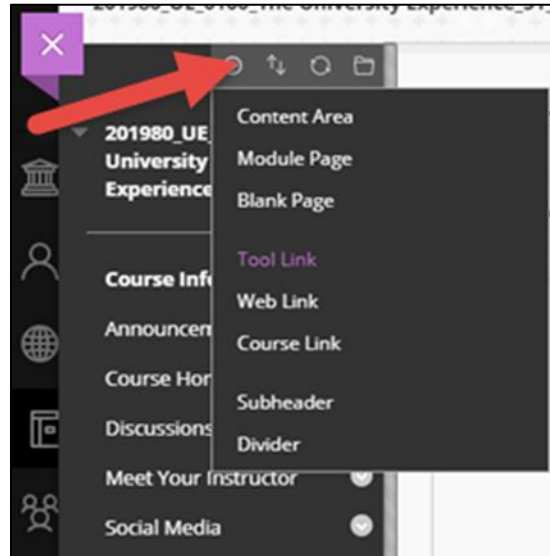


## Blackboard Collaborate

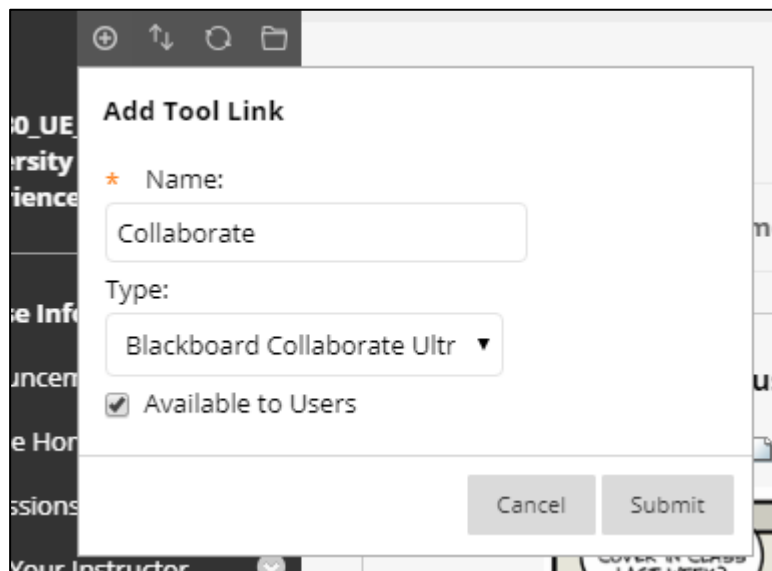
Blackboard Collaborate is a powerful all-in-one platform that offers you an immersive human experience through your computer, tablet, or mobile device anywhere, anytime. A fully interactive web conferencing environment and asynchronous voice authoring capabilities allow for greater engagement so that you're not missing a thing.

You can use a robust tool set that allows you to web conference and connect with one student or your entire class. You and your students can collaborate using audio, video, and recording capabilities. You can also use private and public chat, a whiteboard, application sharing, a clip art library, and add and edit content at any time.

Blackboard Ultra can be accessed through your course tools and added to your course through a tool link.



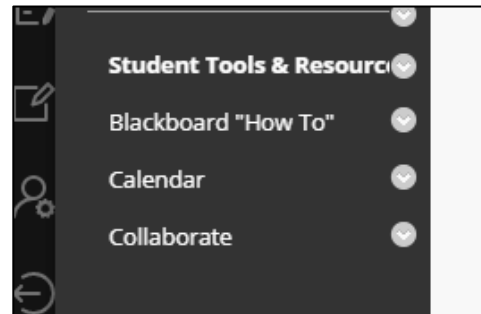
After selecting tool link, name the link "Collaborate" and select Blackboard Collaborate Ultra from the drop-down menu. Next Check the box "Available to Users" and click Submit.



## Blackboard Collaborate

This will provide you and your students a quick way to access Collaborate under the Student Tools and Resources section.

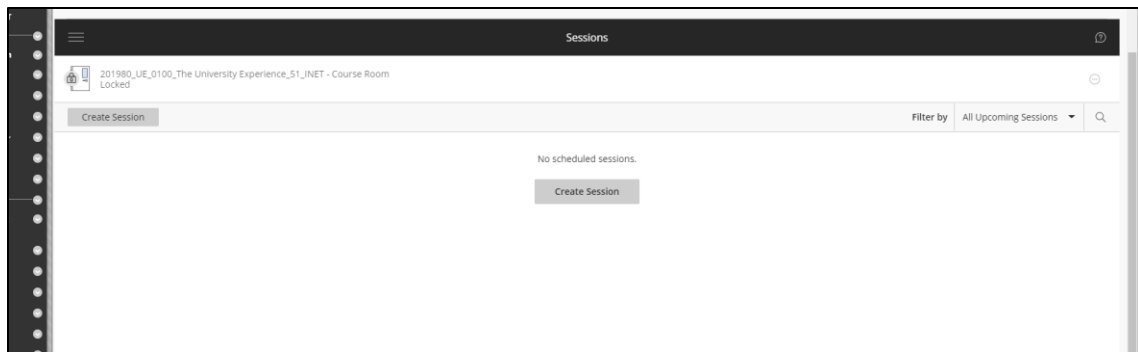
Next locate the link you just made and navigate to the Collaborate page.



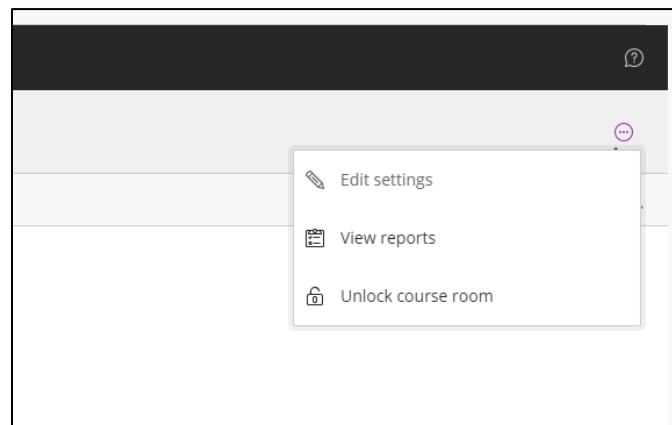
Here you will find your course room and any sessions you may have set up.

The course room is set to be unlocked and while it is anyone is able to enter and have any conversations. This could be used to simulate office hours or if you would like you could conduct class using the course room as well.

However, it is recommended to set the course room to "Locked" and use sessions as they are easier to control and manage.



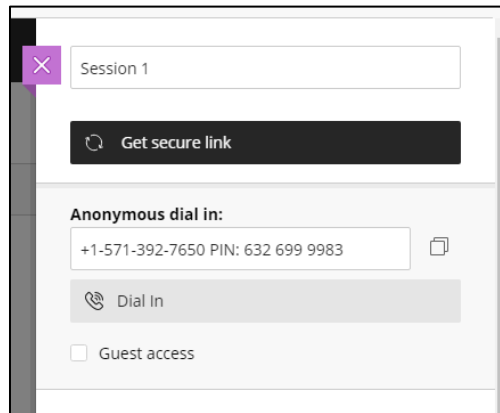
On the right-hand side, the selection can be made to lock or unlock the Course Room.



## Blackboard Collaborate

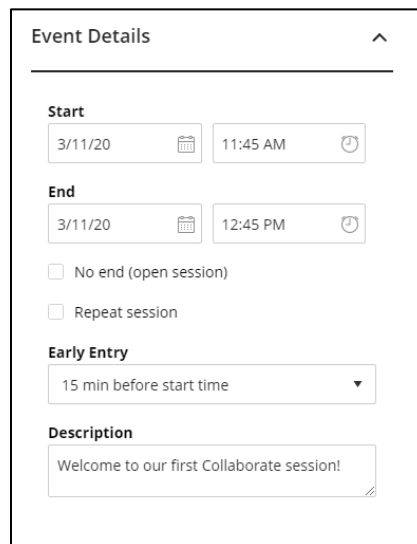
To create a new session, you will click the “Create Session” button in the center of the page.

You will need to name the session, uncheck guest access. Doing this will ensure that only students in your course are able to access the session and their names will be displayed instead of “Guest”.



The screenshot shows a form for creating a new session. At the top, there is a text input field containing "Session 1" with a close button (X) to its left. Below this is a dark button labeled "Get secure link". Underneath is a section titled "Anonymous dial in:" which contains a text input field with the phone number "+1-571-392-7650 PIN: 632 699 9983" and a copy icon to its right. Below the dial-in information is a "Dial In" button with a headset icon. At the bottom of the form, there is a checkbox labeled "Guest access" which is currently unchecked.

Under Event Details fill out the start and end times. Here you can also allow students to enter the session early if you would like and write a description.



The screenshot shows the "Event Details" form. It has a title "Event Details" at the top right with an upward arrow. The form is divided into several sections: "Start" with date and time pickers (3/11/20 and 11:45 AM); "End" with date and time pickers (3/11/20 and 12:45 PM); two unchecked checkboxes for "No end (open session)" and "Repeat session"; an "Early Entry" section with a dropdown menu set to "15 min before start time"; and a "Description" section with a text area containing "Welcome to our first Collaborate session!".

Next select “Session Settings”. Here you will setup rolls and permissions. Students should have a default roll set to Participant. Moving down you will see recording options this allows the session to be recorded in its entirety as well as recording short segments of the session.

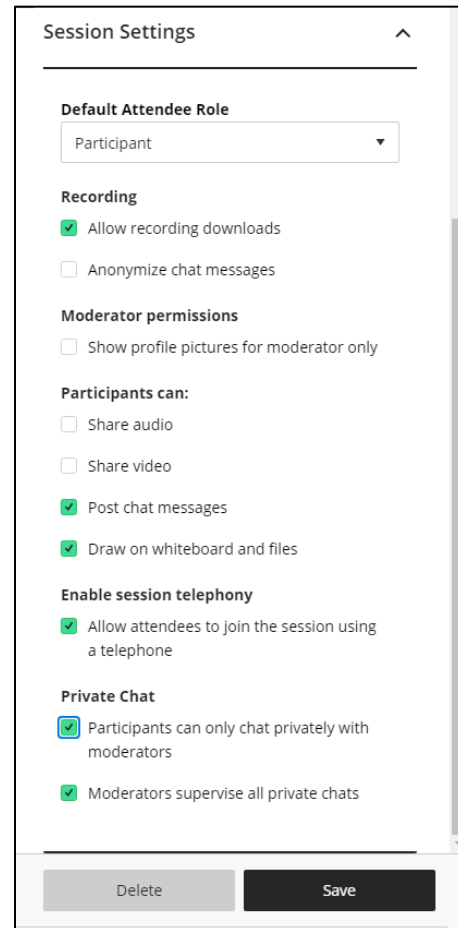
Anonymize chat messages with hide the names of anyone submitting questions or comments during the session.

Next you will see Moderator permissions where you can choose to show profile pictures either for the entire class or only for the Moderator.

## Blackboard Collaborate

Participant settings, these settings will change based on the type of session you plan on having. For a lecture I would recommend turning off share audio, video and draw on whiteboard and files turn on post chat messages.

Lastly, if you would like to allow private conversations during the session you would pick the settings here.

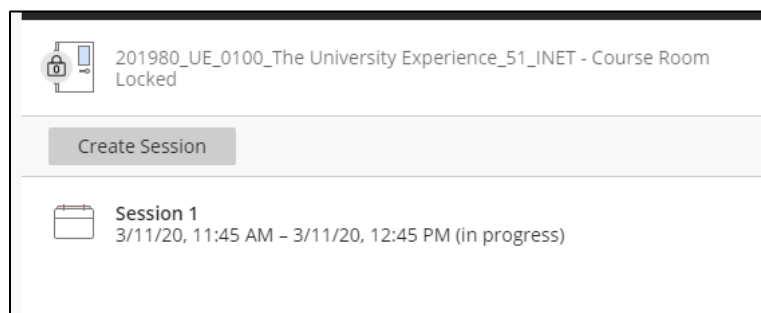


The screenshot shows the 'Session Settings' dialog box with the following options:

- Default Attendee Role:** Participant (dropdown menu)
- Recording:**
  - Allow recording downloads
  - Anonymize chat messages
- Moderator permissions:**
  - Show profile pictures for moderator only
- Participants can:**
  - Share audio
  - Share video
  - Post chat messages
  - Draw on whiteboard and files
- Enable session telephony:**
  - Allow attendees to join the session using a telephone
- Private Chat:**
  - Participants can only chat privately with moderators
  - Moderators supervise all private chats

At the bottom of the dialog are two buttons: 'Delete' and 'Save'.

Once you have selected all the settings click "Save" and the session will display in your list.



The screenshot shows a session list with the following details:

- Session name: 201980\_UE\_0100\_The University Experience\_51\_INET - Course Room
- Status: Locked
- Button: Create Session
- Session 1
- Time: 3/11/20, 11:45 AM - 3/11/20, 12:45 PM (in progress)

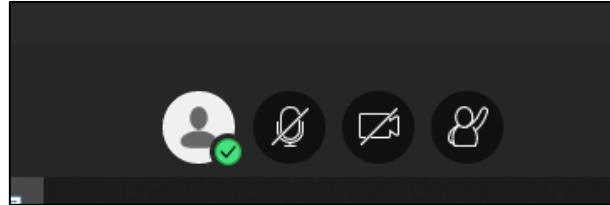
To join the session, click on the name and then select "Join Session". This will open a new tab in your browser and welcome you to the room.

Here your browser will ask for permission to use your webcam and microphone. It will do an audio test and give you an opportunity to select a different input if you have multiple.

## Blackboard Collaborate

Your first time in a Collaborate session you will be prompted to go through a tutorial. This will walk you through how to use the Session menu on the left as well as the Collaborate panel on the right and how to interact using the Control panel in the middle.

At the start of each session your camera and microphone will start out disabled. To activate them all you need to do is click the icons.



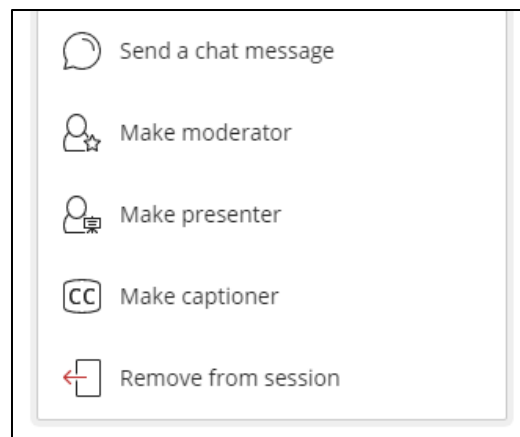
The icon color will change after and your student's screen will be filled with the video from your camera and hear audio from your microphone.

At this point if you plan on recording your session, open the Session Menu on the left and select "Start Recording". This is the primary function for this menu.

The Collaborate panel will contain the chat channels, attendees, share content options and settings.

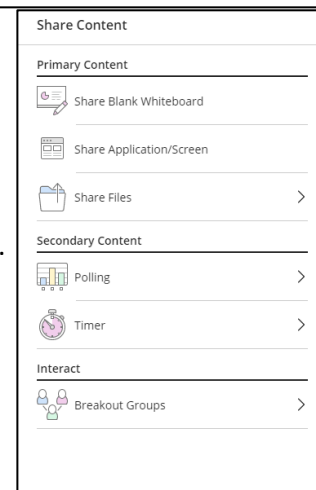
In the chat channel you have the ability to send messages to everyone, moderators or individual students by searching and selecting their name.

The attendees page will show a list of who is currently in the session. By clicking the "More options" button in the upper right corner you can search for individuals as well as mute all if you have allowed the use of student microphones. The same button is next to each attendee and shows options for that individual.



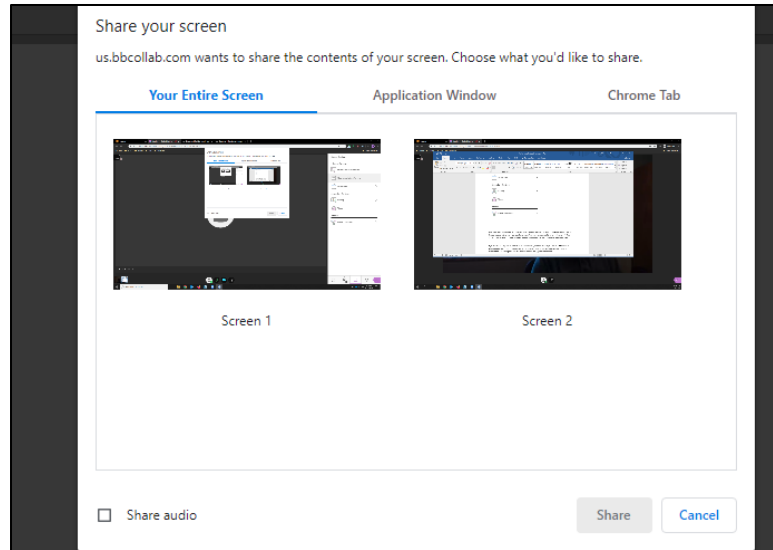
The Share Content tab allows you to use a virtual white board, share an application like powerpoint or individual files. Here you can also create a poll, set a timer and divide the class into groups.

After selecting "Share Blank Whiteboard" your screen will show just that, a blank whiteboard. Here there are options to draw, type, point and erase. You also have the ability to zoom in and out. The students will be able to toggle between your camera feed and the whiteboard if they would like.



## Blackboard Collaborate

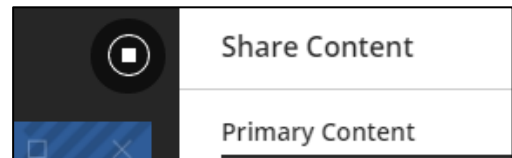
If you have a powerpoint presentation you would like you show in class you can select the “Share Application/Screen” option. This will allow you to select your screen, an application window or a browser tab.



For Powerpoint you will want to choose the application window. If there is any audio be sure the check the “share audio” box in the lower left corner. After selecting “Share” the students will see what you have selected. To stop sharing you will click the stop icon.

Once you have stopped sharing content the student’s main view will be your camera feed again.

To end the session, open the Session pannel and select “Stop Recording” if you have been and then “Leave Session” in the bottom left. IF YOU LEAVE THE SESSION WHILE STILL RECORDING IT WILL NOT BE SAVED.



Back on the Collaborate page above the Course Room icon you will see a menu button. Clicking here will allow you to move between session and recordings. Under recordings you will find any recordings from past sessions. These recordings can be viewed on Blackboard as well as downloaded. Students are also able to download the recordings even if they were not present for the session.