Blackboard Collaborate Ultra for Students

These instructions were written 10/1/2016. The Collaborate Ultra program has not been rolled out to the campus community as of yet.

For now, Ultra REQUIRES you use the Chrome Browser.

Sessions are hosted in your browser. We recommend you use Chrome for the best Experience. Chrome can be downloaded for free by visiting https://www.google.com/chrome/. BB Collaborate Ultra is based on modern web technologies including HTML 5 and WebRTC.

To access Collaborate Ultra go to your course and look in the left panel for the link to the online classroom, click the link and click Join Classroom. If the link is not on the left go to Tools, Blackboard collaborate, and Join Room.

If you see the below message to set up your microphone

If you see the below message to set up your microphone and camera it is recommended that you do so.

When content is shared, it appears in the center of your screen. The profile picture or video of the person speaking moves off to the side.

If no content is being shared, you see moderator and participant profiles. You can switch between a grid view and a view that follows the speaker. With the follow-the-speaker view, the focus is on the person speaking at the moment. The focus moves to new speakers as the discussion unfolds.
Know the tools. Use the tools.

With the Ultra experience of Collaborate you can participate as much or as little as you want to. You can chat with everybody in the session. Raise your hand to ask a question. You can also decide what notifications you want to see.

Some tools are always available.

- Participant's panel: View the list of participants. Click Open Participants List.
- My Settings: Add a profile image, set up your audio and video, set your notifications, and get help. Point to your avatar to open My Settings.
- Hand raise: Raise your hand to answer a question or get the moderator’s attention. Click Raise Hand.

With your keyboard, press Alt + H.

- Status: Show yourself as away. Point to your avatar to open My Settings. Select Set as Away from the Present drop-down list.
- Zoom: Resize shared content. Double-click on the content to make it bigger.
- Picture-in-picture: Change the focus of your screen. If shared content is on your main screen, switch to watching the speaker. Click the picture-in-picture to bring that content to your main screen.
- Grid view and Speaker view: Switch between viewing multiple participants in your center screen and viewing the active speaker only.

Some tools can be turned on or off by the moderator.

- Chat: Chat with participants. Click Open Chat. It's up to the moderator if chat is available.
• Audio and video: Turn your audio and video on. A line through the microphone or camera icon means that they are off. Click Share Audio and Share Video to turn them on. It's up to the moderator if audio and video are available.

With your keyboard, press Alt + M to turn your microphone on and off. Press Alt + C for your camera.

• Annotation: Type, draw, and edit shared content. It's up to the moderator if the content annotation tools are available.

Make it personal.

Your Avatar > My Settings

Give a face to your voice and add a profile picture in My Settings. Point to the avatar image to change the picture.

Upload any image or use your device camera to take a photo. You can choose to use this profile picture for every session.

Adjust the image area and click I Like it! to save the profile picture.

Help information https://en-us.help.blackboard.com/Collaborate/Ultra/Participant/010_Ultra