# Blackboard Ultra: Basic Navigation and Tips for Students Using JAWS or NVDA

## Navigating this document

* This document is organized using headings and tables. H to navigate through headings.
* Press T to move to the tables. To navigate within the tables, use Alt + Ctrl + Arrow keys.

## Basic Recommendations

* Use a headset microphone and plug it into the computer before launching the session. Using a headset will allow for better audio and will also ensure that the sound of your screen reader is not heard by your instructor or classmates.
* For the best experience with a screen reader, use the Chrome Browser
* If you have trouble navigating Blackboard Ultra with your screen reader, please contact the [ATI](mailto:ati@gmu.edu) for assistance.

## Quick Keys

* Microphone Mute/Unmute: ALT + M
* Raise Hand ALT + H

## Join and Leave Session

| Task | Instructions |
| --- | --- |
| Join Session  Screen shot showing Join session and dial-in buttons | Your professor will post a link to the class session on blackboard. Check with your professor to determine the location of the link within your course.  Select the link.  Tab to the **Join Session** button it will appear on the right side of the screen. (Join session notification: Sounds like a boing)  If you need to join using your phone, the number and Session PIN is provided below the **Dial In** button. |
| Leave Session  Screen shot showing My Status menu options including Leave session button | This will disconnect you from the meeting.  Go to the **My Status button**  Press the **space bar** to open the menu  Use the **arrow keys** to move to Leave Meeting and Press **Enter.** |

## Navigating Inside the Session

Inside the session there are two main panels areas. The **Content Area or Region** and the **Collaborate Tools**. These two areas have their own set of tools described in the tables below along with more efficient navigation keystrokes.

To move to the content area, **press R.** This will bring you to the shared content such as a Power Point Presentation shared by your professor. To quickly move to the Collaborate Tools use Insert F6 to get a list of headings and choose Participant.

## Content Area Tools

**Press R** to navigate to the **Shared Content Region**. This is where you instructor will share their PowerPoint, screen or video. Tools that appear in the content presentation area relate directly to what is happening in the session at that moment. They include **my status**, **microphone, camera and raise hand.** See tables below for more information.



| Tool | Description |
| --- | --- |
| My Status  Screen shot showing My Status menu options | **My status** allows you to notify your instructor that you are away or leave the session. It will also allow you to provide feedback such as Happy, Sad, Surprised, confused, faster, slower, agree or disagree. Your status will display on the participant list next to your name.  **Press R** to get to the shared content region then press tab to get to **My Status.** Once on my status use the space bar to open and then arrow keys to navigate through options.  Use the Tab key until you reach the My status button. It is two tabs from the session menu button. Once on my status use the space bar to open and then arrow keys to navigate through options. |
| Microphone  Microphone and mute microphone icons | Press **Alt + M** to turn your microphone on and off.  **Mute**: Sounds like a series of notes from high to low.  **Unmute**: Sounds like a series of notes from low to high. |
| Camera  Camera and mute camera icons | Press **Alt + C** to turn your camera on and off. |
| Raise Hand  Raise hand and lower hand icons | Press **Alt + H** to raise or lower your hand. Your professor will see your hand raised in the participant list next to your name. |

## Collaborate Panel Tools

Ensure that the Collaborate Panel is open:

**Press B** to move to the Open Collaborate Panel button if it is closed, press enter to open it. The Collaborate panel has the following tab panels: **Chat, Attendees, Share Content and My settings**. Once focused on the Collaborate Panel, use the **up and down arrow** **keys** to move through the tool tabs.

|  |  |
| --- | --- |
| Tool | Description |
| Chat  Chat icon | Use Chat to chat with your professor or specific participants in your class.  Use the drop-down menu to select who you would like to include in your chat. |
| Attendees panel  Attendee Panel icon | **Use Attendees** Panel to view the list of attendees logged in to your class. Press the tab key to move through options. Select: **Access List of Attendees**. Then use **up and down arrows** to move through attendees |
| Share Content  Share Content Icon | Use **Share Content** to share documents or your screen with the class. Professors have to give permission for you to share.  Press Tab key to cycle through options within the Share content tool. |
| My Settings  My Settings Icon | Use **My settings**. Here you can add a profile image, set up your audio and video and your notifications. |

## Interacting with Polls

Professors may ask you to complete a poll to get your opinion or test your understanding of a topic. After the professor starts a poll your cursor focus is often focused on the second choice in the poll, press **Shift Tab** to move the cursor up. Use the tab key to cycle through the choices and press **Enter** to select your choice.

[Keyboard Navigation for Blackboard Collaborate Ultra](https://help.blackboard.com/Collaborate/v12/Moderator/Accessibility_Features/Keyboard_Navigation)