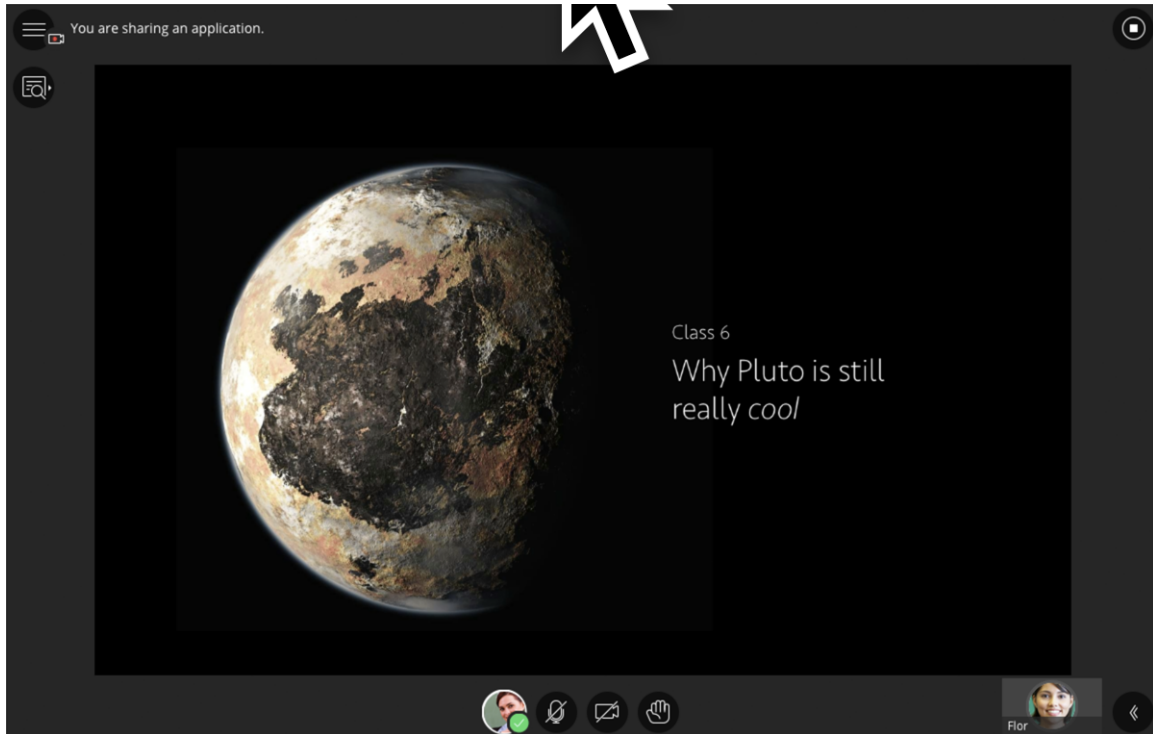


## Module 5 – Blackboard Learn Communication

### Overview

You have learned about some of the communication tools you can use to keep students informed and to let them collaborate. Now we will look at communicating with your students in real-time, using Blackboard Collaborate Ultra.



### Collaborate Ultra

Welcome to the new Blackboard Collaborate! Our real-time video conferencing tool designed specifically for education. With its comprehensive tools and capabilities you can engage in the virtual classroom as if it were face-to-face.

Blackboard Collaborate with the Ultra experience gives you a room for each of your courses. The room lasts for the life of the course. You can connect live and in person with one or all of your students any time you want.

Blackboard Collaborate allows you to:

- Hold synchronous or "real-time" meetings with your students
- Participate in Chat Sessions
- Share Video/Audio of your self and your students
- Share files (PDF, PPTX, and image files)

- Share Applications from your computer (or just your desktop)
- Students and yourself can join sessions quickly as the tool is browser based and does not require the participant to install java or a launcher.

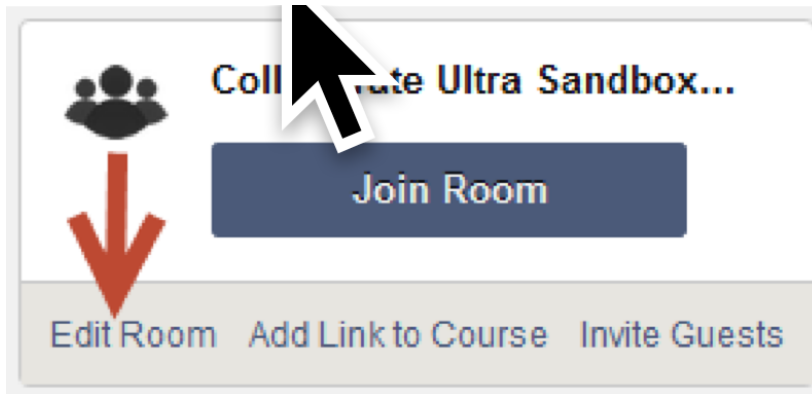
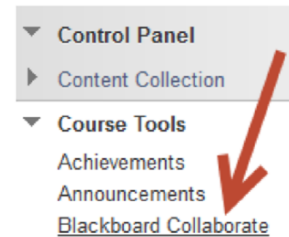
Click the link below to watch a brief video to learn more:

<https://www.youtube.com/watch?v=gh5zsbGW7V0>

### Editing the Collaborate Room

You will find the Blackboard Collaborate tool in the Course Tools section of your course's Control panel.

Before you join your room or add a link to the room in your course you will want to edit the room to be sure it is set up the way you like it. Click Edit Room to see your options.



1. Change the **Room Name**
2. Give students **full participant permissions** (audio, video, chat, whiteboard, file sharing)
3. Set **guest access**
4. Have everyone join as **moderators** or assign **specific moderators**.
5. **Restrict Access** to specific users

Room Name **1** Collaborate Ultra Sandbox - Spradlin Room

## ROOM OPTIONS

### Room Attributes

Full Participant Permissions **2**  ON

Allow Guests **3**  ON

### Roles and Access

All users join as moderators **4**

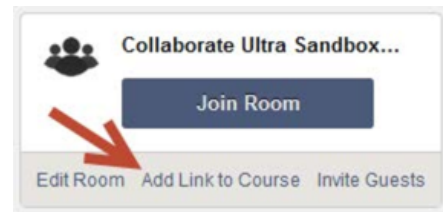
Restrict access to this session **5**

### Assign Roles **4**

**Moderators**  **4**  
Jacob Spradlin

## Adding a Link

You can use the date restrictions options in **Add Link to Course** to schedule multiple web conferences in your course using the same room. Click **Add Link to Course** add a link and set link options.



1. Change the **Course Link Name**
2. Choose the checkbox for where the link will be in the course under **Content Area List**.
3. Give your link a **description** to let participants know what it is for.
4. Add any **comment** as appropriate.
5. Set any **Date Restrictions** you want.

Course Link Name **1**

Content Area List **2**  Collaborate Training

**COURSE LINK OPTIONS**

**Details**

Description **3**

*Provide a description of the session that will appear with the course link in the selected content areas.*

Comment **4**

*Provide a comment that will appear with the course link in the selected content areas.*

Required ⓘ  OFF

**Date Restrictions** **5**

Date Restrictions  Display After

*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

Display Until

*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

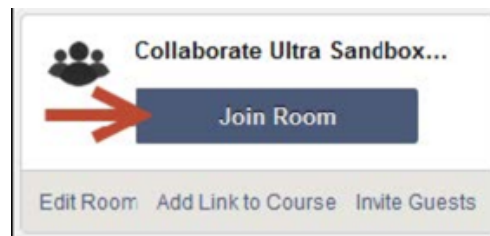
**TIP: Set Reminders**

Use your course calendar to set reminders for sessions in the room with your class. Help your students find and prepare for the session. In the calendar item give a detailed description, including instructions on how to find the room.

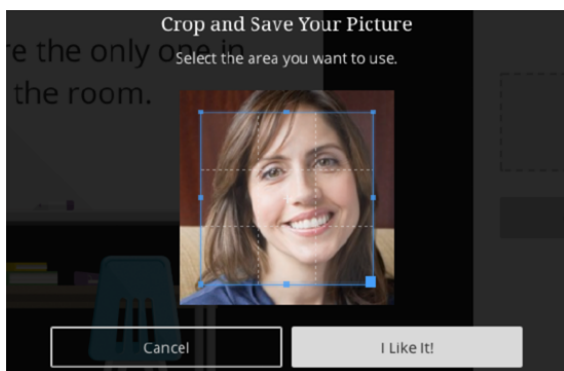
**Joining The Room**

To join the Collaborate Ultra room:

- Visit the **Collaborate link** you placed in your course or access Blackboard Collaborate via your **Course Tools**.
- Click the **Join Room** button.



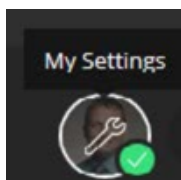
## Add Profile Picture



Having a social presence can be critical to a successful online learning experience. Give a face to your voice and add a **profile picture** in **My Settings**.

1. Point to the **avatar image** to change the picture.
2. **Upload** any image or use your device camera to take a photo. You can choose to use this profile picture for every session.
3. Adjust the **image area**.
4. Click **I Like It!** to save the profile picture.

## Audio and Video Setup



You must give the browser permission to use audio and video to participate in a session. This is necessary so that you are seen and heard.

It's OK if you're not ready to do this right away.

You can set up audio and video at any time in My Settings. Point to your avatar to open **My Settings**.

Adjust your speaker and microphone volume.

By default, you are hidden and muted after you complete the setup. Click the microphone and camera icons to begin full meeting participation.

### My Settings

My Settings

jacob spradlin  
Present

Audio and Video Settings

Set Up your Camera and Microphone

Display Closed Captions (when available)

Use your phone for audio.  
[Generate Number](#)

Speaker Volume

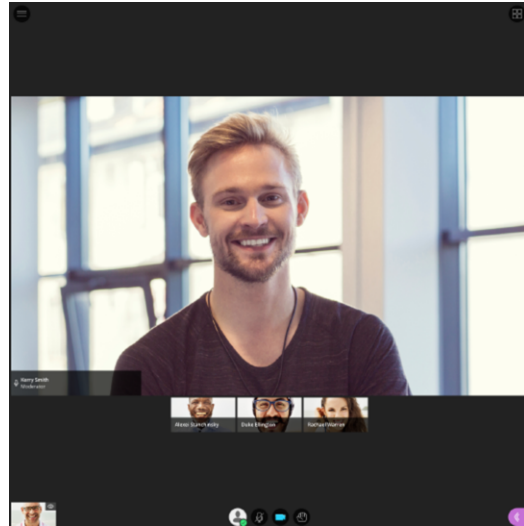
Microphone Volume

## Find Your Way Around

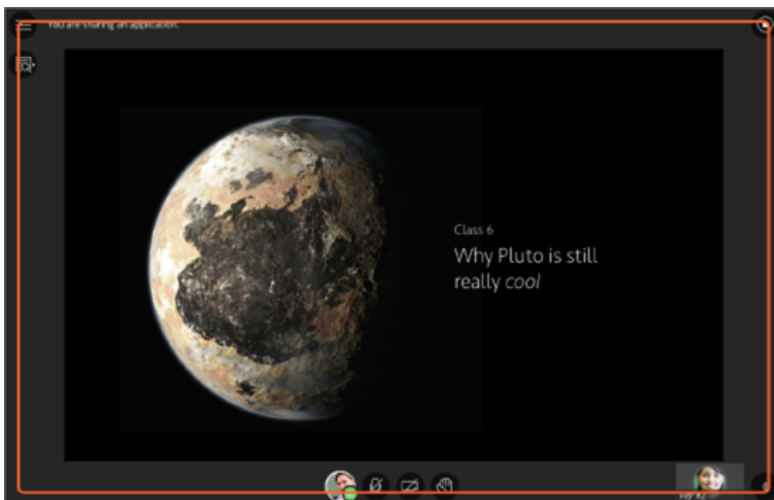
Imagine walking into a room that was perfectly outfitted for collaboration. The amount of tools to engage and capture are potentially endless. Like any good classroom or studio space, we must be organized.

We've organized everything into three convenient areas:

- a media space
- the Session menu
- a Collaborate panel.



## Media Space



The **media space** in Collaborate is where the content of the session is displayed. The content you share is automatically the main focus of your screen. The picture-in-picture shows you who is speaking.

**Tip:** Select the picture-in-picture window to switch your main focus. Your main screen becomes the picture-in-picture and the picture-in-picture becomes the main screen.

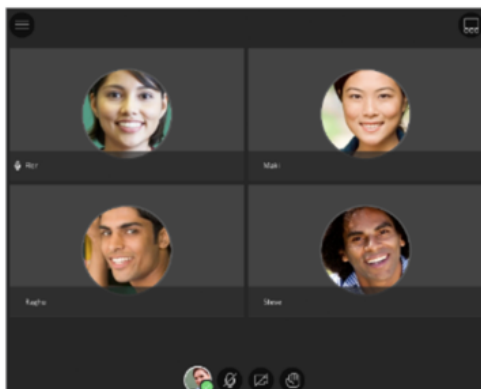
We've maximized the size of this space to create an inherent full-screen experience at any screen size.

Tools that appear in the media space relate directly to what is happening in the session at that moment. You know immediately what you can do.

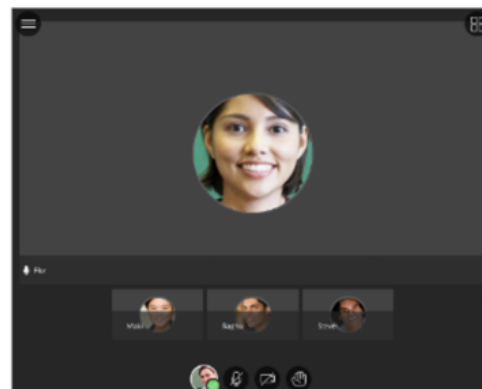
## Media Space Tools

Icon	Tool	Description
	Audio	Turn your audio on. Lines through the microphone icon means that it is turned off. Select Share Audio to turn it on. <i>With your keyboard, press Alt + M to turn your microphone on and off.</i>
	Video	Turn your video on. Lines through the camera icon means that it is turned off. Select Share Video to turn it on. <i>With your keyboard, press Alt + C to turn your camera on and off.</i>
	Hand raise	Raise your hand to answer a question or get another moderator's attention. Select Raise Hand. <i>With your keyboard, press Alt + H.</i>
	Collaborate Panel	Open the Collaborate Panel. <a href="#">More on navigating the Collaborate panel with your keyboard</a>
	Session Menu	Open the session menu.
	Follow the Speaker View	Switch to Follow the speaker view.
	Grid View	Switch to the Grid view.
	Picture-in-Picture View	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.
	Status	Show yourself as away. Point to the green checkmark by your avatar image and select Set as <b>Away</b> . Select <b>I'm back!</b> when you return.

The Ultra Experience switches to follow-the-speaker View automatically when there are more than five participants.

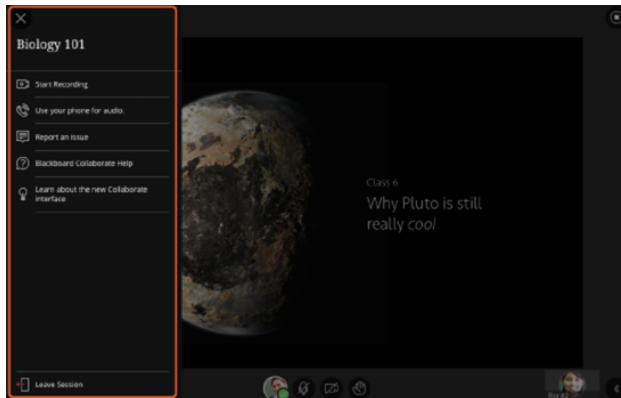


Grid view



Follow the speaker view

## Session Menu









The session menu opens a collection of high level session actions and information. Open it using the Session Menu button at the top left of the screen.

Tools and features you use only once or twice during a session are conveniently grouped here.

- Find details about the session.
- Record your sessions.
- Connect your phone for audio.
- Get help or report an issue.

### Session Menu Tools

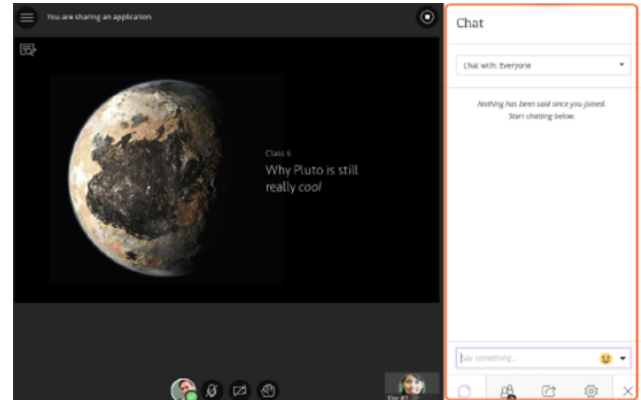
Icon	Tool	Description
 Record Session	Start/Stop recording	Open the Session menu and select Start Recording.
 Generate Dial-in Number	Use your phone	Use your phone for audio during a session.
 Report Issue	Report an issue	Report an issue with the session.
 Collaborate Help	Help	Go to Blackboard Collaborate help on <a href="http://help.blackboard.com">help.blackboard.com</a> .
 Learn More About New UI	Learn about new UI	Open the new user interface tour.
 Leave Session	Leave session	Exit the session and complete a quick survey to tell us about your experience.











## Collaborate Panel




The Collaborate panel takes your session experience to the next level. You now have a single space to go to engage other participants with all the great collaborate tools.

- Chat with everyone in the session or privately with other moderators.
- Manage participants.
- Share content or start polling or breakout groups.
- Set your personal and session settings.



### Collaborate Panel Tools

Icon	Tool	Description
	Chat	Chat with participants. Open the Collaborate panel and select Open Chat. The emoji pack for Collaborate with the Ultra experience supports diversified emojis and Unicode 8 characters.  Use one of five supported skin tones on any human emoji. Add underscore, tone, and the supported tone number (1 through 5) to your emoji when typing. Don't forget the colons on either end of your emoji text. Example: :wave_tone5: Collaborate's chat history only has 50 messages displayed at any given time.
	Participants Panel	View the list of participants. Open the Collaborate panel and Select Open Participants List.
	Share Content	You can share a blank whiteboard, an application, PDFs, PowerPoint® presentations, and images in GIF, JPEG and PNG formats. You can also poll participants. Open the Collaborate panel and select Share Content.
	My Settings	Add a profile image, set up your audio and video, your notifications, and session settings. Open the Collaborate panel and select My Settings.
	Close	Close the collaborate panel.
	Share Whiteboard	Share a blank whiteboard from the Share Content panel.
	Share Application	Share your entire desktop or a single open application from the Share Content panel.
	Share Files	Share PDFs, PowerPoint® presentations, and images in GIF, JPEG and PNG formats.

	Polling	Start a simple poll to share with your participants.
	Breakout Groups	Start breakout groups.
	Options	Open the Participants options menu.

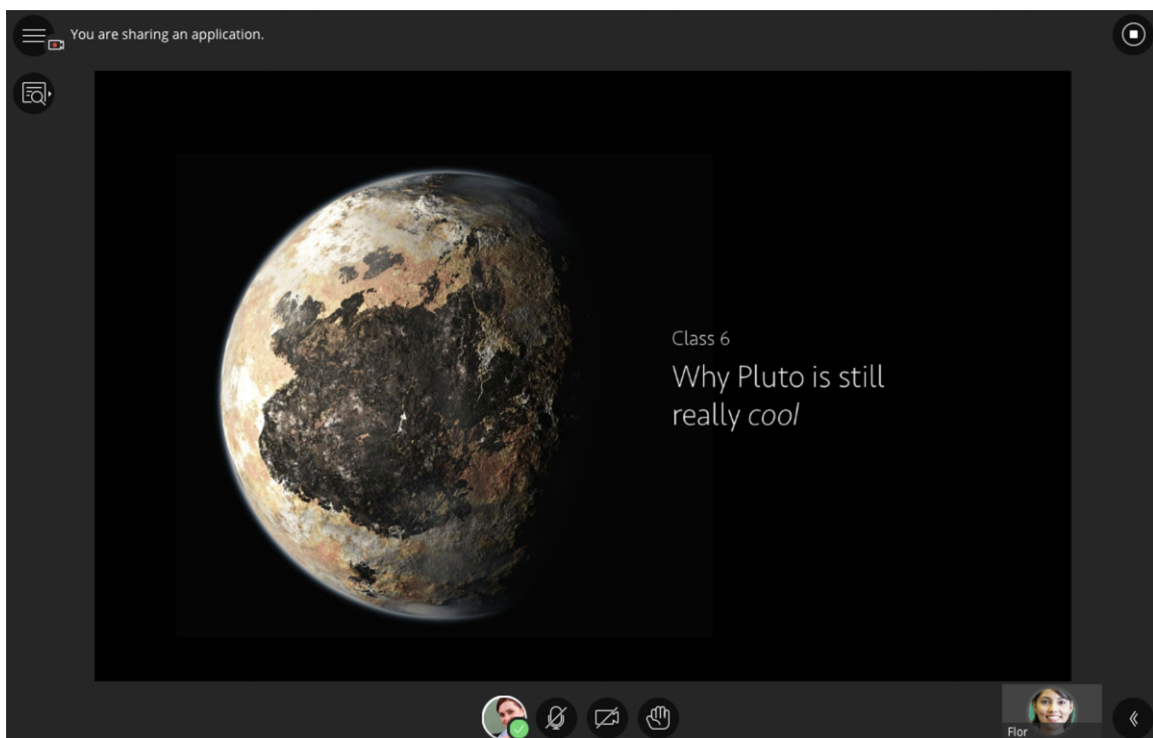
## Sharing Content

The Ultra experience of Blackboard Collaborate makes it easy to share your knowledge. You can upload content, including PowerPoint® presentations, or share your desktop screen to show more details.

Open the Collaborate panel and select Share Content to start sharing and collaborating with your participants.

The next sections will cover:

- Sharing Applications
- Sharing Files
- Share Whiteboard



## Sharing Applications

Share your desktop or a software application to teach students about a particular topic. Whenever you move through the application or desktop, your students automatically follow along.

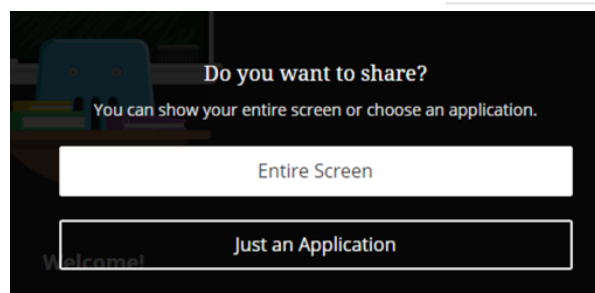
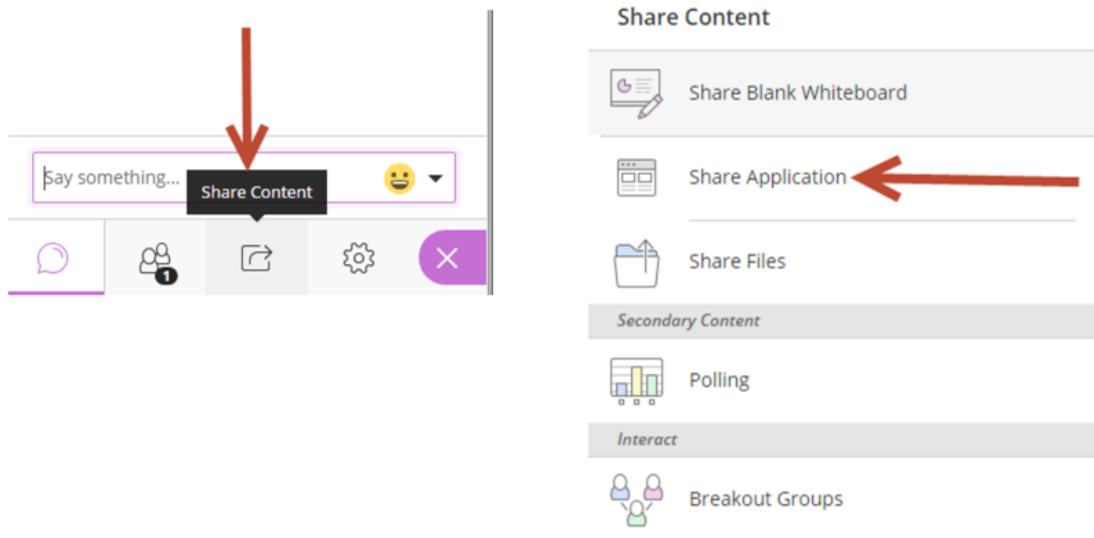
Use **Chrome™** or **Firefox®** (version 49+) when sharing applications. You need to add the browser desktop sharing extension to share applications in Collaborate sessions.

**Note:** When you share your desktop or application it is seen by everybody in the live session and anybody viewing the recording later. Make sure to close any windows and applications you don't want others to see before starting to share.

**Note:** *Application sharing is not currently supported for screen readers in Blackboard Collaborate. If you are using a screen reader, you can share files and a blank whiteboard with your participants. You cannot share an application.*

**Application sharing** is available by:

- Opening the Collaborate Panel
- Clicking the Share Content tab
- Click the **Entire Screen** or **Just the Application** button. (if you choose just the application you will be able to select any running application).



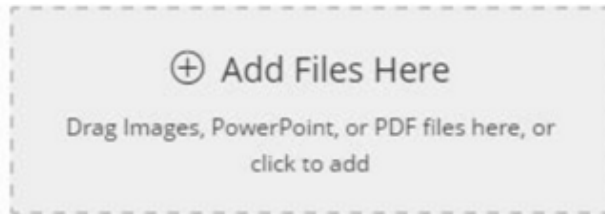
Once you begin screen sharing you can stop sharing at any time by clicking the **Stop Sharing** button.



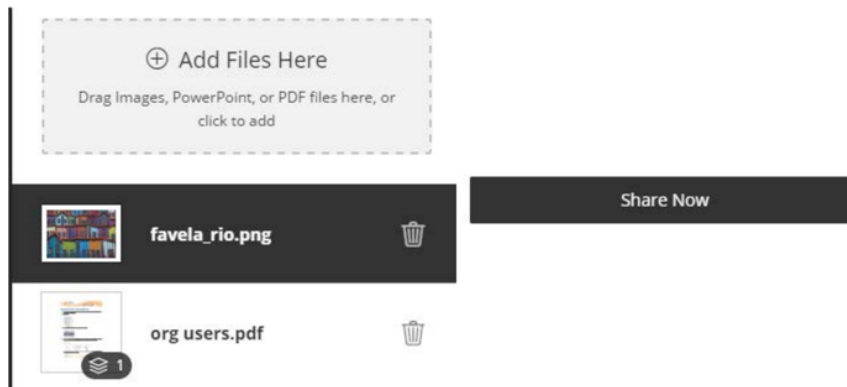
## Share Files



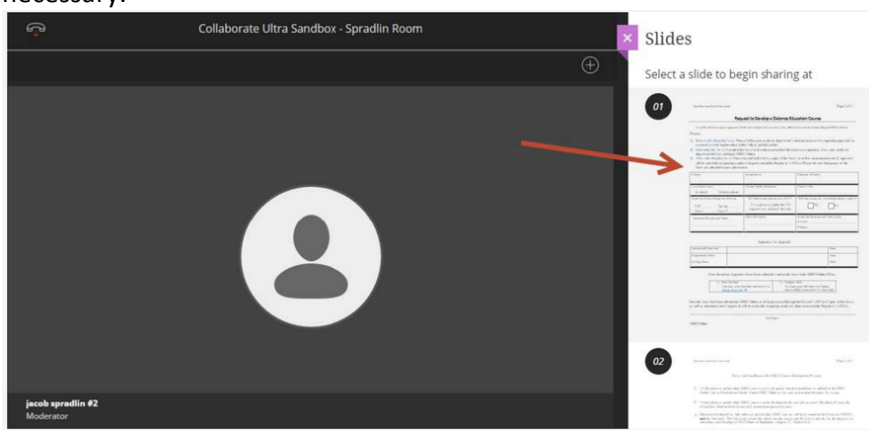
**Share files** allows the instructor or enabled participant to share images, PowerPoint presentations, and PDF files with the session attendees.



**Drag the file(s)** you want to share to the appropriate spot or just select **Add Files Here**. When you want to share the appropriate file with the session participants, just be sure it is selected and click **Share Now**



If you have uploaded a PDF or PowerPoint with multiple pages, you will need to select the slide where you want to begin your presentation. You can then use the **whiteboard** tools as necessary.



Collaborate Ultra Sandbox - Spradlin Room

Request-to-Develop-a-Course-in-Online-Format.pdf (1/2)

San Houston State University Page 1 of 2

### Request to Develop a Distance Education Course

Use this form to request approval for the development of a course to be offered in an online format through SHSU Online.

**Process**

- 1) Before submitting this form: Please follow your academic department's internal process for requesting approval for a course(s) to be taught online, either fully or partially online.
- 2) Submitting this form: Complete the form in its entirety and collect the necessary signatures from your academic department before sending to SHSU Online.
- 3) After submitting the form: Once you send in the form, copies of the form, as well as an announcement of approval will be sent to the originating academic department and the Registrar's Office. Please be sure both pages of the form are attached in your submission.

College _____	Department _____	Program of Study _____
Level (circle one) Graduate _____ Undergraduate _____	Course Prefix & Number _____	Course Title _____
Semester/Year of targeted delivery Fall _____ Spring _____ Sum I _____ Sum II _____	Will this course require use of ITV? if so, please complete the ITV request form in lieu of this one.	Will this course be a correspondence course? <input type="checkbox"/> Yes <input type="checkbox"/> No
Instructor/Requestor Name _____	Date of Request _____	Instructor/Requestor Contact Info Email: _____ Phone: _____

**Signatures for Approval**

Instructor/Requestor _____	Date: _____
Department Chair _____	Date: _____
College Dean _____	Date: _____

Once the above signatures have been collected, send in the form to the SHSU Online Office.

1) Scan & Email You may scan this form and email it to <a href="mailto:nira@shsu.edu">nira@shsu.edu</a> . OR	2) Campus Mail You may send this form via Campus Mail to SHSU Online, DELTA, Box 2060.
---	---

Once the form has been submitted to SHSU Online, it will be processed through the Provost's Office. Copies of the form, as well as an announcement of approval, will be sent to the originating academic department and the Registrar's Office.

SHSU Online Next Page

Share Whiteboard



Share Blank Whiteboard

Collaborate Ultra Sandbox - Spradlin Room

Stop Sharing

Select

Pointer

Pencil

Shapes

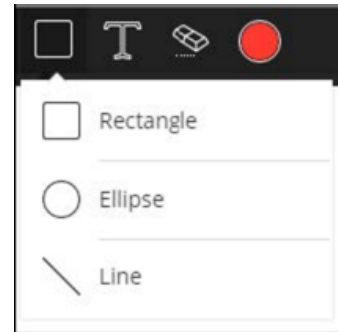
Text

Clear

**Select** allows you to select items you've placed your whiteboard/file.

**Pointer** draws attention to the area where you place your mouse.

**Pencil** lets the moderator or enabled participants draw on the whiteboard, or file. When the pencil tool is selected, the option to change color appears.



**Shapes** allows the instructor or enabled participant to draw rectangles, ellipses and lines on the whiteboard/file.

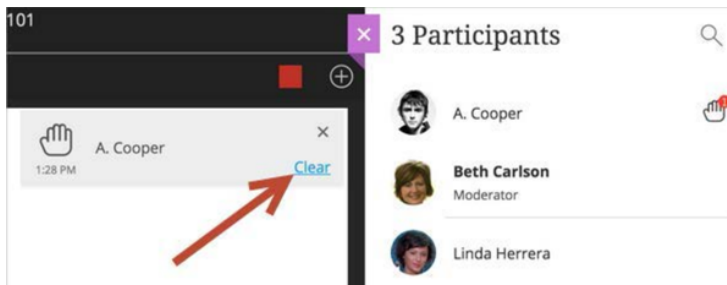
**Text** allows you to place text on the whiteboard/file.

**Clear** removes all added shapes, drawings and text from the whiteboard/file.

## Manage Raised Hands

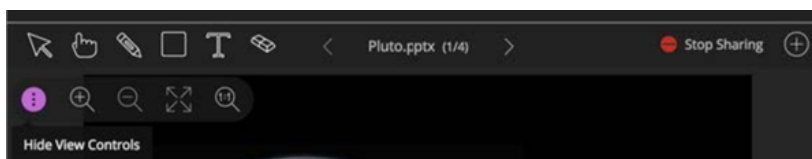
Participants can raise their hands any time during your session. You can choose to call on them now or close the notification and call on them later.

Click **Clear** in the notification to clear raised hands. Close the notification to leave their hand raised.



## Editing Shared Content

When you share a blank whiteboard or files you are given tools you can use to edit during the live session. You can also decide if you want to give your participants the same tools in Session Settings.



- **Select:** Use the arrow to select an object on the whiteboard. After you select it you can resize, move, and delete it.
- **Pointer:** Use the hand to point to different areas of the visible slide. Participants see wherever you are pointing on the slide.
- **Pencil:** Use the pencil to draw free hand on the slide.
- **Square:** Use the square to draw a rectangle, ellipse, or a straight line. Your choice.
- **Text:** Type text on the slide with the "T".
- **Erase:** Use the eraser to undo everything you or another moderator has added to the slide with one click.
- **Previous:** Go back a slide.



With your keyboard, press Alt + Page Down to move back a slide. On a Mac, press Alt + Fn + Down Arrow.

- **PowerPoint Name:** Open the slide navigator panel.
- **Next:** Move ahead a slide.

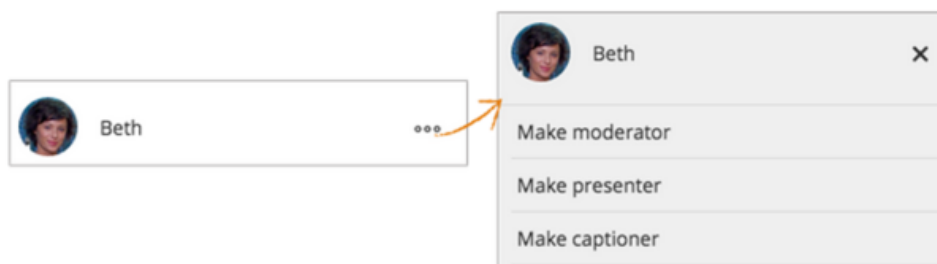


With your keyboard, press Alt + Page Up to move to the next slide. On a Mac, press Alt + Fn + Up Arrow.

- **Stop Sharing:** Stop sharing content.
- **Zoom In:** Make the content bigger. Move the content around to see everything.
- **Zoom Out:** Make the content smaller.
- **Best Fit:** Take advantage of your screen real estate. Content adjusts to be completely viewable in the available area. It displays as large as possible while keeping the aspect ratio intact.
- **Actual Size:** Return the image to the original size.
- **Show/Hide View Controls:** Show or hide your zoom, fit, and size controls

## Promoting Participants

You can make participants presenters or additional moderators. Point to a participant, click their name, and select Make presenter, Make moderator or Make captioner.



## Presenters

The presenter role was designed to help you share the workload while presenting. Presenters can do the following:

- Share applications, the whiteboard, and files.
- Navigate between PowerPoint® slides.
- See and manage raised hands.

**Moderators**

Making participants moderators means that they can do everything you can do. This includes changing a participant's role, setting overall permissions, and removing participants from the session.

**Captioners**

The captioner role is designed to provide an accessible learning experience for students who are deaf or hard of hearing, as well as for students whose native language is different from the moderator's. Making participants captioners gives them an area to type what is being said. Other participants can view what the captioner is typing in real time. You can have multiple captioners for multiple languages.