Bb Collaborate

Meet with your instructor or classmates online using a completely web-based interface called Bb Collaborate Ultra:
In order to meet with your instructor you will need to check his virtual office hours posted in “Your Instructor” section:

Click here to check virtual office hours

Click here to join the session and connect with your instructor
Another way to join a session is through the “Tools” section.
When you join a room it opens in a new window or browser, depending on your browser settings.
While you’re getting connected:
Bb Collaborate

Tools available:

**My Settings:** Add a profile image, set up your audio and video, set your notifications, and get help. Point to your avatar to open My Settings.

![My Settings](image)

**Audio and Video:** Turn your audio and video on. A line through the microphone or camera icon means that they are off. Click Share Audio and Share Video to turn them on. It's up to the moderator if audio and video are available.

![Audio and Video](image)

*With your keyboard, press Alt + M to turn your microphone on and off. Press Alt + C for your camera.*
**Hand raise:** Raise your hand to answer a question or get the moderator's attention. Click Raise Hand

To access the Collaborate Panel:
Once the Collaborate Panel is opened, the first option is the **Chat**: where you can communicate with the instructor and/or your classmates.
Attendees: This is where you will see everyone that is connected in the current session.
Bb Collaborate

**Share Content**: This is where the instructor will share documents (Word, Excel, PowerPoint, etc.), share his/her screen and much more. *(Instructors can give you access to share content as well, if necessary)*
My Settings: In here you will be able to also set up your camera/microphone, manage volume, and “Report an issue.”
My Settings: Under this option you can use your phone for audio in case you do not have a microphone. You can do so by clicking on “Use your phone for audio,” call the number provided and put the pin you have been given. This will connect your call to the session. *(Do not share this pin with anyone)*
Leave Session: To leave the session, click on the top left-hand corner and then click on “Leave Session.” Exit the session and complete a quick survey to tell us about your experience.