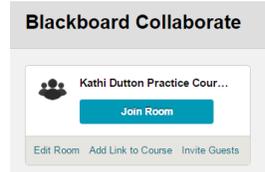


# Blackboard Collaborate Ultra Quick Start Guide

1. Plug Microsoft LifeCam into a free USB port on the podium computer and follow setup instructions.

2. Using Google Chrome, enter Blackboard Learn course then click on the Collaborate Ultra Link located on the course menu.

3. On the Blackboard Collaborate page, click on the Join Room button.



4. Click the Audio icon to activate the microphone and start transmitting audio  
a. It may be necessary to respond to a message to allow Chrome access to audio

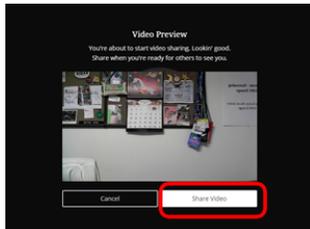


5. The Video icon to activate the camera.

a. The preview window should capture what is in the camera's lens.



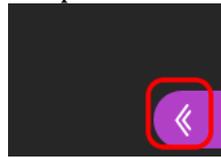
b. Click the Share Video button to start transmitting video.



c. In the lower left-hand corner of screen displays the video you are transmitting.



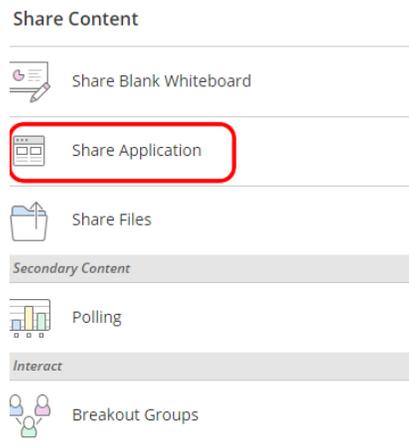
6. Open Collaborate Control Panel



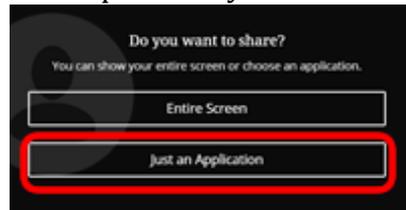
7. To share content, such as a Word document or your Blackboard course, click on the Share icon



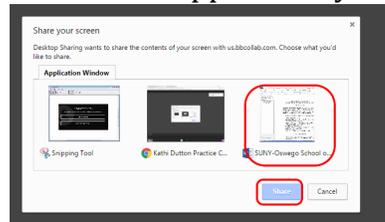
**a. Select Share Application**



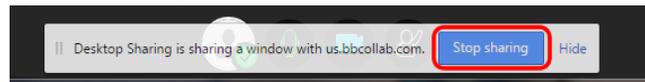
**b. Select Just an Application (make sure the application is opened and on the desktop behind your Collaborate session).**



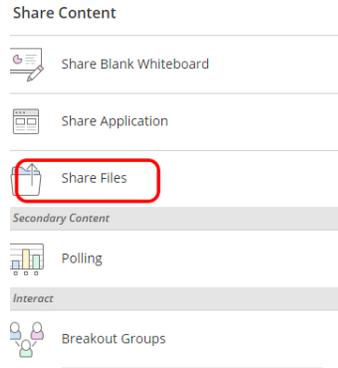
**c. Select the application you wish to share then click the Share button.**



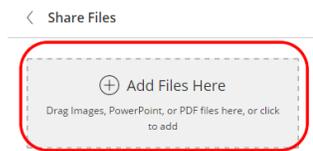
**d. When done sharing application, click the Stop Sharing button at the bottom of the screen.**



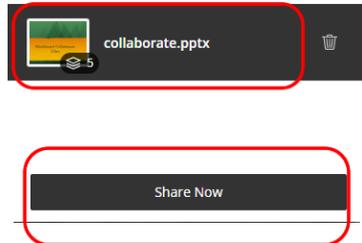
## 8. To upload and share your PowerPoint presentation, click the Share Content icon then select Share Files



### a. Click and drag file into the +Add Files Here box



### b. Once file is uploaded to Collaborate, click on it to select then click the Share Now button



### c. Additional Whiteboard Functions

