



جامعة الأمير محمد بن فهد
PRINCE MOHAMMAD BIN FAHD UNIVERSITY

BLACKBOARD
COLLABORATE TOOL
STUDENT GUIDE
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Version 1.0

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Documentation Control

1.1. ITD/MIS Team

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1.2. Modification

Changes in this documentation are identified by a vertical orange bar indicator located on the left or right margin.

Date	Version	Prepared by	Change Reference
8 Mar2020	Version 1.0	Imran Syed	Document Created

1.3. Distribution

This documentation is distributed electronically by hyperlink.

Date	Version	Department
8 Mar2020	Version 1.0	IT Department

Collaborate Ultra Quick Start Guide – Student

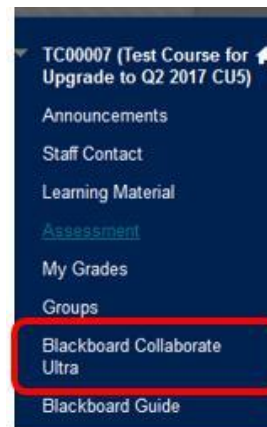
1. About Blackboard Collaborate Tool

Blackboard Collaborate Ultra is a real-time video-conferencing tool which allows to conduct interactive sessions with multiple users and share content, such as files or individual applications/screen view. It allows to perform quick polls and accommodates group work in break-out private group spaces. Collaborate sessions can be recorded, with the recordings becoming available in Blackboard.

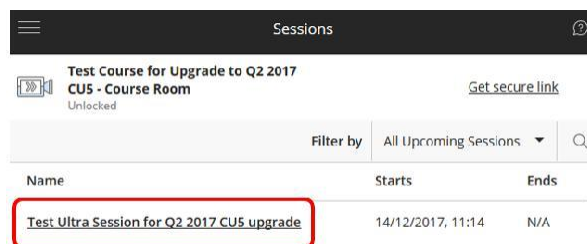
Please remember to log into your session **10-15 minutes before** the start time, to give yourself time to set up and iron out any possible problems.

2. How to join Collaborate Ultra session from your Blackboard course

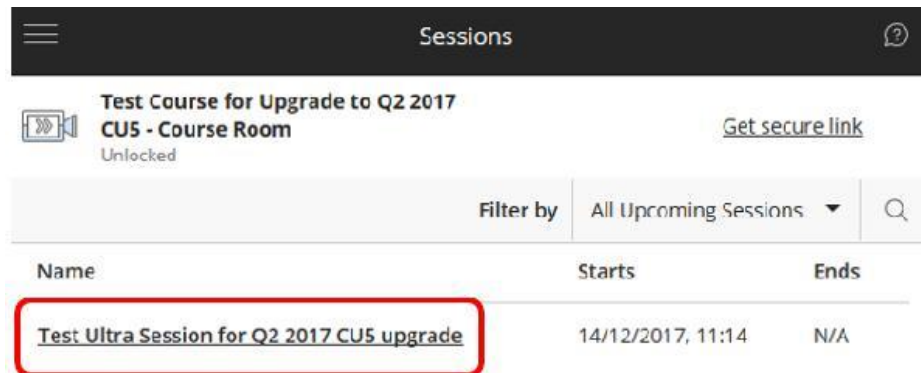
1. Go to the Collaborate Ultra menu link:



2. Click on the title of your session:

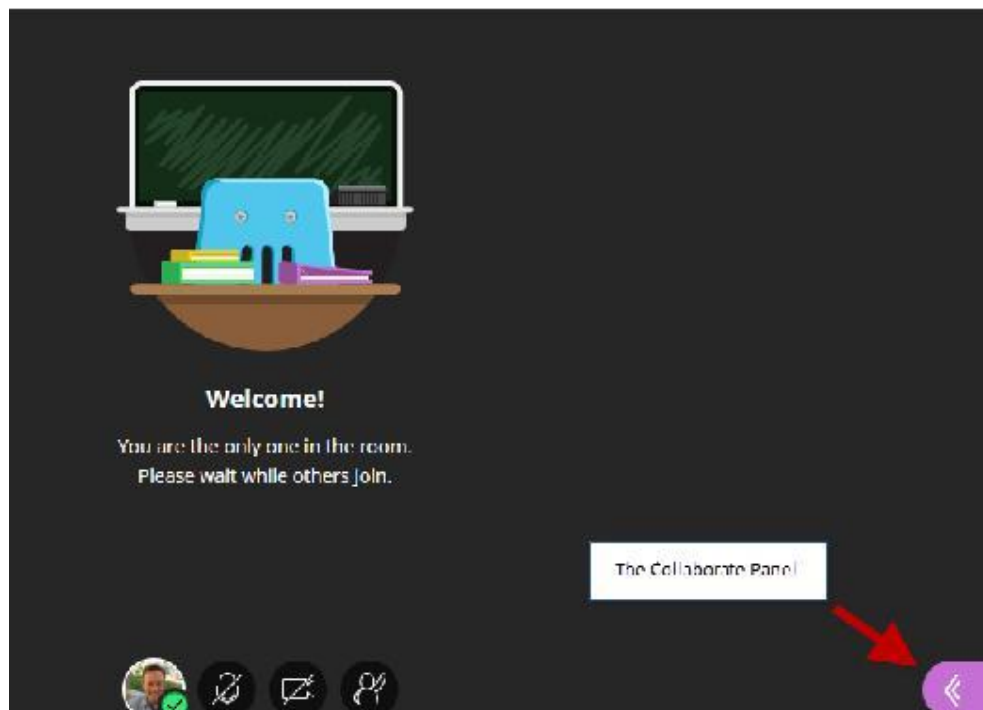


- A drop-down menu will appear: click on **Join Session** (please note that “Anonymous dial-in” option may incur fees from your telecommunications provider):

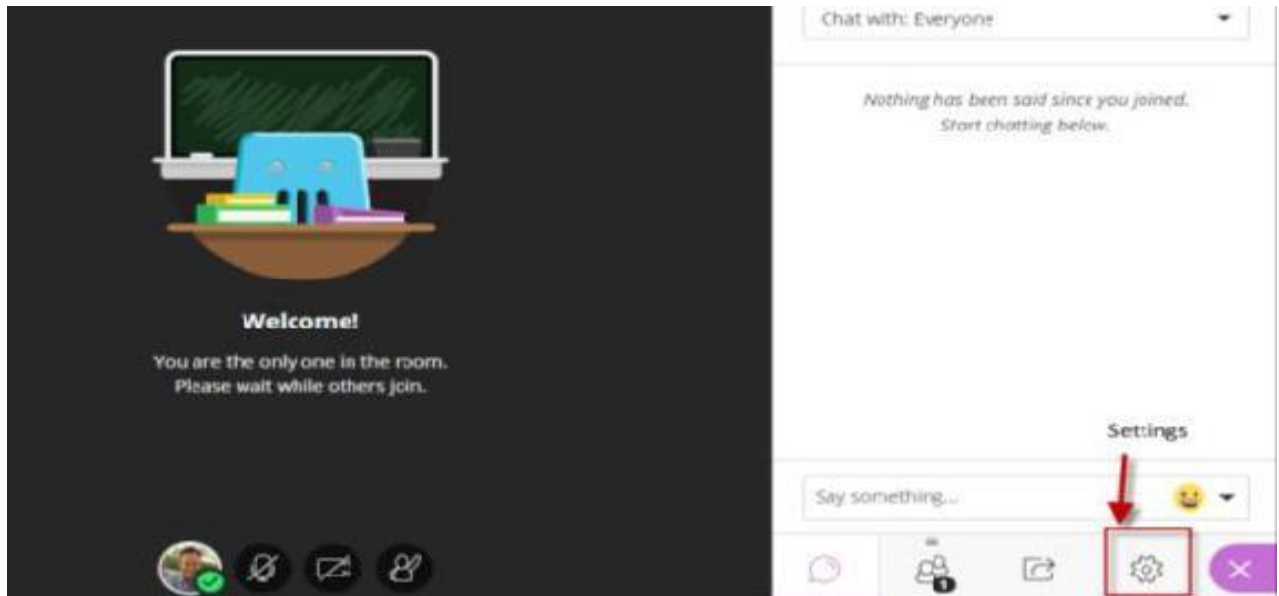


A new tab or window will open with your Collaborate Ultra session.

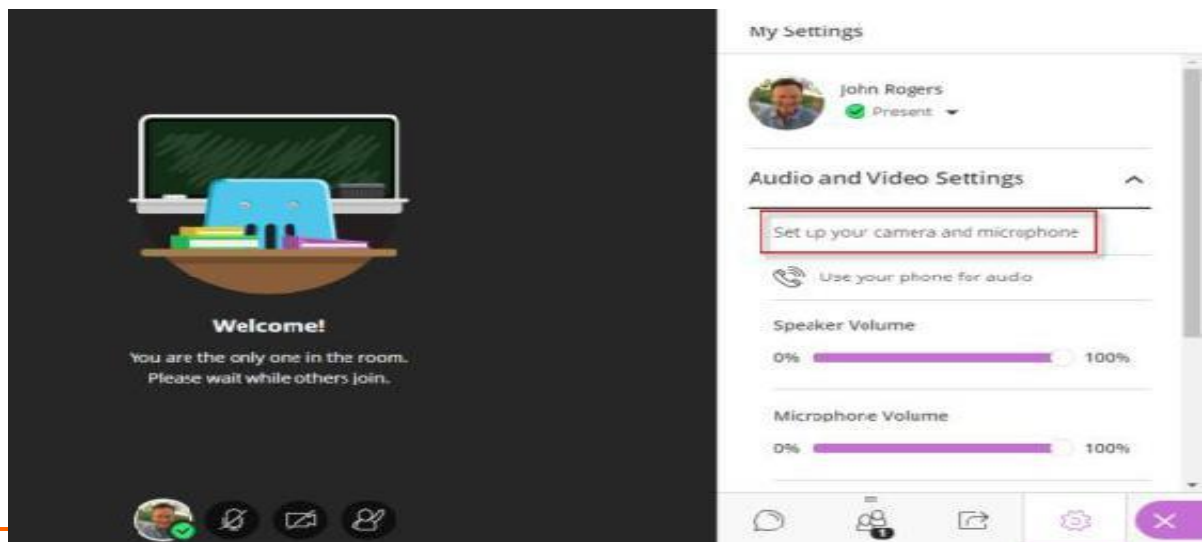
- To set up your computer for the session, click on the pink icon at the bottom right ('The Collaborate Panel'):



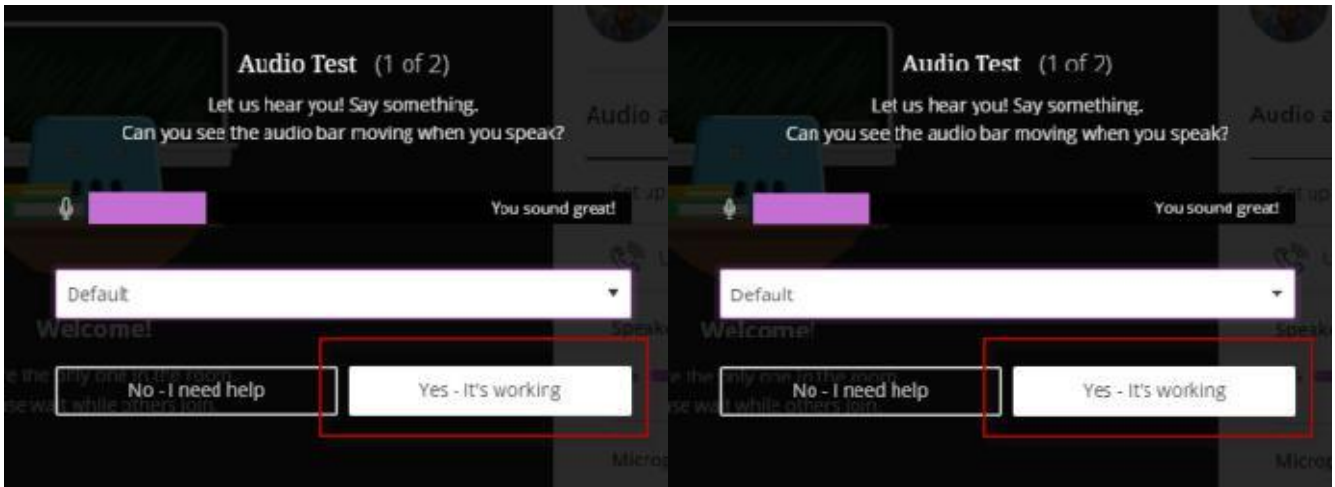
5. Once the Collaborate Panel is opened, click on the Settings icon:



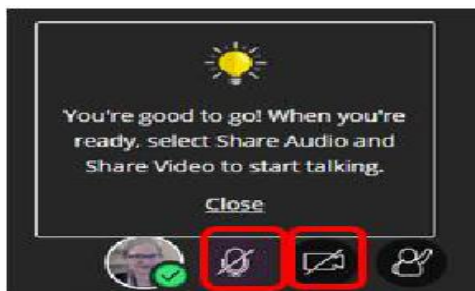
6. Click 'Set up your camera and microphone':



7. Follow the wizard prompts to configure your audio and camera. You can click the drop-down arrow to select your device if you have more than one installed on your computer (e.g. microphone):



8. Add/change your profile picture (you can capture photo from your camera if you do not have one readily available):
9. Now that you are all set up, you can select Share Audio (in the shape of a microphone) and Share Video (in the shape of a camera) buttons at the bottom of the screen:

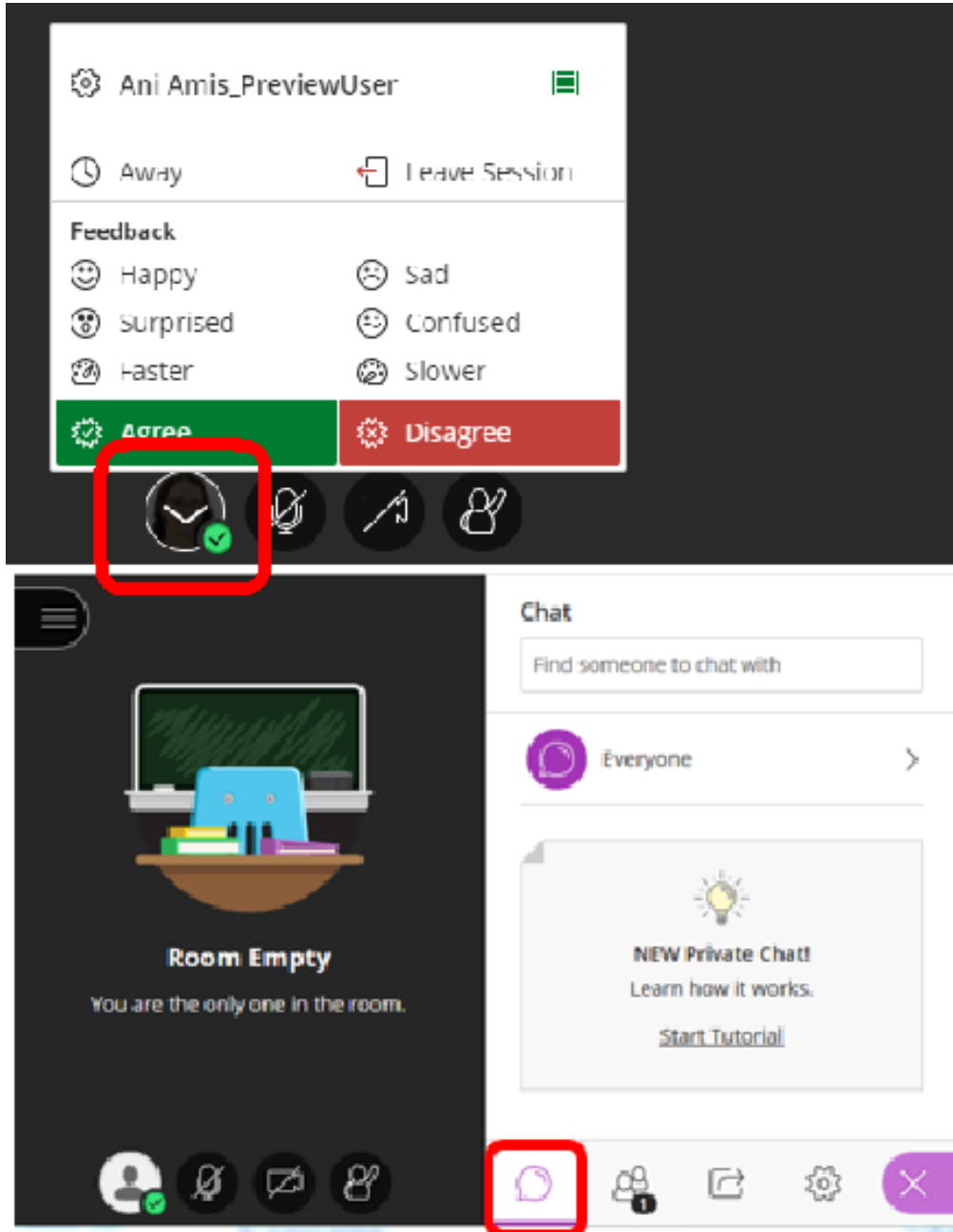


3. General Rules for Productive Session

1. Use an up-to-date browser (we recommend either Google Chrome or Firefox® (versions 49+))
2. Try not to have too many other applications opened when you are participating in a Collaborate session
3. Try using a headset if you have one (to prevent environmental noises from being picked up by the microphone)
4. Make sure that you and your students start every session by setting up audio & video as described below
5. If you need to conserve your internet bandwidth and do not need to share your web cam, turn it off
6. Encourage your students to keep their microphones turned off when they are not speaking
7. If the session does not start, clear browsing data by pressing Ctrl+Shift+Delete and selecting 'Clear...', then restart your browser (e.g., close and open again)
8. Remember that a good old-fashioned computer restart will often solve an issue


4. Explore Other functions

1. For example, you can set desired status (present / away) and feedback (happy / sad) in the My Status and Settings area (at the bottom of the screen):
2. During the session, you may have a question or wish to make a comment. You can use the Chat throughout the session to talk to the moderator and other participants.
3. If you need to get the moderator or presenter's attention to ask a question, you can raise your hand by clicking the icon at the bottom of the screen.




5. How to Join How to join Collaborate Ultra session from your smart phone

Android:

1. Go into your browser and either go to your Blackboard course (as you would on your computer) or type up the address of the guest link, if your lecturer provided it to you (or click on it if it was emailed to you);
2. Click on Blackboard icon  when the system asks how would you like to join the session;
3. In the next window, click on the smaller "Join from a browser" link, underneath the wording "Don't want to install the app?";
4. If you are using the guest link, you will have to type up your name; otherwise you will just join the session as yourself. Please see p2 above for some tips on how to set up your camera and microphone and how to use the Collaborate panel.

Apple:

If you have iPhone, you have to do the following:

5. Go to the App Store from your iPhone, type up Blackboard in the search bar and download the app:  DO NOT OPEN THE APP, just let it be loaded on your iPhone.
6. Go into your browser and either go to your Blackboard course (as you would on your computer) or type up the address of the guest link, if your lecturer provided it to you (or click on it if it was emailed to you);
7. Click on the Blackboard app icon when Collaborate asks you what to open the session with; if you are using the guest link, you will have to type up your name; otherwise you will just join the session as yourself. You will have to let the app use your iPhone's camera and microphone so that you can use these features during the session. Please see p2 above for some tips on how to use the Collaborate panel.