I'm doing an Online subject, how do I access my tutorial sessions?

A Step by Step guide to Blackboard's Collaborate Ultra Online Classroom
Collaborate Ultra Online Classroom

Getting started with Collaborate Ultra

Collaborate is a web conferencing tool with live chat, audio and video that allows you to interact with your Facilitator and other students in real-time. Collaborate allows you to join live sessions, post or ask questions, and participate in whiteboard activities.

1. In the unit select ‘Collaborate Ultra’ from the unit menu.
2. Select the session you wish to join to launch the Collaborate room in the browser. We recommend you use Google Chrome for these sessions.

Participating in a live session

Once you select the session you wish to join, you will be able to interact with other students and your facilitator.

1. You will see a ‘Welcome screen’ that tells you who else has already joined the session.
2. A panel of options will appear at the right hand side of the screen. Here you can edit your ‘Audio and Video Settings’, ‘Notification Settings’ and ‘Session settings’.

3. Select the ‘Participants icon’ to see who else has joined the session.

4. Select the ‘Chat icon’ at the bottom of the screen to message other participants during the session.
If you want to answer a question or get the attention of another participant in the session, select the ‘Raise hand’ icon at the bottom of the session screen.

5. To close the ‘Collaborate panel’, select the purple cross at the bottom right hand corner of your screen.

6. If you want to answer a question or get the attention of another participant in the session, select the ‘Raise hand’ icon at the bottom of the session screen.

How to leave a session

1. To open the ‘Session menu’, select the menu icon in the top left hand corner of your screen.

2. Once you are finished with a session, select ‘Leave session’.
How to view a recorded session

If you miss a Collaborate session, or want to re-visit some of the content covered, you can always watch the recording. You will have access to the recording within 24 hours of the live session.

1. In the unit select ‘Collaborate Ultra’ from the unit menu.
2. Select the menu icon then recordings

This will open a list of Recent Recordings.
3. If your recording doesn't appear in the list select ‘Recordings in a Range’ under ‘Filter by’ and enter the date range.

Step 4. You will need to confirm after selection if you would like to watch this recording
The recording will open in a new tab. Do not click on your screen as it may take a few moments to finish loading:

Then select play to view the recording.