# Class Collaborate Ultra in a Blackboard Course

Create a Class Collaborate Ultra Tool Link in Blackboard

There are two ways to put the Class Collaborate Ultra tool in your Blackboard course: as a link in a Content Area, or as a link in the left Course menu. The students will access your sessions through these links. When they access the Class Collaborate Ultra tool, they will select the session and then select **Join Session**. Students will not have any settings options.

Create Content Area Link

1. Go to the area in the course where you want to place the Class Collaborate Ultra tool link.
2. Click the **Tools** pulldown menu, click **More Tools**, then select **Class Collaborate Ultra**.
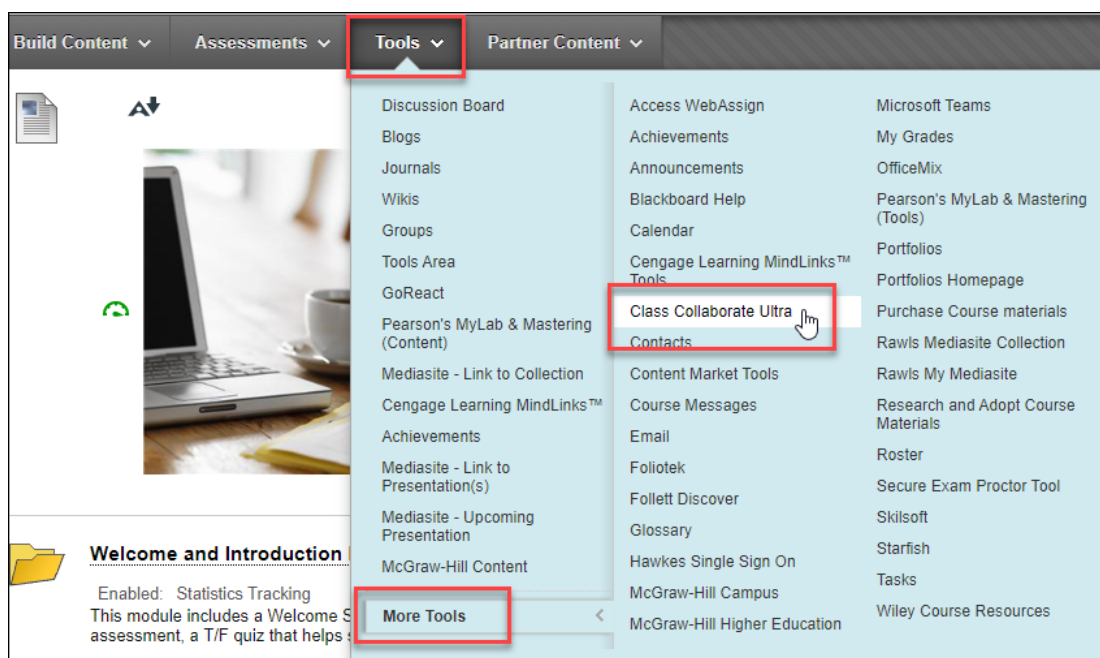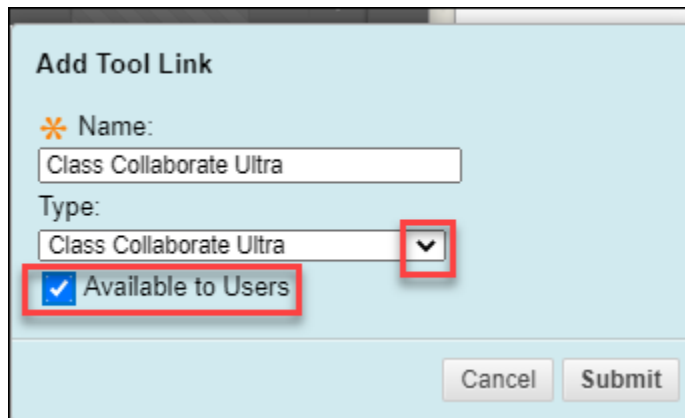

3. Click **Submit**. The tool link is placed in the course Content Area for you and your students to easily access.

Last Updated: 4/13/2023

Questions? Contact us at blackboard@ttu.edu or 806-742-5933.

Page 1

Create Course Menu Link

1. In the left Course menu, click the **+** (plus sign) in the upper left and select **Tool Link**.
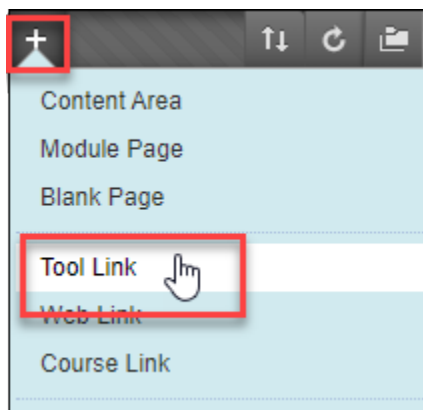
2. Enter the **Name**.
3. Click the **Type** pulldown menu and select **Class Collaborate Ultra**.
4. Select the **Available to Users** checkbox.

5. Click **Submit**.

> **NOTE** The tool link appears at the bottom of the list of links in the Course menu. Click and drag the link to place it where you want it.

Create a Class Collaborate Ultra Session in Blackboard

1. Access Class Collaborate Ultra from the Content Area tool link or from the Course menu tool link.

Last Updated: 4/13/2023   Page 2

Questions? Contact us at blackboard@ttu.edu or 806-742-5933.

2. Click **Create Session**.

3. Enter the **Session Name**.
4. Enter the **Start** and **End** dates and times for the session.
5. Click the **Gear** icon and complete the **Session Settings** options:
   - Under Recording, you **must** select the **Allow recording downloads** checkbox if you are going to record the session and want to download the recording.
   - Select the **Moderator permissions**.
   - Select the **Participant permissions**.
   - The **Private Chat** option allows you to choose if the participants can chat only with the moderator. You also have the option to monitor all private chats.
   - Select **Large scale session (250+)** if you have a course that has more than 250 students. (You have the option to allow 250+ participants in the session.)
6. Click **Create**.
7. Click **Save**.
8. Close the Session Settings panel. The session you created is listed on the Class Collaborate Ultra Sessions page.
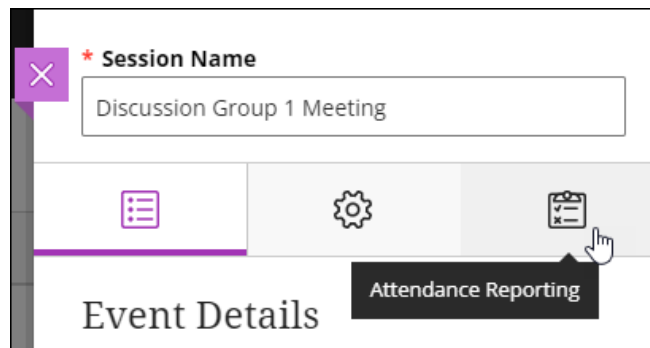
Attendance in Class Collaborate Ultra

### Integrate Class Collaborate Ultra with the Blackboard Attendance Tool

If you are using the Attendance tool in Blackboard, you can integrate your Class Collaborate Ultra attendance into the Blackboard attendance feature. Here is the link to the Attendance tool in Blackboard instructions: Attendance Tool

> IMPORTANT   This feature will **not** work if the students access the session using the guest link. They must access the session from the Class Collaborate Ultra tool within Blackboard.

Last Updated: 4/13/2023

Questions? Contact us at blackboard@ttu.edu or 806-742-5933.

Page 3

1. Access Class Collaborate Ultra from the Content Area tool link or from the Course menu tool link.
2. Click the **Session Title** to open the Event Details.
3. Click the **Clipboard** icon.

4. To set attendance in a Class Collaborate Ultra session, follow these steps:

Last Updated: 4/13/2023

Questions? Contact us at blackboard@ttu.edu or 806-742-5933.

Page 4
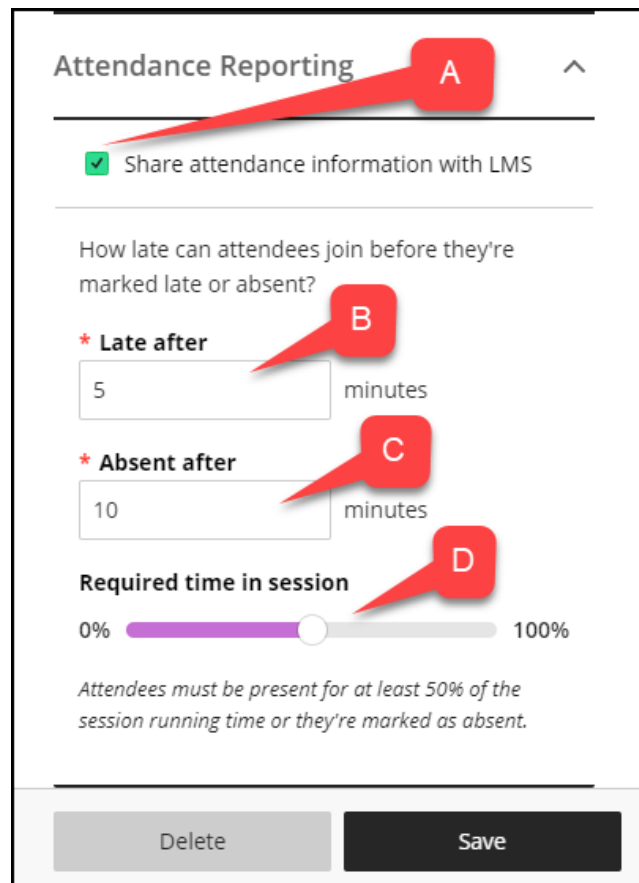
A. **Share attendance information with LMS –** Select the checkbox if you would like to add the session attendance to the Attendance tool in Blackboard.

B. **Late After –** The amount of time the student has to access the session before they are counted late.

C. **Absent After –** The amount of time the student has to access the session before they are counted absent.

D. **Required time in session –** The amount of time the student must remain in the session, or they will be marked absent.
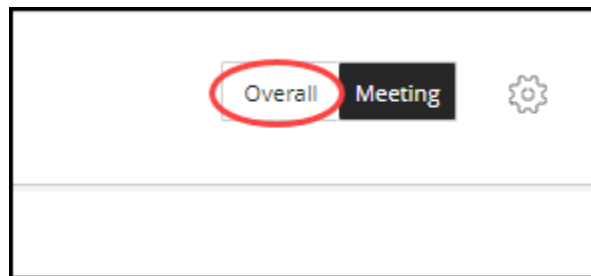
   NOTE Students must be present for at least 50% of the session or they will be marked absent.

5. Click **Save**.

Once the session is over, the information will be available within about 30 minutes in the Attendance tool in Blackboard, which is located in the course **Control Panel** > **Course Tools** > **Attendance**.

View the Attendance Tool in Blackboard

By default, the meeting information for the current day appears when you access the Attendance tool. To view the Class Collaborate Ultra attendance information, click **Overall**.

- You will see a column with the name of your Class Collaborate Ultra session.

Last Updated: 4/13/2023

Questions? Contact us at blackboard@ttu.edu or 806-742-5933.

Page 5

- The "**i**" indicates that the column is from a Class Collaborate Ultra session.
- In this example, two people attended the session: one was present, and one was late based on the criteria set in the Class Collaborate Ultra session.

Class Collaborate Ultra Session Reports

If you choose to provide your students with the guest link to access the Class Collaborate Ultra session, you can look at the session report and access the attendance report.

1. Access Class Collaborate Ultra from the Content Area tool link or from the Course menu tool link.
2. Click the **Session Options** pulldown menu in the upper right side of the page and select one of the three options:

Last Updated: 4/13/2023   Page 6

Questions? Contact us at blackboard@ttu.edu or 806-742-5933.

- **All Upcoming Sessions** is the default.
- **All Previous Sessions** shows all your previous sessions.
- **Sessions in Range** allows you to search by date.
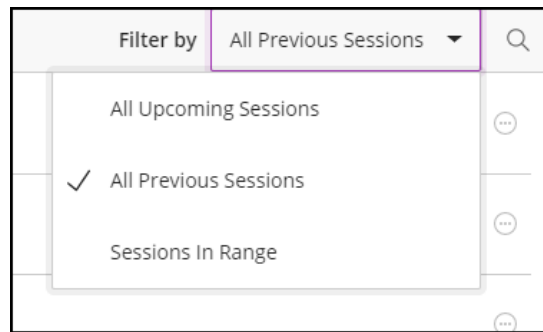
3. Locate the session you want to view the report for, click the **Session Options** menu (3 dots in a circle) for that session, and select **View reports**.

> **NOTE** The Reports page shows the date, start time, end time, number of attendees, duration, and the View report link under the Attendance column.

4. In the Attendance column, click the **View report** link. The Attendance Report provides:
   - **Name** of the participants.
   - **Role** they had when they accessed the session.
   - **Attendee Type**
     - Integration – they accessed the session through the Class Collaborate Ultra tool link in the Blackboard course.
     - Guest – they accessed the session using the guest link.
   - **First join –** the time they initially joined the session; if they joined multiple times, the report provides that information.
   - **Last Leave –** the last time they left the session.
   - **Joins –** the number of times they joined the session.

Last Updated: 4/13/2023   Page 7

Questions? Contact us at blackboard@ttu.edu or 806-742-5933.

Class Collaborate Ultra Tools

There are several tools you can access within a Class Collaborate Ultra session. To access the Class Collaborate Ultra Tools, click the Collaborate Panel tab.
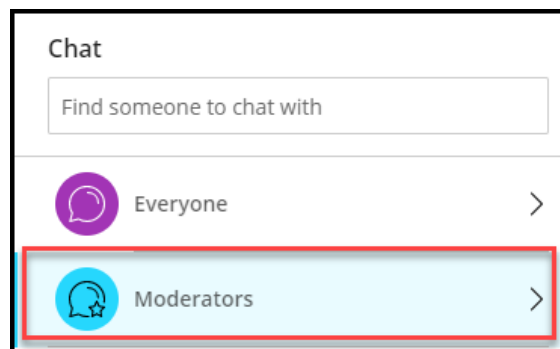

Chat Feature

You can chat with your students using the Chat feature. Click the **Chat bubble** icon to open the **Chat** window.

The Chat window defaults to chat with **Everyone**. If you want to chat with just the moderators, select **Moderators**.

Last Updated: 4/13/2023

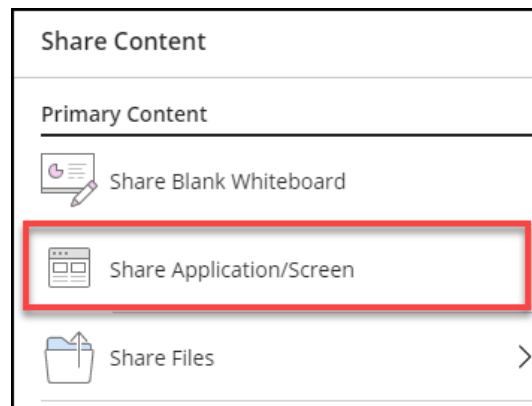Questions? Contact us at blackboard@ttu.edu or 806-742-5933.

Page 8

Share Application Screen

You can share your screen with your students using the Share Application Screen feature. Click the **Computer screen with the arrow** icon to open the Share Content window.

Select **Share Application/Screen**.

If you are sharing a video that includes audio, you need to select the **Share Audio** checkbox in order for the session participants to hear it.

Last Updated: 4/13/2023   Page 9

Questions? Contact us at blackboard@ttu.edu or 806-742-5933.
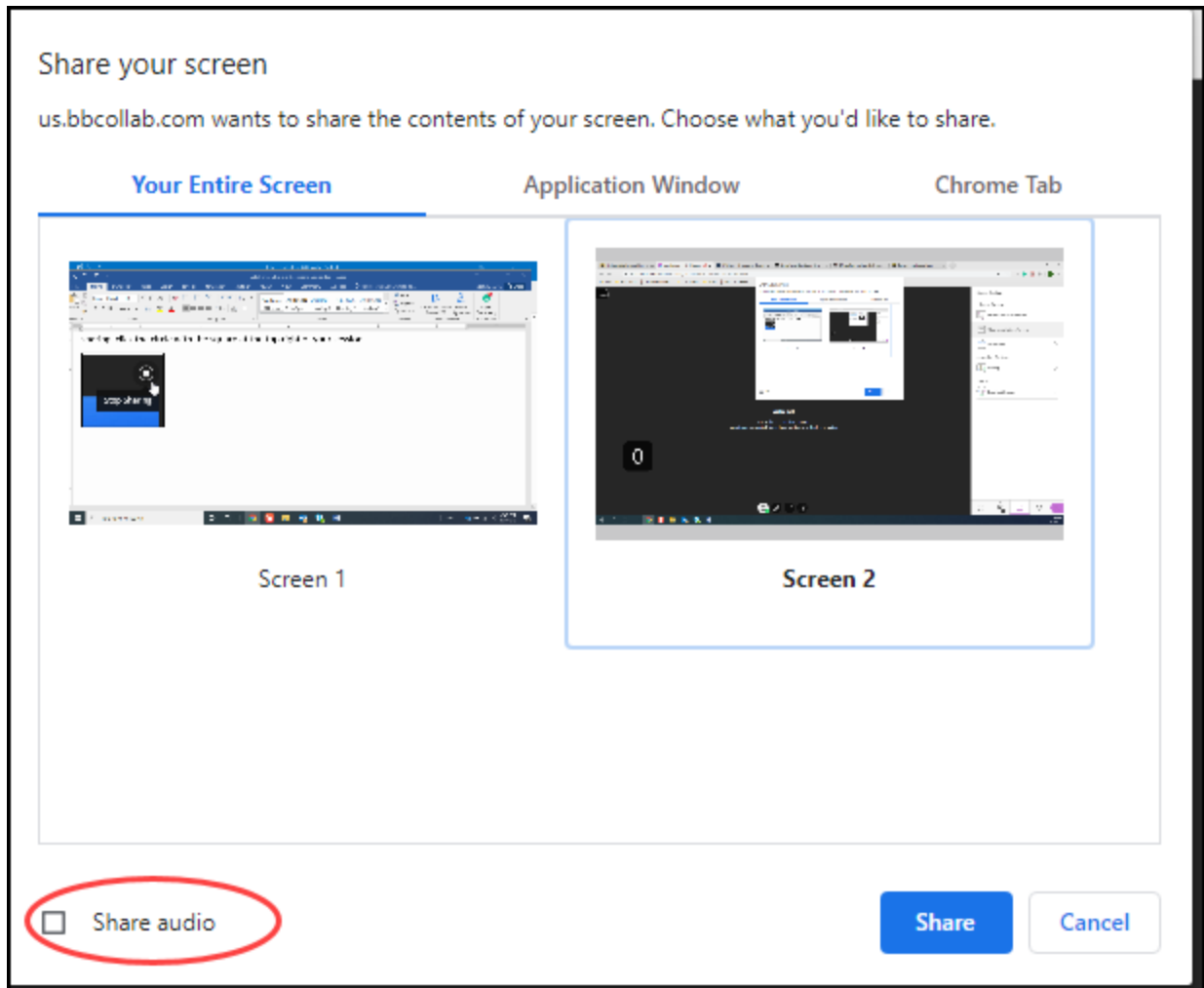
In the **Share your screen** window, select the screen you want to share, then click **Share**. To stop sharing, click the circle with the square at the top right of your session.

Questions? Contact us at blackboard@ttu.edu or 806-742-5933.