



## MONTGOMERY COLLEGE

MAKE YOUR MOVE

### Blackboard Collaborate ULTRA at Montgomery College



#### **What is new with Collaborate Ultra:** [https://help.blackboard.com/Collaborate/Ultra/Moderator/Whats\\_New](https://help.blackboard.com/Collaborate/Ultra/Moderator/Whats_New)

- Share video in a Chrome tab
- New and improved emojis
- Report updates
- More browser pop-up notifications

#### **Get started with Ultra:** [https://help.blackboard.com/Collaborate/Ultra/Moderator/Get\\_Started](https://help.blackboard.com/Collaborate/Ultra/Moderator/Get_Started)

- [User Interface Tour \(video\)](#)
- Find your way around the sessions
- Add a profile picture
- Set up your audio and video
- Status and feedback

#### **Join a Session:** [https://help.blackboard.com/Collaborate/Ultra/Moderator/Join\\_Sessions](https://help.blackboard.com/Collaborate/Ultra/Moderator/Join_Sessions)

- Join from a link
- Join from your course
- Join from your phone
- Join from the Blackboard Instructor app
- [Video – Blackboard Instructor app tour](#)
  - [Collaborate in Blackboard Instructor app](#)
    - Join session from course
    - Join session from link
    - Collaborate features

#### **Schedule Sessions:** [https://help.blackboard.com/Collaborate/Ultra/Moderator/Schedule\\_Sessions](https://help.blackboard.com/Collaborate/Ultra/Moderator/Schedule_Sessions)

- Course Room
- Create and edit sessions
- Invite attendees
- Session settings

#### **Moderate a Session:** [https://help.blackboard.com/Collaborate/Ultra/Moderator/Moderate\\_Sessions](https://help.blackboard.com/Collaborate/Ultra/Moderator/Moderate_Sessions)

##### 1. Best practices:

[https://help.blackboard.com/Collaborate/Ultra/Moderator/Moderate\\_Sessions/Session\\_Best\\_Practices](https://help.blackboard.com/Collaborate/Ultra/Moderator/Moderate_Sessions/Session_Best_Practices)

- Best practices for best experience
- Smart scheduling
- Session prep
- Accessibility considerations

- Facilitate dynamic sessions
- Good follow up
- Classroom management

2. Audio/Video Setup:

[https://help.blackboard.com/Collaborate/Ultra/Moderator/Moderate\\_Sessions/Audio\\_and\\_Video](https://help.blackboard.com/Collaborate/Ultra/Moderator/Moderate_Sessions/Audio_and_Video)

- Get set up
- Let others hear and see you
- Follow the speaker
- Know when you are “on air”
- Audio and network indicators
- Dynamic adjustments
- Audio and video issues
- FAQ’s
- Mute attendees

3. Share Content:

[https://help.blackboard.com/Collaborate/Ultra/Moderator/Moderate\\_Sessions/Share\\_Content](https://help.blackboard.com/Collaborate/Ultra/Moderator/Moderate_Sessions/Share_Content)

- Share application
- Share audio and video
- Share files
- PowerPoint slides (60MG max upload)
- [Video - hare PowerPoint as in Collaborate or as an application](#)
- Share whiteboard
- Set a timer

4. Chat: [https://help.blackboard.com/Collaborate/Ultra/Moderator/Moderate\\_Sessions/Chat](https://help.blackboard.com/Collaborate/Ultra/Moderator/Moderate_Sessions/Chat)

- Make your sessions engaging with Chat
- Allow chatting in sessions
- How do I know when there are new chat comments?
- Chat emoji
- Chat history
- Chat messages in recordings
- Private chat
- [Video – private chat](#)

5. Breakout groups:

[https://help.blackboard.com/Collaborate/Ultra/Moderator/Moderate\\_Sessions/Breakout\\_groups](https://help.blackboard.com/Collaborate/Ultra/Moderator/Moderate_Sessions/Breakout_groups)

- [Video – Breakout groups](#)
- Start breakout groups
- [Video – sharing files to breakout groups](#)
- Share files to breakout groups
- Timer
- What can attendees do in breakout groups
- Monitor groups
- Move attendees to another group
- Remove someone from a session
- Other moderators making changes to the groups
- Save files from breakout groups

- Recordings and breakout groups
- Helpful tips
- 6. Polls: [https://help.blackboard.com/Collaborate/Ultra/Moderator/Moderate\\_Sessions/Polling](https://help.blackboard.com/Collaborate/Ultra/Moderator/Moderate_Sessions/Polling)
  - [Video - polls](#)
  - Create polls
  - Monitor polls
  - Show responses to attendees
  - What do attendees see?
  - How to stop a poll
- 7. Manage Attendees: [https://help.blackboard.com/Collaborate/Ultra/Moderator/Moderate\\_Sessions/Manage\\_Attendees](https://help.blackboard.com/Collaborate/Ultra/Moderator/Moderate_Sessions/Manage_Attendees)
  - Where can I find attendees?
  - Keep Attendees panel open at all times
  - Notifications
  - Notification types
  - Monitor chat
  - Mute attendees
  - Manage raised hands
  - Participant permissions
  - Promote attendees
  - What can the different roles do?
  - Remove attendees
  - Attendance
- 8. Live Closed Caption: [https://help.blackboard.com/Collaborate/Ultra/Moderator/Moderate\\_Sessions/Live\\_Closed\\_Captioning](https://help.blackboard.com/Collaborate/Ultra/Moderator/Moderate_Sessions/Live_Closed_Captioning)
  - Live closed captioning
  - [Video – live closed captioning](#)
- 9. Recordings: [https://help.blackboard.com/Collaborate/Ultra/Moderator/Moderate\\_Sessions/Recordings](https://help.blackboard.com/Collaborate/Ultra/Moderator/Moderate_Sessions/Recordings)
  - Record sessions
  - How do I find the recordings?
  - Recording player
  - Chat messages in recordings
  - Download recordings and transcripts
  - Allow users to download recordings
  - Filter and search for recordings
  - Edit recording names
  - Delete recordings
  - Share your recordings
  - Add captions to your recordings
  - Recording and storage
  - Recordings and breakout groups
  - FAQ's
- 10. Other Features: [https://help.blackboard.com/Collaborate/Ultra/Moderator/Moderate\\_Sessions/Timer](https://help.blackboard.com/Collaborate/Ultra/Moderator/Moderate_Sessions/Timer)
  - Timer
  - Session inactivity

**Reports:** <https://help.blackboard.com/Collaborate/Ultra/Moderator/Reports>

- Session attendance report
- View session reports
- Export and print reports
- Filter reports
- Session ID for Bb Support

**Session Security:** [https://help.blackboard.com/Collaborate/Ultra/Moderator/Session\\_Security](https://help.blackboard.com/Collaborate/Ultra/Moderator/Session_Security)

- Restrict participant permissions
- Have everyone join from a course
- Limit invitations from Session Settings
- Restrict guest access

**Accessibility in Blackboard with the Ultra Experience:**

<https://help.blackboard.com/Collaborate/Ultra/Moderator/Accessibility>

- Best screen reader experience
- Screen reader browser support
- Keyboard navigation
- Navigate Collaborate with assistive technology
  - [Navigate Collaborate](#)
    - Join a session
    - Login into a session as a moderator
    - Session menu
    - My Status and Settings
    - Audio, Video, and Raise Hand controls
    - Switch Mode Toggle Button
    - Collaborate Panel
  - [Chat in Collaborate with Assistive Technology](#)
    - Access chat
    - Turn chat permission on or off
    - Private chat
    - Chat with everyone
    - Chat with other moderators
    - Send a chat message
    - Send an emoji
    - Emoji keyboard shortcuts
    - Chat history
    - Navigate the Chat panel with voice commands
  - [Navigate the Attendees Panel](#)
    - Find the Attendees panel
    - Inactive attendees
    - Detach or Merge panel
    - Find attendee
    - Chat privately
    - Network status indicator tooltip
    - Mute attendees

- Promote attendees
- Remove attendees
- [Share Content](#)
  - Find the Share Content panel
  - Share the whiteboard
  - Share an application or your screen
  - Share files
  - Annotation tools
  - Stop sharing
- [Navigate My Settings with Assistive Technology](#)
  - Access My Settings
  - Change your profile picture
  - Audio and video settings
  - Notification settings
  - Report an issue
  - Session settings
  - Cancel a reported issue
- [Audio and Video](#)
  - Audio set up with JAWS
  - Audio set up with VoiceOver
  - Audio notifications
  - [Video - Mute audio notifications in Blackboard](#)
- [Use the Timer with Assistive Technology](#)
  - Timer
  - Set a timer
  - Pause timer
  - Resume timer
  - Reset timer
  - Timer settings
  - Dismiss timer
  - Hide/show timer
- [Captions in Collaborate](#)
  - Live closed captioning
  - Being a captioner
  - View captions
  - Live captions and Chinese, Japanese, and Korean browsers
  - [Video – Live closed captioning](#)
  - Recording captions and chat transcripts
  - Add captions to your recordings
- [Create Polls with Assistive Technology](#)
  - Start a poll
  - Start a multiple choice poll
  - Start a yes/no poll
  - Show/hide responses
  - Clear responses

- End a poll
- View responses
- Poll is ended
- View poll button