

BLACKBOARD ULTRA

Student Guide

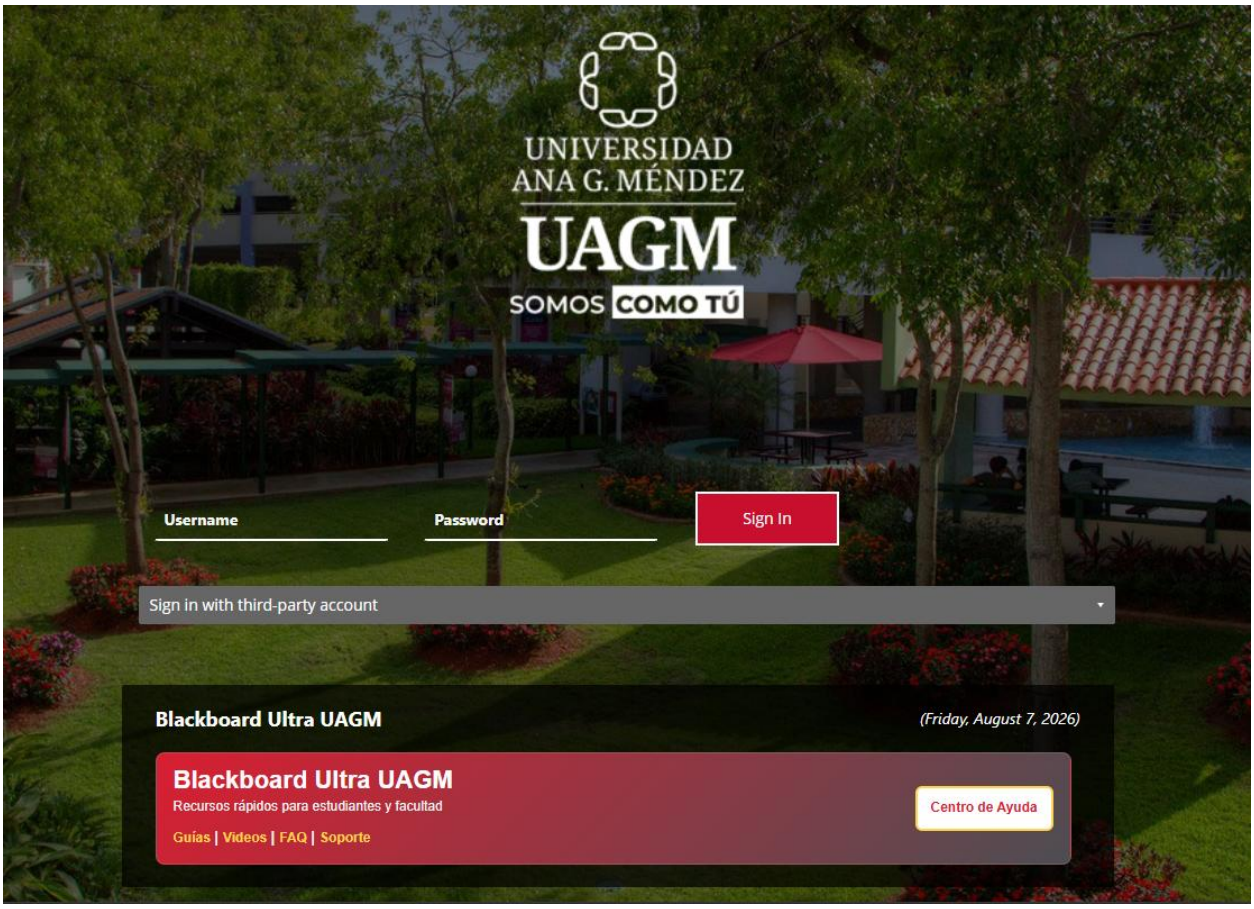
Microsoft Teams Integration in Blackboard Courses

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UAGM
SOMOS COMO TÚ

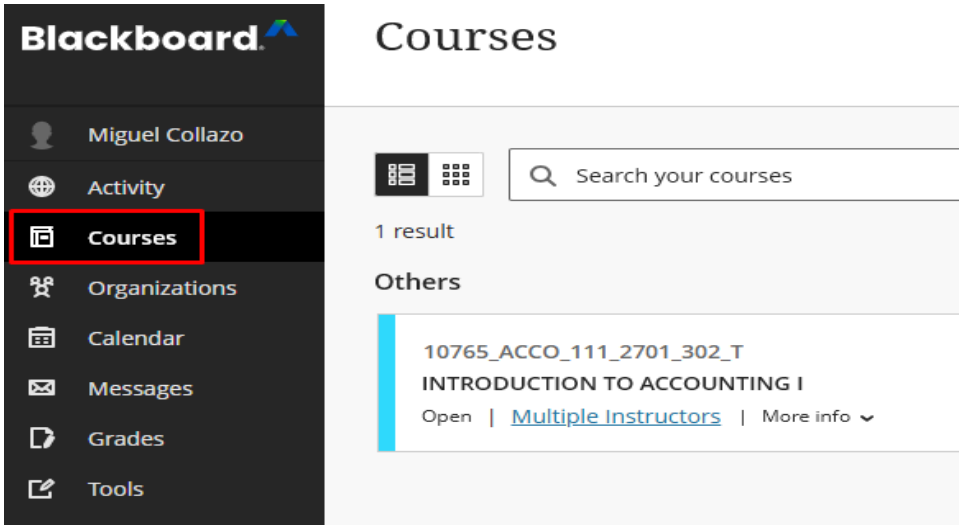
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Step 1: Access the Course

- Access Blackboard Ultra at:Blackboard

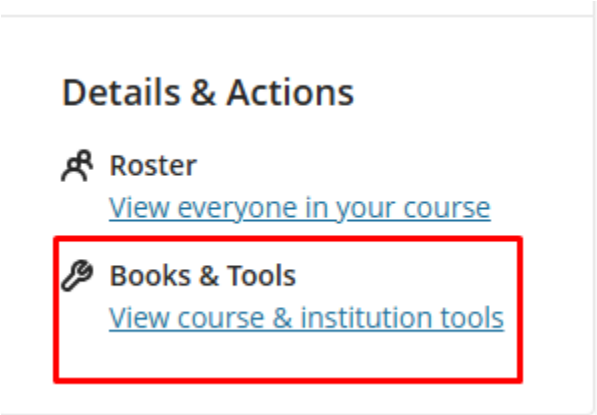


- Select the desired course.

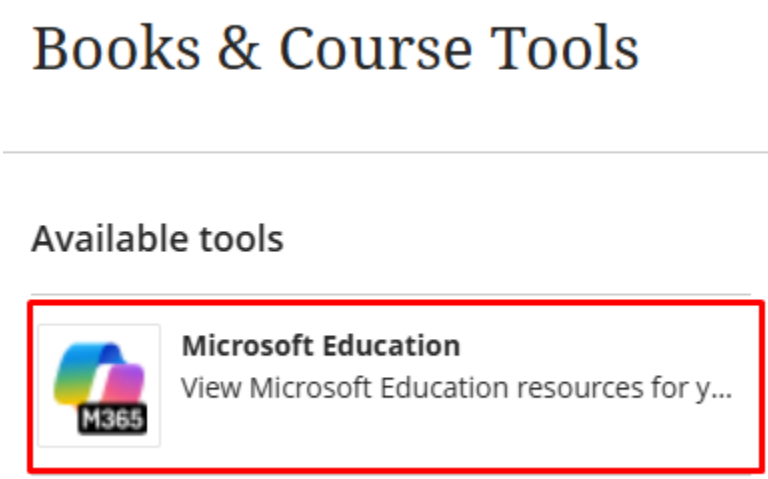


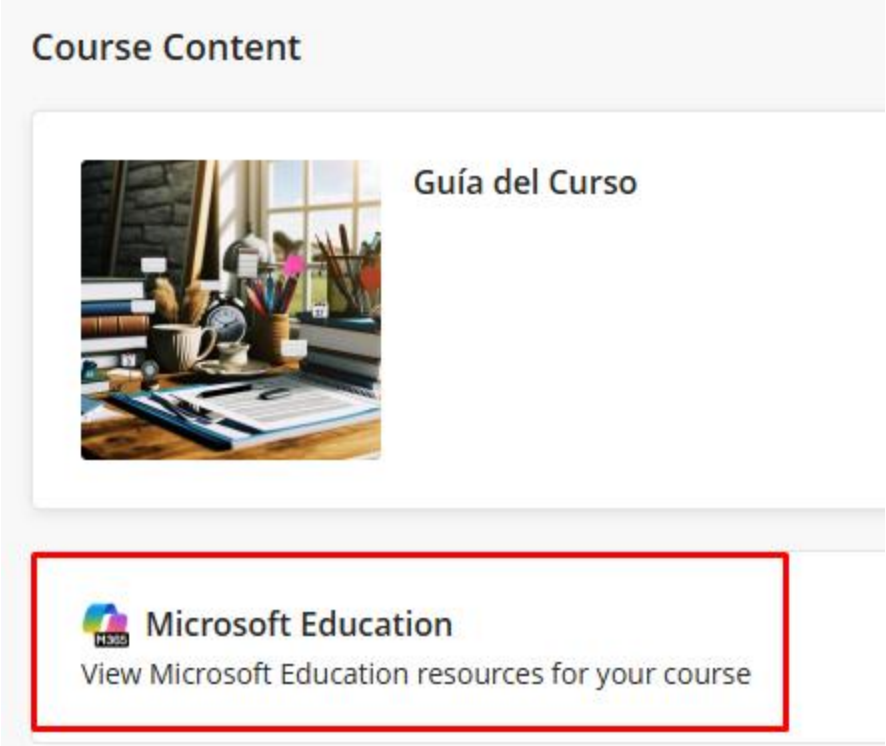
Step 2: Open Microsoft Teams

- Within the course, access the Microsoft Teams integration in **Books & Tools** under the **Details & Actions** menu.



- You can access it directly by clicking Microsoft Education. Alternatively, if your instructor has created a shortcut in Course Content, you may access it from there.

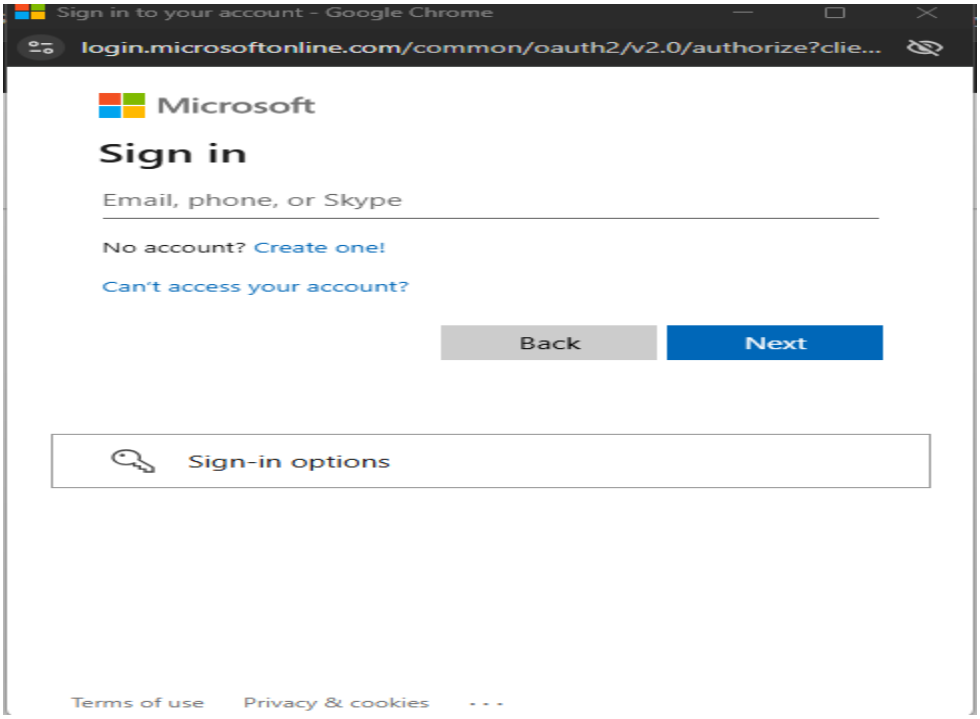




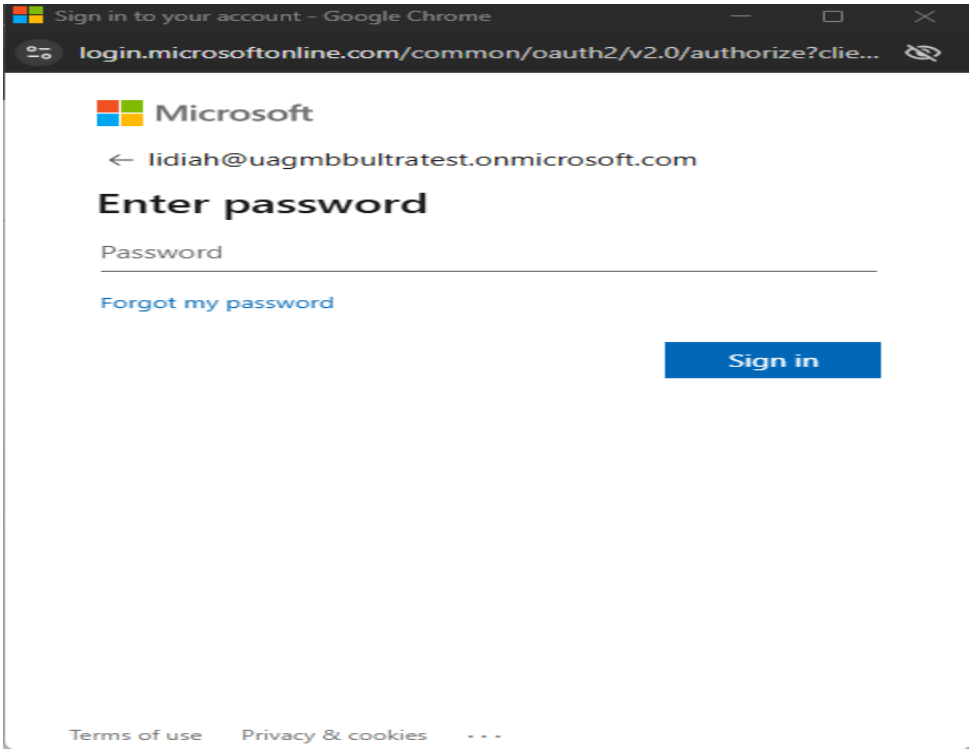
- If this is your first time using the integration, sign in with your institutional Microsoft 365 account by clicking **Sign In**.

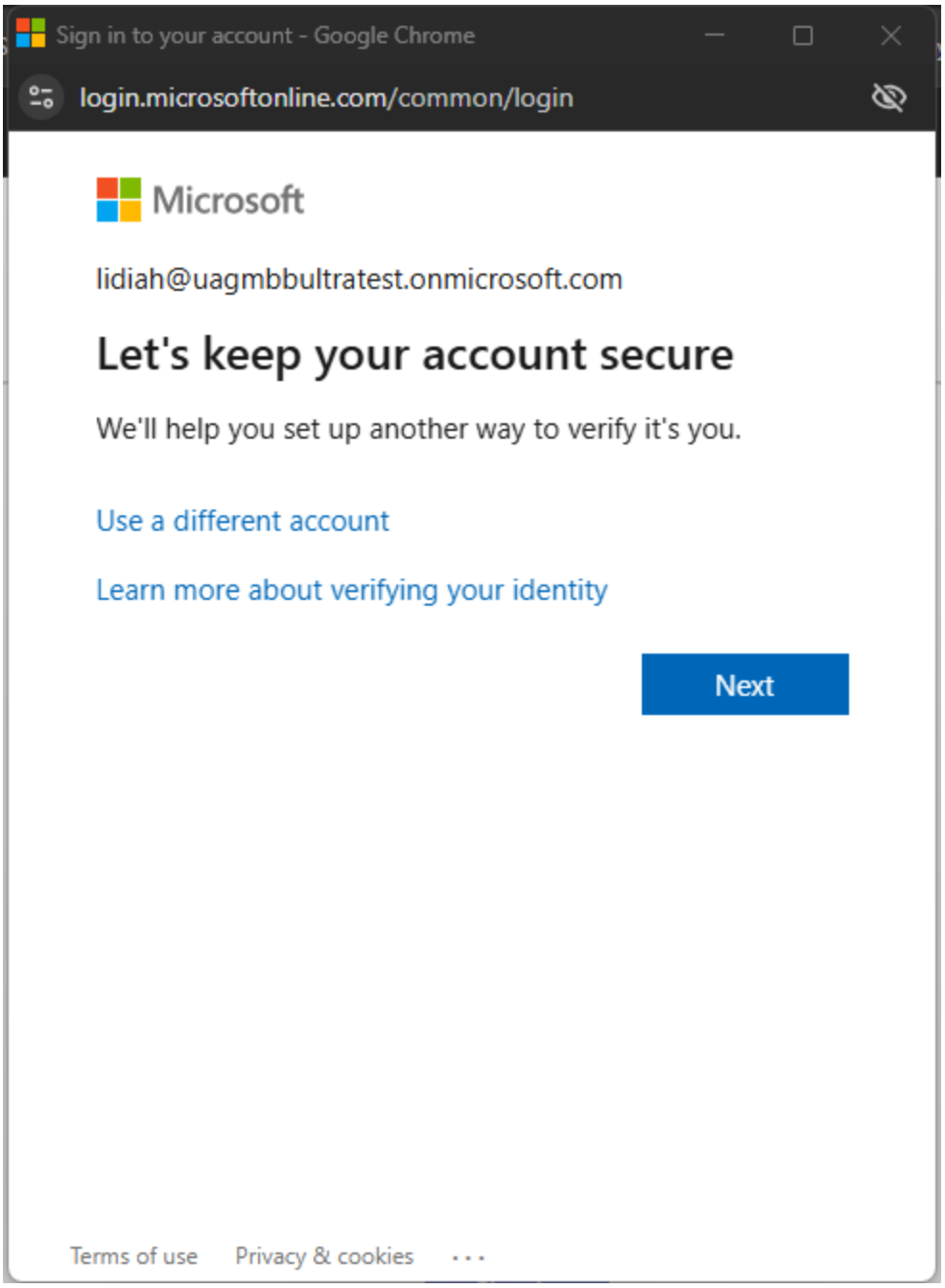


- Enter your institutional email address and click **Next**.



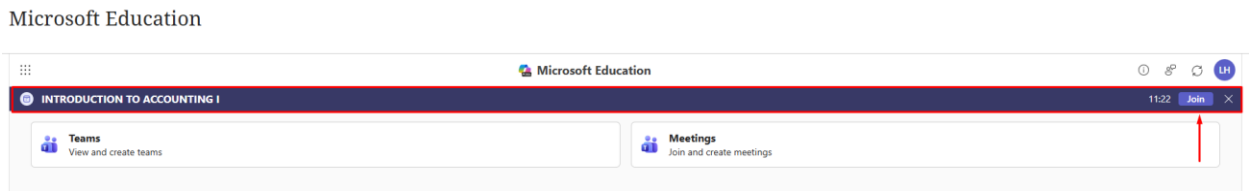
- Enter your password and click **Sign In**.



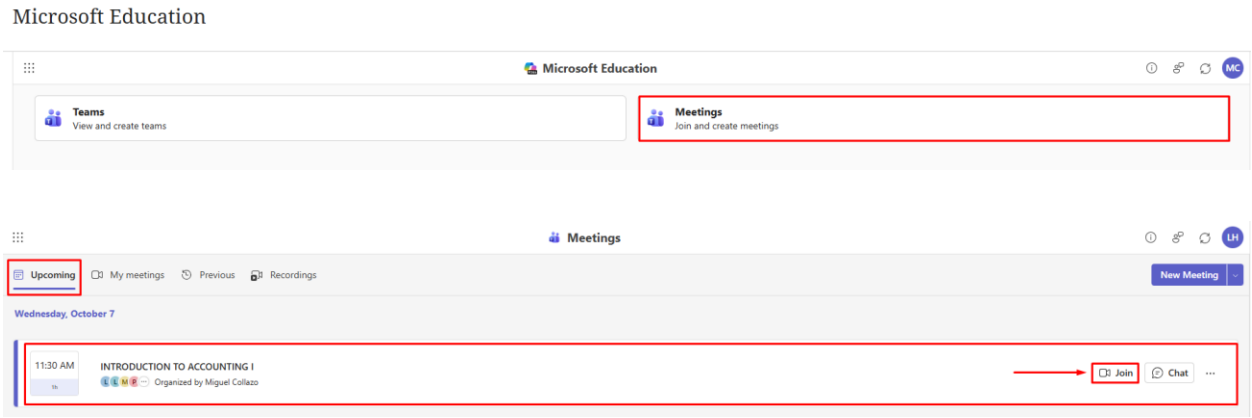

Sign in to your account - Google Chrome
login.microsoftonline.com/common/login
Microsoft
lidiah@uagmbbultratest.onmicrosoft.com
Let's keep your account secure
We'll help you set up another way to verify it's you.
Use a different account
Learn more about verifying your identity
Next
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Step 3: How to Join a Meeting

- If a meeting has been scheduled and has already started, you will see a banner at the top of the screen displaying the session name and a **Join** option that allows you to enter the meeting.

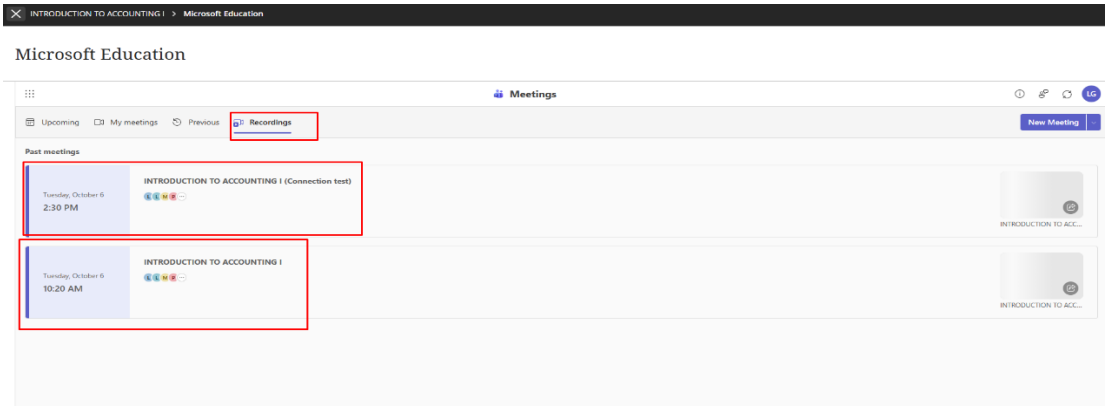


- You can also navigate to the **Meetings** section and, under the **Upcoming** tab, view scheduled sessions. Once a meeting becomes available, click **Join** to participate

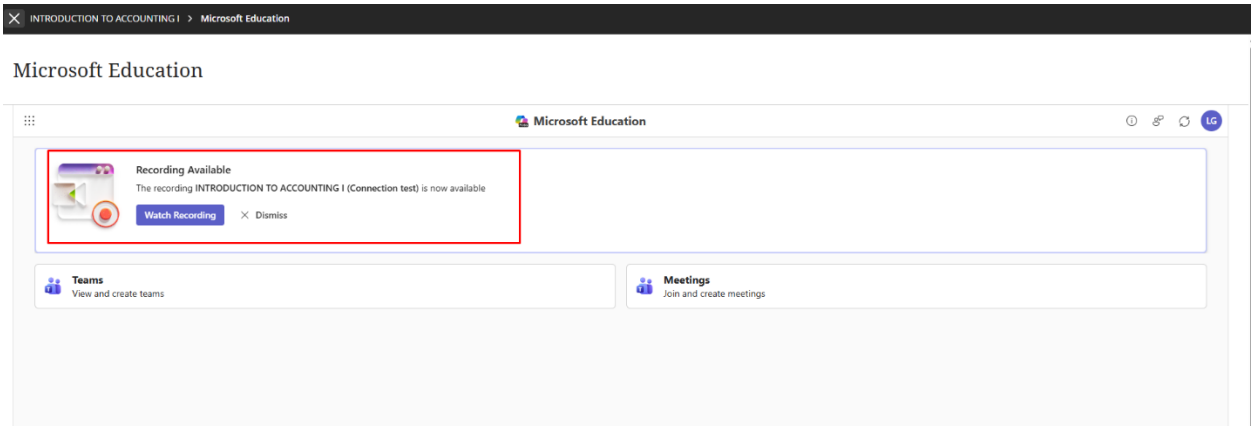


Step 4: Access Meeting Recordings

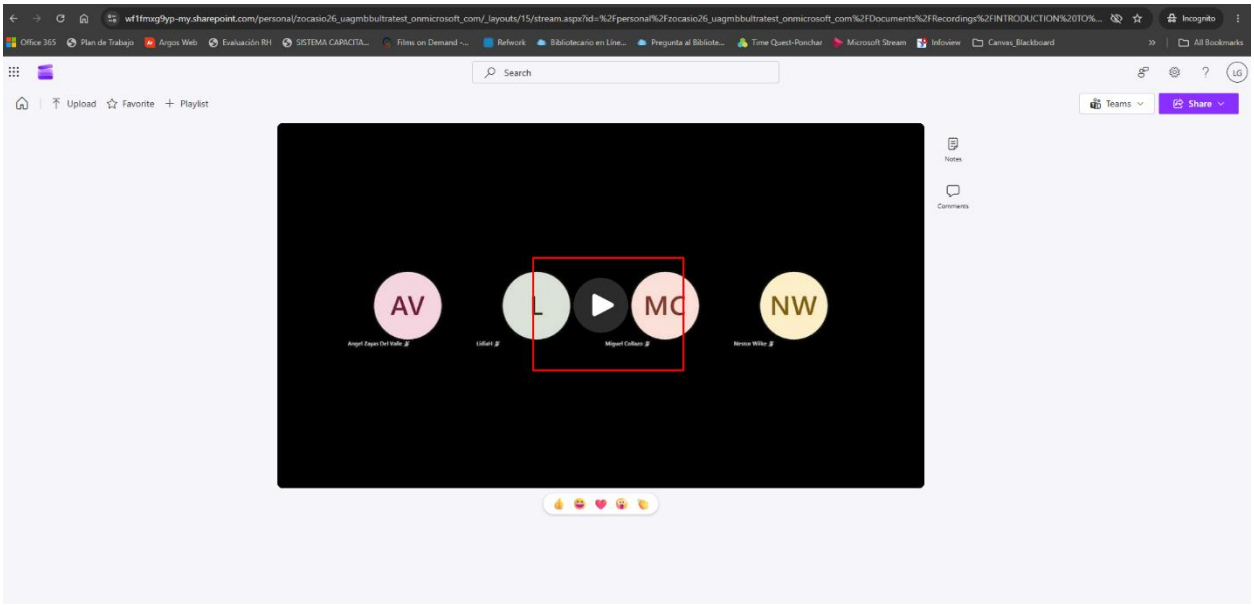
- Select the **Recordings** tab to view all available recordings associated with course meetings.



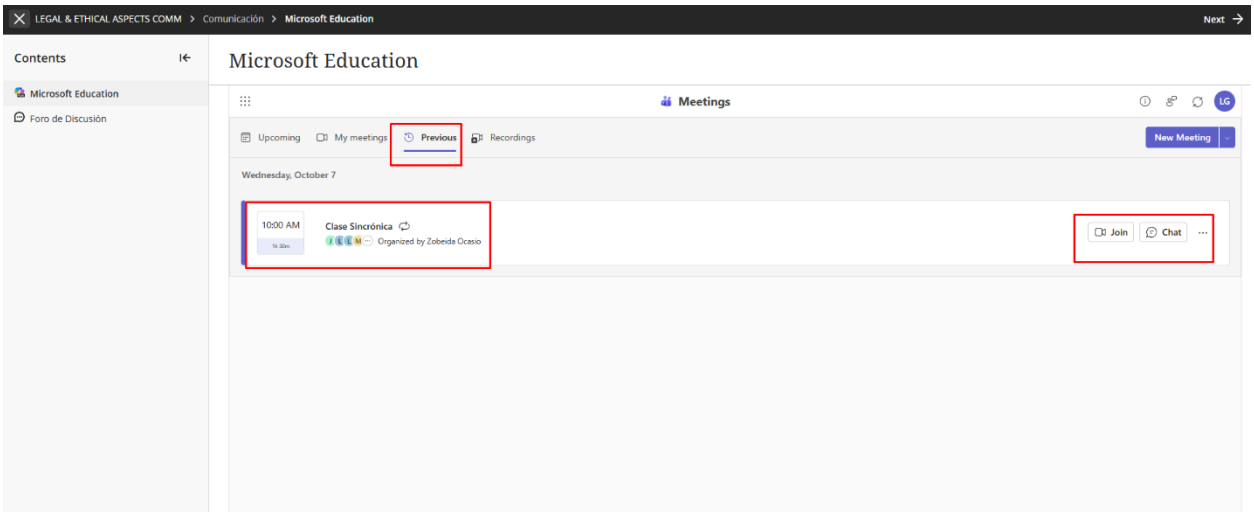
- If recordings are available, they will be displayed in the recordings list.



- Click **Watch Recording** to play and view the meeting recording

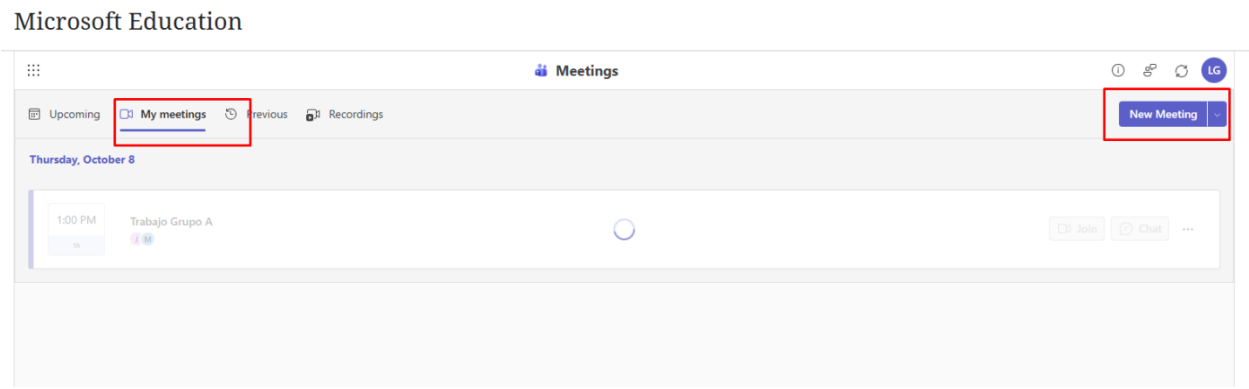


- Under the **Previous** tab, you can access recordings of past meetings and review the chat history associated with those sessions.

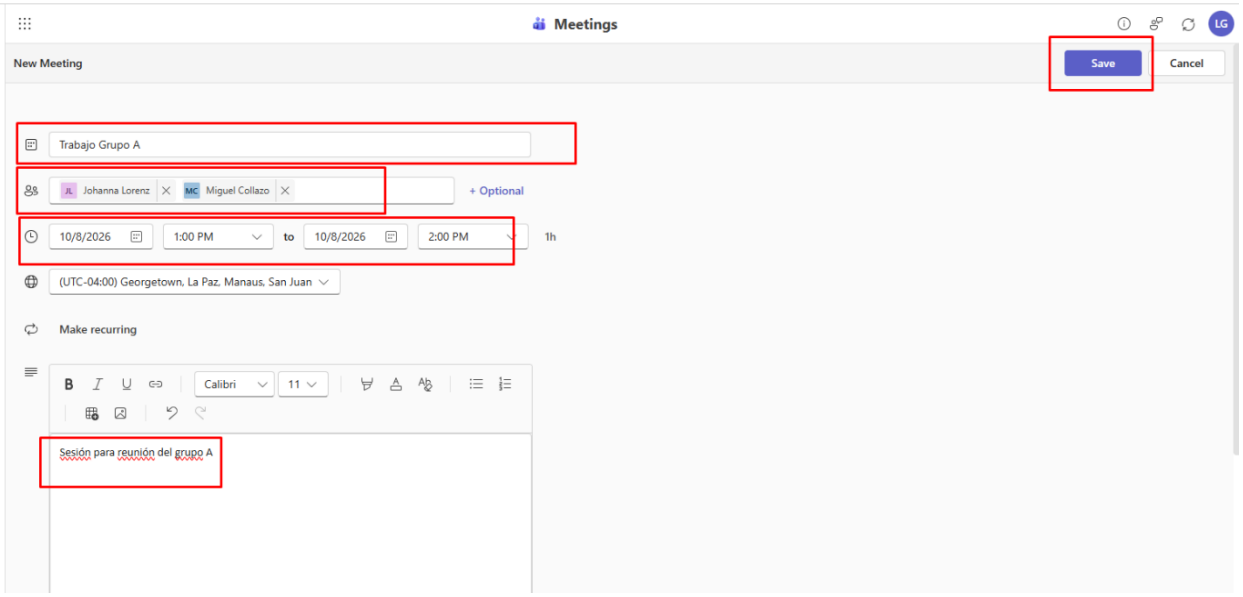


Step 5: Schedule a New Meeting

- If necessary, students can schedule synchronous sessions directly from the LMS using the **New Meeting** option, allowing them to create and coordinate meetings within the course.



- Complete the meeting information:
  - Meeting Title
  - Date
  - Start Time
  - End Time
  - Meeting Description (optional)
  - Review the meeting details and, if necessary, add additional participants.
- Click **Save** to save the session.


Meetings
LG
New Meeting
Save
Cancel
Trabajo Grupo A
Johanna Lorenz
Miguel Collazo
+ Optional
10/8/2026
1:00 PM
to
10/8/2026
2:00 PM
1h
(UTC-04:00) Georgetown, La Paz, Manaus, San Juan
Make recurring
Calibri
11
Sesión para reunión del grupo A