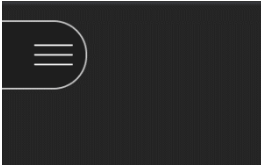


Blackboard Collaborate Ultra- Run a Session

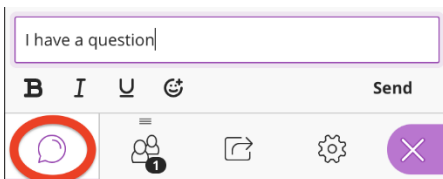
- **Record the Session:** Click on the horizontal bars in the upper left corner to start recording. We recommend always recording sessions for students unable to attend.



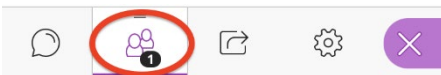
- The Chat, Attendees, Sharing tools, and Settings are all available when you click on the purple tab on the bottom right.



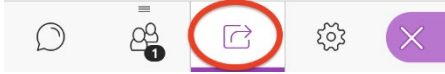
- Open the “Chat” section to communicate via text. **Keep an eye on the Chat box** for questions or feedback. This is often where students will tell you if they cannot hear you or if something else is wrong. Try to have someone available to assist with this if you are new to online conferencing.



- “Attendees” will show you who has joined. You can choose to make attendees “moderators” if they will be sharing files or using the whiteboard. Attendees and other presenters must click the microphone button for others to hear them.



- To share something open on your computer, click the “Share Content” icon, and select “Share Application.” Generally the quality will be better to share a specific application than to share your whole screen. Select the application for the item you want to share, such as Microsoft Excel. If you want to share a website, first have another browser tab open to that page. Then select your web browser to share. Because Collaborate Ultra is in your browser you will first see an “infinity” screen because you are sharing your browser window with Collaborate Ultra. Navigate to the other page you want to share and the infinity screen will go away.



- For slide presentations, we recommend clicking on “Share Files” and uploading your slides. This will allow you full view of the session and slides, provide whiteboard tools for annotating slides, and provide a higher quality experience for students.
- **Polling:** You can take quick, live polls of attendees: verbally ask a question and/or type it on the whiteboard, and then in the Share Content window, select “Polling.” Choose the number of answer choices you want, click start, and ask participants to respond. Polling does not allow open-ended questions.
- **Breakout groups:** Can be random or manually assigned. Moderators can switch between groups.

Share Content

Primary Content



Share Blank Whiteboard



Share Application/Screen



Share Camera



Share Files >

Secondary Content



Polling >

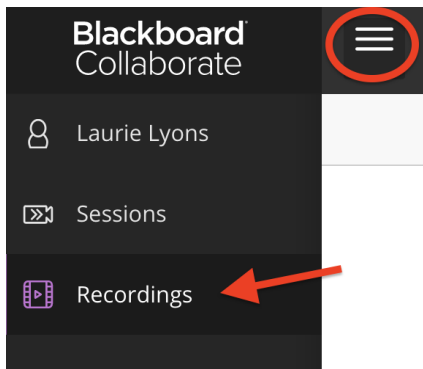
Interact



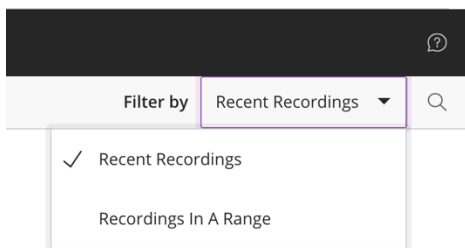
Breakout Groups >

Recordings

- Stop the recording when the session is over and close the browser tab.



- To access the recording of your session after it is over, go to the Collaborate Ultra page in your course, click on the horizontal bars in the upper left corner, and select “Recordings.” Be mindful that recordings may not appear immediately after a session, but may take a little time to process.



- You will see a list of recent recordings, or you can choose to see recordings in a range of dates.
- Click on the name of the session to view the recording. This is also how students can access session recordings.

Session name / Recording name	Date	Duration	Access	Status
Breakout group practice with Margaret / recording_1	12/17/20, 12:50 PM	00:00:15	Course members only	Done
Pamela [redacted] Orientation / recording_1	12/4/20, 2:35 PM	01:34:03	Course members only	Done
Blackboard Collaborate -- Increasing Student Engagement / recording_2	8/14/20, 4:10 PM	00:09:18	Public	Done
Blackboard Collaborate -- Increasing Student Engagement / recording_1	8/14/20, 3:50 PM	00:48:24	Public	Done

Need more assistance?

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