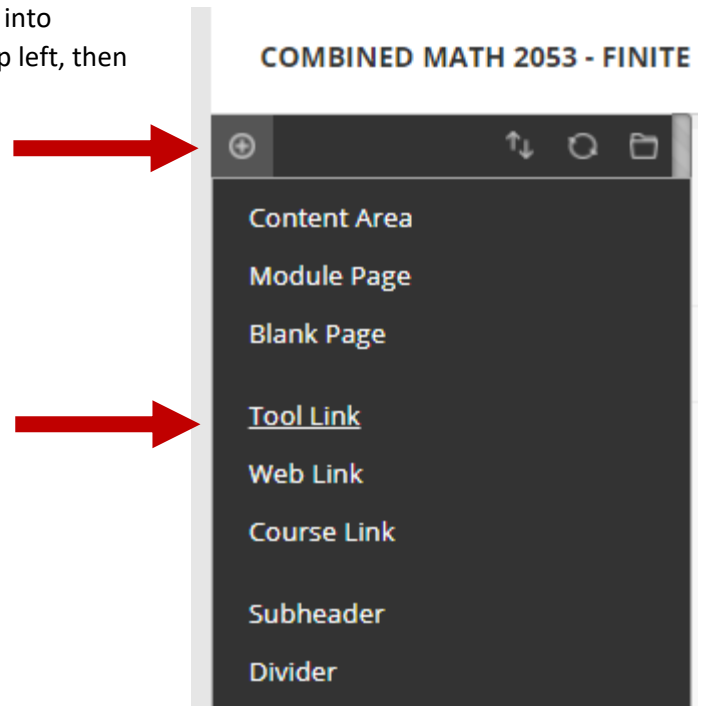
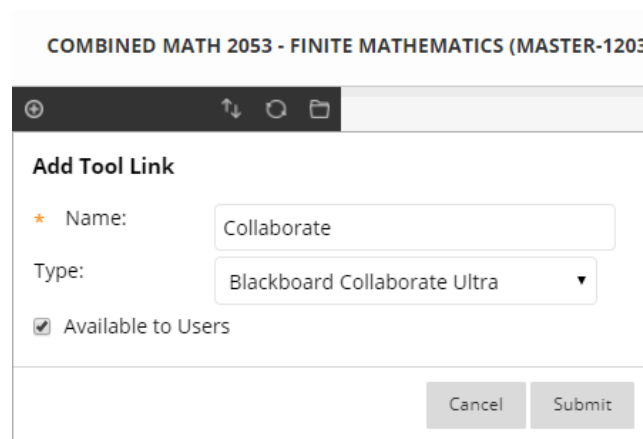


## Blackboard Collaborate for Content and Office Hours

To add Blackboard Collaborate to your Blackboard course, log into Blackboard, select your course, then click the plus near the top left, then select "Tool Link."

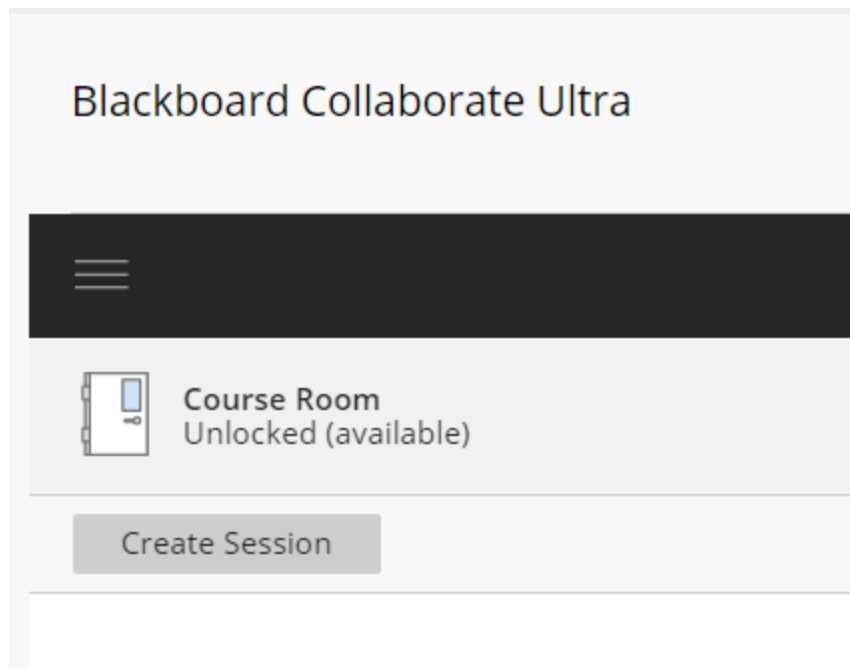


Type in a name (I just use Collaborate) and then under "Type," select "Blackboard Collaborate Ultra." Make sure to check the box "Available to Users" and then click "Submit."

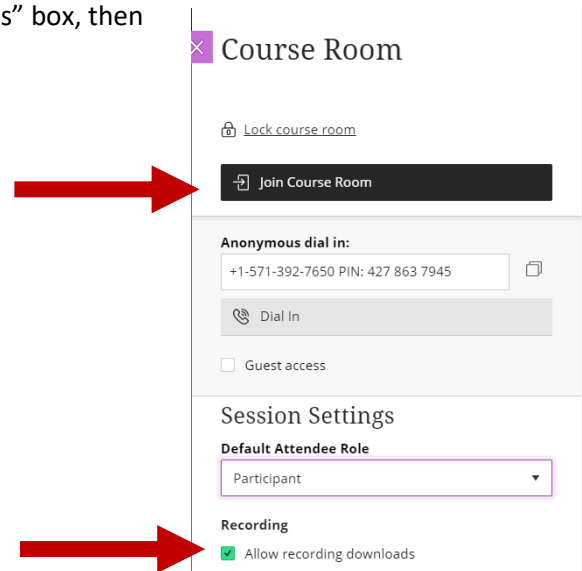
A screenshot of the 'Add Tool Link' form in Blackboard. The course title 'COMBINED MATH 2053 - FINITE MATHEMATICS (MASTER-1203)' is at the top. The form has a title 'Add Tool Link' and three fields: 'Name' with the value 'Collaborate', 'Type' with a dropdown menu showing 'Blackboard Collaborate Ultra', and a checked checkbox for 'Available to Users'. At the bottom right are 'Cancel' and 'Submit' buttons.

Collaborate will now appear under "Course Links" on the left menu bar in Blackboard for you and for students.

To start Collaborate, click the "Collaborate" link on the left menu bar. You can create a new session, or just use your "Course Room" as the session. We will use "Course Room" here.

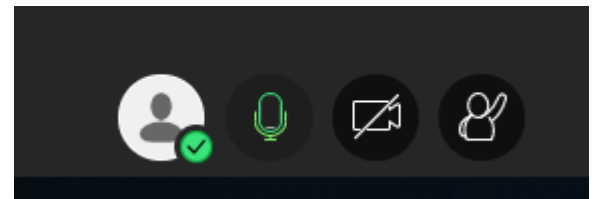


Click on "Course Room" and check the "Allow recording downloads" box, then click "Join Course Room."



By default, your microphone and camera will be muted. To unmute, click the corresponding icon at the bottom of the page.

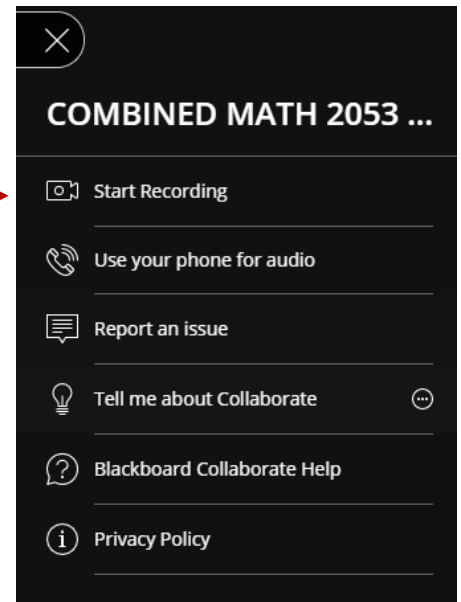
Students would need to do this as well if they are going to share audio/video (for office hours for example)



Most newer laptops/tablets have a microphone and a webcam, so you likely have both of these available.

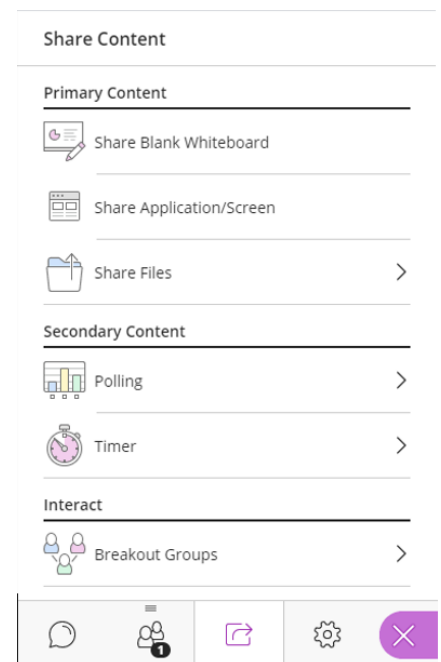
Collaborate can be used for synchronous learning (lectures and office hours) and asynchronous learning (recorded lectures/content). At this point, you are in a live presentation room that students can access by clicking on the Collaborate link in Blackboard. Should you want to present synchronously or hold office hours, you are ready to do so. If you want to present content synchronously, we recommend recording your session for students to view later.

To record your Collaborate session, click the menu icon (3 horizontal lines) at the top left of the screen and select “Start Recording.”

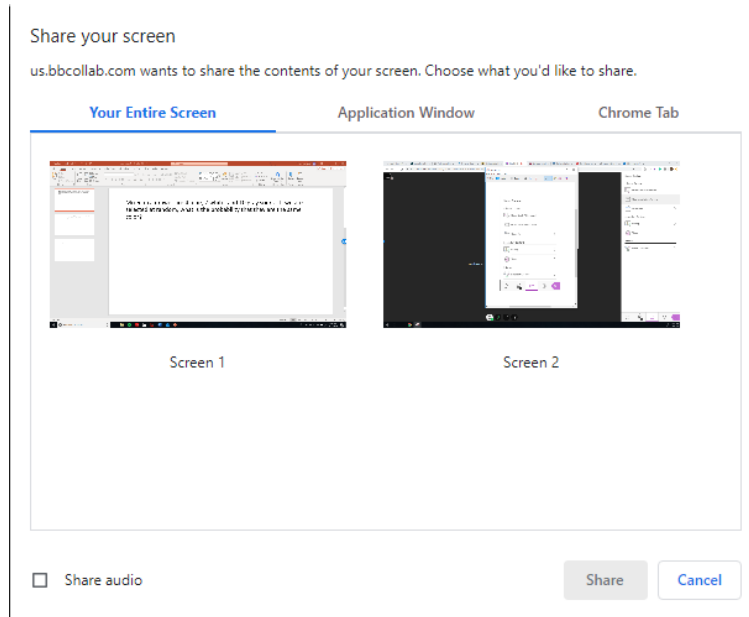


Next, you’ll want to share content with your students. To do this, open the Collaborate panel by clicking the purple icon with two arrows at the bottom right of the screen and then click the icon at the bottom center, the box with an arrow.

Here, you can share a blank whiteboard, application/screen, and files. If you have a device with a pen that allows writing on the screen (Microsoft Surface, iPad Pro, Wacom monitor (these are present in many of the classrooms in SCEN)) you can use the whiteboard just as you would an actual whiteboard.

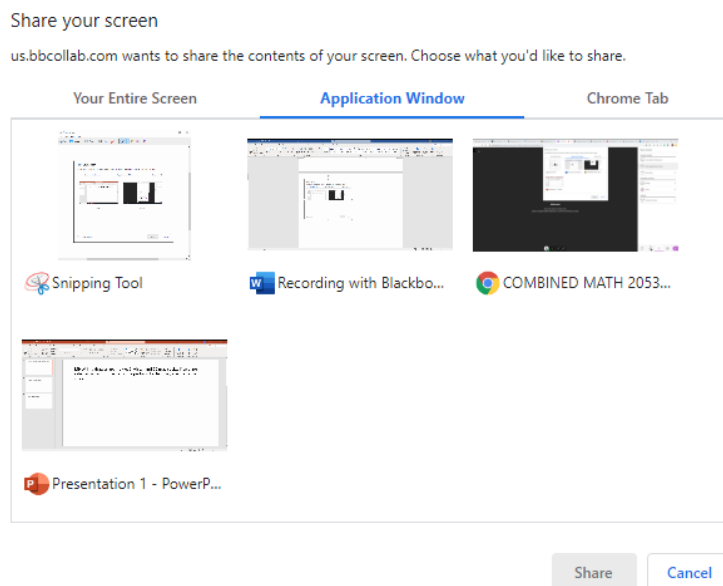


If you select “Share Application/Screen” you can choose to share your monitor with students on the “Your Entire Screen” tab. This will share whatever is on your monitor.



Or you can choose a specific application (recommended) with the “Application Window” tab.

For example, if you have notes on Powerpoint, or in a PDF, you can choose to share just that application with students.



To stop recording, click the menu icon (3 horizontal lines) at the top left of the screen and select “Stop Recording.” Then close your browser window. It is recommended that you leave after all students have left as the recording will not process until the session is closed with no participants.

To access your recording, navigate back to the Collaborate homepage (click the Collaborate link on the left tool bar). Then click the menu icon (3 horizontal lines) at the top left of the screen and select “Recordings.”

Blackboard Collaborate Ultra

Blackboard Collaborate

Brian Rickard

Sessions

Recordings

Recordings

Session name / Recording name	Date	Re
COMBINED MATH 2053 - FINITE MATHEMATICS (MASTER-1203-THEUA-MATH-2053-SEC901) / recording_1	3/11/20, 12:47 PM	0

Recordings do take time to process, so they do not appear here immediately, but will when they have finished processing. Students can access these recordings in the same way (by navigating to Collaborate, clicking the menu icon, and then selecting recording). In addition, if you click the circle with three dots to the right of the recording, you have copy the link to send out to students (this is helpful if you have multiple sections each with a different Blackboard course) as well as other options such as editing the name to make it easier to find for students.

Blackboard Collaborate Ultra

Recordings

Filter by

Recent Recordings

Session name / Recording name	Date	Duration	
COMBINED MATH 2053 - FINITE MATHEMATICS (MASTER-1203-THEUA-MATH-2053-SEC901) / recording_1	3/11/20, 12:47 PM	00:00:58	

Watch now

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Edit name

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Add caption source