

December 9, 2020



Dear FBET Student,

Welcome all new students to NorQuest College and, especially, to the Faculty of Business, Environment, and Technology (FBET). At FBET, we are focused on providing exceptional learning experiences and ensuring rich and meaningful academic and no-curricular engagements.

Your courses will be online in the Winter 2021 term for the most part. You are invited to our Student Orientation on Monday, January 11, 2021, which will also be online.

### **Environment & Energy Studies**

Winter 2021 Student Orientation (January 11, 2021 1:00 pm – 2:00 pm Mountain Time)

<https://ca.bbcollab.com/quest/6be26282a576475186b21f79d14b7d06>

In order to attend these sessions, we have provided a detailed guide on how to log in to Blackboard Collaborate Ultra. We really want to ensure that you have all the information you need before starting your program.

We have also prepared critical information that you will likely need while studying at FBET. We strongly urge you to save the link to your FBET Student Resources Moodle page and self-enroll. This is how you can stay informed about the current happenings and new developments in your Faculty throughout the year.

NorQuest College has developed a Student Orientation webpage to provide additional information you will need while at the College. Please visit your NorQuest Student Orientation webpage (click [here](#)) and read the information carefully. There you will find the link to the COVID-19 course that every student must take. You will also get access to the College's comprehensive student services as well as useful tips on studying online.

We wish you the best of luck with your studies!

Sincerely,

**Sithara Fernando, MBA, RPF**  
Program Chair, Environmental  
& Energy Studies

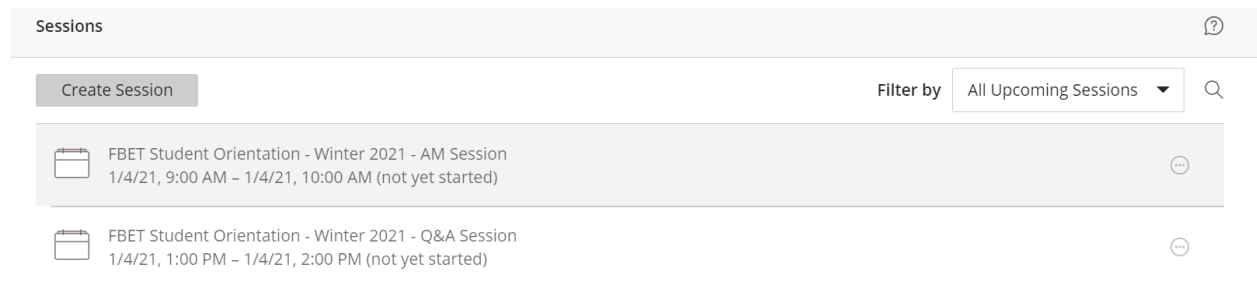
## How to Log in to Blackboard Collaborate Ultra

Logging into Blackboard Collaborate Ultra is not as complicated as you may think. With a few clicks, you will be logged into the sessions.

1. **Select** the session link you are planning to attend.
2. Open your browser, **copy** and **paste** one of the links below according to the session you chose to attend. The session is only available at the date and time indicated – if you click before you will see the following message: “This session has not started yet.”

**Note:** We recommend that you use **Chrome** or **Firefox** as the browser when logging to Blackboard Collaborate.

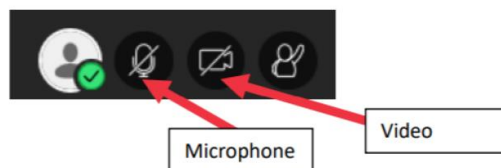
3. Join your Online Session by clicking on the name of the session you would like to attend. You will see more than one option:



4. Click on the session you would like to attend followed by clicking the “**Join Session**” button.
5. If this is the first time you have ever logged in to Blackboard Collaborate Ultra, you may be prompted through a tutorial. Proceed through the tutorial if you like, otherwise click **Skip**.

## Basic Blackboard Collaborate Ultra buttons

1. When you enter a Blackboard Collaborate Ultra session, the first thing you should do is check your audio and video settings. To do this, click on the microphone and video buttons on the bottom of your browser window. If you see the purple bar moving when you click on the microphone button, then your audio settings work. If not, change the microphone input using the dropdown menu provided. If you click the video button, you should see video from your webcam. If you do, your video settings are working as well. If they don't you can change the input using the dropdown menu. Click Yes, it's working if your audio and video appears to work fine.





2. The following is a list of controls for Blackboard Collaborate Ultra:

(Top left-hand side of browser window): Access the tutorial or leave the session.

(Bottom middle of browser window): Click on grey profile button to access settings. Click on green checkmark button to give feedback to your instructor (e.g. 'Agree', 'Disagree') or to set our status to Away.



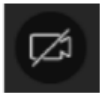
(Bottom middle of browser window): Turn on your microphone (or access the settings if you have just logged in).



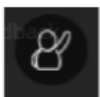
(Bottom middle of browser window): Turn on your video (or access the settings if you have just logged in).



(Bottom middle of browser window): Raise your hand to ask a question.



(Bottom right of browser window): Access the chat room, view the list of attendees, share applications/desktop (if you have permission to do so) and change your settings.



### Chat Room Controls



1. Click on the purple button on the bottom right of the browser window.



2. Click on the speech bubble icon in the menu that pops up (bottom of this menu).



3. Click on Everyone to access the main chat room. You can also search for somebody logged in to have a private chat with them. Note: this private chat is moderated by the presenter, and may have also be removed during the session.



Everyone



4. Type in the box at the bottom of this panel, and press Enter on your keyboard. The emoji icon on the right hand side of this box allows you to add selected emojis to your chat.

If you have further questions, please contact [FBETStudents@norquest.ca](mailto:FBETStudents@norquest.ca)