

Blackboard Collaborate Ultra Essentials for Students

Yi Guan-Raczkowski

Director of Distance Learning/Educational Technology

Middlesex Community College

mxccdistance@mxcc.commnet.edu

860-343-5756

Blackboard Collaborate Ultra Essentials

- What is Blackboard Collaborate Ultra?
- Preparation of Using Blackboard Collaborate Ultra
 - Browsers
- Key features and core functions of the Collaborate Interface
- Attending a Collaborate meeting
 - Communicate with professor: audio, video, chat, status
 - Share content: applications, whiteboard, files – only when you are made as Presenter
 - Join Live Groups
 - Recording
- Access recordings
- Resources of learning more about Collaborate

Blackboard Collaborate Ultra

- Blackboard Collaborate Ultra is a real-time video conferencing tool integrated in Blackboard for faculty to provide live and real-time virtual lectures and engage students in live group discussions.
- Requires a modern web browser with WebRTC (Real-Time Communication) support: Google Chrome (28+) or MS Edge Chromium (12+).
- Requires to give certain permissions to function as desired.
 - Permission to access your camera and microphone so you can use audio and video.
 - Give Collaborate audio/camera permission when asked.
- Does not require plugins, downloads, or a mobile app. It is completely browser-based. All you need is one of the supported web browsers.
- Using a mobile device – need to download Chrome app. and use Chrome app to log on to Blackboard and then go to the Collaborate meeting.

Attend a Live Real-Time Meeting

- Check the Blackboard announcement or college email from your professor about where the meeting link is posted in Blackboard Course.
- When you are ready to attend a live lecture, log on to your Blackboard course via my.comnet.edu. Click on the meeting link on the Course Menu.
- Click on the Course Room/Session link to enter the Course Room.



PSY-F111-3301-Fall2020-General Psychology I - Course Room
Unlocked (available)



- If you would like to use your phone for audio connection, the phone# and access PIN are listed.
- Click on **Join Course Room**.

PSY-F111-3301-Fall2020-
General Psychology I -
Course Room



Event Details

[Lock course room](#)

Join Course Room

Anonymous dial in:

+1-571-392-7650
PIN: 126 832 6976



Dial In



Cancel

Save

Attend a Live Real-Time Meeting

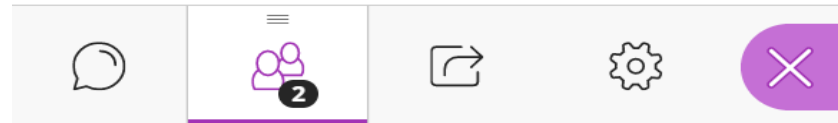
- At the prompt – “us.bbcollab.com wants to use your microphone.” Click on Allow. Do an audio test to test out your microphone. Click on Yes. Audio is Working.
- At the prompt – “us.bbcollab.com wants to use your camera.” Click on Allow. Adjust the webcam – if you are using a build-in cam, you do not need to do anything. Click on Yes. Video is Working.
- You may click on “Start Tutorial” to see how to use Collaborate.
- Click on Later to skip the tutorial.
- At “Tell me about Collaborate”, click on Close.


Course Room – Control Panel

- As default – the video and audio are turned off when you first enter the Course Room. During a lecture, please keep Audio/Video off.
- To turn on the audio, click on Share Audio icon 
- To turn on the video, click on Share Video icon 




- Click on “Open Collaborate Panel” icon at the bottom right corner. 





- The default view is “Follow the Speaker Mode”. You may switch the view to Group Mode by click on the Switching to Group Mode icon at the upper right corner of the screen. On one page, you will see five participants max. 


Add a Profile Picture


- In the Collaborate Panel, click on My Setting icon .
- Click on the picture icon.
 - Click on Upload. Locate the picture on your computer and double-click on it. Click on I like it.
 - Click on Capture Photo from Camera. Click on Take Photo. Select the part of the photo and click on I Like It!
 - Check Always use this profile picture.
 - Click on Save.


My Settings




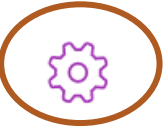

 Yi Guan-Raczkowski
Moderator

Audio and Video Settings 

Notification Settings 

Session Settings 

 Report an issue

Work on a File/Whiteboard

- Your professor may ask students to brainstorm on a Whiteboard or a file. Please do not write on a file or the whiteboard unless you are asked to do so by your professor.
- Use the tools on the Whiteboard or a File.




- Pencil, Shape – draw lines or shapes
 - Text, type text.
 - Eraser, clean out the drawings or text.
 - Move, move a drawing/shape/text box around.
 - Color, set up drawing color.
- To save the content on the board or the file, you may do a screen capture to save.


Breakout Groups - Live

- Your professor may ask students to do a breakout group discussion live.
- You will be assigned to a group. When the group discussion starts, you will be automatically brought to your own group.
 - Share Audio for discussions.
 - Share Content – only when the professor made you as Presenter.
- When the breakout group ends, you will be brought back to the main course room.

Share Content – PowerPoint, Web Pages, Blackboard, YouTube

- **Only when students are made as a Presenter, you can share content with the class.**
- Share Content 
- Share Application/Screen
 - Application Window – Turn off your video – Click on Share Video on the Control Panel.
 - Select the PPT window – open the PPT file before you share.
 - Select the MS Word file window – open the MS Word file before you share.
 - Chrome Tab
 - Before you share a web page/youtube video, you will open up a new window in Chrome and navigate to the page/video.
 - Click on the Blackboard Course Window.
 - Click on the web page window.
 - Click on the Youtube window –to hear the sound from the youtube video, you need to check “Share Sound” at the bottom left corner of the screen.
- Share Files
 - Click on Add Files, locate the file and click on Open. The file is loaded to Collaborate. Click on Share Now to share the file. Only .pdf, PowerPoint, and image files can be shared here. Click on the file window – if it is a PPT file, click on the slide shown at the right panel to share the slide. Click on the “<” to navigate through the slides. You can annotate the slide show using the tools provided at the top of the page.
- When you are done sharing – click on “Stop” at the top or bottom of the page.
- Do not click on Share Entire Screen – however, If you have mistakenly clicked on the Entire Screen and you see the “tunnel” vision, you may click on Stop Sharing or minimize the window. Minimizing the window will share the “window” right behind your Blackboard class window.
- Before your meeting, please do a short rehearsal in sharing content. Open up the files/windows/webpages/videos you would like to share. Close out all windows you do not want to share.

Session Setting – Collaborate Panel

- Click on the My Setting icon  at the bottom right of the page.
- Audio/Video
 - Adjust speaker volume
 - Phone# and PIN if you use your phone for audio.
- Notification
 - Audio notification – uncheck/check
- Report an issue – sent to Blackboard.

Audio and Video Settings 

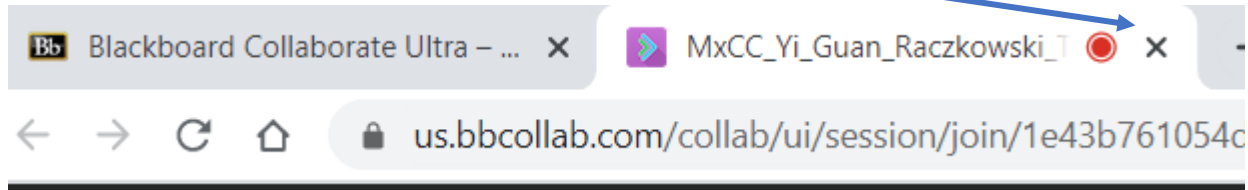
Notification Settings 

Record a Lecture

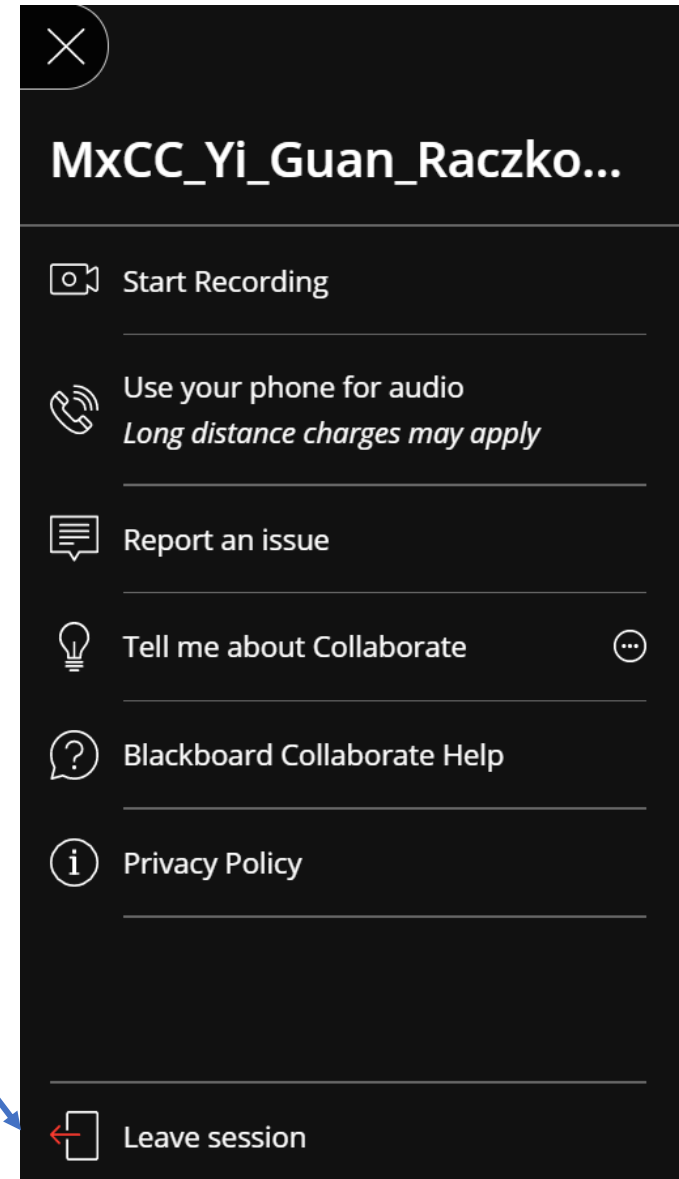
- Need permission from all participating students to do the recording.
 - Reply professor the email/discussion post/quiz/poll – whether you agree or not agree.
 - Chat windows will be recorded. Setting – Recording – check Anonymize Chat Messages.
 - If a student speaks –video/profile picture/voice of the student will be recorded.
 - The recording can be shared among the students within the class.
 - For students who do not want to be recorded – need to reply to inform your professor so your professor will edit out the student information.
- To see the recording, click on the Blackboard Collaborate Ultra tab and click on the Session Menu icon and click on Recordings.

Leave a Meeting

- Close out the Collaborate window by clicking on the X at the tab.



- Go to Session Menu and select Leave the Session.
- Please leave the meeting room after the class.
- If the meeting room is not locked, please do not go there.



Blackboard Collaborate Ultra Instruction/Tutorials

- Blackboard Shells – My Institution Page
 - Virtual Campus>COVID 19 Resources
 - Blackboard Essential Skills For Students
- Collaborate Ultra Help for Students
 - <https://help.blackboard.com/Collaborate/Ultra/Participant>
- Live Remote Online Classes
 - <https://mxcc.edu/distance/Iron>