



Blackboard collaborate™

Blackboard Collaborate Ultra Getting Started Guide

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Getting Started

To start using Collaborate Ultra, first proceed to us.bbcollab.com using Google Chrome 58+ or Mozilla Firefox 53+. Then login using the credentials provided to you by the CCI HelpDesk. If this is your first time logging in, please change your password. Upon login, you will be brought to the sessions page.

Changing Your Password

After logging in, click on your account name in the top left corner of the page directly underneath Blackboard Collaborate. You will then be brought the Account Info page, click on the pencil on the right-hand side of the page that corresponds with password. Enter in the old password and your new password and click save.

Creating a Session

To create a session in Collaborate Ultra you will need to be on the sessions page. Once here you can click on either gray “Create Session” button, Fig. 1, to start creating a session. A window will come up for you to fill out with the session information. Here you will be able to customize each session. Below the session name field, there is guest link Fig. 2. This link is the one that you will send out to the students or anyone that will be joining the session. Once you are done, click save at the bottom and your session has been created. If you need to edit the session setting for any reason, simply go to the sessions and click the circle with dots to the right of the session name, then click edit settings.

Fig. 1

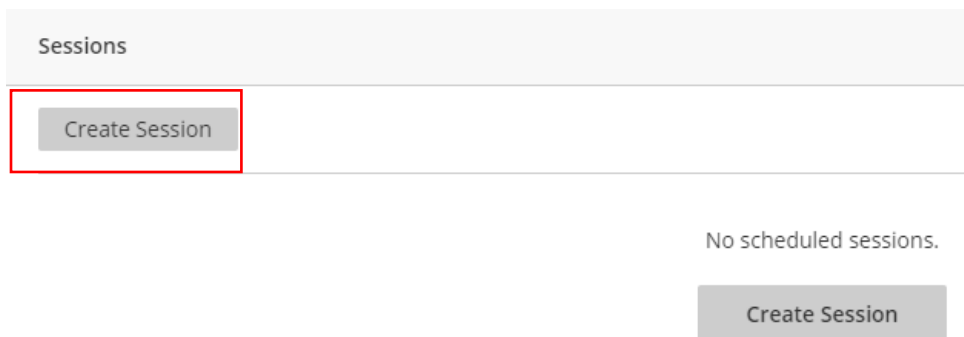
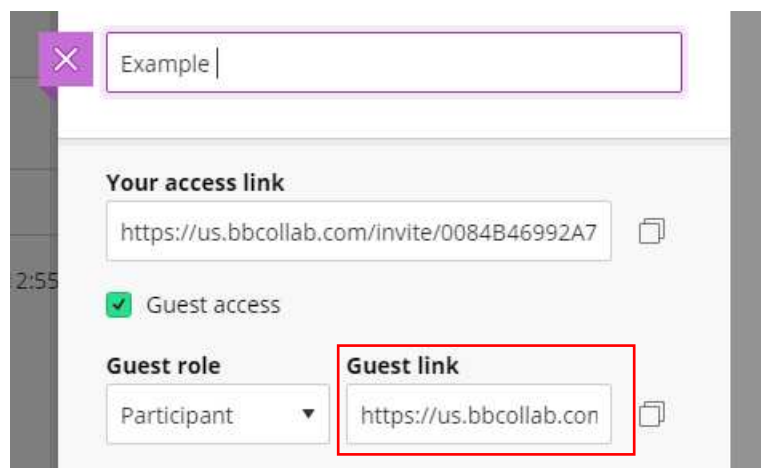


Fig. 2



Beginning a Session for the First Time

All sessions that you have created will show up if you select Sessions tab. Enter the session that you would like to by clicking on the session name. This will open the session in a new browser tab. You and your audience's screens will look like Fig. 3. There are four buttons at the bottom of the window. Going from left to right they are My Settings, Share Audio, Share Video, Raise Hand. The pink tab to the far right (Collaborate panel) contains the chat, participants list, share content menu and settings. The black tab in the top left corner (Sessions Menu) contains the recording function as well as support. To begin sharing audio click on the share audio, microphone, and it will begin to share your voice. To share video, do the same step, but click the share video button, camera. When both are working, the screen will look like Fig. 4.

Note: Depending on your browser setting, you may need to allow Collaborate to access your microphone and/or camera.

Fig. 3

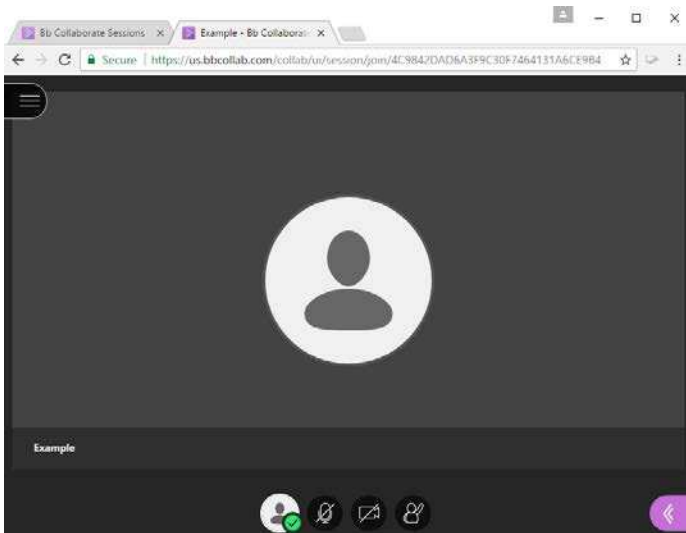
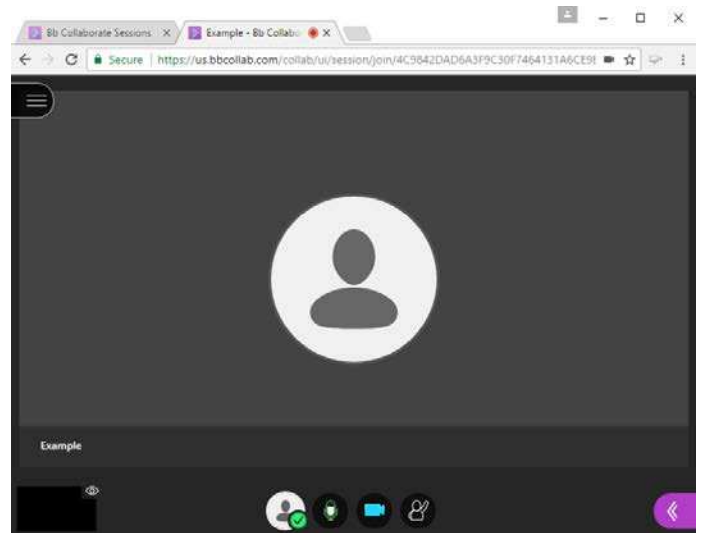


Fig. 4



Recording a Session

To begin recording a session, click on the sessions menu located in the top left corner. This will open a menu, Fig. 5, click on the Start Recording option and recording will begin. You will know it is recording by seeing a camera with a red light on the session menu tab, Fig. 6.

Fig. 5

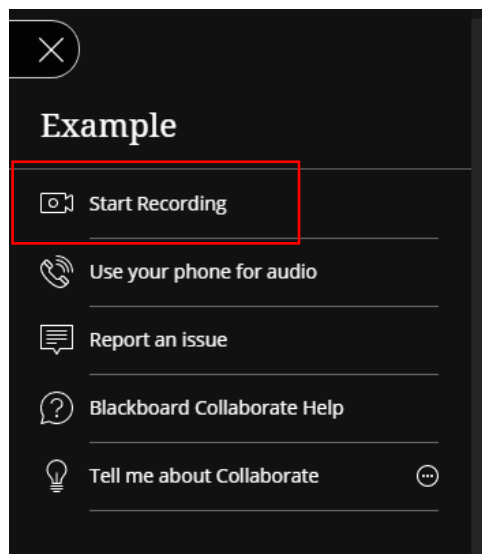


Fig. 6



Sharing Applications or Desktop

Collaborate Ultra allows a moderator or presenter to share an application or their entire desktop with the audience. To begin, you will have to enter a session as a moderator or presenter. Click the pink tab in the bottom right-hand corner of the Collaborate Session to open the collaborate panel, Fig. 7. Then click on the Share Content tab, Fig. 8. Now click on Share Application, Fig. 9, then Collaborate will prompt you to share the entire screen or just an application. Choose whichever you wish to use.

Note: If you choose to share your entire screen and you have multiple monitors, you will be prompted to choose which screen will be shared.

Note: Unfortunately, when using the share content feature to share videos, the audio will not be play on the audience's devices. If you want to share a video, we recommend that you share a link to that video with your audience.

Fig. 7

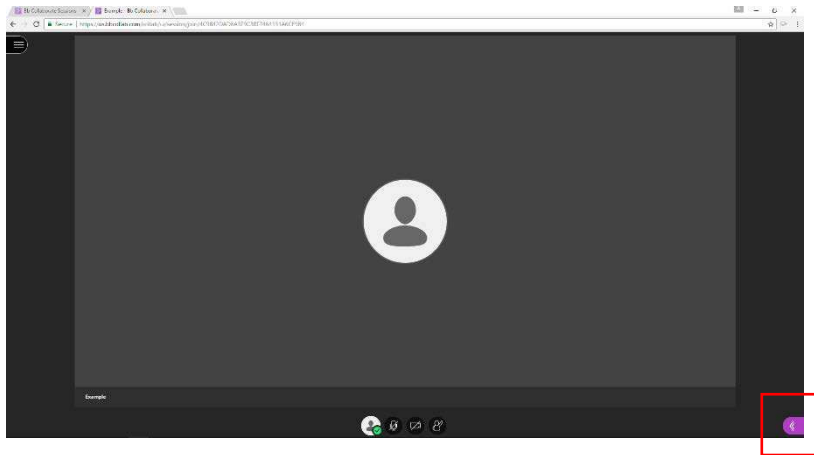
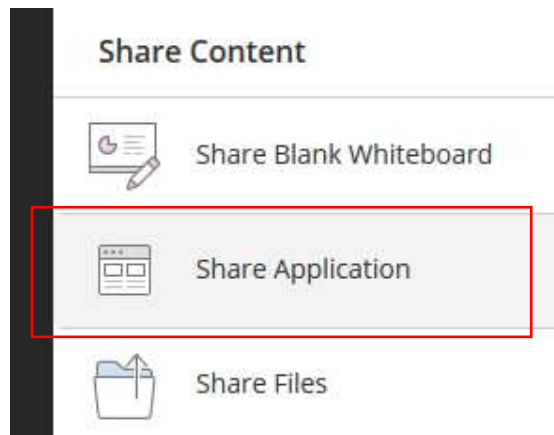


Fig. 8



Fig. 9



Installing the Google Chrome Extension

When using the share application feature for the first time in Google Chrome, you will be prompted to add an extension to allow Collaborate Ultra to share applications or desktop. Click the Add to Chrome button as shown in Fig. 10. You will then be prompted to add the extension “Desktop Sharing”, click the Add extension button as shown in Fig. 11. Once it has installed, which should take less than one minute, Collaborate will give you a message saying you can now share, Fig. 12. You are all set to begin sharing an application or screen.

Fig. 10

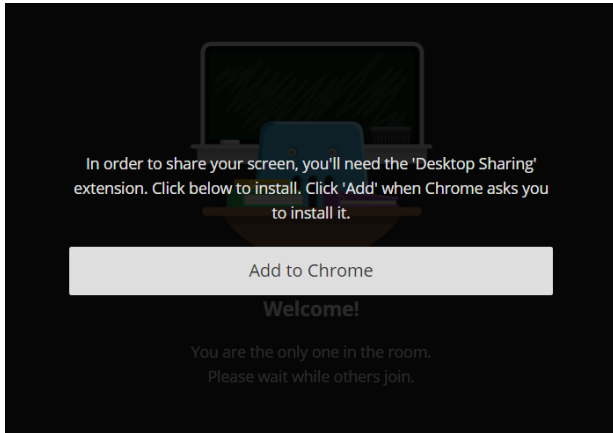


Fig. 11

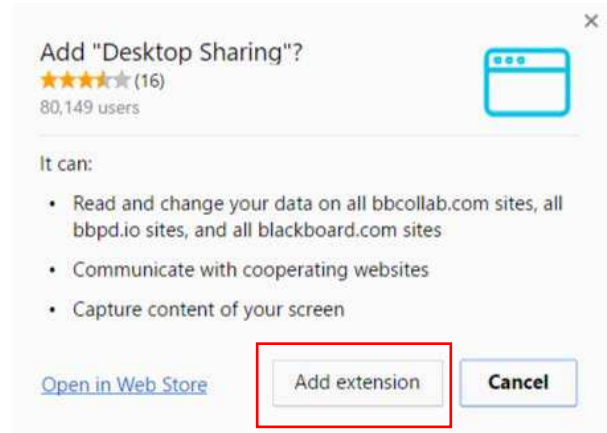
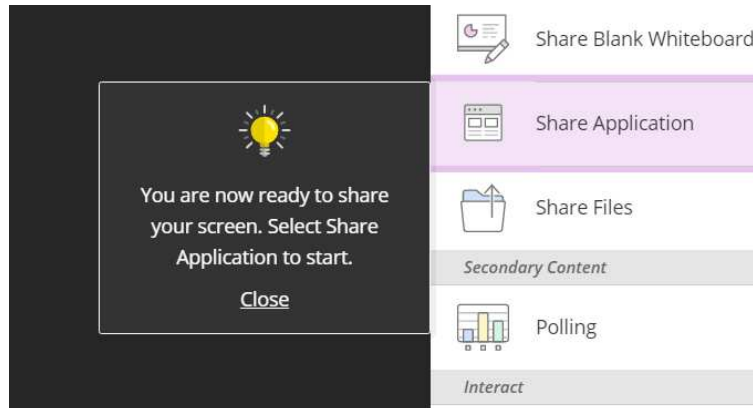


Fig. 12



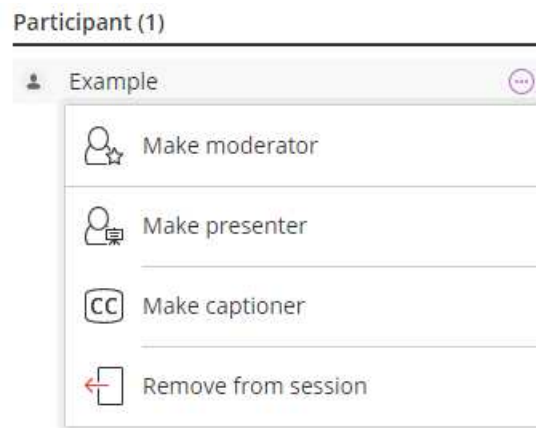
Changing Participants to Presenter or Moderator

There may be some situations that you would like a participant to present or need another moderator. The main difference is presenters can only access the Share Content panel, whereas a moderator has full access and control over the room. Click the pink tab in the bottom right-hand corner of the Collaborate Session to open the collaborate panel, Fig. 6. Then click on the Participants tab, Fig. 13. Here you will find a list of everyone in the session. Find the person who you wish to change and click the circle with dots to the right of their name, Fig. 14. Here you can choose to make them a presenter or moderator.

Fig. 13



Fig. 14



Breakout Rooms

To begin, you will have to enter a session as a moderator or presenter. Click the pink tab in the bottom right-hand corner of the Collaborate Session to open the collaborate panel, Fig. 10. Then click on the Share Content tab, Fig. 15, then click on breakout rooms. Here you can make your groups, assign participants to groups, and allow them to switch groups.

Fig. 15

