



**Go Online**  
**Blackboard Collaborate**  
**Ultra Guide for**  
**Students**

# Best Practices for BB Collaborate

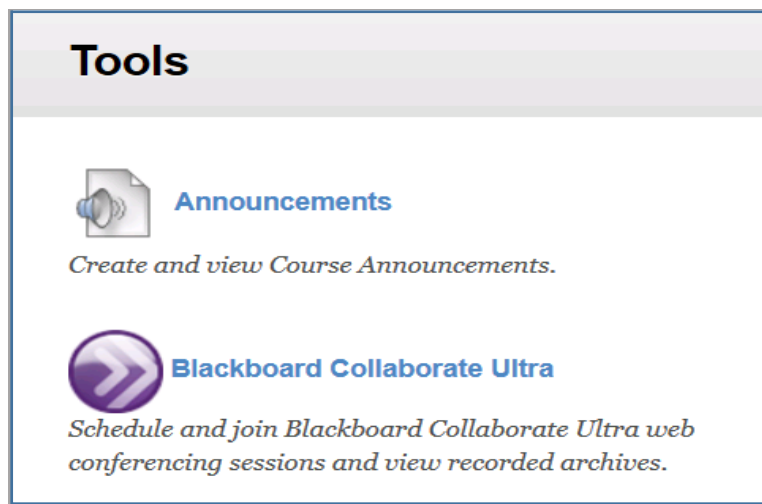
- Use headset/microphone for best audio quality
- Connect to the internet via wired connection
- Close down all background programs that are not being used for the BB Collaborate Session (email, Skype, extra web browsers, and any other desktop applications)

## Join a Session

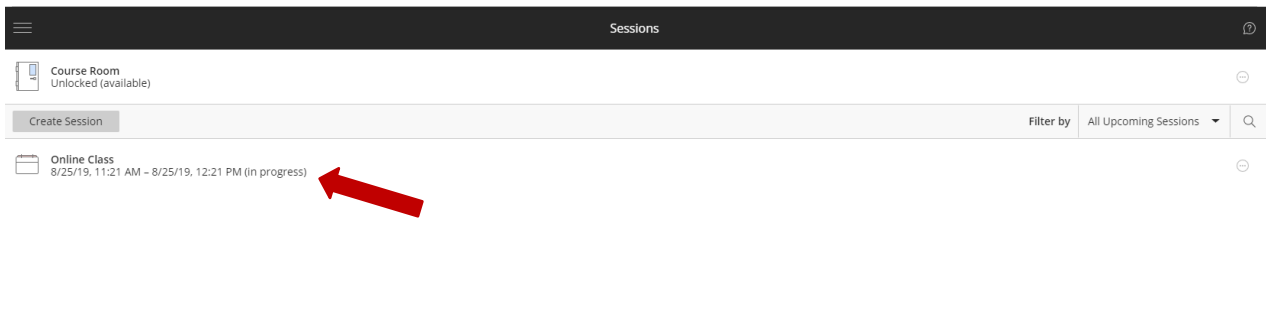
- Log into [learn.sorbonne.ae](http://learn.sorbonne.ae) with one of the supported browsers, select the course from your My Courses menu that will be hosting the BB Collaborate session
- Once in your course, BB Collaborate Ultra can be located under your content link in the left hand navigation menu. **BB Collaborate**



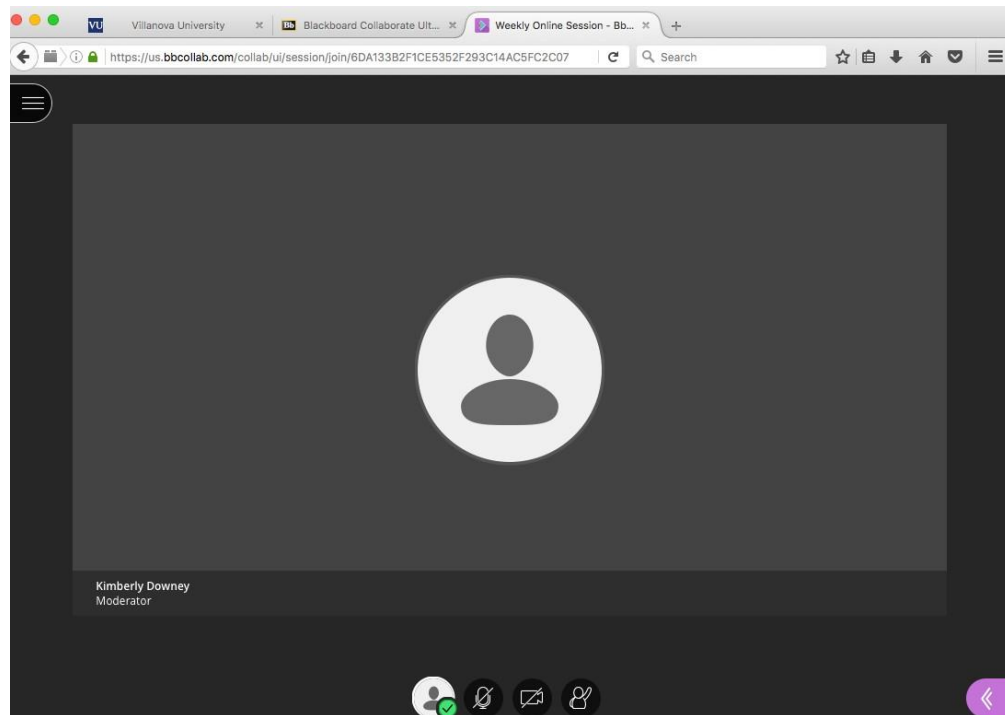
- Click on Tools in the course menu. On the right, click on Blackboard Collaborate Ultra



This will take you to the BB Collaborate Sessions menu. Select which BB Collaborate session you would like to join

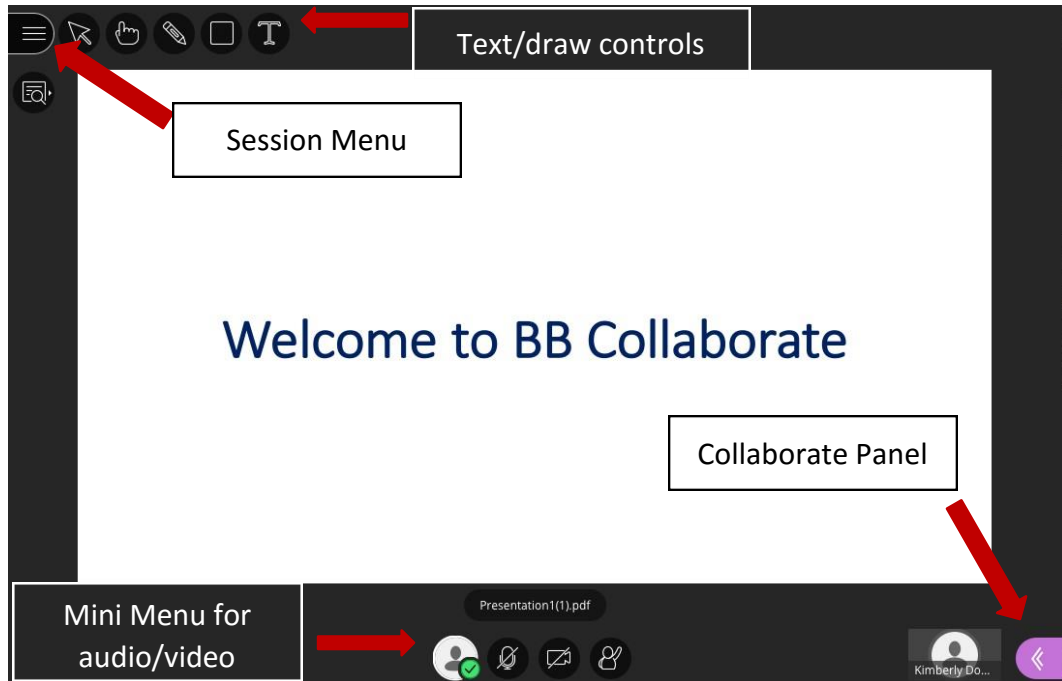


- BB Collaborate will open in a new tab within your browser











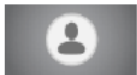



# BB Collaborate Interface

- BB Collaborate has two menus: Sessions Menu and the Collaborate Panel
- Mini menu at the bottom of the screen includes quick controls for audio, video and raising your hand.
- Tools located at the top of the screen are participant controls to draw/write on whiteboards and/or files

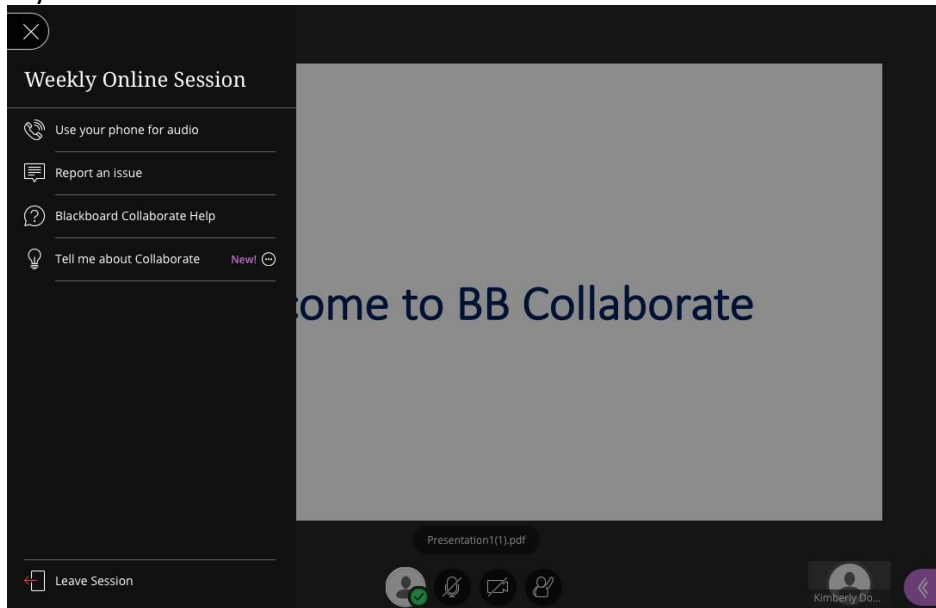








The following tools are available in the Media space:

Icon	Tool	Description
	Audio	<p>Turn your audio on. Lines through the microphone icon means that it is turned off. Select <i>Share Audio</i> to turn it on.</p> <p> <i>With your keyboard, press Alt + M to turn your microphone on and off.</i></p>
	Video	<p>Turn your video on. Lines through the camera icon means that it is turned off. Select <i>Share Video</i> to turn it on.</p> <p> <i>With your keyboard, press Alt + C to turn your camera on and off.</i></p>
	Hand raise	<p>Raise your hand to answer a question or get another moderator's attention. Select <i>Raise Hand</i>.</p> <p> <i>With your keyboard, press Alt + H.</i></p>
	Collaborate panel	Open the Collaborate panel.
	Session menu	Open the Session menu.
	Follow the speaker view	Switch to the follow-the-speaker view.
	Grid view	Switch to the grid view.
	Picture-in-picture	<p>Change the focus of your screen. If shared content is on your main screen, switch to watching the speaker. Select the picture-in-picture to bring that content to your main screen.</p>
	Status	<p>Show yourself as away. Point to the green checkmark by your avatar image and select <i>Set as Away</i>. Select <i>I'm back!</i> when you return.</p>

# Session Menu

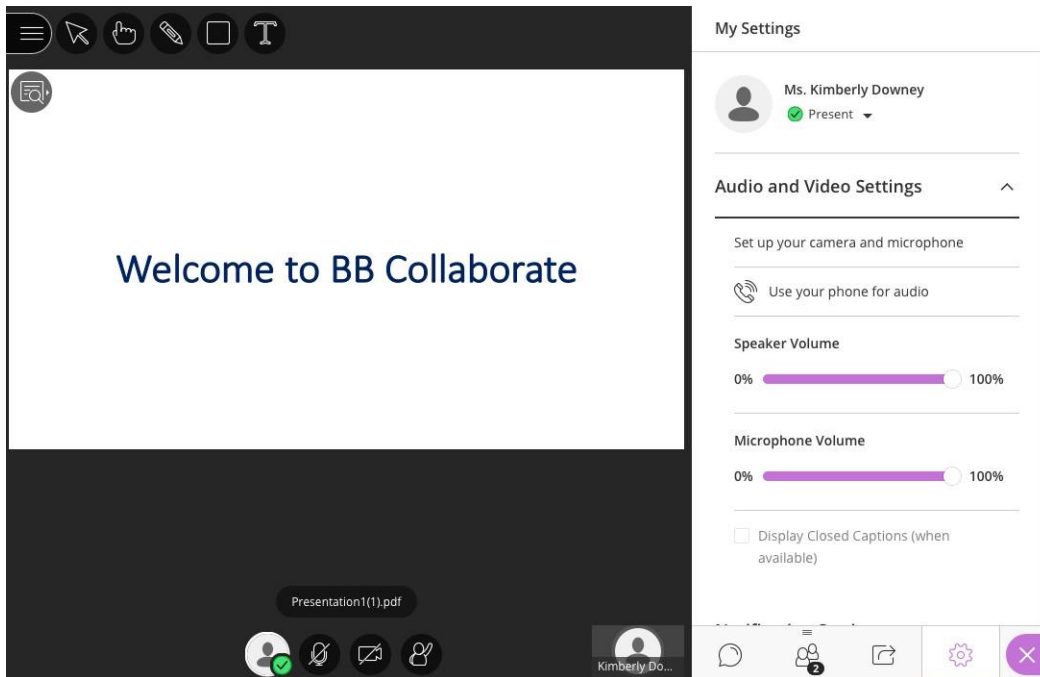
- The session menu includes links to
  - Use your phone for Audio
  - Navigate you through Collaborate through the “Tell me about Collaborate” link
  - Leave your session












Session menu tools		
Icon	Tool	Description
 Generate Dial-in Number	Use your phone	Use your phone for audio during a session.
 Report Issue	Report an issue	Report an issue with the session.
 Collaborate Help	Help	Go to Blackboard Collaborate help on <a href="http://help.blackboard.com">help.blackboard.com</a> .
 Learn More About New UI	Learn about new UI	Open the new user interface tour.
 Leave Session	Leave session	Exit the session and complete a quick survey to tell us about your experience.
	Close	Close the Session menu.

# Collaborate Panel


- The collaborate panel is where you will go to:
  - Control your settings
  - Share Content
  - View the Participants List
  - View the Chat

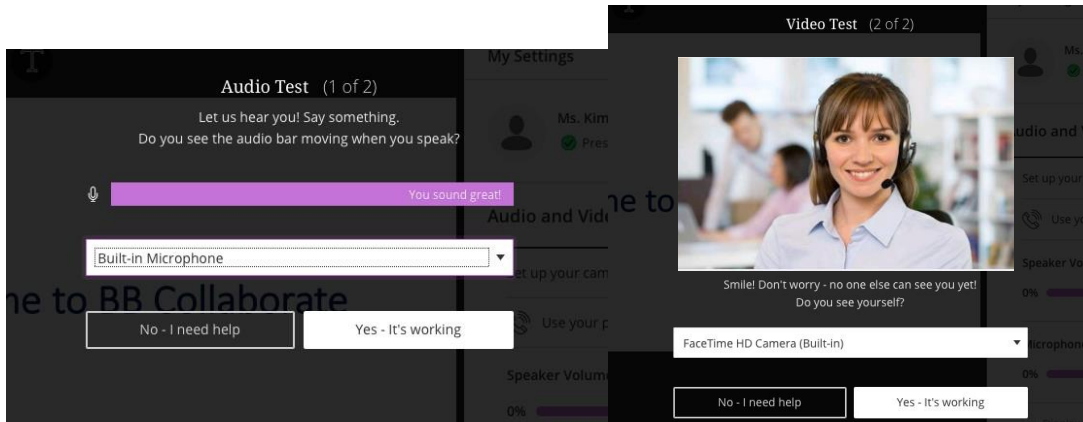


## Collaborate panel tools

Icon	Tool	Description
	Chat	Chat with participants. Open the <i>Collaborate panel</i> and select <i>Open Chat</i> .
	Participants panel	View the list of participants. Open the <i>Collaborate panel</i> and Select <i>Open Participants List</i> .
	Share Content	Moderators and presenters can share a blank whiteboard, an application, PDFs, PowerPoint® presentations, and images in GIF, JPEG and PNG formats.
	My Settings	Add a profile image, set up your audio and video, your notifications, and session settings. Open the <i>Collaborate panel</i> and select <i>My Settings</i> .
	Close	Close the <i>Collaborate panel</i> .
	Share Whiteboard	Share a blank whiteboard from the <i>Share Content</i> panel.
	Share application	Share your entire desktop or a single open application from the <i>Share Content</i> panel.
	Share files	Share PDFs, PowerPoint® presentations, and images in GIF, JPEG and PNG formats.
	Options	Open the participants options menu.

# Audio and Video Setup

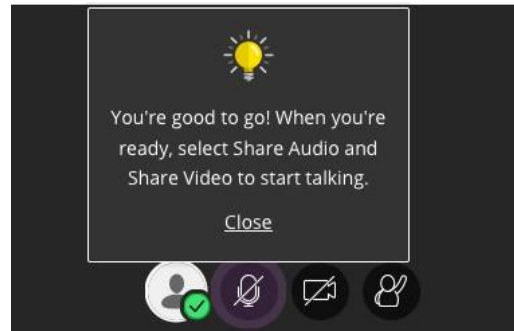
- **Set up your camera and microphone** is located under the My Settings menu in the Collaborate panel. My settings can be accessed by clicking this icon 
  - This will take you through 2 easy steps to set up your audio and video.



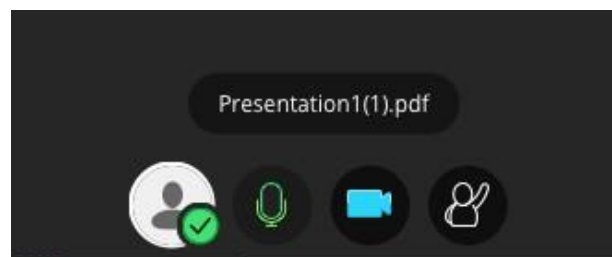
## Audio and network indicators

Icon	Tool	Description
	On-air	Collaborate tells you when others in the session can see your video. If you see an eye, your video is the focus of everyone else's screen. If you see an eye while content is shared, others see your video as their picture-in-picture.
	Audio status	See who is speaking and who has their microphone turned on. Microphones appear next to participants who have their audio turned on. A dark microphone is used to represent the current speaker. As with the follow-the speaker view, the dark microphone moves to the current speaker as the discussion unfolds.
	Network status	You can tell at-a-glance who is in your session and who might be having trouble connecting. Network indicators have been added to the Participants panel. These tell you when someone is in the process of joining your session, if users are connected, and how their connection is. Move your pointer over participants in the <i>Participant</i> panel to see the indicators. Move your pointer over the indicator to see network status information.

- When you complete the audio/video setup, you will get a notification that your microphone and camera are ready to go but still turned off



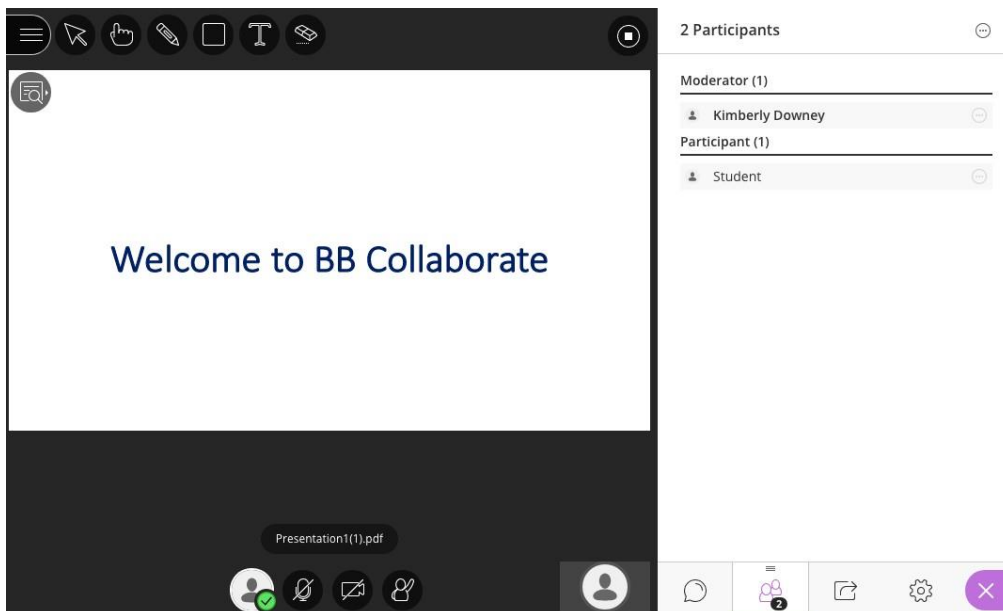
- When you are ready to turn your microphone and video on, use the mini menu controls.



## Participants List



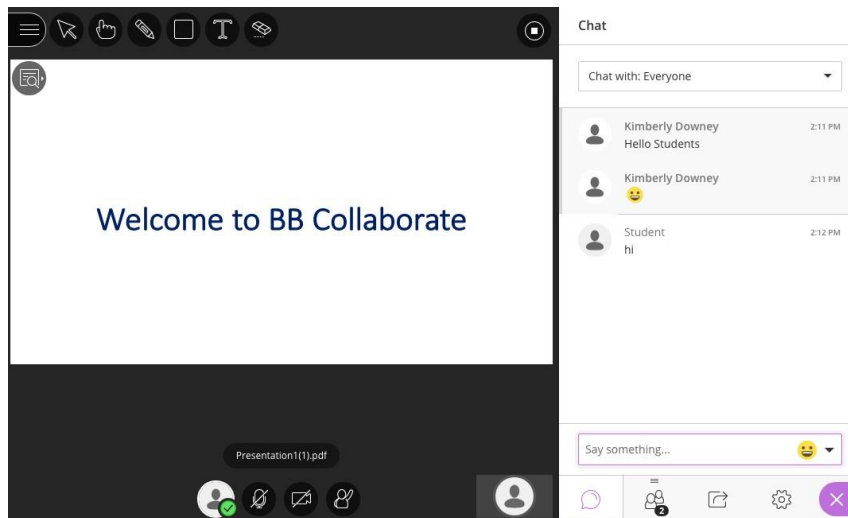
- The participant list is located in the Collaborate panel by clicking this icon
- The participant list is a tool for you to see who else is in your session



# Chat



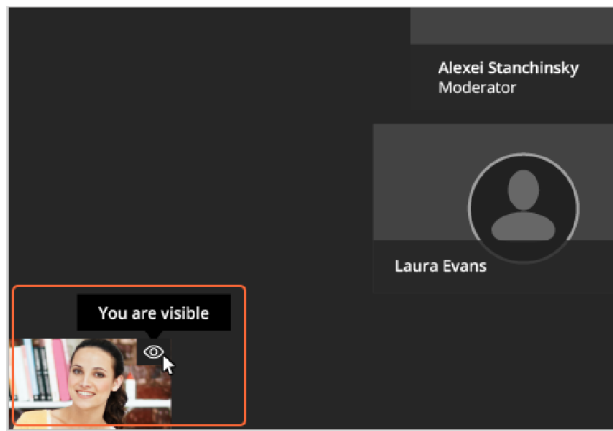
- The chat tool is located in the Collaborate Panel by clicking this icon
- The chat tool allows you to participate with your instructors and peers via text



## Know when you are “on air”

Collaborate tells you when others in the session can see your video. If you see your video with an eye, others see your video in the center of their screen.

If you see an eye while content is shared, others see your video as their pic-true-in-picture.



## Leaving BB Collaborate

- To leave the session, click Leave Session located in the Session menu or simply close your BB Collaborate Session tab in your browser window.