BB Collaborate Ultra – Student Guide

You will need Google Chrome downloaded and installed on your machine for BB Collaborate to run optimally on your machine. Other prerequisites include a camera and a microphone.

Navigate to Collaborate Ultra Videoconferencing within your class in GAView.

Click on the session as instructed by your professor. In this case we pick “Video Conference”

You will see the above screen as you begin to join the conference.
BB Collaborate will prompt you with this message at the top of your browser window asking for rights to use your camera and microphone. Click yes to proceed.

Google Chrome will ask for you to Allow the use of your camera and microphone after the first prompt. Click Allow to proceed.

An audio test will automatically start after allowing Google Chrome to use your camera and mic. Be sure to follow the prompt of the audio test above and click “Yes- it’s working” once you have audio.
A video test will start after your audio test and will give you a livefeed from your camera. You can click the drop down box to choose other devices if you don’t see your video at first. Click “yes it’s working” after you can see video.

Once you’ve gone through the audio and video test you will see a row of buttons at the bottom of your browser window. Click Share video to share it with the rest of the conference.

Above is what happens after clicking the share video button. You can see the preview of your camera.
Just like sharing video you also need to click the microphone icon to share your voice with the conference. Click icon and you’ll see the image move as you talk. TIP: you can mute the mic when you’re not speaking to avoid unnecessary background noise.

There are other features along the bottom row. You can raise your hand and have the professor call on you or see that you have a question.

Above is an example of what the icon looks like after you’ve raised your hand. The number shows what order you are in if multiple people have raised their hands.

Next to the raise hand icon is a chat icon. Click it to open up a chat window to add to the discussion or ask questions without interrupting the conference with audio.
The chat window will open on the right of your screen and you will still be able to watch the rest of the video conference while keeping an eye on your chat.

Next to the chat icon is a participant list icon. Click this icon to see a list of names of everyone that is currently in the conference call.