



HOW TO USE BLACKBOARD COLLABORATE



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AUDIENCE

This document is for first time users of Blackboard Collaborate Ultra.

SYSTEM REQUIREMENTS

We recommend a reliable, fast internet connection (cable or faster) and a modern web browser such as Firefox (version 49 and up).

FOR THE BEST EXPERIENCE WITH COLLABORATE ULTRA, USE MOZILLA FIREFOX (WWW.GETFIREFOX.COM).

INTRODUCTION

Blackboard Collaborate Ultra is a web-based video conferencing tool which allows you to meet with others to present, share and collaborate.

This document will cover how to do the following:

- Creating a session in Blackboard
- Joining a Collaborate meeting room
- Setting up a Collaborate meeting room
- Sharing and interacting using presentations, screen sharing and whiteboard tools
- Exiting a meeting

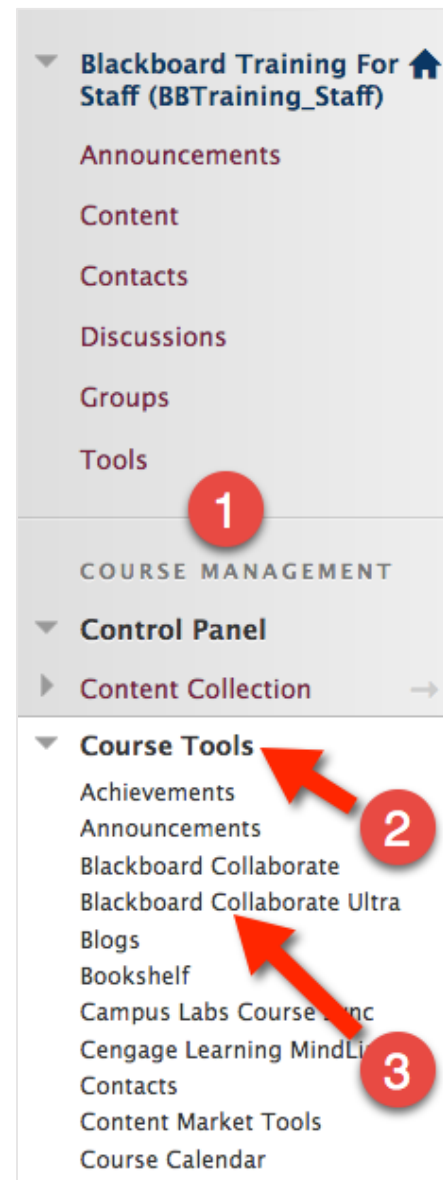
THE STEPS IN THIS DOCUMENT ARE ILLUSTRATED USING MOZILLA FIREFOX.



OPEN THE BLACKBOARD COLLABORATE ULTRA PAGE

To access the page for Blackboard Collaborate Ultra in your course, do the following:

1. Go to the course menu (left column on the course page)
2. Click **COURSE TOOLS**
3. Click **BLACKBOARD COLLABORATE ULTRA**



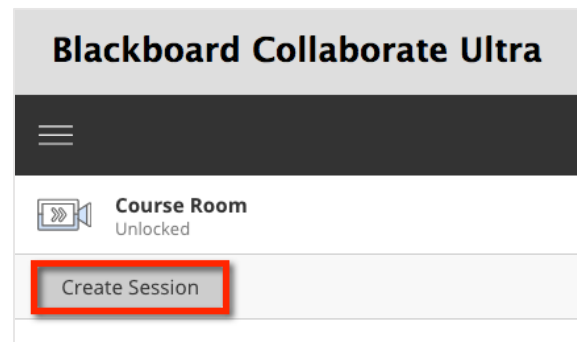


CREATE A SESSION IN BLACKBOARD

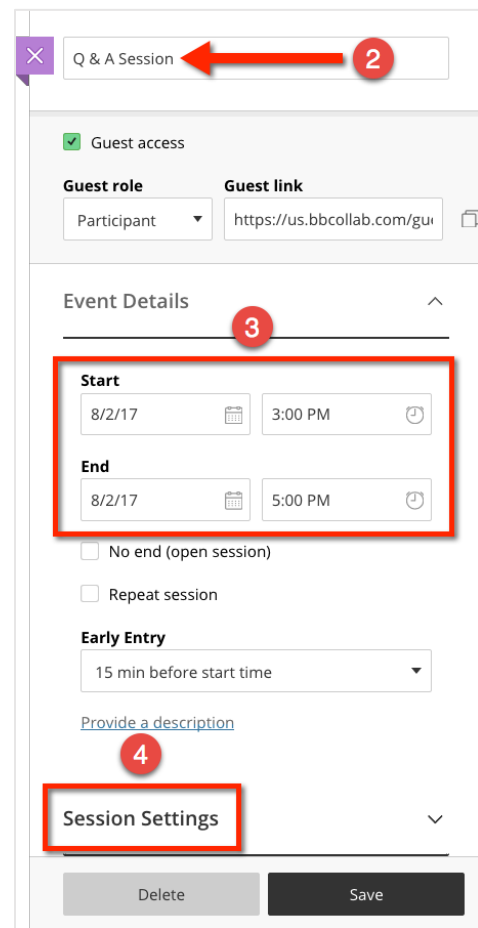
Before joining a session, a session will need to be created. The link to the session will also need to be shared with students in the course.

To create a Collaborate session in your Blackboard course, do the following in the [Blackboard Collaborate Ultra page](#):

1. Click **CREATE SESSION**



2. In the side panel, enter a **SESSION NAME**
3. In Event Details, specify a **START AND END DATE AND TIME**
4. Click **SESSION SETTINGS**





5. In **SESSION SETTINGS**, verify that the following options are checked:
 - a. Share Audio
 - b. Share Video
 - c. Post Chat Messages
6. Click **Save**

WHEN A SESSION IS CREATED, IT WILL BE DISPLAYED ON THE BLACKBOARD COLLABORATE ULTRA PAGE.

Session Settings

Default Participant 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 users to join the session using a telephone

Private Chat

Moderators supervise all private chats

Delete Save


Blackboard Collaborate Ultra			
Sessions			
Course Room	Unlocked	Join room	
Create Session	Filter by	All Upcoming Sessions	Q
Name	Starts	Ends	
Q & A Session	8/2/17, 3:00 PM	8/2/17, 5:00 PM	

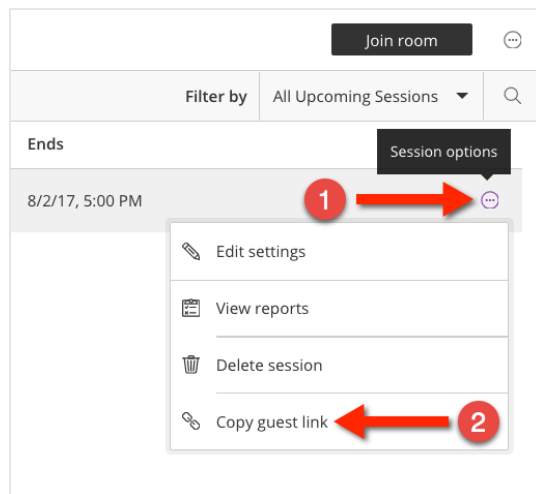


POST SESSION LINK TO A BLACKBOARD COURSE

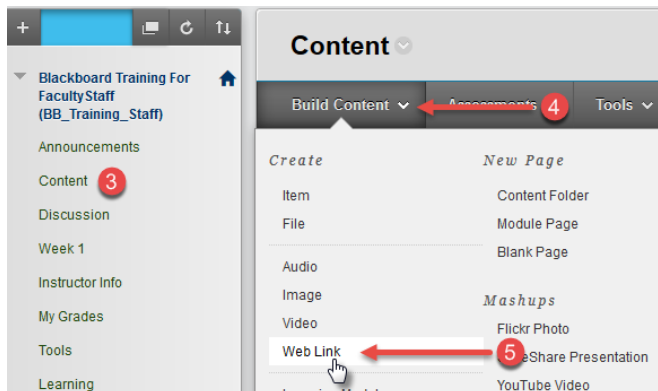
To share the session in a course, the URL (web address) to the session will need to be copied and posted into the Blackboard course for students to access.

From the [Blackboard Collaborate Ultra page](#), (where the session was just created) do the following:

1. Click **ELLIPSIS ICON**  to display the session options
2. Click **COPY GUEST LINK**



3. Go to the course menu and click **CONTENT**
4. Select **BUILD CONTENT**
5. Click **WEB LINK**



In the **CREATE A WEB LINK** page, do the following:

6. **ENTER A NAME** in the name field
7. **PASTE THE COPIED GUEST LINK** in the URL field
8. **ENTER A DESCRIPTION** (Optional)
9. Click **SUBMIT**



JOIN A SESSION

Before joining a session, connect your headset and verify your internet connection, in order to minimize any connection and/or communication issues.

CONNECT HEADSET

Connect a headset to the computer and wait a few moments for the operating system to detect the device. If the headset has a built-in mute button, make a note of that in case there are in-meeting audio issues. Refer to your headset's product documentation for more information.

CONNECT YOUR HEADSET AND WEBCAM BEFORE JOINING A SESSION.

VERIFY INTERNET CONNECTION

It is recommended to conduct Blackboard Collaborate Ultra sessions with a computer that is connected by a network cable. If a wireless connection will be used, make sure you are near the wireless access point to ensure a strong wireless signal.

JOIN SESSION

Join the meeting through the [Blackboard Collaborate Ultra page](#). Click the name of the session to join.

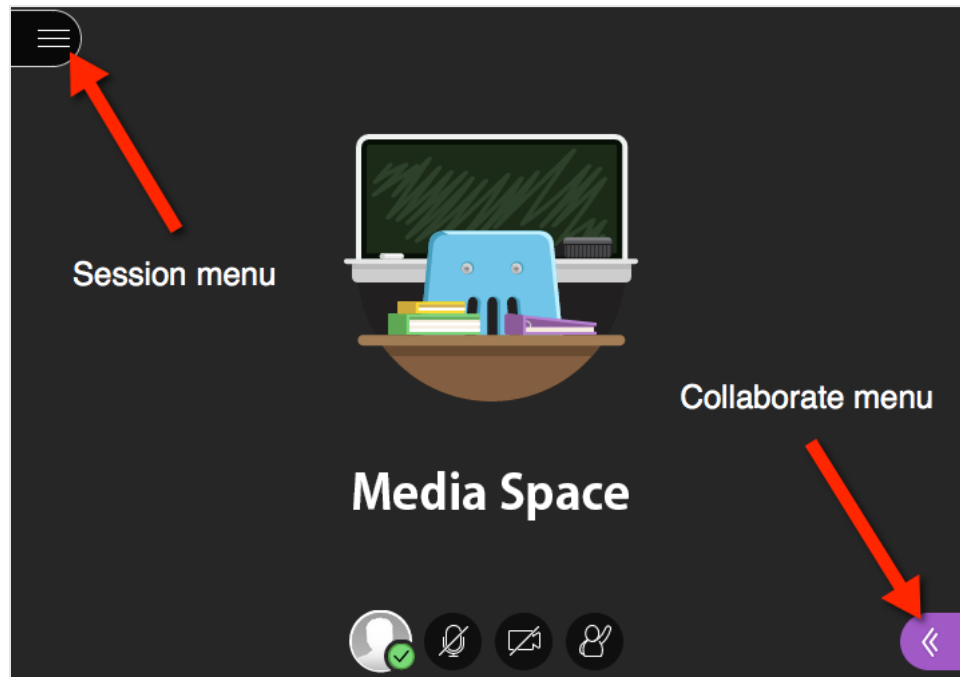
The screenshot shows the Blackboard Collaborate Ultra interface. At the top, there is a header for 'Blackboard Collaborate Ultra' and a 'Sessions' tab. Below the header, there is a 'Course Room' section with a 'Join room' button. A 'Create Session' button is also visible. A table lists sessions with columns for 'Name', 'Starts', and 'Ends'. The 'Q & A session' is highlighted with a red box and a hand cursor, indicating it is the session to be joined.

Name	Starts	Ends
Q & A session	8/2/17, 3:00 PM	8/2/17, 5:00 PM



MEETING ROOM LAYOUT

The meeting room layout is made of three sections, the Session menu, Collaborate panel and the media space.



SESSION MENU

The session menu is found on the upper-left section of the screen. It contains the meeting's technical controls. You can start and stop recordings, get help and exit the meeting in the session menu.

COLLABORATE MENU

The Collaborate menu is found on the lower-right section of the screen. It contains the meeting's collaboration tools. You can chat, view participants, share presentations, view your meeting settings and setup your camera and microphone in the Collaborate menu.

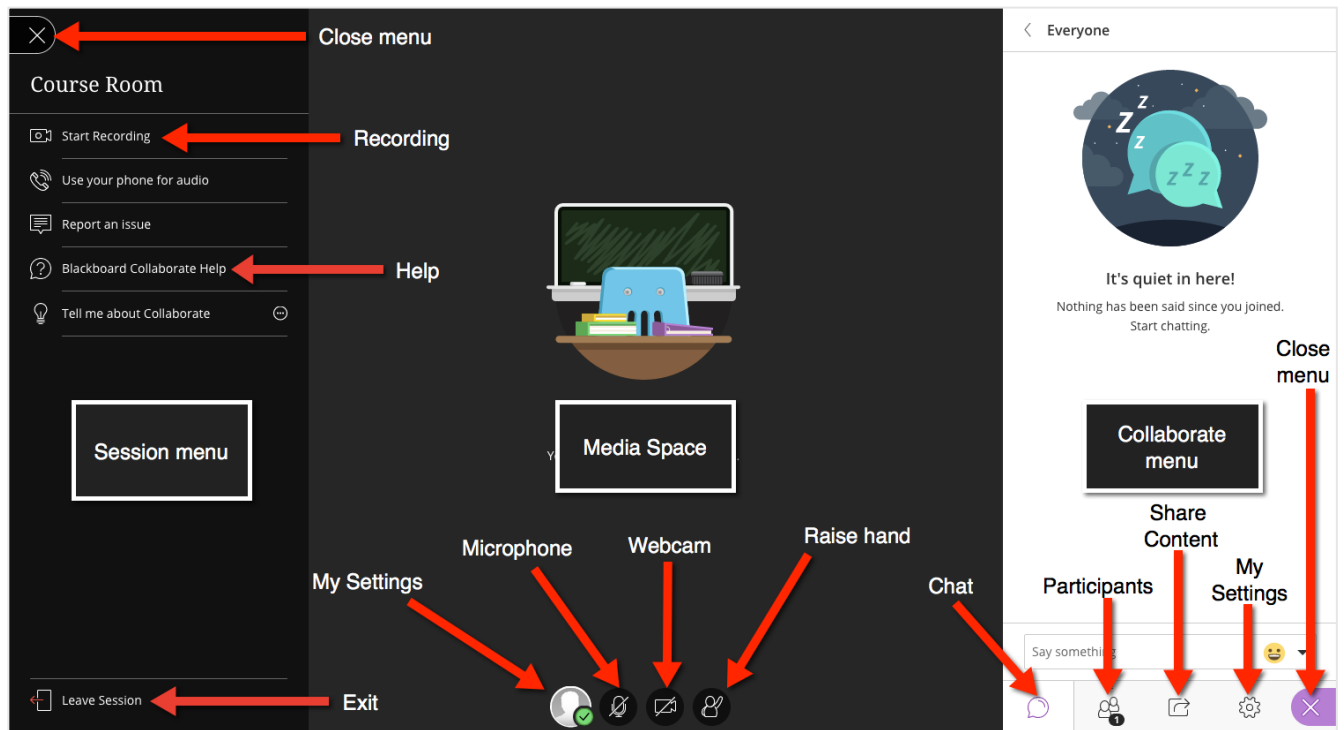
MEDIA SPACE

The media space is located at the center of the screen. It displays session content and contains presentation slide controls, whiteboard tools, and personal camera and microphone controls.



COLLABORATE MEETING ROOM LAYOUT (EXPANDED VIEW)

For a larger view of this expanded layout, refer to the [appendix](#).





MEETING PREPARATION

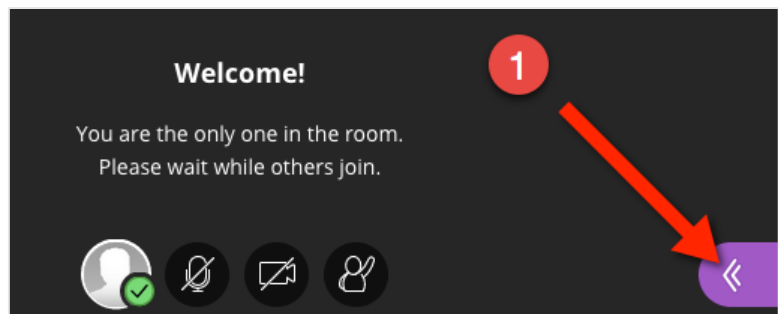
Before the meeting begins, configure your camera and microphone so you look and sound your best. In addition, provide attendees with the appropriate meeting privileges so that they can participate.

SETUP CAMERA AND MICROPHONE

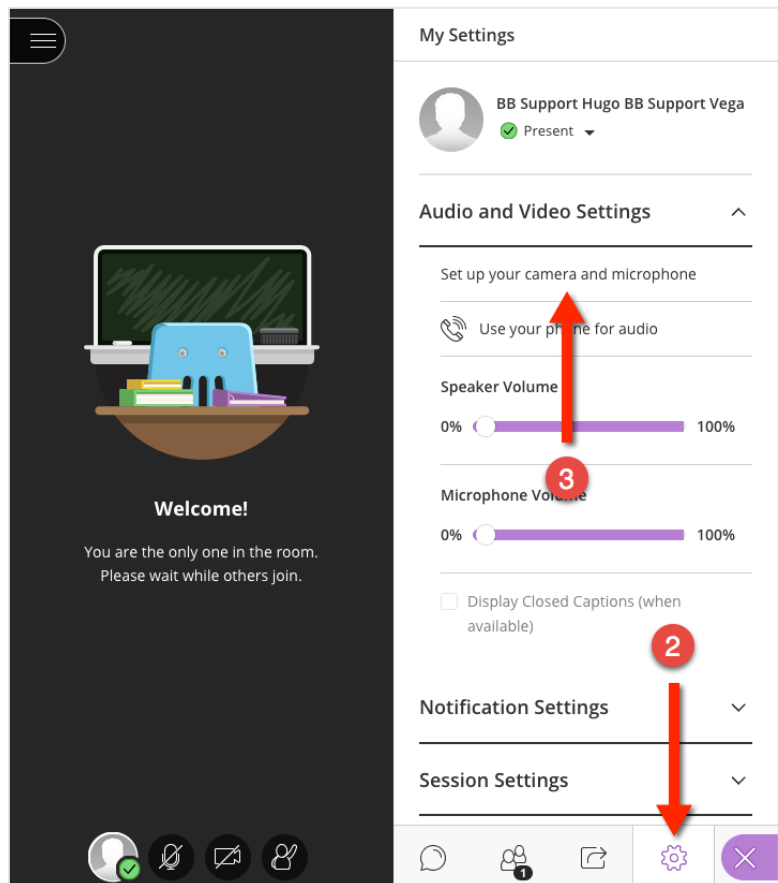
TO MINIMIZE POTENTIAL DEVICE ISSUES, CONNECT A HEADSET TO THE COMPUTER BEFORE JOINING A COLLABORATE SESSION.

To setup a headset in a Collaborate session, do the following:

1. Click the **COLLABORATE MENU** icon

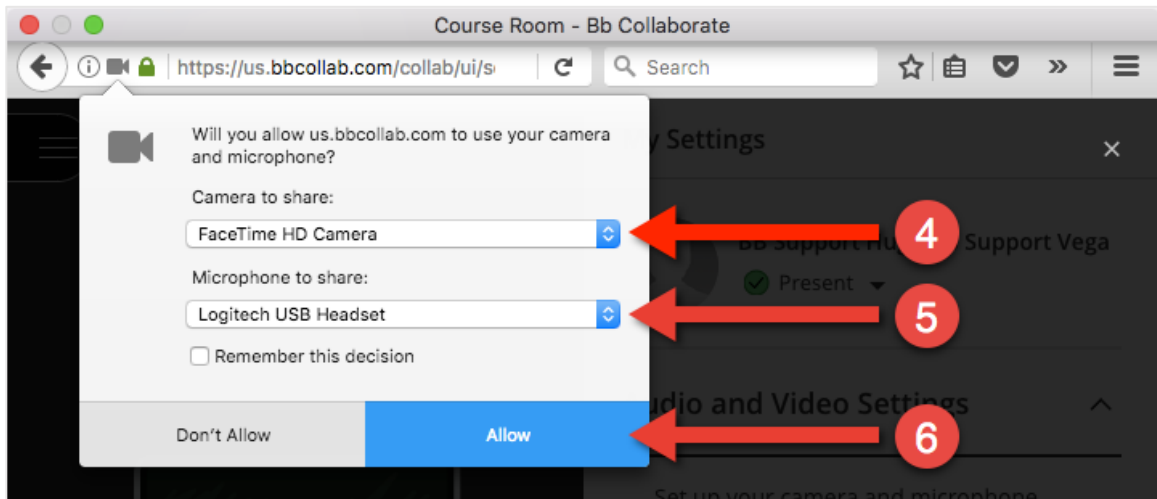


2. Click **MY SETTINGS**
3. Click **SETUP YOUR CAMERA AND MICROPHONE AND MICROPHONE**



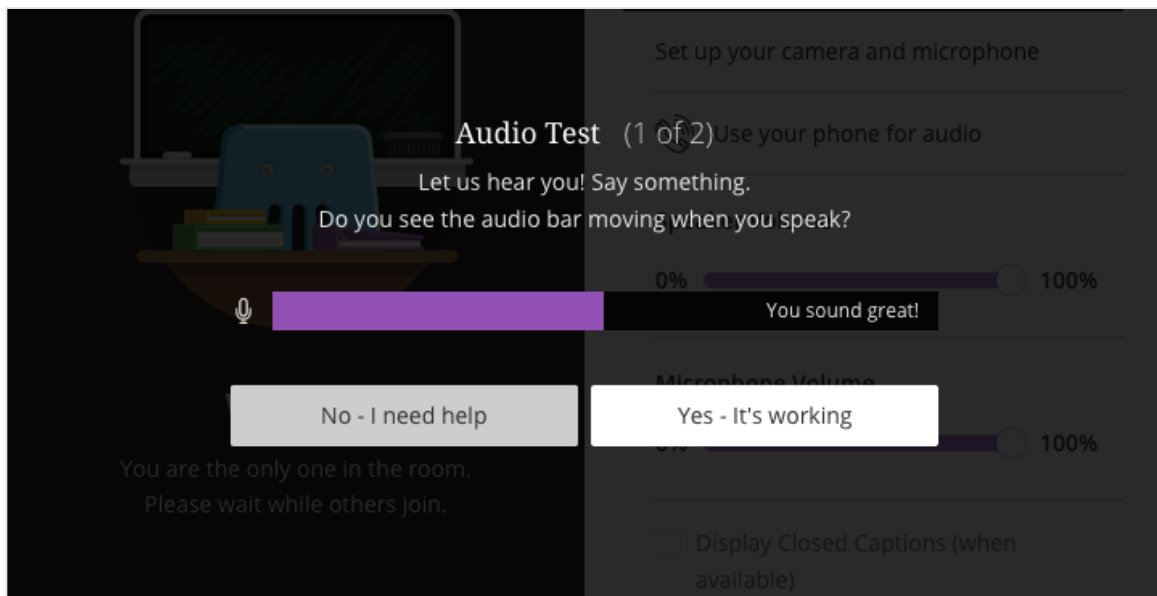


4. In the Firefox audio and video preferences menu, **SELECT A VIDEO DEVICE**
5. Select a **MICROPHONE** device
6. Click **ALLOW**



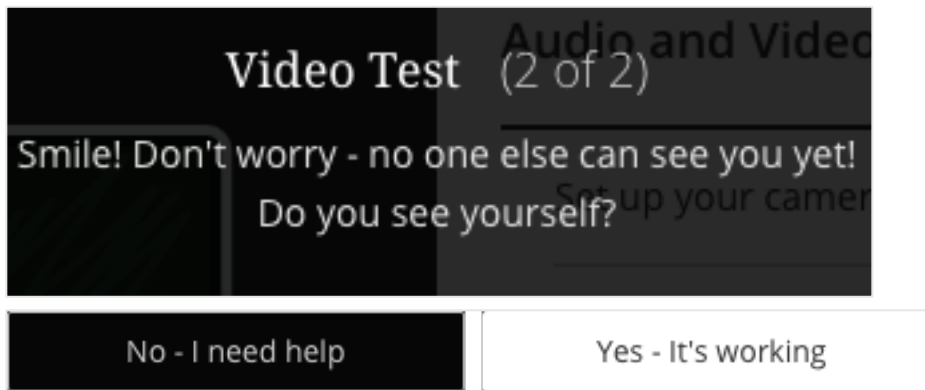
7. Follow the steps for the audio test

IF YOU DO NOT HEAR ANYTHING, VERIFY THAT THE HEADSET IS [connected and not muted](#).



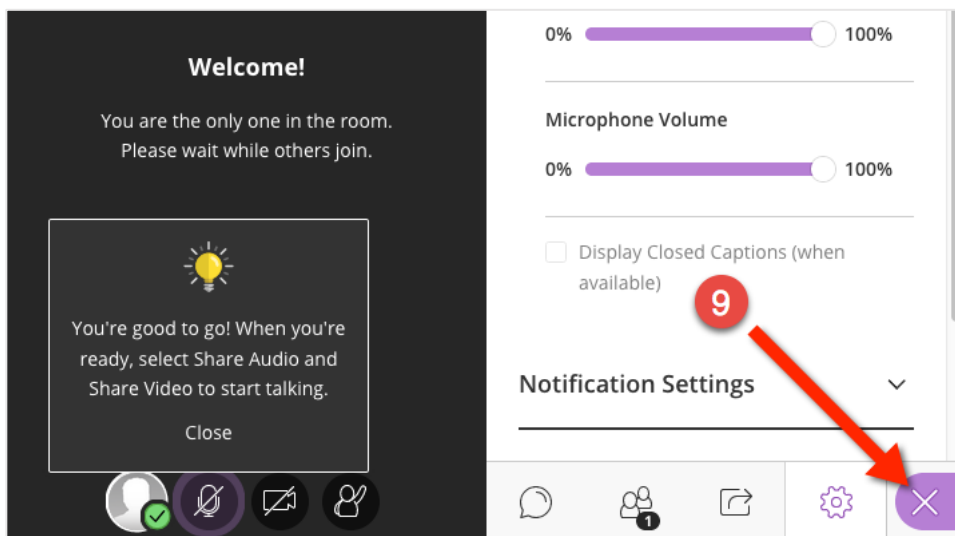


8. Follow the steps for the camera test (if applicable)



Once the audio and video tests are finished, Collaborate will return to the My Settings screen.

9. Click X to close the **COLLABORATE PANEL**

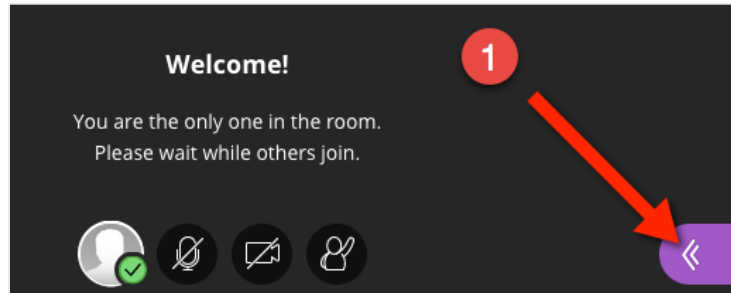




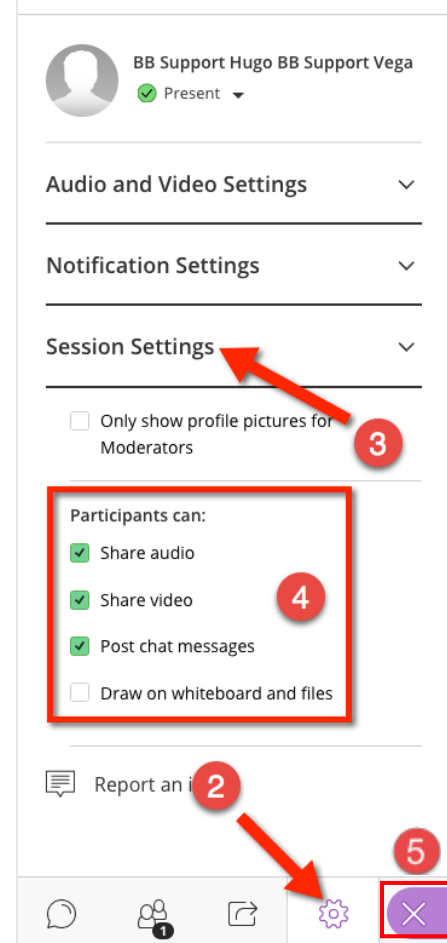
SETUP PARTICIPANT RIGHTS

Before the meeting begins, verify that the participants have the proper rights. Verify these rights by doing the following:

1. Click the **COLLABORATE MENU** icon



2. Click **MY SETTINGS**
3. Click **SESSION SETTINGS**
IF YOU DO NOT SEE SESSION SETTINGS, SCROLL DOWN.
4. Select the following participant options
 - a. Share audio
 - b. Share video
 - c. Post chat messages
 - d. Draw on whiteboard and files (Optional)
5. Click **X** to close the **COLLABORATE PANEL**





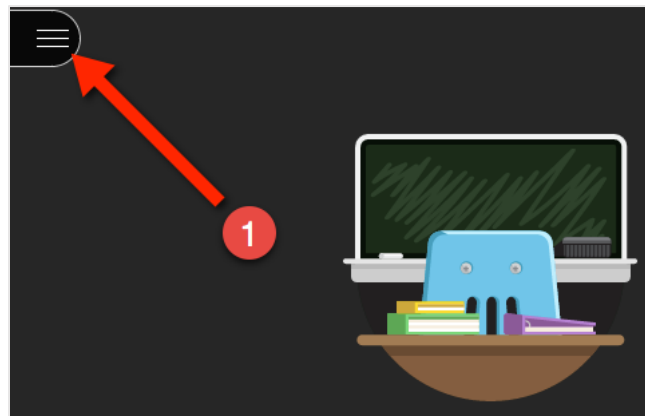
RECORDING

Use the recording tool to record sessions for future viewing.

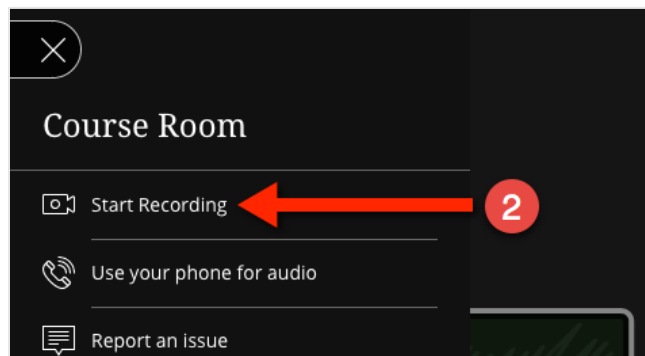
IF YOU ARE SHARING A PRESENTATION, PLEASE ALLOW 10 TO 15 SECONDS FOR THE RECORDING TO INCLUDE THE PRESENTATION.

To start recording, do the following:

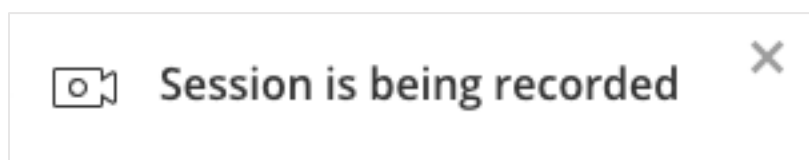
1. Click the **SESSION MENU**



2. Click **START RECORDING**



3. When a session is recorded, Collaborate will display a message on the right.



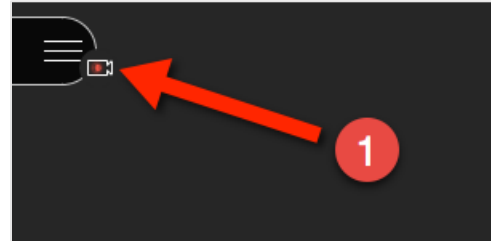
4. In addition, the session menu icon will display a camera icon.



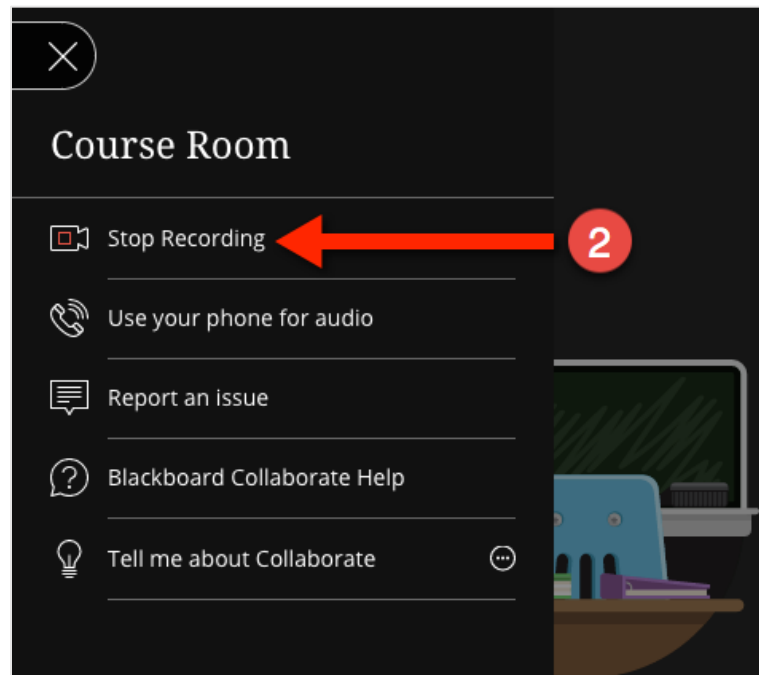


To stop a recording:

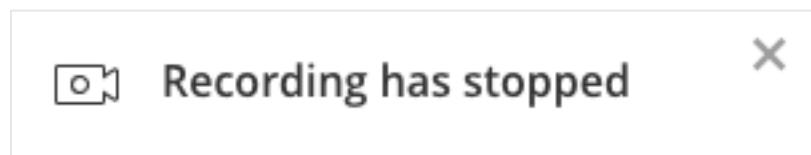
1. Click the **SESSION MENU**



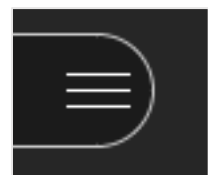
2. Click **STOP RECORDING**



3. When a recording stops, Collaborate will display a message on the right.



4. In addition, the session menu will return to normal.



SESSION RECORDINGS WILL TAKE SOME TIME TO DISPLAY IN THE COLLABORATE ULTRA RECORDINGS PAGE.



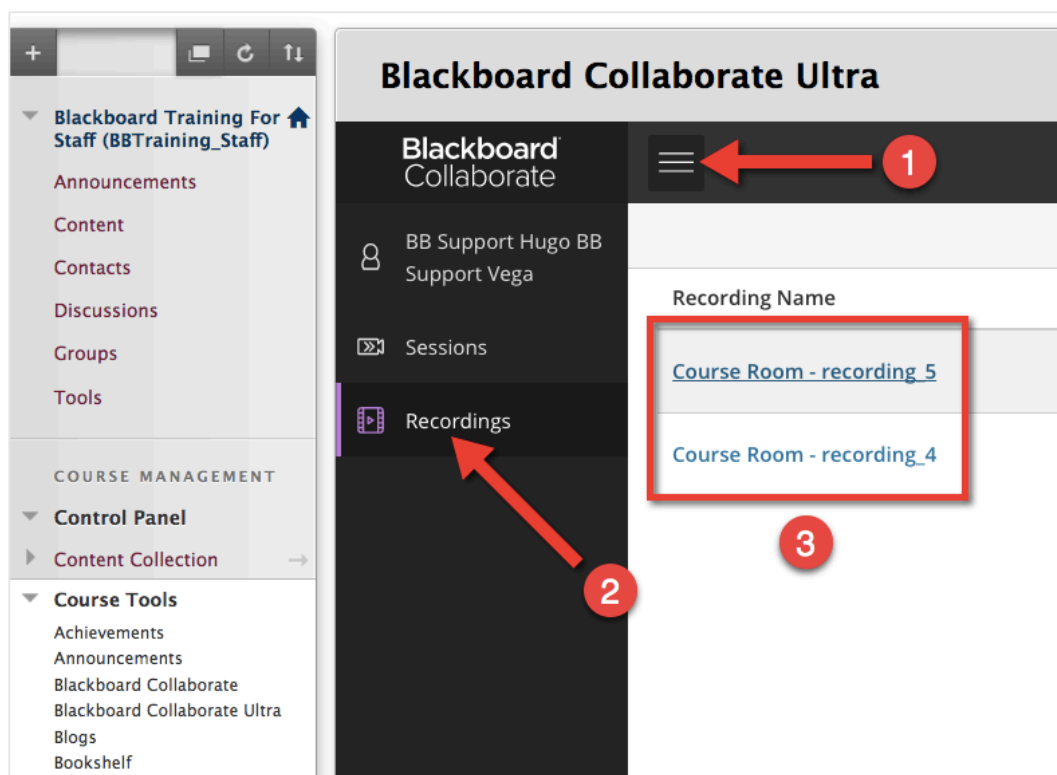
VIEW A RECORDED SESSION

Recorded sessions in Collaborate can be viewed later. Recorded sessions can be accessed in the course's Blackboard Collaborate Ultra page.

RECENTLY COMPLETED RECORDINGS WILL TAKE SOME TIME TO DISPLAY IN THE BLACKBOARD COLLABORATE ULTRA PAGE.

To access a recording from the [Blackboard Collaborate Ultra page](#), do the following:

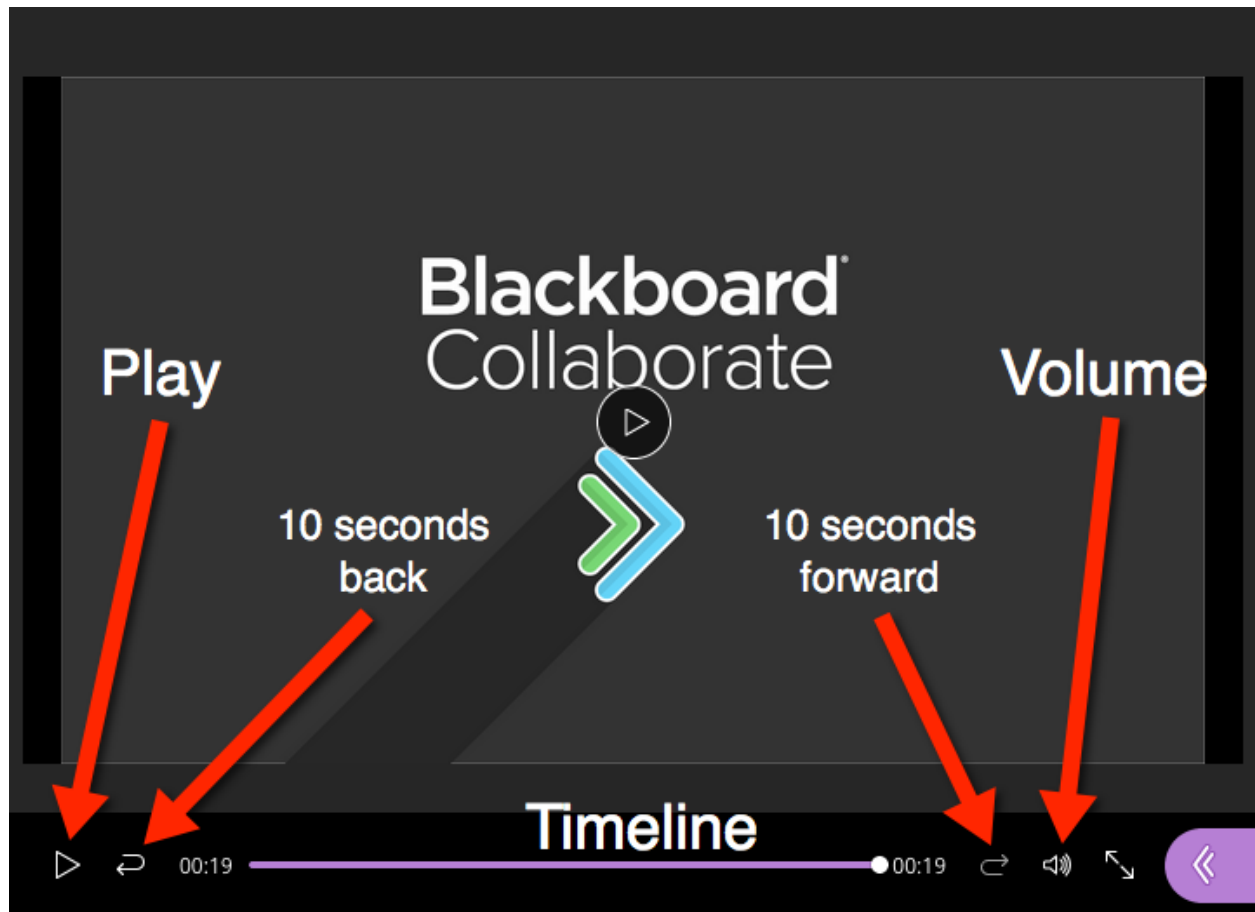
1. Click the **MENU**
2. Click **RECORDINGS**
3. **SELECT A RECORDING**





SESSION RECORDING LAYOUT

For a larger view of this expanded layout, refer to the [appendix](#).







SHARE AND INTERACT

AUDIO AND CAMERA CONTROLS

The controls to toggle the microphone and camera can be found on the lower section of the media space.



Click the icons to toggle between on and off.

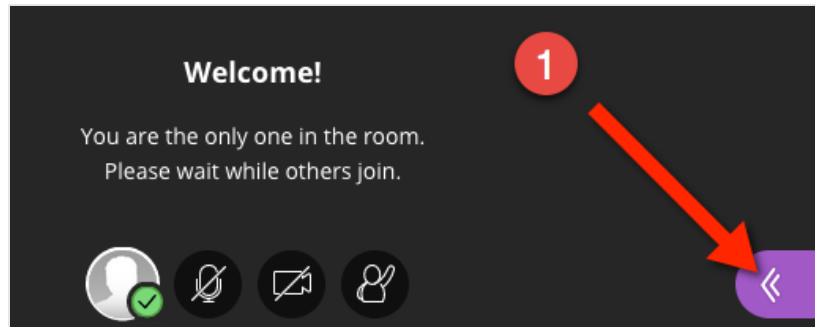
Microphone	Video
 Microphone on	 Camera on
 Microphone off	 Camera off

PARTICIPANTS PANEL

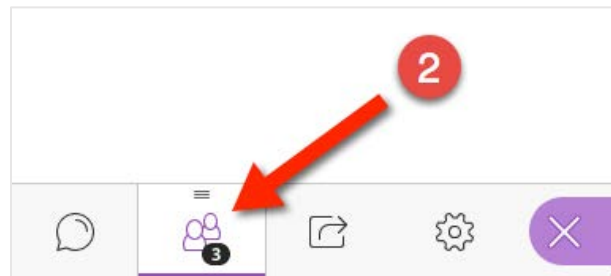
The participants' panel displays all attendees in the room. There are also options available to change participant rights, change participant roles, and mute one or all participants.

To open the participants' panel, do the following:

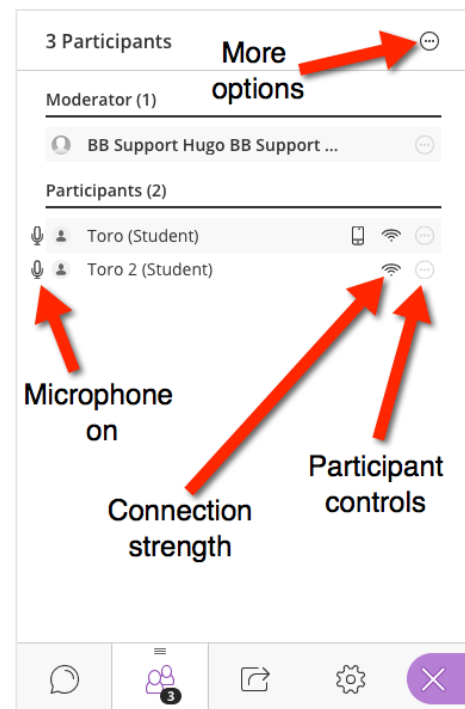
1. Click **Collaborate** menu icon



2. Click **Participants**



3. The **PARTICIPANTS' PANEL** will display meeting room attendees, connectivity strength, and indicate if audio is on.





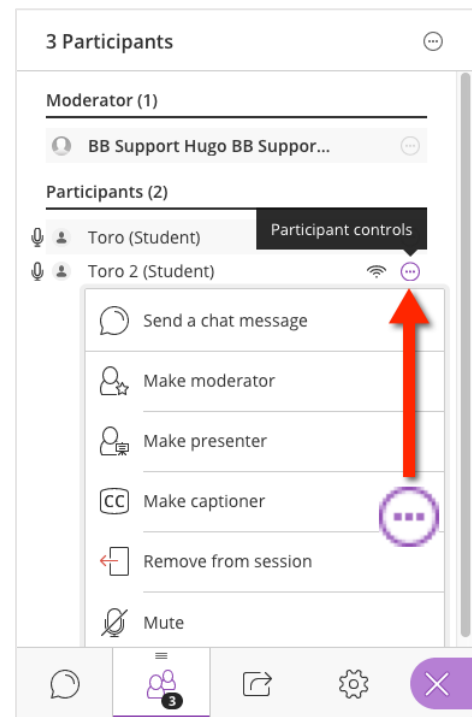
CHANGE PARTICIPANT RIGHTS

Use the **PARTICIPANT CONTROLS** to change participant rights

1. Clicking the **ELLIPSIS ICON**  next to a participant's name.


From the participant controls menu, you can manage the following:

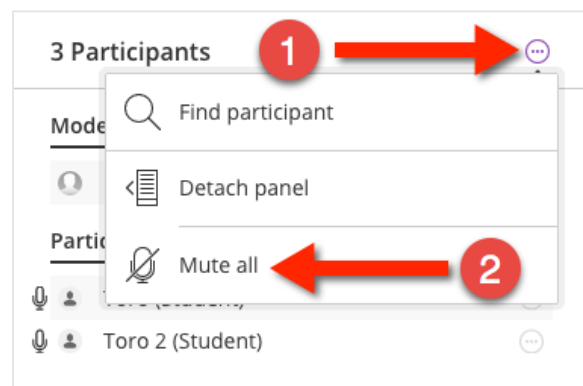
- Send a chat message
- Make moderator
- Make presenter
- Make captioner
- Remove from session
- Mute



MUTE ALL

To mute all participants in the meeting room

1. Click the **ELLIPSIS ICON**  on the upper right corner of the participants' panel
2. Click **MUTE ALL**.





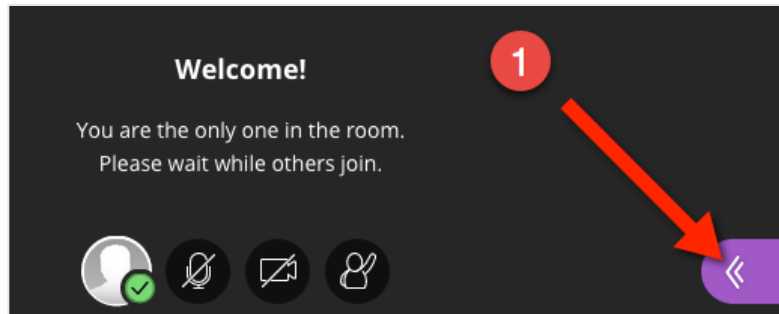
CHAT

Use chat to communicate with other attendees in the session.

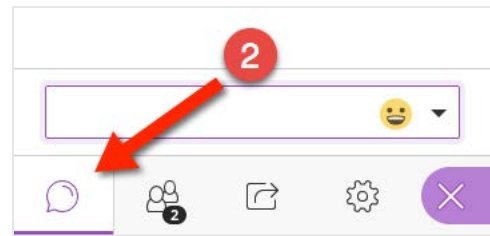
WEB ADDRESS LINKS POSTED IN CHAT BECOME CLICKABLE LINKS.

To send messages to other attendees using the chat tool, do the following:

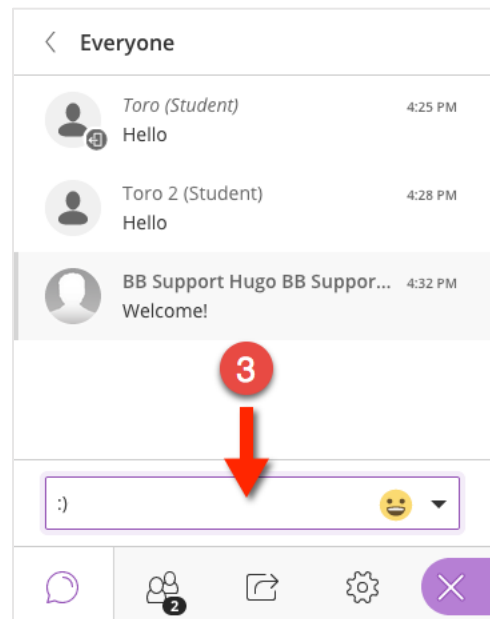
1. Click **COLLABORATE MENU** icon



2. Click **CHAT**



3. **ENTER A MESSAGE** in the text field and press the enter key





UPLOAD AND SHARE PRESENTATION

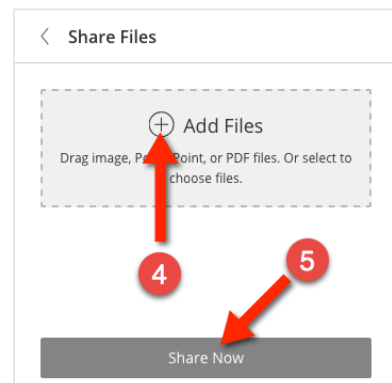
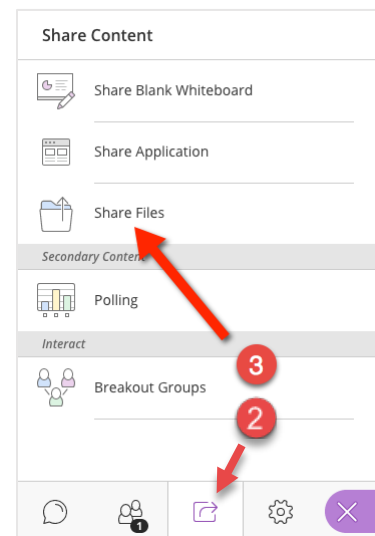
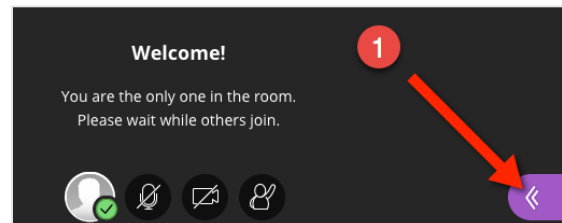
PowerPoint presentations files (PPT and PPTX) can be uploaded and shared in the media space. This section will demonstrate how to upload, share and use a PowerPoint presentation in a Collaborate session.

COLLABORATE ULTRA CAN UPLOAD POWERPOINT PRESENTATION .PPT AND .PPTX FILES UNDER 60MB.

THE SHARE FILES FEATURE DOES NOT SUPPORT ANIMATIONS IN POWERPOINT.

To share a PowerPoint presentation, do the following:

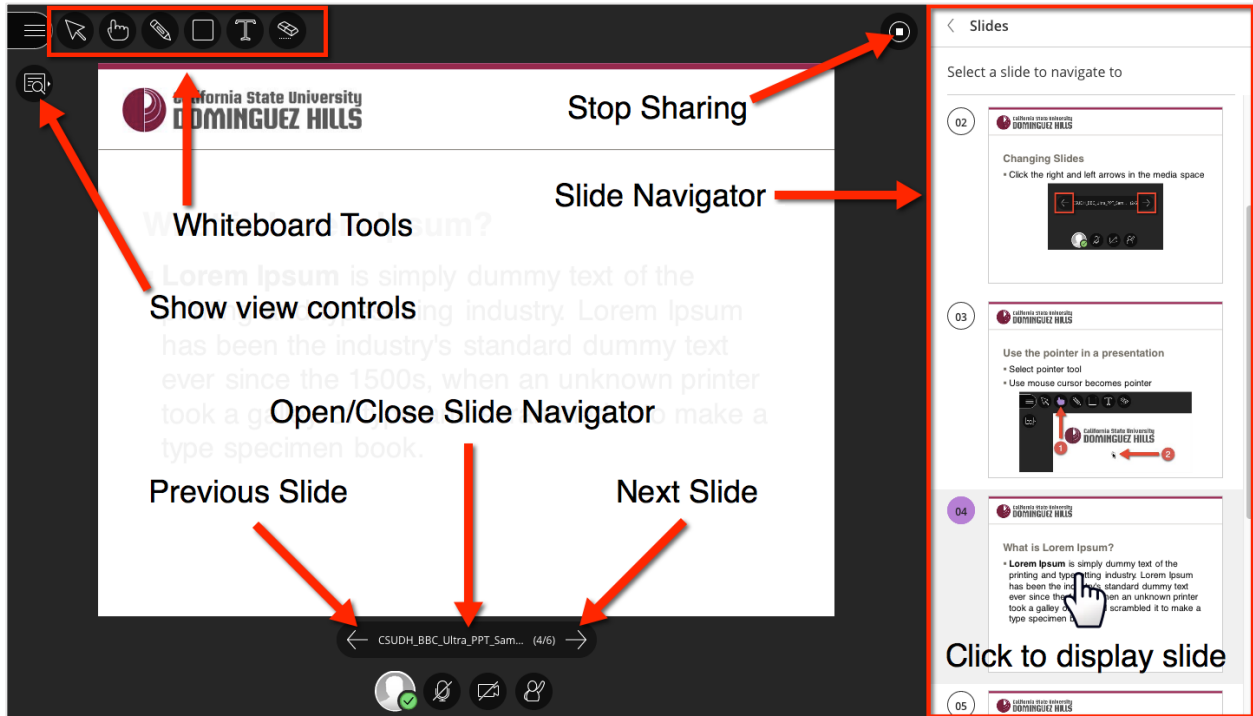
1. Click **COLLABORATE MENU** icon
2. Click **SHARE**
3. Click **SHARE FILES**
4. Click **ADD FILES** and navigate to the location of the PPT or PPTX file on your computer. Select the file and click **OPEN**.
5. Click **SHARE NOW**





PRESENTATION SHARING LAYOUT

For a larger view of this expanded layout, refer to the [appendix](#).



CHANGE SLIDES

To change slides in a presentation, click the left and right arrow icons in the media space.



OPEN/CLOSE SLIDE NAVIGATOR


To open and close the slide navigator panel on the right, click the presentation name in the media space.






USE POINTER

Use the pointer to call attention to a section of the presentation. To use the pointer:

1. Click the pointer icon  on the upper-left section of the window
2. Use the mouse to guide the pointer




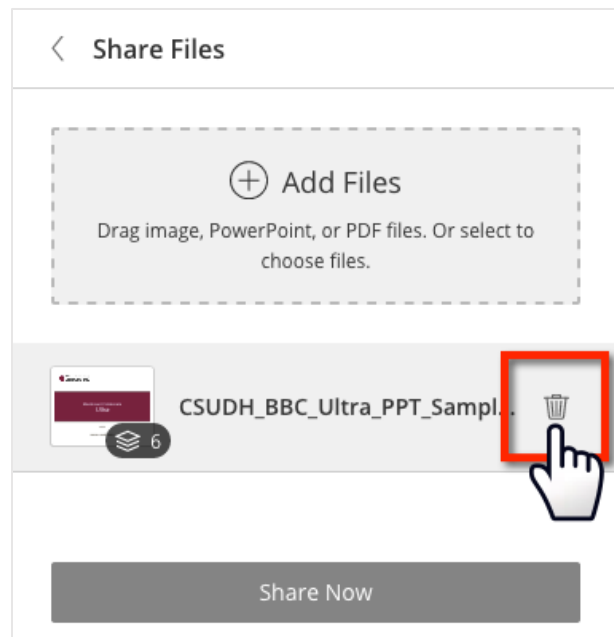
STOP SHARING PRESENTATION

To stop sharing a presentation, click the stop icon  located on the upper-right section of the window.



DELETE A PRESENTATION

If a presentation is no longer required, or if a presentation was uploaded in error, click on the trash can icon  to remove it from the meeting room.



SHARE SCREEN

Collaborate can display a desktop or an application to all attendees in a session.

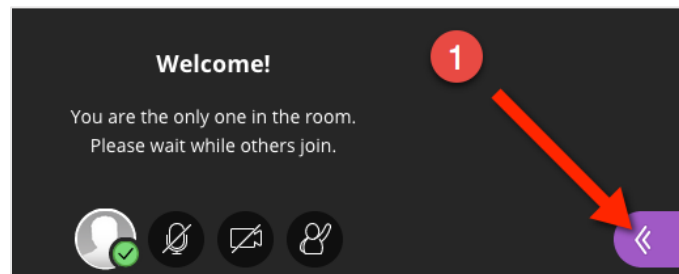
THIS DOCUMENT WILL DEMONSTRATE HOW TO SHARE A DESKTOP IN MOZILLA FIREFOX (WWW.GETFIREFOX.COM).

IF YOU ARE SHARING A PRESENTATION, STOP A PRESENTATION BEFORE SHARING THE SCREEN.

PLEASE REMOVE PERSONAL AND SENSITIVE INFORMATION FROM THE DESKTOP PRIOR TO SHARING THE SCREEN.

To share the desktop, do the following:

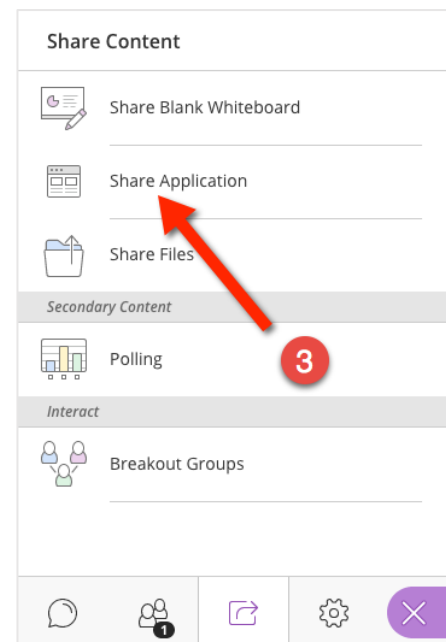
1. Click **COLLABORATE MENU** icon



2. Click **SHARE**

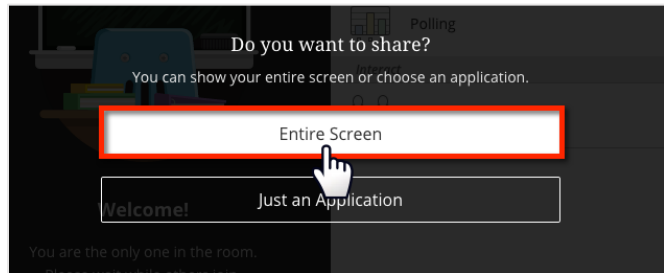


3. Click **SHARE APPLICATION**

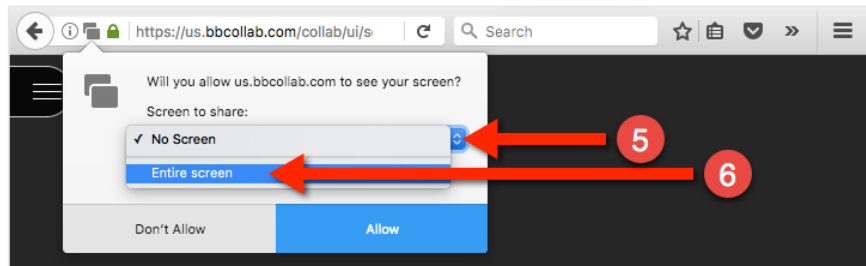




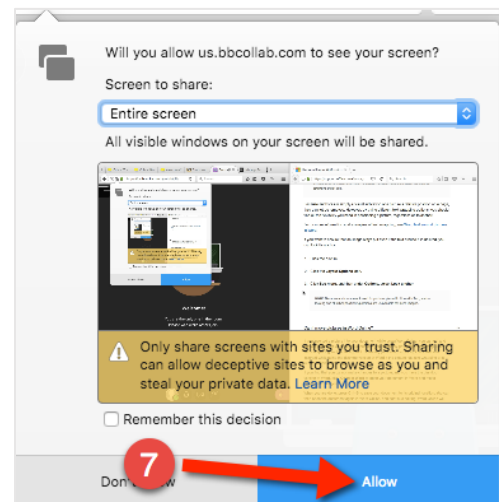
- In the next screen, click **Entire Screen**



- In the Firefox preferences menu, click the **DROP-DOWN**
- Select **ENTIRE SCREEN**



- Click **Allow**

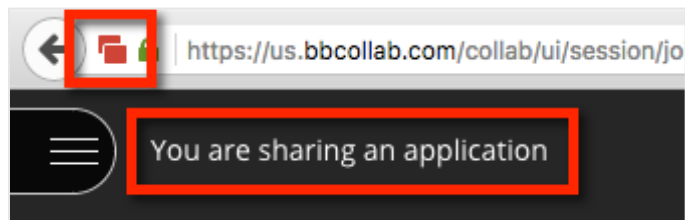


STOP SHARING SCREEN

To stop sharing the screen, click the **STOP ICON**  located on the upper-right section of the window.

APPLICATION SHARING INDICATORS

When sharing an application or desktop, note the icon and message on the upper-left section of the Firefox browser window.

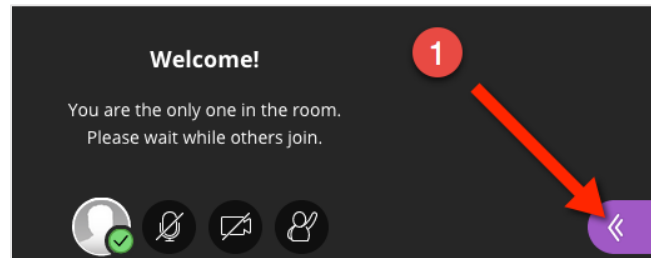


SHARE WHITEBOARD

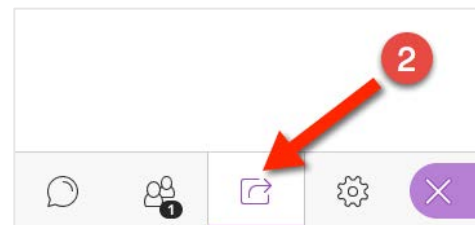
Use the whiteboard to create notes and drawings with your meeting attendees.

To open the whiteboard, do the following:

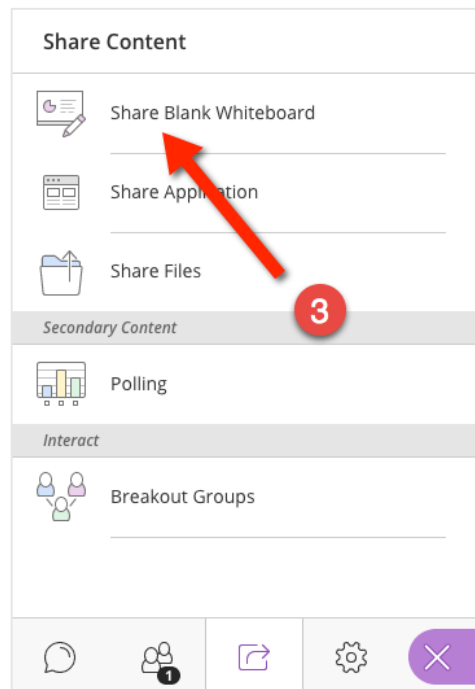
1. Click **COLLABORATE MENU** icon



2. Click **SHARE**



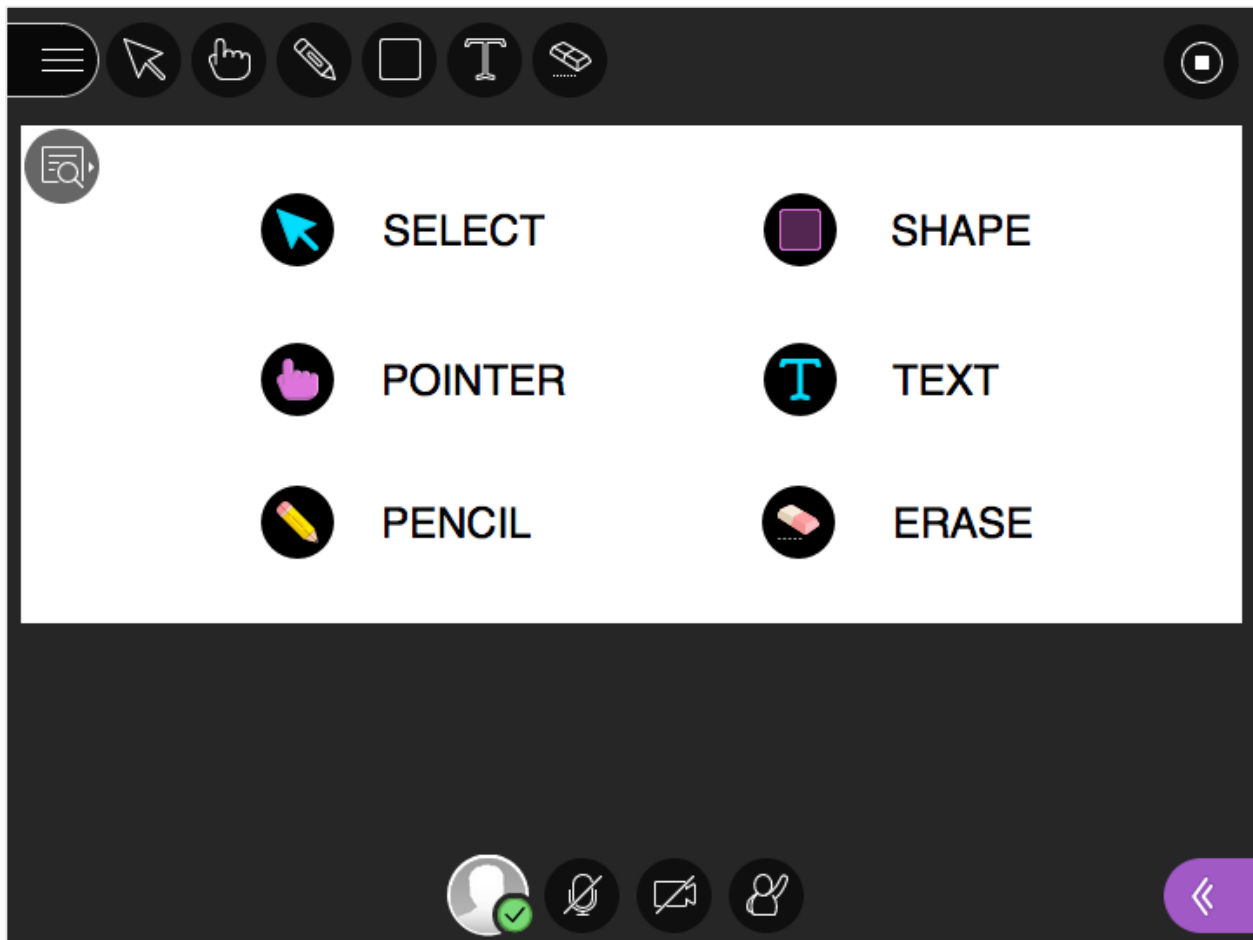
3. Click **SHARE BLANK WHITEBOARD**



4. Use the tools on the upper-left to create drawings, shapes, text and notes



WHITEBOARD LAYOUT



STOP SHARING WHITEBOARD

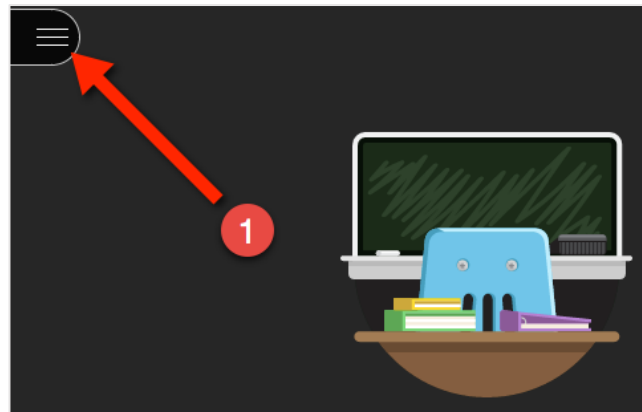
To stop sharing the whiteboard, click the **STOP ICON**  located on the upper-right section of the window.



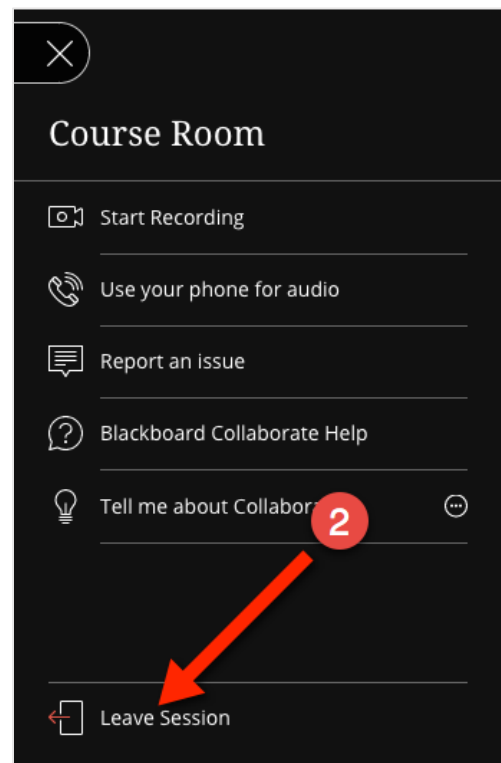
EXIT MEETING

When the meeting has concluded, use the session menu to exit the meeting.

1. Click the **SESSION MENU** icon



2. Click **LEAVE MEETING**





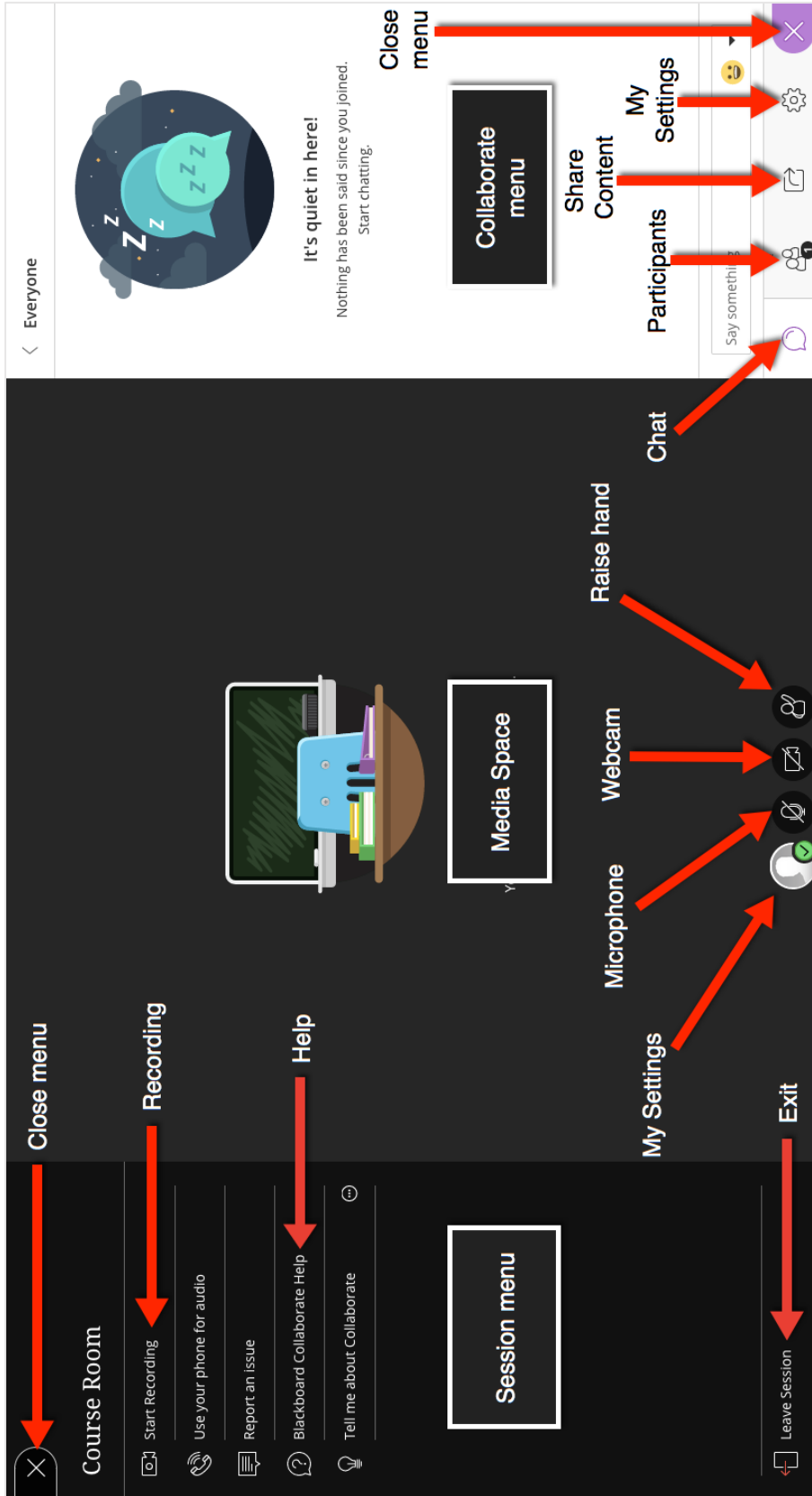
APPENDIX

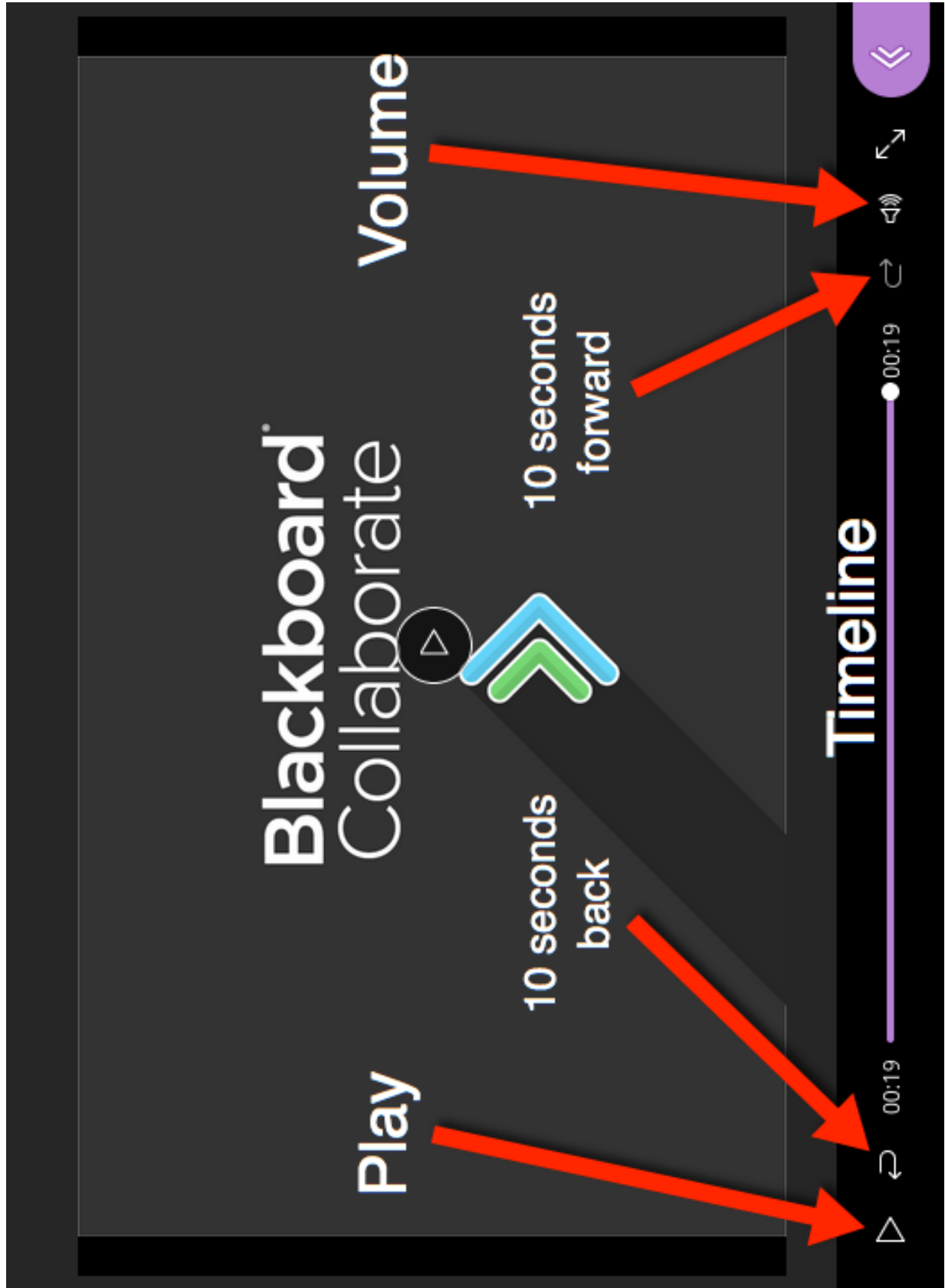
This appendix contains the following items:

- Best practices link
- Larger images of the following:
 - [Collaborate Meeting Room](#)
 - [Session Recording](#)
 - [Presentation Sharing](#)

For more information on best practices while using Blackboard Collaborate Ultra, visit the following link:

https://help.blackboard.com/Collaborate/Ultra/Moderator/Get_Started/Session_Best_Practices







Whiteboard Tools

Slide Navigator

Stop Sharing

Open/Close Slide Navigator

Previous Slide

Next Slide

California State University
DOMINGUEZ HILLS

What is Lorem Ipsum?
 Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book.

CSUDH_BBC_Ultra_PPT_Sam... (4/6)

Slides

Select a slide to navigate to

02 Changing Slides
 • Click the right and left arrows in the media space

03 Use the pointer in a presentation
 • Select pointer tool
 • Use mouse cursor becomes pointer

04

05 Click to display slide