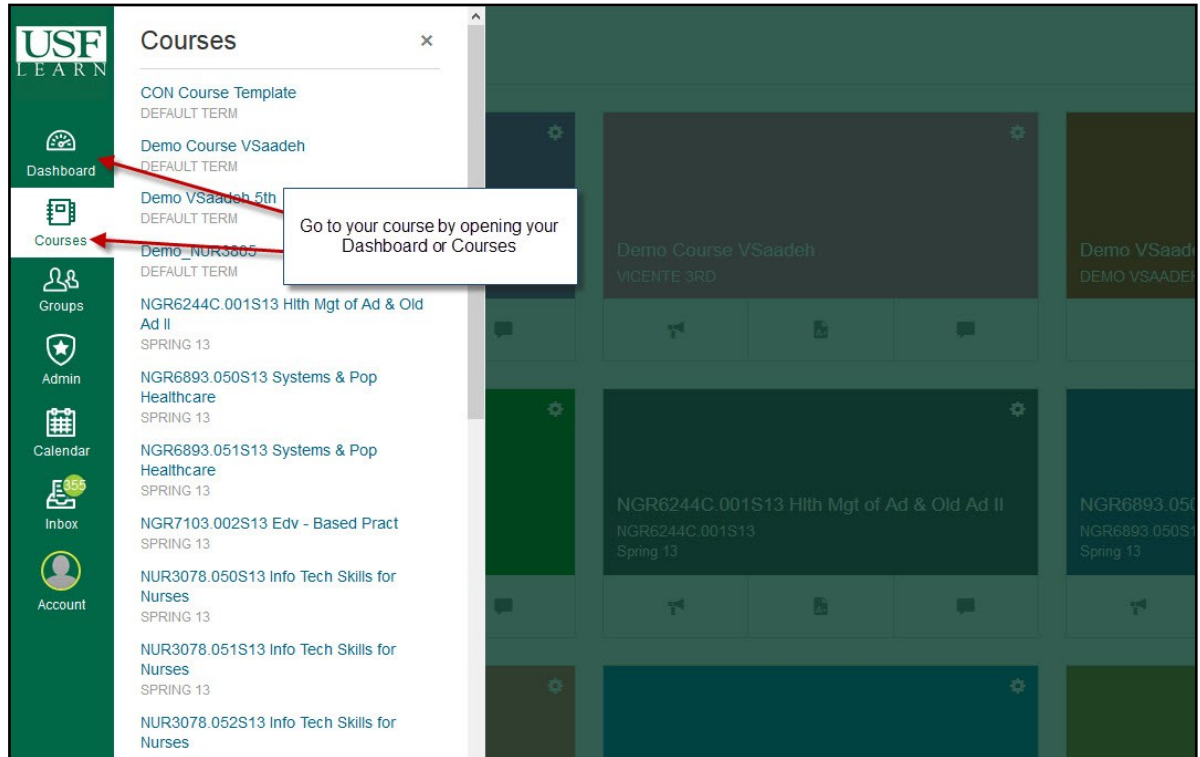


Accessing a Live Session in Blackboard Collaborate Ultra

To Access Live Sessions

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

Please use **Google Chrome**

The screenshot shows the Blackboard Collaborate Ultra interface. On the left is a navigation sidebar with icons for Dashboard, Courses, Groups, Admin, Calendar, Inbox, and Account. The main area displays a list of courses. A callout box with the text "Go to your course by opening your Dashboard or Courses" has arrows pointing to the "Courses" icon in the sidebar and the "Courses" tab in the top navigation bar.

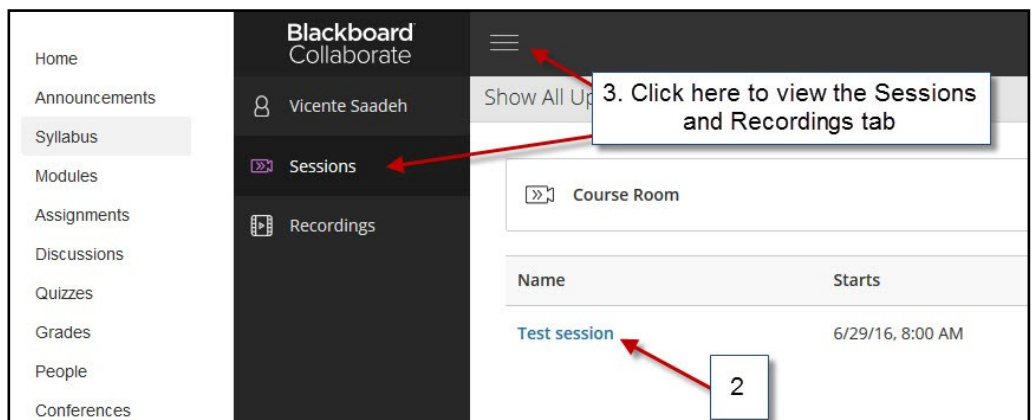
1) After you open your course click **Blackboard Collaborate Ultra**



This screenshot shows a course navigation menu with options: Secure Exam Proctor, Pages, Collaborations, Blackboard, and Collaborate Ultra. A red arrow points from a box containing the number "1" to the "Blackboard Collaborate Ultra" option.

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

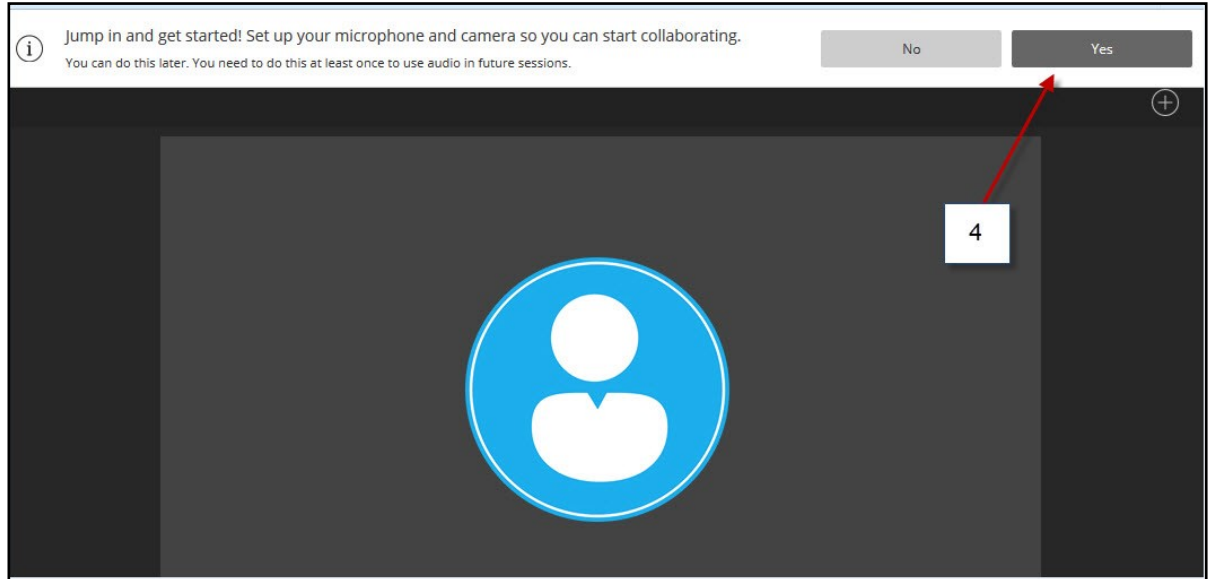


This screenshot shows the "Sessions and Recordings" tab in Blackboard Collaborate Ultra. The left sidebar lists various course items. The main content area shows a "Sessions and Recordings" section with a "Show All Up" button and a "Course Room" section. A table lists sessions, with one entry: "Test session" starting on "6/29/16, 8:00 AM". A red arrow points from a box containing the number "2" to the "Test session" link. Another red arrow points from a box containing the number "3" to the menu icon (three horizontal lines) in the top right corner of the main content area.

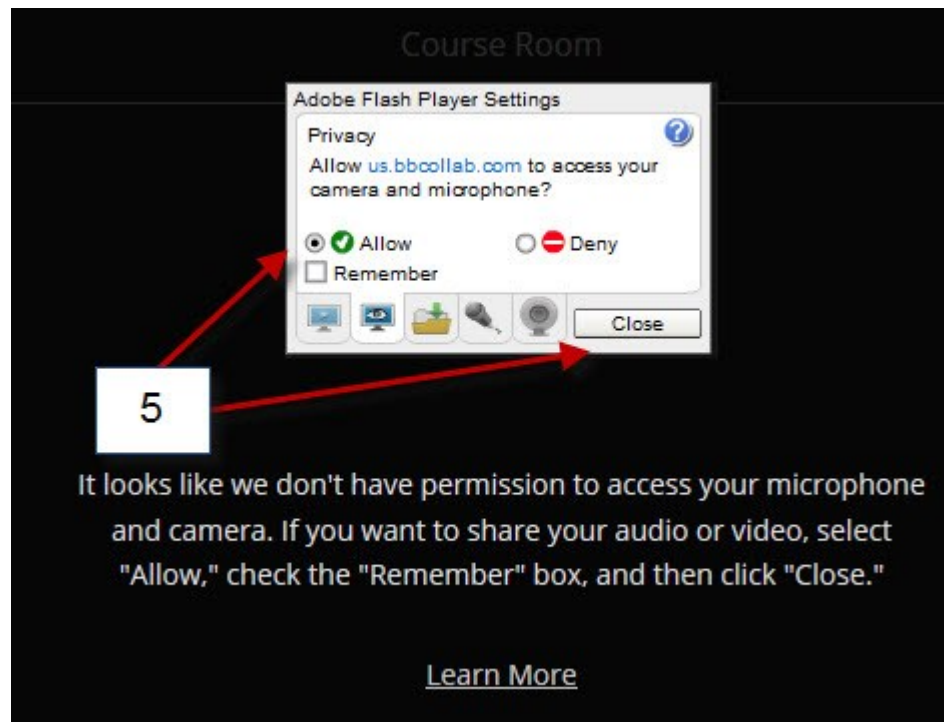
Accessing a Live Session in Blackboard Collaborate Ultra

4) Audio setup Its important that you do this step

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



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

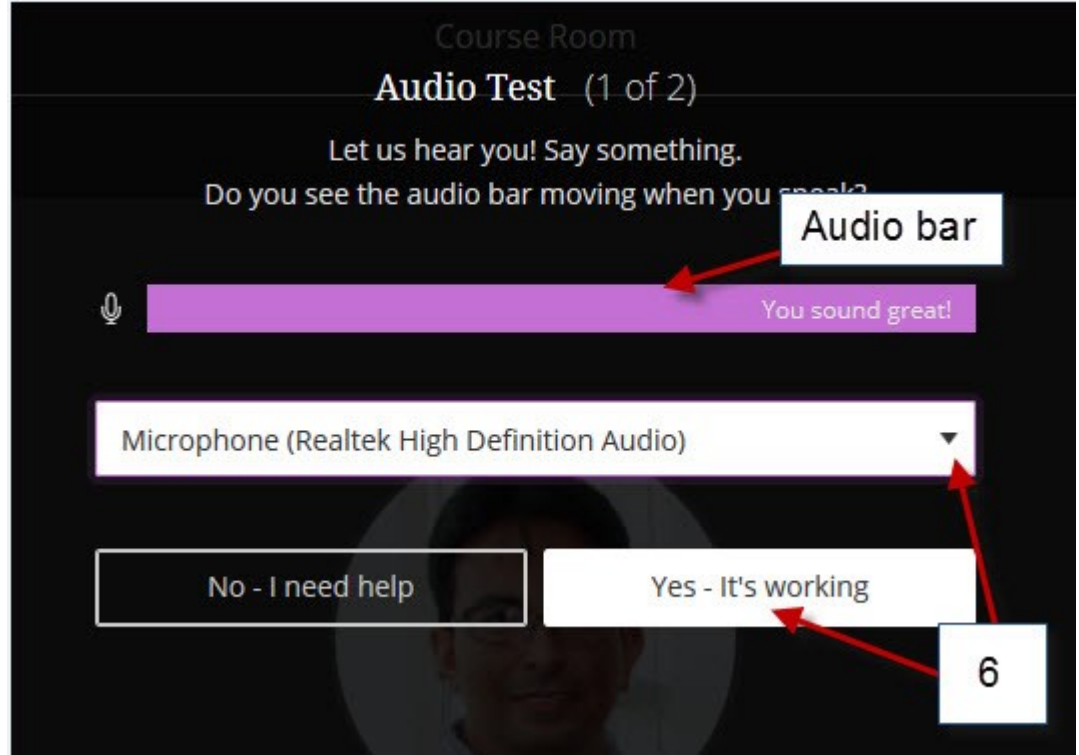


Accessing a Live Session in Blackboard Collaborate Ultra

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

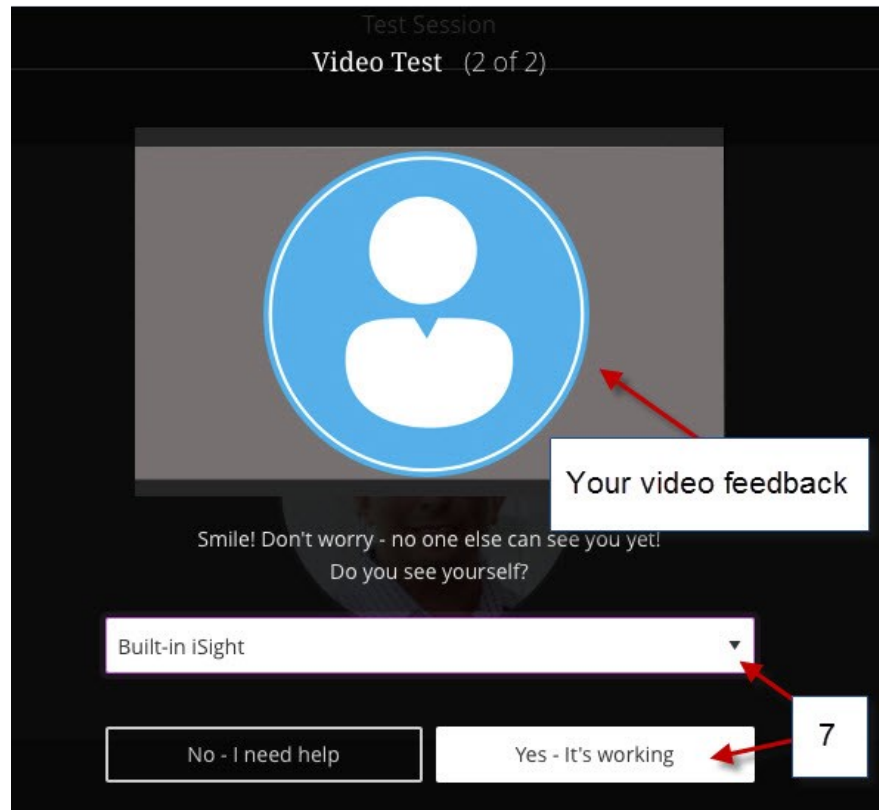
Make sure the **purple audio bar** is moving when testing your microphone

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



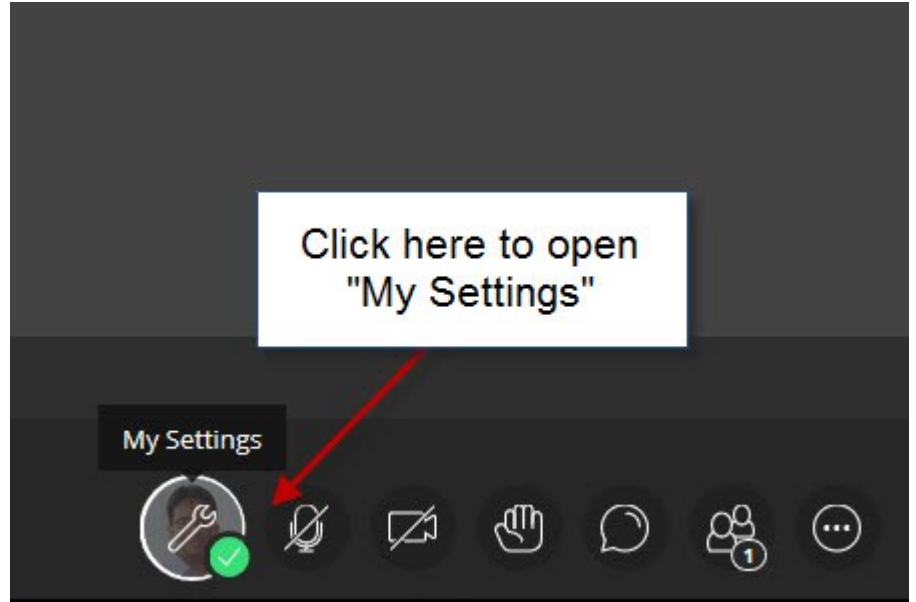
7) Select the camera for your personal computer
(this image its just an example)

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

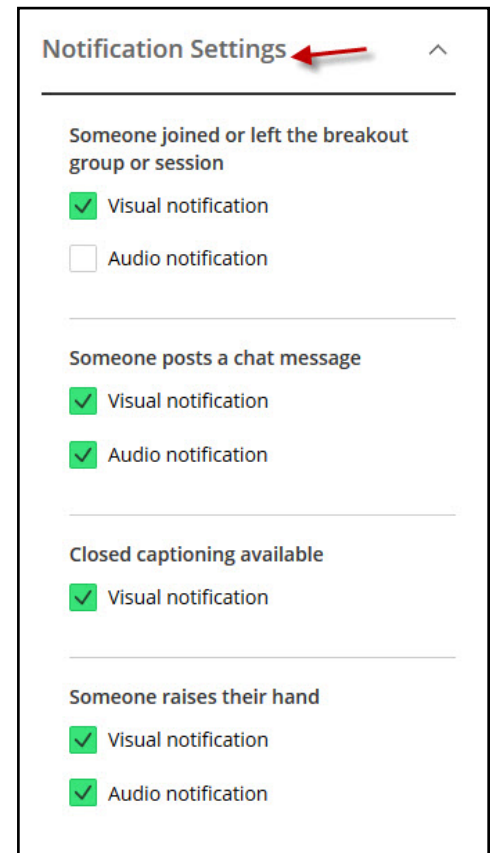
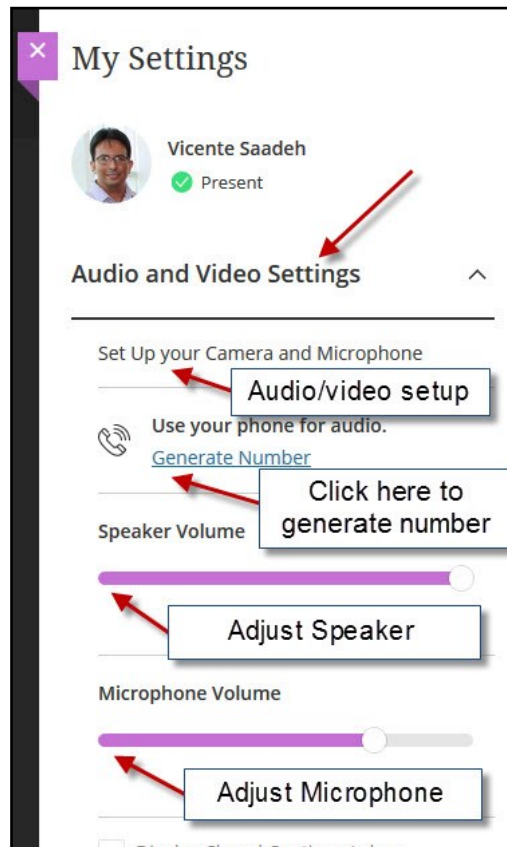
Click here to setup your microphone and video camera

Generate Number

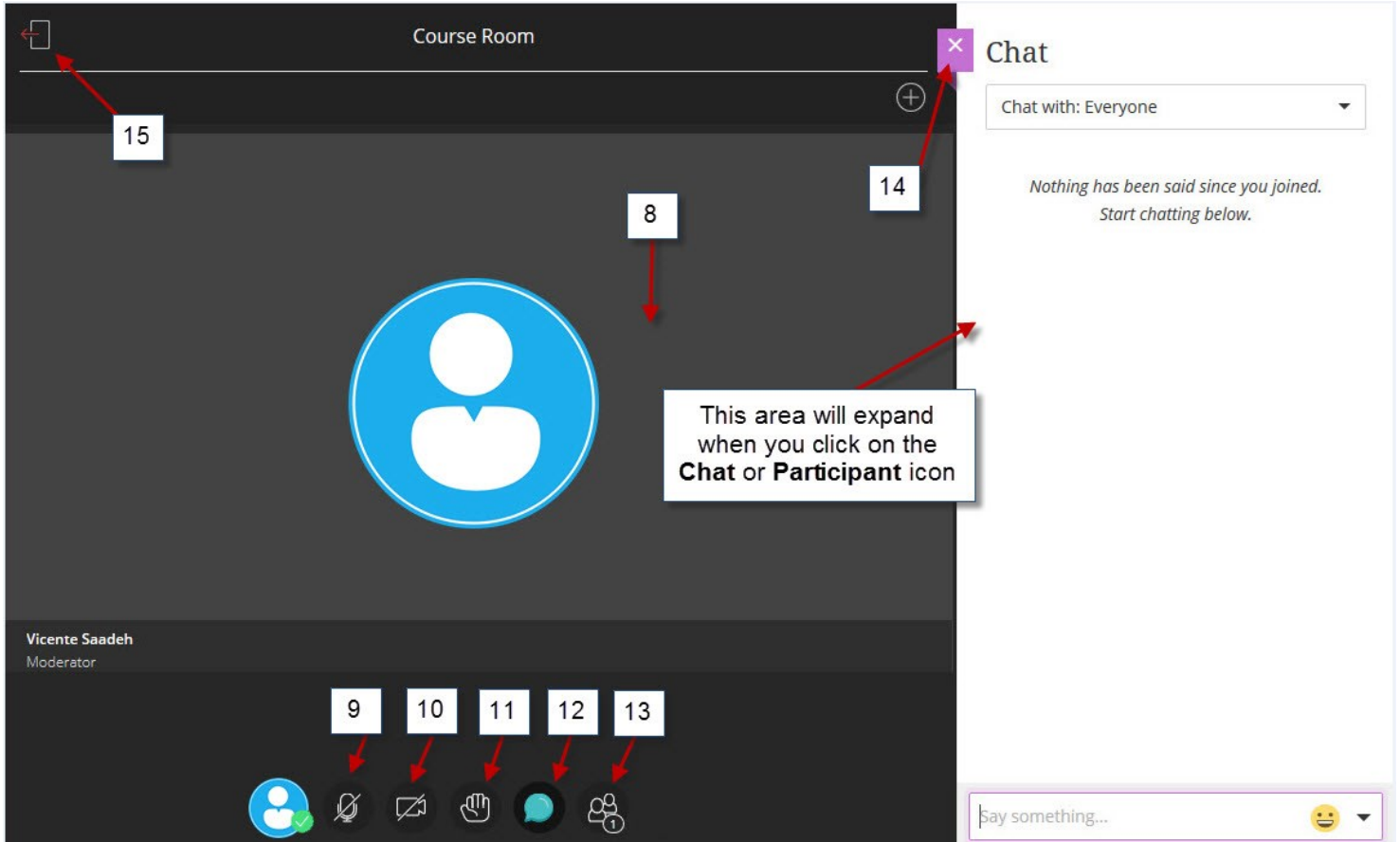
This will generate an unique telephone number just for you
This is only if you want to use a phone for audio instead of the computer

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