

GETTING STARTED WITH BLACKBOARD COLLABORATE ULTRA

Blackboard Collaborate Ultra Tutorial

What is blackboard collaborate ultra?

Blackboard Collaborate Ultra is a tool that allows participants to video conference in real time. It also lets them share files, chat instantly, allows for polling, and uses a virtual Whiteboard to interact among many other features.

Minimum Technology Requirements

Collaborate Ultra recommends Google Chrome as a web browser. Download Google Chrome for your operating device [here](#). In addition, speakers or headphones, microphone and a web camera are required.

Key features of blackboard collaborate ultra

- video conferencing
- text chat
- real-time polls
- file transfer
- application sharing
- playing of multimedia
- whiteboard
- web tour
- note taking
- break-out rooms
- recording of sessions

Benefits of a blackboard collaborate Ultra session

There are many benefits of using Blackboard Collaborate Ultra:

- ✔ Promotes collaboration among students and the instructor, and fosters a community, especially in the online environment.
- ✔ Allows external participants such as content experts to participant in live sessions.
- ✔ Provides flexibility to meet with and support students, as they can meet from any location. Office hours can be set up using this channel.
- ✔ Facilitates the review of materials covered during the session, as students can access any recorded sessions at a later time.
- ✔ Facilitates immediate feedback between participants.
- ✔ Allows sharing real-time activities.

Blackboard collaborate ultra roles / support

Blackboard Collaborate Ultra offers three main roles:

- Moderators**
 Moderators have access to all features, and functions of Blackboard Collaborate Ultra. They can assign and remove “rights” of participants (e.g. create polls or the ability of participants to speak).
- Presenter**
 Presenters are able to access most features but do not have full moderator privileges. Presenters can share, upload, and edit. They can also see hand raise notifications and can lower hands.
- Participants**
 Participants have access to less features in Blackboard Collaborate Ultra.

Find out more about roles by visiting the following link: [Roles](#)

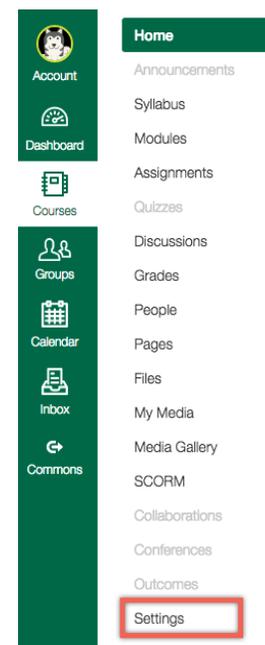
How to prepare for a Blackboard collaborate ultra session

- Define the sessions purpose and objectives.
- It is a good idea to create an outline of your session, and allow time for each activity covered in the session.
- Prepare your session by incorporating collaborative tools within Blackboard Collaborate Ultra such as polls, text-chat and Whiteboard.
- Prepare all the teaching materials such as PowerPoint for loading into the Whiteboard.

How to add Blackboard Collaborate ultra to The navigation menu in canvas

STEP 1

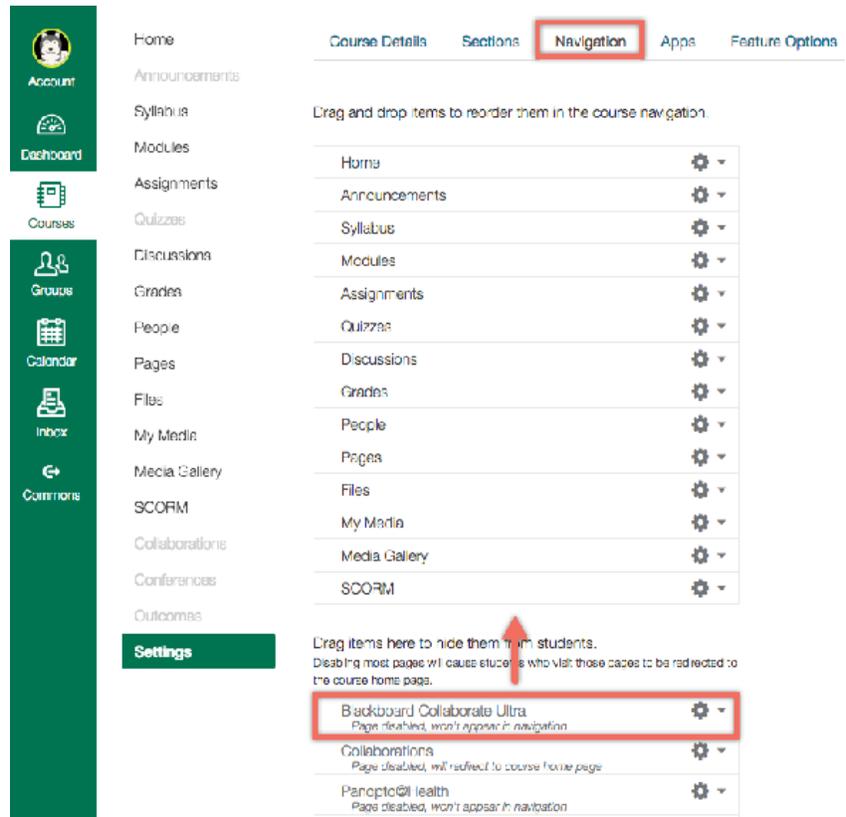
Within your Canvas course, on the course navigation menu click on “Settings”.



STEP 2

At the top of the “Settings” page, choose the “Navigation” tab, and then drag “Blackboard Collaborate Ultra” to the top. Scroll down and save the changes.

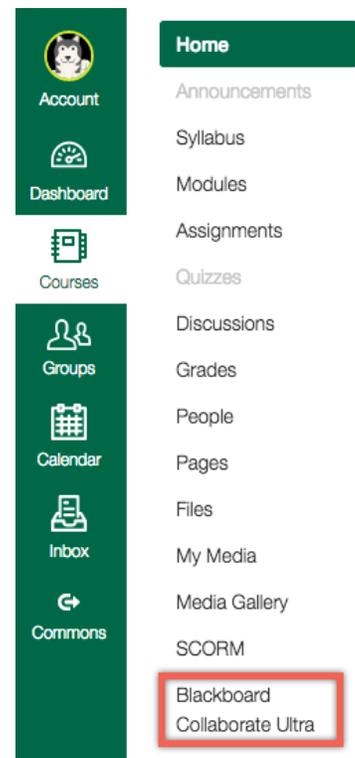
Blackboard Collaborate Ultra has now been added to your course navigation menu.



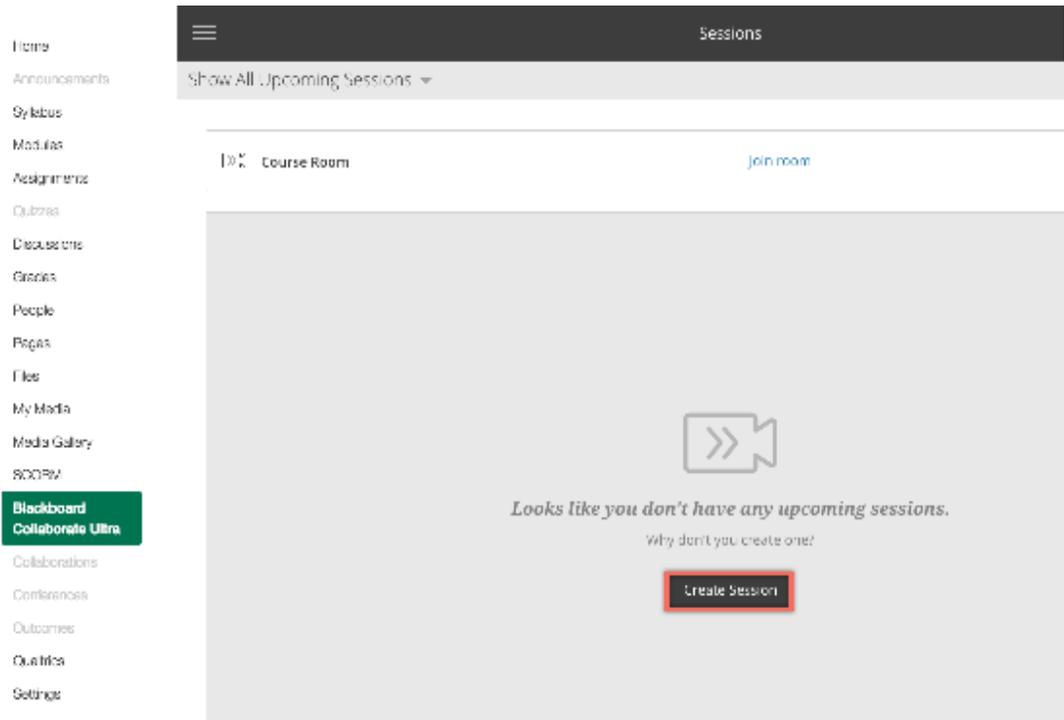
How to set up a blackboard collaborate ultra session

STEP 1

Within your Canvas course, on the course navigation menu, click on “Blackboard Collaborate Ultra”.

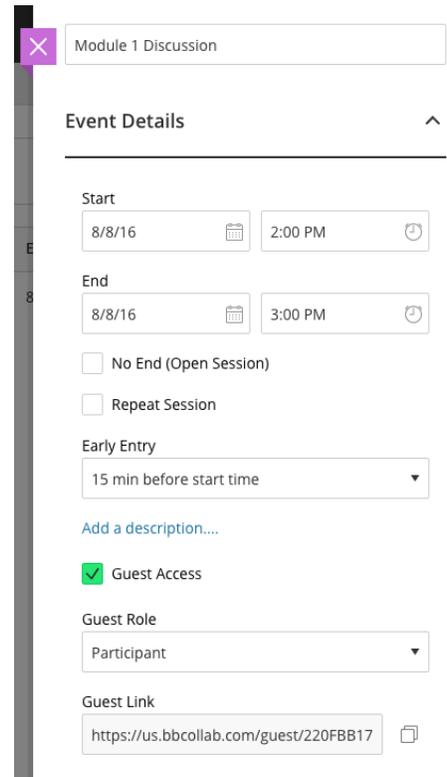


STEP 2
Click on "Create Session".



STEP 3
Specify the event details by providing some of the following:

- Session name
- Start and ending date and time
- Repeat session
- Early entry
- Guest access and role



STEP 4

Specify the session settings by providing some of the following:

- Default participant role
- Features of participants
- Enabling session telephony

Module 1 Discussion

Event Details

Session Settings

Default Participant Role
Participant

Recording
 Allow Recording Downloads

Moderator Permissions
 Show profile pictures for moderator only

Participants can:

- Share their audio
- Share their video
- Post chat messages
- Draw on whiteboard and files

Enable Session Telephony
 Allow users to join the session using a telephone

How to invite participants

Once you create a session, it will automatically be listed on the initial Blackboard Collaborate Ultra page.

dmangei_sandbox > dmangei_sandbox

Sessions

Show All Upcoming Sessions

Course Room [Join room](#)

Name	Starts	Ends
Module 1 Discussion	8/8/16, 2:00 PM	8/8/16, 3:00 PM

Your students will be able to access any session created in the future through this page.

Another option is to create an identical page within a module. Here are the steps to re-create the Blackboard Collaborate Ultra landing page within a module.

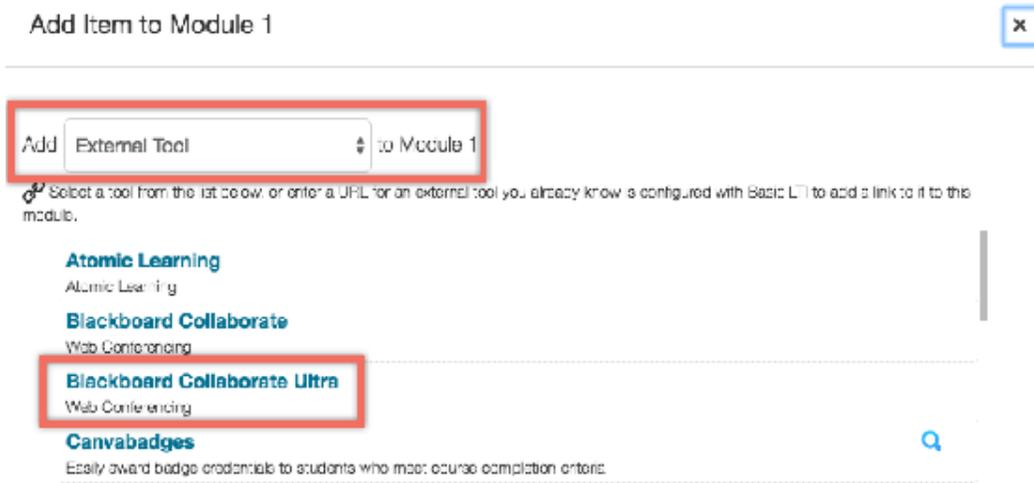
STEP 1

Within your module page, click on the + sign next to module header.



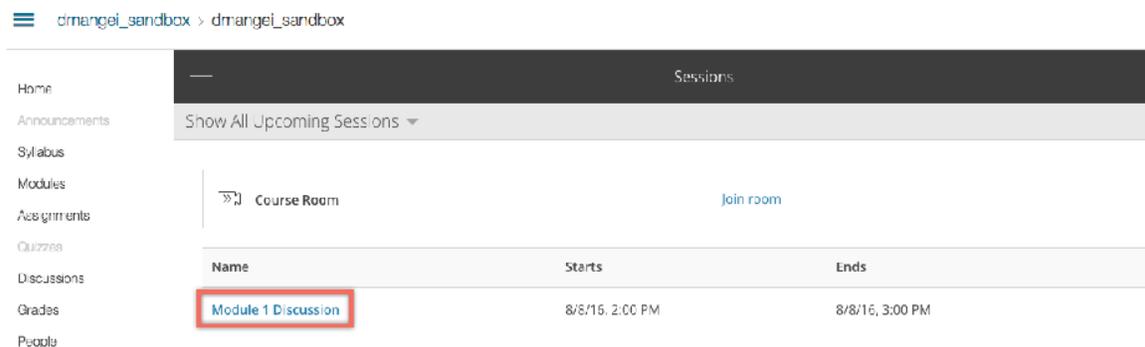
STEP 2

Add an "External Tool" from the drop down list, and select "Blackboard Collaborate Ultra".



How to initiate a Blackboard collaborate Ultra session

You initiate a Blackboard Collaborate Ultra session by accessing it either via the navigation menu or within a module if the link is made available there. All the sessions are listed there. Click on the session you want to initiate.



- Log-on at least 15 minutes before the session starts. Gather all materials such as a PowerPoint presentation.
- Be prepared to assist participants with any session login issues.
- Assign any potential roles to participants of the session.
- You may want to conduct an ice-breaker activity to start off the session, and let participants introduce themselves.
- You may want to record your session so it can be reviewed later by students.

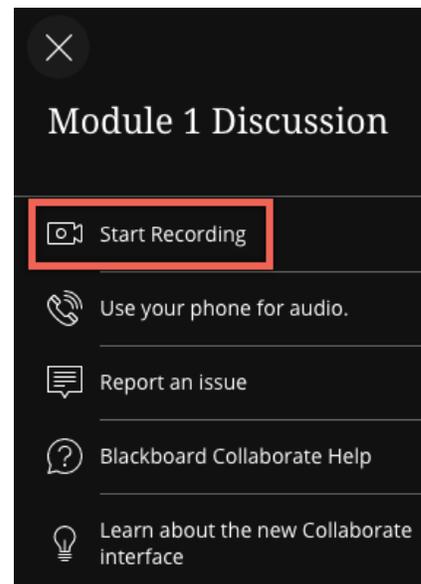
How to Access Key features in Blackboard collaborate Ultra

RECORD A SESSION

Once you initiate and join a session, locate the menu icon at the top left corner.



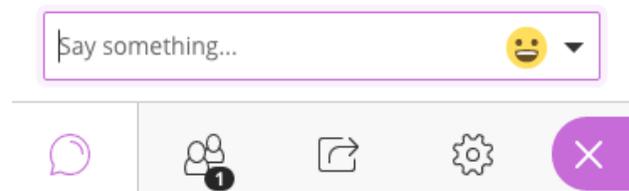
Click on it, and choose "Start Recording".



CHAT, PARTICIPANT'S LIST, SHARE CONTENT AND SETTINGS



Once you initiate and join a session, locate the purple menu icon at the bottom right corner.



By clicking on the chat icon, participants and moderators are able to chat individually or with everyone.

Find out more about how to utilize the chat feature by visiting the following link:

[Use Chat](#)



By clicking on the participants icon, moderators are able to change the role of the participants in the session by selecting their name.

Find out more about how to manage participants by visiting the following link:

[Manage Participants](#)



By clicking on the share content icon, participants and moderators are able to share specific content such as Whiteboard, applications and files.

Moderators are also able to initiate polling and breakout groups.

Find out more about sharing content by visiting the following link:

[Share Content](#)

Find out more about polling by visiting the following link:

[Polling](#)

Find out more about breakout groups by visiting the following link:

[Breakout Groups](#)



By clicking on the MySettings icon, participants and moderators are able to change the following: Audio and Video, Notification and Session settings.

Share Content



Share Blank Whiteboard



Share Application



Share Files

Secondary Content



Polling

Interact



Breakout Groups

How to end a Blackboard collaborate Ultra session

- Stop recording the session
- Discuss with participants any follow-up activities
- Advise participants how they save any material from the session (e.g. Whiteboard as PDF)
- Communicate to participants how they may access the recorded session