How to Host a Live Broadcast Using Blackboard Collaborate
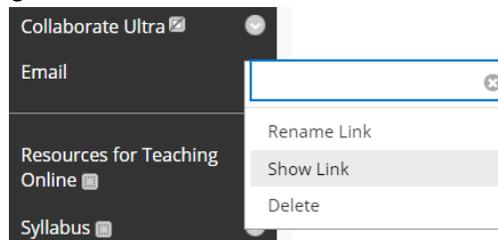
What is Collaborate?

Blackboard Collaborate (Ultra) is a videoconference tool that is fully integrated in Blackboard.

Note: You will need a webcam to broadcast video and a microphone to broadcast audio. Most laptops have them built in, but many desktop computers will need separate devices connected.

How to turn on Collaborate Ultra access for students
- Log in to Blackboard and navigate to your course.
- From the left menu, scroll down to the link titled *Collaborate Ultra*.
- If there is an icon next to the words Collaborate Ultra indicating it is hidden, click the **down arrow** to the right of it and choose **Show Link** from the drop-down menu.

How to start a live class session
- Log in to Blackboard and navigate to your course.
- From the left menu, scroll down to the link titled *Collaborate Ultra*.
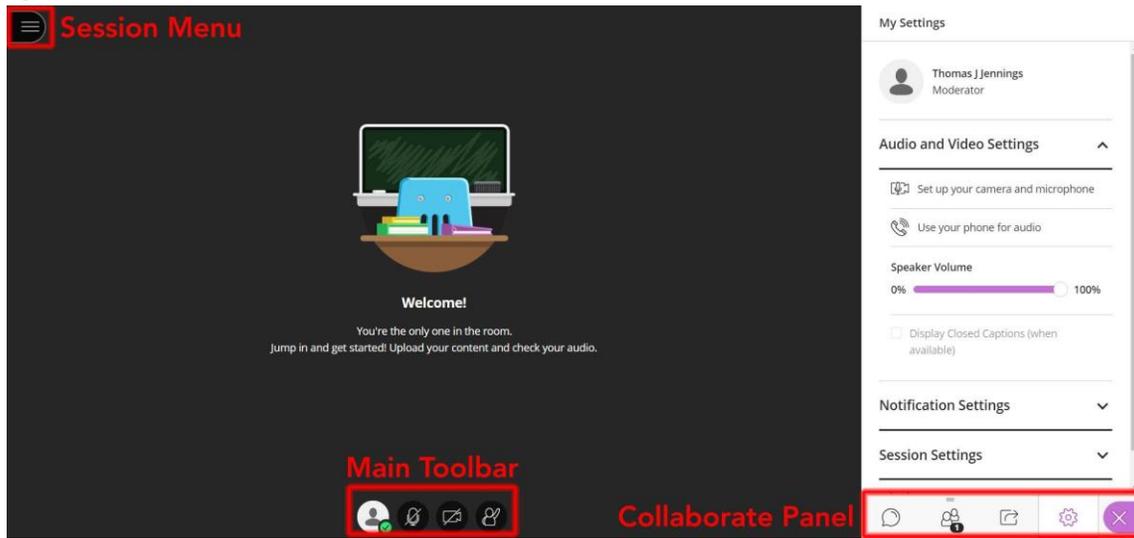- Click the **Course Room icon**. This will open a panel on the right.

- Scroll down to the Session Settings if you want to make any changes to what participants are able to do.
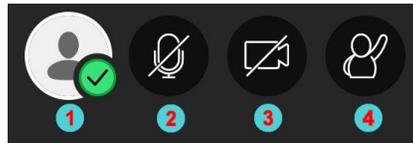- When you are ready to begin, click the black **Join Course Room** button to enter.

  - Note: As long as the room is set to *Unlocked (available)*, students can follow the same steps to join.
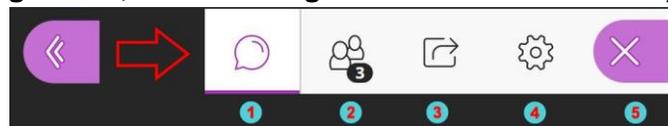
Using the Collaborate interface

Main Toolbar (bottom center of screen)

1. **My Status and Settings** - Opens the Collaborate settings window, which has options for using emoticons, agreeing/disagreeing, and accessing the My Settings panel.
2. **Share/Mute Audio** - Allows you to enable or disable your microphone.
3. **Share/Stop Video** - Allows you to toggle your camera off and on.
4. **Raise Hand/Lower Hand** - Allows you/students to signal with a hand raise icon.

Collaborate Panel (right side, click the magenta button to show/hide)

1. **Chat** - Allows you to chat with all or specific participants in the meeting.
2. **Attendees** - Shows you a list of all participants in the meeting.
3. **Share Content** - Allows presenters or moderators to share content (screen,applications, files, etc.). By default, only the instructor is a presenter. The instructor can make any participant a presenter or moderator.
4. **My Settings** - Allows you to change Audio/Video and Notification settings. Moderators can also set Session settings for Participants.
5. **Open/Close Collaborate Panel** - Closes the collaborate panel.

Session Menu (hamburger icon near the top left)
● Contains additional options and settings.

What do students see in Collaborate?

- Students access Collaborate by clicking the same *Collaborate Ultra* link in the course menu.
- Students see the speaker in the center of the Collaborate page, with up to four other participants appearing at the bottom of the page.
- Students have access to the tools in the Main Toolbar: Status, Audio, Video, and Raise/Lower Hand. Students must turn on the camera and microphone to be seen and heard in the Collaborate session.
- Students have access to the tools in the Collaborate panel: Chat, Attendees, Share, and Settings. Students cannot share their screen unless you make them a Presenter in the Attendees tab.