

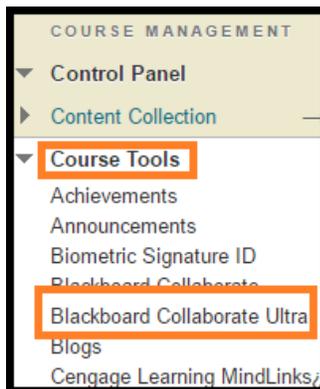


Forward thinking. World ready.

Bb Collaborate Ultra: Start Interface Update

When you first access Blackboard Collaborate from your course you will now encounter an intuitive design for scheduling sessions, viewing recordings and reports.

To access the Start Interface, locate the Course Tools tab in your Course Management menu. Under the Course Tools tab click on Blackboard Collaborate Ultra button. You then will see the updated Start Interface page.



Blackboard Collaborate Ultra

Menu: You can find your Sessions and Recordings

Sessions

Show All Upcoming Sessions

Create a session: You are able to create a session and access settings

Course Room

Join room

Create a session: You are able to create a session and access session settings

Course Room Options: where you can get guest link, edit settings, view reports, and disable course room

Looks like you don't have any upcoming sessions.
Why don't you create one?

Create Session

Join Room: Allows you to join the Collaborate Ultra room

The screenshot shows the Blackboard Collaborate Ultra interface. A blue arrow points to the menu icon in the top left. Another blue arrow points to the '+ ?' icons in the top right. A red box highlights the 'Join room' button. A blue arrow points to the 'Join room' button. A blue arrow points to the 'Create Session' button. A blue arrow points to the 'Course Room Options' icon.



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Create a Session

Blackboard Collaborate Ultra now allows you to schedule as many sessions as you want. You can create all the sessions for your course at once, even before the course begins.

To create a session locate either “Create a Session” button located at the middle of the page (once you’ve created a session this option will be gone) or the one located at the top right corner.

The image shows two side-by-side panels from the Blackboard Collaborate Ultra interface. The left panel is titled 'New Session' and contains 'Event Details' with fields for 'Start' (7/28/16 at 11:13 AM) and 'End' (7/28/16 at 12:13 PM). It also includes checkboxes for 'No End (Open Session)' and 'Repeat Session', and a dropdown for 'Early Entry' set to '15 min before start time'. The right panel is titled 'Session Settings' and includes sections for 'Recording' (with 'Allow Recording Downloads' unchecked), 'Moderator Permissions' (with 'Show profile pictures for moderator only' unchecked), 'Participants can:' (with 'Share their audio', 'Share their video', 'Post chat messages', and 'Draw on whiteboard and files' all checked), and 'Enable Session Telephony' (with 'Allow users to join the session using a telephone' checked).

For more information on creating and editing a sessions, click on the following link: https://en-us.help.blackboard.com/Collaborate/Ultra/Moderator/050_Schedule_a_Meeting/LTI.

Reports

The Session attendance report gives you an overview of when participants joined and left your session, it even gives you an idea of how long participants were present in your session. If you used a session more than once, there is a report for each time it was used.

To view reports, hover over the session that you would like to get the reports from click on the session options. After you have clicked on session options, click on view reports.

The image shows a table with three columns: 'Name', 'Starts', and 'Ends'. The first row contains 'Collaborate Ultra', '7/28/16, 11:06 AM', and an empty cell. A context menu is open over the 'Collaborate Ultra' row, showing three options: 'Edit settings', 'View reports' (highlighted with an orange box), and 'Delete session'. A blue arrow points to the 'View reports' option.

Name	Starts	Ends
Collaborate Ultra	7/28/16, 11:06 AM	



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To view a detailed report on all the participants that participated in your session, click on “View Report”.

Date	Participants joined	Start time	End time	Session duration	Average time in session	
7/28/16	1	11:22:22 AM	11:25:16 AM	00:02:53	00:00:51	

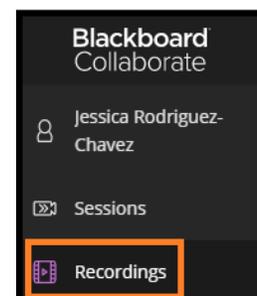
Name	Join time	Exit time	Time in session
Jessica Rodriguez-Chavez	11:22 AM	11:23 AM	00:00:51

For more information on reports, click on the following link: <https://en-us.help.blackboard.com/Collaborate/Ultra/Moderator/Reports>.

Recordings

Record your session so that you and your students can access presentations whenever they need them.

To access all your session recordings, locate the “Menu” button found at the top left corner of the page then click on “Recording”. You have the ability to search for recordings by rang or how recent.



Duration	Date	Recording (MP4)
recording_1	00:00:24	7/28/16, 11:22 AM View Recording

For more information on recordings, click on the following link: https://en-us.help.blackboard.com/Collaborate/Ultra/Moderator/060_Conduct_a_Meeting/Record_Sessions.

Questions? Contact TigerTech at 785-628-3478. FACULTY ONLY email bbsupport@fhsu.edu.