Blackboard Collaborate Ultra

MyAberdeen links to Blackboard Collaborate Ultra, usually entitled Meeting Room on the Control Panel down the left handside. Blackboard Collaborate Ultra is a web conferencing tool, allowing you to engage with material and your students online in one room.

The best browser for using Blackboard Collaborate Ultra is Google Chrome or FireFox

Navigating Blackboard Collaborate Ultra

On opening Blackboard Collaborate, first time users are requested to do an audio and video setup, if you miss this, you can always go back to these settings in My Settings. There are three key areas of Blackboard Collaborate Ultra:

- Media space (this is the main window)
- Session menu (appears at the top left of the main window)
- Collaborate panel (link appears at the bottom right of the main window)

Adding a Profile Picture

- Go to My Settings, Point to Profile Picture and select it
- Upload an image or drag and drop, then Save

Setting Up Your Audio and Video

Ideally do this when you enter a session, however you can check this again by going to My Settings, Audio and Video setup. By default the microphone and video are set to mute and off, to enable them just click on the relevant icons.

Change Your Status

You can let people know if you are ‘away’ or how you feel, by clicking on your Profile Picture on the main screen. A notification of your status will appear on the Participants list and on the Chat menus.

Hand Raise

Raise your hand to answer a question or to get the moderator’s attention.

Set a Timer

You can set a timer and let your participants know when you will start the session, to do this go to the Collaborate Panel, Share Content and select Timer.

Session Menu

The session menu is located at the top left of the main window and gives you information about the session and also allows you to record the session. The main features are as follows:
- Record your session (NB: only records the main room and does NOT record ‘breakout sessions’)
- Connect your phone for audio
- Get help or report an issue
- Take tutorials that show you how to use Collaborate
- Leave the session

**Collaborate Panel**

The Collaborate Panel link is located at the **bottom right of the main window**, the tools are as follows:

- Chat
- Participants
- Share Content (also allows the creation of a Poll, Breakout Groups and start a timer)
- My Settings

**Chat**

This is the first icon on the Collaborate Panel, enabling you to chat with ‘**everyone**’ or just the ‘**moderator**’. Just type your message in the box and hit return. You can also add emojis.

**Participants/Attendees**

Allows you to view the list of participants, this also highlights whose **microphone** is enabled, their **network** connection and clicking on the **ellipses** beside a name allows you to allocate different roles.

**Share Content**

The Share Content button gives you access to the following functions

**Primary Content**

- Share blank whiteboard
- Share Application/Screen
- Share Files (PDFs, PowerPoint presentations and images (gif, jpeg and png formats)).

To Stop sharing content, by clicking on the button, at the top right of the screen

**Secondary Content**

- Poll, allows Yes/No or Choices
- Timer

**Interact**

- Breakout Rooms

**My Settings**

Update or add a profile image, set up your audio and video.

**Useful Links**

  - Know the tools. Use the Tools
- Access this Quick Guide Online: [https://abdn.blackboard.com/bbcswebday/xid-11004803_1](https://abdn.blackboard.com/bbcswebday/xid-11004803_1)