Quick Guide - MyAberdeen: Blackboard Collaborate

Using Blackboard Collaborate Ultra – Quick Guide for Moderators

Blackboard Collaborate Ultra is a web conferencing tool, allowing you to engage with material and your students online in one room. You can access Collaborate sessions directly from your courses. This guide is mainly aimed at users who access Collaborate with a Moderator role.

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

Let participants know that they can raise their hand to ask 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. It gives you information about the session and allows you to record the session. The main features are as follows:

- Record your session (NB: this only records the main room and does NOT record ‘breakout sessions’)
- Connect your phone for audio

For the best call quality, we recommend all users joining a Collaborate session use a wired connection (wireless/WiFi not recommended). The recommended browsers are Google Chrome and Firefox.
• 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 and monitor the list of participants, highlighting whose microphone is enabled and their network connection and allowing you to allocate different roles by clicking on the ellipses beside a name.

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 click 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.

Further Resources

• Blackboard Collaborate Ultra Experience: https://help.blackboard.com/Collaborate/Ultra
  ◦ Know the tools. Use the Tools
  ◦ Network Connection: Best practices for best experience
  ◦ Good Practice for Running Webinars
• Access this Quick Guide Online: https://abdn.blackboard.com/bbcswednav/vid-11004803_1
• For course design information, check our Course Design Guidelines.
• For further eLearning advice, visit: www.abdn.ac.uk/elearning.