
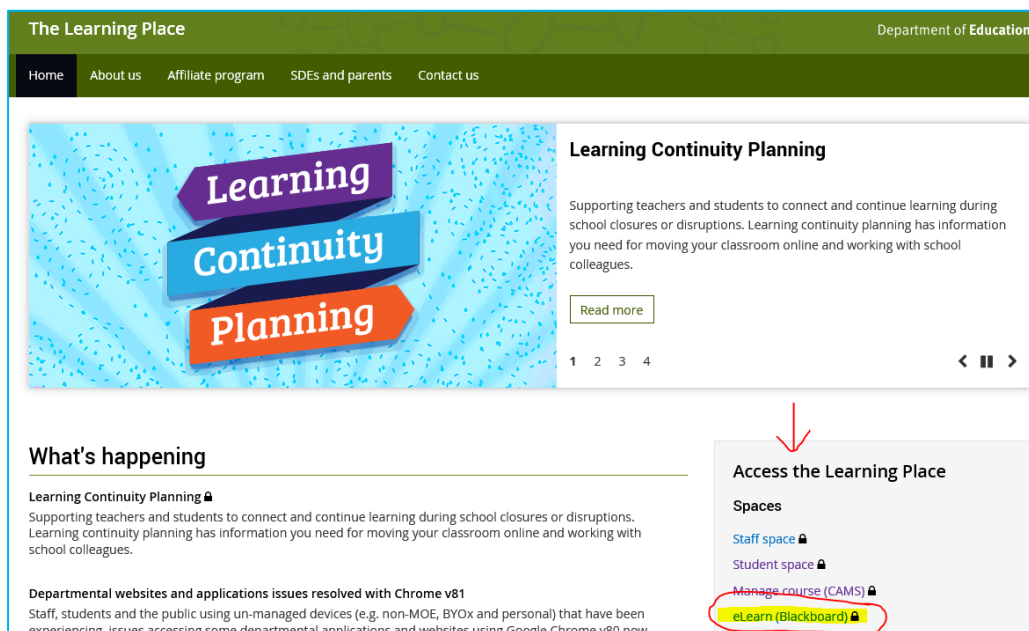
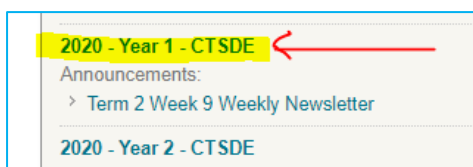


How to access Blackboard Ultra Lessons

1. Open Google Chrome 
2. Go to [The Learning Place](#) or [eLearn](#) and log in with your EQ username and password.
3. Click on the link **eLearn (Blackboard)** that's located in the grey box called 'Access the Learning Place' on the right hand side of the screen.

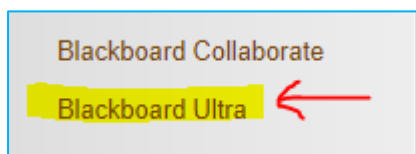


4. Open the course where your lessons are located (Year 1 example).



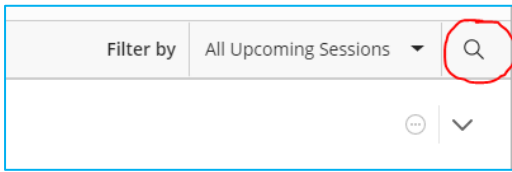
Note Year 7-10 will now access lessons through their year level course. (eg. 2020 – Year 7 – CTSDE)
Years 11 and 12 will continue to use the Secondary Collaborate Sessions course.

5. Click on the **Blackboard Ultra** menu item on the left side of the screen.



6. The Blackboard Ultra scheduler page will open.

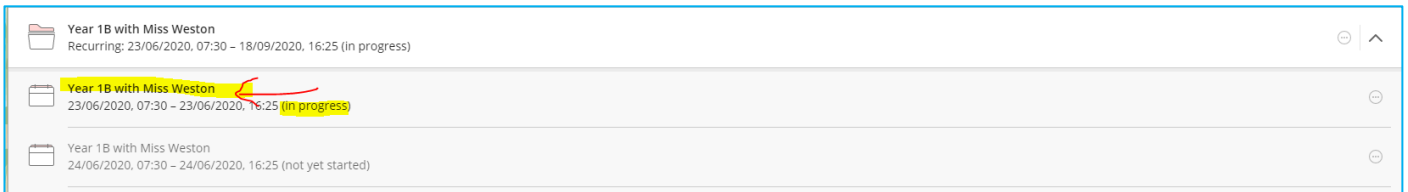
7. Click the search icon to the right of the scheduler page. Search for your teacher's surname. This will then bring up a list of lessons for that teacher.



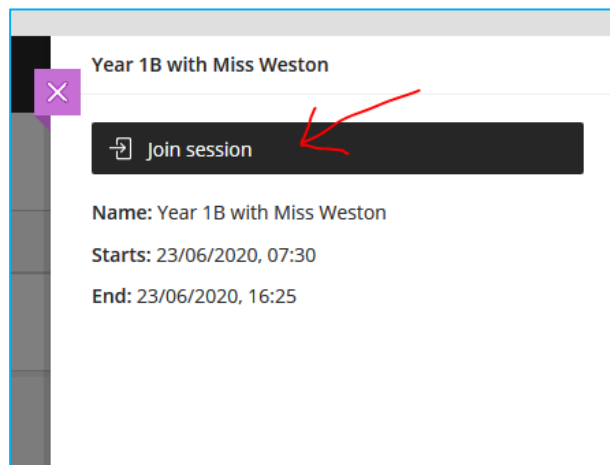
8. Click on your teacher's name (or the arrow) to expand the list of their lessons.



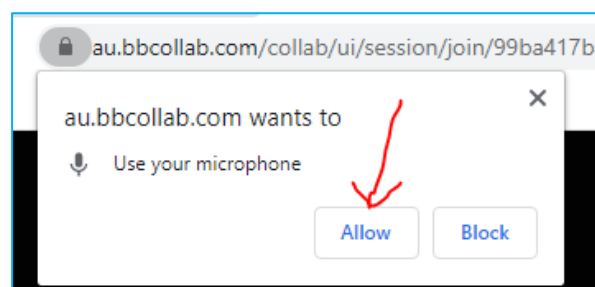
9. Find the session with today's date – it will have (in progress) after it when the session is available for you to enter.



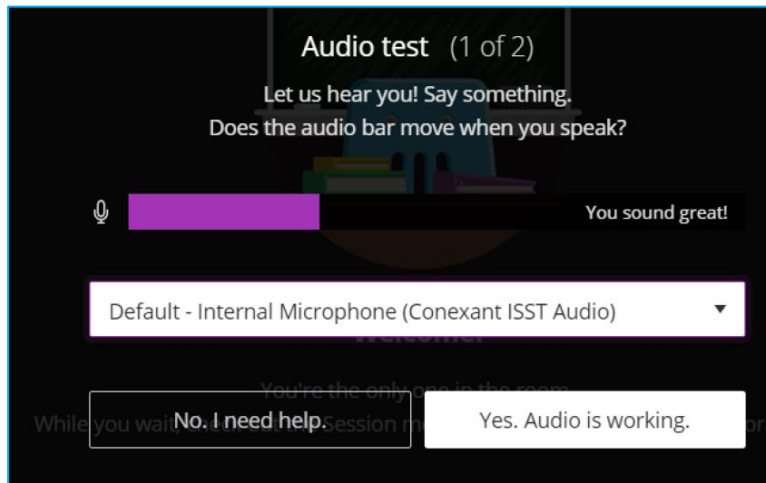
10. Click on the session name and a pop-out will appear on the right-hand side of the screen. Click on Join Session to enter your lesson.



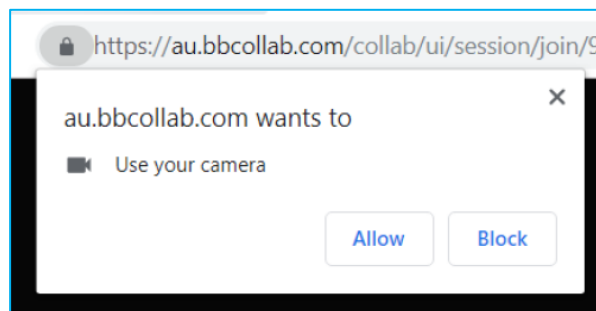
11. Your lesson will open up in a new tab. If you are using Google Chrome, it will ask you to allow it access to your microphone. Click **Allow**.



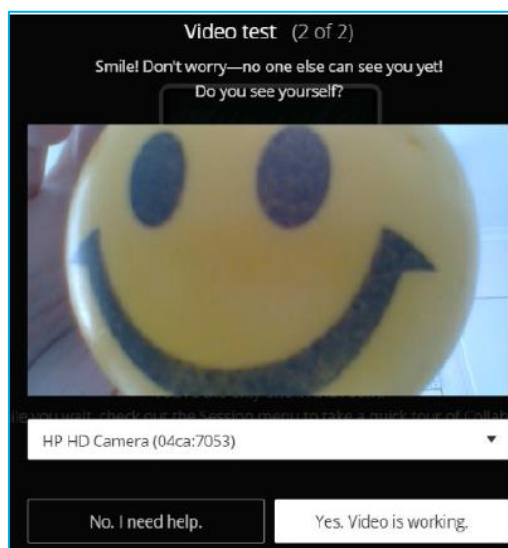
12. Ultra will then ask you to test your microphone. Put on your headset and start talking. If you see the purple bar moving, your microphone is working. Click **Yes, Audio is working**. (Ensure you have the correct device selected from the drop down menu).



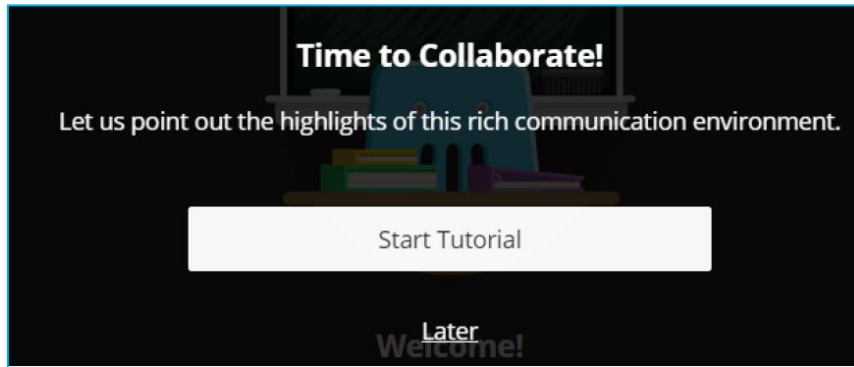
13. Google Chrome will then ask you to allow access to your webcam. Click **Allow**. (optional)



14. Ultra will then ask you to test your video. Look at the screen and see if you can see yourself in the camera. If you see yourself, your video is working. Click **Yes, Video is working**. (This is optional to set up webcam)



15. Your lesson will then open. Ultra will ask if you want a tutorial. Click **Later**.



16. When you see the **Welcome!** message or your teacher's slides, you're ready to start the lesson.

