Blackboard Help

Blackboard Collaborate with the Ultra Experience

Access Blackboard Collaborate

⊕ Doesn't seem familiar? Jump to the "Ultra" help about finding Blackboard Collaborate from your course.

Your administrator can add Blackboard Collaborate with the Ultra experience to your Blackboard Learn courses. You can find Blackboard Collaborate in your *Course Tools*.

Your administrator decides the Blackboard Collaborate with the Ultra experience you use in your course.
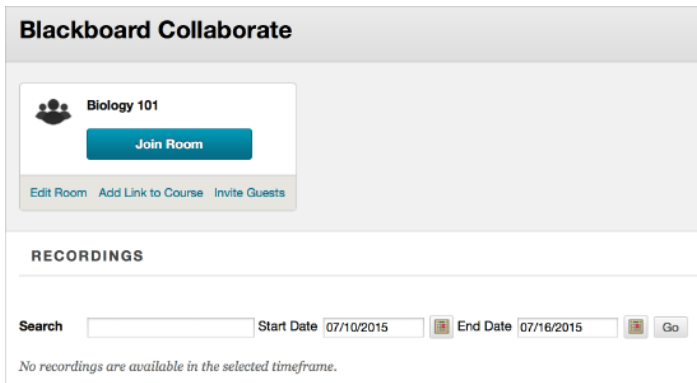
Blackboard Collaborate Ultra: You have both a dedicated course room and the ability to schedule as many new sessions as you want.

Blackboard Collaborate: You have one room dedicated to your course. You can edit the room and add a link to it from your course content.
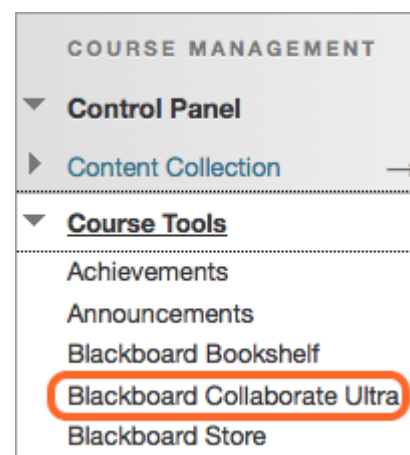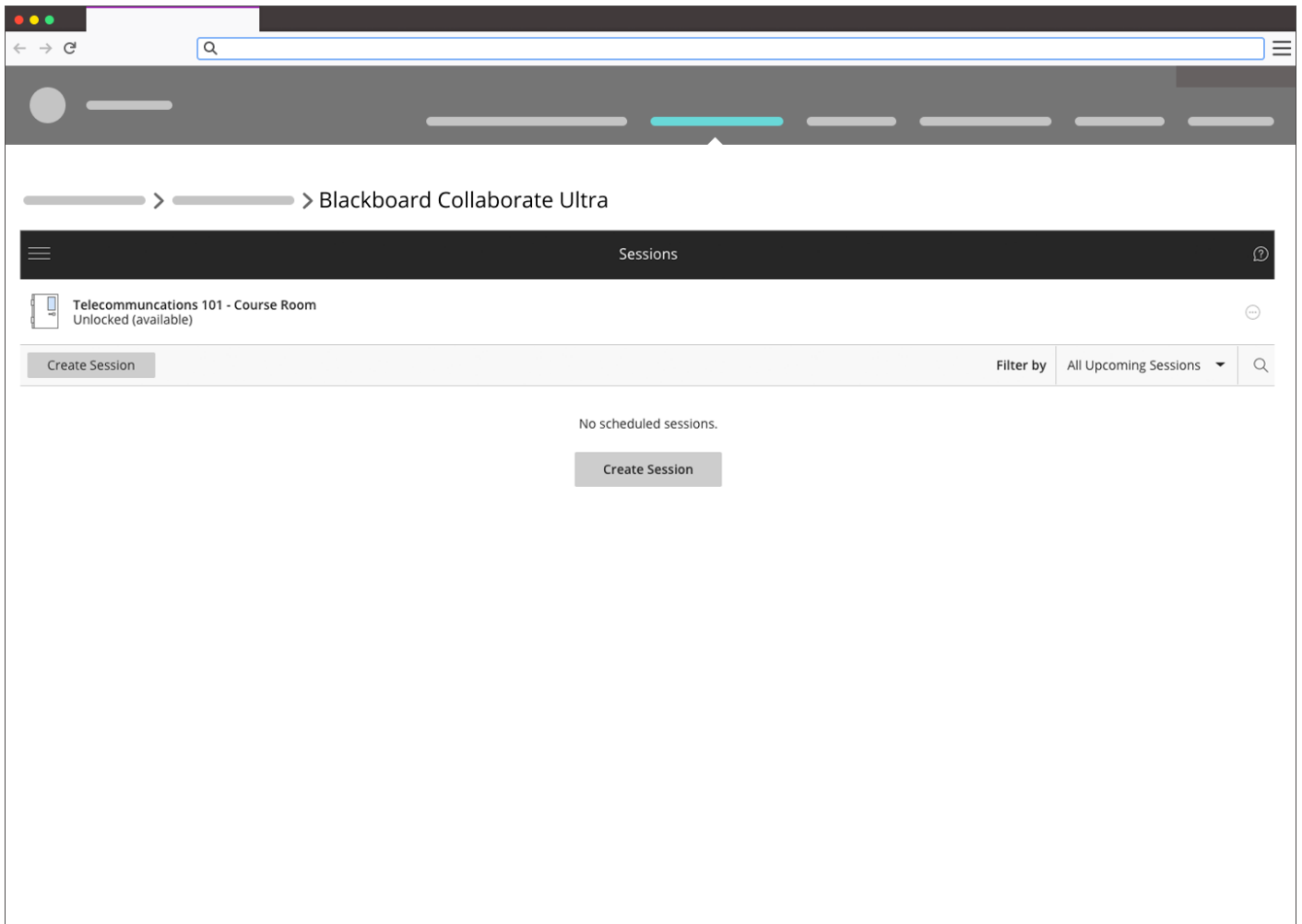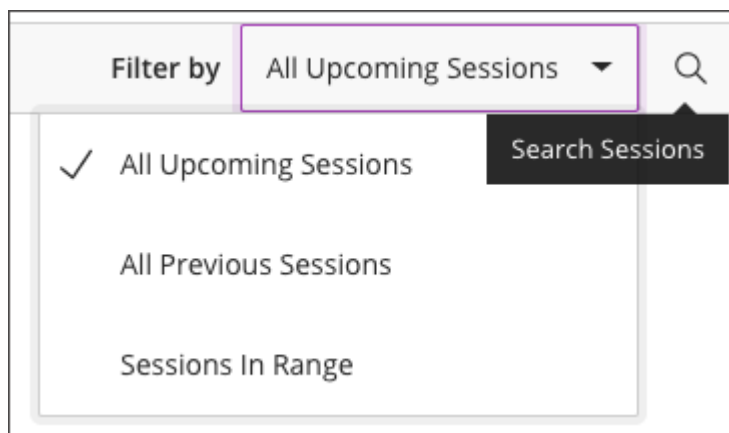
Blackboard Collaborate Ultra

Blackboard Collaborate

Filter and search for sessions

You can filter the list of sessions that appear by all upcoming sessions, all previous sessions, and sessions in a date range. Use the filter to help you find the session you are looking for.

If you know the name of the session you are looking for, select *Search Sessions* and type the session name.

Join sessions

In Blackboard Collaborate Ultra a unique session link is generated to help each session identify you. Each link is associated with an individual session and a specific user in that session. This means that the link only works for you in that moment. You are not able to use the link to join session again or share your link with another user. Session links expire after 5 minutes.

If offered by your institution, you can use the telephony feature to communicate with other users. To learn more, see Join by Collaborate Teleconference.

1. From the *Scheduler*, select the session you want to join.
2. Select *Join session*.
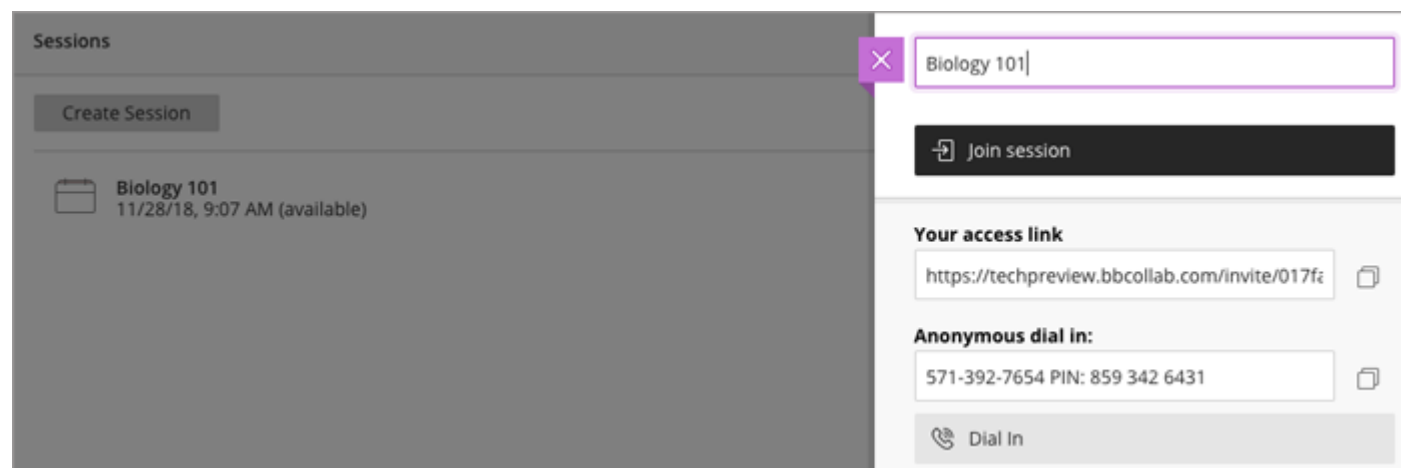
View your course while in a session

Collaborate sessions open in a new window or tab depending on your browser settings. Go to the course tab or window, if you want to view the course content during a session.

Course Room

👍 👎

The course room is an open session dedicated to your course.

This makes it easier for you to use Collaborate with the Ultra experience in your courses. It also provides you and your students a convenient launch point for classes or impromptu meetings.
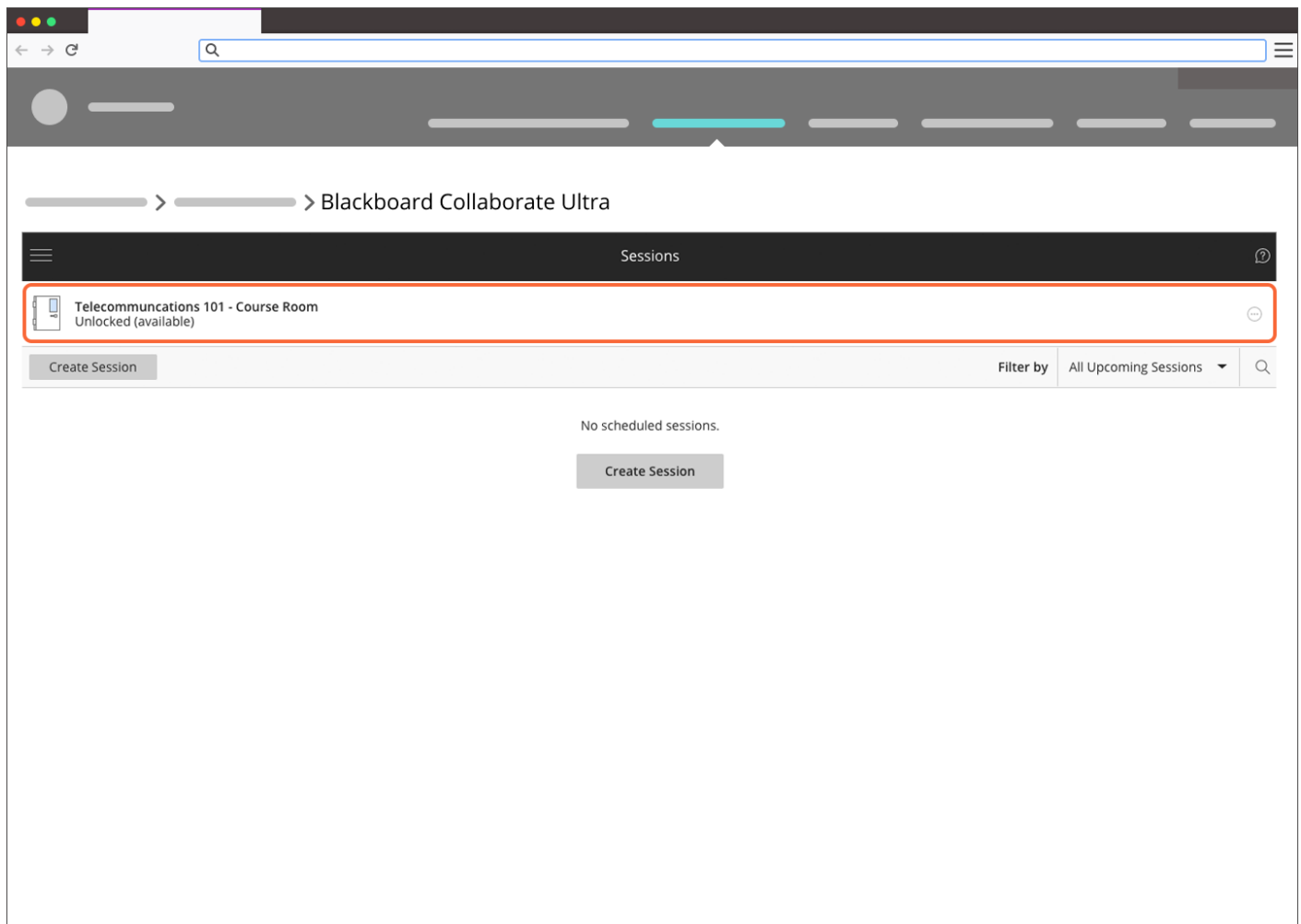
🏳 *The course room is on by default but can be turned off. To learn more, see* Turn off the course room.

⊖ **Not sure where to find Blackboard Collaborate in your course?** Jump to Join Sessions and select your LMS.

Select the session name or *Session options* menu to join the session. This opens a panel with the information to you need to join the session:

- Join Session link associated with your account. Select this to open the session. Each link is unique to an individual session and a user in that session. This means that the link only works for you in that session. You are not able to use the link to join session again or share your link with another user. Session links expire after 5 minutes.
- Dial in information, if available

> > Blackboard Collaborate Ultra

Sessions

Telecommuncations 101 - Course Room
Unlocked (available)

Create Session   Filter by   All Upcoming Sessions ▾   🔍

No scheduled sessions.

Create Session

Turn off the dedicated course room   👍 👎

If you don't want students to view or join the open course room session, you can turn it off.

1. Open the *More* menu for the course room.
2. Select *Lock course room*.
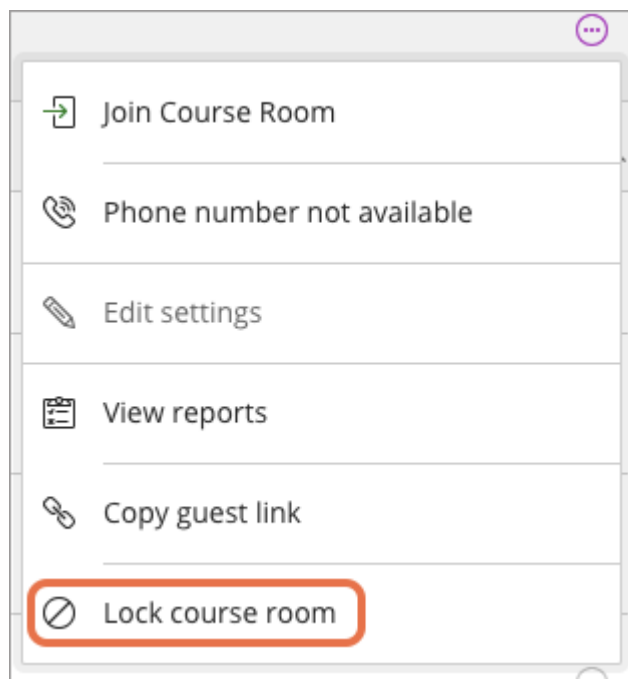
> ⚑ *If you don't see or can't open the Course Room, your administrator has turned it off.*

Can my students use the room without me?   👍 👎

Yes, the room is on until you turn it off. To learn more, see Turn off the course room.

Why create new sessions if I have a course room?   👍 👎

There are a number of reasons you may want to create scheduled sessions when you have a course room. Two examples are:

- **Supervised sessions:** When the course room is unlocked anyone can join the session at any time. Instructors don't have to be present for students to join the session. If you don't want students to join a session unsupervised, lock the course room and create scheduled sessions.
- **Multiple sessions at once:** If you want to run multiple sessions at the same time for students to use as virtual study room, for example, you can create multiple sessions for the different groups to join.

Create and edit sessions   👍 👎

From the Sessions list, select *Create Session*. Give the session a name.

⊙ **Not sure where to find the Sessions list?** Jump to Join Sessions and select your experience.

Event Details 👍 👎

The event needs some basic details before creating.

- Set the date and time the session starts and ends. You can choose to keep a session open or repeat. You can also select if students can enter the session prior to the start time.

  ⚑ *Collaborate uses your computer's local time zone for session start and end times.*

- Type a detailed description of the meeting. This helps students find the right session.

  ⚠ *If you expect over 250 attendees in your session, you must submit a large session request to the Collaborate support team on Behind the Blackboard. Submit the request BEFORE the session begins.*

New Session

Event Details ⌃

_____

Start

| 3/28/18 📅 | 2:31 PM 🕐 |

End

| 3/28/18 📅 | 3:31 PM 🕐 |

☐ No end (open session)

☐ Repeat session

Early Entry

| 15 min before start time ▼ |

Provide a description

Session Settings ⌄

_____

ⓘ *Please correct the errors in the form before saving.*

| Cancel | Save |

Session settings 👍 👎

Decide who can do what in your sessions.

- Allow recording downloads from the Recordings page as well as on the recording play back page.
- Show the profile pictures of moderators only.
- Allow participants to use audio, video, chat, and the whiteboard editing tools.

- Allow users to join the session using a telephone for their audio.

⊕ More on Session Settings

Add sessions to your course content

Add a link to the session in your course. Copy the guest link and paste it in a place that's easy for your students to find.

⊕ Doesn't seem familiar? Jump to the "Ultra" help about adding sessions.

If you are using the *Blackboard Collaborate Ultra* tool, you can add Blackboard Collaborate directly to your course content.

1. From the content area select *Tools* and *More Tools*.
2. Select *Blackboard Collaborate Ultra*. By default the link name is Blackboard Collaborate Ultra.

   -ᐧ́Ქ- *When you add Blackboard Collaborate to your course content, it links to the tool, not a specific session. Help your students find the session you want them to join. Tell them the session name in the link name or content editor.*

3. Select *Submit*.

If you are using the *Blackboard Collaborate* tool, go to *Blackboard Collaborate* in *Course Tools*. Use the date restriction options in *Add Link to Course* to add sessions to your course. Choose when and how long you want the session to appear in a content area.

-ᐧ́Ქ- *Add reminders for your sessions so nobody misses them. To learn more, see Set reminders.*

Group sessions

Improve critical thinking, problem solving, adaptability, and communication with group sessions. There are different ways you can set up group sessions.

- **Breakout groups**: Use breakout groups during a session for in the moment group collaboration.
- **Multiple sessions:** Create multiple sessions. If you want to run multiple sessions at the same time for students to use as virtual study room, for example, you can create multiple sessions for the different groups to join.
- **Course group tool:** If it's for long term group work, create groups in your course and give access to a Collaborate session.

⊕ More on creating groups in your Blackboard Learn course

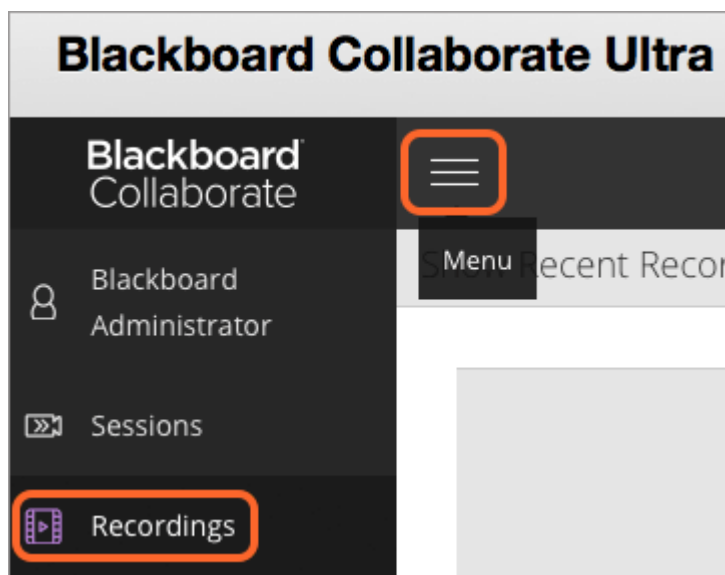# View session recordings   👍 👎

⊕ Doesn't seem familiar? Jump to the "Ultra" help about viewing recordings.

Record your sessions so that your students can access presentations whenever they need them.

Recorded sessions are saved as MP4s. Recordings include audio, any content shared or active speaker video, and the captions entered during the live session.

If you want users to download the recordings, you must allow session recording downloads for each session. Open a session's *Session Settings* and check *Allow download recording*. Any recordings made in this session can be downloaded while downloads are allowed.

- In the *Blackboard Collaborate Ultra* tool, select the tool menu. Select *Recordings* for a list of all recordings.

- In the *Blackboard Collaborate tool*, recordings are listed below the course room.

⊕ More on recording sessions

Attendance Reporting   👍 👎

⚑ *The ability to share attendance information with a course is only available in Blackboard Learn.*
   Don't have Blackboard Learn? You can still view attendance information in the Session Attendance
   Report.

Let Collaborate take attendance for you. Host a Collaborate session from your Blackboard Learn course without tracking attendance manually.

Attendance reporting is off by default. You must turn attendance reporting on for each session you want to track attendance in.

1. From the sessions list, create a new session or edit a session with an end date and time.

> Attendance reporting is only available in sessions with an end date and time. You can't track attendance in your course room.

2. Expand *Attendance Reporting*.

3. Select *Share attendance information with LMS*.

4. Optionally, change the late, absent, and time is session thresholds.

   - **Late after**: Attendees who join the session after the number of minutes entered are marked late. By default, attendees are late if they join 6-20 minutes after the scheduled start time.

   - **Absent after**: Attendees who join the session after the number of minutes entered are marked late. By default, attendees are absent if they join the session 21 or more minutes after the scheduled start time.

   - **Required time in session**: Attendees must be in the session for the percentage of time selected, or longer, to be marked present. By default, attendees must be in the session for at least half of the session running time to be marked present.

5. Select *Save*.

Event Details ⌄

Session Settings ⌄

Attendance Reporting ⌃

☑ Share attendance information with LMS

How late can attendees join before they're marked late or absent?

* Late after

| 5 | minutes |

* Absent after

| 20 | minutes |

Required time in session

0% ▬▬▬▬◯▬▬▬▬▬ 100%

Attendees must be present for at least 50% of the session running time or they're marked as absent.

| Delete | Save |

Based on the criteria you set, Collaborate tracks if a student is present, late, or absent from a session. Collaborate then sends that information directly to the *Attendance* page in your Blackboard Learn course.

Attendance from the Collaborate session is counted in each student's average attendance in the course, which can also be used in calculating student grades.

⊖ More on attendance in your Blackboard Learn course

Intro to Ecology **Attendance**					
←	Source: Collaborate	**Environmental Change** *Today - Posted*			
Student	ⓘ Environmental C... Today, 9:55 AM	Present	Late	Absent	Excused
🧑 **Blue Chessex**	100%	✓ Present			
🧑 **Bianca DeSousa**	100%	✓ Present			
🧑 **Clare Edwards**	100%	✓ Present			
🧑 **Damian Hayes**	100%	✓ Present			
🧑 **Maya Matlin**	85%		🕐 Late		
🧑 **Adam Torres**	0%			✕ Absent	

ULTRA: Access Blackboard Collaborate   👍 👎

⊖ Doesn't seem familiar? Jump to the "Original" help about accessing Blackboard Collaborate.

Your administrator can add Blackboard Collaborate with the Ultra experience to your Blackboard Learn courses. You can find Blackboard Collaborate under your course *Details & Actions*. Next to *Blackboard Collaborate*, open the *More options for Collaborate* menu.

From this menu you can get the course room guest link, edit the course room settings, view the course room attendance report, and disable the course room.

You can also view all scheduled sessions and watch recordings.

Collaborate is only visible when the course is available to students. If you don't see Blackboard Collaborate, you may need to make the course available to students. Contact your institution administrator for more help.

Details & Actions

Roster
View everyone in your course

Course Description
View the course description

Course Groups
Create and manage groups

Course is open
Students can access this course

Blackboard Collaborate
Join session ▾

    🔗 Get course room guest link

    ⚙ Edit course room settings

    🗐 View room report

    ⏭ Manage all sessions

    ▶ View all recordings

    ⊘ Disable course room

**Student Preview**
Enter student preview mode

ULTRA: Join sessions

In Blackboard Collaborate Ultra a unique session link is generated to help each session identify you. Each link is associated with an individual session and a specific user in that session. This means that the link only works for you in that moment. You are not able to use the link to join session again or share your link with another user. Session links expire after 5 minutes.

If offered by your institution, you can use the telephony feature to communicate with other users. To learn more, see Join by Collaborate Teleconference.

1. From under your course *Details & Actions*, select *Join session*.
2. Select the session you want to join.

Details & Actions
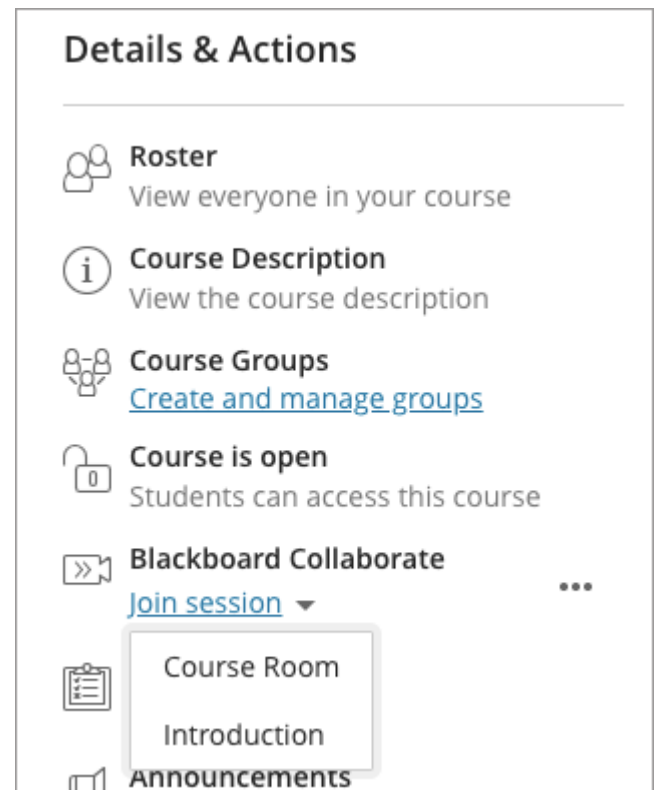
ULTRA: Course room

⊖ Doesn't seem familiar? Jump to the "Original" help about accessing Blackboard Collaborate.

The Course Room is an open Collaborate session dedicated to your course. This makes it easier for you to use Collaborate with the Ultra experience in your courses. It also provides you and your students a convenient launch point for classes or impromptu meetings.

The room is on by default. The Collaborate camera icon appears in purple to show you and other course members when people are active in the Collaborate room.

Select *Join session* and *Course Room* to join the session. This generates a unique link to help the session identify you.
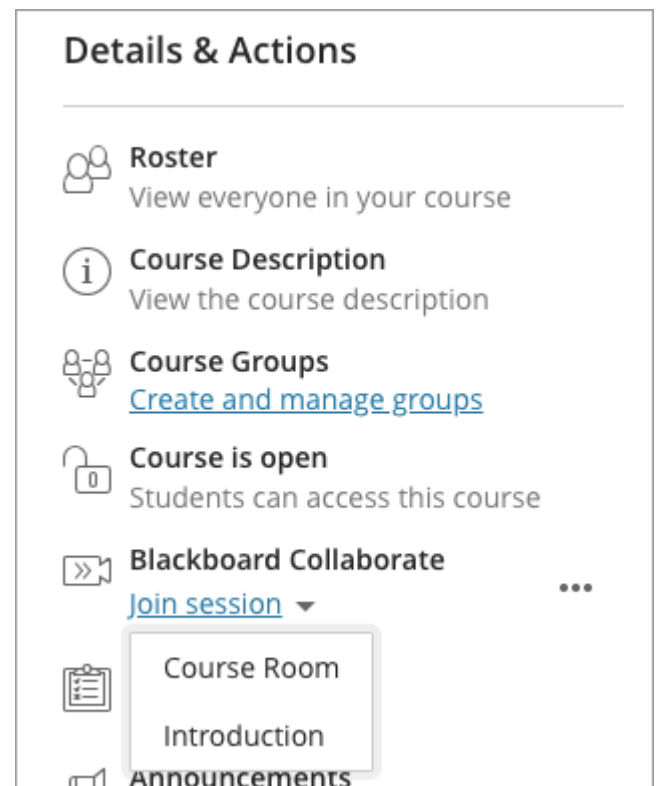
Each link is unique to an individual session and a user in that session. This means that the link only works for you in that session. You are not able to use the link to join session again or share your link with another user. Session links expire after 5 minutes.

ULTRA: Turn off the course room

⊕ Doesn't seem familiar? Jump to the "Original" help about turning off the course room.

To disable the course room, open the *More options for Collaborate* menu. Select *Disable course room* to prevent your students and other course members from accessing it. The *Join session* link changes to say *Room disabled*. You can re-enable the course room from this same menu.
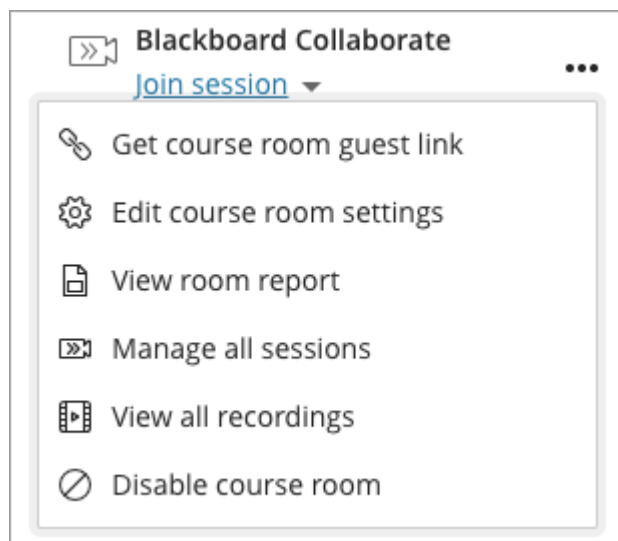

ULTRA: Add sessions to course content

⊕ Doesn't seem familiar? Jump to the "Original" help about scheduling sessions.

1. From the *More options for Collaborate* menu, select *Manage all sessions*.
2. Find the session you want and open the *Session options* menu.
3. Copy the session guest link.
4. From your *Course Content*, select *Add*.
5. Select *Create* and select *Link*.
6. Name the link and paste the session link in the *Link URL* field.
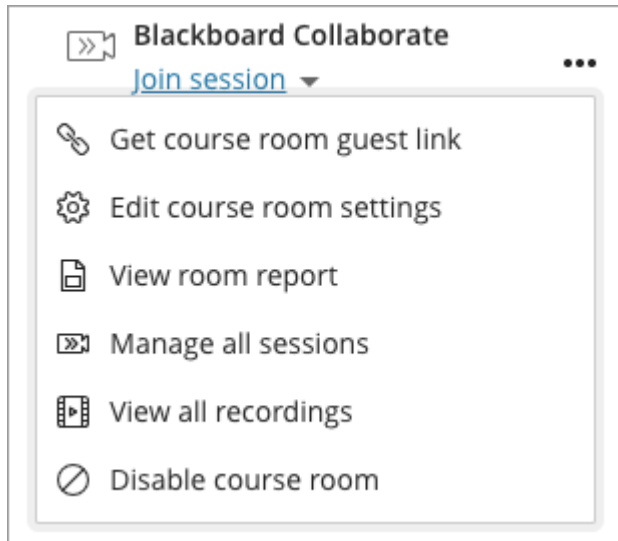7. Select *Save*.
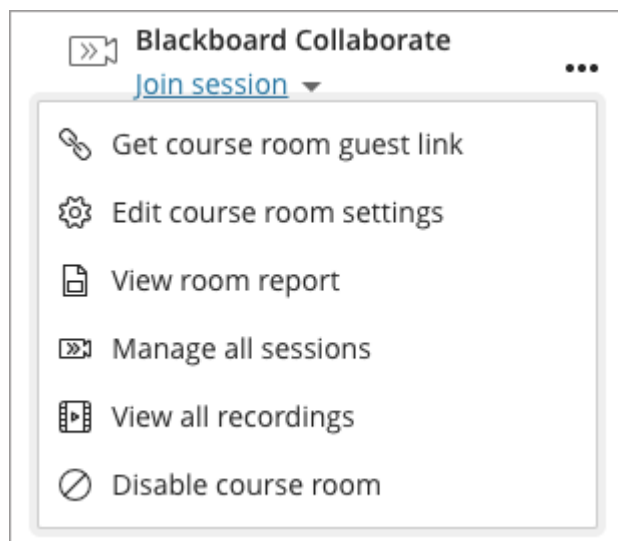
ULTRA: View session recordings

Doesn't seem familiar? Jump to the "Original" help about viewing recordings.

You can find your session recordings in the menu. Open the *More options for Collaborate* menu and select *View all recordings*.

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