Blackboard Collaborate Ultra
for Student Tutorial

New York City College of Technology

Instructional Technology & Technology Enhancement Centers (iTEC)

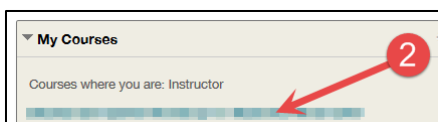**Contact Information: itec@citytech.cuny.edu**
718-254-8565

System Requirements:

Although most of the features of Blackboard Collaborate Ultra work with most updated browsers, current versions of **Firefox** and **Google Chrome** are recommended for Blackboard Collaborate Ultra. You will find a full list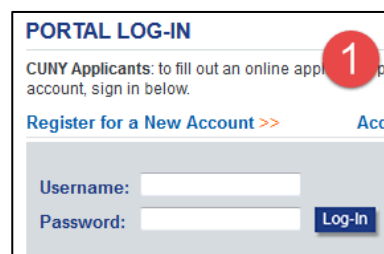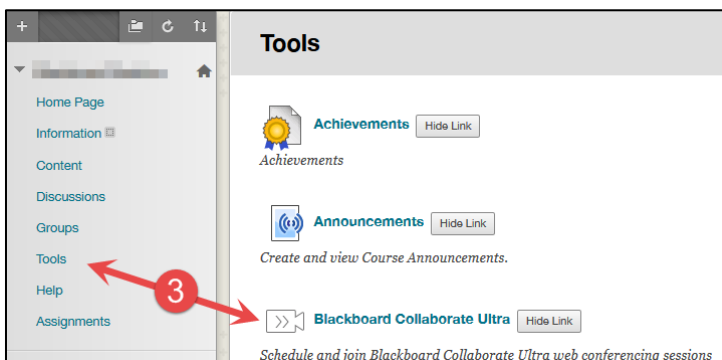 of browsers that support Ultra at https://en-us.help.blackboard.com/Collaborate/Ultra/Moderator/010_Get_Started/Browser_Support

Getting Started:

1. To log into Blackboard Collaborate Ultra, go the CUNY Portal and log into Blackboard.
2. Click on your course.
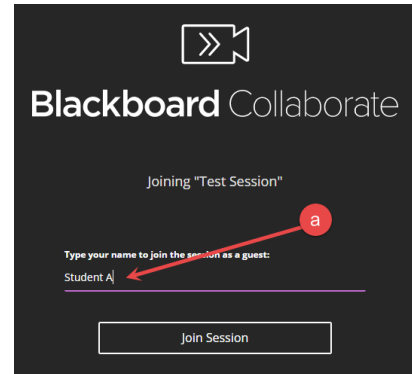3. Click on **Tools** -> **Blackboard Collaborate Ultra**

Entering the session:

1. Click on the session title to enter.

Name	Starts	Ends
Test Session	1/12/17, 9:49 AM	1/12/17, 10:49 AM

2. If you are a guest, you can join the room by using the URL the instructor emailed to you. *Note: Guest link must be enabled by your instructor for this to work.*
   a. Enter your guest name and click **Join Session**.

My Settings: Audio and Video

1. Click on the double arrow on the lower right hand side to open the **Collaborate Panel.**
   a. Click on the gear to open **My Settings**.
2. Set up your audio and video.
   b. Under **Audio and Video Settings**, click on **Set up your camera and microphone**.
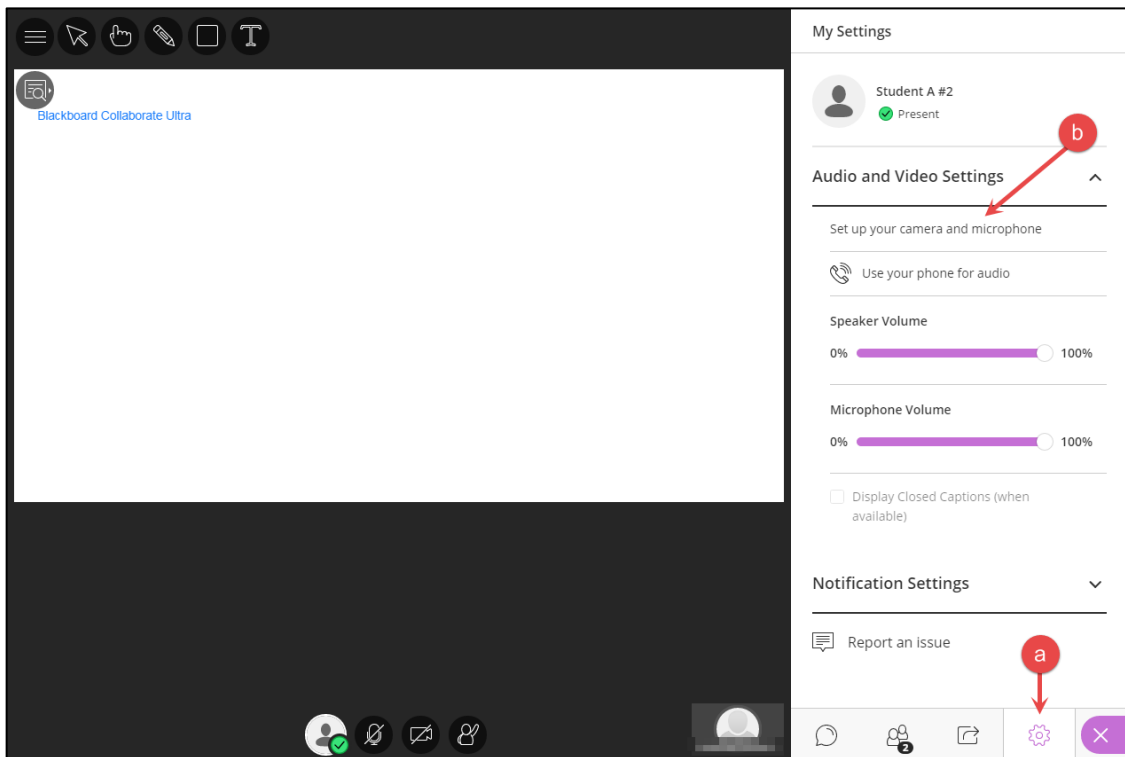
c. Do the **Audio Test** and make sure your microphone is selected.
Click **Yes – It's Working**.

d. Do the **Video Test** and make sure your camera is selected.
Click **Yes – It's Working**.

e. You can also adjust the **Speaker** and **Microphone Volumes**.
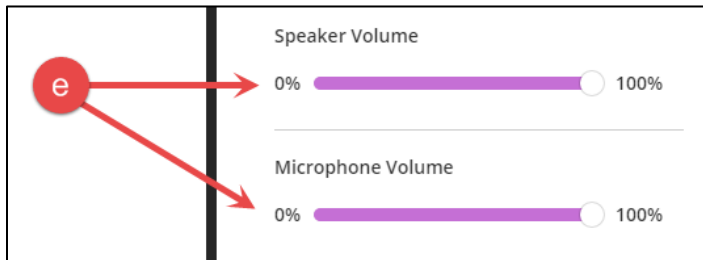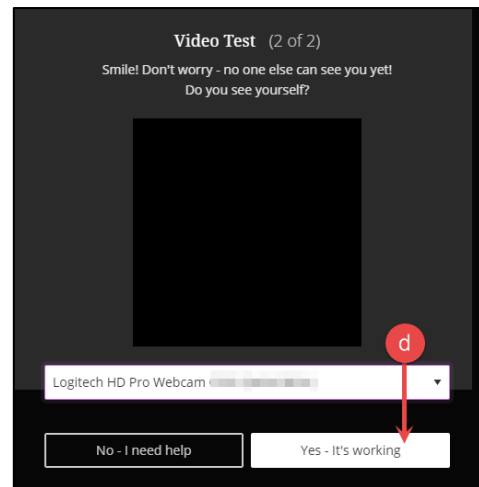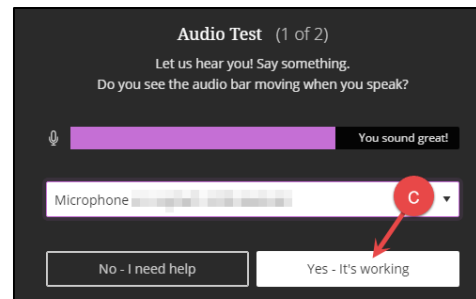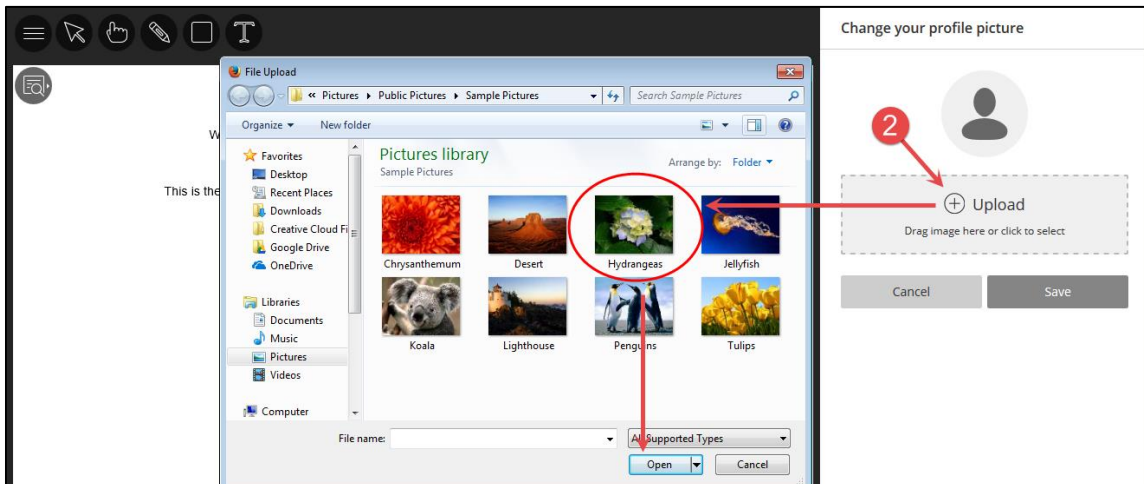

## My Settings: Adding/Changing Your Profile Picture

1. You can change or add your profile picture by clicking on the circle next to your name.
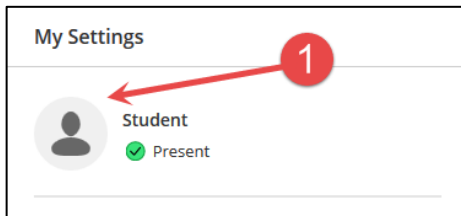
2. Click on **Upload**, select your profile picture, and Open it.

a. Crop the image by selecting the area you want to use.

b. Click on **I Like It!**

3. You can choose to always use this image as your profile picture by selecting the checkbox. Choose **Save** to save your settings.
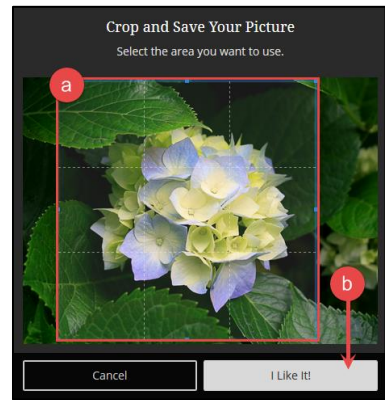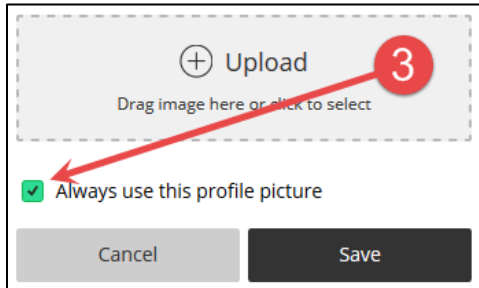
My Settings: Stepping Away

If you need to step away, you can notify your instructor.

1. Go to My Settings,

   a. Click on **Present**.

   b. Select **Set as Away**.

2. To return to the classroom, click on **I'm back!**
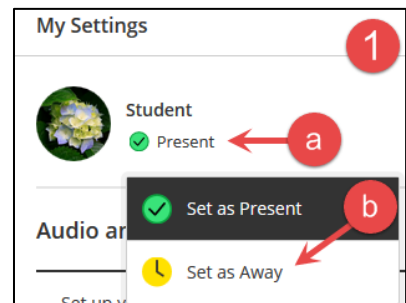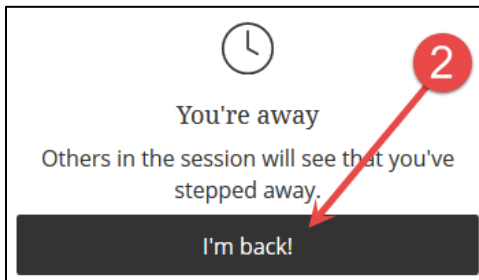
Sharing Audio:

1. To talk to your instructor and peers, click on the **Share Audio** button.

2. To mute your audio, click on the **Share Audio** button again.

Sharing Video:

1. Click on the **Share Video** button.

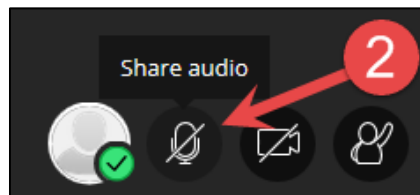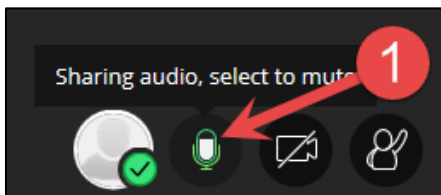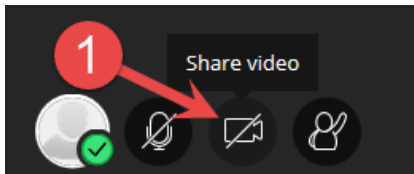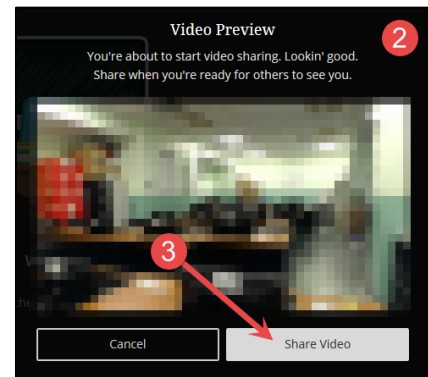2. A **Video Preview** will appear to show you how you look on camera. ***Note: This is a good time to check lighting conditions and remove any distracting objects from the camera's view.***

3. Click **Share Video**.

4. To stop sharing your video, click the **Share Video** button again.
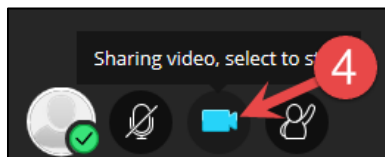
Participation:

1. To participate in the classroom, you can raise your hand by selecting the third icon. Always raise your hand before you speak.
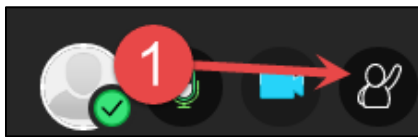
Chat Tool:

1. Click on the double arrow on the lower right hand side to open the **Collaborate Panel.**

2. **Chat**

   a. To text chat with your instructor and peers, click the **Chat** icon and start typing in the chat box.

   b. Press **Enter** on your keyboard when done.

   c. To use an **emoji**, click on the smiley face and select an emoji. Press **Enter** on your keyboard when done. ***Note: It is recommended that you do not use emojis,***

since they become distracting and do not further critical thinking.
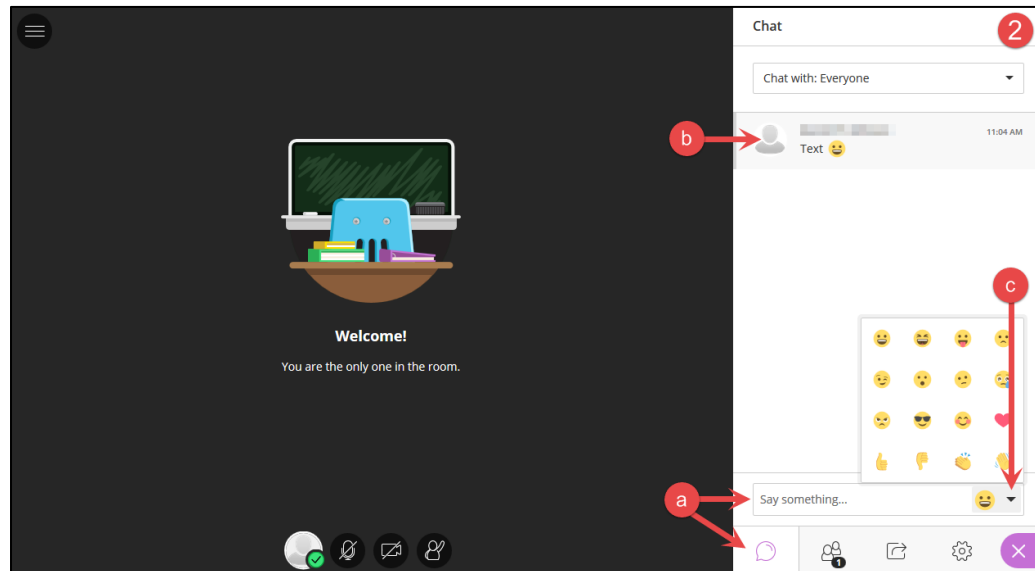
Session Menu:

Located on the upper left-hand corner.

a. **Use your phone for audio**: Click this only if you need to call into the session and are willing to pay extra charges. *Note: This feature will only work if enabled by your instructor. Charges from your carrier may apply to phone audio, so it is recommended that you use a microphone and headset instead.*

b. **Report an issue**: Report an issue you are having with the Collaborate session.

c. **Blackboard Collaborate Help**: Get additional help on Blackboard Collaborate Ultra.

d. **Learn about the new Collaborate interface**: Learn about the new features in Blackboard Collaborate.

e. **Leave Session**: Click it to leave the Collaborate session.
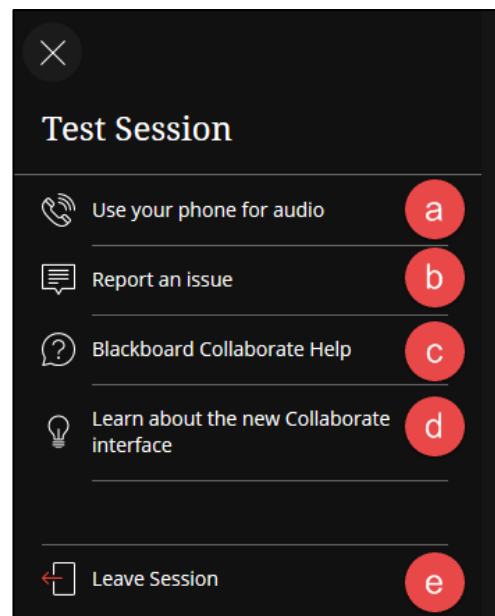
Polling

1. The instructor will ask the class a question via audio or text chat.
2. Click on the button to make a selection.
3. The poll responses will appear in the polling response bar after everyone has answered.
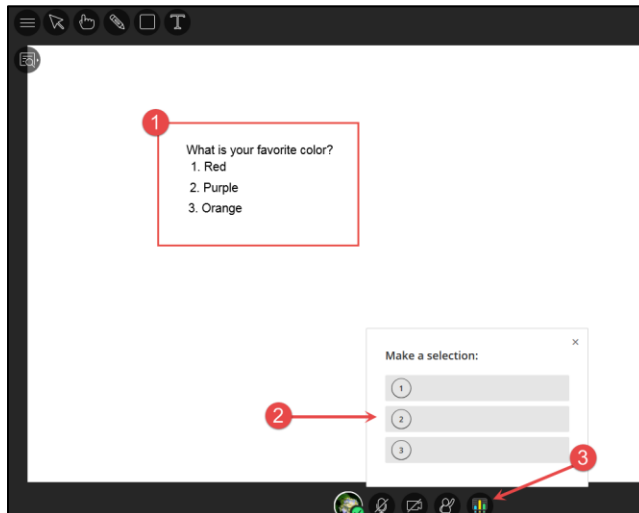
Share Content

Important: Instructors must give you permission to share content by making you a presenter. Therefore, only your instructor can allow you to share your work on the Whiteboard, share applications or share files, including PowerPoint and images.

The Share Content button is located in the **Collaborate Panel**.

1. **Share Blank Whiteboard**: The Whiteboard is where you can draw and write on a blank page.
   a. Click on the **Share Blank Whiteboard** button to begin sharing your whiteboard.
   b. Use the tools located in the upper left-hand side to draw and write on the whiteboard.
   c. To end sharing your whiteboard, click on the **Stop** button.
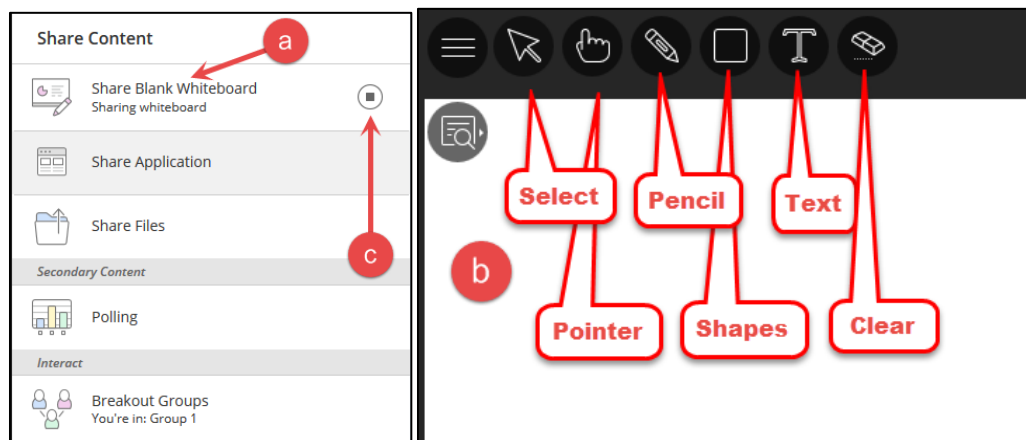
2. **Share Application**: You can demonstrate an application you have on your computer through Blackboard Collaborate Ultra without the instructor 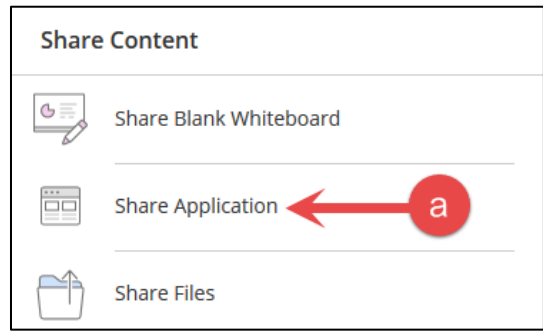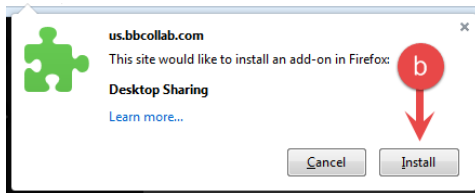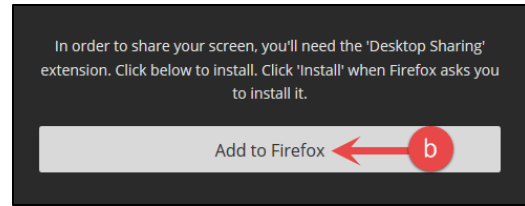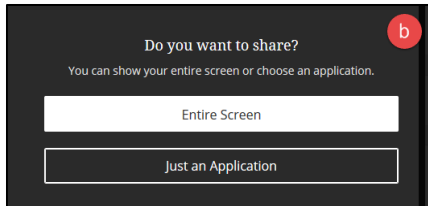and your peers having the same application installed on their computers. *Important: Sharing Application only works in Google Chrome or Firefox. To avoid a tunnel effect, it is best to share just the application and not the entire desktop.*
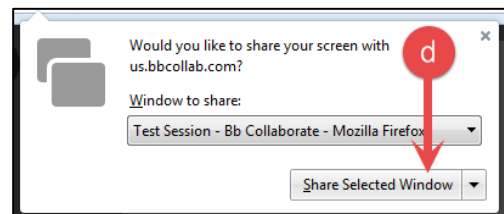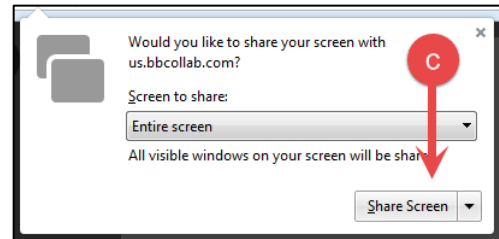
Share Content

	Share Blank Whiteboard
	Share Application ← **a**
	Share Files

a. Click on the **Share Application** button.

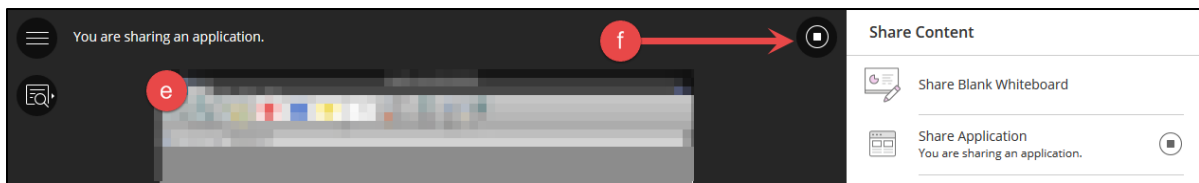b. You can choose to share your entire desktop screen or just an application.
   Note: You will need to install the Desktop Sharing extension. Click Add when your browser asks you to install it. After installation, please repeat steps a & b.

Do you want to share?
You can show your entire screen or choose an application.

Entire Screen

Just an Application   **b**

In order to share your screen, you'll need the 'Desktop Sharing' extension. Click below to install. Click 'Install' when Firefox asks you to install it.

Add to Firefox   ← **b**

us.bbcollab.com
This site would like to install an add-on in Firefox:
Desktop Sharing
Learn more...

Cancel   Install   **b**

c. To share your entire screen, select the screen you would like to share and click on **Share**. (There will be a tunnel effect at first.)

Would you like to share your screen with us.bbcollab.com?   **c**
Screen to share:
Entire screen
All visible windows on your screen will be shared
Share Screen

d. If you are made a presenter and can share an application (recommended), select the application you would like to share and click on **Share**.

e. Your screen or application will now be displayed for everyone in the session.

Would you like to share your screen with us.bbcollab.com?   **d**
Window to share:
Test Session - Bb Collaborate - Mozilla Firefox
Share Selected Window

f. To end sharing your screen or application, click on the **Stop Sharing** button.

a. **Share Files (Uploading PowerPoint)**: Upload GIF, JPEG and PNG images, PDF files, or PowerPoint presentations of **60MB** or lower to your session. Click on the **Share Files** button.

b. Click on the **Add Files Here** box. You can also drag any file to upload into the box.

c. Locate your PowerPoint file and click **Open**.

d. Once your PowerPoint file is display in the panel, click on **Share Now** to share with everyone in the session.

e. All of your slides will appear in the **slide navigator panel**.

f. Select a **slide** to begin sharing it.

g. Click on the **Forward** arrow to go to the next slide. Click on the **Back** arrow to go to the previous slide.

h. The Whiteboard tools appear as well, so you can use the tools on your slides.

i. To end sharing your slides, click on the **Stop Sharing** button.
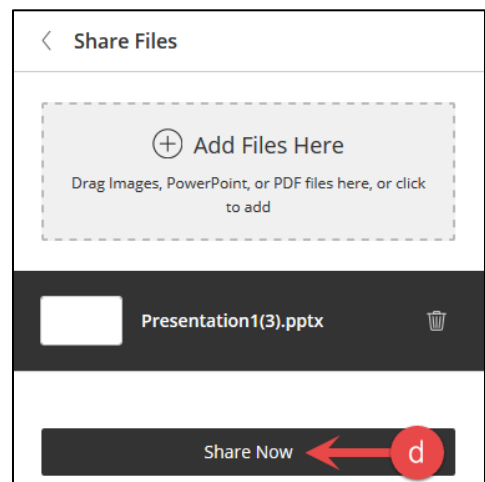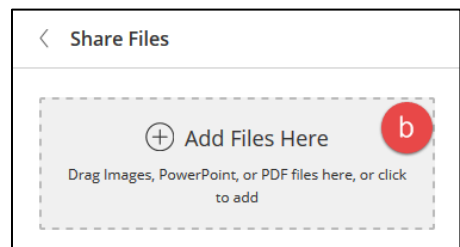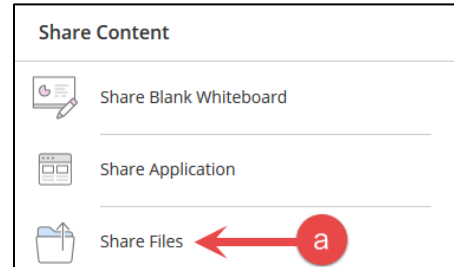
j. If you would like to share an image or a PDF file, follow steps a – d.
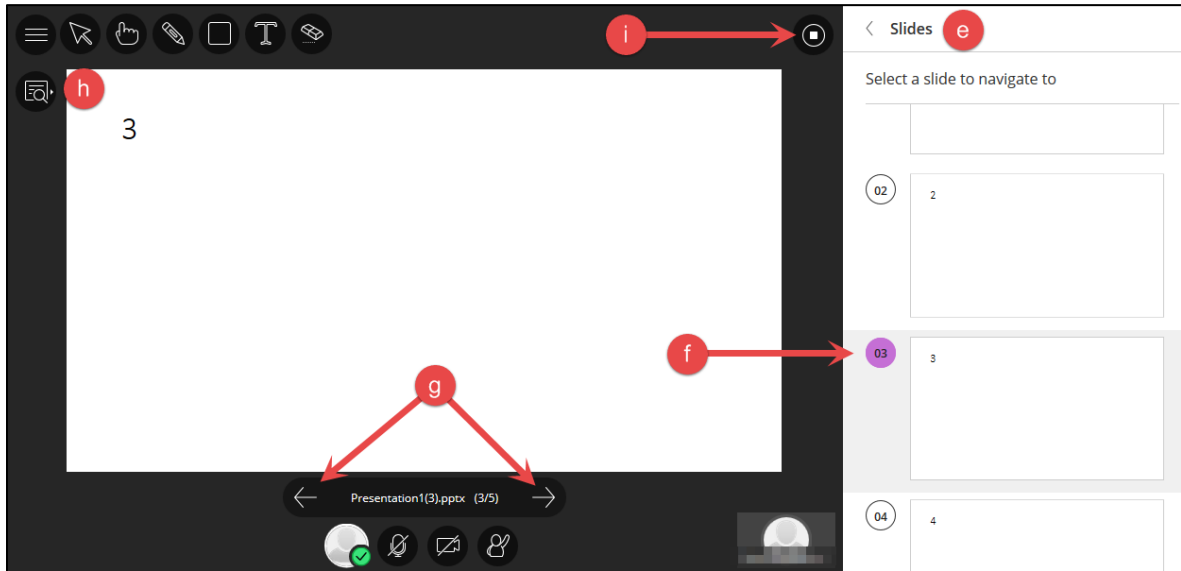
Note: It is best to save the PowerPoint as a PDF file if there is no multimedia in the presentation. You can then just upload the small PDF file. However, if you have multimedia and need to show a PowerPoint, the images can be compressed to reduce file size by opening the file in Microsoft PowerPoint.

- PC Version of Microsoft PowerPoint
    1. Open the file in PowerPoint and double click on an image.
    2. The Format ribbon should appear, click Compress Pictures.
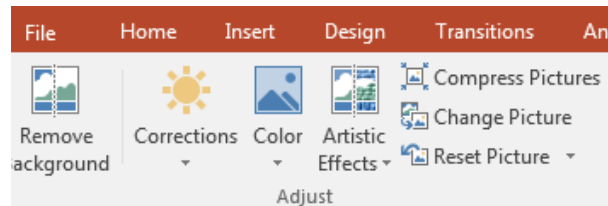
    3. **Uncheck Apply only to this picture** to compress all pictures in the PowerPoint presentation. Select **E-mail (96 ppi) minimize document size for sharing** and click **OK**
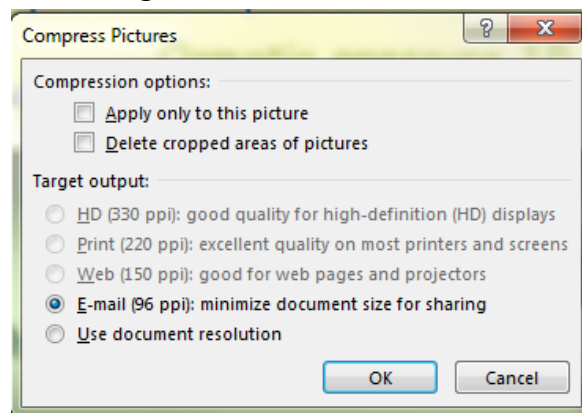
4. Save the PowerPoint presentation, the file size should be smaller.
- Mac Version of Microsoft PowerPoint
    1. Open the file in PowerPoint.
    2. Click on **File** and select **Reduce File Size.**
    3. Choose **Best for sending in e-mail (96 ppi)** for Picture Quality, check **Remove cropped picture regions** and click **OK.**
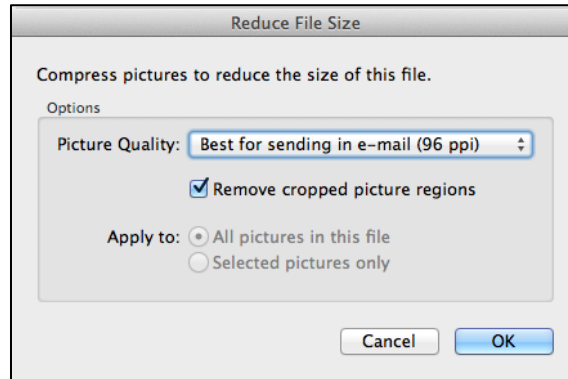

3. Save the PowerPoint presentation, the file size should be smaller.

Breakout Groups: Your instructor can have you work in groups. You can share the whiteboard, files, and applications with the rest of the group within your group through the control panel.
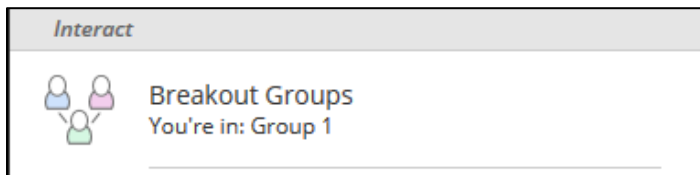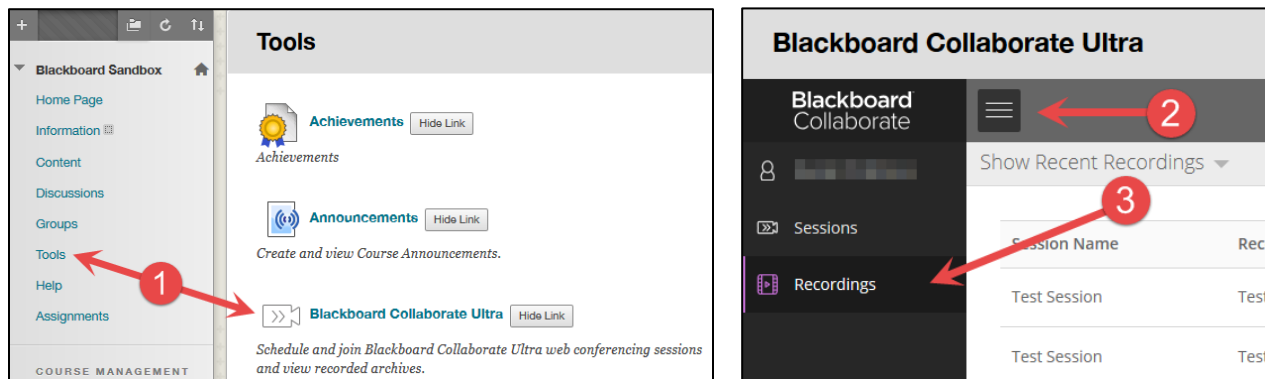

Closing the Session:

1. Click on the **Session Menu** located in the upper left hand corner.
2. Click on **Leave Session**.
3. You can rate your experience and then click **Submit and Exit**.
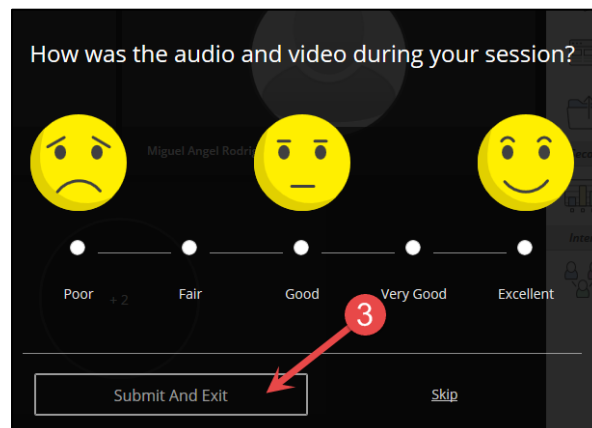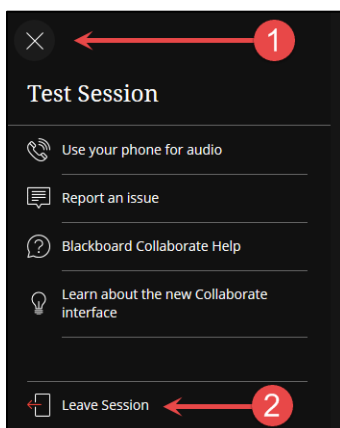
Downloading and Viewing a Recorded Session:

Note: You can download and view recorded sessions only if your instructor has made this feature available.

1. Once you are in your course in Blackboard, click on **Tools** -> **Blackboard Collaborate Ultra.**
2. Click on the **Menu** icon on the upper left hand side.
3. Click on **Recordings**.
4. The recent recordings will be listed. Click on the **Download** button to download the video. Video will be downloaded as a MP4 file.
5. To view a recording, click on **View Recording**.
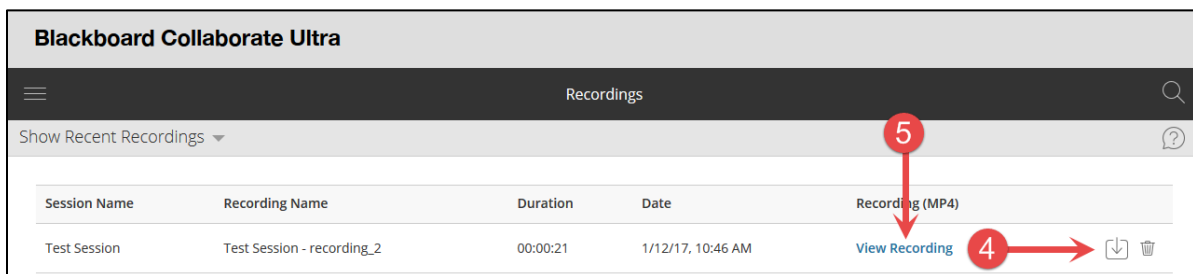
6. The video player will open. Click **Play** to watch.

Mobile Users:

The Bb Student app is best for mobile use with students. For more information and videos on Blackboard Collaborate Ultra, go to [https://en-](https://en-us.help.blackboard.com/Collaborate/Ultra/Participant/010_Get_Started)

[us.help.blackboard.com/Collaborate/Ultra/Participant/010_Get_Started](https://en-us.help.blackboard.com/Collaborate/Ultra/Participant/010_Get_Started)