Blackboard Collaborate Ultra beta

Updated May 13 2016

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

To use Ultra with your spring or summer 2016 classes you must contact BBadmin@gvsu.edu and request to have Ultra made available in the course. (Make sure to include the name of the course)

Note: It is not possible to roll back to the old version of Collaborate once it has been switched.

*For now, Ultra REQUIRES you use the Chrome Browser.

Access Collaborate Ultra in Blackboard

1. Click **Tools** in left panel
2. Select **Blackboard Collaborate**

How to add a link to Ultra in the left content panel

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

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

Name choices that some faculty have used
- Blackboard Collaborate Ultra
- Online Office Hours
- Online Classroom
- Virtual Collaboration Space
Granting access for participants to have access to talk and text when they join the Virtual Room.

1. Choose **Edit Room** to give the students the ability to turn on their video to talk and text.

2. Turn on **Full Participant Permissions**

   If Full Participant Permissions is set to off the students cannot:
   a) Post Chats
   b) Share video
   c) Audio.
   i.e. They cannot communicate in any way until you go into Session Settings and give them permissions.

Note: some faculty like to uncheck Draw on whiteboard during a session.
Getting started with your Collaborate Ultra Session

Click **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.

Taking a Tour of your Collaborate Ultra page

Options

- **My Settings**: Click the image to open My Settings.

- Click on the avatar to the right of your name to add your profile image,
In your instructions to your students you may want to encourage students to set their status. If they need a break, students may 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.

Notification Settings: This area allows you to choose how you want to handle your student interaction including
- Visual notification: Someone joined or left the breakout group or session
- Audio notification: Someone joined or left the breakout group or session

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.

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.
• More Tools
  • Session Settings: Decide what others can do in your session. Click More Tools and select Session Settings.

• Record sessions: Click More Tools and select Start Recording. Recordings do not start to process until EVERYONE has left the session. The Recordings will appear in your Blackboard course under Recordings.

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

In order to share your screen, you'll need the 'Desktop Sharing' extension. Click below to install. Click 'Add' when Chrome asks you to install it.

Add to Chrome

Collaborate Ultra has two ways to view programs with your students.

Share Content
- Share Blank Whiteboard
- Share Application
- Share File

Share Application
- Word
- Excel
- Software Applications of any type
- If you want to show anything in a web browser open a DIFFERENT browser window (not new Tab)

Share Files
- PowerPoint
- ONLY PowerPoint
- 😊 And images such as jpg, png or gif

To share an Application:

You must open the application before Collaborate can find it.

Click the circle with the Plus in the upper right corner

Click the Application you want to share
When you have finished sharing click Stop Sharing

How to add PowerPoint or share your screen
Share Content: You can share a blank whiteboard, an application, PowerPoint® presentations, and images. Click Share Content.

*Note: if you want to share a web page, open a different browser. Do not use the same browser you are using for Collaborate.

Content Tools
To advance your slides click the arrows by the PowerPoint name

To view the slide deck click the file name and select

- When you share a blank whiteboard or files you are given tools you can use to edit during the live session. You can also decide if you want to give your participants the same tools in Session Settings.
- **Annotation**: Edit shared content in real time.
- **Select**: Use the arrow to select an object on the whiteboard. After you select it you can resize, move, and delete it.
- **Pointer**: Use the hand to point to different areas of the visible slide. Participants see wherever you are pointing on the slide.
- **Pencil**: Use the pencil to draw free hand on the slide.
• Square: Use the square to draw a rectangle, ellipse, or a straight line. Your choice.
• Text: Type text on the slide with the "T".
• Erase: Use the eraser to undo everything you or another moderator has added to the slide with one click.

With your keyboard, press Alt + Page Down to move back a slide. On a Mac, press Alt + Fn + Down Arrow.

With your keyboard, press Alt + Page Up to move to the next slide. On a Mac, press Alt + Fn + Up Arrow.