

### **Platform for Oral Presentation: Blackboard Collaborate Ultra**

In order to deliver the oral presentation of your capstone project, we will be using a feature of Blackboard known as Collaborate Ultra. A specific session will be generated for your presentation, open only to you, the instructor of this course, and your selected faculty reviewer from the Computer and Mathematical Sciences Department. You will be able to access the session using a provided web link, and have the freedom to access the session room in advance of the seminar date/time so that you can familiarize yourself with the features. You will then present your work as part of a synchronous session on the date and time coordinated to accommodate all three parties. The oral presentation by the student should be 40-45 minutes, with 15-20 minutes available for follow-up questions.

For the best experience, please use Chrome or Firefox as your browser – Internet Explorer, Edge and Safari do not “play well” with this application. Also, if possible, a wired internet connection will provide a more stable connection than WIFI (please use if possible). When you access the provided link, you will be asked to provide your name, and then to check that your microphone and camera are working properly. You will definitely need audio for the seminar delivery; the video feature is optional – if you would like to be able to “say hi” visually at the start of the presentation that would be great, but then the camera should be turned off (continuous use of the video feature tends to lead to connectivity issues).

Once in the session room, some important features:

- Bottom center contains icons for turning on/off the audio and video features. You will be responsible for controlling these during the seminar session.
- At the bottom right of the screen you should see a purple tab. If you click on it to expand the tool bar, you should then see 4 tool icons at the bottom (next to a purple “X” tab):
  - The chat function – it will be seen by all participants in the room
  - The participant list – this lets us know class members currently in the session room
  - The share content tool bar – this is how you will be able to share your presentation slides
    - Option 1: You can use the “share files” option to upload your file (such as PowerPoint), and can then display the file during the lecture. This is the easiest way to display your file, as long as all of your slides are static (no animations, movies, similar features on a single slide).
    - Option 2: You can use the “share application” option to share either your entire monitor screen, or a specific application (such as PowerPoint). This will allow you to present a PowerPoint file or any other movies/images/items you would like to share dynamically. The first time you use this feature, you may need to install an extension to your browser.

- Additional option: You have the option to pull up a blank whiteboard for sharing information that you otherwise might feel inclined to share via chalkboard/whiteboard if you were in a traditional classroom.
  - The settings feature – you can check audio and video settings here.
- To leave a session, click on the Menu tab in the upper right portion of the screen, and select the “leave session” option.