Blackboard Collaborate Ultra -- Advanced Use and Additional Notes

Due to increased use of Bb Collaborate Ultra in response to COVID-19 virus, the following features are disabled by Blackboard: Timer, indicator when one is typing in Chat, indicator of a participants network connection quality a.k.a. netstats.

Introduction

This webpage is for more advanced usage of, and additional notes on, Bb Collaborate Ultra. For simple, basic instructions, see the following webpage.

- Blackboard Collaborate Ultra

Settings for Course Room and Scheduled Sessions

- Blackboard Collaborate Ultra -- Attendance and Session Reports

Polling

- Blackboard Collaborate Ultra -- Polling

Muting and Managing Participants and Raised Hands

- Blackboard Collaborate Ultra -- Muting and Managing Participants

Notifications

- https://help.blackboard.com/Collaborate/Ultra/Moderator/Moderate_Sessions/Manage_Attendees#notifications_OTP-2

Allow Guests Not Enrolled in the Bb Learn Course Shell

- Blackboard Collaborate Ultra -- Allow Guests from Outside the Course Section

Join by Phone

- Blackboard Collaborate Ultra -- Join by Phone

Mobile

- Blackboard Collaborate Ultra -- Mobile

Reports on Session Attendance

- Blackboard Collaborate Ultra -- Attendance and Session Reports

Creating a Link in a Content Area

If you are not sure what a content area is, click the link below.

If you are not sure what a Bb Learn "Content Area" is, click the link below.
A content area in a Bb Learn course shell is a webpage that has the "Build Content," "Assessments," "Tools," and "Partner Content" drop-down menus at the top.

The name of your content area will likely be different than "Course Materials."

The link in the left-hand course menu that leads to this webpage is also known as a content area, or this link might be called a content area link.

Again, your content area will likely have a different name than "Course Materials."

In a content area, you can add, well, content. Most add a Bb Learn Items or Content Folders (from under "Build Content") to add text, web links, images, files, and folders. Assignment and test submission links appear in content areas as well. You might see various types of content that have been added by someone else.

Here is how to create a "Bb Collaborate Ultra" link in a content area in your Bb Learn course shell:

1. Enter the content area where you want the link.
2. Click "Tools", then click "More Tools", and then click "Blackboard Collaborate Ultra."

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

Your content area will likely not be named "Ultra Content Area."

Using the default "Blackboard Collaborate Ultra" name is fine.

Choose a color for the name.

Enter or edit the description if you wish in the "Text" box.

3. Edit the "Name" for the link, if you wish.
   a. Using the default "Blackboard Collaborate Ultra" name is fine.

4. Choose a color for the name.

5. Enter or edit the description if you wish in the "Text" box.

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

   i. Only one row of icons in the "Text" box's toolbar?

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

   1. Click the double-down arrow or the double-up arrow to the far right in the "Text" box's toolbar.

   2. The double-down arrow is now a double-up arrow.
ii. Replace a hyperlink to another website or to a file?

- Highlight the entire hyperlink text with your mouse cursor.
- Click the broken chain link icon or.
- Delete the original hyperlink text.
- Type in the new hyperlink text.
- Follow the instructions below to attach a file or add a hyperlink to another website.

iii. Attach a file (like Word or PowerPoint)?

- Click the paperclip icon or.
- Follow the onscreen instructions.

iv. Insert an image?

1. Such as a small thumbnail image for PowerPoint slides.

- Click the picture icon or.
- Click "Browse My Computer."
- Find and open/select the image you wish to add.
- Enter a brief "Image Description" and "Title."
- Click the "Appearance" tab at the top.
- Check "Constrain Proportions."
- Enter "300" (without quotes) in the left "Dimensions" box.
- The right box will automatically display a value when you click out of the left box.
- Click "Insert."

v. Edit an image?

- Right-click or Ctrl-click the image.
- Click "Image" to edit the image.
- Follow the instructions above when adding an image.

vi. Insert a text hyperlink to another website?

1. Click an image or highlight some text with your mouse cursor.
- Click the chain link icon or.

vii. Hyperlink an image (make it clickable), or edit an image's hyperlink?

1. Click an image or highlight some text with your mouse cursor.
- Click the chain link icon or.
If you want to embed audio or video, see the following webpage:

1. Adding Media to Bb Learn via Kaltura or Drexel Streams
   a. The above link will take you directly to the relevant section.

6. Select “Yes” or “No” next to “Permit Users to View This Content” to select whether students can see this Item.
   a. Leave this option set to “Yes” if you set the Item to appear after or until a certain date and time.
7. Select “Yes” or “No” next to “Track Number of Views” if you want to track when people click the link.
   a. If you want to see reports for link clicks, see the following page:
      i. Bb Learn Course Reports -- General Information
8. Set date and time restrictions in the “Select Date and Time Restrictions” area.
   a. Leave the “Permit Users to View This Content” option set to “Yes” if you set the link to appear after or until a certain date and time.
9. Click “Submit” to save your changes.
   a. Your link has been created.

Additional Information

**Recordings Are Visible to Anyone with Recording Web Address or URL**

The people in the same Bb Learn course shell where the Collaborate Ultra room/session is hosted from can easily see Collaborate Ultra recordings.

HOWEVER, right now, if you just copy/paste the URL of a Collaborate Ultra recording, you can send it to anyone else, and they can view it in their internet browser, even if they are not logged into Bb Learn.

Drexel ITG has been notified of this multiple times, and Drexel ITG has asked Blackboard to fix this or at least post a note in Collaborate Ultra about it multiple times.

Also, by design, you can enable a guest link that will allow sharing of recordings.

**More about Collaborate Ultra**

Blackboard Videos on Collaborate Ultra

- [https://www.youtube.com/playlist?list=PLontYaReEU1thrYkZR4lynKpyvuTB_dkD](https://www.youtube.com/playlist?list=PLontYaReEU1thrYkZR4lynKpyvuTB_dkD)

Blackboard Help Documentation for Collaborate Ultra

- [https://en-us.help.blackboard.com/User_Filter/Instructor/College_or_University/Collaborate_Ultra](https://en-us.help.blackboard.com/User_Filter/Instructor/College_or_University/Collaborate_Ultra)
Additional Assistance for Recording or Streaming

Click link above to collapse this area.

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.

- Introduction
- Settings for Course Room and Scheduled Sessions
- Polling
- Muting and Managing Participants and Raised Hands
- Notifications
- Allow Guests Not Enrolled in the Bb Learn Course Shell
- Join by Phone
- Mobile
- Reports on Session Attendance
- Creating a Link in a Content Area
- Additional Information
  - *Additional Assistance is ONLY for Drexel University - College of Computing & Informatics (CCI) instructors, faculty, professional staff, and students.*