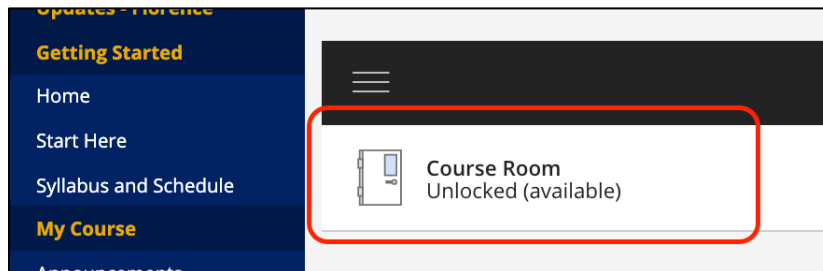


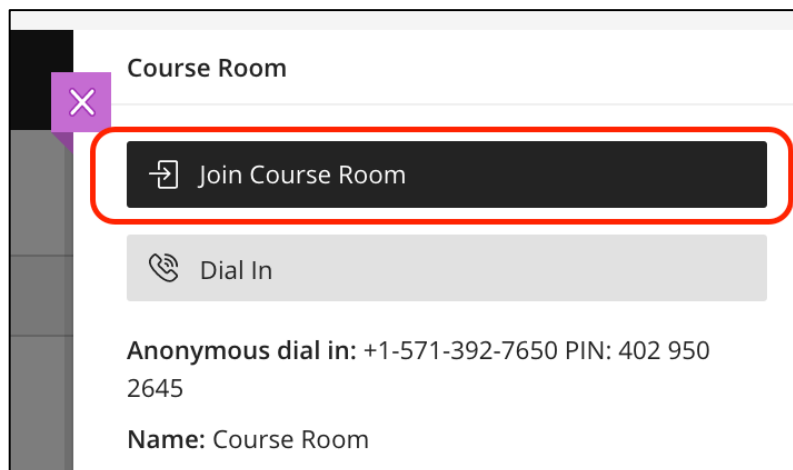
## Attending a Real-Time Lecturer or Class Discussion

### Joining the Session

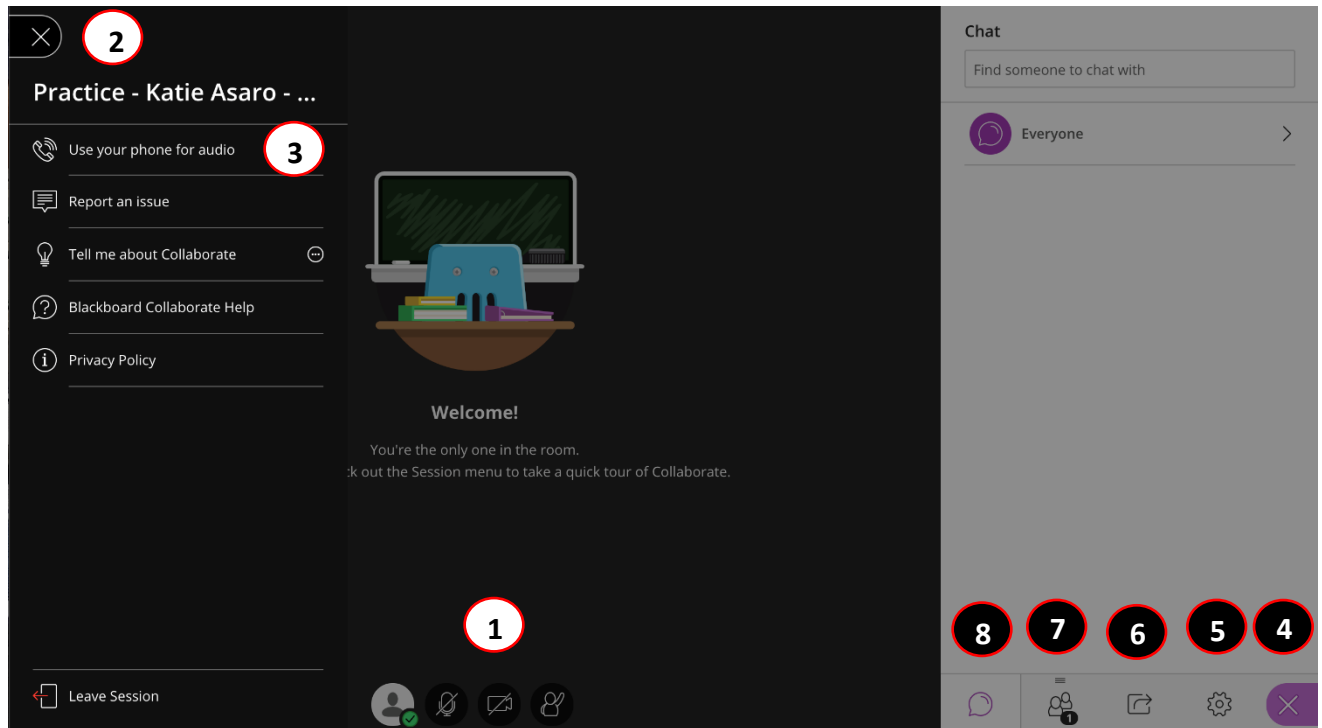
1. Navigate to Blackboard Learn (<https://learn.kent.edu/>)
2. Log in using your KSU credentials
3. Select the desired course from your course list in Blackboard.
4. Click on link to “Blackboard Collaborate Ultra.”
5. Select the “Course Room” icon.



6. Click on “Join Course Room” to enter the meeting.



## Session Settings



1. Click the icons at the bottom of the screen to toggle your camera and microphone “on” and “off”.
2. The “Sessions menu” icon (three bars) in the upper left-hand corner will open a panel with additional options.
3. If you do not have audio capabilities on your computer, you also have the option to “Use your phone for audio”
4. The purple button in the lower right-hand corner will open the “Collaborate Panel”. Clicking this button will open the following options:

5. The “My Settings” icon is where you can find help setting up the camera and microphone if needed.
6. The “Share Content” icon is where you can share content with the class if your instructor provides that option. To do this, the instructor will need to make you a presenter in the session.
7. The “Attendees” icon allows you to view the other participants in the session.
8. The “chat” icon allows you to send messages to the instructor and “everyone” in the course.