

## Enabling Collaborate Ultra in a Blackboard Course

Collaborate Ultra is an alternative Webconference which can be used in place of (or in addition to) the original Collaborate “Classic”. UA has no plans to discontinue Collaborate Classic and not everyone will want to use Ultra since its features are different from Classic. Before using it you should become familiar with its benefits and drawbacks and practice with it so you can guide your students in its use. Instructors will want to consult with an Instructional Designer to decide if Collaborate Ultra or Collaborate Classic will work better for them.

The following explains how to enable Collaborate Ultra in a Blackboard Course

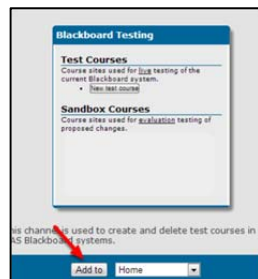
### Create a test course

Before deciding whether or not to use Collaborate Ultra in a class, you will want to experiment with it in a Test Course. UAS faculty and staff can create test courses using the UAS Online portal.

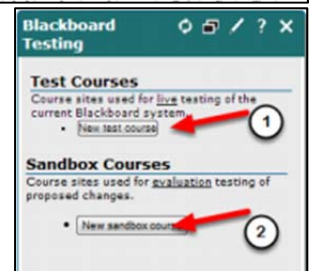
- Go to [www.uas.alaska.edu/online](http://www.uas.alaska.edu/online) and login. Make sure the top banner is full size (showing the UAS Online logo – click the plus sign if it is not) and then click Add Stuff.

- Scroll to the right on the resulting menu and find the Faculty/Staff section. Click Blackboard Testing

- Click the Add To button to add this block to your home tab on UAS Online.



- The resulting block appears on your home tab
- Click on the New Test Course button (1) – this will create a course in the “Test” semester.
- For this purpose do NOT create your course in the Sandbox semester (2)

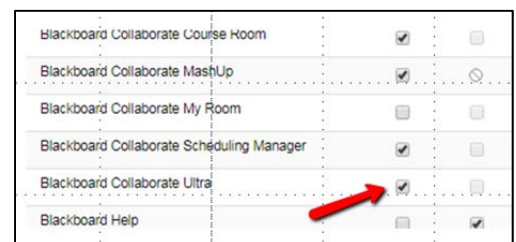
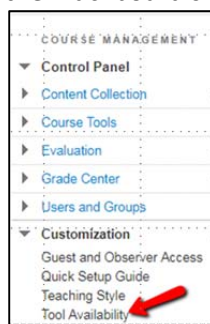


### Make the Collaborate Ultra manager available

- Click on the name of your course to go to the Blackboard shell (or right-click and open in a new tab)

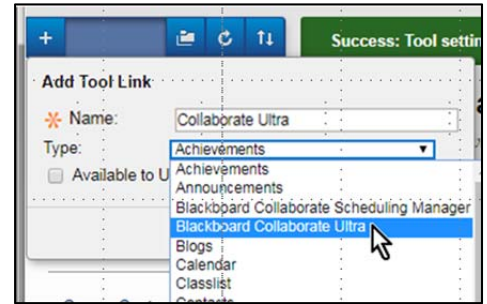
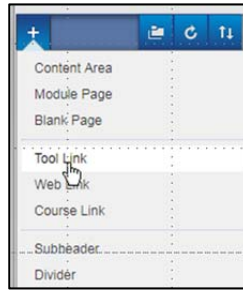
#### Enable Collaborate Ultra manager (if needed)

- Within the Blackboard course, go to the Control Panel then Customization and choose Tool Availability
- Scroll down in the list of Tools until you find “Blackboard Collaborate Ultra”.
- Check the first box and then scroll further and Submit.

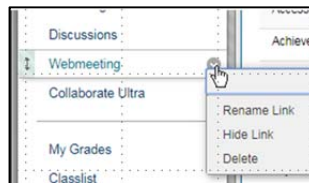


## Add Collaborate Ultra to your Course Menu

- Using the plus sign at the upper left of the course menu, choose "Tool Link"
- Give the tool a name (such as Collaborate Ultra) and choose Blackboard Collaborate Ultra from the list of tools.
- Check "Available to Users" if desired

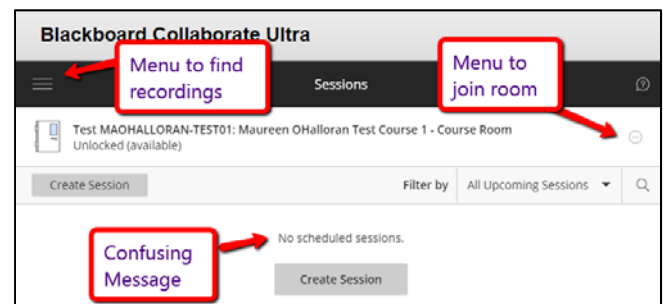


- The new menu item will appear at the bottom of the course menu
- Move your mouse/cursor over the space to the left of the menu item name and a cross-hair will appear
- Click and hold then drag this menu item to the place in the menu you want it to appear.
- Although you can use both Collaborate Classic and Collaborate Ultra in the same class, you will not want to your students to be confused about where to go.
- If it's not already hidden you can hide or delete the original WebMeeting link using the circle menu that appears when you are over the menu item name
- When a menu item is hidden a square with slash appears next to the name.



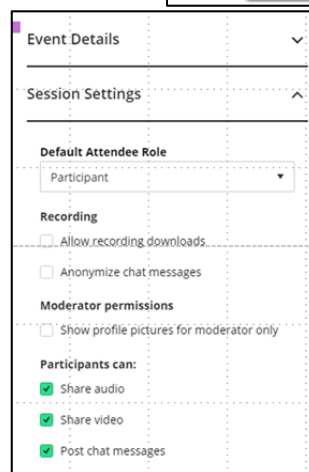
## Collaborate Ultra Room

Once you click on the link to Collaborate Ultra you'll see the manager screen. Your course starts with one room called "Course Room". Unfortunately the link to that room is not obvious – it is found using the circle with three dots menu. There you can also edit room". Students do not see that menu, but they (and you) see the menu represented by three lines at the upper left – this is where you have access to recordings.



## Session options

- Allow audio and video means voice and webcam
- Allow recordings downloads allows both faculty *and* students to download recordings as mp4 videos. These do not contain participant lists of chat. You can check this temporarily if you want to only yourself to download then uncheck it again.
- Allow attendees to join the session using a telephone provides a *non-toll-free* number for students – at this time there is no way to use a toll-free number.



## More help with Collaborate Ultra can be found here:

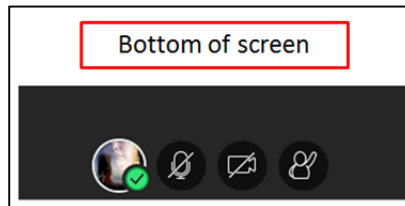
- For moderators: [https://help.blackboard.com/Collaborate/Ultra/Moderator/Get\\_Started/Basics](https://help.blackboard.com/Collaborate/Ultra/Moderator/Get_Started/Basics)
- For participants: [https://help.blackboard.com/Collaborate/Ultra/Participant/Get\\_Started/Start\\_Here\\_With\\_The\\_Basics](https://help.blackboard.com/Collaborate/Ultra/Participant/Get_Started/Start_Here_With_The_Basics)
- YouTube playlist: [https://www.youtube.com/playlist?list=PLontYaReEU1thrYkZR4tynKpyvuTB\\_dkD](https://www.youtube.com/playlist?list=PLontYaReEU1thrYkZR4tynKpyvuTB_dkD)

## Some notes about Collaborate Ultra:

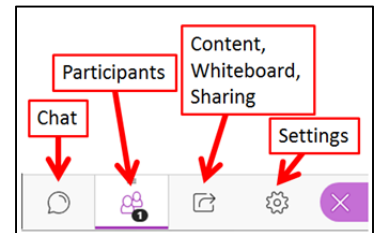
Watch the introductory tutorials (there are links to them within Collaborate Ultra). Here are some notes for to also help you get started

- Blackboard recommends Chrome or Firefox for Collaborate Ultra. Not all features work in other browsers.
- When you first enter the Collaborate Ultra room the chat and participant list may be hidden – click on the (purple) tab in the lower right to expand the panel that shows these.

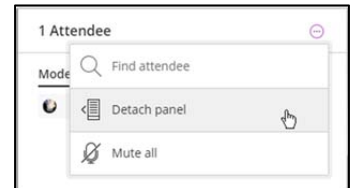
- The opening screen will show the webcam or profile picture of various participants
- At the bottom are controls for audio, webcam and raising hand. They are all muted by default. The image with green check can be used to show emoticons or to indicate status.



- Use the gear-wheel icon in the right panel for audio/video setup and other settings.
- To view participant list and chat at the same time use the circle with dots menu at the top of the participant list to detach than panel
- The panel will remain within the browser window – the only way to move it to a second monitor is to stretch the browser window.

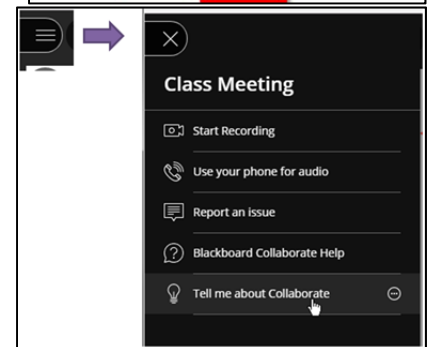
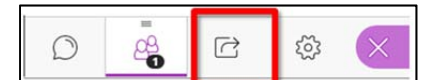


- The square with arrow is for “sharing” – either a whiteboard, screen sharing or powerpoint, images or pdf files.



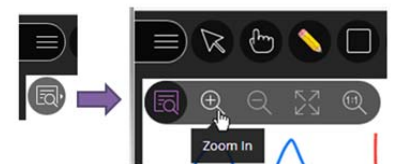
### Session Menu

- The Session Menu is in the upper right. It appears as a black tab.
- Use this menu to
  - Begin and end recordings. In Collaborate Ultra a separate recording is made each time you start and stop.
  - Use phone for audio (there is no way to use a toll-free number in Collaborate Ultra)
  - Find Collaborate Ultra help and tutorials
  - The help and tutorials will depend on your role (Instructor or Student)



### Zoom

- The Zoom controls are below the Session Menu.
- Each person controls their own view, i. e., if you zoom in on your view it does not zoom in for your students. Each student will have to zoom their own view.



## Whiteboard:

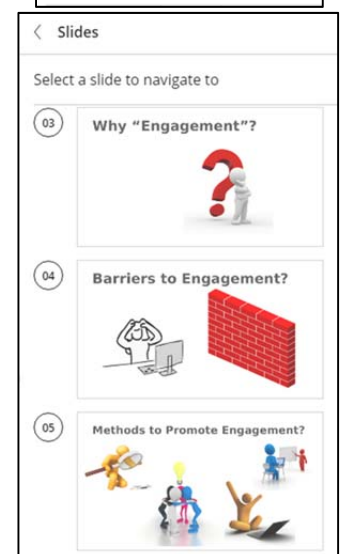
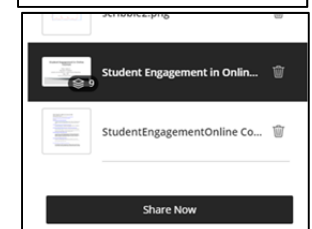
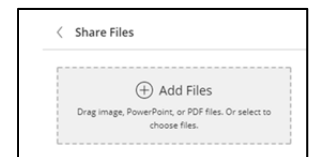
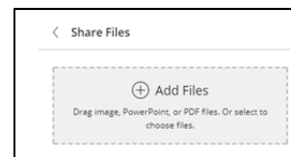
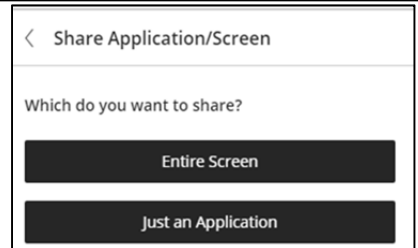
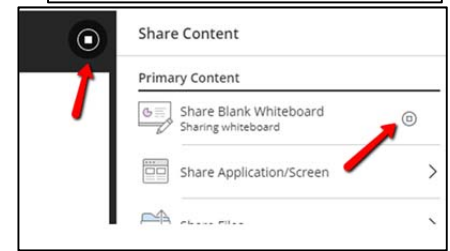
- The whiteboard in Collaborate Ultra is like the Highlander – “there can be only one”. Compared to Collaborate Classic the whiteboard tools are more limited. You cannot create new whiteboards. What is drawn on it does not persist if stop sharing. There is no way to save the whiteboard other than to do a screen capture of the images.
- To stop sharing the whiteboard
  - Switch to another mode of sharing (PowerPoint or Screen), or
  - Use the “Stop” button at the upper right of the whiteboard or the one in the right-side panel – this will return you to the “conversational” view that shows various webcams or profile pictures as people talk.

## Share Application/Screen


- You can elect to share your entire screen or just one application
- If sharing only an application there will be times when dialog boxes or popups will not be visible to participants. This can be a problem.
- If you have more than one monitor you will be asked which monitor to share – this permits you to have Collaborate Ultra open in one monitor and demonstrate something in the other.
- If you have only one monitor then screen sharing will result in a “tunnel affect” – simply switch tabs in your browser or minimize the browser to use another application.
- Stop screen sharing in the same way as you stop whiteboard sharing (shown above) or use the dialog at the bottom of your screen.

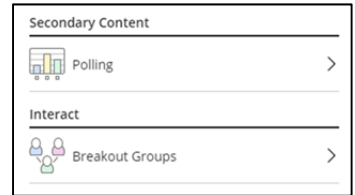
## Sharing PowerPoint, PDF or images (jpg, png)

- “Share Files” lets you share PowerPoint, PDF files and image files
- Use the plus sign to browse for files or drag and drop them in that location.
- Click on the file name to select that file then “Share Now”
- In the same session the files will persist until you use the trash can icon to delete them (this is true even if you logoff and on again.)
- PowerPoint files won’t be shared immediately. Instead you’ll see images of the slides – double-click on the slide you wish to begin with.
- Navigate using the slide images or the controls below the shared slide.
- You (or your students) can use the whiteboard tools to mark up the slides
- *Anything written or drawn on the slide will not persist once you navigate off the slide (i.e., if you go to the next slide and come back it will be gone.)*
- You can also share pdf files in a similar way – the various pages will be seen in the sidebar and you choose the pages you wish to share.
- If you are using a program other than PowerPoint then printing slides to PDF is one way to share them.
- Although you (or your students) can zoom in on a pdf page if it is small remember that each person has to zoom independently
- Stop sharing in a similar way to when using screen or whiteboard sharing – use the “stop” button at the upper right.




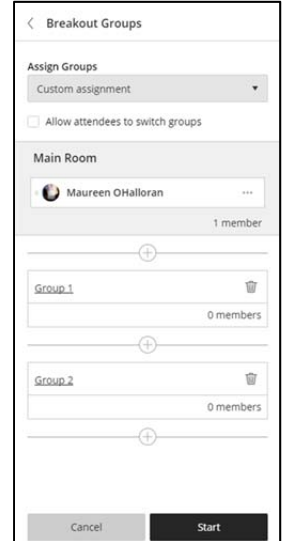
**Polling**

- Polling works similarly to Collaborate Classic except the poll tool appears in the middle of the screen so may cover part of a PowerPoint or whiteboard.
- Using the “x” on your window to close the poll window does *not* end the poll – you must use the “stop button” . This also dismisses the poll tool from your students’ screens.
- You must end the poll in order to create another.




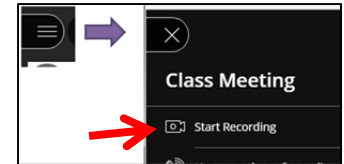
**Breakout Groups**

- Drag and drop to move students to breakout groups or let them be assigned randomly – no one will actually move to a breakout group until you click the “Start” button.
- Within Breakout Groups students will assume the role of “Presenter” and can create whiteboards, share screens or share files.
- When they enter they will be in the “discussion” mode using audio and webcam or profile pictures.
- *Nothing in the breakout room can easily be copied back to the main room.*
- *When the breakout rooms are closed everything in them disappears.*
- The only way to copy a whiteboard into the main room is to be in that room *before* it is closed, take a screenshot or right-click and save image of the whiteboard screen to your computer, return to the main room, and share that image using the “Share Files” tool.
- To bring everyone back to the main room either drag and drop them or click the “stop” in top of the participants panel. .
- *Stopping the breakout rooms will delete all their content.*



**Recordings**

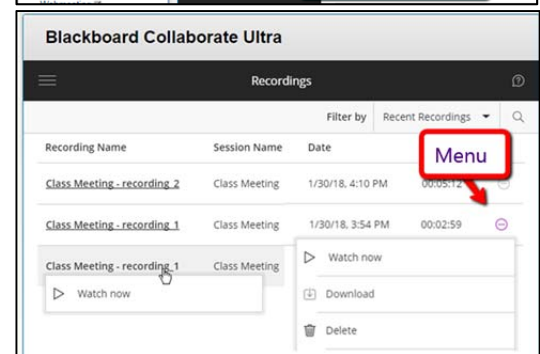
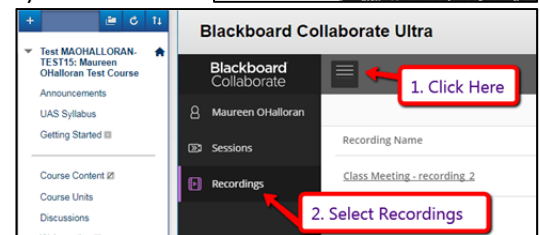
- Start and stop recordings using the Session Menu in the upper left 
- A separate recording will be created each time you stop and start again (unlike Collaborate Classic where all recordings in a given session were appended).



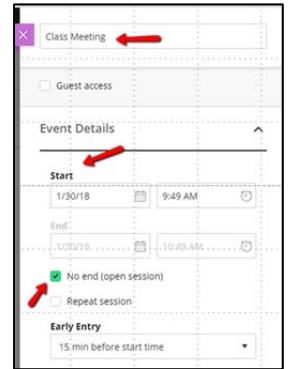
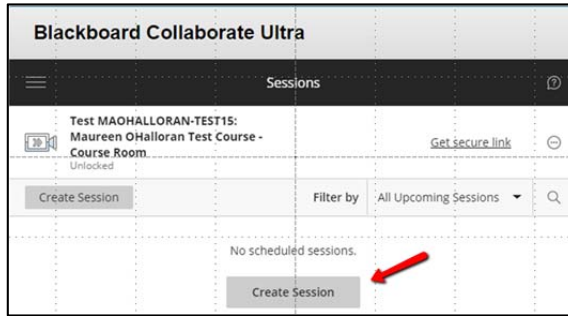
**Where do you find recordings?**

Good question!

- Back in your Blackboard course go to the Collaborate Ultra link on the course menu
- A menu expands to the left. Click on Recordings.
- A list of recordings will appear. Click on the name to watch.
- The circle with dots to the right is a menu – here you can watch, download (if enabled) or delete.
- Unfortunately you cannot rename recordings. Students will have to locate sessions by date/time.
- To get a link to the recording right-click on the Watch Now link and copy that link location (Cntrl-click on a Mac). If Guest access is enabled the recording will play for Guests.
- If “download” is enabled for a session it works for both faculty and students. When you change this setting it applies to all recordings made for that session even if the recordings were made before the change (the session may be a single one with “no end” resulting in multiple recordings).



- Click on the “Collaborate Ultra” link you created on your Blackboard course menu
- Click “Create Session”
- Give the session a name
- The start of your session may be the current time
- You can check “No End” if you want a session that has no end date.



- After you submit then the session will be listed. Click on the name to Join the session.
- To the right of the session name is a circle with dots that is a menu. Here *faculty* can
  - Edit the previously chosen settings
  - View Reports (including lists of participants and the amount of time they spent in the session)
  - Delete sessions.

