

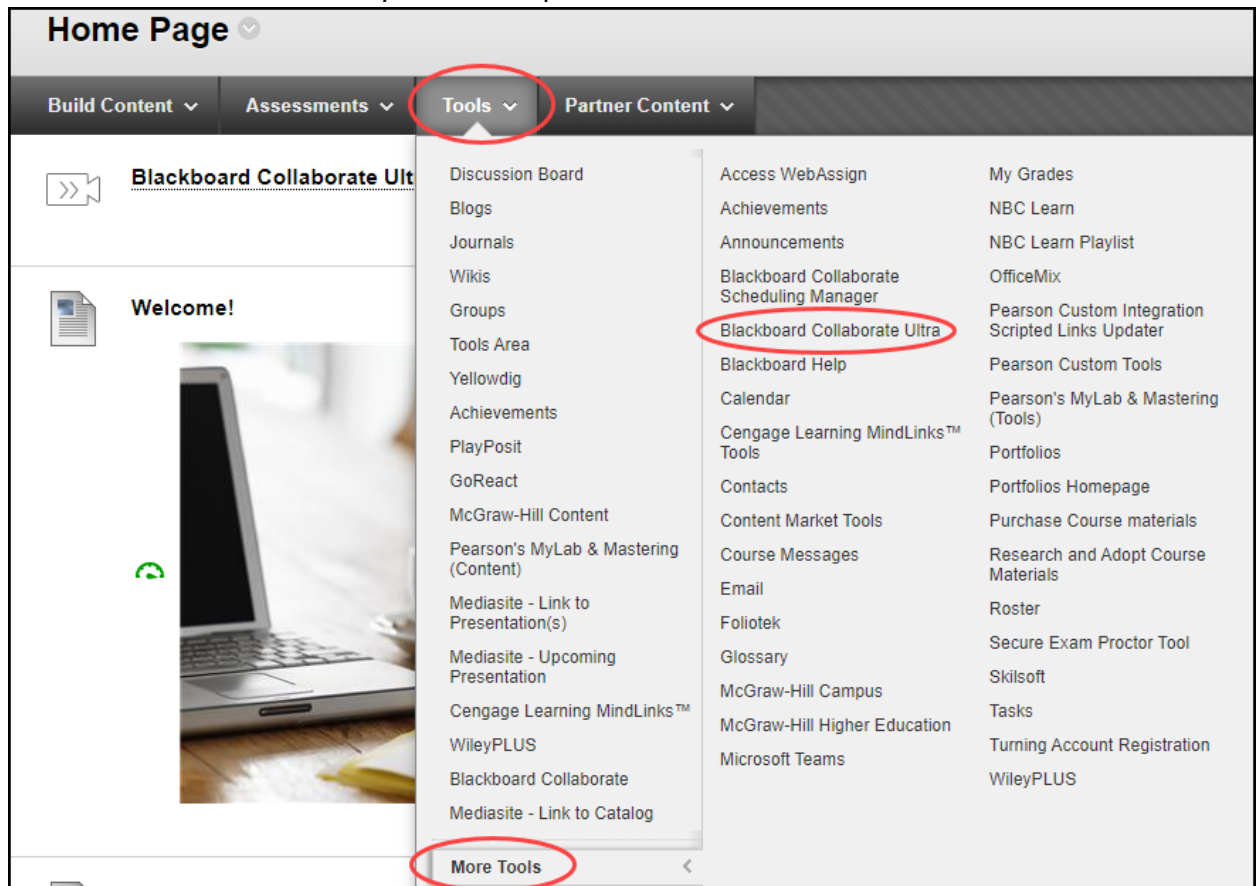
## Collaborate Ultra in a Blackboard Course

Creating a Collaborate Ultra tool link in Blackboard:

There are two ways to put the Blackboard Collaborate Ultra tool in your course.

Here is the first way:

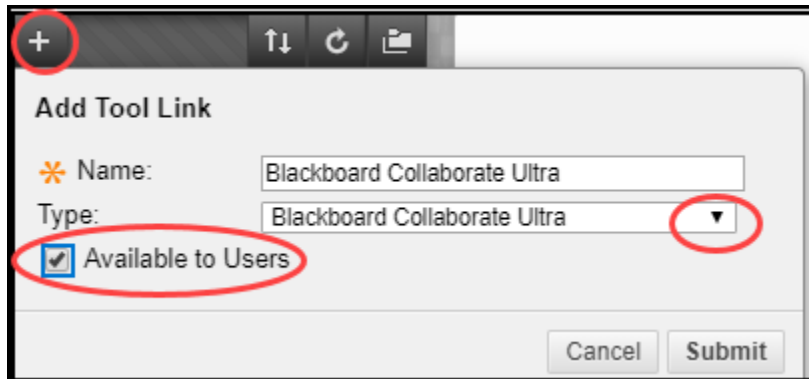
- Go to the area in the course you want to place the Collaborate Ultra tool link.



- Select Tools > More Tools > Blackboard Collaborate Ultra
- Submit

This will place the tool in the course for you and your students to easily access.

Here is the second way:



- Select the plus sign located below the course name on the left side of the page.
- Select Tool Link.
- Name the tool.
- Click the drop-down.
- Select Blackboard Collaborate Ultra.
- Check Available to Users.
- Submit.
- This will put the tool in the left navigation tool menu.
- It will appear at the bottom, and you can move it up to where you want it in the course menu.

The students will access your sessions through these links. When they access the Blackboard Collaborate tool, they will select the session and select Join Session. They will not have any settings options.

### Creating a Collaborate Ultra Session within Blackboard:

Access Blackboard from your Blackboard Collaborate tool link.



- Click on Create Session.
- Name the session.
- Specify the dates and times of the session.
- Click the gear icon and complete the Session Settings options.
  - If you are going to record and want to download the recording, be sure to select “Allow recording downloads.”
- Select the Moderator permissions.
- Select the Participants permissions.
- The Private Chat option allows you to choose if the participants can only chat with the moderator. It also gives you the option to monitor all private chats.
- Click Create.
- Large scale session (250+) – If you have a course that has more than 250 students you have the option allow 250+ participants to the session.
- Click Save.
- You will see the session you created listed.

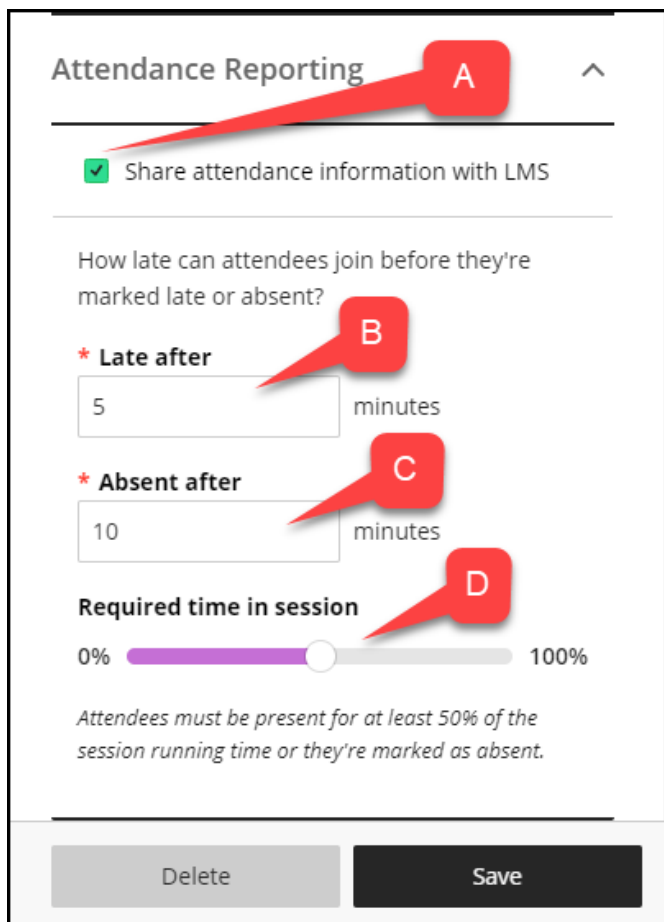
## Attendance in Collaborate Ultra

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

[Attendance Tool](#)

**This feature will not work if the students access the session using the guest link; they must access the session from the Blackboard Collaborate Ultra tool within Blackboard.**

**Click the “Clipboard” icon, then follow these steps to set attendance in a Collaborate Ultra session:**



Attendance Reporting **A**

Share attendance information with LMS

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

\* **Late after** **B**  
5 minutes

\* **Absent after** **C**  
10 minutes

**Required time in session** **D**  
0% 100%

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

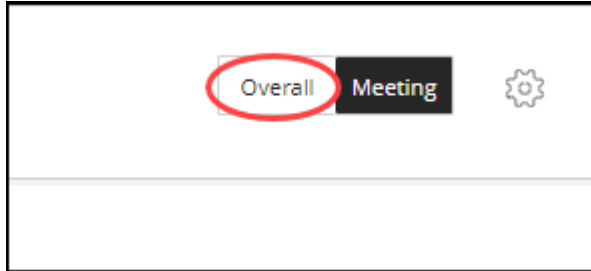
Delete Save

- A. Share attendance information with LMS – Check this box if you would like to add the attendance of the session to the attendance tool in Blackboard.
- B. Late After: this is the amount of time the student has to access the session before they are counted late.
- C. Absent After: this is the amount of time the student has to access the session before they are counted absent.
- D. Required time in session: this is the amount of time the student must remain in the session or they will be marked absent.
- E. Click Save.

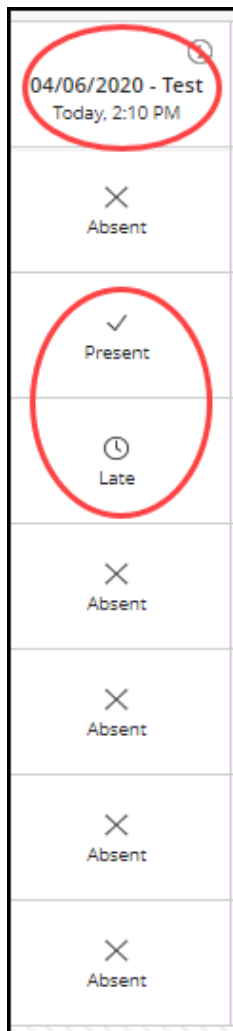
Once the session is over, the information will be available in the Attendance tool in Blackboard, which is located in Course Tools in the course Control Panel. The information will be available in the Attendance tool within about 30 minutes.

## View of the Attendance Tool in Blackboard:

By default you will see the meeting information for the current day when you access the Attendance tool. To view the Collaborate Ultra attendance information select Overall.



- You will see a column that is titled the name of your Blackboard Collaborate Ultra session.



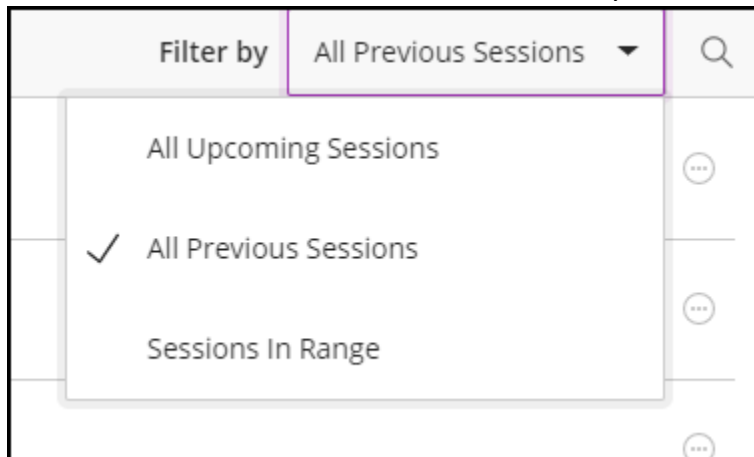
- The “i” indicates that the column is from a Collaborate Ultra session.
- In this example, two people attended the session; one was present and one was late based on the criteria set in the Collaborate Ultra session.

## Collaborate Ultra Session Reports

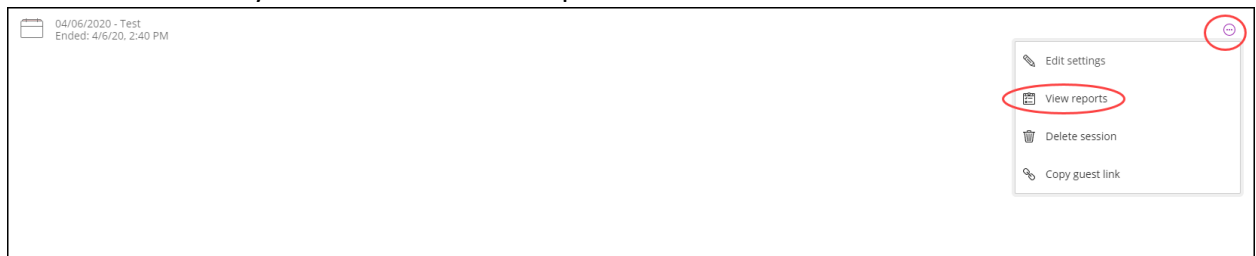
If you do choose to provide your students with the guest link to the Collaborate Ultra session you can look at the session report and access the attendance report.

**Here are the steps to access the report option:**

- Go to the Blackboard Collaborate Ultra tool in your course.



- Click on the session options on the right side of the page. You will have 3 options:
  - All upcoming sessions is default.
  - All Previous Sessions will bring up all of your previous sessions
  - Session in Range will allow you to search by date.
- Locate the session you want to view the report for.



- Select the Session Options
- Select View Reports
- The report will show the date, start time, end time, number of attendees, duration and provide a View Report option under the Attendance column.
- Click View Report



Name	Role	Attendee Type	First join	Last leave	Total time	Joins
Catherine E Buscemi	Participant	Integration	2:10 PM	2:44 PM	00:34:32	1
Leslie DeBusk	Moderator	Integration	2:11 PM	2:43 PM	00:32:07	1
Tracy Ann Clanton-Smith	Participant	Integration	2:17 PM	2:43 PM	00:25:49	1

- The attendance report provides:
  - The name of the participants
  - The role they accessed the session as
  - Attendee Type:
    - Integration: they accessed the session through the Blackboard Collaborate tool in the course
    - Guest: they accessed the session using the guest link
  - First Join: the time they initially joined the session; if they joined multiple times it will provide that information.
  - Last Leave: the time of the last time they left the session.
  - Joins: the number of times they joined the session.
- You can download a printable version of this report or export it to a CSV file.

## Collaborate Ultra Tools

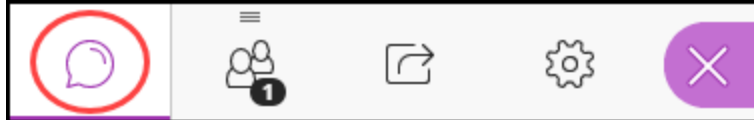
There are several tools you can access within a Collaborate Ultra Session.

To open the Collaborate Ultra Tools, click on the Collaborate Panel tab.

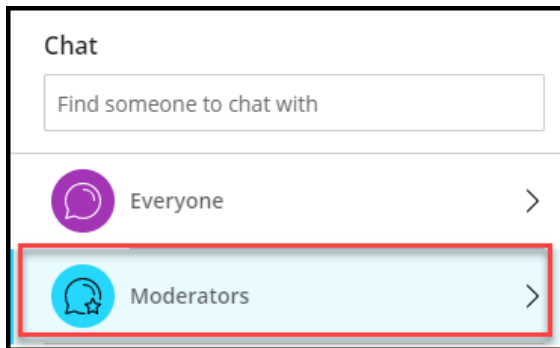


## Chat Feature

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

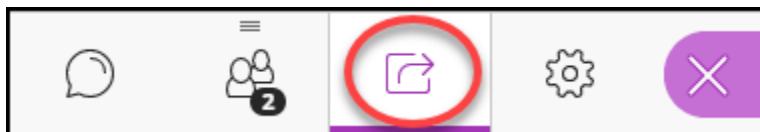


The Chat window defaults to chat with everyone. If you want to chat with just the moderators, click on Moderators.

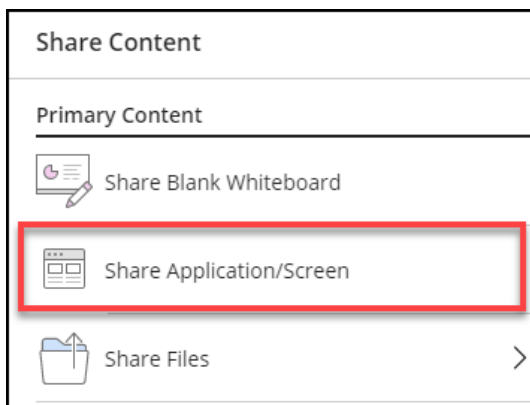


### Share Application Screen Feature

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

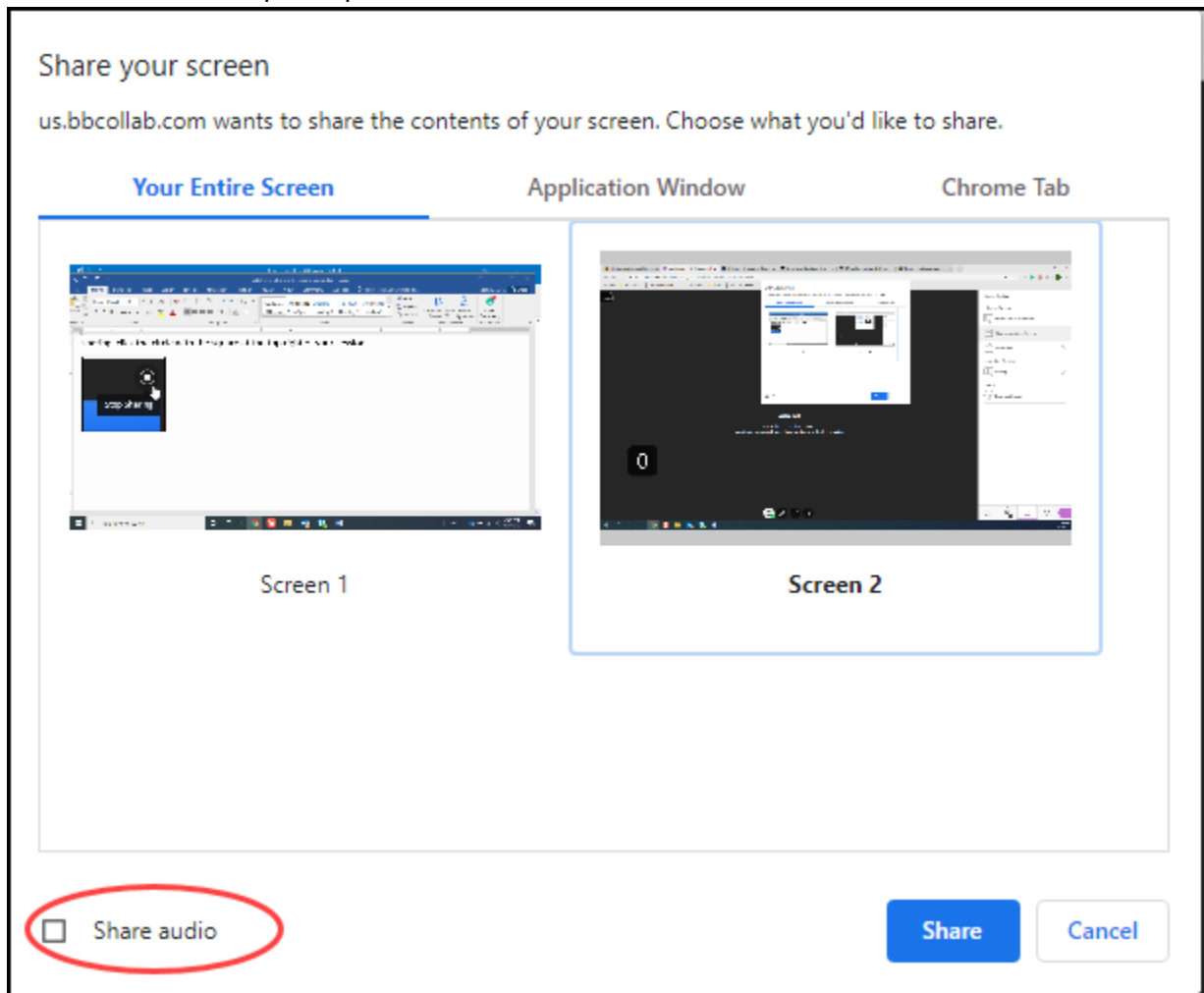


Click Share Application/Screen.





If you are sharing a video that includes audio, you will need to check the “Share Audio” check box in order for the participants in the session to hear it.



In the “Share your screen” window, click 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.

