



# Collaborate Ultra Faculty Tutorial For Distance Learning

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## 1. Collaborate Ultra

Collaborate Ultra is a real-time web conferencing tool that is integrated in your Blackboard (BB) courses. It allows you to meet with your students in a virtual space. It opens directly in the web browser, so no need to install any software to join a session.

## 2. Browser Support

Collaborate Ultra requires a modern web browser with WebRTC support. We recommend [Google Chrome browser](#). The most recent releases of the following browsers on desktop/laptop computers and mobile devices are also supported:

Browser	Desktop	Mobile
Chrome™	Windows®, macOS, Ubuntu	Android™
Firefox®	Windows, macOS	Not supported
Safari®	macOS 10.13+	iOS® 12+, iPadOS
Microsoft Edge®	Windows, macOS	Android, iOS

<https://help.blackboard.com/Collaborate/Ultra>

Please note that **Internet Explorer is NOT supported.**

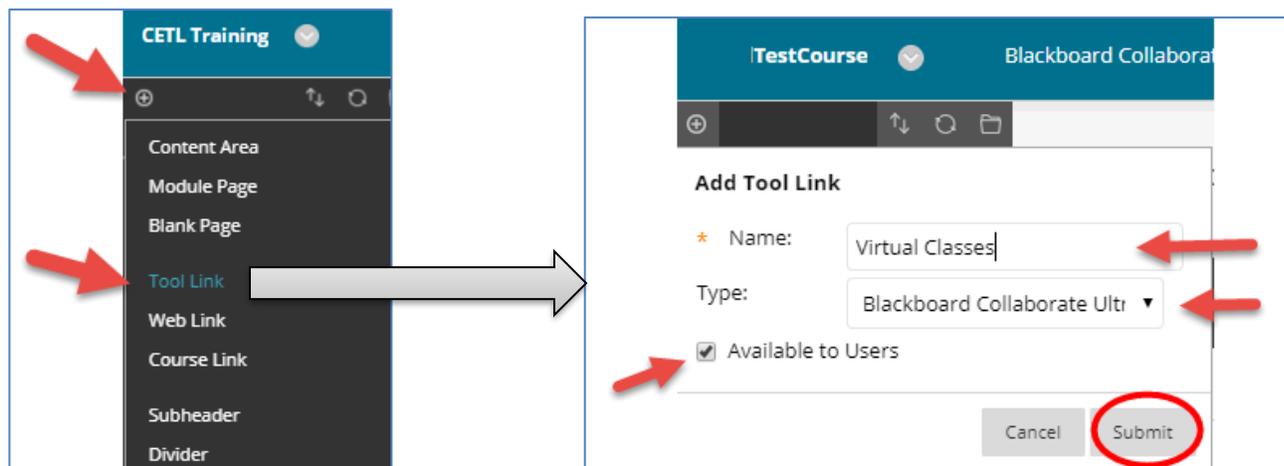
## 3. What do you need to have in order to use Collaborate Ultra?

- A desktop / laptop computer.
- A microphone and camera.
- A strong internet connection.
- One of the recent versions of the supported browsers specified above.
- A Blackboard course.

## 4. Adding Collaborate Ultra tool link to your BB course menu

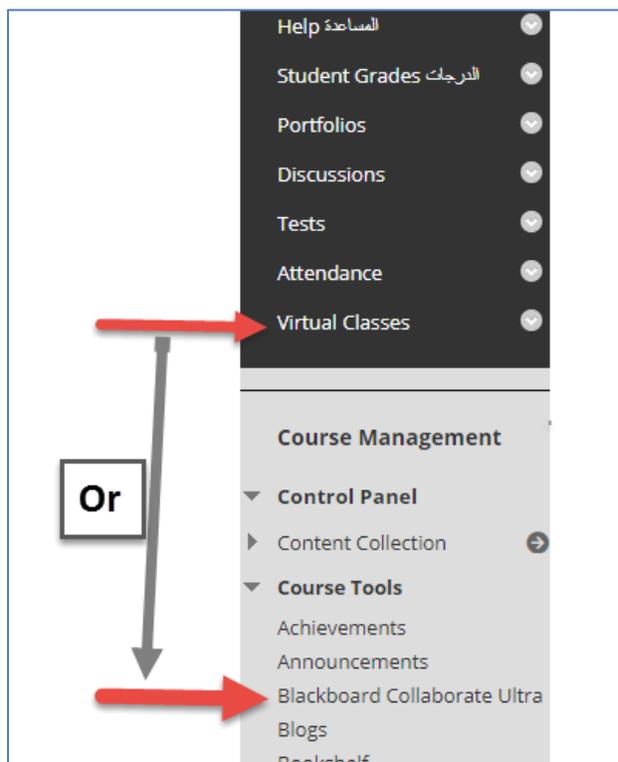
(To be done only once for each course)

- Open your course on Blackboard (BB).
- On the top left menu of your course, click on the “+” and then click “Tool Link”.
- Select “Blackboard Collaborate Ultra” from the “Type” dropdown list and give your link a name and then click “Submit”. Students will be able to access the tool from this link if you make it available.



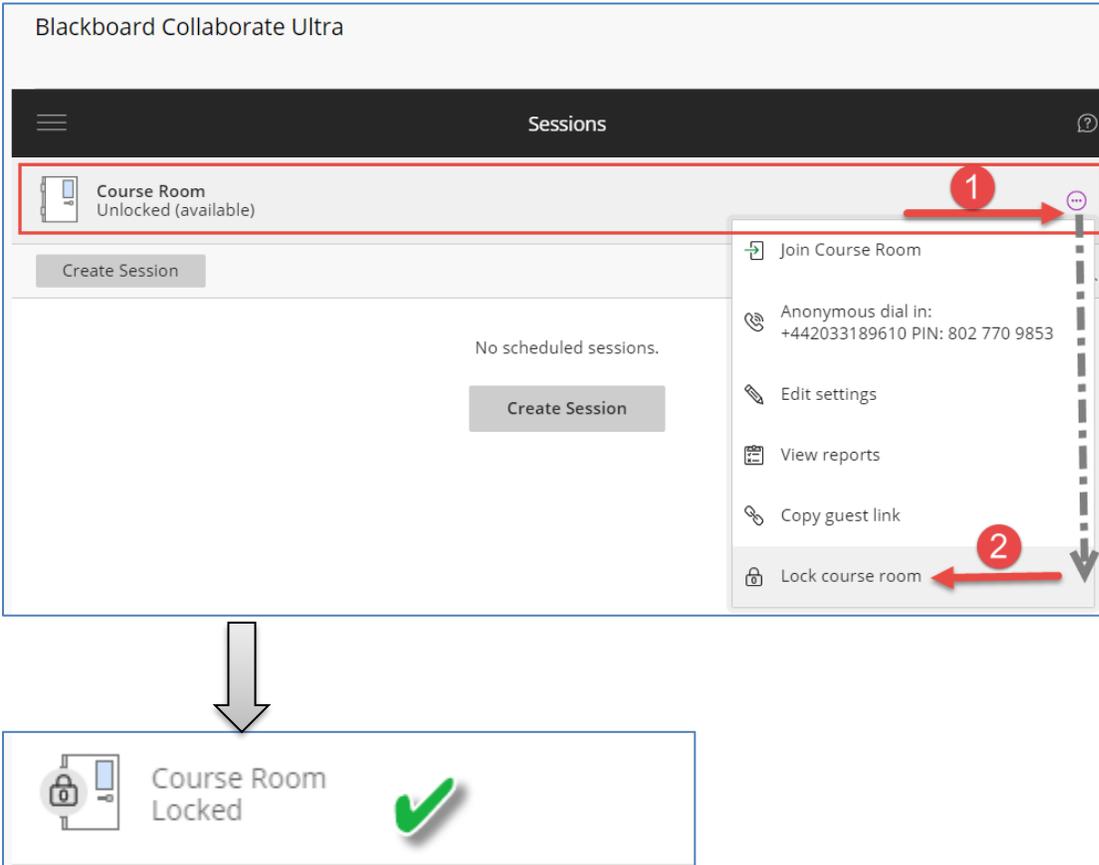
## 5. Access BB Collaborate Ultra

You can access the Collaborate Ultra tool from the link that you have added to the course menu or from the “Course Tools”, and selecting BB Collaborate Ultra.



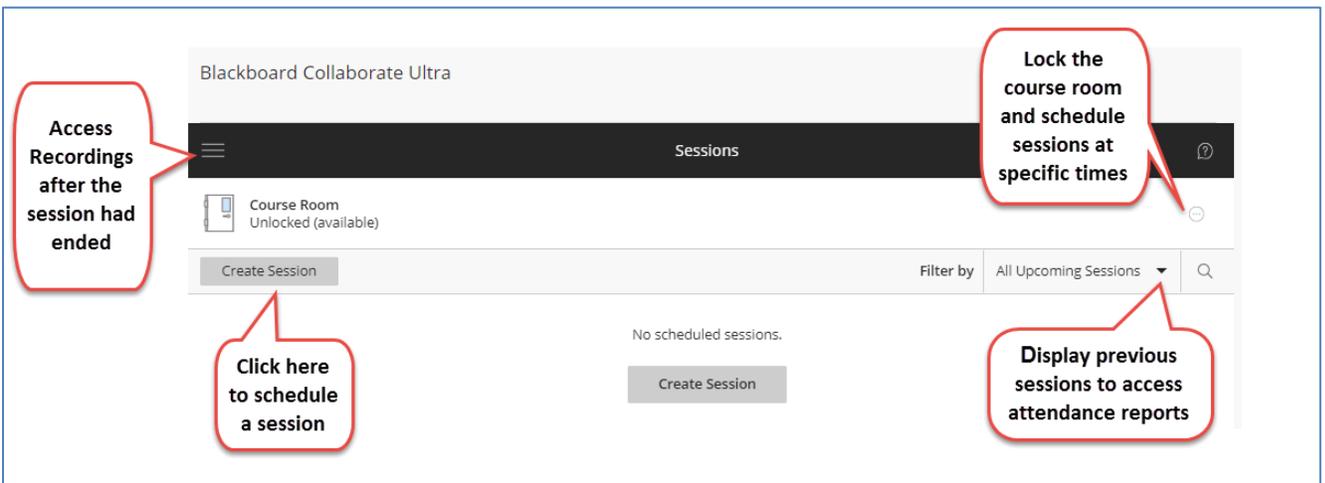
## 6. Lock the Course Room

It is preferable not to have a virtual class open for students all the time. We advise that you lock the “Course Room” and create sessions with specific dates and times. Here is how to lock the course room from the Collaborate Ultra page.



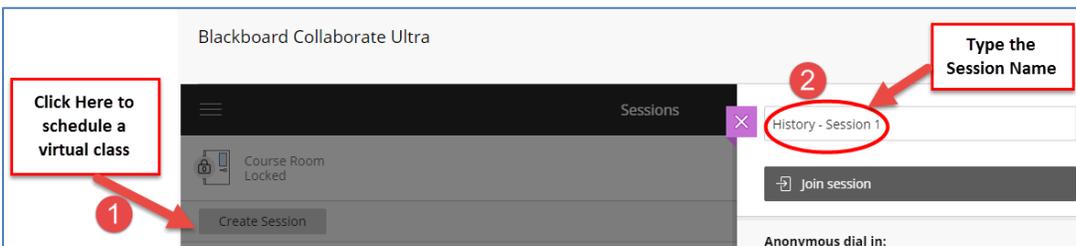
## 7. Collaborate Ultra Interface

You can use “BB Collaborate Ultra” window to schedule a session, join a session, access recordings, attendance reports, modify session settings, invite guests, etc.

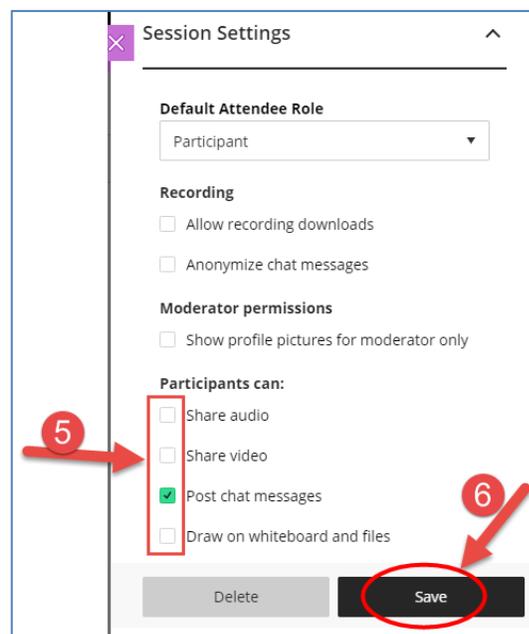
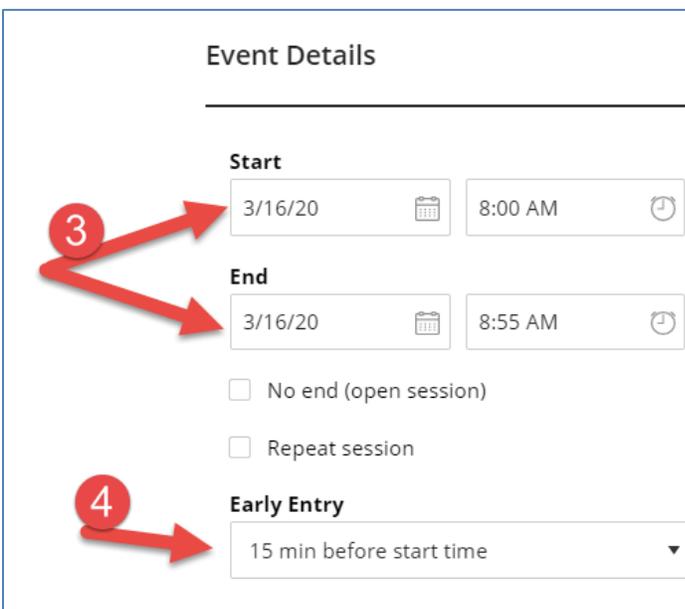


## 8. Schedule the Virtual Class

- 1- Click “Create Session”.
- 2- Type the session name. (Best to type your course name and number) .



- 3- Enter the session’s “Start” and “End” date and time.
- 4- Select the length of the early time to enter the session for you and your students.
- 5- Expand “Session Settings” to select the default settings for your participants. Uncheck the video, and whiteboard, so you can take control of the class. You may uncheck audio also. These settings can be modified while the class is running later.
- 6- Click “Save”.



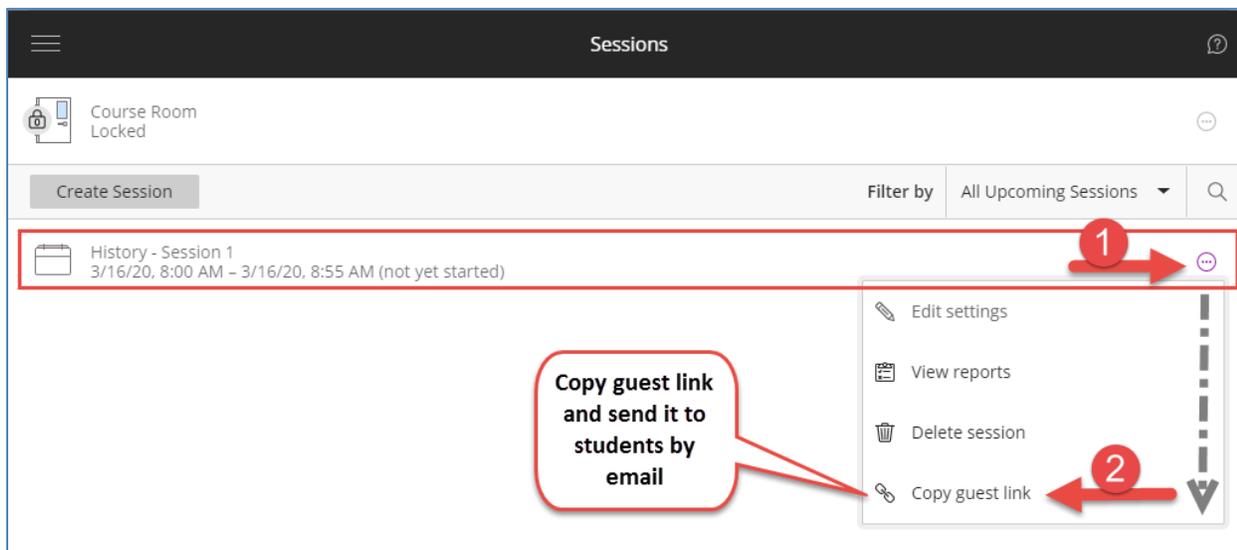
## 9. Invite your students to the class

You can invite your students to the class by two ways:

### 1- Guest Link

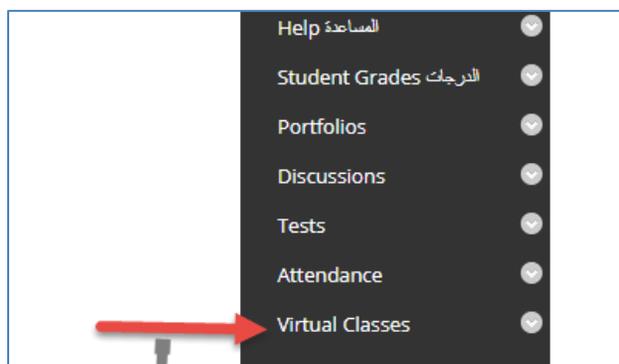
Copy the guest link of the virtual class and send it to your students by email.

Inform them about the session time. This way is recommended if students are not able to login to Blackboard due to slowness or network problems. The link will take them directly to Collaborate.



### 2- Through course menu in Blackboard

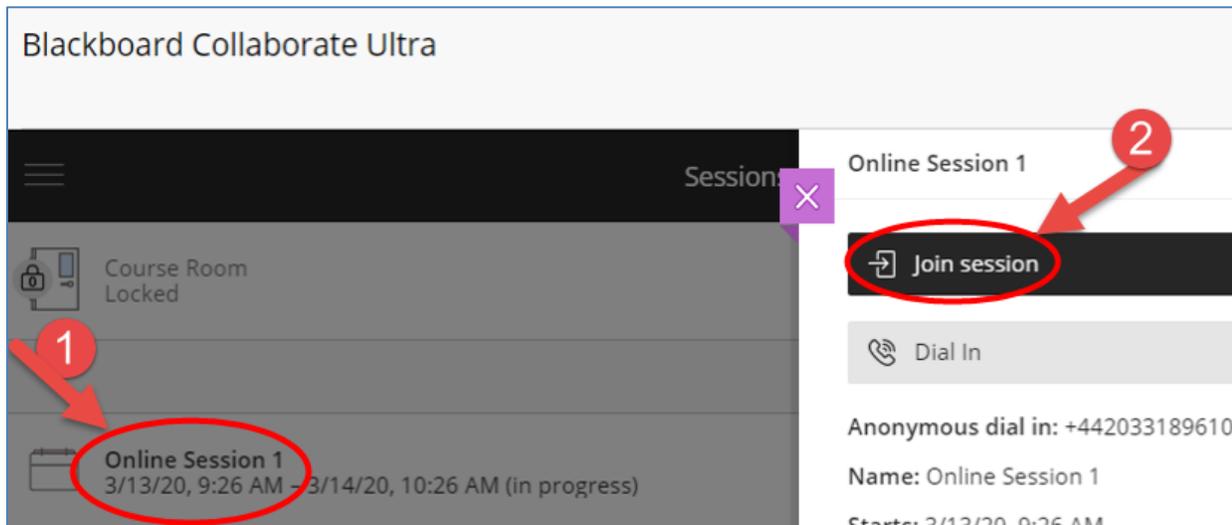
Add a link to the tool to your BB course (See page 3). Make the link available, and inform your students to use it to access the virtual classes.



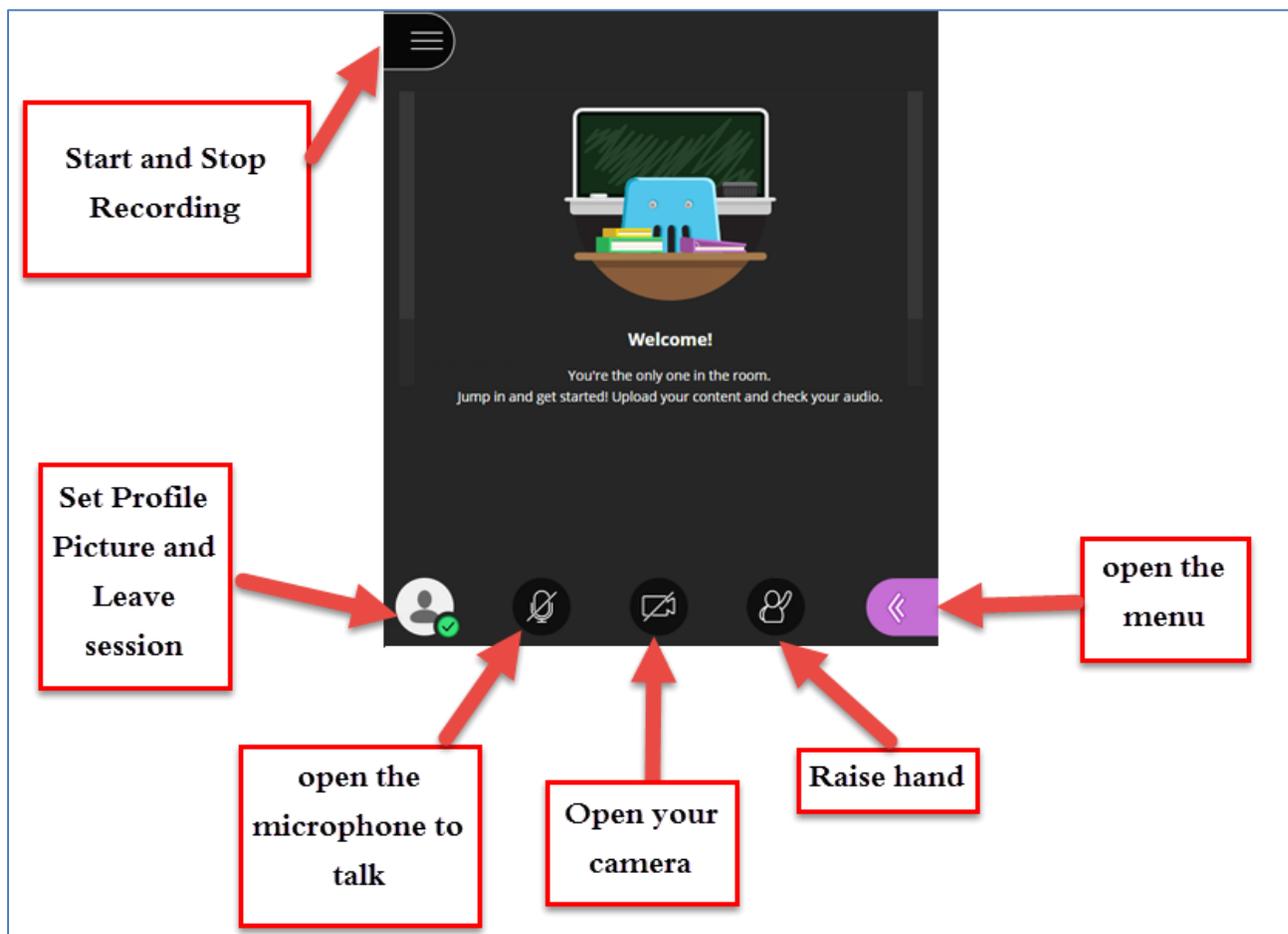
## 10. Meeting the students in the virtual class

From the BB Collaborate Ultra page

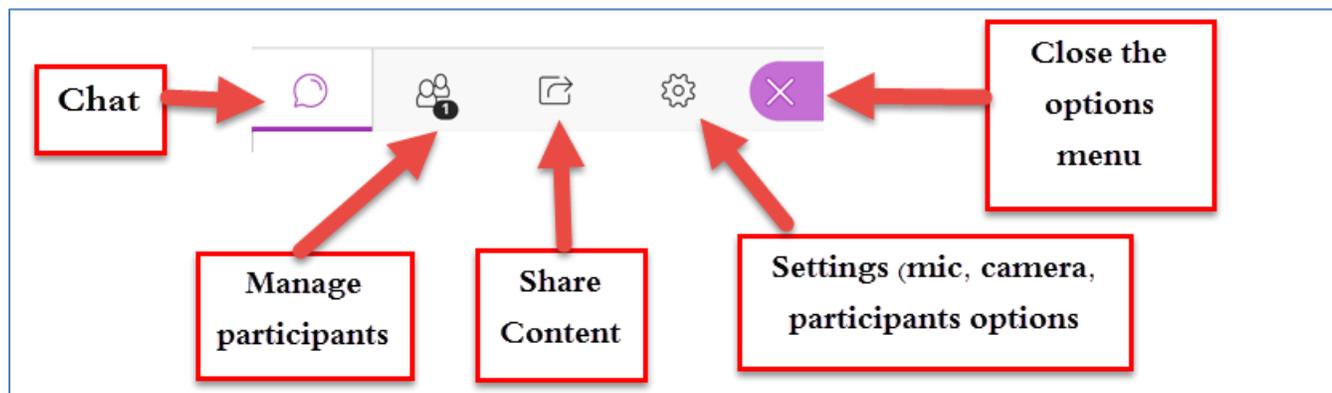
1. Click the session name.
2. Click "Join Session".



## 11. The Collaborate Ultra class interface



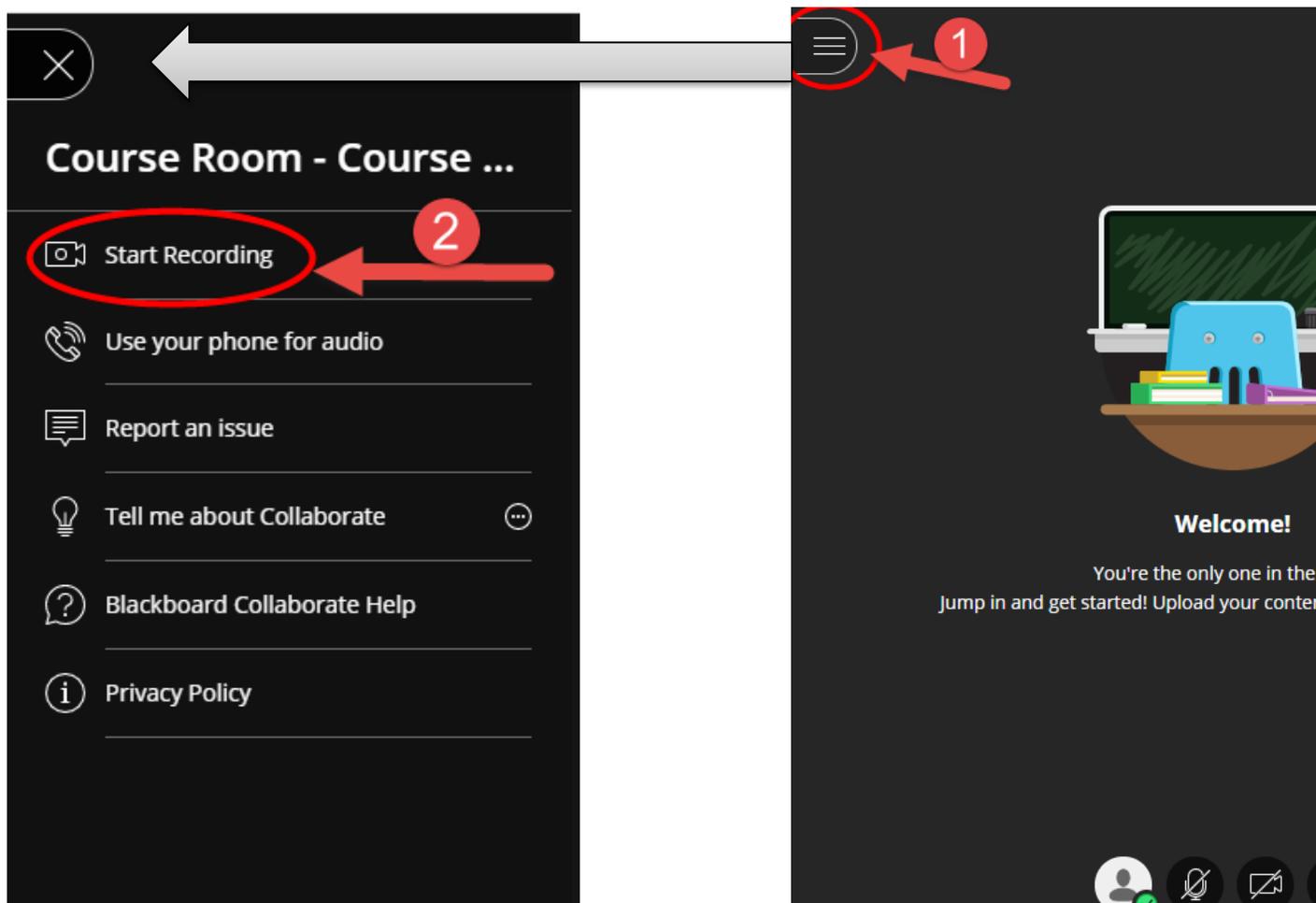
## 12. Collaborate Menu



## 13. Record your Session

1- While inside the virtual class, click on the top left menu 

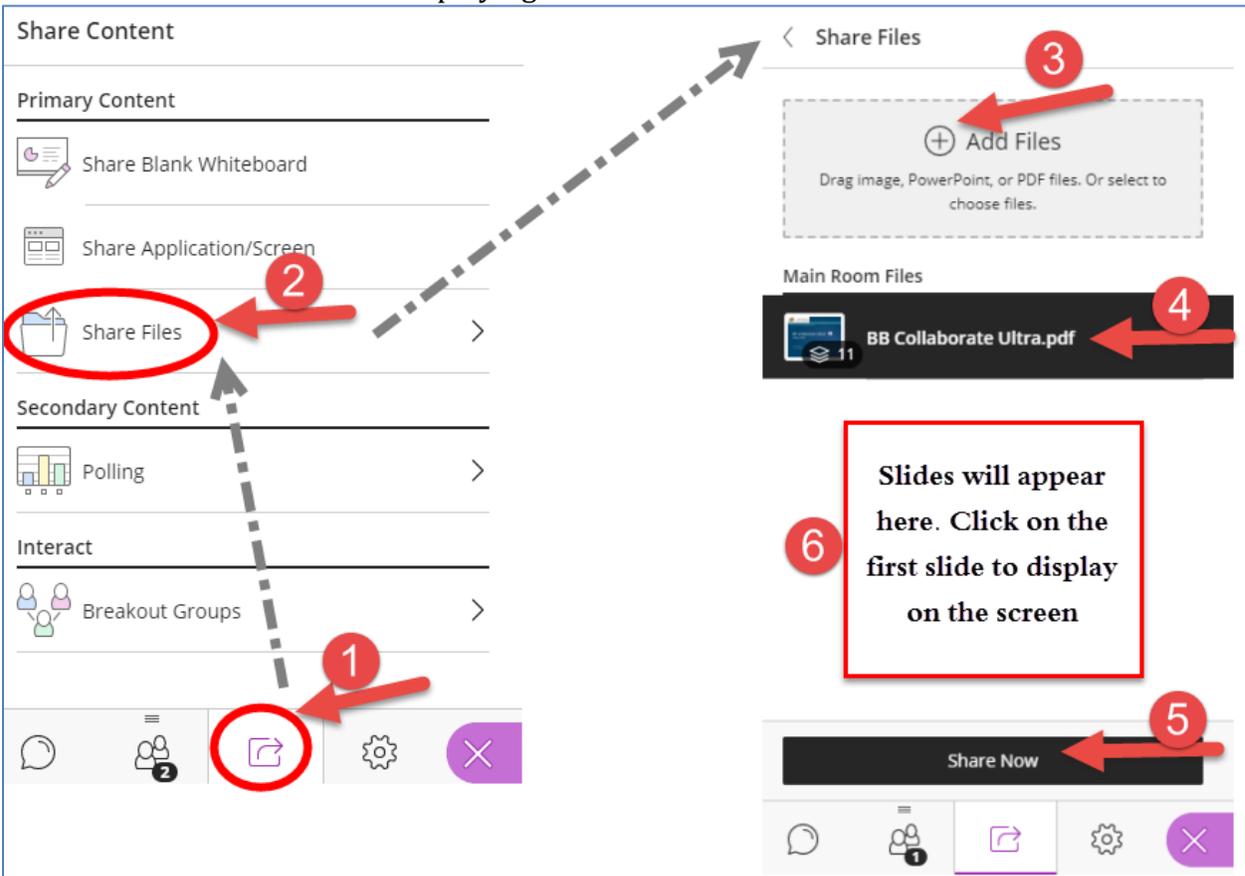
2- Click "Start Recording".



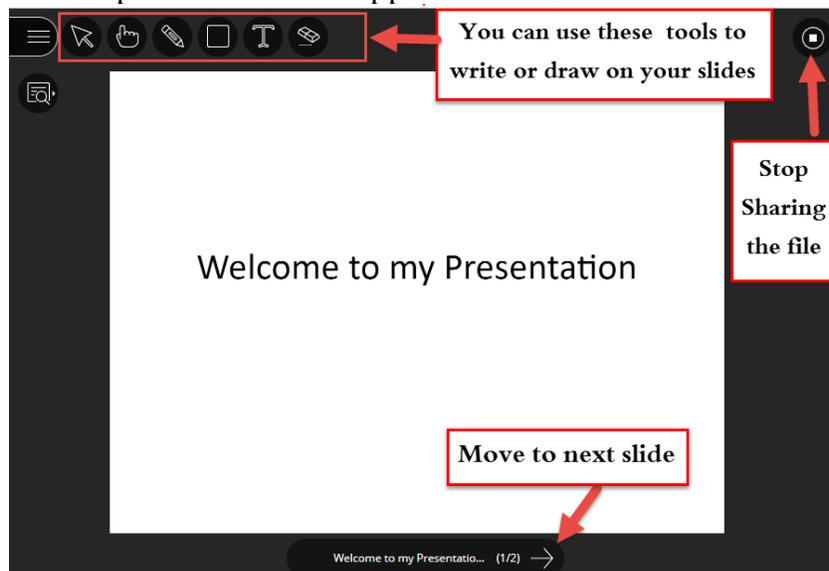
## 14. Share a presentation or file on the screen

We can upload a PDF, PowerPoint, GIF, JPG, or PNG files (Not to exceed 60 MD). To do so:

1. Click the right bottom menu button. 
2. Click "Share Content" 
3. Click "Add Files"
4. After the file is uploaded, select it
5. Click "Share Now"
6. Click on one slide to start displaying on the screen



7. The presentation will appear on the screen.



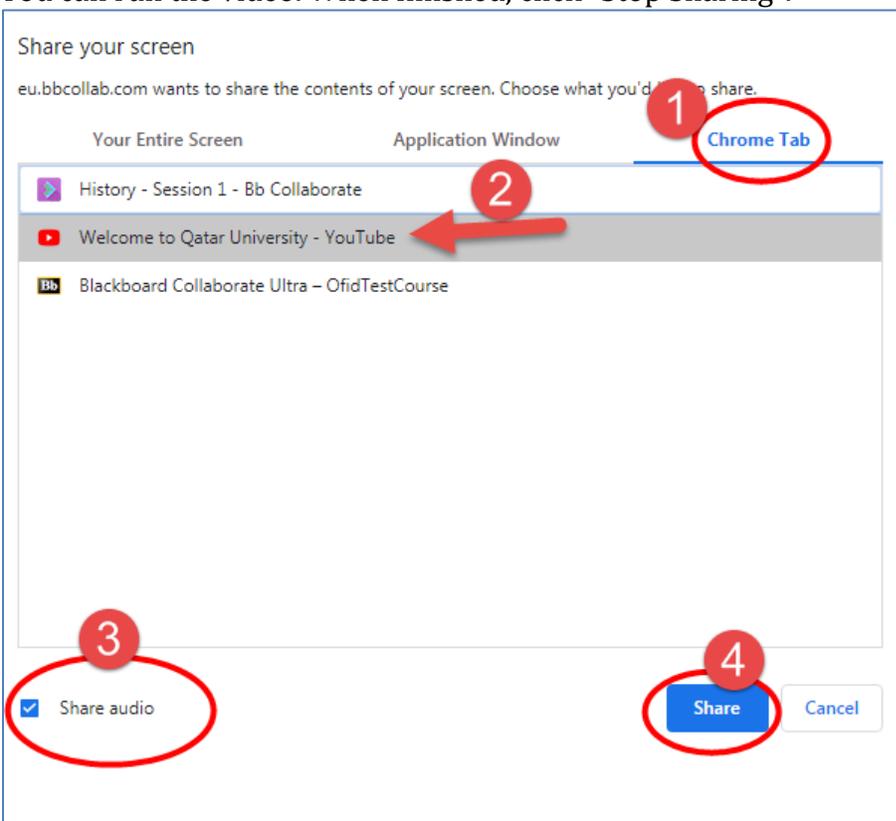
## 15. Share an application / screen

1. Open the application that you want to demonstrate (Excel, PP, MS Word, etc.) outside BB Collaborate, and keep it maximized
2. In the Collaborate class. Click the right bottom menu button. 
3. Click “Share Content” 
4. Click “Share Application/ Screen”, and then
5. Select “Share Application Window”
6. Select the window of the application that you want to share and click “Share”
7. You can go through your demo and then click “Stop Sharing” when finished.



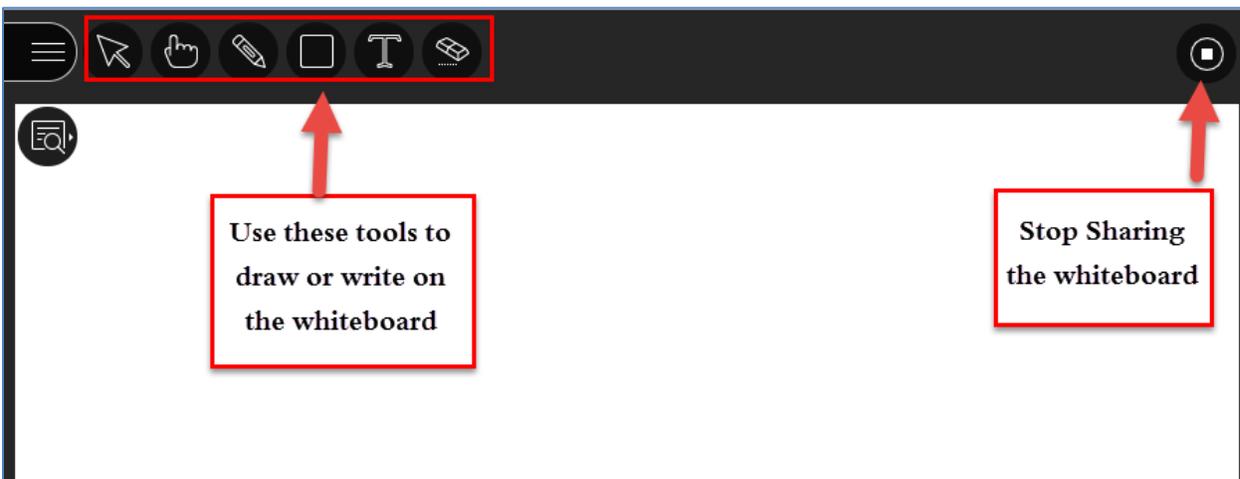
## 16. Share a video

1. Open the video in a Chrome tab and keep it maximized
2. In the Collaborate class. Click the right bottom menu button. 
3. Click “Share Content” 
4. Click “Share Application/ Screen”, and then
5. Select “Chrome Tab”
6. Select the tab of the video that want you to share.
7. Make sure that “Share Audio” is selected and then click “Share”
8. You can run the video. When finished, click “Stop Sharing”.



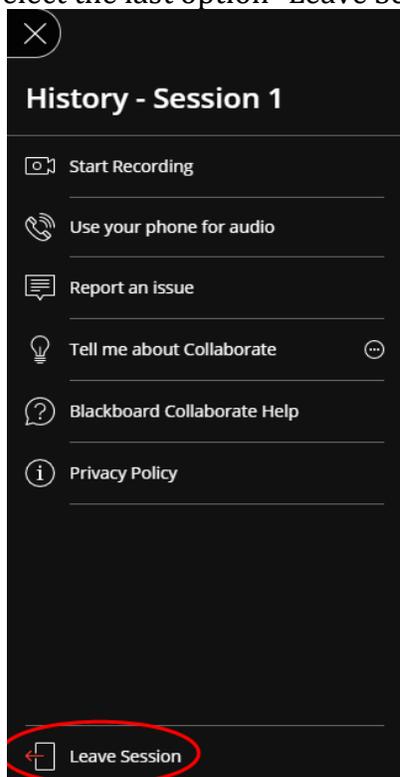
## 17. Share A Whiteboard

1. In the Collaborate class. Click the right bottom menu button. 
2. Click "Share Content" 
3. Click "Share Whiteboard"
4. You can write on it using some drawing tools at the top.
5. You can stop sharing the Whiteboard by clicking the button at the top right 



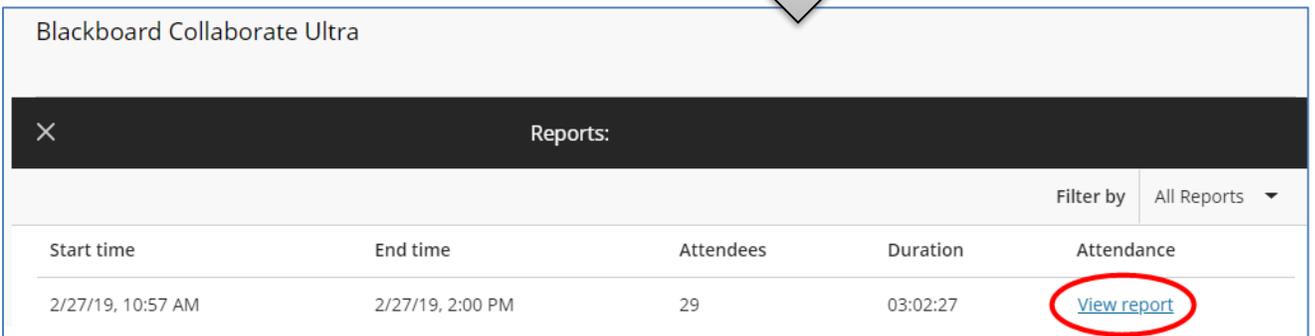
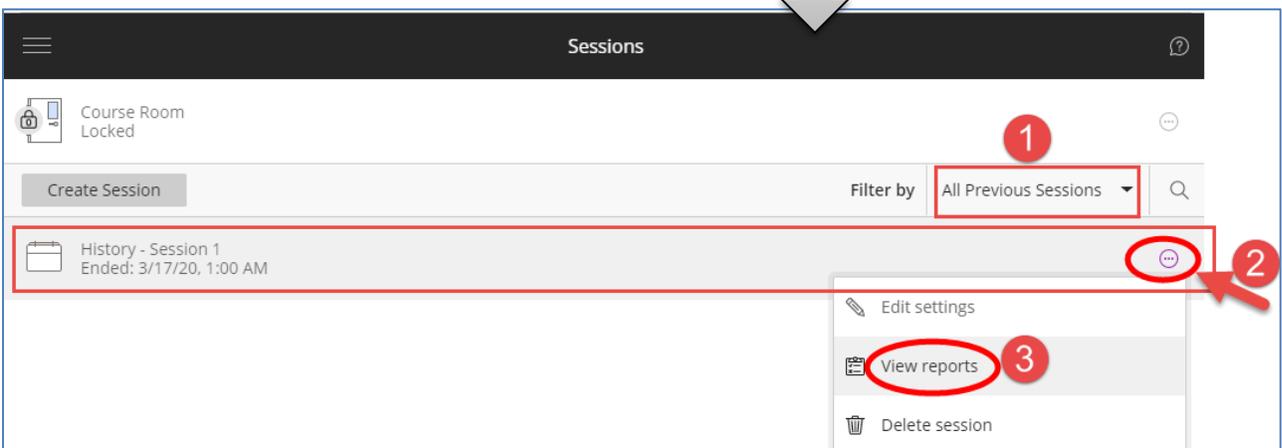
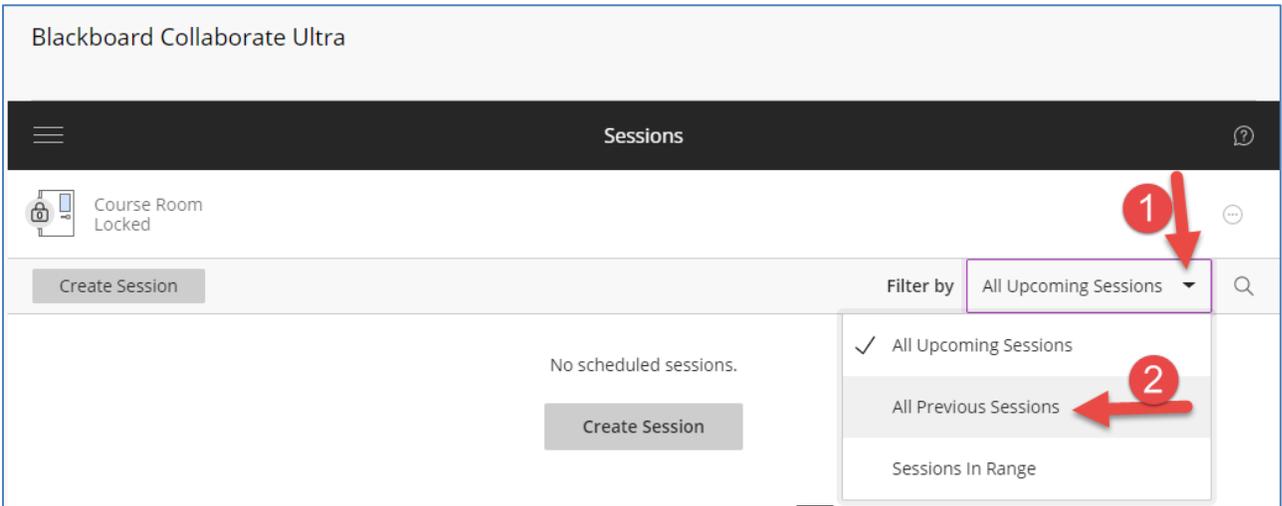
## 18. Leave the session

1. Click on the top left menu 
2. Select the last option "Leave Session"



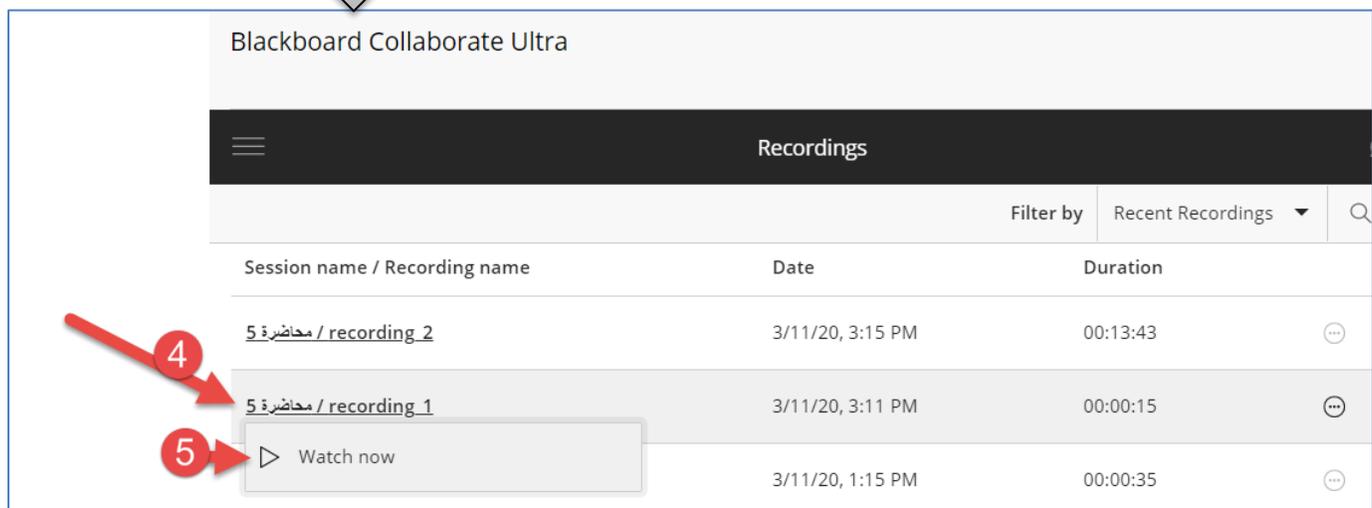
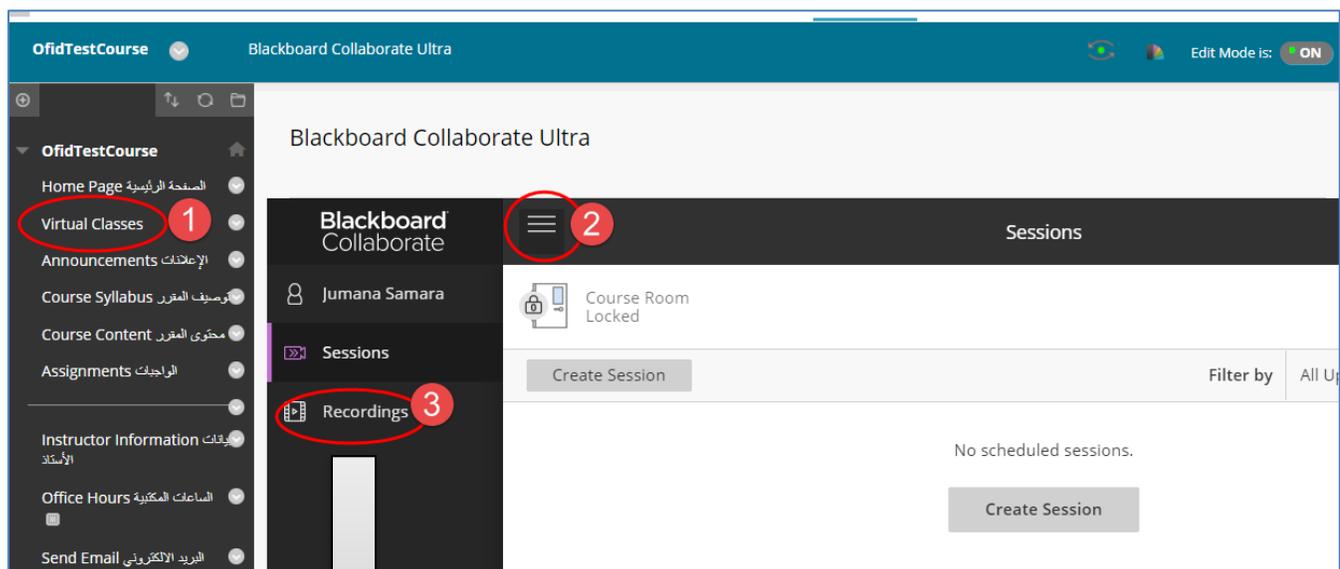
# 19. Retrieve Attendance Report

After the session had ended, you can retrieve the attendance report from the Collaborate Ultra page by accessing “All Previous Sessions” and then clicking “View Reports” from the session options.



## 20. View Session Recording

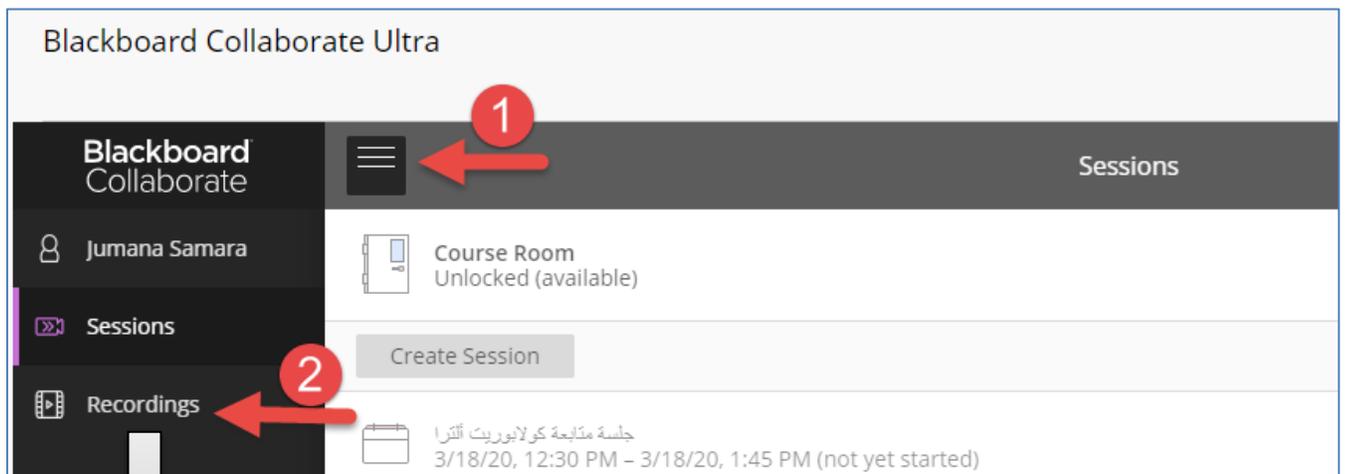
1. Access the Collaborate Ultra Tool
2. From the Collaborate Ultra Page, click on the top left menu 
3. Select Recordings
4. Click on the recording that you want to view, then “Watch”
5. You can send the link of the recording to students by accessing the recording option and then copying the link.



## 21. Sending the Recording link to students

If the teacher is using the link to invite students, he or she can send the recording link to students after the class. Here are the steps:

1. From the Collaborate Ultra Page, click on the top left menu 
2. Select "Recordings".
3. Locate your recording and open the options. 
4. Select "Copy Link" and send the link to students by email.



Blackboard Collaborate Ultra

Blackboard Collaborate

Jumana Samara

Sessions

Recordings

Course Room  
Unlocked (available)

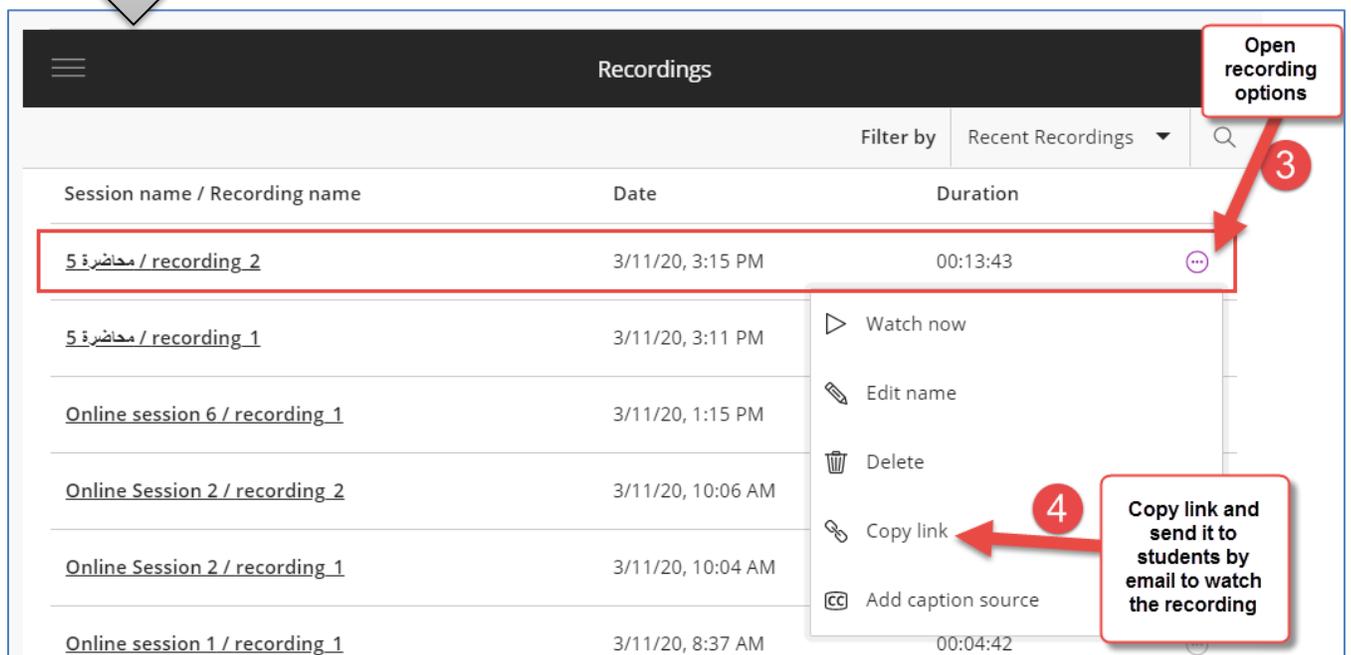
Create Session

جلسة متابعة كولاوريت ألترا  
3/18/20, 12:30 PM – 3/18/20, 1:45 PM (not yet started)

Sessions

1

2



Recordings

Open recording options

Filter by Recent Recordings

Session name / Recording name	Date	Duration
5 محاضرة / recording_2	3/11/20, 3:15 PM	00:13:43
5 محاضرة / recording_1	3/11/20, 3:11 PM	
Online session 6 / recording_1	3/11/20, 1:15 PM	
Online Session 2 / recording_2	3/11/20, 10:06 AM	
Online Session 2 / recording_1	3/11/20, 10:04 AM	
Online session 1 / recording_1	3/11/20, 8:37 AM	00:04:42

3

4

Copy link and send it to students by email to watch the recording