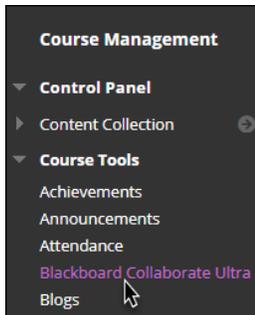


Faculty Guide: Blackboard Collaborate

Blackboard Collaborate is a simple real time video conferencing tool. You can add files, share applications or your screen, and use a virtual whiteboard to interact.

Accessing Blackboard Collaborate Ultra in Blackboard

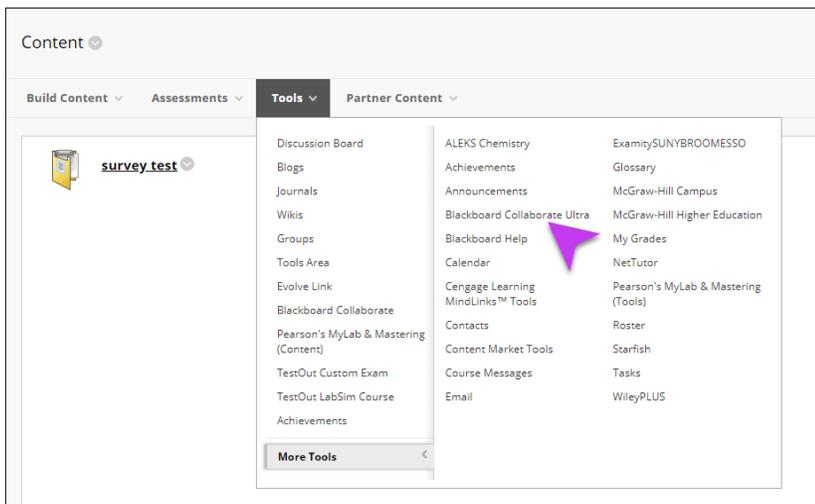
In your Blackboard course, go to select Course Tools and click Blackboard collaborate ultra.



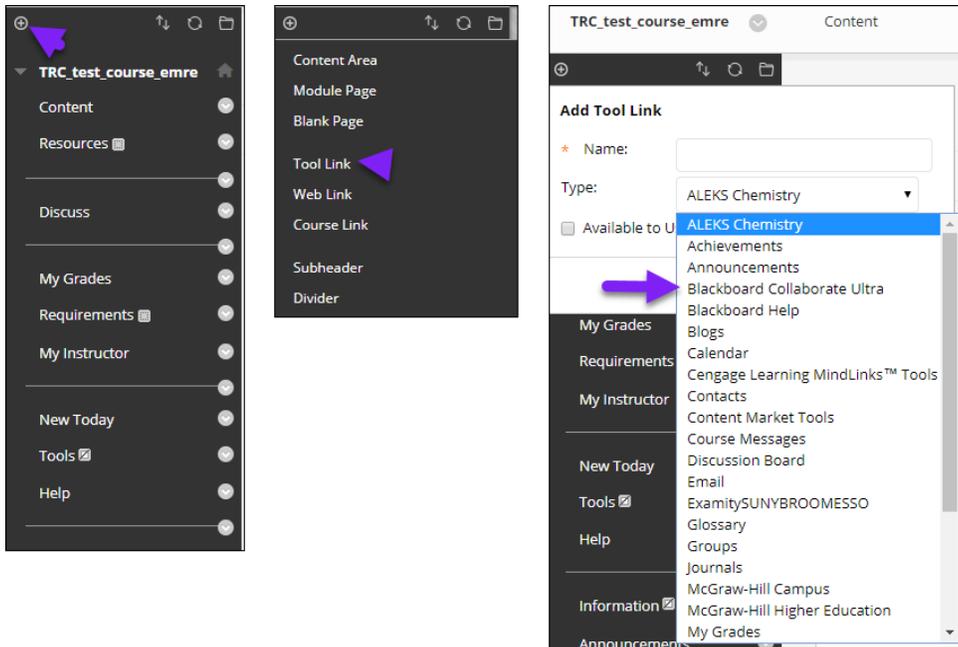
Creating links to Blackboard Collaborate Ultra

For your students to participate in a collaborate session you must create a link to the Bb Collaborate Ultra tool.

You can create the link in the content area: Tools > More Tools > Blackboard Collaborate Ultra (not the Blackboard Collaborate)



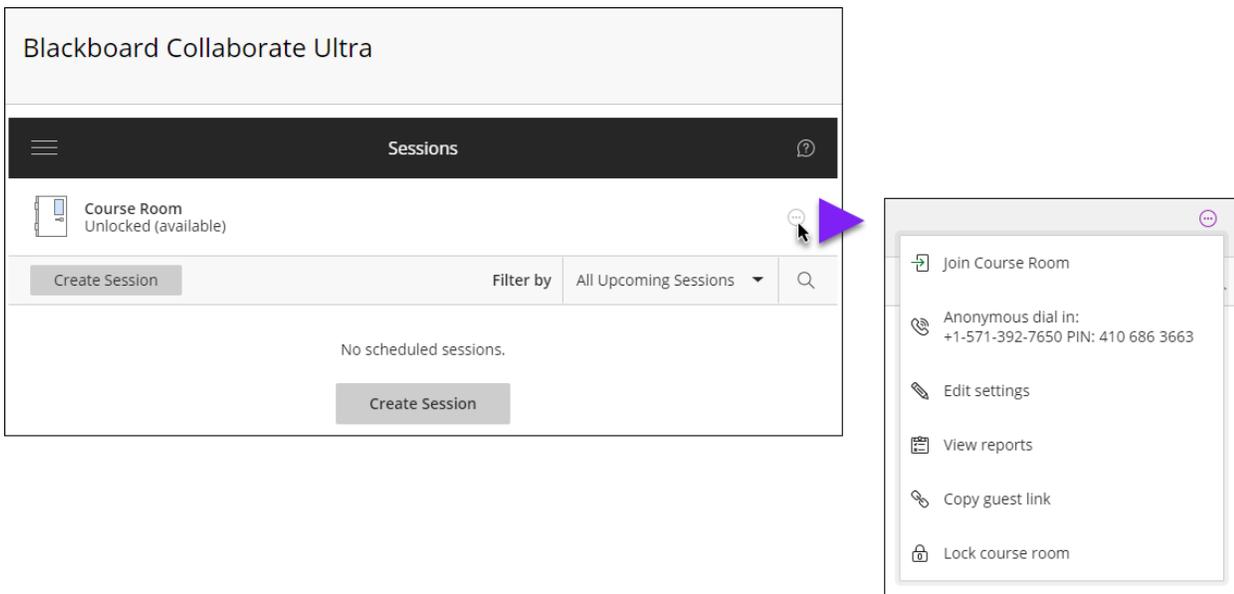
Or in the course menu: hover over the “add menu items” > select tool link > Blackboard Collaborate Ultra

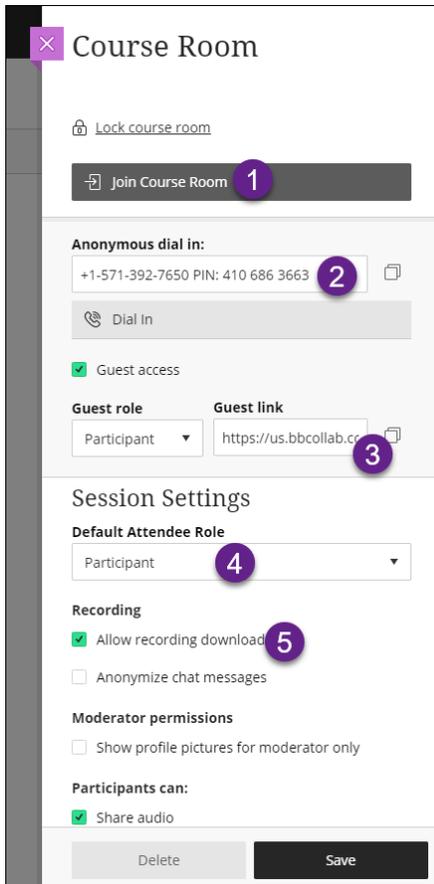


Blackboard Collaborate Ultra Course room / Sessions

Once you click Blackboard Collaborate Ultra link, it will open in a new tab, and you will see that you have a default Course Room available to you. If you want to create additional rooms, you can select Create Sessions and create a room for Office Hours, Guest Speakers, Group Collaborations, etc.

On the right-hand side, course room options will let you join course room, dial in number, edit settings, view reports (sessions and participants), copy guest link and lock course room.





You can click the Session title or “Edit Settings” in the options menu to change the audio video, session and notification settings.

- 1- “Join Course Room” (or “Join Session”).
- 2- Anonymous dial in number for the participants having audio issues
- 3- Allow guest access and copy the link to share with participants outside Blackboard.
- 4- Default attendee role is set to participant (if you’d like your students to share their screens or apps select presenter)
- 5- Moderators can record the sessions and allow participants to download the recording. You must select this option prior to opening your session and recording

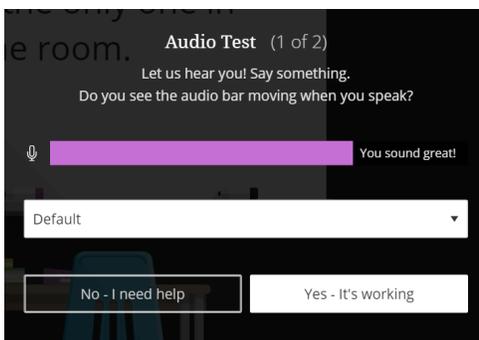
Scroll down to make changes to the session settings such as, allow participants to share audio, video, post chat messages, draw on the whiteboard; allow attendees to join the session using a telephone; set private chat options.

Join the Collaborate Session

Click “Join Course Room” (or “Join Session”) to start a collaborate session.

You must complete audio and video set up at least once before you can use them.

Some browsers need access to your microphone to play audio, even if you don't plan to speak. Give the browser permission to access the microphone.



After you are set up, select the microphone and video camera icons any time during a meeting to turn them on or off. With your keyboard, press Alt + M to turn your microphone on and off. Press Alt + C to turn your camera on and off.



You will find the session menu on the left.

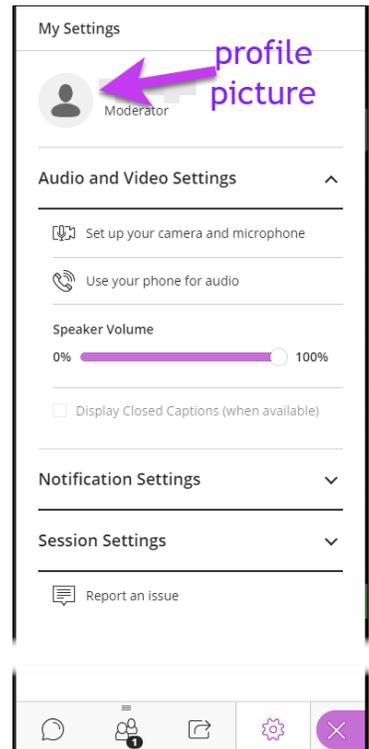


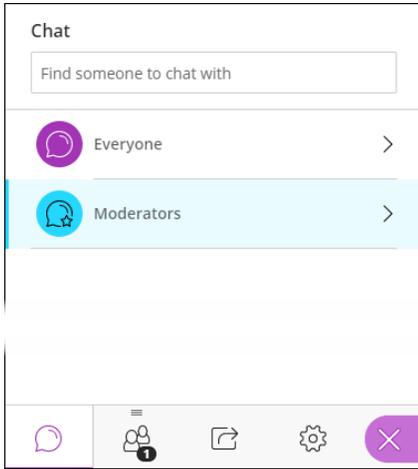
← Here you can find the phone number to call in the virtual conference, report an issue, help and leave session buttons. If you are a moderator, you will have the ability to record the session.

Collaborate panel is on the lower right corner →

My Settings panel will allow you to upload a profile picture, complete your audio and video setup, change your session and

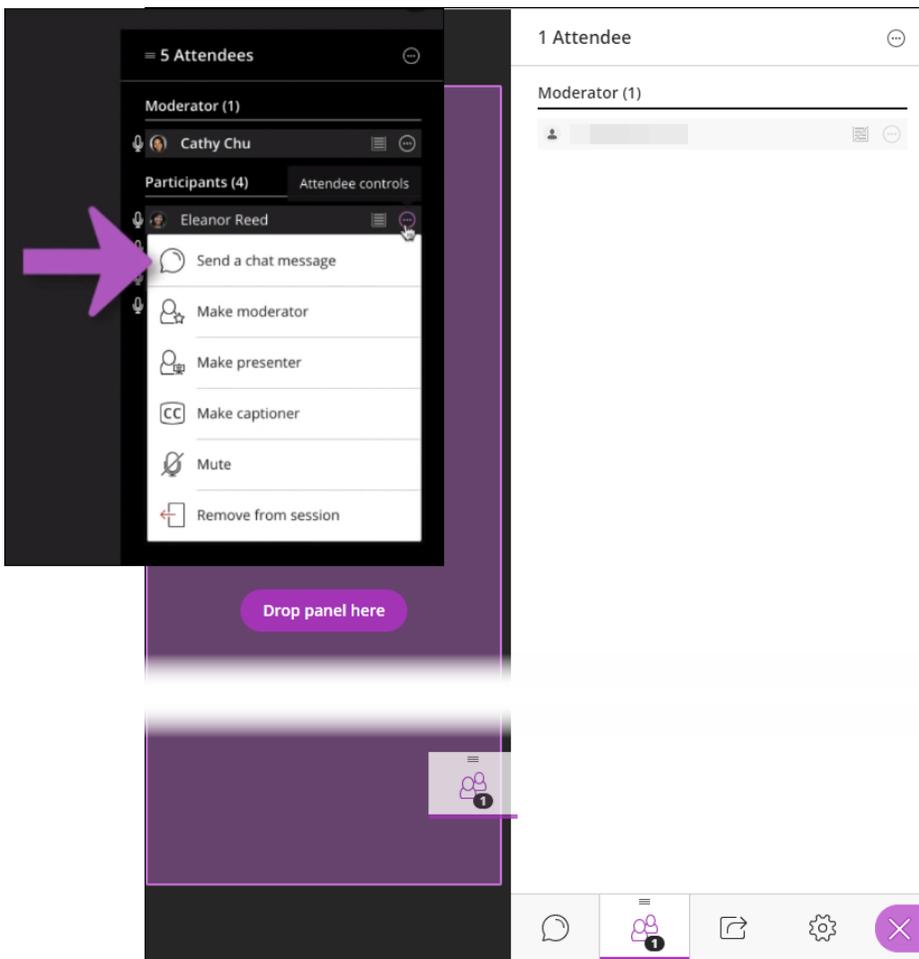
notification settings.



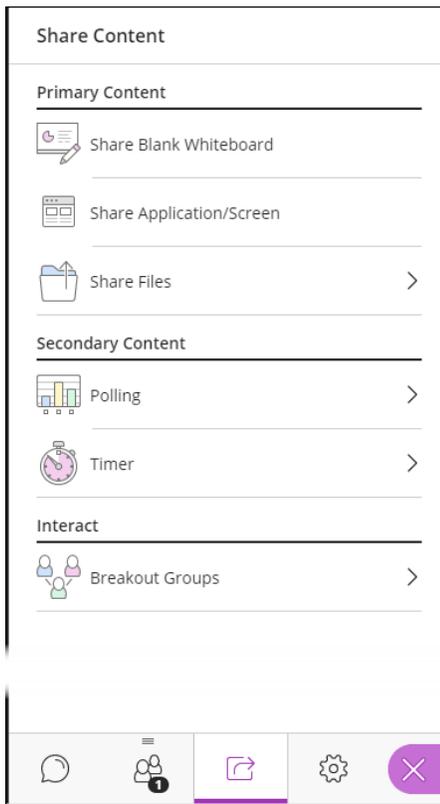


On the chat panel, you can chat with everyone in the session or you can send private messages. Moderators also have a private channel.

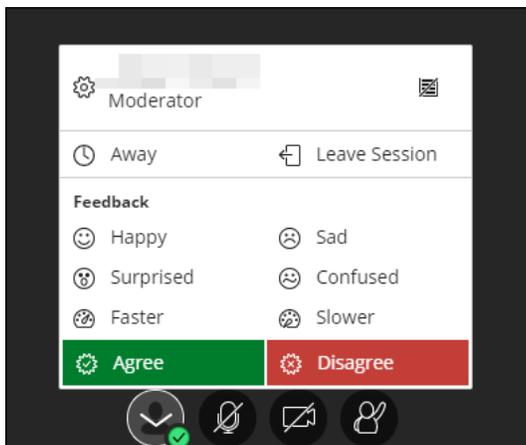
Attendees panel will show you who has joined the session. You can drag and detach the attendees panel to keep it visible at all times. Moderators can change the role of the attendees, mute or remove them from the session.



On the share content panel moderators and presenters can share a whiteboard, application or screen and share files.



Finally, at the bottom of the screen you can set your status, share feedback, toggle your audio and video, and raise your hand.



For further information Blackboard help: https://help.blackboard.com/Collaborate/Ultra/Moderator/Get_Started