



جامعة قطر  
QATAR UNIVERSITY

مركز التميز في التعليم و التعلم

Center for Excellence in Teaching & Learning

# Blackboard Collaborate the Ultra Experience



## Blackboard Collaborate

A real-time web conferencing tool that allows users to meet in a virtual space. The “Ultra” version opens directly in the web browser, so no need to install any software to join a session.

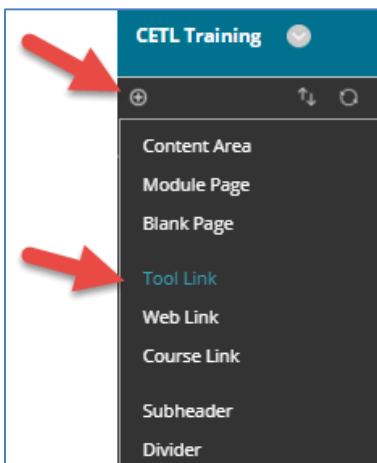
### Compatibility

- Works best with Google Chrome browser
- Works well with mobile devices. Just install the Blackboard App

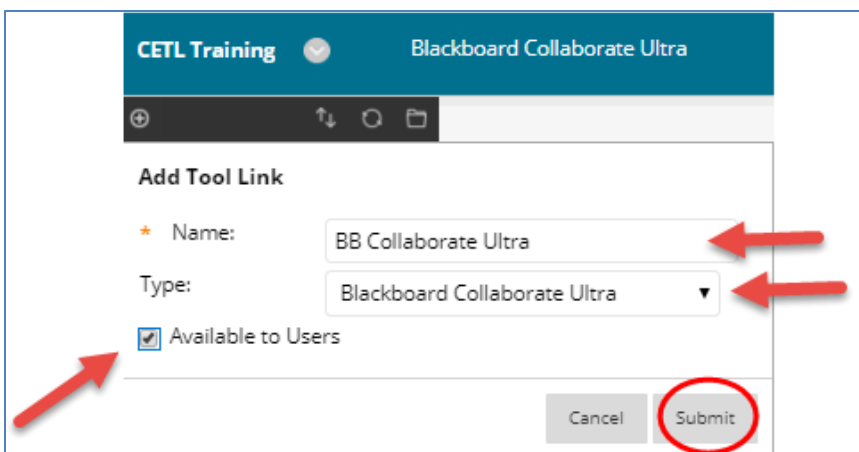


### How to start using Collaborate in your Blackboard Courses?

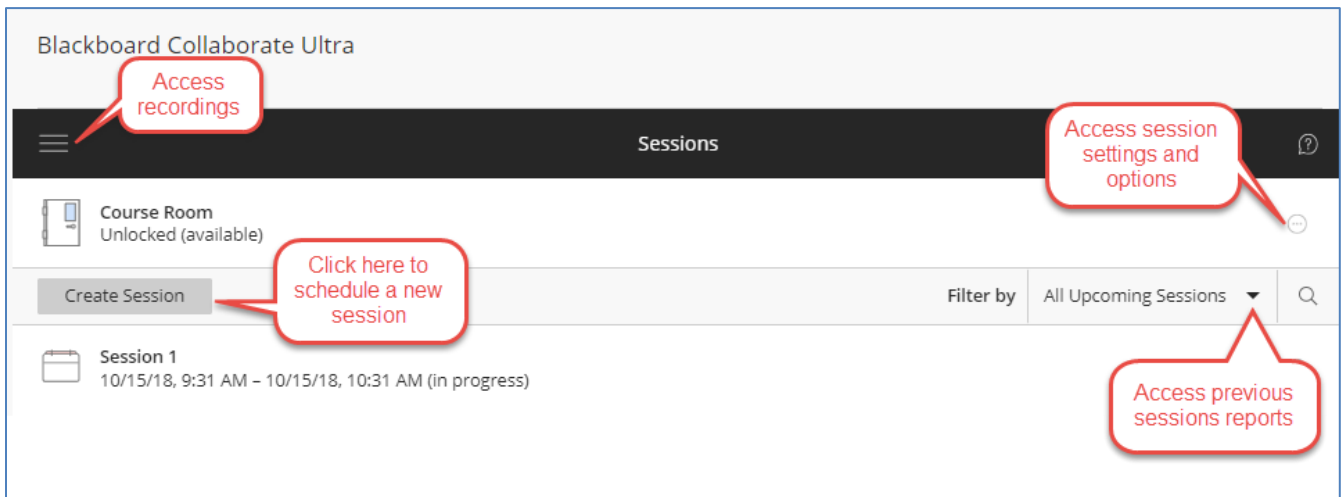
- On the top left menu, click on the “+” and then click “Tool Link”.








- Select “Blackboard Collaborate Ultra” from the “Type” dropdown list and give your link a name and then click “Submit”



- From the left menu, click on the “BB Collaborate Ultra” Link to open it’s page on the right..
- You can use” BB Collaborate Ultra” window, see below, to schedule a session, join a session, access recordings, reports, modify session settings, invite guests, etc.



### Collaborate Interface Controls are organized in two separate areas:


- **The Collaborate Panel on the right side:** You can access the collaborate panel by clicking the arrows icon  on the right bottom of the screen. The panel will give you access to:
  -  Settings: configure audio, video, chat and whiteboard settings for all attendees
  -  Share Content: share Blank Whiteboard, Files, or Application/screen
  -  View attendee list: view attendees and control their permissions
  -  Chat: chat with everyone in the session or with moderators only
- **The session menu on the top left side**
  - Record a session
  - Get help
  - Technical options and reporting an issue













### Resources:

- Resources for Moderators
  - <https://help.blackboard.com/Collaborate/Ultra/Moderator>
- Resources for Participants
  - <https://help.blackboard.com/Collaborate/Ultra/Participant>
- Video: User Interface Tour in Blackboard Collaborate with the Ultra Experience
  - <https://youtu.be/KNCI7e0cAF8>

## Collaborate Ultra tools (taken from Blackboard Help <https://help.blackboard.com/Collaborate/Ultra/>)


### Media space tools








 Not sure where the media space is? Go to the *Find Your Way Around* topic under *Getting Started*.

Tool	Description
<p>Audio</p>  	<p>Turn your audio on. Lines through the microphone icon means that it is turned off. Select <i>Share Audio</i> to turn it on.</p> <p> With your keyboard, press <i>Alt + M</i> to turn your microphone on and off.</p>
<p>Video</p>  	<p>Turn your video on. Lines through the camera icon means that it is turned off. Select <i>Share Video</i> to turn it on.</p> <p> With your keyboard, press <i>Alt + C</i> to turn your camera on and off.</p>
<p>Hand raise</p>  	<p>Raise your hand to answer a question or get another moderator's attention. Select <i>Raise Hand</i>.</p> <p> With your keyboard, press <i>Alt + H</i>.</p>
<p>Collaborate panel</p> 	<p>Open the Collaborate panel.</p> <p> <a href="#">More on navigating the Collaborate panel with your keyboard</a></p>
<p>Session menu</p> 	<p>Open the Session menu.</p>








<https://help.blackboard.com/Collaborate/Ultra/>

## Collaborate panel tools

 Not sure where the Collaborate panel is? Go to the *Find Your Way Around* topic under *Getting Started*.








Tool	Description
 Chat	<p>Chat with everyone in the session. Open the <i>Collaborate panel</i> and select <i>Open Chat</i>.</p> <p> <i>The moderator can turn chat off.</i></p> <p>The emoji pack for Collaborate with the Ultra experience supports diversified emojis and Unicode 8 characters.</p> <p>Use one of five supported skin tones on any human emoji. Add underscore, tone, and the supported tone number (1 through 5) to your emoji when typing. Don't forget the colons on either end of your emoji text.</p> <p><b>Example:</b> :wave_tone5:</p> <p> <i>Collaborate's chat history only has 50 messages displayed at any given time.</i></p> <p><a href="#">🕒 More on keyboard controls for chat history</a></p>
 Attendees panel	<p>View the list of attendees. Open the <i>Collaborate panel</i> and Select <i>Open Attendees List</i>.</p>
 Share Content	<p>Moderators and presenters can share a blank whiteboard, an application, PDFs, PowerPoint® presentations, and images in GIF, JPEG and PNG formats.</p>
 My Settings	<p>Add a profile image, set up your audio and video and your notifications. Open the <i>Collaborate panel</i> and select <i>My Settings</i>.</p>
 Close	<p>Close the <i>Collaborate panel</i>.</p>

<https://help.blackboard.com/Collaborate/Ultra/>

<p>Close</p> 	<p>Close the Collaborate panel.</p>
<p>Share Whiteboard</p> 	<p>Moderators and presenters can share a blank whiteboard from the <i>Share Content</i> panel.</p>
<p>Share application</p> 	<p>Moderators and presenters can share their entire desktop or a single open application from the <i>Share Content</i> panel.</p>
<p>Share files</p> 	<p>Moderators and presenters can share PDFs, PowerPoint® presentations, and images in GIF, JPEG and PNG formats.</p>
<p>Polling</p> 	<p>Moderators can start and run polls during a session.</p>
<p>Breakout groups</p> 	<p>Moderators can start and run breakout groups.</p>
<p>Options</p> 	<p>Open the attendee options menu.</p>

<https://help.blackboard.com/Collaborate/Ultra/>

Use these tools to edit and mark up shared files and the whiteboard.

Tool	Description
Select 	Use the arrow to select an object on the whiteboard. After you select it you can resize, move, and delete it.
Pointer 	Use the hand to point to different areas of the visible slide. Attendees see wherever you are pointing on the slide.
Pencil 	Use the pencil to draw free hand on the slide.
Shapes 	Use the <i>Shapes</i> icon to draw a rectangle, ellipse, or a straight line. Your choice.
Text 	Type text on the slide with the "T".
Clear 	Use the eraser to undo everything.
View controls 	Show or hide your zoom, fit, and size controls.

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