DMU Replay title: **How to join a Collaborate Ultra session (for students)**

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There are normally two ways to join a Collaborate Ultra session.

First, if you have been sent an email with a Guest Link to join a particular Collaborate Ultra session, then all you need to do is just click on the link once that session has been opened. Because you are entering as a 'Guest' you will be asked to provide a name before entering the session.

But it is more usual that you’ll need to go to your Blackboard module area. Once you are in the appropriate module, go to the Collaborate Ultra area and select the session you want to join.

You may notice several other sessions that have been greyed out. These are forthcoming sessions that are not yet active.

If more than one session is active, do check the title and time and day of the sessions carefully to find the correct session.

Click the ‘Join Session’ option.

Once you are in your Collaborate Ultra session: You can use the ‘Settings’ panel to select and adjust your audio settings (e.g. microphone and headset)

You normally won’t be asked to provide a video feed.

To ‘mute’ your microphone, or switch it back on, click the ‘Mic’ button.

To see who else is in the session, open the Collaborate panel and select ‘Attendees’.

Depending upon how your tutor has set up your session, you may also have:

A chat panel, for sending text messages to individuals, to Moderators, or to the whole class

A selection of ways of notifying people e.g. Raising your hand; responding ‘Agree’ or ‘Disagree’; a variety of emoticons to provide feedback.