



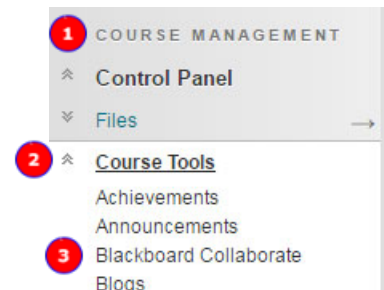
# Instructor Quick Start Guide to Blackboard Collaborate Ultra

## About Blackboard Collaborate Ultra

Ultra is the new, browser-based version of Blackboard Collaborate. Collaborate Ultra allows instructors to host remote, synchronous sessions within an existing Blackboard course site. For full functionality, we recommend using Google Chrome. Firefox and Safari are also compatible browsers.

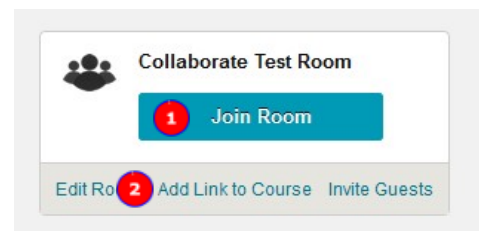
### Launch Blackboard Collaborate Ultra from your course site

1. In the left-hand navigation pane of your course, scroll down to **Course Management**.
2. Click the double arrow next to **Course Tools** to expand the menu.
3. Click **Blackboard Collaborate** to launch.



### Access the Collaborate session

1. To start a Collaborate session, click the **Join Room** button.
2. To help students locate the Collaborate room, click **Add Link to Course**. When prompted, choose the content area within the course where the link should appear, then click **Save**.

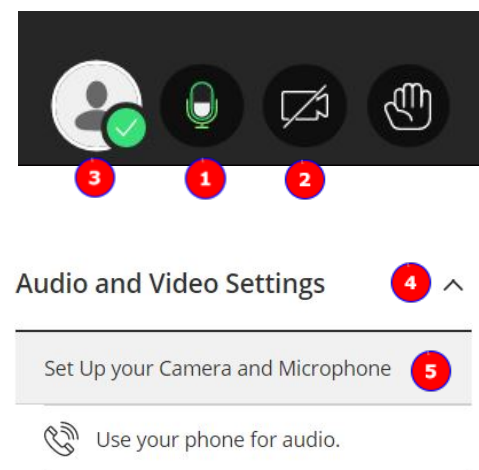


### Share audio and video

1. Click the microphone icon to toggle your computer's audio input on or off.
2. Click the camera icon to toggle webcam video on or off.

To troubleshoot any issues, follow these additional steps:

3. Click the silhouette icon to open the **My Settings** panel.
4. Expand the **Audio and Video Settings** options by clicking the arrow.
5. Choose **Set Up Your Camera and Microphone**. Follow the on-screen instructions.

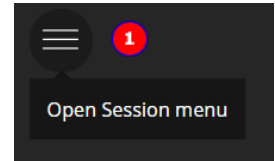


**Note:** For the best experience, AU Blackboard Support recommends using your phone for audio. See the next section of this document for dial-in instructions.

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## Dial in for audio (required for computers without speakers and/or a microphone)

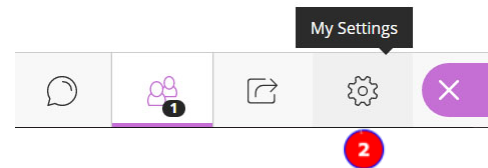
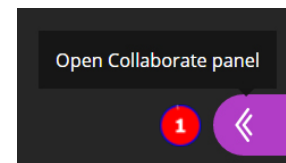
1. Follow Steps 3 and 4 above to open the **Audio and Video Settings** panel or click the **Open Session Menu** icon (three horizontal lines) in the upper-left corner of the screen.
2. Click **Use Your Phone for Audio** to generate a dial-in number and PIN to access the session.
3. Call the number and enter the PIN followed by the pound sign (#) when prompted. Long-distance or roaming charges may apply.
4. When finished, click the **X** to close the panel.



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## Set sharing permissions for participants

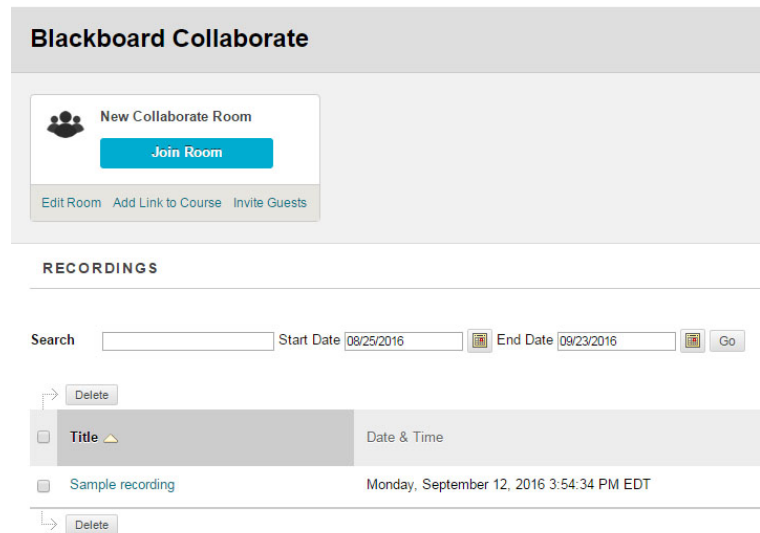
1. Click the purple icon (<<) in the bottom-right corner of the screen to **Open Collaborate Panel**.
2. Click the gear icon (**My Settings**).
3. Scroll down to **Session Settings** and click the arrow to expand the menu of options
4. Check or uncheck the appropriate boxes to set permissions.
5. When finished, click the purple **X** in the bottom-right corner of the screen to close the panel.



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## Record the session

1. Click the **Open Session Menu** icon in the upper-left corner of the screen (three horizontal lines).
2. Click **Start Recording** to capture the shared video and audio during the session.
3. When finished, **Open Session Menu** again by clicking the icon in the upper-left corner of the screen.
4. Click **Stop Recording**.
5. After the recording has been processed, it will appear under **Recordings** in the Blackboard Collaborate area of your course site.

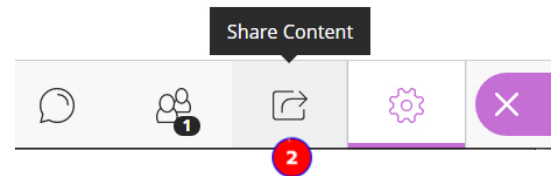


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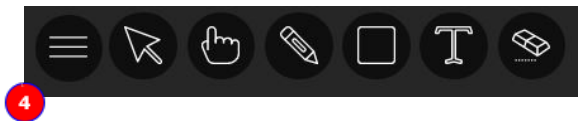
## Share content

Use this feature to access a virtual whiteboard, display a file (JPG, PNG, PPT, PDF), share your desktop, conduct a poll, or set up breakout groups within your Collaborate session.

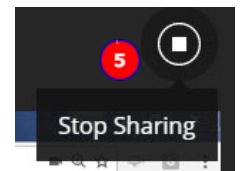
1. Click the purple icon (<<) in the bottom-right corner of the screen to **Open Collaborate Panel**.
2. Click the **Share Content** button at the bottom of the panel.
3. Click the type of content you want to display. Follow the on-screen prompts to select the specific file or application from your computer and begin sharing it with participants.
4. While presenting, you can add annotations to the whiteboard or a shared file using the tool icons (listed from left to right):



- Open Session Menu
- Select
- Pointer
- Pencil (to draw freehand on the screen)
- Shapes (to insert a rectangle, line, or ellipse)
- Text (to type on the screen)
- Clear (to erase an annotation)



5. Click the **Stop Sharing** button in the upper-right corner of the screen to close the file or application. Audio and video will continue to be shared with participants until you toggle them off or exit the session.



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## Interact with participants

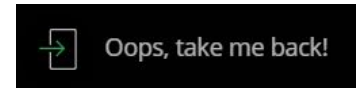
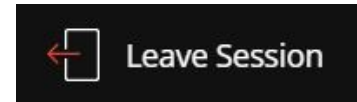
1. Click the purple icon (<<) in the bottom-right corner of the screen to **Open Collaborate Panel**.
2. To text message with participants, click the speech bubble icon (**Chat**) to open the panel.
  - Use the drop-down list to choose which participants will receive your messages (all participants or moderators only).
  - Enter the text of your message in the **Say something...** box, then click **Enter** on your keyboard to post.
3. To view a list of session participants, click the people icon (**Open Participants List**).
4. Moderators can set audio and/or visual notifications of participant activity, such as leaving or entering the session, raising a hand, or posting a chat message. To set your preferences, click the gear icon (**My Settings**) to access the **Notification Settings** menu.



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## Exit the session

1. Click the **Open Session Menu** icon in the upper-left corner of the screen (three horizontal lines).
2. Click **Leave Session** at the bottom of the panel.
3. To immediately rejoin the session, click **Oops, Take Me Back!** in the upper-left corner of the screen.



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## To learn more about Blackboard Collaborate Ultra

1. Visit the Blackboard Help website: <https://en-us.help.blackboard.com/Collaborate/Ultra>.
  - Instructors should review the **Moderator** resources.
  - Students needing assistance can be referred to the **Participant** resources.
2. Attend a workshop offered by the E-Learning Support Services staff. For information about upcoming opportunities or to request a group training session, contact our office or visit our website: <http://www.american.edu/library/technology/blackboard/>.
3. Contact us for immediate live support or to schedule a one-on-one consultation. We are available from 9:00 am until 5:30 pm, Monday through Friday, in Room 321 of AU's Bender Library.