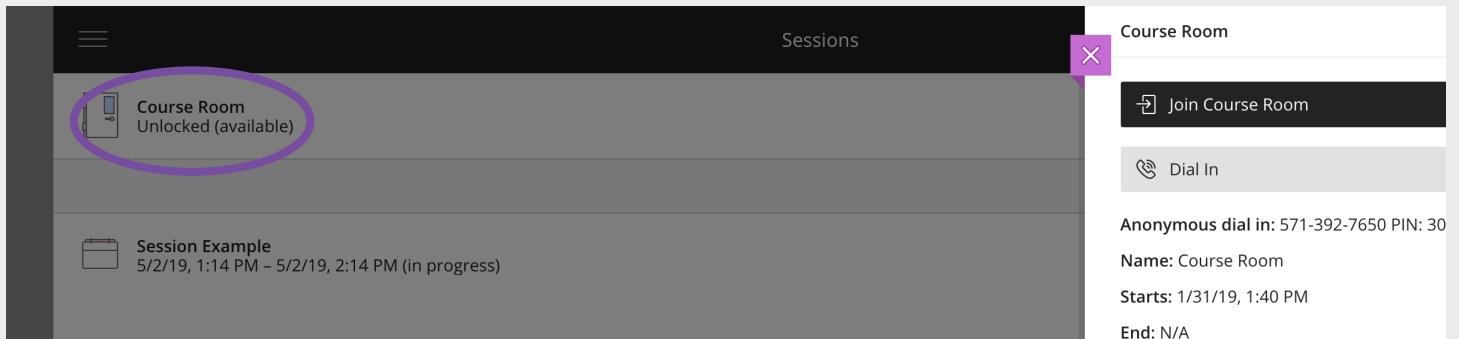


# How to Get Started with Blackboard Collaborate

Firefox or Google Chrome is recommended

Once in your Blackboard course, locate Collaborate Ultra link under Course Communication on the left of screen. Choose the room you need. Note that the Course Room and Sessions are different.



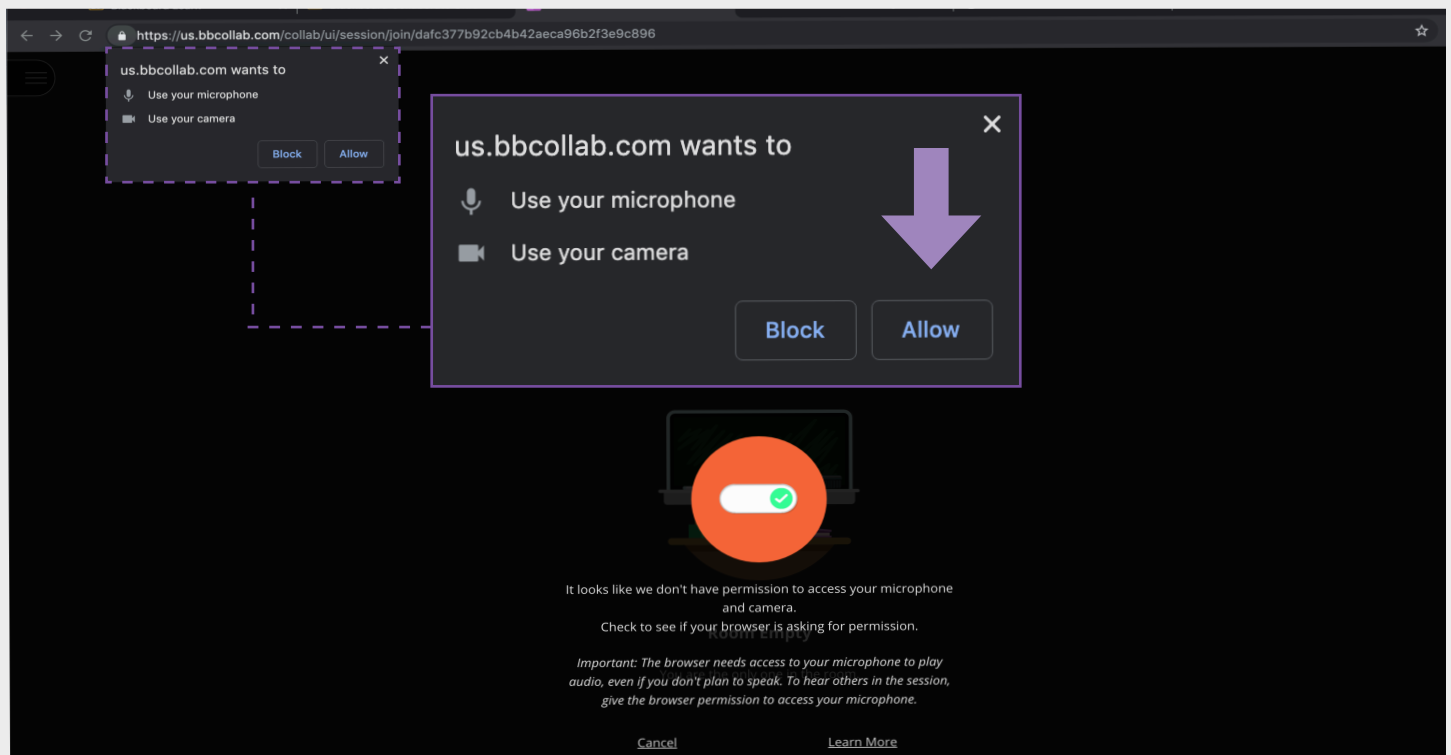
A tutorial will pop up for first-timers. If you decide to skip the tutorial and need it later, you can find it by clicking “Tell me about Collaborate” > “Introduction to Collaborate” in the left menu.

**Time to Collaborate!**  
Let us point out the highlights of this rich communication environment.

Start Tutorial

[Later](#)

If you see this, you will need to give Blackboard permission by clicking “Allow” in the small pop-up window.





## Welcome!

You are the only one in the room.  
Please wait while others join.

If the top message does not appear, and you have not yet set up your microphone and camera, click on settings to do so.



Click this button to reveal chat.

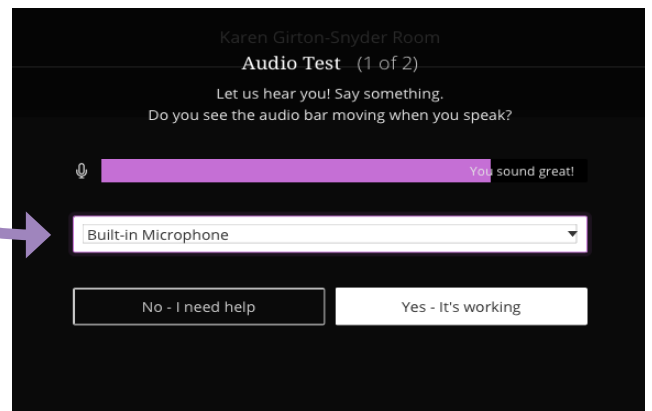


## STEP 1 - TEST YOUR MICROPHONE

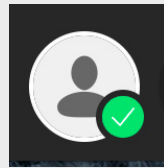
Collaborate will default to your computer's built in microphone, but if this microphone is broken or not responding then you will need to connect an external microphone and select it from the drop down menu.

If the purple bar moves when you speak, it's working!

Click "Yes - It's Working" to move on to Step 2



If you do not have a working microphone, you can use your phone for audio! You will need to go to your collaborate settings and generate a phone and PIN number.



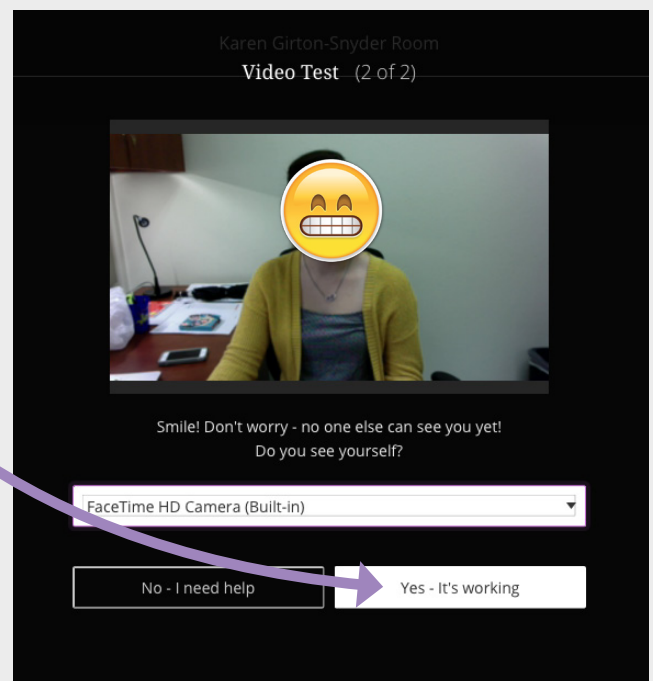
Use your phone for audio.

[Generate Number](#)

Use your phone to call the generated number and enter the conference PIN number when instructed.

## STEP 2 - TEST YOUR CAMERA

Select the camera you wish to use from the drop down menu and when you can see yourself, click “Yes - It’s Working”



That's all there is to it! Turn on your audio and video at the bottom of the screen when you are ready to join the class!

VIDEO SETTINGS

VIDEO ON/OFF

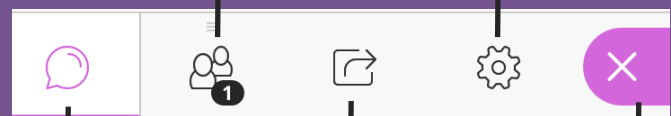


AUDIO ON/OFF

RAISE HAND

PARTICIPANTS

COLLABORATE SETTINGS



CHAT

SHARE CONTENT

CLOSE CHAT