Blackboard Collaborate Ultra Instruction Guide

Blackboard Collaborate Ultra is entirely browser-based and no downloads are required.

The required browsers for BB Collaborate ultra are Google Chrome or Mozilla Firefox (preferably **Chrome** for better quality)
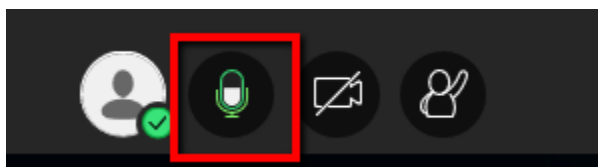
Join a Session

BB Collaborate will open in a new tab within your browser

- ✓ Test your Audio and Video

Audio

- ✓ To turn audio on, click on the **Share Audio** button on the Collaborate toolbar. The button will turn green to show the microphone is active

- ✓ Speak in to the microphone and check that the other people in your room can hear you.
- ✓ To turn the audio off click again on the **Share audio** button.

Video

To turn video on, click on the **Share Video** button on the Collaborate toolbar. You will see a video preview, click **Share Video**. The Share Video button on the toolbar will turn blue to show that the camera is active.
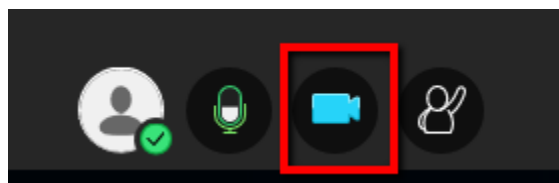
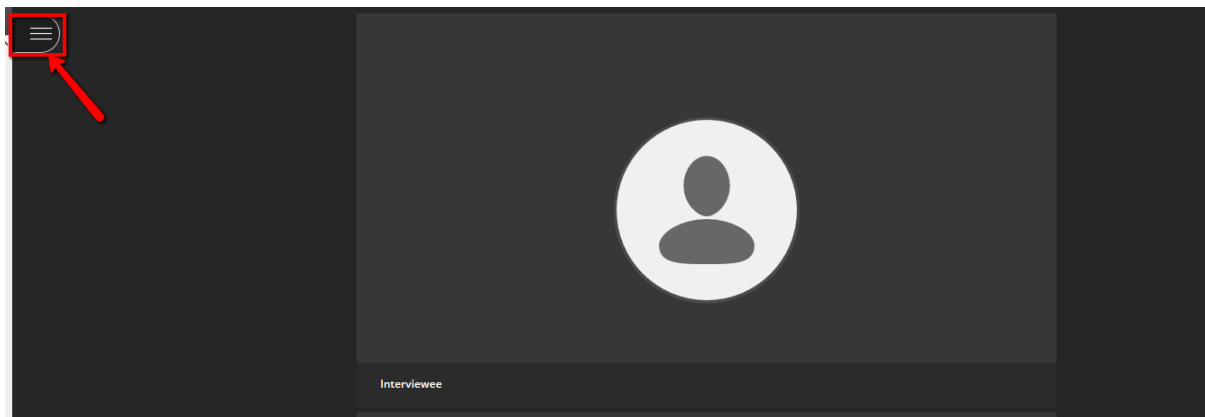To turn video off, click Share Video button again in the toolbar.

Providing there are more than two people in the room, the video will be in **Group mode** by default. Click on the button at the top right corner to switch to **Follow the Speaker** mode.
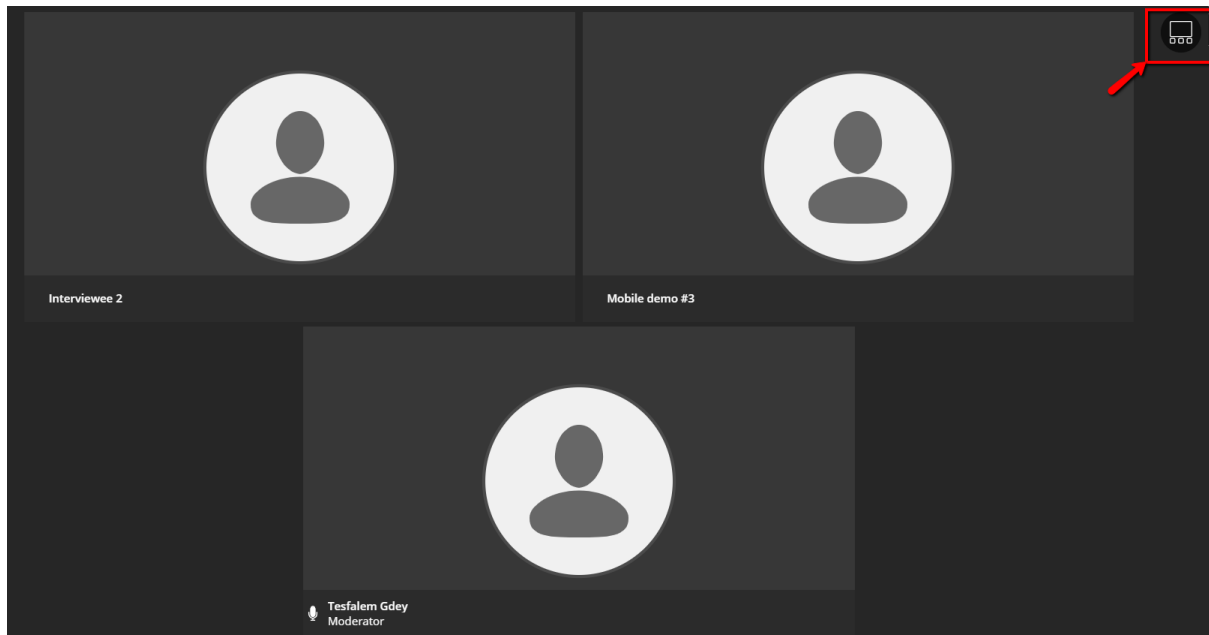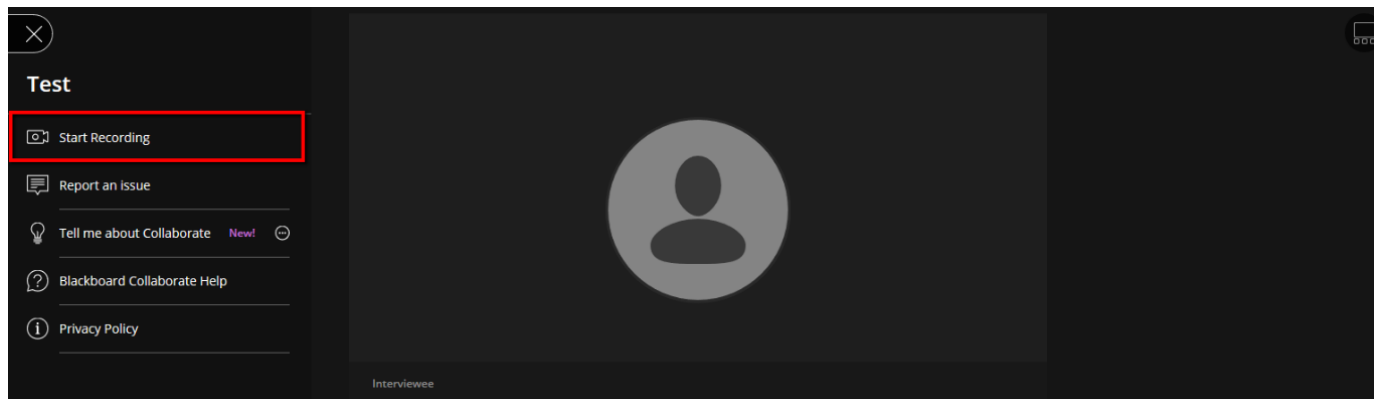

Click on the top right button again to switch back to group mode.

Recording.

To start recording, click on the Session menu

Click Start Recording

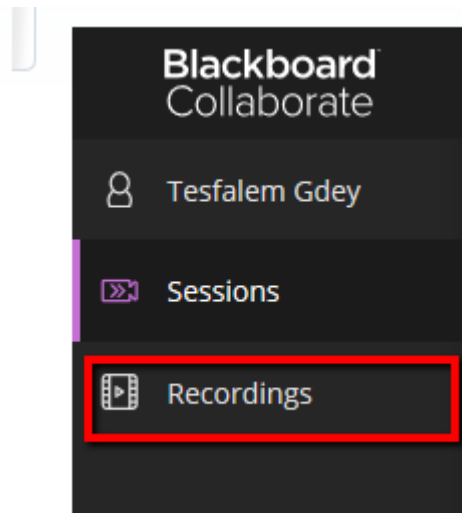To stop the recording open the Session menu, then click on Stop Recording.

Accessing Recordings

Recordings will be processed and appear under Recordings in Bb Collaborate Ultra,
To access recordings click on the Menu button in Bb Collaborate Ultra main page.

Then Click Recordings

Click on the three dots menu option to watch or download the recordings.

Deakin University CRICOS Provider Code: 00113B

Session Attendance Report

The Session attendance report provides an overview of when attendees joined and left sessions. It also gives you an idea of how long attendees were present in the session on average.

To view report:
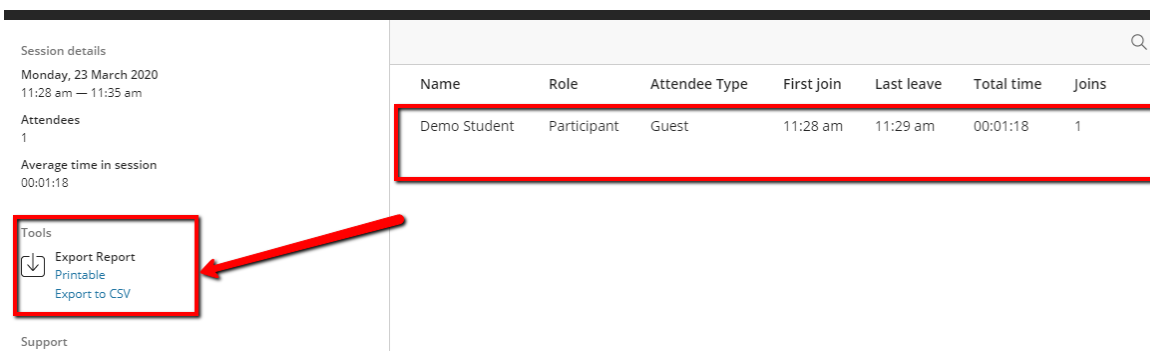1. Click on session options menu (**…**) then click on **View Reports**

2. Click on **View report link**

3. To download attendees list, click on **Export to CSV**