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

- application sharing •
- playing of multimedia
- real-time polls
- whiteboard
- file transfer
- web tour

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 \bigcirc community, especially in the online environment.
- Allows external participants such as content experts to participant in live $\langle \! \rangle$ sessions.
- Provides flexibility to meet with and support students, as they can meet from \bigcirc 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.



 \bigcirc

Facilitates immediate feedback between participants.



Allows sharing real-time activities.

- note taking
- break-out rooms
- recording of sessions

JSF UNIVERSITY OF SOUTH FLORIDA

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.

Co

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

Home	Course Details Sections Navigation	n Apps Fe
Announcements		
Syllabua	Drag and drop items to reorder them in the court	rse navigation.
Modules	Home	ð-
Assignments	Announcements	÷ 0
Quizzes	Syllabus	0 -
Discussions	Modules	- O
Grades	Assignments	- O
People	Quizzee	- Q
Pages	Discussions	0 ×
Files	Grades	Q -
My Media	People	\$ ×
Media Gallery	Pagea	- Qi -
SCORM	Files	\$ *
Collaborations	My Media	∯.≁
Conferences	Media Gallery	- 10 -
Outcompo	SCORM	Q -
Settings	Erag items here to hide them trum students. Disabling most pages will cause stude is who visit those ca the course home page.	ges to be redirected to
	Blackboard Collaborate Ultra Page disabled, won't appear in awigation	0 ·
	Collaborations Page disabled, will redirect to course home page	Ø *
	Panopto@/ lealth Page disabled, won't appear in navipation	- Ø -

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	Home Announcements	Show All Upcoming Sessions +	Sessions
Click on "Create Session".	Sylabos Modulas Assignments	្រែដ្ដី Course Room	join room
	Cauches Discussions Grades People		
	Pagas Files My Madia Nacia Galaco		
	Blackboard Colleborate Ultra		Looks like you don't have any upcoming sessions. Why don't you create one?
	Collaborations Conferences Outcomes		Lifeate Session
	Qualifica Settings		

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

Start			
8/8/16		2:00 PM	ē
End			
8/8/16		3:00 PM	e
No End (Ope	en Sessio	n)	
Repeat Sess	ion		
Early Entry			
15 min before s	start time	2	•
Add a description	n		
Guest Acces	s		
Guest Role			
Participant			



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_sand	box > dmangei_sandbox				
Home	≡	Sessions			
Announcements	Show All Upcoming Sessions 👻				
Syllabus					
Modules		loin	room		
Assignments	Course Room	וווטנ	Join room		
Quizzes					
Discussions	Name	Starts	Ends		
Grades	Module 1 Discussion	8/8/16, 2:00 PM	8/8/16, 3:00 PM		
People					

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

Another option is to create a 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".

dd Item to Module 1		C
Id External Tool Select a tool from the lat below, or onle dub. Atomic Learning Aldmic Learning	to Module 1 r a URL for an external tool you already know is configured with Basic LT to add a link to it to this	
Blackboard Collaborate Wab Conferencing		
	tra	
Blackboard Collaborate Un Web Conferencing		

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.

<pre>dmangei_sandbox > dmangei_sandbox</pre>				
Home	Sessions			
Announcements	Show All Upcoming Sessions 👻	Show All Upcoming Sessions 💌		
Syllabus				
Modules		loin ro	202	
Assignments	a course Room	Jointo	Joint Sont	
Quizzes				
Discussions	Name	Starts	Ends	
Grades	Module 1 Discussion	8/8/15, 2:00 PM	8/8/16, 3:00 PM	
People				



- 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: <u>Manage Participants</u>





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: <u>Polling</u>

Find out more about breakout groups by visiting the following link: <u>Breakout Groups</u>



6=	Share Blank Whiteboard
	Share Application
	Share Files
Seconda	ry Content
	Polling
Interact	
	Breakout Groups



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

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