Getting Started for Participants Quick Reference Guide

Blackboard Collaborate Ultra™ provides an online environment with chat, audio and video for interactive sharing between desktops or whiteboards for rich media, breakout rooms, and session recordings. Therefore, students and instructors can engage as if they were in a traditional classroom. Preparing for a Blackboard Collaborate Session
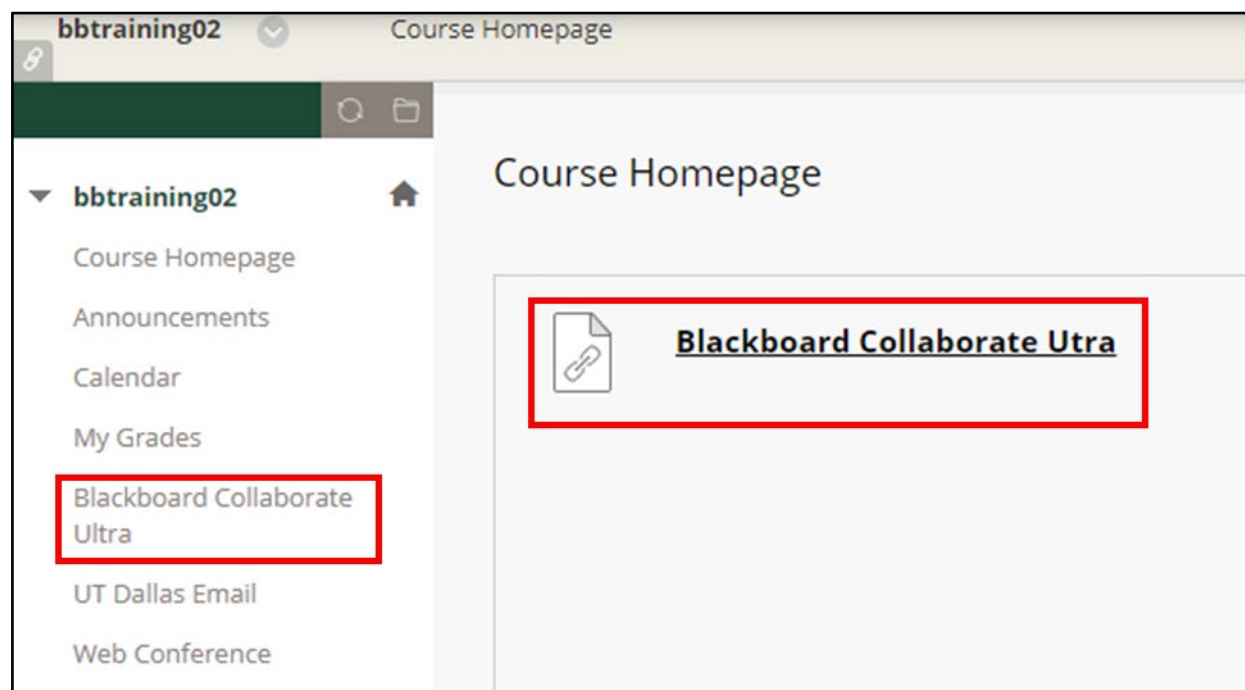
Step 1: Find a comfortable place with no distractions.

Step 2: Be sure to join the session 5 – 10 minutes prior to the start.

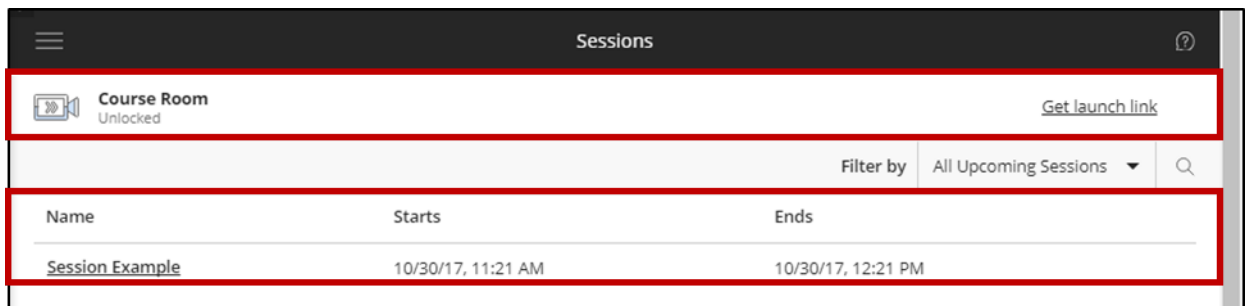## Accessing a Blackboard Collaborate Ultra Session

Your instructor can provide access to a **Blackboard Collaborate Utra** session with a link inside of an eLearning course, an organization, or an e-mail.

The image below shows two examples of links inside a course. The instructor has placed a **Blackboard Collaborate Ultra** link on the **Course Menu** or in a **Content Folder**.

Note: The icon for the Collaborate Ultra link may look different.
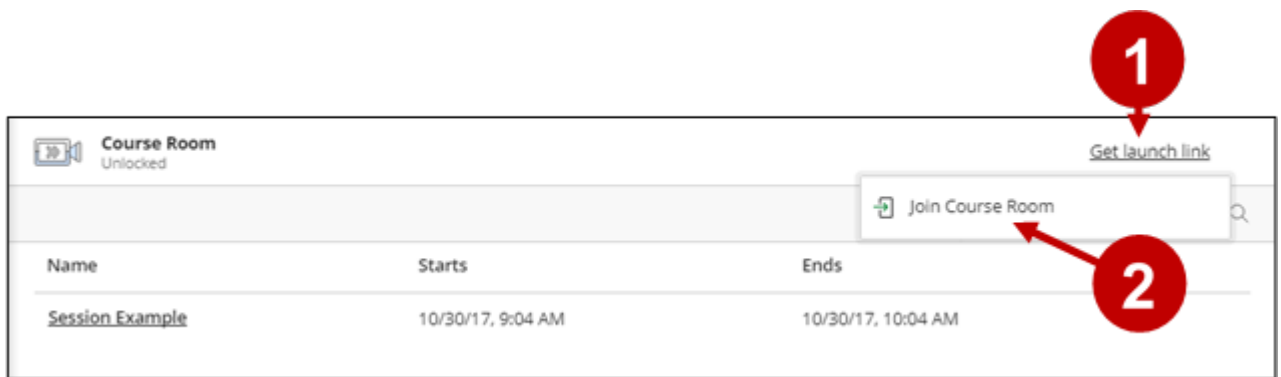
Below is an example of access to the **Blackboard Collaborate Ultra** page, it allows access to all **Blackboard Collaborate Ul**tra sessions that are either always available via **Course Room** or **Scheduled session**.
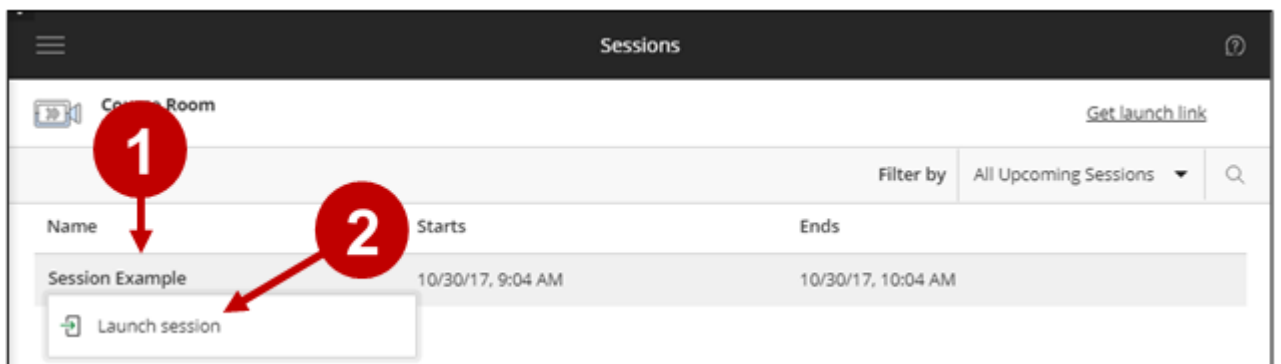

Note: Only active scheduled sessions are underlined.

Launching a Course Room

Step 1 and 2: When you click on **Get launch link**, select **Join Course Room**.
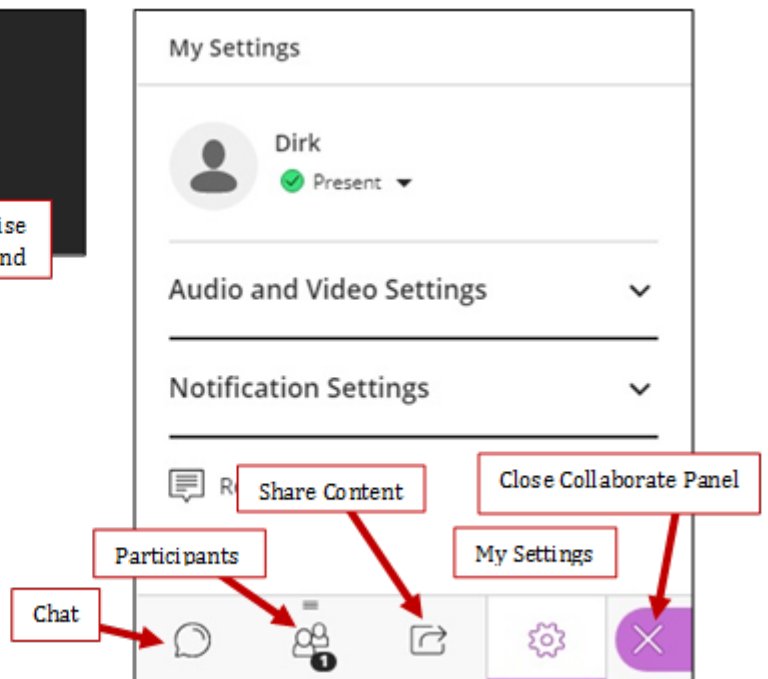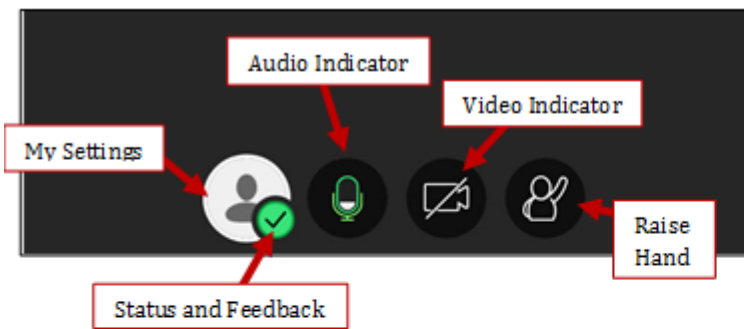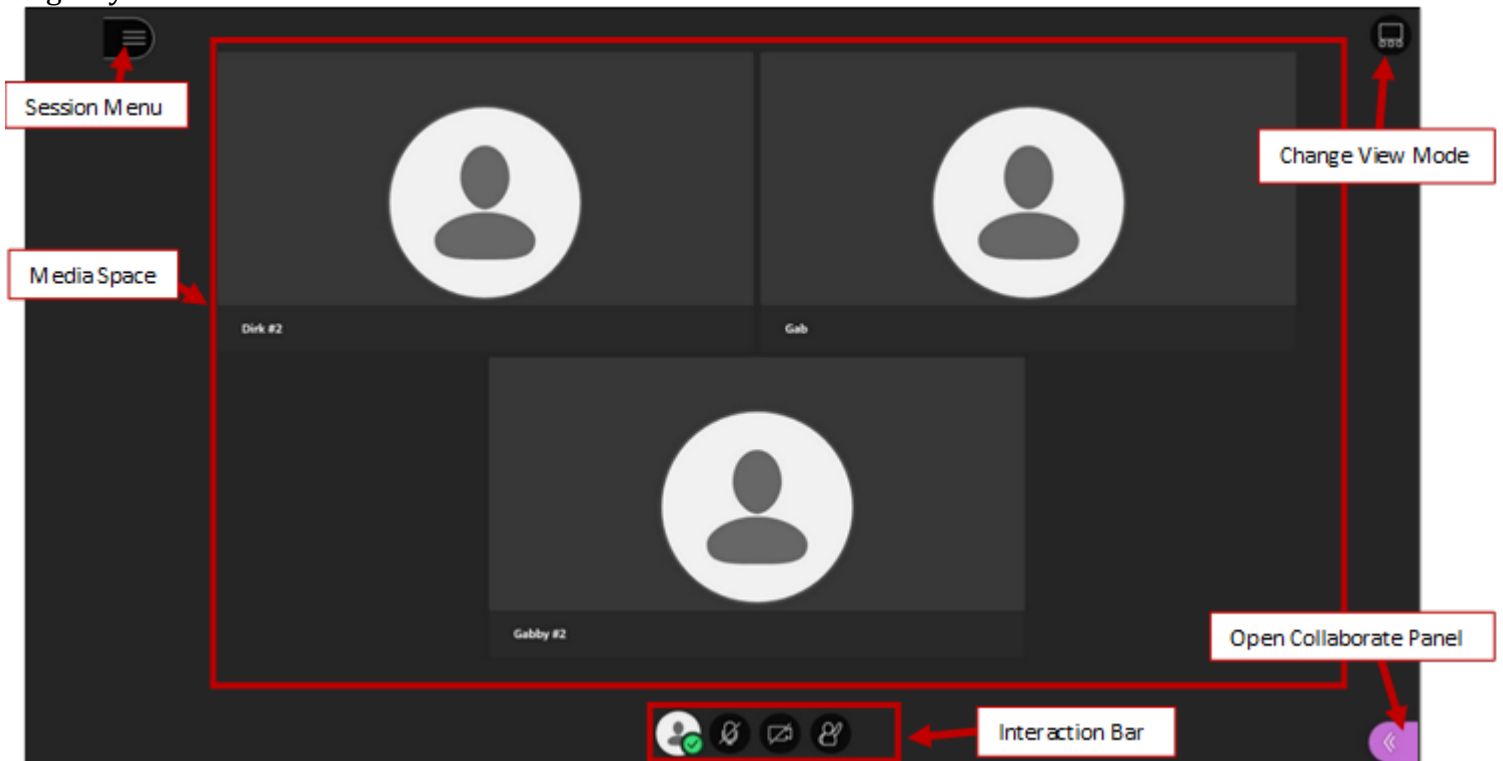

Launching a Scheduled Session

Step 1 and 2: When you click on the session's link, select **Get launch session**.
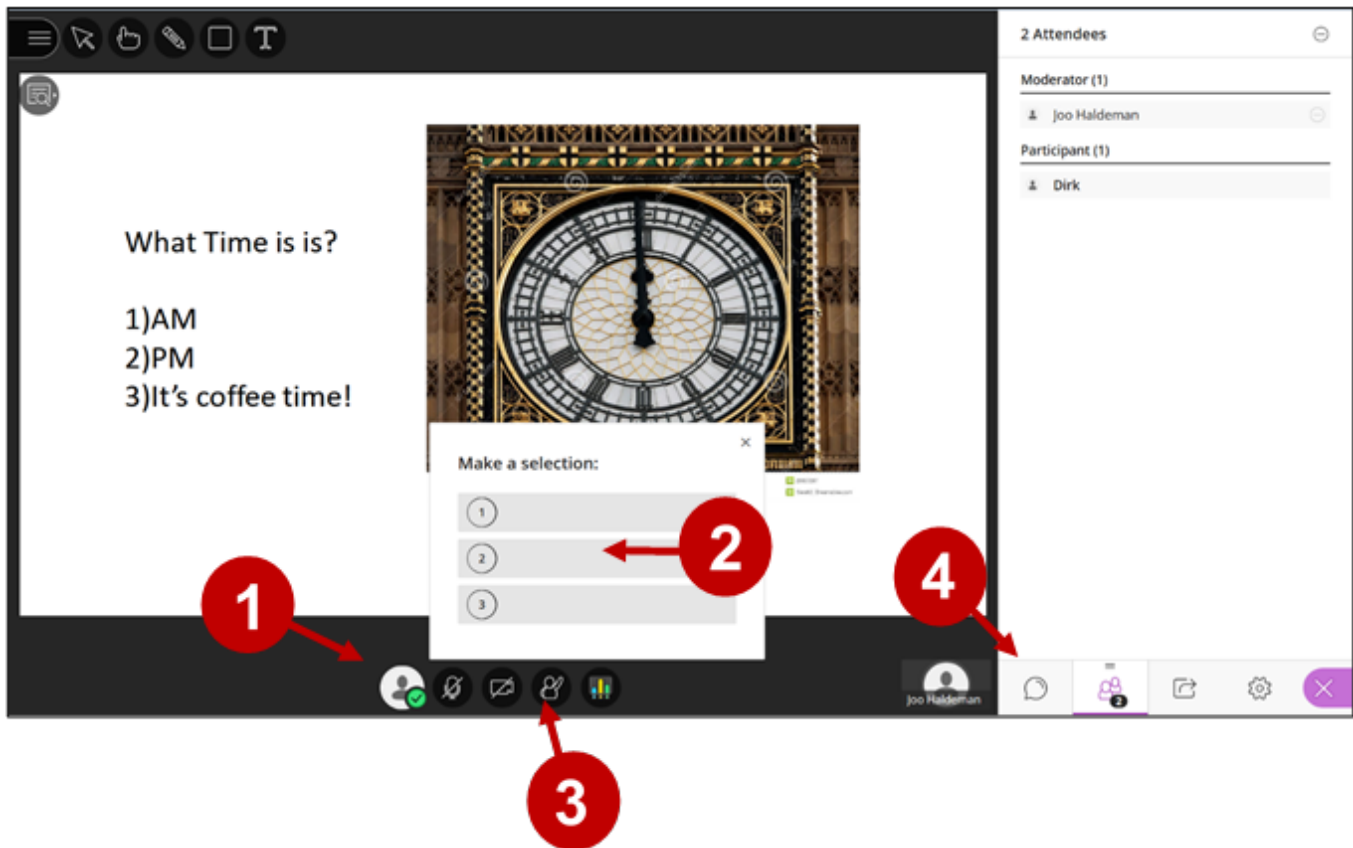
Note: It the instructor's discretion to email a link to participants.

In Session

Image layout of Collaborate screen and commands

1. Use **My Settings** to test your microphone and speakers.
2. Participate in the session by responding to P**olls**, providing feedback to the moderator.
3. **Raise Hand** when you have a question or a comment.
4. After selecting **Open Collaborate Menu**, use the **Chat** to send text messages to other participants and the moderator during the session.

  Note: Running other applications on your computer can slow your connection to the session