

POLYTECHNIC UNIVERSITY OF PUERTO RICO

**Student's Guide:
Blackboard Collaborate
Ultra**

Blackboardlearn⁺



Distance Education Center: Excellence in Online Teaching & Learning

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POLYTECHNIC UNIVERSITY OF PUERTO RICO

Distance Education Center



Prepared by:

- Heriberto Sanabria
Blackboard Administrator & Trainer
hsanabria@pupr.edu Ext. 389

CEDUP Revision Process:

© Polytechnic University of Puerto Rico
P.O. Box 192017 San Juan, PR 00919-2017
Tel: (787) 622-8000 Ext. 462/243

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Blackboard Collaborate

Supported Browsers for Blackboard Collaborate Ultra

Blackboard Collaborate with the Ultra experience is based on modern web technologies including HTML 5 and WebRTC. You don't need to install Java or a launcher.

For the best experience **use Google Chrome™ or Firefox® (versions 49+)**.

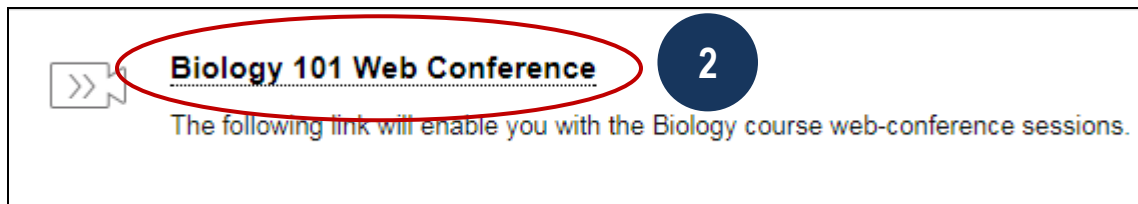
Browser support		
Browser	Audio/Video	Application Sharing
Chrome™ versions 54+ On Windows® and Mac®	Supported with High Quality Shows most videos in conference layout	Share and View
Firefox® versions 49+ On Windows, Mac, and Linux®	See two videos: the speaker and your own	Share and View
Firefox® On Windows, Mac, and Linux® With Flash® versions 17+	See two videos: the speaker and your own	View Only
Safari® With Flash versions 17+	See two videos: the speaker and your own	View Only
Internet Explorer® With Flash versions 17+ IE 10 is not supported.	See two videos: the speaker and your own	View Only
Microsoft Edge® With Flash versions 17+	See two videos: the speaker and your own	View Only

Mobile devices

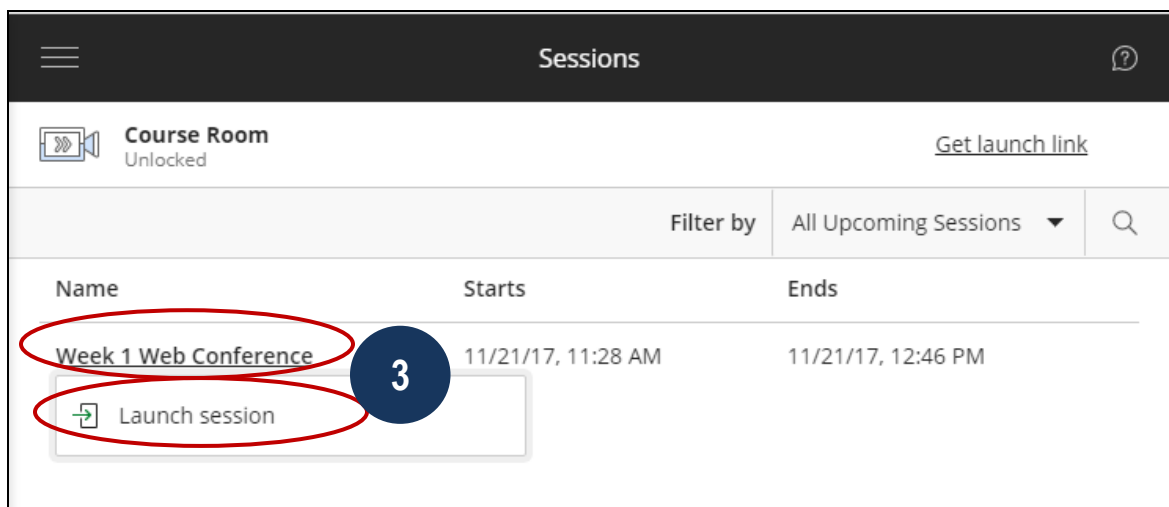
Browsers on mobile devices are supported on Windows® touch devices such as the Surface at this time. Users can choose to use either the [Blackboard app](#), [Blackboard Instructor](#), or the device browser.

Connecting to a Blackboard Collaborate Ultra Session

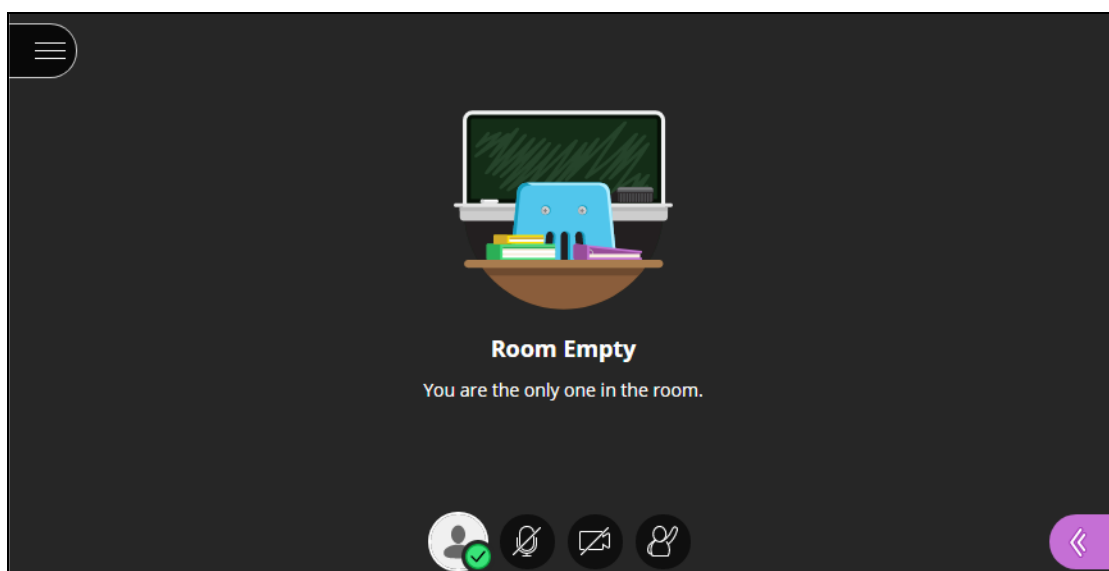
1. From the **Course Content** menu of your course, search for the Collaborate Scheduling Manager Room.
2. Click over the name of the Collaborate Scheduling Manager Room.



3. Click over the **Session Name** and click on **Launch session** to initiate the session.



4. The Blackboard Collaborate Session will display.

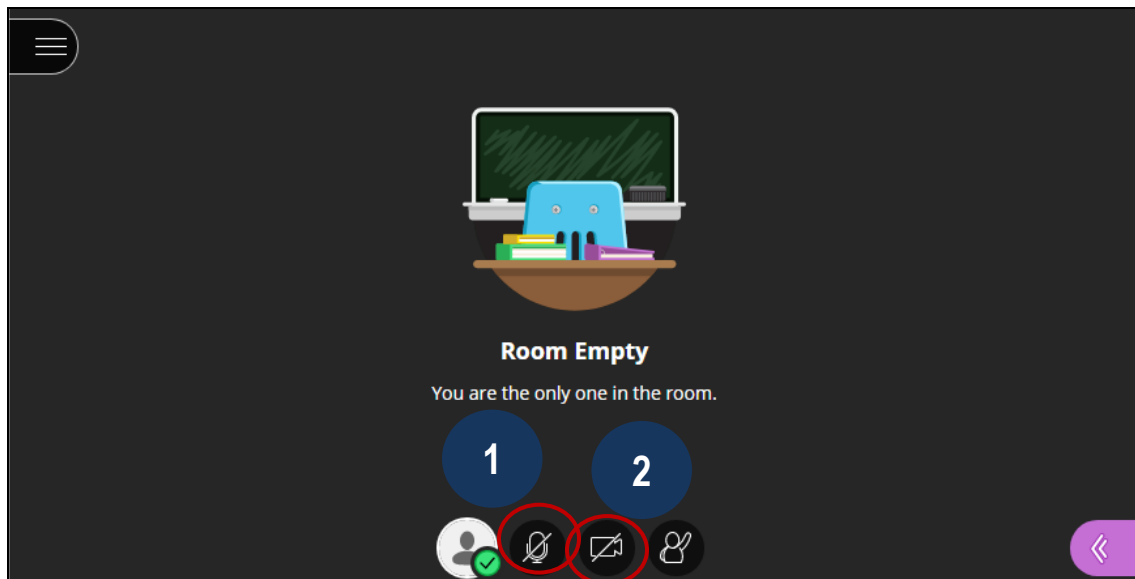


Sharing audio and video in a Blackboard Collaborate Session

Note: You must give the browser permission to use audio and video to participate in a session. This is necessary so that you are seen and heard.

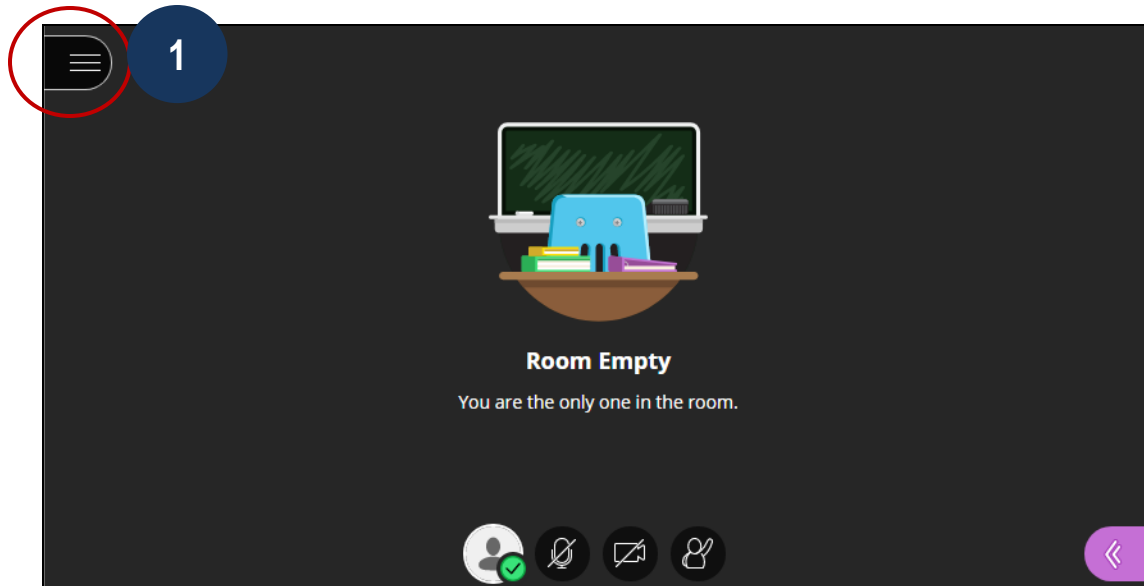
You'll be asked to do this when you first join a session or when you first go to share your audio or video.

1. Once connected to a Blackboard Collaborate Session, click on the microphone icon to turn your microphone on and share your audio.
2. Click on the camera icon to turn your video on and share your video.

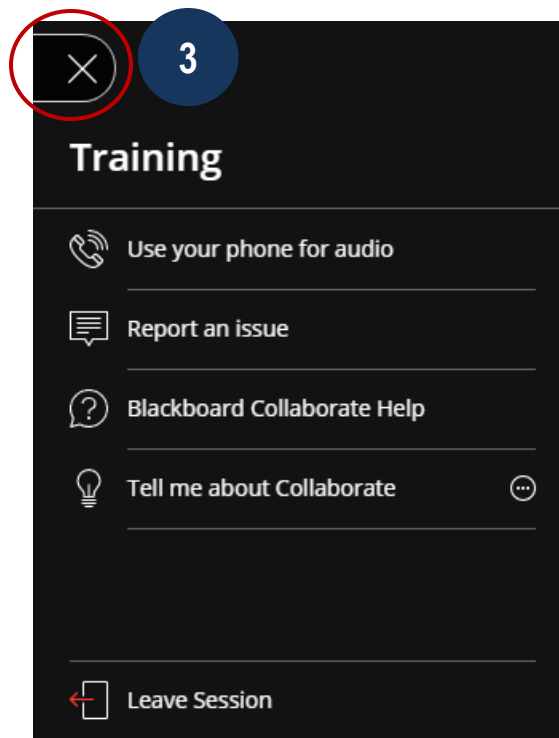


Using the Session Menu

1. To open the **Session Menu**, click on the  **Open Session menu** icon located at the upper left of the Blackboard Collaborate Session.

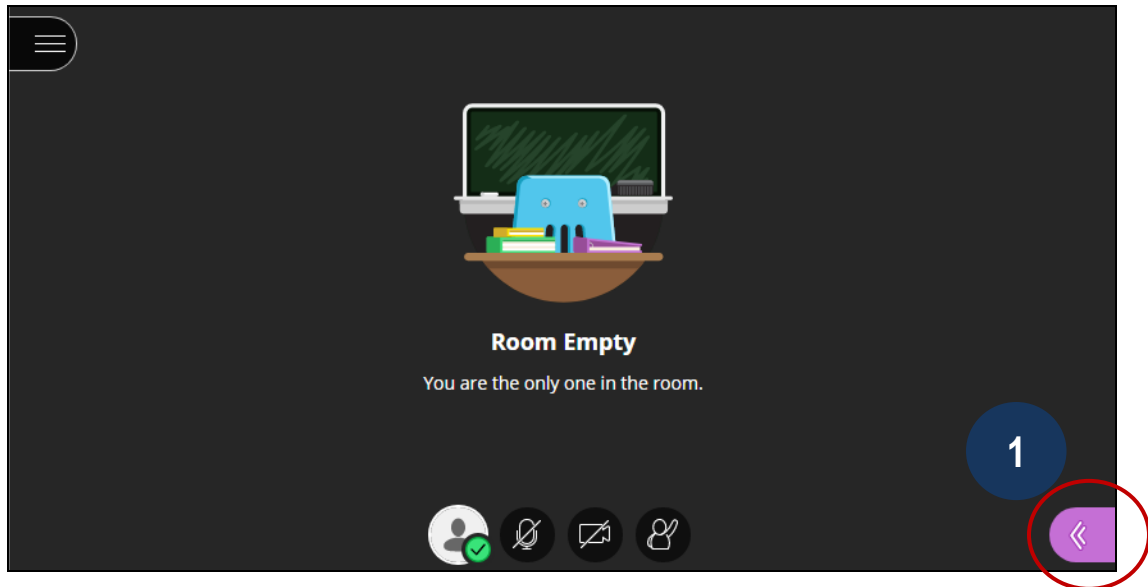


2. The **Session Menu** display.
3. To close the Session menu, click on the  **Close Session Menu** icon.

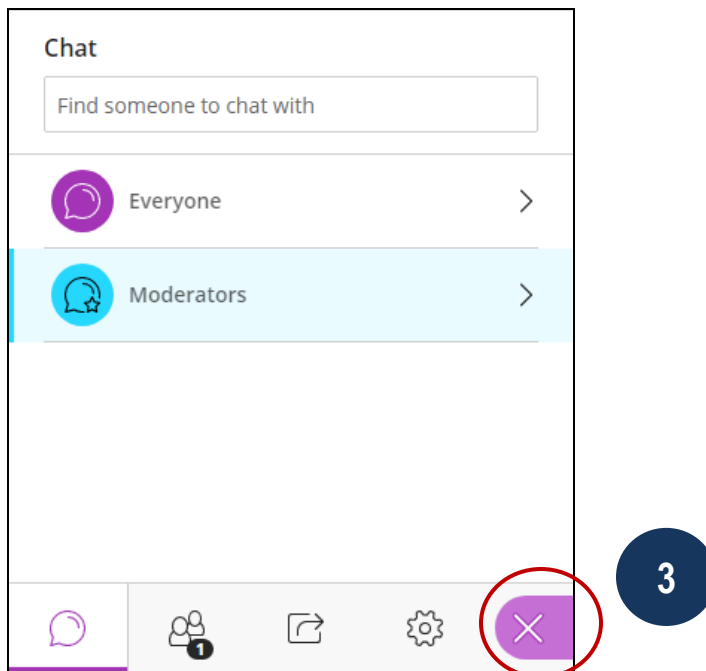


Using the Collaborate Panel

1. To open the **Collaborate Panel**, click on the **Open Collaborate panel** icon  located at the bottom right of the Blackboard Collaborate Session



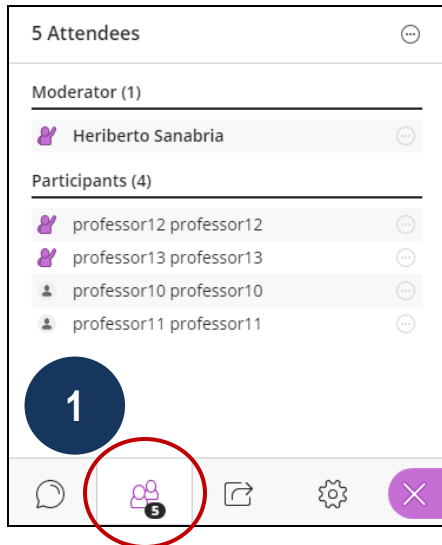
2. The **Collaborate panel** display.
3. To close the **Collaborative panel**, click on the  **Close Collaborative panel** icon.



Sharing content and chatting in a Collaborate Ultra Session

Viewing the attendees of a session

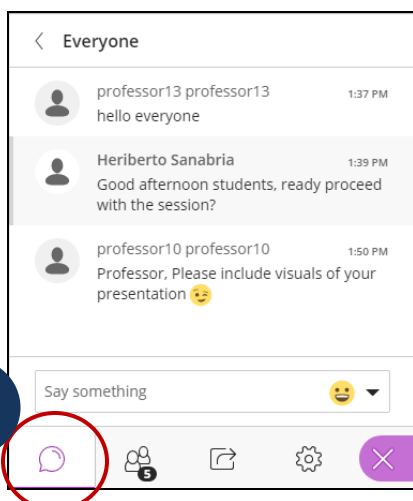
1. Using the Collaborate panel, click on the **Attendees** icon  to see the attendance list.



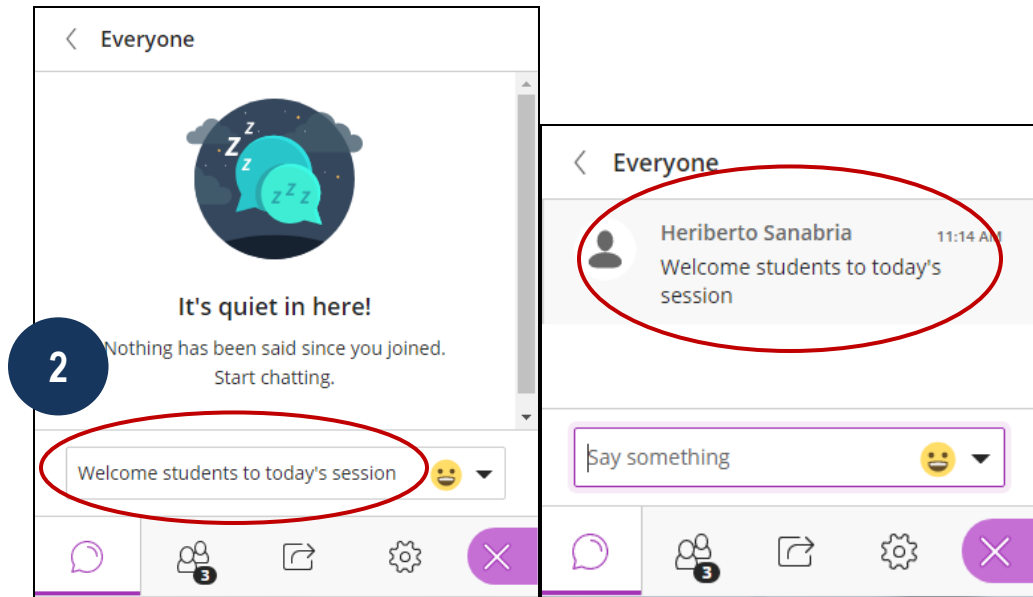
Chatting in a session

Most students are extremely comfortable with some form of text-based communication. You may see students participate who might be hesitant to speak up in audio/video settings.

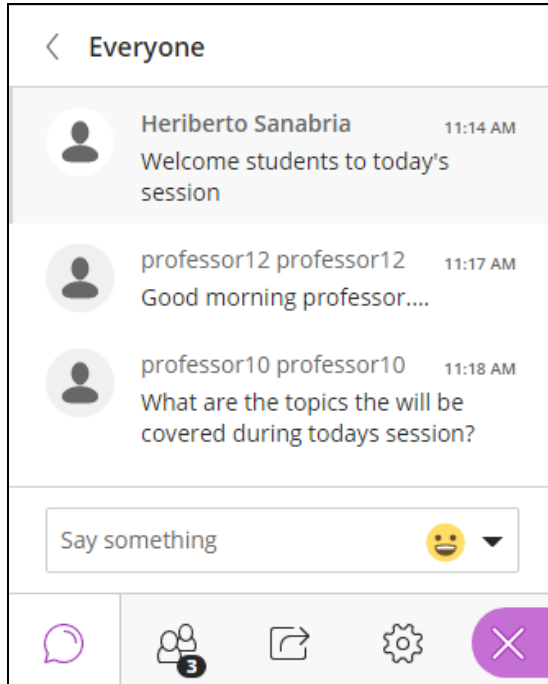
1. Using the Collaborate panel, click on the **Chat** icon  to initiate the chat.



2. Click on the conversation bar to start typing your conversation, press the **Enter** key to publish your conversation.



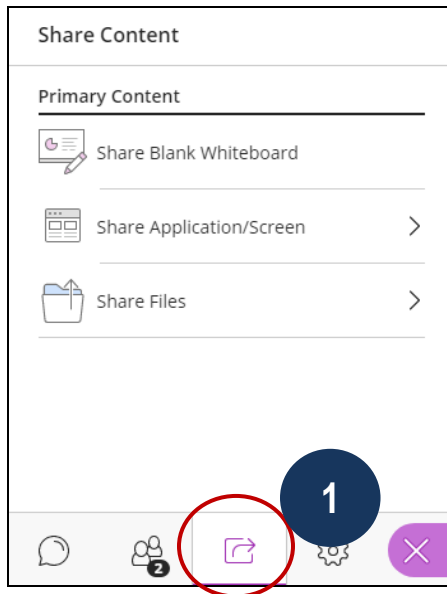
3. The **Everyone** conversation will be available to all students connected to the session.



Sharing Content in a session

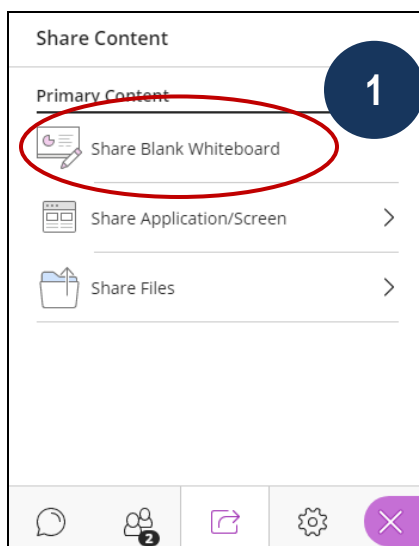
Note: Only Moderators and Presenters are allowed to share content. For best performance Upload GIF, JPEG and PNG images, PDF files, or PowerPoint presentations of **60MB or lower** to your session.

1. Using the Collaborate panel, click on the **Share Content** icon  to view the Share Content view.

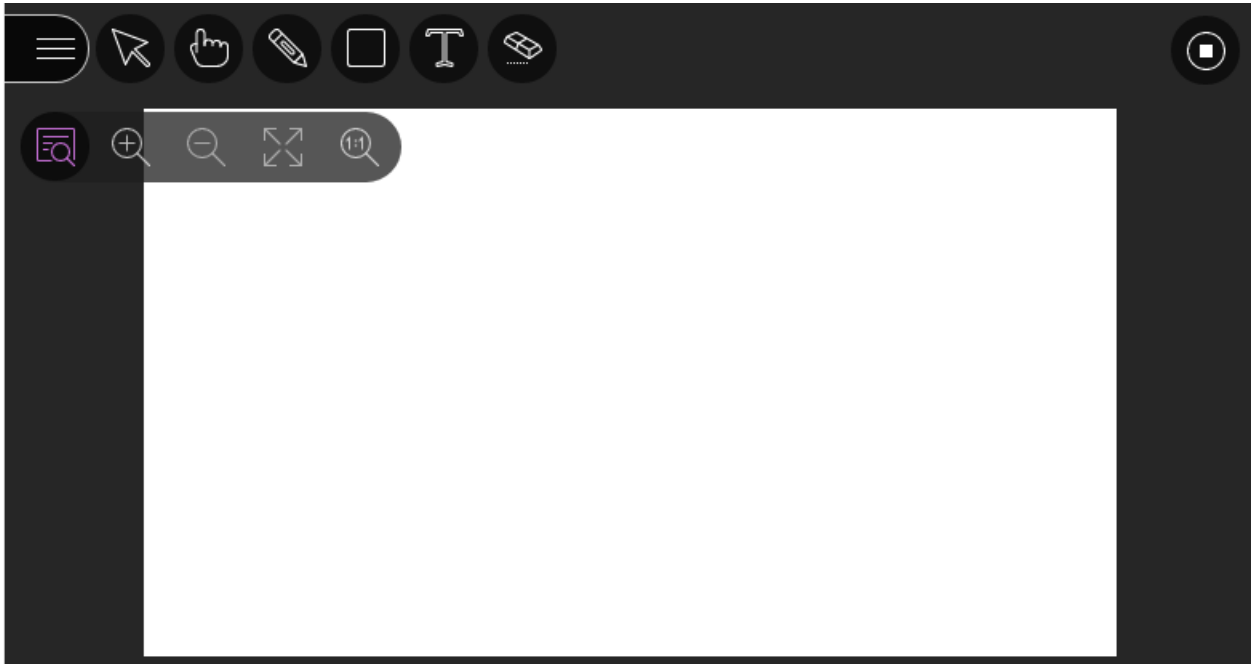


Sharing and using the session Whiteboard

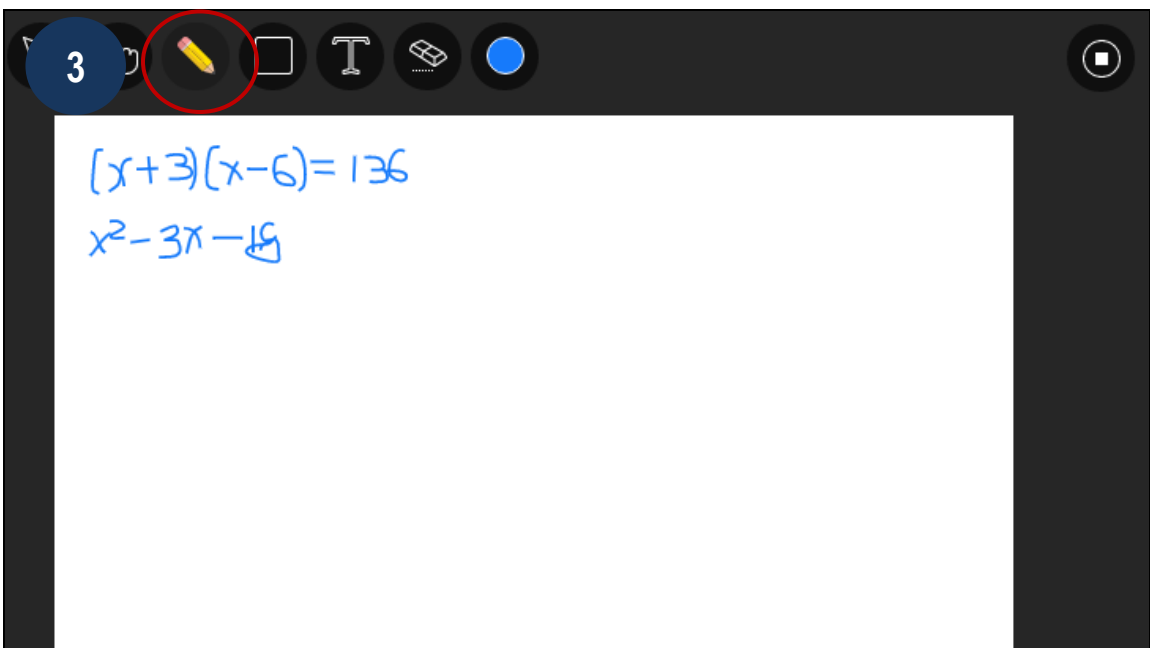
1. From the Share Content view click on the **Share Blank Whiteboard** option.



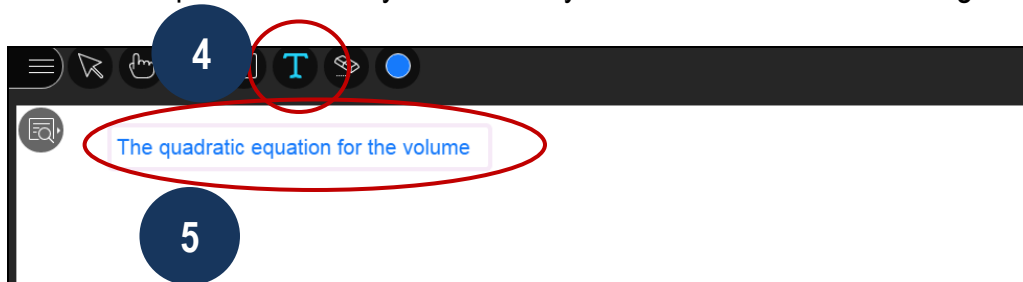
2. The whiteboard will be displayed on screen and it will be available to all students.



3. To write on the whiteboard, click on the **Pencil** icon , click and hold your mouse cursor to write on the whiteboard.

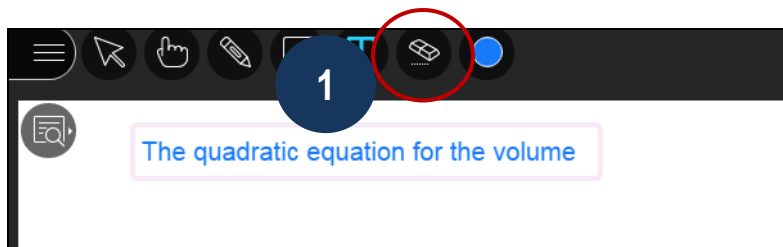


4. To write text on the whiteboard, click on **Text** tool .
5. Click on the position where you will write your text and then start writing.



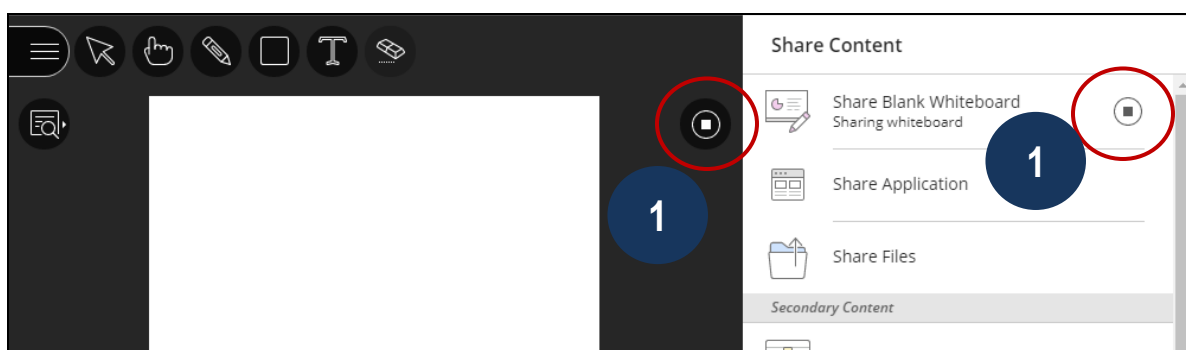
Deleting Content from the Whiteboard

1. To delete content from the whiteboard click on the **Clear** tool , **Note:** The Clear tool will delete all the content of the Whiteboard.



Stop sharing the Whiteboard

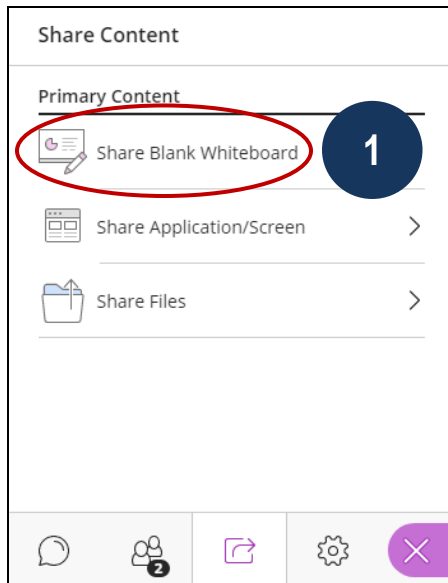
1. To stop sharing the Whiteboard, click on the **Stop Sharing** icon .



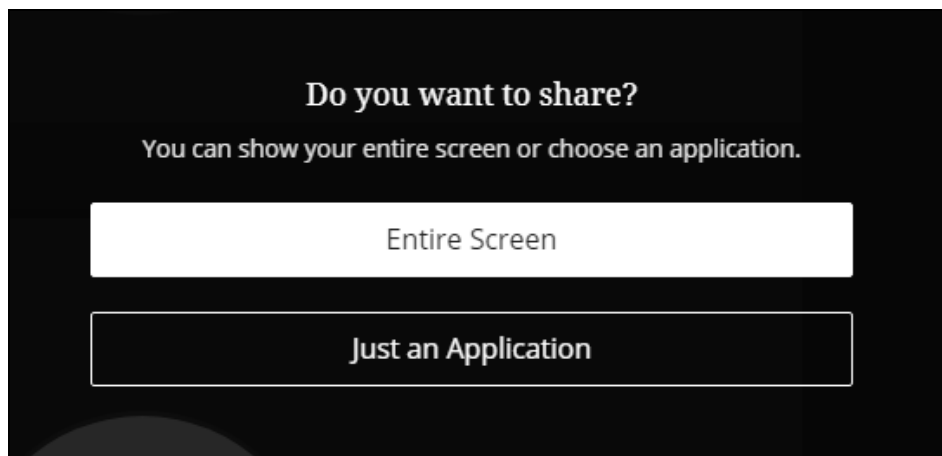
Sharing Application in a Collaborate session (Entire Screen)

Note: Before sharing applications through a Collaborate session, the applications should have been open prior to share.

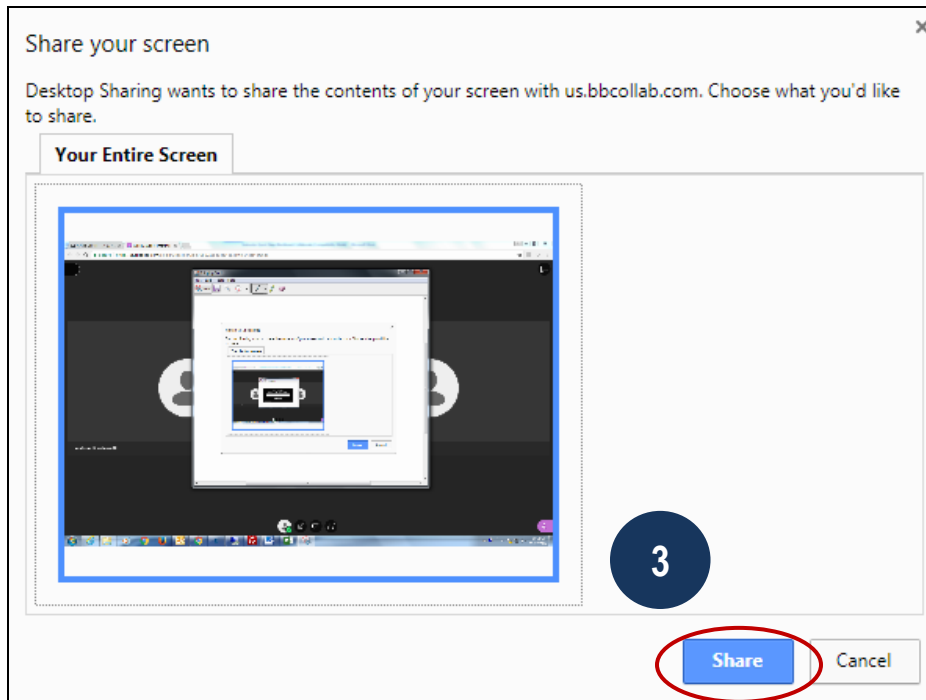
1. From the Share Content view click on the **Share Application** option.



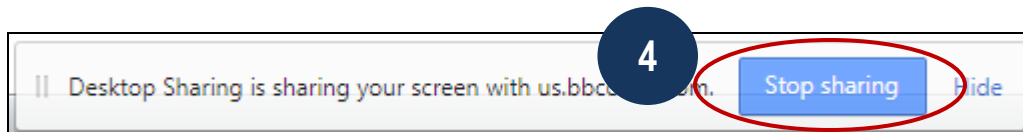
2. Select from sharing your **Entire Screen** or **Just an Application**.



3. To share the **Entire Screen**, click on **Share** to start sharing your entire screen.



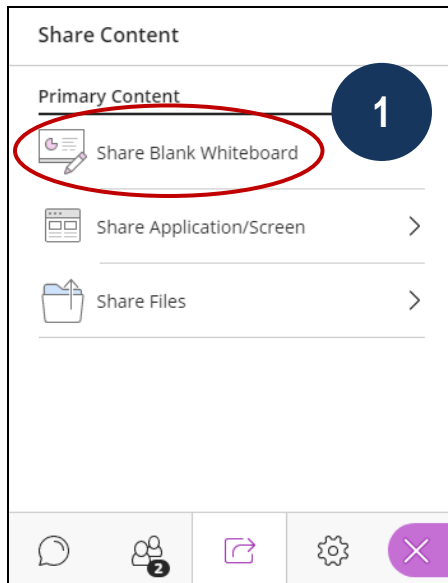
4. To stop sharing your screen, click on the **Stop sharing** option located at the bottom of your screen



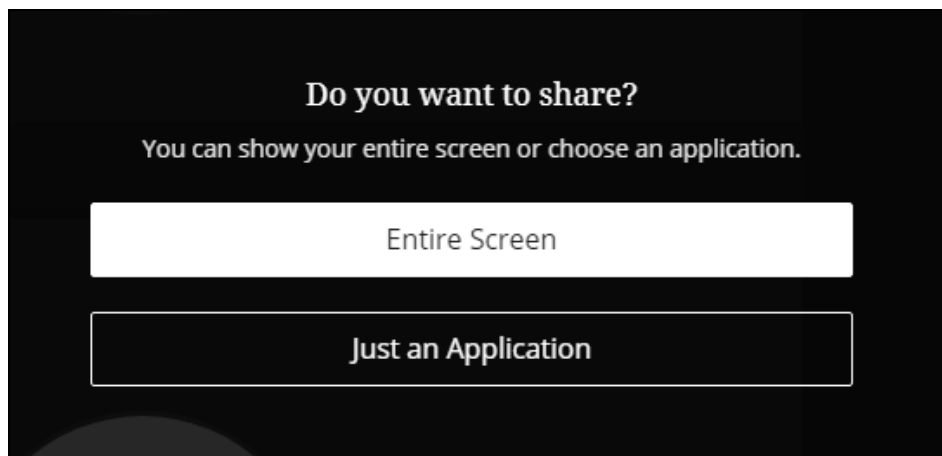
Sharing Application in a Collaborate session (Just an Application)

Note: Before sharing applications through a Collaborate session, the applications should have been open prior to share.

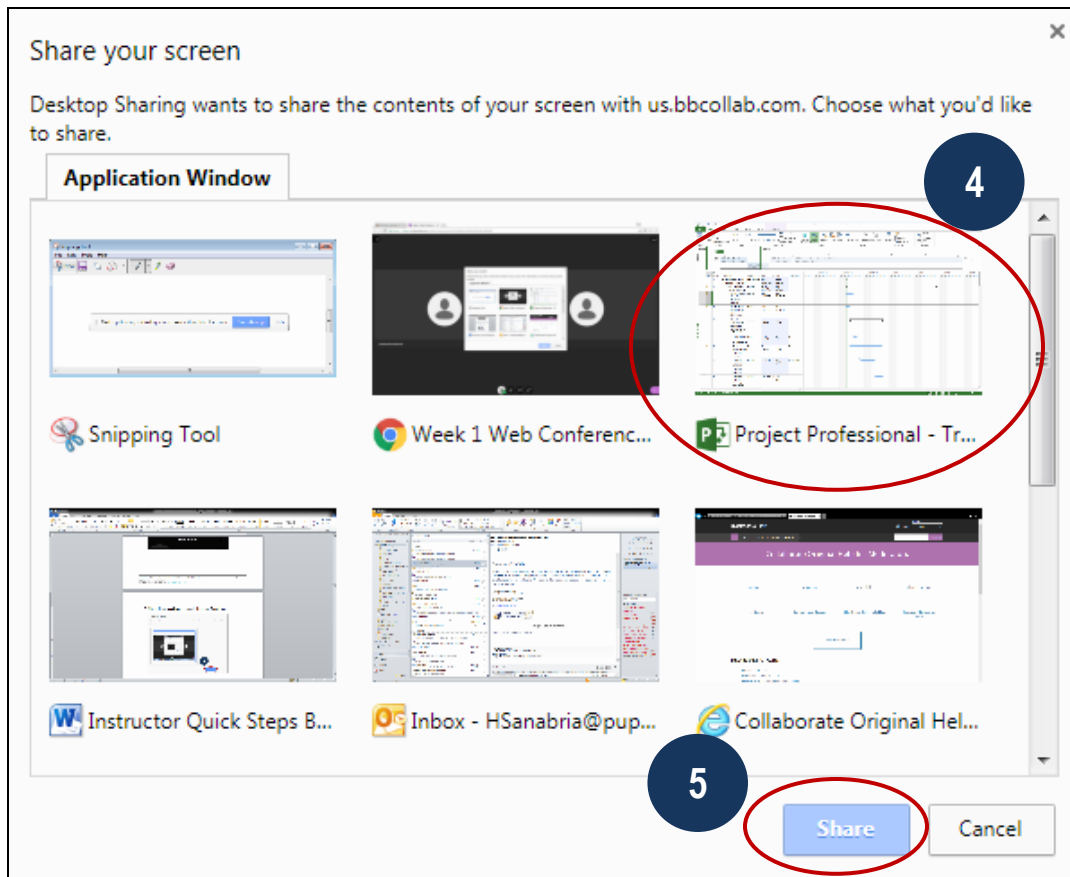
1. From the Share Content view click on the **Share Application** option.



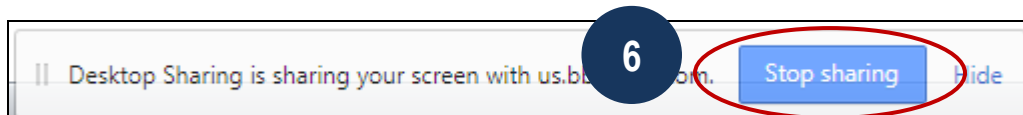
2. Select from sharing your **Entire Screen** or **Just an Application**.



3. Click on **Just an Application** to start sharing a specific application.
4. Select the specific application to share.
5. Click on **Share**.



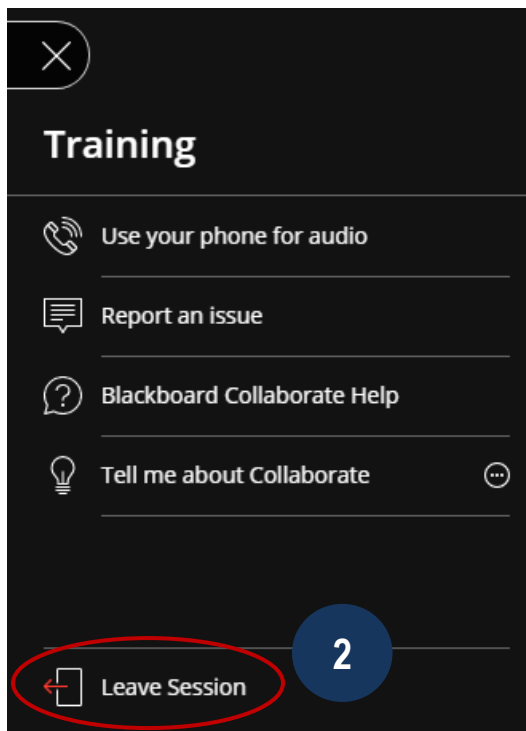
6. To stop sharing the selected application, click on the **Stop sharing** option located at the bottom of your screen



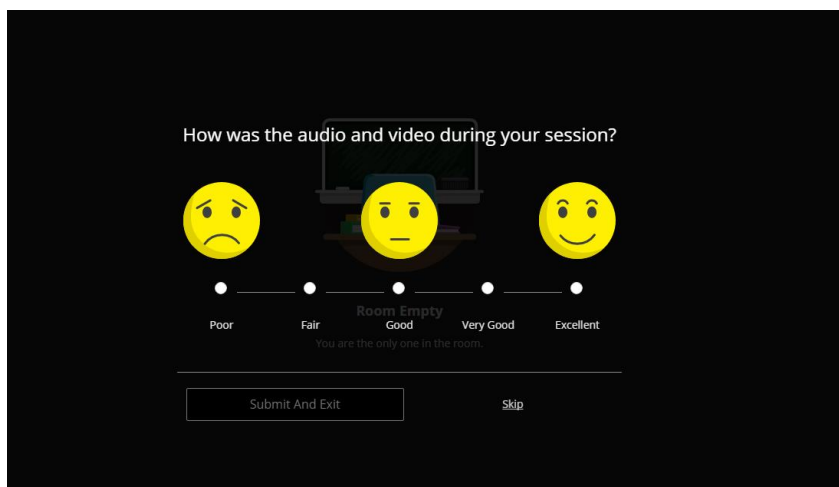
Leaving a Collaborate Ultra Session

Leaving a session

1. Click on the  **Open Session menu** icon located at the upper left of the Blackboard Collaborate Session.
2. Click on the **Leave Session** option.



3. Answer the **How was the audio and video during your session?** question and click on **Submit And Exit** or omit the question and click on **Skip**.



4. The Blackboard Collaborate session has ended.

