

The background of the slide is a light gray gradient. It is decorated with numerous realistic water droplets of various sizes. Some droplets are at the top left, some are in the middle right, and others are at the bottom. The droplets have highlights and shadows, giving them a three-dimensional appearance.

BLACKBOARD - COLLABORATE ULTRA

A BASIC SESSION FOR INSTRUCTORS

NOTE ADDITIONAL TRAINING AVAILABLE:

Workshops are available at:

<https://eapps.austincc.edu/workshops/www/login.php>

Log in with your ACCelD and search for “Blackboard”

You will find these workshops

Blackboard 1: Building a Course Site – 2 hrs

Blackboard 2: Assignments and Assessments – 2 hrs

Blackboard 3: Grade Center – 2 hrs

Blackboard 4: Interactive Tools – 2hrs

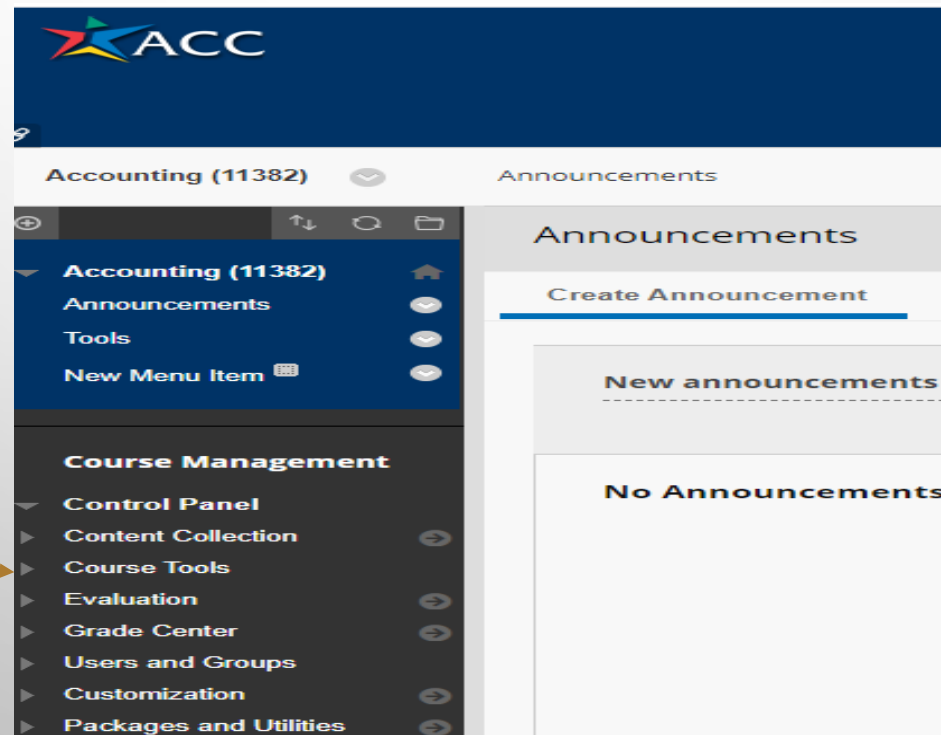
Blackboard Collaborat Ultra Training – 1.5 hrs

Total of 9.5 hrs online and self-paced

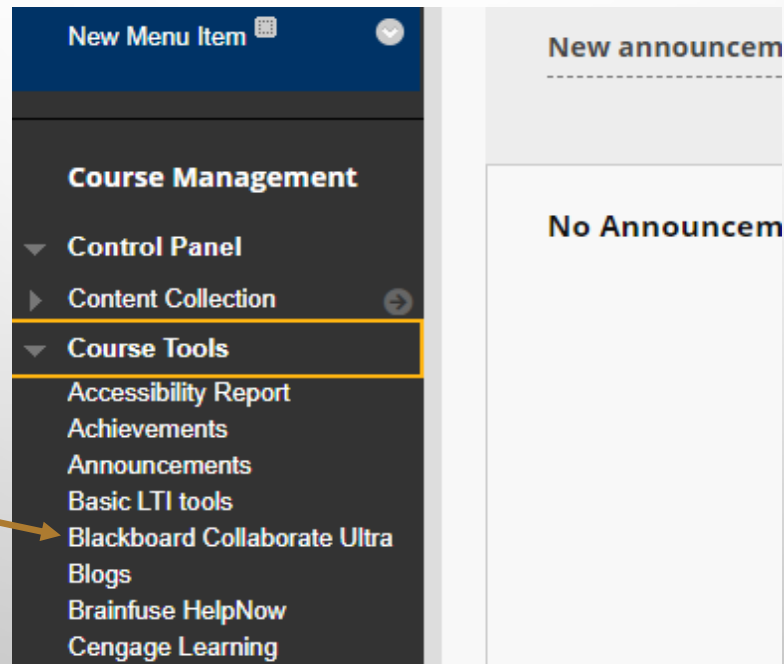
WE BEGIN WITH BLACKBOARD

COURSE MANAGEMENT TOOLS MENU

SELECT COURSE
TOOLS



LOCATING COLLABORATE ON THE MENU



CREATE SESSION SCREEN

The screenshot shows the Blackboard Collaborate Ultra interface for the 'Accounting (11382)' course. The top navigation bar includes the ACC logo, user information (William Simmons), and links to My ACC, Courses, Library Services, and Blackboard Support. The course header shows 'Accounting (11382)' and 'Blackboard Collaborate Ultra'. The main content area is titled 'Sessions' and features a 'Course Room Unlocked (available)' status. Two 'Create Session' buttons are visible: one in the left sidebar under 'Course Management' and another in the main content area below the 'No scheduled sessions.' message. Two orange arrows originate from the text 'Select either entry button' and point to these two buttons.

ACC

William Simmons 34

My ACC Courses Library Services Blackboard Support

Accounting (11382) Blackboard Collaborate Ultra

Select either entry button

Blackboard Collaborate Ultra

Sessions

Course Room Unlocked (available)

Create Session

Filter by All Upcoming Sessions

No scheduled sessions.

Create Session

SETTING UP BASIC SESSION INFORMATION

FIRST ENTER A NAME FOR
THE SESSION

The screenshot displays the 'Sessions' management interface. On the left, a sidebar shows a 'Course Room' icon and the text 'Course Room Unlocked (available)'. Below this is a 'Create Session' button. The main content area shows 'No scheduled sessions.' with another 'Create Session' button. A modal window titled 'New Session' is open on the right. It features a title bar with a close button (X). The modal is divided into sections: 'Event Details' (expandable), 'Start' (date and time pickers), 'End' (date and time pickers), 'Early Entry' (a dropdown menu), and 'Session Settings' (expandable). An orange arrow points from the text 'FIRST ENTER A NAME FOR THE SESSION' to the 'New Session' title input field.

Sessions

Course Room
Unlocked (available)

Create Session

No scheduled sessions.

Create Session

New Session

Event Details ^

Start

3/19/20 1:51 PM

End

3/19/20 2:51 PM

☐ No end (open session)

☐ Repeat session

Early Entry

15 min before start time

[Provide a description](#)

Session Settings v

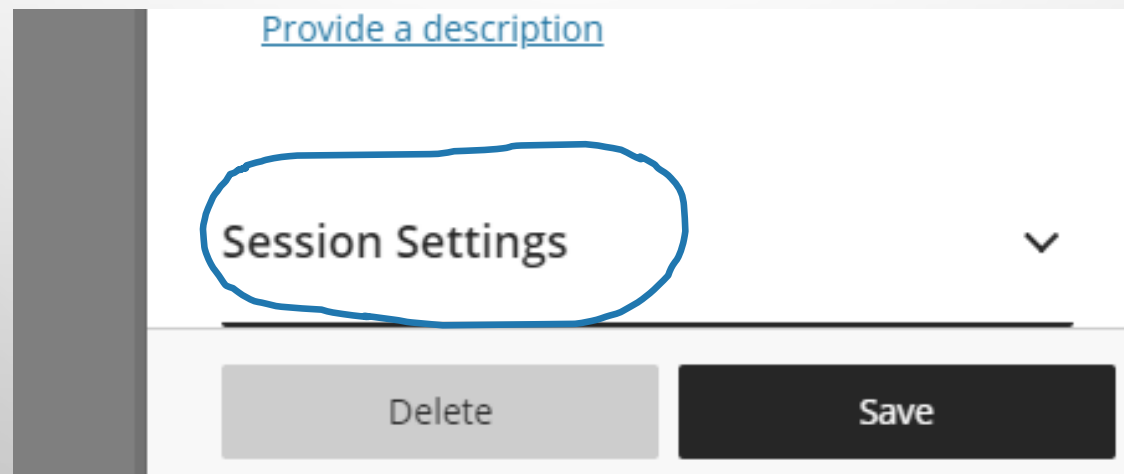
EVENT DETAILS

The screenshot shows a mobile application interface for editing event details. The form is titled 'PRACTICE SESSION' and includes several sections for session configuration. Annotations with arrows point to specific fields and buttons:

- To join session once started:** Points to the 'Join session' button.
- Phone # and PIN for session:** Points to the 'Anonymous dial in' field showing '+1-571-392-7650 PIN: 808 232 2835'.
- Session Link:** Points to the 'Guest link' field showing 'https://us.bbcollab.cc'.
- Guests role during session:** Points to the 'Guest role' dropdown menu, which is currently set to 'Participant'.
- Date/time for session:** Points to the 'Start' and 'End' time selection fields, both set for 3/19/20.
- Time for you before session:** Points to the 'Early Entry' dropdown menu, which is set to '15 min before start time'.
- Can enter a description:** Points to the 'Provide a description' link.
- To save the settings:** Points to the 'Save' button.

The form also includes a 'Dial In' button, a 'Guest access' checkbox (checked), and 'Delete' and 'Save' buttons at the bottom.

EXPLORE SESSION SETTINGS



[Provide a description](#)

Session Settings

Delete Save

The image shows a screenshot of a web interface for session settings. At the top, there is a link labeled 'Provide a description'. Below this is a text input field containing the text 'Session Settings', which is highlighted with a blue hand-drawn circle. To the right of the text is a downward-pointing chevron icon. Below the text field is a horizontal line. At the bottom of the form, there are two buttons: a light gray button labeled 'Delete' and a dark gray button labeled 'Save'.

SESSION SETTINGS

Session Settings

^

Default Attendee Role

Participant

Recording

☐ Allow recording downloads

☐ Anonymize chat messages

Moderator permissions

☐ Show profile pictures for moderator only

Participants can:

☒ Share audio

☒ Share video

☒ Post chat messages

☒ Draw on whiteboard and files

Enable session telephony

☒ Allow attendees to join the session using a telephone

Private Chat

☐ Participants can only chat privately with moderators

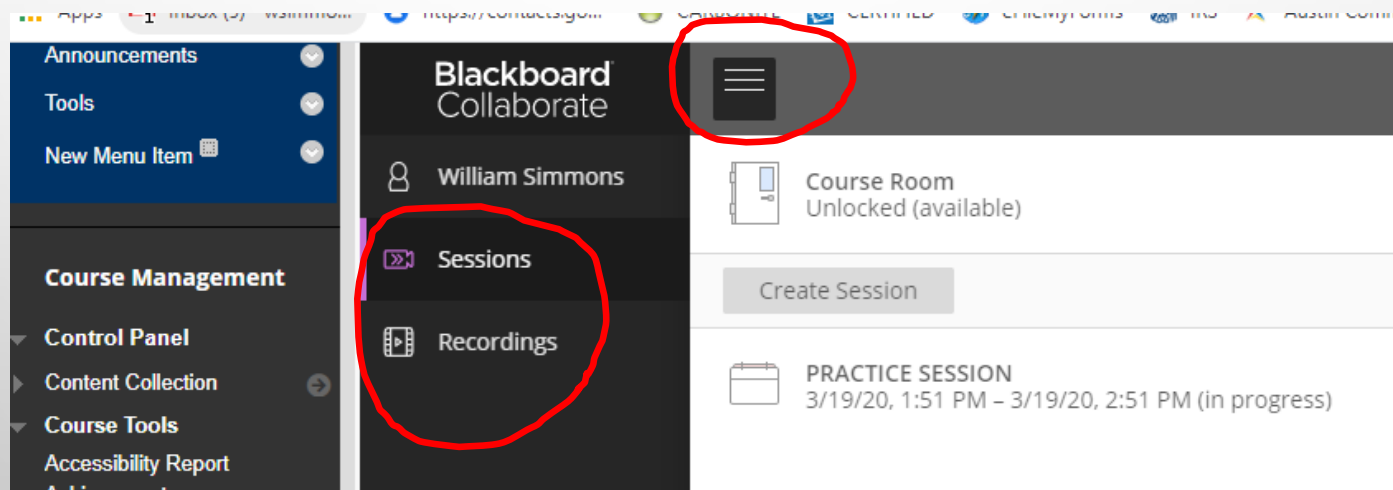
☐ Moderators supervise all private chats

Delete

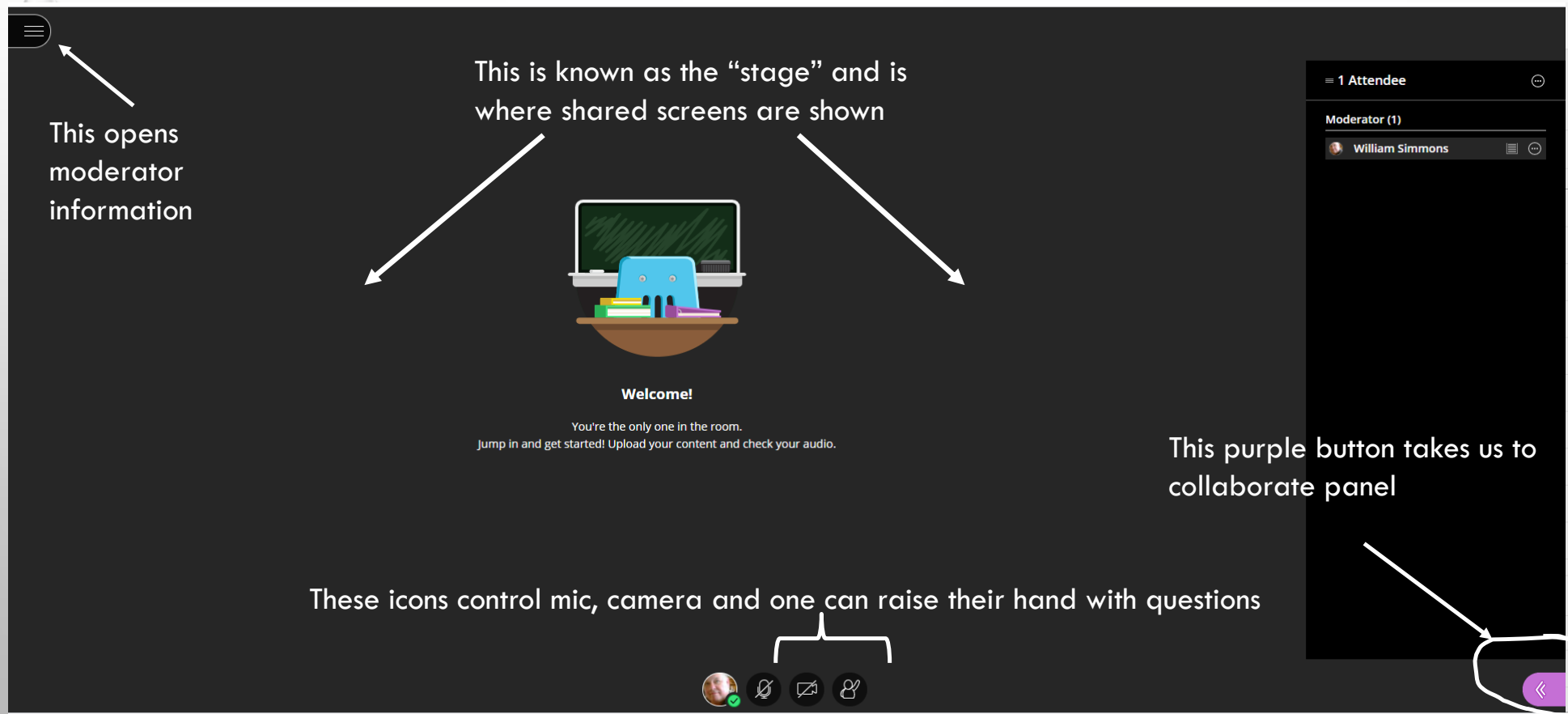
Save

COURSE SESSIONS/RECORDINGS

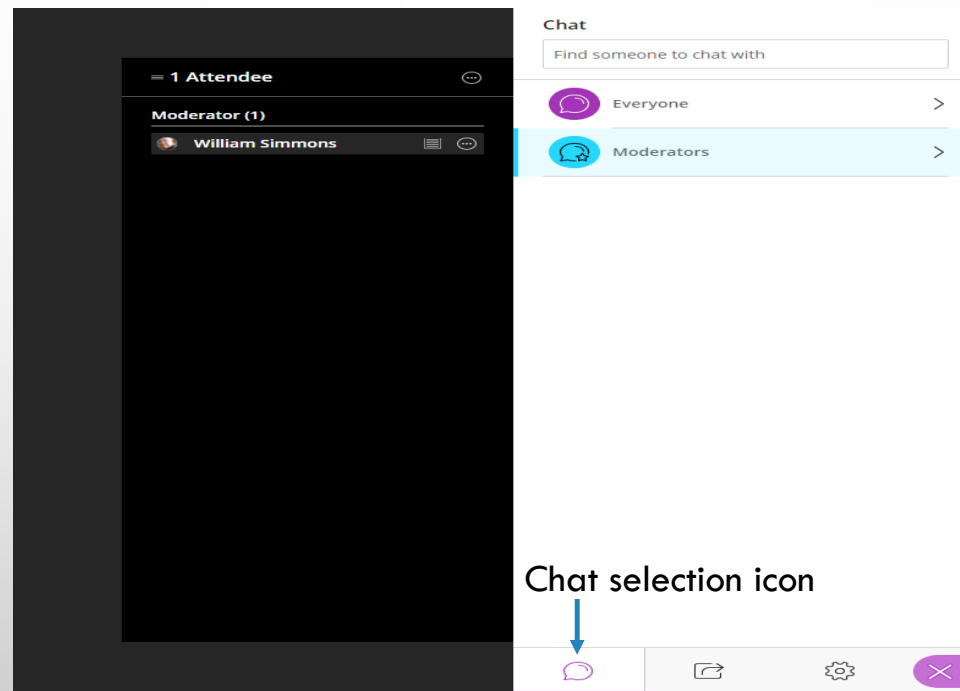
By clicking this menu, a sidebar opens showing other sessions that have been created and recording.....BUT ONLY FOR THE COURSE SELECTED



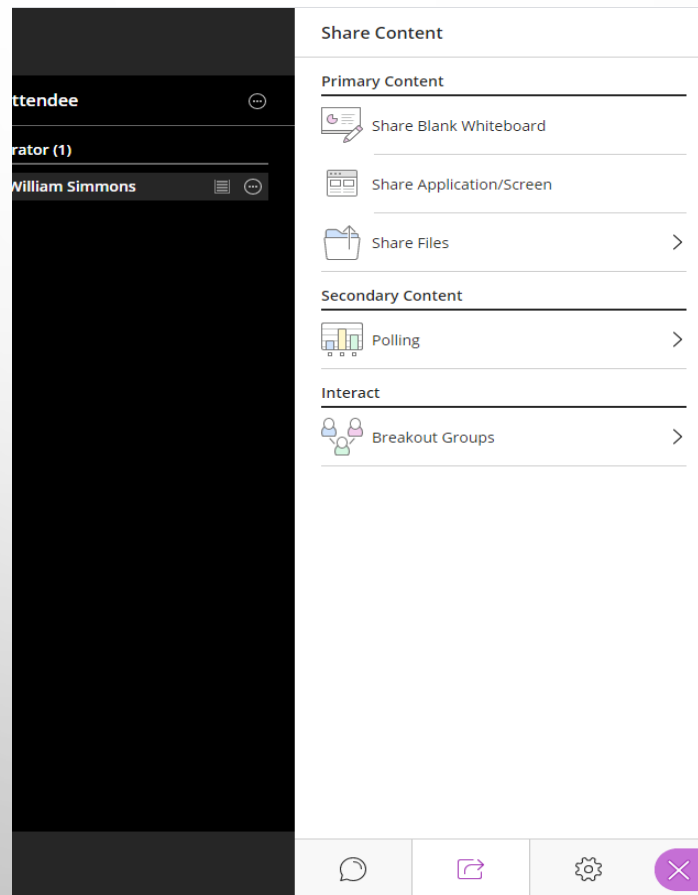
DURING SESSION



MODERATOR CONTROL PANEL



SHARE CONTENT CONTROLS



SHARE WHITE BOARD

The interface is divided into three main sections:

- White board controls:** A large white area on the left for drawing. Above it is a toolbar with icons for erasing, selecting, pointing, drawing, text, and sticky notes.
- Attendee List:** A dark sidebar on the right showing "1 Attendee" and "Moderator (1)". The moderator is "William Simmons".
- Share Content:** A white sidebar on the far right with the following sections:
 - Primary Content:**
 - Share Blank Whiteboard (Sharing whiteboard)
 - Share Application/Screen
 - Share Files
 - Secondary Content:**
 - Polling
 - Interact:**
 - Breakout Groups

SHARING APPLICATIONS

3565411b99072bd43b623cfc

ONITE CERTIFIED eFileMyF

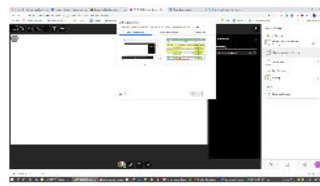
Share your screen

us.bbcollab.com wants to share the contents of your screen. Choose what you'd like to share.

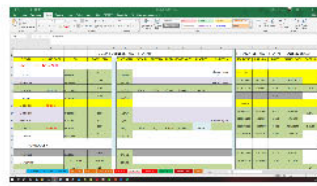
Your Entire Screen

Application Window

Chrome Tab



Screen 1



Screen 2

If you have two screens, select the one you wish to share in the stage area

☐ Share audio

Share

Cancel

CU

MileIQ

Facebook

wf.webrootanywher...

>>

Other bookmarks

Share Content

Primary Content

Share Blank Whiteboard
Sharing whiteboard

Share Application/Screen

Share Files

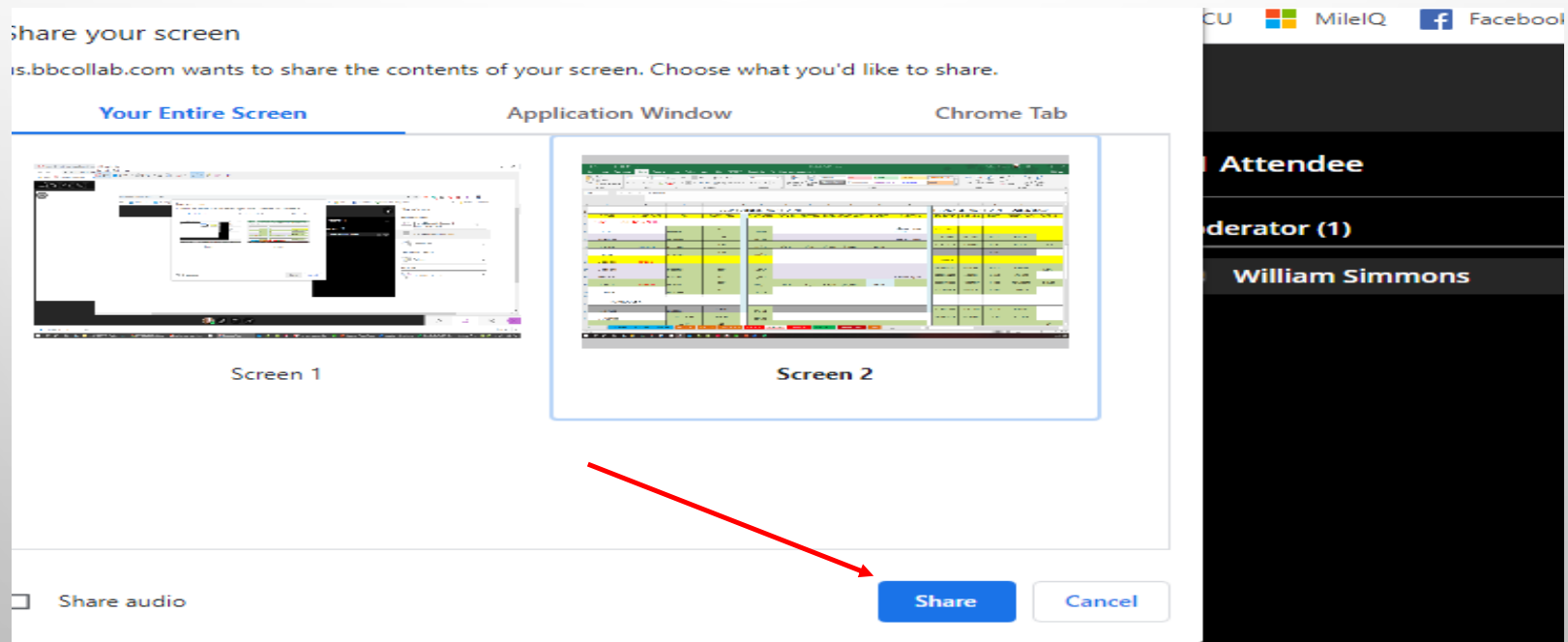
Secondary Content

Polling

Interact

Breakout Groups

SELECTING A SCREEN TO SHARE



SHARING AN APPLICATION

You are sharing an application

1 Attendee

Moderator (1)

William Simmons

Share Content

Primary Content

- Share Blank Whiteboard
- Share Application/Screen
You are sharing an application
- Share Files

Secondary Content

- Polling

Interact

- Breakout Groups

2019 BUSINESS TAX RETURNS

OWNER	MISSING DATA	EIN	FORM USED	BUS STARTED	DATA IN	ENTERED	FILED	GROSS SALES	EARNED	NI/NOTES	TEX TAX ID	FILE NBR	NAICS	FRANCH CODE	DATA IN
1065-----DUE 3/15/2018															
K. ZACY		26-4311922	1065	2/26/09						reflected in pers - flat rate	3205128337				
MAWELLS		26-5895504	11205	12/2/09						reflected in pers	32021818649	803728263	721230	KT425357	
R. NORTON	2/9 REVIEW	61-3303481	1065	9/5/16	2/9/20	2/9/20	2/12/20	\$1,114.00	\$400.00		32061338706	802213582	404390	KT135107	2/9/20
M. DIAZ		81-1487051	1065	4/1/16							PENDING		822903		
J. SICHOU	PENDING	35-2254202	1065	5/1/17							32063622560	802710587	511390	KT484282	1/3/20
MAWELLS		45-6972317	1065	1/5/12						reflected in pers	32040485202	801514945	238339	KT802575	
T. PULIDO	Review 2/23	82-2475837	1065	8/13/17	2/3/20	2/3/20	2/19/20	\$666,633.00	\$650.00		32064728135	802804347	454390	FQ2359643	2/25/20
J. SMITH		852552932	1065	2/15/18							32009781381	802401594	404390	FC285048	
SCHEDULE C															
R. CHURCH		36-1882802	SCHED C	8/24/17							32064681598	802800070	531311	KT630840	
A. MAWELLS		30-1194349	SCHED C	11/7/06							32068513587	803129535	238900	xt117801	

2019 BUSINESS TAX RETURNS

2017-01-01 2017-06-01 2017-11-01 2018-01-01 2018-06-01 2018-11-01 2019-01-01 2019-06-01 2019-11-01 2020-01-01

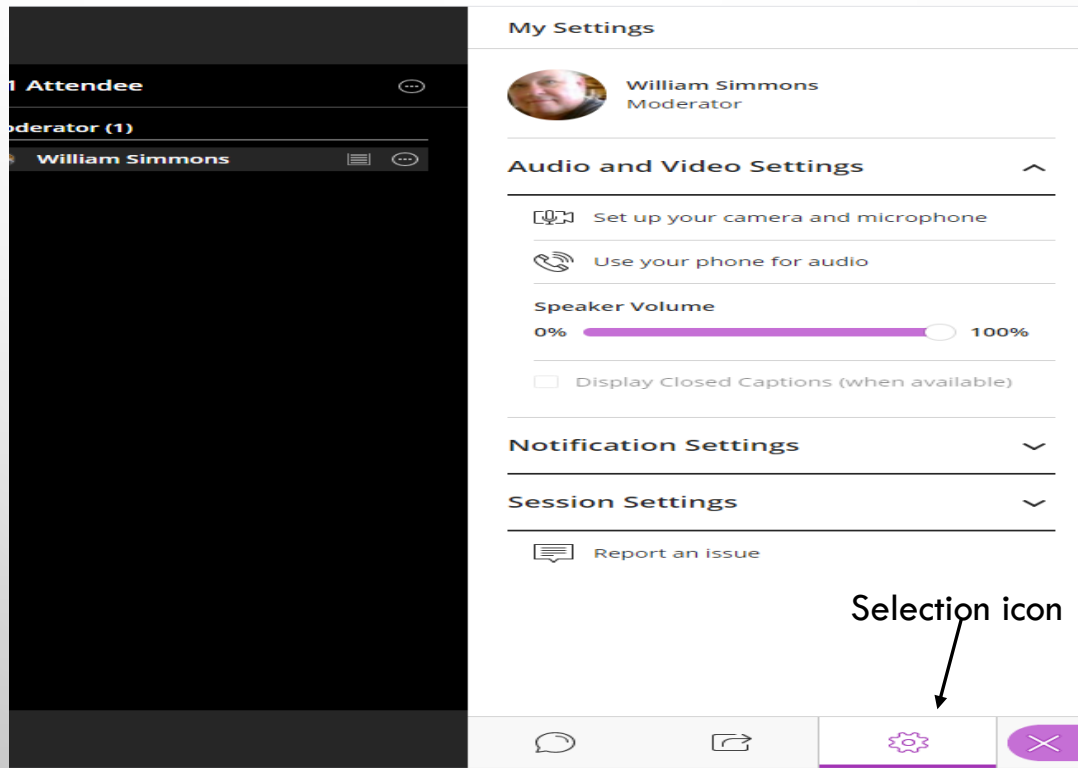
Signed 8879.jpg

us.bbcollab.com is sharing your screen. Stop sharing Hide

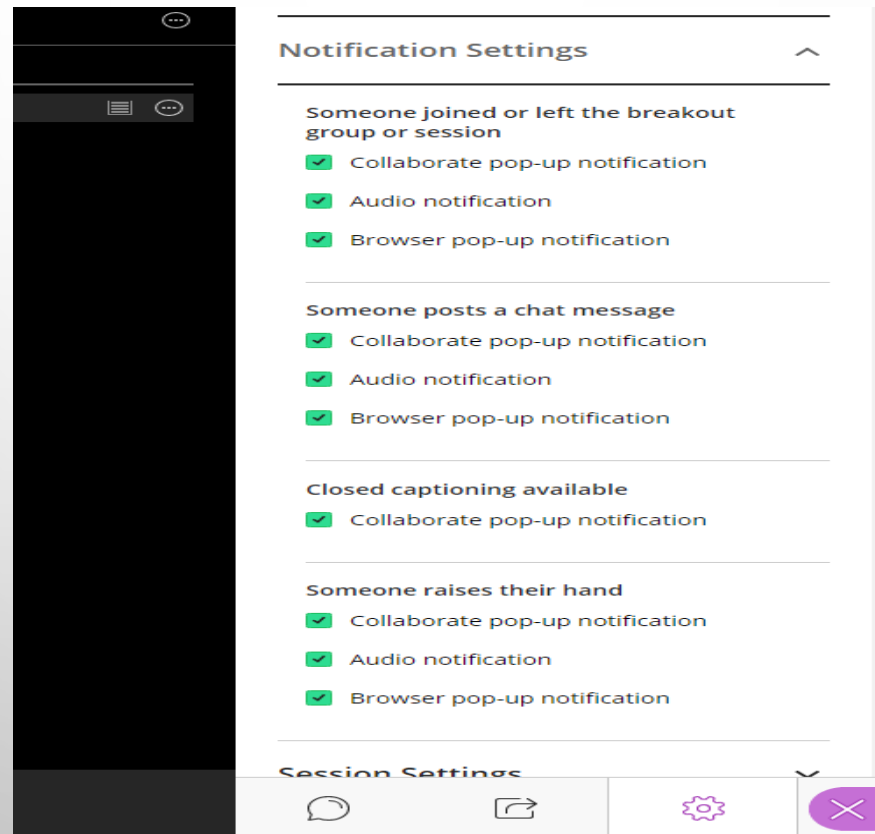
Show all

To stop sharing

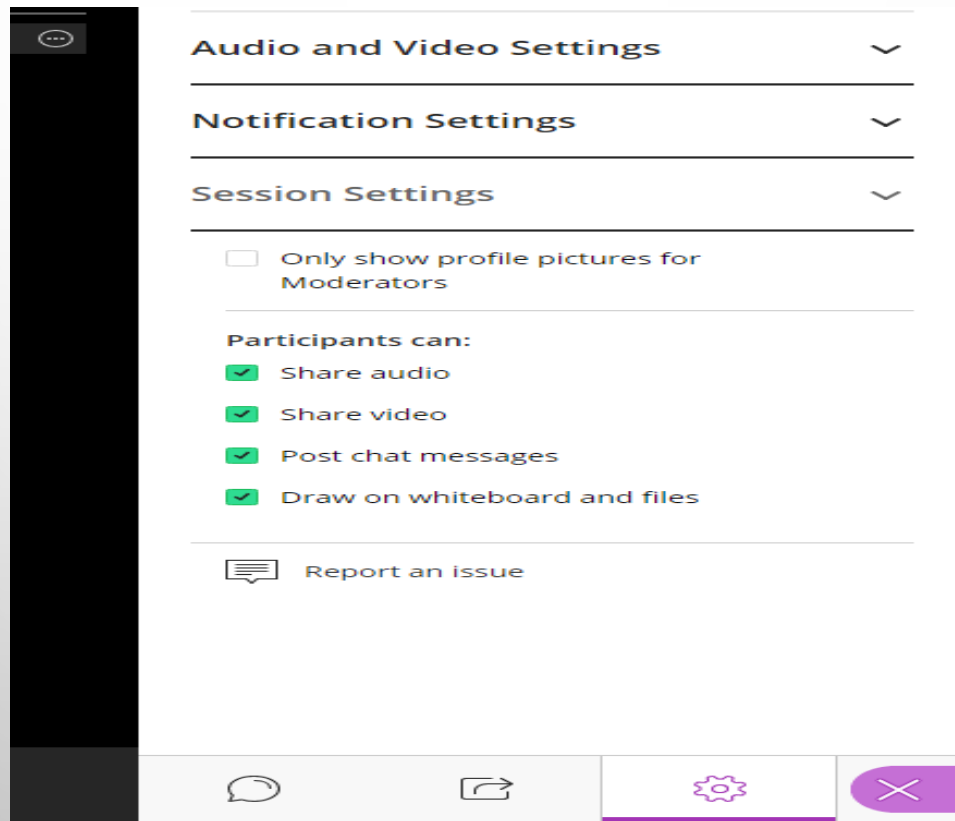
MY SETTING CONTROL



NOTIFICATION SETTINGS



SESSION SETTINGS



Audio and Video Settings


Notification Settings

Session Settings

☐ Only show profile pictures for Moderators

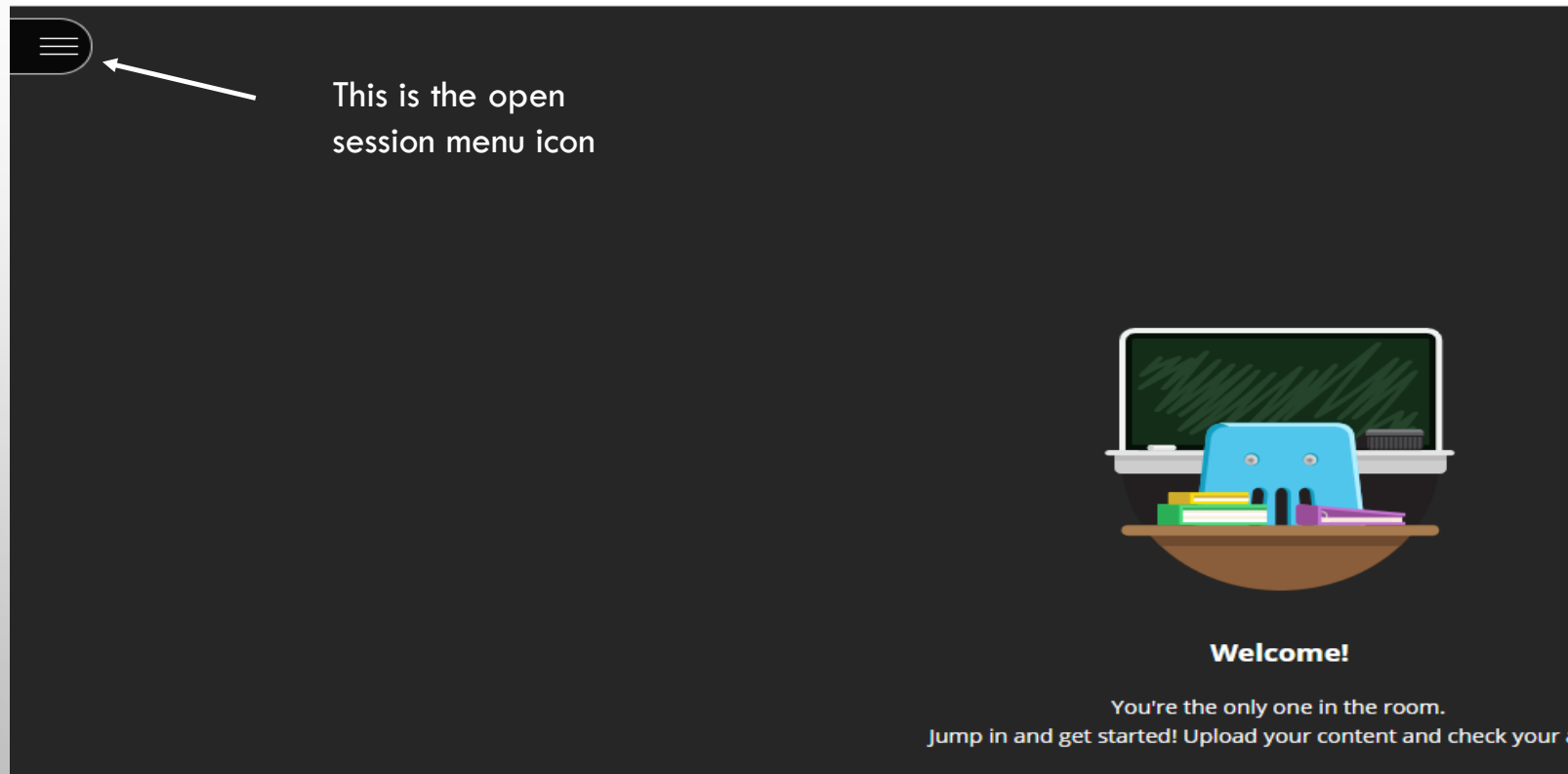
Participants can:

- ☒ Share audio
- ☒ Share video
- ☒ Post chat messages
- ☒ Draw on whiteboard and files

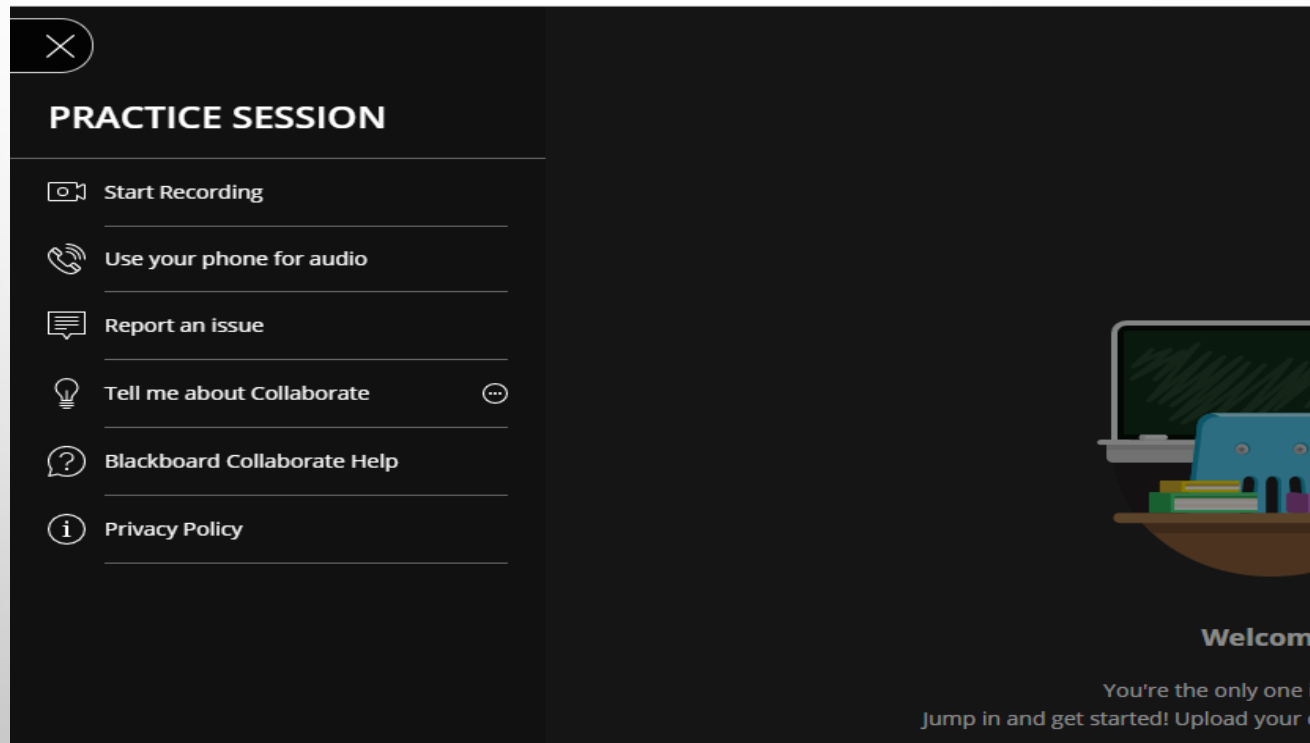
 Report an issue

To close the collaborate panel

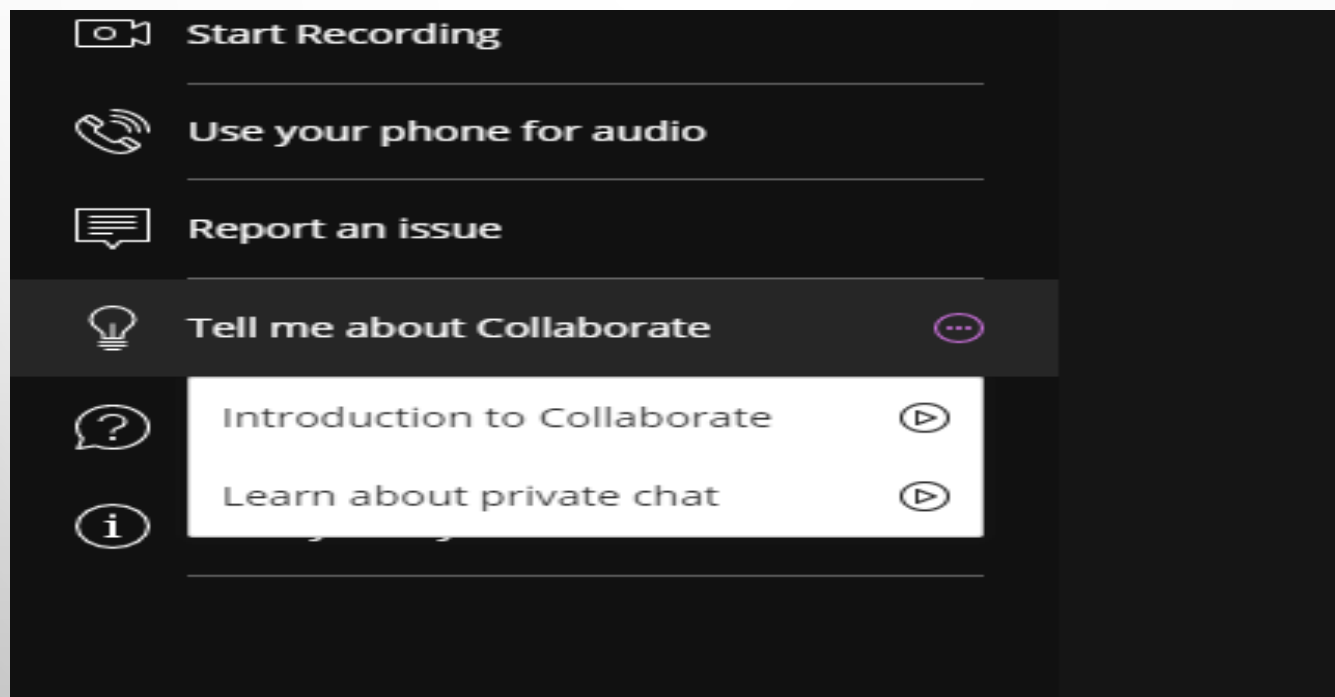
OPEN SESSION MENU



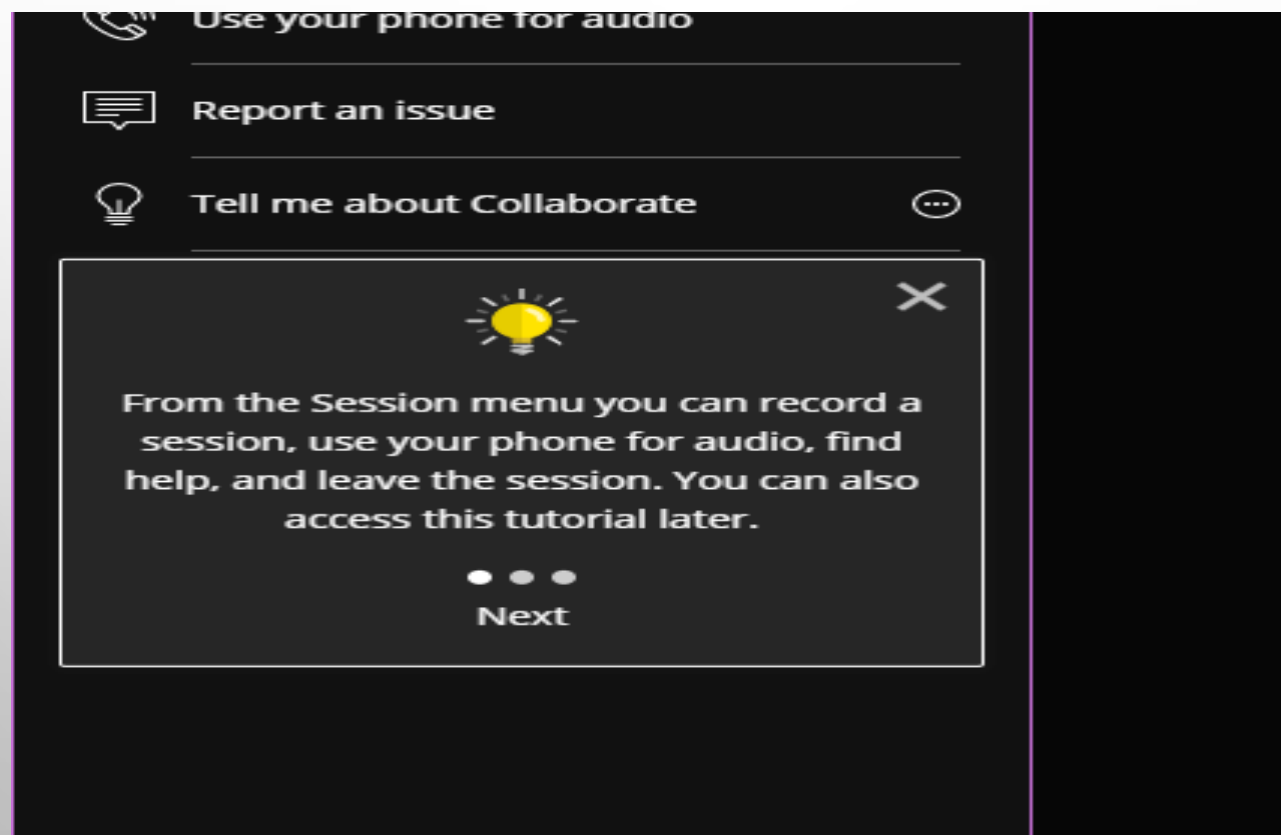
CONTENTS OF MENU



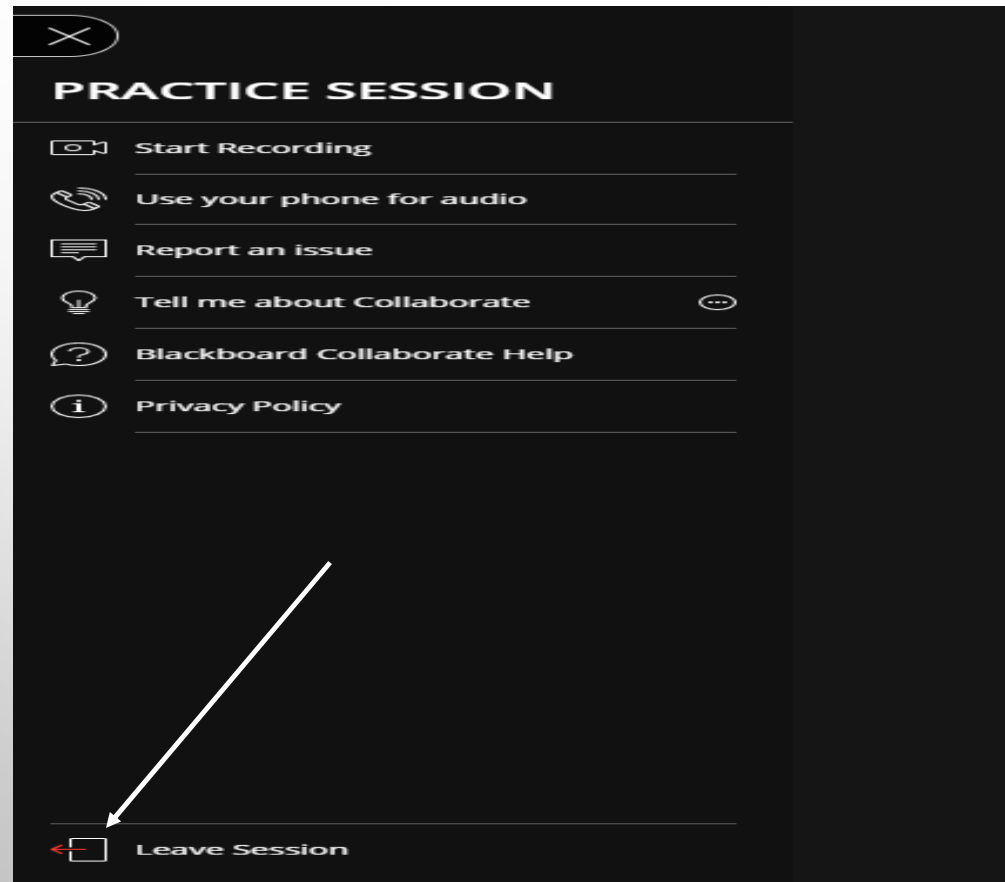
TELL ME ABOUT COLLABORATE OPTION



INFORMATION WINDOWS



LEAVING/RETURNING TO A SESSION






OOPS TAKE ME BACK

→ Oops, take me back!

Once session is over, rate performance of collaborate using the smiling faces

To return

How was the audio and video during your session?

• Welcome • • • •

Yo **Poor** he only one I **Fair** room. **Good** **Very Good** **Excellent**

Jump in and get started! Upload your content and check your audio.

Submit And Exit [Skip](#)