



# STUDENT USER GUIDE



# TABLE OF CONTENTS

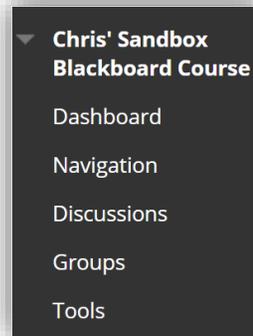
Where do I find Blackboard Collaborate Ultra? .....	3
Access BCU .....	4
The Lobby .....	4
Course Room .....	4
Session .....	4
Join a session .....	4
Splash Screen .....	5
BCU Video Tour .....	5
Blackboard Collaborate Help .....	5

Blackboard Collaborate Ultra (BCU) is a real-time video conferencing tool your instructors may use for their online classes. BCU opens right in your browser so you do not have to install any software to join a session.

# WHERE DO I FIND BLACKBOARD COLLABORATE ULTRA?

Instructors can use Blackboard Collaborate in their courses. It's up to them how it is used. It could be one-on-one sessions, class lectures, or a place for you to host group study sessions.

- You can find Blackboard Collaborate in a few different places:
1. The Tools link in each Bb course. Click the Tools link to find the link.
  2. If the Tools link is not in the Course Menu, look for a link called, "Blackboard Collaborate Ultra" or some combination of these words.
  3. If you see neither of these options, check the course syllabus for instructions or talk to your instructor.



This will bring you to a page with all of the tools available in this course. Look around for the link to Blackboard Collaborate Ultra



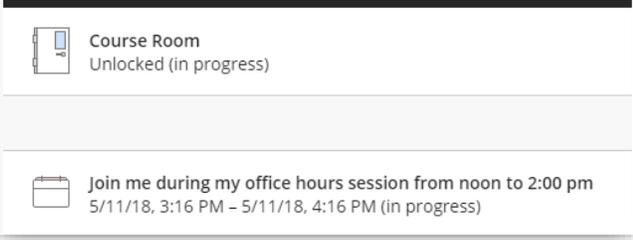
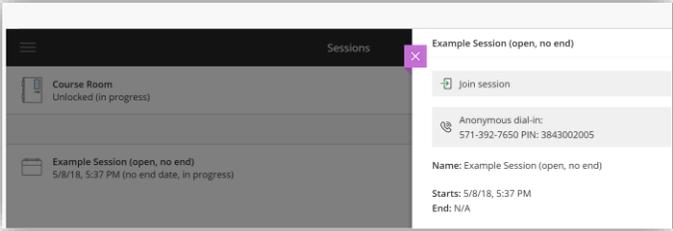
*Schedule and join Blackboard Collaborate Ultra web conferencing sessions and view recorded archives.*

**Hint:** There is a previous version of Blackboard Collaborate (sometimes called Classic) which some instructors still use. If your instructor is using Classic, go to Bb Help to learn more about that version of Collaborate.



*Schedule and join Blackboard Collaborate Classic web conferencing sessions and view recorded archives.*

# ACCESS BCU

<p><b>The Lobby</b></p> <p>When you click on the Bb Collaborate Ultra link, you will enter the <b>lobby</b>. The Lobby in BCU is the space where all course rooms and sessions are accessible.</p>	
<p><b>Course Room</b></p> <p>The course room is an open Collaborate session dedicated to the course. You can join this session any time.</p>	
<p><b>Session</b></p> <p>A session is reserved for a specific date and time or a specific task. Sessions can be used for student groups, or face-to-face meetings with the instructor.</p>	
<p><b>Join a Session</b></p> <p>Click <b>Join session</b> (or <b>Join Course Room</b>) on the right side of the screen.</p> <p>This generates a <i>unique link</i> to help the session identify you.</p> <p>You will be automatically logged in to the session/room.</p>	
<p><b>Tip:</b> Each link is <i>unique</i> to an individual session and a user in that session. This means that the link only works for you in that session. You are not able to use the link to join the session again or share your link with another user. Session links expire after 5 minutes.</p>	

**Splash screen**

This splash screen pops up to provide the following options for logging in:

- If you are on a computer, click **Join** from a browser (remember, Google Chrome is the recommended browser. You may have problems with other browsers.)
- If you are on a mobile device and have the Blackboard Student app installed, click the blue pencil button.



## BCU VIDEO TOUR

Watch this [video tour](#) to see the BCU user interface.

Video URL: <https://youtu.be/KNCI7e0cAF8>



## BLACKBOARD HELP

For more help on using Blackboard Collaborate Ultra as a student, go to [help.blackboard.com/Collaborate/Ultra](http://help.blackboard.com/Collaborate/Ultra) > Participant > How do I get started?