Joining and participating in a Collaborate session in an Original Course

Blackboard Collaborate Ultra is a web conferencing tool, allowing you to attend online tutorials and meetings. This Quick Guide will take you through the process of joining a Collaborate online session from an Original Course on MyAberdeen. It is mostly aimed at students, although it could be useful for all types of users.

Joining a Collaborate session

Normally, you will be able to see a link to a Collaborate online meeting room in your Course Menu on the left-hand side of the Original Course area. Sometimes it may be called Meeting Room or Collaborate Room.

Once you click on the link, a page will open with instructions on how to join the Collaborate meeting room and a link to join it. The link will have the Collaborate icon to its left.

Clicking on that link will open the Collaborate page with the Sessions list, where you will be able to click on the available session. Usually you will simply be required to join the course room, recognisable by the door icon, by clicking on it and then selecting ‘Join Course Room’ from the slide-in panel.

What if I can’t see the Collaborate link in the Course Menu?

Please contact your course coordinator.

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
View Session Recordings

If your online session was recorded, the recordings can be viewed by clicking on the three lines (menu icon) at the top left corner of the black ‘Sessions’ header and selecting Recordings.

Further Resources

- MyAberdeen: Joining a Collaborate online session from an Ultra course
- 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