How to join and participate in a Collaborate online session

This Quick Guide will take you through the process of joining and participating in a Collaborate online session from an Ultra Course on MyAberdeen. It is mainly aimed at students, but it could also provide valuable information for all users.

Joining a Collaborate session

Blackboard Collaborate Ultra is a web conferencing tool, allowing you to attend online tutorials and meetings.

Every course on MyAberdeen has their own Collaborate online meeting room, which can be accessed from the Details & Actions menu on the left. Select Join Session, and then Course Room.

Navigating Blackboard Collaborate Ultra

On opening Blackboard Collaborate, first time users are requested to Allow the use of microphone and camera and to do an audio and video setup.

If you miss the setup, you can go back to these settings in My Settings (cog icon).

Setting Up Your Audio and Video

By default, the microphone and video are set to mute and off, to enable them click on the relevant icons.

It is recommended to use headphones and mute your microphone, when you are not speaking, to avoid feedback.
Change Your Status
You can let people know if you are ‘away’ or give quick feedback to the tutor by clicking on your Profile Picture on the main screen to display status options.

Raise Hand 🖐️🗣️
Students can “raise hand” to answer a question or to get the moderator’s attention.

Collaborate Panel ☑️
The Collaborate Panel link is located at the bottom right of the main window, the tools are as follows:
- Chat (chat with everyone or start a chat with a specific person. Type in the box and press enter to send)
- Participants
- Share Content (moderators can give students a presenter role if they need to Share Content)
- My Settings (Update or add a profile image, set up your audio and video)

Session Menu ⌘
The session menu is located at the top left of the main window. From here you can:
- Connect your phone for audio (if you can’t get your microphone to work)
- Get help or report an issue
- Take tutorials that show you how to use Collaborate
- Leave the session ⏰️ Leave Session

View Session Recordings
If your online session was recorded, the recordings can be viewed by clicking on the three dots to reveal the hidden menu.

Further Resources
- Blackboard Collaborate Ultra: Get Started
- Blackboard Collaborate Ultra: Participate in Sessions
- Blackboard Collaborate Ultra: Participant FAQs
- Blackboard Collaborate Ultra: Network connection best practices for best experience