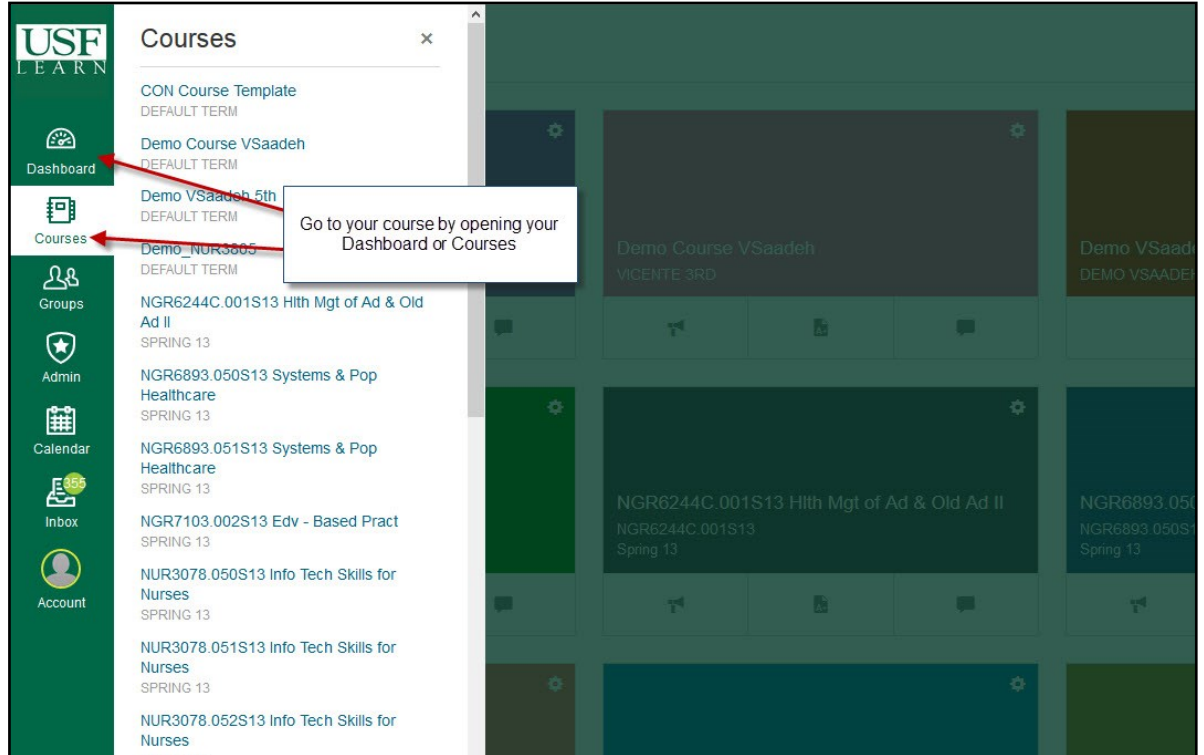


Accessing a Live Session in Blackboard Collaborate Ultra

To Access Live Sessions

Go to your course by clicking on the Dashboard or Courses tab.

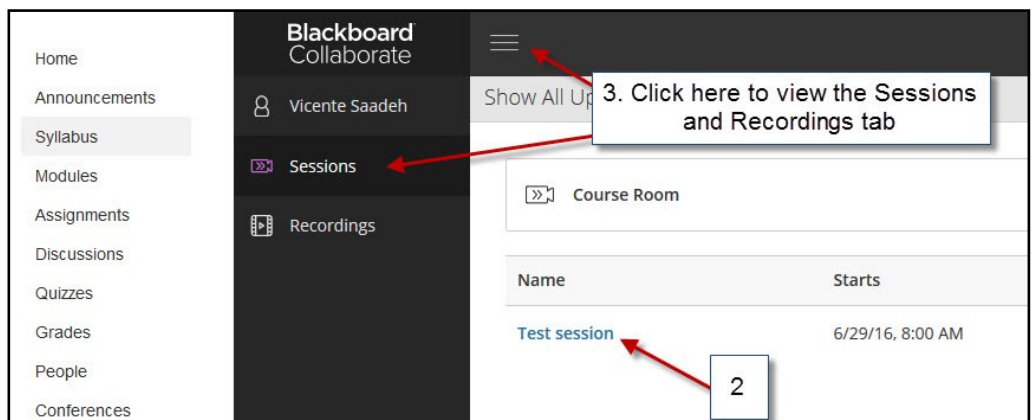


1) After you open your course click **Blackboard Collaborate Ultra**



2) Click on the name of the Session to join.

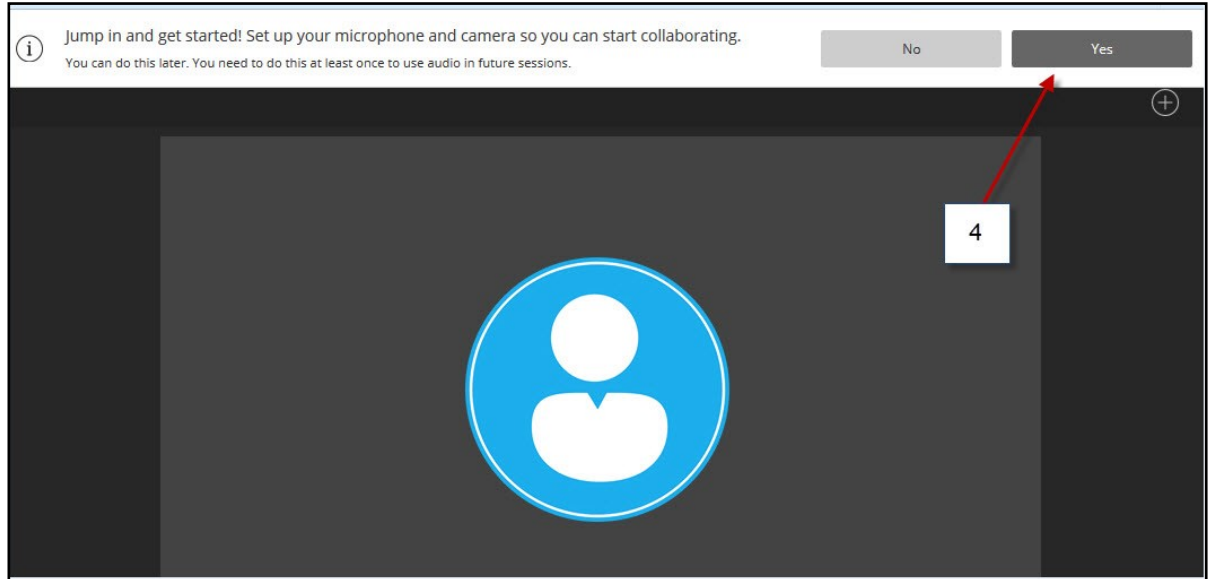
3) Click on the menu icon to expand the Session and Recordings tab if necessary



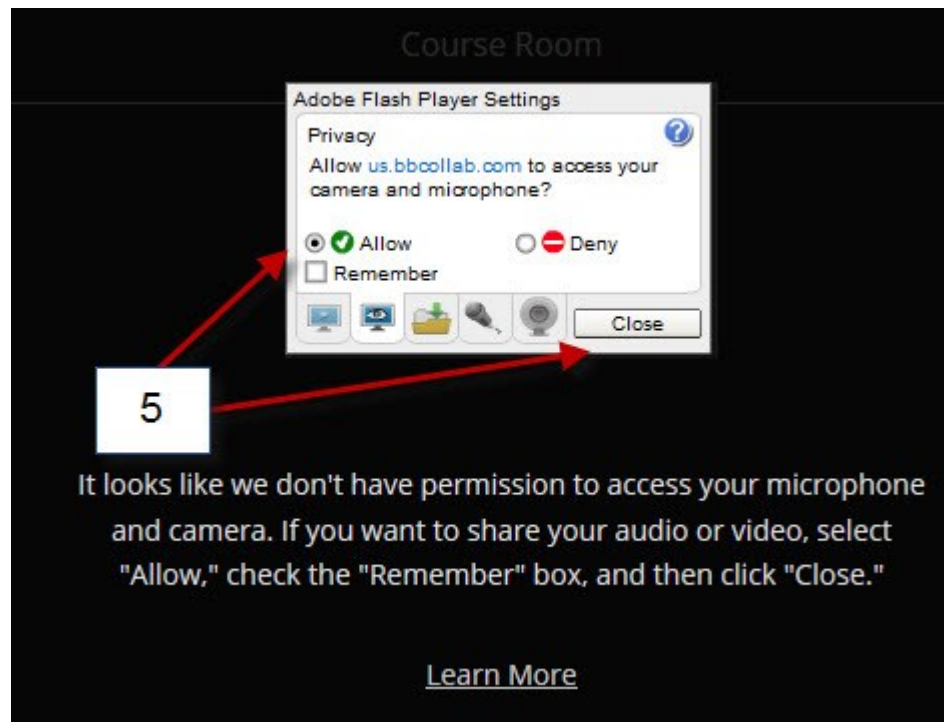
Accessing a Live Session in Blackboard Collaborate Ultra

4) Audio setup Its important that you do this step

Click **Yes** to setup your microphone and camera



5) Select **Allow** then click **Close**

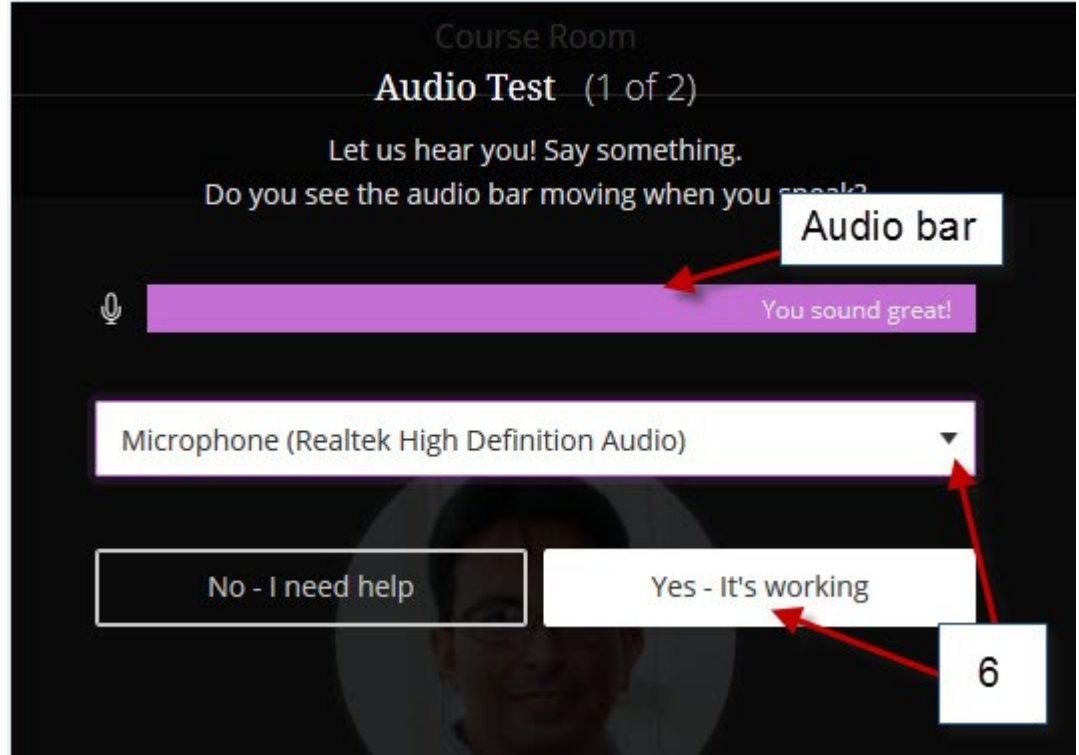


Accessing a Live Session in Blackboard Collaborate Ultra

6) Select the microphone that is working in your personal computer
(this image its just an example)

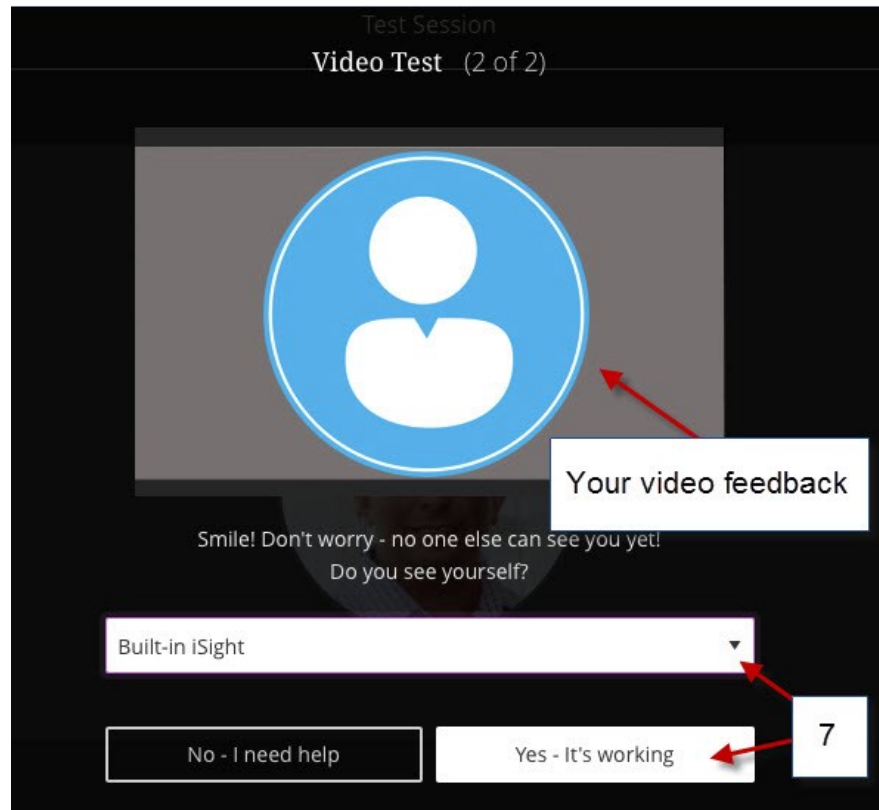
Make sure the **purple audio bar** is moving when testing your microphone

Select **“Yes — Its working”** when done



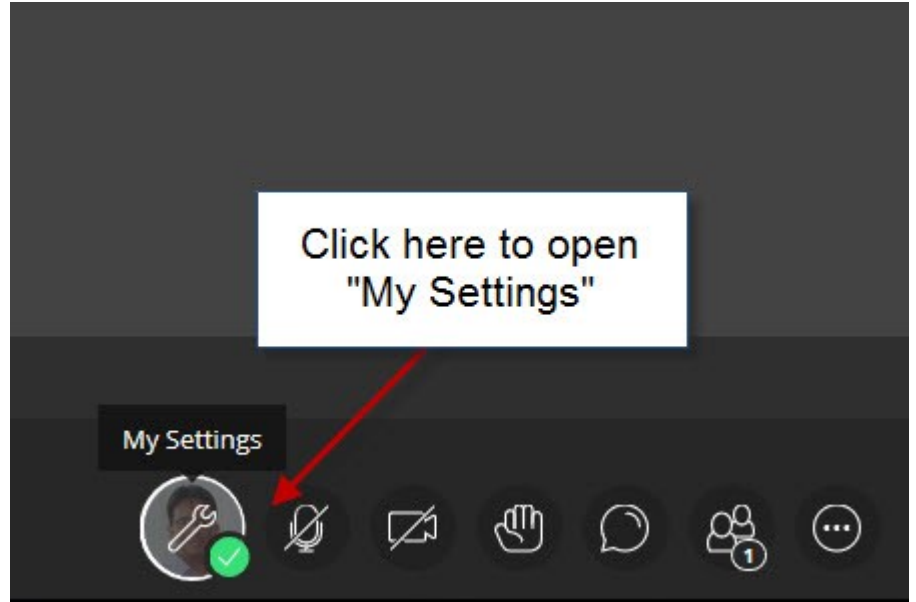
7) Select the camera for your personal computer
(this image its just an example)

Select **“Yes — Its working”** when done



Accessing a Live Session in Blackboard Collaborate Ultra

Open **“My Settings”** for more options



Audio and Video Settings

Audio/Video Setup

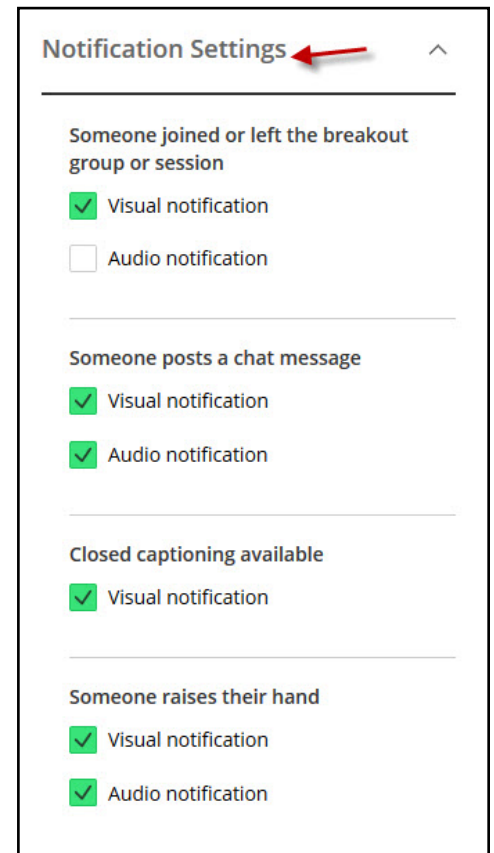
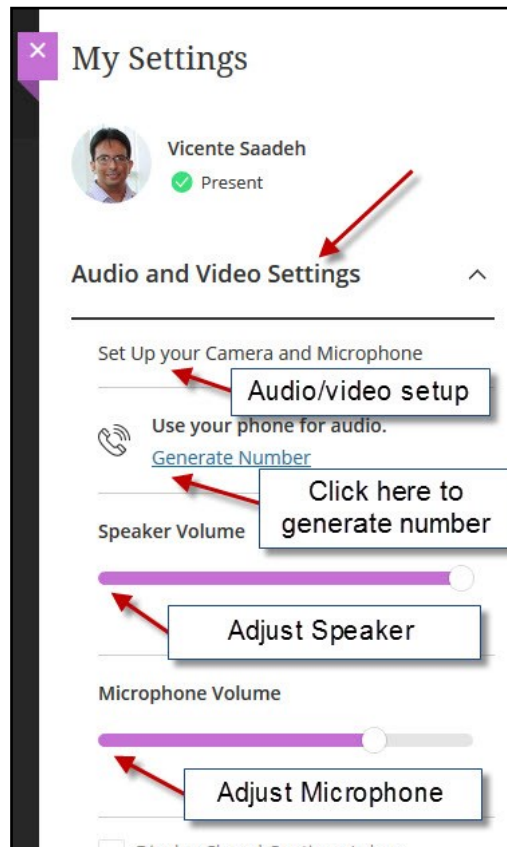
Click here to setup your microphone and video camera

Generate Number

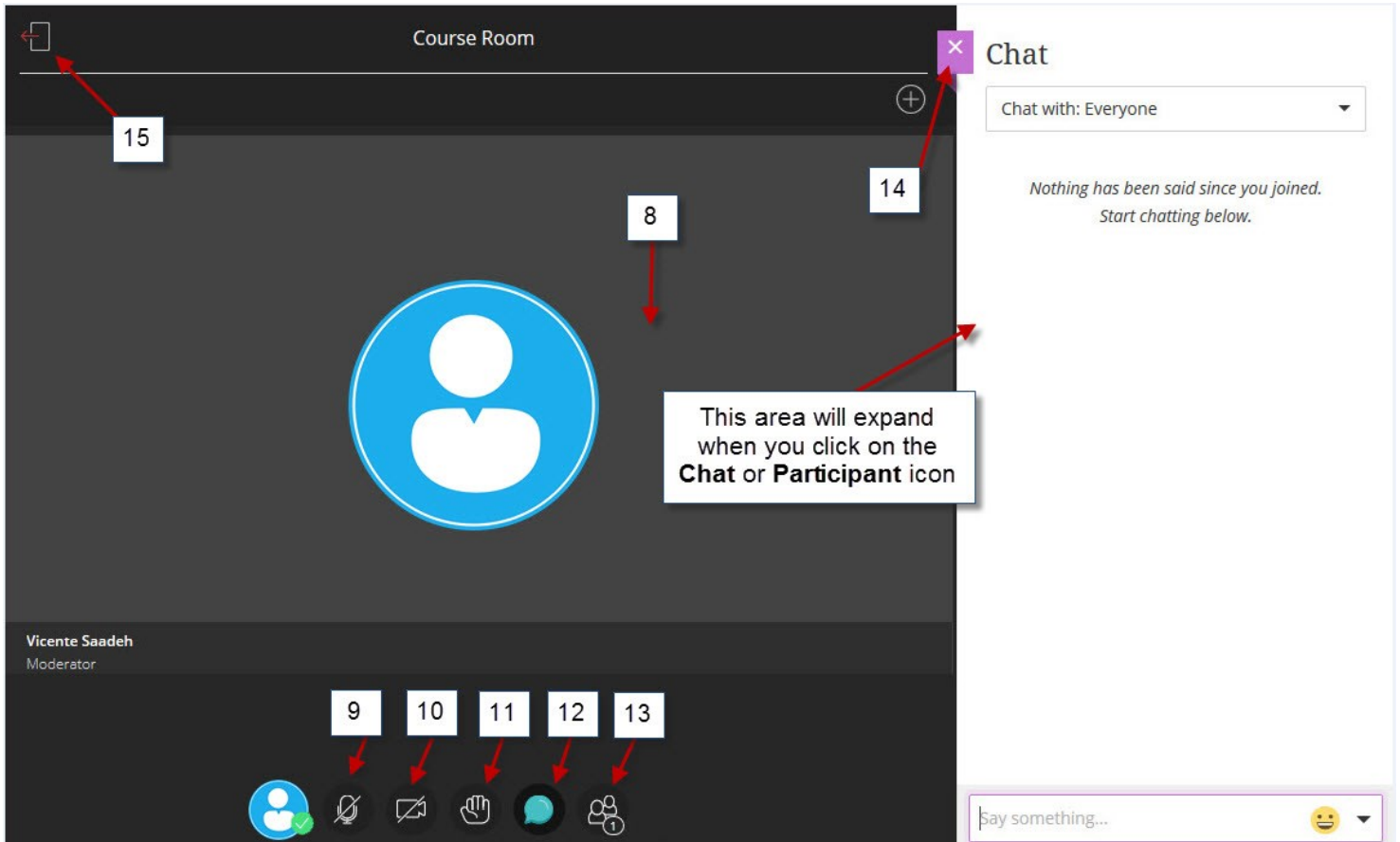
This will generate an unique telephone number just for you
This is only if you want to use a phone for audio instead of the computer

Notification Settings

Check options for your session



Accessing a Live Session in Blackboard Collaborate Ultra



8) This the **Whiteboard area**

9) Click here to activate your Microphone

10) Click here to activate your Camera

11) Click here to raise your hand

12) Click here to open the Chat window

13) Click here to see the other participants

14) Click here to collapse the Chat and Participant window

15) Click here to exit the session