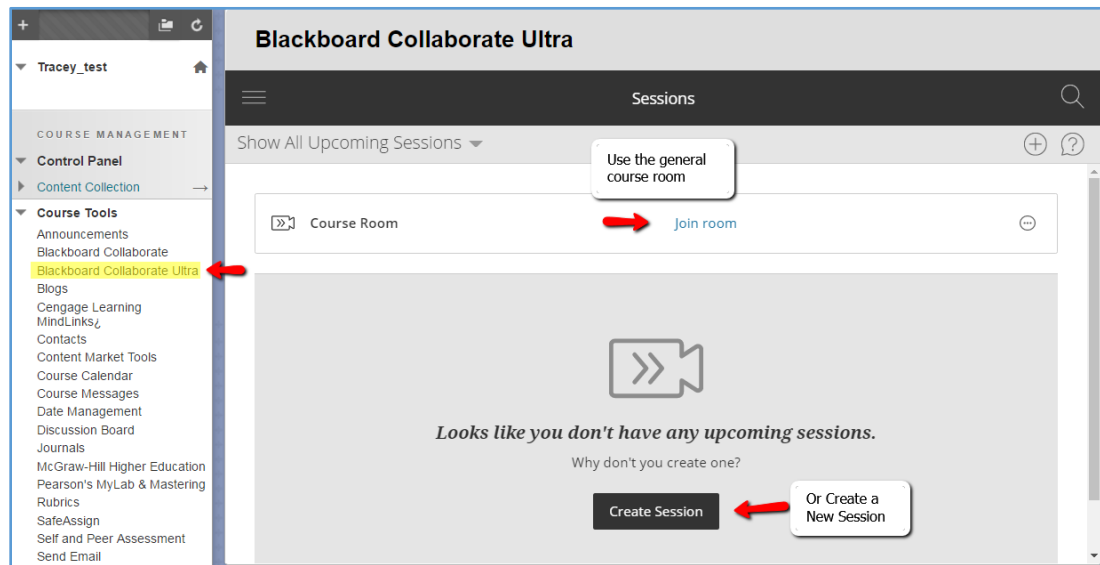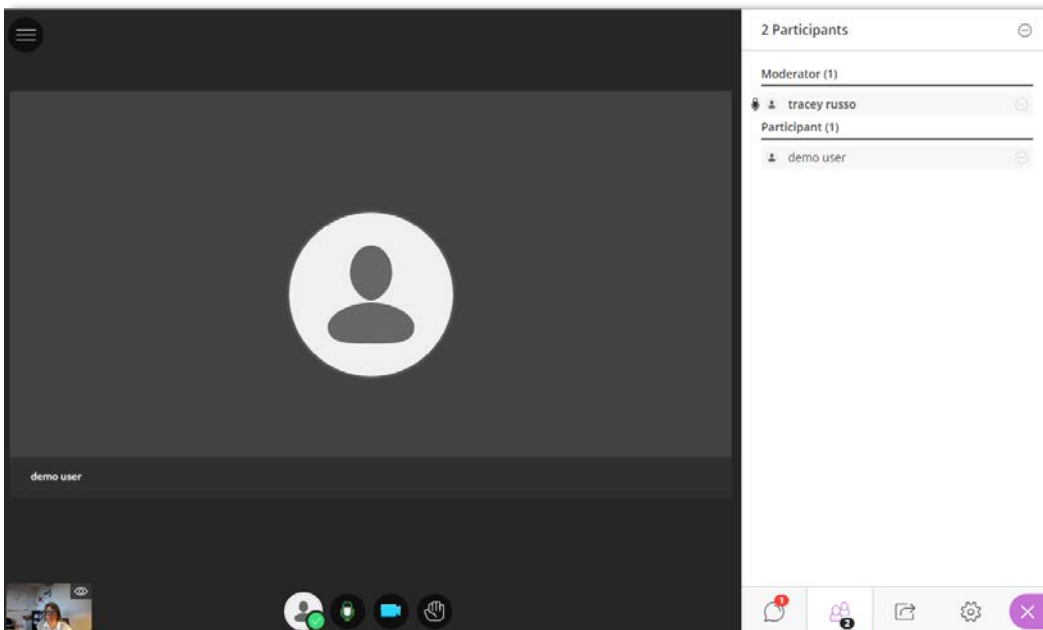# Faculty Guide: Blackboard Collaborate Ultra

The Chrome browser provides the best experience with Bb Collaborate Ultra.
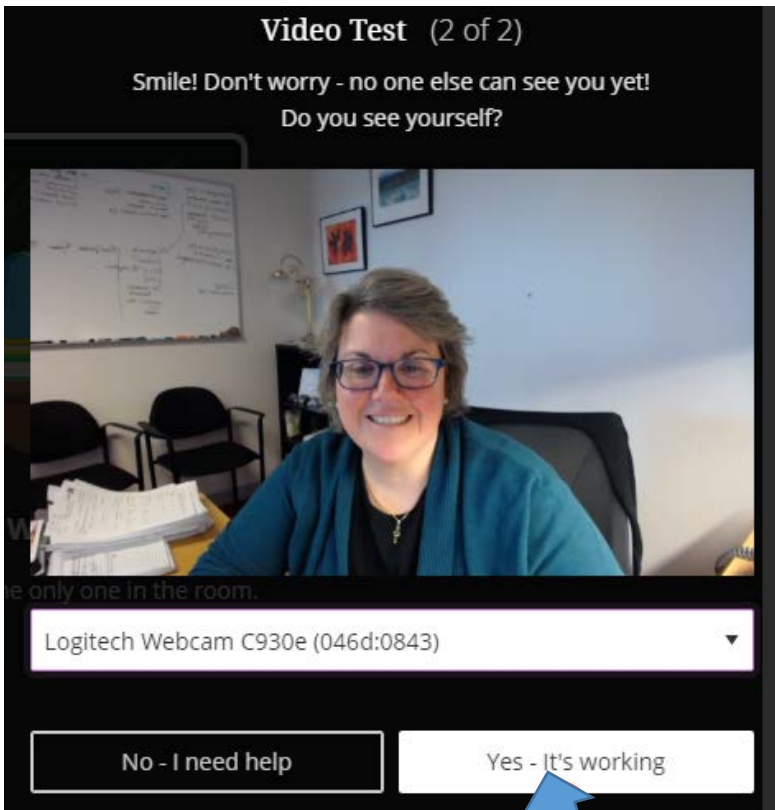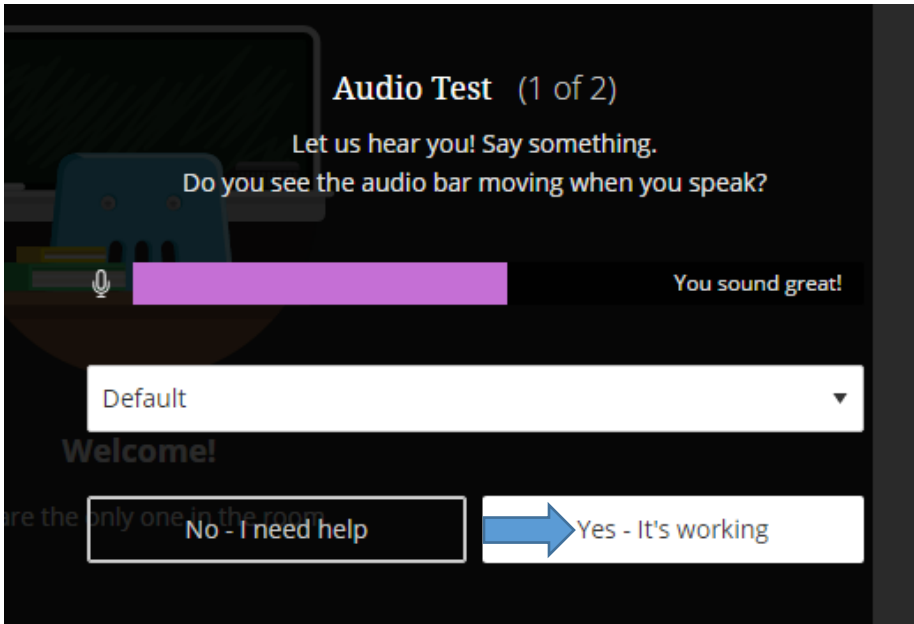
1. Faculty can access **Blackboard Collaborate Ultra** under **Course Tools** in the Course Management menu.


2. Click **Join Room** to start the Bb Collaborate Ultra Session. The Bb Collaborate Ultra Room will launch.

3. Next, you will be automatically prompted to select your audio and video sources.

Let us hear you! Say something.
Do you see the audio bar moving when you speak?

🎙 [===========]   You sound great!

Default ▼

Welcome!

~~are the only one in the room~~ No - I need help   ➤ Yes - It's working

Video Test (2 of 2)

Smile! Don't worry - no one else can see you yet!
Do you see yourself?

Logitech Webcam C930e (046d:0843) ▼

No - I need help   Yes - It's working

You can also access your audio and video settings by going to the **Settings** menu on the Collaborate panel.
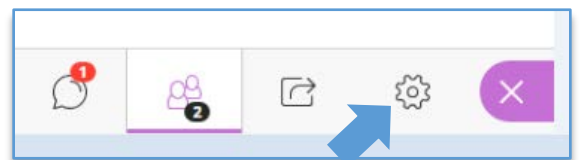
4. Important: Enable your **audio** and **video** using the tools in the lower media panel.
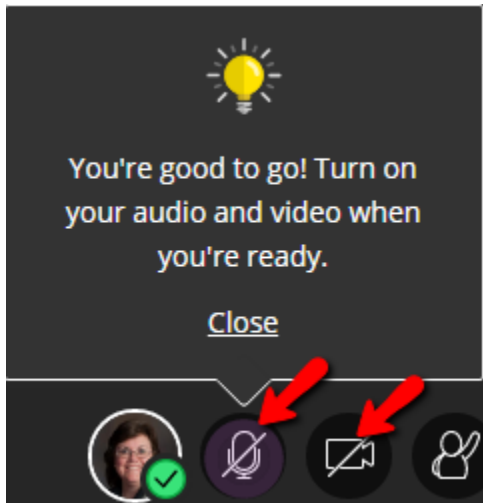
## Call in Using Your Phone *(alternative to computer microphone)*

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 changes to a phone. Others see a phone icon by your name in the Participants panel.
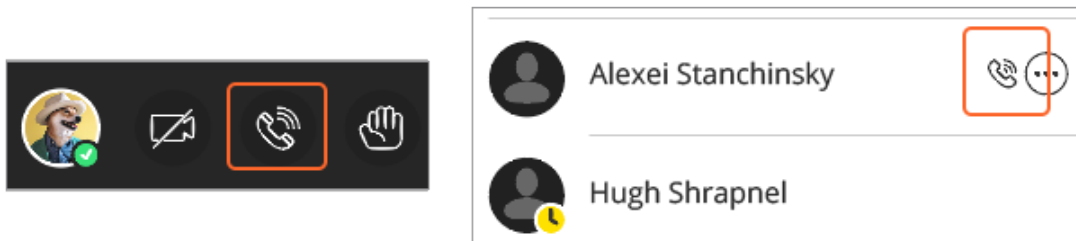
You aren't muted when you first call in. Everybody can hear you immediately. Turn your audio on and off in your browser by selecting the phone icon.

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.

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.

Share Content

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 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.
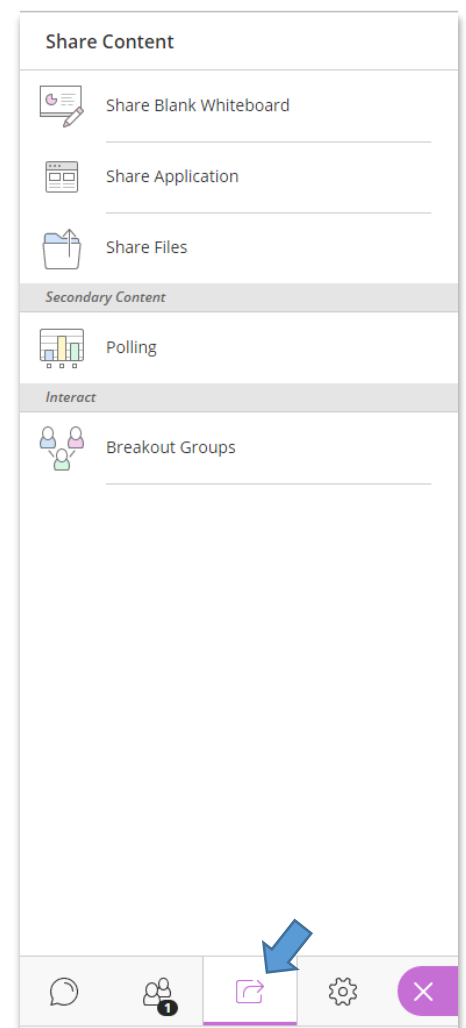
Share files

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 for students to see the file.

Share whiteboard

Collaborate with your students using the whiteboard. Open a blank whiteboard to draw or just jot down notes.
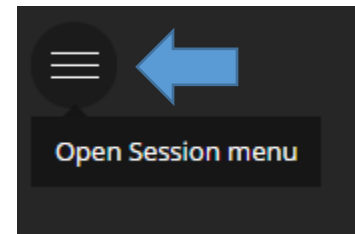
Record Sessions

Record your sessions so that your students can access presentations whenever they need them. Stop and restart whenever you need to, and when finished, post the session to your course page.

Recordings capture the audio, video, and any content that is shared during a session.

Open the Session menu and select **Start Recording**. The recording camera appears on with a red dot while recording is in progress.

To finish recording, open the Session menu and select **Stop Recording**.
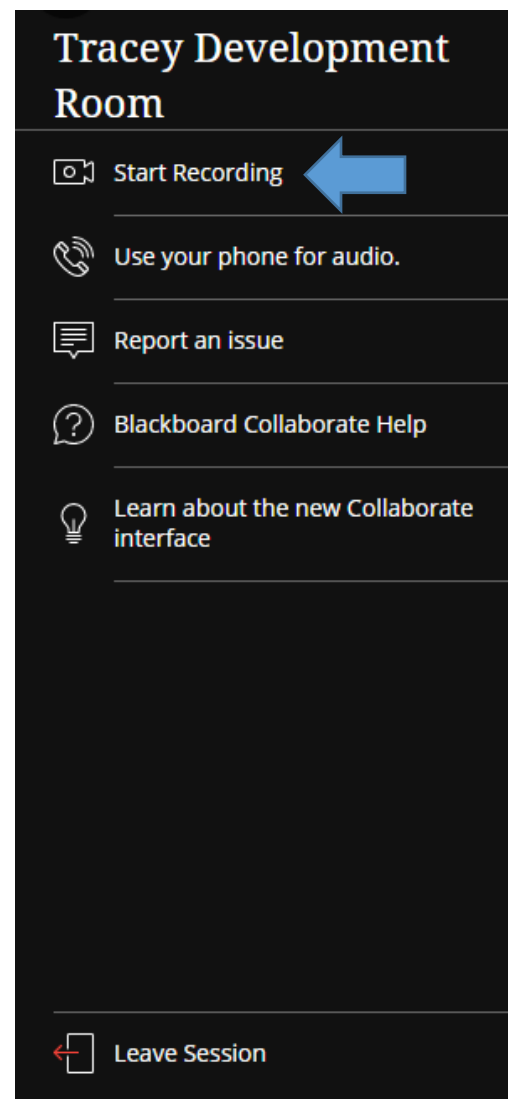
Leave Session

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 by phone at 508-999-8501 or by email at myCoursesHelp@umassd.edu.