

Blackboard Collaborate Ultra: Student Guide

Blackboard Collaborate (BbC) Ultra is the UWI's enterprise real-time video conferencing tool used for live online class sessions. Some of your classes may be using an alternative tool such as Zoom for which separate instructions obtain.


Initial Setup & Practice

The following steps should assist you in using BbC Ultra to join a live online class using a computer.

1. Use the most updated version of Google Chrome to join an online session.

Visit a [Practice Room](#) at the UWI Blackboard Collaborate Ultra resource page for student participants at <https://sites.google.com/a/dec.uwi.edu/uwiwebconf/course-materials/practice-rooms>.

For the best interactive student experience, a computer with a wired Internet connection or reliable WiFi connection, **Google Chrome** and a **USB headset** are recommended.

Device Type	Device Recommendations
 Microsoft Windows devices	<ul style="list-style-type: none">• Windows 7 or Windows 10• Google Chrome (up-to-date)• Headset (USB recommended)• Wired Internet connection / reliable WiFi

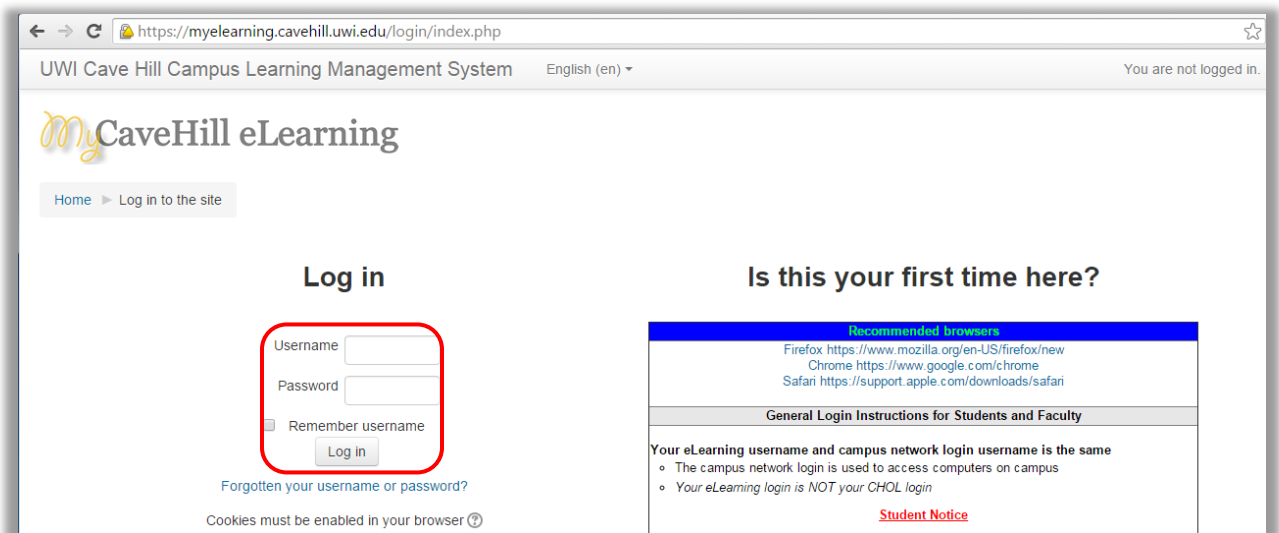
2. You can seek additional support and help online at:

BbC Ultra | Participant: <https://help.blackboard.com/Collaborate/Ultra/Participant>

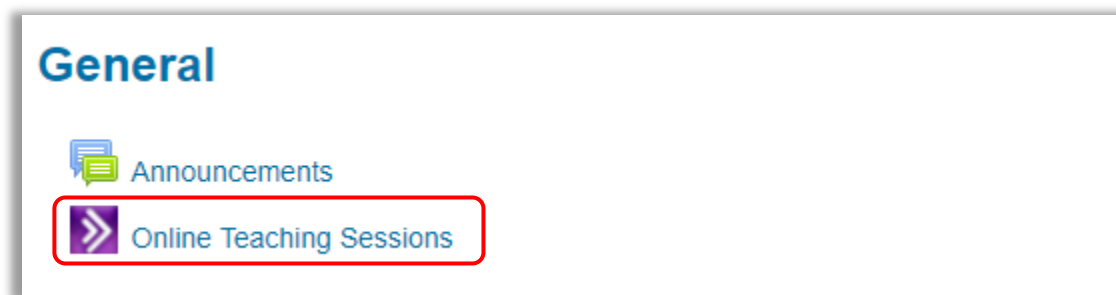
UWI BbC Ultra Student Support: <http://uwi.edu/bbc/students>

Accessing a BbC Ultra Online Class

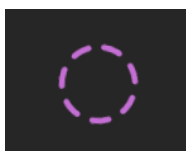
1. Visit the Myelearning homepage at: <https://myelearning.cavehill.uwi.edu>
2. Enter your **Username** and **Password** for UWI-Cave Hill. Click **Log in** button when you are finished.



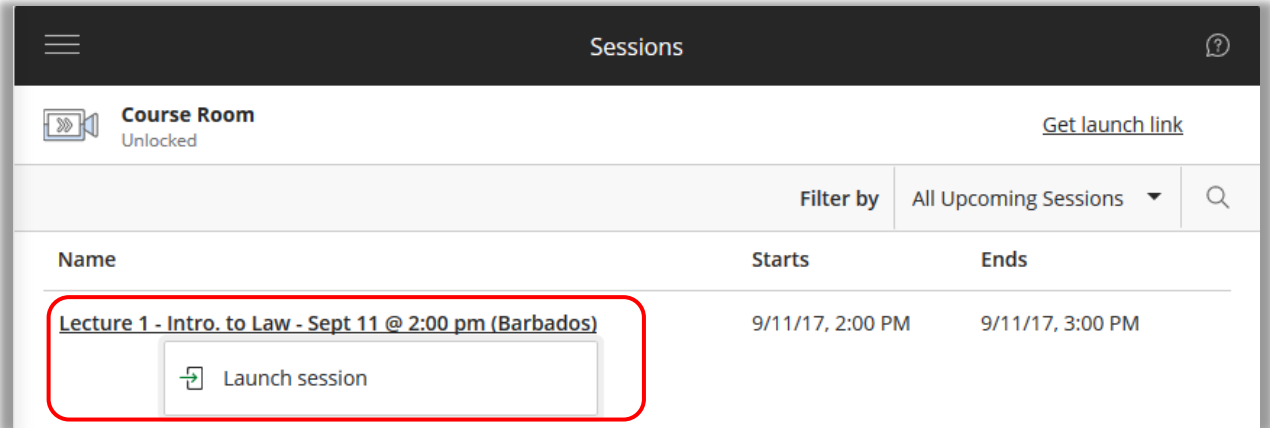
3. Choose the particular course you wish to access.
4. Click the relevant link to the BbC Ultra online class that appears on the course page. It looks like two (2) white arrows with a purple background similar to below:



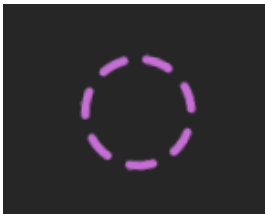
5. The BbC Ultra session window will load and open.



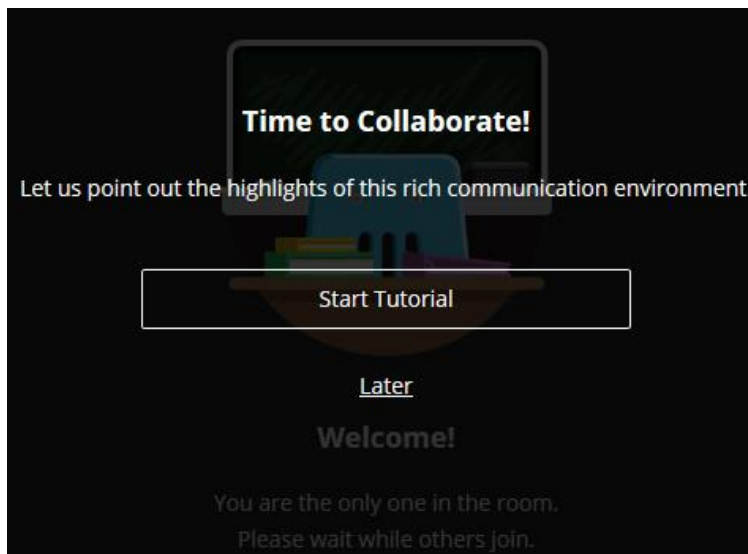
6. Click on the link to the desired online session, for example, *Lecture 1 – Intro to Law – Sept 11 @ 2:00 pm (Barbados)* and then **Launch session**.



7. The BbC Ultra application will automatically launch and the session window will be displayed.



8. You may be prompted to **Start Tutorial** for a short orientation of the BbC Ultra interface or you may choose **Later** if desired.



MyCaveHill eLearning

9. If you have successfully joined the BbC Ultra online class, you should see a similar interface to the screenshot provided below.

