Blackboard Collaborate Ultra

Humber's built-in, web-based, mobile-friendly, anytime, anywhere web-conferencing tool

Locating Blackboard Collaborate Ultra Online

1. Open your course.
2. Check the Course Menu on the left.
3. If Blackboard Collaborate Ultra is not on your Course Menu, you can access it through **Control Panel > Course Tools > Blackboard Collaborate Ultra.**

Locating Blackboard Collaborate Ultra on App

1. Open app and select your course
2. Select Collaborate 📹🔊
3. Select session you wish to join

Adding Blackboard Collaborate Ultra to the Course Menu

1. On the top left-hand corner of the Course Menu, select the plus sign "**+**" and select **Tool Link**.
2. In the **Add Tool Link** window, in the **Name** field, enter **Blackboard Collaborate Ultra**.
3. In the **Type** field, select **Blackboard Collaborate Ultra** from the drop-down list.
4. To make it available to students, select **Available to Users**.
5. Click **Submit**.

Locking the Course Room

Consider locking the Course Room to ensure students attend the correct session.

1. On the Blackboard Collaborate Ultra main page, to the right of **Course Room**, select the **Session Options** icon.
2. At the bottom of the menu, select **Lock Course Room**.

Creating a Session

1. On the **Blackboard Collaborate Ultra page**, select **Create Session**. The session settings page appears on the right side of the screen.


2. In the **New Session** field, enter a descriptive name for your session.
3. Modify the settings as required and select **Save**.

Session Settings

- **Default Attendee Role**: Select the default role for all attendees.
- **Allow Recording Downloads**: Allows attendees to download the recording of the session. Note that Blackboard must process recordings before they are available. Processing time depends on the length of the recording.
- **Anonymize Chat Messages**: All chat messages will appear as anonymous posts when the recorded session is played
- **Show Profile Pictures for Moderator only**: Restricts the display of available attendee profile pictures. Helps maintain anonymity during the session and during recordings.
- **Share Their Audio**: Allows attendees to share audio. Moderators can always mute and unmute attendees during the session.
- **Share their Video**: Allows for participants to share their live camera. If deselected, only moderators and presenters can turn on their video.
- **Post Chat Messages**: Allows attendees to freely chat during the session. If deselected, only moderators and presenters can use chat while participants can see chat messages. This setting can be changed during the session.
- **Draw on Whiteboards and Files**: Allows attendees to interact with the whiteboard and other content. When deselected, only moderators and presenters can draw on whiteboards.
- **Allow users to join a Session using a telephone**: When selected, all attendees see an option in the session menu to use their phone for audio rather than a microphone. Note: The number provided is a long-distance number and the attendee may incur long distance charges.
- **Participants can only chat privately with Moderators**: By default, attendees can chat privately with other attendees. When selected, participants can chat privately only with moderators.
- **Moderators supervise all private chat**: When selected, moderators can see everything said in private chat channels. An alert appears to attendees that the chat is supervised.

Attending a Session

1. If joining a session from within Blackboard, locate Blackboard Collaborate Ultra, select the name of the session you wish to join and select **Join Session**.
2. If you were sent a link to the session, click the link and when prompted, enter your name and select **Join Session**.
3. At the bottom of the window there are four participation buttons, depending on session settings.
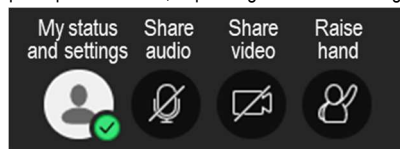
- **My Status and Settings**: provide feedback, change status, and leave the session
- **Share Audio**: Mute/unmute microphone
- **Share Video**: Turn webcam on or off
- **Raise hand**: Raised hands appear on the Attendee panel. Presenters and Moderators can lower hands.

Exiting the Session

1. Select the **Open Session Menu** icon (three horizontal lines) in the top left-hand corner.
2. Select the **Leave Session** at the bottom of the panel.

Replaying a Session Recording

1. In the left-hand **Course Menu** under the **Control Panel**, select **Course Tools > Blackboard Collaborate Ultra**.
2. On the left side of the Sessions bar, select the **Menu icon** (three horizontal lines).
3. Select **Recordings**.
4. Select the recording you want to play.

Downloading a Recording

1. In the left-hand **Course Menu** under the **Control Panel**, select **Course Tools > Blackboard Collaborate Ultra**.
2. On the left side of the Sessions bar, select the **Menu icon** (three horizontal lines).
3. Select **Recordings**.
4. On the right hand side of the screen next to the recording you wish to download select the **Recording Option**.
5. Select **Download**

Facilitating a Session

1. Select the session you wish to start.
2. On the navigation bar that appears on the right side of the screen, select **Join Session**. The session will open in a new tab in your browser.

Navigating the Session

1. At the bottom right of the window, select the purple **Open Collaborate Panel** button.
2. Use the toolbar at the bottom of the Collaborate Panel to navigate the session.

Chatting with Attendees

1. To open the **Chat** panel, select the speech bubble icon.
2. At the top of the chat area, select with whom you want to chat.
3. In the **Say something** field, type what you want to say and press **Enter** on your keyboard.

Managing Attendee Roles

Only Moderators can manage attendee roles.

1. On the **Collaborate panel** select the **Attendee** icon.
2. To the right of the attendee's name, select the **Attendee control menu** button ⋯.
3. Select the role you want to assign the attendee:
   - **Moderator**: Moderators have full control over all content being shared. They can make any attendee a presenter or a moderator. They can remove attendees from a session, but they cannot remove other moderators. Moderators can set the session settings, including deciding what participants can and can't do. Moderators get email with links to their session recordings.
   - **Presenter**: Presenters can upload, share, edit, and stop sharing content.

- **Participant**: Participants can enable and disable notifications they receive for session activity. Although Participant privileges can be changed by the Moderator, by default participants can share audio and/or video, view and interact with shared content, draw on the whiteboard, and participate in chats, by default all private chats cannot be viewed by the moderator.
- **Captioner**: Captioners can help provide an accessible learning experience for students who are deaf or hard of hearing, as well as for students whose native language is different from the moderator's. The Captioner is given an area to type what is being said. Other participants can view what the Captioner is typing in real time. You can have multiple Captioners for multiple languages. An attendee is assigned this role by a moderator.

Removing an Attendee from the Session
Only Moderators can remove attendees from a session.

1. To the right of the attendee's name, select the **Attendee control menu** button ⊙.
2. Select **Remove from session**. The attendee's name appears under **Inactive**.
   NOTE: An Attendee can rejoin a session using a guest link.

Modifying Session Settings
1. On the **Collaborate panel**, select **My Settings** ⚙.
2. Under **Audio and video setting:**
   - Select **Set up your cameras and microphone** to ensure your camera and mic are working.
   - Select **Use your phone for audio** to provide a number and a pin should anyone want to using their phone to attend the session (the default number is US and may incur charges)
   - **Speaker volume**: To adjust the volume
   - **Display closed Captions**: Display the captions the Captioner has written (if applicable)
3. Under **Notification Settings**, select the notifications you want to receive during the session.
4. Under **Session Settings**:
   - Select **Show Profile Pictures for Moderator only** if you want to restrict attendees from displaying their profile pictures.
   - Under **Participants can,** select what you will allow participants to do.

Recording the Session
1. In the upper-left corner of the screen select the **Open Session Menu** icon (three horizontal lines).
2. Select **Start Recording** to capture the shared video and audio during the session.
3. When finished, select **Open Session Menu** again by clicking the icon in the upper-left corner of the screen.
4. Select **Stop Recording**.
5. After the recording has been processed, it will appear under **Recordings** in the blackboard Collaborate area of your course site.

Deleting a Session
1. In the **Session** page, on the right hand side of session you wish to delete select the **Session Option**
2. Select **Delete session**.
3. In the confirmation prompt, select **Yes, Delete It**.

Sharing Content
1. Select the **Open Collaborate Panel** icon « at the bottom right and select the **Share Content** icon. The **Share Content** panel appears.
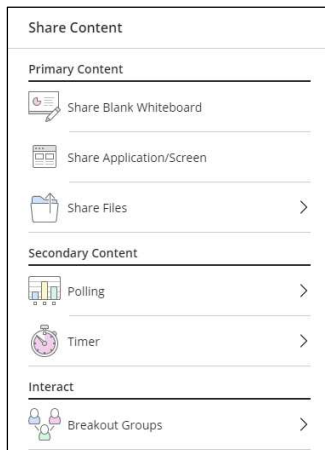
2. Select the type of content you want to share:

Share Blank Whiteboard
1. On the **Share Content** panel, select **Blank Whiteboard**.
2. Above the whiteboard the following toolbar is available to all participants to enhance interaction:
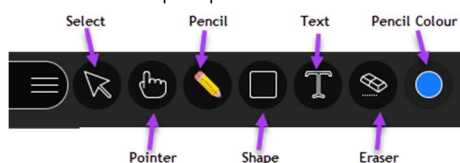
- **Select**: pick and drag items on the whiteboard
- **Pointer**: point at something
- **Pencil**: draw on the whiteboard
- **Shape**: draw a square, ellipse, or a line
- **Text**: Type on the whiteboard
- **Eraser**: Clear the entire screen (only available to Moderators and Presenters)
- **Colors**: change color of the pencil, shape, or text.

Share Application/Screen:
1. On the **Share Content** panel, select **Share Application/Screen**.
2. In the **Share your screen** window, select what you want to share:
   - Your entire window
   - Application Window
   - Chrome Tab (if applicable)
3. At the bottom left of the window is the option to **Share Audio** to share your computer's audio.
4. Click **Share**.

Share Files
You can share images, PowerPoints and PDFs. Slide animations and hyperlinks are removed when importing content.

1. In the **Share Content panel** select **Share Files.**
2. Select **Add Files.**
3. Locate the file you wish to share, and select **Open**.

Polling
Multiple choice
1. In the **Share Content panel** select **Polling > Multiple choice**.
2. In **Ask a Question** type the question.
3. In the answer choice fields, enter the first two answer choices.
4. Select **Add Choice** to create additional choices.
5. Select **Start** when you are ready to begin the poll.
Yes/No Questions
1. In the **Share Content panel** select **Polling > Yes/No Choices**.
2. Type your question where indicated.
3. Select **Start** after you are ready to begin the poll.

Timer
1. In the **Share Content panel** select **Timer**.
2. Enter values in the mandatory **Minutes** and **Seconds** fields.
3. Optionally, add a description for the timer.
4. In **Timer Counts,** indicate if the timer will count down or up.
5. In **Timer viewable by**, select who will see the timer.

Breakout Groups
Breakout groups enables small group collaboration with private audio, video, whiteboard, application sharing, and chat. All attendees are made presenters within their groups. Moderators can enter groups as desired.

Creating Groups
1. In the **Share Content panel** select **Breakout Groups**
2. By default, Group 1 and Group 2 are available. Click the name to rename the groups.
3. To create additional groups, click the plus sign above or below the group.
4. To delete a group, click the trash can icon.

Assigning Groups
1. Drag participant names from the Main Room to the assigned group, or click the ellipses next to the participant name and select the group.
2. To allow attendees to select and move between groups, select **Allow attendees to switch groups**.
3. Select **Start** to activate Breakout Groups.

Moderating Groups
1. To enter a group, select the door to the right of the group name.

For more help with Blackboard, contact the Instructional Support Studio	
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📞	416. 675.6622 ext. 4744 (North) or 3288 (Lakeshore)
✉	facultyblackboard@humber.ca
🔗	www.humber.ca/teachingandlearning www.humber.ca/bb91help