Participant (Student) Guide to Blackboard Collaborate Ultra

Blackboard Collaborate Ultra is a web-conferencing system that can be used by itself or within D2L. This document will serve as a guide for participants (students) 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.

- Opening the Ultra Session
- Setting Up Your Audio/Video
- Audio Not Working?
- Using Video/Speaking Tools
- Text Chat Tool
- Hand Raise Tool
- Answer Polling Questions
- Using the Whiteboard
- Sharing Files
- Application Sharing (Sharing the Desktop)
- Breakout Groups
- Viewing the Recording of the Meeting
Opening the Ultra Session

1. If the meeting is to occur from within D2L, then you should login to the course and choose “Content” from the navbar. Then choose the Ultra module and the link in the middle of the page.

2. Then choose the meeting link. There may be a specific meeting link listed, or it may be that the general course room is being used. Choose “join room” to enter the general course room. Choose the name of the specific session if that is being used.

If the meeting is occurring outside of D2L, then the instructor should send a link to the session (probably via email).
1. After logging into the session, make sure to complete the audio/video setup to ensure your speakers and webcam are working properly. Plug in any external webcams or headsets. Choose the settings area on the bottom navbar (1st icon). This will open a right slide-out panel. Choose the “Set up your camera and microphone” option.

2. You will be asked to allow the computer to access your webcam and microphone. This may occur via a popup in the top left of the browser.
3. The first step in the audio/video test is the audio check. Make sure you can hear the default message. If not, check your speaker settings.

4. The second step in the audio/video test is the video check. Make sure that you can see yourself in the test to ensure that the webcam feed is working.
Audio Not Working?

1. If you are having difficulty with your audio or hearing, you may consider calling in via phone. This will allow you to watch via the computer but speak/hear via the phone. Choose the “settings” area from the bottom navbar (1st icon). Then choose “use your phone for audio”.

2. You will be given a phone number and pin. This number and pin will also be available in the left slide out panel throughout the entire meeting.
Using Video/Speaking Tools

1. To speak, select the 2\textsuperscript{nd} icon in the bottom navbar. This will turn the microphone on. To turn it off, select the icon again (a line will then appear through the icon).

2. To use video, select the 3\textsuperscript{rd} icon in the bottom navbar. This will turn the video on. To turn it off, select the icon again (a line will appear through the icon).

If you are using your video feed, you will see your webcam image in the bottom left corner of the screen. (The others will see it in the middle of their screens).
To use the text chat tool, select the setting icon from the bottom toolbar (or the purple slide-out area on the bottom right). This will open the right slide-out bar. The text chat is the first icon in the list (at the bottom). Students and instructors can type messages to the entire class using this tool.
If you have a question during the session, you may choose to raise your hand. To do this, select the 4th icon on the bottom toolbar. This will turn the icon purple, meaning that your hand is raised. You can also see this in the right slide-out panel (2nd icon).
The teacher may use the polling feature to ask questions during the session. In that case, a popup will appear in the bottom middle of the screen. You would select your response based upon the question.

If you don’t see the popup, you may have it minimized. You should see a black and white polling icon on the bottom navbar. Click it to open the poll.

Sometimes the instructor will allow the students to see the total class responses have the poll has ended.
Using the Whiteboard

The whiteboard tool allows participants in the session to collaborate and write on a shared whiteboard. The whiteboard tools will appear in the upper left corner of the screen. Use the pencil icon (you can change colors) to write on the screen.

Using the text feature and the shapes feature, you can collaborate by drawing diagrams on the screen.
1. In some cases, the instructor may allow the participants to present their own files. In that case, the participant should choose the right slide-out bar and select the “share content” icon (3rd) at the bottom of the screen. Then choose “Share Files”. The participant can then upload PDF or PowerPoint files to be shared to the class within the session.
MAKE SURE TO SAVE THE POWERPOINTS IN THIS FORMAT!

Shared PowerPoint files MUST be in a 97-2003 format. When saving 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, you can choose which to share and then “share now”. You can then select the specific slide to share with the class from the right-side panel.
3. When the files are shared, you 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.

You can choose to move to the next slide in the file by selecting the bottom middle arrow.
Application Sharing (Sharing the Desktop)

You must use CHROME BROWSER if you are going to share your desktop!

1. You may be given permission to share your screen with the rest of the class. To do this, select the “share content” (3rd icon) from the bottom on the right slide-out bar. Select “Share Application”.
2. You will be asked to install the chrome extension the first time you desktop share on that computer. You will then be asked if you want to share your entire screen.
3. When you are sharing your desktop, you will see a sharing icon in the bottom of the screen. To stop sharing your screen, choose “stop sharing”. Others will see your screen within the classroom.
Breakout Groups

Sometimes instructors may put students into smaller groups. If you are placed into breakout groups, then you will be moved from the main room into your small group. This will give you a private whiteboard to use among your group. Any audio and video will be exclusive only to your group. You can also share files and screen share among those within your group by selecting the right slide-out and then the “share content” icon (3rd icon).
Viewing the Recording of the Session

To view the recording of the session at a later time, login to D2L and select the “content” navbar. On the left slide out, choose the “recordings” link. Then choose the name of the recording. Make sure to open the text chat using the right slide-out panel.

If the meeting session occurred outside of D2L, then you will be sent the recording link (probably via email) by the leader/moderator/teacher of the session.