GETTING STARTED IN

FACULTY GUIDE

TABLE OF CONTENTS

To learn more about collaborating with students, go to:
https://help.blackboard.com/Collaborate/Ultra/Moderator/Collaboration

BEFORE YOU BEGIN

WHAT IS BLACKBOARD COLLABORATE ULTRA?

Blackboard Collaborate Ultra (BCU) is a real-time web conferencing tool you may use for your online classes. BCU opens right in your browser so you do not have to install any software to join a session (there *is* a one-time download needed to share your screen. Instructions for this are below). Participants can see others via webcam, converse with one another via microphone and speakers or chat, and share screens. Sessions can be recorded and posted with other course materials in an LMS.

Blackboard Collaborate Ultra is an updated, "refreshed" version of what is now being referred to as Blackboard Collaborate "Classic" or "Original." The programs have similar functions, but Ultra is more visually pleasing, easier to use and provides built in tutorials. Instructors and students can have access to live sessions via mobile apps.

HOW IT WORKS
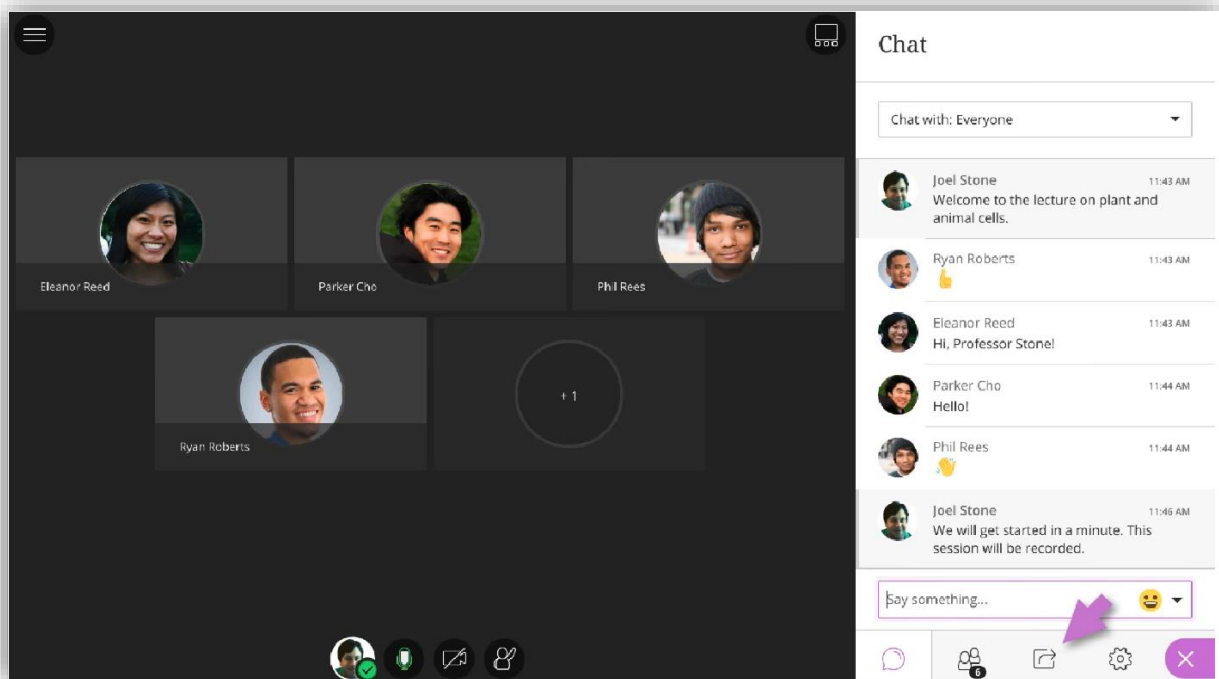
GET STARTED

DECIDE HOW TO USE BCU IN YOUR COURSE.

To get started with BCU, you need to decide how you are going to use BCU in your course. What will best help you meet the objectives of the course?

Virtual classroom
BCU is designed to be utilized as a virtual classroom in which students and instructors meet in real time at a distance. Features such as the whiteboard and group breakout rooms support efforts to teach online at a distance.

> **Note**: Remember, you cannot require that students in an online course join a synchronous session unless it is described as synchronous in Connect ND and your syllabus. However, optional live sessions may be appreciated by students.

For Recording
With BCU, you can record any session. If given presenter access, students can do so as well. This may be a way for you to record a lecture from your desk while sharing your screen, or you can assign students to do the same. Groups of students who live at a distance from each other can record themselves doing presentations as a group. BCU could be offered as an alternative to other lecture capture options in your course.

Group Sessions
BCU has a feature that allows groups of students to go into "Breakout Rooms" which are designed for group collaboration. Every group member is a presenter which allows students to share their screens, the whiteboard and files with others in the group.

Virtual Office Hours
You may set up times for students to meet with you in real time to answer questions, go over class work, etc.
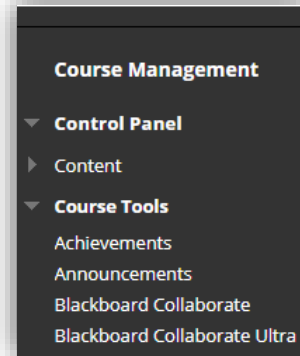
Learn more about collaborating with your students in BCU at:
https://help.blackboard.com/Collaborate/Ultra/Moderator

MAKE SURE THAT BLACKBOARD COLLABORATE ULTRA IS A TOOL IN YOUR COURSE.

Go to the **Course Management** menu, open **Course Tools** and look for **Blackboard Collaborate Ultra**.	
If it is not listed, Go to **Customization** (also under the **Course Management** menu), click on **Tool Availability** and Check **Available**. Remember, the **Course Management** menu is not visible to your students, so you must add the BCU tool to your course. Three options for how to add it are explained below.	
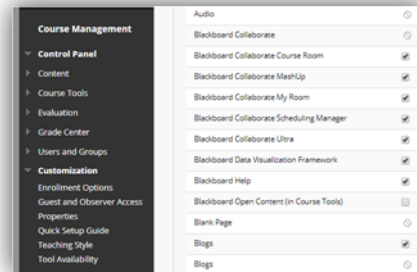
ADD BCU TO YOUR COURSE

TEACHING TIP

For every option listed above, you need to know how to add the BCU tool to your course. There are three ways to do this:

Option 1: Add a Tool Link to the Course Menu
If you are utilizing BCU frequently in the course to teach, meet remotely with your online students and/or asking students to meet as groups on their own time, you should consider making it a course menu link.

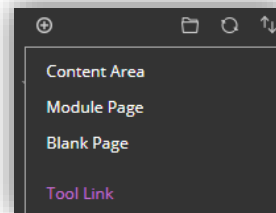**Option 2: Add a link to BCU within the context of the course**
If you are not utilizing often, or if you want to embed the tool into the context of the course as it progresses, add the BCU link to your course items.

**Option 3: Add both a Tool Link in the Course Menu and within the context of the course**
If you use BCU frequently and you want to give students quick access to the tool as well as keep the access embedded within the context of the course, you may use both links.

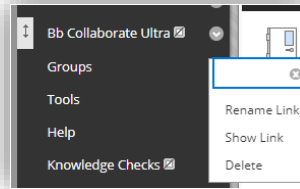## OPTION 1: ADD A TOOL LINK TO COURSE MENU

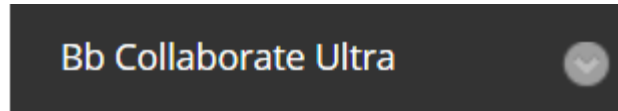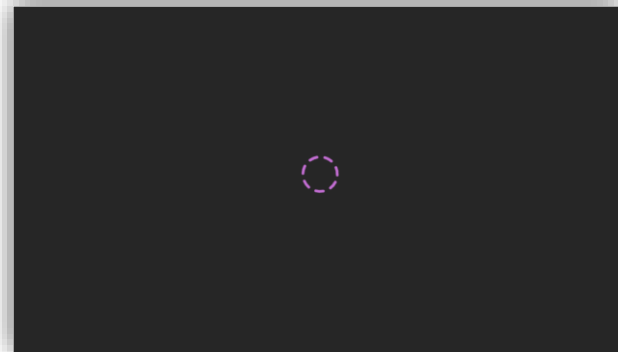|	
1. Click the **Add Menu Item** icon 2. Choose **Tool Link**	
3. The **Add Tool Link** dialog box opens 4. Type a name for the link that will appear on the course menu. Possibilities include "Bb Collaborate Ultra" and "Live Course Sessions" or other descriptive names. 5. Click on **Type** dropdown and choose **Blackboard Collaborate Ultra**. 6. Check **Available to Users**.	
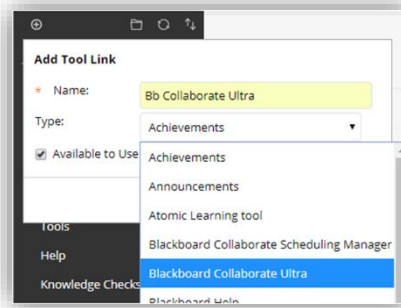
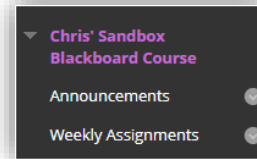|	
Note: If you prefer to hold off on making this tool link available until the BCU sessions are set up, you may make the link available later by choosing **Show Link** on the dropdown menu of the item.	
7. Click the link.	
8. You will get a black screen with a purple circle. This indicates that the tool is loading.	
9. You enter an area called the **Scheduler**, which is where you will schedule and manage your sessions and recordings. The **Course Room** is created when you add BCU to a course. Think of the Course Room as a place for you to meet in a virtual environment, just like you would in a physical classroom. **Sessions** are the dates and times when a class meets, such as Tues and Thurs from 9 to 11:30 am.	
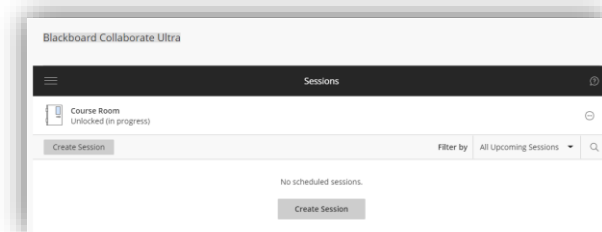
OPTION 2: ADD A LINK TO BCU WITHIN THE CONTEXT OF THE COURSE

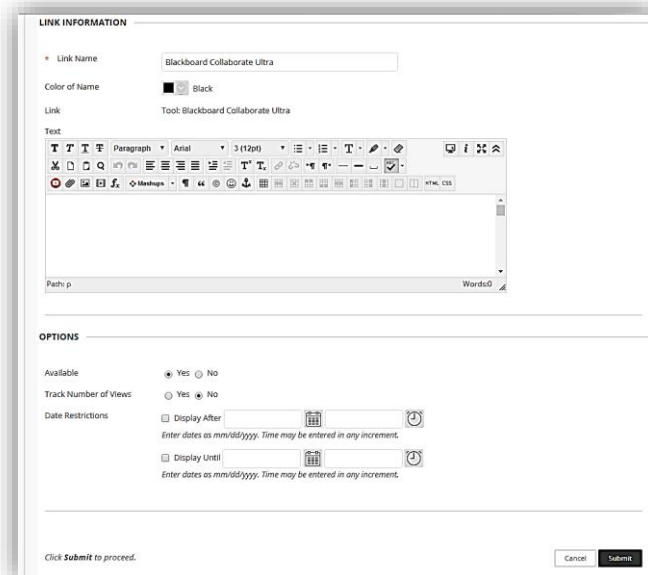|	
1. Go to the content area in which you would like to add the link to Blackboard Collaborate Ultra, such as **Weekly Assignments**	
2. Go to **Tools**, click **More Tools**, click **Blackboard Collaborate Ultra**	
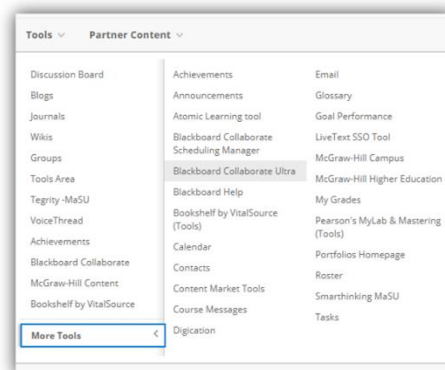
3. **Complete the tool settings**
Link Information
  Link Name: Name the link in a way that makes sense to your content. It should be the same as the link in the Course Menu, if you choose to utilize both options.
  Color of Name: you may change the color of the link
  Text: Enter a description of the link if desired. This will be visible on the item page to students.
Options
  Available: Make the link available now or come back and change this setting later.
  Track Number of Views: No
  Date Restrictions: Leave this blank if you want students to see the link. If not, choose the relevant dates.
  Click **Submit**	

4. **Click the link**	
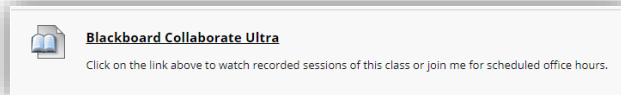
You will get a black screen with a purple circle. This indicates that the tool is loading.	
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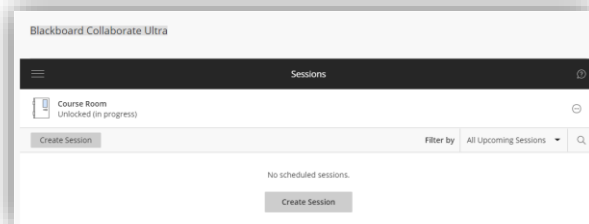
OPTION 3: ADD BOTH A TOOL LINK IN THE COURSE MENU AND WITHIN THE CONTEXT OF THE COURSE

If you use BCU frequently and you want to give students quick access to the tool as well as keep the access embedded within the context of the course, you may use both links.

For instructions, follow steps for options 1 and 2 above, then complete the settings as indicated below.

COMPLETE SETTINGS

For all of the above options, you need to complete the following settings.

Video: Session Settings also explains these settings: https://youtu.be/HP_uoeGmSiE

Title: We recommend adding the course prefix and number, days, times and time zone.

Guest access: Checked by default

Guest role: Participant is the default. You can change this to Presenter or Moderator if you would like students to have more permissions.

Guest link: Copy this guest link if you would like to post the link to this session in your course.

Anonymous dial-in: This is the number and PIN that will be given to guests when they login. They can use this to call in via phone if their mic or speakers are not working.

> Biol 101 Tues Thurs 9-11 am CT
>
> ☑ Guest access
>
> **Guest role**   **Guest link**
> Participant ▼   https://us.bbcollab.c⬚
>
> **Anonymous dial-in:**
> 571-392-7650 PIN: 8124376033

Event Details

Start and End: Enter the FIRST date and time the session should begin and end.

No end (open session): Choose this if you do not want to restrict the session by date and time.

Repeat session: Choose this if the session will recur. In this example, the class occurs Tuesdays and Thursdays from 9 am to 11 am every week.

- The class ends at 11:00 am but ten extra minutes were added at the end of the session in case it is needed.

- Since class recurs twice a week, **Repeat Weekly** is selected. If the session is not repeated or if you want more flexibility with the session, choose **No end (open session)**. Virtual office hours is a good time to use an open session.

- Since class recurs every week, **Every Week** is selected. If the session recurred once a month, like a monthly meeting, **Every Month** would be selected.

- Since the class is on Tuesdays and Thursdays, those days of the week were selected.

> **Start**
> 5/15/18 📅   9:00 AM 🕐
>
> **End**
> 5/15/18 📅   11:10 AM 🕐
>
> ☐ No end (open session)
>
> ☑ Repeat session
>
> Repeat Weekly   ▼
>
> Every Week   ▼
>
> S   M   **T**   W   **T**   F   S
>
> End After Occurrences   ▼   10
>
> **Early Entry**
> 15 min before start time   ▼

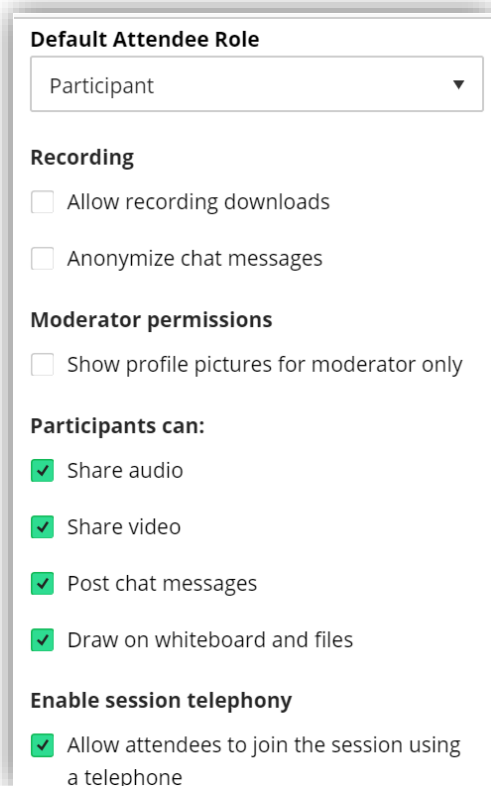|	
Early Entry: Use the drop down to choose **No early entry** or **15**, **30**, **45** or **60** minutes early. We recommend **30 minutes** for early entry to allow students to test equipment.	
## Session Settings **Default Attendee Role:** Choose Participant, Presenter or Moderator. Each of these roles has different permissions. See below for details. **Recording** **Allow recording downloads**: Check the boxes if you would like students to be able to download the recording of this session. (You can change this later if you change your mind.) **Anonymize chat messages**: You can make chat messages posted during the live session appear as anonymous posts in the record. This applies only to recordings made after this setting is chosen. **Note**: Contact your BCU administrator for access to chat recordings. **Moderator permissions** **Show profile pictures for moderator only:** If selected, participant profile pictures don't appear anywhere profile pictures are seen in the session. This includes in the Attendees panel, chat, breakout groups, and on the main stage. The default avatar appears for participants instead. **Participants can** **Share their audio**: If selected, moderators can mute participants as needed. If not selected, only moderators and presenters can turn on their audio. **Share their video**: If not selected, only moderators and presenters can turn on their video. **Post chat messages**: If not selected, moderators and presenters can still use chat. Participants can't use chat but they can see any chat messages posted by moderators and presenters. **Draw on whiteboards and files**: If not selected, only moderators and presenters can draw on whiteboards. **Enable session telephony** **Allow users to join a session using a telephone**: When selected, all attendees see an option in the Session menu to	

use their phone for audio during a session. If you don't select it, telephone is not available during the session.	
Private Chat **Participants can only chat with moderators:** Private chat is available by default. When selected, participants can only chat privately with moderators. If you don't select it, participants can chat privately with anybody else in the session. **Moderators supervise all private chats:** When selected, moderators can see everything that is said in private chat channels. An alert appears at the top of the private chat channel informing users that the chat is being supervised. If you don't select it, you don't see the private chat channels. Click **Save**	
A new session is created. Click on its title to enter the session.	

User Permissions
Participant
- By default participants can share audio or video, draw on whiteboard, post to chat or private chat.
  Note: Room settings can be configured so Moderators can read private chats. Participants may be permitted to move themselves to and from a breakout group

Presenter
- Upload files and start/stop File Sharing. Progress slides when File Sharing. Share an Application (must be using Google Chrome or Mozilla Firefox and have the required plugin installed) see How to Present in Blackboard Collaborate Ultra on the Blackboard Support Center page.

Moderator
- Can start/stop recording, restrict what Participants have permission to do, start polling, setup breakout groups and move participants, elevate privileges of other users.

ACCESS BCU IN A BB COURSE

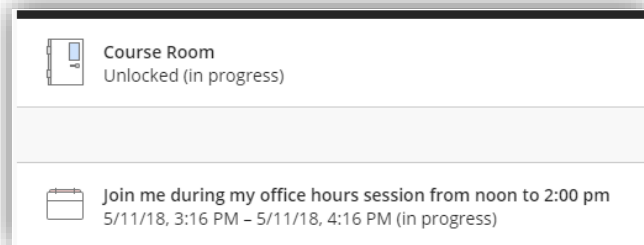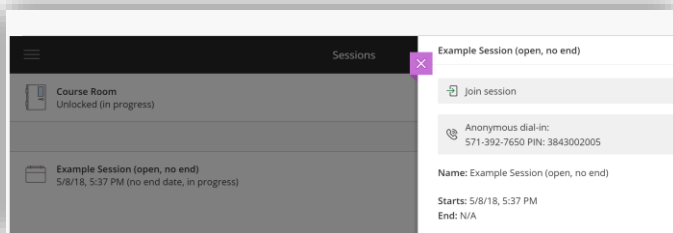|	
The Scheduler When you click on the Bb Collaborate Ultra link, you will enter the **lobby**. The Lobby in BCU is the space where all course rooms and sessions are accessible.	
Course Room The course room is an open Collaborate session dedicated to the course. You can join this session any time.	
Session A session is reserved for a specific date and time or a specific task. Sessions can be used for student groups, or face-to-face meetings with the instructor.	
Join a Session Click **Join session** (or **Join Course Room**) on the right side of the screen. This generates a *unique link* to help the session identify you. You will be automatically logged in to the session/room.	
Tip: *Each link is unique* to an individual session and a user in that session. This means that the link only works for you in that session. You are not able to use the link to join the session again or share your link with another user. Session links expire after 5 minutes.	
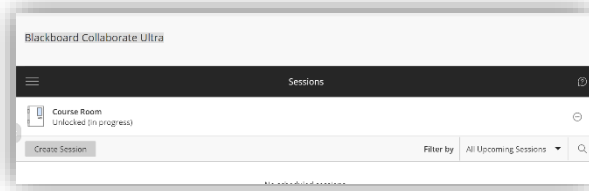
Splash screen This splash screen pops up to provide the following options for logging in: • If you are on a computer, click **Join** from a browser (remember, Google Chrome is the recommended browser. You may have problems with other browsers.) • If you are on a mobile device and have the Blackboard Student app installed, click the blue pencil button.	
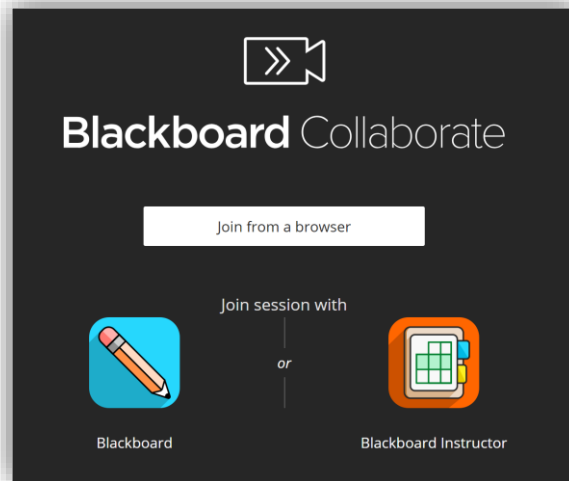
BCU VIDEO TOUR

Watch this video tour to see the BCU user interface. Video URL: https://youtu.be/KNCI7e0cAF8	

SHARE CONTENT

For more information on how to share content go to:
https://help.blackboard.com/Collaborate/Ultra/Moderator/Share_Content

BLACKBOARD HELP

For more help on using Blackboard Collaborate Ultra as an instructor, go to:
https://help.blackboard.com/Collaborate/Ultra/Moderator/Get_Started