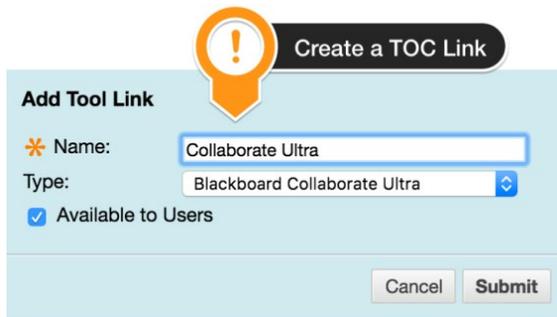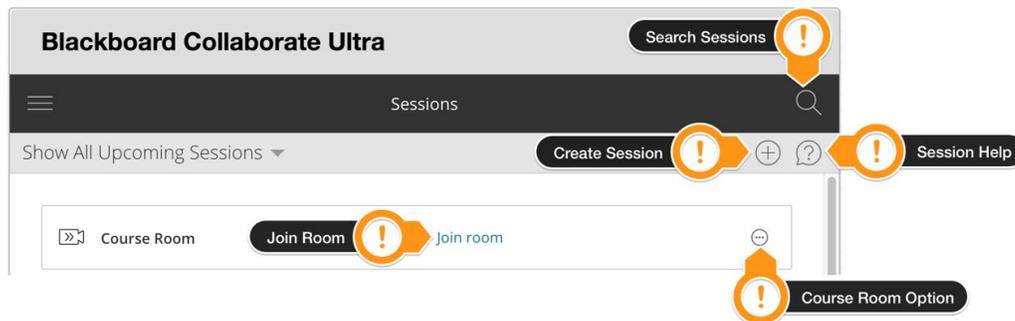# Blackboard Collaborate Ultra – Moderator – Cheat Sheet

## Introduction to Blackboard Collaborate Ultra

Blackboard Collaborate Ultra can be added to the TOC (Course Menu) as a Tool link or the *Guest URL* can be added to an announcement or content area. The link also appears in the *Tools* area if enabled.

Blackboard Collaborate Ultra provides an open *Course Room* that is available 24/7 for all users in the course. This setting is customized at the college level and may, or may not, be active for your college. Sessions can also be created with a specific start and end date.

From the Blackboard Collaborate Ultra interface the Course Room settings can be accessed via the *Course Room Options* icon.
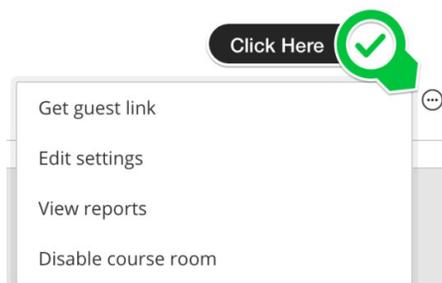
Get guest link – Provides the URL that can be provided via e-mail, announcement, or other item to users for access to the Course Room.

Edit settings will allow for the customization of the *Session Settings.* By default, *Allow Recording Downloads* is not on. If you wish to allow users to download recorded sessions this option will need to be activated. You can also control what participants can do inside the session such as access to chat, sharing audio, sharing video, drawing on the whiteboard and files, and if users can join the session using the telephone (a nice feature for those with low bandwidth access).

Session Settings

Recording
☐ Allow Recording Downloads

Moderator Permissions
☐ Show profile pictures for moderator only

Participants can:
☑ Share their audio

☑ Share their video

☑ Post chat messages

☑ Draw on whiteboard and files

Enable Session Telephony
☑ Allow users to join the session using a telephone

View Reports and Session Attendance

View Reports provides a *Session Attendance Report* that gives an overview of when participants joined and left the session and how long the user was in the session. Note that the report screen contains a *Session ID*; this value may be requested if technical assistance is needed for Blackboard Collaborate Ultra. The initial report page displays reports for each possible date related to the session as a summary line. At the far right of each record is an icon to access the detailed report.

Report Time Frame
🕐 Thursday, July 21, 2016
7:45 AM — 7:58 AM

Tools
⬇ Export Report
Printable

Support
Session ID
id:315B4B48B4C772F63A4D4185811D35AB, i

Name	Join time	Exit time	Time in session
GVTC Faculty	7:45 AM	7:51 AM	00:05:30
GVTC Faculty	7:51 AM	7:56 AM	00:05:07
GVTC Student	7:52 AM	7:56 AM	00:04:00

Creating a New Session

When creating a *new session,* a session name must be specified. The session can have a start and end date or be open ended. The session can also be set to repeat. *Early entry* to the session can also be set; allowing early entry gives students time to work out any technical issues before the session starts. The final step to creating a new session is defining the session settings; these are the same as discussed for the course room.
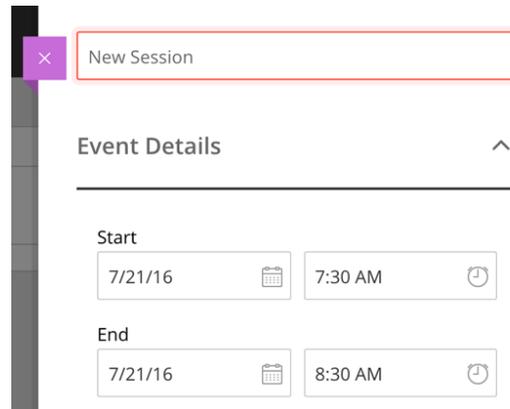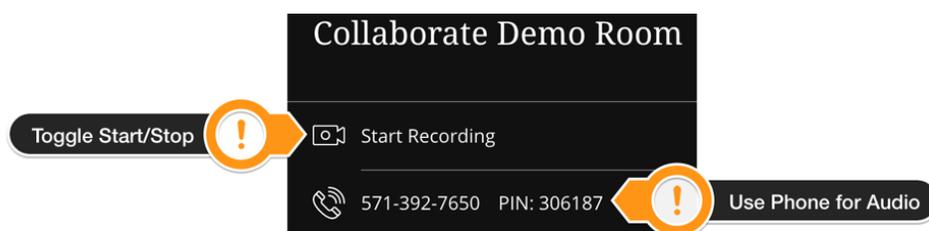

The Session Menu and Collaborate Panel

Once inside the course room or session there are two main panels to work with. Both panels start off as collapsed – select their icon to open the panel. In the upper left-hand corner is the *Session Menu* and in the lower right-hand corner is the *Collaborate Panel*.

The *Session Menu* allows for the *starting* and *stopping of recordings* and the option to *use phone for audio*. When the text for *use phone for audio* is selected a dial in number and pin is displayed. The pin is unique to each user. The option to *Leave Session* is at the bottom of this screen. Note that if the session is being recorded the recording will not render until all users have left the session.


Users can be removed from the session manually by the moderator if needed. To remove a user from the session open the *Collaborate Panel* and select the *Participant List* icon. Locate the user that needs to be removed and select the three-dot icon to the right of their name to see all available options. Here there will be an option to *Remove from session* which will immediately remove the user.
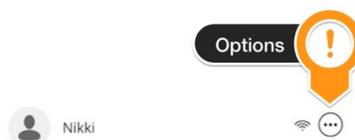
Make Presenter and *Make Moderator* options are available here as well. *Make Moderator* will give the user full permissions and control of the session; if a student needs to share their screen it is recommended to use the *Make Presenter* option as this only adds the ability to share to the users list.

The *Collaborate Panel* provides access to *Chat*, *Participants List*, *Share Content*, and *My Settings*. The *Share Content* screen allows for the sharing of a *whiteboard*, *application* or *full desktop*, and *files* (gif, png, jpg, ppt, pdf). There is also an option for polling. The *My Settings* screen allows for control of the audio /voice settings.
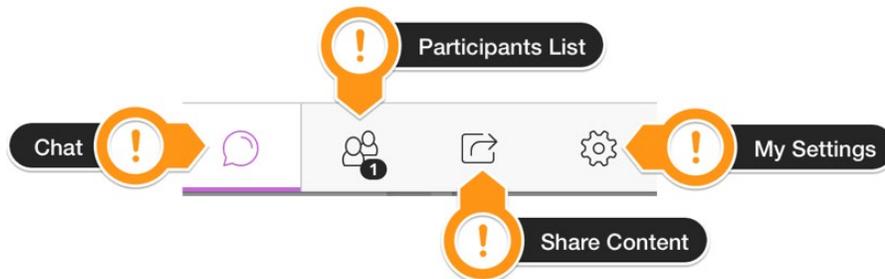
Important Things to Remember

- Use Google Chrome™ or Firefox™ for the best experience.
- When using the *phone for audio* option the dial-in number may be long distance for the caller so carrier charges may apply.
- When connecting via a mobile phone, tablet, or tethered device mobile data will be used and carrier charges may apply depending on the user's plan details.

For more information, see [Collaborate Ultra Help for Moderators](https://help.blackboard.com/Collaborate/Ultra/Moderator)[1].

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[1] https://help.blackboard.com/Collaborate/Ultra/Moderator