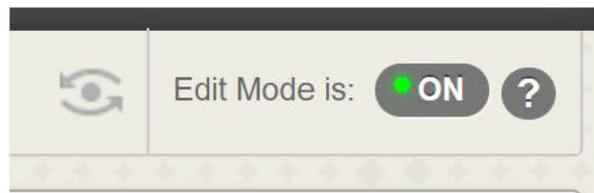


Blackboard Collaborate Ultra (TTU-K12)

Collaborate Ultra is a tool within your Blackboard course that is used to set up Tutorial Sessions for your students. These Tutorial Sessions are like “Zoom” meetings where you can meet with students in a live setting to help answer their questions and provide tutoring on a specific topic.

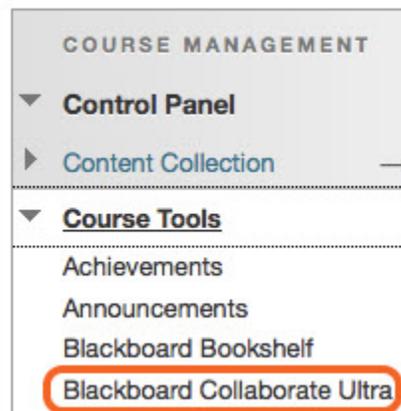
Edit Mode (turn ON)

Before starting, make sure that your Edit Mode is turned ON in the course. (Upper right-corner of course)



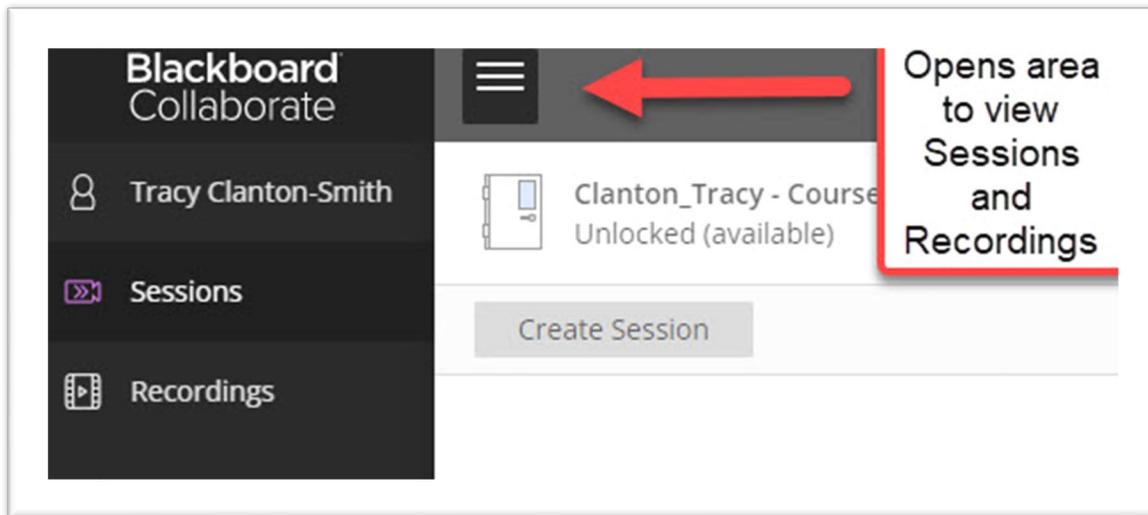
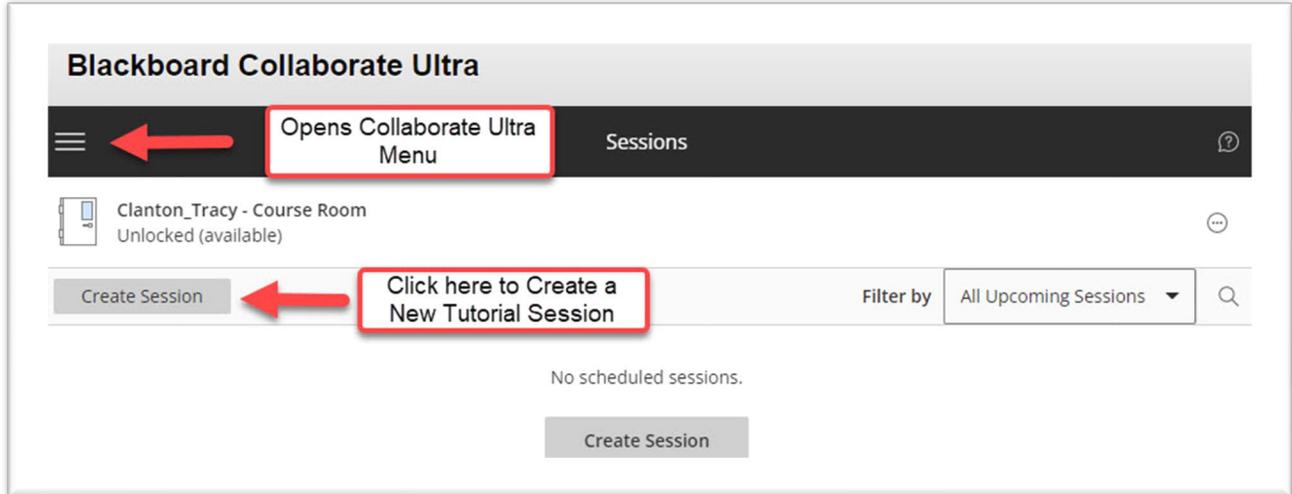
How to Access Collaborate Ultra

Open your Bb Course > Control Panel > Course Tools > Blackboard Collaborate Ultra



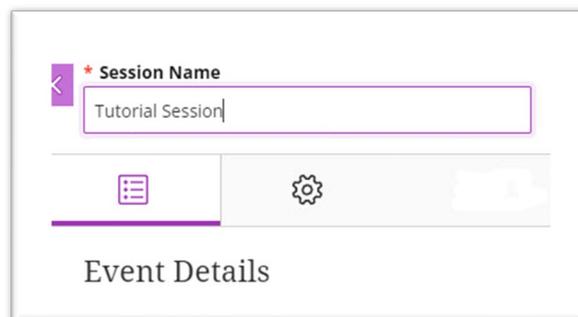
Collaborate Ultra Screen

- Click the Create Session button to create a new Tutorial Session
- Click the Collaborate Ultra Menu (three bars) to access Sessions and Recordings



Create a New Session

Click on the Create Session button to open the Event Details screen and options. Type in a Session Name at the top of the Event Details screen.



Event Details Screen

1. Once you have typed in a Session Name, click the checkbox for Guest Access.
 - a. Guest Role: Participant
2. Start Date: Choose Date and Time
3. End Date: Choose Date and Time
4. Check box for Repeat Session since this will typically be a repeat session each week on the same day/time. (This will allow you to re-use the session link from one week to the next.)
5. Pull down choices: Repeat Weekly and Every Week
6. Select the day of the week from the calendar days.
7. Pull down to End on Date: Select date of the end of the semester (or a date before a holiday).
8. Early Entry – 15 minutes before start time (most common choice) OR No Early Entry.

Event Details

Guest access

Guest role **Guest link**

Participant ▼ Save the session to get the guest link.

Start

11/17/21  11:00 AM 

End

11/17/21  12:00 PM 

No end (open session)

Repeat session

Repeat Weekly ▼

Every Week ▼

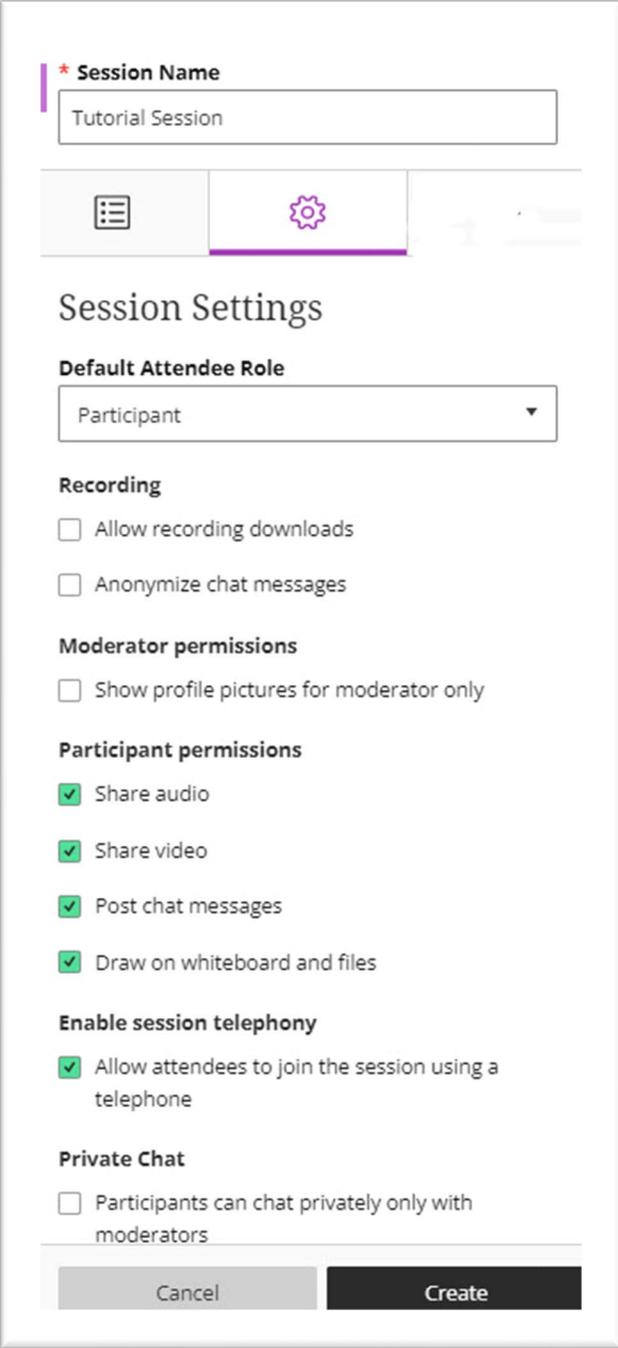
S M T **W** T F S

End On Date ▼ 12/16/21 

Cancel Create

Session Settings (click the cogwheel to open)

1. Make sure the Default Attendee Role is set to “Participant.”
2. Participant Permissions – Check all boxes to allow interaction with students
3. Enable Session Telephone – Check box to allow student to join session by phone.
4. Click Create/Save button to create Session.



*** Session Name**
Tutorial Session

Session Settings

Default Attendee Role
Participant

Recording

- Allow recording downloads
- Anonymize chat messages

Moderator permissions

- Show profile pictures for moderator only

Participant permissions

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

Enable session telephony

- Allow attendees to join the session using a telephone

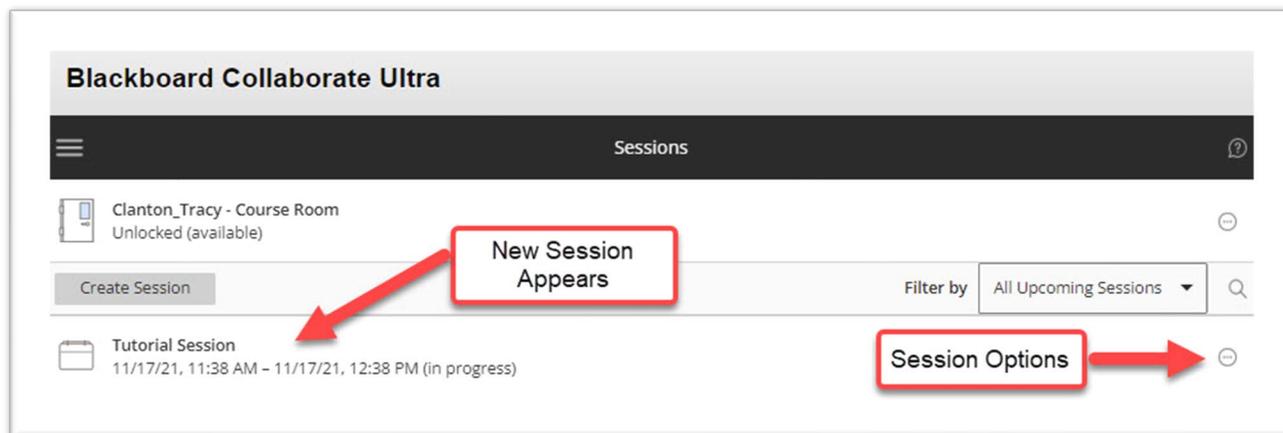
Private Chat

- Participants can chat privately only with moderators

Cancel Create

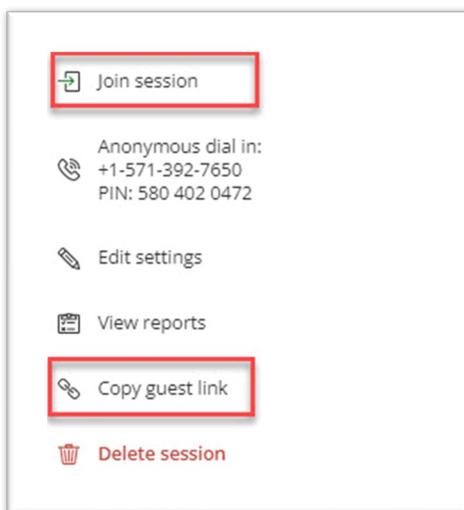
New Session & Session Options

1. Your New Tutorial Session should appear with dates/times)
2. The circle with the three dots (far-right side) provides the Session Options available.



Guest Link -- (for Announcement concerning Tutorials)

1. Click on the Session Options button. (Options listed below)
 - a. Join Session – Join the Session when it is time for the tutorial session.
 - b. Edit Settings – Choose to edit your session settings
 - c. Copy Guest Link – Copies guest link for your announcement.
 - d. Delete Session – Choose to delete session.
2. Choose the Copy Guest Link option.
3. Once you have copied the link, go to your Announcements in the course and create the announcement for your Tutorial Sessions. Paste the “guest link” into your Announcement.



Sample Announcements

LIVE Tutorial Session Information

Posted on: Monday, January 20, 2020 8:07:16 PM CST

I will be available for LIVE tutorials during the following times below. You will simply copy and paste the link into your browser (Google Chrome normally works best) and join the session during the times posted. This is a way for you to ask me any questions you have. Let me know if you have any questions about the LIVE tutorial sessions! Thank you- Mrs. Gilbert

Morning Tutorials

Thursdays from 9:30-10:30 AM CT

<https://us.bbcollab.com/guest/2f8e515a3c574f5d91a59dbc5f364d4a>

Afternoon Tutorials

Tuesdays from 2:00 PM- 3:00 PM CT

<https://us.bbcollab.com/guest/eee5888b77c2459797195f75b5524ad1>

Evening Tutorials

Tuesdays from 8:00 PM- 9:00 PM CT

<https://us.bbcollab.com/guest/ab6d4e658b5242cfa9ec01623a98b986>

LIVE Tutorial Session Information

Item is not available.

Posted on: Tuesday, December 17, 2019 10:39:00 AM CST

I will **NOT** be available for the LIVE Tutorial Session this evening, December 17. If you need any assistance with any content, please join me for the other available LIVE Tutorial Session this week on Thursday, December 19 from 9:30-10:30 AM CT OR message me through the BlackBoard messaging system.

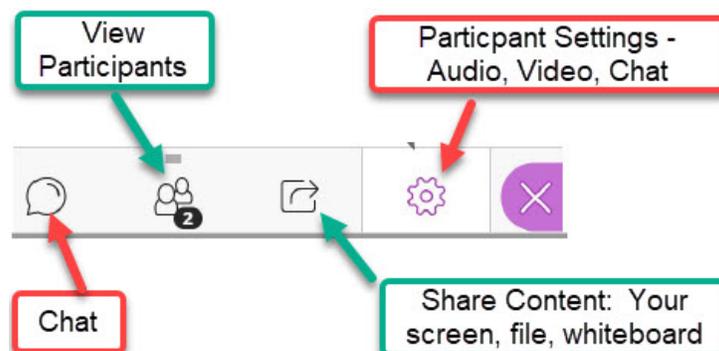
Also, TTU K-12 offices will be closed Monday, December 23rd- Wednesday, January 1. **There will be no LIVE Tutorial Sessions during this time.

I hope you all have a restful and safe Christmas!

Once in a Session – Tools Available

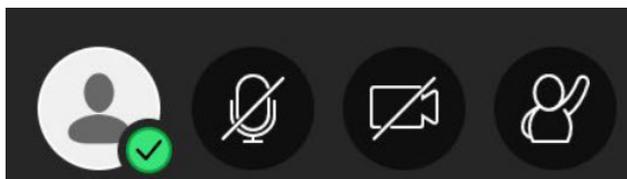
Once you are in a “room” of a session, you then have several tools available to you. Click the purple arrow on the bottom right corner of the session to open the Collaborate Panel.

- Chat – Allows you to chat online with students
- View Participants – Allows you to see all participants of a tutorial session
- Share Content – Allows you to share your screen, a file, the virtual whiteboard, etc.



Your Settings – As Instructor

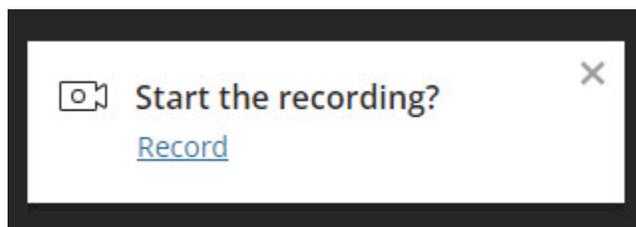
Your settings for sound and video can be seen at the bottom of the screen when you are in your session. Be sure that our sound is turned ON. You may turn on/off your video camera from these tools as well.



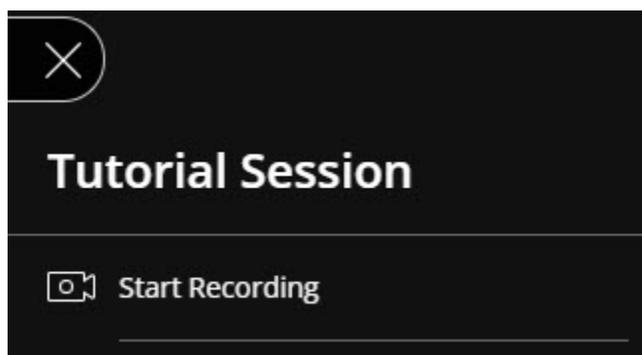
Recording a Session

When you first open the session, you should see a message at the top right corner that asks “Start the Recording?”

- Click the Record button if you need to record the session so that others may view it at a different time.
- Click the X or the close button on the box if you do not need to record.

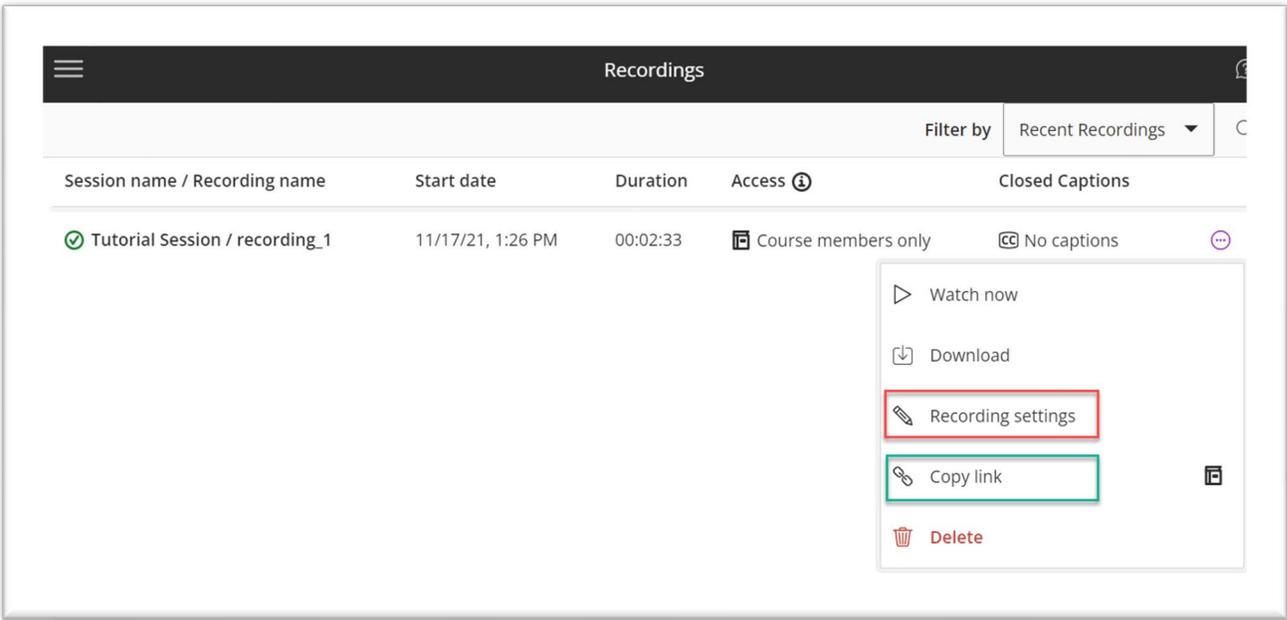


- If for some reason you do not see the Start the Recording box at the top, you may click on the Session Menu bar (3 lines at the top left corner) and choose Start Recording. This option will change to “Stop Recording” once you begin recording a session.

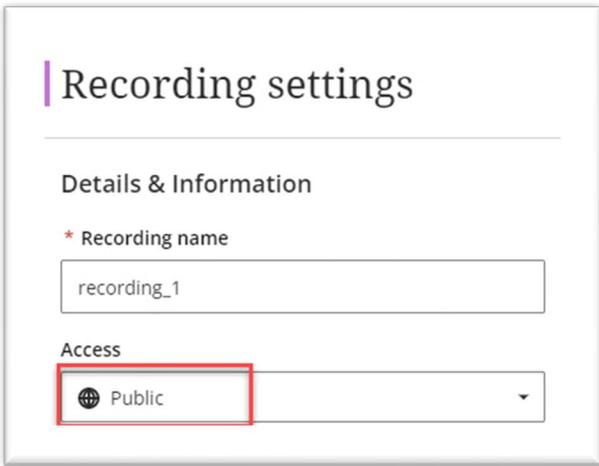


Making a Recorded Tutorial Session Available for Viewing

- Click on the Collaborate Menu (3 lines in top left corner).
- Click on Recordings > Will show session recordings listed on the right side.
- Click the Recording Options button (circle with 3 dots) and choose Recording Settings.
- Recording Settings: Access > pull down to **Public Access** and click Save.
- In Recording Options button (circle with 3 dots) > click the Copy Link option.
- This will copy the link to the recorded session and allow for you to insert it into your course.
 - You will need to create a folder for the Recorded Sessions (if you choose to make some general sessions available). [Build Content > Content Folder]
 - Once inside of the folder, create a web link. [Build Content > Web Link]
 - Give the web link a name and paste the copied link into the URL box > Submit.



Session name / Recording name	Start date	Duration	Access	Closed Captions
✓ Tutorial Session / recording_1	11/17/21, 1:26 PM	00:02:33	🔒 Course members only	🔕 No captions



Recording settings

Details & Information

* Recording name

recording_1

Access

🌐 Public