

# BLACKBOARD COLLABORATE ULTRA STUDENT QUICK START

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**Blackboard Collaborate Ultra works best using Google Chrome**, which is the recommended browser. Users can view a session (not present) on Firefox, Safari, Internet Explorer, and Microsoft Edge with limitations. Browsers on mobile devices are not supported at this time, and therefore should not be used with Blackboard Collaborate Ultra.

## BLACKBOARD COLLABORATE ULTRA: STUDENT QUICK START

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#### **Overview:**

Blackboard Collaborate Ultra Experience is a real-time audio/video conferencing tool designed specifically for education. Collaborate Ultra allows instructors to audio/video conference, chat, use a whiteboard, share applications and documents, and guide students through websites. Instructors can designate students as presenters (moderators) and allow them to take control of the session and make presentations.

#### **Roles:**

Blackboard Collaborate Ultra has four distinctive “roles.”

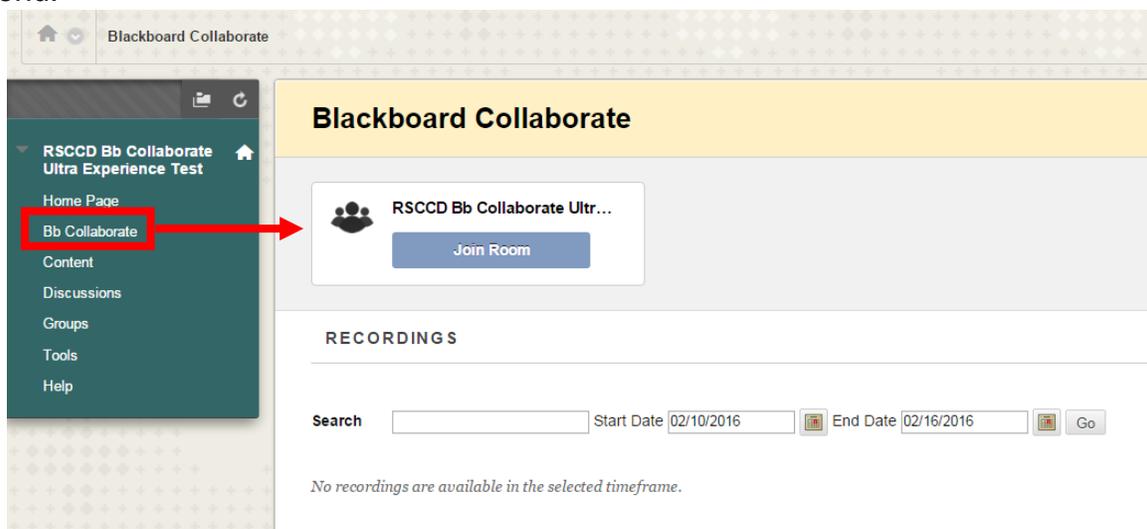
1. The instructor in the course is the **Moderator**, who has full control over the session. The Moderator can designate a participant as a presenter or a captioner, controls what content is being shared, and what tools are available for participants to use during the session.
2. **Participant** is any student or guest participating in the session. Participants can control their personal settings in the session, however, the Moderator controls what tools and features will be available for use by the participants.
3. A Moderator can designate any participant as a **Presenter** in the session. A Presenter can share content including uploading documents, sharing applications, edit the whiteboard, and stop sharing content. Presenters can also see hand raise notifications, and can lower hands.
4. The **Captioner** role is designed to provide an accessible learning experience for students with language barriers or hearing impairments. The moderator can assign the role of captioner to any participant in the session. The captioner is provided an area to type what is being said, in essence Closed Captioning the session. Session participants can view what the captioner is typing in real time. Multiple captioners for multiple languages can be assigned in the same session.

## Session Best Practices:

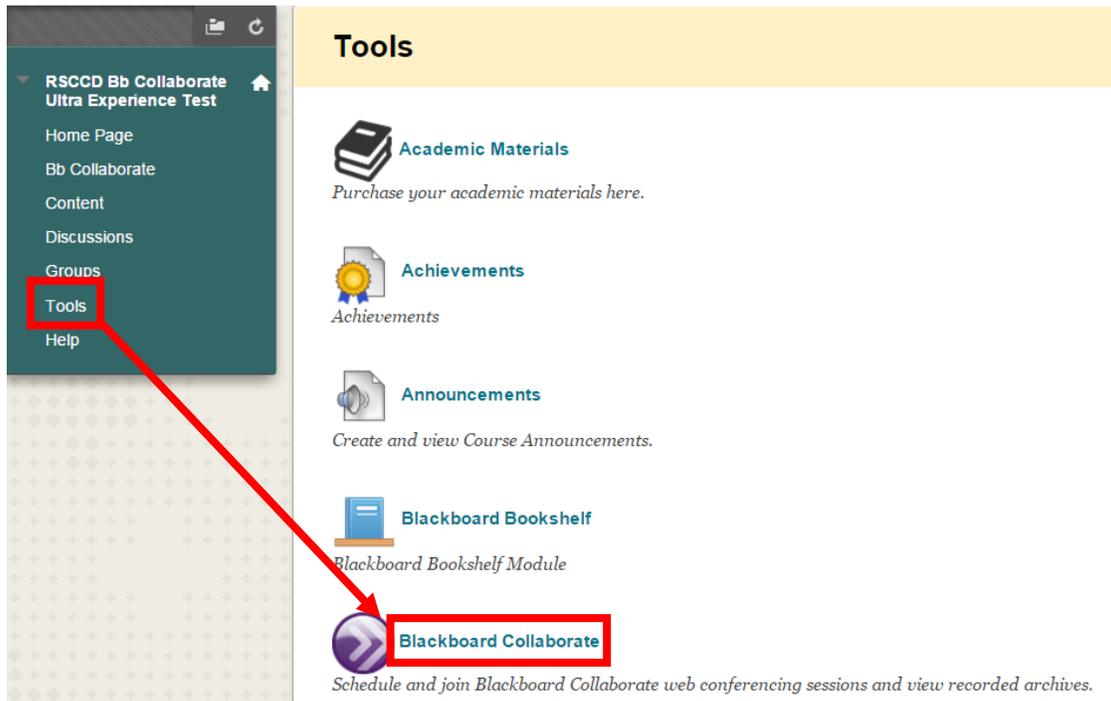
- Join the Session Early: Give yourself time to set up your audio and video (if being used) and get familiar with the available tools.
- Be on Time: If you can't join the session early, be sure to be on time. Let the instructor know if you will be late or absent from the session. Unless modified, users can see a notification each time someone joins the session.
- Introduce Yourself: If audio is being used, don't assume that the instructor or other participants will know who you are by your voice, be sure to introduce yourself and state your name the first few times that you speak.
- Make Eye Contact: If video is being used, be sure to look at the camera and not the session. It may seem strange, but it shows the instructor and other participants that you are engaged in the session. If you need to multi-task during the session, turn your video feed off.
- Mute Your Microphone when not Speaking: Microphones can pick up a variety of background noises such as typing, street noise, or a private conversation. To ensure that you are not a distraction to the other participants in the session, be sure to mute your microphone when you are not speaking.
- Be Professional and Courteous: Even though you may be joining the session from home, work, or other place, you are still attending a class session with your instructor, peers, and guests. Act as if you were in a physical classroom, make a good impression, participate, and be polite. Be sure to be conscious of your mannerisms and facial expressions. Don't talk over others, and raise your hand if there is no opening to speak.

## Accessing a Collaborate Ultra Session:

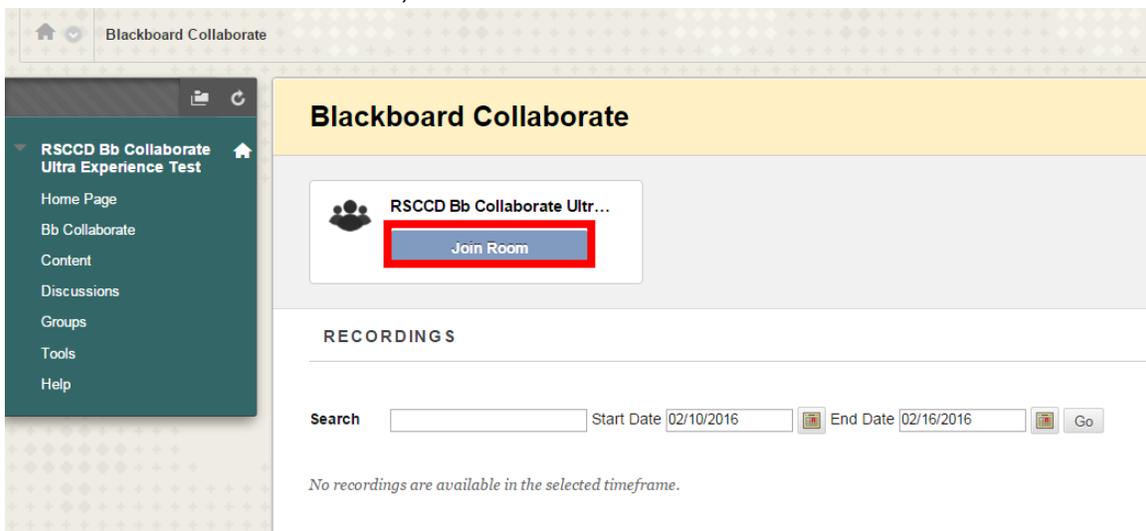
Usually, if an instructor is using Collaborate Ultra in a session, they will create a direct tool link on the course menu.



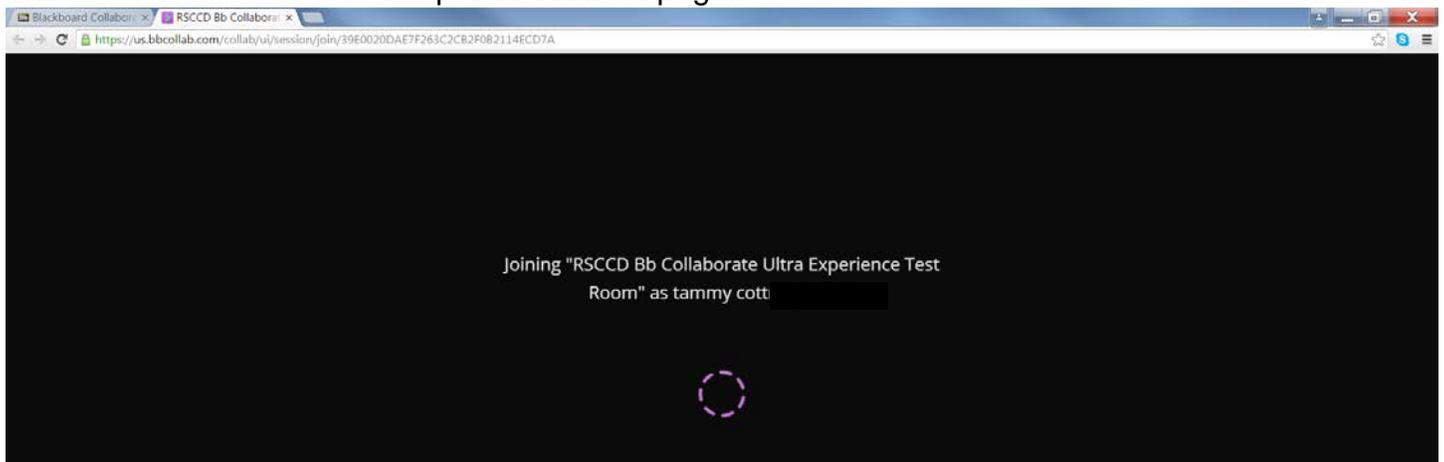
Collaborate Ultra can also be accessed through the **Tools** link on the course menu (if available in the course). Click the Tools menu link, then find and select **Blackboard Collaborate** from the tool list.



To access a Collaborate Ultra session, click the **Join Room** button.

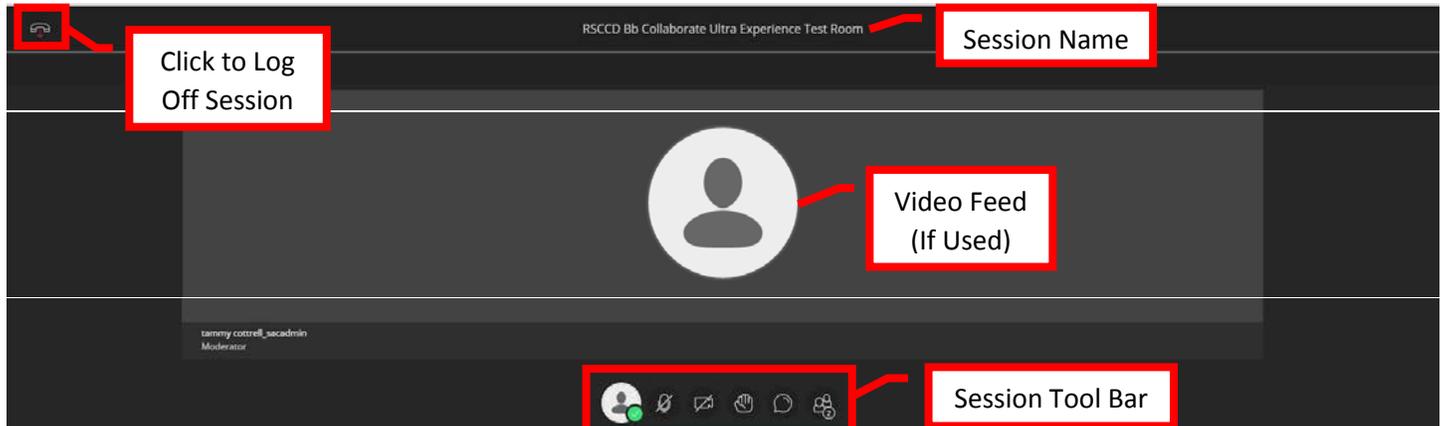


The session will launch in a separate browser page.



## Collaborate Ultra Home Page:

The Collaborate Ultra Home Page will show the name of the session on the top of the screen. The log off or **Leave Session** icon is located in the top left of the page. The session tool bar is located at the bottom center of the screen. The tool bar may change slightly depending on the tools made available to students by the instructor. The video feed (if used) will be displayed prominently in the middle of the screen. The name of the person on the video feed will be displayed at the bottom left of the video display.



## Using the Tools:

From left to right on the session tool bar:

	<p><b>My Settings:</b> Opens the settings menu for Collaborate Ultra in the right side bar. The Settings Menu allows participants to change their status (present or away), audio/video settings, notification settings, and report an issue. To close the Settings Menu click the X in the upper left corner.</p>
	<p><b>Share Audio:</b> Turns the user's microphone or audio feed on or off. A single line through the icon (as depicted in the picture) indicates the audio feed is off. Click the icon to turn the audio feed on. The icon will change to green, and will show the volume level of the audio feed.</p>
	<p><b>Share Video:</b> Turns the user's webcam or video feed on or off. A single line through the icon (as depicted in the picture) indicates the video feed is off. Click the icon to turn the video feed on. A "video preview" will appear and show the user how the video feed will appear. Click the <b>Share Video</b> button on the preview to turn the video feed on. The icon will turn blue and the video feed will appear in a thumbnail at the bottom of the screen.</p>
	<p><b>Raise Hand:</b> Raises the participant's hand virtually. Click the icon to raise the virtual hand. The icon will turn purple and the number in the red circle indicates the order the participants' hands were raised. To lower the virtual hand, click the icon a second time.</p>
	<p><b>Open Chat:</b> Opens the chat window in the right side bar. The chat activity will be displayed in oldest to newest order in the top part of the window. Participants can type their message and add emoticons in the provided text box at the bottom of the window. Click the X in the upper left corner of the window to close the Chat window.</p>
	<p><b>Open Participants List:</b> Click the icon to open the session participant's list. The participant's list will show the profile picture (if used), the name, and indicate who is the moderator in the session. Click the icon a second time or click the X in the upper left of the window to close the Participants List.</p>
	<p><b>End Session:</b> Click the icon to end and leave the collaborate session. A confirmation screen will appear when the participant is exiting the session. To rejoin the session, click the icon in the upper left of the page. An optional audio quality survey may appear on exit.</p>

**Additional Resources:**

For more information on how to use Blackboard Collaborate Ultra, click the following links or search on the Blackboard Help page (<http://help.blackboard.com>) and search on “Collaborate Ultra Experience.”

Overview	<a href="https://en-us.help.blackboard.com/Collaborate/Ultra/Participant">https://en-us.help.blackboard.com/Collaborate/Ultra/Participant</a>
Getting Started	<a href="https://en-us.help.blackboard.com/Collaborate/Ultra/Participant/030_Get_Started">https://en-us.help.blackboard.com/Collaborate/Ultra/Participant/030_Get_Started</a>
Collaborate in your Course	<a href="https://en-us.help.blackboard.com/Collaborate/Ultra/Participant/047_In_Your_Course/Blackboard_Learn_Classic">https://en-us.help.blackboard.com/Collaborate/Ultra/Participant/047_In_Your_Course/Blackboard_Learn_Classic</a>
Navigating Collaborate Ultra	<a href="https://en-us.help.blackboard.com/Collaborate/Ultra/Participant/030_Get_Started/Navigatio">https://en-us.help.blackboard.com/Collaborate/Ultra/Participant/030_Get_Started/Navigatio</a> <a href="https://en-us.help.blackboard.com/Collaborate/Ultra/Participant/030_Get_Started/Navigatio">n</a>
Audio & Video Set Up	<a href="https://en-us.help.blackboard.com/Collaborate/Ultra/Participant/030_Get_Started/Audio_and_Video_Set_Up">https://en-us.help.blackboard.com/Collaborate/Ultra/Participant/030_Get_Started/Audio_and_Video_Set_Up</a>
Use the Tools	<a href="https://en-us.help.blackboard.com/Collaborate/Ultra/Participant/030_Get_Started/Use_The_Tools">https://en-us.help.blackboard.com/Collaborate/Ultra/Participant/030_Get_Started/Use_The_Tools</a>
How to use Collaborate for Presentations	<a href="https://en-us.help.blackboard.com/Collaborate/Ultra/Participant/050_Support/Participant_FA_Qs">https://en-us.help.blackboard.com/Collaborate/Ultra/Participant/050_Support/Participant_FA_Qs</a>
Add a Profile Picture	<a href="https://en-us.help.blackboard.com/Collaborate/Ultra/Participant/030_Get_Started/Add_a_Profile_Picture">https://en-us.help.blackboard.com/Collaborate/Ultra/Participant/030_Get_Started/Add_a_Profile_Picture</a>
Browser Support	<a href="https://en-us.help.blackboard.com/Collaborate/Ultra/Participant/020_Browser_Support">https://en-us.help.blackboard.com/Collaborate/Ultra/Participant/020_Browser_Support</a>