

Getting Started in Blackboard Collaborate Ultra for Faculty

- Blackboard Collaborate Ultra is entirely browser-based. No downloads are required.
- The required browsers for BB Collaborate are Google Chrome or Mozilla Firefox
 - To view up to 5 webcam videos, Google Chrome must be used

In this guide you will learn the following:

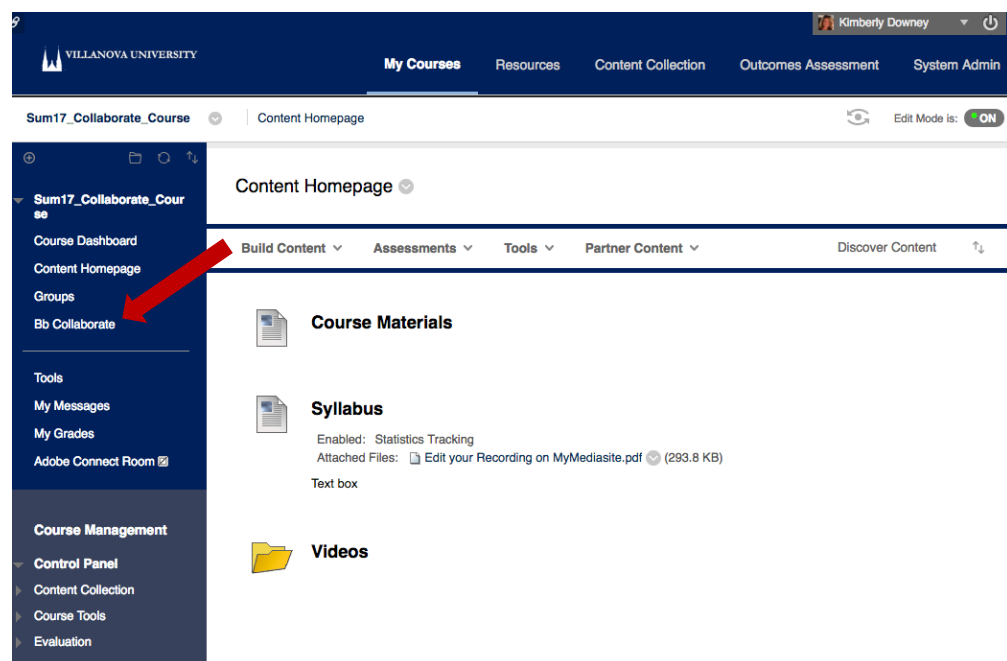
- Best practices for web conferencing
- How to create and join a BB Collaborate Ultra Session
- Overview of the BB Collaborate Ultra Interface
- How to set up your audio and video
- How to share content
- How to see the participants list and use the chat tool

Best Practices for BB Collaborate

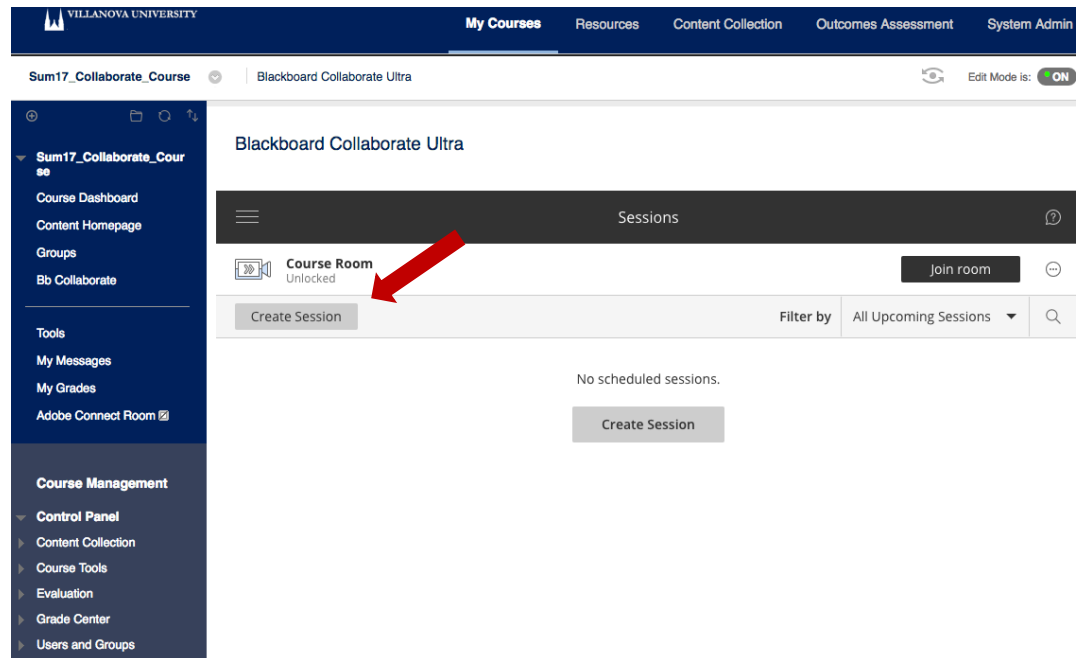
- Use headset/microphone for best audio quality
- Connect to the internet via wired connection
- Close down all background programs that are not being used for the BB Collaborate Session (email, Skype, extra web browsers, and any other desktop applications)

Creating and Joining a Session

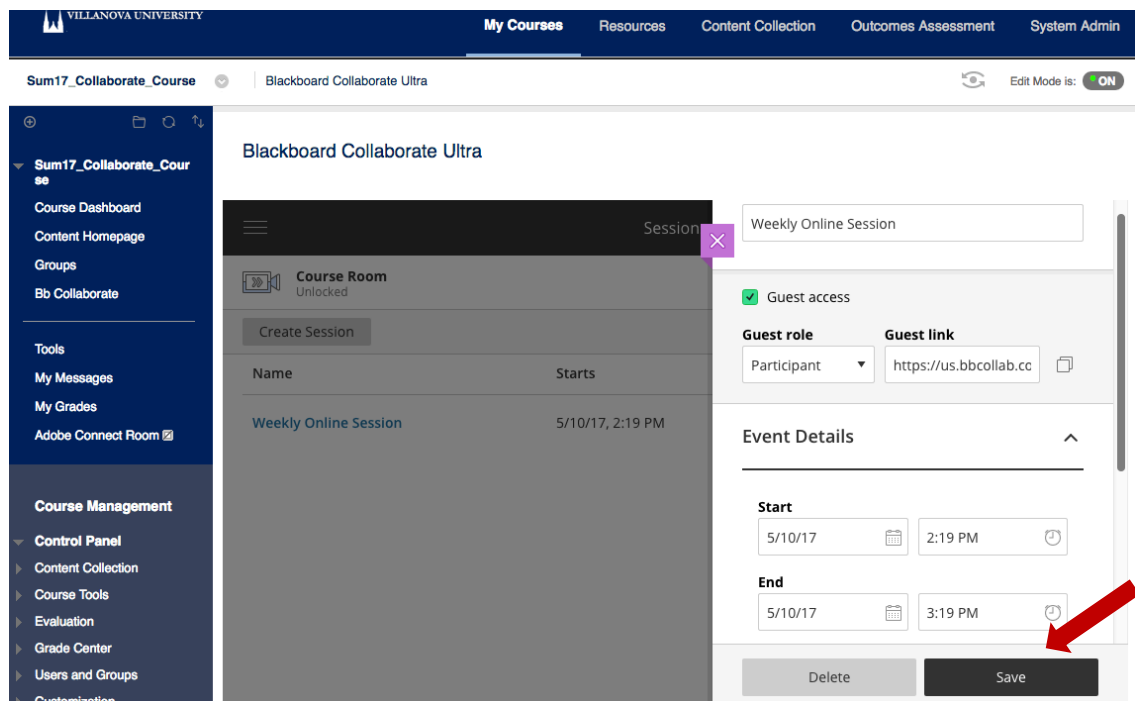
- Log into elearning.villanova.edu with one of the supported browsers, select the course from your My Courses menu where you plan to host a BB Collaborate session
- Once in your course, BB Collaborate Ultra can be located in the left hand navigation menu. Click **BB Collaborate**



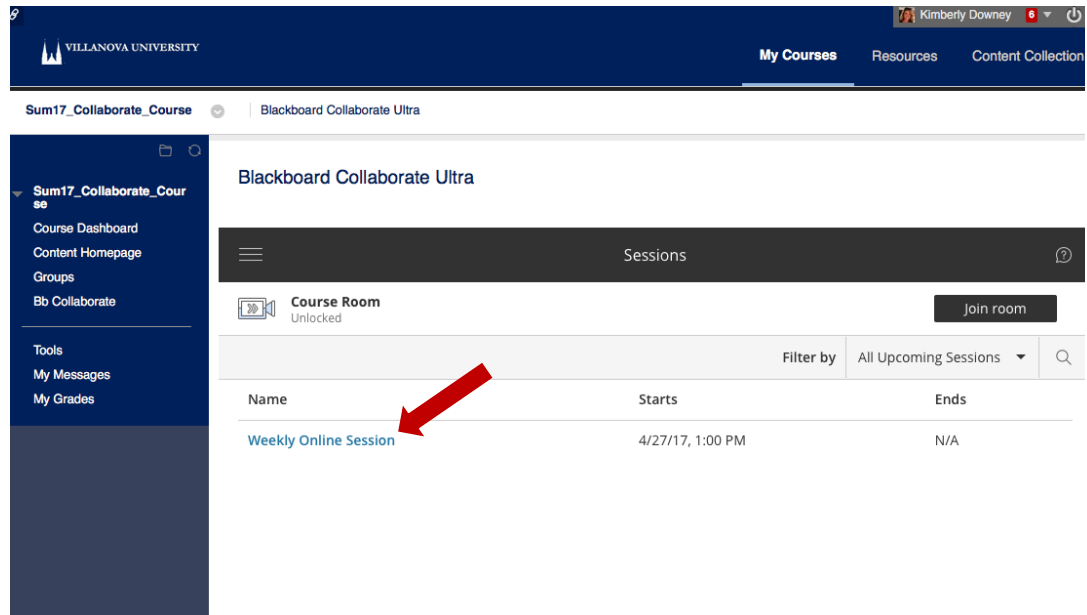
- This will take you to the BB Collaborate Sessions menu. Select Create Session.



- Once you click Create Session, the event details menu will pop up. Fill out the appropriate session information and click Save.



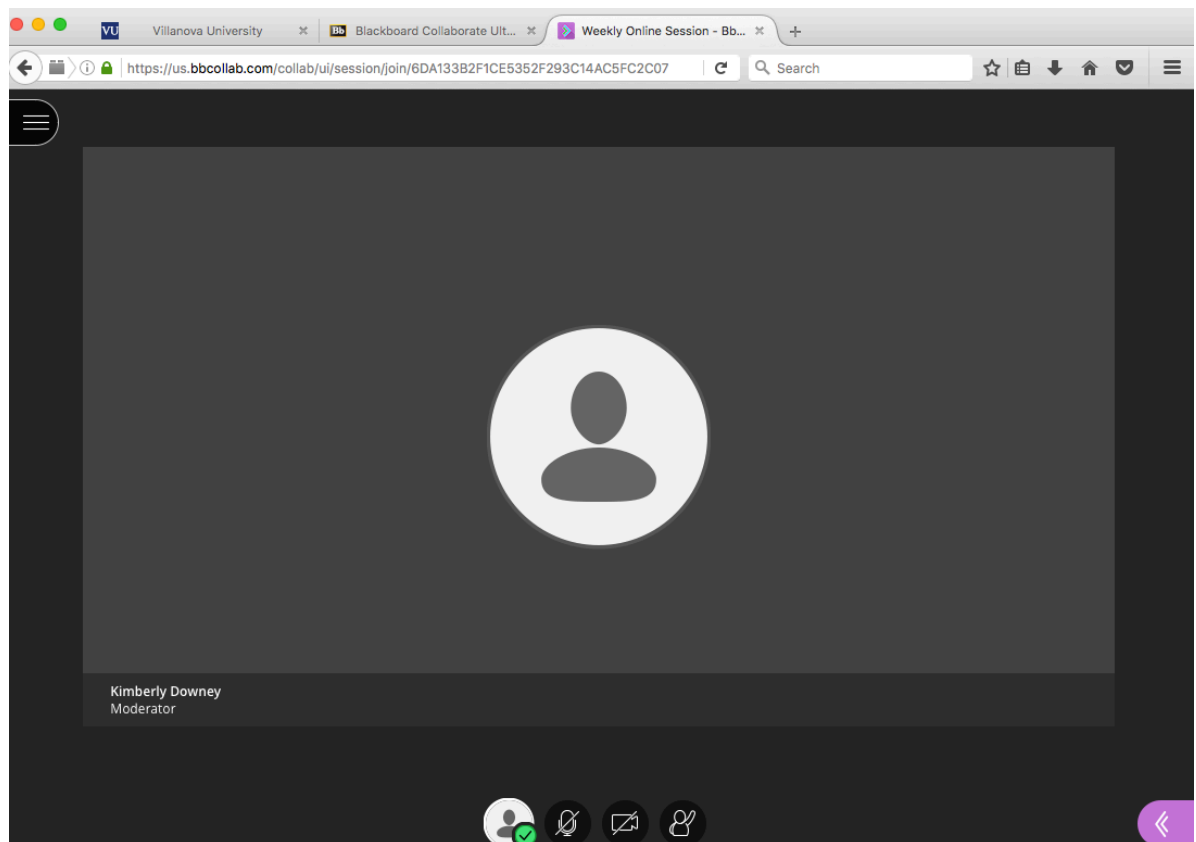
- To join the session, click the session name in the Sessions menu.



The screenshot shows the Blackboard Collaborate Ultra interface. On the left is a navigation menu with options like 'Sum17_Collaborate_Course', 'Course Dashboard', 'Content Homepage', 'Groups', 'Bb Collaborate', 'Tools', 'My Messages', and 'My Grades'. The main area is titled 'Blackboard Collaborate Ultra' and contains a 'Sessions' section. Below this is a 'Course Room' section with a 'Join room' button. A table lists sessions with columns for 'Name', 'Starts', and 'Ends'. A red arrow points to the 'Weekly Online Session' link in the 'Name' column.

Name	Starts	Ends
Weekly Online Session	4/27/17, 1:00 PM	N/A

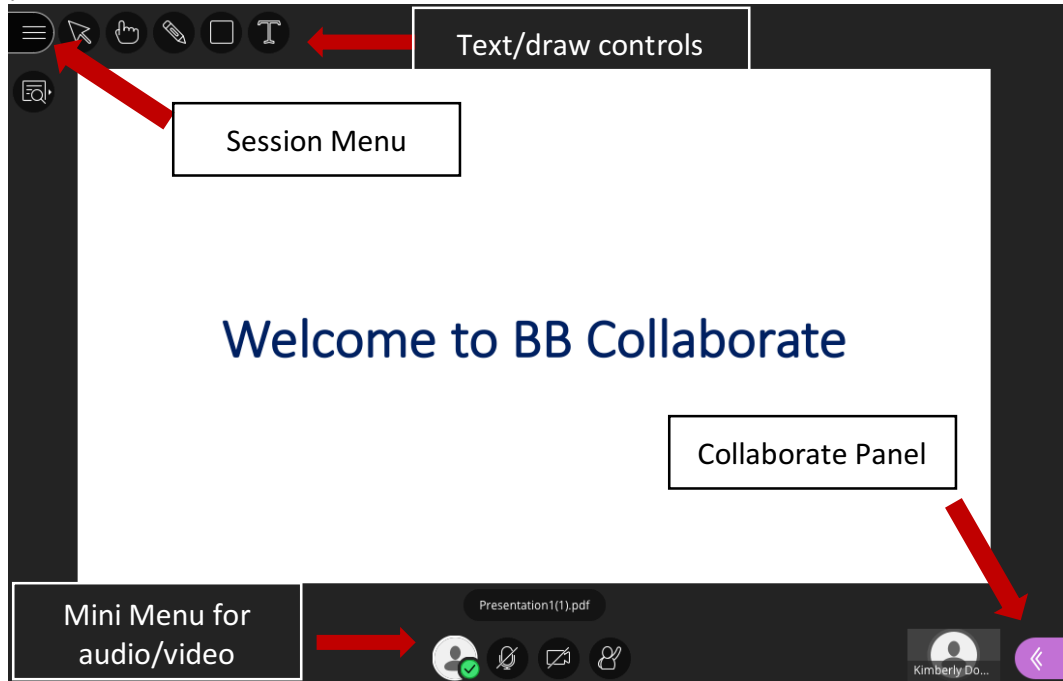
- BB Collaborate will open in a new tab within your browser



The screenshot shows the Blackboard Collaborate Ultra session interface. The top browser bar shows three tabs: 'Villanova University', 'Blackboard Collaborate Ultra...', and 'Weekly Online Session - Bb...'. The address bar shows the URL 'https://us.bbcollab.com/collab/ui/session/join/6DA133B2F1CE5352F293C14AC5FC2C07'. The main area is a large video frame with a placeholder icon of a person. Below the video frame, the name 'Kimberly Downey' and the role 'Moderator' are displayed. At the bottom is a toolbar with icons for user, mute, chat, and other session controls.

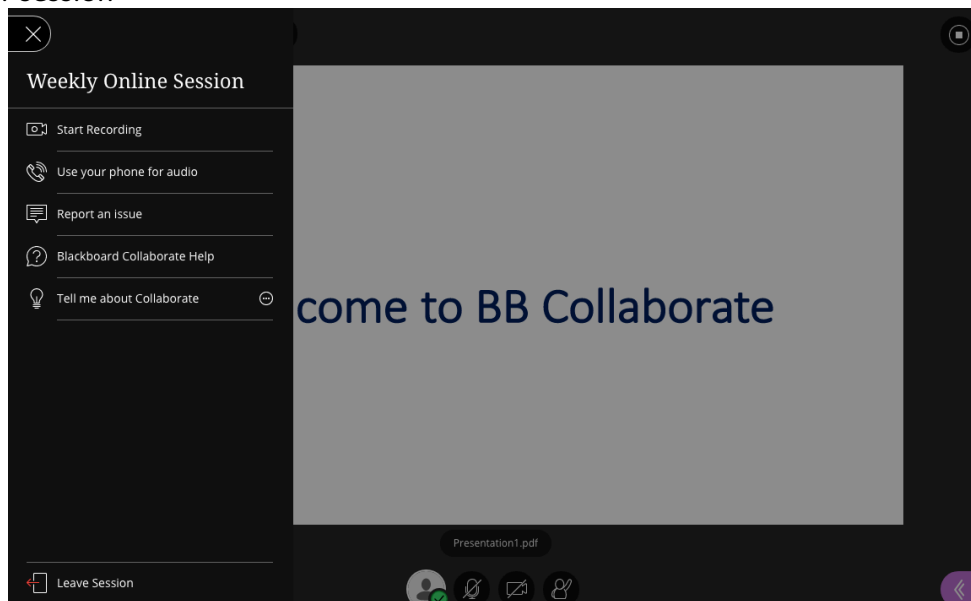
BB Collaborate Interface

- BB Collaborate has two menus: Sessions Menu and the Collaborate Panel
- Mini menu at the bottom of the screen includes quick controls for audio, video and raising your hand.
- Tools located at the top of the screen are participant controls to draw/write on whiteboards and/or files



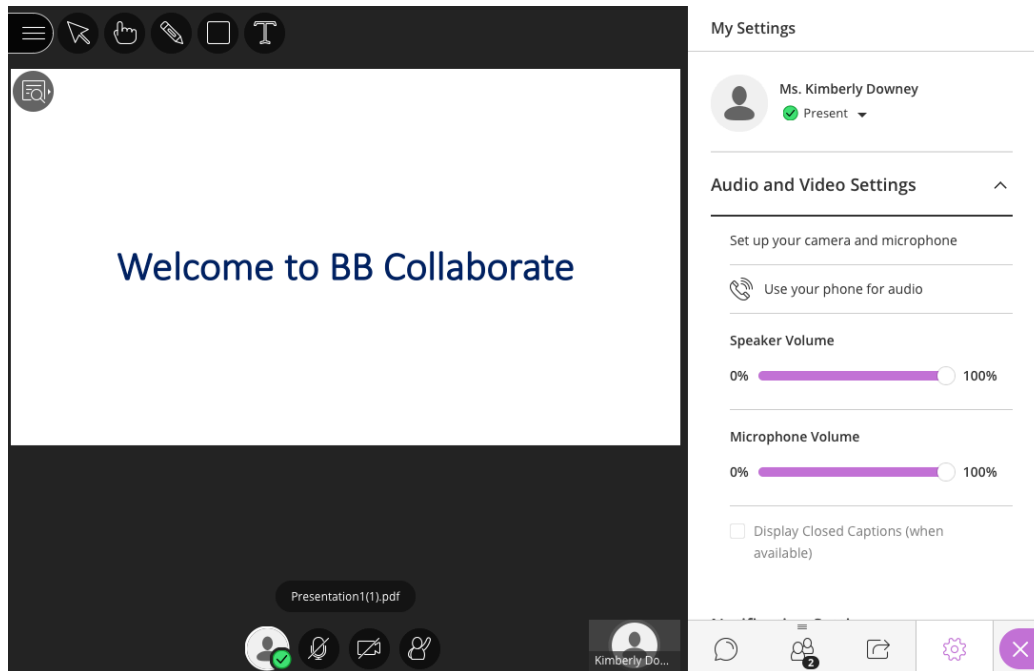
Session Menu

- The session menu includes links to
 - Start your Recording
 - Use your phone for Audio
 - Navigate you through Collaborate through the “Tell me about Collaborate” link
 - Leave your session




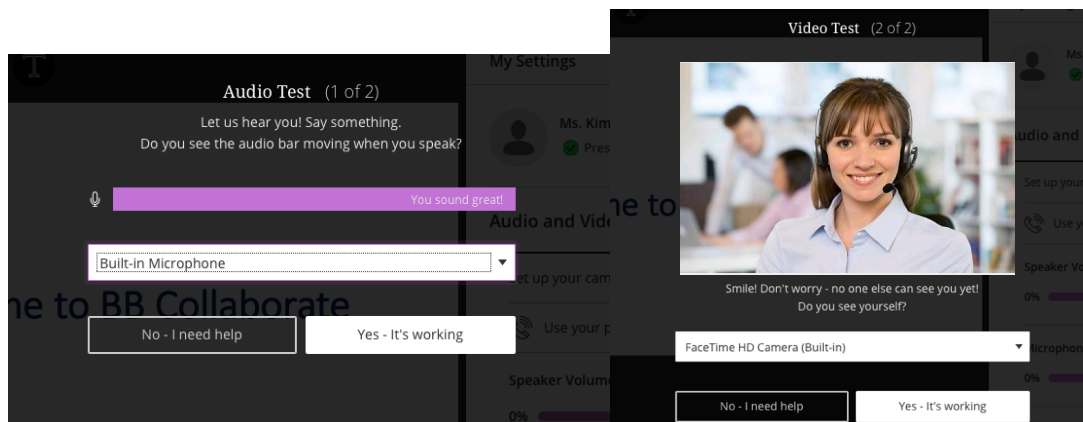
Collaborate Panel

- The collaborate panel is where you will go to:
 - Control your settings
 - Share Content
 - View the Participants List
 - View the Chat

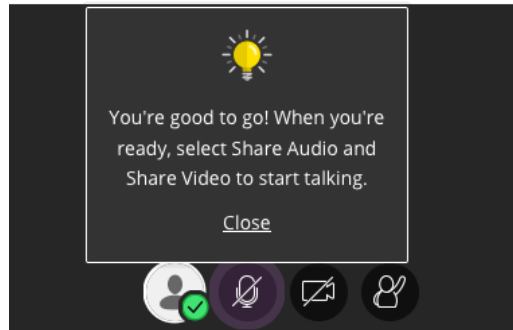


Audio and Video Setup

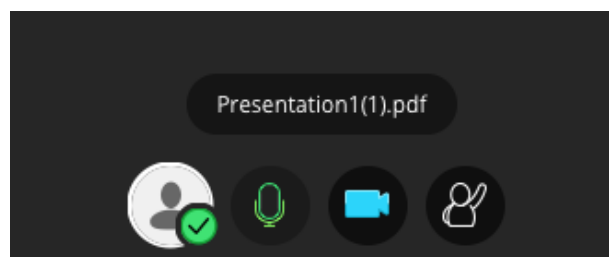
- **Set up your camera and microphone** is located under the My Settings menu in the Collaborate panel. My settings can be accessed by clicking this icon 
 - This will take you through 2 easy steps to set up your audio and video.



- When you complete the audio/video setup, you will get a notification that your microphone and camera are ready to go but still turned off

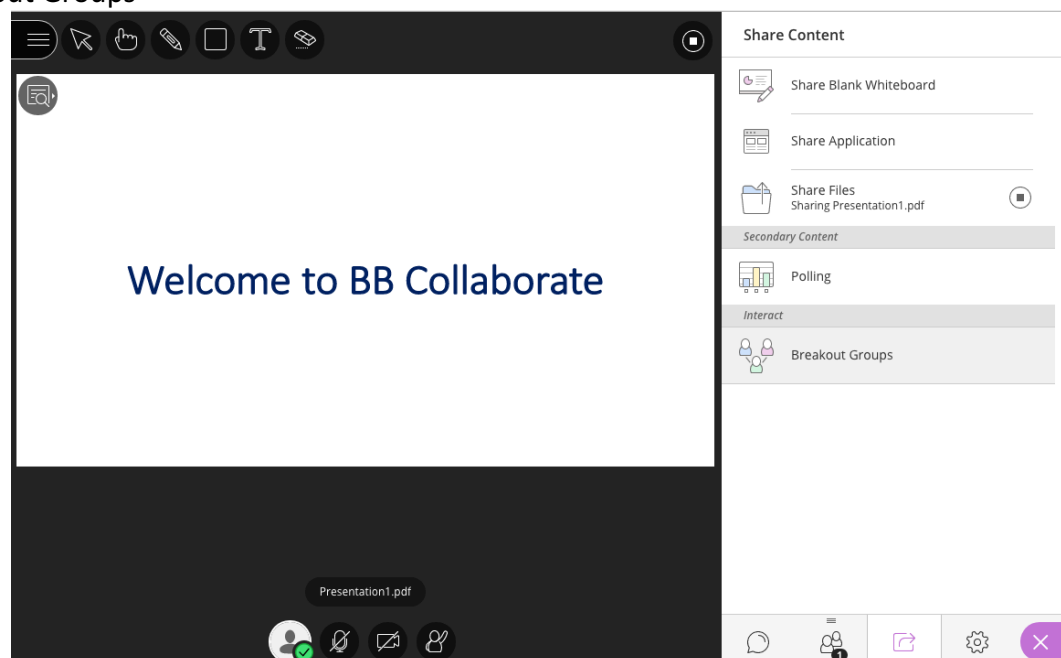


- When you are ready to turn your microphone and video on, use the mini menu controls.




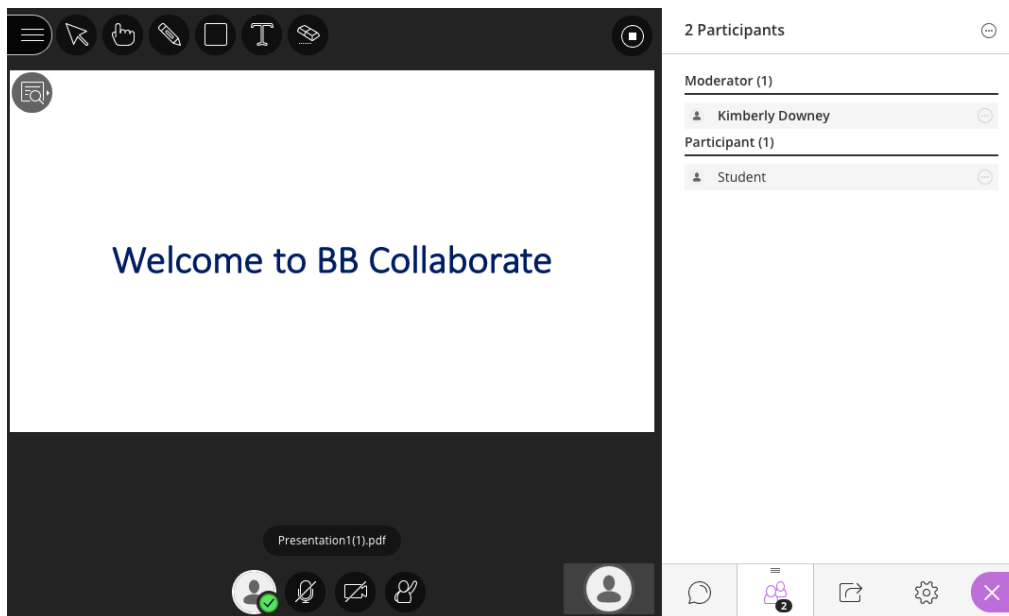
Share Content

- To access the share content menu located in the Collaborate panel, click this icon
- The share content menu allows you to:
 - Share a Blank Whiteboard
 - Share an Application
 - Share Files (PowerPoint, image, or PDF files)
 - Polling
 - Breakout Groups




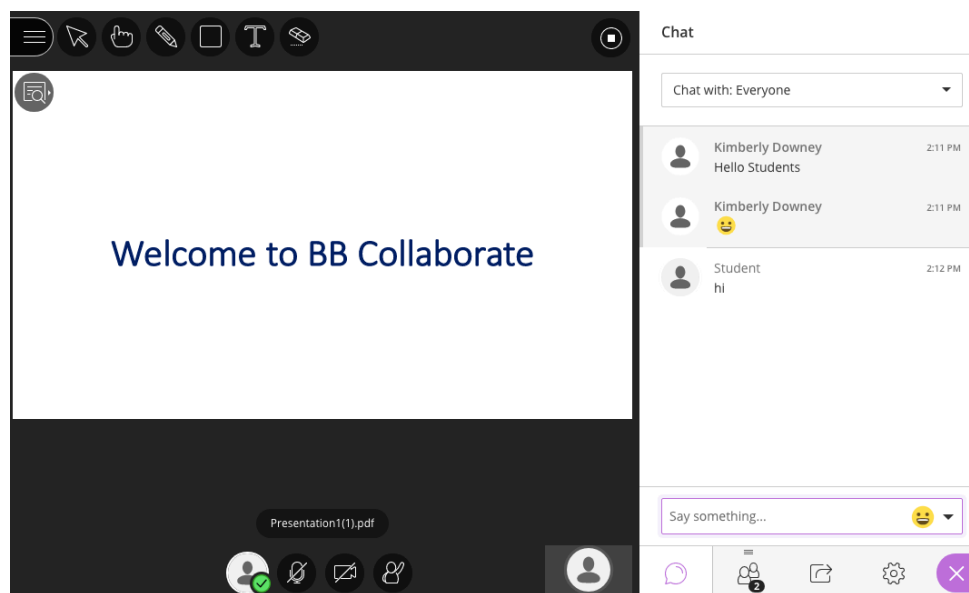
Participants List

- The participant list is located in the Collaborate panel by clicking this icon 
- The participant list is a tool for you to see who is participating in your session



Chat

- The chat tool is located in the Collaborate Panel by clicking this icon 
- The chat tool allows you to collaborate with your students via text



Leaving BB Collaborate

- To leave the session, click Leave Session located in the Session menu or simply close your BB Collaborate Session tab in your browser window.