

# How to Use Collaborate Ultra in Blackboard

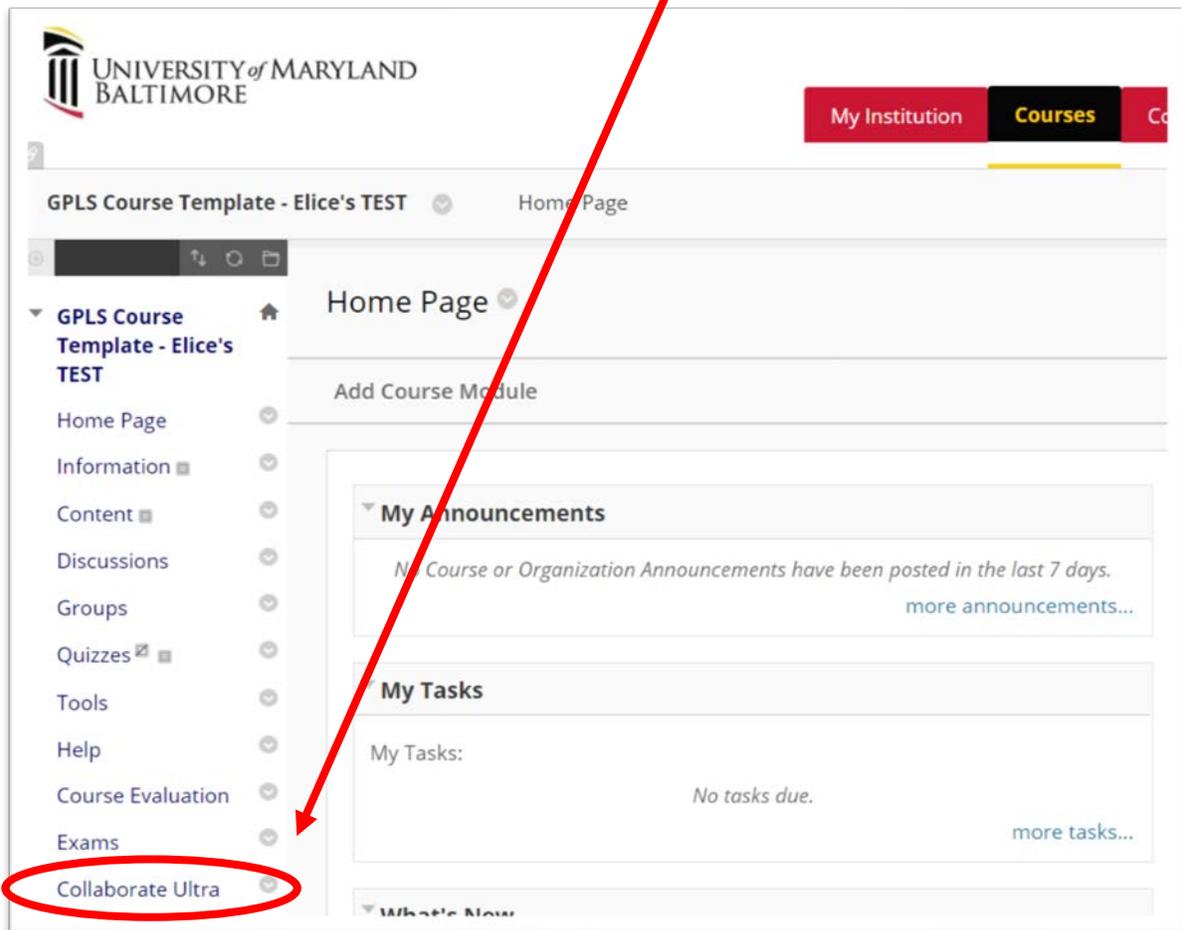
**Note: Collaborate Ultra works best in Google Chrome!**

Please try these steps out in Blackboard Collaborate in the course named “**GPILS Test Course – Learning to Use Bb Collaborate**” which is located in the “**Other Courses**” within Blackboard after logging in. If you do not see the course, please contact Elice García-Baca at [egarcia-baca@som.umaryland.edu](mailto:egarcia-baca@som.umaryland.edu) directly for course access.

Be aware of multiple permission requests from the web browser as you attempt to login to Blackboard Collaborate. If any of the permission requests are rejected, then the platform will not work.

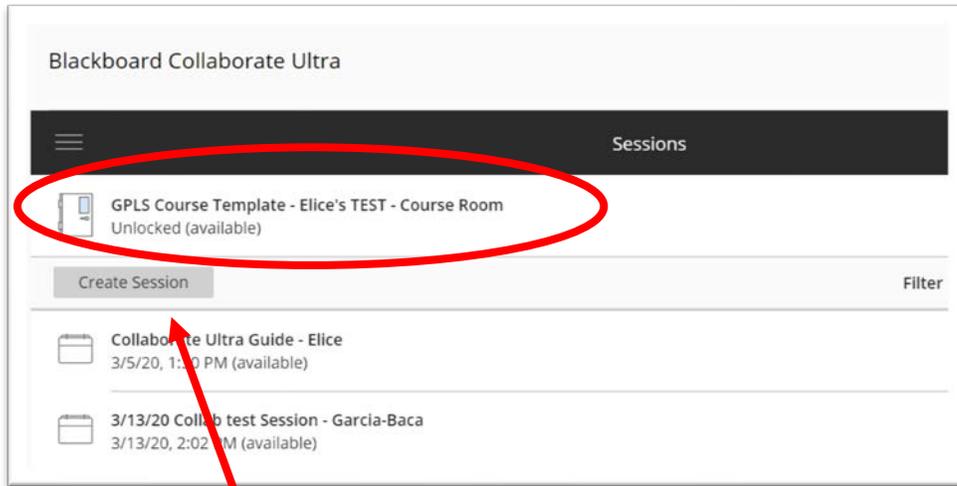
## Getting Started, Accessing Collaborate Ultra in Your Blackboard Course Room

When getting ready to use or access your web conference course room, navigate to your Blackboard page, look to the course menu/toolbar at the left and click on ‘Collaborate Ultra’.



You will be redirected to the 'Blackboard Collaborate Ultra' page. As the instructor, you will have two options for your course:

- 1) You may setup a general 'Course Room' so that all sessions will have the exact same settings (this may be the easiest thing to do for those courses with multiple lecturers),

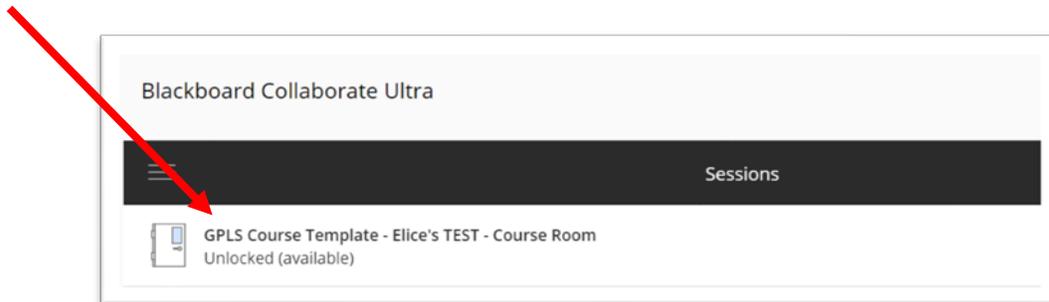


**or**

- 2) You may create individual sessions for each lecture day for your course. This option is a bit more labor intensive, but it is possible. The instructions for setting up individual sessions for each lecturer or day are below.

### Setting Up Your Course Room for all Lectures

Click on your 'Course Room' and a menu will pop up to the right.

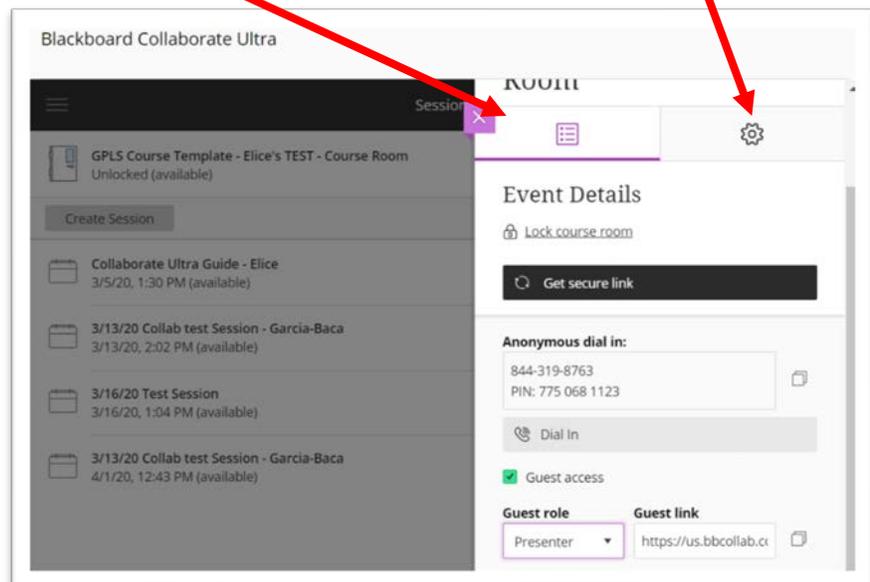


The menu has two parts 1) general details of your course room, and 2) settings specific to your course room.

In the Event Details portion of your course room, make sure of the following settings:

1. Guest access = ✓
2. Guest role = Presenter

After confirming these event details, click on the gear or the settings for your course room

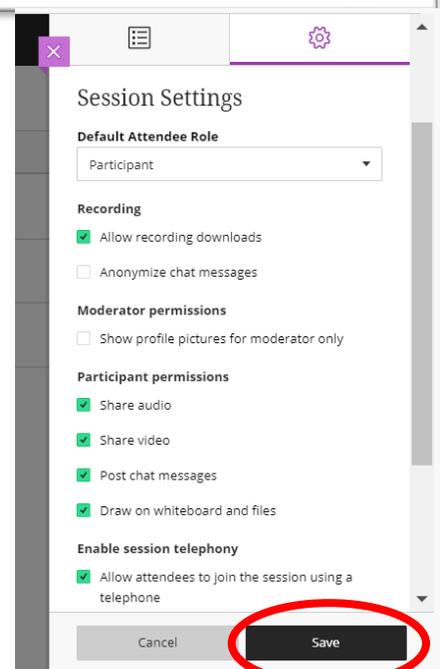


In the Session Settings menu, confirm the following settings:

- Allow recording downloads = ✓
- Share Audio = ✓
- Share Video = ✓
- Post Chat Messages = ✓
- Draw on whiteboard and files = ✓
- Allow attendees to join the session using a telephone = ✓  
*Students do not have to call in if they do not want to, they can use headphones to hook up directly to their computer during the session. But, this is a good alternative in case a student has a poor internet connection.*
- Moderators supervise all private chats = ✓

There will be other options available to you, but these should **NOT** be checked.

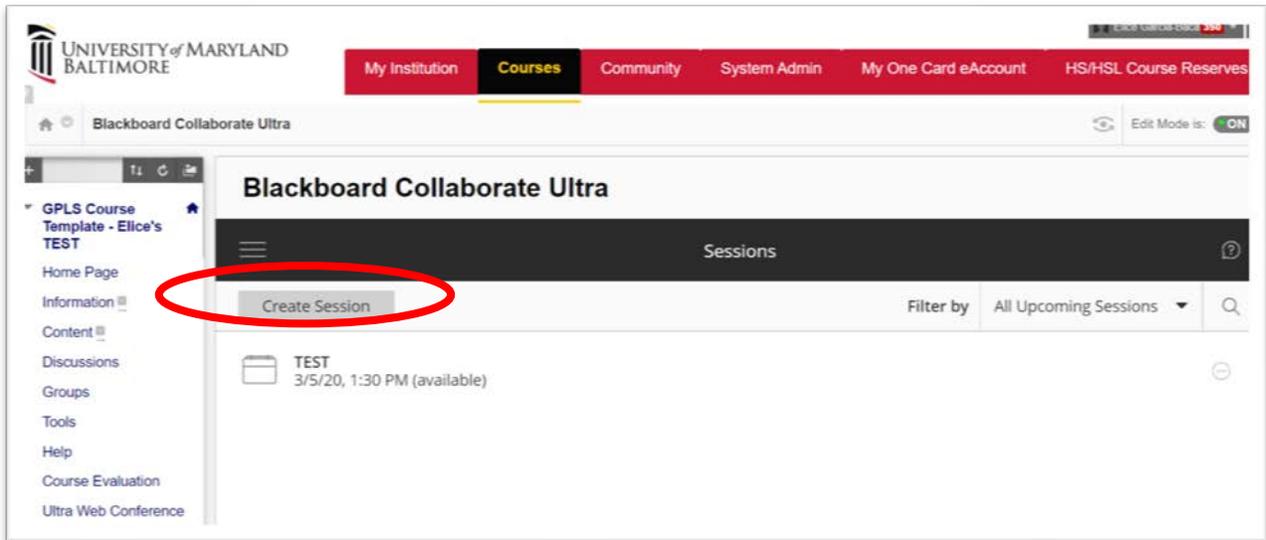
After entering your options, click 'Save'.



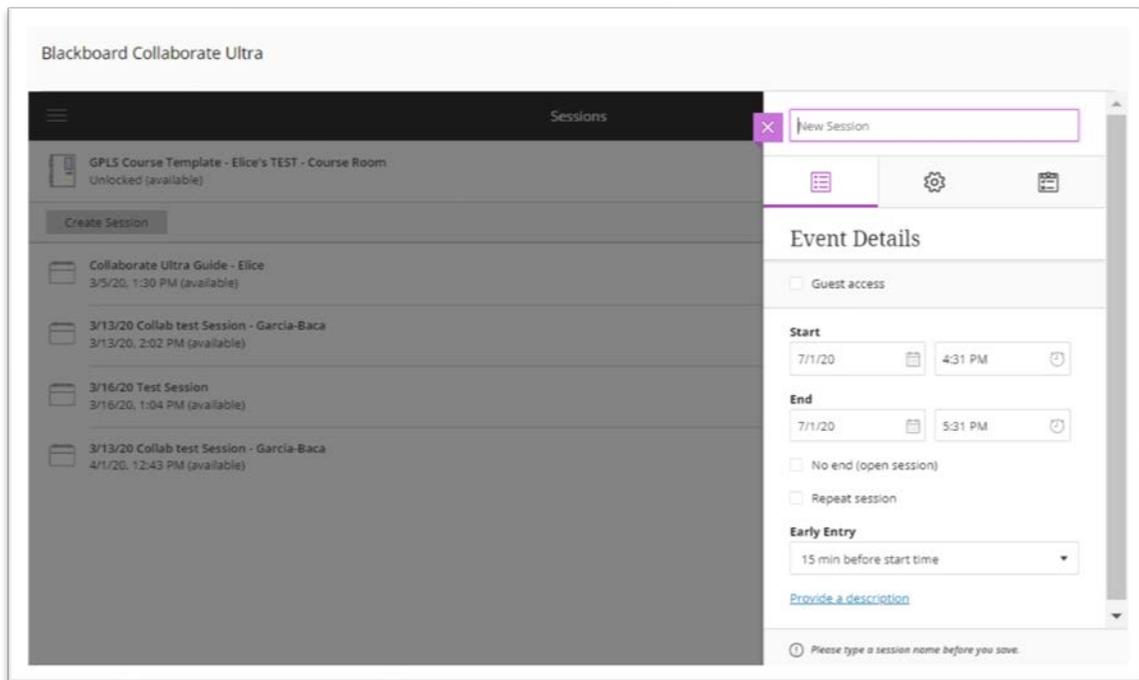
Congratulations! You have now setup your course room so that the functions are the same for every session/lecture in your course. Skip down to page 6 for instructions on how to access your course room.

## Creating Individual Sessions for Your Course Lectures

Create individual sessions for your course by clicking 'Create Session'



A dialog box will open to the right of your screen where you will see:

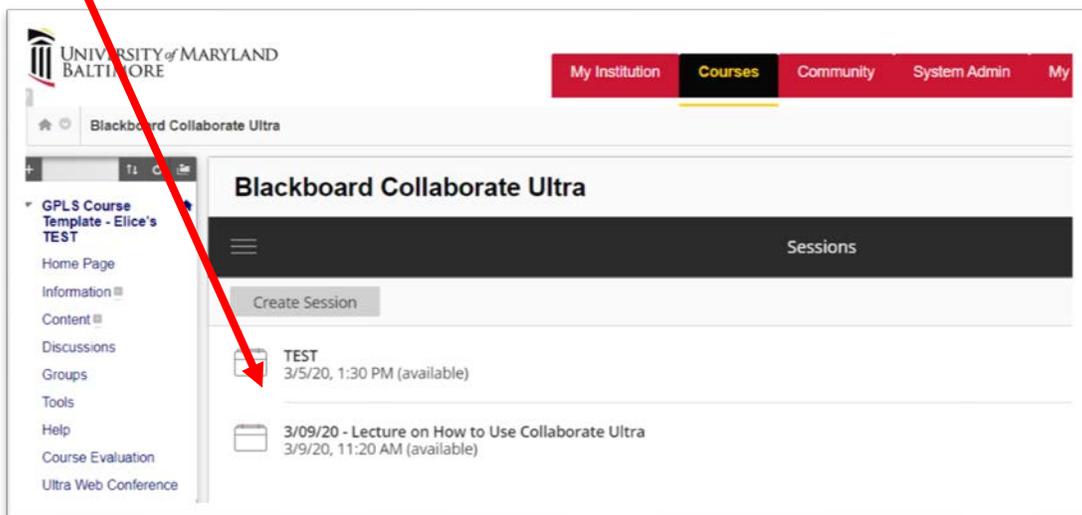


From here make sure to do the following:

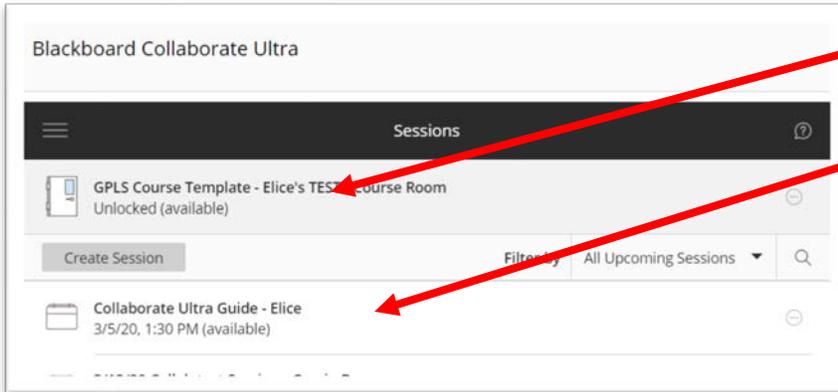
- Enter a title for the session. Make sure that the date of your scheduled lecture in the title as it corresponds with your syllabus. For example, you could list it as 3/9/20 – Lecture Title, as this will keep confusion to a minimum for students unsure of which session to login to.

- Under Event Details:
  - Enter the start date of the lecture.
  - No end (open session) = ✓  
*This will ensure that the session does not shutdown should any lectures or discussions run over the allotted time.*
  - Early entry should be selected for at least 15 minutes prior to the start of the session.  
*This will allow students and others to get their microphones and cameras setup without wasting valuable lecture time!*
- Under Session Settings:
  - Default attendee role should be set to 'Presenter'
  - Allow recording downloads = ✓
  - Share audio = ✓
  - Share video = ✓
  - Post chat messages = ✓
  - Draw on whiteboard and files = ✓
  - Allow attendees to join the session using a telephone = ✓  
Students do not have to call in if they do not want to, they can use headphones to hook up directly to their computer during the session. But, this is a good alternative in case a student has a poor internet connection.
  - Moderators supervise all private chats = ✓

After entering the information, click save and you will see the 'session' populate in the listing for your students.

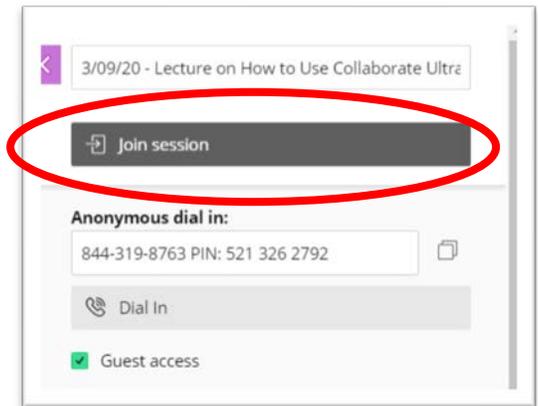


## Beginning Your Session in Blackboard Collaborate Ultra



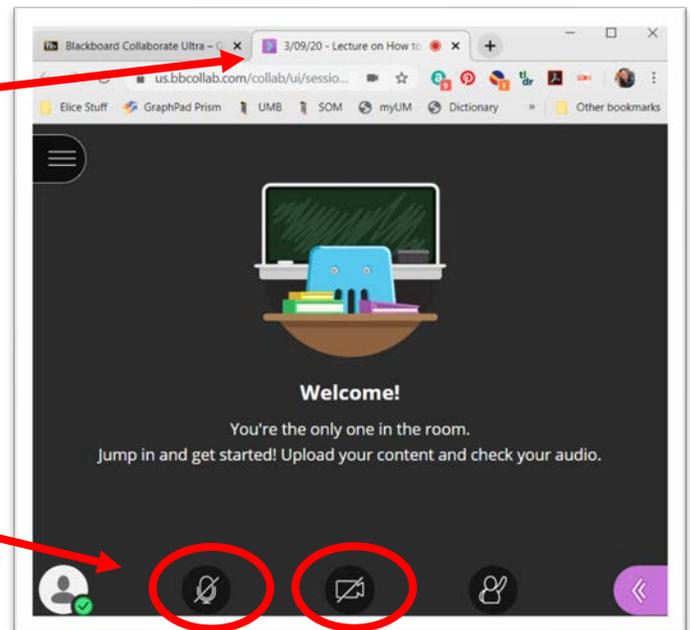
When it is time to start your session, click on either the 'Course Room' or the name of the session.

A menu will open to the right, and it will look like this. Click 'Join Session'.



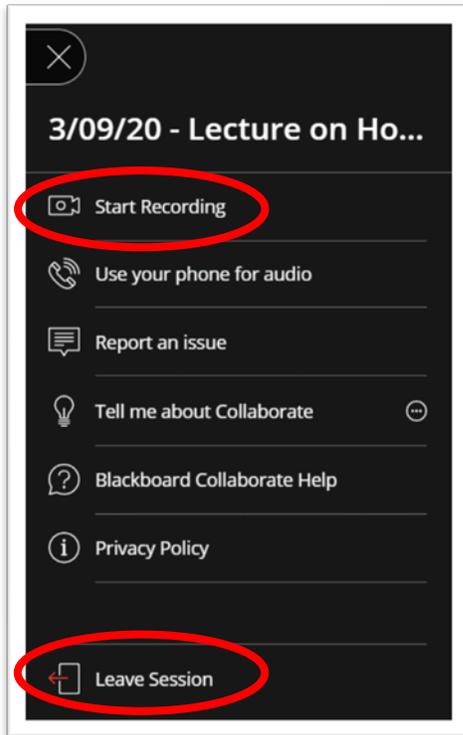
As a reminder, you **do not** have to dial into the course to lead it. The dial in function is there for you should you have any sound issues.

After clicking 'Join Session' another tab will open in your internet browser and you will be redirected to your course room automatically. A brief tutorial will show up, and I recommend that you briefly go through it to get a little bit more comfortable with the program.



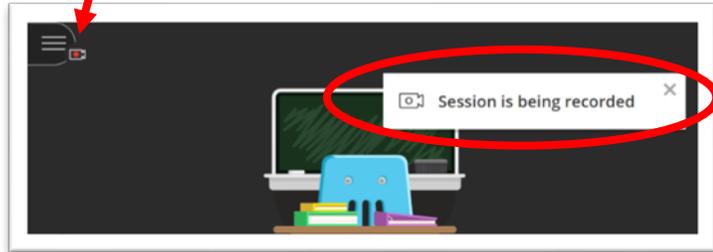
Once in your course room, make sure you have the microphone and camera turned on as this action is not automatic.

In the upper left-hand of your course room you will see the following button which will give you two functions that you need to be aware of. This tab is the 'Open Session Menu'



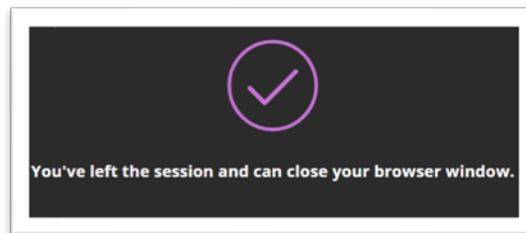
This is what the menu looks like.

The record button is located up at the top. When you are ready to begin your session, please click this button. You will receive a notification that the recording has started to the right. You will also see a little red dot inside the camera icon as well.



A reminder that when you are finished lecturing you need to go back to the menu and click 'Stop Recording'. You will receive another notification that the session has stopped recording.

When the session has concluded, and all students have 'exited' the course room, be sure to close the session by clicking the 'Leave Session' button. You will receive a notice that you have left the session.



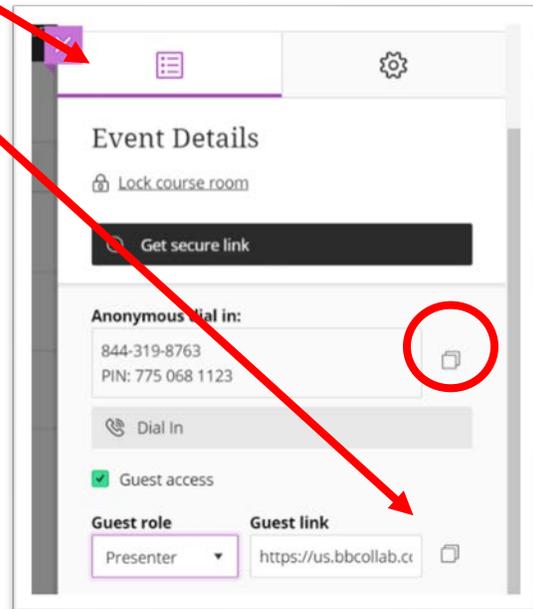
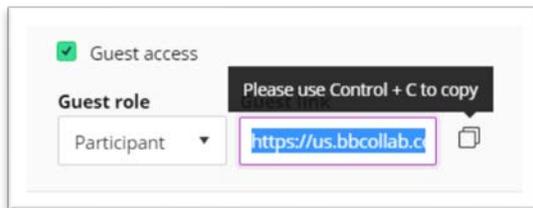
You may now close out the collaborate session tab up at the top of your browser window, and move back over to the primary Blackboard tab.

## Inviting External Lecturers to Collaborate Session

As most of you may be aware guest lecturers outside of UMB are not able to gain access to UMB Blackboard. But the good news is that you can send your guest lecturers a link so that they may easily join the class session and present their lecture.

Click on your course room, and go to Event Details. Scroll down to the area that has Guest Access checked.

1. Guest role = Presenter
2. Guest link = Click the copy function next to the URL
3. After clicking on the copy function, the link will be selected. Click 'Control + C' to copy the link and place it in an email to your guest lecturer.

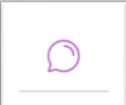


## Additional Session Settings & Functions

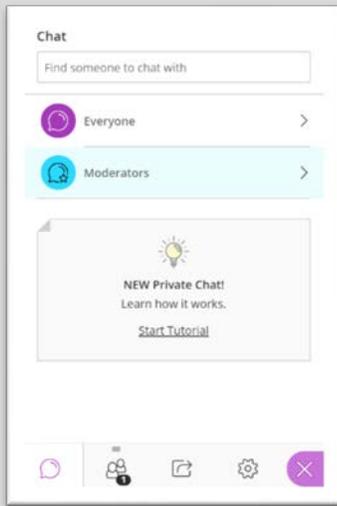


Navigate over to the purple button in the lower right-hand corner of your course room, here you will see additional options available to you as the moderator of your course room.

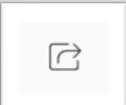
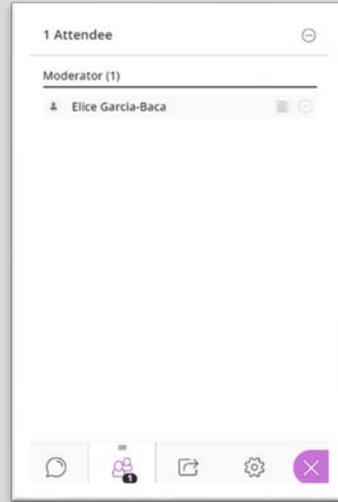
After clicking the button, you will see four tabs options for:



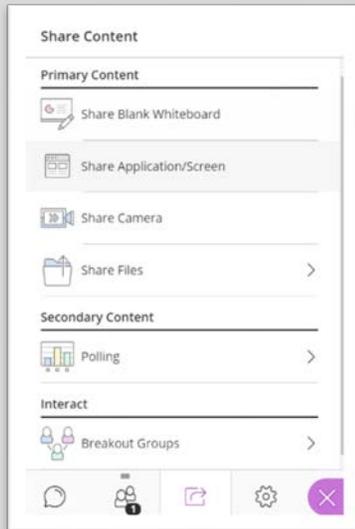
Chat function.



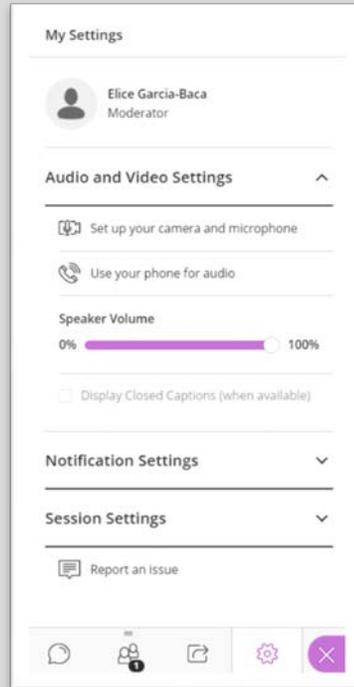
The list of participants by status of either Moderator (you), Presenter, or Participant.



Share Content options, such as screen/application share, whiteboard, polling, and breakout groups.

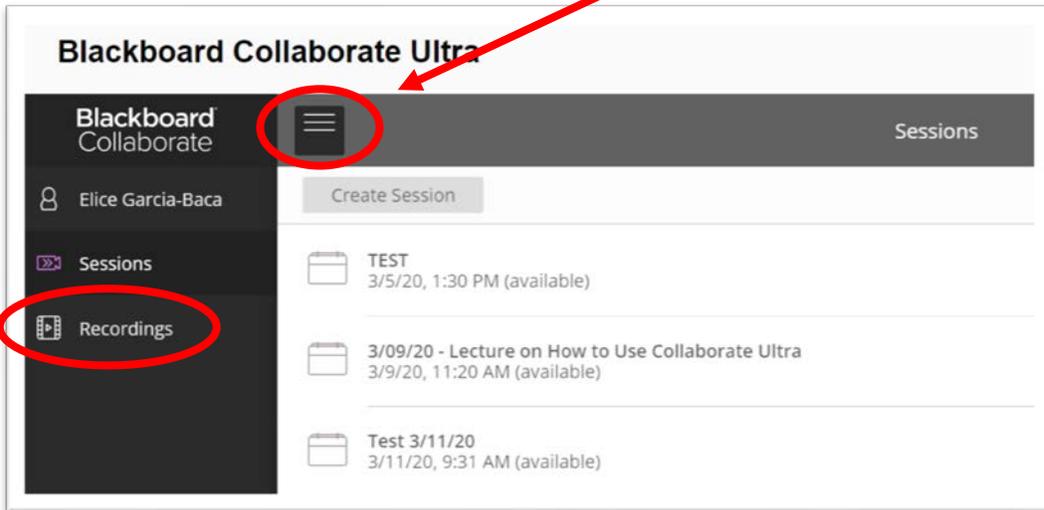


General settings for audio/video and notifications. This is where you will go if you have camera or microphone issues.

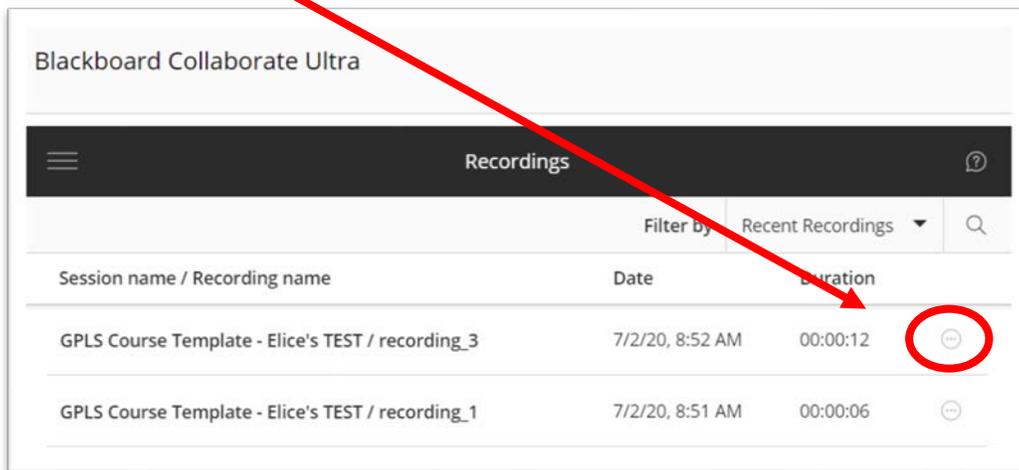


## Accessing Recorded Sessions

Return to the main Collaborate Ultra page. Click on the 3 lines in the 'Sessions' title bar.



Here you will see the 'Recordings' button. Click on it, and you will see all recordings for your course. All recordings will be saved to this area, and you may edit the names of the recordings by clicking the button next to the video duration information. A pencil option will be visible, allowing you to modify the recording name.



### Helpful Tips and Things to Think About

The following are some items to consider when preparing for your online session or for implementation during your online session (in no specific order):

- Clean off your camera lens – Make sure that it is clean to ensure participants can see you without a halo effect around you.
- **DO NOT** use Internet Explorer or Microsoft Edge. Google Chrome, Firefox and Safari are your best options.
- If you are setting up individual sessions for your course, be sure to include the date and the name of that day's lecturer.
- If you setup individual sessions, make sure to leave them open-ended, do not include an end time.
- Open any PowerPoint presentations or other programs before you start your lecture. It is much easier to access the application/file if it is already open.
- Try to enter the collaborate course room or session 15 minutes early. This will confirm that your camera and microphone are working and will not take away valuable course time!
- Be sure to record all of your lectures to ensure that students may watch the video if they have internet connectivity issues.
- Open a new internet browser session if you need to refer to anything online. Visiting a website within the same browser session will create the infinity mirror effect which is not great from a visual perspective.
- Be sure to copy the link from the 'Guest link' and email it to your guest lecturers so that they may easily join the group.
- When moving through PowerPoint files in Collaborate Ultra you will **NOT** be able to use Presenter View.
- Recommend that the students use the 'Raise Hand' option to keep from over-chatter happening in the session.
- When you are ready to leave your session:
  - **Stop the recording!** Otherwise it will keep on recording and the file will be ridiculously large.
  - Be sure all students have exited the course room before you.
- If you are searching for recordings from more than 30 days, you will need to use the 'Filter by' function to input a range.