# Blackboard Collaborate Ultra – Participant – Cheat Sheet

Introduction to Blackboard Collaborate Ultra

Blackboard Collaborate Ultra can be accessed from the Course Menu or from a content area depending on the instructor's course design. This will allow access to a course room or specific session.

Inside the room (or session); there are two main panels to work with – the *Session Menu* and the *Collaborate Panel*. Along the bottom row there are also options for *User Info and Status, Share Audio, Share Video,* and *Raise Hand.*

- Raise your hand to answer a question or get the instructor's attention.
- To set yourself as away select the *green checkmark* and it will toggle to *set as*.
- If you **are sharing** audio or video the icon color will change (green for audio, blue for video.
- Keyboard Shortcuts: Alt + M to turn your microphone on and off. Alt + C to turn your camera on and off. (Mac Keyboard Shortcuts: Option + M for microphone and Option + C for camera toggle.)
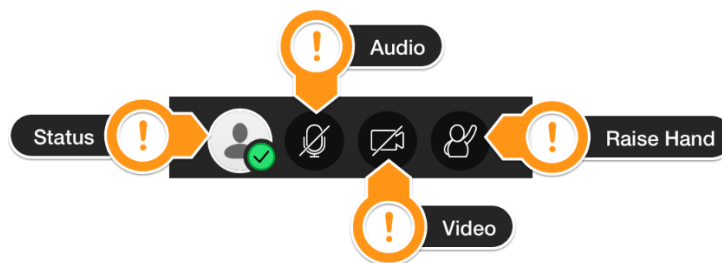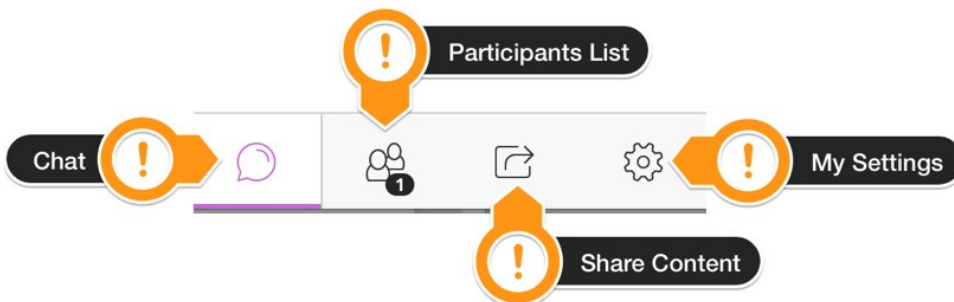

The Session Menu

The *Session Menu* is located at the upper left corner and allows for the option to *use phone for audio*. When the text for *use phone for audio* is selected a dial in number and pin is displayed. The option to *Leave Session* is at the bottom of this screen. There are also links to learn more about the interface and jump straight to help.
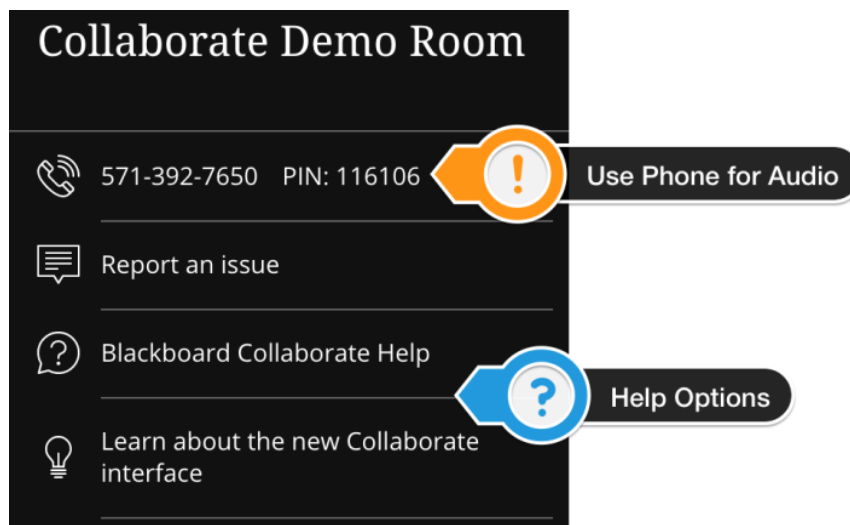
When using the *phone for audio* option the pin is unique to each user and cannot be shared. Also, note that the number may be long distance and charges may apply depending on your carrier. Connecting via tranditional audio (headset and/or microphone) uses the internet connection established when joining the session. If joining via a celluar connection (smartphone, tablet, tethering, etc.) mobile plan data will be used.

The Collaborate Panel

The *Collaborate Panel* is located at the bottom right corner and provides access to *Chat*, *Participants List*, *Share Content*, and *My Settings*. The *Share Content* is where the instructor can post files for viewing. The *My Settings* screen allows for control of the audio /voice settings as well as the setup tool; both the microphone and video will be off by default once setup is complete. Speaker and microphone volumn can be adjusted at anytime by returning to the *My Settings* screen.


The instructor may choose to share content inside the session. Sharable content can include various file types, a whiteboard, and application (screen) sharing. When content is shared the *View Controls* icon appears below the *Session Menu*.
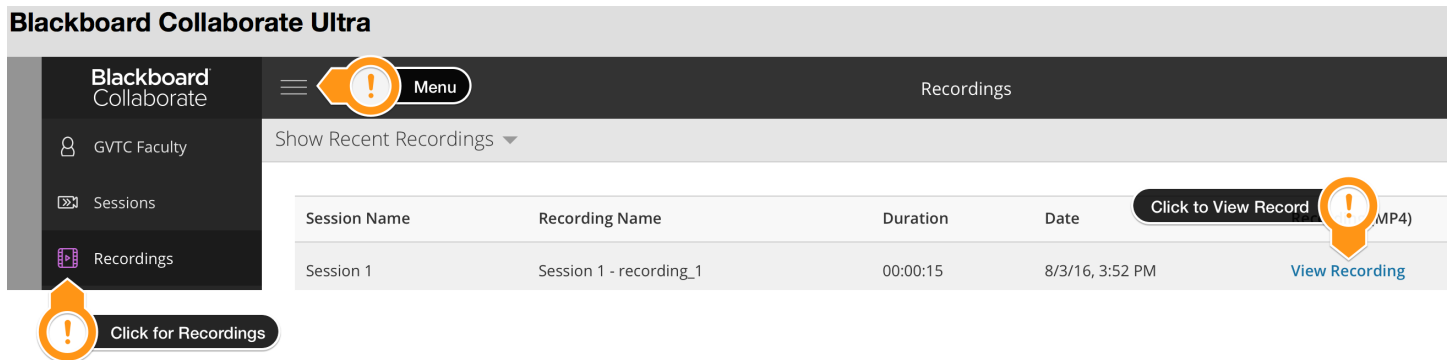
The View Controls

The *View Controls* icon provides tools that:
- *Zoom In* – Make the content bigger. Move the content around to see everything.
- *Zoom Out* – Make the content smaller.
- *Best Fit* – Take advantage of your screen real estate. Content adjusts to be completely viewable in the available area. It displays as large as possible while keeping the aspect ratio intact.
- *Actual Size* – Return the image to the original size.
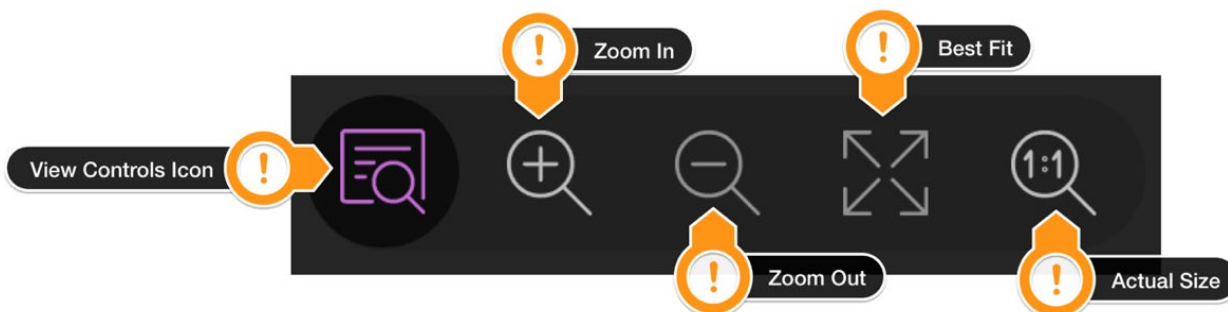
Session Recordings

Instructors may choose to record a session. Access to view recordings of previous sessions is inside the Blackboard course in the Collaborate Ultra tool area. Select the Blackboard Collaborate *Menu* icon in the upper right corner of the tool and then choose *Recordings* from the menu that appears. If the instructor has allowed downloading of the recordings another icon will appear to the right of the *View Recording* link.

Important Things to Remember

- Use Google Chrome™ or Firefox™ for the best experience.
- Join the session early to make sure there are no technical difficulties.
- The dial in PIN is unique to the user logged in. These PINs cannot be shared.
- The browser will prompt for permission to use audio and video.
- If you use the microphone to speak during the session have a headset and mute yourself when not speaking to avoid feedback. Without a headset your voice will echo, causing feedback when you speak.
- Try to be on a wired internet connection or wireless connection with strong signal strength. Blackboard will limit features if the internet connection cannot support the tool being used (and will notify you). This can affect video and screen sharing accessibility.
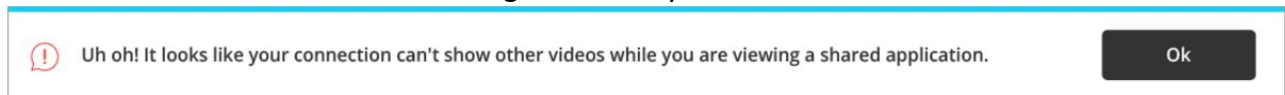
For more information, see [Collaborate Ultra Help for Participants](https://help.blackboard.com/Collaborate/Ultra/Participant)[1].

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[1] https://help.blackboard.com/Collaborate/Ultra/Participant