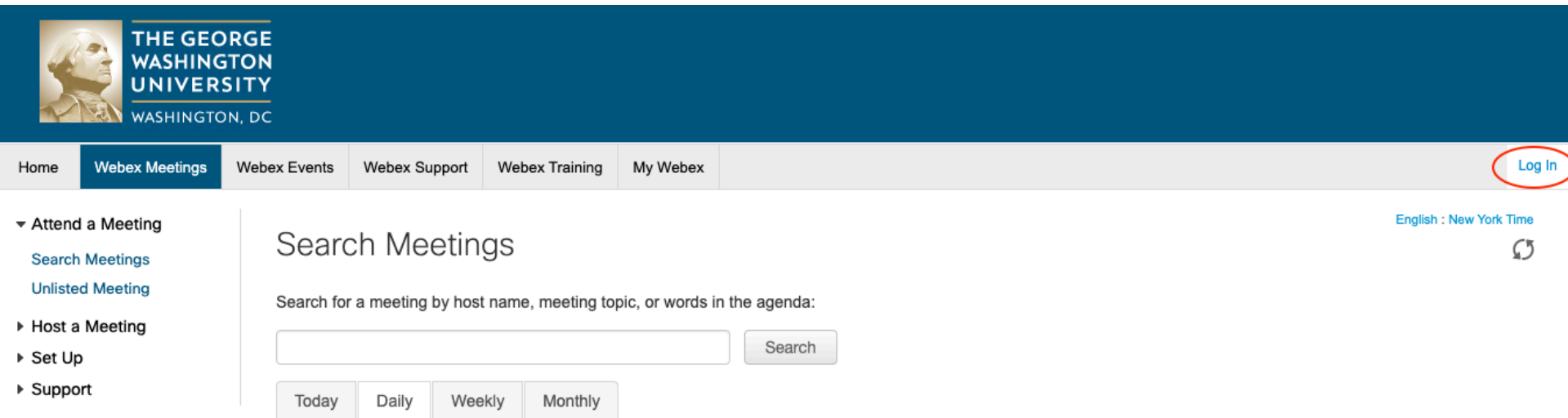


If you are having trouble with Blackboard Collaborate Ultra you can quickly start up a WebEx Session and have the students join your personal room.

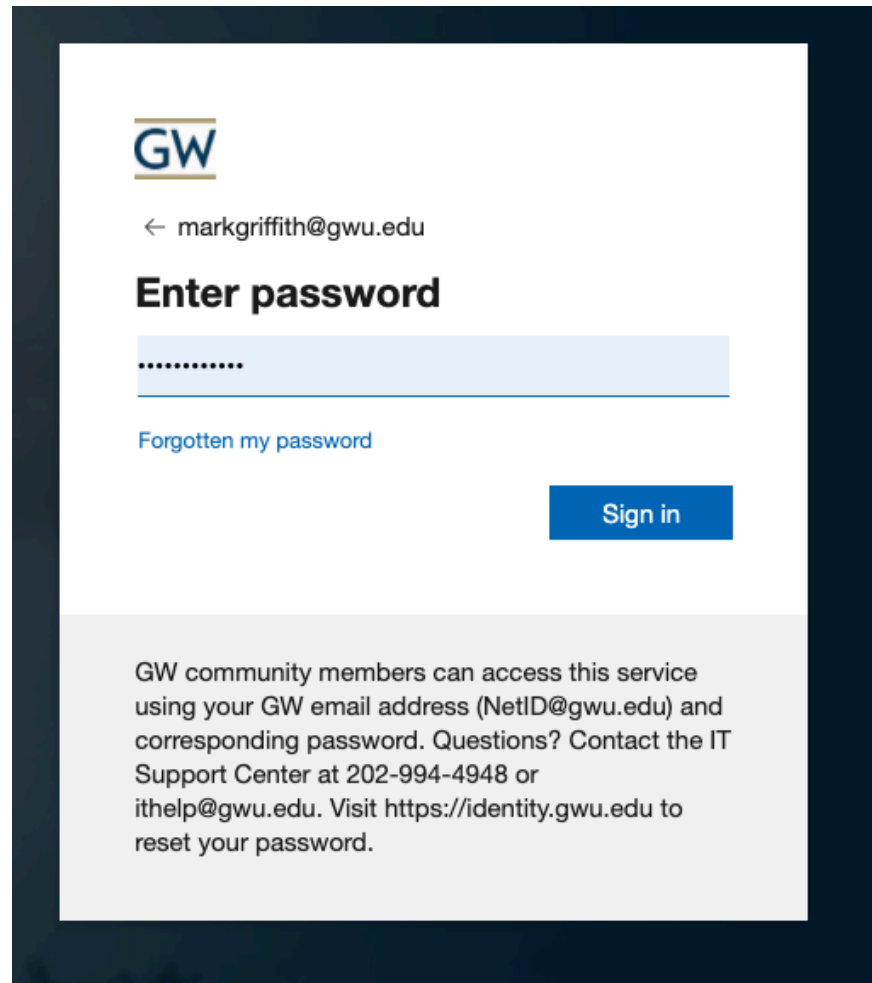
Start by going to gwu.webex.com.

Locate the option to “Log In” on the top right of the screen.



The screenshot shows the Blackboard Collaborate Ultra interface. At the top left is the logo for The George Washington University, Washington, DC. Below the logo is a navigation menu with the following items: Home, Webex Meetings (highlighted), Webex Events, Webex Support, Webex Training, and My Webex. In the top right corner, there is a "Log In" button circled in red. Below the navigation menu, there is a sidebar on the left with the following options: Attend a Meeting (with sub-options Search Meetings and Unlisted Meeting), Host a Meeting, Set Up, and Support. The main content area is titled "Search Meetings" and contains a search box with a "Search" button. Below the search box are four buttons: Today, Daily, Weekly, and Monthly. In the top right corner of the main content area, there is a language and time zone selector showing "English : New York Time" and a refresh icon.

Log in using your GW email address and password.

A screenshot of a web login page for George Washington University. The page features the GW logo at the top left, followed by a back arrow and the email address 'markgriffith@gwu.edu'. Below this is the heading 'Enter password' and a password input field with a blue border and a light blue background. A link for 'Forgotten my password' is positioned below the input field. A blue 'Sign in' button is located to the right of the input field. At the bottom of the page, a grey box contains instructions for users: 'GW community members can access this service using your GW email address (NetID@gwu.edu) and corresponding password. Questions? Contact the IT Support Center at 202-994-4948 or ithelp@gwu.edu. Visit https://identity.gwu.edu to reset your password.'

Once you have successfully logged in you will see the option to “Start Meeting” directly in the middle of the screen. Click on it to start your meeting.



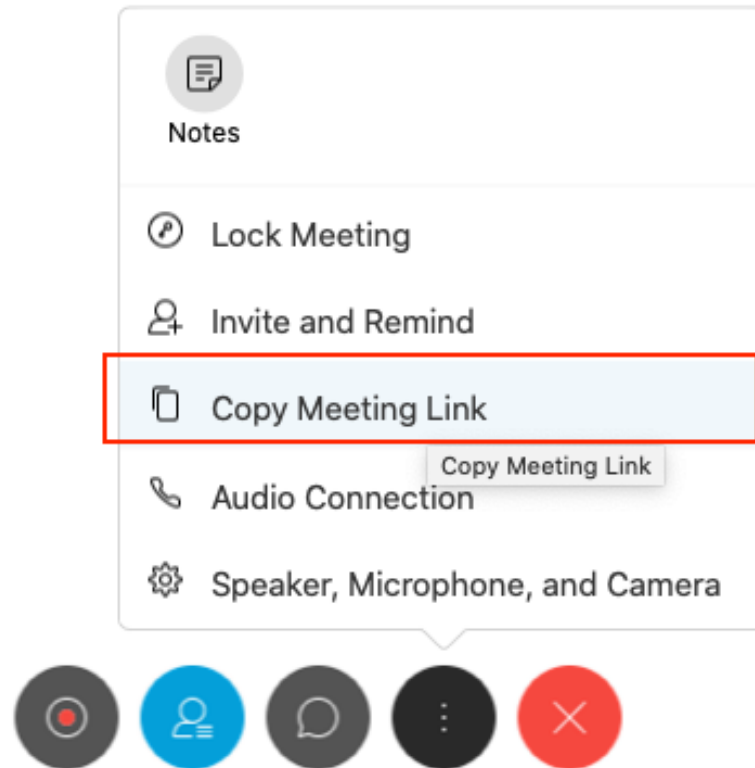
Good afternoon, Host.

Start Meeting

 Start by browser *NEW!*

 More ways to join

To quickly invite all students to the meeting:
Click on the three dots icon in the tray and select copy meeting link. You can now paste the link into an email and send it to all students.



The Meeting Link for your personal room will never change. It is always set to [<<your NetID>>](https://gwu.webex.com/join/)

For example my NetID is markgriffith (the first part of my email address so markgriffith@gwu.edu)

This means my meeting link will always be:
<https://gwu.webex.com/join/markgriffith>

Your meeting link works the same way. Anytime you open your personal room the link will always be your NetID. So you can quickly tell students to join you personal room if you have the link handy. It will never change so students can join as soon as you open the meeting.