Collaborate Ultra: QuickStart

Guide includes:

- How to Add a Link to Blackboard Collaborate Ultra in the Course Menu
- How to Add a Link to Collaborate Ultra to a Page in Blackboard
- Conducting a Real-Time Lecture or Class Discussion
How to Add a Link to Blackboard Collaborate Ultra in the Course Menu

Blackboard Collaborate is a real-time video conferencing tool that lets you add files, share applications, and use a virtual whiteboard to interact. It opens right in your browser, so you don't have to install any software to join a session.

1. Ensure that the “Edit Mode” button is toggled “ON”. Click the button to toggle edit mode on and off.

2. With your mouse, hover over the “Add Menu Item” icon in the upper left-hand corner of the main menu.
3. Click “Tool Link” from the drop-down menu

4. Type “Blackboard Collaborate Ultra” for the tool name and select “Blackboard Collaborate Ultra” from the list of tools provided in the drop-down.
5. Click the box to make the tool “Available to Users” and then click “Submit.”

6. The link for Blackboard Collaborate Ultra will appear at the bottom of your course menu. Click the left side of the menu item to “drag and drop” the link to a prominent location in your course menu.
How to Add a Link to Collaborate Ultra to a Page in Blackboard

Blackboard Collaborate is a real-time video conferencing tool that lets you add files, share applications, and use a virtual whiteboard to interact. It opens right in your browser, so you don't have to install any software to join a session.

1. Ensure that the “Edit Mode” button is toggled “ON”. Click the button to toggle edit mode on and off.
2. From the “Tools” menu, select “More Tools” and then click “Blackboard Collaborate Ultra.”

<table>
<thead>
<tr>
<th>Module 1: Environmental</th>
<th>Module 2: Environmental</th>
<th>Module 3: Environmental</th>
<th>Module 4: Water use: The big picture</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enabled: Statistics Tracking</td>
<td>Enabled: Statistics Tracking</td>
<td>Enabled: Statistics Tracking</td>
<td>Availability: Item is hidden from</td>
</tr>
</tbody>
</table>
3. Click “Submit”

4. The newly added link will appear at the bottom of the page. Click the left side of the item to “drag and drop” the link to a prominent location on the page.
Conducting a Real-Time Lecture or Class Discussion

Joining the Session

1. Select the desired course from your course list in Blackboard.
2. Click on the link to “Blackboard Collaborate Ultra”.
3. Select the “Course Room” icon.
4. Click on “Join Course Room” to enter the meeting.
Session Settings

1. Click the icons at the bottom of the screen to toggle your camera and microphone “On” and “Off”.

2. The “Sessions Menu” icon (three bars) in the upper left-hand corner will open a panel with additional options.

3. Participants in a session have the option to “Use Your Phone for Audio”. Up to 25 attendees can call into a session from the phone. Once the maximum number has been reached, nobody else can call in.

   Please note that you should advise your students to join your session using their computer audio first. If they do not have access to a mic or reliable internet, they can then use the phone. Students who also use the Blackboard app do not use one of the phone lines.

4. In the “Session Menu”, the top option is where you will find the button to “Start and Stop Recording” your live session.
5. The purple button in the lower right-hand corner will open the “Collaborate Panel”. Clicking this button will open the following options:

6. The “My Settings” icon is where you can find help setting up the camera and microphone if needed.

7. The “Share Content” icon is where you can share content with the class. This includes a screen sharing option as well as PDF, PowerPoint, and image files.

8. The “Attendees” icon allows you to view attendance, provide presenter controls to students, and see which students have their audio turned on.

   a. When the “Attendees” icon is clicked, there are additional attendee options that allow you to “mute all” microphones if needed.

9. The “Chat” icon allows the instructor to send messages via text to participants in the session. There is an option to chat with “everyone” or with individual participants.

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