# Tutorial

Accessing and Using Blackboard Collaborate ULTRA – Student Edition

Step 1: Login to your CDLI account. **TIP: Best to use CHROME web browser for your session.**

Step 2: Click on "**Go to Brightspace"**

Step 3: Select your course from either the Waffle (9 squares at top of screen) or thumbnail (small pic). Click to enter your course.

Step 4: Click on the **Blackboard Collaborate Icon or Link** near the top of the screen. See pic below.
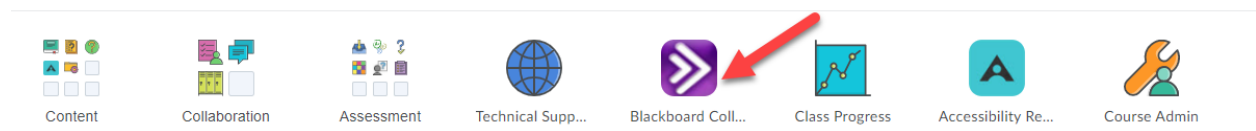
Step 5: Near the top of the screen you should see a picture of a book along with your Teacher's name and course room (see pic below.) Click on the book to open the program/session.
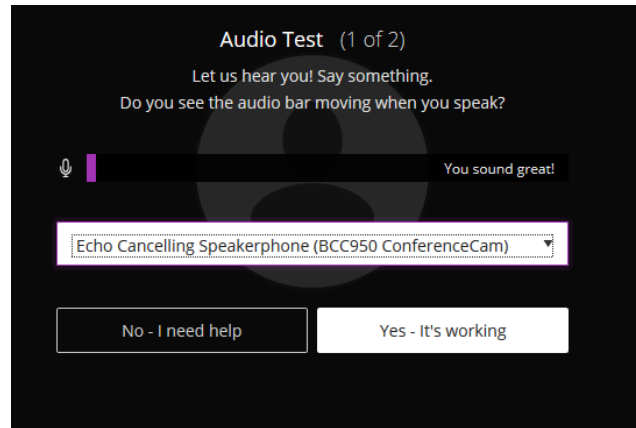

Step 6: On the screen that appears (to the right) Click on **Join Course Room** to enter the session. (See pic below).
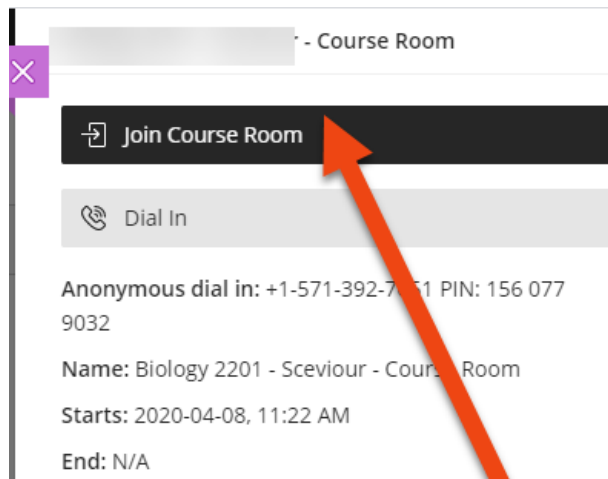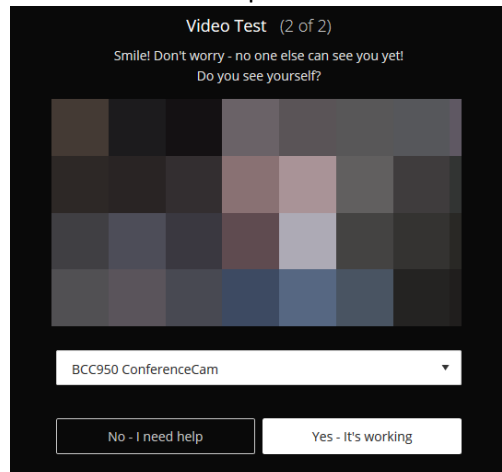
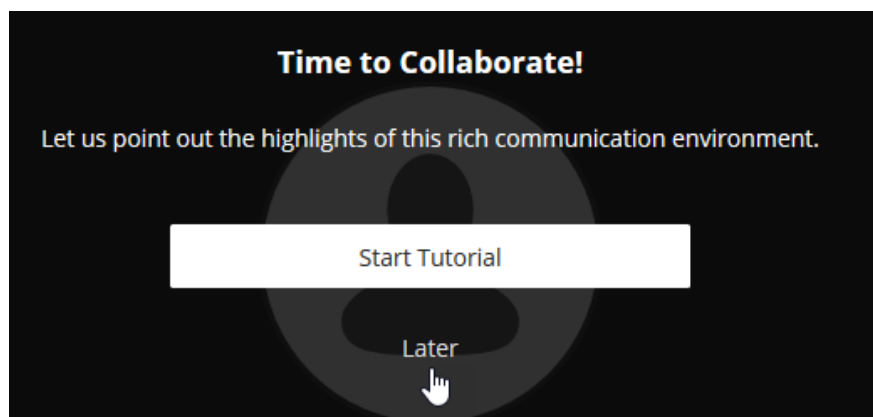Step 7: Check your audio and video connections. See pics below.

a. Audio → Choose your audio device from the dropdown list. If not present, select No – I need help.
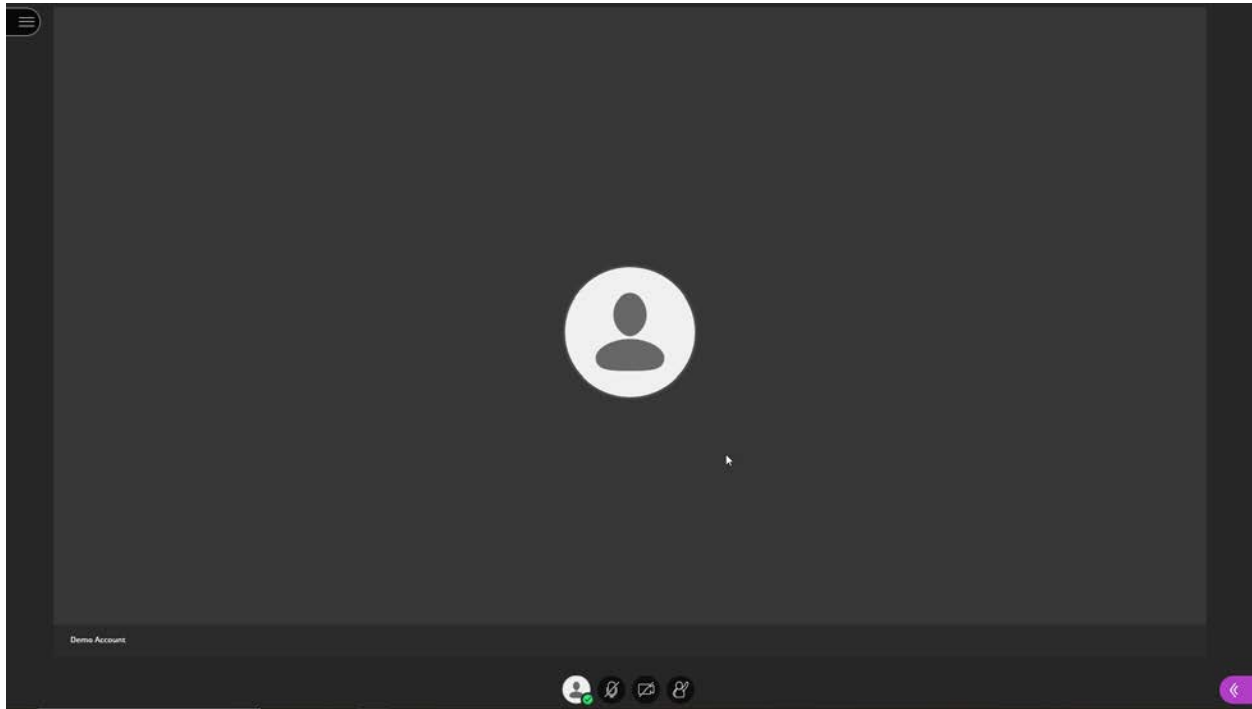

b. Video → Choose video device from the dropdown list.

Step 8: You can either take the tutorial or skip it if you already know what to do.
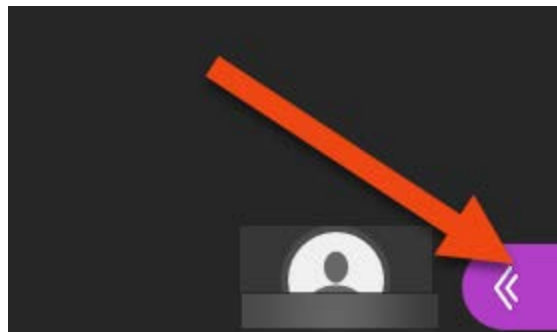
Step 9: You should now be in the room with your teacher and fellow students.

Step 10:   To communicate with others while in the room, follow these steps:

CHAT

Open the **Collaborate Panel,** by clicking on the small arrows on the bottom right of your screen (blue). A new panel will slide in.


Click the **Chat Option** and then select the arrow next to **everyone** to reveal the chat window. Type your message below and click enter. See pic below.
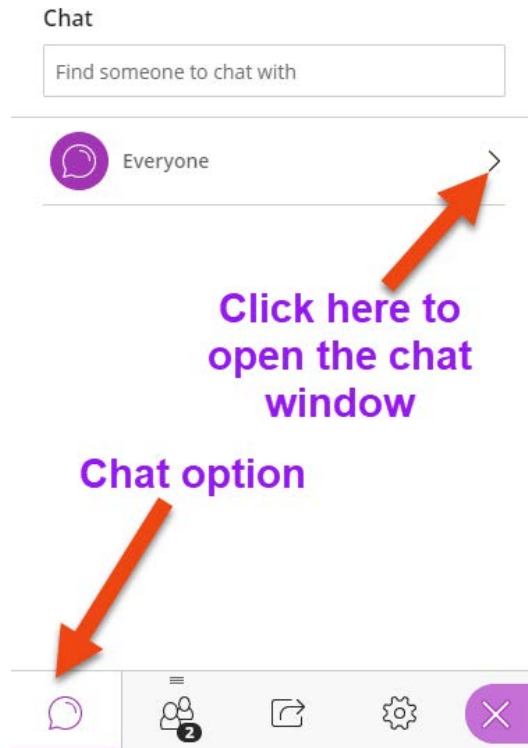
TO SEND A PRIVATE CHAT TO YOUR TEACHER/MODERATOR, FOLLOW THESE STEPS:

a. Open the **Collaborate Panel** (small blue button, bottom right of screen). Click on the **Attendees** icon (2nd from left). You should see a list of attendees in the session.
b. Click the **three dot icon** to the right of your moderator and select send a chat message. (See below)
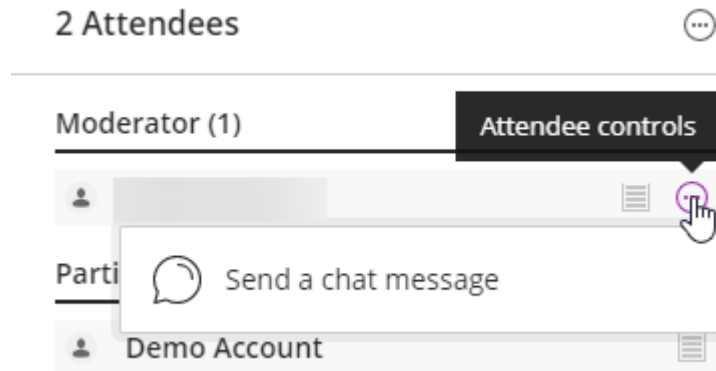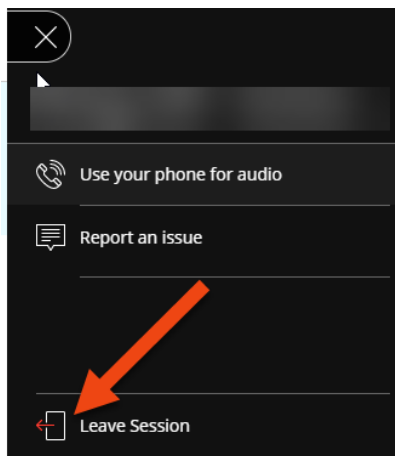
VOICE

To talk while in the session, click on the microphone icon (see below) to unmute. Speak clearly into your microphone. See pic below.
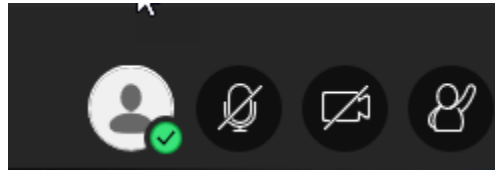
Leaving a Session

To leave a session, click on the **Session Menu** (Top left of screen – three lines) and select **Leave Session** from the bottom.

Other TIPS

1. **Adjusting Sound/Video Settings**

   To adjust your sound or video settings while in a session, follow these steps:

   a. Open the **Collaborate Panel** (small blue arrows, bottom right of screen).
   b. Select Settings icon (gear wheel)
   c. Click on **Audio and Video Settings** → Set up Camera and Microphone

2. **Extra Help**

To get extra help follow these steps:

    a. Open the **Session Menu (Top left, 3 lines)**
    b. Select **Blackboard Collaborate Help**

3. **Reporting an Issue**

To report an issue, follow these steps:

    a. Open the **Session Menu (Top left, 3 lines)**
    b. Click on **Report an Issue.** Complete the steps and click **Submit.**