

MONTGOMERY COLLEGE
Digital Learning Center - Remote Learning Support

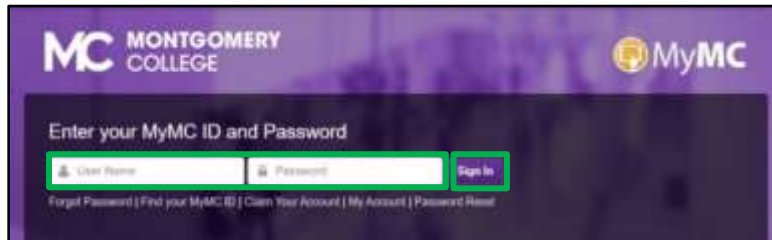
Joining Collaborate Ultra via Blackboard Using Windows 10

1. Visit Montgomery College Website

At the web browser using Google Chrome or Firefox, type in <https://www.montgomerycollege.edu/>



- At the Montgomery College homepage, click on **Access MyMC**.



- NEXT
- At MyMC homepage, type in student's **Username** and **Password**. Then, click on **Sign In**.



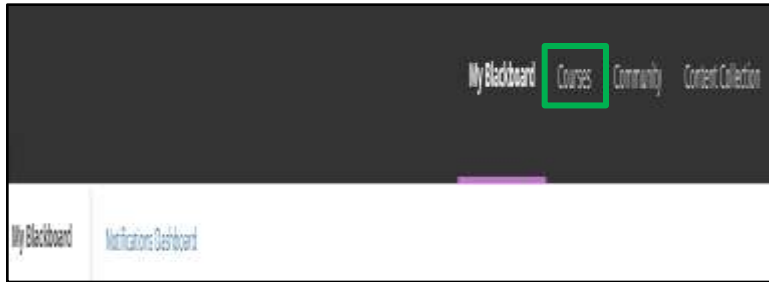
- NEXT
- Once you're logged into MyMC webpage, click on **Blackboard-Bb** the second icon on top right-hand side.



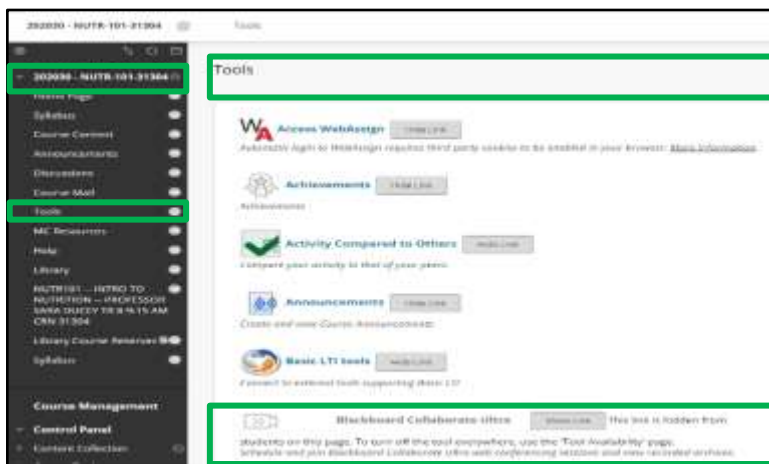
- NEXT
- You are asked to agree to the Blackboard Terms of Uses, click on **Agree & Continue**.

2. Join Sessions from Your Blackboard Course

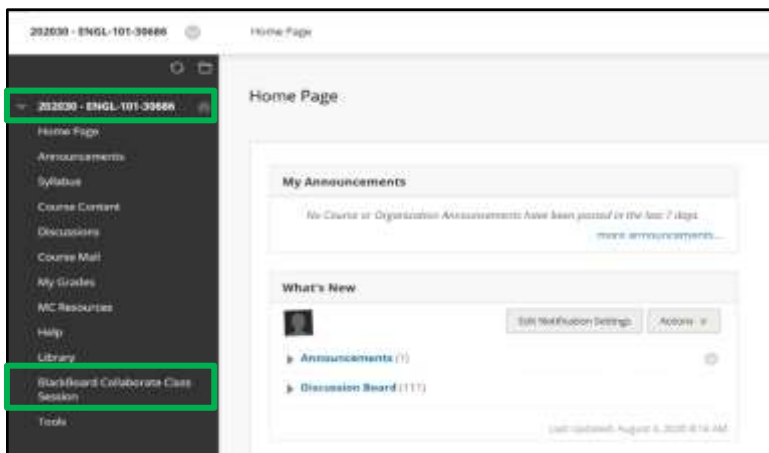
Open Blackboard Collaborate Ultra from inside your Blackboard course directly.



- At My Blackboard page, click on the tab **Courses**.
- At the **Courses** page, select a course (e.g. 202030 – NUTR -101-31304) locate under the **Course List**.



- NEXT
- Once you're logged into the selected course (e.g. 202030 – NUTR -101-31304), click on **Tools** on the **Course Menu** panel. (*)
- Under **Tools**, click on the icon **Blackboard Collaborate Ultra** on the left on the Tools screen.
- At the **Blackboard Collaborate Ultra** page, select the correct the session name that you join your class. (**)



* ATTENTION

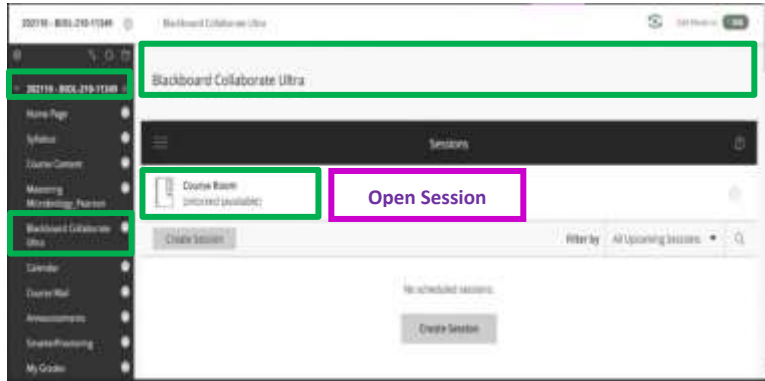
- Sometimes faculty have already customized the **Blackboard Collaborate Ultra** tool for you on the **Course Menu**.
- At the Course Menu on the left-hand side, you should look for the **Blackboard Collaborate Ultra** tool.
- Then, click on the **Blackboard Collaborate Ultra**.
- At the Blackboard Collaborate Ultra page, select the session name that you join your class. (**)

** ATTENTION

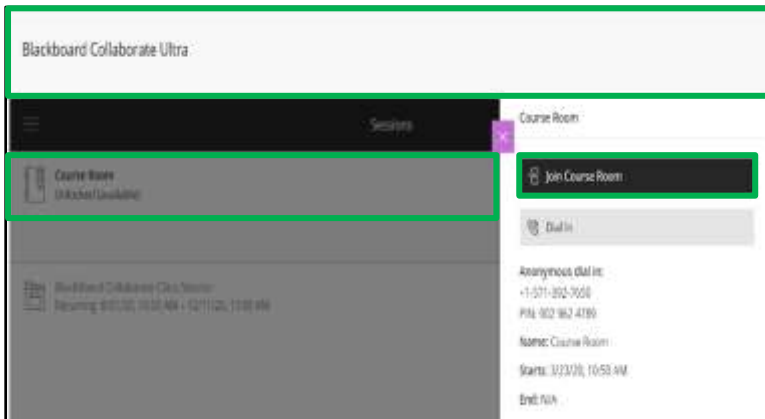
Sometimes faculty might use only Course Room and/or Blackboard Collaborate Course Session for their class. Follow the below steps to get into Course Room or Blackboard Collaborate Course Session.

- **Course Room** is an open session dedicated to your course available during the academic term.
- **Blackboard Collaborate Course Session** contains one or more sessions which are scheduled by faculty for their class including one-on-one sessions, class lectures, or class study sessions.

2A. Joining Course Room

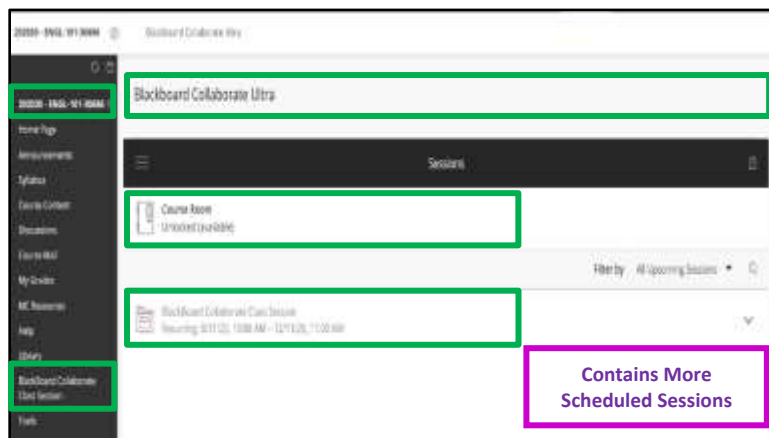


- Once you're in Blackboard Collaborate Ultra page, you might see only **Course Room** that you must get into your class.
- Click on **Course Room Unlocked (available)** to get into your class.

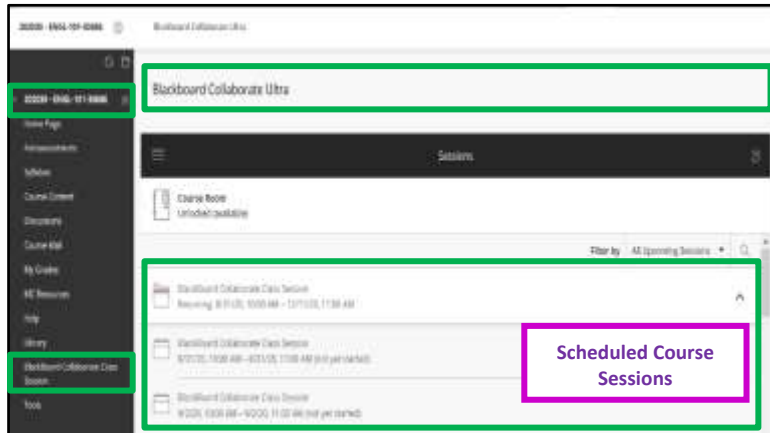


- NEXT
- Once you're in the Course Room, click on **Join Course Room**.
- Prior to joining a session within Collaborate Ultra, follow the below steps in order to **Set Up Audio and Video on Your Computer**.

2B. Joining Blackboard Collaborate Course Session



- Once you're in Blackboard Collaborate Ultra page, you might see both **Course Room** and **Blackboard Collaborate Course Session** that contains more scheduled sessions.



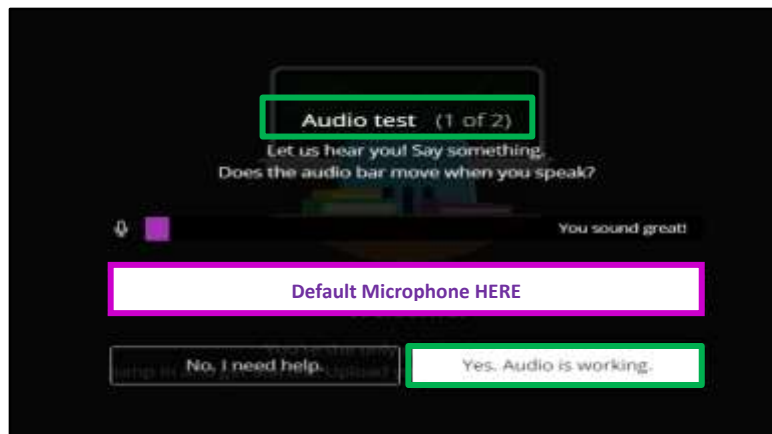
- At Blackboard Collaborate Course Session, click on the down arrow to select a scheduled session.
- Each session is scheduled with a specific date and time.
- Make sure you select the right session that you must join your class.
- Prior to joining a session within Collaborate Ultra, follow the below steps in order to **Set Up Audio and Video on Your Computer**.

3. Set Up Audio and Video on Your Computer

The first time you join a session within Collaborate Ultra, you will be prompted to set up audio and video on your computer (desktop or laptop).

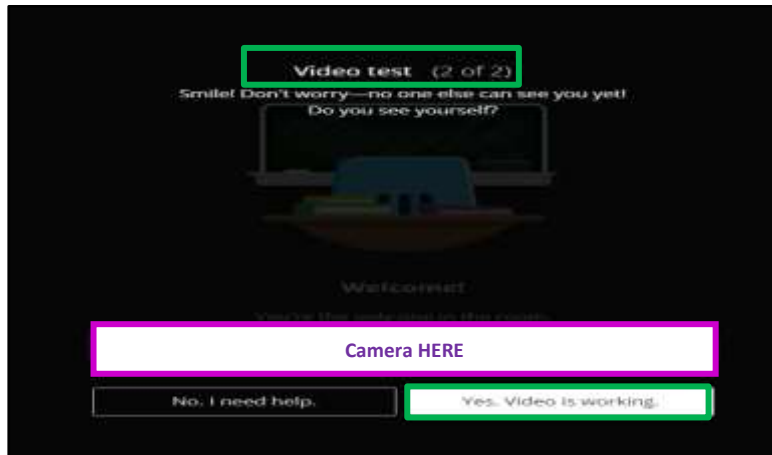
- You must give the browser permission to use audio and video to participate in a Collaborate Ultra session, so that you can hear others as well as being heard and seen yourself.
- Collaborate Ultra will remember your choice of audio and video settings on your computer. You don't have to do this step again if using the same computer or web browser (Google Chrome or Firefox) unless you clear browsing data (clear history, cookies, cache, etc.) on your device.

3A. Audio (Microphone)

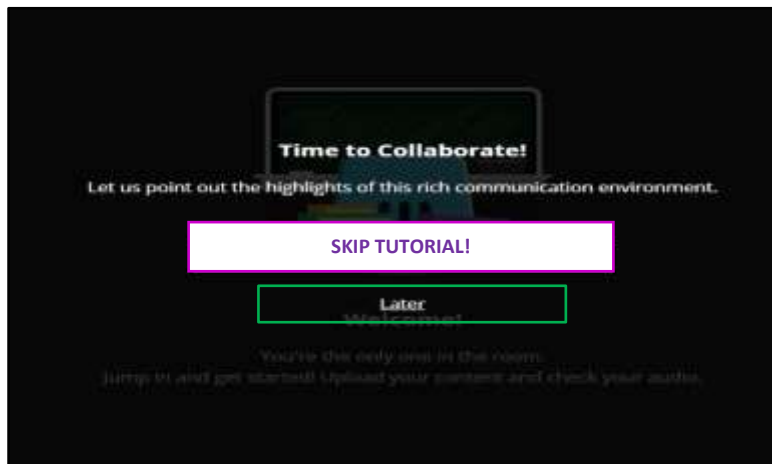


- The default microphone (computer or headset) connected on your computer appears in the box.
- By testing the Audio, you should see the audio bar move when you speak.
- If the connected microphone on your computer is working properly, click on **Yes, Audio is working**.

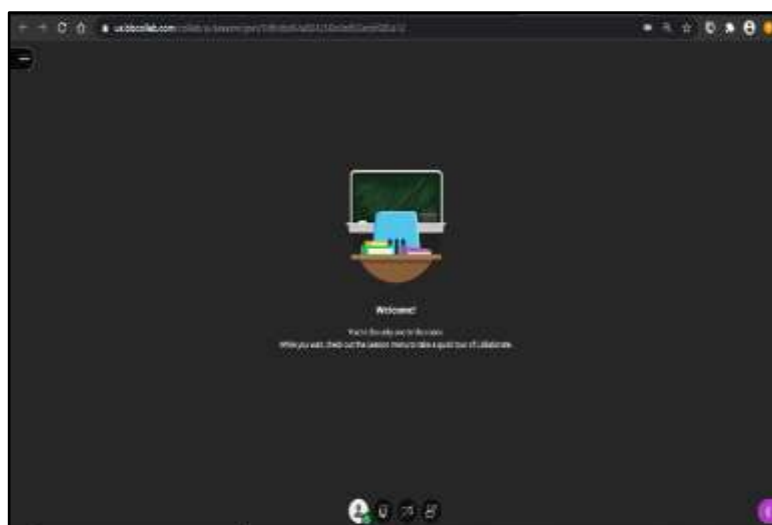
3B. Video (Camera)



- NEXT
- Once the camera on your computer is visible; you're about to share your video.
 - By testing the Video, you should see yourself on the camera.
 - If the connected video on your computer is working properly, click on **Yes, Video is working.**



- Once you're in Collaborate Ultra session, click on **Later** to view the Tutorial at your own time.



- Now, you're joining a Collaborate Ultra live session.

*** Learn how to navigate and join Collaborate Ultra from a Blackboard Course and get hands-on experience using Collaborate Ultra tools to communicate and interact with faculty and classmates within the virtual learning environment.

- Visit our website [Digital Learning Center Remote Learning Support](#)
- Register for the class “**Blackboard Collaborate Ultra Navigation**” which is a live web-based class via Collaborate Ultra (which is not in Zoom)
- Registration must occur "**an hour in advance**" in order to obtain a web link prior to joining the class.
- Click on the button “**REGISTER HERE**”
- Please use your Montgomery College “MyMC username-based” email address (.edu) (e.g. jwilliams@montgomerycollege.edu)
- Once registered, a confirmation email will be automatically sent to your email with a web link to join the class.
- Please check your email!