General Overview of the Ultra Session

In this handout you will find information about:

1. Media space
2. Session menu
3. Collaborate panel

When you first join the session, the interface will appear as shown below.
After you open session menu and collaborate panel, the interface appears as shown below.

**Media Space**

Media space is located bottom middle of the screen. Media space tools are listed below.

- **This icon allows you to change both your profile picture and your status.**

- **The microphone icons allow you to turn your audio on or off.**

- **The camera icons allow you to turn your video on or off.**

- **The icon of raise hand** The hand raise icons allow you to raise your hand to ask/answer a question, or get other participants’ attention.
Session Menu

**Start Recording**
It allows you to record your session, and stop recording. After the session, Blackboard will send an automatic e-mail including the recording link. You can, also, find your recordings in the [Ultra Scheduler](#) page.

**Stop Recording**

**Use your phone for audio**
It allows you to use your phone for audio, and generates phone and PIN number.

**Report an issue**
It allows you to report an issue by filling out a form.

**Blackboard Collaborate Help**
It allows you to go to help.blackboard.com.

**Learn about the new Collaborate interface**
It allows you to open new user interface tour.

**Leave Session**
It allows you to leave the session.

Collaborate Panel

**Chat tool**
Chat tool allows you to chat with your participants, and use emoji.

**Participants panel**
Participants panel allows you to see the participants, and manage them. The number shows how many participants are in your session.

**Share content panel**
Share content panel allows you to share whiteboard, applications, files, and create polling and breakout groups.

**My settings tool**
My settings tool allows you to change audio and video settings, notification settings, and session settings. Also, you can report your issues on this panel.