

BlackBoard Collaborate Ultra (For Moderators)

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

1. Getting Started

Blackboard Collaborate Ultra gives you a room for each of your courses.

In the Control Panel, under Course Tools select **Blackboard Collaborate**. Then click on **Join Room** to access your session.

In this current version of Blackboard Collaborate there is no option for scheduling a meeting. Please check back Fall 2016 for this feature.

Use Google Chrome™ with your Collaborate room for the best experience.

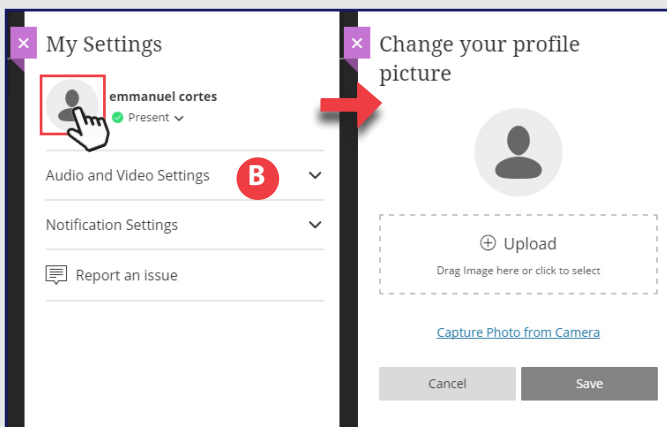
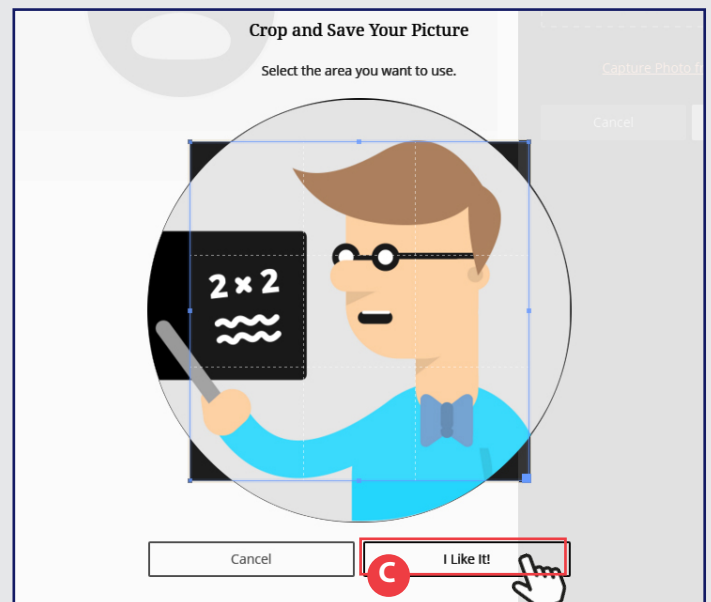
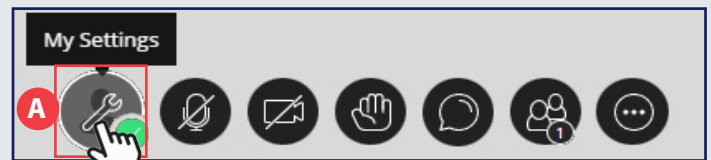
2. User Settings

A. Point to the avatar image and select **My Settings** to set your profile picture.

B. From **Your Avatar > My Settings**, set up your audio and video and adjust your volume.

C. Adjust the image area and click **I Like it!** to save the profile picture.

Note: You must give the browser permission to use audio and video.



Upload any image or use your device camera to take a photo. You can choose to use this profile picture for every session.

3. Popular Tools

Click any of the following tools to reveal their panels, settings, or actions.

A. Chat with participants by clicking **Open Chat**.

B. Click **Open Participants List** to view the Participants panel.

C. Click **Share Audio** and **Share Video** to turn those tools on or off.

D. Click the **Leave Session** button to exit the session

E. Hand raise: Raise your hand to answer a question or get another moderator's attention. Click **Raise Hand**.

F. More Tools

- Session Settings: Decide what others can do in your session. Click **More Tools** and select **Session Settings**.
- Record sessions: Click **More Tools** and select **Start Recording**.

G. Click **Share Content** to share a blank whiteboard, an application, or other files. (See next page for sharing options)

Zoom: Double-click on any shared content, in the shared content window, to resize it.v

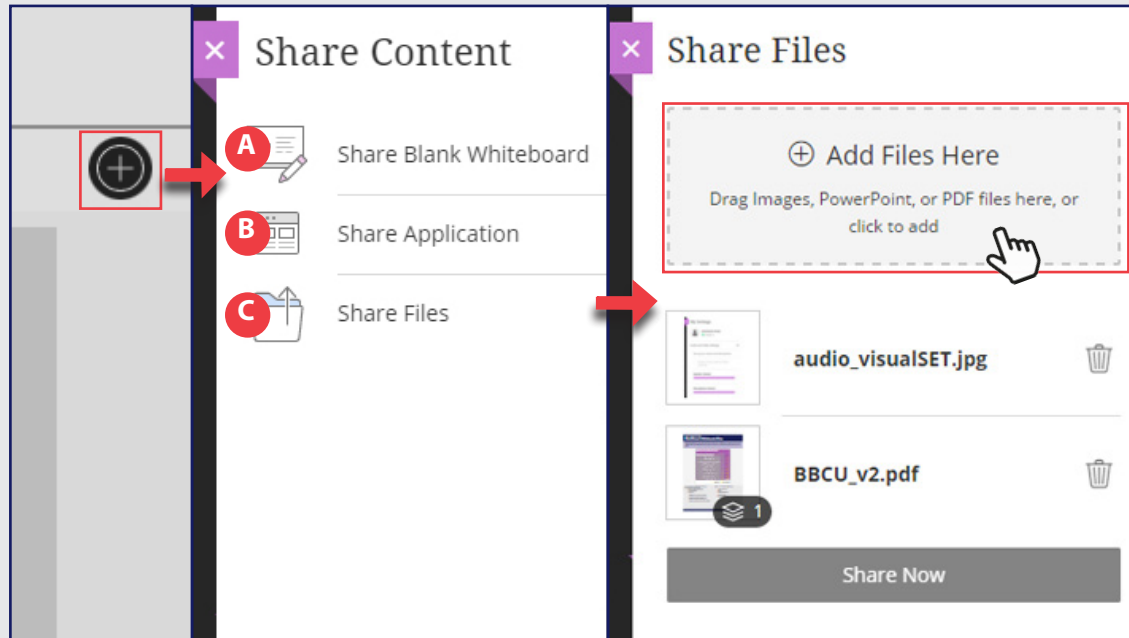
The screenshot displays the Blackboard Collaborate Ultra interface for a session titled "Blackboard Training Workshops Room". The interface includes a top header with a "Leave Session" button (labeled D) and a "More Tools" button (labeled G). The main content area shows a circular video feed of a moderator, Emmanuel Cortes, pointing at a whiteboard with a 2×2 grid and wavy lines. Below the video feed, the name "emmanuel cortes" and the role "Moderator" are displayed. A context menu is open over the video feed, showing "Start Recording" and "Session Settings" options. At the bottom of the interface, a toolbar contains several icons: a "Raise Hand" icon (labeled E), a "Share Audio" icon (labeled C), a "Share Video" icon (labeled A), a "Chat" icon (labeled B), and a "More Tools" icon (labeled F).

4. How to Share Content

A. Share Blank Whiteboard opens a white board for annotation.

B. Share Application shares your desktop, browser or any other program such as Microsoft Word.

C. Share Files allows you to share images, PDF files, or PowerPoint presentations right into your session. Choose from a list of files you upload, click **Share Now** in order for everyone in your session to see.



Notes
