Instructions to set up Blackboard Collaborate Ultra sessions and deliver live lectures and record prior or simultaneously.

Some useful YouTube video links are on the very last page.

1. Open Blackboard course and turn Edit Mode is: OFF to ON
2. Now you can add Collaborate Ultra to the left hand menu. Hover at the + sign at the far left top and select Tool Link.

3. Click on pull down menu. Select Blackboard Collaborate Ultra.

Type in a name for the link: I use Collaborate Ultra. Click submit.

**Must check Available to Users now!**
4. You will probably want to move it to the top for everyone to find easily. Click on up/down arrow.

Scroll down Items list and select Collaborate Ultra

Click the up-arrowhead until it is at the location you want. Then click Submit and OK in the popup box.

5. Click on Collaborate Ultra from the far left menu. Called the Course Menu. Click on Create Session.
6. A set up box appears on the far right and you input a title, start date and time, end date and time.

![Event Details](image)

**Start**
- 3/14/20
- 2:43 PM

**End**
- 3/14/20
- 3:43 PM

- No end (open session)
- Repeat session

**Early Entry**
- 15 min before start time

Provide a description

7. This now appears once you name it. Check Guest access and ALL NON-students and NON-instructors that you want invited will be admitted based upon the role you select. You can hover on the ‘squares’ near Guest link to copy and distribute, e.g., for anyone not enrolled or as a Presenter or Moderator. Then go below and set to Participant for students.

![Lecture 15](image)
8. Scroll down and expand Session Settings. Default Attendee Role is here for students enrolled. The default settings on other options are shown here and can be unchecked and checked for the purposes shown (self explanatory).

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Session Settings

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**Default Attendee Role**

- Participant

**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
Scroll down and expand Attendance Reporting if you want Collaborate Ultra record attendance and automatically add it to Blackboard (the Learning Management System, LMS). Check the box and adjust settings, e.g., the sliding setting for Required time in session. Then click Save. [https://help.blackboard.com/Collaborate/Ultra/Administrator/Reports/Session_Attendance_Report](https://help.blackboard.com/Collaborate/Ultra/Administrator/Reports/Session_Attendance_Report)

9. Session options are on the right. Click on listing (note it is already in progress due to settings) to Join.
10. Session opens in another tab.

With my Firefox browser and Macafee settings I have to Allow sharing of my microphone. Same will happen if you have a camera.

This screen is to test your microphone. See the pink line – and “You sound great!” I skip the video test.
Watch the tutorial if you want.

11. Session menu is at top left corner. Here is where you go to start and stop recording session.

12. Collaborate panel is at bottom right corner.
It opens into the Chat room. These can be expanded to view the chatting.

13. Selections are at bottom of Collaborate panel. Here is the Whiteboard for line and text, etc.

REMINDER TO CLICK HERE TO ACTIVATE YOUR MICROPHONE. Note white column inside shows volume; so you can monitor whether microphone is working and volume function. Camera is here too if you want to share video.
14. Settings on bottom right will let you set up your microphone and camera and you can set your speaker volume (to hear your students). You might need to get into the settings on your PC or device to adjust the sensitivity, etc. of your microphone.

Let’s view the attendees. Then more options at top right. Here you can Mute all attendees’ microphones.

15. Share files by clicking on square with curved arrow and then the selection at top. Drag drop or click to browse.
It can take quite a long time to load big files; Powerpoints are converted also. Plan ahead. Click Share Now below.

16. Click on the first slide in the right panel.
17. Use back arrow head in right panel to see Primary Content and click on Share Application/Screen. Let’s share a Powerpoint file. This way links would work, but you would have to switch shared screen to your browser and audio.
will have to come from your microphone; so get close to your speakers. Make sure Powerpoint file is open and set to Reading View. Note I have to allow sharing of screen. Also you need to have the Powerpoint file in an active window and click on it to advance slides.
18. Whether Powerpoint or MS Word (probably a pdf too) you have to have that active window in the foreground for it to show in Collaborate Ultra to participants. Stop sharing button is in top right corner.

19. Expand Polling on right side menu, Share Content / Primary Content panel. User friendly it seems.

20. A timer setting.
21. Breakout Groups can be set up. I recommend training videos if you want to become more familiar with this function. To Stop Recording open Session Menu at top left corner of black window and click here.

22. Leave Session at bottom left of Session Menu (at top left remember). You can delete session if you want from Sessions page back in Blackboard course. For posting recorded sessions, see the first link on the next page.
Some useful links to YouTube videos.

A brief video from a faculty in CS. Quick and nicely comprehensive.
http://www.cs.utsa.edu/~cs1173/Teaching/

Blackboard Collaborate Ultra
https://www.youtube.com/watch?v=UZmuuKbZozc

Holding virtual class with Blackboard Collaborate with the Ultra experience
https://www.youtube.com/watch?v=xx_ec1nmTIs

Record a Blackboard Collaborate Ultra Session
https://www.youtube.com/watch?v=45HJqamBUSk

Create Course Groups in the Ultra Course View
https://www.youtube.com/watch?v=oHEQS_EUDZM

Create Group Assignments in the Ultra Course View
https://www.youtube.com/watch?v=ScN5hSFKuHs

Blackboard Collaborate Ultra - Basics
https://www.youtube.com/watch?v=4Bplqla3Bxok

Blackboard Ultra: Participant Overview
https://www.youtube.com/watch?v=Yg8Fzt2qJ6M

BB Collaborate Ultra Student Perspective
https://www.youtube.com/watch?v=yhE62h1dqlo