

## Blackboard Collaborate ULTRA – Participant Guide

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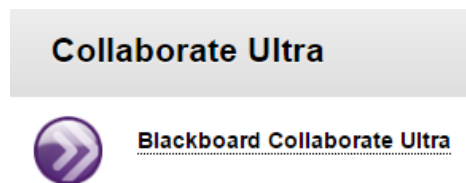
## I. WHAT IS BLACKBOARD COLLABORATE ULTRA?

Blackboard Collaborate is a web conferencing platform designed specifically for education providing web conferencing tool for Courses, virtual meeting rooms, mobile collaboration, instant messaging, and voice authoring capabilities.

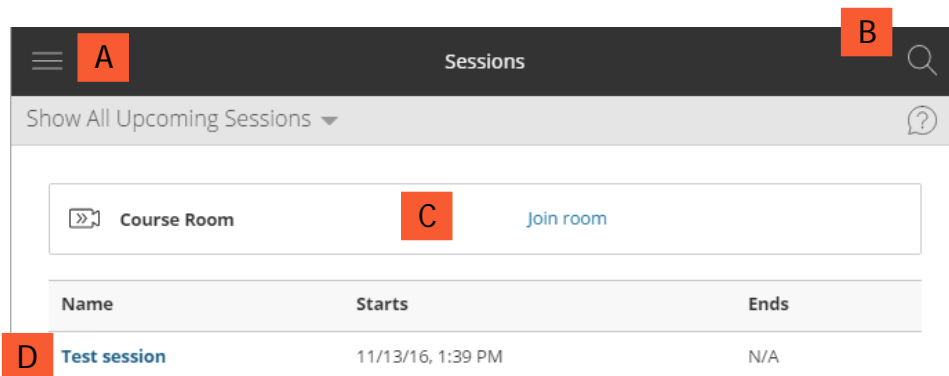
**Browser Support:** For the best experience, use **Google Chrome™**. Note that Share Application feature is only available in Google Chrome.

## II. Entering Blackboard Collaborate Ultra

1. From Course Menu, Click on Content area that your instructor should inform you about, then click [Blackboard Collaborate Ultra](#).



2. You should see the **Blackboard Collaborate Ultra** screen shown below.



Here a quick overview of what you can do from this screen:

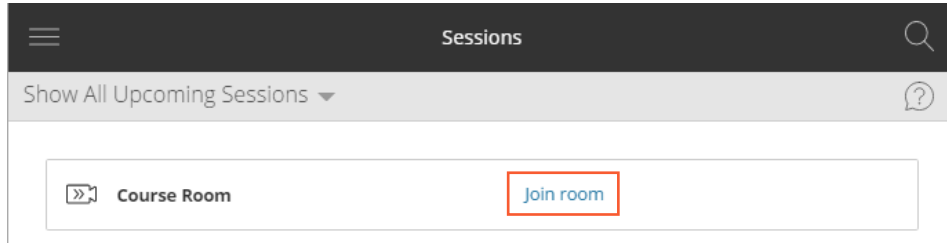
- A. Click on **Menu** to toggle between displaying **Sessions** and **Recordings**. (The **Sessions** screen, shown above, is displayed by default.)
- B. **Search for meetings:** Have several meetings scheduled? Select Search to filter the meeting list. Type a specific session name or date.
- C. Join your **Course Room**: The **Course Room** is an open session dedicated to your course. Select **Join room** to join the session any time.
- D. Start your meeting: Select the name of the meeting when you are ready to start. To learn more about conducting meetings, see [Conduct a Meeting](#).

## III. Course Room

The course room is an open Collaborate session dedicated to your course. It provides you and your classmates a convenient launch point for classes or impromptu meetings anytime. The course room is available by default but may be turned off by your instructor.

Students can use the course room anytime if available.

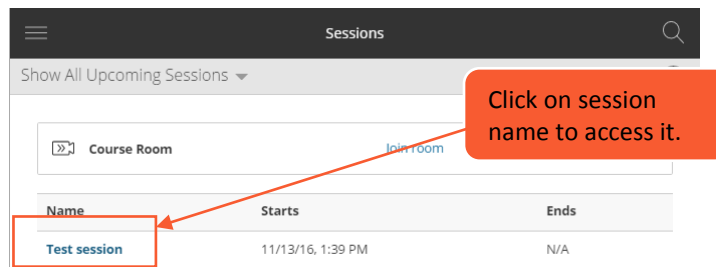
1. To enter the “Course Room”, click on Join room from the sessions screen.



**IV. Collaborate session**

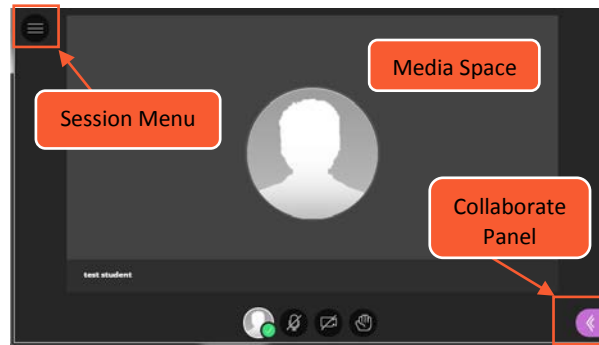
The Collaborate session is created by your instructor for a limited or unlimited time.

From the [Blackboard Collaborate Ultra Page](#), Click on Session Name to enter it.



**V. Find Your Way Around in a Collaborate Session**









Once you are in a session, you will see similar to below screen.



Media Space: The media space in Collaborate is where the content of the session is displayed.

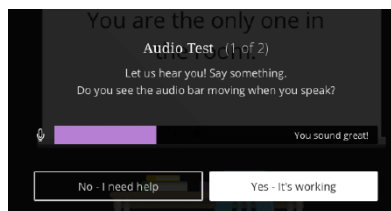
Options available are explained below:

Icon	Tool	Description
	Status	Show yourself as away. Point to the green checkmark by your avatar image and select Set as Away. Select I'm back! when you return.
	My Settings	Add a profile image, set up your audio and video, your notifications, and session settings. Open the Collaborate panel and select My Settings.

	<p>Audio</p>	<p>Turn your audio on. Lines through the microphone icon means that it is turned off. Select Share Audio to turn it on.</p> <p>With your keyboard, press Alt + M to turn your microphone on and off.</p>
	<p>Video</p>	<p>Turn your video on. Lines through the camera icon means that it is turned off. Select Share Video to turn it on.</p> <p>With your keyboard, press Alt + C to turn your camera on and off.</p>
	<p>Hand raise</p>	<p>Raise your hand to answer a question or get another moderator's attention. Select Raise Hand.</p> <p>With your keyboard, press Alt + H.</p>
	<p>Collaborate panel</p>	<p>Open the Collaborate panel to:</p> <ul style="list-style-type: none"> <li>• Chat with everyone in the session</li> <li>• Check participants.</li> <li>• Share content (if you are given presenter role)</li> </ul>
	<p>Session menu</p>	<p>Open the Session menu to:</p> <ul style="list-style-type: none"> <li>• Find details about the session.</li> <li>• Get help or report an issue.</li> <li>• Leave the session</li> </ul>
	<p>Follow the speaker view</p>	<p>Switch to the follow-the-speaker view. The Ultra experience switches to follow-the-speaker view <i>automatically</i> when there are more than five participants.</p>
	<p>Grid view</p>	<p>Switch to the grid view.</p>
	<p>Picture-in-picture</p>	<p>Change the focus of your screen. If shared content is on your main screen, switch to watching the speaker. Select the picture-in-picture to bring that content to your main screen.</p>


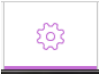
### A. Audio and Video Set Up

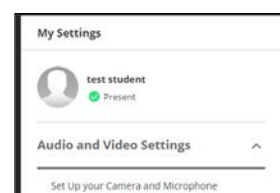
You must give the browser permission to use audio and video to participate in a session. This is necessary so that you are seen and heard.



You'll be asked to do this when you first join a session or when you first go to share your audio or video.

*It's OK if you're not ready to do this right away. You can set up audio and video at any time in My Settings.*

1. Open the Collaborate panel 
2. Select My Settings Icon 
3. Select Set Up your Camera and Microphone.
4. 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.

5. 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.

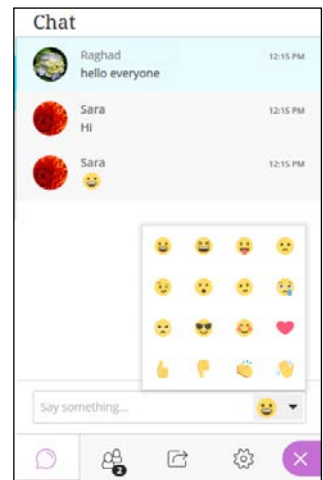
By default, you are hidden and muted after you complete the setup. Select the microphone and camera icons to begin full meeting participation.

## VI. Using Chat

**Chat Must be Turned ON by the Moderator.**

**Start Chatting:**

1. Open the Collaborate panel
2. Open Chat to start chatting.
3. Type your message in “Say Something” box and hit enter to send
4. Click on Emoji Icon to select Emoji, then hit enter to send.

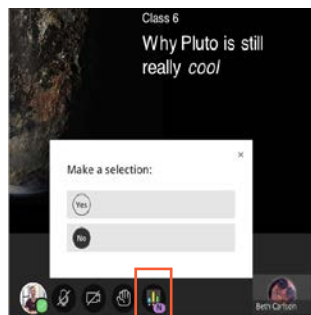


## VII. Pooling

After a moderator starts a poll you are asked to make a choice. The choices disappear so they don't block anything on the main stage. Select Polling to open the choices again. Select your choice.

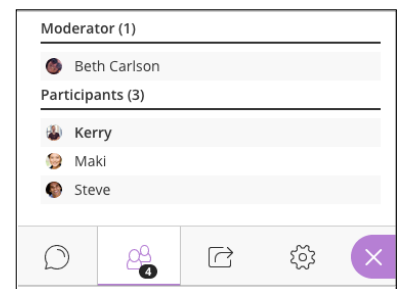
You only see the choice you make. Moderators see an overview of the choices made. They can also see the specific choice you and other participants make. They can also see who hasn't responded.

Moderators might choose to show you the overall responses but you never see how anyone else has responded.



## VIII. View Participants:

1. Open the Collaborate panel
2. Open Participants List.
3. You can view list of Moderators and Participants.





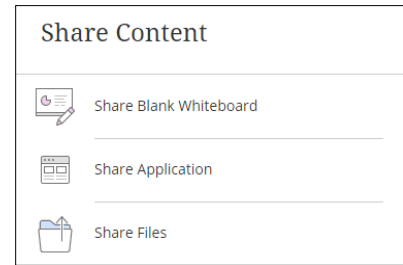
## IX. Presenting In Collaborate:

Moderators can make participants presenters. This means that you can upload, share, edit, and stop sharing content. You can also see hand raise notifications and can lower hands.

## A. Share content

You can share a blank whiteboard, an application, or files (PDFs, PowerPoint® presentations, and images in GIF, JPEG and PNG formats).

1. Open the Collaborate Panel 
2. Click on Share Content icon 
3. The Share Content options will show up



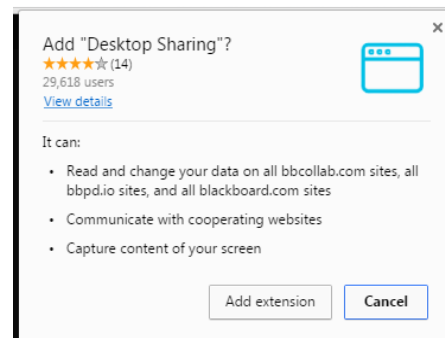
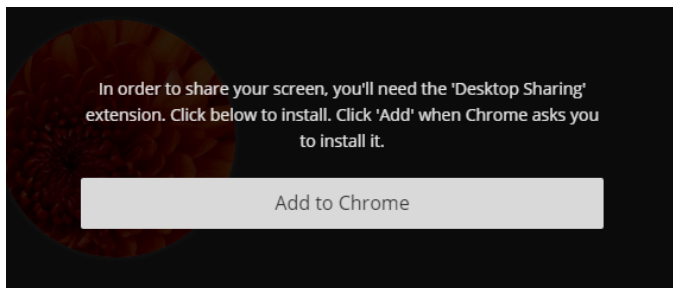
### 1. Share Application

*Note: Share application is Only available in **Chrome browser**.*

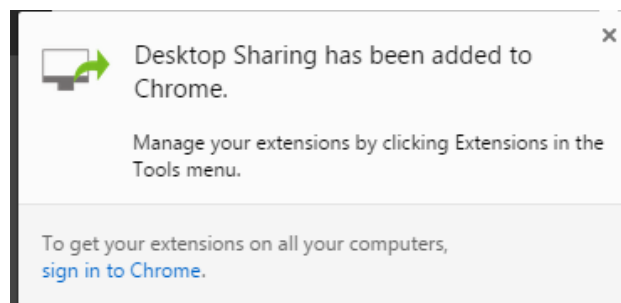
- Click on **Share Application** to share your desktop or a software application to teach students about a particular topic.
- Whenever you move through the application or desktop, your students automatically follow along.

**If you are first time user, follow the below steps to add “Desktop Sharing” extension to your browser:**

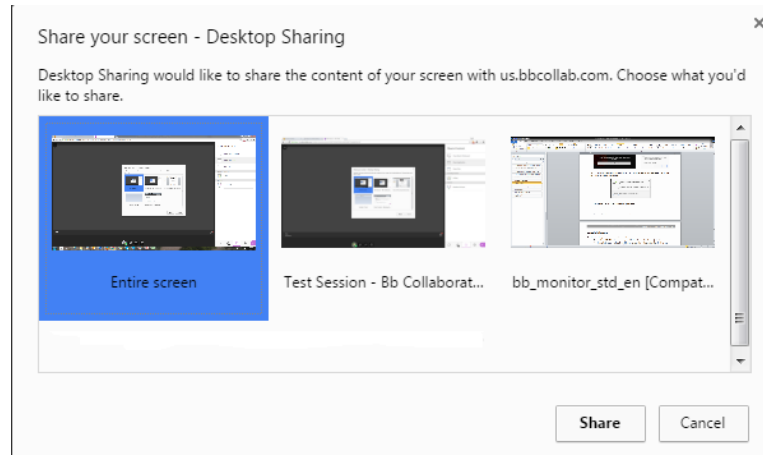
1. Click on **Share Application**
2. Pop-up message will show up. Click on **Add to Chrome**
3. Click on **Add Extensions**



4. You should see a pop-up message stating that **“Desktop Sharing has been added to chrome”**
5. Click on X to close the message



6. Now you are ready, Re-click on **Share application**
7. Select what you want to share (**Entire screen or specific opened application**)
8. Click **Share**




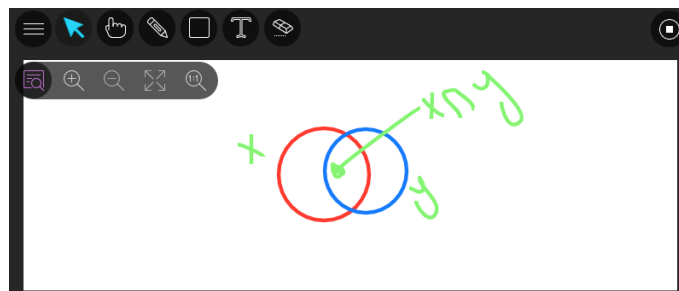
9. To stop sharing, click on stop sharing icon at the top right



## 2. Share Blank whiteboard:


Collaborate with your students using the whiteboard.

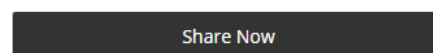
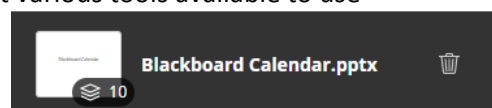
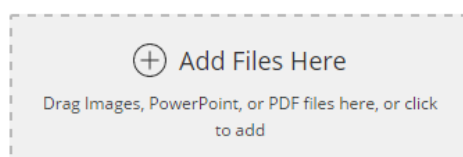
- Click on **Share Blank Whiteboard** to open a blank whiteboard to draw or just jot down notes.
- You decide in Sessions Settings if participants can use the whiteboard and tools along with you during a session (My Settings Icon  >> Session Settings).
- Refer to section D 'Content editing tools' to know about various tools available to use



## 3. Share Files

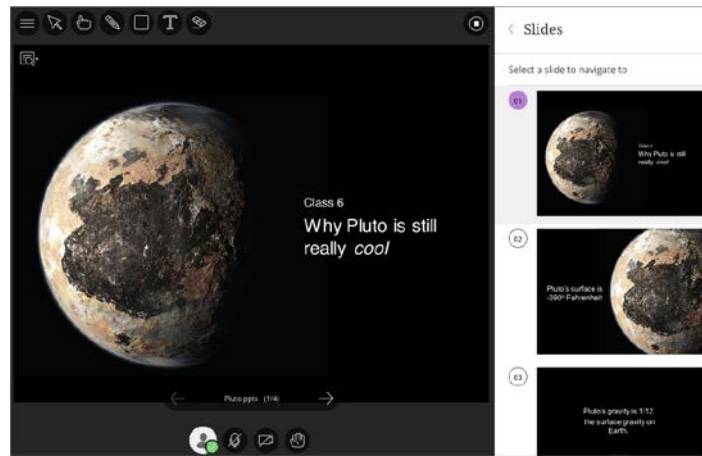
With Share Files, you can upload GIF, JPEG and PNG images, PDF files, or PowerPoint presentations of **60MB** or lower to your session.

- Click on **Share Files**
- Click on **Add Files Here** or drag a file into the box to upload it.
- Click **Share Now** when you're ready for students to see the file.
- You can choose to allow participants to mark up your shared file during a session in Session Settings. (My Settings Icon  >> Session Settings).
- Refer to section D 'Content editing tools' to know about various tools available to use



**Sharing PowerPoint:**

- When you are sharing a PowerPoint. A slide navigator panel opens showing you all of your slides. Select a slide to start sharing it. Select the presentation name to open the slide navigator panel again at any time.
- **Note:** Use Share Application, if your presentation has **animations**. Choose Entire Screen or make sure your presentation is in Present mode before sharing it as an application.



**4. Content editing tools**

When you share a blank whiteboard or files you are given tools you can use to edit during the live session.

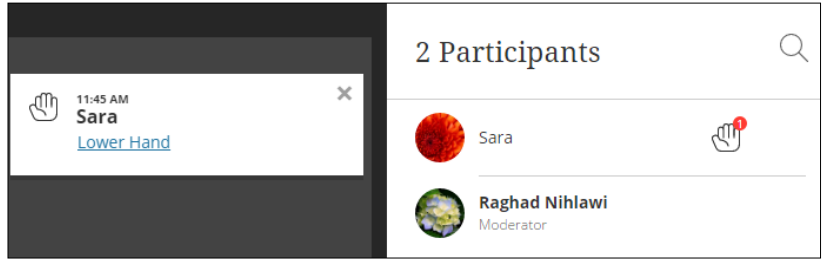
Icon	Tool	Description
	Select	Use the arrow to select an object on the whiteboard. After you select it you can resize, move, and delete it.
	Pointer	Use the hand to point to different areas of the visible slide. Participants see wherever you are pointing on the slide.
	Pencil	Use the pencil to draw free hand on the slide.
	Shapes	Use the Shapes icon to draw a rectangle, ellipse, or a straight line. Your choice.
	Text	Type text on the slide with the "T".
	Clear	Use the eraser to undo everything.
	View controls	Show or hide your zoom, fit, and size controls.
	View controls opened	Zoom in, Zoom out, Best Fit, Actual size Best fit takes advantage of your screen real estate. Content adjusts to be completely viewable in the available area. It displays as large as possible while keeping the aspect ratio intact.
	Slide navigation controls	Move to the previous or next slide. With your keyboard, press Alt + Page Down to move back a slide and Alt + Page Up to move forward a slide. On a Mac, press Alt + Fn + Down Arrow or Alt + Fn + Up Arrow. Select the slide name to view all slides.
	Stop	Stop sharing content.



## B. Manage raised hands

Participants can raise their hands any time during your session. You can choose to call on them now or close the notification and call on them later.

1. Select Lower Hand in the notification to clear raised hands.
2. Close the notification to leave their hand raised.

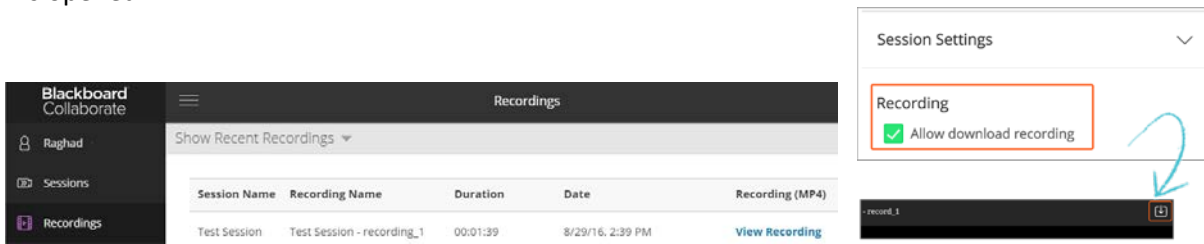


## X. View & Download Session Records

Only moderators can record sessions. If you want to record a session, ask your moderator to start and stop the recording.

Recorded sessions are saved as MP4s. Participant can view the recordings as often as they want. There are no view limits.

- Enter Blackboard Collaborate Ultra page (Course Tools >> [Blackboard Collaborate Ultra](#))
- Click on **Menu** at the top left
- Click on **Recordings**.
- Click on **View Recording** next to session you want to view
- If session recording downloads is enabled by the moderator, you will see a download icon once recording is opened



## XI. For Help

Site [KNOW BLACKBOARD](#) | Email [helpdesk@sharjah.ac.ae](mailto:helpdesk@sharjah.ac.ae) | Tel. 06-5050111