

# BlackBoard Collaborate Set Up Instructions

Prepared by Miles Coleman

## 1. Getting Things Up and Running

First, make sure you have a **browser** that will run the software.

### According to BlackBoard Help, Any of These Browsers and Corresponding Operating System Configurations Will Work




Blackboard Collaborate is regularly certified against the following combinations of browsers and operating systems. These combinations also reflect the areas of strongest support. If you do not already have one of these browsers, you can click the included links to be taken to the application installation pages for your chosen browser.

<i>Browser</i>	<i>Desktop</i>	<i>Mobile</i>
<a href="#">Chrome</a>	Windows 10, macOS 10.14+	Android 9+
<a href="#">Firefox</a>	Windows 10, macOS 10.14+	Not supported
<a href="#">Safari</a>	macOS 10.14+	iOS 12+
<a href="#">Microsoft Edge</a>	Windows, macOS	Android, iOS <sup>1</sup>

If you are planning on using a **mobile device** to attend lecture, you can find the necessary mobile application here: [https://help.blackboard.com/Collaborate/v12/Participant/Mobile\\_App](https://help.blackboard.com/Collaborate/v12/Participant/Mobile_App)

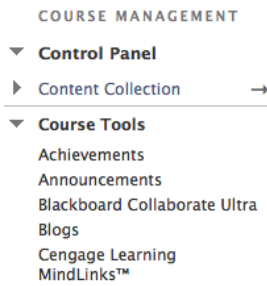
## 2. Opening the Software and Making Sure It Works

After checking/installing your chosen browser or mobile application, navigate to your course's BlackBoard site. And, then follow these steps.

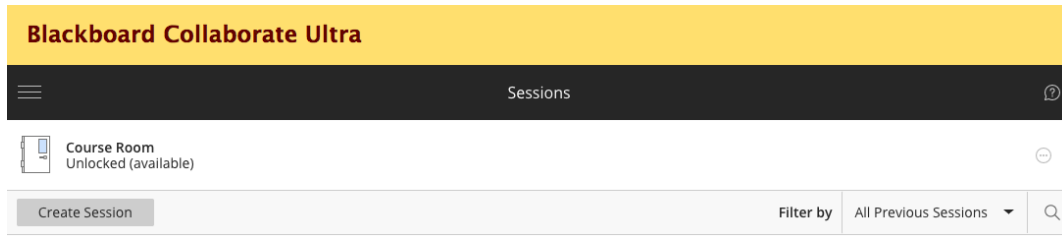
1. Open your course's BlackBoard site.
2. Navigate to the "side menu" on the lefthand side of the screen, (you might need to click the  or the blue bar  to expand it).
3. Within the side menu, click "Course Tools."  [Course Tools](#) The menu will look like this:

---

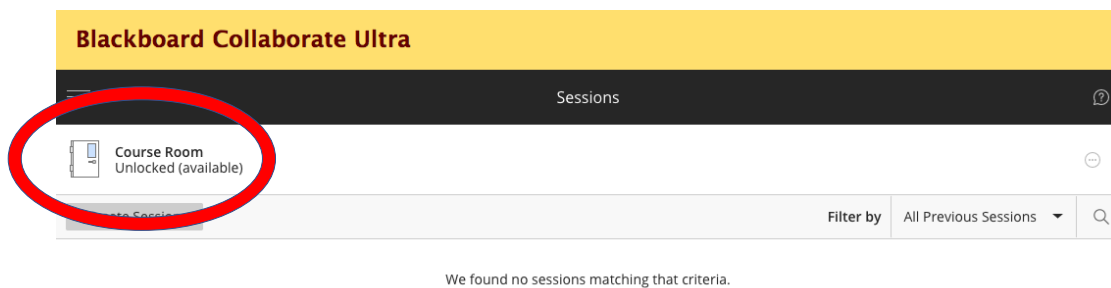
<sup>1</sup> [https://help.blackboard.com/Collaborate/Ultra/Moderator/Get\\_Started/Browser\\_Support](https://help.blackboard.com/Collaborate/Ultra/Moderator/Get_Started/Browser_Support)



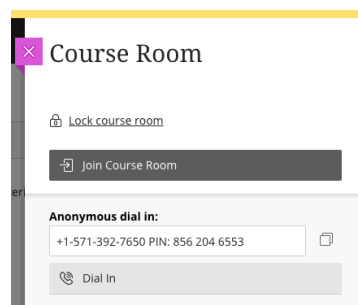
4. Within “Course Tools,” click “BlackBoard Collaborate Ultra.” [Blackboard Collaborate Ultra](#) You should get a screen like this.



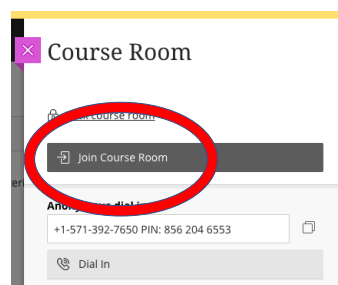
5. Click “Course Room.”



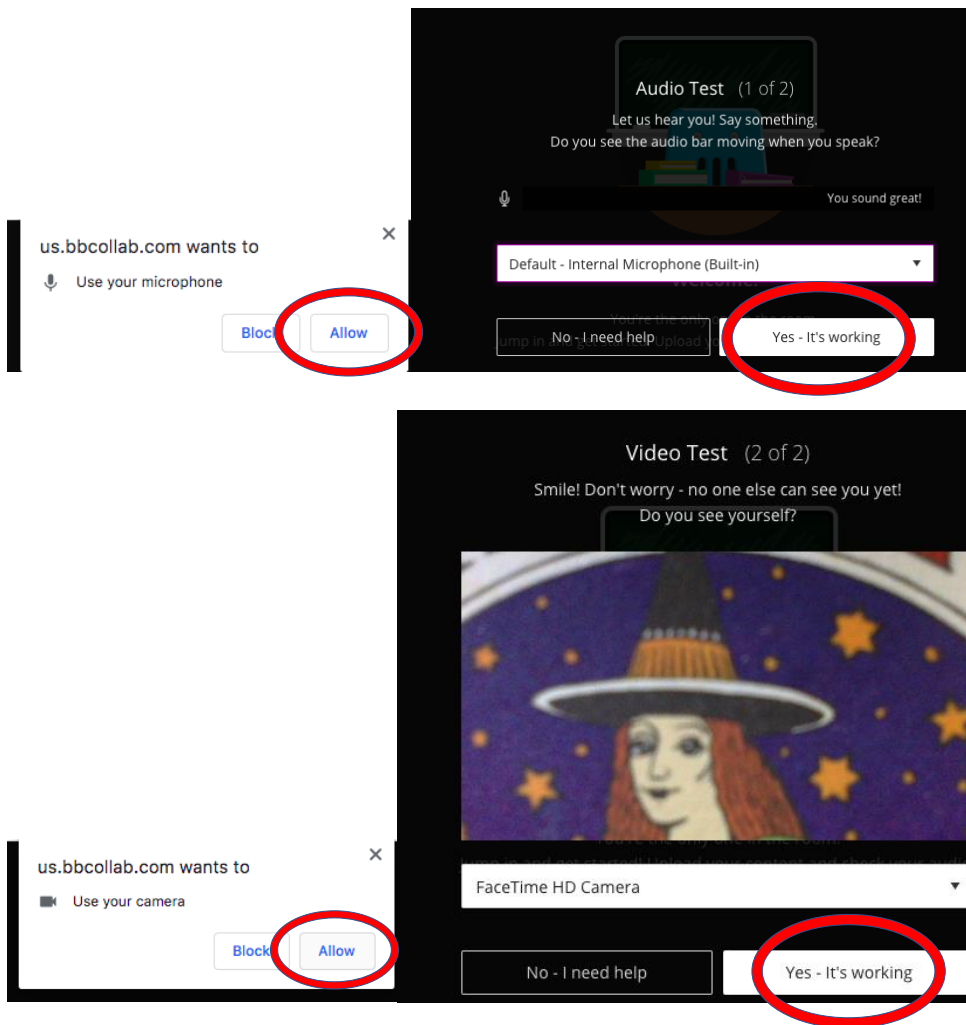
You should get a screen like this.



6. Click “Join Course Room.”

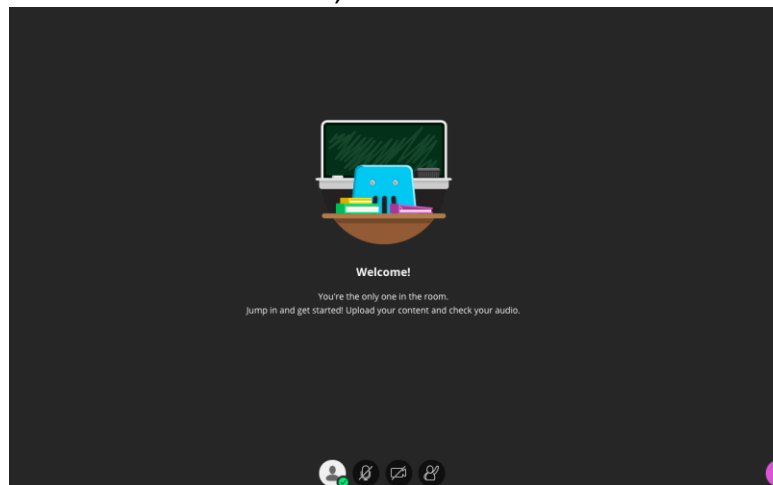


7. Allow permission for the microphone and web camera; make sure they are working.



8. Optional: If you wish you can follow the quick tutorial.

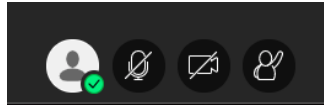
9. You should be in the Course Room now, with a screen that looks something like this.





10. Voila! You're now ready for lecture.

## During Class

During class, you can use the icons toward the bottom of the page to select whether or not you'd like to share your microphone or video.



You can also contribute questions and comments to the whole group by clicking the  at the bottom right of the page, and then selecting  Everyone >