

Ultra Collaborate - Student Help Guide – The Gap SHS – Version 1.1

Further Help - https://help.blackboard.com/Collaborate/Ultra/Participant/Join_Sessions

How to use eLearn based Virtual Classrooms to access Ultra Collaborate for live chat with your teacher

- For **Laptop** users – everything is done via Chrome, Firefox, Edge or Safari
- For **iPad** users – you will need to download the latest version of Blackboard Collaborate Mobile to use the Ultra Collaborate tool

<https://apps.apple.com/au/app/blackboard/id950424861>

Getting Started:

If you haven't used eLearn before for a particular class you will first receive an email from the Learning Place notifying you of your registration in your Virtual Classroom.

For example

This is an acknowledgement that your request to register for **Q2053TYA035 TGSHS Year 11/12 Digital Solutions- 2021** has been successful. Course access will be available within approximately 10 minutes from the receipt of this email.

TO ACCESS YOUR COURSE on a departmental Windows device:

1. Open your desktop eLearn icon (green mortarboard) - this will open directly to eLearn
2. Locate your course title listed under "My Courses"

TO ACCESS YOUR COURSE on a BYOx or other device:

1. Open a **supported browser**
2. Copy and paste the following link into the address bar

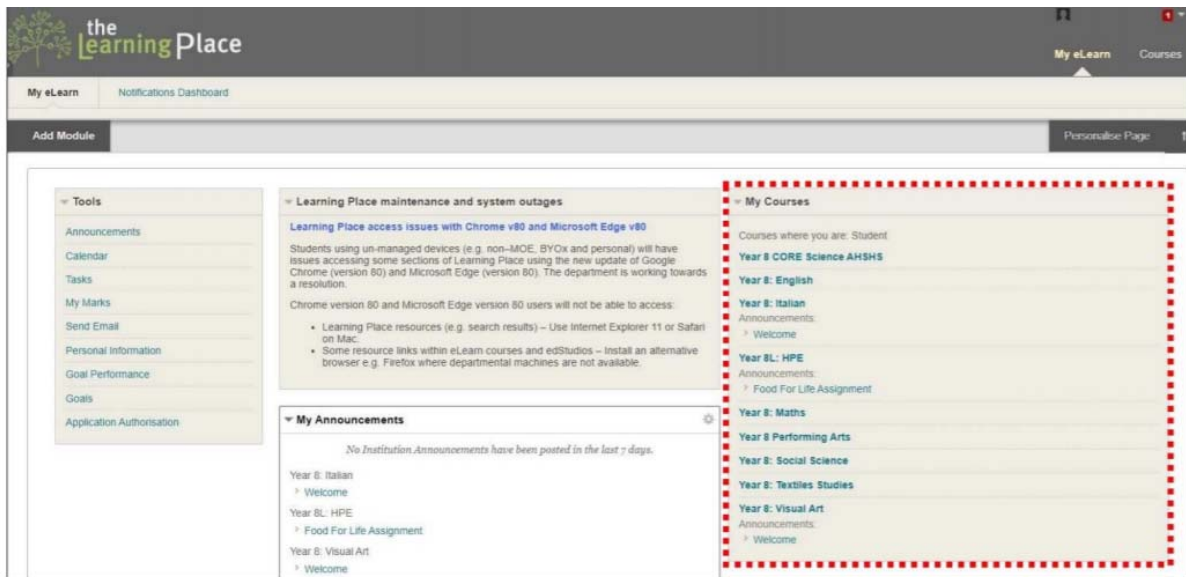
<https://elearn.eq.edu.au/>

3. If prompted, key in your **Logon ID** and **password**.
4. Locate your course title listed under "My Courses"



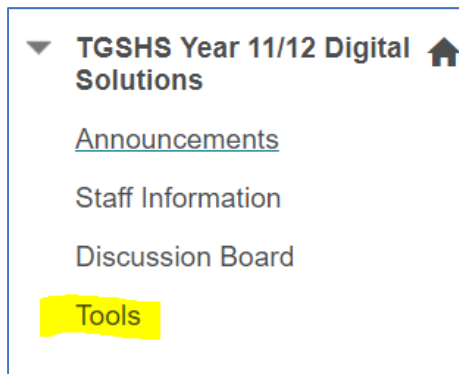
The screenshot shows the eLearn login interface. At the top left is the Queensland Government logo and 'the Learning Place' text. At the top right is 'Department of Education and Training'. The main area contains a 'Login ID' field, a 'Password' field, a 'Change my password' link, and a 'Login' button. A callout box on the right points to the login fields with the text: 'Students use their School Username (MIS iD) and their school password.' At the bottom, there are links for 'Copyright | Disclaimer | Privacy | Access keys | Other languages' and a copyright notice: '© The State of Queensland (Department of Education and Training) 2016. Queensland Government'.

1. Select your teacher and subject code in the My Courses list.



2. This will take you directly to your course site.
3. Join a session

a) Navigate to Blackboard Collaborate Ultra via Tools. E.g.



- b) If the session is not immediately visible use the Search icon to search by name or Filter by **Sessions in a range** to search by date.
- c) Select the required session name.
- d) Select **Join session**.

On first entry into a Collaborate Ultra session you will be prompted to [setup audio and video in your browser](#).

Some browsers need access to your microphone to play audio, even if you don't plan to speak. To hear others in the session, give the browser permission to access the microphone.

After you are set up, select the microphone and video camera icons any time during a meeting to turn them on or off. With your keyboard, press Alt + M to turn your microphone on and off. Press Alt + C to turn your camera on and off.

There are a variety of tools. One of the most used is **Status and feedback**

Status and feedback

Change your status to away or let others know how you feel about something said or shared in the session. Use feedback to react to presentations.

Further help on how to use is available from:

https://help.blackboard.com/Collaborate/Ultra/Participant/Get_Started

Your teacher will also explain some key features once you have joined your first session!