Create a Collaborate Ultra Classroom

Contents

Add Collaborate Ultra to a Course in BlazeVIEW

Collaborate Ultra is an educational-focused online collaboration platform where students and instructors can meet virtually for an effective learning experience.

1. Log into your BlazeVIEW course and select "Content".

2. Select a current module or create a new module.

3. In the module, select "**Add Existing Activities**" > "**External Learning Tools**" > "**Collaborate Ultra**".

Add Existing Activities
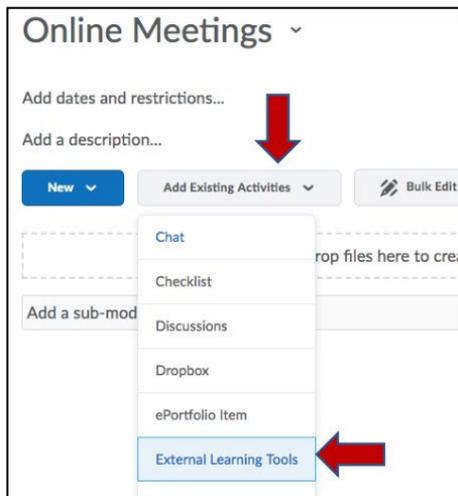
External Learning Tools
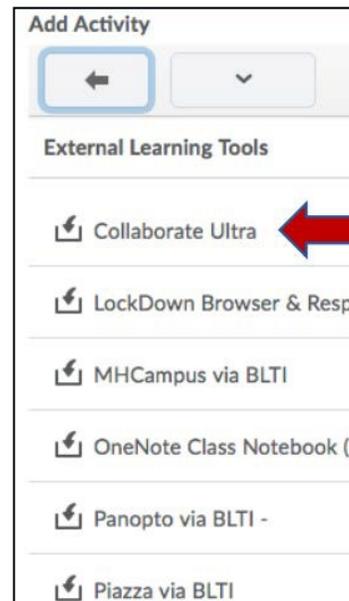
Create a Collaborate Ultra Classroom Session

1. Select **Collaborate Ultra** from the module.

2. When it opens, click the **Create Session** button to get started.
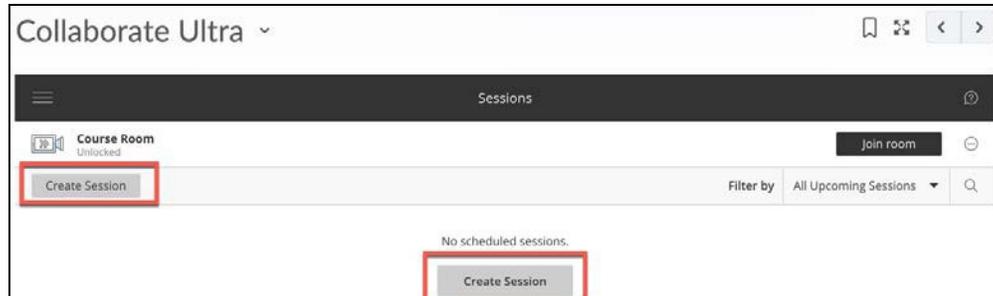
3. The **Event Details** window pops up automatically. Enter the session name.

4. Scroll down to expand the **Session Settings** window.
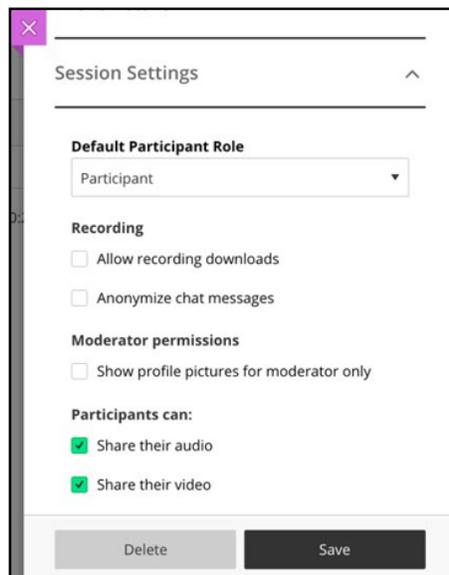
5. Note that if you want students to be able to share their screens and record the session, you will need to change the **Default Participant Role** to **Moderator**.

6. Click **Save,** and your room will appear under the Create Session button.

7. Access the session by clicking on the title, and then clicking the **Join Session** button on the right of the screen.

Interacting with Participants

Use the different communications panels to interact on Blackboard Collaborate Ultra.

NOTE: Moderator (instructor) view may be different from the student view with more options.

Users will mainly use the three panels for interacting with participants:
1. Media space
2. Session menu
3. Collaborate panel

Media Space

The media space in Collaborate is where the content of the session is displayed.
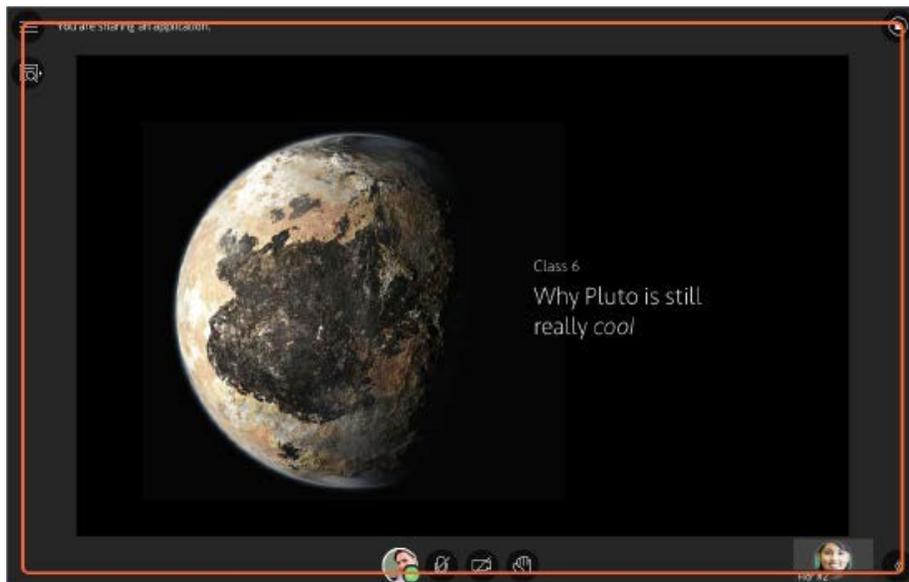
Tools that appear in the media space relate directly to what is happening in the session at that moment. Learn more about the available tools at *Know the tools. Use the tools*.

NOTE The Ultra experience switches to follow-the-speaker view automatically when there are more than five participants.
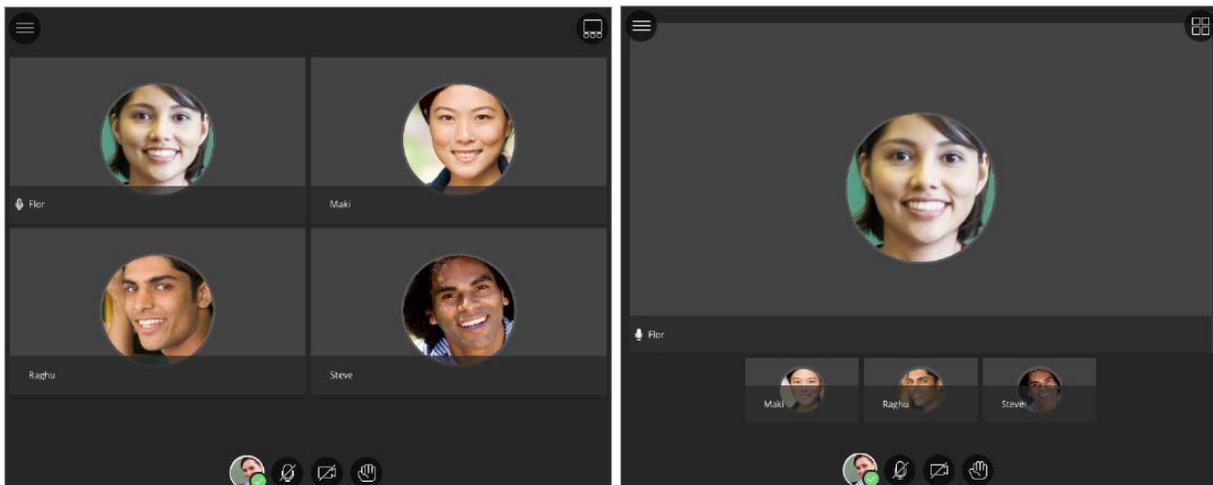
Session Menu
The Session menu opens a collection of high-level session actions and information. Open it using the session menu button at the top left of the screen. Tools and features you use only once or twice during a session are conveniently grouped here.
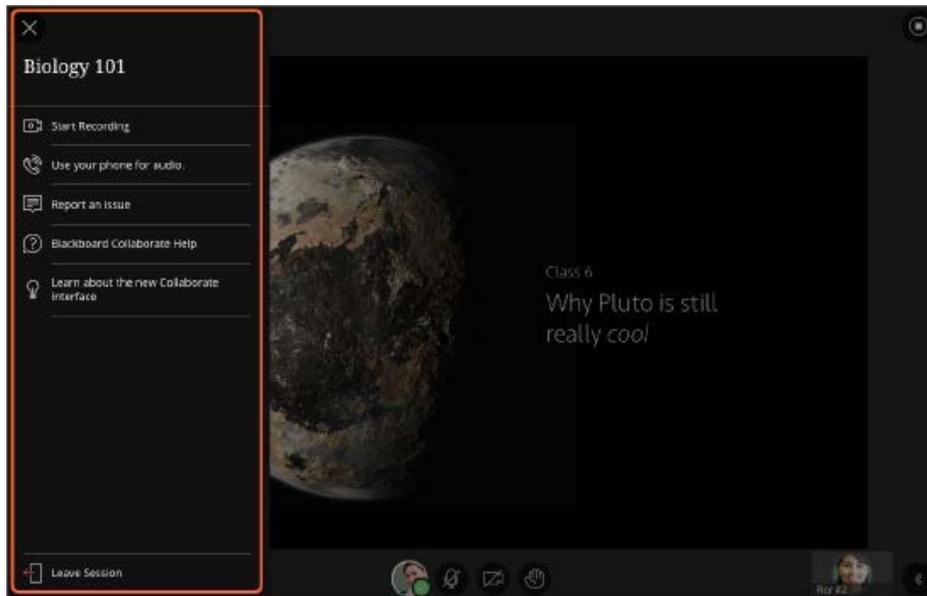
- Find details about the session.
- Moderators and presenters can record sessions.
- Connect your phone for audio
- Get help or report an issue.

Collaborate Panel
The Collaborate panel gives users a single space to go to engage other participants with all of the collaborate tools.
- Chat with everyone in the session or privately with other moderators.
- View participants and their roles.
- Moderators and presenters can share content or start polling.
- Set your audio settings.
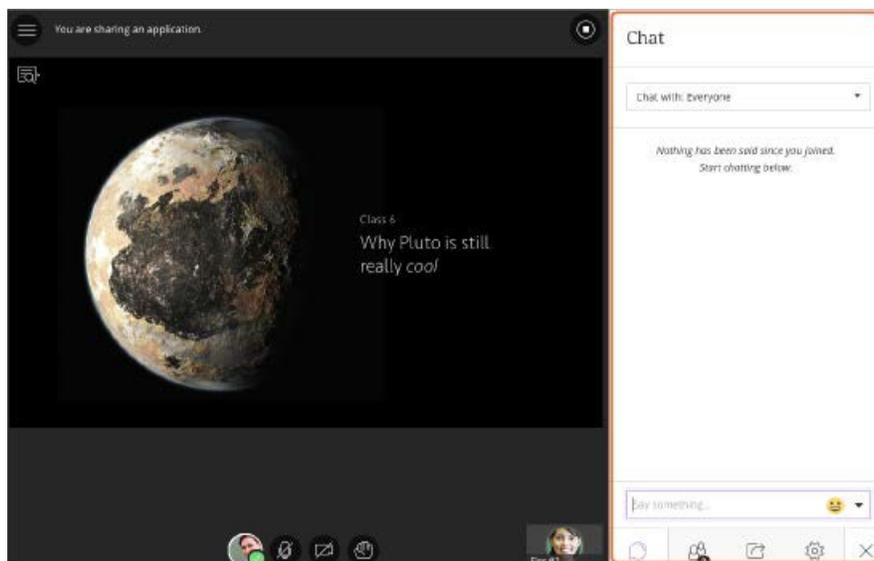
Collaborate Ultra - Upload a PowerPoint

Instructions for uploading a PowerPoint presentation into Blackboard Collaborate Ultra.

NOTE: Only instructors or moderators can upload a PowerPoint video. Slides are uploaded in pictures, so no text editing is allowed once uploaded.

1. To upload your PowerPoint presentation, log into your collaborate classroom. You should appear in the Participant's panel as the Moderator. Click to expand the Collaborate panel in the lower right-hand corner.

Share Content Tab
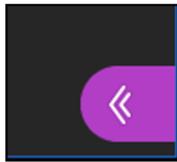
Share Files Icon
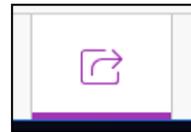
2. On the **Share Content** tab, you will find instructor-specific options that will help you load your PowerPoint, share a blank whiteboard, share your screen, start a poll, and create breakout groups. Click on **Share Files**, and then choose your pre-prepared PowerPoint slides from your computer.
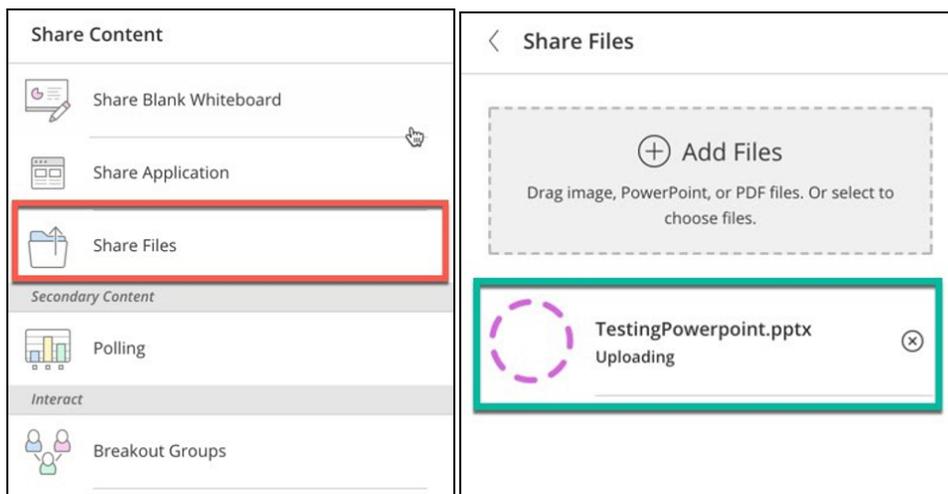
3. Collaborate will process the PowerPoint and will grab the slides as **images** and upload it to the whiteboard. Click **Share Now.**

4. Select a slide to navigate.

Screenshare - Collaborate Ultra Screen Sharing

Use Blackboard Collaborate Ultra to Share your screen or any active application.

NOTE
- Only instructors or moderators can screen share or application share.
- Only the portion within the yellow box is shared with the classroom.

1. The **Share Content** icon, can be found on the **Collaborate panel** of the collaborate classroom, in the lower right hand corner of the screen.

2. Click the Share Content Icon and select **Share Application** > **Screen**
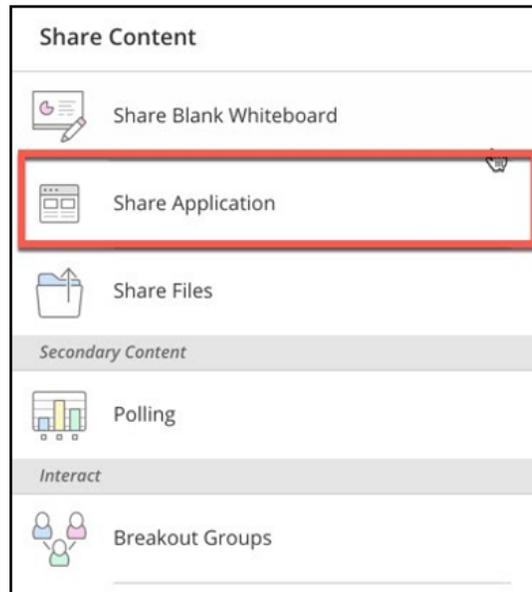
3. Select to share either your whole screen or just an application.

4. You will find options to show or hide your zoom, fit, and size control.

5. You will be able to stop sharing your screen one of three ways: by clicking the stop icon next to **Share Application**, clicking the stop icon in the top right corner of the screen, or clicking **Stop sharing** located on the bottom of the screen.
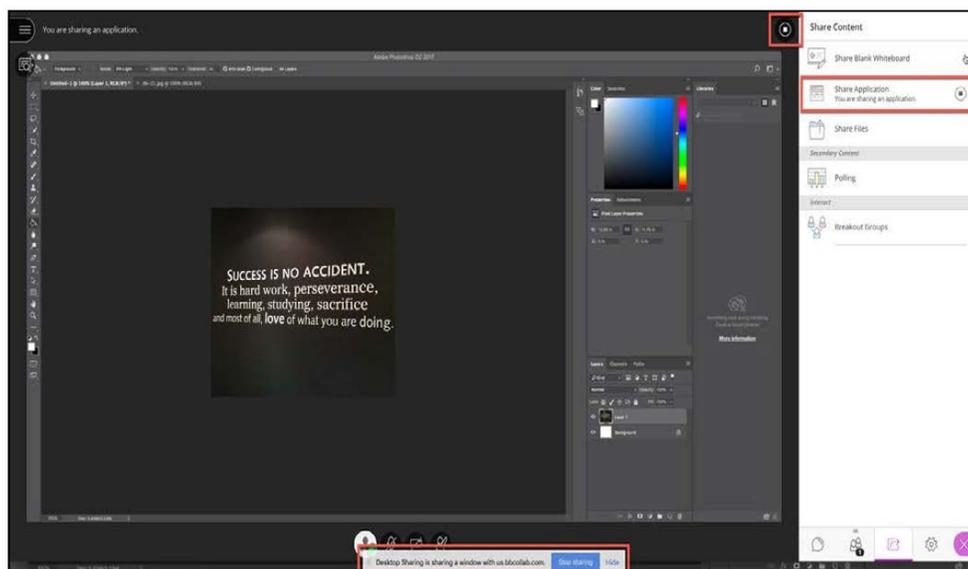
Collaborate Ultra - Create Breakout Groups

Instructors can create small groups that are separate from the main room and assign participants to them.

Breakout groups have their own private audio, video, whiteboard, application sharing, and chat. Any collaboration that takes place in a group is independent of the Main Room (and other groups).

NOTE Only instructors/moderators are allowed to create breakout rooms. You need to be logged in as instructor to use this feature.

1. Log into your collaborate meeting room, you must appear as the *Moderator* in the participant's panel.

2. The **Share Content** icon, can be found on the **Collaborate Panel** of the Collaborate classroom, in the lower right-hand corner of the screen.

3. Select the Breakout Groups.
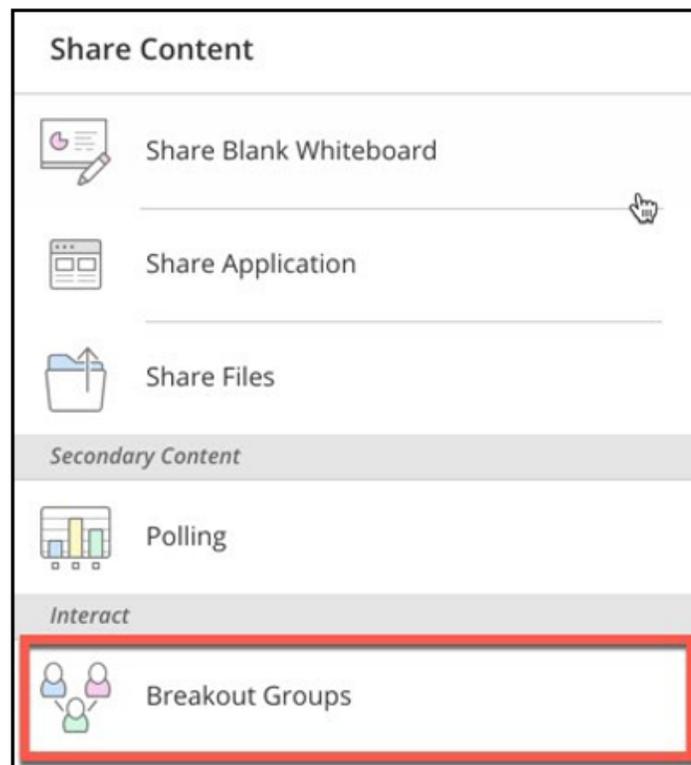
4. Assign groups. Select Randomly assign or Custom assignment.
   a. **Randomly assign:** Collaborate creates groups and randomly assigns participants for you.
      i. If you want to be in a group, select *Include moderators in group assignment*.
      ii. You can change how many participants are in each group. Select the number of groups from the *Number of Groups* menu.
      iii. If you don't like how the participants are grouped, select *Reassign participants*.

  b. **Custom assignment:** Create your own groups.
    i. Assign participants to a group. You can select the Participants options menu and select the group. Or you can add members to groups by clicking on the dots next to the participant's name, and selecting which group to which you want them assigned. You can also select the participant and drag them to the right group.
    ii. Select *Create a new group* to add more groups.

5. Select *Allow participants to switch groups*, if you want participants to be able to move to another group on their own.

6. Select *Start*.