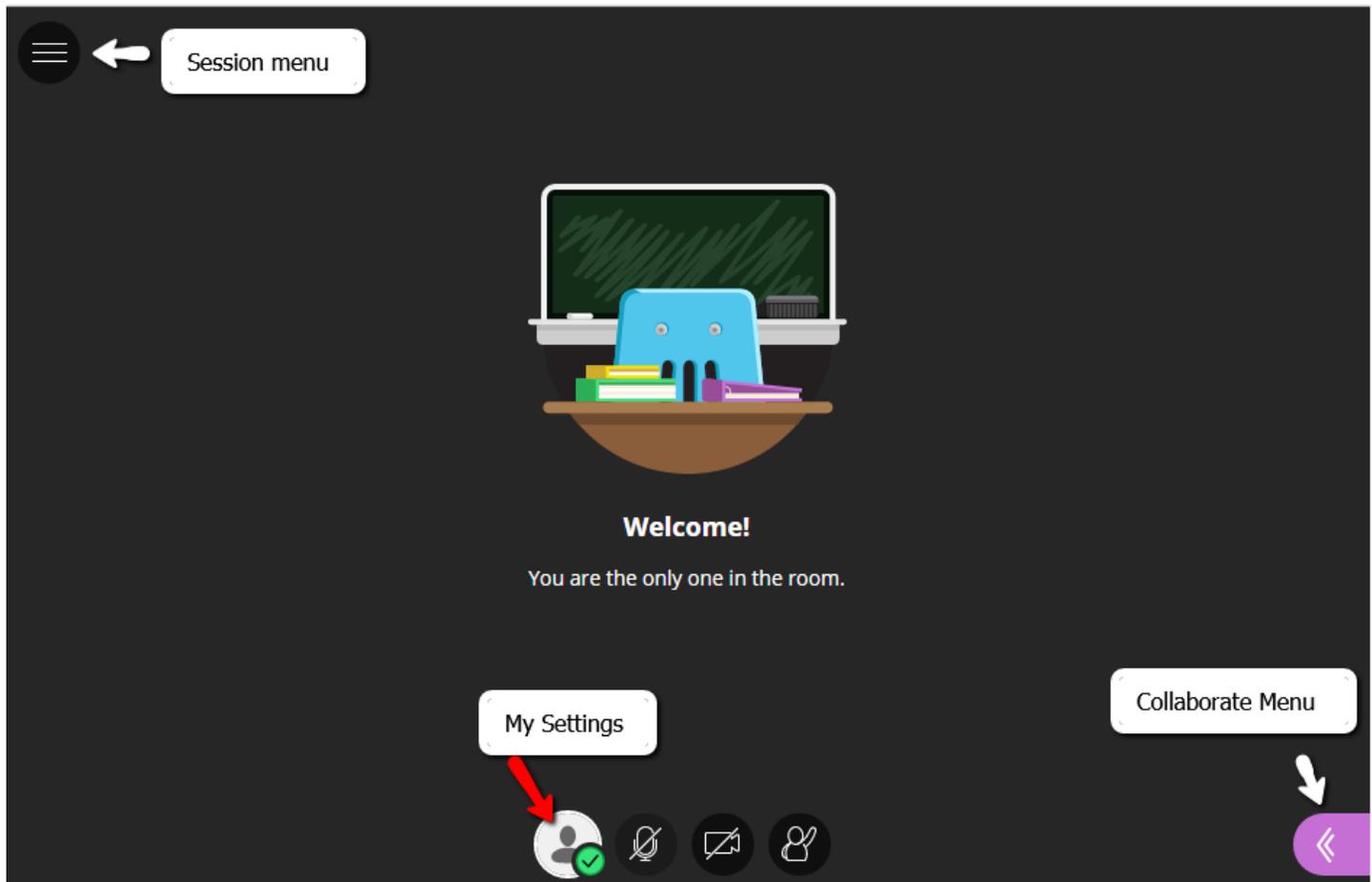# Participant Guide: Blackboard Collaborate Ultra

## Tips

- Use Google Chrome or Firefox for the best experience.
- Join the session early to allow yourself time to set up your audio and video.

## Interface Overview



**Session Menu**

Details about the session.
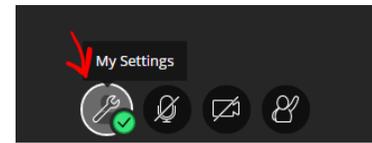Connect your phone for audio.
Leave the Session

**Collaborate Panel**

Chat with everyone or privately.
View participants.
Share content.
Set Audio and Video settings
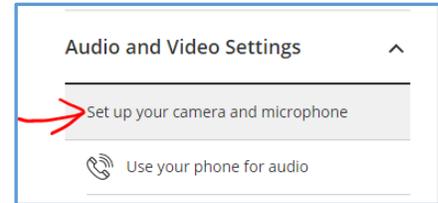
## Set Up Audio and Video

1.  Click on **My Settings** icon.

    *Alternatively, open the **Collaborate panel** on the bottom right of your screen.*
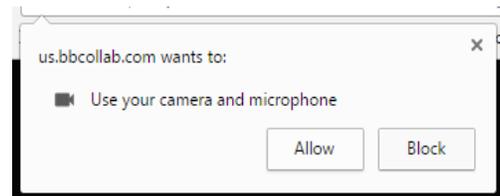
2.  Select **Audio and Video Settings**.

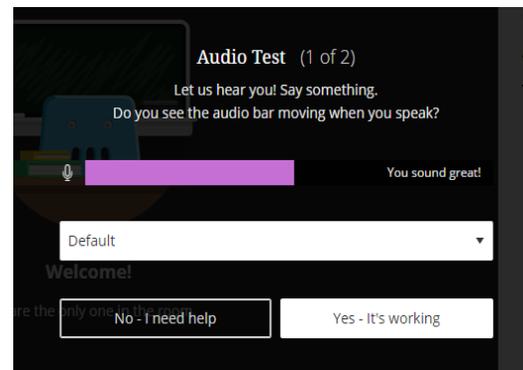    *You can use your phone for audio. To learn more, see **Call in Using Your Phone.***

3.  Check to see if your browser is asking for permission to access your microphone and camera. If yes, click **Allow.**
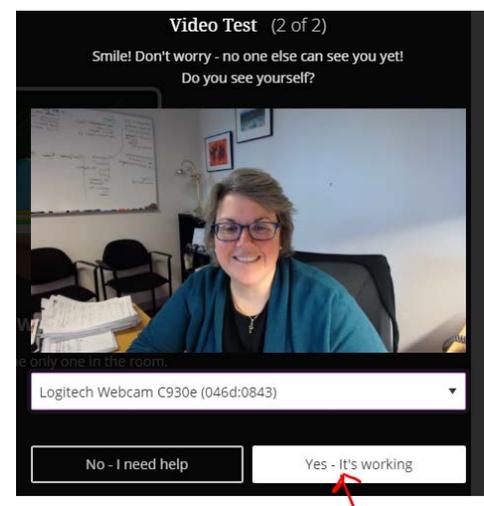
4.  Choose the microphone you want to use. Collaborate tells you that you sound great when it is receiving your audio.

    Select **Yes, it's working** to proceed.

5.  Choose the camera you want to use. Collaborate tells you that you look great when it is receiving your video.
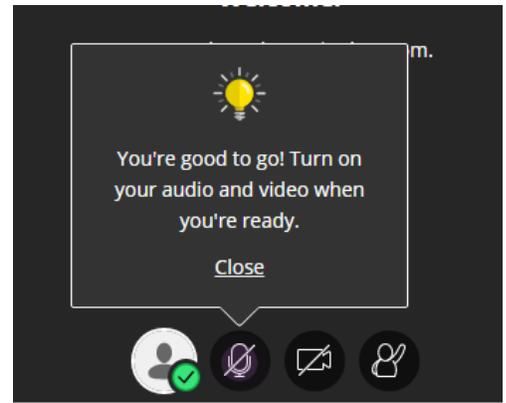
    Select **Yes, it's working** to proceed.

    By default, you are hidden and muted after you complete the setup.

## Let others hear and see you

You **must** select the microphone and video camera icons for others to hear and see you during a meeting. The microphone automatically turns on after you enable it, but you will get to preview how you'll look on screen before sharing your video.



## Call in Using Your Phone *(alternative to computer microphone)*

Open the **Session menu** and select **Use Your Phone for Audio**. Call the number listed and enter the personal identification number (PIN).

You are given a unique PIN to help the session identify you. When you enter the PIN, the audio from your phone is paired with your avatar. This helps everyone keep track of who is speaking.

Each PIN is unique to an individual session and a user in that session. This means that the PIN you see only works for you in that session. You are not able to use the PIN in another session or share your PIN with another user. PINS stop working when the session ends.

You must be joined to a session on a browser to use your phone.

You have access to all the same tools in your session. Your microphone automatically changes to your phone. Others see a phone icon by your name in the Participants panel.
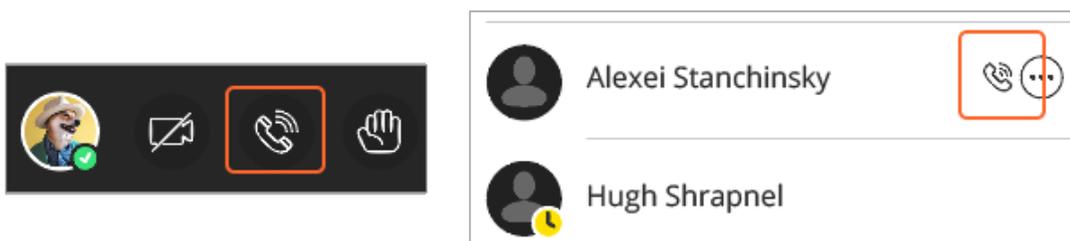


*You aren't muted when you first call in. Everybody can hear you immediately. Turn your audio on and off in your browser by selecting the phone icon.*

*With your keyboard, press **Alt + M** to turn your phone audio on and off.*

You can still use the mute on your phone. Just make sure the audio is turned on in your browser if you want others to hear you.

# Sharing Content

If you have been given presenter permissions, you can upload content, including PowerPoint presentations, or share your desktop screen to show more details.

Open the **Collaborate panel** and select **Share Content** to start sharing and collaborating with your participants.

### Share whiteboard
Collaborate with your students using the whiteboard. Open a blank whiteboard to draw or just jot down notes.
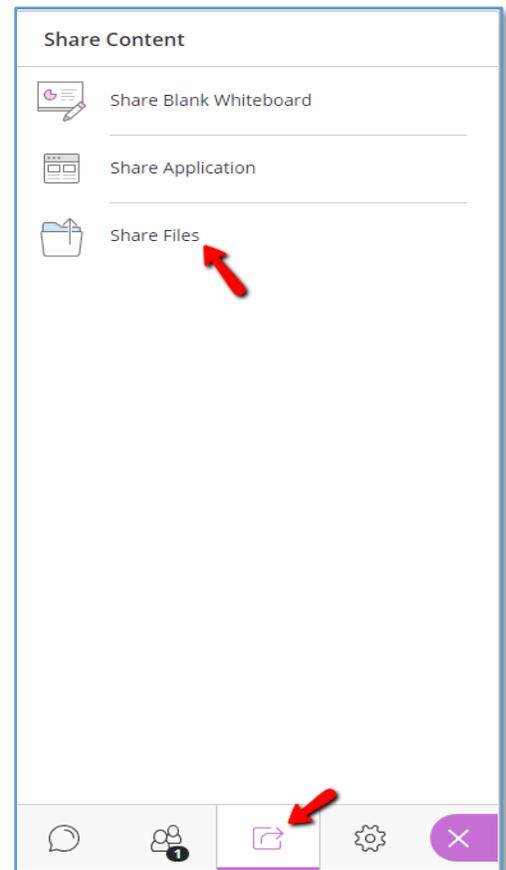
### Share application
Share your desktop or a software application to teach students about a particular topic. Whenever you move through the application or desktop, your students automatically follow along.

### Share files
Upload GIF, JPEG and PNG images, PDF files, or PowerPoint presentations of 60MB or lower to your session.

Select **Add Files Here** or drag a file into the box to upload it. Select **Share Now** when you're ready.

## Leave a Session

When you are ready to end the session, select **Leave Session** from the Session menu.
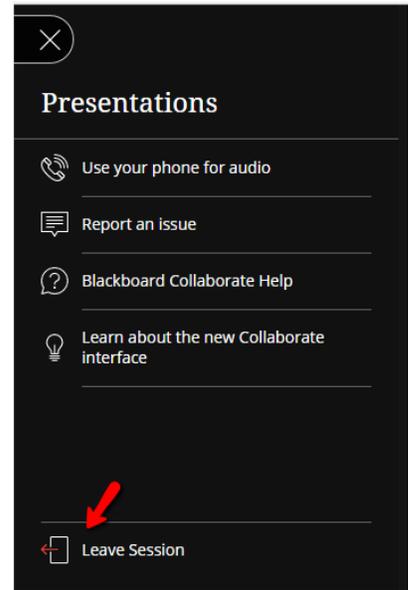
## Conclusion

We hope this guide was helpful.

For additional information or support contact the Instructional Development team at http://ithelp.umassd.edu or 508-999-8501.

## FAQs

**What happens if I hang up my phone?**
If you hang up your phone without leaving the session, you are still connected to the session. You start using our device microphone instead.

**Can I still share my video if I am using my phone?**
Yes. You have access to all the same tools in your session. You can share video, participate in chat, share content if you have moderator permissions, and so on.

**How do I leave a session completely when on my phone?**
To leave a session completely, click Leave Session at the top of your screen. Your phone audio is automatically disconnected from the session. You can no longer hear anything. All that's left to do is hang up your phone.