

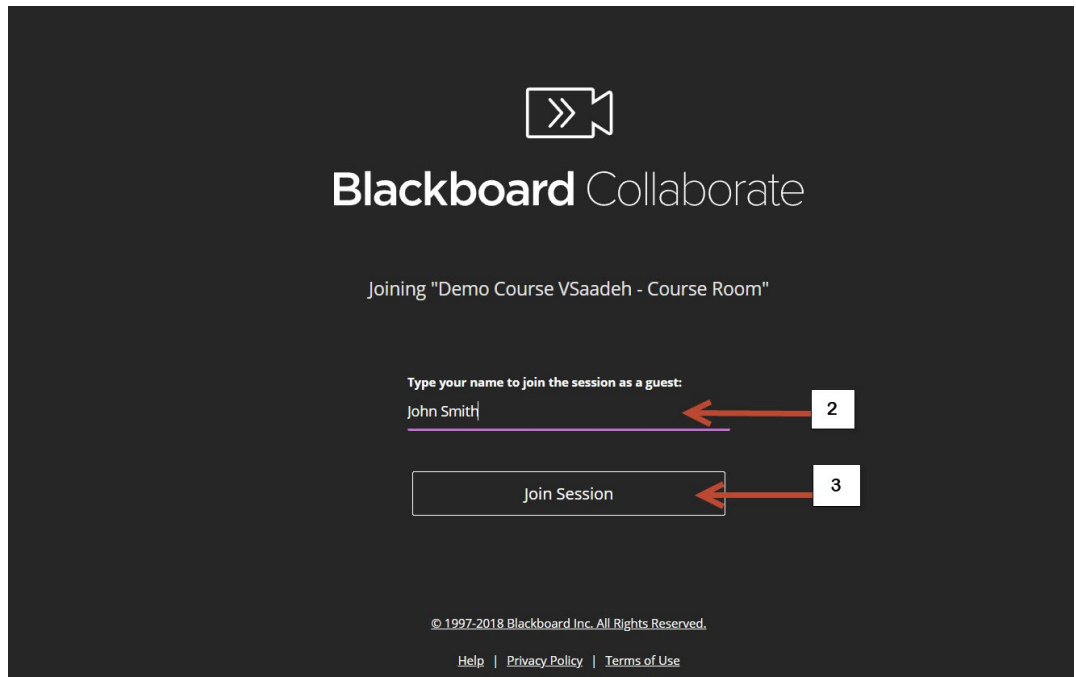
Accessing a Live Session in Blackboard Collaborate Ultra

To Access a Live Session

1) Open the link provided by your advisor or posted in our website.

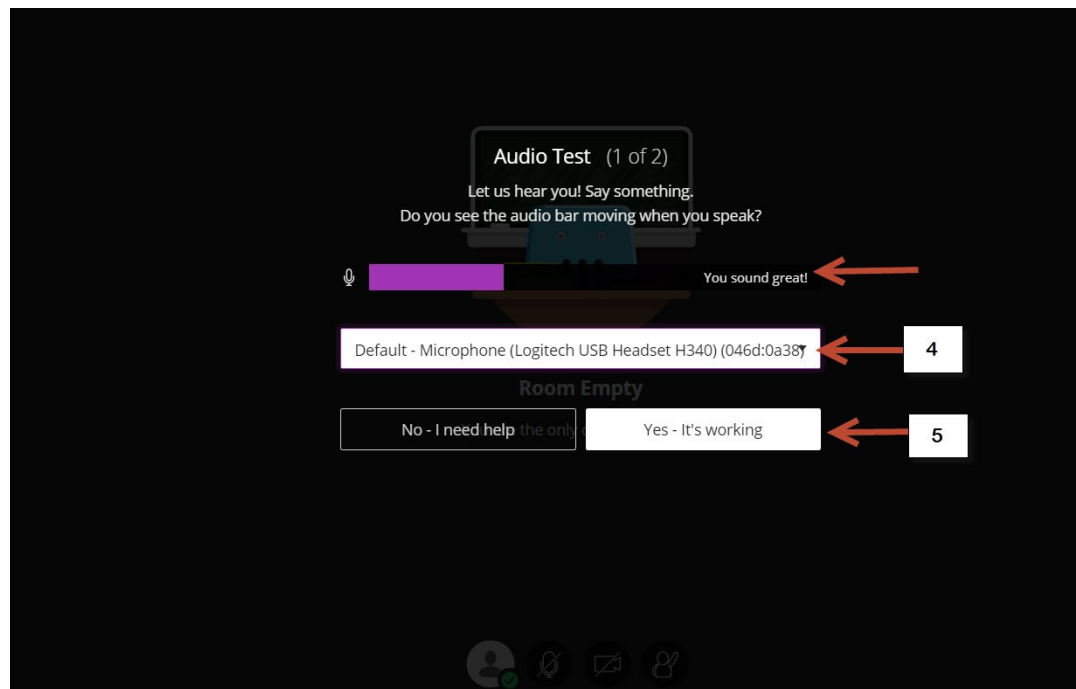
2) Type your name.

3) Join Session.



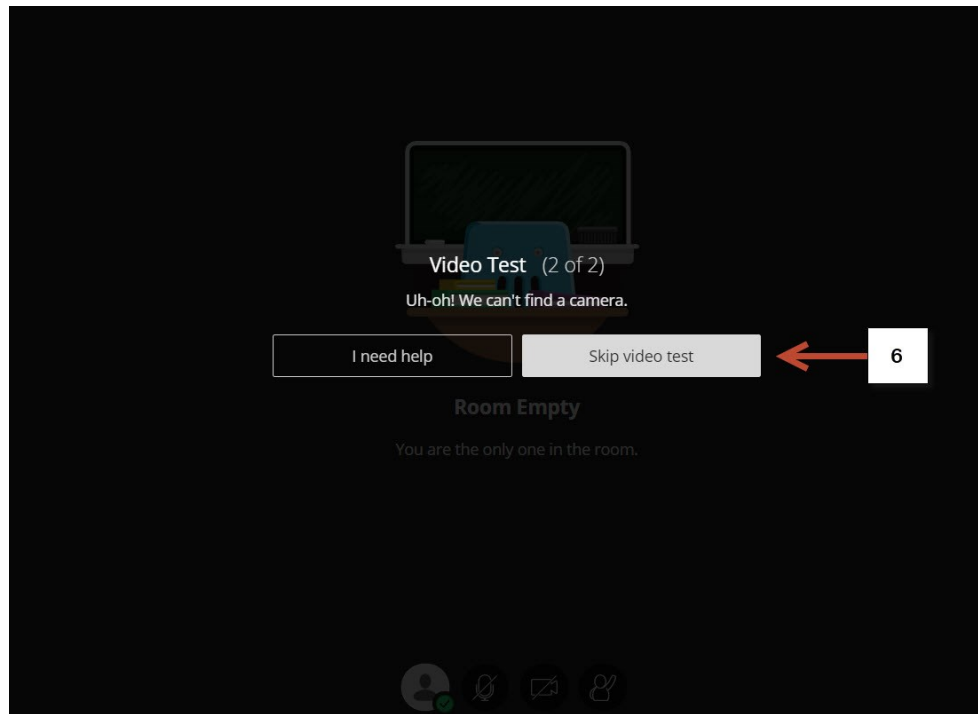
4) If you get this screen select your microphone. Make sure the audio bar is responding to your input.

5) Click “Yes-It’s working”.



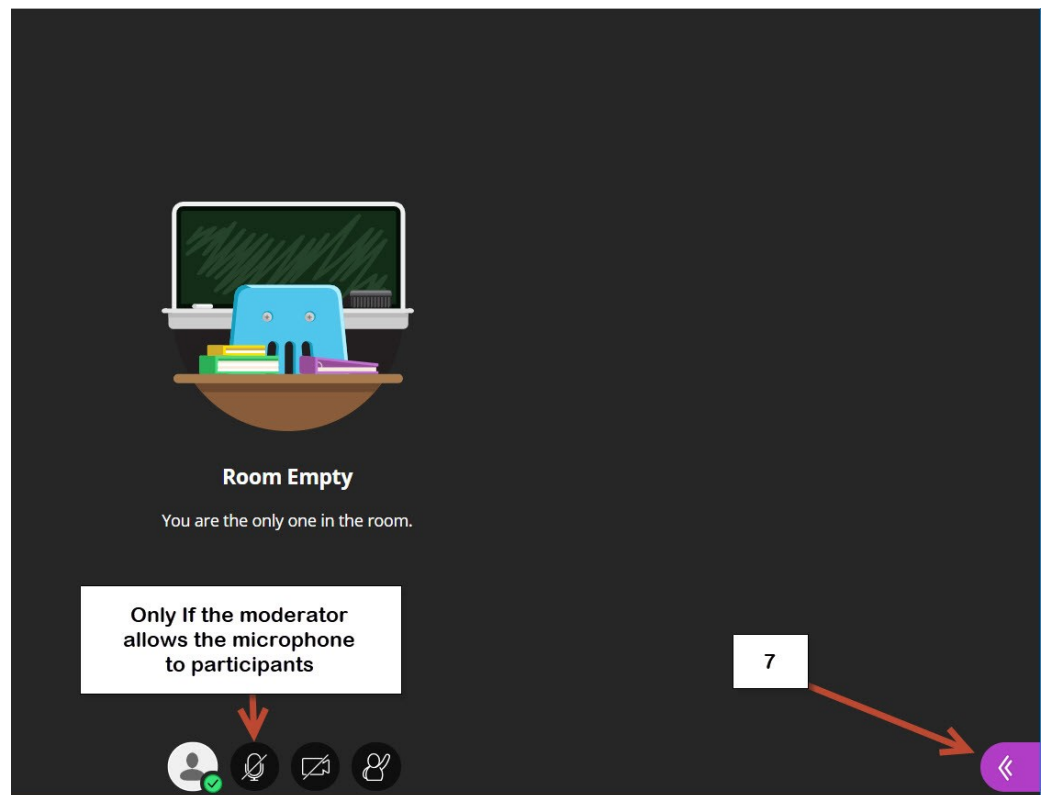
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6) Skip this step.



7) Click here to open the collaborate panel.

NOTE: You only see the microphone icon if the moderator is allowing audio interaction during the session.



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8) Chat.

9) Attendees.

10) Share content (only for moderators).

11) Settings.

The screenshot shows the 'Chat' interface in Blackboard Collaborate Ultra. At the top, there is a search bar labeled 'Find someone to chat with'. Below this is a header for the chat group, 'Everyone', with a purple speech bubble icon and a right-pointing arrow. A large grey box in the center contains a lightbulb icon and the text 'NEW Private Chat! Learn how it works.' with a link 'Start Tutorial'. At the bottom, there is a toolbar with four icons: a purple speech bubble, a purple icon of two people with a '1' badge, a purple icon of a document with an arrow, and a purple gear icon. Red arrows point from numbered boxes (8, 9, 10, 11) to these icons respectively. A purple close button with an 'X' is on the far right of the toolbar.

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12) This is another option to setup your audio.

The screenshot displays the Blackboard Collaborate Ultra interface. On the left, a dark panel shows a virtual classroom scene with a desk, a blue chair, and a laptop. Below the scene, the text reads "Room Empty" and "You are the only one in the room." At the bottom of this panel are four circular icons: a person with a checkmark, a microphone with a slash, a chat bubble, and a person icon.

On the right, a "My Settings" panel is open. It features a profile picture and the name "John Smith". Under the "Audio and Video Settings" section, there are two options: "Set up your camera and microphone" (with a camera icon) and "Use your phone for audio" (with a phone icon). Below these are two volume sliders, both set to 100%: "Speaker Volume" and "Microphone Volume". A checkbox for "Display Closed Captions (when available)" is also present. At the bottom of the settings panel, a gear icon is highlighted with a red arrow, indicating the settings menu.

A white box with the number "12" and an orange arrow points from the "Room Empty" text to the "Set up your camera and microphone" option in the settings panel. Another red arrow points from the gear icon in the settings panel to the bottom of the settings panel.