

Joining a Video Conferencing Meeting: Collaborate Ultra

For the full range of help & support material visit: <https://help.blackboard.com/Collaborate/Ultra>



Joining via Computer/Device

Web Browser

To access Collaborate Ultra you should use Google Chrome Browser

Guest Link

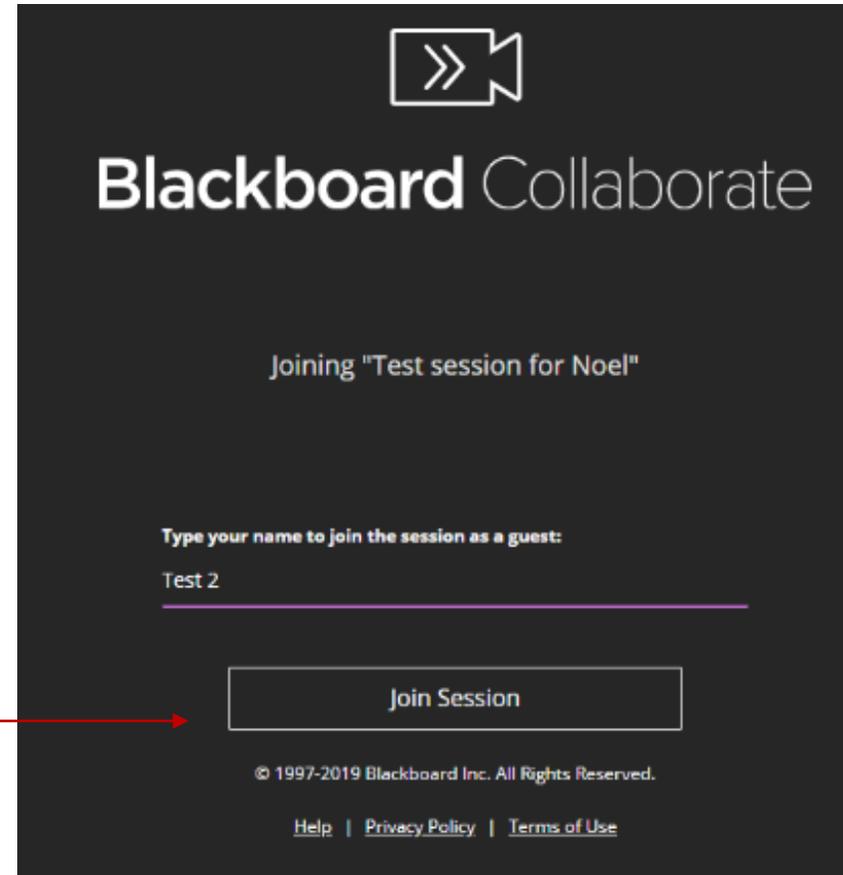
You will be emailed an access link ahead of your meeting which will allow you to join the session. This link will resemble the following:

<https://eu.bbcollab.com/guest/d52f163ab4a94311b8f15e765d0a248d>

Join Session

Once connected via computer/device you will be prompted to input a name.

Input your full name and click 'Join Session'.



Audio Setup

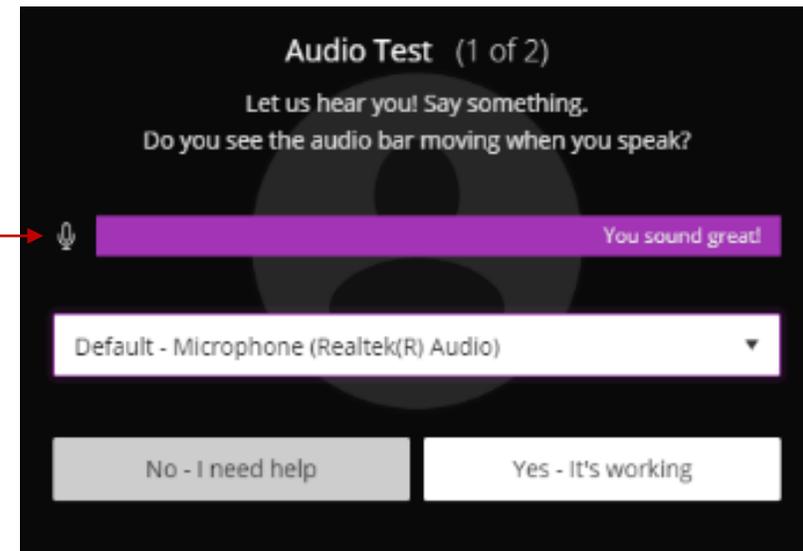
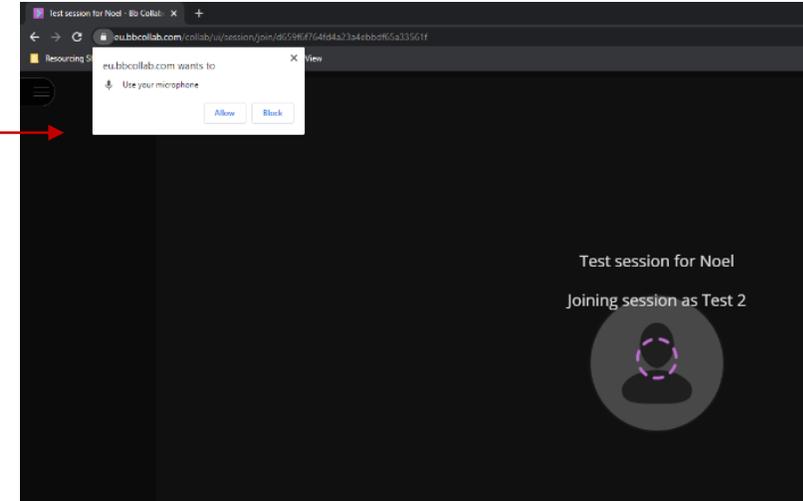
Browser Permission

Your browser may prompt you and request to use your microphone – Select “Allow”.

Audio Test

Select your audio device to begin a quick test.

The bar will highlight purple when audio is detected through your microphone.



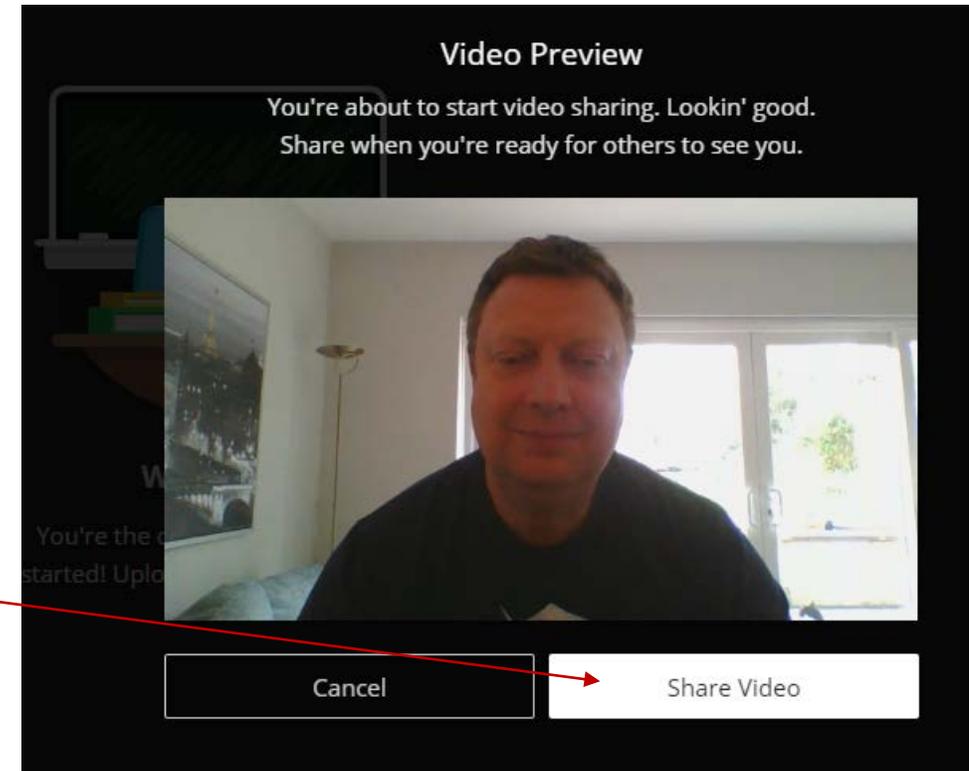
Video Setup

Sharing Video

If you are joining a video call you can also choose to share video.

The video preview will allow you to test your video before any picture is displayed to others.

When you are happy to proceed click the share video button.

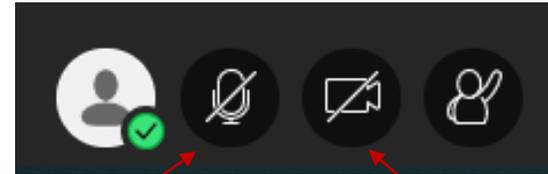


Final Check

Audio and Video

After you have joined the call you can enable and disable audio and video from the main toolbar.

If you have any difficulty with audio or video it may be that one of these options is disabled.



Turn
Microphone
On/Off

Turn Video
On/Off

Collaborate Layout

Text Chat

Selecting the chat icon will display the chat panel. You can write text messages here that will be seen by everyone in the session.

Attendee Panel

Selecting this icon will allow you to view current participants in the session.

Share Content Panel

Selecting the share icon will display the sharing content panel where you can share files with other members on the call.

Settings Panel

Selecting this icon will allow you to change your audio, video and notification settings.

