

Blackboard Collaborate Ultra Guide for Students

- Blackboard Collaborate Ultra is entirely browser-based. No downloads are required.
- The required browsers for BB Collaborate are Google Chrome or Mozilla Firefox
 - To view up to 5 webcam videos, Google Chrome must be used

In this guide you will learn the following:

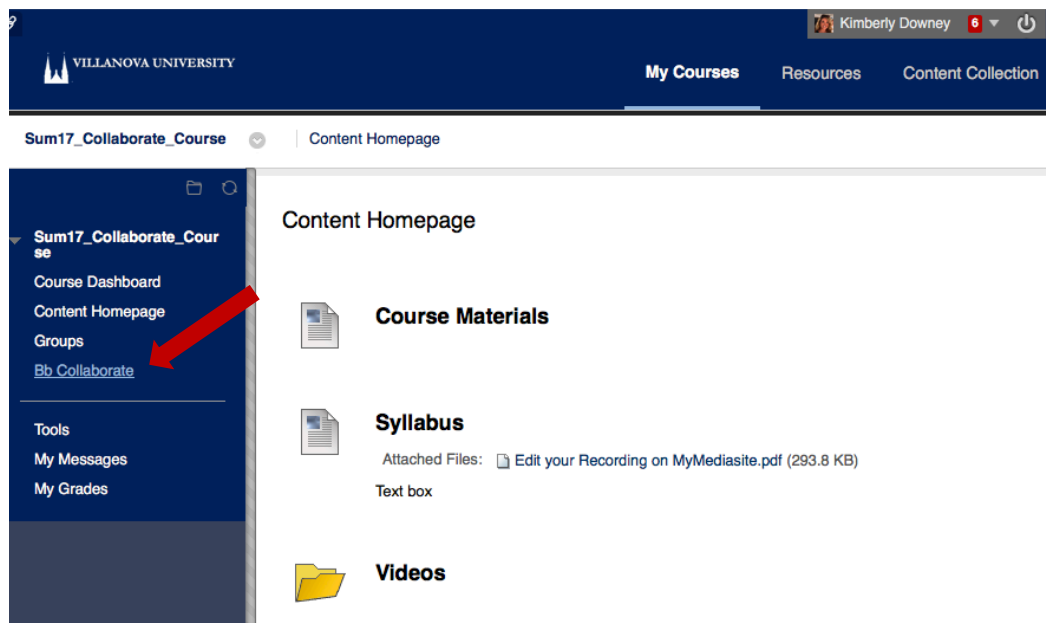
- Best practices for web conferencing
- How to join a BB Collaborate Ultra Session
- Overview of the BB Collaborate Ultra Interface
- How to set up your audio and video
- How to see the participants list and use the chat tool

Best Practices for BB Collaborate

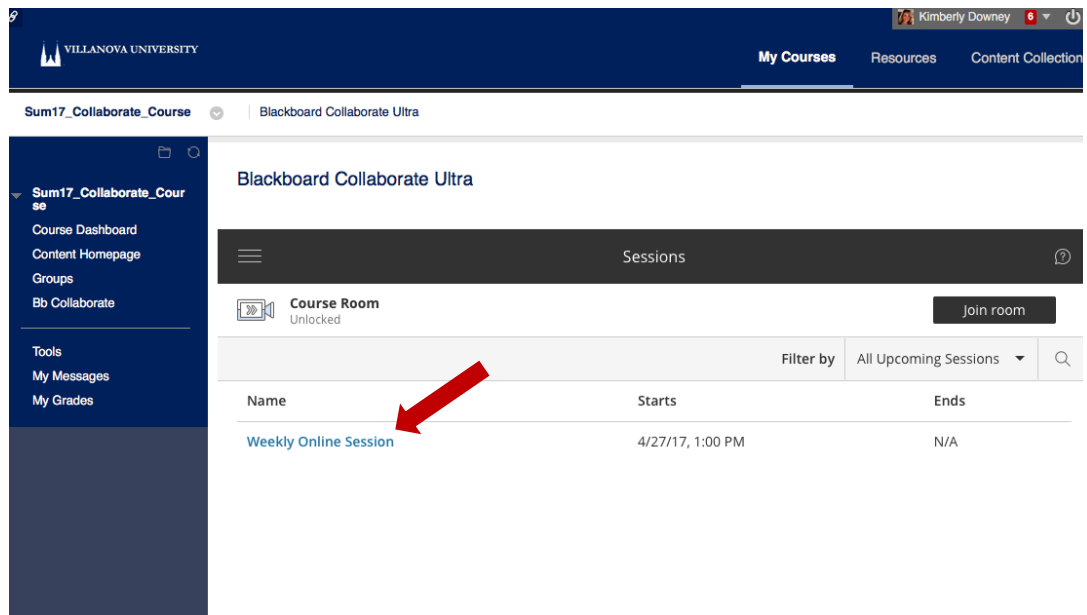
- Use headset/microphone for best audio quality
- Connect to the internet via wired connection
- Close down all background programs that are not being used for the BB Collaborate Session (email, Skype, extra web browsers, and any other desktop applications)

Join a Session

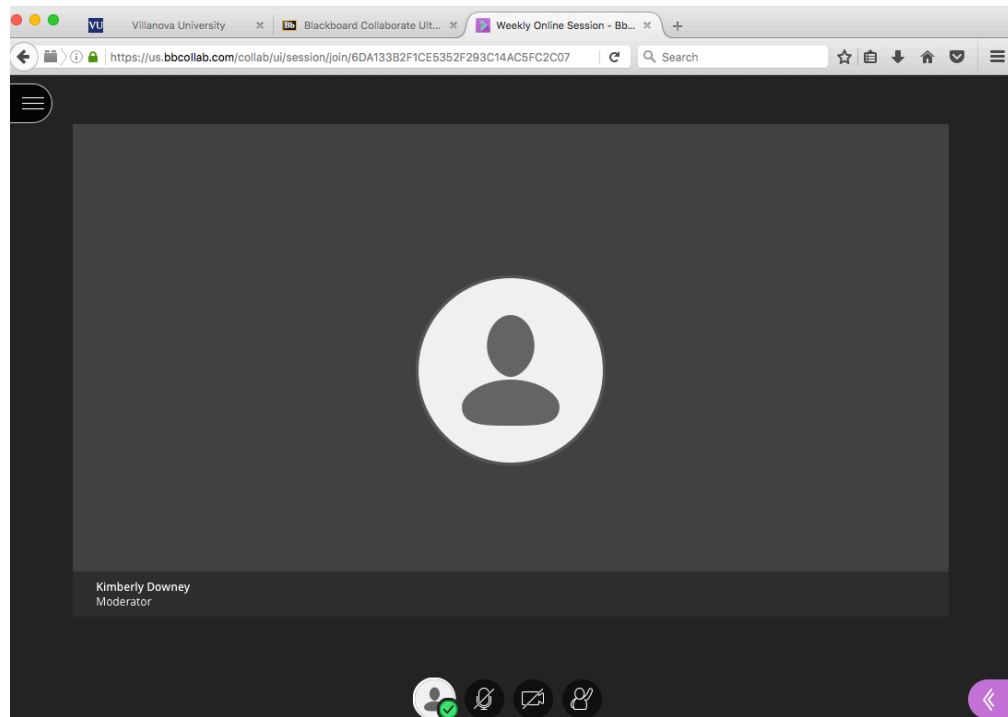
- Log into elearning.villanova.edu with one of the supported browsers, select the course from your My Courses menu that will be hosting the BB Collaborate session
- Once in your course, BB Collaborate Ultra can be located in the left hand navigation menu. Click **BB Collaborate**



- This will take you to the BB Collaborate Sessions menu. Select which BB Collaborate session you would like to join

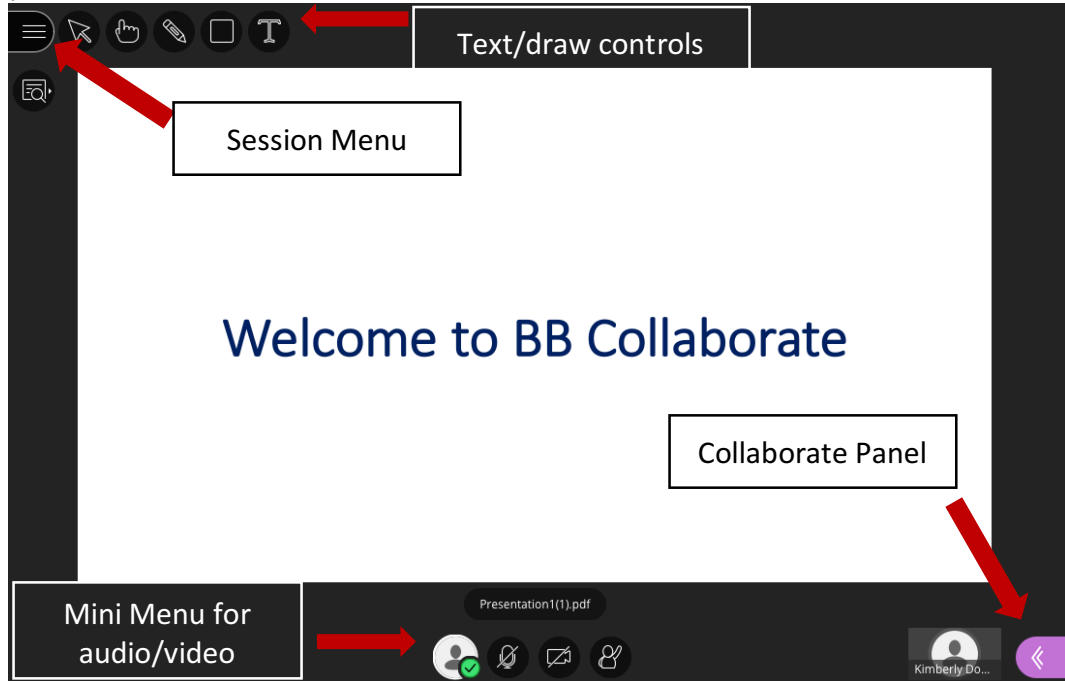


- BB Collaborate will open in a new tab within your browser



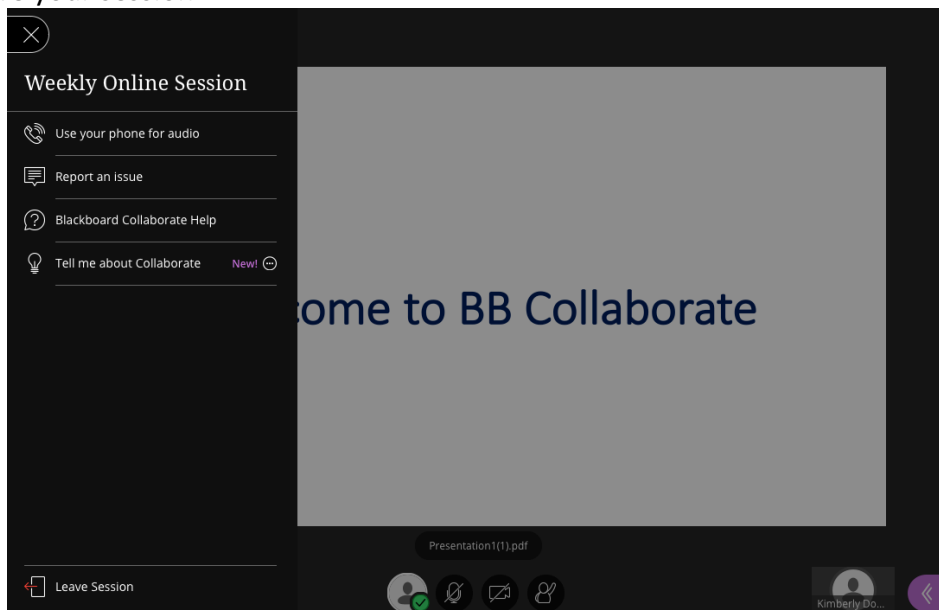
BB Collaborate Interface

- BB Collaborate has two menus: Sessions Menu and the Collaborate Panel
- Mini menu at the bottom of the screen includes quick controls for audio, video and raising your hand.
- Tools located at the top of the screen are participant controls to draw/write on whiteboards and/or files



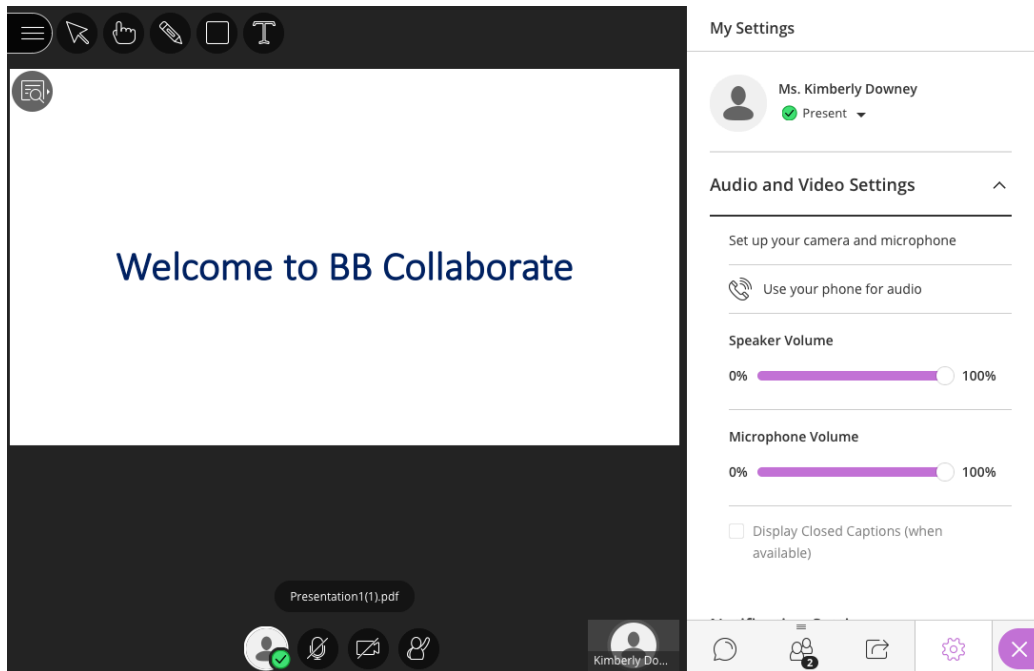
Session Menu

- The session menu includes links to
 - Use your phone for Audio
 - Navigate you through Collaborate through the “Tell me about Collaborate” link
 - Leave your session




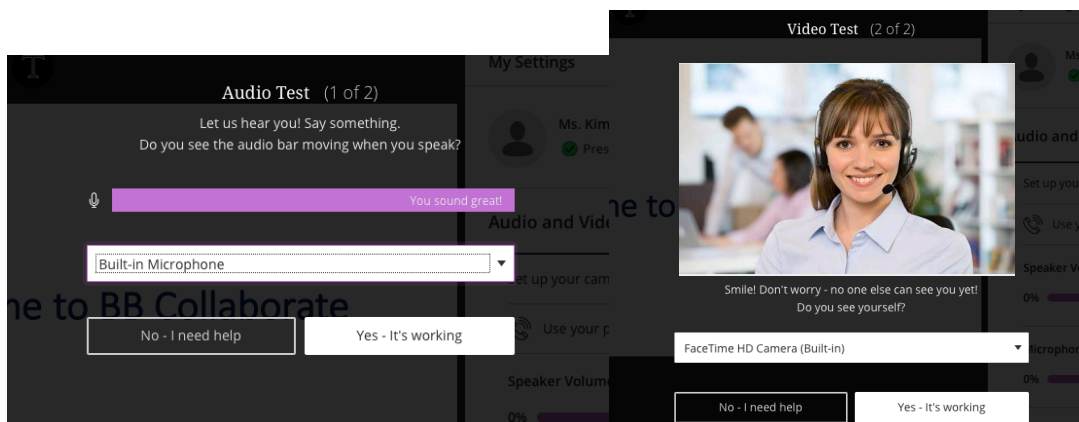
Collaborate Panel

- The collaborate panel is where you will go to:
 - Control your settings
 - Share Content
 - View the Participants List
 - View the Chat

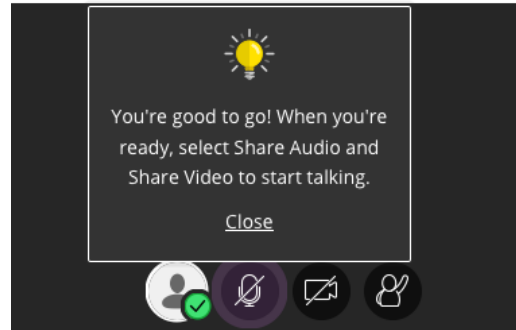


Audio and Video Setup

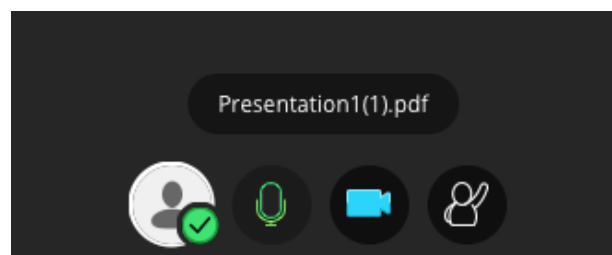
- **Set up your camera and microphone** is located under the My Settings menu in the Collaborate panel. My settings can be accessed by clicking this icon 
 - This will take you through 2 easy steps to set up your audio and video.




- When you complete the audio/video setup, you will get a notification that your microphone and camera are ready to go but still turned off

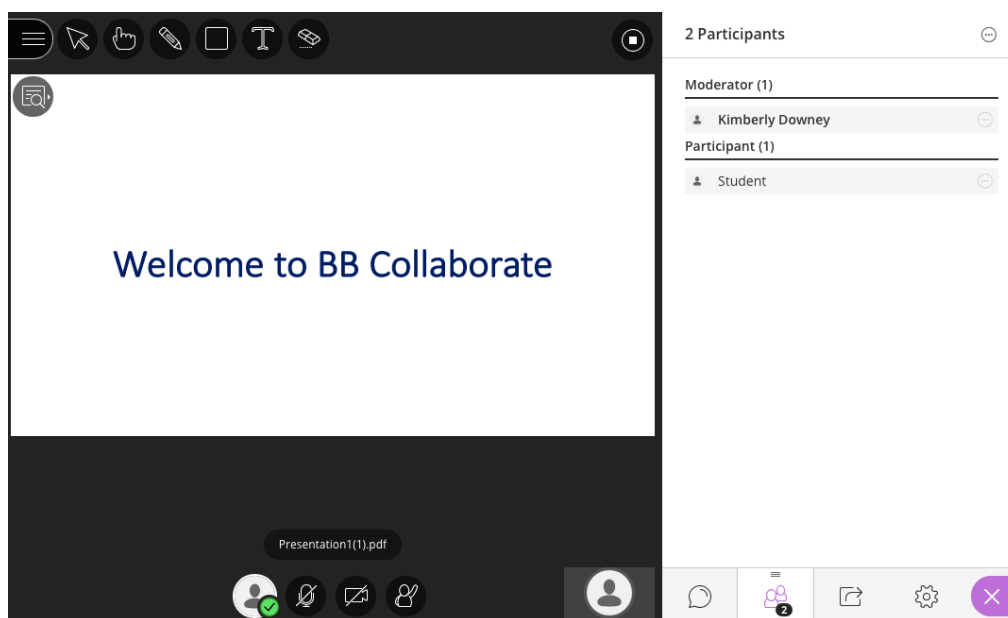


- When you are ready to turn your microphone and video on, use the mini menu controls.




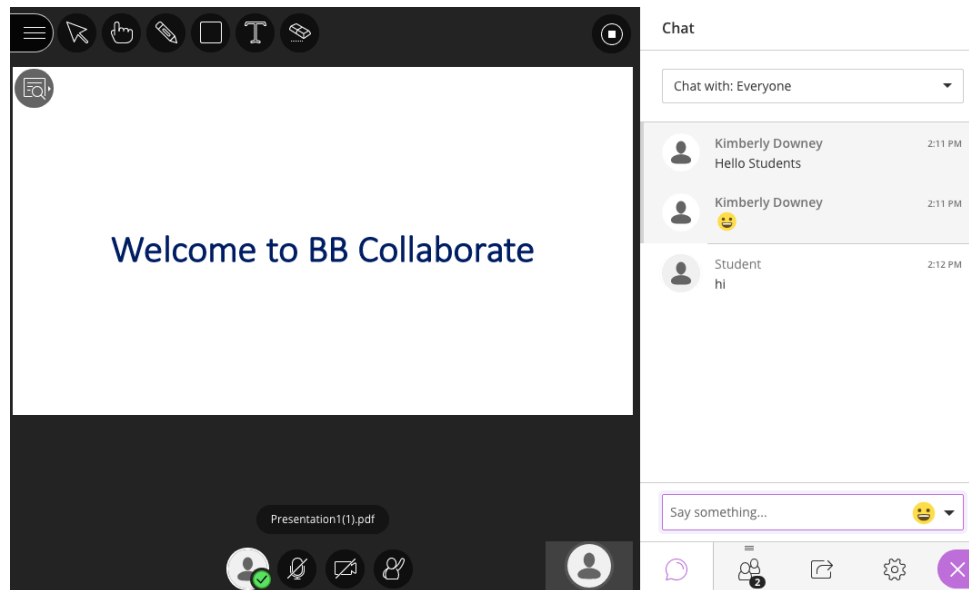
Participants List

- The participant list is located in the Collaborate panel by clicking this icon 
- The participant list is a tool for you to see who else is in your session



Chat

- The chat tool is located in the Collaborate Panel by clicking this icon 
- The chat tool allows you to participate with your instructors and peers via text



Leaving BB Collaborate

- To leave the session, click Leave Session located in the Session menu or simply close your BB Collaborate Session tab in your browser window.