



Go Online
Create Online Sessions
using Blackboard
Collaborate Ultra

Add Maquette Item

Blackboard Collaborate Ultra

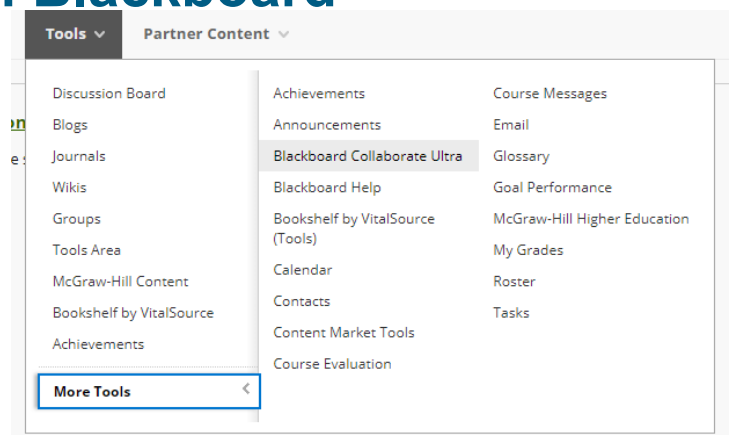
Blackboard Collaborate with the Ultra experience provides an online room for your course that stays open for the life of your course. By default, the room is given your course name.

Collaborate Ultra REQUIRES Faculty use the latest versions of Chrome Browser or Fire Fox to access ALL of the available features.

For additional information visit: <https://en-us.help.blackboard.com/Collaborate/Ultra/Moderator>

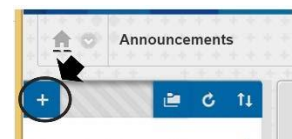
Access Collaborate Ultra in Blackboard

1. Click **Tools** in menu Panel inside your Content Area
2. Select More Tools
3. Select **Blackboard Collaborate Ultra**



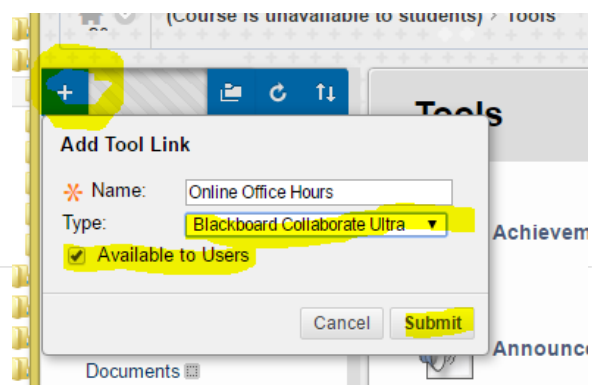
Add a link to Ultra in the left content panel

- 1) In the upper left corner click “Add menu item” Button
- 2) Select **Tool Link**



- 3) Enter the name you want displayed on the left content panel
- 4) In **Type** choose **Blackboard Collaborate ULTRA**
- 5) Tick **Available to Users**
- 6) Click **Submit**

Instructors are encouraged to use the Chrome web browser



Possible name choices that faculty have used

- Blackboard Collaborate Ultra
- Online Office Hours
- Online Classroom
- Virtual Collaboration Space

Collaborate Ultra Room Options

When you Select **Collaborate Ultra** you will create Online Class Room as following:

- 1- Insert the **Class Room Name**
- 2- Insert any Description(Optional)
- 3- Click Submit to create your Room

* Indicates a required field.

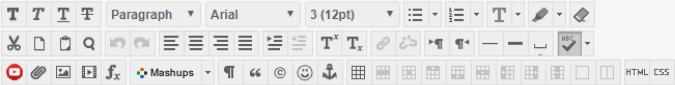
LINK INFORMATION

* Link Name

Color of Name Black


Link Tool: Blackboard Collaborate Ultra


Text



Path: p

After you Click Submit, you will see your **online Class Room** display on your **Content Area** as Following



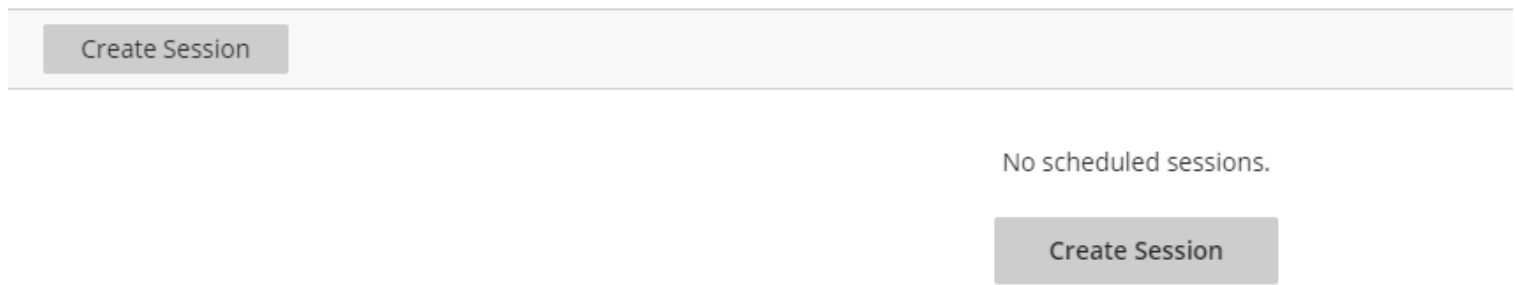
Course Subject (Lesson or title) 

insert Description about the subject of the session (optional)

Click on the Title of your online Class Room to create the Sessions

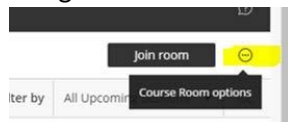
Create Online Session

From Inside the Online Class Room Click on **Create Session**



All Courses have a dedicated course room and the ability to schedule as many new sessions, IF you want to. Click the 3 dots in a circle to set your options

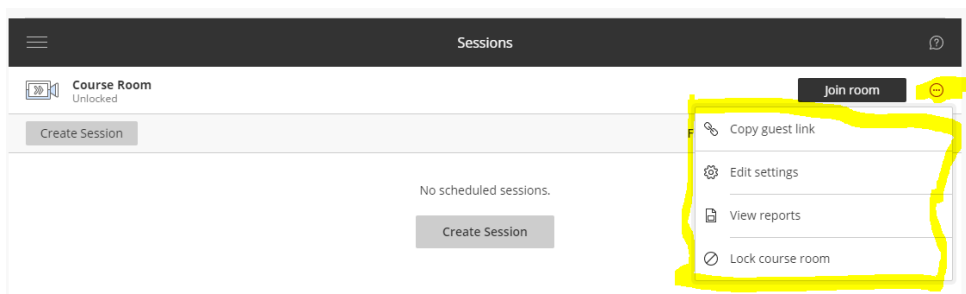
Get guest link



Edit Settings

View reports (**new feature**)

Disable course room



Student may use the room without you, if you give students **Moderator Privileges** under **Edit Settings**

Edit settings

×

Course Room

☒ Guest access

Guest role

Moderator

Guest link

https://us.bbcollab.cc

Session Settings

Default Participant Role

Participant

Recording

☒ Allow recording downloads

☐ Anonymize chat messages


Moderator permissions

☐ Show profile pictures for moderator only

View Reports:

After a session, you will be able to get the information on when, how many and who participated, how long and the average time in the session

Show recent reports

Date	Participants joined	Start time	End time	Session duration	Average time in session	
8/16/16	2	3:39:42 PM	3:53:11 PM	00:13:28	00:10:55	

Create specific sessions (optional)

You can create additional sessions from the Blackboard Collaborate Ultra tool.

1. Type a meaningful name for the session. This helps students find the right session.
2. Set the date and time the session starts and ends. You can choose to keep a session open or repeat. You can also select if students can enter the session before the start time.
3. Type a detailed description of the meeting. This helps students prepare for the session.
4. Optionally, open **Session Settings** and select Default Participant Role if students will be using the room without your presence give them Moderator rights so they can show their screen, upload images and record.
 - o Normally keep the default sections on for the following.
 - a) Download recordings
 - b) Share profile pictures
 - c) Use audio, video, chat, and editing tools
 - d) Use their phone for session audio (Telephony)
5. Select Save.

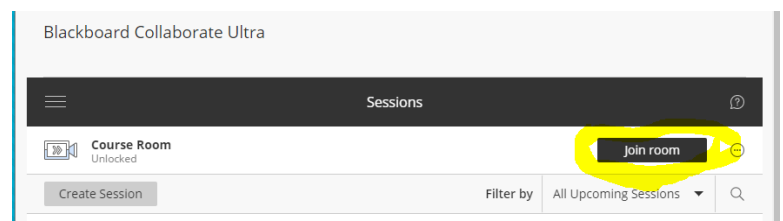
Enter a Collaborate Ultra Session

Click Tools

Select Blackboard Collaborate Ultra

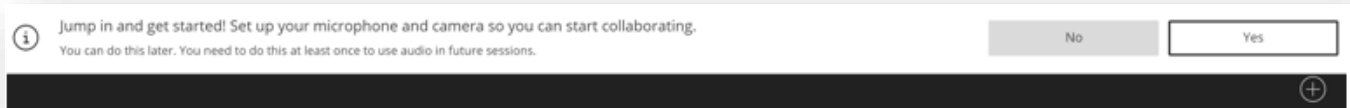
Select **Join Room** to enter the BB Collaborate Ultra Room

No launcher needed 😊



Cameras and Mic's

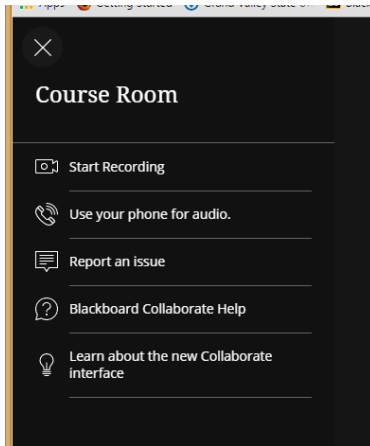
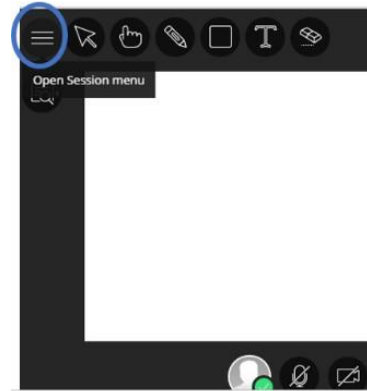
Next make sure your Camera and Mic are working. The 1st time you or your students log into Collaborate Ultra you will receive a message at the top of the screen. Please click **Yes** to make sure you have the resources you will need activated.



Taking a Tour of your Collaborate Ultra page

Open Session Menu

In the upper right corner, you will find the session menu



The Faculty Moderator view

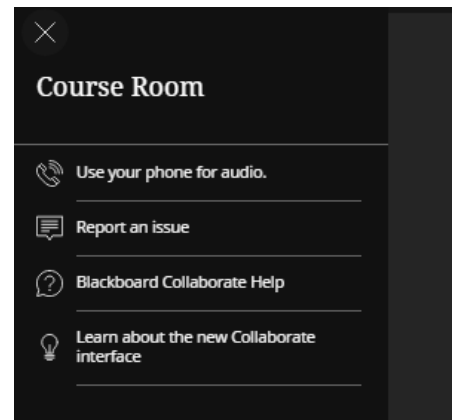
The phone for audio is excellent if someone has a very poor connection. Both students and Moderators may use this feature



Be sure to alert students to the fact that they are responsible for any long distance charges.

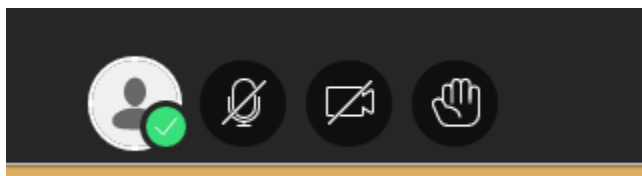
Note: Students do not have the ability to start a recording. If they are working in a session and need to record, they will need to be a Moderator.

The Student view



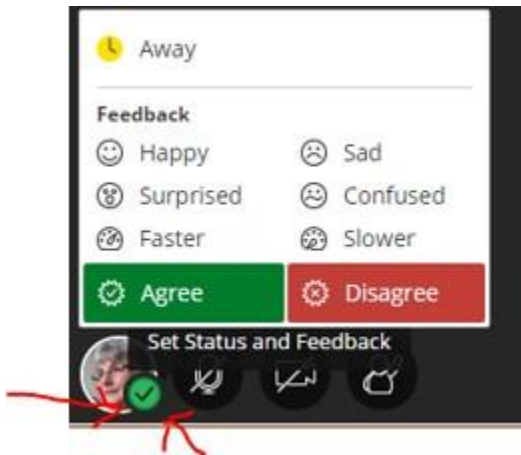
Click X to close the window



Tools available to both Moderators and Students





You may want to instruct student to click the **Green check** to indicate when Students need to set their status to Away. That way you will know they are temporarily not engaged in the session.



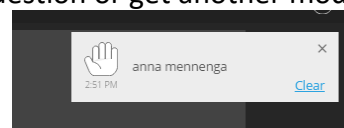
-   Audio and video:
- Turn your audio and video on. Lines through the microphone and camera icons mean that they are turned off. Click Share Audio and Share Video to turn them on. *With your keyboard, press **Alt + M** to turn your microphone on and off. Press **Alt + C** for your camera.*

If you need to sneeze Alt + M is awesome. 😊

- **Notification Settings** : This area allows you to choose how you want to handle your student interaction including
Someone joined or left the breakout group or session
 - ☐ Visual notification: Someone joined or left the breakout group or session Visual notification
 - ☐ Audio notification: Someone joined or left the breakout group or session Audio notification
 - Someone posts a chat message
 - Closed captioning available
 - Someone raises their hand



Hand raise: Raise your hand to answer a question or get another moderator's attention.



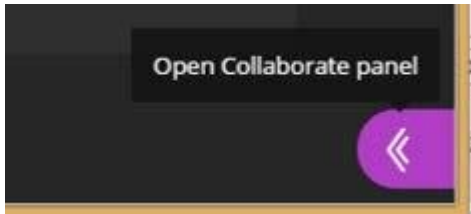
Click Raise Hand. *With your keyboard, press Alt + H.*

Note you can clear the screen when a student raises their hands.

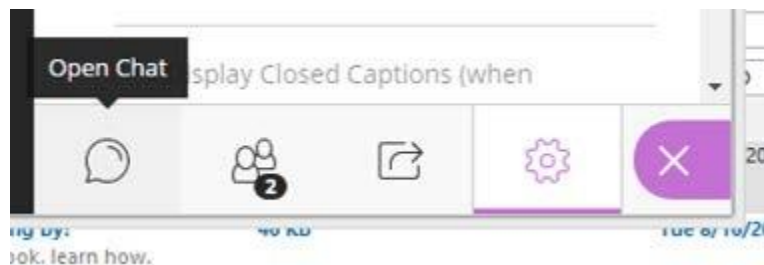
Instructors are encouraged to use the Chrome web browser

Collaborate panel

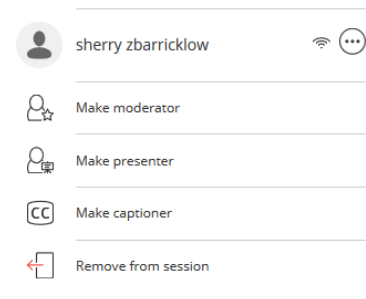
In the lower right corner, you will find the Collaborate panel



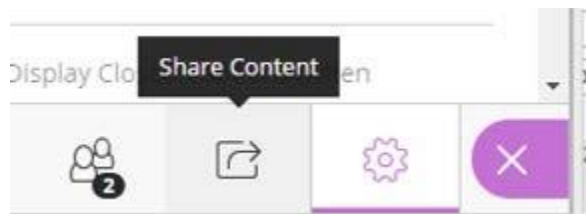
Chat



- **Chat:** Chat with participants. Click Open Chat.
Note: you can highlight and copy the Chat list into MS Word or another destination of your choice.
- **Participant's panel:** View the list of participants. Click Open Participants List. In this menu you are able to view the quality of participants signal and you can grant them Moderator access to share their screens or upload a PowerPoint or image.



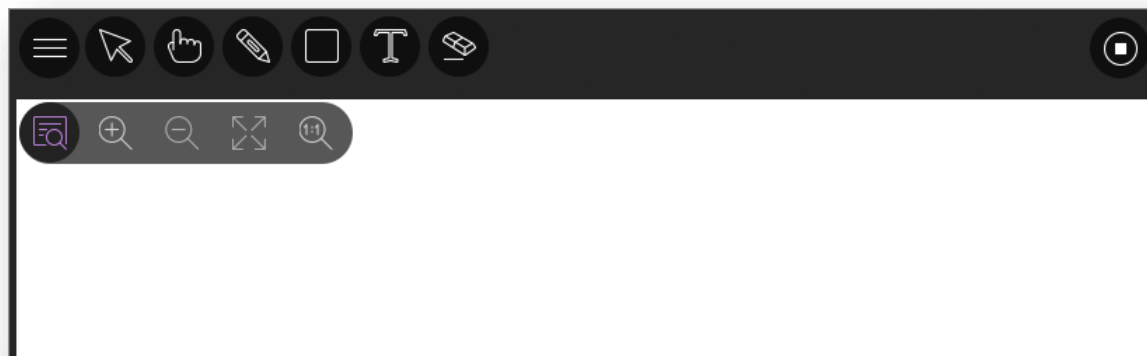
Share Content



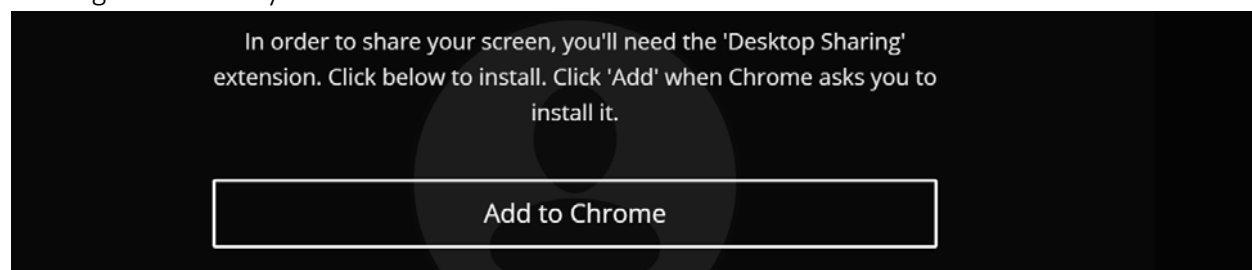
- **Zoom:** Resize shared content. Double-click on Faculty/student Photos, PowerPoint, and screen share to have that item appear in the main window.

Share whiteboard

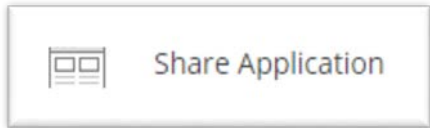
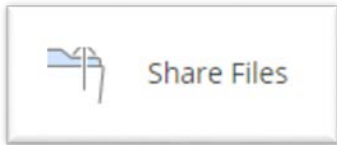
Collaborate with your students using the whiteboard. Open a blank whiteboard to draw or just jot down notes.



Sharing content for your students to see



Share Content

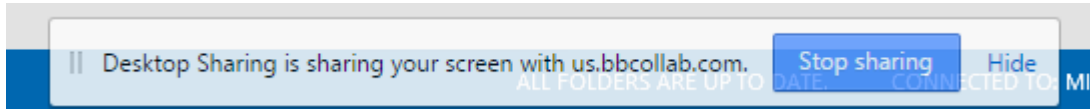
<u>Share Application</u>	<u>Share Files</u>
 Word Excel Software Applications of any type For web pages I recommend using a DIFFERENT browser window (not new Tab) But do NOT use Internet explorer yet.	 PowerPoint PDF And images such as jpg, png or gif

To share an Application:

You must open the application *before* Collaborate can find it. Do not minimize the application you want to share.

Click the desired Applications or the desktop

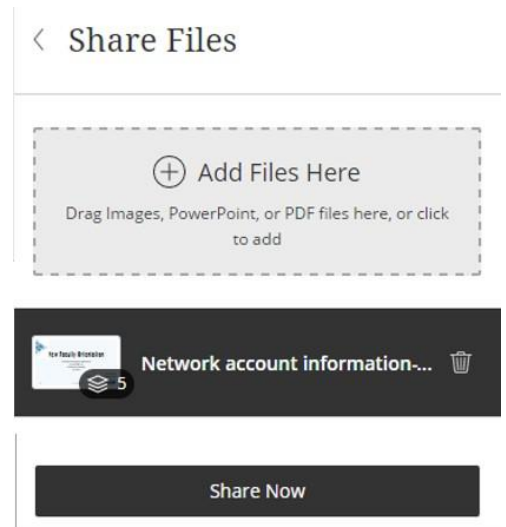
When you have finished sharing click Stop Sharing



How to add PowerPoint

Select Share Files when using PowerPoint presentations of 60MB or lower. This gives you and your participants the best experience.

Upload your PowerPoint and select Share Now. A slide navigator panel opens showing you all of your slides. Select a slide to start sharing it. Select the presentation name to open the slide navigator panel again at any time.

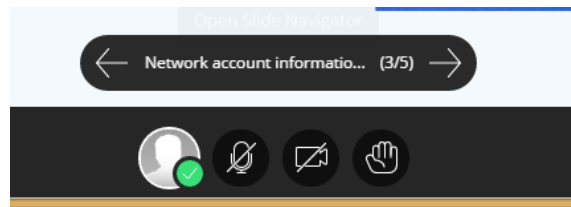


To make the slide deck available to the student's view, click the file name so it is **highlighted** then Select Share Now

Zoom: Resize shared content. Double-click on Faculty/student Photos, PowerPoint, and screen share to have that item appear in the main window.

Content Tools

To advance your slides click the arrows by the PowerPoint name



Recording

You can have multiple recordings during one session. If you decide to continue recording a session after you have stopped, a new recording is saved and added to the list of recordings for that session.


Open the Session menu and select Start Recording. The recording camera appears on with a red dot while recording is in progress.

To finish recording, open the Session menu and select Stop Recording.

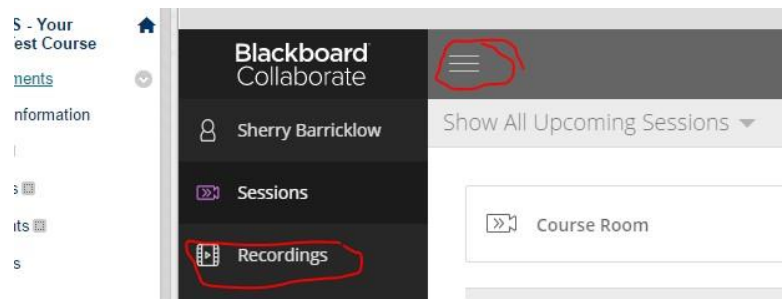


Finding the recordings?

Recordings are saved on the same page you joined your session from.

In your Blackboard site click the 3 lines  at the top of the Collaborate enter screen.

Select Records



You will then see the records available

Show Recent Recordings ▾					?
Session Name	Recording Name	Duration	Date	Recording (MP4)	
Course Room	Course Room - recording_1	00:00:42	8/18/16, 3:57 PM	View Recording	

Polling

Polls are great to engage your participants and keep them interested. They have so many uses.

You can use a poll that gives participants yes or no as their response choices. You can also select to give participants two, three, four, or five responses to choose from.

1. Open the Collaborate panel.
2. Select Share content.
3. Select Polling.
4. Select the type of poll you want to use.

If you choose one of the numbered choice polls, participants see numbers as their choices. Tell your participants what each number represents

5. Select Start.

Share Content

Share Blank Whiteboard

Share Application

Share Files

Secondary Content

Polling

Interact

Breakout Groups

Polling

Yes/No Choices

2 Choices

3 Choices

4 Choices

5 Choices

Start

Yes/No Choices

No Response	2
Yes	1
No	2

Hide Responses

Clear

If you want to see how each participant's response, or even who hasn't responded, go to the Participants panel.

Select Stop to stop the poll.

Yes/No Choices

No Response	2
Yes	1
No	2


Show Responses

https://en-us.help.blackboard.com/Collaborate/Ultra/Moderator/040_Collaboration/Polling





Session attendance report

The Session attendance report tells you an overview of when participants joined and left your sessions. It also gives you an idea of how long participants were present in the session on average.

If you have used a session more than once, there is a report for each time it was used.

Reports: Biology 101 Show Recent Reports ▾						
Date	Participants joined	Start time	End time	Session duration	Average time in session	
6/1/16	3	2:50:06 PM	2:53:06 PM	00:02:59	00:00:41	

Select View report to see the full report. See when each participant joined and left the session. With this knowledge, you can check in with individual participants to see if they were having any technical issues or need a quick review of what was presented and discussed.

< Biology 101 Report					
<div>Report Time Frame</div> <div> Wednesday, June 1, 2016 2:50 PM — 2:53 PM</div> <div>Tools</div> <div> Export Report Printable</div> <div>Support</div> <div>Session ID</div> <div>id:BAA003A0FA7DB719CA6' </div>					
Name	Join time	Exit time	Time in session		
Ashby Cooper	2:50 PM	2:50 PM	00:00:43		
Beth Carlson	2:50 PM	2:51 PM	00:00:55		
Chris Casper	2:50 PM	2:50 PM	00:00:26		

Breakout groups

To facilitate small group collaboration, you can create breakout groups that are separate from the main room and assign participants to them.

Breakout groups requires you use version 52 of the Chrome™ browser.

Breakout groups have their own private audio, video, whiteboard, application sharing, and chat. Any collaboration that takes place in a group is independent of the Main room (and other groups).

Start breakout groups

You can choose to have Collaborate create and randomly assign breakout groups for you. Or you can create the groups yourself.

1. Open the Share Content panel from the Collaborate panel.
2. Select Breakout Groups.
3. Assign groups. Select Randomly assign or Custom assignment.
 - **Randomly assign:** Collaborate creates groups and randomly assigns participants for you.

Randomly assign is only available when there are four or more people are in the room.

- If you want to be in a group, select Include moderators in group assignment.
 - You can change how many participants are in each group. Select the number of groups from the Number of Groups menu.
 - If you don't like how the participants are grouped, select Reassign participants.
 - **Custom assignment:** Create your own groups.
 - Assign participants to a group. You can select the participant's options menu and select the group. Or you can select Add under the group name and select participants to add them. You can also select the participant and drag them to the right group.
 - Select Create a new group to add more groups.
4. Optionally, select Allow participants to switch groups, if you want participants to be able to move to another group on their own.
 5. Select Start.
 - 6.

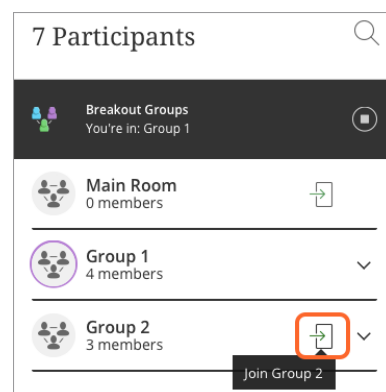
Monitor groups

After breakout groups are started you can move between groups to

Instructors are encouraged to use the Chrome web browser

monitor them. If you assigned yourself to a group, you see and hear what others in the group are doing. This includes any shared content, audio, video, and chat.

If you want to see how the other groups are doing, you need to join those groups. From the Participants panel, select join group.

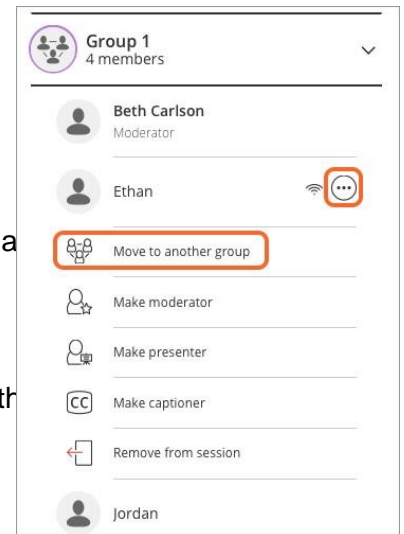


Group chats are private to the group. The Everyone chat room is open to everyone, no matter what group you are in. As a moderator you also have a moderator only chat room.

Move participants to another group

Moderators can move themselves between groups by selecting Join Group in the participant's panel. You can also move other participants.

1. Open the participant's options menu from the Participants panel.
2. Select Move to another group. This opens the Breakout groups panel.
3. Move the participant to another group. There are three ways you can do this.
 - Select the participant's options menu and select the group.
 - Select Add under the group name and select participants to add to the group.
 - Select the participant and drag them to the right group.
4. Select Update.



Can I remove someone from a session?

Yes. You can choose to move them back to the main room or to another group.

Or you can choose to remove them completely from a session. Open the participant's options menu from the Participants panel. Select Remove from session.

End breakout groups

When you want to stop breakout groups and bring everybody back to the main room, select End breakout groups. You can find this at the top of the Participants panel or beside Breakout groups in the Share Content panel.

After you select End breakout groups, all participants are moved back to the main room.

After the groups have ended, nothing shared in a group is available in the main room. Give your participants a few minutes warning that you are ending the breakout groups. Give them time to take a screen capture, or record in some other way, what

they were working on before ending the groups.

