

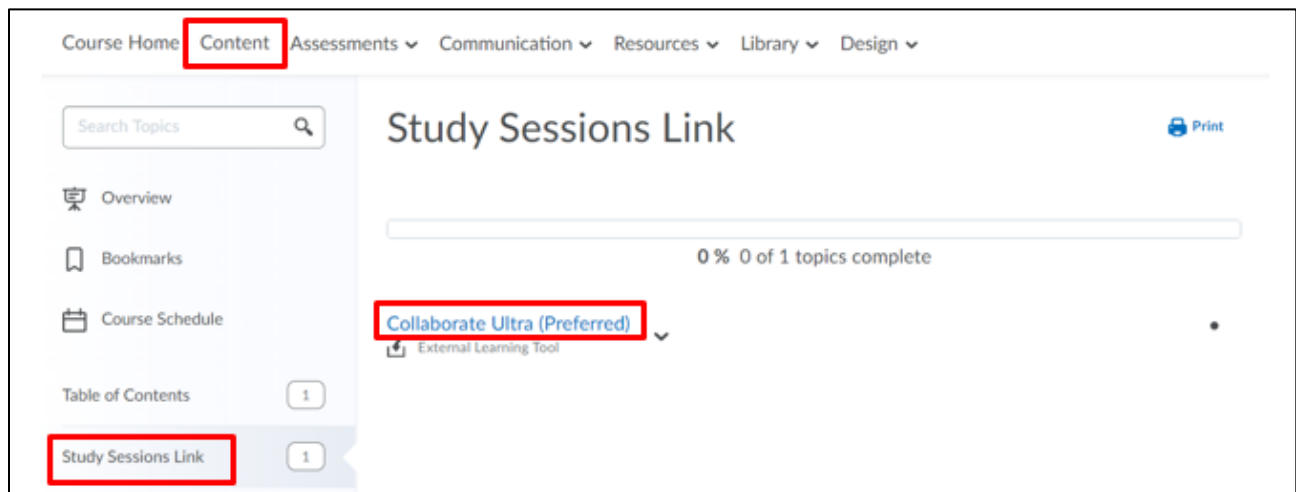
Collaborate Ultra Instructions for Students

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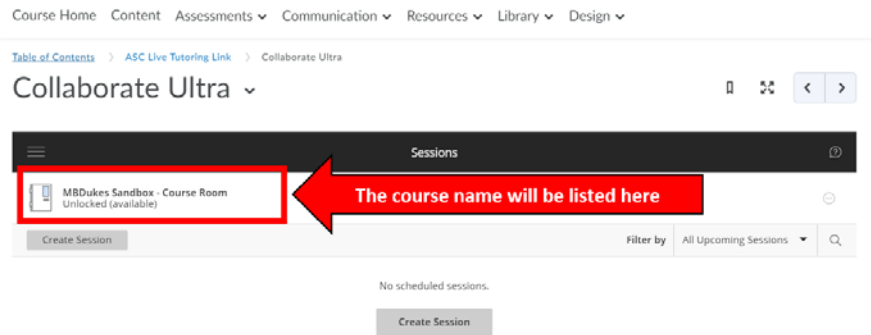
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Connect to Collaborate Ultra

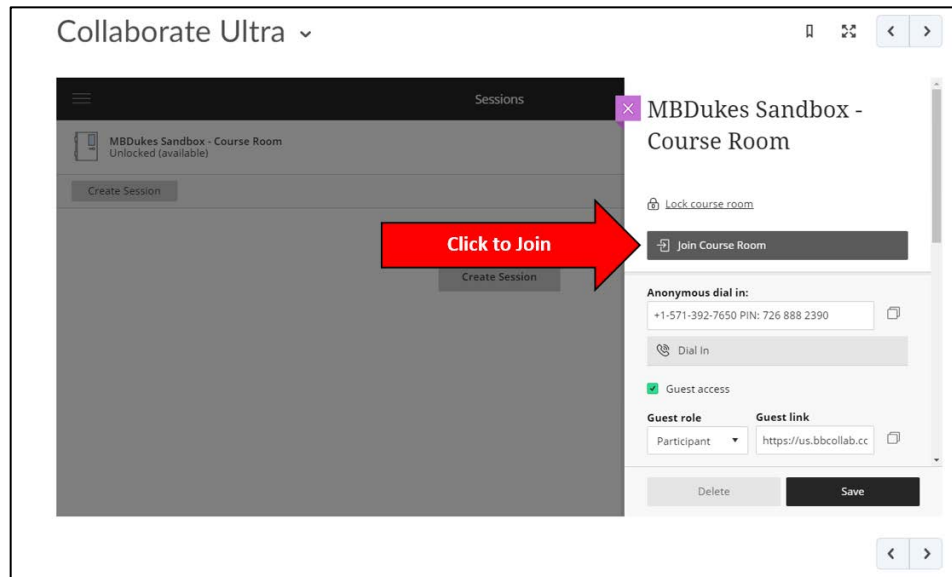
1. Log in to BlazeVIEW and select the course name from the course selector.
2. Select the Content link
3. Locate the Study Session Link
4. Select Collaborate Ultra



5. Select the name of the Course Room (course name). Do NOT create sessions.



6. Select the Join Course Room link:



Interacting with Participants

The different communication panels in Collaborate Ultra and how to use them.

The purpose of this tutorial is to help students and instructors with interacting on Blackboard Collaborate Ultra, a virtual meeting tool.

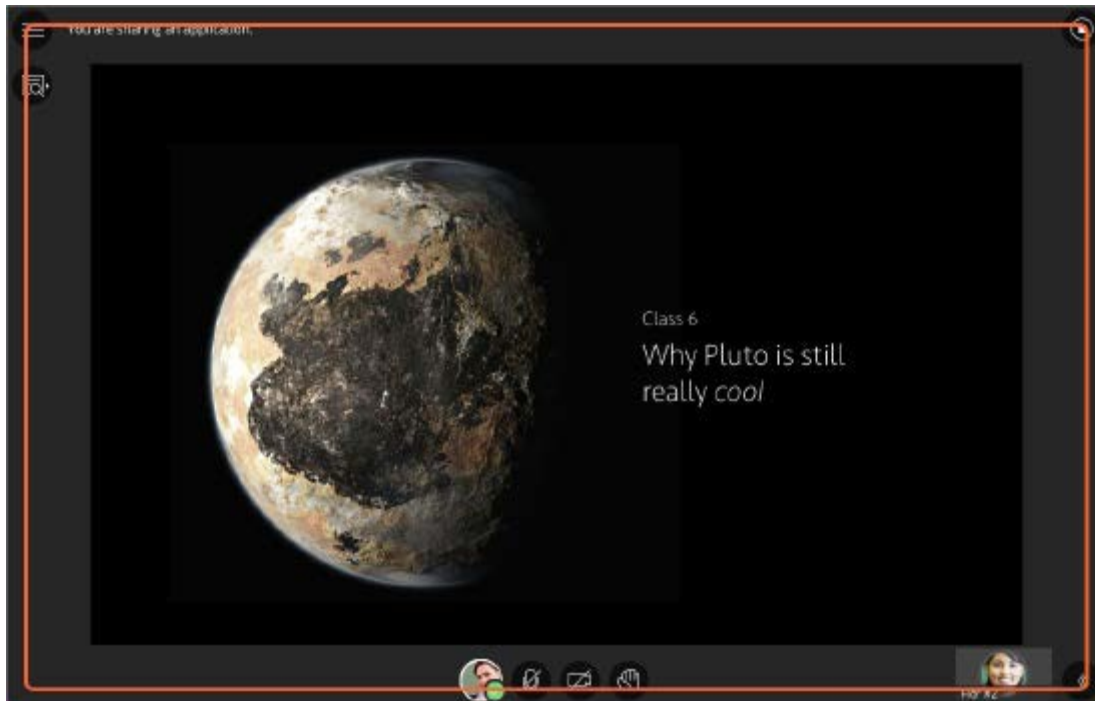
NOTE: Moderator (instructor) view may be different from the student view with more options.

Users will mainly use the three panels for interacting with participants:

1. Media space
2. Session menu
3. Collaborate panel

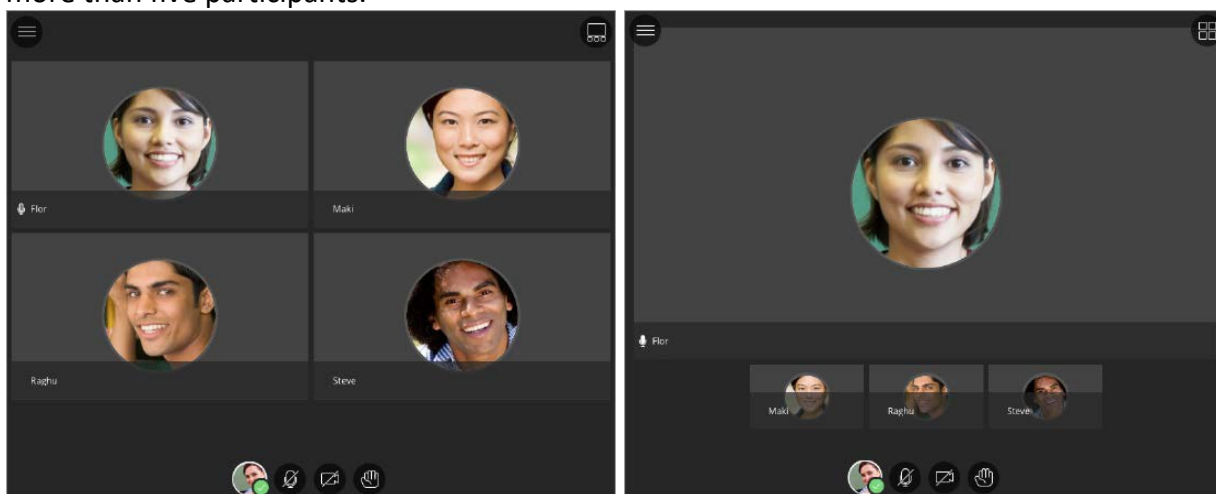
Media Space

The media space in Collaborate is where the content of the session is displayed.



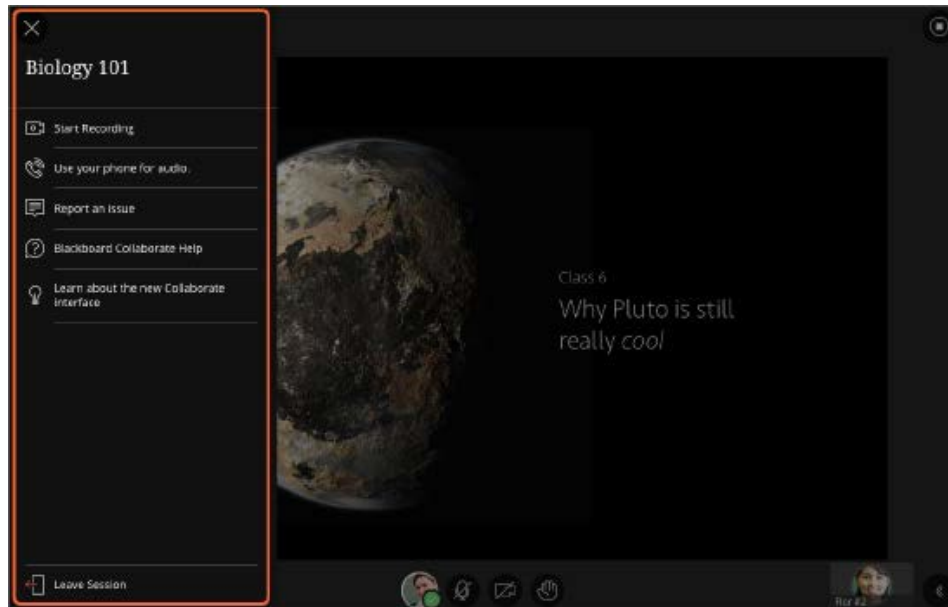
Tools that appear in the media space relate directly to what is happening in the session at that moment. Learn more about the available tools at [Know the tools. Use the tools.](#)

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.

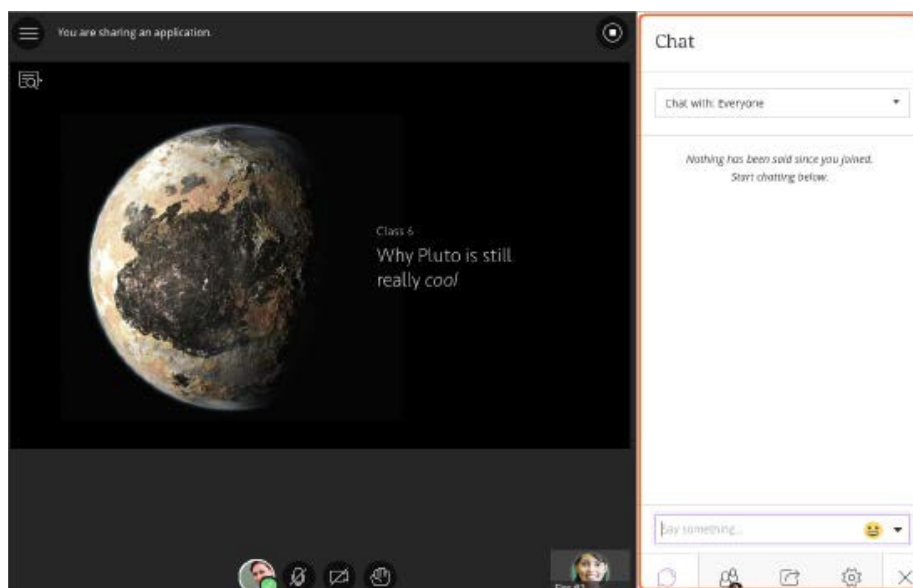


- Find details about the session.
- Moderators and presenters can record sessions.
- Connect your phone for audio
- Get help or report an issue.

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 personal settings.



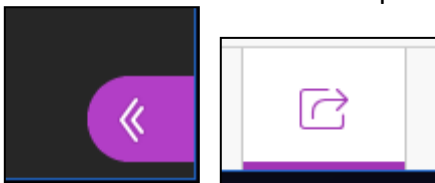
Collaborate Ultra - Upload a PowerPoint

Walkthrough on how to upload a PowerPoint presentation to Collaborate

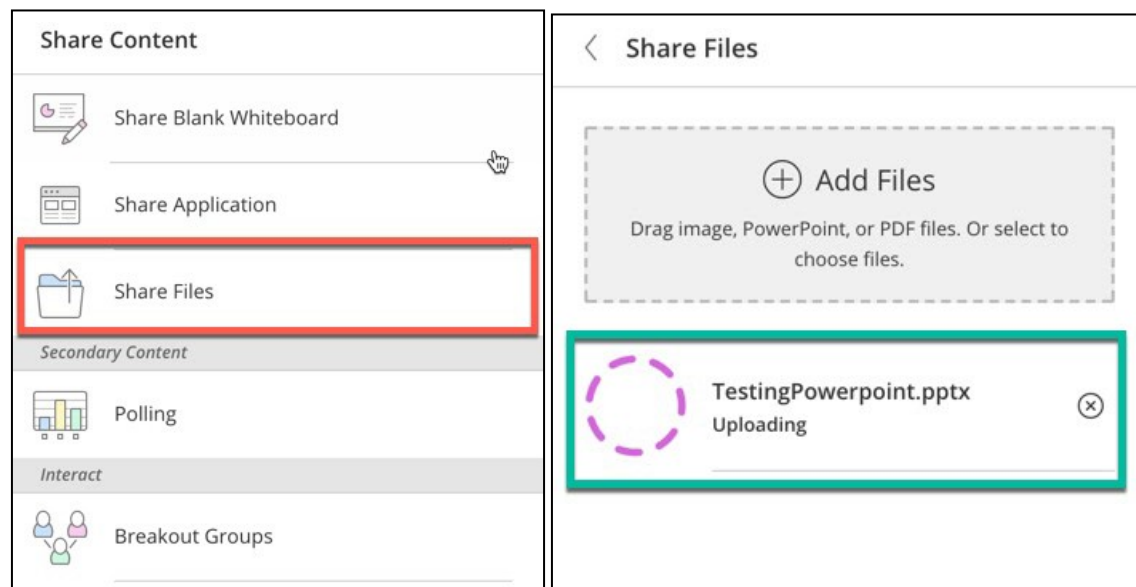
The purpose of this tutorial is to walk you through uploading your PowerPoint presentation into Blackboard Collaborate Ultra.

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, make sure you log into your Collaborate classroom with the **owner's account link**. You should appear in the Participant's panel as the Moderator. Click to expand the Collaborate panel in the lower right hand corner.



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

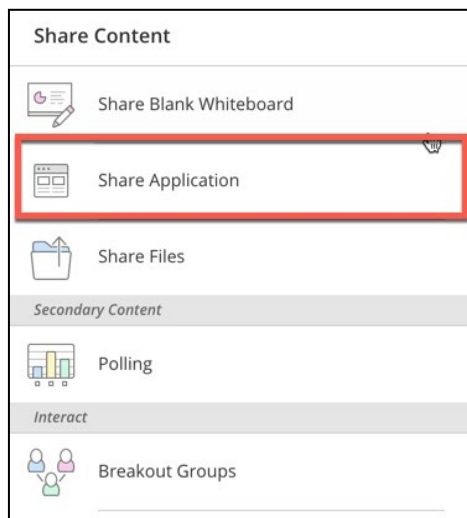
How to use Blackboard Collaborate Ultra to Share your screen or any active application.



The purpose of this job aid is to walk you through sharing your screen or any active application on BB collaborate with your class.

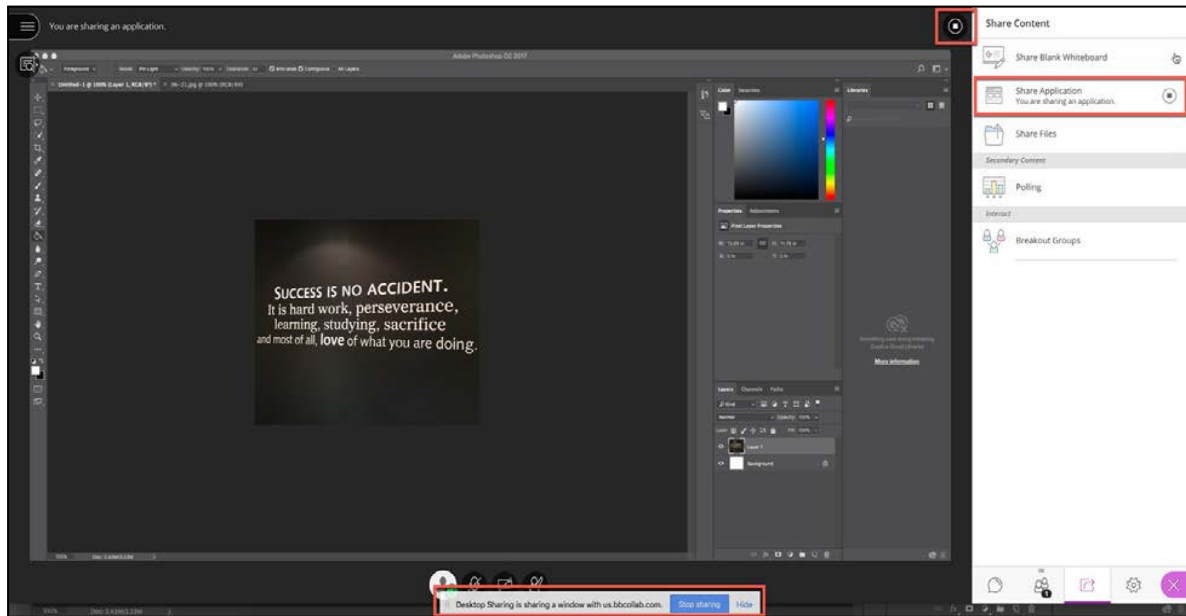
NOTE

- 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



The following tutorial is a step-by-step guide to create breakout groups within a Collaborate Ultra classroom.

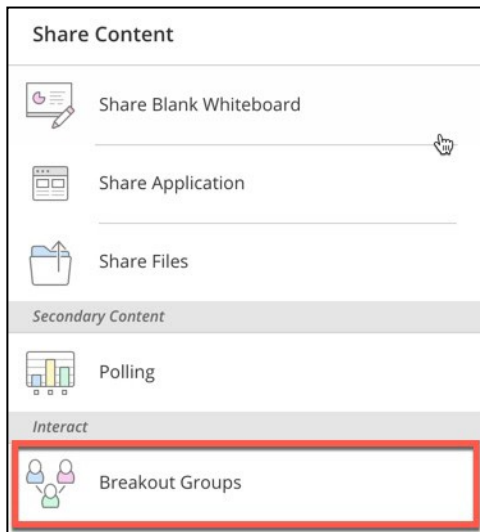
Instructors can create small groups that are separate from the main room and assign participants to them.

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).

The purpose of this tutorial is to walk you through creating breakout rooms within a Collaborate classroom.

NOTE Only supervisors/moderators are allowed to create breakout rooms. You need to be logged in with the owner's link 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*.