Blackboard Collaborate Ultra -- Pre-Record Lectures in Bb Collaborate Ultra

Pre-Recording Lectures in Bb Collaborate Ultra

You can use Bb Collaborate Ultra to pre-record lectures that will reside in your Bb Learn course section.

Just use the instructions below in the next section.

And use Bb Collaborate Ultra when you are the only one using Ultra in your course section (only one in your course room or session).

And use the screen sharing feature and the record feature. See below for how to do all of that.

Do a short < 1 minute recording as a test first.

Contact Mike Galloway near the end of the quarter if you wish to reuse these pre-recorded Bb Collaborate Ultra lectures again in a future quarter, or see link below and the section about re-using lectures for next quarter.

- Blackboard Collaborate Ultra -- Accessing Recordings

But see the instructions below in the next section for how to make a pre-recorded lecture.

Instructor Use of Bb Collaborate Ultra

1. Enter a Bb Learn course shell.
   a. Google Chrome or Mozilla Firefox recommended.

2. If not already present, create a “Bb Collaborate Ultra” link in the left navigation panel.

   a. Click the + sign at the top of the left-hand course menu but beneath the “Home” link and house icon.

   b. Click “Tool Link.”

   c. Enter "Bb Collaborate Ultra" for the "Name."

   d. For "Type," choose "Blackboard Collaborate Ultra."

   e. Check the “Available to Users” box to make the link available to students.

   f. Click “Submit.”

3. Click the “Bb Collaborate Ultra” link in the left navigation panel.

4. Click "Get launch link."

5. Click "Join Course Room."

6. Click "Join from a browser" (if you are on a laptop or desktop computer).
7. Click "Allow" or "Okay" or "Share" if prompted (once or multiple times).
   a. Do this now, and for any future steps.
8. If unsure how to use, click a link below for further instructions.
   a. Video Overview of Other Items Below

Click link above to collapse this area.

Click link below for a video overview of Bb Collaborate Ultra with instructions.

b. Text Chat
i. Click purple arrow in the lower right.

ii. Click speech bubble in lower right.

iii. Chat with everyone.
   1. Or choose specific people from top drop-down menu in right panel.
   4. Type in your messages in box at bottom of right panel.

Note: You currently cannot see when someone is composing a message.

Note: Text chat is *now* captured during recordings.

c. To let others hear you (audio):
   i. Click the crossed out microphone icon.

d. Audio issues?
1. Click purple arrow in the lower right.

2. Click gear icon in lower right.

3. Click to expand "Audio and Video Settings."
4. Click "Set up your camera and microphone."
5. Follow the on-screen instructions.
6. If you still can't resolve your audio issues:
   1. Click "Use your phone for audio."
   2. Call by phone with provided phone & PIN numbers.
   3. See Blackboard Collaborate Ultra -- Join by Phone

To let others see you:

1. Click the crossed out camera icon.

To share your computer display, or a PowerPoint presentation:

1. Blackboard Collaborate Ultra -- Sharing your Computer Display or PowerPoint

To use the whiteboard, do the following:
Note: You cannot tell who is writing on the whiteboard if more than 2 people are allowed to write on the whiteboard in a Bb Collaborate Ultra room or session.

Note: Webcam video will not appear in recordings by default when you use the whiteboard. A work-around is provided at the link below.

i. Click the purple arrow in the lower right (if right panel not already expanded).

Click link above to collapse this area. Click on image to zoom in.

Click link above to collapse this area. Click on image to zoom in.

ii. Click square with arrow icon, click "Share Application," and click "Entire Screen."

Click link above to collapse this area. Click on image to zoom in.

Click link above to collapse this area. Click on image to zoom in.

iii. Click "Share Blank Whiteboard."

iv. Use the provided tool icons to write on the whiteboard.

   1. The following Blackboard webpage provides more information on what these tool icons do.
      

If you need students to see webcam video, either stop using Ultra's whiteboard, or use the work-around solution below.

If you need to screen or application share and have webcam video, open the Windows "Camera" app or Mac's QuickTime, and bring up the movie or video recording window. Don't start recording. Just bring up the window showing the webcam video to the foreground on your computer display when you want students to see what you are writing while screen sharing in Ultra. Expand the window if necessary.

For help with doing this on a Mac, see the following webpage.

QuickTime -- INCLUDE -- Basics

h. To share a file, do the following:
Click link above to collapse this area.

Note: The only file types that can be loaded into a Bb Collaborate Ultra session are: GIF, JPG, PNG, PDF, and PowerPoint. All files must be less that 60 MB in size.

i. Click the purple arrow in the lower right (if right panel not already expanded).

ii. Click square with arrow icon, click "Share Application," and click "Entire Screen."

iii. Click "Share Files."

iv. Follow the onscreen instructions to share files.

i. To record, do the following:
Recordings can be easily viewed by anyone at all with the recording's web address, with or without access to Bb Learn or DrexelOne.

i. Click the menu icon in the upper left.

ii. Click “Start Recording.”

iii. Recording will continue until you repeat step 1 above, and click “Stop Recording.” or until everyone leaves the room or session.

iv. Recordings do not immediately appear. You must end the recording, and everyone must leave the room and session. And then wait 1-3 hours, and then refresh the webpage. Rare or longer ones can take 12 hours.

v. Here is how to access your recordings.

j. Make someone a presenter.
Click link above to collapse this area.

i. Click purple arrow in the lower right.

ii. Click peg-people icon or Attendees icon

iii. Hover your mouse pointer over a Participant you want to make a Presenter.

iv. Click the ... icon next to that person’s name.

v. Click "Make presenter."

You may want to send presenters a link to this very webpage so that they know how to use Bb Collaborate Ultra as a presenter.

k. To Mute All
i. Click purple arrow in the lower right.

ii. Click peg-people icon or Attendees icon

iii. Click the ... icon next in upper right.

   1. Then click "Mute All."

Muted attendees see a notification telling them that the moderator has muted their microphone.

*Note: Attendees can turn their microphone back on after being muted.*
Additional Assistance for Recording or Streaming

Contact Mike Galloway (mjg88@drexel.edu), CCI Technology Services Manager, for additional assistance.

*Additional Assistance is ONLY for Drexel University - College of Computing & Informatics (CCI) instructors, faculty, professional staff, and students.*

Anyone else should contact technical support for their own college, department, university, organization, or business.

Table of Contents for Sharing Links to Specific Sections Above

Click link above to collapse this area.

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