


Quick Guide For Home Users


The teacher will be able to help you, but the answer might be here →

Using Blackboard Collaborate Ultra



Before You Start

- Use the current Google Chrome™, Firefox®, Safari® or Microsoft Edge® (Chromium) browsers for the best experience.
- Set your profile picture. → Open the collaborate panel - select "My Settings" - click on and follow the on screen prompts to upload an image.
- Set up your audio and video. → Click on the  image and select → *My Settings*. You can also adjust your volume here. Make sure that you have given the browser permission to use audio and video.

Navigating Bb Collaborate Ultra

Icon	Action
	Participant's List: To view the list of participants. → Click Open Participants List.
	Hand raise: To raise your hand to answer a question. → Click Raise Hand. If you use your keyboard to navigate, press Alt + H.
	Status: To show yourself as away. → Hover over your avatar to open My Settings. → Select Set as Away from the Present drop-down list.
	Zoom: To resize shared content. → Double-click on the content to make it bigger.
	Picture-in-picture: To change the focus of your screen. If shared content is on your main screen, switch to watching the speaker. → Click the picture-in-picture to bring that content to your main screen.
	Grid view and Speaker view: To switch between viewing multiple participants in your centre screen and viewing the active speaker only.

Features & Functions

Icon	Action
	Chat: To chat with participants. → Click Open Chat.
	Audio and video: To turn these tools on or off → Click Share Audio / Share Video. Or using your keyboard to navigate, → press Alt + M to turn your microphone on and off. → Press Alt + C for your camera.

For more information, see help.blackboard.com/Collaborate/Ultra/Participant.