Blackboard Collaborate Ultra

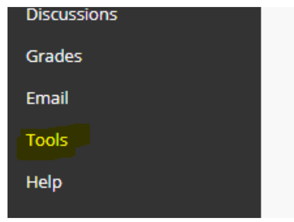
Blackboard Collaborate with the Ultra experience provides an online room for your course that stays open for the life of your course. By default, the room is given your course name.

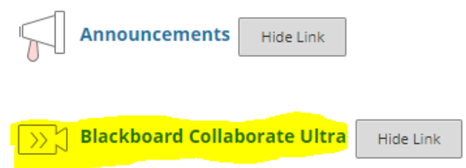
Collaborate Ultra REQUIRES Faculty use the latest versions of Chrome Browser or Firefox to access ALL of the available features.
For Chrome: Collaborate Ultra needs to have the "Block third-party cookies" setting turned off.

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

Access Collaborate Ultra in Blackboard

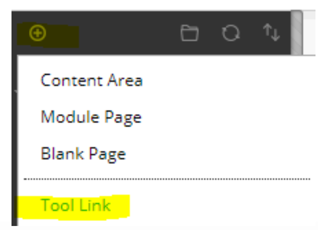
1. Click **Tools** in left panel
2. Select **Blackboard Collaborate Ultra**



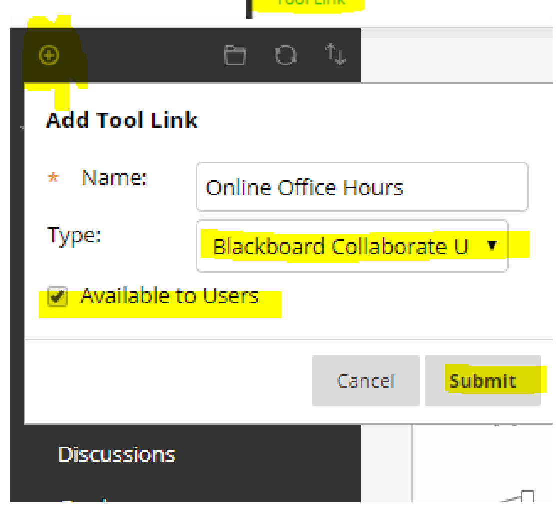


Add a link to Ultra in the left content panel

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**



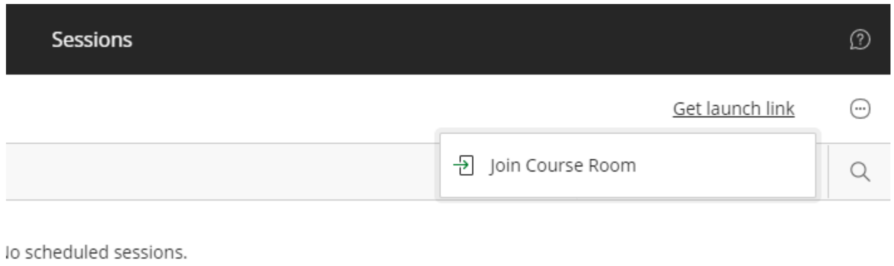
Possible name choices that faculty have used

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

Enter a Collaborate Ultra Session

Click Tools

Select Blackboard Collaborate Ultra
Select **Get launch link**
Select **Join Course Room** to enter the BB Collaborate Ultra Room

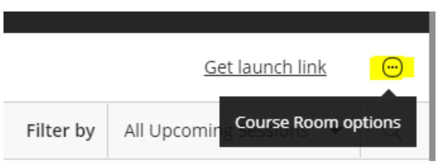


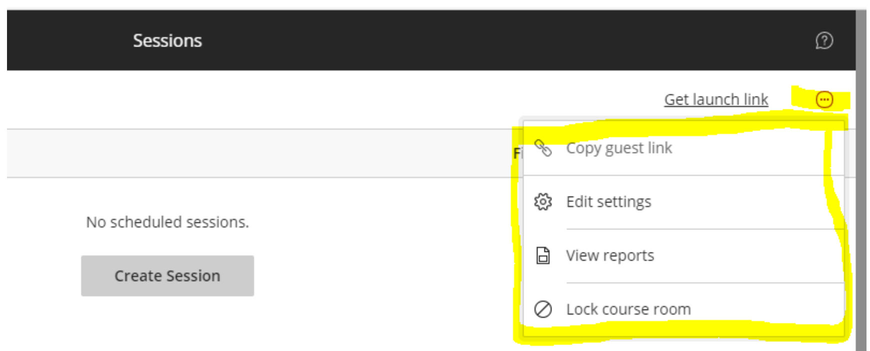
Collaborate Ultra Room Options

When you Select **Collaborate Ultra** you will see the following screen
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

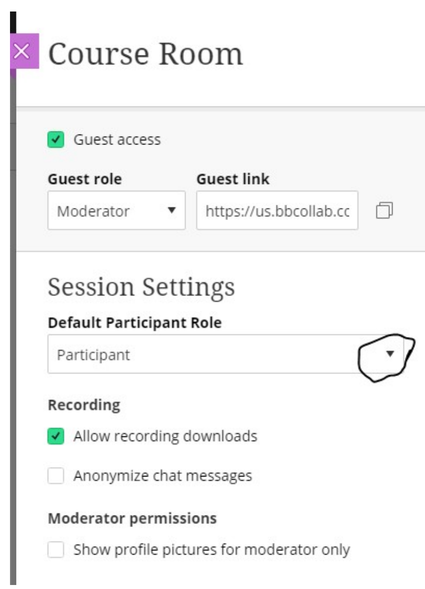
Get guest link
Edit Settings
View reports (**new feature)**
Disable course room

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





Edit settings



Create specific sessions (optional)

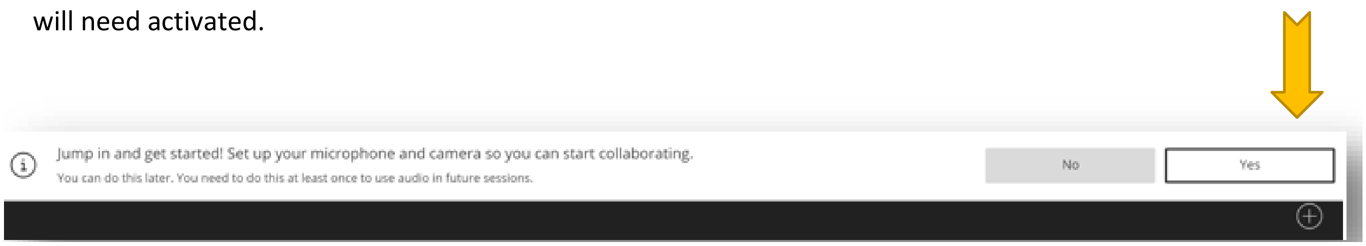
You can create additional sessions from the Blackboard Collaborate Ultra tool.

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.
   - 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.

Cameras and Mic's

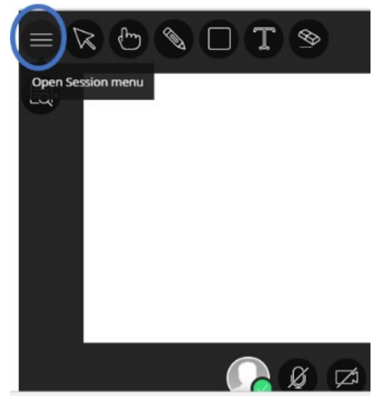
Next make sure your Camera and Mic are working. The 1st time you or your students log into Collaborate Ultra you will receive a message at the top of the screen. Please click **Yes** to make sure you have the resources you will need activated.

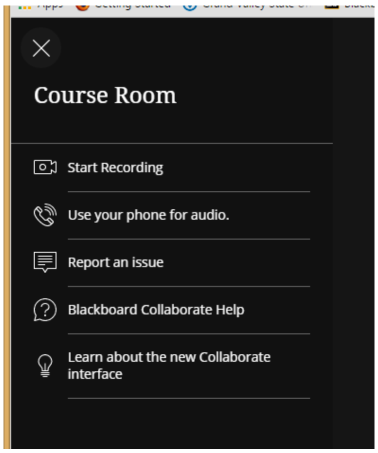


Taking a Tour of your Collaborate Ultra page

Open Session Menu

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



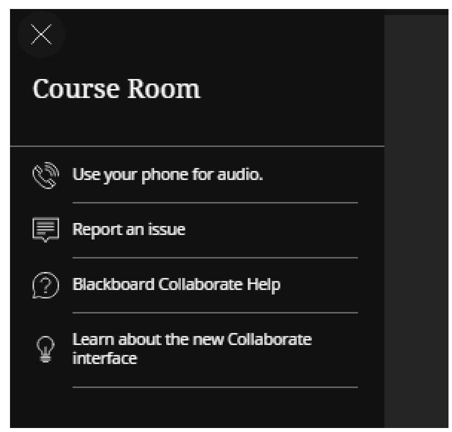


The Faculty Moderator view

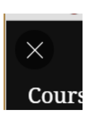
The phone for audio is excellent if someone has a very poor connection. Both students and Moderators may use this feature

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

The Student view

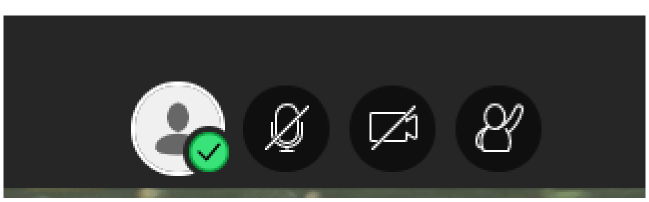


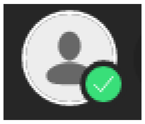
Note: Students do not have the ability to start a recording. If they are working in a session and need to record, they will need to be a Moderator.

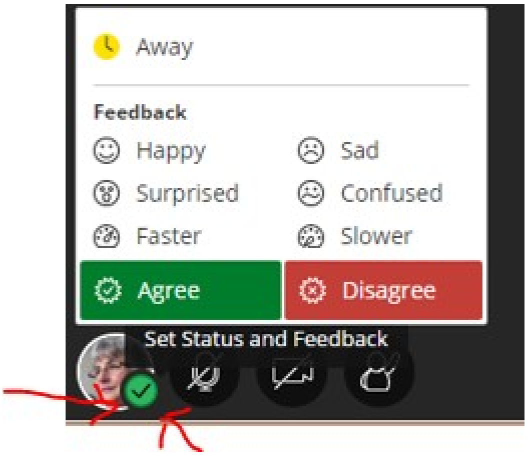


Click X to close the window

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. ☺

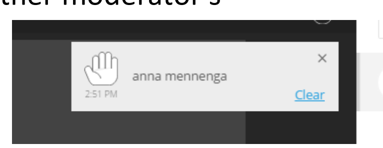
☐ **Notification Settings** : This area allows you to choose how you want to handle your student interaction including
Someone joined or left the breakout group or session

☐ 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

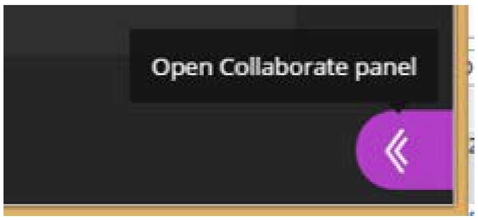
- Someone posts a chat message
- Closed captioning available
- Someone raises their hand

 **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

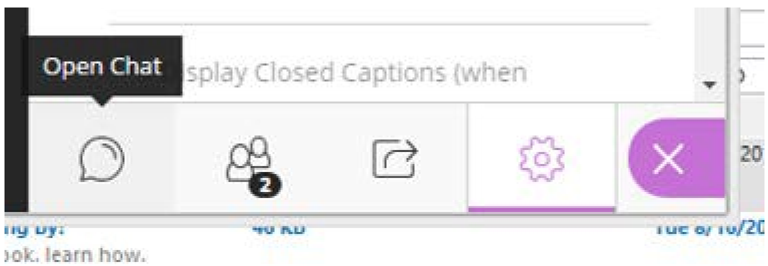


Collaborate panel

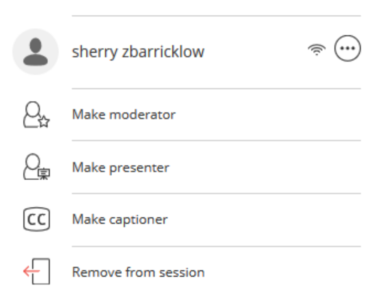
In the lower right corner, you will find the Collaborate panel



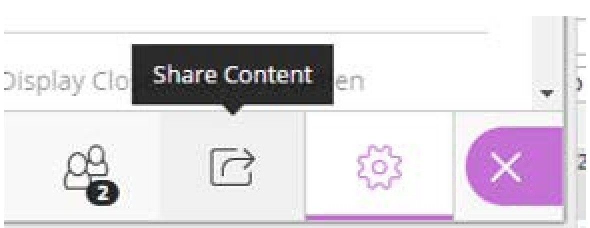
Chat



- **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.
- **Participants 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.



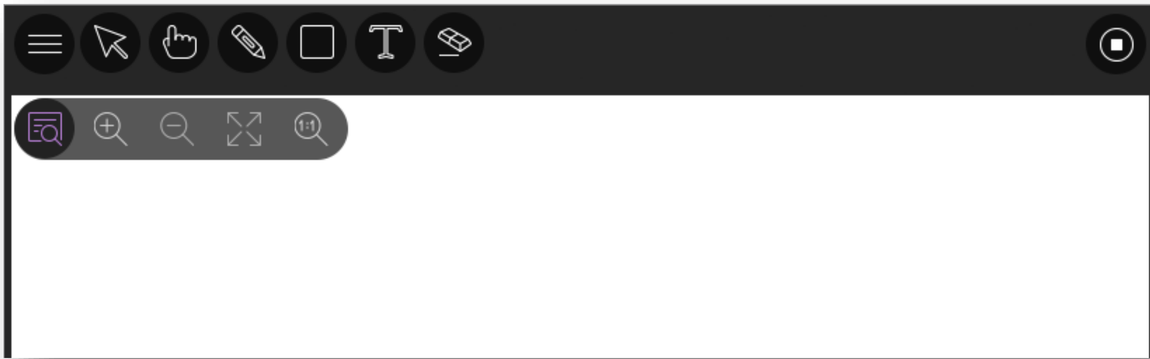
Share Content



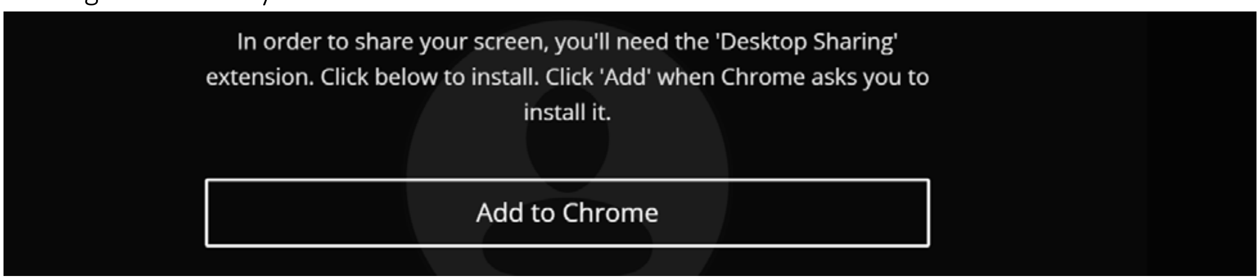
- **Zoom:** Resize shared content. Double-click on Faculty/student Photos, PowerPoint, and screen share to have that item appear in the main window.

Share whiteboard

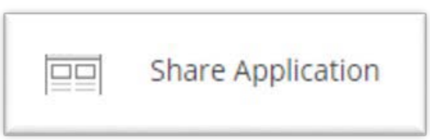
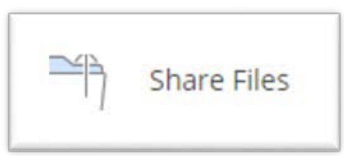
Collaborate with your students using the whiteboard. Open a blank whiteboard to draw or just jot down notes.



Sharing content for your students to see



Share Content

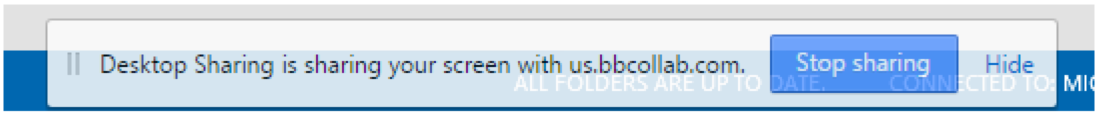
Share **Application**	Share **Files**
 Word Excel Software Applications of any type **For web pages I recommend using a DIFFERENT browser window (not new Tab) But do NOT use Internet explorer yet.**	 PowerPoint PDF And images such as jpg, png, or gif

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

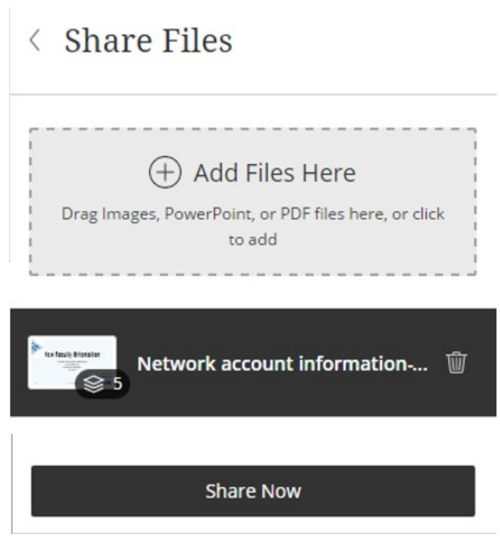
When you have finished sharing, click Stop Sharing



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.

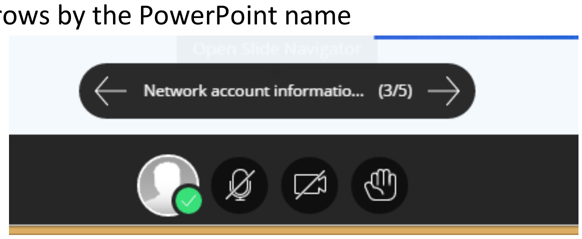


To make the slide deck available to the student's view, click the file name so it is **highlighted** then Select Share Now

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.

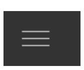
Open the Session menu and select Start Recording. The recording camera appears on with a red dot while recording is in progress.

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

Finding the recordings?

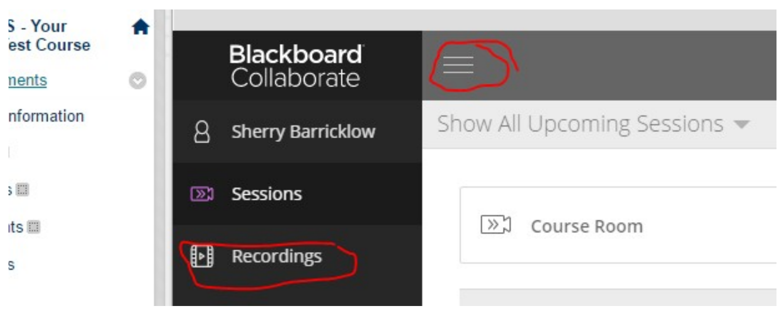
Recordings are saved on the same page you joined your session from.

In your Blackboard site click the 3 lines



at the top of the Collaborate enter screen.

Select Records



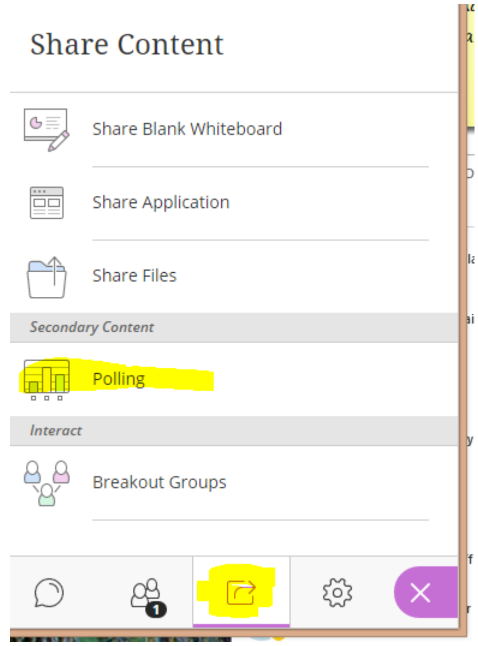
You will then see the recordings available

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.

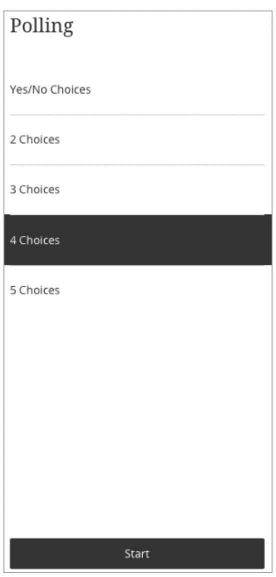


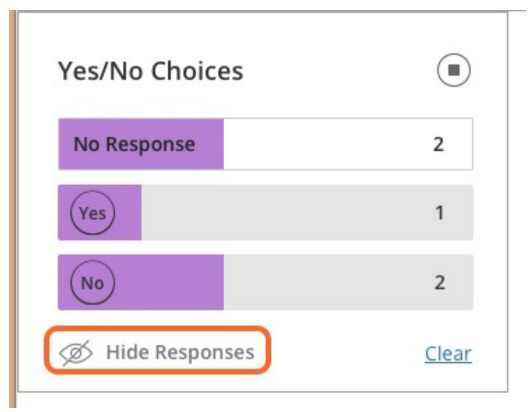
You can use a poll that gives participants yes or no as their response choices. You can also select to give participants two, three, four, or five responses to choose from.

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

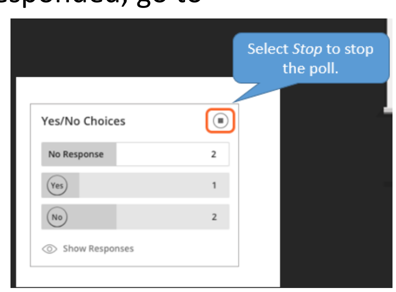
   If you choose one of the numbered choice polls, participants see numbers as their choices. Tell your participants what each number represents

5. Select Start.





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

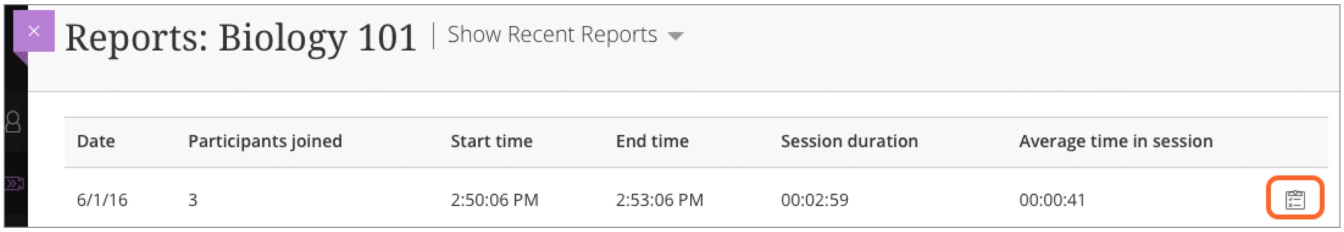


https://en-us.help.blackboard.com/Collaborate/Ultra/Moderator/040_Collaboration/Polling

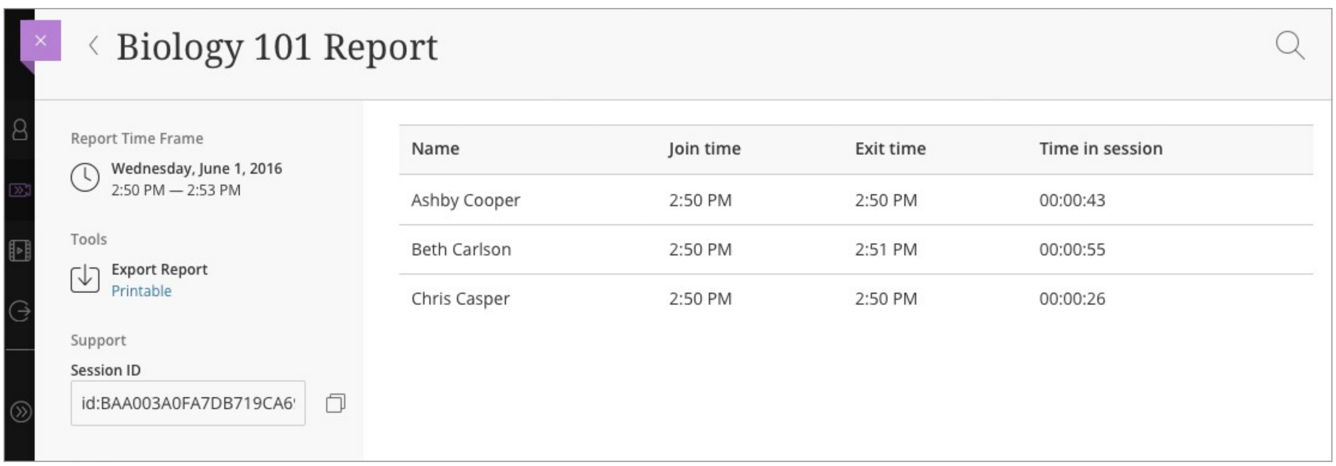
Session attendance report

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.



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.



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.

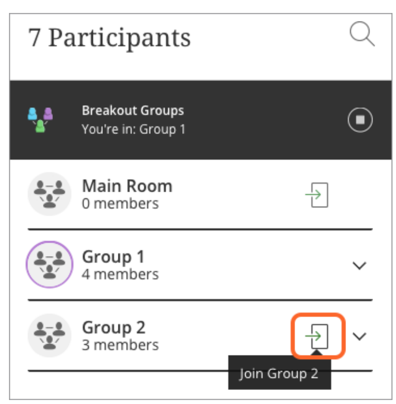
1. Open the Share Content panel from the Collaborate panel.
2. Select Breakout Groups.
3. Assign groups. Select 'Randomly' assign or 'Custom' assignment.
   - **Randomly assign:** Collaborate creates groups and randomly assigns participants for you. *Randomly assign is only available when there are four 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.

Monitor groups

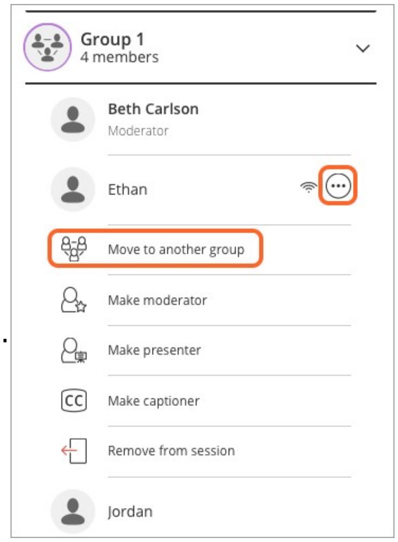
After breakout groups are started you can move between groups to monitor them. If you assigned yourself to a group, you see and hear what others in the group are doing. This includes any shared content, audio, video, and chat.

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 them.
   - 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.