



Class Collaborate Ultra Faculty Tutorial For Distance Learning

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1. Class Collaborate Ultra

Class Collaborate Ultra is a real-time web conferencing tool that is integrated in your Blackboard (BB) courses. It allows you to meet with your students in a virtual space. It opens directly in the web browser, so no need to install any software to join a session.

2. Browser Support

Collaborate Ultra requires a modern web browser with WebRTC support. We recommend [Google Chrome browser](#). The most recent releases of the following browsers on desktop/laptop computers and mobile devices are also supported:

Browser	Desktop	Mobile
Google Chrome	Windows 10 & 11, macOS 10.14+	Android 9+
Firefox	Windows 10 & 11, macOS 10.14+	Not supported
Safari	macOS 10.14+	iOS 14+
Microsoft Edge (Chromium)	Windows, macOS	Android, iOS

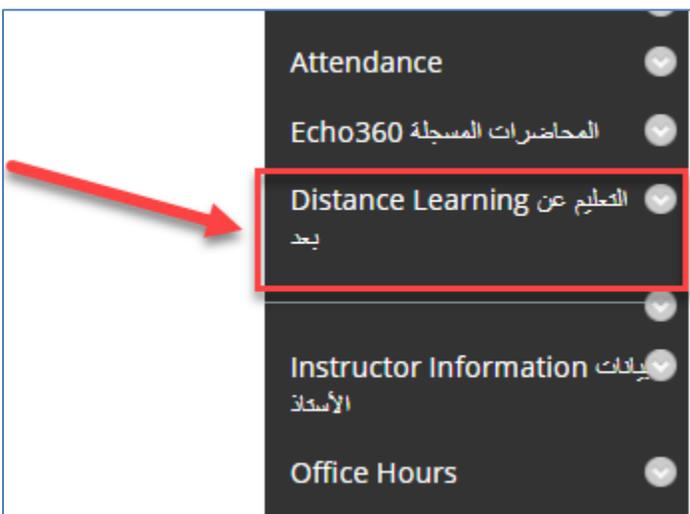
https://support.class.com/s/article/Participant-Browser-Support?language=en_US

3. What do you need to have in order to use Class Collaborate?

- A desktop / laptop computer.
- A microphone and camera.
- A strong internet connection.
- One of the recent versions of the supported browsers specified above.
- A Blackboard course.

4. Access Class Collaborate Ultra (from an original BB Course)

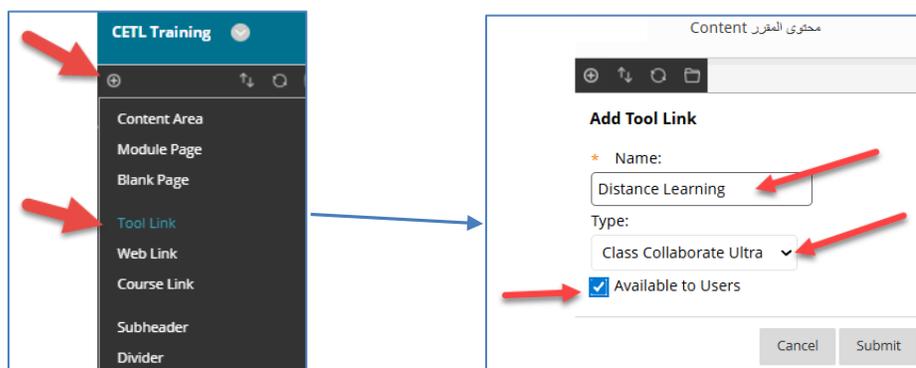
You can access the Class Collaborate Ultra tool from the “**Distance Learning**” link on the course menu.



5. Add Collaborate Ultra tool link to Blackboard course menu

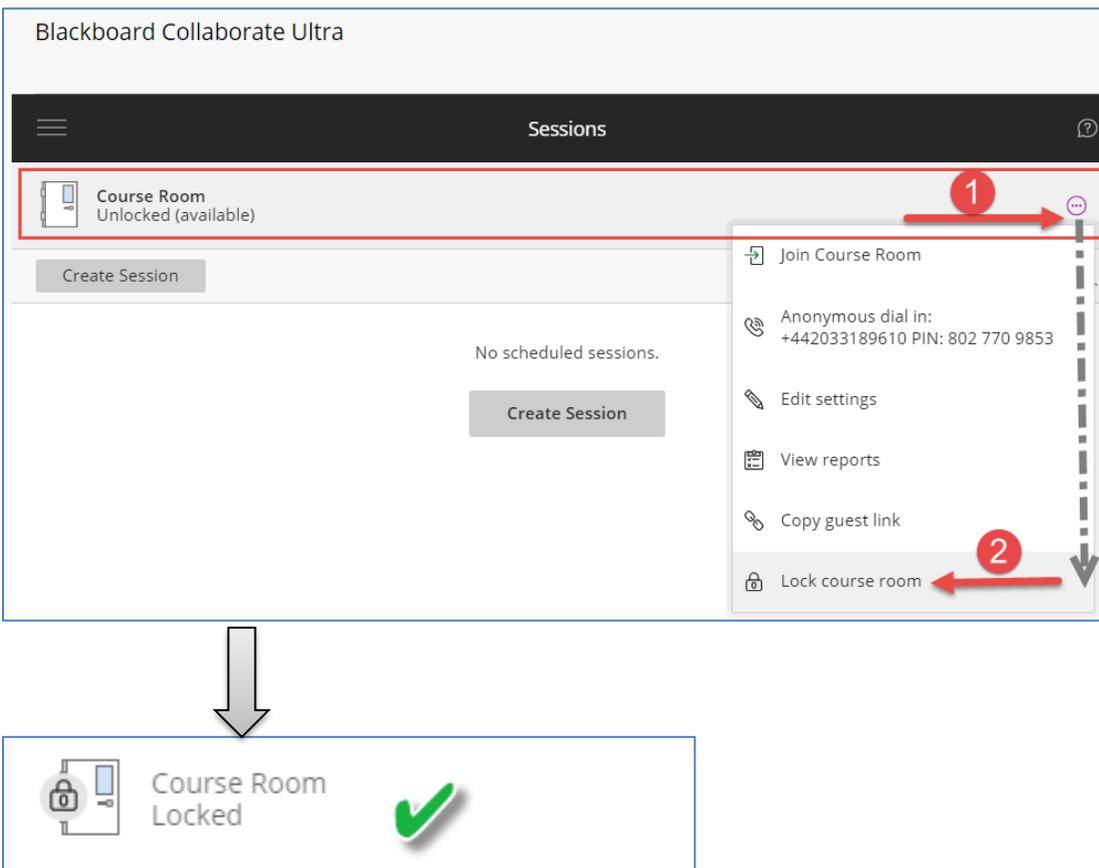
If you do not have the “Distance Learning” link in your course menu, you can add it by following these steps: (To be done only once for each course)

- Click the “+” at the top of the course menu
- Select “**Tool Link**”
- Under “**Type**”, select “**Class Collaborate Ultra**”.
- In the “**Name**” field, type “**Distance Learning**”. Click “**Submit**”. Students will be able to access the tool from this link if you make it available.



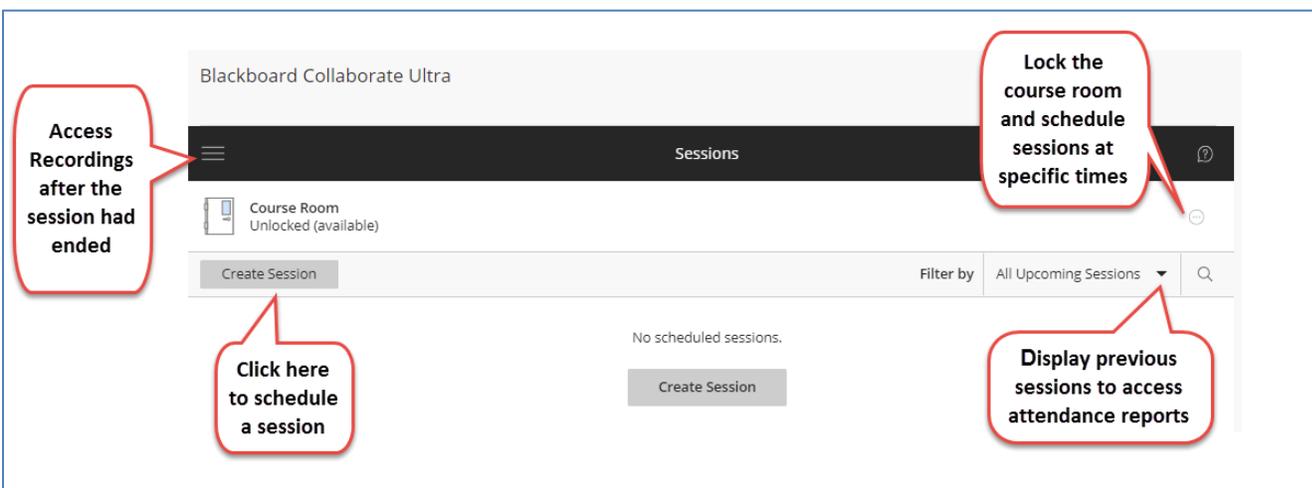
6. Lock the Course Room

It is preferable not to have a virtual class open for students all the time. We advise that you lock the “Course Room” and create sessions with specific dates and times. Here is how to lock the course room from the Collaborate Ultra page.



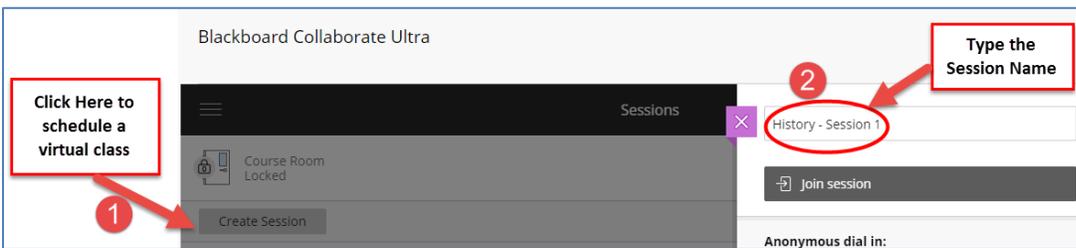
7. Collaborate Ultra Interface

You can use “BB Collaborate Ultra” window to schedule a session, join a session, access recordings, attendance reports, modify session settings, invite guests, etc.



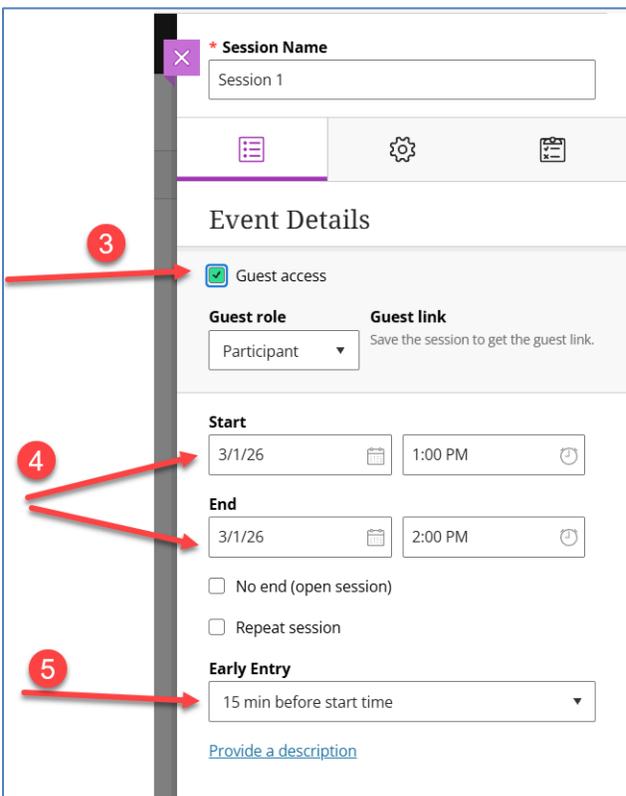
8. Schedule the Virtual Class

- 1- Click “**Create Session**”.
- 2- Type the session name. (Best to type your course name and number) .



In the “**Event Details**” tab:

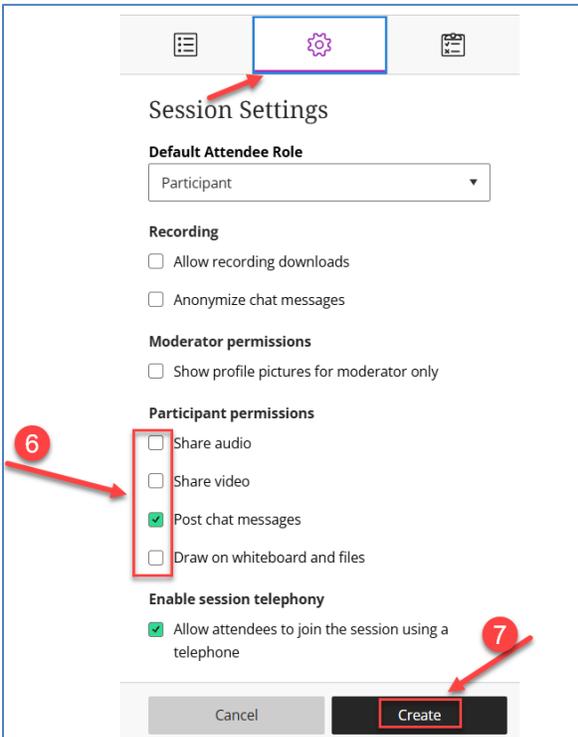
- 3- check the “**Guest Access**”. This will create a link that you can use to invite external participants to your online class. Remember your students can access the class from the blackboard course menu “Distance Learning”.
- 4- Enter the session’s “**Start**” and “**End**” date and time.
- 5- Select the length of the early time to enter the session for you and your students.



In the “**Session Settings**” tab:

6- select the default settings for your participants. **Uncheck the video**, and whiteboard, so you can take control of the class. You may uncheck audio also. These settings can be modified while the class is running later.

7- Click “**Create**”.

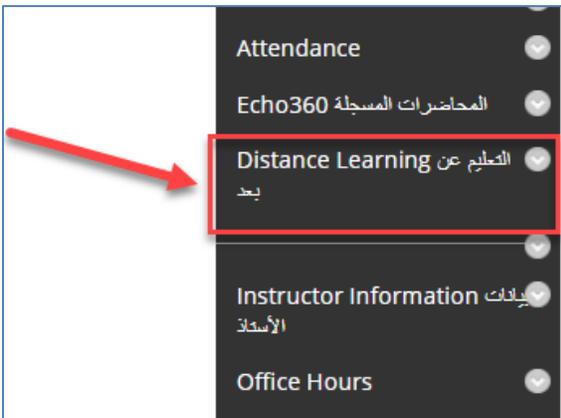


9. Invite your students to the class

You can invite your students to the class by two ways:

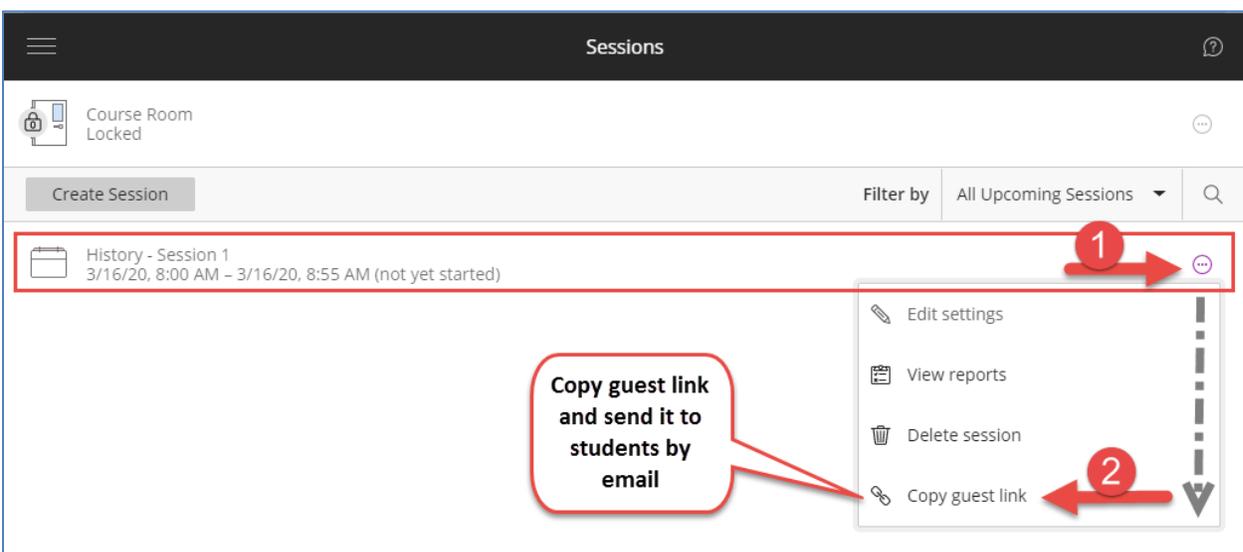
1- Through the Course Menu in Blackboard

This is the recommended way, so students can access the session with their QU user details.



2- Guest Link

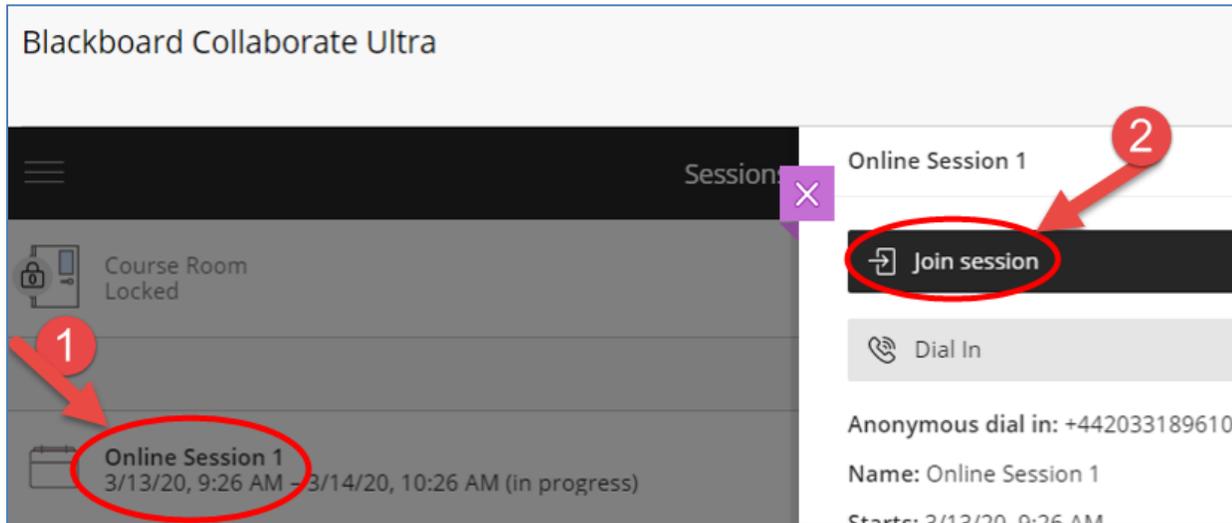
Copy the **guest link** of the virtual class and send it to your students by email. This way is recommended if students are not able to login to Blackboard due to slowness or network problems. The link will take them directly to Collaborate.



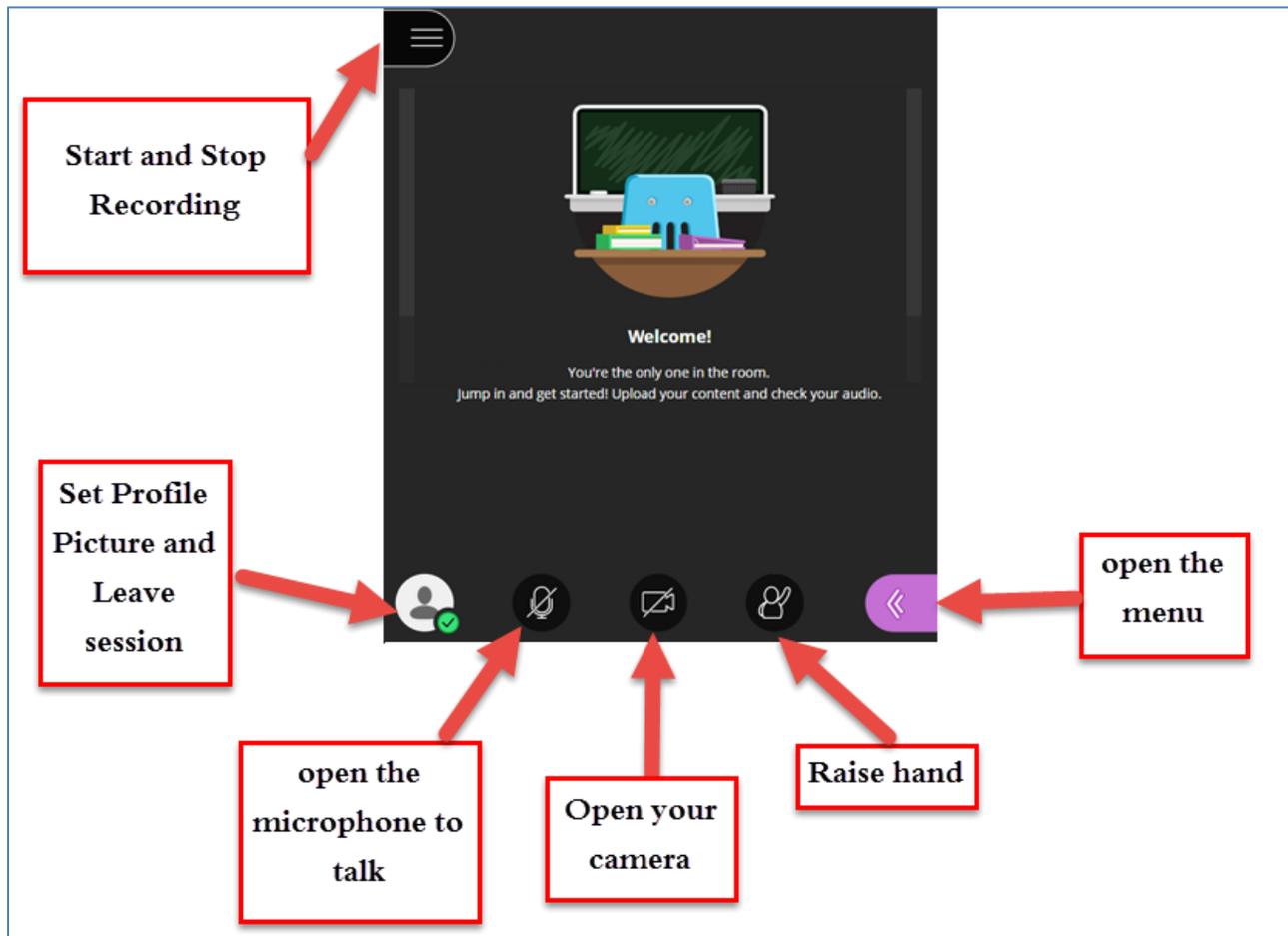
10. Meeting the students in the virtual class

From the BB Collaborate Ultra page

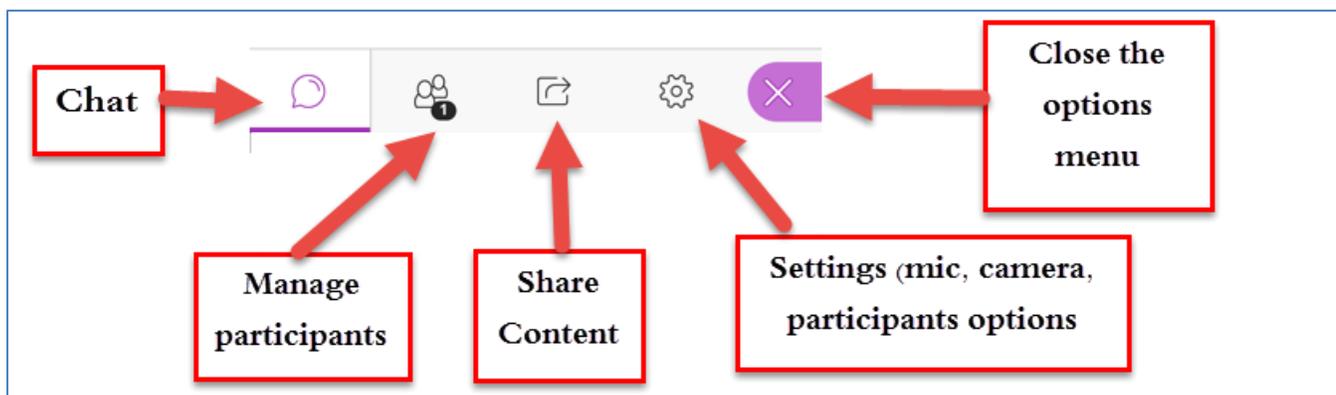
1. Click the session name.
2. Click "Join Session".



11. The Collaborate Ultra class interface



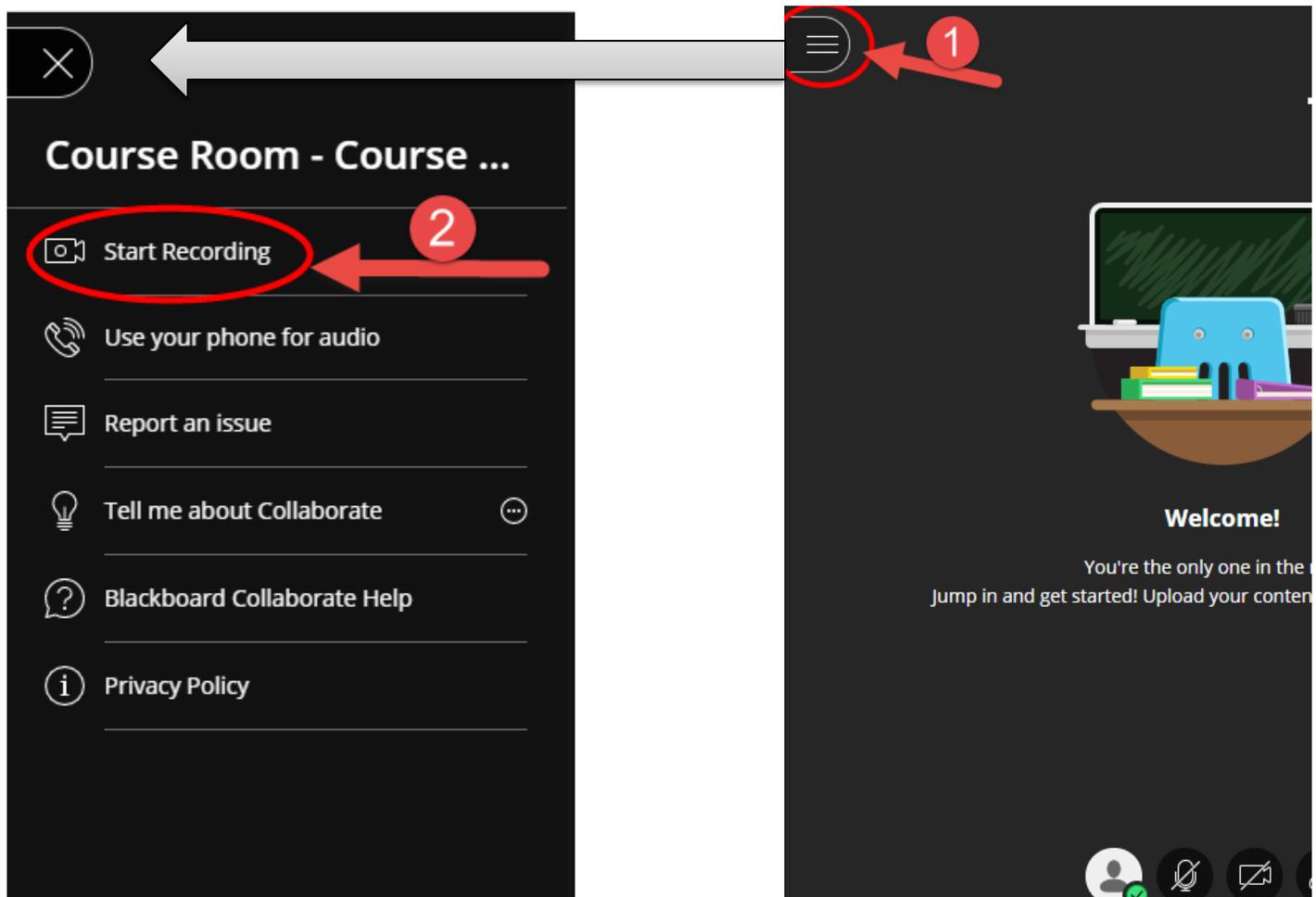
12. Collaborate Menu



13. Record your Session

1- While inside the virtual class, click on the top left menu 

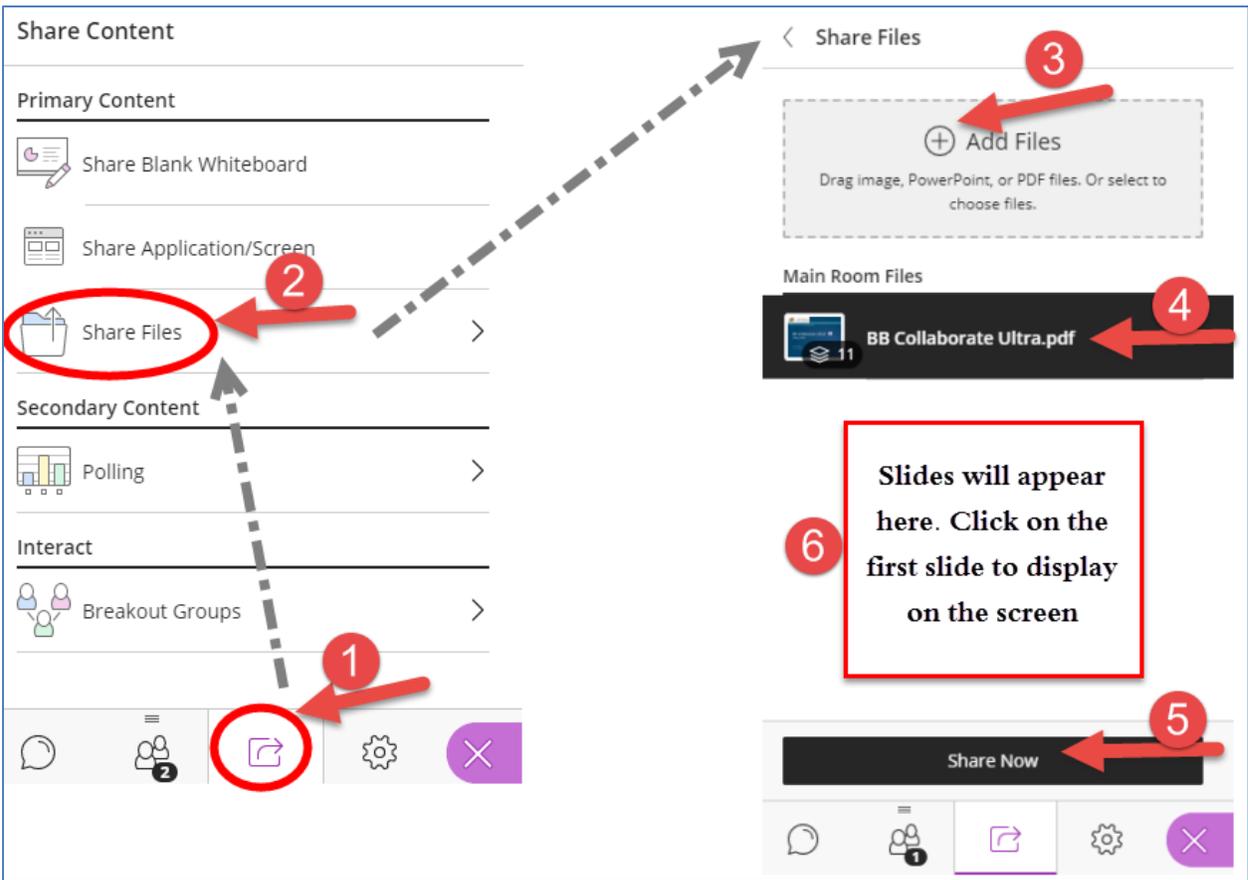
2- Click "Start Recording".



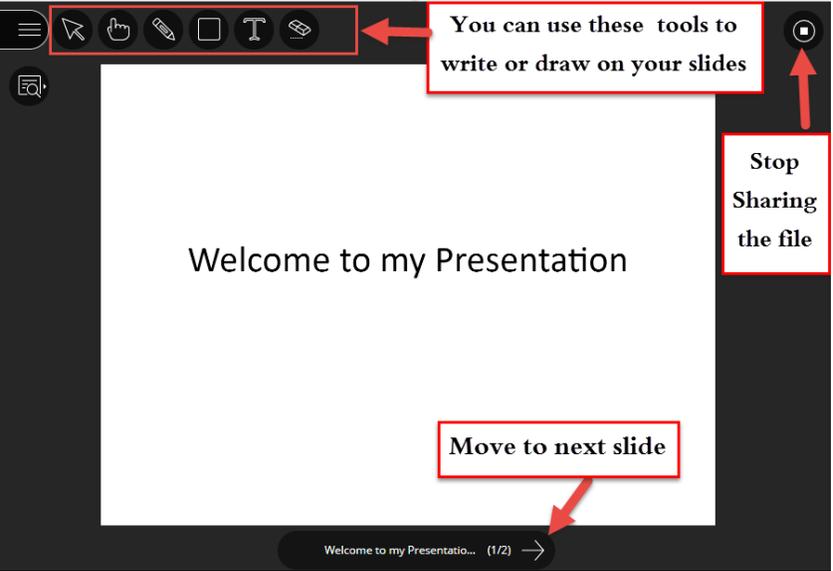
14. Share a presentation or file on the screen

We can upload a PDF, PowerPoint, GIF, JPG, or PNG files (Not to exceed 60 MD). To do so:

1. Click the right bottom menu button. 
2. Click "Share Content" 
3. Click "Add Files"
4. After the file is uploaded, select it
5. Click "Share Now"
6. Click on one slide to start displaying on the screen



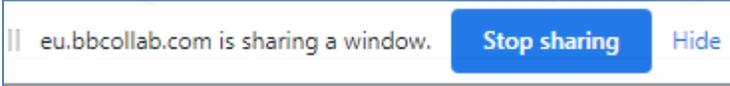
7. The presentation will appear on the screen.



15. Share an application / screen

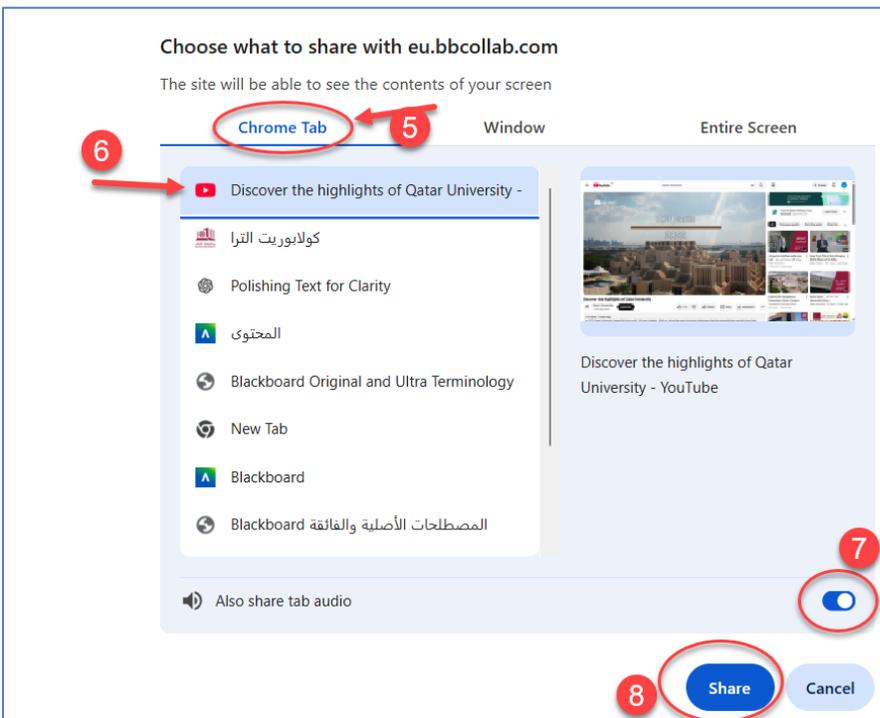
1. Open the application that you want to demonstrate (Excel, PP, MS Word, etc.) outside BB Collaborate, and keep it maximized
2. In the Collaborate class. Click the right bottom menu button. 
3. Click "Share Content" 
4. Click "Share Application/ Screen", and then

5. Select “Share Application Window”
6. Select the window of the application that you want to share and click “Share”
7. You can go through your demo and then click “Stop Sharing” when finished.



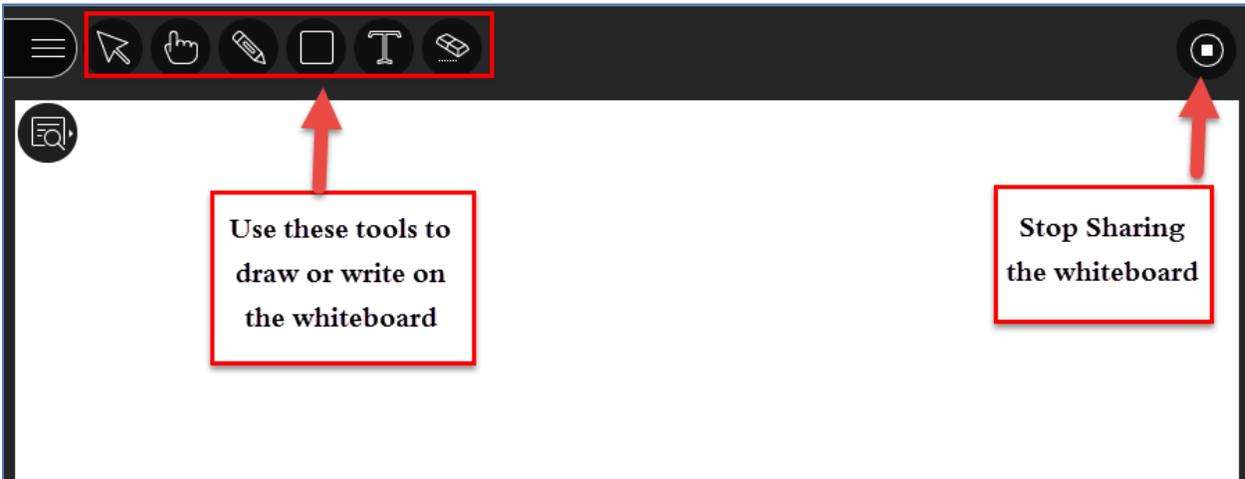
16. Share a video

1. Open the video in a Chrome tab and keep it maximized
2. In the Collaborate class. Click the right bottom menu button. 
3. Click “Share Content” 
4. Click “Share Application/ Screen”, and then
5. Select “Chrome Tab”
6. Select the tab of the video that you want you to share.
7. Make sure that “Also Share Tab Audio” is enabled and then click “Share”
8. You can run the video. When finished, click “Stop Sharing”.



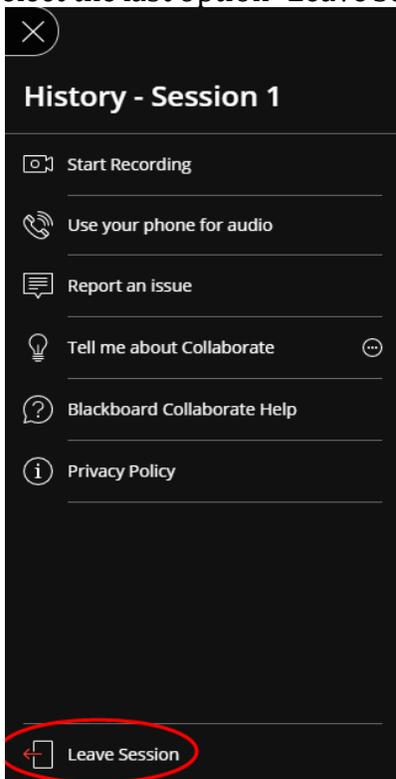
17. Share A Whiteboard

1. In the Collaborate class. Click the right bottom menu button. 
2. Click “Share Content” 
3. Click “Share Whiteboard”
4. You can write on it using some drawing tools at the top.
5. You can stop sharing the Whiteboard by clicking the button at the top right 



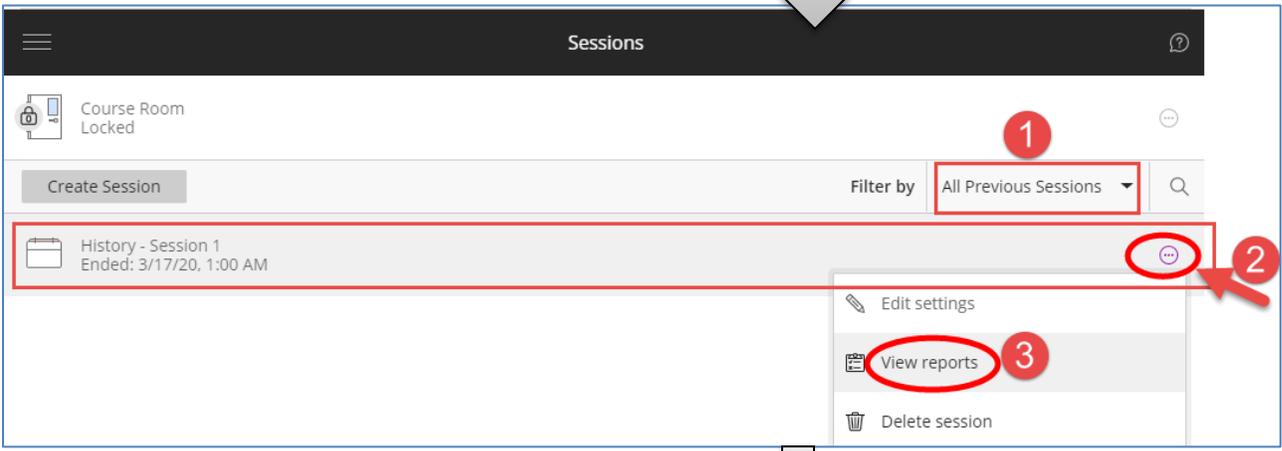
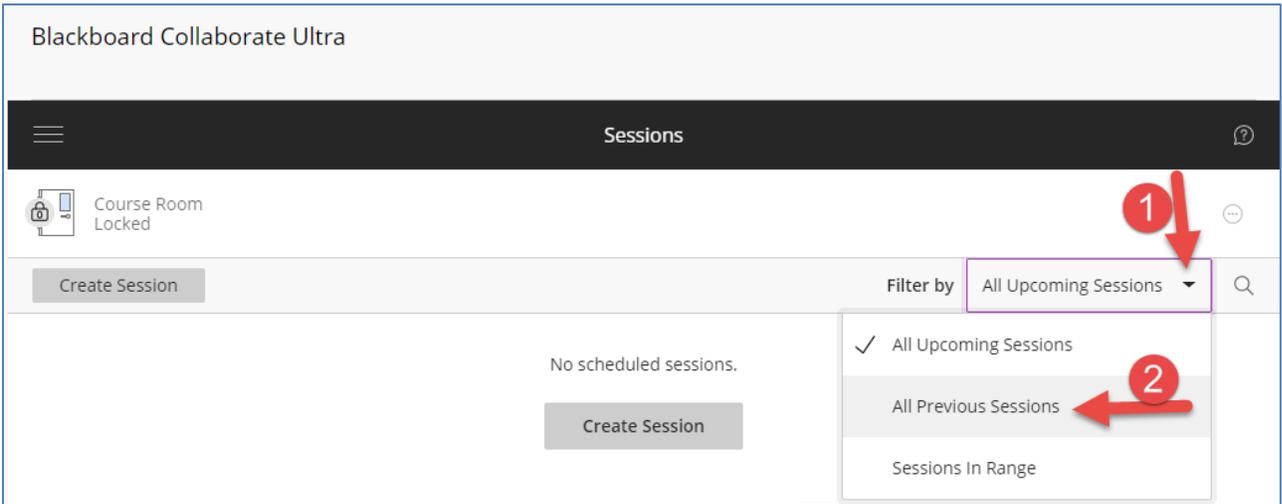
18. Leave the session

1. Click on the top left menu 
2. Select the last option "Leave Session"



19. Retrieve Attendance Report

After the session had ended, you can retrieve the attendance report from the Collaborate Ultra page by accessing "All Previous Sessions" and then clicking "View Reports" from the session options.



Blackboard Collaborate Ultra

Reports:

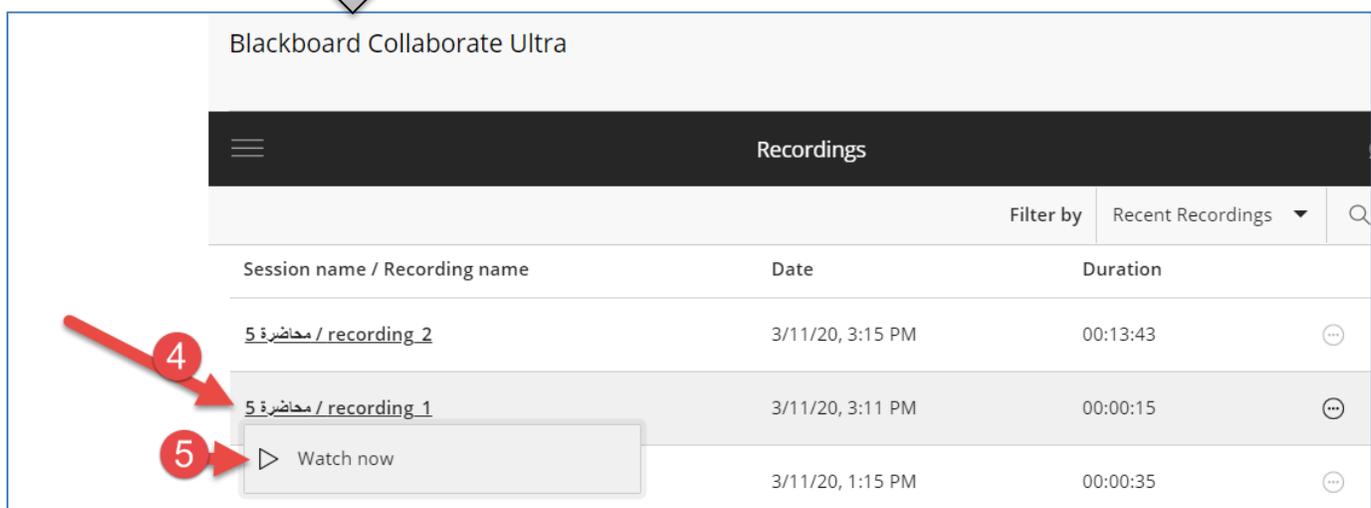
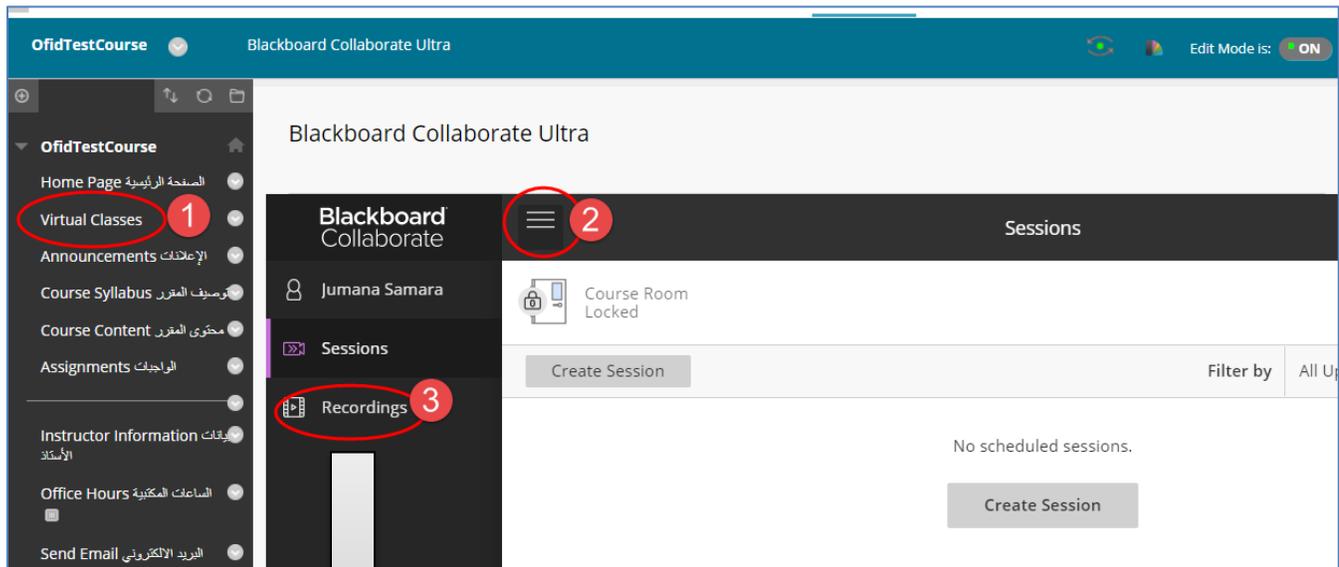
Filter by All Reports

Start time	End time	Attendees	Duration	Attendance
2/27/19, 10:57 AM	2/27/19, 2:00 PM	29	03:02:27	View report

20. View Session Recording

1. Access the Collaborate Ultra Tool

2. From the Collaborate Ultra Page, click on the top left menu 
3. Select Recordings
4. Click on the recording that you want to view, then “Watch”
5. You can send the link of the recording to students by accessing the recording option and then copying the link.



21. Sending the Recording link to students

If the teacher is using the link to invite students, he or she can send the recording link to students after the class. Here are the steps:

1. From the Collaborate Ultra Page, click on the top left menu 
2. Select "Recordings".
3. Locate your recording and open the options. 
4. Select "Copy Link" and send the link to students by email.

