# Collaborate Ultra Quick Start

Communicate Online using Collaborate Ultra

Collaborate Ultra is a convenient real-time web conferencing tool within Blackboard that lets faculty synchronously communicate with students online. Collaborate Ultra is browser-based so there is no need to install additional software. Use Collaborate to interact with students, add files, share applications or use a virtual whiteboard. In Collaborate Ultra you have a dedicated course room and the ability to schedule as many new sessions as you want. Use Collaborate Ultra to teach classes online, schedule virtual office hours, and stay connected with students.

Things to Consider

1. Collaborate Ultra works best in an updated **Chrome browser**.
2. It is highly recommended that you run through a practice session to test your computer, browser and internet connection.
3. A webcam is needed only if you would like to appear on camera. Check if your computer has one built in.   For audio, a mic on your computer or webcam will work. For best sound quality use a headset with a mic.

Recommended
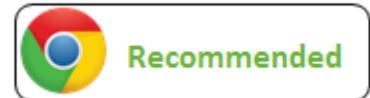
Setup

The first thing to do is to add the link to Blackboard Collaborate Ultra to your course menu so students can easily access your Collaborate sessions.

1. In a Blackboard course where *you are enrolled as instructor*, click the ⊕ and select "Tool Link".
2. Fill in the tool link name. We recommend "Blackboard Collaborate".
3. Choose the tool type from the drop down list, which is "Blackboard Collaborate Ultra".
4. Check the box so the tool link is available to students. Then click *Submit*.
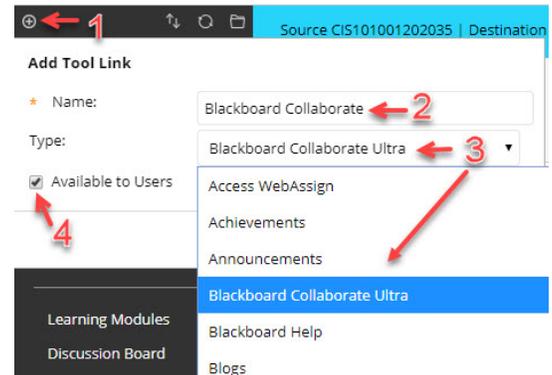
Join a Collaborate Session

The Course Room is an open Collaborate session dedicated to your course, so you do not need to create a session. The Course Room provides a convenient way to launch classes, office hours or meetings.

1. Click the Blackboard Collaborate link in your course menu; or go to *Course Tools>Blackboard Collaborate Ultra*.
2. Click the Session Options ⋯ button for the course room, *then Join Course Room.*
3. When the Course Room is unlocked your students can join that session at any time.
4. If you would like to schedule sessions or run multiple sessions at the same time, Click Create Session instead of the Joining the Course Room. For instance, you can create multiple sessions for different groups to join or for students to use as a virtual study session.

Setup Audio and Video

Upon entering your Course Room or a session, you will be prompted to select your audio and video devices. Be sure to turn on your audio. If you would like to be seen, turn on your camera too.

Video – A webcam is needed only if you would like to appear on camera. Check if your computer has one built-in.

**Audio** – A mic on your computer will work. For best sound quality use a headset with a mic.

Collaborate Interface

1. If this is your first time in Collaborate you will be given the option of a guided tour of the main features. You can also find the tour by clicking the session menu in the upper left corner of the screen and selecting *Tell Me About Collaborate>Introduction to Collaborate.*

2. The Collaborate Panel in the bottom right corner of the screen is where you will go to chat with participants, view the participant list, share content and control your settings.

Sharing Content

1. Click the Collaborate Panel in the bottom right corner of the screen and click on the *Share Content* icon.
2. From this screen you can share a whiteboard, application/screen, or files (PowerPoint, PDF or image files).
3. You can also interact with students through polling, use timed activities, and encourage collaboration in Breakout Groups.
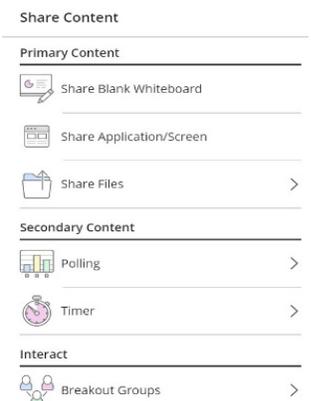
Record a Session

1. To record a Collaborate Session, click on the session menu in the upper left corner of the screen.
2. Select *Start Recording.*
3. To stop recording a session click on the session menu and click *Stop Recording*.

View Recordings

To view Collaborate Ultra Recordings, go to your Collaborate link in the **course menu**. This will take you to the Blackboard Collaborate Ultra main screen where your Course Room is listed.

1. Click on the *Menu* button to open the menu.
2. Click on *Recordings* in the left-hand menu.
3. Click the recording you would like to watch and select *Watch now*.

Share Recordings and More

1. View your Collaborate Ultra Recording list, then click on the options button ⊙ for a recording.
2. The recording's option menu will appear.
3. Click "Copy Link" to copy the link to the recording. Share the link with students through Blackboard or email.
4. Other options include: Watch, Download, Edit Name, Delete, and Add Caption Source.
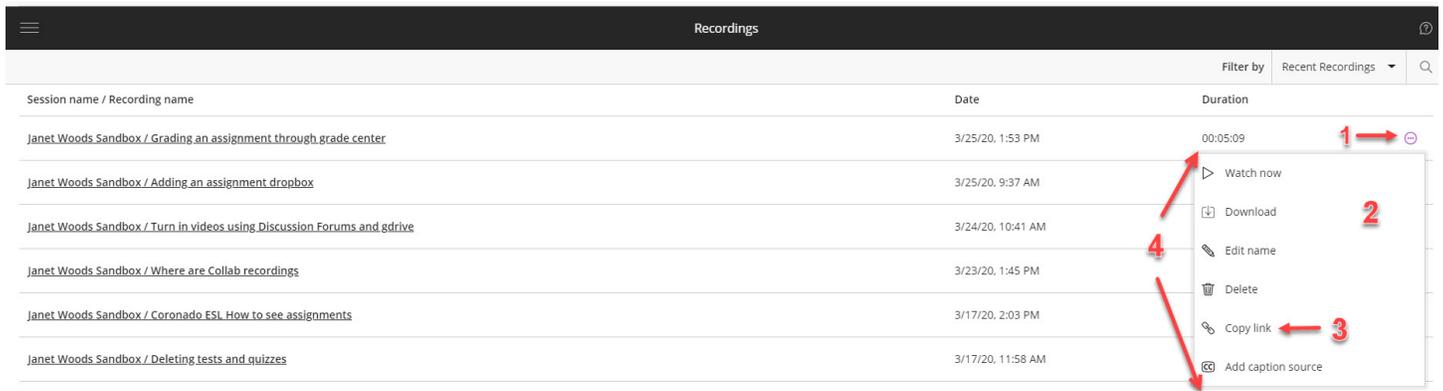
≡	Recordings		⑦
		Filter by	Recent Recordings ▾ 🔍
Session name / Recording name		Date	Duration
Janet Woods Sandbox / Grading an assignment through grade center		3/25/20, 1:53 PM	00:05:09 1 → ⊙
Janet Woods Sandbox / Adding an assignment dropbox		3/25/20, 9:37 AM	▷ Watch now
Janet Woods Sandbox / Turn in videos using Discussion Forums and gdrive		3/24/20, 10:41 AM	⤓ Download 2
Janet Woods Sandbox / Where are Collab recordings		3/23/20, 1:45 PM	✎ Edit name 4
Janet Woods Sandbox / Coronado ESL How to see assignments		3/17/20, 2:03 PM	🗑 Delete
Janet Woods Sandbox / Deleting tests and quizzes		3/17/20, 11:58 AM	🔗 Copy link → 3
			cc Add caption source

Leave a Session

- To leave a Collaborate session, click *Leave Session* located in the Session menu ≡ or simply close your BB Collaborate Session tab in your browser window.