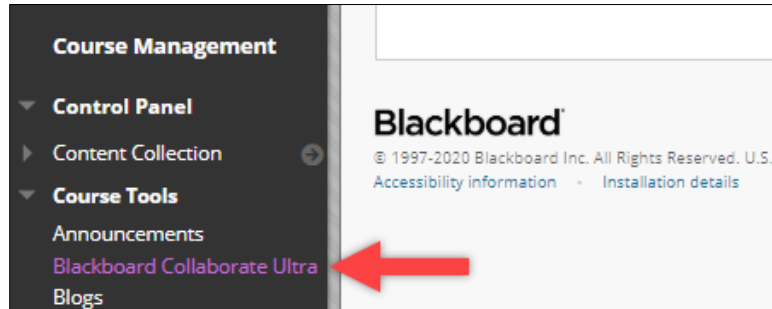


Blackboard Collaborate Ultra Quick Start Guide

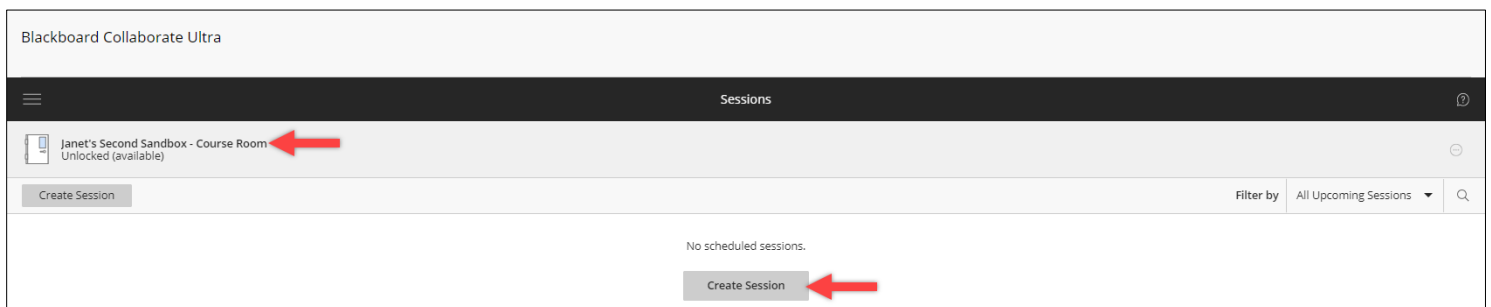
Blackboard Collaborate Ultra is real-time video conferencing tool that lets you add files, share applications, and use a virtual whiteboard to interact with others in your Blackboard course. Blackboard Collaborate Ultra will allow instructors to host a real-time virtual classroom and the ability to record the session to share with others.

Access to Blackboard Collaborate Ultra

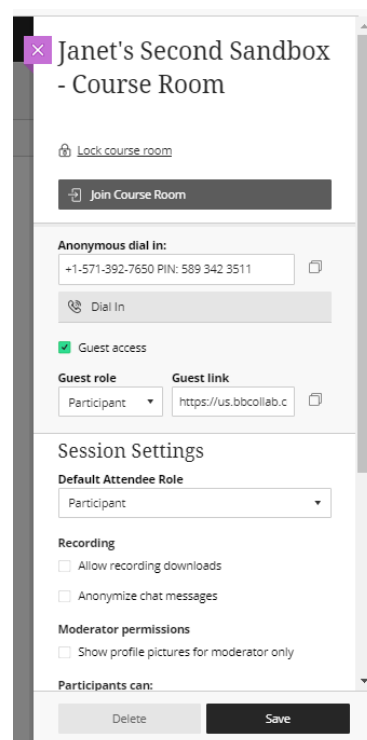
1. Inside your Blackboard Course Shell, click “Course Tools” under “Course Management” and then click “Blackboard Collaborate Ultra.”



2. A Course Room can be used at any point to collaborate with students. If you have planned meetings with students, you can create individual sessions with specified dates and times. You are able to create availability dates for individual sessions but not for your Course Room.



3. When you click on the course room, the Course Room menu appears on the left side of the display.



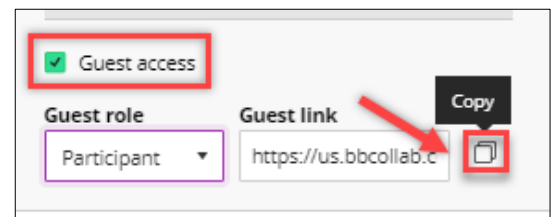
4. To enter the course room, click “Join Course Room” or “Get secure link”. Either option will allow you to join the course room.



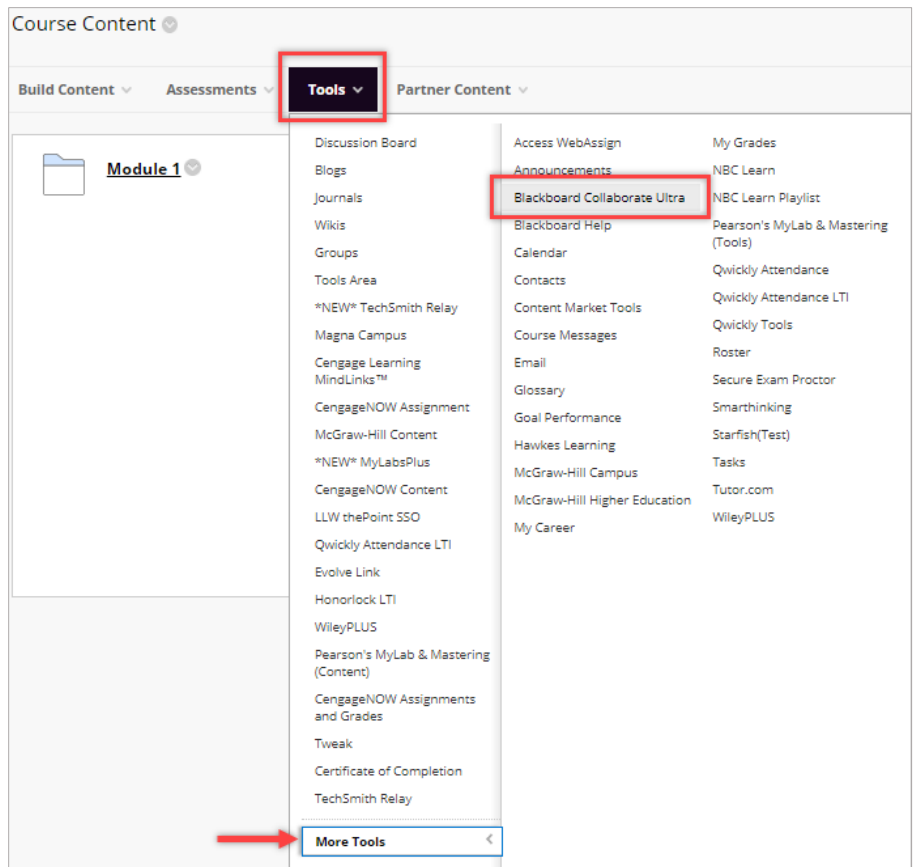
5. There are two options to give students access to the Blackboard Collaborate Ultra course room or to an individual session.

a. Guest Link Option:

To share the “Guest Link” with students, access the course room or session menu. Be sure the Guest access box is checked, click on the copy icon to copy the “Guest Link” and paste the link where students will be able to access it. This link can be shared in a course announcement, course item, email, etc. Students do not have to be logged in to Blackboard to use Collaborate through the Guest Link.



b. Course Tool Blackboard Collaborate Ultra Link Option:
To create a link in your Course Content for students to access Collaborate, click “Tools,” “More Tools,” and “Blackboard Collaborate Ultra.”



The Create Link: Blackboard Collaborate Ultra display will appear. The Link Name is required, which defaults to Blackboard Collaborate Ultra. The Link name can be changed. It is optional to include any information or instructions to appear with the link. Then click Submit to add the link to the course.

Create Link: Blackboard Collaborate Ultra

Indicates a required field.

LINK INFORMATION

Link Name: Blackboard Collaborate Ultra

Color of Name: Black

Link: Tool: Blackboard Collaborate Ultra

Text:

Optional: Provide additional information and/or instructions here.

Path is: Words:0

OPTIONS

Available: ☒ Yes ☐ No

Track Number of Views: ☐ Yes ☒ No

Date Restrictions:

☐ Display After: [Calendar Icon] [Clock Icon]
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

☐ Display Until: [Calendar Icon] [Clock Icon]
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Click Submit to proceed.

Cancel Submit

The Blackboard Collaborate Ultra link will appear in Course Content for students to access the link.

Course Content

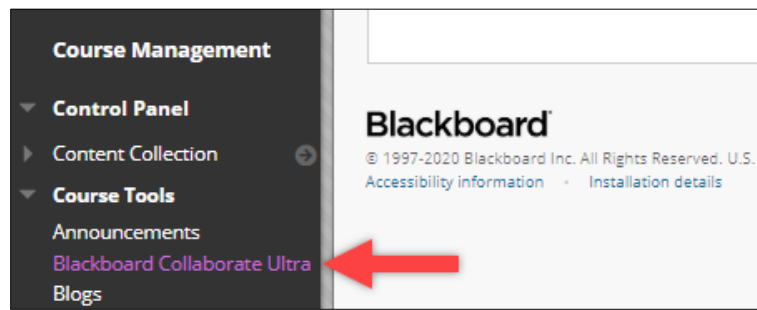
Build Content Assessments Tools Partner Content

Module 1

Blackboard Collaborate Ultra

Creating a Session

1. From your Blackboard Course, click “Course Tools” under “Course Management” and then click “Blackboard Collaborate Ultra.”



2. Click “Create Session” on the Sessions page.



3. Name the Session and enter your Event Details.

A screenshot of the Blackboard Collaborate Ultra 'New Session' form. The form has a purple header with a close button. The 'New Session' title field is highlighted with a red box. Below it is a red error message: 'A name for the session is required.' The 'Event Details' section is expanded and contains several fields: 'Start' date and time (3/12/20, 2:17 PM), 'End' date and time (3/12/20, 3:17 PM), checkboxes for 'No end (open session)' and 'Repeat session', an 'Early Entry' dropdown menu set to '15 min before start time', and a 'Description' text area with the placeholder 'Type a description.'.

4. Enter your Session Settings and click Save. These settings allow you to control the default permissions for your students.

×

Session Settings

^

Default Attendee Role

Participant ▼

Recording

☐ Allow recording downloads

☐ Anonymize chat messages

Moderator permissions

☐ Show profile pictures for moderator only

Participants can:

☒ Share audio

☒ Share video

☒ Post chat messages

☒ Draw on whiteboard and files

Enable session telephony

☒ Allow attendees to join the session using a telephone

Private Chat

☐ Participants can only chat privately with moderators

☐ Moderators supervise all private chats

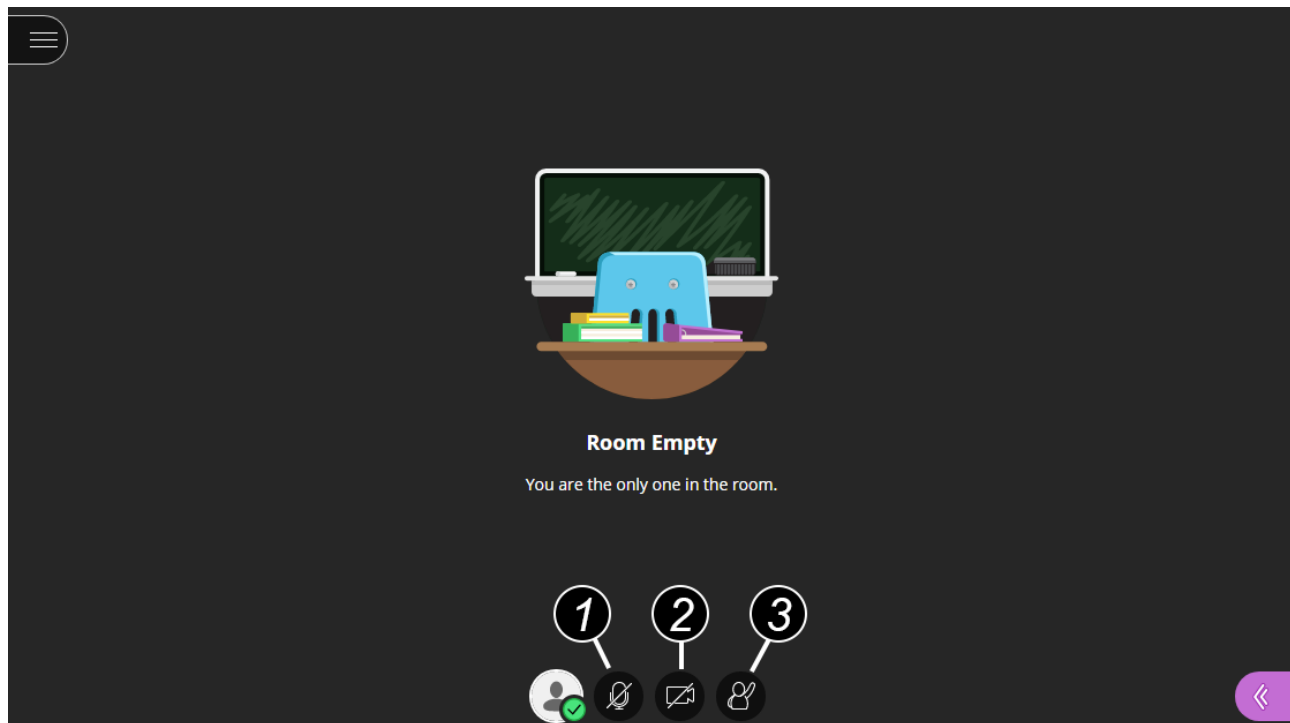
ⓘ Please type a session name before saving.

Cancel

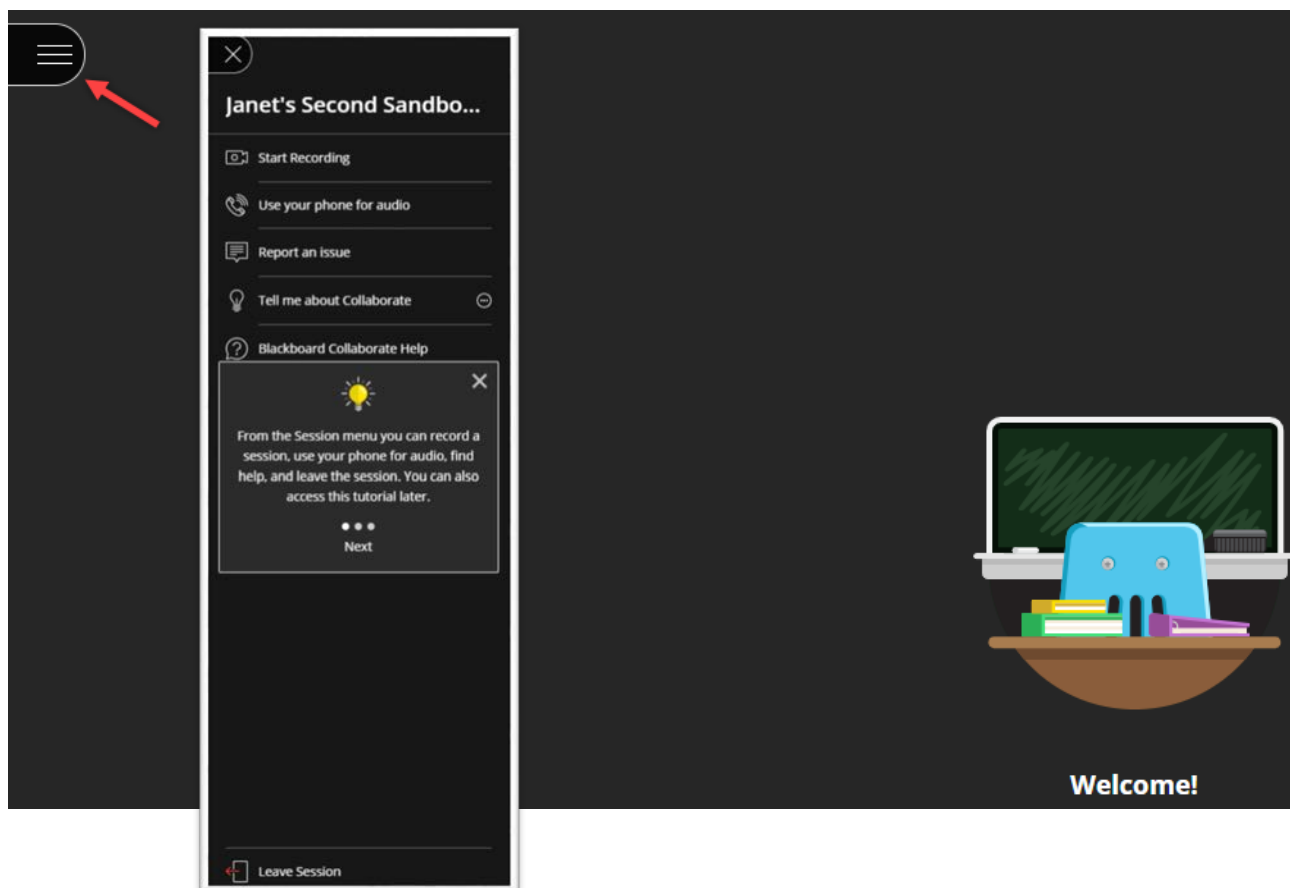
Save

Inside the Collaborate Room

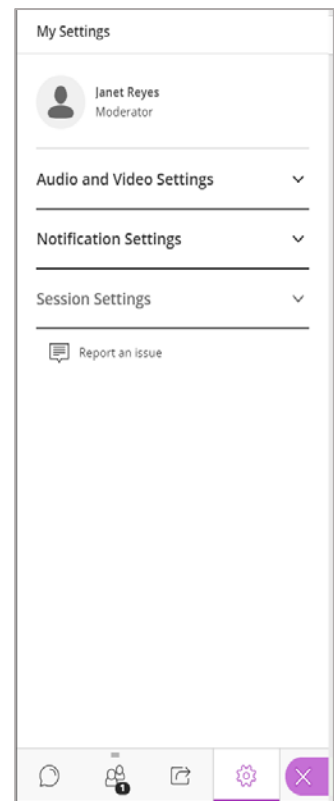
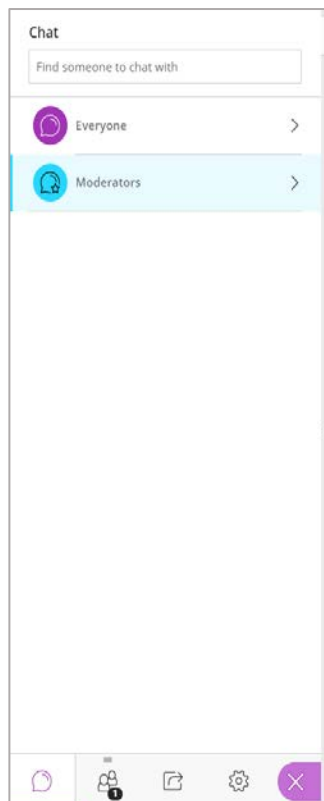
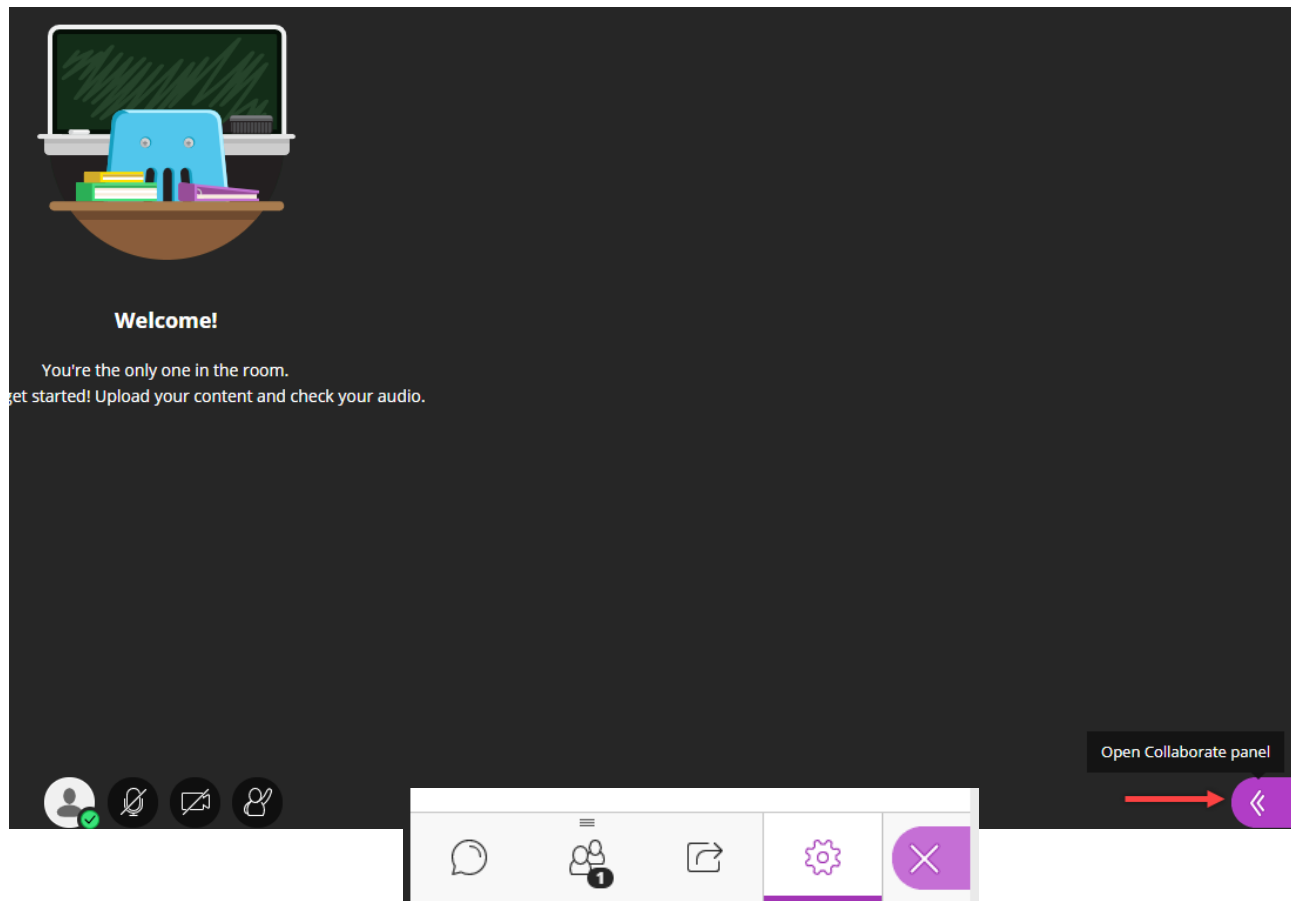
1. Once inside the Collaborate room, you are able to do the following:
 - 1) Share your audio
 - 2) Share your video (webcam needed)
 - 3) Raise your hand to get the attention of the Moderator



2. The room will have a Session menu accessible by clicking on the menu icon in the upper left corner. The menu has options to record the session, enable phone use, access Collaborate Help, and Leave Session.



3. The Collaborate panel is accessible by clicking on the purple panel icon in the lower right corner. The panel has options for chat, view attendees, share content and edit settings.



4. Session recordings can be accessed by clicking on the menu on the Blackboard Collaborate Ultra Session Page. Recordings will appear on this page after they have processed. Processing time will depend on the length of the recording.

