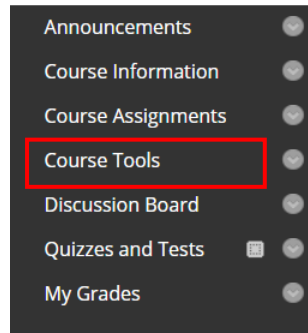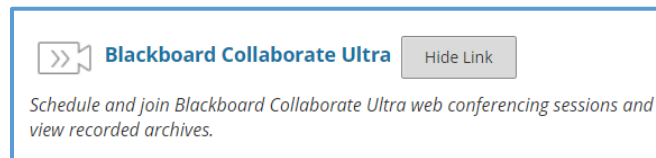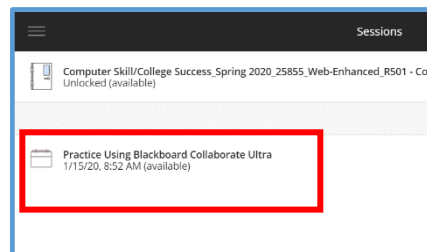# Joining a Blackboard Collaborate Session

1. Use Edge or Google Chrome browser
2. Access Collaborate
   - Log into Blackboard and choose your course.
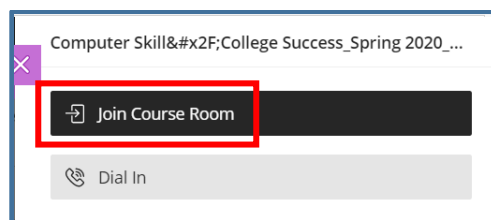   - From the menu on the left, click the **Course Tools**.

   - next, click **Blackboard Collaborate Ultra**.
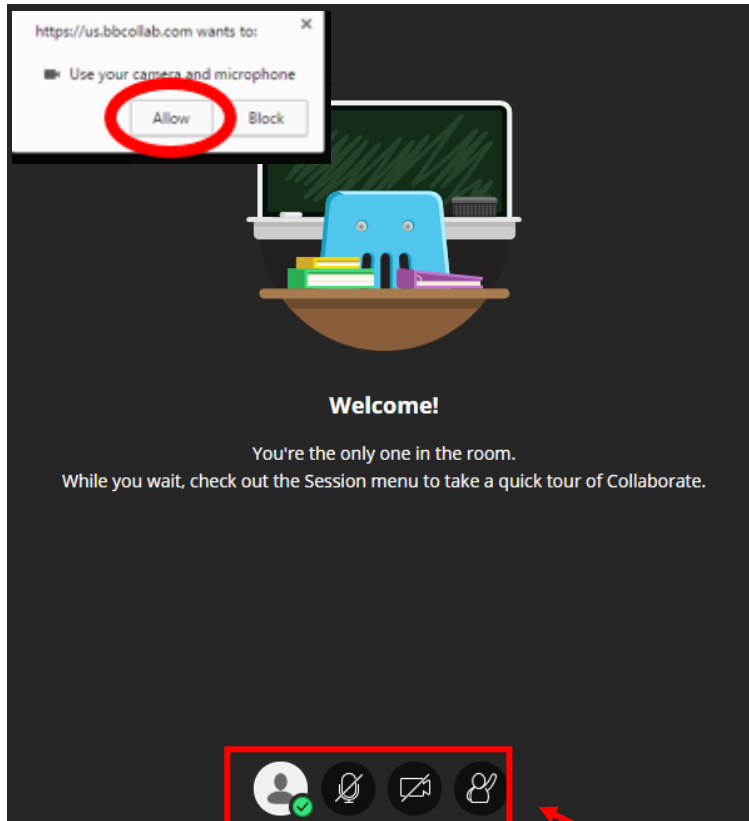

   - Choose the session per instructor's instructions
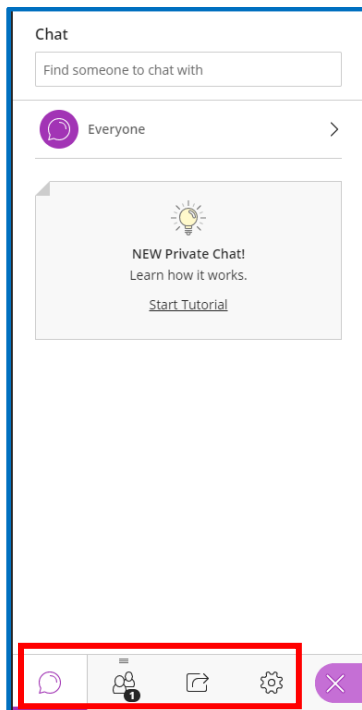

   - and click **Join Course Room**.

3. Allow your browser to use your microphone and camera

4. Change your settings, turn your camera and microphone on or off and raise your hand.

5. Open the **Collaborate panel** in the bottom right corner of the screen for more options.

   Chat, participants signed-in, share your content, settings for camera and audio

6. Open the Session menu in the top left corner of the screen to leave the session.
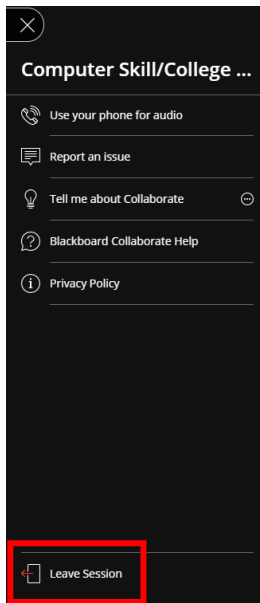
Tips and Troubleshooting

- Use a headset with an attached microphone. A headset is ideal for cutting down on feedback and background noises.
- Are you using Edge or Chrome browser?
- Joining the session early will give you time to get to know your way around and troubleshoot any audio or video problems.
- Muting your microphone when you're not speaking will cut down on audio feedback and distracting background noises.
- Keep the other applications you are running to a minimum.
- For more information about getting started, visit Blackboard's Collaborate Ultra Q & A for Participants at https://en-us.help.blackboard.com/Collaborate/Ultra/Participant
- Submit a ticket for help at www.myhelp.witc.edu or contact your local Educational Technology Specialist with technology issues.

WITC-Ashland	WITC-New Richmond	WITC-Rice Lake	WITC-Superior
Kayla Jackson	**Adam Nelson**	**Leah Goettl**	**Michelle Rusk**
715-682-4591 Ext. 3156	715-246-6561 Ext. 4952	715-234-7082 Ext. 5423	715-394-6677 Ext. 6354
Kayla.Jackson@witc.edu	Adam.Nelson@witc.edu	Leah.Goettl@witc.edu	Michelle.Rusk@witc.edu