

Blackboard Collaborate Ultra Guide for Students

You've been invited to a Collaborate session. Now what?

In this guide you will learn the following:

- How to get started with Blackboard Collaborate
- Best browser selection
- How to add profile picture
- How to get set up to use your audio and video
- Status and feedback settings
- Using Accessibility features

Watch this video to get started:

[Blackboard Collaborate with the Ultra Experience](#)



Use Google Chrome or Firefox for the best experience

While Collaborate supports all browsers, Chrome™ or Firefox® gives you the best experience.

Best Practices for BB Collaborate

- Use headset/microphone for best audio quality
- Connect to the internet via wired connection
- Close down all background programs that are not being used for the BB Collaborate Session (email, Skype, extra web browsers, and any other desktop applications)

Add a profile picture

Having a social presence can be critical to a successful online learning experience. Something simple as adding a profile image can make learners more comfortable with participating online.

1. Open *My Settings*. Select your profile picture and select your name. Or, open the *Collaborate panel* and select *My Settings*.
2. Point to the profile picture and select it.
3. Upload any image or use your device camera to take a photo. You can choose to use this profile picture for every session.
4. Adjust the image area.
5. Select *I Like it!*

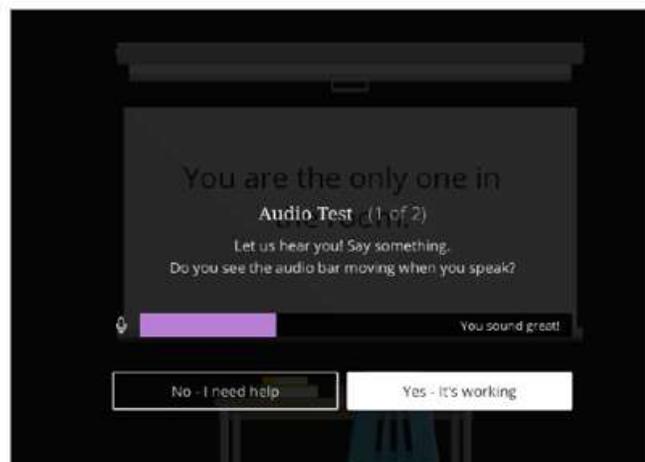


Get set up to use your audio and video

You must complete audio and video set up at least once before you can use them.

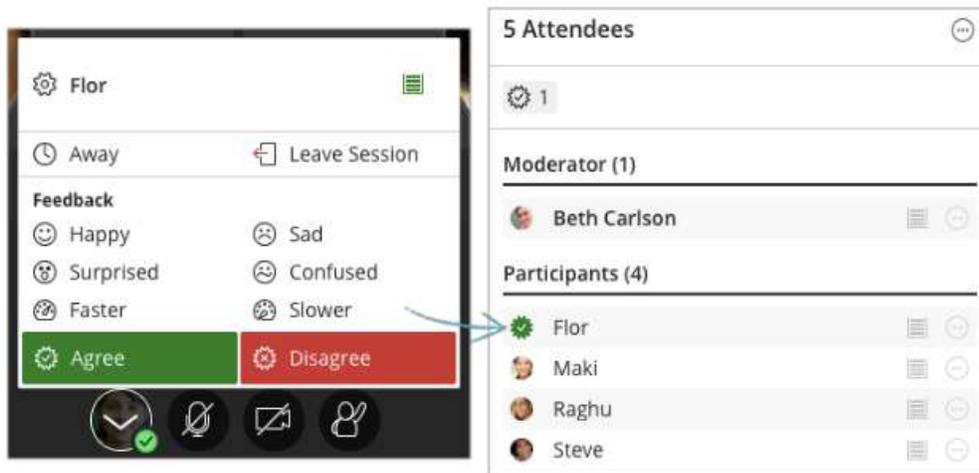
 *Some browsers need access to your microphone to play audio, even if you don't plan to speak. To hear others in the session, give the browser permission to access the microphone.*

After you are set up, select the microphone and video camera icons any time during a meeting to turn them on or off. With your keyboard, press Alt + M to turn your microphone on and off. Press Alt + C to turn your camera on and off.



Status and feedback

Change your status to away or let others know how you feel about something said or shared in the session.



From the main stage, select your profile picture.

Feedbacks appear with an attendee's profile pictures on the main stage, in the *Attendees* panel, and in Chat. After 30 seconds the feedback disappears.

The *Away* status stays until you return and select *I'm back!*

A summary of the feedback selected appears under the panel heading. It shows the current feedback with a count of attendees using it.

You can sort the attendees by feedback in the *Attendees* panel. For example, if you want to know who is happy about what was said, select *Happy* under the *Attendees* heading. Only those who are happy appear.

[See here for how to use Accessibility Features in Blackboard Collaborate.](#)

For the best Blackboard Collaborate experience with your screen reader use Firefox® and JAWS on a Windows® system. On a Mac® use Safari® and VoiceOver.

[More on how to participate in session](#)

You are now ready to join the class!!