Collaborate Ultra -- Student User Guide

Options of Accessing Collaborate Ultra

How you access Collaborate Ultra inside of your course will depend on how your instructor has set up their Collaborate Ultra Sessions.

- Access from menu item
- Access from course page

Access from Menu

Click on the link in the left menu area (this link could be titled differently):

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Questions? Contact us at blackboard@ttu.edu or 806-742-7227.
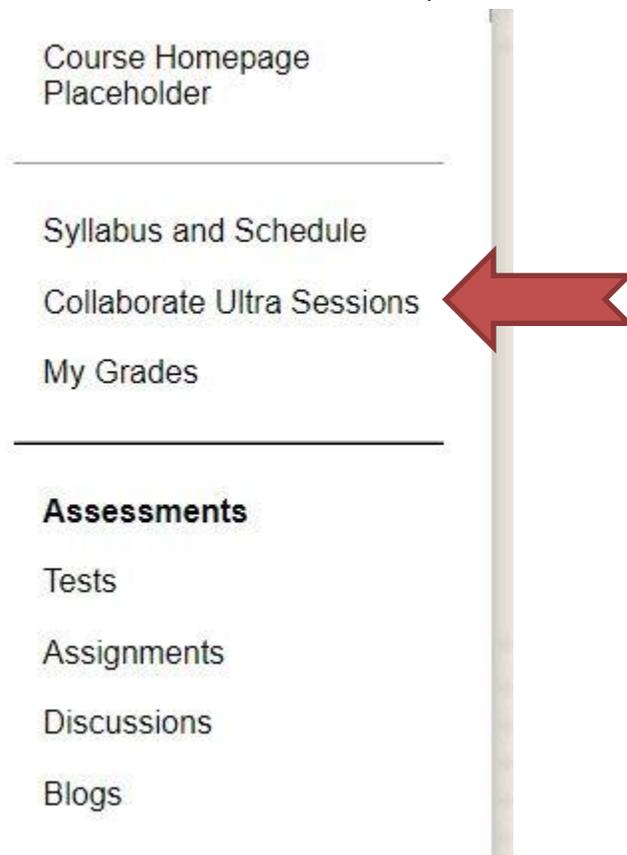
Access from Course Page

Your instructor may insert a link on a course page within the course that may look similar to the one below.

Blackboard Collaborate Ultra

Below is the screen you will see once you click on the link to access Blackboard Collaborate Ultra. You will click on the Collaborate Session link to open the session.

Once you click on the Session link, you will need to click the Join Session button.

Blackboard Collaborate Ultra

	Sessions	Collaborate Session (3/19/2020)
Course Room Unlocked (available)		→ Join session
		☎ Dial In
Collaborate Session (3/19/2020) 3/19/20, 1:30 PM – 3/19/20, 2:30 PM (in progress)		**Anonymous dial in:** +1-571-392-7650 PIN: 692 001 7050
		Name: Collaborate Session (3/19/2020)
		Starts: 3/19/20, 1:30 PM
		End: 3/19/20, 2:30 PM
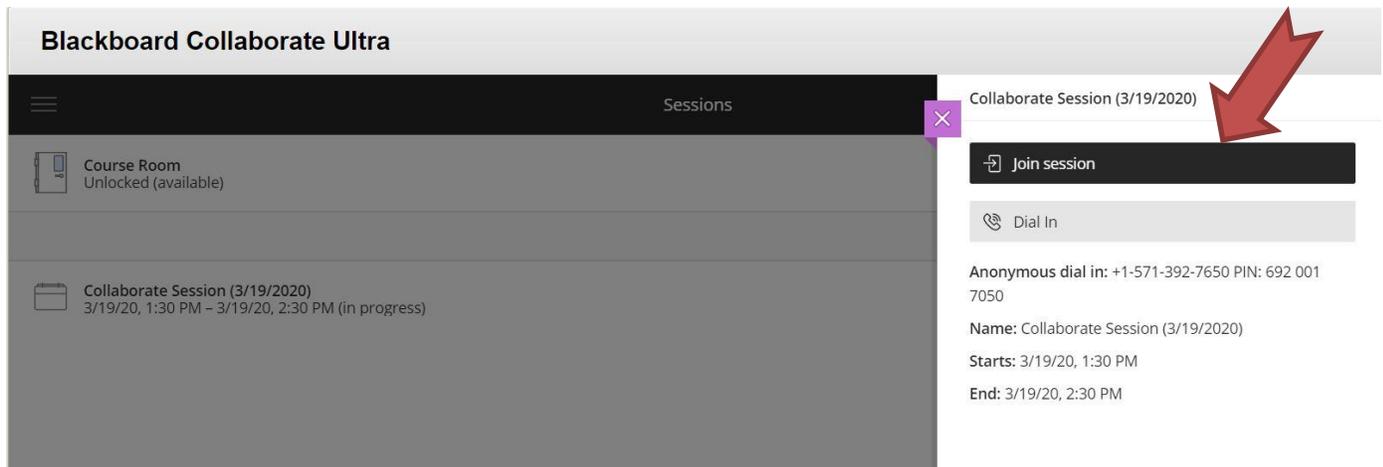
Blackboard Collaborate Ultra Session Tools

The set of tools below will show at the bottom of your Collaborate Session once you have entered the session and/or room.

My Settings & Status   **Raise Hand (to ask question)**
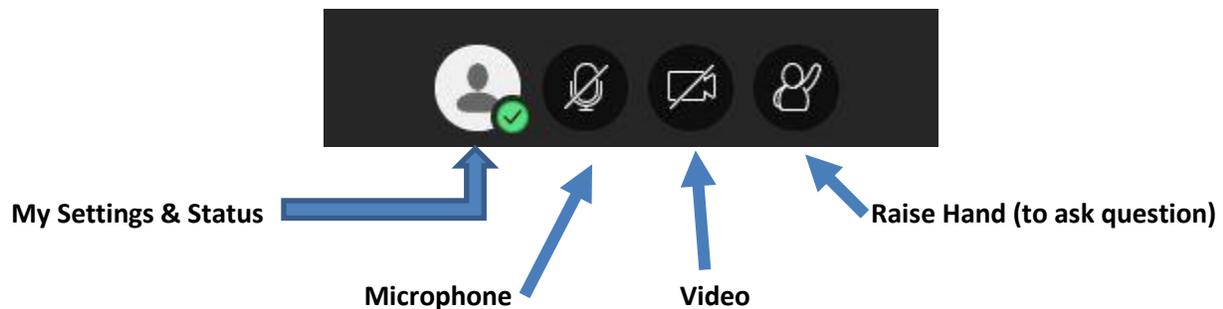
Microphone   **Video**

- **My Settings & Status** -- This shows a green check mark that you are in the session.
- **Microphone** -- This is a toggle tool. Click the button to turn on microphone and then click it again to turn it off. When the slash shows, your microphone is muted.
- **Video** -- This is a toggle tool. Click the button to turn on your video and then again to turn it off. When the slash shows, your video is turn off.
- **Raise Hand** -- This tool allows for you to "raise your hand" during the session when you have a question.

More Tools

The tools below are found on the right side of the session and/or room.

Chat Tool   **Share Content**   **Close Panel**

Attendees   **My Settings**
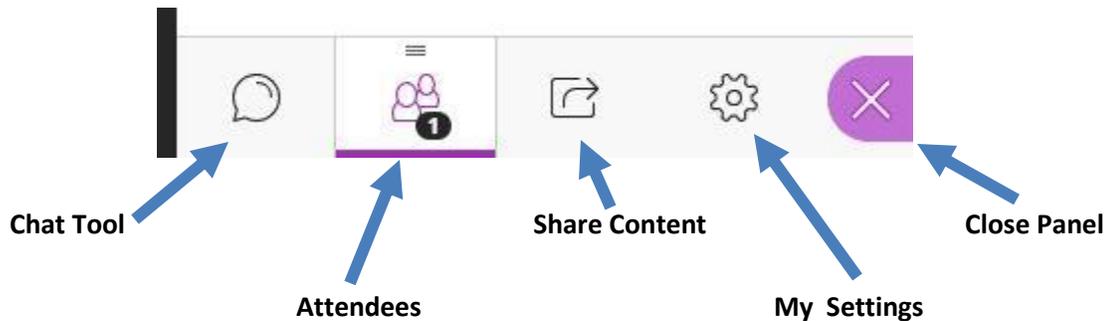
- **Chat Tool** -- This tool will allow for you to chat to the instructor and other attendees during the session. This is a great place to ask questions.
- **Attendees** -- This tool allows for you to see who is attending the session.
- **Share Content** -- This tool allows for to see content that is being shared with you by the instructor (PowerPoint, PDF files, Word docs, etc.)
- **My Settings** -- This area allows for you to set up your camera and microphone, if necessary.
- **Close Panel** -- This will close the Collaborate panel that shows on the right side of the session.

View Blackboard Collaborate Ultra Recordings

Your instructor has the ability to record sessions so that they may be reviewed at a later time.

- In the Blackboard Collaborate Ultra tool area, select the ***tool menu***. Select ***Recordings*** for a list of all recordings. A list of recordings will be listed for all prior sessioms that were recorded.