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.

• BB Collaborate will open in a new tab within your browser
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.