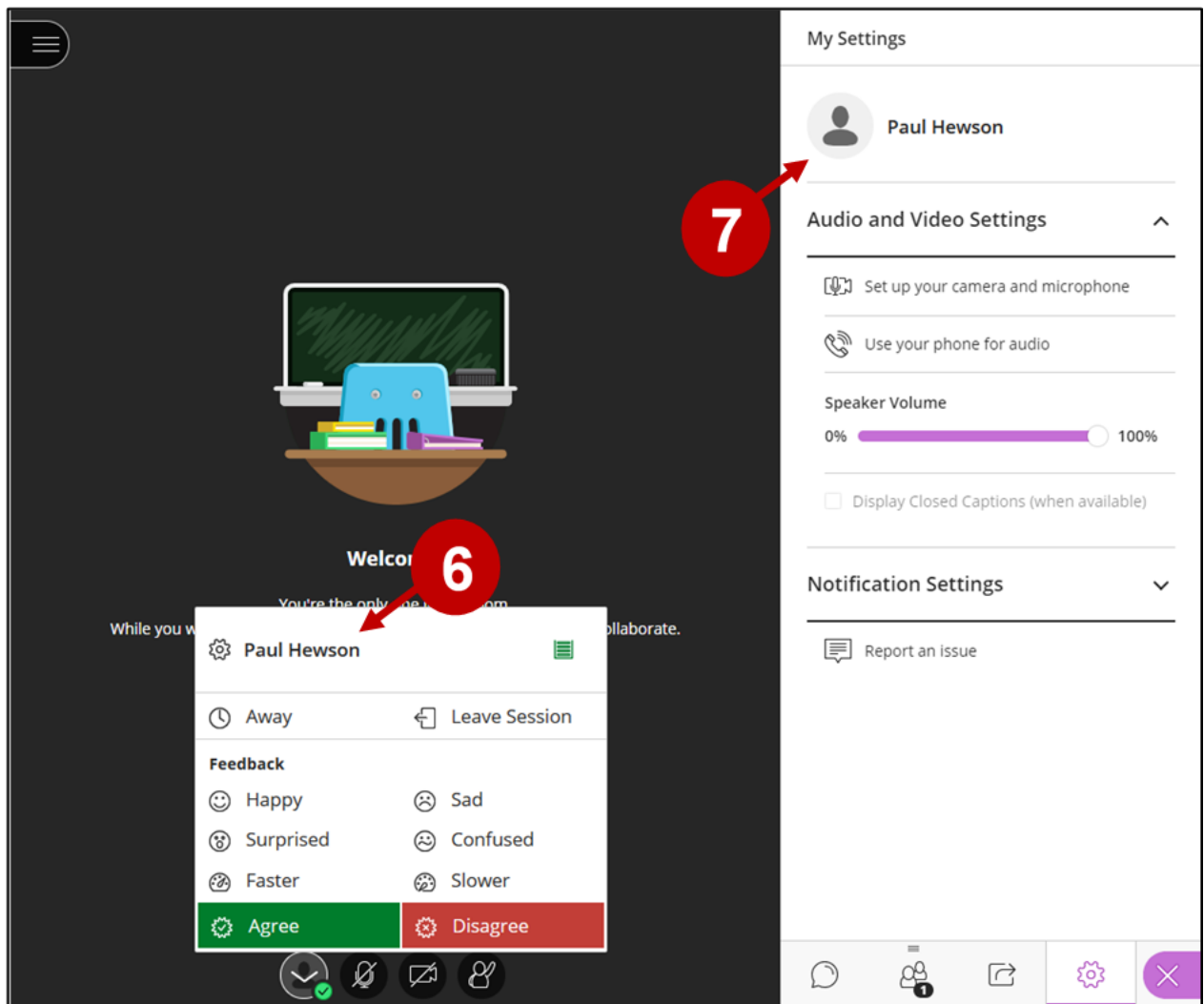
Steps 3 and 4: In the Blackboard Collaborate Ultra page, select the **Course Room** and then select **Join Course Room**.



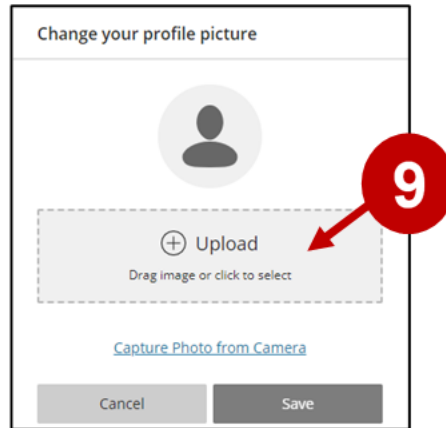
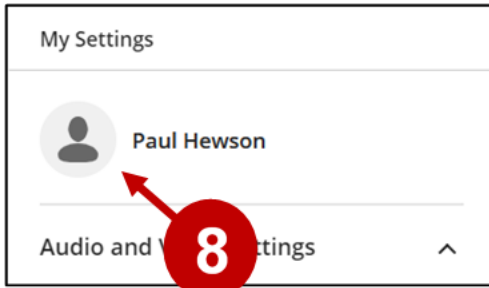
Step 5: : After you have joined the session, select the **My Status and Setting** icon.



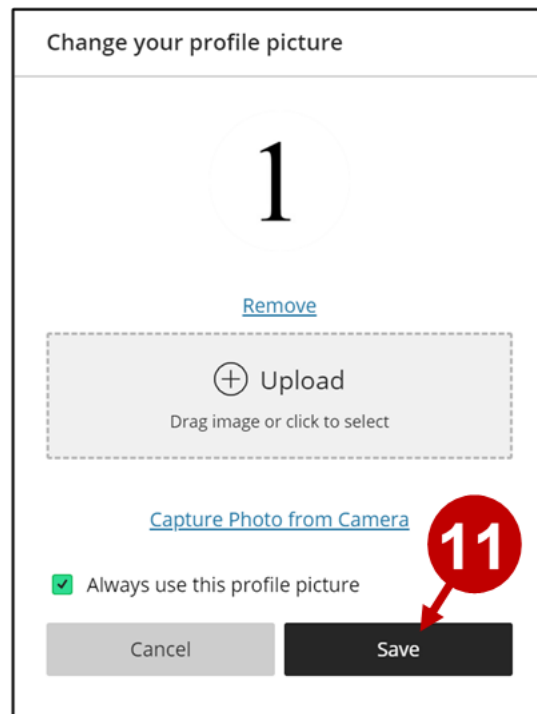
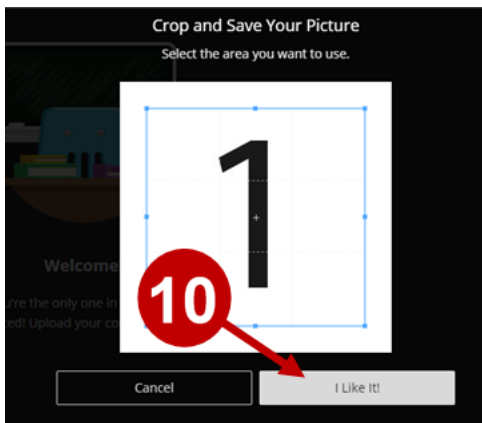
Steps 6 and 7 and then select your name to prompt **My Settings** to appear on the right.



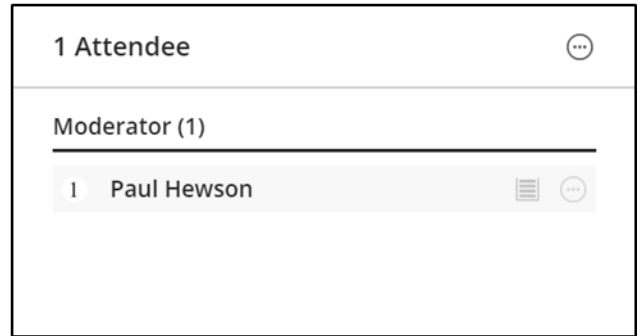
Step 8 and 9: In **My Settings**, click on your profile picture and select **Upload** to upload your group number.



Steps 10 and 11: Do not adjust the area to use, instead, select **I Like it!** and then **Save**.



Your Group number now appears as your Avatar when you are not using the video camera and the Attendee list.



Because Collaborate remembers your choice. You don't have to do this again from the same device or browser, unless you clear your cache.