

Blackboard Collaborate is a simple, convenient and reliable web conferencing solution built for education and training. The virtual learning environment allows you to feel as if you are in the same room together, with your tutor and your peers regardless of location or device.

To access Blackboard Collaborate, please follow the instructions below:

1. Log on to Blackboard using your University username & password
2. Locate your Blackboard Course from your list
3. Use the menu's available to find the Blackboard Collaborate Link. The link could be listed on the left hand menu. Alternatively, there could be a link within the main page



PLAYGROUND-msrarsh7 Sarah Hewitt-2

- Welcome
- Content
- Video Quick Tips
- Collaborate Sessions**
- Help
- mp4Test
- Testing
- Quiz 20
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- chat



Content

- Blackboard Collaborate**  
Follow this link to join group sessions & tutorials using Collaborate
- Session Powerpoint**  
Attached Files: BlackboardTS\_2018.pptx (2.126 MB)
- Discussion Forum**
- Blogs**

4. Both links will take you to the same place within the Blackboard space and from here you can access your future sessions.



## Blackboard Collaborate Ultra

☰
Sessions



**PLAYGROUND-msrarsh7 Sarah Hewitt-2 – Course Room**  
Unlocked (available)



**Friday Meeting PM**  
13/03/2020, 15:15 (available)



**test session**  
11/11/2020, 15:23 (available)



**FSE GTA Using Blackboard Collaborate**  
12/11/2020, 11:00 (available)



**FSE GTA Using Blackboard Collaborate**  
01/12/2020, 14:00 (available)

5. Click the session you wish to join
6. Join the session →
7. A wheel appears while the system connects

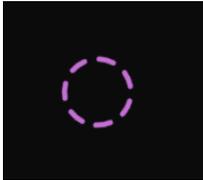
✕
Friday Meeting PM

➔ Join session

Name: Friday Meeting PM

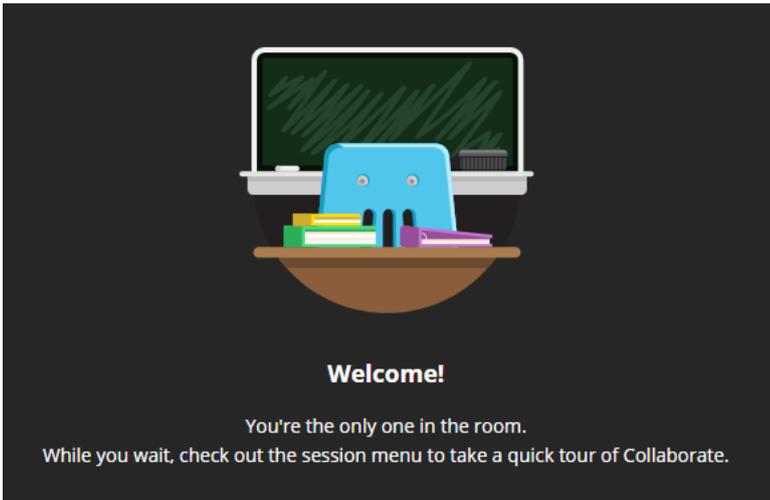
Starts: 13/03/2020, 15:15

End: N/A



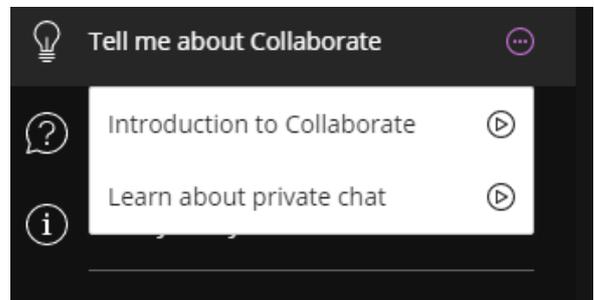
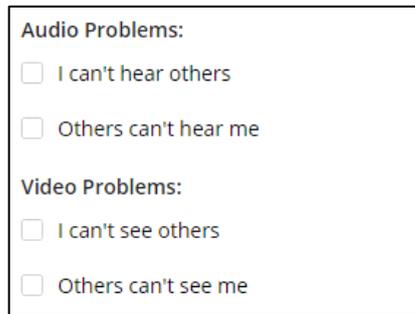
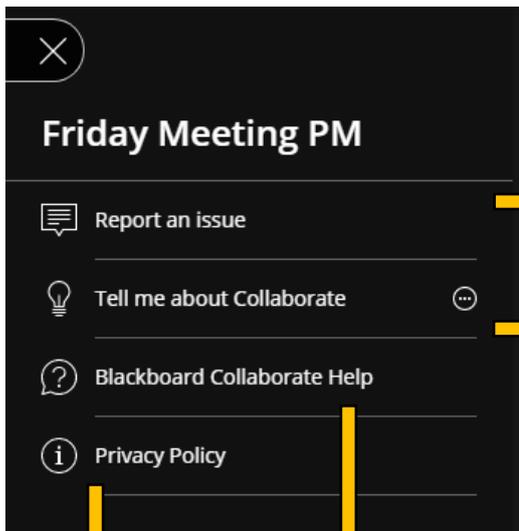
8. Once connected a welcome message appears.





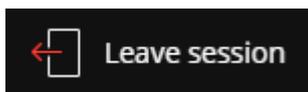
9. On this page you will see a number of icons

Top left menu



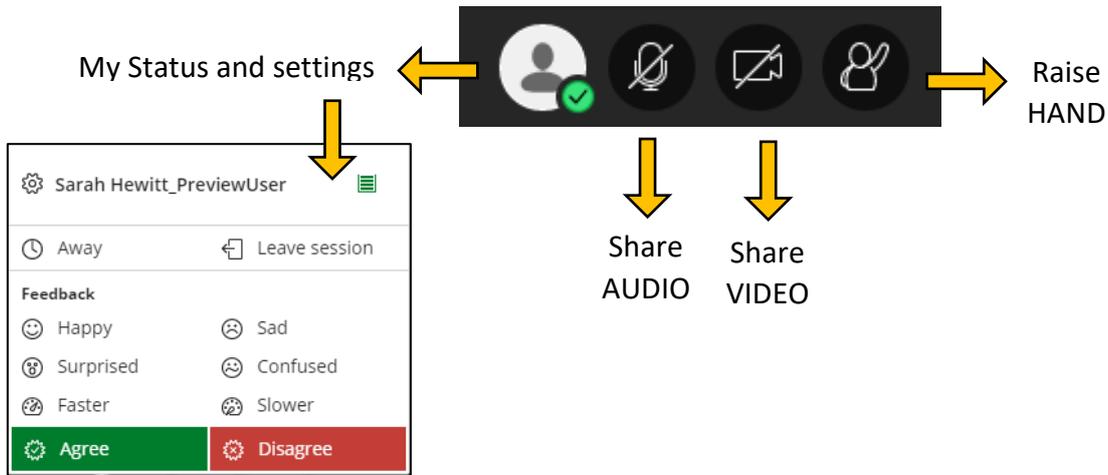
[https://help.blackboard.com/Privacy\\_Statement](https://help.blackboard.com/Privacy_Statement)

<https://help.blackboard.com/Collaborate/Ultra/Participant>

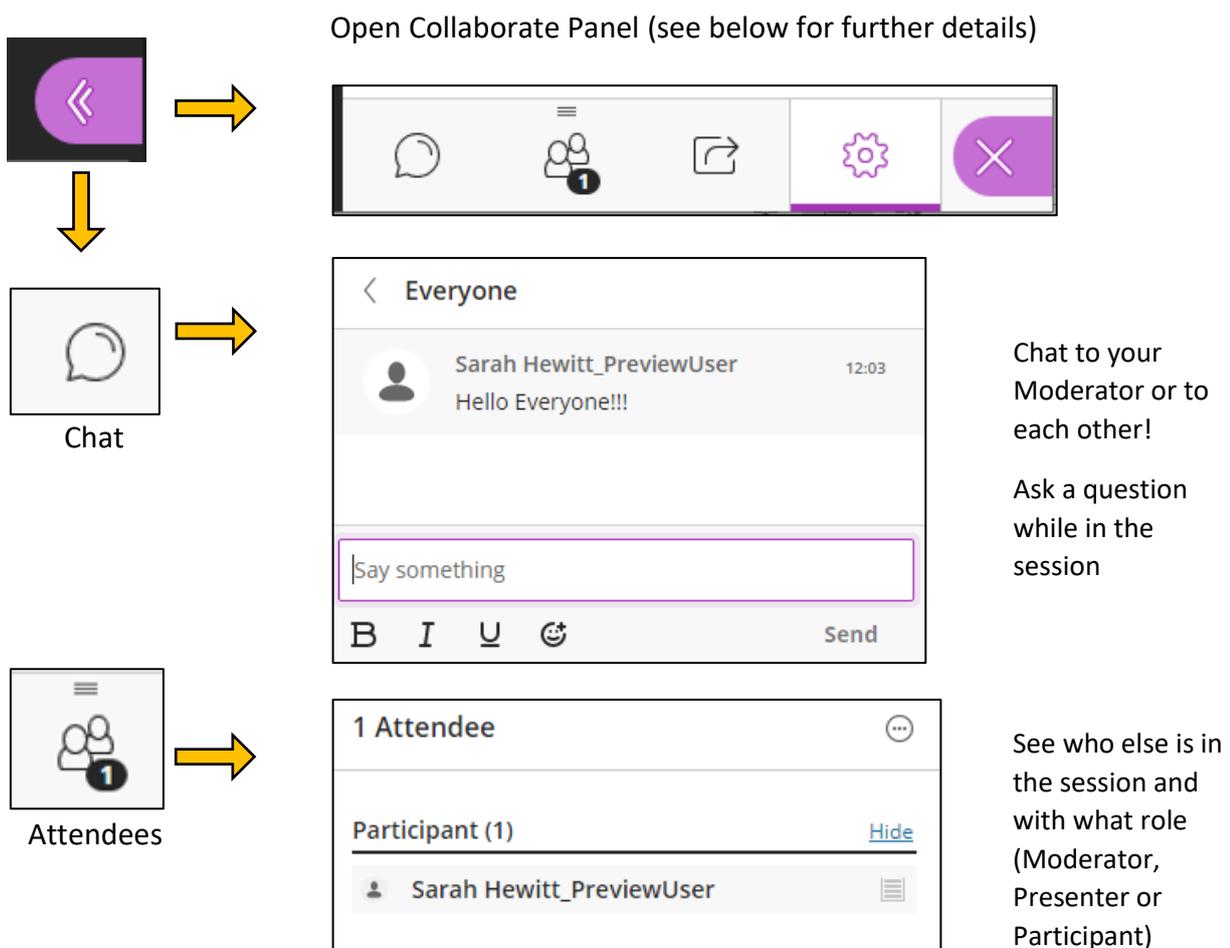


Leave session

## Bottom middle menu



## Bottom right menu



See link for further details with regard to Session Roles

[https://help.blackboard.com/Collaborate/Ultra/Administrator/About\\_Collaborate/Roles\\_and\\_Accounts](https://help.blackboard.com/Collaborate/Ultra/Administrator/About_Collaborate/Roles_and_Accounts)



Share Content

**\*PLEASE NOTE THIS IS THE VIEW OF THE MODERATOR or PRESENTER AND IS TO ILLUSTRATE THE TOOLS AVAILABLE!**

**\*MORE ABOUT BREAKOUT GROUPS BELOW!!**

### Share Content

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**Primary Content**

- Share Blank Whiteboard
- Share Application/Screen
- Share Camera
- Share Files >

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**Secondary Content**

- Polling >

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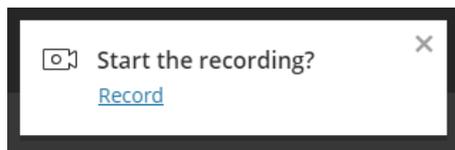
**Interact**

- Breakout Groups >

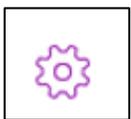
It is possible for a Moderator or a Presenter to share content with you during the session.

Take part in an anonymous survey to let your course leader know what you have learnt.

Break out into smaller groups to chat with your tutor and your peers.



Sessions can be recorded by the Moderator and can be viewed again at a later date.



Settings

### My Settings

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Sarah Hewitt\_PreviewUser

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**Audio and Video Settings** ▼

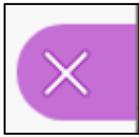
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**Notification Settings** ▼

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- Report an issue
- Chat Support

All individual session settings can be found here!



This closes the Collaborate Panel

## Breakout Groups Explained



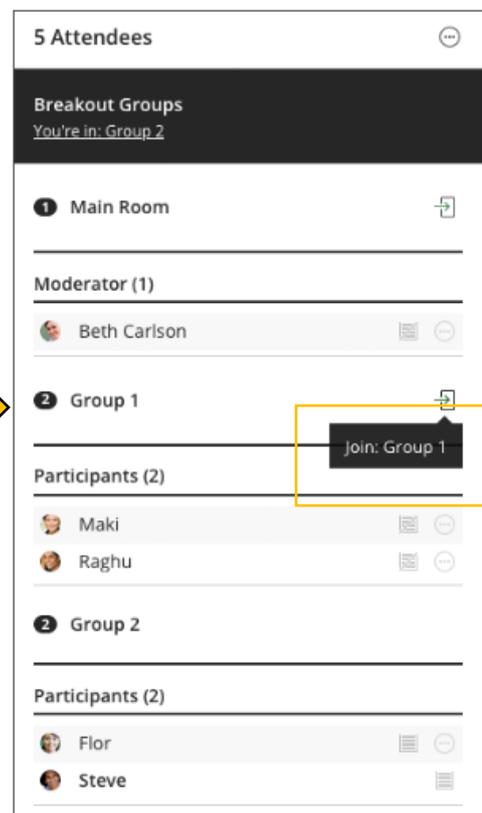
To facilitate small group collaboration, moderators can create breakout groups that are separate from the main room and assign attendees to them. Breakout groups have their own private audio, video, whiteboard, application sharing, and chat. Any collaboration that takes place in a group is independent of the Main room (and other groups).

## What can you do in breakout groups?

Breakout groups are designed for group collaboration. Every attendee in the group is a presenter. This means that all group members can share the whiteboard, files, and applications with the rest of their group. Group chats and content shared are private to the group. The main chat room is open to everyone, no matter what group you are in.

## Move to another group

- Moderators can move themselves between groups any time.
- Moderators must give you permission to move yourself to another group.
- If you can move between groups, open the Attendees panel, select Join group beside the group you wish to join
- Maximum 20 breakout groups with up-to 250 attendees.



For further information with regard to using Blackboard Collaborate, please go to:

<https://help.blackboard.com/Collaborate/Ultra/Participant>

## Certified browsers and operating systems

Blackboard Collaborate is regularly certified against the following combinations of browsers and operating systems. These combinations also reflect the areas of strongest support.

- Internet Explorer (all versions) is no longer supported by Blackboard.

Browser	Desktop	Mobile
Google Chrome	Windows 10, macOS 10.14+	Android 9+
Firefox	Windows 10, macOS 10.14+	Not supported
Safari	macOS 10.14+	iOS 12+
Microsoft Edge (Chromium)	Windows, macOS	Android, iOS

### Browser Version

Chrome 63+  
Edge 42+  
Firefox 57+  
Safari 12+ (Mac OS only)

### Useful Links

[https://help.blackboard.com/Collaborate/Ultra/Participant/Get\\_Started](https://help.blackboard.com/Collaborate/Ultra/Participant/Get_Started)

<https://help.blackboard.com/Collaborate/Ultra/Participant/Support>

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

[https://help.blackboard.com/Collaborate/Ultra/Participant/Support/Participant\\_FAQs](https://help.blackboard.com/Collaborate/Ultra/Participant/Support/Participant_FAQs)