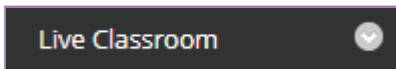


WHAT YOU NEED TO KNOW ABOUT COLLABORATE ULTRA?

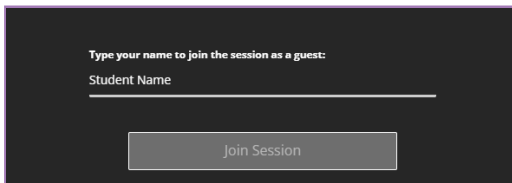
Blackboard Collaborate Ultra is an online learning platform that enables students and instructors to engage with their classes and coursework online.

HOW TO JOIN A SESSION:

- 1. Access Your Blackboard Account:**
Login to your **RDP Blackboard account**
- 2. Locate the Collaborate Ultra Link:**
Once logged in navigate to the course/session that is scheduled. Select the link labeled **Live Classroom, Collaborate** or something similar



- 3. Access the Session:**
After being directed to the Collaborate Ultra interface, you may select **Join Session** and may **enter your name** if prompted



To message select the **Chat Tab** and the select either a **Group** or **Everyone**



SESSION MENU:



Located in the **top left corner** of the screen. Here you can access **Report an Issue, Tell me about Collaborate, Class Collaborate Help, Privacy Policy**, and the **Leave Session** button

COLLABORATE PANEL:

Located in the **bottom right corner** of the screen. Here you can access the **Chat, Attendees, Share Content**, and the **My Settings** button(s)



AUDIO AND VIDEO SETTINGS:

Here you can adjust **Audio and Video Settings** ie. setting up your camera and microphone, adjusting speaker volume.

As well you have access to adjust your **Notification Settings**, and **Session Settings**

**Users can also Report an issue and receive Chat Support here like you can in the Session Menu*

SHARE CONTENT:

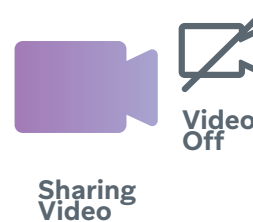
Here you can access the content that has been shared in the session by the presenters and moderators



SHARE AUDIO



SHARE VIDEO



RAISE HAND



HOW TO LEAVE A SESSION:

1. Select the **Session Menu** Button
2. Select the **Leave Session** Button found at the bottom



MY STATUS AND SETTINGS:



Here is another way to access **My Settings**, check your **connection speed** and also **Leave Session** The **Feedback** feature and the **Agree** or **Disagree** buttons live here, as well as **emotion buttons** and request the **Slower** or **Faster** buttons