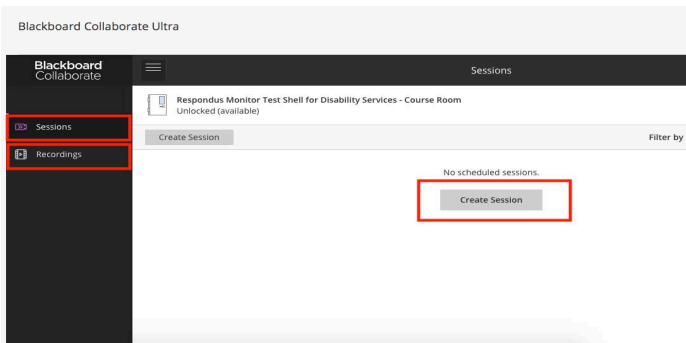


What is Blackboard Collaborate Ultra?

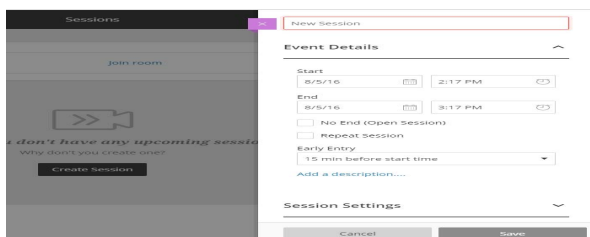
Blackboard Collaborate is a real-time video conferencing tool that lets you add files, share applications, and use a virtual whiteboard to interact. Collaborate Ultra opens right in your browser, so you don't have to install any software to join a session.

Here are some basics to get you started. These will help you learn how to get set up, where to find things, and what you can do. To access Blackboard Collaborate Ultra, go to the course's menu on the left-hand side, then select Collaborate. You can also look under Control Panel, then in the Course Tools, click on Blackboard Collaborate Ultra.



- **Tool Interface** - When you first access Blackboard Collaborate Ultra from your course, you will encounter an intuitive design for scheduling sessions and viewing recordings. The tool menu has two areas: sessions and recordings.
- **Create Sessions** - You can create sessions from the Blackboard Collaborate Ultra tool by clicking on either the Create Session button or on the plus sign on the top right. A panel will open on the right where you can configure session settings.
- **Recordings** - In the Recordings area, you can find all previously recorded sessions in the course.

Creating a Session

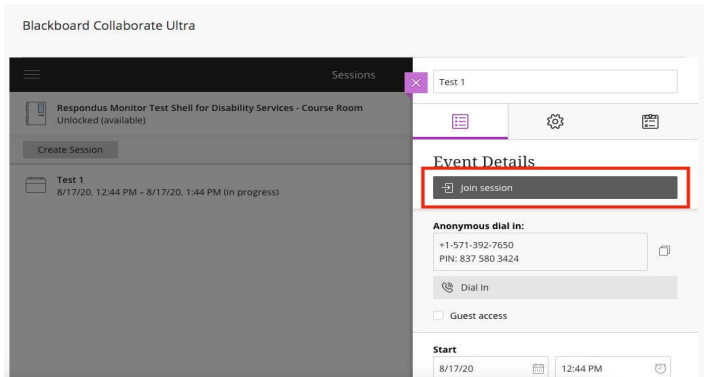


- Type a meaningful name for the session. This helps students find the right session
- Set the date and time the session starts and ends. You can choose to keep a session open or repeat. You can also select if students can enter the session before the start time
- Type a detailed description of the meeting. This helps students prepare for the session
- Set guest access for the meeting
- Once you've configured all settings, select "Save"

Recordings

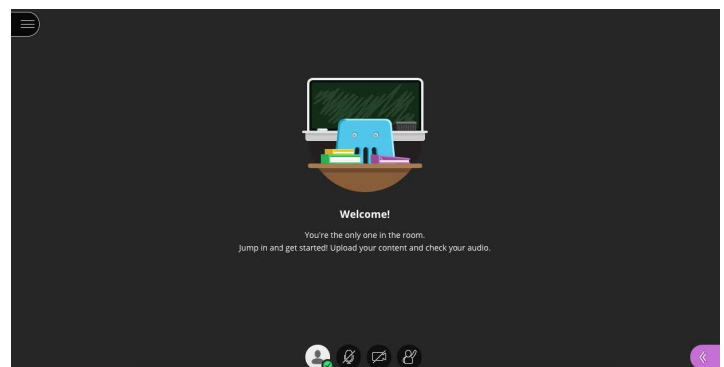
Recorded sessions are saved as MP4s. Recordings include audio, any content shared or active speaker video, and the captions entered during the live session. In the Recordings tab, you can watch now, download, edit settings for, and delete recordings. Click the menu tab at the right for these options. *Note: Breakout Groups cannot be recorded*

Joining a Session



From the Sessions page, click on the listing for the chosen session. The session sidebar will open on the right. Click on Join session. This will start your session and open the Room.

- **Room Settings** - There are several areas of the Room that allow you to access different settings
- **A/V Control** - Controls for turning on your microphone and camera are located at the bottom of the screen. To turn on/off these items, click on their associated icons
- **Session Menu** - The Session menu opens a collection of high level session actions and information. Open it using the Session menu button at the top left of the screen. You will record sessions from here
- **Collaborate Panel** - The Collaborate panel at the bottom right is a single space to go to engage other participants with all the collaborate tools. Here is where you'll go to arrange breakout rooms



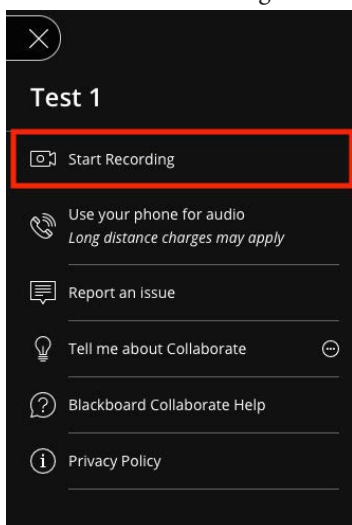
Audio and Video Set Up

You must give the browser permission to use audio and video to participate in a session. This is necessary so that you are seen and heard. You'll be asked to do this when you first join a session or when you first go to share your audio or video. You can set up audio and video at any time in My Settings.

1. Open the Collaborate panel and select My Settings.
2. Select Set Up Your Camera and Microphone. (Note: You can also use your phone for audio.)
3. Choose the microphone you want to use. Collaborate tells you that you sound great when it is receiving your audio. Select Yes, it's working to proceed.
4. Choose the camera you want to use. Collaborate tells you that you look great when it is receiving your video. Select Yes, it's working to proceed. By default, you are hidden and muted after you complete the setup. Select the microphone and camera icons to begin full meeting participation. You can adjust your speaker and microphone volume any time in My Settings.

Recording Sessions

Record your sessions so that you can access sessions whenever you need them. You can stop and restart recording whenever you need to. Recordings capture the audio, video, and any content that is shared during a session. Recordings also capture any real time captions or subtitles available during the session. 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.

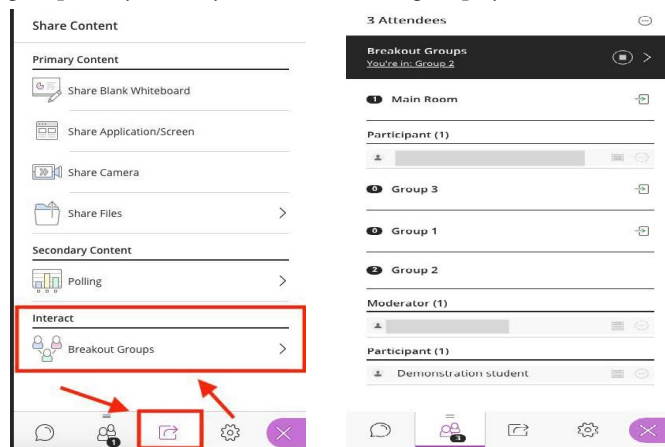


Open the Session menu and select Start Recording. The recording camera appears on with a red dot while recording is in progress. To finish recording, open the Session menu and select Stop Recording. *Note: Recorded sessions are not posted immediately in Blackboard. It could take up to 30 minutes for them to appear in the tool. Breakout Groups cannot be recorded*

Breakout Groups

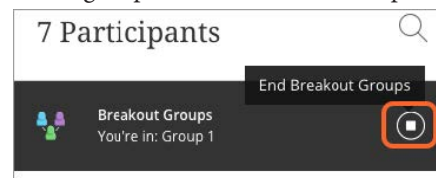
To facilitate smaller groups, you can create breakout groups that are separate from the main room and assign participants to them. Breakout Groups cannot be recorded and aren't recommended when testing is taking place. They could be used as "holding rooms" for students waiting to test.

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
2. Select Breakout Groups
3. Assign groups. Select Randomly assign or Custom assignment. Groups can only be assigned during a session
4. Randomly assign: Collaborate creates groups and randomly assigns participants for you. If you want to be in a group, select Include moderators in group assignment
5. 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
6. Custom assignment: Create your own groups.
7. 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
8. Select Create a new group to add more groups
9. Select Start. You will now be able to interact with members of the selected group, and see content shared with the group. To join another group, open the Participants List and click the Join button for the group you wish to join

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.



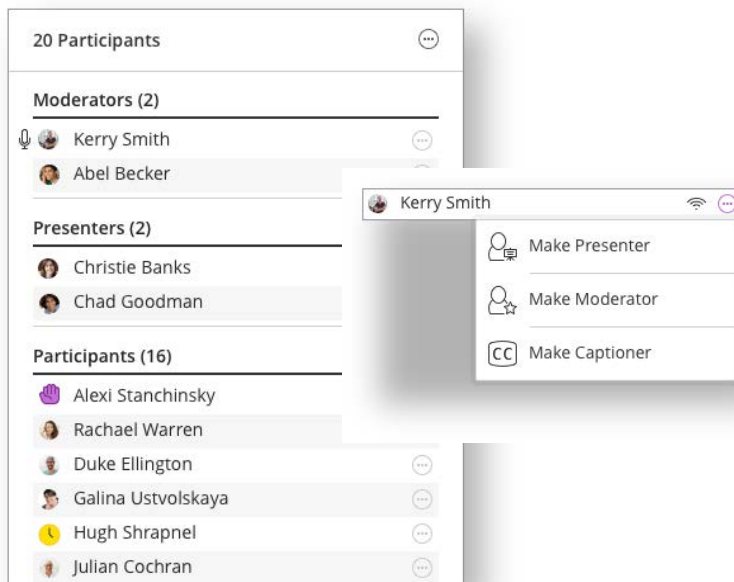
Proctoring a Session

When a student joins a testing session, follow the steps below to help ensure the testing session is secure

1. Ask the student to present their ID to you by holding it up to the camera to verify their identity
2. Ask the student to complete a 360-degree scan of their testing space, including their work surface
3. All non-testing materials need to be removed from the work surface. If necessary, you may ask to see the space again if items needed to be removed
4. If the student is allowed scrap paper/whiteboard, ask them to show you their materials
5. Ask the student to close any other documents or web sites they may have open on their computer
6. Ask the student to share their screen with you. For instructions on how to allow students to share their screen during a session, see *Promote Participants* below
7. Go through the test instructions/information, e.g. materials permitted during the test, if no food, drinks, or breaks are allowed, etc.
8. Remind the student that they must continue to share their screen
9. Direct the student to the test link. Communicate any test-specific instructions such as time limit
10. Allow the student to begin. Proctor the session by watching for any concerning behaviors or movements

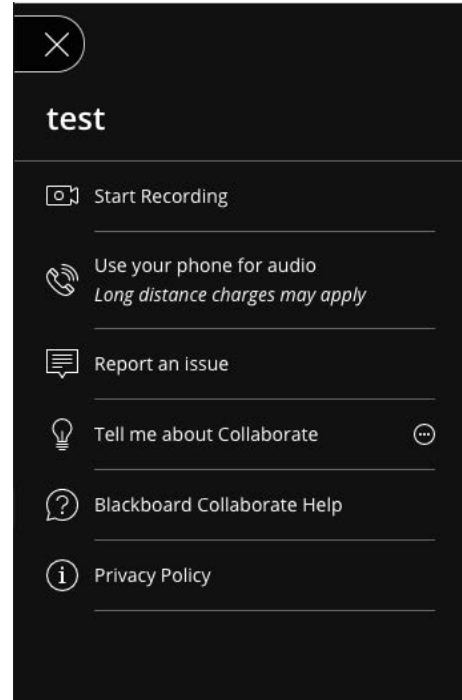
Promote Participants

To share their screen during a session, a student must be granted presenter access. Moderators can select Moderator controls next to a participant's name to promote them, mute them, or remove them. Select "Make Presenter" to allow student to share screen. The presenter role is designed to allow students to present without giving them full moderator privileges.



Links and Resources

Below are links to more Blackboard Collaborate information and resources. The Collaborate interface in the Blackboard shell also provides instruction and tips for use. In a Collaborate session, open the Session menu in the top left and select either "Tell me about Collaborate" or "Blackboard Collaborate Help"



1. [Schedule Sessions](#)
2. [Moderate Sessions](#)
3. [Collaborate Ultra Help for Moderators](#)
4. [Manage Attendees](#)
5. [Troubleshooting](#)