

Quick-Start Sheet for Blackboard Collaborate Ultra

Requirements

- **Hardware:** A personal computer, tablet, or smartphone; headphones, preferably with an attached microphone; Moderators should use a computer
- **System:** MS Windows, Apple Macintosh, Apple iOS, or Google Android.
- **Browser:** Google Chrome or Mozilla Firefox for Windows or Macintosh; Chrome for Android; Apple Safari for Macintosh or iOS.
- **Plug-ins and Extensions:** For the Share Applications feature, download and install Chrome's extension or Adobe Flash for Firefox.

Optional Hardware

- A USB webcam
- A telephone link (dial-in number and PIN provided for each session)

Navigating to Collaborate Ultra in Blackboard Learn

- Click a Tool Link to the Tools page or Blackboard Collaborate Ultra page added to the Course Menu or Organization Menu.
- On the Blackboard Collaborate Ultra page, click the **join room** link.

Scheduling Sessions

- On the Blackboard Collaborate Ultra page, click the **Create Session** icon.
- Provide a Name, specify Start and End date and times, set the Early Entry window, determine the repeat interval, determine session settings, and click **Save**.

Roles

- **Moderator:** default role for course instructors/organization leaders in Blackboard Learn; can schedule and record sessions, modify settings for a room or session, share content, assign roles (including Moderator) to users, and remove users if necessary.
- **Presenter:** often, but not always, a guest user from outside the class; can share content and assign roles other than Moderator to users.
- **Participant:** default role for students and teaching assistants in courses, participants and assistants in organizations; can participate in shared applications and whiteboards if a Moderator allows.
- **Captioner:** a user currently occupying any other role can be designated as a Captioner; can transcribe other users' speech in a special closed caption box, and users can elect to view closed captioning or not.

Interaction Bar

- Profile picture with **Set As Away** icon
- **Share Audio** icon (microphone)
- **Share Video** icon (camera)
- **Raise Hand** icon

Other Interface Elements

Session Menu

- **Start/Stop Recording:** begin and end recording a session viewable from Blackboard Learn.
- **Use your phone for audio:** dial in to a web conference if no audio hardware is available.
- **Report an issue:** send a help request to Blackboard's technical support team.
- **Blackboard Collaborate Help:** open the Collaborate Ultra help site on a new tab.
- **Learn about the new Collaborate interface:** take an online tour.
- **Leave Session:** exit, with an opportunity to evaluate the audio quality or return to the session.

Collaborate Panel

- **Chat pane:** type messages to the whole conference or Moderators only.
- **Participants pane:** check participants' network connection, change roles.
- **Share Content pane** (Moderators and Presenters only): Share Blank Whiteboard, Share Application, Share Files, Polling, Breakout Groups.
- **My Settings pane:** Audio and Video Settings (all users), Notification Settings (all users), Session Settings (Moderators and Presenters only).

Participant Display Modes

- Group Mode
- Follow the Speaker Mode

Miscellaneous Important Facts

- With good network connections, Collaborate sessions can accommodate up to 250 simultaneous participants.
- Storage space for recordings is limited to 50 gigabytes (GB) for the entire university. Therefore, instructors should delete recordings immediately that are no longer needed.
- Chrome requires downloading an extension on first use of the Share Application feature. Firefox and other browsers require Adobe Flash Player.
- File types that can be shared using Share Files:
 - Compressed Graphics (gif, .jpg, .png)
 - Portable Document (.pdf)
 - PowerPoint Presentation (.ppt/.pptx)