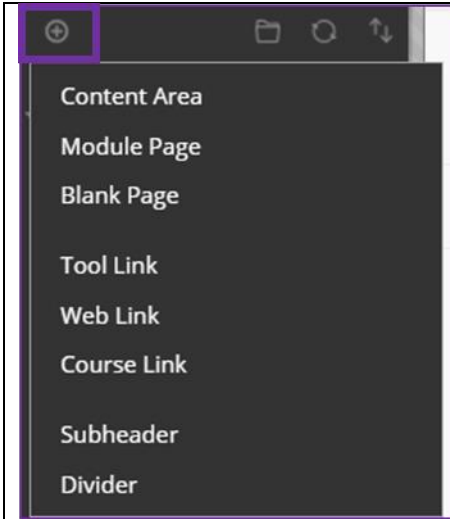
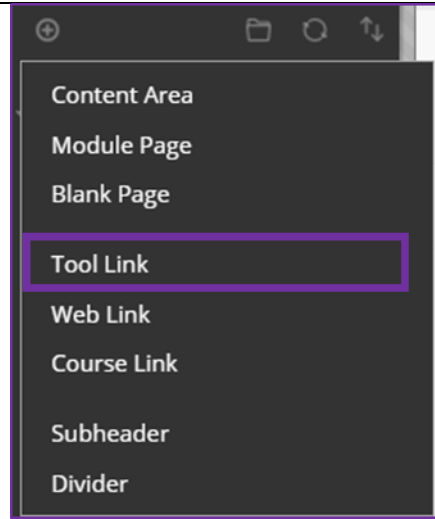


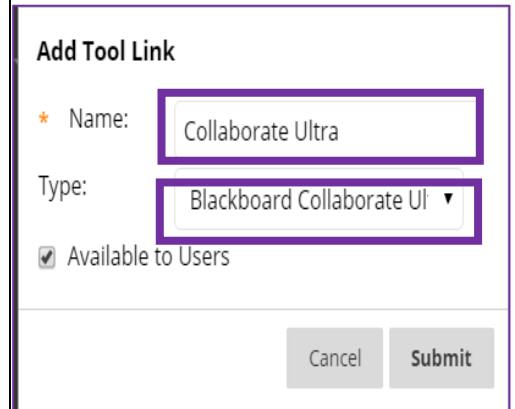
How to set the Blackboard collaborate session?



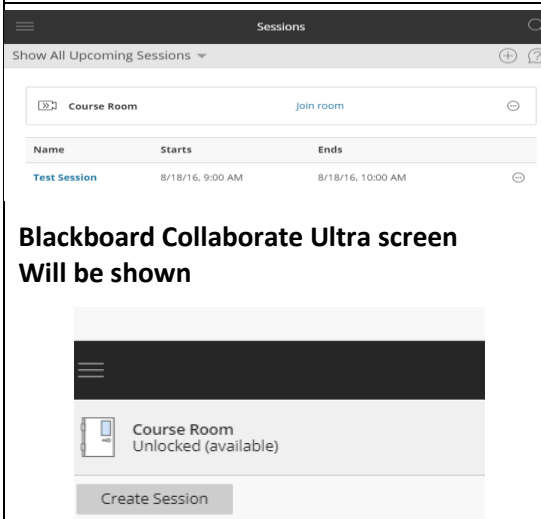
Open your course and click on the "+" button



Choose Tool link from the drop menu

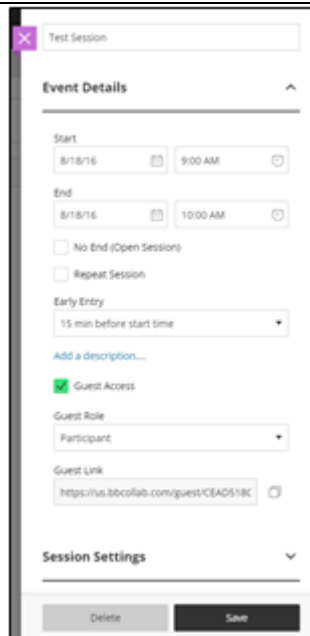


Name it as "online lectures"
Select the type "Blackboard collaborate ULTRA"
Select "Available to users"

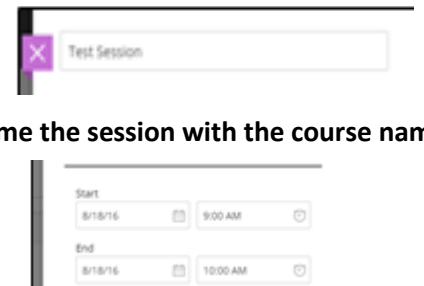


Blackboard Collaborate Ultra screen
Will be shown

Click on create session



Follow the following settings to set your collaboration



Name the session with the course name

Set date and time

Recording

Allow recording downloads

Select this to download recording

Repeat session

Select repeat session to schedule lectures



Click on save

Basic Tools - Overview

Session Menu
(Help, Log out, etc.)

Note: The tools below are available to all participants unless they are disabled by a *Moderator*.

My Settings
(Audio, Video, etc.)

Collaborate Panel
(Chat, Settings, etc.)

Mute/Unmute Your Microphone

Start/Stop Your Camera

Raise/Lower Your Hand

Audio & Video Settings

1. Open the **My Settings** panel.

2. Under **Audio and Video Settings**, click **Set Up your Camera and Microphone**.

3. Select the devices you wish to use and click **Yes – it's working**.

Audio Test (1 of 2)
Let us hear you! Say something.
Do you see the audio bar moving when you speak?
Plantronics_Audio 478 USB
No - I need help Yes - It's working

Video Test (2 of 2)
Smile! Don't worry - no one else can see you yet!
Do you see yourself?
Logitech Camera
No - I need help Yes - It's working

Tools for Moderators

To record a session, open the **Session Menu** and click **Start Recording**.

1. To share content with participants, click the **Collaborate Panel** button (at bottom, right) to open the **Collaborate Panel**.

2. Open the **Share Content** menu.

3: This menu lets you open a new **Whiteboard**, show applications from your computer, share slideshows and other files, start a poll, or even divide participants into breakout groups.

Share Content

- Share Blank Whiteboard
- Share Application
- Share Files
- Secondary Content
- Polling
- Interact
- Breakout Groups

Participant Options for Moderators

Note: As a *Moderator*, you can change **Participants** options at any point during a session.

1. Click the **Collaborate Panel** button (at bottom, right) to open the **Collaborate Panel**.

2. Open the **Participants** menu.

3. Click the **Options** button for a participant.

4. *Moderators* can change participants' roles, lower their "hands", or even remove them from a session.

2 Participants

- Moderator (1)
- Moderator
- Participant (1)
- Make moderator
- Make presenter
- Make captioner
- Remove from session

My Settings Options

Click here to open the **Collaborate Panel** to the **My Settings** area.

Click to add a profile image

Camera and microphone setup, volume controls.

Open the **Collaborate Ultra Help** Web page.

Control session notifications (audio/visual)

Toggle between tools (**My Settings**, **Chat**, **Participant List**, etc.)

Close the **Collaborate Panel**.

My Settings

- Moderator
- Present
- Audio and Video Settings
- Notification Settings
- Report an issue