Blackboard Collaborate Ultra Experience for Moderators

Bb Collaborate Ultra is a Web Conferencing platform that lets you add files, share applications, and use the virtual whiteboard to interact.

In Blackboard Ultra Experience User Interface, you will work with three important menus:

1. Session Menu (on left)
2. Collaborate Controls (on the right)
3. Audio and video controls (at the bottom)

1. In your Session Menu you will find

a) information to call in on your phone
b) An option to stop and start session recordings.
c) Resources to learn more about using Collaborate
d) An option to leave the session

2. In the Collaborate Controls panel you will find

1. **My Settings panel**
   o *Add your profile picture*
   o *Complete your audio and video setup*
   o *Adjust notification settings*
   o *Adjust session settings by allowing or revoking participants' permissions.*
2. **My Chat Panel**
   o *Allows participants to chat in the session of the permissions have been turned on.*
   o *As a moderator, you have a private channel*
3. **Attendees Panel**
   o *Open to see who has joined the session*
   o *Detach attendees' panel to keep it visible at all times*
   o *Send a private message to an attendee*
   o *Promote attendees to moderator, presenter or captioner*
   o *Mute or remove attendee from the session*
   o *More options include the ability to mute all attendees*
4. **Share Content Panel**

   Moderators can:

   - *Share content:*
     - ✓ *Share whiteboard*
     - ✓ *Share application*
     - ✓ *Share screen*
     - ✓ *Share files*

     When you share content, it appears in the media space.

   - *Conduct a poll*
   - *Create breakout rooms*

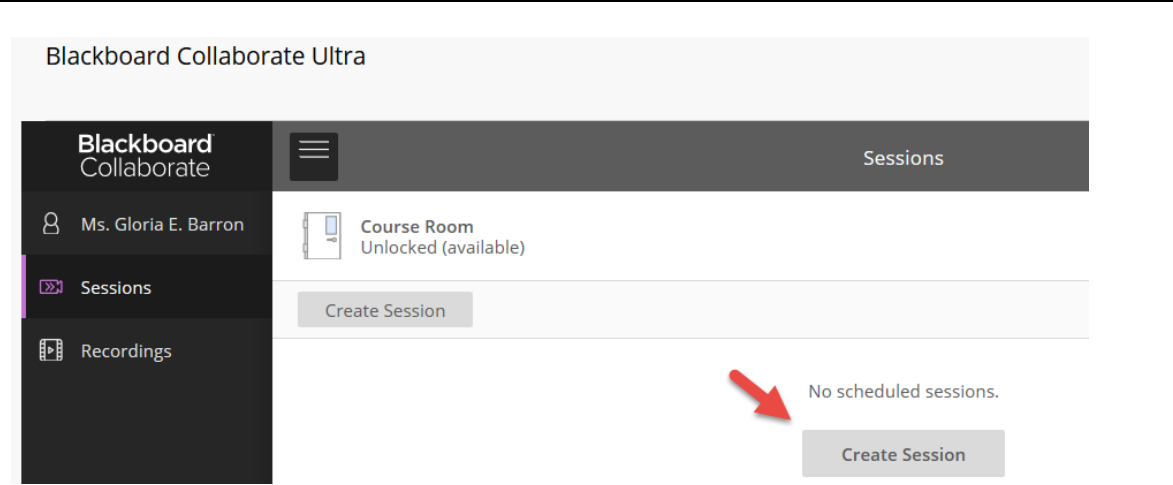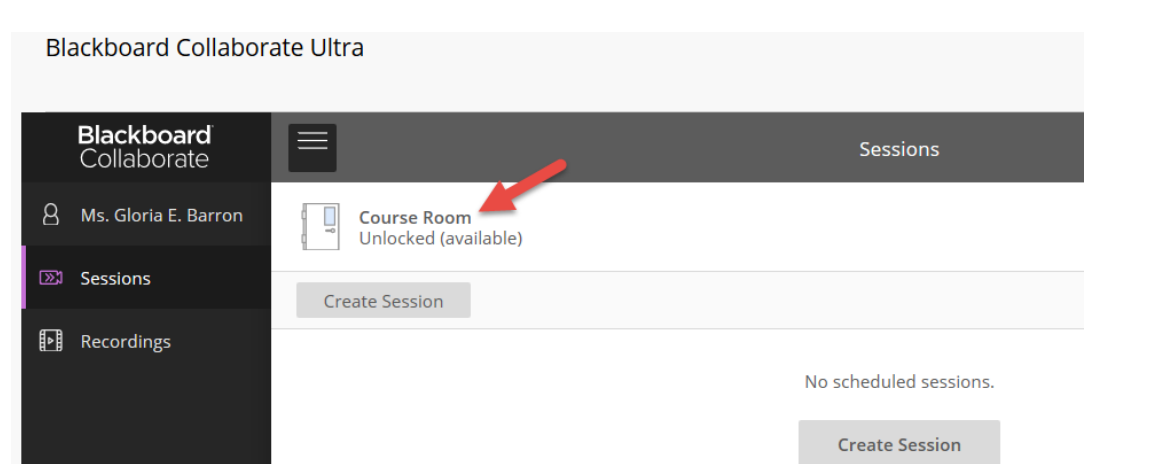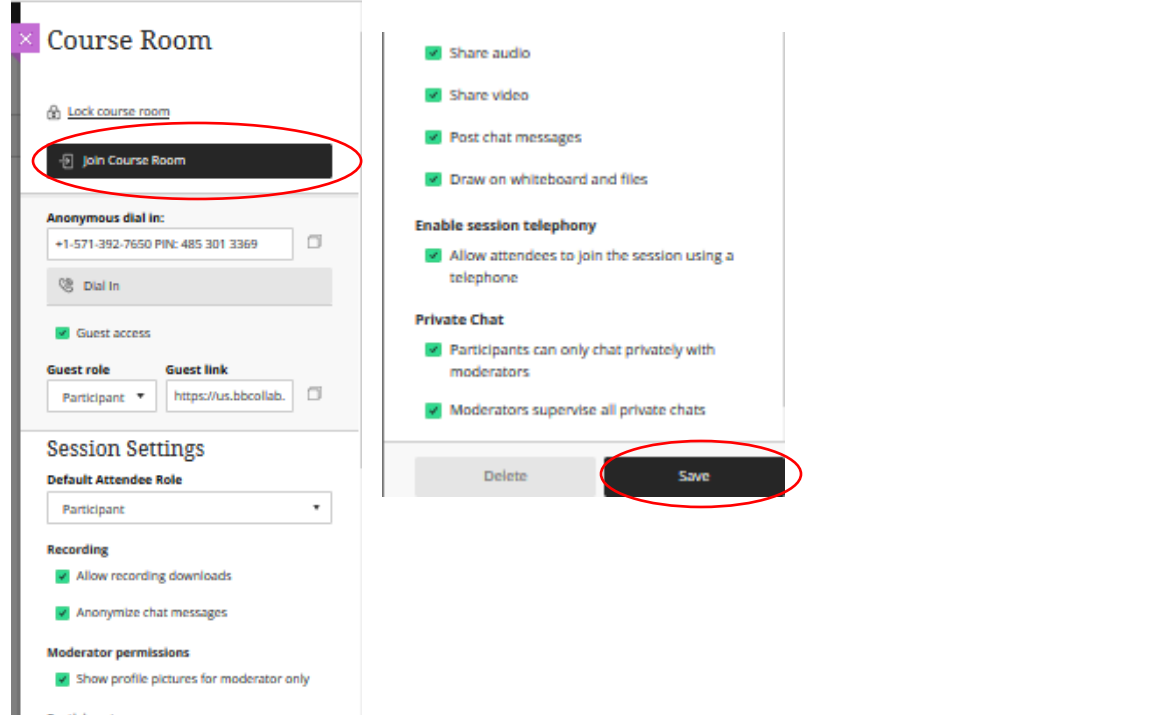## 3. Audio and Video controls

will allow you to:

- *Turn on your audio and video*
- *Set your status*
- *Share feedback*
- *Toggle your audio and video*
- *Raise your hand*

When students use Anonymous dial in, they will appear in the session as an anonymous caller to the other attendees.

If you want your audio paired with your profile picture and video, join the session and choose 'Use your phone for audio' from the session menu.
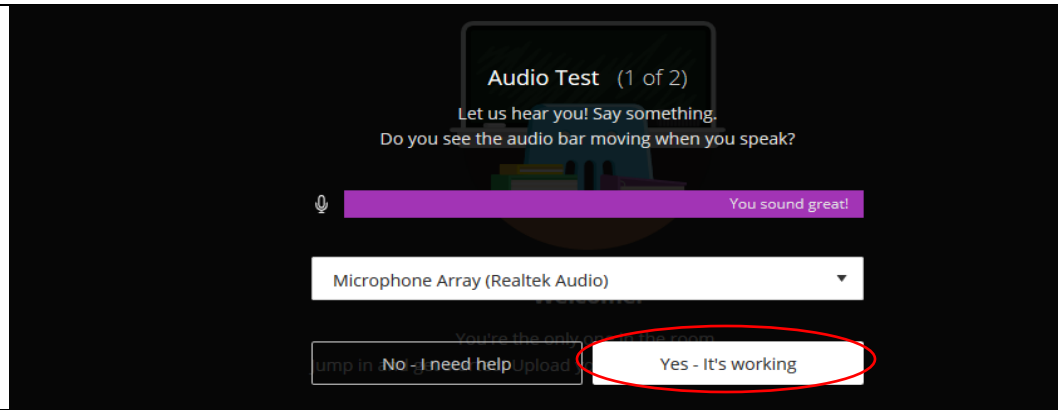
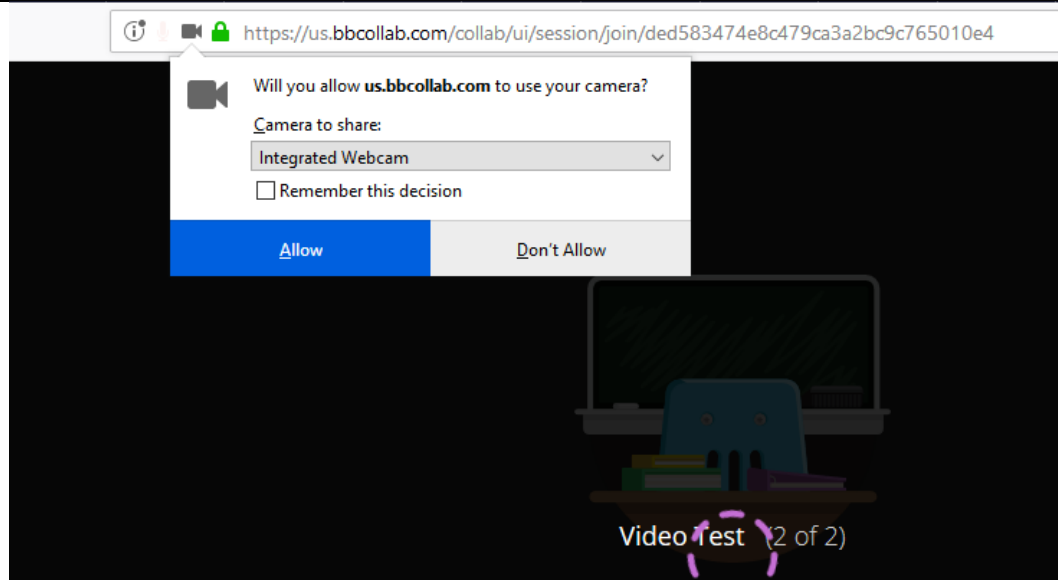# Blackboard Collaborate Ultra Experience
Step by step

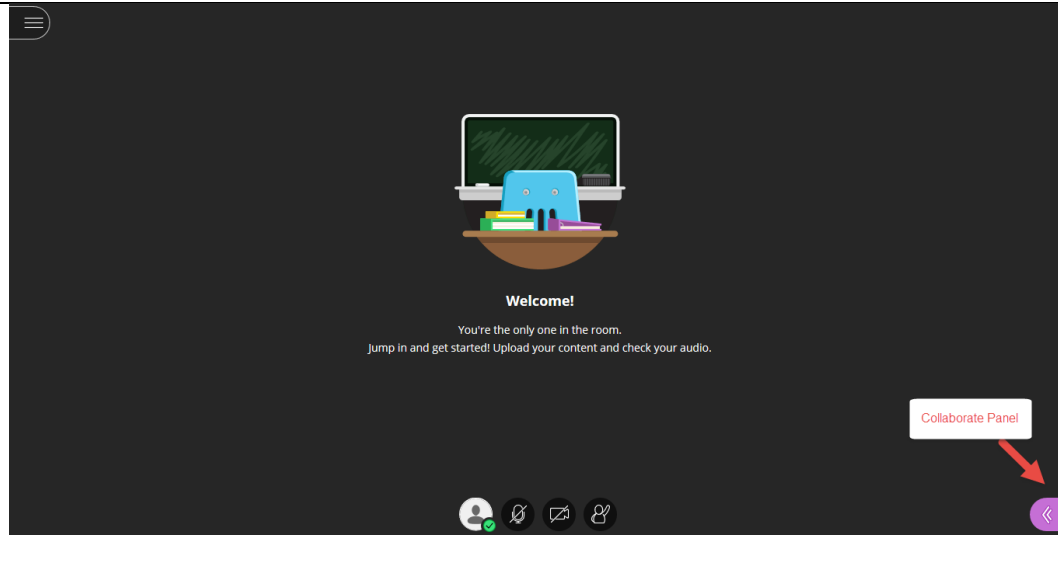|	
1. Go to Blackboard Course Tools>Bb Collaborate Ultra>\n\nCreate a new session.	**Blackboard Collaborate Ultra**\n\nBlackboard Collaborate — Sessions\n\nMs. Gloria E. Barron\n\nCourse Room — Unlocked (available)\n\nSessions\n\nCreate Session\n\nRecordings\n\nNo scheduled sessions.\n\nCreate Session
2.Open your Course Room session.	**Blackboard Collaborate Ultra**\n\nBlackboard Collaborate — Sessions\n\nMs. Gloria E. Barron\n\nCourse Room — Unlocked (available)\n\nSessions\n\nCreate Session\n\nRecordings\n\nNo scheduled sessions.\n\nCreate Session
3.Change settings as necessary.\n\n4.Adjust Attendees' Role.\n\n5.Adjust Recording settings.\n\n**6. Save**\n\n7. Copy guest link to share with students.\n\n8.Click **Join Course Room.**	**Course Room**\n\nLock course room\n\nJoin Course Room\n\nAnonymous dial in:\n\n+1-571-392-7650 PIN: 485 301 3369\n\nDial In\n\nGuest access\n\nGuest role — Guest link\n\nParticipant ▾ — https://us.bbcollab.\n\n**Session Settings**\n\nDefault Attendee Role\n\nParticipant ▾\n\nRecording\n\nAllow recording downloads\n\nAnonymize chat messages\n\nModerator permissions\n\nShow profile pictures for moderator only\n\nParticipants can:\n\nShare audio\n\nShare video\n\nPost chat messages\n\nDraw on whiteboard and files\n\n**Enable session telephony**\n\nAllow attendees to join the session using a telephone\n\n**Private Chat**\n\nParticipants can only chat privately with moderators\n\nModerators supervise all private chats\n\nDelete — Save

9. Test Audio. 10. Click, **Yes-It's working.**	
11. Allow camera use, if preferred.	
12. Open Collaborate Ultra Experience Panel	

13. Once Collaborate panel opens, click **Share Content**	
14. Click on **Share Files**.	

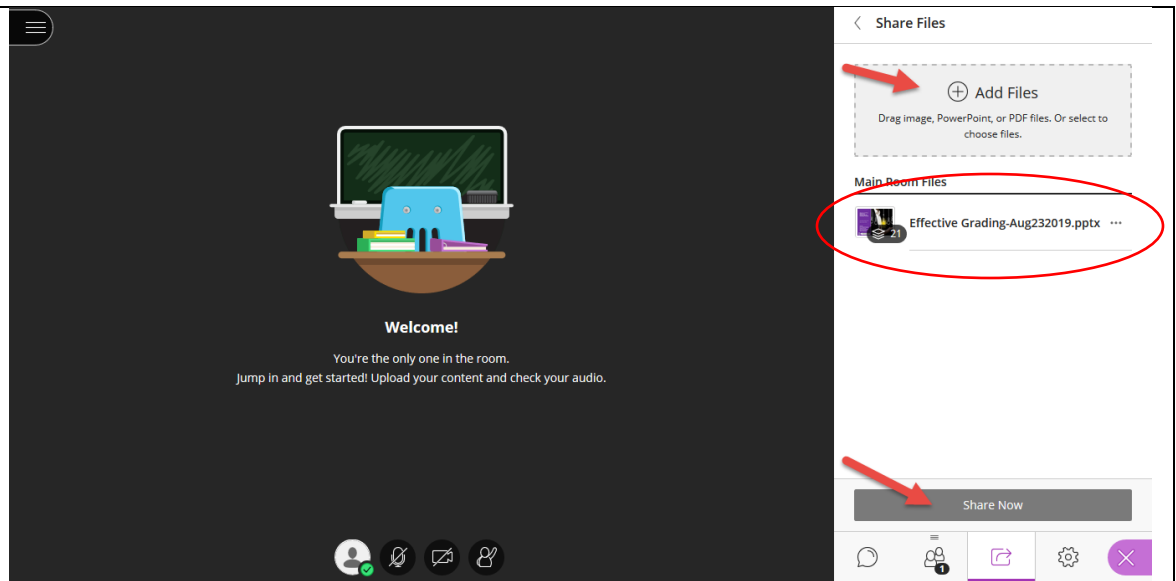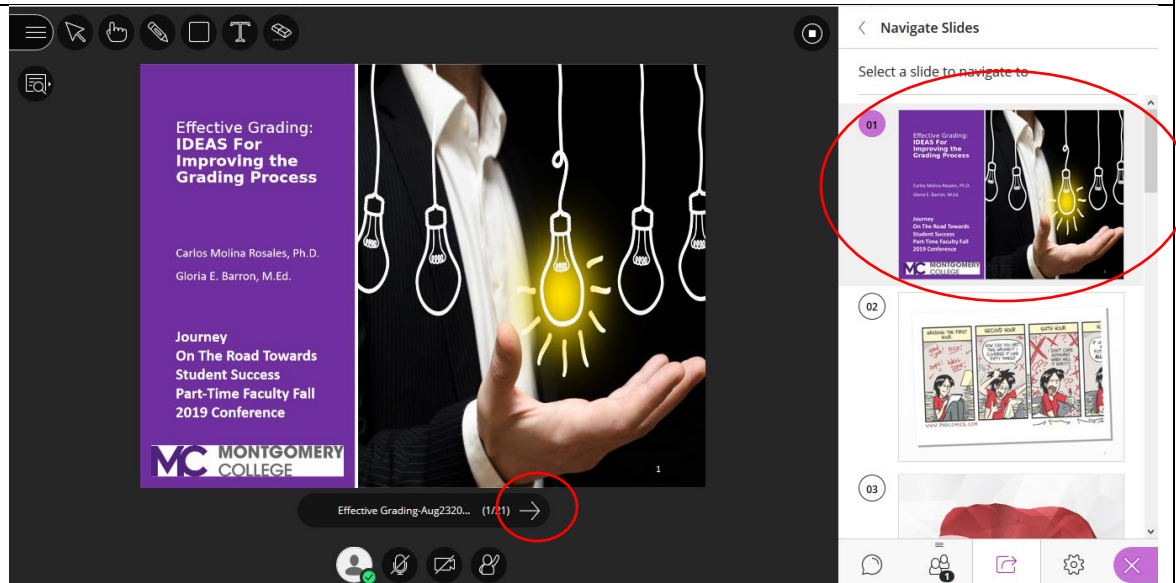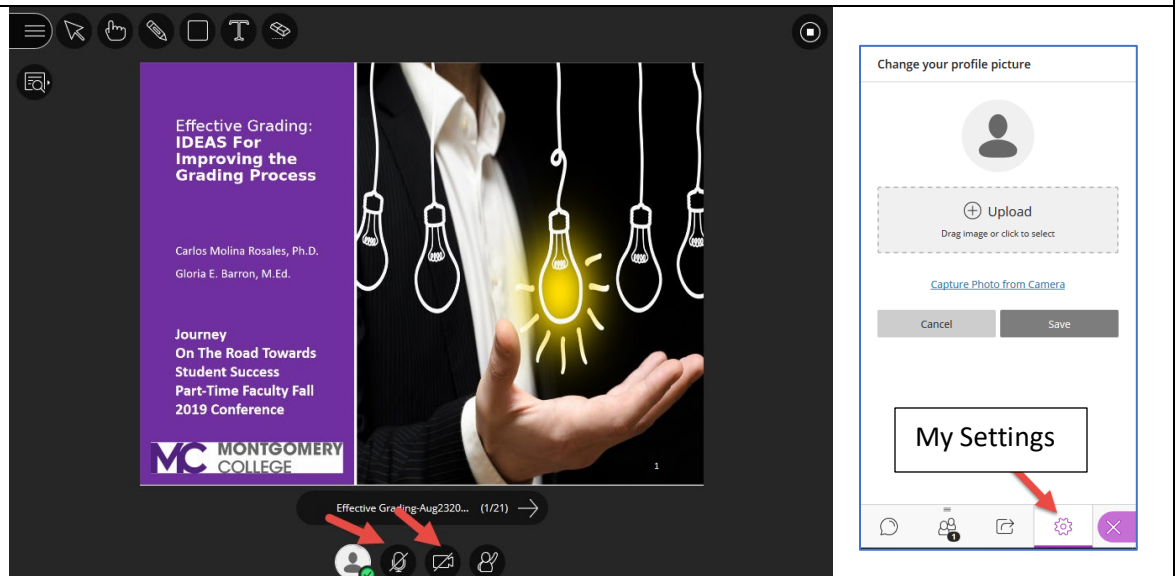|	
15. Click **Add Files** to upload your presentation. Acceptable formats are PDF, images, and PowerPoint. 16.Click the PowerPoint Presentation to view slides 17.Click **Share Now** when ready.	
18. Click on a slide. By this point, you should have your slide up on the screen. Use Next Slide buttons **(→)**, shown below the slide, to move through your presentation. You can also pick and choose from your slide deck on the right.	
19. Turn on your microphone and your video camera. Or upload an image from My Settings.	

20. Press **Start Recording** from your **Session Menu** on the left to keep a record of your presentation.

21. Press **Leave Session** when done.