

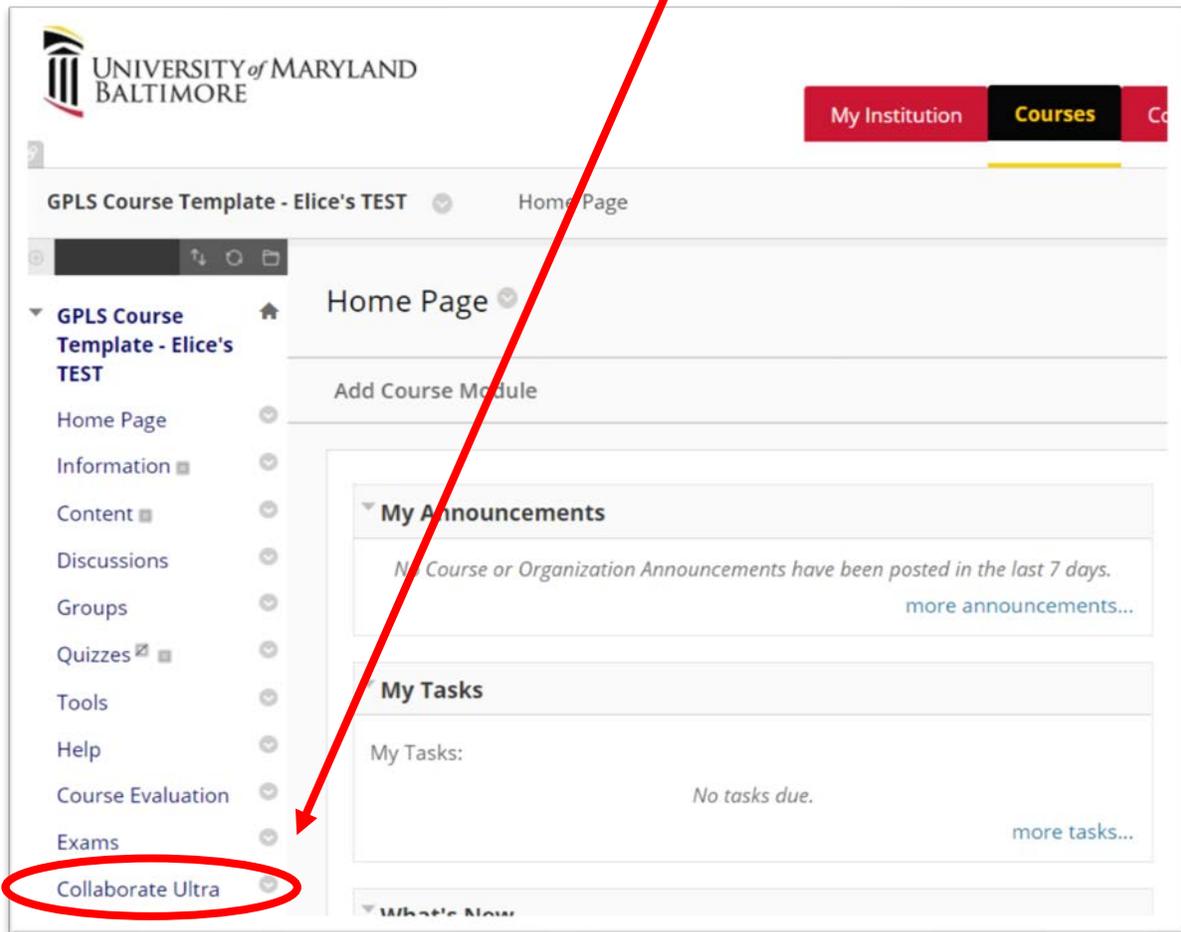
Course Lecturers – Using Collaborate in Blackboard

Note: Collaborate Ultra works best in Google Chrome!

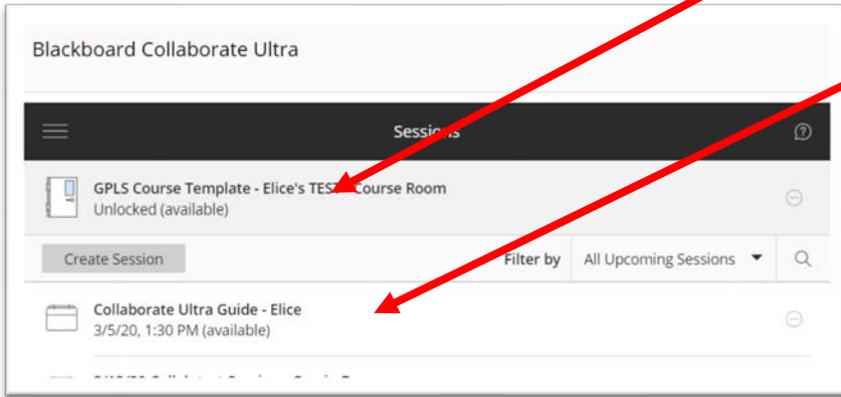
Be aware of multiple permission requests from the web browser as you attempt to login to Blackboard Collaborate. If any of the permission requests are rejected, then the platform will not work.

Getting Started, Accessing Collaborate in Your Blackboard Course Room

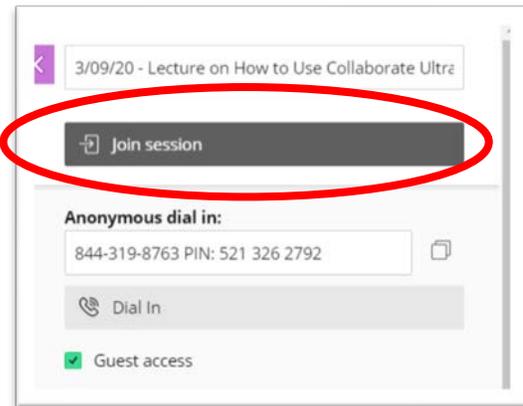
When getting ready to use or access your web conference course room, navigate to your Blackboard page, look to the course menu/toolbar at the left and click on 'Collaborate Ultra'.



You will be redirected to the 'Blackboard Collaborate Ultra' page. As the instructor, you will have two options for your course where you will either click the 'Course Room' or the name of your specific session that the course director should have setup for you.

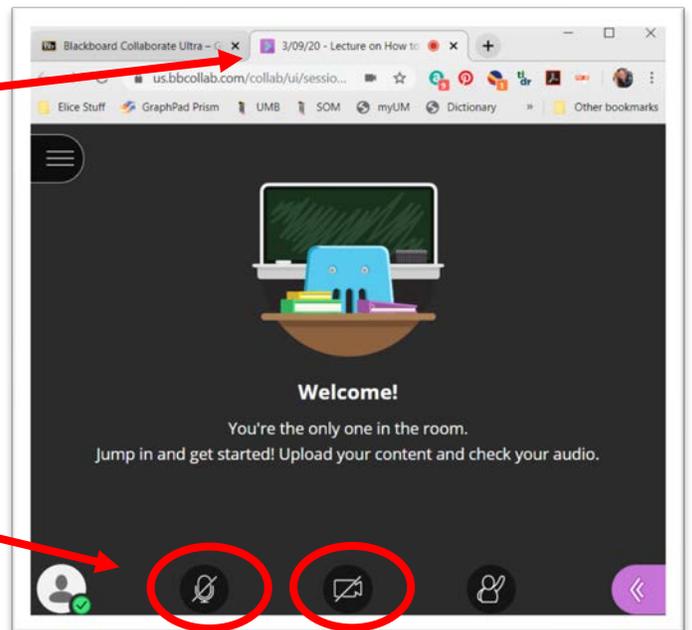


A menu will open to the right, and it will look like this. Click 'Join Session'.



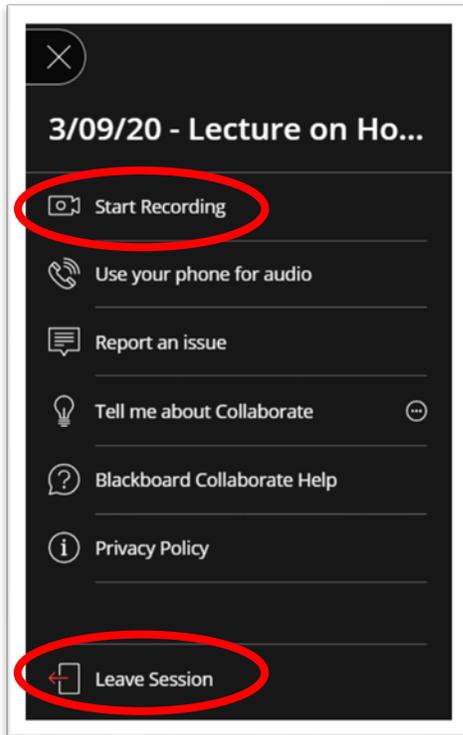
As a reminder, you **do not** have to dial into the course to lead it. The dial in function is there for you should you have any sound issues.

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.



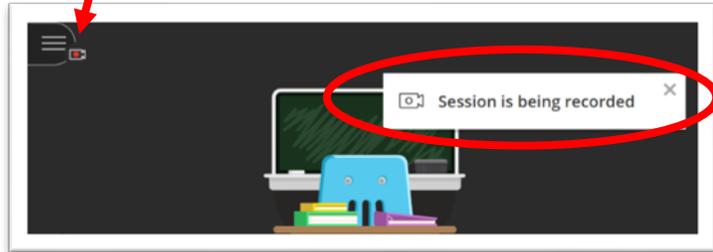
Once in your course room, make sure you have the microphone and camera turned on as this action is not automatic.

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'



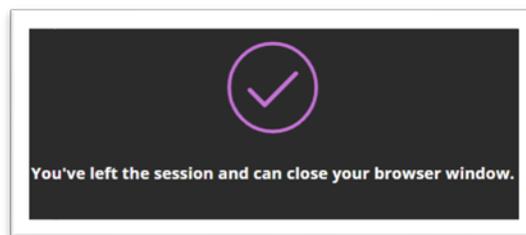
This is what the menu looks like.

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.

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.

Blackboard Collaborate Ultra

Recordings

Filter by Recent Recordings

Session name / Recording name	Date	Duration	
GPLS Course Template - Elice's TEST / recording_3	7/2/20, 8:52 AM	00:00:12	⋮
GPLS Course Template - Elice's TEST / recording_1	7/2/20, 8:51 AM	00:00:06	⋮

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.
- 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.