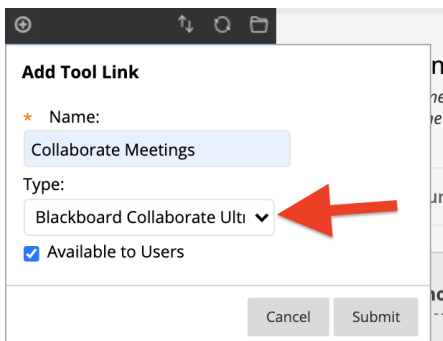
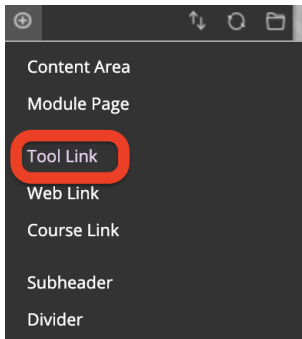


Blackboard Collaborate Ultra- Set Up

Collaborate Ultra is a more modern looking easy-to-use browser-based web conferencing system. Because it works in the browser, it does not require users to install a launcher or any other programs.

Add a link to your course menu for Collaborate Ultra

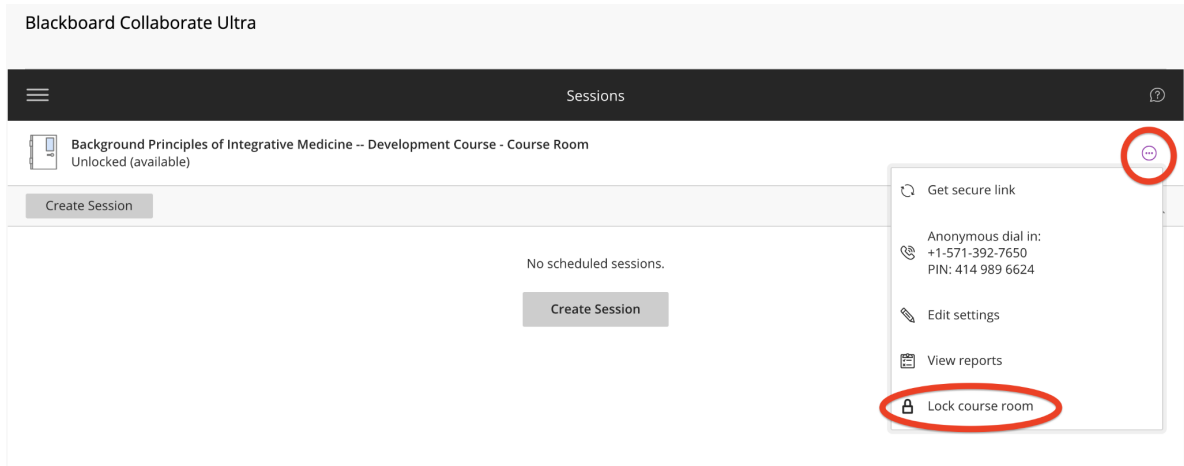
- Click on the plus sign in the upper left corner and select Tool Link
- Select Blackboard Collaborate Ultra for Type, give it a name you would like, and check to make it available to users
- Click Submit



Collaborate Ultra has two meeting options

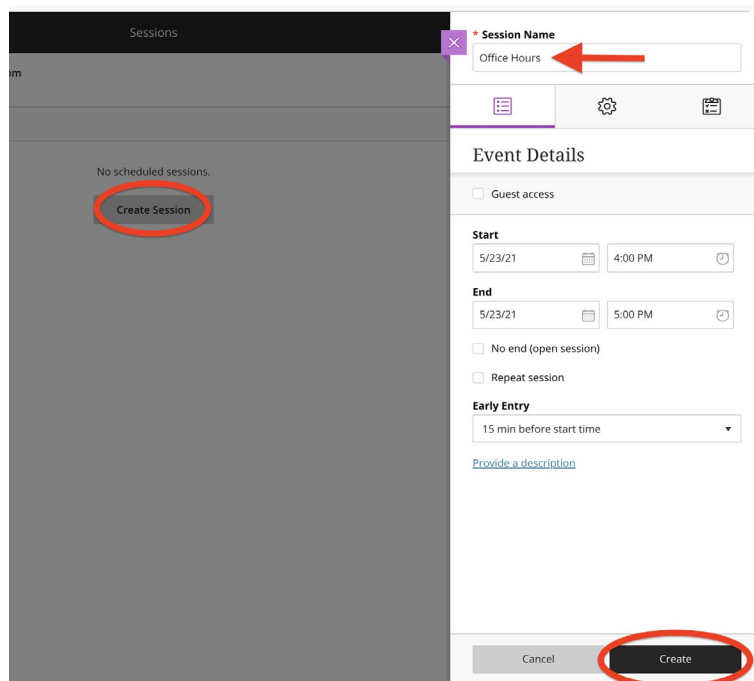
- A scheduled session, with a specific title, set for a specific meeting time
- The “Course Room” can be used as an on-going destination within your course for the entire semester--like a physical conference room, or
 - To avoid confusion of where to go for meetings, we generally recommend that you lock and do not use the Course Room unless there is a specific need.

- To lock the Course Room, click on the Session Options button on the far right and select “Lock course room.”



Schedule a session

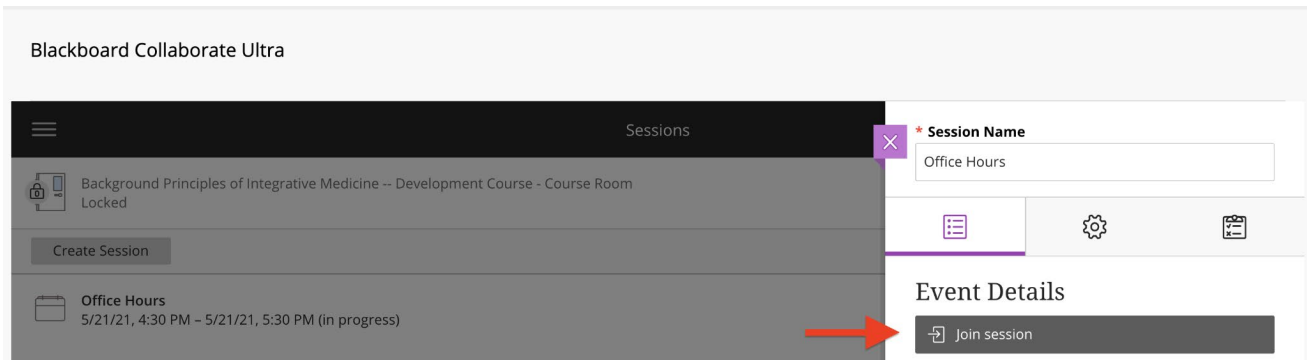
- Click the Create Session button
- Enter a title, the start and stop time, and click the Create button



Access your session

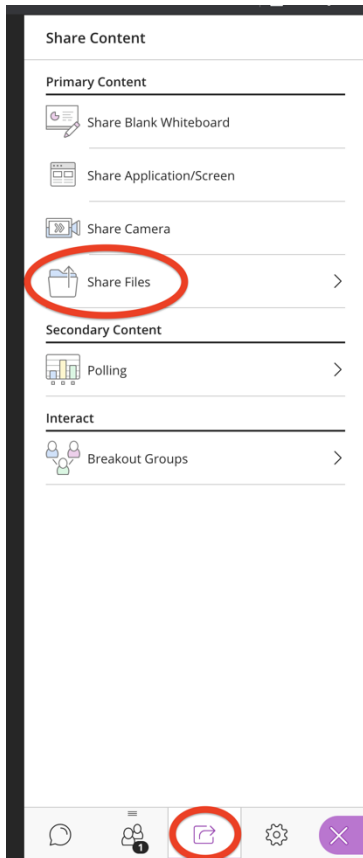
- All participants should use the Google Chrome or Firefox browsers to access Collaborate Ultra meetings.

- To access a session, all participants (students and faculty alike) should go to the Collaborate page in the course, click on the name of the session, and click on the black Join Session button.



Load Content

- If you will be showing a presentation or reviewing images during the session, participants will have the best experience if you *upload* your slides to Collaborate, rather than sharing your screen. This makes it easier for you to see students while showing your slides and allows you to use whiteboard tools over your slides.
 - To upload a slide deck, image, or pdf, open the Collaborate Panel on the bottom right by clicking the purple tab
 - Click on the Share Content icon and select Share Files.
 - Your slides will be converted and loaded into Collaborate's whiteboard. Use the buttons provided to advance through presentation slides.



Helpful Hints:

- If possible, have someone else join you in a practice session. IMPACT team members are happy to join Health Sciences faculty in a practice session as schedules allow.
- Ask participants to log in at least 10 minutes before the session starts to check their audio and video.

Need more assistance?

Alison McGuire, Instructional Technologist, alisonmcguire@gwu.edu

Karen Foote, Multimedia Technology Specialist, foote@gwu.edu

Linda Cotton, Senior Instructional Technologist, cottonl@gwu.edu

Laurie Lyons, Director Instructional Design & Technology, lbl@gwu.edu