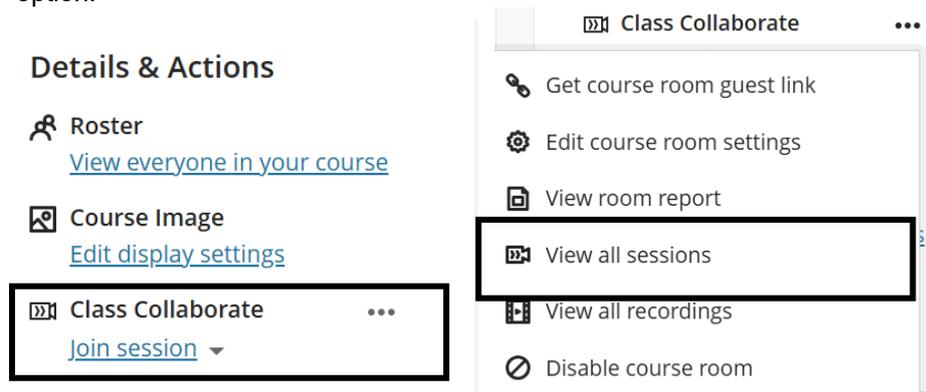




## Blackboard Collaborate Ultra Guide

- You can find Collaborate sessions under the course **Details & Actions**.
- The Collaborate camera icon appears in purple to show you and other course members when people are active in the Collaborate room.
- The best way to manage the current session and the future sessions is using “View All Sessions” option.

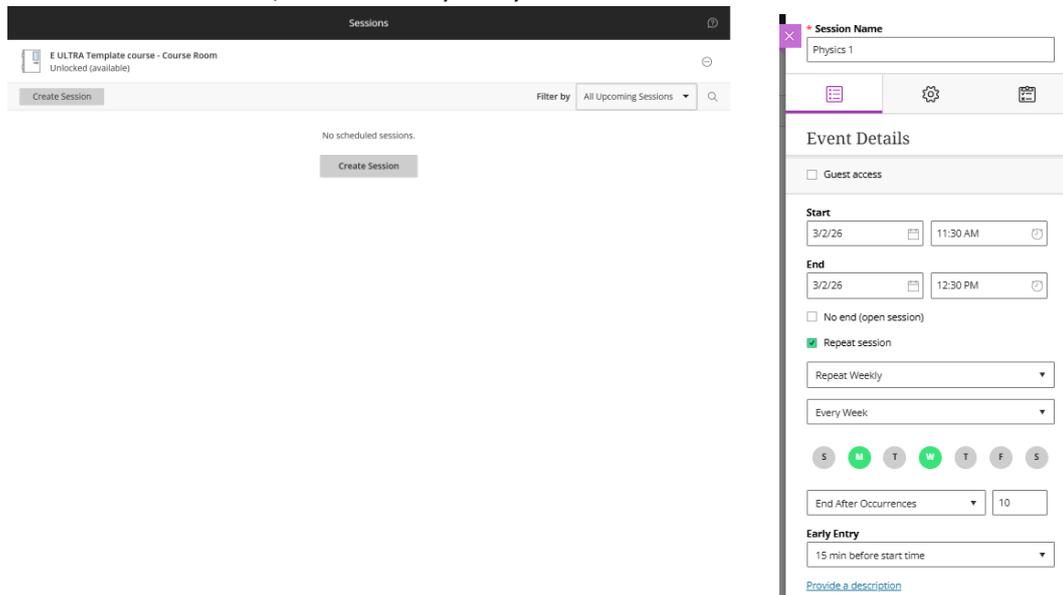


The screenshot shows the 'Class Collaborate' menu in Blackboard Collaborate Ultra. The menu items are: Get course room guest link, Edit course room settings, View room report, View all sessions (highlighted with a black box), View all recordings, and Disable course room. Below the menu, the 'Class Collaborate' section is also highlighted with a black box, showing a 'Join session' dropdown arrow.

### A. Create New Scheduled Sessions:

#### 1. Session Details:

- From The Details & Actions Menu, click on “View All Sessions” under Blackboard Collaborate.
- You will be redirected to the Collaborate administrator panel, in this panel you can manage the course room and the collaborate sessions.
- To create new sessions, Click on Create Session.
- Name the session and set the start and End date (These dates for the first session) then if these sessions are scheduled for the next weeks, you choose the repeat session option, and then select the repetition method.
- The online classes in UOS are weekly. Select the days of the repetitions and set the date of the last session.
- The instructor can allow or prevent the early entry for the online sessions.



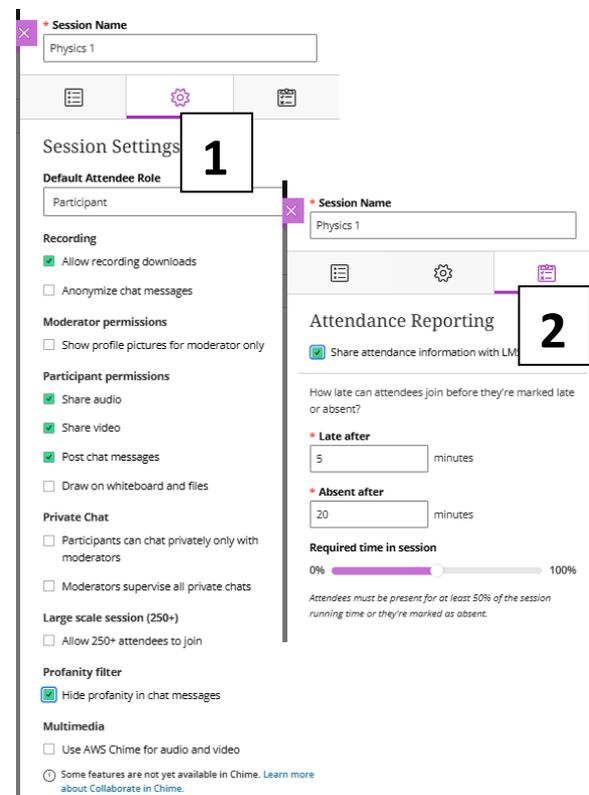
The screenshot shows the 'Sessions' page in Blackboard Collaborate Ultra. The page displays 'No scheduled sessions.' and a 'Create Session' button. Below the page, the 'Session Name' configuration form is shown. The form includes fields for 'Session Name' (Physics 1), 'Start' (3/2/26, 11:30 AM), 'End' (3/2/26, 12:30 PM), 'Repeat session' (checked), 'Repeat Weekly' (selected), 'Every Week' (selected), 'End After Occurrences' (10), and 'Early Entry' (15 min before start time).

## 2. Session Settings [1]:

- The default attendee role for students is participants.
- To allow downloading the recordings select “Allow recording downloads” option.
- For participant permissions allow the participants to share audio, video and post chat messages.
- You can allow the students to chat with you or other moderators privately.
- Profanity filter option will hide any profanity in the session chat.

## 3. Session Attendance Reporting [2]:

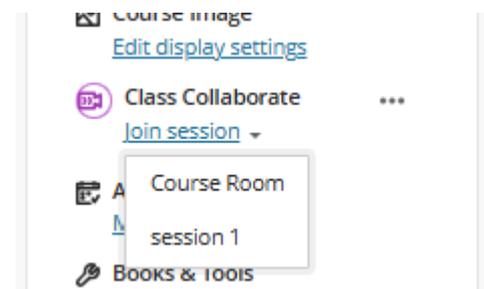
- Activate “Share Attendance information with LMS” to connect blackboard attendance service to collaborate sessions.
- If you want to control how late the attendees can join before they are marked late or absent change “late after” and “absent after” and how much
- Students are required to stay in the session to be marked as attending.



## B. How to access the created session:

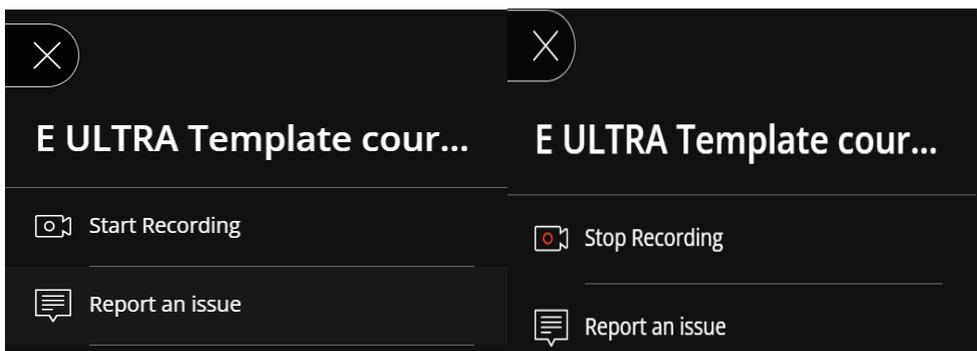
- Click on join session under blackboard collaborate category or the scheduled session name will appear under join Session.
- Click on the session name and it will redirect you to the session if it is an active session.

Note: To minimize conflict for students and you set a scheduled a session, make sure to disable the course room to avoid two links shown to students.

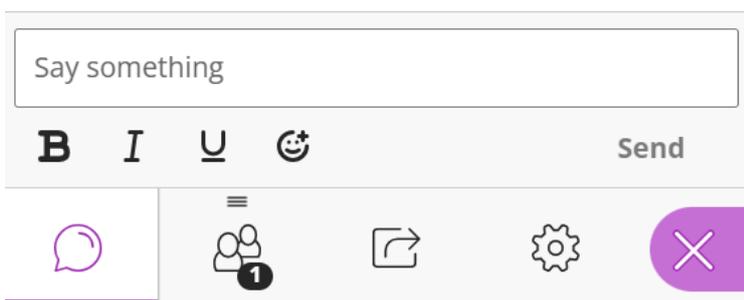


## C. Collaborate panel:

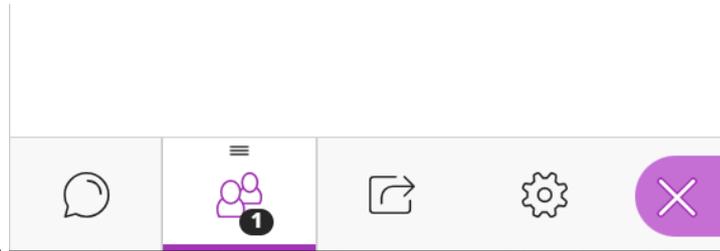
- 1- Once accessing collaborate and the session loads, instructor can start recording the session by clicking on “Start recording on the top left tab. Once the session ends, you must click on stop recording to end recording of the session.



2- To chat with students and users in the session, you can click on the purple arrow on the bottom right and choose chat with participants



3-you can check the participants in the session by clicking on the second option in the panel and change any



participant to moderator if needed.

4- You can share variety type of files and content by clicking on the third option in the panel

Types of content can be shared:

- open a new whiteboard.
- Share your camera.
- Show applications from your computer.
- Share files.
- Start a poll.
- Divide the participants into breakout groups.

**Primary Content**



Share Blank Whiteboard



Share Application/Screen



Share Camera



Share Files

**Secondary Content**



Polling

**Interact**



Breakout Groups

5- Tools you can use inside the session

	<p>Audio</p>	<p>Turn your audio on. Lines through the microphone icon means that it is turned off. Select Share Audio to turn it on.</p> <p>With your keyboard, press Alt + M to turn your microphone on and off.</p>
	<p>Video</p>	<p>Turn your video on. Lines through the camera icon means that it is turned off. Select Share Video to turn it on.</p> <p>With your keyboard, press Alt + C to turn your camera on and off.</p>
	<p>Hand raise</p>	<p>Raise your hand to answer a question or get another moderator's attention. Select Raise Hand.</p> <p>With your keyboard, press Alt + H.</p>
	<p>Collaborate panel</p>	<p>Open the Collaborate panel to:</p> <ul style="list-style-type: none"> <li>• Chat with everyone in the session</li> <li>• Check participants.</li> <li>• Share content (if you are given presenter role)</li> </ul>
	<p>Session menu</p>	<p>Open the Session menu to:</p> <ul style="list-style-type: none"> <li>• Find details about the session.</li> <li>• Get help or report an issue.</li> <li>• Leave the session</li> </ul>
	<p>Follow the speaker view</p>	<p>Switch to the follow-the-speaker view. The Ultra experience switches to follow-the-speaker view <i>automatically</i> when there are more than five participants.</p>
	<p>Grid view</p>	<p>Switch to the grid view.</p>
	<p>Picture-in-picture</p>	<p>Change the focus of your screen. If shared content is on your main screen, switch to watching the speaker. Select the picture-in-picture to bring that content to your main screen.</p>

## D- Checking Session Attendance

- From the Details & Actions panel, Click on attendance tool.
- On the attendance panel, select overview at the top right.
- You will have an overview for all sessions conducted, the students will be marked automatically, and the instructor will be able to change the marks as absent, excused, late and present.
- If you want to export the attendance sheet, click on export icon, and an excel sheet will be downloaded to your device.

