

BLACKBOARD COLLABORATE

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System Requirements: A PC running Windows 7 or later or a MAC running OS X 10.9 or later. Chrome is the recommended browser for using Blackboard Collaborate, though it will work with Firefox and Internet Explorer. Do not use Blackboard with Windows 10 Edge browser.

BLACKBOARD COLLABORATE

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Overview:

Blackboard Collaborate provides a powerful all-in-one, browser-based, collaboration platform that allows instructors to web conference using audio, video, a whiteboard, screen sharing, application sharing, a private and public chat, and a recording and archiving feature.



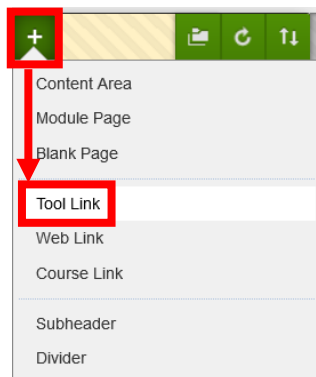
Roles:

Blackboard Collaborate Ultra has four distinctive “roles.”

1. The instructor in the course is the **Moderator**, who has full control over the session. The Moderator can designate a participant as a presenter or a captioner, controls what content is being shared, and what tools are available for participants to use during the session.
2. **Participant** is any student or guest participating in the session. Participants can control their personal settings in the session, however, the Moderator controls what tools and features will be available for use by the participants.
3. A Moderator can designate any participant as a **Presenter** in the session. A Presenter can share content including uploading documents, sharing applications, edit the whiteboard, and stop sharing content. Presenters can also see hand raise notifications, and can lower hands.
4. The **Captioner** role is designed to provide an accessible learning experience for students with language barriers or hearing impairments. The moderator can assign the role of captioner to any participant in the session. The captioner is provided an area to type what is being said, in essence Closed Captioning the session. Session participants can view what the captioner is typing in real time. Multiple captioners for multiple languages can be assigned in the same session.

Add a Tool Link:

If Collaborate will be used in a course, it is suggested that a direct **Tool Link** be added to the **Course Menu**. To add a link, click the **+** icon at the top left of the course menu, then select **Tool Link** from the menu.

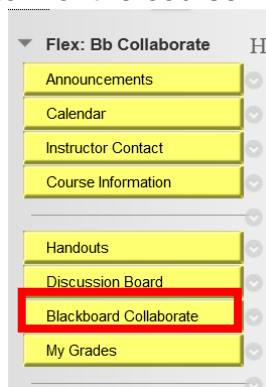


In the Add Tool Link box, enter the name of the link in the provided field (e.g. Collaborate), then select **Blackboard Collaborate Scheduling Manager** from the pull down menu. Click the check box next to **Available to Users** to select it, then click the **Submit** button.

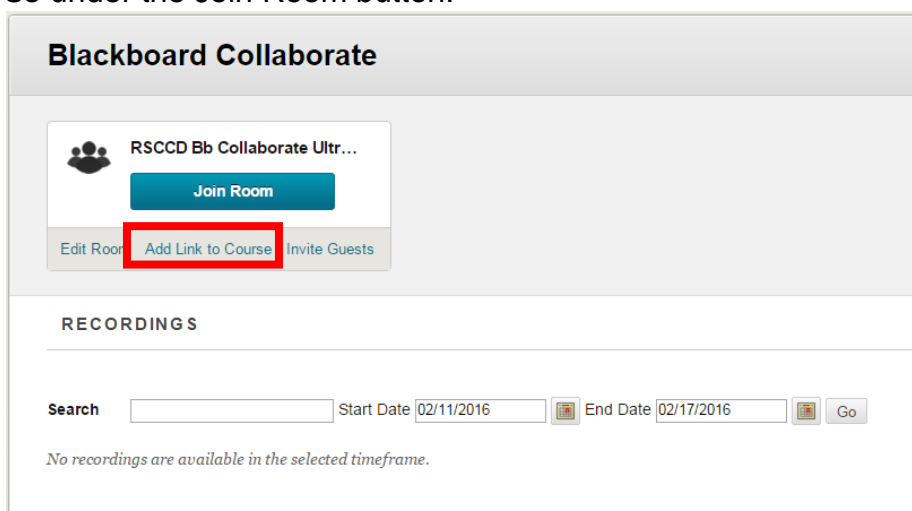
A screenshot of the 'Add Tool Link' dialog box. It has a title bar that says 'Add Tool Link'. Inside, there is a field labeled 'Name:' with a red box around it. Below that is a 'Type:' dropdown menu showing 'Blackboard Collaborate Scheduling M' with a red box around it. To the left of the dropdown is a checkbox labeled 'Available to Users' which is checked and has a red box around it. At the bottom right, there are two buttons: 'Cancel' and 'Submit', with 'Submit' highlighted by a red box.

Select Bb Collaborate from the pull down menu

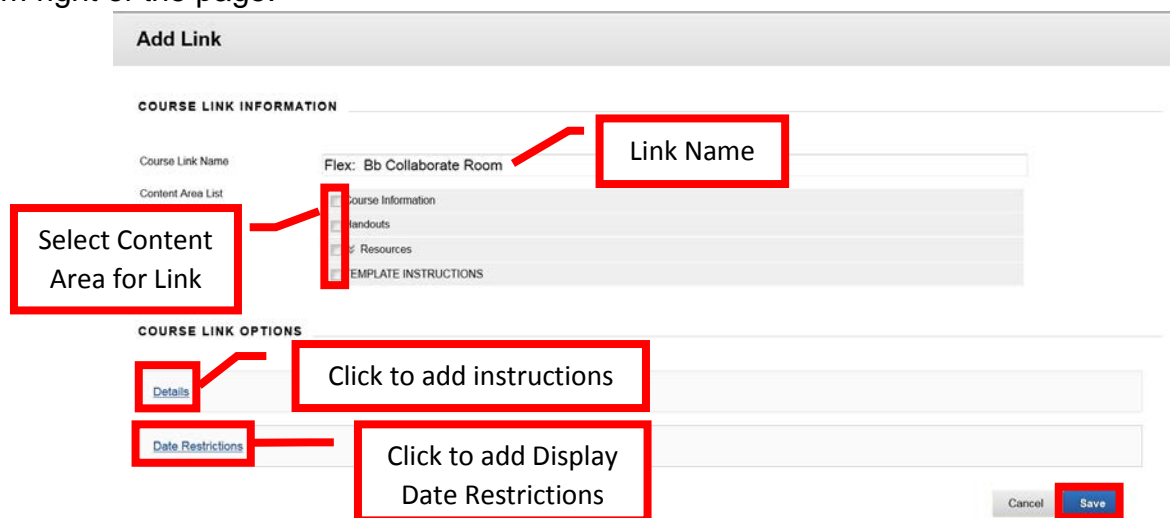
The new menu link will appear at the bottom of the course menu, and may need to be reordered.



A direct link to Collaborate can be added to a Content area from the Collaborate tool screen. Click on **Add Link to Course** under the Join Room button.



If desired, change the default Course Link Name in the provided field. Click the check box next to the content area the direct link should appear to select it. To add a description or instructions, click the **Details** link to expand the section. Enter the description or instructions in the provided text box. To add display date restrictions, click the **Date Restrictions** link to expand the section. Enter the display date and time restrictions, or use the calendar and clock icons to select the display start and end dates and time. Once the add link page has been completed, click the **Save** button located at the bottom right of the page.



The new link will appear at the bottom of the content area selected and will provide students with a direct link to the collaboration room. The link may need to be reordered.



Flex: Bb Collaborate Room

Required

Description: Please join our review session on 5/2/12 at 3:00 pm. We will be covering the material for the final exam.

Edit the Default Room Settings:

The default room settings can be changed by clicking the **Edit Room** link at the bottom of the room box.

A screenshot of the Blackboard Collaborate interface. At the top, there's a header 'Blackboard Collaborate'. Below it, a room box for 'RSCCD Bb Collaborate Ultr...' is shown. Inside the room box, there's a 'Join Room' button and a row of links: 'Edit Room' (highlighted with a red box), 'Add Link to Course', and 'Invite Guests'. Below the room box, there's a section titled 'RECORDINGS'. It contains a search bar, 'Start Date' (02/11/2016), 'End Date' (02/17/2016), and a 'Go' button. At the bottom, it says 'No recordings are available in the selected timeframe.'

On the Edit Room page, the Room Name can be changed. The Room Attributes provide the options to Allow Guests and allow Full Participant Permissions. Full Participant Permissions simply changes the default permissions in the room to allow participants to have permission to use the video, audio, chat, and edit the whiteboard. Click the On/Off toggle button to turn the feature on or off. Instructors can assign Moderators (e.g. guest lecturer) and restrict access to the session by clicking the check box next to the option to select it. Click the icon to learn more about an option. Once all of the options have been set as desired, click the Save button at the bottom right of the page.

Edit Room

ROOM INFORMATION

Room Name

ROOM OPTIONS

Room Attributes

Full Participant Permissions ☒ ON Click to turn option On/Off

Allow Guests ☒ ON

Roles and Access

☒ All users join as moderators Click for Option Information

☐ Restrict access to this session

Assign Roles

Moderators Add Moderators

- Michael Ward
- Tammy Cottrell_SACadmin
- Tammy Cottrell_SACfac
- Cherylee Kushida_SACadmin
- Cherylee Kushida_SACfac

Cancel Save

Access a Collaborate Ultra Session:

Usually, if an instructor is using Collaborate Ultra in a session, they will create a direct tool link on the course menu.

Blackboard Collaborate

Blackboard Collaborate

RSCCD Bb Collaborate Ultra Experience Test

Home Page

Bb Collaborate

Content

Discussions

Groups

Tools

Help

RSCCD Bb Collaborate Ultr...

Join Room

RECORDINGS

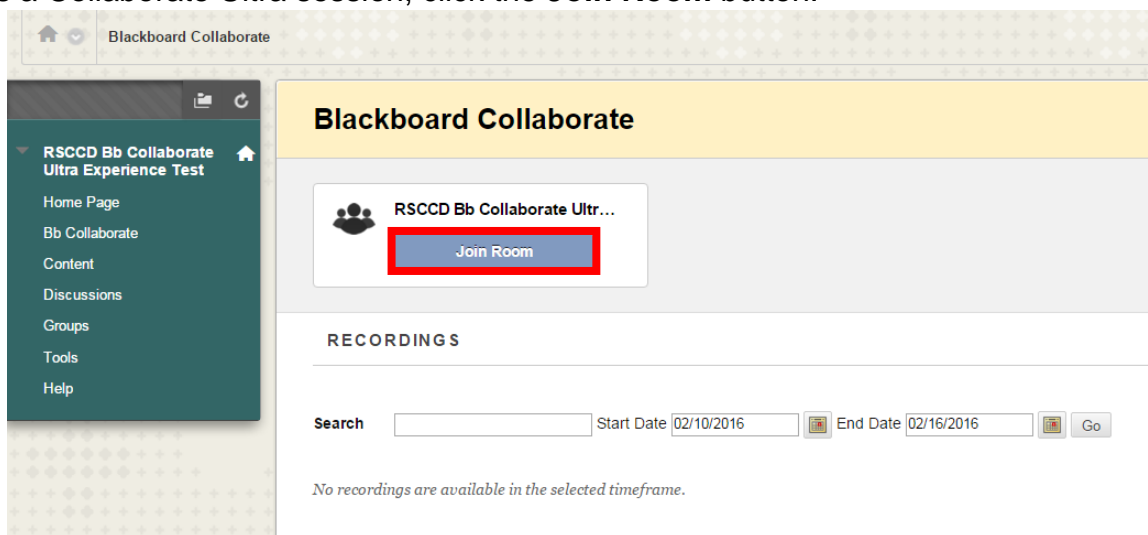
Search Start Date End Date Go

No recordings are available in the selected timeframe.

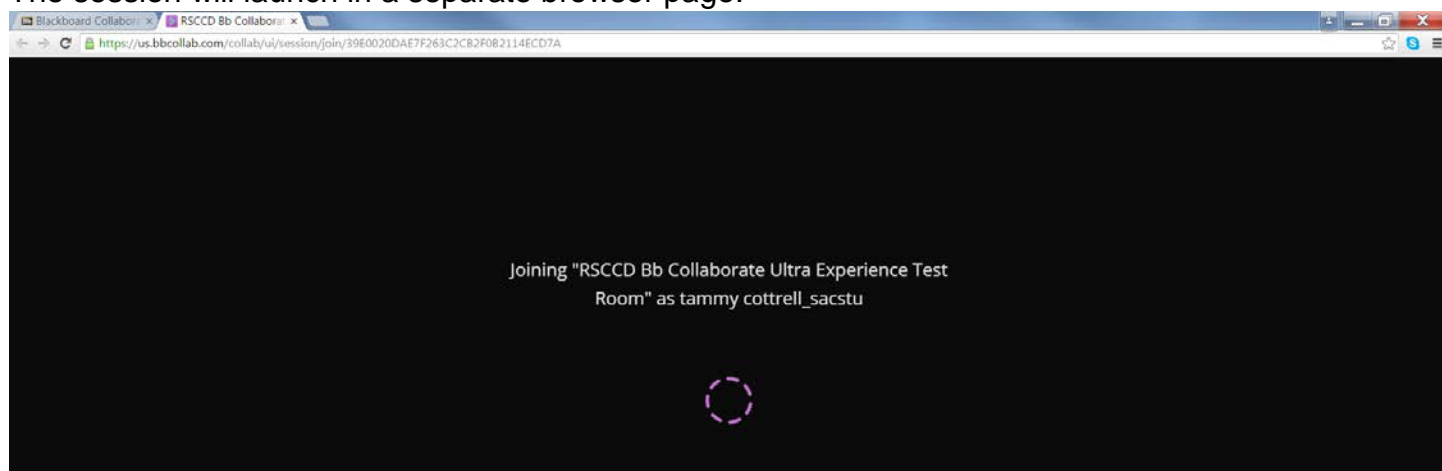
Collaborate Ultra can also be accessed through the **Tools** link on the course menu (if available in the course). Click the Tools menu link, then find and select **Blackboard Collaborate** from the tool list.



To access a Collaborate Ultra session, click the **Join Room** button.



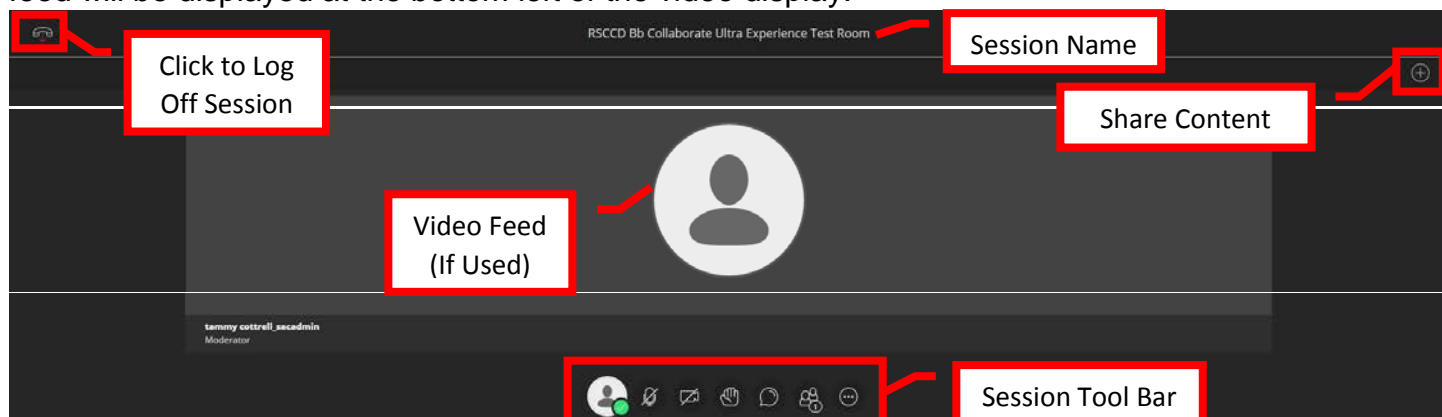
The session will launch in a separate browser page.



Collaborate Ultra Home Page:

The Collaborate Ultra Home Page will show the name of the session on the top of the screen. The log off or **Leave Session** icon is located in the top left of the page. The session **Tool Bar** is located

at the bottom center of the screen. The **Share Content** icon is located in the upper right of the screen and allows the instructor to share a Whiteboard, an Application, and Files. The video feed (if used) will be displayed prominently in the middle of the screen. The name of the person on the video feed will be displayed at the bottom left of the video display.



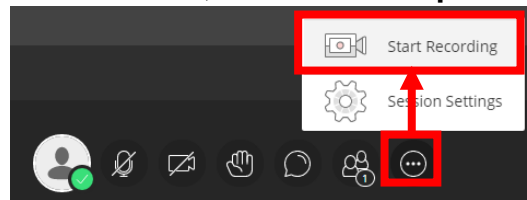
Collaborate Tools:

From left to right on the session tool bar:

	My Settings: Opens the settings menu for Collaborate Ultra in the right side bar. The Settings Menu allows participants to change their status (present or away), audio/video settings, notification settings, and report an issue. To close the Settings Menu click the X in the upper left corner.
	Share Audio: Turns the user's microphone or audio feed on or off. A single line through the icon (as depicted in the picture) indicates the audio feed is off. Click the icon to turn the audio feed on. The icon will change to green, and will show the volume level of the audio feed.
	Share Video: Turns the user's webcam or video feed on or off. A single line through the icon (as depicted in the picture) indicates the video feed is off. Click the icon to turn the video feed on. A "video preview" will appear and show the user how the video feed will appear. Click the Share Video button on the preview to turn the video feed on. The icon will turn blue and the video feed will appear in a thumbnail at the bottom of the screen.
	Raise Hand: Raises the participant's hand virtually. Click the icon to raise the virtual hand. The icon will turn purple and the number in the red circle indicates the order the participants' hands were raised. To lower the virtual hand, click the icon a second time.
	Open Chat: Opens the chat window in the right side bar. The chat activity will be displayed in oldest to newest order in the top part of the window. Participants can type their message and add emoticons in the provided text box at the bottom of the window. Click the X in the upper left corner of the window to close the Chat window.
	Open Participants List: Click the icon to open the session participant's list. The participant's list will show the profile picture (if used), the name, and indicate who is the moderator in the session. Click the icon a second time or click the X in the upper left of the window to close the Participants List.
	More Tools: Includes the Start Recording button and Session Settings . Session Settings is where the instructor sets the participant permissions for the session tools (e.g. audio, video, chat, and whiteboard).
	End Session: Click the icon to end and leave the Collaborate session. A confirmation screen will appear when the participant is exiting the session. To rejoin the session, click the icon in the upper left of the page. An optional audio quality survey may appear on exit.

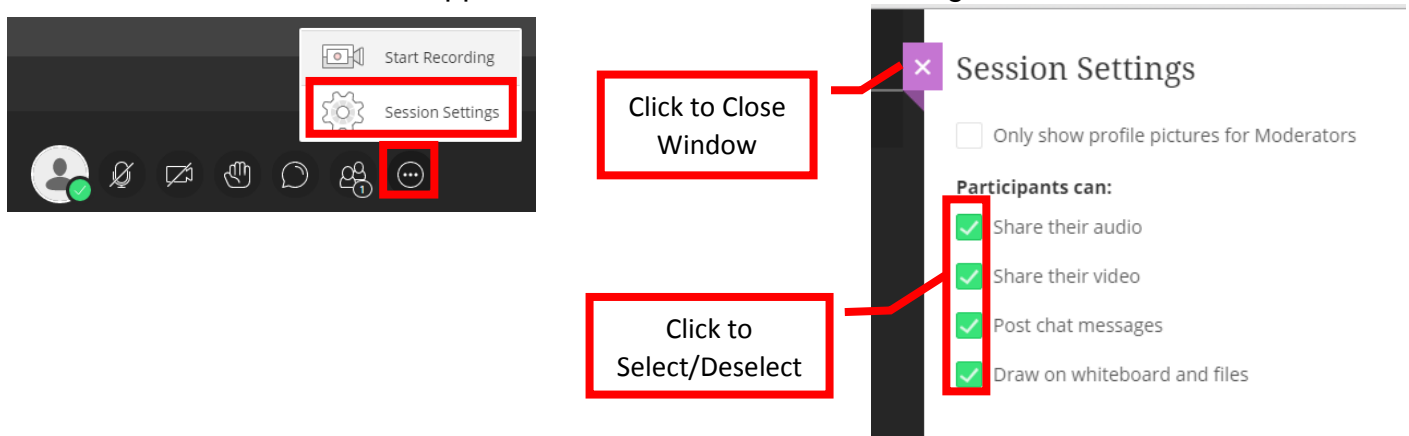
Record a Session:

Instructors can record Collaborate sessions, and post a link in the course to the archive. This allows students to view the session at a later time. To record a Collaborate session, click the **More Tools** button on the tool bar. Select **Start Recording** from the menu. A confirmation will appear in the upper right of the screen. Click the X in the upper right of the dialog box to close the message. To end the recording, click the More Tools button, then select **Stop Recording** from the menu.



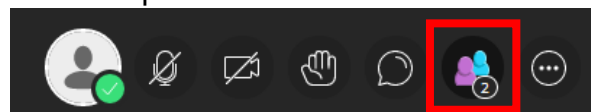
Manage Participant Permissions:

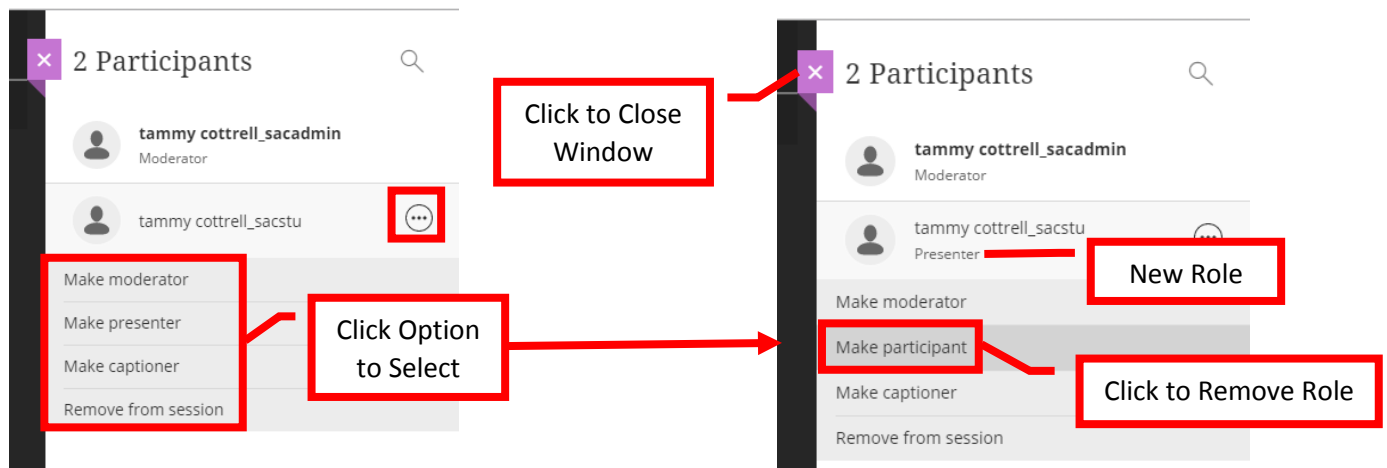
To set the participant permissions, click the **More Tools** button on the tool bar. Select **Session Settings** from the menu. The Session Settings window will appear on the right side of the screen. Click the check box(es) next to the tool to select it. A green check mark indicates that the participants have permission to use the tool. To remove permission, click the check box(es) next to the tool to unselect it. Click the X in the upper left to close the Session Settings window.



Change Participant Role:

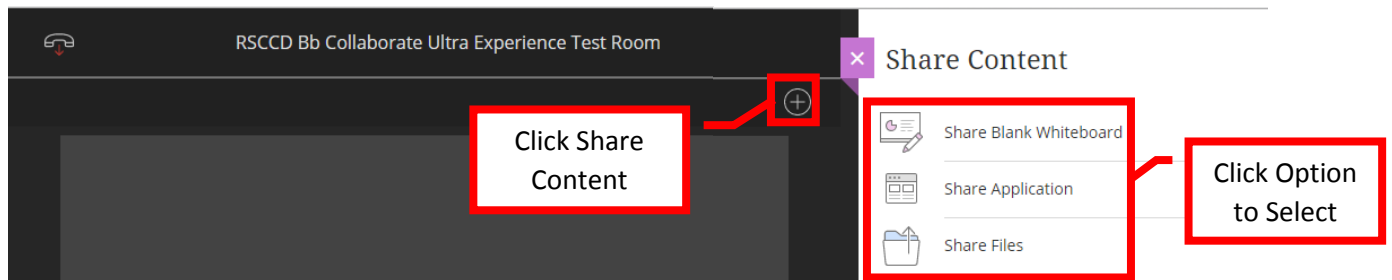
The instructor can change the role of individual participants in a session. To change a participant role, click the **Participant List** button on the tool bar. The Participant List window will open on the right side of the screen. Click the menu icon to the right of the participant's name. The available options are to make the participant a Moderator, Presenter, Captioner, or to Remove the participant from the session. Click the desired option. The new role will be displayed under the participants name in the list. Click Make Participant to remove the added role from the participant. Click the X in the upper left corner to close the Participant List window.





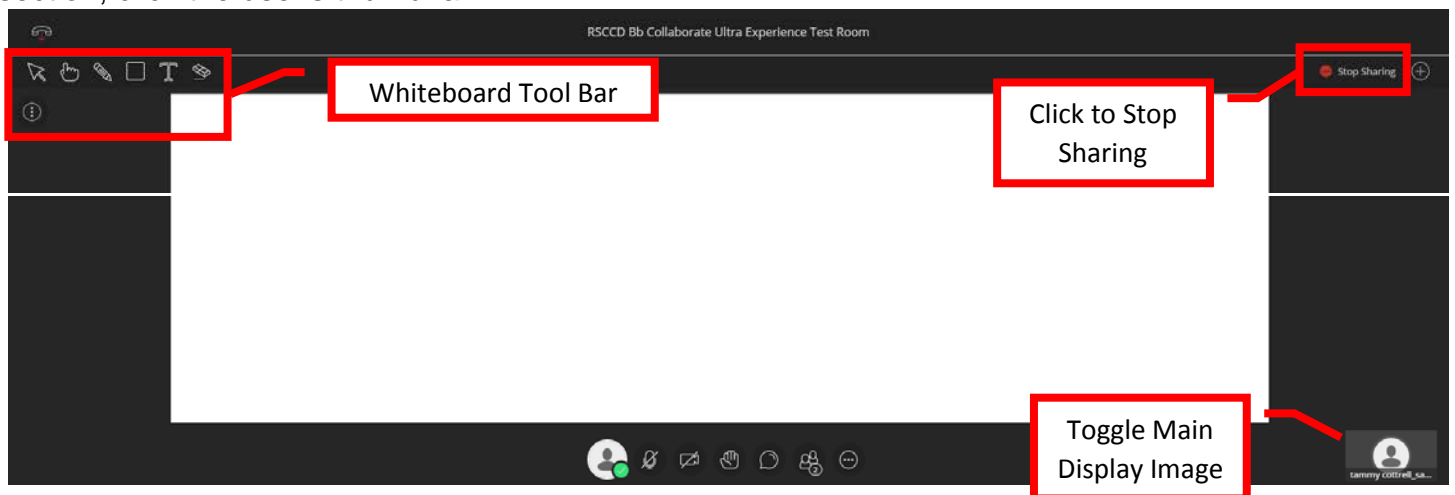
Share Content:

Collaborate allows an instructor to share content using a whiteboard, application and file sharing. Click the **Share Content** icon located in the upper right of the home page. The Share Content window will open on the right side of the screen. Click on **Share Blank Whiteboard**, **Share Application**, or **Share Files** to open the tool. Click the X in the upper left of the Share Content window to close it.











Whiteboard:

Collaborate provides an interactive whiteboard. The whiteboard tool bar is located on the top left of the screen. When finished using the whiteboard, click the **Stop Sharing** button located in the upper right corner of the screen. This will return the display to the main Collaborate home page. The view can toggle the image on the main part of the screen. To display a user's video feed in the main section, click the user's thumbnail.

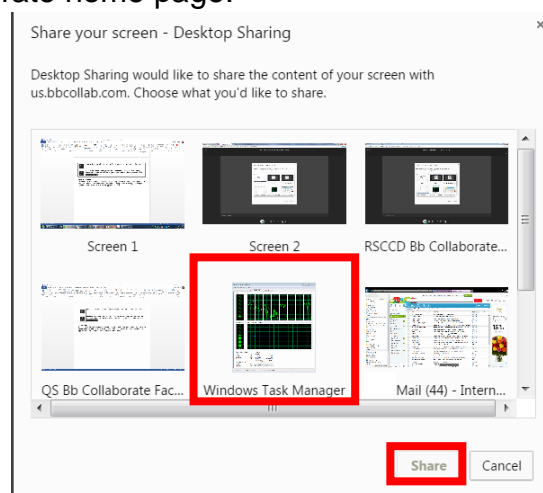


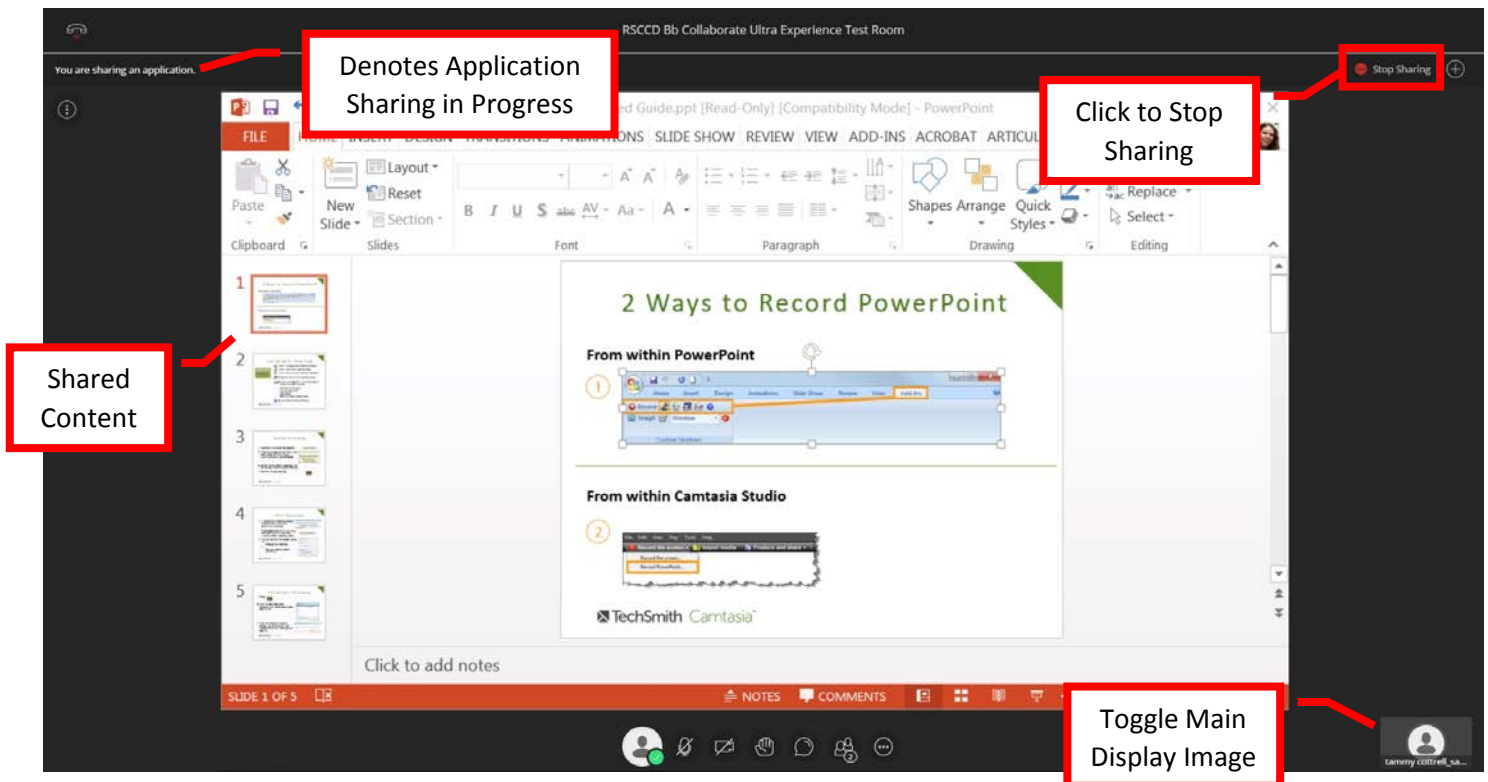
Whiteboard Tools:

	Select tool is used to select content on the whiteboard.
	Pointer tool is used to point to content on the whiteboard.
	Pencil tool is used to write on the whiteboard. A color dot will appear to the right of the tool bar. Click the color dot to change the color of the pencil.
	Shapes tool is used to draw shapes on the whiteboard. The available shape types are rectangle, ellipse (circle), or line. When the shape tool is clicked, the shape options will appear in a drop down menu. A color dot will appear to the right of the tool bar and can be used to change the color of the selected shape.
	Text tool creates a text box on the whiteboard, where users can type from the keyboard.
	Clear or Erase tool allows the user to clear or erase the content on the whiteboard.
	Show View Controls displays additional tool bar options to adjust how the display on the screen appears with (from left to right) zoom in, zoom out, best fit, and actual size. 

Share Applications (Computer Screen):

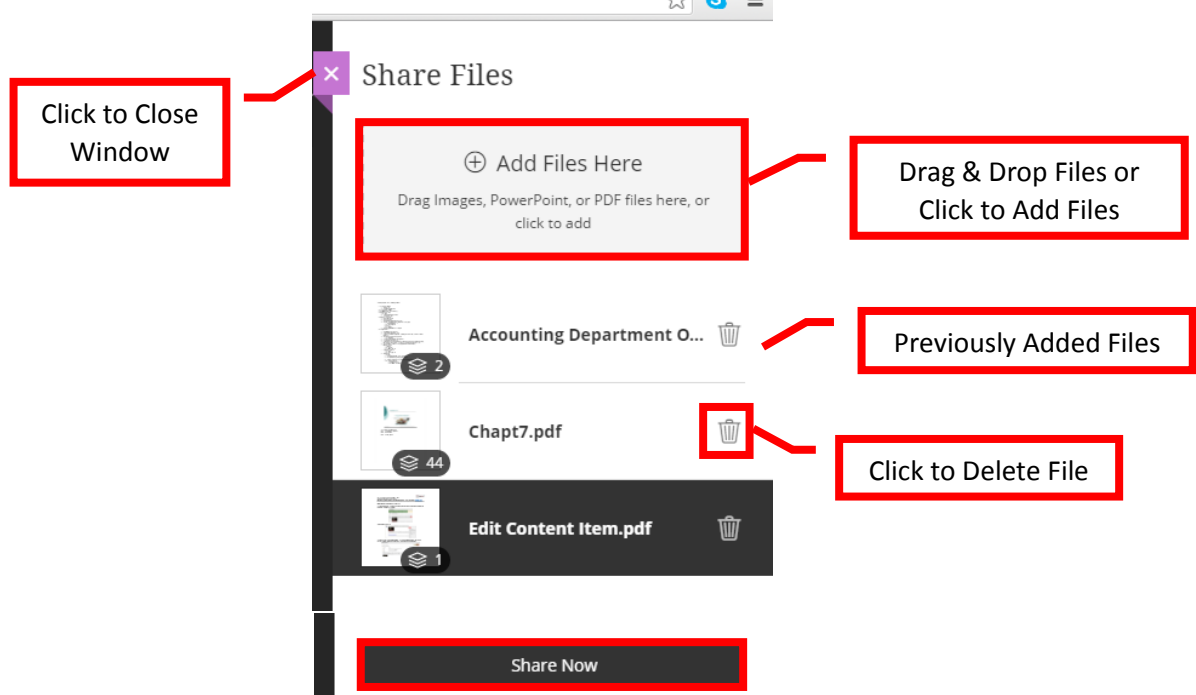
Collaborate allows the moderator or presenter to share any open application on their computer. Click the **Share Application** link on the Share Content menu. A pop up box will display all of the open applications on the computer. Click on the desired application, then the **Share** button at the bottom of the box. The select application will be displayed on the screen. When finished using the application sharing, click the **Stop Sharing** button located in the upper right corner of the screen. This will return the display to the main Collaborate home page.



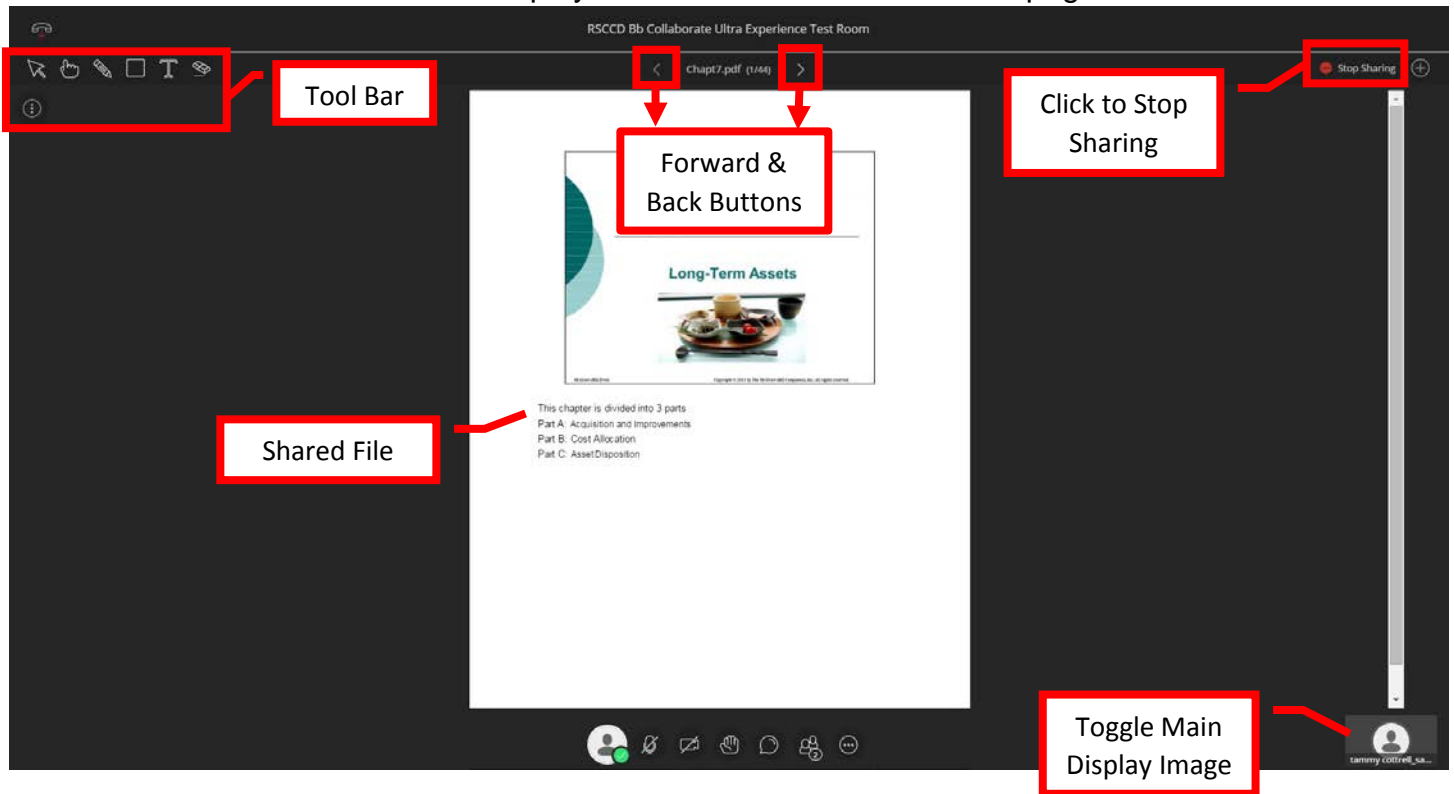


Share Files:

Instructors can upload files to share during a Collaborate session. Click the **Share File** link on the Share Content menu. The Share File window will open on the right side of the screen. Instructors can drag and drop files into the provided space, or click the **Add Files Here** link. Drag and drop file types include PDF, image (JPEG), or Power Point (ppt). Other file types can be added by clicking the Add Files Here link. To share the file, click once to select it. Then click the **Share Now** button at the bottom of the box. Click the X in the upper left corner of the window to close.

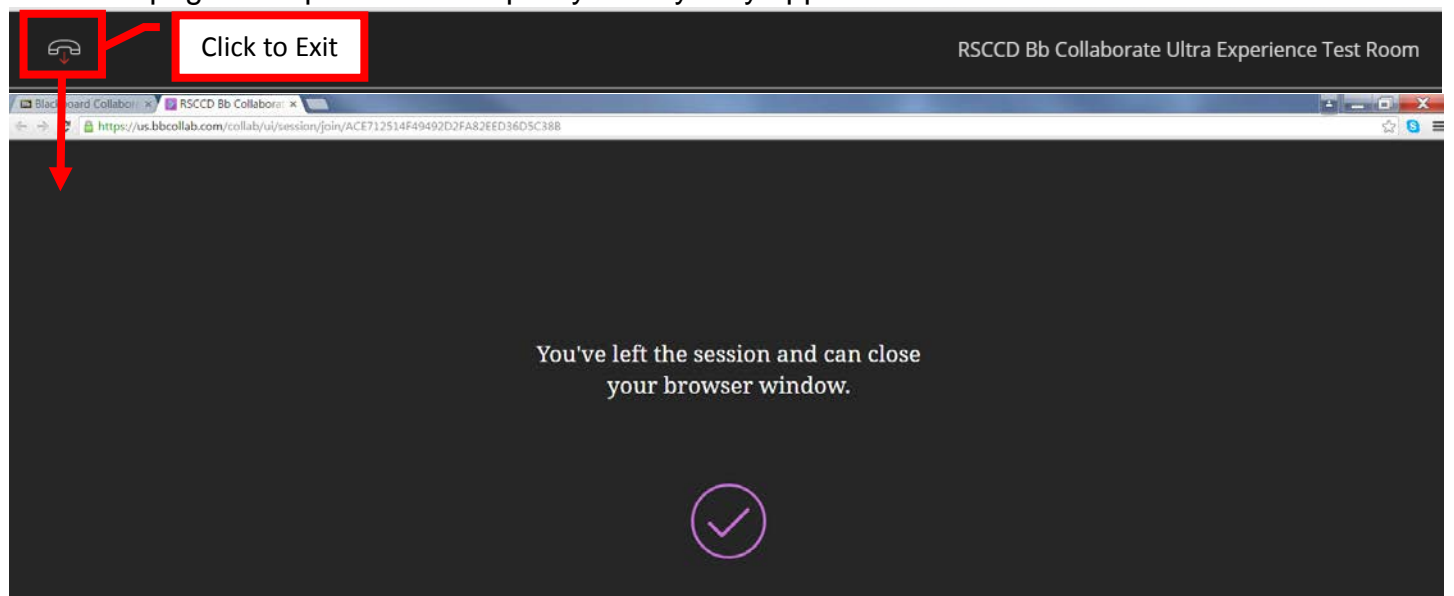


The shared file will appear on the main screen. The File Sharing tool bar is located at the top left of the screen. The available tools are the same as the [Whiteboard Tools](#), and include the select, pointer, pencil, shapes, text, clear, and view controls. Click the Forward (>) or Back (<) buttons located at the top middle of the screen to go to the next or previous page in the document. When finished using the application sharing, click the **Stop Sharing** button located in the upper right corner of the screen. This will return the display to the main Collaborate home page.



Exit a Session:

Click the **End Session** icon to end and leave the collaborate session. A confirmation screen will appear when the participant is exiting the session. To rejoin the session, click the icon in the upper left of the page. An optional audio quality survey may appear on exit.



Access a Recorded Session:

To access a recorded Collaborate session, on the Collaborate access page go to the **Recordings** section towards the bottom of the screen. Find the recording title, and double click to play. To access the menu, hover over the title of the recorded session, and click the down arrow to the right. The menu has options to **Edit Recording**, **Delete Recording**, add a **Guest Link**, **Add a Content Link**, and **Play MP4**.

The screenshot shows the Blackboard Collaborate interface. At the top, there's a header for 'Blackboard Collaborate' and a section for 'RSCCD Bb Collaborate Ultr...' with a 'Join Room' button and links for 'Edit Room', 'Add Link to Course', and 'Invite Guests'. Below this is the 'RECORDINGS' section. It features a search bar with a 'Search' button, and filters for 'Start Date' (02/11/2016) and 'End Date' (02/17/2016) with a 'Go' button. A table lists recordings. The first recording is 'RSCCD Bb Collaborate Ultra Experience Test Room' with a date of 'Wednesday, February 17, 2016 10:44:10 AM PST' and a duration of '0:00:12'. Annotations with red boxes and arrows point to specific elements: 'Search Recordings' points to the search bar; 'Double Click to Play' points to the recording title; 'Click to Access Menu' points to the dropdown arrow on the title; and 'Click to Play MP4' points to the play button icon in the video column.

Title	Date & Time	Session Duration	Version	Blackboard Collaborate	Audio (MP3)	Video (MP4)
RSCCD Bb Collaborate Ultra Experience Test Room	Wednesday, February 17, 2016 10:44:10 AM PST	0:00:12	--			

Additional Resources:

What is the Ultra Experience: https://en-us.help.blackboard.com/Collaborate/Ultra/Moderator/010_Ultra

Prepare for your Session: https://en-us.help.blackboard.com/Collaborate/Ultra/Moderator/060_Conduct_a_Meeting/000_Prepare_For_Your_Session

Schedule Sessions: https://en-us.help.blackboard.com/Collaborate/Ultra/Moderator/050_Schedule_a_Meeting/SAS_Environment

Roles: https://en-us.help.blackboard.com/Collaborate/Ultra/Moderator/077_Roles

Getting Started: https://en-us.help.blackboard.com/Collaborate/Ultra/Moderator/030_Get_Started

Audio & Video Set Up: https://en-us.help.blackboard.com/Collaborate/Ultra/Moderator/030_Get_Started/Audio_and_Video_Set_Up

Find Your Way Around: https://en-us.help.blackboard.com/Collaborate/Ultra/Moderator/030_Get_Started/Navigation

Record Sessions: https://en-us.help.blackboard.com/Collaborate/Ultra/Moderator/060_Conduct_a_Meeting/Record_Sessions

Start the Camera & Microphone: [https://en-us.help.blackboard.com/Collaborate/Ultra/Moderator/060_Conduct_a_Meeting/Start the Camera and Microphone](https://en-us.help.blackboard.com/Collaborate/Ultra/Moderator/060_Conduct_a_Meeting/Start_the_Camera_and_Microphone)

Use the Tools: [https://en-us.help.blackboard.com/Collaborate/Ultra/Moderator/030_Get_Started/Use The Tools](https://en-us.help.blackboard.com/Collaborate/Ultra/Moderator/030_Get_Started/Use_The_Tools)

Share Content: [https://en-us.help.blackboard.com/Collaborate/Ultra/Moderator/060_Conduct_a_Meeting/Share Content](https://en-us.help.blackboard.com/Collaborate/Ultra/Moderator/060_Conduct_a_Meeting/Share_Content)

Edit Shared Content: [https://en-us.help.blackboard.com/Collaborate/Ultra/Moderator/070_Collaboration/Edit Shared Content](https://en-us.help.blackboard.com/Collaborate/Ultra/Moderator/070_Collaboration/Edit_Shared_Content)

Monitor Participants: [https://en-us.help.blackboard.com/Collaborate/Ultra/Moderator/060_Conduct_a_Meeting/Monitor Participants](https://en-us.help.blackboard.com/Collaborate/Ultra/Moderator/060_Conduct_a_Meeting/Monitor_Participants)

How to make a participant a Moderator: [https://en-us.help.blackboard.com/Collaborate/Ultra/Moderator/070_Collaboration/Promote Participants](https://en-us.help.blackboard.com/Collaborate/Ultra/Moderator/070_Collaboration/Promote_Participants)

Manage Raised Hands: [https://en-us.help.blackboard.com/Collaborate/Ultra/Moderator/070_Collaboration/Manage Raised Hands](https://en-us.help.blackboard.com/Collaborate/Ultra/Moderator/070_Collaboration/Manage_Raised_Hands)

Live Closed Captioning: https://en-us.help.blackboard.com/Collaborate/Ultra/Moderator/075_Live_Closed_Captioning

Add a Profile Picture: [https://en-us.help.blackboard.com/Collaborate/Ultra/Moderator/030_Get_Started/Add a Profile Picture](https://en-us.help.blackboard.com/Collaborate/Ultra/Moderator/030_Get_Started/Add_a_Profile_Picture)

Moderator FAQ: [https://en-us.help.blackboard.com/Collaborate/Ultra/Moderator/100_Support/Moderator FAQs](https://en-us.help.blackboard.com/Collaborate/Ultra/Moderator/100_Support/Moderator_FAQs)