Understanding Collaborate Rooms and Sessions in D2L – Blackboard Collaborate Ultra Tutorial
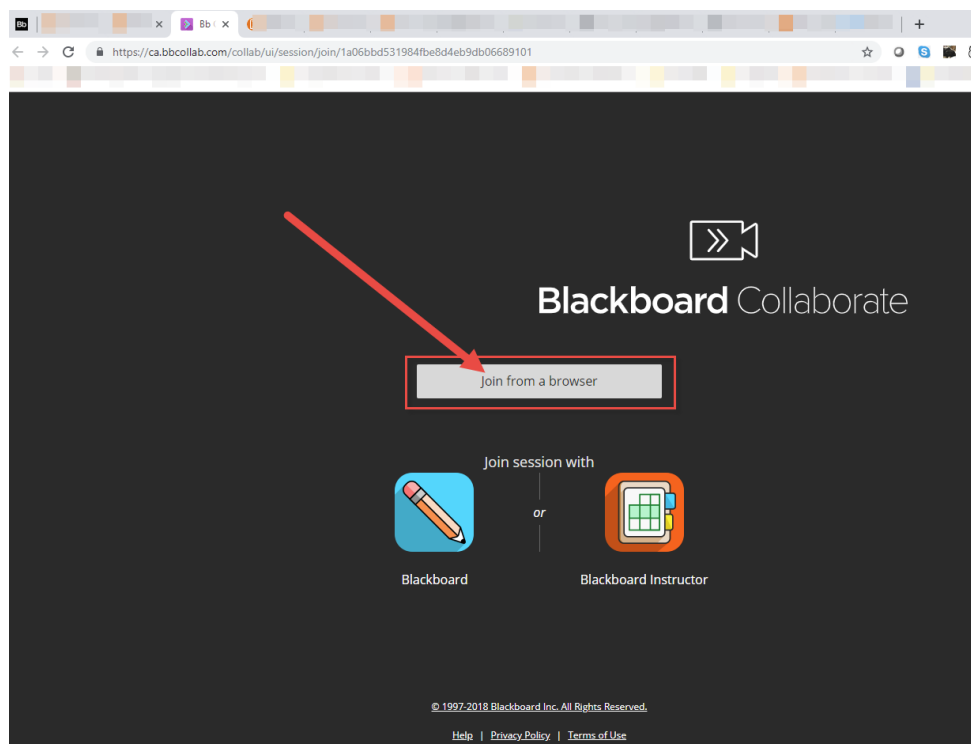
This tutorial is designed for faculty who have previous experience using D2L, and who have had some experience with Blackboard Collaborate Ultra (e.g., attended an information session or a hands-on session). For further information, please contact elearning@camosun.ca for assistance.

Scenario

This tutorial will cover the features available to you in Collaborate rooms and sessions. Information on how to use individual feature is contained in relevant tutorial documents.
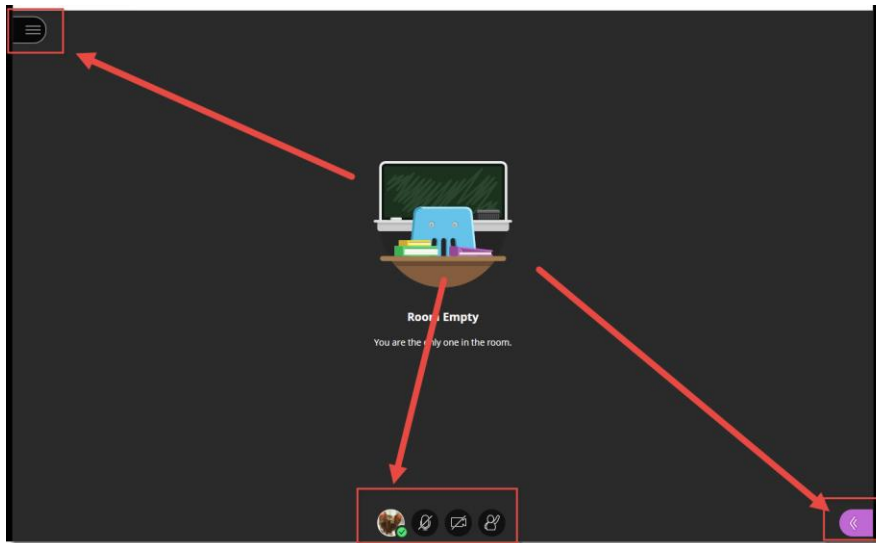
Steps

1. Click the **Collaborate** link on your Navbar.

2. Click on the title of the **Room** or **Session** you want to access.

3. You will first be asked if you want to join the session from a browser, or from the Blackboard or Blackboard Instructor app. We recommend joining with a browser, unless you are familiar with and have downloaded the appropriate app.
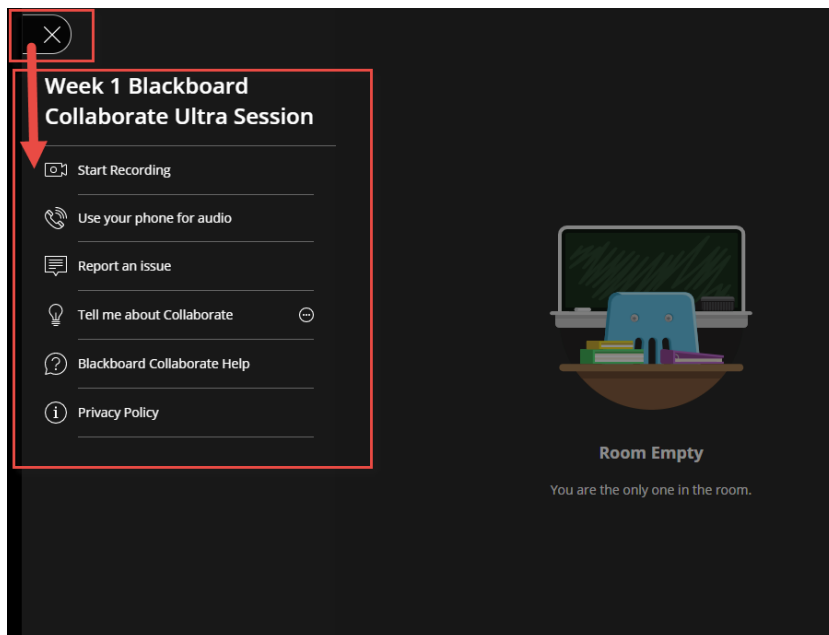
4. Here is what you will see when you enter your session. You will see a menu at the top left, a list of tools at the bottom, and another menu at the bottom right. We will look at each of these in turn.
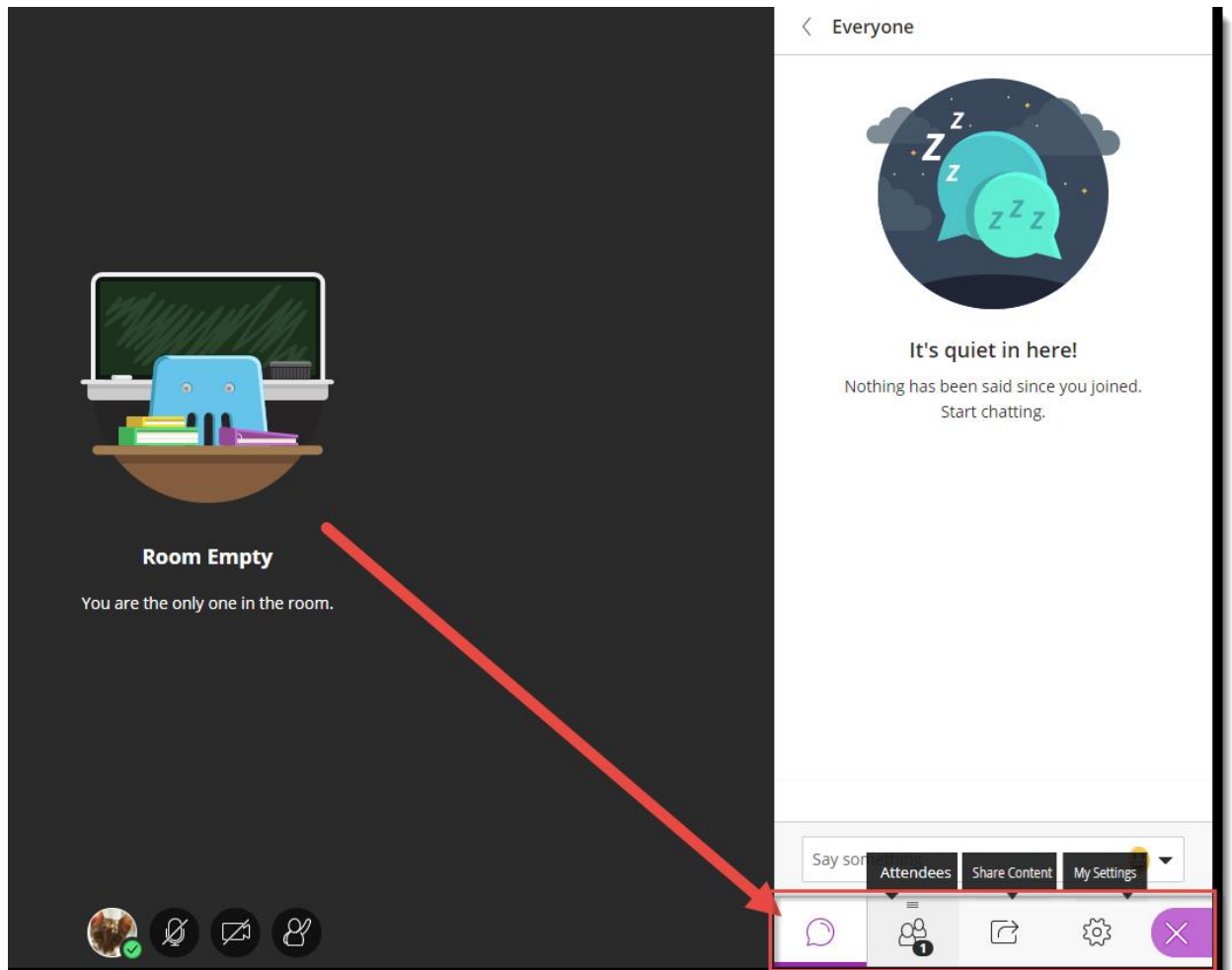

5. If you click the menu at the top-left, you will see

    a. Start Recording (see *Recording a Collaborate Session* for more information)
    b. Use your phone for audio (see *Using your Phone for Audio in Collaborate* for more information)
    c. Report an issue
    d. Tell me about Collaborate
    e. Blackboard Collaborate Help
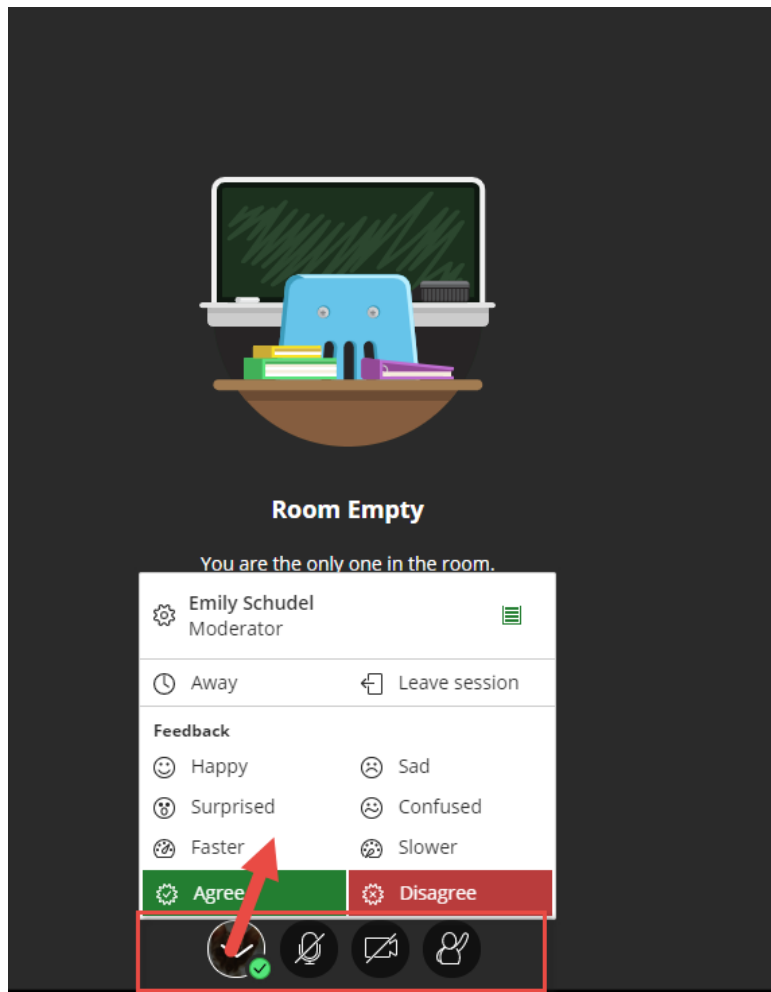   f. Privacy Policy

6. If you click on the menu at the bottom-right, you will see:

a. The **Chat** area (see *Managing the Chat in Collaborate* for more information).

b. The **Attendee** area (see *Managing Attendees in Collaborate* for more information).

c. The **Share Content** area (see *Using the Whiteboard in Collaborate*, *Sharing your Computer Screen in Collaborate*, *Showing PowerPoint in Collaborate*, *Polling in Collaborate*, and *Creating Breakout Rooms (for group work) in Collaborate* for more information).

d. The **My Settings** area (see *Managing your Settings in Collaborate* for more information).

7. Finally, the bottom icons are features you can use during a session to indicate you are away from your computer, to indicate feedback, to raise hand as a request to speak, or to control your microphone and camera:

   a. **My Status and Settings** (Away, Leave Session, Feedback emoticons, Agree/Disagree)

   b. **Microphone** share/unshare

   c. **Video** share/unshare

   d. **Raise hand**

Things to Remember

Before you run your first Collaborate session with live participants, take some time to practice running a session and learning how to use all the features you will need. We also recommend inviting a colleague (or an instructional designer in eLearning) to attend with you to help you practice!