ULTRA SESSION AS A MODERATOR

Please use Google Chrome

Go to your course and open Blackboard Collaborate Ultra

1) Click on the session
2) Join Session

View when joining the session
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Audio and camera setup

Select your microphone then click Yes

Select your camera then click Yes
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3) Open The Collaborate Panel to access "My Settings" for more options

3a) Audio and Video Settings

Audio/Video Setup
Click here to setup your microphone and video camera

Generate Number
This will generate an unique telephone number just for you
This is only if you want to use a phone for audio instead of the computer

3b) Notification Settings

Check options for your session
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4) Share Microphone
5) Share Camera
6) Raise hand

7) Open Chat box
8) View Participants
9) Share Content
10) Settings

11) Exit
Sharing Content
Click the Share Content tab for more options

12) Share Blank Whiteboard: This option is to open a blank page

13) Share Application: This option is to share your desktop or an application

14) Share Files: This option is to share your PowerPoint. Go to the next page to learn more

15) Polling: This is to start a poll. Go to page 7 to learn more

16) Breakout Groups: This option will create groups, watch tutorial:
https://www.youtube.com/watch?v=ZTrUicClBPQ

Watch tutorial as moderator: https://www.youtube.com/watch?v=VI7qXqtvI9c
Click Share files to upload your documents
To upload a file just click on the Add files Here, when you see your file on the right panel select Share Now, when done click Stop Sharing

17) Click here to open Share Content
18) Click Share Files
19) Click here to upload your presentation
20) Select your presentation and select Share Now
Click Share files to upload your documents (continuation)
21) Select this to stop sharing presentation

Polling
Just click on Polling and select the type of Poll you want to make active, when done click the stop icon on top right corner
23) Click icon (top left corner) to open the Session Menu