

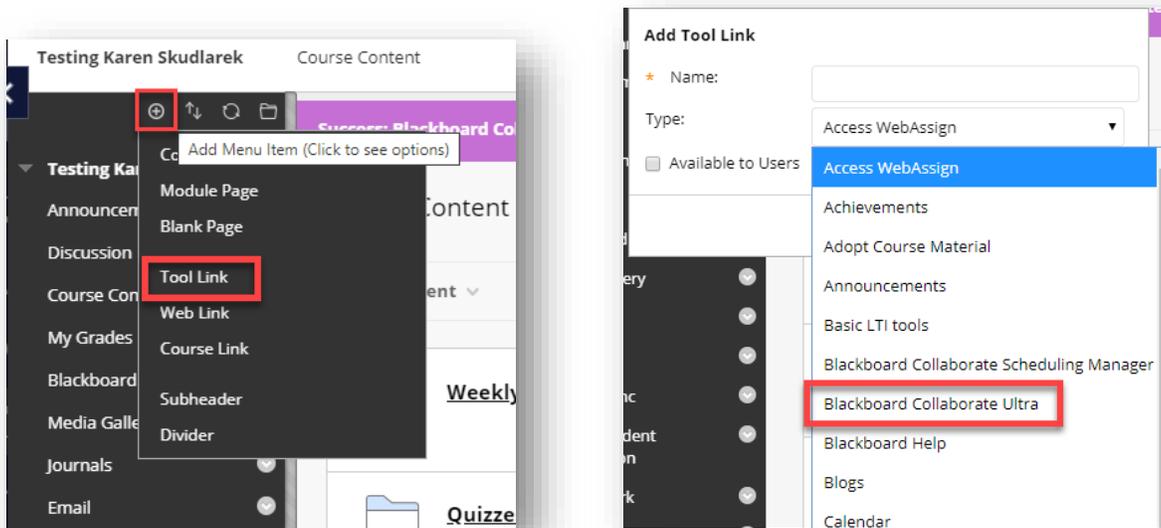
## Blackboard Collaborate Ultra User Guide

This document covers instructions on how to connect with your students in HuskyCT using the video conference tool called Blackboard Collaborate Ultra.

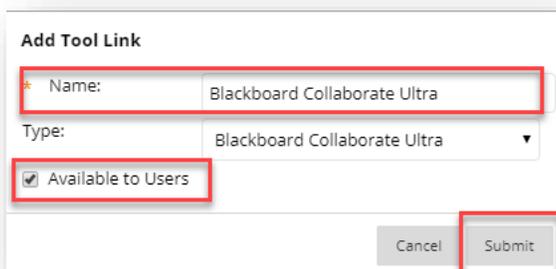
**Note:** Students can participate with video and audio using the Blackboard app on their phones but cannot share their screen.

### Add the Tool to HuskyCT Course or Organization

Go to your course in HuskyCT to add the tool to your course. Click on the + sign in the Course Menu, select Tool Link – Blackboard Collaborate Ultra.



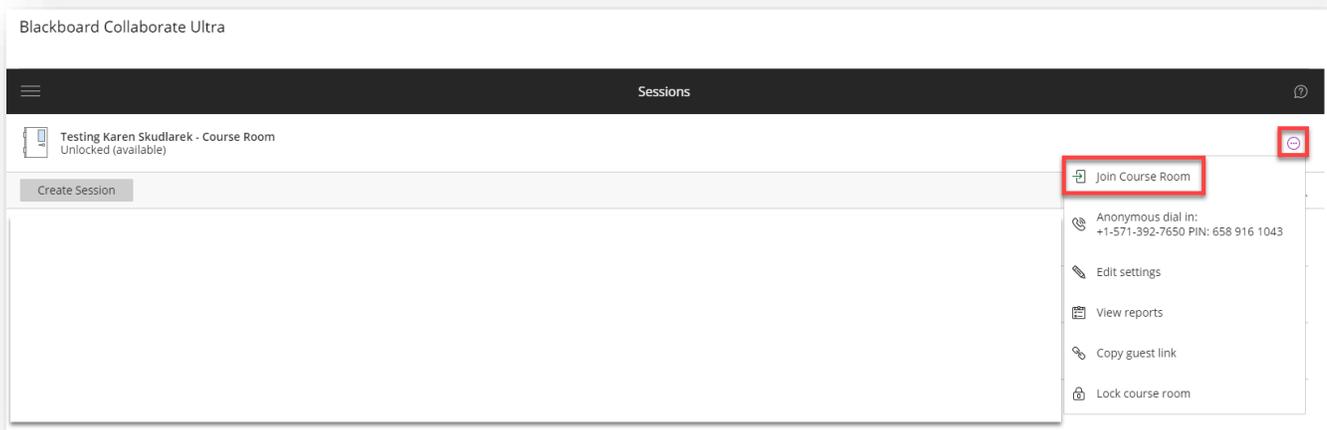
Enter a name, turn on "Available to Users" and click Submit.



You and your students can now access the video conference tool, Blackboard Collaborate Ultra.

## Using the Course Room

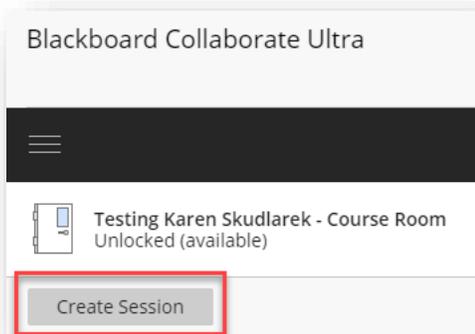
The tool comes with a Course Room which is always available. When you or your students click on the tool, you'll see the Course Room. You can connect to it by clicking on the ellipses (three dots) to the right of the room and click "Join Course Room".



By default, the instructor can present their screen, but the students cannot. If students need to present their screens, it's recommended to add a new Collaborate Session.

## Creating a New Session

To create a new Session, click on the tool, click Create Session and complete the required fields.



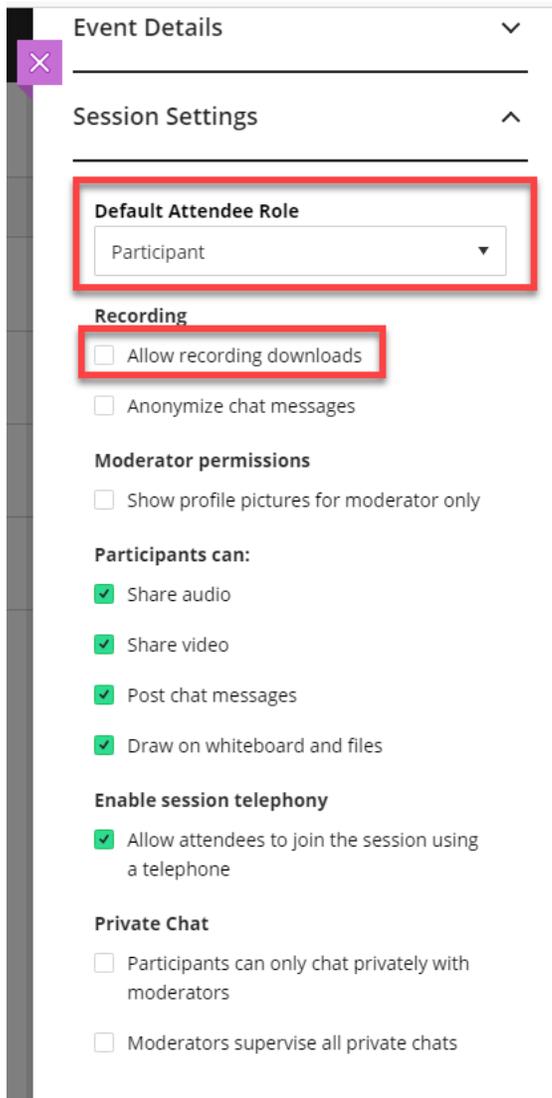
Enter a name. A guest link is then automatically added. The default role is Participant, but if you want a Guest Speaker to join you, you may want to change it to Presenter.

The screenshot shows a meeting configuration window titled "Office Hours". It includes a "Join session" button, "Anonymous dial in" information (+1-571-392-7650 PIN: 792 650 8852), a "Dial In" button, and a checked "Guest access" option. The "Guest role" dropdown menu is open, showing options: Participant (selected), Presenter (highlighted with a red box), and Moderator. The "Guest link" is https://us.bbcollab.cc.

Enter the start/end dates and times. You can setup a recurring session by clicking on "Repeat Session."

The screenshot shows the "Event Details" form. The "Start" date is 3/9/20 at 11:00 AM, and the "End" date is 3/9/20 at 12:00 PM. Below these fields are two checkboxes: "No end (open session)" and "Repeat session" (highlighted with a red box). The "Early Entry" dropdown is set to "15 min before start time". A link "Provide a description" is visible at the bottom.

There are other settings you can configure, for instance, you can change the Default Attendee Role to Presenter or “Allow recording downloads” if you want you or your students to be able to download the recorded sessions.



Click Save when you’ve finished setting up the session. Then direct your students to that session when you want to meet.

## Joining a Session

When you or your students join a session, you'll be prompted to turn on your audio and video by clicking the icons at the bottom of the screen. You will need to enable access to your microphone and camera in the browser. You should be prompted for this the first time you use Collaborate.



## Managing the Session

There are two menus in Collaborate Ultra.



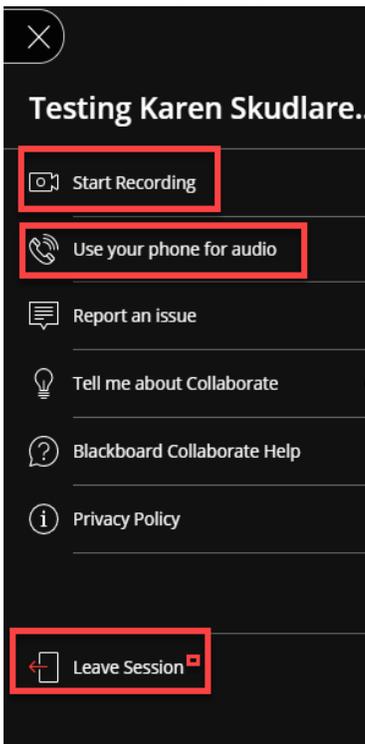
Session Menu (Top left)



Collaborate Panel Menu (Bottom right)

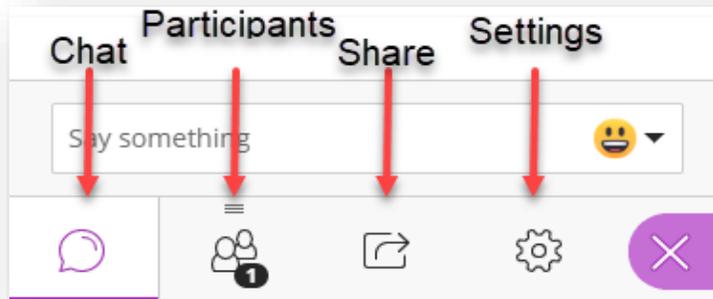
## The Session Menu

The Session Menu is where the instructor can Start Recording, has a phone number that a participant can use to call in if they don't have a microphone or speaker, or leave the session. If you record in the Course Session, stop recording it, or else it will continue to record even after you leave.



## The Collaborate Panel Menu

The Collaborate Menu is where you can chat with participants, manage the participants (mute microphones, etc.), share content, and change your settings (microphone and camera).



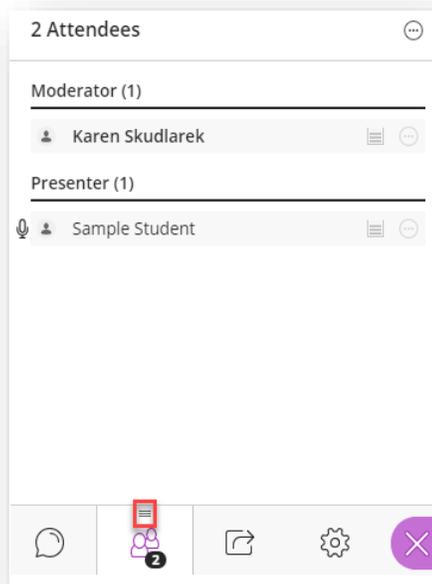
**Chat:** You can chat with Everyone or selected Participants.

**Participants:** You can mute microphones, send a chat message, make presenter.

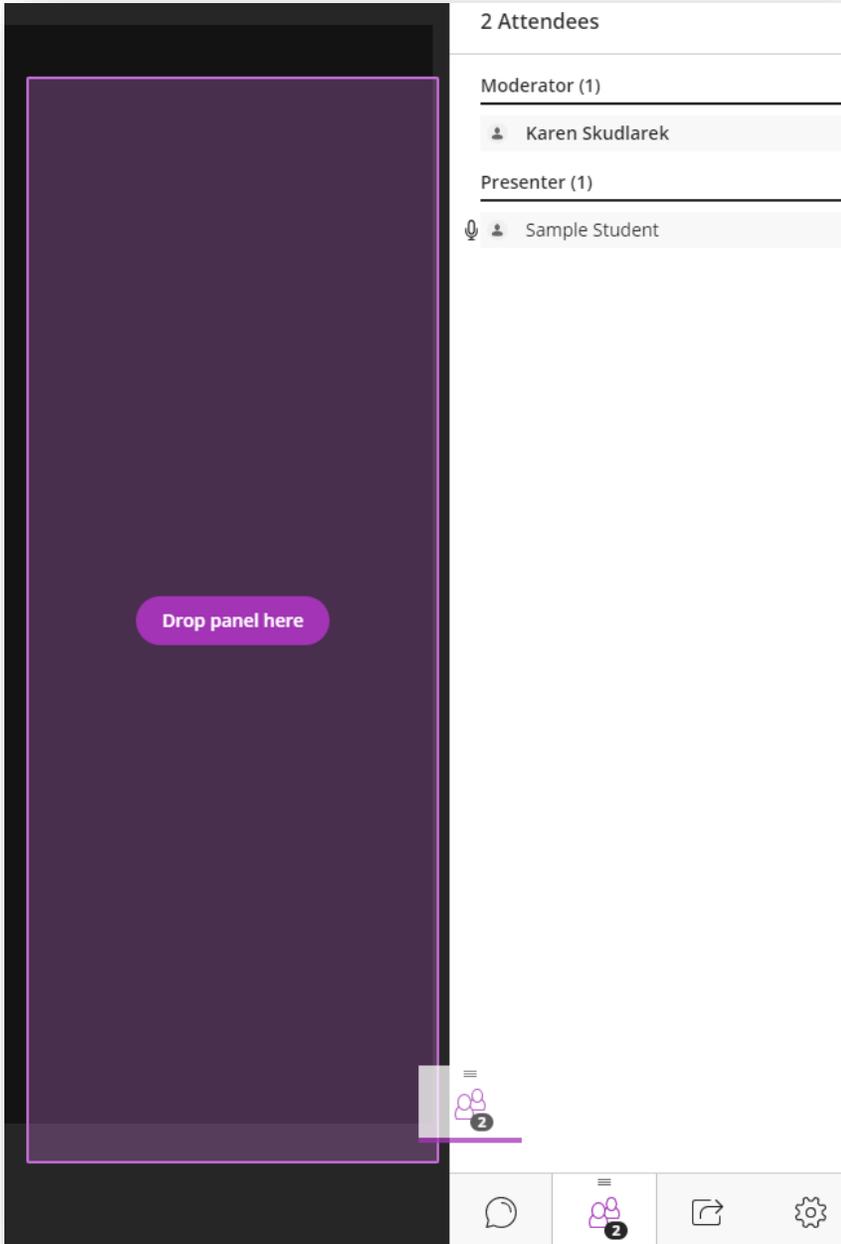
**Share Content:** Share your desktop, applications, create breakout sessions, etc.

**Settings:** Setup audio and video and other settings.

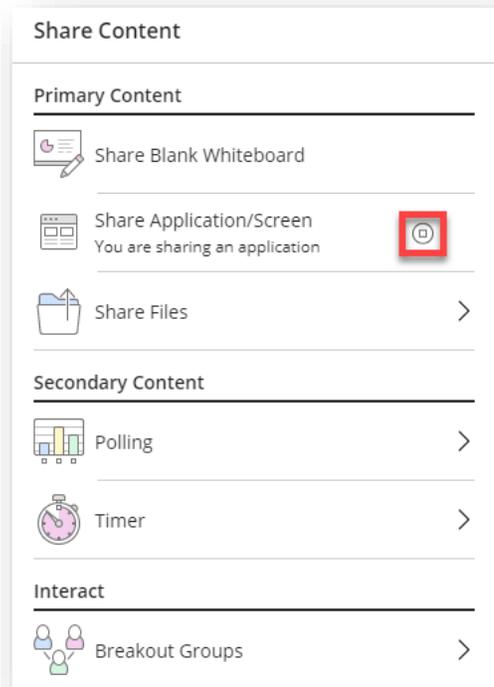
You can lock the Participant Panel by clicking on the three lines above the Participants icon.



Hold that click and move it to the left and release it where it says, "Drop panel here."



When you're sharing content, you can stop sharing it by clicking on the stop button in the Share Content panel.

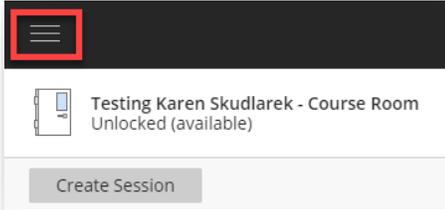


If you use Breakout Groups, as the instructor you can move from group to group to check on them and see how they're doing. When you start a session, breakout groups are automatically created by Collaborate, you can move students around as needed. Then Follow the prompts to start and stop a breakout session.

When you're finished, click on the Session Menu (upper left) and click on "Leave Session."

## Accessing Recordings

To find recordings for the session, go to Collaborate Ultra in your course, click on the menu in the upper left, and click on Recordings.



## Still need help?

For further information or assistance with HuskyCT, please contact the Educational Technology Office at [edtech@uconn.edu](mailto:edtech@uconn.edu) or 860-486-5052.