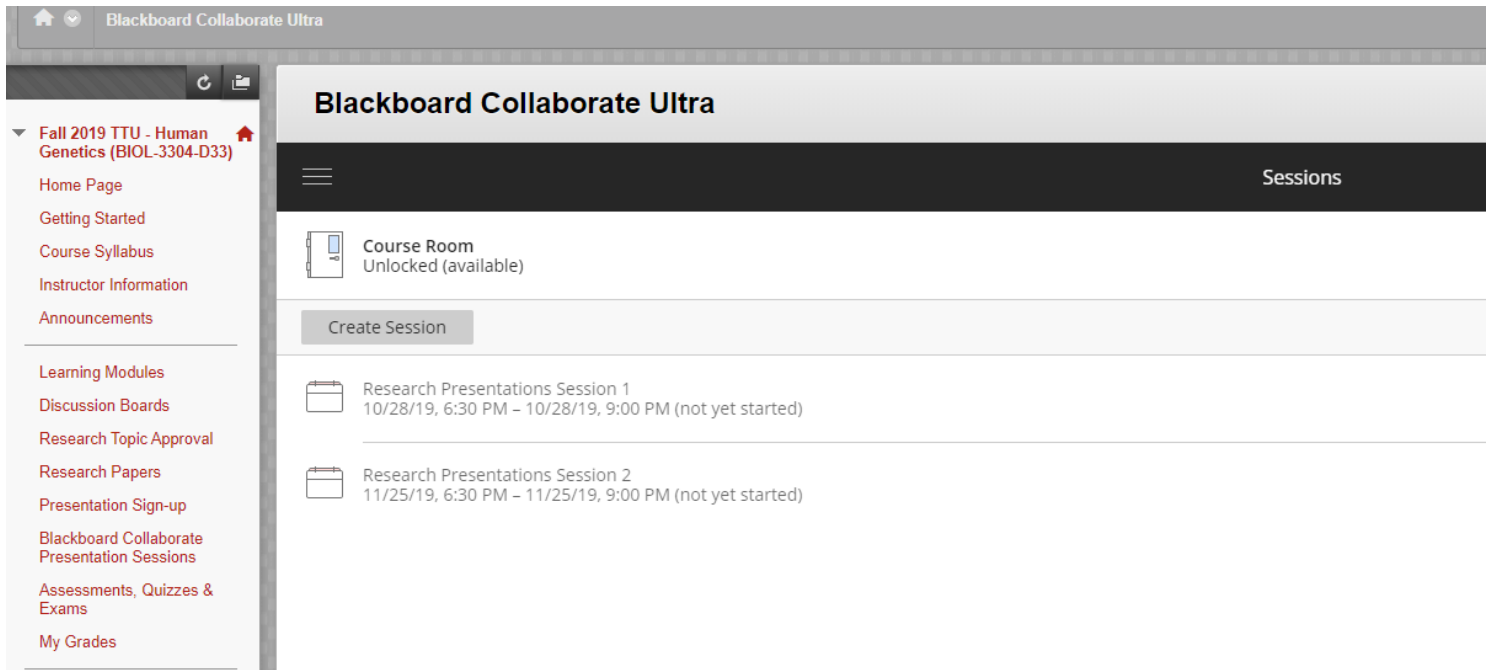
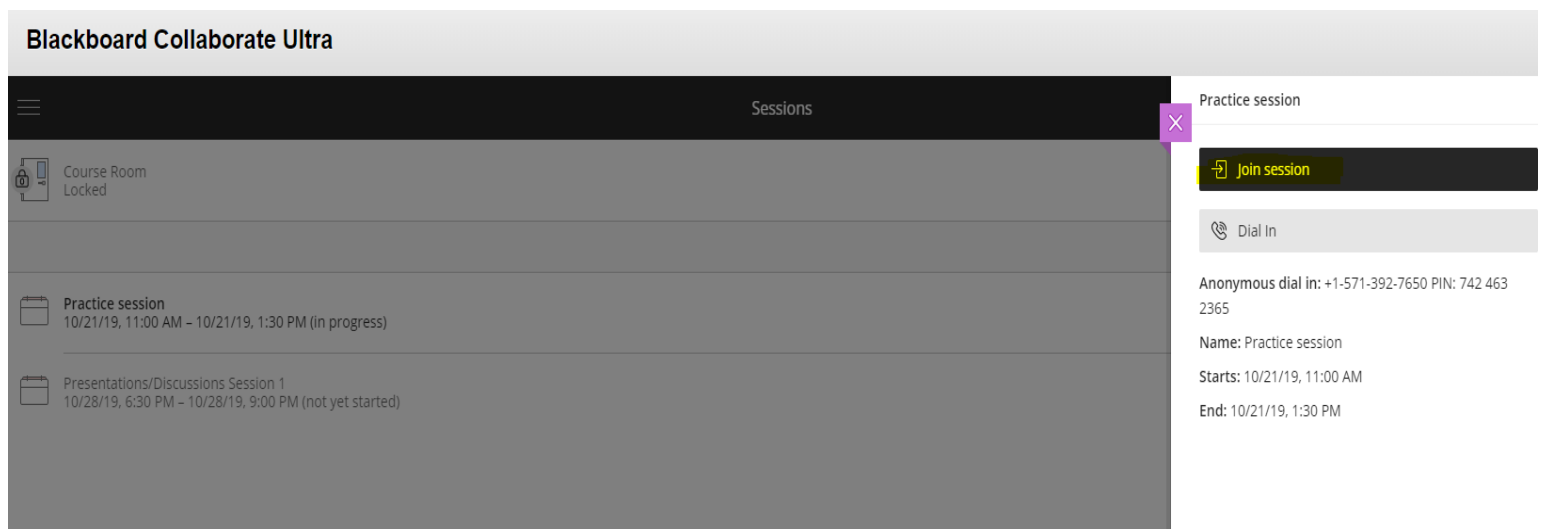


Blackboard Collaborate Ultra Guide

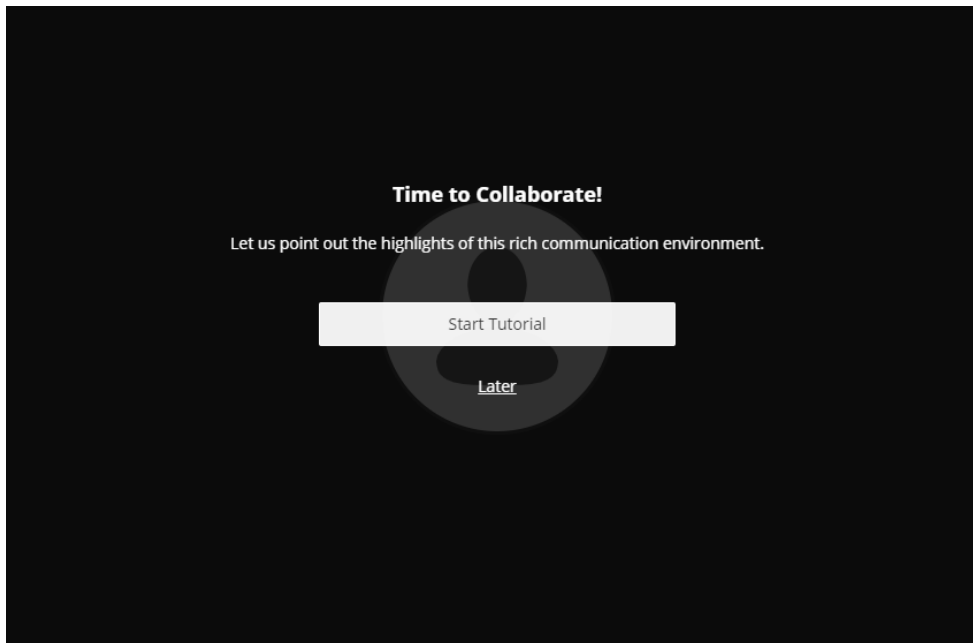
1. To access your Blackboard Collaborate Presentation Session navigate to the left-hand course menu. Once you open the link it will reload your page it will look similar to the image below:



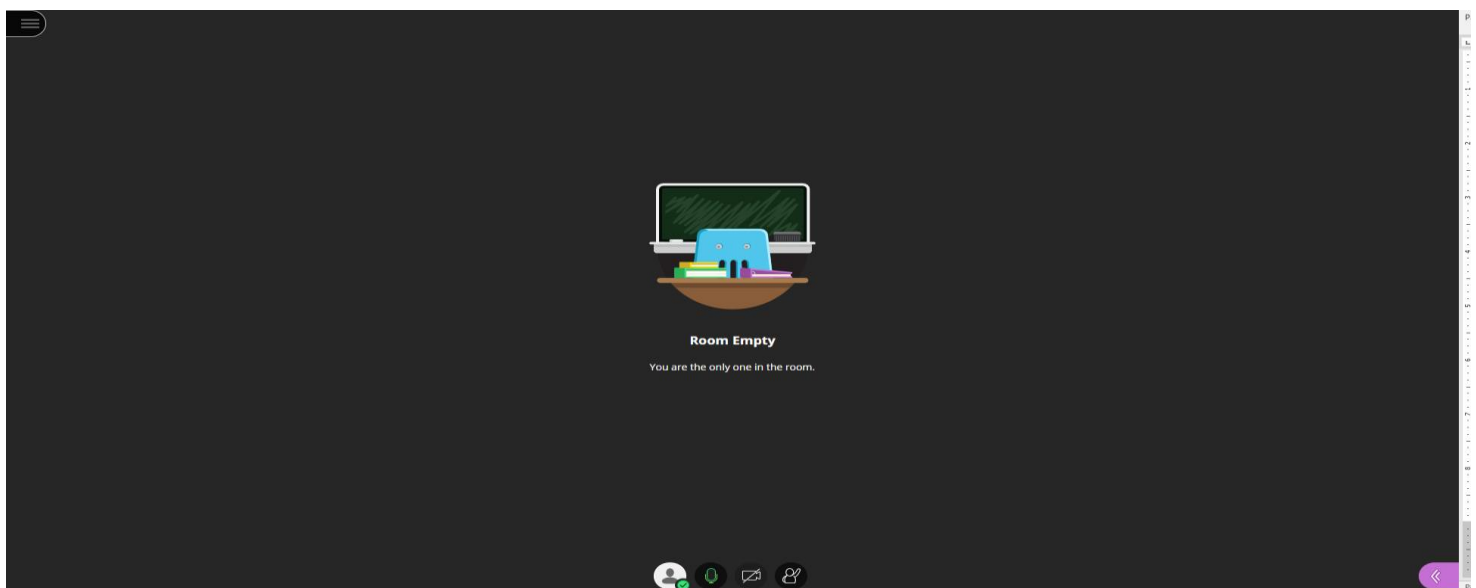
2. You will select the correct Session that corresponds to the day you are presenting.
3. You will need to pay attention to when you can access your session. The room will only open at the appointed time and will look similar to the image below:



4. Once the room is open for you, the session will walk you through three steps:
 - a. Testing your video
 - b. Testing your microphone
 - i. Note: Both video and microphone need to be tested before accessing the Blackboard Collaborate Ultra session. Testing your equipment beforehand will ensure that it will work properly throughout the session.
 - c. Tutorial Session of how Collaborate Session will work
 - i. The tutorial will walk you through the different tools and areas that you will find. If you have done Collaborate Sessions before you can skip the tutorial. But it is highly recommended that you complete the tutorial if you are new to Blackboard Collaborate.



5. Once those steps have been completed the room will look similar to the image below:



6. If you are first, the room will be empty. If not, you will see others listed in the course and empty room image will disappear. You can also see others enrolled in the room using the purple button to open the right side menu. At the bottom of this menu you will see the following buttons:
 - a. Chat
 - b. List of Attendees and Roles
 - c. Share Content
 - d. Settings

