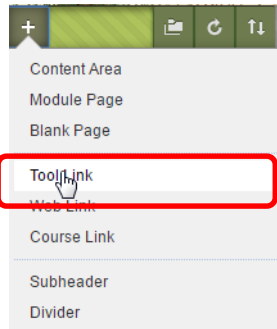


# START A COLLABORATE ULTRA SESSION FROM WITHIN YOUR COURSE IN BLACKBOARD.

## TUTORIAL INCLUDES SUMMER 2016 UPDATES

**CHROME (BROWSER) RECOMMENDED FOR FULL FUNCTIONALITY**

Create a “**Tool Link**” navigation button > click the arrow on the right side of the tool choice for a drop down menu of tools > choose **Blackboard Collaborate Ultra**

A screenshot of the 'Add Tool Link' form. The 'Name' field contains 'Collaborate Ultra'. The 'Type' dropdown menu is set to 'Blackboard Collaborate Ultra' (highlighted with a red box). The 'Available to Users' checkbox is checked. There are 'Cancel' and 'Submit' buttons at the bottom right.

Enter a “**Name**” for the navigation button, click the checkbox to make the button “**Available to Users**”.

Click “**Submit**”

The button will be at the bottom of your navigation buttons. **Drag** the button to the desired location.

Click the newly created navigation button to get the Collaborate Ultra room link > click “**Join Room**”

A screenshot of the Blackboard course interface. On the left is the course navigation menu with categories: ATC\_Pilot (Bb Collaborate Pilot), PILOT GUIDE, Bb Collaborate Help, CONTENT, COMMUNICATION, RESOURCES, and COURSE MANAGEMENT. The 'Collaborate Ultra' button in the COMMUNICATION section is highlighted with a red box. On the right is the 'Blackboard Collaborate Ultra' page, which shows a 'Join room' button (highlighted with a red box) and a message: 'Looks like you don't have any upcoming sessions. Why don't you create one?' with a 'Create Session' button.

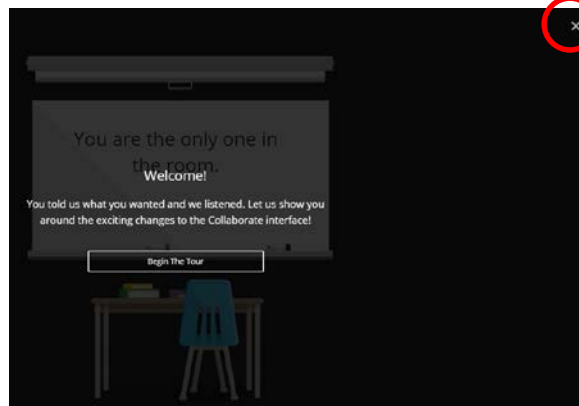
You might be prompted to **“Begin the Tour”** of the new layout.

Click **“Begin the Tour”** to be guided through the layout.

OR

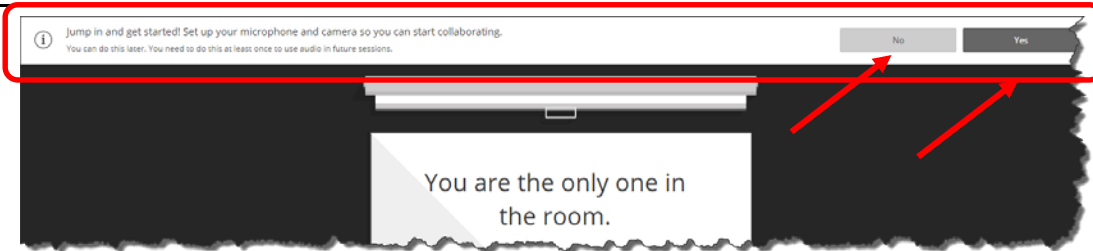
Click the **“X”** at the top-right to skip the tour.

(You might see a screen declaring you as the first person to join the room.)



You will be **prompted to setup your microphone and video camera**. Click **“No”** to skip the setup or **“Yes”** to run through the setup. If you have completed this wizard on the same browser/machine you may not be prompted again.

**This setup will not turn on your microphone or camera, it just tests to make sure they are in working order.**

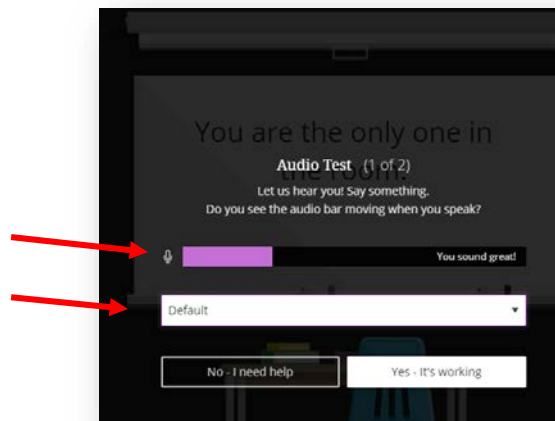


If you choose **“Yes”** to run the setup...

#### Microphone: **Audio Test (1 of 2)**

Say anything...if the (purple) audio bar is moving, then you know that your microphone is picking up your voice. If nothing happens, click the arrow on the right side of **“Default”** for a choice of microphones installed or connected to your computer.

When complete, click **“Yes - It's working”**

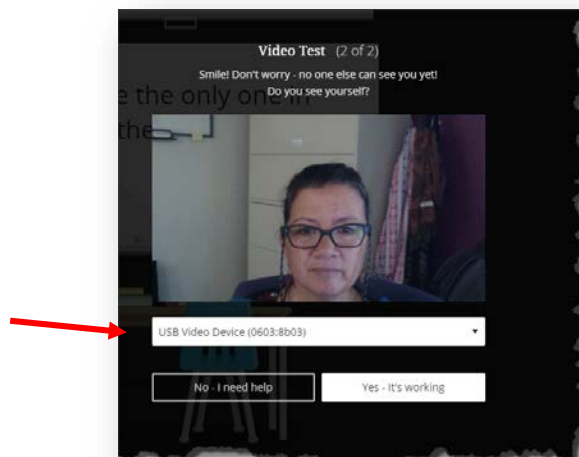


#### Webcam Test: **Video Test (2 of 2)**

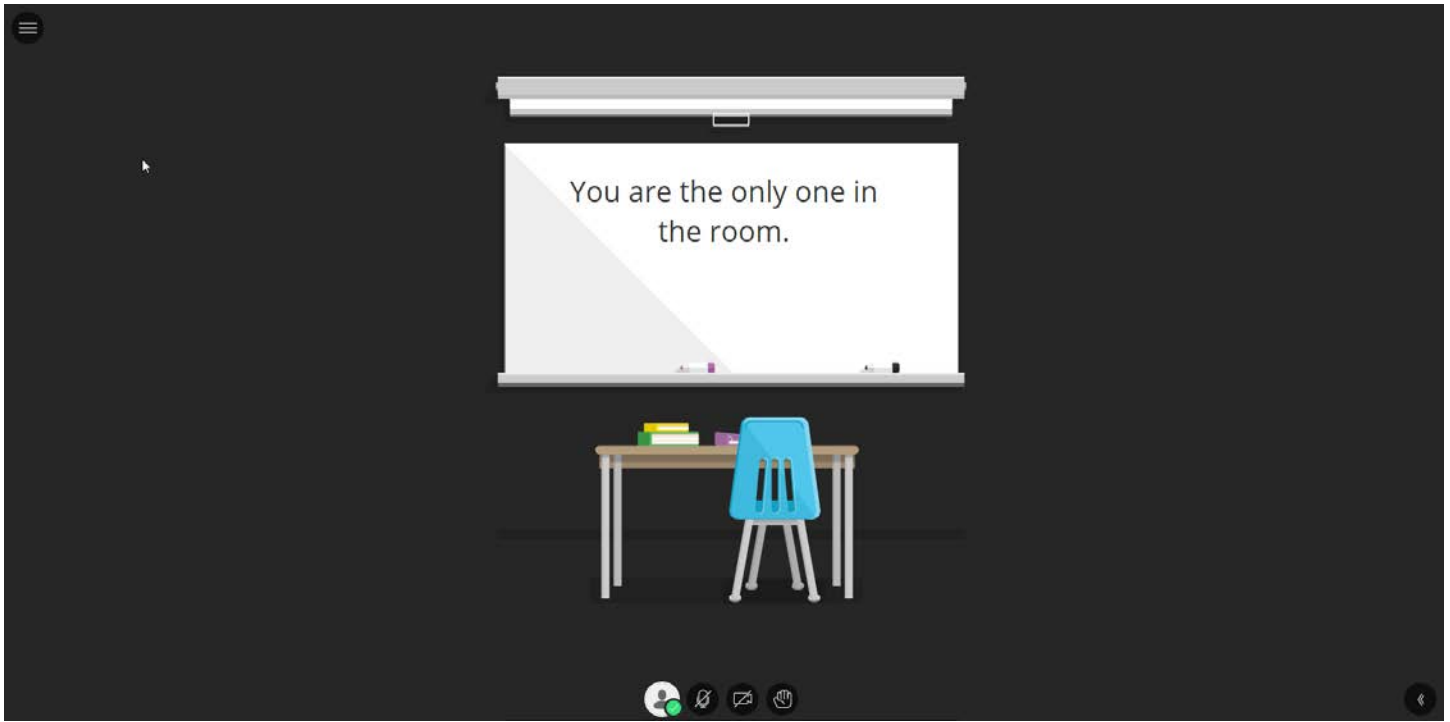
If you can see yourself - you're all set. If not, click the device window to choose a different device.

When complete, click **“Yes - It's working”**

You will still see a line through the microphone and webcam icons below the viewing area.

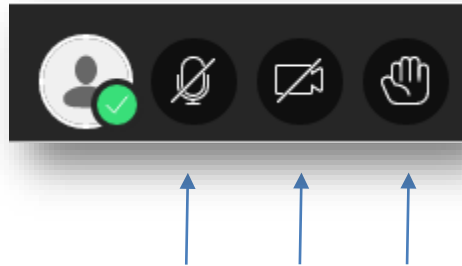


There is the full viewing screen:

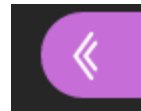


Click on the **Microphone** icon to toggle it to **"On"** or **"Off"**  
Click on the **webcam** icon to toggle it to **"On"** or **"Off"**  
Click on the **"Raise Hand"** icon to toggle it to **"On"** or **"Off"**

Notice that the **"Participant"**, **"Chat"**, and **"Settings"** icons are no longer displayed in this location.

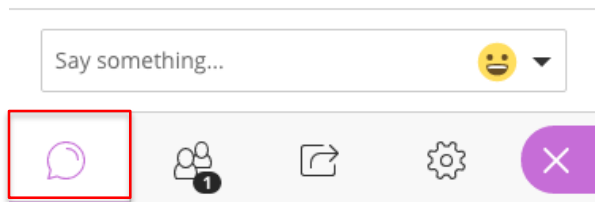


Click this **"Open Collaborate Panel"** icon (for **"Chat"**, **"Participant"**, and **Moderator tools**)...located at the **bottom-right of the screen**



This panel defaults to the **"Chat"** tool but just choose whichever tool you want from the bottom of the panel.

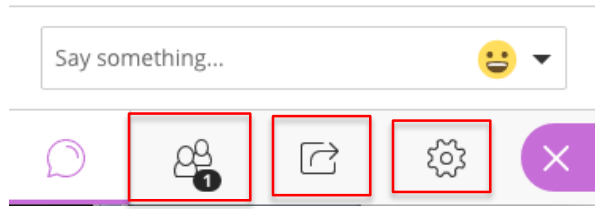
**Chat:** As a moderator, you have the choice of chatting with **"Everyone"** in the room or just with other **"Moderators"**. Participants chat to **"Everyone"**.



**Show Participants:** from this screen you can see who is participating in the session, change their permission level, see who is “away” and determine who is using a phone connection for audio.

**Share content:** (Moderators and Presenters can share content - Participants can only view what is shared) Share a Blank Whiteboard (not saved if you navigate to another screen), Share Application (the application must be running behind the browser as opposed to being minimized in the Task bar), Share Files (upload images, PowerPoint or .pdf).

**Polling:** (see below Polling section)



**Polling:**

Display a question (as an image, PowerPoint slide or .pdf) or just orally communicate the question/answer options.

Click “Polling”

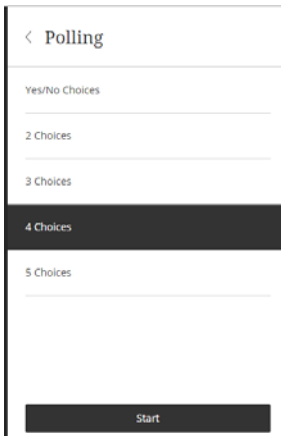


Choose the kind of answer options you are providing for the question...



(in this example, a multiple choice question is shared (ppt. slide) with four answer options)

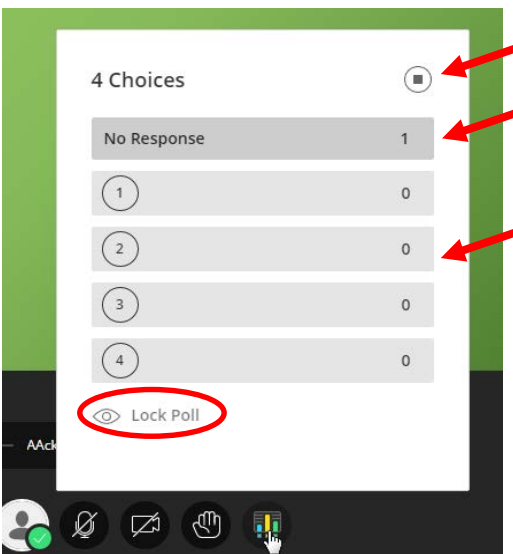
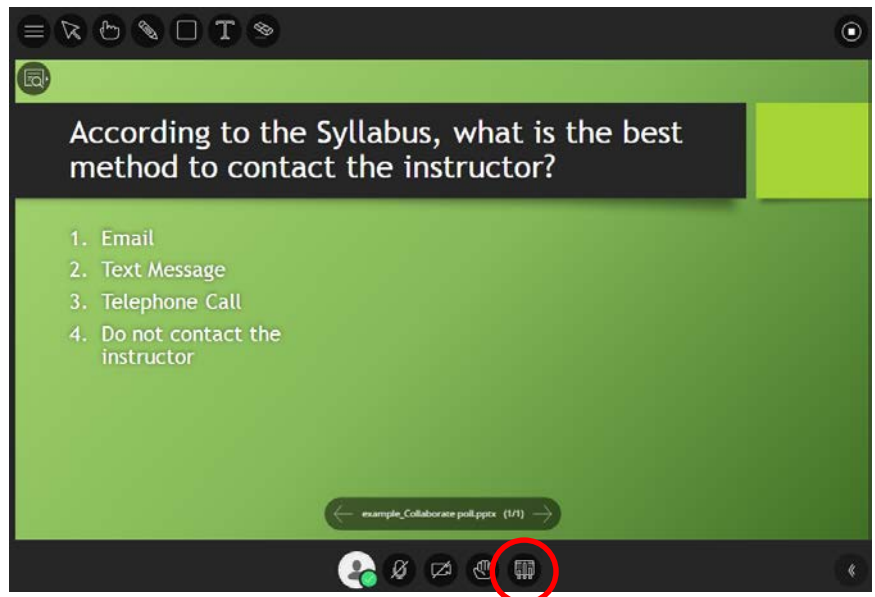
Click “Start” when you are ready



You can close the “**Share Content**” panel while polling if desired by clicking the “**X**” in the bottom right of screen

Notice a polling icon appears in your toolbar. Click this icon to view responses as received.

This polling view will disappear after a few seconds. Just click again to view.



Click this icon to “**End Polling**” (not just close the poll from responses)

This means 1 participant in the session - has not responded yet.

As people respond the number of responses for each answer option will display.

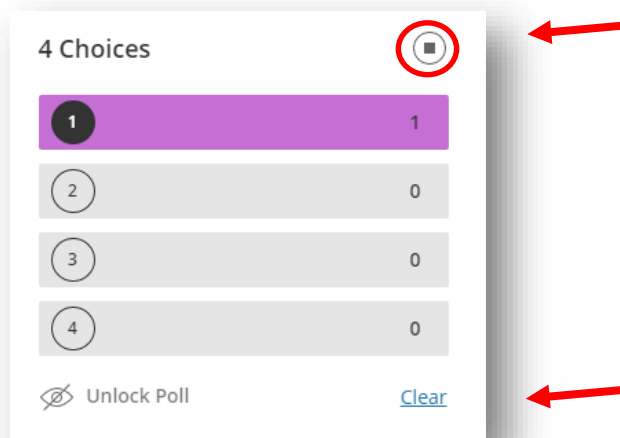
“**Lock Poll**” will display the final results...

Final Results...

Clicking “**Lock Poll**” will also toggle the option to “**Unlock Poll**” and give you the option to “**Clear**” the responses, giving you the chance to start the poll all over.

There is no way to save the results.

The “**End Polling**” options removes the poll entirely.



### Editing Tools:

When sharing whiteboard or files, editing tools will appear at top left of the screen.

**Arrow:** Select tool


**Hand:** Pointer (mouse changes to that shape)

**Pencil:** free form writing tool

**Square:** gives menu of variety of shapes; choose, then click and drag on whiteboard/file.

**“T”:** Text tool, click on whiteboard/file and start typing.

**Eraser:** click and all markups will be cleared.

Click  to open zoom options.



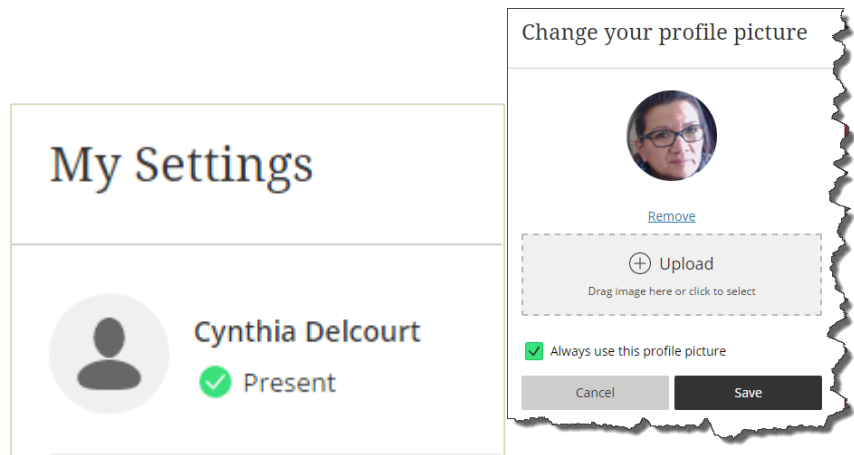
### My Settings:

Click the blank avatar to upload an image.

Click **“Upload”** to attach a file (or drag an image file to that location).

Click checkbox for **“Always use this profile picture”** (optional)

Click **“Save”**.



### My Settings: Audio and Video Settings

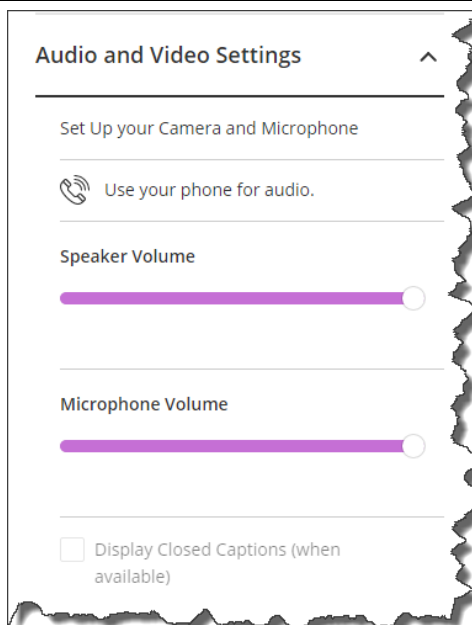
If you skipped the microphone/camera setup when first entering the room, you can run that setup wizard from here.

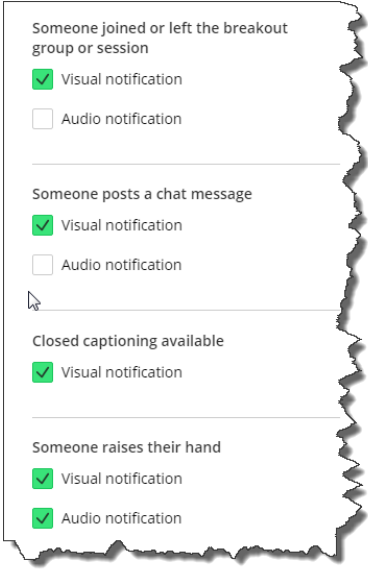
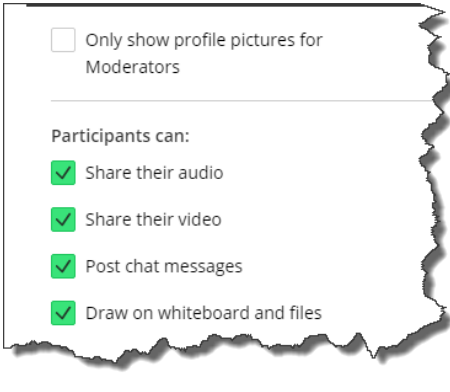


Click **“Set Up Your Camera and Microphone”**

Connect to the session audio using your phone by clicking **“Use your phone for audio”**. A phone number and pin will be displayed.

Raise or lower the speaker and microphone volume by adjusting the slides.

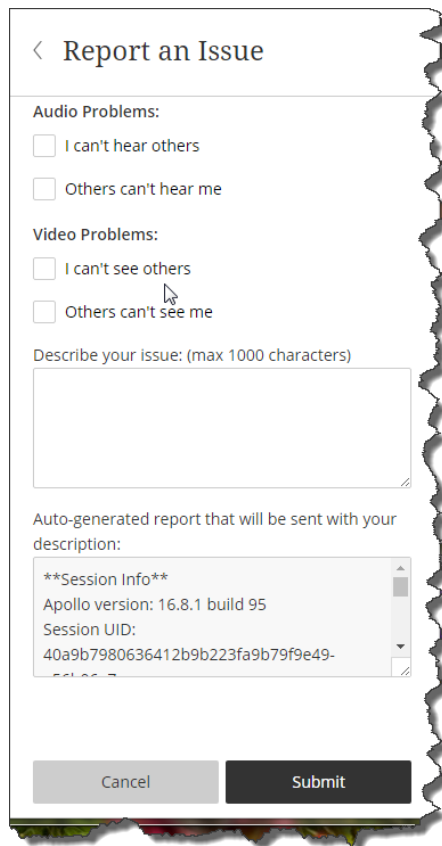
[Closed Captions not yet available.]



<p><b>My Settings: Notification Settings</b></p> <p>This is a list of topics about which you can be notified. Checked checkboxes means you will be notified as those actions occur.</p>	 <p>Someone joined or left the breakout group or session</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Visual notification</li> <li><input type="checkbox"/> Audio notification</li> </ul> <hr/> <p>Someone posts a chat message</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Visual notification</li> <li><input type="checkbox"/> Audio notification</li> </ul> <hr/> <p>Closed captioning available</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Visual notification</li> </ul> <hr/> <p>Someone raises their hand</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Visual notification</li> <li><input checked="" type="checkbox"/> Audio notification</li> </ul>
<p><b>My Settings: Session Settings</b></p> <p>By default, participants have access to displayed options.</p>	 <ul style="list-style-type: none"> <li><input type="checkbox"/> Only show profile pictures for Moderators</li> </ul> <hr/> <p>Participants can:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Share their audio</li> <li><input checked="" type="checkbox"/> Share their video</li> <li><input checked="" type="checkbox"/> Post chat messages</li> <li><input checked="" type="checkbox"/> Draw on whiteboard and files</li> </ul>
<p><b>My Settings: Report an Issue</b></p> <p>Click to report an issue to Blackboard.</p>	 <p> Report an issue</p>

Fill in the form with issues you may be experiencing...

Click **“Submit”**



The screenshot shows a mobile interface for reporting an issue. At the top, there is a back arrow and the title "Report an Issue". Below this, there are two sections: "Audio Problems" and "Video Problems". Each section contains two checkboxes: "I can't hear others" and "Others can't hear me" for audio; "I can't see others" and "Others can't see me" for video. Below these sections is a text input field labeled "Describe your issue: (max 1000 characters)". Underneath the input field is a section for an "Auto-generated report that will be sent with your description:", which contains session information such as "Apollo version: 16.8.1 build 95" and "Session UID: 40a9b7980636412b9b223fa9b79f9e49-". At the bottom of the form are two buttons: "Cancel" and "Submit".

Click the **“Open Session Menu”** at the top left of the screen.



Click **“Start Recording”** to record the session (the link toggles to **“Stop Recording”**).

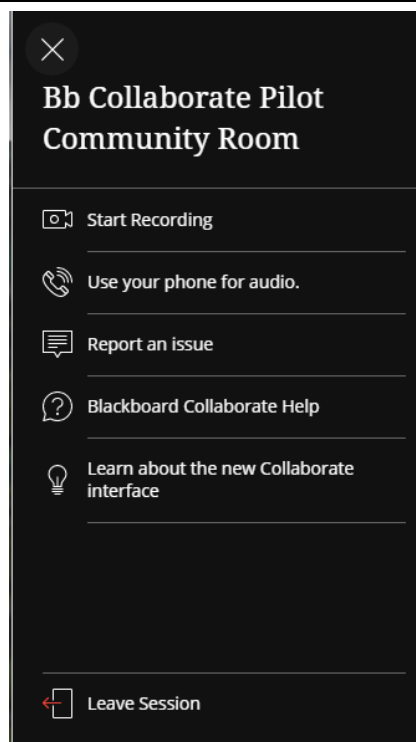
Click **“Use your phone for audio”** to display a phone and pin number. (This link does not toggle back.)

**“Report an issue”**, same as above

**“Blackboard Collaborate Help”** is a link to Blackboard’s Support page for Moderators.

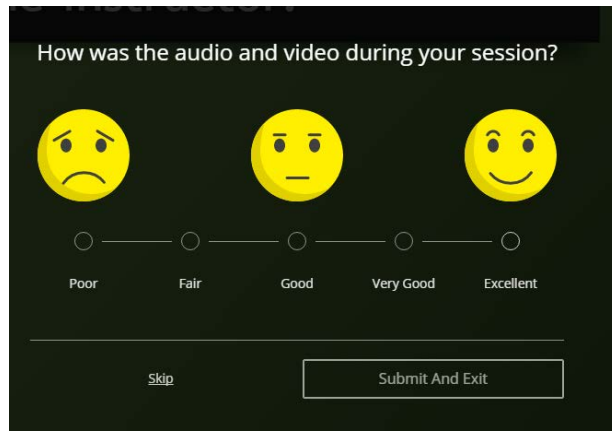
**“Learn about...”** is a link to Blackboard’s Support for Collaborate Session Interface Update.

Click **“Leave Session”** to end a session.



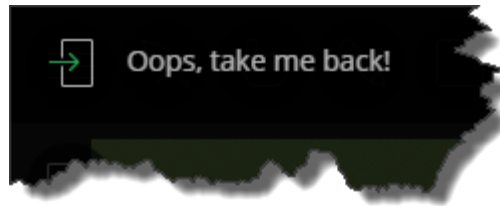


If you click "Leave Session" you will have an opportunity to "Rate" the audio/video quality. Click on



Return to the session (will not be disconnected).

This link is in the top left of the rating page.



If you have any questions, don't hesitate to contact the TLC: 608.757.7632