Blackboard Collaborate Ultra (within D2L)

Blackboard Collaborate Ultra is a web-conferencing system that can be used with D2L or standalone. This document will serve as a guide for moderator (teachers) in using the program. Click on the following links to explore that area of the document. Click on the highlander in the bottom right corner of any page to return here.

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Adding Blackboard Collaborate Ultra to Your D2L Course

1. Login to D2L and choose your course from the “My Courses” widget. Choose “Content” from the navbar. Create a module for “Online Meeting Room- Blackboard Ultra”. Select the module and choose “Add Existing Activities” and choose “External Learning Tools”.

2. Choose “Blackboard Collaborate- Ultra”. (There will be another Blackboard Collaborate listed, but that is the classic version). You will now see the link to Ultra including within the content of the module.
Adding Ultra sessions

1. In your D2L course, choose the ultra module and select the link within the content area. There is a default “course room” that can be used at any time. It does not have a start/end date. The moderator (teacher role) can choose “Create Session” to create their own sessions for specific purposes.

2. The right side slide-out will allow the moderator to give the session a name and perhaps allow for guess access (if someone outside of D2L needs to access the course- perhaps a guest speaker). The guest role will determine what access the guest has (probably presenter). The moderators can copy the guest link and email it to the speaker so he/she doesn’t have to have access to D2L.

3. The moderator should also provide a start/end time for the session. In some cases (where the session stays open- such as office hours), the moderator can select “no end”. Save.

4. The moderator can choose to create repeat sessions if the meeting will continue over several weeks. The amount of repetitions and number of occurrences can be added.

Make sure to allow students to enter the session at least 15 mins before (to make sure their audio/video works). Save.
5. The sessions will now be included in the list. Open sessions will have blue text. Again, anyone can join the “course room” at any time, but the other sessions are restricted by a certain start/end time.

6. If the moderator (teacher) needs to edit the session, he/she can choose the ellipsis icon on the far right of the session and choose “edit occurrence” to edit just that session. To edit the entire series (if there is a series), choose “edit recurring session”.

<table>
<thead>
<tr>
<th>Name</th>
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<th>Ends</th>
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<tbody>
<tr>
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<td>2/13/17, 6:29 PM</td>
</tr>
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<td>2/20/17, 11:47 AM</td>
<td>2/20/17, 12:47 PM</td>
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Viewing Ultra Session Reports

1. The moderator may choose to filter by previous sessions (in the top left dropdown). Then select the ellipsis icon beside the name of the session and choose “view reports”. One might also want to determine a specific date range for the report (in the top left corner).

2. The number of participants, the session duration, and the specific entrance/exit times of students will be listed.
Entering the Session: Audio/Video Test

1. Upon entering the session, moderators (teachers) and participants (students) will need to configure their audio/video. This can be done by selecting the slide out feature on the right (or selecting the settings icon in the bottom middle of the screen. On the slide out, one should choose the settings icon (4th over). Here the individual can add their profile picture (at the top) and choose to “Set up your camera and microphone”.

2. Permission will need to be given to allow for the computer to access audio. This will often result in a browser popup to select the appropriate microphone and/or webcam.

The teacher/student will then need to complete the audio/video test to make sure the video/speakers are working properly.
No speakers? Call using your phone

1. Teachers/students can phone into the session. This will allow them to hear the audio through their phone but view the video/interactions occurring on-screen through the computer.

2. In the settings slide-out (choose either the settings in the bottom middle of the page or choose the slide out and then choose the settings icon), select "use your phone for audio".

3. A phone number will be provided. After dialing the number, one should input the pin listed to enter that particular session.

***If you call using a phone, make sure to mute it until you choose to speak. If not, others in the class will hear feedback from your phone."
Recording & Viewing the Recording of the Session

1. Instructors can choose to record the session so that it can be viewed by others (attenders and non-attenders in D2L) afterwards. To record the session, the moderator (teacher) should choose the left slide out and choose “start recording”. He/she can stop the recording during the session as well. If the session is being recorded, a small video icon will appear in the top left corner of the screen (beside the left panel slide out).

   **What is recorded?**
   - Video screens in the main room
   - Audio in the main room
   - Chat in the main room
   - Sharing of documents in the main room
   - Polling in the main room
   - Sharing of screen in the main room

   **Breakout rooms are not recorded.**

2. After the session has ended, those within the D2L class will be able to view the recording by going to the Ultra module and selecting the right slide out. Choose “recordings”.

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3. Make sure to filter by “recent recordings” or “recordings in a range”. Select the name of the recording to open it.
4. The recording will allow one to watch the video. One can select the slide out screen on the far right to watch the video of the text chat as well.

5. In the D2L Ultra recording area, the moderator can choose the ellipsis icon beside the session and choose to “copy link”. This link to the video bypasses D2L, so it can be sent via email to others who might need to watch the video but don’t have access to D2L.
1. The moderator (teacher) can control what the participants (students) can do in the Ultra session. The moderator should choose the setting feature (using either the bottom navbar or the right slide out). Select the settings icon (4th over) and choose the “Session Settings” section. The moderator can select if the students can share their audio (speak) in the session, share their video, post chat messages, and/or draw on the whiteboard. It is suggested to allow students to have audio and chat permissions. The professor may or may not choose to allow them to turn on their videos. It is encouraged to restrict the use of the whiteboard while the teaching session is occurring. If the students need to use the whiteboard on a certain slide, however, the instructor can come back to this area and grant this permission (if not, students might accidentally draw on the whiteboard while the teacher is instructing.)
1. On the right slide out bar, the moderator (teacher) can choose “report an issue”. This is also available on the left slide out bar- at the very bottom. The moderator should choose if the problem is audio, video, or something else. This information is reported to Blackboard- the owner of the software.
Audio/Video Navbar: Sharing Audio & Video

1. The Audio/Video navbar is located in the bottom middle of the screen. There are icons for:
   (1): The Settings pane (which opens on the right slide out bar)
   (2): The audio/speaking tool (which turns on the mic)
   (3): The video tool (which turns on the webcam)
   (4): The hand raise (which “raises” your hand)

   Students & Teachers would use these tools to turn on-off their mics/video

2. Make sure to choose “share video” in the video preview. The video will now appear in the bottom left corner of the screen.

3. If hands are raised in the session, the moderator can see this in the navbar (the number of hands raised). Selecting this will show which students’ hands are raised.
A purple handle (bottom right) will allow the instructional slide out bar (on the far right slide of the page) to be displayed. It can also be hidden by choosing the purple “x” handle. This slide out bar includes

(1): **Class Chat feature**: This will show the text chats occurring in the classroom by all members.

(2): **Participants in the room**: This will show a list of all of the participants (students and teachers) who are currently logged in.

(3): **Share Content**: This feature will allow moderators & presenters (teachers) to:

<table>
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<tr>
<th>Share a blank whiteboard</th>
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<tbody>
<tr>
<td>Share an application (such as sharing one’s desktop screen)</td>
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<tr>
<td>Share files (by uploading PowerPoints, PDF, etc.)</td>
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<tr>
<td>Polling Students</td>
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<tr>
<td>Creating Breakout Groups (small groups of students within the larger classroom)</td>
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(4): **Settings**: This area houses the audio/video settings (to call in or set up mic). This is also where moderators can give/take permissions/access of certain features to participants.
1. The text chat feature allows for everyone in the class to write messages to the entire class. The text chat feature can be opened on the instructional navbar (left panel slide out). The first icon on the slide out will display the chat. The teacher and students can type comments into the text space at the bottom and press “enter”. The message will then be submitted to the entire class. A feed of the names, comments, and times of post will be listed in this area as well.

2. If the instructor or student has the instructional navbar (right slide out) closed, then he/she will receive a popup on the left side of the screen if a new chat is posted. This will disappear after a few seconds. At the right bottom of the screen, however, will be a chat bubble with a number displayed. This will be the number of chats posted since the individual closed the instructional slide out panel. The individual can select this to open the chat panel to see the missed chats.

When the instructional navbar isn’t open:
The second icon on the instructional navbar (right slide out) is the participant panel. A list of the participants in the session will be listed here.

There are 3 roles within the classrooms:

- **Moderator (teacher) role**: All teachers come into the session as moderators. This gives them full permissions to all activities. Essentially they are the administrator of that session.

- **Presenter role**: Usually no one comes into the session with the role by default. Participants (students) can be promoted to this role, however. This role allows for some special permissions such as
  - uploading content into the session (PowerPoints, PDF, etc)
  - sharing his/her screen
  - sharing/administrating the whiteboard
  - lowering raised hands

- **Participant role**: Students enter the session as participants. This allows them to view materials. Moderators can edit what all participants have access to within the course (see next page).

Moderators can change others’ roles in the course (perhaps to allow a participant to become a presenter (and upload content). To do so, the moderator should choose the participants panel (2nd icon in the instructional navbar- right slide out panel). After choosing the ellipsis icon beside the name, the instructor can choose to make the participant a presenter or a moderator. The individual can also become the captioner, which means he/she would type the text as it is spoken so the words appear as captions.
**Sharing Files**  
*(Instructional Navbar)*

Moderators and Presenters are able to share content. The sharing feature is located on the instructional navbar (right slide out).

- Moderators have the options to:
  - Share whiteboard
  - Share application
  - Share files
  - Polling
  - Breakout rooms

- Presenters have the options to:
  - Share whiteboard
  - Share Files

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<table>
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<tr>
<th>Share Content</th>
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<tbody>
<tr>
<td><img src="image1" alt="Share Blank Whiteboard" /></td>
</tr>
<tr>
<td><img src="image2" alt="Share Application" /></td>
</tr>
<tr>
<td><strong>Share Files</strong> <img src="image3" alt="Share Files" /></td>
</tr>
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</table>

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**Secondary Content**

- ![Polling](image4)

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**Interact**

- ![Breakout Groups](image5)

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1. Moderators and Presenters can upload files into the session for all to view. This files may be in PDF, image, or PowerPoint format. The individual will choose “share files” from the instructional navbar (3rd icon). He/she will be prompted to upload the files from his/her computer. The individual can upload more than one file (ie: several different PowerPoints and/or PDFs).
Shared PowerPoint files MUST be in a 97-2003 format. When the instructor saves the PowerPoint file, he/she should choose “Save As” and then “PowerPoint 97-2003 Template” in the “Save as type” dropdown. This is not the default for PowerPoint saving. If the PowerPoint is not in this format, however, the instructor will receive an error message.
2. After uploading the files, the instructor can choose which to share and then “share now”. He/she can then select the specific slide to share with the class from the right-side panel.
3. When the files are shared, the instructor and students will see them in the middle of the screen. The top left toolbar will display icons of features that allow for the manipulation of the screens.

The instructor can choose to move to the next slide in the file by selecting the bottom middle arrow.

4. If students are using their video, the instructor will be able to see a small video feed for each student in the bottom right corner of the screen. He/she can choose the icon to enlarge the video feed.
5. The instructor may choose to write on the screen (on top of his/her slides) using the pencil icon in the top right corner of the screen. He/she can also change the color of the pen. To erase the annotations, he/she can choose the eraser icon.

6. To stop sharing the files, the instructor can choose the “stop” icon in the top right of the screen.

7. The instructor/students can choose to enlarge the slides (for their view only) by selecting the enlarger icon and the expand or shrink icons.
8. It may be that the instructor does not want the students to have the ability to draw on the slides (and that they are view-only to students, even though the instructor can draw on them).

In this case, the instructor will need to remove the permission for participants to write on the files and whiteboards. This may be a permission that is granted and removed throughout the session as needed (because there may be times when the students need to write on the files/whiteboard).

To remove the permission, the moderator (teacher) will need to choose the settings icon (4th) from the instructional navbar (right slide out). He/she should choose “session settings” and uncheck the “Draw on whiteboard and files” setting. This will make the files and whiteboard view-only for students.
1. Moderators and presenters can share and collaborate via a whiteboard area. To open the whiteboard, the instructor should choose the “share content” icon (3rd over) in the instructional navbar (right slide out) and then “Share Blank Whiteboard”.

2. On the screen, the instructor can choose to use the pen tool to write on the blank screen. He/she may use different colors. The pen and other whiteboard tools will be located in the upper left corner of the screen.

3. If the instructor has taken away access to write on the whiteboard, he/she can give it back under the “settings” area (in the right slide out toolbar) and under “Session Settings”. He/she should select “participants can draw on whiteboard and files”.

Sharing the Whiteboard (Instructional Navbar)
4. Along with writing, the instructors/students can use the pointer tool to point to specific items on the whiteboard.

5. The instructor/student might also choose to type text on the whiteboard area or a slide loaded into the classroom. The text feature will be located in the upper left panel. Various colors can also be used. To erase typed comments (typed using the text tool within the classroom area) the instructor/student can choose the erase icon the navbar.
6. The whiteboard feature also allows for the use of shapes to create diagrams. The shape feature is located on the top left corner of the screen (the whiteboard toolbar). The type of shape can be selected and then draw onto the screen. A variety of colors can be used. Text may also be provided in order to develop a diagram.

Giving Students Permission to Write on Whiteboard

Keep in mind that in order for the students to collaborate on the whiteboard, they will need access to write on the screen. The instructor can edit this permission under the “settings” area (in the right slide out toolbar) and under “Session Settings”. He/she should select “participants can draw on whiteboard and files”.
Polling Interaction with Students

The polling feature can be used as a means to ask students survey-like questions or to create formative assessments for a quick check of the students' knowledge.

The polling feature can be used in conjunction with other tools such as the whiteboard or sharing files functions. The instructor may choose to write/type the polling question onto the whiteboard (which is located in the “share content” slide bar). He/she may also pre-build the questions into a set of slides to be uploaded into the session (using the “share files” feature). The instructor also may choose to simply speak the question.

1. To create a poll, the instructor should choose the “share content” feature on the instructional navbar (right slide out) and choose “polling”. He/she should then choose the type of poll to be created (2 choices, 3 choices, etc.) and then “select poll type”. He/she can then choose “start poll”.

Poll Question 1:
Have you used Blackboard Collaborate before?
Yes or No?
2. Once the poll has started, the students will be prompted with a popup on their screen. As they select their response, the instructor will be able to see the results coming in. When he/she is ready for the rest of the class to see the results, the instructor should choose “Show Responses”. This will show the results of the poll to the rest of the class.

3. The instructor may then choose to stop the poll (in the upper right corner of the popup) or clear the results to begin a new poll.

4. If the instructor/student has the poll minimized, he/she will see the outline of the poll in the bottom middle toolbar. The number of responses will be indicated. He/she can simply click on the poll for it to display.
5. Polling can also allow for multiple choice questions. These will appear as 2 choices, 3 choices, etc. When the poll is displayed, students can select 1, 2, 3 (which would be equal to an a, b, c) response. The functionality of creating the poll, displaying the poll, and showing the poll results is the same.
Moderators (teachers) can create breakout rooms for small group collaboration among students. By default, all students are in one main room. To create breakout rooms, the instructor should choose the instructional navbar (right slide out) and choose “breakout groups.”

1. He/she may have the option of “randomly assigning” in the “assign groups” dropdown (if there are at least 4 people in the room). The instructor can choose how many groups and whether or not to allow participants to switch groups themselves. If the instructor is not satisfied with the randomization, he/she can choose to “shuffle participants” to move them to different groups.

2. The group list will appear in the instructional navbar as well. To allow the students to begin using the breakout rooms, the instructor should choose “start”.

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**Breakout Groups for Student Collaboration**

Moderators (teachers) can create breakout rooms for small group collaboration among students. By default, all students are in one main room. To create breakout rooms, the instructor should choose the instructional navbar (right slide out) and choose “breakout groups.”

1. He/she may have the option of “randomly assigning” in the “assign groups” dropdown (if there are at least 4 people in the room). The instructor can choose how many groups and whether or not to allow participants to switch groups themselves. If the instructor is not satisfied with the randomization, he/she can choose to “shuffle participants” to move them to different groups.

2. The group list will appear in the instructional navbar as well. To allow the students to begin using the breakout rooms, the instructor should choose “start.”
3. As the groups are displayed, the instructor can choose to expand to see who is in each group.

4. The instructor can move students to different groups and/or put him/herself into a group by selecting the ellipsis icon beside the name and “move to another group”.
5. Students within the group will have their own whiteboard that is exclusive only to that group. They also have a chat and audio/video feed that only those within the group can hear/see. **The video recording of the session does not record breakout groups.** In order for the moderator to see each group’s whiteboard, he/she must add him/herself into the group.

6. To delete a specific group, the instructor can choose the trashcan by the name of the group. To end the group session and return everyone back to the main room, the instructor can choose the “stop” button in the black “breakout groups” bar.
7. When creating breakout groups, the moderator (instructor) also has the option of creating custom assignments (not random assignments) that allow him/her to select specific individuals for each group.

After selecting “custom assignment” (instead of random assignment), the instructor can then drag/drop the names of the students from the main room to the respective group. If he/she wants more groups, he/she can select the plus icon to create another group.

When all of the participants are in a group, the instructor should choose “start” to allow the breakout sessions to begin.
Moderators & Presenters can share their desktop with the class using the application sharing feature. (Participants/students do not have access. In order for a student to share his/her desktop, the instructor will need to promote the student to a presenter using the permissions settings).

1. To begin sharing, the instructor should choose the “share content” icon (3rd) within the instructional navbar. He/she should then choose “share application”.

2. **This feature is only compatible with CHROME BROWSER.** This means that the instructor (or whoever is presenting) will need to use a Chrome browser. (Viewers/students can use whatever browser they choose). The first time the individual uses the application share, he/she will have to install the extension (based upon the prompts).

3. After the extension has been installed, the moderator/presenter can choose to share the entire screen or just a specific application.
4. The moderator/presenter will then open the application as normal and proceed to discuss and navigate the usage. When he/she is ready to stop sharing, the moderator/presenter should choose “stop sharing” in the bottom middle of the screen.

The application sharing will appear in the middle of the classroom for those viewing the session.