

Instructor
Guideline

E-LEARNING

Blackboard Ultra

Collaborate Ultra



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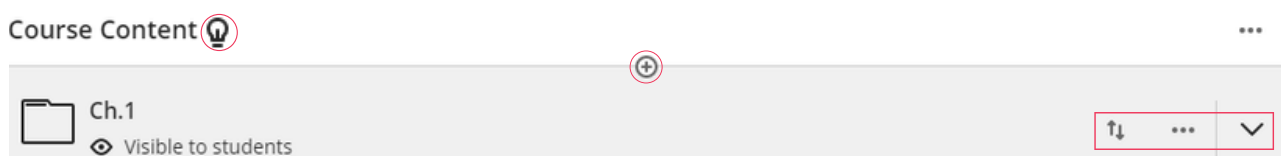
Overview

This guide is designed to help you develop your course in Blackboard Ultra instead of Blackboard Original. Also, It would give you a comprehensive of using course tools and items.

If you have not used Blackboard much in the past, now is a great opportunity to learn. We are all in this transition together with the goal of providing BMC students with consistent quality experiences.

Tips for Getting Started

For starters, It is extremely helpful to know some symbols meaning in your course such as  which mean you're about to create an item.  ellipsis which mean more options for your course or your item.  double arrows which mean you can move your item to any desired location.  down arrow which mean there are some items hidden, to show them up you must click on it.  lamp which mean a hint or note about something.  student preview which mean you can give a look at what you have done in your course from student perspective.



Collaborate Ultra

When should you use a Collaborate Ultra?

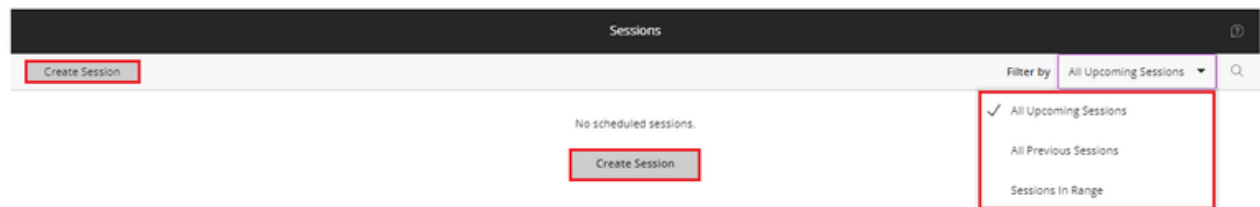
You should use a Collaborate Ultra when you need to create/schedule a session in blackboard system. It allows you to engage with your students in synchronous and asynchronous manner.

How can you create/schedule a session?

- Click on ellipsis which is next to "Blackboard Collaborate" tab that exists in the left side of the course roster.
- Click on "Manage all sessions" from the list.

The screenshot displays the Blackboard Collaborate interface. On the left, the 'Details & Actions' menu is visible, with the 'Blackboard Collaborate' option highlighted in red. A dropdown menu is open, showing 'Manage all sessions' and 'View all recordings'. The main content area shows a list of sessions under 'Chapter 1', including 'Chapter 1 (1st Lecture)', 'Geriatric Nurses: Roles and Responsibilities', 'The responsibilities of geriatric nurses', and 'The principles of geriatric nursing care'.

- You've the option to filter your sessions by (All upcoming sessions, All previous sessions, or sessions in range). keep in mind the sessions in range requires a specific date (from - to).






- To create/schedule a session, click on Create Session button.

Event Details

- Type a name for your session.
- Set when your lecture is going to start and end by determining date and time.
- Tick "No end (open session)", If you need your session to keep running. It's not preferred to be selected.
- Tick "Repeat session", If you need your session to be repeated. Once you tick it, other options will appear such as (Repeat daily, Repeat weekly, Repeat monthly) and duration of repetition (Every week, 2 weeks, ... 10 weeks) also, you have to determine days (S,M,T,W,T,F,S). Moreover you must choose when to end it up according to (number of occurrences, or date).
- Select from the drop down list that belongs to Early Entry, "No early entry".
- Type a description for your session.

*** Session Name**

1st Lecture. General information about geriatric nurs

Event Details

Guest access

Start

10/3/22



1:00 PM



End

10/3/22



2:00 PM



No end (open session)

Repeat session

Early Entry

No early entry



[Provide a description](#)

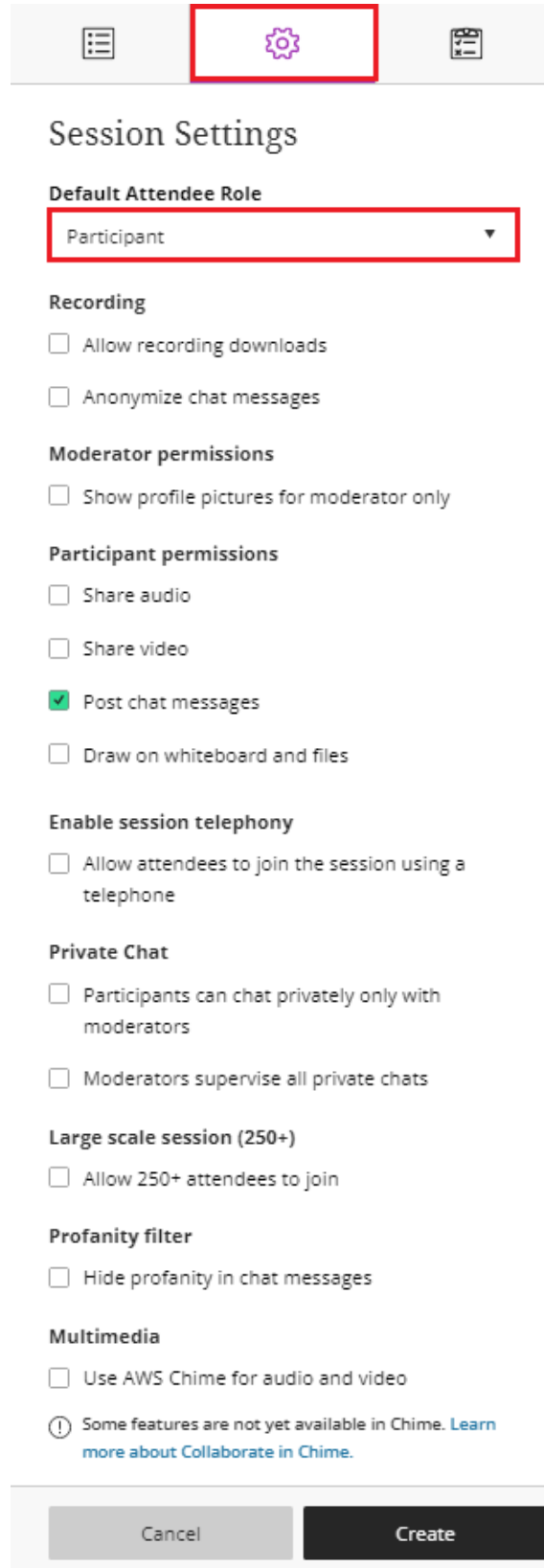
Cancel

Create

Session Settings

- Select default attendee role from the drop down list (Participant, Presenter, Moderator). Keep in mind moderator role belongs only to instructors.
- Tick "Allow recording downloads", If you want to allow students to download the lecture.
- Tick "Anonymize chat messages", If you want to anonymize students' names in session recording.
- Tick "Show profile pictures for moderator only", Which means no profile pictures are seen for anyone in the session except profile pictures for moderators.
- Tick (Share audio, Share video, Post chat messages, and Draw on whiteboard and files), whenever you want to permit participants to share.
- Tick "Allow attendees to join the session using a telephone", whenever you let participants to use telephone to share audio by dialing-in on the number that appears in the session. Keep in mind the maximum number of participants who can dial-in 25.
- Tick "Participants can chat privately only with moderators", If you don't want to let participants to chat with each other privately.
- Tick "Moderators supervise all private chats", If you want private chat to be supervised. Notice that, there is an alert appears at the top of the private chat informing participants that the chat is supervised.
- Tick "Allow 250+ attendees to join", whenever you need to scale up the number of attendees. Keep in mind the number of attendees by default is 250.
- Tick "Hide profanity in chat messages", to prevent profanity.

- Tick "Use AWS Chime for audio and video", to have a better audio, video and shared content experience.



Session Settings

Default Attendee Role

Participant

Recording

- Allow recording downloads
- Anonymize chat messages

Moderator permissions

- Show profile pictures for moderator only

Participant permissions

- Share audio
- Share video
- Post chat messages
- Draw on whiteboard and files

Enable session telephony

- Allow attendees to join the session using a telephone

Private Chat

- Participants can chat privately only with moderators
- Moderators supervise all private chats

Large scale session (250+)

- Allow 250+ attendees to join

Profanity filter

- Hide profanity in chat messages

Multimedia

- Use AWS Chime for audio and video

ⓘ Some features are not yet available in Chime. [Learn more about Collaborate in Chime.](#)

Cancel Create

Attendance Reporting

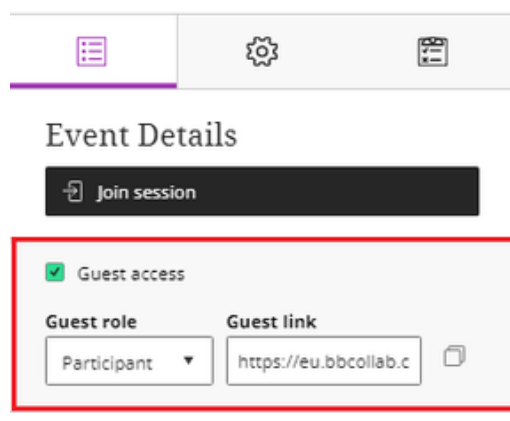
- Tick "Share attendance information with LMS", whenever you need the system to take the attendance on behalf of you.
- Determine when the participants will be considered late, and absent.
- Specify "Required time in session", recommended range is 60%.
- Click on create button, then click on save button.



The screenshot shows the 'Attendance Reporting' configuration page. At the top, there is a navigation bar with three icons: a list, a gear, and a calendar. The calendar icon is highlighted with a red box. Below the navigation bar, the title 'Attendance Reporting' is displayed. A checkbox labeled 'Share attendance information with LMS' is checked. The main configuration area includes a question: 'How late can attendees join before they're marked late or absent?'. There are two input fields: '* Late after' with the value '10' and '* Absent after' with the value '15', both highlighted with red boxes. Below these is a slider for 'Required time in session' set to 60%. A note states: 'Attendees must be present for at least 60% of the session running time or they're marked as absent.' At the bottom, there are two buttons: 'Cancel' and 'Create', with the 'Create' button highlighted by a red box.

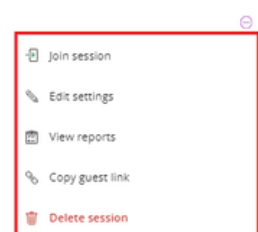
Click on "Join session" button, to join it directly. In some cases, you need to send a guest link to invite participants who can't join the session directly, because they are not enrolled in your course. To create a guest link, please follow steps below:

- Tick "Guest Access".
- Determine the "Guest role".
- Click on create button to be able to get the link.
- Click on the double squares next to "Guest link" to copy the link.



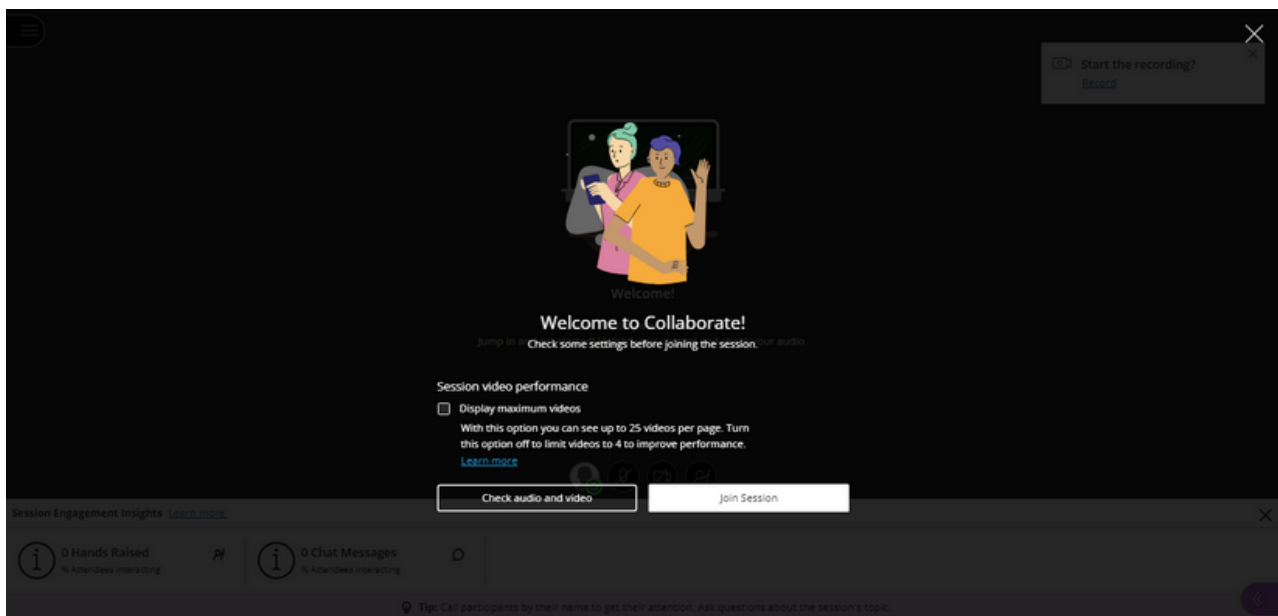
Once the created session appear in scheduled sessions panel and you move your mouse over it, notice that ellipsis show up at the end. If you click on it, some choices will show up such as (Join session, Edit session, View reports, Copy guest link, and Delete session).

1st Lecture. General information about geriatric nursing.
10/3/22, 1:00 PM - 10/3/22, 2:00 PM (in progress)

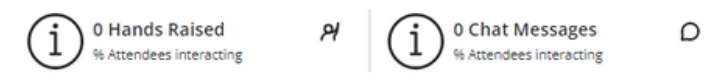


Virtual Classroom

- Tick "Display maximum videos", whenever you and your colleagues need to share videos. Keep in mind the maximum videos to see is 25 per page. It's not recommended to select it, because It leads to performance deteriorates.
- Click on "Check audio and video", to test them before you join the session.
- Click on "Join Session" to join it.

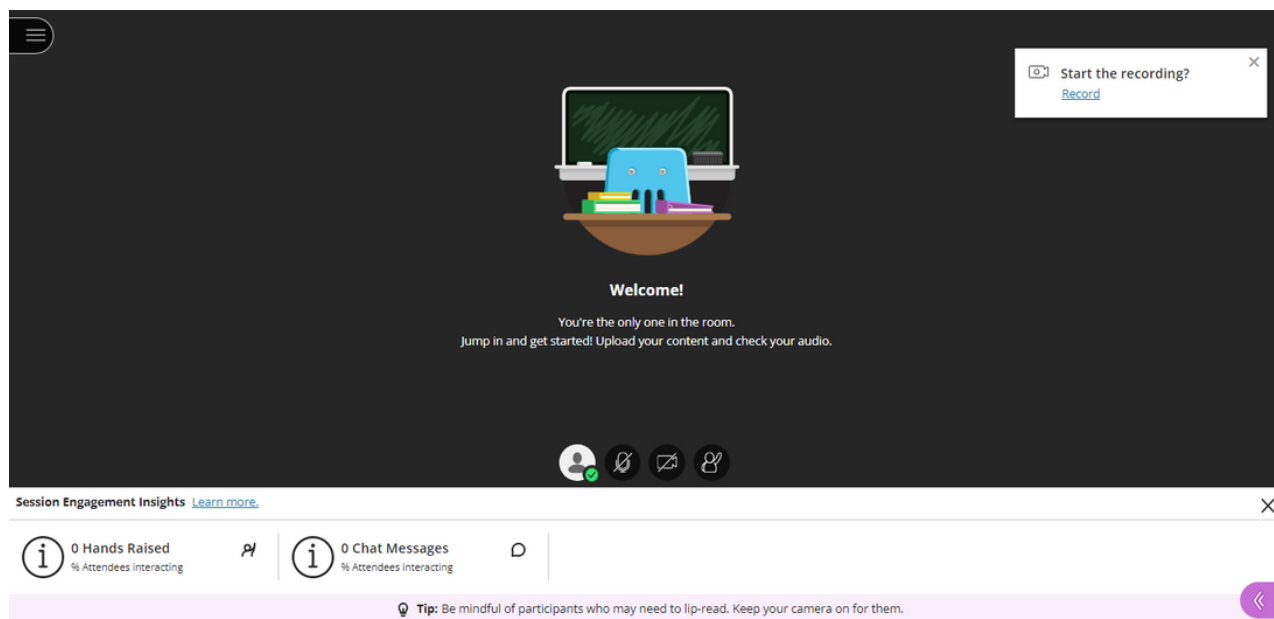


- Session engagement insights is a small dashboard that indicate participants' actions.



- Click on (Mic to mute/unmute, Camera to open/close, and Hand to raise/put it down).





- Click on  to control (My settings, share content, attendees, chat). 

Audio and Video Settings:

- Adjust your speaker volume to 100% whenever you feel the voice is low.
- "Display maximum video", It has mentioned before and explained well.

Notification Settings:


You have the option to unselect (Collaborate pop-up notification, Audio notification, and browser pop-up notification), in some cases such as (Someone joined or left the breakout group or session, Someone posts a chat message, and when someone raises hand). Whenever the audio annoys you.

Session Settings:


- Click on "Default language", to select a language from the drop down list. By default, it takes your browser language.
- Select which one of gallery view would you prefer (Enable for everyone, Enable for moderators, and Disable gallery view).

The other settings have been mentioned before and explained well.

Audio and Video Settings

 Set up your camera and microphone

Speaker Volume

0%  100%

Display Closed Captions (when available)

Session video performance

Display maximum videos

With this option you can see up to 25 videos per page. Turn this option off to limit videos to 4 to improve performance.

[Learn more](#)

Notification Settings



Someone joined or left the breakout group or session

- Collaborate pop-up notification
- Audio notification
- Browser pop-up notification

Someone posts a chat message

- Collaborate pop-up notification
- Audio notification
- Browser pop-up notification

When I'm mentioned in chat

- Special audio notification

Closed captioning available

- Collaborate pop-up notification

Someone raises their hand

- Collaborate pop-up notification
- Audio notification
- Browser pop-up notification

Session Settings



- Only show moderator profile pictures

Default Language

Browser default (English) ▼

Gallery View

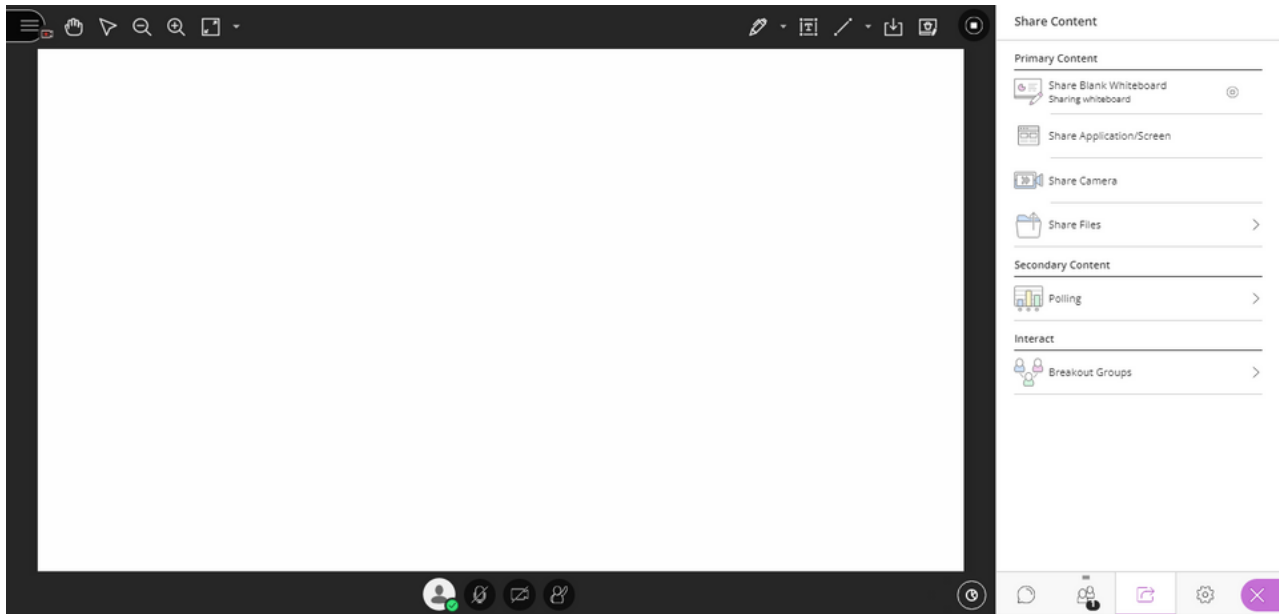
- Enable for everyone
 - Enable for moderators
 - Disable gallery view
- When you disable gallery view, up to 4 videos are visible. Attendees can't choose to see more.

Participant permissions

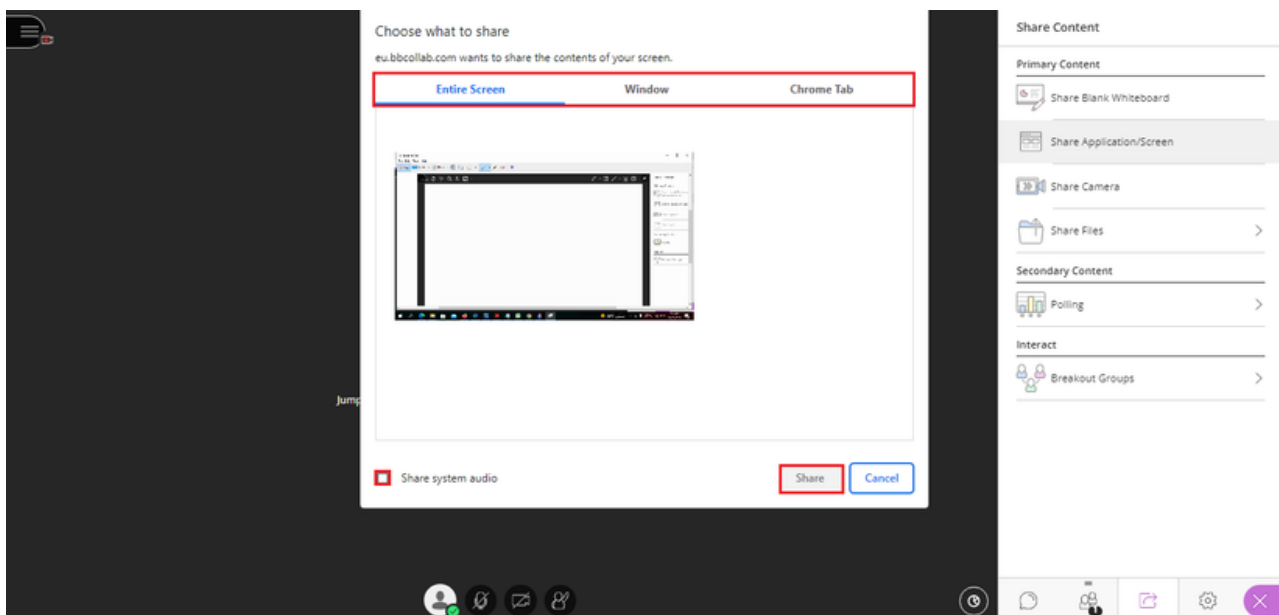
- Share audio
- Share video
- Post chat messages
- Draw on whiteboard and files

Share content:

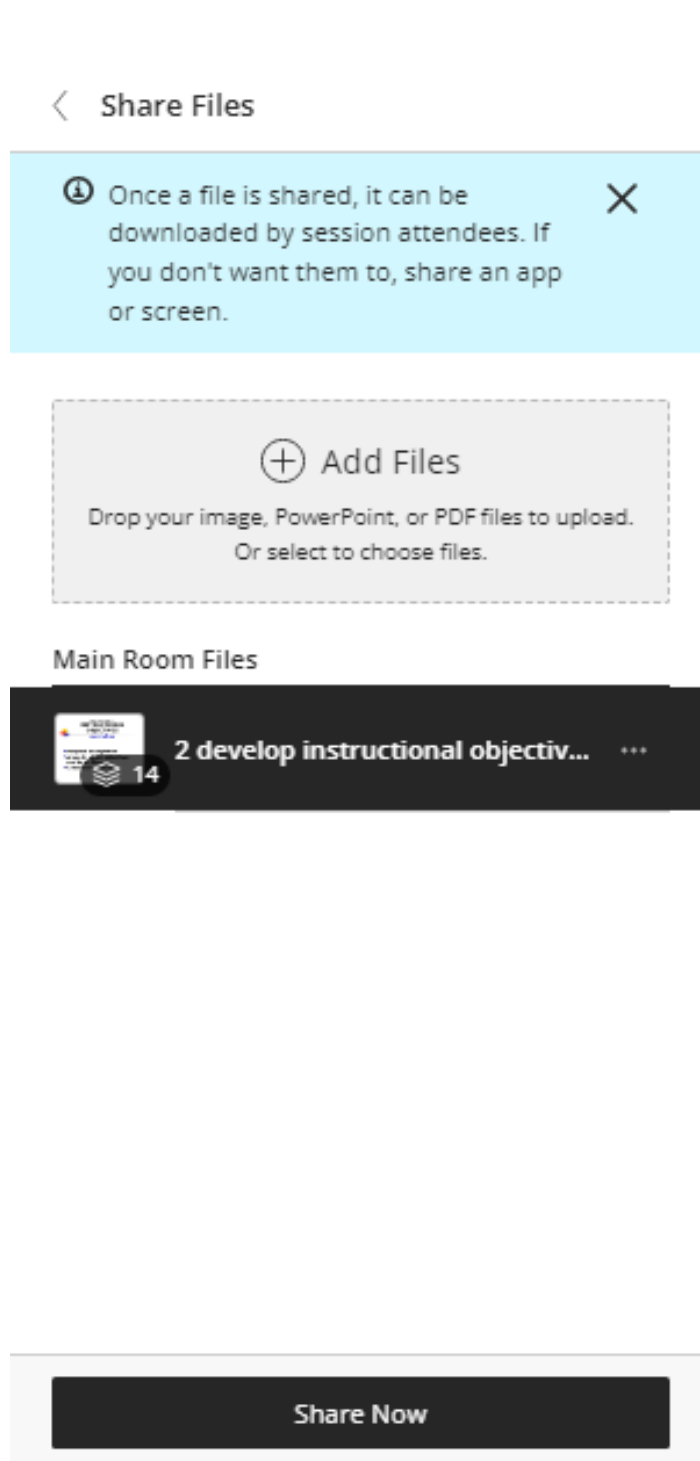
- Share blank whiteboard and use the tools in the top to write or point in something.



- Share Application/screen, Allows you to share your entire screen, window, or tab. If you need to share audio too, you must tick "Share system audio". then Click on Share button.



- Share files, Allows you to share files from your local device. Once your file has uploaded, click on it then click on share now button.



- Polling, Allows you to send a question such as Yes/No choices, or multiple choice. Then, click on Start button to pop up the question for participants.

Note: This pop up will help instructor to evaluate the participants' understanding of the lecture.

< Polling

Multiple Choice

Yes/No Choices

< Polling

Ask a question

Type poll question

First answer choice

①

Type answer



Second answer choice

②

Type answer



[Add choice](#)

Cancel

Start

< Polling

Ask a question

Type poll question

① Yes

② No

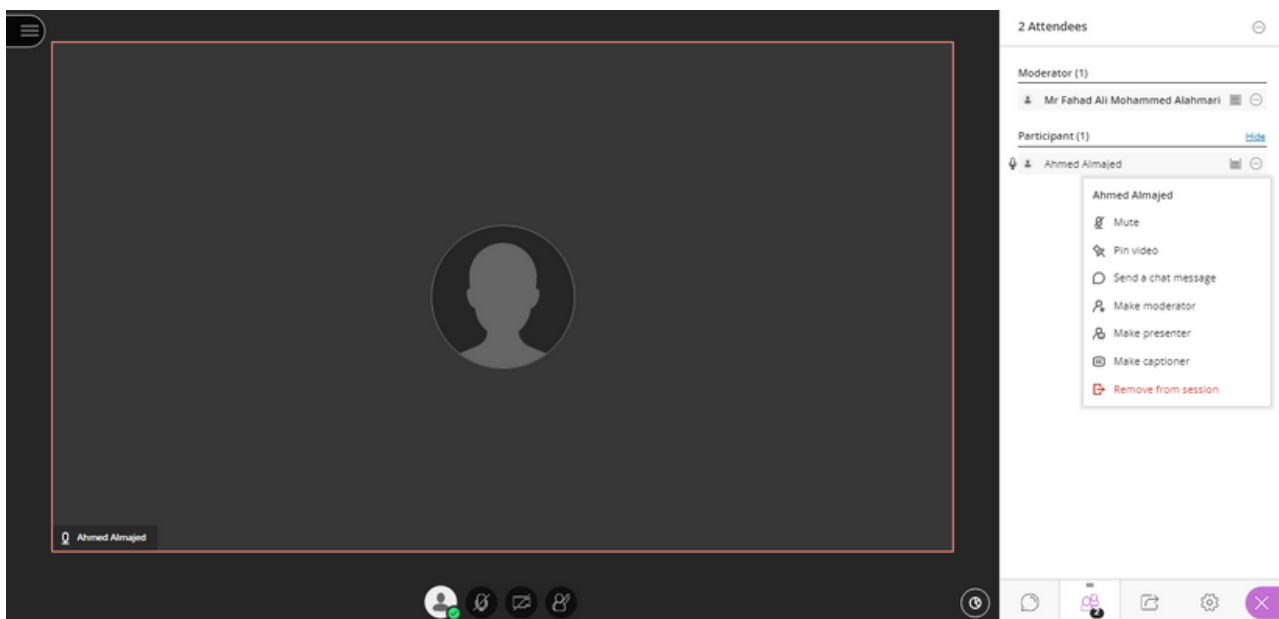
Cancel

Start

- Breakout Groups, Allows you to divide the participants into a subgroups which give you an option to discuss with each group individually.

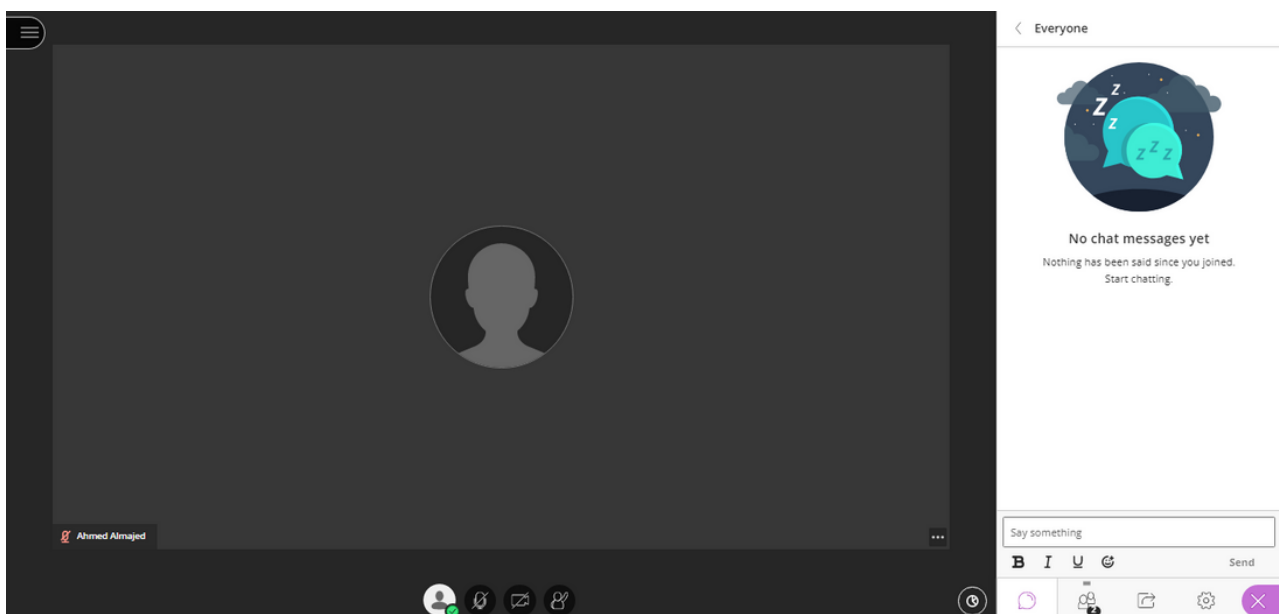
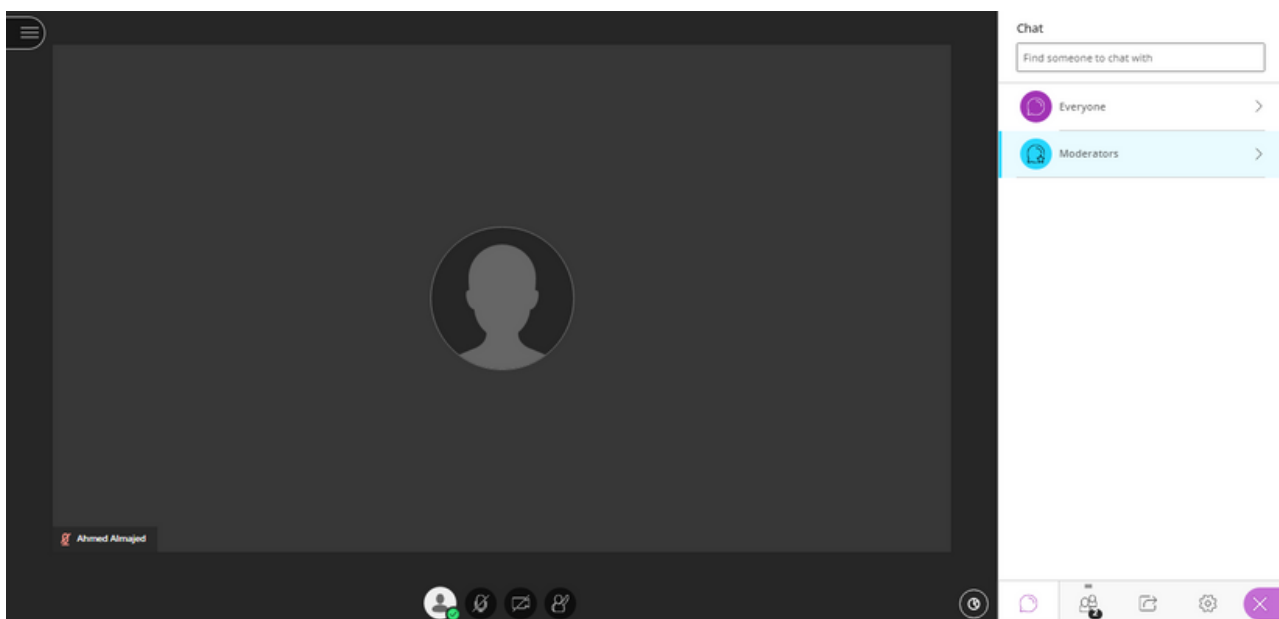
Attendees:


- Click on ellipsis which is in the right side of participant name.
- Select (Mute, Pin video, Send a chat message, Make moderator, Make presenter, Make captioner, and Remove from the session)

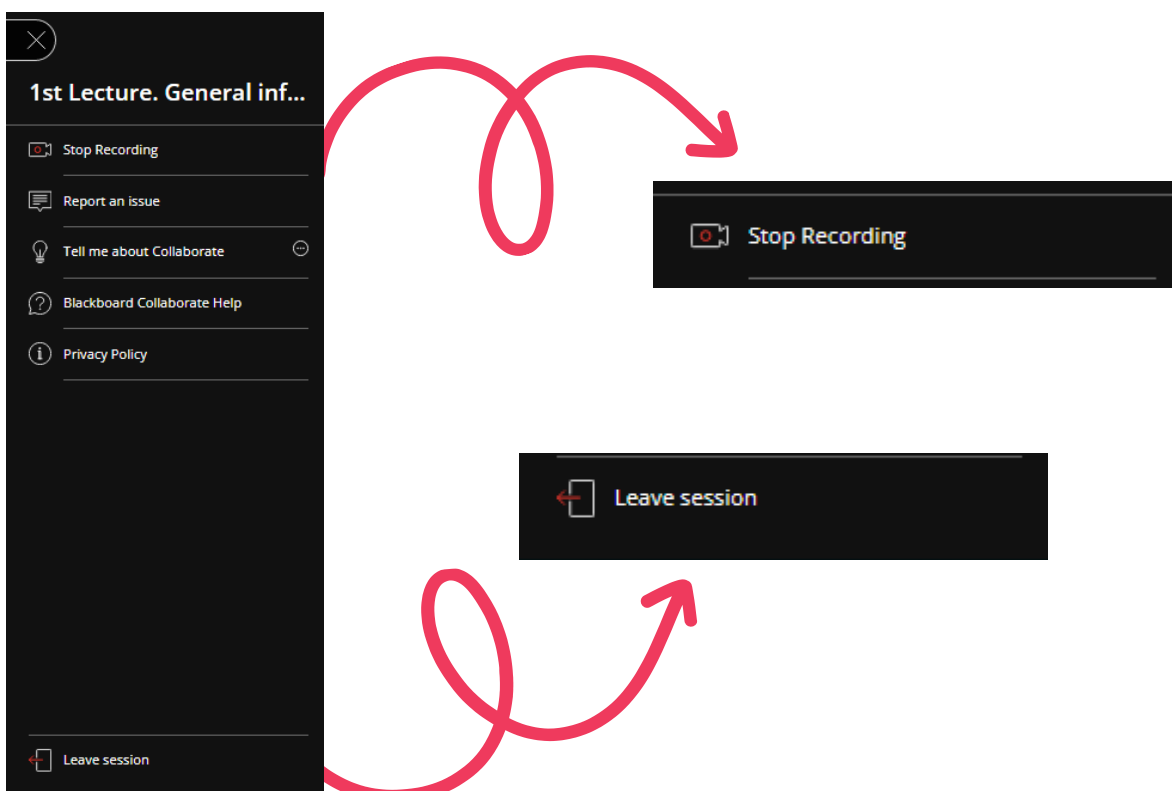
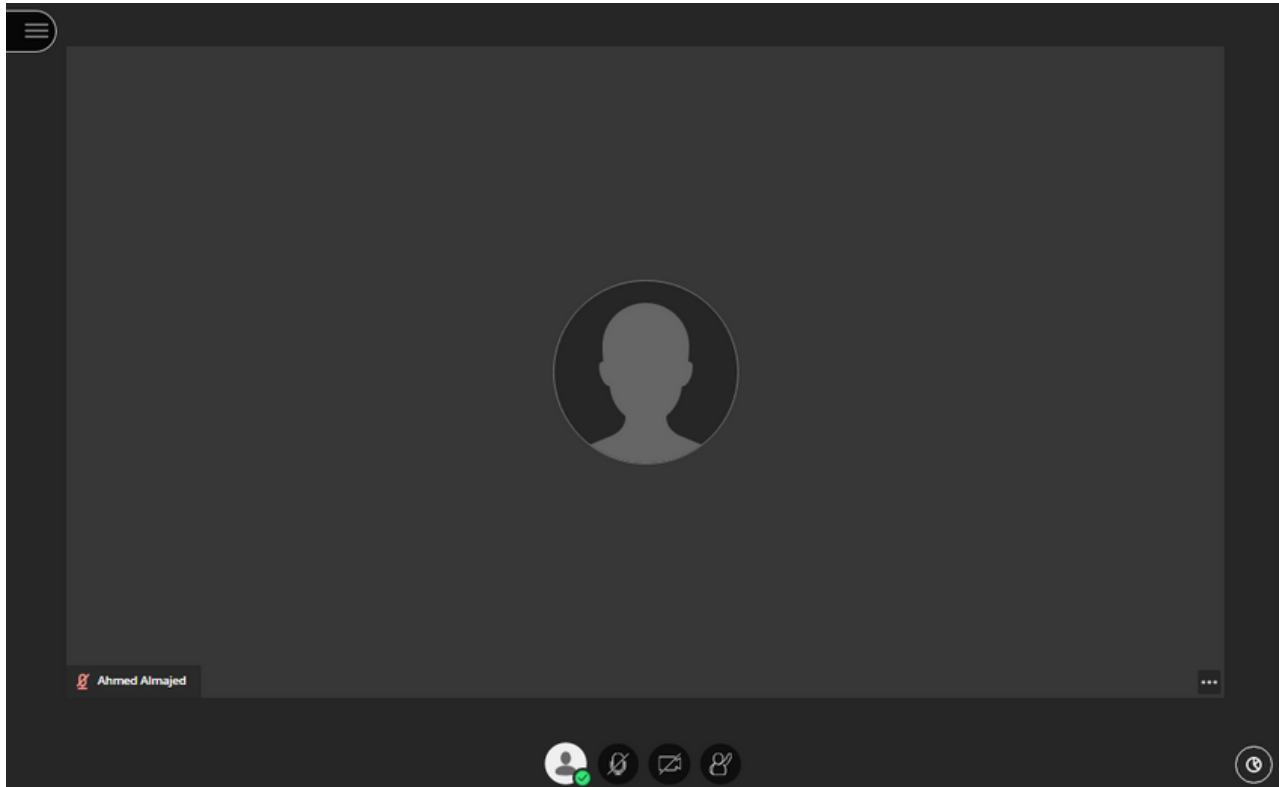


Chat:

- Enter a username in the textbox, whenever you need to search for a certain participant.
- There are two methods to use in chat, Everyone: which mean whatever you type will be shown for all. On the other hand, Moderators: which mean whatever you type will be shown only for moderators.



- Click on  to show up the panel which allows you to stop the recording, and leave the session.



Synchronous session & Asynchronous session:

Whenever instructor creates a session and meets with students virtually that called a synchronous session. Whereas, creating a session and record it and make it available for students to watch it whenever they like that called an asynchronous session. Moreover, using applications or browsers' extensions which allow to record your computer's screen and share it with students by uploading it to blackboard system that also called an asynchronous session. In the previous pages, We mentioned how to create a synchronous session.

Now, let's move on to learn how to manage the lecture to make it available in the content area as an asynchronous session:

- Click on ellipsis which is next to "Blackboard Collaborate" tab that exists in the left side of the course roster.
- Click on "View all recordings" from the list.

The screenshot displays the Blackboard course interface. On the left, the 'Course Faculty' section lists 'Fahad Alahmari' as the instructor. Below this, the 'Details & Actions' section includes various course management options. The 'Blackboard Collaborate' option is highlighted with a red box, and its dropdown menu is open, showing 'View all recordings' also highlighted with a red box. On the right, the 'Course Content' area shows a list of course items, including 'Course Objectives', 'Chapter 1', 'Chapter 1 (1st Lecture)', 'Geriatric Nurses: Roles and Responsibilities', 'The responsibilities of geriatric nurses', and 'The principles of geriatric nursing care'. Each item has a visibility icon and a three-dot menu icon.

- Click on ellipsis and select "Recording settings".

Session name / Recording name	Start date	Duration	Access ⓘ	Closed Captions
1st Lecture. General information about geriatric nursing. / recording_1	10/3/22, 2:26 PM	00:21:27	Course members only	No captions ⋮

- ▶ Watch now
- ⬇️ Download
- 🔗 Recording settings
- 📄 Copy link
- 🗑️ Delete

- Click on ellipsis and select "Recording settings".
- Click on the drop down list which belongs to access. Then, select "Public".
- Click on Save button.

Recording settings

Details & Information

* Recording name

Access

Public ▲

Public

Course members only

Upload your own caption file source.

Video Text Tracks (VTT) and SubRip Subtitle (SRT) files are supported.

[Download example file](#)

Enable captions

[Upload/Overwrite captions](#)

Cancel

Save

- Click on ellipsis. Then click on Copy link.

Session name / Recording name	Start date	Duration	Access	Closed Captions
1st Lecture. General information about geriatric nursing. / recording_1	10/3/22, 2:26 PM	00:21:27	Public	No captions

- ▶ Watch now
- ⬇ Download
- ⚙ Recording settings
- 🔗 Copy link
- 🗑 Delete

Once the link has been copied, you have the option to paste it anywhere in the content area.

INSTRUCTOR

Details & Actions

- Roster
[View everyone in your course](#)
- Course Groups
[View sets & groups](#)
- Course Image
[Edit display settings](#)
- Course is open
[Students can access this course](#)
- Blackboard Collaborate
Room disabled
- Attendance
[Mark attendance](#)
- Announcements
[Create announcement](#)
- Books & Tools
[View course & institution tools](#)
- Question Banks
[Manage banks](#)

Add course schedule
[Skip](#)

Chapter 1
Visible to students
This chapter will include Definition, Duties and Requirements about " Geriatric Nursing ".

Chapter 1 (1st Lecture)
Visible to students
Students progress through the module in order

Geriatric Nurses: Roles and Responsibilities
Visible to students

The responsibilities of geriatric nurses
Visible to students
What are responsibilities of geriatric nurses?

The principles of geriatric nursing care
Visible to students
What are the principles of geriatric nursing care?

1st Lecture. General information about geriatric nursing
Visible to students