Bb Collaborate Ultra -

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

Bb Collaborate Ultra is a virtual conferencing and lecturing tool (similar in functionality to Skype or Zoom) built into all Bb Learn course shells. It a vast improvement over its predecessor.

By default, all students enrolled in a Bb Learn course shell can access and use a Bb Collaborate Ultra session or "room" (if a link is available to them in the shell).

Chrome or Firefox recommended. If audio/video does not work in one, try with the other.

Pre-Record Lectures in Bb Collaborate Ultra

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

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

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

d. Audio issues?
Click link above to collapse this area.

i. Click purple arrow in the lower right.

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

ii. Click gear icon in lower right.

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

iii. Click to expand "Audio and Video Settings."
iv. Click "Set up your camera and microphone."

v. Follow the on-screen instructions.

vi. 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

e. To let others see you:

i. Click the crossed out camera icon.

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

f. To share your computer display, or a PowerPoint presentation:

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

g. To use the whiteboard, do the following:
Click link above to collapse this area.

**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.](image)

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.](image)

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.
      a. [https://en-us.help.blackboard.com/Collaborate/Ultra/Moderator/030_Share_Content#Share_whiteboard](https://en-us.help.blackboard.com/Collaborate/Ultra/Moderator/030_Share_Content#Share_whiteboard)

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](https://quicktime.apple.com)

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).

<table>
<thead>
<tr>
<th>Click link above to collapse this area. Click on image to zoom in.</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1.png" alt="Purple Arrow" /></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Click link above to collapse this area. Click on image to zoom in.</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image2.png" alt="Square with Arrow" /></td>
</tr>
</tbody>
</table>

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.

Blackboard Collaborate Ultra -- Accessing Recordings

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

i. Click purple arrow in the lower right.

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

ii. Click peg-people icon or Attendees icon

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

iii. Hover your mouse pointer over a Participant you want to make a Presenter.
iv. Click the ... icon next to that person’s name.

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

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
Click link above to collapse this area. Click purple arrow in the lower right.

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.

Click peg-people icon or Attendees icon

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

Click peg-people icon or Attendees icon

Click the ... icon next in upper right.

1. Then click "Mute All."

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

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.*

**Session Best Practices**

- DU IT, Drexel ITG, and Blackboard all recommend the following best practices.
  - [https://help.blackboard.com/Collaborate/Ultra/Moderator/Moderate_Sessions/Session_Best_Practices](https://help.blackboard.com/Collaborate/Ultra/Moderator/Moderate_Sessions/Session_Best_Practices)

**How Students Can Access**
Blackboard Collaborate Ultra -- How Students Access Ultra

Accessing or Downloading Recordings

Blackboard Collaborate Ultra -- Accessing Recordings

Group Work or Breakout Rooms

Blackboard Collaborate Ultra -- Group Work or Breakout Rooms

Advanced Notes

Optional - Lock Course Room

Click link above to collapse this area.

Some instructors do not use the 24/7 course room, and instead use scheduled sessions. If you are one of these instructors, we recommend locking the course room to avoid confusion.

Here's how to lock the course room in your Bb Learn course shell.

1. On the Bb Collaborate Ultra page, click the circled ellipsis or three periods icon in the upper right.
2. Click "Lock course room."
3. That's it!
   a. It's the same procedure for unlocking, but click "Unlock course room" instead for step 2.

Here's an example image.

Set-Up in a CCI Classroom or using a USB microphone or camera

Blackboard Collaborate Ultra -- Connecting to Microphone and Video Camera by USB or in the CCI Classroom

More Optional Advanced Notes

For advanced use of, and additional notes on, BB Collaborate Ultra, see the following webpage.

Blackboard Collaborate Ultra -- Advanced Use and Additional Notes
### Table of Contents for Sharing Links to Specific Sections Above

- Introduction
- Pre-Record Lectures in Bb Collaborate Ultra
- Instructor Use of Bb Collaborate Ultra
- Session Best Practices
- How Students Can Access
- Accessing or Downloading Recordings
- Group Work or Breakout Rooms
- Advanced Notes
  - Optional - Lock Course Room
  - Set-Up in a CCI Classroom or using a USB microphone or camera
  - More Optional Advanced Notes
    - Additional Assistance is ONLY for Drexel University - College of Computing & Informatics (CCI) instructors, faculty, professional staff, and students.

### 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.