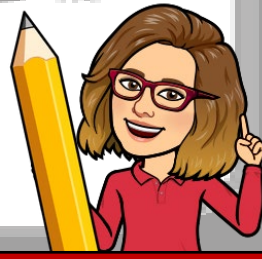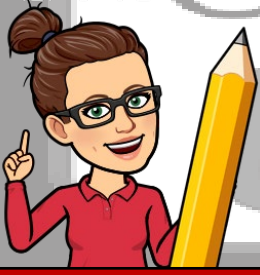## HELPFUL HINTS

BLACKBOARD COLLABORATE ULTRA

✓ Use the [Chrome Browser](#) for sessions

✓ Once you've created a session, know you can only join the session 15 mins in advance. Make sure you have your slides/information ready!

✓ When a session is live, the "Whiteboard" feature turns on. Just note – students can draw on the screen while you're presenting. You can turn this off once you join the session.

  If you would like to learn more about how to use the Whiteboard, [click here.](#)

✓ When creating/updating your lectures it's helpful to have:
  - ✓ An intro slide to ensure students are in Chrome.
  - ✓ A question check slide – this slide can let the students know you are going to check out the chatroom for questions and allow time to answer.
  - ✓ A break slide, if you have a long class period and typically have an intermission, students will know when to come back to their computer or when you will start your lecture back up.
  - ✓ An ending slide to let students know the presentation has concluded.

✓ If you would like to use polling questions, just note you cannot pre-populate the questions. Use the 15 mins in advance time to enter your first question. If you have multiple questions, be aware you are not able to add all of your questions at the same time.

✓ When you record a session and have polling features, those who watch the session later will not be able to see the poll responses. If you would like students to see this later, you can type the responses in the chatroom. The chatroom remains seen while being recorded.

[Additional Help on Blackboard Collaborate Ultra](#)
OR
[The University of Toledo – Resource Pages](#)

TTU IT Division
Click Here

TTU eLearning
Click Here

TTU TLPDC
Click Here