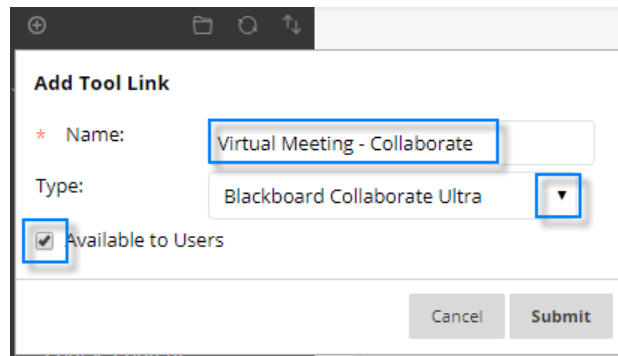
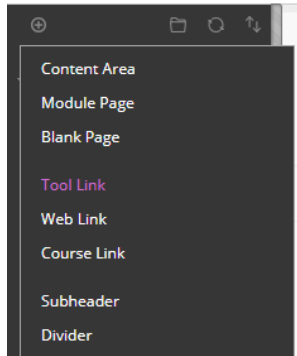




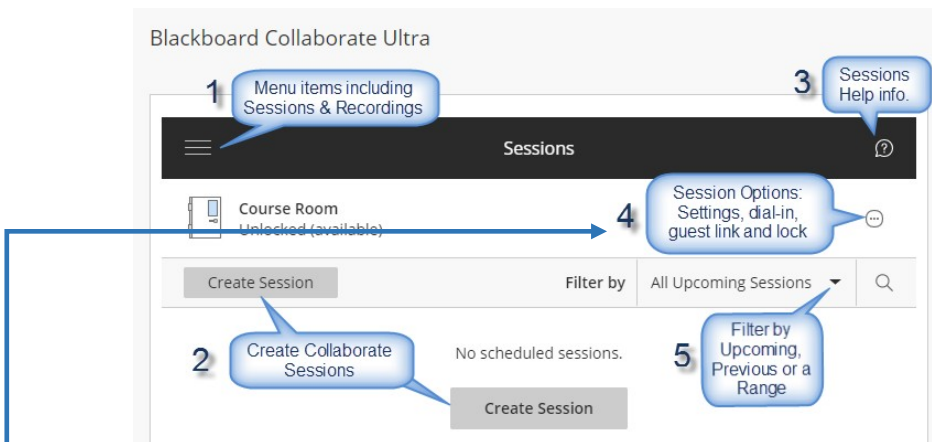
Blackboard Collaborate Ultra – Moderator – Cheat Sheet

Introduction to Blackboard Collaborate Ultra

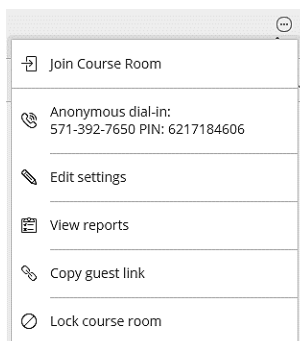
Blackboard Collaborate Ultra can be added to the TOC (left-side Course Menu) as a Tool link and can be added to an announcement or content area. The link also appears in the *Tools* area if enabled.



Blackboard Collaborate provides a *Course Room* which can be available 24/7 for all users in the course, the QCC default course shell has the room locked as a default. Sessions can also be created with a specific start and end date and times.



From the Blackboard Collaborate Ultra interface, the Course Room settings can be accessed via the **Session Options (4)** icon. As you can see below, from here you have additional options.



Copy guest link – Provides the URL which can be provided via e-mail, announcement, or other delivery options to users for access to the Course Room. You can also provide the Anonymous Dial-in for users to join via phone only.



Edit settings will allow for the customization of the Course Room & Session Settings. By default, *Allow Recording Downloads* is not on. If you wish to allow users to download recorded sessions, this option will need to be activated. You can also control what participants can do inside the session such as access to chat, sharing audio, sharing video, drawing on the whiteboard and files, and if users can join the session using the telephone (a nice feature for those with low bandwidth access).

BEFORE – Settings which must be adjusted prior to session beginning

DURING - Settings which can be adjusted during session

Course Room

Join Course Room

Anonymous dial-in:
571-392-7650 PIN: 6217184606

Guest access

Anonymous dial-in:
571-392-7650 PIN: 6217184606

Session Settings

Default Attendee Role
Participant

Recording

Allow recording downloads

Anonymize chat messages

Moderator permissions

Show profile pictures for moderator only

Participants can:

Share audio

Share video

Post chat messages

Draw on whiteboard and files

Enable session telephony

Allow attendees to join the session using a telephone

Private Chat

Participants can only chat privately with moderators

Moderators supervise all private chats

Delete Save

Check box to enable Guest access

Click to enter the course room

Provide to participants for phone-in only option. This option does not identify participant

Drop down menu to choose settings role (moderator, participant or presenter)

Allow students to download recording (can change option after session)

BEFORE: make chat messages posted during the live session appear as anonymous posts in the recording

DURING: If not selected, only moderators and presenters can turn on their video

DURING: If not selected, only moderators and presenters can draw on whiteboards

BEFORE: When selected, participants can only chat privately with moderators

BEFORE: 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

DURING: If selected, moderators can mute participants as needed. If not selected, only moderators and presenters can turn on their audio

DURING: 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

BEFORE: 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.



View Reports and Session Attendance

View Reports provides a *Session Attendance Report* that gives an overview of when participants joined and left the session and how long the user was in the session. Note that the report screen contains a *Session ID*; this value may be requested if technical assistance is needed for Blackboard Collaborate Ultra. The initial report page displays reports for each possible date related to the session as a summary line. At the far right of each record is an icon to access the detailed report.

Name	Role	First join	Last leave	Total time	Joins
Maureen Giacobbe	Moderator	4:22 PM	4:23 PM	00:00:31	1

Creating a New Session

When creating a *new session*, a session name must be specified. The session can have a start and end date or be open ended. The session can also be set to repeat. *Early entry* to the session can also be set; allowing early entry provides students time to work out any technical issues before the session starts. The final step to creating a new session is defining the session settings; these are the same as discussed for the course room.

Week 1: Introductions

Guest access

Guest role: Participant | Guest link: https://us.bbcollab.c

Anonymous dial-in: 571-392-7650 PIN: 1945874798

Event Details

Start: 9/5/18 | 7:00 PM

End: 9/5/18 | 8:00 PM

No end (open session)

Repeat session

Early Entry: 15 min before start time

Description: There will be a short introductory session via Collaborate for

Session Settings

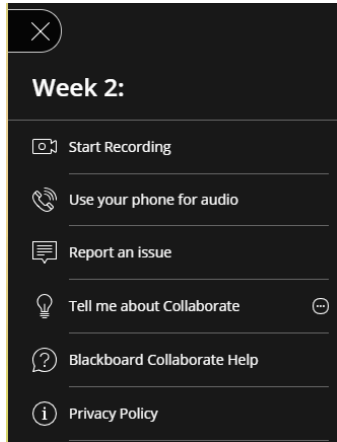
Delete | Save



The Session Menu and Collaborate Panel

Once inside the course room or session there are two main panels to work with. Both panels start off as collapsed – select their icon to open the panel. In the upper left-hand corner is the *Session Menu* and in the lower right-hand corner is the *Collaborate Panel*.

The *Session Menu* allows for the *starting and stopping of recordings* and the option to *use phone for audio*. When you click on the text for *use your phone for audio*, a dial in number and pin is displayed. The pin is unique to each user. The option to *Leave Session* is at the bottom of this screen. Note that if the session is being recorded the recording will not render until all users have left the session.



Users can be removed from the session manually by the moderator if needed. To remove a user from the session open the *Collaborate Panel* and select the *Participant List* icon. Locate the user that needs to be removed and select the three-dot icon to the right of their name to see all available options. Here there will be an option to *Remove from session* which will immediately remove the user.

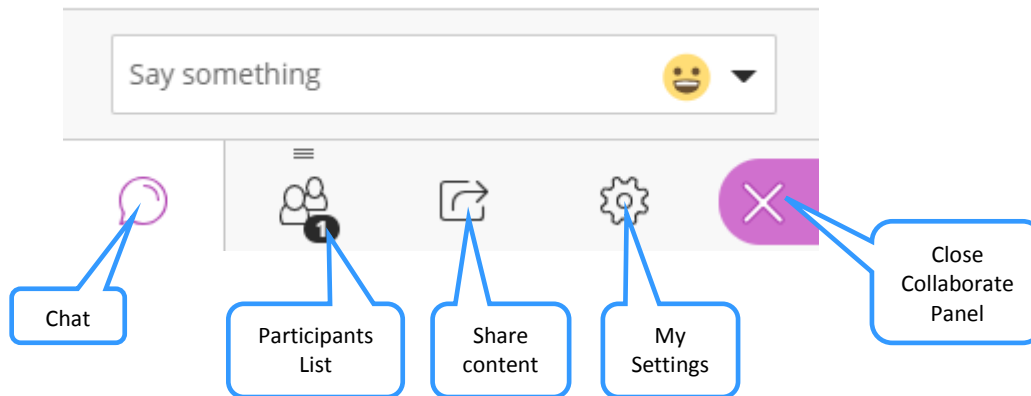


Make Presenter and Make Moderator options are available here as well. Make Moderator will give the user full permissions and control of the session; if a student needs to share their screen it is recommended to use the Make Presenter option as this only adds the ability to share to the users list.



The Collaborate Panel provides access to Chat, Participants List, Share Content, and My Settings. The Share Content screen allows for the sharing of a whiteboard, application or full desktop, and files (GIF, PNG, JPG, PPT, PDF). There is also an option for polling. The My Settings screen allows for control of the audio /voice settings.

Uploaded GIF, JPEG and PNG images, PDF files, or PowerPoint presentations must be 60MB or lower in your session. You can upload multiple presentations, however the total size allowed is 125 MB or lower for any particular session.



Important Things to Remember

- **Blackboard Collaborate** with the Ultra experience is based on modern web technologies including HTML 5 and WebRTC. You don't need to install Java or a launcher.
- Use Google Chrome™ or Firefox™ (versions 52+) for the best experience.
- When using the *phone for audio* option, the dial-in number may be long distance for the caller so carrier charges may apply.
- When connecting via a mobile phone, tablet, or tethered device, mobile data will be used and carrier charges may apply depending on the user's plan details.

For more information, see [Collaborate Ultra Help for Moderators](#).

Accessibility Information may be accessed by clicking [here](#).

For the best Blackboard Collaborate experience with your screen reader use Firefox® and Jaws on a Windows® system. On a Mac® use Safari® and VoiceOver. Visit the Accessibility topic to learn more about Blackboard's approach to accessible software.